

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, August 25, 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 July 28, 2025
 - Special meeting minutes of August 6, 2025
- b. Receipt of Warrants
 - In the amount of \$1,727,240.39
- c. MML Property & Liability Insurance Renewal
 - Staff recommends the city commission approve renewal of the city's insurance with the Michigan Municipal League property and liability insurance pool in the amount of \$147,133 with a policy coverage period of October 1, 2025 through September 30, 2026.
- d. National Night Out Donation Summary
 - Staff recommends the City Commission accept the memo and summary of donations per the City Donation Policy.

- e. Replacement of Pickup Truck #83
 - Staff recommends the City Commission approve the bid from Lunghamer Ford of Owosso in the amount of \$71,206.00 for the replacement of the 2011 F-250.
- f. 2025-2027 Sanitary Sewer Lining Contract
 - Staff recommends the City Commission approve the services of Insituform Technology in the amount of \$433,562.15 and authorize the signing of the agreement and notice of award that have been reviewed and approved by the city attorney.
- g. Parking Lot #4 Reconstruction
 - Staff recommends the City Commission approve the proposal by Youngstrom Contracting to complete the reconstruction of Parking lot #4 and approve a budget adjustment of \$185,000 of surplus fund balance created by ARPA funds to fund the project.
- h. MGT Cost Allocation Plan Renewal
 - Staff recommends the City Commission extend the contract for our Cost Allocation Plan with MGT for an additional two years at a rate of \$4,800 per year and authorize the Mayor to sign the contract as approved by the City Attorney.

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

B. PUBLIC HEARINGS:

C. PRESENTATIONS:

D. PERSONS WISHING TO PRESENT TESTIMONY:

- 1. Public comment - agenda & non-agenda items *(6:07 pm – 6:10 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 #34-2025 – Resolution to Adopt Golf Cart Ordinance
(6:10 pm – 6:20 pm) Action Item
(Presenters: Chris Khorey, McKenna; Chad Gamble, City Manager)
- 2. Resolution #35-2025 – Resolution to Adopt Fire Code Ordinance Amendment
(6:20 pm – 6:23 pm) Action Item
(Presenter: Kevin Douglas, Fire Chief)
- 3. Resolution #36-2025 – Resolution to Adopt Ordinance for Readoption of the Michigan Motor Vehicle Code *(6:23 pm – 6:26 pm) Action Item*
(Presenter: David Kirk, Police Chief)
- 4. Bingham Water/Sewer Discussions *(6:26 pm – 6:40 pm) Discussion only*
(Presenter: Chad Gamble, City Manager)
- 5. Wilson Community Center & City Offices Bid Results and Award
(6:40 pm – 6:55 pm) Action Item
(Presenters: Chad Gamble, City Manager; Kristina Kinde, City Treasurer)

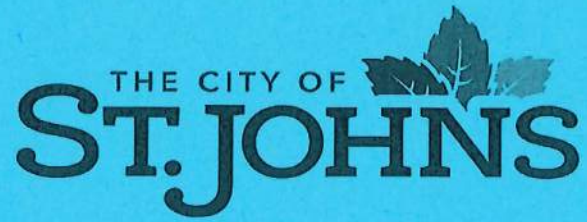
G. NEW BUSINESS:

1. Clarification of Recovery of Costs and Expenses for Fire Department Services
(6:55 pm – 7:00 pm) Action Item
(Presenter: Kevin Douglas, Fire Chief)
2. Wastewater Tertiary Filter Performance Evaluation *(7:00 pm – 7:10 pm) Action Item*
(Presenter: Jordan Whitford, Wastewater Supervisor)
3. Fire Service Agreement Renewal – Bengal Township *(7:10 pm – 7:15 pm) Action Item*
(Presenter: Chad Gamble, City Manager)
4. Resolution #37-2025 - Resolution to Introduce Zoning Ordinance Amendment – Vendor Trucks
(7:15 pm – 7:25 pm) Action Item
(Presenters: Chris Khorey, McKenna; Chad Gamble, City Manager)
5. Resolution #38-2025 - Scott Road/M-21 Resolution *(7:25 pm – 7:30 pm) Action Item*
(Presenter: Chad Gamble, City Manager)
6. Wage Study RFP Responses and Recommendation *(7:30 pm – 7:40 pm) Action Item*
(Presenters: Chad Gamble, City Manager; Mayor Scott Dzurka; Commissioner Chris Hyzer)
7. BS&A Cloud Upgrade Discussion *(7:40 pm – 7:50 pm) Action Item*
(Presenters: Kristina Kinde, City Treasurer; Chad Gamble, City Manager)
8. City Manager Comments *(7:50 pm – 8:00 pm) Discussion only*
9. Commissioner Comments *(8:00 pm – 8:10 pm) Discussion only*

H. ADJOURNMENT: (8:10 pm)

(Next Regular Meeting Scheduled for Monday, September 22, 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

JULY 28, 2025

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

COMMISSIONERS PRESENT: Brad Gurski, Scott Dzurka, Chris Hyzer

COMMISSIONERS ABSENT: Eric Hufnagel, Chris DeLiso

STAFF PRESENT: Chad Gamble, City Manager; Mindy J. Seavey, City Clerk; Anne Seurnyck, City Attorney; Justin Smith, Director of Public Services; Jake VanBoxel, McKenna

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

Mayor Dzurka took item f. North Clinton Avenue Sanitary Sewer Separation off of the Consent Agenda and moved it to New Business.

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

YEA: Gurski, Dzurka, Hyzer

NAY: None

Motion carried.

a. Approval of Minutes

Motion by Commissioner Hyzer seconded by Commissioner Gurski that the minutes of the June 23, 2025 special and regular meetings be approved as presented.

YEA: Gurski, Dzurka, Hyzer

NAY: None

Motion carried.

b. Receipt of Warrants

Motion by Commissioner Hyzer seconded by Commissioner Gurski that warrants be approved as presented in the amount of \$858,389.82.

YEA: Gurski, Dzurka, Hyzer

NAY: None

Motion carried.

c. Renewal of Liability & Property Insurance

Motion by Commissioner Hyzer seconded by Commissioner Gurski that the city commission designate the MML as a Sole Source Vendor as the MML can supply the City with a superior product and service regarding the provisioning of the required insurance, including coverage requirements for liability and property by the most cost-effective means.

YEA: Gurski, Dzurka, Hyzer

NAY: None

Motion carried.

d. Michigan Municipal League Workers' Compensation Fund – Board of Trustees

Motion by Commissioner Hyzer seconded by Commissioner Gurski that the city commission authorize voting for the 4 trustees for the four-year terms.

YEA: Gurski, Dzurka, Hyzer

NAY: None

Motion carried.

e. IPP Local Limit Establishment for PFAS

Motion by Commissioner Hyzer seconded by Commissioner Gurski that the city commission approve the agreement with Fishbeck in the amount of \$8,500 to establish local limits for PFAS and authorize the mayor to sign. The City Attorney has reviewed the updated agreement and has determined it to be legally sufficient.

YEA: Gurski, Dzurka, Hyzer

NAY: None

Motion carried.

g. Michigan Municipal League Annual Meeting – Designation of Voting Delegate

Motion by Commissioner Hyzer seconded by Commissioner Gurski that the city commission appoint Commissioner Eric Hufnagel as the Voting Delegate at the Michigan Municipal League Annual Meeting on September 16, 2025.

YEA: Gurski, Dzurka, Hyzer

NAY: None

Motion carried.

AGENDA

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

Mayor Dzurka added Update - Bingham Water/Sewer Discussions as number #4 under New Business. He said the North Clinton Avenue Sanitary Sewer Separation would be item #5.

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

AGENDA

A. OPENING:

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

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

- a. Approval of Minutes
 - Special meeting minutes of June 23, 2025
 - Regular meeting minutes of June 23, 2025
- b. Receipt of Warrants
 - In the amount of \$858,389.82
- c. Renewal of Liability & Property Insurance
 - In accordance with the City's Purchasing Policy, the City Manager recommends to the City Commission that MML be designated as a Sole Source Vendor as the MML can supply the City with a superior product and service regarding the provisioning of the required insurance, including coverage requirements for liability and property by the most cost-effective means.
- d. Michigan Municipal League Workers' Compensation Fund – Board of Trustees
 - Staff recommends that the city commission authorize voting for the 4 trustees for the four-year terms.
- e. IPP Local Limit Establishment for PFAS
 - Staff recommends that the city commission approve the agreement with Fishbeck in the amount of \$8,500 to establish local limits for PFAS and authorize the mayor to sign. The City Attorney has reviewed the updated agreement and has determined it to be legally sufficient.
- f. ~~North Clinton Avenue Sanitary Sewer Separation~~
 - ~~-Staff recommends that the city commission approve the bid from Miller Brothers Excavating in the amount of \$139,550 to complete the sanitary sewer separation project allowing the City to eliminate illicit connections, restore proper sewer separation, protect local waterways, and improve quality of life in the downtown district.~~

- g. Michigan Municipal League Annual Meeting – Designation of Voting Delegate

-Staff recommends that the city commission appoint Commissioner Eric Hufnagel as the Voting Delegate at the Michigan Municipal League Annual Meeting on September 16, 2025.

4. Approval of Agenda:

B. PUBLIC HEARINGS:

C. PRESENTATIONS:

D. PERSONS WISHING TO PRESENT TESTIMONY:

1. Introduction of New Police Department Employees – Officer Justin Barber and Stephanie Goetzinger
2. Clinton County Chairperson Bruce DeLong – Scott Road/M-21 Update
3. Public comment - agenda & non-agenda items

E. COMMUNICATIONS:

F. OLD BUSINESS:

1. Updated Ladder 350 Replacement Plan and Disposal of Ladder 350
2. Resolution #31-2025 – Resolution to Introduce Golf Cart Ordinance

G. NEW BUSINESS:

1. Townsend Road Development RFP
2. Resolution #32-2025 – Resolution to Introduce Fire Code Ordinance Amendment
3. Resolution #33-2025 – Resolution to Introduce Ordinance for Readoption of the Michigan Motor Vehicle Code
4. Update - Bingham Water/Sewer Discussions (*ADDED*)
5. North Clinton Avenue Sanitary Sewer Separation (*MOVED FROM CONSENT*)
6. City Manager Comments
7. Commissioner Comments

H. ADJOURNMENT

YEA: Gurski, Dzurka, Hyzer

NAY: None

Motion carried.

PUBLIC HEARINGS

PRESENTATIONS

PERSONS WISHING TO PRESENT TESTIMONY

1. Introduction of New Police Department Employees – Officer Justin Barber and Stephanie Goetzinger

Chief Kirk said the department has two new team members and both bring experience and prior job success. He introduced Stephanie Goetzinger and Officer Justin Barber.

Stephanie Goetzinger was present and said she was born and raised in Owosso. She said she is happy to be here.

City Manager Gamble said she is the new April, and we are happy to have her.

Officer Barber said he has 20 years in law enforcement, was born and raised in St. Johns and raises his family in St. Johns. He said he came here from Eaton County and was a sergeant there.

City Manager Gamble said we are happy to him here and proud for our department to bring him aboard. He discussed his experience as a police officer and special ops.

Chief Kirk said both come with a lot of experience and will be very good assets for our agency.

Mayor Dzurka welcomed them.

2. Clinton County Chairperson Bruce DeLong – Scott Road/M-21 Update

Clinton County Chairperson DeLong was present to communicate on the M-21/Scott Road intersection. He discussed:

- Support for Traffic Study and Safety Improvements
 - The State is asking for a resolution from the City of St. Johns and Bingham Township to support a traffic study.
 - Concerns about speed limits and physical conditions at intersections.
 - Discussion of four-way stop vs. traffic light; his preference against four-way stops.
 - Discussion of a roundabout.
 - Reference to previous studies and need for study during peak hours (5 to 7 or 5 to 8).
- Need for City Input and Coordination
 - Discussion with township and upcoming development.
 - Safety is a big concern for businesses and residents.

Mayor Dzurka thanked him.

3. Public Comment

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

Ken Harris, 4417 Sailfish Lane, Palmetto, Florida, was present. He discussed recurring flooding and inadequate drainage in the alley behind Swany's.

There was a discussion of:

- Request to prioritize drainage improvements.
- Flooding occurs in the back alleyway after heavy rainstorms.
- Hydraulic pressure and matter being pushed up through the storm drain.
- Only one catch basin for the whole block; Gill-Roy's lot lacks a catch basin.
- Flooding has occurred twice in the last three weeks.
- Rolled curb and higher elevation on Higham Street contribute to the problem.
- Toilet paper being blown up through the storm drain indicates cross-contamination.

Ed Thelen, 110 W. Cass, was present regarding a golf cart ordinance. He said he spent a lot of time talking to the ambulance director and assistant director. There is no interest in a golf cart ordinance. He said by reading the RCA he sees the police chief is against it also. He said if there is a mobility issue, maybe it could be a special use. He said the ordinance doesn't specifically say anything about parking lots but would like to see you add to prohibit golf carts on the business route south of Sturgis Street. He said with schools, you have the high school in the ordinance, but not other schools.

Mayor Dzurka thanked them for public comments.

COMMUNICATIONS

OLD BUSINESS

1. Updated Ladder 350 Replacement Plan and Disposal of Ladder 350

City Manager Gamble said at our last meeting Commissioner Gurski asked us to take a deeper dive at this and this is the result.

Fire Chief Douglas was present to discuss a replacement truck.

There was a discussion of:

- The 2004 Pierce mid-mount ladder truck has 27,000 miles and 32 hours on the aerial.
- It has a 95-foot ladder with a bucket, compared to the current 75-foot truck.
- Having a bucket is a huge advantage for rescues at The Castle and other high buildings.
- Last mutual aid call for a ladder truck took 23 minutes.
- Funds available: \$272,500 in the motor vehicle pool reserve.
- Eventual replacement could cost upwards of \$2,000,000.
- Expectation of longevity.
- Outfitting cost.

There was a discussion of the motion at a previous meeting regarding Delta Township.

Motion by Commissioner Gurski seconded by Commissioner Hyzer that the city commission direct the City Manager to negotiate the purchase of the 2004 Pierce Dash 95-foot Mid-mount Ladder truck from the Chester Fire Protection District for a price not to exceed \$240,000.00 to include acquisition of the ladder truck and any modifications and equipment needed to finish outfitting the truck.

There was a discussion of the asking price for the truck.

YEA: Gurski, Dzurka, Hyzer

NAY: None

Motion carried.

There was a discussion of the process of disposal of the old truck.

Motion by Commissioner Gurski seconded by Commissioner Hyzer that the city commission direct the city manager to facilitate the disposal of the previous ladder 350 truck and direct proceeds to the motor vehicle fund.

YEA: Gurski, Dzurka, Hyzer

NAY: None

Motion carried.

2. Resolution #31-2025 – Resolution to Introduce Golf Cart Ordinance

Mayor Dzurka said the planning commission took action on a previous concept that came to this body last year, but there was a lack of interest at that time. Two issues remaining are the school district areas and how we address and require insurance.

City Manager Gamble said we did see a couple of municipalities that require liability insurance for street use: Manistee and Manchester. He said he wasn't able to reach school staff to discuss concerns and he can do that prior to the second reading.

Jake VanBoxel, McKenna, discussed the background and discussion at the last planning commission meeting.

There was a discussion of:

- Concerns and suggestions regarding safety, operational hours, equipment requirements, and legal limitations.
 - Discussion of requiring liability insurance for street use; a couple of municipalities (Manistee and Winchester) require it.
 - Concerns about golf carts near schools and during operational times.
 - Reference to master plan and transportation goals.
 - Discussion of safety measures, including visibility at night, helmet use, and equipment like horns and windshields.
 - State statutes impose certain prohibitions and requirements.
 - Operational limitations include not operating on roads over 30 miles an hour and restrictions on crossing certain roads.
 - Operational timeframe currently set as April to November; suggestion to eliminate the sunset date.
 - Discussion of enforcement challenges for law enforcement.
 - Reference to MCL (Michigan Compiled Laws) for certain requirements.
- Support for reducing limitations and eliminating the sunset date to encourage investment and use.
 - Preference for less limitation.
 - Support for eliminating the restriction on operation from April to November.
- Support for keeping the 30 mile an hour road restriction and aligning with state law (MCL).
 - Crossing roads is allowed, but not traveling along them if over 30 mph.
- Concerns about enforcement and practical challenges for residents in certain subdivisions.
 - Residents may be unable to legally access other streets without violating the ordinance.
 - Examples given of subdivisions where legal travel is not possible without using restricted roads or sidewalks.
- Support for aligning equipment requirements with state statute and common practices in other states.

- Most golf carts already have required equipment.
 - Requirements are largely taken word-for-word from state statute.
- The ordinance should be revised and brought back for a clean first reading, rather than voting on changes immediately.
 - Legal review is needed to ensure compliance with state law.
- Consideration should be given to restricting operation to those 18 and older, but state law may not allow this.
 - 16- and 17-year-olds may have restricted or graduated licenses.
- Insurance requirements should be clarified to allow for various types of policies, not just homeowners insurance.
 - Current language references liability insurance and homeowners' insurance.
 - City of Manchester requires proof of insurance: riders to homeowners/renters policy or stand-alone policy covering personal injury and property.

Motion by Commissioner Hyzer seconded by Commissioner Gurski that the city commission have staff rewrite the ordinance: eliminate sunset, months of operation and review if we can move age requirement to 18 with driver's license, and clarify insurance.

YEA: Gurski, Dzurka, Hyzer

NAY: None

Motion carried.

NEW BUSINESS

1. Townsend Road Development RFP

City Manager Gamble said the city issued an RFP (Request for Proposals) for proposals of development for R-1 property the city owns on Townsend Road. The city did not receive any response to the RFP. He asked if the commission had any interest on modifying that or listing it more officially with a residential property company.

There was a discussion of:

- How it was advertised.
 - Website, McKenna staff and City Manager Gamble reached out to developers.
- Putting a for sale sign up on property.
- Inexpensive websites to advertise on.

2. Resolution #32-2025 – Resolution to Introduce Fire Code Ordinance Amendment

Fire Chief Douglas discussed the fire code:

- Current code is from 1990.
- Update includes new commercial structures, fire suppression, and rental program for carbon monoxide in multifamily dwellings. At the June meeting we discussed having an updated ordinance to move us into the 2021 code.

Motion by Commissioner Gurski seconded by Commissioner Hyzer that the city commission adopt Resolution #32-2025 to introduce the proposed ordinance to amend and update the fire code.

YEA: Gurski, Dzurka, Hyzer

NAY: None

Motion carried.

3. Resolution #33-2025 – Resolution to Introduce Ordinance for Readoption of the Michigan Motor Vehicle Code

Police Chief Kirk discussed adoption of the motor vehicle code and that it would keep us contemporary.

Motion by Commissioner Hyzer seconded by Commissioner Gurski that the city commission adopt Resolution #33-2025 to introduce the ordinance to adopt the Michigan Motor Vehicle Code.

YEA: Gurski, Dzurka, Hyzer

NAY: None

Motion carried.

Chief Kirk said you can request a traffic study excluding speed (frequency of cross traffic opposed to the speed).

4. Update - Bingham Water/Sewer Discussions

Mayor Dzurka said he and Commissioner Gurski met with John Weber and Eric Harger from Bingham Township. They are interested in moving forward with an agreement and there have been changes in the interest of development.

Commissioner Gurski discussed the agreement that was sent over to them. They expressed interest and said they would be open to conversation, but wanted it tied to an authority discussion not an agreement.

There was a discussion of:

- Township remains interested in water/sewer agreement, but there is confusion about the agreement's scope and next steps.
 - Servicing the M-21 corridor was tied to expectations of a water agreement.
 - The township open to further conversation but wants clarity on authority and commitments.
- Timeframe.
- Proposed development in the township.
- Moving toward an authority structure is complex and may present issues with employees, contracting, and other unknowns.
 - Concerns about employee handling and contracting under an authority.
 - Commission needs to clarify parameters and language for moving forward.
- Bringing this back to the August city commission meeting.

5. North Clinton Avenue Sanitary Sewer Separation

Mayor Dzurka said he wanted to make sure the solution we are recommending is going to solve the problem. He said he was also curious regarding the reserve funds and where they came from.

Director Smith said these are two separate projects and discussed:

- There is a legal, moral, and ethical obligation to stop sanitary sewer discharge into the storm system.
 - Issue discovered behind the 200-block facing Walker Street.
 - Problem caused organic waste smell at Waypoint Coffee and Swany's restaurant.
 - Plumbers performed televised inspection that pinpointed the issue.
- The project will install a sanitary manhole and reroute the sanitary line to Higham Street, resolving both the legal issue and basement backups.
 - Project area: behind buildings facing Walker Street, including apartments and businesses.
 - Will eliminate backups for residents and stop illegal discharge.
- Funding for the project was complicated by a missed CIP entry, but savings from other projects (AMR installation, SCADA upgrades, Morton Street water main) provided the necessary reserves.
 - \$35,000 or \$38,000 was saved by not installing a fourth AMR radio read meter.

Commissioner Gurski said he agreed, it has to be done.

Motion Commissioner Gurski seconded by Commissioner Hyzer that the city commission approve the bid from Miller Brothers Excavating in the amount of \$139,550 to complete the sanitary sewer separation project.

Commissioner Hyzer proposed an amendment to the motion that we have to make a corresponding budget adjustment when we approve these funds.

YEA: Gurski, Dzurka, Hyzer

NAY: None

Motion carried.

Director Smith said he was made aware of Mr. Harris' situation when he took over as Public Services Director. He discussed the storm sewer issues.

There was a discussion of:

- During construction of Railroad and Spring corners, they bulkheaded a storm sewer and that has now been fixed.
- Storm sewer issues are significant due to excessive water load on a single catch basin, causing basement flooding and improper connections.
 - 17 or 18 roof drains are connected to one catch basin.
 - A four-inch hole was previously used for water discharge, which was inadequate.
- A permanent solution requires engineering analysis and additional catch basins to divert water and prevent hydraulic pressure issues in basements.
- Backflow preventers should be considered for old floor drains to protect against storm surges.
- Reconstruction of the Gill-Roy's lot.

City Manager Gamble said anytime you are working with a storm sewer system, there will be an event that will overwhelm that system.

4. City Manager Comments

City Manager Gamble discussed:

- Met with LEAP last week recently and they informed me that all investors have pulled out of the Prevail Solar Project. Property will be placed up for sale soon, if not already.
 - Impacts to this from Master Planning perspective.
- Update on City's negotiations with EGLE on our NPDES permit.

-
- See Jordan's email.
 - No Updates on Feiger V. City of St. Johns Lawsuit – Depositions happening soon – indications that this will hopefully not make it to trial.
 - King Media Communication was sent earlier today. Direct your attention to that and ask if there are any additional questions to call me.
 - Fantasy Forest 2.0 update
 - All playscape equipment has been delivered.
 - Nearing the end of the sponsorship plaques coordination.
 - Contractor for underground conduit on site today.
 - Flatwork is 60% complete and playscape is targeted to be completely installed by the end of the week!!
 - We received a call from a family member related to Lizzy's glider and they were overjoyed at how it looks!!!
 - Depot is now nearly complete with period lighting installed with a few fixtures remaining. Looks transformative. Working to obtain a curio display cabinet for historic items used in Depot. Only remaining items is the wood flooring in east room and center of main room.
 - 3 winners were drawn from the 1138 people who signed up for auto pay. All chose a utility credit of \$150 to their account.
 - Wilson Center and Office Reorganization Update
 - Roof Replacement Update: July 31, 2025, 2:00 bids due.
 - Approximately 10 vendors looking at the bid.
 - Working to begin the formal advertisement for naming rights for the facility and various areas within it.
 - We received bids and we are in need of a special meeting: tentative meeting date of 8:00 a.m. - 10:00 a.m., August 6.
 - Wage Study – Received
 - 7 Proposals received – ranging from \$16,000 to over \$45,000.
 - Commission expressed interest in receiving more updates and briefings regarding this RFP.
 - Wanted to meet with presumably Personnel Committee (Dzurka/Hufnagel) to discuss how this looks and set up related briefings and meetings accordingly.
 - Upcoming Visits with legislators/Tour of Fire Department
 - Senator Singh – 7/30/25 2:30 p.m.

- Congressman Tom Barrett 8/14 10:30 a.m.
- June Parks and Recreation Programming - report
- Labrinth installation is scheduled for late August/early September pending confirmation after meeting on August 20th.
- Thank you for your funding to attend conferences! Attended the MME Conference in Mt. Pleasant. Topics that included parks funding, timely topic of mitigating market price and volatility in contracts, understanding the differences in County and City governments and how to work better and stronger together, and legislative updates (carnage) - 8 PA passed, lowest since 1940.

5. Commissioner Comments

Commissioner Hyzer said he is looking forward to the 4-H Fair this week and also the Mint Festival is coming up.

Commissioner Gurski said he was informed by Ed Thelen that we are looking to move forward on bringing billing in-house at the ambulance authority. He said overall runs are down and that is consistent across the region, even in hospital admittance.

Mayor Dzurka wished everyone a safe time at the fair. He said he received the minutes from the parks and recreation meeting via email and said you can get all updates from the city via text or email. He thanked the golf cart people for coming out. He said government takes a while and we want to make sure we are doing this right. He said the police department, you and the team are probably talking about how to address golf carts during the Mint Festival.

ADJOURNMENT

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

YEA: Gurski, Dzurka, Hyzer

NAY: None

Motion carried.

The meeting was adjourned at 8:14 p.m.

DRAFT

CITY OF ST. JOHNS

CITY COMMISSION MINUTES

SPECIAL MEETING

AUGUST 6, 2025

The special meeting of the St. Johns City Commission was called to order by Mayor Dzurka at 8:01 a.m. at the Clinton County Courthouse, 100 East State Street, 2nd Floor, Suite #2200, St. Johns, Michigan.

CITY COMMISSIONERS PRESENT:	Brad Gurski, Scott Dzurka, Chris Hyzer, Chris DeLiso
CITY COMMISSIONERS ABSENT:	Eric Hufnagel
STAFF PRESENT:	Chad Gamble, City Manager; Mindy J. Seavey, City Clerk; Kristina Kinde, City Treasurer; Justin Smith, Director of Public Services

Agenda

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

Mayor Dzurka noted Ken Jones' early departure time at 8:30 and he was given priority under Public Comments.

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

YEA: Gurski, Dzurka, Hyzer, DeLiso

NAY: None

Motion carried.

Public Comments

City Manager Gamble thanked Ken for adjusting his schedule to attend. He said Ken would discuss items #1-4.

Ken Jones, Studio Intrigue, was present. He discussed:

- 3 bids were received; the low bidder was Copper Rock Construction - \$4,070,000 and some change. The other two bids were over \$5 million.
- The bid had 3 components.
- Interviewed Copper Rock and went through details of bid.

DRAFT

CITY COMMISSION MINUTES SPECIAL MEETING

AUGUST 6, 2025

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- Meetings with Copper Rock to discuss potential cost-saving items (slide #15).
 - Discussed items 1-6 of potential cost saving items.

There was a discussion of:

- Copper Rock will also be doing the work for Dymaxion.
 - They offered a voluntary deduction in their bid if they received both bids.
- Balcony on the 2nd floor.
 - Improvements would be needed at some point.
 - Restrooms on 1st floor will be ADA compliant; 2nd floor bathroom renovation can be postponed.
 - Size of balcony.
- Timeframe for contractors.
 - Bring this back to our regular meeting.
 - They are ready to mobilize when approved.
- Final approval needed regarding Federal Historic Tax Credits.
 - 2-4 weeks out for National Parks' approval.
 - No demolition or construction can begin before approval.
 - Could begin the work for city office renovations in late August/early September.
- Impacts of delaying costs.
 - Inflation
- Office renovations.

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

Bob Craig was present to discuss the Wilson Center. He is Vice President of Michigan Society of Sons of the American Revolution which is a 501(c)(3) organization. Next year they are going to celebrate America's 250th birthday; asking if they could be able to access the auditorium and community room on traditional Memorial Day, Saturday, May 30th to recognize veterans; screening of a film: "Frontier to Freedom, Wilderness, Revolution, and Michigan Statehood"; assume you are going to have a screen.

Bill Tennant, resident, was present. He discussed the roof; you have options to discuss today; fiscal responsibility; it is time to move forward with it and it is not going to get any better; get this thing done; benefits for what that building offers moving forward are great; and he hopes you move forward with this and have this behind us and get it open.

DRAFT

CITY COMMISSION MINUTES SPECIAL MEETING

AUGUST 6, 2025

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Susan DeRosia, resident of Clinton County and Homegrown Productions, was present. She discussed: photo essay in the Lansing State Journal that showed pictures of Wilson Center; it didn't show any of the historic possibilities; she sent an email and received a response from the mayor almost immediately; timeline; the theatre group left equipment in the basement of building; if asbestos abatement has gone on imagine it might have affected that area; and if the deadline is not met for Spring of 2026, we need to know that. Thank you.

Wilson Community Center & City Offices Bid Results Discussion

Wilson Center and City Offices Project Summary and Funding Presentation

Wilson Community Center & City Offices Funding Discussion and Recommendation

City Manager Gamble discussed:

- Slide 3 - Diagram of Unit #1 (City) space.
- We tried our best to estimate the cost of projects by hiring Concord Group.
- Slide 6 - Additional purchase cost of community room and estimated renovations.
- Slide 7 - City Office renovations.
- Slide 8 - Bid architecture with a cafeteria approach; leverage projects instead of bidding separately, economies of scale.
- Slide 10 - Unit #1 detailed cost; discussed optional cost deductions.
- Slide 11 – Unit #2 (Common Space); detailed cost summary; other costs are scalable.
- Slide 12 - City Office space detailed cost summary.
- Slide 13 – Funding summary for Wilson Center & City Office projects; ARPA funding; additional contingencies.
- Slide 14 - impacts of unanticipated costs & delays; going through a robust value-engineering approach to this.
- Slide 15 – Options for cost reductions/savings; working with Matrix, HVAC consultant; present to the city commission in detail (overall funding); estimated savings is a 6-digit number.

Treasurer Kinde discussed funding options:

- Option #1 - Use of unrestricted fund balance; would leave us with an 8% fund balance; policy on fund balance; if we use ARPA, we would be at 19% fund balance.
- Option #2 - Use equipment replacement funds; technically borrow from ourselves and pay back; \$1 million left after purchase of fire truck; planned equipment replacement over next 5 years; \$100,000 per year extra contribution to replace funds if we use it.
 - Slide 19 - graphs of use of equipment replacement funds.

DRAFT

CITY COMMISSION MINUTES SPECIAL MEETING

AUGUST 6, 2025

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- Option #3 - Bond for additional funding; 10-year rate - 4.5%; 5-year rate - 4.25%.

City Manager Gamble discussed:

- Slide #22 - Options for funding.
 - Staff recommendation (slide 22).
- Thanked the commission for fitting meeting into their busy schedules for this very important project.

There was a discussion of:

- Bond proceeds remaining.
- Cost to purchase the space.
- ARPA funds.
- City Office space – consideration to not do this and uses funds for Wilson Center.
 - Security issues and concerns.
 - Office furniture and carpet that is 25 years old.
 - Potential cost savings.
 - When decision was made to not move offices to the Wilson Center, funds were set aside for these purposes.
- Find out what reductions we can get in contracts.
- Donations and tough climate for donations.
- Reduction option: rooftop conditioning units.
 - Large opportunity for cost savings if eliminate rooftop units for common space and add additional air handlers for adjacent space.
 - Could modify bylaws of condo association to accommodate.
 - Work out formulaic approach to leasing out rooftop units to condo association.
- Slide 15 options for big savings.
- Value engineering for office space.
- Work to purchase new office furniture in future budget years.
- Parking lot #4 and ARPA funds.
- Options and details the commission would like to see.
- Timing of decision and this would come to the August 25, 2025 regular meeting.
- Community room.

Mayor Dzurka applauded the city staff in terms of going after additional grants. He said there is an opportunity for all groups interested in the Wilson Center to help, assist or get grants for additional investment.

DRAFT

CITY COMMISSION MINUTES SPECIAL MEETING

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Resolution #31-2025 – Resolution to Introduce Golf Cart Ordinance

City Manager Gamble discussed changes made to the draft ordinance: removed section of April 1 – November 15; clarified insurance requirements; reinstalled inspection fee & inspection required; included MCL citations; and removed the sunset date.

There was a discussion of:

- Clarity on age change.
 - Minimum requirement is 16 years old.
 - Opportunity for commission to raise that to 18 if you choose.
- Inspection fee, not a registration fee; we are not allowed to charge a registration fee.
 - 2-year inspection versus 3-year.
- Streets.

Mayor Dzurka said he would like to institute 18-year-old instead of 16 and move inspection back to every 3 years.

Commissioner DeLiso agreed.

Commissioner Gurski left the meeting.

City Manager Gamble said we can make those minor changes.

Motion by Commissioner Hyzer seconded by Commissioner DeLiso that the city commission adopt Resolution #31-2025 with changes to age, 18 years old, and inspections once every 3 years.

YEA: Dzurka, Hyzer, DeLiso

NAY: None

Motion carried.

Adjournment

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

YEA: Dzurka, Hyzer, DeLiso

NAY: None

Motion carried.

The meeting was adjourned at 9:31 a.m.

CITY OF ST. JOHNS, MICHIGAN
REQUEST FOR COMMISSION ACTION
August 25, 2025

Department: Administration	Attachments:	Submitted to CA for Review
Subject: MML Property & Liability Insurance Renewal	[X] MML Liability & Property Pool – Renewal Proposal for the City of St. Johns [] [] []	[N/A] [] [] []
Prepared by: Mindy J. Seavey, City Clerk	Approved by: Chad A. Gamble, P.E., City Manager	

SUMMARY/HIGHLIGHT: This request is formalizing the contract with the previously approved sole source insurance vendor by the Michigan Municipal League (MML) for property and liability insurance needs. The new contract must be in place by our renewal date of October 1st for our property & liability insurance coverage.

BACKGROUND/DISCUSSION: At our July 28, 2025 meeting, the City Commission approved maintaining our contractual relationship with the MML for property and liability insurance coverage. This insurance pool has always given the City excellent coverage and service at a competitive rate. The MML was also designated as a Sole Source Vendor as the MML can supply the City with a superior product and service regarding the provisioning of the required insurance for the City in the most cost-effective means.

STRATEGIC PLAN OBJECTIVE: N/A

FISCAL IMPACT: In the 2025/26 fiscal year, we budgeted \$112,000.00 in line item #101-172-715.003 for the insurance package. We also budgeted the following in the 2025/26 fiscal year for the insurance portion for vehicles: \$6,500.00 in line item 101-301-819.000; \$7,000.00 in line item 136-336-819.000; and \$20,000.00 in line item 661-271-819.000. On October 1, 2025, and upon renewal with the MML, the city will receive a dividend check of \$11,249. All appropriations within the funds listed above with the added dividend check total \$156,749.

RECOMMENDATION:

Staff recommends the City Commission approve renewal of the City's insurance with the Michigan Municipal League property and liability insurance pool in the amount of \$147,133 with a policy coverage period of October 1, 2025 through September 30, 2026.



Liability & Property Pool

Renewal Proposal

for the

City of St. Johns

Presented By:

Elmer Hitt
MML Liability & Property Pool
(517) 740-1444

August 6, 2025

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This proposal is intended to be only a summary of coverages and services. For specific details on coverage terms and conditions, please refer to the Michigan Municipal League Liability and Property Pool coverage document.

Executive Overview

The Michigan Municipal League Liability and Property Pool has been a stable source of comprehensive municipal insurance and risk management services since 1982. It is financially secure and positioned for long-term stability.

The **City of St. Johns** has been a Pool member since **1985**.

The Pool staff is made up of municipal insurance experts. Municipal risk management is our only business, and we're proud of it!

The Pool provides insurance coverage designed specifically for Michigan municipal exposures, combined with a package of loss control programs, claims administration, legal defense and membership services that you won't find anywhere else in Michigan.

This quotation is based on the limits of coverage requested by the **City of St. Johns**. Higher limits may be available, subject to underwriting review by Pool Management. Please submit requests for higher limits in writing to your Account Executive. Your request will be considered by Pool Management.

The insurance and related services described more fully in this proposal are being offered to the **City of St. Johns** for an annual premium of **\$147,133**. When compared to last year's premium cost of \$139,275, it represents a premium increase of \$7,858. **The following exposure, rate, and coverage limit changes are reflected in this renewal quote:**

- \$82 Michigan Catastrophic Claims Assessment (MCCA) per vehicle (was \$90 per vehicle for 2024)
- A slight increase in property and liability rates
- \$4,278,054 total increase to the property values due to an underwriting inflation guard, member increased values, and member added values (\$41,485,654 – 2024 to \$45,763,708 – 2025)
- 1 additional automobile added to coverage (43 – 2024 to 44 – 2025)
- 1 less law enforcement officer (10 – 2024 to 9 – 2025)
- Police vehicles that qualify for an agreed amount increased from \$55,000 to \$68,000 for inflation guard
- Pollution extension for fire department and hazardous response team activities endorsement added with a \$1,000,000 limit

In addition, the MML Liability & Property Pool Board of Trustees voted to return another post-renewal dividend for Members renewing in 2025. **The City of St. Johns's portion of the dividend return is \$11,249.** The City of St. Johns will receive this dividend in the month following payment of your 2025 renewal premium.

Thank you for being a Pool member. We look forward to servicing your risk management program for many years to come.

Our Mission

To be a long-term, stable, cost-effective risk management alternative for members of the Michigan Municipal League Liability and Property Pool.

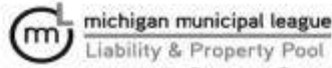
Introduction

What You Can Expect Of Us

- ✓ A commitment to learn, understand and respond to your insurance needs;
- ✓ Continuous planning and innovation in product development and service delivery;
- ✓ Products that meet your needs in terms of price, coverage and service;
- ✓ Prompt, accurate, and courteous response to your questions, problems and claims; and
- ✓ Knowledgeable and professional staff serving your needs consistently and with integrity.

Your Pool Insures More Than . . .

- | | |
|--------------------------------|------------------------------------|
| ✓ 452 Public Entity Members | ✓ 173 Water Utilities |
| ✓ 145 Fire Departments | ✓ 243 Sewer Utilities |
| ✓ 185 Law Enforcement Agencies | ✓ 16 Municipal Marinas |
| ✓ 2,295 Police Officers | ✓ \$6.7 Billion of Property Values |
| ✓ 7,694 Vehicles | ✓ 21 Dams |
| ✓ 18 Electric Utilities | |



Coverage and Cost Summary City Of St. Johns

Effective 10-01-2025 to 10-01-2026

Coverages	Limit of Liability	Aggregate Limit	Per Occurrence Deductible
Municipal General Liability (Coverage A)	\$10,000,000	N/A	\$2,500
Pollution Extension for Fire Department and Hazardous Response Team Activities	\$1,000,000	\$1,000,000	\$0
Sewer Back-Up Sublimit	\$100,000	\$100,000	\$0
Personal Injury Liability (Coverage B)	\$10,000,000	N/A	\$2,500
Medical Payments (Coverage C)	\$10,000	N/A	N/A
Public Officials Liability (Coverage D)	\$10,000,000	N/A	\$5,000
Law Enforcement Liability (Coverages A, B, and D)	\$10,000,000	N/A	\$5,000
Employee Benefit Liability	\$1,000,000	\$1,000,000	\$2,500
Fire Legal Liability	\$100,000	N/A	N/A
Cyber Liability & Data Breach Response	\$100,000	\$100,000	See Declaration
Dam Liability	No Coverage	N/A	N/A
Marina Operator Liability	No Coverage	N/A	N/A
Uninsured/Underinsured Motorists Coverage	\$100,000	N/A	\$0
Automobile Liability (Coverages A and B)	\$10,000,000	N/A	\$0

# Vehicles	Comp	Coll
44	\$500	\$1,000

Agreed Amount, if applicable 12 Vehicles for a total of \$3,552,457

Coverages A, B, and D are provided with a combined single limit of liability. The most the Pool will pay for any one occurrence is \$10,000,000 regardless of the number of coverages involved in the occurrence.

Property

Property - Blanket Basis	\$45,763,708	N/A	\$500
Boiler and Machinery	Included	N/A	\$500
Building(s)	Included	N/A	\$500
Contents	Included	N/A	\$500
Property in the Open	Included	N/A	\$500
Protection & Preservation	Included	N/A	N/A
Property - Actual Cash Value	N/A	N/A	N/A
Property - Limited Replacement Cost	N/A	N/A	N/A
Property - No Coverage	See Schedule	N/A	N/A
Property - Replacement Cost	See Schedule	N/A	\$0
2019 Polaris Ranger, side by side w/water tank	\$14,000	N/A	\$250
Accounts Receivable	\$100,000	N/A	\$250



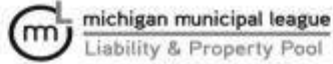
michigan municipal league
Liability & Property Pool

Coverage and Cost Summary City Of St. Johns

Effective: 10-01-2025 to 10-01-2026

Coverages	Limit of Liability	Aggregate Limit	Per Occurrence Deductible
Banners Downtown	\$14,620	N/A	\$250
Consequential Damage	\$100,000	N/A	N/A
Contractor's Equipment	\$831,143	N/A	\$250
Debris Removal - the lesser of 25% of physical damage loss or	\$5,000,000	\$5,000,000	N/A
Demolition & Increased Costs of Construction Limit	\$100,000	N/A	N/A
Earth Movement	\$2,000,000	\$2,000,000	\$5,000
Electronic Data Processing Equip	\$155,069	\$178,431	\$250
Expediting Expense	\$100,000	N/A	N/A
Extra Expense	\$100,000	N/A	N/A
Fine Arts	\$100,000	N/A	\$250
Fire Equipment	\$105,264	N/A	\$250
Flood (Except for Members located in Flood Zone A, AO, AH, A1-A999, AE, or AR)	\$1,000,000	\$1,000,000	\$5,000
Fungal Pathogens	\$25,000	\$25,000	\$250
Loss of Income	\$100,000	N/A	N/A
Loss of Rents	\$100,000	N/A	N/A
Miscellaneous Equipment	\$124,872	N/A	\$250
Ornamental Trees, Shrubs, Plants or Lawn	\$5,000	\$10,000	\$250
Personal Effects & Property of Others	\$500	\$2,500	\$250
Radio Equipment	\$156,968	N/A	\$250
Survey Equipment	\$26,827	N/A	\$250
Trailers, under 2,000 lbs	\$19,357	N/A	\$250
Valuable Papers	\$100,000	N/A	\$250
Voting Equipment	\$41,916	N/A	\$250
<u>Comprehensive Crime Coverage</u>			
Employee Dishonesty Blanket/Faithful Performance	\$100,000	N/A	N/A
Computer Fraud	\$100,000	N/A	N/A
Depositors Forgery	\$100,000	N/A	N/A
Funds Transfer Fraud	\$100,000	N/A	N/A
Impersonation Fraud	\$100,000	N/A	N/A
Money and Securities Inside	\$100,000	N/A	N/A
Money and Securities Outside	\$100,000	N/A	N/A
Money Orders and Counterfeit Paper	\$100,000	N/A	N/A

Bonds



Coverage and Cost Summary City Of St. Johns

Effective 10-01-2025 to 10-01-2026

Coverages	Limit of Liability	Aggregate Limit	Per Occurrence Deductible
Bond #: A Treasurer	\$100,000	N/A	N/A
Bond #: B Clerk	\$100,000	N/A	N/A
Bond #: C City Manager	\$100,000	N/A	N/A
Bond #: D Deputy City Manager	\$100,000	N/A	N/A

Only one deductible applies to claims involving two or more property coverages.

The Michigan Municipal League Liability and Property Pool is pleased to offer all coverages and services described in this proposal for an annual premium of \$147,133.

Cyber Coverage

TOWER 1 Limit	POLICY AGGREGATE LIMIT OF LIABILITY	\$100,000	For all Damages, Claims Expenses, Penalties and PCI Fines, Expenses and Costs
	Information Security and Privacy Sublimit	\$100,000	each Claim and in the Aggregate
	Regulatory Defense and Penalties Aggregate Sublimit:	\$20,000	each Claim and in the Aggregate
	Website Media and Content Liability Aggregate Sublimit:	\$100,000	each Claim and in the Aggregate
	PCI Fines, Expenses and Costs Aggregate Sublimit:	\$10,000	each Claim and in the Aggregate
	Cyber Extortion Aggregate Sublimit:	\$25,000	each Claim and in the Aggregate
	First Party Data Protection Aggregate Sublimit:	\$25,000	each Claim and in the Aggregate
	First Party Network Business Interruption Aggregate Sublimit:	\$25,000	each Claim and in the Aggregate
	Note: The above Sublimits are part of, and not in addition to, the overall Policy Aggregate Limit of Liability		
	Liability Retention Per Claim:		
TOWER 1 Retention	All other coverages Retention:	\$0	each Claim
	Cyber Extortion:	\$5,000	each Extortion Threat
	First Party Data Protection:	\$5,000	each Data Protection Loss
	First Party Network Business Interruption:	\$5,000	each Business Interruption Loss Waiting Period: 12 hours
Limits of Coverage - Privacy Breach Response Services			
TOWER 2 Limit	Legal Services/Computer Expert Services/Public Relations and Crisis Management Expenses Aggregate Sublimit:	\$50,000	per Incident and in the Aggregate
TOWER 3 Limit	Notified Individuals:	10,000	Notified Individuals in the Aggregate
	A sublimit of up to 10% of Notified Individuals residing outside the United States, which is part of and not in addition to the Notified Individuals Aggregate Limit of Coverage		
Note: The Privacy Breach Response Services Limits of Coverage are separate from and in addi			
Privacy Breach Response Services Threshold/Retention (Each Incident):			
TOWER 2 Retention	Legal Services/Computer Expert Services/Public Relations and Crisis Management Expenses Retention:	\$0	each Incident
TOWER 3 Retention	Notification Services/Call Center Services/Breach Resolution and Mitigation Services Threshold:	0	each Incident

Your Team of Experts



Elmer Hitt
Account Executive
(517) 740-1444



Michael J. Forster
Pool Administrator
(734) 669-6340



Katelyn Petracca
248-204-6160
Alpha Split: (Le – Z)



Joan Opett
248-204-8579
(A – La)

Customer Service Representatives



Christopher Flechsig
Liability Claims Supervisor
(810) 844-8146



Matt Heins
Loss Control Supervisor
Law Enforcement Action Forum Coordinator
(248) 791-4371

Benefits of Pooling with the MML

- ✓ Proven long-term availability and stability
- ✓ Broad coverage document written specifically for Michigan municipalities
- ✓ Services tailored to unique needs of Michigan municipalities
- ✓ Member assets controlled by an elected Board of municipal officials
- ✓ Equitable rating based on Pool experience in Michigan
- ✓ Aggressive defense strategy – positive impact on case law
- ✓ Professional, dedicated, and experienced local management, oversight and service
- ✓ Decisions made and problems resolved by a group of your peers
- ✓ Investment income and underwriting surplus used to benefit members
- ✓ Lower expenses through tax-exempt and non-profit status
- ✓ Special loss avoidance training sessions including:
 - ✓ Safety aspects of emergency vehicle operations
 - ✓ Accident investigation for supervisors
 - ✓ Confined spaces training

The advantages of pooling can be summarized by:

Service + Control + Value

City of St. Johns Has . . .

- ✓ \$2,944,679 Annual Payroll
- ✓ \$45,763,708 of total values for real and personal property
- ✓ 9 Law enforcement officers
- ✓ 44 Vehicles
- ✓ 12 Vehicles with agreed values totaling \$3,552,457

Increased Liability Limits

We cannot guarantee the adequacy of any limit of liability. Due to the following factors, it may be prudent to consider higher limits:

- ✓ Increased jury awards in your jurisdiction
- ✓ Increased litigation trends
- ✓ Protection of tax base against judgments in excess of your policy limits

If you are interested in increasing your liability limits, please contact your Account Executive.

Highlights of Coverages Provided

Who Is Insured?

The Pool member entity, elected and appointed officials, employees and authorized volunteers, and any person officially appointed to a Board or Commission

General Liability

In addition to standard liability coverages (bodily injury, property damage, products and completed operations) the Pool provides coverages that municipalities need on an **occurrence basis with no aggregate liability limits**:

- ✓ Liability resulting from mutual aid agreements
- ✓ Premises medical payments
- ✓ Host liquor liability
- ✓ Watercraft liability, owned less than 26' and non-owned less than 50'
- ✓ Special events **excluding** -
 - Fireworks (unless endorsed)
 - Liquor Liability
 - Mechanical Amusement Rides
- ✓ Fire legal liability for real property
- ✓ Ambulance and EMT malpractice

Fireworks Coverage Options: (Fireworks application must be completed before coverage is endorsed)

1. The MML Liability & Property Pool is primary (the Member is not added as an additional insured on a pyrotechnician's coverage):

Annual Aggregate Sublimit
\$500,000
\$1,000,000

Additional Premium
Yes
Yes

2. The MML Liability & Property Pool is excess (the Member is added as an additional insured on a pyrotechnician's coverage):

NO ADDITIONAL PREMIUM

- ✓ Athletic participation liability
- ✓ Employee benefit liability
- ✓ Cemetery operations coverage
- ✓ Marina Operators coverage available
- ✓ Up to \$10 million in liability limits available
- ✓ Pollution coverage for Hazardous Response Teams
- ✓ Cyber Liability and Data Breach Response Coverage – as described on MMLCYD (09/17)

General Liability Exclusions . . .

The following is a partial list of general liability coverage exclusions. Consult the coverage document for the complete listing:

- ✓ Pollution (except for Hazmat operations).
- ✓ Nuclear energy / nuclear material hazards
- ✓ Expected or intended injury
- ✓ Breach of contract
- ✓ Failure of dams (unless endorsed)
- ✓ Backup of Sewers and Drains (**exception -- \$100,000 Annual Aggregate Sublimit for Sewer and Drain Liability**)
- ✓ Aircraft Liability – (Unless Endorsed -- Limited Coverage for Unmanned Aircraft—MML236)
- ✓ Contractual Liability
- ✓ Failure to supply utilities
- ✓ Electromagnetic radiation
- ✓ Medical malpractice for doctors and physicians
- ✓ Criminal activity--Intentional acts w/knowledge of wrongdoing

Cyber Liability and Data Breach Response Coverage

- ✓ Information Security and Privacy Liability
- ✓ Privacy Breach Response Services
- ✓ Regulatory Defense and Penalties
- ✓ Website Media Content Liability
- ✓ PCI Fines, Expenses and Costs
- ✓ Cyber Extortion
- ✓ First Party Data Protection
- ✓ First Party Business Interruption

Public Officials Liability Coverage

“Wrongful Acts”, including intentional acts, defined as any actual or alleged error, misstatement, act of omission, neglect or breach of duty including:

- ✓ Neglect of duty
- ✓ Zoning defense and land use litigation
- ✓ Malfeasance
- ✓ Violation of civil rights
- ✓ Discrimination
- ✓ Employment practices
- ✓ Misfeasance
- ✓ Cable TV broadcasting

Public Officials Liability Exclusions

The following is a partial list of public officials’ liability coverage exclusions. Consult the coverage document for the complete listing:

- ✓ Pollution and Nuclear Energy
- ✓ Fraud, dishonesty, intentional and criminal acts
- ✓ Failure to purchase coverage or adequate coverage
- ✓ Return of governmental grants or subsidies
- ✓ Intentional acts with knowledge of wrongdoing
- ✓ Eminent domain / takings
- ✓ Illegal profit
- ✓ Labor union actions
- ✓ ERISA violations
- ✓ Backup of Sewers and Drains

Personal Injury & Advertising / Broadcasters Liability Coverage

- ✓ Mental anguish and stress
- ✓ Libel, slander or defamation of character; violation of an individual’s right of privacy
- ✓ Proactive services for non-monetary damage claims

Police Professional Liability Coverage

Police Professional Liability coverage is contained within the General Liability and Public Official Liability Coverage Parts

- ✓ Discrimination
- ✓ Violation of civil rights
- ✓ Jail operations
- ✓ False arrest, detention or imprisonment, or malicious prosecution
- ✓ Wrongful entry or eviction or other invasion of the right of private occupancy
- ✓ Assault or battery
- ✓ Improper service of suit
- ✓ Coverage assumes officers act with intent

Property Coverage

In addition to covering buildings, contents and personal property, the Pool provides:

- ✓ Blanket coverage -- All member-owned property insured (unless specifically excluded)
- ✓ Coverage based on ownership rather than on a "schedule on file" avoids coverage gaps due to errors or oversight
- ✓ Property of others in custody of the Member for which the Member has an obligation to provide coverage
- ✓ Boiler & Machinery coverage, including Boiler certification inspections
- ✓ Replacement Cost or Actual Cash Value available
- ✓ Fungal Pathogens (Mold) Limited Coverage
- ✓ Demolition/increased cost of construction
- ✓ No coinsurance
- ✓ Valuable papers
- ✓ Loss of Rents
- ✓ Property in the open
- ✓ Extra expense
- ✓ Expediting expense

Property Exclusions

The following is a partial list of property coverage exclusions. Consult the coverage document for the complete listing:

- ✓ Nuclear reaction/ contamination
- ✓ War
- ✓ Cyber Risk
- ✓ Fungal Pathogens (Mold) excess of sub-limit
- ✓ Failure to supply utilities
- ✓ Transmission Lines and Poles
- ✓ Dishonest acts
- ✓ Acts of Terrorism excess of Pool's Aggregate Sublimit -- MMLC TR (9/1/10)
- ✓ Wear and tear
- ✓ Computer failures/ viruses

Only one deductible applies to claims involving two or more property coverages.

Comprehensive Crime Coverage

- ✓ Employee Dishonesty/ Faithful Performance of Duty coverage provided on a blanket basis
- ✓ Loss Inside the Premises
- ✓ Loss Outside the Premises
- ✓ Money Orders/ Counterfeit Currency
- ✓ Depositors Forgery
- ✓ Position Fidelity Bonds
- ✓ Computer Fraud
- ✓ Funds Transfer Fraud

Automobile Coverage Highlights

What Is Covered?

Coverage is afforded while operating land motor vehicles, trailers or semi-trailers designed for travel on public roads.

Auto Coverages Provided

- ✓ Michigan No-Fault Coverage, includes mini-tort coverage for no extra charge
- ✓ Excess protection for use of personal automobile for municipal business
- ✓ Uninsured motorist for municipally owned vehicles
- ✓ Underinsured motorists
- ✓ Non-owned and hired auto
- ✓ Comprehensive - actual cash value basis
- ✓ Collision - actual cash value basis
- ✓ Volunteer firefighter auto accident liability coverage
- ✓ Agreed value coverage for emergency vehicles is available
- ✓ Fire or Rescue Vehicle Rental Reimbursement Coverage

Pool Risk Management Services

- ✓ Review and service of all municipal insurance matters
- ✓ Public entity experts address various liability issues
- ✓ Aggressive, member-oriented defense strategy
- ✓ Former police officials address law enforcement risks
- ✓ Physical inspection by municipal loss control consultants
- ✓ Law enforcement risk control programs (LEAF and LERC)
- ✓ Property appraisal services available

Online Services

www.mml.org (click on the *Insurance* button) – offers Pool members an outstanding resource for municipal risk management information and self-help tools in one attractive, simple-to-navigate location. File a claim online. Download your renewal application. Request a loss control service visit. E-mail us a question. Other services available online:

- ✓ Online Forms (including Sewer Backup Sample Documents)
- ✓ Risk Resources:
 - ✓ Risk Control Solutions
 - ✓ Safety & Health Manual
 - ✓ Risk Management is Good Management Program
 - ✓ Law Enforcement Newsletters
 - ✓ Access to Lezage – online training system, 24/7 access, no additional charge
- ✓ MML Pool Audited Financial Statements
- ✓ Intergovernmental Contract
- ✓ Board of Directors, Pool Administrator and Staff Profiles and Contact Information

Membership Responsibilities

Membership in the Michigan Municipal League Liability and Property Pool provides numerous benefits. Likewise, individual members have certain responsibilities to the other members, which are detailed in the Intergovernmental Contract. The following is a summary of the membership responsibilities. Please refer to the Intergovernmental Contract, Articles 5 and 6, for more information.

- ✓ If a Member intends to leave the Pool, the Member must send a written notice to the Pool at least 60 days prior to its next renewal date.
- ✓ A Member must pay its premium when due. The Pool must give each member 20 days written notice of intent to terminate membership for nonpayment of premium. Payment of premium before the 20 days notice is effective will entitle the Member to reinstatement.
- ✓ Members must maintain membership or associate membership status in the Michigan Municipal League.
- ✓ A Member will allow attorneys employed by the Pool to represent the Member in defense of any claim made against the Member within the scope of coverage provided by the Pool. A Member will cooperate with the assigned attorneys, claims adjusters, service company or other agents of the Pool relating to the defense of claims for which the Pool is providing coverage.
- ✓ A Member will follow loss reduction and prevention measures established by the Pool.
- ✓ A Member will report to the Pool as promptly as possible all incidents that the Member reasonably believes may result in a claim against the Member.

CITY OF ST. JOHNS, MICHIGAN
REQUEST FOR COMMISSION ACTION
August 25, 2025

Department: Administration	Attachments:
Subject: <i>National Night Out Donation Summary</i>	[X] <i>Memo and summary of donations</i> [] []
Prepared by: Stephanie Goetzinger, Police Department Office Manager	Approved by: Chad A. Gamble, P.E., City Manager

SUMMARY / HIGHLIGHT:

Each year, on the first Tuesday in August, the Police Department hosts National Night Out—a free, family-friendly event for the St. Johns community. To ensure its continued success, the department relies on sponsorships and donations from local businesses and organizations.

BACKGROUND / DISCUSSION:

At the April 28, 2025 City Commission meeting, approval was granted to send letters to local businesses soliciting donations for the event. In accordance with the City’s Donation Policy, this summary is being submitted to document the donations received following the conclusion of the event.

STRATEGIC PLAN OBJECTIVE:

N/A

FISCAL IMPACT: Receiving the donations to assist in funding National Night Out assists the City in making this event a cost effective and successful event.

RECOMMENDATION:

Staff recommends the City Commission accept this memo and the attached summary of donations, in accordance with the City Donation Policy.



St. Johns Police Department

David Kirk, *Chief of Police*

“Ready to Protect, Proud to Serve”

TO: Chief Kirk, City Manager Gamble, Mayor Dzurka, and Commissioners
FROM: Stephanie Goetzinger *SKG*
DATE: August 11, 2025
RE: National Night Out Donation Summary

Last week, we hosted our annual National Night Out event—and it was a beautiful evening with a fantastic turnout from our local community.

To help fund this event, I send letters each summer to local businesses requesting both monetary donations and in-kind contributions such as food items. These generous donations help cover the cost of inflatables, entertainment, and other family-friendly activities. We are fortunate to have many loyal sponsors who support us year after year, and we were excited to welcome several new business sponsors this year as well!

In accordance with the City of St. Johns Donation Policy, I have attached a list of all donations received for this year's event, including both monetary and in-kind contributions.

National Night Out would not be possible without the continued support and generosity of our local businesses, service groups, and volunteers. The Police Department is truly grateful for their commitment to making this event a success.

If you have any questions regarding the donations or event expenses, please feel free to contact me.

NNO Donations 2025

Donations (Money)

The Kiwanis Club	\$600
St. Johns Big Boy	\$150
JC Electric	\$100
Bob's Auto Body Inc	\$500
Allaby & Brewbaker	\$150
Pauli Ford	\$150
Kingsley Insurance	\$100
R.S.I Home Improvement	\$100
Hub Tire	\$100
Safe Center	\$200
Mr. Rooter	\$400
Martin Brower	\$500
St. Johns Lions Club	\$300
Rotary Club of St. Johns	\$200
Journey Federal Credit Union	\$150

TOTAL \$3,700

Donations (Items)

Kroger	\$300 gift card to buy hot dog buns
McDonald's	Apple Dippers and Ice
33 1/3 Street Sound	DJ services
Burt Rentals	Tables and Tents
Sharon Shutes	Face Painting
Sara Koenigsknecht	Face Painting
Krista Robbeinnole	Face Painting
Better Made Chips	2 cases of Chips

CITY OF ST. JOHNS, MICHIGAN
REQUEST FOR COMMISSION ACTION
August 25, 2025

Department: Public Works	Attachments:	Submitted to CA for Review
Subject: The replacement of pickup truck #83 a 2011 Ford F-250 stake rack	[X] Youngs Chevrolet of St. Johns [X] Lunghamer Ford of Owosso [No Bid] Berger Chevrolet	[] [] []
Prepared by: Jeremy Ritter Supervisor of Department of Public Works	Approved by: Chad A. Gamble, P.E., City Manager	

SUMMARY/HIGHLIGHT: The current pickup truck is a 2011 Ford F-250 with a flat bed and a lift gate. This truck is used in the park for daily operations and is used at every election for prepping and removal of items at the voting precincts. Three business were contacted for quotes on this vehicle as listed below:

Young of St. Johns:	\$77,866.16
Lunghamer Ford of Owosso:	\$71,206.00
Berger Chevrolet:	\$ No Bid

BACKGROUND/DISCUSSION: The truck is currently a two-wheel drive with a flat bed with racks and a lift tail gate. Staff are looking to keep the same type of truck with the flat bed, side racks and lift gate but add the 4x4 option and a front snowplow blade to help maintain the park better after snowfall.

STRATEGIC PLAN OBJECTIVE: Public Facilities: GOAL #1: CONTINUE TO OFFER HIGH QUALITY SERVICES AND FACILITIES FOR RESIDENTS.

FISCAL IMPACT: The replacement of pickup truck #83 a 2011 Ford F-250 stake rack was approved in the FY 25/26 Budget and Capital Improvement Plan under line number 661-271-977.036. These are a use of fund balance from our Equipment Replacement Reserves.

RECOMMENDATION: Staff recommends the City Commission approve the bid from Lunghamer Ford of Owosso in the amount of \$71,206.00 for the replacement of the 2011 F-250.



Young of St. Johns

Michael Humble | 517-490-7776 | mhumble@youngchevystjohns.com

[Fleet] 2026 Chevrolet Silverado 2500HD (CK20903) 4WD Reg Cab 142" Work Truck

I have included all options and truck specifications.

If this vehicle build includes a quote the pricing will be on page 3.

Quote includes tax but may not include title, and plate fees. If you are tax exempt just disregard the tax.

Due to market volatility quotes are good for 30 days.

If you need more info or have any questions please let me know.

Thank you for the opportunity to quote this for you and I look forward to working with you.

Michael Humble

Young Chevrolet St. Johns

Medium Duty & Commercial Truck Manager

Cell 517-490-7776 Call or Text

Fax 989-224-2594

mhumble@youngchevystjohns.com



Young of St. Johns

Michael Humble | 517-490-7776 | mhumble@youngchevystjohns.com

Table of Contents

- Quote Worksheet
- Weight Rating
- Technical Specifications
- Selected Model and Options
- Standard Equipment
- Window Sticker

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Young of St. Johns

Michael Humble | 517-490-7776 | mhumble@youngchevystjohns.com

[Fleet] 2026 Chevrolet Silverado 2500HD (CK20903) 4WD Reg Cab 142" Work Truck (Complete)

Quote Worksheet

		MSRP
Base Price		\$48,400.00
Dest Charge		\$2,595.00
Total Options		\$358.00
Subtotal		\$51,353.00
Doc Fee		\$280.00
State Filing Fee		\$24.00
Body Upfit		\$18,249.72
Boss Plow		\$12,444.44
MI BID Discount		(\$2,500.00)
Subtotal Pre-Tax Adjustments		\$28,498.16
Less Customer Discount		(\$2,000.00)
Subtotal Discount		(\$2,000.00)
Trade-In		\$0.00
Excluded from Sales Tax	Subtotal Trade-In	\$0.00
Taxable Price		\$77,851.16
Sales Tax	6.00%	\$4,671.07
Tax Exempt		(\$4,671.07)
Title or In-Transit Plate		\$15.00
Subtotal Taxes		\$15.00
Subtotal Post-Tax Adjustments		\$0.00
Total Sales Price		\$77,866.16

Dealer Signature / Date


Customer Signature / Date

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[Fleet] 2026 Chevrolet Silverado 2500HD (CK20903) 4WD Reg Cab 142" Work Truck ( Complete)

Weight Ratings

WEIGHT RATINGS	
Front Gross Axle Weight Rating:	6000 lbs
Rear Gross Axle Weight Rating:	6390 lbs
Gross Vehicle Weight Rating:	10250.00 lbs

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[Fleet] 2026 Chevrolet Silverado 2500HD (CK20903) 4WD Reg Cab 142" Work Truck (Complete)

Technical Specifications

Powertrain

Transmission

Drivetrain	Four Wheel Drive	Trans Order Code	MKM
Trans Type	10	Trans Description Cont.	Automatic
Trans Description Cont. Again	N/A	First Gear Ratio (:1)	4.54
Second Gear Ratio (:1)	2.87	Third Gear Ratio (:1)	2.06
Fourth Gear Ratio (:1)	1.72	Fifth Gear Ratio (:1)	1.48
Sixth Gear Ratio (:1)	1.26	Reverse Ratio (:1)	4.54
Clutch Size	N/A	Trans Power Take Off	N/A
Final Drive Axle Ratio (:1)	N/A	Transfer Case Model	N/A
Transfer Case Gear Ratio (:1), High	N/A	Transfer Case Gear Ratio (:1), Low	N/A
Transfer Case Power Take Off	N/A	Seventh Gear Ratio (:1)	1.00
Eighth Gear Ratio (:1)	0.85	Ninth Gear Ratio (:1)	0.69
Tenth Gear Ratio (:1)	0.63		

Mileage

EPA Fuel Economy Est - Hwy	N/A	Cruising Range - City	N/A
EPA Fuel Economy Est - City	N/A	Fuel Economy Est-Combined	N/A
Cruising Range - Hwy	N/A	Estimated Battery Range	N/A

Engine

Engine Order Code	L8T	Engine Type	Gas V8
Displacement	6.6L/-TBD-	Fuel System	Direct Injection
SAE Net Horsepower @ RPM	401 @ 5200	SAE Net Torque @ RPM	464 @ 4000
Engine Oil Cooler	Yes		

Electrical

Cold Cranking Amps @ 0° F (Primary)	720	Cold Cranking Amps @ 0° F (2nd)	700
Cold Cranking Amps @ 0° F (3rd)	N/A	Maximum Alternator Capacity (amps)	220

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[Fleet] 2026 Chevrolet Silverado 2500HD (CK20903) 4WD Reg Cab 142" Work Truck (Complete)

Powertrain

Cooling System

Total Cooling System Capacity	N/A
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Vehicle

Emissions

Tons/yr of CO2 Emissions @ 15K mi/year	N/A	EPA Greenhouse Gas Score	N/A
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Chassis

Weight Information

Standard Weight - Front	0.00 lbs	Standard Weight - Rear	0.00 lbs
Base Curb Weight	N/A	Gross Axle Wt Rating - Front	6000 lbs
Gross Axle Wt Rating - Rear	6390 lbs	Curb Weight - Front	3777 lbs
Curb Weight - Rear	2644 lbs	Option Weight - Front	0.00 lbs
Option Weight - Rear	0.00 lbs	Reserve Axle Capacity - Front	2223.00 lbs
Reserve Axle Capacity - Rear	3746.00 lbs	As Spec'd Curb Weight	6421.00 lbs
As Spec'd Payload	3829.00 lbs	Maximum Payload Capacity	3829.00 lbs
Gross Combined Wt Rating	24500 lbs	Gross Axle Weight Rating	12390.00 lbs
Curb Weight	6421.00 lbs	Reserve Axle Capacity	5969.00 lbs
Total Option Weight	0.00 lbs	Payload Weight Front	0 lbs
Payload Weight Rear	0 lbs	Gross Vehicle Weight Rating	10250.00 lbs

Trailer

Dead Weight Hitch - Max Trailer Wt.	5000 lbs	Dead Weight Hitch - Max Tongue Wt.	500 lbs
Wt Distributing Hitch - Max Trailer Wt.	14500 lbs	Wt Distributing Hitch - Max Tongue Wt.	1450 lbs
Fifth Wheel Hitch - Max Trailer Wt.	18300 lbs	Fifth Wheel Hitch - Max Tongue Wt.	4575 lbs
Maximum Trailering Capacity	14500 lbs		

Frame

Frame Type	Hydroformed	Sect Modulus Rails Only	N/A
Frame RBM	N/A	Frame Strength	N/A
Frame Thickness	N/A		

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[Fleet] 2026 Chevrolet Silverado 2500HD (CK20903) 4WD Reg Cab 142" Work Truck (Complete)

Chassis

Suspension

Suspension Type - Front	Short/Long Arm	Suspension Type - Rear	Multi-Leaf Springs
Spring Capacity - Front	N/A	Spring Capacity - Rear	N/A
Axle Type - Front	N/A	Axle Type - Rear	N/A
Axle Capacity - Front	N/A	Axle Capacity - Rear	N/A
Axle Ratio (:1) - Front	N/A	Axle Ratio (:1) - Rear	3.73
Shock Absorber Diameter - Front	51 mm	Shock Absorber Diameter - Rear	51 mm
Stabilizer Bar Diameter - Front	1.38 in	Stabilizer Bar Diameter - Rear	N/A

Tires

Front Tire Order Code	QXT	Rear Tire Order Code	QXT
Spare Tire Order Code	N/A	Front Tire Size	LT265/70R17
Rear Tire Size	LT265/70R17	Spare Tire Size	N/A
Front Tire Capacity	N/A	Rear Tire Capacity	N/A
Spare Tire Capacity	N/A	Revolutions/Mile @ 45 mph - Front	N/A
Revolutions/Mile @ 45 mph - Rear	N/A	Revolutions/Mile @ 45 mph - Spare	N/A

Wheels

Front Wheel Size	17 x -TBD- in	Rear Wheel Size	17 x -TBD- in
Spare Wheel Size	N/A	Front Wheel Material	Steel
Rear Wheel Material	Steel	Spare Wheel Material	N/A

Steering

Steering Type	Pwr	Steering Ratio (:1), Overall	N/A
Steering Ratio (:1), On Center	N/A	Steering Ratio (:1), At Lock	N/A
Turning Diameter - Curb to Curb	46.9 ft	Turning Diameter - Wall to Wall	N/A

Brakes

Brake Type	Pwr	Brake ABS System	4-Wheel
Brake ABS System (Second Line)	N/A	Disc - Front (Yes or)	Yes
Disc - Rear (Yes or)	Yes	Front Brake Rotor Diam x Thickness	14.0 x 1.6 in

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Chassis

Brakes

Rear Brake Rotor Diam x Thickness	14.1 x 1.3 in	Drum - Rear (Yes or)	N/A
Rear Drum Diam x Width	N/A		

Fuel Tank

Fuel Tank Capacity, Approx	36 gal	Aux Fuel Tank Capacity, Approx	N/A
Fuel Tank Location	N/A	Aux Fuel Tank Location	N/A

Dimensions

Interior Dimensions

Passenger Capacity	3	Front Head Room	43.11 in
Front Leg Room	44.53 in	Front Shoulder Room	66.06 in
Front Hip Room	60.9 in	Second Head Room	N/A
Second Leg Room	N/A	Second Shoulder Room	N/A
Second Hip Room	N/A		

Exterior Dimensions

Wheelbase	141.55 in	Length, Overall w/o rear bumper	N/A
Length, Overall w/rear bumper	N/A	Length, Overall	235.59 in
Width, Max w/o mirrors	81.75 in	Height, Overall	79.94 in
Overhang, Front	N/A	Overhang, Rear w/o bumper	N/A
Front Bumper to Back of Cab	N/A	Cab to Axle	55.24 in
Cab to End of Frame	N/A	Ground to Top of Load Floor	N/A
Ground to Top of Frame	N/A	Frame Width, Rear	N/A
Ground Clearance, Front	10.19 in	Ground Clearance, Rear	10.19 in
Body Length	0.00 ft	Cab to Body	N/A

Cargo Area Dimensions


Cargo Box Length @ Floor	N/A	Cargo Box Width @ Top, Rear	N/A
Cargo Box Width @ Floor	N/A	Cargo Box Width @ Wheelhousings	N/A
Cargo Box (Area) Height	N/A	Tailgate Width	N/A

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[Fleet] 2026 Chevrolet Silverado 2500HD (CK20903) 4WD Reg Cab 142" Work Truck ( Complete)

Dimensions

Cargo Area Dimensions

Cargo Volume	N/A	Ext'd Cab Cargo Volume	N/A
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Young of St. Johns

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[Fleet] 2026 Chevrolet Silverado 2500HD (CK20903) 4WD Reg Cab 142" Work Truck (Complete)

Selected Model and Options

MODEL				
CODE	MODEL	MSRP		
CK20903	2026 Chevrolet Silverado 2500HD 4WD Reg Cab 142" Work Truck	\$48,400.00		
COLORS				
CODE	DESCRIPTION			
GAZ	Summit White			
BODY CODE				
CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
ZW9	Pickup bed, delete includes capped fuel fill, (SFW) Back-up alarm calibration, (9J4) rear bumper delete, (9L3) spare tire delete and spare tire carrier delete. (Requires long bed model and 17" wheels.) *CREDIT*	0.00 lbs	0.00 lbs	(\$1,155.00)
EMISSIONS				
CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
FE9	Emissions, Federal requirements	0.00 lbs	0.00 lbs	\$0.00
ENGINE				
CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
L8T	Engine, 6.6L V8 with Direct Injection and Variable Valve Timing, gasoline, (401 hp [299 kW] @ 5200 rpm, 464 lb-ft of torque [629 N-m] @ 4000 rpm) (STD)	0.00 lbs	0.00 lbs	\$0.00
TRANSMISSION				
CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
MKM	Transmission, 10-Speed automatic (STD) (Standard with (L8T) 6.6L V8 gas engine.)	0.00 lbs	0.00 lbs	\$0.00

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[Fleet] 2026 Chevrolet Silverado 2500HD (CK20903) 4WD Reg Cab 142" Work Truck (Complete)

GVWR				
CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
JGB	GVWR, 10,250 lbs. (4649 kg) (STD) (Included and only available with CK20903 model and (L8T) 6.6L V8 gas engine with 17" wheels.)	0.00 lbs	0.00 lbs	\$0.00
AXLE				
CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
GT4	Rear axle, 3.73 ratio (Requires (L8T) 6.6L V8 gas engine. Not available with (L5P) Duramax 6.6L Turbo-Diesel V8 engine.)	0.00 lbs	0.00 lbs	\$0.00
PREFERRED EQUIPMENT GROUP				
CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
1WT	Work Truck Preferred Equipment Group includes standard equipment	0.00 lbs	0.00 lbs	\$0.00
WHEELS				
CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
PYN	Wheels, 17" (43.2 cm) painted steel, Silver (STD) (Not currently available to order.)	0.00 lbs	0.00 lbs	\$0.00
TIRES				
CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
QXT	Tires, LT265/70R17E all-terrain, blackwall (Included with (Z71) Z71 Off-Road Package.)	0.00 lbs	0.00 lbs	\$200.00
PAINT				
CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
GAZ	Summit White	0.00 lbs	0.00 lbs	\$0.00

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SEAT TYPE				
CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
AZ3	Seats, front 40/20/40 split-bench with covered armrest storage and under-seat storage (lockable) (STD)	0.00 lbs	0.00 lbs	\$0.00
SEAT TRIM				
CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
H2G	Jet Black, Vinyl seat trim	0.00 lbs	0.00 lbs	\$0.00
RADIO				
CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
IOR	Audio system, Chevrolet Infotainment 3 system 7" diagonal HD color touchscreen, AM/FM stereo, Bluetooth audio streaming for 2 active devices, voice command pass-through to phone, Wireless Apple CarPlay and Wireless Android Auto compatibility (STD)	0.00 lbs	0.00 lbs	\$0.00
ADDITIONAL EQUIPMENT - PACKAGE				
CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
VYU	Snow Plow Prep/Camper Package includes (KW5) 220-amp alternator, includes increased front GAWR on Heavy Duty models, (NZZ) skid plates (transfer case and oil pan), pass through dash grommet hole and roof emergency light provisions. Contact GM Upfitter Integration at www.gmupfitter.com for plow installation details and assistance. Note: if ordered for Camper usage, recommend ordering (UY2) Trailering wiring provisions (Requires 4WD model. Upgradeable to (KHF) Dual alternators (220-amp primary, 170-amp auxiliary). Included with (ANQ) Alaskan Snow Plow Special Edition. Not available with (F60) Heavy Duty Front Spring/Camper Package.)	0.00 lbs	0.00 lbs	\$300.00
ZLQ	WT Fleet Convenience Package includes (QT5) EZ Lift power lock and release tailgate (Requires a Fleet or Government Sales order. Requires (PQA) WT/CX Safety Package and (DWI) trailer mirrors when (ZW9) pickup bed delete is not ordered. Not available with (PCV) WT Convenience Package. When ordered with (ZW9) pickup bed delete (QT5) EZ Lift power lock and release tailgate is deleted. Requires (DBG), (DLN) or (DWI) mirrors on Crew or Double Cabs and (DLN) or (DWI) mirrors on Regular Cabs when ordered with (ZW9) pickup bed delete.)	0.00 lbs	0.00 lbs	\$0.00

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[Fleet] 2026 Chevrolet Silverado 2500HD (CK20903) 4WD Reg Cab 142" Work Truck (Complete)

ADDITIONAL EQUIPMENT - MECHANICAL

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
—	Capped Fuel Fill (Included and only available with (L5P) Duramax 6.6L Turbo-Diesel V8 engine or (ZW9) pickup bed delete.)	0.00 lbs	0.00 lbs	Inc.
K4Z	Battery, auxiliary, 700 cold-cranking amps/70 Amp-hr (Requires (L8T) 6.6L V8 gas engine and either (KW5) 220-amp alternator or (KHF) dual alternators. Not available with (KW7) 170-amp alternator.)	0.00 lbs	0.00 lbs	\$135.00
KW5	Alternator, 220 amps (Included with (L5P) Duramax 6.6L Turbo-Diesel V8 engine or (VYU) Snow Plow Prep/Camper Package. Free flow on (L8T) 6.6L V8 gas engine.)	0.00 lbs	0.00 lbs	Inc.
NZZ	Skid Plates protect the oil pan, front axle and transfer case (Included with (Z71) Z71 Off-Road Package or (VYU) Snow Plow Prep/Camper Package.)	0.00 lbs	0.00 lbs	Inc.

ADDITIONAL EQUIPMENT - EXTERIOR

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
9J4	Bumper, rear, delete (Included and only available with (ZW9) pickup bed delete.)	0.00 lbs	0.00 lbs	Inc.
9L3	Spare tire delete (Included and only available with (ZW9) pickup bed delete or (5Z4) spare wheel, carrier and lock delete.)	0.00 lbs	0.00 lbs	Inc.
DWI	Mirrors, outside power-adjustable vertical trailering with heated and auto-dimming upper glass lower convex mirrors, turn signal indicators, puddle lamps, (U12) perimeter lighting, auxiliary lighting, power folding/manual extending (extends 3.31" [84.25mm]) (Requires (PCV) WT Convenience Package or (ZLQ) WT Fleet Convenience Package. Includes (DD8) auto-dimming rearview mirror. (DD8) auto-dimming mirror will be upgraded to (DRZ) Rear Camera Mirror or (DRC) Partial video display rearview mirror when (UVO) Bed View Camera is ordered.)	0.00 lbs	0.00 lbs	\$450.00
U01	Lamps, Smoked Amber roof marker, (LED) (Included with (ANQ) Alaskan Snow Plow Special Edition. Not available with (YF5) California state emissions requirements.)	0.00 lbs	0.00 lbs	\$55.00

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Young of St. Johns

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[Fleet] 2026 Chevrolet Silverado 2500HD (CK20903) 4WD Reg Cab 142" Work Truck (Complete)

ADDITIONAL EQUIPMENT - INTERIOR

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
9L7	Upfitter switch kit, (5) Provides 3-30 amp and 2-20 amp configurable circuits to facilitate installation of aftermarket electrical accessories. Kit with all required parts will be shipped loose with the truck for installation by the dealer or upfitter at customer expense. Installation instructions and technical assistance available at www.gmupfitter.com .	0.00 lbs	0.00 lbs	\$150.00
DD8	Mirror, inside rearview auto-dimming (Included and only available with (DWI) trailer mirrors. Not available with (DRZ) Rear Camera Mirror.)	0.00 lbs	0.00 lbs	Inc.
KI4	Power outlet, interior, 120-volt (400 watts shared with (KC9) bed mounted power outlet) (Requires (PCV) WT Convenience Package or (ZLQ) WT Fleet Convenience Package.)	0.00 lbs	0.00 lbs	\$150.00
SFW	Back-up alarm calibration This calibration will allow installation of an aftermarket back-up alarm by disabling rear perimeter lighting (Included with (ZW9) pickup bed delete. Not available with (8S3) back-up alarm or (UY2) trailer wire provisions.)	0.00 lbs	0.00 lbs	Inc.

ADDITIONAL EQUIPMENT - SAFETY-INTERIOR

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
5N5	Rear Camera Kit Kit includes camera, fixed position bracket & 19 ft cable with attachment clips. Rear camera radio calibration provided from the factory. See Upfitter Integration Bulletin for installation instructions at www.gmupfitter.com (Requires (ZW9) pickup bed delete.)	0.00 lbs	0.00 lbs	\$73.00

ADDITIONAL EQUIPMENT - OTHER

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT	MSRP
VQ2	Fleet Processing Option	0.00 lbs	0.00 lbs	\$0.00
Options Total		0.00 lbs	0.00 lbs	\$358.00

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[Fleet] 2026 Chevrolet Silverado 2500HD (CK20903) 4WD Reg Cab 142" Work Truck (Complete)

Standard Equipment

Package	Trailering Package includes trailer hitch, 7-pin connector and (CTT) Hitch Guidance (Deleted when (ZW9) pickup bed delete is ordered.)
Mechanical	Engine, 6.6L V8 with Direct Injection and Variable Valve Timing, gasoline, (401 hp [299 kW] @ 5200 rpm, 464 lb -ft of torque [629 N-m] @ 4000 rpm) (STD)
	Transmission, 10-Speed automatic (STD) (Standard with (L8T) 6.6L V8 gas engine.)
	Rear axle, 3.73 ratio (Requires (L8T) 6.6L V8 gas engine. Not available with (L5P) Duramax 6.6L Turbo-Diesel V8 engine.)
	Durabed, pickup bed (STD)
	GVWR, 10,250 lbs. (4649 kg) (STD) (Included and only available with CK20903 model and (L8T) 6.6L V8 gas engine with 17" wheels.)
	Push Button Start
	Air filter, heavy-duty
	Air filtration monitoring
	Transfer case, two-speed electronic shift with push button controls (Requires 4WD models.)
	Auto-locking rear differential
	Four wheel drive
	Cooling, external engine oil cooler
	Cooling, auxiliary external transmission oil cooler
	Battery, heavy-duty 720 cold-cranking amps/80 Amp-hr maintenance-free with rundown protection and retained accessory power (Included and only available with (L8T) 6.6L V8 gas engine.)
	Alternator, 170 amps (Requires (L8T) 6.6L V8 gas engine.)
	Trailer brake controller, integrated
	Frame, fully-boxed, hydroformed front section and a fully-boxed stamped rear section
	Recovery hooks, front, frame-mounted, Black
	Suspension Package
	Steering, Recirculating Ball with smart flow power steering system
	Brakes, 4-wheel antilock, 4-wheel disc with DURALIFE rotors
	Brake lining wear indicator
	Capless Fuel Fill (Requires (L8T) 6.6L V8 gas engine. Not available with (ZW9) pickup bed delete.)
	Exhaust, single, side

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[Fleet] 2026 Chevrolet Silverado 2500HD (CK20903) 4WD Reg Cab 142" Work Truck (Complete)

Exterior
Wheels, 17" (43.2 cm) painted steel, Silver (STD) (Not currently available to order.)
Tires, LT245/75R17E all-season, blackwall (STD)
Tire, spare LT245/75R17E all-season, blackwall (STD) (Included and only available with (QHJ) LT245/75R17E all-season, blackwall tires with (E63) Durabed, pickup bed. Available to order when (ZW9) pickup bed delete and (QHJ) LT245/75R17E all-season, blackwall tires are ordered.)
Tire carrier lock keyed cylinder lock that utilizes same key as ignition and door (Deleted with (ZW9) pickup bed delete.)
Bumpers, front, Black
Bumpers, rear, Black
CornerStep, rear bumper
BedStep, Black integrated on forward portion of bed on driver and passenger side (Deleted when (ZW9) pickup bed delete is ordered.)
Moldings, beltline, Black
Cargo tie downs (12), fixed rated at 500 lbs per corner (Deleted with (ZW9) pickup bed delete.)
Headlamps, halogen reflector with halogen Daytime Running Lamps
IntelliBeam, automatic high beam on/off
Taillamps with incandescent tail, stop and reverse lights
Lamps, cargo area, cab mounted integrated with center high mount stop lamp, with switch in bank on left side of steering wheel
Mirrors, outside power-adjustable vertical trailering with heated upper glass, lower convex mirrors, integrated turn signals, manual folding/extending (extends 3.31" [84.25mm]) (Standard on Regular Cab models. Not available with (PCV) WT Convenience Package or (ZLQ) WT Fleet Convenience Package on Regular Cab. Included and only available with (PCV) WT Convenience Package or (ZLQ) WT Fleet Convenience Package on Double and Crew Cab models.)
Mirror caps, Black
Glass, solar absorbing, tinted
Tailgate, standard (Deleted with (ZW9) pickup bed delete.)
Tailgate and bed rail protection cap, top
Tailgate, locking, utilizes same key as ignition and door (Upgraded to (QT5) EZ Lift power lock and release tailgate when (PCV) WT Convenience Package or (ZLQ) WT Fleet Convenience Package is ordered. Not available with (ZW9) pickup bed delete.)
Tailgate, gate function manual, no EZ Lift (Deleted with (ZW9) pickup bed delete.)
Door handles, Black grained

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[Fleet] 2026 Chevrolet Silverado 2500HD (CK20903) 4WD Reg Cab 142" Work Truck (Complete)

Entertainment

- Audio system, Chevrolet Infotainment 3 system 7" diagonal HD color touchscreen, AM/FM stereo, Bluetooth audio streaming for 2 active devices, voice command pass-through to phone, Wireless Apple CarPlay and Wireless Android Auto compatibility (STD)
- Audio system feature, 2-speakers (Requires Regular Cab model.)
- Wireless phone projection for Apple CarPlay and Android Auto
- Bluetooth for phone connectivity to vehicle infotainment system
- Wi-Fi Hotspot capable (Terms and limitations apply. See onstar.com or dealer for details.)

Interior

- Seats, front 40/20/40 split-bench with covered armrest storage and under-seat storage (lockable) (STD)
- Vinyl seat trim
- Seat adjuster, driver 4-way manual
- Seat adjuster, passenger 4-way manual
- Floor covering, rubberized-vinyl (Not available with LPO floor liners.)
- Steering wheel, urethane
- Steering column, Tilt-Wheel, manual with wheel locking security feature
- Instrument cluster 6-gauge cluster featuring speedometer, fuel level, engine temperature, tachometer, voltage and oil pressure
- Driver Information Center, 3.5" diagonal monochromatic display
- Exterior Temperature Display located in radio display
- Compass located in instrument cluster
- Window, power front, drivers express up/down
- Window, power front, passenger express down
- Door locks, power
- Remote Keyless Entry with 2 transmitters
- Cruise control, electronic with set and resume speed, steering wheel-mounted
- USB Ports, 2, Charge/Data ports located on instrument panel
- Power outlet, front auxiliary, 12-volt
- Air conditioning, single-zone
- Mirror, inside rearview, manual tilt
- Assist handles front A-pillar mounted for driver and passenger, rear B-pillar mounted
- Chevrolet Connected Access capable (Subject to terms. See onstar.com or dealer for details.)

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[Fleet] 2026 Chevrolet Silverado 2500HD (CK20903) 4WD Reg Cab 142" Work Truck (Complete)

Safety-Mechanical

- Automatic Emergency Braking
- Front Pedestrian Braking
- StabiliTrak stability control system with Proactive Roll Avoidance and traction control, includes electronic trailer sway control and hill start assist

Safety-Exterior

- Daytime Running Lamps with automatic exterior lamp control

Safety-Interior

- Airbags, Dual-stage frontal airbags for driver and front outboard passenger; Seat-mounted side-impact airbags for driver and front outboard passenger; Head-curtain airbags for front and rear outboard seating positions; Includes front outboard Passenger Sensing System for frontal outboard passenger airbag (Always use seat belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)
- OnStar Services capable (See onstar.com for details and limitations. Services vary by model. Service plan required.)
- HD Rear Vision Camera (Deleted when (ZW9) pickup bed delete is ordered.)
- Hitch Guidance dynamic single line to aid in trailer alignment for hitching (Deleted with (ZW9) pickup bed delete.)
- Lane Departure Warning
- Following Distance Indicator
- Forward Collision Alert
- Buckle to Drive prevents vehicle from being shifted out of Park until driver seat belt is fastened; times out after 20 seconds and encourages seat belt use, can be turned on and off in Settings menu
- Teen Driver a configurable feature that lets you activate customizable vehicle settings associated with a key fob, to help encourage safe driving behavior. It can limit certain available vehicle features, and it prevents certain safety systems from being turned off. An in-vehicle report card gives you information on driving habits and helps you to continue to coach your new driver
- Tire Pressure Monitoring System
- OnStar Basics (OnStar Fleet Basics for Fleet) Drive confidently with core OnStar services including remote commands, built-in voice assistance, real-time traffic and navigation, and Automatic Crash Response to help if you're in need. (Requires (UE1) OnStar. OnStar Basics includes remote commands, Navigation, Voice Assistance, and Automatic Crash Response, for eligible vehicles with compatible software. OnStar Basics is standard for 8 years; OnStar plan, working electrical system, cell reception and GPS signal required. OnStar links to emergency services. Service coverage varies with conditions and location. Service availability, features and functionality vary by device and software version. See onstar.com for details and limitations.)

Processing-Other


- Trailer Information Label provides max trailer ratings for tongue weight, conventional, gooseneck and 5th wheel trailering (Not available with (ZW9) pickup bed delete.)

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[Fleet] 2026 Chevrolet Silverado 2500HD (CK20903) 4WD Reg Cab 142" Work Truck ( Complete)

WARRANTY

Warranty Note: <<< Preliminary 2026 Warranty >>>
Basic Years: 3
Basic Miles/km: 36,000
Drivetrain Years: 5
Drivetrain Miles/km: 60,000
Drivetrain Note: 3.0L & 6.0L Duramax® Turbo-Diesel engines, and certain commercial, government, and qualified fleet vehicles: 5 years/100,000 miles
Corrosion Years (Rust-Through): 6
Corrosion Years: 3
Corrosion Miles/km (Rust-Through): 100,000
Corrosion Miles/km: 36,000
Roadside Assistance Years: 5
Roadside Assistance Miles/km: 60,000
Roadside Assistance Note: 3.0L & 6.0L Duramax® Turbo-Diesel engines, and certain commercial, government, and qualified fleet vehicles: 5 years/100,000 miles
Maintenance Note: First Visit: 12 Months/12,000 Miles

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[Fleet] 2026 Chevrolet Silverado 2500HD (CK20903) 4WD Reg Cab 142" Work Truck (Complete)

Window Sticker

SUMMARY

[Fleet] 2026 Chevrolet Silverado 2500HD (CK20903) 4WD Reg Cab 142" Work TruckMSRP:\$48,400.00

Interior:Jet Black, Vinyl seat trim

Exterior 1:Summit White

Exterior 2:No color has been selected.

Engine, 6.6L V8

Transmission, 10-Speed automatic

OPTIONS

CODE	MODEL	MSRP
CK20903	[Fleet] 2026 Chevrolet Silverado 2500HD (CK20903) 4WD Reg Cab 142" Work Truck	\$48,400.00
OPTIONS		
1WT	Work Truck Preferred Equipment Group	\$0.00
5N5	Rear Camera Kit	\$73.00
9J4	Bumper, rear, delete	Inc.
9L3	Spare tire delete	Inc.
9L7	Upfitter switch kit, (5)	\$150.00
AZ3	Seats, front 40/20/40 split-bench	\$0.00
DD8	Mirror, inside rearview auto-dimming	Inc.
DWI	Mirrors, outside power-adjustable vertical trailering with heated and auto-dimming upper glass	\$450.00
FE9	Emissions, Federal requirements	\$0.00
GAZ	Summit White	\$0.00
GT4	Rear axle, 3.73 ratio	\$0.00
H2G	Jet Black, Vinyl seat trim	\$0.00
IOR	Audio system, Chevrolet Infotainment 3 system	\$0.00
JGB	GVWR, 10,250 lbs. (4649 kg)	\$0.00
K4Z	Battery, auxiliary, 700 cold-cranking amps/70 Amp-hr	\$135.00
KI4	Power outlet, interior, 120-volt	\$150.00
KW5	Alternator, 220 amps	Inc.

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[Fleet] 2026 Chevrolet Silverado 2500HD (CK20903) 4WD Reg Cab 142" Work Truck (Complete)

L8T	Engine, 6.6L V8		\$0.00
MKM	Transmission, 10-Speed automatic		\$0.00
NZZ	Skid Plates	Inc.	
PYN	Wheels, 17" (43.2 cm) painted steel, Silver		\$0.00
QXT	Tires, LT265/70R17E all-terrain, blackwall		\$200.00
SFW	Back-up alarm calibration	Inc.	
U01	Lamps, Smoked Amber roof marker, (LED)		\$55.00
VQ2	Fleet Processing Option		\$0.00
VYU	Snow Plow Prep/Camper Package		\$300.00
ZLQ	WT Fleet Convenience Package		\$0.00
ZW9	Pickup bed, delete		(\$1,155.00)
—	Capped Fuel Fill	Inc.	
SUBTOTAL			\$48,758.00
Adjustments Total			\$0.00
Destination Charge			\$2,595.00
TOTAL PRICE			\$51,353.00

FUEL ECONOMY

Est City:N/A
Est Highway:N/A
Est Highway Cruising Range:N/A

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July 30, 2025

City of Saint Johns
100 E State St, St Johns,
MI 48879
Attn- Jeremy Ritter

Jeremy

Price on 2025 Vehicle State of Michigan Contract# MA 240000001208 and Macomb County Contract# 21-18 Bid:

2026 Ford F-250 Reg Cab 4wd Flat bed with V-Plow -\$71,206.00 Ea. Updated

Order Cutoff Date: TBD.

Delivery date: Approximately 90-120 Days A.R.O.

Standard Service Contract: 36,000 miles or 36 months factory Bumper to Bumper Warranty and 60,000miles 60 months Powertrain Warranty. Service to be handled by your local Ford Dealer.

Ford Motor Company does not guarantee delivery---Ford Motor Company will make reasonable efforts to schedule orders received prior to fleet order cut-off date.

Payment requirements: All departments to pay on delivery of vehicle. 10-day grace period will be given if previous arrangements have been made. A \$9.50 per day floor plan will be charged if payment is not at the dealership within 10 days of delivery of the vehicle (s).

If you have any questions please call me, 888-92-FLEET (923-5338)

Respectfully Submitted,

Rich Frieling
Government & Fleet Sales



Bostick Truck Center

1399 Joslyn Ave
Pontiac, MI. 48340
Salesperson: Dave Beaudoin
248-373-6100

TO

Rich Frieling

Lunghamer Ford
1960 E Main
Owosso, MI 48867
989-725-2888
rfrieling@lunghamerford.com

ESTIMATE

DATE

TOTAL

EST5398

Jul 29, 2025

USD \$23,076.00

DESCRIPTION	RATE	QTY	AMOUNT
ALRS-02845642 CM Truck Beds "ALRS" Model (12.0) - 8'6" Overall length, 84" Overall width - Extruded Aluminum Plank Floor - Aluminum channel longsills and crossmembers - External stake pockets with outer binder rail - 40" Aluminum rolled tube headache rack w/ LED Lights - 7 pin Trailer connector at rear - LED S/T/T lamps recessed into rear skirt - Apprx. Weight 435 lbs. - Includes install, Install kit, Back up alarm, Freight	\$6,525.00	1	\$6,525.00
ASRK 8.5' (12.0) - 40" tall aluminum stake rack set - Bolt on (6) additional stake pockets onto rear skirt - Install quick release spring latches - Taper racks to contour of body	\$2,400.00	1	\$2,400.00
G2-92-1650 EA41 Tommygate G2 series lift gate (10.0) - 1,600 lb capacity - 1 piece aluminum platform w/ 41" loading depth + 6" taper - Dual hydraulic cylinders drive system - Moisture resistant toggle switch - LED S/T/T lights - Installed	\$6,350.00	1	\$6,350.00
W21 Western 9'6" MVP3 Plow - 39" Flared wing, 14ga red powder coated steel	\$8,730.00	1	\$8,730.00

- (6) trip springs w/ (8) vertical ribs
- Hand held pistol grip controller (joystick avail. On request)
- Nighthawk halogen headlights, Ultramount 2 attachment
- Sealed electrical system w/ isolation module, auto headlight transfer
- 1022# plow weight

Snowplow Installation "STANDARD" (5.0)	\$600.00	1	\$600.00
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- Assemble Snowplow based on Specific truck height
- Install Truck Frame mount (trim bumper or deflector if required)
- Install Underhood electrical system
- Perform final adjustments(drop speed, scoop config,Headlight adj, hydraulic bleed)
- Includes initial fill with Western Hydraulic oil

BSD10 - House brand Rubber snow deflector	\$100.00	1	\$100.00
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- 10" Poly/ Rubber Blend
- Stainless steel fasteners

M19 - UDWG Disount	-\$729.00	1	-\$729.00
-Municipal Rebate			

D19 - UDWG Disount	-\$400.00	1	-\$400.00
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DDWG - Dealer Discount - Platform	-\$500.00	1	-\$500.00
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SUBTOTAL	\$23,076.00
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MI SALES TAX (6%)	\$0.00
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TOTAL	USD \$23,076.00
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Vehicle Information Given: 2026 F-250 bed delete City of St. Johns

Estimates Older than 30 days need to be reconfirmed

CITY OF ST. JOHNS, MICHIGAN
REQUEST FOR COMMISSION ACTION
August 25, 2025

Department: Wastewater	Attachments:	Submitted to CA for Review
Subject: 2025-2027 Sanitary Sewer Lining Contract	[X] <i>Notice of Award</i> [X] <i>Agreement with Insituform Technology.</i>	[X]
Prepared by: Name, Jordan Whitford Title, Wastewater Division Supervisor	Approved by: Chad A. Gamble, P.E., City Manager	

SUMMARY/HIGHLIGHT: The proposed three-year Cured in Place Pipe (CIPP) lining contract will improve sewer infrastructure by increasing pipe strength and durability, preventing further degradation, and eliminating infiltration without the need for excavation. For the 2025 project, nearly 9,000 feet of sewer lining was bid, resulting in two competitive proposals, with the lowest coming in approximately \$67,000 under the \$500,000 budgeted in the FY 25–26 budget. Future years (FY 26–27 and FY 27–28) were bid by unit price, reflecting a modest projected cost increase of under 10% annually.

Bids received:

- **Insituform Technologies** – \$433,562.15
- **Plummers Environmental** – \$832,800.00

Awarding this as a three-year contract is expected to generate cost savings by avoiding repeated bid preparation costs, securing favorable multi-year pricing, and improving project planning by securing early placement in contractor schedules.

BACKGROUND/DISCUSSION: Over the past several years, the City has taken a proactive approach to inspecting, lining, and maintaining the sanitary collection system. To date, more than 125,000 feet of pipe have been inspected, providing critical data on pipe conditions, sources of inflow and infiltration (I&I), and the overall state of the infrastructure. This information has allowed staff to strategically plan and execute maintenance projects, resulting in measurable reductions in I&I.

Insituform Technologies has successfully completed similar projects for the City in prior years, consistently delivering high-quality work. Following a review of the bids, staff consulted with Spicer Group regarding their contractor recommendation. Spicer Group supported and concurred with the recommendation to award the contract to Insituform Technologies.

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

FISCAL IMPACT: Funds for this project were included, and approved in the 2025-2026 fiscal year budget.

RECOMMENDATION: City Commission approves the services of Insituform Technology in the amount of \$433,562.15 and signs the attached agreement and notice of award that have been reviewed and approved by the city attorney.

NOTICE OF AWARD

Date of Issuance:

Owner:	City of St. Johns	Owner's Project No.:	
Engineer:	Spicer Group, Inc.	Engineer's Project No.:	137771SG2025
Project:	2025-2027 Sanitary Sewer Rehabilitation		
Contract Name:	2025-2027 Sanitary Sewer Rehabilitation		
Bidder:	Insituform Technologies USA, LLC		
Bidder's Address:	580 Goddard Ave., Chesterfield, MO 63005		

TO BIDDER:

You are notified that Owner has accepted your Bid dated **August 11, 2025** for the above Contract, and that you are the Successful Bidder and are awarded a Contract for:

City of St. Johns 2025-2027 Sanitary Sewer Rehabilitation

This is a three year contract for sewer lining 2025, 2026 and 2027.

The Contract Price of the awarded Contract for 2025 is **\$433,562.15**.

The remaining years of the contract will be based on the fixed unit prices bid, with quantities for each year to be determined at that time.

Contract Price is subject to adjustment based on the provisions of the Contract, including but not limited to those governing changes, Unit Price Work, and Work performed on a cost-plus-fee basis, as applicable.

One digital unexecuted counterpart of the Agreement and one digital copy of the Contract Documents accompany this Notice of Award, and will be transmitted or made available to Bidder electronically.

You must comply with the following conditions precedent within 15 days of the date of receipt of this Notice of Award:

1. Deliver to Engineer one **digital** counterpart of the Agreement, signed by Bidder (as Contractor).
2. Deliver with the signed Agreement(s) the Contract security (such as required performance and payment bonds) and insurance documentation, as specified in the Instructions to Bidders and in the General Conditions, Articles 2 and 6.
3. Other conditions precedent (if any): **N/A**.

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

Within 10 days after you comply with the above conditions, Owner will return to you one fully signed counterpart of the Agreement, together with any additional copies of the Contract Documents as indicated in Paragraph 2.02 of the General Conditions.

Owner: **City of St. Johns**

By (signature): _____

Name (printed): _____

Title: _____

Copy: Engineer

**AGREEMENT BETWEEN OWNER AND CONTRACTOR
FOR CONSTRUCTION CONTRACT**

This Agreement is by and between **the City of St. Johns** (“Owner”) and **Insituform Technologies, LLC** (“Contractor”).

Terms used in this Agreement have the meanings stated in the General Conditions and the Supplementary Conditions.

ARTICLE 1—WORK

- 1.01 Contractor shall complete all Work as specified or indicated in the Contract Documents. The Work is generally described as follows: **2025-2027 Sanitary Sewer Rehabilitation**

ARTICLE 2—THE PROJECT

- 2.01 The Project, of which the Work under the Contract Documents is a part, is generally described as follows: **2025-2027 Sanitary Sewer Rehabilitation.**

ARTICLE 3—ENGINEER

- 3.01 The Owner has retained **Spicer Group, Inc.** (“Engineer”) to act as Owner’s representative, assume all duties and responsibilities of Engineer, and have the rights and authority assigned to Engineer in the Contract.

ARTICLE 4—CONTRACT TIMES

4.01 *Time is of the Essence*

- A. All time limits for Milestones, if any, Substantial Completion, and completion and readiness for final payment as stated in the Contract Documents are of the essence of the Contract.

4.02 *Contract Times: Dates*

- A. The Work will be substantially complete on or before, and completed and ready for final payment in accordance with Paragraph 15.06 of the General Conditions on or before the dates listed below:

	Substantial Completion	Final Completion
2025 Sewer Lining	11/14/2025	11/28/2025
2026 Sewer Lining	11/13/2026	11/27/2026
2027 Sewer Lining	11/12/2027	11/26/2027

4.05 *Liquidated Damages*

- A. Contractor and Owner recognize that time is of the essence as stated in Paragraph 4.01 above and that Owner will suffer financial and other losses if the Work is not completed and Milestones not achieved within the Contract Times, as duly modified. The parties also recognize the delays, expense, and difficulties involved in proving, in a legal or arbitration proceeding, the actual loss suffered by Owner if the Work is not completed on time. Accordingly, instead of requiring any such proof, Owner and Contractor agree that as liquidated damages for delay (but not as a penalty):

1. *Substantial Completion:* Contractor shall pay Owner \$1500 for each day that expires after the time (as duly adjusted pursuant to the Contract) specified above for Substantial Completion, until the Work is substantially complete.
 2. *Completion of Remaining Work:* After Substantial Completion, if Contractor shall neglect, refuse, or fail to complete the remaining Work within the Contract Times (as duly adjusted pursuant to the Contract) for completion and readiness for final payment, Contractor shall pay Owner \$1500 for each day that expires after such time until the Work is completed and ready for final payment.
 3. Liquidated damages for failing to timely attain Substantial Completion and final completion are not additive, and will not be imposed concurrently.
- B. If Owner recovers liquidated damages for a delay in completion by Contractor, then such liquidated damages are Owner's sole and exclusive remedy for such delay, and Owner is precluded from recovering any other damages, whether actual, direct, excess, or consequential, for such delay, except for special damages (if any) specified in this Agreement.

4.06 *Special Damages*

- A. In addition to the amount provided for liquidated damages, Contractor shall reimburse Owner (1) for any fines or penalties imposed on Owner as a direct result of the Contractor's failure to attain Substantial Completion according to the Contract Times, and (2) for the actual costs reasonably incurred by Owner for engineering, construction observation, inspection, and administrative services needed after the time specified in Paragraph 4.02 for Substantial Completion (as duly adjusted pursuant to the Contract), until the Work is substantially complete.
- B. After Contractor achieves Substantial Completion, if Contractor shall neglect, refuse, or fail to complete the remaining Work within the Contract Times, Contractor shall reimburse Owner for the actual costs reasonably incurred by Owner for engineering, construction observation, inspection, and administrative services needed after the time specified in Paragraph 4.02 for Work to be completed and ready for final payment (as duly adjusted pursuant to the Contract), until the Work is completed and ready for final payment.

ARTICLE 5—CONTRACT PRICE

- 5.01 Owner shall pay Contractor for completion of the Work in accordance with the Contract Documents, the amounts that follow, subject to adjustment under the Contract:
- A. For all Unit Price Work, an amount equal to the sum of the extended prices (established for each separately identified item of Unit Price Work by multiplying the unit price times the actual quantity of that item).

Section Title	Line Item	Item Description	UofM	Quantity	Unit Price	Extension
2025 Sewer Lining						
			Lump			
	1	Mobilization, Max 5%	Sum	1	\$20,820.95	\$20,820.95
	2	CIPP, 6-inch	Lin. Ft.	4700	\$41.14	\$193,358.00
	3	CIPP, 8-inch	Lin. Ft.	3000	\$39.10	\$117,300.00
	4	CIPP, 10-inch	Lin. Ft.	800	\$44.39	\$35,512.00
	5	CIPP, 12-inch:	Lin. Ft.	400	\$49.22	\$19,688.00
	6	Lateral Reinstatement	Each	166	\$69.64	\$11,560.24
	7	Lateral Liner, 3ft long	Each	1	\$6,901.84	\$6,901.84
	8	30-day Post-CCTV Inspection	Lin. Ft.	8900	\$2.96	\$26,344.00
			Lump			
	9	Bypass Pumping 6-inch Sewer Reach	Sum	1	\$354.95	\$354.95
			Lump			
	10	Bypass Pumping 8-inch Sewer Reach	Sum	1	\$354.95	\$354.95
			Lump			
	11	Bypass Pumping 10-inch Sewer Reach	Sum	1	\$354.95	\$354.95
			Lump			
	12	Bypass Pumping 12-inch Sewer Reach	Sum	1	\$354.95	\$354.95
			Lump			
	13	Clean Up and Restoration	Sum	1	\$657.32	<u>\$657.32</u>
2025 Base Bid Total:						\$433,562.15

2026 Sewer Lining (Unit Pricing) *Quantities and Lump Sum Pricing to be determined in 2026

			Lump			
	14	Mobilization, Max 5%	Sum	1	\$500.00	\$500.00
	15	CIPP, 6-inch	Lin. Ft.	1	\$44.74	\$44.74
	16	CIPP, 8-inch	Lin. Ft.	1	\$42.00	\$42.00
	17	CIPP, 10-inch	Lin. Ft.	1	\$50.00	\$50.00
	18	CIPP, 12-inch	Lin. Ft.	1	\$55.00	\$55.00
	19	CIPP, 15-inch	Lin. Ft.	1	\$77.11	\$77.11
	20	CIPP, 16-inch	Lin. Ft.	1	\$82.23	\$82.23
	21	CIPP, 18-inch	Lin. Ft.	1	\$100.55	\$100.55
	22	CIPP, 21-inch	Lin. Ft.	1	\$128.40	\$128.40
	23	CIPP, 24-inch	Lin. Ft.	1	\$142.68	\$142.68
	24	Lateral Reinstatement	Each	1	\$74.86	\$74.86
	25	Lateral Liner, 3ft long	Each	1	\$7,049.22	\$7,049.22
	26	30-day Post-CCTV Inspection	Lin. Ft.	1	\$3.18	\$3.18
	27	Bypass Pumping 6-inch Sewer Reach	Each	1	\$381.57	\$381.57
	28	Bypass Pumping 8-inch Sewer Reach	Each	1	\$381.57	\$381.57
	29	Bypass Pumping 10-inch Sewer Reach	Each	1	\$381.57	\$381.57
	30	Bypass Pumping 12-inch Sewer Reach	Each	1	\$381.57	\$381.57
	31	Bypass Pumping 15-inch Sewer Reach	Each	1	\$381.57	\$381.57
	32	Bypass Pumping 16-inch Sewer Reach	Each	1	\$381.57	\$381.57
	33	Bypass Pumping 18-inch Sewer Reach	Each	1	\$381.57	\$381.57
	34	Bypass Pumping 21-inch Sewer Reach	Each	1	\$381.57	\$381.57

35	Bypass Pumping 24-inch Sewer Reach	Each	1	\$381.57	\$381.57
		Lump			
36	Clean Up and Restoration	Sum	1	\$706.62	<u>\$706.62</u>

2027 Sewer Lining (Unit Pricing) *Quantities and Lump Sum Pricing to be determined in 2027

		Lump			
37	Mobilization, Max 5%	Sum	1	\$650.00	\$650.00
38	CIPP, 6-inch	Lin. Ft.	1	\$48.10	\$48.10
39	CIPP, 8-inch	Lin. Ft.	1	\$45.15	\$45.15
40	CIPP, 10-inch	Lin. Ft.	1	\$53.75	\$53.75
41	CIPP, 12-inch	Lin. Ft.	1	\$59.13	\$59.13
42	CIPP, 15-inch	Lin. Ft.	1	\$82.89	\$82.89
43	CIPP, 16-inch	Lin. Ft.	1	\$88.40	\$88.40
44	CIPP, 18-inch	Lin. Ft.	1	\$108.09	\$108.09
45	CIPP, 21-inch	Lin. Ft.	1	\$138.03	\$138.03
46	CIPP, 24-inch	Lin. Ft.	1	\$153.38	\$153.38
47	Lateral Reinstatement	Each	1	\$80.48	\$80.48
48	Lateral Liner, 3ft long	Each	1	\$7,748.04	\$7,748.04
49	30-day Post-CCTV Inspection	Lin. Ft.	1	\$3.42	\$3.42
50	Bypass Pumping 6-inch Sewer Reach	Each	1	\$410.19	\$410.19
51	Bypass Pumping 8-inch Sewer Reach	Each	1	\$410.19	\$410.19
52	Bypass Pumping 10-inch Sewer Reach	Each	1	\$410.19	\$410.19
53	Bypass Pumping 12-inch Sewer Reach	Each	1	\$410.19	\$410.19
54	Bypass Pumping 15-inch Sewer Reach	Each	1	\$410.19	\$410.19
55	Bypass Pumping 16-inch Sewer Reach	Each	1	\$410.19	\$410.19
56	Bypass Pumping 18-inch Sewer Reach	Each	1	\$410.19	\$410.19
57	Bypass Pumping 21-inch Sewer Reach	Each	1	\$410.19	\$410.19
58	Bypass Pumping 24-inch Sewer Reach	Each	1	\$410.19	\$410.19
		Lump			
59	Clean Up and Restoration	Sum	1	\$759.62	<u>\$759.62</u>

The extended prices for Unit Price Work set forth as of the Effective Date of the Contract are based on estimated quantities. As provided in Paragraph 13.03 of the General Conditions, estimated quantities are not guaranteed, and determinations of actual quantities and classifications are to be made by Engineer.

ARTICLE 6—PAYMENT PROCEDURES

6.01 Submittal and Processing of Payments

- A. Contractor shall submit Applications for Payment in accordance with Article 15 of the General Conditions. Applications for Payment will be processed by Engineer as provided in the General Conditions.

6.02 *Progress Payments; Retainage*

- A. Owner shall make progress payments on the basis of Contractor's Applications for Payment on or about the **5th** day of each month during performance of the Work as provided in Paragraph 6.02.A.1 below, provided that such Applications for Payment have been submitted in a timely manner and otherwise meet the requirements of the Contract. All such payments will be measured by the Schedule of Values established as provided in the General Conditions (and in the case of Unit Price Work based on the number of units completed) or, in the event there is no Schedule of Values, as provided elsewhere in the Contract.
 - 1. Prior to Substantial Completion, progress payments will be made in an amount equal to the percentage indicated below but, in each case, less the aggregate of payments previously made and less such amounts as Owner may withhold, including but not limited to liquidated damages, in accordance with the Contract.
 - a. 90 percent of Work completed (with the balance being retainage). If the Work has been 50 percent completed as determined by Engineer, and if the character and progress of the Work have been satisfactory to Owner and Engineer, then as long as the character and progress of the Work remain satisfactory to Owner and Engineer, there will be no additional retainage; and
- B. Upon final Completion, Owner shall pay an amount sufficient to increase total payments to Contractor to **100** percent of the Work completed, less such amounts set off by Owner pursuant to Paragraph 15.01.E of the General Conditions, and less **100** percent of Engineer's estimate of the value of Work to be completed or corrected as shown on the punch list of items to be completed or corrected prior to final payment.

6.03 *Final Payment*

- A. Upon final completion and acceptance of the Work, Owner shall pay the remainder of the Contract Price in accordance with Paragraph 15.06 of the General Conditions.

6.04 *Consent of Surety*

- A. Owner will not make final payment, or return or release retainage at Substantial Completion or any other time, unless Contractor submits written consent of the surety to such payment, return, or release.

ARTICLE 7—CONTRACT DOCUMENTS

7.01 *Contents*

- A. The Contract Documents consist of all of the following:
 - 1. This Agreement.
 - 2. Bonds:
 - a. Performance bond (together with power of attorney).
 - b. Payment bond (together with power of attorney).
 - 3. General Conditions.
 - 4. Supplementary Conditions.
 - 5. Specifications as listed in the table of contents of the project manual (copy of list attached).
 - 6. Drawings listed on the document title page.

7. Addenda (numbers 1 inclusive).
8. The following which may be delivered or issued on or after the Effective Date of the Contract and are not attached hereto:
 - a. Notice to Proceed.
 - b. Work Change Directives.
 - c. Change Orders.
 - d. Field Orders.
- B. The Contract Documents listed in Paragraph 7.01.A are attached to this Agreement (except as expressly noted otherwise above).
- C. There are no Contract Documents other than those listed above in this Article 7.
- D. The Contract Documents may only be amended, modified, or supplemented as provided in the Contract.

ARTICLE 8—REPRESENTATIONS, CERTIFICATIONS, AND STIPULATIONS

8.01 Contractor's Representations

- A. In order to induce Owner to enter into this Contract, Contractor makes the following representations:
 1. Contractor has examined and carefully studied the Contract Documents, including Addenda.
 2. Contractor has visited the Site, conducted a thorough visual examination of the Site and adjacent areas, and become familiar with the general, local, and Site conditions that may affect cost, progress, and performance of the Work.
 3. Contractor is familiar with all Laws and Regulations that may affect cost, progress, and performance of the Work.
 4. Contractor has carefully studied the reports of explorations and tests of subsurface conditions at or adjacent to the Site and the drawings of physical conditions relating to existing surface or subsurface structures at the Site that have been identified in the Supplementary Conditions, with respect to the Technical Data in such reports and drawings.
 5. Contractor has carefully studied the reports and drawings relating to Hazardous Environmental Conditions, if any, at or adjacent to the Site that have been identified in the Supplementary Conditions, with respect to Technical Data in such reports and drawings.
 6. Contractor has considered the information known to Contractor itself; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Contract Documents; and the Technical Data identified in the Supplementary Conditions or by definition, with respect to the effect of such information, observations, and Technical Data on (a) the cost, progress, and performance of the Work; (b) the means, methods, techniques, sequences, and procedures of construction to be employed by Contractor; and (c) Contractor's safety precautions and programs.
 7. Based on the information and observations referred to in the preceding paragraph, Contractor agrees that no further examinations, investigations, explorations, tests, studies,

or data are necessary for the performance of the Work at the Contract Price, within the Contract Times, and in accordance with the other terms and conditions of the Contract.

8. Contractor is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Contract Documents.
9. Contractor has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Contractor has discovered in the Contract Documents, and of discrepancies between Site conditions and the Contract Documents, and the written resolution thereof by Engineer is acceptable to Contractor.
10. The Contract Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performance and furnishing of the Work.
11. Contractor's entry into this Contract constitutes an incontrovertible representation by Contractor that without exception all prices in the Agreement are premised upon performing and furnishing the Work required by the Contract Documents.

8.02 *Contractor's Certifications*

- A. Contractor certifies that it has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the Contract. For the purposes of this Paragraph 8.02:
 1. "corrupt practice" means the offering, giving, receiving, or soliciting of anything of value likely to influence the action of a public official in the bidding process or in the Contract execution;
 2. "fraudulent practice" means an intentional misrepresentation of facts made (a) to influence the bidding process or the execution of the Contract to the detriment of Owner, (b) to establish Bid or Contract prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition;
 3. "collusive practice" means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish Bid prices at artificial, non-competitive levels; and
 4. "coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.

8.03 *Other Provisions*

- A. Owner stipulates that if the General Conditions that are made a part of this Contract are based on EJCDC® C-700, Standard General Conditions for the Construction Contract, published by the Engineers Joint Contract Documents Committee®, and if Owner is the party that has furnished said General Conditions, then Owner has plainly shown all modifications to the standard wording of such published document to the Contractor, through a process such as highlighting or "track changes" (redline/strikeout), or in the Supplementary Conditions.
- B. Equal Opportunity: Contractor shall not discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status, or because of a handicap that is unrelated to the person's ability to perform the duties of a particular job or position.

IN WITNESS WHEREOF, Owner and Contractor have signed this Agreement.

This Agreement will be effective on **August 25, 2025** (which is the Effective Date of the Contract).

Owner: CITY OF ST. JOHNS

Contractor: INSITUFORM TECHNOLOGIES
USA, LLC

(typed or printed name of organization)

By: _____
(individual's signature)

Date: _____
(date signed)

Name: _____
(typed or printed)

Title: _____
(typed or printed)

Attest: _____
(individual's signature)

Title: _____
(typed or printed)

Address for giving notices:

100 E. State St., Suite 1100

St. Johns, MI 48879

88044:00001:201830013-1

(typed or printed name of organization)

By: _____
(individual's signature)

Date: _____
(date signed)

Name: _____
(typed or printed)

Title: _____
(typed or printed)

*(If **ITUSA** is a corporation, a partnership, or a
joint venture, attach evidence of authority to*

Attest: _____
(individual's signature)

Title: _____
(typed or printed)

Address for giving notices via mail:

237 Royal Springs Parkway

O'Fallon, MO 63368

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

August 25th 2025

Department: Public Services	Attachments: Parking Lot# Proposals	Submitted to CA for Review
Subject: Parking Lot #4 Reconstruction	[X] Youngstrom Contracting Proposal [X] Miller Brothers Excavating Proposal []	[N/A] [N/A]
Prepared by: Justin Smith, Director of Public Services	Approved by: Chad A. Gamble, P.E., City Manager	

SUMMARY/HIGHLIGHT: At the direction of the Commission, a set of design and construction plans were completed to show surface, curb and gutter, parking, and drainage improvements for Downtown Parking Lot #4. The cost to complete the proposed reconstruction was obtained through a formal bid process; the vendors who submitted bids are listed below.

Miller Brothers Excavating- \$210,225.00

Youngstrom Contracting- \$185,000

BACKGROUND/DISCUSSION: At the September 2024 City Commission meeting, the use of surplus fund balance created by ARPA was approved to create a plan and complete reconstruction of lot #4. At the August 6, 2025 special meeting, City Commission restated their commitment to completion of this project utilizing funds mentioned above.

STRATEGIC PLAN OBJECTIVE: Land use goal #2- Create a vibrant downtown with diverse businesses

FISCAL IMPACT: Commission indicated their support for the use of \$185,000 of surplus fund balance created by ARPA funds to complete this project. This RCA would ask to formalize this support in the form of a budget adjustment.

RECOMMENDATION:

- Staff recommends approval of the proposal by Youngstrom Contracting to complete the reconstruction of Parking lot #4.
- Staff recommends approval of a budget adjustment of \$185,000 of surplus fund balance created by ARPA funds to fund the project.

YOUNGSTROM CONTRACTING, INC.

519 SPRAGUE ROAD

IONIA, MICHIGAN 48846

(616) 527-8899

Fax (616) 527-9380

PROPOSAL

Page No. 1 of 1 Pages

JOB NAME/NO.

HIGHAM ST LOT # 4

LOCATION

PHONE

DATE

6-3-2025

To: CITY OF ST JOHNS
100 E. STATE ST
ST JOHNS MI 48879

We hereby submit specifications and estimates for:

REBUILD PARKING LOT #4 AT HIGHAM + SPRING
PER PLANS DATED 4/23/25

1 LUMP SUM = \$185,000⁰⁰

NOT INCL. LAYOUT OR STAKING
ANY SUBGRADE UNDERCUT
TESTING

WE PROPOSE hereby to furnish material and labor — complete in accordance with these specifications, for the sum of:

Payable as follows:

dollars (\$ _____).

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized
Signature



NOTE: This proposal may be withdrawn
by us if not accepted within 60 days.

ACCEPTANCE OF PROPOSAL — The prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____ Date _____ Signature _____ Date _____

MILLER BROTHERS
EXCAVATING
3026 W. M-21
St Johns, MI 48879
989-224-2066



Estimate

Date	Estimate #
6/3/2025	3333

Name / Address
CITY OF ST. JOHNS 100 E. STATE ST., STE 1300 P.O. BOX 477 ST. JOHNS, MI 48879

Job	Customer Phone #
Higham street parking lot	

Description	Qty	Cost	Total
HIGHAM STREET PARKING LOT IMPROVEMENTS ATTN: JUSTIN			
Job 1: Demo existing parking lot / Curbs and side walks / Load and haul off site Includes: Machine hours / Moving / Labor / Saw cutting / Trucking	1	14,550.00	14,550.00
Job 2: Under cutting existing parking lot per print Includes: Machine hours / Labor / Trucking	1	17,635.00	17,635.00
Job 3: Install 1- 4' catch basin / 10" HiQ pipe / Ring and grate Includes: Machine hours / 1- 4' catch basin / Ring and grate / HiQ pipe / 6A stone / Fill sand / Labor / Compactor / Trucking	1	9,500.00	9,500.00
Job 4: Prep for curb and gutter / Prep city side walks / Prep thicken edge side walk Includes: Machine hours / Fill sand / Labor / Compactor / Trucking	1	6,880.00	6,880.00
Job 5: Final grade around edges / Seeding Includes: Machine hours / Screened top soil / Labor / Seeding	1	3,175.00	3,175.00
Job 6: Prep parking lot area for 8" 23A gravel and 12" compacted fill sand Includes: Machine hours / Vib roller / 23A gravel / Fill sand / Labor / Trucking	1	35,675.00	35,675.00
Job 7: Pouring curb and gutter / Pouring city side walks	1	60,710.00	60,710.00
Job 8: Asphalt paving per print / Stripping per print / Fine grading	1	62,100.00	62,100.00
Estimate is valid for 15 days (pricing may vary due to economical changes)	Total \$210,225.00		

By accepting this estimate, Miller Brothers Excavating, Inc. (MBE), agrees to provide the services and materials specified therein in a timely and workmanlike manner. This is subject to weather and site conditions beyond the control of MBE. Customer agrees to timely pay for these services and materials as set forth in the estimate, along with the term and conditions therein. Customer acknowledges that in the event the payments are not made consistent with the terms and conditions agreed to by the parties, MBE may bring litigation against customer in Clinton County, Michigan, where venue will be agreed to. Furthermore, customer acknowledges that their expenses associated with the filing of litigation and agrees to pay MBE, in addition for past due amounts owed, all reasonable attorney fees and costs incurred in the collection process. Furthermore, customer acknowledges that MBE reserves the right to assert any and all other remedies available to it under Michigan Law.

Customer acknowledges that there is no automatic grace period as it relates to late payments and acknowledges that interest on late payments should MBE agree to accept same is 1.5% calculated from the date the payment is due unless otherwise specified in the estimate.

Customer Signature _____

CITY OF ST. JOHNS, MICHIGAN
REQUEST FOR COMMISSION ACTION
August 25, 2025

Department: Administration	Attachments:	Submitted to CA for Review
Subject: MGT Cost Allocation Plan Renewal	[X] MGT Contract 2 Yr Extension [X] RFP Results from 2017	[N/A] [N/A]
Prepared by: Kristina Kinde, Treasurer Deputy City Manager	Approved by: Chad A. Gamble, P.E., City Manager	

SUMMARY/HIGHLIGHT: The City of St. Johns has used MGT to complete our Cost Allocation Plan since 2017. We are currently due to renew or extend our current contract. MGT has given us the option for a two-year extension with no increase in fee, remaining at the \$4,800 price per year.

BACKGROUND/DISCUSSION: In 2017 the City of St. Johns had a Request for Proposal for a Cost Allocation Plan. MGT was the lowest proposal at \$4,800 per year. We have been using MGT each year since for our Cost Allocation Plan and have been satisfied with their product and willingness to answer questions about methodology and process in determining the allocations. Attached is the Request for Proposal Bid Tabulation from 2017 to show the significant price difference in proposals. With such a significant price difference and satisfaction with the current cost allocation process, it would be beneficial both financially and administratively to continue utilizing MGT for services related to preparing the Cost Allocation Plan.

STRATEGIC PLAN OBJECTIVE: N/A

FISCAL IMPACT: The Cost Allocation Plan was budgeted for in the 2025/26 budget in the amount of \$4,800.

RECOMMENDATION: *Staff recommends the City Commission extend the contract for our Cost Allocation Plan with MGT for an additional two years at a rate of \$4,800 per year and authorize the Mayor to sign the contract as approved by the City Attorney.*



**AMENDMENT NO. 1
TO THE
MASTER ENGAGEMENT AGREEMENT
DATED SEPTEMBER 21, 2022**

This **AMENDMENT NO. 1** (“Amendment”), made as of June 1, 2025, (“Amendment Effective Date”), is entered into by and between **City of St. Johns, Michigan**(“Client”), and **MGT Impact Solutions, LLC, formerly known as MGT of America Consulting, LLC**, (“MGT”), and amends the Master Engagement Agreement (“Agreement”), dated September 21, 2022. Upon the execution of this Amendment, the terms of this Amendment are incorporated into the Agreement in their entirety by this reference.

WHEREAS, the parties entered into the Agreement whereby MGT would perform services for a term beginning on September 21, 2022, through September 21, 2025. If necessary, the Agreement could be extended at the mutual agreement of both parties by the execution of a written Amendment, to be attached and incorporated therein; and

WHEREAS, the parties now wish to amend the Agreement to reflect a further extension of the term; and

WHEREAS, the parties now wish to amend the scope of services to include additional work.

NOW, THEREFORE, in consideration of the mutual covenants contained herein and, in the Agreement, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree to amend the Agreement as follows:

1. Term.

The Agreement shall terminate on September 21, 2027, unless terminated or extended as permitted in the Agreement.

2. Additional Services.

MGT will perform the additional services set forth in Exhibit A-1 attached hereto and incorporated into the Agreement by this reference.

3. Project Fee.

The fees for the additional services described above are set forth in the table below.

Year	Project Description	Total Fees
1	FY 2025 - Federal 2 CFR Part 200 Indirect Cost Allocation Plan	\$4,800.00
2	FY2026 - Federal 2 CFR Part 200 Indirect Cost Allocation Plan	\$4,800.00



All other terms and conditions of the Agreement will remain in full force and effect. In the event of a conflict between any term of this Amendment and the terms of the Agreement, the terms of this Amendment shall control.

IN WITNESS WHEREOF, the parties have executed and delivered this Amendment as of the Effective Date, whereupon this Amendment shall become effective as of such Effective Date.

MGT IMPACT SOLUTIONS, LLC

CITY OF ST. JOHNS, MICHIGAN

By: _____

By: _____

Name: A. Trey Traviesa

Name: _____

Title: CEO

Title: _____

Date: _____

Date: _____



ANNEX A-1 STATEMENT OF WORK

As of June 1, 2025 (“Effective Date”), **MGT Impact Solutions, LLC (“MGT”)** and **City of St. Johns, Michigan (“Client”)** execute this Statement of Work (“SOW”) pursuant to the Master Engagement Agreement between the Parties dated September 21, 2022 (“Agreement”).

1. SCOPE

MGT will provide Client with the following Services:

- A Citywide central services cost allocation plan based on actual costs for FY 2025 (June 2024-2025), and FY 2026 (June 2025-2026).
- Negotiation of the cost allocation plan with representatives of the federal cognizant agency and/or the State, as required.
- Explanation of calculation methods and assumptions used in the indirect cost allocation plan. This explanation may be written or oral, as requested by the Client.
- Provide recommendations on methods to enhance indirect cost revenues.

2. PERIOD OF PERFORMANCE

The term of this Statement of Work begins on the Effective Date and terminates September 21, 2027.

3. COMPENSATION

The fixed fee for Services shall be \$4,000.00 per year.

MGT IMPACT SOLUTIONS, LLC

CITY OF ST. JOHNS, MICHIGAN

Name: A. Trey Traviesa

Name: _____

Title: CEO

Title: _____

Date: _____

Date: _____



COST ALLOCATION PLAN

REQUEST FOR PROPOSALS

06/28/2017

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

ADDENDA

BIDDER	1	2	RATES
MGT OF AMERICA	----	----	\$4,800.00
MATRIX CONSULTING GROUP	----	----	\$10,000.00
MAXIMUS	----	----	\$6,500.00
REHMANN	----	----	\$13,500.00
	----	----	
	----	----	
	----	----	
	----	----	
	----	----	
	----	----	

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



AGENDA

NOTICE
ST JOHNS CITY COMMISSION
ORDINANCES

Notice is hereby given that the St. Johns City Commission will consider an ordinance at a regular meeting held on Monday, August 25, 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 VII: Traffic Code by adding Chapter 75: Golf Carts

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-11560528, 08/10/2025

CITY OF ST. JOHNS, MICHIGAN
REQUEST FOR COMMISSION ACTION
August 25, 2025

Department: City Commission	Attachments:	Submitted to CA for Review
Subject: <i>Golf Cart Use – Proposed Ordinance</i>	[X] Draft Golf Cart Ordinance (with tracked changes) [X] Resolution 34-2025 – Introduction of Golf Cart Ordinance	[X] [X] [X]
Prepared by: Christopher Khorey, AICP, Vice President	Approved by: Chad A. Gamble, P.E., City Manager	

SUMMARY/HIGHLIGHT: The topic of the permitting golf cart use inside the City has recently come up again before the City Commission. It was suggested that certain revisions in version presented to the Commission at their May 2024 be made and presented at the July 2025 meeting.

The Planning Commission discussed this at their July 9, 2025 meeting. A few changes were made to the previous version and are incorporated into the version presented under this RCA for the Commissions consideration. Two issues are still outstanding. Those are what insurance can we require and or mandate, if any, as part of the possible registration of golf carts in the City, and should there be any additional restrictions on certain roads in the City other than streets with a speed limit greater than 30 mph and/or streets near the high schools.

The City Commission discussed the revised ordinance at the July 28th meeting. The Commission directed staff to make additional changes to be reviewed at the Commission’s Special Meeting on August 6th. At the meeting on August 6th, the Commission approved the First Reading of the Ordinance, with some changes.

The St. Johns Police Department developed the sticker that will be displayed on inspection-approved golf carts. The Police Department recommended the fee associated with the inspections.

BACKGROUND/DISCUSSION: While some community members have advocated for the legalization of golf carts, the City’s Police Department and Clinton County Ambulance have both advocated against. Points made in favor of golf carts include efficiency during busy events, reduced carbon emissions, providing a healthy recreational outlet for families, and enhancing the City’s character and reputation.

Based on the public comment, the Planning Commission developed the following policies, which are reflected in the draft Ordinance:

- Rely on the Michigan Vehicle Code for most safety rules and regulations (i.e. do not reinvent the wheel).

- Require safety related upgrades in order for a golf cart to be legally operable on St. Johns City streets. The list in the draft Ordinance is the full list of allowable requirements under the Michigan Vehicle Code.
- Prohibit golf carts on roads with speed limits over 30 MPH.
- Establish a City-wide 15 MPH speed limit for golf carts.

Based on the review at the August 6 meeting, the City Commission directed the staff to make the following policy revisions, which are reflected in the draft Ordinance:

- Increase the minimum age for golf cart drivers to 18
- Make golf cart permits renewable every three years instead of every two.

STRATEGIC PLAN OBJECTIVE: Master Plan Transportation Goal #1 States: “Preserve and enhance the level of service circulation and safety of the road network to support all users in the community.” However, “all users” does not necessarily mean all modes of transportation. While automobiles, pedestrians, trucks, emergency vehicles, and bicycles should clearly be accommodated in the transportation system, other types of vehicles are subject to the review and regulation of the City Commission.

FISCAL IMPACT: Legalizing golf carts would create new public safety costs, but could also produce revenue if the City decides to charge for inspection. There could also be indirect economic development benefits.

RECOMMENDATION: If the Commission finds the policies outlined in the updated Ordinance acceptable, then staff recommends;

- final adoption of the Ordinance and approval of Resolution 34-2025 Resolution to Adopt an Ordinance to Amend the City of St. Johns Code of Ordinances Regarding Golf Carts
- Recommends the establishment of a Golf Cart Inspection Fee of \$60 to be added to the City’s Fee and Rate Schedule.

**CITY OF ST. JOHNS
ORDINANCE NO. __**

**AN ORDINANCE TO AMEND TITLE VII: TRAFFIC CODE
BY ADDING CHAPTER 75: GOLF CARTS**

An ordinance pursuant to Public Act 279 of 1909, as amended, and Public Act 300 of 1949, as amended, to permit and regulate the use and operation of golf carts in the City of St. Johns; to insure the public health, safety, and welfare; and to provide penalties for violations thereof.

THE CITY OF ST. JOHNS ORDAINS:

Section 1. Purpose

The purpose of this Ordinance is to adopt for the purpose of authorizing and regulating the operation of golf carts within the City to promote the health, safety, and welfare of persons operating golf carts within the City and to protect the safety of their passengers and other users of the road.

Section 2. Amendment to Title VII: Traffic Code

Title VII (entitled *Traffic Code*) of the Code of Ordinances of the City of St. Johns is amended to add Chapter 75 (entitled *Golf Carts*) as follows:

§. 75.01 Definitions

Decal means the sticker displayed on every registered golf cart within the City, which are obtained by completing and submitting the proper registration form to the City Police Department.

Driver license means an operator's or chauffeur's license or permit issued to an individual by the Secretary of State under Chapter III of the Michigan Vehicle Code, 1949 PA 300, MCL 257.301 to MCL 257.329, as amended, for that individual to operate a vehicle, whether or not conditions are attached to the license or permit.

Golf cart means a vehicle designed for transportation while playing the game of golf.

Maintained portion means that portion of a road improved, designated, or ordinarily used for vehicular traffic.

Operate means to ride in or on, or be in actual physical control of the operation of the golf cart.

Operator means a person who operates or is in actual physical control of the operation of a golf cart.

Registration means the process through which every person intending to operate a motorized golf cart on roads or streets within the City must follow.

Street means a road, roadway, street, or right-of-way within the City of St. Johns' street system, but does not include a private road. The terms road, roadway, street, and right-of-way are interchangeable.

Sunset and *sunrise* mean that time determined by the National Weather Service on any given day.

City means City of St. Johns, County of Clinton, State of Michigan.

§75.02 Operation of golf carts on City streets.

A person may operate a golf cart on City streets subject to the following regulations:

- (A) A person shall not operate a golf cart on any street unless he or she is at least ~~16~~18 years old and is licensed to operate a motor vehicle.
- (B) The operator of a golf cart shall comply with the signal requirements of MCL 257.648, as amended, that apply to the operation of a vehicle.
- (C) All golf carts operating on City streets must be equipped with the following functioning safety equipment:
 - 1. At least 2 headlamps that comply with MCL 257.685.
 - 2. At least 1 tail lamp that complies with MCL 257.686.
 - 3. At least 1 stop lamp and 1 lamp or mechanical signal device that comply with MCL 257.697 and MCL 257.697b.
 - 4. One exterior mirror on the driver's side of the golf cart and either 1 exterior mirror mounted on the passenger side of the golf cart or 1 interior mirror as required for low-speed vehicle-s by 49 CFR 571.500.
 - 5. Brakes and a parking brake that comply with MCL 257.704.
 - 6. A horn that complies with MCL 257.706.
 - 7. A windshield that complies with MCL 257.708a.
 - 8. A manufacturer's identification number permanently affixed to the frame of the golf cart.
 - 9. Safety belts that comply with MCL 257.710a and that are used as required by MCL 257.710e.

- (D) Proof of a current insurance rider, via homeowners insurance policy, or other insurance policy that covers damage to the golf cart, as well as personal injury and liability, to the satisfaction of section 3101 of the insurance code of 1956, 1956 PA 218, M.C.L.A. § 500.3101
- (E) All Golf carts are required to be inspected to ensure compliance with requirements in paragraph 75.02 and pay related Golf Cart Inspection Fee.
- (F) All golf carts are required to have at least 1 red reflector on each side of the golf cart as far to the rear as practicable and 1 red reflector on the rear of the golf cart as required for low-speed vehicles by 49 CFR 571.500.
- (G) The operator of a golf cart shall obey all sections pertaining to traffic in the Michigan Vehicle Code and the Uniform Traffic Code.
- (H) A person operating a golf cart upon a roadway shall ride as near to the right side of the roadway as practicable, exercising due care when passing a standing vehicle or one proceeding in the same direction.
- (I) A person shall not operate a golf cart on a state trunk line highway. This subsection does not prohibit a person from crossing a state trunk line highway when operating a golf cart on a street of the City, using the most direct line of crossing.
- (J) Where a usable and designated path for golf carts is provided adjacent to a road or street, a person operating a golf cart shall be required to use that path. A golf cart shall not be operated on a sidewalk constructed for the use of pedestrians.
- (K) A person operating a golf cart shall not pass between lines of traffic but may pass on the left of traffic moving in his or her direction in the case of a two-way street, or on the left or right of traffic, in an unoccupied lane, in the case of a one-way street.
- (L) A golf cart shall be operated at a speed not to exceed 15 miles per hour.
- (M) Golf carts shall not be operated on any of the following roadways, except to cross that roadway at an intersection:
 - a. State Highways (e.g., M-21 and Business Route 127)
 - b. Any roadway with a speed limit greater than 30 miles per hour, except to cross that roadway or street. MCL 257.657(a)
- (N) A golf cart shall not be operated on the streets of the City during the time period from one-half hour before sunset to one-half hour after sunrise. MCL 257.657(a)
- (O) A golf cart shall not be used to carry more persons at one time than the number for which it is designed and equipped.

- (P) A golf cart shall not be operated during inclement weather or with snow and/or ice on the ground.
- (Q) Golf carts shall not be operated on a road or street in a negligent manner, endangering any person or property, or obstructing, hindering, or impeding the lawful course of travel of any motor vehicle. At no time shall a golf cart be operated on a public pathway or sidewalk. Golf carts, when operating in the public right of way, must remain on the street.
- (R) Off-road vehicles, such as Gators, all-terrain vehicles (ATVs), a multitrack or multi-wheel drive vehicle, dune buggy, or like-vehicles are not considered golf carts.
- (S) This section does not apply to a police officer or City officials, employees, contractors, or volunteers in the performance of City duties.

§75.03 Parking Regulations.

The parking, stopping, and standing regulations provided in the City Code shall also apply to golf carts operated in the City as if they are motor vehicles under those provisions.

§75.04 Registration and Decals.

- (A) Golf cart owners shall register each golf cart ~~on a biannual basis~~every three years by making application to the City's Police Department. The City's Police Department may refuse to issue a registration decal if the applicant or the applicant's golf cart is in violation of this chapter, any portion of the City's Code, the Michigan Vehicle Code, or the Uniform Traffic Code. A list of registered golf carts shall be maintained by the City's Police Department and a copy provided to the City Manager.

There shall be no charge for the registration of a golf cart, and each approved golf cart shall be issued a registration decal. The golf cart owner shall affix each decal provided by the City's Police Department on the front of the golf cart directly under the driver's side of the windshield. The decal shall be valid for two years.

- (B) Failure to register a golf cart or renew an existing registration shall constitute a violation of this article.
- (C) The City's Police Department retains the right to refuse to issue and/or revoke any registration decal from any golf cart for any reason that is felt appropriate to ensure the safety and well-being of the citizens of City.
- (D) Any police officer may temporarily suspend any registration decal and ban further access on any public street or public property by any golf cart, when in the opinion of that officer, the golf cart is being used in a manner to cause damage to public property or members of the public.

- (E) The City Council reserves the right to waive the registration requirements of this ordinance for special events that utilize golf carts.

§75.05 Violations and penalties.

- (A) Any person violating any provisions of this ordinance shall be responsible for a civil infraction. The penalty for the first offense shall be \$50.00, and \$100.00 for the first repeat offense. For any second or subsequent repeat offense, the fine shall be no more than \$250.00. The City has the right to revoke a golf cart permit for a period of 2 years after the third offense of violating this ordinance.
- (B) A court may order a person who causes damage to the environment, a road, or other public property as a result of the operation of a golf cart to pay full restitution for that damage above and beyond the penalties paid for civil infractions.

Section 3. Validity and Severability.

If any portion of this Ordinance or its application to any person or circumstance shall be found to be invalid by a court, such invalidity shall not affect the remaining portions or applications of the Ordinance which can be given effect without the invalid portion or applications, provided the remaining portions are not determined by the court to be inoperable, and to this end Ordinances are declared to be severable.

Section 4. Repealer.

All other ordinances or parts of ordinances in conflict with this Ordinance are hereby repealed to the extent necessary to give this Ordinance full force and effect.

Section 5. Effective Date.

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

CITY OF ST. JOHNS
#34-2025

**RESOLUTION TO ADOPT AN ORDINANCE TO AMEND THE CITY OF ST. JOHNS
CODE OF ORDINANCES REGARDING GOLF CARTS**

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 25th day of August, 2025 at 6:00 p.m., Local Time.

Present: _____

Absent: _____

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

WHEREAS, pursuant to Public Act 279 of 1909, as amended, and Public Act 300 of 1949, as amended, the City is authorized by statute to adopt ordinances regulating the public health, safety, and general welfare of persons and property, including, but not limited to, ordinances concerning, use or registration of golf carts; and

WHEREAS, the City wishes to amend Title VII (entitled *Traffic Code*), Chapter 75 (entitled *Golf Carts*) of the Code of Ordinances to amend Section 75.02 to clarify vehicle safety requirements and the equipment necessary to operate golf carts on City streets, to amend Section 75.04 to specify the location registration decals should be placed on golf carts, and to amend Section 75.05 to reserve the City's right to revoke golf cart permits as needed; and

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

WHEREAS, pursuant to Section 5 of the "Ordinance" chapter of the Charter, the City introduced Ordinance No. ____, An Ordinance Amending the City of St. Johns Zoning Code Regarding Traffic Codes by Amending Chapter 75: Golf Carts 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 Amending the City of St. Johns Zoning Code Regarding Traffic Codes by Amending Chapter 75: Golf Carts.
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 25th day of August, 2025.

Mindy J. Seavey, City Clerk

88044:00001:201805818-1



Michigan
GANNETT

PO Box 630491 Cincinnati, OH 45263-0491

AFFIDAVIT OF PUBLICATION

CITY OF ST JOHNS
desc 0353
City Of St Johns
100 E State St
Saint Johns MI 48879-1579

STATE OF WISCONSIN, COUNTY OF BROWN

The Lansing State Journal, a newspaper published in the city of Lansing, Ingham County, State of Michigan, and personal knowledge of the facts herein state and that the notice hereto annexed was Published in said newspapers in the issue:

08/01/2025

and that the fees charged are legal.
Subscribed and sworn to before me on 08/01/2025

NOTICE
ST JOHNS CITY COMMISSION
ORDINANCES

Notice is hereby given that the St. Johns City Commission will consider ordinances at a regular meeting held on Monday, August 25, 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 Readopt the Michigan Motor Vehicle Code.

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-11531907, 08/01/2025

Legal Clerk


Notary, State of WI, County of Brown

5.15.27

My commission expires

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Notary Public
State of Wisconsin

CITY OF ST. JOHNS, MICHIGAN
REQUEST FOR COMMISSION ACTION
August 25, 2025 COMMISSION MEETING

Department: Fire Department	Attachments:	Submitted to CA for Review
Subject: <i>Fire Code Ordinance Amendment</i>	[X] <i>Updated Ordinance</i> [X] <i>Resolution #35-2025 to</i> <i>Adopt Amendment to Ordinance</i>	[X] [X]
Prepared by: Kevin Douglas, Fire Chief	Approved by: Chad A. Gamble, P.E., City Manager	

SUMMARY/HIGHLIGHT: 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.

BACKGROUND/DISCUSSION: The City of St. Johns currently operates under the 1990 BOCA Fire Code, which is over three decades old and no longer adequately addresses modern fire prevention, safety standards, and technological advancements in building materials and hazardous substances. The International Fire Code (IFC) is a comprehensive model code widely adopted across the United States, providing up-to-date regulations for fire safety.

The proposed Ordinance amends Chapter 91, §91.01 of the City Code to formally adopt the 2021 IFC. This adoption will ensure that the City's fire prevention regulations align with current industry best practices and national standards. The new code will govern 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.

The transition from the 1990 BOCA Fire Code to the 2021 IFC represents a significant modernization of the City's fire safety regulations. The 2021 IFC incorporates lessons learned from fire incidents, advancements in fire suppression technology, and improved understanding of fire behavior and hazardous materials. This will provide the City's Fire Department with more robust tools and clearer guidelines for enforcement, ultimately leading to a safer community.

A Resolution to Introduce the Ordinance Amendment was approved at the July 28, 2025 Commission Meeting.

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 adopt the proposed ordinance amendment to update the Fire Code from the The BOCA National Fire Prevention Code 1990 Version to the 2021 International Fire Code with the proposed changes.*

**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 August 25, 2025.

Scott Dzurka, Mayor

Mindy J. Seavey, Clerk

88044:00001:201574485-1

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 City Hall, in said City on the 25th day of August 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 25th day of August, 2025.

Mindy Seavey, City Clerk

CITY OF ST. JOHNS, MICHIGAN
REQUEST FOR COMMISSION ACTION
August 25, 2025

Department: Police	Attachments: Ordinance to Readopt the Michigan Motor Vehicle Code	Submitted to CA for Review
Subject: <i>Readoption of the Michigan Motor Vehicle Code.</i>	[X] Proposed ordinance to readopt Michigan MVC including a provision for enforcement of high BAC.	X
	[X] Resolution #36-2025 to Adopt Ordinance	X
Prepared by: David Kirk, Chief of Police	Approved by: Chad A. Gamble, P.E., City Manager	

SUMMARY/HIGHLIGHT: As part of transitioning to a new City Attorney for prosecutorial services, it was discovered that there was not currently a city ordinance which adopts the Michigan Motor Vehicle Code. In order for our department to realize the full utility of the Motor Vehicle code, an ordinance indicating its adoption is necessary. The Resolution to Introduce the Ordinance Change was approved at the July 28, 2025 Commission meeting.

BACKGROUND/DISCUSSION: When the Harkness Law Firm assumed prosecutorial duties, all pending cases were reassigned and reviewed. A case that clearly illustrates the application of the requested ordinance adoption was an operating while intoxicated investigation in which the operator's blood alcohol content qualified them for an enhanced charge of High Blood Alcohol Content. As the process to enhance the charge was initiated, it was discovered that there was not an ordinance adopting the Motor Vehicle Code currently in place. Without it, the enhancement offered in the Motor Vehicle Code could not be utilized. With the requested ordinance in place, our agency will be able to utilize all aspects of the current code as well as any modifications or additions to it moving forward.

STRATEGIC PLAN OBJECTIVE: Adoption of the ordinance will align the Police Department with the contemporary best practice and accreditation standards related to this function.

FISCAL IMPACT: The creation and proposal of the recommended ordinance was 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).

RECOMMENDATION: *Staff recommends the City Commission approve Resolution #36-2025 to adopt the proposed ordinance and adopt the Michigan Motor Vehicle Code for inclusion in the ordinances of The City of St. Johns.*

CITY OF ST. JOHNS

ORDINANCE NO. _____ AN ORDINANCE TO READOPT THE MICHIGAN MOTOR VEHICLE CODE

THE CITY OF ST. JOHNS ORDAINS:

Section 1. Amendment to Title VII: Traffic Code, Chapter 70: General Provisions, Section 70.02 to Re-Adopt the Michigan Motor Vehicle Code. The City amends Title VII, Chapter 70, Section 70.02 to read as follows:

“§70.02 ADOPTION OF MICHIGAN MOTOR VEHICLE CODE.

~~The Michigan Vehicle Code, Public Act 300 of 1949, being M.C.L.A. §§ 257.1 through 257.909, as amended from time to time, except as herein modified is, pursuant to Public Act 10 of 2010, adopted as the St. Johns Motor Vehicle Ordinance.~~

(A) The Michigan Motor Vehicle Code (MCL § 257.1 et seq.), and all amendments effective as of the date this ordinance is adopted, is hereby re-adopted and incorporated by reference, including all amendments thereafter made to the Michigan Motor Vehicle Code. Amendments made to the Michigan Motor Vehicle Code shall become effective as adopted by reference herein effective the same date they become effective in the Michigan Motor Vehicle Code. The penalties and procedures prescribed pursuant to the Michigan Motor Vehicle Code are applicable to violations thereof occurring in the City of St. Johns.

(B) Section 625(1)(C) of the Michigan Motor Vehicle Code, 1949 PA 300, MCL § 257.625, is specifically adopted and incorporated by reference, including all amendments thereafter made to such section. A violation of the prohibited conduct in § 625(1)(C), which has been adopted in this section, is a misdemeanor punishable by one or more of the following:

- i. Community service for not more than 360 hours.
- ii. Imprisonment for not more than 180 days.
- iii. A fine of not less than \$200 or more than \$700.”

Section 2. Recission of Obsolete Ordinances

Sections 70.04 and 70.99 of the City of St. Johns Code of Ordinances are hereby rescinded and reserved for future use.

Section 3. Validity and Severability

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

Section 4. Repealer

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

Section 5. Effective Date

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

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 August 25, 2025.

Scott Dzurka, Mayor

Mindy J. Seavey, Clerk

CITY OF ST. JOHNS
#36-2025

**RESOLUTION TO ADOPT AN ORDINANCE TO AMEND TITLE VII: TRAFFIC
CODE, CHAPTER 70: GENERAL PROVISIONS OF THE CITY OF ST. JOHNS CODE
OF ORDINANCES REGARDING THE READOPTION OF THE MICHIGAN MOTOR
VEHICLE CODE**

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 25th day of August, 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 adopting and incorporating the Michigan Motor Vehicle Code as the St. Johns Motor Vehicle Ordinance; and

WHEREAS, the City desires to amend Title VII (*Traffic Code*), Chapter 70 (*General Provisions*) of the Code of Ordinances of the City of St. Johns, to allow the City to adopt the latest version of the Michigan Motor Vehicle Code to ensure compliance with all current State enforcement measures and mechanisms 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 July 28, 2025, the City introduced Ordinance No. _____, An Ordinance to Amend Title VII: Traffic Code, Chapter 70: General Provisions to Readopt the Michigan Vehicle Code (“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 VII: Traffic Code, Chapter 70: General Provisions to Readopt the Michigan Vehicle Code.
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 25th day of August, 2025.

Mindy Seavey, City Clerk

CITY OF ST. JOHNS, MICHIGAN
REQUEST FOR COMMISSION ACTION
August 25, 2025

Department: Administration	Attachments:	Submitted to CA for Review
Subject: Wilson Community Center & City Offices Bid Results and Award	[X] Revised Wilson Center Budget Tracker	[n/a]
	[X] Revised City Offices Budget Tracker	[n/a]
	[X] Revised Funding Summary for Wilson Center & City Office Construction Projects	[n/a]
Prepared by: Chad A. Gamble, P.E., City Manager	Approved by: Chad A. Gamble, P.E., City Manager	

SUMMARY/HIGHLIGHT: At a special meeting of the City Commission on August 6, 2025 the Wilson Center renovations and City Office improvements were presented. During this meeting the commission indicated support of the project, however indicated that there must be cost reductions for the project to move forward. The Commission also indicated that it would like to move forward with the planned parking lot #4 improvements costing \$185,000. The residual ARPA funds planned to be used for the Wilson Center project were then also reduced by this amount. The Commission supported borrowing funds from the motor vehicle funds and establish a repayment plan over the next several years as opposed to the issuance of bonds to fund unanticipated improvements necessary at this time.

Staff held numerous meetings with contractors and consultants over the past two weeks and value engineering (VE) brainstorming sessions on how to reduce the cost of the proposed improvements at the Wilson Center and the City offices. Copper Rock Contractors, the low bidder of the Wilson Center and City Office project, has resubmitted costs for VE solutions and we have rebid the Wilson Center Roof project to obtain pricing on alternative roofing solutions.

The attached revised spreadsheet shows in detail the updated costs and overall budgetary needs of the project. Revenues have been increased by \$56,000 to account for interest in bond proceeds earned during the construction project. In addition, we have reduced planned naming right revenues by \$50,000 to be more realistic in this current market.

A summary of the VE reductions is summarized in this RCA below.

Value Engineering Option	VE Cost Savings
Perform only office security improvements & minimal office furniture - (Copper Rock Reduction)	\$ (43,000)
Reductions for office furniture installation	\$ (6,000)
Reductions for DBI quote	\$ (60,000)
Eliminate Renovations to 2nd floor bathrooms (VE)	\$ (20,602)

Change RTU Brand to Carrier (VE)	\$ (95,217)
Change copper wiring to aluminum (VE)	\$ (13,224)
% distribution of \$80,000 general conditions savings	\$ (42,675)
Delete 2 RTU's for common Hallways/use Unit #1 units (VE)	\$ (43,545)
Change copper wiring to aluminum (VE)	\$ (11,379)
Delete Landscaping Allowance from contract (VE)	\$ (35,000)
% distribution of \$80,000 general conditions savings	\$ (37,325)
Total VE Cost Reductions	\$407,967

After all of the adjustments made and as detailed on the attached spreadsheets, the additional funds necessary to fund the revised project scope for the Wilson Center and City Office Improvements is \$336,000.

BACKGROUND/DISCUSSION:

Pursuant to regular briefings and updates provided to the Commission, the Wilson Center and City office Improvement Bid (Bid) were issued for pricing in June of 2025. On July 17, 2025 bids were received after a very active and busy bidding period. The bid was broken down into three separate divisions: Division 1 – Unit #1 improvements (all city costs), Division 2 – Condominium Unit improvements required to be bid by the development agreement by the City (oversaw by the condominium association), and Division 3 - improvements to the City Offices). Noting this contract was bid together to obtain the benefits of scale and amount of work, the revised RCA will encompass considerations/recommendation and options for the overall award of each of the three divisions comprehensively but separately as required to do so noting the different authorizations that are required.

This Commission meeting considers the review of the VE efforts associated with the aforementioned bids after the August 6, 2025 special meeting. At a special Commission meeting on October 10, 2023, the City Commission approved the Wilson Center Development and Master Deed agreements between the City and 101 W. Cass St., LLC. On April 22, 2024 the City Commission authorized the sale of bonds for funding the acquisition of and construction improvements to a portion of the former Rodney B. Wilson High School. Since then, the Administration has been working with its consultants and partner developer, of the overall condominium common space, to complete detailed construction plans. All construction activity within the building must await formal approval to proceed from the Federal Historic Preservation Office via the State Historic Preservation Office (SHPO) office.

A series of bids and related quotes were acquired to try to “right-time” the commencement of construction with the approval from the SHPO so improvements to the Wilson Center and City offices may begin together to leverage cost savings as planned.

The Wilson Center Project aims to revitalize the historic Rodney B. Wilson High School by transforming it into a hub for community engagement and activities as well as creating approximately 45 new apartment units. The project involves preserving the building's historic features while upgrading/replacing its infrastructure to create spaces for living, education, recreation, and events. With a focus on community collaboration, the renovated Wilson Center will provide resources and activities for all ages, enhancing St. Johns' cultural and social environment while also placing additional residents near the downtown business core.

The City office renovation and security improvements have been planned for several years pending the resolution of the final location of said offices in 2023 and the design work necessary to provide a good, safe, and pleasant work environment for the staff to work in. This design was complete and presented to the City commission for comments. None were received and we then finalized the design, selected the necessary low-scope furniture for the office space and now have a recommendation for the commission.

A power point presentation delivered at the August 25, 2025 meeting will present in detail funding options for the consideration of the Commission noting the cost reductions in scope of the projects.

STRATEGIC PLAN OBJECTIVE:

Master Plan - Parks and Recreation

Goal #1 (Acquire, develop, maintain, and preserve sufficient open space and recreation facilities)
e. Promote, use and increase quality of City parks and other recreational facilities in both jurisdictions.

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.
- c. Provide safe, high-quality recreational experiences.

Master Plan – Public Facilities

GOAL #1: CONTINUE TO OFFER HIGH QUALITY SERVICES AND FACILITIES FOR RESIDENTS.

- c. Update facilities to accommodate improvements and changes in technology.

FISCAL IMPACT:

Wilson Center

The City received proceeds from the sale of approximately \$3.0 million worth of bonds on June 25, 2024. These bonds have been used to date to fund the property acquisition and design pursuant to the purchase and development agreements, respectively. Noting the additional time lag to permit the Federal Tax Credit process to run and the commencement of construction activity, the bond proceeds were invested and have earned approximately \$114,000 in interest. These funds will be used as proposed in the attached spreadsheet. The costs of fully outfitting the Wilson center for programming will be partially incorporated with the requests as part of this action. The remaining small operational costs will be included in a future supplemental budget appropriation request along with related rental costs and pro-forma.

As noted, the Wilson Center funding will require the use of the residual \$404,812.14 of ARPA supplanted funds that have been in reserve and earning interest for this purpose. Once these costs are accumulated, along with the additional reserve contingency, an additional appropriation of \$336,000 will be required to proceed, as noted, with Divisions #1 and #2 of the project.

City Office Renovation

The office has been a planned project for several years. The improvements address many security and operational needs of the City and permits the office to be right sized and upgraded for the first time in 25 years. The City received \$205,024 from the County from the sale of office space back to them. This money was used to support design and planned office upgrades and purchase of new office cubicles. The scope of the project has been reduced to only perform the lobby area improvements, carpet replacement, painting and minimal office furnishing purchases. The revised

cost of this is \$190,708. It is proposed to use the reserve county dollars and transfer the remaining \$14,316 for use in for the Wilson Center Project.

RECOMMENDATION: This recommendation will be broken up as noted into the three separate divisions. The contract award, if supported, will be awarded under one comprehensive contract. There will be 3 separate PO's to ensure appropriate financial controls amongst the three separate divisions and related funds to support the individual projects. Therefore, if the commission decides to move forward with the construction improvements of the Wilson Center and the office space then the following motions would be in order.

- Move for a supplemental budget appropriations via borrowing monies from the motor vehicle pool fund in the amount of \$336,000 to complete the revised scope of the project as presented.
- Move for the award of the modified bids as presented for Wilson Center/City Office Improvements in accordance with the 101 W. Cass St. Development Agreement to CopperRock Construction:
 - Division #1: \$1,923,888 (See Division #1 Breakdown in Wilson Center Detailed Cost Tracker – attached)
 - Division #2: \$1,647,715 of which Dymaxion will provide 50% of the funding of this division costs pursuant to the Development and Condominium Association Agreements/documents (See Division #2 Breakdown in Wilson Center Detailed Cost Tracker – attached)
 - Division #3 \$160,572 (See City Offices Budget Tracker – Attached)
- Move to support recommendation of award of 101 W. Cass St. Condominium Association Roof Project to Superior Services RSH and to appropriate Funds as presented.

Wilson Center Project Budget Tracker (ver 8-20-25)

	=separate contract to be issued for work
	=Wilson Center/City Office Bid Line Items
	=Division Sub-totals
	= Value Engineering Cost Savings

		Optional Costs	Est. Costs	
Division #1 - Unit #1	\$ 2,058,006			
Optional contract Add/Deducts				
Replace Gym Lighting	\$ 10,600	\$ 10,600		
deduct cost of refinishing gym Floor	\$ (35,000)	\$ (35,000)		
Deduct Costs of restriping gym floor	\$ (5,000)	\$ (5,000)		
Deduct cost of refinishing Aud. Floor	\$ -	\$ (3,500)		
Pro rated Window Repair	\$ 15,000			
Contingency	\$ 45,000			
Glass Block Repair Estimate	\$ 7,000			50 blocks \$140/block
Eliminate Renovations to 2nd floor bathrooms (VE)	\$ (20,602)			
Change RTU Brand to Carrier (VE)	\$ (95,217)			
Change copper wiring to aluminum (VE)	\$ (13,224)			# from Copper Rock
% distribution of \$80,000 general conditions savings	\$ (42,675)			
Sub Total City Costs (100% of Division #1)	\$ 1,923,888			
Owner Direct Purchase Items				LOCATION
Refinishing and stripping of Gym		\$ 30,000		Gymnasium
Other Direct Purchase Items		\$ 36,700		
Wilson Center IT		\$ 10,000.00		
Camera Installation		\$ 20,000.00		
ODP Subtotal		\$ 96,700		
Grand Total Division #1 (100% of Costs)	\$ 2,020,588			

Division #2 - Common Space	\$ 1,708,464			
Common Space				
Pro-rates Window Repair	\$ 10,000			
Plaster Repair Estimate	\$ 10,000			2000 sft of estimated repair (\$5/sft)
4" Concrete Removal and Replacement	\$ 8,800			\$8/sft X 1100 sft
6" Concrete Removal and Replacement	\$ 7,700			\$11/sft X 700 sft
Contingency	\$ 30,000			
Delete 2 RTU's for common Hallways/use Unit #1 units (VE)	\$ (43,545)			
Change copper wiring to aluminum (VE)	\$ (11,379)			# from Copper Rock
Delete Landscaping Allowance from contract (VE)	\$ (35,000)			
% distribution of \$80,000 general conditions savings	\$ (37,325)			
Sub Total of Division #2	\$ 1,647,715			
Separate Roof Bid Estimate				
Roof Reconstruction - Michigan Roofing Group		\$ 247,922		Superior - Alternate #2
replace damage metal roof substrate (\$16/sft)		\$ 20,000		
Replace damaged wood roof deck substrate (48/sft)		\$ 20,000		
Additional monies for removal/disposal of roofing material above built-up roof		\$ 60,000		
Total Budget for Roofing Project		\$ 347,922		
*Roof estimated total square footage 37,000 sft				
Division #2 Contract Totals plus Roof Repair	\$ 1,985,637			
City Costs for Unit #2 Plus Roof (50%)	\$ 992,819			

City Offices Budget Tracker (Ver 8-20-25)

County Funds Received from Sale of Office Space		\$ 205,024	
Expenses			Comments
Studio Intrigue Contract	\$	20,500	
Contract Bid	\$	203,572	
Office Furniture - DBI quote	\$	65,912	
Office Furniture - DBI Installation	\$	7,724	
Perform only office security improvements & minimal office furniture - (Copper Rock Reduction)	\$	(43,000)	
Reductions for office furniture installation	\$	(6,000)	
Reductions for DBI quote	\$	(60,000)	
Kitchen Equipment and Misc. Office	\$	1,000	Reduced from \$2,000)
Contingency	\$	1,000	Reduced from \$3,000
Total Expenditures	\$	190,708	
Requested Supplemental Appropriation		\$ (14,316)	

Funding Summary For Wilson Center & City Office Construction Projects (Version 8-20-25)

Bond Proceeds Remaining	\$	2,058,529.24
Interest Earnings - Actual through July	\$	114,102.33
Interest Earnings - Estimated through 1st pay estimate	\$	32,000.00
Interest Earnings - Earned Through Project Completion	\$	24,000.00
Total Wilson Center Bond Revenues	\$	2,228,631.57
Naming Rights Donations Estimate	\$	100,000.00
Residual ARPA Funding Remaining	\$	589,812.14
Cost of Parking Lot #4 Rehabilitation	\$	(185,000.00)
Total Current Funds Available	\$	2,733,443.71
Wilson Center Costs		
Division #1	\$	2,020,588.00
Division #2	\$	992,818.50
Additional Contingencies	\$	70,000.00
Total Costs	\$	3,083,406.50
Additional Funding Required	\$	349,962.79
Office Additional Funding	\$	(14,316.15)
Total Additional Funding Required	\$	335,646.64

Factors involved in overall project costs:

1. Overall project contingencies is \$131,000 (equated to 4.2% contingency)		
2. Early roof replacement costs of estimated \$347,922		
3. Delay in construction \$160,000		
4. Additional costs due to roof leaks \$25,000		
5. Total Value Engineering Reductions from original Cost	\$	(352,967.00)

CITY OF ST. JOHNS, MICHIGAN
REQUEST FOR COMMISSION ACTION
August 25th, 2025 Commission Meeting

Department: Fire Department	Attachments:	Submitted to CA for Review
Subject: <i>Clarification of Recovery of Costs and Expenses for Fire Department Services</i>	[] <i>None</i> [] []	[N/A] [] []
Prepared by: Kevin Douglas, Fire Chief	Approved by: Chad A. Gamble, P.E., City Manager	

SUMMARY/HIGHLIGHT: This request seeks to enhance the clarity and enforceability of the St. Johns Fire Department's cost recovery efforts. Specifically, it aims to immediately address the fee and rate schedule incorporating changes necessary to account for non-emergent runs that would normally result in a \$500 run charge.

Reimbursement for Structure Fires, Vehicle Fires, Trailer Fires, and other types of fires (up to two hours) (Reworded only)	\$650.00	*25
Each Additional Hour	\$650.00	*25
Reimbursement for False CO Alarms (in a calendar year)		
First Response	Free	*25
Second Response	\$250.00	*25
Third Response and Subsequent Responses	\$500.00	*25
Reimbursement for False Fire Alarms (in a calendar year)		
First Response	Free	*25
Second Response	\$250.00	*25
Third Response and Subsequent Responses	\$500.00	*25
Burning Complaints (in a calendar year)		
First Response (Education over Enforcement)	Free	*25
Second Response	\$250.00	*25
Third Response and Subsequent Responses	\$500.00	
Miscellaneous Response by Fire Department (in a calendar year)		
First Response	\$125.00	*25
Second Response	\$250.00	*25
Third Response and Subsequent Responses	\$500.00	*25
Cost Recovery of Environmental Spills	Per Ordinance	*99

In recent months there have been situations that have resulted in fire runs for misunderstandings and a lack of knowledge of City based fire regulations. In trying to address the fairness and education opportunities of these types of fire runs we are proposing a two-step process to address fire runs and cost recovery issues.

Step #1 is to recommend new fees and clarifications of runs and related charges (see table, new fees are highlighted in yellow) This would immediately address any runs in the near future that would result in a large bill to our residents and businesses. Step #2 would be to present to the Commission changes to the City Ordinances dealing with fire runs and cost recovery in the near future.

BACKGROUND/DISCUSSION: N/A

STRATEGIC PLAN OBJECTIVE: The adoption of this request would align with our Public Facilities Strategic Plan Goal #1 “Continue to offer high quality services and facilities for residents”

FISCAL IMPACT: The approval of these new fee and rates would permit a fair and equitable charges for fire service and permit an educational component of these charges.

RECOMMENDATION: *Staff recommends the City Commission Approve the suggested updates to the fee and rate schedule.*

CITY OF ST. JOHNS, MICHIGAN
REQUEST FOR COMMISSION ACTION
August 25th, 2025

Department: Wastewater	Attachments:	Submitted to CA for Review
Subject: <i>Wastewater Tertiary Filter Performance Evaluation</i>	[X] Fishbeck Agreement	[X]
Prepared by: Jordan Whitford, Wastewater Supervisor	Approved by: Chad A. Gamble, P.E., City Manager	

SUMMARY/HIGHLIGHT: The wastewater treatment plant operates under a National Pollutant Discharge Elimination System (NPDES) permit, which contains specific requirements and established discharge limits for each parameter the plant is required to monitor. This permit is regulated by the Michigan Department of Environment, Great Lakes, and Energy (EGLE), which sets the requirements outlined in the permit.

An NPDES permit is issued for a five-year term and is reevaluated by EGLE at the end of each cycle. Our previous permit expired in October 2018, and a draft renewal was received in October 2024. Following an extensive review process and multiple exchanges with EGLE, the permit was accepted by City staff in July.

The renewed permit includes significant changes, such as additional monitoring parameters, increased monitoring frequency, and reduced discharge limits for certain constituents. One new requirement is the completion of a feasibility study to identify efficiencies that will help meet the new tiered effluent limit for biochemical oxygen demand (BOD).

City staff has been working with Fishbeck throughout this renewal process and requested a proposal from them to fulfill the feasibility study requirement. The proposal includes an evaluation of the tertiary effluent filters, as this stage is believed to be the most effective point to reduce analytical results through rehabilitation. The filter media is particularly targeted for review due to its age. Of the six filters, the three inside units, installed in the late 1970s have only had their media refreshed once, while the three outside units, added in the late 1990s to early 2000s have never had their media refreshed.

BACKGROUND/DISCUSSION: None.

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

FISCAL IMPACT: The \$28,200 for this evaluation were not included within the FY 25-26 budget due to the permit language just being finalized. Staff would suggest these funds are moved into water/sewer funds from reserves. We discussed during the CIP process the potential for the

tertiary filter improvements but were unaware of what would be agreed upon with EGLE at that time.

RECOMMENDATION:

- City Commission approve the agreement with Fishbeck in the amount of \$28,200 to perform an evaluation of the tertiary filters. The City Attorney has reviewed the updated agreement and has determined it to be legally sufficient.
- Staff would also recommend the City Commission approve the funds in the amount of \$28,200 be moved from fund balance to the water/sewer fund to pay for this project.

August 11, 2025

Jordan Whitford
Wastewater Division Supervisor
City of Saint Johns
100 East State Street, Suite 1100
Saint Johns, MI 48879

Proposal for Professional Engineering Services – Wastewater Treatment Plant (WWTP) Tertiary Filter Performance Evaluation

Fishbeck is pleased to provide this proposal to the City of Saint Johns (City) to evaluate the existing tertiary filter sand media. We understand that the City is currently in discussions with the Michigan Department of Environment, Great Lakes, and Energy (EGLE) regarding the reissuance of the WWTP National Pollutant Discharge Elimination System (NPDES) permit. Additionally, we understand that the currently proposed NPDES permit has lower effluent limits that may require interim improvements to the tertiary filters.

Scope of Services – Tertiary Filter Performance Evaluation

Fishbeck understands that the media in the existing tertiary filters has not been modified since original construction in 1977 (indoor filters #1 – #3) and 1997 (outdoor filters #4 – #6). The filters have generally performed well, helping to maintain compliance the existing NPDES permit. Operators have reported that, during wet weather events, backwashing the filters is difficult due to limited hydraulic capacity through the plant. Additionally, EGLE has provided a draft permit that proposes to institute lower effluent limits that will require improved WWTP performance to maintain permit compliance in the future. Specifically, historic operating data indicates that the facility may have difficulty maintaining compliance with the carbonaceous biochemical oxygen demand (CBOD5) limits.

Fishbeck proposes to perform the following scope to help identify interim improvements intended to improve effluent quality through the tertiary filters:

- Develop a sampling plan with the City and the tertiary filter manufacturer.
- Take core samples in the six filter cells and perform a sieve test to understand the existing media profile. Fishbeck will work with Operators to collect samples and provide the samples to a geotechnical consultant to perform the sieve test.
- We will provide test results to the tertiary filter manufacturer and work with the manufacturer to obtain recommendations to enhance the existing media.
- Evaluate chemical feed options to improve solids capture through the tertiary filters. Ferric chloride dosing into the secondary clarifier effluent may help coagulate remaining suspended solids and improve effluent quality in the filters.

Reducing the media size or providing chemical addition may allow better solids capture in the filters but this increase in effluent quality performance may come at the expense of hydraulic capacity. If filters are not able to be backwashed during wet weather events, reducing media pore size or adding chemicals that could block the pore space may result in more water existing filters through the high-level overflow rather than passing through the media resulting in reduced effluent quality during wet weather events. Recommendations will try to strike a balance between dry weather performance and wet weather hydraulic capacity.

We will summarize our study findings and recommendations in a draft memo. We will have a meeting with the City to review the findings and recommendations, receive comments, and incorporate revisions to the memo as needed. A final memo will be provided for record.

Assumptions

Fishbeck has made the following assumptions when developing our scope and fee to complete the tertiary filter performance evaluation:

- The City will assist with operational changes to allow safe entry into the tertiary filter tanks. Fishbeck staff will collect two samples per filter cell for sieve analysis.
- WWTP operators will provide temporary chemical feed system modifications as necessary to aid in the evaluation.
- Fishbeck can develop a future proposal for the City to develop design and bidding documents for filter media modifications or replacement, and for chemical feed system modifications.
- We have assumed that two filter cells can be taken offline at a time to collect media samples.

Schedule

The tertiary filter performance evaluation can begin upon authorization. We recommend starting with an evaluation of the existing media while concurrently pilot testing the impact of chemical addition. This would allow us to evaluate the effectiveness of chemical addition while awaiting sampling results and recommendations from the tertiary filter manufacturer. Due to this phased approach we propose to complete our evaluation within 18 months from authorization.

Professional Services Fees

Fishbeck proposed to perform the described scope of work on a time and materials basis with a total not-to-exceed fee of Twenty-Eight Thousand Two Hundred Dollars (\$28,200).

Compensation will be based on current billing rates for actual time spent on the project. Invoices will be submitted monthly; included with our invoices will be a description of the service(s) performed in that billing cycle.

Authorization

Attached is our Professional Services Agreement. If you concur with our scope of services, please sign in the space provided and return the executed contract to the attention of Jody Libka (jlibka@fishbeck.com). This proposal is made subject to the attached Terms and Conditions for Professional Services. Invoices will be submitted every four weeks and payment is due upon receipt.

We appreciate this opportunity to submit our proposal and look forward to working with the City on the tertiary filter improvements project. If you have any questions or require additional information, please contact me at 616.464.3848 or jredner@fishbeck.com.

Sincerely,



Joshua W. Redner, PE

Senior Environmental Engineer

Attachments

By email

Professional Services Agreement

PROJECT NAME: Wastewater Treatment Plant (WWTP) Tertiary Filter Performance Evaluation
FISHBECK CONTACT: Joshua Redner, PE
CLIENT CONTACT: Jordan Whitford, Wastewater Division Supervisor
CLIENT: City of Saint Johns, 100 East State Street, Suite 100, Saint Johns, MI 48879

Client hereby requests and authorizes Fishbeck to perform the following:

SCOPE OF SERVICES: Professional engineering services as described in Fishbeck's letter proposal dated August 11, 2025.

AGREEMENT. The Agreement consists of this page and the documents that are checked:

- ☒ Terms and Conditions for Professional Services
- ☒ Proposal Dated: August 11, 2025.
- ☐ Other:

METHOD OF COMPENSATION:

- ☐ Lump Sum for Defined Scope of Services
- ☒ Hourly Billing Rates plus Reimbursable Expenses
- ☐ Other:

Budget for Above Scope of Services: Twenty-Eight Thousand Two Hundred Dollars (\$28,200).

ADDITIONAL PROVISIONS (IF ANY):

APPROVED FOR:

City of Saint Johns

SIGNATURE: _____

NAME: _____

TITLE: _____

DATE: _____

ACCEPTED FOR:

Fishbeck

SIGNATURE:  _____

NAME: Jeff Brown, PE

TITLE: Senior Vice President

DATE: August 11, 2025

1. **METHOD OF AUTHORIZATION.** Client may authorize Fishbeck to proceed with work either by signing a Professional Services Agreement or by issuance of an acknowledgment, confirmation, purchase order, or other communication. Regardless of the method of authorization, these Terms and Conditions shall prevail as the basis of Client's Agreement with Fishbeck. Any Client document or communication in addition to or in conflict with these Terms and Conditions is rejected.
2. **CLIENT RESPONSIBILITIES.** Client shall provide all requirements, criteria, data, and information for the Project and designate in writing a person with authority to act on Client's behalf on all matters concerning the Project. If Fishbeck's services under this Agreement do not include construction observation or review of Contractor's performance, Client shall assume responsibility for interpretation of contract documents and for construction observation, and shall waive all claims against Fishbeck that may be in any way connected thereto.
3. **HOURLY BILLING RATES.** Unless stipulated otherwise, Client shall compensate Fishbeck at hourly billing rates in effect when services are provided by Fishbeck employees of various classifications.
4. **REIMBURSABLE EXPENSES.** Client shall reimburse Fishbeck for costs incurred on or directly for Client's Project. Reimbursements shall be at Fishbeck's current rate for mileage for vehicles and automobiles, special equipment, and copying, printing, and binding. Reimbursement for commercial transportation, meals, lodging, special fees, licenses, permits, insurances, etc., and outside technical or professional services shall be on the basis of actual charges plus 10 percent.
5. **OPINIONS OF COST.** Any opinions or estimates provided by Fishbeck as to probable construction costs or total project costs will be based on Fishbeck's experience, judgment, qualifications, and general familiarity with the construction industry. Because Fishbeck has no control over market conditions or bidding procedures, Fishbeck does not warrant that actual bids, construction costs, or total project costs will not vary from Fishbeck's opinions or estimates.
6. **PROFESSIONAL STANDARDS.** The standard of care for services performed or furnished by Fishbeck will be the care and skill ordinarily used by members of the subject professional discipline practicing under similar circumstances at the same time and in the same locality. Fishbeck may use or rely upon design elements and information customarily provided by others. Fishbeck makes no warranties, express or implied, under this Agreement or otherwise, in connection with Fishbeck's services.
7. **TERMINATION.** Either Client or Fishbeck may terminate this Agreement by giving ten days' written notice to the other party. In such event, Client shall pay Fishbeck in full for all work performed prior to the effective date of termination, plus (at the discretion of Fishbeck) a reasonable termination charge for services and costs attributable to termination and costs necessary to bring ongoing work to a logical conclusion. Such charge shall not exceed 30 percent of all charges previously incurred. Upon receipt of such payment, Fishbeck will return to Client all documents and information which are the property of Client.
8. **SUBCONTRACTORS.** Fishbeck may engage subcontractors on behalf of Client to perform any portion of the services to be provided by Fishbeck hereunder.
9. **PAYMENT TO FISHBECK.** Invoices will be issued **monthly**, and will be due and payable upon receipt, unless otherwise agreed. Amounts not paid within 28 days from date of invoice shall accrue interest at a rate of 1 percent per 4-week period. Payments made thereafter will be applied first to accrued interest, and then to unpaid principal. Any attorney's fees or other costs incurred in collecting any delinquent amount shall be paid by Client.

Client agrees to pay on a current basis, in addition to any proposal or contract fee understandings, all taxes including, but not limited to, sales taxes on services or related expenses which may be imposed on Fishbeck by any governmental entity.

If Client directs Fishbeck to invoice another, Fishbeck will do so, but Client agrees to be ultimately responsible for Fishbeck's compensation until Client provides Fishbeck with that third party's written acceptance of all terms of this Agreement and until Fishbeck agrees to the substitution.

In addition to any other remedies Fishbeck may have, Fishbeck shall have the absolute right to cease performing any basic or additional services in the event payment has not been made on a current basis.

10. **HAZARDOUS WASTE.** Fishbeck has neither created nor contributed to the creation or existence of any hazardous, radioactive, toxic, irritant, pollutant, or otherwise dangerous substance or condition at any site, and its compensation hereunder is in no way commensurate with the potential risk of injury or loss that may be caused by exposure to such substances or conditions. Fishbeck shall not be responsible for any alleged contamination, whether such contamination occurred in the past, is occurring presently, or will occur in the future, and the performance of services hereunder does not imply risk-sharing on the part of Fishbeck.
11. **LIMITATION OF LIABILITY.** To the fullest extent permitted by law, Fishbeck's total liability to Client for any cause or combination of causes, which arise out of claims based upon professional liability errors or omissions, whether based upon contract, warranty, negligence, strict liability, or otherwise is, in the aggregate, limited to the greater of \$250,000 or the amount of the fee earned under this Agreement.

To the fullest extent permitted by law, Fishbeck's total liability to Client for any cause or combination of causes, which arise out of claims for which Fishbeck is covered by insurance other than professional liability errors and omissions, whether based upon contract, warranty, negligence, strict liability, or otherwise is, in the aggregate, limited to the total insurance proceeds paid on behalf of or to Fishbeck by Fishbeck's insurers in settlement or satisfaction of Client's claims under the terms and conditions of Fishbeck's insurance policies applicable thereto.

Higher limits of liability may be considered upon Client's written request, prior to commencement of services, and agreement to pay an additional fee.

12. **DELEGATED DESIGN.** Client recognizes and holds Fishbeck harmless for the performance of certain components of the Project which are traditionally specified to be designed by the Contractor.
13. **INSURANCE.** Client shall cause Fishbeck and Fishbeck's consultants, employees, and agents to be listed as additional insureds on all commercial general liability and property insurance policies carried by Client which are applicable to the Project. Client shall also provide workers' compensation insurance for Client's employees. Client agrees to have their insurers endorse these insurance policies to reflect that, in the event of payment of any loss or damages, subrogation rights under this Agreement are hereby waived by the insurer with respect to claims against Fishbeck.

Upon request, Client and Fishbeck shall each deliver to the other certificates of insurance evidencing their coverages.

Client shall require Contractor to purchase and maintain commercial general liability and other insurance as specified in the contract documents and to cause Fishbeck and Fishbeck's consultants, employees, and agents to be listed as additional insureds with respect to such liability and other insurance purchased and maintained by Contractor for the Project. Contractor must agree to have their insurers endorse these insurance policies to reflect that, in the event of payment of any loss or damages, subrogation rights under this Agreement are hereby waived by the insurer with respect to claims against Fishbeck.

14. **INDEMNIFICATION.** Fishbeck will indemnify and hold Client harmless from any third party claim, damage, or liability for injury or loss sustained by any third party, for which Client is legally obligated to pay, to the extent caused by Fishbeck's negligence. Client will defend, indemnify, and hold Fishbeck harmless from any claim, damage, liability, or defense cost arising from this Agreement for injury or loss sustained by any third party except to the extent caused by the negligence of Fishbeck. These indemnities are subject to specific limitations provided for in this Agreement.
15. **CONSEQUENTIAL DAMAGES.** To the fullest extent permitted by law, Client and Fishbeck waive special, incidental, indirect, and consequential damages for claims arising out of, resulting from, or in any way relating to this Agreement or the Project, including, but not limited to, loss of business, use, income, profit, financing, productivity, and reputation.
16. **LEGAL EXPENSES.** If either Client or Fishbeck makes a claim against the other as to issues arising out of the performance of this Agreement, the prevailing party will be entitled to recover its reasonable expenses of litigation, including reasonable attorney's fees. If Fishbeck brings a lawsuit against Client to collect invoiced fees and expenses, Client agrees to pay Fishbeck's reasonable collection expenses including attorney's fees.

17. OWNERSHIP OF WORK PRODUCT. Fishbeck shall remain the owner of all drawings, reports, and other material provided to Client, whether in hard copy or electronic media form. Client shall be authorized to use the copies provided by Fishbeck only in connection with the Project. Any other use or reuse by Client or others for any purpose whatsoever shall be at Client's risk and full legal responsibility, without liability to Fishbeck, and Client shall defend, indemnify, and hold Fishbeck harmless from all claims, damages, losses, and expenses, including attorney's fees arising out of or resulting therefrom.
18. ELECTRONIC MEDIA. Data, reports, drawings, specifications, and other material and deliverables will be transmitted to Client in either hard copy, digital, or both formats. If a discrepancy or conflict with the transmitted version occurs, the version of the material or document residing on Fishbeck's computer network shall govern. Fishbeck cannot guarantee the longevity of any material transmitted electronically nor can Fishbeck guarantee the ability of the Client to open and use the digital versions of the documents in the future.
19. GENERAL CONSIDERATIONS. Client and Fishbeck each are hereby bound, and the partners, successors, executors, administrators, and legal representatives of Client and Fishbeck are hereby bound to the other party to this Agreement and to the partners, successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.

Neither Client nor Fishbeck may assign this Agreement without the written consent of the other.

Neither Client nor Fishbeck will have any liability for nonperformance caused in whole or in part by causes beyond Fishbeck's reasonable control. Such causes include, but are not limited to, Acts of God, civil unrest and war, labor unrest and strikes, acts of authorities, and events that could not be reasonably anticipated.

This Agreement shall be governed exclusively by the laws of the State of Michigan, and any action arising out of or in connection with Agreement shall occur in the state or federal courts located in Grand Rapids, Michigan.

This Agreement constitutes the entire agreement between Client and Fishbeck and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

End of Terms and Conditions for Professional Services

CITY OF ST. JOHNS, MICHIGAN
REQUEST FOR COMMISSION ACTION
August 25, 2025

Department: Administration	Attachments:	Submitted to CA for Review
Subject: <i>Fire Service Agreement Renewal – Bengal Township</i>	[X] Bengal Township Fire Service Agreement	[X]
Prepared by: Chad A. Gamble, P.E., City Manager	Approved by: Chad A. Gamble, P.E., City Manager	

SUMMARY/HIGHLIGHT: At the April 28, 2025 Commission meeting, the revised Rural Fire Service Agreements were presented and approved by the Commission. Subsequent to that approval, Bengal Township reviewed the agreement and suggested several changes to the agreement. Bengal Township's agreement is structured differently than the Greenbush and Bingham agreements, so the suggested changes were not without merit. The City Attorney has reviewed the changes and has approved them to form.

BACKGROUND/DISCUSSION: The City of St. Johns and Bengal Township have negotiated a renewal of the Rural Fire and Rescue Run Agreement. This agreement outlines the provision of fire protection and rescue services by the St. Johns Fire Department to residents and property owners located east of Francis Road in Bengal Township. The renewal agreement will be effective April 1, 2025, and continue for a three-year term through April 1, 2028.

The City of St. Johns has historically provided fire and rescue services to Bengal Township under intergovernmental agreement authorized by Michigan law (Act 7 of 1967). The new agreement maintains the same scope of services, including fire suppression, vehicle fire response, gasoline wash down, and rescue operations, while reaffirming responsibilities and cost-sharing between the City and Township. The Township agrees to pay an annual sum of \$7,800 (adjusted annually by CPI), payable quarterly, plus \$1,000 for the first two hours of fire suppression service per fire run and \$500 for each additional hour.

STRATEGIC PLAN OBJECTIVE: Included in the Master Plan document is a section that identifies key areas around the city that require joint planning efforts. The maintenance of the rural fire service agreements works to keep valuable regional relationships intact and leverage partnerships to make the delivery of fire service more cost effective to all parties.

FISCAL IMPACT: Bengal Township will pay the City of St. Johns an annual sum of \$7,800 (subject to CPI adjustment) plus fire run fees as outlined. These payments will offset operational costs of providing fire and rescue services. Funds will be received as revenue to the Fire Department budget.

RECOMMENDATION: Staff recommends the City Commission approve the renewal of the Rural Fire and Rescue Run Agreement with Bengal Township for the period of April 1, 2025 to April 1, 2028.

RURAL FIRE AND RESCUE RUN AGREEMENT

THIS AGREEMENT, effective the 1st day of ~~July~~April, ~~2022~~2025, by and between the **CITY OF ST. JOHNS**, a municipal corporation, of the County of Clinton, State of Michigan, hereinafter referred to as the “city” and **BENGAL TOWNSHIP**, Clinton County, Michigan, a body corporate, hereinafter referred to as the “township” (collectively the “Parties”);

WHEREAS, pursuant to the Urban Cooperation Act, Public Act No. 7 of 1967 (Ex. Sess.), as amended, MCL 124.501 et seq. (“Act 7”), the Parties may make intergovernmental agreements to provide for municipal services, including firefighting; and

WHEREAS, the city maintains a fire department, with headquarters located at 109 E State Ste, St Johns, MI 48879; and

WHEREAS, the township has applied to the **CITY OF ST. JOHNS** for the extension of fire-fighting service, gasoline wash downs, and rescue service to the township by the **ST. JOHNS FIRE DEPARTMENT**, and the city and township agree, for the common public good and interest, that fire-fighting service, gasoline wash downs, and rescue service be rendered to the township, by the city, under the following terms and conditions.

In consideration of the mutual covenants and conditions hereinafter set forth, the city and the township agree as follows:

1. The city will furnish to all of the inhabitants and property owners located within all of **BENGAL TOWNSHIP** located East of Francis Road (the “Service Area”), the same degree of fire protection service, gasoline wash down service, and rescue service, as is furnished to the inhabitants and property owners within the city, subject to the limitations hereinafter set forth.

2. The city fire department will respond to fire calls in the Service Area in the same manner as it responds to such calls within the city. It is mutually understood and agreed, however, that the city has agreements for mutual assistance with other fire departments and has fire protection responsibilities within the city limits. It is further understood and agreed the city may be called upon to handle two or more fires at the same time. In the event of multiple fires, the St. Johns Fire Chief or his designee shall have full authority and discretion regarding the assignment and ~~dispersement~~disbursements of ~~men~~ personnel and equipment, including the transfer of ~~men~~firefighters and equipment from one fire to another, if, in his judgment, it is necessary. The decision of the Fire Chief, or his designee, in such case shall be final and no person shall have or make any claim against the city by reason of any loss or damage resulting from the exercise of said judgment and discretion. The fire department service to be provided in the case of fires is limited to the use by the city fire department of mobile fire-fighting apparatus of the department. The city shall not be obligated to provide fire hydrants, inspection services or other services not provided for in this Agreement, whether or not such services may be provided within the

city. In the event the city fire department is unable to furnish such fire services because of lack of available manpower and/or equipment, no liability shall result to city.

3. The gasoline wash down service to be provided shall involve a reduced number of fire department personnel and a reduced allocation of equipment--typically one vehicle--and shall be furnished and implemented only under the following limited terms and conditions:

- (a) Only police officers, sheriff deputies or other authorized personnel, as designated by the St. Johns City Manager and/or the Fire Chief, or his designee, shall be able to call out the gasoline wash down service. Any call received from private individuals for this service shall be treated as a regular fire run call.
- (b) If there is any flame, fire, or smoke, regardless of degree or intensity, the event will be treated for all relevant purposes as a fire run. If, at any time en route to, or at the wash down location, there becomes evidence of smoke or fire, the fire department official in charge of the wash down run shall request a regular fire run.
- (c) If, at any other time, or for any reason in his discretion, the fire department command personnel at the wash down feels a regular fire run is necessary for the protection of public safety, welfare, or property, he may call a regular fire run.

4. Vehicle fires, whether upon the public roads or on private property in the Service Area, are expressly covered within this Agreement. By the next city working day after such vehicle fire, the city shall endeavor to notify the township clerk by telephone of such vehicle fire and of the information concerning said vehicle which the fire department has obtained. This same information shall be forwarded to the township clerk in writing for record-keeping and reimbursement purposes. Failure of the city to give such notice shall not relieve the township of the responsibility of paying to the city the fees set forth herein.

5. Department services shall include the service of a rescue run and the use of the Jaws of Life apparatus, if necessary, within the Service Area. The rescue runs to be furnished by the city to the township shall be made under the following specific agreements and limitations:

- (a) Only police officers, sheriff deputies, fire department personnel, or other authorized personnel, as designated by the St. Johns City Manager or the Fire Chief, or his designee, shall have the authority to call out the rescue unit.
- (b) When the rescue unit has been dispatched and called out as set forth herein, the rescue unit must be accompanied by and will be dispatched only in conjunction with an ambulance service, which ambulance service must provide properly trained attendants. The rescue agreement set forth herein shall have no effect on present mutual aid agreements for fire-fighting.

6. It is understood and agreed that the purpose of this agreement is to suppress the spread of fire and to protect the public against loss of life and/or property resulting therefrom. Payments made to the city by the township as hereinafter provided are for the purpose of providing for this service and defraying a portion of the expense of maintaining the city's fire department for fire suppression and other emergency services.

7. It is agreed that while providing said fire department service, the city is acting in a governmental capacity at all times, and shall not be liable, in damages, for any injury to persons or property resulting therefrom for claims of ordinary negligence, nor shall the city be liable for any loss which the township, or any property owner therein, may sustain by reason of any act, or failure to act, on the part of the city. Nothing herein shall be construed to waive or limit any immunity from, or limitation on, liability available to either party, whether set forth in Act 170 of 1964, Aet-Section 7, or otherwise.

8. It is further understood and agreed that if the city shall be unable to perform, or be impaired in performing its covenants herein, because of a strike or other labor trouble, fire, tornado, flood, embargo, shortage of equipment, material or labor, preparation for war, insurrection, civil commotion, governmental regulation (other than by the CITY OF ST. JOHNS) or other act of God, or cause beyond the control of the city, such non-performance or impaired performance shall not impose any liability or responsibility whatsoever upon the city, nor shall such condition void this agreement. To invoke such inability to perform, the city shall promptly provide written notice of same to the township and no later than

seven (7) days after the occurrence giving rise to the inability. The township's payment will abate for the duration of that occurrence, and their quarterly payment(s) will be adjusted on a prorated basis for the period in which services were made available.

9. In consideration of the agreements herein contained and of the services to be rendered by the city, Bengal township agrees to pay the **CITY OF ST. JOHNS** the annual sum of ~~FIVE SEVEN SEVEN ELEVEN~~ THOUSAND ~~EIGHT HUNDRED EIGHT HUNDRED~~ (~~\$7,115,800.00~~) DOLLARS, said sum to be paid quarterly, one-quarter thereof, ~~FOURTEEN NINETEEN TWELVE NINETEEN~~ HUNDRED FIFTY (~~\$1,425,095.00~~) DOLLARS, on April 1, 2025, July 1, 2025, October 1, 2025 and January 1 of each year, 2026 ~~July 1, 2022, October 1, 2022, January 1, 2023, and April 1, 2023.~~ In the first year of this contract, and for any subsequent years thereafter, the annual sum of \$7,811,07,800 will be adjusted based on any year-to-year increase in the Consumers Price Index. If such increase is indicated based on CPI, the city will notify the township in writing of said increase at the time of the first quarterly billing for that contract year. Additionally, the township will pay for each fire run as follows: **\$1,000.00 (one thousand dollars)** for the first two hours of fire suppression service and **\$500 (five hundred dollars)** for each hour thereafter.

The city shall bill the township for each quarterly installment as above set forth, which statement shall be paid within thirty (30) days after receipt of such billing. The city

shall additionally bill the township following each fire run, which payment shall be made to the city by the township within thirty (30) days of billing.

10. It is further understood and agreed that in cases of rescue runs, pursuant to the conditions set forth above, the within contract shall have no effect, nor impose any obligation on behalf of the city, for the cost or expenses of any duly authorized ambulance service called in conjunction with the rescue run. The cost of such ambulance service in conjunction with the rescue run shall be as billed by the ambulance service to the individual or entity being served by the ambulance service.

11. This is a ~~onethree~~-year contract beginning on April 1, 2025 and will expire on April 1, 2028~~-which will renew automatically for succeeding four year terms. This Agreement shall not automatically renew but may be renewed for additional three-year terms upon mutual written agreement of both parties.~~ Other than due to expiration of the agreement as provided above,or due to a material breach by either party, this agreement may not be terminated except by the express written ~~agreement-notice~~ of either party as provided in paragraph 12 or express written mutual agreement of the parties.

12. At any point during the term of this agreement, either party may, upon provision of a minimum of four (4) months' written advance notice to the other party as specified below, terminate this agreement. This agreement cannot be terminated without such notice, unless for material breach of the contract by a party. In the event of such notice, the city shall continue to provide the services specified in this agreement up to and through

the specified date of termination. Beyond any such specified date of termination, the city shall have no obligation to provide, nor any liability from not providing, the services specified in this agreement. The township shall be responsible in the event of such termination for the payment of services provided up to and through the date of termination of services on a daily pro-rated basis of the annual fee noted above. The city shall bill the township for this amount, which shall be due and payable no later than thirty (30) days beyond the date of the termination of services. Any refund that may be due the township shall be handled in a like manner.

13. Notices provided for in this agreement, including early termination pursuant to paragraph ~~13~~12, shall be by certified mail to the addresses provided herein, as may be updated from time to time upon written notice to the other party. Notices shall be sent to the city manager and city clerk, if from the township, and to the Supervisor and township clerk, if from the city.

14. Upon default, including nonpayment of any payments due under this Agreement, the non-defaulting party may pursue any and all remedies provided by law or equity. ~~The prevailing party in any action to enforce this Agreement or to obtain legal or equitable relief for a default under this Agreement shall be entitled to recover its attorney fees and costs from the other party.~~ The waiver by either party of a breach or violation of any provision of this Agreement shall not operate as, or be construed to be, a waiver of any subsequent breach of the same or other provision hereof.

15. General Provisions.

- (a) Governing Law. This Agreement shall be interpreted under the laws of the State of Michigan.
- (b) Assignment. Neither party may assign this Agreement, or the rights hereunder, without the prior written consent of the other party.
- (c) Entire Agreement. This Agreement sets forth the entire agreement between the township and the city with respect to the subject matter of this Agreement.
- (d) Modification. This Agreement may not be modified or amended except by a written Agreement signed on behalf of the township and the city.
- (e) City employees shall not be deemed to be employees of township, and township employees shall not be deemed employees of city. Nothing in this Agreement shall be construed to create a contract for employment under any circumstance.
- (f) The Parties shall maintain general liability insurance for the term of this Agreement and any extensions thereof.
- (g) To the fullest extent permitted by law, the Parties agree to hold each other harmless against any other claims brought or actions filed against either party for injury to, death of, or damage to the property

of any persons arising from the fire services provided under this Agreement. Nevertheless, the city will be solely responsible in any third-party claim for the actions of its agents who are performing services under this Agreement. Still, nothing herein shall be construed to waive or limit any immunity from, or limitation on, liability available to either party, whether set forth in Act 170 of 1964, Section 7, or otherwise.

- (h) This is an agreement for services. The Parties do not intend to undertake or create, and nothing herein shall be construed as creating, a joint authority, joint venture, or joint enterprise between the parties outside of their authority to contract for services pursuant to Act 7.
- (i) If any provision of this Agreement is held to be in conflict with any applicable statute or rule of law or is otherwise held to be unenforceable for any reason whatsoever, such circumstance shall not have the effect of rendering any other provision or provisions of this Agreement invalid, inoperative, or unenforceable to any extent whatsoever and this Agreement shall otherwise remain in full force and effect.
- (j) No person or entity, apart from city and township as public or corporate entities, is intended to be nor is, in fact, a beneficiary

entitled to enforce, use or rely upon this Agreement for any reason or any legal proceeding.

- (k) Validity. This Agreement may be executed in any number of counterparts and each such counterpart shall be considered a valid original.

CITY OF ST. JOHNS
A Municipal Corporation
P.O. Box 477
St. Johns, Michigan 48879-0477
(989) 224-8944

Signed: _____, 2025

SCOTT DZURKA, Mayor

MINDY J. SEAVEY, Clerk

BENGAL TOWNSHIP
A Body Corporate

Signed: _____, 2025

NICHOLAS McDONALD, Supervisor
6040 West Walker Rd
St. Johns, Michigan 48879
(517) 819-6127

SHARON BASSETTE, Clerk
800 South US 27, #124
St. Johns, Michigan 48879
(989) 640-4750

CITY OF ST. JOHNS, MICHIGAN
REQUEST FOR COMMISSION ACTION
August 25, 2025

Department: City Commission	Attachments:	Submitted to CA for Review
Subject: <i>Vendor Trucks – Proposed Ordinance</i>	[X] Draft Vendor Truck Text Amendment – Temporary Use Option [X] Update to Section 155.004 Definitions [X] Resolution #37-2025 – Introduction of Temporary Uses Permitted Ordinance Amendment	[X] [X] [X]
Prepared by: Christopher Khorey, AICP, Vice President	Approved by: Chad A. Gamble, P.E., City Manager	

SUMMARY/HIGHLIGHT:

The topic of the permitting vendor trucks as a temporary accessory use inside the City has come before the Planning Commission.

The staff and Planning Commission have discussed this topic over the course of several meetings. The Planning Commission has determined that Vendor Trucks should be proposed as an amendment to Section 155.183 Temporary Uses Permitted.

The recommended text amendment would include the addition of new subsection (E) in Section 155.183, allowing a vendor truck as a temporary use subject to a new Vendor Truck Permit. Additionally, this includes amending Section 155.004 with the addition of a definition for a “Vendor Truck”.

Key components of the draft amendment:

- Vendor Trucks as an accessory use to a permanent, principal, nonresidential use
- Vendor Trucks may be allowed as the principal use on non-residential zoned land subject to a Special Use
- General Provisions in the draft text regulate the number of vendor trucks allowed, hours of operation, parking, setbacks, and the requirement for waste receptacles
- Requires and defines the application process
- Established the requirement for other jurisdictional compliance
- Provides exceptions from the provisions
- The use and location of Vendor Trucks in the public ROW are covered in the City’s current ROW permit. The proposed changes would cover this use on private property.

BACKGROUND/DISCUSSION:

The Planning Commission discussed this topic at their April 9th, May 14th, June 9th, and July 9th, 2025 meetings. A public hearing was held on July 9th. The public hearing resulted in one (1)

comment from a member of the public, Nick Boyer, who thanked the Planning Commission for their hard work and coming to agreement on the ordinance amendment.

Upon closing the public hearing, the Planning Commission voted unanimously to recommend adoption of the draft text amendment by the City Commission.

STRATEGIC PLAN OBJECTIVE:

City of St. Johns Master Plan

Chapter 3: Goals & Objectives

Land Use- Development and Redevelopment

Goal #1: Accommodate a diverse, strong commercial and office base that serves the needs of residents and businesses within the community.

- a. Increase small business development.
- d. Increase small town-appropriate commercial options that appeal to young professionals.

Goal #2: Create a vibrant downtown with diverse businesses.

- f. Provide incentives to attract restaurants, brew pubs and entertainment.
- h. Attract businesses with varying hours of operating and uses to create vibrant streets.

Goal #4: Encourage economic diversity and job creation that will leverage St. Johns' geographical and cultural assets.

- b. Support and encourage efforts to diversify the economic base of St. Johns.

Goal #5: Provide economic opportunities in development and redevelopment areas.

- a. Encourage a diversity of business sizes and types, including retention of existing businesses and attraction of new businesses.

FISCAL IMPACT: Allowing Vendor Trucks as a temporary use subject to a new Vendor Truck Permit could produce revenue to the City. There could also be indirect economic development benefits.

RECOMMENDATION: The Commission consider the newly revised Temporary Uses Permitted ordinance and use this discussion to discern whether or not to introduce the first reading of the proposed amendment to allow Vendor Trucks as a temporary accessory use.

**VENDOR TRUCK TEXT AMENDMENT – TEMPORARY USE OPTION****Section 155.183 Temporary Uses Permitted**

E) Vendor trucks, open to the general public, shall be approved as a temporary use subject to approval of a Vendor Truck Permit in accordance with the standards outlined in this section.

- (1) **Accessory Use.** Vendor trucks shall only operate as an accessory use to a permanent, principal, nonresidential use contained within an enclosed building. Vendor trucks may be allowed as the principal use on non-residential zoned land subject to a Special Use process described in Sections 155.255-261.
- (2) **General Provisions.** The following shall apply to all Vendor Trucks:
 - (a) **Number.** Multiple vendor trucks may operate on the same site.
 - (b) **Hours of Operation.** Operating hours shall be no later than 10:00 p.m. Sunday through Thursday and 11:00 p.m. on Friday and Saturday.
 - (c) **Parking.** The minimum number of spaces provided shall meet the required parking for any permanent, principal use on the site.
 1. For principal use vendor trucks approved by Special Use, the Planning Commission and/or City Commission may require additional parking spaces upon determination that existing spaces will not be sufficient for the anticipated parking demand at the truck. They may also determine that public parking that would otherwise count towards the requirement under Subsection a is insufficient and require on-site parking.
 2. Parking spaces covered or otherwise rendered unusable by the placement or operation of the vendor truck shall not count towards the required parking.
 3. The placement of the vendor truck shall not reduce the dimensions of drive aisles below the minimums described in Section 155.343, unless any drive aisle reduced in size shall be completely closed to traffic by virtue of temporary traffic control devices, such as cones or signs. The property owner shall be responsible for installing the temporary control devices. The Zoning Administrator shall review the revised traffic pattern to ensure that overall traffic within the site and on neighboring properties and public streets will not be hampered.
 4. The placement of the vendor truck shall not cause an impediment to the usual movement of automobiles and pedestrians through the site, in the opinion of the Zoning Administrator. Appeals of decisions of the Zoning Administrator in this regard shall be to the Zoning Board of Appeals.
 5. Vendor trucks shall not be parked in the public right-of-way unless granted a right-of-way permit by the City, or as part of a temporary event granted approval by the City to operate for a limited period of time.



6. Vendor Trucks in place for more than seven (7) days must be placed on a paved surface.
 - (d) **Setbacks.** Vendor trucks shall comply with the minimum front setback for the primary structure and side and rear setbacks required for accessory buildings in the Zoning District they are located within.
 - (e) **Waste Receptacles.** Waste receptacles shall be provided for the general public in the vicinity of the vendor truck.
2. **Application Required.** A Vendor Truck Permit shall be applied for subject to fees established by the City Commission for said application. The following information shall be required for a Vendor Truck Permit:
 - (a) **Site Plan.** A site plan in accordance with the requirements of an Administrative Site Plan Approval as outlined in Section 155.279, unless waived by the City Manager or his/her designee. In addition, the site plan must contain any information required in this section.
 - (b) **Proof of Insurance.** Demonstration of proof of insurance shall be provided for any business seeking to engage as a vendor truck in the following coverage amounts:
 1. Proof of Commercial General Liability policy with limits of no less than one million dollars (\$1,000,000.00) per occurrence with a two million dollar (\$2,000,000.00) general aggregate including products liability issued by an insurer licensed to do business in the State of Michigan and which names the City as additional insured.
 2. Proof of public liability and property damage motor vehicle policy with limits of no less than one million dollars (\$1,000,000.00) used by an insurer licensed to do business in the State of Michigan.
 - (c) **Duration.** The applicant for a vendor truck shall specify the duration of operation. An approved Vendor Truck Permit shall be applicable for the time specified in the Vendor Truck Permit, up to one year and must be renewed in subsequent years.
3. **Other Jurisdiction Compliance.** Vendor trucks shall comply with all relevant City, County, State, and Federal regulations, and shall demonstrate compliance to the City as part of the approval process.
4. **Exemptions:** The following shall be exempt from the provisions of this section:
 - (a) Transient food trucks that do business by travelling on public rights-of-way from neighborhood to neighborhood, such as ice cream trucks.
 - (b) Vendor trucks associated with a city-sponsored event or festival.
 - (c) Vendor trucks hired for private parties or other events that are not open to the general public.

SECTION 155.004 DEFINITIONS (UPDATE)

Vendor Truck: A retail or food service establishment operating from a vehicle or trailer that operates in a fixed location for a temporary period of time.

**CITY OF ST. JOHNS
ORDINANCE NO. __**

**AN ORDINANCE TO AMEND TITLE XV: LAND USAGE BY AMENDING CHAPTER
155: ZONING CODE**

THE CITY OF ST. JOHNS ORDAINS:

Section 1. Amendment to Title XV: Land Usage, Chapter 155: Zoning Code, Section 155.004:

Definitions. The City amends Title XV: Land Usage, Chapter 155: Zoning Code, Section 155.004: Definitions to add a new definition as follows:

“Vendor Truck. A retail or food service establishment operating from a vehicle or trailer that operates in a fixed location for a temporary period of time.”

Section 2. Amendment to Title XV: Land Usage, Chapter 155: Zoning Code, Section 155.183:

Temporary Uses Permitted. The City amends Title XV: Land Usage, Chapter 155: Zoning Code, Section 155.183: Temporary Uses Permitted to read as follows:

“§ 155.183 TEMPORARY USES PERMITTED.

(A) A temporary building, structure, or yard for construction materials or equipment or a temporary office for the sale or rental of real property, if in connection with and incidental and necessary to a real estate development, shall be permitted in any district provided that authorization for this temporary use, issued in conjunction with a building permit for the project shall be valid for not more than six months and may not be renewed more than three times. All temporary buildings, structures, construction material or equipment shall be removed immediately upon completion or abandonment of the construction work.

(B) Christmas tree sales may be permitted in any district upon application for an issuance of a temporary Christmas tree sales permit by the Zoning Administrator provided that any permit for such use shall be valid for not more than 30 days.

(C) A temporary permit may be issued to residents of the city for the use of a camper trailer or recreational vehicle as a temporary residence under the following conditions:

- (1) The permit may be issued for a maximum of 14 days. Only two permits may be issued to any household per year.
- (2) The vehicle must be parked on a single-family or duplex residential lot. The vehicle may not be parked in the street.
- (3) The occupants of the vehicle must have access to bathroom facilities on the lot they are parked on other than those in their vehicle.

(D) Garage sales are permitted as an accessory use to any attached or detached single-family residence, provided that any one garage sale does not last more than seven consecutive days and only two garage sales are permitted per residence per year.

E) Vendor trucks, open to the general public, shall be approved as a temporary use subject to approval of a Vendor Truck Permit in accordance with the standards outlined in this section.

(1) **Accessory Use.** Vendor trucks shall only operate as an accessory use to a permanent, principal, nonresidential use contained within an enclosed building. Vendor trucks may be allowed as the principal use on non-residential zoned land subject to a Special Use process described in Sections 155.255-261.

(2) **General Provisions.** The following shall apply to all Vendor Trucks:

(a) **Number.** Multiple vendor trucks may operate on the same site.

(b) **Hours of Operation.** Operating hours shall be no later than 10:00 p.m. Sunday through Thursday and 11:00 p.m. on Friday and Saturday.

(c) **Parking.** The minimum number of spaces provided shall meet the required parking for any permanent, principal use on the site.

1. For principal use vendor trucks approved by Special Use, the Planning Commission and/or City Commission may require additional parking spaces upon determination that existing spaces will not be sufficient for the anticipated parking demand at the truck. They may also determine that public parking that would otherwise count towards the requirement under Subsection a is insufficient and require on-site parking.

2. Parking spaces covered or otherwise rendered unusable by the placement or operation of the vendor truck shall not count towards the required parking.

3. The placement of the vendor truck shall not reduce the dimensions of drive aisles below the minimums described in Section 155.343, unless any drive aisle reduced in size shall be completely closed to traffic by virtue of temporary traffic control devices, such as cones or signs. The property owner shall be responsible for installing the temporary control devices. The Zoning Administrator shall review the revised traffic pattern to ensure that overall traffic within the site and on neighboring properties and public streets will not be hampered.

4. The placement of the vendor truck shall not cause an impediment to the usual movement of automobiles and pedestrians through the site, in the opinion of the Zoning Administrator. Appeals of decisions of the Zoning Administrator in this regard shall be to the Zoning Board of Appeals.

5. Vendor trucks shall not be parked in the public right-of-way unless granted a right-of-way permit by the City, or as part of a temporary event granted approval by the City to operate for a limited period of time.

6. Vendor Trucks in place for more than seven (7) days must be placed on a paved surface.

(d) **Setbacks.** Vendor trucks shall comply with the minimum front setback for the primary structure and side and rear setbacks required for accessory buildings in the Zoning District they are located within.

(e) **Waste Receptacles.** Waste receptacles shall be provided for the general public in the vicinity of the vendor truck.

(3) **Application Required.** A Vendor Truck Permit shall be applied for subject to fees established by the City Commission for said application. The following information shall be required for a Vendor Truck Permit:

(a) **Site Plan.** A site plan in accordance with the requirements of an Administrative Site Plan Approval as outlined in Section 155.279, unless waived by the City Manager or his/her designee. In addition, the site plan must contain any information required in this section.

(b) **Proof of Insurance.** Demonstration of proof of insurance shall be provided for any business seeking to engage as a vendor truck in the following coverage amounts:

1. Proof of Commercial General Liability policy with limits of no less than one million dollars (\$1,000,000.00) per occurrence with a two million dollar (\$2,000,000.00) general aggregate including products liability issued by an insurer licensed to do business in the State of Michigan and which names the City as additional insured.

2. Proof of public liability and property damage motor vehicle policy with limits of no less than one million dollars (\$1,000,000.00) used by an insurer licensed to do business in the State of Michigan.

(c) **Duration.** The applicant for a vendor truck shall specify the duration of operation. An approved Vendor Truck Permit shall be applicable for the time specified in the Vendor Truck Permit, up to one year and must be renewed in subsequent years.

(4) **Other Jurisdiction Compliance.** Vendor trucks shall comply with all relevant City, County, State, and Federal regulations, and shall demonstrate compliance to the City as part of the approval process.

(5) **Exemptions:** The following shall be exempt from the provisions of this section:

(a) Transient food trucks that do business by travelling on public rights-of-way from neighborhood to neighborhood, such as ice cream trucks.

(b) Vendor trucks associated with a city-sponsored event or festival.

(c) Vendor trucks hired for private parties or other events that are not open to the general public.”

Section 4. Validity and Severability.

If any portion of this Ordinance or its application to any person or circumstance shall be found to be invalid by a court, such invalidity shall not affect the remaining portions or applications of the Ordinance which can be given effect without the invalid portion or applications, provided the remaining portions are not determined by the court to be inoperable, and to this end Ordinances are declared to be severable.

Section 5. Repealer.

All other ordinances or parts of ordinances in conflict with this Ordinance are hereby repealed to the extent necessary to give this Ordinance full force and effect.

Section 6. Effective Date.

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

CITY OF ST. JOHNS
#37-2025

**RESOLUTION TO INTRODUCE AN ORDINANCE TO AMEND TITLE XV: LAND
USAGE, CHAPTER 155: ZONING CODE OF THE CITY OF ST. JOHNS CODE OF
ORDINANCES**

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 25th day of August, 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 received many inquiries regarding
permitting vendor trucks as a temporary accessory use inside the City of St. Johns; and

WHEREAS, the City wishes to amend Title XV (*Land Usage*), Chapter 155 (*Zoning Code*)
of the Code of Ordinances of the City of St. Johns to define vendor trucks under Section 155.004
and to allow vendor trucks as a temporary use subject to a new Vendor Truck Permit under Section
155.183; and

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

WHEREAS, pursuant to Section 5 of the Charter, the City desires to introduce Ordinance
No._____, An Ordinance to Amend Title XV: Land Usage, Chapter 155: Zoning Code
(“Ordinance”).

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

1. The City introduces Ordinance No._____, An Ordinance to Amend Title XV:
Land Usage, Chapter 155: Zoning Code.
2. To the extent that any resolution or portion of resolution is inconsistent with this
Resolution, such resolutions or portions of resolutions are hereby rescinded.

ADOPTED:

YEAS: _____

NAYS: _____

STATE OF MICHIGAN)

)

COUNTY OF CLINTON)

I, the undersigned, the duly qualified and acting Clerk of the City of St. Johns, Clinton County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the City Commission of said City at a regular meeting held on the 25th day of August, 2025.

Mindy Seavey, City Clerk

88044:00001:201817698-1

CITY OF ST. JOHNS
RESOLUTION #38-2025

A RESOLUTION REQUESTING THE MICHIGAN DEPARTMENT OF TRANSPORTATION (MDOT) TO RECONSIDER THE PROPOSED ROUNDABOUT AT SCOTT ROAD AND M-21, TO INSTALL A TRAFFIC SIGNAL, AND TO CONDUCT A TRAFFIC STUDY TO EXTEND TRAFFIC CONTROL FURTHER EAST ON M-21

WHEREAS, the Michigan Department of Transportation (MDOT) plans to construct a roundabout at Scott Road and M-21 within St. Johns; and

WHEREAS, the City of St. Johns is committed to maintaining safe, efficient transportation infrastructure for residents, businesses, and visitors; and

WHEREAS, forthcoming and ongoing developments are set to dramatically increase both vehicle and pedestrian traffic at this intersection, including:

- A planned large fueling station for semi-trucks, projected to lead to a significant increase in truck traffic;
- Designation of M-21 as an "Agriculture Corridor" with new processing plants expected to add substantial truck operations;
- The joint City and Bingham Township extension of water and sewer services, spurring further economic growth and mixed traffic use;
- The rising popularity of the Fred Meijer Clinton-Ionia-Shiawasee Trail, resulting in more pedestrian interactions with Scott Road and M-21;

WHEREAS, these changing conditions mean the proposed roundabout may create operational and safety concerns for both large vehicles and pedestrians, and a traditional traffic signal would better manage anticipated traffic flows and promote safer pedestrian crossings;

WHEREAS, traffic safety for all users will be further enhanced by reducing vehicle speeds as they approach the intersection, and as such the City believes additional measures should be investigated and implemented as necessary.

NOW, THEREFORE, BE IT RESOLVED that the City Commission of the City of St. Johns formally requests the Michigan Department of Transportation reconsider construction of the planned roundabout at Scott Road and M-21 and, instead, proceed with the installation of a traffic signal.

BE IT FURTHER RESOLVED, that the City Commission requests MDOT conduct a comprehensive traffic study for this corridor of M-21 and, based on those findings, extend lower speed limits and additional traffic control devices further east on M-21 to slow traffic and improve safety, particularly for pedestrians and increased truck volumes;

BE IT FINALLY RESOLVED, that the City Clerk is directed to send a certified copy of this resolution to the Michigan Department of Transportation and any other relevant agencies.

PASSED AND ADOPTED by the City Commission of the City of St. Johns, Michigan, this
_ day of _____, 2025.

YEAS:

NAYS:

SCOTT DZURKA, Mayor

MINDY J. SEAVEY, City Clerk

I hereby certify that the above resolution is an excerpt of the City Commission Meeting Minutes of August 25, A.D., 2025.

MINDY J. SEAVEY, City Clerk

CITY OF ST. JOHNS, MICHIGAN
REQUEST FOR COMMISSION ACTION
August 25, 2025

Department: Administration	Attachments:	Submitted to CA for Review
Subject: Wage Study RFP Responses and Recommendation	[X] Wage Study Ranking [X] MGT Proposal	[N/A] [N/A]
Prepared by: Kristina Kinde, Treasurer Deputy City Manager	Approved by: Chad A. Gamble, P.E., City Manager	

SUMMARY/HIGHLIGHT: The City of St. Johns issued a Request for Proposal (RFP) for a Wage Rate Study. We received responses from seven firms with the following bid amounts:

- Gallagher - \$18,875
- HRM Services, LLC - \$33,500
- MGT - \$15,990
- McGrath Human Resources Group - \$22,500
- Yeo & Yeo HR Advisory Solutions - \$26,750
- WW Consulting, Inc. - \$46,860
- Rehmann - \$16,325

Following a thorough review by the Wage Study Sub-Committee, MGT was identified as the best fit for the City's needs and will be recommended to the City Commission for approval.

BACKGROUND/DISCUSSION: At the February 24, 2025, Commission meeting, the City Commission discussed moving forward with issuing an RFP for a Wage Study. City Staff gathered examples of similar RFPs and drafted a version for the Commission's consideration. On June 23, 2025, the City Commission approved the RFP, which was subsequently issued with responses due by July 28, 2025.

At the July 28, 2025 Commission meeting, the Commission emphasized the importance of establishing a process that would allow for a detailed review of the proposals, meaningful engagement, and opportunities for all Commissioners to provide input and guidance at key points throughout the selection process. As a result, a Wage Study Sub-Committee was formed, consisting of Mayor Dzurka, Commissioner Hyzer, City Manager Gamble, Treasurer Kinde and Clerk Seavey.

The Wage Study Sub-Committee met on August 18, 2025, to review the RFP responses. Each proposal was evaluated and scored on a scale of 1-10 using the following categories, as outlined in the RFP:

- 30% - Experience with comparable municipal compensation studies
- 25% - Quality and clarity of proposed methodology
- 15% - Qualifications of assigned personnel

- 20% - Cost proposal and value
- 10% - References and prior performance

The weighted scores were then compared to determine the final rankings. Please see the Wage Study Ranking attachment for detailed results.

STRATEGIC PLAN OBJECTIVE: N/A

FISCAL IMPACT: The Wage Study was budgeted in the 2025/2026 fiscal year in an amount of \$20,000. Based on the recommended firm of MGT and related cost of \$15,990, with no other additions or changes, the amount will come in under budget.

RECOMMENDATION: *Staff recommends the City Commission award the Wage Study to MGT and authorize the Mayor to execute the agreement following review and approval by the City Attorney.*

	Total Weighted Points	Ranking
Gallagher	6	2
HRM Services	5.85	3
MGT	7.9	1
McGrath	5.55	5
Yeo & Yeo	5.3	6
WW Consulting	0	
Rehmann	5.7	4



Proposal

JULY 28, 2025

RFP

Wage Compensation Study

City of St. Johns, Michigan

Submitted by:

RACHEL SKAGGS
DIRECTOR

790 FRONTAGE ROAD
SUITE 213
NORTHFIELD, IL 60093

815.303.2187
RSKAGGS@MGT.US

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1. Cover Letter

July 28, 2025

Chad Gamble, P.E., City Manager
City of St. Johns
100 E. State Street, Suite #1100 PO Box 477
St. Johns, MI 48879



RE: RESPONSE TO RFP WAGE COMPENSATION STUDY

Dear Mr. Gamble:

MGT Impact Solutions, LLC (MGT) is pleased to present this response to your recent Request for Proposals (RFP) for a Wage Compensation Study for the City of St. Johns (City). This response reflects our understanding that the City seeks a comprehensive evaluation of its compensation program including a benefits across 30 unique positions. MGT's response provides the City with related firm qualifications, key experience, a detailed work plan with timeline, and associated fees to provide services that exceed expectations. We are experts in classification and compensation studies and know we would be a perfect fit for the City.

We understand human resources (HR) management continues to be a significant concern as governmental services continue to increase in cost and complexity, and the resources to fund local governments are constrained. Day-to-day operations present challenging administrative problems in planning, organizing, and directing human resource functions to achieve maximum efficiency and effectiveness in the delivery of municipal services. A properly developed and administered compensation plan forms the foundation for meeting these challenges. It helps to ensure the City can recruit and retain the best and brightest employees, even in a competitive marketplace. We understand the high expectations that have been established in the City in recruiting and retaining excellent employees. These factors will be taken into consideration in the analysis and reflected in the Study results.

MGT provides comprehensive executive recruitment, interim staffing, HR consulting, and organizational analysis consulting services for local governments, intergovernmental organizations, and school districts, as well as other governmental and non-profit entities. MGT consultants have worked in all areas of local government leadership including city/county management, human resources, public safety, finance, public works, parks and recreation, and utilities. This combined hands-on knowledge and experience has made MGT a proven leader in public sector consulting.

1. COVER LETTER

MGT CONTACT INFORMATION

MGT HEADQUARTERS	MGT Impact Solutions, LLC 4320 West Kennedy Boulevard Tampa, Florida 33609 P: 813.327.4717 www.mgt.us FEIN: 81-0890071
PROPOSAL CONTACT	Rachel Skaggs, Director – Human Capital Solutions 790 Frontage Road, Suite 213 Northfield, IL 60093 P: 815.303.2187 E: rskaggs@mgt.us

Thank you for the opportunity to submit a proposal to the City of St. Johns. Should you have questions on any aspect of this proposal, please contact **Rachel Skaggs** at **815.303.2187** or **rskaggs@mgt.us**.

Regards,



Patrick J. Dyer, Vice President
Authorized to bind the firm



2. Firm Profile & Experience

Firm Profile

Impacting communities for good.

MGT brings **50 years** of experience driving positive social change and performance in education, government, nonprofits, and critical infrastructure/private industries through **assisting clients to strengthen their foundation, change systematically, and enable resiliencies for long-lasting change**. Since inception, MGT has significantly grown in size and capacity – working with state and local governments and education partners. Today, we bring a team of over **1,200 professionals** who offer in-depth market knowledge and understanding so we can hit the ground running.

MGT is a privately held, employee-owned and financially stable limited liability company with a deep roster of staff and a commitment to serving the public. Our clients care about addressing the world's most-pressing problems, and so do we. Their “why” is our why.

What sets us apart is our ability to customize and offer individualized support but also the resources of a larger infrastructure to enable flexibility in impacting to-scale. Throughout our history, MGT has successfully delivered more than **30,000 projects** through a thoughtful balance of balancing the “immediate” needs while changing systems to plan for future resilience and success.

Our Commitment

MGT embraces the most complex challenges on the leadership agenda, with deep commitment, agility, and local expertise to make a measurable and profound impact. Simply stated, **We are impacting communities for good.**

MGT | FIRST LOOK ▪

Name: MGT Impact Solutions, LLC (MGT)

Locations: Headquarters in Tampa, FL; branch offices nationwide.

Cooperative Contracts:

ASC 20-7359, 24-7484

OMNIA LS4612

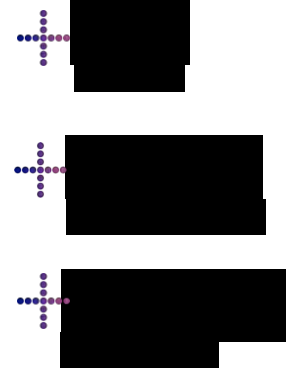
TIPS 220601, 220802, 230105

TXShare 2024-019

Structure: Privately held, employee-owned, client-driven Limited Liability Company.

Lines of Business: Strategy and Implementation, Performance and Operations, IT Infrastructure, and Cyber Security and Resilience for public sector and commercial companies.

2. FIRM PROFILE & EXPERIENCE



DEFINED BY IMPACT

Making a profound impact on society is at the heart of who we are and what we do. The City of St. Johns should be proud to make a difference in the lives of the citizens in your community, and we are proud to work with you toward this goal. Our team empowers organizations through innovations in people, processes, and technology to lift and strengthen your solutions. We support this mission by designing data-informed, future-ready pay structures that promote internal equity, market alignment, and long-term sustainability.



MGT's Expertise

Our firm includes more than **1,200 professionals**, structured into the following primary groups, along with various internal infrastructure groups to support our operations and growth.



Strategy & Implementation

Working alongside an organization's C-suite, we help leaders co-create strategy through organizational reviews and data analytics to create actionable roadmaps for success.



IT Infrastructure & Digital



Cyber Security & Resilience



Performance & Operations

Human Capital Expertise

We support clients in addressing their most mission-critical human capital needs, with specialized expertise in executive recruitment, staffing solutions, and human resources consulting. With over 1,250 clients, 3,100 completed projects, and a 93% client satisfaction rate, MGT delivers tailored solutions to help organizations attract top talent, meet urgent short- or long-term staffing demands, support critical IT project staffing needs, and strengthen their workforce strategies.

Contact:

Senior Vice President Joellen Cademartori, MGT's head of Human Capital, at jcademartori@mgt.us to schedule a complimentary consultation.



Our MGT Vision


To achieve our mission of being the social impact and performance leader in our industry, we are continuously improving to earn the privilege of being selected as our clients' partner of choice in the mission-critical domains we impact. By elevating education systems, managing and securing critical networks, solving complex human capital and fiscal problems, and advancing equity as a performance imperative, we can impact communities, for good through client partnership.

We deliver these solutions through our "three-point stance" of technology, education, and performance offerings. With our long-term vision of creating profound social impact through client performance, we seek out the "best of the best" to join us in our work supporting clients' top priorities.

Markets we serve:


2. FIRM PROFILE & EXPERIENCE

PEOPLE




We believe in the power of connecting people and ideas which solve mission-critical, complex challenges to foster a trusted connection with our clients...for life.

PURPOSE



We are led by a transformative movement, fueled by people, innovation, and solutions designed to provide enduring opportunities for prosperity and well-being.

PERFORMANCE




We partner with clients to advance learning outcomes, reduce operational costs, recover revenue, improve workflows, and provide resilient and hardened technology networks and infrastructure.

MGT's Differentiator: Full Suite of Services

Cyber & Network Solutions

Our Cyber Security and Network Security Solutions team offers a deep technical engineering bench of seasoned, certified experts, working in the “security trenches” in complex IT environments. For the Managed Detection and Response (MDR) solution, our Security Operations Center (SOC) doesn’t sleep so our clients can. Our flagship, best-in-class managed firewall services are unparalleled. We detect, respond, and recover from cyber incidents proactively and harden our clients’ security posture.

 **100** in-house certified engineers
24x7 NOC and SOC


Human Capital Solutions

Our experts are former local government and school leaders who understand the challenges facing today’s public sector organizations. We offer consulting, recruiting, and staffing solutions that include a full suite of human resources and management studies; executive recruitment services; and interim, managed, and outsourced staffing options. Our experts can assess your organizational culture, permanent and temporary staffing needs, and evaluate your systems and structures, all to maximize efficiency and effectiveness.

 **1,725+** interim employees placed
1,500+ executive recruitments
500+ consulting studies
In 48 states!


Education Solutions

We create recommendations for our educational clients that are reliable, actionable, and based on proven research and a thorough understanding of each district or system’s program needs and long-term goals. Our team is led by former state education commissioners, district superintendents, school board members, principals, and teachers. Our partnerships have allowed clients to reinvest hundreds of millions of dollars back into the classroom.

 **50** million students served
38 state DOEs as clients


Financial Solutions

Public agencies face increasing pressure to improve effectiveness and efficiency, while operating in a transparent and sustainable manner. We partner with government organizations, school districts, higher education institutions, and not-for-profits to help them achieve long-term success.

 **50+ years** of trusted relationships
Proprietary software

Economic Mobility Solutions

We help public sector clients address issues and challenges related to policies and practices which adversely impact economic mobility. We are one of the largest providers of disparity studies and other solutions designed to increase equitable and inclusive organizational outcomes.

 **225** disparity studies
Assessments, training, & audits

Public Affairs Solutions

Our team of former nationwide leaders in policy development and education leadership partner with our clients to provide business advisory and public opinion architecture solutions which lift up and evolve education ecosystems and impacts public policy programs.

 **Global clientele**
Staff are former policy makers

Experience & Qualifications

Incomparable Classification and Compensation Consulting Expertise.

We are proud to offer the exceptional expertise of our team members, and our understanding and knowledge of the City of St. Johns's scope based on years of relevant experience. We bring the breadth and depth of knowledge and expertise vital to identifying real, practical solutions that meet our clients' needs. Part of our success is based upon our commitment to be flexible and responsive. We are acutely aware of the political, economic, social, and technological environments of today's public sector environment.



Success Stories

"What I liked most about working with MGT staff is their creative approach in providing solutions to each project. The County has implemented MGT's recommendations...."

MGT has conducted **more than 270 classification and compensation studies in the past 10 years**. More specifically, MGT's consultants are adept in HR consulting in the state of Michigan and for similar organizations as illustrated by our list of completed projects below.

Alabama

Huntsville City Schools
Mobile Public Schools

University of Montevallo

University of North Alabama

Arizona

Maricopa County
Maricopa County Sheriff's
Office

Mesa Public Schools
Navajo Nation

Navajo Tribal Utility Authority

Alaska

City of Seward

California

Alameda County Office of
Education
Antelope Valley College
Barstow Unified School District
Bi-Valley Medical Clinic
Brawley Elementary School
District
California Department of
Education
California Department of
General Services
California Postsecondary
Education Commission
California Student Aid
Commission
Cajon Valley Union School
District
City of Barstow
City of Cudahy
City of Culver City
City of Placentia
City of Sacramento

City of San Gabriel
Chaffey College
Cupertino Union School District
Fontana Unified School District
Grossmont Unified School
District
Kings Community Action
Organization
Innovative Education
Management
Isana Academies
Lake Elsinore Unified School
District
Lawndale Elementary Schools
Los Angeles Unified School
District
Madera Unified School District
Mendocino County Office of
Education
Menifee Union School District
Mono County Office of
Education

Oakland Housing Authority
Orange County Dept. of
Education
Rim of the World Unified School
District
Sacramento City Unified School
District
Sacramento County
Management Association
Sacramento County Office of
Education
Solana Beach School District
San Diego County Public
Authority
Stanislaus County Office of
Education
Tuolumne County
Ukiah Unified School District
University of the Pacific
Walnut Valley Unified School
District
Yolo County Office of Education

2. FIRM PROFILE & EXPERIENCE

City of San Clemente

Colorado

Arapahoe County	Poudre School District R-1	State of Colorado
Ouray County		State of Colorado Department of Human Services

Connecticut

University of Connecticut	Town of Simsbury	Town of Avon
Town of Windsor	Town of Bloomfield	

Delaware

Delaware Solid Waste Authority

Florida

Alachua County Board of Commissioners	Florida Bar Association	Gulf Coast State College
Alachua County Property Appraiser	Florida Chiropractic Association	Hillsborough Area Regional Transit Authority
Brevard County Sheriff's Office	Florida Department of Children and Families	Hillsborough Community College
Brevard Public Schools	Florida Department of Juvenile Justice	Hillsborough County
Charlotte County Public Schools	Florida Department of Management Services	Hillsborough County Tax Collector
Citizen's Property Insurance Corporation	Florida Department of Transportation	Hillsborough Regional Transit Authority
Citrus County	Florida Developmental Disabilities Council	Jackson County Tax Collector
Citrus County Clerk of the Court	Florida Education Association-United	Joint Underwriting Association
Citrus County Mosquito Control District	Florida Gulf Coast University	Leon County Property Appraiser
Citrus County Property Appraiser	Florida Gulf Health Systems Agency	Leon County Tax Collector
Citrus County Tax Collector	Florida House of Representatives	Marion County Emergency Medical Services Alliance
City of Apopka	Florida Job Corps	Nassau County Property Appraiser
City of Belle Glade	Florida Keys Community College	New College of Florida
City of Boynton Beach	Florida League of Cities	Okaloosa County Schools
City of Casselberry	Florida Lottery	Palm Harbor Special Fire Control and Rescue District
City of Fort Walton Beach	Florida Office of Program Policy Analysis and Government Accountability	Pensacola Area Housing Commission
City of Gainesville	Florida Office of the Attorney General	Santa Fe College
City of Gulf Port	Florida Ounce of Prevention Fund	School Board of Brevard County
City of Key West	Florida Polytechnic University	Solid Waste Authority of Palm Beach County
City of Lake Mary	Florida School for the Deaf and Blind	Southwest Florida Water Management District
City of Lake Worth	Florida State Board of Administration	St. Johns County Property Appraiser
City of Lakeland	Florida State College at Jacksonville	State College of Florida - Manatee-Sarasota
City of Leesburg	Florida State University	Sunshine 811
City of Miami	Florida Tax Collectors Association	Tampa Bay Water
City of North Port	Florida Transportation Commission	Tampa Hillsborough Expressway Authority
City of St. Cloud	Florida Virtual School	Tampa Housing Authority
City of Tallahassee	Glades County	Tampa Sports Authority
City of Tamarac		Town of Davie
City of Tampa		University of Central Florida
City of Titusville		Workforce Plus, Tallahassee
Columbia County Property Appraiser		
County of Glades		
Daytona Beach Community College		
Disability Rights Florida		
Florida Association of Court Clerks, Inc		
Florida Atlantic University		

2. FIRM PROFILE & EXPERIENCE

Georgia

Board of Regents of the University System of Georgia	Darton College	Gwinnett County Public Library
City of Albany/Dougherty County Board of Commissioners	Fayette County	Henry County School District
City of Macon	Georgia College and State University	Kennesaw State University
City of Richmond Hill	Georgia Health Sciences University	Southern Polytechnic State University
City of Stonecrest	Georgia Southern University	United States Treasury Customs Service
Dalton State College	Gwinnett County Public School System	Valdosta State University

Hawaii

Hawaii Health Systems Corporation	University of Hawaii System
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Idaho

Nez Perce Tribe

Illinois

Illinois Board of Higher Education	Lake County	Rockford Board of Education
Kankakee County	Village of Oak Park	Sangamon County
Village of Fox Lake	Village of Norridge	Village of Gurnee
City of St. Charles	City of Geneva	Henry County
Village of Plainfield	Elmhurst Park District	Park District of Highland Park
Village of Vernon Hills	Village of Lincolnwood	City of East Moline
Village of Montgomery	Village of Bensenville	Urbana Park District
Village of Lisle	Village of Berkeley	Oswegoland Park District
City of Countryside	City of Princeton	City of Clinton
Village of Deer Park	Village of Round Lake	Village of Channahon
Fox River Water Reclamation District	DeKalb County Health Department	Northern Suburban Special Recreation Association
Village of Coal City	Village of New Lenox	City of Lockport
Village of Elburn	City of Rochelle	City of Sterling
Champaign Park District	Maine Township	

Iowa

Iowa Central Community College	Kirkwood Community College	Northeast Iowa Community College
Iowa Valley Community College District	City of Indianola	City of Dyersville
	City of Marshalltown	City of Burlington

Kansas

Lawrence Douglas Housing Authority

Louisiana

City of Baton Rouge	Parish of East Baton Rouge Recreation and Park Commission	Port of Iberia
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Maine

University of Maine – Orono

Maryland

Baltimore City Community College	Community College of Baltimore County	Maryland Environmental Service
Baltimore County Public Schools	Hartford County Public Schools	Montgomery College

Massachusetts

Cape Cod Mosquito Control Project	Town of Charlton	Town of Middleton
City of Attleboro	Town of Danvers	Town of Millbury
City of New Bedford	Town of Dartmouth	Town of Norton
City of Beverly	Town of Dedham	Town of Norwood
	Town of Duxbury	Town of Plymouth

2. FIRM PROFILE & EXPERIENCE

City of Cambridge	Town of Eastham	Town of Provincetown
City of Framingham	Town of Easton	Town of Reading
City of Gardner	Town of Franklin	Town of Shrewsbury
City of Marlborough	Town of Falmouth	Town of Southborough
City of Somerville	Town of North Andover	Town of Sturbridge
City of Watertown	North Andover Public Schools	Town of Topsfield
Lynn Public Schools	Town of Needham	Town of Truro
Norfolk County Mosquito Control District	Town of Lakeville	Town of Upton
Town of Abington	Town of Littleton	Town of Walpole
Town of Amherst	Town of Lexington	Town of Wayland
Town of Brookline	Town of Manchester-by-the-Sea	Town of Wenham
Town of Boylston	Town of Marblehead	Town of Westborough
Town of Boxborough	Town of Marion	Town of Weston
Town of Boxford	Town of Maynard	Town of Westport
Town of Burlington	Town of Milford	Town of Williamstown
Town of Millis	Worcester Public Library	
Michigan		
Central Michigan University	Lapeer County	Muskegon County
City of Allegan	Lenawee County	Sault Tribe of Chippewa Indians
City of Coldwater	Livingston County	St. Clair County
City of Grand Rapids	Livingston Community Health Authority	West Shore Community College
City of Muskegon	Menominee County	City of Ferndale
City of Rochester	DeWitt Charter Township	Clinton and Montcalm County Road Commission
Dickinson County	City of Niles	
Gogebic County	Ingham County	
Ingham County		
Kent County		
Minnesota		
Minnesota State University System	City of Woodbury	City of Stillwater
	City of Breezy Point	Northeastern Minnesotans for Wilderness (Save the Boundary Waters)
Missouri		
City of Columbia	Southeast Missouri State University	St. Louis Community College
East Central College		City of Rock Hill
New Jersey		
The Richard Stockton College of New Jersey		
New York		
Corning Community College	SUNY - Clinton Community College	
Nevada		
Southern Nevada Regional Housing Authority		
North Carolina		
Chapel Hill-Carrboro Schools	Mayland Community College	Pitt Community College
Chatham County	North Carolina Association of County Commissioners	Town of Maiden
City of Canton	North Carolina Community College System	Town of West Jefferson
City of Waynesville	North Carolina Education Lottery	University of North Carolina
Davidson County Personnel Department	Piedmont Community College	Wake County Personnel Department
Haywood County		
Oklahoma		
Cherokee Nation Enterprises	City of Oklahoma City	Oklahoma County
Oregon		
City of Hermiston	Klamath County	Oregon University System
City of Hillsboro	Oregon Institute of Technology	Prosper Portland

2. FIRM PROFILE & EXPERIENCE

Jackson County

Pennsylvania

Centre Area Transportation Authority	Community College of Allegheny County	Lancaster County
Township of Doylestown	Upper Gwynedd Township	Pittsburgh Public Schools
		Western PA School for the Deaf

Rhode Island

Roger Williams University	Rhode Island Housing Authority	Rhode Island Student Loan Authority
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South Carolina

Anderson County School District 5	City of Newberry	Oconee County
Anderson Regional Joint Water System	City of Simpsonville	Oconee County Public Schools
Beaufort County School District	County of Lancaster	Pickens County
Bonita Springs Fire Control and Rescue District	Dillon County	Richland County
Chester Metropolitan District	Dorchester County	River Banks Zoo
City of Anderson	Dorchester County Library	South Carolina Department of Public Safety
City of Bluffton	Greenville County Recreation District	South Carolina Education Lottery
City of Cayce	Greenwood Metropolitan Sewer	Town of Hampton
City of Easley	Hampton County	Western Carolina Regional Sewer Authority
City of Florence	Jasper County	York County
City of Gaffney	Lancaster County	York County Library
City of Georgetown	Midlands Technical College	York Electric Cooperative, Inc.
City of Lancaster	Municipal Association of South Carolina	

Tennessee

Bristol Tennessee City Schools	City of Kingsport	Memphis City Schools
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Texas

Austin Independent School District	City of Longview	Texas A&M University – Texarkana
Bastrop County	City of San Antonio	Texas A&M University System
Burnet County	Dallas Area Rapid Transit	Texas Southmost College
City of Brownsville	Dallas Independent School District	Texas State Technical College
City of Corpus Christi	Galveston County	Travis County
City of La Porte	Kerr County	University of North Texas System
	Texas A&M University – Kingsville	

Vermont

Southwest Vermont Supervisory Union	City of Essex Junction	Town of Richmond
	Town of Hartford	

Virginia

Albemarle County	City of Portsmouth	Tidewater Community College
City of Chesapeake	City of Richmond	Virginia Commonwealth University
City of Newport News	Fairfax County Public Schools K12 Inc. (Stride)	Virginia State University

Washington

City of Woodinville	Green River College	Washington State Board for Community and Technical Colleges
Clark College		

Wisconsin

Village of McFarland	Sun Prairie	City of Monona
Village of Windsor	Port Washington	Village of Lisbon
City of Beaver Dam	Dane County Cities and Villages Association	

Why is MGT the Most Qualified to Conduct the City's Study?

- ✓ **Experience.** MGT has the experience and certifications that HR departments need. MGT staff are certified as Senior Human Resources Management Certified Professionals (SHRM-CP), Project Management Professionals (PMP), and Change Management Professionals (CCMP). Additionally, MGT has conducted numerous human capital studies nationwide, such as HR audits, compensation and classification studies, staffing reviews, performance system updates, and organizational reviews. Furthermore, many of our clients are repeat clients, attesting to our acumen for local government human resources consulting services and our desire to work with each public sector client to create a lasting bond that ensures their success over time.
- ✓ **Best Practices Comparisons.** MGT offers the City our extensive experience to identify exemplary management practices – reflective of the City's input and that of comparable localities. This experience gives us not only a ready reference point for reviewing the City's compensation system, but also provides us with practices that have been proven successful in other similar organizations. This knowledge is of significant value when we design recommendations for improvements.
- ✓ **Sound Findings and Data-Driven Recommendations.** In our experience, most major improvements in local government operations require bold thinking. In helping the City reconcile its pay system with its evolution and workforce changes, our team members will not hesitate to question existing organizational structures, programs, policies, rules, statutes, operations, work processes, and staffing patterns. We will make sound recommendations for improvements that produce real – *not just on paper* – savings and ease of future pay administration for the City.
- ✓ **Assistance in the Implementation of Recommendations.** We will not simply leave the City with a report and a plethora of recommendations. We will create detailed implementation strategies to support the City with initial implementation and best practice guidance for maintaining and sustaining an equitable compensation study and classification system over the long-term.
- ✓ **Objectivity and Flexibility.** As an independent entity, our only vested interest is that of the client. Therefore, we will apply our extensive experience to generating objective independent solutions to assist the City to achieve the best outcomes. In addition, we will be receptive to your insights and concerns and will accommodate any changes necessary to ensure the successful completion of project deliverables, a valid and responsive final report and, more importantly, an implementable and flexible compensation system relevant to the City's current realities and beyond.



3. Project Team

The success of a consulting engagement is founded on the qualifications of the project team and the way in which it is structured and managed.

Our work with clients is characterized by the belief that we can only be successful if our clients develop the knowledge, capacity, and mechanisms to help themselves. To that end, all our services:

- Build on our clients' existing strengths and resources while empowering them to address present challenges.
- Assist our clients to learn about widely recognized best practices and emerging research.
- Encourage our clients to develop the habit of identifying, collecting, and acting on essential, current, and relevant data.
- Help our clients maximize the efficiency and effectiveness of their human and fiscal resources.
- Provide pragmatic and affordable solutions that will be deliverable and sustainable over the long term.

The proposed management structure for this project has been designed to define the roles and responsibilities of each team member assigned to this project and to facilitate project management. The strength and experience of our team will allow for efficient and effective project management and results. Each team member has a wide range of project experience working with clients like the City of St. Johns. The team we have designated is highly experienced with this type of engagement and therefore requires little orientation time. Biographies of each team member listed below are provided in **Appendix A**.

Project Staff Roles and Responsibilities

ROLE ASSIGNED	RESPONSIBILITIES
CITY OF ST. JOHNS' REPRESENTATIVE	We look forward to working with the City's Representative to build a long-lasting and trustworthy partnership that produces innovative solutions.
PROJECT MANAGER* <i>Rachel Skaggs</i> <i>Katy Yee</i> <i>Rachel King</i>	The Project Manager holds the following responsibilities: <ul style="list-style-type: none">▪ Main point of contact for the City.▪ Day-to-day management of the project, tasks, and deliverables.▪ Oversight over service and deliverable quality.▪ Management of all project deadlines.▪ Maintains frequent contact with the City's Representative throughout the lifecycle of the project.

3. PROJECT TEAM

ROLE ASSIGNED	RESPONSIBILITIES
CONSULTANT TEAM** <i>Alice Bieszczat</i> <i>Julie Hawkins</i>	<p>The Consultant Team holds the following responsibilities:</p> <ul style="list-style-type: none"> ▪ Work closely with the City under the direction of the Project Manager to carry out the various tasks and deliverables. ▪ Utilize individual subject matter expertise to customize and execute each work task and fulfill the City's stated expectations. ▪ Conduct collection and analysis of relevant data. ▪ Review, document, evaluate, and generate recommendations in accordance with each component of the work plan.

*The Project Manager will be assigned at the time of the contract commencement and will be determined depending on workload and commitments at that time.

**Additional consultants with subject matter expertise will be used to assist with employee interviews.



*MGT has reviewed the RFP in detail and is **committed and able** to ensure the timely delivery of quality products to meet your schedule.*



4. Work Plan & Timeline

A detailed work plan and schedule designed for conducting a quality compensation study with clear reporting dates for each major activity.

Project Understanding

The City of St. Johns is interested in a review of its current compensation plan for employees in approximately 30 unique positions in the organization. This study is being followed to ensure that the City maintains a compensation system that is equitable, competitive, and reflective of public-sector best practices. With the current plan last overhauled in 2018 and maintained annually with cost-of-living adjustments, the City recognizes the importance of aligning compensation with current labor market conditions while sustaining internal fairness and fiscal responsibility.

The City's desire to evaluate not only wage structures but also market positioning, pay compression, and internal equity reflects a forward-thinking, data-informed approach to compensation management. In addition, the City seeks a solution that supports long-term maintenance and administrative ease, signaling a need for a framework that is sustainable, user-friendly, and adaptable to future staffing and market dynamics.

MGT understands that recruiting and retaining high-quality personnel in today's competitive public-sector environment requires more than periodic pay adjustments. It requires a holistic approach to compensation that supports internal alignment, market competitiveness, and employee engagement. Through this study, the City seeks to move beyond short-term fixes and toward a strategic, transparent compensation system that builds trust and supports operational effectiveness across all departments.

MGT brings unmatched depth and credibility to this engagement. We have conducted more than 270 classification and compensation studies in the past 10 years. Over 90% of the pay plans recommended by MGT have been successfully implemented by the client. All these studies included the use of public-sector salary data and included the following recommendations:

- New classification and compensation plans, assuring internal equity.
- Recommendations for job title changes where appropriate.
- Recommendations on how to deal with specific problems that arose during the study (i.e., compression issues, internal equity issues, market discrepancy issues, etc.).
- Pay plans that were tied to performance.

Project Management

MGT uses proven project management methodologies to ensure we deliver project results that are on time, on budget, and meet or exceed client expectations by identifying long-term, decision-making solutions.

We find that the two most critical keys to project success are **planning** and **communication**.

We take very intentional measures to define milestones, responsibilities, and delivery dates in our **planning** process, and to track work progress against the work plan daily, providing regular project status reports. After the contract is awarded, we enhance the project work plan that was included in our proposal by adding specific milestones, delivery dates, and consultant responsibilities. We refine this plan with input from our project initiation meeting(s) with the client. We employ problem-solving skills, technology, and staff adaptability to react to variances between work plan projections and actuals to meet the City's deadline.



Throughout this process, we remain in frequent **communication** with the client to avoid surprises or conflict. Our project teams are in regular contact with the City's Project Manager, providing regular project status updates and calls to provide a summary of progress and to address any risks or variances from the planned schedule.

Our team's approach to compensation studies is based on the methodologies, models, and tools that we have developed for this specific type of work, coupled with **50 years** of service to public sector organizations across the country. To successfully conduct a study, it is important to fully understand the environment in which an organization operates and the objectives of the study to provide a complete, forward-thinking compensation program and final report.

Proposed Work Plan

To accomplish the City's objectives, MGT will take the following steps listed in the order in which the work will be performed. Please note, we have specified those areas where we will need the City's input/assistance.

TASK 1.0: MEETINGS AND MARKET DATA

Activities

1.1 Study Preparation and Project Meeting

Meet with the City's representatives to discuss study methods, review organization charts, personnel policies/practices, and the current classification and pay plans. MGT will review

4. WORK PLAN & TIMELINE

the timeline, answer questions, review the scope and schedule of work. MGT will require the City to submit a data collection worksheet along with the following information (if available): copies of organizational charts for each department, pay plans, the current personnel manual, and any other relevant information related to salaries.

1.2 Establishing Comparables

Working with the City's staff and using our broad-based cohort methodology, MGT will determine a logical survey sample of "like" entities that impact the compensation market for the City. In selecting comparable jurisdictions, we use criteria such as number of employees, population served, Equalized Assessed Value (EAV), budget size, and proximity.

1.3 Prepare Market Survey, Survey Distribution, and Follow-Up

MGT will prepare the market surveys to gather data for all classifications in the comparable entities. In addition to job titles, brief position descriptions are included in the market survey to make sure we are receiving salary data for "like" positions in the comparable entities. MGT will also use the CompAnalyst tool from Salary.com to gather market data for positions in the Study. The criteria will be determined at the time of analysis.

Note: While MGT will prepare all the materials to be sent out for the salary surveys, we have found sending out the survey under the client's email generates a better/faster response than when it is sent out under our letterhead/name. In addition, the City may be asked to make one follow-up contact with those entities that do not initially respond to the survey request.

TASK 2.0: DATA ANALYSIS

Activities

2.1 Compiling and Analyzing Market Data and Creating the New Compensation Plan

Tabulate, summarize, and analyze comparative market data. MGT's pay tabulations compare the City's salaries for the positions, with the minimum and the maximum of the market data for each position, when possible. Data is displayed for each jurisdiction and summarized in an overall table. This data is analyzed to determine the percentage difference between the City's present pay for each position and the market data.

MGT will work with the City to determine the City's policy (or MGT will make a recommendation) with respect to compensation (i.e., 50th percentile; 75th percentile, etc.). Once this is determined, MGT will use the market data to develop and recommend new salary schedules for the City's 30 positions. This process will include a recommendation regarding how employees are inserted into the new plan and how they move through the proposed pay plan (either via a merit system or defined merit increment plan), with recommendations for a specific performance-oriented program with respect to salary advancement through the new salary ranges. The salary schedules will outline what the specific percentages are between ranges and grades.

2.2 Preliminary Analysis Review and Training

MGT will meet with the City to review the preliminary analysis. The preliminary analysis is a draft version of the proposed Compensation Plan. The review can take multiple meetings to ensure that everything is covered, and all questions are answered. MGT will also require feedback from the City on certain aspects of the proposed Plan.

4. WORK PLAN & TIMELINE

MGT will provide **support services at no additional cost** to the City for one year from the date of an executed contract. This will include any communication regarding questions concerning the report.

2.3 Compiling, Analyzing, and Reviewing Benefit Data

MGT will compile, analyze, and review benefit data that was collected through the market survey. MGT will provide a summary table for each benefit offering that was included in the survey and provide a narrative on the benefit offerings in the final report. MGT will compare the benefits offered in the City with the benefits provided in the comparable communities and note if they are above or below the average for each offering.

Deliverables

- Market Data
- Proposed Pay Plan(s)
- Summary of Benefit Data

TASK 3.0: PROGRESS COMMUNICATION AND UPDATES

Activities

- MGT prides itself on our attention to and communication with our clients as the project proceeds. As such, MGT will strive to maintain regular contact with the City's representative and to be available to address the City's questions, concerns, and needs.
- MGT will share updates with the City as requested, and particularly at critical points in the Study. Additionally, the Project Manager will meet with the City's representative, and, if requested, other key staff such as department heads, to review the results of the job evaluation exercise and the proposed new salary schedules.

Deliverables

- Ongoing communication with the City
- Progress Updates

TASK 4.0: DRAFT AND FINAL REPORT PREPARATION

Activities

4.1 A draft report will be prepared by the Consultants and sent electronically to the City that includes:

- Summary of all aspects of the Study, including recommendations, methods, and guidelines for achieving the overall aspects of the Study, as well as recommendations for annual maintenance and review of the new plans.
- Pay ranges that are consistent with the City's pay policy, outlining the pros and cons of each option.
- Implementation plan and cost estimates of implementing the Study's findings and recommendations.

Note: Overtime costs will not be included, and the analysis will be estimates only, with sufficient detail to allow the City to compare various options.

4. WORK PLAN & TIMELINE

- 4.2 Once the City's representatives return review comments, a final report will be prepared and sent to the City.

Deliverables

- Draft Report
- Final Report

TASK 5.0: PRESENTATION OF FINDINGS

Activities

The MGT Project Manager will present the finalized plan recommendations and final report to the City.

Project Timeline

MGT is available to start this project within four to six weeks of acceptance of the proposal. Based on MGT's experience conducting similar projects, we anticipate the proposed project can be completed within approximately 12 weeks of project initiation as illustrated in **Exhibit 1**. The schedule is contingent, however, upon the timely response from the comparable entities supplying the market data. Any delays in receipt of this information are beyond the control of MGT and may lengthen the completion of the report.

Exhibit 1. Proposed Schedule

WORK PLAN TASKS	WEEK											
	1	2	3	4	5	6	7	8	9	10	11	12
Meet with the City's representatives to discuss Study methodology and expectations.												
Prepare and distribute market surveys to comparable entities.												
Analyze data; prepare compensation plans; send draft findings to the City.												
Meet with the City's key representatives to review preliminary findings.												
Receive comments from the City												
Prepare Draft Report and send to the City; receive return comments.												
Prepare Final Report.												
Present Final Report to the City.												



5. References

A leader in classification and compensation studies.

More than one-third of the organizations served by MGT have contracted for multiple projects; we feel repeat business is the greatest testament to our commitment to customer service and client satisfaction. We encourage you to contact any of our references to learn of our professionalism, ability to meet timelines, and the expertise of our staff.

Success Stories

"We were very impressed by how efficient they worked, their methodology, their insight, and their professionalism.

I would highly recommend MGT and hope to do business with them again for our next study."



CITY OF COLDWATER, MICHIGAN CLASSIFICATION AND COMPENSATION STUDY

Project Dates: 2023

Keith Baker, AICP, CFM, City Manager

1 Grand St, Coldwater, MI 49036

517-279-6911 | kbaker@coldwater.org

CITY OF FERNDALE, MICHIGAN COMPENSATION STUDY

Project Dates: 2021

Dan Jacey, SHRM-SCP, CLRL, Human Resources Director

300 E. Nine Mile Rd., Ferndale, MI 48220

248-546-2378 | djacey@ferndalemi.gov

CITY OF ALLEGAN, MICHIGAN CLASSIFICATION AND COMPENSATION STUDY

Project Dates: 2020

Joel Dye, City Manager

231 Trowbridge St., Allegan, MI 49010

269-673-5511 | jdye@cityofallegan.org

TOWN OF BLOOMFIELD, CONNECTICUT CLASSIFICATION AND COMPENSATION STUDY

Project Dates: 2022

Rosa Matis, HR Director

800 Bloomfield Ave. Bloomfield, CT 06002

860-769-3584 | rmatis@bloomfieldct.gov



6. Cost Proposal

*Defined by Impact. Driven by People.
Dedicated to the Community.*

Our cost proposal reflects our interpretation of the written requirements within your solicitation. **We take pride in customizing our clients' needs and we will work with you to ensure our fees are aligned with your expectations and budget.** We have proposed the entire Study be conducted virtually; however, if the City requests any in-person meetings, MGT will provide an additional estimate for travel and related expenses. By conducting our studies virtually, we can provide significant cost savings for our clients.

In keeping with the above statement of our usual practices, we estimate the fixed fee for the entire study to be **\$15,990** plus other Optional Services (see below). We have listed the cost of our professional fee for each study component below. Payment will be due as follows: 50% of the professional fees will be due after the initial project meeting, and the balance will be billed after the Study is completed. Invoices will be sent to the City and are payable within 30 days of receipt.

Exhibit 2. Proposed Cost by Task

Milestones and Tasks		Professional Hours	TOTAL (\$)
1.0	Meetings and Market Data		
1.1	Study Preparation and Project Meeting	4	\$780
1.2	Establishing Comparables	8	\$1,560
1.3	Prepare Survey, Survey Distribution and Follow Up	4	\$780
2.0	Data Analysis		
2.1	Compiling and Analyzing Market Data and Creating the New Compensation Plan	18	\$3,510
2.2	Preliminary Analysis Review	12	\$2,340
2.3	Compiling, Analyzing, and Reviewing Benefit Survey Data	12	\$2,340
3.0	Progress Communication and Updates	8	\$1,560
4.0	Draft and Final Report Preparation		
4.1	Preparing Draft Report	10	\$1,950
4.2	Final Report	4	\$780
5.0	Presentation of Findings	2	\$390
	Total Hours and Cost:	82	\$15,990

6. COST PROPOSAL

NOTE: If the City accepts our proposal for this project, MGT will provide **support services at no additional cost for one year** from contract execution. This will include any communication regarding questions concerning the report.

Optional Services/Cost

PROGRESS REPORTS – It is customary to have periodic telephone conversations throughout the Study to provide progress reports. There will be no charge for these periodic telephone updates.

SITE VISITS – If the City requests any on-site visits, there will be additional costs for the MGT's time and expenses.

JOB DESCRIPTIONS – Updates to existing job descriptions cost \$250 each; new job descriptions, if needed, cost \$300 each. Job descriptions will be completed upon conclusion of the Study and are billed separately.

ADDITIONAL SERVICES – Any additional services not covered in this proposal and requested by the City will be billed at the rate of \$195 per hour plus expenses, including assistance with employee appeals.

This quote is firm and irrevocable for a period of three months, after which prices may increase.

7. Insurance



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/12/2025

[THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.]

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Alliant Insurance Services, Inc. 32 Old Slip New York NY 10005		CONTACT NAME: Stephanie Maes PHONE (A/C, No, Ext): E-MAIL: Stephanie.Maes@alliant.com ADDRESS:	
INSURED TVG-MGT Holdings, LP. MGT Impact Solutions, LLC 4320 West Kennedy Blvd Tampa FL 33609		INSURER(S) AFFORDING COVERAGE INSURER A: Hartford Insurance Group INSURER B: Atlantic Specialty Insurance C INSURER C: Westfield Specialty Insurance INSURER D: Federal Insurance Company INSURER E: INSURER F:	
License#: 812008 MGTCONS-01		NAIC # 914 27154 18992 20281	

COVERAGES

CERTIFICATE NUMBER: 1925290462

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:			711018731-0000	5/12/2025	5/12/2026	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$15,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY			711018731-0000	5/12/2025	5/12/2026	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Comp/Coll Ded. \$1,000
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			711018731-0000	5/12/2025	5/12/2026	EACH OCCURRENCE \$10,000,000 AGGREGATE \$10,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	10WBARTJ14	5/12/2025	5/12/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
C	Professional/Cyber/Tech E&O			MTP9048729 00	5/12/2025	5/12/2026	LIMIT \$5,000,000
D	Crime Coverage			82647179	5/12/2025	5/12/2026	LIMIT \$3,000,000 RETENTION \$25,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Some Endorsements are pending and we will provide once available.
 Evidence of Insurance

CERTIFICATE HOLDER

CANCELLATION

Evidence of Insurance	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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ACORD 25 (2016/03)

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8. Conflict of Interest Disclosure

MGT Impact Solutions, LLC confirms that we have no actual or potential conflicts of interest related to the City of St. Johns, its personnel, or operations in connection with this engagement.



Appendix A. Staff Biographies

Biographies of our proposed project personnel are provided on the following pages. The personnel described in our proposal are the professionals who will provide the services for this project. We may use additional staff consultants with subject matter expertise to assist with employee interviews, if needed.



Rachel Skaggs

Director

Rachel Skaggs is a seasoned Director with over a decade of experience in local government management. Specializing in budget management, economic development initiatives, human resources, and community engagement, Rachel has successfully led more than 150 projects across diverse communities nationwide. Her comprehensive approach ensures that classification and compensation plans promote both internal and external equity, achieving long-term administrative efficiency. Rachel's expertise is backed by her significant contributions to Illinois municipalities, including the Village of Montgomery, Village of Schaumburg, and the City of Princeton, where she demonstrated fiscal responsibility and strategic leadership in her management roles.

In her previous role as City Manager, Rachel managed HR tasks, budgeting, economic development, and community outreach efforts, consistently fostering vibrant and engaged communities. She is passionate about advancing diversity and inclusivity in municipal decision-making processes, having co-authored articles on women in government leadership and implemented initiatives to enhance citizen involvement. Rachel's commitment to collaboration and trust-building is reflected in her active memberships in professional organizations, contributing to her reputation as a trusted leader in local government management.

Areas of Expertise

- Local Government Management
- Capital and General Budgets
- Economic Development
- Pay Equity
- Strategic Planning
- Human Resources
- FLSA Requirements
- Debt Refinancing
- Contract Negotiation
- Community Engagement

Education

- M.P.A., Northern Illinois University
- B.A., English and Political Science, Northern Illinois University

Professional Development & Speaking Engagements

- Presentation on Females in Local Government:
 - ICMA Conference, Phoenix, Arizona, 2012
 - The Legacy Project
 - ILCMA
- Public Management Magazine article "Women Leading Government", co-authored with Heidi Voorhees
- Public Voices XIII No. 2 article "Advancing Women in Local Government: The Case in Illinois", co-authored with Dr. Kimberly Nelson

Memberships & Affiliations

International City and County Management Association
 Illinois City/County Management Association
 Illinois Public Employer Labor Relations Association
 Princeton Rotary Club
 The Legacy Project

Professional Experience

MGT Impact Solutions, LLC, Director, 2019-Present
 City of Princeton, IL, City Manager, 2015-2019
 Village of Schaumburg, IL, Management Analyst, 2012-2015
 Village of Montgomery, IL, Management Analyst; HR Manager, 2009-2012



Katy Yee

Project Manager

Katy Yee brings over 25 years of experience in multiple public sector settings, focusing on human resources and administrative management. Katy's human resources areas of concentration have included organizational development, compensation, recruitment and retention, and training and staff development.

The cornerstone of Katy's career is with DuPage County Government and the DuPage County Health Department. At those organizations, she coordinated and participated in several agency-wide compensation studies utilizing and applying the Korn-Ferry (formally Hay Group) methodology. While working in public health as Director of Organizational Development, Katy was directly responsible for the areas of quality improvement, compliance, and accreditation. In addition, she led agency-wide initiatives focused on integrating services and improving client access to care. Some of these initiatives included: redesigning client intake processes, supporting the implementation of an electronic medical record, and ensuring compliance with ACA requirements.

Most recently, Katy worked with Elgin Community College and the Forest Preserve District of Kane County. These opportunities highlighted Katy's ability to engage in and contribute to organizational effectiveness in a variety of public sector settings. Her broad depth of knowledge, professionalism, and approachable style have enabled her to build relationships at all levels within each organization and provide relevant, practical, and valuable human resources support.

Katy's philosophy on human resources and organizational development has always been that of a "business partner" – she truly enjoys working on solutions that help to support the operational needs of the organization.

Areas of Expertise

- Korn-Ferry methodology
- ACA compliance
- Accreditation
- Services Integration
- Client care access
- Client intake processes
- Medical records protocols
- Classification and Compensation Project Management

Education

- B.A., Urban Studies, Elmhurst College
- Certificate, Marketing Analytics, Udacity

Certifications

- SHRM-CP, Society for Human Resources, Certificate
- Time Management Trainer, Certificate

Memberships & Affiliations

Society for Human Resources (SHRM)

Illinois Park and Recreation Association (IPRA)

Professional Experience

MGT Impact Solutions, LLC, Project Manager, 2022-Present

Forest Preserve District of Kane County, Geneva, IL; Director of Human Resources

Elgin Community College, Elgin, IL; Director of Compensation and Talent Acquisition

DuPage County Health Department, Wheaton, IL; Director of Organizational Development; Human Resources Manager

DuPage County Government; Interim Director of Human Resources, Human Resources Manager; Human Resources Supervisor; Human Resources Generalist and Recruitment Specialist



Rachel King

Project Manager

Rachel King is a Classification and Compensation Project Manager with over eight years of experience in human resource management. She has led more than 30 classification and compensation projects, creating tailored solutions for clients ranging from small municipalities to large entities with populations exceeding 200,000. Her expertise extends to performance evaluations, benefits analysis, and developing DEIB best practices, helping organizations improve both employee engagement and operational effectiveness.

Previously, Rachel was a Human Resources Manager at the technology startup cove.tool, where she handled recruiting and employee relations. Passionate about fostering inclusive workplace cultures, she played a key role in securing the Great Place to Work certification, demonstrating her commitment to creating positive, engaging environments for all employees.

Areas of Expertise

- HRIS & ATS
- Benefits Administration
- Performance Management
- HR Strategy Creation & Execution
- Onboarding & Offboarding
- Training & Leadership Development
- Employee Relations Management
- Policy Development
- Project Management
- Compensation Management
- Employee Retention
- Employee Engagement & Satisfaction

Education

- B.S., HR Management, Southern New Hampshire University

Selected Project Highlights

City of Benson, AZ <i>Compensation Study</i>	Navajo Tribal Utility Authority, AZ <i>Classification and Compensation Study</i>
Hawkeye Community College, IA <i>Classification and Compensation Study</i>	Rhode Island Housing, RI <i>Executive Compensation Survey & Analysis</i>
Indianola Municipal Utilities, IA <i>Classification and Compensation Study</i>	Tampa Housing Authority, FL <i>Classification and Compensation Study</i>
Livingston County, MI <i>Classification and Compensation Study</i>	Town of Richmond, VT <i>Benefits Analysis</i>
Livingston County Community Mental Health, MI <i>Classification and Compensation Study</i>	Village of Elburn, IL <i>Classification and Compensation Study</i>
	<i>Performance Review Tool</i>

Work Experience

MGT Impact Solutions, LLC, Project Manager, 2022-present
cove.tool, HR Manager, May 2021-March 2022

Edward Jones, HR Generalist, June 2019-May 2021; Office Manager/Retirement Specialist, February 2016-June 2019



Alice Bieszczat

Classification and Compensation Specialist

Alice Bieszczat is a seasoned Classification and Compensation Specialist with over 25 years of diverse experience across the private, non-profit, and public sectors. Over the past decade, she has spearheaded or contributed to over 150 Classification and Compensation Studies across 21 states, collaborating with municipalities, counties, park districts, special services agencies, and non-profit organizations. Her expertise spans union, non-union, management, technical, and administrative positions, showcasing her adaptability to various organizational structures and complexities.

In addition to her extensive consulting background with firms like Voorhees Associates and the PAR Group, Alice has provided non-profit consulting services for esteemed institutions such as the Ann & Robert H. Lurie Children's Hospital of Chicago and the Archdiocese of Milwaukee. Her recent projects have involved Classification and Compensation Studies in multiple states, highlighting her broad geographic reach and comprehensive approach to human resources consulting. Prior to her consulting roles, Alice contributed to transportation innovation research published in reputable journals and national media outlets, and led fundraising efforts at Lurie Children's Hospital, demonstrating her multifaceted skill set and dedication to driving positive organizational change.

Areas of Expertise

- Classification and Compensation Studies
- Human Resources Consulting
- Non-Profit Consulting
- Municipalities, Counties, Park Districts, and Special Services Agencies
- Union and Non-Union Environments
- Management, Technical, and Administrative Positions
- Transportation Innovation Research

Education

- M.P.S., DePaul University
- B.S., Mathematics, DePaul University

Professional Development & Speaking Engagements

- Published Research on Transportation Innovations in Transportation Research Journal and Transport Policy
- Lecturer on Transportation Innovations

Professional Consulting

Aurora Healthcare and the Archdiocese of Milwaukee
Ann & Robert H. Lurie Children's Hospital of Chicago
North Shore Senior Center
Logan Square Neighborhood Association

Professional Experience

MGT Impact Solutions, LLC, Classification and Compensation Specialist, 2016-Present
Chaddick Institute of Metropolitan Development DePaul University, 2009-2012
Lurie Children's Hospital of Chicago, 2005-2008
American Diabetes Association, 2004-2005
Accelerated Fundraising Solutions, 2000-2003
Sprint Cellular/Alltel, 1996-2000



Julie Hawkins

Classification & Compensation Specialist

Julie Hawkins is a seasoned Classification and Compensation Specialist with MGT, bringing over 30 years of experience in local government administration and human resources. Julie has successfully worked on more than 30 Classification and Compensation Studies in the past year alone, with numerous additional studies completed over the years. Her expertise encompasses a wide range of HR functions, including personnel policy and job description creation and updates, recruitment, and staffing studies. Julie's collaborative approach has been proven effective with elected and appointed officials across various municipal, park, library, and water agencies.

Julie is dedicated to the public sector, understanding its critical role in daily life. She is an accomplished speaker and trainer, having presented on topics such as hiring and onboarding, performance management, HR compliance in the public sector, I-9 compliance, and ethics programs. Julie has also contributed significantly to professional organizations by serving on boards and organizing events for annual conferences. Her academic credentials include a Master of Arts in Public Administration from Northern Illinois University and a Bachelor of Arts in Public Administration and Political Science from Augustana College.

Areas of Expertise

- Classification and Compensation Studies
- Personnel Policy and Job Description Creation and Updates
- Recruitment and Staffing Studies
- Human Resource Compliance in the Public Sector
- Hiring and Onboarding Processes
- Performance Management
- Training and Development

Education

- M.P.A., Northern Illinois University
- B.A., Public Administration & Political Science, Augustana College

Memberships & Affiliations

International City/County Management Association (ICMA) – Annual Conference Committee
 Illinois City/County Management Association (ILCMA)
 Illinois Association of Municipal Management Assistants (IAMMA) – Past President
 Society for Human Resource Management (SHRM)
 Illinois Public Employer Labor Relations Association (IPELRA)
 Illinois Association of Park Districts (IAPD/IPRA)
 Illinois Library Association (ILA)
 Illinois Government Finance Officers Association (IGFOA)

Professional Experience

MGT Impact Solutions, LLC, Classification and Compensation Specialist, 2023-Present
 Sikich LLP, Human Resources Consultant, 2009-2017
 CCF Consulting, Public Sector Human Resources Consulting Services, Owner, 1996-2009
 Village of Carol Stream, IL, Assistant to the Village Manager, 1989-1996
 Village of Elk Grove, IL, Village Manager's Office, Administrative Assistant, 1987-1989
 City of Rock Island, IL, Administrative Intern, 1986-1987

MGT

CITY OF ST. JOHNS, MICHIGAN
REQUEST FOR COMMISSION ACTION
August 25, 2025

Department: Administration	Attachments:	Submitted to CA for Review
Subject: BS&A Cloud Upgrade Discussion	[X] Proposal to Upgrade [X] Why BS&A Cloud [X] Notable Cloud Changes Per Module	[N/A] [N/A]
Prepared by: Kristina Kinde, Treasurer Deputy City Manager	Approved by: Chad A. Gamble, P.E., City Manager	

SUMMARY/HIGHLIGHT: The City currently utilizes BS&A as the vendor for numerous software modules, including:

- General Ledger (Accounting)
- Accounts Payable
- Purchase Orders
- Cash Receipting
- Accounts Receivable
- Payroll
- Timesheets
- Building Department (Zoning and Rental Inspection Programs)
- Assessing
- Tax
- Delinquent Personal Property
- Utility Billing

As we begin planning for the FY 2026–2027 budget, staff recommends initiating discussions regarding an upgrade to BS&A Cloud. BS&A has discontinued enhancements to its current .NET version of these modules. While the .NET version is still being serviced, BS&A has indicated that support will end in the near future, making a transition to the Cloud inevitable.

Given that the City will also need to upgrade its server in FY 2026–2027, this presents an optimal time to move to the Cloud platform. Unlike the .NET version, BS&A Cloud is hosted externally and does not require the same level of local server capacity, which could reduce server costs.

Conversations with BS&A representatives indicate that demand for the Cloud upgrade is increasing. Currently, the estimated implementation timeline is 6–9 months from contract execution, but this is expected to extend to 9–12 months as more municipalities make the transition.

At this stage, staff is seeking to begin discussions with the City Commission regarding the most appropriate timing for the upgrade and the corresponding budget considerations and to pursue the possibility of a phased contract to allow scheduling and appropriate planning of this conversion.

BACKGROUND/DISCUSSION: The potential upgrade to BS&A Cloud has previously been discussed during Capital Improvement Plan (CIP) meetings, with consideration given to aligning it with the upcoming server replacement. As the timing of the server upgrade approaches, it is important to ensure that the BS&A Cloud transition is appropriately coordinated to maximize efficiency and cost-effectiveness.

STRATEGIC PLAN OBJECTIVE: N/A

FISCAL IMPACT: The transition to BS&A Cloud will include a one-time implementation cost of \$51,500 (current proposal cost) and an annual subscription fee of \$40,775 for the software modules. For comparison, the City's current annual fee for the .NET modules is approximately \$24,000.

RECOMMENDATION: *Staff recommends City Commission approve beginning the planning to upgrade to BS&A Cloud and to prepare a phased contract to present to the Commission for approval at the appropriate time.*

Proposal for:
City of St Johns, Clinton County, MI
August 15, 2025
Quoted by: Matthew James

Software and Services for BS&A Cloud Upgrade



Thank you for the opportunity to quote our software and services.

At BS&A, we are focused on delivering unparalleled service, solutions, support, and customer satisfaction. You'll see this in our literature, but it's not just a marketing strategy... it's a mindset deeply embedded in our DNA. Our goal is to provide such remarkable customer service that our customers feel compelled to remark about it.

*We are extremely proud of the many long-term customer relationships we have built. Our success is directly correlated with putting the customer first and consistently choosing to **listen**. Delivering unparalleled customer service is the foundation of our company.*

Cost Summary

Software is licensed for use only by municipality identified on the cover page. If used for additional entities or agencies, please contact BS&A for appropriate pricing. Prices subject to change if the actual count is significantly different than the estimated count. Module fees are charged annually and include unlimited support.

Upgrade - Cloud Modules

Financial Management		
GL-General Ledger		\$3,320.00
AP-Account Payable		\$2,705.00
PO-Purchase Order		\$2,645.00
CR-Cash Receipting		\$3,015.00
AR-Account Receivables		\$2,525.00
	Total	\$14,210.00
Personnel Management		
PR-Payroll		\$4,505.00
TS-Timesheets		\$2,025.00
	Total	\$6,530.00
Community Development		
BD-Building Department		\$5,425.00
	Total	\$5,425.00
Property		
ASG-Assessing		\$4,510.00
TX-Tax		\$3,180.00
DPP-Delinquent Personal Property		\$870.00
	Total	\$8,560.00
Utility Billing		
UB-Utility Billing		\$4,080.00
	Total	\$4,080.00

BS&A Online

Fees for BS&A Online subscription services will be charged at the next renewal period

CD-Building		\$1,970.00
	Total	\$1,970.00

Subtotal	\$40,775.00
-----------------	--------------------

BS&A Online - *Fees for BS&A Online subscription services will be charged at the next renewal period.*

Public Records Search + Online Bill Pay
With use of integrated Credit Card Processor

Upgrade Implementation

Services include:

- *Management of your upgrade by our dedicated upgrade team for a smooth shift from .NET to cloud-based software, minimizing disruption*
- *Project schedule aligned with your processes and needs, ensuring a seamless transition timeline*
- *Expedited upgrade to cloud capturing existing process to minimize demands required of client teams*
- *Onboarding planned around critical process dates, ensuring your team is well-prepared for effective cloud software utilization*
- *Central contact for streamlined communication between project leaders, developers, IT staff, and conversion resources*
- *Testing and implementation of existing municipal customizations prior to go-live, preserving functionality and ensuring critical components are converted*
- *Preliminary data conversion with attachments, mirroring final conversion for a smooth transition*
- *Thorough data verification for all modules, ensuring accuracy and reliability of converted data, including automated balancing*
- *Key module validation managed by dedicated upgrade team (vs. customer in previous methodology), including testing of parallel processes*
- *Migration of key custom user-based designed reports handled out-the-box, enabling seamless access to critical insights.*
- *As needed, transition from .NET Online Payments to cloud architecture configuration for uninterrupted payment processing.*
- *Automated scaffolding of users and security roles based on your previous configurations*
- *Conversion of approval workflows based on role-based security, maintaining established processes*
- *As needed, configuration of existing hardware (barcode scanners, etc.) for seamless integration with cloud environment*
- *Documentation of our standard processes, facilitating easy access to essential information*
- *Upgrade training*
- *Prioritized response post go-live for 2 weeks from the upgrade team*
- *3 post go-live survey touch points to check-in on post-go live experience*
- *Remote go-live assistance and remote office hours for a successful transition to the cloud-based software*
- *Travel not expected, but any necessary travel would be billed at a per trip and/or per day cost*

\$51,500.00

Cost Totals

Upgrade Modules – Annual Fee	Subtotal	\$40,775.00
Upgrade Implementation	Subtotal	\$51,500.00

Total Proposed	\$92,275.00
----------------	-------------

Travel not expected for Upgrades. Any necessary travel to be billed at a per trip and/or per day cost.

BS&A Online

Connection Requirements

BS&A Cloud modules require a high-speed internet connection (cable modem or DSL).

Payment Schedule

1st Payment: **\$5,000** to be invoiced upon execution of this agreement.

2nd Payment: **\$38,805** to be invoiced upon the subscription start date for upgrade modules.

3rd Payment: **\$46,500** to be invoiced upon completion of upgrade implementation.

4th Payment: **\$1,970** to be invoiced upon next renewal of subscription-based BS&A Online features



BS&A Cloud: The Future of ERP

A Modern, Scalable, and
Secure SaaS Platform for GovTech

The role of technology in government operations has never been more critical. Local governments face unique challenges in running efficient, transparent, and fully integrated operations for their communities. With BS&A Cloud, you streamline and centralize your data and business processes to modernize operations with flexible solutions, specifically created for municipalities.



Always Accessible

Manage your essential functions from anywhere, anytime, with secure web-based access. Whether you're in the office, at home, or on the go, BS&A Cloud has you covered.



Automatic Updates

With BS&A Cloud, software updates are seamless and automatic, saving time and boosting efficiency. These updates ensure local governments always have access to the most current software version, complete with the latest security enhancements and cutting-edge features.



Enhanced Collaboration and Productivity

Enable real-time collaboration across departments with centralized data access and easy to use messaging. Create custom or role-based dashboards for reporting, save time with automated workflows that eliminate redundancies, and speed up response times for enhanced productivity.



Predictable Costs

Say goodbye to costly on-premise hardware and unexpected maintenance expenses. With a subscription-based model, BS&A Cloud offers predictable pricing that scales with your community's needs.



Enhanced Security and Disaster Recovery

Hosted in Microsoft Azure's state-of-the-art data centers, BS&A Cloud ensures stringent security protocols, automated backups, and data breach monitoring to protect against cyberattacks. With enhanced security and compliance standards, your data remains safe and secure.



Scalable and Future-Proof

As your community grows, BS&A Cloud has you covered. Scale effortlessly to meet evolving demands without investing in costly new hardware or systems.

Why Make the Move?

Traditional On-Premise Solutions

For remote work, users need a VPN or remote connection to access solutions.

Limited security settings by user.

No built-in disaster recovery features.

Requires hardware and licensing such as a Windows PC, SQL Server, and routine maintenance.

Updates must be deployed and installed by IT staff on each workstation for each module.

Users are prevented from using the system while they are running reports.

Storage capacities are determined and purchased separately, by the municipality.

Limited workflow capabilities between users.

User-defined dashboards are not available.

Simplified Operations with BS&A Cloud

- ✓ Browser-based, allowing for easy remote access.
- ✓ Robust security with role-based access restrictions.
- ✓ Disaster recovery included.
- ✓ No hardware requirements, no need for a server.
- ✓ Automatic updates, providing an always modern system.
- ✓ Cloud allows for seamless system use by running reports and processes in the background.
- ✓ Unlimited storage on MS Azure.
- ✓ Efficient workflows and process automation.
- ✓ Supports unlimited role-based dashboards.



Setting You Up for Success

Our team and your team work together at each stage of the implementation process - no silos. We take ownership of the implementation by putting **90% of the workload on our shoulders**.



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Notable Cloud Changes Per Module

1. Global Workflow features have been added

- Workflow can be triggered based on events. When an event occurs, workflow can trigger a variety of different activities
- Activities can be scheduled to run when desired - send emails, run reports, execute processes
- A number of records have been changed to include a status, which allows for greater use of approval processes and workflow events

2. Reports and process can run in background and do not tie up computer

- Reports and processes can be scheduled
- Previously run reports are saved on the system for 10 days
- Previously run reports can be flagged and they will be saved until deleted
- Reports can be favorited or pinned so that they can be easily accessed for future use
- The fuzzy search capability has been added to find reports by name

3. Global Names & Phone numbers

- There is one instance of a person shared across the system
- There is one instance of a phone number shared across the system
- When viewing a person record, there is a link to view all outstanding amounts that the person owes

4. Global Parcel & Address

- There is one instance of a parcel and an address, referenced by any module
- CASS Certification – We manage CASS Certification data and can CASS Certify individual accounts or globally for all accounts

5. Global Search & Fuzzy Search

- A completely new Global search feature has been added
- Global search across the system, not just records, but menu and navigation items
- A new fuzzy search feature is used any time you search
- Fuzzy search has been added to every list view (previously called table views)

6. Customizable Menus, Security & Interaction

- Menus can be customized to display only data that you are interested in
- Security can control access to data at the field level
- Unlimited Custom Fields on all record types (previously called User Defined Fields)
- Previously, many settings that controlled how the system operated had to be set the same for everyone. Now, most settings can be controlled by user.
- Each user can set-up their own notification settings (email, text, Pop-up ...) for reports, processes, alerts, reminders, messaging, approval process

7. Related Records tab added to record views – this tab will include a summary and links to all related records

- Because all data is now in a single database, when you are looking at a record (say a person) you can see all information related to that person

8. Ability to Create Favorited Menu Items for quick access

9. Messaging

- The system includes chat features

- They system supports messaging linked to records

10. Customizable Dashboards

- This is a major change that allows users to create widgets of information all available in one view
- Widgets can include charts & graphs with drill down access
- Widgets can include summary information
- Widgets can include data from any module

11. Recurring and age-based notifications can alert a user when any activity has occurred

- When a record has been changed
- When an even has happened
- When a specific field has been changed

12. System stores all system generated emails

13. Supports multi-factor authentication

14. Every List View (Previously table views are) Customizable and view can be saved as Workspaces

- Workspaces can be sorted into multiple columns
- You can filter a workspace based on relative dates
- You can control which columns of data are displayed in a workspace
- Every workspace or list view has a report which will print only the data displayed
- Workspaces can be used as a means to control what records will be printed
- Workspace can be used as a means to control what records will be included in a Dashboard widget

15. Relative dating has been added for selection records (today, this week, this month, this year)

16. Ability to Create Quick Actions that are short-cut to common tasks

17. Journal Adjustments or Linked Journal Entries – you can adjust the GL accounts for an item after it has been journalized. For example, have a transaction tied to a project that was not originally tied to a project. These are treated as linked journal entries, where a new, corrected, journal entry is tied to the original, incorrect, journal entry.

18. CASS Certification –We manage CASS Certification data and can CASS Certify individual accounts or globally for all accounts

19. You have the ability to control the reference number formatting (i.e., 20-111111) for most items

20. Common items like Banks, Approval Departments, Zip Codes, Quick Text, Workflow, ACH are centralized in global set-up as opposed to each application

21. All payments are available in cash receipting even if entered directly in other applications

22. When you are navigating to a new record, you can "open in new window." This will result in two browser tabs.

23. The system tracks a "Navigation History" so you can see where you have been and easily navigate back to a previous record

24. Every record type support attaching related documents or files

25. GIS

- We have expanded our integration with ERSI. If a customer has their own ArcGIS maps, they can host it in ArcGIS Online and we would be able to then consume **anything** they wanted to publish.

- You can also host layers in house using any GIS server (most probably use ArcGis Server, but I believe there are open-source GIS servers that can be used). As long as we can reach the end point (URL), we can show it.
- GIS maps are based on record type ie. Parcels, enforcements, permits, inspections etc.
- You can create new GIS layers inside of BS&A, save them and access later

Accounts Payable

- PO number is added to a line item in Accounts Payable, so one invoice can reference unlimited number of Purchase Orders
- 1099 Calculations are automatic
- The year-end process for creating 1099's has been streamlined
- System allows for Invoice journal adjustments. This could be used to move an invoice from one GL number to a different or to a project.
- Improved Vendor View – includes access to related information (checks, invoices, credits, PO, Assets, Requisitions, Bids) all in one view.
- You have the ability to control the Invoice reference number formatting (i.e., 20-111111) for invoices
- Check requests are an event that can have workflow associated
- Remittance checks are now created out of AP and there are now emittance Vendors
- Remittance check requests can be created in Payroll and sent to accounts payable
- You can Flag assets on the line-item level, so that only parts of an invoice are considered assets

Purchase Order

- Added a list view for Change Orders that
 - Can be customized and saved as a workspace
- Created separate list view for Requisitions and Change orders
 - Can be customized and saved as a workspace
- Streamlined year end process for Open requisitions and purchase orders
- Bidders and vendors are now just combined as vendors, but there is a way to flag some vendors as bidders only
- Improved Vendor View – includes access to related information (checks, invoices, credits, PO, Assets, Requisitions, Bids) in one view
- You have the ability to control the requisition, PO and change order reference number formatting (i.e., 20-111111)
- Change Orders are a separate event and can have their own approval workflow

Cash Receipting

- The system supports Voiding Posted Receipts, partially voiding receipts (for two forms of payment) and Re-instating receipts.
- Support for group payments from Accounts Receivable and Community Development
- We can take payments for UB Lien Certifications through Cash Receipting
- No longer need for Subsidiary database, access can be controlled via security and workspaces
- All payments are available in cash receipting even if entered directly in other applications

- Individual invoicing modules (Utility Billing, Community Development, Accounts Receivable) include capabilities for entering receipts

General Ledger

- Completely new Account Central View that allows for creating an unlimited number of different customizable views
 - This can be used, for example, to display a department view
- System allows for journal adjustments. This could be used to adjust a journal entry to a project after the original journal was posted.
- The accounting periods have been extended to 12 months into next fiscal year
- There is a new view for bond and escrow information
- We have created separate Journal Transactions tied to detailed journal entry. Journal Details includes just the summary posting. There are now separate views for each.
- We have a separate category for Budget Footnote attachments.
- We have added new organization components that allow for additional segments in the chart of accounts.
- Position budgeting – changes in year 1 can cascade to subsequent years

Accounts Receivable (Previously Miscellaneous Receivables)

- Added the ability to group billing items together in groups
- Unapplied credits are now stored on the person record, not the accounts
- You can set-up overrides for unapplied payment by account type
- System supports different numbering formats for each invoice type
- New Distribution groups have been added, you can assign distributions to groups and re-use groups
- Adjustments are a separate event that can have their own workflow

Fixed Assets

- You do not have to export assets from Accounts Payable or Purchase Order
- Added option to not post Journal Entries to General Ledger
- Removed Transfer – you can simply change asset information and view history in audit trail
- Added more options for disposal accounting

Payroll/HR/Timesheets

- Remittance checks are now cut in Accounts Payable
- Check requests are created in Payroll linking remittance information
- Employee Self Service is no longer a separate module with separate log in, it is provided free with Payroll or HR
- Position budgeting – changes in year 1 can cascade to subsequent years
- Timesheet data is View linked to an employee
- Year to Date data is changed to a view for easier access
- Retirement exports definitions can be created and linked to deduction and expenses. This allows for creating configuring exports without the need for custom programming.

- You can set define the FMLA tracking period – fixed 12 months, rolling 12-month, 12 months from start of FMLA case. Also track additional FMLA details.
- Payroll and HR are essentially one module with feature packs eliminating hand-off between Payroll and HR
- Employees can add or update direct deposit information via Employee Self Service
- The system support required documents in ESS. When you make a change, the system will allow for an upload/download of a required document

Community Development

- Both email and letters are stored under the “Send Mail” location
- Every record type has customizable statuses, accessible for filtering
- Streamlined report list with fuzzy search
- Receipts will show the Cash Receipting transaction number
- Complete records are always hidden by default
- Added Certificate of Compliance CO type
- Bonds & Escrows are now separated
- Added Code Enforcement Types
- Billing for Code Enforcements are done through CD, no longer an option to have it billed through MR/AR
- Field inspection is no longer required as any action can be completed in the field

Utility Billing

- Can have workflow for billing adjustments
 - There can be separate workflows for each different type of adjustments
- User definable accounts statuses that tie to new status types
- Improved chart view
- Ability to print rate tiers on bills
- You can select months that bill is sent to alternate address
- Improved capabilities to email customers, can include letters and attachments
- It is now possible to edit and create work orders in the field