

Eric Hufnagel
Mayor

Jean Ruestman
Vice Mayor

Bob Craig
Commissioner

Tammy Kirschenbauer
Commissioner

Brad Gurski
Commissioner



Dave J. Kudwa
City Manager

Mindy J. Seavey
City Clerk

Kristina Kinde
City Treasurer

Michael Homier
City Attorney

Steven M. Martin
Director of Public Services

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

**Monday, July 11, 2022, 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 participate in the meeting through Zoom.
Only in-person attendants will be able to participate in discussion.**

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 or person attending 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 of June 27, 2022
- b. Approval of Warrants
-In the amount of \$1,074,561.64
-Includes fiscal year end warrants of \$1,035,155.99 and current warrants of \$39,405.65.
- c. Approval of Merit Bonus
-Staff recommends that the city commission approve the merit bonus as presented.
- d. National Night Out 2022 Proclamation
-Staff recommends that the city commission adopt the National Night Out 2022 Proclamation and authorize the mayor and clerk to sign.

*100 East State Street, P.O. Box 477, St. Johns, Michigan 48879-0477
(989) 224-8944 Fax (989) 224-2204
E-mail: csj@stjohnsmich.com*

- e. Amendment to Agreement Core Business Technologies (EGov Strategies)
 - Staff recommends that the city commission ratify the amendment with Core Business Strategies for website redesign and authorize the mayor and clerk to sign.

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

B. PUBLIC HEARINGS:

C. PERSONS WISHING TO PRESENT TESTIMONY:

- 1. Sara Morrison – Briggs District Library Annual Report
(6:07 pm – 6:15 pm) Discussion only
- 2. Public comment - agenda & non-agenda items
(6:15 pm – 6:18 pm) Discussion only

D. COMMUNICATIONS:

E. OLD BUSINESS:

F. NEW BUSINESS:

- 1. King Media – Coleen King & Laurie DeYoung
(6:18 pm – 6:25 pm) Discussion only
(Presenter: Dave Kudwa, City Manager)
- 2. Resolution to Approve Charter Amendment Ballot Language to Change the Meeting Requirements from Semi-Monthly to Monthly - #14-2022
(6:25 pm – 6:30 pm) Action Item
(Presenter: Dave Kudwa, City Manager)
- 3. Resolution to Approve Charter Amendment Ballot Language to Authorize the City to Levy a Millage for Sidewalk, Street, Curb and Gutter and Drainage Improvements - #15-2022
(6:30 pm – 6:35 pm) Action Item
(Presenter: Dave Kudwa, City Manager)
- 4. Wilson Center
(6:35 pm – 6:50 pm) Discussion only
(Presenter: Kristina Kinde, City Treasurer)
- 5. MERS DB Adoption Agreement – Separation of Briggs District Library
(6:50 pm – 6:55 pm) Action Item
(Presenter: Kristina Kinde, City Treasurer)
- 6. Commissioner Comments
(6:55 pm – 7:05 pm) Discussion only

G. ADJOURNMENT: *(7:05 pm)*

(Next Regular Meeting Scheduled for **Monday, July 25, 2022, 6:00 p.m.**)

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



CONSENT AGENDA

CITY OF ST. JOHNS
CITY COMMISSION MINUTES

JUNE 27, 2022

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

COMMISSIONERS PRESENT: Eric Hufnagel, Jean Ruestman, Bob Craig, Tamara Kirschenbauer, Brad Gurski

COMMISSIONERS ABSENT: None

STAFF PRESENT: Dave Kudwa, City Manager; Mindy J. Seavey, City Clerk; Kristina Kinde, Treasurer

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

Commissioner Craig asked for the Bengal Township Fire Agreement to be taken off the consent agenda and moved before New Business #2.

Motion by Commissioner Gurski seconded by Commissioner Craig that the consent agenda be approved as amended.

YEA: Hufnagel, Craig, Ruestman, Kirschenbauer, Gurski

NAY: None

Motion carried.

a. Approval of Minutes

Motion by Commissioner Gurski seconded by Commissioner Craig that the minutes of the June 9, 2022 special meeting and June 13, 2022 regular meeting be approved as presented.

YEA: Hufnagel, Craig, Ruestman, Kirschenbauer, Gurski

NAY: None

Motion carried.

b. Approval of Warrants

Motion by Commissioner Gurski seconded by Commissioner Craig that warrants be approved as presented in the amount of \$112,652.19.

YEA: Hufnagel, Craig, Ruestman, Kirschenbauer, Gurski

NAY: None

Motion carried.

c. Year End Budget Adjustments

Motion by Commissioner Gurski seconded by Commissioner Craig that the city commission approve the year end budget adjustments as per City Treasurer Kinde's memo.

YEA: Hufnagel, Craig, Ruestman, Kirschenbauer, Gurski

NAY: None

Motion carried.

AGENDA

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

City Manager Kudwa asked to add Briggs Library Board Appointment – Brad Jorae to the agenda.

Motion by Commissioner Ruestman seconded by Commissioner Kirschenbauer that the city commission approve the agenda as amended.

AGENDA

A. OPENING:

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

The staff proposes the following items for the Consent Agenda. If any Commissioner or person attending 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 of June 9, 2022
 - Regular meeting of June 13, 2022
- b. Approval of Warrants
 - In the amount of \$112,652.19
- c. Year End Budget Adjustments
 - Staff recommends that the city commission approve the year end budget adjustments as per City Treasurer Kinde's memo.
- d. ~~Bengal Township Fire Agreement~~
 - ~~-Staff recommends that the city commission ratify the Bengal Township Fire Agreement in the amount of \$5,800.00 annually and authorize the mayor and clerk to sign.~~

-
4. Approval of Agenda:

B. PUBLIC HEARINGS:

C. PERSONS WISHING TO PRESENT TESTIMONY:

1. Public comment - agenda & non-agenda items

D. COMMUNICATIONS:

E. OLD BUSINESS:

1. Rental Housing Program – Ordinance #670 – An ordinance to require registration, inspection and certification of residential rental properties in the City of St. Johns

F. NEW BUSINESS:

1. Resolution #12-2022 - A Resolution to Establish the Procedures, Fines, Fees, and Deadlines for the Rental Registration and Certification Program established under Ordinance No. 670
2. Bengal Township Fire Agreement
3. Fire Truck (New Pumper) Bid and Contract Approval & Resolution #13-2022 - A Resolution to Establish a Commitment to Secure Financing for a New Fire Truck, and to Designate an Agent (The City Manager) to Execute Any and All Legal Documents Necessary to Complete the Transaction
4. Briggs Library Board Appointment – Brad Jorae
5. Commissioner Comments

G. ADJOURNMENT:

YEA: Hufnagel, Craig, Ruestman, Kirschenbauer, Gurski

NAY: None

Motion carried.

PUBLIC HEARINGS

PERSONS WISHING TO PRESENT TESTIMONY

1. Public Comment

Mayor Hufnagel asked if there was anyone present wishing to present testimony.

Joy Boswell-Rons, Astwood Mews Lane, was present. She said she is re-addressing the lawn/leaf bag procedure. She shared information in the cul-de-sac. She also discussed bags that were picked up and some left. She said most residents decide they are not going to bag and the street is filthy and the drains are filled with debris. She said with the

new procedure, they are not receiving the service they are paying for. She is requesting the city tweak the program. She discussed her door hanger.

City Manager Kudwa said last week we did a complimentary pick up and on Tuesday and Wednesday did our normal pick up.

Joseph Pawlowski, 709 S. Swegles, was present. He said he has been in town 20 years and has never seen things so bad. He said he bought a car carrier to take his to the dump. Last year, he put bags out on Monday and they were taken care of.

Terry Black, 308 N. Swegles Street, was present to discuss the rental program. He said he thinks you might be signing the eviction notices for several people that can't afford apartments. He said he noticed the inspector shall choose which units to inspect at random. He said the fines are 4 times the amount of the first. He asked if you are going to give us any help to redo any of this? He discussed paint being scratched by cats, vents, gutters and downspouts. He said he is not happy.

Richard Droste, Astwood Mews, was present. He asked why we changed the leaf pick up.

City Manager Kudwa said we have 6 DPW staff. We were spending 3-4 days a week driving to pick up yard waste bags. We have a number of different tasks for them to do. We want our guys to strategically go and pick up where they are in the city. Now it's a day and a half with one or two people. Our DPW just made the repair on South Swegles Street that our contractor couldn't get to. They also did the asphalt repair in one of the alleys downtown.

Mr. Droste said he doesn't use your service, but he is thinking of his neighbors.

Mr. Black said he hears comments about bags not being picked up.

Mayor Hufnagel said when you have a new program, all new programs have adjustments to make. He said the efficiency is there.

COMMUNICATIONS

OLD BUSINESS

1. Rental Housing Program – Ordinance #670 – An ordinance to require registration, inspection and certification of residential rental properties in the City of St. Johns

City Manager Kudwa said this ordinance is the first phase of the rental housing program. He said there are safety concerns and quality of life issues. He said it addresses the rental inspector portion and it is a 3-year cycle. The registration process includes an emergency services form. He said he is very happy with the work completed by the planning commission. Our goal is to begin inspections later this year. We spent a lot of time on the checklist. The fee of \$175 is extremely reasonable, every three years. This is not to bring these units up to the building code.

Commissioner Ruestman said we did break the list into life safety and quality of life. Life safety is to keep tenants safe. People shouldn't have to have their life in danger to pay a lower rent. You only have to meet 80% of quality-of-life items. It's not bringing things up to code. We are ensuring people are safe and feel ok about where they live.

Commissioner Craig said it has been a long time the city has been working on this. The planning commission had a public hearing. We received public comments here also. We need to have a baseline and we need to get started.

Commissioner Gurski said he has received some comments and concerns. He would see problems with not notifying the property owner before coming in.

City Manager Kudwa said we have to inform the property owner before, but we are not going to tell them in year 3 we are inspecting apartment #.

Mayor Hufnagel said when you have a new program, you expect to do tweaking along the way.

Motion by Commissioner Ruestman seconded by Commissioner Craig that the city commission adopt Ordinance #670 - an ordinance to require registration, inspection and certification of residential rental properties in the City of St. Johns.

YEA: Hufnagel, Craig, Ruestman, Kirschenbauer, Gurski

NAY: None

Motion carried.

NEW BUSINESS

1. Resolution #12-2022 - A Resolution to Establish the Procedures, Fines, Fees, and Deadlines for the Rental Registration and Certification Program established under Ordinance No. 670

City Manager Kudwa said this outlines the specific dates/fees regarding Ordinance #670. This gives us flexibility to make changes. Staff is happy with the implementation dates and fees. We are ready to begin the registration on August 1st.

Commissioner Ruestman said they have from August 1st to September 30th to register for free. How are you going to get the word out?

City Manager Kudwa said we are going to have a meeting with King Media to get the message out.

Commissioner Gurski asked how the fee schedule was arrived at.

City Manager Kudwa said we took the amount it is going to cost us (McKenna) and added an administrative fee. Right now, we don't even know how many units we have. We need to decide how to group units together.

Mayor Hufnagel said it is going to be cost neutral; we are not generating revenue.

Motion by Commissioner Craig seconded by Commissioner Kirschenbauer that the city commission adopt Resolution #12-2022 - a Resolution to Establish the Procedures, Fines, Fees, and Deadlines for the Rental Registration and Certification Program established under Ordinance No. 670.

YEA: Hufnagel, Craig, Ruestman, Kirschenbauer, Gurski

NAY: None

Motion carried.

2. Bengal Township Fire Agreement

Treasurer Kinde said we have an annual contract with Bengal. She said our attorney had a suggestion for it to renew automatically. She said both parties can cancel at any time.

Commissioner Craig said he thought we had a discussion that we were going to try to get all of the townships try to help pay something for the new pumper (it is over \$600,000).

Treasurer Kinde said that is the intent we are moving towards. We talked about having a fire study done. We need to have conversations with all of the townships and decide what metric gets used. She said that townships have a March 31st year end so they needed to know what to budget. She said the first payment for the fire truck will be in the 2023/24 fiscal year.

Commissioner Craig said he thought we were going to have conversations over the last few months.

Treasurer Kinde said we are trying to find someone that can do the study. She said we think all of the contracts will change at some point. We have to get everyone on board with the same type of agreement as far as the metrics.

Mayor Hufnagel said in the finance committee meetings, it was his understanding we would have that only because of the timing on it. We want to make sure people don't feel rushed.

Fire Chief Whitford said he had conversations at their annual meetings back in the spring and we let them know. We are trying to lay out a plan 20-30 years out for replacements. We need to make sure we have our ducks in a row.

There was a discussion of:

- Who sets the fees for their contracts as they are now?
- What we charge is covering operating costs right now.
- Trucks we have purchased in the past to provide a service we aren't getting reimbursed for.
- Make sure to gather the data before we meet with the townships.
- Annual reports go out to the townships.

Motion by Commissioner Ruestman seconded by Commissioner Kirschenbauer that the city commission ratify the Bengal Township Fire Agreement in the amount of \$5,800.00 annually and authorize the mayor and clerk to sign.

YEA: Hufnagel, Craig, Ruestman, Kirschenbauer, Gurski

NAY: None

Motion carried.

3. Fire Truck (New Pumper) Bid and Contract Approval & Resolution #13-2022 - A Resolution to Establish a Commitment to Secure Financing for a New Fire Truck, and to Designate an Agent (The City Manager) to Execute Any and All Legal Documents Necessary to Complete the Transaction

Fire Chief Whitford said in December he came to you with some issues on our mini pumper and got approval to go through the specification process. He discussed the bid process. We received 3 bids and are recommending Spencer Manufacturing. They met the bid, length restrictions, had an appealing build time, and came in as the low bid.

There was a discussion of the air/foam option.

Chief Whitford said our mini pumper has 315 gallons and the new truck will be tripling water capacity. This will help us on our ISO. It will take 435 days to build.

Motion by Commissioner Kirschenbauer seconded by Commissioner Ruestman that the city commission designate an agent (the city manager) to execute any and all legal documents necessary to complete the transaction.

YEA: Hufnagel, Craig, Ruestman, Kirschenbauer, Gurski

NAY: None

Motion carried.

Motion by Commissioner Kirschenbauer seconded by Commissioner Craig that the city commission adopt Resolution #13-2022 - a Resolution to Establish a Commitment to Secure Financing for a New Fire Truck.

YEA: Hufnagel, Craig, Ruestman, Kirschenbauer, Gurski

NAY: None

Motion carried.

4. Briggs District Library Board Appointment

Commissioner Ruestman said we recently had two of our board members resign and one is a city appointee. Brad Jorae volunteered and submitted an application. She said the library board had a good discussion with him.

Commissioner Craig said we have appointments to a lot of different boards. Thought perhaps we would open it up to anyone who might want to be on the library board.

Commissioner Ruestman said this is to fill out the term of the person who resigned, which is through December. She said they will be calling people and putting out there we are looking for other members. The city has to approve three of the board members; the school board has to appoint others. We will be opening it to others.

There was a discussion of the process.

Motion by Commissioner Ruestman seconded by commissioner Kirschenbauer that the city commission approve Brad Jorae to be a city representative on the library board.

YEA: Hufnagel, Ruestman, Kirschenbauer, Gurski

NAY: Craig

Motion carried.

5. Commissioner Comments

Commissioner Craig said they had their trail authority board meeting last Thursday and it went well. He said the maintenance issues are normal. They have not had a lot of storms and trees falling down on the trail. He said the budget is pretty well established and they get \$49,000 to do maintenance items. The city has been doing mowing. He said he is pleased the DNR and MDOT have worked together, going through the entire 42 miles of the trail. They are looking it over for issues or problems. They have 3 choices: crushed limestone, crushed asphalt or asphalt paving on the 42 miles. Our preference is asphalt paving, not crushed limestone. We are still waiting for any revisions to the maintenance agreement between the city, DNR and trail authority. The former city attorney was working on it and he thinks there are some tweaks. They are appreciative that the City of St. Johns is maintaining its trail within the city limits. I saw a sign on the door of St. Joseph Catholic Church and they are going through a major renovation. Saturday and Sunday masses are going to be at the Wilson Center auditorium.

Commissioner Gurski said the ambulance is having a fundraising effort to purchase another ambulance. They got it for \$85,000 and that is their target. The new ambulance is yet to arrive. They have raised \$27,000 so far. Their goal is to be debt free as far as vehicles.

Commissioner Ruestman thanked the police chief and officers for their work at the Pride Event. She said it was nice and peaceful and went well and the downtown looked really good.

Commissioner Kirschenbauer said the Parks and Recreation Board is meeting every other month. Some programs were cancelled last week since it was so hot. They are using the park house as a base.

Mayor Hufnagel recognized the work staff had done up at the park with the extra hours available. It made it look nice at the concerts in the park. He complimented the road and infrastructure work. He said the staff and I have talked about following up with conversations with the township and to get regular meetings scheduled.

ADJOURNMENT

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

YEA: Hufnagel, Craig, Ruestman, Kirschenbauer, Gurski

NAY: None

Motion carried.

The meeting was adjourned at 7:17 p.m.



MEMORANDUM CITY OF ST. JOHNS

To: City Commission

From: Dave Kudwa, City Manager

Date: July 7th, 2022

Subject: Proposed merit bonus

Memo objective:

To have the city commission review merit bonus recommendations

Steve Martin recently made a bonus recommendation for one of our wastewater operators that passed their state certification test. We're very proud of this individual and I'm supporting the \$900 bonus recommendation.

Please see the policy language below for recommending merit bonuses.

The process for recommendation of a merit bonus is initiated by the Department Head or Supervisor. Said recommendation shall be in writing and shall identify the reasons for said recommendation, utilizing the criteria established herein. The recommendation is submitted to the City Manager for review. If approved by the City Manager, the recommendation is submitted to the Personnel Committee for approval. If so approved, the recommendation is submitted to the City Commission for consideration.

Please let me know if you have any additional questions or concerns.

Staff Recommendation:

The city commission approve the merit bonus as presented.

Proclamation

NATIONAL NIGHT OUT 2022

WHEREAS, the National Association of Town Watch (NATW) is sponsoring a unique, nationwide crime, drug and violence prevention program on August 2, 2022 entitled “National Night Out”; and

WHEREAS, the “39th Annual National Night Out” provides a unique opportunity for *St. Johns* to join forces with thousands of other communities across the country in promoting cooperative, police-community crime prevention efforts; and

WHEREAS, the *St. Johns Police Department* plays a vital role in drug and violence prevention efforts in our city and is supporting “National Night Out 2022” locally; and

WHEREAS, it is essential that all citizens of *St. Johns* be aware of the importance of crime prevention programs and impact that their participation can have on reducing crime, drugs and violence in the city of *St. Johns*; and

WHEREAS, police-community partnerships, neighborhood safety, awareness and cooperation are important themes of the “National Night Out” program;

NOW, THEREFORE I, MAYOR ERIC HUFNAGEL, do hereby call upon all citizens of *St. Johns* to join the *St. Johns Police Department* and the National Association of Town Watch in supporting “39th Annual National Night Out” on August 2, 2022.

FURTHER, LET IT BE RESOLVED THAT, WE, MAYOR ERIC HUFNAGEL and COMMISSIONERS do hereby proclaim **Tuesday, August 2, 2022** as “NATIONAL NIGHT OUT” in the city of *St. Johns*.

Mayor

Clerk

AMENDMENT TO AGREEMENT BETWEEN THE CITY OF ST. JOHNS, MI AND CORE BUSINESS TECHNOLOGIES



JULY 1, 2022

This Amendment is made by and between the City of St. Johns, MI whose principal address 100 State Street, St. Johns, MI 48879 (hereinafter, "Client"), and the service provider, Wonderware Inc. d/b/a CORE Business Technologies, d/b/a eGov Strategies, with its principal office at 950 Warren Avenue, 4th Floor, East Providence, RI 02914 (hereinafter, "eGov").

NOW, THEREFORE, the parties agree to an Amendment to the Agreement between the parties dated December 10, 2019 for reimbursement of additional products and services to be performed as detailed in the Scope of Services.

SCOPE OF SERVICES

See Attachment A.

PAYMENT FOR SERVICES

- 70% of total project due at contract signing to start the project
- Remaining 30% billed upon redesign launch

AUTHORIZATION OF CHANGE

IN WITNESS WHEREOF, the parties have signed this Amendment as of the date set forth above by officials to bind their respective organizations:

	The City of St. Johns, MI	eGov/Core Business Technologies
Signature:	_____	_____
Printed:	_____	_____
Title:	_____	_____
Date:	_____	_____



ATTACHMENT A – SCOPE OF SERVICE

CORE will provide professional services to modify/redesign the City of St. Johns' website homepage, services index, and re-organize content for the website based on a "best practices" review of the website.

ITEM	NOTE	TOTAL
St. Johns' Homepage Update/Redesign	1 site	\$1,350
• Six (6) hours of design/development @\$225/hr		
• Move search to upper right throughout site		
• Modify service icons based on insight from the City		
• Modify menu structure & add images within Services Index		
PROJECT TOTAL	1 site	\$1,350

PROJECT SCOPE NOTES:

- **eGov Strategies** is now a division of **Core Business Technologies**, a nationwide software provider of payment and citizen engagement solutions for local and state government clients.
- **Increased Annual Support & Maintenance:** There is no additional fee for eGov Manager software maintenance and support as part of the upgrade.
- **Need for New, High Quality Images:** To prepare for the project, the Town should pursue collecting high quality digital images of the Town. Recently, eGov has begun suggesting that clients utilize public safety drones (or private sector firms that provide drone photography) to collect sharp imagery and video of key Town landmarks. Upon official kickoff of the project, eGov will provide a list of recommended photos.





AGENDA



BRIGGS

District Library

Bringing people together. Opening minds. Inspiring.

2020-2021

Annual Report

Statistical Information

Library Visits:
36,278

Active
Cardholders:
6,793

Total Circulation: 42,029

Adult Materials: 21,971
Youth Materials: 19,447
Electronic Materials: 10,350
Database Use: 1,586

Public Computer Uses: 607
WIFI Logins: 4,077
Website Access: 31,599

Programs Offered: 128
Program Attendance: 1,567

Reference Transactions: 697

Collection: 63,624 items

Print: 34,858

Audio: 2,904

Audio (downloadable): 4,231

Video: 2,234

Magazines: 49

E-books: 19,397

Physical Items: 352

Active Cardholders

Bengal Twsp: 263

Bingham Twsp: 941

City of St. Johns: 3,904

Essex Twsp: 130

Greenbush Twsp: 570

Olive Twsp: 427

Riley Twsp: 329

Victor Twsp: 72

Westphalia Twsp: 1

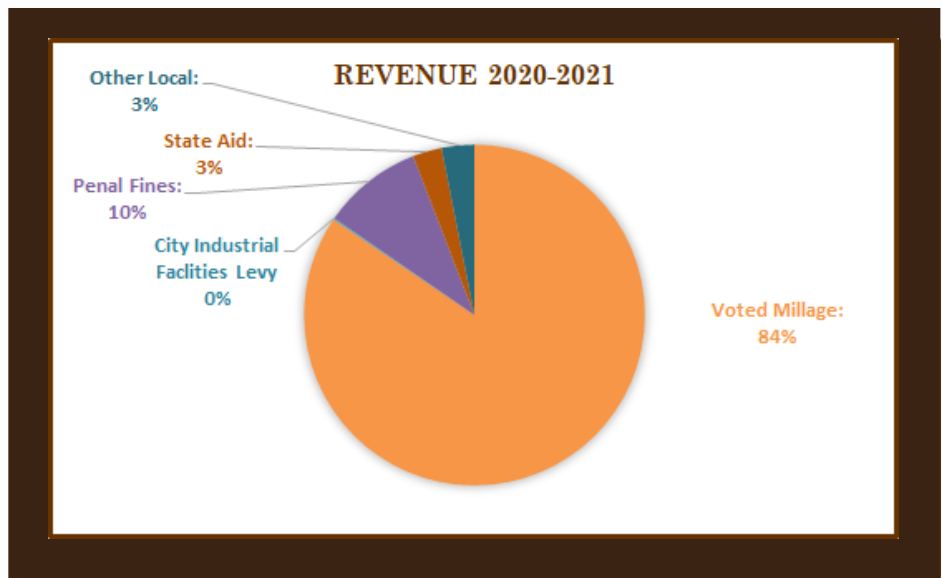
SJPS Outside BDL: 77

Membership Fee: 79

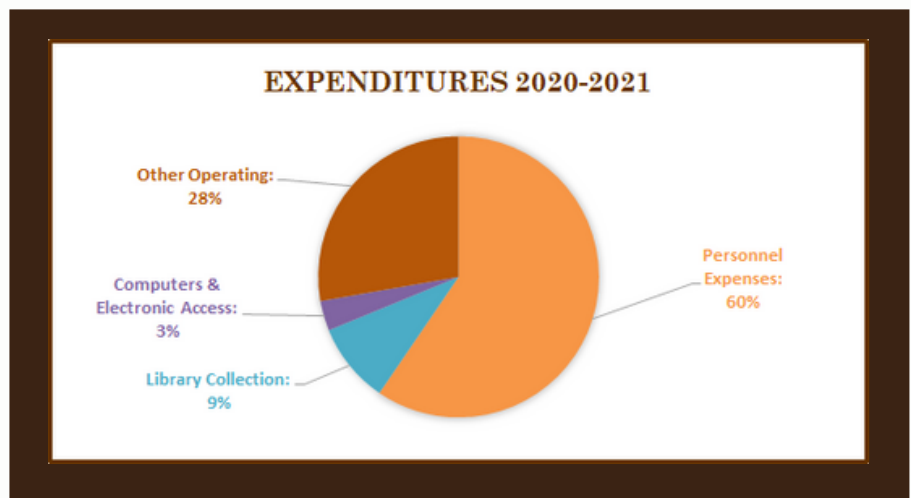
Items loaned to other libraries: 2,240
Items borrowed from other libraries: 3,737

Financial Information

Revenue 2020-2021
Voted Millage: \$513,645
City IFT Levy: \$851
Penal Fines: \$57,857
State Aid: \$16,770
Other Local: \$18,850
Total Revenue: \$607,973



Expenditures 2020-2021
Personnel Expenses: \$340,533
Library Collection: \$52,956
Computers & Electronic Access: \$19,678
Other Operating: \$158,766
Total Expenditures: \$571,933



Note: The Library's revenue exceed expenditures in 2020-2021 due to reductions in hours, staffing, programs and materials caused by the pandemic.

As a governmental entity, Briggs District Library is required to submit a report to the State of Michigan by February 1st of each year. The library is also audited on an annual basis.

Library Services



The library provides a broad-based collection in a variety of formats and genres at various ability levels to meet library cardholder's educational and recreational literary demands. In addition to fiction and non-fiction books for all ages, the library offers DVDs, books on CD, graphic novels, large print titles, a small Spanish language collection and VOX Books, picture book and audio recording in one.



The This 'N That Collection contains a variety of objects designed to spur creativity, make life easier, or just be fun. Some of the holdings include: thermal leak detector, electrical test kit, folding table and benches, graphic calculator, board games, puzzles, a variety of cake pans and cookie cutters, five gallon beverage container, stud finder, furniture dolly, triple slow cooker buffet, and a hand truck.



The seed library gives patrons the opportunity to sample heirloom seeds for free. Seeds can be checked out and planted at home. If patrons want, they can let some of the plants go to seed, collect them, and return them to the library: so others can try them the next growing season.



Library cardholders can access the Michigan eLibrary to take advantage of the state wide interlibrary loan system. This free service enables individuals to obtain materials from other libraries all over the state. All Michigan residents can access the wide variety of databases provided by the Library of Michigan.



The Library has four drop boxes to make returning materials convenient. They are located at the library, Riley Township Hall, Bengal Township Hall, and Lowe United Methodist Church in Essex Township.



The Fuel Your Mind Digital Collection provides eBooks, audiobooks and magazines that can be borrowed for free. Library cardholders can download the Libby app to obtain access to this service.

kanopy

Films that matter

The Library now offers Kanopy, a video streaming. Find movies, documentaries, foreign films, classic cinema, independent films and educational videos that inspire, enrich and entertain.



Brainfuse tutors are trained to help users master a problem's underlying academic concepts. Live tutoring and homework help services are offered for all subjects in English & Spanish.



Language-learning centered around you.

Language learning system designed to establish retention and build conversational skills. Offers personalized, adaptive, conversational-based lessons in over 70 languages.



Comprehensive country database containing data on 175 countries. Topics include culture, travel, recipes, holidays, festivals, language, music, money, national symbols, and religion. Illustrated with over 30,000 photos, maps, and flag images.



Genealogy resources for the expert and novice researcher. Includes censuses, vital records, legal documents, immigration records, photos, maps, and more. In library usage only.



With PrinterOn, one can use one's home PC or mobile device to print documents at Briggs District Library via email, the PrinterOn app, or by going to www.printeron.net/briggs/library



The library has three public computer stations for public use and six laptops that can be checked out for use anywhere in the library. The public can also bring in their own devices and take advantage of the library's free WiFi signal. Twenty mobile hot spots are available for library cardholders wanting to access the internet off the library premise. Thanks to a grant, the Library recently acquired four Chromebooks that can be checked out for offsite use.



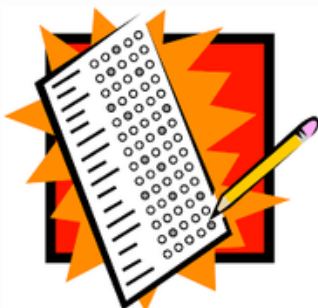
The library has three rooms for public use. The Bement Room houses the local history collection and is used by individuals doing genealogical research. For individuals looking for a place to study, tutors and small groups, the Quiet Study Room is available. Besides being used for library programs, the Meeting Room is used by various groups seeking a place to meet.



The library has a copy machine for public use in addition to a printer for those needing to print documents. Library staff can fax or scan documents for the public. Nominal fees are associated with printing, copying, and faxing services.



The Library has an Ellison die cut machine and a large assortment of dies that are available for public use. Individuals wishing to make use of this service need only bring their own paper.



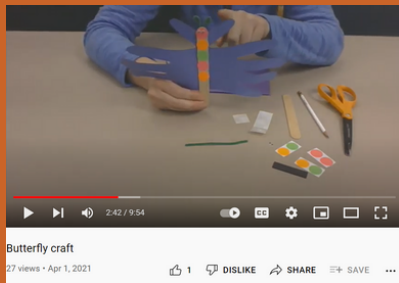
The library offers test proctoring for distance/online education students. Notary services are also available to the public.

Library Programs

Programming is designed to reach a variety of age groups and occurs both in the library and at outreach locations. It can be both active and passive. Library staff work diligently to keep programs fun, entertaining, interesting, educational, and inclusive.

Serving our community is the Library's main purpose. Part of that is participating in community events and activities. Due to CoVid-19 restrictions this past year, most of the community events we usually take part in were cancelled.

Storytimes progressed from fully virtual with a take & make craft, to limited numbers on the main floor during alternate hours when we were closed, to outdoors, to back in person in the meeting room!



We hosted special guests . . .



Beverly,
The Music Lady



Visiting Authors Ruth McNally Barshaw, Bevin Cohen,
Tess Miller and Sandy Sonier

. . . and participated in community events

Event So Good
it's Scary 2021



Holiday Market 2021



We collaborated with several local businesses and organizations



Listen & Learn with LAFCU, Abrams Planetarium, and Impression 5



Studio Retreat for an author visit with Joe Belisle



Mary Ablao of Studio Retreat

Visiting our neighbors for virtual stories and crafts



Clarissa Czubak of Infinity Wellness Energy , LLC

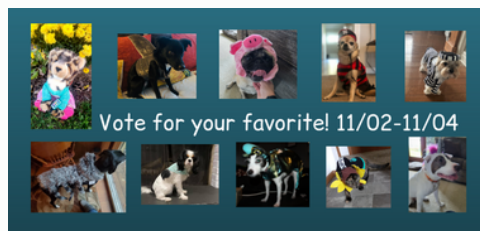


Clinton County Parks and Greenspace installed a Storywalk and a free little library at Motz Park.

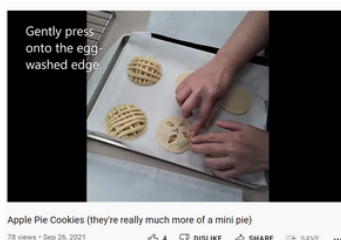


Butler Financial sponsored our Fall Sensory Walk

**Not pictured, Recycled Paper Making with Clinton County Department of Waste Management, Clinton Commons and Suntree Outreach, and Kiwanis Club of SJ helped significantly with the purchase of materials for Literacy Backpacks. We had a table at Clinton Transit's 20th Anniversary Celebration, Clinton County Conservation Exploration Open House, and CCAC's Annual Chocolate Walk. Working with the City of St. Johns Parks and Recreation enabled us to hold programs in the large pavilions here in town. They also allowed us to install a Storywalk around Fantasy Forest (thanks Owen and Jason D!).*



We held three virtual contests: Lego Creations, Teen Cooking, Dress Up Your Pet



Our weekly cooking videos shifted to special occasion videos as in-person programming increased.

We are thankful for the new camera and microphone that enable us to shoot from different angles and record much more clearly.



We added two new collections: Literacy Backpacks and Exploration Packs.



One of our little libraries, our program area fence, and two Storywalks were successfully installed.

Facility Updates



It is extremely important to maintain the library facility, so that current and future community members can continue to access the resources and services provided for years to come.

In the summer of 2021, the library replaced three furnaces and air conditioners and the roof. The original drinking fountain and the faucet in the women's bathroom were leaking. The library updated both items in the fall of 2021.

Renovation Project

The Library moved into the current facility in the fall of 1998. It was formerly a retail home decorating/carpet business, with a substantial warehouse space. This warehouse space was intended to be incorporated into the larger library space, but this has not yet been done. The carpet, paint and soft furnishings are original to the building, and in need of updating. The

library also has a safety issue at the front entrance due to frequent icing and snow accumulation which is exacerbated by roof drainage and sidewalk grading. Lastly, the current library does not have a meeting/conference room large enough to accommodate social distancing or larger groups.

The plan to remodel the current building has four main components:

1. Larger meeting/conference room that can accommodate 60 persons

- Will include an operable wall, allowing for concurrent events
- Includes presentation and kitchen equipment
- Able to accommodate social distancing
- Direct exterior access that allows for after-hours usage
- Creates a space where programs will not interrupt main library business/patrons

2. New Children's Area – in the former unused warehouse space

- Turns storage space into public space
- Features a train tunnel entrance with interactive tech devices
- Lots of natural light and open space
- Educational manipulatives
- Colorful mural
- 2 educational game computers
- Fun and inviting space

3. Main Entrance – moved to alleviate safety concerns

- Accessible via sloped walkway, moved nearer to the handicap parking spaces
- Relocated to avoid frequent icing issues
- Improved step depth – current steps are a safety concern
- Air curtain for less heat and air-conditioning loss

4. Updated circulation desk



- The former meeting space will be converted to a Maker Space room. This room will have a 3-D printer, media production equipment, craft, and STEM resources and supplies. The Young Adult area will stay in the same location but will see a slight size increase. This will allow for added computer stations and more collection space. The former location of our monthly book sale was the unheated warehouse space. This will now have a dedicated space that is well lit and heated! Lastly, the interior will receive a fresh coat of paint, mostly new flooring, and soft furnishings. We will repurpose shelving and tables wherever possible.
- The need for this project is based on community feedback asking for more comfortable seating, larger meeting space and improved facilities. This renovation also addresses the safety concerns of the current front entrance.
- The benefits to the community from the project are vitally important as the library will be able to accommodate social distancing, offer more usable space for meetings, and improve its services with increased safety, accessibility, and functionality.
- The library is looking into grants, fundraising events, and donations from business and individuals to fund the project.





Briggs District Library Board of Trustees

Terrilynn Voisin: Chair
Jason Denovich: Vice Chair
Jean Ruestman: Treasurer
Renaë Larsen: Secretary
Eric Verlinde: Trustee
Kimberly Skorna: Trustee
Sharon Bassette: Trustee

Briggs District Library Staff

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Brett Harger: Assistant Director
Erin Faivor: Program Librarian
Elizabeth Janetzke: Outreach/Community Engagement Librarian
Pat Beck: Library Assistant
Kristy Thelen: Library Assistant
Tara Cook: Library Clerk
Stephanie Hein: Library Clerk
Michelle Henry: Library Clerk
Caden McClain: Library Clerk
Sam Pettersen: Library Clerk
Meredith Reynolds: Library Clerk

The 2020-2021 Briggs District Annual Report was written and compiled by Library Director, Sara Morrison. Any questions or comments about information contained within this document may be directed to Director Morrison by phone, (989)224-4702, or email, director@briggisdistrictlibrary.org

CITY OF ST. JOHNS

CITY COMMISSION OVERVIEW
JULY 11, 2022



KING MEDIA

MARKETING | ADVERTISING | PUBLIC RELATIONS | DIGITAL MEDIA

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MARKETING & COMMUNICATIONS PLAN



July 11, 2022

Dear Commissioners,

At King, we think a lot about the “why” behind our projects. Asking why helps us define our larger purpose and identify specific outcomes. Why is our message needed in communities? Why do people need to know what we’re sharing? This reflection also helps us feel grounded in why we do what we do. Our work is far more than the campaigns we launch, the research we conduct, or the creative assets we develop. At the end of the day, our work is about people. Our “why” is the relationships that we foster and positive impact we can make through meaningful collaboration.

We’ve spent the last 22 years building great relationships—the kind of relationships that keep clients with us for generations. And we couldn’t be happier that the City of St. Johns is part of our King family. The past few months of our time working together has already made it clear to us that we’ve found kindred spirits in the staff and leadership for the City. We can see the passion for community development, thoughtful communication, and economic growth that is making an impact on this City and its residents. Your genuine enthusiasm for improving the place you call home is inspiring and has made us all the more eager to join in.

Helping the City of St. Johns grow and prosper - and thereby igniting growth and prosperity in the entire region - is a fantastic “why” if we’ve ever heard one. The work that we can accomplish together is capable of facilitating real progress, from strategic communications to stronger partnerships with stakeholders and better community relations. This booklet will give you a glimpse into the steps we’ve taken so far and the path that waits ahead. We’re confident that we’re in this with the right people to make a difference, and look forward to moving the needle with you.

Sincerely,

A handwritten signature in black ink that reads "Coleen King". The signature is fluid and cursive, with the first name "Coleen" and the last name "King" clearly distinguishable.

Coleen King,
President & Founder | King Media

PAST PROJECT HIGHLIGHTS

RENTAL HOUSING PROGRAM

Establishing a new program to improve the quality of rental housing properties in the City called for thoughtful outreach to key stakeholders. Through a postcard to landlords, an informative flyer, and ongoing communication strategy, we informed rental property owners and tenants about the new program and its purpose.

We look forward to continuing communication about this program through its launch and execution in the coming year!

St. Johns Rental Housing Program

Make the Mint City Home Sweet Home.

The City of St. Johns is creating a Rental Housing Program and we want you to be a part of the process. Our community is a great place to live, and we are always looking for ways to make it even better, whether someone stays for a few years or plants roots for generations.


Through the program, all rental housing properties will need to meet basic life safety criteria. By opening communication between property owners, tenants and the City, we can help make renting in St. Johns a great experience.

A one-stop resource for rental housing in St. Johns


An important element of the Rental Housing Program is making information about housing rentals easily available. A new page of the city website will have resources for property owners, information for current tenants, and a list of certified rental housing properties within the city for potential renters.

Certification of Rental Housing Properties


Rental housing owners will receive information regarding Life Safety and Quality of Life criteria by the City. All residential rental properties will be scheduled to provide a tour to a City inspector on a rotation of once every three years. If the rental property meets 100% of Life Safety requirements, and 80% of Quality of Life requirements, the property will earn Good Standing certification.




Property Owner registers for Rental Housing Program




Properties are inspected on a 3-year rotation



100% of Life Safety criteria are met



80% of Quality of Life criteria are met



Rental Property receives Good Standing Certification

Collaboration with Stakeholders

The City of St. Johns wants to include renters, property owners and other stakeholders in the development of the Rental Housing Program. This initiative is a collaborative effort that aims to encourage communication and transparency. More details will be shared after we hear from our key stakeholders—that includes you!

We invite you to [share your feedback here](#) or join the City Commission meeting at 6 p.m. on June 13 and June 27 at the Clinton County Courthouse.

100 East State Street • P.O. Box 477 • St. Johns, MI 48879-0477 • (989) 224-8944 • Fax (989) 224-2204 • csj@stjohnsmich.com

Making the Mint City home sweet home.





City of St. Johns
100 East State Street
P.O. Box 477
St. Johns, MI 48879-0477

We want to hear from you!



The City of St. Johns is creating a Rental Housing Program and we want you to be a part of the process. Our community is a great place to live, and we are always looking for ways to make it even better, whether someone stays for a few years or plants roots for generations.

Through the program, all rental housing properties will need to meet basic life safety criteria. By opening communication between property owners, tenants and the City, we can help make renting a great experience.

An overview of the program can be found at cityofstjohnsmi.com or by scanning the QR code below. More details will be shared after we hear from our key stakeholders—that includes you!



Share your feedback at the City Commission meeting at 6 p.m. on June 13 and June 27 at the Clinton County Courthouse or through the form at cityofstjohnsmi.com.



YARD WASTE PICKUP COMMUNICATION

When the City needed to get the word out about a new yard waste pickup system, we crafted communication pieces to inform residents of the process and important details. This project included a website flyer, postcard, and series of social media posts.

Social media posts that share practical information in a lighthearted and relateable manner is a great way to connect with residents and we look forward to crafting similar pieces for fall/winter reminders.

It's time for Spring Cleaning in the Mint City!



Green thumb? Request a Yard Waste Pick-up!

The City of St. Johns provides seasonal yard waste collection, which includes leaves, plant materials, grass clippings and brush/limbs, to make it easy for residents to take care of their lawns and landscaping. In the past, yard waste collection has rotated through sections of the city each week, with full city coverage taking approximately one month to complete.

New for 2022, we are asking residential property owners to request yard waste service pick-up via the city website. Your request will allow for targeted pick-up efforts with greater efficiency and reduced wait times.



When you have yard waste or brush to collect, simply notify the city at cityofstjohnsmi.com and your pick-up service will be scheduled.

With this new system, city-wide coverage for yard waste collection will be completed in approximately one week, compared to the previous one-month rotation.



This new yard-waste collection process will begin May 2, 2022. You can request a pick-up at cityofstjohnsmi.com beginning April 18.

Yard waste and brush awaiting collection should be no larger than 4 cubic feet (4' x 4' x 4'). Brush exceeding this size limit can be dropped off at the Department of Public Works self-service facility at 1000 N Bus. 127. This self-service facility is available year-round for city residents wanting to drop off brush, yard waste and compost.

Yard waste bags will no longer be available for pick-up at City Offices. Paper yard waste bags can be purchased at most hardware stores and supermarkets.

Get Ready for Spring Cleanup

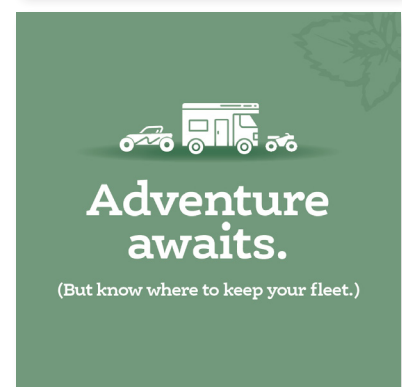
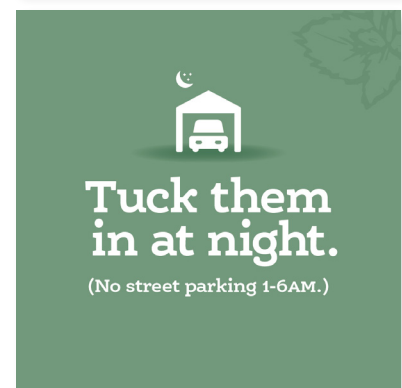
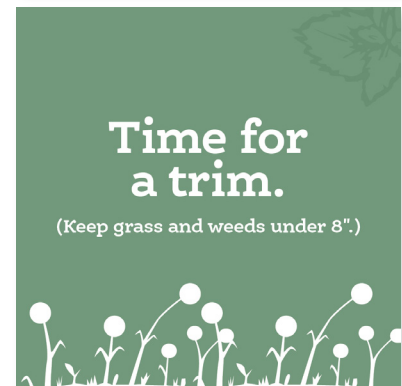
Save the date for Spring Cleanup! Beginning April 30, you can set out items for pick-up at your curb, including appliances, electronics, scrap metal, furniture and more. Items that should not be set out include liquids, car parts, household trash and recyclables, batteries, bricks/stones and tires.

On May 7, our friends at Granger Waste Services will make their way through St. Johns to collect trash. All items must be placed out by 6 a.m. on Saturday, May 7 to be picked up.

Some items ineligible for Spring Cleanup, including tires and hazardous waste, will be accepted at the Clean Community Collection Event on April 30. Visit clinton-county.org to learn more and make a drop-off appointment by April 22.

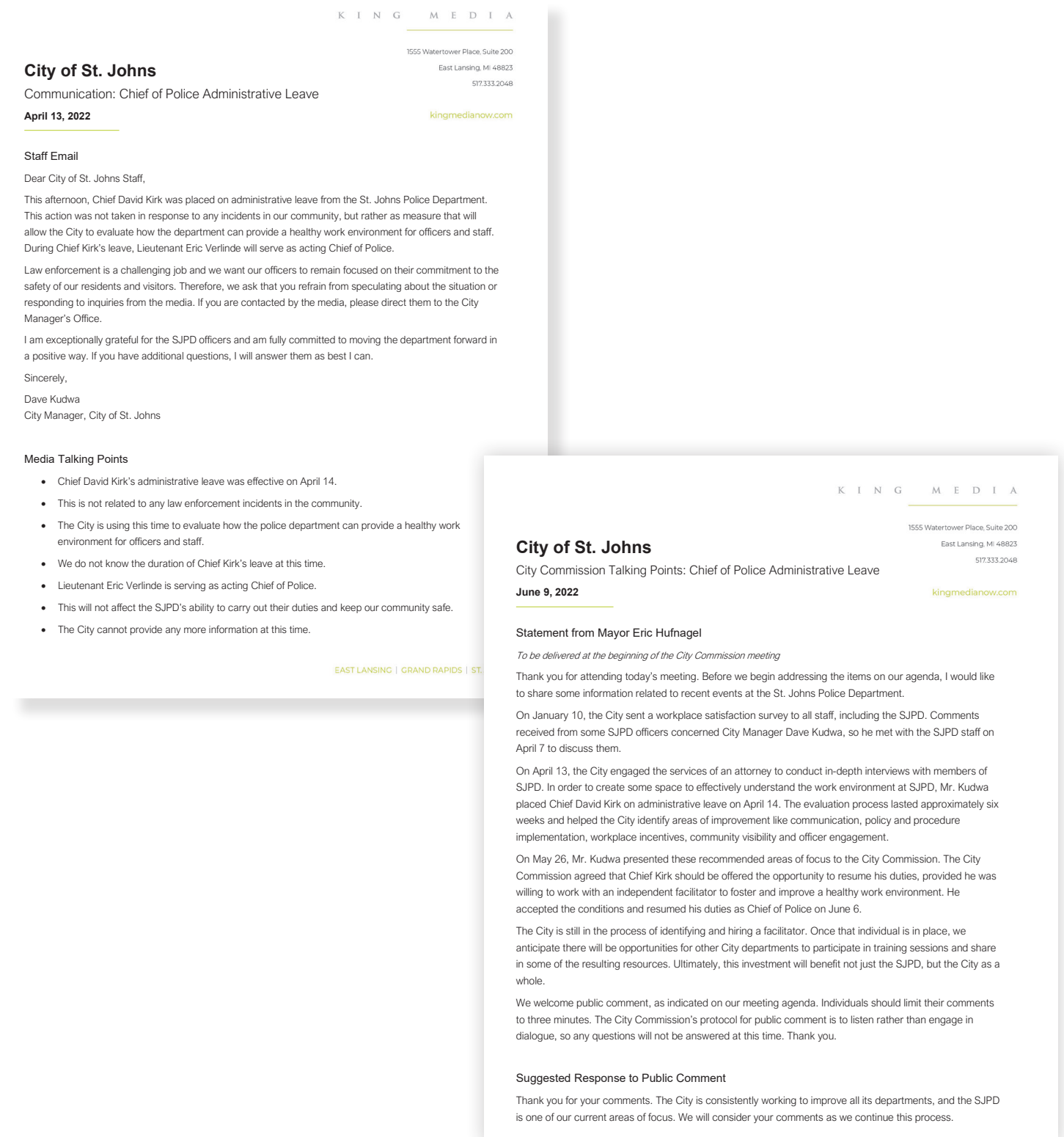



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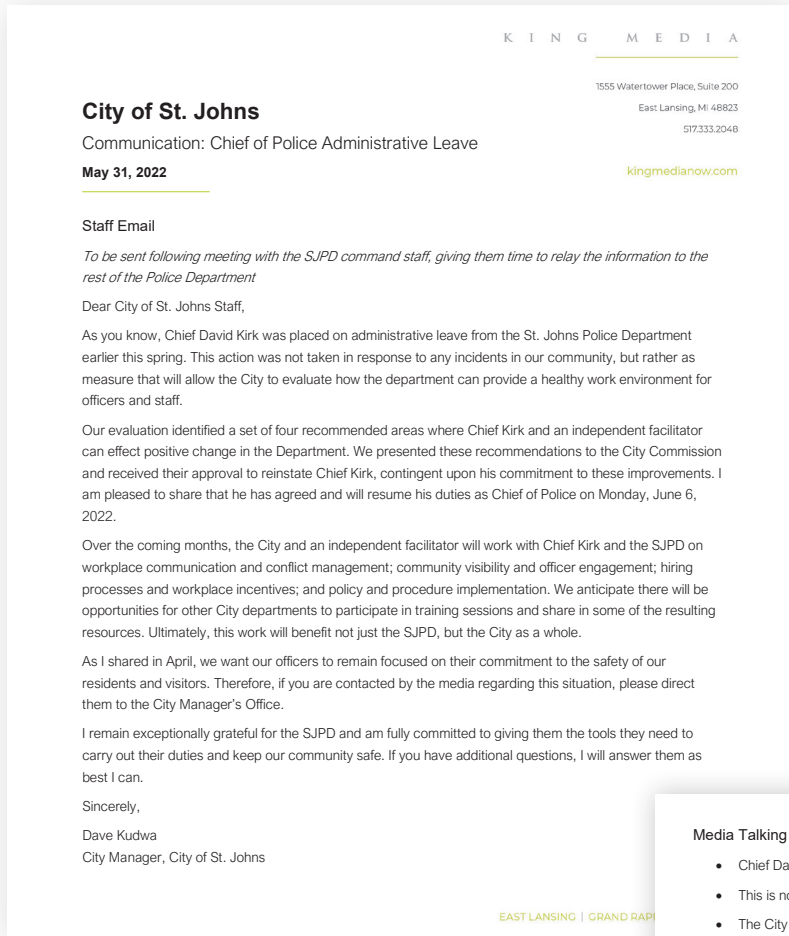
STRATEGIC COMMUNICATION

SENSITIVE COMMUNICATION, MEDIA RELATIONS AND STRATEGY



STRATEGIC COMMUNICATION

SENSITIVE COMMUNICATION, MEDIA RELATIONS AND STRATEGY



Media Talking Points

- Chief David Kirk's administrative leave was effective on April 14.
- This is not related to any law enforcement incidents in the community.
- The City has used the past six weeks to evaluate how the police department can provide a healthy work environment for officers and staff.
- A set of recommended areas of focus was approved by the City Commission and shared with Chief Kirk.
- Chief Kirk will resume his duties as Chief of Police on Monday, June 6. He and an independent facilitator, to be hired by the City, will work to effect positive change in areas like community visibility, officer engagement, workplace incentives, communication, and procedure implementation.
- The City anticipates there will be opportunities for other departments to participate in training sessions and share in some of the resulting resources. Ultimately, this work will benefit not just the SJPD, but the City as a whole.

Media Statement

To send to WLNS and WILX in response to their inquiries:

Chief David Kirk of the St. Johns Police Department has been on administrative leave since April 14 and will resume his duties as Chief of Police on June 6.

Chief Kirk's leave was not related to any law enforcement incidents in the community. Rather, the City has used the past six weeks to evaluate how the police department can provide a healthy work environment for officers and staff.

As approved by the City Commission, Chief Kirk and an independent facilitator will be working to effect positive change in the SJPD, addressing areas like community visibility, officer engagement, workplace incentives, communication, and procedure implementation.

We anticipate there will be opportunities for other departments to participate in training sessions and share in some of the resulting resources. Ultimately, this work will benefit not just the SJPD, but the City as a whole.

UPCOMING PROJECTS

RENTAL HOUSING PROGRAM LAUNCH

INFORMATIONAL MAILER | WEBSITE CONTENT | SOCIAL MEDIA

As a continuation of the initial rental housing program outreach, we are excited to be seeing this project through its launch and execution. We will craft informational materials for rental property owners, as well as website language, social media content, and a refreshed design of the inspection checklist on the City website.

STREETS PROGRAM: COMMUNITY ENGAGEMENT AND INFORMATIONAL CAMPAIGN

**GRAPHIC DESIGN | WEBSITE CONTENT | SOCIAL MEDIA | PUBLIC RELATIONS
INFORMATIONAL MAILER | PRINT MATERIALS & SIGNAGE**

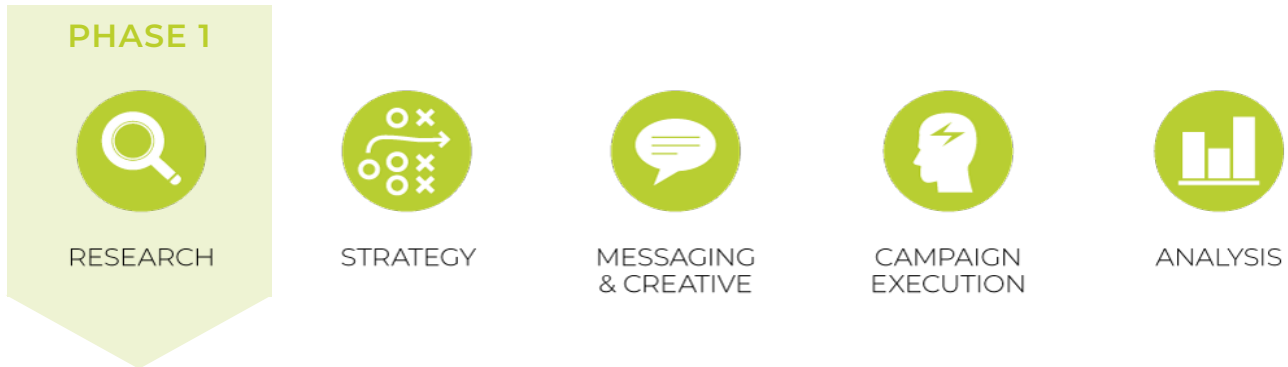
This fall marks an important opportunity to raise awareness of the City's infrastructure improvements and continuing goals for improvement to city streets and sidewalks. This two-phase campaign will begin with community engagement regarding the 9+ years of work that has made St. Johns more safe and accessible to all forms of travel. Following the community engagement initiative, phase two of this project is an informational campaign about the millage on the ballot this November.

CHARTER AMENDMENT COMMUNICATION

NEWSLETTER LANGUAGE | PUBLIC RELATIONS | SOCIAL MEDIA

Another important item on ballots this November is the charter amendment for monthly City Commission meetings. Our experience in strategic communication for elections means we know what timing and tactics will best reach residents. We are ready to collaborate on thoughtful communications that will educate residents and key stakeholders.

COMMUNICATIONS & MARKETING PLAN



RESEARCH, INTERVIEWS AND FOCUS GROUPS

At King Media, everything we do is grounded in research. It's not enough to think we know something – when we execute public relations, communications and strategic messaging campaigns, we know our strategies will be successful in achieving our clients' goals. That's because we take the time to conduct thorough research so we understand what our clients are facing.

August 1-5, 2022

We have reserved the week of August 1 for interviews and focus groups with key stakeholders in the City. This phase of research typically consists of two days of personal interviews in a City meeting space, and 2-4 focus groups organized by stakeholders themes, such as business owners or community non-profits.

August 8-31, 2022

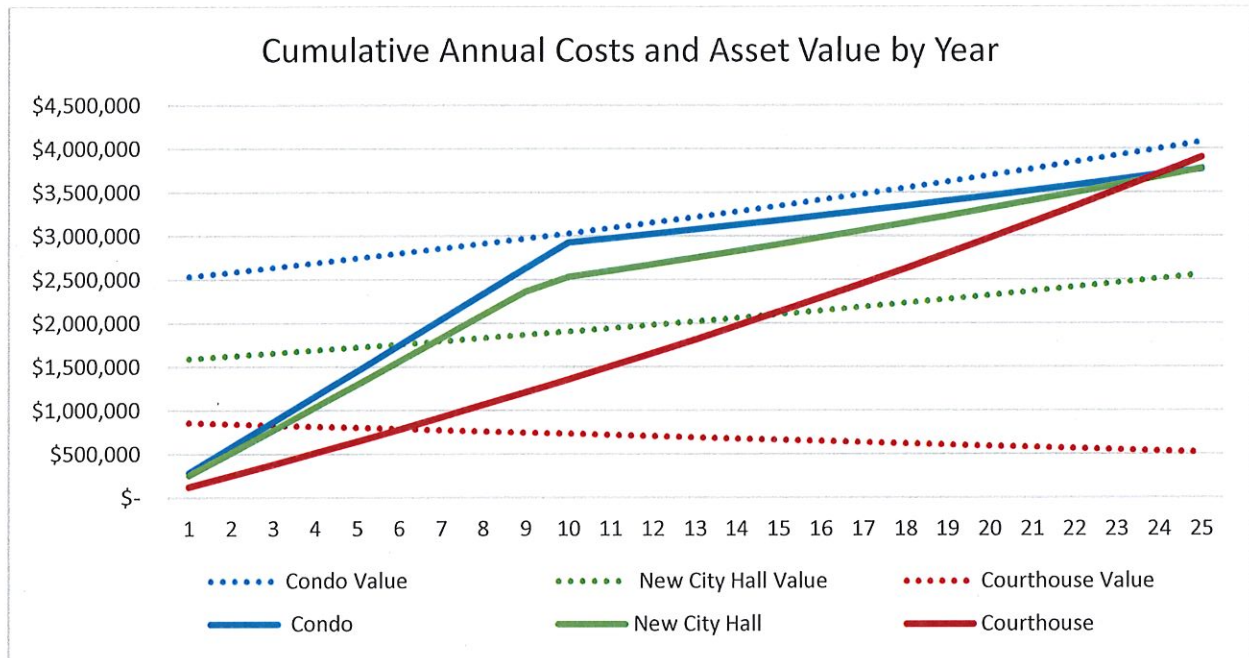
We will then craft an online survey for broad community input, with questions that utilize key takeaways from the interviews and focus groups. This survey will be distributed via email, social media, and the City website, with options to include a link or QR code in other City outreach, such as a newsletter.

September 2022

Using research as our foundation, we will then carefully define tactics, craft messaging, and establish goals. When every element of a campaign points back to these research-based key messages, we can ensure consistency and clarity.

Wilson Center Financial Analysis

In order to analyze the financial impact of purchasing the Wilson Center gym, auditorium and additional office space (condo sale and buildout), the City compared the condo sale and buildout to building a new city hall or continuing to maintain city offices as a part of the courthouse.



In the graph above the solid lines represent the annual costs on a cumulative basis. These costs include bond payments, estimated operating costs and rental of the gym and auditorium. If you look at year 24 and year 25, you will see the costs to maintain city offices at the courthouse start to surpass the costs of both the condo and new city hall options.

The dotted lines represent the estimated asset values of each option. You will notice that both the condo and new city hall options both have asset values that continue to increase. However, the asset value to remain at the courthouse continues to decline on an annual basis. Additionally, on the condo option the cumulative costs are never larger than the asset value.

Keep in mind this analysis does not take into account the loss in tax revenue that could occur if a Brownfield or OPRA were considered instead of the condo sale and buildout. Dymaxion estimated the Brownfield tax revenues captured over 21 years as follows:

- St. Johns Public Schools – \$441,217
- City of St. Johns - \$160,442
- State Education Tax - \$147,072
- Clinton County - \$78,057
- Clinton County RESA - \$44,801
- Briggs District Library - \$8,822
- Clinton Transit - \$2,341

FINANCIAL INFO USED IN CALCULATION

	<u>Condo Sale & Buildout</u>	<u>New City Building</u>	<u>Offices at Courthouse</u>
Cost	\$2,000,000	\$1,595,000***	\$ -
10-year bond payment (approximate)*	\$248,500/yr	\$ 198,000/yr	\$ -
Operating costs (2022/23)	\$40,000/yr	\$35,000/yr	\$87,181/yr
Rental costs of Gym and Auditorium (2022/23)	\$ -	\$24,000/yr	\$24,000/yr
Starting Asset Value	\$2,538,306**	\$1,595,000	\$862,810

* Bond payment schedules obtained from Baker Tilly

** Starting Asset Value obtained from CSZ services plus increase for building of City office space and repair/maintenance to gym and auditorium

*** Cost obtained from Studio Intrigue

ANNUAL OPERATING COSTS – 25 YEARS

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
Condo	289,072	579,121	869,549	1,160,968	1,452,944	1,746,026	2,039,709	2,334,473	2,629,848	2,926,243
New City Hall	257,661	515,859	775,154	1,036,243	1,298,773	1,562,380	1,827,689	2,094,271	2,361,771	2,530,736
Courthouse	124,986	252,196	381,673	513,464	647,615	784,173	923,186	1,064,703	1,208,774	1,355,451

	Year 11	Year 12	Year 13	Year 14	Year 15	Year 16	Year 17	Year 18	Year 19	Year 20
Condo	2,975,003	3,024,738	3,075,467	3,127,212	3,179,991	3,233,826	3,288,737	3,344,747	3,401,877	3,460,149
New City Hall	2,602,657	2,676,016	2,750,842	2,827,165	2,905,014	2,984,421	3,065,415	3,148,029	3,232,296	3,318,248
Courthouse	1,504,785	1,656,829	1,811,638	1,969,268	2,129,774	2,293,214	2,459,646	2,629,132	2,801,730	2,977,505

	Year 21	Year 22	Year 23	Year 24	Year 25
Condo	3,519,587	3,580,214	3,642,053	3,705,129	3,769,466
New City Hall	3,405,919	3,495,343	3,586,556	3,679,593	3,774,491
Courthouse	3,156,519	3,338,837	3,524,526	3,713,652	3,906,285

ASSET VALUE – 25 YEARS

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
Condo	2,538,306	2,589,072	2,640,854	2,693,671	2,747,544	2,802,495	2,858,545	2,915,716	2,974,030	3,033,511
New City Hall	1,595,000	1,626,900	1,659,438	1,692,627	1,726,479	1,761,009	1,796,229	1,832,154	1,868,797	1,906,173
Courthouse	862,810	848,810	834,810	820,810	806,810	792,810	778,810	764,810	750,810	736,810

	Year 11	Year 12	Year 13	Year 14	Year 15	Year 16	Year 17	Year 18	Year 19	Year 20
Condo	3,094,181	3,156,064	3,219,186	3,283,569	3,349,241	3,416,226	3,484,550	3,554,241	3,625,326	3,697,833
New City Hall	1,944,296	1,983,182	2,022,846	2,063,303	2,104,569	2,146,660	2,189,593	2,233,385	2,278,053	2,323,614
Courthouse	722,810	708,810	694,810	680,810	666,810	652,810	638,810	624,810	610,810	596,810

	Year 21	Year 22	Year 23	Year 24	Year 25
Condo	3,771,789	3,847,225	3,924,169	4,002,653	4,082,706
New City Hall	2,370,086	2,417,488	2,465,838	2,515,154	2,565,457
Courthouse	582,810	568,810	554,810	540,810	526,810

CITY OF ST. JOHNS**COUNTY OF CLINTON, STATE OF MICHIGAN**

ESTIMATED - Condo Sale & Buildout

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
11/02/2022	-	-	-	-	-
05/01/2023	-	-	40,422.92	40,422.92	-
11/01/2023	168,000.00	3.600%	40,648.75	208,648.75	249,071.67
05/01/2024	-	-	37,624.75	37,624.75	-
11/01/2024	174,000.00	3.700%	37,624.75	211,624.75	249,249.50
05/01/2025	-	-	34,405.75	34,405.75	-
11/01/2025	180,000.00	3.800%	34,405.75	214,405.75	248,811.50
05/01/2026	-	-	30,985.75	30,985.75	-
11/01/2026	187,000.00	3.900%	30,985.75	217,985.75	248,971.50
05/01/2027	-	-	27,339.25	27,339.25	-
11/01/2027	194,000.00	4.000%	27,339.25	221,339.25	248,678.50
05/01/2028	-	-	23,459.25	23,459.25	-
11/01/2028	202,000.00	4.100%	23,459.25	225,459.25	248,918.50
05/01/2029	-	-	19,318.25	19,318.25	-
11/01/2029	210,000.00	4.200%	19,318.25	229,318.25	248,636.50
05/01/2030	-	-	14,908.25	14,908.25	-
11/01/2030	219,000.00	4.250%	14,908.25	233,908.25	248,816.50
05/01/2031	-	-	10,254.50	10,254.50	-
11/01/2031	228,000.00	4.350%	10,254.50	238,254.50	248,509.00
05/01/2032	-	-	5,295.50	5,295.50	-
11/01/2032	238,000.00	4.450%	5,295.50	243,295.50	248,591.00
Total	\$2,000,000.00	-	\$488,254.17	\$2,488,254.17	-

Yield Statistics

Bond Year Dollars	\$11,634.44
Average Life	5.817 Years
Average Coupon	4.1966264%

Net Interest Cost (NIC)	4.1966264%
True Interest Cost (TIC)	4.1862379%
Bond Yield for Arbitrage Purposes	4.1862379%
All Inclusive Cost (AIC)	4.4898054%

IRS Form 8038

Net Interest Cost	4.1966264%
Weighted Average Maturity	5.817 Years

CITY OF ST. JOHNS**COUNTY OF CLINTON, STATE OF MICHIGAN**

ESTIMATED - New City Hall Building

Debt Service Schedule

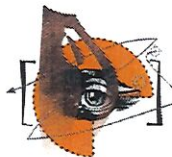
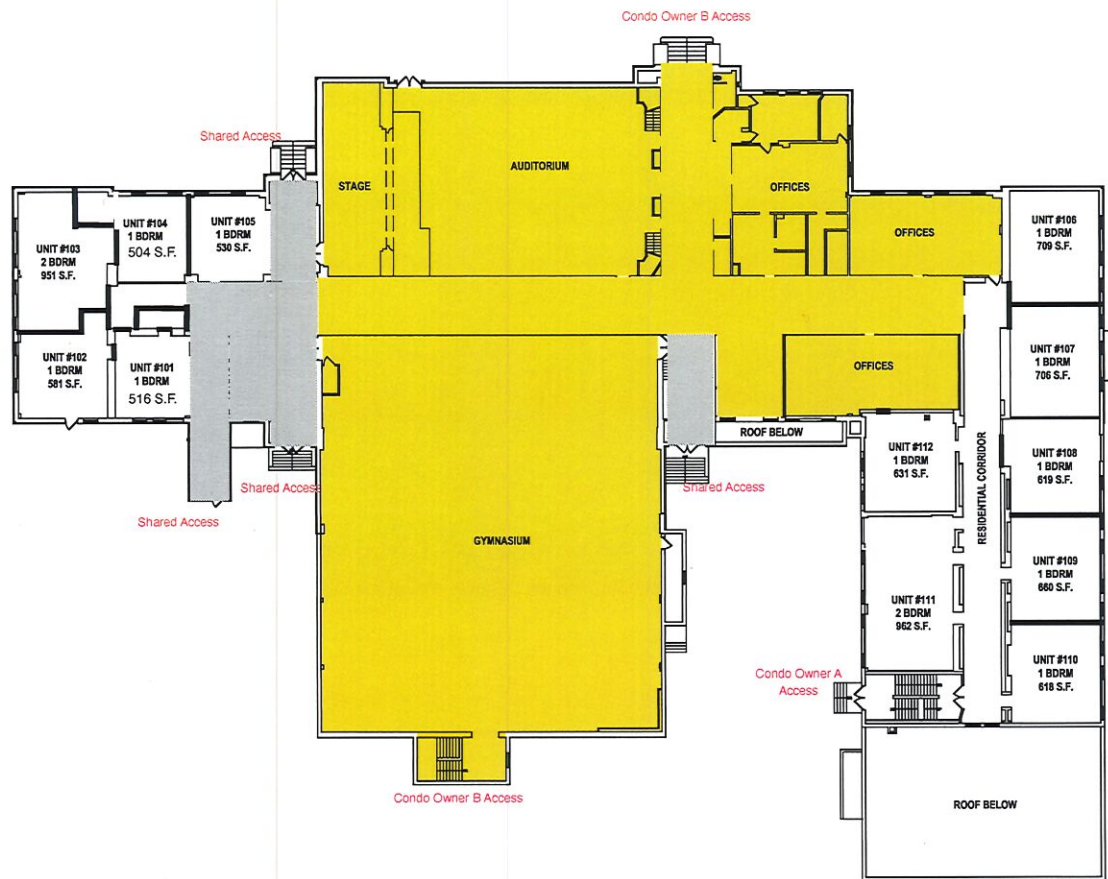
Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
11/02/2022	-	-	-	-	-
05/01/2023	-	-	32,240.63	32,240.63	-
11/01/2023	134,000.00	3.600%	32,420.75	166,420.75	198,661.38
05/01/2024	-	-	30,008.75	30,008.75	-
11/01/2024	138,000.00	3.700%	30,008.75	168,008.75	198,017.50
05/01/2025	-	-	27,455.75	27,455.75	-
11/01/2025	143,000.00	3.800%	27,455.75	170,455.75	197,911.50
05/01/2026	-	-	24,738.75	24,738.75	-
11/01/2026	149,000.00	3.900%	24,738.75	173,738.75	198,477.50
05/01/2027	-	-	21,833.25	21,833.25	-
11/01/2027	155,000.00	4.000%	21,833.25	176,833.25	198,666.50
05/01/2028	-	-	18,733.25	18,733.25	-
11/01/2028	161,000.00	4.100%	18,733.25	179,733.25	198,466.50
05/01/2029	-	-	15,432.75	15,432.75	-
11/01/2029	168,000.00	4.200%	15,432.75	183,432.75	198,865.50
05/01/2030	-	-	11,904.75	11,904.75	-
11/01/2030	175,000.00	4.250%	11,904.75	186,904.75	198,809.50
05/01/2031	-	-	8,186.00	8,186.00	-
11/01/2031	182,000.00	4.350%	8,186.00	190,186.00	198,372.00
05/01/2032	-	-	4,227.50	4,227.50	-
11/01/2032	190,000.00	4.450%	4,227.50	194,227.50	198,455.00
Total	\$1,595,000.00	-	\$389,702.88	\$1,984,702.88	-

Yield Statistics

Bond Year Dollars	\$9,285.57
Average Life	5.822 Years
Average Coupon	4.1968657%
Net Interest Cost (NIC)	4.1968657%
True Interest Cost (TIC)	4.1864947%
Bond Yield for Arbitrage Purposes	4.1864947%
All Inclusive Cost (AIC)	4.5036330%

IRS Form 8038

Net Interest Cost	4.1968657%
Weighted Average Maturity	5.822 Years



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PRELIMINARY FIRST FLOOR PLAN 101 W.CASS ST., ST. JOHNS, MI 48879



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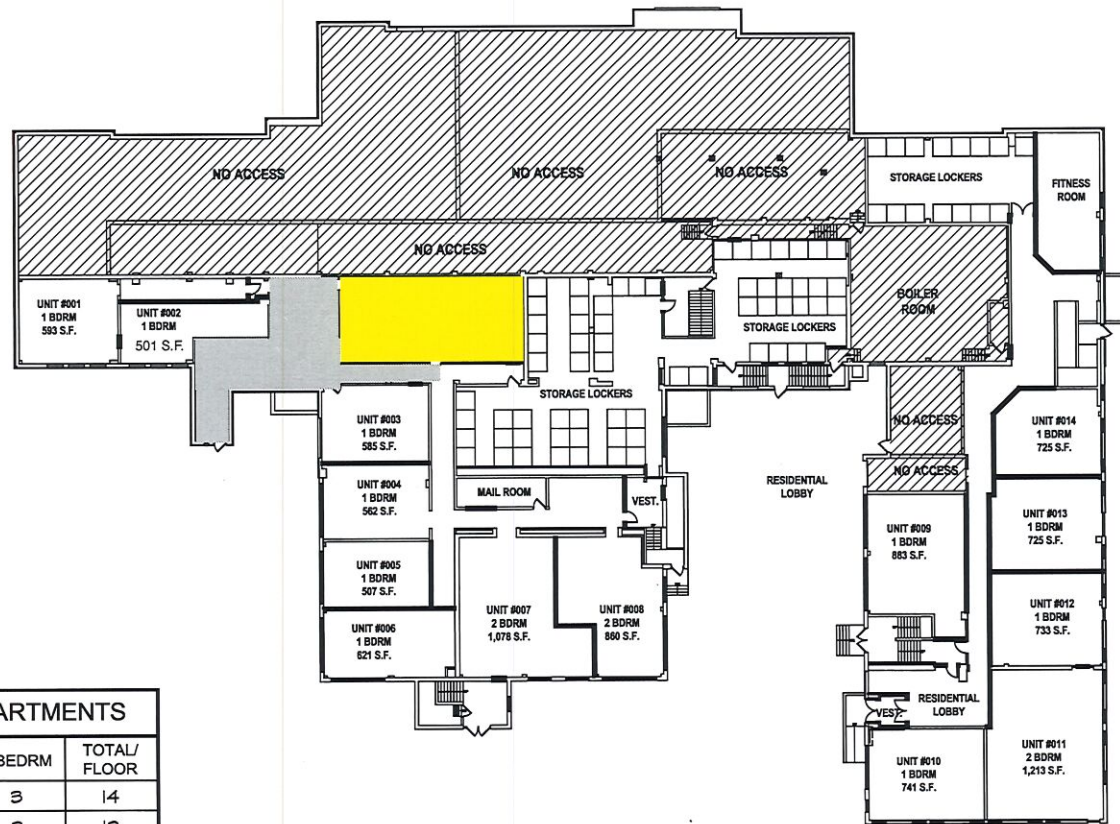
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DYMAXION
DEVELOPMENT

#21.104
05/09/22

Common



101 W. CASS ST. APARTMENTS			
UNIT BREAKDOWN	1 BEDRM	2 BEDRM	TOTAL/ FLOOR
LOWER FLOOR	11	3	14
FIRST FLOOR	10	2	12
SECOND FLOOR	15	4	19
TOTAL UNITS	36	9	45



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PRELIMINARY LOWER FLOOR PLAN 101 W.CASS ST., ST. JOHNS, MI 48879



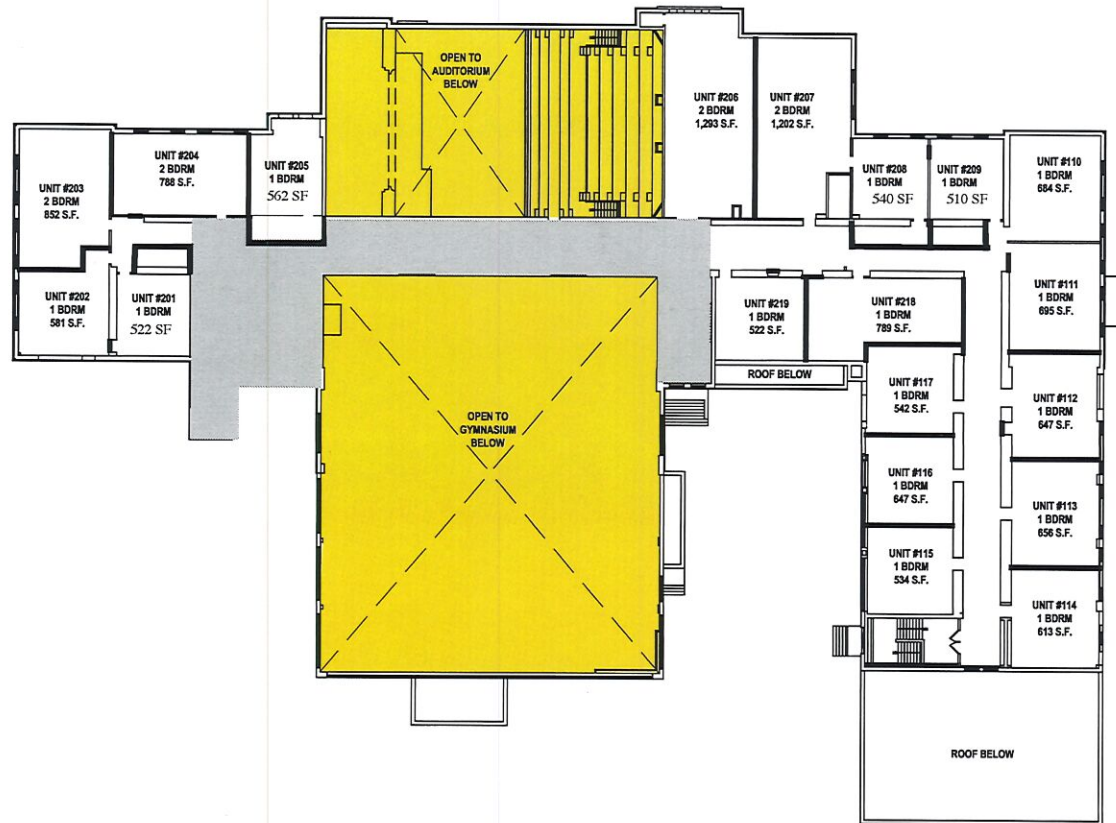
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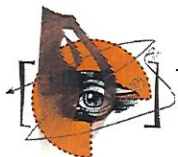


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DEVELOPMENT

#21.104
05/09/22



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PRELIMINARY SECOND FLOOR PLAN 101 W.CASS ST., ST. JOHNS, MI 48879



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#21.104
05/09/22

Defined Benefit Plan Adoption Agreement

(Shared Services Entity)



1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

www.mersofmich.com

The Employer, a participating municipality or participating court within the state of Michigan, hereby agrees to adopt and administer the MERS Defined Benefit Plan provided by the Municipal Employees' Retirement System of Michigan, as authorized by 1996 PA 220, in accordance with the MERS Plan Document, as both may be amended, subject to the terms and conditions herein.

I. Employer Name Briggs District Library **Municipality #:** _____

If new to MERS, please provide your municipality's fiscal year: July through June.
Month Month

II. Effective Date

Check one:

A. ☐ If this is the **initial** Adoption Agreement for this group, the effective date shall be the first day of _____, 20__.

☒ This municipality or division is new to MERS, so vesting credit prior to the **initial** MERS effective date by each eligible employee shall be credited as follows (choose one):

- ☒ All prior service from date of hire
- ☐ Prior service proportional to assets transferred; all service used for vesting
- ☐ Prior service and vesting service proportional to assets transferred
- ☐ No prior service but grant vesting credit
- ☐ No prior service or vesting credit

☐ Link this new division to division number _____ for purposes of determining contributions (Unless otherwise specified, the standard transfer/rehire rules apply)

B. ☐ If this is an **amendment** of an existing Adoption Agreement (Defined Benefit division number _____), the effective date shall be the first day of _____, 20__. *Please note:* You only need to mark **changes** to your plan throughout the remainder of this Agreement.

C. ☐ If this is a **temporary benefit** that lasts 2-6 months, the effective dates of this temporary benefit are from ___/01/___ through ___/___/___ for Defined Benefit division number _____.
Last day of month
Please note: You only need to mark **changes** to your plan throughout the remainder of this Agreement.

D. ☒ If this is to **separate employees from an existing Defined Benefit division** (existing division number(s) From City of St Johns #1902- Division 07) into a new division, the effective date shall be the first day of _____, 20__.

E. ☐ If this is to merge division(s) _____ into division(s) _____, the effective date shall be the first of _____, 20__.

Defined Benefit Plan Adoption Agreement (Shared Services Entity)

- F. ☐ If this is an amendment to close Defined Benefit division(s) # _____, with new hires, rehires, and transfers going into an **existing** Defined Benefit division # _____, the effective date shall be _____ (month/year).

Note: Closing this Defined Benefit division(s) will change future invoices to a flat dollar amount instead of a percentage of payroll, as provided in your most recent annual actuarial valuation.

(The amount may be adjusted for any benefit modifications that may have taken place since then).

III. Plan Eligibility

Division Title: Library Employees prior to 11/1/2017

Only those employees eligible for MERS membership may participate in the MERS Defined Benefit Plan. If an employee classification is **included** in the plan, then employees that meet this definition will receive service credit if they work the required number of hours to meet the service credit qualification defined below. All eligible employees must be reported to MERS. Please describe the specific classifications that are eligible for MERS within this division:

Library Employees moved from closed DB division 07 under municipality 1902- City of St. Johns

(For example: e.g., Full-time employees, Clerical staff, Union Employees participating in XXXX union)

This Division includes **public safety employees** (this information is used for actuarial purposes only. It does not relate to the additional tax for early distribution): ☐ Yes ☒ No

To further define eligibility (select all that apply):

Employee Classification	Included	Excluded	Not Employed
Temporary Employees: Those who will work for the municipality fewer than _____ months in total	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Part-Time Employees: Those who regularly work fewer than _____ per _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seasonal Employees: Those who are employed for tasks that occur at specific times of the year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Voter-Elected Officials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appointed Officials: An official appointed to a voter-elected office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contract Employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	
Other 2: _____	<input type="checkbox"/>	<input type="checkbox"/>	

Probationary Periods (select one):

- ☐ Service will begin after the probationary period has been satisfied. Probationary periods are allowed in one-month increments, no longer than 12 months. During this probationary period, the employer will not report or provide service. Service will begin to accrue and contributions must be reported when the Probationary Period ends.

The probationary period will be _____ month(s).

Comments:

- ☒ Service will begin with the employee's date of hire (no Probationary Period). Effective with the date of hire, wages paid and any associated contributions must be submitted to MERS.

Defined Benefit Plan Adoption Agreement (Shared Services Entity)

IV. Provisions

1. Service Credit Qualification

To clarify how eligible employees earn service credit, please indicate how many hours per month an eligible employee needs to work. For example, if you require 10 eight-hour days, this would be 80 hours per month. If an *hours and days* has been previously defined (like 10 seven-hour days), stating "70 hours" will be required. Employees must meet the definition of Plan Eligibility in order to earn service credit under the plan.

To receive one month of service credit, an employee shall work (or be paid for as if working) 80 hours in a month.

2. Leaves of Absence

Indicate by checking the boxes below, whether the potential for service credit will be allowed if an eligible employee is on one of the following types of leave, regardless of meeting the service credit qualification criteria.

Regardless whether an eligible employee is awarded service credit while on the selected type(s) of leave:

- MERS will skip over these months when determining the FAC amount for benefit calculations.
- Third-party wages **are not** reported for leaves of absence.
- Employers **are not** required to remit employer contributions based on leaves of absence when no wages are paid by the employer. However, an employer may submit additional voluntary contributions for the period of the leave in an amount determined by the employer.
- For **contributory divisions**, employee contributions are required for service credit to be granted. Employee contributions will be collected based on the Service Credit Qualification. Employers will calculate employee contributions due using the employee's current hourly rate (prior to leave). For example if 120 hours is required for service credit, then employee contributions shall be equal to 120 hours times the employee's hourly rate. Employees have three times the length of leave, to a maximum of five years, to pay required employee contributions. Leaves of absence are required to be reported to MERS, including the employee's start and end date per month, along with the employee's hourly rate.

Type of Leave	Service Credit Granted	Service Credit Excluded
Short-Term Disability	<input type="checkbox"/>	<input type="checkbox"/>
Long-Term Disability	<input type="checkbox"/>	<input type="checkbox"/>
Workers' Compensation	<input type="checkbox"/>	<input type="checkbox"/>
Unpaid Family Medical Leave Act (FMLA)	<input type="checkbox"/>	<input type="checkbox"/>
Other: _____ For example, sick and accident, administrative, educational, sabbatical, etc.	<input type="checkbox"/>	<input type="checkbox"/>
Other 2: _____ Additional leave types as above	<input type="checkbox"/>	<input type="checkbox"/>

Leaves of absence due to military service are governed by the Federal *Uniformed Services Employment and Reemployment Rights Act* of 1994 (USERRA), IRC 414(u), effective January 1, 2007, IRC 401(a)(37). Military reporting requires historical wage and contribution reporting for Defined Benefit as applicable.

Defined Benefit Plan Adoption Agreement *(Shared Services Entity)*

3. Definition of Compensation

The Definition of Compensation is used to calculate a participant's final average compensation and is used in determining both employer and employee contributions. Wages paid to employees, calculated using the elected definition, must be reported to MERS.

Select your Definition of Compensation:

☐ Base Wages ☐ Box 1 Wages of W-2 ☐ Gross Wages

Click here to view details of Base, Box 1, and Gross Wages

☐ Custom Definition

(To customize your definition, please complete the [Custom Definition of Compensation Addendum](#).)

IV. Valuation-Required Provisions

Valuation Date: N/A, 20__

*Moving the entire division and all service from existing division 07 from City of St. Johns #1902.

1. Review the valuation results

It is recommended that your MERS representative presents and explains the valuation results to your municipality before adopting. Please choose one:

☐ Our MERS representative presented and explained the valuation results to the

_____ on _____.
(Board, Finance Cmte, etc.) (mm/dd/yyyy)

☐ As an authorized representative of this municipality, I _____
(Name)

_____ waive the right for a presentation of the results.
(Title)

This Adoption Agreement will be implemented in conjunction with a current actuarial valuation certified by a MERS actuary that sets contribution rates.

Annually, the MERS actuary will conduct an actuarial valuation to determine the employers' contribution rates. Employers are responsible for payment of said contributions at the rate, in the form and at the time that MERS determines.

Defined Benefit Plan Adoption Agreement *(Shared Services Entity)*

2. **Benefit Multiplier** (1%-2.5%, increments of 0.05%) 2.5 % (max 80% for multipliers over 2.25%)

☐ Check here if multiplier will be effective for existing active members' future service only (Bridged Benefit as of effective date on page 1)

If checked, select one below:

- ☐ Termination Final Average Compensation (calculated over the members entire wage history)
- ☐ Frozen Final Average Compensation (FAC is calculated twice, once for the timeframe that matches the original multiplier, and once for the new multiplier)

3. **Final Average Compensation** (Min 3 yr, increments of 1 yr) 3 years

4. **Vesting** (5 -10 yrs, increments of 1 yr) 10 years

5. **Normal Retirement Age** will be the later of: 60 (any age from 60-70), or the vesting provision selected above (#4).

6. **Required employee contribution** (Increments of 0.01%) 0 %

7. **Unreduced Early Retirement/Service Requirements:**

☒ Age 50 – 54 50 Service between 25 and 30 years 25

☒ Age 55 – 65 55 Service between 15 and 30 years 20

☐ Service only (must be any number from 20 – 30 years accrued service): _____

☐ Age + Service Points (total must be from 70 – 90): _____ points

8. **Other**

☒ Surviving Spouse will receive 50% of Straight Life benefit without a reduction to the employees' benefit (also known as an RS50)

☐ Duty death or disability enhancement (add up to additional 10 years of service credit not to exceed 30 years of service)

☐ Deferred Retirement Option Program (DROP)

☐ Annuity Withdrawal Program (AWP)

Calculation of the actuarial equivalent of the lump sum distribution made under AWP will be done using:

☐ Interest rate for employee contributions as determined by the Retirement Board, or

☐ MERS' assumed rate of return as of the date of the distribution.

Defined Benefit Plan Adoption Agreement (Shared Services Entity)

9. Cost-of-Living Adjustment

<input type="checkbox"/> All current retirees as of effective date <input type="checkbox"/> Retirees who retire between ____/01/____ and ____/01/____	<input type="checkbox"/> Future retirees who retire after effective date
Increase of ____% or \$____ per month	Increase of ____% or \$____ per month
Select one: <input type="checkbox"/> Annual automatic increase <input type="checkbox"/> One-time increase	<input type="checkbox"/> Annual automatic increase
Select one: <input type="checkbox"/> Compounding <input type="checkbox"/> Non-compounding	Select one: <input type="checkbox"/> Compounding <input type="checkbox"/> Non-compounding
Employees must be retired ____ months (6-12 months, increments of 1 month)	Employees must be retired ____ months (6-12 months, increments of 1 month)

- ☐ Check here if the existing COLA will be bridged for active participants as of the effective date selected on this form. Benefits accrued for service after the effective date will have no COLA increase applied.

10. Service Credit Purchase Estimates are:

- ☐ Not permitted
☒ Permitted

V. Appointing MERS as the Plan Administrator

The Employer hereby agrees to the provisions of this *MERS Defined Benefit Plan Adoption Agreement* and appoints MERS as the Plan Administrator pursuant to the terms and conditions of the Plan. The Employer also agrees that in the event of any conflict between the MERS Plan Document and the MERS Defined Benefit Plan Adoption Agreement, the provisions of the Plan Document control.

VI. Modification Of The Terms Of The Adoption Agreement

If the Employer desires to amend any of its elections contained in this Adoption Agreement, including attachments, the Governing Body or Chief Judge, by resolution or official action accepted by MERS, must adopt a new Adoption Agreement. The amendment of the new Agreement is not effective until approved by MERS.

Defined Benefit Plan Adoption Agreement *(Shared Services Entity)*

VII. Enforcement

1. The Employer acknowledges that the Michigan Constitution of 1963, Article 9, Section 24, provides that accrued financial benefits arising under a public Employer's retirement plan are a contractual obligation of the Employer that may not be diminished or impaired, and prohibits the use of the Employer's required current service funding to finance unfunded accrued liabilities.
2. The Employer agrees that, pursuant to the Michigan Constitution, its obligations to pay required contributions are contractual obligations to its employees and to MERS and may be enforced in a court of competent jurisdiction;
3. In accordance with the Constitution and this Agreement, if at any time the balance standing to the Employer's credit in the reserve for employer contributions and benefit payments is insufficient to pay all service benefits due and payable to the entity's retirees and beneficiaries, the Employer agrees and covenants to promptly remit to MERS the amount of such deficiency as determined by the Retirement Board within thirty (30) days notice of such deficiency.
4. The Employer acknowledges that wage and service reports are due monthly, and the employee contributions (if any) and Employer contributions are due and payable monthly, and must be submitted in accordance with the MERS Enforcement Procedure for Prompt Reporting and Payment, the terms of which are incorporated herein by reference.
5. Should the Employer fail to make its required contribution(s) when due, the retirement benefits due and payable by MERS on behalf of the entity to its retirees and beneficiaries may be suspended until the delinquent payment is received by MERS. MERS may implement any applicable interest charges and penalties pursuant to the MERS Enforcement Procedure for Prompt Reporting and Payment and Plan Document Section 79, and take any appropriate legal action, including but not limited to filing a lawsuit and reporting the entity to the Treasurer of the State of Michigan in accordance with MCL 141.1544(d), Section 44 of PA 436 of 2012, as may be amended.
6. The Employer acknowledges that changes to the Employer's MERS Defined Benefit Plan must be made in accordance with the MERS Plan Document and applicable law, and agrees that MERS will not administer any such changes unless the MERS Plan Document and applicable law permit same, and MERS is capable of administering same.

VIII. Execution

Authorized Designee of Governing Body of Municipality or Chief Judge of Court

The foregoing Adoption Agreement is hereby approved by Briggs District Library on
the 9 day of June, 2022.
(Name of Approving Employer)

Authorized signature: Renee Larson
Title: Secretary

Defined Benefit Plan Adoption Agreement *(Shared Services Entity)*

IX. Agreement for Joint Responsibility of Funding Obligations

The undersigned municipalities ("Jointly Responsible Municipalities") agree to be jointly and severally liable for all funding obligations to MERS, together with the above-executing Employer, for the Employer's Defined Benefit Plan in the event of:

- More than 60-day delinquency with respect to any invoice;
- Insolvency;
- Dissolution;
- Merger or privatization; or
- Any other occurrence resulting in the Employer's nonpayment of its required pension contributions.

Each Jointly Responsible Municipality hereby agrees and represents that:

- It is legally empowered to enter into this agreement;
- It has received value by the creation of the Employer and its participation in the MERS Defined Benefit Plan; and
- Its enabling of the Employer's establishment and its participation in the MERS Defined Benefit Plan is in furtherance of a public purpose.

Jointly Responsible Municipality 1: _____

(Municipality name)

Approving signature _____ Date: _____

(dd/mm/yyyy)

Signer's printed name: _____

Title: _____

Jointly Responsible Municipality 2: _____

(Municipality name)

Approving signature _____ Date: _____

(dd/mm/yyyy)

Signer's printed name: _____

Title: _____

Jointly Responsible Municipality 3: _____

(Municipality name)

Approving signature _____ Date: _____

(dd/mm/yyyy)

Signer's printed name: _____

Title: _____

Received and Approved by the Municipal Employees' Retirement System of Michigan

Dated: _____, 20____ Signature: _____

(Authorized MERS Signatory)