

**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, December 8, 2025, 6:00 p.m.  
Room 2200 – Clinton County Courthouse**

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

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

**Meeting ID: 205 001 4286**

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

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

**A. OPENING: (6:00 pm – 6:05 pm)**

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

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

- a. Approval of Minutes  
-Regular meeting minutes of November 24, 2025
- b. Receipt of Warrants  
-In the amount of \$764,140.66
- c. Board Re-appointments  
-Staff recommends the city commission reappoint the following: Henry Burkhardt, Compensation Board (5-year term); Kathy Elliott, Board of Ethics (3-year term).
4. Approval of Agenda: (6:05 pm – 6:07 pm) Action Item

**B. PUBLIC HEARINGS:**

**C. PRESENTATIONS:**

1. Quarterly Budget Report (6:07 pm – 6:15 pm) Discussion only  
(Presenter: Kristina Kinde, Treasurer)
2. Social Media Update (6:15 pm – 6:25 pm) Discussion only  
(Presenter: Russell Shellberg, Marketing & Media Coordinator)

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

1. Public comment - agenda & non-agenda items (6:25 pm – 6:28 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 #35-2025 – Resolution to Adopt Fire Code Ordinance Amendment (6:28 pm – 6:40 pm) Action Item  
(Presenter: Kevin Douglas, Fire Chief)
2. Resolution #51-2025 – Request for Rezoning 823 N. Lansing Street – Adoption of Ordinance (6:40 pm – 6:45 pm) Action Item  
(Presenter: Chris Khorey, McKenna)
3. Resolution #52-2025 – Request for Rezoning of Three Unzoned Industrial Parcels – Adoption of Ordinance (6:45 pm – 6:50 pm) Action Item  
(Presenter: Chris Khorey, McKenna)
4. Resolution #53-2025 – to Adopt 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 (6:50 pm – 6:55 pm) Action Item  
(Presenter: David Kirk, Police Chief)
5. Resolution #54-2025 – to Adopt 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 (6:55 pm – 7:00 pm) Action Item  
(Presenter: David Kirk, Police Chief)
6. Resolution #55-2025 – to Adopt 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 (7:00 pm – 7:05 pm) Action Item  
(Presenter: David Kirk, Police Chief)
7. Updates and Consideration for Approval of Bulk Water Agreement with Bingham Township (7:05 pm – 7:20 pm) Action Item  
(Presenter: Chad Gamble, City Manager)

**G. NEW BUSINESS:**

1. Resolution #56-2025 – to Adopt the 2026-2030 Parks and Recreation 5-Year Master Plan  
*(7:20 pm – 7:30 pm) Action Item*  
*(Presenter: Bill Schafer, Parks and Recreation Director)*
2. City Manager Comments *(7:30 pm – 7:40 pm) Discussion only*
3. Commissioner Comments *(7:40 pm – 7:50 pm) Discussion only*

**H. ADJOURNMENT: (7:50 pm)**

(Next Regular Meeting Scheduled for **Monday, January 26, 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**

**NOVEMBER 24, 2025**

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

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

COMMISSIONERS ABSENT: None

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

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

Commissioner Hyzer asked to correct the regular meeting minutes of October 27<sup>th</sup>, on page 10 Commissioner DeLiso made the motion instead of Hyzer.

Clerk Seavey said she will make that correction.

Motion by Commissioner Hufnagel seconded by Commissioner Hyzer that the consent agenda be approved with the change as noted to the minutes.

YEA: Hufnagel, Gurski, Dzurka, Hyzer, DeLiso

NAY: None

Motion carried.

a. Approval of Minutes

Motion by Commissioner Hufnagel seconded by Commissioner Hyzer that the special meeting minutes of October 27, 2025 be approved and the regular meeting minutes of October 27, 2025 be approved with a correction.

YEA: Hufnagel, Gurski, Dzurka, Hyzer, DeLiso

NAY: None

Motion carried.

b. Receipt of Warrants

Motion by Commissioner Hufnagel seconded by Commissioner Hyzer that warrants be approved as presented in the amount of \$570,479.56.

YEA: Hufnagel, Gurski, Dzurka, Hyzer, DeLiso

NAY: None

Motion carried.

c. Board Re-appointments

Motion by Commissioner Hufnagel seconded by Commissioner Hyzer that 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).

YEA: Hufnagel, Gurski, Dzurka, Hyzer, DeLiso

NAY: None

Motion carried.

d. Board Appointments

Motion by Commissioner Hufnagel seconded by Commissioner Hyzer that 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.

YEA: Hufnagel, Gurski, Dzurka, Hyzer, DeLiso

NAY: None

Motion carried.

AGENDA

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

Commissioner Hyzer added City Manager Contract to the agenda.

Mayor Dzurka added that after the Budget Calendar.

Motion by Commissioner Hyzer seconded by Commissioner DeLiso 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
  - 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:

**B. PUBLIC HEARINGS:**

**C. PRESENTATIONS:**

1. Introduction of Marketing & Media Interns – Taylor Austin & Danica Bancroft

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

1. Public comment - agenda & non-agenda items

**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
2. Bingham Water/Sewer Discussions Update
3. Requested Permanent Electric Transmission Line Easement in Industrial Park

**G. NEW BUSINESS:**

1. Filling of Planning Commission Vacant Position
2. Resolution #46-2025 – Regular Meetings of the Planning Commission and Zoning Board of Appeals



3. Resolution #47-2025 – Request for Rezoning 823 N. Lansing Street – Introduction of Ordinance
4. Resolution #48-2025 – Request for Rezoning of Three Unzoned Industrial Parcels – Introduction of Ordinance
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
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. 2026/27 Budget Calendar
8. City Manager Contract (*ADDED TO AGENDA*)
9. City Manager Comments
10. Commissioner Comments

#### **H. ADJOURNMENT:**

YEA: Hufnagel, Gurski, Dzurka, Hyzer, DeLiso

NAY: None

Motion carried.

#### **PUBLIC HEARINGS**

#### **PRESENTATIONS**

##### **1. Introduction of Marketing & Media Interns – Taylor Austin & Danica Bancroft**

City Manager Gamble said we wanted to bring in the new interns. He said Danica Bancroft could not be here tonight, but Taylor Ausitn is here. He said she has been an amazing addition and brings a lot of skill sets and talents to our never-ending efforts to increase and improve our communication to citizens and businesses in the region.

Taylor Austin was present. She said currently she is a web design major at LCC and has been studying different media formats since mid-high school.

City Manager Gamble said she does a great job. She brings a lot of bandwidth to the position. Thank you for all you do for the city.

Mayor Dzurka said thank you and welcome. He said Chad sent around a great update in terms of the benefits we are reaping.

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PERSONS WISHING TO PRESENT TESTIMONY

1. Public Comment

Mayor Dzurka asked if there were any public comments regarding agenda or non-agenda items. He discussed the rules regarding public comment.

There was no one present for public comments.

COMMUNICATIONS

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

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 would take us from 3 precincts to 2 precincts. If this is adopted, the next steps would be formally informing the county clerk; revising our street index with the State; and mailing out new voter ID cards to all affected voters.

Motion by Commissioner DeLiso seconded by Commissioner Gurski that the city commission adopt Resolution #45-2025 to Adopt 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.

2. Bingham Water/Sewer Discussions Update

Mayor Dzurka said at our last meeting we had a chance to talk about this. Over the weekend we received a draft agreement back from Attorney Mike Homier. He said this is new to everyone and we hope to bring this back to our December meeting. Overall, he thinks based on conversations we are really close with this. He thinks it captures most of our comments and is a short-term agreement as we continue to look at an authority down the road.

City Manager Gamble said he is excited we are continuing to iterate agreement with our partners at Bingham Township. A lot of the proposed changes seemed very logical. The

only one issue the commission may want to consider is some sort of capacity maximum for water.

There was a discussion of:

- Previous drafts documents.
- We have greater capacity for water production than for sewer treatment.
- Cheese factory and ITC agreements.
  - ITC was more of a fire protection issue.
- If there was a hard cap we would have to go back and reopen the agreement.
  - Conversations can take place during the review process of the site plan.
- Maybe having a percentage for capacity instead of a number.
- The township is hoping to have an agreement by the end of the year.
  - Their meeting is also on December 8<sup>th</sup>, but at a later time.

### 3. Requested Permanent Electric Transmission Line Easement in Industrial Park

City Manager Gamble discussed: the last meeting; the meeting of the property advisory committee: the easement; overall prices; and we received comments from the Equalization Director of Clinton County, everything checks out in terms of pricing; there is an existing easement for the drain commission on this as well; we need to make sure easements are not incompatible; some other easements regarding abandoned force main; paragraph 1C of easement – they are able to prohibit and/or remove any buildings or other above ground structures that were not pre-existing; current language creates sole use of the area; and to place utilities across we would have to get their permission to do so. He asked for the commission's direction.

There was a discussion of:

- Why do they need exclusive rights to the property?
  - High powered transmission lines.
- It may be helpful to get a dedicated location for that as part of our agreement.
- It feels like we would be granting them excessive control over that space and whether that is standard.
- This is an exclusive easement, which is not uncommon for these types of easements.
- Any liability for us if we own the property and they have an extensive easement with us.
  - Attorney Seurnyck said she would have to ask Scott Hogan since he does this type of work.

City Manager Gamble asked for clarification on the general pricing. The total price is just under \$25,000 for 0.335 acres.



There was a discussion about finding out what other easements they have purchased recently and the price paid.

### NEW BUSINESS

#### 1. Filling of Planning Commission Vacant Position

Mayor Dzurka said we had a recent resignation on the Planning Commission, so now we have two vacant positions.

City Manager Gamble said we have four residents that put their hats in the mix. He said it is more and more difficult to get people to participate. The four candidates are: Kelly Taylor, Tim LeVeck, Shelly Gunther, and Brian Bancroft.

Mayor Dzurka discussed the process the last time we had a vacancy.

Shelley Gunther was present. She discussed: she has lived in St. Johns since 1977; worked in the schools for 23 years at St. Johns and 7 years in Ionia; she retired and worked at LCC for 6-7 years; was a negotiator for SJ Public Schools; President of the hospital auxiliary for 2 years and was also treasurer and served as fundraising chair; worked at the hospital gift shop and was one of the buyers; at LCC, she worked on curriculum development; she works on the elections with Mindy and works on the receiving board. She said she saw this online and thought it might be something interesting and she could give back to the community.

Commissioner DeLiso asked if there is any direction the city is going or not going that she feels strongly about.

Ms. Gunther said no. The streets are being fixed, we have lots of new businesses, and she feels pretty positive about things in St. Johns.

Mayor Dzurka said the planning commission is going through the 5-year master plan. He asked if she had a chance to take a look at it.

Ms. Gunther said no.

Kelly Taylor was present. She discussed: she grew up north of St. Johns and has lived in Clinton County most of her life; she moved into town 2½ years ago; graduated from MSU; works as the Association Manager of the Michigan Farmer's Market Association for 3 years; discussed her financial management, grant management, non-profit work; she volunteered with the St. Johns Downtown Development Authority; is volunteering to

work with the historical society; and discussed her experience onboarding new members. She said a lot of people complain, but are not willing to volunteer.

Commissioner DeLiso asked her the same question that he asked Ms. Gunther.

Ms. Taylor said she has seen a lot of progress in the past decade. She loves bringing friends and family to visit downtown and she worked at Phillips Orchard for a couple of years. She has seen challenges. She has heard about online complaints but gives less credence to that.

Mayor Dzurka asked her about the 5-year master plan.

Ms. Taylor said she did look at it a few months ago. She remembers being excited about it and the intentionality of 5-year plans.

Mayor Dzurka thanked both of them. He recognized Heather Hanover, Chairperson of the planning commission, was in attendance.

There was a discussion of the applications and the commitment time for meetings.

City Manager Gamble said the only special meeting the planning commission would normally hold is the joint CIP (Capital Improvement Plan) meeting.

Commissioner Hufnagel said one candidate that is not here did not list the planning commission at the top of their list on their application.

Motion by Commissioner Gurski seconded by Commissioner Hufnagel that the city commission appoint Kelly Taylor and Shelly Gunther to the Planning Commission.

YEA: Hufnagel, Gurski, Dzurka, Hyzer, DeLiso

NAY: None

Motion carried.

## 2. Resolution #46-2025 – Regular Meetings of the Planning Commission and Zoning Board of Appeals

Motion by Commissioner Hyzer seconded by Commissioner Gurski that the city commission adopt Resolution #46-2025 Establishing and Approving the Dates for the 2026 Regular Meetings of the City Planning Commission and the City Zoning Board of Appeals.

YEA: Hufnagel, Gurski, Dzurka, Hyzer, DeLiso

NAY: None

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Motion carried.

3. Resolution #47-2025 – Request for Rezoning 823 N. Lansing Street – Introduction of Ordinance

Chris Khorey, McKenna, was present on Zoom. He said this is rezoning of an empty parcel on Lansing Street. He said it is zoned municipal Center and the Planning Commission approved the rezoning from MC to R-1 and said an infill home would be very appropriate.

Commissioner Hyzer discussed spot zoning and asked why we are not rezoning that whole block.

Chris Khorey said the Planning Commission has a public hearing scheduled to rezone the rest of the block to R-1 for that exact reason. He said the property owner applied for rezoning and both of those concerns came up.

The owners, Colleen and Jerry Smith, were present. Colleen said they had been waiting for months. They have been working with their realtor trying to get it rezoned, and it was then discovered the neighbors also need to be rezoned. There is no emergency, but they started this process in August or September.

There was a discussion of:

- Delaying the ordinance until the next meeting where all rezoning of that area could be done at once.
  - If delayed, the first reading would be in December, and the final approval wouldn't happen until the end of January.
  - The homeowners are trying to sell the lot.
- The December 3<sup>rd</sup> Planning Commission meeting and the quick turn around for the December 8<sup>th</sup> city commission meeting.

Carrie Dickenson, realtor, was present and said it is a hardship to the owners. She can't market the property until it is rezoned.

There was a discussion of:

- Spot zoning.
  - This would be differential zoning but wouldn't be non-conforming. It is the same type of use as the existing development.

Motion by Commissioner DeLiso seconded by Commissioner Gurski that the city commission adopt Resolution #47-2025.



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YEA: Hufnagel, Gurski, Dzurka, DeLiso

NAY: Hyzer

Motion carried.

4. Resolution #48-2025 – Request for Rezoning of Three Unzoned Industrial Parcels – Introduction of Ordinance

Chris Khorey, McKenna, said this is an unusual situation. He said it is land near Proliant/Glanbia and it not shown as being in city limits. It is within the city limits but does not have a zoning category. He said this is a recommendation of the Planning Commission.

Motion by Commissioner Gurski seconded by Commissioner Hufnagel that the city commission adopt Resolution #48-2025.

YEA: Hufnagel, Gurski, Dzurka, Hyzer, DeLiso

NAY: None

Motion carried.

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

Motion by Commissioner Hufnagel seconded by Commissioner Gurski that the city commission adopt Resolution #49-2025.

Commissioner Hyzer said he thinks it should follow through the county prosecutor's office.

YEA: Hufnagel, Gurski, Dzurka, DeLiso

NAY: Hyzer

Motion carried.

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

Motion by Commissioner Hufnagel seconded by Commissioner Gurski that the city commission adopt Resolution #50-2025.

YEA: Hufnagel, Gurski, Dzurka, DeLiso

NAY: Hyzer  
Motion carried.

#### 7. 2026/27 Budget Calendar

City Manager Gamble said staff presented a draft schedule for your approval. He said some dates might not be fixed in stone yet, but they are target dates. He said it involves 3 special meetings, 3 regular meetings, and the possibility of up to 4 advisory committee meetings.

Mayor Dzurka said it parallels what we did last year.

Commissioner Hyzer asked about the thought process on having the Personnel first then requests from department heads a week later. He said maybe those requests should come first.

City Manager Gamble said that is a very good point. With that particular meeting, we would be working with the MGT study to incorporate framework for their production, a policy statement for the commission to adopt in concert with the budget. He said it is an attempt to incorporate the process into the budget planning, but he understands your comment.

Commissioner Hufnagel asked staff to work with commissioners to get times on their calendars for those meetings.

#### 8. City Manager Contract

Commissioner Hyzer said the contract talked about a 6-month performance evaluation. He wanted to get clarification if we need to get a 6-month evaluation. It is a new contract dated July 10, 2025, but we probably missed it on our part to take it out of the contract.

Mayor Dzurka said it was his understanding that was for the first contract. He said we will be kicking the process off pretty quickly.

There was a discussion of staff evaluations, the budget calendar and the budget process.

#### 9. City Manager Comments

City Manager Gamble discussed:

- Leaf collection update – from Director Smith

- Director Smith said we made it through the first pass of the entire town late last week and began a 2<sup>nd</sup> pass of the north end. Some of the areas look like we didn't take a first pass. They will discontinue brush pick up and will start again in April. He said the weather has been beautiful. Kudos to the guys putting in longer hours.
  - Commissioner Hyzer discussed code enforcement on leaves being raked into the street.
  - Commissioner Hufnagel said he thinks it is education for people. In the past, it was allowable to rake leaves into streets.
    - Director Smith discussed the education process.
- Announcement on the closure of Heist Grill.
- Update on Property Advisory Subcommittee.
  - Sample summary document of discussion.
- MGT schedule overview
- Wilson Center Updates:
  - Roof project 95% complete with minor roof installations left and warranty certification inspection from the manufacturer.
  - Awaiting final approval from NPS.
  - Held second Wilson Center Core Team meeting on November 18<sup>th</sup>.
    - Receiving a proposal from Greater Lansing Council for the Arts
      - Mayor Dzurka said this is a heavy lift for the Arts Council. Potential for partnership with the Greater Lansing Area: additional staff and grant opportunities. Glad they are participating.
    - Guidance on sponsorship flier.
- Held meeting with Bill Tennant RE: the band shell Improvements bid tabulation amount and gap in funding from \$80,000 to what the bids came in at just shy of \$150,000. We are collaboratively working on value engineering the project looking for viable options.
- Labyrinth is complete save the landscaping, concrete walkway and sign. Unless we get an Indian summer, they will be installed next year.
- Sponsorship benches for Fantasy Forest were installed earlier today.
- Sunlight Award Issued to Mindy Seavey from the Michigan Fair Elections Institute.
- DDA Incubator Space.
- Benches/\$5,000 donation check from Meijer.

#### 10. Commissioner Comments

Mayor Dzurka said thank you for getting the advisory meeting summary document started. He said there are a lot of ways to capture core content with meetings now.



Commissioner Gurski said the Clinton Area Ambulance Board continues to work on articles and bylaws and we will see how everything fleshes out. Getting all communities to somewhat agree on anything can be difficult. He said runs continue to be a little bit lower than normal and that is somewhat the consensus across the board in that field. We are definitely taking a hit from Eaton area contracts on the southern tier. The team is working on trying to get us to be the first call. That seems to make sense, but I understand that they also have a business as well that they're tied to, so we'll continue to work on that.

Commissioner DeLiso said kudos to the DPW for leaf collection. He said he noticed how most everybody's really well done and knowing that when you sweep them out to where they're going and they are picked up then they do more of the same. He said he actually gets them out there early. However, every mid-October, I have to wonder if we get our money's worth out of the last street sweeper pass of the season.

Commissioner Hufnagel recognized what the staff is doing on leaf pick up, the streets look great. He said it is a reminder that it's important for us to continue to do this work and it doesn't stop. It certainly makes a difference. There was someone that came into town and pointed out how nice the street they were on looked. Thank you. He discussed the previous conversations on the Trap Neuter Release program. He gave his support for that kind of a program. He said he doesn't think it would conflict with anything and is another tool in the toolbox and he thinks we should give it a try.

Commissioner Hyzer discussed the email he sent to Chad earlier and he responded today. He wants to make sure staff is following the sole purchase policy. Even though the pillow blocks are a sole source, with vendors that are a sole source we need to approve them as sole source. He said to make sure we are getting 3 quotes. Congratulations to Mindy and to DPW on the leaf pick up. The guys do a good job of picking up.

Mayor Dzurka said he is glad thus far work with the number of goals put together. He discussed MGT and comparables. He is glad to see the Property committee talking about the Federal Mogul property. He said he hears several concerns raised over the condition of the property and to make sure we continue to monitor it with the current owners. He is glad Commissioner Hufnagel mentioned the feral cat issue. He shares the concern about being humane to animals, but you want to find some level of balance. He said he is concerned with the program and overall viability. He said there is a cat that scratches out their screens. If cat were to bite a child, who would be responsible? He wants to continue conversations with the county commission on the roles of animal control. He also wants to look at if there are alternate shelters. He recognized Chief Douglas. He said he and Commissioner DeLiso had a chance to sit down with him and Chief Douglas did a really nice job of helping them understand how the building code drives so much of

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the requirements in the existing fire code. He said the fire code makes sure we are maintaining what is in the building code. He said we both have questions about how that occurs with existing buildings and what kind of protocols they might incur here. He wanted to recognize Chief Douglas

ADJOURNMENT

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

YEA: Hufnagel, Gurski, Dzurka, Hyzer, DeLiso

NAY: None

Motion carried.

The meeting was adjourned at 7:50 p.m.

DRAFT



# AGENDA

**CITY OF ST. JOHNS, MICHIGAN**  
**REQUEST FOR COMMISSION ACTION**  
**December 8, 2025**

|  |  |
|--|--|
| <b>Department: Administration</b>                                    | <b>Attachments:</b>  |
| <b>Subject: <i>Quarterly Budget Report Presentation</i></b>          | <b>[ X ] <i>Revenue and Expenditure Report as of 9/30/25</i></b><br><b>[   ]</b><br><b>[   ]</b> |
| <b>Prepared by: Kristina Kinde<br/>Deputy City Manager Treasurer</b> | <b>Approved by: Chad A. Gamble, P.E.<br/>City Manager</b>  |

**SUMMARY/HIGHLIGHT:** This agenda item is meant to highlight fiscal year-to-date revenue and expenditure activity through the first quarter ending September 30, 2025. The only budget amendments are rollover of expenditures related to projects/purchases from fiscal year 2024/25 that were obligated as of June 30, 2025, but not completed, budget adjustments within the same department and grant or insurance revenue and expenses that net to zero. Through the first quarter, revenues and expenditures represent approximately 25% of the budget.

**BACKGROUND/DISCUSSION:** The original budget column indicated in the attachment is the budget approved at the June 2025 Commission meeting. The first set of budget adjustments will be presented during the second quarter budget presentation in January.

**STRATEGIC PLAN OBJECTIVE:** N/A

**FISCAL IMPACT:** This is a presentation of the budget vs. actual year-to-date comparison and has no fiscal impact.

**RECOMMENDATION:** There is no formal action needed to be taken as this is a discussion only item for the Commission's information.

User: KKinDE

DB: City Of St Johns

PERIOD ENDING 09/30/2025

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

|                         |  | 2025-26         |                        |                        |                   |             |
|-------------------------|--|-----------------|------------------------|------------------------|-------------------|-------------|
| GL NUMBER               | DESCRIPTION                              | ORIGINAL BUDGET | 2025-26 AMENDED BUDGET | YTD BALANCE 09/30/2025 | AVAILABLE BALANCE | % BDGT USED |
| Fund 101 - GENERAL FUND |  |                 |                        |                        |                   |             |
| Revenues                |  |                 |                        |                        |                   |             |
| 101-000-404.000         | CURRENT PROPERTY TAX                     | 2,776,612.34    | 2,776,612.34           | 2,612,583.18           | 164,029.16        | 94.09       |
| 101-000-404.001         | ACT 359                                  | 50,000.00       | 50,000.00              | 48,032.13              | 1,967.87          | 96.06       |
| 101-000-405.000         | DELINQUENT PROPERTY TAX                  | 0.00            | 0.00                   | (287.13)               | 287.13            | 100.00      |
| 101-000-434.000         | TRAILER PARK TAX                         | 500.00          | 500.00                 | 0.00                   | 500.00            | 0.00        |
| 101-000-445.000         | INTEREST-PENALTY/DELINQ TAX              | 25,000.00       | 25,000.00              | 11,629.36              | 13,370.64         | 46.52       |
| 101-000-448.000         | COLLECTION FEE                           | 130,000.00      | 130,000.00             | 73,954.22              | 56,045.78         | 56.89       |
| 101-000-477.000         | FRANCHISE FEE                            | 80,000.00       | 80,000.00              | 0.00                   | 80,000.00         | 0.00        |
| 101-000-478.000         | CITY LICENSES AND PERMITS                | 12,000.00       | 12,000.00              | 3,835.00               | 8,165.00          | 31.96       |
| 101-000-494.000         | PARKING PERMITS                          | 10,000.00       | 10,000.00              | 900.00                 | 9,100.00          | 9.00        |
| 101-000-555.000         | MID-STATE HEALTH NTKW GRANT              | 7,000.00        | 7,000.00               | 0.00                   | 7,000.00          | 0.00        |
| 101-000-569.000         | ACT 302 FUNDS-STATE OF MICH              | 1,900.00        | 1,900.00               | 7,511.71               | (5,611.71)        | 395.35      |
| 101-000-573.000         | Local Community Stabilization Share Appr | 140,000.00      | 140,000.00             | 0.00                   | 140,000.00        | 0.00        |
| 101-000-574.000         | STATE REVENUE SHAR SALES TAX             | 0.00            | 0.00                   | (13.00)                | 13.00             | 100.00      |
| 101-000-574.001         | CONSTITUTIONAL                           | 838,867.00      | 838,867.00             | 142,446.00             | 696,421.00        | 16.98       |
| 101-000-574.002         | STATUTORY                                | 133,124.00      | 133,124.00             | 21,334.00              | 111,790.00        | 16.03       |
| 101-000-574.003         | STATE REVENUE SHAR LIQ LIC               | 14,700.00       | 14,700.00              | 0.00                   | 14,700.00         | 0.00        |
| 101-000-574.004         | METRO ACT REVENUE                        | 36,000.00       | 36,000.00              | 0.00                   | 36,000.00         | 0.00        |
| 101-000-626.002         | ADM CHARGES/WATER-SEWER FUND             | 781,066.00      | 781,066.00             | 195,266.50             | 585,799.50        | 25.00       |
| 101-000-626.005         | ADMIN CHARGES-MOBILE EQUIP               | 95,020.00       | 95,020.00              | 23,755.00              | 71,265.00         | 25.00       |
| 101-000-626.006         | ADMIN CHARGES-GARBAGE                    | 74,375.00       | 74,375.00              | 18,593.75              | 55,781.25         | 25.00       |
| 101-000-626.007         | ADMIN CHARGES-LDFA                       | 2,376.00        | 2,376.00               | 594.00                 | 1,782.00          | 25.00       |
| 101-000-626.008         | ADMIN CHARGES - PSD                      | 8,000.00        | 8,000.00               | 2,000.00               | 6,000.00          | 25.00       |
| 101-000-626.009         | ADMIN CHARGES-MAJOR STREET               | 122,577.00      | 122,577.00             | 30,644.25              | 91,932.75         | 25.00       |
| 101-000-626.010         | ADMIN CHARGES-LOCAL STREET               | 63,990.00       | 63,990.00              | 15,997.50              | 47,992.50         | 25.00       |
| 101-000-626.011         | ADMIN CHARGES-DDA                        | 8,000.00        | 8,000.00               | 2,000.00               | 6,000.00          | 25.00       |
| 101-000-627.000         | RENTAL INSPECTION FEES                   | 36,175.00       | 36,175.00              | 11,275.00              | 24,900.00         | 31.17       |
| 101-000-653.000         | RECREATION RECEIPTS                      | 35,000.00       | 35,000.00              | 7,309.25               | 27,690.75         | 20.88       |
| 101-000-656.000         | PARKING VIOLATIONS                       | 8,000.00        | 8,000.00               | 980.00                 | 7,020.00          | 12.25       |
| 101-000-657.000         | CIVIL INFRACTION FINES                   | 2,500.00        | 2,500.00               | 250.00                 | 2,250.00          | 10.00       |
| 101-000-665.000         | INTEREST EARNED/INVESTMENTS              | 40,000.00       | 40,000.00              | 52,490.69              | (12,490.69)       | 131.23      |
| 101-000-667.006         | FELL FARM LAND RENT                      | 500.00          | 500.00                 | 0.00                   | 500.00            | 0.00        |
| 101-000-667.008         | FACILITIES RENTAL                        | 15,000.00       | 15,000.00              | 7,044.00               | 7,956.00          | 46.96       |
| 101-000-674.000         | CONTRIBUTIONS REVENUE-POLICE             | 500.00          | 500.00                 | 150.00                 | 350.00            | 30.00       |
| 101-000-674.007         | GOLF CART INSPECTION FEES                | 0.00            | 0.00                   | 540.00                 | (540.00)          | 100.00      |
| 101-000-674.008         | DESIGNATED CONTRIBUTIONS - POLICE        | 3,500.00        | 3,500.00               | 1,550.00               | 1,950.00          | 44.29       |
| 101-000-676.000         | REIMBURSEMENTS                           | 0.00            | 0.00                   | 7,321.23               | (7,321.23)        | 100.00      |
| 101-000-676.002         | INSURANCE REIMBURSEMENT                  | 50,000.00       | 50,000.00              | 17,648.27              | 32,351.73         | 35.30       |
| 101-000-677.000         | MISCELLANEOUS REVENUE                    | 10,000.00       | 10,000.00              | 2,362.02               | 7,637.98          | 23.62       |
| 101-000-678.000         | MISC REVENUE-RECREATION                  | 0.00            | 0.00                   | 19.00                  | (19.00)           | 100.00      |
| 101-000-678.003         | RECREATION GIFT CERTIFICATES             | 2,000.00        | 2,000.00               | 225.00                 | 1,775.00          | 11.25       |
| 101-000-687.000         | DISTRICT COURT REFUNDS                   | 10,000.00       | 10,000.00              | 5,212.35               | 4,787.65          | 52.12       |
| 101-000-699.034         | USE OF FUND BALANCE                      | 5,000.00        | 5,000.00               | 0.00                   | 5,000.00          | 0.00        |
| TOTAL REVENUES          |  | 5,629,282.34    | 5,629,282.34           | 3,325,153.28           | 2,304,129.06      | 59.07       |
| Expenditures            |  |                 |                        |                        |                   |             |
| 101                     | LEGISLATIVE DEPARTMENT                   | 531,845.98      | 531,845.98             | 90,546.38              | 441,299.60        | 17.02       |
| 172                     | ADMINISTRATION DEPARTMENT                | 1,333,893.89    | 1,345,142.89           | 407,801.67             | 937,341.22        | 30.32       |
| 265                     | MUNICIPAL BUILDING                       | 97,500.00       | 97,500.00              | 24,375.00              | 73,125.00         | 25.00       |
| 301                     | POLICE DEPARTMENT                        | 1,941,338.15    | 1,941,338.15           | 362,912.57             | 1,578,425.58      | 18.69       |
| 441                     | DEPARTMENT OF PUBLIC WORKS               | 531,768.19      | 531,768.19             | 103,999.52             | 427,768.67        | 19.56       |
| 751                     | RECREATION DEPARTMENT                    | 208,353.71      | 208,353.71             | 62,467.09              | 145,886.62        | 29.98       |
| 752                     | PARKS DEPARTMENT                         | 119,185.43      | 119,185.43             | 39,797.66              | 79,387.77         | 33.39       |

PERIOD ENDING 09/30/2025

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

| GL NUMBER                      | DESCRIPTION                 | 2025-26<br>ORIGINAL<br>BUDGET | 2025-26<br>AMENDED BUDGET | YTD BALANCE<br>09/30/2025 | AVAILABLE<br>BALANCE | % BDGT<br>USED |
|--------------------------------|-----------------------------|-------------------------------|---------------------------|---------------------------|----------------------|----------------|
| Fund 101 - GENERAL FUND        |                             |                               |                           |                           |                      |                |
| Expenditures                   |                             |                               |                           |                           |                      |                |
| 901                            | CAPITAL EXPENSE/RESERVES    | 827,105.10                    | 844,447.42                | 601,061.61                | 243,385.81           | 71.18          |
| TOTAL EXPENDITURES             |                             | 5,590,990.45                  | 5,619,581.77              | 1,692,961.50              | 3,926,620.27         | 30.13          |
| Fund 101 - GENERAL FUND:       |                             |                               |                           |                           |                      |                |
| TOTAL REVENUES                 |                             | 5,629,282.34                  | 5,629,282.34              | 3,325,153.28              | 2,304,129.06         | 59.07          |
| TOTAL EXPENDITURES             |                             | 5,590,990.45                  | 5,619,581.77              | 1,692,961.50              | 3,926,620.27         | 30.13          |
| NET OF REVENUES & EXPENDITURES |                             | 38,291.89                     | 9,700.57                  | 1,632,191.78              | (1,622,491.21)       | 6,825.73       |
| Fund 125 - WILSON CENTER       |                             |                               |                           |                           |                      |                |
| Revenues                       |                             |                               |                           |                           |                      |                |
| 125-000-699.101                | TRANSFER FROM GENERAL FUND  | 264,089.37                    | 264,089.37                | 0.00                      | 264,089.37           | 0.00           |
| TOTAL REVENUES                 |                             | 264,089.37                    | 264,089.37                | 0.00                      | 264,089.37           | 0.00           |
| Expenditures                   |                             |                               |                           |                           |                      |                |
| 751                            | RECREATION DEPARTMENT       | 12,976.87                     | 12,976.87                 | 5,087.90                  | 7,888.97             | 39.21          |
| 901                            | CAPITAL EXPENSE/RESERVES    | 251,112.50                    | 251,112.50                | 192,206.25                | 58,906.25            | 76.54          |
| TOTAL EXPENDITURES             |                             | 264,089.37                    | 264,089.37                | 197,294.15                | 66,795.22            | 74.71          |
| Fund 125 - WILSON CENTER:      |                             |                               |                           |                           |                      |                |
| TOTAL REVENUES                 |                             | 264,089.37                    | 264,089.37                | 0.00                      | 264,089.37           | 0.00           |
| TOTAL EXPENDITURES             |                             | 264,089.37                    | 264,089.37                | 197,294.15                | 66,795.22            | 74.71          |
| NET OF REVENUES & EXPENDITURES |                             | 0.00                          | 0.00                      | (197,294.15)              | 197,294.15           | 100.00         |
| Fund 136 - FIRE DEPARTMENT     |                             |                               |                           |                           |                      |                |
| Revenues                       |                             |                               |                           |                           |                      |                |
| 136-000-540.000                | STATE GRANTS                | 0.00                          | 4,955.21                  | 0.00                      | 4,955.21             | 0.00           |
| 136-000-632.000                | RURAL FIRE SERVICE          | 159,800.00                    | 159,800.00                | 42,904.17                 | 116,895.83           | 26.85          |
| 136-000-632.001                | CITY FIRE SERVICE           | 13,500.00                     | 13,500.00                 | 8,850.00                  | 4,650.00             | 65.56          |
| 136-000-665.000                | INTEREST EARNED/INVESTMENTS | 20,000.00                     | 20,000.00                 | 4,185.35                  | 15,814.65            | 20.93          |
| 136-000-676.000                | REIMBURSEMENTS              | 0.00                          | 0.00                      | 10.00                     | (10.00)              | 100.00         |
| 136-000-676.002                | INSURANCE REIMBURSEMENT     | 2,000.00                      | 2,000.00                  | 0.00                      | 2,000.00             | 0.00           |
| 136-000-699.034                | USE OF FUND BALANCE         | 0.00                          | 240,000.00                | 0.00                      | 240,000.00           | 0.00           |
| 136-000-699.035                | TRANSFER FROM GENERAL       | 382,545.73                    | 382,545.73                | 0.00                      | 382,545.73           | 0.00           |
| TOTAL REVENUES                 |                             | 577,845.73                    | 822,800.94                | 55,949.52                 | 766,851.42           | 6.80           |
| Expenditures                   |                             |                               |                           |                           |                      |                |
| 336                            | FIRE DEPARTMENT             | 348,259.31                    | 343,284.31                | 104,809.64                | 238,474.67           | 30.53          |
| 901                            | CAPITAL EXPENSE/RESERVES    | 229,586.42                    | 494,880.42                | 198,992.47                | 295,887.95           | 40.21          |
| TOTAL EXPENDITURES             |                             | 577,845.73                    | 838,164.73                | 303,802.11                | 534,362.62           | 36.25          |

PERIOD ENDING 09/30/2025

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

|                                |                                | 2025-26            | 2025-26        | YTD BALANCE  | AVAILABLE    | % BDGT   |
|--------------------------------|--------------------------------|--------------------|----------------|--------------|--------------|----------|
| GL NUMBER                      | DESCRIPTION                    | ORIGINAL<br>BUDGET | AMENDED BUDGET | 09/30/2025   | BALANCE      | USED     |
| Fund 136 - FIRE DEPARTMENT     |                                |                    |                |              |              |          |
|                                |                                |                    |                |              |              |          |
| Fund 136 - FIRE DEPARTMENT:    |                                |                    |                |              |              |          |
| TOTAL REVENUES                 |                                | 577,845.73         | 822,800.94     | 55,949.52    | 766,851.42   | 6.80     |
| TOTAL EXPENDITURES             |                                | 577,845.73         | 838,164.73     | 303,802.11   | 534,362.62   | 36.25    |
| NET OF REVENUES & EXPENDITURES |                                | 0.00               | (15,363.79)    | (247,852.59) | 232,488.80   | 1,613.23 |
|                                |                                |                    |                |              |              |          |
| Fund 202 - MAJOR STREET FUND   |                                |                    |                |              |              |          |
| Revenues                       |                                |                    |                |              |              |          |
| 202-000-546.000                | GAS TAX REFUND (ACT 51)        | 866,614.00         | 866,614.00     | 282,578.57   | 584,035.43   | 32.61    |
| 202-000-546.001                | BUILD MICHIGAN (ACT 51)        | 17,686.00          | 17,686.00      | 4,413.15     | 13,272.85    | 24.95    |
| 202-000-676.002                | INSURANCE REIMBURSEMENT        | 1,000.00           | 1,000.00       | 718.63       | 281.37       | 71.86    |
| 202-000-699.007                | TRANSFER FROM STREET MILLAGE   | 449,297.43         | 449,297.43     | 0.00         | 449,297.43   | 0.00     |
|                                |                                |                    |                |              |              |          |
| TOTAL REVENUES                 |                                | 1,334,597.43       | 1,334,597.43   | 287,710.35   | 1,046,887.08 | 21.56    |
|                                |                                |                    |                |              |              |          |
| Expenditures                   |                                |                    |                |              |              |          |
| 451                            | NEW CONSTRUCTION               | 557,633.59         | 557,633.59     | 0.00         | 557,633.59   | 0.00     |
| 463                            | STREET MAINTENANCE             | 909,554.41         | 986,667.91     | 38,894.53    | 947,773.38   | 3.94     |
| 475                            | TRAFFIC SERVICE MAINTENANCE    | 34,621.00          | 44,814.60      | 1,095.52     | 43,719.08    | 2.44     |
| 479                            | SNOW AND ICE CONTROL           | 27,553.00          | 27,553.00      | 789.54       | 26,763.46    | 2.87     |
| 483                            | ADMINISTRATION AND ENGINEERING | 128,577.00         | 128,577.00     | 30,644.25    | 97,932.75    | 23.83    |
|                                |                                |                    |                |              |              |          |
| TOTAL EXPENDITURES             |                                | 1,657,939.00       | 1,745,246.10   | 71,423.84    | 1,673,822.26 | 4.09     |
|                                |                                |                    |                |              |              |          |
| Fund 202 - MAJOR STREET FUND:  |                                |                    |                |              |              |          |
| TOTAL REVENUES                 |                                | 1,334,597.43       | 1,334,597.43   | 287,710.35   | 1,046,887.08 | 21.56    |
| TOTAL EXPENDITURES             |                                | 1,657,939.00       | 1,745,246.10   | 71,423.84    | 1,673,822.26 | 4.09     |
| NET OF REVENUES & EXPENDITURES |                                | (323,341.57)       | (410,648.67)   | 216,286.51   | (626,935.18) | 52.67    |
|                                |                                |                    |                |              |              |          |
| Fund 203 - LOCAL STREET FUND   |                                |                    |                |              |              |          |
| Revenues                       |                                |                    |                |              |              |          |
| 203-000-546.000                | GAS TAX REFUND (ACT 51)        | 302,929.52         | 302,929.52     | 102,688.82   | 200,240.70   | 33.90    |
| 203-000-546.001                | BUILD MICHIGAN (ACT 51)        | 6,182.23           | 6,182.23       | 1,603.72     | 4,578.51     | 25.94    |
| 203-000-676.002                | INSURANCE REIMBURSEMENT        | 500.00             | 500.00         | 280.11       | 219.89       | 56.02    |
| 203-000-677.000                | MISCELLANEOUS REVENUE          | 0.00               | 0.00           | 40.00        | (40.00)      | 100.00   |
| 203-000-699.007                | TRANSFER FROM STREET MILLAGE   | 464,433.57         | 464,433.57     | 0.00         | 464,433.57   | 0.00     |
| 203-000-699.008                | TRANSFER FROM MAJOR STREET     | 250,000.00         | 250,000.00     | 0.00         | 250,000.00   | 0.00     |
|                                |                                |                    |                |              |              |          |
| TOTAL REVENUES                 |                                | 1,024,045.32       | 1,024,045.32   | 104,612.65   | 919,432.67   | 10.22    |
|                                |                                |                    |                |              |              |          |
| Expenditures                   |                                |                    |                |              |              |          |
| 463                            | STREET MAINTENANCE             | 951,339.55         | 970,261.39     | 36,633.52    | 933,627.87   | 3.78     |
| 475                            | TRAFFIC SERVICE MAINTENANCE    | 21,283.00          | 26,414.93      | 986.83       | 25,428.10    | 3.74     |
| 479                            | SNOW AND ICE CONTROL           | 27,196.00          | 27,196.00      | 452.01       | 26,743.99    | 1.66     |
| 483                            | ADMINISTRATION AND ENGINEERING | 71,055.95          | 71,055.95      | 15,997.50    | 55,058.45    | 22.51    |
|                                |                                |                    |                |              |              |          |
| TOTAL EXPENDITURES             |                                | 1,070,874.50       | 1,094,928.27   | 54,069.86    | 1,040,858.41 | 4.94     |

PERIOD ENDING 09/30/2025

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

| GL NUMBER  | DESCRIPTION                 | 2025-26<br>ORIGINAL<br>BUDGET | 2025-26<br>AMENDED BUDGET | YTD BALANCE<br>09/30/2025 | AVAILABLE<br>BALANCE | % BDGT<br>USED |
|--|-----------------------------|-------------------------------|---------------------------|---------------------------|----------------------|----------------|
| Fund 203 - LOCAL STREET FUND                         |                             |                               |                           |                           |                      |                |
| Fund 203 - LOCAL STREET FUND:                        |                             |                               |                           |                           |                      |                |
| TOTAL REVENUES                                       |                             | 1,024,045.32                  | 1,024,045.32              | 104,612.65                | 919,432.67           | 10.22          |
| TOTAL EXPENDITURES                                   |                             | 1,070,874.50                  | 1,094,928.27              | 54,069.86                 | 1,040,858.41         | 4.94           |
| NET OF REVENUES & EXPENDITURES                       |                             | (46,829.18)                   | (70,882.95)               | 50,542.79                 | (121,425.74)         | 71.30          |
| Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY            |                             |                               |                           |                           |                      |                |
| Revenues   |                             |                               |                           |                           |                      |                |
| 248-000-404.000                                      | CURRENT PROPERTY TAX        | 54,877.44                     | 54,877.44                 | 58,020.68                 | (3,143.24)           | 105.73         |
| 248-000-665.000                                      | INTEREST EARNED/INVESTMENTS | 250.00                        | 250.00                    | 0.00                      | 250.00               | 0.00           |
| TOTAL REVENUES                                       |                             | 55,127.44                     | 55,127.44                 | 58,020.68                 | (2,893.24)           | 105.25         |
| Expenditures   |                             |                               |                           |                           |                      |                |
| 451  | NEW CONSTRUCTION            | 56,120.01                     | 56,120.01                 | 9,269.66                  | 46,850.35            | 16.52          |
| TOTAL EXPENDITURES                                   |                             | 56,120.01                     | 56,120.01                 | 9,269.66                  | 46,850.35            | 16.52          |
| Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:           |                             |                               |                           |                           |                      |                |
| TOTAL REVENUES                                       |                             | 55,127.44                     | 55,127.44                 | 58,020.68                 | (2,893.24)           | 105.25         |
| TOTAL EXPENDITURES                                   |                             | 56,120.01                     | 56,120.01                 | 9,269.66                  | 46,850.35            | 16.52          |
| NET OF REVENUES & EXPENDITURES                       |                             | (992.57)                      | (992.57)                  | 48,751.02                 | (49,743.59)          | 4,911.60       |
| Fund 250 - LOCAL DEVELOPMENT FINANCE AUTHORITY FUND  |                             |                               |                           |                           |                      |                |
| Revenues   |                             |                               |                           |                           |                      |                |
| 250-000-404.000                                      | CURRENT PROPERTY TAX        | 200,589.47                    | 200,589.47                | 226,498.63                | (25,909.16)          | 112.92         |
| 250-000-665.000                                      | INTEREST EARNED/INVESTMENTS | 1,000.00                      | 1,000.00                  | 0.00                      | 1,000.00             | 0.00           |
| TOTAL REVENUES                                       |                             | 201,589.47                    | 201,589.47                | 226,498.63                | (24,909.16)          | 112.36         |
| Expenditures   |                             |                               |                           |                           |                      |                |
| 172  | ADMINISTRATION DEPARTMENT   | 6,676.00                      | 6,676.00                  | 734.67                    | 5,941.33             | 11.00          |
| TOTAL EXPENDITURES                                   |                             | 6,676.00                      | 6,676.00                  | 734.67                    | 5,941.33             | 11.00          |
| Fund 250 - LOCAL DEVELOPMENT FINANCE AUTHORITY FUND: |                             |                               |                           |                           |                      |                |
| TOTAL REVENUES                                       |                             | 201,589.47                    | 201,589.47                | 226,498.63                | (24,909.16)          | 112.36         |
| TOTAL EXPENDITURES                                   |                             | 6,676.00                      | 6,676.00                  | 734.67                    | 5,941.33             | 11.00          |
| NET OF REVENUES & EXPENDITURES                       |                             | 194,913.47                    | 194,913.47                | 225,763.96                | (30,850.49)          | 115.83         |
| Fund 251 - PRINCIPAL SHOPPING DISTRICT               |                             |                               |                           |                           |                      |                |
| Revenues   |                             |                               |                           |                           |                      |                |
| 251-000-452.006                                      | DOWNTOWN BUSINESS DISTRICT  | 42,825.00                     | 42,825.00                 | 38,430.00                 | 4,395.00             | 89.74          |
| 251-000-653.001                                      | FARMERS' MARKET             | 1,500.00                      | 1,500.00                  | 735.25                    | 764.75               | 49.02          |
| 251-000-653.003                                      | CAR SHOWS                   | 3,000.00                      | 3,000.00                  | 2,528.00                  | 472.00               | 84.27          |



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

|  |                             | 2025-26         |                        |                        |                   |             |
|--|-----------------------------|-----------------|------------------------|------------------------|-------------------|-------------|
| GL NUMBER                                    | DESCRIPTION                 | ORIGINAL BUDGET | 2025-26 AMENDED BUDGET | YTD BALANCE 09/30/2025 | AVAILABLE BALANCE | % BDGT USED |
| Fund 251 - PRINCIPAL SHOPPING DISTRICT       |                             |                 |                        |                        |                   |             |
| Revenues                                     |                             |                 |                        |                        |                   |             |
| 251-000-653.005                              | MINT FESTIVAL               | 35,000.00       | 35,000.00              | 27,582.15              | 7,417.85          | 78.81       |
| 251-000-653.013                              | WINTER FESTIVAL             | 500.00          | 500.00                 | 0.00                   | 500.00            | 0.00        |
| 251-000-665.000                              | INTEREST EARNED/INVESTMENTS | 0.00            | 0.00                   | 60.23                  | (60.23)           | 100.00      |
| 251-000-674.005                              | CORPORATE SPONSORS          | 1,000.00        | 1,000.00               | 0.00                   | 1,000.00          | 0.00        |
| 251-000-679.000                              | MARKETING CO-OP             | 3,000.00        | 3,000.00               | 0.00                   | 3,000.00          | 0.00        |
| TOTAL REVENUES                               |                             | 86,825.00       | 86,825.00              | 69,335.63              | 17,489.37         | 79.86       |
| Expenditures                                 |                             |                 |                        |                        |                   |             |
| 172  | ADMINISTRATION DEPARTMENT   | 87,859.99       | 87,859.99              | 40,209.05              | 47,650.94         | 45.76       |
| TOTAL EXPENDITURES                           |                             | 87,859.99       | 87,859.99              | 40,209.05              | 47,650.94         | 45.76       |
| Fund 251 - PRINCIPAL SHOPPING DISTRICT:      |                             |                 |                        |                        |                   |             |
| TOTAL REVENUES                               |                             | 86,825.00       | 86,825.00              | 69,335.63              | 17,489.37         | 79.86       |
| TOTAL EXPENDITURES                           |                             | 87,859.99       | 87,859.99              | 40,209.05              | 47,650.94         | 45.76       |
| NET OF REVENUES & EXPENDITURES               |                             | (1,034.99)      | (1,034.99)             | 29,126.58              | (30,161.57)       | 2,814.19    |
| Fund 401 - FANTASY FOREST                    |                             |                 |                        |                        |                   |             |
| Revenues                                     |                             |                 |                        |                        |                   |             |
| 401-000-665.000                              | INTEREST EARNED/INVESTMENTS | 0.00            | 0.00                   | 2,248.70               | (2,248.70)        | 100.00      |
| 401-000-674.003                              | CONTRIBUTIONS/DONATIONS     | 0.00            | 0.00                   | 10,350.00              | (10,350.00)       | 100.00      |
| 401-000-699.101                              | TRANSFER FROM GENERAL FUND  | 0.00            | 0.00                   | 576,538.12             | (576,538.12)      | 100.00      |
| TOTAL REVENUES                               |                             | 0.00            | 0.00                   | 589,136.82             | (589,136.82)      | 100.00      |
| Expenditures                                 |                             |                 |                        |                        |                   |             |
| 451  | NEW CONSTRUCTION            | 0.00            | 676,861.03             | 314,274.13             | 362,586.90        | 46.43       |
| TOTAL EXPENDITURES                           |                             | 0.00            | 676,861.03             | 314,274.13             | 362,586.90        | 46.43       |
| Fund 401 - FANTASY FOREST:                   |                             |                 |                        |                        |                   |             |
| TOTAL REVENUES                               |                             | 0.00            | 0.00                   | 589,136.82             | (589,136.82)      | 100.00      |
| TOTAL EXPENDITURES                           |                             | 0.00            | 676,861.03             | 314,274.13             | 362,586.90        | 46.43       |
| NET OF REVENUES & EXPENDITURES               |                             | 0.00            | (676,861.03)           | 274,862.69             | (951,723.72)      | 40.61       |
| Fund 402 - WILSON CENTER CAPITAL IMPROVEMENT |                             |                 |                        |                        |                   |             |
| Revenues                                     |                             |                 |                        |                        |                   |             |
| 402-000-665.000                              | INTEREST EARNED/INVESTMENTS | 25,000.00       | 25,000.00              | 24,760.73              | 239.27            | 99.04       |
| 402-000-676.000                              | REIMBURSEMENTS              | 0.00            | 0.00                   | 29,448.00              | (29,448.00)       | 100.00      |
| TOTAL REVENUES                               |                             | 25,000.00       | 25,000.00              | 54,208.73              | (29,208.73)       | 216.83      |
| Expenditures                                 |                             |                 |                        |                        |                   |             |

PERIOD ENDING 09/30/2025

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

| GL NUMBER                                      | DESCRIPTION                              | 2025-26            | 2025-26        | YTD BALANCE | AVAILABLE      | % BDGT   |
|--|--|--------------------|----------------|-------------|----------------|----------|
|  |  | ORIGINAL<br>BUDGET | AMENDED BUDGET | 09/30/2025  | BALANCE        | USED     |
| Fund 402 - WILSON CENTER CAPITAL IMPROVEMENT   |  |                    |                |             |                |          |
| Expenditures                                   |  |                    |                |             |                |          |
| 451  | NEW CONSTRUCTION                         | 2,100,000.00       | 2,100,000.00   | 26.25       | 2,099,973.75   | 0.00     |
| TOTAL EXPENDITURES                             |  | 2,100,000.00       | 2,100,000.00   | 26.25       | 2,099,973.75   | 0.00     |
|  |  |                    |                |             |                |          |
| Fund 402 - WILSON CENTER CAPITAL IMPROVEMENT:  |  |                    |                |             |                |          |
| TOTAL REVENUES                                 |  | 25,000.00          | 25,000.00      | 54,208.73   | (29,208.73)    | 216.83   |
| TOTAL EXPENDITURES                             |  | 2,100,000.00       | 2,100,000.00   | 26.25       | 2,099,973.75   | 0.00     |
| NET OF REVENUES & EXPENDITURES                 |  | (2,075,000.00)     | (2,075,000.00) | 54,182.48   | (2,129,182.48) | 2.61     |
| Fund 406 - STREET MILLAGE FUNDS III            |  |                    |                |             |                |          |
| Revenues                                       |  |                    |                |             |                |          |
| 406-000-404.000                                | CURRENT PROPERTY TAX                     | 896,376.74         | 896,376.74     | 853,493.09  | 42,883.65      | 95.22    |
| 406-000-445.000                                | INTEREST-PENALTY/DELINQ TAX              | 800.00             | 800.00         | 484.60      | 315.40         | 60.58    |
| 406-000-569.000                                | STATE GRANTS - OTHER                     | 0.00               | 0.00           | 2,254.62    | (2,254.62)     | 100.00   |
| 406-000-573.000                                | Local Community Stabilization Share Appr | 40,000.00          | 40,000.00      | 0.00        | 40,000.00      | 0.00     |
| TOTAL REVENUES                                 |  | 937,176.74         | 937,176.74     | 856,232.31  | 80,944.43      | 91.36    |
| Expenditures                                   |  |                    |                |             |                |          |
| 451  | NEW CONSTRUCTION                         | 913,731.00         | 913,731.00     | 0.00        | 913,731.00     | 0.00     |
| TOTAL EXPENDITURES                             |  | 913,731.00         | 913,731.00     | 0.00        | 913,731.00     | 0.00     |
|  |  |                    |                |             |                |          |
| Fund 406 - STREET MILLAGE FUNDS III:           |  |                    |                |             |                |          |
| TOTAL REVENUES                                 |  | 937,176.74         | 937,176.74     | 856,232.31  | 80,944.43      | 91.36    |
| TOTAL EXPENDITURES                             |  | 913,731.00         | 913,731.00     | 0.00        | 913,731.00     | 0.00     |
| NET OF REVENUES & EXPENDITURES                 |  | 23,445.74          | 23,445.74      | 856,232.31  | (832,786.57)   | 3,651.97 |
| Fund 410 - PARK IMPROVEMENTS CAPITAL PROJECTS  |  |                    |                |             |                |          |
| Revenues                                       |  |                    |                |             |                |          |
| 410-000-699.009                                | TRANSFER FROM GF                         | 15,000.00          | 15,000.00      | 0.00        | 15,000.00      | 0.00     |
| TOTAL REVENUES                                 |  | 15,000.00          | 15,000.00      | 0.00        | 15,000.00      | 0.00     |
| Expenditures                                   |  |                    |                |             |                |          |
| 901  | CAPITAL EXPENSE/RESERVES                 | 15,000.00          | 15,000.00      | 0.00        | 15,000.00      | 0.00     |
| TOTAL EXPENDITURES                             |  | 15,000.00          | 15,000.00      | 0.00        | 15,000.00      | 0.00     |
|  |  |                    |                |             |                |          |
| Fund 410 - PARK IMPROVEMENTS CAPITAL PROJECTS: |  |                    |                |             |                |          |
| TOTAL REVENUES                                 |  | 15,000.00          | 15,000.00      | 0.00        | 15,000.00      | 0.00     |
| TOTAL EXPENDITURES                             |  | 15,000.00          | 15,000.00      | 0.00        | 15,000.00      | 0.00     |

PERIOD ENDING 09/30/2025

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

| GL NUMBER                                     | DESCRIPTION                              | 2025-26            | 2025-26        | YTD BALANCE  | AVAILABLE    | % BDGT |
|---|--|--------------------|----------------|--------------|--------------|--------|
|   |  | ORIGINAL<br>BUDGET | AMENDED BUDGET | 09/30/2025   | BALANCE      | USED   |
| Fund 410 - PARK IMPROVEMENTS CAPITAL PROJECTS |  |                    |                |              |              |        |
| NET OF REVENUES & EXPENDITURES                |  | 0.00               | 0.00           | 0.00         | 0.00         | 0.00   |
| Fund 515 - GARBAGE FUND                       |  |                    |                |              |              |        |
| Revenues                                      |  |                    |                |              |              |        |
| 515-000-404.000                               | CURRENT PROPERTY TAX                     | 300,535.35         | 300,535.35     | 316,760.85   | (16,225.50)  | 105.40 |
| 515-000-445.000                               | INTEREST-PENALTY/DELINQ TAX              | 1,000.00           | 1,000.00       | 179.83       | 820.17       | 17.98  |
| 515-000-569.000                               | STATE GRANTS - OTHER                     | 0.00               | 0.00           | 526.08       | (526.08)     | 100.00 |
| 515-000-573.000                               | Local Community Stabilization Share Appr | 4,500.00           | 4,500.00       | 0.00         | 4,500.00     | 0.00   |
| 515-000-635.001                               | WASTE SERVICES FEE                       | 605,542.32         | 605,542.32     | 99,943.08    | 505,599.24   | 16.50  |
| 515-000-635.002                               | WASTE SERVICES PENALTY                   | 0.00               | 0.00           | 2,535.96     | (2,535.96)   | 100.00 |
| 515-000-665.000                               | INTEREST EARNED/INVESTMENTS              | 2,000.00           | 2,000.00       | 2,344.95     | (344.95)     | 117.25 |
| 515-000-676.002                               | INSURANCE REIMBURSEMENT                  | 1,500.00           | 1,500.00       | 500.62       | 999.38       | 33.37  |
| TOTAL REVENUES                                |  | 915,077.67         | 915,077.67     | 422,791.37   | 492,286.30   | 46.20  |
| Expenditures                                  |  |                    |                |              |              |        |
| 528   | SANITATION ACTIVITIES                    | 960,342.31         | 1,030,905.49   | 213,676.19   | 817,229.30   | 20.73  |
| TOTAL EXPENDITURES                            |  | 960,342.31         | 1,030,905.49   | 213,676.19   | 817,229.30   | 20.73  |
| Fund 515 - GARBAGE FUND:                      |  |                    |                |              |              |        |
| TOTAL REVENUES                                |  | 915,077.67         | 915,077.67     | 422,791.37   | 492,286.30   | 46.20  |
| TOTAL EXPENDITURES                            |  | 960,342.31         | 1,030,905.49   | 213,676.19   | 817,229.30   | 20.73  |
| NET OF REVENUES & EXPENDITURES                |  | (45,264.64)        | (115,827.82)   | 209,115.18   | (324,943.00) | 180.54 |
| Fund 592 - WATER AND WASTEWATER FUND          |  |                    |                |              |              |        |
| Revenues                                      |  |                    |                |              |              |        |
| 592-000-540.000                               | STATE GRANTS                             | 0.00               | 94,000.00      | 0.00         | 94,000.00    | 0.00   |
| 592-000-607.004                               | NSF FEE                                  | 500.00             | 500.00         | 390.00       | 110.00       | 78.00  |
| 592-000-613.000                               | DELINQUENT WATER SEWER FEES              | 20,000.00          | 20,000.00      | 0.00         | 20,000.00    | 0.00   |
| 592-000-633.000                               | WATER/CAPITAL FEE                        | 1,000.00           | 1,000.00       | 0.00         | 1,000.00     | 0.00   |
| 592-000-633.001                               | SEWER/CAPITAL FEE                        | 10,000.00          | 10,000.00      | 14,663.07    | (4,663.07)   | 146.63 |
| 592-000-633.002                               | FINAL/TURN ON-OFF                        | 2,000.00           | 2,000.00       | 270.00       | 1,730.00     | 13.50  |
| 592-000-642.000                               | SUPPLY SALES                             | 5,000.00           | 5,000.00       | 2,777.70     | 2,222.30     | 55.55  |
| 592-000-643.000                               | CITY WATER CHARGES                       | 3,651,585.00       | 3,651,585.00   | 1,145,796.09 | 2,505,788.91 | 31.38  |
| 592-000-643.001                               | TOWNSHIP WATER CHARGES                   | 0.00               | 0.00           | 11,043.74    | (11,043.74)  | 100.00 |
| 592-000-643.002                               | TWNSHIP WATER PENALTY                    | 100.00             | 100.00         | 310.17       | (210.17)     | 310.17 |
| 592-000-643.100                               | CITY WATER CHG PENALTY                   | 20,000.00          | 20,000.00      | 40,771.27    | (20,771.27)  | 203.86 |
| 592-000-644.000                               | CITY SEWER CHARGES                       | 3,259,459.00       | 3,259,459.00   | 1,151,641.43 | 2,107,817.57 | 35.33  |
| 592-000-644.001                               | TOWNSHIP SEWER CHARGES                   | 0.00               | 0.00           | 33,554.59    | (33,554.59)  | 100.00 |
| 592-000-644.100                               | CITY SEWER CHG PENALTY                   | 25,000.00          | 25,000.00      | 26,703.84    | (1,703.84)   | 106.82 |
| 592-000-644.200                               | TWNSHIP SEWER PENALTY                    | 500.00             | 500.00         | 772.19       | (272.19)     | 154.44 |
| 592-000-653.012                               | LAB REVENUE                              | 30,000.00          | 30,000.00      | 1,190.00     | 28,810.00    | 3.97   |
| 592-000-665.000                               | INTEREST EARNED/INVESTMENTS              | 20,000.00          | 20,000.00      | 9,987.47     | 10,012.53    | 49.94  |
| 592-000-676.002                               | INSURANCE REIMBURSEMENT                  | 18,000.00          | 18,000.00      | 6,006.28     | 11,993.72    | 33.37  |
| 592-000-677.000                               | MISCELLANEOUS REVENUE                    | 10,000.00          | 10,000.00      | 225.00       | 9,775.00     | 2.25   |
| 592-000-699.034                               | USE OF FUND BALANCE                      | 70,000.00          | 70,000.00      | 0.00         | 70,000.00    | 0.00   |
| TOTAL REVENUES                                |  | 7,143,144.00       | 7,237,144.00   | 2,446,102.84 | 4,791,041.16 | 33.80  |

PERIOD ENDING 09/30/2025

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

| GL NUMBER   | DESCRIPTION                   | 2025-26<br>ORIGINAL<br>BUDGET | 2025-26<br>AMENDED BUDGET | YTD BALANCE<br>09/30/2025 | AVAILABLE<br>BALANCE | % BDGT<br>USED |
|---|-------------------------------|-------------------------------|---------------------------|---------------------------|----------------------|----------------|
| Fund 592 - WATER AND WASTEWATER FUND                |                               |                               |                           |                           |                      |                |
| Expenditures  |                               |                               |                           |                           |                      |                |
| 536   | WATER AND SEWER REVENUE BONDS | 230,512.14                    | 230,512.14                | 123,999.64                | 106,512.50           | 53.79          |
| 540   | WATER PRODUCTION              | 1,051,077.53                  | 1,051,077.53              | 232,658.08                | 818,419.45           | 22.14          |
| 541   | WATER DISTRIBUTION            | 607,013.31                    | 607,013.31                | 140,433.30                | 466,580.01           | 23.14          |
| 550   | WASTEWATER TREATMENT PLANT    | 1,257,730.75                  | 1,285,930.75              | 338,210.62                | 947,720.13           | 26.30          |
| 560   | CAPITAL IMPROVEMENTS          | 3,088,800.00                  | 3,976,963.37              | 254,511.46                | 3,722,451.91         | 6.40           |
| 561   | ADMINISTRATION                | 907,732.67                    | 907,732.67                | 202,901.14                | 704,831.53           | 22.35          |
| TOTAL EXPENDITURES                                  |                               | 7,142,866.40                  | 8,059,229.77              | 1,292,714.24              | 6,766,515.53         | 16.04          |
| Fund 592 - WATER AND WASTEWATER FUND:               |                               |                               |                           |                           |                      |                |
| TOTAL REVENUES                                      |                               | 7,143,144.00                  | 7,237,144.00              | 2,446,102.84              | 4,791,041.16         | 33.80          |
| TOTAL EXPENDITURES                                  |                               | 7,142,866.40                  | 8,059,229.77              | 1,292,714.24              | 6,766,515.53         | 16.04          |
| NET OF REVENUES & EXPENDITURES                      |                               | 277.60                        | (822,085.77)              | 1,153,388.60              | (1,975,474.37)       | 140.30         |
| Fund 661 - MOTOR POOL FUND                          |                               |                               |                           |                           |                      |                |
| Revenues  |                               |                               |                           |                           |                      |                |
| 661-000-665.000                                     | INTEREST EARNED/INVESTMENTS   | 0.00                          | 0.00                      | 5,313.72                  | (5,313.72)           | 100.00         |
| 661-000-676.001                                     | RENTAL REIMBURSEMENT          | 2,000.00                      | 2,000.00                  | 0.00                      | 2,000.00             | 0.00           |
| 661-000-699.034                                     | USE OF FUND BALANCE           | 75,000.00                     | 75,000.00                 | 0.00                      | 75,000.00            | 0.00           |
| 661-000-699.040                                     | TRANSFERS FROM OTHER DEPTS    | 495,024.18                    | 495,024.18                | 0.00                      | 495,024.18           | 0.00           |
| 661-000-699.136                                     | TRANSFER FROM FIRE            | 31,833.19                     | 31,833.19                 | 0.00                      | 31,833.19            | 0.00           |
| TOTAL REVENUES                                      |                               | 603,857.37                    | 603,857.37                | 5,313.72                  | 598,543.65           | 0.88           |
| Expenditures  |                               |                               |                           |                           |                      |                |
| 271   | MOBILE EQUIPMENT EXPENDITURES | 603,857.37                    | 976,177.37                | 110,041.22                | 866,136.15           | 11.27          |
| TOTAL EXPENDITURES                                  |                               | 603,857.37                    | 976,177.37                | 110,041.22                | 866,136.15           | 11.27          |
| Fund 661 - MOTOR POOL FUND:                         |                               |                               |                           |                           |                      |                |
| TOTAL REVENUES                                      |                               | 603,857.37                    | 603,857.37                | 5,313.72                  | 598,543.65           | 0.88           |
| TOTAL EXPENDITURES                                  |                               | 603,857.37                    | 976,177.37                | 110,041.22                | 866,136.15           | 11.27          |
| NET OF REVENUES & EXPENDITURES                      |                               | 0.00                          | (372,320.00)              | (104,727.50)              | (267,592.50)         | 28.13          |
| Fund 805 - SPECIAL ASSESSMENT CAPITAL PROJECT FUND  |                               |                               |                           |                           |                      |                |
| Revenues  |                               |                               |                           |                           |                      |                |
| 805-000-451.000                                     | SPECIAL ASSESSMENTS           | 0.00                          | 0.00                      | 2,067.00                  | (2,067.00)           | 100.00         |
| TOTAL REVENUES                                      |                               | 0.00                          | 0.00                      | 2,067.00                  | (2,067.00)           | 100.00         |
| Fund 805 - SPECIAL ASSESSMENT CAPITAL PROJECT FUND: |                               |                               |                           |                           |                      |                |
| TOTAL REVENUES                                      |                               | 0.00                          | 0.00                      | 2,067.00                  | (2,067.00)           | 100.00         |
| TOTAL EXPENDITURES                                  |                               | 0.00                          | 0.00                      | 0.00                      | 0.00                 | 0.00           |

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

| GL NUMBER  | DESCRIPTION | 2025-26            | 2025-26        | YTD BALANCE  | AVAILABLE      | % BDGT |
|--|-------------|--------------------|----------------|--------------|----------------|--------|
|  |             | ORIGINAL<br>BUDGET | AMENDED BUDGET | 09/30/2025   | BALANCE        | USED   |
| Fund 805 - SPECIAL ASSESSMENT CAPITAL PROJECT FUND |             |                    |                |              |                |        |
| NET OF REVENUES & EXPENDITURES                     |             | 0.00               | 0.00           | 2,067.00     | (2,067.00)     | 100.00 |
|  |             |                    |                |              |                |        |
| TOTAL REVENUES - ALL FUNDS                         |             | 18,812,657.88      | 19,151,613.09  | 8,503,133.53 | 10,648,479.56  | 44.40  |
| TOTAL EXPENDITURES - ALL FUNDS                     |             | 21,048,192.13      | 23,484,570.90  | 4,300,496.87 | 19,184,074.03  | 18.31  |
| NET OF REVENUES & EXPENDITURES                     |             | (2,235,534.25)     | (4,332,957.81) | 4,202,636.66 | (8,535,594.47) | 96.99  |

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, December 8, 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 Title IX, Chapter 91: Fire Prevention of the City of St. Johns Code of Ordinances and to Adopt the 2021 Edition of the International Fire Code
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
3. 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.
4. 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.
5. An Ordinance to Amend the City's Zoning Ordinance to Rezone 823 N. Lansing Street.
6. An Ordinance to Amend the City's Zoning Ordinance to Rezone Properties.

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-11867228 11/30/2025

**CITY OF ST. JOHNS, MICHIGAN**  
**REQUEST FOR COMMISSION ACTION**  
**December 8th, 2025 City Commission Meeting**

|  |   |                                   |
|--|---|-----------------------------------|
| <b>Department: Fire Department</b>                                     | <b>Attachments:</b>   | <b>Submitted to CA for Review</b> |
| <b>Subject: <i>Second Reading of Fire Code Ordinance Amendment</i></b> | [ X ] <i>Memo to City Manager about Fire Code</i><br>[ X ] <b>Resolution #35-2025</b><br><br>[X] <b>Fire Code Ordinance</b> | [ N/A]<br><br>[ X ]<br><br>[ X ]  |
| <b>Prepared by: Kevin Douglas, Fire Chief</b>                          | <b>Approved by: Chad A. Gamble, P.E.,<br/>City Manager</b>  |                                   |

**SUMMARY/HIGHLIGHT:** Since the last City Commission meeting on October 27, 2025, City Manager Gamble and I have continued to work diligently to obtain the necessary clarification and ensure accurate information is presented to the Commission.

This work included a productive meeting with Mayor Dzurka, Commissioner DeLiso, City Manager Gamble, Deputy City Manager Kinde, and myself. During this session, we provided a comprehensive overview of the International Fire Code (IFC), discussed specific areas of concern, and examined the correlation between the International Fire Code and the Michigan Building Code (MBC).

*Key Clarifications on Code Authority*

Through this meeting and subsequent discussions, we were able to definitively clarify the roles of the two codes:

**Michigan Building Code (MBC):** This code dictates all requirements pertaining to the installation of sprinkler systems for businesses and commercial properties.

**International Fire Code (IFC):** This code primarily serves as the operational manual governing the day-to-day use, maintenance, and inspection of fire suppression systems once a building has been constructed and has received its Certificate of Occupancy. This includes stipulations for annual maintenance records and inspection schedules.

*Inspection Requirements for Existing Systems*

Discussion was also held regarding the inspection requirements for businesses or properties with sprinkler systems that were installed prior to the adoption of the 2021 IFC.

Upon review of the 2021 IFC, we confirmed that buildings with pre-adoption sprinkler systems are mandated to have their systems inspected annually. Furthermore, this annual inspection requirement is also enforced by the Michigan Building Code through its specific referencing of the International Fire Code.

**BACKGROUND/DISCUSSION:** This request seeks the City Commission's approval to adopt the 2021 edition of the International Fire Code (IFC), including Appendix Chapters A, B, C, D, and I, and to amend Title IX, Chapter 91: Fire Prevention of the City of St. Johns Code of Ordinances. This critical update will replace the outdated 1990 BOCA Fire Code, significantly

enhancing the City's ability to safeguard life and property from fire and explosion hazards. Key amendments include updated definitions, clarification on permits, revised penalties for violations, and explicit prohibitions on open burning and residential incinerators.

**STRATEGIC PLAN OBJECTIVE:** The Fire Code updates with the following key objectives of the cities Strategic Plan:

- Land Use Goal #1: Accommodate a diverse, strong commercial and office base that serves the needs of residents and businesses within the community.
- Neighborhood Goal #1: Preserve, Protect, and Enhance the integrity, economic viability and livability of St. John's neighborhoods.

**FISCAL IMPACT:** The primary fiscal impact associated with adopting the 2021 International Fire Code will be related to:

- **Initial Training:** Potential costs for training Fire Department personnel and other relevant City staff on the updated code provisions. These costs are anticipated to be minimal, as many fire professionals are already familiar with IFC standards.
- **Enforcement and Administration:** The updated code may lead to a slight increase in administrative duties related to permit issuance and inspections, though this is expected to be absorbed within existing departmental budgets. The revised penalty structure (Section 112.4) may generate some revenue from civil infractions, which could partially offset administrative costs.
- **Reduced Fire Losses:** While difficult to quantify precisely, a more robust and modern fire code is expected to lead to a reduction in fire incidents, property damage, and associated emergency response costs over the long term.

Overall, the fiscal impact is anticipated to be manageable and outweighed by the long-term benefits of enhanced public safety and reduced fire-related losses.

**RECOMMENDATION:** *Staff recommends the City Commission adopt Resolution #35-2025, to approve the proposed ordinance amendment to update the Fire Code from the BOCA National Fire Prevention Code 1990 Version to the 2021 International Fire Code with the proposed changes.*



## **Part I: Administration and Definitions (Chapters 1-2)**

- **Chapter 1: Scope and Administration:** Establishes the code's applicability, sets the authority and duties of the Fire Code Official, outlines the processes for permits (operational and construction), inspections, and appeals.
  - **Chapter 2: Definitions:** Provides precise meanings for technical terms used throughout the code to ensure consistent interpretation and application.
- 

## **Part II: General Safety Provisions (Chapters 3-4)**

- **Chapter 3: General Requirements:** Covers fundamental fire safety precautions for various activities and premises, including **open burning**, ignition sources, handling of combustible waste, open-flame devices, and general storage.
  - **Chapter 4: Emergency Planning and Preparedness:** Details requirements for **fire safety plans**, **emergency evacuation plans**, occupant notification, emergency safety information, and employee training for life safety.
- 

## **Part III: Building and Equipment Design Features (Chapters 5-12)**

- **Chapter 5: Fire Service Features:** Focuses on facilitating fire department operations. Key topics include **fire apparatus access roads**, premises identification (addressing), fire protection water supplies and **fire hydrants**, and Knox box/emergency key access.
- **Chapter 6: Building Services and Systems:** Addresses fire safety related to a building's utility systems, such as **electrical systems** (e.g., preventing hazards, safe use of extension cords), **fuel-fired appliances**, commercial cooking equipment (hoods and exhaust), and mechanical refrigeration.
- **Chapter 7: Fire and Smoke Protection Features:** Establishes requirements for maintaining the integrity of **fire-resistance-rated construction** (like firewalls and fire barriers), firestopping, smoke barriers, and fire-resistant joint systems.
- **Chapter 8: Interior Finish, Decorative Materials and Furnishings:** Regulates the **flammability and fire-propagation characteristics** of interior wall and ceiling finishes, floor finishes, decorative materials (like curtains and artwork), and furniture, particularly in public assembly areas.

- **Chapter 9: Fire Protection and Life Safety Systems:** Covers the comprehensive requirements for the design, installation, maintenance, and inspection of **fire suppression systems** (e.g., automatic sprinklers), **fire alarm and detection systems**, standpipe systems, and smoke control systems.
  - **Chapter 10: Means of Egress:** Specifies the design and operational requirements for safe exiting from a building, including **exit capacity**, number of exits, travel distance, door hardware (e.g., panic hardware), and exit illumination and signage.
  - **Chapter 11: Construction Requirements for Existing Buildings:** Addresses fire and life safety requirements that apply to **existing buildings**, including provisions for fire protection upgrades, changes of occupancy, and historic structures.
  - **Chapter 12: Energy Systems:** A newer chapter focusing on the safe installation, operation, and maintenance of modern energy systems, such as **Energy Storage Systems (ESS)**, stationary fuel cell power systems, and solar photovoltaic (PV) power systems.
  - **Chapters 13-19: Reserved.**
- 

## **Part IV: Special Occupancies and Operations** **(Chapters 20-40)**

This section provides specific requirements for operations and buildings with elevated or unique fire hazards:

- **Examples of Occupancies/Operations Covered:** Aviation facilities, motor fuel-dispensing facilities, dry cleaning, flammable finishes (spray booths), **tents/temporary structures**, and **high-piled combustible storage** (warehouses).
- **Chapter 33: Fire Safety During Construction and Demolition:** Stipulates measures to prevent fires during building activities, including provisions for temporary fire protection systems, fire fighter access, and site safety plans.
- **Chapter 40: Storage of Distilled Spirits and Wines:** (New in the 2021 code) Provides specific requirements for the storage of alcohol in barrels and casks, often found in distilleries and aging facilities.
- **Chapters 41-49: Reserved.**

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## **Part V: Hazardous Materials (Chapters 50-67)**

This is a large and critical section that regulates the storage, handling, and use of materials that pose a physical or health hazard.

- **Chapter 50: Hazardous Materials – General Provisions:** Establishes the framework, definitions, control areas, permits, and general operational requirements for all hazardous materials.
- **Chapters 51 & 53-67 (Specific Hazardous Materials):** Provides detailed requirements for individual classes of hazardous materials, including:
  - **Aerosols** (Chapter 51)
  - **Compressed Gases** (Chapter 53)
  - **Flammable and Combustible Liquids** (Chapter 57)
  - **Explosives and Fireworks** (Chapter 56)
  - **Cryogenic Fluids** (Chapter 55)
  - **Highly Toxic and Toxic Materials** (Chapter 60)
  - **Liquefied Petroleum Gas (LPG)** (Chapter 61)
- **Chapters 68-79: Reserved.**

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## **Part VI & VII: Referenced Standards and Appendices (Chapter 80 & Appendices)**

- **Chapter 80: Referenced Standards:** Lists all the national standards (like NFPA standards) that are adopted by reference and made part of the code's requirements.
- **Appendices:** Contains optional, jurisdictionally adoptable provisions that cover specific technical details. Common appendices include:
  - **Fire-Flow Requirements** (Appendix B)
  - **Fire Hydrant Locations and Distribution** (Appendix C)
  - **Fire Apparatus Access Roads** (Appendix D)

## City Commission Areas of Concern

### Fire Suppression System Requirements (2021 International Fire Code/ 2021 Michigan Building Code)

| Occupancy Group | Description (Examples)                       | Primary Sprinkler Threshold (If any one is met)  | Code Section (Approximate)  |
|-----------------|--|--|-----------------------------|
| A-1             | Theaters, Concert Halls                      | Fire area > 12,000 sq. ft. OR Occupant load $\geq$ 300 OR Located on a floor other than the level of exit discharge.                                 | IBC/IFC 903.2.1.1           |
| A-2             | Nightclubs, Restaurants, Bars, Taverns       | Fire area > 5,000 sq. ft. OR Occupant load $\geq$ 100 OR Located on a floor other than the level of exit discharge.                                  | IBC/IFC 903.2.1.2           |
| A-3 & A-4       | Churches, Gymnasiums, Museums                | Fire area > 12,000 sq. ft. OR Occupant load $\geq$ 300 OR Located on a floor other than the level of exit discharge.                                 | IBC/IFC 903.2.1.3/903.2.1.4 |
| A-5             | Grandstands, Stadiums (Outdoor)              | Occupant load $\geq$ 100 on an occupied roof area (for A-2) OR $\geq$ 300 (for other Group A's) where all floors below the roof must be sprinklered. | IBC/IFC 903.2.1.5           |
| E               | Educational (Schools, Day Care)              | Fire area > 12,000 sq. ft. OR Occupant load $\geq$ 300 OR Located on a floor other than the level of exit discharge.                                 | IBC/IFC 903.2.3             |
| F-1             | Factory/Industrial (Moderate Hazard)         | Fire area > 12,000 sq. ft. OR $\geq$ 3 stories above grade plane OR Combined F-1 fire areas > 24,000 sq. ft.   | IBC/IFC 903.2.4             |
| H               | High Hazard (Explosives, Toxics, etc.)       | Required in ALL Group H occupancies (H-1, H-2, H-3, H-4, H-5), regardless of area or height.   | IBC/IFC 903.2.5             |
| I-1             | Institutional (Assisted Living, Group Homes) | Required in ALL Group I-1, including Condition 1 and Condition 2, regardless of area or height.  | IBC/IFC 903.2.6             |
| I-2             | Institutional (Hospitals, Nursing Homes)     | Required in ALL Group I-2, regardless of area or height.   | IBC/IFC 903.2.6             |
| I-3             | Institutional (Prisons, Jails)               | Required in ALL Group I-3, regardless of area or height.   | IBC/IFC 903.2.6             |
| I-4             | Day Care Centers (Occupant load $\geq$ 6)    | Required in ALL Group I-4, regardless of area or height.   | IBC/IFC 903.2.6             |
| M               | Mercantile (Retail Stores)                   | Fire area > 12,000 sq. ft. OR $\geq$ 3 stories above grade plane OR Combined M fire areas > 24,000 sq. ft. OR Where used for                         | IBC/IFC 903.2.7             |

|                     |                                       | display/sale of upholstered furniture/mattresses, fire area > 5,000 sq. ft.   |                            |
|---------------------|---------------------------------------|---|----------------------------|
| R-1                 | Residential (Hotels, Motels)          | Required in ALL Group R-1, regardless of area or height.  | IBC/IFC 903.2.8            |
| Occupancy Group     | Description (Examples)                | Primary Sprinkler Threshold (If any one is met)   | Code Section (Approximate) |
| R-2                 | Residential (Apartments, Dormitories) | Required throughout ALL buildings containing R-2 occupancies. (This is a very common requirement for multi-family residential).   | IBC/IFC 903.2.8            |
| S-1                 | Storage (Moderate Hazard)             | Fire area > 12,000 sq. ft. OR $\geq 3$ stories above grade plane OR Combined S-1 fire areas > 24,000 sq. ft.  | IBC/IFC 903.2.9            |
| High-Piled Storage  | Defined in IFC Chapter 32             | Required where storage height is greater than 12 feet (for certain commodities) or 6 feet (for high-hazard commodities) in fire areas exceeding a certain size (often 12,000 sq. ft. or less, depending on the hazard). | IFC Chapter 32             |
| General Height/Area | All Occupancies (except R-3)          | Any building that has an occupied floor located more than 55 feet above the lowest level of Fire Department access.   | IBC/IFC 903.2              |

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## Smoke Alarm Requirements (2021 Michigan Residential Code)

### New Construction & Substantial Renovation

| Requirement | Details   | Power Source   | Interconnection   |
|-------------|---|--|---|
| Location    | <p>1. In each sleeping room.</p> <p>2. Outside each separate sleeping area in the immediate vicinity of the bedrooms.</p> | Primary power must be from the <b>building wiring</b> (hardwired) when commercial power is available, with a <b>battery backup</b> . | Where more than one is required within a dwelling unit, they <b>must be interconnected</b> so that activating one alarm activates all |

|                  |  |  |                     |
|------------------|--|--|---------------------|
|                  | <p><b>3. On each additional story</b> of the dwelling, including basements and habitable attics (but not crawl spaces or uninhabitable attics).</p>  |  | alarms in the unit. |
| <b>Placement</b> | <p>Alarms must be installed in accordance with <b>NFPA 72</b> (National Fire Alarm and Signaling Code) and the manufacturer's instructions.</p>  |  |                     |
| <b>Type</b>      | <p>Ionization alarms must be placed <b>not less than 20 feet horizontally</b> from a permanently installed cooking appliance. Photoelectric alarms must be placed <b>not less than 6 feet horizontally</b> from a cooking appliance.</p> |  |                     |

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## Carbon Monoxide (CO) Alarm Requirements (2021 Michigan Residential Code)

### New Construction & Substantial Renovation

CO alarms are required in new and renovated one- and two-family dwellings that contain **fuel-burning appliances** (like a furnace, boiler, or fireplace) or have an **attached garage**.

| Requirement | Details  | Power Source  | Standards  |
|-------------|--|---|--|
| Location    | <p><b>1. In the vicinity of the bedrooms</b><br/>(which may include one device near all adjacent bedrooms).</p> <p><b>2. In areas adjacent to an attached garage.</b></p> <p><b>3. In areas adjacent to fuel-burning appliances.</b></p> | Hardwired, interconnected CO alarms are required (often combination smoke/CO alarms). They must be wired with a <b>battery backup</b> . | Alarms must be <b>approved</b> (e.g., listed as complying with <b>ANSI/UL 2034</b> or <b>ANSI/UL 2075</b> ) and installed per the manufacturer's instructions. |
| Thresholds  | The code <b>does not typically specify a concentration threshold (PPM)</b> for <i>residential</i> single-station alarms; it only requires the device to be <b>listed</b> (UL 2034/2075) and <b>operational</b> ,                         |   |  |

|  |  |  |  |
|--|--|--|--|
|  | meaning it will sound an alarm based on its internal design to meet the standard's performance requirements. |  |  |
|--|--|--|--|

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# Installation in Existing Structures

Requirements for existing structures are triggered by specific events and generally require the installation to meet **new dwelling standards**

## Smoke Alarms in Existing Dwellings

| Triggering Event   | Requirement for Existing Dwelling Unit   | Exceptions   |
|--|--|--|
| <b>Alterations, repairs, or additions</b> requiring a building permit. | The dwelling unit <b>must be equipped with smoke alarms located as required for new dwellings</b> (in bedrooms, outside sleeping areas, and on every level). | Work involving only the <b>exterior surfaces</b> (e.g., roofing, siding, windows, doors, decks) is <b>exempt</b> . |
| <b>Adding or creating one or more sleeping rooms.</b>                  | The dwelling unit <b>must be equipped with smoke alarms located as required for new dwellings.</b>   |  |
| <b>All residential dwellings (including existing homes</b>             | All residential dwellings must have at least one <b>operational smoke alarm</b>  |  |



|  |  |  |
|--|--|--|
| <b>built before Nov. 6, 1974)</b>      | installed. At the time of <b>sale or lease</b> of a one/two-family home, it must have at minimum an operable <b>ten-year, sealed lithium battery smoke alarm</b> .                                 |  |
| <b>Existing Battery-Powered Alarms</b> | Must be replaced by <b>10-year sealed battery smoke alarms</b> when the existing device is no longer operational, is <b>10 years older</b> than the date of manufacture, or if no date is present. |  |

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## Carbon Monoxide Alarms in Existing Dwellings

| Triggering Event   | Requirement for Existing Dwelling Unit   |
|--|--|
| <b>Renovation of a single-family dwelling</b> in which a permit is required.   | Requires the installation of at least <b>one operational CO device</b> located in the vicinity of bedrooms, near an attached garage, and near any fuel-burning appliances. |
| <b>Addition or creation of a bedroom.</b>  | Requires the installation of at least <b>one operational CO device</b> as specified above.   |
| <b>Sale or transfer</b> of an existing single-family dwelling or multi-family dwelling unit <b>with a fuel-burning heater/appliance, a fireplace, or an attached garage.</b> | Requires an <b>operational CO alarm</b> to be installed in the vicinity of the bedrooms.   |

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## Smoke Alarm Requirements (2021 MBC/MRC)

### 1. New Construction (MBC - Commercial/Multi-Family & MRC - Single/Two-Family)

| Feature         | Requirement (Residential Sleeping Areas)          | Threshold/Location   |
|-----------------|---|--|
| Location        | Required to be installed in all of the following: | * <b>Inside</b> every sleeping room.   |
|                 |   | * <b>Outside</b> each separate sleeping area, in the immediate vicinity of the bedrooms.   |
|                 |   | * <b>On every story</b> of the dwelling unit, including basements. <i>(Not required in crawl spaces or uninhabitable attics)</i> |
| Power Source    | Must be hardwired with battery backup.            | * Primary power from the building wiring (commercial source).  |
|                 |   | * Secondary power from a battery backup.   |
| Interconnection | Required for all alarms within a dwelling unit.   | * When one alarm sounds, all alarms within that individual dwelling unit must sound.   |

|  |  |   |
|--|--|---|
|  |  | <p><b>* Exception:</b> Listed wireless (radio-frequency) alarms are permitted as an alternative to physical wiring.</p> |
|--|--|---|

## 2. Existing Construction (MIEBC & MRC)

Upgrades in existing buildings are generally triggered by construction activity:

| Trigger                                   | Requirement  |
|---|--|
| <b>Alterations, Repairs, or Additions</b> | When work requiring a permit occurs, or when one or more sleeping rooms are added or created in an existing dwelling unit, the entire dwelling unit <b>must be equipped with smoke alarms as required for new dwellings</b> (hardwired, interconnected, proper locations). |
| <b>Exemptions</b>                         | The new alarm requirement <b>does not apply to:</b>  |
|   | <p>* Work involving only the <b>exterior surfaces</b> (e.g., roofing, siding, replacement windows/doors, adding a porch/deck).</p>   |
|   | <p>* Installation, alteration, or repairs of electrical, plumbing, or mechanical systems <b>that do not expose the interior finish</b> (walls/ceilings).</p>   |

|                        |   |
|------------------------|---|
| <b>Older Buildings</b> | Buildings constructed before <b>November 6, 1974</b> , generally require at least one operational smoke alarm per dwelling unit, but they may be exempt from the current hardwired/interconnected requirements if no substantial alteration has occurred since. |
|------------------------|---|

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## **Carbon Monoxide (CO) Detector Requirements (MBC/MRC)**

### **1. New Construction (MBC - Commercial/Multi-Family & MRC - Single/Two-Family)**

CO alarms are generally required in dwelling units, sleeping units, and classrooms where **any** of the following conditions exist:

| <b>Triggering Condition</b>  | <b>Location Required</b>  |
|------------------------------|---|
| <b>Attached Garage</b>       | In dwelling units, sleeping units, or classrooms that have a <b>communicating opening</b> to an attached private garage.                        |
| <b>Fuel-Fired Appliances</b> | In dwelling units or sleeping units that contain a <b>fuel-fired appliance</b> (e.g., gas furnace, gas water heater, gas fireplace, or boiler). |
| <b>Location</b>              | Must be installed in the following areas:   |
|                              | * <b>Outside</b> each separate sleeping area, in the immediate vicinity of the bedrooms.  |

|  |   |
|--|---|
|  | * In areas adjacent to an attached garage.          |
|  | * In areas adjacent to any fuel-burning appliances. |

## 2. Existing Construction (MIEBC & MRC)

The CO alarm requirements for new construction are extended to existing dwellings when certain work is performed:

| Trigger                        | Requirement  |
|--------------------------------|--|
| <b>Work Requiring a Permit</b> | Where work requiring a building permit occurs in existing dwellings that <b>have attached garages or contain fuel-fired appliances</b> , the dwelling unit <b>shall be equipped with CO alarms</b> as required for new construction. |
| <b>Exception (Alterations)</b> | In alterations to existing dwellings, the CO alarms <b>are permitted to be battery-powered</b> instead of hardwired, provided they are UL 2034 listed.   |

## City Commission Frequently Asked Questions

- If a person was to build a duplex or two-family dwelling, would it need to be sprinkled?
  - o No, Michigan Residential code does not require building to be sprinkled, does require the two dwelling units shall be separated from each other by wall and floor assemblies having not less than a 1-hour fire resistance rating.

- **What if someone wants to build a single story, 4 single family dwelling units that are attached, would it need to be sprinkled?**
  - o No, the Michigan Building Code does not require this. It does require that a build like this be classified as a townhouse and each townhouse shall be considered a separate building and be separated by a 2 hour fire resistance rated wall assembly.
- **What are townhouses?**
  - o Defined by International Fire Code, Michigan Building Code and Michigan Residential Code as "a single-family dwelling unit constructed in a group of three or more attached units in which each unit extends from the foundation to roof and with open space on at least two sides."
- **If a property owner owns a building or buys an existing building and they are renovating it, when would they be required to follow the International Fire Code?**
  - o If there is a change of use of the building so from a Business Occupancy to a High Hazard Storage Facility.
- **Why does the International Fire Code worry about Multi Family Dwellings for Smoke Detectors and CO Detectors but not Single-Family Dwellings?**
  - o The International Fire Code is for any type of commercial property and buildings. The Michigan Residential Code regulates the installation of Smoke and CO Detectors in one- or two-family dwellings. Furthermore, the Michigan Residential Code requires that "When alterations, repairs, or additions requiring a permit occur, or when 1 or more sleeping rooms are added or created in existing dwellings, the individual dwelling unit shall be equipped with smoke alarms located as required for new dwellings.
- **What will this cost property and business owners once the International Fire Code goes into effect?**
  - o There would be no costs for property owners once the updated fire code goes into effect. If the property owner decides to do construction, alterations, relocation, enlargement, replacement, repair, change of use and occupancy they would then need to adhere to the requirements of the Michigan Building Code which cites portions of the International Fire Code. The requirements from the Michigan Building Code would incur the costs and not the International Fire Code.

**CITY OF ST. JOHNS**  
**#35-2025**

**RESOLUTION TO ADOPT AN ORDINANCE TO AMEND TITLE IX, CHAPTER 91: FIRE PREVENTION OF THE CITY OF ST. JOHNS CODE OF ORDINANCES AND TO ADOPT THE 2021 EDITION OF THE INTERNATIONAL FIRE CODE, REGULATING AND GOVERNING THE SAFEGUARDING OF LIFE AND PROPERTY FROM FIRE AND EXPLOSION HAZARDS ARISING FROM THE STORAGE, HANDLING AND USE OF HAZARDOUS SUBSTANCES, MATERIALS AND DEVICES FROM CONDITIONS HAZARDOUS TO THE LIFE OR PROPERTY IN THE OCCUPANCY OF BUILDINGS AND PREMISES IN THE CITY OF ST. JOHNS: TO AMEND CERTAIN PROVISIONS THEREOF CONCERNING PERMITS; TO ESTABLISH PENALTIES FOR THE VIOLATION OF THE ORDINANCE; TO ADD DEFINITIONS; TO PROHIBIT OPEN BURNING; TO PROHIBIT INDOOR INCINERATORS; TO ADOPT A SAVINGS PROVISION; TO REPEAL ALL OTHER ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT THEREWITH; AND TO PROVIDE AN EFFECTIVE DATE HEREOF.**

At a regular meeting of the City Commission of the City of St. Johns, Clinton County, Michigan, held at the Clinton County Courthouse, 100 E. State Street, Suite #2200, in said City on the 8<sup>th</sup> day of December, 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 and governing conditions hazardous to life and property within the city limits by fire or explosion; and

WHEREAS, the City now desires to amend Title IX (*General Regulations*), Chapter 91 (*Fire Prevention*) of the Code of Ordinances of the City of St. Johns, to allow the City to establish clear regulations governing the safeguarding of life and property from fire and explosion hazards arising from the storage, handling, and use of hazardous substances, materials, and devices, and from conditions hazardous to life or property in the occupancy of buildings and premises as herein provided in addition to providing for the issuance of permits and collection of fees therefor; 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 introduced Ordinance No. \_\_\_\_\_, An Ordinance to Amend Title IX: General Regulations, Chapter 91: Fire Prevention (“Ordinance”) on July 28, 2025; and

WHEREAS, the City now desires to adopt the Ordinance.

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

1. The City adopts Ordinance No. \_\_\_\_\_, An Ordinance to Amend Title IX: General Regulations, Chapter 91: Fire Prevention.
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 8<sup>th</sup> day of December, 2025.

\_\_\_\_\_  
Mindy Seavey, City Clerk



**CITY OF ST. JOHNS  
CLINTON COUNTY, MICHIGAN  
ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE TO AMEND TITLE IX, CHAPTER 91: FIRE PREVENTION OF THE CITY OF ST. JOHNS CODE OF ORDINANCES AND TO ADOPT THE 2021 EDITION OF THE INTERNATIONAL FIRE CODE, REGULATING AND GOVERNING THE SAFEGUARDING OF LIFE AND PROPERTY FROM FIRE AND EXPLOSION HAZARDS ARISING FROM THE STORAGE, HANDLING AND USE OF HAZARDOUS SUBSTANCES, MATERIALS AND DEVICES FROM CONDITIONS HAZARDOUS TO THE LIFE OR PROPERTY IN THE OCCUPANCY OF BUILDINGS AND PREMISES IN THE CITY OF ST. JOHNS: TO AMEND CERTAIN PROVISIONS THEREOF CONCERNING PERMITS; TO ESTABLISH PENALTIES FOR THE VIOLATION OF THE ORDINANCE; TO ADD DEFINITIONS; TO PROHIBIT OPEN BURNING; TO PROHIBIT INDOOR INCINERATORS; TO ADOPT A SAVINGS PROVISION; TO REPEAL ALL OTHER ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT THEREWITH; AND TO PROVIDE AN EFFECTIVE DATE HEREOF.**

**THE CITY OF ST. JOHNS, CLINTON COUNTY, MICHIGAN, ORDAINS:**

**Section 1. Amendment to Title IX: General Regulations, Chapter 91: Fire Prevention, §91.01.**  
Chapter 91, §91.01 of the City Code is amended in its entirety to read as follows:

**§91.01 - Adoption of the International Fire Code.**

**(A)** The *International Fire Code*, 2021 edition, including Appendix Chapters A, B, C, D, and I (see *International Fire Code* Section 101.2.1, 2021 edition), as published by the International Code Council, is hereby adopted as the Fire Code of the City of St. Johns in the State of Michigan for the purpose of:

(1) prescribing regulations governing the safeguarding of life and property from fire and explosion hazards arising from the storage, handling, and use of hazardous substances, materials, and devices, and from conditions hazardous to life or property in the occupancy of buildings and premises as herein provided; and

(2) providing for the issuance of permits and collection of fees therefor.

**(B)** A complete copy of the Fire Code is available for public use and inspection in the Office of the City Clerk.

**(C)** From the date on which the ordinance is set forth in this section shall take effect, the provisions of the Fire Code shall be controlling within the limits of the City.

Each and all of the regulations, provisions, penalties, conditions, and terms of said Fire Code on file in the Office of the City Clerk are hereby referred to, adopted, and made a part hereof, as if fully set out in this legislation, with the additions, insertions, deletions and changes, if any, set forth herein.

**Section 2. Amendment to Title IX: General Regulations, Chapter 91: Fire Prevention, §91.05.**  
Chapter 91, §91.05 of the City Code is amended in its entirety to read as follows:

**§91.05 – Changes in Code.**

The following articles, sections and subsections of the Fire ~~Prevention~~ Code herein adopted are amended or deleted as set forth and additional sections and subsections are added as indicated. Subsequent section numbers used in this chapter shall refer to the like numbered sections of the Fire ~~Prevention~~ Code.

**(A) Section 101.1 “TITLE.”** Amended to read as follows:

*101.1 Title.* These regulations shall be known as the Fire Code of the City of St. Johns, hereinafter referred to as “this code.”

**(B) Section 103.1, “CREATION OF AGENCY.”** Amended to read as follows:

*103.1 Creation of agency.* The City of St. Johns Fire Department is hereby created and the official in charge thereof shall be known as the fire code official. The function of the agency shall be the implementation, administration and enforcement of the provisions of this code.

**(C) Section 105.1.1, “PERMITS REQUIRED.”** Amended to read as follows:

*105.1.1 Permits Required.* Permits required by this Code shall be obtained from the Fire Code Official. Permit and inspection fees, in an amount which shall be established from time to time by Resolution of the City of St. Johns Board of trustees shall be paid prior to the issuance of the permit. Issued Permits shall be kept on the premise designated therein at all times and shall be readily available for inspection by The Fire Code Official.

**(D) Section 112, “VIOLATIONS.”** Amended to read as follows:

*112.4 Violation Penalties.* Persons who shall violate a provision of this Code or shall fail to comply with any of the requirements thereof or who shall erect, install, alter, repair or do work in violation of the approved construction documents or directive of the Fire Code Official or of a permit or certificate issued under provisions of this Code shall be responsible for a civil infraction, punishable by a fine not less than Fifty and no/100 Dollars (\$50.00) or greater than Five Hundred and no/100 Dollars (\$500.00); or, in the alternative, be guilty of a misdemeanor, punishable by a fine of not more than \$500.00 or by imprisonment not exceeding ninety-three (93) days or both such fine and imprisonment. Each day the violation continues shall be

deemed a separate offense. In addition, fire response costs incurred by the City of St. Johns shall be paid to the City of St. Johns Pursuant to the provisions of MCL 41.806a.

**(E) Section 112.4.1, “ABATEMENT OF VIOLATION.”** Amended to read as follows:

*112.4.1 Abatement of Violations.* In addition to the imposition of the penalties herein described, the Fire Code Official is authorized to institute appropriate action to prevent unlawful construction or to restrain, correct or abate a violation; to prevent illegal occupancy of a structure or premises; or to stop an illegal act, conduct of business or occupancy of a structure or about any premise.

**(F) Section 112.4.2, “OTHER REMEDIES.”** Amended to read as follows:

*112.4.2 Other Remedies.* In addition to any other remedies available at law, the township may bring an action for an injunction or other process against a person to restrain, prevent or abate any violation of this Ordinance.

**(G) Section 302.1, “DEFINITIONS.”** Amended, in part, to read as follows:

*302.1 Definitions.*

**Permit** shall mean the authorization granted by the Fire Chief, his/her designee, or the Fire Code Official pursuant to the criteria established in this Ordinance, including, but not limited to, weather conditions, and any other basis relative to health, safety and welfare of Township residents.

**Recreational Fire** shall mean an outdoor fire burning only seasoned firewood, where the fuel being burned is not contained to an incinerator, outdoor fireplace, barbecue grill or barbeque put and has a total fuel area of 3 feet (914mm) or less in diameter and 2 feet (610 mm) or less in height for pleasure, religious, ceremonial, cooking, warmth or similar purposes.

**Training Burn** shall mean any fire set by the Fire Chief, or his/her designee, for the purpose of training a member of the Fire Department in techniques of fire control, management, or prevention.

**(H)Section 307, “OPEN BURNING, RECREATIONAL FIRES AND PORTABLE OUTDOOR FIREPLACES.”** Amended, in part, to read as follows:

*307.1 General.* A person shall not kindle or maintain or authorize to be kindled or maintained any open burning at any time within the city limits.

307.2 *Permits.* No permits shall be issued for open burning.

307.2.1 *Authorization.* Open burning shall not be authorized at any time.

307.4 *Recreational Fires.* Recreational fires shall not be conducted within twenty-five (25) feet of a structure or a combustible material unless the fire is contained in a barbeque pit. Conditions which could cause a fire to spread within 25 feet of a structure shall be eliminated prior to ignition. Recreational fires that will be offensive or objectionable due to smoke or odor emissions when atmospheric conditions or local circumstances make such fires hazardous shall be prohibited.

307.5 *Attendance.* Open burning, bonfires or recreational fires shall be constantly attended until the fire is extinguished. A minimum of one (1) portable fire extinguisher complying with Section 906, with a minimum 4-A rating or other approved on-site fire extinguishing equipment, such as dirt, sand, water barrel, garden hose, or water truck, shall be available for immediate utilization.

**(I) Section 605.8.1, “RESIDENTIAL INCINERATORS.”** Amended to read as follows:

605.8.1 *Residential Incinerators.* Residential Incinerators are prohibited.

### **Section 3. Repealer Clause**

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

### **Section 4. Savings Clause**

This Ordinance shall in no manner affect pending litigation, either civil or criminal, founded or growing out of any Ordinance, Resolution, Order, or parts hereof, hereby repealed, and this Ordinance shall in no manner affect any rights, claims, privileges, immunities, or causes of action of the City, or other person, either criminal or civil, that may have already occurred, accrued, or grown out of any Ordinance, Resolution, Order, or policy, or any part thereof, hereby repealed.

### **Section 5. Validity and Severability**

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

### **Section 6. Effective Date**

This Ordinance shall be effective twenty (20) days from and after its adoption by the City of St. Johns City Commission and after its publication.

YEAS:

NAYS:

ABSTAIN:

ABSENT:

### CERTIFICATION

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

Scott Dzurka, Mayor

\_\_\_\_\_

Mindy J. Seavey, Clerk

\_\_\_\_\_

88044:00001:201574485-1

**CITY OF ST. JOHNS, MICHIGAN**  
**REQUEST FOR COMMISSION ACTION**  
**December 8, 2025**

| <b>Department: City Commission</b>   | <b>Attachments:</b>  | <b>Submitted to CA for Review</b> |
|--|--|-----------------------------------|
| <b>Subject: <i>Request for Rezoning 823 N. Lansing Street</i></b>                                      | <b>[ X ] <i>Rezoning Review Letter</i></b>                 | <b>[X]</b>                        |
|  | <b>[ X ] <i>Rezoning Ordinance</i></b>                     | <b>[X]</b>                        |
|  | <b>[ X ] <i>Proposed Updated Zoning Map</i></b>            |                                   |
|  | <b>[ X ] <i>Resolution #51-2025</i></b>                    | <b>[X]</b>                        |
| <b>Prepared by: Christopher Khorey,<br/>AICP, Vice President<br/>Ethan Walthorn, Assistant Planner</b> | <b>Approved by: Chad A. Gamble, P.E.,<br/>City Manager</b> |                                   |

**SUMMARY/HIGHLIGHT:** On October 8, 2025 the Planning Commission recommended rezoning 823 N. Lansing Street from MC Municipal Center to R-1 Residential. The City Commission approved a first reading at their November 24, 2025 meeting. A second reading is required prior to approval of the rezoning.

**BACKGROUND/DISCUSSION:** There are several houses on the west side of Lansing Street between Gibbs Street and Daisy Drive that are zoned Municipal Center (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 the existing homes on the same block to R-1 that will be presented for Commission consideration at a later date.

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. The City administration contacted the St. Johns School District and they confirmed that there are no current plans to require the use of the currently developed residential properties fronting N. Lansing St.

**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 #51-2025 for the rezoning of 823 N. Lansing St. to R-1.



**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.



**GRAND RAPIDS**  
124 East Fulton Street  
6th Floor, Suite B  
Grand Rapids, Michigan 49503

○ 616.226.6375  
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**MCKA.COM**

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Below is the current zoning map of the area. The parcel in question is highlighted.

**LEGEND**

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



**ZONING DISTRICT COMPARISON**

The chart below compares the existing MC District to the proposed R-1 District. When considering a rezoning, the Planning Commission must take into account all potential uses under the new zoning classification, not merely the use the applicant has expressed interest in.

|                       | <i><b>Existing District<br/>MC – Municipal Center</b></i>   | <i><b>Proposed District<br/>R-1 – Low-Density Residential</b></i>   |
|-----------------------|---|---|
| <b>Permitted Uses</b> | <ul style="list-style-type: none"> <li>Accessory uses and buildings.</li> <li>Cemeteries.</li> <li>Childcare centers.</li> <li>Christmas tree sales.</li> <li>Continuation of present residential uses.</li> <li>Essential services.</li> <li>Fences.</li> <li>Fraternal, armory and legion halls.</li> <li>Funeral homes and mortuaries.</li> <li>Gas regulator stations, utility pumping stations, power</li> </ul> | <ul style="list-style-type: none"> <li>Residence, one-family.</li> <li>Adult foster care family home or adult foster care small group home.</li> <li>Customary agricultural operations; however, farm animals are prohibited.</li> <li>Family childcare home.</li> <li>Essential services, such as gas regulator stations, utility dumping stations, power substations, and water towers; provided these uses are necessary for service to the</li> </ul> |





|                              | <b><i>Existing District<br/>MC – Municipal Center</i></b>  | <b><i>Proposed District<br/>R-1 – Low-Density Residential</i></b>  |
|------------------------------|--|--|
|                              | <p>substations and water towers necessary for service to the adjacent area.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Hospitals and quasi-public health care clinics.</li> <li>• Non-municipally owned public utility offices, and substations, excluding warehouses and heavy equipment storage.</li> <li>• Off-street parking.</li> <li>• Parks and playgrounds not conducted for profit.</li> <li>• Religious institutions.</li> <li>• Schools, including day nurseries, elementary, junior high, primary and high schools.</li> <li>• Signs.</li> <li>• Swimming pools.</li> <li>• Temporary building structures or yards.</li> </ul> | <p>adjacent residential area. If these uses are to service a larger area, a special use permit is required.</p> <ul style="list-style-type: none"> <li>• Home occupations.</li> </ul>  |
| <b>Special Approval Uses</b> | <ul style="list-style-type: none"> <li>• Communication antenna (not including towers).</li> <li>• Gas regulator stations, utility pumping stations, power substations and water towers not necessary for service to the adjacent residential area.</li> </ul>  | <ul style="list-style-type: none"> <li>• Communication antennas (not including towers).</li> <li>• Gas regulator stations, utility pumping stations, power substations and water towers not necessary for service to the adjacent residential area.</li> <li>• Group day care home.</li> </ul> |



|                                | <b><i>Existing District<br/>MC – Municipal Center</i></b>  | <b><i>Proposed District<br/>R-1 – Low-Density Residential</i></b>   |
|--------------------------------|--|---|
|                                | <ul style="list-style-type: none"><li>Hospital facilities serving psychiatric and incarcerated patients.</li></ul> | <ul style="list-style-type: none"><li>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.</li><li>Religious institutions.</li></ul> |
| <b>Minimum Lot Size</b>        | 6,000 square feet  | 7,500 square feet   |
| <b>Minimum Lot Width</b>       | 60 feet  | 75 feet   |
| <b>Minimum Setbacks</b>        | Front: 50 feet<br>Side: 10 feet (minimum)<br>Rear: 25 feet   | Front: 25 feet<br>Side: 10 feet (20 street side)<br>Rear: 35 feet   |
| <b>Maximum Lot Coverage</b>    | 60%  | 40%   |
| <b>Maximum Building Height</b> | 35 feet<br>2.5 stories   | 30 feet<br>2.5 stories  |
| <b>Residential Density</b>     | 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.



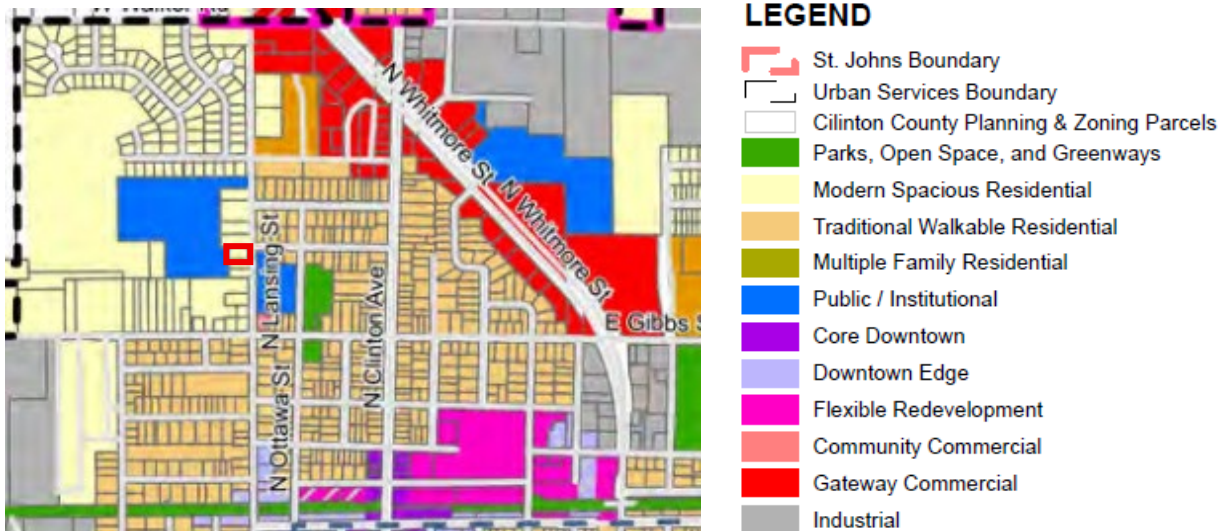
## REVIEW CRITERIA FOR REZONINGS

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

**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:

| <b>Address</b> | <b>Parcel No.</b>  | <b>Existing Zoning/Use</b> | <b>Amended<br/>Zoning/Use</b> |
|----------------|--------------------|----------------------------|-------------------------------|
| 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

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**CITY OF ST. JOHNS  
RESOLUTION #51-2025**

**RESOLUTION TO AMEND 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 8th day of December, 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 proposed rezoning is consistent with the intent of the City of St. Johns Master Plan and the surrounding land uses; and

WHEREAS, the City Planning Commission voted to recommend that the City Commission approve the rezoning application, subject to any necessary conditions and agreements, on September 10, 2025; and

WHEREAS, on November 24, 2025, the City voted to introduce the Ordinance; and

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

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

1. The City adopts Ordinance No. \_\_\_\_\_, An Ordinance to Amend the City’s Zoning Ordinance to Rezone Parcel Number 300-008-100-027-00 to R-1 Residential.
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.

YAYS:

NAYS:

ABSENT:

RESOLUTION DECLARED ADOPTED.

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 8<sup>th</sup> day of December, 2025.

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Mindy Seavey, City Clerk

88044:00001:202140235-1

**CITY OF ST. JOHNS, MICHIGAN**  
**REQUEST FOR COMMISSION ACTION**  
**December 8, 2025**

| <b>Department: City Commission</b>   | <b>Attachments:</b>   | <b>Submitted to<br/>CA for<br/>Review</b>                    |
|--|---|--|
| <b>Subject: <i>Request for Rezoning of Three<br/>Unzoned Industrial Parcels</i></b>                    | <b>[ X ] <i>Rezoning Review Letter</i></b><br><br><b>[ X ] <i>Unzone Parcel Ordinance</i></b><br><br><b>[ X ] <i>Proposed Updated Zoning<br/>Map</i></b><br><br><b>[ X ] <i>Resolution #52-2025</i></b> | <b>[   ]</b><br><br><b>[X]</b><br><br><br><br><br><b>[X]</b> |
| <b>Prepared by: Christopher Khorey,<br/>AICP, Vice President<br/>Ethan Walthorn, Assistant Planner</b> | <b>Approved by: Chad A. Gamble, P.E.,<br/>City Manager</b>  |  |

**SUMMARY/HIGHLIGHT:** On October 8, 2025, 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. The City Commission approved a first reading at the November 24, 2025 City Commission meeting, after which a second reading is required prior to approval.

**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 #52-2025 and grant approval to zone the properties to I-1.



# 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:

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

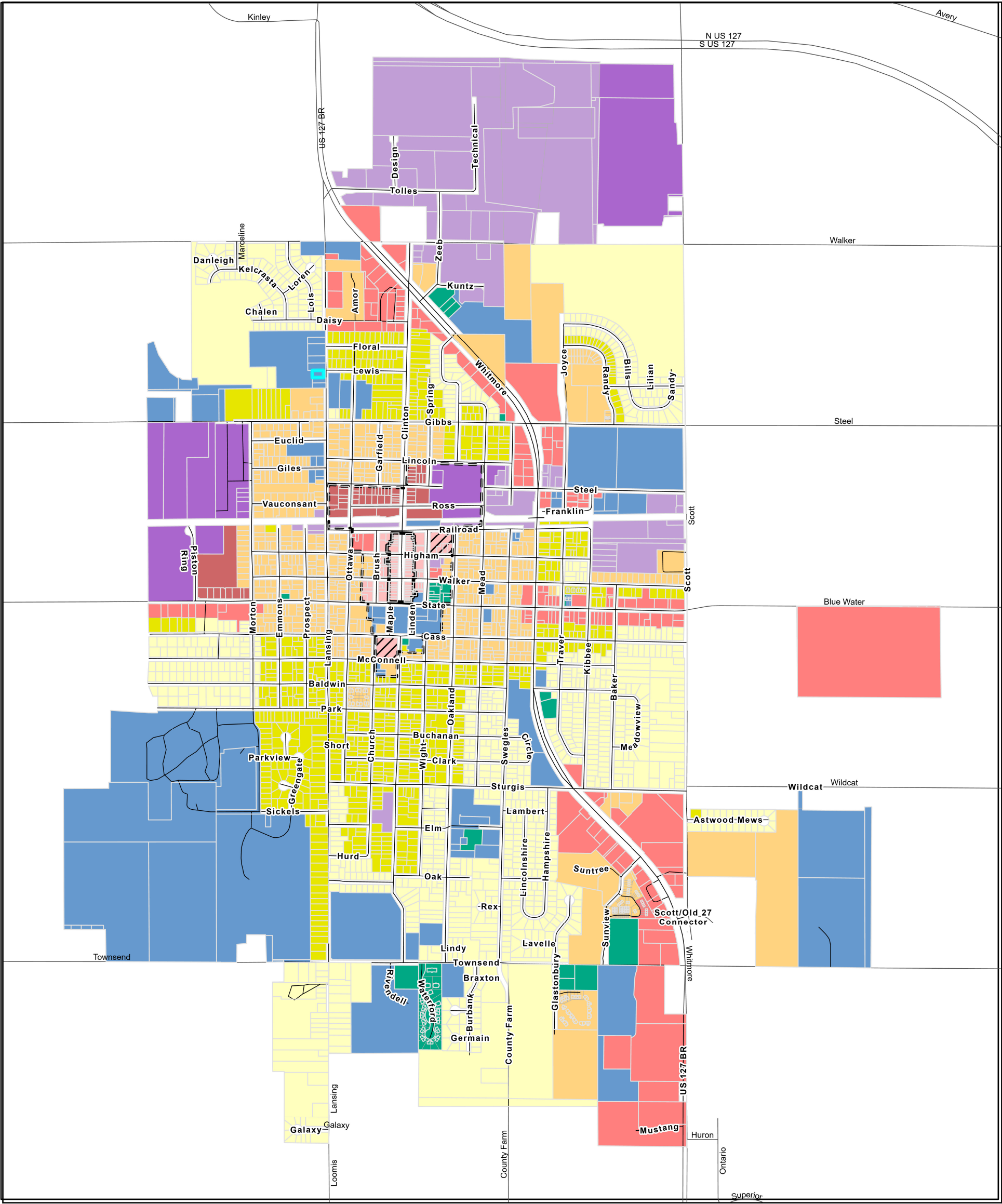
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Scott Dzurka, Mayor

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Mindy J. Seavey, Clerk

88044:00001:202140072-1



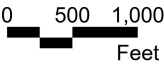
# Proposed Revised Zoning Map

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 #52-2025**

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

At a regular meeting of the City Commission of the City of St. Johns, Clinton County, Michigan, held at the City Hall, in said City on the 8th day of December, 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 proposed rezoning is consistent with the intent of the City of St. Johns Master Plan and the surrounding land uses; and

WHEREAS, the City Planning Commission voted to recommend that the City Commission approve the rezoning applications, subject to any necessary conditions and agreements, on September 10, 2025; and

WHEREAS, on November 24, 2025, the City voted to introduce the Ordinance; and



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

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

1. The City adopts Ordinance No. \_\_\_\_\_, An Ordinance to Amend the City's Zoning Ordinance to Rezoning Parcel Number 300-004-300-093-51, Parcel Number 300-004-300-099-03, and Parcel Number 300-004-300-100-01, to the I-1 – Industrial – High Performance District.
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 are hereby rescinded.

YAYS:

NAYS:

ABSENT:

RESOLUTION DECLARED ADOPTED.

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 8<sup>th</sup> day of December, 2025.

\_\_\_\_\_  
Mindy Seavey, City Clerk

88044:00001:202140161-1

**CITY OF ST. JOHNS, MICHIGAN**  
**REQUEST FOR COMMISSION ACTION**  
**December 8, 2025**

|   |   |                                      |
|---|---|--------------------------------------|
| <b>Department: Police</b>   | <b>Attachments:</b>   | <b>Submitted to CA for Review</b>    |
| <b>Subject: Adoption of ordinances related to drug paraphernalia and marihuana accessories, possession or use of marihuana, possession or use of other controlled substances.</b> | <b>[X] Proposed ordinance to adopt offenses related to drug paraphernalia and marihuana accessories, possession or use of marihuana, possession or use of other controlled substances.</b><br><b>[X] Resolution to Adopt Ordinance #53-2025</b> | <b>[X] 9/19/25</b><br><br><b>[X]</b> |
| <b>Prepared by: David Kirk,<br/>Chief of Police</b>   | <b>Approved by: Chad A. Gamble, P.E.,<br/>City Manager</b>  |                                      |

**SUMMARY/HIGHLIGHT:** As part of a continuing review of potentially applicable offenses which can be processed at the City Prosecuting Attorney level, an additional subject area has been identified for consideration for codification into city ordinances. They include offenses related to drug paraphernalia and marihuana accessories, possession or use of marihuana, possession or use of other controlled substances. This is the second reading of this proposed ordinance as the first reading was approved at the October 27, 2025 Commission Meeting.

**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. These topics once again 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 creation and proposal of the recommended ordinances were executed as part of the contractual agreement with the Harkness Law Firm. Funding for those services has been approved and budgeted within expense line item 101-301-804.806 (Legal/Audit) with no additional expenses being incurred by the city.

**RECOMMENDATION:** *Staff recommends the City Commission adopt Resolution #53-2025 to adopt the proposed ordinance to adopt offenses related to drug paraphernalia and marihuana accessories, possession or use of marihuana and the possession or use of other controlled substances as codified in the proposals for inclusion in the ordinances of the City of St. Johns.*

CITY OF ST. JOHNS

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

AN ORDINANCE TO AMEND TITLE XIII, 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

THE CITY OF ST. JOHNS ORDAINS:

**Section 1. Amendment to Title XIII: General Offenses, Chapter 139: Offenses Pertaining to Drugs, Section 139.01.** The City amends Title XIII: General Offenses, Chapter 139: Offenses Pertaining to Drugs, Section 139.01 to read as follows:

**“§139.01 Definitions**

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

- a. **CONTROLLED SUBSTANCE.** Any substance defined as a controlled substance pursuant to the federal Controlled Substances Act, being 21 USC Section 812, as amended, the Controlled Substance Act of the State of Michigan, being MCL 333.7101 *et seq.*, as amended, and anything designated by the Michigan Board of Pharmacy to be a controlled substance.
- b. **CONTROLLED SUBSTANCE ANALOGUE.** A substance the chemical structure of which is substantially similar to that of a controlled substance in schedule 1 or 2 of MCL 333.7101 *et seq.*, and that has a narcotic, stimulant, depressant, or hallucinogenic effect on the central nervous system substantially similar to or greater than the narcotic, stimulant, depressant, or hallucinogenic effect on the central nervous system of a controlled substance included in schedule 1 or 2 of MCL 333.1701, *et seq.*, or, with respect to a particular individual, that the individual represents or intends to have a narcotic, stimulant, depressant, or hallucinogenic effect on the central nervous system substantially similar to or greater than the narcotic, stimulant, depressant, or hallucinogenic effect on the central nervous system of a controlled substance included in schedule 1 or 2 of MCL 333.1701, *et seq.* Controlled substance analogue does not include 1 or more of the following:
  - (1) A controlled substance.
  - (2) A substance for which there is an approved new drug application.
  - (3) A substance with respect to which an exemption is in effect for investigational use by a particular person under 21 USC 355, to the extent conduct with respect to the substance is pursuant to the exemption.

- (4) Any substance to the extent not intended for human consumption before an exemption takes effect with respect to the substance.

**c. DRUG PARAPHERNALIA.** All equipment, products and materials of any kind which are used, intended for use, or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance, as defined by the Michigan Controlled Substances Act, MCL 333.7101, *et seq.*, other than marihuana. It includes, but is not limited to:

- (1) Scales and balances used, intended for use, or designed for use in weighing or measuring controlled substances other than marihuana;
- (2) Diluents and adulterants, such as quinine hydrochloride, mannitol, mannite, dextrose and lactose, used, intended for use, or designed for use in cutting a controlled substance other than marihuana;
- (3) Hypodermic syringes, needles and other objects used, intended for use, or designed for use in injecting controlled substances into the human body;
- (4) Objects used, intended for use, or designed for use in ingesting, inhaling, or otherwise introducing a controlled substance, other than marihuana, into the human body, such as a crack pipe;

**d. MARIHUANA.** Means all parts of the plant of the genus *cannabis*, growing or not; the seeds of the plant; the resin extracted from any part of the plant; and every compound, manufacture, salt, derivative, mixture, or preparation of the plant or its seeds or resin, including marihuana concentrate and marihuana-infused products.

**e. MARIHUANA ACCESSORIES.** Shall be defined as any equipment, product, material, or combination of equipment, products, or materials, which is specifically designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, ingesting, inhaling, or otherwise introducing marihuana into the human body."

**Section 2. Amendment to Title XIII: General Offenses, Chapter 139: Offenses Pertaining to Drugs, Section 139.02.** The City amends Title XIII: General Offenses, Chapter 139: Offenses Pertaining to Drugs, Section 139.02 to read as follows:

**"§139.02 Prohibited Conduct**

**a. Drug Paraphernalia**

- (1) Except as otherwise allowed by law, a person shall not possess or use drug paraphernalia as defined in Section 139.01 of this Chapter.
- (2) This Section shall not apply to Marihuana Accessories as defined in Section 139.01 of this Chapter.
- (3) This Section shall not apply to an object sold, offered for sale, or given away by a state or local governmental agency or by a person specifically authorized by a state or local governmental agency to prevent the transmission of infectious agents.

**b. Marihuana Accessories**

- (1) Except as otherwise allowed by law, a person shall not possess marihuana accessories on the grounds of a public or private school where children attend classes in preschool programs, kindergarten programs, or grades 1 through 12, in a school bus, or on the grounds of any correctional facility.
- (2) Except as otherwise allowed by law, a person twenty-one (21) years of age or older shall not transfer marihuana accessories to a person under twenty-one (21) years of age.
- (3) Except as otherwise allowed by law, a person under twenty-one (21) years of age shall not possess marihuana accessories.

**c. Penalties**

- (1) Prosecution under any section of this ordinance shall not preclude prosecution available under any other local, state, or federal law.
- (2) A violation of this shall be deemed a misdemeanor and shall be punishable by up to ninety (90) days in jail, a fine of up to five hundred (\$500.00) dollars, or both."

**Section 3. Amendment to Title XIII: General Offenses, Chapter 139: Offenses Pertaining to Drugs, Section 139.03.** The City amends Title XIII: General Offenses, Chapter 139: Offenses Pertaining to Drugs, to add a new section as follows:

**"§139.03 Possession or Use of Marihuana**

**a. Possession of Excess Marihuana**

- (1) The possession of marihuana, in excess of the amounts authorized by the Michigan Regulation and Taxation of Marihuana Act, as may be amended, ("MRTMA"), is prohibited.
- (2) A person who possesses, delivers, or possesses with intent to deliver more than the amount of marihuana allowed by the MRTMA or cultivates more than the amount of marihuana plants allowed by the MRTMA, shall be responsible for a civil infraction and may be punished by a fine of not more than one hundred (\$100.00) dollars and forfeiture of all marihuana.
- (3) A person who possesses, delivers, or possesses with intent to deliver more than twice the amount of marihuana allowed by the MRTMA or cultivates more than twice the amount of marihuana plants allowed by the MRTMA, shall be punishable as follows:
  - i. For a first violation, the person shall be responsible for a civil infraction and may be punished by a fine of not more than five hundred (\$500.00) dollars and forfeiture of the marihuana;
  - ii. For a second violation, the person shall be responsible for a civil infraction and may be punished by a fine of not more than one thousand (\$1,000.00) dollars and forfeiture of the marihuana;
  - iii. For a third or subsequent violation, the person shall be guilty of a misdemeanor and may be punished by a fine of not more than five hundred (\$500.00) in addition forfeiture of the marihuana.

**b. Minors in Possession of Marihuana**

- (1) A person under twenty-one (21) years of age who possesses not more than two and one-half (2.5) ounces of marihuana or who cultivates not more than twelve (12) marihuana plants, except as otherwise authorized by law, shall be responsible for a civil infraction as follows:
  - i. For a first offense:
    - a) If the person is less than eighteen (18) years of age, a fine of not more than one hundred (\$100.00) dollars or community service, forfeiture of the marihuana, and completion of four (4) hours of drug education or counseling.

- b) If the person is at least eighteen (18) years of age, a fine of not more than one hundred (\$100.00) dollars and forfeiture of the marihuana.

- ii. For a second offense:

- a) If the person is less than eighteen (18) years of age, a fine of not more than five hundred (\$500.00) dollars or community service, forfeiture of the marihuana, and completion of eight (8) hours of drug education or counseling.

- b) If the person is at least eighteen (18) years of age, by a fine of not more than five hundred (\$500.00) dollars and forfeiture of the marihuana.

**c. Use of Marihuana on City Property Prohibited**

- (1) Consuming, smoking, or otherwise using marihuana on, in, or at any City property or park is prohibited.

**d. Use of Marihuana in Public Prohibited**

- (1) Consuming, smoking, or otherwise using marihuana in a public place or where prohibited by the person who owns, occupies, or manages the property is prohibited. As used in this section, "public place" shall not include an area designated for marihuana consumption authorized by the City and which are not accessible to persons under twenty-one (21) years of age.

**e. Penalties**

- (1) A person who violates this Sub-Section(s) (C) or (D) is responsible for a civil infraction punishable by a fine of not more than one hundred (\$100.00) dollars and forfeiture of the marijuana.
- (2) Prosecution under any section of this ordinance shall not be deemed to preclude prosecution available under any other local, state, or federal law.

**f. Definitions**

- (1) Words used within this Section shall be construed to have the same meaning as provided in the MRTMA."

**Section 4. Amendment to Title XIII: General Offenses, Chapter 139: Offenses Pertaining to Drugs, Section 139.04.** The City amends Title XIII: General Offenses, Chapter 139: Offenses Pertaining to Drugs, to add a new section as follows:

**“§139.04 Possession or Use of Other Controlled Substances**

- a. Except as otherwise allowed by federal, state, or local law, no person shall use, possess, or possess with intent to use any other controlled substance or controlled substance analogue.
- b. A violation of this shall be deemed a misdemeanor and shall be punishable by up to ninety (90) days in jail, a fine of up to five hundred (\$500.00) dollars, or both.”

**Section 5. Amendment to Title XIII: General Offenses, Chapter 139: Offenses Pertaining to Drugs, Section 139.99.** The City amends Title XIII: General Offenses, Chapter 139: Offenses Pertaining to Drugs, by repealing, rescinding, and reserving Section 139.99 for future use.

**Section 6. 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 7. 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 8. 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 December 8, 2025.



Scott Dzurka, Mayor

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Mindy J. Seavey, Clerk

88044:00001:201984319-3

**CITY OF ST. JOHNS  
RESOLUTION #53-2025**

**RESOLUTION TO ADOPT 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**

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 8<sup>th</sup> day of December 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 139 (*Offenses Pertaining to Drugs*) 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 of offenses related to the use and possession of drug paraphernalia and marihuana accessories, marihuana, and other controlled substances 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, at its meeting on October 27, 2025, the City introduced Ordinance No. \_\_\_\_\_, An Ordinance to Amend Title XIII, 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 ("Ordinance"); and

WHEREAS, the City now desires to adopt the Ordinance.

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

1. The City adopts Ordinance No. \_\_\_\_\_, An Ordinance to Amend Title XIII, 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.

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 8<sup>h</sup> day of December 2025.

\_\_\_\_\_  
Mindy Seavey, City Clerk

88044:00001:201984405-1

**CITY OF ST. JOHNS, MICHIGAN**  
**REQUEST FOR COMMISSION ACTION**  
**December 8, 2025**

|  |  |  |
|--|--|--|
| <b>Department: Police</b>  | <b>Attachments:</b>  | <b>Submitted to<br/>CA for<br/>Review [X]</b>                    |
| <b>Subject:</b> <i>Adoption of ordinances related to minors possessing, using and acquiring alternative nicotine products, vapor products and tobacco.</i> | <b>[X] Proposed ordinance to adopt offenses related to minors in possession of alternative nicotine or vapor products.</b><br><br><b>[X] Proposed ordinance to adopt offenses related to minors in possession of tobacco products.</b><br><br><b>[X] Resolution 54-2025</b><br><br><b>[X] Resolution 55-2025</b> | <b>[X]</b><br><br><b>[X]</b><br><br><b>[X]</b><br><br><b>[X]</b> |
| <b>Prepared by: David Kirk,<br/>Chief of Police</b>  | <b>Approved by: Chad A. Gamble, P.E.,<br/>City Manager</b>   |  |

**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.

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 and 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 were both approved at the 11/24/25 Commission meeting.

**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 creation and proposal of the recommended ordinances were executed as part of the contractual agreement with the Harkness Law Firm. Funding for those services has been approved and budgeted within expense line item 101-301-804.806 (Legal/Audit) with no additional expenses being incurred by the city. There should be additional revenues received by the City that will be based on prosecution load and fines and fees assessed to individuals by the courts that are found guilty of violating the related laws.

**RECOMMENDATION:** *Staff recommends the City Commission approve Resolution #54-2025 and Resolution #55-2025 to adopt these offenses related to alternative nicotine or vapor products and tobacco products as they relate to minors as codified in the proposals for inclusion in the ordinances of the City of St. Johns.*

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

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.

(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 #54-2025**

**RESOLUTION TO ADOPT 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 8<sup>th</sup> day of December, 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, at its meeting on November 24, 2025, the City introduced 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*); and

WHEREAS, the City now desires to adopt the Ordinance.

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

1. The City adopts Ordinance No. \_\_\_\_\_, An Ordinance to Amend 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. The City shall publish the Ordinance as required.
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 8<sup>th</sup> day of December, 2025.

\_\_\_\_\_  
Mindy Seavey, City Clerk

**CITY OF ST. JOHNS  
RESOLUTION #55-2025**

**RESOLUTION TO ADOPT AN ORDINANCE TO ADD SECTION 138.02 AND ADOPT  
THE OFFENSES OF MINOR IN POSSESSION TOBACCO PRODUCTS, FURNISHING  
TOBACCO TO A MINOR, USE OF FRADULENT 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 8<sup>th</sup> day of December, 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, at its meeting on November 24, 2025, the City introduced 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*); and

WHEREAS, the City desires to adopt the Ordinance.

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

1. The City adopts Ordinance No. \_\_\_\_\_, An Ordinance to Amend 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. The City shall publish the Ordinance as required.
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 8<sup>th</sup> day of December, 2025.

\_\_\_\_\_  
Mindy Seavey, City Clerk

88044:00001:202190031-1

**CITY OF ST. JOHNS, MICHIGAN**  
**REQUEST FOR COMMISSION ACTION**  
**December 8, 2025**

|  |  |   |
|--|--|---|
| <b>Department: Administration</b>  | <b>Attachments:</b>  | <b>Submitted to<br/>CA for<br/>Review</b> |
| <b>Subject: Updates and Consideration for<br/>Approval of Bulk Water Agreement<br/>with Bingham Township</b> | <b>[ X ] Proposed Bulk Water<br/>Agreement Version 12-2-25<br/>FINAL</b><br>[   ]<br>[   ] | <b>[ X ]</b><br><br>[   ]<br>[   ]        |
| <b>Prepared by: Chad A. Gamble, P.E.,<br/>City Manager</b>   | <b>Approved by: Chad A. Gamble, P.E.,<br/>City Manager</b>                                 |   |

**SUMMARY/HIGHLIGHT:** A revised agreement was presented and discussed at the November 24, 2025 meeting. Comments were received from the Commission, compiled and forwarded to the Township for review. The Township has commented along with representatives of the Commission and that version was forwarded to Foster Swift for review. An official final approved version from the City Attorney was not available for inclusion in the packet but it is assumed that any comments will be minimal and presented at the Commission Meeting.

In the final version, a paragraph limiting the amount of water delivered to the Township was recommended to be removed. The probability of reaching this amount is low however there is nothing preventing a large-scale Township development from taking all remaining water production capacity.

After nearly 20 plus years of discussion, negotiation and opportunity it is very exciting that this agreement is ready for the Commission's final review and consideration for approval.

**BACKGROUND/DISCUSSION:** 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. This agreement will permit the extension of City water service into Bingham Township. This agreement attempts to mirror current agreements that provide water 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 the recommendation of the Administration that the agreement, pending any amendments suggested by the City Attorney, is approved.



**BULK WATER AGREEMENT**  
**BETWEEN THE CITY OF ST. JOHNS AND BINGHAM TOWNSHIP**

**(Version 12-2-25 - track changes from MH version 11-21-25)**

**(Version 12-2-25 - track changes from MH version 11-21-25) FINAL**

This Bulk Water 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, Article VII, Section 24 of the Constitution of Michigan of 1963 and MCL 123.141 permits the City to sell and deliver water outside of its corporate limits in such amount as may be determined by the City ~~Council~~Commission; and

WHEREAS, the Township desires to extend watermain within its jurisdiction using State grant funds and to contract for the sale and delivery of water 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 services by the City to the Township;

NOW, THEREFORE, the parties agree as follows:

**I. Purpose**

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

**II. Term and Termination**

- A. 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.
- B. Termination. Either party may terminate this Agreement with ~~30~~180 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 [MH1]:** I think we may want to increase this to 180 days in order to provide enough time for some alternative water service if either party decides to terminate the agreement.

**Commented [CAG2R1]:** Changed to 180 Days

### III. Water Supply Services

- A. The City shall supply potable water to the Township at one or more delivery points as mutually agreed upon and the City shall continue to accept sanitary sewage from the Township for treatment and disposal ~~per prior executed sanitary sewer agreement~~the Intergovernmental Agreement For Sanitary Sewage Service between the City of St. Johns and the Township of Bingham dated November 19, 2008.
- B. 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.

**Commented [MH3]:** We may want to cite specifically to this agreement. Can you send me a copy?

**Commented [CAG4R3]:** Title of agreement inserted.

### IV. New Utility Construction

- A. 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 infrastructure within the City necessary to establish connectivity to existing City water or sewer piping in order to establish service to Township property. If infrastructure is required within the City, the Township shall convey such infrastructure to the City and the City shall be responsible for operation and maintenance of such infrastructure as part of the City's utility system.
- B. The Township shall design and construct all water utilities in the Township using the City of St. Johns' Engineering & Construction Standards for Utility and Street Construction, Water, Sanitary Sewers, Storm Drainage, Streets and Sidewalks, as applicable to water utilities ~~as updated, and incorporated into this document by reference and attached hereto as Exhibit A.~~ The City and Township shall review and approve all connection plans to ensure the plans meet the design standards and technical compatibility with the City's existing system. The City shall not unreasonably withhold approval of the Township's plans.
- C. 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~~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~~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.

**Commented [CAG5]:** My suggestion to reduce the size of this document as the standards are fairly voluminous.

**Commented [MH6]:** Is this a defined term? Otherwise, we should just call it the City's water system.

**Commented [CAG7R6]:** It is a term used to determine sourced water system on the EGLE water permit

**Commented [EH8R6]:** Remove Source Water System per (Eric & Brad) Keep (water system)

**Commented [MH9]:** Same comment.

**Commented [CAG10R9]:** IBID

- D. 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.

#### V. Rates and Charges

- A. The Township will be billed for water rates utilizing the same rate as City residents are charged. The existing meter rates in effect on the effective date of this Agreement will be used when calculating tap-in fees into the City water supply system and existing Bingham Township tap-in fees. Rates charged to the Township may be adjusted annually by the St. Johns City Commission, provided they are the same for City residents, and Bingham Township Board of Trustees may adjust its rates charged to Township customers in accordance with their fiscal year budget approval process.

Commented [MH11]: I'm not sure what this refers to.

#### ~~VI. Water Utility Capacity~~

- ~~A. The City will provide bulk water supply to the Township up to a daily total of 900,000 gallons. This will be measured using the average daily water consumption for each individual water meter serving township property over a 30 day period.~~

Commented [CAG12]: This number was recommended as the City's remaining limit on well production is approximately 1.8 million gallons thus allocating the Township ½ of the remaining overall City capacity.

#### VII. Indemnification

- A. 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.

#### VIII. Miscellaneous

- A. Modification. This Agreement may be modified only in a writing signed by both parties.
- B. 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.
- C. 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.
- D. 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.
- E. Severability. The invalidity of any provision of this Agreement will not affect the remainder of the Agreement.

F. 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: \_\_\_\_\_

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

Name:

Name:

Title:

Title:

**Bingham Township**

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

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

Name:

Name:

Title:

Title:

16845:00006:[202025502202177733-1](#)

16845:[00006:202177733-1](#)

**CITY OF ST. JOHNS, MICHIGAN**  
**REQUEST FOR COMMISSION ACTION**  
**December 8, 2025**

|   |  |   |
|---|--|---|
| <b>Department: Parks and Recreation</b>   | <b>Attachments:</b>  | <b>Submitted to<br/>CA for<br/>Review</b> |
| <b>Subject: <i>2026-2030 Parks and Recreation<br/>Five-Year Master Plan</i></b> | <b>[ X ] Master Plan<br/>[ X ] Resolution #56-2025<br/>[ ]</b> | <b>[ NA]<br/>[ X ]</b>                    |
| <b>Prepared by: William Schafer,<br/>Parks and Recreation Director</b>          | <b>Approved by: Chad A. Gamble, P.E.,<br/>City Manager</b>     |   |

**SUMMARY/HIGHLIGHT:** The Parks and Recreation Department is required by the Michigan Department of Natural Resources (DNR) to have a Parks and Recreation Five-year Master Plan on file with them for the city to be eligible to submit and receive grants from the DNR. Our current five-year master plan expires at the end of this year, and we need to submit a new version of the plan.

The Parks and Recreation Board has been discussing the plan for the last 18 months. On November 8, 2025, the Parks and Recreation Board met for a final discussion on the Master Plan. After discussion and some corrections, the board recommended to the Planning Commission that they approve the plan and forward it to the City Commission for approval at the City Commission's December 8, 2025, meeting. The planning commission held a public hearing on December 3 for the 2026-2030 Five Year Parks and Recreation Master Plan satisfying the requirement of holding a public hearing for the plan.

**BACKGROUND/DISCUSSION:** Over the last year and half, the Parks and Recreation Board has been working on updating the plan in conjunction with the city's comprehensive master plan update. The board started the master plan process in July of 2024 by visiting some of the parks within the city to identify areas that need to be updated prior to our regular scheduled meeting. We visited the remaining parks in October of 2024. From these site visits we were able to identify many area that make up much of our action plan on projects for the plan.

During these meeting, and the meetings that followed, we discussed the entire master plan. We reduced our 31-question survey from our previous five-year plan down to two separate six question surveys; one was park related and other was recreation programming related. The parks surveys were made available to the public in March for three weeks and the recreation programming survey was available to the public in June for 3 weeks. The facilities survey had 285 people complete the survey, while the programming survey had 161 people complete it. These results were then entered into the masterplan draft document. The action plan was discussed at multiple meetings, as this will be our guide for facility improvement we will look to complete over the next five years.

The master plan was also available for 45-day public view opportunity. The plan was made available for public comment and review online and in person from September 23 - October 24, 2025. No comment was received.

**STRATEGIC PLAN OBJECTIVE:** The Parks and Recreation Master Plan lays the groundwork for programming and facilities for the Parks and Recreation Departments for the next five years. This plan establishes our goals and objective and an action plan for facility development and renovations

**FISCAL IMPACT:** There is no financial impact currently with this plan. We do need to have an approved master plan on file with the DNR if we want to receive grant funding from the DNR

**RECOMMENDATION:** Staff recommends the City Commission approve Resolution #56-2025 for the 2026-2030 Park and Recreation Master Plan.

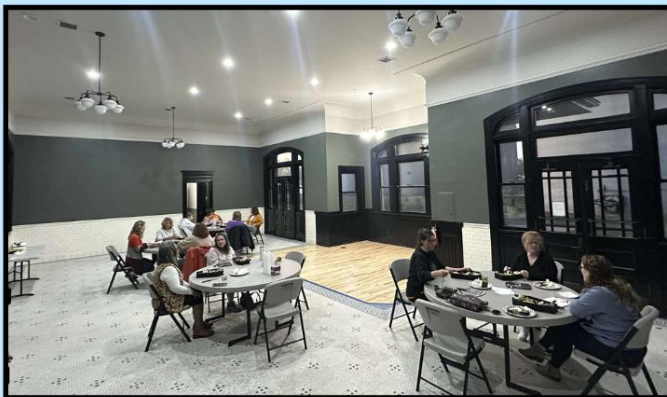




# **CITY OF ST. JOHNS**

## **Parks & Recreation**

### **5-Year Master Plan**



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# INTRODUCTION

The City of St. Johns is a tight-knit community that is invested in and proud of its park system. The Parks and Recreation Board has worked with the community to assess need and to develop a plan of action for the next five years. This plan supports the goals of the Michigan DNR and is built around the guidelines of the City of St. Johns Parks and Recreation Mission Statement:

“Promote a broad, year-round range of quality indoor and outdoor recreational opportunities to City residents of all ages and physical and mental abilities and encourage inter-generational participation in activities.”

The City of St. Johns Parks and Recreation Board has provided multiple opportunities for the general public to participate in the development of this plan and feel that this plan will address current and future parks and recreation needs of the community, given the fiscal limitations of the City. The City of St. Johns Parks and Recreation Master Plan was prepared based on the guidelines set forth by the Michigan Department of Natural Resources Recreation Division. This document provides the information necessary to help the City visualize its short-term and long-term parks and recreation goals.

This plan has been realized through a comprehensive planning process that addresses the parks and recreation needs of the City of St. Johns and the greater community, and in addition establishes priorities for recreation development.

The City of St. Johns Parks and Recreation Board is proud of the work they have accomplished alongside the community with regards to facility improvements and programs. Since 2010, the following improvements have been made to the facilities within the City, either with City tax dollars, grants, or donated material, labor, or money.

- Fantasy Forest Playground - City Park
- Sand Volleyball Court – City Park
- Jeep Track – Main Park
- Pavilion Improvement – Main Park
- Tennis/Basketball Court addition – City Park
- Fall Zone Improvements – All Parks with Playgrounds
- Street Lighting – City Park
- Park Roads – City Park
- Rotary Gazebo – Rotary Park
- Farmers Market Pavilion – Rotary Park
- Water Spray Park – City Park
- Spray Park Recirculation System – City Park
- Softball Dugouts – City Park
- Disc Golf Course – City Park
- New Pavilion – St. Johns Depot
- Scott Road Connector Trail
- Land acquired for a trailhead park at Fred Meijer Clinton-Ionia-Shiawassee Trail

Since 2010, the offerings for recreational activity have also increased. The City has increased from offering approximately 20 programs annually to over 59 programs annually.

## COMMUNITY DESCRIPTION

When beginning the planning process, it is important to first examine the population characteristics of a community. The characteristics and trends of a community provide important indicators as to what future recreational needs should be and how planning will accommodate. These factors include a variety of social and physical

factors. Examinations of these characteristics and trends provide a firm rationale upon which future recreation decisions can be based.

## Location

The City of St. Johns serves as the county seat for Clinton County, Michigan. It is located approximately eighteen miles north of Lansing. Its location and main thoroughfares, M-21 and US-27, allow St. Johns to be a hub to central Michigan. The total population within the City of St. Johns is 7,723 (2024), but the parks serve the Clinton County population of 80,050. (2024 Census)

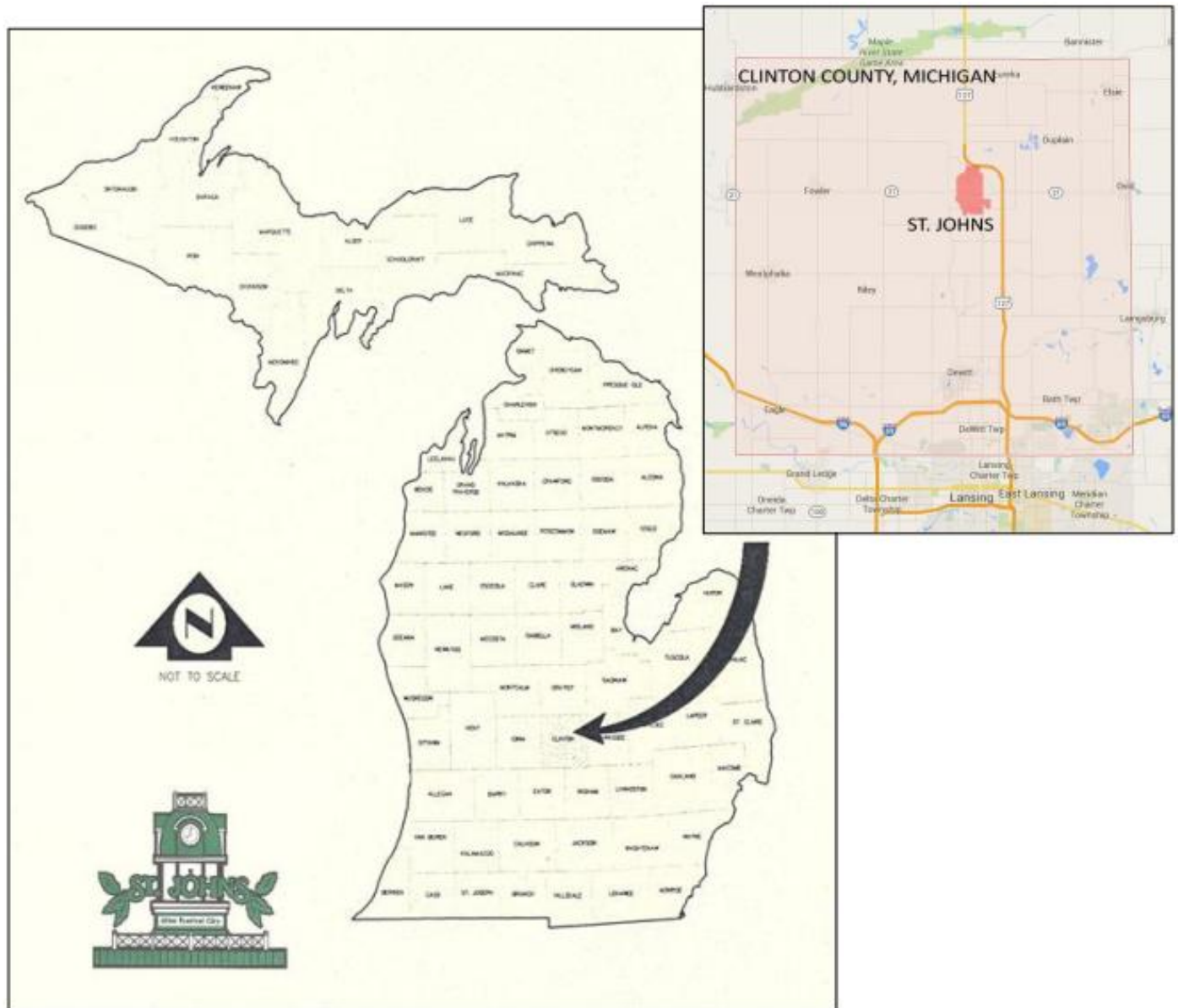


Figure 1: City of St. Johns Location

Population Age

Figure 2 displays the age classifications, in five-year increments, of area residents. The median age for the City is 43.5. The greatest percentage (60%) of the City of St. Johns population is under the age of 45. The distribution of the City of St. Johns population is more representative of an obelisk, than the typical pyramid with the young at the bottom. This depiction related that the age cohorts remain fairly high and equal, until age 45. At that point, the percentage of people in each age classification begins to taper off. This equates to a relatively high demand for family-oriented recreation. Over the next 20 years, the City of St. Johns is likely to experience a shift in demand with an increasing need for senior recreation activities. At this time, the board has recognized a lack of recreation opportunities for the teenage demographic and the senior citizen demographic.

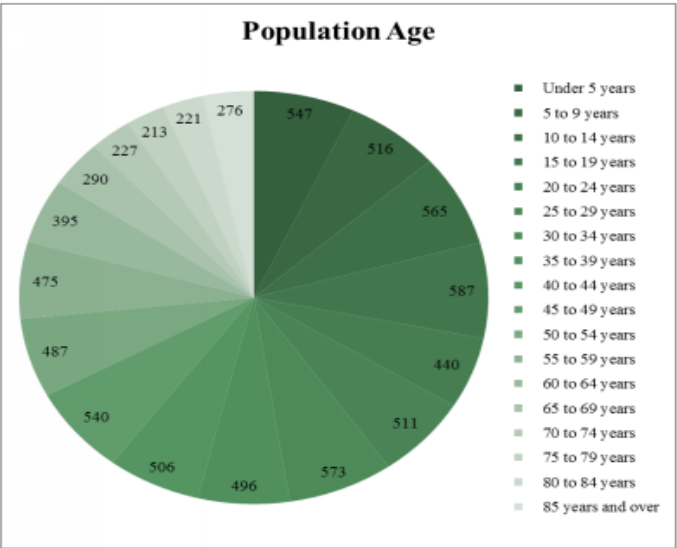


Figure 2: City of St. Johns Population and Age

Senior Citizens

21.7% of St. Johns residents are 65 years or older, leading to a relatively high demand for senior citizen activities and programs. Currently, senior citizen recreation programs are limited, and the citizens are looking to expand these programs in the future. Many aspects of the City parks are accessible to seniors, and popular events like concerts in the park help fill recreational needs of this demographic.

Disability

It is the goal of the City of St. Johns to design future projects with the full range of human abilities in mind. The total percentage of citizens classified as disabled in St. Johns is 27.7%, slightly higher than the US average of 24.2%.

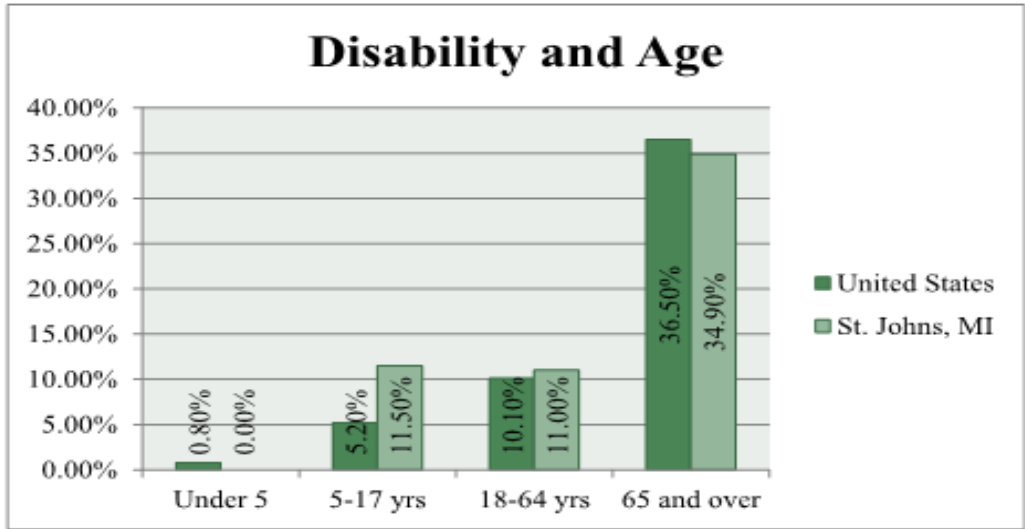


Figure 3: Disability and Age

24.2%. It is clear that in any case, design that incorporates accessible features into recreation opportunities is preferable. Figure 3 compares the age distribution of disabled individuals in St. Johns vs. the United States. It is shown that St. Johns has almost double the average distribution of 5-17-year-olds with disabilities. It becomes especially critical

to provide opportunities for this demographic in any future design project. The highest percentage of disabled individuals are 65 and over, consistent with the US average.

Figure 4, below, shows an estimate from the US Census exploring the distribution of different types of disability in the City of St. Johns as compared to the US. The largest group in both the City of St. Johns and the US are those with ambulatory disability, making the ease of navigating city parks a high priority. Whether this ambulatory disability requires a wheelchair or careful and easy foot placement, the circulation systems within the parks should be evaluated and streamlined wherever possible. Creative recreation opportunities should be developed to involve all disabled individuals. The percentage of individuals with cognitive disabilities is significantly higher in the City of St. Johns than the US (26.7% and 17.4%, respectively). The City may choose to apply special focus on additional improvements and developments in a way that facilitates use by those with differing mental and physical capabilities.

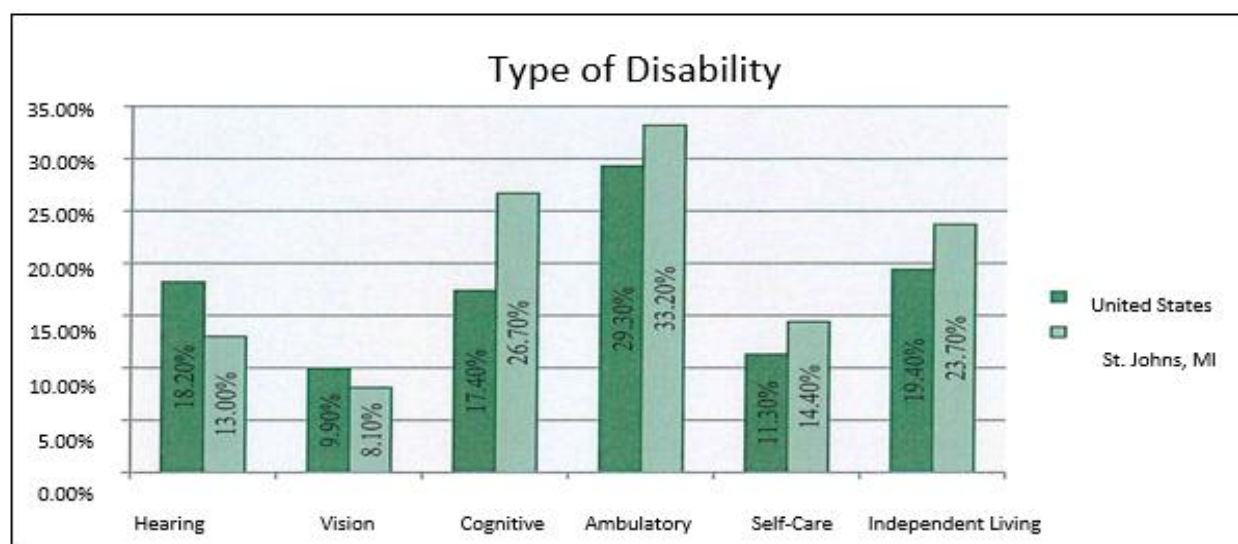


Figure 4: Type of Disability

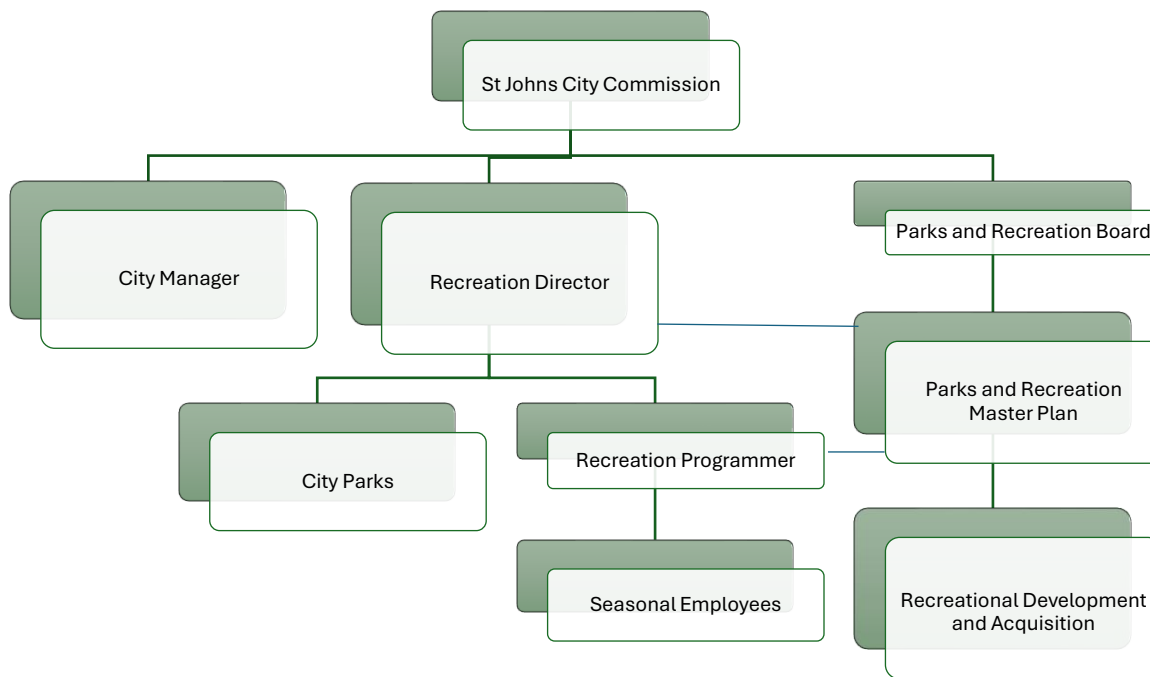
## ADMINISTRATIVE STRUCTURE

### Roles of Commissions and Advisory Boards, Staff Description, and Organizational Chart

The City of St. Johns is a home rule city, with a commission/city manager form of government. Five City Commissioners are elected to overlapping four-year terms. The City Commission sets the policies and budgets for all City functions, including recreation. The Commission allocates funds for operations, maintenance, and capital improvements. The Commission also hires the City Manager and other City staff responsible for implementing the Commission's policies and for operating City departments. This Board of Commissioners is enabled by Act 1905 PA 157; Township Parks and Places of Recreation.

The City Manager is responsible for and oversees the day-to-day operations of the City. He/she advises and consults with the City Commission and implements their decisions. The Public Services Director reports to the City Manager. He/she is responsible for maintenance of the parks, including equipment and buildings. The City

Manager also oversees the Recreation Director. Recreation programs are administered by the Recreation Department. The Recreation Director supervises the Recreation Programmer, Pool Manager, and seasonal employees, and provides staff support to the Parks and Recreation Board.



The City of St. Johns has a seven-member Parks and Recreation Board. The City Commission established the Parks and Recreation Board in 1969 and follows policies and bylaws passed during their November 7, 2002 meeting. The City Commission appoints the members of the Board for staggered two-year terms. Members may be reappointed. There is no requirement for being appointed other than being City resident or owning a business within the city limits. The City Commission always likes to have a City Commissioner and a representative of the school district on the Board. The rest of the Board is made up of civic leaders, educators, youth service professionals, business owners and recreation program participants.

The Parks and Recreation Board is an advisory board. It reviews the City's programs, facilities, budgets, special requests, and other items requested by the City Commission. The Board makes recommendations to the City Commission on programs and policies. The City Commission has the authority to commit funds, accept grants, and acquire land.

## Annual Budgets 2024-2029

## Annual Budgets 2024-2030

| TABLE 1<br>City of St. Johns Projected Budget |           |            |
|---|-----------|------------|
| NAME  | PARKS     | RECREATION |
| 2025-2026(Actual)                             | \$195,200 | \$247,650  |
| 2026-2027                                     | \$168,100 | \$252,600  |
| 2027-2028                                     | \$171,100 | \$257,700  |
| 2028-2029                                     | \$174,100 | \$262,800  |
| 2029-2030                                     | \$177,200 | \$268,100  |

## Current Funding Sources

Monies that make up the budget come from the City's general fund. The Parks Department budget, which funds repair and maintenance of City parks, has fluctuated over the years as larger improvements have been completed, but average \$188,200 for 2016-2020. The average for the next five years is expected to be around \$177,200. The Recreation Department budget, which funds recreation programming in the City parks and other facilities, has averaged \$122,400 over the last five years. The average for the next five years is expected to be around \$257,370.

## Volunteers

Volunteers play a vital role in the City of St. Johns. Since 2000, volunteers have been the driving force behind major building projects in City Park. In 2000, a group of area residents raised over \$110,000 for a wooden play structure. In 2004, another group of committed residents raised over \$100,000 for a performance shell to replace an existing shell that was outdated and undersized. Recently, a group of citizens was able to raise over \$200,000 (including foundation grants) to replace the failing City Pool with a new spray park, completed in 2015. Since 2024, another group of dedicated citizens raised over \$365,000 for new universal play equipment. Community volunteers work on restoration and maintenance projects throughout the park system, including the historic rail cars at St. Johns Depot. Volunteers are also important for recreation programs, as they serve as coaches and supervision for many of the recreational programs, we utilized approximately 50 volunteers between 2024-2025.

## Relationships: schools, public agencies, private organizations

The City Recreation Department has a good relationship with many of the other organizations in and around the city. There is a good working relationship between the school district and the City. Each uses the other's facilities for some of their programs. There is regular communication between the school and the City to improve the programs and resolve any problems. In the summer of 2010, the Recreation Department started to use the school district's indoor pool for swim lessons, open swim, and lap swim. Since the outdoor pool at the City Park closed in 2009, all aquatic recreation programs have taken place at the high school pool. The Parks and



Recreation Board includes the Facilities Director for the school. The School Board and City Commission meet as needed to discuss issues of importance between the two. Upper management for the City and school staff meet more regularly to discuss mutual issues.

The City Recreation Department works with many other local organizations and individuals to offer expanded programs to area residents. The department works with the St. Johns Youth Baseball Organization by sharing facilities and equipment. Our adult exercise classes use local instructors to lead these programs. Over the years, the Recreation Department has worked with the Kiwanis Club, Jaycee Club, Rotary Club, various St. Johns High School teams/clubs, Chamber of Commerce, and numerous businesses in St. Johns. The City also has an agreement with the Clinton County Sheriff's office to supply maintenance help with the Spray Park both before and after the operating season.

## RECREATION INVENTORY

### Methods

The recreation inventory began with a review of the City of St. Johns 2021-2025 Recreation Master Plan. Significant changes in the park system, such as the new spray park and other improvements, were recorded and updated. A tour of all City Park facilities was conducted, comparing the previous plan's inventory to the existing park facilities. The inventory was updated accordingly.

### Park Inventory

The parks and recreation facilities of the City of St. Johns were surveyed and classified into an inventory, which will be used as a basis for determining need for specific recreational facilities within the City. The inventory has been broken into multiple categories including regional, public, school, and private facilities. This list was compiled by using the previous Parks and Recreation Master Plan, other City resources, and the Clinton County 2021-2025 Parks, Recreation and Open Space Plan.

### Regional Facilities

On a regional basis, the City of St. Johns is within 20 miles of several regional facilities (Table 2). These facilities mainly provide opportunities for recreational activities related to water. Sleepy Hollow State Park provides numerous recreation activities, including fishing, boating, hiking, cross-country skiing, camping, and swimming.

## Location Map



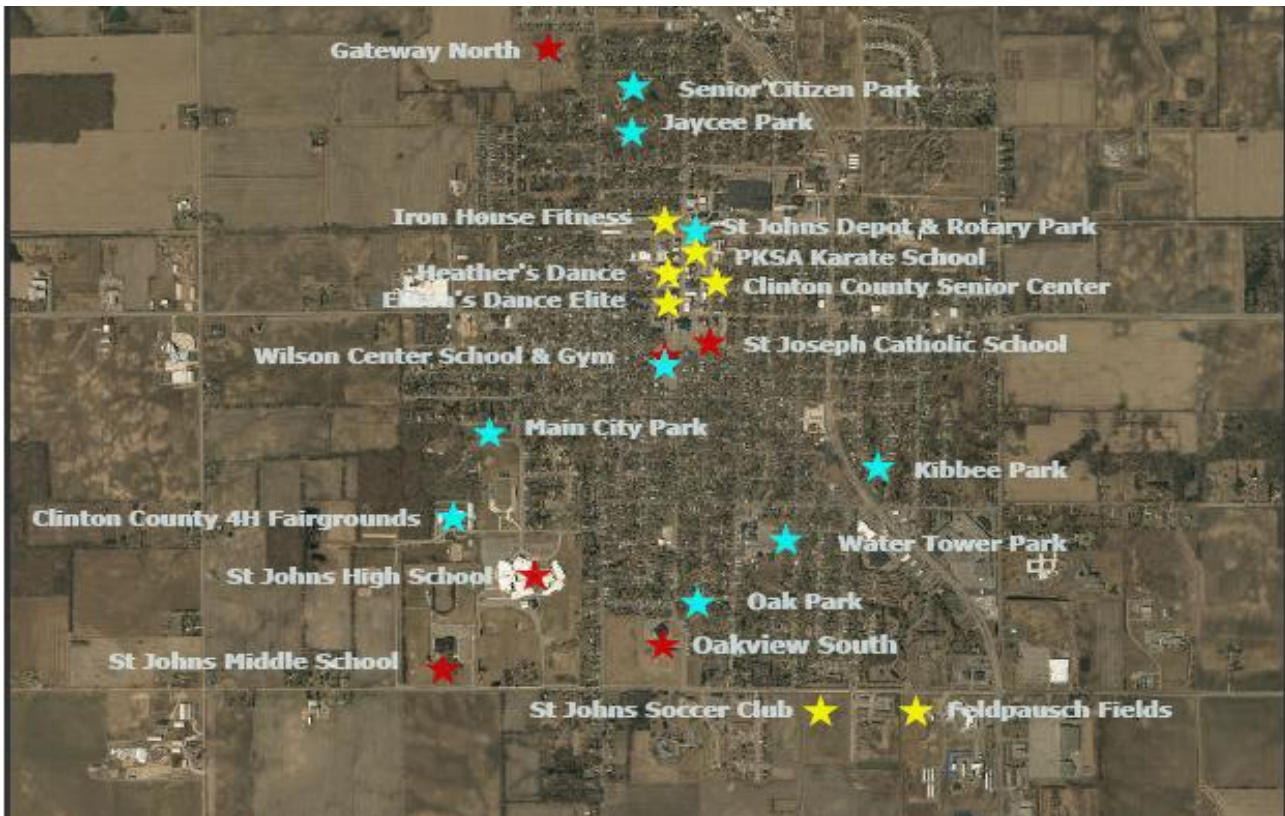


TABLE 2  
City of St. Johns REGIONAL Public Recreational Facilities Inventory

| NAME                        | FACILITIES AVAILABLE   |
|-----------------------------|--|
| Looking Glass River         | Boat Launch  |
| Maple River                 | Boat Launch  |
| Maple River State Game Area | Observation Deck   |
| Grand River                 | Boat Launch  |
| Muskrat Lake                | Fishing, Boat Launch   |
| Sleepy Hollow State Park    | Fishing, Boating, Hiking, Cross-Country Skiing, Camping, and Swimming Beach  |
| Francis Motz County Park    | Sand Beach and Swimming Area, Beach house with 7 Unisex Restrooms, Paved Walkways and Parking Lot, Picnic Tables, Grills, Fishing Pier and a Covered Pavilion. |

|               |  |
|---------------|--|
| Clinton Lakes | 272-acre property, fishing, hiking trails, nature watching.<br>Big Clinton Lake - 90-acre lake found within Clinton Lakes County Park<br>Little Clinton Lake - 12-acre lake found within Clinton Lakes County Park |
|---------------|--|

## Local Facilities

The following table is a comprehensive list of public and private recreational facilities within the City of St. Johns.

| TABLE 3<br>City of St. Johns LOCAL Recreational Facilities Inventory        |   |  |
|---|---|--|
| NAME  | FACILITIES AVAILABLE  |  |
| Public Facilities   |   |  |
| Jaycee Park — Mini-Park<br>An area for families to play and exercise        | Playground Equipment<br>Drinking Fountain   | Picnic Table<br>Benches  |
| Kibbee Street Park — Mini-Park<br>An area for families to play and exercise | Playground Equipment<br>Benches<br>Drinking Fountain<br>Picnic Table  | Grill<br>Basketball Hoop<br>Bike Racks   |
| Oak Street Park — Mini-Park   | Playground Equipment<br>Open Play Area  | Picnic Table   |
| Senior Citizen Park — Mini-Park<br>Passive, relaxing recreation             | Basketball Hoops (2)<br>Tennis / Pickleball Courts (2)<br>Benches<br>Picnic Shelter   | Grills (2)<br>Gliders (2)  |
| St. Johns City Park —<br>Large Urban Park                                   | Tennis Courts (2)<br>Performance Shell<br>Picnic Pavilion<br>Playground<br>Picnic Shelters (4)<br>Benches<br>Picnic Tables<br>Accessible Restrooms<br>Trails (3)<br>Youth Soccer Area<br>Drinking Fountains<br>Shuffleboard Court | Grills<br>Full Basketball Court<br>Basketball Court<br>Softball Diamond (1)<br>Flying Disc Golf Course<br>Sand Volleyball Court<br>Warming House<br>Seasonal Skating Rink<br>Sledding Hill<br>Wooden Play Structure (Fantasy Forest)<br>Water Spray Park |
| St. Johns Depot and Rotary Park   | City festivals and events<br>Picnic Pavilion<br>Gazebo  | Train Depot  |

|                                      |  |   |
|--------------------------------------|--|---|
|                                      |  | Fred Meijer Clinton-Ionia-Shiawassee Trail Access                       |
| Water Tower Park                     | Basketball Court<br>Playground Equipment   | Picnic Area<br>Drinking Fountains                                       |
| 4-H Fairgrounds<br>(County Operated) | Smith Hall<br>Peck Hall<br>Animal Barns  | Restrooms<br>Arena (Indoor and Outdoor)                                 |
| Wilson Community Center              | Gym<br>Meeting Rooms   | Auditorium  |
| <b>Public School Facilities</b>      |  |   |
| Gateway North                        | Soccer Field<br>Basketball Courts (2)<br>Baseball Backstop<br>Swing Sets (2)                                     | Play Structures (2)<br>Picnic Tables<br>Gym                             |
| Junior High/ High School Complex     | Baseball Diamonds (2)<br>Practice Cages (4)<br>Soccer Net (6 sets)<br>Soccer Fields (6)<br>Soccer/Football Field | Football Field<br>Middle School Track<br>Tennis Courts (10)<br>Gyms (3) |
| Oakview South                        | Soccer Field<br>Basketball Courts (2)<br>Baseball Backstop<br>Swing Set  | Play Structures (2)<br>Picnic Tables<br>Gym<br>Quiet Area               |
| <b>Private School Facilities</b>     |  |   |
| First Baptist                        | Playground<br>Gym  | Soccer Field Benches  |
| St. Joseph's Catholic School         | Gym<br>Basketball Hoop   | Playground  |
| St. Johns Lutheran Church            | Gym<br>Basketball Hoop   | Playground  |
| <b>Private Facilities</b>            |  |   |
| Baseball Park (Little League)        | Baseball Diamonds (5)  | Batting Cage  |

|  |                                    |               |
|--|------------------------------------|---------------|
| Clinton County Senior Center                             | Indoor Passive Recreation          | Food Services |
| Clinton Memorial Physical Rehab. and Occupational Center | Exercise and Rehabilitation Center |               |
| Iron House Fitness                                       | Weight training, fitness           |               |
| PKSA Karate School                                       | Karate and Fitness                 |               |
| St Johns Soccer Club                                     | Soccer Fields (5)                  |               |

In St. Johns, just as in many Michigan communities, the local schools provide a valuable resource of recreational facilities and programs to the community. For this reason, an inventory of the school facilities has been included in the inventory. Private recreational facilities, while generally pay-per use, provide an excellent source for recreational opportunities that help to alleviate the pressures on public facilities. An inventory of the private recreational facilities in the City of St. Johns was also included as part of the local facilities inventory.

Currently, the City of St. Johns owns several parks. There are five neighborhood parks and one Main City Park. The neighborhood parks contain facilities ranging from benches and grills, to playground equipment, and sports facilities. Table 4 lists each park's type, service area, accessibility, acres and features.

| TABLE 4<br>CITY OF ST. JOHNS RECREATIONAL FACILITIES |                |             |                    |                  |                 |                     |             |               |
|--|----------------|-------------|--------------------|------------------|-----------------|---------------------|-------------|---------------|
|  | Main City Park | Jaycee Park | Kibbee Street Park | Water Tower Park | Oak Street Park | Senior Citizen Park | Rotary Park | Wilson Center |
| Park Type*   | LUP            | MP          | MP                 | MP               | MP              | MP                  | CP          |               |
| Service Area**                                       | SJA            | NB          | NB                 | NB               | NB              | NB                  | SJA         | SJA           |
| Accessibility Rating***                              | 3              | 4           | 4                  | 1                | 1               | 1                   | 2           |               |
| Acres  | 92.5           | 0.62        | 0.3                | 0.72             | 0.7             | 1.59                | 1.9         | N/A           |
| Ball Diamond   | x              |             |                    |                  |                 |                     |             |               |
| Basketball   | x              |             | x                  | x                |                 |                     |             | x             |
| Gazebo   |                |             |                    |                  |                 |                     | x           |               |
| Ice Rink   | x              |             |                    |                  |                 |                     |             |               |

|                    |   |   |   |   |   |   |   |   |
|--------------------|---|---|---|---|---|---|---|---|
| Open Play Field    | x |   |   |   |   |   |   |   |
| Pavilion           | 5 |   |   |   |   | x | x |   |
| Performance Shell  | x |   |   |   |   |   |   |   |
| Picnic Area        | x | x | x | x | x | x | x |   |
| Playground         | x | x | x | x | x |   |   |   |
| Grills             | x | x | x |   |   | x |   |   |
| Drinking Fountains | x | x | x | x |   |   | x | x |
| Restrooms          | x |   |   |   |   |   | x | x |
| Sand Volleyball    | x |   |   |   |   |   |   |   |
| Sledding Hill      | x |   |   |   |   |   |   |   |
| Tennis Courts      | x |   |   |   |   | x |   |   |
| Trails/Paths       | 3 |   |   |   |   |   | x |   |
| Gymnasium          |   |   |   |   |   |   |   | X |
| Auditorium         |   |   |   |   |   |   |   | X |
| Community Room     |   |   |   |   |   |   |   | X |

| * Park Type            | **Service Area       | ***Accessibility Rating   |
|------------------------|----------------------|---|
| CP = Community Park    | NB = Neighborhood    | 1 = none of the facilities/park area meets ADA guidelines                             |
| LUP = Large Urban Park | SJA = St. Johns Area | 2 = some of the facilities/park area meets ADA guidelines                             |
| MP = Mini-Park         |                      | 3 = most of the facilities/park area meets ADA guidelines                             |
| NP = Neighborhood Park |                      | 4 = the entire park meets ADA guidelines  |
|                        |                      | 5 = the entire park was developed /renovated using the principals of universal design |

## Park Descriptions and Accessibility Assessment

The parks in St. Johns are continually evaluated for effectiveness, safety, and accessibility. Based on priorities set in prior recreation plans and community input, several projects targeting accessibility have been completed in recent years, including accessible picnic pavilions, upgraded restroom facilities, and improved parking and facility access. All present and future renovations are completed with the principles of universal design in mind.

### Jaycee Park

Jaycee Park is a mini-park (0.62 acres) located at the corner of Ottawa Street and Gibbs Street. Designed as a space for families to play and exercise, this park features play equipment, grills, drinking fountains, benches, bike racks, and a picnic table. Renovated in 2009, the park has accessible sidewalks to all park features, as well as a new accessible drinking fountain and parking. Based on accessibility guidelines, the site would be ranked 4—the entire park meets accessibility guidelines.

### Kibbee Street Park

Kibbee Street Park is a mini-park (0.30 acres) located on the corner of Kibbee Street and South Traver Street. Designed as a place for families to play and exercise, it features a half-court basketball hoop, play equipment, a picnic table, benches, and bike racks. Also renovated in 2009, the park has connective sidewalks to all major features and an accessible drinking fountain. Based on accessibility guidelines, the site would be ranked 4—the entire park meets accessibility guidelines.

### Oak Street Park

Oak Street Park is a mini-park (0.7 acres) located along East Oak Street at its intersection with Wight Street. The park was converted from a small orchard to a community park in the 1970s. It has play equipment and a picnic table, as well as a large open grass area for free play. The park is less than ¼ mile from Oakview South Elementary School, which has a substantial play area in place. In its current condition, this park is underutilized, and not wishing to duplicate an existing resource, the park has undergone little renovation. The community may be

ready to explore a new use for the site, such as a community garden, a dog park, or selling it and using proceeds to improve other parks. Based on accessibility guidelines, the site would be ranked 1—none of the facility currently meets accessibility guidelines. Playground equipment was installed before US Consumer Product Safety Commission standards were established. They have no safety surfacing and no sidewalks. Playground does not meet barrier-free compliance.

### **Senior Citizen Park**

Senior Citizen Park is a mini-park (1.59 acres) located at the corner of Ottawa Street and Gibbs Street, across the street from Jaycee Park. Designed for passive recreation, the park features a picnic shelter, tennis/pickleball courts, basketball hoops, glider playground equipment, and benches. Based on accessibility guidelines, the site would be ranked 1— none of the facility currently meets accessibility guidelines. There are no sidewalks leading to any facility in this park.

### **St. Johns City Park**

The Main City Park is the largest park in the city (92.5 acres) and hosts the majority of the City’s recreational activities and amenities. Categorized as a Large Urban Park, it serves not only the City of St. Johns but surrounding communities as well. The park has many athletic facilities, including a baseball/softball diamond, basketball courts, a disc golf course, shuffleboard court, sand volleyball court, tennis courts, and a youth soccer field. The park has several picnic shelters/pavilions and restroom facilities, some of which are accessible. Additionally, it has several play areas, including the community-funded “Fantasy Forest”, a new accessible play structure. It also has an accessible spray park with accessible bathroom/changing restrooms. Nature walking trails connect various aspects of the park and provide for passive recreation. A renovated performance shell provides for many activities in the warmer months, while a seasonal skating rink and sledding hill provide winter recreation.

Based on accessibility guidelines, the site would be ranked 3—most of the facility currently meets accessibility guidelines. In the last 5 years, the main restrooms and pavilion have been renovated for universal accessibility. Within the park, there are paved walkways to all pavilions, the Performance Shell, and the Fantasy Forest play structure. The parking lot by the spray park was improved by adding a new surface with curb/gutter and sidewalk running along it. Wooded walking/jogging trails are not barrier free.

### **St. Johns Depot and Rotary Park**

Rotary Park is a community park (≈1.9 acres) located along the recently developed Fred Meijer Clinton-Ionia-Shiawassee Trail. The depot was purchased in 1998, with additional surrounding lands acquired in 2010. Adjacent to downtown, this renovated train depot hosts city events, rentals, and serves the trail users. The depot building received updates to paint, lighting, and flooring in 2025. The trailhead park with a restroom building, picnic tables, benches, wayfinding sign, accessible walkways, and new parking lot were completed in 2017. Improvements to Railroad Street will increase the parking capacity around this park. Based on

accessibility guidelines, the site would be ranked 2—some of the facility currently meets accessibility guidelines. This site is fully accessible.

### Water Tower Park

Water Tower Park is a mini-park (0.72 acres) located at the corner of Elm Street and Swegles Street. The park has a half-court basketball hoop, picnic area, and playground equipment. The park land is leased from the adjacent hospital, which makes investment in improvements difficult to justify. Communication should be opened about purchasing this land or more permanently acquiring the property. Playground equipment was installed before US Consumer Product Safety Commission standards were established. Most do not have safety surfacing and there are no sidewalks. Playground does not meet barrier-free compliance. Based on accessibility guidelines, the site would be ranked 1— none of the facility currently meets accessibility guidelines.

### Previous Grant Status Report

The City of St. Johns has received numerous grants from the Michigan Department of Natural Resources since 1972 (See Table 5).

| Table 5                 |      |   |                         |        |
|-------------------------|------|---|-------------------------|--------|
| Grant Assisted Projects |      |   |                         |        |
| Grant Number            | Year | Project                                     | Location                | Status |
| 26-00267                | 1972 | St. Johns City Park                         | Main City Park          | Closed |
| 26-01023 Q3             | 1977 | Main Park Restrooms                         | Main City Park          | Closed |
| 26-01060 w              | 1978 | Northside Tennis Courts                     | Senior Citizen Park     | Closed |
| BF89-359                | 1989 | Veteran's Memorial Swimming Pool Renovation | Main City Park          | Closed |
| 26-01670                | 2006 | Kibbee St Park and JC Park Renovations      | Jaycee and Kibbee Parks | Closed |
| TF-09-169               | 2009 | St. Johns Trailside Parkway Acquisition     | Rotary Park             | Closed |
| TF 14-0109              | 2014 | St. Johns Trailside Park Renovation         | Rotary Park             | Closed |
| 26-01741                | 2014 | St. Johns City Park Improvements            | Main City Park          | Closed |
| TF- 16-0159             | 2016 | Veterans Memorial Bathhouse Renovation      | Main City Park          | Closed |



|             |      |                            |                |        |
|-------------|------|----------------------------|----------------|--------|
| TF21 - 0145 | 2021 | Scott Road Connector Trail | Scott Road     | Closed |
| TF21 - 0149 | 2021 | City Park Improvement      | Main City Park | Closed |
| ARPA – 1085 | 2023 | Fantasy Forest 2.0         | Main City Park | Open   |

## PLANNING PROCESS

The planning process for the 2025 – 2030 Master Plan began with a review of the 2021-2025 Five Year Parks and Recreation Plan that was adopted in February of 2021 by the members of the Parks and Recreation Board. The plan outlined the goals for the development of park and recreational opportunities within the City for five years.

The planning process continued in July 2024 with a site visit to three parks to assess each park. The remaining 3 parks were visited in October 2024. The survey for the new master plan was developed in January 2025, several revisions of the survey took place. In March of 2025 and June of 2025 the surveys were distributed to the community and responses were accepted for a month from the first posting. The first survey was related to park facilities and the second covered recreation programming and funding. These responses were reviewed with the Parks and Recreation Board at a meeting on July 23, 2025. The main body of the Master Plan was also distributed for preliminary review by the board.

The meeting participants discussed objectives and a plan of action for the new Master Plan based on the survey feedback.

The survey feedback and meeting discussion were incorporated into an updated list of goals and objectives, which was then translated into an action plan for the City. This plan and the main body of the Master Plan were reviewed by the Parks and Recreation Board at a meeting on . Changes from this meeting will be incorporated and the Master Plan will be posted for public review on . Citizens will also be encouraged to comment through the City’s website and social media presence. Residents in the City’s email database were sent notice by email. A public review meeting took place . Newspaper notice for the public hearing was circulated on and notice via email and social media was distributed. Comments from the public review period will be incorporated into the Master Plan prior to the public hearing meeting at the City Commission meeting. After City Commission approval, the Master Plan will be submitted to the State.

## PUBLIC INPUT

### Methods

Public input was the primary guide to developing this Master Plan. Several methods were used, including a community survey at the beginning of the process, a public posting of the plan for community review, and a community meeting near the end of plan development.

The community survey was developed based on the previous recreation plan's questions and responses. Several recreation plans, including the State of Michigan and Clinton County, were reviewed for applicable questions to incorporate into the survey. We condensed the survey questions and divided the questions into two surveys to try and get more people to answer a shorter version. Special care was taken to process and incorporate any written feedback received during the last community survey. Developed online using Survey Monkey, the community survey was distributed using the City's website and social media presence and sent to approximately 750 recipients in the City's email database. Community members could take the survey online or call the City Offices to have a paper copy mailed. An effort was made to reach as many citizens as possible. Overall, 286 people did the Parks survey and 160 people completed the programming survey. Of the 286 people responded to the park survey, roughly 56% of them were from the city (160), representing approximately 3.7% of the population of the City of St. Johns. This group is believed to be representative of the city demographic as a whole. Survey responses are incorporated into the Action Program Rationale and a full copy of the survey and responses can be found in Appendix A: Survey and Results.

The plan was posted for community review on September 12, 2025. Citizens could contribute feedback in several ways, including through an online comment form, email, and phone.

## GOALS AND OBJECTIVES

### GOAL #1: ACQUIRE, DEVELOP, MAINTAIN AND PRESERVE SUFFICIENT OPEN SPACE AND RECREATION FACILITIES.

- a) Maintain and enhance existing recreational resources, ensuring all equipment and facilities meet current ADA standards and universal accessibility when possible.
- b) Pursue cooperative arrangements with other public and private groups for the maintenance of facilities.
- c) Seek volunteer assistance from residents in planning for and developing additional open space and parks.
- d) Pursue all available funding sources to implement park improvements and land acquisition.

e) Promote, use and increase the quality of City parks and other recreational facilities in both jurisdictions.

f) Retain existing parkland to meet recreational needs of the City.

g) Encourage the use of open spaces for recreational purposes.

h) Evaluate every opportunity to expand/improve the park system and take action where practical, this may include selling underused park land and using proceeds to improve or purchase other parks. Natural conservation should be considered in addition to facility expansion.

i) Investigate all appropriate methods to provide facilities and for facility improvements, including providing incentives to private developers, promoting donation of property and/or facilities, and the sale of unused/underused assets

## GOAL #2: CONTINUE TO PROVIDE ALL RESIDENTS OF THE CITY OF ST. JOHNS WITH HIGH QUALITY RECREATION PROGRAMS AND OPPORTUNITIES.

a) Update and develop recreational programs that serve the needs of persons of all ages.

b) Update the Recreation Master Plan every five years to address the changing population and socio-economic demographics in St. Johns.

c) Provide safe, high-quality recreational experiences year-round.

d) Improve maintenance of parks to improve recreation services and programs in the City of St. Johns.

e) Improve the administrative process for park maintenance, including communication between recreation programs, park users, and maintenance administrators.

f) Promote awareness of existing facilities and programs that support healthy lifestyles and choices.

## GOAL #3: IMPROVE ACCESS AND CONNECTIVITY OF THE CITY PARK NETWORK FOR ALL USERS.

a) Strive to create an integrated park system that contains high-quality and impeccably maintained parks connected with a series of pathways, bike paths, dedicated bike lanes and sidewalks.

b) Expand non-motorized transportation options and increase pedestrian and bicycle connectivity.

c) Incorporate access to natural features in the community into the City's pathway system.

d) Identify locations in the northeastern part of the City for a new park.

#### GOAL #4: FULLY LEVERAGE THE HISTORIC ASSETS WITHIN ST. JOHNS RECREATION SYSTEM.

a) Increase opportunities for the interpretation of historic events within the city parks.

b) Provide wayfinding to Historic Sites along public trails within the city.

c) Provide wayfinding to the Historic District from Downtown.

d) Provide wayfinding from Parks to Historic Districts.

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1. Provide safe, inclusive, community-based recreational opportunities that improve the overall quality of life for all St. Johns-area residents.

Parks provide a natural gathering place for the community as well as provide for free or low-cost recreational activities. Therefore, it is important to continue to provide and improve these facilities. Based on community input, the City will continue to provide and improve these facilities.

- Objective: Continue to improve and upgrade the City of St. Johns recreational and support facilities, based on community feedback, of which residents can be proud.
- Objective: Provide increased and better access to and through the City Parks and Trails System.
- Objective: Add passive and active programming based on community input and available financing.

2. Promote development of a non-motorized pathway system throughout the City to encourage interaction and participation, improve pedestrian safety, and strengthen non-motorized linkages between City parks and other recreational facilities.

Paths and trails are a high priority with the residents. St. Johns currently has few trails, but with the construction of the Fred Meijer CIS Trail, they have seen a rise in non-motorized activity in the city. Connecting the rail trail with the City Park and other points of interest is a high priority for the community. 80% of survey respondents place a high or moderate funding priority on increasing trail connectivity within the community.

- Objective: Expand non-motorized pathways in St. Johns, with focus on existing paths and points of interest.

- Objective: Evaluate options for safely moving pedestrian traffic across Old U.S. 27 to expand non-motorized park access from the east side of the highway.
- Objective: Pursue a partnership with Clinton County to connect the Fred Meijer CIS Trail to Motz Park and possibly other county resources.

3. Promote regional cooperation between the City of St. Johns, Clinton County, surrounding townships, the St. Johns School District, and other public and private organizations within the County to better provide comprehensive recreational opportunities to the residents of St. Johns and Clinton County.

It makes financial and practical sense to coordinate recreation within the city in a way that is aware and supportive of the surrounding areas. The City and School District have been working together for years providing shared recreation programs and facilities. Further collaboration with the County and other organizations will prove to an important component in providing quality recreational programs and facilities to the St. Johns community.

- Objective: Continue to work with the existing partners to provide recreational programming and facilities.
- Objective: Continue to explore options for new and expanded partners, providing additional recreational opportunities.

4. Enhance the quality of local neighborhoods through establishment and maintenance of quality neighborhood parks conveniently located to all City residents.

Park facilities are among the most visible indicators of community identity and pride. Every park in the system, with the exception of the Senior Citizen Park, was shown to be the most important park to several responding households, with all parks being used by individuals on a bi-weekly basis or more frequently. The majority of respondents said clean and quality restrooms and playground areas were the most important features of a park.

- Objective: Continue to upgrade playground equipment and access, paying special attention to universal access.
- Objective: Keep parks safe and well-maintained.
- Objective: Investigate all appropriate methods to provide facilities and for facility improvements, including providing incentives to private developers, promoting donation of property and/or facilities, and the sale of unused/underused assets.

## 5. Provide universally accessible recreation opportunities designed with all community members in mind.

The City wishes to provide recreational activities for residents of all abilities. With ambulatory and cognitive disabilities shown to be higher than the national average, special care should be taken to actively incorporate facilities for these users.

- Objective: Partner with organizations that serve disabled individuals to better understand and provide for community needs.
- Objective: Make sure that all improvements and upgrades to park facilities, where feasible, are universally accessible.

## 6. Strengthen the role of the City of St. Johns as a regional provider/coordinator of recreational opportunities and develop a plan that maximizes the impact of existing and future recreation providers.

Due to its centralized location and rural surroundings, the City is the major recreational provider for the central and northern part of the county. Many people from within and outside the City look to us for recreational programming, yet many are not aware of the programming we offer. Several survey respondents were unaware of multiple parks, recreation resources, and facilities.

- Objective: Expand current internet presence, including the City website, to provide information on facility locations, features, and recreation programs.
- Objective: Explore the possibility of creating a Recreation Authority with other municipal groups and recreation providers.
- Objective: Explore additional methods to improve community awareness of recreation programs and facilities.
- Objective: Encourage citizen involvement in the park system through volunteer programs, interpretive programs, and the decision-making process. Consider implementing regular online community surveys to monitor progress and gain input on specific recreation decisions.

## 7. Acquire property, as necessary, to meet the long-term recreational needs of City residents.

In the past, the City has purchased valuable parks and recreation land but has also sold land to other entities providing them with land to expand their facilities. Local officials must be conscious of the need to retain and acquire additional parkland.

- Objective: Retain existing parkland to meet recreational needs of the City.
- Objective: Encourage the use of open spaces for recreational purposes.
- Objective: Evaluate every opportunity to expand/improve the park system and take action where practical, this may include selling underused park land and using proceeds to improve or purchase other parks. Natural conservation should be considered in addition to facility expansion.

#### 8. Promote healthy, active lifestyles through the St. Johns Parks and Recreation facilities and programs.

Considering national problems of obesity, heart health, diabetes, and other health issues, it is important to take into consideration the health impact of new and existing facilities and programs. Just over 87% of respondents participate in recreation programs offered by the department, yet 58% of survey respondents still feel that the improvement of health and fitness programming would have a positive impact on their satisfaction, and 71% currently use the parks for fitness and exercise. 57% feel that the development and improvement of trails within the park system is the most important feature of the park and 39% believe that the City should offer more availability of walking/biking trails.

- Objective: Promote awareness of existing facilities and programs that support healthy lifestyles and choices.
- Objective: Provide additional health and fitness programming.
- Objective: Provide additional facilities and opportunities, including walking and biking trail systems, which foster healthy choices and lifestyles.
- Objective: Provide innovative recreation opportunities for all seasons that encourage active year-round lifestyles.

## ACTION PROGRAM

### ACTION PROGRAM

The action plan for the City of St. Johns Parks and Recreation Plan includes proposed action items including capital improvements, organization, and recreation programming changes. Priority rankings were based on

survey responses, goals, and discussion within the Recreation Board. Project types consist of; Capital Improvements (C), which involve monetary investment in new facilities or equipment, Maintenance (M), which involve renovating and maintaining existing features, and Planning (P), which involve brainstorming ideas and generating community buy-in for new developments.

Figure 5

### City of St. Johns 2016-2020 Action Items

| Park                | Project  | Project Type | Related Goal | Priority |
|---------------------|--|--------------|--------------|----------|
| Jaycee Park         | Landscaping  | C            |              | Low      |
|                     | Pavilion   | C            |              | Low      |
|                     | Fall Zone Improvement  | M            |              | High     |
| Kibbee Street Park  | Landscaping  | C            |              | Low      |
|                     | Pavilion   | C            |              | Low      |
|                     | Replace Existing Fencing   | M            |              | Low      |
|                     | Fall Zone Improvement  | M            |              | High     |
| Oak Street Park     | Park Improvement Plan — explore alternative playground options (ex. nature playground) | P, C         |              | Medium   |
| Senior Citizen Park | Construct Parking Lot  | C            | 1            | Medium   |
|                     | Construct Accessible Walk System   | C            | 1            | Medium   |
|                     | Play Equipment — Install new swings  | C            | 1            | Medium   |
|                     | Transform Tennis Courts to Pickleball Courts   | C            |              | High     |
| St. Johns City Park | Improve Sidewalk Circulation System  | C            | 1, 4, 5,     | High     |
|                     | Renovate Bath House and Replace Worn Spray Park Features                               | M            | 1, 3         | High     |
|                     | Improve Trail System   | M            | 1            | High     |
|                     | Fantasy Forest Future Phases   | M            |              | High     |
|                     | Build Ice Rink   | C            |              | Low      |
|                     | Expand and Improve Sledding Hill   | C            | 1,4, 6, 8    | Medium   |
|                     | Landscaping Improvements   | M            |              | Medium   |
|                     | Construct New Soccer Field   | C            | 1            | Low      |
|                     | Main Pavilion Exterior Renovation  | M            |              | Medium   |



|                                 |   |   |                     |        |
|---------------------------------|---|---|---------------------|--------|
| St. Johns Depot and Rotary Park | Park Improvement Plan (East Side)                                       | P | 1, 3, 8             | Medium |
|                                 | Playground Equipment  | C | 1, 3, 4, 6, 8       | Medium |
|                                 | Parking Lot Expansion   | C |                     | Low    |
|                                 | Senior Citizen Amenities  | C |                     | Low    |
| Water Tower Park                | Construct Accessible Walk System  | C |                     | Medium |
|                                 | Land Acquisition (Purchase from Hospital)                               | C |                     | Low    |
|                                 | Playground Equipment (remove and replace)                               | C |                     | Low    |
|                                 | Park Improvement Plan   | C | 1, 3, 4, 8          | Medium |
| Other                           | Trail Connections — CIS Trail to Main Park                              | C | 5, 6,               | High   |
|                                 | Trail Connections — CIS Trail to Jaycee / Senior Citizens Park          | C | 1, 2, 3, 5, 6, 7, 8 | Medium |
|                                 | Trail Connections — CIS Trail to Kibbee Street Park (improve crosswalk) | C | 1, 2, 3,            | Medium |
|                                 | Implement Park Signage System   | C | 1, 3,               | Medium |
|                                 | Revise City Recreation Website  | M | 1, 3, 6             | Medium |
|                                 | Park Lighting & Safety Evaluation (All Parks)                           | P |                     | Medium |
|                                 | Fell Property Master Plan   | P | 7, 8                | Low    |
|                                 | Identify Location for Community Dog Park                                | P | 1, 3, 4, 5, 8       | High   |
|                                 | Identify Location for Community Skate Park                              | P | 1, 3, 8             | High   |

## RATIONALE FOR ACTION PROGRAM

### Jaycee Park

In line with Master Plan goals 1 and 4, park improvements such as landscaping installations and a picnic pavilion would strengthen the neighborhood park for the surrounding community. Jaycee Park was recently renovated with new playground equipment and a sidewalk circulation system. It meets most community needs at this time, making further improvements a relatively low priority.

### Kibbee Street Park

Kibbee Street Park could see additional improvements in the future including landscaping installations, a picnic pavilion, and replacement of existing aged fencing. These improvements support goals 1 and 4 by strengthening the park and providing a safe environment. The park play equipment and sidewalk system was recently renovated and currently meets the needs of the surrounding community, making further improvements a relatively low priority.

### Oak Street Park

Oak Street Park has been underutilized in the past, partly due to its proximity to the local elementary school, which has an excellent traditional play structure. The Park Improvement Plan would encourage community input on alternative site uses, such as a nature-based playground, skate park, or dog park. In the interest of not duplicating existing resources, improvements with traditional playground equipment are not being pursued for the site. The site currently does not offer much to residents and has relatively low use numbers. Improvement to this park would meet goals 1 and 4. Priority for this project is moderate as the needs of the community are largely met by the nearby playground.

### Senior Citizen Park

Senior Citizen Park is adjacent to Jaycee Park, and its facilities will service both parks' users. There is currently no walking system or parking lot on the site, and the addition of both these aspects would greatly increase the accessibility of the park (goal 5) while meeting goals 1 and 4 by providing a safer park. Additional play equipment, such as a new set of swings, would add variety to the site while meeting goals 1, 4 and 8. Both of these upgrades are a moderate priority for the city.

### St. Johns City Park

The main city park is the largest park in St. Johns and is the most utilized park visited by 97% of the survey respondents. Recent improvements and additions include a spray park, upgraded restroom facilities, improvements to the sidewalk system and disc golf course have been completed in the last six years.

The circulation system within the park is lacking in several areas, both in paved and unpaved trails. Walking trails are some of the most used and most important features for survey respondents, and the improvement of both paved and unpaved systems would meet goals 1, 4, 5, 6, and 8. These improvements are placed as a high priority.

Winter activities were expressed to be important in the survey results, and renovations to the sledding hill would support winter recreation in St. Johns. These renovations will include additional lighting at the sledding hill. Improving these features is a moderate priority for the city and would meet goals 1, 4, 6, and 8.

The Main Pavilion is a very noticeable part of the main park and is beginning to show wear. Exterior renovation would meet goals 1 and 4 and is a moderate priority.

The park road system had improvements completed in 2021. Maintaining the park road system will be a priority. varies in quality and safety, some of it being unpaved. The maintenance and improvement of these roads would benefit park users while meeting goals 1, 4 and 5.

### St. Johns Depot and Rotary Park

The St. Johns Depot and Rotary Park is located along the Fred-Meijer CIS Trail and the construction of a trailhead park is underway. The park is a long, thin strip, and there are currently no plans for the east side of the site.

Alternatives to explore for this area include play equipment, artifact display areas (to tie into the historic train depot), a dog park, a skate park, or a high ropes course. Amenities for senior citizens, such as glider swings and fitness stations, will also be explored and incorporated. A parking lot expansion may become necessary as the park expands but is a relatively low priority in comparison with other site improvements. The level of community support or interest in each of the options would be collected in the Park Improvement Plan. This plan would be a critical step before further improvements can take place and is a moderate priority. The projects for this site have the potential to meet goals 1, 3, 4, 5, 6, and 8.

### Water Tower Park

Water Tower Park presents a unique challenge within the City park system. The park land is owned by the adjacent hospital and is leased to the City (for only 1 dollar) on a yearly basis. Until the park land can be acquired, park improvements are difficult to justify as they may not belong to the City in the long term. Regardless, the improvement of the park is important to citizens and to the City. A park improvement plan, featuring an accessible walk system and new playground equipment, could meet goals 1, 2, 3, 4, 6, and 8. This plan has a relatively low to moderate priority until the land can be permanently acquired. The possibility of acquiring the land or signing a longer lease in cooperation with the hospital should be explored as a part of this plan.

### Wilson Center

In 2018, the City began renting the Wilson Center, the former Rodney B Wilson School, and multiple classrooms from the St. Johns Public School District for recreation programs. These programs were received well by the community and the gym was being used for either recreation programs or private rentals almost every night from October – April. The City offered: Open gym pickleball, basketball, volleyball, volleyball leagues, basketball clinics, yoga, Zumba, cardio drumming, Nerf battles, as well as private rentals and birthday parties. The school district sold the building to a developer in 2022 and the building was deemed unusable. In 2025, the City entered into a condo-style purchase agreement for the gym, auditorium, and community room from the developer and will be renovating it to use those rooms for the same recreation programs as before along with more adaptive sports, floor hockey, soccer/futsal, batting cages, theater, music, dance, esports, arts/culture/enrichment classes, and special events. This will become the first and only community center owned by the City. Having these programs available will meet goals 1, 3, 5, 6, and 8.

### Trail Connections

The addition of non-motorized trail connections throughout the city relate directly to goal 2 and have been a priority for the City since the completion of the Fred Meijer CIS Trail. The desire for these trail systems have been expressed by the community survey. Providing a pedestrian connection from the CIS Trail to the Main City Park has the highest priority, as this is the park that has the most users and the most regional draw. Connection to Kibbee Street Park would involve getting pedestrians across highway 27, something the community has wanted to do for some time. Connecting to both Kibbee Street Park and Senior Citizens/Jaycee Park are moderate priorities for the community. These trail connections are consistent with goals 1, 2, 3, 5, 6, 7 and 8.

### Dog Park

The idea of a dog park has been discussed for years in St. Johns. 21% of survey respondents feel the addition of a dog park is a high priority in the park system. The demand for a park is present, but it must be located wisely with proper community guidance and input. Potential locations are at the BMX track in the main city park or at the Depot lot, but many other potential locations should be explored. The planning for and eventual creation of a dog park would meet goals 1, 3, 4, 5 and 8 and is a low priority.

### Skate Park

A skate park has been discussed for years as a means to engage the teenage demographic in St. Johns. Either facility could be an exciting new addition to St. Johns and the surrounding region, and a community discussion should be opened. The planning for and construction of a skate park would meet goals 1, 3, 4, 5, and 8 and is a low priority for the community.

### Website Revisions and Park Signage System

The community survey has revealed that many park users have trouble finding information on St. Johns parks, and some do not know that certain parks exist within the system. In order to better promote park usage, several projects have been developed with a moderate priority. Revisions to the City website including a park map and facility list would provide information to the average user at a relatively low cost to the City. This could also be applied to recreational programs. A consistent park signage system would also help citizens locate parks and develop a sense of identity for neighborhood parks and for the St. Johns park system. This will become especially important for wayfinding as non-motorized trails are developed. The improvement of the website and park signage system meets goals 1, 3, 4, and 6 and are both a moderate priority to complete.

### Recreation Programming

The majority of recreation program users feel that offering more health and fitness classes and swimming classes would have a positive impact on their satisfaction with the St. Johns Recreational Programming. Additional classes are limited by the availability of instructors and facilities, but the option to expand wherever possible should be explored. Amenities related to these classes, such as inflatable obstacles, fitness equipment, and adaptive fitness equipment will also be pursued. This is a moderate priority for the City and would meet goals 1, 3, 5, 6, and 8.

### Gymnasium

The gymnasium inside the Wilson Center will be the hub for our sports clinics, leagues, and open gyms. With different sports available it will be appropriate for young children to help them establish a healthy lifestyle, adults who accompany their children or simply wish to improve their health, and for older citizens who wish to exercise. Adaptive sports equipment will also be considered to make sure community members of all abilities can utilize this space. With specialized and alternative forms of equipment to address the special needs of area residents, the gymnasium will directly support the Mission Statement of the Parks and Recreation Plan to support inter-generational recreational activities and address the recreation needs of all segments of the population.

### Auditorium

The auditorium located in the Wilson Center will be ideal for theater groups, dance groups, concerts, entertainment shows, and community movie nights. Use of the auditorium in this capacity would meet goals 1, 3, 5, 6, and 8.

### Classroom /Meeting Room/Multi-use Room

This room would be available for community meetings, provide space to hold community enrichment classes, esports events, and also be used as a room to hold birthday parties or other special events.

Q1w

## I (or a member of my household) use the park facilities in the City?

- Answered: 282
- Skipped: 4

| Answer Choices | Responses     |
|----------------|---------------|
| Yes            | 96.81%<br>273 |
| No             | 3.19%<br>9    |
| TOTAL          | 282           |

Q2w

## Which park do you use? (Select all that apply)

- Answered: 274
- Skipped: 12

| Answer Choices                   | Responses     |
|----------------------------------|---------------|
| Main - 801 W Park St             | 96.35%<br>264 |
| Jaycee - 209 W Gibbs St          | 21.17%<br>58  |
| Kibbee - 604 S Kibbee St         | 10.95%<br>30  |
| Senior Citizen – 806 N Ottawa St | 4.74%<br>13   |
| Water Tower – Next to hospital   | 6.93%<br>19   |
| Oak St – 200 E Oak St            | 6.57%<br>18   |
| Rotary Park – 107 E Railroad St  | 32.48%<br>89  |

Total Respondents: 274

Q3w

## Why do you visit a City of St Johns Park? (Select all that apply)

- Answered: 281

- Skipped: 5

| Answer Choices                           | Responses     |
|--|---------------|
| Fitness & exercise (walking/biking/etc.) | 71.17%<br>200 |
| Casual informal use (picnic/playground)  | 72.24%<br>203 |
| Participates in a game for a league      | 18.15%<br>51  |
| Community event (movie/concert)          | 46.98%<br>132 |
| Youth program activity                   | 22.78%<br>64  |
| Do not visit the parks                   | 0.71%<br>2    |
| Other (please specify)                   | 11.74%<br>33  |

Total Respondents: 281

Q4w

## Please select the existing features you would consider to be the most important when visiting a park. (Select up to three)

- Answered: 283

- Skipped: 3

| Answer Choices | Responses     |
|----------------|---------------|
| Restrooms      | 81.98%<br>232 |
| Play equipment | 62.54%<br>177 |
| Ball fields    | 16.96%<br>48  |

| Answer Choices            | Responses     |
|---------------------------|---------------|
| Paved parking             | 18.02%<br>51  |
| Tennis courts             | 11.31%<br>32  |
| Water Spray Park          | 42.40%<br>120 |
| Basketball courts         | 18.02%<br>51  |
| Natural Walking Trails    | 57.24%<br>162 |
| Picnic shelters           | 42.05%<br>119 |
| Volleyball courts         | 9.54%<br>27   |
| Shuffleboard court        | 5.30%<br>15   |
| Pickleball court          | 22.97%<br>65  |
| Disc golf course          | 8.13%<br>23   |
| Community center          | 15.19%<br>43  |
| Dog park                  | 21.20%<br>60  |
| Inclusive/Accessible park | 19.08%<br>54  |
| Other (please specify)    | 4.95%<br>14   |

Total Respondents: 283

Q5w

What facilities are missing or should the City offer more of? (Select up to three)

- Answered: 256
- Skipped: 30



| Answer Choices          | Responses     |
|-------------------------|---------------|
| Walking/biking trails   | 39.84%<br>102 |
| Softball fields         | 4.69%<br>12   |
| Community center        | 31.64%<br>81  |
| Sledding hill           | 11.33%<br>29  |
| Pickleball courts       | 25.39%<br>65  |
| Playgrounds             | 17.19%<br>44  |
| Soccer fields           | 7.42%<br>19   |
| Shuffleboard facilities | 9.38%<br>24   |
| Paved parking           | 5.08%<br>13   |
| Restrooms               | 32.03%<br>82  |
| Tennis courts           | 3.13%<br>8    |
| Parks                   | 7.03%<br>18   |
| Basketball courts       | 10.16%<br>26  |
| Skate Park              | 18.75%<br>48  |
| None                    | 5.86%<br>15   |
| Other (please specify)  | 10.94%<br>28  |

Total Respondents: 256

Q6w

## Where do you live?

- Answered: 285

- Skipped: 1

| Answer Choices         | Responses     |
|------------------------|---------------|
| City of St Johns       | 55.79%<br>159 |
| Victor Township        | 2.11%<br>6    |
| Bingham Township       | 12.63%<br>36  |
| Olive Township         | 4.91%<br>14   |
| Greenbush Township     | 7.37%<br>21   |
| Bengal Township        | 3.16%<br>9    |
| Essex Township         | 3.16%<br>9    |
| Duplain Township       | 3.16%<br>9    |
| Riley Township         | 3.86%<br>11   |
| Ovid Township          | 1.05%<br>3    |
| Other (please specify) | 2.81%<br>8    |
| TOTAL                  | 285           |

**CITY OF ST JOHNS  
RESOLUTION #56-2025**

**RESOLUTION TO ADOPT THE 2026-2030 CITY OF ST JOHNS  
PARKS AND RECREATION FIVE YEAR MASTER PLAN**

At a regular meeting of the City Commission of the City of St. Johns, Clinton County Michigan, at 6:00 p.m., local time, on the 8<sup>th</sup> day of December, 2025;

Present:

Absent:

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

WHEREAS, the City of St. Johns has undertaken a planning process to determine the parks and recreation needs and desires of its residents during a five-year period covering the years 2026 through 2030; and

WHEREAS, the City of St Johns began the process of developing a community parks and recreation plan in accordance with the most recent guidelines developed by the Department of Natural Resources and made available to local communities, and

WHEREAS, residents of the City of St Johns were provided with a well-advertised opportunity during the development of the draft plan to express opinions, ask questions, and discuss all aspects of the recreation and natural resource conservation plan, and

WHEREAS, the public was given a well-advertised opportunity and reasonable accommodations to review the final draft plan for a period of at least 30 days for plan, and

WHEREAS, a public hearing was held on December 3, 2025, at a City of St Johns Planning Commission regular meeting to provide an opportunity for all residents of the planning area to express opinions, ask questions, and discuss all aspects of the City of St Johns 2026-2030 Five-Year Parks and Recreation Master Plan, and

WHEREAS, the City of St Johns has developed the plan as a guideline for improving recreation and enhancing natural resource conservation for the City of St Johns, and

WHEREAS, after the public hearing, the St Johns City Commission voted to adopt said City of St Johns 2026-2030 Five-Year Parks and Recreation Master Plan

NOW, THEREFORE BE IT RESOLVED the City Commission of St Johns hereby adopts the City of St Johns 2026-2025 Five-Year Parks and Recreation Master Plan.

YEA:

NAY:

Resolution declared adopted.

STATE OF MICHIGAN

COUNTY OF CLINTON

This is to certify that the foregoing is a true and complete copy of action taken by the City Commission of the City of St. Johns City at a regular meeting held on December 8, 2025.

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Mindy J. Seavey, City Clerk