



St. Joseph City Commission  
Commission Chambers  
700 Broad Street, St Joseph, MI 49085

**AGENDA**  
**May 12, 2025**  
**6:00 PM**

**This meeting will be held in person: the public can view the meeting by going to Zoom.us on a computer or mobile device, or by calling 312.626.6799 (or 877.853.5247 toll free). Comments will not be received via Zoom; persons wishing to speak should be present in person.**

**Meeting ID: 844 8860 9278**

**Telecommunications relay services to assist individuals with disabilities are available by calling 7-1-1 and providing the meeting information to the relay operator; there is no charge to the caller.**

**Call to Order**

**Announcements**

**Recognition**

1. Fausta Flores Officer of the Year

**Order of Business**

2. Pledge of Allegiance
3. Approval of Agenda
4. Public Comment - For Items on the Consent Agenda or Not on the Agenda - Please Limit Comments to Three Minutes

**Consent Agenda**

5. Regular Meeting Minutes of Monday, April 28, 2025
6. Invoice and Tax Disbursements

**Old Business**

7. Zoning Ordinance Text Amendment - Sections 2.3, 39.3.C and 21.7.C - Mechanical Equipment - City of St. Joseph - Second and Final Reading
8. Parental Leave
9. Public Hearing - 2025-2026 Fiscal Year Budget and Millage Rates
10. Resolution - Fiscal Year 2025-2026 Budget & CIP
11. Resolution - 2025 Appropriations Ordinance - First Reading

**New Business**

12. Sandbar Grille- Sound Ordinance Extension
13. DWSRF Public Hearing

14. FY26 DWSRF Project Plan Amendment Resolution

**City Comments**

15. City Manager Comments

16. City Commission Comments

**Adjournment**



# Agenda Item

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**TO:** Members of the St. Joseph City Commission

**FROM:** Steve Neubecker, Public Safety Director

**RE:** Fausta Flores Officer of the Year

**MEETING DATE:** May 12, 2025

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St. Joseph Public Safety Officer Fausta Flores received the Officer of the Year award from the Benton Harbor/St. Joseph Exchange Club for 2024. PSO Flores came to the City of St. Joseph in 2022 after serving with the Kalamazoo Department of Public Safety.

She has shown exceptional commitment, whether it's going the extra mile on patrol, mentoring newer officers, or stepping up in high pressure situations when others might hesitate. In a profession that demands so much she has consistently delivered more.

She is a shift commander on the night shift and was voted officer of the year by the City of St. Joseph department members.

Minutes of the St. Joseph City Commission Meeting held in Commission Chambers, 700 Broad Street, St. Joseph, MI 49085 on April 28, 2025.

## Call to Order

The meeting was called to order at 6:00 PM by Mayor Brook Thomas

Attendee Name	Title	Status	Arrived
Michele Binkley	Mayor pro tem	Present	
Brook Thomas	Mayor	Present	
Michael Sarola	Commissioner	Present	
Michael Fernandez	Commissioner	Present	
Tess Ulrey	Commissioner	Present	
Emily Hackworth	City Manager	Present	
Laurie Schmidt	City Attorney	Present	
Abby Bishop	City Clerk	Present	

## Announcements

### Order of Business

1. Pledge of Allegiance
2. Approval of Agenda

**MOTION:** To approve the Agenda as presented.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Michael Fernandez, Commissioner
<b>SECONDER:</b>	Tess Ulrey, Commissioner
<b>AYES:</b>	Mayor pro tem Binkley, Mayor Thomas, Commissioner Sarola, Commissioner Fernandez, Commissioner Ulrey

3. Public Comment

Jessica Chabot, a downtown resident, stated she was told there would be a shuttle for downtown residents and wanted to know when that would be available. She expressed concerns about limited parking capacity and believes Special Events should have to pay for any parking spaces they use.

Lisa Miller, owner of Forever Clean Soapworks, read a letter on behalf of 35 downtown business owners, employees, and residents in opposition to the paid parking plan. They believe Pleasant Street should be open all year and made several requests for changes to the current paid parking program.

Brooke Roberts, a Statement Style Lounge employee, said she received 2,586 petition signatures against paid parking.

Kellye Wilson, owner of Perennial Accents and a City resident, opposes paid parking and expressed concern that there will not be enough free parking lot spaces to handle downtown employees.

Cindy Barinholz, owner of State Street Stuff, stated she sent in a four-page letter opposing paid parking. She referenced the Downtown Master Plan and says the number one request was to keep the City's small-town charm, pay boxes are not charming.

Steven Gallagher, a City resident, spoke in opposition to paid parking, the use of tax dollars, and waivers being offered to downtown residents.

Ayden, an employee of Ziker Cleaners, opposes paid parking and expressed concern that their loading zone placards on the street were missing.

Katie Kwon, a City resident, states that she does not think the City needs to prioritize her ability to store her private vehicle on public property, and letting beachgoers park all day downtown is not good for businesses; more emphasis should be placed on walking.

Mary Shine, a City resident, expressed dissatisfaction with the Commission and the decision to use money for paid parking. She also expressed concerns about her daughter, who works downtown, walking far late at night, and about more people crossing Main Street. She thinks residents and employees should get a parking pass.

Alicia Sass, a resident and business owner, stated that 33 parking spaces on Pleasant Street are not charged for and are blocked off each summer, and they are not ADA compliant. She expressed concern about the location of free parking lots and not being able to walk her younger employees to their cars after shifts.

Dan Leung, owner of Lick Sweet Treats, said it is not fair that Pleasant Street is blocked off in the summer, both sides of Main Street should be treated the same and be charged for parking. He also expressed concern beachgoers will still park in the free spots. He suggested blocking off the stairs and ramps on the bluff to deter beachgoers or charging a toll on the stairs for people going up and down.

Shawn Hill, a City resident, expressed concern that paid parking would negatively affect downtown businesses, alienate permanent customers and residents, force employees to walk several blocks late at night with cash, and overcrowd residential areas with people parking along the streets.

Cindy Hagler, a City resident, is concerned about young employees' ability to afford paid parking and the impact on the Library and Whitcomb visitors. She stated how much she pays for taxes and disagrees with having to pay for parking, too.

Wendy from G&M Variety asked where all their employees will park, as the free lots fill up quickly, expressed concern that older customers will not be coming back downtown and will not understand the parking app or the QR codes, and questioned where the money was coming from to pay for the Downtown Ambassadors.

Kim Hostetler, who works at Perennial Accents, opposed paid parking. She stated she has physical limitations and is concerned about walking long distances due to paid parking and limited spaces. She does not want to ask for a parking pass. She said parking has always been an issue, but St Joseph will always be a small beach town with many beach visitors. She encouraged locals to keep coming into the City.

Jill Habouch, the YMCA's Chief Development Officer, thanked the City for hosting the 14th Annual Race for the YMCA 5K and 10K.

Kelly Arnold, Manager of Jewel Fire Diamond Center, opposed the parking plan and suggested parking validation for customers. She expressed concern that people will not come to downtown businesses because of paid parking, and said it is double taxation.

Andy Vescolani, a resident and business manager, opposed paid parking downtown and expressed concerns that it would drive away customers, harm local businesses, and sacrifice the small-town charm.

Rick Molitor, owner of The Market, stated that business owners should advertise their wonderful products and encourage people to visit downtown. Businesses are setting themselves up for failure by not doing so. He stated that paid parking is a fee, not a tax, and no one is required to pay it.

Brianne Shine, an employee at Alley Cuts, opposes paid parking and expressed concern for people crossing Main Street.

Kayla stated she opposes paid parking. People who cannot afford much come to St Joe to enjoy sunsets and see the stores. She expressed concern that paid parking deters those visits and thinks all parking should remain free.

Ryan Katowich, a City resident, stated he is running for City Commission this fall. He believes the paid parking decision will have many unintended consequences and will be a death sentence for the City. Visitors will go to another town. He expressed concern about losing the locals coming downtown and said it was poorly planned. He thinks the parking rates will eventually go up, and paid parking will go to the West side of Main Street.

Tom Gawlik, a City resident and DDA chair, stated that an inordinate amount of time, effort, review, and analysis was spent making sure the plan makes sense. He noted that the positives outweighed the negatives. He asked that everyone give it an opportunity to work, and people will find ways to adapt.

Dale Hagler, resident and former business owner, stated that if paid parking is tried out for a year and does not work, people will remember that and not return. He hopes one year is not a detriment to the City.

Dan, a downtown resident, reviewed the high cost to pay for parking, which ranges from \$1,476 to \$2,952 to park one vehicle downtown for 12 hours during the season; a second vehicle is \$5,900, and a third vehicle is \$8,856. He is concerned about being able to walk long distances and that the free lots will be taken up first by tourists.

Sherry, an employee at Alley Cuts, requested consideration for downtown employees and residents and suggested that the paid parking time frame be reduced from Memorial Day to Labor Day and that a free lot be provided for residents and employees.

Richard Massa, a City resident, suggested the City rent the vacant green space across from Shu's at Pleasant and Lake Boulevard and make it available for parking to downtown employees.

### Consent Agenda

**MOTION:** To approve the Consent Agenda as presented.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Michael Fernandez, Commissioner
<b>SECONDER:</b>	Michele Binkley, Mayor pro tem
<b>AYES:</b>	Mayor pro tem Binkley, Mayor Thomas, Commissioner Sarola, Commissioner Fernandez, Commissioner Ulrey

4. Regular Meeting Minutes of Monday, April 07, 2025  
Approved the Minutes of April 7, 2025, as presented.
5. Invoice and Tax Disbursements

- Approved the invoice and tax disbursements as presented.
6. Quarterly Investment Report PA 20
  7. Set Public Hearing for May 12, 2025 - Proposed Budget and Millage Rates  
Approved to set a Public Hearing for Monday, May 12, 2025, at 6:00 p.m. for the purpose of taking public comments on the proposed 2025-2026 Fiscal Year Budget and the tax millage rates proposed to be levied to support the proposed budget.
  8. 2025 Sewer Rehabilitation Project Award  
Approved to award the 2025 Sewer Rehabilitation Project to Waste Recovery Systems, Inc., in the amount of \$171,976.25, and authorized the City Manager to execute the contract on behalf of the city
  9. Cleveland Avenue Resurfacing Project - MDOT Contract

RESOLUTION 2025-RES-5  
CLEVELAND AVENUE RESURFACING PROJECT - MDOT CONTRACT

**APPROVAL OF MDOT CONTRACT 25-5173/JOB NO. 21088CON  
CLEVELAND AVENUE RESURFACING PROJECT**

WHEREAS, the City of St. Joseph is engaged in a resurfacing project referred to as the Cleveland Avenue Resurfacing Project ("Project"), and

WHEREAS, federal funds will be provided for performance of certain improvements to the Project, such funds being managed and administered by the Michigan Department of Transportation Commission ("MDOT"); and

WHEREAS, the City and MDOT have reached an agreement regarding performance and funding of the Project as set forth in MDOT Contract 25-5173/Job Number 221088CON.

NOW, THEREFORE, BE IT RESOLVED, that the City Commission approves the agreement between the City of St. Joseph and the Michigan Department of Transportation Commission (MDOT Contract 25-5173/Job Number 221088CON) to resurface Cleveland Avenue from Hilltop Road to Lakeshore Drive (BL-94) in the City of St. Joseph and authorize the City Manager and City Clerk to sign the agreement on the City's behalf.

Adopted this 28th day of April, 2025.

BY: \_\_\_\_\_  
Emily W.N. Hackworth, City Manager

ATTEST: \_\_\_\_\_  
Abby Bishop, City Clerk

Approved a Resolution for MDOT Contract 25-5173 to be eligible for Surface Transportation Block Grant funding for the Cleveland Avenue Resurfacing Project and authorized City Manager Hackworth and City Clerk Bishop to sign the agreement on behalf of the City.

10. Special Event Application - St. Joe Farmers Market

- Approved the St. Joe Farmers Market special event application as presented.
11. Special Event Application - Peace Officers Memorial Day Service  
Approved the application for the annual National Peace Officer's Memorial Day Service as requested and authorized the issuance of a special event permit.
  12. Special Event Application - Race for YMCA 5K/10K  
Approved the Race for the YMCA 5K/10K for Saturday, July 29th, as presented, and authorized issuance of a special event permit.
  13. Special Event Application - LECO Fit 4 Fall 5K  
Approved the LECO Fit 4 Fall 5K on Saturday, October 11th, as presented and authorized the issuance of a special event permit.
  14. Vending License - Seasonal - Private Property  
Approved the seasonal vending application from Cassandra Jaros, owner of Lost Coast Shave Ice, for a 2025 Seasonal Vending License to operate on private property in the downtown, subject to completion of the application process and seasonal vendor fee.
  15. Peddler Application  
Approved the Peddler Application from Ethan Snizek, owner of Fox Pest Controls, subject to receipt of additional required vending fees and coordinating specific dates of peddling.
  16. Board Reappointments  
Approved the reappointment of the listed members to their respective boards.

#### Old Business

17. Lighthouse Tours Agreement

**MOTION:** To approve the attached 2025 Lighthouse Tour Agreement with St. Joseph Today, and authorize the City Manager to execute the agreement.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Michael Sarola, Commissioner
<b>SECONDER:</b>	Michael Fernandez, Commissioner
<b>AYES:</b>	Mayor pro tem Binkley, Mayor Thomas, Commissioner Sarola, Commissioner Fernandez, Commissioner Ulrey

18. Continued Discussion - Zoning Ordinance Text Amendment - Section 2.3, 3.9.3.C and 21.7.C - Mechanical Equipment - City of St. Joseph - First Reading

#### ORDINANCE 2025-ORD-4

CONTINUED DISCUSSION - ZONING ORDINANCE TEXT AMENDMENT - SECTION 2.3, 3.9.3.C AND 21.7.C - MECHANICAL EQUIPMENT - CITY OF ST. JOSEPH - FIRST READING

### AN ORDINANCE TO AMEND THE ZONING ORDINANCE OF THE CITY OF ST. JOSEPH, MICHIGAN

**THE CITY OF ST. JOSEPH ORDAINS** that the City of St. Joseph Zoning Ordinance adopted by Chapter 33 of the City of St. Joseph Code of Ordinances and codified as Appendix A is hereby amended as follows:



**1. Article II. “Definitions” Sec. 2.3 “Definitions” is amended to add the following definition:**

*Mechanical equipment* means a system or part of a system installed outside of a structure and utilized to provide control of environmental conditions and related process within a structure. Equipment can include air conditioning units, emergency generators, heat pumps, ductless heat pump (mini-splits), water pumps or other similar items.

**2. Article III. “General Provisions” Sec. 3.9.3.C. “Accessory uses and structures” “Location in Required Setbacks” is amended to read as follows:**

- C. Mechanical equipment may only be located in rear or side yards and may be within rear or side yard setbacks if located at least three feet from rear and side lot lines.

**3. Article XXI. “Nonconforming Uses” Sec. 21.7 “Repairs and Maintenance” is amended to add the following section:**

*21.7. C. Nonconforming Mechanical Equipment.* Mechanical equipment that is nonconforming because it is located less than three feet from an interior side lot line or rear lot line or within the front or secondary front yard may be repaired, maintained, and replaced in its current location, if it meets the following conditions:

1. It is an air conditioning unit, heat pump or ductless heat pump (mini-split); and
2. It does not prevent free ingress or egress from any building, door, window, fire escape, or interfere with an opening required for ventilation; and
3. Any replaced equipment is no closer than one foot from the side or rear lot line than the equipment being replaced; or
4. Any replaced equipment is no closer than one foot from the front or secondary front lot line in the R1-C, R1-D or R1-E Single-Family and R-2 Two Family Residence Districts or no closer than 15 feet from the front or secondary front lot line in the R1-A or R1-B Single-Family Residence District.

The intent of this section is to allow existing nonconforming mechanical equipment to be repaired and maintained in its current location, and to require existing nonconforming mechanical equipment to be replaced in a compliant location unless the mechanical equipment being replaced has a minimal safety, health, or nuisance impact on adjacent properties. Nonconforming mechanical equipment emitting carbon monoxide, fumes, gasses, extreme heat, excessive noise, or creating similar conditions are intentionally omitted and may not be replaced under this section.

All provisions of the Zoning Ordinance of the City of St. Joseph not hereby amended remain in full force and effect.

This ordinance shall take effect 10 days after its final passage.

**MOTION:** To approve the first reading of an Ordinance to amend Article II Section 2.3 Definitions, Article III Section 3.9.3.C and Article XXI Section 21.7.C to define the term mechanical equipment and establish regulations to allow replacement of certain nonconforming

equipment when certain conditions are met in the Zoning Ordinance of the City of St. Joseph, Michigan based on the factors set forth under Section 22.3 of the Zoning Ordinance.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Michele Binkley, Mayor pro tem
<b>SECONDER:</b>	Michael Sarola, Commissioner
<b>AYES:</b>	Mayor pro tem Binkley, Mayor Thomas, Commissioner Sarola, Commissioner Fernandez, Commissioner Ulrey

### New Business

#### 19. Special Event Application - Lest We Forget

**MOTION:** To approve the Lest We Forget, The Sandbox Wars event as requested and to authorize staff to issue a special event permit.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Michael Sarola, Commissioner
<b>SECONDER:</b>	Michael Fernandez, Commissioner
<b>AYES:</b>	Mayor pro tem Binkley, Mayor Thomas, Commissioner Sarola, Commissioner Fernandez, Commissioner Ulrey

#### 20. Parental Leave Policy

City Manager Emily Hackworth presented a Parental Leave Policy. Hackworth proposed 8 weeks of paid leave for new parents at 100% of their salary for full-time employees, who would be eligible after completing a probationary period. She explained that it would have to be taken within 6 months of the qualifying event, which is either the birth or adoption of a child. If the employee does not stay for a year following the completion of the leave, the city would be reimbursed.

Commissioner Binkley stated she was comfortable with a parental leave policy but would like to know more details and more about current employee benefits.

Commissioner Sarola stated the City wants to stay competitive and this is a popular benefit that people are looking for, but suggested looking at the benefits comprehensively; he sees other employers going from 8-12 weeks but not paid. He noted that this is not a one-time offer, and if a person elects to have 4-5 children, the City is potentially paying for up to 32 weeks. This policy seems excessive, and he is not sure it is practical financially. He suggested the policy needs to be rethought.

Hackworth advised that currently, anyone can go on leave with FMLA protections, which protects them for up to 12 weeks, and it can be unpaid, or they can use their sick or vacation time. She advised that employees do have sick time that accrues and can be paid out based on the union or general employees' policies. She stated that it is hard to determine the exact costs because of many different factors. Hackworth offered to run some different cost scenarios. She explained that this policy would allow everyone to preserve their sick/leave balances.

Commissioner Binkley stated that when someone is out on leave, their shift or duties have to be covered and/or overtime paid. Hackworth noted that it can be another expense. Sometimes, overtime will be paid, but in other instances, the person's work is covered by others. Hackworth stated that the most significant payouts the City would see would be from Public Safety overtime and a bigger payout when someone leaves because they did not spend down all of their leave time with parental leave.

Commissioner Fernandez stated that this policy helps the City stay competitive and promotes the City as a place to live, work, and grow. He does not feel that this is very dissimilar from the benefits already offered and is in support of it.

Commissioner Binkley said she would be comfortable with 6 weeks. Hackworth noted that the majority of the comps were 6 weeks, which is a good place to start, as more time can always be added later.

Commissioner Ulrey asked if FMLA could cover that additional time for up to 12 weeks. Hackworth stated yes, FMLA allows a person to take up to 12 weeks off and protects a person's job for up to 12 weeks of unpaid time.

Mayor Thomas inquired about the retroactive nature of this policy to January 1 of this year. Hackworth stated that a number of employees have had babies this year. She noted that the financial costs have been discussed with the Public Safety Director, who had several employees out for births, and there would be no outright costs, but it would restore some leave balances.

Commissioner Binkley asked if this would be for both parents. Hackworth stated that if both parents were employees, it could apply to both.

Commissioner Sarola said he favored the idea, but with the budget discussion coming up and funding shortfalls, this is not the most responsible use of taxpayer dollars; there are a lot of major needs, and he was not in favor of adding another liability. He could possibly support a minimum amount of paid parental leave, possibly a week.

A discussion followed on the differences between parental leave, maternity leave, and paternal leave. Binkley said she would be comfortable with 6 weeks.

Commissioner Ulrey said she understood the budget concerns, but to stay competitive and uphold their values, parental leave should be a benefit that the City offers. She supports 8 weeks but would be willing to go down to 6.

Commissioner Binkley suggested tabling this to allow more time to consider it. Commissioner Sarola agreed and suggested they speak with their constituents on this subject. Commissioner Fernandez stated he was comfortable moving forward with the policy as it is today.

Mayor Thomas asked for more information on the City's annual financial impact. Hackworth stated it was difficult to determine, but noted it would be in the thousands. She explained that a payout cap can be calculated if you assume everyone's at the cap when they leave, which will vary and is something each employee already receives today.

Hackworth stated they want to be competitive and have people come to work and continue to work here. Commissioner Sarola asked if there were any examples of people not coming to work here because this policy was not offered. Hackworth stated she did not have any, but thinks this is something on the minds of some current staff members.

Mayor Thomas said this is a growing and popular attraction and that the employees are one of the City's biggest assets. She feels investing in that asset and approving something like this policy is important.

Commissioner Fernandez motioned to approve as presented, and Commissioner Ulrey supported.

Lisa Katowich, a city resident, stated she was a mother of multiple children and has always worked in the corporate world. She said it was her family's responsibility to be fiscally responsible for their money and family planning, and would not expect anyone else to pay for that. She inquired about the unknown expense this would cause, the impact on people who would not get to use this benefit, and the financial impact to the City.

Shawn Hill, a city resident, stated that most companies do not work on what the cost might be, and the expense should be figured out first. He feels this is a bad decision, and decisions like these may be why the City has paid parking. He stated the Commission owes it to the taxpayers to come up with the numbers first.

Vicky Wade, a city resident, stated she was shocked the commission was making this decision so fast. She agrees with Ms. Katowich and Mr. Hill's comments, and with Commissioner Sarola that more time is needed to discuss this and talk to residents.

Commissioner Binkley stated that she is for paid parental leave policy, but not the 8 weeks, and would also like more time to discuss and think about it.

Commissioner Sarola stated that if there are inequities in pay and benefit packages, there are other ways to address them in a quantifiable way, such as paying more. The number for parental leave is hard to capture, and all the due diligence could not produce an accurate assessment. It should not be a situation where you are not allowed the same benefits as somebody else. It's equal for everyone if it is addressed in the salary.

Commissioner Fernandez stated they know how much they would pay them, at most 8 weeks per individual, as proposed. Sarola noted that you cannot determine who will use it.

Hackworth stated that she and the Finance Director can calculate different scenarios and provide worst-case and mid-range scenarios, and thinks this will be more cost-effective than dealing with it through pay.

Discussions continued whether to table this to allow more time for the Commission to think, discuss with constituents, and try to reach a closer agreement.

Commissioner Fernandez withdrew his motion and requested that this item be brought back to the next meeting.

Hackworth stated that she and the Finance Director will do some modeling and return with some numbers for the next meeting.

**MOTION:** To adopt a parental leave policy as detailed in the attached summary, effective January 1, 2025, and instruct City staff to draft corresponding language to be added to the City's Personnel Policy Manual, upon review and approval of the City Manager and City Attorney.

<b>RESULT:</b>	<b>WITHDRAWN</b>
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21. Inspection Department Changes to Residential Rental Program and Approval of Changes to FY 25 Fee Schedule

Community Development Director Kristen Gundersen introduced the Inspection Department changes to the Residential Rental Program and requested fee changes for fiscal year 2025. Gundersen presented a slideshow explaining the program's history, which dates back to the 1970s. She explained how firefighters completed the inspections, which are now all by public safety

officers, but with limited availability and unforeseen emergencies that arise, cancellations have occurred. The Public Safety Officers voted at a union meeting to give up their \$1000 stipend so they would no longer have to do this program. Gundersen stated that the Inspection Department recommends that a third-party contractor administer the residential rental registration program. This is very similar to the plumbing, electrical, and mechanical contractors who get 80% of the fees. She noted they plan to start by July 1<sup>st</sup>.

Gundersen also described requested fee schedules that were missed earlier this year. She explained that, first, they are requesting approval to combine the rental inspection fee and re-inspection fee and rely on one fee structure for monthly rentals, \$75/1st unit + \$40/each additional unit in a single building. Second, they recommend approval of combining the rental inspection fee and re-inspection fee while increasing both fees by \$10 to \$85/1st unit + \$50/each additional unit in a single building. The third change is for different fees associated with expired permits. Staff recommends removing the three lines associated with past due notices and paying a new rental registration fee of \$100.

Commissioner Binkley clarified that they were not asking for the Commission's approval for the inspection department changes. City Manager Emily Hackworth explained that it does not need approval because it is a staffing decision, but they do need to approve the fee schedule changes. Hackworth noted they want to know if there are any concerns the Commission may have. Binkley stated she did not see any downside to it.

Commissioner Fernandez stated that this is a more responsible use of staff time and further ensures that the right person is doing the right job. He said that Public Safety Officers do a lot already, and inspecting rental units is not the most efficient and effective use of their time. Hackworth stated it's a legacy of when the fire department used to do it, and that department is now gone. It does not align with today's model.

Commissioner Sarola asked if the inspector would be an employee exclusively of the City or if it would be like the electrical inspector working for multiple municipalities. Gundersen stated it would be similar to the electrical inspector, and they would receive a 1099 form. Sarola asked if the person would get paid for training. Gundersen stated no. She also explained that this would allow the contractor to work on Saturdays or when people are available. Sarola noted that there should be a reasonable time period written in that the inspector must respond in a timely manner.

City Attorney Laurie Schmidt stated that this would be an independent contractor relationship. They have the ability to do work for other entities, and if there is a requirement for responsiveness, that can be written into the agreement. Hackworth agreed and stated that it should be written into all the agreements, and there is room to improve on the current model. Sarola stated he would favor this if that guarantee were written in.

Mayor Thomas asked if someone from City staff would monitor this program. Hackworth stated that this would follow the current process, and the inspector would come to the Inspections Department and check in with staff to get their assignments. She said they want to modernize this process a bit more. Hackworth explained that their inspections go through the City's system, and staff are the ones who issue the permits.

Commissioner Sarola stated that this should include some type of review period to address any complaints or failure to meet timelines.

George Bucher, a City resident, wanted to know how this would connect to the Property Maintenance Program. Hackworth stated that these are two separate functions; the inspector will

need to understand the property maintenance program to make the correct referrals, but it would not be their role.

**MOTION:** To approve amending the City of St. Joseph FY 25 Fee Schedule as it relates to the Residential Rental Property Program as attached and effective immediately.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Michele Binkley, Mayor pro tem
<b>SECONDER:</b>	Michael Fernandez, Commissioner
<b>AYES:</b>	Mayor pro tem Binkley, Mayor Thomas, Commissioner Sarola, Commissioner Fernandez, Commissioner Ulrey

22. Public Works Garage

**MOTION:** To accept the proposal from The Rienks Group of Granger, IN for the construction of a storage garage on the Public Works site in the amount of \$349,929.11, to be paid from the Capital Improvement fund and authorize the City Manager to execute the appropriate documents on behalf of the City.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Michael Fernandez, Commissioner
<b>SECONDER:</b>	Tess Ulrey, Commissioner
<b>AYES:</b>	Mayor pro tem Binkley, Mayor Thomas, Commissioner Sarola, Commissioner Fernandez, Commissioner Ulrey

## Reports

23. Update on City Commissioner Election

City Clerk Abby Bishop advised of the City Commission Election this year, with three open seats. She explained that six eligible candidates filed by the April 22, 2025, deadline, and there would be no Primary Election. She stated the General Election will be on November 4, 2025.

## City Comments

24. City Manager Comments

City Manager Emily Hackworth wished Steve Neubecker, the Director of Public Works, a Happy Birthday. She also praised HR personnel, Samantha Winnell, for all her work with new hires.

25. City Commission Comments

Commissioner Fernandez stated he had passed a baseball game at the newly renovated Dickinson Park, which is an exciting achievement for the community.

Commissioner Binkley stated there was a lot of misinformation and not many people in support of the parking plan, even though she has heard from hundreds of people supporting it. She said they have worked hard on the plan and will certainly be tweaking it. They will be present every day, and she wants to encourage everyone to shop downtown. She said she loves the businesses and wants to make sure people come downtown.

Mayor Thomas agreed with Commissioner Binkley and said hundreds of hours have gone into the paid parking plan, and it was not a frivolous decision that was made.

Mayor Thomas said she, the City's Public Safety Director, and the City Manager toured the County building for an information session on emergency management. She is very thankful to Rocky Adams for that experience.



### Reset Room for Study Session

Meeting was recessed at 8:08 PM to reset the room for a study session.

### Study Session

#### 26. FY26 Budget Study Session - Draft Budget

City Finance Director Ben Reynnells presented the draft Fiscal Year 2026 budget. He will receive final numbers from the County in May and amend the draft budget accordingly. He highlighted the overall changes to each fund from the current fiscal year and where the funds will be by the end of the next fiscal year. Reynnells discussed the budget statistics, personnel changes, taxes, and revenue and expenses from the general fund, major street fund, local street fund, municipal street fund, general debt service fund, capital projects fund, sewer and water system, city water, motor pool, and health care funds. Discussions ensued.

### Closed Session

#### 27. Request for Closed Session- City Manager Evaluation

**MOTION:** To enter into a closed session to consider the personnel evaluation of City Manager Emily Hackworth at Manager Hackworth's written request in accordance with MCL 15.268(a).

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Michele Binkley, Brook Thomas
<b>SECONDER:</b>	Tess Ulrey, Commissioner
<b>AYES:</b>	Mayor pro tem Binkley, Mayor Thomas, Commissioner Sarola, Commissioner Fernandez, Commissioner Ulrey

Closed session began at 9:16 PM.

#### 28. Return to Open Session

**MOTION:** Motion to return to open session.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Michael Fernandez, Commissioner
<b>SECONDER:</b>	Michele Binkley, Mayor pro tem
<b>AYES:</b>	Mayor pro tem Binkley, Mayor Thomas, Commissioner Sarola, Commissioner Fernandez, Commissioner Ulrey

Open session began at 10:35 PM.

### Adjournment

The meeting was closed at 10:36 PM

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Presiding Officer

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City Clerk/ Recording Secretary



# Agenda Item

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**TO:** Members of the St. Joseph City Commission

**FROM:** Ben Reynnells, Finance Director

**RE:** Invoice and Tax Disbursements

**MEETING DATE:** May 12, 2025

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As part of the consent agenda, please consider approval of the following invoices and disbursements from April 24, 2025, through May 7, 2025.

Regular invoices: \$1,403,237.43

Tax disbursements: \$0.00

Total disbursed: \$1,403,237.43

*Action requested:* Motion to approve, as part of the consent agenda, cash disbursements, as presented.

**ATTACHMENTS:**

- EXP CHECK RUN DATES 04-24-2025 TO 05-07-2025 (PDF)



EXP CHECK RUN DATES 04/24/2025 - 05/07/2025

GL Number	Vendor	Invoice Desc.	Amount
Fund 101 General Fund			
Dept 172.000 City Manager			
101-172.000-717.000	RELIANCE STANDARD LIFE INSURANCE CO	MAY 2025 LIFE INSURANCE	69.00
		Total For Dept 172.000 City Manager	69.00
Dept 215.000 City Clerk			
101-215.000-717.000	RELIANCE STANDARD LIFE INSURANCE CO	MAY 2025 LIFE INSURANCE	14.60
101-215.000-860.000	BCCA C/O TINA BERGMAN	BCCA CLERKING 101	50.00
101-215.000-900.000	HERALD-PALLADIUM	PUBLIC HEARING PUBLICATION	132.00
		Total For Dept 215.000 City Clerk	196.60
Dept 235.000 Central Purchasing			
101-235.000-740.000	DOUBLEDAY OFFICE PRODUCTS	SUPPLIES - CITY HALL	52.82
101-235.000-740.000	DOUBLEDAY OFFICE PRODUCTS	SUPPLIES - CITY HALL	14.44
101-235.000-740.000	MAIL MANAGEMENT, INC.	CERTIFIED MAIL LABELS	25.00
101-235.000-740.000	DOUBLEDAY OFFICE PRODUCTS	SUPPLIES - CITY HALL	58.10
		Total For Dept 235.000 Central Purchasing	150.36
Dept 253.000 City Treasurer			
101-253.000-717.000	RELIANCE STANDARD LIFE INSURANCE CO	MAY 2025 LIFE INSURANCE	41.00
101-253.000-941.100	BS & A SOFTWARE	ANNUAL MAINTENANCE FOR MR	1,155.00
		Total For Dept 253.000 City Treasurer	1,196.00
Dept 257.000 City Assessor			
101-257.000-717.000	RELIANCE STANDARD LIFE INSURANCE CO	MAY 2025 LIFE INSURANCE	10.14
101-257.000-740.000	DOUBLEDAY OFFICE PRODUCTS	SUPPLIES - CITY HALL	43.66
		Total For Dept 257.000 City Assessor	53.80
Dept 262.000 Elections			
101-262.000-717.000	RELIANCE STANDARD LIFE INSURANCE CO	MAY 2025 LIFE INSURANCE	10.40
		Total For Dept 262.000 Elections	10.40
Dept 265.000 Buildings & Grounds			
101-265.000-717.000	RELIANCE STANDARD LIFE INSURANCE CO	MAY 2025 LIFE INSURANCE	10.80
101-265.000-740.000	BIG C LUMBER	PARKS BREAK ROOM	924.86
101-265.000-740.000	BIG C LUMBER	FINANCE CHARGER FOR INV 2208422	9.57
101-265.000-740.000	DOUBLEDAY OFFICE PRODUCTS	SUPPLIES - CITY HALL	118.54
101-265.000-740.000	LEEP'S SUPPLY CO., INC.	REST ROOM PARTS	391.22
101-265.000-740.000	LEEP'S SUPPLY CO., INC.	REST ROOM REPAIRS	(39.25)
101-265.000-740.000	LOWE'S HOME CENTERS, LLC	PROJECT SUPPLIES	100.76
101-265.000-740.000	ACE HARDWARE	TOOLS & SUPPLIES	64.21
101-265.000-740.000	ACE HARDWARE	TOOLS & SUPPLIES	36.88

Attachment: EXP CHECK RUN DATES 04-24-2025 TO 05-07-2025 (10773 : Invoice and Tax Disbursements)

## EXP CHECK RUN DATES 04/24/2025 - 05/07/2025

GL Number	Vendor	Invoice Desc.	Amount
101-265.000-740.000	KSS ENTERPRISES	CLEANING SUPPLIES	1,775.90
101-265.000-740.000	LEEP'S SUPPLY CO., INC.	PLUMBING REPAIRS	326.73
101-265.000-740.000	LEEP'S SUPPLY CO., INC.	PLUMBING REPAIRS	544.95
101-265.000-850.000	TELNET WORLDWIDE	BILL DATE 04-15-2025	707.16
101-265.000-850.000	VERIZON WIRELESS	BILL PERIOD 03-24-2025 TO 04-23-2025	81.51
101-265.000-920.000	MICHIGAN GAS UTILITIES	ACCT #0505563219-00006	1,450.79
101-265.000-931.000	ALLIED MECHANICAL SERVICES, INC.	CONTRACT PAYMENT	648.00
101-265.000-931.000	ALLIED MECHANICAL SERVICES, INC.	CONTRACT PAYMENT	120.00
101-265.000-931.000	ALLIED MECHANICAL SERVICES, INC.	CONTRACT PAYMENT	324.50
101-265.000-931.000	ENERCO SPECIALTY CHEMICAL	CONTRACT PAYMENT	225.00
		Total For Dept 265.000 Buildings & Grounds	7,822.13
Dept 266.000 City Attorney			
101-266.000-717.000	RELIANCE STANDARD LIFE INSURANCE CO	MAY 2025 LIFE INSURANCE	20.00
101-266.000-860.000	SCHMIDT, LAURIE	MILEAGE RIMBURSEMENT - PLYMOUTH EMPLOYMENT SEMINAR	389.76
		Total For Dept 266.000 City Attorney	409.76
Dept 270.000 Personnel			
101-270.000-717.000	RELIANCE STANDARD LIFE INSURANCE CO	MAY 2025 LIFE INSURANCE	12.00
101-270.000-850.000	VERIZON WIRELESS	BILL PERIOD 03-24-2025 TO 04-23-2025	(32.10)
101-270.000-860.000	WINNELL, SAMANTHA	MILEAGE REIMBURSEMENT - PLYMOUTH EMPLOYMENT SEMINAR	389.76
		Total For Dept 270.000 Personnel	369.66
Dept 336.000 Fire Department			
101-336.000-717.000	RELIANCE STANDARD LIFE INSURANCE CO	MAY 2025 LIFE INSURANCE	417.40
101-336.000-740.000	ACE HARDWARE	SUPPLIES	16.35
101-336.000-776.000	DINGES FIRE COMPANY	GAS METERS	972.18
101-336.000-850.000	AT&T MOBILITY	CELL PHONES AND TABLETS	397.66
101-336.000-920.000	MICHIGAN GAS UTILITIES	ACCT #0505563219-00003	697.81
101-336.000-930.000	MACQUARIE EQUIPMENT CAPITAL INC.	MONTHLY MAINTENANCE	78.99
		Total For Dept 336.000 Fire Department	2,580.39
Dept 345.000 Public Safety Department			
101-345.000-717.000	RELIANCE STANDARD LIFE INSURANCE CO	MAY 2025 LIFE INSURANCE	20.46
101-345.000-740.000	AMAZON CAPITAL SERVICES	PENS	12.08
101-345.000-740.000	DOUBLEDAY OFFICE PRODUCTS	PAPER	49.00
101-345.000-740.000	QUILL CORPORATION	OFFICE SUPPLIES	226.06
101-345.000-740.000	QUILL CORPORATION	OFFICE SUPPLIES	44.99
101-345.000-801.000	HARBOR TOWING AND RECOVERY, LLC	CAR #3	135.00
101-345.000-850.000	AT&T MOBILITY	CELL PHONES AND TABLETS	1,057.28
101-345.000-860.000	ALSUP, PRESTON	TRAINING ALLOWANCE	51.00
101-345.000-860.000	BLASKIE, DUSTIN	TRAINING ALLOWANCE	306.00
101-345.000-860.000	BLASKIE, DUSTIN	TRAINING ALLOWANCE	374.00

EXP CHECK RUN DATES 04/24/2025 - 05/07/2025

GL Number	Vendor	Invoice Desc.	Amount
101-345.000-860.000	JAMES D. HAUSMANN	BERRIEN COUNTY SPORTSMAN'S CLUB - FIREARMS RANGE	450.00
101-345.000-860.000	KOTECKI, BRENT	TRAINING ALLOWANCE	374.00
101-345.000-860.000	LAYLON, ANDREW	TRAINING ALLOWANCE	51.00
101-345.000-860.000	MILLER, MICHAEL	TRAINING ALLOWANCE	102.00
101-345.000-860.000	NORTHUP, DAN	TRAINING ALLOWANCE	51.00
101-345.000-860.000	TARNOWSKI, JARVIS	TRAINING ALLOWANCE	102.00
101-345.000-860.000	BLEYTHING, SARAH	MILEAGE REIMBURSEMENT	175.54
101-345.000-930.000	C. WIMBERLEY FORD	CAR #13	60.68
101-345.000-930.000	DORRANCE FORD, LLC	CAR #3	1,080.64
101-345.000-930.000	MACQUARIE EQUIPMENT CAPITAL INC.	MONTHLY MAINTENANCE	104.00
101-345.000-930.000	MACQUARIE EQUIPMENT CAPITAL INC.	MONTHLY MAINTENANCE	79.00
101-345.000-930.000	TELE-RAD INC.	MONTHLY MAINTENANCE	346.40
		Total For Dept 345.000 Public Safety Department	5,252.13
Dept 371.000 Building Inspection Department			
101-371.000-717.000	RELIANCE STANDARD LIFE INSURANCE CO	MAY 2025 LIFE INSURANCE	17.00
101-371.000-850.000	VERIZON WIRELESS	BILL PERIOD 03-24-2025 TO 04-23-2025	128.23
		Total For Dept 371.000 Building Inspection Department	145.23
Dept 372.000 Code Enforcement Department			
101-372.000-717.000	RELIANCE STANDARD LIFE INSURANCE CO	MAY 2025 LIFE INSURANCE	49.00
101-372.000-850.000	VERIZON WIRELESS	BILL PERIOD 03-24-2025 TO 04-23-2025	82.12
101-372.000-900.000	HERALD-PALLADIUM	HERALD PALLADIUM GRASS AND WEED AD	120.75
		Total For Dept 372.000 Code Enforcement Department	251.87
Dept 441.000 Public Works Department			
101-441.000-920.000	MICHIGAN GAS UTILITIES	ACCT #0505563219-00001	1,336.63
		Total For Dept 441.000 Public Works Department	1,336.63
Dept 442.000 Asset Management			
101-442.000-801.000	COREWELL HEALTH CLIENT BILLING	PRE-EMPLOYMENT	52.00
101-442.000-850.000	VERIZON WIRELESS	BILL PERIOD 03-24-2025 TO 04-23-2025	216.06
		Total For Dept 442.000 Asset Management	268.06
Dept 447.000 City Engineer			
101-447.000-717.000	RELIANCE STANDARD LIFE INSURANCE CO	MAY 2025 LIFE INSURANCE	19.80
101-447.000-850.000	VERIZON WIRELESS	BILL PERIOD 03-24-2025 TO 04-23-2025	137.72
		Total For Dept 447.000 City Engineer	157.52
Dept 721.000 Community Development			
101-721.000-717.000	RELIANCE STANDARD LIFE INSURANCE CO	MAY 2025 LIFE INSURANCE	13.00
		Total For Dept 721.000 Community Development	13.00

Attachment: EXP CHECK RUN DATES 04-24-2025 TO 05-07-2025 (10773 : Invoice and Tax Disbursements)

EXP CHECK RUN DATES 04/24/2025 - 05/07/2025

GL Number	Vendor	Invoice Desc.	Amount
Dept 728.000 Economic Development			
101-728.000-717.000	RELIANCE STANDARD LIFE INSURANCE CO	MAY 2025 LIFE INSURANCE	26.00
		Total For Dept 728.000 Economic Development	26.00
Dept 740.000 Communications			
101-740.000-886.000	ART & IMAGE	SIGNS	900.00
		Total For Dept 740.000 Communications	900.00
Dept 751.000 Parks/Recreation			
101-751.000-717.000	RELIANCE STANDARD LIFE INSURANCE CO	MAY 2025 LIFE INSURANCE	79.50
101-751.000-740.000	ACE HARDWARE	DRILL BITS	26.98
101-751.000-740.000	ACE HARDWARE	WOOD STAKES	25.85
101-751.000-740.000	ACE HARDWARE	LATCH	5.03
101-751.000-740.000	ACE HARDWARE	DRILL BITS	19.77
101-751.000-740.000	ACE HARDWARE	GRABBERS/HARDWARE	156.72
101-751.000-740.000	LOWE'S HOME CENTERS, LLC	PLUMBING SUPPLIES	75.75
101-751.000-740.000	LOWE'S HOME CENTERS, LLC	LUMBER	20.65
101-751.000-740.000	LOWE'S HOME CENTERS, LLC	PLUMBING PARTS/HEADLAMPS	36.24
101-751.000-740.000	MID-COUNTY LAWN & GARDEN	PUSH MOWER	339.00
101-751.000-740.000	PRIM, GILGAMESH	CLOTHING ALLOWANCE	100.00
101-751.000-740.000	ACE HARDWARE	PAINT SUPPLIES	578.55
101-751.000-740.000	ACE HARDWARE	PLUMBING SUPPLIES	1.78
101-751.000-740.000	ACE HARDWARE	PLUMBING SUPPLIES	11.32
101-751.000-740.000	ACE HARDWARE	PLUMBING SUPPLIES	12.19
101-751.000-740.000	ACE HARDWARE	EAR PROTECTION	30.58
101-751.000-740.000	KACHUR TREE SERVICE	MULCH	1,675.00
101-751.000-850.000	VERIZON WIRELESS	BILL PERIOD 03-24-2025 TO 04-23-2025	173.73
101-751.000-930.000	T2 SYSTEMS CANADA INC.	DIGITAL IRIS SERVICE	390.00
101-751.000-964.000	TODD, KARLEANA	REFUND - BANDSHELL CANCELLATION	500.00
		Total For Dept 751.000 Parks/Recreation	4,258.64
Dept 756.000 Recreation Programs			
101-756.000-850.000	VERIZON WIRELESS	BILL PERIOD 03-24-2025 TO 04-23-2025	45.50
		Total For Dept 756.000 Recreation Programs	45.50
Dept 757.000 Ice Arena Operations			
101-757.000-717.000	RELIANCE STANDARD LIFE INSURANCE CO	MAY 2025 LIFE INSURANCE	12.20
101-757.000-740.000	LINDE GAS & EQUIPMENT INC.	PROPANE SERVICE	66.04
101-757.000-740.000	O' REILLY AUTO PARTS	TAPE	5.98
101-757.000-920.000	MICHIGAN GAS UTILITIES	ACCT #0505563219-00009	342.46
101-757.000-920.000	MICHIGAN GAS UTILITIES	ACCT #0505563219-00010	638.06
		Total For Dept 757.000 Ice Arena Operations	1,064.74

Attachment: EXP CHECK RUN DATES 04-24-2025 TO 05-07-2025 (10773 : Invoice and Tax Disbursements)

EXP CHECK RUN DATES 04/24/2025 - 05/07/2025

GL Number	Vendor	Invoice Desc.	Amount
Total For Fund 101 General Fund			26,577.42
Fund 202 Major Street Fund			
Dept 445.000 Public Drains			
202-445.000-801.000	SPICER GROUP	NPDES COMPLIANCE	1,083.35
		Total For Dept 445.000 Public Drains	1,083.35
Dept 449.000 Roads, Streets, Bridges - ACT 51			
202-449.000-740.000	JIM SCHUHKNECHT	TOP SOIL	600.00
202-449.000-801.000	CREATIVE LANDSCAPING	MOWING	809.12
202-449.000-801.000	DOGWOOD HILLS TREE FARM	TREE PLANTING	520.00
		Total For Dept 449.000 Roads, Streets, Bridges - ACT 51	1,929.12
Dept 474.000 Traffic Services			
202-474.000-740.000	DORNBOS SIGN & SAFETY INC	SIGN MATERIALS	792.00
		Total For Dept 474.000 Traffic Services	792.00
		Total For Fund 202 Major Street Fund	3,804.47
Fund 203 Local Street Fund			
Dept 445.000 Public Drains			
203-445.000-801.000	SPICER GROUP	NPDES COMPLIANCE	1,083.35
		Total For Dept 445.000 Public Drains	1,083.35
Dept 449.000 Roads, Streets, Bridges - ACT 51			
203-449.000-717.000	RELIANCE STANDARD LIFE INSURANCE CO	MAY 2025 LIFE INSURANCE	107.00
203-449.000-740.000	ACE HARDWARE	SHOP SUPPLIES	12.58
203-449.000-740.000	ACE HARDWARE	BAGGED CONCRETE FOR SIGN	12.58
203-449.000-740.000	HIGH GRADE MATERIALS CO.	SIDEWALK REPAIR	486.50
203-449.000-740.000	LOWE'S HOME CENTERS, LLC	FORM BOARDS	56.70
203-449.000-740.000	ACE HARDWARE	TOOLS AND GLOVES	82.95
203-449.000-801.000	CREATIVE LANDSCAPING	MOWING	524.25
203-449.000-801.000	DOGWOOD HILLS TREE FARM	TREE PLANTING	7,434.00
203-449.000-850.000	VERIZON WIRELESS	BILL PERIOD 03-24-2025 TO 04-23-2025	91.61
		Total For Dept 449.000 Roads, Streets, Bridges - ACT 51	8,808.17
Dept 474.000 Traffic Services			
203-474.000-717.000	RELIANCE STANDARD LIFE INSURANCE CO	MAY 2025 LIFE INSURANCE	8.06
203-474.000-740.000	ART & IMAGE	SIGNS	180.00
203-474.000-740.000	GRIMCO, INC.	HP PRINTER PAPER	324.26
203-474.000-740.000	HUTTENGA, LEE	CLOTHING REIMBURSEMENT	262.64
		Total For Dept 474.000 Traffic Services	774.96

Attachment: EXP CHECK RUN DATES 04-24-2025 TO 05-07-2025 (10773 : Invoice and Tax Disbursements)

EXP CHECK RUN DATES 04/24/2025 - 05/07/2025

GL Number	Vendor	Invoice Desc.	Amount
Total For Fund 203 Local Street Fund			10,666.48
Fund 209 Cemetery Fund			
Dept 567.000 Cemetery Operatings			
209-567.000-717.000	RELIANCE STANDARD LIFE INSURANCE CO	MAY 2025 LIFE INSURANCE	22.20
209-567.000-740.000	KENDALL ELECTRIC INC	SERVICE RELOCATE PROJECT	71.84
209-567.000-801.000	CREATIVE LANDSCAPING	MOWING	1,089.91
209-567.000-801.000	DOGWOOD HILLS TREE FARM	TREE PLANTING	2,365.00
209-567.000-850.000	TELNET WORLDWIDE	BILL DATE 04-15-2025	14.73
209-567.000-920.000	MICHIGAN GAS UTILITIES	ACCT #0504619643-00001	161.72
Total For Dept 567.000 Cemetery Operatings			3,725.40
Total For Fund 209 Cemetery Fund			3,725.40
Fund 226 Rubbish Collection Fund			
Dept 521.000 Sanitation/Solid Waste			
226-521.000-717.000	RELIANCE STANDARD LIFE INSURANCE CO	MAY 2025 LIFE INSURANCE	22.20
226-521.000-804.000	WM CORPORATE SERVICES	RESIDENTIAL RUBBISH	1,869.37
226-521.000-804.200	STEVENSVILLE TRANSFER STATION-3246	TRASH DUMPING	2,423.47
Total For Dept 521.000 Sanitation/Solid Waste			4,315.04
Total For Fund 226 Rubbish Collection Fund			4,315.04
Fund 248 Downtown Development Authority Fund			
Dept 730.000 Downtown Development			
248-730.000-740.000	KACHUR TREE SERVICE	MULCH	500.00
Total For Dept 730.000 Downtown Development			500.00
Total For Fund 248 Downtown Development Authority Fund			500.00
Fund 264 Law Enforcement Training Fund			
Dept 301.000 Police Group			
264-301.000-543.000	WEST MICHIGAN CRIMINAL JUSTICE	SPRING 2025 DISTRIBUTION	1,581.12
Total For Dept 301.000 Police Group			1,581.12
Total For Fund 264 Law Enforcement Training Fund			1,581.12
Fund 271 Library Fund			
Dept 790.000 Library			
271-790.000-717.000	RELIANCE STANDARD LIFE INSURANCE CO	MAY 2025 LIFE INSURANCE	58.74
271-790.000-740.000	DOUBLEDAY OFFICE PRODUCTS	CREDIT - LIBRARY	(49.00)
271-790.000-740.000	KSS ENTERPRISES	CLEANING SUPPLIES	140.58

Attachment: EXP CHECK RUN DATES 04-24-2025 TO 05-07-2025 (10773 : Invoice and Tax Disbursements)

EXP CHECK RUN DATES 04/24/2025 - 05/07/2025

GL Number	Vendor	Invoice Desc.	Amount
271-790.000-740.000	DEMCO EDUCATIONAL CORPORATION	COLLECTION SUPPLIES	228.51
271-790.000-740.000	DOUBLEDAY OFFICE PRODUCTS	OFFICE SUPPLIES - LIBRARY	49.00
271-790.000-740.000	INGRAM LIBRARY SERVICES	COLLECTION SUPPLIES	79.89
271-790.000-780.000	BAKER & TAYLOR BOOKS	ADULT FIC COLLECTION	29.14
271-790.000-780.000	BAKER & TAYLOR BOOKS	CHILDREN FIC COLLECTION	9.71
271-790.000-780.000	INGRAM LIBRARY SERVICES	ADULT FIC COLLECTION	46.42
271-790.000-780.000	INGRAM LIBRARY SERVICES	ADULT NFIC COLLECTION	38.33
271-790.000-780.000	INGRAM LIBRARY SERVICES	YOUNG ADULT COLLECTION	37.77
271-790.000-780.000	INGRAM LIBRARY SERVICES	YOUNG ADULT COLLECTION	10.79
271-790.000-780.000	INGRAM LIBRARY SERVICES	ADULT NFIC COLLECTION	16.20
271-790.000-780.000	INGRAM LIBRARY SERVICES	ADULT FIC COLLECTION	63.15
271-790.000-780.000	INGRAM LIBRARY SERVICES	ADULT NFIC COLLECTION	21.59
271-790.000-780.000	INGRAM LIBRARY SERVICES	ADULT NFIC COLLECTION	32.40
271-790.000-780.000	INGRAM LIBRARY SERVICES	YOUNG ADULT COLLECTION	10.79
271-790.000-780.000	INGRAM LIBRARY SERVICES	CHILDREN NFIC COLLECTION	166.93
271-790.000-780.000	INGRAM LIBRARY SERVICES	ADULT NFIC COLLECTION	17.81
271-790.000-780.000	INGRAM LIBRARY SERVICES	ADULT FIC COLLECTION	15.65
271-790.000-780.000	INGRAM LIBRARY SERVICES	YOUNG ADULT COLLECTION	11.77
271-790.000-780.000	INGRAM LIBRARY SERVICES	CHILDREN'S NFIC COLLECTION	14.29
271-790.000-780.000	INGRAM LIBRARY SERVICES	YOUNG ADULT COLLECTION	21.58
271-790.000-780.000	INGRAM LIBRARY SERVICES	ADLT NFIC COLLECTION	24.28
271-790.000-780.000	INGRAM LIBRARY SERVICES	ADULT FIC COLLECTION	143.06
271-790.000-780.000	INGRAM LIBRARY SERVICES	CHILDREN FIC COLLECTION	139.49
271-790.000-780.000	AMAZON CAPITAL SERVICES	ADULT FIC COLLECTION	26.45
271-790.000-780.000	INGRAM LIBRARY SERVICES	CHILDREN'S NFIC COLLECTION	35.91
271-790.000-780.000	INGRAM LIBRARY SERVICES	CHILDREN'S FIC COLLECTION	66.31
271-790.000-780.000	INGRAM LIBRARY SERVICES	CHILDREN'S FIC COLLECTION	18.37
271-790.000-780.000	INGRAM LIBRARY SERVICES	CHILDREN'S FIC COLLECTION	9.71
271-790.000-780.000	INGRAM LIBRARY SERVICES	YOUNG ADULT COLLECTION	10.25
271-790.000-780.000	INGRAM LIBRARY SERVICES	ADULT NFIC COLLECTION	17.28
271-790.000-780.000	INGRAM LIBRARY SERVICES	ADULT FIC COLLECTION	214.89
271-790.000-780.000	INGRAM LIBRARY SERVICES	CHILDRENS FIC COLLECTION	6.39
271-790.000-780.000	INGRAM LIBRARY SERVICES	ADULT FIC COLLECTION	16.20
271-790.000-780.000	INGRAM LIBRARY SERVICES	ADULT FIC COLLECTION	15.12
271-790.000-780.000	INGRAM LIBRARY SERVICES	YOUNG ADULT COLLECTION	61.58
271-790.000-780.000	INGRAM LIBRARY SERVICES	CHILDREN'S NFIC COLLECTION	117.94
271-790.000-780.000	INGRAM LIBRARY SERVICES	CHILDREN'S - CAROL DREWS	52.03
271-790.000-850.000	TELNET WORLDWIDE	BILL DATE 04-15-2025	162.06
271-790.000-885.000	AMAZON CAPITAL SERVICES	SPECIAL PROGRAM SUPPLIES	58.50
271-790.000-885.000	DYNAMIC SCHOOL ASSEMBLIES INC.	SRP-HULA HOOP PARTY	495.00
271-790.000-885.000	DYNAMIC SCHOOL ASSEMBLIES INC.	SRP - SCIENCE OF MUSIC	495.00
271-790.000-885.000	JIM HERM	PRESENTATION PAYMENT	150.00
271-790.000-920.000	MICHIGAN GAS UTILITIES	ACCT #0505563219-00005	752.12

Attachment: EXP CHECK RUN DATES 04-24-2025 TO 05-07-2025 (10773 : Invoice and Tax Disbursements)

EXP CHECK RUN DATES 04/24/2025 - 05/07/2025

GL Number	Vendor	Invoice Desc.	Amount
271-790.000-930.000	ROSE PEST SOLUTIONS	CANINE INSPECTION	259.00
271-790.000-930.000	VESTIS SERVICES, LLC	SEASONAL RUG RENTAL	34.65
271-790.000-930.000	VESTIS SERVICES, LLC	SEASONAL RUG RENTAL	34.65
		Total For Dept 790.000 Library	4,488.28
		Total For Fund 271 Library Fund	4,488.28
Fund 401 Capital Projects Fund			
Dept 265.122 Facilities Carpet Replacement			
401-265.122-967.000	DOUBLEDAY OFFICE PRODUCTS	DESK PANELS	975.00
		Total For Dept 265.122 Facilities Carpet Replacement	975.00
Dept 466.000 Paid Parking - Downtown			
401-466.000-974.000	TRAFFIC & SAFETY CONTROL SYSTEM INC	PAID PARKING	4,950.00
401-466.000-974.000	RATHCO SAFETY SUPPLY INC.	SIGN BLANKS FOR PARKING	900.00
		Total For Dept 466.000 Paid Parking - Downtown	5,850.00
Dept 751.000 Parks/Recreation			
401-751.000-974.000	B & Z COMPANY	HOWARD TRAIL DRAINAGE PROJECT	96,105.00
401-751.000-974.000	BORNOR RESTORATION, INC.	FOUNTAIN RECAULKING	29,768.00
401-751.000-974.000	DOGWOOD HILLS TREE FARM	TREE PLANTING	6,323.00
		Total For Dept 751.000 Parks/Recreation	132,196.00
Dept 751.591 WCF Restroom Facility			
401-751.591-975.000	JOHNSON POURED WALLS, INC	CONTRACT PAYMENT	42,930.00
401-751.591-975.000	JOHNSON POURED WALLS, INC	CONTRACT PAYMENT	3,895.00
401-751.591-975.000	JOHNSON POURED WALLS, INC	CONTRACT PAYMENT	2,580.00
401-751.591-975.000	JOHNSON POURED WALLS, INC	CONTRACT PAYMENT	210.00
401-751.591-975.000	KENDALL ELECTRIC INC	PROJECT MATERIALS	71.91
401-751.591-975.000	KENDALL ELECTRIC INC	PROJECT MATERIALS	8.34
401-751.591-975.000	KENDALL ELECTRIC INC	PROJECT MATERIALS	9.48
401-751.591-975.000	KENDALL ELECTRIC INC	PROJECT MATERIALS	185.96
401-751.591-975.000	KENDALL ELECTRIC INC	PROJECT MATERIALS	146.25
401-751.591-975.000	KENDALL ELECTRIC INC	401751591975	4.17
401-751.591-975.000	LAKE MICHIGAN FENCE LLC	FENCE INSTALLATION	6,500.00
401-751.591-975.000	LEEP'S SUPPLY CO., INC.	PROJECT MATERIALS	0.74
401-751.591-975.000	LEEP'S SUPPLY CO., INC.	PROJECT MATERIALS	(64.95)
401-751.591-975.000	LEEP'S SUPPLY CO., INC.	PROJECT MATERIALS	102.62
401-751.591-975.000	PRIDE THE PORTABLE TOILET COMPANY	PROJECT RENTAL	197.14
401-751.591-975.000	CONNECTION SERVICE COMPANY	BOLTS FOR SAND FILTER	98.40
401-751.591-975.000	KENDALL ELECTRIC INC	PROJECT MATERIALS	18,056.38
401-751.591-975.000	UNITED RENTALS (NORTH AMERICA) INC.	CONTRACT PAYMENT	243.00
		Total For Dept 751.591 WCF Restroom Facility	75,174.44

Attachment: EXP CHECK RUN DATES 04-24-2025 TO 05-07-2025 (10773 : Invoice and Tax Disbursements)



EXP CHECK RUN DATES 04/24/2025 - 05/07/2025

GL Number	Vendor	Invoice Desc.	Amount
Total For Fund 401 Capital Projects Fund			214,195.44
Fund 590 Sewer Fund			
Dept 000.000			
590-000.000-256.000	MEEK, KATHERINE	UB REFUND: 300930	9.16
		Total For Dept 000.000	9.16
Dept 527.000 Sewer System			
590-527.000-717.000	RELIANCE STANDARD LIFE INSURANCE CO	MAY 2025 LIFE INSURANCE	13.20
590-527.000-850.000	VERIZON WIRELESS	BILL PERIOD 03-24-2025 TO 04-23-2025	36.01
590-527.000-920.000	MICHIGAN GAS UTILITIES	ACCT #0505563219-00011	42.58
590-527.000-920.000	MICHIGAN GAS UTILITIES	ACCT #0505563219-00007	41.96
590-527.000-920.000	MICHIGAN GAS UTILITIES	ACCT #0505563219-00008	43.91
590-527.000-920.000	MICHIGAN GAS UTILITIES	ACCT # 0506740475-00001	45.34
590-527.000-920.000	MICHIGAN GAS UTILITIES	ACCT #0503619446-00001	43.46
590-527.000-920.000	MICHIGAN GAS UTILITIES	ACCT #0614144879-00001	41.96
		Total For Dept 527.000 Sewer System	308.42
		Total For Fund 590 Sewer Fund	317.58
Fund 591 Water Fund			
Dept 000.000			
591-000.000-255.100	B & Z COMPANY	REFUND DEPOSIT FOR TEMPORARY METER	500.00
591-000.000-256.000	NORWOOD, HENRY	UB REFUND: 807123	3,503.22
591-000.000-256.000	MEEK, KATHERINE	UB REFUND: 300930	29.17
		Total For Dept 000.000	4,032.39
Dept 530.000 Water Treatment Plant			
591-530.000-717.000	RELIANCE STANDARD LIFE INSURANCE CO	MAY 2025 LIFE INSURANCE	95.40
591-530.000-740.000	ACE HARDWARE	OPERATING SUPPLIES	17.25
591-530.000-740.000	ACE HARDWARE	OPERATING SUPPLIES	53.82
591-530.000-740.000	ACE HARDWARE	OPERATING SUPPLIES	34.99
591-530.000-740.000	ACE HARDWARE	OPERATING SUPPLIES	19.79
591-530.000-740.000	ACE HARDWARE	OPERATING SUPPLIES	74.65
591-530.000-740.000	EDWARDS, DENNY	REMBURESEMENT	170.82
591-530.000-740.000	ETNA SUPPLY COMPANY	WATER PARTS	59.20
591-530.000-740.000	RIVERSIDE ELECTRIC SERVICE INC	BELT	20.00
591-530.000-801.000	CREATIVE LANDSCAPING	MOWING	280.39
591-530.000-801.000	EUROFINS EATON ANALYTICAL LLC	ANALYSIS - 2ND QTR PFAS	865.20
591-530.000-801.000	EUROFINS EATON ANALYTICAL LLC	ANALYSIS - 2ND QUARTER STAGE 2 DBP - AUTHORITY	648.90
591-530.000-801.000	EUROFINS EATON ANALYTICAL LLC	ANALYSIS - ANNUAL PARTIAL CHEM	523.75
591-530.000-801.000	EUROFINS EATON ANALYTICAL LLC	ANALYSIS - APRIL TOC	108.16

Attachment: EXP CHECK RUN DATES 04-24-2025 TO 05-07-2025 (10773 : Invoice and Tax Disbursements)

EXP CHECK RUN DATES 04/24/2025 - 05/07/2025

GL Number	Vendor	Invoice Desc.	Amount
591-530.000-850.000	TELNET WORLDWIDE	BILL DATE 04-15-2025	73.66
591-530.000-850.000	VERIZON WIRELESS	BILL PERIOD 03-24-2025 TO 04-23-2025	45.50
591-530.000-920.000	MICHIGAN GAS UTILITIES	ACCT #0505563219-00004	2,742.91
591-530.000-920.000	MICHIGAN GAS UTILITIES	ACCT #0614144879-00002	46.57
591-530.000-920.000	MICHIGAN GAS UTILITIES	ACCT #0504619643-00002	39.92
591-530.000-920.000	MICHIGAN GAS UTILITIES	ACCT #0504619643-00003	0.71
591-530.000-920.000	MICHIGAN GAS UTILITIES	ACCT #0507486606-00001	40.63
591-530.000-930.000	SHORELINE BUILDING SERVICES LLC	JANITOR	1,450.00
591-530.000-930.000	VESTIS SERVICES, LLC	RUGS AND RAGS	19.34
		Total For Dept 530.000 Water Treatment Plant	7,431.56
Dept 536.000 Water Distribution System			
591-536.000-717.000	RELIANCE STANDARD LIFE INSURANCE CO	MAY 2025 LIFE INSURANCE	104.20
591-536.000-740.000	SKORUPA, SCOTT	CLOTHING REIMBURSEMENT	313.69
591-536.000-740.000	ETNA SUPPLY COMPANY	WATER PARTS	991.00
591-536.000-740.000	ETNA SUPPLY COMPANY	WATER SERVICE VALVE PARTS	501.00
591-536.000-740.000	ETNA SUPPLY COMPANY	METER READING EQUIPMENT	70.00
591-536.000-740.000	ETNA SUPPLY COMPANY	WATER MAIN REPAIR	164.00
591-536.000-740.000	ETNA SUPPLY COMPANY	WATER MAIN REPAIR PARTS	328.00
591-536.000-740.000	ETNA SUPPLY COMPANY	WATER MAIN REPAIR PARTS	656.00
591-536.000-740.000	ETNA SUPPLY COMPANY	WATER MAIN REPAIR PARTS	656.00
591-536.000-740.000	ETNA SUPPLY COMPANY	WATER MAIN REPAIR PARTS	164.00
591-536.000-740.000	ETNA SUPPLY COMPANY	WATER METER PITS	4,191.00
591-536.000-740.000	ETNA SUPPLY COMPANY	WATER MAIN REPAIR	1,312.00
591-536.000-740.000	FERGUSON WATERWORKS #3386	WATER MAIN REPAIR PARTS	310.83
591-536.000-740.000	FERGUSON WATERWORKS #3386	2" WATER METER SERVICE VALVE	532.98
591-536.000-740.000	HAMMERSMITH EQUIPMENT COMPANY	REPLACEMENT PUMP	695.00
591-536.000-740.000	HIGH GRADE MATERIALS CO.	CONCRETE RENTAL FOR WATER	1,688.00
591-536.000-740.000	HIGH GRADE MATERIALS CO.	CONCRETE STREET REPAIRS	1,788.00
591-536.000-740.000	HIGH GRADE MATERIALS CO.	STREET/SIDEWALK REPAIRS	587.00
591-536.000-740.000	TRICKL-EEZ IRRIGATION INC.	IRRIGATION REPAIR PARTS	11.60
591-536.000-771.000	ETNA SUPPLY COMPANY	WATER METERS	1,880.00
591-536.000-801.000	BERRIEN COUNTY ROAD DEPARTMENT	ROW PERMIT	100.00
591-536.000-801.000	FERGUSON MICHIANA INC.	DIRECTIONAL BORING SERVICES	1,100.00
591-536.000-850.000	VERIZON WIRELESS	BILL PERIOD 03-24-2025 TO 04-23-2025	245.75
591-536.000-860.000	JOSHUA BAILEY	SURFACE WATER TREATMENT COURSE 2025	238.00
591-536.000-860.000	SMITH, CHRIS	REIMBURSEMENT - DISTRIBUTION SHORT COURSE 2025	238.00
591-536.000-930.000	MES SERVIICE COMPANY LLC	GASMONITOR CALIBRATION/REPAIR	225.00
591-536.000-930.000	RENTAL BRANCH	PUMP RENAL	44.00
		Total For Dept 536.000 Water Distribution System	19,135.05
Dept 540.000 Water Administration			
591-540.000-717.000	RELIANCE STANDARD LIFE INSURANCE CO	MAY 2025 LIFE INSURANCE	21.80

Attachment: EXP CHECK RUN DATES 04-24-2025 TO 05-07-2025 (10773 : Invoice and Tax Disbursements)

EXP CHECK RUN DATES 04/24/2025 - 05/07/2025

GL Number	Vendor	Invoice Desc.	Amount
591-540.000-728.000	SBF ENTERPRISES	APRIL DELINQUENT NOTICES FOR SJC AND RT	386.44
591-540.000-728.000	SBF ENTERPRISES	MAY WATER BILLS FOR SJCT	1,263.45
591-540.000-801.000	SBF ENTERPRISES	APRIL DELINQUENT NOTICES FOR SJC AND RT	144.91
591-540.000-801.000	SBF ENTERPRISES	MAY WATER BILLS FOR SJCT	362.55
		Total For Dept 540.000 Water Administration	2,179.15
Dept 900.000 General Capital Outlay			
591-900.000-972.000	RK DAVIS, INC.	SCIP PHASE II IMPROVEMENTS - PAY APPLICATION 18	941,922.47
		Total For Dept 900.000 General Capital Outlay	941,922.47
		Total For Fund 591 Water Fund	974,700.62
Fund 592 City System Development Fund			
Dept 536.000 Water Distribution System			
592-536.000-740.000	HIGH GRADE MATERIALS CO.	CONCRETE RENTAL FOR WATER	1,417.00
592-536.000-740.000	HIGH GRADE MATERIALS CO.	STREET/SIDEWALK REPAIRS	964.26
592-536.000-801.000	B & Z COMPANY	PRIVATE LSLR 614 COURT	4,988.00
592-536.000-801.000	FIRM PLUMBING	PRIVATE LSLR 1405 MARION	3,015.00
592-536.000-801.000-DWAM212557	MILLER, TOM	POINT-OF-ENTRY INSPECTOR	54.47
592-536.000-801.000-DWAM212557	MILLER, TOM	POINT-OF-ENTRY INSPECTOR	55.61
592-536.000-801.000-DWAM212557	MILLER, TOM	POINT-OF-ENTRY INSPECTOR	51.80
592-536.000-804.000-DWAM212557	MILLER, TOM	POINT-OF-ENTRY INSPECTOR	23.32
592-536.000-850.000	VERIZON WIRELESS	BILL PERIOD 03-24-2025 TO 04-23-2025	45.56
		Total For Dept 536.000 Water Distribution System	10,615.02
		Total For Fund 592 City System Development Fund	10,615.02
Fund 594 Marina Fund			
Dept 597.000 Marina Operations			
594-597.000-717.000	RELIANCE STANDARD LIFE INSURANCE CO	MAY 2025 LIFE INSURANCE	47.80
594-597.000-740.000	AMAZON CAPITAL SERVICES	MAINTENANCE SUPPLIES	1,351.55
594-597.000-740.000	LOWE'S HOME CENTERS, LLC	MAINTENANCE SUPPLIES	387.72
594-597.000-740.000	O' REILLY AUTO PARTS	MAINTENANCE SUPPLIES	55.23
594-597.000-742.000	WEST MARINE PRO	RESALE - STORE	7.56
594-597.000-742.200	LAKESHORE ICE, LLC	RESALE - FOOD (ICE)	174.00
594-597.000-801.000	EDGEWATER RESOURCES, LLC	DREDGING ENGINEERING	1,064.50
594-597.000-801.000	EDGEWATER RESOURCES, LLC	EXPANSION PROJECT PAVING	5,000.00
594-597.000-850.000	TELNET WORLDWIDE	BILL DATE 04-15-2025	29.46
594-597.000-850.000	VERIZON WIRELESS	BILL PERIOD 03-24-2025 TO 04-23-2025	81.51
594-597.000-920.000	MICHIGAN GAS UTILITIES	ACCT #0505563219-00002	41.25
594-597.000-941.100	T2 SYSTEMS CANADA INC.	BOAT LAUNCH PAY MACHINE SERVICE	55.00
594-597.000-941.100	T2 SYSTEMS CANADA INC.	BOAT LAUNCH PAY MACHINE SERVICE	55.00
		Total For Dept 597.000 Marina Operations	8,350.58

Attachment: EXP CHECK RUN DATES 04-24-2025 TO 05-07-2025 (10773 : Invoice and Tax Disbursements)

EXP CHECK RUN DATES 04/24/2025 - 05/07/2025

GL Number	Vendor	Invoice Desc.	Amount
Total For Fund 594 Marina Fund			8,350.58
Fund 661 Motor Pool Fund			
Dept 441.000 Public Works Department			
661-441.000-717.000	RELIANCE STANDARD LIFE INSURANCE CO	MAY 2025 LIFE INSURANCE	12.40
661-441.000-740.000	FISHER AUTO PARTS, INC.	RETURN-REFUND	(144.00)
661-441.000-740.000	FISHER AUTO PARTS, INC.	PARTS	423.58
661-441.000-740.000	MICHIANA SUPPLY INC.	PARTS/HARDWARE	18.50
661-441.000-740.000	MICHIANA SUPPLY INC.	PARTS	197.74
661-441.000-740.000	WEST MICHIGAN INTERNATIONAL LLC	PART	197.63
661-441.000-740.000	FISHER AUTO PARTS, INC.	BATTERY	142.47
661-441.000-740.000	JOHN DEERE FINANCIAL	PARTS	642.43
661-441.000-740.000	SIEMANS IN BRIDGMAN	PARTS	964.50
661-441.000-740.000	TRUCK CENTERS, INC	PARTS	49.09
661-441.000-740.000	TRUCK CENTERS, INC	PARTS	515.55
661-441.000-740.000	MICHIANA SUPPLY INC.	RETURN - REFUND	(197.74)
661-441.000-740.000	MICHIANA SUPPLY INC.	PARTS	25.00
661-441.000-850.000	VERIZON WIRELESS	BILL PERIOD 03-24-2025 TO 04-23-2025	72.02
661-441.000-930.000	MCCANN INDUSTRIES, INC.	PARTS AND LABOR	1,298.22
661-441.000-977.000	D & K TRUCK CO	DUMP TRUCK CHASSIS	134,880.00
Total For Dept 441.000 Public Works Department			139,097.39
Total For Fund 661 Motor Pool Fund			139,097.39
Fund 677 Self-Insurance Fund			
Dept 851.000 Insurance Premiums			
677-851.000-717.000	RELIANCE STANDARD LIFE INSURANCE CO	MAY 2025 VOLUNTARY LIFE INSURANCE	281.39
Total For Dept 851.000 Insurance Premiums			281.39
Total For Fund 677 Self-Insurance Fund			281.39
Fund 755 Housing Payroll Fund			
Dept 535.000 Component Units & Joint Ventures			
755-535.000-717.000	RELIANCE STANDARD LIFE INSURANCE CO	MAY 2025 LIFE INSURANCE	21.20
Total For Dept 535.000 Component Units & Joint Ventures			21.20
Total For Fund 755 Housing Payroll Fund			21.20
Fund Totals:			
Fund 101 General Fund			26,577.42
Fund 202 Major Street Fund			3,804.47

Attachment: EXP CHECK RUN DATES 04-24-2025 TO 05-07-2025 (10773 : Invoice and Tax Disbursements)

EXP CHECK RUN DATES 04/24/2025 - 05/07/2025

GL Number	Vendor	Invoice Desc.	Amount
		Fund 203 Local Street Fund	10,666.48
		Fund 209 Cemetery Fund	3,725.40
		Fund 226 Rubbish Collection Fund	4,315.04
		Fund 248 Downtown Development Authority Fund	500.00
		Fund 264 Law Enforcement Training Fund	1,581.12
		Fund 271 Library Fund	4,488.28
		Fund 401 Capital Projects Fund	214,195.44
		Fund 590 Sewer Fund	317.58
		Fund 591 Water Fund	974,700.62
		Fund 592 City System Development Fund	10,615.02
		Fund 594 Marina Fund	8,350.58
		Fund 661 Motor Pool Fund	139,097.39
		Fund 677 Self-Insurance Fund	281.39
		Fund 755 Housing Payroll Fund	21.20
		Total For All Funds:	<u><u>1,403,237.43</u></u>

Attachment: EXP CHECK RUN DATES 04-24-2025 TO 05-07-2025 (10773 : Invoice and Tax Disbursements)



# Agenda Item

**TO:** Members of the St. Joseph City Commission

**FROM:** Kristen Gundersen, Community Development Director

**RE:** Zoning Ordinance Text Amendment - Sections 2.3, 39.3.C and 21.7.C - Mechanical Equipment - City of St. Joseph - Second and Final Reading

**MEETING DATE:** May 12, 2025

## Request

During the April 28, 2025 City Commission meeting, the first reading of an ordinance to amend the zoning ordinance relating to mechanical equipment was approved. The Planning Commission discussed the existing regulations between October 2024 and January 2025 before conducting a public hearing February 2025.

The Planning Commission's recommendation was first discussed on April 7 with the City Commission supportive of the proposed changes however, concurred that nonconforming mechanical equipment in the front or secondary front yards should be allowed to be replaced. Staff was directed to amend the draft language to address nonconforming mechanical equipment in the front and secondary front yards and bring back for review during the April 28<sup>th</sup> meeting.

Following is a summary of the recommended draft language reviewed during the April 28 City Commission meeting:

1. Section 2.3 Definitions. The term "mechanical equipment" was drafted as one does not exist. Examples of equipment are included in the draft definition. While finalizing the adopting ordinance staff concluded the last word in the definition should be changed from "things" to "items", the change is in keeping with other references within the zoning ordinance.
2. Section 3.9.3. Accessory uses and structures with Location in Required Setback. Section 3.9.3.C pertains to mechanical equipment and allows equipment to be located in the side and rear yards when located a minimum of 3' from the lot line. Examples of equipment were removed and the term "mechanical equipment" replaced "mechanical structures". No changes are proposed to the allowed location of new equipment.
3. Article XXI Nonconforming Uses has new language added under Section 21.7.C Repairs and maintenance. The new language pertains to nonconforming mechanical equipment and allows for the following:
  1. Replacement only pertains to an air conditioning unit, heat pump or ductless heat pump (mini-split).
  2. It does not prevent free ingress or egress from any building, door, window, fire escape, or interfere with an opening required for ventilation.

3. Any replaced equipment is no closer than one foot from the side or rear lot line than the equipment being replaced.
4. Any replaced equipment is no closer than one foot from the front or secondary front lot line in the R1-C, R1-D or R1-E Single-Family and R-2 Two Family Residence Districts or no closer than 15 feet from the front or secondary front lot line in the R1-A or R1-B Single-Family Residence Districts.

#### Code Provisions for Amendments

Article XXII Amendments provides the purpose, process and review factors to be reviewed when either a map (rezoning) or text amendment is proposed.

Below is Section 22.3 Factors to Consider on Rezoning: In reviewing any application for an amendment, the Planning Commission shall evaluate all factors relevant to the application. The Planning Commission may solicit information from public agencies or from individuals or firms with relevant experience. The factors to be considered shall include, but are not limited to, the following:

- A. What conditions related to the application have changed since the Zoning Ordinance was adopted which justify the proposed amendment?
- B. What are the possible precedential effects which might result from the approval or denial of the application?
- C. What is the potential impact of the proposal on the ability of the City and other governmental agencies to provide adequate public services and facilities, and/or programs that might reasonably be required in the future?
- D. Does the proposed amendment adversely affect environmental conditions, the character of, or the likely value of property?
- E. Does the proposed District change comply with the adopted City Comprehensive Plan? (If not, and if the proposed amendment is reasonable in light of all other relevant factors, then the Comprehensive Plan should be amended before the proposed zoning amendment is approved.)
- F. If a specific property is involved, can the property in question be put to a reasonable economic Use in the zoning District in which it is presently located?
- G. Is another procedure, such as a Variance, Special Use, Planned Unit Development, or hardship Planned Unit Development a more appropriate alternative than the proposed amendment?

#### Action

Please consider the request as presented and review the criteria found in Section 22.3 Factors to Consider on Rezoning (the 7 factors are listed above). The City Commission is not required to conduct a public hearing on the proposed changes. The draft adopting ordinance and the redlined version showing the proposed changes are attached.

Attached is the draft adopting ordinance along with the redline version showing the proposed changes. Please review the April 7 and 28, 2025 City Commission agenda packets for additional supplemental information.

If the draft Ordinance is approved today, it will become effective ten days later.

If the City Commission concurs with the Planning Commission's recommendation, the following motion can be used:

"...move to approve the second and final reading of an Ordinance to amend Article II Section 2.3 Definitions, Article III Section 3.9.3.C and Article XXI Section 21.7.C to define the term mechanical

equipment and establish regulations to allow replacement of certain nonconforming equipment when certain conditions are met in the Zoning Ordinance of the City of St. Joseph, Michigan based on the factors set forth under Section 22.3 of the Zoning Ordinance.”

**ATTACHMENTS:**

- Updated Redline Document CC04282025 FINAL (PDF)



**ZONING ORDINANCE TEXT AMENDMENT - SECTIONS 2.3, 39.3.C AND  
21.7.C - MECHANICAL EQUIPMENT - CITY OF ST. JOSEPH - SECOND AND  
FINAL READING**

**AN ORDINANCE TO AMEND THE ZONING ORDINANCE OF  
THE CITY OF ST. JOSEPH, MICHIGAN**

**THE CITY OF ST. JOSEPH ORDAINS** that the City of St. Joseph Zoning Ordinance adopted by Chapter 33 of the City of St. Joseph Code of Ordinances and codified as Appendix A is hereby amended as follows:

**1. Article II. “Definitions” Sec. 2.3 “Definitions” is amended to add the following definition:**

*Mechanical equipment* means a system or part of a system installed outside of a structure and utilized to provide control of environmental conditions and related process within a structure. Equipment can include air conditioning units, emergency generators, heat pumps, ductless heat pump (mini-splits), water pumps or other similar items.

**2. Article III. “General Provisions” Sec. 3.9.3.C. “Accessory uses and structures” “Location in Required Setbacks” is amended to read as follows:**

C. Mechanical equipment may only be located in rear or side yards and may be within rear or side yard setbacks if located at least three feet from rear and side lot lines.

**3. Article XXI. “Nonconforming Uses” Sec. 21.7 “Repairs and Maintenance” is amended to add the following section:**

*21.7. C. Nonconforming Mechanical Equipment.* Mechanical equipment that is nonconforming because it is located less than three feet from an interior side lot line or rear lot line or within the front or secondary front yard may be repaired, maintained, and replaced in its current location, if it meets the following conditions:

1. It is an air conditioning unit, heat pump or ductless heat pump (mini-split); and
2. It does not prevent free ingress or egress from any building, door, window, fire escape, or interfere with an opening required for ventilation; and
3. Any replaced equipment is no closer than one foot from the side or rear lot line than the equipment being replaced; or
4. Any replaced equipment is no closer than one foot from the front or secondary front lot line in the R1-C, R1-D or R1-E Single-Family and R-2 Two Family Residence Districts or no closer than 15 feet from the front or secondary front lot line in the R1-A or R1-B Single-Family Residence District.

The intent of this section is to allow existing nonconforming mechanical equipment to be repaired and maintained in its current location, and to require existing nonconforming mechanical equipment to be replaced in a compliant location unless the mechanical equipment being replaced has a minimal safety, health, or nuisance impact on adjacent properties. Nonconforming mechanical equipment emitting carbon monoxide, fumes,

gasses, extreme heat, excessive noise, or creating similar conditions are intentionally omitted and may not be replaced under this section.

All provisions of the Zoning Ordinance of the City of St. Joseph not hereby amended remain in full force and effect.

This ordinance shall take effect 10 days after its final passage.

**CC – 04282025 - Updated Redline Document with changes to allow replacement of mechanical equipment in the front and secondary front yards shown in red. Planning Commission changes shown as underline with shading.**

## **Sec. 2.3 Definitions**

*Mechanical equipment* means a system or part of a system installed outside of a structure and utilized to provide control of environmental conditions and related process within a structure. Equipment can include air conditioning units, emergency generators, heat pumps, ductless heat pump (mini-splits), water pumps or other similar things.

## **Sec. 3.9. Accessory uses and structures.**

### **3.9.1. General Standards.**

- A. *Subordinate to Principal Use.* Accessory uses and structures must be subordinate to the principal use and structure on the subject lot in terms of area, extent and purpose.
- B. *Time of Establishment.* Accessory structures must be constructed in conjunction with or after the principal building, and may not be constructed prior to the construction of the principal building. Accessory uses may be established no earlier than the commencement of the principal use.

3.9.2. *Building Coverage.* The combined footprint of all detached covered accessory structures, and all porches or decks six inches or more above finished grade, may not exceed the building footprint of the principal building.

### **3.9.3. Location in Required Setbacks.**

- A. Accessory structures, except for fences, trellises not more than eight feet in height, and arbors not more than ten feet in height, may not be located in the front yard or secondary front yard. The total width of trellises and arbors exempt under this section may not total more than 25 percent of the width of the principal structure on the lot.
- B. Accessory structures not more than 14 feet in height may be located in required rear setbacks if they do not occupy more than 33 percent of the actual rear yard area and are located at least five feet from any lot line. Except, in those instances where the rear lot line is coterminous with an alley right-of-way, the accessory structure may be as close as one foot to such rear lot line.
- C. Mechanical structures equipment such as heat pumps, air conditioners, emergency generators, and water pumps may only be located in rear or side yards and may be within rear or side yard setbacks if located at least three feet from rear and side lot lines.
- D. Fences or screening walls, as permitted by chapter 12 of the Code of Ordinances, may be located in any required setback.

(Ord. No. 2022-5, § 4, 3-28-22)

## **ARTICLE XXI. NONCONFORMING USES**

### **Sec. 21.1. Purpose.**

The purpose of this article is to provide for the regulation of legally nonconforming structures, lots of record, and uses, and also to specify circumstances and conditions under which nonconformities shall be permitted to continue. The zoning regulations established by this ordinance are designed to guide the future use of land located in the City of St. Joseph by encouraging appropriate groupings of compatible and related uses and to promote and protect the public health, safety, and general welfare. The continued existence of nonconformities is frequently inconsistent with these purposes; therefore, the gradual elimination of nonconformities is generally desirable. The regulations of this article permit nonconformities to continue, but are intended to restrict further investments which would make them more permanent.

### **Sec. 21.2. Reserved.**

### **Sec. 21.3. Nonconformities.**

Except as otherwise provided in this article, any nonconforming lot, use, or structure lawfully existing on the effective date of this ordinance or subsequent amendment may be continued so long as it remains otherwise lawful. All nonconformities shall be encouraged to convert to conformity wherever possible and shall be required to convert to conforming status as required by this article. A nonconformity shall not be enlarged, expanded, or extended, including extension of hours of operation, unless the change is in compliance with all requirements of this ordinance. Normal maintenance and incidental repair of a nonconformity shall be permitted, provided that this does not violate any other section of this article.

- A. Nothing in this article shall be deemed to prevent the strengthening or restoration to a safe condition of a structure in accordance with an order of a public official who is charged with protecting the public safety and who declares the structure to be unsafe and orders its restoration to a safe condition, provided that the restoration is not otherwise in violation of the various provisions of this section prohibiting the repair or restoration of partially damaged or destroyed structures.
- B. Nothing in this article shall be deemed to prevent the addition of required off-street parking or loading spaces, so long as there is no expansion of the nonconformity, and subject to the restrictions of Article XVIII, Off-Street Parking and Loading.
- C. A nonconformity shall not be moved in whole or in part, for any distance whatsoever, to any other location on any other lot unless the net effect of the change shall be to reduce the nonconformity on the current lot; and the entire relocated structure and/or use shall thereafter conform to the regulations of the zoning district in which it is relocated. Any nonconformity reduced or eliminated as a result of the move shall not be re-established in its nonconforming condition.
- D. A nonconformity shall not be moved in whole or in part, for any distance whatsoever, to any other location on the same lot, unless the net effect of the change shall be to reduce the nonconformity.
- E. No use, structure, or sign which is accessory to a principal nonconforming use or structure shall continue after the principal use or structure has ceased or terminated, unless it shall thereafter conform to all regulations of this ordinance.
- F. The burden of establishing that any nonconformity was legally established shall, in all cases, be upon the owner of such nonconformity and not upon the City of St. Joseph.
- G. A nonconforming use shall not be changed to any use other than a use allowed in the zoning district in which it is located. For the purposes of this section, reducing the number of residential units on a lot shall not be considered a change of use. For example, a three-unit apartment is in the multiple-family

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dwellings use class and therefore is a nonconformity in the R1 Single-Family Residence Zoning District. Eliminating one residential unit would change the structure to a duplex, which is in the two-family dwellings use class, which is also a nonconformity in the R1 Zoning District. This change would be allowed.

- H. Nonconforming structures shall not be re-established in their nonconforming conditions in any zoning district after damage, destruction or demolition if the estimated expense of reconstruction exceeds 50 percent of the appraised replacement cost of the structure. For the purposes of this section, "damage or destruction" does not include dismantlement.
- I. If a nonconforming use ceases for any reason for a period of more than twelve (12) consecutive months, such discontinuance shall be considered conclusive evidence of an intention to abandon the nonconforming use. At the end of the 12-month period, the nonconforming use shall not be re-established and any future use shall be in conformity with the provisions of this ordinance.

#### **Sec. 21.4. Exceptions.**

The following exceptions to Section 21.3 apply:

- A. A nonconforming residential use, building or structure in the C Commercial or CO Commercial Office Zoning Districts is exempt from the provisions of Sections 21.3.H and 21.3.I.
- B. Any nonconforming building or structure in the OS Open Space District is exempt from the provisions of 21.3.H, unless the structure is prohibited under areas of special flood hazard, high risk erosion area, sand dune area, or other state or federal laws or regulations.
- C. A limited neighborhood business shall be exempt from Section 21.3 with regard to the nonconforming use; it shall remain subject to Section 21.3 for the purpose of dimensional nonconformities.
- D. A nonconforming building or nonconforming structure located in the DH-OD Downtown Height Overlay District and which is of such height that special approval under Section 9.4 of this ordinance would be required to construct a new building or structure of that height in that location is partially exempt from Section 21.3.H with respect to that height in that it may be restored following damage or destruction; it may not be restored following demolition. To benefit from the exemption under this section, the building or structure must be restored to an exterior appearance and design as similar as possible to its previous configuration and shall not increase in height or volume as a result of restoration; this section is intended only to preserve the appearance of existing nonconformities in the DH-OD Overlay District and shall not be used to allow the substitution of a new, dissimilar nonconformity.

#### **Sec. 21.5. Reserved.**

#### **Sec. 21.6. Nonconforming lots.**

A nonconforming lot may be used for any principal use permitted in the zoning district in which the lot is located. A nonconforming lot may not be divided, combined with another lot, or otherwise altered unless the result is to lessen the nonconformity of the lot(s) involved.

#### **Sec. 21.7. Repairs and maintenance.**

- A. *Nonconforming Uses.* Repairs, maintenance and replacement may be performed on any building or structure devoted in whole or in part to a nonconforming use, including repair or replacement of roofs, doors, windows, interior and exterior walls, foundations, fixtures, wiring, plumbing and similar appurtenances and features. However, the dimensions or volume of the building or structure as it existed on the effective date of this ordinance or subsequent amendment shall not be increased in any way. Except that a building or structure

occupied by a limited neighborhood business may be repaired, replaced, or expanded so long as no dimensional nonconformity is created or increased. If the building or structure is itself nonconforming, Section 21.7.B also applies.

- B. *Nonconforming Structures.* Repairs and maintenance may be performed on any nonconforming building or structure, including repair or replacement of interior walls, roofs, doors, windows, fixtures, wiring or plumbing and similar appurtenances and features, or repair of exterior walls and foundations. No dimensional nonconformity shall be increased in any way. Portions of the structure necessary to allow the reasonable use of the structure, such as an exterior stairway or steps, may be removed and replaced in their previous location, or with such minor modifications as may be needed to meet current standards. The intention of this section is to allow the maintenance and rehabilitation of existing nonconforming structures but not to allow the replacement of foundations and exterior walls in such a way as to effectively allow a new structure to be constructed in a nonconforming location under the guise of rehabilitation.

- C. *Nonconforming Mechanical Equipment.* ~~Mechanical equipment Repairs and maintenance may be performed on mechanical equipment~~ that is nonconforming because it is located less than three feet from an interior side lot line or rear lot line ~~or within the front or secondary front yard may be repaired, maintained, and replaced. Replacement of mechanical equipment may be performed on mechanical equipment that is nonconforming because it is located less than three feet from an interior side lot line or rear lot line,~~ if it meets the following conditions:

1. It is an air conditioning unit, heat pump or ductless heat pump (mini-split), and;
2. It does not prevent free ingress or egress from any building, door, window, fire escape, or interfere with an opening required for ventilation; and
3. Any replaced equipment is no closer than one foot from the ~~side or rear~~ lot line than the equipment being replaced; ~~or~~
4. ~~Any replaced equipment is no closer than one foot from the front or secondary front lot line in the R1-C, R1-D or R1-E Single-Family and R-2 Two Family Residence Districts or no closer than 15 feet from the front or secondary front lot line in the R1-A or R1-B Single Family Residence Districts.;~~

The intent of this section is to allow existing nonconforming mechanical equipment to be repaired and maintained in its current location, and to require existing nonconforming mechanical equipment to be replaced in a compliant location unless the mechanical equipment being replaced has a minimal safety, health, or nuisance impact on adjacent properties. Nonconforming mechanical equipment emitting carbon monoxide, fumes, gasses, extreme heat, excessive noise, or creating similar conditions are intentionally omitted and may not be replaced under this section.

## **Sec. 21.8. Change of tenancy or ownership.**

There may be a change of tenancy, ownership, or management of any Nonconformity provided there is no change in the nature of character of the nonconformity, unless such change is allowed under this ordinance.

## **Sec. 21.9. Elimination of nonconformities—Uses, buildings or structures.**

For the purpose of removing any nonconforming use, building or structure, the city commission may acquire private property or an interest in private property by purchase, condemnation, or other means. The cost, expense, or a portion thereof may be paid from general funds or assessed to a special district in accordance with applicable statutory provisions and relevant provisions of the city charter.



# Agenda Item

**TO:** Members of the St. Joseph City Commission

**FROM:** Emily Hackworth, City Manager

**RE:** Parental Leave

**MEETING DATE:** May 12, 2025

City staff recommends adopting a parental leave policy to support the attraction and retention of staff. As the Commission knows, a competitive staff and culture are essential to the success of City operations. Ensuring that the City is able to find the right candidates and ensure their longevity supports efficiency, continuity, and quality service.

There is a trend toward employers offering more robust parental leave packages. While the City currently does not offer parental leave, major local employers that we spoke to in the area do offer this benefit. Additionally, a number of Michigan municipalities shared their parental leave policies with the City.

During the April 28 City Commission meeting, staff presented a proposal for eight weeks of paid parental leave. Following feedback from the Commission, staff revised the proposed policy to six weeks of paid parental leave.

Additionally, it is worth noting that the Patrol Union requested the addition of paid parental leave in the negotiation of their contract which began July 1, 2024. At that time, the union was told that the City planned to adopt a Citywide parental leave policy.

Details on the proposed policy follow. Staff also ran scenarios to model potential costs associated with this benefit.

*Action Requested:* To adopt a parental leave policy as detailed in the attached summary, effective July 1, 2024, and instruct City staff to draft corresponding language to be added to the City's Personnel Policy Manual, upon review and approval of the City Manager and City Attorney.

## **ATTACHMENTS:**

- Parental Leave Policy Overview-Revised (PDF)

## **Parental Leave Policy Proposal**

### **Benefits:**

- Six weeks of parental leave at 100% of base pay during the parental leave period.

### **Eligibility Criteria:**

- Full-time employees.
- Successful completion of the probationary period as outlined in the employee policy manual or union contract.
- Includes employees welcoming a child through adoption within the scope of eligibility for parental leave.
- Must show proof / documentation.
- Leave must be utilized within 6 months of the qualifying event; utilization does not need to be consecutive within this timeframe.

### **Protections and Conditions:**

- Employees must reimburse the organization for parental leave pay if they voluntarily or involuntarily terminate employment within one year of the completion of the leave period.
- Parental leave will run concurrently with the Family and Medical Leave Act (FMLA).
- Leave accrual will not occur during the parental leave period.
- Unused parental leave will not be paid out.
- Health benefits will continue during the leave period under the same terms as active employment.

### **Application Process:**

- Employees must notify their supervisor and HR in writing at least 45 days prior to the anticipated leave start date, where feasible.
- Emergency leave requests will be accommodated under specific circumstances.

### **Job Security:**

- Employees returning from parental leave will be reinstated to their original or an equivalent position, in compliance with FMLA.

### **Implementation Timeline:**

- Policy to take effect as of July 1, 2024.





# Agenda Item

**TO:** Members of the St. Joseph City Commission

**FROM:** Ben Reynnells, Finance Director

**RE:** Public Hearing - 2025-2026 Fiscal Year Budget and Millage Rates

**MEETING DATE:** May 12, 2025

On April 7, 2025 the City Commission participated in a study session to review the different funds of the city, and to review the proposed capital projects. Then, again, on April 28, 2025, Commissioners participated in a study session to review a draft version of the FY26 budget. During that study session, Commissioners reviewed each budgeted fund and the proposed revenue and expenditures. A copy of the draft budget was also posted to the website.

Prior to this meeting, the draft capital improvement plan has also been added to the website for public review.

Since April 28, 2025, we have received updated taxable values from the County, and therefore property tax revenues have been adjusted accordingly. These new taxable values have been revised in the updated proposed budget, which has been updated on the website.

The proposed millages are:

- General Operating = 14.7900, No Change from 2024, Max Allowed per Headlee = 15.2672
  - General Fund (101) = 11.2400
  - Street Improvement Fund (204) = 3.5500
- Library (271) = 0.7656, Reduction of 0.0104 from 2024, Max Allowed per Headlee = 0.7656
- Band (275) = 0.2500, No Change from 2024, Max Allowed per Headlee = 1.5315
- Rubbish (226) = 1.9155, Reduction of 0.0345 from 2024, Max Allowed per Headlee = 2.3250
- Airport = 0.2442, Reduction of 0.0002 from 2024, Max Allowed per Headlee = 0.2442
- Debt Service (301) = 0.5000, Reduction of 0.2000 from 2024
- DDA (248) = 1.9235, Reduction of 0.0270 from 2024, Max Allowed per Headlee = 1.9235

There is a Headlee reduction for the maximum allowable levy for tax year 2025 for both the city and DDA. The Headlee amendment requires a millage to be lower if the prior year taxable value, less the losses, and multiplied by the tax commission inflation rate, is smaller than the current year taxable value less the additions.

As a part of the budget process, the proposed city budget public hearing date was set at the April 28, 2025 City Commission meeting. A Public Hearing notice was published in the May 6, 2025 edition of the Herald Palladium and the Public Hearing is included in the meeting agenda published on the city website for this meeting on May 12, 2025. In addition, an Appropriations Ordinance is being considered at this

same meeting authorizing the levy and collection of property taxes to support the budget herein considered.

After a brief presentation of the proposed budget by the Finance Director, including a discussion of the millage rates proposed to support the budget, the Mayor will open a Public Hearing to hear any comments regarding the proposed 2025-2026 Fiscal Year Budget and the 2025 General Appropriations Ordinance directing a levy of millages to support the Budget.

Once all comments have been heard, the Mayor will entertain a motion to close the Public Hearing. Action to approve the budget or give the first reading to the appropriations ordinance does not take place during this agenda item, but is the subject of the next two agenda items.

*Action requested:* To open, conduct and close the Public Hearing.

**ATTACHMENTS:**

- FY26 Public Hearing - Final (PPTX)



# Public Hearing – FY26 Budget and Millage Rates

# Public Hearing – FY26 Budget and Millage Rates

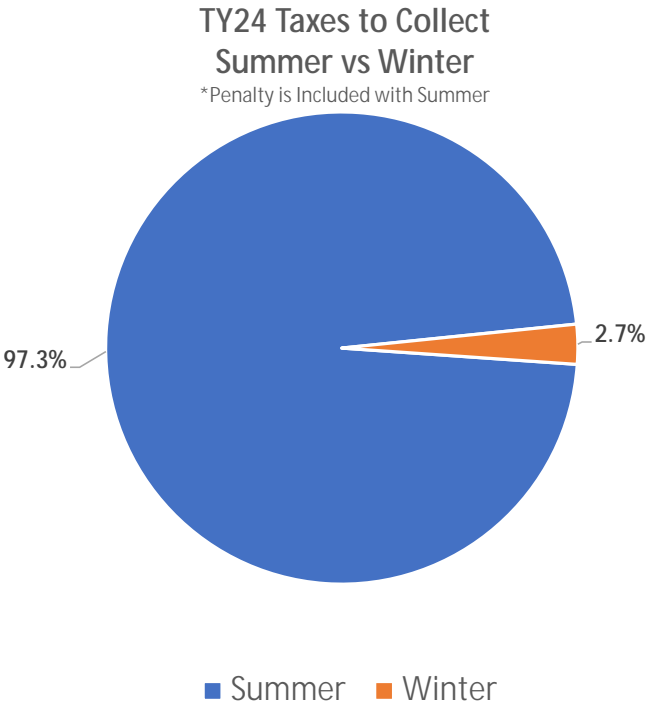
Governmental Funds		Proprietary Funds	Component Units
<b>General Funds</b>	<b>Special Revenue Funds</b>	<b>Enterprise Funds</b>	Brownfield Redevelopment Fund (243)
General Fund (101)	Major Street Fund (202)	Sewer Fund (590)	Downtown Development Authority Fund (248)
Cemetery Fund (209)	Local Street Fund (203)	Water System Fund (591)	
	Municipal Street Fund (204)	City Water Fund (592)	
<b>Debt Service Funds</b>	Depot Fund (214)	<b>Internal Service Funds</b>	
General Debt Service Fund (301)	Rubbish Collection Fund (226)	Motor Pool Fund (661)	
	Law Enforcement Training Fund (264)		
<b>Capital Project Funds</b>	Drug Law Enforcement Fund (265)	Self-Insurance Fund (677)	
Capital Projects Fund (401)	Law Enforcement Criminal Forfeiture Fund (266)	Health Care Fund (690)	
State Street Rehabilitation Project Fund (419)	Band Fund (275)		
Lighthouse Capital Improvement Fund (485)			
	<b>Permanent Funds</b>		
	Cemetery Trust Fund (151)		



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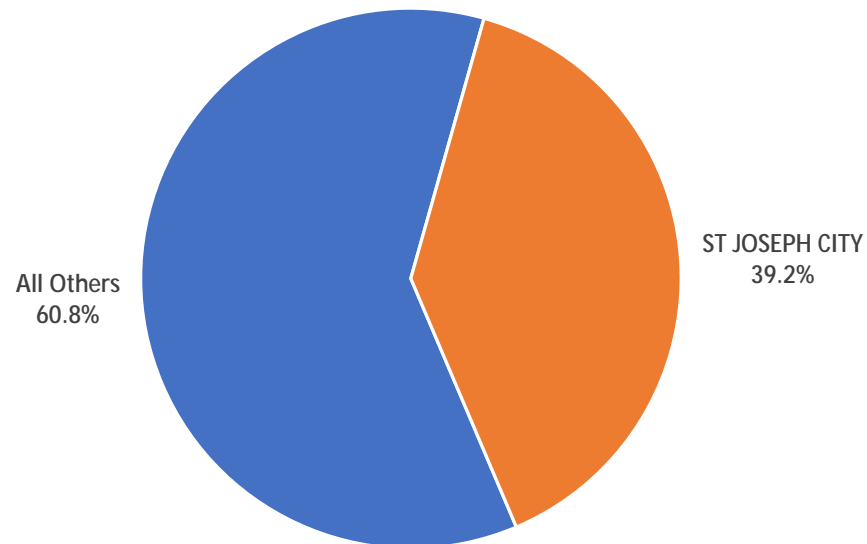
# Public Hearing – FY26 Budget and Millage Rates

TY24 City Wide Tax Bill - All Items			
Season	Entity	Tax	Total without BCBF
Summer	Airport	AIRPORT	150,310.53
Winter	BC	COUNTY 911	276,468.84
Summer	BC	COUNTY GENERAL	2,932,821.07
Winter	BC	COUNTY LAW EN	215,020.28
Winter	BC	COUNTY PARKS	61,492.20
Winter	BC	COUNTY SR CTR	184,324.69
Winter	BC	DRAIN 225	423.24
Summer	BHAS	BHS OPERATING	20,260.73
Summer	BHAS	BHS SINKING FUND	9,499.46
Summer	LMC	LAKE MI COLLE	1,393,446.69
Summer	RESA	RESA GENERAL	107,190.64
Summer	RESA	RESA SPECIAL	1,349,158.90
Winter	SJC	7610 SIDEWALKS	10,780.00
Summer	SJC	7624 DWNTWN DVLP AUTH	63,275.06
Winter	SJC	7630 DELINQ WATER	55,506.48
Winter	SJC	7680 MOWING	3,995.00
Both	SJC	ADMIN FEE	295,471.41
Summer	SJC	BAND	153,757.00
Summer	SJC	CITY OPERATING	6,913,810.19
Summer	SJC	CSO DEBT	430,557.90
Summer	SJC	LIBRARY	477,302.83
Summer	SJC	PENALTY	35,331.34
Summer	SJC	RUBBISH	1,199,443.22
Summer	SJC	STREETS	2,183,618.35
Summer	SJPS	SJPS OPERATING	4,933,395.93
Summer	SJPS	SJPS SCH-2010DEBT	1,885,990.33
Summer	SJPS	SJPS SCH-2014BLDGS	605,148.83
Summer	SJPS	SJPS SCH-2016DEBT	372,298.22
Summer	SOM	STATE ED TAX	3,696,224.41
			30,016,323.77



# Public Hearing – FY26 Budget and Millage Rates

TY24 Taxes to Collect  
Distribution to Entity - With Berrien County Brownfield



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# Public Hearing – FY26 Budget and Millage Rates

## TY24 Distribution to Entity - With Berrien County Brownfield

Season	Entity	Tax	Total	%	Season	Entity	Tax	Total	%
Summer	Airport	AIRPORT	149,760.16	0.5%	Summer	SOM	STATE ED TAX *	3,693,097.89	12.3%
Both	BC	BROWNFIELD	109,669.18	0.4%	Winter	SJC	7610 SIDEWALKS	10,780.00	0.0%
Winter	BC	COUNTY 911	275,456.75	0.9%	Summer	SJC	7624 DWNTWN DVLP AUTH	63,275.06	0.2%
Summer	BC	COUNTY GENERAL	2,922,083.48	9.7%	Winter	SJC	7630 DELINQ WATER	55,506.48	0.2%
Winter	BC	COUNTY LAW EN	214,232.98	0.7%	Winter	SJC	7680 MOWING	3,995.00	0.0%
Winter	BC	COUNTY PARKS	61,267.01	0.2%	Both	SJC	ADMIN FEE	295,471.41	1.0%
Winter	BC	COUNTY SR CTR	183,649.95	0.6%	Summer	SJC	BAND	153,194.00	0.5%
Winter	BC	DRAIN 225	423.24	0.0%	Summer	SJC	CITY OPERATING	6,888,497.58	22.9%
Total Berrien County			3,766,782.59	12.5%	Summer	SJC	CSO DEBT	428,981.51	1.4%
Summer	BHAS	BHS OPERATING	20,260.73	0.1%	Summer	SJC	LIBRARY	475,555.29	1.6%
Summer	BHAS	BHS SINKING FUND	9,499.46	0.0%	Both	SJC	PENALTY	35,331.34	0.1%
Total Benton Harbor Area Schools			29,760.19	0.1%	Summer	SJC	RUBBISH	1,195,051.81	4.0%
Summer	LMC	LAKE MI COLLE	1,388,345.00	4.6%	Summer	SJC	STREETS	2,175,623.72	7.2%
Summer	RESA	RESA GENERAL	106,798.31	0.4%	Total City of St. Joseph			11,781,263.20	39.2%
Summer	RESA	RESA SPECIAL	1,344,219.34	4.5%	Summer	SJPS	SJPS OPERATING **	4,892,859.71	16.3%
Total RESA			1,451,017.65	4.8%	Summer	SJPS	SJPS SCH-2010DEBT	1,885,990.33	6.3%
					Summer	SJPS	SJPS SCH-2014BLDGS	605,148.83	2.0%
					Summer	SJPS	SJPS SCH-2016DEBT	372,298.22	1.2%
					Total St. Joseph Public Schools			7,756,297.09	25.8%
								30,016,323.77	

\* Paid to Berrien County & State of Michigan

\*\* Paid to St. Joseph Public Schools & State of Michigan



CITY OF  
St. Joseph

# Public Hearing – FY26 Budget and Millage Rates

## • FY26 Millage Rates

Source	Fund	FY25 Levied	FY25 Max	FY26 Requested	Change from PY	FY26 Max
Charter	General Fund (101)	11.2400		11.2400		
Charter	Street Improvement Fund (204)	3.5500		3.5500		
		14.7900	15.4746	14.7900	-	15.2672
PA 164	Library Fund (271)	0.7760	0.7760	0.7656	(0.0104)	0.7656
PA 230	Band Fund (275)	0.2500	1.5524	0.2500	-	1.5315
PA 298	Rubbish Fund (226)	1.9500	2.3566	1.9155	(0.0345)	2.3250
Voted	Airport	0.2444	0.2476	0.2442	(0.0002)	0.2442
Voted	Debt Service Fund (301)	0.7000	N/A	0.5000	(0.2000)	N/A
	Total Mills Levied Without DDA	18.7104		18.4653	(0.2451)	
PA 197	Downtown Development Authority Fund (248)	1.9505	1.9505	1.9235	(0.0270)	1.9235



CITY OF  
St. Joseph



## Public Hearing – FY26 Budget and Millage Rates

- FY26 Headlee Millage Reduction Calculation
  - L-4028 form Published by Berrien County

### Headlee Formula

$((\text{TY24 Taxable Value} - \text{Losses}) * \text{Inflation Rate}) / (\text{TY25 Taxable Value} - \text{Additions})$

$\text{SJC} = ((608,735,622 - 2,579,748) * 1.031) / (646,452,988 - 13,021,250) = 0.9866 = \text{Rollback}$

$\text{DDA} = ((32,443,513 - 124,900) * 1.031) / (34,363,368 - 576,400) = 0.9862 = \text{Rollback}$



# Public Hearing – FY26 Budget and Millage Rates

- FY26 Headlee Millage Reduction Calculation
- State of Michigan, Department of Treasury, Michigan Tax Commission
  - Bulletin 14 of 2024, Dated October 22, 2024

9/02 (Rev. 01/19)



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF TREASURY  
LANSING

RACHAEL ELBANKS  
STATE TREASURER

Bulletin 14 of 2024  
Inflation Rate Multiplier  
October 22, 2024

**TO:** Assessors and Equalization Directors  
**FROM:** Michigan State Tax Commission  
**SUBJECT:** Inflation Rate Multiplier for use in the 2025 capped value formula and the "Headlee" Millage Reduction Fraction (MRF) formula

The calculation of the Inflation Rate Multiplier is set in statute in MCL 211.34d:

(i) "Inflation rate" means the ratio of the general price level for the state fiscal year ending in the calendar year immediately preceding the current year divided by the general price level for the state fiscal year ending in the calendar year before the year immediately preceding the current year.

(f) "General price level" means the annual average of the 12 monthly values for the United States consumer price index for all urban consumers as defined and officially reported by the United States Department of Labor, Bureau of Labor Statistics.

## Calculation of 2025 Inflation Rate Multiplier

Based on the statutory requirements in MCL 211.34d, the calculation of the inflation rate multiplier for 2025 is as follows:

1. The 12 monthly values for October 2022 through September 2023 are averaged.
2. The 12 monthly values for October 2023 through September 2024 are averaged.
3. The ratio is calculated by dividing the average of column 2 by the average of column 1.

The specific numbers from the US Department of Labor, Bureau of Labor Statistics are as follows:

P.O. BOX 30471 • LANSING, MICHIGAN 48209  
www.michigan.gov/treasury • 317-335-3429

Page 2

CPI data used to calculate Inflation Rate Ratio for 2024 property taxes

2024 Calculations	
FY 2022 - 2023	
Oct-22	298.012
Nov-22	297.711
Dec-22	296.797
Jan-23	299.170
Feb-23	300.840
Mar-23	301.836
Apr-23	303.363
May-23	304.127
Jun-23	305.109
Jul-23	305.691
Aug-23	307.026
Sep-23	307.789
Average	302.289

Ratio	1.031
% Change	3.1%

Important: Local units cannot develop or adopt or use an inflation rate multiplier other than 1.031 in 2025. It is not acceptable for local units or assessors to indicate to taxpayers that they do not know how the multiplier is developed.

## Inflation Rate Multiplier (IRM) Used in the 2025 Capped Value Formula

The inflation rate, expressed as a multiplier, to be used in the 2025 Capped Value Formula is 1.031.

$$2025 \text{ CAPPED VALUE} = (2024 \text{ Taxable Value} - \text{LOSSES}) \times 1.031 + \text{ADDITIONS}$$

- The formula above does not include 1.05 because the inflation rate multiplier of 1.031 is lower than 1.05.

## Inflation Rate Multiplier Used in 2025 "Headlee" Calculations

The inflation rate multiplier of 1.031 shall ALSO be used in the calculation of the 2025 "Headlee" Millage Reduction Fraction required by Michigan Compiled Law (MCL) 211.34d.

The formula for calculating the 2025 "Headlee" Millage Reduction Fraction (MRF) is:

Page 3

$$2025 \text{ MRF} = \frac{(2024 \text{ Taxable Value} - \text{LOSSES}) \times 1.031}{2025 \text{ Taxable Value} - \text{ADDITIONS}}$$

## Historical Inflation Rate Multipliers

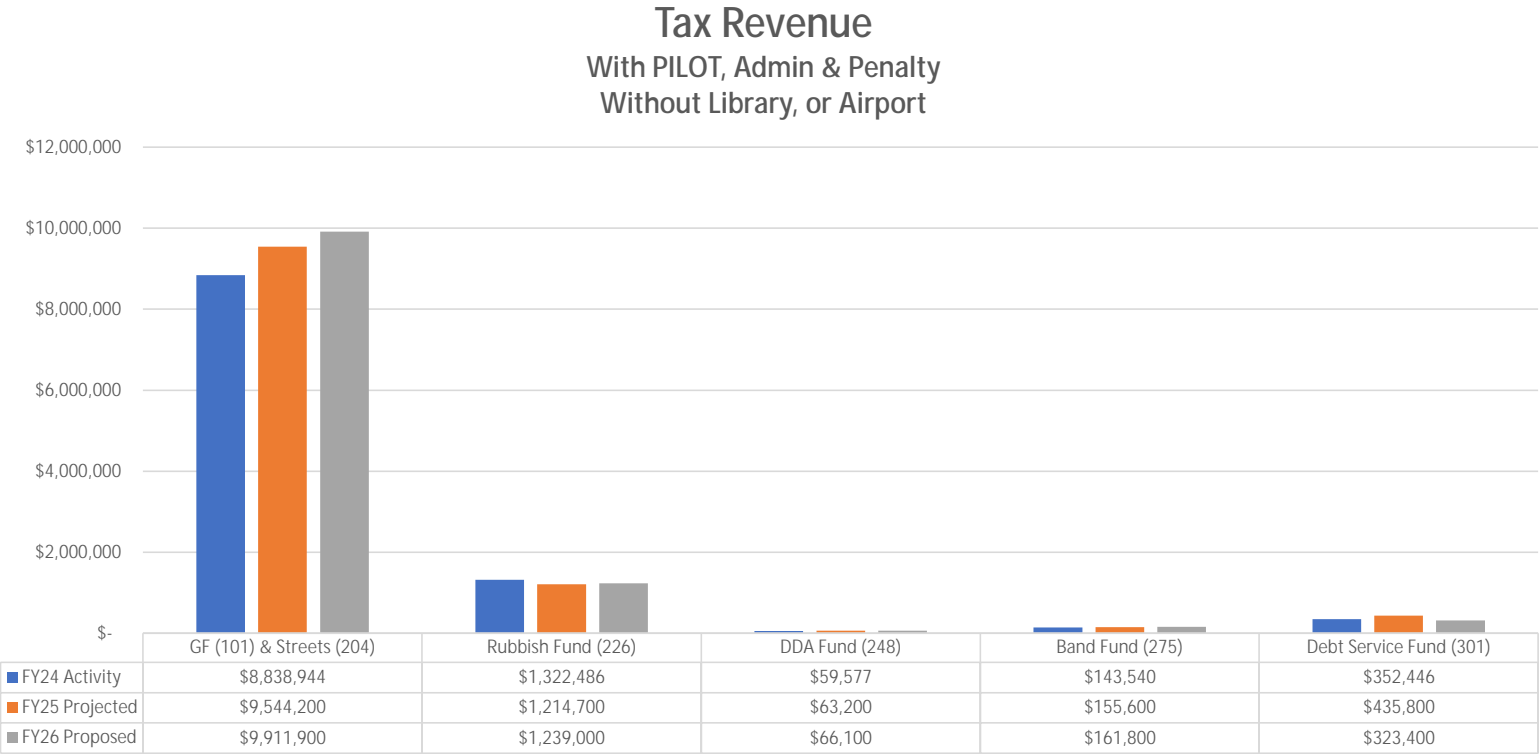
The following is a listing of the inflation rate multipliers used in the Capped Value and "Headlee" calculations since the start of Proposal A.

YEAR	IRM	YEAR	IRM
1995	1.026	2012	1.027
1996	1.028	2013	1.024
1997	1.028	2014	1.016
1998	1.027	2015	1.016
1999	1.016	2016	1.003
2000	1.019	2017	1.009
2001	1.032	2018	1.021
2002	1.032	2019	1.024
2003	1.015	2020	1.019
2004	1.023	2021	1.014
2005	1.023	2022	1.033
2006	1.033	2023	1.050 (Capped Value)
2007	1.037		1.079 (Headlee)
2008	1.023	2024	1.050 (Capped Value)
2009	1.044		1.051 (Headlee)
2010	0.997	2025	1.031
2011	1.017		



CITY OF  
St. Joseph

# Public Hearing – FY26 Budget and Millage Rates



# Public Hearing – FY26 Budget and Millage Rates

## • FY26 Water Rates

### City Sewer Rate

Meter Size in Inches	Current Sewer Rate	FY26 Rate Change	FY26 Sewer Rate	\$ Change
5/8	33.31	13.00%	37.64	4.33
3/4	36.65	13.00%	41.41	4.76
1	46.65	13.00%	52.71	6.06
1 1/2	59.96	13.00%	67.75	7.79
2	96.62	13.00%	109.18	12.56
3	366.46	13.00%	414.10	47.64
4	466.42	13.00%	527.05	60.63
6	699.62	13.00%	790.57	90.95
Per Unit	4.79	13.00%	5.41	0.62
Flat Rate	98.14	13.00%	110.90	12.76

### System Water Rate

Meter Size in Inches	Current System Rate	FY26 Rate Change	FY26 System Rate	\$ Change
5/8	29.07	5.00%	30.52	1.45
3/4	31.97	5.00%	33.57	1.60
1	40.70	5.00%	42.74	2.04
1 1/2	52.33	5.00%	54.95	2.62
2	84.30	5.00%	88.52	4.22
3	319.76	5.00%	335.75	15.99
4	406.97	5.00%	427.32	20.35
6	610.46	5.00%	640.98	30.52
Per Unit	2.80	5.00%	2.94	0.14

### City Water Rate

Meter Size in Inches	Current SJC Water Rate	FY26 Rate Change	FY26 SJC Water Rate	\$ Change
5/8	49.46	7.00%	52.92	3.46
3/4	69.24	7.00%	74.09	4.85
1	123.65	7.00%	132.31	8.66
1 1/2	281.92	7.00%	301.65	19.73
2	494.60	7.00%	529.22	34.62
3	1,137.56	7.00%	1,217.19	79.63
4	2,027.82	7.00%	2,169.77	141.95
6	4,550.25	7.00%	4,868.77	318.52



## Public Hearing – FY26 Budget and Millage Rates

- FY26 Water Rates
- Impact on typical residential customer
  - 5/8" meter; 9,000 gallons of water/quarter
- Quarterly charges comparison:

	Current	FY 25-26	% Increase	\$ Increase		
				Quarter	Month	Day
System Development Charge	\$ 49.46	\$ 52.92	7.0%	\$ 3.46	\$ 1.15	\$ 0.04
Sewer Base Charge	\$ 33.31	\$ 37.64	13.0%	\$ 4.33	\$ 1.44	\$ 0.05
Sewer Volume Charge	\$ 57.48	\$ 64.95	13.0%	\$ 7.47	\$ 2.49	\$ 0.08
Water Base Charge	\$ 29.07	\$ 30.52	5.0%	\$ 1.45	\$ 0.48	\$ 0.02
Water Volume Charge	\$ 33.60	\$ 35.28	5.0%	\$ 1.68	\$ 0.56	\$ 0.02
	<b>\$ 202.92</b>	<b>\$ 221.32</b>	<b>9.1%</b>	<b>\$ 18.40</b>	<b>\$ 6.13</b>	<b>\$ 0.20</b>

- Cost of water and sewer service would increase \$6.13/month or \$0.20/day
- A customer using 5,000 gallons would see an increase of \$4.86/month or \$0.16/day



# Public Hearing – FY26 Budget and Millage Rates

## • FY26 Proposed Revenue

Description	General Funds	Debt Service Funds	Capital Project Funds	Permanent Funds	Special Revenue Funds	Enterprise Funds	Internal Service Funds	Component Units	Total
Charges for Services	3,260,100	-	-	-	3,200	12,233,400	-	-	15,496,700
Federal Revenues	-	-	-	-	892,700	-	-	-	892,700
Fines and Forfeits	137,000	-	-	-	-	249,500	-	-	386,500
Investment Income	427,900	500	18,000	5,700	449,300	770,500	1,356,900	5,600	3,034,400
Licenses & Permits	476,000	-	-	-	-	-	-	-	476,000
Other Financing Sources	3,000	-	-	-	-	1,400,000	-	-	1,403,000
Other Revenues	13,300	-	500	-	500	2,312,600	1,938,800	-	4,265,700
Property Tax	9,911,900	323,400	-	-	1,400,800	-	-	66,100	11,702,200
State Revenues	1,440,500	6,700	260,000	-	1,512,200	-	-	-	3,219,400
Transfers In	60,000	50,000	457,500	-	5,871,600	39,400	-	-	6,478,500
	15,729,700	380,600	736,000	5,700	10,130,300	17,005,400	3,295,700	71,700	47,355,100



# Public Hearing – FY26 Budget and Millage Rates

## • FY26 General Fund (101) Expense by Department

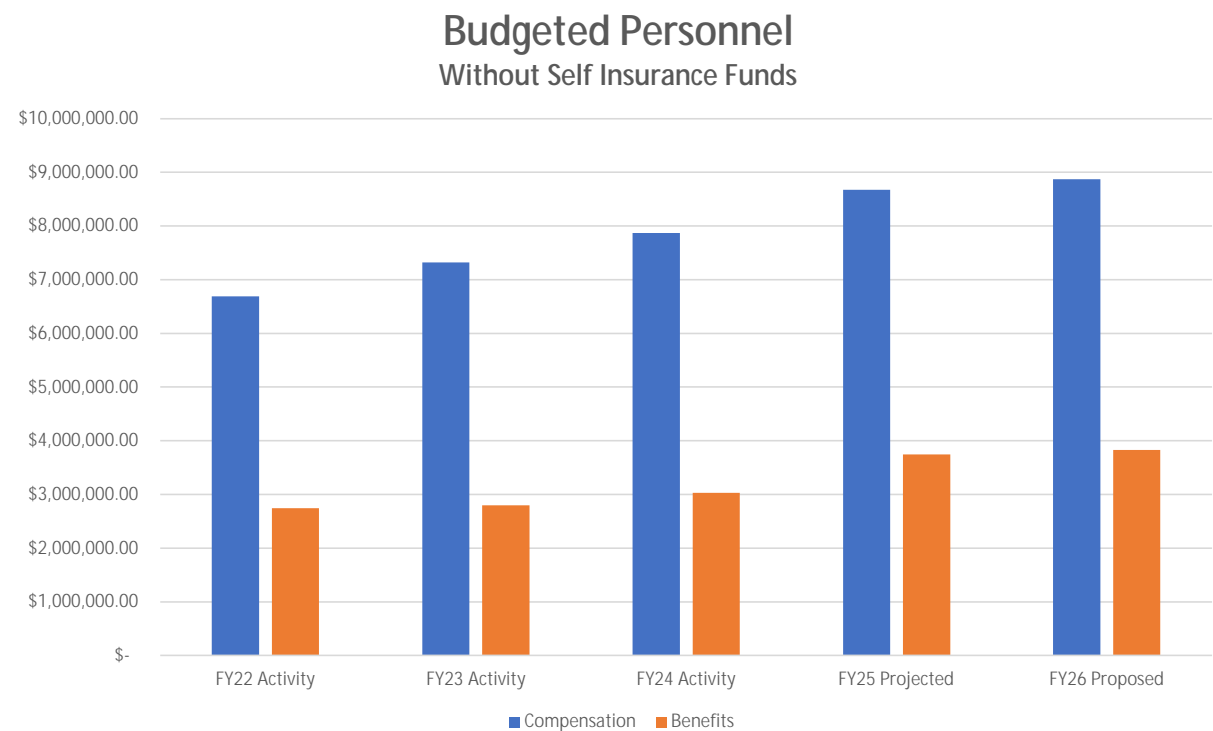
Department	FY26 Proposed	%	Department	FY26 Proposed	%
City Commission	45,000	0.3%	City Engineer	411,100	2.7%
City Manager	321,800	2.1%	Street Lighting	95,000	0.6%
City Clerk	129,900	0.8%	Paid Parking - Downtown	88,500	0.6%
Central Purchasing	79,400	0.5%	Ambulance	86,600	0.6%
City Treasurer	402,900	2.6%	Community Development	156,400	1.0%
City Assessor	286,900	1.9%	Economic Development	176,300	1.2%
Elections	144,100	0.9%	Communications	218,900	1.4%
Buildings & Grounds	530,400	3.5%	Parks/Recreation	1,184,200	7.7%
City Attorney	180,400	1.2%	Lighthouse Operations	11,000	0.1%
Personnel	153,000	1.0%	Recreation Programs	141,000	0.9%
Fire Department	733,700	4.8%	Ice Arena Operations	283,500	1.9%
Public Safety Department	5,068,400	33.1%	Insurance Premiums	144,400	0.9%
Building Inspection Department	386,400	2.5%	Employee Benefits	68,000	0.4%
Code Enforcement Department	111,200	0.7%	Debt Service	131,600	0.9%
Public Works Department	289,100	1.9%	Transfers Out	3,087,500	20.2%
Asset Management	164,300	1.1%			
			Total GF	15,310,900	



CITY OF  
St. Joseph

# Public Hearing – FY26 Budget and Millage Rates

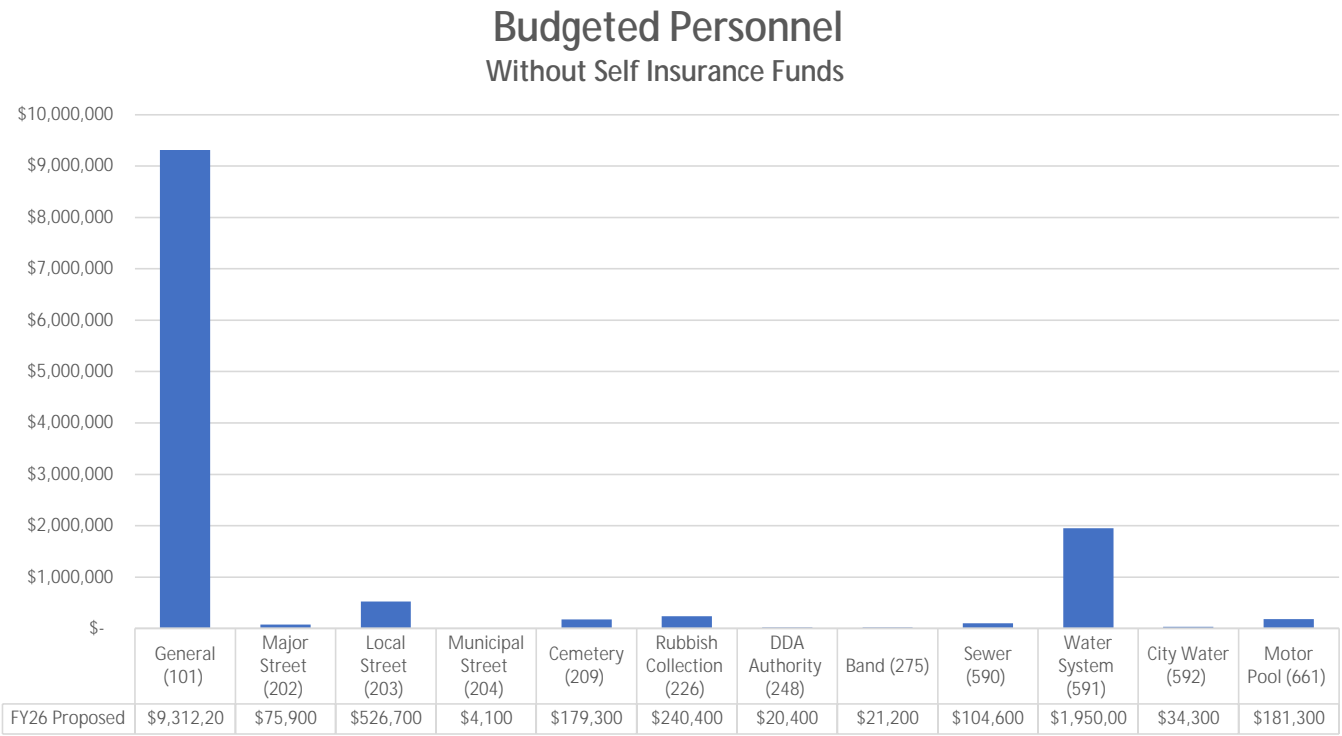
- FY26 Proposed Personnel Expense





# Public Hearing – FY26 Budget and Millage Rates

- FY26 Proposed Personnel Expense



# Public Hearing – FY26 Budget and Millage Rates

## • Top 20 Projects

CIP Project Name	Project Total	FY26	FY27	FY28	FY29	FY30	FY31
CSO Storage Project - Phase 2	22,750,000.00	800,000.00	900,000.00	13,015,000.00	7,880,000.00	155,000.00	-
Main Street Reconstruction	10,936,900.00	631,000.00	7,571,700.00	2,734,200.00	-	-	-
AMI Water Meters	9,000,000.00	-	-	3,000,000.00	3,000,000.00	3,000,000.00	-
Lead Service Line Replacements - 2018 Lead & Copper Rule Compliance Program	8,100,000.00	1,500,000.00	2,500,000.00	150,000.00	1,750,000.00	2,000,000.00	200,000.00
Napier Avenue Reconstruction	6,250,000.00	-	-	-	-	550,000.00	5,700,000.00
Mohawk Lane and Sunset Drive & Court Reconstruction	5,675,000.00	-	-	475,000.00	5,200,000.00	-	-
Upton Drive Reconstruction Project - Phase 2	4,100,000.00	-	300,000.00	3,800,000.00	-	-	-
Anchors Way Drainage	3,945,000.00	200,000.00	-	145,000.00	3,600,000.00	-	-
Myrtle Avenue and Riverwood Terrace Reconstruction Project	3,465,000.00	-	-	-	290,000.00	3,175,000.00	-
City Parking Lot Improvements	3,035,000.00	115,000.00	1,585,000.00	60,000.00	500,000.00	75,000.00	700,000.00
Asphalt Resurfacing Program	2,100,000.00	-	600,000.00	-	700,000.00	-	800,000.00
Water Plant Roof	1,932,000.00	200,000.00	766,000.00	566,000.00	400,000.00	-	-
Pavement Preventive Maintenance Program	1,700,000.00	-	300,000.00	500,000.00	350,000.00	550,000.00	-
Annual Drain Repairs/Improvements	1,686,000.00	255,000.00	255,000.00	281,000.00	281,000.00	307,000.00	307,000.00
Hawthorne Lift Station Renovation	1,550,000.00	1,550,000.00	-	-	-	-	-
Botham Avenue Reconstruction	1,545,300.00	1,545,300.00	-	-	-	-	-
Biennial Sewer Rehabilitation Project	1,350,000.00	-	400,000.00	-	450,000.00	-	500,000.00
Public Works Facility Improvements	1,350,000.00	350,000.00	450,000.00	550,000.00	-	-	-
South Low Lift Pump Station	1,250,000.00	-	-	-	250,000.00	500,000.00	500,000.00
	91,720,200.00	7,146,300.00	15,627,700.00	25,276,200.00	24,651,000.00	10,312,000.00	8,707,000.00



CITY OF  
St. Joseph

# Public Hearing – FY26 Budget and Millage Rates

## • FY26 All Funds Proposed Change in Fund Balance

Fund	Revenue	Expense	(Deficit) / Surplus	Ending Fund Balance
<b>General Funds</b>				
General (101)	15,428,200	15,310,900	117,300	2,897,666
Cemetery (209)	301,500	308,400	(6,900)	308,760
	15,729,700	15,619,300	110,400	3,206,426
<b>Special Revenue Funds</b>				
Major Street (202)	3,315,600	3,169,600	146,000	2,867,584
Local Street (203)	2,703,900	2,940,500	(236,600)	358,890
Municipal Street (204)	2,527,800	4,370,100	(1,842,300)	4,282,137
Depot (214)	70,000	13,200	56,800	405,010
Rubbish Collection (226)	1,326,800	1,304,800	22,000	904,719
Law Enf Training (264)	3,400	10,000	(6,600)	13,455
Drug Law Enf (265)	200	200	-	4,239
Law Enf Crim Forf (266)	100	100	-	54
Band (275)	182,500	223,900	(41,400)	388,278
	10,130,300	12,032,400	(1,902,100)	9,224,366



CITY OF  
St. Joseph

# Public Hearing – FY26 Budget and Millage Rates

## • FY26 All Funds Proposed Change in Fund Balance

Fund	Revenue	Expense	(Deficit) / Surplus	Ending Fund Balance
<b>Debt Service Funds</b>				
Debt Service (301)	380,600	376,800	3,800	42,755
	380,600	376,800	3,800	42,755
<b>Capital Project Funds</b>				
Capital Projects (401)	702,500	2,381,400	(1,678,900)	996,751
State Street Project (419)	-	63,000	(63,000)	-
Lighthouse Capital (485)	33,500	15,000	18,500	256,848
	736,000	2,459,400	(1,723,400)	1,253,599
<b>Permanent Funds</b>				
Cemetery Trust (151)	5,700	-	5,700	144,164
	5,700	-	5,700	144,164
<b>Enterprise Funds</b>				
Sewer (590)	4,957,600	6,143,300	(1,185,700)	18,174,199
Water System (591)	8,212,900	8,081,300	131,600	16,483,653
City Water (592)	3,834,900	4,185,400	(350,500)	7,323,350
	17,005,400	18,410,000	(1,404,600)	41,981,202



CITY OF  
St. Joseph

## Public Hearing – FY26 Budget and Millage Rates

- FY26 All Funds Proposed Change in Fund Balance

Fund	Revenue	Expense	(Deficit) / Surplus	Ending Fund Balance
<b>Internal Service Funds</b>				
Motor Pool (661)	1,360,800	1,360,800	-	2,033,801
Self Insurance (677)	103,600	166,500	(62,900)	1,296,006
Health Care (690)	1,831,300	2,286,300	(455,000)	936,796
	3,295,700	3,813,600	(517,900)	4,266,603
<b>Component Units</b>				
Brwnfld Redevlop (243)	1,800	-	1,800	87,668
DDA Authority (248)	69,900	67,900	2,000	65,315
	71,700	67,900	3,800	152,983
<b>Total Budgeted</b>	<b>47,355,100</b>	<b>52,779,400</b>	<b>(5,424,300)</b>	<b>60,272,098</b>



CITY OF  
St. Joseph



# Agenda Item

**TO:** Members of the St. Joseph City Commission

**FROM:** Ben Reynnells, Finance Director

**RE:** Resolution - Fiscal Year 2025-2026 Budget & CIP

**MEETING DATE:** May 12, 2025

The following Resolutions supporting the Fiscal Year 2025-2026 Budget and the 2025 Appropriations Ordinance (a separate agenda item) should both be considered after the public hearing is held and closed.

The attached resolution is offered for the adoption of the 2025-2026 Fiscal Year Budget, which is included in this packet and has been posted on the website. Also included in the resolution is approval of the Capital Improvement Plan.

Please note that the City Commission does not have authority over the Library budget. The Library budget is approved by its board. The Library budget has historically been included in the budget provided to the City Commission for informational purposes. But since it's not adopted at this time, it will not be included with this information.

Also, the City Commission does not have authority over the Marina budget. The Marina budget is also approved by its board, and is also not included with this information.

*Action Requested:* To approve the following Resolution adopting the 2025-2026 Fiscal Year Budget and Capital Improvement Plan.

## **ATTACHMENTS:**

- FY26 Budget Letter to City Commission 05-12-2025 - Final (PDF)
- FY26 Budget Book - Proposed 05-12-25 (PDF)
- FY26 Capital Improvement Plan - 05-12-25 (PDF)

**RESOLUTION - FISCAL YEAR 2025-2026 BUDGET & CIP****City of St. Joseph  
2025-2026 Fiscal Year Budget**

**WHEREAS**, pursuant to and in accordance with Chapter 9 of the City Charter, the City Manager has prepared and submitted to the St. Joseph City Commission on April 28, 2025, a draft budget for the Fiscal Year 2025-2026, and

**WHEREAS**, the long-term goals and objectives of the City Commission have been addressed in the draft budget, and

**WHEREAS**, pursuant to MCL 141.412, a notice of a public hearing on the proposed budget was published in the May 6, 2025, edition of the Herald Palladium, and

**WHEREAS**, pursuant to MCL 141.413, a public hearing on the proposed budget was held on May 12, 2025 and

**WHEREAS**, the proposed budget provides for all individual funds, the total revenues, including any available fund surplus exceed the total expenditures, including any fund deficit, and

**WHEREAS**, pursuant to MCL 125.3865, a Six-Year Capital Improvement Plan has been developed as a part of the budget process and the capital expenditures proposed in that plan for Fiscal Year 2025-2026 have been incorporated into the proposed budget,

**WHEREAS**, the City Commission has considered such proposed budget and Capital Improvement Plan,

**NOW, THEREFORE, BE IT RESOLVED**, that the 2025-2026 Fiscal Year Budget for the General Fund, Special Revenue Funds, Debt Service Funds, Capital Improvement Funds, Business-Type Funds, Internal Services Funds, as well as the Downtown Development Authority fund are hereby adopted in summary, by department for the General Fund and in total by fund for all other funds, as presented, and in accordance with the provisions of Public Act 2 of 1968, as amended.

**BE IT FURTHER RESOLVED**, that the 2026-2031 Six-Year Capital Improvement Plan is hereby adopted in accordance with the provisions of Public Act 33 of 2008.

**BE IT FURTHER RESOLVED**, that the City Manager may execute transfers between individual line items and individual departmental budgets without the prior approval of the City Commission, provided that no increase in the total expenditures contained in the budget for any fund is made and provided that the budget adjustments are reflected in status reports submitted as an informational item to the City Commission on a regular basis.

**BE IT FURTHER RESOLVED**, the adoption of the 2025-2026 Fiscal Year Budget shall take effect on July 1, 2025.



# Memorandum

TO: Mayor Brook Thomas and City Commissioners  
 FROM: Emily Hackworth, City Manager  
 RE: FY 2025-26 Fiscal Year Budget  
 DATE: May 12, 2025

On behalf of the City Staff, I am pleased to present the City of St. Joseph recommended Fiscal Year 2025-26 budget. In general, we expect the City and its major funds to remain in good financial condition.

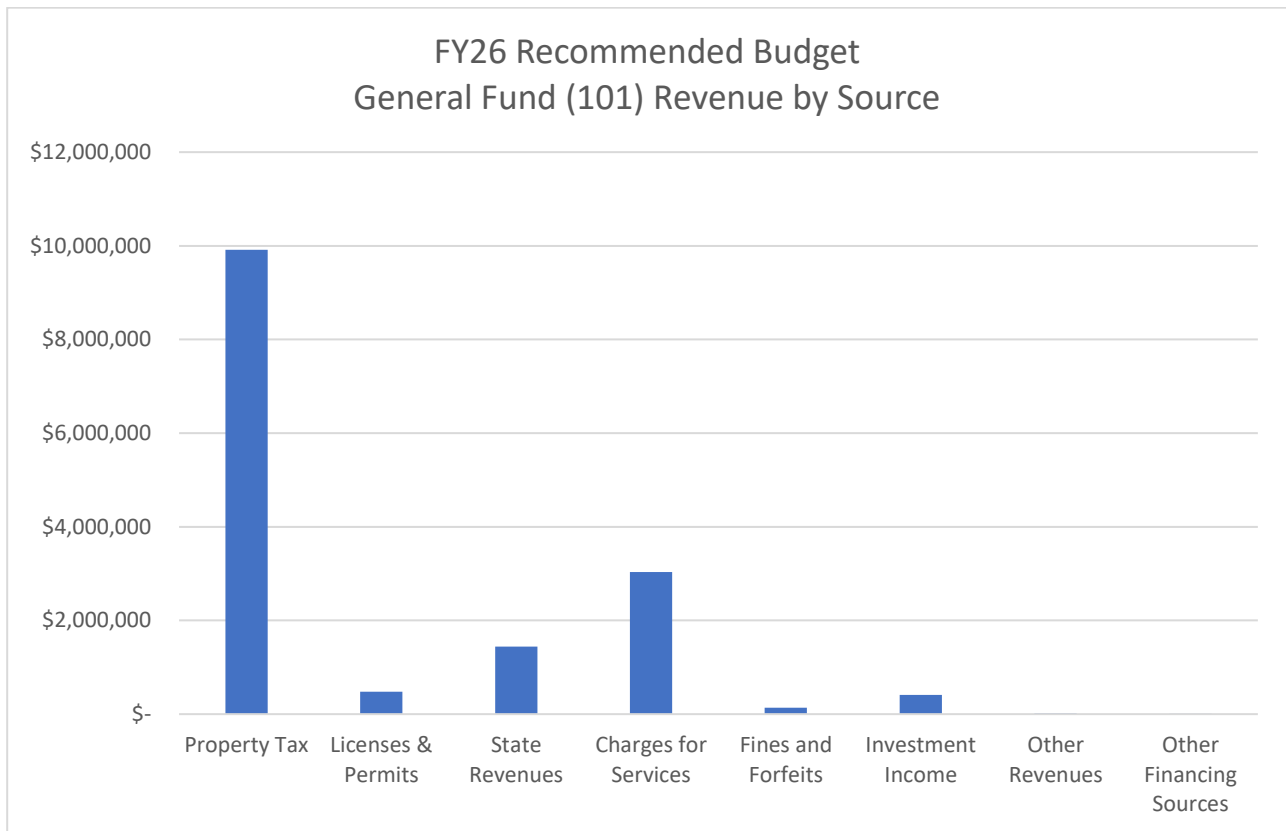
Our utility funds continue to fund large infrastructure projects, including street rehabilitation, street and utility replacement, replacement of lead water service lines, and significant work at the water plant.

Although the property tax base provides a stable base revenue for our community, some revenue sources, such as state revenue sharing, depend on the wider economy and respond to actual consumer spending. We do not expect these challenges to go away next year. However, we remain committed to maintaining our services and working to improve the community each year. Below are summaries of our activities and projections for our significant funds.

## GENERAL FUND

Revenues - Core governmental functions, such as public safety, parks and recreation, inspections, economic development, planning and zoning, general government, and street lighting, are funded through the General Fund. The primary revenue source to support these services is property taxes (64.2%), with charges for services (19.7%) and state revenues (9.3%) also being significant sources of revenue.





### Property Taxes

Starting with tax year 2025, the Street (Municipal Street Fund) millage was combined with the City Operating (General Fund) millage on the tax bill. If we account for the previously separate receipting of the unchanged millages, the General fund property tax revenues are projected to be up for FY26 by ~\$399,160 over the previous budget, an increase of about 4.3%. This is due primarily to inflationary increases on existing structures, uncapping the taxable value of properties that changed owners, and new construction.

Revenue by Source	FY24 Activity	FY25 Projected	FY26 Proposed
<b>Property Tax (101 &amp; 204 Combined)</b>	<b>8,838,944</b>	<b>9,544,200</b>	<b>9,911,900</b>
Licenses & Permits	617,362	450,800	476,000
Federal Revenues	874,023	-	-
State Revenues	1,416,725	1,412,900	1,440,500
Charges for Services	2,056,501	2,323,000	3,033,900
Fines and Forfeits	168,832	127,400	137,000
Investment Income	513,191	443,700	412,900
Other Revenues	99,981	7,200	13,000
Other Financing Sources	2,351	3,000	3,000
	14,587,910	14,312,200	15,428,200

The property tax revenue increase for FY26 is principally due to the increased values of individual properties. Overall, the City-wide taxable value increased 6.2% from the previous year. Per state

law, the increase on properties that did not change hands is capped. This year's inflation limit was set by the state tax commission at 3.1%. New construction also contributed to the increase. Throughout the city, nearly \$13 million in value was added through new construction and acquisition of personal property, although it was offset by more than \$2.5 million in value removed from the rolls.

The increase in taxable value on existing properties was more than the rate of inflation and caused a Headlee rollback of maximum allowable millages.

In addition, the Downtown Development Authority (DDA) millage also had a rollback due to Headlee. Note that the DDA area is limited to the downtown and the reduction fraction is calculated on that area alone. The DDA was also levying its maximum possible of 1.9235 mill.

The proposed general operating millage rate remains unchanged at 11.24 mills, along with the dedicated street millage at 3.55 mills. As the street millage is a designation of a portion of the authorized general operating millage, the total levied under the general operating authority is 14.79 mills, within 0.4772 mill of the maximum allowable.

The Library millage is being reduced per Headlee to 0.7656, last year's levied rate was 0.7760.

The Band millage of 0.2500 is unchanged from last year, however the total maximum allowed was reduced by Headlee to 1.5315.

The Rubbish millage is being reduced to 1.9155 this year. The total allowable per Headlee is 2.3250.

The Airport millage is also being reduced by Headlee, and the proposed value of 0.2442 is now the maximum allowed.

The total debt service millage is proposed to be 0.5000 mills. This supports the 2011 Series CSO bonds, which will expire in December 2026.

#### *State Shared Revenues*

In FY 2002, the City's state shared revenue apportionment was more than \$1.3 million. At 22% of total revenues, it was a significant revenue source for the City's General Fund. Since that time, state-shared revenues declined significantly, beginning to creep back up in recent years. The City's state shared revenue is projected to be \$1,440,500, exceeding the nominal dollar amount of state revenue sharing at its FY 2002 high. The proposed amount for FY 2025-26 represents 9.3% of General Fund revenues.

Fund Balance - The General Fund is projected to end the current fiscal year with net revenues greater than expenditures of approximately \$117,300. The following transfers out to other funds are included in these projections:

GF Transfers	FY24 Activity	FY25 Projected	FY26 Proposed
Local Street (203)	225,000	225,000	225,000
Street Improvement (204)	-	-	2,295,000
Cemetery (209)	60,000	60,000	60,000
Band (275)	1,690	-	-
Debt Service	-	25,000	50,000
Capital Improvement (401)	1,052,300	1,536,800	432,500
Lighthouse (485)	25,000	25,000	25,000
	1,363,990	1,871,800	3,087,500

The General Fund is anticipated to close FY25 with a Fund Balance of \$2,780,366 or ~19.9% of yearly expenditures. However, as always, that number is overstated since it includes the fund balance attributable to building inspection activities, which is not available for other activities. Our target fund balance for several years has been ~2 months (16.7%-20%) of operating expenditures (excluding building inspection activities when reserved funds are available), plus one year's debt service payments. Each year, following receipt of the audit, staff recommends that the City Commission transfer any funds over that requirement to the Capital Improvement Fund. These funds become the principal revenue source of the Capital Improvement Fund.

### Street Funds

The City has three street funds: Major Streets, Local Streets, and Municipal Streets. These funds allow the City to perform substantial street reconstruction and rehabilitation projects. The Major and Local streets funds receive the majority of their revenue from Act 51. We are projecting a modest increase in Act 51 funding. The general operating millage has 3.55 mills designated for the Municipal streets fund. For FY26, this is projected to be \$2,292,600.

There are several projects projected for FY26. The projects of note are the CSO Storage Phase Two project, Main Street reconstruction, lead service lead replacement project, Hawthorne Lift Station, and Botham Avenue Reconstruction.

### Rubbish Fund

Rubbish expenditures are relatively flat for FY26. We anticipate that revenues will slightly exceed expenditures by \$22,000. The proposed Rubbish Fund levy is .04095 mills less than the maximum allowable. The fund balance is projected to be \$904,719 at the end of FY26.

### Debt Service Fund

The Debt Service levy is calculated to generate the revenue needed to make scheduled debt service payments on a CSO bond. A decrease from .7000 to .5000 mills is recommended for FY26. Starting next year, the General Fund will need to assist the Debt Service Fund in the final payment of another bond which is no longer supported by a millage.

### Capital Improvement Plan

Those projects proposed within the Six-Year Capital Improvement Plan for FY26 are included in the Capital Improvement budget; the anticipated fund balance on June 30, 2025, to begin that budget is just under \$2.7 million. Please refer to the Six-Year Capital Improvement Plan for additional details regarding major projects identified for FY26. It is important to note that over past years the capital improvement plan has been arranged to allow the City Commission to select projects based on community needs at the time, and this practice was repeated in the current budget process.

### Water and Sewer Funds

The Water and Sewer funds rely on user fees for revenues. These fees were raised for FY26. These funds are expected to cover large capital projects over the next six years. In addition to continued street improvement projects, the CSO storage tank and lead service line replacements are driving the need to increase rates for the sewer and city water funds. The system water fund is funding water tower painting and roof replacement projects.

### Debt Management

At present, the City has more than \$45 million in debt outstanding, which was used to fund significant infrastructure projects, including projects to eliminate combined sewer overflows. The City is under Federal mandates to complete this work, and we have been fortunate to fund much of this debt through low-interest loans and grant programs. We were also able to fund \$17.3 million of Water Plant improvements through State financing at favorable rates. State statutes limit the amount of installment purchase agreement (IPA) debt that governmental entities may issue to 1.25% of their taxable value and the amount of general obligation (GO) bond debt, exclusive of interest, to 10% of their state equalized value. The City of St. Joseph's outstanding debt at June 30, 2024, is well below the debt limits in both categories.

Debt Margin on June 30, 2023

2024 Taxable Value	\$608,735,622
IPA Debt Limit (1.25% of TV)	\$7,609,195
IPA Debt at June 30, 2024	\$859,194
IPA Debt Margin	\$6,750,001
2024 State Equalized Value	\$828,766,850
GO Debt Limit (10% of SEV)	\$82,876,685
GO Debt at June 30, 2024	\$2,762,472
GO Debt Margin	\$80,114,213

The majority of debt is in revenue bonds funded by the water and sewer systems. The General Fund has approximately \$860,000 in outstanding bonds. This debt is for the 2021 Fire Truck

purchase.

#### NEXT STEPS

The FY26 Budget as presented has been available for public review on the city website, as has the draft Capital Improvement Plan.

On Monday, May 12, 2025, the City Commission will hold a Public Hearing to take public comments on the proposed 2025 millage rates. After the Public Hearing is closed, the City Commission will be asked to consider approving the FY26 Budget and to give a first reading to the 2026 Appropriations Ordinance. The second and final reading of the 2026 Appropriations Ordinance is proposed to take place during the Wednesday, May 28, 2025 regular meeting of the City Commission.



CITY OF  
**St. Joseph**

Fiscal Year  
2025-2026  
Proposed Budget

# Table of Contents

<b>General Budget Information</b>	
Budget Guidelines	1
Fund Explanation	2
<b>Governmental Funds</b>	
General Fund	
General Fund (101)	6
Cemetery Fund (209)	7
Special Revenue Funds	
Major Street Fund (202)	8
Local Street Fund (203)	9
Municipal Street Fund (204)	10
Depot Fund (214)	11
Rubbish Collection Fund (226)	12
Law Enforcement Training Fund (264)	13
Drug Law Enforcement Fund (265)	14
Law Enforcement Criminal Forfeiture Fund (266)	15
Band Fund (275)	16
Debt Service Funds	
General Debt Service Fund (301)	17
Capital Project Funds	
Capital Projects Fund (401)	18
State Street Rehabilitation Project Fund (419)	20
Lighthouse Capital Improvement Fund (485)	21
Permanent Funds	
Cemetery Trust Fund (151)	22
<b>Proprietary Funds</b>	
Enterprise Funds	
Sewer Fund (590)	23
Water System Fund (591)	24
City Water Fund (592)	25
Internal Service Funds	
Motor Pool Fund (661)	26
Self-Insurance Fund (677)	27
Health Care Fund (690)	28
<b>Component Units</b>	
Brownfield Redevelopment Fund (243)	29
Downtown Development Authority Fund (248)	30

## City of St. Joseph Budget Guidelines

Good stewardship of public funds requires the establishment of standards of fiscal responsibility; the City of St. Joseph follows the following budget guidelines:

- Except for the Capital Improvement funds, all budgets are for one year and lapse at the end of the fiscal year.
- The budget shall be balanced by fund.
- Balanced by fund is defined as revenues plus fund balance must be equal to or greater than expenditures. Fund Balance is normally reserved for approved capital improvements or one-time expenditures.
- The budget will provide for adequate maintenance of capital assets and equipment and for their orderly systematic replacement.
- The City will maintain a budgetary control system to help it adhere to the budget.
- Internal Service Funds shall be self-supporting.
- Enterprise Funds shall be self-supporting, including debt service and reserves for capital improvements.
- Capital Improvement project budgets will be adopted on a project basis at the inception of the project, and are appropriated for the duration of the project.
- Although not required by state law, internal service and enterprise funds will be budgeted for cost control and administrative purposes.
- The City will seek to maintain minimum reserve levels in all major funds. Minimum recommended reserve levels will be determined based on the annual operational cost, cash flow requirements, debt service, and capital improvement reserve needs of each fund.
- Property taxes are the major source of revenues for several operating funds, and as such, these funds require minimum expendable reserves equal to at least three months operating expenses in order to have sufficient cash flow between property tax collection cycles. Funds where the major source of revenue is property taxes include; the General Fund, the Street Improvement Fund, the Rubbish Fund, the Library Fund, the Debt Service Fund and the Band Fund.
- Other Funds with revenue streams that are recurring and/or seasonal, shall maintain reserves recognizing those revenue cycles.



# Explanation of City of St. Joseph Funds

## Governmental Funds

### GENERAL FUND

The **General Fund (101)** is the main operating fund of the City; core governmental services are funded through the General Fund. The primary sources of revenue are local property taxes, state revenue sharing, fees and charges for services, including administration fees paid by other funds to the General Fund. A large portion of the City expenses are accounted for through the General Fund, which covers a wider range of activities than any other fund.

Revenue – Taxes, Intergovernmental Revenue, Charges for Services, Licensees & Permits  
Expense – City Commission, City Manager, City Clerk & Elections, Finance/City Treasurer, City Assessor, Building & Grounds, City Attorney, Personnel, Public Safety, Building Department, Public Works Admin, City Engineer, Paid Parking – Downtown, Community & Economic Development, & Parks

The **Cemetery Fund (209)** is combined with the general fund on our financials and is used to account for the operations of the Cemetery system.

Revenue – Charges for Services  
Expense – Cemetery Operations

### SPECIAL REVENUE FUNDS

The **Major Street Fund (202)** is used to account for the receipt and expenditure of State motor fuel taxes, which are earmarked by law (Act 51, PA 1951) for Major Street, highways and State Trunk line maintenance contracts.

Revenue – Act 51 & Municipal Street Fund  
Expense – Major Street Construction & Maintenance

The **Local Street Fund (203)** is used to account for the receipt and expenditure of State motor fuel taxes, which are earmarked by law (Act 51, PA 1951) for Local Streets purposes.

Revenue – Act 51, General Fund, Major Street Fund & Municipal Street Fund  
Expense – Local Street Construction & Maintenance

The **Municipal Street Fund (204)** is used to account for committed revenue for the necessary projects and capital improvements to City streets and highways.

Revenue – Transfers In from Tax Revenue  
Expense – Transfers Out to Road Funds

The **Depot Fund (214)** is used to account for the revenues and expenditures collected to maintain and improve the railroad depot.

Revenue – Rent from Amtrak and Silver Beach Pizza  
Expense – MMRMA, Misc Small Projects

The **Rubbish Collection Fund (226)** is used to account for revenue restricted for the purpose of the removal of solid waste including rubbish and recycling. As well as, leaves, brush, sweepings, etc. from streets.

Revenue – Taxes

Expense – Rubbish Collection Operations

The **Law Enforcement Training Fund (264)** is used to account for revenue received in the form of State Grants and are restricted for police training purposes only.

Revenue - Grants

Expense – Training Expense

The **Drug Law Enforcement Fund (265)** is used to account for property seized in the violation of controlled substances statutes. Authorized expenditures include expenses of seizure, forfeiture and sale of property. Remaining funds restricted to enhance law enforcement efforts.

Revenue – Investment Income

Expense – Misc Law Enforcement Expenses

The **Law Enforcement Criminal Forfeiture Fund (266)** is used to account for property seized in the violation of criminal statutes. Authorized expenditures include expenses of seizure, forfeiture and sale of property. Remaining funds are restricted to enhance law enforcement efforts.

Revenue – Investment Income

Expense – Misc Law Enforcement Expenses

The **Band Fund (275)** is used to account for restricted revenue for operating and long-term maintenance the Municipal Band and Municipal Band shell.

Revenue - Taxes

Expense – Band Operations

## DEBT SERVICE FUNDS

The **General Debt Service Fund (301)** is used to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

Revenue - Taxes

Expense – 2011 CSO Bonds

## CAPITAL PROJECT FUNDS

The **Capital Improvement Fund (401)** is used to account for the construction of capital assets not funded by the issuance of debt.

Revenue – Transfer from the General Fund

Expense – Capital Projects

The **State Street Rehabilitation Project Fund (419)** was established in 2019 to hold transfers from the 204, 590 & 592 funds to help fund the State Street project.

Revenue – None

Expense – Transfers Out

The **CSO Separation Project Fund (450)** is used to account for the construction of the CSO projects.

Revenue – Transfers In  
Expense – Project Expenses

The **Lighthouse Capital Improvement Fund (485)** is used to account for all revenue assigned for future maintenance of the St. Joseph Lighthouse.

Revenue – Transfers In from the General Fund  
Expense – Lighthouse Capital Projects

## PERMANENT FUNDS

The **Cemetery Trust Fund (151)** is used to account for money held by the City for perpetual care of the cemeteries. Expendable fund balance contains the amounts placed with the City to be invested. The interest earned on the investments is expendable fund balance and may only be used for the maintenance of the cemeteries.

Revenue – Investment Income  
Expense – Transfers Out to Cemetery Fund

## Proprietary Funds

### ENTERPRISE FUNDS

The **Sewer Fund (590)** is used to account for the activities related to the maintenance of the sanitary system and pays for the treatment of wastewater. The costs (expenses, including depreciation) are financed and recovered primarily through user charges.

Revenue – Charges for Services  
Expense – Sewer Operations

The **Water System Fund (591)** is used to account for activities associated with the general operation of the combined City and Authority water systems, as described in the water service agreement. These activities include water production and treatment; billing and recordkeeping; meter installation, reading, maintenance, and replacement; systemwide distribution maintenance, operations, and repair activities; and activities of certain major transmission facilities; and the administration and management of these activities, including state-mandated water testing. These exclude distribution system construction and replacement activities, which are the responsibility of the owners of the individual distribution systems, including the replacement of lead water services. The costs (expenses, including depreciation) are financed and recovered primarily through system-wide user charges.

Revenue – Charges for Services  
Expense – Water System and Water Plant Operations

The **City Water Fund (592)** is used to account for activities associated with the construction and replacement of elements of the city water distribution system, which is the responsibility of the City under the water service agreement. This includes the installation of new water mains, replacement of existing mains and public services, and replacement of lead water services within the city system. The costs (expenses, including depreciation) are financed and recovered primarily

through user charges levied on city users.

Revenue – Charges for Services

Expense – City Water Operations

## INTERNAL SERVICE FUNDS

The **Motor Pool Fund (661)** is used to account for the provisions of vehicles, vehicle maintenance and materials to other funds and departments.

Revenue – Charges to Other Funds

Expense – Vehicle & Equipment Purchase & Maintenance

The **Self-Insurance Fund (677)** is used to account for revenues from various other funds and provide those funds with unemployment, workers' compensation and other like insurance benefits.

Revenue – Contributions from Employer

Expense – Unemployment & Workers Comp

The **Health Care Fund (690)** is used to account for revenues from various other funds and employees and to account for payment to health care providers on behalf of City employees; including premiums, administration fees and self-funding costs.

Revenue - Contributions from Employees and Employer

Expense – Health Insurance

## Component Units

The **Brownfield Redevelopment Fund (243)** is used to account for the revenues and expenditures of the authority.

Revenue - Act 381 Tax Increment Financing

Expense - Brownfield Redevelopment Authority Fund Operations

The **Downtown Development Authority Fund (248)** is used to account for the revenues and expenditures of the authority.

Revenue - Taxes

Expense – DDA Operations

Calculations as of 03/31/2025

BUDGET CLASSIFICATION AND DEPARTMENT	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 03/31/25	2024-25 PROJECTED ACTIVITY	2025- REQUEST BUDG
ESTIMATED REVENUES						
101	Property Tax	6,800,426	7,243,400	7,028,698	7,333,000	9,911,90
108	Licenses & Permits	617,362	532,400	340,945	450,800	476,00
110	Federal Revenues	874,023				
137	State Revenues	1,416,725	1,422,800	946,418	1,412,900	1,440,50
157	Charges for Services	2,056,501	2,026,500	1,936,762	2,323,000	3,033,90
161	Fines and Forfeits	168,832	170,700	93,276	127,400	137,00
165	Investment Income	513,191	454,600	320,935	443,700	412,90
169	Other Revenues	99,981	29,000	5,383	7,200	13,00
172	Other Financing Sources	2,351			3,000	3,00
TOTAL ESTIMATED REVENUES		12,549,392	11,879,400	10,672,417	12,101,000	15,428,20
APPROPRIATIONS						
101.000	City Commission	38,136	37,200	24,952	36,100	45,00
172.000	City Manager	447,317	534,800	374,927	476,300	321,80
215.000	City Clerk	150,662	169,700	133,545	178,200	129,90
235.000	Central Purchasing	69,781	79,400	36,631	62,500	79,40
253.000	City Treasurer	375,930	388,100	310,093	412,800	402,90
257.000	City Assessor	116,701	217,500	108,355	189,900	286,90
262.000	Elections	124,632	155,400	114,508	144,900	144,10
265.000	Buildings & Grounds	397,647	465,800	294,146	458,300	530,40
266.000	City Attorney	148,795	175,800	126,618	176,100	180,40
270.000	Personnel	148,218	164,800	142,621	177,700	153,00
336.000	Fire Department	812,679	598,700	482,240	666,900	733,70
345.000	Public Safety Department	4,189,765	4,911,900	3,677,990	5,062,000	5,068,40
371.000	Building Inspection Department	332,515	366,900	261,237	361,300	386,40
372.000	Code Enforcement Department	88,981	135,900	76,603	141,400	111,20
441.000	Public Works Department	251,582	268,300	196,647	267,800	289,10
442.000	Asset Management	92,693	149,600	40,422	135,800	164,30
447.000	City Engineer	325,146	473,000	282,062	380,300	411,10
448.000	Street Lighting	85,284	87,500	64,679	93,500	95,00
466.000	Paid Parking - Downtown		210,000	143,774	357,200	88,50
651.000	Ambulance	58,004	67,600	44,151	66,300	86,60
721.000	Community Development	133,984	149,500	103,983	143,100	156,40
728.000	Economic Development	60,000	102,900	87,719	113,000	176,30
740.000	Communications	87,520	91,500	113,082	135,900	218,90
751.000	Parks/Recreation	947,739	1,069,200	756,585	1,140,000	1,184,20
752.000	Lighthouse Operations	903	11,000	3,458	13,000	11,00
756.000	Recreation Programs	48,070	102,500	25,062	70,900	141,00
757.000	Ice Arena Operations	227,494	281,800	214,435	279,700	283,50
851.000	Insurance Premiums	118,804	131,000	130,976	131,000	144,40
852.000	Employee Benefits	61,800	61,800	46,350	61,800	68,00
890.000	Extraordinary Expenditures	21,552	35,000	5,148		
905.000	Debt Service	131,252	131,400	131,251	131,300	131,60
905.200	Debt Service - Fountain	75,042				
965.000	Transfers Out	1,363,990	1,846,800		1,871,800	3,087,50
TOTAL APPROPRIATIONS		11,532,618	13,672,300	8,554,250	13,936,800	15,310,90
NET OF REVENUES/APPROPRIATIONS - FUND 101		1,016,774	(1,792,900)	2,118,167	(1,835,800)	117,30
BEGINNING FUND BALANCE		3,599,380	4,616,166	4,616,166	4,616,166	2,780,36
ENDING FUND BALANCE		4,616,154	2,823,266	6,734,333	2,780,366	2,897,66

BUDGET REPORT FOR CITY OF ST. JOSEPH  
Fund: 209 Cemetery Fund

Calculations as of 03/31/2025

BUDGET CLASSIFICATION AND DEPARTMENT		2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 03/31/25	2024-25 PROJECTED ACTIVITY	2025- REQUEST BUDG
ESTIMATED REVENUES						
157	Charges for Services	234,879	226,100	206,942	265,900	226,20
165	Investment Income	12,054	10,000	9,667	15,000	15,00
169	Other Revenues	375	200	1,950	1,900	30
190	Transfers In	60,000	60,000		60,000	60,00
TOTAL ESTIMATED REVENUES		307,308	296,300	218,559	342,800	301,50
APPROPRIATIONS						
567.000	Cemetery Operatings	280,755	339,200	212,864	344,200	308,40
TOTAL APPROPRIATIONS		280,755	339,200	212,864	344,200	308,40
NET OF REVENUES/APPROPRIATIONS - FUND 209		26,553	(42,900)	5,695	(1,400)	(6,90
BEGINNING FUND BALANCE		290,506	317,060	317,060	317,060	315,66
ENDING FUND BALANCE		317,059	274,160	322,755	315,660	308,76

Calculations as of 03/31/2025

BUDGET CLASSIFICATION AND DEPARTMENT		2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 03/31/25	2024-25 PROJECTED ACTIVITY	2025- REQUEST BUDG
ESTIMATED REVENUES						
110	Federal Revenues	8,948				238,50
137	State Revenues	2,662,294	1,031,900	546,153	872,400	1,046,30
165	Investment Income	138,398	95,000	55,809	75,400	61,30
190	Transfers In		3,092,200	1,828,851	2,314,700	1,969,50
TOTAL ESTIMATED REVENUES		2,809,640	4,219,100	2,430,813	3,262,500	3,315,60
APPROPRIATIONS						
445.000	Public Drains	21,934	41,600	30,018	50,100	181,20
449.000	Roads, Streets, Bridges - ACT 51	183,121	419,700	100,445	131,300	409,40
450.000	Trunkline Maintenance	4,880	10,100	2,240	5,300	5,40
474.000	Traffic Services	28,523	29,600	16,908	29,500	32,60
478.000	Winter Maintenance	45,379	55,300	63,739	73,100	94,80
485.000	Administration	7,562	7,800	2,108	8,700	21,80
900.000	General Capital Outlay	2,491,857	3,342,600	649		
901.014	Silver Beach Congestion Mitigation				16,000	
903.191	Water St. Retaining Wall					575,00
903.194	Anchors Way Drainage			105,426	233,800	200,00
903.204	Upton Drive Reconstruction			2,013,152	1,828,900	
903.205	Main St			5,000	61,400	369,10
903.207	Cleveland Ave			49,985	340,000	515,30
904.932	State Street Rehabillitation					600,00
965.000	Transfers Out	165,000	165,000		165,000	165,00
TOTAL APPROPRIATIONS		2,948,256	4,071,700	2,389,670	2,943,100	3,169,60
NET OF REVENUES/APPROPRIATIONS - FUND 202		(138,616)	147,400	41,143	319,400	146,00
BEGINNING FUND BALANCE		2,540,798	2,402,184	2,402,184	2,402,184	2,721,58
ENDING FUND BALANCE		2,402,182	2,549,584	2,443,327	2,721,584	2,867,58

Attachment: FY26 Budget Book - Proposed 05-12-25 (10609 : Resolution - Fiscal Year 2025-2026 Budget &

Calculations as of 03/31/2025

BUDGET CLASSIFICATION AND DEPARTMENT		2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 03/31/25	2024-25 PROJECTED ACTIVITY	2025- REQUEST BUDG
ESTIMATED REVENUES						
110	Federal Revenues	8,948	678,500			654,20
137	State Revenues	284,531	318,600	217,382	295,100	424,20
165	Investment Income	28,717	29,800	15,246	20,400	17,90
169	Other Revenues		500	2,332	2,900	50
190	Transfers In	390,000	627,000		447,000	1,607,10
TOTAL ESTIMATED REVENUES		712,196	1,654,400	234,960	765,400	2,703,90
APPROPRIATIONS						
445.000	Public Drains	29,958	40,600	23,742	38,200	163,80
449.000	Roads, Streets, Bridges - ACT 51	648,674	998,400	419,624	612,700	1,000,10
474.000	Traffic Services	149,325	166,600	115,336	174,400	168,60
478.000	Winter Maintenance	16,486	41,900	55,776	59,300	73,90
485.000	Administration	2,336	1,800	534	600	70
900.000	General Capital Outlay		924,500			
903.160	Botham Avenue Reconstruction	16,673		62,325	57,500	980,90
903.301	Midway Avenue & St Joseph Drive					202,50
903.302	Lions Park Drive					350,00
TOTAL APPROPRIATIONS		863,452	2,173,800	677,337	942,700	2,940,50
NET OF REVENUES/APPROPRIATIONS - FUND 203		(151,256)	(519,400)	(442,377)	(177,300)	(236,60)
BEGINNING FUND BALANCE		924,045	772,790	772,790	772,790	595,49
ENDING FUND BALANCE		772,789	253,390	330,413	595,490	358,89

Attachment: FY26 Budget Book - Proposed 05-12-25 (10609 : Resolution - Fiscal Year 2025-2026 Budget &



BUDGET REPORT FOR CITY OF ST. JOSEPH  
Fund: 204 Municipal Street Fund  
Calculations as of 03/31/2025

BUDGET CLASSIFICATION AND DEPARTMENT		2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 03/31/25	2024-25 PROJECTED ACTIVITY	2025- REQUEST BUDG
ESTIMATED REVENUES						
101	Property Tax	2,038,518	2,178,200	2,116,342	2,211,200	
137	State Revenues	59,513	141,200	41,628	53,500	
165	Investment Income	350,138	257,300	179,195	241,600	232,80
169	Other Revenues			48,519	48,600	
190	Transfers In					2,295,00
TOTAL ESTIMATED REVENUES		2,448,169	2,576,700	2,385,684	2,554,900	2,527,80
APPROPRIATIONS						
444.000	Sidewalks	148,806	10,000	70,178	87,700	222,70
445.000	Public Drains	49,859	160,000	130,398	176,000	66,00
449.000	Roads, Streets, Bridges - ACT 51	556,233	1,415,100	119,951	147,000	300,00
485.000	Administration	70,077	70,400	69,836	69,900	68,00
903.191	Water St. Retaining Wall		575,000			
903.194	Anchors Way Drainage	37,257	100,000	191	400	40
904.001	Anchors Court Crush & Shape					550,00
965.000	Transfers Out		3,329,200	1,828,851	2,371,700	3,163,00
TOTAL APPROPRIATIONS		862,232	5,659,700	2,219,405	2,852,700	4,370,10
NET OF REVENUES/APPROPRIATIONS - FUND 204		1,585,937	(3,083,000)	166,279	(297,800)	(1,842,30
BEGINNING FUND BALANCE		4,836,301	6,422,237	6,422,237	6,422,237	6,124,43
ENDING FUND BALANCE		6,422,238	3,339,237	6,588,516	6,124,437	4,282,13

Attachment: FY26 Budget Book - Proposed 05-12-25 (10609 : Resolution - Fiscal Year 2025-2026 Budget &

Calculations as of 03/31/2025

BUDGET CLASSIFICATION AND DEPARTMENT		2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 03/31/25	2024-25 PROJECTED ACTIVITY	2025- REQUEST BUDG
ESTIMATED REVENUES						
165	Investment Income	43,397	42,100	57,584	68,400	70,00
TOTAL ESTIMATED REVENUES		43,397	42,100	57,584	68,400	70,00
APPROPRIATIONS						
264.000	Buildings	6,728	13,300	6,964	7,300	13,20
TOTAL APPROPRIATIONS		6,728	13,300	6,964	7,300	13,20
NET OF REVENUES/APPROPRIATIONS - FUND 214		36,669	28,800	50,620	61,100	56,80
BEGINNING FUND BALANCE		250,441	287,110	287,110	287,110	348,21
ENDING FUND BALANCE		287,110	315,910	337,730	348,210	405,01

Calculations as of 03/31/2025

BUDGET CLASSIFICATION AND DEPARTMENT		2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 03/31/25	2024-25 PROJECTED ACTIVITY	2025- REQUEST BUDG
DESCRIPTION						
ESTIMATED REVENUES						
101	Property Tax	1,322,486	1,196,400	1,162,601	1,214,700	1,239,00
137	State Revenues	38,613	36,600	18,049	34,800	34,90
157	Charges for Services	4,036	3,200	2,204	3,200	3,20
165	Investment Income	52,609	51,300	43,968	52,500	49,70
TOTAL ESTIMATED REVENUES		1,417,744	1,287,500	1,226,822	1,305,200	1,326,80
APPROPRIATIONS						
521.000	Sanitation/Solid Waste	1,138,828	1,273,500	922,353	1,258,300	1,304,80
TOTAL APPROPRIATIONS		1,138,828	1,273,500	922,353	1,258,300	1,304,80
NET OF REVENUES/APPROPRIATIONS - FUND 226		278,916	14,000	304,469	46,900	22,00
BEGINNING FUND BALANCE		556,905	835,819	835,819	835,819	882,71
ENDING FUND BALANCE		835,821	849,819	1,140,288	882,719	904,71

Calculations as of 03/31/2025

BUDGET CLASSIFICATION AND DEPARTMENT		2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 03/31/25	2024-25 PROJECTED ACTIVITY	2025- REQUEST BUDG
DESCRIPTION						
ESTIMATED REVENUES						
165	Investment Income	617	400	545	800	40
137	State Revenues	6,271	1,300	2,985	3,000	3,00
TOTAL ESTIMATED REVENUES		6,888	1,700	3,530	3,800	3,40
APPROPRIATIONS						
301.000	Police Group	1,337	1,000			10,00
TOTAL APPROPRIATIONS		1,337	1,000			10,00
NET OF REVENUES/APPROPRIATIONS - FUND 264		5,551	700	3,530	3,800	(6,60
BEGINNING FUND BALANCE		10,704	16,255	16,255	16,255	20,05
ENDING FUND BALANCE		16,255	16,955	19,785	20,055	13,45

Calculations as of 03/31/2025

BUDGET CLASSIFICATION AND DEPARTMENT	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 03/31/25	2024-25 PROJECTED ACTIVITY	2025- REQUEST BUDG
ESTIMATED REVENUES						
165	Investment Income	194	200	143	200	20
TOTAL ESTIMATED REVENUES		194	200	143	200	20
APPROPRIATIONS						
301.000	Police Group		200			20
TOTAL APPROPRIATIONS			200			20
NET OF REVENUES/APPROPRIATIONS - FUND 265		194		143	200	
BEGINNING FUND BALANCE		3,845	4,039	4,039	4,039	4,23
ENDING FUND BALANCE		4,039	4,039	4,182	4,239	4,23

Calculations as of 03/31/2025

BUDGET CLASSIFICATION AND DEPARTMENT	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 03/31/25	2024-25 PROJECTED ACTIVITY	2025- REQUEST BUDG
ESTIMATED REVENUES						
165	Investment Income			2	100	10
TOTAL ESTIMATED REVENUES				2	100	10
APPROPRIATIONS						
301.000	Police Group				100	10
TOTAL APPROPRIATIONS					100	10
NET OF REVENUES/APPROPRIATIONS - FUND 266				2		
BEGINNING FUND BALANCE		54	54	54	54	5
ENDING FUND BALANCE		54	54	56	54	5

Calculations as of 03/31/2025

BUDGET CLASSIFICATION AND DEPARTMENT		2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 03/31/25	2024-25 PROJECTED ACTIVITY	2025- REQUEST BUDG
DESCRIPTION						
ESTIMATED REVENUES						
101	Property Tax	143,540	153,400	149,020	155,600	161,80
137	State Revenues	4,191	4,900	1,959	3,800	3,80
165	Investment Income	19,827	16,000	14,460	19,000	16,90
169	Other Revenues	100				
190	Transfers In	1,690				
TOTAL ESTIMATED REVENUES		169,348	174,300	165,439	178,400	182,50
APPROPRIATIONS						
802.000	Municipal Band	124,969	144,800	115,340	130,200	138,90
901.027	Band Paint & Rust Treatment					50,00
901.028	Band Sound System Improvements					35,00
TOTAL APPROPRIATIONS		124,969	144,800	115,340	130,200	223,90
NET OF REVENUES/APPROPRIATIONS - FUND 275		44,379	29,500	50,099	48,200	(41,40
BEGINNING FUND BALANCE		337,099	381,478	381,478	381,478	429,67
ENDING FUND BALANCE		381,478	410,978	431,577	429,678	388,27

Attachment: FY26 Budget Book - Proposed 05-12-25 (10609 : Resolution - Fiscal Year 2025-2026 Budget &

Calculations as of 03/31/2025

BUDGET CLASSIFICATION AND DEPARTMENT		2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 03/31/25	2024-25 PROJECTED ACTIVITY	2025- REQUEST BUDG
DESCRIPTION						
ESTIMATED REVENUES						
101	Property Tax	352,446	429,600	417,264	435,800	323,40
137	State Revenues	19,722	23,700	6,979	13,500	6,70
165	Investment Income	19,473	20,400	10,316	10,300	50
190	Transfers In				25,000	50,00
TOTAL ESTIMATED REVENUES		391,641	473,700	434,559	484,600	380,60
APPROPRIATIONS						
485.000	Administration	15,000	15,000	15,000	15,000	7,50
905.000	Debt Service	353,794	361,900	361,869	362,000	369,30
905.100	SRF Debt	223,962	129,700	129,599	129,700	
TOTAL APPROPRIATIONS		592,756	506,600	506,468	506,700	376,80
NET OF REVENUES/APPROPRIATIONS - FUND 301		(201,115)	(32,900)	(71,909)	(22,100)	3,80
BEGINNING FUND BALANCE		262,169	61,055	61,055	61,055	38,95
ENDING FUND BALANCE		61,054	28,155	(10,854)	38,955	42,75



Calculations as of 03/31/2025

BUDGET CLASSIFICATION AND DEPARTMENT	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 03/31/25	2024-25 PROJECTED ACTIVITY	2025- REQUEST BUDG
ESTIMATED REVENUES						
110	Federal Revenues	3,662				
137	State Revenues	100,000	704,900		345,000	260,00
165	Investment Income	165,678	108,600	217,432		10,00
169	Other Revenues	194,676	100,000	14,348	100,000	
190	Transfers In	1,052,300	1,536,800		1,536,800	432,50
TOTAL ESTIMATED REVENUES		1,516,316	2,450,300	231,780	1,981,800	702,50
APPROPRIATIONS						
265.112	Fiber Optic Upgrade	19,991	15,000	10,861		
265.121	Facilities Maintenance Items	153,148	437,700	61,813	137,100	
265.122	Facilities Carpet Replacement		25,000		22,500	
265.123	Commission Chambers Furniture		12,000	10,009		
265.140	Public Parking Improvements	698,711	75,000	47,185	75,000	
265.150	Facility Card Access		80,000	10,976	80,000	
265.800	CC Audio Visual Equipment	69,164				
345.000	Public Safety Department	105,991	62,900	68,738	68,800	
345.004	Body Cameras	5,098	31,300		31,200	31,20
345.112	Taser Replacement	4,414	5,200		5,200	5,20
345.118	Public Safety - New Vehicle Equipm					35,00
345.119	Computer Added Dispatch 2FA					75,00
345.121	Benelii Shotguns					60,00
345.800	Ballistic Vests Replacement					50,00
441.000	Public Works Department	7,679				
441.100	Public Works Facility Upgrade					350,00
441.200	Public Works Facility Pavement	486,632				
447.100	Asset Management Plan		60,000			
466.000	Paid Parking - Downtown			7,607	33,600	
721.100	Zoning Ordinance Codification					75,00
728.100	Downtown Plan Implementation	123,448	391,000	28,003	391,000	29,00
751.000	Parks/Recreation	74,466	228,000	88,882	201,600	
751.001	Parks Five Year Plan	10,449				
751.002	Milton Park Improvements		50,000	49,950	50,000	
751.003	Lookout Park Parking Lot Repairs	23,129	3,000	2,966	3,000	
751.006	Riverview Park Playground Equipmer	172,137	2,300	2,285	2,300	
751.014	Tiscornia Park Plan	5,505				
751.016	Woodbine	4,789	12,000	12,000	12,000	
751.017	Shoreline Softening Study		200,000	200,000	200,000	
751.120	Fountain Repair & Replacement		45,000	143	45,000	
751.190	Light up the Bluff Equipment		20,000		20,000	20,00
751.270	Dickinson Parking & Playground		645,000	12,675	70,000	520,00
751.271	Dickinson Playground					125,00
751.300	Kiwanis Park Improvements	14,700	150,000			
751.301	Kiwanis Park Improvements - City C					150,00
751.360	Maids of the Mist Rehabilitation	134,132	5,000			
751.540	Howard Path Bridge Rehabilitation	44,674				
751.590	Riverfront Trail		10,000	30	100	10,00
751.591	WCF Restroom Facility	28,590	800,000	432,561	800,000	
900.000	General Capital Outlay	9,800				
901.015	Parking Lot Design					75,00
901.016	Parking Lot 11					40,00
901.017	Ice Arena Boiler Replacement					135,00
901.018	City Hall Elevator					125,000

Attachment: FY26 Budget Book - Proposed 05-12-25 (10609 : Resolution - Fiscal Year 2025-2026 Budget &

BUDGET REPORT FOR CITY OF ST. JOSEPH  
Fund: 401 Capital Projects Fund  
Calculations as of 03/31/2025

BUDGET CLASSIFICATION AND DEPARTMENT		2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 03/31/25	2024-25 PROJECTED ACTIVITY	2025- REQUEST BUDG
DESCRIPTION						
APPROPRIATIONS						
901.020	City Hall Carpet (PS side)					60,00
901.021	Kiwanis Park Skate Equipment					150,00
901.022	Parks Sign Replacement (14 signs)					63,00
901.023	5 Year Parks and Recreation Master					30,00
901.024	Painting Lions Park Shelters					15,00
901.025	Commissioner Chambers AV Upgrade					20,00
901.026	BS&A Cloud Upgrade					83,00
901.029	Brownfield Consulting Contract					50,00
TOTAL APPROPRIATIONS		2,196,647	3,365,400	1,046,684	2,248,400	2,381,40
NET OF REVENUES/APPROPRIATIONS - FUND 401		(680,331)	(915,100)	(814,904)	(266,600)	(1,678,90
BEGINNING FUND BALANCE		3,622,580	2,942,251	2,942,251	2,942,251	2,675,65
ENDING FUND BALANCE		2,942,249	2,027,151	2,127,347	2,675,651	996,75

Calculations as of 03/31/2025

BUDGET CLASSIFICATION AND DEPARTMENT		2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 03/31/25	2024-25 PROJECTED ACTIVITY	2025- REQUEST BUDG
DESCRIPTION						
APPROPRIATIONS						
965.000	Transfers Out					63,00
TOTAL APPROPRIATIONS						63,00
NET OF REVENUES/APPROPRIATIONS - FUND 419						(63,00
BEGINNING FUND BALANCE		63,000	63,000	63,000	63,000	63,00
ENDING FUND BALANCE		63,000	63,000	63,000	63,000	

Calculations as of 03/31/2025

BUDGET CLASSIFICATION AND DEPARTMENT		2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 03/31/25	2024-25 PROJECTED ACTIVITY	2025- REQUEST BUDG
ESTIMATED REVENUES						
165	Investment Income	12,325	12,000	7,221	9,400	8,00
169	Other Revenues	80	100	500	500	50
190	Transfers In	25,000	25,000		25,000	25,00
TOTAL ESTIMATED REVENUES		37,405	37,100	7,721	34,900	33,50
APPROPRIATIONS						
265.000	Buildings & Grounds	34,050			15,000	15,00
TOTAL APPROPRIATIONS		34,050			15,000	15,00
NET OF REVENUES/APPROPRIATIONS - FUND 485		3,355	37,100	7,721	19,900	18,50
BEGINNING FUND BALANCE		215,093	218,448	218,448	218,448	238,34
ENDING FUND BALANCE		218,448	255,548	226,169	238,348	256,84

BUDGET REPORT FOR CITY OF ST. JOSEPH  
Fund: 151 Cemetery Trust Fund  
Calculations as of 03/31/2025

BUDGET CLASSIFICATION AND DEPARTMENT		2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 03/31/25	2024-25 PROJECTED ACTIVITY	2025- REQUEST BUDG
DESCRIPTION						
ESTIMATED REVENUES						
165	Investment Income	7,231	6,600	4,815	6,400	5,70
TOTAL ESTIMATED REVENUES		7,231	6,600	4,815	6,400	5,70
NET OF REVENUES/APPROPRIATIONS - FUND 151		7,231	6,600	4,815	6,400	5,70
BEGINNING FUND BALANCE		124,833	132,064	132,064	132,064	138,46
ENDING FUND BALANCE		132,064	138,664	136,879	138,464	144,16

Calculations as of 03/31/2025

BUDGET CLASSIFICATION AND DEPARTMENT	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 03/31/25	2024-25 PROJECTED ACTIVITY	2025- REQUEST BUDG
<b>ESTIMATED REVENUES</b>						
110	Federal Revenues	333,333	40,300	40,326	40,400	
157	Charges for Services	2,712,440	2,738,900	2,111,980	2,804,800	3,122,20
161	Fines and Forfeits	105,890	104,600	80,249	106,600	120,50
165	Investment Income	303,569	285,800	219,988	302,300	294,00
169	Other Revenues	17,589	40,600	40,605	2,000	2,00
172	Other Financing Sources		8,210,000		5,219,600	1,400,00
190	Transfers In					18,90
<b>TOTAL ESTIMATED REVENUES</b>		<b>3,472,821</b>	<b>11,420,200</b>	<b>2,493,148</b>	<b>8,475,700</b>	<b>4,957,60</b>
<b>APPROPRIATIONS</b>						
527.000	Sewer System	1,882,262	1,687,400	1,248,224	1,785,400	2,000,20
527.100	Sewer Rehabilitation Project CIPP		300,000		300,000	
527.200	Sewer Clean and Televis Project	55,541	7,900	7,822	7,900	65,00
527.300	CSO Monitoring and Compliance			6,000	12,500	17,00
527.500	CSO storage project	69,629	5,845,400	3,794,114	5,819,600	
527.501	CSO Storage Project Phase 2		50,000		50,000	800,00
540.000	Water Administration				5,400	18,80
900.000	General Capital Outlay	39,405				
903.160	Botham Avenue Reconstruction		74,800		3,300	71,80
903.204	Upton Drive Reconstruction		1,906,400	1,650,557	1,906,400	
903.205	Main St		40,600		40,600	243,80
903.207	Cleveland Ave		75,000			
904.932	State Street Rehabillitation					300,00
904.940	ALCO Lift Station Renovation					41,40
904.941	North Pier Lift Station Replacemer					28,80
904.942	Hawthorne Lift Station Rehab	61,644	53,300	46,458	53,600	1,550,00
905.000	Debt Service	201,373	570,700	570,177	571,000	1,006,50
<b>TOTAL APPROPRIATIONS</b>		<b>2,309,854</b>	<b>10,611,500</b>	<b>7,323,352</b>	<b>10,555,700</b>	<b>6,143,30</b>
<b>NET OF REVENUES/APPROPRIATIONS - FUND 590</b>		<b>1,162,967</b>	<b>808,700</b>	<b>(4,830,204)</b>	<b>(2,080,000)</b>	<b>(1,185,70</b>
BEGINNING FUND BALANCE		20,276,933	21,439,899	21,439,899	21,439,899	19,359,89
ENDING FUND BALANCE		21,439,900	22,248,599	16,609,695	19,359,899	18,174,19

Calculations as of 03/31/2025

BUDGET CLASSIFICATION AND DEPARTMENT		2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 03/31/25	2024-25 PROJECTED ACTIVITY	2025- REQUEST BUDG
ESTIMATED REVENUES						
110	Federal Revenues	2,421,732				
137	State Revenues		1,200,000			
157	Charges for Services	7,183,346	7,246,200	5,685,026	7,394,900	7,765,30
161	Fines and Forfeits	127,883	120,500	99,896	122,800	129,00
165	Investment Income	447,469	373,500	343,585	402,700	313,00
169	Other Revenues	11,547	5,108,700	5,292	2,397,400	5,60
TOTAL ESTIMATED REVENUES		10,191,977	14,048,900	6,133,799	10,317,800	8,212,90
APPROPRIATIONS						
530.000	Water Treatment Plant	2,681,768	2,483,900	1,591,609	2,301,300	2,524,50
536.000	Water Distribution System	1,709,364	1,779,100	1,150,690	1,626,700	1,700,60
540.000	Water Administration	1,161,851	1,243,000	1,173,206	1,239,900	1,371,40
900.000	General Capital Outlay	714,950	8,772,300	5,459,173	10,060,700	
900.001	Water Tower - Paint - City					380,40
900.003	WTP Roof					200,00
905.000	Debt Service	365,619	1,690,300	1,491,427	1,491,500	1,904,40
TOTAL APPROPRIATIONS		6,633,552	15,968,600	10,866,105	16,720,100	8,081,30
NET OF REVENUES/APPROPRIATIONS - FUND 591		3,558,425	(1,919,700)	(4,732,306)	(6,402,300)	131,60
BEGINNING FUND BALANCE		19,195,926	22,754,353	22,754,353	22,754,353	16,352,05
ENDING FUND BALANCE		22,754,351	20,834,653	18,022,047	16,352,053	16,483,65

Attachment: FY26 Budget Book - Proposed 05-12-25 (10609 : Resolution - Fiscal Year 2025-2026 Budget &

Calculations as of 03/31/2025

BUDGET CLASSIFICATION AND DEPARTMENT		2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 03/31/25	2024-25 PROJECTED ACTIVITY	2025- REQUEST BUDG
ESTIMATED REVENUES						
110	Federal Revenues	840,768				
137	State Revenues	57,550	135,000	101,969	34,500	
157	Charges for Services	1,194,538	1,256,300	941,954	1,258,000	1,345,90
165	Investment Income	137,409	141,300	125,668	174,800	163,50
169	Other Revenues		2,504,000		830,100	2,305,00
190	Transfers In					20,50
TOTAL ESTIMATED REVENUES		2,230,265	4,036,600	1,169,591	2,297,400	3,834,90
APPROPRIATIONS						
536.000	Water Distribution System	2,542,003	1,039,700	733,356	954,000	2,026,30
540.000	Water Administration				6,900	18,80
903.160	Botham Avenue Reconstruction		513,700		22,700	492,60
903.204	Upton Drive Reconstruction		1,017,000	909,101	1,017,000	
903.205	Main St		10,000		3,000	18,10
904.932	State Street Rehabillitation					150,00
904.935	Kingsley Water Main					775,00
905.000	Debt Service	155,763	541,400	541,278	542,500	704,60
TOTAL APPROPRIATIONS		2,697,766	3,121,800	2,183,735	2,546,100	4,185,40
NET OF REVENUES/APPROPRIATIONS - FUND 592		(467,501)	914,800	(1,014,144)	(248,700)	(350,50
BEGINNING FUND BALANCE		8,390,050	7,922,550	7,922,550	7,922,550	7,673,85
ENDING FUND BALANCE		7,922,549	8,837,350	6,908,406	7,673,850	7,323,35

Attachment: FY26 Budget Book - Proposed 05-12-25 (10609 : Resolution - Fiscal Year 2025-2026 Budget &



Calculations as of 03/31/2025

BUDGET CLASSIFICATION AND DEPARTMENT		2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 03/31/25	2024-25 PROJECTED ACTIVITY	2025- REQUEST BUDG
ESTIMATED REVENUES						
165	Investment Income	1,130,087	1,062,700	964,850	1,236,600	1,275,80
169	Other Revenues	115,068	117,500	60,194	83,000	85,00
TOTAL ESTIMATED REVENUES		1,245,155	1,180,200	1,025,044	1,319,600	1,360,80
APPROPRIATIONS						
000.000			39,400	90		
345.000	Public Safety Department	38,321	191,200	203,100	212,300	19,30
345.122	One Patrol & One Dective					125,00
441.000	Public Works Department	1,176,478	1,687,700	1,244,800	1,393,700	786,50
441.511	Dump Truck				228,000	150,00
441.512	Crack Seal Machine					80,00
441.513	Excavator					200,00
TOTAL APPROPRIATIONS		1,214,799	1,918,300	1,447,990	1,834,000	1,360,80
NET OF REVENUES/APPROPRIATIONS - FUND 661		30,356	(738,100)	(422,946)	(514,400)	
BEGINNING FUND BALANCE		2,517,845	2,548,201	2,548,201	2,548,201	2,033,80
ENDING FUND BALANCE		2,548,201	1,810,101	2,125,255	2,033,801	2,033,80

Attachment: FY26 Budget Book - Proposed 05-12-25 (10609 : Resolution - Fiscal Year 2025-2026 Budget &

BUDGET REPORT FOR CITY OF ST. JOSEPH  
Fund: 677 Self-Insurance Fund  
Calculations as of 03/31/2025

BUDGET CLASSIFICATION AND DEPARTMENT		2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 03/31/25	2024-25 PROJECTED ACTIVITY	2025- REQUEST BUDG
DESCRIPTION						
ESTIMATED REVENUES						
165	Investment Income	45,592	31,200	25,048	35,400	30,90
169	Other Revenues	285,481	280,000	221,034	286,300	72,70
TOTAL ESTIMATED REVENUES		331,073	311,200	246,082	321,700	103,60
APPROPRIATIONS						
851.000	Insurance Premiums	3,948	4,500	2,717	3,900	4,00
857.000	Unemployment				6,000	6,00
871.000	Worker's Compensation	106,126	133,600	141,111	147,700	156,50
TOTAL APPROPRIATIONS		110,074	138,100	143,828	157,600	166,50
NET OF REVENUES/APPROPRIATIONS - FUND 677		220,999	173,100	102,254	164,100	(62,90
BEGINNING FUND BALANCE		973,807	1,194,806	1,194,806	1,194,806	1,358,90
ENDING FUND BALANCE		1,194,806	1,367,906	1,297,060	1,358,906	1,296,00

BUDGET REPORT FOR CITY OF ST. JOSEPH  
Fund: 690 Health Care Fund  
Calculations as of 03/31/2025

BUDGET CLASSIFICATION AND DEPARTMENT		2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 03/31/25	2024-25 PROJECTED ACTIVITY	2025- REQUEST BUDG
DESCRIPTION						
ESTIMATED REVENUES						
165	Investment Income	20,034	12,600	43,133	54,100	50,20
169	Other Revenues	1,852,009	1,837,300	1,382,846	1,829,700	1,781,10
TOTAL ESTIMATED REVENUES		1,872,043	1,849,900	1,425,979	1,883,800	1,831,30
APPROPRIATIONS						
851.000	Insurance Premiums	1,822,096	1,880,500	1,334,438	2,122,300	2,286,30
TOTAL APPROPRIATIONS		1,822,096	1,880,500	1,334,438	2,122,300	2,286,30
NET OF REVENUES/APPROPRIATIONS - FUND 690		49,947	(30,600)	91,541	(238,500)	(455,00
BEGINNING FUND BALANCE		1,580,349	1,630,296	1,630,296	1,630,296	1,391,79
ENDING FUND BALANCE		1,630,296	1,599,696	1,721,837	1,391,796	936,79

Calculations as of 03/31/2025

BUDGET CLASSIFICATION AND DEPARTMENT		2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 03/31/25	2024-25 PROJECTED ACTIVITY	2025- REQUEST BUDG
DESCRIPTION						
ESTIMATED REVENUES						
165	Investment Income	166	100	2,859	3,800	1,80
TOTAL ESTIMATED REVENUES		166	100	2,859	3,800	1,80
NET OF REVENUES/APPROPRIATIONS - FUND 243		166	100	2,859	3,800	1,80
BEGINNING FUND BALANCE		81,903	82,068	82,068	82,068	85,86
ENDING FUND BALANCE		82,069	82,168	84,927	85,868	87,66

Calculations as of 03/31/2025

BUDGET CLASSIFICATION AND DEPARTMENT		2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 03/31/25	2024-25 PROJECTED ACTIVITY	2025- REQUEST BUDG
DESCRIPTION						
ESTIMATED REVENUES						
101	Property Tax	59,577	63,200	58,460	63,200	66,10
165	Investment Income	4,220	4,000	3,067	4,200	3,80
169	Other Revenues	4,000				
TOTAL ESTIMATED REVENUES		67,797	67,200	61,527	67,400	69,90
APPROPRIATIONS						
730.000	Downtown Development	81,394	69,600	45,270	68,800	67,90
TOTAL APPROPRIATIONS		81,394	69,600	45,270	68,800	67,90
NET OF REVENUES/APPROPRIATIONS - FUND 248		(13,597)	(2,400)	16,257	(1,400)	2,00
BEGINNING FUND BALANCE		78,312	64,715	64,715	64,715	63,31
ENDING FUND BALANCE		64,715	62,315	80,972	63,315	65,31

# City of St. Joseph

## Capital Improvement Plan

### Capital Improvement Plan Executive Summary - May 2025

A Capital Improvement Plan (CIP) is a flexible six-year planning document reviewed annually. It provides the framework for the realization of community goals and objectives and provides a sound basis on which to build a healthy and vibrant community while relying on adopted plans and policies. It helps to prioritize long term complex or delicate needs that may not appear in annual operating budgets by facilitating the orderly planning of infrastructure improvements; to maintain, preserve and protect the city's infrastructure system; and to provide for the acquisition or scheduled replacement of equipment to ensure the efficient delivery of services to the community.

The Michigan Planning Enabling Act (P.A. 33 of 2008, as amended), requires communities in the state to create the capital improvement plan (CIP). As such, each year as part of the annual budget process, City staff also prepare a Capital Improvement Plan (CIP) for review and approval by the City Commission.

The City of St. Joseph's CIP consists of several classifications for types of projects.

#### General Project Areas

- 1) Administrative
- 2) Downtown
- 3) Parks and Recreation
- 4) Public Safety
- 5) Public Works
- 6) Infrastructure

To qualify as a CIP the project must meet one of the four standards.

#### Standards

- 1) Any acquisition of land for a public purpose.
- 2) Any construction of a new facility (a public building, infrastructure: road, sewer, water or fiber; a playfield, or an addition to, or an extension of, such a facility).
- 3) A nonrecurring rehabilitation (something which is infrequent and would not be considered annual or other recurrent maintenance) or major repair of all or part of a building, its grounds, or other facility, provided that the cost is \$10,000 or more and the improvement will have a useful life of three years or more.
- 4) Any planning, feasibility, engineering, or design study related to an individual capital improvement project or to a program that is implemented through individual capital improvement projects.

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### What is a Capital Improvement Plan (CIP)

A Capital Improvement Plan (CIP) is a flexible six-year planning document reviewed annually. It provides the framework for the realization of community goals and objectives and provides a sound basis on which to build a healthy and vibrant community while relying on adopted plans and policies. It helps to prioritize long term sensitive needs that may not appear in annual operating budgets by facilitating the orderly planning of infrastructure improvements; to maintain, preserve and protect the city's infrastructure system; and to provide for the acquisition or scheduled replacement of equipment to ensure the efficient delivery of services to the community.

CIP projects can be altered from year to year in response to the changing needs of the community and money available to do the work. The financial amounts provided are based on estimates for the current year and typically increase into the future. Many capital improvements require ongoing operational and/or maintenance costs which will then need to be added to the operating budget of the appropriate department. Like many communities, numerous projects remain unfunded from year to year.

Finally, the CIP helps promote transparency by serving as a resource for the public to consult to better understand how capital improvements such as roads, emergency service vehicles, park improvements and other major items are planned for, bought, and financed by the city. It also helps create a history for when there are changes to elected and appointed officials along with staff. As institutional knowledge that was once held by individuals disappears, a CIP can be an important resource for sustaining efforts and helping with succession. After each program year, completed projects are removed and a new year is added allowing additional projects to be considered.

### Benefits of a Capital Improvement Plan

All communities need to develop a Capital Improvement Plan (CIP). With time, public facilities need major repair, replacement or expansion. Maintaining and upgrading a community's capital stock requires significant financial investment. This investment must be weighed against other community needs and analyzed in light of community goals. The City of St. Joseph, like many cities, is under pressure to make efficient use of capital resources and must make difficult choices. There are more needs than can be satisfied at once, and the selection of one investment over another may shape the development of the city for years to come. The benefits of this systematic approach to planning capital projects include the following:

- Helps to inform residents and stakeholders on how the city plans to address significant capital needs and projects over the next six years
- Encourages the most efficient government by requiring multi-year planning and assists in maintaining a sound and stable community financial program.
- Focuses attention on long-term community goals, needs and capabilities as outlined in adopted plans and policies.
- Includes projects that are regulatory mandates.
- Calls attention to the unmet needs of the city and stimulates corrective action.
- Ensures that public improvements are undertaken in the most desirable and efficient order of priority.
- Provides adequate time for planning and engineering of proposed projects, which enhances opportunities for participation in federal, state or local grant-in-aid programs along with other private grant opportunities
- Optimizes use of the taxpayer's dollar while allocating resources across competing demands.

- Focuses attention on the long-term issues and implementations of the needs associated with financing resources which can help to pay for projects as funds are available thus creating an overall savings being realized and avoiding interest and other costs associated with issuing debt.
- Ensures the maximum benefit of the monies expended for public improvements.

### **Adopted plans and policies used to create the CIP**

The projects identified in the CIP represent the community's plan to serve residents and anticipate the needs of the community. Projects are guided by various development plans and policies established by the City Commission along with appointed boards and commissions and city staff. While the adopted master plan provides much of the guidance for the preparation of the CIP, the City also relies on several other adopted plans and policies which include:

- 2016 Master Plan (June 2016)
- Downtown Vision Master Plan (Jan 2020)
- Parks and Recreation Master Plan 2021-2025 (Jan 2021)
- Asset Management Plan (2017)
- Established Goals and Objectives of the Commission
- Administrative policies

### **Establishment of CIP Review Policy**

To assist the Management Team in the final ranking of project, the following Review Policy was created. The following goals and policy statements are intended to be the basis for deliberation and can change over time as the defined adopted plans and policies are updated. Many of the statements are also included under "Benefits of a CIP".

- 1) Goal - Identify projects that reflect capital needs as demonstrated in adopted plans and policies of the City.
  - a) Policy - City departments are responsible for different goals, objectives and policies found in adopted plans and policies. Care should be taken to create projects that consistently meet the objectives and policies of the adopted plans, specifically the adopted master plan.
  - b) Policy - Projects should be evaluated in relation to each other before consideration is given to available financing.
- 2) Goal - Prioritize capital projects that provide substantial public benefit and implement the primary goals and objectives of adopted plans and policies.
  - a) Policy - Projects that are necessary to protect against a clear and immediate risk to public health or safety or are mandated by state or federal law shall be given highest priority.
  - b) Policy – Projects that are regulatory mandated to be completed will be given higher priority.
  - c) Policy - Projects that can demonstrate a net savings in operation and maintenance costs normally will be supported over other projects of similar ranking and funding need.
  - d) Policy - Projects that maintain or improve existing infrastructure normally will take precedence over projects that create or expand facilities.
  - e) Policy - Projects that provide the most benefit to the entire community normally will be supported over other projects of similar ranking and funding.
  - f) Policy - Projects that reduce impacts on or improve the environment, or that reduce energy consumption will receive higher consideration.



- 3) Goal - Practice fiscal conservancy by restricting funding for new large-scale projects; focus resources on maintaining current capital assets while managing the different aspects associated with some projects.

### **State of Michigan legislation for the creation of a Capital Improvement Plan (CIP)**

The Michigan Planning Enabling Act (P.A. 33 of 2008, as amended), requires communities in the state to create the capital improvement plan (CIP). Following is language from Section 125.3865 Capital improvements program of public structures and improvements; preparation; basis of the Planning Enabling Act:

*125.3865 Capital improvements program of public structures and improvements; preparation; basis. Sec. 65. (1) To further the desirable future development of the local unit of government under the master plan, a planning commission, after adoption of a master plan, shall annually prepare a capital improvements program of public structures and improvements, unless the planning commission is exempted from this requirement by charter or otherwise. If the planning commission is exempted, the legislative body either shall prepare and adopt a capital improvements program, separate from or as a part of the annual budget, or shall delegate the preparation of the capital improvements program to the chief elected official or a nonelected administrative official, subject to final approval by the legislative body. The capital improvements program shall show those public structures and improvements, in the general order of their priority that in the commission's judgment will be needed or desirable and can be undertaken within the ensuing 6-year period. The capital improvements program shall be based upon the requirements of the local unit of government for all types of public structures and improvements. Consequently, each agency or department of the local unit of government with authority for public structures or improvements shall upon request furnish the planning commission with lists, plans, and estimates of time and cost of those public structures and improvements.*

### **City Commission and staff responsible for the creation of the CIP**

Within Chapter IX of the City Charter, the responsibility of capital improvements has been delegated to the City Commission and staff.

### **History of the CIP in the City**

While the planning and purchasing of large items and projects has always taken place, a formal document was first introduced in the 2014-2015 budget. Since that time, staff have prepared a draft CIP and presented it to the City Commission annually for review, discussion and adoption.

### **Changes made to the CIP for the 2021-2022 budget**

Although the Michigan state statute that directs communities to prepare a program of capital improvements is relatively vague, there are a number of best practices that have been developed and promoted by supportive agencies and organizations, such as the Michigan Association of Planning (MAP) and the Michigan Economic Development Corporation's (MEDC) Redevelopment Ready Communities (RRC) program. In order to be eligible for some state funding through the MEDC, communities with traditional downtowns are required to participate in the RRC program and obtain certified status. In September 2017, the City of St. Joseph made application and received

its initial RRC review in December 2018. Within this review, the MEDC – RRC found the city’s CIP is not adequate to meet the minimum requirements.

As such, this updated format is in response to the need to become RRC Certified and to better communicate the future large purchases and projects to the community. RRC has provided a list of best practices which must be included in the plan’s development to maintain an RRC-compliant document. The basic framework of those best practices is listed below and have been incorporated into this plan. In addition, the city was also able to purchase a software package to help in the creation and management of the different data and requests received. Below are the four “Best Practices 1.1 – The Plans – Capital Improvement Plans”:

- The capital improvement plan details a minimum of six years of public structures and improvements and is reviewed annually.
- The capital improvement plan coordinates projects to minimize construction costs.
- The capital improvement plan coordinates with the master plan and budget.
- The capital improvement plan is accessible online.

### **Qualifications to be considered a capital improvement**

To be considered a CIP project in the City of St. Joseph, the project or purchase must meet one of the four standards listed below. Projects or purchases that do not meet the minimum standards become part of the general operating budget.

- 1) Any acquisition of land for a public purpose.
- 2) Any construction of a new facility (a public building, infrastructure: road, sewer, water or fiber; a playfield, or an addition to, or an extension of, such a facility).
- 3) A nonrecurring rehabilitation (something which is infrequent and would not be considered annual or other recurrent maintenance) or major repair of all or part of a building, its grounds, or other facility, provided that the cost is \$10,000 or more and the improvement will have a useful life of three years or more.
- 4) Any planning, feasibility, engineering, or design study related to an individual capital improvement project or to a program that is implemented through individual capital improvement projects.

### **Classification of CIP projects**

The CIP has established six classifications for funding. In several cases, the classification easily suggests the responsible department or type of activity proposed. Within each classification is a list of the proposed projects that have been created and is updated annually. It is the intent that the seven classifications help to create transparency on how money is allocated.

- 1) Administrative. Project under administrative typically include software implementation costs, administrative equipment, costs related to communication and policies and procedures and costs associated with the creation of necessary planning documents or future projects.
- 2) Downtown. Future projects within this classification can easily be tied back to the Downtown Vision Master Plan adopted in January 2020. The city is responsible for many aspects of the downtown. Projects listed within this classification include both upkeep activities such as parking lot restoration or creation/manufacturing of new wayfinding signage.
- 3) Parks and Recreation. The City of St. Joseph is responsible for 17 parks on 200 acres. These parks are found throughout the community and over time all require upgrades to equipment and buildings. The city adopted a 5-year parks plan in January 2021. Many projects fall under the activity’s goals listed.

- 4) **Public Safety.** The city is responsible for providing public safety police and fire support to the community. Many of the items found within this classification relate to continued need to protect the residents and visitors to the city.
- 5) **Public Works.** The Public Works Department is responsible for the maintenance and repair of some city owned buildings and facilities not otherwise classified as Parks and Recreation facilities.
- 6) **Infrastructure.** This is the costliest of the seven classifications. The city has 43 miles of public roads. It represents projects that include underground utility work such as sewer and water line repair and replacement along with street maintenance, repair, and reconstruction. Great care has been taken to coordinate projects to extend the useful life of a street. In addition, when possible, reconstruction projects take place at the end of the useful life of the infrastructure. In addition, this classification includes the Water Treatment Plant which provides safe drinking water to residents of the City of St. Joseph, as well as the townships of Lincoln, St. Joseph and Royalton. Reconstruction projects begin years before any actual construction work takes place. Monies for these projects come from several places.

### **CIP Annual Calendar**

To allow sufficient time for the creation/update of the CIP the following calendar has been established:

- 1) December Call for projects
- 2) January Project Priority by Management Team
- 3) February Creation of Final Rankings
- 4) March Review of Draft Recommendations
- 5) April Review of Final Recommendations
- 6) May Adoption of CIP and Annual Operating Budget by City Commission

### **Process for creation of CIP**

Several steps are involved in the creation of the CIP that allows city departments to request funding.

- 1) **Call for Projects**
  - a) The Finance Director creates the annual budget development schedule and requests city departments to complete Worksheets of proposed projects. The CIP process usually occurs earlier in the annual cycle before work begins on the annual budget.
- 2) **Project Priority - Management Team Review**
  - a) The Management Team consisting of the City Manager, Finance Director, City Engineer, Community Development Director, Public Works Director, Public Safety Director and Assistant Public Works Director – Parks and Recreation review the individual projects and meet to discuss projects and refine details. The Management Team assess all proposed projects in accordance with the established Review Policy and gives each project a Priority Rating based on an urgent, important or desirable.
- 3) **Priority Ratings**
  - a) **Urgent**
    - i) Corrects an emergency or condition dangerous to public health, safety or welfare.
    - ii) Complies with federal or state regulatory requirement whose implementation time frame is too short to allow for longer range planning.
    - iii) Is vital to the economic stability of the city.
  - b) **Important**
    - i) Prevents an emergency or condition dangerous to the public health, safety, or welfare.

- ii) Is consistent with an adopted or anticipated element of an adopted plan or policy.
  - iii) Is required to complete a major public improvement (this criterion is more important if the major improvement cannot function without the project being completed, and is less important if the project is not key to the functioning of another project).
  - iv) Is preventive maintenance to extend the life.
  - v) Provides for a critically needed community program and/or amenity.
  - vi) Has been identified as a project that meets or is necessary to meet an important community goal, including preservation or enhancement of the public's health, safety and welfare.
- c) Desirable
  - i) Provides a benefit to the community.
  - ii) Worthwhile if funding becomes available.
  - iii) Can be postponed without detriment to present services.
  - iv) Validity of planning and validity of timing have been established.
- 4) Review of Draft Recommendations
  - a) Per the City Charter, once the draft CIP has been completed it is forwarded to the City Commission for review and discussion. If changes are necessary, they will appear in the final draft.
- 5) Adoption and Application of the CIP
  - a) After any last changes are made to the draft CIP, a final version is forwarded to the City Commission for final approval and adoption. The adopted CIP and budget are both posted on the city's website. The document is used to guide decisions during the fiscal year and plan activities in future years.

### Funding options for CIP projects

Just like private industry, government must generate adequate revenues to fund operations and maintenance, as well as, capital improvements and debt retirement. Sources of revenues available to the City of St. Joseph include property taxes, charges for services, state and federal revenues, fines and forfeits, investment income, private and public contributions and grants and loans.

Because capital improvement projects involve the outlay of substantial public funds, multiple funding sources are necessary to meet capital demands. Capital improvements can be funded through existing budgetary appropriations (Pay-as-you-go) or debt financing. The two approaches are explained as follows.

- 1) Pay-as-you-go
  - a) Under this approach, reserve funds are specifically designated for capital improvements. These funds may result from annual operating surplus or from dedicated millage approved by the voters and restricted for specific purposes such as streets, roads, parks, drains, etc. The City of St. Joseph typically utilizes the Pay-as-you-go method and leverages these funds with grant opportunities to fund CIP projects and purchases. In enterprise financing, dollars can be accumulated in advance for capital requirements by including a level of funds in the rate calculation. Enterprise fund dollars can only be used on projects related to that specific fund. Enterprise Fund (sewer and water) projects also utilize bonds/loans.
- 2) Debt Financing
  - a) Alternatively, the city may decide to finance a capital improvement over a period of time. Common financing options available include
    - i) **Installment Purchase Agreement** - Public Act 99 or 1933 authorizes a city to enter into a contract or agreement for the purchase of real or personal property for public purposes to be paid for in

installments over a period not to exceed 15-years and not to exceed the useful life of the property acquired. Maximum Installment Purchase Agreement debt is equal to 1.25% of current Taxable Value.

- ii) **General Obligation (G.O.) Bonds** - When the City sells bonds, the bond purchasers are, in effect, lending the city money. The money is repaid, with interest, from taxes or fees over a period of time. The logic behind issuing bonds (or “floating a bond issue”) for capital projects is that the citizens who will benefit from the capital improvement over a period of time will pay for these improvements over that timeframe. Perhaps the most flexible of all capital funding sources, bonds can be used for the design or construction of any capital project. However, this type of debt does have limitations. General Obligation Bonds are included in the City’s state-imposed debt limits equal to 10% of current Taxable Value.
- iii) **Revenue Bonds** - Enterprise Funds or “business-type” funds which are self-supporting and have their own sources of income can utilize revenue bonds for capital improvement projects. These bonds depend on user charges and other income to cover the debt service. Unlike G.O. bonds, revenue bonds are not included in the City’s state-imposed debt limits because the full faith and credit of the city is not required to back them. Revenue bonds are authorized by Public Act of 1933, the Revenue Bond Act.
- b) Other common sources of funding for capital improvements.
  - i) **Millages** - The property tax is one of the most important sources of City revenue. The property tax rate is stated in mills (one dollar per \$1,000 of valuation). This rate is applied to the net value, following the application of all exemptions and a 50% equalization ratio. Millages can be either authorized by statute or voted by the people for use on a specific purpose.
  - ii) **Federal and State Grants and Funds** - Federal and state governments make funds available to cities through numerous grants and programs. Some federal/state funds are tied directly to a specific program. There are other agencies that have grants available to help off-set the costs associated with some improvements. City staff does monitor grants available and submits applications when appropriate. Many grants are becoming more competitive and there is a desire to maintain an equity between communities and regions within the state. There are three types of competitive grants available for parks and recreation activities that are administered through the Michigan Department of Natural Resources which is located in the Environment, Great Lakes and Energy (EGLE). In addition, EGLE administers grants for water projects and low interest bonds/loans. Within the Southwest Michigan Planning Commission (SWMPC), Twincats is responsible for administering transportation related funding such as State Transportation Urban Local (STUL) funds and Congestion Mitigation and Air Quality Improvement Program (CMAQ). SWMPC maintains a Transportation Improvement Program (TIP) list of projects utilizing these funds.
  - iii) **Inter-Community Collaboration** - More than ever before communities throughout the region are looking at ways to save money through shared resources and shared capital purchases. Collaborative funding should be examined as a possible way to spend tax dollars more effectively.
  - iv) **Developer Contributions** - Sometimes capital improvements are required to serve a new development. This happens when utilities need to be extended or existing utilities are not of proper size to provide adequate services to the new development. The applicant may be required to pay a portion of the cost associated with upgrading the existing facilities. Within the City, developers are responsible for the construction of new underground facilities and streets in

accordance with city regulations. Once these improvements are completed, the city may accept the improvements as public assets

- v) **Special Assessments** - Capital improvements that benefit particular properties, rather than the community as a whole, may be financed more equitably by special assessment: that is, by those who directly benefit. Local improvements often financed by this method include street improvements (including pavement, curb and gutter, sidewalks, etc.), sanitary and storm sewers, and water mains.
- vi) **Downtown Development Authority (DDA)** - The City of St. Joseph Downtown Development Authority (DDA) was created in 1976 under Act 197 of the Public Acts of 1975 now known as Public Act 57 of 2018. However, the DDA does not have the ability to utilize the tax increment mechanism for financing its annual program. The St. Joseph City DDA funds annual activities through a dedicated millage, as allowed. The DDA does not have a current DDA Development Plan and Tax Increment Financing Plan.
- vii) **Tax Increment Finance Authority (TIFA)** - TIF is a municipal financing tool that can be used to renovate or redevelop declining areas while improving their tax base. TIF applies the increase in various state and local taxes that result from a redevelopment project to pay for project-related public improvements. Public Act 57 of 2018 Recodified Increment Financing Act consolidated several previous Public Acts regarding tax increment financing and includes Act 450 of 1980, PA 197 of 1975 along with others. Tax increments are the revenues generated by applying existing tax levies to the difference between the assessed value of property after improvements have been made in the district where the property is located, over the assessed value of that property fixed on the date a tax increment financing plan is initially adopted. The city does not have an adopted TIFA plan that would outline the numerous capital improvement projects.

CIP Project Name	Project Total	FY26	FY27	FY28	FY29	FY30	FY31
1/2 Ton Pick-Up Truck	55,000.00	-	55,000.00	-	-	-	-
3/4 Ton Pick-Up Truck	58,000.00	-	58,000.00	-	-	-	-
5 Year Parks and Recreation Master Plan	30,000.00	30,000.00	-	-	-	-	-
Alco Lift Station Renovation	816,500.00	41,400.00	775,100.00	-	-	-	-
AMI Water Meters	9,000,000.00	-	-	3,000,000.00	3,000,000.00	3,000,000.00	-
Anchors Ct./Way Crush & Shape - Mill & Fill Project	550,000.00	550,000.00	-	-	-	-	-
Anchors Way Drainage	3,945,000.00	200,000.00	-	145,000.00	3,600,000.00	-	-
Annual Drain Repairs/Improvements	1,686,000.00	255,000.00	255,000.00	281,000.00	281,000.00	307,000.00	307,000.00
APX4500 In Car Radios	42,000.00	-	42,000.00	-	-	-	-
Asphalt Resurfacing Program	2,100,000.00	-	600,000.00	-	700,000.00	-	800,000.00
Asset Management Program	552,000.00	57,000.00	65,000.00	115,000.00	80,000.00	90,000.00	145,000.00
Axon In Car Video & Body Camera	93,600.00	31,200.00	31,200.00	31,200.00	-	-	-
Axon Taser 7	15,600.00	5,200.00	5,200.00	5,200.00	-	-	-
Band Paint & Rust Treatment	50,000.00	50,000.00	-	-	-	-	-
Band Sound System Improvements	35,000.00	35,000.00	-	-	-	-	-
Benelii Shotguns	60,000.00	60,000.00	-	-	-	-	-
Biennial Sewer Clean and Televising Program	455,000.00	130,000.00	-	150,000.00	-	175,000.00	-
Biennial Sewer Rehabilitation Project	1,350,000.00	-	400,000.00	-	450,000.00	-	500,000.00
Biennial Sidewalk Replacement Program	755,700.00	222,700.00	1,200.00	251,400.00	1,600.00	276,800.00	2,000.00
Bluff Stairs Reconstruction	300,000.00	-	300,000.00	-	-	-	-
Boiler Replacement Howard Ice Arena	135,000.00	135,000.00	-	-	-	-	-
Botham Avenue Reconstruction	1,545,300.00	1,545,300.00	-	-	-	-	-
Brownfield Consulting Contract	50,000.00	50,000.00	-	-	-	-	-
BS&A Cloud Upgrade	83,000.00	83,000.00	-	-	-	-	-
Carpet Replacement City Hall PS Side	60,000.00	60,000.00	-	-	-	-	-
Cemetery Road Paving	75,000.00	-	75,000.00	-	-	-	-
City Hall Elevator Upgrades	125,000.00	125,000.00	-	-	-	-	-
City Hall LED Light Conversion	100,000.00	-	100,000.00	-	-	-	-
City Hall Parking Lot Storm Drain	50,000.00	-	50,000.00	-	-	-	-
City Parking Lot Improvements	3,035,000.00	115,000.00	1,585,000.00	60,000.00	500,000.00	75,000.00	700,000.00
Cleveland Ave Resurfacing	515,300.00	515,300.00	-	-	-	-	-
Commission Chamber AV Upgrades	20,000.00	20,000.00	-	-	-	-	-
Computer Added Dispatch/2FA	75,000.00	75,000.00	-	-	-	-	-
Crack Seal Machine	80,000.00	80,000.00	-	-	-	-	-
CSO Storage Project - Phase 2	22,750,000.00	800,000.00	900,000.00	13,015,000.00	7,880,000.00	155,000.00	-
Dickinson Park Restroom & Playground	520,000.00	520,000.00	-	-	-	-	-
Dickinson Playground	125,000.00	125,000.00	-	-	-	-	-
Disc Golf Design Riverview	20,000.00	-	20,000.00	-	-	-	-
Downtown Plan Implementation Project	154,663.00	-	154,663.00	-	-	-	-
Excavator	200,000.00	200,000.00	-	-	-	-	-
Flock Camera's	19,000.00	-	19,000.00	-	-	-	-
Ford Escape	32,000.00	-	32,000.00	-	-	-	-
FY25 Mako Air Fill Station	60,000.00	-	60,000.00	-	-	-	-
Harrison Area Sewer Replacement	1,200,000.00	-	-	-	72,000.00	1,128,000.00	-
Hawthorne Lift Station Renovation	1,550,000.00	1,550,000.00	-	-	-	-	-
Ice Arena Flooring	95,000.00	-	95,000.00	-	-	-	-
Ice Arena Zamboni	150,000.00	-	-	150,000.00	-	-	-

CIP Project Name	Project Total	FY26	FY27	FY28	FY29	FY30	FY31
John Deere Gator	20,000.00	-	20,000.00	-	-	-	-
Kayak Canoe Launch	400,000.00	-	400,000.00	-	-	-	-
Kingsley Avenue Watermain Replacement Project	775,000.00	775,000.00	-	-	-	-	-
Kiwanis Park Improvements	150,000.00	150,000.00	-	-	-	-	-
Kiwanis Park Master Plan	30,000.00	-	30,000.00	-	-	-	-
Kiwanis Park Skate Park Equipment Replacement	150,000.00	150,000.00	-	-	-	-	-
Lab Improvements	1,080,000.00	-	-	540,000.00	540,000.00	-	-
Lead Service Line Replacements - 2018 Lead & Copper Rule Compliance Program	8,100,000.00	1,500,000.00	2,500,000.00	150,000.00	1,750,000.00	2,000,000.00	200,000.00
Leaf Truck	280,000.00	-	280,000.00	-	-	-	-
Light Up the Bluff Refurbishment	100,000.00	20,000.00	20,000.00	20,000.00	20,000.00	20,000.00	-
Lions Park Upper Road Crush & Shape	775,000.00	350,000.00	425,000.00	-	-	-	-
Main Street Reconstruction	10,936,900.00	631,000.00	7,571,700.00	2,734,200.00	-	-	-
Midway Ave & St Joseph Drive	202,500.00	202,500.00	-	-	-	-	-
Mohawk Lane and Sunset Drive & Court Reconstruction	5,675,000.00	-	-	475,000.00	5,200,000.00	-	-
Myrtle Avenue and Riverwood Terrace Reconstruction Project	3,465,000.00	-	-	-	290,000.00	3,175,000.00	-
Napier Avenue Reconstruction	6,250,000.00	-	-	-	-	550,000.00	5,700,000.00
North Pier Lift Station Replacement	575,100.00	28,800.00	546,300.00	-	-	-	-
Paddler Park Improvements	200,000.00	-	200,000.00	-	-	-	-
Paint & Sandblast Art Piece Along Water Street	20,000.00	-	20,000.00	-	-	-	-
Paint Water Towers - Authority	481,800.00	-	240,900.00	240,900.00	-	-	-
Paint Water Towers - City	760,800.00	380,400.00	380,400.00	-	-	-	-
Painting Lions Beach Shelters	15,000.00	15,000.00	-	-	-	-	-
Park Sign Replacement	221,000.00	63,000.00	75,000.00	75,000.00	8,000.00	-	-
Pavement Preventive Maintenance Program	1,700,000.00	-	300,000.00	500,000.00	350,000.00	550,000.00	-
PS Vehicle Equipment Outfitting	35,000.00	35,000.00	-	-	-	-	-
Public Safety Squad Cars	125,000.00	125,000.00	-	-	-	-	-
Public Works Facility Improvements	1,350,000.00	350,000.00	450,000.00	550,000.00	-	-	-
Repaint Elevated Tanks	984,000.00	-	492,000.00	492,000.00	-	-	-
Retro Fit Salt Truck	75,000.00	75,000.00	-	-	-	-	-
Riverfront Trail	10,000.00	10,000.00	-	-	-	-	-
SCADA Upgrades	200,000.00	-	-	-	200,000.00	-	-
SCIP Phase II Project	50,000.00	-	50,000.00	-	-	-	-
South Low Lift Pump Station	1,250,000.00	-	-	-	250,000.00	500,000.00	500,000.00
St. Joseph Department of Public Safety Bullet Proof Vests - 50% Grant Match	50,000.00	50,000.00	-	-	-	-	-
State Street Rehabilitation	1,050,000.00	1,050,000.00	-	-	-	-	-
Stump Grinder	40,000.00	-	40,000.00	-	-	-	-
Tiscornia Restroom Renovation	125,000.00	-	125,000.00	-	-	-	-
Topographical Aerial Maps	150,000.00	-	-	-	150,000.00	-	-
Upton Drive Reconstruction Project - Phase 2	4,100,000.00	-	300,000.00	3,800,000.00	-	-	-
Water & Sewer Service Truck	75,000.00	-	75,000.00	-	-	-	-
Water Distribution System Reliability Program	420,000.00	120,000.00	25,000.00	70,000.00	100,000.00	30,000.00	75,000.00
Water Plant Roof	1,932,000.00	200,000.00	766,000.00	566,000.00	400,000.00	-	-
Water Street Retaining Wall Rehabilitation	575,000.00	575,000.00	-	-	-	-	-
Whirlpool Fountain Cannon Stands Replacement	60,000.00	-	60,000.00	-	-	-	-
WTP HVAC Improvements	597,000.00	-	298,500.00	298,500.00	-	-	-
Zoning Ordinance	150,000.00	75,000.00	75,000.00	-	-	-	-
	110,539,763.00	14,596,800.00	21,444,163.00	27,715,400.00	25,822,600.00	12,031,800.00	8,929,000.00





# Agenda Item

**TO:** Members of the St. Joseph City Commission

**FROM:** Ben Reynnells, Finance Director

**RE:** Resolution - 2025 Appropriations Ordinance - First Reading

**MEETING DATE:** May 12, 2025

Presented for consideration is a resolution for adoption of the 2025 Appropriations Ordinance (attached) which directs the levy of tax millage rates for operations and debt retirement to support the 2025-2026 Fiscal Year Budget for various funds. This is the first reading of the ordinance.

In accordance with PA 197 of 1975, Section 12, the Headlee Reduction Fraction has been calculated. For 2025 the applicable fractional multiplier is 0.9866 for the city overall, and 0.9862 for the DDA levy. Therefore, the maximum allowable millage for the general operating fund (including the Street Improvement designated levy) are rolled back from 15.4746 mill to 15.2672 mill; the library maximum millage is rolled back from 0.7760 mill to 0.7656 mill; the band maximum levy is rolled back from 1.5524 to 1.5315; the rubbish maximum levy is rolled back from 2.3566 to 2.3250 mill; and the airport authority millage is rolled back from 0.2476 mill to 0.2442 mill. The CSO debt millage is tied to the debt it is servicing and is not subject to Headlee rollbacks.

Levy	Proposed 2025	2024 Levied	Maximum Levy
General Operating	11.2400	11.2400	15.2672
Street Improvement (a designation of General Operating)	3.5500	3.5500	(Included)
Library Operating Fund	0.7656	0.7760	0.7656
Band Fund	0.2500	0.2500	1.5315
Rubbish Fund	1.9155	1.9500	2.3250
Airport Authority	0.2442	0.2444	0.2442
CSO Debt	0.5000	0.7000	N/A
<b>Total Millage Levy for 2025</b>	<b>18.4653</b>	<b>18.7104</b>	<b>N/A</b>

The millages presented for consideration are the same as adopted in 2024, except for:

- Library millage, reduce 0.0104 mills due to the Headlee rollback
- Rubbish millage, reduce 0.0345 mills to match budgeted expenses
- Airport millage, reduce 0.0002 mills due to the Headlee rollback
- CSO Debt millage, reduce 0.2000 mills to match actual debt payments

In total, the levy is reduced by 0.2451 mills.

The Street Improvement levy of 3.5500 mills for 2025 continues to provide funding for street repair and maintenance as developed through the Asset Management Plan process. The Street Improvement millage is an allocation of a portion of the authorized general operating levy. It is considered a “committed” allocation, and funds received are deposited in the Street Improvement Fund for that use as authorized by the City Commission. The General Operating and Street Improvement levies combined total 14.7900 mills, less than the allowable maximum amount of 15.2672 mills.

The Rubbish millage is recommended by staff to be reduced from 1.9500 mills to 1.9155 mills as that is adequate to fund budgeted operations. The fund has a healthy fund balance, and staff recommends lowering the millage for next year.

The CSO Debt millage is a millage that was approved in February 2002 and is authorized through December 2026, in order to make the final debt payment in the spring of 2027. This year a 0.5000 mill levy reflects the amount needed to make the debt service payments required for the upcoming year, lower than the 0.7000 mill levied last year.

In addition to the millages in the table above, also levied in the Appropriations Ordinance is 1.9235 mills for Downtown Development Authority (DDA) operations. For 2025, the maximum DDA millage rate has been rolled back by the 2025 Headlee reduction fraction. The Downtown Development Authority levy is a special tax on properties located within the boundaries of the DDA, not the entire city, and its Headlee fraction is based only on values within its boundary and is calculated different from the City-wide Headlee fraction.

As always, these millages are reviewed and must be authorized annually as part of the overall budget process.

*Action requested:* Motion to approve the following Resolution setting the 2025 millage rates to be levied on real and personal property within the City of St. Joseph; giving a first reading to the Appropriations Ordinance.

**ATTACHMENTS:**

- FY26 Appropriations Ordinance (PDF)

**RESOLUTION - 2025 APPROPRIATIONS ORDINANCE - FIRST READING****A RESOLUTION  
ADOPTING THE 2025 APPROPRIATIONS ORDINANCE  
CITY OF ST. JOSEPH, MICHIGAN**

**WHEREAS**, pursuant to and in accordance with Chapter 9 of the City Charter, the City Commission shall adopt an annual Appropriations Ordinance which shall be based on the budget submitted by the City Manager and approved by the City Commission, and

**WHEREAS**, the City Commission shall, by ordinance, levy such taxes for that year as may be necessary to meet the appropriations and all sums required by law to be raised on account of city debt, and

**WHEREAS**, notice of a public hearing on the proposed tax rate was published in the May 6, 2025, edition of the Herald Palladium newspaper, and

**WHEREAS**, a public hearing on the proposed tax rate was held on May 12, 2025, and

**WHEREAS**, the City Commission shall establish rates and fees necessary to maintain, operate and generally provide for improvements to the public water and sewer systems, and

**WHEREAS**, proposed utility rates for the 2025-2026 Fiscal Year have been established based upon the findings of rate studies conducted as part of the budget process, and

**WHEREAS**, the Water Services Joint Operating Board has approved the recommended water rates for the 2025-2026 Fiscal Year at a regular meeting in February, and

**WHEREAS**, the recommended rates were used in developing revenue projections included in the 2025-2026 Fiscal Year Budget, and

**WHEREAS**, the 2025 Appropriations Ordinance provides for the various funds to end the year with adequate cash balances and positive fund balances:

**NOW, THEREFORE, BE IT RESOLVED**, that the 2025 Appropriations Ordinance is hereby given its first reading.

AN ORDINANCE MAKING PROVISION FOR AND APPROPRIATING FUNDS TO DEFRAY THE EXPENSES AND LIABILITIES OF THE CITY OF ST. JOSEPH, MICHIGAN, FOR THE FISCAL YEAR BEGINNING JULY 1, 2025, AND ENDING JUNE 30, 2026, AND FOR PAYMENTS ON BONDED INDEBTEDNESS, SPECIAL ASSESSMENTS AND OTHER OBLIGATIONS OF SAID CITY, AND DIRECTING THE LEVY OF A TOTAL TAX RATE OF 20.3888 MILLS,

THE CITY OF ST. JOSEPH ORDAINS:

## ARTICLE I

### General Declaration of Appropriation and Levy

Sec. 1. The Commission of the City of St. Joseph having heretofore considered the budget submitted by the City Manager, it is hereby determined and ordered that there shall be raised by general taxation upon all the taxable property in the City for the purpose of defraying the general operating expense of said City, the sum of \$9,561,000 raised by a tax rate of 14.7900 mills upon the taxable valuation of all non-rennaissance zone taxable property in the City of St. Joseph, as determined and certified by the Board of Review of said City. This total to include 11.2400 mills for general operating purposes and 3.5500 mills designated for the improvement of city streets.

Sec. 2. When and as said taxes are collected and when and as the various estimated receipts are received from sources other than general taxation, all as contemplated for the fiscal year July 1, 2024 to June 30, 2025 said taxes and receipts shall be distributed and credited pro rata to the several specific funds as created, fixed, and enumerated in said budget.

## ARTICLE II

### Additional and Special Fund Levies

Sec. 1. In addition to the sums hereinbefore appropriated, it is hereby determined and ordered that there shall be raised by general taxation upon all the taxable property in the City for the several specific funds and purposes next hereinafter set forth, the sums raised by a tax rate of 3.1753 mills upon the taxable valuation of non-rennaissance zone taxable property in the City of St. Joseph, and 0.5000 mills upon the taxable valuation of all taxable property in the City of St. Joseph, as determined and certified by the Board of Review of said City, and to be credited to the specific funds designated in the following amounts respectively:

Library Fund:	A special tax authorized by Act 164 of the Public Acts of Michigan of 1877 and Sec. 14, Chap. IX, City Charter, for general library purposes; anticipated revenue - \$494,900	0.7656 mills
Band Fund:	A special tax authorized by Act 230 of the Public Acts of Michigan of 1923 and Section 15(b) of the City Charter and approved by a vote of the people April 4, 1938, for the maintenance of a musical band for the benefit of the public; anticipated revenue - \$161,700	0.2500 mills

Rubbish Fund:	A special tax authorized by Act 298 of the Public Acts of Michigan of 1917 and Section 15(a) of the City Charter, for the collection and disposal of garbage and rubbish, brush and leaves; anticipated revenue - \$1,238,200	1.9155 mills
Airport Authority	A special tax authorized by Special Election 08/16 for the purpose of funding the Southwest Michigan Airport Authority – anticipated revenue - \$157,900	0.2442 mills
CSO Debt:	A special tax authorized by MCLA 147.1(a) MSA 5.3188 Section (45a) Approved 2/5/02; anticipated revenue - \$323,200	0.5000 mills

### **ARTICLE III**

#### **Additional Downtown Development Authority Tax Levy**

Sec. 1. In addition to the sums hereinbefore appropriated, it is hereby determined and ordered that there shall be raised by general taxation upon all taxable property located within the boundaries of the Downtown Development Authority of the said City and further the sum raised by a tax rate of 1.9235 mills upon the taxable valuation of said property as determined and certified by the Board of Review of said City, for the specific funds and purposes next hereinafter set forth, to be credited to the specific fund designated in the following amounts:

DDA:	A Special tax authorized by Act 197 of the Public Acts of Michigan of 1975 for the promotion and benefit of the Downtown Development Authority; anticipated revenue - \$66,100	1.9235 mills
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### **ARTICLE IV**

#### **Special Funds to be raised by Rates and Fees**

Water Fund	For maintenance, operation, extension and improvement of public water systems, mains and breakwater to be raised by water rates.	\$7,765,300
Sewer Fund	For maintenance, operation, extension and improvement of public sewer systems, mains and breakwater to be raised by sewer rates.	\$3,122,200
City Water Fund	For improvement of public water and sewer systems, mains and breakwater to be raised by water and sewer capital improvement rates.	\$1,345,900

**ARTICLE V**  
Special Assessment Levies

Sec. 1. General Declaration: This Commission having heretofore on various occasions, ordered and determined that the cost of certain public improvements should be paid in part by special assessment upon special assessment districts heretofore determined, and having confirmed and approved the respective special assessment rolls therefore, IT IS ORDERED AND DETERMINED that there shall be levied by special assessment according to either frontage or benefits as having been heretofore specifically determined with respect to each of said special assessment rolls for the special improvements and upon the special assessment districts according to (1) said methods; and (2) the composition and limit of said special assessment districts and rolls as heretofore determined.

**ARTICLE VI**

Sec. 1. The City Assessor is hereby ordered and directed to cause the several sums so ordered to be raised by general taxation to be levied and spread upon and against all taxable property in said City and the same shall be due and payable July 1, 2025. The assessor shall cause the several sums ordered and directed to be levied and spread as special assessments to be levied and spread at such times as shall be due and payable September 15, 2025 or February 13, 2026.

Sec. 2. This ordinance is to take effect and be in full force ten days from the date of its final passage.

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Brook Thomas, Mayor  
 City of St. Joseph

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Abby Bishop, Clerk  
 City of St. Joseph



# Agenda Item

**TO:** Members of the St. Joseph City Commission

**FROM:** Steve Neubecker, Public Safety Director

**RE:** Sandbar Grille- Sound Ordinance Extension

**MEETING DATE:** May 12, 2025

The Sandbar Grille plans to have amplified sound on its outdoor patio again this summer and has requested approval from the Michigan Liquor Control Commission.

The City's ordinance restricts amplified music after 10:00 p.m. This summer, Tom Jennings, owner of the Sandbar Grille is asking the City Commission to continue amplified sound until 11:30 p.m. on the following 11 dates, with the final event being held on New Years Eve, he is asking to extend until midnight.

- 1.) Friday July 4th
- 2.) Saturday July 5th
- 3.) Saturday July 12th
- 4.) Saturday July 19th
- 5.) Saturday July 26th
- 6.) Saturday August 2nd
- 7.) Saturday August 9th
- 8.) Saturday August 16th
- 9.) Saturday August 23rd
- 10.) Saturday August 30th
- 11.) Saturday September 6th
- 12.) Wednesday December 31st

The request was approved in 2024 with amplified sound approved until 11:00 p.m. through the summer and until midnight on New Year's Eve. Please note Mr. Jennings is asking that the City Commission allow amplified sound until 11:30 p.m. this year, rather than 11:00 p.m. as was granted in 2024.

Action Requested: Please consider Mr. Jennings request to allow amplified sound at the Sandbar Grille after 10:00 p.m. on the above dates, and if approved, indicate the allowable time.

## **ATTACHMENTS:**

- Sandbar 2025 (PDF)

**Tom Jennings**

Sandbar Grille  
 Tom's Point LLC  
 2701 Lakeshore Drive  
 St. Joseph, MI. 49085

Steve Neubecker  
 St. Joseph Department of Public Safety  
 City of St. Joseph  
 St. Joseph, Michigan 49085

April 1, 2025

Dear Steve

I am requesting Temporary Authorization for outside music and a variance in the sound ordinance for specific dates that we are requesting to feature outside music. The dates requested are as follows:

Friday July 4, and Saturday July 5

Every Saturdays in July and August: July 12, 19, 26, August 2, 9, 16, 23, and 30, Saturday September 6 and finally New Year's Eve. December 31.

Attached please find the Temporary Authorization form from Liquor Control which is completed with the above dates and requires your signature before filing with the Liquor Control Commission.

If approved this will be the third summer, we have done the outside stage, and it has become extremely popular, and we have worked diligently to make sure it is well managed, effective crowd control while offering a variety of different Genres of music.

Also, I would formally request to be on the agenda for the city commission meeting on Monday April 7 for the purpose of a sound ordinance variance. Last year the commission was kind enough to extend the time allowing outdoor music until 11:00 pm. This made it much more economically viable to do the outside show. This summer I would request to extend the time ½ hour to 11:30 pm.

Thank you very much for your consideration and I look forward to continuing to work to improve the Sandbar Property as we have 505 Properties downtown.

Sincerely, Yours



Thomas D. Jennings

Attachment: Sandbar 2025 (10679 : Sandbar Grille- Sound Ordinance Extension)





Michigan Department of Licensing and Regulatory Affairs  
Liquor Control Commission (MLCC)  
Toll-Free: 866-813-0011 - [www.michigan.gov/lcc](http://www.michigan.gov/lcc)

Business ID: \_\_\_\_\_  
Request ID: \_\_\_\_\_  
(For MLCC Use Only)

### Temporary Authorization Application

(Authorized by R 436.1023(2),(3), R 436.1403(2), R 436.1407, and R 436.1419)

**\*\*\*This application, all required documents, and a \$70.00 inspection fee must be submitted at least ten (10) days in advance of your event for your request to be considered by the Commission.\*\*\***

#### Part 1 - Licensee Information

Individuals, please state your legal name. Corporations or Limited Liability Companies, please state your name as it is filed with the State of Michigan Corporation Division.

Licensee name(s): Tom's Point, LLC		
Address: 2701 Lakeshore Dr.		
City: Saint Joseph	Zip Code: 49085	
Contact name: Advisor Tom Schmidt	Phone: 269-760-8681	Email: tomsconsulting1@gmail.com

☒ \$70.00 Inspection Fee - Make Check Payable to **State of Michigan** MLCC Use - Fee Code 4037

#### Part 2 - Temporary Authorizations Available

A licensee may request up to twelve (12) daily authorizations for each type of temporary authorization in a calendar year. A conditional licensee **is not** eligible for a temporary permit pursuant to MCL 436.1525(6). Select all that apply to this application:

<input checked="" type="checkbox"/> Temporary Outdoor Service Permit - Complete Parts 3, 8, and 9	<input type="checkbox"/> Temporary Extended Hours Permit - Complete Parts 6 and 9
<input type="checkbox"/> Temporary Dance Permit - Complete Parts 4 and 9	<input type="checkbox"/> Temporary Specific Purpose Permit - Complete Parts 7, 8, and 9
<input type="checkbox"/> Temporary Entertainment Permit - Complete Parts 5 and 9	

#### Part 3 - Temporary Outdoor Service Permit Information

A Temporary Outdoor Service Permit requires a recommendation from the local law enforcement agency that has primary jurisdiction over the licensed premises. **The local law enforcement agency must complete Part 8 of this application.**

Date(s) of event: 7/4 7/5 7/12 7/19	Describe event: Music
Date(s) of event: 7/26 8/2 8/9 8/16	Describe event: Music
Date(s) of event: 8/23 8/30 9/6 12/31	Describe event: Music
1. Check below if the event(s) listed above will include any of the following: <input checked="" type="checkbox"/> Dancing <input type="checkbox"/> Contests <input type="checkbox"/> Tournaments <input type="checkbox"/> Classic Cars <input type="checkbox"/> Motorcycles <input checked="" type="checkbox"/> Concerts <input type="checkbox"/> Festivals	
2. List the exact dimensions of the proposed area: <b>*Submit a diagram of the outdoor area with application*</b> <div style="display: flex; align-items: center; justify-content: center;"> <div style="border: 1px solid black; padding: 2px 10px;">108</div> <div style="margin: 0 5px;">feet X</div> <div style="border: 1px solid black; padding: 2px 10px;">149</div> <div style="margin: 0 5px;">feet =</div> <div style="border: 1px solid black; padding: 2px 10px;">16,092</div> <div style="margin: 0 5px;">square feet</div> </div> <div style="display: flex; justify-content: center; margin-top: -10px;"> <div style="margin: 0 20px;">Width</div> <div style="margin: 0 20px;">Length</div> </div>	
3. Describe type and height of the barrier that will be used to enclose the area: 4 foot plastic fencing	
4. Will the proposed outdoor service area be connected to the licensed premises? <input checked="" type="radio"/> Yes <input type="radio"/> No If <b>No</b> , what is the distance from the licensed premises to the proposed area? <div style="border: 1px solid black; width: 80px; height: 20px; display: inline-block;"></div> feet	
5. Is the entrance/exit point(s) for the proposed area through the licensed premises? <input checked="" type="radio"/> Yes <input type="radio"/> No	
6. Are there any dedicated streets or intervening property between proposed area and the licensed premises? <input type="radio"/> Yes <input checked="" type="radio"/> No	
7. Describe type of security that will be used for event(s) and how it will be utilized to secure and monitor to prevent sales to minors and visibly intoxicated persons: All the staff are either tips or tams certified. Additional staff will also monitor the patrons and provide security.	

**Part 3 Continued - Temporary Outdoor Service Permit Information**

8. Is the location of the proposed area owned, rented, or leased by the licensee?	<input checked="" type="radio"/> Yes <input type="radio"/> No
If <b>No</b> , submit a lease or written permission which grants the licensee the use of the proposed area. <b>*Submit written permission from a city, township, or village if the proposed area is located on municipally-owned property*</b>	
9. Is the proposed area located in the same local governmental unit as the licensed premises?	<input checked="" type="radio"/> Yes <input type="radio"/> No
If <b>No</b> , please explain:	
10. Does the licensee currently hold an Additional Bar Permit that will be utilized in the proposed area?	<input checked="" type="radio"/> Yes <input type="radio"/> No
If <b>No</b> , the licensee will be restricted to providing only table service in the proposed area unless a new Additional Bar Permit has been requested by the licensee and approved by the Commission. <i>This requirement applies only to Class C or B-Hotel licenses.</i>	

**Part 4 - Temporary Dance Permit Information**

<ul style="list-style-type: none"> <li>Licensees that currently hold a Dance Permit at the licensed premises <u>do not</u> need to request a Temporary Dance Permit for dancing in a Temporary Outdoor Service area.</li> <li>The dance floor must be at least 100 square feet, be clearly marked, and shall not have tables, chairs, or other obstacles on the dance floor while customers are dancing.</li> </ul>
1. List the dates requested for a Temporary Dance Permit:

**Part 5 - Temporary Entertainment Permit Information**

<ul style="list-style-type: none"> <li>Licensees that currently hold a Entertainment Permit at the licensed premises <u>do not</u> need to request a Temporary Entertainment Permit for entertainment in a Temporary Outdoor Service area.</li> <li>A Temporary Entertainment Permit does not allow for topless activity on the licensed premises.</li> </ul>	
1. List the dates requested for a Temporary Entertainment Permit:	
2. Describe the type of entertainment provided:	
3. Will the entertainment provided under the Temporary Entertainment Permit include a contest with prizes totalling over \$250.00 in retail value?	<input type="radio"/> Yes <input type="radio"/> No
If <b>Yes</b> , the licensee must complete Form LCC-207 and submit with this application. <i>No alcoholic beverages may be used as part of any contest or as a prize for a contest. No licensee may provide anything of value from another licensee without prior Commission approval.</i>	

**Part 6 - Temporary Extended Hours Permit Information**

<ul style="list-style-type: none"> <li>Licensees that currently hold an Extended Hours Permit in conjunction with a Dance or Entertainment Permit at the licensed premises <u>do not</u> need to request a Temporary Extended Hours Permit for use with a Temporary Outdoor Service area.</li> </ul>
1. Select the permit type that requires a Temporary Extended Hours Permit*: <input type="checkbox"/> Dance Permit <input type="checkbox"/> Entertainment Permit
2. List the dates and hours requested for a Temporary Extended Hours Permit:

**Part 7 - Temporary Specific Purpose Permit Information**

<ul style="list-style-type: none"> <li>Licensees that currently hold a Specific Purpose Permit for an approved purpose at the licensed premises <u>do not</u> need to request a Temporary Specific Purpose Permit for the same purpose for use with a Temporary Outdoor Service Permit.</li> <li>A Temporary Specific Purpose Permit requires a recommendation from the local law enforcement agency that has primary jurisdiction over the licensed premises. <b>The local law enforcement agency must complete Part 8 of this application.</b></li> </ul>
1. Indicate the activity that requires extended hours* (e.g. food service):
2. List the dates and hours requested for a Temporary Specific Purpose Permit:

**\*Hours of Operation**

**Weekdays and Saturdays** - Beer, wine, and spirits may be sold from 7:00 a.m. to 2:00 a.m. of the next day, provided that the sale of spirits is legal in the governmental unit where the license is desired.

**Sundays** - Legal hours of sale on Sundays are from 7:00 a.m. until 2:00 a.m. of the next day, provided the sale of alcoholic beverages on Sunday is legal in the governmental unit and the appropriate permit has been approved by the Commission and the permit has been issued.



**Part 8 - Local Law Enforcement Recommendation for Temporary Outdoor Service Permit and Temporary Specific Purpose Permit**

The local law enforcement agency with primary jurisdiction over the event location must complete this section.

Name of law enforcement agency: St. Joseph Public Safety Department		
Address of law enforcement agency: 700 Broad St. St. Joseph, MI 49085		
Phone number of officer: 269-985-0300	Email of officer:	
<b>I certify that I have reviewed this application and recommend the approval of the Temporary Outdoor Service Permit or Temporary Specific Purpose Permit by the Michigan Liquor Control Commission.</b>		
Director of Public Safety Steve Neubecker		
Print Name & Title of Reviewing Officer:	Signature of Reviewing Officer	Date

**Part 9 - Signature of Licensee**

If approved, the license shall not sell, or allow the consumption of alcoholic beverage outdoors, except in the defined area, under administrative rule R 436.1419.

If approved, the licensee shall provide service of alcoholic beverages in the outdoor area only by wait staff servicing the tables, unless the licensee uses an approved additional bar in the area where customers may obtain their alcoholic beverages from a bartender using a currently authorized additional bar or receiving approval by the Commission for a new Additional Bar Permit. This requirement applies only to Class C or B-Hotel licenses.

Refrigeration trucks and/or trailers cannot include an alcoholic beverage logo and must be rented by the licensee from a non-wholesale company. If the refrigeration truck/trailer allows customer access to obtain alcoholic beverages, an Additional Bar Permit must be obtained unless an existing Additional Bar Permit will be utilized.

Pursuant to MCL 436.1525(6), a conditional license must only include any existing permits and approvals held in connection with the seller's existing license. A conditional licensee **is not** eligible for a temporary permit pursuant to MCL 436.1525(6).

Under administrative rule R 436.1003, the licensee shall comply with all state and local building, plumbing, zoning, sanitation, and health laws, rules, and ordinances as determined by the state and local law enforcements officials who have jurisdiction over the licensee. Approval of this application by the Michigan Liquor Control Commission does not waive any of these requirements. The licensee must obtain all other required state and local licenses, permits, and approvals for this business before using this license for the sale of alcoholic liquor on the licensed premises.

I certify that the information contained in this form is true and accurate to the best of my knowledge and belief. I agree to comply with all requirements of the Michigan Liquor Control Code and Administrative Rules. I also understand that providing **false** or **fraudulent** information is a violation of the Liquor Control Code pursuant to MCL 436.2003.

**Submit this application, all required documents, and a \$70.00 inspection fee at least ten (10) days in advance of your event for your request to be considered by the Commission. Make check payable to State of Michigan.**

Tom Jennings/Sole Member

Print Name of Licensee & Title	Signature of Licensee	Date
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Please return this completed form along with corresponding documents and fees to:  
Michigan Liquor Control Commission  
Mailing address: P.O. Box 30005, Lansing, MI 48909  
Hand deliveries or overnight packages: Constitution Hall - 525 W. Allegan, Lansing, MI 48933  
Fax to: 517-284-8557

Attachment: Sandbar 2025 (10679 : Sandbar Grille- Sound Ordinance Extension)



# Agenda Item

**TO:** Members of the St. Joseph City Commission

**FROM:** Greg Alimenti, Water Plant Superintendent

**RE:** DWSRF Public Hearing

**MEETING DATE:** May 12, 2025

Staff is requesting the City Commission conduct a public hearing to discuss proposed water distribution system improvements that the City desires to finance using a fiscal year 2026 (FY26) Drinking Water State Revolving Fund (DWSRF) low interest loan.

The projects proposed in this Project Plan Amendment for Fiscal Year (FY) 2026 include:

- Replacement of the WTP roofing to protect treatment systems, open tank areas, filters and laboratory areas.
- Replacement and upgrade of HVAC systems to improve dehumidification throughout the WTP.
- Replacement of an estimated 830 lead service lines to comply with the Safe Drinking Water Act over a two to three year period.
- Replacement of approximately 700 lineal feet of old, 4-inch cast iron water main on Kingsley Avenue, including associated lead lines.
- Elevated tank coating rehabilitation and recoating on the three elevated storage tanks in the City and Authority.

The projects closely resemble the scope of work included in the original 2020 Project Plan that was amended in 2022 and updated in 2024.

Last November, City staff submitted an intent to apply (ITA) in the amount of \$9,235,000 to fund the projects. The DWSRF loan process is competitive, and there is no guarantee the City will score high enough to fall within the DWSRF Project Priority List fundable range.

The Department of Environment, Great Lakes and Energy (EGLE) Project Manager indicated that a public meeting is required to inform the public of the projects and their impact to rates. We are being conservative in asking that the City Commission treat it as a public hearing, and formally open the public hearing, take comments, require speakers to provide their name and address for the minutes, and close the public hearing, before considering action.

*Action Requested:* To conduct a public hearing for a presentation on the FY26 DWSRF Project Plan and receive comments from the public.

**ATTACHMENTS:**

- DWSRF 2026 NOTICE OF PUBLIC MEETING POSTING CC (DOCX)

## NOTICE OF PROJECT PLANNING MEETING

The City of St. Joseph, MI will hold a public meeting on the proposed lead service line replacement, water main replacement, and water facility improvement projects requested for funding assistance through the State of Michigan's Drinking Water State Revolving Fund (DWSRF) for the purpose of receiving comments from interested persons. The meeting will be held at 6:00 p.m. on May 12, 2025 at the Commission Chambers located on the second floor of City Hall, 700 Broad Street, St. Joseph, MI 49085.

The purpose of the proposed projects included in the DWSRF plan is to replace lead service lines throughout the City's water system as required to meet the requirements of state and federal regulations and remove all lead service lines by 2040. A water main segment will be replaced where it has exceeded its expected life and to improve the water system capacity in the area. Additional projects will be completed in the shared water system for the City system and the shared Authority system for the surrounding communities. These projects include replacement of the water treatment plant (WTP) roofing and HVAC improvements, and coating repairs to the three elevated water storage towers in the City and Authority areas.

Project construction in the City water distribution system will involve new water service line installations, or portions of the service line, from the water main to the meter connection inside the house. A combination of excavation and trenchless installation methods will be used. A new water main will be installed on Kingsley Avenue to improve service and fire protection capacity to the St. Joseph High School and replace an existing undersized water main that has exceeded its expected life. Improvements to the WTP include replacement of the roofing in several areas to protect several treatment and laboratory areas. Other improvements at the WTP include replacement of HVAC equipment to improve dehumidification throughout the WTP to protect the existing infrastructure and its longevity. The final construction item involves coating repairs and rehabilitation to various areas on the inside and outside of the three elevated water storage towers in the water system.

Impacts of the proposed project include short-term impacts related to construction. Minor impacts will include the increase in noise and dust at the construction sites, along with emissions from both gasoline and diesel engines. Impacts resulting from construction practices will cease or be repaired at the completion of the project. During the water main replacement, there will be periods of construction where segments of the roadway are closed, backfilled with gravel, or temporarily covered. The elevated tank coating replacement work will be protected and enclosed to prevent construction debris or coatings from impacting the surrounding area. No impacts are expected to historical, archeological, recreational, wetland, or agricultural resources and sites in the community.

The estimated additional cost to users in the City for the proposed projects will be \$9.03/quarter for the average City residential water bill - \$6.91/quarter for the lead service line replacement projects, \$1.26/quarter for the water main improvement, and \$0.86/quarter for the water facility projects. The typical residential water bill for customers in the Authority system is expected to increase by only \$0.86/quarter because the lead service line and water main projects are not projects for the shared system.

Copies of the plan detailing the proposed project are available for inspection at City Hall and on the City of St. Joseph website. Written comments received before the meeting record is closed on Monday May 12, 2025, at 6:00 p.m. will receive responses in the final project planning document. Written comments should be sent to the City's Engineering Department at 700 Broad Street, St. Joseph, MI 49085.





# Agenda Item

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**TO:** Members of the St. Joseph City Commission

**FROM:** Greg Alimenti, Water Plant Superintendent

**RE:** FY26 DWSRF Project Plan Amendment Resolution

**MEETING DATE:** May 12, 2025

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City staff is requesting the City Commission to adopt the FY26 DWSRF Project Plan Amendment Resolution to apply for low interest loans to fund improvements to our drinking water treatment and distribution system.

To approve the resolution to adopt the FY26 DWSRF Project Plan Amendment to allow City staff to submit the required materials to be considered for state assistance with drinking water system improvements.



**FY26 DWSRF PROJECT PLAN AMENDMENT RESOLUTION**

## A RESOLUTION ADOPTING A FINAL PROJECT PLANNING

## DOCUMENT FOR WATER SYSTEM IMPROVEMENTS

## AND DESIGNATING AN AUTHORIZED PROJECT REPRESENTATIVE

WHEREAS, the City of St. Joseph, MI recognizes the need to make improvements to its existing water treatment and distribution system; and

WHEREAS, the City of St. Joseph, MI authorized Fishbeck to prepare a Project Planning Document, which recommends the construction of lead service line replacement, water main replacement, water treatment plant renovations, and elevated water tower coating rehabilitation.

WHEREAS, said Project Planning Document was presented at a Public Hearing held on May 12, 2025 at 6:00 p.m, and all public comments have been considered and addressed;

NOW THEREFORE BE IT RESOLVED, that the City of St. Joseph formally adopts said Project Planning Document and agrees to implement the selected alternative for water main and lead service line replacement, elevated tank coating rehabilitation, and construction at the water treatment plant to replace roofing and HVAC equipment.

BE IT FURTHER RESOLVED, that the Assistant City Manager/City Engineer and Finance Director, positions currently held by Tim Zebell and Ben Reynnells respectively, as the authorized representatives for all activities associated with the project referenced above, including the submittal of said Project Planning Document as the first step in applying to the State of Michigan for a Drinking Water State Revolving Fund Loan to assist in the implementation of the selected alternative.

Yeas (names of Members voting Yes):

Nays (names of Members voting No):