

**Scott Dzurka**  
*Mayor*

**Brad Gurski**  
*Vice Mayor*

**Eric Hufnagel**  
*Commissioner*

**Chris Hyzer**  
*Commissioner*

**Chris DeLiso**  
*Commissioner*



**Chad A. Gamble, P.E.**  
*City Manager*

**Mindy J. Seavey**  
*City Clerk*

**Kristina Kinde**  
*City Treasurer*

**Michael Homier**  
*City Attorney*

**Justin Smith**  
*Director of Public Services*

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

**Monday, June 23, 2025, 6:00 p.m.  
Room 2200 – Clinton County Courthouse**

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

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

**Meeting ID: 205 001 4286**

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

**(Times for agenda items are estimated times)**

**A. OPENING: (6:00 pm – 6:05 pm)**

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

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

- a. Approval of Minutes  
-Regular meeting minutes of May 19, 2025

- b. Receipt of Warrants  
-In the amount of \$667,549.35

- c. Principal Shopping District/Downtown Development Authority Appointments  
-The St. Johns PSD/DDA Boards of Directors recommends the city commission reappoint Jason Butler, Tyler Barlage and Nancy McKinley to the Principal Shopping District and Downtown Development Authority Boards as recommended (terms expiring June 30, 2029).

d. Wolverine Contract - Safe Routes to School

-Staff recommends that the city commission approve the contract from Wolverine Engineers and Surveyors for the Safe Routes to School Grant application and project completion if awarded the grant and authorize the Mayor to sign the contract for the amount of \$7,500. The contract has been reviewed and deemed sufficient by our attorneys.

e. Spicer CIPP Lining Bidding Services

-Staff recommends that the city commission approve the professional engineering services agreement with Spicer Group in the amount of \$4,500 for the preparation of technical specifications, contract documents, and management of the bidding process for the upcoming CIPP lining project. The City Attorney has reviewed the updated agreement and has determined it to be legally sufficient.

f. Wastewater Influent Pump 1 Replacement

-Staff recommends that the city commission approve the proposal from Kerr Pump & Supply for the purchase of a new influent pump in the amount of \$56,908 and approve the installation proposal from JK Mechanical in the amount of \$35,195.

g. Merit Bonus Recommendations - Licenses

-Staff recommends that the city commission approve the merit bonuses for water licenses as presented to the Personnel Advisory Board.

h. 2024 Annual Review Merit Bonuses

-Staff recommends that the city commission approve the 2024 annual review merit bonuses as presented to the Personnel Advisory Board.

i. Year End Budget Adjustments

-Staff recommends that the city commission approve the year end budget adjustments as per City Treasurer Kinde's memo.

j. Approval of Fantasy Forest Tower Naming Recognition

-Staff recommends that the city commission approve as recommended in the RCA.

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

**B. PUBLIC HEARINGS:**

**C. PRESENTATIONS:**

1. Fire Department Cadet Program *(6:07 pm – 6:17 pm) Discussion only*  
*(Presenter: Kevin Douglas, Fire Chief)*

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

1. Public comment - agenda & non-agenda items *(6:17 pm – 6:20 pm) Discussion only*  
*Each speaker is only entitled to one (1) three-minute time during each Public Comment period.*

**E. COMMUNICATIONS:**

**F. OLD BUSINESS:**

1. Rezoning of the northern 700 and 800 Blocks of W. State St. and 110 Piston Ring Place – Resolution to Adopt Ordinance - #27-2025 *(6:20 pm – 6:22 pm) Action Item*  
*(Presenter: Eric Ensey, McKenna)*

2. 2025-2026 Budget Resolution #28-2025 & L-4029 Re-Approval  
*(6:22 pm – 6:25 pm) Action Item*  
*(Presenter: Kristina Kinde, Treasurer)*
3. City Manager Contract *(6:25 pm – 6:30 pm) Action Item*

**G. NEW BUSINESS:**

1. Ladder 350 Replacement Plan *(6:30 pm – 6:40 pm) Discussion Only*  
*(Presenter: Kevin Douglas, Fire Chief)*
2. Resolution #29-2025 – a Resolution to Exempt the City from Public Act 152 of 2011  
*(6:40 pm – 6:43 pm) Action Item*  
*(Presenter: Mindy Seavey, City Clerk)*
3. Resolution #30-2025 - Resolution to Adopt an Ordinance to Adopt a Supplement to the Code of Ordinances *(6:43 pm – 6:45 pm) Action Item*  
*(Presenter: Mindy Seavey, City Clerk)*
4. Request for Funding of Independence Day Fireworks Show from St. Johns' Rotary – Independence Day Service Contract *(6:45 pm – 6:50 pm) Action Item*  
*(Presenter: Chad Gamble, City Manager)*
5. Proposed contract for City Attorney Prosecution Services *(6:50 pm – 7:00 pm) Action Item*  
*(Presenters: Chad Gamble, City Manager; David Kirk, Police Chief)*
6. Wage Study RFP Document *(7:00 pm – 7:15 pm) Action Item*  
*(Presenter: Chad Gamble, City Manager)*
7. City Manager Comments *(7:15 pm – 7:25 pm) Discussion only*
8. Commissioner Comments *(7:25 pm – 7:35 pm) Discussion only*

**H. ADJOURNMENT: (7:35 pm)**

(Next Regular Meeting Scheduled for Monday, July 28, 2025, 6:00 p.m.)

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



# CONSENT AGENDA



**CITY OF ST. JOHNS**  
**CITY COMMISSION MINUTES**

**MAY 19, 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, 2<sup>nd</sup> 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; Justin Smith, Director of Public Services; Anne Seurnyck, City Attorney

Mayor Dzurka asked if any of the commissioners or persons present wished to discuss any of the items on the consent agenda. He asked to add the Fireworks Permit for the July 4<sup>th</sup> Event at the City Park.

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

YEA: Hufnagel, Dzurka, Hyzer, DeLiso

NAY: None

Motion carried.

a. Approval of Minutes

Motion by Commissioner Hufnagel seconded by Commissioner DeLiso that the minutes of the April 28, 2025 regular meeting be approved as presented.

YEA: Hufnagel, Dzurka, Hyzer, DeLiso

NAY: None

Motion carried.

b. Receipt of Warrants

Motion by Commissioner Hufnagel seconded by Commissioner DeLiso that warrants be approved as presented in the amount of \$366,559.91.

YEA: Hufnagel, Dzurka, Hyzer, DeLiso

NAY: None

Motion carried.

c. Clinton County Central Dispatch Freedom Application User Agreement for Fire Departments

Motion by Commissioner Hufnagel seconded by Commissioner DeLiso that the city commission approve the Clinton County Central Dispatch User Agreement and authorize the Mayor to sign for the provision of Freedom Software and two (2) iPads to the St. Johns Fire Department.

YEA: Hufnagel, Dzurka, Hyzer, DeLiso

NAY: None

Motion carried.

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

Motion by Commissioner Hufnagel seconded by Commissioner DeLiso that the city commission re-approve the Locality Media/First Due Proposal, with the incorporated City Attorney changes, 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.

e. Fireworks Permit for the July 4th Event at the City Park

Motion by Commissioner Hufnagel seconded by Commissioner DeLiso that the city commission approve the permit for fireworks other than consumer or low impact for Night Magic Displays for the July 4, 2025 Rotary Club Fireworks Display and authorize the mayor to sign.

YEA: Hufnagel, Dzurka, Hyzer, DeLiso

NAY: None

Motion carried.

AGENDA

Mayor Dzurka asked if there were any additions or deletions to the agenda. He asked to add an item under New Business - #5 – Merit Bonuses.

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

**AGENDA**

**A. OPENING:**

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

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

- a. Approval of Minutes
  - Regular meeting minutes of April 28, 2025
- b. Receipt of Warrants
  - In the amount of \$366,559.91
- c. Clinton County Central Dispatch Freedom Application User Agreement for Fire Departments
  - Staff recommends that the city commission approve the Clinton County Central Dispatch User Agreement and authorize the Mayor to sign for the provision of Freedom Software and two (2) iPads to the St. Johns Fire Department.
- d. St. Johns Fire Department - Contract with Locality Media/First Due
  - Staff recommends that the city commission re-approve the Locality Media/First Due Proposal, with the incorporated City Attorney changes, for the first year cost of \$7,200 and then annually for \$6,000, and authorize the Mayor to endorse the same.
- e. Fireworks Permit for the July 4th Event at the City Park *(Added to consent)*
  - Staff recommends that the city commission approve the permit for fireworks other than consumer or low impact for Night Magic Displays for the July 4, 2025 Rotary Club Fireworks Display and authorize the mayor to sign.

4. Approval of Agenda:

**B. PUBLIC HEARINGS:**

1. Principal Shopping District Special Assessment Renewal
2. Proposed 2025/2026 Fiscal Year Budget

**C. PRESENTATIONS:**

1. Quarterly Budget Report
2. Update to City of St. Johns Fire Code

**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 to Confirm the Principal Shopping District Special Assessment Roll - #22-2025

2. 2025/2026 Fiscal Year Budget Resolution - #23-2025
3. Resolution To Approve Fiscal Year 2025-2026 Salary Increases - #24-2025
4. City Manager Contract

**G. NEW BUSINESS:**

1. Rezoning of the northern 700 and 800 Blocks of W. State St. and 110 Piston Ring Place – Resolution to Introduce Ordinance - #25-2025
2. 2025 Mint Festival – St. Johns Chamber of Commerce Request
3. Safe Routes to School RFP Results‘
4. Resolution Recognizing Pride Month - #26-2025
5. Merit Bonuses (*Added to agenda*)
6. City Manager Comments
7. 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 DeLiso that the city commission open the public hearing.

YEA: Hufnagel, Dzurka, Hyzer, DeLiso

NAY: None

Motion carried.

The public hearing was opened at 6:06 p.m.

Treasurer Kinde discussed:

- The special assessment is being renewed for three years.
  - Three-year approval.
  - \$10 per parcel per year increase.
  - Same parcels as before.

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 6:07 p.m.

## 2. Proposed 2025/2026 Fiscal Year Budget

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 6:08 p.m.

City Manager Gamble discussed:

- The budget process.
  - Presentations since November 2024.
  - Personnel and Finance Committee involved.
  - Removal of \$23,000 CIP for city signs.
  - Change in part-time recreational programmer allocation to Wilson Center Fund.
  - Minor global changes to fringe benefits.
  - Placeholder for budget resolution and millage rates in L-4029 document.
- Insurance increases were initially projected at 40-50%.
  - Creative program devised by staff.
- Reduced 80% allocation of wages for firefighters (based on percentage of runs).
- Appreciative of all the senior staff at the city.
  - Brand new budget software.
    - Excited about this process.

Treasurer Kinde discussed:

- The county was having issues with software with the L-4028.
  - It doesn't look like it will affect the city but if it does, we will bring it back to the commission.
- Millage rates are reduced annually due to Headlee.



- Resulting in a small rollback each year.
- The total amount collected remains roughly the same as property values rise.

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

Director Smith discussed:

- The 3% COLA for all employees except grade 12 and above, who receive only 1.5%, is seen as disrespectful given the responsibility and workload of the four affected employees; the lower increase could be misinterpreted as a sign of poor performance or disciplinary action.
  - He respectfully requested the commission to move all employees to a 3% COLA increase.
    - If not, he asked the commission to go on record to negate any rumors or misinformation.

There were no public comments.

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

YEA: Hufnagel, Dzurka, Hyzer, DeLiso

NAY: None

Motion carried.

The public hearing was closed at 6:18 p.m.

## PRESENTATIONS

### 1. Quarterly Budget Report

Treasurer Kinde discussed the quarterly budget report:

- End of third quarter (March 31<sup>st</sup>); about 75% range.
- We have not yet received property tax settlement payment from the county.
- The city is on track with the McKenna contract.
  - 67% of contract amount spent by end of March, likely through February's billing.
- Indirect costs for the county increased.
  - Annual increase: \$89,892 to \$97,500
- Capital expense line appears over, but this is due to transfers for equipment replacement.

- \$535,000 transfer to fire fund
- \$701,000 transfer to motor pool fund
- Interest earned through March 31, 2025:
  - Fantasy Forest: \$11,000
  - Wilson Center: \$80,000

There was a discussion of:

- The interest from Fantasy Forest stays in the Fantasy Forest fund.
- The purpose for the county increase.
  - We were not given a reason; it comes from their cost allocation study.
- 2<sup>nd</sup> payment for LCSA.
  - Don't believe we have received that yet.

## 2. Update to City of St. Johns Fire Code

Fire Chief Douglas discussed:

- The fire code should be updated from the 1990 version to the 2021 International Fire Code to improve public safety and align with best practices.
  - Current code from 1990 (BOCA).
  - 2021 International Fire Code includes advancements in safety, building construction, radio communication, lithium battery systems, mobile food truck standards, and consistency with Michigan state building code.
- The update will provide guidelines for fire inspections, especially for mobile food preparation vehicles, which currently lack fire service inspection standards.
- Updating the code will bring economic benefits, reduce property damage, lower insurance, and improve firefighter safety.

There was a discussion of:

- If there is any interaction we need to have with the county.
  - Chief Douglas reached out to Joel Haviland with the County Building Department.
- The Planning Commission.
  - No action needed.
- Lower insurance rates.
- ISO rating; we would be able to gain a few more points.
- Mobile food trucks and inspections.
- Any related costs?
  - Nursing homes would have to put sprinkler systems in, but all of them in the city are up to code and there are no issues.

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Mayor Dzurka thanked him for the presentation.

PERSONS WISHING TO PRESENT TESTIMONY

1. Public Comment

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

Tim Hulliberger, 1005 Sandy Lane, was present. He said he is a member of the St. Johns Call-In Coalition; they sponsor the Pride Festival and are approaching the 5<sup>th</sup> festival. He asked for your support on the Resolution that is #4 under New Business.

Mandy, owner of a cosmetics store downtown, was present. She discussed: advocating for the Pride Event; having individuals feeling safe in her store; the 2023 Trevor Project survey on self-harm; and she believes everyone in this room has someone they love that is part of that community.

Mayor Dzurka thanked everyone for their comments.

COMMUNICATIONS

OLD BUSINESS

1. Principal Shopping District Special Assessment Renewal – Resolution to Confirm the Principal Shopping District Special Assessment Roll - #22-2025

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

YEA: Dzurka, Hyzer, DeLiso

NAY: None

ABSTAIN: Hufnagel

Motion carried.

2. 2025/2026 Fiscal Year Budget Resolution - #23-2025

Commissioner Hyzer asked about Clinton Avenue and the thought process behind it. He said there are probably other streets in town that are worse off than Clinton Avenue that should be paved.

Director Smith discussed our winters with the freezing and thawing; our goal at the end of the millage term is we should have extra funds left to use on the downtown area; the base down there is good and they are doing some surrounding streets.

There was a discussion of:

- Doing surrounding streets at same time and cost efficiencies.
  - Disruption to downtown businesses.
  - Creating efficiencies.
- The budget.
  - Phased approach.
    - It is in the budget using Act 51 funds.
- Falling under larger project gets us better prices.
  - Street project contract with Michigan Paving.
    - Sole source.

Mayor Dzurka thanked everyone for budget process.

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

Commissioner Hyzer said he agreed with what Justin said tonight on the 1.5% increase for those employees. He said the only factor is the wage study and not what they do here day in and day out. If the wage study comes back as more, he will say to come back with retro rates.

Mayor Dzurka said thank you for the comments. This is not in any way a reflection of that staff level performance, it is a question on comparatively to other communities, and once the wage study is done, he is committed to placing people appropriately and placing them retroactive.

City Manager Gamble discussed the RCA and the order of addressing resolutions. He asked for approval of the CIP plan as amended, then approval of the wage adjustment resolution, and then the actual budget resolution.

The commission removed the previous motion.

Motion by Commissioner Hufnagel seconded by Commissioner DeLiso that the city commission approve the CIP plan as amended in detail in the CIP section of the budget book.

YEA: Hufnagel, Dzurka, Hyzer, DeLiso

NAY: None

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Motion carried.

3. Resolution To Approve Fiscal Year 2025-2026 Salary Increases - #24-2025

Motion by Commissioner DeLiso seconded by Commissioner Hufnagel that the city commission adopt Resolution #24-2025.

Commissioner Hyzer asked if there is a reason we are doing this resolution and adopting wages again in the budget resolution.

Mayor Dzurka discussed the charter provisions.

Attorney Seurnyck discussed the resolution and her reasoning for having a separate wage resolution.

City Manager Gamble said he understands the commission's concern and research regarding the salaries and understands we want to be fiscally responsible, but we want to ensure we have the best and brightest. We are blessed to have a very experienced staff and well-seasoned. He respectfully and humbly said they would be warranted for the 3% increase. He understands the will and decision of the commission.

YEA: Hufnagel, Dzurka, Hyzer, DeLiso

NAY: None

Motion carried.

Motion by Commissioner DeLiso seconded by Commissioner Hufnagel that the city commission adopt budget resolution #23-2025.

YEA: Hufnagel, Dzurka, Hyzer, DeLiso

NAY: None

Motion carried.

4. City Manager Contract

Mayor Dzurka thanked everyone for submitting feedback. He said Chad met with the personal advisory prior to the last meeting; he thanked Anne and her team for the first draft of the contract; highlights: 1.5% increase in contract, vehicle allowance in lieu of mileage, additional week of vacation; and trying to make it an evergreen contract.

There was a discussion of:

- The contract should be an evergreen contract.
  - Evergreen contract means it continues unless action is taken.



- Rolling two-year term.
- There is a need for clarity in contract language, especially regarding vacation, sick leave, and personal time accrual and rollover.
  - City Manager Gamble requested to roll at least 100 hours of time forward.
    - Other employees can carry over two years' worth of vacation.
- City Manager Gamble felt the percentage salary increase should match the 3% given to other employees, based on a prior salary study.
  - His salary was set two years ago based on a study by a recruiter.
- There should be a provision for a reimbursement for 60 hours of lost vacation from the previous year.
  - Attorney questioned if this amends the previous contract.
- The contract should allow for annual review and adjustment of compensation, rather than automatic COLA increases.
  - COLA could be set as a minimum or adjusted year-to-year.
  - Compensation to be determined during April-May budget time.
- Vehicle allowance terms need clarification, including whether the amount is monthly or yearly, and the appropriate amount.
  - Discussion of \$75 increase per month, of the \$200 per month and what other city managers receive.
  - St. Johns is 4 square miles.
  - Current draft language unclear.
- Severance and notice provisions should be consistent with other city contracts, with clear notice periods for non-renewal or termination.
  - Current contract provides two months' notice.
  - Three months' notice built into prior contract.
  - Most city manager contracts include some severance.

Motion by Commissioner Hyzer seconded by Commissioner DeLiso that the city commission table pending negotiations on behalf of personnel advisory committee.

Commissioner Hyzer said we are not far off.

Mayor Dzurka said he doesn't think anyone is saying we don't want to renew the contract.

YEA: Hufnagel, Dzurka, Hyzer, DeLiso

NAY: None

Motion carried.

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NEW BUSINESS1. Rezoning of the northern 700 and 800 Blocks of W. State St. and 110 Piston Ring Place – Resolution to Introduce Ordinance - #25-2025

City Manager Gamble said this was due to an applicant request that would have required property to be rezoned. Mr. Ensey and McKenna looked at this and said the current zoning was odd. If a house in this area burned, they would be unable to rebuild due to the zoning they had.

Motion by Commissioner Hufnagel seconded by Commissioner Hyzer that the city commission adopt Resolution #25-2025 to Introduce an Ordinance to Amend the City's Zoning Ordinance to Rezone Properties.

YAY: Hufnagel, Dzurka, Hyzer, DeLiso

NAY: None

Motion carried.

2. 2025 Mint Festival – St. Johns Chamber of Commerce Request

City Manager Gamble said part of the request of the Chamber is a write-off of the charges for services from Police, Fire and Public Services. He thanked Danielle Schrader for rolling with the changes to our SEPA (Special Event Permit Application) process. Staff has done a tremendous job with the new SEPA. He said one minor change was item #1, staff can't assist with that after the morning. We are very supportive and encouraging of Chamber and the DDA for their joint efforts of putting together this amazing and awesome event.

There was a discussion of:

- Item #6, tripping hazards.
- The parade and a conversation about the parade and needing additional barriers along M-21.
  - Valid concern over the controls required to shut down a state trunk line and follow MDOT protocols.
    - Encourage Chamber to work with our vendor.
      - Price quote through Capital Barricade.

Mayor Dzurka recognized the work of the Chamber for the Mint Festival and the sponsors.

Motion by Commissioner Hufnagel seconded by Commissioner Deliso that the city commission approve the Chamber of Commerce Mint Festival request as referenced in the letter.

YAY: Hufnagel, Dzurka, Hyzer, DeLiso

NAY: None

Motion carried.

### 3. Safe Routes to School RFP Results

Director Smith said this is an amazing opportunity for an estimated \$1.1 million in grant funding. We had to send out the RFP for this as the Act 51 Administrator. He discussed the difficulty of bidding this project and said Wolverine Engineers is the recommended bidder. They also worked with Dr. Berthume at New Lothrop and their successful application. The school does not need to approve this.

Mayor Dzurka said this is one of the outcomes of joint meetings with the school district.

Director Smith said the \$7,500 would be the only thing within the 25/26 budget year and would be pro-rated with the school district.

Motion by Commissioner Hyzer seconded by Commissioner Hufnagel that the city commission to award the Safe Routes to School Design & Engineering Proposal to Wolverine Engineers.

YAY: Hufnagel, Dzurka, Hyzer, DeLiso

NAY: None

Motion carried.

### 4. Resolution Recognizing Pride Month - #26-2025

Mayor Dzurka said the speakers earlier kind of hit the key aspects of this resolution.

Motion by Commissioner Hyzer seconded by Commissioner Hufnagel that the city commission adopt Resolution #26-2025.

YEA: Hufnagel, Dzurka, Hyzer

NAY: DeLiso

Motion carried.

### 5. Merit Bonuses

City Manager Gamble said he sent over two merit bonus requests for two staff members (Kinde & Seavey) who went over and above call of duty: new software during busiest

times of years (budget and election); the creativity necessary for delivering an insurance proposal to city saving \$150,000; and additional duties regarding processing of reimbursements.

Mayor Dzurka said thank you for work.

Commissioner Hyzer asked if the personal advisory committee reviewed this.

City Manager Gamble said no, typically these have come to the commission.

Commissioner Hufnagel said these are historically done in conjunction with the salary adjustment discussion and it didn't come up during that process.

Mayor Dzurka said we also have other staff out there and asked managers to pay attention to all levels that go above and beyond.

Motion by Commissioner DeLiso seconded by Commissioner Hufnagel that the city commission approve the merit bonuses.

Commissioner Hyzer said he thinks it should go through the proper channels since we have a policy in place.

YAY: Hufnagel, Dzurka, Hyzer, DeLiso

NAY: None

Motion carried.

City Manager Gamble apologized. He said we had one recently for the loader attachment suggestion and discussed that process. In the future, we will call together the personal advisory to review. He said he appreciates that for our team, and it is a good reminder for all of us to recognize those people.

#### 6. City Manager Comments

City Manager Gamble discussed:

- Update on Status of Urban Cooperative Agreement Between Bingham Township and City of St. Johns.
  - Presentation of updated draft agreement received earlier today.
- Update on City's negotiations with EGLE on our NPDES permit.
  - Draft permit with requested revisions received and should hear something this week.
- Thanked commission for support on Merit Bonuses.

- No Updates on Feiger lawsuit V. City of St. Johns Lawsuit- Discovery
- Update on Prevail Solar
  - State indicated that OPRA would not pertain to manufacturing.
  - Switching to other tax incentives (possibly Critical Industry Program, IFT (industrial facilities exemption))
  - Spoke with Leadership and LEAP on May 7, 2025
  - Pivoting to Solar Cell manufacturing then to solar panel
  - Add significant IPP requirements as to their process water involved with solar cell manufacturing perhaps an emission tower that would require variance.
  - 250-300 employees in Phase 1
- Update on Cool pics for Flag Football league (pass around photos)
- Fantasy Forest 2.0 update
  - Construction has commenced and is making very good progress.
- Office Reorganization
  - Present Office draft final layout
- Wilson Center Update
  - Tax Tribunal Case Settled
  - City to Finalize Construction Plans and specifications this week and hope to have bids back for June Commission meeting (Unit #1 Space and Common Space.)
- Summary of long grass complaints - 15ish letters mailed (more to come)
- Compost Site Advertisement confirmation.
- Cat Feeding Ban Comments and letters
- Red Wing Plaza Site Plan Approval Issued
- Master Plan Revisions and Action Plan Proposal
  - Parks and Rec Master Plan for consideration.
  - Consideration of overall plan including P & R at possible special meeting at 4:00 on June 23, 2025.

#### 15. Commissioner Comments

Commissioner Hufnagel echoed what Commissioner Hyzer said earlier: there were no performance concerns in respect to executive staff. Hopefully, no one perceived that.

Commissioner DeLiso echoed Commissioner Hufnagel's comments.

Mayor Dzurka recognized the LEAP grant (city and DDA for façade and train cars). He has a chance to meet with the new Bingham Township Supervisor, John Weber, and looks forward to working with him. We ran into an issue at the planning commission, one of our commissioners, Melvin Renfrow, was sent communication since he has been a



no-show at meetings for some time now and we were hoping he would resign. I believe we need to start the process for removal and are looking to Anne for guidance. He asked where we are at with the RFP for the Townsend Road property.

City Manager Gamble commented on the draft received late last week and we should be able to issue that very soon.

Mayor Dzurka said we will have to move city staff temporarily.

City Manager Gamble said the county has been very accommodating and we will be able to move over to conference room c. We will have a couple of times the office will be closed to go through current files and storage; close to move offices over and get all IT necessary. We will inform the city commission and post on social media and our website. We are looking at August and September for our office reconstruction.

Mayor Dzurka asked for update on the Higham Street parking lot.

Director Smith said he sent draft letter to Chad for his review. He said there are 2 options listed in the letter.

Mayor Dzurka said he and Chad met with the Sister City representative. This year the delegation is going to Japan. He wanted to recognize Representative Tsernoglou and Representative Kelly for visiting the fire department and thanked Chief Douglas for organizing this. He said Senator Singh is coming up next. He asked about the \$8,000 shortfall to the DDA.

Treasurer Kinde said it will come out of their fund balance. She said she gave them notice (when we received the tax tribunal) that it could be close to a \$30,000 loss.

#### 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 8:45 p.m.

**CITY OF ST. JOHNS, MICHIGAN**  
**REQUEST FOR COMMISSION ACTION**  
**June 23<sup>rd</sup> 2025**

<b>Department: Public Services</b>	<b>Attachments: Wolverine Engineering SRTS Contract</b>	<b>Submitted to CA for Review</b>
<b>Subject: Wolverine Engineering SRTS Contract</b>	<b>[ X ] Wolverine SRTS Proposal Contract</b> [ ] [ ]	<b>[ X ]</b>
<b>Prepared by: Justin Smith, Director of Public Services</b>	<b>Approved by: Chad A. Gamble, P.E., City Manager</b>	

**SUMMARY/HIGHLIGHT:** As the Act 51 partner of this joint application the City of St. Johns is required to submit an RFP for Engineering and Design Services. At the May 19<sup>th</sup> City Commission meeting the proposal from Wolverine Engineering for the SRTS Engineering and Design was approved. The SRTS Engineering and Design Contract from Wolverine Engineering has been reviewed by the City's Attorney and is presented for approval to act as the design firm servicing both the improvements in the public right of way and on school property.

**BACKGROUND/DISCUSSION:** The Safe Routes to School (SRTS) Grant Program is an extraordinary opportunity for the City of St Johns and St. Johns School District to partner in improving the walkability of our city. Staff from the St. Johns School District and City of St Johns have been jointly working through the process of SRTS grant application since the beginning of the 24/25 school year.

**STRATEGIC PLAN OBJECTIVE:** Transportation Goal 1.f. Work toward the development of an overall circulation system for the City, which is coordinated with the transportation systems of the region, and which includes a connected network of residential streets designed to connect residents to each other by walking, cycling, or driving.

**FISCAL IMPACT:** The \$7,500 cost for services to complete the application process will be split 50/50 between the City of St. Johns and the St. Johns Public School District. The City's portion of the costs will be charged to the sidewalk rehabilitation account in the FY 25/26 fiscal year. Other costs included in this contract are estimated at this time and will subsequently be brought before the Commission for approval upon the award of the SRTS grant. The grant award is typically over a year from the submission of the application.

**RECOMMENDATION:** Staff recommends approval of the contract from Wolverine Engineers and Surveyors for the Safe Routes to School Grant application and project completion if awarded the grant and authorize the Mayor to sign the contract for the amount of \$7,500. The contract has been reviewed and deemed sufficient by our attorneys.

PROFESSIONAL SERVICE CONTRACT  
**WOLVERINE ENGINEERS & SURVEYORS, INC.**

AGREEMENT is made this \_\_\_\_\_ day of \_\_\_\_\_, 2025 by the CITY OF SAINT JOHNS, a municipal corporation, with offices located in the City of Saint Johns, 100 E. State Street, Suite 1100, Saint Johns, Michigan 48879 ("City") and **WOLVERINE ENGINEERS & SURVEYORS, INC.** located at **312 NORTH STREET, MASON, MI 48854** ("Consultant").

In consideration of the promises below, the parties mutually agree as follows:

ARTICLE I - SCOPE OF SERVICES

Provide professional services for the City of St. Johns as follows:

1. Assist the City in preparing for a "*Safe Routes to Schools*" grant application with an anticipated grant amount of \$1,050,000. This shall be considered the Initial Phase.

Upon award of the grant, and subsequent approval by the St. Johns City Commission for the final agreed amount of compensation, provide Professional Services for the City of St. Johns as follows:

1. Provide the design engineering for the items contained and approved within the "*Safe Routes to Schools*" grant. Design engineering shall include the preparation of plans and construction documents for submittal to the Michigan Department of Transportation (MDOT) as it is anticipated the project will be administered by the Local Agency (LAP) section of MDOT.
2. Provide the construction engineering for the items contained and approved within the "*Safe Routes to Schools*" grant. Construction engineering shall include on-site construction observation and the appropriate record keeping pursuant to the grant requirements and MDOT LAP. (Outside testing services shall be invoiced in addition to the quoted fees at the actual rate plus 10%).

ARTICLE II - COMPENSATION

Upon completion of the above-described professional services and submission of proper invoices, the City will pay the Consultant in accordance with the following:

Grant Application Assistance (initial Phase)	LSUM \$7,500.00
Design Engineering	\$65,900.00*
Construction Engineering	\$94,100.00*

\*We have based our anticipated design and construction engineering fees upon an anticipated grant amount of \$1,050,00; however, we are willing to negotiate the fees based upon the grant award based using the percentages in the Table attached.

### ARTICLE III - REPORTING OF CONSULTANT

Section 1 - The Consultant is to report to the Public Works Director of the City and will cooperate and confer with him/her as necessary to ensure satisfactory work progress.

Section 2 - All reports, estimates, memoranda and documents submitted by the Consultant must be dated and bear the Consultant's name.

Section 3 - All reports made in connection with these services are subject to review and final approval by the Public Works Director.

Section 4 - The City may review and inspect the Consultant's activities during the term of this contract.

Section 5 - When applicable, the Consultant will submit a final, written report to the Public Works Director.

Section 6 - After reasonable notice to the Consultant, the City may review any of the Consultant's internal records, reports, or insurance policies.

### ARTICLE IV - TERM

This contract begins on **July 1, 2025** and ends according to the project schedule and as modified through authorized change orders.

### ARTICLE V - PERSONNEL

Section 1 - The Consultant will provide the required services and will not subcontract or assign the services without the City's written approval.

Section 2 - The Consultant will not hire any City employee for any of the required services without the City's written approval.

Section 3 - The parties agree that the Consultant is neither an employee nor an agent of the City for any purpose.

Section 4 - The parties agree that all work done under this contract shall be completed in the United States and that none of the work will be partially or fully completed by either an offshore subcontractor or offshore business interest either owned or affiliated with the Consultant. For purposes of this contract, the term, "offshore" refers to any area outside the contiguous United States, Alaska or Hawaii.

### ARTICLE VI - INDEMNIFICATION AGREEMENT

To the fullest extent permitted by law pursuant to MCL 691.991(2), the Consultant will protect, defend and indemnify the City, its officers, agents, servants, volunteers and employees from any and all liabilities, claims, liens, fines, demands and costs, including legal fees, of whatsoever kind and nature which may result in injury or death to any persons, including the Consultant's own employees, and for loss or

damage to any property, including property owned or in the care, custody or control of the City in connection with or in any way incident to or arising out of the occupancy, use, service, operations, performance or non-performance of work in connection with this contract resulting in whole or in part from negligent acts or omissions of Consultant, any sub-Consultant, or any employee, agent or representative of the Consultant or any sub-Consultant.

## ARTICLE VII - INSURANCE REQUIREMENTS

The Consultant will maintain at its own expense during the term of this Contract, the following insurance:

1. Workers' Compensation Insurance with Michigan statutory limits and Employers Liability Insurance with a minimum limit of \$100,000 each accident for any employee.
2. Commercial General Liability Insurance with a combined single limit of \$1,000,000 each occurrence for bodily injury and property damage. The City shall be added as "additional insured" on general liability policy with respect to the services provided under this contract.
3. Automobile Liability Insurance covering all owned, hired and non-owned vehicles with Personal Protection Insurance and Property Protection Insurance to comply with the provisions of the Michigan No Fault Insurance Law, including residual liability insurance with a minimum combined single limit of \$1,000,000 each accident for bodily injury and property damage.
4. Professional Liability coverage with a minimum limit of \$1,000,000 each occurrence. The City shall be added as "additional insured" on Professional liability policy with respect to the services provided under this contract.

Insurance companies, named insureds and policy forms may be subject to the approval of the City Manager, if requested by the City Manager. Such approval shall not be unreasonably withheld. Insurance policies shall not contain endorsements or policy conditions which reduce coverage provided to the City. Consultant shall be responsible to the City or insurance companies insuring the City for all costs resulting from both financially unsound insurance companies selected by Consultant and/or their inadequate insurance coverage. Consultant shall furnish the City Manager with satisfactory certificates of insurance or a certified copy of the policy, if requested by the City Manager.

No payments will be made to the Consultant until the current certificates of insurance have been received and approved by the City. If the insurance, as evidenced by the certificates furnished by the Consultant expires, or is canceled during the term of the contract, services and related payments will be suspended. Consultant shall furnish the City Manager's Office with certification of insurance evidencing such coverage and endorsements at least ten (10) working days prior to commencement of services under



this contract. Certificates shall be addressed to the City of Saint Johns, 100 E. State Street, Suite 1100, Saint Johns, MI 48879, and shall provide for 30 day written notice to the Certificate holder of cancellation of coverage.

#### ARTICLE VIII - COMPLIANCE WITH LAWS AND REGULATIONS

The Consultant will be in compliance with all federal, state and local regulations, including but not limited to all applicable OSHA/MIOSHA requirements and the Americans with Disabilities Act.

#### ARTICLE IX - INTEREST OF CONSULTANT AND CITY

The Consultant promises that it has no interest which would conflict with the performance of services required by this contract. The Consultant also promises that, in the performance of this contract, no officer, agent, employee of the City, or member of its governing bodies, may participate in any decision relating to this contract which affects his/her personal interest or the interest of any corporation, partnership or association in which he/she is directly or indirectly interested or has any personal or pecuniary interest. However, this paragraph does not apply if there has been compliance with the provisions of Section 3 of Act No. 317 of the Public Acts of 1968 and/or Section 30 of Act No. 156 of Public Acts of 1851, as amended, whichever is applicable.

#### ARTICLE X - CONTINGENT FEES

The Consultant promises that it has not employed or retained any company or person, other than bona fide employees working solely for the Consultant, to solicit or secure this contract, and that it has not paid or agreed to pay any company or person, other than bona fide employees working solely for the Consultant, any fee, commission, percentage, brokerage fee, gifts or any other consideration contingent upon or resulting from the award or making of this contract. For breach of this promise, the City may cancel this contract without liability or, at its discretion, deduct the full amount of the fee, commission, percentage, brokerage fee, gift or contingent fee from the compensation due the Consultant.

#### ARTICLE XI - EQUAL EMPLOYMENT OPPORTUNITY

The Consultant will not discriminate against any employee or applicant for employment because of race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief (except as it relates to a bona fide occupational qualification reasonably necessary to the normal operation of the business).

The Consultant will take affirmative action to eliminate discrimination based on sex, race, or a handicap in the hiring of applicant and the treatment of employees. Affirmative action will include, but not be limited to: Employment; upgrading, demotion

or transfer; recruitment advertisement; layoff or termination; rates of pay or other forms of compensation; selection for training, including apprenticeship.

The Consultant agrees to post notices containing this policy against discrimination in conspicuous places available to applicants for employment and employees. All solicitations or advertisements for employees, placed by or on the behalf of the Consultant, will state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief.

#### ARTICLE XII - ASSIGNS AND SUCCESSORS

This contract is binding on the City and the Consultant, their successors and assigns. Neither the City nor the Consultant will assign or transfer its interest in this contract without the written consent of the other.

#### ARTICLE XIII - TERMINATION OF CONTRACT

Section 1 - Termination without cause. Either party may terminate the contract by giving thirty (30) days written notice to the other party. If the Consultant terminates without cause, the City shall not be responsible for the payment of any services it has to duplicate as a result of the termination.

#### ARTICLE XIV - EQUAL ACCESS

The Consultant shall provide the services set forth in paragraph I without discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, physical handicap, or age.

#### ARTICLE XV - OWNERSHIP OF DOCUMENTS AND PUBLICATION

All documents developed as a result of this contract will be freely available to the public. None may be copyrighted by the Consultant. During the performance of the services, the Consultant will be responsible for any loss of or damage to the documents while they are in its possession and must restore the loss or damage at its expense. Any use of the information and results of this contract by the Consultant must reference the project sponsorship by the City. Any publication of the information or results must be co-authored by the City.

#### ARTICLE XVI - PAYROLL TAXES

The Consultant is responsible for all applicable state and federal social security benefits and unemployment taxes and agrees to indemnify and protect the City against such liability

#### ARTICLE XVII - PRACTICE AND ETHICS

The parties will conform to the code of ethics of their respective national professional associations.

## ARTICLE XVIII - CHANGES IN SCOPE OR SCHEDULE OR SERVICES

Changes mutually agreed upon by the City and the Consultant, will be incorporated into this contract by written amendments signed by both parties.

## ARTICLE XIX - CHOICE OF LAW AND FORUM

This contract is to be interpreted by the laws of the State of Michigan. The parties agree that the proper forum for litigation arising out of this contract is in Clinton County, Michigan.

## ARTICLE XX - EXTENT OF CONTRACT

This contract represents the entire agreement between the parties and supersedes all prior representations, negotiations or agreements whether written or oral.

## ARTICLE XXI – ELECTRONIC SIGNATURES

All parties to this contract agree that either electronic or handwritten signatures are acceptable to execute this agreement.

ATTESTED TO:

CITY OF SAINT JOHNS

By: \_\_\_\_\_  
(DATE)

By: \_\_\_\_\_  
(DATE)

By: \_\_\_\_\_  
(DATE)

By: \_\_\_\_\_  
(DATE)

ATTESTED TO:

WOLVERINE ENGINEERS & SURVEYORS, INC.

By: \_\_\_\_\_  
(DATE)

By: \_\_\_\_\_  
Donald B. Heck, P.E. (DATE)  
PRESIDENT



**WOLVERINE ENGINEERS & SURVEYORS, INC.**

312 NORTH STREET - MASON, MICHIGAN 48854 - PHONE 517.676.9200 - FAX 517.676.9396

Table of Percentages Based Upon Estimated Construction Costs  
2025

Project Cost	Design	Observation	Total
\$50,000	10.29%	14.71%	25.00%
\$100,000.00	10.10%	14.43%	24.53%
\$200,000.00	9.71%	13.87%	23.58%
\$400,000.00	8.93%	12.76%	21.68%
\$500,000.00	8.54%	12.20%	20.74%
\$600,000.00	8.15%	11.64%	19.79%
\$700,000.00	7.76%	11.08%	18.84%
\$800,000.00	7.37%	10.53%	17.89%
\$900,000.00	6.98%	9.97%	16.95%
\$1,000,000.00	6.59%	9.41%	16.00%
\$2,000,000.00	6.18%	8.82%	15.00%
\$3,000,000.00	5.97%	8.53%	14.50%
\$5,000,000.00	5.76%	8.24%	14.00%

**CITY OF ST. JOHNS, MICHIGAN**  
**REQUEST FOR COMMISSION ACTION**  
**June 23<sup>rd</sup>, 2025**

<b>Department: Wastewater</b>	<b>Attachments:</b>	<b>Submitted to CA for Review</b>
<b>Subject: <i>Spicer CIPP Lining Bidding Services</i></b>	<b>[X] Spicer Bidding Services Agreement</b>	<b>[X]</b>
<b>Prepared by: Jordan Whitford Wastewater Supervisor</b>	<b>Approved by: Chad A. Gamble, P.E., City Manager</b>	

**SUMMARY/HIGHLIGHT:** The 2025–2026 Fiscal Year budget includes \$500,000 for Cured-in-Place Pipe (CIPP) lining to rehabilitate various sections of the City’s sanitary sewer system. The City has engaged Spicer Group to develop project specifications and contract documents, manage the bid solicitation process, review submitted bids, and provide a professional recommendation.

Given that additional funding is allocated in the 2026–2027 and 2027–2028 capital improvement budgets, staff recommends bidding the CIPP lining services as a three-year contract. This approach is expected to generate cost savings by eliminating the need to re-engage Spicer Group for future bid preparation, and by securing favorable pricing through a multi-year agreement with a preferred contractor. Additionally, a three-year contract will enhance project planning and scheduling, allowing the City to secure a place on contractors' schedules earlier in the construction season.

**BACKGROUND/DISCUSSION:** This will mark the third consecutive year the city has budgeted for CIPP lining as part of its ongoing sanitary sewer system rehabilitation efforts. In both previous years, the City engaged Spicer Group to provide design specifications, prepare contract documents, manage the bid process, and deliver professional recommendations for contractor selection. Their support has helped streamline the bidding and awarding process, resulting in efficient project execution.

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

**FISCAL IMPACT:** Monies for these services are budgeted in 592-560-818.077.

**RECOMMENDATION:** City Staff recommends the Commission approve the professional engineering services agreement with Spicer Group in the amount of \$4,500 for the preparation of technical specifications, contract documents, and management of the bidding process for the upcoming CIPP lining project. The City Attorney has reviewed the updated agreement and has determined it to be legally sufficient.

May 20, 2025

Mr. Jordan Whitford  
Wastewater Supervisor  
City of St. Johns  
950 N. Old US 27  
St. Johns, MI 48879

RE: 2025 – 2027 Sewer Lining  
City of St. Johns  
Clinton County, Michigan

Jordan:

Per your request, we are furnishing you with this letter agreement for professional engineering services for a CIPP (Cured-in-Place Pipe) lining project within the City of St. Johns sanitary sewer system. Spicer Group will provide technical specifications, on-line bidding services, and contract preparation.

We understand that the City is planning for this project to be a 3-year contract for a contractor to perform sewer lining for the 2025, 2026, and 2027 construction seasons. Construction costs are estimated to be around \$500,000 annually. We further understand that for each contract year, the City will provide GIS data, televising reports, maps, charts, as-built drawings and any other pertinent data for the sewers to be lined to the Contractor.

Below outlines our proposed scope of work and fees.

### **SCOPE OF WORK**

#### **Task 1 Bidding Documents**

- Coordinate with City Staff
- Prepare technical specifications

#### **Task 2 Project Bidding**

- Coordinate with City Staff
- Contact lining contractors
- Bid project on Spicer's website
- Answer bidding questions/issue Addenda
- Evaluate bids and provide recommendations

#### **Task 3 Contract Documents**

- Preparing contract documents
- Coordinate with City Staff

We would perform additional services only after you authorize the work via a Work Directive Change. Our fee for those additional services will be determined at the time they are rendered. Additional services we would recommend are construction administration and construction inspection.

### **FEE SCHEDULE**

Our proposed fee schedule follows. We will submit monthly invoices to you for our basic professional services, additional authorized services, and any reimbursable expenses. The invoice amount will be based on the actual hours spent by our staff on your project billed at the hourly rate of each staff member.

**Task 1 Bidding Documents:**

Total amount estimated to be \$ 1,000

**Task 2 Project Bidding:**

Total amount estimated to be \$ 3,000

**Task 3 Contract Documents:**

Total amount estimated to be \$ 500

**Total: \$ 4,500**

We have calculated the fee based on our understanding of the scope of the project. If the scope changes or our understanding was incorrect, we can discuss the option of adjusting the fee or the scope of services.

2025 - 2027 CIPP Lining  
May 20, 2025  
Page 3 of 3

Attached to this letter is a copy of our general conditions for our services which are part of this agreement. Any changes to this agreement must be agreed to by both.

If this proposal meets with your approval, please sign, and return via email, and we will proceed with the work.

We deeply appreciate your confidence in Spicer, and we look forward to working with you and for you on your project.

Sincerely,



**Shawn P. Middleton, P.E.**  
Vice President



**Brian O. House, P.E.**  
Project Manager

**SPICER GROUP, INC.**  
1400 Zeeb Dr.  
St. Johns, MI 48879  
Cell: (517) 214-0882  
E-mail: brianh@spicergroup.com

Copy: SGI File 137771SG2024

Attachments:  
General Conditions

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Above proposal accepted and approved by Owner.

CITY OF ST. JOHNS

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

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



## GENERAL CONDITIONS FOR PROFESSIONAL SERVICES

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### SECTION 1 - GENERAL

**1.1 The Agreement.** This Agreement is made by and between SPICER GROUP, INC. (hereinafter referred to as "PROFESSIONAL") and the client who accepted the attached proposal (hereinafter referred to as "CLIENT"). The Agreement between the parties consists of these General Conditions for Professional Services, as well as the attached proposal, and any exhibits or attachments noted in the proposal. Together, these items shall constitute the entire Agreement between the parties and supersedes any prior negotiations, correspondence, or agreements either written or oral. Any changes to this Agreement must be mutually agreed to in writing between the parties. CLIENT represents that it has full authority to enter into this Agreement and that the representative signing this Agreement for CLIENT has full authority to do so. CLIENT further represents that it has all right, title and interest to the project to which the services under this Agreement are being provided.

**1.2 Ownership of Instruments of Service.** All reports, plans, specifications, computer files, field data, notes and other documents and instruments prepared by PROFESSIONAL are instruments of service and shall remain the property of PROFESSIONAL. PROFESSIONAL shall retain all common law, statutory and other reserved rights, including the copyrights thereto.

**1.3 Covenant not to Hire.** CLIENT agrees that during the term of this Agreement and for a period of one (1) year thereafter that it will not hire for its own employment any person employed by PROFESSIONAL.

**1.4 Standard of Care.** Services performed by PROFESSIONAL under this Agreement will be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing in the same locality under the same or similar conditions. PROFESSIONAL provides no warranty, guarantee or other representation, express, implied or otherwise, in connection with this Agreement, or in any report, opinion, document or other deliverable or instruments of service.

**1.5 Defects in Service.** CLIENT and CLIENT's personnel, contractors and subcontractors shall, upon discovery, promptly notify PROFESSIONAL in writing of any defects or deficiencies in PROFESSIONAL's services, in order that PROFESSIONAL may take measures which in PROFESSIONAL's opinion will minimize the consequences of such defect or deficiency in service. PROFESSIONAL shall not be responsible for additional costs due to delay in reporting defects in service.

**1.6 Reimbursable Expenses.** Reimbursable expenses mean the actual expenses incurred by PROFESSIONAL or PROFESSIONAL's independent professional associates or consultants, directly or indirectly in connection with the project, such as expenses for; transportation and subsistence incidental thereto; obtaining bids or proposals from contractor(s); providing and maintaining field office facilities including furnishings and utilities; subsistence and transportation of Resident Project Representatives and their assistants; toll telephone calls and courier services; reproduction of reports, drawings, specifications, bidding documents, and similar project-related items; and, if authorized in advance by CLIENT, overtime requiring higher than regular rates.

**1.7 Standard Hourly Rates.** The standard hourly rates used as a basis for payment mean those rates in effect at the time that the service is performed, for all PROFESSIONAL's personnel engaged directly on the project, including, but not limited to, architects, engineers, Spicer Group, Inc.

surveyors, designers, planners, drafters, specification writers, estimators, other technical and business personnel. The Standard Hourly Rates include salaries and wages, direct and indirect payroll costs and fringe benefits. The Standard Hourly Rates of personnel of PROFESSIONAL will be adjusted periodically to reflect changes in personnel and in PROFESSIONAL's overall compensation procedures and practices.

**1.8 Limitation of Liability.** In recognition of the relative risks and benefits of the project to both PROFESSIONAL and CLIENT, the risks have been allocated such that the CLIENT agrees, to the fullest extent permitted by law, and notwithstanding any other provision of this Agreement, that the total liability, in the aggregate, of PROFESSIONAL and PROFESSIONAL's officers, directors, partners, employees and subconsultants, and any of them, to the CLIENT and anyone claiming by or through the CLIENT, for any and all claims, losses, costs or damages of any nature whatsoever or claims expenses from any cause or causes, including attorneys' fees, costs and expenses, shall not exceed \$4,500, or the total compensation received by PROFESSIONAL under this Agreement, whichever is greater. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

**1.9 Indemnification.** PROFESSIONAL agrees, to the fullest extent permitted by law, to indemnify and hold harmless the CLIENT, its officers, directors and employees from and against damages or liabilities, to the extent caused by the PROFESSIONAL's negligent performance of professional services under this Agreement including that of its subconsultants or anyone for whom the PROFESSIONAL is legally liable.

CLIENT agrees, to the fullest extent permitted by law, to indemnify and hold harmless the PROFESSIONAL, its officers, directors, employees and subconsultants from and against damages or liabilities, to the extent caused by CLIENT's negligent acts, errors or omissions in connection with the project as well as the acts, errors or omissions of its contractors, subcontractors or consultants or anyone for whom CLIENT is legally liable.

Neither CLIENT nor PROFESSIONAL shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence.

**1.10 Severability.** Any term or provision of this Agreement found to be invalid under any applicable statute or rule of law shall be deemed omitted and the remainder of this Agreement shall remain in full force and effect.

**1.11 Survival.** Notwithstanding completion or termination of this Agreement for any reason, all rights, duties and obligations of the parties to this Agreement shall survive such completion or termination and remain in full force and effect until fulfilled.

**1.12 Assignment.** Neither party to this Agreement shall transfer, sublet or assign any rights under or interest in this Agreement (including but not limited to monies that are due or monies that may be due) without the prior written consent of the other party. Subcontracting to subconsultants normally contemplated by the PROFESSIONAL shall not be considered an assignment for purposes of this Agreement.

**1.13 Betterment.** In no event will the PROFESSIONAL be responsible for any cost or expense that provides betterment, upgrades,

or added value to the project, regardless of whether PROFESSIONAL or PROFESSIONAL's officers, directors, partners, employees or subconsultants is determined to have caused or contributed to such cost or expense.

**1.14 Mediation.** Any claims or disputes made during design, construction or after completion of the project between the CLIENT and PROFESSIONAL shall be submitted to non-binding mediation. CLIENT and PROFESSIONAL agree to include a similar mediation agreement with all contractors, subcontractors, consultants, suppliers and fabricators, thereby providing mediation as the primary method for dispute resolution between all parties. Unless otherwise agreed in writing, the mediation shall be governed by the current Construction Industry Mediation Rules of the American Arbitration Association ("AAA"). Mediation shall be a condition precedent to the initiation of any other dispute resolution process, including court actions.

**1.15 Changed Conditions.** If, during the term of this Agreement, circumstances or conditions that were not originally contemplated by or known to PROFESSIONAL are revealed, to the extent that they affect the scope of services, compensation, schedule, allocation of risks or other material terms of this Agreement, PROFESSIONAL may request an appropriate adjustment of this Agreement. PROFESSIONAL shall notify CLIENT of the changed conditions necessitating an adjustment, and PROFESSIONAL and CLIENT shall promptly and in good faith enter into discussions for an appropriate adjustment of this Agreement to address the changed conditions.

**1.16 Hazardous Materials.** Both parties acknowledge that PROFESSIONAL's scope of services does not include any services related to the presence of any hazardous or toxic materials. As such, under no circumstance shall PROFESSIONAL have any responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the project site or any adjacent area that may affect the project.

**1.17 Governing Law & Jurisdiction.** CLIENT and PROFESSIONAL agree that this Agreement and any legal actions concerning its validity, interpretation and performance shall be governed by the laws of the State of Michigan.

## SECTION 2 – FINANCIAL & USE OF DOCUMENTS

**2.1 Billing and Payment Terms.** *Payment Due:* Invoices shall be submitted by PROFESSIONAL (monthly) payment is due upon presentation and shall be considered past due if not paid within thirty (30) calendar days of the due date. *Interest:* If payment in full is not received by PROFESSIONAL within thirty (30) calendar days of the due date, invoices shall bear interest at one-and one-half (1.5) percent of the PAST DUE amount per month, which shall be calculated from the invoice due date. Payment thereafter shall first be applied to accrued interest and then to the unpaid principal.

**2.2 Suspension of Services.** If CLIENT fails to make payments when due or otherwise is in breach of this Agreement, PROFESSIONAL may elect to suspend performance of service upon ten (10) calendar days notice to CLIENT. PROFESSIONAL shall have no liability whatsoever to CLIENT for any costs or damages as a result of such suspension caused by any breach of this Agreement by CLIENT. Upon payment in full by CLIENT, PROFESSIONAL shall resume services under this Agreement, and the time scheduled and compensation shall be equitably adjusted to compensate for the period of suspension plus any other reasonable time and expenses necessary for PROFESSIONAL to resume performance.

**2.3 Termination of Services.** If CLIENT fails to make payment to PROFESSIONAL in accordance with the payment terms herein, this Spicer Group, Inc.

shall constitute a material breach of this Agreement and shall be cause for termination of this Agreement by PROFESSIONAL upon ten (10) calendar days' notice to CLIENT. PROFESSIONAL shall be paid in full for all services performed and expenses incurred through the date of termination upon presentment of PROFESSIONAL's final invoice. CLIENT shall have no right to withhold, back-charge or set-off against any amounts owed to PROFESSIONAL, regardless of whether the invoice or amount owed is for a monthly, suspension or termination related invoice.

**2.4 Collection of Costs.** In the event legal action is necessary to enforce the payment terms of this Agreement, PROFESSIONAL shall be entitled to collect from CLIENT any sums due, plus reasonable attorneys' fees, court costs and other expenses incurred by PROFESSIONAL in connection therewith and, in addition, the reasonable value of PROFESSIONAL's time and expenses spent in connection with such collection action, according to PROFESSIONAL's hourly fee schedule.

**2.5 Delays.** The CLIENT agrees that PROFESSIONAL is not responsible for damages arising directly or indirectly from any delays for causes beyond PROFESSIONAL's control. For purposes of this Agreement, such causes include, but are not limited to, strikes or other labor disputes; severe weather disruptions or other natural disasters; fires, riots, war or other emergencies or acts of God; failure of any government agency to act in timely manner; failure of performance by CLIENT or CLIENT's contractors or consultants; or discovery of any hazardous substances or differing site conditions.

In addition, if the delays resulting from any such causes increase the cost or time required by PROFESSIONAL to perform its services in an orderly and efficient manner, PROFESSIONAL shall be entitled to an equitable adjustment to its schedule and/or compensation.

**2.6 Delivery and Use of Electronic Files.** In accepting and utilizing any drawings, reports and data on any form of electronic media generated and furnished by the PROFESSIONAL, CLIENT agrees that all such electronic files are instruments of service of PROFESSIONAL, who shall be deemed the author, and shall retain all common law, statutory law and other rights, including copyrights.

CLIENT agrees not to reuse these electronic files, in whole or in part, for any purpose other than for the project. CLIENT agrees not to transfer these electronic files to others without the prior written consent of PROFESSIONAL. CLIENT further agrees to waive all claims against PROFESSIONAL resulting in any way from any unauthorized changes to or reuse of the electronic files for any other project by anyone other than PROFESSIONAL.

CLIENT and PROFESSIONAL agree that any electronic files furnished by either party shall conform to the original specifications. Any changes to the original electronic specifications by either CLIENT or PROFESSIONAL are subject to review and acceptance by the other party. Additional services by PROFESSIONAL made necessary by changes to the electronic file specifications shall entitle PROFESSIONAL to additional compensation.

Electronic files furnished by either party shall be subject to an acceptance period of fourteen (14) days during which the receiving party agrees to perform appropriate acceptance tests. The party furnishing the electronic file shall correct any discrepancies or errors detected and reported within the acceptance period. After the acceptance period, the electronic files shall be deemed to be accepted and neither party shall have any obligation to correct errors or maintain electronic files.

CLIENT is aware that differences may exist between the electronic files delivered and the printed hard-copy construction documents. In the event of a conflict between the signed construction documents prepared by PROFESSIONAL and electronic files, the signed or sealed hard-copy construction documents shall govern.

In addition, CLIENT agrees, to the fullest extent permitted by law, to defend, indemnify and hold harmless PROFESSIONAL, its officers, directors, employees and subconsultants from and against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, arising from any changes made to the electronic file by anyone other than PROFESSIONAL or from any reuse of the electronic files without the prior written consent of PROFESSIONAL.

Under no circumstances shall delivery of electronic files for use by CLIENT be deemed a sale by PROFESSIONAL, and PROFESSIONAL makes no warranties, either expressed or implied, of merchantability and/or fitness for any particular purpose. In no event shall PROFESSIONAL be liable for indirect or consequential damages as a result of CLIENT's use or reuse of the electronic files.

**2.7 Opinions of Probable Construction Costs.** In providing opinions of probable construction cost, CLIENT understands that PROFESSIONAL has no control over the cost or availability of labor, equipment or materials, or over market conditions or the contractor's method of pricing, and that PROFESSIONAL's opinions of probable construction costs are made on the basis of PROFESSIONAL's judgment and experience. PROFESSIONAL makes no warranty, express or implied that the bids or the negotiated cost of any construction work will not vary from PROFESSIONAL's opinion of probable construction costs.

### SECTION 3 – PROJECT PERFORMANCE

**3.1 Design Without Construction Administration.** Unless Authorized, it is understood and agreed that PROFESSIONAL's Basic Services under this Agreement do not include project observation or review of the contractor's performance or any other construction phase services, and that such services will be arranged by CLIENT. CLIENT assumes all responsibility for interpretation of the Contract Documents and for construction observation, and CLIENT waives any claims against PROFESSIONAL that may be in any way connected thereto.

**3.2 Record Drawings.** If authorized by the Agreement, upon completion of the construction work, PROFESSIONAL shall compile for and deliver to CLIENT a reproducible set of Record Documents based upon the marked-up record drawings, addenda, change orders and other data furnished by the contractor. These Record Documents will show significant changes made during construction. Because these Record Documents are based on unverified information provided by other parties, which PROFESSIONAL is entitled to rely upon, PROFESSIONAL cannot and does not warrant or make any other representation as to the accuracy of the Record Documents.

**3.3 Contingency Fund.** CLIENT and PROFESSIONAL agree that certain increased cost and changes may be required because of possible errors, omissions, ambiguities or inconsistencies in the drawings and specifications prepared by PROFESSIONAL and, therefore, that the final construction cost of the project may exceed the estimated construction cost and/or the cost of the work in any construction contract. CLIENT agrees to set aside a minimum reserve in the amount of not less than 10 percent of the project construction costs as a contingency to be used, as required, to pay for any such increased costs and changes. CLIENT further agrees to make no claim directly or through any other party against PROFESSIONAL or its subconsultants with respect to any increased costs within the contingency because of such Spicer Group, Inc.

changes or because of any claims made by the contractor relating to such changes.

**3.4 Lenders' Requirements.** PROFESSIONAL shall not be required to execute any documents subsequent to the signing of this Agreement that in any way might, in the sole judgment of PROFESSIONAL, increase PROFESSIONAL's contractual or legal obligations or risks, or adversely affect the availability or cost of its professional or general liability insurance.

**3.5 Client Requested Substitutions.** Upon request by CLIENT, PROFESSIONAL shall evaluate and make recommendations regarding substitutions of materials, products or equipment proposed by CLIENT's consultants or contractors. PROFESSIONAL shall be compensated for these services, as well as any services required to modify and coordinate the construction documents prepared by PROFESSIONAL with those of PROFESSIONAL's subconsultants and CLIENT's consultants, as additional services. PROFESSIONAL also shall be entitled to an adjustment in schedule caused by this additional effort.

**3.6 Certifications, Guarantees and Warranties.** PROFESSIONAL shall not be required to sign any documents, no matter by whom requested, that would result in PROFESSIONAL having to certify, guarantee or warrant the existence of conditions whose existence the PROFESSIONAL cannot ascertain. CLIENT also agrees not to make resolution of any dispute with PROFESSIONAL or payment of any amount due to PROFESSIONAL in any way contingent upon PROFESSIONAL's signing any such certification.

**3.7 Underground Improvements.** If requested, PROFESSIONAL and/or its subconsultants will provide services to conduct research that, in its professional opinion, is necessary and will prepare a plan indicating the locations for subsurface penetrations with respect to assumed locations of existing underground improvements. Such services by PROFESSIONAL and/or its subconsultant will be performed in a manner consistent with PROFESSIONAL'S professional standard of care. CLIENT understands and recognizes, however, that such research may not identify all underground improvements and that the information upon which PROFESSIONAL reasonably relies may contain errors or may be incomplete. Therefore, CLIENT agrees, to the fullest extent permitted by law, to waive all claims and causes of action against the Consultant and anyone for whom the Consultant may be legally liable for damages to underground improvements resulting from subsurface penetrations in locations established by PROFESSIONAL that are based on properly filed and available records of said underground improvements.

**3.9 Permits and Approvals.** PROFESSIONAL shall assist CLIENT in applying for those permits and approvals normally required by law for projects similar to the one for which PROFESSIONAL's services are being engaged. This assistance shall consist of completing and submitting forms to the appropriate regulatory agencies having jurisdiction over the construction documents, and other services normally provided by PROFESSIONAL and included in the scope of services of this Agreement.

**3.10 Jobsite Safety.** Neither the professional activities of PROFESSIONAL, nor the presence of PROFESSIONAL or its employees and subconsultants at a construction/project site, shall relieve the contractor of its obligations, duties and responsibilities including, but not limited to, construction means, methods, sequence, techniques or procedures necessary for performing, superintending and coordinating the construction work in accordance with the contract documents and any health or safety precautions required by any regulatory agencies. PROFESSIONAL and its personnel have no

authority to exercise any control over any construction contractor or its employees in connection with their work or any health or safety programs or procedures. CLIENT agrees that the contractor shall be solely responsible for jobsite safety and warrants that this intent shall be carried out in CLIENT's contract with the contractor. CLIENT also agrees that its contract with the contractor shall provide that CLIENT, PROFESSIONAL, and PROFESSIONAL's subconsultants shall be indemnified by the contractor and shall be made additional insureds under the contractor's policies of general liability insurance.

**3.11 Construction Observation.** PROFESSIONAL shall visit the site, if requested and authorized, at intervals appropriate to the stage of construction, or as otherwise agreed to in writing by CLIENT and PROFESSIONAL, to generally observe the construction work and answer any questions that CLIENT may have. However, PROFESSIONAL shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the construction work, or to determine whether the construction work is being constructed in accordance with the contract documents. If CLIENT desires PROFESSIONAL to perform more frequent or comprehensive observations of the construction work, this Agreement shall be amended to specifically state the additional scope of service, along with the additional compensation to be paid to PROFESSIONAL for performing such service.

PROFESSIONAL shall not supervise, direct or have control over the contractor's work nor have any responsibility for the construction means, methods, techniques, sequences or procedures selected by the contractor nor for the contractor's safety precautions or programs in connection with the construction work. These are solely the obligation and responsibility of the contractor.

PROFESSIONAL shall not be responsible for any acts or omissions of the contractor, subcontractor, any entity performing any portions of the construction work, or any agents or employees of any of them. PROFESSIONAL shall not be responsible for the contractor's failure to perform its work in accordance with the contract documents, the construction documents, or any applicable laws, codes, rules or regulations.

**3.12 Verification of Existing Conditions.** Inasmuch as the remodeling and/or rehabilitation of existing structures requires that certain assumptions be made by PROFESSIONAL regarding existing conditions, and because some of these assumptions may not be verifiable without CLIENT expending substantial sums of money or destroying otherwise adequate or serviceable portions of the structure, CLIENT agrees to bear all costs, losses and expenses, including the cost of any necessary additional services of PROFESSIONAL, arising from the discovery of concealed or unknown conditions in any existing structures that are part of the project and PROFESSIONAL'S scope of service.

**3.13 Construction Layout.** If requested by CLIENT, or other authorized party, as detailed in the scope of services or as an additional service to this Agreement, PROFESSIONAL shall provide construction layout stakes sufficient for construction purposes. The stakes will reflect pertinent information from the construction bidding and contract documents. The stakes shall be set in place one time by PROFESSIONAL, staged and scheduled as requested by the contractor. After the stakes are set, it shall be the contractor's exclusive responsibility to protect the stakes from damage or removal. Once the stake is set, if the stake becomes unusable due to the contractor's negligence it shall be reset by PROFESSIONAL at the direction of CLIENT. The cost for resetting the stakes shall be paid to PROFESSIONAL by CLIENT.

**3.14 Right of Entry.** If applicable to the scope of services, CLIENT shall provide for PROFESSIONAL's right to enter from time to time property owned or controlled by CLIENT and/or other(s) in order for PROFESSIONAL to fulfill the scope of services indicated hereunder. CLIENT understands that use of testing or other equipment may unavoidably cause some damage, the correction of which is not the responsibility of PROFESSIONAL.

**3.15 Buried Utilities.** If applicable to the scope of services, CLIENT will furnish to PROFESSIONAL information identifying the type and location of utility lines and other man-made objects beneath the site's surface. PROFESSIONAL will take reasonable precautions to avoid damaging these man-made objects and will, prior to penetrating the site's surface furnish to CLIENT a plan indicating the locations intended for these penetrations with respect to what PROFESSIONAL has been told are the locations of utilities and other man-made objects beneath the site's surface. CLIENT will approve the location of these penetrations prior to their being made and will authorize PROFESSIONAL to proceed.

**3.16 Third-Party Beneficiaries.** Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the CLIENT or PROFESSIONAL. PROFESSIONAL'S services under this Agreement are being performed solely for CLIENT'S benefit, and no other party or entity shall have any claim against PROFESSIONAL because of this Agreement or the performance or nonperformance of services hereunder.

**3.17 Waiver of Consequential Damages.** CLIENT and PROFESSIONAL waive consequential damages for claims, disputes or other matters in question arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination or suspension of this Agreement.

**3.18 Contractor Submittals.** If requested, PROFESSIONAL shall review contractor's submittals such as shop drawings, product data and samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the plan and specifications issued by PROFESSIONAL. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the contractor's responsibility. PROFESSIONAL's review shall not constitute approval of safety precautions or, unless otherwise specifically stated by PROFESSIONAL, of any construction means, methods, techniques, sequences or procedures. PROFESSIONAL's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

**3.19 Project Information.** PROFESSIONAL shall be entitled to rely on the accuracy and completeness of services and information furnished by CLIENT, including services and information provided by other design professionals or consultants directly to CLIENT. These services and information include, but are not limited to, surveys, tests, reports, diagrams, drawings and legal information.

## **SECTION 4 – MODIFICATIONS TO THE GENERAL CONDITIONS**

**4.1 None.**

**CITY OF ST. JOHNS, MICHIGAN**  
**REQUEST FOR COMMISSION ACTION**  
**June 23<sup>rd</sup>, 2025**

<b>Department: Wastewater</b>	<b>Attachments:</b>	<b>Submitted to CA for Review</b>
<b>Subject: <i>Wastewater Influent Pump 1 Replacement</i></b>	<b>[X] <i>Kerr Pump and Supply Quote</i> [X] <i>Kennedy Quote</i> [X] <i>JK Mechanical Quote</i> [X] <i>FHC Mechanical Quote</i> [X] <i>T.H Eifert Mechanical Quote</i></b>	<b>[NA]</b>
<b>Prepared by: Name, Jordan Whitford Title, Wastewater Supervisor</b>	<b>Approved by: Chad A. Gamble, P.E., City Manager</b>	

**SUMMARY/HIGHLIGHT:** The first stage of wastewater treatment, known as the influent phase, begins when raw sewage is pumped from the wet well to the fine and grit screening system before entering the primary treatment stage. This process has a daily average flow of 1.4 million gallons per day (MGD). The plant utilizes four influent pumps for handling the influent, two 30-horsepower (HP) and two 60-HP units. Although normal conditions require only one 30HP pump, during wet weather events, up to three pumps may run simultaneously, providing a maximum pumping capacity of nearly 10 MGD.

During a significant wet weather event on April 2, 2025, one of the 30HP influent pumps failed. Despite staffs troubleshooting efforts, the pump could not be brought back into normal working condition. Upon disassembly, staff discovered a catastrophic internal failure, likely caused by rocks that had passed through the pump as similar materials were later found in the plant's screening equipment.

Originally, staff explored repairing the failed pump. However, since the model is no longer manufactured, replacement parts alone were \$47,000. As a result, staff solicited quotes for a new pump and necessary mechanical installation services.

**Pump Bids Received:**

- Kerr Pump & Supply – \$56,908
- Kennedy Industries – \$60,416
- Detroit Pump – No Bid

**Mechanical Installation Bids:**

- JK Mechanical – \$35,195
- FHC – \$48,600
- T.H. Eifert – \$52,680

Staff has worked with Kerr Pump & Supply for several years and recently visited facilities using the proposed Fairbanks Morse pump model. Feedback from operators at these sites supports that this pump will fit our needs well. JK Mechanical came highly recommended by multiple vendors and is well-qualified to complete the installation.

**BACKGROUND/DISCUSSION:** All four influent pumps were originally installed during the 2008–2009 Wastewater Treatment Plant (WWTP) upgrade. Since their installation, the pumps have operated reliably with no previous issues and have received all scheduled routine maintenance.

Unfortunately, the failed pump is an Aurora model that is no longer manufactured. As a result, replacement parts are extremely costly and come with long lead times to obtain. Additionally, the Aurora pump has an intake and discharge configuration that is not compatible with other model pumps. This requires modifications to the pumps existing inlet and outlet plumbing, contributing to the high mechanical installation costs.

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

**FISCAL IMPACT:** This replacement was not a specifically budgeted line item in the FY 2024–2025 budget. However, due to several projects coming in under budget within account 592-560-818.177 (Wastewater Contractual Services), sufficient funds are available to cover the full cost of \$92,103.00. Due to the recommended purchase of these items late in the fiscal year, if approved, it is likely that one or both of the components of this purchase will be moved to FY 25/26 in accordance with the City’s regular budgetary processes.

**RECOMMENDATION:** Staff recommends that the City Commission approve the proposal from Kerr Pump & Supply for the purchase of a new influent pump in the amount of **\$56,908**, and approve the installation proposal from JK Mechanical in the amount of **\$35,195**.





**Quote Date**  
**5/28/2025**

**PO Number**  
**JORDAN WHITFORD**

**Quoted By**  
**Aaron LaPrairie**  
**Inside Sales**

**Quote Number**  
**QTE239263**

**Bill To:**

ST JOHNS, CITY OF  
sprince@stjohnsmich.com;pandrews@stjohnsmich.com  
PO BOX 477  
ST JOHNS, MI 48879

**Ship To:**

ST. JOHNS WASTEWATER FACILITY  
ATTN: JORDAN WHITFORD  
100 EAST STATE STREET, SUITE 1100  
ST. JOHNS, MI 48879

PO Number	Ship Method	Salesperson		Exp Ship	Pay Terms	Customer No.
JORDAN WHITFORD	R&L - PPD/ADD	79			N30	STJOH003
Item	Description	Quantity	B/O	U of M	Unit Price	Extended Price
	DUE TO CURRENT ECONOMIC UNCERTAINTY, QUOTED PRICES ARE EFFECTIVE AT THE TIME OF QUOTATION ONLY. KERR PUMP & SUPPLY MAY, AT ANY TIME PRIOR TO SHIPMENT AND WITH DUE NOTICE TO THE BUYER, ADJUST PRICING TO ACCOMMODATE PRICE INCREASES RELATED TO TARIFFS. KERR PUMP & SUPPLY IS NOT OBLIGATED TO DELIVER THE GOODS AND/OR SERVICES UNTIL AN AGREEMENT ON THE NEW PRICE HAS BEEN REACHED					
CONFIGURE FAIRBANKS MORSE	FAIRBANKS MORSE PUMP MODEL 5414S, 8", VERTICAL SOLIDS HANDLING, TANGENTIAL VOLUTE, STANDARD TWO VANE IMPELLER, T40 FRAME, CLOCKWISE ROTATION, STANDARD PACKING, DISCHARGE POSITION 1, TNE MEC 66 COATING. 30HP VSS US MOTOR, 326 FRAME, INVERTER DUTY, 1185RPM, 3PH, 60HZ, 460V, TEFC  1650 GPM 42 FT  REPLACEMENT OF OBSOLETE 612 AURORA S/N 00-1745411-2, PIPING CHANGES WILL BE NEEDED.	1	0	EA	\$50,739.00	\$50,739.00
CONFIGURE ACCESSORIES	VA37 X 76" SHAFT ASSEMBLY, STANDARD STEEL TUBE, F37 COMPANIOIN FLANGES BORED AND KEYED TO SIZE, SGR-1 X 48" GALVANIZED SAFETY GUARD WITH PUMP MOUNTING KIT, STANDARD 48" GUARD LENGTH IS QUOTED, WHEN INSTALLED ON TOP OF THE PUMP WILL COVER 7' + FROM THE FLOOR. FH37 FLANGE HARDWARE DYNAMICALLY BALANCED	1	0	EA	\$6,169.00	\$6,169.00



PO Number	Ship Method	Salesperson		Exp Ship	Pay Terms	Customer No.
JORDAN WHITFORD	R&L - PPD/ADD	79			N30	STJOH003
Item	Description	Quantity	B/O	U of M	Unit Price	Extended Price
	ESTIMATED SHIPMENT: 17 TO 18 WEEKS ARO EXW: FACTORY					

PRICES DO NOT INCLUDE TAXES WHICH MAY APPLY AT TIME OF SHIPMENT. ALL PRICING IS QUOTED NET, EXWORKS, FREIGHT COLLECT OR PREPAY AND ADD. ALL ORDERS ARE SUBJECT TO CREDIT APPROVAL. STANDARD PAYMENT TERMS ARE 100% N30 BASED UPON CREDIT LIMIT. PAYMENT TERMS ON ANY ORDER \$50,000 AND GREATER SHALL BE 40% UPON RECEIPT OF ORDER, 40% PRIOR TO SHIPMENT AND 20% NET 30. PLEASE NOTE THAT A TRANSACTION FEE OF UP TO 4% WILL BE ADDED TO ALL CREDIT CARD PURCHASES.

<b>Subtotal</b>	\$56,908.00
<b>Trade Disc</b>	\$0.00
<b>Freight</b>	\$0.00
<b>Misc</b>	\$0.00
<b>Tax</b>	\$0.00
<b>Total</b>	\$56,908.00

All quotations and contracts are subject to Kerr Pump and Supply, Inc. Terms and Conditions of Sale dated 1/1/2018, a copy of which can be found on our website [kerrpump.com](http://kerrpump.com). Placing an order is acceptance of these terms. Shipment time is an approximation based on current inventory and factory production schedules. Quotation is valid for 10 days from Quote date.



QUOTATION		
DATE	NUMBER	PAGE
5/9/2025	0063849	1 of 1

B STJ150  
I CITY OF ST. JOHNS  
L jwhitford@stjohnsmich.com  
T ST. JOHNS, MI 48879  
O

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

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

PO#: \_\_\_\_\_

Ship To: \_\_\_\_\_

ATTENTION:

JORDAN WHITFORD 989-224-8944 jwhitford@ci.saint-johns.mi.us

WE ARE PLEASED TO PROPOSE THE FOLLOWING FOR YOUR CONSIDERATION:

CUSTOMER REF/PO#		JOB TITLE	SLP	SHIPPING TYPE	
QUOTE		XYLEM AC PUMP, DEZURIK VALVE, VARIOUS	TJC/SP	BEST WAY PP&ADD	
QTY	DESCRIPTION		UNIT PRICE		EXTENDED
1.00	XYLEM AC,VERTICAL PUMP 8X6X17 NSWV MODEL 300 PUMP, CAST IRON MATERIAL AND CONSTRUCTION, JOHN CRANE TYPE 21 DOUBLE MECHANICAL SEAL.		\$60,416.00		\$60,416.00
1.00	TECO,MOTOR 30HP, 3 PHASE, 230/460 VOLT				
<del>1.00</del>	<del>APCO,VALVE,CHECK CVS,10,250A,F1,DIF,DI-S11,S2-NBR*,AC, APCO, SWING CHECK VALVE,CVS 10" SERIES 250A, FLANGED FUSION BONDED EPOXY COATED DUCTILE IRON BODY, DUCTILE IRON DISC, 303 STAINLESS STEEL SHAFT 316 STAINLESS STEEL BODY SEAT, NBR DISC SEAT AIR CUSHION SIDE MOUNTED CYLINDER</del>		<del>\$5,560.00</del>		<del>\$5,560.00</del>

\*\*INSTALLATION NOT INCLUDED. PIPING MODIFICATIONS WILL NEED TO BE MADE.\*\*

PRICE AND LEAD TIME ARE BASED OFF CURRENT MARKET PRICING AND AVAILABILITY AND  
ARE SUBJECT TO CHANGE. PLEASE NOTE QUOTE IS VALID FOR 30 DAYS.

PRICE DOES NOT INCLUDE: FREIGHT, TAX, INSTALLATION OR STARTUP.

DELIVERY: LINE 1 APPROX. 32-34 WEEKS AFTER RECEIPT OF ORDER. LINE 2  
APPROXIMATELY 6 WEEKS AFTER RECEIPT OF ORDER.

THANK YOU FOR THE OPPORTUNITY TO QUOTE OUR EQUIPMENT.

SINCERELY - SEJAL PATEL

<p>This quote is subject to and incorporates by reference Kennedy Industries, Inc.'s ("Kennedy") Terms &amp; Conditions (Rev'd 6/2023) and Customer Warranty available at <a href="http://www.kennedyind.com">www.kennedyind.com</a> which will be provided by email upon written request. Kennedy reserves the right to change the Terms &amp; Conditions and Customer Warranty for future orders. By accepting this quote and/or issuing a purchase order relative to this quote, buyer expressly agrees to the provisions set forth in the Terms &amp; Conditions and Customer Warranty posted on Kennedy's website.</p> <p><b>QUOTE VALID FOR 30 DAYS. QUOTE DOES NOT INCLUDE ANY TARIFFS OR ESCALATION UNLESS NOTED ABOVE. CREDIT CARD PAYMENTS ARE SUBJECT TO AN ADDITIONAL 3% CHARGE. NO TAXES OF ANY KIND ARE INCLUDED IN THIS PROPOSAL. PAYMENT TERMS: NET 30</b></p>		<p><b>TOTAL: \$60,416.00</b> <del>\$65,976.00</del></p>	
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**J.K of Michigan**  
3201 W. Michigan Ave.  
Jackson, MI 49202  
(517)321-4486  
Fax (517)783-1874

# WORK PROPOSAL

PROPOSAL #

DATE

5/30/2025

PREPARED BY

Bryce

SUBMITTED TO	JOB NAME	CONTACT PERSON	
		NAME	Patrick Andrews
		PRIMARY PHONE	517-802-7134
		SECONDARY PHONE	
City of St. Johns	WWTP	EMAIL	<a href="mailto:pandrews@stjohnsmich.com">pandrews@stjohnsmich.com</a>

WORK TO BE PERFORMED	PAYMENT TERMS
Fairbanks Pump Replacement/Update	NET 30

DESCRIPTION
<p>Demo out remaining existing equipment. Pump stand/volute, suction piping back to 12" pipe, discharge piping up to discharge valve.</p> <p>Move discharge piping/tee over to meet requirements for new centerline of the Fairbanks pump.</p> <p>Install supports for 10" discharge piping.</p> <p>Adjust concrete base as needed for new centerlines per drawings.</p> <p>Install new pump onto concrete base. (Customer supplied pump/stand)</p> <p>Install suction fittings/piping from incoming pipe onto pump.</p> <p>Install/adapt pump discharge to new discharge piping/fittings.</p> <p>Install pipe support under pump discharge piping.</p> <p>Wiring/electrical to be performed by the City.</p> <p>Demo to be provided by the city.</p>
<p><b><u>Quote is valid for 30 days.</u></b></p> <p>*Some parts may have a lead time is unknown until purchase.</p> <p>Anything found over the scope of work on the quote will be brought to the owner's attention and repaired at an additional cost.</p> <p>For Projects over a 30 day duration will be bill monthly. Per percentage of completion.</p>

TO ACCEPT THIS QUOTATION SIGN HERE AND RETURN		TOTAL	\$ 35,195.00
SIGNATURE	DATE SIGNED		

TO: City of St. Johns

ATTN: Patrick Andrews

RE: Pump demo & new Install

BID DATE: June 4th 2025

The following is our proposal for the **MECHANICAL WORK** on the above referenced project

A. INCLUDED:

1. Demo of existing pump/pipe & fitting where applicable
2. Installation of owner furnished pump
3. New ductile iron spools & fittings where applicable

B. NOT INCLUDED:

1. Concrete work and grouting of any kind.
2. Architectural and structural work of any kind
3. Electrical work
4. Painting
5. Instrumentation & Controls
6. Bypass Pumping
7. Demolition other than noted above

C. BASE BID:

<b>\$ 48,600.00</b>
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# T.H. EIFERT

MECHANICAL  
CONTRACTORS

## PROPOSAL

Date: 06-12-25

Job Name: Influent Pump #1 Replacement

Offered To: City of St. Johns  
100 East State Street, Suite 1100 P.O. Box 477  
St. Johns, Michigan 48879-0477

Attn: Patrick Andrews

Phone: (989) 224-8944 Ext. 230 Fax: (989) 224-2204 Cell: (517) 802-7134 E-mail: pandrews@stjohnsmi.gov

T.H. Eifert, Inc. offers to furnish Skilled Labor, Material, Insurance's, Tools, Equipment, and Permits (if applicable) to complete the following services. All work to be performed during the hours of 8:00 a.m. and 4:30 p.m. Overtime work will be charged as an extra and pre-approved by the owner.

### 1. Scope of work includes:

- Provide labor and material to remove one existing influent pump #1 and reinstall one new owner provided Fairbanks pump and associated piping. The owner shall supply and install the new motor and drive shaft assembly.
- Provide and install one new piping support to carry the pump discharge piping.
- Provide labor and material to remove and relocate the existing non-potable water line on the wall to allow for new 12" pump discharge piping. New non-potable water piping shall be reinsulated in affected areas to match existing.

### 2. Work Excludes:

- Asbestos abatement, if required.
- Removal or disposal of any materials classified as hazardous waste, unless specifically included in item (1) above.
- Service, labor or materials required for any existing equipment other than specified in the proposal.
- Service, labor or materials required for any repairs or upgrades to the existing utilities.
- Service, labor or materials required for any allowances, engineering, or plan review drawings.
- Service, labor or materials required for any painting, concrete alterations, system shut down/drainage/star-up, or warranty of owner provided equipment.
- Service, labor or materials required for any electrical or controls.
- Any price increases due to current tariffs.

### 3. Notes:

- All materials shall be submitted to the owner for approval before ordering.
- The new pump shall be ordered by the owner with a custom support stand that shall be fabricated so that the inlet connection shall match the existing elevation.

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This Proposal is firm for 30 days. If accepted, please return signed copy to our office.

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Total Price .....\$ 52,680.00

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

Proposal prepared by: Tim Somerville  
Tim Somerville Superintendent

This proposal is subject to our standard payment terms of net thirty (30) days unless other contractual arrangements are made. If customer fails to timely pay any invoice customer also agrees to pay finance charges at 1.5% per month, and will also pay reasonable actual attorney fees of T.H. Eifert, Inc. should collection activity be necessary.

HVAC Service • Building Automation Systems • Boiler Services • Plumbing • Design/Build • Wastewater Services  
3302 W. St. Joseph • Lansing, MI 48917 • www.theifert.com • Ph 517.484.9944 • Fax 517.484.1699

**CITY OF ST. JOHNS, MICHIGAN**  
**REQUEST FOR COMMISSION ACTION**  
**June 23, 2025**

<b>Department: Public Works</b>	<b>Attachments: Andy Vandervest Merit Bonus</b>	<b>Submitted to CA for Review</b>
<b>Subject: Andy Vandervest Merit Bonus</b>	<b>[ X ]</b>	<b>[N/A ]</b>  <b>[ ]</b> <b>[ ]</b>
<b>Prepared by: Jeremy Ritter Supervisor of Department of Public Works</b>	<b>Approved by: Chad A. Gamble, P.E., City Manager</b>	

**SUMMARY/HIGHLIGHT:** Andy Vandervest wanted to further his education with the S-2 Drinking Water Certification for the State of Michigan. Mr. Vandervest took the test at the beginning of May and was able to pass to become a Certified Drinking Water Operator for the State of Michigan with the S-2, D-3 license.

**BACKGROUND/DISCUSSION:** The merit bonus practice is for employees who better themselves to be a better asset to the city. Mr. Vandervest did this by passing his State of Michigan Certified Water Operator License of a S-2 certification. This merit bonus was approved by the Personnel Committee.

**STRATEGIC PLAN OBJECTIVE:** N/A

**FISCAL IMPACT:** Funds are available in the Department of Public Works operating Budget for the Bonus.

**RECOMMENDATION:** Approval of the \$900 Merit Bonus to Andy Vandervest in recognition of his successful completion of his S-2 Certified Drinking Water operator.



# City of St. Johns

## Merit Bonus Appraisal Form

Employee Andy Vandervest  
 Department Public Works

Title Operator II

Date June 3, 2025

Employee Payroll Number 510

Employment Date August 2, 2021

**Instructions:** A merit bonus is given to an employee, on a year-to-year basis, who does an exceptional job throughout the year. If a Department Head/Supervisor wishes to recommend an employee with a merit bonus, this form must be filled out and given to the City Manager. Employee may take merit bonus in a separate check electronically deposited or have it deposited in his/her City deferred comp program or any other City approved program. If approved, the merit bonus will be payable in the first pay period in July.

- |   | Yes                                 | No                       | Comments:   |
|---|-------------------------------------|--------------------------|---|
| 1. Did employee's performance review rate a good or above on all applicable areas?                                      | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 15px;"></div>           |
| 2. Has employee passed the 90-day orientation period?   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Comments: <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 15px;"></div> |
| 3. At least two of the following must have taken place this past year, please check all that applied and comment below: |                                     |                          |   |
| - Superior effort in his/her daily duties.  | <input type="checkbox"/>            |                          |   |
| - Takes on additional duties in a positive manner.  | <input checked="" type="checkbox"/> |                          |   |
| - Specific job related accomplishments (training, licenses, etc.)   | <input checked="" type="checkbox"/> |                          |   |
| - Cost/time saving practices.   | <input type="checkbox"/>            |                          |   |
| - Completed a special project in a fiscal year.   | <input type="checkbox"/>            |                          |   |
| - Has made comments/ideas on ways to be more efficient in current City programs or policies.                            | <input type="checkbox"/>            |                          |   |

Comments:

Andy recently tested for his S-2 Drinking Water Certification. Andy was able to pass and become a certified drinking water operator for the State of Michigan with his S-2, D-3 certification.

Dept. Head or Supervisor  
Signature

Jeremy Ritter

Date June 2, 2025

City Manager's Signature



Date 6/4/25

City Personnel Committee  
Approved on:

6/4/2025

City Commission  
Approved on:

\_\_\_\_\_

**CITY OF ST. JOHNS, MICHIGAN**  
**REQUEST FOR COMMISSION ACTION**  
**June 23, 2025**

<b>Department: Water</b>	<b>Attachments:</b>
<b>Subject: <i>Jeff Pease Merit Bonus</i></b>	<b>[ X ] <i>Jeff Pease Merit Bonus Form</i></b> <b>[   ]</b> <b>[   ]</b>
<b>Prepared by: Calvin Galecka Water Department Supervisor</b>	<b>Approved by: City Manager, Chad A. Gamble, P.E.</b>

**SUMMARY/HIGHLIGHT:** In May, Jeff Pease accepted the challenge of testing for his S-4 level water exam. I am happy to say that Jeff has successfully passed this difficult exam, a task which he achieved due to his hard work and dedication.

In keeping with past practices, I strongly recommend that Mr. Pease be awarded with the merit bonus of \$900. The merit bonus was reviewed by the Personnel Committee.

**BACKGROUND/DISCUSSION:** N/A

**STRATEGIC PLAN OBJECTIVE:** N/A

**FISCAL IMPACT:** Monies for this bonus are available within the operating budget.

**RECOMMENDATION:** Staff recommends the City Commission approve the merit bonus for Jeff Pease.

# City of St. Johns

## Merit Bonus Appraisal Form

Employee Jeff Pease  
 Department 500

Title Water Operator Date June 3, 2025  
 Employee Payroll Number 412

Employment Date November 1, 2023

**Instructions:** A merit bonus is given to an employee, on a year-to-year basis, who does an exceptional job throughout the year. If a Department Head/Supervisor wishes to recommend an employee with a merit bonus, this form must be filled out and given to the City Manager. Employee may take merit bonus in a separate check electronically deposited or have it deposited in his/her City deferred comp program or any other City approved program. If approved, the merit bonus will be payable in the first pay period in July.

- |   | Yes                                 | No                       | Comments:             |
|---|-------------------------------------|--------------------------|-----------------------|
| 1. Did employee's performance review rate a good or above on all applicable areas?                                      | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <br><br><br>          |
| 2. Has employee passed the 90-day orientation period?   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Comments:<br><br><br> |
| 3. At least two of the following must have taken place this past year, please check all that applied and comment below: |                                     |                          |                       |
| - Superior effort in his/her daily duties.  | <input checked="" type="checkbox"/> |                          |                       |
| - Takes on additional duties in a positive manner.  | <input checked="" type="checkbox"/> |                          |                       |
| - Specific job related accomplishments (training, licenses, etc.)   | <input checked="" type="checkbox"/> |                          |                       |
| - Cost/time saving practices.   | <input type="checkbox"/>            |                          |                       |
| - Completed a special project in a fiscal year.   | <input type="checkbox"/>            |                          |                       |
| - Has made comments/ideas on ways to be more efficient in current City programs or policies.                            | <input type="checkbox"/>            |                          |                       |

Comments:

Jeff has successfully completed his S-4 water exam

Dept. Head or Supervisor  
 Signature

*Calvin Galecha*

Date May 30, 2025

City Manager's Signature

*[Signature]*

Date 6/4/25

City Personnel Committee  
 Approved on:

6/4/2025

City Commission  
 Approved on:



**CITY OF ST. JOHNS, MICHIGAN**  
**REQUEST FOR COMMISSION ACTION**  
**June 23, 2025**

<b>Department: Water</b>	<b>Attachments:</b>
<b>Subject: <i>Brett Martin Merit Bonus</i></b>	<b>[ X ] <i>Brett Martin Merit Bonus Form</i></b> <b>[   ]</b> <b>[   ]</b>
<b>Prepared by: Calvin Galecka Water Department Supervisor</b>	<b>Approved by: City Manager, Chad A. Gamble, P.E.</b>

**SUMMARY/HIGHLIGHT:** In May, Brett Martin accepted the challenge of testing for his D-4 level water exam. I am happy to say that Mr. Martin has successfully passed this difficult exam, a task which he achieved due to his hard work and dedication.

In keeping with past practices, I strongly recommend that he be awarded with the merit bonus of \$900. The merit bonus was reviewed by the Personnel Committee.

**BACKGROUND/DISCUSSION:** N/A

**STRATEGIC PLAN OBJECTIVE:** N/A

**FISCAL IMPACT:** Monies for this bonus are available within the operating budget.

**RECOMMENDATION:** Staff recommends the City Commission approve the merit bonus for Brett Martin.

# City of St. Johns Merit Bonus Appraisal Form

Employee Brett Martin  
Department 500

Title Water Operator

Date June 3, 2025

Employee Payroll Number 511

Employment Date November 27, 2023

**Instructions:** A merit bonus is given to an employee, on a year-to-year basis, who does an exceptional job throughout the year. If a Department Head/Supervisor wishes to recommend an employee with a merit bonus, this form must be filled out and given to the City Manager. Employee may take merit bonus in a separate check electronically deposited or have it deposited in his/her City deferred comp program or any other City approved program. If approved, the merit bonus will be payable in the first pay period in July.

- |   | Yes                                 | No                       | Comments:         |
|---|-------------------------------------|--------------------------|-------------------|
| 1. Did employee's performance review rate a good or above on all applicable areas?                                      | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <hr/> <hr/> <hr/> |
| 2. Has employee passed the 90-day orientation period?   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <hr/> <hr/> <hr/> |
| 3. At least two of the following must have taken place this past year, please check all that applied and comment below: |                                     |                          |                   |
| - Superior effort in his/her daily duties.  | <input checked="" type="checkbox"/> |                          |                   |
| - Takes on additional duties in a positive manner.  | <input checked="" type="checkbox"/> |                          |                   |
| - Specific job related accomplishments (training, licenses, etc.)   | <input checked="" type="checkbox"/> |                          |                   |
| - Cost/time saving practices.   | <input type="checkbox"/>            |                          |                   |
| - Completed a special project in a fiscal year.   | <input type="checkbox"/>            |                          |                   |
| - Has made comments/ideas on ways to be more efficient in current City programs or policies.                            | <input type="checkbox"/>            |                          |                   |

Comments:

Brett has successfully completed his D-4 water exam

Dept. Head or Supervisor  
Signature

Calvin Galega

Date May 30, 2025

City Manager's Signature

[Signature]

Date 6/4/25

City Personnel Committee  
Approved on:

6/4/2024

City Commission  
Approved on:

**CITY OF ST. JOHNS, MICHIGAN**  
**REQUEST FOR COMMISSION ACTION**  
**June 23, 2025**

<b>Department: Administration</b>	<b>Attachments:</b>	<b>Submitted to CA for Review</b>
<b>Subject: 2024 Annual Review Merit Bonuses</b>	<b>[ X ] 2025 Merit Bonus Forms for:</b> <b>1. Brianna Hardaker</b> <b>2. Andrew Tobias</b> <b>3. Lisa Longoria</b> <b>4. Lori Kluck</b> <b>5. SuAnn Prince</b>	<b>[ N/A ]</b>
<b>Prepared by: Chad A. Gamble, P.E. City Manager</b>	<b>Approved by: Chad A. Gamble, P.E., City Manager</b>	

**SUMMARY/HIGHLIGHT:** On June 4, 2025 the Personnel Committee met to discuss several items before this sub-committee. One item was the recommendations of merit bonuses based on the 2024 annual staff reviews. Annually supervisors make a recommendation to the City Manager for merit bonuses. This year's recommendations for merit bonus are attached. These bonuses were discussed at the June 4th Personnel Committee meeting and were recommended to be presented to the Commission for formal approval. The levels and brief notation of what this recommendation is located below.

<b>Employee Name</b>	<b>Reason for Merit Recommendation</b>	<b>Recommendation Amount</b>
Brianna Hardaker	Support of 4 elections in 2024	\$500
Andrew Tobias	Training program and Lexipol Policy implementation	\$500
Lisa Longoria	Support of 4 elections in 2024	\$500
Lori Kluck	Support of 4 elections in 2024	\$500
SuAnn Prince	Election Support and QVF certification	\$700

**BACKGROUND/DISCUSSION:** N/A

**STRATEGIC PLAN OBJECTIVE:** N/A

**FISCAL IMPACT:** The bonuses for each employee will be charged to the salary account within the fund within which their primary salary is charged.

**RECOMMENDATION:** Staff recommends approval of the 2024 annual review merit bonuses as presented to the Personnel Committee.

# City of St. Johns

## Merit Bonus Appraisal Form

Employee Brianna Hardaker  
 Department Admin.

Title Assessor/PT Police Admin Date January 16, 2025  
 Employee Payroll Number 199

Employment Date January 21, 2013

**Instructions:** A merit bonus is given to an employee, on a year-to-year basis, who does an exceptional job throughout the year. If a Department Head/Supervisor wishes to recommend an employee with a merit bonus, this form must be filled out and given to the City Manager. Employee may take merit bonus in a separate check electronically deposited or have it deposited in his/her City deferred comp program or any other City approved program. If approved, the merit bonus will be payable in the first pay period in July.

- |   | Yes                                 | No                       | Comments:    |
|---|-------------------------------------|--------------------------|--------------|
| 1. Did employee's performance review rate a good or above on all applicable areas?                                      | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <br><br><br> |
| 2. Has employee passed the 90-day orientation period?   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <br><br><br> |
| 3. At least two of the following must have taken place this past year, please check all that applied and comment below: |                                     |                          |              |
| - Superior effort in his/her daily duties.  | <input checked="" type="checkbox"/> |                          |              |
| - Takes on additional duties in a positive manner.  | <input type="checkbox"/>            |                          |              |
| - Specific job related accomplishments (training, licenses, etc.)   | <input type="checkbox"/>            |                          |              |
| - Cost/time saving practices.   | <input type="checkbox"/>            |                          |              |
| - Completed a special project in a fiscal year.   | <input checked="" type="checkbox"/> |                          |              |
| - Has made comments/ideas on ways to be more efficient in current City programs or policies.                            | <input type="checkbox"/>            |                          |              |

Comments:

We had 4 elections in 2024 (2008 was the last and only time we had 4 elections in one year since I became clerk in 2002).  
 Bri assisted me with all the required testing of the voting machines. She also helped me set up & take down precincts & set up equipment.  
 She was the main person that issued and logged in received absentee ballots for pct #2 on the days she was working at City Offices.  
 She also worked all day on election days and went out to precinct #2 at the end of each night to help make sure paperwork was filled out and signed and helped solve any balancing issues. She also worked the required hours the Saturday before each election (open for voters).  
 Bri and SuAnn also helped out by being chairpeople at the end of the day of the February election, due to absences of some workers at Precinct #2.

Dept. Head or Supervisor  
 Signature *Mindy D. Jeary*  
 City Manager's Signature *Charles P. Miller*  
 City Personnel Committee  
 Approved on: 5/29/25

Date 1/16/2025  
 Date \_\_\_\_\_  
 City Commission  
 Approved on: \_\_\_\_\_



# Merit Bonus Appraisal Form

Employee Name: Andrew Tobias

Title: Deputy Chief

Department: Police

Employee Payroll  
Number:

3 3 6

Employment  
Date:

0 5 / 1 5 / 2 0 2 3

**Instructions:** A merit bonus is given to an employee, on a year-to-year basis, who does an exceptional job throughout the year. If a Department Head/Supervisor wishes to recommend an employee with a merit bonus, this form must be filled out and given to the City Manager. Employee may take merit bonus in a separate check electronically deposited or have it deposited in his or her City deferred comp program or any other City approved program. If approved, the merit bonus will be payable the first pay period in July.

## COMMENTS:

1. Did employee's performance appraisal rate a good or above on all applicable areas?

☒ Yes ☐ No

## COMMENTS:

2. Has employee passed the 90-day orientation period?

☒ Yes ☐ No

3. At least two of the following must have taken place this past year, please check all that applied and comment below:

- ☒ Superior effort in his or her daily duties.
- ☒ Takes on additional duties in a positive manner.
- ☐ Specific job related accomplishments (training, licenses, certifications, etc.).
- ☐ Cost/time saving practices.
- ☒ Completed a special project in a fiscal year.
- ☐ Has made comments or ideas on ways to be more efficient in current City programs or policies.

## COMMENTS:

Over the course of 2023, Deputy Chief Tobias has been instrumental in two special project areas. The first is related to newly established continuing education mandates. Michigan now requires 12 hours of training in core topic areas. In response to the mandate, Deputy Chief Tobias organized and executed a training plan for our agency which was so well organized the remaining police agencies in the county requested to allow their staff to participate in the same scheduled training. As a result, the entire law enforcement community in Clinton County completed the training as required.

The second project was providing instrumental assistance in completing the cross referencing of the SLPD Policies against the new, electronic Lexipol policy system. The result is that a three year undertaking to contemporize SJPd policies into a format which is updated any time there is an applicable change in the law or best practice that would require the amending of the policies. As it currently stands, SJPd is the only law enforcement agency in Clinton County with this system in place.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

David M. K. G.

Date: 12 / 03 / 2024

*[Handwritten signature]*

Date: 







 / 







 /

05, 29, 2025

# City of St. Johns

## Merit Bonus Appraisal Form

Employee Lisa Longoria  
 Department Admin.

Title Account Clerk Date January 16, 2025  
 Employee Payroll Number 124

Employment Date December 12, 2022

**Instructions:** A merit bonus is given to an employee, on a year-to-year basis, who does an exceptional job throughout the year. If a Department Head/Supervisor wishes to recommend an employee with a merit bonus, this form must be filled out and given to the City Manager. Employee may take merit bonus in a separate check electronically deposited or have it deposited in his/her City deferred comp program or any other City approved program. If approved, the merit bonus will be payable in the first pay period in July.

- |   | Yes                                 | No                       | Comments:   |
|---|-------------------------------------|--------------------------|---|
| 1. Did employee's performance review rate a good or above on all applicable areas?                                      | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 2px;"></div>           |
| 2. Has employee passed the 90-day orientation period?   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Comments: <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 2px;"></div> |
| 3. At least two of the following must have taken place this past year, please check all that applied and comment below: |                                     |                          |   |
| - Superior effort in his/her daily duties.  | <input type="checkbox"/>            |                          |   |
| - Takes on additional duties in a positive manner.  | <input checked="" type="checkbox"/> |                          |   |
| - Specific job related accomplishments (training, licenses, etc.)   | <input checked="" type="checkbox"/> |                          |   |
| - Cost/time saving practices.   | <input type="checkbox"/>            |                          |   |
| - Completed a special project in a fiscal year.   | <input checked="" type="checkbox"/> |                          |   |
| - Has made comments/ideas on ways to be more efficient in current City programs or policies.                            | <input type="checkbox"/>            |                          |   |

Comments:

We had 4 elections in 2024 (2008 was the last and only time we had 4 elections in one year since I became clerk in 2002).  
 Before Lisa had QVF access, she would date/time stamp all ballots that came in the mail & drop box as well as absentee applications.  
 Lisa took and completed training for the basic level in QVF (Qualified Voter File). With this access, she was able to issue/process absentee ballots. This helped greatly to have one more person able to issue ballots. It was especially helpful on days Bri was working at the police department or days someone else had off so she could handle the ballots they normally processed. She also inspected the drop box, which is a requirement during election time.  
 Lisa also took on the special event permit process last year.

Dept. Head or Supervisor  
 Signature

*[Handwritten Signature: Mindy J. Healey]*

Date 1/16/2025

City Manager's Signature

*[Handwritten Signature: [Illegible]]*

Date \_\_\_\_\_

City Personnel Committee  
 Approved on:

5/29/25

City Commission  
 Approved on: \_\_\_\_\_



# City of St. Johns

## Merit Bonus Appraisal Form

Employee Lori Kluck  
 Department Admin.

Title Account Clerk Date January 16, 2025  
 Employee Payroll Number 122

Employment Date November 10, 2014

**Instructions:** A merit bonus is given to an employee, on a year-to-year basis, who does an exceptional job throughout the year. If a Department Head/Supervisor wishes to recommend an employee with a merit bonus, this form must be filled out and given to the City Manager. Employee may take merit bonus in a separate check electronically deposited or have it deposited in his/her City deferred comp program or any other City approved program. If approved, the merit bonus will be payable in the first pay period in July.

- |   | Yes                                 | No                       | Comments:  |
|---|-------------------------------------|--------------------------|--|
| 1. Did employee's performance review rate a good or above on all applicable areas?                                      | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div> <div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div> <div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div>           |
| 2. Has employee passed the 90-day orientation period?   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Comments: <div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div> <div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div> <div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div> |
| 3. At least two of the following must have taken place this past year, please check all that applied and comment below: |                                     |                          |  |
| - Superior effort in his/her daily duties.  | <input type="checkbox"/>            |                          |  |
| - Takes on additional duties in a positive manner.  | <input checked="" type="checkbox"/> |                          |  |
| - Specific job related accomplishments (training, licenses, etc.)   | <input type="checkbox"/>            |                          |  |
| - Cost/time saving practices.   | <input type="checkbox"/>            |                          |  |
| - Completed a special project in a fiscal year.   | <input checked="" type="checkbox"/> |                          |  |
| - Has made comments/ideas on ways to be more efficient in current City programs or policies.                            | <input type="checkbox"/>            |                          |  |

Comments:

We had 4 elections in 2024 (2008 was the last and only time we had 4 elections in one year since I became clerk in 2002).  
 Lori did a great job taking absentee ballot applications that came in the mail each day and logging them as received in QVF and putting them in our precinct baskets. She was the main person that issued and logged in received absentee ballots for pct #3. She kept up with these on a daily basis. She also worked all day on election days and went out to precinct #3 at the end of each night to help make sure paperwork was filled out and signed and helped solve any balancing issues.  
 Lori also took on the role of processing payroll last year.

Dept. Head or Supervisor  
 Signature

*[Handwritten Signature: Mindy D. Healey]*

Date 1/16/2025

City Manager's Signature

*[Handwritten Signature: Charles J. ...]*

Date \_\_\_\_\_

City Personnel Committee  
 Approved on:

5/29/25

City Commission  
 Approved on:

\_\_\_\_\_



# City of St. Johns

## Merit Bonus Appraisal Form

Employee SuAnn Prince  
 Department Admin.

Title Account Clerk Date January 16, 2025  
 Employee Payroll Number 121

Employment Date July 14, 2014

**Instructions:** A merit bonus is given to an employee, on a year-to-year basis, who does an exceptional job throughout the year. If a Department Head/Supervisor wishes to recommend an employee with a merit bonus, this form must be filled out and given to the City Manager. Employee may take merit bonus in a separate check electronically deposited or have it deposited in his/her City deferred comp program or any other City approved program. If approved, the merit bonus will be payable in the first pay period in July.

- |   | Yes                                 | No                       | Comments:  |
|---|-------------------------------------|--------------------------|--|
| 1. Did employee's performance review rate a good or above on all applicable areas?                                      | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div> <div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div> <div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div>           |
| 2. Has employee passed the 90-day orientation period?   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Comments: <div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div> <div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div> <div style="border-bottom: 1px solid black; height: 15px; width: 100%;"></div> |
| 3. At least two of the following must have taken place this past year, please check all that applied and comment below: |                                     |                          |  |
| - Superior effort in his/her daily duties.  | <input type="checkbox"/>            |                          |  |
| - Takes on additional duties in a positive manner.  | <input type="checkbox"/>            |                          |  |
| - Specific job related accomplishments (training, licenses, etc.)   | <input checked="" type="checkbox"/> |                          |  |
| - Cost/time saving practices.   | <input checked="" type="checkbox"/> |                          |  |
| - Completed a special project in a fiscal year.   | <input checked="" type="checkbox"/> |                          |  |
| - Has made comments/ideas on ways to be more efficient in current City programs or policies.                            | <input checked="" type="checkbox"/> |                          |  |

Comments:

SuAnn took Qualified Voter File classes through the State last year so she could move up from the basic access in our statewide voting system to the full access that allows her to register people to vote as well as access items in the QVF inbox. It was enormously helpful in 2024 (4 elections) to have her be able to register voters along with Bri and I. She also approached me before the February election to propose that we scan in all absentee applications so we could access them for the other 2024 elections instead of making a copy for those voters that wished to vote absentee in all of the 2024 elections. This worked out very well and was a timesaver for us as we dealt with a lot of voters submitting duplicate applications. She also was heavily involved in getting absentee ballots out. SuAnn and Bri also helped out by being chairpeople at the end of the day of the February election, due to absences of some workers at Precinct #2.

Dept. Head or Supervisor  
Signature

*Mindy D. Haege*

Date 1/16/2025

City Manager's Signature

*David J. Smith*

Date \_\_\_\_\_

City Personnel Committee  
Approved on:

5/29/25

City Commission  
Approved on:

\_\_\_\_\_

**CITY OF ST. JOHNS, MICHIGAN**  
**REQUEST FOR COMMISSION ACTION**  
**June 23, 2025**

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

**SUMMARY/HIGHLIGHT:** As a part of our year-end financial analysis, we re-evaluate all accounts and all year-end budget adjustments that need to be made or were made throughout the last 6 months. Included in these adjustments are reclassifications of expenses from one budget line item to another within a Department. Also, there are adjustments for projects that were approved throughout the year as a part of the RCA process.

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

**GENERAL FUND ADJUSTMENTS:**

- Increase in Local Community Stabilization Sharing for contributions over our anticipated amount
- Increase in Insurance Reimbursement revenue for actual reimbursements received
- Increase in Police Equipment Maintenance for an Insurance Reimbursement
- Increase in Capital Improvement/City Drains for a Drain at Large Assessment
- Increase in Transfer to Wilson Center for annual Wilson Center expenses
- Increase in Transfer to Fire and Motor Pool for Equipment replacement reserves previously in General Fund Balance
- Decrease to Transfer to Motor Pool for reclassing of fire charges to the Fire Fund

**WILSON CENTER FUND ADJUSTMENTS:**

- Increase in Transfer from General Fund for annual Wilson Center expenses.

**FIRE FUND ADJUSTMENTS**

- Increase in Transfer from General Fund for equipment replacement reserves previously in General Fund Balance
- Increase in Transfer to Motor Pool for fire truck payment reclassified from General Fund

**MAJOR STREET ADJUSTMENTS**

- Increase in Transfer from Street Millage and Contractual Services – Annual Street Millage for Brush Street project approved by Commission
- Decrease in Transfer from LDFA and Contractual Services for LDFA street project charged directly to LDFA.

#### FANTASY FOREST ADJUSTMENTS

- Increase Contractors/Outside Services for increased expenses with the project

#### LDFA ADJUSTMENTS

- Increase in Contractual Services for Streets in Industrial Park

#### FANTASY FOREST CAPITAL PROJECT FUND ADJUSTMENTS

- Increase in Transfer from General Fund revenue and Contractors/Outside Services expenditure for the City's contribution and starting of the Fantasy Forest Project.

#### WILSON CENTER CAPITAL PROJECT FUND ADJUSTMENTS

- Increase in Contractual Services for contract with Studio Intrigue
- Increase in Issuance Costs for Bond Issuance Costs

#### STREET MILLAGE III ADJUSTMENTS

- Increase in Transfer to Major Street for Brush Street project expenses approved by Commission

#### MOTOR POOL

- Decrease in Transfer from General Fund for reclass of fire expenses and Increase in Transfer from General Fund for equipment replacement reserves previously in General Fund

#### **STRATEGIC PLAN OBJECTIVE: N/A**

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

**RECOMMENDATION:** Staff recommends the City Commission approve all year end budget adjustments attached.

GL Number	JNL CODE	POST DATE	REF#	DESCRIPTION	CHANGE TO BUDGET INCREASE (DECREASE)
101-000-573.000	BA	06/16/2025	15520	Local Community Stabilization Sh.	40,000.00
101-000-676.000	BA	06/16/2025	15518	REIMBURSEMENTS	10,800.00
101-000-676.000	BA	06/16/2025	15519	REIMBURSEMENTS - STATE FOR ELECT	7,500.00
101-000-676.000	BA	06/16/2025	15519	REIMBURSEMENTS - SCHOOL FOR ELEC'	7,800.00
101-000-676.002	BA	01/02/2025	15264	INSURANCE REIMBURSEMENT	15,601.51
101-172-730.000	BA	03/05/2025	15340	OFFICE SUPPLIES/ADM	(808.40)
101-172-980.000	BA	03/05/2025	15340	OFFICE EQUIPMENT/FURNITURE	808.40
101-301-732.008	BA	04/30/2025	15452	AMMUNITION	(500.00)
101-301-933.000	BA	01/02/2025	15264	EQUIPMENT MAINTENANCE	16,021.56
101-301-977.005	BA	04/30/2025	15452	HAND GUNS & ACCESSORIES	500.00
101-336-818.028	BA	06/16/2025	15513	OUTSIDE SERVICES	(1,104.00)
101-336-933.000	BA	06/16/2025	15513	EQUIPMENT MAINTENANCE	(1,999.02)
101-441-977.000	BA	01/06/2025	15275	EQUIPMENT PURCHASE	11,000.00
101-751-755.000	BA	04/30/2025	15451	OPERATING SUPPLIES	(200.00)
101-751-886.017	BA	04/30/2025	15451	COMMUNITY ED PROGRAMS	800.00
101-751-956.000	BA	04/30/2025	15451	MISCELLANEOUS	(600.00)
101-901-989.004	BA	01/02/2025	15265	CAPITAL IMPROVE/CITY DRAINS	17,000.00
101-901-995.125	BA	06/16/2025	15515	TRANSFER TO WILSON CENTER	26,000.00
101-901-995.136	BA	06/16/2025	15514	TRANSFER TO FIRE DEPARTMENT	535,500.00
101-901-995.136	BA	06/16/2025	15516	TRANSFER TO FIRE DEPARTMENT	5,000.00
101-901-995.661	BA	03/26/2025	15367	TRANSFER TO MOTOR POOL	(31,833.19)
101-901-995.661	BA	06/16/2025	15514	TRANSFER TO MOTOR POOL	701,666.66
125-000-699.101	BA	06/16/2025	15515	TRANSFER FROM GENERAL FUND	26,000.00
136-000-676.002	BA	04/12/2025	15375	INSURANCE REIMBURSEMENT	2,410.04
136-000-699.035	BA	06/16/2025	15514	TRANSFER FROM GENERAL	535,500.00
136-000-699.035	BA	06/16/2025	15516	TRANSFER FROM GENERAL	5,000.00
136-336-702.000	BA	03/26/2025	15363	SALARIES AND WAGES	(3,000.00)
136-336-702.000	BA	03/26/2025	15363	SALARIES AND WAGES	(8,000.00)
136-336-702.000	BA	03/26/2025	15363	SALARIES AND WAGES	8,000.00
136-336-702.000	BA	03/26/2025	15365	SALARIES AND WAGES	(8,000.00)
136-336-702.000	BA	04/30/2025	15450	SALARIES AND WAGES	(500.00)
136-336-712.000	BA	04/30/2025	15453	FRINGE BENEFITS	1,500.00
136-336-712.000	BA	05/09/2025	15455	FRINGE BENEFITS	1,000.00
136-336-715.002	BA	04/30/2025	15453	FIRE DEPARTMENT / ACCIDENT	(1,500.00)
136-336-732.011	BA	05/09/2025	15455	BATTERIES	(493.91)
136-336-733.000	BA	03/26/2025	15363	OPERATING SUPPLIES/FIRE DEPT	3,000.00
136-336-733.000	BA	05/09/2025	15455	OPERATING SUPPLIES/FIRE DEPT	493.91
136-336-733.000	BA	05/09/2025	15455	OPERATING SUPPLIES/FIRE DEPT	345.00
136-336-733.000	BA	05/16/2025	15503	OPERATING SUPPLIES/FIRE DEPT	(300.00)
136-336-786.011	BA	02/04/2025	15333	TURNOUT GEAR	5,000.00
136-336-818.028	BA	04/30/2025	15450	OUTSIDE SERVICES	500.00
136-336-818.028	BA	05/16/2025	15503	OUTSIDE SERVICES	300.00
136-336-818.028	BA	06/16/2025	15513	OUTSIDE SERVICES	1,104.00
136-336-818.071	BA	02/25/2025	15339	JANITORIAL SERVICES	(2,000.00)
136-336-880.001	BA	04/16/2025	15429	GRANT-RELATED EXPENSES	8,795.00
136-336-933.000	BA	02/25/2025	15339	EQUIPMENT MAINTENANCE	7,390.00
136-336-933.000	BA	03/26/2025	15365	EQUIPMENT MAINTENANCE	8,000.00
136-336-933.000	BA	04/12/2025	15375	EQUIPMENT MAINTENANCE	2,410.04
136-336-933.000	BA	06/16/2025	15513	EQUIPMENT MAINTENANCE	1,999.02
136-336-935.001	BA	02/25/2025	15339	FIRE HALL MAINTENANCE	(1,500.00)
136-336-935.001	BA	05/09/2025	15455	FIRE HALL MAINTENANCE	(1,000.00)
136-336-961.000	BA	05/09/2025	15455	PROFESSIONAL DUES	(345.00)
136-336-977.037	BA	02/25/2025	15339	RADIO EQUIPMENT	(1,440.00)
136-901-970.002	BA	02/04/2025	15333	CAPITAL OUTLAY - FIRE	(5,000.00)
136-901-970.002	BA	02/25/2025	15339	CAPITAL OUTLAY - FIRE	(2,450.00)
136-901-995.661	BA	03/26/2025	15367	TRANSFER TO MOTOR POOL	31,833.19
202-000-699.007	BA	01/06/2025	15277	TRANSFER FROM STREET MILLAGE	27,626.67
202-000-699.026	BA	05/02/2025	15454	Transfer from LDFA	(55,000.00)
202-463-818.000	BA	05/02/2025	15454	CONTRACTUAL SERVICES	(55,000.00)
202-463-818.203	BA	01/06/2025	15277	CONTRACTUAL SERVICES - ANNUAL ST	27,626.67
401-000-699.035	BA	03/31/2025	15388	TRANSFER FROM GENERAL	(235,000.00)
401-000-699.101	BA	03/31/2025	15388	TRANSFER FROM GENERAL FUND	235,000.00
401-451-735.001	BA	05/16/2025	15500	BUILDING MATERIALS/SUPPLIES	(100,000.00)
401-451-818.069	BA	05/16/2025	15500	CONTRACTORS/OUTSIDE SERVICES	100,000.00
401-451-818.069	BA	05/22/2025	15499	CONTRACTORS/OUTSIDE SERVICES	53,785.20
402-451-818.069	BA	06/16/2025	15517	CONTRACTUAL SERVICES	25,000.00
402-451-994.001	BA	06/16/2025	15517	Issuance Costs	30,000.00
406-451-995.202	BA	01/06/2025	15277	TRANSFER TO MAJOR STREET	27,626.67
592-540-920.003	BA	01/10/2025	15278	TELEPHONE	1,750.00
592-540-920.003	BA	01/21/2025	15287	TELEPHONE	600.00
592-540-977.011	BA	01/10/2025	15278	COMPUTER EQUIPMENT	(1,750.00)
592-541-972.008	BA	01/21/2025	15287	METER SYSTEM IMPROVEMENT	(600.00)
592-550-748.012	BA	06/02/2025	15508	SAFETY EQUIPMENT	(8,000.00)
592-550-818.020	BA	01/03/2025	15272	CONTRACTUAL MAINTENANCE	(2,050.00)
592-550-818.028	BA	03/26/2025	15364	COLLECTION SYS MAINTENANCE	3,317.75
592-550-818.030	BA	01/03/2025	15272	SLUDGE PROGRAM	2,050.00
592-550-818.054	BA	06/02/2025	15508	ALARM MONITORING SERVICE	(1,000.00)
592-550-870.000	BA	06/02/2025	15508	MILEAGE	(1,200.00)
592-550-933.014	BA	06/02/2025	15508	PLANT EQUIPMENT	8,000.00
592-550-933.014	BA	06/02/2025	15508	PLANT EQUIPMENT	1,000.00

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BUDGET AMENDMENT DETAIL REPORT FOR CITY OF ST. JOHNS  
Post Dates: 01/01/2025 to 06/30/2025

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GL Number	JNL CODE	POST DATE	REF#	DESCRIPTION	CHANGE TO BUDGET INCREASE (DECREASE)
592-550-933.014	BA	06/02/2025	15508	PLANT EQUIPMENT	1,200.00
592-560-818.077	BA	03/26/2025	15364	CONTRACTUAL SERVICES-WASTEWATER	(3,317.75)
661-000-699.039	BA	03/30/2025	15368	TRANS FM GENERAL FUND DEPTS	(31,833.19)
661-000-699.039	BA	06/16/2025	15514	TRANS FM GENERAL FUND DEPTS	701,666.66
661-000-699.136	BA	03/30/2025	15368	TRANSFER FROM FIRE	31,833.19

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PERIOD ENDING 06/30/2025

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2024	2024-25 AMENDED BUDGET	YTD BALANCE 06/30/2025	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND						
Revenues						
Dept 000 - REVENUE						
101-000-404.000	CURRENT PROPERTY TAX	2,387,463.61	2,640,326.18	2,525,268.01	115,058.17	95.64
101-000-404.001	ACT 359	48,491.49	50,000.00	48,430.67	1,569.33	96.86
101-000-405.000	DELINQUENT PROPERTY TAX	43,857.66	0.00	50,012.34	(50,012.34)	100.00
101-000-405.001	DELQ ACT 359	1,078.17	0.00	889.34	(889.34)	100.00
101-000-434.000	TRAILER PARK TAX	385.00	500.00	266.50	233.50	53.30
101-000-445.000	INTEREST-PENALTY/DELINQ TAX	29,637.05	25,000.00	20,966.39	4,033.61	83.87
101-000-448.000	COLLECTION FEE	113,342.28	110,000.00	130,949.66	(20,949.66)	119.05
101-000-477.000	FRANCHISE FEE	86,185.62	85,000.00	41,629.31	43,370.69	48.98
101-000-478.000	CITY LICENSES AND PERMITS	7,835.50	12,000.00	13,620.00	(1,620.00)	113.50
101-000-494.000	PARKING PERMITS	22,915.34	15,000.00	8,631.00	6,369.00	57.54
101-000-528.000	OTHER FEDERAL GRANTS	804,817.08	0.00	0.00	0.00	0.00
101-000-540.000	STATE GRANTS	75,842.18	22,000.00	41,375.75	(19,375.75)	188.07
101-000-555.000	MID-STATE HEALTH NTKW GRANT	6,863.00	6,800.00	7,244.00	(444.00)	106.53
101-000-566.000	ARTS & CULTURE GRANT	880.00	0.00	0.00	0.00	0.00
101-000-569.000	ACT 302 FUNDS-STATE OF MICH	7,894.50	1,900.00	1,563.75	336.25	82.30
101-000-573.000	Local Community Stabilization Share Appr	137,328.77	155,000.00	155,938.72	(938.72)	100.61
101-000-574.000	STATE REVENUE SHAR SALES TAX	3,589.00	2,512.00	7,415.00	(4,903.00)	295.18
101-000-574.001	CONSTITUTIONAL	840,942.00	844,263.00	553,428.00	290,835.00	65.55
101-000-574.002	STATUTORY	124,415.00	135,660.00	85,336.00	50,324.00	62.90
101-000-574.003	STATE REVENUE SHAR LIQ LIC	11,267.30	6,000.00	6,431.15	(431.15)	107.19
101-000-574.004	METRO ACT REVENUE	34,267.47	36,000.00	37,502.58	(1,502.58)	104.17
101-000-626.002	ADM CHARGES/WATER-SEWER FUND	566,906.00	670,429.00	670,429.00	0.00	100.00
101-000-626.005	ADMIN CHARGES-MOBILE EQUIP	67,373.00	78,780.00	78,780.00	0.00	100.00
101-000-626.006	ADMIN CHARGES-GARBAGE	62,162.00	63,711.00	63,711.00	0.00	100.00
101-000-626.007	ADMIN CHARGES-LDFA	949.00	2,099.00	2,099.00	0.00	100.00
101-000-626.008	ADMIN CHARGES - PSD	4,600.00	6,600.00	6,600.00	0.00	100.00
101-000-626.009	ADMIN CHARGES-MAJOR STREET	60,924.00	93,165.00	93,165.00	0.00	100.00
101-000-626.010	ADMIN CHARGES-LOCAL STREET	100,273.00	49,067.00	49,067.00	0.00	100.00
101-000-626.011	ADMIN CHARGES-DDA	3,203.00	7,310.00	7,310.00	0.00	100.00
101-000-627.000	RENTAL INSPECTION FEES	31,300.00	56,525.00	47,771.04	8,753.96	84.51
101-000-632.000	RURAL FIRE SERVICE	87,767.00	0.00	100.00	(100.00)	100.00
101-000-632.001	CITY FIRE SERVICE	19,277.56	0.00	(1,415.00)	1,415.00	100.00
101-000-653.000	RECREATION RECEIPTS	23,787.52	45,000.00	46,609.28	(1,609.28)	103.58
101-000-656.000	PARKING VIOLATIONS	8,930.00	4,000.00	2,514.00	1,486.00	62.85
101-000-657.000	CIVIL INFRACTION FINES	3,050.00	2,500.00	450.00	2,050.00	18.00
101-000-665.000	INTEREST EARNED/INVESTMENTS	20,091.43	20,000.00	47,148.26	(27,148.26)	235.74
101-000-667.006	FELL FARM LAND RENT	4,380.64	4,380.64	3,620.24	760.40	82.64
101-000-667.008	FACILITIES RENTAL	16,487.50	16,000.00	15,700.00	300.00	98.13
101-000-667.009	WILSON CENTER FACILITY RENTAL	(100.00)	0.00	0.00	0.00	0.00
101-000-673.002	SALE OF GFA	0.00	0.00	382.50	(382.50)	100.00
101-000-674.000	CONTRIBUTIONS REVENUE-POLICE	600.00	500.00	653.60	(153.60)	130.72
101-000-674.008	DESIGNATED CONTRIBUTIONS - POLICE	3,900.00	3,900.00	13,200.00	(9,300.00)	338.46
101-000-674.009	CONTRIBUTIONS REVENUE-FIRE	0.00	3,000.00	0.00	3,000.00	0.00
101-000-676.000	REIMBURSEMENTS	22,371.34	26,100.00	37,602.10	(11,502.10)	144.07
101-000-676.002	INSURANCE REIMBURSEMENT	81,728.50	71,147.11	37,509.34	33,637.77	52.72
101-000-677.000	MISCELLANEOUS REVENUE	28,393.78	10,000.00	17,027.28	(7,027.28)	170.27
101-000-678.000	MISC REVENUE-RECREATION	0.00	0.00	150.00	(150.00)	100.00
101-000-678.002	MISC REVENUE-RECREATION-SCHOOL PROG	7,773.00	0.00	5,001.22	(5,001.22)	100.00
101-000-678.003	RECREATION GIFT CERTIFICATES	2,925.25	3,000.00	2,805.00	195.00	93.50
101-000-687.000	DISTRICT COURT REFUNDS	10,635.64	8,000.00	19,036.60	(11,036.60)	237.96
101-000-699.008	TRANSFER FROM MAJOR STREET	0.00	4,000.00	0.00	4,000.00	0.00
101-000-699.026	Transfer from LDFA	0.00	4,000.00	4,000.00	0.00	100.00
101-000-699.034	USE OF FUND BALANCE	0.00	576,962.00	0.00	576,962.00	0.00

PERIOD ENDING 06/30/2025

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2024	2024-25 AMENDED BUDGET	YTD BALANCE 06/30/2025	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND						
Revenues						
101-000-699.402	TRANSFER FROM WILSON CENTER CAPITAL	280,433.32	0.00	0.00	0.00	0.00
Total Dept 000 - REVENUE		6,309,420.50	5,978,136.93	5,007,924.63	970,212.30	83.77
TOTAL REVENUES		6,309,420.50	5,978,136.93	5,007,924.63	970,212.30	83.77
Expenditures						
Dept 101 - LEGISLATIVE DEPARTMENT						
101-101-702.000	SALARIES AND WAGES	107,814.00	118,599.00	116,463.41	2,135.59	98.20
101-101-702.089	CITY COMMISSION	12,825.00	13,900.00	14,050.00	(150.00)	101.08
101-101-712.000	FRINGE BENEFITS	22,460.75	22,161.56	21,270.49	891.07	95.98
101-101-713.001	EMPLOYER SOCIAL SECURITY	7,529.27	8,490.00	8,167.80	322.20	96.20
101-101-713.002	MEDICARE/EMPLOYER PORTION	1,760.89	1,986.00	1,910.22	75.78	96.18
101-101-714.002	PENSION -DEFINED BENEFIT	63,399.12	67,501.84	78,728.95	(11,227.11)	116.63
101-101-714.003	PENSION-DEFINED CONTRIBUTION	304.40	0.00	369.87	(369.87)	100.00
101-101-722.000	SICK LEAVE	3,824.58	4,438.00	4,438.42	(0.42)	100.01
101-101-806.000	TAX APPEALS	21,812.22	7,500.00	28,012.33	(20,512.33)	373.50
101-101-818.000	CONTRACTUAL SERVICES	5,545.37	80,000.00	58,940.99	21,059.01	73.68
101-101-826.086	AUDIT FEES	24,500.00	29,500.00	29,500.00	0.00	100.00
101-101-826.087	ATTORNEY FEES	84,828.02	85,000.00	86,648.73	(1,648.73)	101.94
101-101-870.091	CITY CLERK	31.70	100.00	145.31	(45.31)	145.31
101-101-900.001	COMMISSION PROCEEDINGS	547.15	600.00	99.35	500.65	16.56
101-101-900.002	NOTICE OF HEARINGS	516.10	1,000.00	557.50	442.50	55.75
101-101-900.003	ORDINANCE PRINTING	6,298.15	2,500.00	2,906.20	(406.20)	116.25
101-101-900.004	OTHER	235.06	50.00	279.90	(229.90)	559.80
101-101-900.006	CODIFICATION/CITY ORDINANCE	4,487.04	4,500.00	2,972.75	1,527.25	66.06
101-101-901.000	PRINT AND PUBLISHING	1,061.73	1,000.00	1,801.50	(801.50)	180.15
101-101-956.000	MISCELLANEOUS	9,184.48	7,500.00	8,812.45	(1,312.45)	117.50
101-101-956.001	CHAMBER OF COMMERCE DUES	925.00	2,000.00	4,475.00	(2,475.00)	223.75
101-101-956.002	MUNICIPAL LEAGUE DUES	4,779.00	5,050.00	5,018.00	32.00	99.37
101-101-956.005	CLERK/BLDG INSPECTOR DUES	280.00	275.00	315.00	(40.00)	114.55
101-101-956.007	PA 425/TAX ALLOCATION TO TWP	39,180.87	3,000.00	0.00	3,000.00	0.00
101-101-956.015	RECORDS MANAGEMENT	0.00	1,000.00	3,396.00	(2,396.00)	339.60
101-101-960.000	EDUCATION AND TRAINING	1,131.63	6,000.00	1,952.41	4,047.59	32.54
101-101-961.003	OTHER ASSOCIATION DUES/MAPS	875.00	300.00	290.00	10.00	96.67
101-101-962.000	COMMUNITY DEVELOPMENT	191,792.41	125,000.00	84,566.90	40,433.10	67.65
101-101-963.000	ZONING APPEALS BOARD	389.55	200.00	507.50	(307.50)	253.75
101-101-963.001	ELECTIONS	11,665.65	20,000.00	22,572.61	(2,572.61)	112.86
101-101-963.002	BOARD OF REVIEW	1,928.47	825.00	1,588.55	(763.55)	192.55
101-101-987.000	VOTING MACHINES AND SUPPLIES	5,981.82	6,000.00	5,282.67	717.33	88.04
Total Dept 101 - LEGISLATIVE DEPARTMENT		637,894.43	625,976.40	596,040.81	29,935.59	95.22
Dept 172 - ADMINISTRATION DEPARTMENT						
101-172-702.000	SALARIES AND WAGES	513,922.21	553,408.00	547,118.92	6,289.08	98.86
101-172-712.000	FRINGE BENEFITS	120,427.91	99,586.16	93,267.17	6,318.99	93.65
101-172-713.001	EMPLOYER SOCIAL SECURITY	31,724.77	34,980.00	33,857.67	1,122.33	96.79
101-172-713.002	MEDICARE/EMPLOYER PORTION	7,419.51	8,181.00	7,918.34	262.66	96.79
101-172-714.002	PENSION -DEFINED BENEFIT	135,106.68	143,849.72	113,059.82	30,789.90	78.60
101-172-714.003	PENSION-DEFINED CONTRIBUTION	48,906.74	55,200.00	52,091.78	3,108.22	94.37
101-172-714.004	PENSION DEFINED BENEFIT-CM	10,512.00	11,724.00	9,063.00	2,661.00	77.30



PERIOD ENDING 06/30/2025

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GL NUMBER	DESCRIPTION	END BALANCE 06/30/2024	2024-25 AMENDED BUDGET	YTD BALANCE 06/30/2025	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
101-172-715.003	INSURANCE PACKAGE	105,281.00	112,000.00	106,565.00	5,435.00	95.15
101-172-716.000	UNEMPLOYMENT COMP INSURANCE	301.73	0.00	276.63	(276.63)	100.00
101-172-722.000	SICK LEAVE	7,927.12	10,783.00	10,736.07	46.93	99.56
101-172-729.000	POSTAGE	13,797.94	10,000.00	12,876.87	(2,876.87)	128.77
101-172-730.000	OFFICE SUPPLIES/ADM	8,695.17	8,191.60	7,914.80	276.80	96.62
101-172-768.000	UNIFORMS	655.02	500.00	0.00	500.00	0.00
101-172-814.002	WEBSITE	3,475.00	3,350.00	0.00	3,350.00	0.00
101-172-814.003	HARDWARE MAINTENANCE	35,736.00	36,000.00	36,723.24	(723.24)	102.01
101-172-814.004	SOFTWARE MAINTENANCE	24,320.22	33,220.61	24,132.18	9,088.43	72.64
101-172-814.005	COMPUTER SUPPLIES	12,107.93	2,500.00	2,522.76	(22.76)	100.91
101-172-818.000	CONTRACTUAL SERVICES	11,152.14	3,000.00	2,353.57	646.43	78.45
101-172-853.004	MONTHLY & LONG DISTANCE SERV	12,584.28	11,000.00	8,386.55	2,613.45	76.24
101-172-870.000	MILEAGE	128.63	2,100.00	189.10	1,910.90	9.00
101-172-870.092	ASSESSOR / MILEAGE	1,000.00	5,000.00	1,600.00	3,400.00	32.00
101-172-934.001	COPY MACHINE MAINTENANCE	2,363.17	1,500.00	2,080.41	(580.41)	138.69
101-172-940.001	POSTAGE METER	727.56	750.00	910.14	(160.14)	121.35
101-172-940.003	POST OFFICE BOX	348.00	350.00	352.00	(2.00)	100.57
101-172-956.000	MISCELLANEOUS	1,919.52	2,000.00	1,917.02	82.98	95.85
101-172-957.000	BOOKS/PERIODICALS/RENTAL/ETC	42.58	100.00	42.58	57.42	42.58
101-172-960.000	EDUCATION AND TRAINING	649.57	2,724.00	1,769.72	954.28	64.97
101-172-961.000	PROFESSIONAL DUES	1,434.00	1,500.00	1,959.00	(459.00)	130.60
101-172-961.092	ASSESSOR CERT AND DUES	270.00	270.00	330.00	(60.00)	122.22
101-172-977.011	COMPUTER EQUIPMENT	10,533.23	26,576.00	31,693.85	(5,117.85)	119.26
101-172-977.015	COMPUTER SOFTWARE	2,218.17	7,200.00	3,887.49	3,312.51	53.99
101-172-980.000	OFFICE EQUIPMENT/FURNITURE	3,789.30	9,708.40	9,978.30	(269.90)	102.78
Total Dept 172 - ADMINISTRATION DEPARTMENT		1,129,477.10	1,197,252.49	1,125,573.98	71,678.51	94.01
Dept 265 - MUNICIPAL BUILDING						
101-265-931.004	COUNTY CONTRACT	88,536.00	90,000.00	85,571.00	4,429.00	95.08
Total Dept 265 - MUNICIPAL BUILDING		88,536.00	90,000.00	85,571.00	4,429.00	95.08
Dept 272 - INSURANCE AND RETIREMENT						
101-272-715.001	HEALTH INSURANCE	(70.92)	0.00	55,126.32	(55,126.32)	100.00
101-272-715.004	LIFE INSURANCE	(5,795.28)	0.00	7,035.65	(7,035.65)	100.00
101-272-715.007	DENTAL	0.00	0.00	8,401.98	(8,401.98)	100.00
101-272-715.008	VISION	0.00	0.00	892.75	(892.75)	100.00
Total Dept 272 - INSURANCE AND RETIREMENT		(5,866.20)	0.00	71,456.70	(71,456.70)	100.00
Dept 301 - POLICE DEPARTMENT						
101-301-702.000	SALARIES AND WAGES	854,045.11	913,561.00	854,612.76	58,948.24	93.55
101-301-702.011	Crossing Guard Wages	4,950.00	5,625.00	5,580.00	45.00	99.20
101-301-712.000	FRINGE BENEFITS	110,456.72	140,049.24	95,379.22	44,670.02	68.10
101-301-713.001	EMPLOYER SOCIAL SECURITY	55,908.13	60,070.00	54,724.26	5,345.74	91.10
101-301-713.002	MEDICARE/EMPLOYER PORTION	13,075.21	14,049.00	12,798.43	1,250.57	91.10
101-301-714.002	PENSION -DEFINED BENEFIT	333,259.92	332,831.00	280,073.72	52,757.28	84.15
101-301-714.003	PENSION-DEFINED CONTRIBUTION	95,724.87	97,700.00	97,512.08	187.92	99.81
101-301-722.000	SICK LEAVE	18,834.58	18,683.00	12,691.29	5,991.71	67.93



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GL NUMBER	DESCRIPTION	END BALANCE 06/30/2024	2024-25 AMENDED BUDGET	YTD BALANCE 06/30/2025	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
101-301-723.000	HOLIDAY PAY / POLICE	31,511.10	31,003.00	34,163.28	(3,160.28)	110.19
101-301-732.000	OPERATING SUPPLIES/POLICE	5,490.50	5,800.00	4,190.99	1,609.01	72.26
101-301-732.008	AMMUNITION	3,540.68	3,000.00	25.96	2,974.04	0.87
101-301-732.009	CUSTODIAL SUPPLIES	1,081.39	600.00	476.38	123.62	79.40
101-301-732.014	OFFICE SUPPLIES	2,564.12	3,000.00	2,986.57	13.43	99.55
101-301-750.002	GASOLINE	22,914.40	25,000.00	17,824.68	7,175.32	71.30
101-301-768.001	UNIFORM	8,132.78	8,700.00	7,332.90	1,367.10	84.29
101-301-768.010	VEST	3,190.00	5,900.00	1,686.00	4,214.00	28.58
101-301-804.086	LEGAL/AUDIT	76,510.36	70,000.00	54,887.40	15,112.60	78.41
101-301-804.087	LEGAL - PERSONNEL	0.00	0.00	1,040.00	(1,040.00)	100.00
101-301-805.000	SPECIAL OPERATIONS TEAM	0.00	500.00	0.00	500.00	0.00
101-301-818.004	RADIO CONTRACT/COMPUTER ACCESS	12,551.21	14,000.00	14,572.23	(572.23)	104.09
101-301-818.005	CLEANING / UNIFORMS	583.00	800.00	406.00	394.00	50.75
101-301-818.035	SEAL LOGOS	0.00	750.00	0.00	750.00	0.00
101-301-818.052	INVESTIGATIVE SERVICES	420.00	1,000.00	510.00	490.00	51.00
101-301-818.071	JANITORIAL SERVICES	5,288.48	7,500.00	5,191.20	2,308.80	69.22
101-301-819.000	FLEET AND LIABILITY INSURANC	5,884.16	5,900.00	4,302.00	1,598.00	72.92
101-301-870.000	MILEAGE	331.47	300.00	667.54	(367.54)	222.51
101-301-880.000	COMMUNITY PROMOTION	6,706.45	5,000.00	4,565.33	434.67	91.31
101-301-880.001	GRANT-RELATED EXPENSES	26,354.84	25,586.76	25,586.86	(0.10)	100.00
101-301-880.004	DESIGNATED EXPENDITURES - POLICE	1,619.92	3,000.00	2,903.28	96.72	96.78
101-301-900.000	PRINT AND PUBLISHING	240.00	500.00	738.63	(238.63)	147.73
101-301-920.001	NATURAL GAS	2,817.21	4,000.00	6,201.55	(2,201.55)	155.04
101-301-920.002	ELECTRIC	4,695.67	6,850.00	1,496.80	5,353.20	21.85
101-301-920.003	TELEPHONE	9,251.99	8,200.00	7,947.54	252.46	96.92
101-301-920.006	WATER/SEWER CHARGE	778.45	1,000.00	749.24	250.76	74.92
101-301-931.000	BUILDING MAINTENANCE	14,184.17	15,000.00	9,905.15	5,094.85	66.03
101-301-933.000	EQUIPMENT MAINTENANCE	13,917.46	21,021.56	25,266.95	(4,245.39)	120.20
101-301-933.004	COPIER MAINTENANCE CONTRACT	3,356.00	2,625.00	1,089.28	1,535.72	41.50
101-301-956.003	PARKING LOT LEASE	250.00	250.00	250.00	0.00	100.00
101-301-960.000	EDUCATION AND TRAINING	35.52	0.00	359.20	(359.20)	100.00
101-301-960.009	MICH ASSOC CHIEF/POLICE MTGS	2,166.55	2,000.00	565.19	1,434.81	28.26
101-301-960.010	TRAINING	4,330.93	6,000.00	4,523.80	1,476.20	75.40
101-301-960.012	OTHER DUES	405.00	750.00	675.00	75.00	90.00
101-301-960.016	TRAINING / ACT 302 FUNDS	720.00	1,300.00	845.00	455.00	65.00
101-301-960.019	CONTINUING PROFESSIONAL EDUCATION	0.00	0.00	2,700.00	(2,700.00)	100.00
101-301-977.001	MISCELLANEOUS	3,905.16	1,000.00	992.86	7.14	99.29
101-301-977.005	HAND GUNS & ACCESSORIES	3,176.99	5,800.00	4,355.89	1,444.11	75.10
101-301-977.011	COMPUTER EQUIPMENT	1,821.33	2,500.00	1,744.46	755.54	69.78
101-301-977.015	COMPUTER SOFTWARE	0.00	11,475.00	1,842.99	9,632.01	16.06
101-301-977.037	RADIO EQUIPMENT	0.00	1,800.00	206.60	1,593.40	11.48
101-301-980.000	OFFICE EQUIPMENT/FURNITURE	720.12	1,000.00	1,000.00	0.00	100.00
Total Dept 301 - POLICE DEPARTMENT		1,767,701.95	1,892,979.56	1,670,146.49	222,833.07	88.23
Dept 336 - FIRE DEPARTMENT						
101-336-702.000	SALARIES AND WAGES	85,223.90	0.00	0.00	0.00	0.00
101-336-702.032	ADMINISTRATIVE ASST.	12,436.83	0.00	0.00	0.00	0.00
101-336-712.000	FRINGE BENEFITS	2,082.11	0.00	0.00	0.00	0.00
101-336-713.001	EMPLOYER SOCIAL SECURITY	6,034.26	0.00	0.00	0.00	0.00
101-336-713.002	MEDICARE/EMPLOYER PORTION	1,411.27	0.00	0.00	0.00	0.00
101-336-714.002	PENSION -DEFINED BENEFIT	1,911.96	0.00	0.00	0.00	0.00
101-336-715.002	FIRE DEPARTMENT / ACCIDENT	2,471.00	0.00	0.00	0.00	0.00

PERIOD ENDING 06/30/2025

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GL NUMBER	DESCRIPTION	END BALANCE 06/30/2024	2024-25 AMENDED BUDGET	YTD BALANCE 06/30/2025	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
101-336-732.011	BATTERIES	210.18	0.00	0.00	0.00	0.00
101-336-733.000	OPERATING SUPPLIES/FIRE DEPT	11,072.78	0.00	0.00	0.00	0.00
101-336-750.002	GASOLINE	4,962.79	0.00	0.00	0.00	0.00
101-336-768.000	UNIFORMS	2,875.02	0.00	0.00	0.00	0.00
101-336-786.011	TURNOUT GEAR	12,174.46	0.00	0.00	0.00	0.00
101-336-818.028	OUTSIDE SERVICES	12,252.43	0.00	0.00	0.00	0.00
101-336-818.071	JANITORIAL SERVICES	3,393.00	0.00	0.00	0.00	0.00
101-336-819.000	FLEET AND LIABILITY INSURANC	4,413.12	0.00	0.00	0.00	0.00
101-336-880.000	COMMUNITY PROMOTION	2,983.02	0.00	0.00	0.00	0.00
101-336-880.001	GRANT-RELATED EXPENSES	14,926.78	0.00	0.00	0.00	0.00
101-336-920.001	NATURAL GAS	3,909.79	0.00	0.00	0.00	0.00
101-336-920.002	ELECTRIC	5,211.39	0.00	0.00	0.00	0.00
101-336-920.003	TELEPHONE	2,698.79	0.00	0.00	0.00	0.00
101-336-920.006	WATER/SEWER CHARGE	5,533.17	0.00	0.00	0.00	0.00
101-336-933.000	EQUIPMENT MAINTENANCE	42,970.58	0.00	0.00	0.00	0.00
101-336-935.001	FIRE HALL MAINTENANCE	3,399.55	0.00	0.00	0.00	0.00
101-336-956.000	MISCELLANEOUS	1,679.51	0.00	0.00	0.00	0.00
101-336-960.000	EDUCATION AND TRAINING	527.72	0.00	0.00	0.00	0.00
101-336-961.000	PROFESSIONAL DUES	420.00	0.00	0.00	0.00	0.00
101-336-977.001	MISCELLANEOUS	0.90	0.00	0.00	0.00	0.00
101-336-977.037	RADIO EQUIPMENT	3,112.00	0.00	0.00	0.00	0.00
101-336-977.061	GENERATOR MAINTENANCE	908.93	0.00	0.00	0.00	0.00
Total Dept 336 - FIRE DEPARTMENT		251,207.24	0.00	0.00	0.00	0.00
Dept 441 - DEPARTMENT OF PUBLIC WORKS						
101-441-702.000	SALARIES AND WAGES	172,175.48	161,162.00	163,151.51	(1,989.51)	101.23
101-441-712.000	FRINGE BENEFITS	42,051.84	48,766.00	29,259.07	19,506.93	60.00
101-441-713.001	EMPLOYER SOCIAL SECURITY	11,844.74	10,456.00	10,784.77	(328.77)	103.14
101-441-713.002	MEDICARE/EMPLOYER PORTION	2,770.18	2,445.00	2,522.23	(77.23)	103.16
101-441-714.002	PENSION -DEFINED BENEFIT	27,111.96	28,866.38	26,195.90	2,670.48	90.75
101-441-714.003	PENSION-DEFINED CONTRIBUTION	13,632.31	15,843.00	12,913.02	2,929.98	81.51
101-441-722.000	SICK LEAVE	5,315.10	7,479.00	5,010.67	2,468.33	67.00
101-441-734.000	OPERATING SUPPLIES/DPW	16,467.36	15,000.00	14,039.05	960.95	93.59
101-441-768.008	UNIFORM-SERVICE	10,511.67	10,000.00	7,900.17	2,099.83	79.00
101-441-818.000	CONTRACTUAL SERVICES	0.00	0.00	1,998.00	(1,998.00)	100.00
101-441-818.034	ELECTRIC	1,899.53	2,000.00	2,116.37	(116.37)	105.82
101-441-818.054	ALARM MONITORING SERVICE	1,514.15	700.00	1,130.80	(430.80)	161.54
101-441-853.004	MONTHLY & LONG DISTANCE SERV	2,545.50	4,500.00	2,424.31	2,075.69	53.87
101-441-920.001	NATURAL GAS	6,943.54	4,500.00	4,102.00	398.00	91.16
101-441-920.004	BUILDING AND YARD LIGHT	7,940.57	5,000.00	9,782.24	(4,782.24)	195.64
101-441-920.005	STREET LIGHTS	115,223.30	88,000.00	104,154.24	(16,154.24)	118.36
101-441-920.006	WATER/SEWER CHARGE	1,853.67	1,800.00	1,828.66	(28.66)	101.59
101-441-920.009	DOWNTOWN LIGHTS	2,831.69	6,000.00	3,230.18	2,769.82	53.84
101-441-931.003	DEPOT BUILDING MAINTENANCE	20,200.29	13,500.00	13,422.57	77.43	99.43
101-441-933.000	EQUIPMENT MAINTENANCE	0.00	0.00	562.55	(562.55)	100.00
101-441-943.000	MOBILE EQUIPMENT RENTAL	1,115.04	0.00	153.72	(153.72)	100.00
101-441-956.000	MISCELLANEOUS	777.91	2,500.00	740.27	1,759.73	29.61
101-441-956.006	CODE ENFORCEMENT MOWING	2,145.00	2,000.00	1,325.00	675.00	66.25
101-441-960.000	EDUCATION AND TRAINING	395.19	2,500.00	1,065.00	1,435.00	42.60
101-441-974.015	STREET LIGHT INSTALLATION	651.00	61,719.00	41,719.00	20,000.00	67.60
101-441-974.018	STORM DRAINS	0.00	10,000.00	1,059.10	8,940.90	10.59
101-441-974.019	PARKING LOT REPAIRS	27,047.35	10,000.00	0.00	10,000.00	0.00

User: KKinDE

DB: City Of St Johns

PERIOD ENDING 06/30/2025

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GL NUMBER	DESCRIPTION	END BALANCE 06/30/2024	2024-25 AMENDED BUDGET	YTD BALANCE 06/30/2025	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
101-441-975.000	BUILDING IMPROVEMENT	1,412.00	1,000.00	0.00	1,000.00	0.00
101-441-977.000	EQUIPMENT PURCHASE	1,238.97	14,000.00	19,747.48	(5,747.48)	141.05
101-441-977.046	SAFETY BOOT ALLOWANCE	1,563.16	2,000.00	604.91	1,395.09	30.25
Total Dept 441 - DEPARTMENT OF PUBLIC WORKS		499,178.50	531,736.38	482,942.79	48,793.59	90.82
Dept 751 - RECREATION DEPARTMENT						
101-751-702.000	SALARIES AND WAGES	66,838.56	76,723.00	64,814.24	11,908.76	84.48
101-751-702.004	POOL WAGES	10,097.48	13,400.00	12,625.59	774.41	94.22
101-751-712.000	FRINGE BENEFITS	29,297.34	18,181.23	16,202.45	1,978.78	89.12
101-751-713.001	EMPLOYER SOCIAL SECURITY	4,725.40	5,757.00	4,432.28	1,324.72	76.99
101-751-713.002	MEDICARE/EMPLOYER PORTION	1,105.11	1,346.00	1,036.56	309.44	77.01
101-751-714.002	PENSION -DEFINED BENEFIT	10,516.32	11,196.88	13,624.88	(2,428.00)	121.68
101-751-722.000	SICK LEAVE	2,127.28	2,728.00	1,337.72	1,390.28	49.04
101-751-732.009	CUSTODIAL SUPPLIES	108.59	300.00	0.00	300.00	0.00
101-751-736.000	PLAYGROUND SUPPLIES/REC DEPT	796.10	800.00	80.91	719.09	10.11
101-751-750.002	GASOLINE	1,913.34	500.00	647.36	(147.36)	129.47
101-751-754.000	CHEMICAL/CLEANING SUPPLIES	0.00	3,500.00	0.00	3,500.00	0.00
101-751-755.000	OPERATING SUPPLIES	440.00	300.00	271.95	28.05	90.65
101-751-810.000	PROCESSING FEE	891.38	1,200.00	0.00	1,200.00	0.00
101-751-870.000	MILEAGE	0.00	500.00	188.90	311.10	37.78
101-751-886.001	SOFTBALL	1,346.31	1,500.00	421.35	1,078.65	28.09
101-751-886.003	VOLLEYBALL	0.00	0.00	34.73	(34.73)	100.00
101-751-886.005	CONCERTS	7,000.00	8,000.00	0.00	8,000.00	0.00
101-751-886.015	FLAG FOOTBALL	1,908.92	2,000.00	4,967.91	(2,967.91)	248.40
101-751-886.016	BASKETBALL PROGRAMS	1,508.40	2,300.00	1,823.67	476.33	79.29
101-751-886.017	COMMUNITY ED PROGRAMS	9,929.15	13,800.00	15,600.47	(1,800.47)	113.05
101-751-886.018	WILSON CENTER EXPENDITURES	2,345.49	0.00	0.00	0.00	0.00
101-751-920.001	NATURAL GAS	494.42	600.00	0.00	600.00	0.00
101-751-920.002	ELECTRIC	3,667.30	4,000.00	0.00	4,000.00	0.00
101-751-920.006	WATER/SEWER CHARGE	18,690.84	4,000.00	13,558.87	(9,558.87)	338.97
101-751-920.007	HEAT/ SPRAY PARK	527.74	600.00	2,110.27	(1,510.27)	351.71
101-751-920.008	ELECTRIC/SPRAY PARK	1,076.58	3,000.00	822.58	2,177.42	27.42
101-751-929.001	SPRAY PARK MAINTENANCE/SUPPLIES	554.38	450.00	554.68	(104.68)	123.26
101-751-956.000	MISCELLANEOUS	960.45	900.00	213.41	686.59	23.71
101-751-960.000	EDUCATION AND TRAINING	625.01	1,300.00	819.80	480.20	63.06
101-751-977.015	COMPUTER SOFTWARE	6,799.94	4,000.00	468.00	3,532.00	11.70
Total Dept 751 - RECREATION DEPARTMENT		186,291.83	182,882.11	156,658.58	26,223.53	85.66
Dept 752 - PARKS DEPARTMENT						
101-752-702.000	SALARIES AND WAGES	62,252.43	95,825.00	78,887.82	16,937.18	82.32
101-752-712.000	FRINGE BENEFITS	5,034.77	5,481.85	7,666.40	(2,184.55)	139.85
101-752-713.001	EMPLOYER SOCIAL SECURITY	3,821.08	5,941.00	4,807.99	1,133.01	80.93
101-752-713.002	MEDICARE/EMPLOYER PORTION	893.64	1,389.00	1,124.49	264.51	80.96
101-752-714.002	PENSION -DEFINED BENEFIT	7,503.84	7,989.38	8,908.59	(919.21)	111.51
101-752-714.003	PENSION-DEFINED CONTRIBUTION	463.80	1,120.00	259.44	860.56	23.16
101-752-735.000	OPERATING SUPP/PARKS DEPT	8,554.88	5,500.00	7,307.83	(1,807.83)	132.87
101-752-814.000	COMPUTER & PHONE SERVICE	5,697.41	6,500.00	3,049.48	3,450.52	46.92
101-752-818.044	BAND SHELL	788.45	2,500.00	0.00	2,500.00	0.00
101-752-920.001	NATURAL GAS	2,074.43	3,200.00	1,233.62	1,966.38	38.55

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GL NUMBER	DESCRIPTION	END BALANCE 06/30/2024	2024-25 AMENDED BUDGET	YTD BALANCE 06/30/2025	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND						
Expenditures						
101-752-920.002	ELECTRIC	1,566.99	8,500.00	7,616.03	883.97	89.60
101-752-920.003	TELEPHONE	1,493.03	1,420.00	1,188.85	231.15	83.72
101-752-920.006	WATER/SEWER CHARGE	8,049.82	8,000.00	6,885.57	1,114.43	86.07
101-752-936.000	PARK MAINTENANCE	5,689.86	9,045.60	8,539.76	505.84	94.41
101-752-956.000	MISCELLANEOUS	714.95	1,000.00	1,094.42	(94.42)	109.44
101-752-974.008	BALL DIAMOND REPAIRS	0.00	500.00	0.00	500.00	0.00
101-752-975.000	BUILDING IMPROVEMENT	4,157.04	0.00	0.00	0.00	0.00
101-752-977.021	PARK IMPROVEMENT	4,643.44	12,675.00	8,517.47	4,157.53	67.20
101-752-977.022	HAND MOWER & LEAF	0.00	2,000.00	3,019.99	(1,019.99)	151.00
101-752-977.026	PARK IMPROVEMENT - PARK HOUSE	595.14	1,500.00	0.00	1,500.00	0.00
Total Dept 752 - PARKS DEPARTMENT		123,995.00	180,086.83	150,107.75	29,979.08	83.35
Dept 901 - CAPITAL EXPENSE/RESERVES						
101-901-818.300	CONTRACTUAL SERVICES - ARPA	126,315.93	65,639.94	16,801.61	48,838.33	25.60
101-901-970.001	CAPITAL OUTLAY - GENERAL GOVERNMENT	0.00	205,024.00	4,101.32	200,922.68	2.00
101-901-970.002	CAPITAL OUTLAY - FIRE	17,921.51	4,560.00	4,584.99	(24.99)	100.55
101-901-970.003	CAPITAL OUTLAY - PUBLIC WORKS	89,000.00	41,000.00	5,000.00	36,000.00	12.20
101-901-970.004	CAPITAL OUTLAY - RECREATION & CULTURE	340,442.17	133,661.72	65,534.15	68,127.57	49.03
101-901-970.005	CAPITAL OUTLAY - POLICE	12,834.98	54,000.00	35,081.13	18,918.87	64.97
101-901-970.006	CAPITAL OUTLAY - WILSON CENTER	0.00	34,771.80	11,892.16	22,879.64	34.20
101-901-976.001	LAND PURCHASE	1,695.36	0.00	0.00	0.00	0.00
101-901-977.035	POLICE CAR	19,045.42	0.00	0.00	0.00	0.00
101-901-989.004	CAPITAL IMPROVE/CITY DRAINS	15,006.59	17,000.00	16,977.65	22.35	99.87
101-901-989.023	AMBULANCE/CITY SHARE	92,376.00	115,470.00	115,470.00	0.00	100.00
101-901-991.001	GENERAL LONG TERM DEBT PRIN	54,906.79	0.00	0.00	0.00	0.00
101-901-993.015	GENERAL LONG TERM DEBT INT	25,513.11	0.00	0.00	0.00	0.00
101-901-995.125	TRANSFER TO WILSON CENTER	0.00	117,341.67	94,846.25	22,495.42	80.83
101-901-995.136	TRANSFER TO FIRE DEPARTMENT	0.00	956,784.06	952,876.73	3,907.33	99.59
101-901-995.203	TRANSFER TO MAJOR STREET	136,338.75	0.00	0.00	0.00	0.00
101-901-995.349	TRANS TO 2007 CAP IMP BOND	12,853.45	0.00	0.00	0.00	0.00
101-901-995.401	TRANSFER TO FANTASY FOREST	75,000.00	235,000.00	235,000.00	0.00	100.00
101-901-995.661	TRANSFER TO MOTOR POOL	89,595.44	701,666.66	733,499.85	(31,833.19)	104.54
Total Dept 901 - CAPITAL EXPENSE/RESERVES		1,108,845.50	2,681,919.85	2,291,665.84	390,254.01	85.45
TOTAL EXPENDITURES		5,787,261.35	7,382,833.62	6,630,163.94	752,669.68	89.81
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		6,309,420.50	5,978,136.93	5,007,924.63	970,212.30	83.77
TOTAL EXPENDITURES		5,787,261.35	7,382,833.62	6,630,163.94	752,669.68	89.81
NET OF REVENUES & EXPENDITURES		522,159.15	(1,404,696.69)	(1,622,239.31)	217,542.62	115.49
Fund 125 - WILSON CENTER						
Revenues						
Dept 000 - REVENUE						
125-000-699.101	TRANSFER FROM GENERAL FUND	0.00	117,341.67	94,846.25	22,495.42	80.83

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GL NUMBER	DESCRIPTION	END BALANCE 06/30/2024	2024-25 AMENDED BUDGET	YTD BALANCE 06/30/2025	AVAILABLE BALANCE	% BDGT USED
Fund 125 - WILSON CENTER						
Revenues						
Total Dept 000 - REVENUE		0.00	117,341.67	94,846.25	22,495.42	80.83
TOTAL REVENUES		0.00	117,341.67	94,846.25	22,495.42	80.83
Expenditures						
Dept 751 - RECREATION DEPARTMENT						
125-751-702.000	SALARIES AND WAGES	0.00	7,500.00	5,000.00	2,500.00	66.67
125-751-713.001	EMPLOYER SOCIAL SECURITY	0.00	465.00	0.00	465.00	0.00
125-751-713.002	MEDICARE/EMPLOYER PORTION	0.00	109.00	0.00	109.00	0.00
125-751-818.000	CONTRACTUAL SERVICES	0.00	0.00	15,000.00	(15,000.00)	100.00
Total Dept 751 - RECREATION DEPARTMENT		0.00	8,074.00	20,000.00	(11,926.00)	247.71
Dept 901 - CAPITAL EXPENSE/RESERVES						
125-901-993.015	GENERAL OBLIGATION BONDS - INTEREST	0.00	83,267.67	94,846.25	(11,578.58)	113.91
Total Dept 901 - CAPITAL EXPENSE/RESERVES		0.00	83,267.67	94,846.25	(11,578.58)	113.91
TOTAL EXPENDITURES		0.00	91,341.67	114,846.25	(23,504.58)	125.73
Fund 125 - WILSON CENTER:						
TOTAL REVENUES		0.00	117,341.67	94,846.25	22,495.42	80.83
TOTAL EXPENDITURES		0.00	91,341.67	114,846.25	(23,504.58)	125.73
NET OF REVENUES & EXPENDITURES		0.00	26,000.00	(20,000.00)	46,000.00	76.92
Fund 136 - FIRE DEPARTMENT						
Revenues						
Dept 000 - REVENUE						
136-000-540.000	STATE GRANTS	0.00	4,955.21	0.00	4,955.21	0.00
136-000-632.000	RURAL FIRE SERVICE	0.00	114,406.00	124,704.17	(10,298.17)	109.00
136-000-632.001	CITY FIRE SERVICE	0.00	13,500.00	8,400.00	5,100.00	62.22
136-000-665.000	INTEREST EARNED/INVESTMENTS	0.00	0.00	19,274.18	(19,274.18)	100.00
136-000-676.002	INSURANCE REIMBURSEMENT	0.00	2,410.04	2,586.74	(176.70)	107.33
136-000-699.035	TRANSFER FROM GENERAL	0.00	956,784.06	872,456.83	84,327.23	91.19
Total Dept 000 - REVENUE		0.00	1,092,055.31	1,027,421.92	64,633.39	94.08
TOTAL REVENUES		0.00	1,092,055.31	1,027,421.92	64,633.39	94.08
Expenditures						
Dept 336 - FIRE DEPARTMENT						
136-336-702.000	SALARIES AND WAGES	0.00	130,349.00	126,840.90	3,508.10	97.31
136-336-702.032	ADMINISTRATIVE ASST.	0.00	12,353.00	12,967.97	(614.97)	104.98
136-336-712.000	FRINGE BENEFITS	0.00	4,144.16	3,099.83	1,044.33	74.80
136-336-713.001	EMPLOYER SOCIAL SECURITY	0.00	9,560.00	8,651.01	908.99	90.49
136-336-713.002	MEDICARE/EMPLOYER PORTION	0.00	2,236.00	2,023.21	212.79	90.48

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GL NUMBER	DESCRIPTION	END BALANCE 06/30/2024	2024-25 AMENDED BUDGET	YTD BALANCE 06/30/2025	AVAILABLE BALANCE	% BDGT USED
Fund 136 - FIRE DEPARTMENT						
Expenditures						
136-336-714.002	PENSION -DEFINED BENEFIT	0.00	1,909.00	6,144.10	(4,235.10)	321.85
136-336-714.003	PENSION-DEFINED CONTRIBUTION	0.00	0.00	2,318.63	(2,318.63)	100.00
136-336-732.011	BATTERIES	0.00	6.09	6.69	(0.60)	109.85
136-336-733.000	OPERATING SUPPLIES/FIRE DEPT	0.00	9,038.91	8,271.85	767.06	91.51
136-336-750.002	GASOLINE	0.00	4,000.00	4,173.90	(173.90)	104.35
136-336-768.000	UNIFORMS	0.00	2,400.00	2,339.68	60.32	97.49
136-336-786.011	TURNOUT GEAR	0.00	14,000.00	13,250.27	749.73	94.64
136-336-818.028	OUTSIDE SERVICES	0.00	12,904.00	9,273.33	3,630.67	71.86
136-336-818.071	JANITORIAL SERVICES	0.00	3,000.00	3,543.00	(543.00)	118.10
136-336-819.000	FLEET AND LIABILITY INSURANC	0.00	6,500.00	9,232.00	(2,732.00)	142.03
136-336-880.000	COMMUNITY PROMOTION	0.00	3,100.00	2,923.08	176.92	94.29
136-336-880.001	GRANT-RELATED EXPENSES	0.00	18,705.41	18,705.41	0.00	100.00
136-336-920.001	NATURAL GAS	0.00	3,500.00	4,473.92	(973.92)	127.83
136-336-920.002	ELECTRIC	0.00	4,000.00	5,141.37	(1,141.37)	128.53
136-336-920.003	TELEPHONE	0.00	3,000.00	4,723.60	(1,723.60)	157.45
136-336-920.006	WATER/SEWER	0.00	4,000.00	3,848.79	151.21	96.22
136-336-933.000	EQUIPMENT MAINTENANCE	0.00	33,799.06	30,653.08	3,145.98	90.69
136-336-935.001	FIRE HALL MAINTENANCE	0.00	4,500.00	3,579.08	920.92	79.54
136-336-956.000	MISCELLANEOUS	0.00	1,200.00	1,161.88	38.12	96.82
136-336-960.000	EDUCATION AND TRAINING	0.00	2,200.00	2,136.84	63.16	97.13
136-336-961.000	PROFESSIONAL DUES	0.00	175.00	175.00	0.00	100.00
136-336-977.037	COMMUNICATIONS	0.00	2,060.00	1,747.38	312.62	84.82
136-336-977.061	GENERATOR MAINTENANCE	0.00	800.00	800.00	0.00	100.00
Total Dept 336 - FIRE DEPARTMENT		0.00	293,439.63	292,205.80	1,233.83	99.58
Dept 901 - CAPITAL EXPENSE/RESERVES						
136-901-970.002	CAPITAL OUTLAY - FIRE	0.00	189,550.00	189,550.00	0.00	100.00
136-901-991.001	GENERAL OBLIGATION BONDS - PRINCIPAL	0.00	57,042.66	57,042.66	0.00	100.00
136-901-993.015	GENERAL OBLIGATION BONDS - INTEREST	0.00	23,377.24	23,377.24	0.00	100.00
136-901-995.661	TRANSFER TO MOTOR POOL	0.00	31,833.19	31,833.19	0.00	100.00
Total Dept 901 - CAPITAL EXPENSE/RESERVES		0.00	301,803.09	301,803.09	0.00	100.00
TOTAL EXPENDITURES		0.00	595,242.72	594,008.89	1,233.83	99.79
Fund 136 - FIRE DEPARTMENT:						
TOTAL REVENUES		0.00	1,092,055.31	1,027,421.92	64,633.39	94.08
TOTAL EXPENDITURES		0.00	595,242.72	594,008.89	1,233.83	99.79
NET OF REVENUES & EXPENDITURES		0.00	496,812.59	433,413.03	63,399.56	87.24
Fund 202 - MAJOR STREET FUND						
Revenues						
Dept 000 - REVENUE						
202-000-540.000	STATE GRANTS	191,924.25	0.00	0.00	0.00	0.00
202-000-546.000	GAS TAX REFUND (ACT 51)	794,846.10	856,889.00	567,170.39	289,718.61	66.19
202-000-546.001	BUILD MICHIGAN (ACT 51)	13,246.26	15,529.00	8,827.56	6,701.44	56.85
202-000-665.000	INTEREST EARNED/INVESTMENTS	605.15	100.00	0.00	100.00	0.00
202-000-676.002	INSURANCE REIMBURSEMENT	1,154.93	800.00	2,436.07	(1,636.07)	304.51

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GL NUMBER	DESCRIPTION	END BALANCE 06/30/2024	2024-25 AMENDED BUDGET	YTD BALANCE 06/30/2025	AVAILABLE BALANCE	% BDGT USED
Fund 202 - MAJOR STREET FUND						
Revenues						
202-000-699.007	TRANSFER FROM STREET MILLAGE	168,802.78	443,626.67	407,876.47	35,750.20	91.94
202-000-699.009	TRANSFER FROM GF	136,338.75	0.00	0.00	0.00	0.00
202-000-699.034	USE OF FUND BALANCE	0.00	112,000.00	0.00	112,000.00	0.00
Total Dept 000 - REVENUE		1,306,918.22	1,428,944.67	986,310.49	442,634.18	69.02
TOTAL REVENUES		1,306,918.22	1,428,944.67	986,310.49	442,634.18	69.02
Expenditures						
Dept 451 - NEW CONSTRUCTION						
202-451-995.100	APPROPRIATION TRANSFER OUT	0.00	4,000.00	0.00	4,000.00	0.00
202-451-995.203	TRANSFER TO LOCAL STREET	67,000.00	33,000.00	0.00	33,000.00	0.00
202-451-995.349	TRANS TO 2007 CAP IMP BOND	102,524.74	0.00	0.00	0.00	0.00
202-451-995.661	TRANSFER TO MOTOR POOL	320,264.67	345,342.08	152,979.33	192,362.75	44.30
Total Dept 451 - NEW CONSTRUCTION		489,789.41	382,342.08	152,979.33	229,362.75	40.01
Dept 463 - STREET MAINTENANCE						
202-463-702.000	SALARIES AND WAGES	31,924.87	58,037.00	44,249.39	13,787.61	76.24
202-463-712.000	FRINGE BENEFITS	5,063.56	9,693.73	10,319.13	(625.40)	106.45
202-463-713.001	EMPLOYER SOCIAL SECURITY	1,926.06	3,598.00	2,634.43	963.57	73.22
202-463-713.002	MEDICARE/EMPLOYER PORTION	450.44	842.00	616.16	225.84	73.18
202-463-714.002	PENSION -DEFINED BENEFIT	9,851.16	10,488.70	8,092.26	2,396.44	77.15
202-463-714.003	PENSION-DEFINED CONTRIBUTION	3,085.24	5,016.00	4,450.80	565.20	88.73
202-463-737.001	SAND	460.00	1,000.00	0.00	1,000.00	0.00
202-463-737.002	GRAVEL	2,100.00	2,500.00	1,680.00	820.00	67.20
202-463-737.003	STORM SEWER MAINTENANCE	23,957.70	15,000.00	17,446.64	(2,446.64)	116.31
202-463-737.004	CURB AND GUTTER MATERIAL	4,990.00	7,000.00	0.00	7,000.00	0.00
202-463-741.003	COLD PATCH	0.00	5,000.00	4,502.16	497.84	90.04
202-463-818.000	CONTRACTUAL SERVICES	0.00	123,546.52	44,635.29	78,911.23	36.13
202-463-818.019	TREE AND SHRUB MAINTENANCE	36,799.32	25,000.00	20,215.83	4,784.17	80.86
202-463-818.038	CURB AND GUTTER REPAIR	5,630.00	7,000.00	1,674.00	5,326.00	23.91
202-463-818.042	TREE PLANTING	2,550.00	3,000.00	3,000.00	0.00	100.00
202-463-818.050	PREVENTATIVE MAINTENANCE	17,984.00	89,016.00	0.00	89,016.00	0.00
202-463-818.200	CONTRACTUAL SERVICES - SCOTT ROAD	40,064.46	0.00	0.00	0.00	0.00
202-463-818.203	CONTRACTUAL SERVICES - ANNUAL ST PROJECT	168,802.78	443,626.67	445,581.67	(1,955.00)	100.44
202-463-818.300	CONTRACTUAL SERVICES - ARPA	267,272.50	0.00	469.50	(469.50)	100.00
202-463-931.002	STREET CUT REPAIR	18,941.25	21,000.00	4,686.50	16,313.50	22.32
202-463-972.015	STREET CUT REPAIR	11,400.00	18,600.00	0.00	18,600.00	0.00
202-463-974.001	SIDEWALKS	17,315.80	51,500.00	34,287.65	17,212.35	66.58
202-463-974.002	DRIVEWAY APPROACHES	1,920.00	1,000.00	(460.00)	1,460.00	(46.00)
202-463-974.004	SIDEWALK REIMBURSEMENT PGM	1,449.00	3,000.00	(312.00)	3,312.00	(10.40)
Total Dept 463 - STREET MAINTENANCE		673,938.14	904,464.62	647,769.41	256,695.21	71.62
Dept 475 - TRAFFIC SERVICE MAINTENANCE						
202-475-702.000	SALARIES AND WAGES	6,189.80	9,220.00	6,442.26	2,777.74	69.87
202-475-712.000	FRINGE BENEFITS	858.78	651.69	1,333.91	(682.22)	204.68
202-475-713.001	EMPLOYER SOCIAL SECURITY	375.92	572.00	387.76	184.24	67.79
202-475-713.002	MEDICARE/EMPLOYER PORTION	87.93	134.00	90.67	43.33	67.66

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Fund 202 - MAJOR STREET FUND						
Expenditures						
202-475-714.002	PENSION -DEFINED BENEFIT	3,126.60	3,328.91	2,568.33	760.58	77.15
202-475-714.003	PENSION-DEFINED CONTRIBUTION	609.15	902.00	670.03	231.97	74.28
202-475-738.001	SIGNS AND SIGNALS MATERIALS	5,593.96	7,600.00	766.46	6,833.54	10.09
202-475-738.003	SAFETY BARRICADES	2,967.31	3,000.00	1,992.38	1,007.62	66.41
202-475-818.018	LANE MARKING	9,242.94	23,757.06	8,325.13	15,431.93	35.04
202-475-818.021	SIGNS & SIGNALS/CONTRACTUAL	0.00	0.00	1,435.35	(1,435.35)	100.00
Total Dept 475 - TRAFFIC SERVICE MAINTENANCE		29,052.39	49,165.66	24,012.28	25,153.38	48.84
Dept 479 - SNOW AND ICE CONTROL						
202-479-702.000	SALARIES AND WAGES	8,440.46	9,875.00	15,351.81	(5,476.81)	155.46
202-479-712.000	FRINGE BENEFITS	873.96	1,592.10	2,636.01	(1,043.91)	165.57
202-479-713.001	EMPLOYER SOCIAL SECURITY	511.98	612.00	923.43	(311.43)	150.89
202-479-713.002	MEDICARE/EMPLOYER PORTION	119.74	143.00	215.94	(72.94)	151.01
202-479-714.002	PENSION -DEFINED BENEFIT	1,985.16	2,113.59	1,630.71	482.88	77.15
202-479-714.003	PENSION-DEFINED CONTRIBUTION	849.34	911.00	1,521.01	(610.01)	166.96
202-479-743.001	SALT	20,000.00	20,000.00	11,016.88	8,983.12	55.08
202-479-943.000	MOBILE EQUIPMENT RENTAL	0.00	0.00	46.46	(46.46)	100.00
Total Dept 479 - SNOW AND ICE CONTROL		32,780.64	35,246.69	33,342.25	1,904.44	94.60
Dept 483 - ADMINISTRATION AND ENGINEERING						
202-483-702.000	SALARIES AND WAGES	401.28	0.00	0.00	0.00	0.00
202-483-712.000	FRINGE BENEFITS	12.09	0.00	0.00	0.00	0.00
202-483-713.001	EMPLOYER SOCIAL SECURITY	24.88	0.00	0.00	0.00	0.00
202-483-713.002	MEDICARE/EMPLOYER PORTION	5.82	0.00	0.00	0.00	0.00
202-483-714.003	PENSION-DEFINED CONTRIBUTION	40.13	0.00	0.00	0.00	0.00
202-483-804.000	ADMINISTRATION CHARGES	60,924.00	93,165.00	93,165.00	0.00	100.00
202-483-818.013	ENGINEERING	10,000.00	0.00	0.00	0.00	0.00
202-483-818.062	Asset Management	8,690.50	6,000.00	0.00	6,000.00	0.00
Total Dept 483 - ADMINISTRATION AND ENGINEERING		80,098.70	99,165.00	93,165.00	6,000.00	93.95
TOTAL EXPENDITURES		1,305,659.28	1,470,384.05	951,268.27	519,115.78	64.70
Fund 202 - MAJOR STREET FUND:						
TOTAL REVENUES		1,306,918.22	1,428,944.67	986,310.49	442,634.18	69.02
TOTAL EXPENDITURES		1,305,659.28	1,470,384.05	951,268.27	519,115.78	64.70
NET OF REVENUES & EXPENDITURES		1,258.94	(41,439.38)	35,042.22	(76,481.60)	84.56
Fund 203 - LOCAL STREET FUND						
Revenues						
Dept 000 - REVENUE						
203-000-546.000	GAS TAX REFUND (ACT 51)	288,592.57	299,560.00	206,064.78	93,495.22	68.79
203-000-546.001	BUILD MICHIGAN (ACT 51)	4,809.46	5,180.00	3,207.27	1,972.73	61.92
203-000-665.000	INTEREST EARNED/INVESTMENTS	23.79	0.00	0.00	0.00	0.00
203-000-676.002	INSURANCE REIMBURSEMENT	860.34	500.00	1,091.33	(591.33)	218.27
203-000-677.000	MISCELLANEOUS REVENUE	0.00	0.00	80.00	(80.00)	100.00



PERIOD ENDING 06/30/2025

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2024	2024-25 AMENDED BUDGET	YTD BALANCE 06/30/2025	AVAILABLE BALANCE	% BDGT USED
Fund 203 - LOCAL STREET FUND						
Revenues						
203-000-699.007	TRANSFER FROM STREET MILLAGE	259,926.81	582,000.00	415,603.80	166,396.20	71.41
203-000-699.008	TRANSFER FROM MAJOR STREET	67,000.00	33,000.00	0.00	33,000.00	0.00
Total Dept 000 - REVENUE		621,212.97	920,240.00	626,047.18	294,192.82	68.03
TOTAL REVENUES		621,212.97	920,240.00	626,047.18	294,192.82	68.03
Expenditures						
Dept 463 - STREET MAINTENANCE						
203-463-702.000	SALARIES AND WAGES	33,784.68	48,448.00	34,652.79	13,795.21	71.53
203-463-712.000	FRINGE BENEFITS	3,467.64	10,662.99	4,855.17	5,807.82	45.53
203-463-713.001	EMPLOYER SOCIAL SECURITY	2,054.74	3,004.00	2,095.99	908.01	69.77
203-463-713.002	MEDICARE/EMPLOYER PORTION	480.49	702.00	490.21	211.79	69.83
203-463-714.002	PENSION -DEFINED BENEFIT	9,811.56	10,446.43	8,059.59	2,386.84	77.15
203-463-714.003	PENSION-DEFINED CONTRIBUTION	3,126.09	4,780.00	3,094.32	1,685.68	64.73
203-463-741.001	CHLORIDE	1,600.00	3,000.00	1,600.00	1,400.00	53.33
203-463-741.002	GRAVEL	2,160.00	3,000.00	0.00	3,000.00	0.00
203-463-741.003	COLD PATCH	0.00	5,000.00	0.00	5,000.00	0.00
203-463-741.005	SAND	511.50	2,000.00	0.00	2,000.00	0.00
203-463-818.000	CONTRACTUAL SERVICES	0.00	1,041.30	1,961.30	(920.00)	188.35
203-463-818.019	TREE AND SHRUB MAINTENANCE	43,743.33	25,000.00	30,530.88	(5,530.88)	122.12
203-463-818.022	STORM DRAINS	23,405.46	35,000.00	7,221.00	27,779.00	20.63
203-463-818.038	CURB AND GUTTER REPAIR	1,320.00	7,000.00	3,000.00	4,000.00	42.86
203-463-818.042	TREE PLANTING	2,550.00	3,000.00	3,000.00	0.00	100.00
203-463-818.050	PREVENTATIVE MAINTENANCE	12,751.72	10,000.28	9,766.38	233.90	97.66
203-463-818.203	CONTRACTUAL SERVICES - ANNUAL ST PROJECT	259,926.81	582,000.00	581,354.00	646.00	99.89
203-463-972.015	STREET CUT REPAIR	14,441.25	20,000.00	4,686.50	15,313.50	23.43
203-463-974.001	SIDEWALKS	18,774.20	44,000.00	34,335.60	9,664.40	78.04
203-463-974.002	DRIVEWAY APPROACHES	4,632.50	2,000.00	852.50	1,147.50	42.63
203-463-974.004	SIDEWALK REIMBURSEMENT PGM	3,350.00	3,000.00	1,000.00	2,000.00	33.33
Total Dept 463 - STREET MAINTENANCE		441,891.97	823,085.00	732,556.23	90,528.77	89.00
Dept 475 - TRAFFIC SERVICE MAINTENANCE						
203-475-702.000	SALARIES AND WAGES	4,561.90	4,809.00	3,241.11	1,567.89	67.40
203-475-712.000	FRINGE BENEFITS	859.06	635.13	1,022.60	(387.47)	161.01
203-475-713.001	EMPLOYER SOCIAL SECURITY	275.34	298.00	194.29	103.71	65.20
203-475-713.002	MEDICARE/EMPLOYER PORTION	64.39	70.00	45.43	24.57	64.90
203-475-714.002	PENSION -DEFINED BENEFIT	3,330.12	3,545.55	2,735.46	810.09	77.15
203-475-714.003	PENSION-DEFINED CONTRIBUTION	394.61	491.00	399.21	91.79	81.31
203-475-742.003	REPLACEMENT SIGNS	2,001.38	10,300.00	4,050.00	6,250.00	39.32
203-475-818.018	LANE MARKING	6,693.16	13,306.84	8,086.80	5,220.04	60.77
Total Dept 475 - TRAFFIC SERVICE MAINTENANCE		18,179.96	33,455.52	19,774.90	13,680.62	59.11
Dept 479 - SNOW AND ICE CONTROL						
203-479-702.000	SALARIES AND WAGES	6,342.87	8,826.00	3,844.34	4,981.66	43.56
203-479-712.000	FRINGE BENEFITS	546.45	1,313.34	548.47	764.87	41.76
203-479-713.001	EMPLOYER SOCIAL SECURITY	386.95	547.00	231.08	315.92	42.24
203-479-713.002	MEDICARE/EMPLOYER PORTION	90.51	128.00	54.04	73.96	42.22

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GL NUMBER	DESCRIPTION	END BALANCE 06/30/2024	2024-25 AMENDED BUDGET	YTD BALANCE 06/30/2025	AVAILABLE BALANCE	% BDGT USED
Fund 203 - LOCAL STREET FUND						
Expenditures						
203-479-714.002	PENSION -DEFINED BENEFIT	1,707.24	1,817.69	1,402.38	415.31	77.15
203-479-714.003	PENSION-DEFINED CONTRIBUTION	531.55	798.00	355.55	442.45	44.56
203-479-743.001	SALT	8,782.31	20,000.00	11,016.85	8,983.15	55.08
203-479-943.000	MOBILE EQUIPMENT RENTAL	0.00	0.00	232.30	(232.30)	100.00
Total Dept 479 - SNOW AND ICE CONTROL		18,387.88	33,430.03	17,685.01	15,745.02	52.90
Dept 483 - ADMINISTRATION AND ENGINEERING						
203-483-712.000	FRINGE BENEFITS	0.84	0.00	0.00	0.00	0.00
203-483-804.000	ADMINISTRATION CHARGES	100,273.00	49,067.00	49,067.00	0.00	100.00
203-483-818.062	Asset Management	665.00	6,000.00	0.00	6,000.00	0.00
Total Dept 483 - ADMINISTRATION AND ENGINEERING		100,938.84	55,067.00	49,067.00	6,000.00	89.10
TOTAL EXPENDITURES		579,398.65	945,037.55	819,083.14	125,954.41	86.67
Fund 203 - LOCAL STREET FUND:						
TOTAL REVENUES		621,212.97	920,240.00	626,047.18	294,192.82	68.03
TOTAL EXPENDITURES		579,398.65	945,037.55	819,083.14	125,954.41	86.67
NET OF REVENUES & EXPENDITURES		41,814.32	(24,797.55)	(193,035.96)	168,238.41	778.45
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Revenues						
Dept 000 - REVENUE						
248-000-404.000	CURRENT PROPERTY TAX	35,014.56	45,630.00	42,579.31	3,050.69	93.31
248-000-582.000	GRANTS	10,000.00	0.00	0.00	0.00	0.00
248-000-665.000	INTEREST EARNED/INVESTMENTS	255.11	0.00	0.00	0.00	0.00
Total Dept 000 - REVENUE		45,269.67	45,630.00	42,579.31	3,050.69	93.31
TOTAL REVENUES		45,269.67	45,630.00	42,579.31	3,050.69	93.31
Expenditures						
Dept 451 - NEW CONSTRUCTION						
248-451-713.001	EMPLOYER SOCIAL SECURITY	359.98	0.00	731.96	(731.96)	100.00
248-451-713.002	MEDICARE/EMPLOYER PORTION	84.19	0.00	171.20	(171.20)	100.00
248-451-804.000	ADMINISTRATION CHARGES	3,203.00	7,310.00	7,310.00	0.00	100.00
248-451-818.000	CONTRACTUAL SERVICES	15,383.85	12,500.00	16,128.22	(3,628.22)	129.03
248-451-818.040	DOWNTOWN IMPROVEMENT	20,775.13	25,900.00	26,704.75	(804.75)	103.11
248-451-880.007	FACADE GRANTS	6,847.00	30,000.00	37,800.00	(7,800.00)	126.00
Total Dept 451 - NEW CONSTRUCTION		46,653.15	75,710.00	88,846.13	(13,136.13)	117.35
TOTAL EXPENDITURES		46,653.15	75,710.00	88,846.13	(13,136.13)	117.35

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GL NUMBER	DESCRIPTION	END BALANCE 06/30/2024	2024-25 AMENDED BUDGET	YTD BALANCE 06/30/2025	AVAILABLE BALANCE	% BDGT USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		45,269.67	45,630.00	42,579.31	3,050.69	93.31
TOTAL EXPENDITURES		46,653.15	75,710.00	88,846.13	(13,136.13)	117.35
NET OF REVENUES & EXPENDITURES		(1,383.48)	(30,080.00)	(46,266.82)	16,186.82	153.81
Fund 250 - LOCAL DEVELOPMENT FINANCE AUTHORITY FUND						
Revenues						
Dept 000 - REVENUE						
250-000-404.000	CURRENT PROPERTY TAX	275,877.05	248,243.81	272,792.38	(24,548.57)	109.89
250-000-665.000	INTEREST EARNED/INVESTMENTS	1,810.08	100.00	0.00	100.00	0.00
Total Dept 000 - REVENUE		277,687.13	248,343.81	272,792.38	(24,448.57)	109.84
TOTAL REVENUES		277,687.13	248,343.81	272,792.38	(24,448.57)	109.84
Expenditures						
Dept 172 - ADMINISTRATION DEPARTMENT						
250-172-804.000	ADMINISTRATION CHARGES	949.00	2,099.00	2,099.00	0.00	100.00
250-172-818.000	CONTRACTUAL SERVICES	7,597.75	49,917.29	52,917.29	(3,000.00)	106.01
250-172-920.002	ELECTRIC	1,304.20	1,300.00	537.14	762.86	41.32
250-172-956.000	MISCELLANEOUS	3,000.00	3,000.00	0.00	3,000.00	0.00
250-172-995.101	TRANSFER TO GENERAL FUND	0.00	4,000.00	4,000.00	0.00	100.00
Total Dept 172 - ADMINISTRATION DEPARTMENT		12,850.95	60,316.29	59,553.43	762.86	98.74
Dept 901 - CAPITAL EXPENSE/RESERVES						
250-901-995.202	TRANSFER TO MAJOR STREETS	0.00	55,000.00	0.00	55,000.00	0.00
Total Dept 901 - CAPITAL EXPENSE/RESERVES		0.00	55,000.00	0.00	55,000.00	0.00
TOTAL EXPENDITURES		12,850.95	115,316.29	59,553.43	55,762.86	51.64
Fund 250 - LOCAL DEVELOPMENT FINANCE AUTHORITY FUND:						
TOTAL REVENUES		277,687.13	248,343.81	272,792.38	(24,448.57)	109.84
TOTAL EXPENDITURES		12,850.95	115,316.29	59,553.43	55,762.86	51.64
NET OF REVENUES & EXPENDITURES		264,836.18	133,027.52	213,238.95	(80,211.43)	160.30
Fund 251 - PRINCIPAL SHOPPING DISTRICT						
Revenues						
Dept 000 - REVENUE						
251-000-452.006	DOWNTOWN BUSINESS DISTRICT	38,921.60	41,725.00	41,743.51	(18.51)	100.04
251-000-653.001	FARMERS' MARKET	1,905.93	1,500.00	1,724.84	(224.84)	114.99
251-000-653.003	CAR SHOWS	3,848.31	3,000.00	3,624.59	(624.59)	120.82
251-000-653.005	MINT FESTIVAL	42,969.12	30,000.00	43,477.38	(13,477.38)	144.92
251-000-653.010	SPRING FESTIVAL	0.00	0.00	(8.89)	8.89	100.00
251-000-653.013	WINTER FESTIVAL	2,845.05	2,000.00	380.00	1,620.00	19.00
251-000-665.000	INTEREST EARNED/INVESTMENTS	189.77	0.00	68.77	(68.77)	100.00

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GL NUMBER	DESCRIPTION	END BALANCE 06/30/2024	2024-25 AMENDED BUDGET	YTD BALANCE 06/30/2025	AVAILABLE BALANCE	% BDGT USED
Fund 251 - PRINCIPAL SHOPPING DISTRICT						
Revenues						
251-000-674.005	CORPORATE SPONSORS	0.00	0.00	1,000.00	(1,000.00)	100.00
251-000-677.000	MISCELLANEOUS REVENUE	1,506.50	0.00	220.00	(220.00)	100.00
251-000-679.000	MARKETING CO-OP	3,500.00	2,500.00	2,750.00	(250.00)	110.00
Total Dept 000 - REVENUE		95,686.28	80,725.00	94,980.20	(14,255.20)	117.66
TOTAL REVENUES		95,686.28	80,725.00	94,980.20	(14,255.20)	117.66
Expenditures						
Dept 172 - ADMINISTRATION DEPARTMENT						
251-172-713.001	EMPLOYER SOCIAL SECURITY	359.94	0.00	731.89	(731.89)	100.00
251-172-713.002	MEDICARE/EMPLOYER PORTION	84.18	0.00	171.15	(171.15)	100.00
251-172-730.000	OFFICE SUPPLIES/ADM	47.47	100.00	0.00	100.00	0.00
251-172-751.000	EVENT COLLABORATION	658.70	4,400.00	2,950.45	1,449.55	67.06
251-172-751.001	FARMERS' MARKET	706.39	1,000.00	927.68	72.32	92.77
251-172-751.002	CAR SHOWS	3,902.75	3,000.00	0.00	3,000.00	0.00
251-172-751.003	MINT FESTIVAL	15,096.64	20,000.00	30,911.96	(10,911.96)	154.56
251-172-751.007	WINTER FESTIVAL	2,130.54	0.00	1,956.03	(1,956.03)	100.00
251-172-751.010	FALL FESTIVAL	500.00	1,500.00	988.20	511.80	65.88
251-172-804.000	ADMINISTRATION CHARGES	4,600.00	6,600.00	6,600.00	0.00	100.00
251-172-814.002	WEBSITE	810.00	4,500.00	810.00	3,690.00	18.00
251-172-818.000	CONTRACTUAL SERVICES	12,913.48	12,500.00	11,805.22	694.78	94.44
251-172-818.040	DOWNTOWN IMPROVEMENT	2,843.14	12,000.00	9,428.93	2,571.07	78.57
251-172-826.086	AUDIT FEES	0.00	500.00	0.00	500.00	0.00
251-172-853.004	MONTHLY & LONG DISTANCE SERV	751.68	500.00	511.05	(11.05)	102.21
251-172-880.008	MARKETING	10,710.73	4,500.00	6,943.44	(2,443.44)	154.30
251-172-882.000	MARKETING CO-OP	0.00	3,000.00	8,000.00	(5,000.00)	266.67
251-172-956.000	MISCELLANEOUS	560.48	500.00	430.62	69.38	86.12
251-172-960.000	EDUCATION AND TRAINING	565.93	500.00	150.00	350.00	30.00
251-172-961.000	PROFESSIONAL DUES	125.00	200.00	350.00	(150.00)	175.00
251-172-969.000	GRANTS	0.00	0.00	435.00	(435.00)	100.00
251-172-969.001	MUSIC	1,234.00	1,000.00	848.85	151.15	84.89
251-172-985.000	CAPITAL OUTLAY	3,794.94	0.00	0.00	0.00	0.00
Total Dept 172 - ADMINISTRATION DEPARTMENT		62,395.99	76,300.00	84,950.47	(8,650.47)	111.34
TOTAL EXPENDITURES		62,395.99	76,300.00	84,950.47	(8,650.47)	111.34
Fund 251 - PRINCIPAL SHOPPING DISTRICT:						
TOTAL REVENUES		95,686.28	80,725.00	94,980.20	(14,255.20)	117.66
TOTAL EXPENDITURES		62,395.99	76,300.00	84,950.47	(8,650.47)	111.34
NET OF REVENUES & EXPENDITURES		33,290.29	4,425.00	10,029.73	(5,604.73)	226.66
Fund 265 - DRUG LAW ENFORCEMENT FUND						
Revenues						
Dept 000 - REVENUE						
265-000-665.000	INTEREST EARNED/INVESTMENTS	3.32	0.00	0.00	0.00	0.00

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GL NUMBER	DESCRIPTION	END BALANCE 06/30/2024	2024-25 AMENDED BUDGET	YTD BALANCE 06/30/2025	AVAILABLE BALANCE	% BDGT USED
Fund 265 - DRUG LAW ENFORCEMENT FUND						
Revenues						
Total Dept 000 - REVENUE		3.32	0.00	0.00	0.00	0.00
TOTAL REVENUES		3.32	0.00	0.00	0.00	0.00
Expenditures						
Dept 301 - POLICE DEPARTMENT						
265-301-960.008	DRUG ENFORCE AND/OR EDUCATIO	611.50	0.00	0.00	0.00	0.00
Total Dept 301 - POLICE DEPARTMENT		611.50	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		611.50	0.00	0.00	0.00	0.00
Fund 265 - DRUG LAW ENFORCEMENT FUND:						
TOTAL REVENUES		3.32	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		611.50	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		(608.18)	0.00	0.00	0.00	0.00
Fund 401 - FANTASY FOREST						
Revenues						
Dept 000 - REVENUE						
401-000-510.000	GRANT PROCEEDS	0.00	0.00	5,000.00	(5,000.00)	100.00
401-000-528.000	OTHER FEDERAL GRANTS	0.00	694,000.00	0.00	694,000.00	0.00
401-000-665.000	INTEREST EARNED/INVESTMENTS	16.80	0.00	11,081.07	(11,081.07)	100.00
401-000-674.003	CONTRIBUTIONS/DONATIONS	0.00	825,000.00	616,486.56	208,513.44	74.73
401-000-699.101	TRANSFER FROM GENERAL FUND	75,000.00	235,000.00	235,000.00	0.00	100.00
Total Dept 000 - REVENUE		75,016.80	1,754,000.00	867,567.63	886,432.37	49.46
TOTAL REVENUES		75,016.80	1,754,000.00	867,567.63	886,432.37	49.46
Expenditures						
Dept 451 - NEW CONSTRUCTION						
401-451-735.001	BUILDING MATERIALS/SUPPLIES	0.00	669,000.00	631,438.21	37,561.79	94.39
401-451-818.069	CONTRACTORS/OUTSIDE SERVICES	28,146.79	1,008,527.44	180,077.21	828,450.23	17.86
401-451-880.003	PROMOTION/PRINTING	0.00	0.00	7,380.00	(7,380.00)	100.00
Total Dept 451 - NEW CONSTRUCTION		28,146.79	1,677,527.44	818,895.42	858,632.02	48.82
TOTAL EXPENDITURES		28,146.79	1,677,527.44	818,895.42	858,632.02	48.82
Fund 401 - FANTASY FOREST:						
TOTAL REVENUES		75,016.80	1,754,000.00	867,567.63	886,432.37	49.46
TOTAL EXPENDITURES		28,146.79	1,677,527.44	818,895.42	858,632.02	48.82

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GL NUMBER	DESCRIPTION	END BALANCE 06/30/2024	2024-25 AMENDED BUDGET	YTD BALANCE 06/30/2025	AVAILABLE BALANCE	% BDGT USED
Fund 401 - FANTASY FOREST						
NET OF REVENUES & EXPENDITURES		46,870.01	76,472.56	48,672.21	27,800.35	63.65
Fund 402 - WILSON CENTER CAPITAL IMPROVEMENT						
Revenues						
Dept 000 - REVENUE						
402-000-665.000	INTEREST EARNED/INVESTMENTS	1,271.06	0.00	79,979.92	(79,979.92)	100.00
402-000-665.009	BOND PROCEEDS	3,000,000.00	0.00	0.00	0.00	0.00
402-000-696.000	BOND PREMIUM REVENUE	93,898.90	0.00	0.00	0.00	0.00
Total Dept 000 - REVENUE		3,095,169.96	0.00	79,979.92	(79,979.92)	100.00
TOTAL REVENUES		3,095,169.96	0.00	79,979.92	(79,979.92)	100.00
Expenditures						
Dept 451 - NEW CONSTRUCTION						
402-451-818.069	CONTRACTUAL SERVICES	633,913.07	25,000.00	18,406.27	6,593.73	73.63
402-451-826.087	ATTORNEY FEES	14,670.00	0.00	0.00	0.00	0.00
402-451-994.001	Issuance Costs	89,445.00	30,000.00	27,950.00	2,050.00	93.17
402-451-995.101	TRANSFER TO GENERAL FUND	280,433.32	0.00	0.00	0.00	0.00
Total Dept 451 - NEW CONSTRUCTION		1,018,461.39	55,000.00	46,356.27	8,643.73	84.28
TOTAL EXPENDITURES		1,018,461.39	55,000.00	46,356.27	8,643.73	84.28
Fund 402 - WILSON CENTER CAPITAL IMPROVEMENT:						
TOTAL REVENUES		3,095,169.96	0.00	79,979.92	(79,979.92)	100.00
TOTAL EXPENDITURES		1,018,461.39	55,000.00	46,356.27	8,643.73	84.28
NET OF REVENUES & EXPENDITURES		2,076,708.57	(55,000.00)	33,623.65	(88,623.65)	61.13
Fund 406 - STREET MILLAGE FUNDS III						
Revenues						
Dept 000 - REVENUE						
406-000-404.000	CURRENT PROPERTY TAX	800,547.81	861,754.95	832,809.87	28,945.08	96.64
406-000-445.000	INTEREST-PENALTY/DELINQ TAX	1,672.23	0.00	1,850.29	(1,850.29)	100.00
406-000-573.000	Local Community Stabilization Share Appr	44,153.43	30,000.00	51,714.96	(21,714.96)	172.38
406-000-699.034	USE OF FUND BALANCE	0.00	106,246.00	0.00	106,246.00	0.00
Total Dept 000 - REVENUE		846,373.47	998,000.95	886,375.12	111,625.83	88.82
TOTAL REVENUES		846,373.47	998,000.95	886,375.12	111,625.83	88.82
Expenditures						
Dept 451 - NEW CONSTRUCTION						
406-451-995.202	TRANSFER TO MAJOR STREET	168,802.78	443,626.67	407,876.47	35,750.20	91.94
406-451-995.203	TRANSFER TO LOCAL STREET	259,926.81	582,000.00	415,603.80	166,396.20	71.41

PERIOD ENDING 06/30/2025

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2024	2024-25 AMENDED BUDGET	YTD BALANCE 06/30/2025	AVAILABLE BALANCE	% BDGT USED
Fund 406 - STREET MILLAGE FUNDS III:						
Expenditures						
Total Dept 451 - NEW CONSTRUCTION		428,729.59	1,025,626.67	823,480.27	202,146.40	80.29
TOTAL EXPENDITURES		428,729.59	1,025,626.67	823,480.27	202,146.40	80.29
Fund 406 - STREET MILLAGE FUNDS III:						
TOTAL REVENUES		846,373.47	998,000.95	886,375.12	111,625.83	88.82
TOTAL EXPENDITURES		428,729.59	1,025,626.67	823,480.27	202,146.40	80.29
NET OF REVENUES & EXPENDITURES		417,643.88	(27,625.72)	62,894.85	(90,520.57)	227.67
Fund 515 - GARBAGE FUND						
Revenues						
Dept 000 - REVENUE						
515-000-404.000	CURRENT PROPERTY TAX	183,709.58	315,976.00	306,206.67	9,769.33	96.91
515-000-405.000	DELINQUENT PROPERTY TAX	3,496.89	0.00	5,623.64	(5,623.64)	100.00
515-000-445.000	INTEREST-PENALTY/DELINQ TAX	1,904.70	1,000.00	2,100.79	(1,100.79)	210.08
515-000-573.000	Local Community Stabilization Share Appr	9,088.18	4,500.00	12,066.83	(7,566.83)	268.15
515-000-635.001	WASTE SERVICES FEE	562,747.99	588,280.00	578,883.42	9,396.58	98.40
515-000-635.002	WASTE SERVICES PENALTY	12,377.01	0.00	12,036.59	(12,036.59)	100.00
515-000-665.000	INTEREST EARNED/INVESTMENTS	1,392.39	0.00	1,892.95	(1,892.95)	100.00
515-000-676.002	INSURANCE REIMBURSEMENT	2,136.46	0.00	2,135.57	(2,135.57)	100.00
515-000-677.000	MISCELLANEOUS REVENUE	0.00	0.00	3,400.00	(3,400.00)	100.00
515-000-699.034	USE OF FUND BALANCE	0.00	27,531.74	0.00	27,531.74	0.00
Total Dept 000 - REVENUE		776,853.20	937,287.74	924,346.46	12,941.28	98.62
TOTAL REVENUES		776,853.20	937,287.74	924,346.46	12,941.28	98.62
Expenditures						
Dept 528 - SANITATION ACTIVITIES						
515-528-702.000	SALARIES AND WAGES	80,053.71	80,637.00	78,460.09	2,176.91	97.30
515-528-712.000	FRINGE BENEFITS	12,598.53	16,388.85	12,136.26	4,252.59	74.05
515-528-713.001	EMPLOYER SOCIAL SECURITY	4,828.56	4,999.00	4,735.28	263.72	94.72
515-528-713.002	MEDICARE/EMPLOYER PORTION	1,129.26	1,169.00	1,107.42	61.58	94.73
515-528-714.002	PENSION -DEFINED BENEFIT	20,248.32	21,558.64	16,632.90	4,925.74	77.15
515-528-714.003	PENSION-DEFINED CONTRIBUTION	7,050.33	7,558.00	7,034.27	523.73	93.07
515-528-804.000	ADMINISTRATION CHARGES	62,162.00	63,711.00	63,711.00	0.00	100.00
515-528-818.000	CONTRACTUAL SERVICES	0.00	1,006.68	1,006.68	0.00	100.00
515-528-818.023	GARBAGE CONTRACT	343,351.66	445,938.24	345,870.56	100,067.68	77.56
515-528-818.024	SPRING CLEAN UP	49,849.72	54,834.69	0.00	54,834.69	0.00
515-528-818.027	MISCELLANEOUS	18,765.00	32,470.00	19,238.28	13,231.72	59.25
515-528-818.059	COMPOST SCREENING	10,000.00	22,000.00	6,490.00	15,510.00	29.50
515-528-943.000	MOBILE EQUIPMENT RENTAL	1,161.50	0.00	929.20	(929.20)	100.00
515-528-977.001	MISCELLANEOUS	0.00	1,500.00	0.00	1,500.00	0.00
515-528-995.515	COMPOST SITE IMPROVE/RENTAL	4,733.50	10,000.00	2,385.48	7,614.52	23.85
515-528-995.661	TRANSFER TO MOBILE	153,441.66	197,986.64	77,398.33	120,588.31	39.09
Total Dept 528 - SANITATION ACTIVITIES		769,373.75	961,757.74	637,135.75	324,621.99	66.25



GL NUMBER	DESCRIPTION	END BALANCE 06/30/2024	2024-25 AMENDED BUDGET	YTD BALANCE 06/30/2025	AVAILABLE BALANCE	% BDGT USED
Fund 515 - GARBAGE FUND						
Expenditures						
TOTAL EXPENDITURES		769,373.75	961,757.74	637,135.75	324,621.99	66.25
Fund 515 - GARBAGE FUND:						
TOTAL REVENUES		776,853.20	937,287.74	924,346.46	12,941.28	98.62
TOTAL EXPENDITURES		769,373.75	961,757.74	637,135.75	324,621.99	66.25
NET OF REVENUES & EXPENDITURES		7,479.45	(24,470.00)	287,210.71	(311,680.71)	1,173.73
Fund 592 - WATER AND WASTEWATER FUND						
Revenues						
Dept 000 - REVENUE						
592-000-540.000	STATE GRANTS	0.00	0.00	23,888.75	(23,888.75)	100.00
592-000-607.004	NSF FEE	720.00	300.00	547.19	(247.19)	182.40
592-000-613.000	DELINQUENT WATER SEWER FEES	23,895.00	0.00	0.00	0.00	0.00
592-000-633.000	WATER/CAPITAL FEE	5,525.00	1,000.00	4,100.00	(3,100.00)	410.00
592-000-633.001	SEWER/CAPITAL FEE	53,025.00	10,000.00	45,450.00	(35,450.00)	454.50
592-000-633.002	FINAL/TURN ON-OFF	2,675.00	2,000.00	2,750.00	(750.00)	137.50
592-000-642.000	SUPPLY SALES	15,749.56	5,000.00	9,485.76	(4,485.76)	189.72
592-000-643.000	CITY WATER CHARGES	3,096,299.95	3,368,774.00	3,009,197.30	359,576.70	89.33
592-000-643.001	TOWNSHIP WATER CHARGES	2,366.23	0.00	11,210.78	(11,210.78)	100.00
592-000-643.002	TWNSHIP WATER PENALTY	(2,215.38)	100.00	164.14	(64.14)	164.14
592-000-643.100	CITY WATER CHG PENALTY	66,070.24	20,000.00	47,514.51	(27,514.51)	237.57
592-000-644.000	CITY SEWER CHARGES	2,686,878.93	3,073,269.00	2,870,437.34	202,831.66	93.40
592-000-644.001	TOWNSHIP SEWER CHARGES	34,492.59	0.00	11,453.85	(11,453.85)	100.00
592-000-644.100	CITY SEWER CHG PENALTY	38,273.87	0.00	40,434.77	(40,434.77)	100.00
592-000-644.200	TWNSHIP SEWER PENALTY	650.27	500.00	1,068.62	(568.62)	213.72
592-000-653.012	LAB REVENUE	0.00	20,000.00	45,107.08	(25,107.08)	225.54
592-000-665.000	INTEREST EARNED/INVESTMENTS	33,773.62	25,000.00	34,538.61	(9,538.61)	138.15
592-000-673.000	SALE OF FIXED ASSETS	0.00	0.00	34,530.00	(34,530.00)	100.00
592-000-676.000	REIMBURSEMENTS	8,298.75	0.00	30,496.00	(30,496.00)	100.00
592-000-676.002	INSURANCE REIMBURSEMENT	21,985.69	15,000.00	23,287.85	(8,287.85)	155.25
592-000-677.000	MISCELLANEOUS REVENUE	28,079.46	10,000.00	8,662.54	1,337.46	86.63
Total Dept 000 - REVENUE		6,116,543.78	6,550,943.00	6,254,325.09	296,617.91	95.47
TOTAL REVENUES		6,116,543.78	6,550,943.00	6,254,325.09	296,617.91	95.47
Expenditures						
Dept 536 - WATER AND SEWER REVENUE BONDS						
592-536-968.003	AMORTIZE DEFERRED OUTFLOW	18,650.00	0.00	0.00	0.00	0.00
592-536-993.011	BOND INTEREST/2013 ISSUE	38,823.50	32,130.00	32,130.00	0.00	100.00
592-536-993.012	BOND INTEREST/2016 ISSUE	131,605.75	125,610.00	125,610.00	0.00	100.00
592-536-993.013	BOND INTEREST/2019 ISSUE	91,233.75	87,970.50	87,970.50	0.00	100.00
592-536-993.014	INTEREST PAYMENT	7,908.77	7,717.63	7,717.63	0.00	100.00
592-536-995.349	TRANS TO 2007 CAP IMP BOND	27,042.90	0.00	0.00	0.00	0.00
Total Dept 536 - WATER AND SEWER REVENUE BONDS		315,264.67	253,428.13	253,428.13	0.00	100.00
Dept 540 - WATER PRODUCTION						

User: KKinDE

DB: City Of St Johns

PERIOD ENDING 06/30/2025

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2024	2024-25 AMENDED BUDGET	YTD BALANCE 06/30/2025	AVAILABLE BALANCE	% BDGT USED
Fund 592 - WATER AND WASTEWATER FUND						
Expenditures						
592-540-702.000	SALARIES AND WAGES	238,286.28	237,578.00	258,638.14	(21,060.14)	108.86
592-540-712.000	FRINGE BENEFITS	52,515.27	73,862.41	35,297.26	38,565.15	47.79
592-540-713.001	EMPLOYER SOCIAL SECURITY	15,467.95	15,422.00	16,339.75	(917.75)	105.95
592-540-713.002	MEDICARE/EMPLOYER PORTION	3,617.45	3,607.00	3,821.43	(214.43)	105.94
592-540-714.002	PENSION -DEFINED BENEFIT	65,803.60	132,421.16	121,205.04	11,216.12	91.53
592-540-714.003	PENSION-DEFINED CONTRIBUTION	9,085.97	4,020.00	13,200.03	(9,180.03)	328.36
592-540-722.000	SICK LEAVE	14,584.06	11,167.00	7,635.07	3,531.93	68.37
592-540-746.000	MATERIALS/SUPPLIES/WTR PROD	25,286.95	40,000.00	23,497.75	16,502.25	58.74
592-540-746.002	CHLORINE	47,542.50	55,000.00	35,408.75	19,591.25	64.38
592-540-746.006	CLEANING SUPPLIES	264.66	1,000.00	367.08	632.92	36.71
592-540-746.008	LAB SUPPLIES	(9,902.20)	8,000.00	6,623.92	1,376.08	82.80
592-540-746.011	PHOSPHATE	23,492.50	40,000.00	12,895.00	27,105.00	32.24
592-540-748.010	LUBRICANTS AND FUEL	0.00	4,000.00	1,397.65	2,602.35	34.94
592-540-768.008	UNIFORM-SERVICE	6,935.58	5,500.00	6,174.82	(674.82)	112.27
592-540-818.000	CONTRACTUAL SERVICES	6,036.91	9,000.00	5,156.00	3,844.00	57.29
592-540-818.026	LAB SERVICES	657.00	5,500.00	508.61	4,991.39	9.25
592-540-818.028	OUTSIDE SERVICES	1,797.96	4,000.00	2,272.50	1,727.50	56.81
592-540-818.031	WELL MAINTENANCE	88,270.00	88,270.00	88,270.00	0.00	100.00
592-540-818.047	LAB CERTIFICATION FEES	3,817.88	7,500.00	6,514.93	985.07	86.87
592-540-870.000	MILEAGE	116.93	2,500.00	712.39	1,787.61	28.50
592-540-900.000	PRINT AND PUBLISHING	219.43	2,500.00	269.54	2,230.46	10.78
592-540-920.001	NATURAL GAS	4,393.57	7,000.00	17,490.70	(10,490.70)	249.87
592-540-920.003	TELEPHONE	5,957.30	7,350.00	6,006.52	1,343.48	81.72
592-540-920.006	WATER/SEWER CHARGE	1,719.13	6,000.00	1,364.49	4,635.51	22.74
592-540-920.010	ELECTRIC - WELLS	153,940.55	140,000.00	136,000.54	3,999.46	97.14
592-540-920.011	ELECTRIC - WATER TANK	2,677.23	2,700.00	2,471.42	228.58	91.53
592-540-931.000	BUILDING MAINTENANCE	2,900.39	10,000.00	3,310.44	6,689.56	33.10
592-540-933.000	EQUIPMENT MAINTENANCE	3,933.99	12,000.00	8,217.87	3,782.13	68.48
592-540-933.009	WELL MAINTENANCE	221.67	4,500.00	4,027.87	472.13	89.51
592-540-933.010	GENERAL PLANT MAINTENANCE	1,230.80	7,500.00	23.36	7,476.64	0.31
592-540-933.012	WELL HOUSE MAINTENANCE	553.33	5,000.00	1,046.10	3,953.90	20.92
592-540-933.013	CONTROL PANEL MAINT	1,908.77	7,500.00	2,695.00	4,805.00	35.93
592-540-943.000	MOBILE EQUIPMENT RENTAL	0.00	15,000.00	0.00	15,000.00	0.00
592-540-956.000	MISCELLANEOUS	2,700.48	5,000.00	1,799.24	3,200.76	35.98
592-540-960.000	EDUCATION AND TRAINING	2,324.75	4,000.00	3,433.68	566.32	85.84
592-540-960.001	AMERICAN WATER WORKS ASSOC	824.00	2,000.00	19.00	1,981.00	0.95
592-540-968.000	DEPRECIATION EXPENSE	1,209,708.64	0.00	0.00	0.00	0.00
592-540-977.001	MISCELLANEOUS	21.99	0.00	0.00	0.00	0.00
592-540-977.007	WATER GROUND STORAGE MAINT	18,406.92	18,406.92	18,406.92	0.00	100.00
592-540-977.011	COMPUTER EQUIPMENT	1,278.25	4,450.00	3,901.91	548.09	87.68
592-540-977.061	GENERATOR MAINTENANCE	450.00	4,000.00	1,191.13	2,808.87	29.78
Total Dept 540 - WATER PRODUCTION		2,009,048.44	1,013,254.49	857,611.85	155,642.64	84.64
Dept 541 - WATER DISTRIBUTION						
592-541-702.000	SALARIES AND WAGES	132,612.91	235,881.00	165,422.73	70,458.27	70.13
592-541-712.000	FRINGE BENEFITS	26,097.00	56,316.23	32,295.80	24,020.43	57.35
592-541-713.001	EMPLOYER SOCIAL SECURITY	7,950.84	14,625.00	9,896.55	4,728.45	67.67
592-541-713.002	MEDICARE/EMPLOYER PORTION	1,859.41	3,420.00	2,314.50	1,105.50	67.68
592-541-714.002	PENSION -DEFINED BENEFIT	46,497.52	93,634.34	81,547.39	12,086.95	87.09
592-541-714.003	PENSION-DEFINED CONTRIBUTION	8,694.98	13,237.00	11,604.24	1,632.76	87.67
592-541-747.000	MATERIALS/SUPPLIES/WTR DIST	26,628.11	45,000.00	29,231.04	15,768.96	64.96
592-541-747.011	METER REPAIR PARTS	519.74	5,500.00	234.64	5,265.36	4.27

PERIOD ENDING 06/30/2025

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2024	2024-25 AMENDED BUDGET	YTD BALANCE 06/30/2025	AVAILABLE BALANCE	% BDGT USED
Fund 592 - WATER AND WASTEWATER FUND						
Expenditures						
592-541-747.015	GRAVEL AND SAND	6,366.20	18,000.00	13,877.71	4,122.29	77.10
592-541-747.016	CONCRETE	13,450.00	16,500.00	15,200.00	1,300.00	92.12
592-541-747.019	SMALL TOOLS	3,077.73	6,000.00	1,997.66	4,002.34	33.29
592-541-818.028	OUTSIDE SERVICES	32,696.15	45,000.00	24,082.00	20,918.00	53.52
592-541-818.029	MISS DIGG	1,942.40	4,000.00	2,036.86	1,963.14	50.92
592-541-818.037	ELEVATED WATER TOWE MAINTENANC	33,447.67	33,447.67	33,447.67	0.00	100.00
592-541-933.000	EQUIPMENT MAINTENANCE	2,466.90	5,000.00	705.86	4,294.14	14.12
592-541-943.000	MOBILE EQUIPMENT RENTAL	464.60	15,000.00	930.13	14,069.87	6.20
592-541-972.008	METER SYSTEM IMPROVEMENT	25,882.27	55,332.48	26,898.23	28,434.25	48.61
592-541-972.009	TRENCH REPAIR/RECAP	0.00	4,000.00	0.00	4,000.00	0.00
592-541-977.000	EQUIPMENT PURCHASE	8,631.44	10,000.00	7,362.83	2,637.17	73.63
592-541-977.046	SAFETY EQUIPMENT	2,008.79	5,500.00	2,833.78	2,666.22	51.52
Total Dept 541 - WATER DISTRIBUTION		381,294.66	685,393.72	461,919.62	223,474.10	67.39
Dept 550 - WASTEWATER TREATMENT PLANT						
592-550-702.000	SALARIES AND WAGES	363,603.29	406,088.00	392,859.46	13,228.54	96.74
592-550-712.000	FRINGE BENEFITS	101,626.30	174,623.72	87,335.73	87,287.99	50.01
592-550-713.001	EMPLOYER SOCIAL SECURITY	22,254.73	26,185.00	24,224.54	1,960.46	92.51
592-550-713.002	MEDICARE/EMPLOYER PORTION	5,204.73	6,124.00	5,665.48	458.52	92.51
592-550-714.002	PENSION -DEFINED BENEFIT	58,540.80	117,900.56	122,453.80	(4,553.24)	103.86
592-550-714.003	PENSION-DEFINED CONTRIBUTION	18,568.58	20,431.00	20,684.27	(253.27)	101.24
592-550-722.000	SICK LEAVE	10,175.79	16,258.00	11,064.87	5,193.13	68.06
592-550-748.001	CHLORINE	8,254.69	8,000.00	3,916.90	4,083.10	48.96
592-550-748.002	COAGULANT	23,423.42	28,000.00	24,042.20	3,957.80	85.87
592-550-748.003	POLYELECTROLITE	8,374.30	8,400.00	8,400.00	0.00	100.00
592-550-748.006	LAB EQUIPMENT	1,021.43	5,000.00	4,665.33	334.67	93.31
592-550-748.008	LAB SUPPLIES	14,377.73	10,000.00	10,463.68	(463.68)	104.64
592-550-748.009	JANITORIAL SUPPLIES	864.08	250.00	319.70	(69.70)	127.88
592-550-748.010	LUBRICANTS AND FUEL	3,377.48	4,000.00	3,992.80	7.20	99.82
592-550-748.011	TOOLS AND SUPPLIES	4,045.33	5,000.00	5,219.30	(219.30)	104.39
592-550-748.012	SAFETY EQUIPMENT	2,722.35	5,000.00	2,934.07	2,065.93	58.68
592-550-748.013	OFFICE AND COMPUTER SUPPLIES	4,896.13	1,000.00	1,009.87	(9.87)	100.99
592-550-748.015	SULFUR DIOXIDE	3,595.63	4,000.00	2,340.00	1,660.00	58.50
592-550-768.008	UNIFORM-SERVICE	7,291.85	6,500.00	5,968.05	531.95	91.82
592-550-818.000	CONTRACTUAL SERVICES	18,245.83	48,000.00	36,198.35	11,801.65	75.41
592-550-818.007	LABORATORY SERVICES	10,911.11	8,000.00	8,243.35	(243.35)	103.04
592-550-818.020	CONTRACTUAL MAINTENANCE	17,415.22	7,450.00	4,841.10	2,608.90	64.98
592-550-818.028	COLLECTION SYS MAINTENANCE	25,000.00	88,317.75	38,238.09	50,079.66	43.30
592-550-818.029	MISS DIGG	430.00	600.00	0.00	600.00	0.00
592-550-818.030	SLUDGE PROGRAM	36,970.52	42,050.00	42,046.44	3.56	99.99
592-550-818.054	ALARM MONITORING SERVICE	55.00	0.00	0.00	0.00	0.00
592-550-920.001	NATURAL GAS	21,909.73	24,000.00	15,559.83	8,440.17	64.83
592-550-920.003	TELEPHONE	4,025.11	4,500.00	3,133.71	1,366.29	69.64
592-550-920.006	WATER/SEWER CHARGE	18,310.04	18,000.00	18,308.59	(308.59)	101.71
592-550-920.012	ELECTRIC / LIFT STATION	10,440.25	15,000.00	11,502.24	3,497.76	76.68
592-550-920.013	ELECTRIC / PLANT	138,986.34	135,000.00	118,603.00	16,397.00	87.85
592-550-931.000	BUILDING MAINTENANCE	11,469.84	6,000.00	6,178.68	(178.68)	102.98
592-550-933.000	EQUIPMENT MAINTENANCE	1,517.43	1,500.00	1,320.04	179.96	88.00
592-550-933.014	PLANT EQUIPMENT	34,422.34	88,468.17	78,834.47	9,633.70	89.11
592-550-933.015	BOILER AND SPECIAL EQUIPMENT	5,585.12	5,000.00	4,999.16	0.84	99.98
592-550-933.017	LIFT STATION	4,989.74	10,000.00	10,096.60	(96.60)	100.97
592-550-933.021	ELECTRICAL MAINT	2,228.31	4,000.00	4,315.34	(315.34)	107.88

PERIOD ENDING 06/30/2025

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2024	2024-25 AMENDED BUDGET	YTD BALANCE 06/30/2025	AVAILABLE BALANCE	% BDGT USED
Fund 592 - WATER AND WASTEWATER FUND						
Expenditures						
592-550-943.000	MOBILE EQUIPMENT RENTAL	369.54	500.00	0.00	500.00	0.00
592-550-956.000	MISC COLL SYS PURCHASES	5,802.86	6,000.00	4,892.23	1,107.77	81.54
592-550-956.014	FEES	5,760.00	5,760.00	5,500.00	260.00	95.49
592-550-960.000	EDUCATION AND TRAINING	5,176.40	4,000.00	2,748.10	1,251.90	68.70
592-550-960.021	PROFESSIONAL MEMBERSHIPS	475.00	400.00	390.00	10.00	97.50
592-550-972.008	METER SYSTEM IMPROVEMENT	29,000.00	35,000.00	34,795.36	204.64	99.42
592-550-977.001	MISC PLANT PURCHASES	2,229.39	2,000.00	2,042.13	(42.13)	102.11
592-550-977.011	COMPUTER EQUIPMENT	534.75	1,000.00	651.52	348.48	65.15
592-550-977.061	GENERATOR MAINTENANCE	2,500.00	6,850.00	6,850.00	0.00	100.00
Total Dept 550 - WASTEWATER TREATMENT PLANT		1,076,978.51	1,420,156.20	1,197,848.38	222,307.82	84.35
Dept 560 - CAPITAL IMPROVEMENTS						
592-560-818.000	CONTRACTUAL SERVICES-WATER	81,062.50	1,686,579.61	675,490.37	1,011,089.24	40.05
592-560-818.077	CONTRACTUAL SERVICES-WASTEWATER	89,699.31	876,141.03	629,010.58	247,130.45	71.79
592-560-818.203	CONTRACTUAL SERVICES - ANNUAL ST PROJECT	0.00	70,000.00	58,041.00	11,959.00	82.92
592-560-818.206	CONTRACTUAL SERVICES-ASSET MGMT PLANNING	37,568.63	186,274.00	126,254.00	60,020.00	67.78
592-560-972.000	WATER PROD/DIST IMPROVEMENT	2,788.80	61,000.00	20,877.49	40,122.51	34.23
592-560-977.015	COMPUTER SOFTWARE	0.00	7,604.89	7,604.89	0.00	100.00
Total Dept 560 - CAPITAL IMPROVEMENTS		211,119.24	2,887,599.53	1,517,278.33	1,370,321.20	52.54
Dept 561 - ADMINISTRATION						
592-561-804.002	WATER CONTRIBUTION/ADM EXP	272,960.00	378,951.00	378,951.00	0.00	100.00
592-561-804.003	SEWER CONTRIBUTION/ADM EXP	293,946.00	291,478.00	291,478.00	0.00	100.00
592-561-804.004	POSTAGE	4,245.06	4,800.00	4,666.61	133.39	97.22
592-561-818.000	CONTRACTUAL SERVICES	13,258.87	6,000.00	5,314.38	685.62	88.57
592-561-818.013	ENGINEERING	6,407.05	12,000.00	185.00	11,815.00	1.54
592-561-818.080	H2O MORTON ST - GIBBS TO VAUCONSANT PLAN	9,440.00	0.00	0.00	0.00	0.00
592-561-881.000	UNCOLLECTABLE ACCOUNTS EXPENSE	1,115.22	0.00	0.00	0.00	0.00
592-561-956.000	MISCELLANEOUS	648.80	1,000.00	2,366.97	(1,366.97)	236.70
592-561-956.014	FEES	0.00	0.00	120.00	(120.00)	100.00
Total Dept 561 - ADMINISTRATION		602,021.00	694,229.00	683,081.96	11,147.04	98.39
TOTAL EXPENDITURES		4,595,726.52	6,954,061.07	4,971,168.27	1,982,892.80	71.49
Fund 592 - WATER AND WASTEWATER FUND:						
TOTAL REVENUES		6,116,543.78	6,550,943.00	6,254,325.09	296,617.91	95.47
TOTAL EXPENDITURES		4,595,726.52	6,954,061.07	4,971,168.27	1,982,892.80	71.49
NET OF REVENUES & EXPENDITURES		1,520,817.26	(403,118.07)	1,283,156.82	(1,686,274.89)	318.31
Fund 661 - MOTOR POOL FUND						
Revenues						
Dept 000 - REVENUE						
661-000-665.000	INTEREST EARNED/INVESTMENTS	151.20	0.00	0.00	0.00	0.00
661-000-673.000	SALE OF FIXED ASSETS	31,093.82	0.00	0.00	0.00	0.00
661-000-673.002	SALE OF GFA	4,000.00	0.00	0.00	0.00	0.00

PERIOD ENDING 06/30/2025

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2024	2024-25 AMENDED BUDGET	YTD BALANCE 06/30/2025	AVAILABLE BALANCE	% BDGT USED
Fund 661 - MOTOR POOL FUND						
Revenues						
661-000-676.001	RENTAL REIMBURSEMENT	3,110.68	0.00	2,291.81	(2,291.81)	100.00
661-000-676.002	INSURANCE REIMBURSEMENT	9.42	0.00	0.00	0.00	0.00
661-000-699.034	USE OF FUND BALANCE	0.00	215,902.00	0.00	215,902.00	0.00
661-000-699.039	TRANS FM GENERAL FUND DEPTS	89,595.44	701,666.66	733,499.85	(31,833.19)	104.54
661-000-699.040	TRANSFERS FROM OTHER DEPTS	473,706.33	543,328.72	230,377.66	312,951.06	42.40
661-000-699.136	TRANSFER FROM FIRE	0.00	31,833.19	31,833.19	0.00	100.00
Total Dept 000 - REVENUE		601,666.89	1,492,730.57	998,002.51	494,728.06	66.86
TOTAL REVENUES		601,666.89	1,492,730.57	998,002.51	494,728.06	66.86
Expenditures						
Dept 271 - MOBILE EQUIPMENT EXPENDITURES						
661-271-702.000	SALARIES AND WAGES	64,598.78	66,392.00	66,203.81	188.19	99.72
661-271-712.000	FRINGE BENEFITS	1,408.17	6,700.10	1,013.33	5,686.77	15.12
661-271-713.001	EMPLOYER SOCIAL SECURITY	4,046.53	4,252.00	4,192.92	59.08	98.61
661-271-713.002	MEDICARE/EMPLOYER PORTION	946.37	994.00	980.60	13.40	98.65
661-271-714.002	PENSION -DEFINED BENEFIT	17,541.12	18,676.23	14,409.09	4,267.14	77.15
661-271-714.003	PENSION-DEFINED CONTRIBUTION	6,448.42	6,653.00	6,912.34	(259.34)	103.90
661-271-722.000	SICK LEAVE	892.11	2,181.00	1,423.94	757.06	65.29
661-271-750.000	OPERATING SUPPLIES	19,138.10	9,000.00	11,157.78	(2,157.78)	123.98
661-271-750.001	MISCELLANEOUS	636.35	0.00	672.56	(672.56)	100.00
661-271-750.002	GASOLINE	28,546.67	30,000.00	26,451.90	3,548.10	88.17
661-271-750.003	DIESEL FUEL	22,247.58	27,000.00	19,947.40	7,052.60	73.88
661-271-750.011	TIRES	7,254.59	7,000.00	6,860.63	139.37	98.01
661-271-804.000	ADMINISTRATION CHARGES	67,523.00	78,780.00	78,780.00	0.00	100.00
661-271-814.008	TRAINING	259.00	1,500.00	119.00	1,381.00	7.93
661-271-818.001	LEASE PAYMENTS	20,664.07	0.00	0.00	0.00	0.00
661-271-818.066	CDL TESTING	6,362.50	10,000.00	2,074.62	7,925.38	20.75
661-271-819.000	FLEET AND LIABILITY INSURANC	20,594.72	21,000.00	19,176.00	1,824.00	91.31
661-271-920.001	NATURAL GAS	0.00	0.00	1,843.10	(1,843.10)	100.00
661-271-920.002	ELECTRIC	0.00	0.00	1,400.16	(1,400.16)	100.00
661-271-930.004	HOIST INSPECTION	735.00	2,000.00	780.00	1,220.00	39.00
661-271-933.000	EQUIPMENT MAINTENANCE	649.19	0.00	1,203.55	(1,203.55)	100.00
661-271-933.018	IN-HOUSE EQUIPMENT MAINT	53,343.95	50,000.00	62,620.66	(12,620.66)	125.24
661-271-933.019	OUTSIDE SERVICE	17,658.77	31,000.00	27,989.54	3,010.46	90.29
661-271-956.000	MISCELLANEOUS	95.00	0.00	190.00	(190.00)	100.00
661-271-968.000	DEPRECIATION EXPENSE	168,308.99	0.00	0.00	0.00	0.00
661-271-977.000	EQUIPMENT PURCHASE	0.00	0.00	33,904.87	(33,904.87)	100.00
661-271-977.002	FRONT-END LOADER	0.00	39,000.00	20,431.00	18,569.00	52.39
661-271-977.003	FIRE TRUCK	6,859.55	6,216.40	6,216.40	0.00	100.00
661-271-977.009	SWEEPER	(628.00)	0.00	0.00	0.00	0.00
661-271-977.024	FRONT PLOW	0.00	17,000.00	0.00	17,000.00	0.00
661-271-977.029	MISCELLANEOUS EQUIPMENT	1,268.44	1,700.00	368.99	1,331.01	21.71
661-271-977.034	DUMP TRUCK	1,151.93	244,636.00	152,265.38	92,370.62	62.24
661-271-977.037	RADIO EQUIPMENT	2,517.18	2,000.00	1,825.99	174.01	91.30
661-271-977.042	TOOL ALLOWANCE	300.00	300.00	300.00	0.00	100.00
661-271-977.045	TOOLS	9,000.00	3,000.00	4,009.16	(1,009.16)	133.64
661-271-993.014	INTEREST PAYMENT	7,396.62	0.00	5,059.90	(5,059.90)	100.00
Total Dept 271 - MOBILE EQUIPMENT EXPENDITURES		557,764.70	686,980.73	580,784.62	106,196.11	84.54

PERIOD ENDING 06/30/2025

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2024	2024-25 AMENDED BUDGET	YTD BALANCE 06/30/2025	AVAILABLE BALANCE	% BDGT USED
Fund 661 - MOTOR POOL FUND						
Expenditures						
TOTAL EXPENDITURES		557,764.70	686,980.73	580,784.62	106,196.11	84.54
Fund 661 - MOTOR POOL FUND:						
TOTAL REVENUES		601,666.89	1,492,730.57	998,002.51	494,728.06	66.86
TOTAL EXPENDITURES		557,764.70	686,980.73	580,784.62	106,196.11	84.54
NET OF REVENUES & EXPENDITURES		43,902.19	805,749.84	417,217.89	388,531.95	51.78
Fund 805 - SPECIAL ASSESSMENT CAPITAL PROJECT FUND						
Revenues						
Dept 000 - REVENUE						
805-000-451.000	SPECIAL ASSESSMENTS	2,252.00	0.00	2,158.00	(2,158.00)	100.00
805-000-665.000	INTEREST EARNED/INVESTMENTS	43.72	0.00	0.00	0.00	0.00
Total Dept 000 - REVENUE		2,295.72	0.00	2,158.00	(2,158.00)	100.00
TOTAL REVENUES		2,295.72	0.00	2,158.00	(2,158.00)	100.00
Fund 805 - SPECIAL ASSESSMENT CAPITAL PROJECT FUND:						
TOTAL REVENUES		2,295.72	0.00	2,158.00	(2,158.00)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		2,295.72	0.00	2,158.00	(2,158.00)	100.00
TOTAL REVENUES - ALL FUNDS						
TOTAL EXPENDITURES - ALL FUNDS		20,170,117.91	21,644,379.65	18,165,657.09	3,478,722.56	83.93
NET OF REVENUES & EXPENDITURES		15,193,033.61	22,113,119.55	17,220,541.12	4,892,578.43	77.87
		4,977,084.30	(468,739.90)	945,115.97	(1,413,855.87)	201.63

Year Ended 06/30/2025

Fund 101 GENERAL FUND

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
101-000-404.000	CURRENT PROPERTY TAX	2,640,326	0	0	0	0	2,640,326	2,525,268	95.64
101-000-404.001	ACT 359	50,000	0	0	0	0	50,000	48,431	96.86
101-000-405.000	DELINQUENT PROPERTY TAX	0	0	0	0	0	0	50,012	0.00
101-000-405.001	DELQ ACT 359	0	0	0	0	0	0	889	0.00
101-000-434.000	TRAILER PARK TAX	500	0	0	0	0	500	267	53.30
101-000-445.000	INTEREST-PENALTY/DELINQ TAX	25,000	0	0	0	0	25,000	20,966	83.87
101-000-448.000	COLLECTION FEE	110,000	0	0	0	0	110,000	130,950	119.05
101-000-477.000	FRANCHISE FEE	85,000	0	0	0	0	85,000	41,629	48.98
101-000-478.000	CITY LICENSES AND PERMITS	12,000	0	0	0	0	12,000	13,620	113.50
101-000-494.000	PARKING PERMITS	15,000	0	0	0	0	15,000	8,631	57.54
101-000-540.000	STATE GRANTS	0	22,000	0	0	0	22,000	41,376	188.07
101-000-555.000	MID-STATE HEALTH NTKW GRANT	6,800	0	0	0	0	6,800	7,244	106.53
101-000-569.000	ACT 302 FUNDS-STATE OF MICH	1,900	0	0	0	0	1,900	1,564	82.30
101-000-573.000	Local Community Stabilization	115,000	0	0	0	40,000	155,000	155,939	100.61
101-000-574.000	STATE REVENUE SHAR SALES TAX	2,512	0	0	0	0	2,512	7,415	295.18
101-000-574.001	CONSTITUTIONAL	844,263	0	0	0	0	844,263	553,428	65.55
101-000-574.002	STATUTORY	135,660	0	0	0	0	135,660	85,336	62.90
101-000-574.003	STATE REVENUE SHAR LIQ LIC	6,000	0	0	0	0	6,000	6,431	107.19
101-000-574.004	METRO ACT REVENUE	36,000	0	0	0	0	36,000	37,503	104.17
101-000-626.002	ADM CHARGES/WATER-SEWER FUND	670,429	0	0	0	0	670,429	670,429	100.00
101-000-626.005	ADMIN CHARGES-MOBILE EQUIP	78,780	0	0	0	0	78,780	78,780	100.00
101-000-626.006	ADMIN CHARGES-GARBAGE	63,711	0	0	0	0	63,711	63,711	100.00
101-000-626.007	ADMIN CHARGES-LDFA	2,099	0	0	0	0	2,099	2,099	100.00
101-000-626.008	ADMIN CHARGES - PSD	6,600	0	0	0	0	6,600	6,600	100.00
101-000-626.009	ADMIN CHARGES-MAJOR STREET	93,165	0	0	0	0	93,165	93,165	100.00
101-000-626.010	ADMIN CHARGES-LOCAL STREET	49,067	0	0	0	0	49,067	49,067	100.00
101-000-626.011	ADMIN CHARGES-DDA	7,310	0	0	0	0	7,310	7,310	100.00
101-000-627.000	RENTAL INSPECTION FEES	56,525	0	0	0	0	56,525	47,771	84.51
101-000-632.001	CITY FIRE SERVICE	0	0	0	0	0	0	(1,415)	0.00
101-000-653.000	RECREATION RECEIPTS	45,000	0	0	0	0	45,000	46,609	103.58
101-000-656.000	PARKING VIOLATIONS	4,000	0	0	0	0	4,000	2,514	62.85
101-000-657.000	CIVIL INFRACTION FINES	2,500	0	0	0	0	2,500	450	18.00
101-000-665.000	INTEREST EARNED/INVESTMENTS	20,000	0	0	0	0	20,000	47,148	235.74
101-000-667.006	FELL FARM LAND RENT	4,381	0	0	0	0	4,381	3,620	82.64
101-000-667.008	FACILITIES RENTAL	16,000	0	0	0	0	16,000	15,700	98.13
101-000-673.002	SALE OF GFA	0	0	0	0	0	0	383	0.00
101-000-674.000	CONTRIBUTIONS REVENUE-POLICE	500	0	0	0	0	500	654	130.72
101-000-674.008	DESIGNATED CONTRIBUTIONS - POI	3,900	0	0	0	0	3,900	13,200	338.46
101-000-674.009	CONTRIBUTIONS REVENUE-FIRE	3,000	0	0	0	0	3,000	0	0.00
101-000-676.000	REIMBURSEMENTS	0	0	0	0	26,100	26,100	37,602	144.07
101-000-676.002	INSURANCE REIMBURSEMENT	55,000	0	546	15,602	0	71,147	37,509	52.72
101-000-677.000	MISCELLANEOUS REVENUE	10,000	0	0	0	0	10,000	17,027	170.27
101-000-678.000	MISC REVENUE-RECREATION	0	0	0	0	0	0	150	0.00
101-000-678.002	MISC REVENUE-RECREATION-SCHOOL	0	0	0	0	0	0	5,001	0.00
101-000-678.003	RECREATION GIFT CERTIFICATES	3,000	0	0	0	0	3,000	2,805	93.50
101-000-687.000	DISTRICT COURT REFUNDS	8,000	0	0	0	0	8,000	19,037	237.96
101-000-699.008	TRANSFER FROM MAJOR STREET	4,000	0	0	0	0	4,000	0	0.00
101-000-699.026	Transfer from LDFA	4,000	0	0	0	0	4,000	4,000	100.00
101-000-699.034	USE OF FUND BALANCE	576,962	0	0	0	0	576,962	0	0.00
TOTAL Revenues		5,873,890	22,000	546	15,602	66,100	5,978,137	5,007,825	83.77
101-101-702.000	SALARIES AND WAGES	118,599	0	0	0	0	118,599	116,463	98.20
101-101-702.089	CITY COMMISSION	13,900	0	0	0	0	13,900	14,050	101.08
101-101-712.000	FRINGE BENEFITS	22,162	0	0	0	0	22,162	21,270	95.98



User: KKinDE

Year Ended 06/30/2025

DB: City Of St Johns

Fund 101 GENERAL FUND

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
101-101-713.001	EMPLOYER SOCIAL SECURITY	8,490	0	0	0	0	8,490	8,168	96.20
101-101-713.002	MEDICARE/EMPLOYER PORTION	1,986	0	0	0	0	1,986	1,910	96.18
101-101-714.002	PENSION -DEFINED BENEFIT	67,502	0	0	0	0	67,502	78,729	116.63
101-101-714.003	PENSION-DEFINED CONTRIBUTION	0	0	0	0	0	0	370	0.00
101-101-722.000	SICK LEAVE	4,438	0	0	0	0	4,438	4,438	100.01
101-101-806.000	TAX APPEALS	7,500	0	0	0	0	7,500	28,012	373.50
101-101-818.000	CONTRACTUAL SERVICES	80,000	0	0	0	0	80,000	58,941	73.68
101-101-826.086	AUDIT FEES	29,500	0	0	0	0	29,500	29,500	100.00
101-101-826.087	ATTORNEY FEES	85,000	0	0	0	0	85,000	86,649	101.94
101-101-870.091	CITY CLERK	100	0	0	0	0	100	145	145.31
101-101-900.001	COMMISSION PROCEEDINGS	600	0	0	0	0	600	99	16.56
101-101-900.002	NOTICE OF HEARINGS	1,000	0	0	0	0	1,000	558	55.75
101-101-900.003	ORDINANCE PRINTING	2,500	0	0	0	0	2,500	2,906	116.25
101-101-900.004	OTHER	50	0	0	0	0	50	280	559.80
101-101-900.006	CODIFICATION/CITY ORDINANCE	4,500	0	0	0	0	4,500	2,973	66.06
101-101-901.000	PRINT AND PUBLISHING	1,000	0	0	0	0	1,000	1,802	180.15
101-101-956.000	MISCELLANEOUS	7,500	0	0	0	0	7,500	8,812	117.50
101-101-956.001	CHAMBER OF COMMERCE DUES	2,000	0	0	0	0	2,000	4,475	223.75
101-101-956.002	MUNICIPAL LEAGUE DUES	4,800	250	0	0	0	5,050	5,018	99.37
101-101-956.005	CLERK/BLDG INSPECTOR DUES	275	0	0	0	0	275	315	114.55
101-101-956.007	PA 425/TAX ALLOCATION TO TWP	3,000	0	0	0	0	3,000	0	0.00
101-101-956.015	RECORDS MANAGEMENT	1,000	0	0	0	0	1,000	3,396	339.60
101-101-960.000	EDUCATION AND TRAINING	6,000	0	0	0	0	6,000	1,952	32.54
101-101-961.003	OTHER ASSOCIATION DUES/MAPS	300	0	0	0	0	300	290	96.67
101-101-962.000	COMMUNITY DEVELOPMENT	125,000	0	0	0	0	125,000	84,567	67.65
101-101-963.000	ZONING APPEALS BOARD	200	0	0	0	0	200	508	253.75
101-101-963.001	ELECTIONS	20,000	0	0	0	0	20,000	22,573	112.86
101-101-963.002	BOARD OF REVIEW	825	0	0	0	0	825	1,589	192.55
101-101-987.000	VOTING MACHINES AND SUPPLIES	6,000	0	0	0	0	6,000	5,283	88.04
101-172-702.000	SALARIES AND WAGES	553,408	0	0	0	0	553,408	547,119	98.86
101-172-712.000	FRINGE BENEFITS	99,586	0	0	0	0	99,586	93,267	93.65
101-172-713.001	EMPLOYER SOCIAL SECURITY	34,980	0	0	0	0	34,980	33,858	96.79
101-172-713.002	MEDICARE/EMPLOYER PORTION	8,181	0	0	0	0	8,181	7,918	96.79
101-172-714.002	PENSION -DEFINED BENEFIT	143,850	0	0	0	0	143,850	113,060	78.60
101-172-714.003	PENSION-DEFINED CONTRIBUTION	55,200	0	0	0	0	55,200	52,092	94.37
101-172-714.004	PENSION DEFINED BENEFIT-CM	11,724	0	0	0	0	11,724	9,063	77.30
101-172-715.003	INSURANCE PACKAGE	112,000	0	0	0	0	112,000	106,565	95.15
101-172-716.000	UNEMPLOYMENT COMP INSURANCE	0	0	0	0	0	0	277	0.00
101-172-722.000	SICK LEAVE	10,783	0	0	0	0	10,783	10,736	99.56
101-172-729.000	POSTAGE	10,000	0	0	0	0	10,000	12,877	128.77
101-172-730.000	OFFICE SUPPLIES/ADM	9,000	0	0	(808)	0	8,192	7,915	96.62
101-172-768.000	UNIFORMS	500	0	0	0	0	500	0	0.00
101-172-814.002	WEBSITE	3,350	0	0	0	0	3,350	0	0.00
101-172-814.003	HARDWARE MAINTENANCE	36,000	0	0	0	0	36,000	36,723	102.01
101-172-814.004	SOFTWARE MAINTENANCE	33,221	0	0	0	0	33,221	24,132	72.64
101-172-814.005	COMPUTER SUPPLIES	2,500	0	0	0	0	2,500	2,523	100.91
101-172-818.000	CONTRACTUAL SERVICES	3,000	0	0	0	0	3,000	2,354	78.45
101-172-853.004	MONTHLY & LONG DISTANCE SERV	11,000	0	0	0	0	11,000	8,387	76.24
101-172-870.000	MILEAGE	2,100	0	0	0	0	2,100	189	9.00
101-172-870.092	ASSESSOR / MILEAGE	5,000	0	0	0	0	5,000	1,600	32.00
101-172-934.001	COPY MACHINE MAINTENANCE	1,500	0	0	0	0	1,500	2,080	138.69
101-172-940.001	POSTAGE METER	750	0	0	0	0	750	910	121.35
101-172-940.003	POST OFFICE BOX	350	0	0	0	0	350	352	100.57
101-172-956.000	MISCELLANEOUS	2,000	0	0	0	0	2,000	1,917	95.85
101-172-957.000	BOOKS/PERIODICALS/RENTAL/ETC	100	0	0	0	0	100	43	42.58
101-172-960.000	EDUCATION AND TRAINING	3,300	(576)	0	0	0	2,724	1,770	64.97
101-172-961.000	PROFESSIONAL DUES	1,500	0	0	0	0	1,500	1,959	130.60
101-172-961.092	ASSESSOR CERT AND DUES	270	0	0	0	0	270	330	122.22

User: KKinDE

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Fund 101 GENERAL FUND

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
101-172-977.011	COMPUTER EQUIPMENT	26,000	576	0	0	0	26,576	31,694	119.26
101-172-977.015	COMPUTER SOFTWARE	7,200	0	0	0	0	7,200	3,887	53.99
101-172-980.000	OFFICE EQUIPMENT/FURNITURE	2,500	0	6,400	808	0	9,708	9,978	102.78
101-265-931.004	COUNTY CONTRACT	90,000	0	0	0	0	90,000	85,571	95.08
101-272-715.001	HEALTH INSURANCE	0	0	0	0	0	0	55,126	0.00
101-272-715.004	LIFE INSURANCE	0	0	0	0	0	0	7,036	0.00
101-272-715.007	DENTAL	0	0	0	0	0	0	8,402	0.00
101-272-715.008	VISION	0	0	0	0	0	0	893	0.00
101-301-702.000	SALARIES AND WAGES	913,561	0	0	0	0	913,561	854,613	93.55
101-301-702.011	Crossing Guard Wages	5,625	0	0	0	0	5,625	5,580	99.20
101-301-712.000	FRINGE BENEFITS	140,049	0	0	0	0	140,049	95,379	68.10
101-301-713.001	EMPLOYER SOCIAL SECURITY	60,070	0	0	0	0	60,070	54,724	91.10
101-301-713.002	MEDICARE/EMPLOYER PORTION	14,049	0	0	0	0	14,049	12,798	91.10
101-301-714.002	PENSION -DEFINED BENEFIT	332,831	0	0	0	0	332,831	280,074	84.15
101-301-714.003	PENSION-DEFINED CONTRIBUTION	97,700	0	0	0	0	97,700	97,512	99.81
101-301-722.000	SICK LEAVE	18,683	0	0	0	0	18,683	12,691	67.93
101-301-723.000	HOLIDAY PAY / POLICE	31,003	0	0	0	0	31,003	34,163	110.19
101-301-732.000	OPERATING SUPPLIES/POLICE	5,800	0	0	0	0	5,800	4,191	72.26
101-301-732.008	AMMUNITION	3,500	0	0	0	(500)	3,000	26	0.87
101-301-732.009	CUSTODIAL SUPPLIES	600	0	0	0	0	600	476	79.40
101-301-732.014	OFFICE SUPPLIES	3,000	0	0	0	0	3,000	2,987	99.55
101-301-750.002	GASOLINE	25,000	0	0	0	0	25,000	17,825	71.30
101-301-768.001	UNIFORM	8,700	0	0	0	0	8,700	7,333	84.29
101-301-768.010	VEST	5,900	0	0	0	0	5,900	1,686	28.58
101-301-804.086	LEGAL/AUDIT	70,000	0	0	0	0	70,000	54,887	78.41
101-301-804.087	LEGAL - PERSONNEL	0	0	0	0	0	0	1,040	0.00
101-301-805.000	SPECIAL OPERATIONS TEAM	500	0	0	0	0	500	0	0.00
101-301-818.004	RADIO CONTRACT/COMPUTER ACCESS	14,000	0	0	0	0	14,000	14,572	104.09
101-301-818.005	CLEANING / UNIFORMS	800	0	0	0	0	800	406	50.75
101-301-818.035	SEAL LOGOS	750	0	0	0	0	750	0	0.00
101-301-818.052	INVESTIGATIVE SERVICES	1,000	0	0	0	0	1,000	510	51.00
101-301-818.071	JANITORIAL SERVICES	7,500	0	0	0	0	7,500	5,191	69.22
101-301-819.000	FLEET AND LIABILITY INSURANC	5,900	0	0	0	0	5,900	4,302	72.92
101-301-870.000	MILEAGE	300	0	0	0	0	300	668	222.51
101-301-880.000	COMMUNITY PROMOTION	5,000	0	0	0	0	5,000	4,565	91.31
101-301-880.001	GRANT-RELATED EXPENSES	0	25,587	0	0	0	25,587	25,587	100.00
101-301-880.004	DESIGNATED EXPENDITURES - POLI	3,000	0	0	0	0	3,000	2,903	96.78
101-301-900.000	PRINT AND PUBLISHING	500	0	0	0	0	500	739	147.73
101-301-920.001	NATURAL GAS	4,000	0	0	0	0	4,000	6,202	155.04
101-301-920.002	ELECTRIC	6,850	0	0	0	0	6,850	1,497	21.85
101-301-920.003	TELEPHONE	8,200	0	0	0	0	8,200	7,948	96.92
101-301-920.006	WATER/SEWER CHARGE	1,000	0	0	0	0	1,000	749	74.92
101-301-931.000	BUILDING MAINTENANCE	15,000	0	0	0	0	15,000	9,905	66.03
101-301-933.000	EQUIPMENT MAINTENANCE	5,000	0	0	16,022	0	21,022	25,267	120.20
101-301-933.004	COPIER MAINTENANCE CONTRACT	2,625	0	0	0	0	2,625	1,089	41.50
101-301-956.003	PARKING LOT LEASE	250	0	0	0	0	250	250	100.00
101-301-960.000	EDUCATION AND TRAINING	0	0	0	0	0	0	359	0.00
101-301-960.009	MICH ASSOC CHIEF/POLICE MTGS	2,000	0	0	0	0	2,000	565	28.26
101-301-960.010	TRAINING	6,000	0	0	0	0	6,000	4,524	75.40
101-301-960.012	OTHER DUES	750	0	0	0	0	750	675	90.00
101-301-960.016	TRAINING / ACT 302 FUNDS	1,300	0	0	0	0	1,300	845	65.00
101-301-960.019	CONTINUING PROFESSIONAL EDUCAT	0	0	0	0	0	0	2,700	0.00
101-301-977.001	MISCELLANEOUS	1,000	0	0	0	0	1,000	993	99.29
101-301-977.005	HAND GUNS & ACCESSORIES	5,300	0	0	0	500	5,800	4,356	75.10
101-301-977.011	COMPUTER EQUIPMENT	2,500	0	0	0	0	2,500	1,744	69.78
101-301-977.015	COMPUTER SOFTWARE	11,475	0	0	0	0	11,475	1,843	16.06
101-301-977.037	RADIO EQUIPMENT	1,800	0	0	0	0	1,800	207	11.48
101-301-980.000	OFFICE EQUIPMENT/FURNITURE	1,000	0	0	0	0	1,000	1,000	100.00

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Fund 101 GENERAL FUND

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
101-336-818.028	OUTSIDE SERVICES	0	1,104	0	0	(1,104)	0	0	0.00
101-336-933.000	EQUIPMENT MAINTENANCE	0	1,999	0	0	(1,999)	0	0	0.00
101-441-702.000	SALARIES AND WAGES	161,162	0	0	0	0	161,162	163,152	101.23
101-441-712.000	FRINGE BENEFITS	48,766	0	0	0	0	48,766	29,259	60.00
101-441-713.001	EMPLOYER SOCIAL SECURITY	10,456	0	0	0	0	10,456	10,785	103.14
101-441-713.002	MEDICARE/EMPLOYER PORTION	2,445	0	0	0	0	2,445	2,522	103.16
101-441-714.002	PENSION -DEFINED BENEFIT	28,866	0	0	0	0	28,866	26,196	90.75
101-441-714.003	PENSION-DEFINED CONTRIBUTION	15,843	0	0	0	0	15,843	12,913	81.51
101-441-722.000	SICK LEAVE	7,479	0	0	0	0	7,479	5,011	67.00
101-441-734.000	OPERATING SUPPLIES/DPW	15,000	0	0	0	0	15,000	14,039	93.59
101-441-768.008	UNIFORM-SERVICE	10,000	0	0	0	0	10,000	7,900	79.00
101-441-818.000	CONTRACTUAL SERVICES	0	0	0	0	0	0	1,998	0.00
101-441-818.034	ELECTRIC	2,000	0	0	0	0	2,000	2,116	105.82
101-441-818.054	ALARM MONITORING SERVICE	700	0	0	0	0	700	1,131	161.54
101-441-853.004	MONTHLY & LONG DISTANCE SERV	4,500	0	0	0	0	4,500	2,424	53.87
101-441-920.001	NATURAL GAS	4,500	0	0	0	0	4,500	4,102	91.16
101-441-920.004	BUILDING AND YARD LIGHT	5,000	0	0	0	0	5,000	9,782	195.64
101-441-920.005	STREET LIGHTS	88,000	0	0	0	0	88,000	104,154	118.36
101-441-920.006	WATER/SEWER CHARGE	1,800	0	0	0	0	1,800	1,829	101.59
101-441-920.009	DOWNTOWN LIGHTS	6,000	0	0	0	0	6,000	3,230	53.84
101-441-931.003	DEPOT BUILDING MAINTENANCE	13,500	0	0	0	0	13,500	13,423	99.43
101-441-933.000	EQUIPMENT MAINTENANCE	0	0	0	0	0	0	563	0.00
101-441-943.000	MOBILE EQUIPMENT RENTAL	0	0	0	0	0	0	154	0.00
101-441-956.000	MISCELLANEOUS	2,500	0	0	0	0	2,500	740	29.61
101-441-956.006	CODE ENFORCEMENT MOWING	2,000	0	0	0	0	2,000	1,325	66.25
101-441-960.000	EDUCATION AND TRAINING	2,500	0	0	0	0	2,500	1,065	42.60
101-441-974.015	STREET LIGHT INSTALLATION	20,000	41,719	0	0	0	61,719	41,719	67.60
101-441-974.018	STORM DRAINS	10,000	0	0	0	0	10,000	1,059	10.59
101-441-974.019	PARKING LOT REPAIRS	10,000	0	0	0	0	10,000	0	0.00
101-441-975.000	BUILDING IMPROVEMENT	1,000	0	0	0	0	1,000	0	0.00
101-441-977.000	EQUIPMENT PURCHASE	3,000	0	0	11,000	0	14,000	19,747	141.05
101-441-977.046	SAFETY BOOT ALLOWANCE	2,000	0	0	0	0	2,000	605	30.25
101-751-702.000	SALARIES AND WAGES	76,723	0	0	0	0	76,723	64,814	84.48
101-751-702.004	POOL WAGES	13,400	0	0	0	0	13,400	12,626	94.22
101-751-712.000	FRINGE BENEFITS	18,181	0	0	0	0	18,181	16,202	89.12
101-751-713.001	EMPLOYER SOCIAL SECURITY	5,757	0	0	0	0	5,757	4,432	76.99
101-751-713.002	MEDICARE/EMPLOYER PORTION	1,346	0	0	0	0	1,346	1,037	77.01
101-751-714.002	PENSION -DEFINED BENEFIT	11,197	0	0	0	0	11,197	13,625	121.68
101-751-722.000	SICK LEAVE	2,728	0	0	0	0	2,728	1,338	49.04
101-751-732.009	CUSTODIAL SUPPLIES	300	0	0	0	0	300	0	0.00
101-751-736.000	PLAYGROUND SUPPLIES/REC DEPT	800	0	0	0	0	800	81	10.11
101-751-750.002	GASOLINE	500	0	0	0	0	500	647	129.47
101-751-754.000	CHEMICAL/CLEANING SUPPLIES	3,500	0	0	0	0	3,500	0	0.00
101-751-755.000	OPERATING SUPPLIES	500	0	0	0	(200)	300	272	90.65
101-751-810.000	PROCESSING FEE	1,200	0	0	0	0	1,200	0	0.00
101-751-870.000	MILEAGE	0	0	500	0	0	500	189	37.78
101-751-886.001	SOFTBALL	1,500	0	0	0	0	1,500	421	28.09
101-751-886.003	VOLLEYBALL	0	0	0	0	0	0	35	0.00
101-751-886.005	CONCERTS	8,000	0	0	0	0	8,000	0	0.00
101-751-886.015	FLAG FOOTBALL	2,000	0	0	0	0	2,000	4,968	248.40
101-751-886.016	BASKETBALL PROGRAMS	2,300	0	0	0	0	2,300	1,824	79.29
101-751-886.017	COMMUNITY ED PROGRAMS	13,000	0	0	0	800	13,800	15,600	113.05
101-751-920.006	WATER/SEWER CHARGE	4,000	0	0	0	0	4,000	13,559	338.97
101-751-920.007	HEAT/ SPRAY PARK	600	0	0	0	0	600	2,110	351.71
101-751-920.008	ELECTRIC/SPRAY PARK	3,000	0	0	0	0	3,000	823	27.42
101-751-929.001	SPRAY PARK MAINTENANCE/SUPPLIE	450	0	0	0	0	450	555	123.26
101-751-956.000	MISCELLANEOUS	1,500	0	0	0	(600)	900	213	23.71
101-751-960.000	EDUCATION AND TRAINING	1,300	0	0	0	0	1,300	820	63.06

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Fund 101 GENERAL FUND

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
101-751-977.015	COMPUTER SOFTWARE	4,000	0	0	0	0	4,000	468	11.70
101-752-702.000	SALARIES AND WAGES	95,825	0	0	0	0	95,825	78,888	82.32
101-752-712.000	FRINGE BENEFITS	5,482	0	0	0	0	5,482	7,666	139.85
101-752-713.001	EMPLOYER SOCIAL SECURITY	5,941	0	0	0	0	5,941	4,808	80.93
101-752-713.002	MEDICARE/EMPLOYER PORTION	1,389	0	0	0	0	1,389	1,124	80.96
101-752-714.002	PENSION -DEFINED BENEFIT	7,989	0	0	0	0	7,989	8,909	111.51
101-752-714.003	PENSION-DEFINED CONTRIBUTION	1,120	0	0	0	0	1,120	259	23.16
101-752-735.000	OPERATING SUPP/PARKS DEPT	5,500	0	0	0	0	5,500	7,308	132.87
101-752-814.000	COMPUTER & PHONE SERVICE	6,500	0	0	0	0	6,500	3,049	46.92
101-752-818.044	BAND SHELL	2,500	0	0	0	0	2,500	0	0.00
101-752-920.001	NATURAL GAS	3,200	0	0	0	0	3,200	1,234	38.55
101-752-920.002	ELECTRIC	8,500	0	0	0	0	8,500	7,616	89.60
101-752-920.003	TELEPHONE	1,420	0	0	0	0	1,420	1,189	83.72
101-752-920.006	WATER/SEWER CHARGE	8,000	0	0	0	0	8,000	6,886	86.07
101-752-936.000	PARK MAINTENANCE	8,500	0	546	0	0	9,046	8,540	94.41
101-752-956.000	MISCELLANEOUS	1,000	0	0	0	0	1,000	1,094	109.44
101-752-974.008	BALL DIAMOND REPAIRS	500	0	0	0	0	500	0	0.00
101-752-977.021	PARK IMPROVEMENT	8,000	4,675	0	0	0	12,675	8,517	67.20
101-752-977.022	HAND MOWER & LEAF	2,000	0	0	0	0	2,000	3,020	151.00
101-752-977.026	PARK IMPROVEMENT - PARK HOUSE	1,500	0	0	0	0	1,500	0	0.00
101-901-818.300	CONTRACTUAL SERVICES - ARPA	0	65,640	0	0	0	65,640	16,802	25.60
101-901-970.001	CAPITAL OUTLAY - GENERAL GOVER	205,024	0	0	0	0	205,024	4,101	2.00
101-901-970.002	CAPITAL OUTLAY - FIRE	0	4,560	0	0	0	4,560	4,585	100.55
101-901-970.003	CAPITAL OUTLAY - PUBLIC WORKS	31,000	10,000	0	0	0	41,000	5,000	12.20
101-901-970.004	CAPITAL OUTLAY - RECREATION &	99,130	5,000	29,532	0	0	133,662	65,534	49.03
101-901-970.005	CAPITAL OUTLAY - POLICE	54,000	0	0	0	0	54,000	35,081	64.97
101-901-970.006	CAPITAL OUTLAY - WILSON CENTER	0	34,772	0	0	0	34,772	11,892	34.20
101-901-989.004	CAPITAL IMPROVE/CITY DRAINS	0	0	0	17,000	0	17,000	16,978	99.87
101-901-989.023	AMBULANCE/CITY SHARE	115,470	0	0	0	0	115,470	115,470	100.00
101-901-991.001	GENERAL LONG TERM DEBT PRIN	57,043	(57,043)	0	0	0	0	0	0.00
101-901-993.015	GENERAL LONG TERM DEBT INT	23,377	(23,377)	0	0	0	0	0	0.00
101-901-995.125	TRANSFER TO WILSON CENTER	91,342	0	0	0	26,000	117,342	94,846	80.83
101-901-995.136	TRANSFER TO FIRE DEPARTMENT	335,864	80,420	0	0	540,500	956,784	952,877	99.59
101-901-995.401	TRANSFER TO FANTASY FOREST	235,000	0	0	0	0	235,000	235,000	100.00
101-901-995.661	TRANSFER TO MOTOR POOL	31,833	0	0	(31,833)	701,667	701,667	733,500	104.54
TOTAL Expenditures		5,868,699	195,306	36,978	12,189	1,265,064	7,378,236	6,630,165	89.86
TOTAL FOR FUND 101									
REVENUES:		5,873,890	22,000	546	15,602	66,100	5,978,137	5,007,825	0.00
EXPENDITURES		5,868,699	195,306	36,977	12,188	1,265,064	7,378,234	6,630,164	0.00
NET OF REVENUES vs. EXPENDITURES		5,191	(173,306)	(36,432)	3,413	(1,198,964)	(1,400,097)	(1,622,339)	0.00

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

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
125-000-699.101	TRANSFER FROM GENERAL FUND	91,342	0	0	0	26,000	117,342	94,846	80.83
TOTAL Revenues		91,342	0	0	0	26,000	117,342	94,846	80.83
125-751-702.000	SALARIES AND WAGES	7,500	0	0	0	0	7,500	5,000	66.67
125-751-713.001	EMPLOYER SOCIAL SECURITY	465	0	0	0	0	465	0	0.00
125-751-713.002	MEDICARE/EMPLOYER PORTION	109	0	0	0	0	109	0	0.00
125-751-818.000	CONTRACTUAL SERVICES	0	0	0	0	0	0	15,000	0.00
125-901-993.015	GENERAL OBLIGATION BONDS - INT	83,268	0	0	0	0	83,268	94,846	113.91
TOTAL Expenditures		91,342	0	0	0	0	91,342	114,846	125.73
TOTAL FOR FUND 125									
REVENUES:		91,342	0	0	0	26,000	117,342	94,846	0.00
EXPENDITURES		91,342	0	0	0	0	91,342	114,846	0.00
NET OF REVENUES vs. EXPENDITURES		0	0	0	0	26,000	26,000	(20,000)	0.00

Year Ended 06/30/2025

Fund 136 FIRE DEPARTMENT

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
136-000-540.000	STATE GRANTS	0	4,955	0	0	0	4,955	0	0.00
136-000-632.000	RURAL FIRE SERVICE	114,406	0	0	0	0	114,406	124,704	109.00
136-000-632.001	CITY FIRE SERVICE	13,500	0	0	0	0	13,500	8,400	62.22
136-000-665.000	INTEREST EARNED/INVESTMENTS	0	0	0	0	0	0	19,274	0.00
136-000-676.002	INSURANCE REIMBURSEMENT	0	0	0	0	2,410	2,410	2,587	107.33
136-000-699.035	TRANSFER FROM GENERAL	335,864	80,420	0	0	540,500	956,784	872,457	91.19
TOTAL Revenues		463,770	85,375	0	0	542,910	1,092,055	1,027,422	94.08
136-336-702.000	SALARIES AND WAGES	141,849	0	0	(11,000)	(500)	130,349	126,841	97.31
136-336-702.032	ADMINISTRATIVE ASST.	12,353	0	0	0	0	12,353	12,968	104.98
136-336-712.000	FRINGE BENEFITS	1,644	0	0	0	2,500	4,144	3,100	74.80
136-336-713.001	EMPLOYER SOCIAL SECURITY	9,560	0	0	0	0	9,560	8,651	90.49
136-336-713.002	MEDICARE/EMPLOYER PORTION	2,236	0	0	0	0	2,236	2,023	90.48
136-336-714.002	PENSION -DEFINED BENEFIT	1,909	0	0	0	0	1,909	6,144	321.85
136-336-714.003	PENSION-DEFINED CONTRIBUTION	0	0	0	0	0	0	2,319	0.00
136-336-715.002	FIRE DEPARTMENT / ACCIDENT	1,500	0	0	0	(1,500)	0	0	0.00
136-336-732.011	BATTERIES	500	0	0	0	(494)	6	7	109.85
136-336-733.000	OPERATING SUPPLIES/FIRE DEPT	5,500	0	0	3,000	539	9,039	8,272	91.51
136-336-750.002	GASOLINE	4,000	0	0	0	0	4,000	4,174	104.35
136-336-768.000	UNIFORMS	2,400	0	0	0	0	2,400	2,340	97.49
136-336-786.011	TURNOUT GEAR	9,000	0	0	5,000	0	14,000	13,250	94.64
136-336-818.028	OUTSIDE SERVICES	11,000	0	0	0	1,904	12,904	9,273	71.86
136-336-818.071	JANITORIAL SERVICES	5,000	0	0	(2,000)	0	3,000	3,543	118.10
136-336-819.000	FLEET AND LIABILITY INSURANC	6,500	0	0	0	0	6,500	9,232	142.03
136-336-880.000	COMMUNITY PROMOTION	3,100	0	0	0	0	3,100	2,923	94.29
136-336-880.001	GRANT-RELATED EXPENSES	4,999	4,911	0	0	8,795	18,705	18,705	100.00
136-336-920.001	NATURAL GAS	3,500	0	0	0	0	3,500	4,474	127.83
136-336-920.002	ELECTRIC	4,000	0	0	0	0	4,000	5,141	128.53
136-336-920.003	TELEPHONE	3,000	0	0	0	0	3,000	4,724	157.45
136-336-920.006	WATER/SEWER	4,000	0	0	0	0	4,000	3,849	96.22
136-336-933.000	EQUIPMENT MAINTENANCE	14,000	0	0	15,390	4,409	33,799	30,653	90.69
136-336-935.001	FIRE HALL MAINTENANCE	7,000	0	0	(1,500)	(1,000)	4,500	3,579	79.54
136-336-956.000	MISCELLANEOUS	1,200	0	0	0	0	1,200	1,162	96.82
136-336-960.000	EDUCATION AND TRAINING	2,200	0	0	0	0	2,200	2,137	97.13
136-336-961.000	PROFESSIONAL DUES	520	0	0	0	(345)	175	175	100.00
136-336-977.037	COMMUNICATIONS	3,500	0	0	(1,440)	0	2,060	1,747	84.82
136-336-977.061	GENERATOR MAINTENANCE	800	0	0	0	0	800	800	100.00
136-901-970.002	CAPITAL OUTLAY - FIRE	197,000	0	0	(7,450)	0	189,550	189,550	100.00
136-901-991.001	GENERAL OBLIGATION BONDS - PRI	0	57,043	0	0	0	57,043	57,043	100.00
136-901-993.015	GENERAL OBLIGATION BONDS - INT	0	23,377	0	0	0	23,377	23,377	100.00
136-901-995.661	TRANSFER TO MOTOR POOL	0	0	0	31,833	0	31,833	31,833	100.00
TOTAL Expenditures		463,770	85,331	0	31,833	14,308	595,242	594,009	99.79
TOTAL FOR FUND 136									
REVENUES:		463,770	85,375	0	0	542,910	1,092,055	1,027,422	0.00
EXPENDITURES		463,770	85,331	0	31,833	14,308	595,243	594,009	0.00
NET OF REVENUES vs. EXPENDITURES		0	44	0	(31,833)	528,602	496,813	433,413	0.00

Year Ended 06/30/2025

Fund 202 MAJOR STREET FUND

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
202-000-546.000	GAS TAX REFUND (ACT 51)	856,889	0	0	0	0	856,889	567,170	66.19
202-000-546.001	BUILD MICHIGAN (ACT 51)	15,529	0	0	0	0	15,529	8,828	56.85
202-000-665.000	INTEREST EARNED/INVESTMENTS	100	0	0	0	0	100	0	0.00
202-000-676.002	INSURANCE REIMBURSEMENT	800	0	0	0	0	800	2,436	304.51
202-000-699.007	TRANSFER FROM STREET MILLAGE	416,000	0	0	27,627	0	443,627	407,876	91.94
202-000-699.026	Transfer from LDFA	55,000	0	0	0	(55,000)	0	0	0.00
202-000-699.034	USE OF FUND BALANCE	112,000	0	0	0	0	112,000	0	0.00
TOTAL Revenues		1,456,318	0	0	27,627	(55,000)	1,428,945	986,310	69.02
202-451-995.100	APPROPRIATION TRANSFER OUT	4,000	0	0	0	0	4,000	0	0.00
202-451-995.203	TRANSFER TO LOCAL STREET	33,000	0	0	0	0	33,000	0	0.00
202-451-995.661	TRANSFER TO MOTOR POOL	345,342	0	0	0	0	345,342	152,979	44.30
202-463-702.000	SALARIES AND WAGES	58,037	0	0	0	0	58,037	44,249	76.24
202-463-712.000	FRINGE BENEFITS	9,694	0	0	0	0	9,694	10,319	106.45
202-463-713.001	EMPLOYER SOCIAL SECURITY	3,598	0	0	0	0	3,598	2,634	73.22
202-463-713.002	MEDICARE/EMPLOYER PORTION	842	0	0	0	0	842	616	73.18
202-463-714.002	PENSION -DEFINED BENEFIT	10,489	0	0	0	0	10,489	8,092	77.15
202-463-714.003	PENSION-DEFINED CONTRIBUTION	5,016	0	0	0	0	5,016	4,451	88.73
202-463-737.001	SAND	1,000	0	0	0	0	1,000	0	0.00
202-463-737.002	GRAVEL	2,500	0	0	0	0	2,500	1,680	67.20
202-463-737.003	STORM SEWER MAINTENANCE	15,000	0	0	0	0	15,000	17,447	116.31
202-463-737.004	CURB AND GUTTER MATERIAL	7,000	0	0	0	0	7,000	0	0.00
202-463-741.003	COLD PATCH	5,000	0	0	0	0	5,000	4,502	90.04
202-463-818.000	CONTRACTUAL SERVICES	178,547	0	0	0	(55,000)	123,547	44,635	36.13
202-463-818.019	TREE AND SHRUB MAINTENANCE	25,000	0	0	0	0	25,000	20,216	80.86
202-463-818.038	CURB AND GUTTER REPAIR	7,000	0	0	0	0	7,000	1,674	23.91
202-463-818.042	TREE PLANTING	3,000	0	0	0	0	3,000	3,000	100.00
202-463-818.050	PREVENTATIVE MAINTENANCE	87,000	2,016	0	0	0	89,016	0	0.00
202-463-818.203	CONTRACTUAL SERVICES - ANNUAL	416,000	0	0	27,627	0	443,627	445,582	100.44
202-463-818.300	CONTRACTUAL SERVICES - ARPA	0	0	0	0	0	0	470	0.00
202-463-931.002	STREET CUT REPAIR	20,000	1,000	0	0	0	21,000	4,687	22.32
202-463-972.015	STREET CUT REPAIR	15,000	3,600	0	0	0	18,600	0	0.00
202-463-974.001	SIDEWALKS	25,000	26,500	0	0	0	51,500	34,288	66.58
202-463-974.002	DRIVEWAY APPROACHES	1,000	0	0	0	0	1,000	(460)	(46.00)
202-463-974.004	SIDEWALK REIMBURSEMENT PGM	3,000	0	0	0	0	3,000	(312)	(10.40)
202-475-702.000	SALARIES AND WAGES	9,220	0	0	0	0	9,220	6,442	69.87
202-475-712.000	FRINGE BENEFITS	652	0	0	0	0	652	1,334	204.68
202-475-713.001	EMPLOYER SOCIAL SECURITY	572	0	0	0	0	572	388	67.79
202-475-713.002	MEDICARE/EMPLOYER PORTION	134	0	0	0	0	134	91	67.66
202-475-714.002	PENSION -DEFINED BENEFIT	3,329	0	0	0	0	3,329	2,568	77.15
202-475-714.003	PENSION-DEFINED CONTRIBUTION	902	0	0	0	0	902	670	74.28
202-475-738.001	SIGNS AND SIGNALS MATERIALS	7,600	0	0	0	0	7,600	766	10.09
202-475-738.003	SAFETY BARRICADES	3,000	0	0	0	0	3,000	1,992	66.41
202-475-818.018	LANE MARKING	15,000	8,757	0	0	0	23,757	8,325	35.04
202-475-818.021	SIGNS & SIGNALS/CONTRACTUAL	0	0	0	0	0	0	1,435	0.00
202-479-702.000	SALARIES AND WAGES	9,875	0	0	0	0	9,875	15,352	155.46
202-479-712.000	FRINGE BENEFITS	1,592	0	0	0	0	1,592	2,636	165.57
202-479-713.001	EMPLOYER SOCIAL SECURITY	612	0	0	0	0	612	923	150.89
202-479-713.002	MEDICARE/EMPLOYER PORTION	143	0	0	0	0	143	216	151.01
202-479-714.002	PENSION -DEFINED BENEFIT	2,114	0	0	0	0	2,114	1,631	77.15
202-479-714.003	PENSION-DEFINED CONTRIBUTION	911	0	0	0	0	911	1,521	166.96
202-479-743.001	SALT	20,000	0	0	0	0	20,000	11,017	55.08
202-479-943.000	MOBILE EQUIPMENT RENTAL	0	0	0	0	0	0	46	0.00
202-483-804.000	ADMINISTRATION CHARGES	93,165	0	0	0	0	93,165	93,165	100.00



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

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
202-483-818.062	Asset Management	6,000	0	0	0	0	6,000	0	0.00
TOTAL Expenditures		1,455,886	41,873	0	27,627	(55,000)	1,470,386	951,267	64.70
TOTAL FOR FUND 202									
REVENUES:		1,456,318	0	0	27,627	(55,000)	1,428,945	986,310	0.00
EXPENDITURES		1,455,884	41,873	0	27,627	(55,000)	1,470,384	951,268	0.00
NET OF REVENUES vs. EXPENDITURES		434	(41,873)	0	0	0	(41,439)	35,042	0.00

Year Ended 06/30/2025

Fund 203 LOCAL STREET FUND

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
203-000-546.000	GAS TAX REFUND (ACT 51)	299,560	0	0	0	0	299,560	206,065	68.79
203-000-546.001	BUILD MICHIGAN (ACT 51)	5,180	0	0	0	0	5,180	3,207	61.92
203-000-676.002	INSURANCE REIMBURSEMENT	500	0	0	0	0	500	1,091	218.27
203-000-677.000	MISCELLANEOUS REVENUE	0	0	0	0	0	0	80	0.00
203-000-699.007	TRANSFER FROM STREET MILLAGE	582,000	0	0	0	0	582,000	415,604	71.41
203-000-699.008	TRANSFER FROM MAJOR STREET	33,000	0	0	0	0	33,000	0	0.00
TOTAL Revenues		920,240	0	0	0	0	920,240	626,047	68.03
203-463-702.000	SALARIES AND WAGES	48,448	0	0	0	0	48,448	34,653	71.53
203-463-712.000	FRINGE BENEFITS	10,663	0	0	0	0	10,663	4,855	45.53
203-463-713.001	EMPLOYER SOCIAL SECURITY	3,004	0	0	0	0	3,004	2,096	69.77
203-463-713.002	MEDICARE/EMPLOYER PORTION	702	0	0	0	0	702	490	69.83
203-463-714.002	PENSION -DEFINED BENEFIT	10,446	0	0	0	0	10,446	8,060	77.15
203-463-714.003	PENSION-DEFINED CONTRIBUTION	4,780	0	0	0	0	4,780	3,094	64.73
203-463-741.001	CHLORIDE	3,000	0	0	0	0	3,000	1,600	53.33
203-463-741.002	GRAVEL	3,000	0	0	0	0	3,000	0	0.00
203-463-741.003	COLD PATCH	5,000	0	0	0	0	5,000	0	0.00
203-463-741.005	SAND	2,000	0	0	0	0	2,000	0	0.00
203-463-818.000	CONTRACTUAL SERVICES	1,041	0	0	0	0	1,041	1,961	188.35
203-463-818.019	TREE AND SHRUB MAINTENANCE	25,000	0	0	0	0	25,000	30,531	122.12
203-463-818.022	STORM DRAINS	35,000	0	0	0	0	35,000	7,221	20.63
203-463-818.038	CURB AND GUTTER REPAIR	7,000	0	0	0	0	7,000	3,000	42.86
203-463-818.042	TREE PLANTING	3,000	0	0	0	0	3,000	3,000	100.00
203-463-818.050	PREVENTATIVE MAINTENANCE	10,000	0	0	0	0	10,000	9,766	97.66
203-463-818.203	CONTRACTUAL SERVICES - ANNUAL	582,000	0	0	0	0	582,000	581,354	99.89
203-463-972.015	STREET CUT REPAIR	20,000	0	0	0	0	20,000	4,687	23.43
203-463-974.001	SIDEWALKS	25,000	19,000	0	0	0	44,000	34,336	78.04
203-463-974.002	DRIVEWAY APPROACHES	2,000	0	0	0	0	2,000	853	42.63
203-463-974.004	SIDEWALK REIMBURSEMENT PGM	3,000	0	0	0	0	3,000	1,000	33.33
203-475-702.000	SALARIES AND WAGES	4,809	0	0	0	0	4,809	3,241	67.40
203-475-712.000	FRINGE BENEFITS	635	0	0	0	0	635	1,023	161.01
203-475-713.001	EMPLOYER SOCIAL SECURITY	298	0	0	0	0	298	194	65.20
203-475-713.002	MEDICARE/EMPLOYER PORTION	70	0	0	0	0	70	45	64.90
203-475-714.002	PENSION -DEFINED BENEFIT	3,546	0	0	0	0	3,546	2,735	77.15
203-475-714.003	PENSION-DEFINED CONTRIBUTION	491	0	0	0	0	491	399	81.31
203-475-742.003	REPLACEMENT SIGNS	7,000	3,300	0	0	0	10,300	4,050	39.32
203-475-818.018	LANE MARKING	10,000	3,307	0	0	0	13,307	8,087	60.77
203-479-702.000	SALARIES AND WAGES	8,826	0	0	0	0	8,826	3,844	43.56
203-479-712.000	FRINGE BENEFITS	1,313	0	0	0	0	1,313	548	41.76
203-479-713.001	EMPLOYER SOCIAL SECURITY	547	0	0	0	0	547	231	42.24
203-479-713.002	MEDICARE/EMPLOYER PORTION	128	0	0	0	0	128	54	42.22
203-479-714.002	PENSION -DEFINED BENEFIT	1,818	0	0	0	0	1,818	1,402	77.15
203-479-714.003	PENSION-DEFINED CONTRIBUTION	798	0	0	0	0	798	356	44.56
203-479-743.001	SALT	20,000	0	0	0	0	20,000	11,017	55.08
203-479-943.000	MOBILE EQUIPMENT RENTAL	0	0	0	0	0	0	232	0.00
203-483-804.000	ADMINISTRATION CHARGES	49,067	0	0	0	0	49,067	49,067	100.00
203-483-818.062	Asset Management	6,000	0	0	0	0	6,000	0	0.00
TOTAL Expenditures		919,430	25,607	0	0	0	945,037	819,082	86.67
TOTAL FOR FUND 203									
REVENUES:		920,240	0	0	0	0	920,240	626,047	0.00
EXPENDITURES		919,430	25,607	0	0	0	945,038	819,083	0.00

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
NET OF REVENUES vs. EXPENDITURES		810	(25,607)	0	0	0	(24,798)	(193,036)	0.00

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

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
248-000-404.000	CURRENT PROPERTY TAX	45,630	0	0	0	0	45,630	42,579	93.31
TOTAL Revenues		45,630	0	0	0	0	45,630	42,579	93.31
248-451-713.001	EMPLOYER SOCIAL SECURITY	0	0	0	0	0	0	732	0.00
248-451-713.002	MEDICARE/EMPLOYER PORTION	0	0	0	0	0	0	171	0.00
248-451-804.000	ADMINISTRATION CHARGES	7,310	0	0	0	0	7,310	7,310	100.00
248-451-818.000	CONTRACTUAL SERVICES	12,500	0	0	0	0	12,500	16,128	129.03
248-451-818.040	DOWNTOWN IMPROVEMENT	25,900	0	0	0	0	25,900	26,705	103.11
248-451-880.007	FACADE GRANTS	30,000	0	0	0	0	30,000	37,800	126.00
TOTAL Expenditures		75,710	0	0	0	0	75,710	88,846	117.35
TOTAL FOR FUND 248									
REVENUES:		45,630	0	0	0	0	45,630	42,579	0.00
EXPENDITURES		75,710	0	0	0	0	75,710	88,846	0.00
NET OF REVENUES vs. EXPENDITURES		(30,080)	0	0	0	0	(30,080)	(46,267)	0.00

Year Ended 06/30/2025

Fund 250 LOCAL DEVELOPMENT FINANCE AUTHORITY FUND

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
250-000-404.000	CURRENT PROPERTY TAX	248,244	0	0	0	0	248,244	272,792	109.89
250-000-665.000	INTEREST EARNED/INVESTMENTS	100	0	0	0	0	100	0	0.00
TOTAL Revenues		248,344	0	0	0	0	248,344	272,792	109.84
250-172-804.000	ADMINISTRATION CHARGES	2,099	0	0	0	0	2,099	2,099	100.00
250-172-818.000	CONTRACTUAL SERVICES	0	0	49,917	0	0	49,917	52,917	106.01
250-172-920.002	ELECTRIC	1,300	0	0	0	0	1,300	537	41.32
250-172-956.000	MISCELLANEOUS	3,000	0	0	0	0	3,000	0	0.00
250-172-995.101	TRANSFER TO GENERAL FUND	4,000	0	0	0	0	4,000	4,000	100.00
250-901-995.202	TRANSFER TO MAJOR STREETS	55,000	0	0	0	0	55,000	0	0.00
TOTAL Expenditures		65,399	0	49,917	0	0	115,316	59,553	51.64
TOTAL FOR FUND 250									
REVENUES:		248,344	0	0	0	0	248,344	272,792	0.00
EXPENDITURES		65,399	0	49,917	0	0	115,316	59,553	0.00
NET OF REVENUES vs. EXPENDITURES		182,945	0	(49,917)	0	0	133,028	213,239	0.00

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

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
251-000-452.006	DOWNTOWN BUSINESS DISTRICT	41,725	0	0	0	0	41,725	41,744	100.04
251-000-653.001	FARMERS' MARKET	1,500	0	0	0	0	1,500	1,725	114.99
251-000-653.003	CAR SHOWS	3,000	0	0	0	0	3,000	3,625	120.82
251-000-653.005	MINT FESTIVAL	30,000	0	0	0	0	30,000	43,477	144.92
251-000-653.010	SPRING FESTIVAL	0	0	0	0	0	0	(9)	0.00
251-000-653.013	WINTER FESTIVAL	2,000	0	0	0	0	2,000	380	19.00
251-000-665.000	INTEREST EARNED/INVESTMENTS	0	0	0	0	0	0	69	0.00
251-000-674.005	CORPORATE SPONSORS	0	0	0	0	0	0	1,000	0.00
251-000-677.000	MISCELLANEOUS REVENUE	0	0	0	0	0	0	220	0.00
251-000-679.000	MARKETING CO-OP	2,500	0	0	0	0	2,500	2,750	110.00
TOTAL Revenues		80,725	0	0	0	0	80,725	94,981	117.66
251-172-713.001	EMPLOYER SOCIAL SECURITY	0	0	0	0	0	0	732	0.00
251-172-713.002	MEDICARE/EMPLOYER PORTION	0	0	0	0	0	0	171	0.00
251-172-730.000	OFFICE SUPPLIES/ADM	100	0	0	0	0	100	0	0.00
251-172-751.000	EVENT COLLABORATION	4,400	0	0	0	0	4,400	2,950	67.06
251-172-751.001	FARMERS' MARKET	1,000	0	0	0	0	1,000	928	92.77
251-172-751.002	CAR SHOWS	3,000	0	0	0	0	3,000	0	0.00
251-172-751.003	MINT FESTIVAL	20,000	0	0	0	0	20,000	30,912	154.56
251-172-751.007	WINTER FESTIVAL	0	0	0	0	0	0	1,956	0.00
251-172-751.010	FALL FESTIVAL	1,500	0	0	0	0	1,500	988	65.88
251-172-804.000	ADMINISTRATION CHARGES	6,600	0	0	0	0	6,600	6,600	100.00
251-172-814.002	WEBSITE	4,500	0	0	0	0	4,500	810	18.00
251-172-818.000	CONTRACTUAL SERVICES	12,500	0	0	0	0	12,500	11,805	94.44
251-172-818.040	DOWNTOWN IMPROVEMENT	12,000	0	0	0	0	12,000	9,429	78.57
251-172-826.086	AUDIT FEES	500	0	0	0	0	500	0	0.00
251-172-853.004	MONTHLY & LONG DISTANCE SERV	500	0	0	0	0	500	511	102.21
251-172-880.008	MARKETING	4,500	0	0	0	0	4,500	6,943	154.30
251-172-882.000	MARKETING CO-OP	3,000	0	0	0	0	3,000	8,000	266.67
251-172-956.000	MISCELLANEOUS	500	0	0	0	0	500	431	86.12
251-172-960.000	EDUCATION AND TRAINING	500	0	0	0	0	500	150	30.00
251-172-961.000	PROFESSIONAL DUES	200	0	0	0	0	200	350	175.00
251-172-969.000	GRANTS	0	0	0	0	0	0	435	0.00
251-172-969.001	MUSIC	1,000	0	0	0	0	1,000	849	84.89
TOTAL Expenditures		76,300	0	0	0	0	76,300	84,950	111.34
TOTAL FOR FUND 251									
REVENUES:		80,725	0	0	0	0	80,725	94,980	0.00
EXPENDITURES		76,300	0	0	0	0	76,300	84,950	0.00
NET OF REVENUES vs. EXPENDITURES		4,425	0	0	0	0	4,425	10,030	0.00

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

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
401-000-510.000	GRANT PROCEEDS	0	0	0	0	0	0	5,000	0.00
401-000-528.000	OTHER FEDERAL GRANTS	694,000	0	0	0	0	694,000	0	0.00
401-000-665.000	INTEREST EARNED/INVESTMENTS	0	0	0	0	0	0	11,081	0.00
401-000-674.003	CONTRIBUTIONS/DONATIONS	75,000	0	750,000	0	0	825,000	616,487	74.73
401-000-699.035	TRANSFER FROM GENERAL	235,000	0	0	(235,000)	0	0	0	0.00
401-000-699.101	TRANSFER FROM GENERAL FUND	0	0	0	235,000	0	235,000	235,000	100.00
TOTAL Revenues		1,004,000	0	750,000	0	0	1,754,000	867,568	49.46
401-451-735.001	BUILDING MATERIALS/SUPPLIES	769,000	0	0	0	(100,000)	669,000	631,438	94.39
401-451-818.069	CONTRACTORS/OUTSIDE SERVICES	40,000	64,742	750,000	0	153,785	1,008,527	180,077	17.86
401-451-880.003	PROMOTION/PRINTING	0	0	0	0	0	0	7,380	0.00
TOTAL Expenditures		809,000	64,742	750,000	0	53,785	1,677,527	818,895	48.82
TOTAL FOR FUND 401									
REVENUES:		1,004,000	0	750,000	0	0	1,754,000	867,568	0.00
EXPENDITURES		809,000	64,742	750,000	0	53,785	1,677,527	818,895	0.00
NET OF REVENUES vs. EXPENDITURES		195,000	(64,742)	0	0	(53,785)	76,473	48,672	0.00



Year Ended 06/30/2025

Fund 402 WILSON CENTER CAPITAL IMPROVEMENT

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
402-000-665.000	INTEREST EARNED/INVESTMENTS	0	0	0	0	0	0	79,980	0.00
TOTAL Revenues		0	0	0	0	0	0	79,980	100.00
402-451-818.069	CONTRACTUAL SERVICES	0	0	0	0	25,000	25,000	18,406	73.63
402-451-994.001	Issuance Costs	0	0	0	0	30,000	30,000	27,950	93.17
TOTAL Expenditures		0	0	0	0	55,000	55,000	46,356	84.28
TOTAL FOR FUND 402									
REVENUES:		0	0	0	0	0	0	79,980	0.00
EXPENDITURES		0	0	0	0	55,000	55,000	46,356	0.00
NET OF REVENUES vs. EXPENDITURES		0	0	0	0	(55,000)	(55,000)	33,624	0.00

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

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
406-000-404.000	CURRENT PROPERTY TAX	861,755	0	0	0	0	861,755	832,810	96.64
406-000-445.000	INTEREST-PENALTY/DELINQ TAX	0	0	0	0	0	0	1,850	0.00
406-000-573.000	Local Community Stabilization	30,000	0	0	0	0	30,000	51,715	172.38
406-000-699.034	USE OF FUND BALANCE	106,246	0	0	0	0	106,246	0	0.00
TOTAL Revenues		998,001	0	0	0	0	998,001	886,375	88.82
406-451-995.202	TRANSFER TO MAJOR STREET	416,000	0	0	27,627	0	443,627	407,876	91.94
406-451-995.203	TRANSFER TO LOCAL STREET	582,000	0	0	0	0	582,000	415,604	71.41
TOTAL Expenditures		998,000	0	0	27,627	0	1,025,627	823,480	80.29
TOTAL FOR FUND 406									
REVENUES:		998,001	0	0	0	0	998,001	886,375	0.00
EXPENDITURES		998,000	0	0	27,627	0	1,025,627	823,480	0.00
NET OF REVENUES vs. EXPENDITURES		1	0	0	(27,627)	0	(27,626)	62,895	0.00

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

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
515-000-404.000	CURRENT PROPERTY TAX	315,976	0	0	0	0	315,976	306,207	96.91
515-000-405.000	DELINQUENT PROPERTY TAX	0	0	0	0	0	0	5,624	0.00
515-000-445.000	INTEREST-PENALTY/DELINQ TAX	1,000	0	0	0	0	1,000	2,101	210.08
515-000-573.000	Local Community Stabilization	4,500	0	0	0	0	4,500	12,067	268.15
515-000-635.001	WASTE SERVICES FEE	588,280	0	0	0	0	588,280	578,883	98.40
515-000-635.002	WASTE SERVICES PENALTY	0	0	0	0	0	0	12,037	0.00
515-000-665.000	INTEREST EARNED/INVESTMENTS	0	0	0	0	0	0	1,893	0.00
515-000-676.002	INSURANCE REIMBURSEMENT	0	0	0	0	0	0	2,136	0.00
515-000-677.000	MISCELLANEOUS REVENUE	0	0	0	0	0	0	3,400	0.00
515-000-699.034	USE OF FUND BALANCE	27,532	0	0	0	0	27,532	0	0.00
TOTAL Revenues		937,288	0	0	0	0	937,288	924,348	98.62
515-528-702.000	SALARIES AND WAGES	80,637	0	0	0	0	80,637	78,460	97.30
515-528-712.000	FRINGE BENEFITS	16,389	0	0	0	0	16,389	12,136	74.05
515-528-713.001	EMPLOYER SOCIAL SECURITY	4,999	0	0	0	0	4,999	4,735	94.72
515-528-713.002	MEDICARE/EMPLOYER PORTION	1,169	0	0	0	0	1,169	1,107	94.73
515-528-714.002	PENSION -DEFINED BENEFIT	21,559	0	0	0	0	21,559	16,633	77.15
515-528-714.003	PENSION-DEFINED CONTRIBUTION	7,558	0	0	0	0	7,558	7,034	93.07
515-528-804.000	ADMINISTRATION CHARGES	63,711	0	0	0	0	63,711	63,711	100.00
515-528-818.000	CONTRACTUAL SERVICES	1,007	0	0	0	0	1,007	1,007	100.00
515-528-818.023	GARBAGE CONTRACT	445,938	0	0	0	0	445,938	345,871	77.56
515-528-818.024	SPRING CLEAN UP	54,835	0	0	0	0	54,835	0	0.00
515-528-818.027	MISCELLANEOUS	15,000	17,470	0	0	0	32,470	19,238	59.25
515-528-818.059	COMPOST SCREENING	15,000	7,000	0	0	0	22,000	6,490	29.50
515-528-943.000	MOBILE EQUIPMENT RENTAL	0	0	0	0	0	0	929	0.00
515-528-977.001	MISCELLANEOUS	1,500	0	0	0	0	1,500	0	0.00
515-528-995.515	COMPOST SITE IMPROVE/RENTAL	10,000	0	0	0	0	10,000	2,385	23.85
515-528-995.661	TRANSFER TO MOBILE	197,987	0	0	0	0	197,987	77,398	39.09
TOTAL Expenditures		937,289	24,470	0	0	0	961,759	637,134	66.25
TOTAL FOR FUND 515									
REVENUES:		937,288	0	0	0	0	937,288	924,346	0.00
EXPENDITURES		937,288	24,470	0	0	0	961,758	637,136	0.00
NET OF REVENUES vs. EXPENDITURES		0	(24,470)	0	0	0	(24,470)	287,211	0.00

Year Ended 06/30/2025

Fund 592 WATER AND WASTEWATER FUND

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
592-000-540.000	STATE GRANTS	0	0	0	0	0	0	23,889	0.00
592-000-607.004	NSF FEE	300	0	0	0	0	300	547	182.40
592-000-633.000	WATER/CAPITAL FEE	1,000	0	0	0	0	1,000	4,100	410.00
592-000-633.001	SEWER/CAPITAL FEE	10,000	0	0	0	0	10,000	45,450	454.50
592-000-633.002	FINAL/TURN ON-OFF	2,000	0	0	0	0	2,000	2,750	137.50
592-000-642.000	SUPPLY SALES	5,000	0	0	0	0	5,000	9,486	189.72
592-000-643.000	CITY WATER CHARGES	3,368,774	0	0	0	0	3,368,774	3,009,171	89.33
592-000-643.001	TOWNSHIP WATER CHARGES	0	0	0	0	0	0	11,211	0.00
592-000-643.002	TWNSHIP WATER PENALTY	100	0	0	0	0	100	164	164.14
592-000-643.100	CITY WATER CHG PENALTY	20,000	0	0	0	0	20,000	47,524	237.62
592-000-644.000	CITY SEWER CHARGES	3,073,269	0	0	0	0	3,073,269	2,870,389	93.40
592-000-644.001	TOWNSHIP SEWER CHARGES	0	0	0	0	0	0	11,454	0.00
592-000-644.100	CITY SEWER CHG PENALTY	0	0	0	0	0	0	40,591	0.00
592-000-644.200	TWNSHIP SEWER PENALTY	500	0	0	0	0	500	1,145	229.05
592-000-653.012	LAB REVENUE	20,000	0	0	0	0	20,000	45,107	225.54
592-000-665.000	INTEREST EARNED/INVESTMENTS	25,000	0	0	0	0	25,000	34,539	138.15
592-000-673.000	SALE OF FIXED ASSETS	0	0	0	0	0	0	34,530	0.00
592-000-676.000	REIMBURSEMENTS	0	0	0	0	0	0	30,496	0.00
592-000-676.002	INSURANCE REIMBURSEMENT	15,000	0	0	0	0	15,000	23,288	155.25
592-000-677.000	MISCELLANEOUS REVENUE	10,000	0	0	0	0	10,000	8,663	86.63
TOTAL Revenues		6,550,943	0	0	0	0	6,550,943	6,254,494	95.47
592-536-993.011	BOND INTEREST/2013 ISSUE	32,130	0	0	0	0	32,130	32,130	100.00
592-536-993.012	BOND INTEREST/2016 ISSUE	125,610	0	0	0	0	125,610	125,610	100.00
592-536-993.013	BOND INTEREST/2019 ISSUE	87,971	0	0	0	0	87,971	87,971	100.00
592-536-993.014	INTEREST PAYMENT	7,718	0	0	0	0	7,718	7,718	100.00
592-540-702.000	SALARIES AND WAGES	237,578	0	0	0	0	237,578	258,638	108.86
592-540-712.000	FRINGE BENEFITS	73,862	0	0	0	0	73,862	35,297	47.79
592-540-713.001	EMPLOYER SOCIAL SECURITY	15,422	0	0	0	0	15,422	16,340	105.95
592-540-713.002	MEDICARE/EMPLOYER PORTION	3,607	0	0	0	0	3,607	3,821	105.94
592-540-714.002	PENSION -DEFINED BENEFIT	132,421	0	0	0	0	132,421	121,205	91.53
592-540-714.003	PENSION-DEFINED CONTRIBUTION	4,020	0	0	0	0	4,020	13,200	328.36
592-540-722.000	SICK LEAVE	11,167	0	0	0	0	11,167	7,635	68.37
592-540-746.000	MATERIALS/SUPPLIES/WTR PROD	40,000	0	0	0	0	40,000	23,498	58.74
592-540-746.002	CHLORINE	55,000	0	0	0	0	55,000	35,409	64.38
592-540-746.006	CLEANING SUPPLIES	1,000	0	0	0	0	1,000	367	36.71
592-540-746.008	LAB SUPPLIES	8,000	0	0	0	0	8,000	6,624	82.80
592-540-746.011	PHOSPHATE	40,000	0	0	0	0	40,000	12,895	32.24
592-540-748.010	LUBRICANTS AND FUEL	4,000	0	0	0	0	4,000	1,398	34.94
592-540-768.008	UNIFORM-SERVICE	5,500	0	0	0	0	5,500	6,175	112.27
592-540-818.000	CONTRACTUAL SERVICES	9,000	0	0	0	0	9,000	5,156	57.29
592-540-818.026	LAB SERVICES	5,500	0	0	0	0	5,500	509	9.25
592-540-818.028	OUTSIDE SERVICES	4,000	0	0	0	0	4,000	2,273	56.81
592-540-818.031	WELL MAINTENANCE	88,270	0	0	0	0	88,270	88,270	100.00
592-540-818.047	LAB CERTIFICATION FEES	7,500	0	0	0	0	7,500	6,515	86.87
592-540-870.000	MILEAGE	2,500	0	0	0	0	2,500	712	28.50
592-540-900.000	PRINT AND PUBLISHING	2,500	0	0	0	0	2,500	270	10.78
592-540-920.001	NATURAL GAS	7,000	0	0	0	0	7,000	17,491	249.87
592-540-920.003	TELEPHONE	5,000	0	0	2,350	0	7,350	6,007	81.72
592-540-920.006	WATER/SEWER CHARGE	6,000	0	0	0	0	6,000	1,364	22.74
592-540-920.010	ELECTRIC - WELLS	140,000	0	0	0	0	140,000	136,001	97.14
592-540-920.011	ELECTRIC - WATER TANK	2,700	0	0	0	0	2,700	2,471	91.53
592-540-931.000	BUILDING MAINTENANCE	10,000	0	0	0	0	10,000	3,310	33.10
592-540-933.000	EQUIPMENT MAINTENANCE	12,000	0	0	0	0	12,000	8,218	68.48

User: KKinDE

Year Ended 06/30/2025

DB: City Of St Johns

Fund 592 WATER AND WASTEWATER FUND

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
592-540-933.009	WELL MAINTENANCE	4,500	0	0	0	0	4,500	4,028	89.51
592-540-933.010	GENERAL PLANT MAINTENANCE	7,500	0	0	0	0	7,500	23	0.31
592-540-933.012	WELL HOUSE MAINTENANCE	5,000	0	0	0	0	5,000	1,046	20.92
592-540-933.013	CONTROL PANEL MAINT	7,500	0	0	0	0	7,500	2,695	35.93
592-540-943.000	MOBILE EQUIPMENT RENTAL	15,000	0	0	0	0	15,000	0	0.00
592-540-956.000	MISCELLANEOUS	5,000	0	0	0	0	5,000	1,799	35.98
592-540-960.000	EDUCATION AND TRAINING	4,000	0	0	0	0	4,000	3,434	85.84
592-540-960.001	AMERICAN WATER WORKS ASSOC	2,000	0	0	0	0	2,000	19	0.95
592-540-977.007	WATER GROUND STORAGE MAINT	18,407	0	0	0	0	18,407	18,407	100.00
592-540-977.011	COMPUTER EQUIPMENT	6,200	0	0	(1,750)	0	4,450	3,902	87.68
592-540-977.061	GENERATOR MAINTENANCE	4,000	0	0	0	0	4,000	1,191	29.78
592-541-702.000	SALARIES AND WAGES	235,881	0	0	0	0	235,881	165,423	70.13
592-541-712.000	FRINGE BENEFITS	56,316	0	0	0	0	56,316	32,296	57.35
592-541-713.001	EMPLOYER SOCIAL SECURITY	14,625	0	0	0	0	14,625	9,897	67.67
592-541-713.002	MEDICARE/EMPLOYER PORTION	3,420	0	0	0	0	3,420	2,315	67.68
592-541-714.002	PENSION -DEFINED BENEFIT	93,634	0	0	0	0	93,634	81,547	87.09
592-541-714.003	PENSION-DEFINED CONTRIBUTION	13,237	0	0	0	0	13,237	11,604	87.67
592-541-747.000	MATERIALS/SUPPLIES/WTR DIST	45,000	0	0	0	0	45,000	29,231	64.96
592-541-747.011	METER REPAIR PARTS	5,500	0	0	0	0	5,500	235	4.27
592-541-747.015	GRAVEL AND SAND	18,000	0	0	0	0	18,000	13,878	77.10
592-541-747.016	CONCRETE	16,500	0	0	0	0	16,500	15,200	92.12
592-541-747.019	SMALL TOOLS	6,000	0	0	0	0	6,000	1,998	33.29
592-541-818.028	OUTSIDE SERVICES	45,000	0	0	0	0	45,000	24,082	53.52
592-541-818.029	MISS DIGG	4,000	0	0	0	0	4,000	2,037	50.92
592-541-818.037	ELEVATED WATER TOWE MAINTENANC	33,448	0	0	0	0	33,448	33,448	100.00
592-541-933.000	EQUIPMENT MAINTENANCE	5,000	0	0	0	0	5,000	706	14.12
592-541-943.000	MOBILE EQUIPMENT RENTAL	15,000	0	0	0	0	15,000	930	6.20
592-541-972.008	METER SYSTEM IMPROVEMENT	45,000	10,932	0	(600)	0	55,332	26,898	48.61
592-541-972.009	TRENCH REPAIR/RECAP	4,000	0	0	0	0	4,000	0	0.00
592-541-977.000	EQUIPMENT PURCHASE	10,000	0	0	0	0	10,000	7,363	73.63
592-541-977.046	SAFETY EQUIPMENT	5,500	0	0	0	0	5,500	2,834	51.52
592-550-702.000	SALARIES AND WAGES	406,088	0	0	0	0	406,088	392,859	96.74
592-550-712.000	FRINGE BENEFITS	174,624	0	0	0	0	174,624	87,336	50.01
592-550-713.001	EMPLOYER SOCIAL SECURITY	26,185	0	0	0	0	26,185	24,225	92.51
592-550-713.002	MEDICARE/EMPLOYER PORTION	6,124	0	0	0	0	6,124	5,665	92.51
592-550-714.002	PENSION -DEFINED BENEFIT	117,901	0	0	0	0	117,901	122,454	103.86
592-550-714.003	PENSION-DEFINED CONTRIBUTION	20,431	0	0	0	0	20,431	20,684	101.24
592-550-722.000	SICK LEAVE	16,258	0	0	0	0	16,258	11,065	68.06
592-550-748.001	CHLORINE	8,000	0	0	0	0	8,000	3,917	48.96
592-550-748.002	COAGULANT	28,000	0	0	0	0	28,000	24,042	85.87
592-550-748.003	POLYELECTROLITE	8,400	0	0	0	0	8,400	8,400	100.00
592-550-748.006	LAB EQUIPMENT	5,000	0	0	0	0	5,000	4,665	93.31
592-550-748.008	LAB SUPPLIES	10,000	0	0	0	0	10,000	10,464	104.64
592-550-748.009	JANITORIAL SUPPLIES	250	0	0	0	0	250	320	127.88
592-550-748.010	LUBRICANTS AND FUEL	4,000	0	0	0	0	4,000	3,993	99.82
592-550-748.011	TOOLS AND SUPPLIES	5,000	0	0	0	0	5,000	5,219	104.39
592-550-748.012	SAFETY EQUIPMENT	13,000	0	0	0	(8,000)	5,000	2,934	58.68
592-550-748.013	OFFICE AND COMPUTER SUPPLIES	1,000	0	0	0	0	1,000	1,010	100.99
592-550-748.015	SULFUR DIOXIDE	4,000	0	0	0	0	4,000	2,340	58.50
592-550-768.008	UNIFORM-SERVICE	6,500	0	0	0	0	6,500	5,968	91.82
592-550-818.000	CONTRACTUAL SERVICES	48,000	0	0	0	0	48,000	36,198	75.41
592-550-818.007	LABORATORY SERVICES	8,000	0	0	0	0	8,000	8,243	103.04
592-550-818.020	CONTRACTUAL MAINTENANCE	6,000	3,500	0	(2,050)	0	7,450	4,841	64.98
592-550-818.028	COLLECTION SYS MAINTENANCE	85,000	0	0	3,318	0	88,318	38,238	43.30
592-550-818.029	MISS DIGG	600	0	0	0	0	600	0	0.00
592-550-818.030	SLUDGE PROGRAM	40,000	0	0	2,050	0	42,050	42,046	99.99
592-550-818.054	ALARM MONITORING SERVICE	1,000	0	0	0	(1,000)	0	0	0.00
592-550-870.000	MILEAGE	1,200	0	0	0	(1,200)	0	0	0.00

Year Ended 06/30/2025

Fund 592 WATER AND WASTEWATER FUND

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
592-550-920.001	NATURAL GAS	24,000	0	0	0	0	24,000	15,560	64.83
592-550-920.003	TELEPHONE	4,500	0	0	0	0	4,500	3,134	69.64
592-550-920.006	WATER/SEWER CHARGE	18,000	0	0	0	0	18,000	18,309	101.71
592-550-920.012	ELECTRIC / LIFT STATION	15,000	0	0	0	0	15,000	11,502	76.68
592-550-920.013	ELECTRIC / PLANT	135,000	0	0	0	0	135,000	118,603	87.85
592-550-931.000	BUILDING MAINTENANCE	6,000	0	0	0	0	6,000	6,179	102.98
592-550-933.000	EQUIPMENT MAINTENANCE	1,500	0	0	0	0	1,500	1,320	88.00
592-550-933.014	PLANT EQUIPMENT	40,000	38,268	0	0	10,200	88,468	78,834	89.11
592-550-933.015	BOILER AND SPECIAL EQUIPMENT	5,000	0	0	0	0	5,000	4,999	99.98
592-550-933.017	LIFT STATION	10,000	0	0	0	0	10,000	10,097	100.97
592-550-933.021	ELECTRICAL MAINT	4,000	0	0	0	0	4,000	4,315	107.88
592-550-943.000	MOBILE EQUIPMENT RENTAL	500	0	0	0	0	500	0	0.00
592-550-956.000	MISC COLL SYS PURCHASES	6,000	0	0	0	0	6,000	4,892	81.54
592-550-956.014	FEES	5,760	0	0	0	0	5,760	5,500	95.49
592-550-960.000	EDUCATION AND TRAINING	4,000	0	0	0	0	4,000	2,748	68.70
592-550-960.021	PROFESSIONAL MEMBERSHIPS	400	0	0	0	0	400	390	97.50
592-550-972.008	METER SYSTEM IMPROVEMENT	35,000	0	0	0	0	35,000	34,795	99.42
592-550-977.001	MISC PLANT PURCHASES	2,000	0	0	0	0	2,000	2,042	102.11
592-550-977.011	COMPUTER EQUIPMENT	1,000	0	0	0	0	1,000	652	65.15
592-550-977.061	GENERATOR MAINTENANCE	6,850	0	0	0	0	6,850	6,850	100.00
592-560-818.000	CONTRACTUAL SERVICES-WATER	1,335,000	351,580	0	0	0	1,686,580	675,490	40.05
592-560-818.077	CONTRACTUAL SERVICES-WASTEWATE	624,000	255,459	0	(3,318)	0	876,141	629,011	71.79
592-560-818.203	CONTRACTUAL SERVICES - ANNUAL	70,000	0	0	0	0	70,000	58,041	82.92
592-560-818.206	CONTRACTUAL SERVICES-ASSET MGM	100,000	86,274	0	0	0	186,274	126,254	67.78
592-560-972.000	WATER PROD/DIST IMPROVEMENT	0	61,000	0	0	0	61,000	20,877	34.23
592-560-977.015	COMPUTER SOFTWARE	7,605	0	0	0	0	7,605	7,605	100.00
592-561-804.002	WATER CONTRIBUTION/ADM EXP	378,951	0	0	0	0	378,951	378,951	100.00
592-561-804.003	SEWER CONTRIBUTION/ADM EXP	291,478	0	0	0	0	291,478	291,478	100.00
592-561-804.004	POSTAGE	4,800	0	0	0	0	4,800	4,667	97.22
592-561-818.000	CONTRACTUAL SERVICES	6,000	0	0	0	0	6,000	5,314	88.57
592-561-818.013	ENGINEERING	12,000	0	0	0	0	12,000	185	1.54
592-561-956.000	MISCELLANEOUS	1,000	0	0	0	0	1,000	2,367	236.70
592-561-956.014	FEES	0	0	0	0	0	0	120	0.00
TOTAL Expenditures		6,147,049	807,013	0	0	0	6,954,062	4,971,171	71.49
TOTAL FOR FUND 592									
REVENUES:		6,550,943	0	0	0	0	6,550,943	6,254,494	0.00
EXPENDITURES		6,147,048	807,013	0	0	0	6,954,061	4,971,168	0.00
NET OF REVENUES vs. EXPENDITURES		403,895	(807,013)	0	0	0	(403,118)	1,283,325	0.00

QUARTERLY BUDGET AMENDMENT REPORT FOR CITY OF ST. JOHNS  
Year Ended 06/30/2025  
Fund 661 MOTOR POOL FUND

GL NUMBER	DESCRIPTION	ADOPTED BUDGET	QTR 1 AMENDMENTS	QTR 2 AMENDMENTS	QTR 3 AMENDMENTS	QTR 4 AMENDMENTS	FINAL AMENDED BUDGET	YTD ACTUAL	PCT OF BUDGET USED
661-000-676.001	RENTAL REIMBURSEMENT	0	0	0	0	0	0	2,292	0.00
661-000-699.034	USE OF FUND BALANCE	0	215,902	0	0	0	215,902	0	0.00
661-000-699.039	TRANS FM GENERAL FUND DEPTS	31,833	0	0	(31,833)	701,667	701,667	733,500	104.54
661-000-699.040	TRANSFERS FROM OTHER DEPTS	543,329	0	0	0	0	543,329	230,378	42.40
661-000-699.136	TRANSFER FROM FIRE	0	0	0	31,833	0	31,833	31,833	100.00
TOTAL Revenues		575,162	215,902	0	0	701,667	1,492,731	998,003	66.86
661-271-702.000	SALARIES AND WAGES	66,392	0	0	0	0	66,392	66,204	99.72
661-271-712.000	FRINGE BENEFITS	6,700	0	0	0	0	6,700	1,013	15.12
661-271-713.001	EMPLOYER SOCIAL SECURITY	4,252	0	0	0	0	4,252	4,193	98.61
661-271-713.002	MEDICARE/EMPLOYER PORTION	994	0	0	0	0	994	981	98.65
661-271-714.002	PENSION -DEFINED BENEFIT	18,676	0	0	0	0	18,676	14,409	77.15
661-271-714.003	PENSION-DEFINED CONTRIBUTION	6,653	0	0	0	0	6,653	6,912	103.90
661-271-722.000	SICK LEAVE	2,181	0	0	0	0	2,181	1,424	65.29
661-271-750.000	OPERATING SUPPLIES	9,000	0	0	0	0	9,000	11,158	123.98
661-271-750.001	MISCELLANEOUS	0	0	0	0	0	0	673	0.00
661-271-750.002	GASOLINE	30,000	0	0	0	0	30,000	26,452	88.17
661-271-750.003	DIESEL FUEL	27,000	0	0	0	0	27,000	19,947	73.88
661-271-750.011	TIRES	7,000	0	0	0	0	7,000	6,861	98.01
661-271-804.000	ADMINISTRATION CHARGES	78,780	0	0	0	0	78,780	78,780	100.00
661-271-814.008	TRAINING	1,500	0	0	0	0	1,500	119	7.93
661-271-818.066	CDL TESTING	10,000	0	0	0	0	10,000	2,075	20.75
661-271-819.000	FLEET AND LIABILITY INSURANC	21,000	0	0	0	0	21,000	19,176	91.31
661-271-920.001	NATURAL GAS	0	0	0	0	0	0	1,843	0.00
661-271-920.002	ELECTRIC	0	0	0	0	0	0	1,400	0.00
661-271-930.004	HOIST INSPECTION	2,000	0	0	0	0	2,000	780	39.00
661-271-933.000	EQUIPMENT MAINTENANCE	0	0	0	0	0	0	1,204	0.00
661-271-933.018	IN-HOUSE EQUIPMENT MAINT	50,000	0	0	0	0	50,000	62,621	125.24
661-271-933.019	OUTSIDE SERVICE	31,000	0	0	0	0	31,000	27,990	90.29
661-271-956.000	MISCELLANEOUS	0	0	0	0	0	0	190	0.00
661-271-977.000	EQUIPMENT PURCHASE	0	0	0	0	0	0	33,905	0.00
661-271-977.002	FRONT-END LOADER	39,000	0	0	0	0	39,000	20,431	52.39
661-271-977.003	FIRE TRUCK	6,216	0	0	0	0	6,216	6,216	100.00
661-271-977.024	FRONT PLOW	17,000	0	0	0	0	17,000	0	0.00
661-271-977.029	MISCELLANEOUS EQUIPMENT	1,700	0	0	0	0	1,700	369	21.71
661-271-977.034	DUMP TRUCK	0	244,636	0	0	0	244,636	152,265	62.24
661-271-977.037	RADIO EQUIPMENT	2,000	0	0	0	0	2,000	1,826	91.30
661-271-977.042	TOOL ALLOWANCE	300	0	0	0	0	300	300	100.00
661-271-977.045	TOOLS	3,000	0	0	0	0	3,000	4,009	133.64
661-271-993.014	INTEREST PAYMENT	0	0	0	0	0	0	5,060	0.00
TOTAL Expenditures		442,344	244,636	0	0	0	686,980	580,786	84.54
TOTAL FOR FUND 661									
REVENUES:		575,162	215,902	0	0	701,667	1,492,731	998,003	0.00
EXPENDITURES		442,345	244,636	0	0	0	686,981	580,785	0.00
NET OF REVENUES vs. EXPENDITURES		132,817	(28,734)	0	0	701,667	805,750	417,218	0.00

This information will be sent out separately. It was not ready in time to be included in the packet.





# AGENDA

# St. John's Fire Department Cadet Program: A Partnership for the Future



# A Powerful Partnership

- ▶ St. Johns Fire Department has been approached by Clinton County RESA about being apart of an upcoming Firefighter 1 and 2 class they are hosting.
- ▶ St. Johns Fire Department would need create a Cadet Program to help with this

# Benefits for Our Fire Department & City

- ▶ A Direct Recruitment Pipeline
- ▶ Increased Community Engagement
- ▶ A Legacy of Service



# Benefits for Our Students

- ▶ Real-World Experience
- ▶ Mentorship and Guidance
- ▶ A Clear Career Pathway
- ▶ Life Skills and Character Development





# A Low-Cost, High-Impact Initiative

- ▶ Now for the best part. Thanks to our partnership with Clinton County RESA, this program is incredibly cost-effective. RESA will be covering all program costs, including curriculum development, instructor fees, and classroom materials.
- ▶ Our contribution is to sponsor the students so that they can take the State Certification Written and Practical Exam

# Conclusion - Investing in Our Future

- ▶ The St. John's Fire Department Cadet Program is more than just a recruitment tool. It's an investment in our future. It's an investment in our fire department, our city, and our youth.
- ▶ By supporting this program, we are:
  - ▶ Securing the future of our fire department
  - ▶ Providing invaluable opportunities for our young people
  - ▶ Building a stronger, safer, and more connected community



Michigan  
GANNETT

PO Box 630491 Cincinnati, OH 45263-0491

### **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:

05/23/2025

and that the fees charged are legal.  
Subscribed and sworn to before me on 05/23/2025

### **NOTICE ST JOHNS CITY COMMISSION ORDINANCE**

Notice is hereby given that the St. Johns City Commission will consider an ordinance at a regular meeting held on Monday, June 23, 2025 at 6:00 p.m., Room #2200 (2nd Floor) of the Courthouse located at 100 E. State St., St. Johns, MI.

1. An Ordinance to Amend the City's Zoning Ordinance to Rezone Properties.

- a. 700 W. State Street
- b. 702 W. State Street
- c. 706 W. State Street
- d. 708 W. State Street
- e. 710 W. State Street
- f. 712 W. State Street
- g. 800 W. State Street
- h. 802 W. State Street
- i. 110 Piston Ring Place

A copy of the complete text of the proposed ordinance can be reviewed or obtained through the St. Johns City Clerk's Office, 100 E. State St., Suite 1100, St. Johns MI 48879.

Mindy J. Seavey, City Clerk

NOTICE: People with disabilities needing accommodation for effective participation in the meeting should contact the City Clerk at (989) 224-8944 at least two (2) working days in advance of the meeting. An attempt will be made to make reasonable accommodation.

LSJ-11334990 05/23/2025

Legal Clerk

Notary, State of WI, County of Brown

My commission expires

Publication Cost: \$213.20  
Tax Amount: \$0.00  
Payment Cost: \$213.20  
Order No: 11334990  
Customer No: 1187031  
PO #: 25031

# of Copies:  
1

**THIS IS NOT AN INVOICE!**

*Please do not use this form for payment remittance.*

AMY KOKOTT  
Notary Public  
State of Wisconsin



**CITY OF ST. JOHNS, MICHIGAN**  
**REQUEST FOR COMMISSION ACTION**  
**June 23, 2025**

<b>Department: City Commission</b>	<b>Attachments:</b>	<b>Submitted to CA for Review</b>
<b>Subject: <i>Request for Rezoning of the northern 700 and 800 Blocks of W. State St. and 110 Piston Ring Place – Final Approval</i></b>	<b>[ X ] <i>Rezoning Review Letter</i></b> <b>[ X ] <i>Resolution to Adopt Ordinance #27-2025</i></b> <b>[ X ] <i>Ordinance</i></b>	<b>[   ]</b> <b>[ X ]</b> <b>[ X ]</b>
<b>Prepared by: Christopher Khorey, AICP, Vice President</b>	<b>Approved by: Chad A. Gamble, P.E., City Manager</b>	

**SUMMARY/HIGHLIGHT:** Attached is a draft review letter authored by Mcckenna regarding the proposed rezoning of nine parcels along W. State Rd. and Piston Ring Place being presented for consideration at the planning commission and last City Commission meeting. The document was drafted to analyze the effects of the proposed rezoning of the parcels to the MU- Mixed-Use District. This meeting is the final reading and recommendation of adopting the resolution to rezone the parcels as noted in the memo.

**BACKGROUND/DISCUSSION:** The existing residential uses along the north side of West State Street, from 802 W. State St. to 700 W. State St. are all currently zoned in the GC – General Commercial District and 110 Piston Ring Place is zoned I-2 – Industrial – Liberal Performance Standards. An applicant from one of the subject parcels wished to add a home occupation to the existing residential use, but home occupations are not permitted in the GC or I-2 Districts. The proposed rezoning is intended to bring the existing residential uses into compliance with the standards of the Zoning Ordinance, in addition to providing for a transition zone in the event that the parcel at 110 Piston Ring Place were to redevelop in the future.

It was also discovered that due to the GC zoning for these residential parcels, the existing residential uses would be non-conforming to the standards of the Zoning Ordinance and would therefore not be rebuildable after a catastrophe under the current zoning. To correct these issues, the City shall consider a rezoning of the subject parcels to the MU – Mixed-Use District, as the proposed rezoning would bring the existing residential uses into compliance with the requirements of the Zoning Ordinance while also allowing some flexibility for future land uses for the parcels. The City Commission should consider whether the proposed rezoning to the MU District is appropriate under the guidance of the Master Plan and the land uses that would be allowed in the MU District. A full analysis of this is provided the Planning Commission staff report.

The Resolution to Introduce this ordinance change was approved at the May 19, 2025 Commission meeting.

**STRATEGIC PLAN OBJECTIVE:** The proposed rezoning advances the following goals of the Master Plan: Land Use Goals 1a, 4a, 4b, 4c, and 5a, and Neighborhoods Goals 1b, 1c, 1e, 2d, 2e, and 2g.

**FISCAL IMPACT:** The rezoning of these parcels would likely not have any significant fiscal impact for the City, as the correction of zoning to reduce the non-conformity of the residential parcels would not incur any additional costs to the City.

**RECOMMENDATION:** Staff recommends the City Commission review and grant final approval to the rezoning requests by adopting Resolution #27-2025.



April 9, 2025

Planning Commission  
City of St. Johns  
100 E. State Street, #1100  
St. Johns, MI 48879

**Subject: Proposed Rezoning of 700 and 800 Blocks of W. State Street and 110 Piston Ring Place**

Dear Commissioners,

At the March 12, 2025, Planning Commission meeting, the Commission discussed a conflict between the existing zoning of properties on north side of the 700 and 800 block of W. State Street and the land use identified in the master plan for the same properties. The properties in question are as follows:

Address	Existing Zoning / Use	Master Plan Land Use Designation
700 W. State Street	GG, General Commercial / Single Family Residential	Traditional Walkable Residential
702 W. State Street	GG, General Commercial / Single Family Residential	Traditional Walkable Residential
706 W. State Street	GG, General Commercial / Single Family Residential	Traditional Walkable Residential
708 W. State Street	GG, General Commercial / Single Family Residential	Traditional Walkable Residential
710 W. State Street	GG, General Commercial / Single Family Residential	Traditional Walkable Residential
712 W. State Street	GG, General Commercial / Single Family Residential	Traditional Walkable Residential
800 W. State Street	GG, General Commercial / Single Family Residential	Traditional Walkable Residential
802 W. State Street	GG, General Commercial/ Single Family Residential	Traditional Walkable Residential
110 Piston Ring Place	I-2, Industrial – Liberal Performance / Telecommunications Tower	Industrial

Direction was given to rezone those properties on W. State Street as well as 110 Piston Ring Place to M-U, Mixed Uses. The location of the properties on W. State Street, including proximity to downtown as well as the commercial uses on the south side of W. State Street, make the M-U district an appropriate land use for the properties.



Below is the current zoning map of the area. The parcels included as part of this rezoning are as highlighted below.

**LEGEND**

- R1 - Low Density Residential
- R2 - Medium Density Residential
- R3 - High Density Residential
- CBD - Central Business District
- GC - General Commercial
- MU - Mixed Use
- I1 - Industrial - High Performance
- I2 - Industrial - Liberal Performance
- O - Office
- MC - Municipal Center



**ZONING DISTRICT COMPARISON**

The chart below compares the existing GC (700/800 Block of W. State St.) and I (110 Piston Ring Pl.) Districts to the proposed MU District. When considering a rezoning, the Planning Commission must take into account all potential uses under the new zoning classification, not merely the current use of the property. The following table also provides a comparison the dimensional standards for the different zoning districts as well.



	<b><i>Existing District GC General Commercial</i></b>	<b><i>Existing District I-2 Industrial Liberal Performance</i></b>	<b><i>Proposed District MU Mixed Uses</i></b>
<b>Permitted Uses</b>	<ul style="list-style-type: none"> <li>▪ Generally recognized retail business or service establishments, such as the following:               <ol style="list-style-type: none"> <li>(1) Food stores including supermarkets and all types of specialty food stores such as bakeries, candy stores, and similar uses.</li> <li>(2) Drug stores, variety stores.</li> <li>(3) Hardware and related stores, such as paint, wallpaper, and similar uses.</li> <li>(4) Department stores.</li> <li>(5) Apparel shops, including specialty shops of all sorts, shoe stores, and similar uses.</li> <li>(6) Furniture and appliances, including rugs, floor coverings, drapery, sewing machine shops, used furniture, office supplies, and similar uses.</li> <li>(7) Gift shops, camera shops, record shops, and similar uses.</li> <li>(8) Service shops such as barber, beauty, laundry, cleaner, copying and similar uses.</li> <li>(9) Minor repair shops such as shoe and watch repair.</li> <li>(10) Banks, loan offices, stock exchange offices and other financial institutions.</li> <li>(11) Hotels and motels.</li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Production, processing, cleaning, testing, repair, storage, and distribution of materials, goods, foodstuffs, and products on the lot, all of which uses shall comply with the requirements specified in § <a href="#">155.214</a>.</li> <li>▪ Accessory uses and structures clearly appurtenant to the main use of the lot and customary to and commonly associated with the main use, such as: Incidental offices for management and materials control.</li> <li>▪ Adult business.</li> <li>▪ Bus terminals and garages.</li> <li>▪ Continuation of present residential uses.</li> <li>▪ Contractor offices and shops such as buildings, concrete, electrical, heating, air conditioning, masonry, painting, plumbing and roofing.</li> <li>▪ Corporate headquarters and offices.</li> <li>▪ Essential services.</li> <li>▪ Fences.</li> <li>▪ Gas regulator stations, utility dumping stations, power substations, and water towers; provided these uses are necessary for service to the adjacent area. If these uses are to service a larger area, a special use permit is required.</li> <li>▪ High tech businesses.</li> <li>▪ Office park.</li> <li>▪ Offices for management and material controls.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Residence, one-family.</li> <li>▪ Residences, two-family.</li> <li>▪ Residence, townhouse.</li> <li>▪ Accessory uses and buildings.</li> <li>▪ Adult foster care family home or adult foster care small group home (one through six persons).</li> <li>▪ Adult foster care small group homes (seven through 12) and large group homes.</li> <li>▪ Essential services.</li> <li>▪ Family day care or group day care home.</li> <li>▪ Fences.</li> <li>▪ Gas regulator stations, utility dumping stations, power substations, and water towers; provided these uses are necessary for service to the adjacent residential area. If these uses are to service a larger area, a special use permit is required.</li> <li>▪ Golf course and country club.</li> <li>▪ Home occupations.</li> <li>▪ The keeping of household pets.</li> <li>▪ Off-street parking and loading.</li> <li>▪ Rooming and boarding houses.</li> <li>▪ Signs.</li> <li>▪ Swimming pools.</li> <li>▪ Temporary buildings, structures, or yards for construction materials or a temporary office for the sale or rental of real property. Such buildings shall be incidental to construction work.</li> </ul>



	<b><i>Existing District GC General Commercial</i></b>	<b><i>Existing District I-2 Industrial Liberal Performance</i></b>	<b><i>Proposed District MU Mixed Uses</i></b>
	<p>(12) Travel agencies, automobile club, chamber of commerce.</p> <p>(13) Eating and drinking establishments without drive-in or drive-thru service.</p> <p>(14) Professional and other offices drawing a large number of clients and/or customers such as:</p> <p>(a) Doctors, dentists, lawyers, architects; offices and clinics;</p> <p>(b) Insurance, realty, union offices;</p> <p>(c) Post office, public utility office.</p> <p>(15) Newspaper offices and related printing facilities.</p> <p>(16) Miscellaneous business services such as consumer-credit reporting agencies, mailing list and stenographic services business and management consulting services.</p> <ul style="list-style-type: none"> <li>▪ Accessory uses and buildings.</li> <li>▪ Adult businesses.</li> <li>▪ Building materials sales, feed store and fuel dealer with outdoor display and storage.</li> <li>▪ Car wash.</li> <li>▪ Child care facility.</li> <li>▪ Christmas trees sales.</li> <li>▪ Continuation of present residential uses.</li> <li>▪ Commercial recreation.</li> <li>▪ Restaurants and bars without drive-in or drive-thru service.</li> <li>▪ Essential services.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Off-street parking and loading.</li> <li>▪ Public utility and public service uses including:               <ol style="list-style-type: none"> <li>(1) Bus terminals and garages.</li> <li>(2) Telephone exchanges.</li> </ol> </li> <li>▪ Restaurant or cafeteria facilities for employees.</li> <li>▪ Retail sales of material manufactured on the site.</li> <li>▪ Signs, including identification signs referring to the principal activities performed on the premises or to the person or firm performing these activities.</li> <li>▪ Swimming pools.</li> <li>▪ Temporary building structures or yards.</li> <li>▪ Truck or rail freight terminal.</li> <li>▪ Warehouse.</li> </ul>	



	<b><i>Existing District GC General Commercial</i></b>	<b><i>Existing District I-2 Industrial Liberal Performance</i></b>	<b><i>Proposed District MU Mixed Uses</i></b>
	<ul style="list-style-type: none"><li>▪ Fences.</li><li>▪ Funeral homes and mortuaries.</li><li>▪ Gas regulator stations, utility pumping stations, power substations and water towers not necessary for service to the adjacent residential area.</li><li>▪ Motor vehicle, trailer, farm implement and boat display, sales and rental; provided any repair or service shall be carried on in a completely enclosed building. Outdoor space used for display of motor vehicles, trailers, or boats shall be paved and adequately maintained so as to provide a durable, smooth and dustless surface; no such display may take place in the required front yard.</li><li>▪ Motor vehicle repairing and car wash, when all storage of vehicles, as well as, all activities, are conducted wholly within a permanent, fully enclosed building.</li><li>▪ Newspaper offices and related printing facilities.</li><li>▪ Off-street parking facilities.</li><li>▪ Office parks.</li><li>▪ Photographic studios.</li><li>▪ Post office, public utility office.</li><li>▪ Religious institutions.</li><li>▪ Retail sales of building materials, feed store, fuel dealer with outdoor display and storage.</li><li>▪ Signs.</li><li>▪ Swimming pools.</li><li>▪ Temporary buildings, structures and yards.</li></ul>		



	<b><i>Existing District GC General Commercial</i></b>	<b><i>Existing District I-2 Industrial Liberal Performance</i></b>	<b><i>Proposed District MU Mixed Uses</i></b>
	<ul style="list-style-type: none"> <li>▪ Theatres, auditoriums, and other places of public assembly where all activities are conducted inside a building.</li> <li>▪ Veterinary hospital or kennel when all activities are carried on in completely enclosed buildings.</li> <li>▪ Video gaming establishments.</li> <li>▪ Video sales and rental establishments.</li> <li>▪ Warehouse.</li> </ul>		
<b>Special Approval Uses</b>	<ul style="list-style-type: none"> <li>▪ Auto repair shop.</li> <li>▪ Auto service facility.</li> <li>▪ Communication antenna (not including towers).</li> <li>▪ Drive-in and drive-thru business where service may be in automobiles or outdoors, but all other activities shall be carried on within a building.</li> <li>▪ Educational development and professional training services and related office functions.</li> <li>▪ Gas regulator stations, utility pumping stations, power substations and water towers not necessary for service to the adjacent residential area.</li> <li>▪ Gas station.</li> <li>▪ Kennels, when all activities are carried on in completely enclosed buildings.</li> <li>▪ Manufacturing and processing establishments selling their entire output at retail on the premises.</li> <li>▪ Sidewalk cafes.</li> <li>▪ Storage facilities.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Airports.</li> <li>▪ Auto repair shop.</li> <li>▪ Auto service facility.</li> <li>▪ Communication antenna.</li> <li>▪ Communication tower.</li> <li>▪ Gas regulator stations, utility pumping stations, power substations and water towers.</li> <li>▪ Junk yards.</li> <li>▪ Kennels.</li> <li>▪ Open storage of materials and goods and outdoor production, processing, cleaning, testing and repair.</li> <li>▪ Sand and gravel pits, quarries, and other extraction of materials (except water) from the earth.</li> <li>▪ Storage facilities.</li> <li>▪ Any use that stores, manufactures or uses hazardous material in the Title III Threshold Quantity.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Bed and breakfast.</li> <li>▪ Banks, loan offices, stock exchange offices and other financial institutions.</li> <li>▪ Business offices of a public utility, transportation, advertising, real estate, insurance, commercial or industrial establishment.</li> <li>▪ Child care facility.</li> <li>▪ Cluster housing developments.</li> <li>▪ Communication antenna (not including towers).</li> <li>▪ Fraternal, armory and legion halls.</li> <li>▪ Gas regulator stations, utility pumping stations, power substations and water towers not necessary for service to the adjacent residential area.</li> <li>▪ Government offices.</li> <li>▪ Infill PUD.</li> <li>▪ Miscellaneous business services such as consumer-credit reporting agencies, mailing list and stenographic services business and management consulting services.</li> </ul>





	<b><i>Existing District GC General Commercial</i></b>	<b><i>Existing District I-2 Industrial Liberal Performance</i></b>	<b><i>Proposed District MU Mixed Uses</i></b>
			<ul style="list-style-type: none"><li>▪ Mortuaries, funeral homes, and museums.</li><li>▪ Offices, such as professional membership organizations, labor unions, civic, social, and fraternal associations, political organizations, and religious organizations.</li><li>▪ Photo studios.</li><li>▪ Professional and other offices drawing a large number of clients and/or customers such as:<ul style="list-style-type: none"><li>(1) Doctors, dentists, lawyers, architects; offices and clinics;</li><li>(2) Insurance, realty, union offices;</li><li>(3) Post office, public utility office.</li></ul></li><li>▪ Religious institutions.</li><li>▪ Residential cluster housing development.</li><li>▪ Restaurants and bars without drive-in service.</li><li>▪ Rooming and boarding houses.</li><li>▪ Two-family dwellings consequent to a conversion of a single-family dwelling existing on the effective date of this chapter, provided that:<ul style="list-style-type: none"><li>(1) The floor area not be increased thereby;</li><li>(2) All applicable requirements for usable open space and off-street parking are complied with;</li><li>(3) Two wholly separate dwelling units be created, with individual entrances into the building; and</li><li>(4) That all applicable provisions of the</li></ul></li></ul>



	<b><i>Existing District GC General Commercial</i></b>	<b><i>Existing District I-2 Industrial Liberal Performance</i></b>	<b><i>Proposed District MU Mixed Uses</i></b>
			Building Code be complied with.
<b>Minimum Lot Size</b>	10,000 square feet	None.	7,000 square feet; 4,000 square feet per dwelling unit for a multifamily development.
<b>Minimum Lot Width</b>	100 feet	None.	75 feet; on curvilinear street where lots are irregularly shaped and have non-parallel sides, the lot width requirement is measured at the front setback.
<b>Minimum Setbacks</b>	Front: 25 feet Side: No side yard required, but if one is provided it shall not be less than 10 feet. If the lot is adjacent to a residential district then a side yard of at least ten feet is required. Rear: No rear yard is required unless the lot is adjacent to a residential district in which case the required rear yard setback is the setback required by the adjacent residential zoning district.	Front: 35 feet Side: 20 feet; a setback of 50 feet shall be required if adjacent to residential. Rear: 35 feet; a setback of 50 feet shall be required if adjacent to residential	Front: 10 feet Side: 10 feet Rear: 35 feet
<b>Maximum Lot Coverage</b>	60%	70%	70%
<b>Maximum Building Height</b>	35 feet 2.5 stories	No maximum.	30 feet 2.5 stories
<b>Residential Density</b>	Not permitted; existing residential are nonconforming lots	Not permitted.	Maximum residential density for multifamily residential is 10.89 unit per acre.

The primary difference between the GC and the MU district is the allowance for residential in the MU district. The existing residential single-family houses on the 700 and 800 block of W. State Street are currently categorized as nonconforming lots. Rezoning to the MU district will allow the current use of those properties to be in compliance with their underlying zoning, removing them from being nonconforming and allowing those property owners the ability to utilize those properties for common purposes, such as home occupations. The rezoning of the I-2 property would provide for flexibility of land uses on that parcel as a buffer to the residential properties adjacent to the east.



## REVIEW CRITERIA FOR REZONINGS

When reviewing a rezoning request, the Planning Commission should consider the following criteria.

### 1. Consistency with the Master Plan.

In order to be approved, a rezoning should be consistent with the Future Land Use Map in the Master Plan. As directed by the Planning Commission at the March 3, 2025, meeting a concurrent request is being brought forward to amend the future land use plan for the properties involved in this rezoning request.

The Future Land Use map designates the lots on the north side of W. State Street as “Traditional Walkable Residential” and the property on Piston Ring Pl. as “Industrial” as shown on the map below. Consideration by the Commission is to modify the future land use designation of all parcels to “Downtown Edge / Mixed Use”. The existing uses of all properties would be contemplated in the new land use designation and the location of the properties are close to the central part of the city.

On Page 44, the Master Plan states that the appropriate land uses in the “Modern Spacious Residential” category are “detached single family residential dwelling units, two-family attached residential dwelling units, schools, parks, and other compatible municipal and civic uses.” The uses permitted in the R-2 District are consistent with that list in that R-2 allows single-family dwellings as well as two-family housing.



### 2. The Site's Physical Compatibility with the Uses Permitted in the Zoning District. The Planning Commission must consider whether the site can reasonably support the uses permitted in the proposed Zoning District, from a physical perspective.

- Natural Features:** There are no significant natural features on any of the lots that would be in impediment to the uses contemplated in the MU district. In fact, the existing single family residential lots on W. State Street would lose their nonconforming status and be allowed as a use by right in the



MU district. Should the property at 110 Piston Ring Place be redeveloped in the future, the proposed MU district would allow for a transition of uses from the industrial uses to the north and west to the existing single family residential to the south and east.

- **Road Network:** Access to the existing single family homes along W. State Street are generally taken directly from State Street, with the only exceptions being the corner lots on the block. Any future redevelopment that could happen at 110 Piston Ring Place would take access from Piston Ring Place and might require internal access or roads depending on the type of development.

3. **Compatibility with Surrounding Uses.** The Planning Commission must consider whether all of the permitted uses in the proposed MU District would be appropriate adjacent to the existing surroundings. The table below summarizes the land use attributes of the site and the surrounding properties.

	Current Zoning	Existing Land Uses	Future Land Use (Master Plan)
<b>Subject Parcels</b>	North side of the 700/800 Block of W. State St.  110 Piston Ring Pl.	Existing single-family residential homes  Telecommunications Tower	Downtown Edge / Mixed Use
<b>North</b>	I-2	Contractor's Yard	Industrial
<b>East</b>	R-1	Existing single family detached residential homes	Traditional Walkable Residential
<b>South</b>	GC	Various commercial / light industrial uses on the south side of W. State St.	Industrial
<b>West</b>	I-2	Industrial	Industrial

The proposed MU district zoning would provide a reasonable transition between the commercial and industrial uses to the west of the properties and the existing single family residential homes that exist to the east. The MU district allows for the existing single family homes in the 700/800 block of W. State Street to exist as they do currently as residential, but allow future flexibility in the event that these properties redevelop to incorporate commercial uses as well. Additionally, removing these properties from a nonconforming status would have the potential to increase their value.

4. **Most Appropriate Zoning District.** With the parcel's future land use designation as "Downtown Edge / Mixed Use" the proposed MU District is the most appropriate zone district. It allows for the existing residential properties in the 700/800 block of W. State Street to remove their nonconforming status and offers future flexibility of use should any of them redevelop in the future.



5. **Infrastructure Capacity.** We are not aware of any infrastructure capacity issues that would restrict the allowable uses in the MU District. All properties have access to public water and sewer without needing any extensions of that system.

**RECOMMENDATION**

We recommend that the Planning Commission recommend the rezoning to the City Commission.

Please do not hesitate to contact us with any questions.

Respectfully submitted,

**McKENNA**

Christopher Khorey, AICP  
Vice President

Eric Ensey,  
Principal Planner

**CITY OF ST. JOHNS  
RESOLUTION #27-2025**

**RESOLUTION TO ADOPT AN ORDINANCE TO AMEND THE CITY’S ZONING  
ORDINANCE TO REZONE PROPERTIES**

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 23<sup>rd</sup> day of June, 2025 at 6:00 p.m., Local Time.

Present: \_\_\_\_\_  
\_\_\_\_\_

Absent: \_\_\_\_\_

The following resolution was offered by \_\_\_\_\_ and supported by \_\_\_\_\_.

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

WHEREAS, the City desires to rezone and change the district symbols and indications showing on the zoning map for the following properties in the City of St. Johns as follows:

Address	Parcel No.	Existing Zoning/Use	Amended Zoning/Use
700 W. State Street	300-420-007-001-00	GG, General Commercial/ Single Family Residential	MU- Mixed-Use District
702 W. State Street	300-420-007-003-00	GG, General Commercial/ Single Family Residential	MU- Mixed-Use District
706 W. State Street	300-420-007-004-00	GG, General Commercial/ Single Family Residential	MU- Mixed-Use District
708 W. State Street	300-008-400-055-00	GG, General Commercial/ Single Family Residential	MU- Mixed-Use District
710 W. State Street	300-008-400-054-00	GG, General Commercial/ Single Family Residential	MU- Mixed-Use District
712 W. State Street	300-008-400-053-00	GG, General Commercial/ Single Family Residential	MU- Mixed-Use District
800 W. State Street	300-008-400-052-00	GG, General Commercial/ Single Family Residential	MU- Mixed-Use District
802 W. State Street	300-008-400-051-50	GG, General Commercial/ Single Family Residential	MU- Mixed-Use District
110 Piston Ring Place	300-900-001-030-10	I-2, Industrial -Liberal Performance/Telecommunications Tower	MU- Mixed-Use District

(collectively, the “Properties”); and

WHEREAS, the rezoning of the Properties is part of a larger effort to allow for residential use in the MU-Mixed-Use District as the residential single-family houses currently located on several of the Properties are categorized as nonconforming lots and would allow the current use of those Properties to be in compliance with their underlying zoning, removing them from being nonconforming, and allowing the owners to use the Properties for common purposes, such as home occupations; and

WHEREAS, the City Planning Commission voted to recommend that the City Commission approve the rezoning application, subject to any necessary conditions and agreements; and

WHEREAS, on March 19, 2025, the City voted to introduce the Ordinance; and

WHEREAS, the City desires to adopt the amendment to the Zoning Ordinance.

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

1. The City adopts Ordinance No. \_\_\_\_\_, An Ordinance to Amend the City’s Zoning Ordinance to Rezone the Properties.
2. The City shall publish the Ordinance as required by law.
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 23<sup>rd</sup> day of June, 2025

\_\_\_\_\_  
Mindy J. Seavey, City Clerk

**CITY OF ST. JOHNS**

**ORDINANCE NO. \_\_**

**AN ORDINANCE TO AMEND THE CITY'S ZONING ORDINANCE TO REZONE PROPERTIES**

**THE CITY OF ST. JOHNS ORDAINS:**

**Section 1. Amending Zoning District Map**

The zoning districts map adopted pursuant to Section 155.012 of the Zoning Chapter of the City of St. Johns, Michigan is hereby amended to change the district symbols and indications shown on the zoning district map for the following properties in the City of St. Johns as follows:

<b>Address</b>	<b>Parcel No.</b>	<b>Existing Zoning/Use</b>	<b>Amended Zoning/Use</b>
700 W. State Street	300-420-007-001-00	GG, General Commercial/ Single Family Residential	MU- Mixed-Use District
702 W. State Street	300-420-007-003-00	GG, General Commercial/ Single Family Residential	MU- Mixed-Use District
706 W. State Street	300-420-007-004-00	GG, General Commercial/ Single Family Residential	MU- Mixed-Use District
708 W. State Street	300-008-400-055-00	GG, General Commercial/ Single Family Residential	MU- Mixed-Use District
710 W. State Street	300-008-400-054-00	GG, General Commercial/ Single Family Residential	MU- Mixed-Use District
712 W. State Street	300-008-400-053-00	GG, General Commercial/ Single Family Residential	MU- Mixed-Use District
800 W. State Street	300-008-400-052-00	GG, General Commercial/ Single Family Residential	MU- Mixed-Use District
802 W. State Street	300-008-400-051-50	GG, General Commercial/ Single Family Residential	MU- Mixed-Use District
110 Piston Ring Place	300-900-001-030-10	I-2, Industrial -Liberal Performance/Telecommunications Tower	MU- Mixed-Use District

**Section 2. Validity and Severability**

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

**Section 3. Repealer**

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

**Section 4. Effective Date**



This Ordinance shall become effective twenty (20) days after final approval.

YEAS:

NAYS:

ABSTAIN:

ABSENT:

#### CERTIFICATION

As the duly elected Mayor and Clerk of the City of St. Johns, Clinton County, Michigan, we certify that this is a true and complete copy of an ordinance adopted by the St. Johns City Commission at a regular meeting held on May 19, 2025.

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Scott Dzurka, Mayor

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Mindy J. Seavey, Clerk

**CITY OF ST. JOHNS, MICHIGAN**  
**REQUEST FOR COMMISSION ACTION**  
**June 23, 2025**

<b>Department: Administration</b>	<b>Attachments:</b>	<b>Submitted to CA for Review</b>
<b>Subject: 2025-2026 Budget Resolution &amp; L-4029 re-approval</b>	[ X ] FY 25/26 Budget Resolution [ X ] L-4029 [ X ] Fee & Rate 1 <sup>st</sup> page	[ X ]  [ n/a ]
<b>Prepared by: Kristina Kinde Deputy City Manager Treasurer</b>	<b>Approved by: Chad A. Gamble, P.E. City Manager</b>	

**SUMMARY/HIGHLIGHT:** This agenda item is to re-approve the budget resolution, L-4029 and fee and rate schedule due to a change in the L-4028 provided to the City by Clinton County that affected the City's L-4029. A new L-4028, which is used to prepare the City's L-4029, was provided by Clinton County Equalization department on May 21, 2025, following the initial approval of the budget at the May 19, 2025 Commission meeting.

The City operating millage rate went from 9.7651 to 9.6918 (a reduction of approximately \$22,000 in revenue), the Streets/Sidewalk millage from 2.9862 to 2.9638 (a reduction of approximately \$6,700 in revenue). The maximum allowable millage levy for solid waste went from 2.8331 to 2.8119, however the City does not levy the full amount, therefore the amount approved in the budget remained unchanged. With minimal changes to the revenue and the surplus of revenue over expenditures in the general fund, the City will address the budget adjustments to revenue in January 2026 as deemed necessary.

**BACKGROUND/DISCUSSION:** The 2025-2026 budget, L-4029 and Fee and Rate were presented to the City Commission on May 19, 2025. There are no other changes other than the millage rates which affected the budget resolution, L-4029 and fee and rate schedule.

**STRATEGIC PLAN OBJECTIVE:** Though no direct strategic plan objective, the budget as a whole takes into account various strategic planning objects from not only the master plan but from the annual strategic planning meetings.

**FISCAL IMPACT:** This is part of the process that reviews and approves the City's fiscal year budget as proposed and summarized in the attached budget book and related documents.

**RECOMMENDATION:** City Staff recommends the following motion be made to effectuate the approvals necessary for the FY 25/26 Budget;

- Staff recommends the City Commission approve the resolution of adoption 2025-2026 Fiscal Year Budget, that incorporates approval of the all-funds City Budget, updated fee and rates, and the City's proposed millage rates via the L-4029.

RESOLUTION OF ADOPTION 2025-2026 FISCAL YEAR BUDGET  
#28-2025

At a meeting of the City Commission of the City of St. Johns (“City”), Clinton County, Michigan, held at the City Hall in said City on June 23, 2025 at 6:00 p.m.

PRESENT:

ABSENT:

The following Resolution was offered by Commissioner \_\_\_\_\_ and seconded by Commissioner \_\_\_\_\_.

WHEREAS, on May 19, 2025, the City Commission held a public hearing on the budget and approved the adoption of the 2025-2026 Fiscal Year Budget by resolution; and

WHEREAS, after approval, the City received updated information from Clinton County that affected the previously approved millage rates; and

WHEREAS, as a result the City Commission desires to approve a 2025-2026 fiscal year the updated millage rate numbers.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. City Commission resolves to adopt the 2025-2026 fiscal year budget at the departmental level for the General and Water & Sewer Funds and at the total expenditure level for all other funds as presented by the City Manager. Further, that the City levy 9.6918 mills for General Operations, 0.1669 mills for Act 359, 1.1000 mills for Solid Waste, and 2.8199 mills for the dedicated street projects, for a total levy of 13.7786 mills.

Further, that the City Commission authorize appropriations for the following expenditures:

**General Fund**

\$ 531,845.98  
\$ 1,333,893.89  
\$ 97,500.00  
\$ 1,941,338.15  
\$ 531,768.19  
\$ 208,353.71

Legislative Department  
Administrative Department  
Municipal Building Department  
Police Department  
Department of Public Works  
Recreation Department

\$ 119,185.43	Parks Department
\$ 827,105.10	Capital Improvement
\$ 264,089.37	Wilson Center
\$ 577,845.73	Fire Department

**Special Revenue Funds**

\$ 1,657,939.00	Major Street
\$ 1,070,874.50	Local Street
\$ 960,342.31	Garbage

**Capital Project Funds**

\$ -	Fantasy Forest
\$ 2,100,000.00	Wilson Center
\$ 913,731.00	Street Millage Projects
\$ 15,000.00	Park Improvements

**Water & Sewer Fund**

\$ 1,051,077.53	Water Production
\$ 607,013.31	Water Distribution
\$ 1,257,730.75	Wastewater Treatment
\$ 3,088,800.00	Capital Improvements
\$ 907,732.67	Administration
\$ 230,512.14	Water & Sewer Bonds

**Internal Service Fund**

\$ 603,857.37	Motor Pool
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**Component Unit – Special Revenue Fund**

\$ 194,913.47	LDFA
\$ 56,120.01	Downtown Development Authority
\$ 87,859.99	Principal Shopping District

And further, that any amendments or alterations to total departmental expenditures for the General and Water & Sewer Funds, or to total fund expenditures for all other funds, must receive specific prior approval by the city commission.

And further, that the fee and rate schedule be adopted as an appendix to the budget.

2. All resolutions and parts of resolutions in conflict herewith, including Resolution #23-2025 approved on May 19, 2025, are repealed.

YEAS:

NAYS:

ABSENT:

Resolution declared adopted this 23<sup>rd</sup> day of June, A.D., 2025.

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SCOTT DZURKA, Mayor

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MINDY J. SEAVEY, City Clerk

I hereby certify that the above resolution is an excerpt of the City Commission Meeting Minutes of June 23, A.D., 2025.

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MINDY J. SEAVEY, City Clerk

## 2025 Tax Rate Request (This form must be completed and submitted on or before September 30, 2025)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS –

Carefully read the instructions on page 2.

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

County(ies) Where the Local Government Unit Levies Taxes <b>CLINTON</b>	2025 Taxable Value of ALL Properties in the Unit as of 05-27-2025 <b>2025 Taxable Value (ALL) 299,851,903 Taxable Minus RenZone 299,467,646</b>
Local Government Unit Requesting Millage Levy <b>City of St. Johns</b>	For LOCAL School Districts: 2025 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2025 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5) ** 2024 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2025 Current Year "Headlee" Millage Reduction Fraction	(7) 2025 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
Charter	Operating	11/3/20	10.0000	9.7818	.9908	9.6918	1.0000	9.6918	9.6918		
Ex-Vote	Streets/Sidewalks	11/22	3.0000	2.9913	.9908	2.9638	1.0000	2.9638	2.9638		
MCL 123.26	Solid Waste	Adopted	3.0000	2.8380	.9908	2.8119	1.0000	2.8119	1.1000		
Act 359	ECD								0.1669		

Prepared by <b>Kristina Kinde</b>	Telephone Number <b>(989) 224-8944</b>	Title of Preparer <b>Treasurer</b>	Date <b>06/23/2025</b>
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**CERTIFICATION:** As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

<input checked="" type="checkbox"/> Clerk	Signature	Print Name	Date
<input type="checkbox"/> Secretary		<b>Mindy Seavey</b>	<b>06/23/2025</b>
<input checked="" type="checkbox"/> Chairperson	Signature	Print Name	Date
<input type="checkbox"/> President		<b>Scott Dzurka</b>	<b>06/23/2025</b>

\* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

**\*\* IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2025 for instructions on completing this section.

Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate
For Principal Residence, Qualified Ag., Qualified Forest and Industrial Personal	
For Commercial Personal	
For all Other	



# Instructions For Completing Form 614 (L-4029) 2025 Tax Rate Request, Millage Request Report To County Board Of Commissioners

These instructions are provided under MCL Sections 211.24e (truth in taxation), 211.34 (truth in county equalization and truth in assessing), 211.34d (Headlee), and 211.36 and 211.37 (apportionment).

**Column 1: Source.** Enter the source of each millage. For example, allocated millage, separate millage limitations voted, charter, approved extra-voted millage, public act number, etc. Do not include taxes levied on the Industrial Facilities Tax Roll.

**Column 2: Purpose of millage.** Examples are: operating, debt service, special assessments, school enhancement millage, sinking fund millage, etc. A local school district must separately list operating millages by whether they are levied against ALL PROPERTIES in the school district or against the NON-HOME group of properties. (See State Tax Commission Bulletin 2 of 2025 for more explanation.) A local school district may use the following abbreviations when completing Column 2: "Operating ALL" and "Operating NON-HOME". "Operating ALL" is short for "Operating millage to be levied on ALL PROPERTIES in the local school district" such as Supplemental (Hold Harmless) Millages and Building and Site Sinking Fund Millages. "Operating NON-HOME" is short for "Operating millage to be levied on ALL PROPERTIES EXCLUDING PRINCIPAL RESIDENCE, QUALIFIED AGRICULTURAL, QUALIFIED FOREST AND INDUSTRIAL PERSONAL PROPERTIES in the local school district" such as the 18 mills in a district which does not levy a Supplemental (Hold Harmless) Millage.

**Column 3: Date of Election.** Enter the month and year of the election for each millage authorized by direct voter approval.

**Column 4: Millage Authorized.** List the allocated rate, charter aggregate rate, extra-voted authorized before 1979, each separate rate authorized by voters after 1978, debt service rate, etc. (This rate is the rate before any reductions.)

**Column 5: 2024 Millage Rate Permanently Reduced by MCL 211.34d ("Headlee") Rollback.** Starting with taxes levied in 1994, the "Headlee" rollback permanently reduces the maximum rate or rates authorized by law or charter. The 2024 permanently reduced rate can be found in column 7 of the 2024 Form L-4029. For operating millage approved by the voters after April 30, 2024, enter the millage approved by the voters. For debt service or special assessments not subject to a millage reduction fraction, enter "NA" signifying "not applicable."

**Column 6: Current Year Millage Reduction Fraction.** List the millage reduction fraction certified by the county treasurer for the current year as calculated on Form 2166 (L-4034), *2025 Millage Reduction Fraction Calculations Worksheet*. The millage reduction fraction shall be rounded to four (4) decimal places. The current year millage reduction fraction shall not exceed 1.0000 for 2025 and future years. This prevents any increase or "roll up" of millage rates. Use

1.0000 for new millage approved by the voters after April 30, 2025. For debt service or special assessments not subject to a millage reduction fraction, enter 1.0000.

**Column 7: 2025 Millage Rate Permanently Reduced by MCL 211.34d ("Headlee") Rollback.** The number in column 7 is found by multiplying column 5 by column 6 on this 2025 Form L-4029. This rate must be rounded DOWN to 4 decimal places. (See STC Bulletin No. 11 of 1999, Supplemented by Letter of 6/7/2000.) For debt service or special assessments not subject to a millage reduction fraction, enter "NA" signifying "not applicable."

**Column 8: Section 211.34 Millage Rollback Fraction (Truth in Assessing or Truth in Equalization).** List the millage rollback fraction for 2025 for each millage which is an operating rate. Round this millage rollback fraction to 4 decimal places. Use 1.0000 for school districts, for special assessments and for bonded debt retirement levies. For counties, villages and authorities, enter the Truth in Equalization Rollback Fraction calculated on STC Form L-4034 as TOTAL TAXABLE VALUE BASED ON CEV FOR ALL CLASSES/TOTAL TAXABLE VALUE BASED ON SEV FOR ALL CLASSES. Use 1.0000 for an authority located in more than one county. For further information, see State Tax Commission Bulletin 2 of 2025. For townships and cities, enter the Truth in Assessing Rollback Fraction calculated on STC Form L-4034 as TOTAL TAXABLE VALUE BASED ON ASSESSED VALUE FOR ALL CLASSES/TOTAL TAXABLE VALUE BASED ON SEV FOR ALL CLASSES. The Section 211.34 Millage Rollback Fraction shall not exceed 1.0000.

**Column 9: Maximum Allowable Millage Levy.** Multiply column 7 (2025 Millage Rate Permanently Reduced by MCL 211.34d) by column 8 (Section 211.34 millage rollback fraction). Round the rate DOWN to 4 decimal places. (See STC Bulletin No. 11 of 1999, Supplemented by Letter of 6/7/2000.) For debt service or special assessments not subject to a millage reduction fraction, enter millage from Column 4.

**Column 10/Column 11: Millage Requested to be Levied.** Enter the tax rate approved by the unit of local government provided that the rate does not exceed the maximum allowable millage levy (column 9). A millage rate that exceeds the base tax rate (Truth in Taxation) cannot be requested unless the requirements of MCL 211.24e have been met. For further information, see State Tax Commission Bulletin 2 of 2025. A LOCAL School District which levies a Supplemental (Hold Harmless) Millage shall not levy a Supplemental Millage in excess of that allowed by MCL 380.1211(3). Please see the memo to assessors dated October 26, 2004, regarding the change in the collection date of certain county taxes.

**Column 12: Expiration Date of Millage.** Enter the month and year on which the millage will expire.

**2025-2026 TAX LEVY**

Operating	9. <del>69187651</del> Mill
Act 359	0.1669 Mill
Garbage Disposal	1.1000 Mill
Dedicated Street Millage	2. <del>96389862</del> Mill (through 2028 tax levy)
<b>Total Levied</b>	<b><u>13.922514.0182</u> Mill</b>

Spring Clean Up Non-Compliance Fee	Cost plus 15%	*90
Industrial Facilities Exemption Fee	\$0.00	*08

**WATER AND WASTEWATER RATES**  
**CITY OF ST. JOHNS RATES**

(consumption of 399,999 gallons per quarter or less – Quarterly Billing)  
(consumption of 400,000 gallons per quarter or more – Monthly Billing)

Late penalty to be added to account if not paid by due date

\*2015

**WATER RATES - 07/01/2025**

<b>Meter Size Inches</b>	<b>Meter Ratios 2020/21</b>	<b>Meter Ratios (Standard)</b>	<b>Quarterly Ready-to-Serve Charge</b>	<b>Monthly Ready-to-Serve Charge</b>	<b>Commodity Charge</b>
5/8 & ¾	1.00	1.00	\$50.61	\$16.88	\$5.58/1000 gals+RTS
1	2.24	2.50	\$126.55	\$42.19	
1 ½	4.31	5.00	\$253.11	\$84.37	
2	6.79	8.00	\$404.97	\$134.99	
3	13.41	16.00	\$809.94	\$269.98	
4	20.86	25.00	\$1265.51	\$421.84	
6	41.54	50.00	\$2500.70	\$815.56	
8	80.00	80.00	\$4049.64	\$1349.88	

*Sprinkler meters-not billed the 1<sup>st</sup> quarter (Jan. Feb. Mar), but will be billed the remaining 3 quarters even if there is no usage.*



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

THIS EMPLOYMENT AGREEMENT ("Agreement") is made as of \_\_\_\_\_, 2025 (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, 2025 until July 9, 2027 (collectively the "Initial Term"). After the Initial Term, this Agreement shall automatically renew for successive one--year terms beginning on July 10 unless either party provides written notice a minimum of 60 days prior to the end of the current term. If the City/Employer does not intend to extend or renew this employment agreement, Employee shall be entitled to a minimum of sixty (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 forty-seven thousand and seven hundred seventy-four dollars (\$147,774), payable in installments in accordance with the Employer's usual payroll schedule.

Commented [SA1]: Current salary of 145,590 with 1.5% raise

B. On an annual basis at least 60 days prior to the end of the current term, Employer shall consider an increase in Employee's compensation and/or a bonus at the City's sole discretion, subject to the review by the Employer's Personnel Committee and approval of the City Commission. In no event shall this annual increase be less than the cost of living adjustments as calculated by the City of St. Johns.

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.

D. With 10 days of the effective date of this agreement, the Employer agrees to pay the employee a payment of \$4,327.00 \_\_\_\_\_.

Commented [AS2]: Equal to 60 hours at a rate of \$71.05 x 60 plus an increase of 1.5%

E. As permitted by the Charter, the Employer may consider additional bonuses or increases to salary during the Term of this Agreement.

### 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 offered to other employees of the Employer.

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 **five** weeks (25 days) of vacation which will be banked in its entirety. Employee can carry over up to 400 hundred hours per year of accrued vacation. Employee shall follow the City's personnel policies regarding the accumulation and use of vacation, sick, and personal time. However, at no time shall Employee's vacation balance exceed seven and one half weeks (35) days. If Employee's total vacation, sick leave, and personal time balance would exceed 280 hours, all hours above 280 hours will be forfeited.

Commented [AS3]: Is this how the City wants to leave it?

Commented [CAG4R3]: I made one small edit to this paragraph

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: Vehicle Reimbursement**

The Employer shall pay Employee the gross amount of two hundred fifty dollars (\$250.00) per month as a reimbursement of expenses for use of his vehicle. The monthly reimbursement amount shall be increased annually by ~~\$6025~~ per month unless the Agreement is terminated or not renewed. Employee agrees Employee will be subject to regular taxes and withholdings.

#### **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 four (4) 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. However, payment of such severance under this paragraph is conditioned upon Employee’s timely execution, without the right of revocation being exercised, of a release and separation agreement, drafted and provided to Employee in a form deemed necessary and by the City.

*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 either: a) if Employee is enrolled in an Employer sponsored healthcare plan; 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, or b) if Employee is not enrolled in an Employer sponsored healthcare plan; an amount equal to the payment Employee would have received under the Employer’s policy for payments in lieu of receiving healthcare benefits for a period of 6 months from his termination. Payment and benefits under this paragraph are limited to the extent permitted under the plan documents and applicable law. Employee will not be entitled to any pay or benefit under the Agreement after the date of Employee’s termination except as set forth in this paragraph. 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. However, payment of such severance and benefits under this paragraph is conditioned upon Employee's timely execution, without the right of revocation being exercised, of a release and separation agreement, drafted and provided to Employee in a form deemed necessary and by the City. ~~The release shall be in a form as set forth as Attachment A or as reasonably modified in the City's sole discretion to comply with applicable laws or any modifications to this Agreement.~~

Commented [ASS]: We agreed not to include the specific terms.

*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. Employee will not be entitled to any other pay or benefit under the Agreement after the date of Employee's termination.

*D. Voluntary Resignation:* If the Employee voluntarily resigns, he must give Employer a minimum of sixty (60) 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. Employee will not be entitled to any pay or benefit under the Agreement after the date of Employee's resignation.

*E. Disability:* To the fullest extent permitted by law, 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. Employee will not be entitled to any pay or benefit under the Agreement after the date of Employee's termination except as set forth in this paragraph.

#### **Section 11: Performance Evaluation**

Following the initial six (6) months of service, and annually thereafter, Employer shall endeavor to 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 shall follow the City's personnel policies regarding the accumulation and use of ~~is not eligible for overtime or~~ paid compensatory hours ~~for executive staff 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. Unless otherwise provided in this Agreement, the Employee shall comply with all other City personnel policies.

## 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  
Michigan Ave., Apt P17  
St. Johns MI 48879

EMPLOYEE:  
Chad A. Gamble  
1314 S. Lansing St. 6150 W.  
St. Johns Lansing, MI 48879

## 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 \_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Scott Dzurka, ~~Vice~~ Mayor

\_\_\_\_\_  
Chad A. Gamble

Date: \_\_\_\_\_, 2025

Date: \_\_\_\_\_, 2025

\_\_\_\_\_  
Mindy J. Seavey, City Clerk

Date: \_\_\_\_\_, 2025

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**CITY OF ST. JOHNS, MICHIGAN**  
**REQUEST FOR COMMISSION ACTION**  
**June 23<sup>rd</sup>, 2025 Commission Meeting**

<b>Department: Fire Department</b>	<b>Attachments:</b>	<b>Submitted to CA for Review</b>
<b>Subject: <i>Ladder 350 Replacement Plan</i></b>	<div><div>[ ]</div><div>[ ]</div><div>[ ]</div></div>	<div><div>[ ]</div><div>[ ]</div><div>[ ]</div></div>
<b>Prepared by: Kevin Douglas, Fire Chief</b>	<b>Approved by: Chad A. Gamble, P.E., City Manager</b>	

**SUMMARY AND HIGHLIGHTS:** The Fire Department's primary aerial apparatus, Ladder 350, has suffered a catastrophic mechanical failure, resulting in a seized motor. This event leaves the City of St. Johns and its contracted coverage areas without a critical aerial device, necessitating reliance on mutual aid for incidents requiring such equipment. The nearest mutual aid ladder truck is stationed in Dewitt Township, 13.5 miles away, with an estimated response time of 20-25 minutes to a scene in our city.

To address this capability gap, the Fire Department proposes a two-part solution:

**Interim Solution:** Immediately purchase a used ladder truck from the Delta Township Fire Department. This will ensure continued aerial service until a permanent replacement is in service. This apparatus would be resold after the new truck arrives.

**Permanent Solution:** Develop an RFP to acquire a new ladder truck that would be supported budgetarily and align with anticipated life expectancy of the purchase and use of the used ladder truck.

**BACKGROUND AND DISCUSSION:** Ladder 350 is a 41-year-old apparatus that the city acquired in 1996 after it was refurbished by the manufacturer. While it has served the community for nearly three decades, the vehicle has become increasingly unreliable and costly to maintain. Recently, it was out of service for eight months for a nozzle rebuild that cost approximately \$6,700. Due to its age and reliability issues, its operational use has been limited. Furthermore, the city's infrastructure and life safety needs have grown significantly since the vehicle was originally purchased.

The proposed replacement plan involves a strategic consolidation of the Fire Department's fleet. The new ladder truck requested in a future RFP will be equipped to also fulfill the duties of Rescue 32, a 2011 Ford F-550 with 6,200 miles that currently houses ice and grain bin rescue equipment. By replacing both Ladder 350 and Rescue 32 (originally scheduled for replacement in 2033), the city's next apparatus purchase would be deferred until 2037.

**STRATEGIC PLAN OBJECTIVES:** This purchase aligns with and supports several key objectives outlined in the city's Strategic Plan:

- **Land Use Goal #1:** Accommodate a diverse, strong commercial and office base that serves the needs of residents and businesses within the community.
- **Neighborhood Goal #1:** Preserve, Protect, and Enhance the integrity, economic viability and livability of St. John's neighborhoods.
- **Neighborhood Goal #4:** Maintain and preserve historic properties within the city.
- **Public Facilities Goal #1:** Continue to offer high quality services and facilities for residents.

**FISCAL IMPACT:** Funds have been set aside for the replacement of Ladder 350 and Rescue 32, in the amount of \$272,500 (as of the end of FY 24/25) in account 101-901-995.136. These funds will be used for the acquisition of any modifications necessary for the used ladder truck from Delta Township. Revenue generated from the sale of the existing Ladder 350 and Rescue 32 will be reserved to offset financing and or downpayments of the eventual new ladder truck.

The purchase of a new ladder truck will be accomplished through an RFP and be presented to the Commission at a future date. In the interim, the City will actively pursue additional funding sources, including a potential state appropriation grant, other grant opportunities, and support from local businesses.

**RECOMMENDATION:** *Staff respectfully recommends that the City Commission Authorize the City Manager to negotiate the purchase of the 2008 Spartan Smeal 75' ladder truck from Delta Township for a price not to exceed \$100,000.00.*



**CITY OF ST. JOHNS, MICHIGAN**  
**REQUEST FOR COMMISSION ACTION**  
**June 23, 2025**

<b>Department: Administration</b>	<b>Attachments:</b>	<b>Submitted to CA for Review</b>
<b>Subject: PA 152 - Resolution to Exempt the City from Public Act 152 of 2011</b>	<b>[ X ] Resolution #29-2025 - Resolution to Exempt the City from Public Act 152 of 2011</b> <b>[ X ] MML Fact Sheet – PA 152- Caps on Medical Benefit Contributions</b> [ ] [ ]	<b>[ X ]</b>  <b>[ N/A ]</b>  [ ] [ ]
<b>Prepared by: Mindy J. Seavey, City Clerk</b>	<b>Approved by: Chad A. Gamble, P.E., City Manager</b>	

**SUMMARY/HIGHLIGHT:** PA 152 limits public employer contributions to medical benefit plans. Public employers can either fall under the hard cap set by the State, annually adopt a resolution that they have an 80% contribution cap or annually adopt a resolution to opt-out. The City has been adopting a resolution to opt-out since 2015.

**BACKGROUND/DISCUSSION:** All employees do contribute 20% of their medical insurance premium, the “total annual costs of the medical benefit plan” also includes “all employer reimbursement of co-pays, deductibles, and payments into health savings accounts, flexible spending accounts or related accounts”.

If the Commission decides to opt-out of PA 152 the Commission must do it by a 2/3’s vote on a resolution before our medical plan begins (before 7/1/2025). By adopting the Resolution to Opt-Out of PA 152, the City is in compliance with the Act.

From the resolution samples that are on the MML website, it appears that Battle Creek, Bronson, Empire, Essexville and Saugatuck opt-out.

**STRATEGIC PLAN OBJECTIVE:** N/A

**FISCAL IMPACT:** There is a fiscal impact if the city does not comply with the act.

15.569 Noncompliance by public employer; penalty.  
Sec. 9.

If a public employer fails to comply with this act, the public employer shall permit the state treasurer to reduce by 10% each economic vitality incentive program payment received under 2011 PA 63 and the department of education shall assess the public employer a penalty equal to 10% of each payment of any funds for which the public employer qualifies under the state school aid act of 1979, 1979 PA 94, MCL 388.1601 to 388.1772, during the period that the public employer fails

to comply with this act. Any reduction setoff or penalty amounts recovered shall be returned to the fund from which the reduction is assessed or upon which the penalty is determined. The department of education may also refer the penalty collection to the department of treasury for collection consistent with section 13 of 1941 PA 122, MCL 205.13.

**RECOMMENDATION:** Staff recommends that the City Commission adopt Resolution #29-2025 Resolution to Exempt the City from Public Act 152 of 2011 and authorize the mayor and clerk to sign.

**CITY OF ST. JOHNS**

**RESOLUTION #29-2025**

**RESOLUTION TO EXEMPT THE CITY FROM PUBLIC ACT 152 OF 2011**

At a meeting of the City Commission of the City of St. Johns ("City"), Clinton County, Michigan, held at the City Hall in said City on June 23, 2025 at 6:00 p.m.

PRESENT:

ABSENT:

The following Resolution was offered by Commissioner \_\_\_\_\_ and seconded by Commissioner \_\_\_\_\_.

WHEREAS, on September 27, 2011, the Publicly Funded Health Insurance Contribution Act, Act No. 152 of the Public Acts of Michigan of 2011 ("Act 152"), became effective in the State of Michigan; and

WHEREAS, Act 152 established standards and a process with respect to medical benefit plans offered by public employers; and

WHEREAS, the City of St. Johns has historically recognized, in its role as steward for the public funds entrusted to it, that it must efficiently manage those limited resources; and

WHEREAS, the City of St. Johns constantly engages in a review of expenditures in order to maximize the value it receives for goods and services; and

WHEREAS, the City Commission of the City of St. Johns believes that, as the elected representatives for the City and answerable directly to the City's voters, it is best positioned to determine what benefits, including medical benefits, ought to be offered in order to attract and retain the best qualified City employees at the lowest overall costs; and

WHEREAS, the City Commission of the City of St. Johns further believes that compensation determinations for City employees are most properly the responsibility of the City's elected representatives, and not the State of Michigan or its officials; and

WHEREAS, by adopting this Resolution, the City Commission wishes to express its support for home rule government and to recognize that it is the City Commission's duty to manage City affairs in order to be most responsive to City voters, taxpayers, and residents.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. Pursuant to Section 8 of Act 152, the City of St. Johns hereby exempts itself from the requirements of Act 152 for the next succeeding year.
2. All resolutions and parts of resolutions in conflict herewith are, to the extent of such conflict, repealed.

ADOPTED:

YEAS:

NAYS:

STATE OF MICHIGAN                     )  
  ) ss.  
COUNTY OF CLINTON                    )

I, the undersigned, the duly qualified and acting City 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 meeting held on June 23, 2025.

\_\_\_\_\_  
Mindy J. Seavey, City Clerk

## PA 152—Caps on Medical Benefit Contributions

### Introduction

PA 152, Publicly Funded Health Insurance Contribution Act, creates a “hard cap” on the amount a public employer may contribute to a medical benefit plan. It provides an option to elect an 80 percent contribution cap rather than the hard cap, or for a local unit to opt out entirely.

### Hard Cap

A public employer may allocate its payments among its employees and elected officials as it sees fit. These caps will be adjusted by October 1 each year, to apply to the following calendar year, based on the change in the medical care component of the U.S. consumer price index (CPI) for the most recent 12-month period available from the Department of Labor, Bureau of Labor Statistics.

### 80/20

By a majority vote, a public employer may opt out of the hard cap and into an 80 percent cap option wherein the public employer may not pay more than 80 percent of the total annual costs of all the medical benefit plans it offers or contributes to for its employees and elected officials.

The public employer may allocate employees’ share of the total annual costs of a medical benefit plan as the employer sees fit. However, *elected* public officials must pay 20 percent or more of the total annual costs of the medical benefit plan.

### Complete Opt-Out

By a 2/3 vote each year, a local unit of government may exempt itself from the requirements of this Act for the next year. An exemption is not effective for a city with a mayor who is both the chief executive and chief administrator, unless the mayor also approves the exemption.

### Total Annual Costs

Both the hard cap and the 80 percent cap pertain to total annual costs of the medical benefit plan. These include the premium and all employer reimbursement of co-pays, deductibles, and payments into health savings accounts, flexible spending accounts, or related accounts.

### Collective Bargaining Agreements or Other Contracts

Any collective bargaining agreement executed on or after September 15, 2011, must comply. A public employer’s expenditures for medical benefit plans under a collective bargaining agreement or other contract are to be excluded from the maximum payment formula under the hard cap provision.

### Deductions

A public employer may deduct an employee’s or elected official’s portion of the costs of medical benefit plans from compensation due, and the employer may condition eligibility for the plan on the employee/elected official providing authorization to make such a deduction.

**CITY OF ST. JOHNS, MICHIGAN**  
**REQUEST FOR COMMISSION ACTION**  
**June 23, 2025**

<b>Department: Administration</b>	<b>Attachments:</b>	<b>Submitted to CA for Review</b>
<b>Subject: Resolution #30-2025 - Resolution to Adopt an Ordinance to Adopt a Supplement to the Code of Ordinances</b>	<b>[ X ] Resolution #30-2025 to Adopt an Ordinance to Adopt a Supplement to the Code of Ordinances</b> <b>[ X ] Ordinance to adopt a supplement to the code of ordinances</b> <b>[ X ] Supplement #19</b>	<b>[ X ]</b>  <b>[ X ]</b>  <b>[ X ]</b>
<b>Prepared by: Mindy J. Seavey, City Clerk</b>	<b>Approved by: Chad A. Gamble, P.E., City Manager</b>	

**SUMMARY/HIGHLIGHT:** In order to codify ordinances that have been adopted since the last supplement into our Code of Ordinances, the City Commission needs to adopt an ordinance to adopt the supplement to the code of ordinances.

**BACKGROUND/DISCUSSION:** Our last supplement to the Code of Ordinances was S-18, and since that time the City Commission has adopted many ordinances and it is time for our annual supplement to the Code of Ordinances.

**STRATEGIC PLAN OBJECTIVE:** N/A

**FISCAL IMPACT:** Annually, the City budgets funds for re-codification. The cost for updating the code book is approximately \$2,500. Funds are budgeted in account number 101-101-900.006.

**RECOMMENDATION:** *Staff recommends the City Commission adopt Resolution #30-2025 – Resolution to Adopt an Ordinance to Adopt a Supplement to the Code of Ordinances.*

**CITY OF ST. JOHNS**

**RESOLUTION TO ADOPT AN ORDINANCE TO ADOPT A SUPPLEMENT TO THE  
CODE OF ORDINANCES  
#30-2025**

At a regular meeting of the City Commission of the City of St. Johns, Clinton County, Michigan, held at the City Hall, June 23, 2025 at 6:00 p.m.

Present:

Absent:

The following resolution was offered by Commissioner \_\_\_\_ and supported by Commissioner \_\_\_\_.

WHEREAS, American Legal Publishing Corporation of Cincinnati, Ohio, has completed the 19<sup>th</sup> supplement to the Code of Ordinances of the City of St. Johns, which supplement contains all ordinances of a general and permanent nature enacted since the adoption of the 18<sup>th</sup> supplement to the Code of Ordinances of this Political Subdivision; and

WHEREAS, American Legal Publishing Corporation has recommended the revision or addition of certain sections of the Code of Ordinances which are based on or make reference to sections of the Michigan code; and

WHEREAS, it is the intent of the City Commission to accept these updated sections in accordance with the changes of the law of the State of Michigan; and

WHEREAS, it is necessary to provide for the usual daily operation of the municipality and for the immediate preservation of the public peace, health, safety and general welfare of the municipality that this ordinance take effect at an early date.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The City adopt Ordinance No. \_\_\_\_, An Ordinance to Adopt a Supplement to the City Code of Ordinances.
2. To the extent that any resolution or portion of resolution is inconsistent with this Resolution, such resolutions or portions of resolutions are hereby rescinded.

ADOPTED:

YEAS:

NAYS:

STATE OF MICHIGAN     )  
  )ss  
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 June 23, 2025.

---

Mindy Seavey, City Clerk



**ORDINANCE NO. \_\_\_\_**

**AN ORDINANCE TO ADOPT A SUPPLEMENT TO THE CODE OF ORDINANCES**

**THE CITY OF ST. JOHNS ORDAINS:**

Section 1. The 19<sup>th</sup> supplement to the Code of Ordinances of the Political Subdivision as submitted by American Legal Publishing Corporation of Cincinnati, Ohio, and as attached hereto, is hereby adopted by reference as if set out in its entirety.

Section 2. Such supplement shall be deemed published as of the day of its adoption and approval by the City Commission and the Clerk of the City of St. Johns is hereby authorized and ordered to insert such supplement into the copy of the Code of Ordinances kept on file in the Office of the Clerk.

Section 3. This ordinance is declared to be an emergency measure necessary for the immediate preservation of the peace, health, safety, and general welfare of the people of this municipality, and shall take effect at the earliest date provided by law.

YEAS:

NAYS:

ABSTAIN:

ABSENT:

**CERTIFICATION**

As the City Clerk of the City of St. Johns, Clinton County, Michigan, I certify that this is a true and complete copy of an ordinance adopted by the St. Johns City Commission at a regular meeting held on June 23, 2025.

Scott Dzurka, Mayor

---

Mindy J. Seavey, Clerk

---

**ST. JOHNS, MICHIGAN**  
Instruction Sheet  
2025 S-19 Supplement

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# **CITY OF ST. JOHNS, MICHIGAN**

## **CODE OF ORDINANCES**

2025 S-19 Supplement contains:

Local legislation current through Ordinance 696, passed 2-24-2025

Published by:

**AMERICAN LEGAL PUBLISHING**

525 Vine Street ✧ Suite 310 ✧ Cincinnati, Ohio 45202

1-800-445-5588 ✧ [www.amlegal.com](http://www.amlegal.com)

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**ORDINANCE NO. 684**

**AN ORDINANCE TO ADOPT A SUPPLEMENT TO THE CODE OF ORDINANCES**

THE CITY OF ST. JOHNS ORDAINS:

Section 1. The 18th supplement to the Code of Ordinances of the Political Subdivision as submitted by American Legal Publishing Corporation of Cincinnati, Ohio, and as attached hereto, is hereby adopted by reference as if set out in its entirety.

Section 2. Such supplement shall be deemed published as of the day of its adoption and approval by the City Commission and the Clerk of the City of St. Johns is hereby authorized and ordered to insert such supplement into the copy of the Code of Ordinances kept on file in the Office of the Clerk.

Section 3. This ordinance is declared to be an emergency measure necessary for the immediate preservation of the peace, health, safety, and general welfare of the people of this municipality, and shall take effect at the earliest date provided by law.

YEAS: Hufnagel, Ruestman, Gurski, Dzurka, Hyzer

NAYS: None

ABSTAIN: None

ABSENT: None

**CERTIFICATION**

As the City Clerk of the City of St. Johns, Clinton County, Michigan, I certify that this is a true and complete copy of an ordinance adopted by the St. Johns City Commission at a regular meeting held on February 26, 2024.

Scott Dzurka, Mayor \_\_\_\_\_

Mindy J. Seavey, Clerk \_\_\_\_\_



## **OFFICIALS OF ST. JOHNS, MICHIGAN**

Scott Dzurka, Mayor

Brad Gurski, Vice Mayor

### **Commissioners**

Eric Hufnagel

Chris Hyzer

Chris DeLiso

Chad Gamble, PE, City Manager

Mindy J. Seavey, City Clerk

Kristina Kinde, City Treasurer/Deputy City Manager

Michael Homier, City Attorney

Brianna Hardaker, Assessor

Justin Smith, Director of Public Services

Jeremy Ritter, DPW Supervisor

Calvin Galecka, Water Supervisor

Jordan Whitford, Wastewater Supervisor

William Schafer, Recreation Director

David Kirk, Police Chief

Kevin Douglas, Fire Chief





## § 71.06 ISSUING TICKETS.

The issuance of a traffic citation or notice of violation by a police officer of the city shall be deemed an allegation of a parking violation. The City Commission, in consultation with the Chief of Police, may authorize city personnel other than a police officer to issue and serve citations and notices of violation of its ordinances involving the parking or standing of motor vehicles. Such citations or traffic tickets shall indicate that the person to whom the same was issued may respond to the Parking Violations Bureau within five business days of its issuance and that thereafter the citation will be turned over to the 65-2 District Court for handling. The citation shall also indicate the address of the Parking Violations Bureau, the hours during which the Bureau is open, the amount of the penalty scheduled for the offense for which the ticket was issued and the address of the 65-A District Court if the five day time frame is not met. (1990 Code, § 10.55) (Am. Ord. 462, passed 10-13-1997; Am. Ord. 683, passed 2-26-2024)

## § 71.07 SCHEDULE OF VIOLATIONS.

The City Commission shall set the amount of the penalty for the offenses listed below.

- (A) Parking too far from curb.
- (B) Angle parking violations.
- (C) Obstructing traffic.
- (D) Prohibited parking (signs unnecessary):
  - (1) On sidewalk;
  - (2) In front of drive;
  - (3) Within intersection;
  - (4) On crosswalk;
  - (5) Within 20 feet of crosswalk or 15 feet of corner lot lines;
  - (6) Within 30 feet of street side traffic sign or signal;
  - (7) Within 50 feet of railroad crossing;
  - (8) Within 20 feet of fire station entrance;
  - (9) Within 75 feet of fire station entrance on opposite side of street (signs required);
  - (10) Double parking;

(11) Blocking emergency exit;

(12) Blocking fire escape.

(E) In prohibited zone (signs required).

(F) In alley.

(G) Wrong side of boulevard roadway.

(H) Loading zone violation.

(I) Parking during prohibited hours.

(J) Meter violations.

(K) Overtime parking in areas as designated by traffic control order and signs on roadways.

(L) Overtime parking in parking lots owned, leased or operated by the city.

(M) Meters, not parked within space.

(N) Failure to set brakes.

(O) Parked on grade, wheels not turned to curb.

(P) Bicycle parking violations.

(Q) Parking vehicle unattended with keys left in car and motor running.

(R) Parking between curb and sidewalk or imaginary line of curb or sidewalk.

(S) Parking within 15 feet of a fire hydrant placement.

(T) Parking facing oncoming traffic.

(U) Parking in a space reserved for the handicapped.

(1990 Code, § 10.56)

## **§ 71.08 PARKING REGULATIONS.**

(A) It shall be unlawful for any person to park in a parking zone on the streets of the city within the areas designated for parking and designated for a specified time period for a period in excess of that time

designated by traffic control order and by traffic signs, respectively. If any vehicle shall remain parked in such a parking space beyond the time limit fixed for such parking space, the parking shall be deemed overtime parking, a violation of this chapter and punishable as set forth herein.

(B) It shall be unlawful for any person to park in a designated municipal parking lot for a time period in excess of that time set forth by respective traffic control order and denoted by signs to that effect. Such parking in excess of the times designated by traffic control order and by signs, respectively, shall be deemed overtime parking and shall be a violation of this chapter and punishable as hereinbefore provided.

(C) It shall further be unlawful for any person without a permit to park in a designated municipal parking lot that allows parking by permit, the lots and permits being further designated by traffic control order and by signs, respectively. The parking permits shall be obtained from the municipal offices at City Hall, and the permits are to be for a period of six months or one year, at a price to be established by the City Commission administratively. The permits must be affixed or hung from the inside rearview mirror of any vehicle. Any vehicle parking without permit shall be deemed overtime parking and shall be a violation of this chapter and punishable as herein described.

(D) It shall be unlawful for any person to park overnight in designated municipal parking lots set forth by respective traffic control orders and denoted by signs to that effect without first obtaining a permit to do so, said permit to be available from the municipal offices at City Hall and to be for a period of six months to one year, at a price to be established by the City Commission administratively. The permits must be affixed or hung from the inside rearview mirror of any vehicle. Any vehicle parking overnight with the proper permit must be moved at least once every 72 hours and not left standing in excess of that time.

(E) Any vehicle parking overnight without permit or allowed to remain unmoved in excess of 72 hours with a permit shall be in violation of this chapter and subject to a parking citation as provided for in this chapter or may be subject to towing and removal by city police, designated personnel, or the city's designated towing authority.

(1990 Code, § 10.58) (Am. Ord. 464, passed 11-24-1997; Am. Ord. 575, passed 3-10-2008; Am. Ord. 683, passed 2-26-2024) Penalty, see § 10.99

## § 71.09 PARKING PROHIBITED.

(A) (1) Except as otherwise provided in this section, no person shall be permitted to park or leave standing, unattended a motor vehicle or any other vehicle on the public streets of the city between the hours of 1:00 a.m. and 6:00 a.m.

(2) *Exception.* A person may park a motor vehicle on a public street between the hours of 1:00 a.m. and 6:00 a.m. only if a traffic control order has designated that particular public street for overnight parking.



(B) Any person or persons violating any of the provisions of this section shall, upon being found responsible therefor, be punished as a civil infraction.

(C) Parking is prohibited on a sidewalk or between curb and sidewalk or imaginary line of curb or sidewalk.

(Ord. 422, passed 9-12-1994; Am. Ord. 506, passed 4-22-2002; Am. Ord. 673, passed 5-22-2023)

#### **§ 71.10 PARKING IN A METERED ZONE AREA.**

When parking meters are erected adjacent to a space marked for parking, such space shall be a metered parking zone, and no person shall stop or park a vehicle in any such zone for a period of time longer than the parking period designated on the parking meter or without satisfying the conditions designated on the parking meter for the deposit of coins of U.S. currency on the days and during the hours such regulations are designated on such meters as being in effect. Whenever a vehicle shall be parked in an individual parking zone, when parking meter regulations are in effect, coins as required by the designation on the meter shall be deposited in the meter immediately upon parking by the owner, operator or passenger of the vehicle.

(1990 Code, § 10.59)

#### **§ 71.11 PARKING METER VIOLATIONS.**

It shall be unlawful for any person to park in a parking meter zone or parking meter lot except within the areas designated or to fail or neglect to deposit the proper coin or coins. If said vehicle shall remain parked in any such parking space beyond the parking time limits fixed for such parking space, the parking meter shall by its dial and pointer indicate such illegal parking. In that event, such vehicle shall be considered as parking overtime and shall be in violation of this chapter and punishable as set forth herein.

(1990 Code, § 10.60) Penalty, see § 10.99

#### **§ 71.12 CONTROL MARKS OR DEVICES.**

The St. Johns Chief of Police and/or his or her designated employee or agent may use markings or approved marking devices to designate and control time limitations set forth herein as permitted by law. (1990 Code, § 10.61) (Am. Ord. 683, passed 2-26-2024)

#### **§ 71.13 ERASURE OR REMOVAL OF CONTROL MARKS OR DEVICES.**

No person shall erase or remove any marks or devices utilized for the purpose of enforcing the provisions of this chapter.

(1990 Code, § 10.62) (Am. Ord. 683, passed 2-26-2024)

## CHAPTER 93: NUISANCES

### Section

#### *General Provisions*

- 93.01 Nuisance defined and prohibited
- 93.02 Nuisances per se
- 93.03 Abandoned refrigerators

#### *Noise Control*

- 93.20 Excessive noise declared nuisance
- 93.21 Specific offenses
- 93.22 Maximum permissible sound levels
- 93.23 Exceptions
- 93.24 Evaluation of noise level limits
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#### *Nuisances on Private Property*

- 93.35 Definition of nuisance
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- 93.50 Weed growth prohibited
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- 93.52 When to do work
- 93.53 Exemption
- 93.54 Enforcement

### **GENERAL PROVISIONS**

#### **§ 93.01 NUISANCE DEFINED AND PROHIBITED.**

Whatever annoys, injures or endangers the safety, health, comfort, or repose of the public; offends public decency; interferes with, obstructs or renders dangerous any street, highway, navigable lake or

stream; or in any way renders the public insecure in life or property is declared to be a public nuisance. Public nuisances shall include, but not be limited to, whatever is forbidden by any provision of this chapter. No person shall commit, create, or maintain any nuisance.  
(1990 Code, § 9.1)

### § 93.02 NUISANCES PER SE.

The following acts, services, apparatus and structures are declared to be public nuisances:

(A) The maintenance of any pond, pool of water, or vessel holding stagnant water;

(B) The throwing, placing, depositing or leaving in any street, highway, lane, alley, public place, square or sidewalk, or in any private place or premises where such throwing, placing, depositing or leaving is in the opinion of the officer charged with enforcing this section dangerous or detrimental to public health, or likely to cause sickness or attract flies, insects, rodents and/or vermin, by any person of any animal or vegetable substance, dead animal, fish, shell, tin cans, bottles, glass, or other rubbish, dirt, excrement, filth, unclean or nauseous water, or fluids, hay, straw, soot, garbage, swill, animal bones, hides or horns, rotten soap, grease or tallow, offal or any other offensive article or substance whatever;

(C) The pollution of any stream, lake or body of water by depositing or permitting to be deposited any refuse, foul, or nauseous liquid or water, creamery or industrial waste, or forcing or discharging into any public or private sewer or drain any steam, vapor or gas;

(D) Any vehicle used for any illegal purpose;

(E) Betting, bookmaking and all apparatus used in such occupations;

(F) All gambling devices;

(G) All houses kept for the purpose of prostitution or promiscuous sexual intercourse, gambling houses, houses of ill fame and bawdy houses;

(H) The distribution of samples of medicines or drugs unless such samples are placed in the hands of an adult person;

(I) All explosives, inflammable liquids and other dangerous substances stored in any manner or in any amount contrary to the provisions of this code or statutes of the State of Michigan;

(J) Any use of the public streets and/or sidewalks which causes large crowds to gather, obstructing the free use of the streets and/or sidewalks;



(K) All buildings, walls and other structures which have been damaged by fire, decay, or otherwise and all excavations remaining unfilled or uncovered for a period of 90 days or longer, and which are so situated so as to endanger the safety of the public;

(L) All dangerous, unguarded excavations or machinery in any public place, or so situated, left or operated on private property as to attract the public;

(M) The owning, driving or moving upon any public streets and alleys of trucks or other motor vehicles which are constructed or loaded so as to permit any part of their load or contents to blow, fall, or be deposited upon any street, alley, sidewalk or other public or private place, or which deposits from its wheels, tires, or other parts onto the street, alley, sidewalk or other public or private place dirt, grease, sticky substances or foreign matter of any kind; provided, however, that under circumstances determined by the City Manager to be in the public interest, he may grant persons temporary exemption from the provisions of this subsection conditioned upon cleaning and correcting the violating condition at least once daily and execution of an agreement by such person to reimburse the city for any extraordinary maintenance expenses incurred by the city in connection with such violation;

(N) The placing or causing to be placed in or on any motor vehicle parked upon any street, alley or other public place within the corporate limits of the city any paper, posters, signs, cards, or other advertising matter, but this prohibition shall not extend to official traffic violation notices.  
(1990 Code, § 9.7)

### **§ 93.03 ABANDONED REFRIGERATORS.**

(A) *General.* It shall be unlawful for any person to leave outside of any building or dwelling in a place accessible to children any abandoned, unattended or discarded icebox, refrigerator or container having airtight doors which when closed cannot be opened from the inside. (1990 Code, § 9.21)

(B) *Lock removal.* It shall be unlawful for any person to leave outside of any building or dwelling in a place accessible to children any abandoned, unattended or discarded icebox, refrigerator or any other container of any kind which has an airtight snap-lock or other device thereon without first removing the said snap-lock or doors from said icebox, refrigerator or container. (1990 Code, § 9.22)  
Penalty, see § 10.99

## ***NOISE CONTROL***

### **§ 93.20 EXCESSIVE NOISE DECLARED NUISANCE.**

Excessive levels of sound are detrimental to the physical, mental and social well-being of the citizens of the city, as well as to their comfort, quality of life, general welfare and safety. The purpose of this



subchapter is to regulate or abate noises which annoy, disturb, injure or endanger the comfort, repose, health, peace, safety or welfare of persons within the city, and to establish maximum sound level limits for motor vehicles and transportation noise and other general environmental noise. None of the terms or prohibitions of §§ 93.20 and 93.21 shall apply to or be enforced against:

(A) Emergency vehicles: any police or fire vehicle or any ambulance, while engaged upon emergency business;

(B) Highway maintenance and construction: excavations or repairs of bridges, streets, or highways by or on behalf of the city, county, or the State of Michigan during the night, when the public safety, welfare, and convenience renders it impossible to perform such work during the day;

(C) Motor vehicles (as defined in the state motor vehicle code, M.C.L.A. §§ 257.1 *et seq.*, M.S.A. §§ 9.1801 *et seq.*) in operation on a public right-of-way;

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

(E) Aircraft in flight or in operation at an airport.  
(1990 Code, § 9.10) (Am. Ord. 691, passed 2-24-2025)

### § 93.21 SPECIFIC OFFENSES.

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

(A) *Animal and bird noises.* Any pet or domestic livestock, as defined in § 155.200, which, by causing frequent or long continued noise, shall create a noise disturbance across a property line.

(B) *Construction noises.* The erection (including excavating therefor), demolition, alteration or repair of any building and the excavation of streets and highways Monday through Saturday between the hours of 8:00 p.m. and 7:00 a.m., unless a permit is first obtained from the City Manager (see § 93.23).

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

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

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

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

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

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

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

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

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

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

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

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

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



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

- (a) The level of the noise;
- (b) Whether the nature of the noise is usual or unusual;
- (c) Whether the origin of the noise is natural or unnatural;
- (d) The level and intensity of the background noise, if any;
- (e) The proximity of the noise to residential areas or to persons;
- (f) The nature and zoning of the area within which the noise emanates, such as residential, commercial, or industrial;
- (g) The density of the inhabitation of the area within which the noise emanates;
- (h) The time of day and/or night the noise occurs;
- (i) The duration of the noise;
- (j) Whether the noise is recurrent, intermittent, or constant;
- (k) Whether the noise is being intentionally used to harass or annoy another person; and
- (l) Whether the noise contains the discharge or escape of sounds or vibrations in violation of the standards in § 93.22 within 50 feet of the source.

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

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

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

(1990 Code, § 9.11) (Am. Ord. 429, passed 3-13-1995; Am. Ord. 691, passed 2-24-2025)

### § 93.22 MAXIMUM PERMISSIBLE SOUND LEVELS.

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

<i>Land Use District Category</i>	<i>Time Interval</i>	<i>A-Weighted Sound Level Limit (dB(A))</i>
Residential	8:00 p.m. to 7:00 a.m.	60
	7:00 a.m. to 8:00 p.m.	80
Commercial	8:00 p.m. to 7:00 a.m.	66
	7:00 a.m. to 8:00 p.m.	80
Industrial	8:00 p.m. to 7:00 a.m.	71
	7:00 a.m. to 8:00 p.m.	80
Noise sensitive areas (hospitals, schools, and religious institutions)	8:00 p.m. to 7:00 a.m.	60
	7:00 a.m. to 8:00 p.m.	70
* For any source of sound which emits a pure tone or impulsive sound, the maximum sound level limits set forth in the table above shall be reduced by five dB(A).		

(Ord. 691, passed 2-24-2025)

### § 93.23 EXCEPTIONS.

The following noises or noise-producing activities shall be exempt from the provisions of this subchapter:

(A) Noise associated with athletic, musical or cultural activities or events (including practices and rehearsals) conducted by or under the auspices of public or private schools, colleges or universities;



(B) Noise associated with outdoor gatherings, public dances, shows, concerts, parades, fairs, festivals, and sporting or entertainment events, provided that all necessary permits, licenses or approvals have been obtained from all appropriate jurisdictions for the event, and subject to any alternative maximum sound limits imposed by the city;

(C) Stationary bells, chimes, or carillons played for religious or educational purposes or in conjunction with religious services, for national celebrations or public holidays, or for other noncommercial purposes, between the hours of 7:00 a.m. and 8:00 p.m., and for a period not to exceed 90 seconds duration in any one hour;

(D) Sound made to alert persons to the existence of an emergency, danger, or attempted crime, including sound made by stationary safety signals and warning devices;

(E) Noise resulting from the provision of essential services;

(F) Noise resulting from emergency work necessary to restore property to a safe condition following a fire, accident or natural disaster, or to protect persons or property from an imminent danger;

(G) Noise sources associated with the construction, repair, remodeling or grading of any real property between the hours of 8:00 a.m. and 8:00 p.m., provided that all necessary permits have been obtained from the city and the permits are currently in effect;

(H) Noise sources associated with lawn maintenance equipment when it is functioning within manufacturer's specifications and with all mufflers and noise reduction equipment in use and in proper operating condition, between the hours of 7:00 a.m. and 8:00 p.m.;

(I) Noise created by mechanical devices, apparatus or equipment associated with agricultural operations, provided the operations do not take place between the hours of 8:00 p.m. and 7:00 a.m. of the following day unless otherwise preempted by the Right to Farm Act and in conformity with the generally accepted agricultural and management practices approved by the Michigan Commission of Agriculture;

(J) Noise associated with the operation or use, for any noncommercial purpose, of any loudspeaker, sound amplifier, public address system or similar device between the hours of 7:00 a.m. and 8:00 p.m., including the use or operation of mechanical loudspeakers on or from a motor vehicle, only if a permit for the specific activity has been granted by the City Manager or their designee. The City Manager or their designee shall have cause to issue such a permit under circumstances and subject to conditions as follows:

(1) The City Manager or their designee finds that the applicant has a noncommercial message that cannot be effectively communicated to the public by any other means of communication available;

(2) The applicant will limit the use of the loudspeakers to times, locations and sound levels which will not unreasonably disturb the public peace, as determined by the City Manager or their designee; and

(3) The applicant will not use the equipment in residential areas between the hours of 8:00 p.m. and 7:00 a.m. of the following day;

(K) Use of fireworks in compliance with state law and Chapter 135 of the St. Johns Code of Ordinances; and

(L) Noise associated with any activity to the extent that regulation of the activity has been preempted by state or federal law.

(1990 Code, § 9.12) (Am. Ord. 691, passed 2-24-2025)

#### **§ 93.24 EVALUATION OF NOISE LEVEL LIMITS.**

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

(Ord. 691, passed 2-24-2025)

#### **§ 93.25 VIOLATION OF SUBCHAPTER; MUNICIPAL CIVIL INFRACTION.**

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

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

(B) For violations where the source of noise is associated with a residential activity (regardless of the character of the receiving land use), the amount of the civil fine shall be set and revised annually by the City Manager or their designee.

(C) For violations where the source of noise is associated with a commercial or industrial activity (regardless of the character of the receiving land use), the amount of the civil fine shall be set and revised annually by the City Manager or their designee. Repeat offenses under this section shall be subject to increased fines as provided by § 10.99 of this code.



(1) No provision of this subchapter shall be construed to impair any common law or statutory cause of action or legal remedy of any person for injury or damage arising from any violation of this subchapter or from other law.

(2) If there is any evidence of retaliation by any offender against any complainant or witness, the evidence shall be communicated to the District Court. When sentencing any violator, the District Court shall first examine the evidence of retaliation, and if acts of retaliation shall be shown, shall consider the acts and sentence the violator accordingly.  
(Ord. 691, passed 2-24-2025)

### ***NUISANCES ON PRIVATE PROPERTY***

#### **§ 93.35 DEFINITION OF NUISANCE.**

For the purposes of this subchapter, the term ***NUISANCE*** is defined to mean any condition or use of premises or of building exteriors which is detrimental to the property of others, or which causes or tends to cause substantial diminution in the value of other property in the neighborhood in which such premises are located; this includes, but is not limited to, the keeping or the depositing on or the scattering over the premises of any of the following:



## CHAPTER 111: ALCOHOLIC BEVERAGES

### Section

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- 111.02 License required
- 111.03 Liquor sales
- 111.04 Age of purchaser
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- 111.09 Dance permits
- 111.10 City designated social district

### § 111.01 DEFINITIONS.

The meaning of *ALCOHOLIC LIQUOR* and *LICENSE* when used in this chapter shall be as defined in Public Act 58 of 1988, the Michigan Liquor Control Code, being M.C.L.A. §§ 436.1101 *et seq.* (1990 Code, § 9.121)

### § 111.02 LICENSE REQUIRED.

It shall be unlawful for any person to sell spirits or alcoholic liquor by the glass and for consumption on the premises before such person shall have obtained a license to engage in such business as required by this code and the laws of the State of Michigan.  
(1990 Code, § 9.122) Penalty, see § 10.99

### § 111.03 LIQUOR SALES.

No licensee, by himself, or another, shall sell, furnish, give or deliver any alcoholic liquor to any person:

(A) Who is so intoxicated as not to be in control of all his faculties;

(B) On any day during the hours not permitted by state law or the Liquor Control Commission of the State of Michigan.  
(1990 Code, § 9.123)

**§ 111.04 AGE OF PURCHASER.**

(A) No person, either directly or indirectly, by himself, clerk, agent, servant or employee, shall at any time knowingly or negligently sell, furnish, give or deliver any alcoholic liquor to any person unless such person shall have attained the age of 21 years; provided, however, that nothing herein contained shall prohibit the sale of alcoholic liquor to a person under 21 years of age upon authority of and pursuant to a prescription of a duly licensed physician.

(B) In a prosecution for the violation of this section, proof that the defendant or the defendant's agent or employee demanded and was shown, before furnishing alcoholic liquor to a person under 21 years of age, a motor vehicle operator's license or registration certificate issued by the federal selective service or other bona fide documentary evidence of the age and identity of that person shall be a defense to a prosecution under this section.

(1990 Code, § 9.124)

**§ 111.05 POSSESSION OR CONSUMPTION OF ALCOHOLIC LIQUOR BY UNDERAGE PERSON.**

(A) *Acts prohibited; enforcement:*

(1) *Civil infraction charge for first offense.* A minor shall not purchase or attempt to purchase alcoholic liquor, consume or attempt to consume alcoholic liquor, possess or attempt to possess alcoholic liquor, or have any bodily alcohol content, except as provided in this section. A minor who violates this section is responsible for a civil infraction. If a minor has a prior conviction in the State of Michigan for minor in possession of alcohol, or has previously been found responsible for a civil infraction involving minor in possession of alcohol, he or she is subject to prosecution for a misdemeanor as described in division (3) below.

(2) *Penalties for civil infraction finding under this section.* For the first violation, the minor is responsible for a civil infraction and shall be fined not more than \$100. A court may order the minor to participate in substance abuse treatment services, to perform community service, and to undergo substance abuse screening and assessment at his or her own expense as described in state law. A minor may be found responsible or admit responsibility for a first violation of this section only once.

(3) *Misdemeanor charge/conviction for second or subsequent offense.* A minor who is alleged to have engaged in conduct described in division (A)(1) of this chapter, *supra*, and who has a prior "Minor in Possession of Alcohol" conviction in the State of Michigan (either civil infraction or misdemeanor conviction) shall be charged with a misdemeanor under § 111.05(A)(5) and subject to a \$200 fine, community service, a term of probation not to exceed one year, or any combination thereof. If a minor is placed on probation by the court under this section, and violates any material term of said probation, the court has the discretion to use its contempt powers to punish the minor, to include incarceration in a suitable facility.



**§ 111.06 POSSESSION IN MOTOR VEHICLE.**

(A) A person less than 21 years of age shall not knowingly transport or possess, in a motor vehicle, alcoholic liquor unless the person is employed by a licensee under state law, the Liquor Control Commission, or an agent of the Liquor Control Commission and is transporting or having the alcoholic liquor in a motor vehicle under the person's control during regular working hours and in the course of the person's employment. A person who violates this section is guilty of a violation of this chapter.

(B) This section shall not apply to alcoholic liquor possessed by a person under 21 years of age under authority of and pursuant to a prescription of a duly licensed physician.

(1990 Code, § 9.126) Penalty, see § 10.99

**§ 111.07 OPEN CONTAINERS; TRANSPORTING IN MOTOR VEHICLE.**

(A) A person shall not transport or possess any alcoholic liquor in a container which is open, uncapped, or upon which the seal is broken within the passenger compartment of a vehicle on any city street or alley. If the vehicle does not have a trunk or compartment separate from the passenger compartment, a container which is open, uncapped, or upon which the seal is broken shall be encased or enclosed.

(B) This section shall not apply to any chartered passenger vehicle licensed by the Michigan Public Service Commission.

(1990 Code, § 9.127)

**§ 111.08 AGE FOR LICENSED ESTABLISHMENTS.**

(A) No one under the age of 21 shall be allowed in those facilities that serve beer, wine, liquor or alcoholic beverages after 12:00 midnight.

(B) Application of this section to bowling alleys that serve liquor or alcoholic beverages shall be to that area of the premises where the liquor, beer, wine or alcoholic beverages are dispensed.

(C) Any person found to be in violation of this section shall be deemed guilty of a misdemeanor punishable by a fine of not more than \$500 or by not more than 90 days in jail.

(1990 Code, § 9.128) (Am. Ord. 466, passed 3-23-1998)

**§ 111.09 DANCE PERMITS.**

(A) *Dance license; required.* No licensee operating an establishment where beer, wine or intoxicating liquor is sold in the city shall allow dancing on the premises without first obtaining a license as hereinafter provided from the City Clerk. (1990 Code, § 9.131)

(B) *Applications*. Applications for licenses issued hereunder shall be made in writing and shall state:

- (1) The name and business address of the applicant;
- (2) A description of the facilities for dancing on the premises;
- (3) The hours when dancing will be allowed on the premises.

(1990 Code, § 9.132)

(C) *Investigation*. After receipt of an application as provided herein, the Chief of Police shall make an investigation of the applicant and the facilities provided for dancing on the premises. (1990 Code, § 9.133)

(D) *Report*. The Chief of Police shall report after investigation to the City Commission whether or not the applicant and all employees are of good moral character and capable of supervising dancing on the premises in a manner consistent with the public safety and good morals and also whether the requirements of this code have been met. The City Commission shall then determine whether or not the license should be issued and by resolution shall direct the City Clerk to issue a license if such action is found appropriate. (1990 Code, § 9.134)

(E) *Fee*. A license shall be issued to a successful applicant hereunder after payment to the City Clerk of the annual license fee of \$50. The license fee shall be for a calendar year and shall be in addition to any other license fees or charges established by proper authority and applicable to the holder. No license may be transferred or assigned by the holder without the consent of the city. (1990 Code, § 9.135)

(F) *Revocation of license*. The City Commission shall have the authority to revoke or suspend a license issued hereunder when it finds:

(1) That the licensee is operating in violation of this code or any other governing law, ordinance, or regulation;

(2) That the licensee is allowing dancing on the premises so as to constitute a nuisance by reason of noise or immoral activity on the premises.

(1990 Code, § 9.136)

#### **§ 111.10 CITY DESIGNATED SOCIAL DISTRICT.**

(A) The city may designate a social district within the city and within the public rights-of-way or on public property and which contains a commons area, upon which qualified licensees that obtain a



social district permit may operate. The city shall file any such designation with the State of Michigan Liquor Control Commission in compliance with the Michigan Liquor Control Code of 1998, Act 58 of 1998, as amended (the "Code").

(B) As used in this section, *QUALIFIED LICENSEE* means any of the following:

(1) A retailer that holds a license issued by the State of Michigan Liquor Control Commission, other than a special license, to sell alcoholic liquor for consumption on the licensed premises; or

(2) A manufacturer who has been issued an on-premises tasting room permit, an off-premises tasting room license, or a joint off-premises testing room license, issued under § 536 of the Code.

(C) The city shall not designate a social district that would close a road outside its jurisdictional authority without permission from the governing road authority.

(D) The commons area defined by the city within a social district shall be defined and clearly marked with signs. The commons area defined by the city shall be contiguous to at least two qualified licensees.

(E) The city shall maintain the commons area in a manner that protects the health and safety of the city residents and deters public nuisance. The city shall also establish a management and maintenance plan, including hours of operation of the commons area, for each established social district. Maintenance and management plans shall be submitted by the city to the State of Michigan Liquor Control Commission.

(F) The city may revoke any social district designation if it determines that the commons area threatens the health, safety, or welfare of the public and has become a public nuisance. Before revoking the designation, the governing body must hold a public hearing. The city shall file any revocation of a social district designation with the State of Michigan Liquor Control Commission.

(Ord. 685, passed 3-18-2024)



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(G) Lessen congestion in the public streets by providing for off-street parking of motor vehicles and for off-street loading and unloading of commercial vehicles.

(H) Provide for the conservation of social and economic stability, property values, and the general character and trend of community development by encouraging the maintenance and strengthening of those features of the city's development which contribute to the citizen's welfare.

(I) Encourage all uses of the land to conform to all applicable provisions of this chapter and encourage discontinuance of existing uses that are not permitted as new uses under the provisions of the chapter.

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

### § 155.003 DEFINITIONS - GENERAL.

For the purposes of this chapter certain words and terms used herein shall be defined and interpreted as follows:

(A) Words used in the present tense include the future.

(B) The singular number includes the plural and the plural, the singular.

(C) The word **STRUCTURE** includes the word **BUILDING**.

(D) The word **LOT** includes the word **PLOT** or **PARCEL**.

(E) The word **PERSON** includes a **CORPORATION** as well as an **INDIVIDUAL**.

(F) The word **USED** or **OCCUPIED** as applied to any land or building shall be construed to include the words **INTENDED, ARRANGED, OR DESIGNED TO BE USED OR OCCUPIED**.

(G) The word **SHALL** is always mandatory, not directory. The word **MAY** is permissive.

(H) Any word or term not defined herein shall be used with a meaning of common or standard utilization.

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

### § 155.004 DEFINITIONS.

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

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

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

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

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

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

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

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

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

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

(b) A booth, or other such constructed area, where an individual may, for the payment of a fee, view a motion picture, film, videotape recording, or live entertainment which depicts, describes, or portrays "specified sexual activities" or "specified anatomical areas" as defined herein.



(5) **CABARET.** A café, restaurant, or bar, where patrons are entertained by dancers, strippers, male or female impersonators, whether accompanied by music or not, whose conduct is characterized by an emphasis on "specified sexual activities" or "specified anatomical areas" as defined herein.

(6) **ADULT NOVELTY BUSINESS.** A business which has, as a principal activity, the sale of devices which simulate human genitals or devices designed for sexual stimulation.

(7) **ADULT PERSONAL SERVICE BUSINESS.** A business having as its principal activity a person, while nude, or while displaying "specified anatomical areas," as defined herein, providing personal services for another person. Such businesses include, but are not limited to, modeling studios, body painting studios, wrestling studios, conversation parlors, and theatrical performances or entertainment.

(8) **SPECIFIED SEXUAL ACTIVITIES.**

- (a) Human genitalia in a state of sexual stimulation or arousal;
- (b) Acts of human masturbation, sexual intercourse, or sodomy; and/or
- (c) Fondling, or other erotic touching, of human genitalia, pubic region, buttock, or female breast.

(9) **SPECIFIED ANATOMICAL AREAS.**

- (a) Less than completely and opaquely covered:
  - 1. Human genitalia and pubic region;
  - 2. Buttock; and
  - 3. Female breast below a point immediately above the top of the areola; and
- (b) Human male genitals in a discernibly turgid state, even if completely and opaquely covered.

(10) **MASSAGE PARLOR.** An establishment wherein private massage is practiced, used, or made available as the principal use of the premises.

(11) **MASSAGE.** Manipulation of body muscle or tissue by rubbing, stroking, kneading, tapping or vibrating, through the use of physical, mechanical, or other device, of the body of another, for a fee.

(12) **PROTECTED USE.** Church, school, and residential.



(13) **SCHOOL.** A public, or private, school offering education to students enrolled in kindergarten or one or more grades, one through 12.

(14) **CHURCH.** A building used for regular public worship services and exempt from taxation under the General Property Tax Act of Michigan.

(15) **ESCORT SERVICE.** An establishment which provides the services of escorting members of the opposite sex for payment of a fee.

(16) **ADULT PEEP SHOW.** A means of entertainment provided within an adult business that is characterized by one of the following:

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

(b) A booth or other such constructed area where an individual may, for the payment of a fee, view a motion picture film, videotape recording, or live entertainment which depicts, describes or portrays "specified sexual activities" or "specified anatomical areas" as defined herein.

(17) **RESIDENTIAL.** Any designated residential zoning district as defined by this chapter, including R-1, R-2, R-3, and R-MH.

**ADULT FOSTER CARE LARGE GROUP HOME.** A facility licensed under Public Act 218 of 1979 to provide foster care for at least 13 but not more than 20 adults.

**ADULT FOSTER CARE MEDIUM GROUP HOME.** A facility licensed under Public Act 218 of 1979 to provide foster care for at least seven but no more than 12 adults.

**ADULT FOSTER CARE SMALL GROUP HOME.** A facility licensed under Public Act 218 of 1979 to provide foster care for six or fewer adults.

**ALLEY.** A public thoroughfare which affords only a secondary means of access to abutting property and not intended for general traffic circulation.

**AUTO REPAIR SHOP.** An establishment providing auto repair services such as auto body repair, major engine repair, undercoating, glass replacement and upholstery work.

**AUTO SERVICE STATION.** An establishment offering retail sale of motor fuels, oil and lubricants and/or minor vehicle repair and service such as replacement of tires, batteries, mufflers, brakes, or starters; oil changes; and engine tune-ups.

**AUTOMOBILE CIRCULATION AREA.** Space provided on a lot for automobile maneuvering, parking or storage.

**BASEMENT.** A story partly underground or wholly underground. Where more than one-half of its height is above the highest level of the adjoining ground, a basement shall be counted as a story for the purposes of height measurement.

**BED AND BREAKFAST.** A building other than a hotel where, for compensation and by prearrangement for definite periods, lodgings and breakfast, are provided for three or more persons.

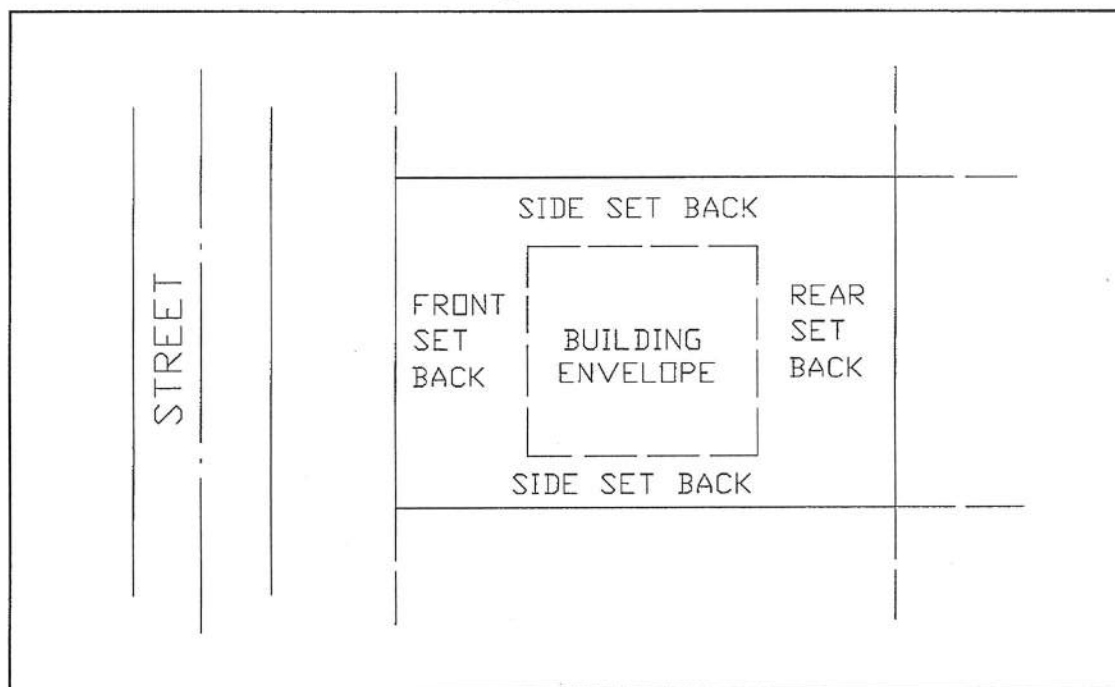
**BUFFER PLANTING.** Living vegetation designed and maintained to enclose activities, use, light, noise and materials within the specified lot or area.

**BUILDING.** Any covered structure built for the support, shelter or enclosure of persons, animals or property, and which is permanently affixed to the land.

**BUILDING CODE.** The Building Code of the City of St. Johns, as amended.

**BUILDING ENVELOPE.** A volume based on that portion of the lot exclusive of required yards, of maximum permitted height. (See Figure 3-1.)

Figure 3 - 1



**BUILDING, HEIGHT OF.** The vertical distance measured from the mean elevation of the finished grade line of the ground about the front of the building to the highest point of the roof.

**BUILDING, PRINCIPAL.** A building or, where the context so indicates, a group of buildings which exist to serve the primary or chief purpose for which a lot is used.



**BUSINESS AND PROFESSIONAL OFFICES.** Concerns engaged in service activities of a customarily professional nature (not offering personal services required by the general public frequently for hygienic and grooming purposes), and business concerns of a headquarters of district staff operation activity.

**BUSINESS SCHOOL.** An educational or training establishment designed and operated for learning specific business office skills.

**CAR WASH.** An area of land and/or a structure used principally for the cleaning, washing, polishing or waxing of motor vehicles.

**CITY COMMISSION.** The City of St. Johns Commission.

**CLUSTER HOUSING.** A method of development in which minimum lot sizes are reduced in return for an equal amount of open space for the development.

**COMMUNITY DEVELOPMENT PLAN.** The plan for the future development of the St. Johns area, prepared, adopted, and amended pursuant to Act 285 of the Public Acts of 1931, as amended.

**CONDOMINIUM.** The following definitions shall apply to all condominium developments:

(1) **CONVENTIONAL CONDOMINIUM PROJECT.** A development in which ownership interest is divided under the authority of the Condominium Act (Public Act 59 of 1978) and in which the condominium unit consists primarily of the dwelling or other principal structure and most of the land in the development is part of the general common area.

(2) **SITE CONDOMINIUM PROJECT.** A development in which ownership interest is divided under the authority of the Condominium Act (Public Act 59 of 1978) and in which the condominium unit consists of a building site, with or without structures, which along with associated limited common area, constitutes the equivalent of a lot.

(3) **GENERAL COMMON AREAS.** Portions of the condominium development owned and maintained by the condominium association.

(4) **LIMITED COMMON AREAS.** Portions of the condominium development other than the condominium unit itself reserved for the exclusive use of less than all of the co-owners of the condominium development.

(5) **CONDOMINIUM SUBDIVISION PLAN.** Drawings and information prepared pursuant to § 66 of the Condominium Act, Public Act 59 of 1978.

(6) **MASTER DEED.** The condominium document recording the condominium project to which are attached as exhibits and incorporated by reference the bylaws for the project and including those items required in § 8 of the Condominium Act, Public Act 59 of 1978.

(7) **CONTRACTIBLE CONDOMINIUM.** A condominium project from which any portion of the submitted land or building may be withdrawn in accordance with this act.

(8) **CONVERSION CONDOMINIUM.** A condominium project containing condominium units, some or all of which were occupied before the filing of a notice of taking reservations under § 71 of the Condominium Act, Public Act 59 of 1978.

(9) **EXPANDABLE CONDOMINIUM.** A condominium project to which additional land may be added in accordance with the Condominium Act, Public Act 59 of 1978.

**COURT, OPEN.** A court enclosed on not more than three sides by exterior walls of a building or by exterior walls and lot lines with one side or end open to a street, way, alley, or yard.

**COVERAGE.** The ratio of gross floor area of the first floor of a building or of a group of buildings on the same lot to the area of the lot, expressed as a percentage.

**DAY CARE FACILITIES.** Includes the following definitions as defined and regulated by Public Act 116 of 1973, as amended:

(1) **FAMILY DAY CARE HOME.** A state licensed private home in which at least one, but fewer than seven minor children are received for care and supervision for periods of less than 24 hours a day, unattended by a parent or legal guardian, except children related to an adult member of the family by blood, marriage or adoption. **FAMILY DAY CARE HOME** includes a home in which care is given to an unrelated minor child for more than four weeks during a calendar year.

(2) **GROUP DAY CARE HOME.** A state licensed private home in which more than six but not more than 12 minor children are given care and supervision for periods of less than 24 hours a day, unattended by a parent or legal guardian, except children related to an adult member of the family by blood, marriage, or adoption. **GROUP DAY CARE HOME** includes a home in which care is given to an unrelated minor child for more than four weeks during a calendar year.

(3) **CHILD CARE CENTER.** A state licensed facility, other than a private residence, receiving one or more preschool or school age children for care for periods of less than 24 hours a day, and where the parents or guardians are not immediately available to the child.

**DENSITY OF POPULATION.** A ratio expressed as either the number of persons or the number of families per gross acre or net acre of land.

**DISCONTINUANCE.** The failure to pursue customary operations.

**DRIVE, PRIVATE.** A privately owned pathway to provide access for automobiles into and through a parcel or group of parcels being developed. A **PRIVATE DRIVE** does not include individual driveways on individual lots used to provide access to a garage or a parking area.



**DRIVE-IN.** Partially or wholly oriented and designed to accommodate vehicle-borne customers who generally plan to remain in the vehicle.

**DRIVE-THROUGH.** A business establishment that provides customers with the opportunity to pay for and receive goods or services without leaving their car. A drive-through establishment is distinguished from a drive-in establishment by the fact that drive-through operations involve a driveway approach that the customer uses to enter the service area, receive service and departs, while a drive-in involved parking spaces the customer parks in to receive service.

**DRIVEWAY.** A pathway for motor vehicles that provides direct access to a garage or a parking area from a street or private drive

**DUMP.** An area, either public or private, utilized for the deposit of collected materials of very low or nonexistent value. Generally regarded as the terminal deposit for unwanted matter, but not including organic garbage.

**DWELLING UNIT.** A house, building, or mobile home, or portion thereof, which is occupied wholly as the home, residence or sleeping place by one or more human beings, either permanently or transiently, but in no case shall a travel trailer, motor home, automobile chassis, tent or other portable building be considered as a dwelling. In case of mixed occupancy where a building occupied in part as a dwelling, the part so occupied shall be deemed a dwelling for the purpose of this chapter and shall comply with the provisions thereof relative to dwelling. Garage space, whether in an attached or detached garage, shall not be deemed a part of a dwelling for area requirements.

(1) **DWELLING, MULTIPLE.** A building used for as a residence for three or more families living independently of each other and each having their own cooking facilities therein, including apartment houses, townhouses, and apartment hotels, but not including mobile homes.

(2) **DWELLING, ONE-FAMILY.** A detached building occupied by one family and so designed and arranged as to provide living, cooking and kitchen accommodations for one family or functional family only.

(3) **DWELLING, TWO-FAMILY.** A detached building occupied by two families, each provided with separate facilities for each family for living accommodations. Also known as a duplex dwelling.

(4) **EFFICIENCY UNIT.** A dwelling unit consisting of one or more rooms, excluding hallways or closets directly off the principal room.

**ESSENTIAL SERVICES.** The erection, construction, alteration or maintenance by public utilities or municipal or state departments or commissions, of overhead, surface or underground gas, electrical,

steam, or water distribution or transmission systems, collection, communication, supply, treatment or disposal systems, including mains, drains, sewers, pipes, conduits, tunnels, wires, cables, fire alarm boxes, police call boxes, traffic signals, hydrants, towers, poles, signs, and other similar equipment and accessories in connection therewith, reasonably necessary for the furnishing of adequate service by such public utility or municipal department or commission or for the public health or safety or general welfare.

**FAMILY.** An individual or a group of two or more persons related by lineal descentance, marriage, or adoption, together with not more than two additional persons not so related to such individual or group, living together as a single housekeeping unit in a dwelling unit.

**FARM BUILDING.** Any building or structure, other than a dwelling, moved upon, maintained, used or built on a farm, which is essential and customarily used on farms of a particular type for the pursuit of their agricultural activities.

**FENCE.** An artificially constructed barrier of wood, masonry, metal or other manufactured material, or combination of materials, erected to enclose, screen or separate areas.

**FLOOR AREA.** The sum of the gross horizontal areas of the several floors of a building used or intended to be used for office, merchandising or services to the public as customers, patrons, clients, patients or tenants, including areas occupied for fixtures and equipment used for display or sale of merchandise, but excluding floor areas which are used exclusively for storage, for housing of mechanical equipment integral with the building, for maintenance facilities, or for those areas so restricted that customers, patients, clients, salesmen, and the general public are denied access.

**FLOOR AREA RATIO (FAR).** A measurement of building density wherein a ratio of 1.0 means that the floor area may equal the lot area or other unit of land area. An **FAR** of 5.0 means that the floor area may be up to five times as large as the lot area; and an **FAR** of 0.5 means that the floor area may be no more than one-half of the lot area.

**FUNCTIONAL FAMILY.** The functional equivalent of a domestic family consisting of not more than six persons living together in a dwelling unit as a single housekeeping unit and intending to live together as a group for the indefinite future. This definition shall not include any fraternity, sorority, club, hotel or other group of persons whose association is temporary or commercial in nature.

**GROSS FLOOR AREA.** The total floor area, as measured to the outside surfaces of exterior walls, but not including the following spaces: crawl spaces, unfinished and non-habitable portions of the building, garages and open porches, balconies and terraces.

**GROSS SITE AREA.** An area proposed for development, including portions of the building, garages and open porches, balconies and terraces.



**HOME OCCUPATION.** Any occupation or profession carried on only by a member of a family residing on the premises as an accessory use, and meeting the standards set forth in this chapter.

**HOSPITAL, GENERAL CARE.** An institution providing health services primarily for in-patient medical or surgical care of the sick or injured and including related facilities such as laboratories, out-patient departments training facilities, central service facilities, and staff offices.

**HOTEL.** A building designed for occupancy as the more or less temporary abiding place of individuals who are lodged with or without meals, in which there are more than 15 sleeping rooms.

**HOUSEHOLD PETS.** Animals or fowl ordinarily permitted in the house, and kept for company or pleasure, such as dogs, cats and canaries, but not including a sufficient number of dogs to constitute a kennel as defined in this chapter.

**HOUSEKEEPING UNIT.** A dwelling unit organized as a single entity in which the members share common kitchen facilities and have access to all parts of the dwelling.

**INCARCERATED.** A person currently serving a criminal sentence in a county, state, or federal correctional facility.

**INCINERATOR.** A mechanical device and/or enclosing structure for the burning of refuse, collected or produced on the site.

**INDUSTRY.** An extraction, production, processing, testing, cleaning, repair, storage, or distribution of commodities.

**INTENSITY OF LAND USE.** A ratio relating the total floor area of buildings to a unit of land area.

**JUNK YARD.** A place where waste, discarded, or salvaged materials are bought, sold, exchanged, baled, packed, disassembled or handled, including auto wrecking yards, house wrecking yards, used lumber yards, and places or yards for storage of salvaged house wrecking and structural steel materials and equipment. The following are not included in this definition:

- (1) Places where such uses are conducted entirely within a completely enclosed building;
- (2) The sale of used vehicles in operable condition; and
- (3) The sale of salvaged materials incidental to manufacturing operations.

**KENNEL.** Any premises on which four or more dogs, four months old or older, are kept.

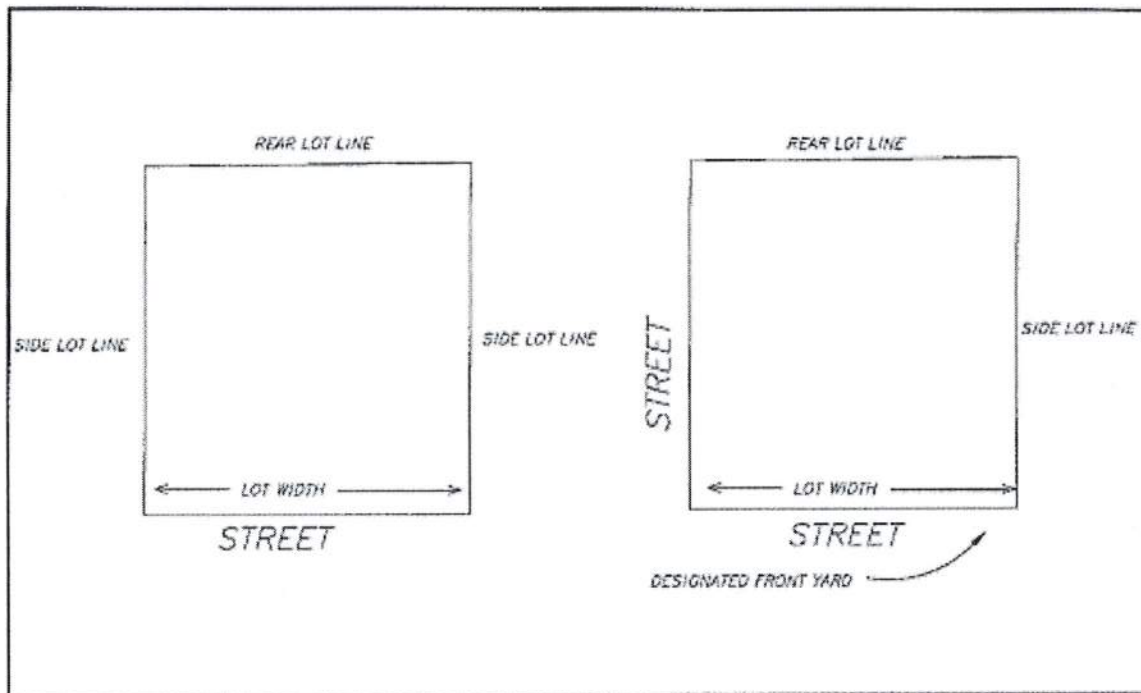
**LIGHT SOURCE.** Any device or fixture producing artificial light, including those parts and surfaces of reflectors, refractors, globes, baffles, shades, and hoods upon which the light falls.

**LOADING BERTH.** A facility used and/or designed for receiving cargo from or discharging cargo into a vehicle.

**LOT.** A parcel of land occupied or capable of being occupied by a land use, building, structure, or group of buildings together with such yards, open spaces, lot width, and lot area, as are required by the chapter.

**LOT, CORNER.** A lot which has an interior angle of less than 135 degrees at the intersection of two street lines. A lot abutting upon a curved street or streets shall be considered a corner lot if the tangents to the curve at its points beginning within the lot or at the points of intersection of the side lines with the street lines intersect at an interior angle of less than 135 degrees. (See Figure 3-3.)

Figure 3 - 3



**LOT, DEPTH OF.** The mean horizontal distance between the rear and front lot lines.

**LOT, INTERIOR.** Any lot other than a corner lot. (See Figure 3-3.)

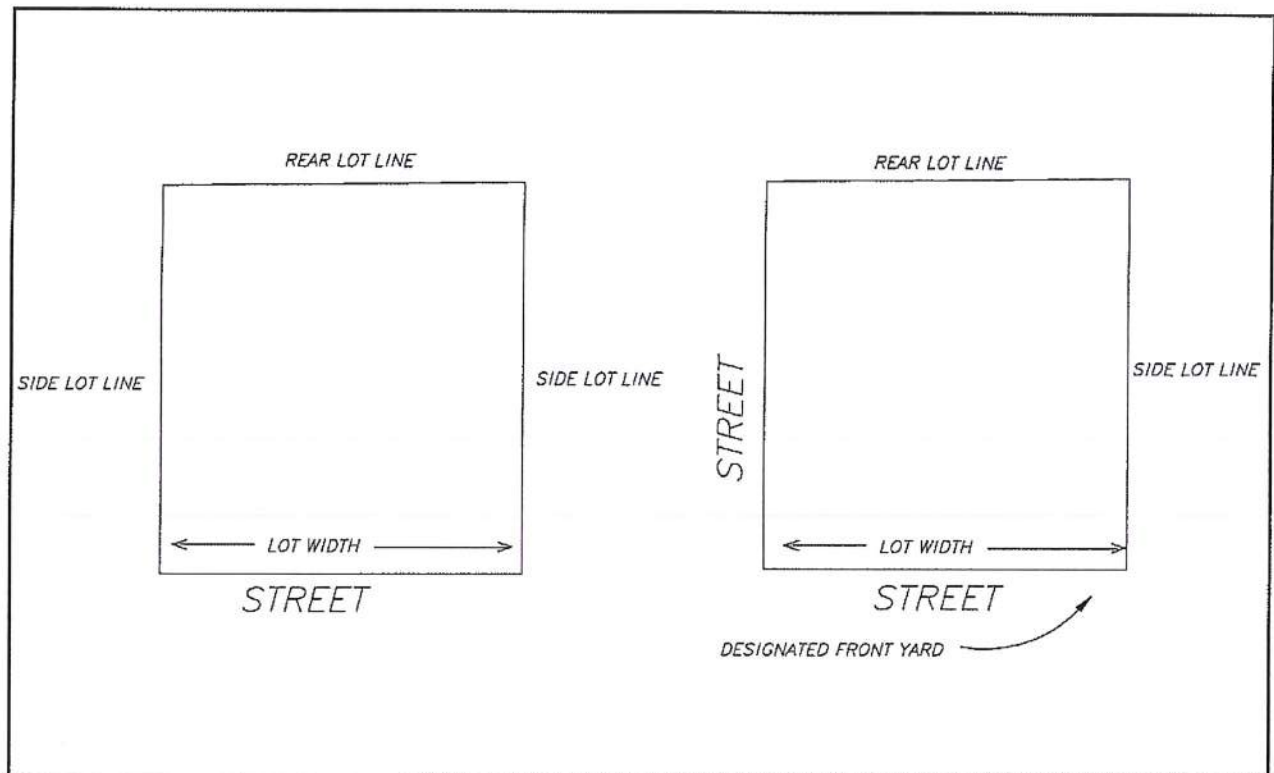
**LOT LINES.** The lines of demarcation between the properties of different owners or between any privately owned property and any street, alley, park or other public land, or the lines of demarcation between lots as recorded on a subdivision plat.

**LOT OF RECORD.** A lot which actually exists in a subdivision plat or condominium plan as shown on the records of the County Register of Deeds, or a lot or parcel described by metes and bounds, the description of which has been so recorded.

**LOT, SIDE OF.** That edge of a lot not designated as front or rear.

**LOT, WIDTH OF.** The distance between side lot lines measured at the intersection of those lot lines and the street right-of-way. In the case of a corner lot, it shall be the distance between the side lot line and the edge of the street right-of-way. In the case of a cul-de-sac or curvilinear street, the setback shall be measured at the required front setback line. (See Figure 3-4.)

Figure 3 - 4



**MAIN RESIDENTIAL BUILDING.** One or more individual dwelling structures, each having all of its parts connected in a substantial manner by common walls and completely enclosed rooms or garages, and each dwelling structure containing one or more dwelling units.



**MEDICAL AND DENTAL CLINIC.** A facility organized and operated for the primary purpose of providing health service in medical or dental specialty for out-patient medical or dental care of the sick or injured, and including related facilities such as laboratories and other service facilities operated in connection with the clinics.

**MIXED USE.** The intermingling of land uses or activities within a single zoning lot, such as residential and commercial.

**MOBILE HOME.** A structure transportable in one or more sections, which is built on a chassis and designed to be used as a dwelling with or without permanent foundation, when connected to required utilities and includes the plumbing, heating, air-conditioning and electrical systems contained in the structure.

**MOBILE HOME PARK.** A parcel or tract of land under the control of a person upon which three or more mobile homes are located on a continual, non-recreational basis and which is offered to the public for that purpose regardless of whether a charge is made therefor, together with any building, structure, enclosure, street, equipment, or facility used or intended for use incident to the occupancy of a mobile home. For the purpose of this chapter, is a specifically designated parcel of land designed and developed to accommodate two or more mobile home sites for residential use.

**MOTEL.** A business comprised of a series of attached, semidetached, or detached rental units for the overnight accommodation of transient guests, each unit containing bedroom, bathroom, and closet space and having its own entrance from the parking area.

**NET DEVELOPMENT AREA.** The total area within the property lines of a project less the acreage of private streets, drives and internal streets, sites for churches and stores but including land reserved for schools and parks.

**NONCONFORMING.** A building, structure, or use lawfully established which does not conform to the current regulations of the district or zone in which it is situated.

**NONCONFORMING USE, LEGAL.** A building, structure, or use lawfully existing at the time of enactment of this code or amendment thereto which does not conform to the regulations of the district or zone in which it is situated.

**NURSING HOME.** A facility which:

- (1) Provides nursing services on a continuing bases;
- (2) Admits the majority of the occupants upon advice of physicians as ill or infirm persons requiring nursing services;

- (3) Provides for physician supervision; and
- (4) Maintains medical records.

**OCCUPANCY OF LAND.** The ownership and exercise on a permanent or temporary basis of that right of property which includes the use of land.

**PARCEL.** An area of land defined by property lines; a parcel need not be in single ownership.

**PARK.** Any lot, site, field or tract of land used for active or passive recreation purposes, primarily out-of-doors.

**PARKING AREA.** The temporary storage of registered motor vehicles of rated capacity not exceeding one and one-half tons.

**PHYSICAL DEVELOPMENT.** The arranging of land for human use, including the subdivision of land, the provision of facilities for communication and transportation, and the placement and erection of structures.

**PLANNING COMMISSION.** The St. Johns City Planning Commission.

**PLAYFIELD.** Any area of open space utilized for active recreation and designed to accommodate over 15 persons at one time.

**PLAZA.** An open area accessible to the public, which is either:

- (1) An open area along the front lot line not less than five feet deep, measured perpendicular to the front lot line; or
- (2) An open area on a through lot, extending from street (front lot line) to street (rear lot line) and not less than 15 feet wide, which is at no point more than five feet above the curb level of the nearest adjoining street, and is unobstructed from its lowest level to the sky, except for approved covered pedestrian walks.

**PRIME RETAIL FRONTAGE.** The first floor space on property within the Central Business District that abuts Clinton Avenue (State Street - Railroad Street), Walker Street (Brush Street - Spring Street), Higham Street (Brush Street - Spring Street) and Railroad Street (Brush Street - Spring Street), where the prime use of land is retail in nature.

**PRIVATE SCHOOL.** An educational institution not supported in any direct manner by general taxation, assessment, or other forms of public revenue.



**PROPERTY.** Real estate.

**PUBLIC HOUSING.** Dwelling units owned and/or operated by a public agency.

**PUBLIC SCHOOL.** An educational institution partially or wholly supported by general taxation, assessment, or other forms of public revenue.

**RELIGIOUS INSTITUTION.** Churches or other places of worship, including related plant, administrative and living facilities, such as: parsonage, vicarage, rectory, staff living quarters, Sunday school and day school buildings or other religious education buildings, including pre-school, parish house or place of public assemblage, operated and maintained in each case as an adjunct of an adjacent or nearby church, but not including schools providing education pursuant to state laws concerning compulsory education, seminaries, colleges, or facilities for the education or training of religious personnel.

**RESIDENCE.** A place used for human habitation other than on a transient basis.

**SANITARY LANDFILL.** A method of refuse disposal utilizing alternate layers of soil, sand, or other inert matter with the dumped and leveled refuse.

**SCHOOL, ELEMENTARY.** A public or private institution providing education below the ninth grade pursuant to the laws concerning compulsory education of the State of Michigan.

**SCHOOL, HIGH.** A public or private institution providing education above the eighth grade pursuant to the laws concerning compulsory education of the State of Michigan.

**SCHOOL, PRIMARY.** A public or private institution providing education below the fourth grade pursuant to the laws concerning compulsory education of the state of Michigan.

**SETBACK LINE.** Distance from the lot lines to an existing principal structure.

**SETBACK LINE, REQUIRED.** The line delineating the minimum required depth of the front yard.

**SIDEWALK CAFÉ.** Any outdoor dining area located on any public sidewalk or right-of-way that is associated with a restaurant or other eating and drinking establishment contiguous to the café area.

**SIGN.** A presentation or representation by letters, figures, designs, devices, pictures, emblems, insignia, numbers, lines, and colors displayed so as to be visible to the public for the purpose of making anything known or attracting attention.



**STANDARD DWELLING STRUCTURE.** Any building, or portion of building, for which a certificate of occupancy for dwelling purposes has been issued and which conforms to all applicable health and building laws and this chapter.

**STORY, HEIGHT OF.** The vertical distance from the top surface of one floor to the top surface of the next above. The height of the top-most story is the distance from the top surface of the ceiling joists.

**STREET, INTERNAL.** A pathway that provides access by automobiles to individual lots that connects those lots with an existing public street.

**STREET LINE.** The dividing line between the street and a lot.

**STREET, PRIVATE.** A pathway not owned, controlled or maintained by a city, township, county, state or federal governmental agency that provides access by automobiles to individual lots.

**STRUCTURAL ALTERATION.** Any change in the supporting members of a building such as bearing walls, columns, girders or beams.

**STRUCTURE.** Anything constructed or erected, which requires a location on the ground or attached to something having a location on the ground (for example, decks, gazebos, playsets, at-grade patios).

**TRADE.** Actions or business involving the exchange of commodities by barter or trade, including necessary activities attendant thereto, but not including the production, processing or consumption of commodities.

**TRADE SCHOOL.** An educational or training establishment designed and operated for learning specific non-office skills or vocations, generally of a manual nature.

**TRAFFIC.** Vehicles in motion, unless otherwise modified (e.g., pedestrian traffic).

**TOWNHOUSE.** A building containing two or more dwelling units, with individual rear yards and/or front yards designed as an integral part of each one family dwelling unit.

**USABLE OPEN SPACE.** Yard space exclusive of the required front and side yards on a residential lot reserved for and devoted to the admittance of light and air and semi-private outdoor activities, and effectively separated from automobile circulation and parking.

**USE.** If not otherwise modified, the activity by humans, or consequent to human initiation or taking place; the remaining manifestations of such past activity.

**VARIANCE.** An authorization permitting change in the requirements of this chapter by the Zoning Board of Appeals in cases where the general requirements of this chapter and the literal enforcement of such would result in an unnecessary and undue hardship upon the variance applicant.

**YARD.** A space on the same lot with a building, unoccupied and unobstructed from the ground upward, except for certain specified building projections.

**YARD, FRONT.** A yard extending across the front of a lot between the side lot lines and being the minimum horizontal distance between the street line and the main building or any projection thereof, other than certain specified building projections. In the case of a developed corner lot, the front yard will be the lot line abutting the street that the lot is addressed on. In the case of an undeveloped lot that has not been assigned an address, the front yard shall be the narrowest street frontage, as measured along the right-of-way line from side lot line to side lot line. All other road frontages shall be considered "secondary street frontages."

**YARD, REAR.** A yard extending across the back of a lot between the side lot lines and being the minimum horizontal distance between the rear lot line and the rear line of the main building or any projection thereof, other than certain building projections.

**YARD, SIDE.** A yard between the main building and the side line of the lot, and extending from the front yard or street line if there is no front yard required, to the rear yard, or the rear lot line if there is no rear yard required, and being the minimum horizontal distance between a side lot line and the side of the main buildings or any projections thereof, other than certain building projections.

**ZONING ADMINISTRATOR.** That person or persons duly charged by the appropriate appointing authority with the responsibility for executing and administering this chapter.

**ZONING LOT.** A single tract of land, located within a single block, which, at the time of filing for a building permit, is designated by its owner or developer as a tract to be used, developed, or built upon as a unit, under single ownership or control. A **ZONING LOT** may be subsequently subdivided into two or more zoning lots. A **ZONING LOT**, therefore, may or may not coincide with a lot as shown on any recorded subdivision plat or deed.

(Ord. 616, passed 9-23-2013; Am. Ord. 626, passed 8-22-2016; Am. Ord. 627, passed 8-22-2016; Am. Ord. 642, passed 4-23-2018; Am. Ord. 665, passed 12-13-2021; Am. Ord. 679, passed 8-28-2023; Am. Ord. 681, passed 12-11-2023; Am. Ord. 693, passed 2-24-2025; Am. Ord. 694, passed 2-24-2025)

***DISTRICT REGULATIONS - GENERAL*****§ 155.010 ESTABLISHMENT OF DISTRICTS.**

In order to carry out the objectives of this chapter, the city is hereby divided into districts of different types, each type being of such number, shape, kind and area, and of such common unity of purpose and adaptability of use that are deemed most suitable to carry out the objectives of this chapter. (Ord. 616, passed 9-23-2013)

**§ 155.011 TYPES OF DISTRICTS.**

R-1 District	Low Density Residential
R-2 District	Medium Density Residential
R-3 District	Multi-Family Residential
R-MH District	Mobile Home Residential
CBD District	Central Business
MC District	Municipal Center
GC District	General Commercial Business
I-1 District	Industrial, High Performance Standards
I-2 District	Industrial, Liberal Performance Standards
O District	Offices
P District	Parking
T District	Transitional
MU District	Mixed Uses

(Ord. 616, passed 9-23-2013; Am. Ord. 665, passed 12-13-2021)



(J) *Safety fences.* Safety fences for pools and hot tubs shall comply with all applicable codes, including required height.

(K) *Garden fences.* A garden fence is constructed to keep wildlife out of personal garden space. Special approval from the Zoning Administrator can be obtained for alternate building materials for this purpose. The garden fence must comply with all other applicable requirements of this section.

(L) *Increased heights for commercial and industrial fencing.* The Zoning Administrator may authorize fence heights above six feet, but not greater than ten feet, for commercially and industrially zoned properties. If these properties are adjacent to residentially zoned properties, the request needs to be approved by the Planning Commission.

(M) *Decorative fences for front yards and corner lots.* Fences placed in a front yard or in the side yard of a corner lot that abuts a street right-of-way shall be decorative in nature. Split rail and picket fences are examples of typical decorative fences. However, any fence that complies with the following requirements would be considered decorative.

(1) *Height.* Decorative fences shall not exceed a height of four feet, measured from grade to the highest point of the fence.

(2) *Surface.* Except as provided in division (F)(2)(b) of this section, decorative fences shall be constructed so that the surface of the fence shall be no more than 50% solid, so as to ensure adequate visibility at the right-of-way or property line.

(3) *Orientation.* Decorative fences shall be installed with the structural members or framing directed inward toward the property.

(4) *Material.* The use of wire fencing, including, but not limited to, so-called cyclone or chain link fencing, shall not be allowed on decorative fences.  
(Ord. 627, passed 8-22-2016)

#### **§ 155.188 VISIBILITY CONTROLS.**

On a corner lot in any district, nothing shall be erected, placed, planted or allowed to grow in such a manner as to materially impede vision between a height of two feet and ten feet above the centerline grades of the intersecting streets within the area bounded by the street lines of such corner lots and within 25 feet of the intersection of any two street lines.  
(Ord. 616, passed 9-23-2013)

**§ 155.189 ACCESSORY BUILDINGS AND STRUCTURES - REGULATIONS.**

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

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

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

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

(E) *Distance to principal building.* No accessory building shall be nearer than ten feet to a principal building.

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

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

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

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

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

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

(L) *Height of attached accessory structures.* Unless specifically noted herein otherwise, the maximum height for attached accessory structures in all districts shall be the maximum height permitted for principal buildings in the zoning district.



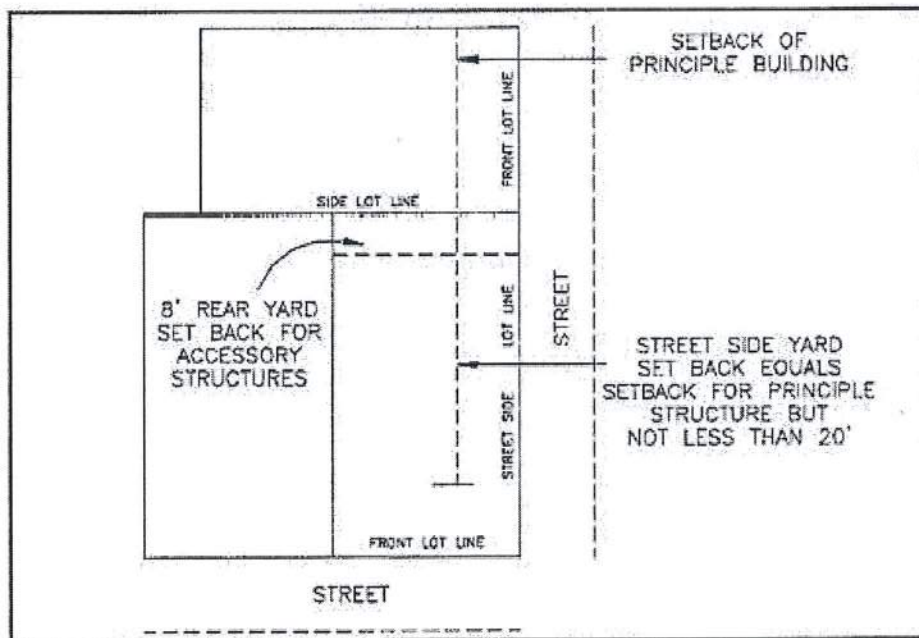
(M) *Detached accessory buildings and structures in residential districts.*

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

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

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

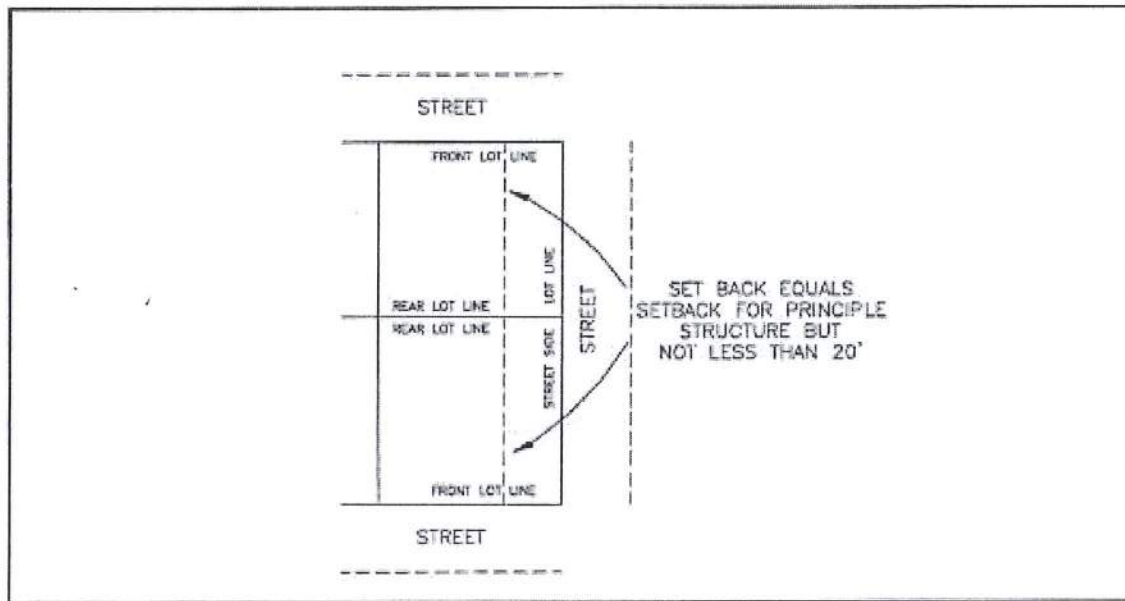
**Figure 5 - 1**



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



Figure 5 - 2



(5) *Porches, decks, and patios.*

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

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

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

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

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

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

1. The deck or raised patio does not encroach into any easement.
2. The deck or raised patio is not located facing any street, except when located in the rear yard of a double frontage lot.
3. The deck or raised patio is located not less than five feet from any detached accessory building.
4. Any additional structure attached to the deck or raised patio, such as a gazebo, shall be located at least ten feet from the principal residential structure.
5. The deck or raised patio and all other appurtenant facilities shall conform to any applicable codes and ordinances.

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

(Ord. 616, passed 9-23-2013; Am. Ord. 642, passed 4-23-2018; Am. Ord. 693, passed 2-24-2025)

#### **§ 155.190 STRUCTURE COMPLETION.**

All structures shall be completed on the outside in conformance with the building code and with finish materials; such as wood, brick, or brick veneer, shingle, concrete or similar material within one year after construction is started unless an extension for not more than one additional year is granted by the Zoning Administrator as provided elsewhere in this chapter.

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

#### **§ 155.191 EXTERIOR/INTERIOR LIGHTING.**

(A) *Purpose.* To require and set minimum standards for outdoor lighting to:

(1) Manage outdoor lighting so that its safety, security and economic and aesthetic benefits are maintained while minimizing dangerous glare, energy waste, light pollution and light trespass.

(2) Implement these principles of good lighting design by regulating the shielding, height, illumination levels, and other aspects of outdoor lighting so that residents may continue to enjoy the rural and residential character of St. Johns.





(1) The director shall have the right to revoke any permit issued hereunder for a violation of this section. Any of the grounds upon which the director may refuse to issue an initial permit shall also constitute grounds for such revocation. In addition, the failure of the permittee to comply with the provisions of this section or other provisions of this Code or other law shall also constitute grounds for revocation of the permit. The director shall provide a written notification to the permittee and property owner stating the specific grounds for a revocation and a demand for correction and abatement. The notice shall allow a maximum of ten days from mailing of the notice to correct or abate the violation. Upon failure to make the correction or abatement, the permit shall be revoked by the director and, thereafter, the permittee shall not be eligible for a permit on the property for the subsequent calendar year.

(2) Upon revocation, the collection box shall be removed from the real property within ten days and, if not so removed within the time period, the city may remove, store or dispose of the collection box at the expense of the permittee and/or real property owner. All costs associated with the removal of the collection box incurred by the city, or the city's contractor shall be the responsibility of the property owner. If such obligation is not paid within 30 days after mailing of a billing of costs to the property owner, the city may place a lien upon such real property enforceable as a tax lien in the manner prescribed by the general laws of this state against the property and collected as in the case of general property tax. If the same is not paid prior to the preparation of the next assessment roll of the city, the amount shall be assessed as a special tax against such premises on the next assessment roll and collected thereunder.

(3) A permit for a collection box may be revoked if any governmental authority or agency determines that the collection box has violated the Michigan Consumer Protection Act and/or the Charitable Organizations and Solicitations Act.

(G) *Appeal to Zoning Board of Appeals.* Any person aggrieved by the decision rendered by the director in granting or denying an application for a permit under this section or in revoking a permit issued under this section may appeal the decision to the Zoning Board of Appeals. The appeal shall be made by filing a written notice of appeal not later than ten days after receiving notice of the decision of the director with the Department of Community Development setting forth the grounds for the appeal. The Zoning Board of Appeals may grant relief if the applicant presents clear and convincing evidence that there was an error in the decision of the director.

(H) *Penalty and remedies.*

(1) In addition to revocation of permit pursuant to division (F), any person violating the provisions of this section is guilty of a civil infraction.

(2) In addition to the penalty provided in division (1) above, any condition caused or permitted to exist in violation of the provisions of this section, or any ordinance, shall be deemed a new and separate offense for each day that such condition continues to exist.

(3) Nothing in this section shall prevent the city from pursuing any other remedy provided by law in conjunction with or in lieu of prosecuting persons under this division for violation of this section.

(4) The real property owner and permittee shall be jointly and severally liable for each violation and for payment of any fine and costs of abatement.

(5) No fines shall be imposed for a violation of this section until 90 days after its effective date. All collection boxes existing at the effective date of this section shall apply for a permit as required herein within 30 days of the effective date. Any collection boxes not in compliance with this section after 90 days of the effective date shall be subject to all remedies for violation as provided herein. (Ord. 624, passed 12-14-2015)

#### **§ 155.199 MINIMUM DWELLING UNIT SIZE.**

The minimum gross floor area of any dwelling unit in the city shall be 500 square feet. (Ord. 661, passed 3-8-2021)

#### **§ 155.200 KEEPING OF ANIMALS.**

(A) *Definitions.* For the purpose of this section, the following definitions shall apply unless the context indicates or requires a different meaning.

**DOMESTICATED ANIMALS.** Animals taken care of in their day-to-day needs by humans.

**EXOTIC OR WILD ANIMAL.** Any animal not commonly domesticated in Michigan that is kept as a pet, raised for slaughter, or used for agricultural purposes, especially animals that pose a clear and present danger to humans. The following animals shall be considered **EXOTIC OR WILD ANIMALS** in all instances: big cats, venomous snakes, birds of prey, primates, deer, racoons, and opossums.

**LIVESTOCK.** A domesticated animal raised for slaughter or kept for the purposes of contributing to an agricultural use through labor, breeding, or the production of milk, eggs, manure, wool, or other animal-based products. The following animals shall be considered **LIVESTOCK** in all instances: cattle, horses, pigs, sheep, goats, turkeys, and chickens.

(B) All domesticated animals must be kept in safe and sanitary conditions appropriate to their species and in compliance with all county, state, and federal standards.

(C) The following domesticated animals may be kept on a residentially zoned lot:



(1) *Livestock.*

(a) A zoning permit shall be required to keep livestock on a lot. The Zoning Administrator shall have the jurisdiction to determine that an animal is considered livestock under this section, based on the definition in division (A). Appeals of the decision of the Zoning Administrator shall be to the Zoning Board of Appeals.

(b) Livestock with fur shall be prohibited within 500 feet of any dwelling unit. Examples include, but are not limited to: cattle, sheep, and horses.

(c) *Chickens.* Chickens shall only be permitted in the following circumstances:

1. Chickens shall only be permitted in the R-1, R-2, and R-3 Zoning Districts.
2. Lots under one acre shall be permitted to have up to four chickens. Lots over one acre shall be permitted to have up to six chickens.
3. Roosters shall not be permitted.
4. The slaughtering of any chicken is prohibited.
5. Chickens must be kept within a covered enclosure, including a coop and a run, at all times. Chickens shall not be allowed to roam the lot or any other property. The covered enclosure shall be exempt from the standards governing fences in § 155.187 and shall instead be subject to the regulations of this section.
6. The enclosed area where the chickens are kept, including the coop and the run, must meet the following standards:
  - A. It shall not be located in a front yard or secondary street yard.
  - B. It shall be set back at least ten feet from any lot line and any residence on the same lot as the chicken enclosure.
  - C. It shall be set back at least 40 feet from any residence that is not on the same lot as the chicken enclosure.
  - D. It shall not exceed the maximum allowable height for a detached accessory structure in the zoning district it is located within.
  - E. It shall count as a structure for the purpose of calculating the maximum permitted lot coverage.

F. It shall be maintained in a clean and neat matter at all times.

G. The following materials shall not be used to construct the enclosure area: tarps, plastic, fabric, rubber, paper, cardboard, or other non-traditional building materials.

H. Chicken feed must be kept in rodent-proof, sealed containers.

(d) *Bees*. Bees may be kept on any lot, provided the bee enclosure is located in the rear yard and is set back at least 20 feet from any lot line.

(D) *Exotic or wild animals*. Exotic or wild animals shall not be kept as domesticated animals anywhere in the city. See Chapter 92.

(E) *Kennels*. See § 155.437.

(Ord. 678, passed 8-28-2023; Am. Ord. 689, passed 6-24-2024; Am. Ord. 696, passed 2-24-2025)

#### § 155.201 SIDEWALKS.

(A) *Sidewalks required*. Sidewalks, at least five feet in width and meeting the design and engineering requirements of the City of St. Johns shall be installed along the street frontage of a property whenever a site plan approval (of any type) is required under this chapter or whenever a new principal structure is constructed on any lot (including single family homes). Sidewalks shall also be installed along both sides of all new roadways constructed in the City of St. Johns.

(B) *Waiver process*. The Planning Commission may waive the requirements of division (A) above based on the following criteria:

(1) There is a legal, physical, or environmental impediment that makes the construction of a sidewalk meeting the city's design standards impossible, in the opinion of the Planning Commission.

(2) The granting of the waiver would not be detrimental to the public health, safety, or general welfare and would not create a precedent which would prevent the enforcement of this chapter for similar conditions or situations in the area in which the property is located.

(3) A waiver not limited by a specific duration shall be deemed unspecified in length, but shall not be considered a permanent waiver of sidewalk requirements nor revoke in any way the right of the city to order, install, or assess for sidewalks in accordance with other sections of the Code of Ordinances upon a determination that conditions are necessary for the construction of sidewalk in accordance with public need, health, safety, and general welfare.

(4) In permitting a waiver, conditions of approval may be imposed that are necessary to meet the intent of this division or to preserve the public health, safety, and general welfare.

(Ord. 690, passed 6-24-2024)

**GENERAL EXCEPTIONS****§ 155.210 ESSENTIAL SERVICES.**

Essential services as defined in this chapter shall be permitted as authorized and regulated by law and other chapters, it being the intention of this chapter to exempt such essential services from the application of this chapter.

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

**§ 155.211 VOTING PLACE.**

The provisions of this chapter shall not be so constructed as to interfere with the temporary use of any property as a voting place in connection with a municipal or other public elections.

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

**§ 155.212 EXCEPTION TO REQUIRED LOT AREA FOR RESIDENTIAL DISTRICTS.**

Any legal residential lot created and recorded prior to the effective date of the chapter or amendments to this chapter may be used for any permitted use even though the lot area and/or width are less than those required for the district in which such a lot is located provided:

(A) That the other current requirements of the district are met including all applicable setback requirements.

(B) That the owner of the lot does not own, and has not owned since the effective date of this chapter or applicable amendments to it, a sufficient amount of land adjacent to permit compliance with the minimum lot area requirements.

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

**§ 155.213 AVERAGE FRONT YARD.**

On any completely platted block frontage on which at least half of the lots are built upon, the required front yard or secondary street yard may be reduced to the average of the existing front yards, but to not less than ten feet, subject to the provisions of this chapter.

(Ord. 616, passed 9-23-2013; Am. Ord. 695, passed 2-24-2025)



**§ 155.214 YARD ENCROACHMENTS PERMITTED.***(A) Front yard.*

- (1) An eave or cornice overhang not exceeding two feet.
- (2) Unenclosed, uncovered steps, entrance platforms, terraces, or landings not over 18 inches above grade.
- (3) Belt courses, sills, lintels not exceeding two feet.
- (4) Fences as provided for in this chapter.

*(B) Side and rear yard.*

- (1) An eave, cornice, or gutter overhand not exceeding two feet, but there shall be a distance of at least ten feet between the edges of permitted overhangs on structures of adjacent zone lots.
  - (2) Unenclosed, uncovered, steps, entrance platforms, terraces or landings not over 18 inches above grade.
  - (3) Belt courses, sills, lintels and similar ornamental or structural features not exceeding two feet.
  - (4) Principal structures as provided for in the residential district regulations.
- (Ord. 616, passed 9-23-2013)

**§ 155.215 SUPPLEMENTARY HEIGHT REGULATIONS; PERMITTED EXCEPTIONS.**

The following kinds of structural appurtenances shall be permitted to exceed the height limitations for authorized uses.

(A) Antennas, monuments, belfries, cupolas, pinnacles, church gables, spires, or ornamental towers not for human occupancy shall not be considered part of the height of the structure in determining the maximum permitted height.

(B) Towers of mechanical or structural necessity shall not be considered a part of the height of the structure in determining the maximum permitted height except where the area of such towers exceeds 20% of the ground floor level of the building of which they are a part, in which case they shall be considered a part of the height of the building in the same manner as any other part.

(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.

(Ord. 616, passed 9-23-2013; Am. Ord. 634, passed 2-12-2018; Am. Ord. 657, passed 12-14-2020)

#### **§ 155.282 PERFORMANCE GUARANTEES.**

In the interest of insuring compliance with the Zoning Ordinance provisions, protecting the natural resources and the health, safety and welfare of the residents of the city of St. Johns and future users or inhabitants of an area for which a site plan for a proposed use has been submitted, the City Commission may require the applicant to deposit a performance guarantee as set forth herein. Performance guarantees shall be required in instances where an occupancy permit is requested prior to completion of all improvements on an approved site plan. The purpose of the performance guarantee is to ensure completion of improvements connected with the proposed use as required by this chapter, including but not limited to roadways, lighting, utilities, sidewalks, drainage, fences, screens, walls, landscaping, and widening strips.

(A) Performance guarantee as used herein shall mean a cash deposit, certified check or irrevocable bank letter of credit in the amount of the estimated cost of the improvements to be made as determined by the applicant and verified by the Zoning Administrator.

(B) Where the city or the Planning Commission requires a performance guarantee, it shall be deposited with the City Treasurer prior to the issuance of a building permit. The city shall deposit the performance guarantee, if in the form of a cash deposit or certified check, in an interest-bearing account.

(C) An approved site plan shall also prescribe the period of time within which the improvements for which the performance guarantee has been required are to be completed. The period will begin from the date of the issuance of the building permit.

(D) In the event the performance guarantee deposited is a cash deposit or certified check, the city shall rebate to the applicant 50% of the deposited funds when 60% of the required improvements are completed as confirmed by the Zoning Administrator, and the remaining 50% of the deposit funds when 100% of the required improvements are completed as confirmed by the Zoning Administrator. If a request is made by the applicant for a temporary certificate of occupancy without completion of required exterior improvements, the performance guarantee may be applied by the applicant to assure compliance with Zoning Ordinance standards and the specifications of the approved site plan.

(E) Upon the satisfactory completion of the Improvements for which the performance guarantee was required, as determined by the Zoning Administrator, the Treasurer shall return to the applicant the performance guarantee deposited and any interest earned thereon.



(F) In the event the applicant defaults in making the improvements for which the performance guarantee was required within the time period established by the city, the city shall have the right to use the performance guarantee deposited and any interest earned thereon to complete the improvements through contract or otherwise, including specifically the right to enter upon the subject property to make the improvements. If the performance guarantee is not sufficient to allow the city to complete the improvements for which it was posted, the applicant shall be required to pay the city the amount by which the costs of completing the improvements exceeds the amount of the performance guarantee. Should the city use the performance guarantee or a portion thereof, to complete the required improvements, any amount remaining after said completion shall be applied first to the city's administrative costs in completing the improvement with any balance remaining being refunded to the applicant. If the applicant has been required to post a performance guarantee or bond with another governmental agency other than the city to ensure completion of an improvement associated with the proposed project prior to the city's conditional approval, the applicant shall not be required to deposit with the city a performance guarantee for that specific improvement. At the time the performance guarantee is deposited with the city and prior to the issuance of a building permit, the applicant shall enter an agreement incorporating the provisions hereof with the city regarding the performance guarantee.

(Ord. 616, passed 9-23-2013; Am. Ord. 657, passed 12-14-2020)

### ***LANDSCAPE STANDARDS***

#### **§ 155.295 INTENT.**

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

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

(Ord. 616, passed 9-23-2013; Am. Ord. 692, passed 2-24-2025)

#### **§ 155.296 APPLICATION.**

(A) The requirements set forth in this subchapter shall apply to all lots, sites, and parcels which are developed or expanded following the effective date of this chapter that are subject to site plan review, as described in § 155.276. No site plan or land use shall be approved unless said site plan shall show landscaping consistent with the provisions of this subchapter.

(B) The approving body for a site plan approval as described in § 155.276 (Zoning Administrator, Site Plan Review Committee, or Planning Commission) may also determine that existing conditions of the parcel would prevent development of required buffer zones, landscaping or green belts, without causing negative impacts on neighboring properties. If such a determination is made, the approving body may grant an exception from the landscaping provisions of this subchapter.

(C) The following are minimum landscape standards and the city may require additional landscaping based on individual circumstances. If applicable this determination will be made during site plan review. (Ord. 616, passed 9-23-2013; Am. Ord. 692, passed 2-24-2025)

#### **§ 155.297 MINIMUM BUFFER ZONES.**

(A) *Buffering requirements.* A buffering zone shall be established within the setback of the subject site, screening it from adjacent sites according to Table 10-1. Walls are prohibited from areas along a public street right-of-way or front yard. The height of the wall or berm of the subject site shall be an effective height in relation to the adjacent site. Parking lot screening requirements in this section shall be met in all applicable situations, regardless of zoning district. Plantings shall meet the standards described in division (B) below, walls shall meet the standards described in division (E) below, and berms those of division (F) below. Buffers that utilize a combination of plant materials, berms, and walls shall be encouraged.





TABLE 10-1

TABLE 10-1						
<i>District of Adjacent Parcel</i>	<i>District of Subject Parcel</i>					
		<b>R-1, R-2, R-3, R-MH</b>	<b>CBD, MC, P, T</b>	<b>MU</b>	<b>GC, O</b>	<b>I-1, I-2</b>
	<b>R-1, R-2, R-3, R-MH</b>	No required buffer zone	Buffer plantings (division (B))  OR Buffer wall (division (E))	Buffer plantings (division (B))  OR Buffer wall (division (E))	Buffer plantings (division (B))  OR Buffer wall (division (E))	Buffer plantings (division (B))  AND Buffer berm (division (F))  Approving body may approve buffer wall in lieu of berm
	<b>MU</b>	No required buffer zone	Buffer wall (division (E))	Buffer plantings (division (B))	Buffer plantings (division (B))  OR Buffer wall (division (E))	Buffer plantings (division (B))  OR Buffer wall (division (E))
	<b>CBD, MC, P, T</b>	No required buffer zone	No required buffer zone	No required buffer zone	No required buffer zone	Buffer plantings (division (B))  OR Buffer wall (division (E))
	<b>GC, O</b>	No required buffer zone	No required buffer zone	No required buffer zone	No required buffer zone	Buffer plantings (division (B))
	<b>I-1, I-2</b>	No required buffer zone	No required buffer zone	No required buffer zone	No required buffer zone	No required buffer zone

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

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

(D) *Parking and storage.*

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

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

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

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

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

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

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

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

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

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

(Ord. 616, passed 9-23-2013; Am. Ord. 692, passed 2-24-2025)



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

(A) Parking lots that exceed 16 spaces shall be landscaped with one tree per eight spaces, subject to the requirements of this section.

<p style="text-align: center;"><b>TABLE 10-3</b> <b>PARKING LOT TREES</b></p>	
<i>Zoning District</i>	<i>Number of Parking Spaces</i>
Multiple family, commercial and industrial	1 canopy tree per 8 spaces

(B) *Tree location.*

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

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

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

(D) *Design of parking lot islands.*

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

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

(Ord. 616, passed 9-23-2013; Am. Ord. 692, passed 2-24-2025)

### § 155.299 STREET FRONTAGE LANDSCAPING.

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

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

(B) Green belts shall include one deciduous canopy tree per 30 linear feet of the frontage including any openings for driveways, sidewalks, or easements. The approving body may waive this requirement for roadways where city streetscape has been installed.

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

(D) Landscaping materials arrangement shall ensure adequate site visibility for motorists, adequate clearance for pedestrians and vehicles and accessibility to fire hydrants. Refer to the visibility controls in § 155.188.

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

(Ord. 616, passed 9-23-2013; Am. Ord. 692, passed 2-24-2025)

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

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

*(A) Minimum plant material planting size.*

(1) Evergreen trees shall be a minimum of five feet in height.

(2) Narrow evergreens shall be a minimum of three feet in height.

(3) Ornamental trees shall be a minimum of ten feet in height or one three-fourths inch caliper.

(4) Large deciduous shrubs shall be a minimum of four feet in height.

(5) Deciduous canopy trees shall be a minimum of 15 feet in height or two inch caliper.

(6) Small evergreen or deciduous ornamental shrubs shall be a minimum of 18 inches - 24 inches spread.

*(B) Plant material spacing.*

(1) Plant materials shall not be placed closer than four feet from the fence line or property line.

(2) Where plant materials are placed in two or more rows, plantings shall be staggered in rows and/or grouped informally to create a naturalistic appearance.

(3) Evergreen trees shall be planted not more than 15 feet on center.

(4) Narrow evergreens shall be planted not more than six feet on center.

(5) Deciduous canopy trees shall be planted not more than 25 feet on center.

(6) Ornamental trees shall be planted not more than ten feet on center.

(7) Large deciduous shrubs shall be planted not more than four feet on center.

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

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

(1) Evergreen trees.

(2) Juniper.

(3) Hemlock.

(4) Fir.

(5) Pine (dwarf, globe, pendulous, species/cultivars are not permitted).

(6) Spruce.

(7) Douglas-Fir.

(E) *Narrow evergreens (dwarf, globe, pendulous, species/cultivars are not permitted).*

(1) Column Hinoki Cypress.

(2) Blue Columnar Chinese Juniper.

(3) Pyramidal Red-Cedar.

(4) Swiss Stone Pine.

(5) Pyramidal White Pine.

- (6) Irish Yew.
- (7) Douglas Arbor-Vitae.
- (8) Columnar Giant Arbor-Vitae.

(F) *Ornamental trees.*

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

(G) *Large deciduous shrubs.*

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



(11) Buckthorn.

(12) Sumac.

(H) *Deciduous canopy trees.*

(1) Oaks.

(2) Hard Maples.

(3) Hackberry.

(4) Birch.

(5) Beech.

(6) Ginkgo (male species only).

(7) Honeylocust (thornless and seedless cultivars only).

(8) Hop Hornbeam.

(9) Linden.

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

(1) Box Elder.

(2) Soft Maples (silver).

(3) Elms.

(4) Poplars.

(5) Willows.

(6) Horse Chestnut (nut bearing).

(7) Tree of Heaven.

(8) Catalpa.

(Ord. 616, passed 9-23-2013; Am. Ord. 692, passed 2-24-2025)



**§ 155.301 EXISTING TREE PRESERVATION INCENTIVES.**

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

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

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

(D) The approving body pursuant to site plan approval may allow credit for such plant material preservation if it will maintain and encourage the intent of the chapter. To obtain credit consideration the preserved trees shall be of a high quality and at least two inches caliper.

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

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

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

(Ord. 616, passed 9-23-2013; Am. Ord. 692, passed 2-24-2025)

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

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

**TABLE 10-5**  
***Landscaping Around Principle Structures***

<b><i>District of Subject Parcel</i></b>	<b><i>% Area of Required Landscape Based on Total Ground Floor Square Footage of Proposed Principal Structure</i></b>
R-1, R-2, R-MH	0%
R-3	Buildings with more than 4 dwelling units: 15% Buildings with 4 or fewer dwelling units: 0%
CBD	0%
MC, P, T	10%
MU	10%
GC, O	10%
I-1, I-2	5%

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

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

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

(D) Area calculations shall be based on the limits of landscape beds. Applicants shall demonstrate that two-thirds of the bed will be occupied by mature plant material.  
(Ord. 616, passed 9-23-2013; Am. Ord. 692, passed 2-24-2025)

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

(A) *Installation.* Landscaping shall be installed in a sound workmanlike manner and conform to the American Standard for Nursery Stock ANSI Z60.1. If building or paving construction is completed during a planting season, then no certificate of occupancy will be issued unless the landscaping meets



the requirements herein provided. If building or paving construction is completed in an off planting season, the certificate of occupancy will be issued only after the owner provides a performance bond to ensure installation of required landscaping in the next planting season.

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

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

(Ord. 616, passed 9-23-2013; Am. Ord. 692, passed 2-24-2025)

## ***CONDOMINIUMS***

### **§ 155.320 INTENT.**

The intent of this subchapter is to regulate the division and development of land under the Condominium Act (PA 59 of 1978) so that the development is comparable in quality of design to property divided and developed by other methods.

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

### **§ 155.321 REVIEW REQUIREMENTS.**

In order to ensure compliance with this chapter, all condominium developments shall go through the site plan review process, including developments consisting solely of single family or duplex residences, that may otherwise not be required to prepare a site plan. In addition to the information required in §§ 155.275 through 155.282, all applicants for condominium site plan review shall submit the following information.

(A) A copy of the proposed condominium master deed.

(B) A copy of the proposed condominium subdivision plan (this may replace the site plan normally required for site plan review).

(C) A copy of the proposed condominium by-laws.

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

(B) All monuments used shall be made of solid iron or steel at least ½ inch in diameter and 36 inches long and completely encased in concrete at least four inches in diameter.

(C) Monuments shall be located in the ground at all angles in the boundaries of the site condominium; at the intersection lines of streets and at the intersection of the lines of streets with the boundaries of the site condominium and at the intersection of alleys with the boundaries of the site condominium; at the points of curvature, points of reverse curvature and angle points in the side lines of streets and alleys; and at all angles of an intermediate traverse line.

(D) If the required location of a monument is in an inaccessible place, or where the locating of a monument would be clearly impractical, it is sufficient to place a reference monument nearby and the precise location thereof be clearly indicated on the plat and referenced to the true point.

(E) If a point required to be monumented is on a bedrock outcropping, a steel rod, at least ½ inch in diameter shall be drilled and grouted into solid rock to a depth of at least eight inches.

(F) All required monuments shall be placed flush with the ground where practicable.

(G) The corner of each area consisting of a unit and the associated limited common area reserved for that unit, and treated as a "lot" under this chapter shall be monumented in the field by iron or steel bars or iron pipes at least 18 inches long and ½ inch diameter, or other approved markers.

(H) The City Commission may waive the placing of any of the required monuments and markers for a reasonable time, not to exceed one year, on condition that the proprietor deposits with the city cash or a certified check, or irrevocable bank letter of credit running to the city, whichever the proprietor selects, in an amount not less than \$100 per monument and not less than \$400 in total, except that lot corner markers shall be at the rate of not less than \$25 per markers. Such cash, certified check or irrevocable bank letter of credit shall be returned to the proprietor upon receipt of a certificate by a surveyor that the monuments and markers have been placed as required within the time specified. If the proprietor defaults the city shall promptly require a surveyor to locate the monuments and markers in the grounds as certified on the subdivision plan, at a cost not to exceed the amount of the security deposited and shall pay the surveyor.

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

### ***OFF STREET PARKING AND LOADING/UNLOADING AREA REQUIREMENTS***

#### **§ 155.340 OFF-STREET PARKING GENERAL REQUIREMENTS.**

(A) *Parking spaces required.* Parking spaces shall be provided and adequately maintained in all applicable zoning districts, except within the parking exemption zone, for the off-street storage of motor



vehicles for the use of occupants, employees, and patrons of each building and premise, and of such extensions, alterations, additions or changes in use of such building or premise as specified in § 155.342. These spaces shall be provided in amounts not less than hereinafter specified which shall not subsequently be reduced below the requirements of this chapter.

(B) *Loading spaces not parking spaces.* Loading space as required in § 155.344 shall not be construed as supplying required off-street parking space.

(C) *Existing parking.* Existing off-street parking facilities provided on the effective date of this code and actually being used at that date for the parking of automobiles in connection with the operation of an existing building or use shall not hereafter be reduced below, or if already less than, shall not be further reduced below the requirements of this chapter for a similar new building or use.

(D) *Change in requirements.* Whenever after the effective date of this code there is any change in use or any increase in number of employees, or an increase in floor area, or in any other unit of measurement specified in § 155.342, additional off-street parking facilities shall be provided on the basis of resultant change.

(E) *Joint use and mixed use developments.* The joint use of parking facilities by two or more uses, including mixed uses on the same lot, is recommended whenever such use is practicable and satisfactory to each of the uses intended to be served, and when all requirements for location, design and construction can be satisfied.

(1) In computing the minimum parking requirements of any joint use parking lot, or parking lot for a mixed use development, the total spaces provided shall not be less than 50% of the off-street parking facilities required of the uses computed separately.

(2) A copy of an agreement among joint users shall be filed with the application for a zoning permit. The agreement shall include a guarantee for continued use of the parking facility for each party to the joint use.

(F) *Floor area.* For the purpose of § 155.342, the unqualified term "floor area" shall mean the sum of the gross horizontal areas of the several floors of a building used or intended to be used for office, merchandising or services to the public as customers, patrons, clients, patients or tenants, including areas occupied for fixtures and equipment used for display or sale of merchandise, but excluding floor areas which are used exclusively for storage, for housing of mechanical equipment integral with the building, for maintenance facilities, or for those areas so restricted that customers, patients, clients, salesmen, and the general public are denied access.

(G) *Uses not mentioned.* In the case of a use not specifically mentioned, requirements for off-street parking for a use which is mentioned and which is most similar to the use not mentioned shall apply, as may be determined by the Zoning Administrator.



(H) *Parking facilities allocated once.* Off-street parking facilities for one use shall not be considered as providing required parking facilities for any other use except as specified in division (F) of this section for joint use.

(I) *Fractional spaces.* When determination of the number of off-street parking space required by this chapter results in a requirement of a fractional space, any fraction in excess of one-half shall be counted as one parking space.

(J) *Location of parking areas.* Off-street parking areas shall be located, in relation to the use they are intended to serve:

(1) On the same or an adjoining lot or parcel of land.

(2) For industrial uses only on the same or an adjoining lot or parcel of land, except that an area for joint operation of parking facilities shall be located within desirable walking distance of the joint users' operations.

(3) In the parking reduction zone described in § 155.342(D), parking for a use may be located on a separate lot, up to 1,000 feet away from the use in question, if approved by the Planning Commission based on the following criteria:

(a) Public right-of-way shall not be used to meet a minimum parking requirement, and shall not be considered to meet the requirements of this section.

(b) The owner of the land use utilizing the parking must own or lease the parking spaces in question. In the event of a lease, the terms of the lease must be submitted to the city and the lease must include language granting the user of the parking spaces an easement over the parking spaces and exclusive use of them. The easement shall not be revoked without approval of the city; the lease shall explicitly state such.

(c) In the event that off-site parking that has been used to meet a minimum parking requirement is no longer available to the land use in question, the owner of the land use shall be required to make payment-in-lieu of parking, as described in § 155.342(D)(1)(c)3. for all spaces lost, up to the minimum requirement of this subchapter (as calculated for the parking reduction zone).

(K) *Use of parking spaces.* No required parking spaces shall be used for storage of material, refuse, refuse containers, display of merchandise, including vehicles, or for the repair or servicing of machinery.

(L) *Barrier free parking spaces.* Barrier free parking shall be provided in accordance with the current standards and rules of the Michigan Department of Labor, Construction Code Commission, Barrier Free Design Division.

(M) Off-street parking spaces shall not be built within a road or street right-of-way.  
(Ord. 616, passed 9-23-2013; Am. Ord. 686, passed 4-22-2024)

**§ 155.341 OFF-STREET PARKING REGULATIONS WITHIN A RESIDENTIAL DISTRICT.**

(A) *Intent.* These off-street parking regulations have been adopted to improve safety, traffic circulation and aesthetics within residential districts in the city. They are intended to regulate parking patterns and the location and quality of parking areas in residential areas over the long term. It is not the intent of these regulations to regulate temporary, infrequent and irregular occurrences.

(B) All residential buildings or non-residential buildings in a residential district shall be provided with required parking areas on the same lot with the building or on a lot immediately adjacent to the lot with the building intended to be served, but not more than 100 feet from the building it is servicing.

(C) No repairing, modifying, or operations shall be allowed upon any vehicle, otherwise properly parked on a residential property, for a period in excess of 24 hours, except within fully enclosed buildings or if it is determined that such repair, modification, or operation will not constitute a nuisance or annoyance to adjoining property owners or occupants. Any such work within any 24-hour period allowed under this provision shall not, however, consist of any major repair, redesigning, modifying, or dismantling work but only such occasional minor work as may be required to maintain a vehicle in normal operating condition.

(D) In the event the foregoing regulations create any special hardship beyond the control of a particular resident, the Zoning Administrator is hereby given the authority to grant permission to an applicant to operate contrary to the provisions hereof for a limited period of time not to exceed 14 days.

(E) Required parking areas, including driveways, shall be constructed from materials that provide a hard surface (concrete, asphalt, or permeable pavement material), shall be drained properly, and shall be maintained in a safe and usable condition. Other hard surfaces, including, but not limited to, turf pavers, paving stones, and open concrete grids, may be used with prior approval from the Zoning Administrator. Gravel, dirt, crushed aggregate, and other non-pavement surfaces shall not be permitted for required parking areas.

(F) *Definitions.* For the purpose of this section, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

**FULL SIZE RECREATIONAL VEHICLE.** Any self-propelled or towed vehicle intended primarily for recreational purposes and longer than 15 feet in length, and shall include, but not be limited to, motor homes, pick-up coach campers, and boats. Trailers, including but not limited to travel trailers, tent trailers, collapsible trailers, expandable trailers, motorcycle trailers, snowmobile trailers, utility trailers, vehicle transporting trailers, stock car trailers, camping trailers, and boat trailers, shall be considered full size recreational vehicles for the purposes of this section.

**SMALL RECREATIONAL VEHICLE.** Any self-propelled or towed vehicle intended primarily for recreational purposes and shorter than 15 feet in length and shall include, but not be limited to, snowmobiles, trail bikes or cycles, unlicensed motorcycles or motor driven cycles, rafts, ATVs, golf carts, and jet-skis.



(G) Storage and parking of recreational vehicles within all residentially zoned districts shall comply with the following:

(1) Other than in an enclosed building, no person shall park or store more than the following number of recreation vehicle equivalents. In the chart below, a full size recreational vehicle shall count as one recreational vehicle equivalent, while a small recreational vehicle shall count as 0.5 recreational vehicle equivalents.

<i>Table 13-2</i>			
	<i>Lot Size</i>		
	<i>&lt; 10,000 Square Feet</i>	<i>10,000-20,000 Square Feet</i>	<i>&gt; 20,000 Square Feet</i>
Maximum recreational vehicle equivalents	1	2	3

(2) All such vehicles shall remain unoccupied and shall not be connected to sanitary sewer facilities or have a fixed connection to electricity, water, or gas, except that the parking and occupancy of a recreational vehicle on private property shall be permitted for a period not to exceed two weeks, but not to exceed four times a year.

(3) Recreational vehicles stored outdoors on any private lot or parcel between October 16 through April 30 must be parked on a hard surface at least 180 square feet in area, at least nine feet wide at its narrowest dimension, and meeting the requirements of this section. Recreational vehicles must be parked behind the front line of the house. A zoning permit is required prior to storing a recreational vehicle outdoors between October 16 and April 30. The zoning permit need not be renewed annually if the requirements of this section are met.

(4) Parking is allowed on a paved driveway in the front yard, or in the side or rear yard on grass or other unpaved surface from May 1 through October 15. (See table below.) A zoning permit is not required prior to storing a recreational vehicle outdoors between May 1 and October 15, except as described in division (G)(6).

	<i>October 16 to April 30</i>	<i>May 1 to October 15</i>
Allowable parking locations	Side and rear yards on all lots  Front yards when conditions in division (G)(5) are met	All yards
Must be parked on pavement?	Yes	If parked in front yard
Zoning permit required?	Yes	No

(5) Recreational vehicles may be stored in the front yard between October 16 and April 30 only on lots that meet all of the following requirements:

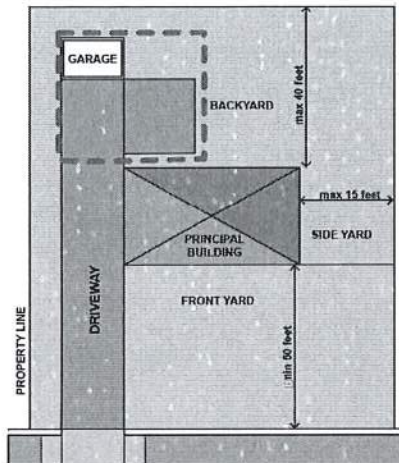
(a) The principal building on the lot must be set back at least 50 feet from the front lot line.

(b) The principal building on the lot must be set back no more than 40 feet from the rear lot line.

(c) The principal building on the lot must be set back no more than 15 feet from any side lot line.

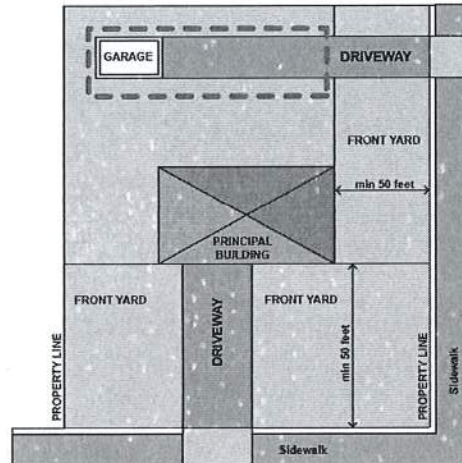
(6) For the purposes of parking recreational vehicles, corner lots have two front yards (see graphic below). All front yard requirements in this section shall apply to both front yards.

## WINTER (OCTOBER 16th - APRIL 30th)



Conditional allowance for RVs in front yard. Refer section 155.341.G.5

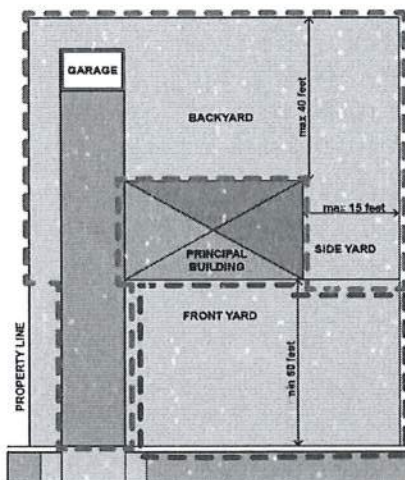
Permitted RV parking areas



Conditional allowance for RVs in front yard. Refer section 155.341.G.5

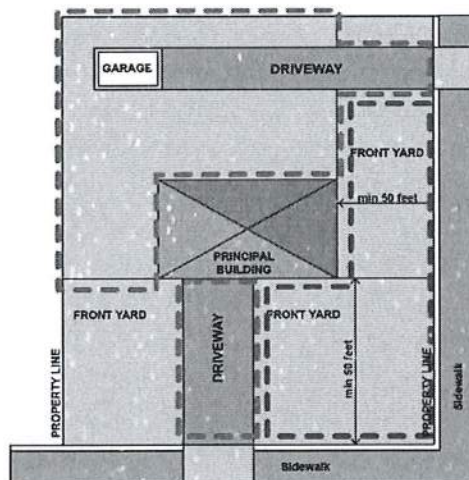
Permitted RV parking areas

## SUMMER (May 1st - October 15th)



Conditional allowance for RVs in front yard. Refer section 155.341.G.5

Permitted RV parking areas



Conditional allowance for RVs in front yard. Refer section 155.341.G.5

Permitted RV parking areas



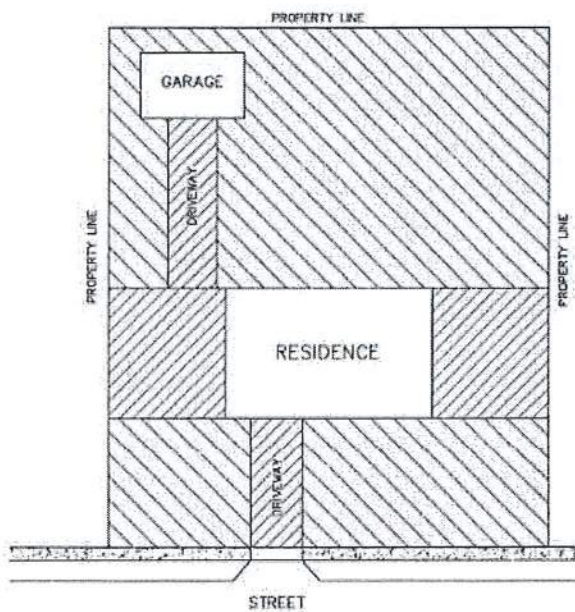
(7) Notwithstanding the above, any recreational vehicle may be parked outdoors at any time, on a private lot (with the permission of the property owner), for up to 48 hours, provided that all setback requirements are met (see division (G)(8) below). After the initial 48 hours, the regulations of divisions (G)(1) - (6) above shall apply, in addition to the setback requirements in division (G)(8) below.


(8) At all times, a three-foot setback must be maintained between the vehicle and all side and rear lot lines, and a 20 foot setback must be maintained between the vehicle and all front lot lines and other adjacent street right-of-way lines.

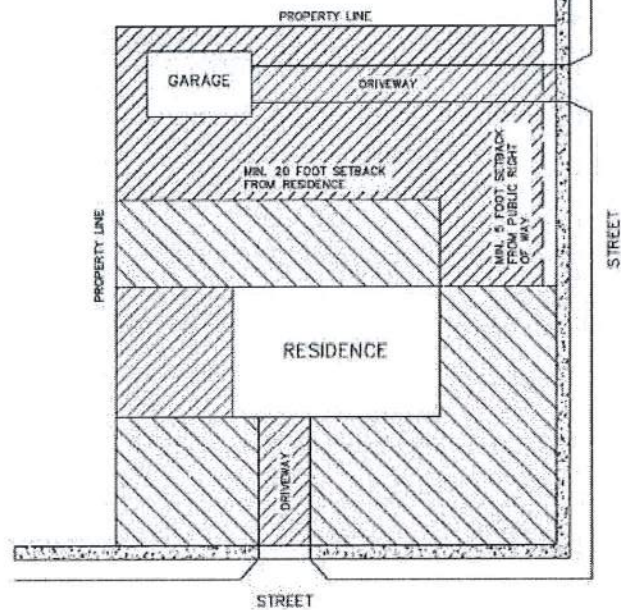
(H) No parking is allowed in the rear of buildings except in garages, driveways leading to garages, approved recreational vehicle parking pads, and other parking spaces approved by special use permit.





(I) Not more than three outdoor parking spaces are permitted on a residential lot unless additional spaces are permitted by special use permit. Small recreational vehicles as defined in division (F) shall not be counted towards the maximum number of outdoor parking spaces.

(J) Motor vehicles shall be allowed to be parked only on a parking area or driveway. A parking area is defined as that portion of a lot used for the exclusive purpose of parking a motor vehicle. A driveway is defined as the maneuvering lane needed to allow vehicles to move from the street to a garage or to a public parking area at the far end of the maneuvering lane. No parking area shall be located in front of the residential structure.

OFF-STREET PARKING  
REGULATIONS

-  NO OFF-STREET PARKING ALLOWED
-  OFF-STREET PARKING ALLOWED ON ASPHALT OR CONCRETE SURFACE AT ALL TIMES
-  OFF-STREET PARKING ALLOWED ON ASPHALT OR CONCRETE SURFACE AT ALL TIMES OR ON UNIMPROVED SURFACES FROM MAY 1ST TO OCTOBER 15TH

CORNER LOT OFF-STREET  
PARKING REGULATIONS

-  NO OFF-STREET PARKING ALLOWED
-  OFF-STREET PARKING ALLOWED ON ASPHALT OR CONCRETE SURFACE AT ALL TIMES
-  OFF-STREET PARKING ALLOWED ON ASPHALT OR CONCRETE SURFACE AT ALL TIMES OR ON UNIMPROVED SURFACES FROM MAY 1ST TO OCTOBER 15TH
-  OFF-STREET PARKING ALLOWED FROM MAY 1ST TO OCTOBER 15TH ON UNIMPROVED SURFACES WITH THE APPROVAL OF ZONING ADMINISTRATOR. NO PERMANENT STORAGE ALLOWED REGARDLESS OF SURFACE TYPE.

(Ord. 616, passed 9-23-2013; Am. Ord. 645, passed 7-9-2018; Am. Ord. 646, passed 8-13-2018; Am. Ord. 688, passed 5-20-2024)

### § 155.342 MINIMUM PARKING SPACE REQUIREMENTS.

(A) The minimum amount of off-street parking space required under §§ 155.340 and 155.342 shall be determined in accordance with the following table:

(B) Either one space for every 500 feet of gross floor area shall be required of all applicable uses in this schedule, or the requirements specified below, if the land use is specifically included in the chart.

<p align="center"><b>TABLE 13-2</b> <b>Parking Requirements</b></p>	
<i>Use</i>	<i>Parking Requirements</i>
Dwelling	Two spaces for each residential living unit in any residential living unit in any residential classification.
Housing for the elderly	One space per unit plus one space per employee. If units revert to general occupancy, the two spaces per unit shall be provided.
Rooming and boarding houses and bed-and-breakfasts	One space per room afforded plus two spaces for the owner or managers.
Motels - hotels	One space per guest bedroom plus one space per employee of largest shift.
Car washes	One space per employee of the largest shift.
Hospitals, nursing homes	One space for each four beds.
Theaters, auditoriums, stadia, sports arenas	One space per four seats.
Churches	One space for each five seats in the main worship unit.
Dances halls, assembly and exhibition halls without fixed seats; community center, civic clubs, private clubs, lodges, and other similar type occupancy	One space per four persons of legal capacity.
Banks, business and professional offices	One space per 200 square feet of floor area.
Medical or dental offices and clinics	One space per 300 square feet of floor area or five spaces per doctor or dentist, whichever is greater.
Mortuaries and funeral homes	One space for every 25 square feet of floor area of chapels and assembly rooms.
Furniture and appliance stores, motor vehicle sales, machinery sales, personal service shops, household equipment or furniture repair shops, clothing and shoe repair or service shops, and hardware stores	One space per 200 square feet of floor area.



**TABLE 13-2**  
**Parking Requirements (Cont'd)**

<i>Use</i>	<i>Parking Requirements</i>
Convenience store	One space per 250 square feet of floor area plus any spaces required for gas pumps.
Supermarket, self-service food stores	One space per 200 square feet of floor area.
All other retail stores	One space per 500 square feet of floor area.
Barbershops and beauty parlors	Two spaces per chair.
Restaurants and cafeterias	One space per four patron seats.
Bowling alleys	Five spaces per lane.
Elementary and junior high schools	One space per each instructor, plus one space per each employee and administrator, plus drop-off areas for school buses, plus spaces required for any assembly hall, auditorium and/or outdoor arena.
Senior high schools	One per each instructor, plus two per each employee and administrator, plus five spaces per each classroom, plus drop-off areas for school buses, plus parking required for any assembly hall, auditorium or outdoor arena.
Auditorium, assembly halls and outdoor areas	One space per each three seats or six feet of bleachers.
Libraries, museums, post office	One space per 800 square feet of floor area.
Gasoline service stations	Two spaces per service bay plus one space per employee of largest shift.
Manufacturing and industrial uses other than warehouses, storage buildings, wholesale establishments	One space per employee of the largest working shift plus five visitor spaces; or one space for every 600 square feet of gross floor area of building, whichever bases provides the greater parking accommodations.
Warehouses, storage buildings, wholesale establishments	One space per 1,000 square feet of floor area.
Video rental establishments	One space per 100 square feet of floor area, with a minimum of eight spaces.
Miniature golf course	1.25 spaces per hole plus one space per employee of the largest shift.
Driving range	One space per driving tee plus one space per employee of the largest shift.





(C) *Parking exemption zone.* The parking exemption zone is hereby established, and shall be designated on the official City of St. Johns zoning map. The purpose of the parking exemption zone shall be to maintain the historic, walkable character of St. Johns, and recognize the public investment in on-street and other public parking, by eliminating most parking requirements within its boundaries.

(1) Within the parking exemption zone, there shall be no minimum parking requirement for any land use, except that any lot containing ten or more dwelling units must provide 1.15 off-street parking spaces per dwelling unit.

(2) The City Commission, upon recommendation from the Planning Commission and following the procedure in §§ 155.385 - 155.389, may add a lot or group of lots to the parking exemption zone. In making a recommendation to the City Commission, the Planning Commission shall consider the following:

(a) The lot, or group of lots, must be adjacent to the existing parking exemption zone.

(b) The lot, or group of lots, must be either developed with a walkable, historic character similar to the core of St. Johns, or be subject to a development proposal that would construct infill development with a similar walkable, historic character to the existing core.

(c) Approving the expansion of the parking exemption zone shall not place a burden on existing public or private on-street and off-street parking spaces. In reviewing this criteria, the Planning Commission shall determine where the residents, employees, and/or customers of the newly exempt lots would park, and whether those parking areas have sufficient capacity.

(d) Approving the expansion of the parking exemption zone must affirmatively further the goals of the City of St. Johns master plan, downtown plan, or both.

(D) *Parking reduction zone.* The parking reduction zone is hereby established, and shall be designated on the official City of St. Johns zoning map. The purpose of the parking exemption zone shall be to recognize the walkable character of the immediate surroundings of downtown St. Johns, and to allow investment and development in that area without the need for large parking areas which create hazards to walkability and harm economic vitality. However, the parking reduction zone acknowledges the need for automobiles for personal mobility, and therefore the need to require parking, even at a reduced level compared to the base requirements of this subchapter.

(1) Within the parking exemption zone, the minimum parking requirements shall be as follows. These requirements shall supersede the requirements in division (B) above.

(a) *Residential uses.* 1.25 parking spaces per dwelling unit. This may be reduced to 1.15 parking spaces per dwelling unit using the automatic reductions in division (c) below.

(b) *Non-residential uses.* 85% of the minimum parking requirement as described in division (B) above. This may be reduced to 75% of the minimum parking requirement as described in division (B) above using the automatic reductions in division (c) below.

(c) *Automatic reductions.* The following shall automatically reduce the parking requirement as described in divisions (a) and (b) above.

1. *Provision of bicycle parking.* The minimum automobile parking requirement shall be reduced by one space for every five spaces made available for secured, on-site parking of bicycles.

2. *"15 minute" spaces.* For non-residential uses only, parking spaces designated with a time of limit of 15 minutes or less shall each count as 1.5 spaces towards the minimum parking requirement. Reserving spaces for curbside pickup, ride sharing, and other short-term parking occupancy reduces the overall parking need, and therefore qualifies for a reduction under this subchapter.

3. *Payment in lieu of parking.* At the time of site plan approval, an applicant may make payment to the city in lieu of providing parking. The required fee per parking space removed from the minimum requirement shall be set by the City Council by resolution. The city shall set aside all funds received from payments in lieu of parking for improvements to the public parking system, both on-street and off-street, in and around downtown St. Johns.

(2) The City Commission, upon recommendation from the Planning Commission and following the procedure in §§ 155.385 - 155.389, may add a lot or group of lots to the parking reduction zone. In making a recommendation to the City Commission, the Planning Commission shall consider the following:

(a) The lot, or group of lots, must be adjacent to the existing parking reduction zone.

(b) The lot, or group of lots, must be either developed with a walkable, historic character similar to the core of St. Johns, or be subject to a development proposal that would construct infill development with a similar walkable, historic character to the existing core. In the context of the parking reduction zone, the "walkable, historic character" shall include the close-in neighborhoods of the city, which include single family homes and small multi-family residential laid out in a grid pattern on small lots.



(c) Approving the expansion of the parking reduction zone shall not place a burden on existing public or private on-street and off-street parking spaces. In reviewing this criteria, the Planning Commission shall determine whether the reductions included in the parking reduction zone would create overflow parking needs, and how those overflow needs would impact other parking areas in the vicinity.

(d) Approving the expansion of the parking reduction zone must affirmatively further the goals of the City of St. Johns master plan, downtown plan, or both.  
(Ord. 616, passed 9-23-2013; Am. Ord. 686, passed 4-22-2024)

### **§ 155.343 DESIGN-CONSTRUCTION REQUIREMENTS AND PERMITTED USE OF VEHICLE PARKING.**

(A) No repairs or service to vehicles and no display for purposes of sale shall be carried on or permitted upon such premises.

(B) Minimum space dimensions of ten feet wide and 20 feet deep shall be provided for each vehicle parking space; each space shall be definitely designated and reserved for parking purposes; each space shall be accessible separately from a street; and each parking area shall be so designed and marked as to provide for orderly and safe movement and storage of vehicles.

(C) Except for parking spaces provided on residential lots, a drive aisle of at least 20 feet in width shall be provided accessing all parking spaces.

(D) Except for parking spaces provided on residential lots, no parking area shall be constructed less than 1,000 square feet in area.

(E) Parking areas shall be covered with a pavement having an asphalt or Portland cement binder and shall be graded and provided with adequate drainage facilities in compliance with the City of St. Johns Drain Code. Curb and gutter shall be provided around the perimeter of the parking area.

(F) When lighting facilities are used, they shall be so arranged that any light source shall not be visible from any point beyond the parking area lot lines.

(G) Landscaping, fences and walls shall be provided in conformance with §§ 155.295 *et seq.*

(H) No signs shall be erected on the premises, except one at each of the points of ingress and egress, and such sign may bear the name of the operator of the lot and the enterprise it is intended to serve. Such signs shall not exceed ten square feet in area and an overall height of ten feet. However, signs for the orderly and safe movement of pedestrian and vehicular traffic in the parking area may be used as required.

(I) Curb blocks are prohibited.

(J) *Electric vehicle chargers.* Electric vehicle chargers are permitted in all parking lots, and are not subject to the regulations in §§ 155.184 and 155.189 regarding accessory structures. No electric vehicle charger shall be designed or located in such a way as to reduce the dimensions of a parking space or drive aisle below the minimums established in this section, nor shall any electric vehicle charger be designed or located to reduce the number of parking spaces in a lot below the minimums established in this subchapter.

(K) Driveway approaches (between the sidewalk and the road) shall be constructed from materials that provide a hard surface (concrete, asphalt, or permeable pavement material), shall be drained properly, and shall be maintained in a safe and usable condition. For any property with a driveway approach that does not meet this requirement, the driveway shall be upgraded to the required material at the time of zoning approval for any site improvement that adds pavement or buildings, or any other improvement that requires site plan approval (administrative, committee, or Planning Commission). (Ord. 616, passed 9-23-2013; Am. Ord. 686, passed 4-22-2024)

#### **§ 155.344 LOADING-UNLOADING SPACES REQUIREMENTS.**

(A) On and after the effective date of this Code there shall be provided, on the same lot with all new or substantially altered uses or structures, off-street loading and unloading facilities as required herein.

(B) Industrial uses, warehouses, terminals, retail stores, hotels, hospitals, mortuaries, laundry and dry cleaning establishments, wholesale stores, and other similar uses customarily receiving or distributing goods by motor vehicle - Gross Floor Area: 5,000 square feet to 20,000 square feet - one space; each additional 20,000 square feet or fraction thereof - one space.

(C) Each off-street loading and unloading space shall not be less than ten feet in width and 70 feet in length unless the Planning Commission determines during site plan review that a larger area is required based on the characteristics of the proposed use and its loading and unloading needs. (Ord. 616, passed 9-23-2013)

#### **§ 155.345 DESIGN STANDARDS OF LOADING-UNLOADING SPACES.**

(A) Each required off-street loading berth shall be designed with appropriate means of vehicular access to a street or alley in a manner which will least interfere with traffic movement.

(B) All open off-street loading berths shall be improved with a pavement of asphaltic concrete, or other comparable, all-weather, dustless material of similar durability.



<i>Ord. No.</i>	<i>Date Passed</i>	<i>Description</i>
		<p>cor of said sec; th alg E-W ¼ LN S89°23'31"E 298.76 ft to the intersection of said E-W ¼ ln and physical centerline of St Johns Big Ditch; th alg said centerline for the following ten (10) courses; S01°36'30"W 27.05 FT; th S14°30'09"E 110.39 FT; th S59°44'23"E 44.08 ft; th S59°18'23"E 104.86 ft; th S61°37'17"E 135.60 ft; th S61°12'07"E 117.11 ft; th S58°19'35"E 94.38 ft; th S06°08'12"E 74.50 ft; th S06°25'15"W 186.50 ft; th S06°30'05"W 308.43 ft; th N89°52'14"W 685.93 ft to the n-s ¼ ln of said sec 4; th alg said n-s ¼ ln N01°21'14"W 947.80 ft to pob;</p> <p>The premises hereinafter described shall be zoned I-1 (Industrial, High Performance Standards). The legal description of the affected zoning is as follows: beg at S ¼ cor of Sec 4, T7N R2W, Bingham Twp., Clinton County, Michigan; th N01°21'08"W 2674.52 ft alg the N &amp; S ¼ ln of said sec to the ctr of said sec; th S89°23'31"E 1351.41 ft alg the E &amp; W ¼ ln of said sec; th S00°48'51"E 2667.12 ft alg the E Ln of the W ½ of the SE ¼ of said sec; th N89°40'47"W 554.14 ft alg the S Ln of said sec; th N00°19'13"E 427.43 ft; th N89°40'47"W 282.21 ft; th S0636'09"W 430.02 ft alg the centerline of the St Johns Big Ditch and Town Ditch Extension County Drain; th N89°40'47"W 447.74 ft alg the S Ln of said section to pob.</p>
546	12-12-2005	Changing the zoning classification for the northwest corner of Outlot K from MC (Municipal Center) to O (Office).



## St. Johns - Table of Special Ordinances

<i>Ord. No.</i>	<i>Date Passed</i>	<i>Description</i>
557	9-25-2006	Changing the zoning classification of the property commencing at a point on the west line of Section 21 from MC (Municipal Center) to R-1 (Low-Density Residential).
582	9-14-2009	Changing the zoning classification of certain property described as the north half of the vacated street, Block 35, original plat, City of St. Johns, from R-2 (Medium-Density Residential) to MC (Municipal Center).
584	11-9-2009	Changing the zoning classification of certain property described as Lots 1 and 2, Francis Lynd's Addition to the City of St. Johns, from I-1 (Industrial-High Performance Standards) to R-2 (Medium-Density Residential).
674	5-22-2023	Changing the zoning classification of the real property located at 709 E. Gibbs Street from GC (General Commercial) to R-3 (High Density Residential).
680	9-12-2023	Changing the zoning classification of the real property located at 200 and 206 E. Railroad Street, 207 and 209 E. Higham Street and 301 N. Oakland Street from R-3 (Multi-Family Residential) to CBD (Central Business) on a conditional basis as set forth in the Conditional Rezoning Agreement attached to Ord. 680.
687	4-22-2024	Amending the zoning map to establish the Parking Reduction District and Parking Exemption District, as attached to Ord. 687.

## REFERENCES TO MICHIGAN COMPILED LAWS ANNOTATED

<i>M.C.L.A. Section</i>	<i>Code Section</i>
15.231—15.246	150.066
15.261—15.275	150.066
15.362 <i>et seq.</i>	37.10
24.201—24.328	70.05
28.451 <i>et seq.</i>	135.02
54.211	154.08
117.5c	32.01
125.1401 <i>et seq.</i>	35.01
125.1415a(1)	35.06
125.1415a(6)	35.06
125.1501—125.1531	150.029
125.1502a <i>et seq.</i>	150.020
125.31 <i>et seq.</i>	154.04, 154.05
125.31—125.45	151.15
141.121	51.10, 51.10
211.1—211.157	150.063
211.2 <i>et seq.</i>	31.02
211.741 <i>et seq.</i>	34.08
257.1 <i>et seq.</i>	93.20, 135.02
257.1—257.909	70.02
257.252a	73.11
324.3101 <i>et seq.</i>	54.01
324.11103	98.01
325.1001—325.1023	52.49
333.1101 <i>et seq.</i>	52.50
333.20106	111.05
333.20904	111.05
333.26421 <i>et seq.</i>	118.03
333.7101 <i>et seq.</i>	139.01
338.2301—338.2313	150.066
339.2401—339.2518	150.061
436.1101 <i>et seq.</i>	111.01
436.1703(8)	111.05
436.1703(15)	111.05

## St. Johns - Parallel References

<i>M.C.L.A. Section</i>	<i>Code Section</i>
445.471 <i>et seq.</i>	113.01
445.501 <i>et seq.</i>	113.01, 113.02
445.901 <i>et seq.</i>	115.01
460.701 <i>et seq.</i>	117.04
484.2102	116.03
559.101 <i>et seq.</i>	154.08
560.101 <i>et seq.</i>	154.05, 154.08, 154.46
560.101—560.293	154.04
560.108	154.05
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560.112	154.28
560.112—560.119	154.30
600.101 <i>et seq.</i>	36.01, 117.99
600.8395	71.01
600.8396	36.01
600.8701 <i>et seq.</i>	10.99
600.8705	36.03
600.8707(6)	36.01
722.1—722.6	111.05
750.167	134.04
750.167(j)	136.04
750.167(1)(c)	136.06
750.167(1)(d)	136.04
750.520b—750.520g	111.05
750.540c	132.03
750.540e	132.03
1415a	35.09
1415a(5)	35.08

<i>1990 Code Section</i>	<i>New Code Section</i>
9.10	93.20
9.11	93.21
9.12	93.23
9.21	93.03
9.22	93.03
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<i>1990 Code Section</i>	<i>New Code Section</i>
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9.151	91.01
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9.153	91.03
9.154	91.04



<i>Ord. No.</i>	<i>Date Passed</i>	<i>Code Section</i>
616	9-23-2013	155.001—155.004, 155.010—155.017, 155.030—155.033, 155.040—155.043, 155.050—155.053, 155.070—155.073, 155.080—155.083, 155.090—155.093, 155.100—155.102, 155.110—155.113, 155.120—155.125, 155.130—155.135, 155.140—155.143, 155.150—155.155, 155.160—155.162, 155.170, 155.180—155.186, 155.188—155.198, 155.210—155.215, 155.230—155.240, 155.255—155.261, 155.275—155.282, 155.295—155.303, 155.320—155.324, 155.340—155.345, 155.360—155.371, 155.385—155.389, 155.400—155.405, 155.415—155.441, 155.443—155.448, 155.999
617	1-27-2014	153.01—153.11, 153.99
619	1-27-2014	Adopting Ordinance
620	9-22-2014	32.35—32.38
621	3-9-2015	Adopting Ordinance
622	6-22-2015	52.49
623	10-12-2015	T.S.O. II
624	12-14-2015	155.198
625	3-14-2016	Adopting Ordinance
626	8-22-2016	155.004, 155.102
627	8-22-2016	155.004, 155.187

## St. Johns - Parallel References

<i>Ord. No.</i>	<i>Date Passed</i>	<i>Code Section</i>
629	6-26-2017	51.10
630	8-14-2017	Adopting Ordinance
631	9-25-2017	37.01—37.17
632	2-12-2018	155.195
633	2-12-2018	155.101
634	2-12-2018	155.281
635	2-12-2018	154.69
636	2-12-2018	95.28
637	2-26-2018	51.10
638	2-26-2018	155.170
641	4-23-2018	33.01—33.03
642	4-23-2018	155.004, 155.189
643	4-23-2018	155.276
644	6-25-2018	55.01—55.10, 55.99
645	7-9-2018	155.341
646	8-13-2018	155.341
647	10-8-2018	Adopting Ordinance
648	10-22-2018	51.10
649	11-26-2018	111.05
650	3-11-2019	35.10
652	9-9-2019	118.01-118.03
653	11-25-2019	70.05
654	11-25-2019	Adopting Ordinance
655	1-27-2020	153.05
656	7-27-2020	30.01—30.19
657	12-14-2020	155.256—155.259, 155.276, 155.278—155.282, 155.401, 155.402
658	1-31-2021	Adopting Ordinance
659	2-22-2021	T.S.O. I
660	3-22-2021	155.100—155.102, 155.170
661	3-8-2021	155.199
662	5-24-2021	T.S.O. II
663	8-23-2021	135.02, 135.99
664	10-3-2021	151.79

<i>Ord. No.</i>	<i>Date Passed</i>	<i>Code Section</i>
665	12-13-2021	155.004, 155.011, 155.031—155.033, 155.040—155.043, 155.050—155.053, 155.073, 155.111, 155.150, 155.170, 155.232, 155.276, 155.322, 155.415, 155.419, 155.425, 155.426, 155.432, 155.435, 155.443, 155.444
666	1-24-2022	Adopting Ordinance
668	3-14-2022	95.85
669	5-9-2022	50.01—50.08, 50.99
670	6-27-2022	119.01—119.04
671	9-26-2022	30.09
672	2-27-2023	37.15, 37.16
673	5-22-2023	71.09
674	5-22-2023	T.S.O. III
675	5-22-2023	153.01—153.11, 153.99
676	6-26-2023	Adopting Ordinance
677	8-28-2023	54.01—54.03, 54.20—54.24, 54.35—54.43, 54.55—54.66, 54.75—54.88, 54.99, Ch. 54, App. 1, 2
678	8-28-2023	155.200
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683	2-26-2024	71.06, 71.08, 71.12, 71.13
684	2-26-2024	Adopting Ordinance
685	3-18-2024	111.10
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**CITY OF ST. JOHNS, MICHIGAN**  
**REQUEST FOR COMMISSION ACTION**  
**June 23, 2025**

<b>Department: Administration</b>	<b>Attachments:</b>	<b>Submitted to CA for Review</b>
<b>Subject: <i>Request for Funding of Independence Day Fireworks Show from St. Johns' Rotary</i></b>	<b>[ X ] Independence Day Service Contract</b> [ ] [ ]	<b>[ N/A ]</b>
<b>Prepared by: Kristina Kinde Treasurer Deputy City Manager</b>	<b>Approved by: Chad A. Gamble, P.E., City Manager</b>	

**SUMMARY/HIGHLIGHT:** The St. Johns Rotary has coordinated and fundraised for the St. Johns Independence Day Fireworks display for many years. Rotary has reached out to the City for assistance in funding for this annual community event. In order to properly contribute to this organization/event a simple contract has been drafted for consideration to ensure contributions meet the requirements of the law for specific services offered to the City and its residents by Rotary.

**BACKGROUND/DISCUSSION:** The City contributed \$1,400 to the July 4, 2024 fireworks.

**STRATEGIC PLAN OBJECTIVE:** Funding of this event will work towards one of the main goals of the Master Plan of the City which is to “sustain and enhance St. Johns neighborhoods by providing for the safety and protection of all residents, visitors, and property, and enabling the development of strong, cohesive, and stable neighborhoods.”

**FISCAL IMPACT:** This expense was budgeted in the 2025/2026 budget for \$1,500.

**RECOMMENDATION:** Staff recommends approval of the proposed contract with Rotary for the amount of \$1,500 for the delivery of the services related to the Independence Day Fireworks.



## INDEPENDENCE DAY SERVICE CONTRACT

This Agreement is effective as of the 1<sup>st</sup> day of July 2025 ("Effective Date"), by the City of St. Johns, whose address is 100 East State Street, St. Johns, Michigan, 48879, Suite 1100 ("City") and the St. Johns Rotary Club ("Rotary Club"), whose address is \_\_\_\_\_, St. Johns, Michigan 48879 ("County").

WHEREAS, the City is authorized by the Armistice, Independence, and Memorial Day Act, 1905 PA 110 to appropriate money for the observance of Independence Day; and

WHEREAS, the City has approved the Rotary Club's request to conduct the fireworks display on July 4, 2025 for the enjoyment of the residents of St. Johns; and

WHEREAS, the City desires to enter into an agreement with the Rotary Club for the Rotary Club to conduct a fireworks display on July 4, 2025.

**1. Purpose.** The purpose of this Independence Day Service Contract ("Contract") is to secure the provision of fireworks from the Rotary Club for the residents of the City to celebrate Independence Day ("Fireworks Display").

**2. Provision of Fireworks Display.** The Rotary Club agrees to conduct the Fireworks Display on July 4, 2025 to celebrate and observe Independence Day. The Rotary Club shall obtain all necessary permits and approvals from the City for the Fireworks Display. The Rotary Club shall solely be responsible for all aspects of the Fireworks Display, including following all safety measures and obtaining sufficient insurance to cover any potential liabilities.

**3. Term; Termination.** The term of this Contract shall be one month, beginning July 1, 2025, and ending on July 31, 2025. Sections 5 and 6 survive the expiration of the Contract.

**4. Consideration.** The City agrees to provide pay the Rotary Club \$ 1,500.00. The City shall pay the Rotary Club within 60 days of the Effective Date.

**5. Indemnification.** The Rotary Club indemnifies, saves, and holds harmless the City of St. Johns, its employees, commissioners, agents and assigns from any and all losses, claims, demands, causes of actions and proceedings of every kind and character which may be initiated by any other persons or organizations, and which arise directly or indirectly from the Fireworks Display.

**6. Release of Liability.** The Rotary Club, including its board members, employees, agents and assigns, releases the City of St. Johns, its commissioners, employees, agents and assigns, from any liability, claims, losses, demands, and causes of action whatsoever arising or that could arise out of any damage, loss or injury resulting from the Fireworks Display. This release includes all damages, costs, medical costs, expenses, attorneys' fees and any other losses.

**7. Amendment.** This Contract may be amended only by execution of a written amendment signed by duly authorized representatives of the parties.

**8. Severability.** If any part of this Contract is held to be invalid or unenforceable under the laws of any jurisdiction where this Contract is to be performed or sought to be enforced, the remaining provisions shall be enforceable to the maximum extent permitted by law; provided, however, that such remaining provisions effectuate fully the intent of the parties as manifested herein.

**9. Entire Agreement.** This Contract contains the entire understanding between the parties hereto with respect to the services contemplated herein and supersedes all prior and contemporaneous agreements and understandings, oral or written, with regards to such services.

**10. Counterparts.** This Contract may be executed in counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument. An electronic signature has the effect of an original signature.

WHEREFORE, the parties having read and understood the foregoing provisions of this Contract acknowledge their intent to be bound by the terms as evidenced by the signatures of their respective representatives below.

**ST. JOHNS ROTARY CLUB**

**CITY OF ST. JOHNS**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_, **President**

\_\_\_\_\_, **City Manager**

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

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

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**CITY OF ST. JOHNS, MICHIGAN**  
**REQUEST FOR COMMISSION ACTION**  
**Monday, June 23, 2025**

<b>Department: Police</b>	<b>Attachments: Cullen Harkness Proposal</b>	<b>Submitted to CA for Review</b>
<b>Subject: <i>Proposed contract for City Attorney Prosecution Services</i></b>	<b>[ X ] City of St. Johns Request for Proposal for City Attorney Services.</b> <b>[ X ] Attorney Cullen Harkness Letter of Introduction.</b> <b>[ X] Harkness Law Firm Proposal for City Attorney Services for the City of St. Johns.</b> <b>[X] St. Johns-City Attorney Contract 2025</b> <b>[X] Foster Swift Proposal for City Attorney Services</b>	<b>[ N/A ]</b>  <b>[ N/A]</b>  <b>[ N/A]</b>  <b>[X]</b>
<b>Prepared by: David Kirk, Chief of Police</b>	<b>Approved by: Chad A. Gamble, P.E., City Manager</b>	

**SUMMARY/HIGHLIGHT:** After the retirement of the in-house City Attorney in 2022, the city opted to contract out for services related to the prosecution of eligible misdemeanor offenses. The format of the initial replacement service and its hourly billing practices resulted in higher than expected fees and perpetual challenges of estimating expenses for those services. In an effort to mitigate those challenges, other options to the existing service were researched which has resulted in a potential alternative which is being successfully utilized by other police departments in our area.

For the purposes of this undertaking, the City issued Requests for Proposal and limiting submittals from firms that have reasonable geographic proximity to our location and those that have existing municipal prosecutorial experience. The firms included in the requests were the city's current provider Foster and Swift, Nichols Law Firm and the Harkness Law Firm.

As it relates to responses to the Request for Proposals in this matter, both Foster Swift as well as Nichols Law Firm opted to not submit proposals. The proposal submitted by the Harkness Law firm referred to later in this communication will be provided in its entirety as an attachment.

As a point of reference related to current billing, in April of 2022 the proposal submitted by Foster Swift simply indicated under the "Pricing Component" section that Municipal Prosecution was billed at \$200.00 with no summary of anticipated services provided nor any estimate of projected annual expense.

**BACKGROUND/DISCUSSION:** As noted above, prior to contracting with Foster Swift for these services in 2022, the format for the City Attorney prosecutions was a flat annual rate with occasional additional charges for specialized legal services which fell outside the purview of prosecution related legal counsel. With that format, preparation of annual budget proposals were able to depend upon the annual fee for expense estimates with only minor departures for occasionally encountered special circumstances.

Another challenge noted with the current billing format is the impact of additional billable time for ancillary topics related to the processing of cases. Such things as clarifying telephone communications, discussions related to case status and mileage charges for attorney's traveling to and from court from the metropolitan Detroit area have resulted in a significant escalation of cumulative annual fees.

With the alternative being proposed, billable services for city prosecutions will revert back to a flat rate format. As a result, expenses related to these services can be anticipated and available for entry into annual budget proposals. Additionally, we have been successful in having topic specific training for officers, routine travel to court, clarifying communications regarding active cases and several other case relevant ancillary services included in the annual fee. An inclusive list of these services can be found on pages 7 and 8 of the Proposal for City Attorney Services for the City of St. Johns submitted by the Harkness Law Firm under Section c. "Scope of Work".

Lastly, as part of the proposal assessment, efforts were made to verify performance as it relates to municipalities currently utilizing the services of this firm. As a result, positive performance reviews were provided by both the Meridian Township Police Department and the Eaton Rapids Police Department. Included in that information was that the Harkness law firm currently maintains an over 90% conviction rate across their municipal client's presented cases. Additionally, both agencies contacted indicate that the Harkness firm is affirmatively responsive to requests including the provision of legal process clarifications 24 hours a day.

**STRATEGIC PLAN OBJECTIVE:** Although not specifically listed, prudent and objective utilization of annual departmental budgets optimizes efficiency as well as freeing up previously dedicated funds to be utilized for other needed departmental enhancements.

**FISCAL IMPACT:** If adopted, this proposal has the potential of saving approximately \$40,000.00 annually with no reductions in services provided. In fact, if executed, this proposal will provide enhancements not currently offered at a significant reduction in cost (The expense with the current provider is approximately \$80,000.00 for the 2024-25 budget year).

Funding for these services are available, planned annually and are budgeted within the Legal/Audit budgetary line item (101-301-804.086). The proposed budget for this item for the 2025-26 budget cycle is \$50,000.00 which is sufficient for the proposal of \$40,000.00 annually (To be paid in monthly installments of \$3,333.33 per month) as well as providing some contingency funding for unanticipated special circumstances.

**RECOMMENDATION:** Staff recommends the City Commission approve the Contract for City Attorney Services for the City of St. Johns **\*\*Prosecution Services Only\*\*** as submitted by the Harkness Law Firm, PLLC for an initial period of two years and authorize the Mayor to endorse the agreement codifying those services.

## **Request for Proposal (RFP) for City Attorney Services**

**Introduction:** The City of St. Johns is seeking proposals from qualified attorneys or law firms to provide prosecution services for the city. The selected attorney will be responsible for various legal tasks as outlined in this RFP. The initial contract will be for a period of two years, with a request for the provision of an annual fixed rate for the services provided.

**Project Description:** The City Attorney will provide prosecution services, including but not limited to reviewing reports, authorizing complaints and warrants, conducting pretrial conferences, hearings, trials, and providing legal updates and training to the police department.

**Scope of Services:** The retainer will include the following services:

1. Review of reports and authorization of complaints/warrants.
2. Authorization of civil infractions when requested.
3. Conduct pretrial conferences, formal hearings, evidentiary hearings, bench trials, and jury trials.
4. Provide legal updates for the department via memos as new issues are identified.
5. In-person training as requested by the department.
6. Monthly reports on closed cases and resulting dispositions.
7. Consultations and advice with police department members as needed for cases.
8. Review and authorization of search warrants for ordinance cases as needed.
9. Appeals to the circuit court, court of appeals, and Michigan Supreme Court.
10. Drafting and/or revision of criminal ordinances for the city.
11. Sending discovery to defense attorneys and correspondence/calls with defense counsel.

**Proposal Guidelines:** Proposals should include the following:

- A cover letter summarizing the attorney's qualifications and experience.
- Detailed description of how the attorney will fulfill the scope of services.
- Fee structure, including the fixed annual rate and any additional expenses.
- References from previous clients or employers.
- Any additional relevant information.

**Evaluation Criteria:** Proposals will be evaluated based on the following criteria:

- Relevant experience and qualifications.
- Understanding of the scope of services.
- Fee structure and cost-effectiveness.
- References and past performance.
- Geographic proximity to the city.

### **Timeline:**

- RFP Issued: Tuesday, May 6, 2025
- Proposal Submission Deadline: Monday, May 19, 2025
- Evaluation Period: Tuesday, May 27 to Monday, June 2, 2025
- Contract Award Date: Tentatively Monday, June 16, 2025
- Contract Start Date: Tentatively Tuesday, July 1, 2025



**Contact Information:** For any questions or clarifications, please contact: David Kirk, Chief of Police, Email: [dkirk@sjpolice.org](mailto:dkirk@sjpolice.org), Phone Number: 989-224-6721.

THE HARKNESS LAW FIRM, PLLC  
4121 Okemos Rd., Suite 17  
Okemos, MI 48864  
(517) 381-2461

Sent via email to: dkirk@sjpolice.org

May 16, 2025

City of St. Johns Police Department  
Attn: Chief David Kirk  
409 S. Whittmore St.  
P.O. Box 477  
St. Johns, MI 48879

Re: *Request for Proposal*  
*City Attorney Services, City of St. Johns*

Chief. Kirk:

Please find this correspondence as it relates to the above-referenced matter.

Enclosed please find a proposal for City Attorney Services for the City of St. Johns for the Harkness Law Firm, PLLC. As detailed in our proposal, The Harkness Law Firm, PLLC, is a two-attorney firm located in Okemos, Michigan. Specializing in municipal law, criminal law, estate planning, and general civil litigation, The Harkness Law Firm, PLLC, provides clients with a wide array of representation. While the firm has existed in its current form only since April 2015, the staff attorneys have worked with municipalities for several years. Previously one of the staff attorneys was employed with a different firm located in East Lansing, MI, and represented the City of Albion and Meridian Township through that office. In April 2015, the attorneys and staff separated from the East Lansing firm, and The Harkness Law Firm, PLLC, was formed. All of the municipalities opted for representation with The Harkness Law Firm, PLLC, following that separation. Since that time, our office has added the City of East Lansing, Clarence Township, and Leoni Township to our roster of municipal clients.

Cullen Harkness is the managing member for the firm and has extensive municipal prosecution experience in the 54B, 56A, 55<sup>th</sup> and 10<sup>th</sup> District Courts. Mr. Harkness reviews police reports, drafts warrants, appears in court on behalf of the municipality in the hearings described above, and advises Public Safety / Police Officers when requested. Mr. Harkness has conducted countless trials, evidentiary hearings, and formal hearings over the course of his career. Mr. Jonathan Fowler is our Associate Attorney and he has municipal prosecution experience appearing in the 10<sup>th</sup> District Court on behalf of the City of Albion and the 56A District Court for the City of Eaton Rapids. As Assistant City Attorney, Mr. Fowler takes the lead on Pretrials in Albion. He conducts formal hearings, motions, and trials. He also conducts much of the legal research required for filing and/or responding to criminal Motions for the City.

THE HARKNESS LAW FIRM, PLLC  
4121 Okemos Rd., Suite 17  
Okemos, MI 48864  
(517) 381-2461

Both Mr. Harkness and Mr. Fowler are licensed members of the State Bar of Michigan in good standing. Mr. Harkness is also a member in good standing with the United States District Court for the Western District of Michigan, the United States Court of Appeals for the Sixth Circuit, and the United States Supreme Court.

With our office's unique municipal experience, we believe we would be an excellent fit to handle the local municipal prosecution for the City of St. Johns. Additional information regarding our office, our attorneys' respective experience, and references are included in the enclosed proposal. We look forward to hearing from you and appreciate your consideration of our proposal.

Should you have any questions, please do not hesitate to contact me.

Sincerely,  
THE HARKNESS LAW FIRM, PLLC



Cullen C. Harkness  
Attorney at Law  
CCH/jmh

Enc.

**PROPOSAL FOR CITY ATTORNEY SERVICES FOR THE  
CITY OF ST. JOHNS**

**\*\*Prosecution Services Only\*\***

Submitted by:

The Harkness Law Firm, PLLC

4121 Okemos Rd., Suite 17

Okemos, MI 48864

(517) 381-2461

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## **ATTACHMENTS**

<b>Resume of Cullen Harkness, Esq. ....</b>	<b>Attachment 1</b>
<b>Resume of Jonathan Fowler, Esq. ....</b>	<b>Attachment 2</b>
<b>Resume of J. Maxwell Habermann, CP .....</b>	<b>Attachment 3</b>



## **I. APPLICABLE EXPERIENCE**

- a. The Harkness Law Firm, PLLC, is a two-attorney firm located in Okemos, Michigan. Specializing in municipal law, criminal law, estate planning, and general civil litigation, The Harkness Law Firm, PLLC, provides clients with a wide array of representation. While the firm has existed in its current form only since April 2015, the staff attorneys have worked with municipalities for several years. Previously one of the staff attorneys was employed with a different firm located in East Lansing, MI, and represented the City of Albion and Meridian Township through that office. In April 2015, the attorneys and staff separated from the East Lansing firm, and The Harkness Law Firm, PLLC, was formed. All of the municipalities opted for representation with The Harkness Law Firm, PLLC, following that separation. Presently, The Harkness Law Firm, PLLC, services the following municipalities:
  - i. Meridian Township – Prosecution Only (2010 to 2015 at prior firm, 2015 to present at Harkness Law);
  - ii. City of Albion – General Counsel (2011 to 2015 at prior firm, 2015 to present at Harkness Law);
  - iii. City of Eaton Rapids – General Counsel (Prosecution 2017 to present), (General Counsel 2019 to present);
  - iv. Leoni Township – Special Counsel (2019 to present);
  - v. Clarence Township – General Counsel (2019 to present);
- b. Prosecution of Ordinance Offenses

- i. Across the multiple municipalities, our office has prosecuted thousands of ordinance offenses. On average, our office reviews and authorized several hundred complaints and warrants each year. Each year we conduct several hundred pretrial conferences. Each year we also conduct multiple evidentiary hearings and jury trials.

## **II. ATTORNEY IDENTIFICATION**

### **a. Attorney Cullen Harkness – Designated City Prosecutor**

- i. Mr. Harkness has extensive municipal prosecution experience in the 54B, 56A, 55<sup>th</sup> and 10<sup>th</sup> District Courts. Additionally, Mr. Harkness has represented both the City of Albion and Meridian Township in civil forfeiture actions in conjunction with various county and federal law enforcement agencies;
- ii. Mr. Harkness reviews police reports, drafts warrants, appears in court on behalf of the municipality in the hearings described above, and advises Public Safety / Police Officers when requested. Mr. Harkness has conducted countless trials, evidentiary hearings, and formal hearings over the course of his career.

### **b. Attorney Jonathan Fowler**

- i. Mr. Fowler has municipal prosecution experience appearing in the 10<sup>th</sup> District Court on behalf of the City of Albion and the 56A District Court for the City of Eaton Rapids. As Assistant City Attorney, Mr. Fowler takes the lead on Pretrials in Albion. He conducts formal hearings, motions, and trials. He also conducts much of the legal

research required for filing and/or responding to criminal Motions for the City.

- c. Both Mr. Harkness and Mr. Fowler are licensed members of the State Bar of Michigan in good standing. Mr. Harkness is also a member in good standing with the United States District Court for the Western District of Michigan, the United States Court of Appeals for the Sixth Circuit, and the United States Supreme Court.
- d. \*\*Additional details as to the qualifications of each respective attorney are contained on the resumes attached as Attachments 1, 2. \*\* Additionally, the resume of our certified paralegal is likewise attached as he is an integral part of our team. See Attachment 3.

### **III. ACCESSIBILITY OF ASSIGNED ATTORNEYS**

- a. Our attorneys would provide our cell phone numbers to the pertinent City officials and the entirety of the police department so that they would have 24/7 access for questions or assistance related to prosecution services. Our office would likewise provide the emails of each attorney working on City prosecution matters.
- b. In terms of responsiveness, our office generally responds to all inquiries within 24hrs of receiving the contact. If the inquiry or request for services is complex or will require additional time to complete, our office will still respond within 24 hours from the point of contact and provide an anticipated completion time.

### **IV. REFERENCES**

a. Professional References

i. Meridian Charter Township (Township Prosecutor)

1. Richard Grillo, Chief of Police
2. 5151 Marsh Rd., Okemos, MI 48864, (517) 853-4800

ii. City of Albion (General Counsel)

1. Victoria Snyder, Mayor
2. 112 W. Cass St., Albion, MI 49224, (517) 629-5535

iii. City of Eaton Rapids (General Counsel)

1. Pamela Colestock, Mayor
2. 200 S. Main St., Eaton Rapids, MI 48827, (517) 663-8118

iv. Leoni Township (Special Counsel)

1. Michael Jester, Township Manager
2. Howard Linnabary, Supervisor
3. 913 Fifth Street, Michigan Center, MI 49254, (517) 936-2293

v. Clarence Township (General Counsel)

1. Linda Kubiak, Supervisor
2. 27053 R-Drive N, Albion, MI 49224, (517) 857-2288

b. Personal References

i. Patrick O'Keefe, Attorney at law.

1. (517) 253-0114

ii. David Revore, Attorney at law.

1. (517) 351-0280

iii. Jeffrey Chip, Attorney at law

1. (517) 347-2700

iv. Julie Brixie, State Representative, State of Michigan

1. (517) 373-0218

c. Past Performance

i. Our office is pleased to maintain an over ninety (90%) percent conviction rate across our municipal clients.

**V. ADDITIONAL REQUIRED AND/OR PERTINENT INFORMATION**

a. Small Business

i. The Harkness Law Firm, PLLC, qualifies as a small business as defined by the Small Business Administration, NAICS code 541110, 13 CFR 121, et seq.

b. Geographic Proximity to City of St. Johns

i. As noted above, our office is located at 4121 Okemos Rd., Suite 17, Okemos, MI 48864. We are a mere thirty (30) miles from the 65A District Court with a drive time of approximately thirty-one (31) minutes each way.

c. Scope of Work

i. As noted on the cover of this proposal, this proposal is limited to the prosecution services only. This would include:

1. Review of reports and authorization of Complaints/warrants;
2. Authorization of civil infractions when requested;
3. Conduct pretrial conferences, formal hearings, evidentiary hearings, bench trials, jury trials;



4. Legal updates for the department via memos provided by the office as new issues are identified;
5. In-person training as requested by the department;
6. Monthly reports on cases that have closed and the resulting dispositions.
7. Consultations/advice with members of SJPD as needed for SJ cases;
8. Review and authorization of search warrants for ordinance cases as needed;
9. Appeals to the circuit court, court of appeals, and Michigan Supreme Court;
10. Drafting and/or revision of criminal ordinances for SJ;
11. Sending discovery to defense attorneys and correspondence/calls with defense counsel;
12. Any other services as mutually agreed to by the parties.

d. Malpractice Insurance Coverage

- i. Our office presently maintains malpractice insurance in the amount of \$1,000,000.00 per incident and \$2,000,000.00 aggregate. A copy of the same can be provided to the City Clerk on an annual basis.

**VI. PROPOSED COST**

- a. An annual contract of forty thousand (\$40,000.00) dollars is proposed. Said contract would invoice monthly in increments of three thousand three hundred thirty-three (\$3,333.33) dollars and thirty-three cents. This amount

covers all legal services, but does not cover out-of-pocket expenses incurred in the firm's representation of the City, i.e. witness fees/mileage, expert witness fees, filing fees, etc. Our office would not charge for copying costs or mileage of its staff to/from proceedings. The prices/costs described above would remain for the duration of the contract term. Our office has found that the flat rate fee not only allows the municipality to budget more easily with a fixed cost, but it is also advantageous as legal fees would not increase with an increase in cases.

- i. A bill would be submitted each month, in advance, with the monthly portion of the contract due as well as an itemized listing of all expenses. Case dispositions would be reported on a monthly basis separately.

## **VII. PROPOSED TERM**

- a. Our office proposes an initial contract term of two (2) years.
- b. Said contract could be renewed upon mutual agreement of the parties and approval of the City Council.

Should the City require any further information, inquiries may be directed to Member, Cullen Harkness, at (517) 381-2461 or [cullen@harknesslawpllc.com](mailto:cullen@harknesslawpllc.com).

Respectfully Submitted:



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Cullen Harkness  
Managing Member  
The Harkness Law Firm, PLLC

Dated: May 16, 2025

# ATTACHMENT 1

**Cullen C. Harkness**  
1415 Silverwood Dr.  
Okemos, MI 48864  
Phone: (517) 381-2461  
Cullen@harknesslawpllc.com

## EDUCATION

**Western Michigan University – Thomas Cooley Law School**, Lansing, MI (August, 2004 to December, 2007)

- Juris Doctoral, Litigation Concentration (December, 2007)
- Awarded Honors Scholarship for Academics (August, 2004)
- Dean's List

**Indiana University**, Bloomington, IN (August, 2000 to May, 2004)

- Bachelor of Arts in Political Science
- Awarded Indiana University Faculty Award for Academics for four years
- Dean's List

## BAR ADMISSIONS

**United States Court of Appeals, Sixth Circuit, 2023**

**United States Supreme Court, 2018**

**United States District Court, Western District of Michigan, 2008**

**Michigan, 2008 (P71612)**

## LEGAL EXPERIENCE

**The Harkness Law Firm, PLLC, Managing Member**, Okemos, MI (April, 2015 to Present)

Responsible for client development, managing own docket, drafting pleadings, motions, briefs, attending hearings, serving as Meridian Township Prosecutor, serving as Albion City Attorney, serving as Eaton Rapids City Attorney, serving as Township Attorney for Clarence Township, serving as Special Counsel for Leoni Township, serving as a circuit court case evaluator for multiple counties, conducting trials, drafting and arguing appeals, and completing research.

**Bodwin & Associates, P.C., Associate Attorney**, East Lansing, MI (October, 2010 to April 2015)

Responsible for client development, managing own docket, drafting pleadings, motions, briefs, attending hearings, serving as Meridian Twp. Prosecutor, serving as Albion City Attorney, completing research.

**Law Office of Gerald A. Gordinier, Contract Attorney**, Rochester, MI (September, 2008 to October, 2010)

Responsible for interacting with clients, drafting motions, completing research, attending case evaluations, hearings, pre-trial conferences, and administering informal estates.

**The Harkness Law Firm, PLLC, Managing Member**, Lansing, MI (May, 2008 to October, 2010)

Responsible for representing clients in District and Circuit Courts, drafting pleadings, attending hearings, pre-trial conferences, completing research, developing a client base, and managing the daily operations of a law firm. Practice areas included: criminal, family, estate planning/administration and general civil litigation.

**Cardelli, Lanfear & Buikema, P.C., Legal Clerk**, Royal Oak / Grand Rapids, MI (May, 2007 to December, 2007)

Responsible for completing research, drafting memos, motion briefs, pleadings, and complaint analyses.

## PROFESSIONAL AND CIVIC ASSOCIATIONS

**International Municipal Lawyers Association, Associate Member**, Okemos, MI (July 2018 to Present)

**State of Michigan – Attorney Discipline Board, Hearing Attorney**, Ingham County, MI (February 2018 to Present)

**Eaton County Circuit Court, Commercial Case Evaluator**, Charlotte, MI (November 2017 to Present)

**Ingham County Circuit Court, Commercial Case Evaluator**, Lansing, MI (June 2017 to Present)

**Meridian Area Business Association, Member**, Okemos, MI (February 2012 to Present), **Board Member / Board Counsel** (January 2016 to December 2019)

**Haslett-Okemos Rotary Club – Okemos, MI, Member**, (February 2012 to Present)

**Michigan Association of Municipal Attorneys, Member**, Okemos, MI (August 2011 to Present)

**Indiana University Alumni Association, Member**, Bloomington, IN (May 2004 to Present)

**Delta Kappa Epsilon Fraternity – Indiana University**, Bloomington, IN (Alumnus)

### SPEAKING ENGAGEMENTS

**Western Michigan University – Thomas Cooley Law School – Law Office Management**, Lansing, MI (March 2019)

**State Bar of Michigan – Controlled Substance Forfeiture**, Traverse City, MI (October 2018)

**Ingham County Bar Association – Controlled Substance and Omnibus Forfeiture**, Lansing, MI (March 2015, April 2018)

**Meridian Township Citizen’s Academy – Criminal Law and the Legal System**, Okemos, MI (2010-2019), (2021-2022)

### CERTIFICATIONS

**Evidential Breath Test Operator (Class III), Intoxilyzer 9000 – Michigan State Police**, Dimondale, MI (April 5, 2023)

**Preliminary Breath Test Calibration (Class II), (FC10) – Michigan State Police**, Okemos, MI (March 2023)

**Preliminary Breath Test Operator (Class I), (FC10) – Michigan State Police**, Okemos, MI (March 2023)

**Evidential Breath Test Operator (Class II), Datamaster (DMT) – Michigan State Police**, Marshall, MI, (May 2017)

**Litigation – Western Michigan University – Cooley Law School**, Lansing, MI, (December 2007)

### APPELLATE OPINIONS

*Monica Turner v Lloyd Turner, Jr.*, unpublished per curiam opinion, decided (February 10, 2022) (No. 354495)

*People of Meridian Township v Jason Banas*, unpublished per curiam opinion, decided (February 22, 2018) (No. 338298), *lv den* 503 Mich 861, 917 NW2d 377 (2018), *recon den* 503 Mich 951, 922 NW2d 346 (2019)

*In re Forfeiture of \$11,377*, unpublished per curiam opinion, decided (July 14, 2015) (No. 321641)

### PROFESSIONAL RECOGNITION

**AV Preeminent Peer Review Rating**, Martindale-Hubbell (2018 to present)

**Client Champion Award, Platinum Level**, Martindale-Hubbell (2018 to present)

**Selectee, Michigan Rising Stars (Municipal Law)**, Super Lawyers Magazine (May 2018), (2019), (2020), (2021)

**Elite Service Award**, ARAG Legal Insurance, (2017)

### CONTINUING LEGAL EDUCATION

**Criminal Justice Information Services – Security and Privacy Training: General Role**, Michigan State Police, Okemos, MI (February 2024)

**Sharpening Your OWI Investigations – Techniques & Strategies**, PAAM, Lansing, MI (January 2024)

**Criminal Justice Agency Security Awareness Training Levels 1, 2, 3A, and 3B**, Michigan State Police, Okemos, MI (July 2023)

**“Eye Tests” in Detecting Possible Impairment Related to Driving**, PAAM, Okemos, MI (July 2023)

**Local Agency Security Officer (LASO) Training**, Michigan State Police, Okemos, MI (April 2023)



**Intoxilyzer 9000 Training**, Michigan State Police, Dimondale, MI (April 2023)

**Cannabinoids in Impaired Driving**, PAAM, Okemos, MI (March 2023)

**Intoxilyzer 9000 PowerPoint Training**, Michigan State Police, Okemos, MI (March 2023)

**Preliminary Breath Test (PBT) (FC10) Calibration Training**, Michigan State Police, Okemos, MI (March 2023)

**Preliminary Breath Test (PBT) (FC10) Operator Training**, Michigan State Police, Okemos, MI (March 2023)

**Criminal Law Update 2020, Michigan Case Update**, ICLE, Ann Arbor, MI (February 2021)

**Traffic Safety Legal Update**, PAAM, Webinar, Lansing, MI (January 2020)

**Recreational Adult-Use Marijuana Legalization**, ICLE, Ann Arbor, MI (December 2019)

**Datamaster DMT & Breath Alcohol Training for Prosecutors**, Michigan State Police, Dimondale, MI (July 2019)

**Adult Use Marijuana Rules**, MML, Ann Arbor, MI (July 2019)

**Body-Worn Camera Videos and 911 Calls in Criminal Cases**, ICLE, Ann Arbor, MI (July 2019)

**Under the Influence of Cannabis**, PAAM, East Lansing, MI (January 2019)

**Drunk and Drugged Driving Update 2018**, ICLE, Ann Arbor, MI (September 2018)

**Expert Witness Examination**, NITA, Boulder, CO (July 2018)

**Michigan Open Meetings Act**, MML, Ann Arbor, MI (June 2018)

**Civil Asset Forfeiture**, ICLE, Ann Arbor, MI (May 2018)

**Criminal Law Update 2018**, ICLE, Ann Arbor, MI (May 2018)

**Ethics Update 2017**, ICLE, Ann Arbor, MI (December 2017)

**Drunk and Drugged Driving Update 2017**, ICLE, Ann Arbor, MI (November 2017)

**Exhibits Demonstration**, ICLE, Ann Arbor, MI (September 2017)

**Advanced OWI Prosecution**, PAAM, Midland, MI (August 2017)

**Collateral Consequences of Criminal Convictions**, ICLE, Ann Arbor, MI (July 2017)

**Criminal Law Update 2017**, ICLE, Ann Arbor, MI (July 2017)

**Evidential Breath Test Operation**, Michigan State Police, Marshall, MI (May 2017)

**Overview of Drug and OWI Forfeiture Laws**, PAAM, Lansing, MI (March 2017)

**Regulating Medical Marijuana Facilities**, Michigan State University, East Lansing, MI (February 2017)

**Nuts and Bolts of OWI Investigations and Prosecutions**, PAAM, Port Huron, MI (February 2016)

**References available upon request**

# ATTACHMENT 2

## Jonathan L. Fowler

[www.linkedin.com/in/jonathanliddellfowler](http://www.linkedin.com/in/jonathanliddellfowler)

(313) 808-0495 • [jonathan.liddell.fowler@gmail.com](mailto:jonathan.liddell.fowler@gmail.com) • 2114 Post Oak Lane, Lansing, MI 48912

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### **EXPERIENCE**

#### **Associate Attorney – *The Harkness Law Firm, PLLC***

**8/2024-Present**

- Managed prosecution of over 200 criminal cases for municipal clients, including reviewing police reports, filing warrants, conducting pretrial conferences, filing consent and default judgments, and representing the municipality in court meetings, hearings, and trials.
- Assisted several municipal clients with municipal legal matters, i.e. reviewing delinquent tax assessments, drafting by-laws, updating local ordinances, attending city council meetings, and researching matters important to the city council or municipality.
- Assisted over 80 people seeking private practice legal assistance for a range of matters including: estate planning and admin, family law, real estate, civil defense, criminal defense, expungement, name changes, etc.

#### **Vice President - *Winthrop Insurance, LLC***

**1/2024-7/2024**

- Managed human resources staffing, interviewing, hiring, on-boarding, training, contracts, payroll, tax, etc. and increased team size by 40% while also improving morale and unity on the team.
- Drafted and edited a merger/acquisition proposal to increase the business by 32.6%, which was later approved.
- Implemented new software to improve sales process efficiency for new customers and improve the level of service for current customers renewing policies.
- Improved team performance to increase average monthly sales by over 37.5% in less than 5 months.

#### **Chief Financial Officer - *Michigan State Bar Foundation***

**11/2018-4/2023**

- Led the annual audit work including the Federal Single Audit and 990 tax returns by gathering, organizing, and reconciling all information required by auditors.
- Created quarterly financial reports for board meetings, including balance sheet, income statement, revenue analysis, expenses and payables, and investment performance.
- Managed assets including cash, investments, and fixed assets to reduce fees, increase interest and dividends, and improve cash flow for operations. Strategically managed savings to adjust to interest rate revenue changes.
- Created annual budget of \$10M+ revenue to improve profit and loss compared to budget and prior year. Managed increase of three new revenue sources and tripling of organization budget.
- Assisted with administrative, legal, and corporate tasks as well as organization strategy by reviewing contracts, managing insurance, and renewing licensing. Oversaw all accounting and led transition to paperless payments.
- Assisted with IT by managing multiple databases, successfully led multiple database migrations including accounting, donor, banking databases, and organization transition to fully remote and paperless operations.
- Trained new employees and assisted with all legal and admin tasks for employee on-boarding or departure.
- Reviewed annual grant applications and reports to assess financial budget and health of grantee organizations.
- Analyzed annual fundraising revenue and managed restricted endowments for over 10 grantee organizations.

#### **Financial Analyst - *Honigman Miller Schwartz Cohn***

**4/2016-11/2018**

- Regularly analyzed profit & loss compared to budget and past performance for \$200M+ revenue law firm.
- Regularly calculated client and attorney profitability and assisted in implementation of new profitability software by contributing to team review of profitability equations, preparing data, and testing software.
- Managed the firm-wide budget process by collecting, analyzing, organizing, and reviewing budget data for over 18 departments, 60 practice groups, 7 offices, and 300 accounts.
- Led implementation of new firm-wide budget software and trained users to improve execution of analyses.
- Improved efficiency of 15 different monthly analyses via SQL queries, Excel data modeling, and standard instructions to inform key parties and improve staff, client, and project management.

**Associate Attorney - Brooks Kushman P.C.** **3/2015-3/2016**

- Developed relationships with multiple organizations to pioneer a new business initiative - a collaborative program providing information, resources, and legal services to startups and entrepreneurs.
- Created business generation processes and met with over 40 prospective clients.

**Student Investment Analyst - MSU Student Investment Fund** **1/2014-4/2014**

- Managed two portfolio investments totaling \$250K: reviewed investment goals, researched investment financials, 10Ks, and earnings calls; created financial models to predict pro-forma financials with cash flows, valuations, and expected returns; analyzed investment risk; and presented investment proposals.
- Analyzed equity market and finance sector, created macro-economic prediction, and presented to managers.
- Evaluated and voted on over 40 investment proposals.

**MBA Intern - State of Michigan Department of Technology, Budget, and Management** **6/2013-2/2014**

- Organized a spend analysis of all 20 State of Michigan departments: determined scope of \$20B+ spend, assessed \$50K-\$500K contract bids, selected a vendor, enabled executive review, and negotiated contract.
- Managed relationships with clients and vendors to procure needed goods and essential services at best value.

**Legal Intern – Library of Parliament, Federal Government of Canada** **6/2013-2/2014**

- Researched on both individual and groups projects to provide necessary information to politicians and government officials for decision making.
- Created summaries of several U.S. laws compared to Canadian laws for publication to the general public.

**Legal Intern – Ingham County 30<sup>th</sup> Circuit Court** **5/2011-12/2011**

- Reviewed cases, researched relevant laws, summarized arguments, and made ruling recommendations in over 20 cases.
- Drafted correspondence, bench memorandums, and court orders.
- Regularly observed both civil and criminal trials, motions, and pleadings.

## **EDUCATION**

**Master of Business Administration - Finance** **5/2014**  
*Michigan State University College of Business*

**Juris Doctor** **5/2014**  
*Michigan State University College of Law*

**Bachelor of Arts – Political Science with Minor in Russian** **12/2009**  
*Brigham Young University Idaho*

## **LICENSES, LEADERSHIP & LANGUAGE**

- Licensed attorney in the State of Michigan (P79243)
- Intra-collegiate hockey league coordinator and coach
- Fluent in Russian, elementary proficiency in French

# ATTACHMENT 3



# **J. Maxwell Habermann, CP**

4121 Okemos Road, Suite 17

Okemos, MI 48864

Ph: (517) 381-2461

Email: max@harknesslawpllc.com

## **EDUCATION AND CERTIFICATIONS**

NALA Certified Paralegal, July 2016 – Present

Lansing Community College, Lansing, MI - December 2013

Post-Bachelor Paralegal Certificate Program (ABA Accredited)

Grand Valley State University, Allendale, MI - August 2010

Bachelor of Science - Criminal Justice

Notary Public

## **EMPLOYMENT**

**Certified Paralegal**, Okemos, MI, May 2015 - Present

*The Harkness Law Firm, PLLC*

- Maintain docket schedules for the Meridian Township Prosecutor, Albion City Attorney, and City of Eaton Rapids Prosecuting Attorney by: providing defense attorneys with appropriate discovery, maintaining prosecution files, contacting the court regarding hearing schedules, sending subpoenas to witnesses and officers, and managing the various docket calendars
- Meridian Township Diversion Coordinator: Send correspondence to defendants, retailers, and the Meridian Township Police Department when an individual is eligible for diversion, maintain the Defendant's files and ensure they complete requirements for participation, keep up the diversion calendar, and manage random substance abuse testing schedule
- Answer phone calls and questions from current and prospective clients, draft and serve pleadings on parties, research and draft memoranda, maintain filing and office organization, and manage office supplies

**Paralegal**, East Lansing, MI, January 2014 - May 2015

*Bodwin & Associates, PC*

- Paralegal for the Managing Partner, providing him with critical support related to Personal Injury Defense: managed client files, answered phone calls, responded to inquiries from current and potential clients, requested insurance PIP files, answered document production requests, scheduled depositions, and scheduled mediations
- Drafted pleadings, proofs of service, correspondence, notices, subpoenas, motions with briefs in support, filed documents with the court, served documents on parties, and maintained internal filing organization
- Managed docket schedules for the Meridian Township Prosecuting Attorney and the Albion City Attorney, and scheduled appointments for the Meridian Township Diversion program

**Paralegal Internship**, East Lansing, MI, August 2013 - December 2013

*Bodwin & Associates, PC*

- Assisted staff and attorneys with drafting pleadings, completed legal research via Westlaw, communicated with clients and court personnel, and drafted correspondence
- Became familiar with file maintenance, procedures for mailing and service of legal documents, issuing subpoenas, and court procedure

**Server/Bartender**, Howell, MI: *Buffalo Wild Wings*, August 2012 - November 2014

CITY OF ST. JOHNS  
CITY ATTORNEY RETAINER AGREEMENT  
PROSECUTION SERVICES

This agreement made this June \_\_, 2025, by and between the City of St. Johns, 100 E. State St., St. Johns, MI 48879; herein referred to as "City" and The Harkness Law Firm, PLLC, 4121 Okemos Rd., Suite 17, Okemos, MI 48864, herein referred to as "Attorney", delineates the terms, requirements and compensation for the provision of City Attorney services to the City.

1. In accordance with the City Charter and ordinance 31.02(A), the Attorney is an administrative officer of the City who is appointed by and serves at the pleasure of the City Commission. Under the terms of this Agreement the City Commission retains the Attorney to act as counsel for the City to prosecute violations of Title VII and Title XIII of the City of St. Johns Code of Ordinances. In instances where the City Commission decides to retain outside special counsel, the Attorney agrees to cooperate with said counsel as necessary and appropriate.
2. In matters where the Attorney has a conflict of interest, the Attorney shall obtain the services of an independent attorney firm (designated by City Commission to act as City Attorney) to handle such matters at the City's expense. In all other cases where the Attorney wishes the City to retain outside counsel to assist in any City matter, he shall first obtain City Commission approval.
3. The Attorney shall have full authority to prosecute violations of the City ordinances as set forth above, to countersign the certificates of witnesses, to authorize Complaints and Warrants for Arrest, and to perform such duties as are necessarily incidental to the prosecution of ordinance violations. The Attorney will comply with the Michigan Rules of Professional Conduct and all applicable laws.
4. All case files, including letters, notes, pleadings, briefs, memoranda and other documents prepared by the Attorney and filed in particular cases, and all reports required to be prepared under this agreement shall become and shall remain City property. Any and all articles, software programs, forms, procedures, systems, trade secrets or other forms of intellectual property created or assembled by the Attorney that do not pertain directly and exclusively to particular case files or to reports required to be prepared under this agreement shall remain the sole and exclusive property of the Attorney.
5. It is expressly understood and agreed that the Attorney is retained by the City as an independent contractor for the performance of the services required by this agreement. The Attorney shall in no way deemed to be and shall not hold himself out as an employee of the City and shall not be entitled to any benefits of the employees and officials of the City, such as, but not limited to, health, accident, and life insurance, paid sick or vacation leave, and pension. The Attorney shall be responsible for payment of all applicable taxes including income and FICA and

FUTA to the proper federal, state and local governments, at no additional cost to the City.

6. The Attorney shall not assign, subcontract or otherwise transfer his duties and/or obligations under this agreement, except to persons in his employ approved by the City.
7. In the event that the Attorney uses employees, he shall be solely responsible for their supervision as well as for their acts, omissions or negligence. The Attorney shall be solely responsible for payment of all compensation due to his employees for services rendered under this agreement and for payment of all applicable taxes including, but not limited to, income, FICA and FUTA taxes, to the proper federal, state and local governments, at no additional cost to the City.
8. The Attorney shall comply with the Michigan Workers' Disability Compensation Act (WDC Act). If the Attorney acquires employees or he, himself, becomes an employee of a partnership or corporation within the meaning of the WDC Act, he shall provide the City with either proof that he has acquired Workers' Compensation Insurance as required by the WDC Act, or that an exclusion form has been properly filed with the Bureau of Workers' Disability Compensation.
9. The City shall pay to the attorney an annual retainer (which shall be paid on a monthly basis, in advance) of forty thousand (\$40,000.00) dollars. In exchange for the payment of the annual retainer, the Attorney shall perform the following services:
  - a. Review of reports and authorization of Complaints/warrants;
  - b. Authorization of civil infractions when requested;
  - c. Conduct pretrial conferences, formal hearings, evidentiary hearings, bench trials, jury trials;
  - d. Legal updates for the ~~department~~ City via memos ~~provided by the office~~ as new issues are identified;
  - e. In-person training as requested by the ~~department~~ City;
  - f. Monthly reports on cases that have closed and the resulting dispositions.
  - g. Consultations/advice with members of SJPD as needed for SJ cases;

- h. Review and authorization of search warrants for ordinance cases as needed;
  - i. Appeals to the circuit court, court of appeals, and Michigan Supreme Court;
  - j. Drafting and/or revision of criminal ordinances for SJ;
  - k. Sending discovery to defense attorneys and correspondence/calls with defense counsel;
  - l. Any other services as mutually agreed to by the parties.
10. As part of the annual retainer, the Attorney shall provide all the administrative services and support necessary to manage the workload in order to complete all assignments. This includes office facilities, support staff and supplies and equipment.
11. The City shall provide all necessary reports, documents, and records to the Attorney in a timely manner.
12. The City shall reimburse the Attorney on a monthly basis for any and all out of pocket expenses incurred in the representation of the City including, but not limited to:
- a. Filing Fees;
  - b. Transcript Fees;
  - c. Motion Fees;
  - d. Service of Process Fees;
  - e. Witness Fees/Witness Mileage;
  - f. Expert Witness Fees (Subject to prior approval of SJPD)
13. The Attorney shall maintain professional liability insurance of at least \$1,000,000.00 per incident and \$1,000,000.00 aggregate for the duration of this agreement and provide proof of said insurance to the City Clerk.
14. The City may conduct ~~an~~ evaluations of the services performed by the Attorney. The Attorney shall provide the City with such reasonable reports, records, and other information relating to the services performed under this agreement as the City may require from time to time and/or to conduct its review or to verify that the services have been properly performed. The Attorney shall attend such meetings and answer such questions as the City Commission or Mayor or City Manager or City Police Chief may reasonably require regarding the services performed, without additional compensation.

15. This Agreement shall be effective July 1, 2025 and shall continue until June 30, 2027, or until terminated by either party with ninety (90) days prior written notification. Upon termination, the annual retainer will be prorated for any partial year. This agreement may otherwise be amended or renewed upon the mutual agreement of both parties.

16. The Attorney shall not discriminate against any qualified employee or qualified applicant for employment on the basis of actual or perceived age, color, disability, education, familial status, gender expression, gender identity, height, marital status, national origin, race, religion, sex, sexual orientation, or weight and shall require and shall include an identical provision in any subcontracts for City Attorney Services.

17. This agreement shall be interpreted under the laws of the State of Michigan.

18. This agreement may not be modified except in writing and signed by both parties herein.

19. Should any part of this agreement be deemed unenforceable by a court of competent jurisdiction, the remainder of the agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date stated above.

City of St. Johns

The Harkness Law Firm, PLLC

\_\_\_\_\_  
Scott Dzurka, Mayor

\_\_\_\_\_  
Cullen C. Harkness, Managing Member

\_\_\_\_\_  
Mindy Seavey, Clerk

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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CITY OF ST. JOHNS  
CITY ATTORNEY RETAINER AGREEMENT  
PROSECUTION SERVICES

This agreement made this June \_\_, 2025, by and between the City of St. Johns, 100 E. State St., St. Johns, MI 48879; herein referred to as "City" and The Harkness Law Firm, PLLC, 4121 Okemos Rd., Suite 17, Okemos, MI 48864, herein referred to as "Attorney", delineates the terms, requirements and compensation for the provision of City Attorney services to the City.

1. In accordance with the City Charter and ordinance 31.02(A), the Attorney is an administrative officer of the City who is appointed by and serves at the pleasure of the City Commission. Under the terms of this Agreement the City Commission retains the Attorney to act as counsel for the City to prosecute violations of Title VII and Title XIII of the City of St. Johns Code of Ordinances. In instances where the City Commission decides to retain outside special counsel, the Attorney agrees to cooperate with said counsel as necessary and appropriate.
2. In matters where the Attorney has a conflict of interest, the Attorney shall obtain the services of an independent attorney firm (designated by City Commission to act as City Attorney) to handle such matters at the City's expense. In all other cases where the Attorney wishes the City to retain outside counsel to assist in any City matter, he shall first obtain City Commission approval.
3. The Attorney shall have full authority to prosecute violations of the City ordinances as set forth above, to countersign the certificates of witnesses, to authorize Complaints and Warrants for Arrest, and to perform such duties as are necessarily incidental to the prosecution of ordinance violations. The Attorney will Michigan Rules of Professional Conduct and all applicable laws.
4. All case files, including letters, notes, pleadings, briefs, memoranda and other documents prepared by the Attorney and filed in particular cases, and all reports required to be prepared under this agreement shall become and shall remain City property. Any and all articles, software programs, forms, procedures, systems, trade secrets or other forms of intellectual property created or assembled by the Attorney that do not pertain directly and exclusively to particular case files or to reports required to be prepared under this agreement shall remain the sole and exclusive property of the Attorney.
5. It is expressly understood and agreed that the Attorney is retained by the City as an independent contractor for the performance of the services required by this agreement. The Attorney shall in no way deemed to be and shall not hold himself out as an employee of the City and shall not be entitled to any benefits of the employees and officials of the City, such as, but not limited to, health, accident, and life insurance, paid sick or vacation leave, and pension. The Attorney shall be responsible for payment of all applicable taxes including income and FICA and

FUTA to the proper federal, state and local governments, at no additional cost to the City.

6. The Attorney shall not assign, subcontract or otherwise transfer his duties and/or obligations under this agreement, except to persons in his employ approved by the City.
7. In the event that the Attorney uses employees, he shall be solely responsible for their supervision as well as for their acts, omissions or negligence. The Attorney shall be solely responsible for payment of all compensation due to his employees for services rendered under this agreement and for payment of all applicable taxes including, but not limited to, income, FICA and FUTA taxes, to the proper federal, state and local governments, at no additional cost to the City.
8. The Attorney shall comply with the Michigan Workers' Disability Compensation Act (WDC Act). If the Attorney acquires employees or he, himself, becomes an employee of a partnership or corporation within the meaning of the WDC Act, he shall provide the City with either proof that he has acquired Workers' Compensation Insurance as required by the WDC Act, or that an exclusion form has been properly filed with the Bureau of Workers' Disability Compensation.
9. The City shall pay to the attorney an annual retainer (which shall be paid on a monthly basis, in advance) of forty thousand (\$40,000.00) dollars. In exchange for the payment of the annual retainer, the Attorney shall perform the following services:
  - a. Review of reports and authorization of Complaints/warrants;
  - b. Authorization of civil infractions when requested;
  - c. Conduct pretrial conferences, formal hearings, evidentiary hearings, bench trials, jury trials;
  - d. Legal updates for the City via memos as new issues are identified;
  - e. In-person training as requested by the City;
  - f. Monthly reports on cases that have closed and the resulting dispositions.
  - g. Consultations/advice with members of SJPD as needed for SJ cases;
  - h. Review and authorization of search warrants for ordinance cases as needed;

- i. Appeals to the circuit court, court of appeals, and Michigan Supreme Court;
  - j. Drafting and/or revision of criminal ordinances for SJ;
  - k. Sending discovery to defense attorneys and correspondence/calls with defense counsel;
  - l. Any other services as mutually agreed to by the parties.
10. As part of the annual retainer, the Attorney shall provide all the administrative services and support necessary to manage the workload in order to complete all assignments. This includes office facilities, support staff and supplies and equipment.
11. The City shall provide all necessary reports, documents, and records to the Attorney in a timely manner.
12. The City shall reimburse the Attorney on a monthly basis for any and all out of pocket expenses incurred in the representation of the City including, but not limited to:
- a. Filing Fees;
  - b. Transcript Fees;
  - c. Motion Fees;
  - d. Service of Process Fees;
  - e. Witness Fees/Witness Mileage;
  - f. Expert Witness Fees (Subject to prior approval of SJPD)
13. The Attorney shall maintain professional liability insurance of at least \$1,000,000.00 per incident and \$1,000,000.00 aggregate for the duration of this agreement and provide proof of said insurance to the City Clerk.
14. The City may conduct evaluations of the services performed by the Attorney. The Attorney shall provide the City with such reasonable reports, records, and other information relating to the services performed under this agreement as the City may require from time to time and/or to conduct its review or to verify that the services have been properly performed. The Attorney shall attend such meetings and answer such questions as the City Commission or Mayor or City Manager or City Police Chief may reasonably require regarding the services performed, without additional compensation.
15. This Agreement shall be effective July 1, 2025 and shall continue until June 30, 2027, or until terminated by either party with ninety (90) days prior written notification. Upon termination, the annual retainer will be prorated for any partial

year. This agreement may otherwise be amended or renewed upon the mutual agreement of both parties.

16. The Attorney shall not discriminate against any qualified employee or qualified applicant for employment on the basis of actual or perceived age, color, disability, education, familial status, gender expression, gender identity, height, marital status, national origin, race, religion, sex, sexual orientation, or weight and shall require and shall include an identical provision in any subcontracts for City Attorney Services.

17. This agreement shall be interpreted under the laws of the State of Michigan.

18. This agreement may not be modified except in writing and signed by both parties herein.

19. Should any part of this agreement be deemed unenforceable by a court of competent jurisdiction, the remainder of the agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date stated above.

City of St. Johns

The Harkness Law Firm, PLLC

\_\_\_\_\_  
Scott Dzurka, Mayor

\_\_\_\_\_  
Cullen C. Harkness, Managing Member

\_\_\_\_\_  
Mindy Seavey, Clerk

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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**CITY OF ST. JOHNS, MICHIGAN**  
**REQUEST FOR COMMISSION ACTION**  
**June 23, 2025**

<b>Department: Administration</b>	<b>Attachments:</b>	<b>Submitted to CA for Review</b>
<b>Subject: 2025 Wage Study RFP</b>	<b>[ X ] Draft Wage Study RFP</b>	<b>[ N/A ]</b>
<b>Prepared by: Chad A. Gamble, P.E. City Manager</b>	<b>Approved by: Chad A. Gamble, P.E., City Manager</b>	

**SUMMARY/HIGHLIGHT:** As requested by the City Commission, staff have prepared a draft Request for Proposals (RFP) to conduct a comprehensive Wage Compensation Study. The goal is to ensure our pay structure remains fair, competitive with peer municipalities, and sustainable. This study will help us attract and retain qualified personnel, maintain internal equity, and align with evolving market conditions.

**BACKGROUND/DISCUSSION:** The City of St. Johns is a full-service municipality operating in a competitive labor market. At the request of the City Commission, and to more fully assess rising recruitment challenges, and retention pressures, have prompted a need to reassess our current wage and salary structure. A third-party study will offer data-driven insights into how our compensation compares to similar public-sector organizations, while addressing wage compression and equity among positions.

**STRATEGIC PLAN OBJECTIVE:** This initiative aligns with the City's Strategic Plan by supporting:

Organizational Excellence: Maintaining a high-performing workforce through competitive compensation.

Financial Stewardship: Making informed, sustainable compensation decisions.

Operational Efficiency: Addressing internal equity and reducing staff turnover risk.

**FISCAL IMPACT:** The final cost will depend on responses to the RFP; however, the proposal requires a fixed fee structure and cost breakdown by task. The FY 25/26 has \$20,000 budgeted for this RFP.

**RECOMMENDATION:** Staff recommend the City Commission suggest any changes to the RFP and authorize issuance of the amended RFP for a professional Wage Compensation Study. Following the selection process, a final proposal will be presented for Commission approval.



**Issue Date:** [Insert Date]

**RFP Due Date:** [Insert Date & Time]

**Contact:** [Insert Name], [Insert Title]

**Email:** [Insert Email]

**Phone:** [Insert Number]

**Mailing Address:**

City of St. Johns

[Insert Department]

[Insert Address]

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## **I. INTRODUCTION & OBJECTIVE**

The City of St. Johns is soliciting proposals from qualified firms to conduct a comprehensive **Wage Compensation Study**. The purpose of this study is to ensure the City maintains a fair, equitable, and competitive compensation system that is internally consistent and externally aligned with comparable public-sector organizations.

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## **II. BACKGROUND**

The City of St. Johns, located in Clinton County, Michigan, is a full-service municipality. With evolving demands and increasing labor market pressures, the City seeks to evaluate its compensation practices to attract and retain high-quality personnel while maintaining internal equity and fiscal responsibility.

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## **III. SCOPE OF WORK**

The selected consultant will:

### **1. Conduct a Market Compensation Survey**

- Perform a wage survey of public-sector organizations comparable in size, scope, and geography (as determined in coordination with City staff).
- Survey must include wage ranges and base salaries for all City positions included in the study.

- Benefits such as paid time off and insurance offerings may also be considered for comparison.

## **2. Analyze Compensation Data**

- Compare the City's existing pay ranges and actual salaries to market data.
- Identify compensation gaps, areas of compression, and outliers in competitiveness.
- Provide recommendations to align the City's wages with identified market benchmarks (e.g., median or 75th percentile).

## **3. Provide Compensation Structure Recommendations**

- Recommend updated pay ranges for each position or pay grade.
- Provide cost estimates for implementing changes, including options for phased implementation.
- Recommend placement strategy of current employees within revised ranges.

## **4. Present Findings and Recommendations**

- Deliver a draft and final report summarizing methodology, findings, and recommendations.
- Present the final report to City leadership and the City Council, as needed.

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## **IV. DELIVERABLES**

- Defined list of peer communities used for market comparison
  - Summary tables showing market compensation comparison
  - Recommended revised wage structure
  - Cost analysis and implementation scenarios
  - Draft and final written reports
  - Executive summary for stakeholders
  - Presentation of findings (virtual or in-person)
-

## **V. PROPOSAL CONTENT REQUIREMENTS**

Proposals should include the following sections:

### **1. Cover Letter**

- Briefly introduce your firm and state your interest.

### **2. Firm Profile & Experience**

- Provide the firm's name, address, year established, primary services, and number of employees.
- Highlight experience with municipal wage studies in Michigan or comparable regions.

### **3. Project Team**

- Identify the project manager and key staff who will be assigned to this study, along with their relevant experience.

### **4. Work Plan & Timeline**

- Outline proposed methods for data collection, analysis, and deliverables.
- Include an estimated timeline for project completion.

### **5. References**

- List at least three municipal clients for whom similar compensation studies have been conducted in the past five years.

### **6. Cost Proposal**

- Provide a fixed fee for completing the study, broken down by major project tasks.
- Include hourly rates for any additional services if needed.

### **7. Insurance**

- Provide proof of professional liability insurance with a minimum coverage of \$1,000,000 per claim and \$2,000,000 aggregate.

### **8. Conflict of Interest Disclosure**

- Disclose any actual or potential conflicts related to City personnel or operations.

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## **VI. SELECTION CRITERIA**

Proposals will be evaluated based on:

- Experience with comparable municipal compensation studies (30%)
- Quality and clarity of proposed methodology (25%)
- Qualifications of assigned personnel (15%)
- Cost proposal and value (20%)
- References and prior performance (10%)

Finalists may be invited for a virtual or in-person interview.

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## **VII. SUBMISSION INSTRUCTIONS**

Submit proposals electronically (PDF format) to:

[Insert Email]

Subject Line: “RFP – Compensation Study Proposal”

Or submit two (2) hard copies to:

City of St. Johns

[Insert Department/Address]

**Deadline:** [Insert Date & Time]

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## **VIII. GENERAL CONDITIONS**

- The City reserves the right to accept or reject any or all proposals.
- Late submissions may not be considered.
- All proposals become public records upon receipt.
- Final award is subject to approval by the City Council.