

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, November 24, 2025, 6:00 p.m.
Room 2200 – Clinton County Courthouse**

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

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

Meeting ID: 205 001 4286

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

(Times for agenda items are estimated times)

A. OPENING: (6:00 pm – 6:05 pm)

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

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

- a. Approval of Minutes
 - Special meeting minutes of October 27, 2025
 - Regular meeting minutes of October 27, 2025
- b. Receipt of Warrants
 - In the amount of \$570,479.56
- c. Board Re-appointments
 - Staff recommends the city commission reappoint the following: Jason Butler & Ed Thelen, Parks and Recreation Board (2-year term); Jennifer Kiel to the Brownfield Authority (3-year term); Heather Hanover & James Eshelman, Planning Commission (3-year term); Alan Harr & Bill Brewbaker, Parking Committee (2-year term); Craig Bishop, Compensation Board (5-year term); Craig Bishop & Curtis Keck, ZBA (3-year term).

d. Board Appointments

-Staff recommends the city commission authorize staff to contact members of the Board of Ethics to see if they are interested in being reappointed in December of 2025.

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

B. PUBLIC HEARINGS:

C. PRESENTATIONS:

1. Introduction of Marketing & Media Interns – Taylor Austin & Danica Bancroft
(6:07 pm – 6:10 pm) Discussion only
(Presenter: Russ Shellberg, Marketing & Media Coordinator)

D. PERSONS WISHING TO PRESENT TESTIMONY:

1. Public comment - agenda & non-agenda items (6:10 pm – 6:13 pm) Discussion only
Each speaker is only entitled to one (1) three-minute time during each Public Comment period.

E. COMMUNICATIONS:

F. OLD BUSINESS:

1. Resolution #45-2025 – to Adopt an Ordinance to Amend Section 33.20 and Section 33.22 of Title III: Administration, Chapter 33: City Elections (6:13 pm – 6:17 pm) Action Item
(Presenter: Mindy Seavey, City Clerk)
2. Bingham Water/Sewer Discussions Update (6:17 pm – 6:30 pm) Discussion only
(Presenter: Chad Gamble, City Manager)
3. Requested Permanent Electric Transmission Line Easement in Industrial Park
(6:30 pm – 6:40 pm) Action Item
(Presenter: Chad Gamble, City Manager)

G. NEW BUSINESS:

1. Filling of Planning Commission Vacant Position (6:40 pm – 6:55 pm) Action Item
(Presenter: Chad Gamble, City Manager)
2. Resolution #46-2025 – Regular Meetings of the Planning Commission and Zoning Board of Appeals (6:55 pm – 6:58 pm) Action Item
(Presenter: Mindy Seavey, City Clerk)
3. Resolution #47-2025 – Request for Rezoning 823 N. Lansing Street – Introduction of Ordinance
(6:58 pm – 7:05 pm) Action Item
(Presenter: Chris Khorey, McKenna)
4. Resolution #48-2025 – Request for Rezoning of Three Unzoned Industrial Parcels – Introduction of Ordinance (7:05 pm – 7:12 pm) Action Item
(Presenter: Chris Khorey, McKenna)

5. Resolution #49-2025 – to Introduce an Ordinance to add 138.03 and Adopt the Offenses of Minor in Possession of Alternative Nicotine or Vapor Products, Furnishing Alternative Nicotine or Vapor Products to a Minor, and Use of Fraudulent Identification by a Minor
(7:12 pm – 7:20 pm) Action Item
(Presenter: David Kirk, Police Chief)
6. Resolution #50-2025 – to Introduce an Ordinance to Add Section 138.02 and Adopt the Offenses of Minor in Possession of Tobacco Products, Furnishing Tobacco to a Minor, Use of Fraudulent Identification by a Minor, and Furnishing False Identification to a Minor
(7:20 pm – 7:30 pm) Action Item
(Presenter: David Kirk, Police Chief)
7. 2026/27 Budget Calendar *(7:30 pm – 7:45 pm) Discussion only*
(Presenter: Chad Gamble, City Manager)
8. City Manager Comments *(7:45 pm – 7:55 pm) Discussion only*
9. Commissioner Comments *(7:55 pm – 8:05 pm) Discussion only*

H. ADJOURNMENT: (8:05 pm)

(Next Regular Meeting Scheduled for **Monday, December 8, 2025, 6:00 p.m.**)

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



CONSENT AGENDA

CITY OF ST. JOHNS
CITY COMMISSION MINUTES
SPECIAL MEETING
OCTOBER 27, 2025

The special meeting of the St. Johns City Commission was called to order by Mayor Dzurka at 5:15 p.m. at the Clinton County Courthouse, 100 East State Street, 2nd Floor, Suite #2200, St. Johns, Michigan.

CITY COMMISSIONERS PRESENT:	Eric Hufnagel, Brad Gurski, Scott Dzurka, Chris Hyzer; Chris DeLiso
CITY COMMISSIONERS ABSENT:	None
STAFF PRESENT:	Chad Gamble, City Manager; Mindy J. Seavey, City Clerk; Kristina Kinde, City Treasurer; Justin Smith, Director of Public Services

Agenda

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

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

YEA: Hufnagel, Gurski, Dzurka, Hyzer, DeLiso

NAY: None

Motion carried.

Welcome, Meeting Overview

Presentation of the 2024/25 Annual Report

Mayor Dzurka thanked guests, committee members and city staff. He discussed: this is our second annual plan; worked to find ways to improve communications and dialog; showcasing the great work; gave almost all of the presentation at the Chamber meeting the other week; highlights; and a lot of progress that we are making.

He presented the City Commission slide and thanked the city commission for their continued involvement. He discussed:

- City Commission Fiscal Year Accomplishments.
 - Balanced budget.

**CITY COMMISSION
SPECIAL MEETING MINUTES**

OCTOBER 27, 2025

PAGE 2

- Partnership with community.
- Wilson Center.
- Fire agreements with townships.
- Continued partnerships with Bingham Township.
- Work closely with the Road Commission and MDOT.
- Addressed additional sidewalk and local road needs – street millage.
- Improved communications.
- Partnership with school district and utilize interns.
 - Safe Routes to School.
- Secured grants in the downtown area, including rail cars.

City Manager Gamble presented the 2024/25 annual report:

- Master Plan.
 - Just held our open house tonight.
 - New city logo.
- New positions at the city.
- Social Media.
- Expanding partnerships.
- Wilson Center.
- Fantasy Forest 2.0.
- St. Johns Police Department.
 - Staff.
 - Vests.
 - Lexipol.
- St. Johns Fire Department.
 - Fire Chief.
 - New SCBA units.
 - Firefighter certifications.
- Code Enforcement.
- City Clerk.
 - Early voting.
 - Elections.
- St. Johns Notifications.
- Budgeting and policy updates.
- Kristina – General Fund Financial Snapshot.
 - Preliminary numbers, the final audit is not complete yet.
 - Fund balance.
 - Water sewer financial snapshot.

**CITY COMMISSION
SPECIAL MEETING MINUTES**

OCTOBER 27, 2025

PAGE 3

- Fund balance.
- Parks and Recreation.
 - Depot transformation.
 - MDNR Grant projects.
 - Disc Golf Expansion.
 - Neighborhood parks wood chip replacement.
- Public Services Department.
 - Public Works
 - 2024 Street Millage projects.
 - Social District signage.
 - Storm clean-up.
 - Wastewater fiscal year accomplishments.
 - Lined 2,600 feet of sanitary sewer.
 - Lined 10 sanitary manholes.
 - Televised and assessed 17,000 feet of sanitary sewer.
 - Inspected 78 sanitary sewer manholes.
 - Upgraded SCADA equipment.
 - Zero violations.
 - Water Division.
 - Licenses.
 - Morton Street water main.
 - 2024/25 Street Projects – water mains.

City Manager Gamble recognized the entire staff. He thanked Russ, Taylor and Danica for putting the report together.

Mayor Dzurka said it is a good reminder of all the things you have worked on. He said the presentation will be available to share. He said the water/sewer fund balance is escalating, but there are large expenditures we are preparing for, and it is very intentional.

Public Comments

Mayor Dzurka asked if there were any public comments.

Todd Krajniak was present and said it looks surprisingly good.

Bob Craig was present. He said it has been over a decade since the city commission asked the taxpayers to vote for a street millage. He said that's huge and he is very appreciative of how Park Street looks so much better. He said to look around the city and what a decade

**CITY COMMISSION
SPECIAL MEETING MINUTES**

OCTOBER 27, 2025

PAGE 4

of progress. He thanked the leadership, and he said he hopes the residents are happy. The streets and sidewalks don't fix themselves and he thinks it has been money well spent.

Adjournment

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

YEA: Hufnagel, Gurski, Dzurka, Hyzer, DeLiso

NAY: None

Motion carried.

The meeting was adjourned at 5:58 p.m.

CITY OF ST. JOHNS

CITY COMMISSION MINUTES

OCTOBER 27, 2025

The regular meeting of the St. Johns City Commission was called to order by Mayor Dzurka at 6:05 p.m. at the Clinton County Courthouse, 100 East State Street, 2nd Floor, Suite #2200, St. Johns, Michigan.

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

COMMISSIONERS ABSENT: None

STAFF PRESENT: Chad A. Gamble, City Manager; Mindy J. Seavey, City Clerk; Kristina Kinde, City Treasurer; Justin Smith, Director of Public Services; Anne Seurnyck, City Attorney; Chris Khorey, McKenna

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

Motion by Commissioner Hufnagel seconded by Commissioner Gurski that the consent agenda be approved as presented.

YEA: Hufnagel, Gurski, Dzurka, Hyzer, DeLiso

NAY: None

Motion carried.

b. Receipt of Warrants

Motion by Commissioner Hufnagel seconded by Commissioner Gurski that warrants be approved as presented in the amount of \$1,840,770.45.

YEA: Hufnagel, Gurski, Dzurka, Hyzer, DeLiso

NAY: None

Motion carried.

c. Board Appointments

Motion by Commissioner Hufnagel seconded by Commissioner Gurski that the city commission authorize staff to contact board members whose terms are expiring to see if they are interested in reappointment and also permission to contact board members who are not regularly attending meetings to find out their interest in continuing to serve on their board.

YEA: Hufnagel, Gurski, Dzurka, Hyzer, DeLiso

NAY: None
Motion carried.

d. 2026 Holidays

Motion by Commissioner Hufnagel seconded by Commissioner Gurski that the city commission approve the 2026 holidays as noted.

YEA: Hufnagel, Gurski, Dzurka, Hyzer, DeLiso

NAY: None

Motion carried.

e. 2026 City Commission Meetings

Motion by Commissioner Hufnagel seconded by Commissioner Gurski that the city commission approve the 2026 city commission meeting dates as noted.

YEA: Hufnagel, Gurski, Dzurka, Hyzer, DeLiso

NAY: None

Motion carried.

f. 2025 Awards Luncheon

Motion by Commissioner Hufnagel seconded by Commissioner Gurski that the city commission authorize funds not to exceed \$2,000 for the annual awards luncheon.

YEA: Hufnagel, Gurski, Dzurka, Hyzer, DeLiso

NAY: None

Motion carried.

g. Holiday Gift per Section #330 of the Personnel Manual

Motion by Commissioner Hufnagel seconded by Commissioner Gurski that the city commission approve \$3,000 for use towards leveraging a \$70 Kroger gift card for full-time & regular part-time employees and volunteer firefighters with Kroger donating \$2,000 towards the gift cards.

YEA: Hufnagel, Gurski, Dzurka, Hyzer, DeLiso

NAY: None

Motion carried.

h. Main Power Replacement at Water Treatment Plant

Motion by Commissioner Hufnagel seconded by Commissioner Gurski that the city commission approve the purchase and installation of the new main power system for the Water Treatment Plant from JC Electric in the amount of \$66,631.00.

YEA: Hufnagel, Gurski, Dzurka, Hyzer, DeLiso

NAY: None

Motion carried.

i. 2025 Storm System GIS Assistance

Motion by Commissioner Hufnagel seconded by Commissioner Gurski that the city commission approve the 2025 Storm GIS Assistance Contract– Mapping & Media Linking from Spicer Group and the amount for the project not to exceed \$9,000 and approve the Mayor to sign.

YEA: Hufnagel, Gurski, Dzurka, Hyzer, DeLiso

NAY: None

Motion carried.

AGENDA

Mayor Dzurka asked if there were any additions or deletions to the agenda. He discussed addressing #1 under New Business right after Presentations.

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

AGENDA

A. OPENING:

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

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

- a. Approval of Minutes
 - Regular meeting minutes of September 22, 2025
- b. Receipt of Warrants
 - In the amount of \$1,840,770.45
- c. Board Appointments
 - Staff recommends the city commission authorize staff to contact board members whose terms are expiring to see if they are interested in reappointment and also permission to contact board members who are not

regularly attending meetings to find out their interest in continuing to serve on their board.

d. 2026 Holidays

-Staff recommends the city commission approve the 2026 holidays as noted.

e. 2026 City Commission Meetings

-Staff recommends the city commission approve the 2026 city commission meeting dates as noted.

f. 2025 Awards Luncheon

-Staff recommends that the city commission authorize funds not to exceed \$2,000 for the annual awards luncheon.

g. Holiday Gift per Section #330 of the Personnel Manual

-Staff recommends that the city commission approve \$3,000 for use towards leveraging a \$70 Kroger gift card for full-time & regular part-time employees and volunteer firefighters with Kroger donating \$2,000 towards the gift cards.

h. Main Power Replacement at Water Treatment Plant

-Staff recommends the city commission approve the purchase and installation of the new main power system for the Water Treatment Plant from JC Electric in the amount of \$66,631.00.

i. 2025 Storm System GIS Assistance

-Staff recommends the city commission approve the 2025 Storm GIS Assistance Contract– Mapping & Media Linking from Spicer Group and the amount for the project not to exceed \$9,000 and approve the Mayor to sign.

4. Approval of Agenda:

B. PUBLIC HEARINGS:

C. PRESENTATIONS:

1. Karen Leif, Clinton County Housing and Homeless Coalition

D. PERSONS WISHING TO PRESENT TESTIMONY:

1. Public comment - agenda & non-agenda items

E. COMMUNICATIONS:

F. OLD BUSINESS:

1. Resolution #35-2025 – Resolution to Adopt Fire Code Ordinance Amendment

G. NEW BUSINESS:

1. Resolution #42-2025 – Resolution Proclaiming November 2025 as Homeless Awareness Month in St. Johns *Move after Presentations*
2. Master Plan/Parks Plan Open House and Community Engagement Update

3. Resolution #43-2025 – to Introduce an Ordinance to Amend Section 33.20 and Section 33.22 of Title III: Administration, Chapter 33: City Elections
4. Resolution #44-2025 – to Introduce an Ordinance Related to Drug Paraphernalia and Marihuana Accessories - Amend Title VIII, Chapter 139, Section 139.01 Definitions and Section 139.02 Drug Paraphernalia and Marihuana Accessories, to add Section 139.03 Possession or Use of Marihuana, to add Section 139.04 Possession or Use of Other Controlled Substances, and to Repeal Section 139.99
5. Clinton Area Ambulance Service – Amended Articles of Incorporation
6. Bingham Water/Sewer Discussions Update
7. Requested Permanent Electric Transmission Line Easement in Industrial Park
8. City Manager Comments
9. Commissioner Comments

H. ADJOURNMENT:

YEA: Hufnagel, Gurski, Dzurka, Hyzer, DeLiso

NAY: None

Motion carried.

PUBLIC HEARINGS

PRESENTATIONS

1. Karen Leif, Clinton County Housing and Homeless Coalition

Karen Leif was present. She introduced John Thelen, Cindy Thelen, and Kaiysha Johnson. She discussed: handouts that were passed out; highlights of the 2025 annual report quick facts; handout on affordable housing; November 6th viewing of “Americans With No Address”; and Hope Works Mid-Michigan is expanding to Clinton County and interested in helping us get a shelter in Clinton County.

Mayor Dzurka thanked them for their work. He said there are much needed services out there. He asked her to talk about what is envisioned with a shelter and how long do you see people staying in a shelter.

Ms. Leif said Hope House has intensive case management: job, training, and education and is 30-90 days maximum.

Commissioner DeLiso asked if homeless shelters in Lansing are overburdened.

Ms. Leif said in the winter it gets harder and folks in Clinton County don't want to go to Lansing. She discussed the support they do have is here and transportation can be an issue.

Commissioner Hufnagel said shelters are overburdened. They had an expansion and are still unable to keep up. He asked about the perception of availability of affordable housing in this area.

Ms. Leif said rents are going up and a lot of landlords are no longer accept housing choice vouchers. A lot of the homeless folks are working.

Ms. Johnson said we have 30% of Clinton County in ALICE.

Commissioner Hufnagel said he has attended some of the homeless awareness events you have sponsored and appreciates the work you are doing to educate the public. He encouraged everyone to attend the event.

Mayor Dzurka gave kudos to the group. He discussed a recent poverty simulation and said he has done a lot of work with ALICE over the years. Thank you to all the groups for their joint collaboration.

Ms. Leif recognized John Thelen for putting together a good group of churches.

1. Resolution #42-2025 – Resolution Proclaiming November 2025 as Homeless Awareness Month in St. Johns

Motion by Commissioner Hufnagel seconded by Commissioner Hyzer that the city commission adopt Resolution #42-2025 - a Resolution Proclaiming November 2025 as Homeless Awareness Month in St. Johns.

YEA: Hufnagel, Gurski, Dzurka, Hyzer, DeLiso

NAY: None

Motion carried.

PERSONS WISHING TO PRESENT TESTIMONY

1. Public Comment

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

There was no one present for public comments.

COMMUNICATIONSOLD BUSINESS1. Resolution #35-2025 – Resolution to Adopt Fire Code Ordinance Amendment

City Manager Gamble said Chief Douglas has done a tremendous job of summarizing this. He discussed a memo with the city attorney's opinion regarding liability and said there are lots of nuances regarding the code.

Fire Chief Douglas discussed his memo; Michigan Building Code vs. fire code; reasons to adopt the 2021 fire code from memo; MI Building Code deals solely with the construction; fire code and enforcement of life-safety issues; CO (Carbon Monoxide) monitoring; high occupancy; sprinklers are already at Hazel Findlay and Grace Haven and already mandated by MI Building Code; gaps between the fire code and building code; inspections of fire suppression systems; hydrants; fire lanes; jurisdictions throughout the state that have adopted the 2021 code; St. Johns is the county seat; and our ISO rating could go up with adopting a newer code.

There was a discussion of:

- Page 4 of the proposed ordinance.
 - Is there a trigger if a certain amount of modification is done to the buildings?
 - Chief Douglas discussed Autumn Ridge Apartments as an example and said up to a certain amount of addition before they would have to add a sprinkler system.
 - There was an example of a house and if it was separated into 2 apartments and the change in overall use. Is that going to trigger fire suppression?
 - Chief Douglas said no since it is residential. The MI Building Code has townhome standards.
- The Michigan Building Code.
- Potential savings for insurance due to ISO rating.
 - Chief Douglas said our ISO audit and renewal is in 2028 and this would allow us to gain more points.

Motion by Commissioner Hufnagel that the city commission adopt Resolution #35-2025.

The motion died due to lack of support.

Mayor Dzurka asked if the commissioners had any further guidance on the issue.

There was a discussion of:

- Understanding the code and changes people would need to make to become compliant.
- Possibly there are sections in the code we don't want to adopt.
- Having discussions with chief or Chad about concerns.
- Commissioners to bring forward specific guidance and concerns: either have a meeting or send feedback to the chief.
- The commission was appreciative of the Chief's work on this.
- Struggle with the reach and extent of some policies.
- Appreciate it if we can show this reduces overall insurance to everyone.
- Concerns about high cost of rent and housing in the community with more pressures for landlords and business owners.

City Manager Gamble discussed challenges with the code depending on what perspective you are looking at: landlord's or renter's perspective. He discussed receiving comments from the commission and meeting with a couple of representatives.

Commissioner Hufnagel asked that staff look into the issue with tabling an item.

NEW BUSINESS

2. Master Plan/Parks Plan Open House and Community Engagement Update

Chris Khorey, McKenna, was present. He discussed: great event earlier this afternoon; thanked everyone for their participation and thanked Russ for getting materials/outreach ready; the survey is out right now; the general positivity around future land use, sidewalks and bike paths; when it came to the trail and Federal Mogul areas the big advocacy we heard is quality green space; we talked in depth about old 27, specifically south of Sturgis Street where it is chaotic (landscape and street trees, bike path, or 3 lanes, but a mixed opinion on Michigan lefts); working with City Manager Gamble on wordsmithing items; the silo area; the next steps: public hearing at the December 3rd planning commission meeting, wrap up of the survey; city commission meeting on December 8th, adopt parks element of plan on December 8th, and the January meeting it will come back for a final adoption vote on the entire master plan document.

There was a discussion of:

- Map 3 & Map 4, it shows the same map.
- Positive direction on some of the re-writes.
- Scrubbing of the document.

3. Resolution #43-2025 – to Introduce an Ordinance to Amend Section 33.20 and Section 33.22 of Title III: Administration, Chapter 33: City Elections

City Clerk Seavey said PA 227 of 2023 increased the precinct size limit from 2,999 active voters to 4,999 active voters, allowing jurisdictions to condense their precincts. This is due to 9 days of early voting and more people voting by absentee ballot. She recommended the city reduce the number of precincts from 3 to 2. The suggested new dividing line would be M-21/State Street: all voters south of M-21 will be in precinct #1 and all voters north of M-21 will be in precinct #2. She said we would use the extra equipment to set up an Absent Voter Counting Board, which will relieve pressure at the precincts.

Motion by Commissioner Gurski seconded by Commissioner DeLiso that the city commission adopt Resolution #43-2025 as written to Introduce an Ordinance to Amend Section 33.20 and Section 33.22 of Title III: Administration, Chapter 33: City Elections.

YEA: Hufnagel, Gurski, Dzurka, Hyzer, DeLiso

NAY: None

Motion carried.

4. Resolution #44-2025 – to Introduce an Ordinance Related to Drug Paraphernalia and Marihuana Accessories - Amend Title VIII, Chapter 139, Section 139.01 Definitions and Section 139.02 Drug Paraphernalia and Marihuana Accessories, to add Section 139.03 Possession or Use of Marihuana, to add Section 139.04 Possession or Use of Other Controlled Substances, and to Repeal Section 139.99

Police Chief Kirk said this is an additional review of our ordinances and contemporizing them to line up with the law and prosecution. He said reviews will continue and additional language changes will come to the city commission.

There was a discussion of:

- State statute and local jurisdictions.
 - Chief Kirk said local ordinance can't be more restrictive than state statute.
- Tension between people moving needles.
 - Possession of needles without a link to controlled substances wouldn't be criminally enforceable.
- If prosecuted at the local level, we receive the fines.
 - Costs to the city to prosecute at the local level.
 - Look at fines/fees we capture compared to prosecution costs.
 - The contract we have with the law firm is a set rate irrespective of the prosecution level; flat rate.

- There is not an estimate right now of the number of charges this will cover in a year.

Motion by Commissioner Hyzer seconded by Commissioner Gurski that the city commission adopt Resolution #44-2025.

YEA: Hufnagel, Gurski, Dzurka, DeLiso

NAY: Hyzer

Motion carried.

5. Clinton Area Ambulance Service – Amended Articles of Incorporation

City Manager Gamble discussed: the great value of CAASA and their service to the region; changes to the document: levy of a millage, changes to unanimous votes, per capita vs. levy, and withdrawal of the city after a millage.

Commissioner Gurski said the authority had an attorney work through this; addressing issues that were occurring or occurred in the past; St. Johns usually had two members on the board, and this takes us down to one; and 7 municipalities have already signed this.

Ed Thelen, city representative on the authority board, discussed: the old articles; the by-laws; having a final draft of the by-laws at the November meeting; and the millage language in the articles says it would need to be a unanimous vote.

Attorney Seurnyck discussed: Article 8 - 2/3's of the municipalities to approve the budget; if there is a district wide millage and we leave the authority, we are still on the hook as long as the millage is in effect; and her concern that it doesn't say the per capita will go away if a millage goes into effect.

Ed Thelen said there was a discussion about it, and they said they would do A or B, but not both (a millage and per capita).

Commissioner Hufnagel asked for details on the financial contribution from each municipality.

Motion by Commissioner Hyzer seconded by Commissioner DeLiso that the city commission approve the 5th Amendment of the Articles of Incorporation of CAASA.

YEA: Hufnagel, Gurski, Dzurka, Hyzer, DeLiso

NAY: None

Motion carried.

6. Bingham Water/Sewer Discussions Update

Mayor Dzurka recognized Bingham Township Supervisor John Weber's attendance at the meeting. He said the township worked with Attorney Mike Homier on a draft. This new version is for your consideration, but not for a vote at this meeting. He said we are pretty close here. This is not an authority, just a simple water/sewer agreement to get something in place for potential development as we continue to work towards a larger agreement.

City Manager Gamble said there was some cleaning up, but this is a simple and straight forward bulk water/sewer agreement. He said he worked with Director Smith and staff to scrub this. He discussed: implementation of the fees, capacity surcharge; and that all of the other tenets of this are pretty straight forward.

There was a discussion of:

- Sewer capacity: existing 200,000 gallons/day constraint referenced; debate on whether to mirror that for water. Concern about "super users" exhausting capacity without a clear limit.
- Possibly removing sewer references since sewer framework exists; or one consolidated, simple agreement covering both systems.
- Clarifications: permitting would depend on source system (city vs. township); coexistence of systems anticipated; agreement intended to cue reopening if high-capacity user emerges.
- Capacity Surcharge and Fee Structure Options
 - City considering taking a percentage of township's existing capital/tap fees for new connections in the township as a buy-in to city infrastructure.
 - Township already has a sewer-side capital fee schedule based on meter size; proposal to mirror for water.
 - Suggested benchmarks discussed included a nominal 10% concept tied to 200,000 gallons/day context, but no fixed number agreed.
 - Staff to draft mirrored language using township's fee model for water; commission to decide between upfront fee vs. ongoing surcharge (or both).

There was a discussion that a revised agreement would come back to the commission at the next meeting or soon after.

7. Requested Permanent Electric Transmission Line Easement in Industrial Park

City Manager Gamble said Rick Hammer is here. He said the easement was presented as an opportunity for ITC and their upgrades.

Rick Hammer, realtor, was present. He said they are doing a full rebuild from the Marquette Station to the Bingham Station. He discussed the page that outlines the proposed \$24,217.84 offer. He said the easement is 59' by 349'. He said they are putting in some new poles. He said they are proposing a one-time payment.

Director Smith discussed the land and the easement.

City Manager Gamble discussed the Property Subcommittee and there could be a meeting and bring a recommendation back to the full commission for their consideration.

There was a discussion of the easement.

Mr. Hammer said the easement is a working draft.

8. City Manager Comments

City Manager Gamble discussed:

- Met with developer interested in re-imagining Federal Mogul and adjacent parcels. He will provide a detailed update and present plans at November meeting.
- Townsend property sign is up, and we are getting inquiries. Need to discuss process of receiving proposals and/or sale price of the land. Property Subcommittee meeting on establishing value and receiving proposals.
- Depot project is complete. Flooring looks fantastic and placed the perfect finishing touch on this treasure of a building. Will send some photos in the next update.
- Labrinth installation update – 85%-90% complete with anticipated completion by end of the week. Great job to Director Schafer and coordination with the school group.
- Recreation programming update.
- Wilson Center Updates:
 - Roof project is starting tomorrow with the first delivery of material. Project duration is 3-4 weeks weather dependent.
 - Awaiting final approval from NPS, federal shutdown is impacting this approval and final comments. New estimated construction date is start of 2026.
 - Holding a Wilson Center Core Team Kick-off meeting tomorrow at noon.

- Bill Tennant Band Shell Improvements bid tabulation amount. CIP was estimated at \$80,000, bid tabulation review low bid was just shy of \$150,000. Looking at grants to leverage the funding.
- DDA Incubator was approved for a 6-month lease at the former Rise Up Retail Space. Director Hanover, with assistance from LEAP, will be working to stand this up and see how successful this will be.
- Met with Supt. Berthiaume to begin to formulate the agenda for the January 12th special meeting.
- Frontier Cable Project – Challenges and October 31st shut down.
- New vehicle just in time for winter!

9. Commissioner Comments

Commissioner Gurski thanked the commission for passage of the articles tonight.

Commissioner DeLiso asked how we stand on a grant application for the Senior Citizen Park.

City Manager Gamble said it is pending, and we should find out in December.

Commissioner Hufnagel said he wanted to make sure we are getting information out on the leaf pick-up and how that is taking place. He said Frontier Fiber Optic are around town a lot. He questioned easements and how far back the easements go.

Director Smith said the city ROW (right-of-way) and utility easements are granted by developers of subdivisions. He said that lies from the sidewalk to the house. With Frontier, it is a replacement of current facilities. He said this is a separate utility easement. We did make them decrease their hours of operation.

Commissioner Hyzer asked when they made application for this.

Director Smith said early this spring.

Mayor Dzurka discussed the challenges of having multiple providers.

Commissioner Hufnagel recognized the work being done on the by-laws of the authority (ambulance). He said it is really necessary.

Commissioner DeLiso asked if there is some leeway in where they work. He asked if they trashed anybody's landscaping.

Director Smith said there were no major complaints there.

Commissioner Hyzer thanked Brad and Ed for their work on the by-laws. He expressed his concern about the holes we have produced ourselves in city streets that have not been fixed yet.

City Manager Gamble said they are scheduled for Wednesday or Thursday for paving. This is done multiple times per year.

Mayor Dzurka said thanks on the fiber piece. For the trail authority, he wanted to recognize volunteers that are out there cleaning the trails. They put in hundreds of hours per month. He said there have been concerns over e-bikes on the trail. There are rules and regulations in place on types of e-bikes you can use.

ADJOURNMENT

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

YEA: Hufnagel, Gurski, Dzurka, Hyzer, DeLiso

NAY: None

Motion carried.

The meeting was adjourned at 8:30 p.m.

BOARD MEMBERS WHOSE TERMS EXPIRE IN DECEMBER OF 2025

Board of Ethics – Three Year Term: Katheryn Elliott, James B. Schweigert, DDS (1 vacancy to fill)



AGENDA

AFFIDAVIT OF PUBLICATION

ALS CITY OF ST JOHNS/LEG
City Of St Johns/Legals
Po Box 477
Saint Johns MI 48879-0477

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:

10/30/2025

and that the fees charged are legal.
Subscribed and sworn to before me on 10/30/2025

NOTICE
ST JOHNS CITY COMMISSION
ORDINANCES

Notice is hereby given that the St. Johns City Commission will consider ordinances at a regular meeting held on Monday, November 24, 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 Section 33.20 and Section 33.22 of Title III: Administration, Chapter 33: City Elections

2. An Ordinance to Amend Title VIII, Chapter 139, Section 139.01 Definitions and Section 139.02 Drug Paraphernalia and Marihuana Accessories, to add Section 139.03 Possession or Use of Marihuana, to add Section 139.04 Possession or Use of Other Controlled Substances, and to Repeal Section 139.99

A copy of the complete text of the proposed ordinances 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-11789638 10/30/2025



Legal Clerk



Notary, State of WI, County of Brown

9-3-29

My commission expires

Publication Cost:	\$199.40	
Tax Amount:	\$0.00	
Payment Cost:	\$199.40	
Order No:	11789638	# of Copies:
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KONGMENG YANG
Notary Public
State of Wisconsin

CITY OF ST. JOHNS, MICHIGAN
REQUEST FOR COMMISSION ACTION
November 24, 2025

Department: Administration	Attachments:	Submitted to CA for Review
Subject: Precinct Boundary Changes	[X] PA 227 of 2023 [X] MCL 168.661(1) [X] Proposed Precinct Map [X] Resolution #45-2025 to Adopt Ordinance [X] Draft Ordinance	[N/A] [N/A] [N/A] [X] [X]
Prepared by: Mindy J. Seavey, City Clerk	Approved by: Chad A. Gamble, P.E., City Manager	

SUMMARY/HIGHLIGHT: PA 227 of 2023 increased the precinct size limit from 2,999 active voters to 4,999 active voters, allowing jurisdictions to condense their precincts. This is due to the 9 days of early voting as well as more voters voting absentee ballots. Per MCL 168.661(1), reducing the number of precincts must occur 210 days prior to the August primary (August 4, 2026), which means that the ordinance would need to be adopted this year.

At the October 27, 2025 City Commission meeting, the commission adopted Resolution #43-2025 to Introduce the ordinance.

BACKGROUND/DISCUSSION: With fewer precincts, it would result in a more efficient allocation of election administration resources. Making this change would permit the transition of the equipment from the former 3rd precinct to be used as an Absent Voter Counting Board (AVCB). An AVCB would make processing absentee ballots much more efficient than processing them in the precincts. When we process absentee ballots in the precinct, the election inspectors must wait for less busy times to feed the absentee ballots into the tabulator. Also, we would have one less precinct to set up as a voting location with voting booths, etc. saving staff time (clerk & public services).

The new dividing line for precincts will be M-21/State Street. Precinct #1 will remain at the First Baptist Church (all voters south of M-21). This precinct will have more registered voters than Precinct #2 (Nazarene Church) due to the First Baptist Church gym being larger and accommodating more voters as well as the parking area being larger. Also, based on the last Presidential Election, precinct #2 has a higher percentage of their voters utilizing election day voting compared to the other precincts. Precinct #2 (all voters north of M-21) will remain at the Nazarene Church on North Lansing Street.

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

FISCAL IMPACT: The fiscal impact would initially be the cost of printing and mailing out new voter ID cards for all registered voters currently in precinct #3 (approximately 1,750), and the voters currently in precinct #1 that would transition to precinct #2 (approximately 135). This cost is estimated to be approximately \$3,000. Each election year we could potentially see some cost savings with needing a few less election workers.

RECOMMENDATION:

Staff recommends the City Commission adopt Resolution #45-2025 to Adopt the Ordinance.

Act No. 227
Public Acts of 2023
Approved by the Governor
November 22, 2023
Filed with the Secretary of State
November 22, 2023
EFFECTIVE DATE: November 22, 2023

**STATE OF MICHIGAN
102ND LEGISLATURE
REGULAR SESSION OF 2023**

Introduced by Senator Moss

ENROLLED SENATE BILL No. 573

AN ACT to amend 1954 PA 116, entitled “An act to reorganize, consolidate, and add to the election laws; to provide for election officials and prescribe their powers and duties; to prescribe the powers and duties of certain state departments, state agencies, and state and local officials and employees; to provide for the nomination and election of candidates for public office; to provide for the resignation, removal, and recall of certain public officers; to provide for the filling of vacancies in public office; to provide for and regulate primaries and elections; to provide for the purity of elections; to guard against the abuse of the elective franchise; to define violations of this act; to provide appropriations; to prescribe penalties and provide remedies; and to repeal certain acts and all other acts inconsistent with this act,” by amending section 661 (MCL 168.661), as amended by 2023 PA 88.

The People of the State of Michigan enact:

Sec. 661. (1) Except as provided in subsection (2), city and township election commissions shall divide precincts according to law, not later than 210 days before the primary next preceding the general November election, and shall immediately notify the county clerk of the number of registered electors in each precinct in the city or township. The county clerk shall notify the secretary of state not later than 200 days before the primary of a precinct in the clerk's county that has not been divided according to law, and the secretary of state shall proceed to make divisions as are necessary at the expense of the city or township involved, not later than 180 days before the primary next preceding the general November election. A division of precincts must be made effective not later than 180 days before the primary election next preceding the general November election.

(2) In the second year following each federal decennial census, precincts must be divided under this subsection. City and township election commissions shall divide precincts not later than 120 days before the primary election next preceding the general November election in order that a precinct, as far as is practical, is not split between districts and does not exceed 4,999 registered electors, and shall immediately notify the county clerk of the number of registered electors in each precinct in each city or township. The county clerk shall notify the secretary of state not later than 110 days before the primary of any precincts in the county that have not been divided, and the secretary of state shall proceed to make the divisions as are necessary, at the expense of the city or township involved, not later than 90 days before the primary election next preceding the general November election. The division of precincts must be made effective not later than 90 days before the primary election. The secretary of state may authorize, on written request by a city or township election commission, a later division of a precinct that contains portions of more than 1 elective district. All precinct divisions must be completed not later than 90 days before the primary election next preceding the general November election. In determining the number of registered voters for a precinct under this subsection, a city or township election commission or the secretary of state, as applicable, must use only the active registered electors for that city or township.

This act is ordered to take immediate effect.



Secretary of the Senate



Clerk of the House of Representatives

Approved _____

Governor

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MCL - Section 168.661

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[116-1954-XXVIII](#)

[116-1954-XXVIII-ELECTION-PRECINCTS](#)

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MICHIGAN ELECTION LAW (EXCERPT)

Act 116 of 1954

168.661 Division or rearrangement of precincts; notices; expenses; time limitations on division of precincts; division of precincts following federal census; determining number of registered electors.

Sec. 661.

(1) Except as provided in subsection (2), city and township election commissions shall divide precincts according to law, not later than 210 days before the primary next preceding the general November election, and shall immediately notify the county clerk of the number of registered electors in each precinct in the city or township. The county clerk shall notify the secretary of state not later than 200 days before the primary of a precinct in the clerk's county that has not been divided according to law, and the secretary of state shall proceed to make divisions as are necessary at the expense of the city or township involved, not later than 180 days before the primary next preceding the general November election. A division of precincts must be made effective not later than 180 days before the primary election next preceding the general November election.

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not been divided, and the secretary of state shall proceed to make the divisions as are necessary, at the expense of the city or township involved, not later than 90 days before the primary election next preceding the general November election. The division of precincts must be made effective not later than 90 days before the primary election. The secretary of state may authorize, on written request by a city or township election commission, a later division of a precinct that contains portions of more than 1 elective district. All precinct divisions must be completed not later than 90 days before the primary election next preceding the general November election. In determining the number of registered voters for a precinct under this subsection, a city or township election commission or the secretary of state, as applicable, must use only the active registered electors for that city or township.

History: 1954, Act 116, Eff. June 1, 1955 ;-- Am. 1955, Act 271, Imd. Eff. June 30, 1955 ;-- Am. 1964, Act 212, Imd. Eff. May 22, 1964 ;-- Am. 1975, Act 325, Imd. Eff. Jan. 9, 1976 ;-- Am. 1977, Act 236, Imd. Eff. Nov. 30, 1977 ;-- Am. 1982, Act 2, Imd. Eff. Jan. 27, 1982 ;-- Am. 2012, Act 270, Eff. Aug. 15, 2012 ;-- Am. 2023, Act 88, Eff. Feb. 13, 2024 ;-- Am. 2023, Act 227, Imd. Eff. Nov. 22, 2023 ;-- Am. 2023, Act 267, Eff. Feb. 13, 2024

Popular Name: Election Code

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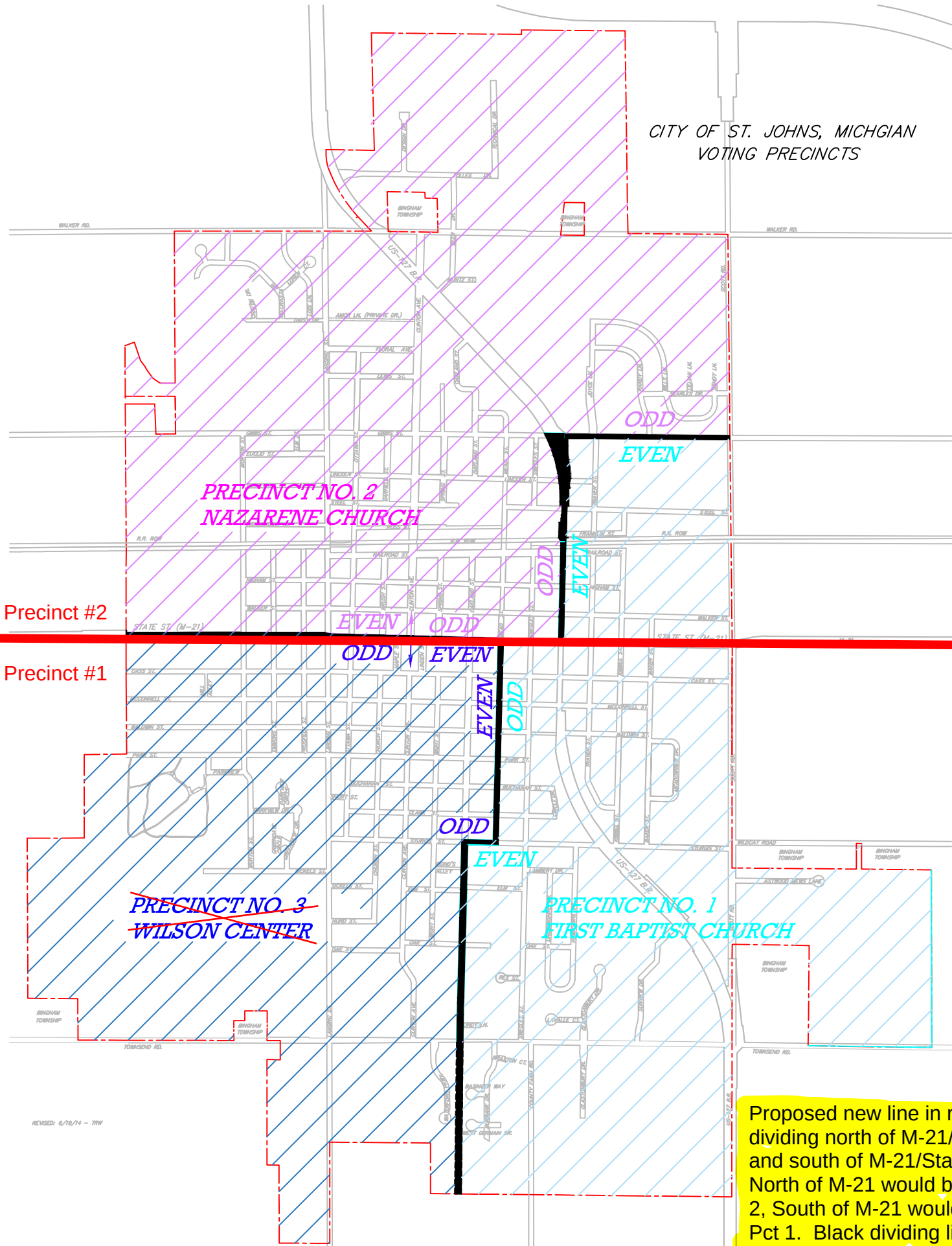
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CITY OF ST. JOHNS, MICHIGIAN
VOTING PRECINCTS



Proposed new line in red,
dividing north of M-21/State
and south of M-21/State.
North of M-21 would be Pct.
2, South of M-21 would be
Pct 1. Black dividing lines
would go away.

**CITY OF ST. JOHNS
RESOLUTION #45-2025**

**RESOLUTION TO ADOPT AN ORDINANCE TO AMEND SECTION 33.20 AND
SECTION 33.22 OF TITLE III: ADMINISTRATION, CHAPTER 33: CITY ELECTIONS**

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 24th day of November, 2025 at 6:00 p.m., Local Time.

Present: _____

Absent: _____

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

WHEREAS, the City of St. Johns ("City") has previously adopted an ordinance regulating City Elections; and

WHEREAS, the City now desires to amend Sections 33.20 and 33.22 of Chapter 33 (*City Elections*) of Title III (*Administration*) of the Code of Ordinances of the City of St. Johns, to provide for the consolidation of City Precincts 2 and 3; and

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

WHEREAS, pursuant to Section 5 of the "Ordinance" chapter of the Charter, the City must first introduce an ordinance before it is adopted; and

WHEREAS, the City introduced the ordinance to amend Chapter 33 of Title III of the Code of Ordinances ("Ordinance") at its meeting on October 27, 2025; and

WHEREAS, the City now desires to adopt the Ordinance.

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

1. The City adopts Ordinance No. 2025-_____, An Ordinance To Amend Section 33.20 and Section 33.22 of Title III: Administration, Chapter 33: City Elections.
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 24th day of November, 2025.

Mindy Seavey, City Clerk

88044:00001:202117812-1

CITY OF ST. JOHNS

ORDINANCE NO. _____

AN ORDINANCE TO AMEND SECTION 33.20 AND SECTION 33.22 OF TITLE III:
ADMINISTRATION, CHAPTER 33: CITY ELECTIONS

THE CITY OF ST. JOHNS ORDAINS:

Section 1. Amendment to Title III: Administration, Chapter 33: City Elections. The City amends Title III: Administration, Chapter 33: City Elections by amending Section 33.20 to read as follows:

“§ 33.20 DESIGNATION OF PRECINCTS.

- ~~(A) Precinct 1. That portion of the city south of State Street from the west city limits to the east city limits, east of Oakland Street from Townsend Road to Sturgis~~
~~(A) Street, south of Sturgis Street from Oakland to Mead Street, east of Mead Street from Sturgis Street to State Street, south of State Street from Mead to Whittemore Street, east of Whittemore Street from State Street to Gibbs Street, south of Gibbs Street from Whittemore Street to the city limits.~~
- (B) *Precinct 2.* That portion of the city north of State Street from the west city limits to ~~Whittemore Street, west of Whittemore Street from State Street to Gibbs Street, north of Gibbs Street from Whittemore Street to the~~ east city limits.
- ~~(C) Precinct 3. That portion of the city south of State Street from the west city limits to Mead Street, west of Mead Street from State Street to Sturgis Street, north of Sturgis Street from Mead Street to Oakland Street, west of Oakland Street from Sturgis Street to the city limits.”~~

Section 2. Amendment to Title III: Administration, Chapter 33: City Elections. The City amends Title III: Administration, Chapter 33: City Elections by amending Section 33.22 to read as follows:

“§ 33.22 POLLING PLACES.

The polling places for each of the Precincts set forth above shall be as follows:

- (A) Precinct 1 - First Baptist Church;
- (B) Precinct 2 - Nazarene Church;
- ~~(C) Precinct 3 - The Wilson Center.”~~

Section 3. 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 4. 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 5. Effective Date

This Ordinance shall become effective twenty (20) days after final approval is published in a newspaper of general circulation within the City.

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 November 24, 2025.

Scott Dzurka, Mayor

Mindy J. Seavey, Clerk

CITY OF ST. JOHNS, MICHIGAN
REQUEST FOR COMMISSION ACTION
November 24, 2025

Department: Administration	Attachments:	Submitted to CA for Review
Subject: <i>Discussion of Utility Agreement with Bingham Township</i>	[X] Proposed Bulk Water and Sewer Service Agreement Version 11-5-25 [] []	[n/a] [] []
Prepared by: Chad A. Gamble, P.E., City Manager	Approved by: Chad A. Gamble, P.E., City Manager	

SUMMARY/HIGHLIGHT: During the October 27, 2025, City Commission meeting a discussion was held regarding the draft Wholesale Water and Sewer Service Agreement with Bingham Township. Comments were received and a compilation of comments and editorial changes and re-formatting was forwarded to the Commission for information and to the Township for their review and comment. Bingham has forwarded a document to Foster Swift for their review and revision. Foster Swift has indicated that they hope to have feedback and or a revised agreement sent to both parties by November 21st. The only comment received as of yet from the Township on the document was their statement to remove references to sewer service in this document.

BACKGROUND/DISCUSSION: Representatives of the Township and City met on October 17, 2025, to discuss a proposed Bulk Water and Sewer Service Agreement (Agreement) drafted by the Township and presented to the City. This agreement will permit the extension of City water and sewer service into additional areas of Bingham Township. This agreement attempts to mirror current agreements that provide water and sewer service to the Township.

Since January 2024, the City of St. Johns and Bingham Township have worked together to explore a utility service partnership that serves the best interests of both communities. Through joint meetings, and other discussions both entities were presented and discussed multiple options for agreements to extend services to Bingham Township. These efforts reflect a shared commitment to implementing the most effective and equitable framework for collaboration.

STRATEGIC PLAN OBJECTIVE: The City and Townships collaboration meets the major tenants of the joint planning area discussion within the City's Master Plan.

FISCAL IMPACT: The formation of this agreement will offer additional customers to the Utility System, allow for more development in the Township, and further regional collaboration.

RECOMMENDATION: It is anticipated by the time of the November meeting additional updates can be provided to the Commission as to the status of conversations and efforts towards finalizing this agreement and obtaining approval of both Boards.

CITY OF ST. JOHNS AND BINGHAM TOWNSHIP
BULK WATER AND SEWER SERVICE AGREEMENT
Version 11-5-25

This Bulk Water and Sewer Service Agreement (the “Agreement”) is entered into on [REDACTED], 2025, by and between the City of St. Johns, a Michigan municipal corporation (the “City”), and Bingham Township, a Michigan municipal corporation (the “Township”) (together referred to as the “Parties”).

RECITALS

WHEREAS, the City owns and operates a water and sewer system capable of providing potable water and sanitary sewer services; and

WHEREAS, the Township desires to extend sewer and water mains within its jurisdiction using State grant funds and to obtain bulk water and sewer services from the City to serve Township residents and businesses; and

WHEREAS, the Parties recognize the mutual benefit of regional cooperation and intend to form a joint water and sewer authority at a future date; and

WHEREAS, the Parties wish to enter into this Agreement to govern the interim provision of water and sewer services from the City to the Township; and

NOW, THEREFORE, the parties agree as follows:

A. Purpose

This Agreement sets forth the terms and conditions under which the City will provide bulk water and sewer services to the Township for distribution to end users within the Township.

B. Term and Termination

- 1) Term. This Agreement shall commence on the date stated above and remain in effect until the formation of a joint water and sewer authority between the City and the Township, which is intended to occur within 12 months from the effective date of this Agreement.
- 2) Termination. Either party may terminate this Agreement with 30 days written notice to the other party; ~~but only after 12 months from the effective date of this Agreement and only if the joint water and sewer authority has not been formed.~~ Otherwise, this Agreement shall only terminate upon the mutual written agreement of the Parties.

Commented [CAG1]: This stipulation is keeping with H.6. and is in essence redundant to that statement.

Commented [CAG2]: This statement is contradictory to the initial clause in this paragraph and should be discussed by both boards.

C. Water Supply and Sewer Services

- 1) The City shall supply potable water to the Township at one or more delivery points as mutually agreed upon and the City shall accept sanitary sewage from the Township at mutually agreed to connection points for treatment and disposal.
- 2) The City shall provide water that meets all applicable state and federal drinking water standards. The City shall maintain reasonable pressure at the delivery point but does not guarantee specific pressure levels beyond that point.

D. New Utility Construction

- 1) The Township shall be responsible for the construction, operation, and maintenance of all infrastructure within its jurisdiction. The Township shall also be responsible for the construction, and costs of the installation of any utilities within the City necessary to establish connectivity to existing City water or sewer piping in order to establish service to Township property.
- 2) The Township shall design and construct all water and sewer utilities in the Township using the City of St. Johns' design standards. The City shall review and approve all connection plans to ensure plans meet design standards and technical compatibility with the existing system. No approval will be unreasonably withheld.
- 3) The Township shall present all planned water utility improvement plans to the City for review and approval. The City will be responsible for obtaining all EGLE permits necessary for new water main installation to the City's Source Water System. The Township shall be responsible for obtaining all EGLE permits necessary for new water main installation to the Township's Source Water System. All other permits and easements required for water utility infrastructure installation in the Township and its related connection to existing utilities shall be the responsibility of the Township to acquire.
- 4) The Township shall present all proposed sewer utility plans for review and approval to ensure plans meet design standards and technical compatibility with the existing system. No approval will be unreasonably withheld. The Township shall be responsible to obtain all permits and easements necessary for the installation of sanitary sewers and related appurtenances.
- 5) The City shall have ownership of all surface and subsurface infrastructure and equipment installed or utilized within the City and the Township shall have ownership of all surface and subsurface infrastructure and equipment installed or utilized within the Township.

E. Rates and Charges

- 1) The Township water users of City sourced water will be billed for water rates utilizing the same rate that is charged to City residents. The City will receive water capital charges based on meter sizes for all City sourced water utility connections in

accordance with the City's Utility Capital Charge Fees. These rates are adjusted annually by the St. Johns City Commission in accordance with their fiscal year budget approval process.

- 2) The Township sewer users will be billed utilizing the same wastewater rates that are currently being billed to City utility customers. The City will receive sewer capital charges based on meter sizes for all sewer utility connections in accordance with the City's Utility Capital Charge Fees. These rates are adjusted annually by the St. Johns City Commission in accordance with their fiscal year budget approval process.

F. Utility Capacity

The Township has an agreed to sewer capacity of 200,000 gallons per day. It is understood between the two parties that this limit approximates the water capacity limits of the Township as well. Any increase to this limit would be via mutual agreement.

G. Indemnification

Each party shall indemnify and hold harmless the other from any claims, damages, or liabilities arising from its own negligence or willful misconduct in connection with this Agreement.

H. Miscellaneous

- 1) Modification. This Agreement may be modified only in a writing signed by both parties.
- 2) Entire Agreement. This Agreement contains the entire agreement between the parties with respect to the Event. No representation or statement not expressly contained in this Agreement will be binding on either party.
- 3) Governing Law and Venue. Michigan law governs this Agreement. Any dispute between the parties arising out of this Agreement or the Event must be filed in a court of competent jurisdiction in Clinton County, Michigan.
- 4) Assignment. This Agreement may not be assigned by either Party without the prior written consent of the other. This Agreement is binding upon the parties and their successors and assigns.
- 5) Severability. The invalidity of any provision of this Agreement will not affect the remainder of the Agreement.
- 6) Joint Water and Sewer Authority. This Agreement may be superseded by a future intergovernmental agreement or articles of incorporation establishing a joint water and sewer authority between the City and the Township.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

City of St. Johns

By: _____

Name:

Title:

By: _____

Name:

Title:

Bingham Township

By: _____

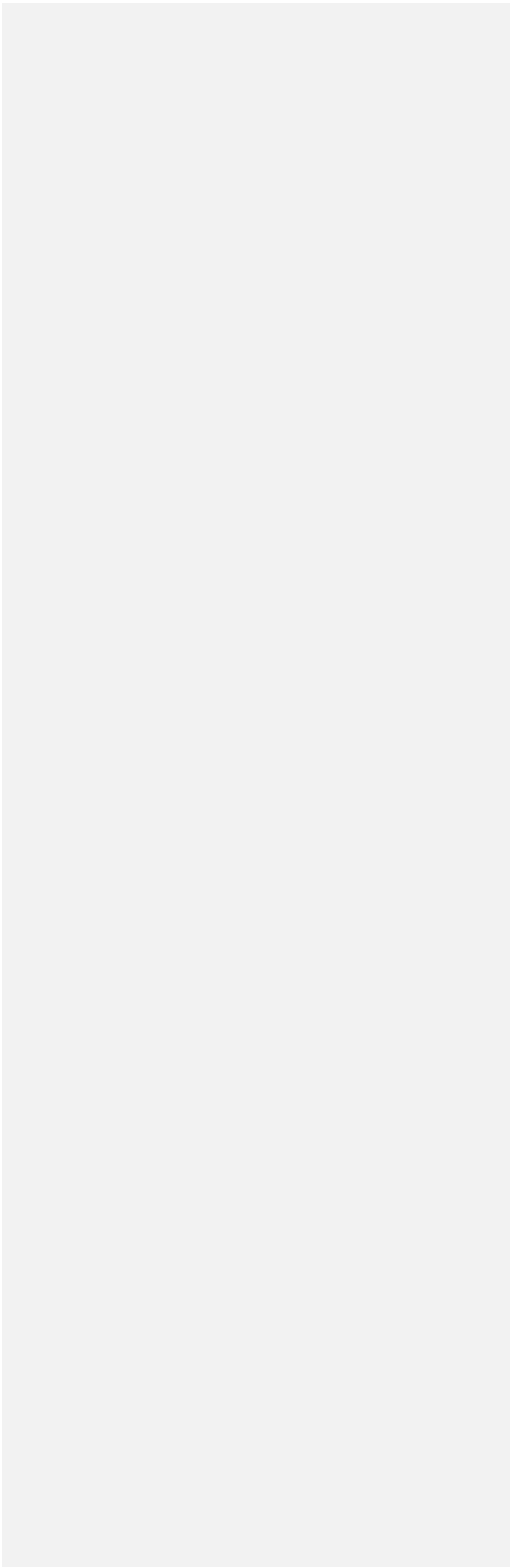
Name:

Title:

By: _____

Name:

Title:



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

Department: Administration	Attachments:	Submitted to CA for Review
Subject: <i>Requested Permanent Electric Transmission Line Easement in Industrial Park</i>	[X] Proposed Electric Easement [X] Draft Payment Calculation Sheet []	[X] pending direction of City Commission [same] []
Prepared by: Chad A. Gamble, P.E., City Manager	Approved by: Chad A. Gamble, P.E., City Manager	

SUMMARY/HIGHLIGHT: The City discussed a proposal from an agent of ITC to expand an easement that currently exists in the industrial park for the purpose of upgrading the transmission line infrastructure in this area. There was discussion at the October 27th Commission meeting and a follow up discussion at a meeting of the Property Advisory Committee on November 13, 2025. Members of the Committee discussed the valuation and after investigation by the City Assessor, and feedback from the County Equalization Department, it supports the offer from ORC Utility and Infrastructure Services, LLC on behalf of ITS.

The easement agreement is structured to issue ITC an exclusive easement and to limit the City's ability to construct any buildings and or structures in the easement area (see paragraph 1.d.) Commission is asked to provide direction on the desire for an exclusive or non-exclusive easement. This direction will then be used to finalize the easement document.

BACKGROUND/DISCUSSION: N/A

STRATEGIC PLAN OBJECTIVE: N/A

FISCAL IMPACT: This easement if executed would create a one-time revenue of approximately \$25,000.

RECOMMENDATION: It is the recommendation of the Administration to accept the offer of easement for use by ITC for its expansion and upgrade of the electrical distribution system and to obtain approval from the City attorney on the form of the easement agreement. Once approved it would be the recommendation to approve the Mayor to sign the approved to form easement.

PERMANENT ELECTRIC TRANSMISSION LINE EASEMENT AGREEMENT

This Permanent Electric Transmission Line Easement Agreement (the "Agreement") is made this _____ day of _____, 20____ ("Effective Date"), by and between **City of St. Johns, a Municipal Corporation**, with an address of PO Box 477, St. Johns, MI 48879 ("Grantor") and **MICHIGAN ELECTRIC TRANSMISSION COMPANY, LLC**, a Michigan limited liability company, with an address of 27175 Energy Way, Novi, Michigan 48377, and its successors and assigns ("Grantee").

WHEREAS, Grantor is the owner of certain real property more particularly described on the attached Exhibit "A" as the "Property".

WHEREAS, Grantor desires to convey to Grantee a perpetual easement upon, under, across and through an Easement Area located on the Property as more particularly described and depicted on Exhibit "A" (the "Easement Area"), upon the terms and conditions stated below.

NOW THEREFORE, for good and valuable consideration, the receipt of which is hereby acknowledged, the Grantor and Grantee hereby agree as follows:

1. **Grant of the Easement.** Grantor hereby conveys, warrants and grants to Grantee, its successors and assigns, a perpetual easement (the "Easement") over, under, across and through the Easement Area on the Property with the right, privilege and authority for Grantee, its agents, employees, and contractors, to:

(a) construct, reconstruct, modify, upgrade, improve, maintain, operate, inspect, replace, repair, patrol and remove an electric transmission line or lines and telecommunications line or lines, consisting of poles, towers, crossarms, insulators, wires, guy wires, anchors and other necessary fixtures, structures, cables (including fiber optic cable), and equipment for transmitting electricity and communications ("Grantee's Facilities");

(b) temporarily improve the surface as reasonably necessary to place and operate Grantee's construction vehicles and equipment;

(c) prohibit and/or remove, at Grantee's sole discretion, any buildings or other above ground structures (collectively referred to as "Structures"), excluding currently existing buildings ("Permitted Buildings"), currently existing fences ("Permitted Fences"), and currently existing

surface parking or driveways, which exist as of the Effective Date of this Easement (collectively "Permitted Improvements"). In the event Permitted Improvements currently exist within the Easement Area as of the Effective Date, Grantor may retain such Permitted Improvements provided that, with respect to Permitted Fences, Grantee may: (1) install and maintain a gating system in Permitted Fences, of Grantee's choice, in order to obtain access to the Easement Area for the purposes of construction and maintenance of Grantee's Facilities as provided for herein; and (2) cause such Permitted Fences to be removed as Grantee deems necessary provided that Grantee restores such Permitted Fences to substantially the same condition as existed prior to removal;

(d) prohibit and/or remove, at Grantee's sole discretion, any future construction of above-ground Structures located or proposed to be located within the Easement Area. Grantee may remove such prohibited Structures from the Easement Area without prior notice and without responsibility for any damage that occurs as a result of such removal. If Grantor proposes to construct any Structures within the Easement Area, a proposed construction plan may be submitted to Grantee for its review and a determination as to whether the proposed Structure would interfere with the safe and reliable operation or maintenance of Grantee's Facilities within the Easement Area. Grantee's approval of a proposed Structure under these circumstances will not be unreasonably withheld;

(e) at any time cut, trim, remove, destroy or otherwise control any or all trees, bushes, or brush now or hereafter standing or growing upon or within the Easement Area, all at Grantee's sole and absolute discretion;

(f) have ingress to and egress from the Easement Area at all times on, over and across other portions of the Property; and

(g) enter upon and cross the Easement Area for the above-described purposes on other land(s).

2. Repair and Restoration. Grantee shall:

(a) re-grade, repair and restore any portions of the Easement Area or Property damaged by Grantee's temporary placement of surface improvements for the Grantee's construction, operation, maintenance, repair, reconstruction and use of Grantee's Facilities;

(b) repair or replace at Grantee's sole expense any actual damage located within the Easement Area or Property, arising from Grantee's construction, operation, maintenance, repair, reconstruction and use of Grantee's Facilities. Notwithstanding the foregoing, at no time shall Grantee be responsible for any damage to the extent that such damage results from Grantor's negligence. Upon reasonable notice to Grantee that damage has been sustained, the parties shall work cooperatively to identify the damage and to determine the scope of repair or replacement work; and

(c) reimburse Grantor, or the owner of the crops if different from the Grantor, the value of any growing crops damaged by Grantee's exercise of any of Grantee's rights under this Agreement.

3. **Covenants of Grantor.** Grantor hereby covenants, promises, agrees and acknowledges that at the execution and delivery of this instrument it is the lawful owner of the Easement Area and is seized of a good and indefeasible fee simple estate therein, and subject to existing easements of record will warrant and defend Grantee's and Grantee's successors' and assigns' right to the quiet and peaceable possession of the same for the purposes described herein, forever, against all persons lawfully claiming the same.

4. **Binding/Run With The Land.** This conveyance shall be permanent, shall run with the land, and shall be binding upon the parties' successors and assigns.

5. **Limited Use/Non-Use.** Limited use or non-use of the rights granted herein shall not prevent later use to the full extent herein conveyed.

This Easement is exempt from real estate transfer tax pursuant to MCLA 207.505(f) and from State real estate transfer tax pursuant to the provisions of MCLA 207.526(f).

GRANTOR:

City of St. Johns, a Municipal Corporation

By:_____

Its: Authorized Signer_____

Acknowledged before me in _____ County, State of Michigan, on this _____ day of _____, 20____, by _____, Authorized Signer of City of St. Johns, a Municipal Corporation, on behalf of said corporation.

_____, Notary Public

_____ County, _____

Acting in _____ County, _____

My Commission Expires _____

Drafted by:
Patricia T. Murphy (P61872)
ITC Holdings Corp.
27175 Energy Way
Novi, Michigan 48377

When recorded return to:
Real Estate Manager
ITC Holdings Corp.
27175 Energy Way
Novi, Michigan 48377

S

N. 1/4 COR.
SECTION 4
T7N, R2W
LCRC L.5, P.766
FND REMON

FND REMON

E. LINE SEC. 4
& SCOTT RD.

US - 127 / MDOT

CENTERLINE
OF TRANSMISSION
STRUCTURES

CENTER OF
SECTION 4
T7N, R2W
FND IRON ROD

POINT OF
ENDING

N89°51'56"W
132.49'

N89°15'49"W 601.35'
N89°43'47"W 417.60'

N01°22'11"W
37.97'

N89°23'15"W
1550.58'

POINT OF BEGINNING
DESCRIBED LINE

N02°23'27"W
39.21'

EASEMENT AREA
0.335 AC. ±

E-W 1/4 LINE &
S. LINE MDOT R/W

E. 1/4 COR.
SECTION 4
T7N, R2W
LCRC L.7, P.443
FND REMON

030-004-300-093-51

SCOTT RD.

TECHNICAL DR.

N-S 1/4 LINE
SEC. 4

EASEMENT BEARINGS AND DISTANCES
BASED ON MICHIGAN STATE PLANE
COORDINATE SYSTEM, NAD83(2011),
SOUTH ZONE, INTERNATIONAL FEET.
THIS IS NOT A BOUNDARY SURVEY.
ALL (NON-EASEMENT) PARCEL
DIMENSIONS SHOWN AS APPROXIMATE.

S. 1/4 COR.
SECTION 4
T7N, R2W

WALKER RD.



SCALE: 1 INCH = 400 FEET

DESCRIPTION OF THE PROPERTY

Adapted from Tax Records

A parcel of land in the Southeast 1/4 of the Southwest 1/4 of Section 4; described as beginning at the South 1/4 corner of said Section; thence North 01°22'07" West 479.39 feet; thence North 89°04'45" West 542.27 feet; thence North 01°22'07" West 240.91 feet to the Southerly right of way line of Tolles Dr.; thence South 89°05'45" East along said Southerly line 183.90 feet to the Easterly right of way of Technical Dr.; thence North 01°22'07" West along said Easterly line 1453.01 feet; thence South 89°24'51" East parallel with the East-West 1/4 line of said Section 358.30 feet; thence North 01°22'07" West 499.03 feet; thence South 89°24'48" East 345.35 feet; thence South 04°17'12" East 91.09 feet; thence South 60°38'30" East 531.89 feet; thence South 03°18'39" West 236.19 feet; thence South 74°47'02" West 213.84 feet; thence South 88°31'15" West 399.27 feet; thence South 01°22'07" East 316.37 feet; thence North 89°24'24" West 439.21 feet; thence South 01°22'07" East 1087.59 feet; thence South 82°00'00" East 833.98 feet; thence South 08°00'00" West 77.36 feet; thence North 89°42'05" West 50.15 feet; thence South 06°34'51" West 430.02 feet; thence North 89°42'05" West 442.74 feet to the point of beginning. Including commencing at a point South 499.03 feet & West 426.60 feet from the Center of Section 4 Town 7 North, Range 2 West; thence South 816.35 feet, thence East 66.05 feet, thence North 816.88 feet, thence West 66 feet to the point of beginning. Including commencing at a point South 59.03 feet from the Center of Section 4; thence South 440 feet; thence West 426.60 feet; thence North 440 feet; thence East 424.34 feet to the point of beginning.

N US-127 BR, St. Johns, MI 48879

Parcel No. 300-004-300-093-51

DESCRIPTION OF THE EASEMENT AREA

Part of the Southeast 1/4 of Section 4, Town 7 North, Range 2 West, Bingham Township, Clinton County, Michigan, described as:

All that part of the above-described Property that lies within 80.00 feet on each side of the following Described Line:

Commencing at the East 1/4 corner of Section 4, Town 7 North, Range 2 West; thence N 02°23'27" W, along the East line of Section 4 and the centerline of Scott Road (width varies), 39.21 feet; thence N 89°51'56" W 132.49 feet; thence N 89°43'47" W 417.60 feet; thence N 89°15'49" W 601.35 feet; thence N 89°23'15" W 1550.58 feet to the Point of Ending, said point lying N 01°22'11" W, along the North-South 1/4 line of Section 4, 37.97 feet from the Center of Section 4. The sidelines of the above-described easement shall be extended or shortened to meet at angle points, and to terminate at the boundaries of the above-described Property.

Easement Payment Calculation Sheet – Marquette – Bingham (WO0005895)

A.	Value / Acre (determined by Market Analysis Report)	\$69,904.00	/Acre
B.	Easement Acreage (determined by property survey)	0.335	Acres
C.	Payment for Easement (30% of A x B =)	\$7,025.35	Total
D.	Voluntary Signing Incentive (70% of A x B=)	\$16,392.49	Total
E.	Total Payment (C + D =)	\$23,417.84	Total
F.	Document Review Payment	\$800.00	Total
G.	Specific Parcel items (Identified on attached supplemental sheet)		Total
H.	Total Payment at Date of Signing (E + F + G =)	\$24,217.84	Total

_____ Tract #METC-0165-00070
 City of St. Johns, a Municipal Corporation

By: _____
 Authorized Signer

Land Agent representing METC: _____

Date: _____

CITY OF ST. JOHNS, MICHIGAN
REQUEST FOR COMMISSION ACTION
November 24, 2025

Department: Administration	Attachments:	Submitted to CA for Review
Subject: Filling of Planning Commission Vacant Positions	[X] Kelly Taylor Application [X] Tim Leveck Application [X] Shelly Gunther Application [X] Brian Bancroft Application	[N/A] [N/A] [N/A] [N/A]
Prepared by: Chad A. Gamble, P.E. City Manager	Approved by: Chad A. Gamble, P.E., City Manager	

SUMMARY/HIGHLIGHT: The Planning Commission currently has one vacancy on its board due to the resignation of Commissioner Melvin Renfrow. The City has sought online applications for this and other boards and has four candidates for consideration. It is the responsibility of the City Commission to appoint members of this body.

BACKGROUND/DISCUSSION: N/A

STRATEGIC PLAN OBJECTIVE: N/A

FISCAL IMPACT: N/A

RECOMMENDATION: It is the responsibility of the Commission to appoint qualified members to serve the remaining term of the vacated seat that would expire in November of 2026. If there is consensus on a recommended candidate, a motion would be in order to seek approval of said candidate for appointment for the remainder of the seat formerly held by Melvin Renfrow expiring in November of 2026.

Entry #: 22 - Kelly Taylor

Status: Submitted

Submitted: 10/13/2025 3:34 PM

Name

Kelly Taylor

Section

BOARDS / MEMBERS

Board of Appeals

Planning Commission

Finance Advisory

Board of Ethics

Brownfield Redevelopment Authority

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

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

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

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

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

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

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

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

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

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

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

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

Other: Please specify.

Preference #1

Planning
Commission

Preference #2

Finance Advisory

Preference #3

Browfield
Redevelopment
Authority

Preference #4

Board of Ethics

Preference #5

Board of Appeals

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

3 Years

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

I have a Bachelor of Science in Horticulture with a minor in Sustainable Agriculture and a Certificate in Accounting. I've been working as the Association Manager of the Michigan Farmers Market Association for 3 years now - managing financial oversight and reporting for grants and operating expenses as well as managing employee benefits and day to day office operations. Previous to my work with MIFMA I've worked in public gardens, as a teaching assistant, and as a bookkeeper for a small business and a university.

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

I volunteered, and brought friends to volunteer, with the St Johns Downtown Development Authority during 2020/2021 to plan holiday events for the community. I Co-lead a storm water management project and a green roof project with small groups of the Sustainable Spartans student organization. I also worked as part of the marketing team and the growing team of the MSU Student Horticulture Association for our annual fundraiser.

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

I love living in St Johns, I grew up north of town and moved away for a few years but have been drawn back to my home. My family is here and I've convinced some of my friends to move to the area as well. I know that places like this don't just happen and I want to be part of the work that goes into making sure St Johns remains a great place to live! I've noticed the positive impact that the downtown development committee has made in the past decade or so and want to help keep that kind of positive momentum. With my current job I have seen the positive impact of high functioning committees and boards and would like to contribute my skills and effort to a city board or committee.

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

Address:

305 S Traver St, St Johns, Michigan 48879

Home or Cell Phone:

(517) 515-8402

Business Phone:

Signature:

Date:

10/13/2025

Email:

kelly.taylor005@gmail.com

Kelly Taylor

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

Entry #: 20 - Tim Leveck

Status: Submitted

Submitted: 10/11/2025 10:52 PM

Name

Tim Leveck

Section

BOARDS / MEMBERS

Board of Review

Planning Commission

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

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

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

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

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

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

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

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

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

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

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

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

Other: Please specify.

Preference #1

Planning
Commission

Preference #2

Board of Review

Preference #3

Other

Preference #4**Preference #5****How long have you lived in the City of St. Johns?**

40 years

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

Store manager for walmart and other retailers.. have resume...

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

Football coach here in st.johns mi. Work now at goodwill...

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

I know business and keep to a budget.... and taking care of the peoples neeeds and wanting whats us best for St.Johns.

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

Address:

1110 Lois Ln, Saint Johns, Michigan 48879

Home or Cell Phone:

(989) 534-1609

Business Phone:

(989) 534-1609

Signature:**Date:**

10/11/2025

Email:

tleveck57@gmail.com



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

Entry #: 21 - Shelley Gunther

Status: Submitted

Submitted: 10/12/2025 9:11 AM

Name

Shelley Gunther

Section

BOARDS / MEMBERS

Planning Commission

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

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

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

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

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

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

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

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

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

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

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

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

Other: Please specify.

Preference #1

Planning
Commission

Preference #2

Preference #3

Preference #4

Preference #5

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

47 years

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

I have a Master's Degree in Learning Disabilities and taught a total of 30 years in public education. I also taught for about 6 years after I retired for Lansing Community College.

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

After retiring from St. Johns Public Schools I joined the Sparrow Clinton Auxiliary where I served as Treasurer, President, and Fundraising Chair. I also volunteered for years at the hospital Giftshop and helped with the buying and setting up of displays.

I also have been an election official for many years.

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

Since the dissolution of the Auxiliary, I have been looking for something to give my time to. I particularly care about this community and would like to participate in its future growth. Being retired allows me the time necessary for the meetings as well as time to do the reading or research necessary for the job. I hope you will consider my application.

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

Address:

1221 Lavalley Ct, Saint Johns, Michigan 48879

Home or Cell Phone:

(517) 303-3277

Business Phone:

(517) 303-3277

Signature:

Date:

10/12/2025

Email:

gunthershelley@gmail.com

Shelley Gunther

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

Entry #: 19 - Brian Bancroft

Status: Submitted

Submitted: 10/1/2025 12:43 PM

Name

Brian Bancroft

Section

BOARDS / MEMBERS

Board of Review

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

Board of Appeals

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

Compensation Board

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

Principal Shopping District/Downtown
Development Authority

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

Parking Committee

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

Parks and Recreation Board

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

Planning Commission

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

Finance Advisory

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

Board of Ethics

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

Brownfield Redevelopment Authority

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

Law Enforcement Advisory

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

Exterior Property Maintenance
Ordinance Citizens Review Panel

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

Other: Please specify.

Preference #1	Preference #2	Preference #3	Preference #4	Preference #5
Law Enforcement Advisory	Board of Review	Ext Property Maint Ordinance	Parks & Rec Board	Planning Commission

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

10 years

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

I graduated high school in Michigan and have continued to build my knowledge through hands-on work and business ownership. I started my first business, BB Lawncare & Landscape, in Lansing in 2015, managing residential and commercial lawncare services with a crew of 10–30 employees. In 2019, I launched BB Construction LLC in St. Johns, specializing in roofing, siding, and framing work for both residential and commercial projects, leading teams of 10–20 employees. These roles have given me strong leadership, organization, and problem-solving skills, as well as experience hiring, training, and managing crews. In addition to entrepreneurship, I have also worked in the music and entertainment industry under my brand GCrew, developing skills in project management, marketing, and community outreach. My work has always been rooted in service, teamwork, and creating opportunities for others.

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

I graduated high school in Michigan and have continued to build my knowledge through hands-on work and business ownership. I started my first business, BB Lawncare & Landscape, in Lansing in 2015, managing residential and commercial lawncare services with a crew of 10–30 employees. In 2019, I launched BB Construction LLC in St. Johns, specializing in roofing, siding, and framing work for both residential and commercial projects, leading teams of 10–20 employees. These roles have given me strong leadership, organization, and problem-solving skills, as well as experience hiring, training, and managing crews. In addition to entrepreneurship, I have also worked in the music and entertainment industry under my brand GCrew, developing skills in project management, marketing, and community outreach. My work has always been rooted in service, teamwork, and creating opportunities for others.

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

Vision for the youth and all people living in the city .

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

Address:

1204 N Clinton Ave, Saint Johns, Michigan 48879

Home or Cell Phone:

(989) 668-1414

Business Phone:

Signature:



Date:

10/1/2025

Email:

brianbancroft1121@gmail.com

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

RESOLUTION/CITY OF ST. JOHNS
RESOLUTION #46-2025

A RESOLUTION BY THE CITY OF ST. JOHNS CITY COMMISSION
ESTABLISHING AND APPROVING THE DATES FOR THE 2026 REGULAR
MEETINGS OF THE CITY PLANNING COMMISSION AND THE CITY ZONING
BOARD OF APPEALS

At a regular meeting of the City Commission of the City of St. Johns, held on November 24, 2025 in the City of St. Johns, Clinton County, Commission Chambers, commencing at 6:00 p.m.:

PRESENT:

ABSENT:

The following resolution was offered by Commissioner ____ and supported by Commissioner ____.

WHEREAS, the St. Johns Planning Commission and St. Johns Zoning Board of Appeals were each created pursuant to the Michigan Planning Enabling Act of 2008 P.A. 33 of 2008, as amended, M.C.L. 125.3801 et seq.

WHEREAS, the City Commission is required to approve the regular meeting schedules of the Planning Commission and ZBA on an annual basis by Resolution per the mandate of MCL 125.3921;

NOW, THEREFORE, BE IT RESOLVED:

That the City Commission establishes the following regular meeting schedules for 2026. These meetings will convene at 5:30 pm at the Clinton County Courthouse unless noted below or prior notice of a different time and/or place is established. Each meeting will take place in the Commission Chambers unless said meeting place is unavailable:

PC meetings start at 5:30 pm

January	01-14-2026
February	02-11-2026
March	03-11-2026
April	04-08-2026
May	05-13-2026
June	06-10-2026
July	07-08-2026
August	08-12-2026
September	09-09-2026
October	10-14-2026
November	11-18-2026 (3 rd Wednesday due to Veterans Day holiday)
December	12-09-2026

ZBA meetings start at 5:30 pm

January	01-21-2026
February	02-18-2026
March	03-18-2026
April	04-15-2026
May	05-20-2026
June	06-17-2026
July	07-15-2026
August	08-19-2026
September	09-16-2026
October	10-21-2026
November	11-18-2026 (at 7:30 p.m.)
December	12-16-2026

YEA:

NAY:

Resolution declared adopted.

Scott Dzurka, Mayor

Mindy J. Seavey, City Clerk

This certifies that the foregoing is a true and complete copy of action taken by the City of St. Johns City Commission at the regular meeting held on November 24, 2025.

Mindy J. Seavey, City Clerk

CITY OF ST. JOHNS, MICHIGAN
REQUEST FOR COMMISSION ACTION
November 24, 2025

Department: City Commission	Attachments:	Submitted to CA for Review
Subject: <i>Request for Rezoning 823 N. Lansing Street</i>	[X] <i>Rezoning Review Letter</i> [X] <i>Ordinance</i> [X] <i>Resolution #47 - 2025</i>	[X] [X] [X]
Prepared by: Christopher Khorey, AICP, Vice President	Approved by: Chad A. Gamble, P.E., City Manager	

SUMMARY/HIGHLIGHT: On October 8, the Planning Commission recommended rezoning 823 N. Lansing Street from MC Municipal Center to R-1 Residential. That rezoning has proceeded to the City Commission for consideration of First Reading on November 24. If approved, the rezoning will be advertised and then brought forth for a second reading for final approval.

BACKGROUND/DISCUSSION: There are several houses on the west side of Lansing Street between Gibbs Street and Daisy Drive that are zoned MC despite being ongoing residential uses and being planned for Modern Spacious Residential on the Future Land Use maps of both the existing Master Plan and the draft update. The owner of 823 N. Lansing has applied for a rezoning to R-1 in order to build a home on the property. McKenna and the Planning Commission are also working on a City-initiated rezoning to rezone the existing homes on the same block to R-1, but that is not yet ready for City Commission consideration.

It is not clear why this residential block is zoned MC. It is possible that the adjacent Gateway North Elementary School was interested in expanding onto the properties at some point, but there are no current plans for them to do so.

STRATEGIC PLAN OBJECTIVE: The proposed rezoning advances the following goals of the (current) 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 the parcel in question would allow the construction of a new home, providing a small positive impact on property tax revenues.

RECOMMENDATION: Staff recommends the City Commission approve Resolution #47–2025 a Resolution to Introduce an Amendment to the City’s Zoning Ordinance to Rezone 823 N. Lansing St.



MCKENNA

September 30, 2025

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

Subject: Proposed Rezoning of 823 N. Lansing St.

Dear Commissioners,

As requested, we have reviewed the above referenced application for the rezoning of 823 N. Lansing St. (Parcel number: 300-021-200-050-11) from MC – Municipal Center to the R-1 – Low-Density Residential District.

The lot is outlined (approximately) on the aerial photo below. This rezoning is requested so that a single-family dwelling may be constructed on the lot, currently in a Zoning District where dwelling units are not permitted.



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Grand Rapids, Michigan 49503

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	<i>Existing District MC – Municipal Center</i>	<i>Proposed District R-1 – Low-Density Residential</i>
	substations and water towers necessary for service to the adjacent area. • Government offices and facilities including police and fire halls, Department of Public Works, water plants and fire halls, Department of Public Works, water plants and wells, sewage treatment facilities and municipally owned utilities. • Hospitals and quasi-public health care clinics. • Non-municipally owned public utility offices, and substations, excluding warehouses and heavy equipment storage. • Off-street parking. • Parks and playgrounds not conducted for profit. • Religious institutions. • Schools, including day nurseries, elementary, junior high, primary and high schools. • Signs. • Swimming pools. • Temporary building structures or yards.	adjacent residential area. If these uses are to service a larger area, a special use permit is required. • Home occupations.
Special Approval Uses	• Communication antenna (not including towers). • Gas regulator stations, utility pumping stations, power substations and water towers not necessary for service to the adjacent residential area.	• Communication antennas (not including towers). • Gas regulator stations, utility pumping stations, power substations and water towers not necessary for service to the adjacent residential area. • Group day care home.



	<i>Existing District MC – Municipal Center</i>	<i>Proposed District R-1 – Low-Density Residential</i>
	• Hospital facilities serving psychiatric and incarcerated patients.	• Two-family dwellings consequent to a conversion of a single-family dwelling existing on the effective date of this chapter, provided that: The floor area is not increased thereby. • Religious institutions.
Minimum Lot Size	6,000 square feet	7,500 square feet
Minimum Lot Width	60 feet	75 feet
Minimum Setbacks	Front: 50 feet Side: 10 feet (minimum) Rear: 25 feet	Front: 25 feet Side: 10 feet (20 street side) Rear: 35 feet
Maximum Lot Coverage	60%	40%
Maximum Building Height	35 feet 2.5 stories	30 feet 2.5 stories
Residential Density	Not Permitted	1 unit per lot

The two districts are somewhat similar in regard to Special Land Uses and minimum dimensional requirements, though differs in many other aspects. The current MC District does not permit any dwelling units, which causes issues in the attempt to rebuild the house that formerly at on the property. The proposed R-1 District would permit the single-family dwelling unit to be completely reconstructed and still be in compliance with the requirements of the Zoning Ordinance.



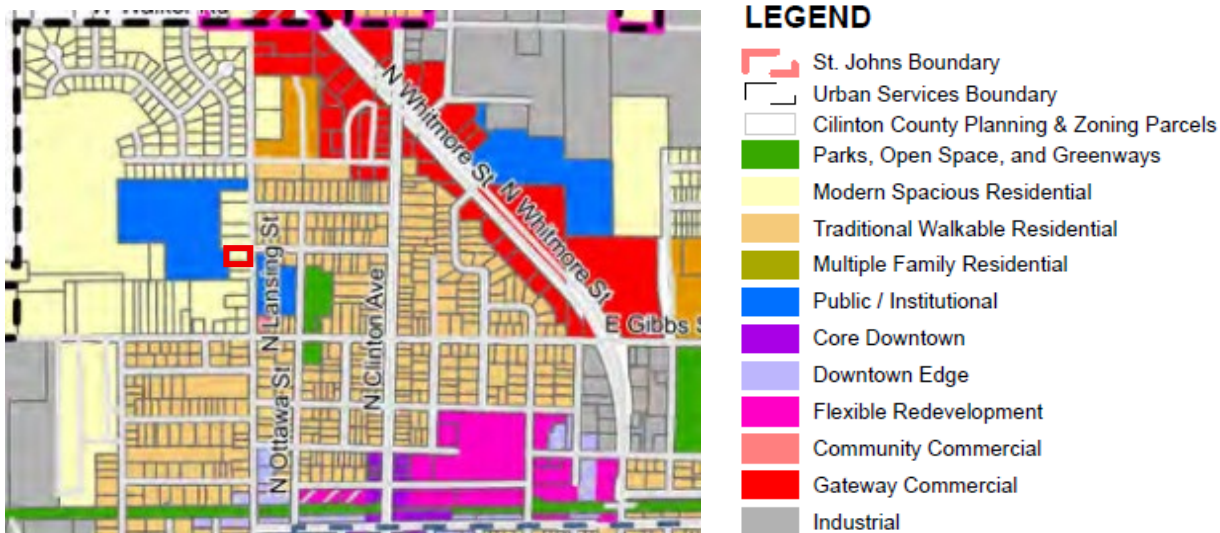
REVIEW CRITERIA FOR REZONINGS

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

1. Consistency with the Master Plan.

In order to be approved, a rezoning should be consistent with the Future Land Use Map in the Master Plan. The current Future Land Use map designates the lot as “Modern Spacious Residential” as shown on the map below.

On Page 44, the Master Plan states that the appropriate land uses in the “Modern Spacious Residential” category are “detached single family residential dwelling units, two-family attached residential dwelling units, schools, parks, and other compatible municipal and civic uses.” The uses permitted in the R-1 District are consistent with that list in that R-1 allows single-family dwellings.



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

- **Natural Features:** The subject site is a vacant, formerly residential lot that appears to contain an accessory shed. It is flat and does not contain protected wetlands or other natural features that would restrict development.
- **Road Network:** The site fronts Lansing Street, which runs North to South from Old US-127 to West Parks Road. It is not a major thoroughfare, but it does provide efficient access to Old US-127, which in turn provides efficient access to most destinations in St. Johns. The site has sufficient width and length for a driveway to be constructed for the parcel, as the remains of the former driveway are still in place.



3. **Compatibility with Surrounding Uses.** The Planning Commission must consider whether all of the permitted uses in the proposed R-1 District would be appropriate adjacent to the existing surroundings. The table below summarizes the land use attributes of the site and the surrounding properties.

	Current Zoning	Existing Land Uses	Future Land Use (Master Plan)
Subject Parcel	MC	Vacant/Residential	Modern Spacious Residential
North	MC	Residential	Modern Spacious Residential
East	R-2	Residential	Traditional Walkable Residential
South	MC	Residential	Modern Spacious Residential
West	MC	Public School	Public/Institutional

The surrounding land uses on all sides are residential uses, with the exception of the Public School to the West of the site. Since all of these residential parcels along Lansing St. are also zoned MC, it is recommended to rezone these parcels to a residential district in order to prevent spot zoning concerns and to restore the right of these property owners to retain their continuing residential uses.

4. **Most Appropriate Zoning District.** The parcel's future land use designation as Modern Spacious Residential strongly suggests being zoned as the R-1 – Low Density Residential district.
5. **Infrastructure Capacity.** We are not aware of any infrastructure capacity issues that would restrict the allowable uses in the R-1 District. The site has access to public water and sewer without needing any extensions of that system.

RECOMMENDATION

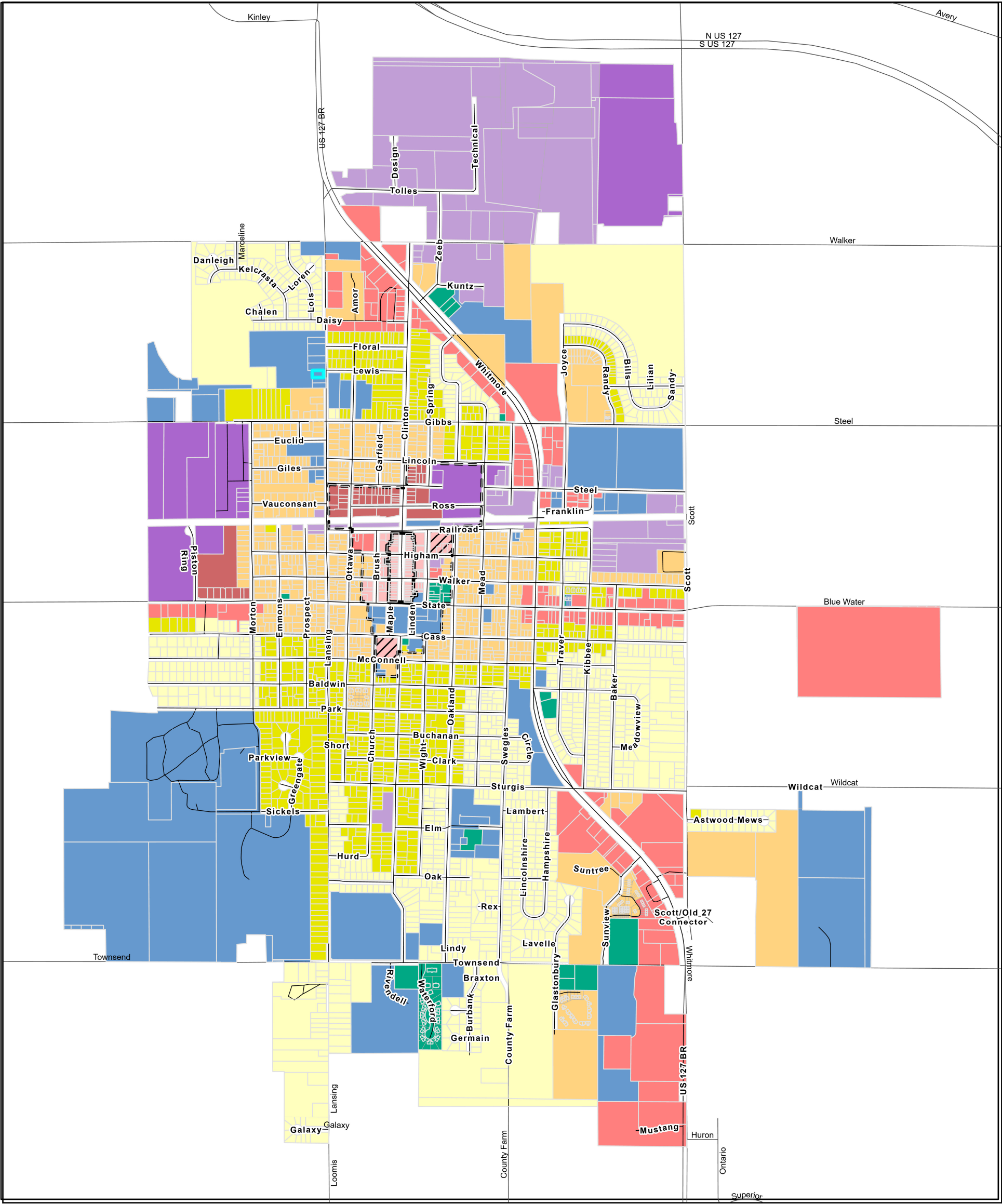
We recommend that the Planning Commission recommend the rezoning to the City Commission, in addition to considering rezonings for adjacent MC-zoned parcels to the R-1 District.

Please do not hesitate to contact us with any questions.

Respectfully submitted,
McKENNA

Christopher Khorey, AICP
Vice President

Ethan Walthorn,
Assistant Planner



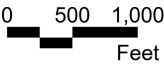
Proposed Revised Zoning Map

City of St. Johns, Michigan

Recommended by Planning Commission
October 8, 2025

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



Basemap Source: Michigan Center for Geographic Information, v. 17a.
Data Source: Clinton County 2021. McKenna 2023.



CITY OF ST. JOHNS

ORDINANCE NO. __

**AN ORDINANCE TO AMEND THE CITY'S ZONING ORDINANCE TO REZONE 823
N. LANSING STREET**

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 symbol and indication shown on the zoning district map for the following property in the City of St. Johns as follows:

Address	Parcel No.	Existing Zoning/Use	Amended Zoning/Use
823 N. Lansing	300-008-100-027-00	MC-Municipal Center	R-1 Residential

Section 2. Validity and Severability

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

Section 3. Repealer

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

Section 4. Effective Date

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

YEAS:

NAYS:

ABSTAIN:

ABSENT:

CERTIFICATION

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

Scott Dzurka, Mayor

Mindy J. Seavey, Clerk

88044:00001:202140230-1

**CITY OF ST. JOHNS
RESOLUTION #47-2025**

**RESOLUTION TO INTRODUCE AN AMENDMENT TO THE CITY’S ZONING
ORDINANCE TO REZONE 823 N. LANSING STREET**

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 24th day of November, 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 symbol and indication showing on the zoning map for the following parcel in the City of St. Johns as follows:

Address	Parcel No.	Existing Zoning/Use	Amended Zoning/Use
823 N. Lansing	300-008-100-027-00	MC-Municipal Center	R-1 Residential

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

WHEREAS, the City desires to consider amending its Zoning Ordinance to rezone the property without conditions or agreements.

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

1. The City introduces Ordinance No. _____, An Ordinance to Amend the City’s Zoning Ordinance to Rezone 823 N. Lansing Street.
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.

YAYS:

NAYS:

ABSENT:

CITY OF ST. JOHNS, MICHIGAN
REQUEST FOR COMMISSION ACTION
November 24, 2025

Department: City Commission	Attachments:	Submitted to CA for Review
Subject: <i>Request for Rezoning of Three Unzoned Industrial Parcels</i>	[X] <i>Rezoning Review Letter</i> [X] <i>Rezoning Ordinance</i> [X] <i>Proposed Updated Zoning Map</i> [X] <i>Resolution #48-2025</i>	[X] [X] [X] [X]
Prepared by: Christopher Khorey, AICP, Vice President	Approved by: Chad A. Gamble, P.E., City Manager	

SUMMARY/HIGHLIGHT: On October 8, the Planning Commission recommended rezoning three parcels in the City’s industrial area that were not previously zoned, as far as Staff and McKenna can tell from existing records. The Planning Commission recommends that the parcels be zoned I-1, consistent with their surroundings.

BACKGROUND/DISCUSSION: The parcels in question are:

- Parcel Number 300-004-300-093-51
- Parcel Number 300-004-300-099-03
- Parcel Number 300-004-300-100-01

It is not clear why the parcels were not previously zoned. The existing land uses on the parcels is stormwater drainage infrastructure for the nearby industrial properties, including Glanbia and Proliant, among others.

STRATEGIC PLAN OBJECTIVE: The proposed rezoning advances the following goals of the (current) 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 the parcels in question would clear up a paperwork problem and prevent unnecessary red tape for future investment on the land.

RECOMMENDATION: Staff recommends the City Commission approve Resolution #48-2025 to Introduce an Amendment to the City’s Zoning Ordinance to Rezone Properties



Memorandum

TO: City of St. Johns Planning Commission
FROM: Jacob VanBoxel, MSA, Principal Planner
SUBJECT: Zoning Map Amendment: I1 Industrial Property 300-004-300-093-51
DATE: September 2, 2025

Background:

There is a portion of the St. Johns Industrial Park that is not currently identified on the City's Zoning Map. The unidentified area is owned by three (3) property owners (including the City of St. Johns), consists of roughly 11-acres, and the land is currently zoned **I1 Industrial – High Performance**.

- **Property #1** (Parcel Number 300-004-300-093-51): is owned by the **City of St. Johns** and consists of 30.88-acres in total.
- **Property #2** (Parcel Number 300-004-300-099-03): is owned by **Glanbia Delaware Inc.** and consists of 63.25-acres in total.
- **Property #3** (Parcel Number 300-004-300-100-01): is owned by **Proliant Dairy Michigan LLC** and consists of 11.67-acres in total.

Parcel reports from the Clinton County GIS system have been attached to this memo for each of the properties.





Recommended Action:

An amendment should be made to the City's Zoning Map to identify the roughly 11-acres as part of the *I1-Industrial - High Performance* zoning district.

An amended version of the Zoning Map has been attached for your review.

At the September 10, 2025 meeting, the Planning Commission should vote to hold a public hearing for the map amendment during the October 8, 2025 meeting. Upon conclusion of the public hearing, the Planning Commission should recommend action by the City Commission to adopt the amended Zoning Map.

McKenna staff will publish a public hearing notice in accordance with the Michigan Zoning Enabling Act (Public Act 110 of 2006), upon conclusion of the September 10, 2025 Planning Commission meeting.

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:

Address	Parcel No.	Existing Zoning/Use	Amended Zoning/Use
N US 127 BR	300-004-300-093-51	N/A	I-1 –Industrial—High Performance District
1630 Technical Dr.	300-004-300-099-03	N/A	I-1 –Industrial—High Performance District
1660 Technical Dr.	300-004-300-100-01	N/A	I-1 –Industrial—High Performance District

Section 2. Validity and Severability

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

Section 3. Repealer

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

Section 4. Effective Date

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

YEAS:

NAYS:

ABSTAIN:

ABSENT:

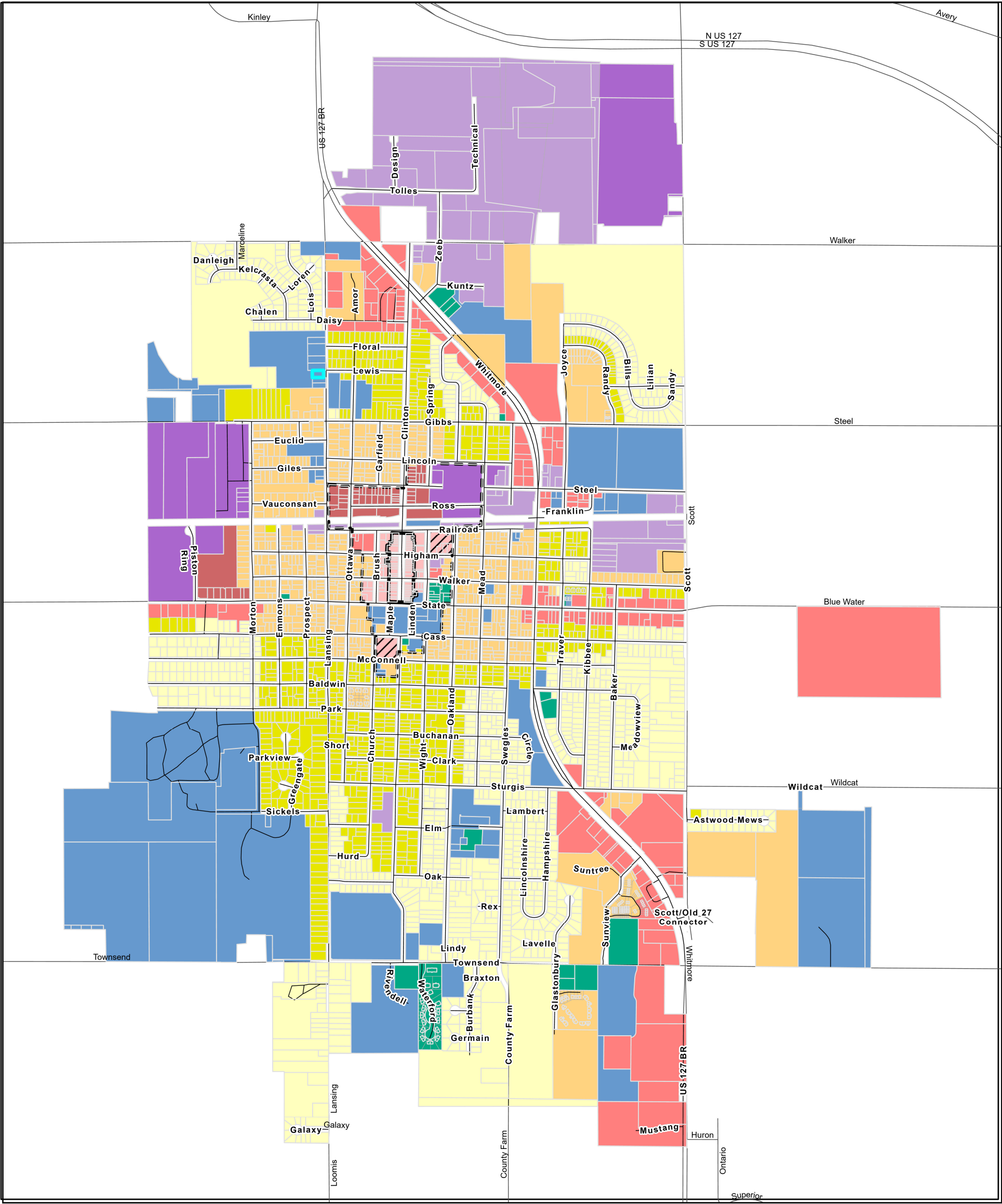
CERTIFICATION

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

Scott Dzurka, Mayor

Mindy J. Seavey, Clerk

88044:00001:202140072-1



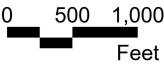
Proposed Revised Zoning Map

City of St. Johns, Michigan

Recommended by Planning Commission
October 8, 2025

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



Basemap Source: Michigan Center for Geographic Information, v. 17a.
Data Source: Clinton County 2021. McKenna 2023.



**CITY OF ST. JOHNS
RESOLUTION #48-2025**

**RESOLUTION TO INTRODUCE AN AMENDMENT TO 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 24th day of November, 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 unzoned parcels in the City of St. Johns as follows:

Address	Parcel No.	Existing Zoning/Use	Amended Zoning/Use
N US 127 BR	300-004-300-093-51	N/A	I-1 –Industrial—High Performance District
1630 Technical Dr.	300-004-300-099-03	N/A	I-1 –Industrial—High Performance District
1660 Technical Dr.	300-004-300-100-01	N/A	I-1 –Industrial—High Performance District

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

WHEREAS, the City desires to consider amending its Zoning Ordinance to rezone the properties without conditions or agreements.

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

1. The City introduces Ordinance No. _____, An Ordinance to Amend the City’s Zoning Ordinance to Rezone Properties.
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.

YAYS:

NAYS:

ABSENT:

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 24th day of November, 2025.

Mindy Seavey, City Clerk

88044:00001:202148451-1

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 24th day of November, 2025.

Mindy Seavey, City Clerk

88044:00001:202148315-1

CITY OF ST. JOHNS, MICHIGAN
REQUEST FOR COMMISSION ACTION
November 24, 2025

Department: Police	Attachments: Ordinance to adopt offenses related to minors in possession of alternative nicotine or vapor products. Ordinance to adopt offenses related to minor in possession of tobacco products.	Submitted to CA for Review [X] 9/12/25
Subject: <i>Adoption of ordinances related to minors possessing, using and acquiring alternative nicotine products, vapor products and tobacco.</i>	[X] <i>Proposed Resolution to Introduce ordinance offenses related to minors in possession of alternative nicotine or vapor products - #49-2025</i> [X] <i>Proposed Resolution to Introduce ordinance to adopt offenses related to minors in possession of tobacco products - #50-2025</i>	X
Prepared by: David Kirk, Chief of Police	Approved by: Chad A. Gamble, P.E., City Manager	

SUMMARY/HIGHLIGHT: As part of a continuing review of potentially applicable offenses which can be processed at the City Prosecuting Attorney level, two additional subject areas have been identified for consideration for codification into city ordinances. Those include offenses involving alternative nicotine or vapor products and tobacco as they relate to minors.

BACKGROUND/DISCUSSION: When the Harkness Law Firm assumed prosecutorial duties, part of the contractual agreement was to assess current city ordinances for consistency with applicable state law nexus as well as identify any offenses that could be processed at the City Prosecutor level that currently lacked an empowering city ordinance. Both topics fall within that category. The adoption of these recommendations would continue to improve efficiency by streamlining the prosecution process as well as creating a path for proceeds related to fines and costs to remain at the city level.

STRATEGIC PLAN OBJECTIVE: Adoption of these ordinances will continue to align the Police Department with contemporary best practices and accreditation standards related to the enforcement aspects of these offenses. As noted, it will also shift proceeds from fines and costs that previously would include compensation to the County Prosecuting Attorney to be solely dedicated to the city.

FISCAL IMPACT: The adoption of these ordinances and the local prosecution happening by the City Prosecutor will permit the fines and costs to remain at the City instead of flowing up to the County. The impact would be relatively small but would contribute additional funds to the City in the event that a prosecution happens involving these proposed ordinances.

RECOMMENDATION: *Staff recommends the City Commission approve the resolutions to introduce the proposed ordinances to adopt offenses related to alternative nicotine or vapor and tobacco products as they relate to minors.*

Each resolution will require separate motions for their approval.

CITY OF ST. JOHNS

ORDINANCE NO.

AN ORDINANCE TO ADD SECTION 138.03 AND ADOPT THE OFFENSES OF MINOR IN POSSESSION OF ALTERNATIVE NICOTINE OR VAPOR PRODUCTS, FURNISHING ALTERNATIVE NICOTINE OR VAPOR PRODUCTS TO A MINOR, AND USE OF FRAUDULENT IDENTIFICATION BY A MINOR

THE CITY OF ST. JOHNS ORDAINS:

Section 1. Amendment to Title XIII: General Offenses, Chapter 138: Minors. The City amends Title XIII: General Offenses, Chapter 138: Minors by adding Section 138.03 to read as follows:

138.03 Use, purchase, or possession of alternative nicotine products or vapor products; selling, giving, or furnishing alternative nicotine or vapor products to minors; misrepresentation of age, fraudulent identification prohibited.

a.(A) It shall be unlawful for any person under twenty-one (21) years of age to:

i.(1) Purchase or attempt to purchase alternative nicotine products or vapor products;

ii.(2) Possess or attempt to possess alternative nicotine products or vapor products;

iii.(3) Use an alternative nicotine product or vapor product in a public place;

iv.(4) Present or offer to an individual purported proof of age that is false, fraudulent, or not actually his or her owner proof of age for the purpose of purchasing, attempting to purchase, possessing, or attempting to possess a vapor product or alternative nicotine product.

b.(B) It shall be unlawful for any person to sell, give, or furnish an alternative nicotine product or vapor product to any person under twenty-one (21) years of age.

c.(C) An individual who violates subsection (a) shall be responsible for a civil infraction or a misdemeanor as follows:

i.(1) For the first violation, the individual is responsible for a civil infraction and shall be fined not more than fifty dollars (\$50.00). The court may order the individual to participate in a health promotion and risk reduction assessment program, if available. In

addition, the court may also order the individual to perform not more than sixteen (16) hours of community service.

~~ii.~~(2) For the second violation, the individual is responsible for a civil infraction and shall be fined not more than fifty dollars (\$50.00). The court may order the individual to participate in a health promotion and risk reduction assessment program, if available. In addition, the court may also order the individual to perform not more than thirty-two (32) hours of community service.

~~iii.~~(3) If a violation of subsection (a) occurs after two (2) or more prior judgments, the individual is guilty of a misdemeanor punishable by a fine of not more than fifty dollars (\$50.00) for each violation. Pursuant to a probation order, the court may also require the individual to participate in a health promotion and risk reduction assessment program, if available. In addition, the court may also order the individual to perform not more than forty-eight (48) hours of community service.

~~d.~~(D) An individual who violates subsection (~~Bb~~) is guilty of a misdemeanor punishable by a fine as follows:

~~i.~~(1) For a first offense, not more than one hundred dollars (\$100.00);

~~ii.~~(2) For a second or subsequent offense, not more than five hundred dollars (\$500.00);

~~e.~~(E) As used in this section, "alternative nicotine product" means a noncombustible product containing nicotine that is intended for human consumption, whether chewed, absorbed, dissolved, or ingested by any other means;

~~(A)~~ As used in this section, "vapor product" means a noncombustible product containing nicotine that employs a heating element, power source, electronic circuit, or other electronic, chemical, or mechanical means, that can be used to produce vapor from nicotine in a solution or other form. Vapor product includes, but is not limited to, an electronic cigarette, electronic cigarillo, electronic pipe, or similar product or device and a vapor cartridge or other container of nicotine in a solution or other form that is intended to be used with or in an electronic cigarette, electronic cigarillo, electronic pipe, or similar product or device.

(F)

State Law reference— MCL 722.641, MCL 722.642

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 is published in a newspaper of general circulation within the City.

YEAS:

NAYS:

ABSTAIN:

ABSENT:

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

Scott Dzurka, Mayor

Mindy J. Seavey, Clerk

88044:00001:201954484-1

**CITY OF ST. JOHNS
RESOLUTION #49-2025**

**RESOLUTION TO INTRODUCE AN ORDINANCE TO ADD 138.03 AND ADOPT THE
OFFENSES OF MINOR IN POSSESSION OF ALTERNATIVE NICOTINE OR VAPOR
PRODUCTS, FURNISHING ALTERNATIVE NICOTINE OR VAPOR PRODUCTS TO A
MINOR, AND USE OF FRAUDULENT IDENTIFICATION BY A MINOR**

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 24th day of November, 2025 at 6:00 p.m., Local Time.

Present:

Absent:

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

WHEREAS, the City desires to amend Title XIII (*General Offenses*), Chapter 138 (*Minors*) of the Code of Ordinances of the City of St. Johns, to better align the City of St. Johns Police Department with contemporary best practices and accreditation standards related to the enforcement aspects involving alternative nicotine or vapor products and tobacco used by minors within the City's jurisdiction; and

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

WHEREAS, pursuant to Section 5 of the Charter, the City desires to introduce Ordinance No. _____, An Ordinance to Amend Title XIII, Chapter 138, to amend Section 138.03 (*Use, Purchase, or Possession of Alternative Nicotine Products or Vapor Products; Selling, Giving, or Furnishing Alternative Nicotine or Vapor Products to Minors; Misrepresentation of Age, Fraudulent Identification Prohibited*).

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

1. The City introduces Ordinance No. _____, An Ordinance to Amend Title XIII, Chapter 138, Section 139.02 (*Definitions*) and Section 139.03 (*Use, Purchase, or Possession of Alternative Nicotine Products or Vapor Products; Selling, Giving, or Furnishing Alternative Nicotine or Vapor Products to Minors; Misrepresentation of Age, Fraudulent Identification Prohibited*).
2. To the extent that any resolution or portion of resolution is inconsistent with this Resolution, such resolutions or portions of resolutions are hereby rescinded.

ADOPTED:

YEAS: _____

NAYS: _____

STATE OF MICHIGAN)

)

COUNTY OF CLINTON)

I, the undersigned, the duly qualified and acting Clerk of the City of St. Johns, Clinton County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the City Commission of said City at a regular meeting held on the 24th day of November, 2025.

Mindy Seavey, City Clerk

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CITY OF ST. JOHNS

ORDINANCE NO. _____

AN ORDINANCE TO ADD SECTION 138.02 AND ADOPT THE OFFENSES OF MINOR IN POSSESSION TOBACCO PRODUCTS, FURNISHING TOBACCO TO A MINOR, USE OF FRAUDULENT IDENTIFICATION BY A MINOR, AND FURNISHING FALSE IDENTIFICATION TO A MINOR

THE CITY OF ST. JOHNS ORDAINS:

Section 1. Amendment to Title XIII: General Offenses, Chapter 138: Minors. The City amends Title XIII: General Offenses, Chapter 138: Minors by adding Section 138.02 to read as follows:

“138.02 Use, purchase, or possession of tobacco products; selling, giving, or furnishing tobacco product by minors; misrepresentation of age, —fraudulent identification prohibited.

(A) It shall be unlawful for any person under twenty-one (21) years of age to:

~~1)(1)~~ Purchase or attempt to purchase tobacco products;

~~2)(2)~~ Possess or attempt to possess tobacco products; or

~~3)(3)~~ Use a tobacco product in a public place;

~~B)(B)~~ It shall be unlawful for any person to sell, give, or furnish a tobacco product to any person under twenty-one (21) years of age.

~~(B)(C)~~ It shall be unlawful for any person to misrepresent his or her age for the purpose of purchasing, possessing, or attempting to possess~~procuring~~ tobacco products;

~~(C)(D)~~ It shall be unlawful for any person under twenty-one (21) years of age to use fraudulent identification for the purpose of purchasing, possessing, or attempting to possess~~procuring~~ tobacco products;

~~(D)(E)~~ It shall be unlawful for any person to furnish false or fraudulent identification to any person under twenty-one (21) years of age for the purpose of purchasing, possessing, or attempting to possess~~procuring~~ tobacco products;

~~(E)(F)~~ An individual who violates subsection (~~Aa~~) shall be responsible for a civil infraction, punishable by a fine of fifty dollars (\$50.00);

~~G)(G)~~ An individual who violates subsections (~~Bb~~), (~~Cc~~), (~~Dd~~), or (~~Ee~~) is guilty of a misdemeanor punishable by a fine of fifty dollars (\$50.00) for each violation.

(H) As used in this section, "tobacco products" shall mean a product that contains tobacco and is intended for human consumption, including, but not limited to, cigarettes, non-cigarette smoking tobacco, cigars, or smokeless tobacco.

D.(I) As used in this section, 'smokeless tobacco' shall mean snuff, snus, chewing tobacco, moist snuff, and any other tobacco that is intended to be used or consumed, whether chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested, by any means other than smoking or combustion."

State Law reference— MCL 722.641, MCL 722.642

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 is published in a newspaper of general circulation within the City—.

YEAS:

NAYS:

ABSTAIN:

ABSENT:

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

Scott Dzurka, Mayor

Mindy J. Seavey, Clerk

**CITY OF ST. JOHNS
RESOLUTION #50-2025**

**RESOLUTION TO INTRODUCE AN ORDINANCE TO ADD SECTION 138.02 AND
ADOPT THE OFFENSES OF MINOR IN POSSESSION OF TOBACCO PRODUCTS,
FURNISHING TOBACCO TO A MINOR, USE OF FRAUDULENT IDENTIFICATION
BY A MINOR, AND FURNISHING FALSE IDENTIFICATION TO A MINOR**

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 24th day of November, 2025 at 6:00 p.m., Local Time.

Present: _____

Absent: _____

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

WHEREAS, the City desires to amend Title XIII (*General Offenses*), Chapter 138 (*Minors*) of the Code of Ordinances of the City of St. Johns, to better align the City of St. Johns Police Department with contemporary best practices and accreditation standards related to the enforcement aspects involving alternative nicotine or vapor products and tobacco used by minors within the City's jurisdiction; and

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

WHEREAS, pursuant to Section 5 of the Charter, the City desires to introduce Ordinance No. _____, An Ordinance to Amend Title XIII, Chapter 138, to amend Section 138.02 (*Use, Purchase, or Possession of Tobacco Products; Selling, Giving, or Furnishing Tobacco Product by Minors; Misrepresentation of Age, Fraudulent Identification Prohibited*)

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

1. The City introduces Ordinance No. _____, An Ordinance to Amend Title XIII, Chapter 138, Section 139.02 (*Definitions*) and Section 139.02 (*Use, Purchase, or Possession of Tobacco Products; Selling, Giving, or Furnishing Tobacco Product by Minors; Misrepresentation of Age, Fraudulent Identification Prohibited*)
2. To the extent that any resolution or portion of resolution is inconsistent with this Resolution, such resolutions or portions of resolutions are hereby rescinded.

ADOPTED:

YEAS: _____

NAYS: _____

STATE OF MICHIGAN)

)

COUNTY OF CLINTON)

I, the undersigned, the duly qualified and acting Clerk of the City of St. Johns, Clinton County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the City Commission of said City at a regular meeting held on the 24th day of November, 2025.

Mindy Seavey, City Clerk

M E M O R A N D U M

TO: St. Johns City Commission & Department Heads

FROM: Chad A. Gamble, P.E., City Manager
Kristina Kinde, Deputy City Manager | City Finance Director

DATE: November 14, 2025

RE: **PROPOSED: 2026 – 2027 FISCAL YEAR BUDGET PREPARATION CALENDAR**

Dec 8, 4:30 pm	Special Commission meeting – Strategic Planning meeting #1 – Discuss Updated SP based on updated Action Plan
Jan 12	Deadline for input of CIP in ClearGov by Department Heads
Jan 13-16	Administrative Team to meet with Department Heads to discuss Capital Improvement Plan, budget goals, long range plans, fee & rate schedules, and personnel needs
Jan 20	Staff Executive Team to discuss personnel recommendations for FY 2026/27
Jan 26, 4pm	Capital Improvement Project detailed presentation and discussion between administration and Commission.
Jan 26, 6pm	Discuss utility rates at regular commission meeting & receive preliminary wage study results
Feb 11	Personnel Advisory Committee meets to discuss personnel recommendations and new draft policy for wage compensation for 2026/27
Feb 19	Department Heads submit budget reports to Finance Director
Feb 23, 4pm	Planning Commission and City Commission to hold joint public hearing for Planning Commission to adopt Capital Improvement Plan and recommendation to City Commission
Feb 23, 6pm	Capital Improvement Plan submitted to the City Commission for preliminary approval for inclusion in budget
Mar 17	Personnel Advisory Committee meets for wage adjustment recommendation (IF NEEDED)
Mar 25	Finance Advisory Committee meeting - overview of draft budget
Apr 6 - Apr 10	Administrative team to meet with department heads to discuss preliminary budget
Apr 21	Finance Advisory Committee meets to review final budget prior to City Commission meeting
Apr 27	Formal presentation of 2026/2027 Budget to City Commission and hold hearing on millage rate; if necessary (Commission sets public hearing) Approval of Wage Compensation Policy
May 4	Notice of hearing to paper
May 7	Publish notice of final hearing (at least 6 days prior to hearing; MSA 141.912)
May 18	Public hearing on budget. Adoption of budget and acceptance of millage rate (at least 7 days after hearing)
May 21	Clerk to submit L-4029 Millage Request Form to County Clerk & other taxing units as per Budget Public Hearing & Budget adoption.
May 22	Summary to paper
Jun 8	Publish budget summary