



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

AGENDA
June 23, 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

Order of Business

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

Consent Agenda

4. Regular Meeting Minutes of Monday, June 09, 2025
5. New Board Appointment
6. Invoice and Tax Disbursements

Old Business

7. Downtown Parking Program Update and Pause
8. Special Event Application - Steps for Recovery 5k Walk/Run
9. Zoning Ordinance Amendment - Sections 18.2.6, 18.2.7.C - Table 18-1 Parking Standards - City of St. Joseph - Second Reading of Ordinance

New Business

10. RyeBelles Restuant and Bar
11. Safe Streets and Roads for All Grant
12. Dump Truck Retro Fit
13. MDOT Maintenenace Contract
14. Memorandum of Understanding- Four Flags Properties
15. Map Amendment - 230 Upton Drive - Harbor Shores Community Redevelopment LLC - Whirlpool Corporation - Rezoning I-2 Heavy Industrial to W Water Recreation District

- 16. Resolution of Conditional Support Sale of Real Estate-Lot 1
- 17. Brownfield Redevelopment Authority Contract
- 18. Final Budget Amendments - FY25

City Comments

- 19. City Manager Comments
- 20. City Commission Comments

Adjournment

Minutes of the St. Joseph City Commission Meeting held Commission Chambers, 700 Broad Street, St Joseph, MI 49085 on June 9, 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	

Order of Business

1. Pledge of Allegiance
2. Approval of Agenda

MOTION: To approve the Agenda as presented.

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

3. Public Comment

Cindy Haigler, a City resident, stated she was recently walking near the Whirlpool Fountain with a friend, and large sand piles were covering the sidewalk. She expressed safety concerns.

Bern Schwartz, a City resident, stated two times last month that he almost hit someone on a bike and a motorized scooter. He said it was at night and they were in dark clothes. He wanted to know if there is an ordinance that requires lights on bicycles for nighttime use, and if not, the City should consider adopting one.

Kim Jorgensen Gane, a City resident, provided a historical overview of the purchase of Silver Beach by Berrien County.

Announcements

4. Proclamation - Men's Health Month

PROCLAMATION

RECOGNIZING JUNE AS MEN'S HEALTH MONTH & THE WEEK PRECEDING FATHER'S DAY AS DAD WEEK

WHEREAS, men's health is a critical public health issue, with research showing that men are at a higher risk for heart disease, hypertension, diabetes, and other chronic conditions; and

WHEREAS, in Benton Harbor and Benton Charter Township, data reflects **significant health disparities** among men, particularly among Black men, including **higher rates of obesity, cardiovascular disease, and preventable health conditions** due to **barriers to healthcare access, economic challenges, and lack of preventative screenings**; and

WHEREAS, according to **Corewell Health**, there is a **19-year mortality gap** between White

men in Saint Joseph and Black men in Benton Harbor, underscoring the urgent need for targeted health interventions, early detection, and preventative care to address these disparities; and

WHEREAS, studies show that men are less likely than women to seek regular medical care, leading to later-stage diagnoses and lower survival rates for many health conditions; and

WHEREAS, initiatives that promote physical activity, nutrition education, mental well-being, and preventative healthcare can significantly **reduce health disparities and improve overall quality of life** for men in our community; and

WHEREAS, Present Pillars Foundation, in collaboration with **Renaissance Athletic Club, Corewell Health Center for Wellness, InterCare, United Federal Credit Union, and Beautiful Bodies Health & Fitness Training, LLC**, is spearheading the **Men's Health Month Challenge**, a comprehensive program that encourages men to take charge of their health through fitness, nutrition, and wellness education; and

WHEREAS, the **Men's Health Month Challenge** will host a **month-long competition** to support **men** in their journey to better health, including access to **free health screenings, wellness resources, and community support**; and

WHEREAS, Present Pillars Foundation is also establishing the week preceding **Father's Day as "Dad Week,"** a time dedicated to celebrating fatherhood while emphasizing the importance of men's health, resilience, and well-being; and

WHEREAS, this proclamation recognizes the commitment of **local organizations and healthcare providers** in fostering a **healthier future for men in the City of Benton Harbor, Benton Charter Township, and the City of Saint Joseph** through advocacy, education, and support services;

NOW, THEREFORE, BE IT RESOLVED, that the **City of Benton Harbor, Benton Charter Township, and the City of Saint Joseph** hereby declare in solidarity- **June as Men's Health Month** and the **week preceding Father's Day as Dad Week**, encouraging all residents, businesses, and community leaders to support efforts that promote **men's health, early detection, and healthy lifestyles**; and

BE IT FURTHER RESOLVED, that this proclamation urges **all men** in our community to take proactive steps toward improving their health and well-being, while recognizing the vital role of **our community partners** in making **Men's Health Month and Dad Week a success**.

Mayor Thomas introduced James Gunter, Co-Founder and Executive Director of the Present Pillars Foundation. Thomas stated that he has requested the Commission to support his proclamation declaring June as Men's Health Month. Gunter spoke about the importance of men's health and its connection to fatherhood, emphasizing why our community needs to promote this vital topic.

MOTION: Motion to adopt the following proclamation declaring June 2025 to be Men's Health Month and the week preceding Father's Day as Dad Week in the City of St. Joseph.

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

5. Downtown Parking Program Update

City Manager Emily Hackworth provided an update on the Paid Parking Program. She advised that she received an email from a community member stating that the pay stations in the City parking lots are not ADA compliant. Hackworth stated that on Friday morning, she, the assistant City Manager/City Engineer, the Public Works Director, and the Downtown Development Director walked through downtown to evaluate the pay stations and confirmed that the installation of the pay stations in the lots was noncompliant. Hackworth announced the decision to temporarily pause the Paid Parking Program to correct the ADA compliance. Hackworth stated that the pause also provides an opportunity to continue discussions with stakeholders, business owners, residents, and others who have expressed genuine concerns about the program. Hackworth stated that the goal is to get the program right, and she looks forward to making improvements on all fronts while working with a broad range of partners. While the paid aspect of the parking program will be paused, the time restrictions will remain in place. The timeframe of the pause will be updated as more information is gathered.

Mayor Thomas stated that it is very important for our City to be accessible to everyone, as evidenced by the two ADA-compliant playgrounds being constructed in the City.

The City Commission heard feedback from 12 individuals; one commenter represented seven downtown business owners. The issues discussed varied from concerns about the Paid Parking Program to observations and suggestions for improvements. Many commenters voiced concerns for elderly residents and visitors, pointing out that the pay stations do not accept cash, are too confusing, are not ADA compliant, and that seniors are less likely to use an app. Several observed elderly individuals struggling for several minutes at the kiosks to make payments. These factors are discouraging older adults from visiting downtown.

The concerns expressed by downtown business owners included feeling unheard, a boycott of visits downtown, the expectation of ADA compliance being placed on them but not on the City, non-adherence to the City's Downtown Master Plan, further declines in sales, the long-term negative impact on the City and it has driven people away who will not return, and the emergence of additional problems. Business owners shared that locals won't return, and they fear the city is turning into a seasonal destination. Several stated there is too much complexity to the program, anxiety about receiving a ticket, difficulties locating kiosks, and the constant need to monitor a timer. Business owners feel there has been a lack of engagement with them by the City, and that the system was poorly designed and managed. They are asking for fair representation, to pause the program, and issued a warning that they are losing the community.

Other concerns from the public indicated that, due to the loss of customers in downtown, a major marketing campaign will be needed to bring them back. Several issues with the kiosks were reported, including confusion with signage and the rules. Commenters questioned why the ambassadors and police cars were deployed in pairs rather than individually, as this would allow them to cover more ground. One commenter mentioned being in South Bend, IN, and hearing the cashier state that they would never return to the city because of paid parking. Many comments addressed the unfavorable public perception of the City, poor strategic planning, the revenue and customer loss, and questions about what damage control measures would be implemented.

Several commenters suggested the parking plan should be abandoned, a pause was not enough; business owners are terrified.

Consent Agenda

MOTION: To approve the Consent Agenda as presented.

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

6. Regular Meeting Minutes of Wednesday, May 28, 2025
Approved the minutes of May 28, 2025, as presented.
7. Special Meeting Minutes of Thursday, June 05, 2025
Approved the minutes of the Special meeting of June 5, 2025, as presented.
8. Invoice and Tax Disbursements
Approved the invoice and tax disbursements as presented.
9. Resolution - Authorizing Administration Fee - Property Taxes

RESOLUTION 2025-RES-12

RESOLUTION - AUTHORIZING ADMINISTRATION FEE - PROPERTY TAXES

WHEREAS, MCL 211.44 authorizes the collection of a 1% property tax administration fee; and

WHEREAS, the 2025-2026 Fiscal Year Budget, as approved by the St. Joseph City Commission on May 12, 2025 anticipates revenue from property administration fees as a source of general fund revenue; and

WHEREAS, revenue from a 1% property tax administration fee is necessary to balance the 2025-2026 Fiscal Year General Fund Budget;

NOW THEREFORE, BE IT RESOLVED, the St. Joseph City Commission hereby authorizes the City Treasurer, in the exercise of their duties in the collection of property taxes, to impose a 1% property tax administration fee, and whatever interest and late penalty charges are authorized by law or charter for the 2025 property tax cycle.

Approved the resolution authorizing the collection of a 1% property tax administration fee on all taxes levied for 2025.

10. Resolution - Authorizing Bank Depositories and Signatories

RESOLUTION 2025-RES-13

RESOLUTION - AUTHORIZING BANK DEPOSITORIES AND SIGNATORIES

RESOLUTION AUTHORIZING BANK DEPOSITORIES

WHEREAS, the St. Joseph City Commission is required by PA 40 of 1932, MCL 129.12 to provide by resolution for the designation and deposit of public money coming into the possession of the City Treasurer in one or more financial institutions; and

WHEREAS, the City Commission desires to utilize those depositories with an active presence within the city limits; and

WHEREAS, from time to time, the City Treasurer may desire to utilize different depositories to achieve the highest possible rate of return, and also to reduce the risk of loss through diversification of the City's investment portfolio; and

WHEREAS, the City Commission has authorized the City Treasurer to invest the city funds coming into their hands in accordance with law and as required through adoption of an investment policy as required by PA 40 of 1932, MCL 129.95; and

WHEREAS, City Charter requires that all checks be signed by the Director of Finance and countersigned by the Mayor; and

WHEREAS, it is customary for the convenience and efficiency of the Finance Office to authorize a third signatory to sign in the absence of one of the other two designated signatories;

NOW THEREFORE, BE IT RESOLVED, that the St. Joseph City Commission hereby provides for the designation and deposit of public monies coming into the City treasury during the period of July 1, 2025 through June 30, 2026, except for those monies which are required by ordinance to be deposited into other specific institutions, with the following financial institutions:

Berrien Community Foundation

Fifth Third Securities

Michigan Cooperative Liquid Assets Securities System (Michigan CLASS)

Honor Credit Union

Horizon Bank

Michigan Cooperative Liquid Assets Securities

Sturgis Bank

Huntington Bank; and

United Federal Credit Union

BE IT FURTHER RESOLVED, that for the period of July 1, 2025 through June 30, 2026 the signatures of Mayor Brook Thomas, Mayor pro tem Michele Binkley, and Finance Director Ben Reynnells be authorized signatories at the institutions herein named; and

BE IT FURTHER RESOLVED, that the herein authorized institutions honor checks, drafts, or other orders drawn against the City of St. Joseph's accounts when bearing the facsimile signatures of two of the three signatories herein authorized, and all approved institutions shall be entitled to honor and change such checks, drafts, or other orders against City accounts if such signature resembles the facsimile specimen duly certified to or filed with the institution in which the check has been drawn; and

BE IT FURTHER RESOLVED, that the City Treasurer or their designee shall be authorized to transfer electronically monies to and from these institutions and accounts established therein, as provided by the approved institutions, for the purposes including, but not limited to, paying invoices, allocating authorized inter-fund transfers, the disbursement of payroll, and the disbursement of property taxes.

Approved the resolution authorizing depositories and signatories for FY 2025-2026, as presented.

11. New Board Appointment
Approved the new board appointment of Marcia Ferris to the Property Maintenance Board of Appeals with a term that expires on April 30, 2029.
12. Addendum to License Agreement
Approved the proposed Addendum to the Right-of-Way Occupancy Permit with Great Lakes Condominium Association and Giannola Family LLC for the property located at 403 State Street, subject to approval of the City Engineer and subject to any non-substantive changes approved by the City Attorney, and authorized the City Manager to execute it on the City's behalf.
13. Special Event Application - SJRYC Tri-State Regatta
Approved the special event request for the Tri-State Regatta at the St. Joseph River Yacht Club as presented, and directed City staff to issue a special event permit.
14. St. Joseph Housing Commission Monthly Update
Approved the St. Joseph Housing Commission's monthly financial update, per the deficit elimination plan requirements.

Old Business

15. Zoning Ordinance Amendment - Sections 18.2.6, 16.2.7.C - Table 18-1 Parking Standards = City of St. Joseph - Second and Final Reading

ORDINANCE 2025-ORD-7
ZONING ORDINANCE AMENDMENT - SECTIONS 18.2.6, 16.2.7.C - TABLE 18-1 PARKING STANDARDS
= 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 XVIII. “Off Street Parking and Loading” Sec. 18.2.6 “Measurements and Calculations” is amended to read as follows:

18.2.6. Definitions, *Measurements, and Calculations*.

A. *Employees*. Requirements for parking stated in terms of employees shall be based upon the maximum number of employees likely to be on the premises during the largest shift.

B. *Fractional Space*. When a calculation determining the number of required parking spaces results in a fractional space, any fraction to and including one-half shall be disregarded and fractions over one-half shall require one parking space.

C. *Goods*:

i. *Durable Goods*: those goods that are typically more expensive due to their longevity. Examples include appliances, furniture and vehicles.

- ii. *Nondurable Goods*: those goods that are “consumed” or used up, in a shorter time period. Examples of nondurable goods include clothing, food, household items, paper products, clothing, and light bulbs.

D. *Seating Capacity*. When benches or other similar seating is used, each 24 inches of that seating shall be counted as one seat, unless Table 18-1 specifies otherwise.

E. *Square feet*. the total area of a building measured by taking the outside dimensions of the building at each floor intended for occupancy, without deductions, except for area devoted for enclosed off-street parking or loading facilities which includes maneuvering space and drive aisles. In the case where an interior building wall separates two users, the square footage shall be measured from the inside face of such an inside wall.

2. Article XVIII. “Off Street Parking and Loading ” Sec. 18.2.6 (C) “Measurements and Calculations” “Parking Standards Table” is amended to read as follows:

C. *Parking Standards Table*. Table 18-1 presents the parking required for each use based on the size and/or occupancy of each use. Parking regulations for planned unit developments are based on the mix of proposed uses, or most similar uses, as further described in Art. XIII.

Table 18-1

Parking Standards	
USE	NUMBER OF MINIMUM PARKING SPACES PER UNIT OF MEASURE
Auditoriums and gyms (incidental to) schools, Religious Institutions of similar use with fixed seats	One space for every four individual seats or eight feet of bench.
Auditoriums (other than incidental to schools and Religious Institutions), Public Buildings or Social Institutions, or buildings of similar use without fixed seats	One space for every six persons of legal capacity as established by local, county or state fire, Building or health codes.
Business Service Establishments; Medical Service Establishments, small; Office Establishments; Social Institutions, light/office	One space for each 350 square feet.
Community Residential Care Facilities providing 24-hour care, Institutions for human care and habitation, Medical Service	One space for each 800 square feet.

Establishments, large	
Convenience Retail Establishments; General Retail Establishments limited to Durable Goods	One space for each 800 square feet.
Convenience Retail Establishments; General Retail Establishments limited to Nondurable Goods	One space for each 350 square feet.
Dangerous Chemicals: Manufacturing, Storage and/or Distribution, Industrial Service Establishments, Manufacturing Establishments, Utility and Public Service Installations or Wholesale Trade Establishments	One space for each 1,000 square feet plus required parking for office space.
Drive-through Establishments - stacking requirements	Five vehicle stacking spaces being the size of a parking space on private property per ordering window/board or lane. In the case of automatic carwashes that accommodate more than one vehicle the number of stacking spaces will be determined by dividing the length of the carwash by 20. In addition, parking for principal use is required.
Educational Institutions - elementary and middle school	Three and one-half per classroom, plus separate parking where the school contains an auditorium and/or stadium or gym.
Educational Institutions - high school and college	One space for every employee, plus one space for each five students.
Facilities for the Dead	One space for each four persons allowed within the maximum occupancy load as established by local, county or state fire, building or health codes.
Food and Drink Service Establishments	One space for each 100 square feet of building space plus one space for each 250 square feet of designated outdoor food and drink seating areas.
Group Housing Establishments	One space for each bedroom or each two occupants of the structure, whichever is greater.
Indoor or Outdoor Entertainment Establishments - amusement center, arcade, go cart track, theme park, water park	One space for each four persons allowed within the maximum occupancy load as established by local, county or state fire, building or health codes.
Indoor or Outdoor Entertainment Establishments - ax throwing, billiard hall, bowling alleys, golf driving range, miniature golf or par-3 course, racquet courts, rifle and archery range	Four spaces for each alley, court, hole, tee or table plus space for each accessory use, such as food and drink establishments.
Indoor or Outdoor Entertainment	One and one-half spaces per boat mooring

Establishments - Marinas and boat launch areas	slip or 25 spaces per boat launch area.
Indoor or Outdoor Entertainment Establishments - stadiums and sport arenas - ballfields, ice arenas, soccer facilities, theaters	One space for every four seats or eight feet of bench.
Lodging/Accommodations - Bed and Breakfast establishments	One space for each guest room, plus two spaces for the owners/operators.
Lodging/Accommodations - Hotels or motels	One space for each guest room, plus 50% of required parking for accessory uses when not located in the D Downtown District.
Lodging/Accommodations - Short-term Rental	One space for each Dwelling Unit, plus one-half space per sleeping room in excess of one in each dwelling unit, rounding fractions up for each dwelling unit. Dwelling units in the D Downtown District may be exempt from parking requirements under section 18.2.12 and may provide required parking on-site or leased off-site within the D Downtown District.
Multiple-family Dwellings	One and one quarter spaces for each dwelling unit, except in the D Downtown District one space for each dwelling unit.
Personal Service Establishment, Community Residential Care Facilities stays less than 24-hours, Repair Service	One space for each 400 square feet
Public Buildings	One space for each 500 square feet plus auditorium seating.
Religious Institutions	One space for each four seats or eight feet of bench in the main unit of worship.
Research, Development and Scientific Establishments	One space for each 500 square feet.
Single- and two-family dwellings or Manufactured Housing Park or Mobile Home Park	Two spaces for each dwelling unit, except in the D Downtown District one space for each dwelling unit.
Social Institution Establishments - medium/heavy	One space for each 800 square feet.
Vehicle Sales and Service Establishments and Waterfront Sales and Services	One space for each 800 square feet

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 an ordinance to amend Art. XVIII, “Off-Street Parking and Loading” Section 18.2.6 “Measurement and Calculations” to define square feet, nondurable goods, and durable goods and to modify the definition of seating capacity; and Section 18.2.7.C, Table 18-1

“Parking Standards” to modify “use” categories to correspond with the “uses classes” in Table 4-1, standardize parking formulas, and reduce some parking requirements 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.

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

New Business

16. Special Event Application - Berrien County Sheriff's Office Peer Support 5K

MOTION: To approve the Berrien County Sheriff's Office Peer Support 5K special event application as presented and to direct staff to issue a special event permit.

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

17. BS&A Cloud Upgrade Agreement

MOTION: To approve the BS&A Cloud upgrade agreement, including \$83,400 for project implementation and training costs, as well as \$53,460 for software annual fees, and to direct the City Manager to execute an agreement with BS&A pending City Attorney contract approval.

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

Reports

18. FEMA - Berrien County August 30, 2024 Flood Insurance Rate Map (FIRM) and Flood Insurance Study (FIS) - 90 Day Appeal Process starting June 6, 2025

Community Development Director Kristen Gundersen presented and explained the 90-day appeal process for objections to the proposed new Berrien County Flood Insurance Rate Map. Residents who wish to appeal should submit their comments and supplementary research materials to her by Monday, August 25, 2025, and she will forward them.

Commissioner Binkley asked if this affected some City property owners. Gundersen said yes and explained that it is the property owner's responsibility to hire the engineering firm to prepare the necessary data for the appeal process.

Mayor Thomas asked how property owners are notified about the new flood maps. Gundersen stated that FEMA publicly announces it and believes that many property owners are informed through their insurance or mortgage companies.

City Comments

19. City Manager Comments

City Manager Emily Hackworth complimented Community Development Director Kristen Gundersen and the Planning Commission for their efforts in passing the parking ordinance.

20. City Commission Comments

Commissioner Fernandez congratulated the first-ever girls' high school flag football state champions from St. Joseph.

Commissioner Ulrey celebrated the Lighthouse volunteers for having 314 visitors on Saturday.

Commissioner Binkley stated that the Parking Program had been researched for two years and aimed to resolve parking issues downtown while freeing up additional parking spaces. Binkley explained that the income generated from paid parking would be reinvested in downtown improvements to support local businesses. She disagreed that lost revenue was attributed solely to paid parking, as she contacted several stores throughout the state, and there was an economic downturn everywhere. Binkley acknowledged that there have been many negative comments, but the Commissioners have also received numerous positive remarks. She noted that the Commissioners are all in agreement to pause the program and plan to meet with business owners and residents. She wants the businesses to succeed and thrive downtown, and it is incumbent on all to bring customers back downtown.

Mayor Thomas announced that the grand opening for the Kaleidoscope playground at Kiwanis Park will take place on June 30th from 4 PM to 6 PM. She noted that the City has many amazing activities happening. Thomas explained that she works closely with other communities in the County in her full-time day job as a Social Worker and sees a lot of significant and often violent issues. She expressed her thankfulness for living and serving here, as the problems in this area are ones that can be resolved. Thomas also conveyed her gratitude for the public's attendance.

Closed Session

21. Request for Closed Session

City Attorney Laurie Schmidt requested a closed session to discuss a confidential legal opinion that she authored.

MOTION: That the St. Joseph City Commission go into closed session with Attorney Laurie Schmidt for review and discussion of a confidential legal opinion she authored containing legal advice and opinions subject to the attorney-client privilege pursuant to MCL 15.268(h) and MCL 15.243(1)(g).

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

Entered closed session at 7:20 PM.

22. Return to Open Session

MOTION: To return to open session.

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

Returned to open session at 7:45 PM.

23. **MOTION:** To affirm the City Attorney's recommendation.

RESULT:	ADOPTED [4 TO 1]
MOVER:	Michael Fernandez, Commissioner
SECONDER:	Michele Binkley, Mayor pro tem
AYES:	Mayor pro tem Binkley, Mayor Thomas, Commissioner Fernandez, Commissioner Ulrey
NAYS:	Commissioner Sarola

Adjournment

The meeting was closed at 7:46 PM

Presiding Officer

City Clerk/ Recording Secretary

Minutes Acceptance: Minutes of Jun 9, 2025 6:00 PM (Consent Agenda)



Agenda Item

TO: Members of the St. Joseph City Commission

FROM: Abby Bishop, City Clerk

RE: New Board Appointment

MEETING DATE: June 23, 2025

As part of the Consent Agenda, the City Commission is being asked to consider the panel's recommendation to appoint the following local resident who is committed to the community and wishes to serve on the respective board.

New Appointment:

BOARD	NAME	EXPIRES ON
Sustainability Committee	Kyle Mundy	April 30, 2027

Action requested: Motion to approve, as part of the consent agenda, the appointment of the above-listed member to the respective board.

ATTACHMENTS:

- Kyle Mundy - Sustainability Committee_Redacted (PDF)



CITY OF ST. JOSEPH
 CITY CLERK'S OFFICE
 700 Broad Street
 St. Joseph, MI 49085
 Phone (269)983-6325
 Fax (269) 985-0347
 www.sjcity.com
 clerk@sjcity.com

APPLICATION FOR APPOINTMENT TO A BOARD, COMMISSION or COMMITTEE

Thank you for your interest in serving the City of St. Joseph. Please complete and return this application to the City Clerk's Office to be considered for a Board, Commission or Committee appointment. If you need additional space, please feel free to attach additional pages. This application will be kept on file for one (1) year from the date it was submitted.

Applicant Information.

Name: Kyle Mundy Date: 3/11/25
 Home Address: [REDACTED]
 Primary Telephone Number: [REDACTED] Secondary Number:
 E-mail Address: [REDACTED]

General Questions.

Explain why you want to volunteer and serve on a board or commission and what makes you a good candidate.

I have a passion for sustainability and a background in ecology

I want to help my community when it comes to issues of
sustainability and community resilience

Explain what talents or experience (work related or other volunteerism) you have that will be of special value or would strengthen the board or commission you are interested.

Background in applied science and science communication

Knowledgeable about sustainability and climate actions

Please briefly describe your career and educational background. _____

M.S. in biology, work primarily focused on nature-based solutions to climate change, currently living in Saint Joe and working as the climate specialist with the Pokagon Band of Potawatomi

Do you believe you will have any conflicts of interest if appointed? _____

No

Have you attended a meeting, reviewed an agenda packet or talked with others to better understand the board or commission for which you are applying?

Yes

If training is available at no cost, would you attend? Yes

Please share any additional information or thoughts the City Commission should consider when reviewing your application:

What is your availability: _____ Morning X Afternoon _____ Evening
 _____ Monday X Tuesday _____ Wednesday _____ Thursday _____ Friday

Signature: Kyle Mundy Date: 3/11/25

Updated Oct 2024

Appointed Board, Commission and Committee's Opportunities

The City has many different boards, commissions and committees that work best when there is a diverse group of individuals with relevant qualifications. Please visit the city's website www.sjcity to learn more about the different opportunities. In most cases, the board, commission or committee has a rolling membership with members appointed in the spring to a three-year term.

Please review the different boards, commissions and committees listed below and check the one(s) you are interested in being involved with. Please also identify your related experience, and feel free to apply even if you do not have the suggested experience or professional background. The City needs citizens with diverse backgrounds on its boards and commissions and appreciate your application!

_____ Airport Authority Board

_____ Pilot _____ Aviation Operation/Businesses _____ Federal Aviation Administration rules
 _____ Other _____

_____ Board of Review

_____ Banking/Finance _____ Property Appraisal/Assessing
 _____ Real Estate/Development/Law (no agents or brokers)
 _____ Other _____

_____ Brownfield Redevelopment Authority

_____ Construction _____ Real Estate/Development/Law
 _____ Environmental Regulations _____ Banking/Finance
 _____ Other _____

_____ Cemetery Board

_____ Horticulture or Landscape Architecture _____ History
 _____ Funeral Professional _____ Law
 _____ Other _____

_____ Construction Board of Appeals

_____ Building Construction and Trades _____ Engineering
 _____ Architecture _____ Law
 _____ Other _____

_____ Downtown Development Authority - Majority of members must own or manage commercial property or businesses within the DDA District, one member must reside within the DDA District.

_____ Banking/Finance/Economic Development _____ Marketing and Promotion
 _____ Business Development, Recruitment, Retention _____ Construction and Property Management
 _____ Other _____

Appointed Board, Commission and Committee's Opportunities, continued

Planning Commission

☐ Architecture or Landscape Architecture
☐ Civil Engineering
☐ Land or Real Estate Development
☐ Zoning
☐ Other _____

☐ Banking/Finance
☐ Building Construction
☐ Urban Planning
☐ Land Use Law

Property Maintenance Board of Appeals

☐ Architecture or Building Construction
☐ Engineering
☐ Other _____

☐ Law
☐ Land or Real Estate Development

Recreation Harbor Authority

☐ Marina or Boating Operations
☐ Other _____

☐ Banking and Finance

☐ Law

Retirement System Board

☐ Banking and Finance
☐ Governmental Experience
☐ Other _____

☐ Policy Making
☐ Human Resources

X Sustainability Committee

☐ Urban Planning/Architecture
☐ Advertising/Marketing/Public Relations
☒ Other Funding opportunities/networking

☒ Natural Resources

Water Services Joint Operating Board

☐ Engineering
☐ Other _____

☐ Banking/Finance

☐ Public Health

Zoning Board of Appeals

☐ Architecture or Landscape Architecture
☐ Building Construction or Engineering
☐ Other _____

☐ Urban Planning/Zoning
☐ Land or Real Estate Development or Law



Agenda Item

TO: Members of the St. Joseph City Commission

FROM: Ben Reynnells, Finance Director

RE: Invoice and Tax Disbursements

MEETING DATE: June 23, 2025

As part of the consent agenda, please consider approval of the following invoices and disbursements from June 5, 2025, through June 18, 2025.

Regular invoices: \$847,234.27

Tax disbursements: \$4,131.55

Total disbursed: \$851,365.82

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

ATTACHMENTS:

- EXP CHECK RUN DATES 06-05-2025 TO 06-18-2025 (PDF)

EXP CHECK RUN DATES 06/05/2025 - 06/18/2025

GL Number	Vendor	Invoice Desc.	Amount
Fund 101 General Fund			
Dept 000.000			
101-000.000-273.500	MICHIANA HEATING & AIR CONDITIONING	REFUND - INCORRECT JURISDICTION	120.00
101-000.000-273.500	JEWELL, KENNETH MICHAEL	MECHANICAL INSPECTOR MAY 2025	3,604.00
101-000.000-273.500	KEYONE SERVICES PLLC	PLUMBING INSPECTOR MAY 2025	3,765.60
101-000.000-273.500	SIMPSON, KENNETH D.	ELECTRICAL INSPECTION MAY 2025	4,652.80
101-000.000-491.000	GREEN SHIELD DECK BUILDERS	PARTIAL REFUND FOR CANCELLED PROJECT	192.00
101-000.000-491.200	MICHIANA HEATING & AIR CONDITIONING	REFUND - INCORRECT JURISDICTION	30.00
101-000.000-651.210	ALLAN J. WESTMAAS	REIMBURSEMENT FOR SEASON PAID PARKING PASS	560.00
101-000.000-651.210	MEYER, CARL	REFUND FOR PAID PARKING SEASON PASSES	2,345.00
101-000.000-651.210	REGION IV AREA AGENCY ON AGING INC.	MARKET RATE PASS REFUND CITY RESIDENT	560.00
101-000.000-656.000	ROSS, TERRI	REFUND ON DOWNTOWN PARKING #79186986	20.00
		Total For Dept 000.000	15,849.40
Dept 101.000 City Commission			
101-101.000-870.000	MICHIGAN MUNICIPAL LEAGUE	MML25-26 MEMBERSHIP	6,554.00
		Total For Dept 101.000 City Commission	6,554.00
Dept 172.000 City Manager			
101-172.000-805.000	LISA W TIMMONS, PLLC	ARBITRATION	750.00
		Total For Dept 172.000 City Manager	750.00
Dept 235.000 Central Purchasing			
101-235.000-740.000	DOUBLEDAY OFFICE PRODUCTS	SUPPLIES - CITY HALL	117.58
101-235.000-740.000	DOUBLEDAY OFFICE PRODUCTS	SUPPLIES - CITY HALL	(65.56)
101-235.000-740.000	DOUBLEDAY OFFICE PRODUCTS	SUPPLIES - CITY HALL	74.40
101-235.000-740.000	DOUBLEDAY OFFICE PRODUCTS	SUPPLIES - CITY HALL	67.94
101-235.000-740.000	OSCAR'S PRINTING & COPY CENTER	ENVELOPES	248.06
		Total For Dept 235.000 Central Purchasing	442.42
Dept 253.000 City Treasurer			
101-253.000-740.000	DOUBLEDAY OFFICE PRODUCTS	SUPPLIES - CITY HALL	38.46
101-253.000-930.000	BS & A SOFTWARE	CR & CD CLOUD TRAINING	600.00
		Total For Dept 253.000 City Treasurer	638.46
Dept 257.000 City Assessor			
101-257.000-740.000	DOUBLEDAY OFFICE PRODUCTS	SUPPLIES - CITY HALL	26.54
101-257.000-860.000	MICHIGAN ASSESSORS ASSOCIATION	MAA COURSE REGISTRATION FEES - MICKEY BENNETT	100.00
101-257.000-941.100	APEX SOFTWARE	MAINTENANCE RENEWAL	260.00
		Total For Dept 257.000 City Assessor	386.54
Dept 265.000 Buildings & Grounds			

Attachment: EXP CHECK RUN DATES 06-05-2025 TO 06-18-2025 (10898 : Invoice and Tax Disbursements)

EXP CHECK RUN DATES 06/05/2025 - 06/18/2025

GL Number	Vendor	Invoice Desc.	Amount
101-265.000-740.000	KSS ENTERPRISES	CLEANING SUPPLIES	1,506.20
101-265.000-740.000	LOWE'S HOME CENTERS, LLC	SUPPLIES	52.93
101-265.000-740.000	ACE HARDWARE	SCREWS FOR DRINKING FOUNTAIN	19.34
101-265.000-740.000	KSS ENTERPRISES	CLEANING SUPPLIES	727.16
101-265.000-850.000	TELNET WORLDWIDE	BILL DATE 06-01-2025	699.52
101-265.000-850.000	VERIZON WIRELESS	BILL PERIOD 04-24-2025 TO 05-23-2025	81.51
101-265.000-931.000	TOTAL FIRE PROTECTION INC.	FIRE EXTINGUISHER REPAIR	215.00
101-265.000-931.000	TOTAL FIRE PROTECTION INC.	FIRE EXTINGUISHER REPAIRS	1,290.00
101-265.000-931.000	TOTAL FIRE PROTECTION INC.	FIRE EXTINGUISHER REPAIR	107.50
101-265.000-931.000	TOTAL FIRE PROTECTION INC.	FIRE EXTINGUISHER REPAIR	1,922.50
101-265.000-931.000	ALLIED MECHANICAL SERVICES, INC.	PW RTV REPAIRS	563.77
101-265.000-931.000	TRUGREEN	TURF SERVICES	125.00
		Total For Dept 265.000 Buildings & Grounds	7,310.43
Dept 266.000 City Attorney			
101-266.000-790.000	RELX INC. DBA LEXIS NEXIS	MONTHLY LEGAL SUBSCRIPTION	108.00
101-266.000-860.000	MICHIGAN MUNICIPAL LEAGUE	MAMA/GSL SUMMER CONFERENCE FEE	225.00
101-266.000-870.000	ROTARY CLUB OF ST. JOSEPH-BH	ANNUAL DUES - LAURIE SCHMIDT	235.00
		Total For Dept 266.000 City Attorney	568.00
Dept 270.000 Personnel			
101-270.000-850.000	VERIZON WIRELESS	BILL PERIOD 04-24-2025 TO 05-23-2025	128.23
		Total For Dept 270.000 Personnel	128.23
Dept 336.000 Fire Department			
101-336.000-740.000	ACE HARDWARE	SUPPLIES	161.27
101-336.000-740.000	AMAZON CAPITAL SERVICES	CHAINSAW BLADES	206.58
101-336.000-776.000	DINGES FIRE COMPANY	FIRE GLOVES	111.11
101-336.000-801.000	AMAZON CAPITAL SERVICES	FIRE TRAINING BOOK	87.62
101-336.000-930.000	C. WIMBERLEY FORD	CONNELL	299.90
101-336.000-930.000	DINGES FIRE COMPANY	FIRECRAFT REPAIR	706.15
101-336.000-930.000	FISHER AUTO PARTS, INC.	ENGINE 37 BATTERY	137.48
101-336.000-930.000	FISHER AUTO PARTS, INC.	BATTERY CORE	(27.00)
101-336.000-930.000	TOTAL FIRE PROTECTION INC.	FIRE EXTINGUISHER REPAIR	1,922.50
101-336.000-930.000	VILLAGE MOTORSPORTS	POLARIS	1,479.14
101-336.000-930.000	GREAT LAKES UPFITTING	DEPUTY DIRECTOR	2,473.60
101-336.000-941.100	FIRST DUE EQUIPMENT & REPAIR, INC	FIRST DUE REPORTING SOFTWARE	12,075.00
		Total For Dept 336.000 Fire Department	19,633.35
Dept 345.000 Public Safety Department			
101-345.000-740.000	NYE UNIFORM COMPANY	CARGO PANTS	139.00
101-345.000-740.000	NYE UNIFORM COMPANY	BADGES	340.09
101-345.000-740.000	NYE UNIFORM COMPANY	POLO SHIRTS AND CARGO PANTS	346.00

Attachment: EXP CHECK RUN DATES 06-05-2025 TO 06-18-2025 (10898 : Invoice and Tax Disbursements)

EXP CHECK RUN DATES 06/05/2025 - 06/18/2025

GL Number	Vendor	Invoice Desc.	Amount
101-345.000-740.000	NYE UNIFORM COMPANY	POLO SHIRTS	144.00
101-345.000-740.000	NYE UNIFORM COMPANY	POLO SHIRT AND CARGO PANTS	221.00
101-345.000-740.000	GUARDIAN ALLIANCE TECHNOLOGIES, INC	GUARDIAN SOFTWARE	50.00
101-345.000-740.000	ZBATTERY.COM, INC.	BATTERIES	60.00
101-345.000-776.000	DINGES FIRE COMPANY	FIRE BOOTS	360.00
101-345.000-802.000	DOUBLE K ENTERPRISES INC.	IT	190.00
101-345.000-860.000	BLASKIE, DUSTIN	FUEL REIMBUREMENT - PERSONAL FOR CITY VEHICLE	117.02
101-345.000-860.000	BENTON HARBOR DEPT OF PUBLIC SAFETY	TRAINING	375.00
101-345.000-860.000	BLASKIE, DUSTIN	FUEL REIMBURSEMENT	25.00
101-345.000-860.000	JBM PRINTING, LLC	PT UNIFORMS	528.00
101-345.000-860.000	KAZMIERZAK, BRIAN	CONSULTING	2,250.00
101-345.000-930.000	D.L. GALLIVAN OFFICE SOLUTIONS	MONTHLY MAINTENANCE	107.83
101-345.000-930.000	DASCOM AMERICAS	PRINTER REPAIRS	185.00
101-345.000-930.000	FORD PRO	TELEMATICS	263.61
101-345.000-930.000	MACQUARIE EQUIPMENT CAPITAL INC.	MONTHLY MAINTENANCE	104.00
101-345.000-930.000	TELE-RAD INC.	CAR #11	52.50
101-345.000-930.000	TRAFFIC & SAFETY CONTROL SYSTEM INC	MONTHLY MAINTENANCE	1,200.00
		Total For Dept 345.000 Public Safety Department	7,058.05
Dept 371.000 Building Inspection Department			
101-371.000-860.000	BS & A SOFTWARE	CR & CD CLOUD TRAINING	600.00
101-371.000-860.000	STATE OF MICHIGAN	STATE LICENSE FOR NEW BUILDING INSPECTOR	150.00
		Total For Dept 371.000 Building Inspection Department	750.00
Dept 372.000 Code Enforcement Department			
101-372.000-740.000	OSCAR'S PRINTING & COPY CENTER	OPERATING SUPPLIES - BUS CARDS	66.00
101-372.000-850.000	VERIZON WIRELESS	BILL PERIOD 04-24-2025 TO 05-23-2025	82.12
		Total For Dept 372.000 Code Enforcement Department	148.12
Dept 441.000 Public Works Department			
101-441.000-740.000	ACE HARDWARE	SHOP SUPPLIES	22.49
101-441.000-801.000	WORKFORCE PAYHUB	TIME CLOCK	213.84
101-441.000-930.000	TRUGREEN	TURF SERVICES	94.00
		Total For Dept 441.000 Public Works Department	330.33
Dept 442.000 Asset Management			
101-442.000-850.000	VERIZON WIRELESS	BILL PERIOD 04-24-2025 TO 05-23-2025	216.06
		Total For Dept 442.000 Asset Management	216.06
Dept 447.000 City Engineer			
101-447.000-850.000	VERIZON WIRELESS	BILL PERIOD 04-24-2025 TO 05-23-2025	137.72
		Total For Dept 447.000 City Engineer	137.72

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EXP CHECK RUN DATES 06/05/2025 - 06/18/2025

GL Number	Vendor	Invoice Desc.	Amount
Dept 466.000 Paid Parking - Downtown			
101-466.000-740.000	TRAFFIC & SAFETY CONTROL SYSTEM INC	PAY STATION PAPER	450.00
101-466.000-740.000	OSCAR'S PRINTING & COPY CENTER	PARKING BROCHURES	430.68
101-466.000-801.000	TRAFFIC & SAFETY CONTROL SYSTEM INC	SOFTWARE UPDATES FOR PAY STATIONS	230.00
101-466.000-850.000	VERIZON WIRELESS	BILLPERIOD04-24-2025 TO 05-23-2025	502.92
101-466.000-941.100	T2 SYSTEMS CANADA INC.	IRIS PARKING SERVICE	1,950.00
101-466.000-941.100	T2 SYSTEMS CANADA INC.	IRIS PARKING SERVICE	650.00
101-466.000-941.100	TRAFFIC & SAFETY CONTROL SYSTEM INC	MONTHLY MAINTENANCE	750.00
		Total For Dept 466.000 Paid Parking - Downtown	4,963.60
Dept 721.000 Community Development			
101-721.000-740.000	DOUBLEDAY OFFICE PRODUCTS	SUPPLIES - CITY HALL	48.59
		Total For Dept 721.000 Community Development	48.59
Dept 751.000 Parks/Recreation			
101-751.000-740.000	ACE HARDWARE	MISC SHOP SUPPLIES	115.80
101-751.000-740.000	ACE HARDWARE	FITTING/GRABBER	89.96
101-751.000-740.000	ACE HARDWARE	BUCKETS	17.96
101-751.000-740.000	AMAZON CAPITAL SERVICES	TOOLS	588.88
101-751.000-740.000	LEEP'S SUPPLY CO., INC.	MILTON PARK IRRIGATION	178.94
101-751.000-740.000	MID-COUNTY LAWN & GARDEN	EQUIPMENT SUPPLIES	133.95
101-751.000-740.000	ACE HARDWARE	PLUMBING SUPPLIES	15.97
101-751.000-740.000	AMAZON CAPITAL SERVICES	STRAINERS AND FILTERS	1,178.94
101-751.000-740.000	LEEP'S SUPPLY CO., INC.	PLUMBING SUPPLIES	176.94
101-751.000-740.000	MANN, ERIC	CLOTHING ALLOWANCE	316.03
101-751.000-740.000	MID-COUNTY LAWN & GARDEN	TRIMMERS/BLOWER	1,023.97
101-751.000-740.000	O' REILLY AUTO PARTS	STRIPE TAPE	5.98
101-751.000-740.000	USA BLUE BOOK	DECHLOR TABLETS	253.07
101-751.000-850.000	VERIZON WIRELESS	BILL PERIOD 04-24-2025 TO 05-23-2025	173.73
101-751.000-850.000	VERIZON WIRELESS	BILLPERIOD04-24-2025 TO 05-23-2025	50.16
101-751.000-930.000	T2 SYSTEMS CANADA INC.	DIGITAL IRIS SERVICE	390.00
101-751.000-930.000	PRIDE THE PORTABLE TOILET COMPANY	TOILET RENTAL	218.75
101-751.000-930.000	PRIDE THE PORTABLE TOILET COMPANY	TOILET RENTAL	275.00
		Total For Dept 751.000 Parks/Recreation	5,204.03
Dept 752.000 Lighthouse Operations			
101-752.000-930.000	ACE HARDWARE	BOLTS FOR LIGHTHOUSE SIGN	0.90
		Total For Dept 752.000 Lighthouse Operations	0.90
Dept 756.000 Recreation Programs			
101-756.000-850.000	VERIZON WIRELESS	BILL PERIOD 04-24-2025 TO 05-23-2025	45.50
		Total For Dept 756.000 Recreation Programs	45.50

EXP CHECK RUN DATES 06/05/2025 - 06/18/2025

GL Number	Vendor	Invoice Desc.	Amount
Total For Fund 101 General Fund			71,163.73
Fund 202 Major Street Fund			
Dept 449.000 Roads, Streets, Bridges - ACT 51			
202-449.000-740.000	ACE HARDWARE	TOOLS AND SUPPLIES	51.95
202-449.000-740.000	RIETH-RILEY CONSTRUCTION CO., INC.	HOT PATCH	146.45
202-449.000-740.000	RIETH-RILEY CONSTRUCTION CO., INC.	HOT PATCH - MAJORS	108.75
202-449.000-801.000	ARNT ASPHALT SEALING INC.	PARKING STRIPING	550.00
202-449.000-801.000	CREATIVE LANDSCAPING	MOWING	809.12
202-449.000-801.000	CHOP	TREE WORK	1,449.00
Total For Dept 449.000 Roads, Streets, Bridges - ACT 51			3,115.27
Dept 474.000 Traffic Services			
202-474.000-740.000	DORNBOS SIGN & SAFETY INC	SIGN BLANKS	300.56
202-474.000-740.000	CARRIER & GABLE, INC.	SIGN MATERIAL	177.33
202-474.000-740.000	LOWE'S HOME CENTERS, LLC	CROSSWALK LUMBER	95.26
202-474.000-740.000	LOWE'S HOME CENTERS, LLC	CROSSWALK PAINT	44.52
Total For Dept 474.000 Traffic Services			617.67
Total For Fund 202 Major Street Fund			3,732.94
Fund 203 Local Street Fund			
Dept 449.000 Roads, Streets, Bridges - ACT 51			
203-449.000-740.000	ACE HARDWARE	DDA SIGN HARDWARE AND GLOVES	22.49
203-449.000-740.000	ACE HARDWARE	TOOL	19.79
203-449.000-740.000	HUTTENGA, LEE	CLOTHING REIMBURSEMENT	147.20
203-449.000-740.000	MATERIALS RESOURCES	PPE	182.30
203-449.000-740.000	ACE HARDWARE	SIGN HARDWARE AND GLOVES	13.49
203-449.000-740.000	RIETH-RILEY CONSTRUCTION CO., INC.	HOT PATCH	75.40
203-449.000-801.000	CREATIVE LANDSCAPING	MOWING	524.25
203-449.000-801.000	CHOP	TREE WORK	4,277.00
203-449.000-801.000	REYES TREE SERVICE, LLC	TREE TRIMMING	1,675.00
203-449.000-801.000	SHEMBARGER ASPHALT SEALING	STRIPING	500.00
203-449.000-850.000	VERIZON WIRELESS	BILL PERIOD 04-24-2025 TO 05-23-2025	91.61
Total For Dept 449.000 Roads, Streets, Bridges - ACT 51			7,528.53
Dept 474.000 Traffic Services			
203-474.000-740.000	ACE HARDWARE	TOOLS AND SUPPLIES	11.86
203-474.000-740.000	DORNBOS SIGN & SAFETY INC	HANDICAP SIGNS	191.21
Total For Dept 474.000 Traffic Services			203.07
Total For Fund 203 Local Street Fund			7,731.60

Attachment: EXP CHECK RUN DATES 06-05-2025 TO 06-18-2025 (10898 : Invoice and Tax Disbursements)

EXP CHECK RUN DATES 06/05/2025 - 06/18/2025

GL Number	Vendor	Invoice Desc.	Amount
Fund 204 Municipal Street Fund			
Dept 449.000 Roads, Streets, Bridges - ACT 51			
204-449.000-801.000	RATHCO SAFETY SUPPLY INC.	SUMMER TRAFFIC PATTERN SIGN	5,275.00
		Total For Dept 449.000 Roads, Streets, Bridges - ACT 51	5,275.00
		Total For Fund 204 Municipal Street Fund	5,275.00
Fund 209 Cemetery Fund			
Dept 567.000 Cemetery Operatings			
209-567.000-740.000	COLD SPRING	COLUMBARIUM NICHE PLAQUE	366.00
209-567.000-740.000	COLD SPRING	COLUMBARIUM NICHE PLAQUE	366.00
209-567.000-740.000	MANGOLD, CHRIS	REIMBURSEMENT FOR GETTING CHAUFFERS LICENSE	35.73
209-567.000-740.000	MID-COUNTY LAWN & GARDEN	TRIMMERS/BLOWER	280.00
209-567.000-801.000	CREATIVE LANDSCAPING	MOWING	1,089.91
209-567.000-850.000	TELNET WORLDWIDE	BILL DATE 06-01-2025	14.57
209-567.000-930.000	SPAULDING, RICK	ELECTRIC SERVICE RELOCATION	960.00
209-567.000-930.000	TRUGREEN	TURF SERVICES	2,577.00
209-567.000-956.000	COLD SPRING	COLUMBARIUM	14,081.00
		Total For Dept 567.000 Cemetery Operatings	19,770.21
		Total For Fund 209 Cemetery Fund	19,770.21
Fund 226 Rubbish Collection Fund			
Dept 521.000 Sanitation/Solid Waste			
226-521.000-804.000	WM CORPORATE SERVICES	RESIDENTIAL RUBBISH	1,986.64
226-521.000-804.000	BEST WAY DISPOSAL INC	RESIDENTIAL RUBBISH	46,969.23
226-521.000-804.000	BEST WAY DISPOSAL INC	RESIDENTIAL RUBBISH	588.23
226-521.000-804.000	BEST WAY DISPOSAL INC	RESIDENTIAL RUBBISH	507.00
226-521.000-804.000	BEST WAY DISPOSAL INC	RESIDENTIAL RUBBISH	408.63
226-521.000-804.000	BEST WAY DISPOSAL INC	RESIDENTIAL RUBBSH	1,427.85
226-521.000-804.100	BEST WAY DISPOSAL INC	SPECIAL PICKUPS	4,946.25
226-521.000-804.200	STEVENSVILLE TRANSFER STATION-3246	TRASH DUMPING	3,446.76
226-521.000-804.200	BEST WAY DISPOSAL INC	COMMERCIAL RUBBISH	245.70
226-521.000-804.200	BEST WAY DISPOSAL INC	ROLL - OFFS	405.00
226-521.000-804.300	BEST WAY DISPOSAL INC	DDA CARDBOARD	1,792.61
		Total For Dept 521.000 Sanitation/Solid Waste	62,723.90
		Total For Fund 226 Rubbish Collection Fund	62,723.90
Fund 248 Downtown Development Authority Fund			
Dept 730.000 Downtown Development			
248-730.000-860.000	EWALT, KELLY	MDA SUMMER WORKSHOP	400.20
		Total For Dept 730.000 Downtown Development	400.20

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EXP CHECK RUN DATES 06/05/2025 - 06/18/2025

GL Number	Vendor	Invoice Desc.	Amount
Total For Fund 248 Downtown Development Authority Fund			400.20
Fund 271 Library Fund			
Dept 790.000 Library			
271-790.000-740.000	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES, TECHNICAL EQUIPMENT, AND SRP SUPPLIES	24.85
271-790.000-740.000	DEMCO EDUCATIONAL CORPORATION	COLLECTION SUPPLIES	124.38
271-790.000-740.000	DOUBLEDAY OFFICE PRODUCTS	OFFICE SUPPLIES - LIBRARY	67.85
271-790.000-740.000	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES, SRP, SUPPLIES, AND DVDS	113.38
271-790.000-740.000	DEMCO EDUCATIONAL CORPORATION	COLLECTION SUPPLIES	103.66
271-790.000-740.000	DOUBLEDAY OFFICE PRODUCTS	OFFICE SUPPLIES	50.91
271-790.000-740.000	KSS ENTERPRISES	CLEANING SUPPLIES	153.89
271-790.000-776.000	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES, TECHNICAL EQUIPMENT, AND SRP SUPPLIES	174.99
271-790.000-780.000	INGRAM LIBRARY SERVICES	ADULT FIC COLLECTION	15.12
271-790.000-780.000	INGRAM LIBRARY SERVICES	CHILDREN FIC COLLECTION	4.79
271-790.000-780.000	INGRAM LIBRARY SERVICES	ADULT FIC COLLECTION	141.44
271-790.000-780.000	INGRAM LIBRARY SERVICES	ADULT FIC COLLECTION	16.20
271-790.000-780.000	INGRAM LIBRARY SERVICES	CHILDREN FIC COLLECTION	10.79
271-790.000-780.000	INGRAM LIBRARY SERVICES	ADULT FIC COLLECTION	30.23
271-790.000-780.000	INGRAM LIBRARY SERVICES	CHILDREN FIC COLLECTION	15.08
271-790.000-780.000	INGRAM LIBRARY SERVICES	CHILDREN'S NFIC COLLECTION	40.72
271-790.000-780.000	INGRAM LIBRARY SERVICES	CHILDREN FIC COLLECTION	235.54
271-790.000-780.000	INGRAM LIBRARY SERVICES	CHILDREN NFIC COLLECTION	123.34
271-790.000-780.000	INGRAM LIBRARY SERVICES	ADULT FIC COLLECTION	10.51
271-790.000-780.000	INGRAM LIBRARY SERVICES	ADULT FIC COLLECTION	206.16
271-790.000-780.000	INGRAM LIBRARY SERVICES	YOUNG ADULT COLLECTION	13.64
271-790.000-780.000	INGRAM LIBRARY SERVICES	CHILDREN NFIC COLLECTION	9.17
271-790.000-780.000	INGRAM LIBRARY SERVICES	ADULT FIC COLLECTION	15.12
271-790.000-780.000	INGRAM LIBRARY SERVICES	ADULT FIC COLLECTION	16.19
271-790.000-780.000	INGRAM LIBRARY SERVICES	YOUNG ADULT COLLECTION	10.79
271-790.000-780.000	INGRAM LIBRARY SERVICES	CHILDREN NFIC COLLECTION	11.99
271-790.000-780.000	INGRAM LIBRARY SERVICES	CHILDREN'S FIC COLLECTION	11.99
271-790.000-780.000	INGRAM LIBRARY SERVICES	CHILDREN NFIC COLLECTION	30.75
271-790.000-780.000	INGRAM LIBRARY SERVICES	CHILDREN FIC COLLECTION	11.98
271-790.000-780.000	INGRAM LIBRARY SERVICES	CHILDREN FIC COLLECTION	4.79
271-790.000-780.000	INGRAM LIBRARY SERVICES	CHILDREN FIC COLLECTION	45.24
271-790.000-780.000	INGRAM LIBRARY SERVICES	CHILDREN'S FIC COLLECTION	77.55
271-790.000-780.000	INGRAM LIBRARY SERVICES	CHILDREN NFIC COLLECTION	16.17
271-790.000-780.000	INGRAM LIBRARY SERVICES	CHILDREN'S FIC COLLECTION	18.69
271-790.000-780.000	MIDWEST TAPE	HOOPLA PLBLIC	1,199.96
271-790.000-780.000	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES, SRP, SUPPLIES, AND DVDS	95.85
271-790.000-780.000	BAKER & TAYLOR BOOKS	ADULT FIC	15.65
271-790.000-780.000	BAKER & TAYLOR BOOKS	CHILDRENS FIC	21.83

Attachment: EXP CHECK RUN DATES 06-05-2025 TO 06-18-2025 (10898 : Invoice and Tax Disbursements)

EXP CHECK RUN DATES 06/05/2025 - 06/18/2025

GL Number	Vendor	Invoice Desc.	Amount
271-790.000-780.000	BAKER & TAYLOR BOOKS	CHILDRENS FIC	483.84
271-790.000-780.000	COLOMA NEWS AGENCY	PERIODICALS	602.28
271-790.000-780.000	ELM USA, INC.	DVD CLEANING	25.00
271-790.000-780.000	INGRAM LIBRARY SERVICES	ADULT FICTION	143.06
271-790.000-780.000	INGRAM LIBRARY SERVICES	CHILDRENS FIC COLLECTION	26.39
271-790.000-780.000	INGRAM LIBRARY SERVICES	CHILDRENS FIC	27.15
271-790.000-780.000	INGRAM LIBRARY SERVICES	CHILDRENS FIC	10.25
271-790.000-780.000	INGRAM LIBRARY SERVICES	CHILDRENS NONFIC	89.86
271-790.000-780.000	INGRAM LIBRARY SERVICES	CHILDRENS FIC	7.19
271-790.000-780.000	INGRAM LIBRARY SERVICES	CHILDRENS NONFIC	46.46
271-790.000-780.000	INGRAM LIBRARY SERVICES	ADULT FIC	14.36
271-790.000-780.000	INGRAM LIBRARY SERVICES	ADULT FIC	63.72
271-790.000-780.000	INGRAM LIBRARY SERVICES	CHILDRENS FIC	14.95
271-790.000-780.000	INGRAM LIBRARY SERVICES	CHILDREN'S FIC	10.25
271-790.000-780.000	OVERDRIVE, INC.	LIBBY ADVANTAGE	367.98
271-790.000-801.000	MIDWEST COLLABORATIVE FOR LIBRARY	IMPLEMENTATION MTG	2,500.00
271-790.000-802.000	DOUBLE K ENTERPRISES INC.	TECH SUPPORT	95.00
271-790.000-805.000	BANYON FETTE LAW OFFICE	LEGAL SUPPLIES	170.00
271-790.000-850.000	TELNET WORLDWIDE	BILL DATE 06-01-2025	160.30
271-790.000-860.000	MICHIGAN LIBRARY ASSOCIATION	MLA REGISTRATION	25.00
271-790.000-885.000	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES, TECHNICAL EQUIPMENT, AND SRP SUPPLIES	539.76
271-790.000-885.000	CURIOUS KIDS MUSEUM	2025 SUMMER READING PROGRAM: FUN FESTIVAL PAYMENT	170.00
271-790.000-885.000	LAKESHORE LEARNING MATERIALS, LLC	BOSCH GRANT - BLOCKS	597.00
271-790.000-885.000	LAKESHORE LEARNING MATERIALS, LLC	BOSCH GRANT - BLOCKS	2,745.00
271-790.000-885.000	LAKESHORE LEARNING MATERIALS, LLC	BOSCH GRANT - BLOCKS	79.98
271-790.000-885.000	DAVE ROZMARYNOWSKI	SUMMER READING PROGRAM: ROZ PUPPETS	250.00
271-790.000-885.000	TRAVERSE, BEN	SUMMER READING PROGRAM PAYOUT	350.00
271-790.000-885.000	AMAZON CAPITAL SERVICES	REFUND BLOCKS - CREDIT	(79.12)
271-790.000-885.000	AMAZON CAPITAL SERVICES	REFUND BLOCKS - CREDIT	(79.12)
271-790.000-885.000	AMAZON CAPITAL SERVICES	REFUND STORAGE BINS - CREDIT	(468.90)
271-790.000-885.000	AMAZON CAPITAL SERVICES	REFUND BLOCKS - CREDIT	(79.12)
271-790.000-885.000	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES, SRP, SUPPLIES, AND DVDS	104.11
271-790.000-930.000	CROWDER LANDSCAPING & LAWN CARE LLC	LANDSCAPING	800.00
271-790.000-930.000	CITY PLUMBING & HEATING	CHECK LEAKING WATER	90.00
271-790.000-930.000	CITY PLUMBING & HEATING	TOILET REPAIR	778.96
271-790.000-930.000	D.L. GALLIVAN OFFICE SOLUTIONS	COPIER USAGE	803.35
271-790.000-930.000	D.L. GALLIVAN OFFICE SOLUTIONS	MONTHLY MAINTENANCE	88.16
271-790.000-930.000	EPS SECURITY	MONITORING	26.50
271-790.000-941.100	UPLAND SOFTWARE	FAX SERVICE	19.00
271-790.000-956.000	WOODLANDS LIBRARY COOP.	2025 LABOR LAW POSTER	30.00
271-790.000-956.000	COASTLINE TIMBER	PODIUM	350.00
271-790.000-956.000	TWIN CITY AWARDS & TROPHIES INC.	BLOCKS FOR DONOR WAY	860.00
		Total For Dept 790.000 Library	16,149.78

Attachment: EXP CHECK RUN DATES 06-05-2025 TO 06-18-2025 (10898 : Invoice and Tax Disbursements)

EXP CHECK RUN DATES 06/05/2025 - 06/18/2025

GL Number	Vendor	Invoice Desc.	Amount
Total For Fund 271 Library Fund			16,149.78
Fund 275 Band Fund			
Dept 802.000 Municipal Band			
275-802.000-740.000	J.W. PEPPER & SON INC.	MUSIC FOR BAND	95.99
275-802.000-740.000	J.W. PEPPER & SON INC.	MUSIC FOR BAND	115.00
275-802.000-740.000	J.W. PEPPER & SON INC.	MUSIC FOR BAND	109.99
275-802.000-740.000	J.W. PEPPER & SON INC.	MUSIC FOR BAND	78.99
275-802.000-740.000	J.W. PEPPER & SON INC.	MUSIC FOR BAND	87.99
Total For Dept 802.000 Municipal Band			487.96
Total For Fund 275 Band Fund			487.96
Fund 401 Capital Projects Fund			
Dept 265.150 Facility Card Access			
401-265.150-967.000	DOUBLE K ENTERPRISES INC.	FOR BUILDING MANAGEMENT SYSTEM @ SPLASH PAD	665.00
Total For Dept 265.150 Facility Card Access			665.00
Dept 466.000 Paid Parking - Downtown			
401-466.000-967.000	ANCHOR SIGNS	SIGNS	875.00
401-466.000-967.000	ANCHOR SIGNS	SIGNS	2,120.00
401-466.000-974.000	ACE HARDWARE	DDA PARKING SIGN HARDWARE	64.74
401-466.000-974.000	ACE HARDWARE	DDA SIGN HARDWARE AND GLOVES	47.23
401-466.000-974.000	ACE HARDWARE	DDA SIGN HARDWARE	86.38
401-466.000-974.000	ACE HARDWARE	DDA SIGN HARDWARE	99.83
401-466.000-974.000	ACE HARDWARE	SIGN HARDWARE AND GLOVES	81.88
401-466.000-974.000	RATHCO SAFETY SUPPLY INC.	DDA PARKING SIGN POSTS AND HARDWARE	2,922.00
Total For Dept 466.000 Paid Parking - Downtown			6,297.06
Dept 728.100 Downtown Plan Implementation			
401-728.100-967.000	JONES PETRIE RAFINSKI	STREETSCAPE	1,421.25
401-728.100-967.000	CORBIN DESIGN	WAYFINDING	4,542.50
Total For Dept 728.100 Downtown Plan Implementation			5,963.75
Dept 751.270 Dickinson Parking & Playground			
401-751.270-976.000	ABONMARCHE CONSULTANTS INC	DICKINSON PARK	16,850.00
Total For Dept 751.270 Dickinson Parking & Playground			16,850.00
Dept 751.591 WCF Restroom Facility			
401-751.591-975.000	KENDALL ELECTRIC INC	MATERIALS	253.92
401-751.591-975.000	KENDALL ELECTRIC INC	MATERIALS	278.40
401-751.591-975.000	UNITED RENTALS (NORTH AMERICA) INC.	CONTRACT PAYMENT	243.00

Attachment: EXP CHECK RUN DATES 06-05-2025 TO 06-18-2025 (10898 : Invoice and Tax Disbursements)

EXP CHECK RUN DATES 06/05/2025 - 06/18/2025

GL Number	Vendor	Invoice Desc.	Amount
401-751.591-975.000	LAKE MICHIGAN FENCE LLC	FENCE	6,500.00
401-751.591-975.000	LEEP'S SUPPLY CO., INC.	WATER HOOKUP PARTS	48.62
401-751.591-975.000	LEEP'S SUPPLY CO., INC.	WATER HOOK UP PARTS	295.26
401-751.591-975.000	LEEP'S SUPPLY CO., INC.	RETURN WATER HOOK UP PARTS	(21.33)
		Total For Dept 751.591 WCF Restroom Facility	7,597.87
		Total For Fund 401 Capital Projects Fund	37,373.68
Fund 590 Sewer Fund			
Dept 000.000			
590-000.000-230.100	ST JOSEPH CHARTER TOWNSHIP	DISTRIBUTION OF WATER/SEWER REVENUES COLLECTED IN MAY 2025	283,109.45
590-000.000-230.200	LINCOLN CHARTER TOWNSHIP	DISTRIBUTION OF WATER/SEWER REVENUES COLLECTED IN MAY 2025	33,508.42
590-000.000-230.400	ROYALTON TOWNSHIP	DISTRIBUTION OF WATER/SEWER REVENUES COLLECTED IN MAY 2025	16,079.23
590-000.000-256.000	KACHNER, JACKIE	UB REFUND: 808890	1,386.38
590-000.000-256.000	REAL PROPERTY MANAGMEMENT	UB REFUND: 304612	366.58
		Total For Dept 000.000	334,450.06
Dept 527.000 Sewer System			
590-527.000-850.000	VERIZON WIRELESS	BILL PERIOD 04-24-2025 TO 05-23-2025	36.00
590-527.000-941.100	THE SAFETY COMPANY LLC, DBA MTECH	SOFTWARE BASIC SUPPORT	1,030.00
		Total For Dept 527.000 Sewer System	1,066.00
		Total For Fund 590 Sewer Fund	335,516.06
Fund 591 Water Fund			
Dept 000.000			
591-000.000-230.100	ST JOSEPH CHARTER TOWNSHIP	DISTRIBUTION OF WATER/SEWER REVENUES COLLECTED IN MAY 2025	174,305.43
591-000.000-230.200	LINCOLN CHARTER TOWNSHIP	DISTRIBUTION OF WATER/SEWER REVENUES COLLECTED IN MAY 2025	1,189.59
591-000.000-230.400	ROYALTON TOWNSHIP	DISTRIBUTION OF WATER/SEWER REVENUES COLLECTED IN MAY 2025	4,063.70
591-000.000-256.000	KACHNER, JACKIE	UB REFUND: 808890	1,044.67
		Total For Dept 000.000	180,603.39
Dept 530.000 Water Treatment Plant			
591-530.000-740.000	ERA	LABRATORY QA/QC	259.24
591-530.000-740.000	GRAINGER	PUMP	1,225.62
591-530.000-740.000	HACH COMPANY	LAB INSTRUMENTS PM	1,950.00
591-530.000-740.000	HOLLYWOOD SMALL ENGINE	BACKPACK BLOWER	610.00
591-530.000-740.000	PEDEN, JEFFREY	CLOTHING REIMBURSEMENT	413.82
591-530.000-740.000	USA BLUE BOOK	CALIBRATION STANDARDS	1,045.64
591-530.000-740.000	VWR INTERNATIONAL	LAB SUPPLIES	84.06
591-530.000-740.000	VWR INTERNATIONAL	LAB SUPPLIES	141.84
591-530.000-750.000	ALEXANDER CHEMICAL CORPORATION	CHLORINE - BLEACH	7,786.11
591-530.000-801.000	CREATIVE LANDSCAPING	MOWING	280.39

EXP CHECK RUN DATES 06/05/2025 - 06/18/2025

GL Number	Vendor	Invoice Desc.	Amount
591-530.000-801.000	OPTIMIZATION SOLUTIONS ENVIRONMENT	ALUM MODEL	3,000.00
591-530.000-801.000	OPTIMIZATION SOLUTIONS ENVIRONMENT	ALUM MODEL	3,000.00
591-530.000-850.000	TELNET WORLDWIDE	BILL DATE 06-01-2025	72.87
591-530.000-850.000	VERIZON WIRELESS	BILL PERIOD 04-24-2025 TO 05-23-2025	45.50
591-530.000-930.000	CORRPRO COMPANIES INC.	CHATODIC PROTECTION - TOWERS	4,340.00
591-530.000-930.000	MEAD & WHITE ELECTRIC, INC.	CIRCUIT BREAKER REPLACEMENT	14,185.91
591-530.000-930.000	VESTIS SERVICES, LLC	RUGS AND RAGS	19.34
591-530.000-930.000	VESTIS SERVICES, LLC	RUGS AND RAGS	156.96
		Total For Dept 530.000 Water Treatment Plant	38,617.30
Dept 536.000 Water Distribution System			
591-536.000-740.000	ETNA SUPPLY COMPANY	METER SUPPLIES	38.00
591-536.000-740.000	LINDERMAN, DAVID	CLOTHING REIMBURSEMENT	254.40
591-536.000-740.000	PRICE, TRETT	CLOTHING REIMBURSEMENT	232.59
591-536.000-740.000	PRICE, TRETT	CLOTHING REIMBURSEMENT	40.22
591-536.000-771.000	ETNA SUPPLY COMPANY	WATER METERS/MXUS	10,800.00
591-536.000-850.000	VERIZON WIRELESS	BILL PERIOD 04-24-2025 TO 05-23-2025	245.75
		Total For Dept 536.000 Water Distribution System	11,610.96
Dept 540.000 Water Administration			
591-540.000-728.000	SBF ENTERPRISES	JUNE WATER BILLS FOR LCT	1,552.14
591-540.000-801.000	SBF ENTERPRISES	JUNE WATER BILLS FOR LCT	436.37
		Total For Dept 540.000 Water Administration	1,988.51
		Total For Fund 591 Water Fund	232,820.16
Fund 592 City System Development Fund			
Dept 536.000 Water Distribution System			
592-536.000-740.000	CONSUMERS CONCRETE CO.	CONCRETE/ROAD REPAIR	1,969.25
592-536.000-740.000	CONSUMERS CONCRETE CO.	CONCRETE/ROAD REPAIR	1,581.50
592-536.000-740.000	HIGH GRADE MATERIALS CO.	CONCRETE/ROAD REPAIR	272.50
592-536.000-801.000	HYDROCORP	CROSS CONNECTION CONTROL - COMMERCIAL	1,441.00
592-536.000-801.000	TRACE ANALYTICAL LABORATORIES, INC.	ANALYSIS - LEAD	264.00
592-536.000-801.000	TRACE ANALYTICAL LABORATORIES, INC.	ALAYSIS - LEAD	453.00
592-536.000-801.000-DWAM212557	MILLER, TOM	POE INSPECTIONS MANAGER 05-01 TO 05-15	148.89
592-536.000-850.000	VERIZON WIRELESS	BILL PERIOD 04-24-2025 TO 05-23-2025	45.56
		Total For Dept 536.000 Water Distribution System	6,175.70
		Total For Fund 592 City System Development Fund	6,175.70
Fund 594 Marina Fund			
Dept 597.000 Marina Operations			
594-597.000-740.000	AMAZON CAPITAL SERVICES	RETURN	(199.95)

Attachment: EXP CHECK RUN DATES 06-05-2025 TO 06-18-2025 (10898 : Invoice and Tax Disbursements)

EXP CHECK RUN DATES 06/05/2025 - 06/18/2025

GL Number	Vendor	Invoice Desc.	Amount
594-597.000-740.000	TRAFFIC & SAFETY CONTROL SYSTEM INC	BOAT LAUNCH PAY MACHINE	3,805.00
594-597.000-740.000	ACE HARDWARE	MAINTENANCE SUPPLIES	26.98
594-597.000-740.000	AMAZON CAPITAL SERVICES	MAINT AND OFFICE SUPPLIES	598.32
594-597.000-740.000	LOWE'S HOME CENTERS, LLC	RETURN	(69.69)
594-597.000-740.000	LOWE'S HOME CENTERS, LLC	MAINTENANCE SUPPLIES	134.43
594-597.000-740.000	ULINE	CLEANING SUPPLIES	379.26
594-597.000-741.000	PRI MAR PETROLEUM	DIESEL	3,026.07
594-597.000-741.000	PRI MAR PETROLEUM	DIESEL	1,030.10
594-597.000-742.000	QUEST CAR CARE PRODUCTS INC.	RESAEL - STORE	224.00
594-597.000-802.000	DOUBLE K ENTERPRISES INC.	TECH SUPPORT	95.00
594-597.000-850.000	TELNET WORLDWIDE	BILL DATE 06-01-2025	29.15
594-597.000-850.000	VERIZON WIRELESS	BILL PERIOD 04-24-2025 TO 05-23-2025	81.51
594-597.000-850.000	COMCAST	BOAT LAUNCH INTERNET SERVICE	308.80
594-597.000-919.000	BEST WAY DISPOSAL INC	TRASH SERVICE	128.50
594-597.000-930.000	CITY PLUMBING & HEATING	TEST BACKFLOWS	836.15
594-597.000-930.000	CREATIVE LANDSCAPING	LAWN CARE	958.24
594-597.000-930.000	SHORELINE BUILDING SERVICES LLC	CLEANING SERVICE	1,120.00
594-597.000-930.000	T2 SYSTEMS CANADA INC.	BOAT LAUNCH PAY MACHINE	55.00
594-597.000-930.000	TOTAL FIRE PROTECTION INC.	FIRE EXTINGUISHER INSPECTION	885.00
594-597.000-930.000	OSCAR W. LARSON CO.	FUEL SYSTEM REPAIR	295.00
		Total For Dept 597.000 Marina Operations	13,746.87
		Total For Fund 594 Marina Fund	13,746.87
Fund 661 Motor Pool Fund			
Dept 345.000 Public Safety Department			
661-345.000-941.000	ENTERPRISE FM TRUST	VEHICLE LEASES	25.29
		Total For Dept 345.000 Public Safety Department	25.29
Dept 441.000 Public Works Department			
661-441.000-740.000	AIRGAS USA, LLC	CYLINDER RENTAL	364.46
661-441.000-740.000	FISHER AUTO PARTS, INC.	FILTER AND GREASE	33.43
661-441.000-740.000	FISHER AUTO PARTS, INC.	PART	17.30
661-441.000-740.000	FISHER AUTO PARTS, INC.	FILTER AND SHOP SUPPLIES	108.44
661-441.000-740.000	WEST MICHIGAN INTERNATIONAL LLC	PART	260.30
661-441.000-740.000	BEAVER RESEARCH COMPANY	SHOP CLEANING SUPPLIES	119.75
661-441.000-740.000	BEAVER RESEARCH COMPANY	SHOP SUPPLIES	205.00
661-441.000-740.000	FISHER AUTO PARTS, INC.	PART	41.99
661-441.000-740.000	FISHER AUTO PARTS, INC.	PARTS	315.22
661-441.000-740.000	JOHN DEERE FINANCIAL	MOWER SUPPLIES/OIL	479.03
661-441.000-740.000	MACQUEEN GROUP RENTALS	VACTOR REPAIR PARTS	404.85
661-441.000-740.000	MID-COUNTY LAWN & GARDEN	MOWER BLADES	135.96
661-441.000-740.000	MID-COUNTY LAWN & GARDEN	MOWER BLADES	77.98

Attachment: EXP CHECK RUN DATES 06-05-2025 TO 06-18-2025 (10898 : Invoice and Tax Disbursements)

EXP CHECK RUN DATES 06/05/2025 - 06/18/2025

GL Number	Vendor	Invoice Desc.	Amount
661-441.000-740.000	SHARE CORPORATION	TOOL	149.05
661-441.000-740.000	WEST MICHIGAN INTERNATIONAL LLC	FILTERS	540.12
661-441.000-741.000	PRI MAR PETROLEUM	FUEL	551.95
661-441.000-741.000	PRI MAR PETROLEUM	FUEL	946.20
661-441.000-850.000	VERIZON WIRELESS	BILL PERIOD 04-24-2025 TO 05-23-2025	72.03
661-441.000-930.000	GOOD YEAR TIRE & RUBBER CO.	TIRES	969.46
661-441.000-930.000	PERFORMANCE PLUS QUICK OIL CHANGE	TRUCK SERVICE	89.95
661-441.000-941.000	ENTERPRISE FM TRUST	VEHICLE LEASES	2,152.24
		Total For Dept 441.000 Public Works Department	8,034.71
		Total For Fund 661 Motor Pool Fund	8,060.00
Fund 677 Self-Insurance Fund			
Dept 000.000			
677-000.000-123.000	MML WORKERS' COMP FUND	WC POLICY PREMIUM 07-01-25 TO 07-01-26 INSTALLMENT #1	21,622.00
		Total For Dept 000.000	21,622.00
		Total For Fund 677 Self-Insurance Fund	21,622.00
Fund 690 Health Care Fund			
Dept 000.000			
690-000.000-123.000	UNITED STATES TREASURY	PCORI FORM 720 PAYMENT	592.48
		Total For Dept 000.000	592.48
Dept 851.000 Insurance Premiums			
690-851.000-716.100	VARIPRO	JULY HEALTH PREMIUM - RETIREES OVER AGE 65	1,946.00
690-851.000-716.100	VARIPRO	JUNE HEALTH PREMIUM - RETIREES OVER AGE 65	1,946.00
		Total For Dept 851.000 Insurance Premiums	3,892.00
		Total For Fund 690 Health Care Fund	4,484.48
Fund 703 Current Tax Collection Fund			
Dept 000.000			
703-000.000-956.000	SOUTHWEST MI REGIONAL AIRPORT	TY DQ TAX DISURSEMENT	4,131.55
		Total For Dept 000.000	4,131.55
		Total For Fund 703 Current Tax Collection Fund	4,131.55
Fund Totals:			
		Fund 101 General Fund	71,163.73
		Fund 202 Major Street Fund	3,732.94
		Fund 203 Local Street Fund	7,731.60

EXP CHECK RUN DATES 06/05/2025 - 06/18/2025

GL Number	Vendor	Invoice Desc.	Amount
		Fund 204 Municipal Street Fund	5,275.00
		Fund 209 Cemetery Fund	19,770.21
		Fund 226 Rubbish Collection Fund	62,723.90
		Fund 248 Downtown Development Authority Fund	400.20
		Fund 271 Library Fund	16,149.78
		Fund 275 Band Fund	487.96
		Fund 401 Capital Projects Fund	37,373.68
		Fund 590 Sewer Fund	335,516.06
		Fund 591 Water Fund	232,820.16
		Fund 592 City System Development Fund	6,175.70
		Fund 594 Marina Fund	13,746.87
		Fund 661 Motor Pool Fund	8,060.00
		Fund 677 Self-Insurance Fund	21,622.00
		Fund 690 Health Care Fund	4,484.48
		Fund 703 Current Tax Collection Fund	4,131.55
		Total For All Funds:	851,365.82

Attachment: EXP CHECK RUN DATES 06-05-2025 TO 06-18-2025 (10898 : Invoice and Tax Disbursements)



Agenda Item

TO: Members of the St. Joseph City Commission

FROM: Michael Sarola, Commissioner

RE: Downtown Parking Program Update and Pause

MEETING DATE: June 23, 2025

The City Manager will provide an update on the downtown parking program. Updates will include a review of ADA compliance and the work underway to speak directly with downtown businesses.

The City Commission will also discuss adopting a more formal program pause while this work is underway.

Action Requested: Motion to place the Downtown Parking Program on hold as staff reviews ADA compliance issues and continues to gather feedback from downtown businesses.



Agenda Item

TO: Members of the St. Joseph City Commission

FROM: Cameron Welch,

RE: Special Event Application - Steps for Recovery 5k Walk/Run

MEETING DATE: June 23, 2025

Sunset Coast Striders is requesting permission to host the Steps for Recovery 5k Walk/Run in St. Joseph on Saturday, September 20, 2025. This event will serve as a fundraiser in support of Heart of God Inc's mission to establish a safe house for women in need. Setup will begin around 7:30 a.m., with the race starting promptly at 9:00 a.m. The race will follow the established route used for the recent Alex's Duck Duck Run 5K, beginning at the Arboretum, continuing along Lions Park Drive, and then looping back through the Howard Trail.

Action requested: Motion to approve the Sunset Coast Striders Steps for Recovery 5k Walk/Run special event application as presented and to direct staff to issue a special event permit.

ATTACHMENTS:

- Steps for Recovery 5K Application (PDF)
- Steps for Recovery Map (PDF)
- Staff Review and Comments (PDF)



700 Broad Street
St. Joseph, MI 49085
tel (269) 983-5541
fax (269) 985-0346

Special Event Application Form

Important: Please fill out each item as completely as possible, to allow your application to be processed as quickly as possible, without unnecessary delays. Please return the completed, signed application, with any necessary attachments, to City Hall, at the address shown at the left. Completed applications can also be sent to cwelch@sjcity.com

Special Events must be approved by the City Commission, which typically meets twice per month. We recommend submitting your application at least two months before your organization wishes to receive approval, to allow time to work through issues with the staff, and to allow for the possibility that the City Commission may still see issues that should be addressed before approval.

Applicant Information

Name of Special Event: _____
Sponsoring Organization (if applicable): _____
Mailing/billing Address: _____
City/State/ZIP Code: _____
Contact person(s): _____
Business phone: _____ Cell phone: _____ Fax: _____
E-Mail Address(es): _____

Event Information

**A separate event schedule and/or description may be attached in response to questions 1 through 4.*

***For any question, if there is not room to include a complete response, please include the response on a separate attachment and note "see attached". When providing information in an attachment, please refer to the appropriate question number(s) to help the City staff review the application.*

1. What is the requested day(s), date(s), and time(s) of the Special Event: _____

2. Is there a requested alternative date(s)? [YES] [NO]
 - If yes, please provide the alternative date(s): _____
3. Please describe the event(s): _____

4. What is the requested location(s) of the event(s): _____

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(continue to p

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Please complete the following check list regarding your event and special needs: More detailed instructions are included on the following pages. Please use additional sheets where appropriate for more detailed responses.

- | | |
|---|----------------|
| 5. Is this event expected to occur again in a future calendar year? | Yes ___ No ___ |
| Normal Annual Date? _____ | |
| 6. Have you included a map indicating the location of your event?* | Yes ___ No ___ |
| 7. Does the applicant wish to prohibit vending within the event area? | Yes ___ No ___ |
| 8. Does the applicant plan to include vending as part of this event? * | Yes ___ No ___ |
| 9. Will this event include the use of signs? | Yes ___ No ___ |
| 10. Is the applicant special parking arrangements, such as reserved parking? * | Yes ___ No ___ |
| 11. Is the applicant requiring utility connections, such as electric or water services? | Yes ___ No ___ |
| 12. Does the applicant require other public services? | Yes ___ No ___ |
| • Barricades | Yes ___ No ___ |
| • Fencing | Yes ___ No ___ |
| • Street Sweeping | Yes ___ No ___ |
| • Mowing | Yes ___ No ___ |
| • Rubbish Containers | Yes ___ No ___ |
| • Rubbish Removal | Yes ___ No ___ |
| • Picnic Tables | Yes ___ No ___ |
| • Cessation of Lawn Sprinkling | Yes ___ No ___ |
| • Other _____ | Yes ___ No ___ |
| • Map included indicating locations of these services?* | Yes ___ No ___ |
| 13. Does the applicant have any special security or safety concerns? | Yes ___ No ___ |
| 14. Are you requesting assistance from the Public Safety? | Yes ___ No ___ |
| 15. Are you requesting security/safety assistance from an outside agency? | Yes ___ No ___ |
| 16. Will the event include loud or unusual sounds? | Yes ___ No ___ |
| • Musicians | Yes ___ No ___ |
| • Singers | Yes ___ No ___ |
| • Amplified Announcers | Yes ___ No ___ |
| • Carnival Rides | Yes ___ No ___ |
| • Motor Vehicle Noises | Yes ___ No ___ |
| • Other _____ | Yes ___ No ___ |
| 18. Will the event include unusual lighting beyond what is normal at that location? | Yes ___ No ___ |
| 19. Are alcoholic beverages proposed to be served as part of the event? | Yes ___ No ___ |
| Have all necessary liquor licenses been obtained at the time of this application? | Yes ___ No ___ |
| 20. Does the applicant have any other requests that are not listed in this form? | Yes ___ No ___ |
| 21. The applicant is required to provide \$1,000,000 of liability insurance coverage with respect to the event; have you attached a Certificate of Insurance listing the City of St. Joseph as an additional named insured? | Yes ___ No ___ |

** Indicates attachments required*

5. **Is this event expected to occur again in a future calendar year?** You may ask to reserve a date for a future calendar year with this application. To reserve an event date for a future calendar year, please provide the normal annual event date. **Note:** Granting such a reservation does not constitute final approval of the event, but will reserve the same area as granted for the current year, until three months before the reserved date.
6. **An Event Map**—If your event will use streets or sidewalks or will use multiple locations, please attach one or more maps showing the locations requested. Please show any streets or parking lots that you are asking be blocked off or reserved for specific purposes, locations of specific events or objects (carnival rides, bleachers, medical care, exhibits, special parking, pick-up/drop-off areas, etc.), remote parking lots, the actual route of a parade or race, and similar information appropriate to clarify the exact request.
7. **Does the applicant wish to prohibit vending within the event area?** Vendors with current permits to operate within the event area are allowed to continue vending at their normal location even within the event area, unless alternate arrangements are agreed to by the vendor and by the City Commission as part of this application. Please note these arrangements, if requested. However, if the application is approved, the City Commission would not approve additional vendors.
8. **If vending is not prohibited, does the applicant wish to have control of vending within the festival area?** In some instances, the applicant may be granted control of vending, the applicant is solely responsible for ensuring that all vendors are properly licensed with any appropriate agencies. If vending is not prohibited but the applicant does not wish to have the responsibility of controlling vendors, please direct any potential vendors to contact the City Clerk's Office to apply for the appropriate vending permit.
9. **Will this event include the use of signs?** If yes, please attach information on the size, content, and location of any requested signs; signs may be shown on the event map or on a separate map, if appropriate. Small directional signs that do not obstruct pedestrian or vehicular traffic may be placed in the event area, during the event, without being included in this application.
10. **Is the applicant requesting special parking arrangements—such as limiting parking areas to certain groups of users?** If yes, you must coordinate with the Police Chief.
11. **Is the applicant requiring utility connections, such as electric service or water?** If yes, you must coordinate with the Director of Public Services to review what utilities are available in the requested area, and provide a description or map showing the utilities requested.
12. **Does the applicant have any other requests for public services, such as street sweeping, mowing, rubbish containers or removal, placement or removal or picnic tables or other fixtures, or cessation of lawn sprinkling?** If yes, you must coordinate with the Director of Public Services to determine if assistance from Public Services is appropriate and available, and provide a description of the services Public Services has indicated it could provide. The applicant may be charged for these services.
13. **Does the applicant have any special security or safety concerns? Is the applicant requesting assistance from the Department of Public Safety in addressing these concerns?** If yes, you must contact the Director of Public Safety to determine what assistance from Public Safety is appropriate and available, and provide a description of the services Public Safety has indicated it could provide. The applicant may be charged for these services.

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14. **Is the applicant requesting assistance from an outside agency or contractor in addressing these concerns?**

If yes, you must please attach information indicating all of these contractors on this application.

15. **Will the event include loud or unusual sounds, such as a musicians, singers, amplified announcers, carnival rides, motor vehicle noises beyond those regularly present in the location, etc.?**

If yes, you must please attach information indicating all of these on this application..

16. **Will the event include unusual lighting beyond that regularly present in the location that could have an impact upon occupants of neighboring properties?**

If yes, you must please attach information indicating all of the types of lighting, the location, the beginning and end times, and whether the lighting is constant or intermittent during those times.

17. **Are alcoholic beverages proposed to be served as part of the event?**

If yes, you must advise the Department of Public Safety of your intention to serve alcoholic beverages. Approval of the special event does not constitute final approval of service of alcoholic beverages; any necessary approval of a liquor license is a separate process.

You must have any and all necessary liquor licenses been obtained at the time of this application.

18. Please **attach a separate sheet detailing** any aspects of the event that are not specifically addressed in this form but of which the City Commission should be aware to make a fully informed decision with regard to approval of the proposed event.

19. The applicant is required to provide a minimum of \$1,000,000 of general liability insurance coverage with respect to the event. The City may require additional insurance coverage based on the potential risk and nature of the event. A Certificate of Insurance with the City of St Joseph listed as additional insured must be provided one month before the event. Additional Insureds include the following: The City of St. Joseph, all elected and appointed officials, all employees and volunteers, agents, all boards, commissions, and/or authorities and board members, including employees and volunteers thereof. It is understood and agreed by naming the City of St. Joseph as additional insured, coverage afforded is considered to be primary and any other insurance the City of St. Joseph may have in effect shall be considered secondary and/or excess. Please email a copy to cwelch@sjcity.com, attach below or mail to 700 Broad St, St Joseph, MI 49085.

The City of St. Joseph PROHIBITS any and all painting of any city property, including sidewalks and streets. Events of those persons violating this policy will be canceled and no future event will be allowed.

Applicant Signature

I hereby affirm that the information is true to the best of my knowledge and belief, and agree that the applicant will be responsible for making certain that the event follows the ordinances, rules and regulations of the City of St. Joseph, and that the event takes place in accordance with the application as approved by the St. Joseph City Commission, including any conditions placed thereon.

Applicant signature:  _____

Applicant printed name: _____ Date: _____

CITY OF ST. JOSEPH

SPECIAL EVENT POLICY

May 2008

In General

1. The City of St. Joseph, believing there is a benefit to the community in allowing and encouraging community-oriented special events that may make use of public rights-of-ways, parks, or other properties, may allow the use of such properties for special events under the terms of this policy.
2. Any Special Event making use of City-controlled public rights-of-ways, parks, or other properties, shall be approved in advance by the City Commission. Typically a Special Event involves significant potential inconvenience to nearby residents and properties, through traffic, activity, noise, light, altered traffic routes, or other potentially deleterious factors that are not normally present in the area.
3. Block parties shall not be considered to be Special Events under this policy, but instead shall be considered and approved under the City's Block Party policy.
4. The normal use of City facilities, such as playing baseball on a baseball field, renting a pavilion at Riverview Park, etc., shall not be considered a Special Event under this policy.
5. The determination of whether a Special Event qualifies for in-kind assistance from the City shall continue to be made under the City of St. Joseph Festival Policy of January 1, 1998, or a successor policy.

Procedures

6. An applicant desiring to hold a special event requiring the use of City-controlled property shall submit a Special Event Application Form to the City Manager's Office, describing the particulars of the request. All requested information must be provided. There is no specific minimum time before the event that an application must be submitted, but it is to the applicant's benefit to make application well before the event deadline to allow for staff review, correction of any defects, and time for the request to be placed on a City Commission agenda. The City Commission may consider whether a late approval date would provide inadequate notice to affected residents, property owners, and business owners.
7. Relevant City staff members will review the application and recommend changes if appropriate. The applicant may amend the application to address these concerns. Before the application may be taken before the City Commission, relevant staff members will indicate whether they have concerns with the application in its current form. City staff members will also indicate whether they believe their department will incur significant expenses, if in-kind support is not being requested through the Festival policy.
8. The City Commission will consider the application during an open meeting, and by resolution will approve, approve with conditions, or reject the application. In the case of applicants not

Adopted May 5, 2008.

granted in-kind support under the Festival policy, the Commission may waive charges if the anticipated support is not substantial or burdensome.

Applications may be rejected if, in the sole judgment of the City, granting the application would not be in the best interest of the public health, safety, or welfare, through causing parking congestion, excessive disruption of traffic, blocking access to other properties, or reducing access for emergency vehicles; or if the public health, safety or welfare was negatively affected by previous similar special events or special events sponsored by the applicant; or if the applicant has previously failed to live up to his or her responsibilities as sponsor of a special event; or if the applicant has supplied false information on the Special Event Application Form. The decision of the City Commission is final.



Staff Review and Comments

Special Event: Steps for Recovery 5k Walk/Run

Date: September 20th, 2025

Department	Recommendation	Comments
Public Works	Approve	
Public Safety	Approve	
Community Development	Approve	
City Engineer	Approve	
City Clerk	Approve	
St. Joe Today	Approve	

Additional Comments:

Insurance Policy Received? Yes **No**

If no, date by which Insurance Policy must be Received (minimum of 30 days before event): **August 20**



Agenda Item

TO: Members of the St. Joseph City Commission

FROM: Kristen Gundersen, Community Development Director

RE: Zoning Ordinance Amendment - Sections 18.2.6, 18.2.7.C - Table 18-1 Parking Standards - City of St. Joseph - Second Reading of Ordinance

MEETING DATE: June 23, 2025

During the June 9th City Commission meeting, the second reading of an ordinance to amend Article XVIII "Off-Street Parking and Loading" was approved. While finalizing the documents, it was found there was a discrepancy between the adopting ordinance and motion. For clarity, it has been concluded the June 9th adopting ordinance should be rescinded and a second reading completed with the correct revised language, that follows.

As you may recall, the Planning Commission conducted a public hearing and recommended approval of changes to Sections 18.2.6 and 18.2.7.C of the zoning ordinance during their May 1, 2025 meeting. On May 28 the City Commission concurred with the Planning Commission's unanimous recommendation related to changes to Section 18.2.6 and 18.2.7.C - Table 18-1 Parking Standards of the zoning ordinance.

The draft adopting ordinance does the following:

1. Creates one definition of "square feet" to be used for calculating the area of the building. This eliminates confusion for parking when designing a speculative building. In addition, the terms "Durable Goods" and "Nondurable Goods" were defined as they are introduced into the revised Table 18-1. Lastly, bench seating was increased from 18" to 24" to create consistency within Table 18-1.
2. Table 18-1 was completely revamped as follows:
 - a. Decreased 90 use categories to 28 use categories while relying on Table 4-1 Classes, Definitions and Examples of Uses Permitted for descriptions.
 - b. In several cases the parking formula proposed decreases the required on-site parking. Multiple family dwellings decreased from 2.0 spaces to 1.25 spaces and dwellings located in the D Downtown District when required decreased from 1.5 spaces to 1.0 spaces.
 - c. The use categories of Business Service Establishments; Medical Service Establishment, small; Office Establishments; Social Institutions, light/office utilizes the same parking formula as Convenience Retail Establishments; General Retail Establishments limited Nondurable Goods. Currently several formulas are used which limit the opportunity for

change of use when a new business moves into a vacant space where less parking was required.

- d. Food and Drink Service Establishments now include taverns and bars with one formula used based on the square footage of the building is used. Currently, restaurants and bars rely on different formulas for calculating required on-site parking.
- e. Indoor and Outdoor Entertainment uses were combined based on type of seating, use of lanes or table and amusement parks.

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. Please note, this does not pertain to Section 8-140 Flood Hazard Areas found in the Code of Ordinances.

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.

If the City Commission approves the second reading of the draft Ordinance, it will become effective ten days later.

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

Motion:

To rescind the June 9, 2025, approval of the second reading of the Ordinance to Amend Art. XVIII “Off-Street Parking and Loading” of the City of St. Joseph Zoning Ordinance and move to approve an ordinance to amend Art. XVIII, “Off-Street Parking and Loading” Section 18.2.6 “Measurement and Calculations” to define square feet, nondurable goods, and durable goods and to modify the definition of seating capacity; and Section 18.2.7.C, Table 18-1 “Parking Standards” to modify “use” categories to correspond with the “uses classes” in Table 4-1, standardize parking formulas, and reduce some parking requirements 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.

**ZONING ORDINANCE AMENDMENT - SECTIONS 18.2.6, 18.2.7.C - TABLE 18-1
PARKING STANDARDS - CITY OF ST. JOSEPH - SECOND READING OF
ORDINANCE**

**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 XVIII. “Off Street Parking and Loading” Sec. 18.2.6 “Measurements and Calculations” is amended to read as follows:

18.2.6. *Definitions, Measurements, and Calculations.*

A. *Employees.* Requirements for parking stated in terms of employees shall be based upon the maximum number of employees likely to be on the premises during the largest shift.

B. *Fractional Space.* When a calculation determining the number of required parking spaces results in a fractional space, any fraction to and including one-half shall be disregarded and fractions over one-half shall require one parking space.

C. *Goods:*

i. *Durable Goods:* those goods that are typically more expensive due to their longevity. Examples include appliances, furniture and vehicles.

ii. *Nondurable Goods:* those goods that are “consumed” or used up, in a shorter time period. Examples of nondurable goods include clothing, food, household items, paper products, clothing, and light bulbs.

D. *Seating Capacity.* When benches or other similar seating is used, each 24 inches of that seating shall be counted as one seat, unless Table 18-1 specifies otherwise.

E. *Square feet.* the total area of a building measured by taking the outside dimensions of the building at each floor intended for occupancy, without deductions, except for area devoted for enclosed off-street parking or loading facilities which includes maneuvering space and drive aisles. In the case where an interior building wall separates two users, the square footage shall be measured from the inside face of such an inside wall.

2. Article XVIII. “Off Street Parking and Loading” Sec. 18.2.7 (C) “Parking Space Requirements” “Parking Standards Table” is amended to read as follows:

C. *Parking Standards Table.* Table 18-1 presents the parking required for each use based on the size and/or occupancy of each use. Parking regulations for planned unit developments are based on the mix of proposed uses, or most similar uses, as further described in Art. XIII.

Table 18-1

Parking Standards	
USE	NUMBER OF MINIMUM PARKING SPACES PER UNIT OF MEASURE
Auditoriums and gyms (incidental to) schools, Religious Institutions of similar use with fixed seats	One space for every four individual seats or eight feet of bench.
Auditoriums (other than incidental to schools and Religious Institutions), Public Buildings or Social Institutions, or buildings of similar use without fixed seats	One space for every six persons of legal capacity as established by local, county or state fire, Building or health codes.
Business Service Establishments; Medical Service Establishments, small; Office Establishments; Social Institutions, light/office	One space for each 350 square feet.
Community Residential Care Facilities providing 24-hour care, Institutions for human care and habitation, Medical Service Establishments, large	One space for each 800 square feet.
Convenience Retail Establishments; General Retail Establishments limited to Durable Goods	One space for each 800 square feet.
Convenience Retail Establishments; General Retail Establishments limited to Nondurable Goods	One space for each 350 square feet.
Dangerous Chemicals: Manufacturing, Storage and/or Distribution, Industrial Service Establishments, Manufacturing Establishments, Utility and Public Service Installations or Wholesale Trade Establishments	One space for each 1,000 square feet plus required parking for office space.
Drive-through Establishments - stacking requirements	Five vehicle stacking spaces being the size of a parking space on private property per ordering window/board or lane. In the case of automatic carwashes that accommodate more than one vehicle the number of stacking spaces will be determined by dividing the length of the carwash by 20. In addition,

	parking for principal use is required.
Educational Institutions - elementary and middle school	Three and one-half per classroom, plus separate parking where the school contains an auditorium and/or stadium or gym.
Educational Institutions - high school and college	One space for every employee, plus one space for each five students.
Facilities for the Dead	One space for each four persons allowed within the maximum occupancy load as established by local, county or state fire, building or health codes.
Food and Drink Service Establishments	One space for each 100 square feet of building space plus one space for each 250 square feet of designated outdoor food and drink seating areas.
Group Housing Establishments	One space for each bedroom or each two occupants of the structure, whichever is greater.
Indoor or Outdoor Entertainment Establishments - amusement center, arcade, go cart track, theme park, water park	One space for each four persons allowed within the maximum occupancy load as established by local, county or state fire, building or health codes.
Indoor or Outdoor Entertainment Establishments - ax throwing, billiard hall, bowling alleys, golf driving range, miniature golf or par-3 course, racquet courts, rifle and archery range	Four spaces for each alley, court, hole, tee or table plus space for each accessory use, such as food and drink establishments.
Indoor or Outdoor Entertainment Establishments - Marinas and boat launch areas	One and one-half spaces per boat mooring slip or 25 spaces per boat launch area.
Indoor or Outdoor Entertainment Establishments - stadiums and sport arenas - ballfields, ice arenas, soccer facilities, theaters	One space for every four seats or eight feet of bench.
Lodging/Accommodations - Bed and Breakfast establishments	One space for each guest room, plus two spaces for the owners/operators.
Lodging/Accommodations - Hotels or motels	One space for each guest room, plus 50% of required parking for accessory uses when not located in the D Downtown District.
Lodging/Accommodations - Short-term Rental	One space for each Dwelling Unit, plus one-half space per sleeping room in excess of one in each dwelling unit, rounding fractions up for each dwelling unit. Dwelling units in the D Downtown District may be exempt from parking requirements under section 18.2.12 and may provide required parking on-site or leased off-site within the D Downtown District.

Multiple-family Dwellings	One and one quarter spaces for each dwelling unit, except in the D Downtown District one space for each dwelling unit.
Personal Service Establishment, Community Residential Care Facilities stays less than 24-hours, Repair Service	One space for each 400 square feet
Public Buildings	One space for each 500 square feet plus auditorium seating.
Religious Institutions	One space for each four seats or eight feet of bench in the main unit of worship.
Research, Development and Scientific Establishments	One space for each 500 square feet.
Single- and two-family dwellings or Manufactured Housing Park or Mobile Home Park	Two spaces for each dwelling unit, except in the D Downtown District one space for each dwelling unit.
Social Institution Establishments - medium/heavy	One space for each 800 square feet.
Vehicle Sales and Service Establishments and Waterfront Sales and Services	One space for each 800 square feet

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.



Agenda Item

TO: Members of the St. Joseph City Commission

FROM: Steve Neubecker, Public Safety Director

RE: RyeBelles Restuant and Bar

MEETING DATE: June 23, 2025

RyeBelles Restaurant and Bar located at 518 Broad Street in St. Joseph, Michigan plans to have amplified sound on its outdoor patio this summer. The City's Ordinance restricts amplified music after 10:00 p.m.

Jim Champion, owner of RyeBelles Restaurant and Bar is asking the City Commission to allow amplified sound until 10:30 p.m. or 11:00 p.m. on Friday, Saturday and Sunday nights and holidays this summer through Labor Day.

Action Requested: Please consider Mr. Champion's request to allow amplified sound at RyeBelles Restaurant after 10:00 p.m. on weekends and holidays from now through Labor Day.

ATTACHMENTS:

- RyeBelles (PDF)

Steve Neubecker

From: RyeBelles Restaurant & Bar <ryebelles@gmail.com>
Sent: Monday, June 9, 2025 1:47 PM
To: Steve Neubecker
Subject: [EXTERNAL] RyeBelles

6/9/2025

Dear Director Steve Neubecker,

This letter respectfully requests a temporary extension of the noise ordinance for live music at RyeBelles, located at 518 Broad Street. Live music creates a unique atmosphere that attracts customers, drives revenue and contributes to the local economy. RyeBelles also supports local musicians, providing performance opportunities and income.

The current noise ordinance prohibits amplified sound after 10:00pm, which significantly restricts the ability to host live performances during peak evening hours when entertainment is most popular and profitable. An extension of the noise ordinance for live music, perhaps 10:30pm or 11:00pm on Friday, Saturday and holidays would significantly contribute to the economic health of our business.

Please consider a temporary amendment to the noise ordinance, allowing live music activities until 10:30pm or 11:00pm on weekends and holidays. Memorial Day through Labor Day.

We understand that you are extremely busy but we would love an opportunity to discuss this further. Thank you for your consideration.

Sincerely,

Nathaniel Bishop & Jim Champion
RyeBelles Restaurant & Bar

Attachment: RyeBelles (10849 : RyeBelles Restuant and Bar)



Agenda Item

TO: Members of the St. Joseph City Commission

FROM: Tim Zebell, City Engineer

RE: Safe Streets and Roads for All Grant

MEETING DATE: June 23, 2025

City staff is requesting to apply for a Safe Streets for All (SS4A) Grant in order to conduct a comprehensive review of transportation safety throughout the City for all users including vehicles, pedestrians, bicycles, and non-motorized users. The goal of the grant is to complete a Safety Action Plan that identifies measures to reduce or eliminate roadway fatalities and serious injuries. The grant would also give additional consideration to ADA pedestrian improvements and planned/potential non-motorized trail routes, and crossing and enhancements in school zones.

Abonmarche has provided a proposal outlining the scope of services and the associated fees to complete them. The major tasks include:

1. City-wide Crash Study
2. Road Safety Audit on Major Corridors
3. Road Safety Review on Minor Corridors
4. Local/Residential Streets Windshield Safety Review
5. Specific Safety Reviews on:
 - a. Pedestrian Accessibility
 - b. Non-Motorized Trail Routes
 - c. School Zones

If the City is awarded a grant, Abonmarche will also assist in meeting the SS4A requirements that include leadership and goal setting, planning structure through a group charged with implementation and oversight, safety analysis with the public and relevant stakeholders, policy and process changes, strategy and project selections, and progress and transparency methods. Additional descriptions of these are included in the attached proposal.

The proposed services will ultimately lead to the completion of a Safety Action Plan under the planning and demonstration grant criteria. The Safety Action Plan is required should the City apply for an implementation grant in the future.

The cost of the proposed services is \$300,000; the City match is 20% of that cost (\$60,000). Staff is not asking for approval to hire Abonmarche, this will be a future request if we are successful in obtaining a grant. The applications are due on June 26th with grant notifications anticipated in the fall of 2025. The grant agreement generally takes several months for processing, so work would

likely commence in early 2026. The grant allows up to five years for completion, our goal will be to finish the Safety Action Plan in a two-year timeframe.

Action Requested: To approve submitting a Safe Streets for All Grant application for the scope of services outlined in the proposal and grant application documents and to authorize the Assistant City Manager/City Engineer to sign the application on behalf of the City.

ATTACHMENTS:

- SS4A Application (PDF)
- 2025-06-03 St Joseph Road Safety proposal (PDF)

City of St. Joseph Comprehensive Safety Action Plan Narrative

Overview and Location

The City of St. Joseph is located in southwest Michigan, in Berrien County. It is easily accessed by I-94 and M-63 and it is a popular tourist destination due to the many recreation opportunities provided by Lake Michigan, and the St. Joseph and Paw Paw Rivers. I-94BL cuts through our downtown and we experience congestion during the summer months as pedestrians, cyclists and motorists converge on popular beach and shopping sites.

The City has approximately 13.32 miles of Major Streets and 29.74 miles of Local Streets in addition to two State trunklines, M-63 and I-94BL within its limits. The high injury network in the city includes M-63, I-94BL, Napier Ave, and Broad Street. Of those, the Michigan Department of Transportation (MDOT) has jurisdiction over I-94BL and M-63, but the remaining are city roads.

In the 2018-2022 period, the City of St Joseph had 907 reported crashes including 137 with injuries (per michigantrafficcrashfacts.org). The city had four (4) fatalities in the same period. Of them, three were related to drug/alcohol impairment, and one was a distracted driver hitting a pedestrian in a crosswalk. As part of a Safety Action Plan development, we will analyze existing conditions and contributing factors in accidents to develop methods to substantially reduce the number of deaths and serious injuries for all modes of travel in our transportation network.

Our city includes underserved community Districts 15 and 12. Additionally, it borders underserved districts 17 and 1A and there is frequent travel across these zones.

Safety Need and Impact

We will perform a citywide analysis of systemic and specific needs for all roadways in our system to understand contributing factors that cause injuries and fatalities, with concentration on a few areas in particular:

Downtown Traffic— several beaches in the city are popular destinations, particularly in the summer. Vehicle, bicycle and pedestrian traffic are heavy along beach routes and there are multiple conflict points between cars, pedestrians and bicyclists. This summer, the city has put a temporary traffic pattern at the county beach entrance in place to see if it increases safety and improves traffic flow. The city will review the results of this test as part of the analysis being completed for the Safety Action Plan.

Napier Avenue— Transportation options to cross the St. Joseph River are limited to a few bridges. Napier Avenue is a frequently traveled east/west route used to cross the river. Napier Avenue has a high accident rate. Contributing factors are multiple driveways, cross streets intersecting it, and no center turning lane. There is no shoulder on the bridge, so non-motorized vehicles do not have a safe, separated path of travel across the bridge. We need to examine safety improvements along this route so all modes of transportation can safely travel across the river.

M-63 from the south city limit to I-94BL Niles Avenue/M-63 – This four to five lane road is difficult to cross whether you are a car, pedestrian or cyclist and drivers frequently speed on it. The 1.25 mile corridor has only five crosswalks, and some have no pedestrian crossing signs associated with them. This corridor is highly traveled by cars, limiting the free flow of pedestrian and bicycle traffic across town. Collaborating with MDOT, we will identify potential safety improvements for this corridor so there are safe streets for all transportation modes.

City of St. Joseph Comprehensive Safety Action Plan Narrative

I-94BL, Main, Port and Ship Streets – I-94BL has an AADT of 18,754 through our downtown corridor and is one of the busiest roads in the community. MDOT is planning a reconstruction of these streets in 2027 and the city has been working closely with the agency to include safety improvements that reduce injuries and fatalities. This information will be reviewed as part of Safety Action Plan development.

Engagement and Collaboration

The City will use a grant award to contract with Abonmarche to assess street safety throughout city limits and create a comprehensive Safety Action Plan. Abonmarche will work with city staff, community members and MDOT to assess conditions. The project team will incorporate safety investigations, data collection, engagement and supplemental planning activities to create a Safe Streets and Roads for All Action Plan. The following activities will be performed:

City Wide Crash Study - This will include review and tabulation of the most recent 5 years of crash data, and review and identification of potential problem areas or intersections with recommendations for improvements.

Road Safety Audit on Major Corridors– this eight-step process is a multi-disciplinary team approach to review each corridor and prepare a Road Safety Audit (RSA) report in accordance with FHWA procedures.

Safety Review on Minor Corridors and Local Streets – Abonmarche staff will conduct less formal safety reviews on these corridors and identify potential safety issues for review and concurrence, as appropriate. The findings will be compiled into a report format that can be inserted into the SS4A Action Plan.

Supplemental Planning Activities

The following additional Supplemental Planning Activities will be conducted to inform the Action Plan

1. Pedestrian accessibility review. This will include a review of sidewalks, ADA access, crossings, conditions, etc. Potential low cost solutions such as colored crosswalks or creation of a citywide standard will be explored. A plan summarizing conditions and areas of improvement will be produced that will be included in the action plan that can aid **Policy and Process Changes and Strategy and Project Selections.**

2. Non-motorized trail routes – the project team will review its transportation network to identify potential non-motorized routes. **Engagement** with stakeholders will occur to understand safety challenges and needs. A non-motorized map, using the Master Plan as a base map, will be provided as part of the deliverables. This plan will help us **Collaborate** with surrounding communities a regional trail network and aid **Project Selection.**

3. School Zones – the project team will perform a review of walking routes, crossings, signage, etc, and produce a recommended improvement plan to inform potential **Policy and Process changes and Project Selections** in the Action Plan.

Project Readiness

The City would initiate steps to conduct supplemental planning and action plan activities immediately upon notification of grant award. It would plan to have a completed Action Plan within two years.

View Burden Statement

OMB Number: 4040-0004
Expiration Date: 11/30/2025**Application for Federal Assistance SF-424**

* 1. Type of Submission:

- ☐ Preapplication
- ☒ Application
- ☐ Changed/Corrected Application

* 2. Type of Application:

- ☒ New
- ☐ Continuation
- ☐ Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received:

06/26/2025

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name: City of St. Joseph

* b. Employer/Taxpayer Identification Number (EIN/TIN):

38-6004649

* c. UEI:

S67PYA9S1G35

d. Address:

* Street1:

700 Broad Street

Street2:

* City:

SAINT JOSEPH

County/Parish:

BERRIEN

* State:

MI: Michigan

Province:

* Country:

USA: UNITED STATES

* Zip / Postal Code:

49085-1276

e. Organizational Unit:

Department Name:

Engineering

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

* First Name:

Tim

Middle Name:

* Last Name:

Zebell

Suffix:

Title: Assistant City Manager/City Engineer

Organizational Affiliation:

* Telephone Number: 269-983-5541

Fax Number: 269-985-0346

* Email: tzebell@sjcity.com

Attachment: SS4A Application (10843 : Safe Streets and Roads for All Grant)

Application for Federal Assistance SF-424*** 9. Type of Applicant 1: Select Applicant Type:**

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

US DEPARTMENT OF TRANSPORTATION

11. Catalog of Federal Domestic Assistance Number:

20.939

CFDA Title:

SAFE STREETS AND ROADS FOR ALL

*** 12. Funding Opportunity Number:**

DOT-SS4A-FY25-01

* Title:

SAFE STREETS AND ROADS FOR ALL

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

City of St Joseph Comprehensive Safety Action Plan

Attach supporting documents as specified in agency instructions.

View Attachments

Attachment: SS4A Application (10843 : Safe Streets and Roads for All Grant)

Application for Federal Assistance SF-424**16. Congressional Districts Of:**

* a. Applicant

MI04

* b. Program/Project

MI04

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date: 01/01/2026

* b. End Date: 12/31/2027

18. Estimated Funding (\$):

* a. Federal	240,000.00
* b. Applicant	60,000.00
* c. State	0.00
* d. Local	0.00
* e. Other	0.00
* f. Program Income	0.00
* g. TOTAL	300,000.00

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- ☐ a. This application was made available to the State under the Executive Order 12372 Process for review on .
- ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☒ c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

☐ Yes ☒ No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)**

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix:

* First Name:

Tim

Middle Name:

* Last Name:

Zebell

Suffix:

* Title:

Assistant City Manager/City Engineer

* Telephone Number: 269-983-5541

Fax Number: 269-985-0346

* Email: tzebell@sjcity.com

* Signature of Authorized Representative:

* Date Signed:

Attachment: SS4A Application (10843 : Safe Streets and Roads for All Grant)

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C.1352

OMB Number: 4040-0013
Expiration Date: 02/28/2025

Review Public Burden Disclosure Statement

1. * Type of Federal Action: <input type="radio"/> a. contract <input checked="" type="radio"/> b. grant <input type="radio"/> c. cooperative agreement <input type="radio"/> d. loan <input type="radio"/> e. loan guarantee <input type="radio"/> f. loan insurance	2. * Status of Federal Action: <input type="radio"/> a. bid/offer/application <input checked="" type="radio"/> b. initial award <input type="radio"/> c. post-award	3. * Report Type: <input checked="" type="radio"/> a. initial filing <input type="radio"/> b. material change
4. Name and Address of Reporting Entity: <input checked="" type="radio"/> Prime <input type="radio"/> SubAwardee * Name: <input type="text" value="City of St. Joseph"/> * Street 1: <input type="text" value="700 Broad Street"/> Street 2: <input type="text"/> * City: <input type="text" value="Saint Joseph"/> State: <input type="text" value="MI: Michigan"/> Zip: <input type="text" value="49085-1276"/> Congressional District, if known: <input type="text"/>		
5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime: 		
6. * Federal Department/Agency: <input type="text" value="Office of the Secretary of Transportatio"/>	7. * Federal Program Name/Description: <input type="text" value="Safe Streets and Roads for All"/> CFDA Number, if applicable: <input type="text" value="20.939"/>	
8. Federal Action Number, if known: <input type="text"/>	9. Award Amount, if known:\$ <input type="text"/>	
10. a. Name and Address of Lobbying Registrant: Prefix <input type="text"/> * First Name <input type="text" value="NA"/> Middle Name <input type="text"/> * Last Name <input type="text" value="NA"/> Suffix <input type="text"/> * Street 1: <input type="text"/> Street 2: <input type="text"/> * City: <input type="text"/> State: <input type="text"/> Zip: <input type="text"/>		
b. Individual Performing Services (including address if different from No. 10a) Prefix <input type="text"/> * First Name <input type="text" value="NA"/> Middle Name <input type="text"/> * Last Name <input type="text" value="NA"/> Suffix <input type="text"/> * Street 1: <input type="text"/> Street 2: <input type="text"/> * City: <input type="text"/> State: <input type="text"/> Zip: <input type="text"/>		
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.		
* Signature: * Name: Prefix <input type="text"/> * First Name <input type="text" value="Tim"/> Middle Name <input type="text"/> * Last Name <input type="text" value="Zebell"/> Suffix <input type="text"/> Title: <input type="text" value="Assistant City Manager/City Engineer"/> Telephone No.: <input type="text" value="269-983-5541"/> Date: <input type="text"/>		

BUDGET INFORMATION - Non-Construction Programs

OMB Number: 4040-0006
Expiration Date: 02/28/2025

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.	20.939	\$	\$	\$	\$	\$ 300,000.00
2.						
3.						
4.						
5. Totals		\$	\$	\$ 240,000.00	\$ 60,000.00	\$ 300,000.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
a. Personnel	\$	\$	\$	\$	\$
b. Fringe Benefits					
c. Travel					
d. Equipment					
e. Supplies					
f. Contractual		300,000.00			
g. Construction					
h. Other					
i. Total Direct Charges (sum of 6a-6h)		300,000.00	0.00	0.00	\$
j. Indirect Charges					\$
k. TOTALS (sum of 6i and 6j)	\$	300,000.00	\$	0.00	\$
7. Program Income	\$	\$	\$	\$	\$

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Prescribed by OMB (Circular A-102) Page 1A

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SECTION C - NON-FEDERAL RESOURCES

(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8.	\$ 60,000.00	\$ 0.00	\$ 0.00	\$ 60,000.00
9.				0.00
10.				0.00
11.				0.00
12. TOTAL (sum of lines 8-11)	\$ 60,000.00	\$ 0.00	\$ 0.00	\$ 60,000.00

SECTION D - FORECASTED CASH NEEDS

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$	\$	\$	\$	\$
14. Non-Federal	\$				
15. TOTAL (sum of lines 13 and 14)	\$	\$	\$	\$	\$

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16.	\$	\$	\$	\$
17.				
18.				
19.				
20. TOTAL (sum of lines 16 - 19)	\$	\$	\$	\$

SECTION F - OTHER BUDGET INFORMATION

21. Direct Charges:		22. Indirect Charges:	
23. Remarks:			

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE Assistant City Manager/City Engineer
APPLICANT ORGANIZATION City of Saint Joseph	DATE SUBMITTED

Standard Form 424B (Rev. 7-97) Back



June 3, 2025

Mr. Tim Zebell, PE
 Assistant City Manager/City Engineer
 City of St. Joseph
 700 Broad Street
 St. Joseph, MI 49085

**Re: PROPOSAL FOR PROFESSIONAL SERVICES
 City of St. Joseph – Safe Streets and Roads for all Grant**

Dear Mr. Zebell,

Abonmarche is pleased to present this proposal for professional engineering services for completing a Road Safety Action Plan in accordance with the requirements of the Safe Streets and Roads for All (SS4A) Grant Program. Abonmarche is uniquely qualified to perform this work as Tim Drews is certified by the Transportation Professional Certification Board as a Professional Traffic Operations Engineer (PTOE) and Level 1 Road Safety Professionals (RSP₁) – one of only 10 in the State of Michigan.

We understand that the City of St. Joseph desires to apply for a SS4A grant with assistance from Abonmarche in June of 2025, with anticipated award announcements in late fall 2025, and work commencing in 2026. According to SS4A grant documentation, the minimum City match will be 20% of the total project amount. We also understand that this proposal will only be valid contingent on successful award of the SS4A grant.

The following will detail our understanding, scope of services and fees to complete this project.

PROJECT UNDERSTANDING

The SS4A program will allow for a comprehensive review of transportation safety throughout the City. The grants are separated into two categories – Planning and Demonstration Grants and Implementation Grants. Applicants are not eligible to apply for Implementation grants until they have successfully completed a Safety Action Plan – which is the scope of this proposal. The goal of a Safety Action plan is to reduce or eliminate roadway fatalities and serious injuries. The Safety Action Plan requirements are described below but will include safety reviews for all road users (vehicles, bicycles and non-motorized users & pedestrians) with additional considerations for specific ADA pedestrian improvements, planned or potential non-motorized trail routes and crossings, and enhancements in school zones.

The current City Act 51 map shows 13.32 miles of Major Streets and 29.74 miles of Local Streets in addition to two State trunklines, M-63 and I-94BL. The grant guidance document encourages analysis for all roadways within a jurisdiction regardless of ownership. With that in mind, we anticipate that M-63 from the south city limit to I-94BL would be included in the study with MDOT's concurrence and participation. Conversely, MDOT is in the process of designing, and has spent significant time and resources in planning for the reconstruction of I-94BL (Main, Port and Ship Streets) and we would not include those streets in the study. In our opinion, the streets in the City should be classified into three (3) categories for this analysis - which will dictate the level of effort for review and analysis in each category. We will work with the city to define which streets are included in each category.

1. Major corridors – These are the most significant and heavily traveled routes and likely will include most of the streets designated as “Major Streets” on the City's Act 51 map.
2. Minor corridors – These will include the remaining Major Streets and other routes that serve as more than just residential access.
3. Local / Residential streets – These are the streets that are residential in nature and do not serve “through traffic”

To meet the SS4A requirements, the following components are required as a minimum for an Action Plan:

- **Leadership commitment and goal setting** that includes a goal timeline for eliminating roadway fatalities and serious injuries.
- **Planning structure** through a committee, task force, implementation group, or similar body charged with oversight of the Action Plan development, implementation, and monitoring.
- **Safety analysis** of the existing conditions and historical trends that provides a baseline level of crashes involving fatalities and serious injuries across a jurisdiction, locality, Tribe, or region.
- **Engagement and collaboration** with the public and relevant stakeholders, including the private sector and community groups, that allows for both community representation and feedback.
- **Policy and process changes** that assess the current policies, plans, guidelines, and/or standards to identify opportunities to improve how processes prioritize transportation safety.
- **Strategy and project selections** that identify a comprehensive set of projects and strategies, shaped by data, the best available evidence and noteworthy practices, as well as stakeholder input and equity considerations, that will address the safety problems described in the Action Plan.
- **Progress and transparency methods** that measure progress over time after an Action Plan is developed or updated, including outcome data.



SCOPE OF SERVICES

Our Scope of Services to complete this project are proposed for each of the categories of review as follows:

City-wide Crash Study

This will include review and tabulation of the most recent 5 years of crash data, and review and identification of potential problem areas or intersections with recommendations for improvements. Tasks include:

- a. Download of UD-10 Crash Reports from the Michigan Traffic Crash Facts website
- b. Review and tabulation of crash data
- c. Preparation of collision diagrams
- d. Geolocating crashes and preparation of crash maps identifying locations of specific crash types (fatalities, injuries, bicycle/pedestrian, etc.)
- e. Review of crash patterns and recommendations for improvements

Category 1 – Major Corridors

Road Safety Audit – this eight-step process is a multi-disciplinary team approach to review each corridor and prepare a Road Safety Audit (RSA) report in accordance with FHWA procedures. The eight steps are as follows:

- f. Identify Project
- g. Select RSA Team – We would intend this to include Abonmarche staff, the Assistant City Manager/City Engineer, the Assistant City Engineer/GIS-CMMS Coordinator, a DPW representative, a public safety representative (if possible) and others such as a St. Joseph Public Schools representative as deemed applicable.
- h. Conduct a start-up meeting – identify roles, communicate the RSA process, scope and opportunities.
- i. Perform field reviews – field review with the group, documentation including photographs and sketches, prompt list
- j. Conduct RSA analysis – compile/inventory information gathered, identify and prioritize safety issues, compose preliminary findings
- k. Present preliminary RSA findings to City Commission – we anticipate this to happen at 1 or 2 meetings/workshops with the Commission at relevant times that make sense.
- l. Prepare formal response – identify and respond to the findings
- m. Plan for implementation of the findings
- n. The findings will be compiled into a report format that can be inserted into the SS4A Action Plan.



Category 2 – Minor Corridors

Road Safety Review – Abonmarche and available city staff will conduct a less formal safety review of these corridors and identify potential safety issues for review and concurrence, as appropriate. The findings will be compiled into a report format that can be inserted into the SS4A Action Plan.

Category 3 – Local / Residential Streets

Windshield Safety Review – Abonmarche staff will drive these streets and identify general safety concerns/issues that should be addressed in a tabular letter style report for inclusion in the SS4A Action Plan.

Specific Safety Reviews

City staff have identified several specific safety issues that will be addressed in the Safety Action Plan:

1. Pedestrian accessibility (Review of sidewalks, ADA access, crossings, etc.)
2. Non-motorized trail routes (a non-motorized map, using the Master Plan as a base map, will be provide as part of the deliverables).
3. School Zones (Review of walking routes, crossings, etc.)

SS4A Action Plan

Upon completion of the safety reviews, data will be compiled for transmittal to the City to prepare the final SS4A action plan. We will assist on a time and materials basis as needed including participating in stakeholder and public meetings to comply with the guidelines presented above if desired.

FEES

Abonmarche shall receive as payment for the work performed under this contract the total lump sum amount for each task listed below.

• City-wide Crash Study	\$ 50,000
• Road Safety Reviews/Analysis	\$170,000
• SS4A Action Plan	\$ 50,000
• Miscellaneous Services (Project Management, grant compliance/reimbursement support, meetings, etc.)	<u>\$ 30,000</u>
Total	\$300,000

The anticipated SS4 grant will pay 80% (\$240,000) of the fee with the remaining 20% (\$60,000) coming from the City Street Funding.



The fees will be charged on a time and material basis, not to exceed a total of \$300,000 without prior authorization from the City. We understand that approval of the proposal is contingent upon, and will not occur until the City is awarded the grant.

SCHEDULE

The grant timeline for completion of the Action Plan can be variable, but is required to be completed within five (5) years of the grant award. We want to be cognizant of city staff availability and workload, but also want to keep momentum for the project. With that in mind, we propose that the project be completed in a 24 month window. Assuming that the project begins in January of 2026, the following schedule is anticipated.

<u>Task</u>	<u>Completion Date</u>
Project Initiation	Jan. 2026
City-wide crash study	Jan. – Mar. 2026
Road Safety Reviews/Analysis*	Apr. 2026 – Jun. 2027
Draft SS4A Action Plan	Jul. 2027 – Oct. 2027
Final SS4A Action Plan	Oct. 2027 – Dec. 2027

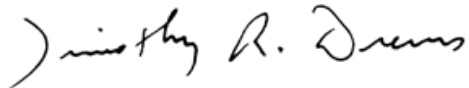
We anticipate approximately 4-6 hours per month for designated city staff for safety reviews, meetings, etc.

AUTHORIZATION

Thank you for the opportunity to present this proposal. Should you have any questions or comments, please contact me at 269.926.4550 or tdrews@abonmarche.com.

Sincerely,

ABONMARCHE CONSULTANTS, INC.



Timothy R. Drews, PE, PTOE, RSP
 Chief Control Officer





Agenda Item

TO: Members of the St. Joseph City Commission

FROM: Greg Grothous, Director of Public Works

RE: Dump Truck Retro Fit

MEETING DATE: June 23, 2025

The engine in one of our dedicated salt trucks failed last winter and requires a new motor.

The manufacturer believes the failure was the result of the low amount of use on the engine and recommended retrofitting of the truck, by removing the existing DVS body and installing a traditional dump body with a V-box insert for winter operations.

With that information, staff contacted Truck & Trailer Specialties, the MiDeal vendor for large truck outfitting, for a proposal to retrofit the truck to a traditional dump body with a V-box insert. The MiDeal pricing from Truck and Trailer for this work is \$64,789.

This conversion will make the truck more versatile and allow more regular use of the truck, as opposed to its current use specialized to winter operations only. For example this truck (2012) has just over 34,000 miles on it while a more flexible truck of a similar age truck (2010) has in excess of 80,000 miles on it.

It should be noted that the funding for this work was approved as part of the 2025/2026 budget and is under budget. With the long lead time for installation (10-12 months) staff is bringing this forward to lock in the pricing and get us on the schedule ASAP.

Action Requested: Please consider a motion to accept the proposal from Truck and Trailer Specialties of Dutton MI in the amount of \$64,789 to be paid from the Motor Pool fund and authorize the City Manager to execute the appropriate documents on behalf of the City.

ATTACHMENTS:

- Truck & Trailer Retro Fit Quote (PDF)

Truck & Trailer Specialties
 3286 Hanna Lake Ind. Park Dr.
 Dutton, MI. 49316
 Phone 616-698-8215, Fax 616-698-0972
 Quote No. DQO005567

St. Joseph City
 Attn: Greg Grothous
 (269) 985-0309
 June 12, 2025



State Contract Hyperlink No: [240000000167](#)

Equipment Quotation

Chassis info: International SA, Monroe 10' DVS body, 102" cab to axle

Remove existing Monroe 10' DVS body including the following:

Remove 10' DVS body, hoist, and rear hinge and set aside for customer pickup

Install Crysteel 10' Stainless Steel Select Dump body including the following:

10' Long, 87" inside width, 99" outside width
 Front style: straight, height: 40", material 7 ga. 201 stainless steel
 Standard 1/2 cab shield, 10 ga. 201 stainless steel
 Side style: single panel with rub rail, pressed horizontal
 Side Height: 32" front/rear, constructed of 7ga. 201 stainless steel
 Sideboard pockets, no sideboards are included
 Rear style: straight, height: 38", material: 7 ga. 201 stainless steel
 Tailgate: 6 panel, air release, 2 1/2" thick
 Offset hinges are 1-1/2" flame cut steel
 Upper hinge pin is 1-1/2", lower pin is 1-1/4"
 Adjustable tailgate latches, fingers are 1" flame cut steel
 Dirt shedding top rails, pillars, and tailgate
 Frame style: 9" Western Tubular, Crossmemberless understructure
1/4" AR450 steel floor
 Frame material: 1/4" A1011 steel
 Rear pillar width: 14"
 Two (2) Oval light-hole cut outs in each rear pillar post
 Banjo style chain slot brackets
 Body is 100% continuously welded
 Two (2) fixed stainless steel steps above the rear drive tires, one each side
 Install four (4) stainless steel formed channel brackets, two each side of the dump body,
 one towards the front, and one towards the rear of body for use with securing V-box
 Mud flaps installed in front and rear of drive tires

Crysteel Model RC860 underbody hoist including the following:

NTEA Performance Class 60
 Double acting cylinder
 50-degree dump angle
 Hoist pivot points to have grease extensions run to outside of subframe for ease of servicing
 Single body prop to support empty body weight
 New greaseable rear hinge assembly

Crysteel Warranty:

Attachment: Truck & Trailer Retro Fit Quote (10847 : Dump Truck Retro Fit)

Truck & Trailer Specialties

3286 Hanna Lake Ind. Park Dr.

Dutton, MI. 49316

Phone 616-698-8215, Fax 616-698-0972

Quote No. DQO005567

Warranty will cover the dump body, hoist, and air cylinder for defective material and/or workmanship at a rate of 100% for the first (3) years, and at a rate of 50% for years 4 and 5

Install Roll-Rite Heavy Duty Mesh Tarp System including the following:

High torque electric motor with aluminum wind deflector

Aluminum tarp and tension bows

30-degree elbows for loader clearance

Aluminum 3 spring pivot

16' black mesh tarp

In cab control switch installed on existing custom center console

Install Monroe Model MCV-120-84-50, 201SS V-box Spreader including: (DQO005510 for V-box and tip-up spinner)

10' hopper length, 84" width, 50" height

201 Stainless steel hopper (5.2 cubic yard capacity)

Body is 100% continuously welded

10 ga. 201SS hopper with 45-degree sloped sides

7 ga. 201 stainless steel longsills

3/16" replaceable 201 stainless steel floor

7 ga. 201 stainless bolt in chain shields

Pintle chain with 3/8"x1 1/2" crossbars on every other chain link

50:1 gearbox

No application rate sensor, set up for open loop

Mild steel top grates constructed of 3/8" rod, powder coated black in color 7 gauge

12" x 18" feed gate with self-locking screw type jack

(4) heavy duty lift loops, one at each corner

Bearing grease extension kit ran to the rear of the body

Adjuster kit ran to rear so chain adjustments can be made from rear of the truck

201 Stainless steel tailgate latch

Stainless steel runner kit installed under V-box to aid in wash out

4 bolt on type steel winches and nylon straps for securing sander in dump body

Plumbed with stainless steel hydraulic quick couplings

Install Monroe Tip-up Styler Spinner including:

10 ga. stainless steel rear spinner housing with adjustable baffles,

20" **poly** spinner disc and 3.2 CID White motor

Top mounted hydraulic spinner motor with a seal saver

No hand winch

Install jumper hoses with stainless steel hydraulic quick couplers

Hydraulic System modifications to include the following:

Utilize existing valve sections for hoist, conveyor, and spinner

Remove existing hydraulic plumbing for hoist and replace with new

Remove existing hydraulic hoses on the rear side of the stainless-steel piping only for the conveyor and spinner circuits and replace with new

All necessary hoses and fittings will be Parker-type

Install 1/2" stainless-steel hydraulic quick couplers at the rear, mounted under the dump hinge

Attachment: Truck & Trailer Retro Fit Quote (10847 : Dump Truck Retro Fit)

Truck & Trailer Specialties

3286 Hanna Lake Ind. Park Dr.

Dutton, MI. 49316

Phone 616-698-8215, Fax 616-698-0972

Quote No. DQO005567

Top off the hydraulic tank fluid level with AW32 hydraulic fluid as needed

Install Custom Lighting and Electrical including the following:

SoundOff LED amber/green Pinnacle mini light bar #EPL71PDAC mounted front side of cab shield using stainless steel mounting bracket with stainless steel brush guard, centered, mounted high enough for 360-degree viewing

6" oval light hole cutouts in rear pillars of dump body to house the following, one each side:

Top position: SoundOff LED amber/green flasher/strobe

Bottom position: SoundOff LED stop/turn/taillights

Existing in-cab strobe light switches to be utilized

All marker lights to be LEDs

Maxxima LED work light for spinner installed to the lower portion of the driver's side dump body rear pillar, existing in-cab switch to be utilized

Install new wiring for body mounted lighting to the junction box

New Betts junction box mounted at the rear

New Back up alarm

Install Proximity switch and LED "body up" indicator light mounted on the dash

Existing Rexroth CS420 spreader controller to remain in the cab

Paint/Miscellaneous:

Paint hoist, underside of dump body, and any bare metal black in color

Does **not** include any sandblasting/painting of chassis frame – touch up only as needed

No rear hitch plate

Above Installed Price: \$64,789.00 ea.

Changes from previous quote:

RC860 hoist in lieu of discontinued RC750

Included V-Box in spec's as it was quoted separately before

Lead time: 10-12 Months ARO

Payment Terms: Net 30

Pricing good for: 30 days

Thank you for the opportunity to Quote

Submitted by:

Chad Veenstra/Mike Bouwman

Attachment: Truck & Trailer Retro Fit Quote (10847 : Dump Truck Retro Fit)



Agenda Item

TO: Members of the St. Joseph City Commission

FROM: Kelly Ewalt,

RE: MDOT Maintenance Contract

MEETING DATE: June 23, 2025

As part of the installation of the new wayfinding signage, the City needs to have a maintenance contract with MDOT, as part of the MDOT Right of Way permit for the signs that are to be installed on Main Street.

The contract has been reviewed by the City Attorney.

Action Requested: To approve the MDOT Contract 25-5305 Wayfinding Signage Maintenance Agreement and direct the City Manager to sign the contract on behalf of the City.

ATTACHMENTS:

- P110220_25-5305 (PDF)
- Resolution APPROVAL OF MDOT CONTRACT P110220_250-5305 (PDF)

PERMIT
SPECIAL TRUNKLINE
MAINTENANCE

DA
Control Section 11053; 11012
Permit Reference Number 110220
Contract 25-5305

THIS Contract is made by and between the MICHIGAN DEPARTMENT OF TRANSPORTATION, hereinafter referred to as the "DEPARTMENT"; and the CITY OF ST. JOSEPH, a Michigan municipal corporation, hereinafter referred to as the "AGENCY"; for the purpose of fixing the rights and obligations of the parties in agreeing to the maintenance and operation way finding signs installed by the AGENCY.

WITNESSETH:

WHEREAS, the AGENCY is proposing the installation of way finding signs within the trunkline roadway right-of-way (ROW); and

WHEREAS, the DEPARTMENT has determined it to be acceptable to have the AGENCY construct the proposed work which is hereinafter referred to as the "PROJECT" and are further described and located as follows:

Wayfinding sign installation work along Highway M-63 from the south city limit to the north city limit; together with necessary related work, located within the corporate limits of the AGENCY; and

WHEREAS, the AGENCY will be responsible for the entire cost of the PROJECT; and

WHEREAS, the parties hereto have reached an understanding with each other regarding the performance of the PROJECT work and the maintenance and operation of the facility to be constructed as the PROJECT and desire to set forth this understanding in the form of a written Contract.

NOW, THEREFORE, in consideration of the premises and of the mutual undertakings of the parties and in conformity with applicable law, it is agreed:

1. The AGENCY will construct the PROJECT at no cost to the DEPARTMENT.
2. The AGENCY shall cause to be performed all the PROJECT work as defined in the permit obtained from the DEPARTMENT. It is understood that portions or all of the PROJECT work will be placed under contract by the AGENCY. The performance of the PROJECT work will be subject to the conditions established in PERMIT REFERENCE NUMBER 110220.

3. Upon completion of construction, the AGENCY will, at its sole cost and expense, inspect, maintain and operate the facility constructed as the PROJECT in accordance with all applicable Federal and State laws and regulations, including, but not limited to, Title II of the Americans with Disabilities Act (ADA), 42 USC 12131 et seq., and its associated regulations and standards, and DEPARTMENT Road and Bridge Standard Plans and the Standard Specifications for Construction. All future maintenance activities will require a ROW construction permit from the DEPARTMENT. The AGENCY shall conform with all DEPARTMENT permit requirements for any work to be performed within the state trunkline ROW. As built plans will be provided to the Coloma Transportation Service Center.

- A. The AGENCY agrees that the PROJECT location will be maintained so as to assure that any Trunkline facilities, structures and the area within the Trunkline ROW boundaries will be kept in good condition, both as to safety and appearance. All unauthorized drawings, graffiti and vandalism shall be removed by the AGENCY at no cost the DEPARTMENT. The maintenance of the facilities by the AGENCY will be accomplished in a manner so as not to cause interference with the reconstruction, maintenance or operation of the Trunkline facility and ROW.
- B. The DEPARTMENT reserves the right to enter the PROJECT location for the purpose of inspection, maintenance or reconstruction of the Trunkline facility when necessary. Additionally, the DEPARTMENT reserves the right to access the PROJECT location as deemed necessary for inspection relating to the DEPARTMENT'S interests. Such inspections are made for the DEPARTMENT'S own purposes and shall not relieve AGENCY of its duties and obligations under the terms of this Contract. Any deficiencies discovered will be corrected or repaired by the AGENCY at no cost to the DEPARTMENT.
- C. Prior to occupancy and/or use of the PROJECT location, the DEPARTMENT will inspect and approve the construction of the PROJECT.

4. The parties hereto agree to comply with all applicable requirements of the Natural Resources and Environmental Protection Act, 1994 P.A., 451, MCL 324.01 et. Seq. for all PROJECT work performed under this Contract and future maintenance work, and the AGENCY shall require its contractors and subcontractors to comply with the same.

5. The AGENCY will not store, allow the storage of or discharge of any radioactive, toxic, flammable, poisonous, explosive or other dangerous, hazardous materials, or waste on the said premises. In addition, the AGENCY will not permit objectionable smoke, fumes, vapors, or odors to rise above the grade line of the Trunkline. No signs, displays or devices may be erected on the ROW for the PROJECT unless specified herein or approved by the DEPARTMENT.

6. It is expressly understood and agreed that in case of non-performance of any of the covenants herein made by the AGENCY and after said AGENCY has been furnished written notice of same by the DEPARTMENT and has been granted a reasonable period of time as determined by the DEPARTMENT for performance or correction thereof, this Contract shall be terminated and said AGENCY shall lose and be barred from all rights, remedies, and actions both at law and in equity upon or under this Contract.

7. It is expressly understood that use of the trunkline ROW is subject to the paramount right of the DEPARTMENT and that upon a determination by the DEPARTMENT that such ROW is required for the construction, operation, and/or maintenance of any present or proposed trunkline or trunkline use, this Contract may be terminated at the discretion of the DEPARTMENT and the facility constructed as the PROJECT may be removed without reimbursement to the AGENCY.

8. Upon termination of this Contract, the AGENCY will peacefully yield up said PROJECT in as good order and condition as when delivered to the AGENCY at no cost to the DEPARTMENT. In the event this Contract is terminated and if the DEPARTMENT deems it necessary to request the removal of any facility occupying the premises, such removal shall be accomplished by the AGENCY in a manner as prescribed by the DEPARTMENT, at no cost to the DEPARTMENT or the Federal Highway Administration.

9. Any removal or modification of the facilities of the AGENCY, when necessary for Trunkline purposes, shall be performed by the AGENCY at no cost to the DEPARTMENT. Upon failure to so perform, the DEPARTMENT at its discretion may perform such work at the cost of the AGENCY or terminate this Contract.

10. The AGENCY recognizes and acknowledges that private and/or public utility companies may require the modification of the AGENCY'S facilities and it shall cooperate with the utility when requested by the DEPARTMENT at no cost to the DEPARTMENT, or interference with the Trunkline ROW and Trunkline facility.

11. It is understood that if the AGENCY discontinues, abandons or changes the usage of the PROJECT ROW, then this Contract shall be terminated and the DEPARTMENT shall have the right to immediately remove the facility constructed as the PROJECT without reimbursement to the AGENCY.

12. Each party to this Contract will remain responsive for any and all claims arising out of its own acts and/or omissions during the performance of the Contract, as provided by this Contract or by law. In addition, this is not intended to increase or decrease either party's liability for or immunity from tort claims. This Contract is also not intended to nor will it be interpreted as giving either party a right of indemnification, either by contract or by law, for claims arising out of the performance of this Contract.

13. This Contract shall become binding on the parties hereto and of full force and effect upon the signing thereof by the duly authorized officials for the AGENCY and for the DEPARTMENT and upon the adoption of a resolution approving said Contract and authorizing the signatures thereto of the respective officials of the AGENCY, a certified copy of which resolution shall be attached to this Contract.

IN WITNESS WHEREOF, the parties hereto have caused this contract to be executed as written below.

CITY OF ST. JOSPEH

MICHIGAN DEPARTMENT
OF TRANSPORTATION

By _____
Title:

By _____
Department Director MDOT

By _____
Title



Attachment: P110220_25-5305 (10845 : MDOT Maintenance Contract)

**APPROVAL OF MDOT CONTRACT 25-5305 WAYFINDING SIGNAGE
MAINTENANCE AGREEMENT**

WHEREAS, the AGENCY is proposing the installation of wayfinding signs within the trunkline roadway right-of-way (ROW); and

WHEREAS, the DEPARTMENT has determined it to be acceptable to have the AGENCY construct the proposed work which is hereinafter referred to as the "PROJECT" and are further described and located as follows:

Wayfinding sign installation work along Highway M-63 from the south city limit to the north city limit; together with necessary related work, located within the corporate limits of the AGENCY; and

WHEREAS, the AGENCY will be responsible for the entire cost of the PROJECT; and

WHEREAS, the AGENCY has reviewed the proposed Special Trunkline Maintenance Contract 25-5305 submitted by the DEPARTMENT with the terms and conditions required to allow the AGENCY to install and maintain wayfinding signage within the trunkline roadway right-of- way (ROW). NOW, THEREFORE, BE IT RESOLVED, that the City Commission approves the Special Trunkline Maintenance contract between the City of St. Joseph and the Michigan Department of Transportation Commission (MDOT Contract 25-5305, Permit Reference Number 110220) to install and maintain the approved wayfinding signage in the Right of Way on Main Street, and authorizes the City Manager to sign the contract on behalf of the City.

Adopted this 23rd day of June, 2025.

BY: _____
Emily W.N. Hackworth, City Manager

ATTEST: _____
Abby Bishop, City Clerk

Attachment: Resolution APPROVAL OF MDOT CONTRACT P110220_250-5305 (10845 : MDOT Maintenance Contract)



Agenda Item

TO: Members of the St. Joseph City Commission

FROM: Laurie Schmidt, City Attorney

RE: Memorandum of Understanding- Four Flags Properties

MEETING DATE: June 23, 2025

Four Flags Properties, Inc. (“Four Flags”) owns property at 3425 Lakeshore Drive, which has three multiple-family residential apartment buildings with 92 units, referred to as “Lookout Point.” Four Flags purchased three residential parcels on Lakeshore Drive adjacent to Lookout Point. The City approved rezoning the three properties from an R-1A Single Family Residence District to an R-3 Multiple Family Residence District in October, 2024. Four Flags combined the three parcels, now identified as 3363 Lakeshore Drive, and is in the process of developing multiple-family residential apartments on the site (“Lookout Point II”).

The City owns a vacant L-shaped parcel off Kerth and Hill Streets and running east of and parallel to the southerly portion of Four Flag’s property (“City Parcel”). The City Parcel is narrow and extends between several R-1 Single Family Residence District parcels on the west and an I-1 Industrial District parcel to the east, as shown in the attached aerial. The City does not have, nor does staff foresee, a public use or benefit in retaining ownership of the City Parcel.

Four Flags needs new domestic water and fire services to Lookout Point II. The existing public water main runs along Lakeshore Drive, a state highway. The current water main is 6” in diameter, highly tuberculated, and has a history of water main breaks resulting in fire flow capacity and reliability concerns.

As part of the design and construction planning for Lookout Point II, Four Flags and the City are collaborating on the most efficient route for the new water service, and a potential alternate vehicular access to the property on which Lookout Point II will be situated. The City Parcel is a viable location for the City to locate a public water main from which private connections can be made to provide water to the Lookout Point II property, and potentially to other nearby properties.

The new water main is proposed to connect at the water main near the Kerth and Hill Street intersection and proceed westerly following the bend of the City parcel to connect to the City water main on Lakeshore Drive near the northwesterly corner of the Lookout Point II parcel. Use of the City Parcel may also enable Lookout Point II to have alternate ingress and egress from a local street if Four Flags chooses to pursue such alternative access in the future.

As part of the planning process, City staff and Four Flags representatives discussed transferring the City parcel to Four Flags, and Four Flags then granting the City a utility easement on the parcel. A Memorandum of Understanding (“MOU”) was drafted for the City Commission’s review.

The key terms of the MOU provide that Four Flags will pay all costs of designing and constructing the new water main, as approved by the City Engineer, and will obtain an appraisal of the City parcel. Upon acceptance of the new water main, the City will convey the parcel to Four Flags, and Four Flags will grant the City a utility easement on the parcel.

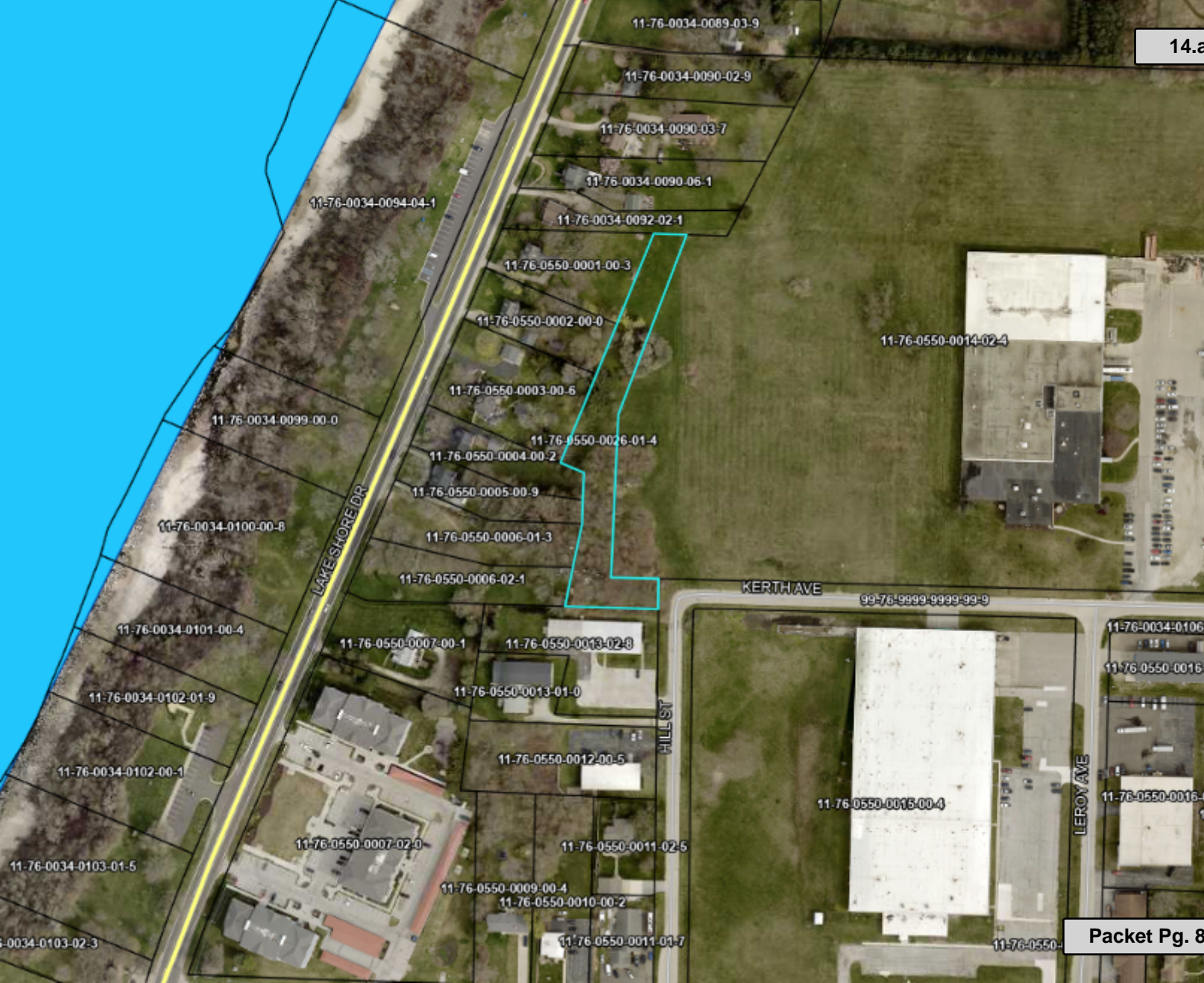
Based on the information available at this time, it appears that when coupled with improved water system reliability and fire flows to the Lookout Point II, the value of the property is commensurate with the costs and expenses that Four Flags will incur for the design and construction of the new water main, and the impact of the easement encumbrance on the parcel. However, the parties will negotiate a purchase price for the City parcel if its value is more than 150% of the cost of the new water main.

City staff believes it is in the interest of public health, safety, and welfare to locate the new utility line as proposed and to convey the City parcel to Four Flags, subject to receiving an easement for the public utilities.

Action Requested: To approve the proposed Memorandum of Understanding for Public Water Main and Grant of easement between the City and Four Flags Properties, Inc. subject to non-substantive changes approved by the City Engineer and City Attorney, and authorize the City Manager to sign the agreement on the City's behalf.

ATTACHMENTS:

- Screenshot 2025-05-14 162728 City parcel (PNG)
- City of St. Joseph - MOU (Public Water Development and Grant of Easement)(5.29.25)(REV20250619) (PDF)



MEMORANDUM OF UNDERSTANDING FOR PUBLIC WATER MAIN AND GRANT OF EASEMENT

This Memorandum of Understanding (the "MOU") is made and entered into as of this the date of full execution hereof, by and between the **City of St. Joseph** ("City"), a Michigan municipal corporation, whose address is 700 Broad Street, St. Joseph, Michigan, 49085; and **Four Flags Properties, Inc.**, a Michigan corporation, whose address is 100 Corewell Drive NW, Mail Code 6481, Grand Rapids, Michigan 49503 ("Four Flags"), and provides as follows:

RECITALS

Four Flags owned property located at 3425 Lakeshore Drive, St. Joseph, Michigan, which was the site of a former long-term care facility. In 2015, the property was rezoned from an R-1A Single-Family Residence District to an R3 Multiple Family Residence District with a conditional zoning agreement with the following three certain conditions: 1) no manufactured housing; 2) west building setback of 30'; and 3) north building setback of 30.' Four Flags redeveloped the property and constructed three multiple-family residential apartment buildings with 92 dwelling units and 186 parking spaces ("**Lookout Point**"). The development was successful and Four Flags saw a demand for additional housing.

Four Flags purchased three contiguous residential parcels adjacent to Lookout Point, which had the common addresses of 3329, 3363, and 3403 Lakeshore Drive, St. Joseph, Michigan, respectively. On October 14, 2024, the City approved rezoning the three properties from an R-1A Single Family Residence District to an R-3 Multiple Family Residence District, effective October 24, 2024. Four Flags combined the three parcels, now identified as 3363 Lakeshore Drive, and is in the process of developing approximately 56 Unit multiple-family residential apartments on the site ("**Lookout Point II**"). The total area of the three parcels is approximately 2.24 acres.

The City owns a vacant L-shaped parcel, tax identification number 11-76-0550-0026-01-4, off Kerth and Hill Streets and running east of and parallel to the southerly portion of Four Flag's property ("**City Parcel**"). The City Parcel is narrow and extends between several R-1 Single Family Residence District parcels on the west and an I-1 Industrial District parcel to the east. The City does not have nor foresee a public use or benefit in retaining ownership of the City Parcel. An overview showing the City Parcel is attached hereto and incorporated as **Exhibit A**.

Four Flags needs new domestic water and fire services to "Lookout Point II." The existing public water main runs along Lakeshore Drive, a state highway. The current water main is 6" in diameter, highly tuberculated, and has a history of water main breaks resulting in fire flow capacity and reliability concerns.

As part of the design and construction planning for Lookout Point II, Four Flags and the City are collaborating on the most efficient route for the new water service, and a potential alternate vehicular access to the property on which Lookout Point II will be situated. The City Parcel is a viable location for the City to locate a public water main from which private connections can be made to provide water to the Lookout Point II property, and potentially to other nearby properties.

Four Flags has agreed to assume full responsibility for all costs solely to the extent associated with the initial design and construction of the new water main.

The new water main is proposed to connect at the water main near the Kerth and Hill Street intersection and proceed westerly following the bend of the City parcel to connect to the City water main on Lakeshore Drive near the northwesterly corner of the Lookout Point II parcel (“**new utility line**”). Use of the City Parcel may also enable Lookout Point II to have alternate ingress and egress from a local street should Four Flags choose to pursue such alternative access in the future.

Both parties agree that it is in their respective best interests and in the interest of public health, safety, and welfare, to locate the new utility line as proposed and to convey the City parcel to Four Flags, subject to an easement for public utilities. The parties believe the fair market value of the City parcel coupled with improved water system reliability and fire flows to the Lookout Point II property is commensurate with the costs and expenses that Four Flags will incur for the design and construction of the new water main, and the impact of the easement encumbrance on the parcel.

TERMS AND CONDITIONS

The parties have discussed this matter in detail and the City agrees to convey title to the City Parcel to Four Flags, contingent on and subject to the following terms and conditions:

1.) Four Flags will obtain an assessment of the value of the City Parcel by a certified property appraiser and provide the full appraisal report to the City no later than June 30, 2025. The City reserves the right to obtain its own review of the Four Flags’ appraisal and to obtain its own appraisal for any reason the City deems appropriate. In such event, the parties agree the value shall be equal to the average of the two appraisals. If the appraised value of the City Parcel is more than 150% of the total cost of the new utility line’s design and construction, the City reserves the right to request additional compensation based on the additional value of the City Parcel, and the parties agree to renegotiate to ensure fair consideration for the transfer.

2.) Four Flags is responsible for all costs associated with the design, construction, permitting, and restoration of the City Parcel or public right-of-way, associated with construction of the new utility line, which includes the following:

a. Four Flags will retain a qualified professional licensed engineering firm to design, inspect, and administer the construction in accordance with the procedures for new water main construction posted on the City Engineer page of the City’s website.

b. The City agrees to waive the escrow fee for water main permit processing in recognition of the benefit to the general health, safety, and welfare of the public provided by this new loop to the water distribution system.

c. A rough sketch of the general location of the proposed new utility line easement area is attached and incorporated as **Exhibit B**. The exact location of the easement must be approved by the City Engineer and Four Flags during installation.

d. Four Flags will retain a professional licensed land surveyor to prepare a survey and a legal description for the new utility line easement, that meets with the City's approval.

3.) Subject to full satisfaction of the preceding terms and conditions, the City will accept the water main as a public utility and execute a Warranty deed to convey the City Parcel to Four Flags and contemporaneously, therewith, Four Flags will dedicate the water main to the City as a public utility, and grant the City a perpetual utility easement on, under, over, under, and through its property as described, ten (10) feet in width on either side of the new utility line, for the portion of the new utility line located on its property. The proposed easement document form is attached hereto and incorporated as **Exhibit C**.

4.) Four Flags, at its option and expense, may conduct a title search and obtain title insurance on the City Parcel. Four Flags is responsible for any closing costs.

5.) Upon full acceptance, the City will take ownership of and maintain responsibility for the operation, repair, maintenance and replacement of the public water main and associated appurtenances within the easement area and as defined by the new water main acceptance procedures and system rules and regulations, at the City's sole cost and expense.

6.) Four Flags will record the executed deed and utility easement with the Berrien County Register of Deeds within 30 days following the City's formal acceptance of the utility easement and execution of the deed, and provide a recorded copy to the City following its receipt.

This Memorandum of Understanding contains the entire agreement of the parties with regard to the subject matter hereof and supersedes any prior oral or written agreements between the parties regarding the subject matter hereof. There are no other promises, warranties, or conditions in any other agreement, oral or written, concerning the subject matter of this MOU.

FOUR FLAGS PROPERTIES, INC.

Dated: _____

By: _____

ITS: _____

STATE OF _____)
) ss.
COUNTY OF _____)

On _____, 2025 before me, a Notary Public, in and for said County, personally appeared _____, _____ of **Four Flags Properties, Inc.**, to me known to be the same person(s) described in and who executed the within instrument on behalf of **Four Flags Properties, Inc.**

_____, Notary Public
_____, County, _____
Commission Expires: _____

CITY OF ST. JOSEPH

Dated: _____

By: _____
BROOK THOMAS, MAYORBy: _____
ABBY BISHOP, CLERK

STATE OF MICHIGAN)

) ss.

COUNTY OF BERRIEN)

On _____, 2025, before me, a Notary Public, in and for said County, personally appeared **Brook Thomas, Mayor** of the City of St. Joseph, and **Abby Bishop, Clerk** of the City of St. Joseph, to me known to be the same person(s) described in and who executed the within instrument on behalf of the City of St. Joseph.

_____, Notary Public
Berrien County, Michigan
Commission Expires: _____

Prepared by:
Laurie L. Wightman Schmidt (P43519)
CITY OF ST. JOSEPH
700 Broad Street
St. Joseph, Michigan 49085
Telephone: 269.983.5541

EXHIBIT A DEPICTION OF CITY PARCEL

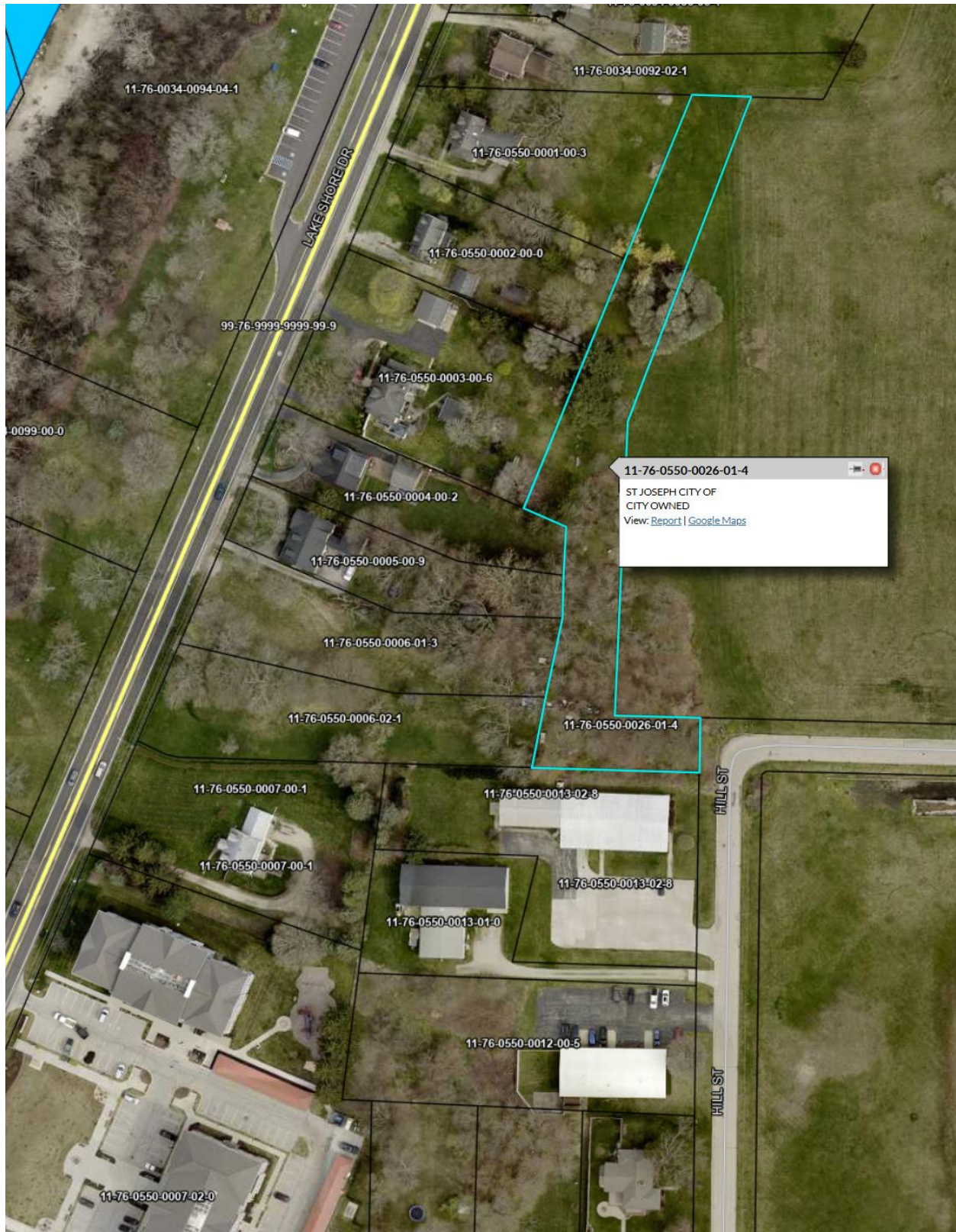


EXHIBIT B
PROPOSED NEW UTILITY LINE EASEMENT AREA

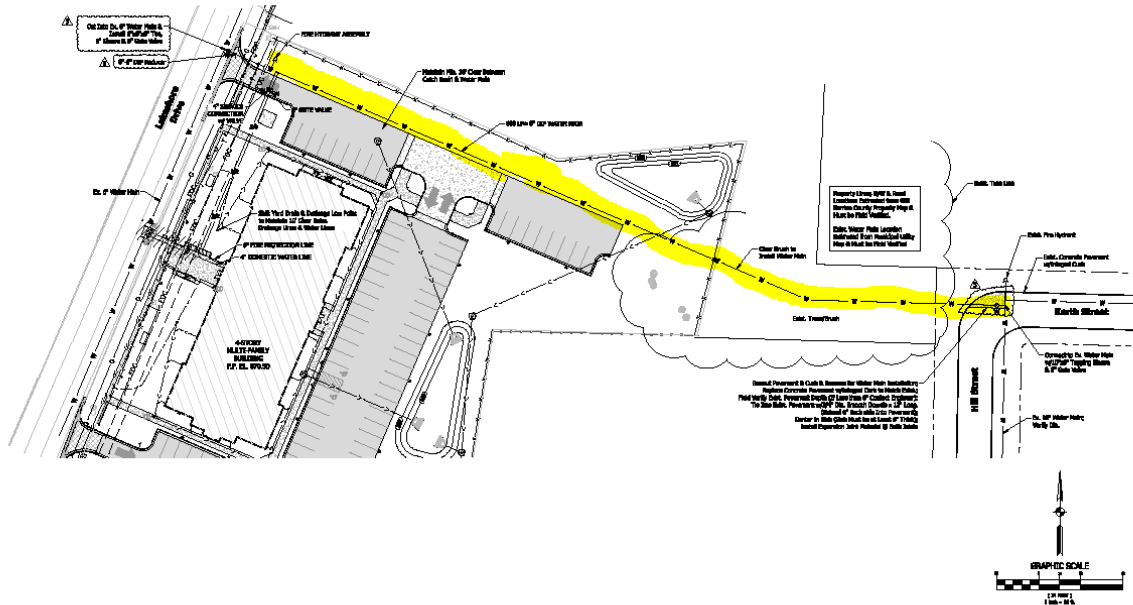


EXHIBIT C PUBLIC UTILITY EASEMENT AGREEMENT FORM

GRANT OF EASEMENT FOR PUBLIC UTILITIES

For consideration of less than One Hundred Dollars (\$100.00), receipt of which is hereby acknowledged, Grantor, **FOUR FLAGS PROPERTIES, INC.**, a Michigan corporation, whose address is 100 Corewell Drive NW, Mail Code 6481, Grand Rapids, Michigan 49503 (**Grantor**”), grants the **CITY OF ST. JOSEPH**, a Michigan municipal corporation, 700 Broad Street, St. Joseph, Michigan 49085 and its authorized agents, employees, successors, assigns, contractors and subcontractors (**“Grantee”**), subject to existing easements, restrictions and encumbrances of record, if any, and such matters as an accurate survey would show, a non-exclusive easement over, under, and through a portion of the property having an address of _____, St. Joseph, Michigan 49085; Tax Identification Number: 11-76-0550-0026-01-4, as more particularly described and depicted in **Exhibit A (“easement area”)** attached and incorporated hereto.

This easement is granted for the purpose of allowing the installation, maintenance, operation, repair, replacement and use of public utilities as further described, including, but not limited to, pipelines and mains for the public water system.

The Grantee may use the easement area solely for all of its necessary uses associated with the public utility, including to construct, reconstruct, maintain, operate, inspect, repair, and/or remove the public water lines and mains, and all other related fixtures, equipment, and appurtenances, including the right of ingress and egress. The Grantee shall have the right of access, ingress, and egress at all times and may enter the easement area without notice as may be necessary for said purposes; however, to the extent practical, Grantee will provide the Grantor with advance notice before entry on the easement area. The Grantee shall carry on its activities in the easement area in such a manner as to cause a minimum of inconvenience to the Grantor.

While the Grantee is performing any work upon the easement area, the Grantee shall have a temporary license to enter that portion of the adjacent property owned by the Grantor that is necessary to permit the Grantee to perform that particular work. The Grantee may reasonably restrict the Grantor’s access to portions of the easement area to the extent it determines necessary for the stated purposes and the safety of the Grantor or the Grantee; provided that Grantee shall not prohibit Grantor’s ingress or egress to the property upon which the easement area is situated at any time without the prior written approval of Grantor.

The Grantee shall use due care whenever exercising its rights under this easement and shall restore the easement area and all other adjacent property owned by Grantor to a condition consistent with the Grantee’s right-of-way restoration standards in effect at the time, but in no event less than topsoil and seeding or in the case of hard surface areas, matching the existing pavement section, without cost to Grantor. The Grantee shall not allow rubbish or debris to accumulate on the easement area, except for construction materials to be used in the ordinary course of construction and/or maintenance and repair.

The Grantor shall be entitled to use the easement area, but such use shall not conflict with the Grantee's easement rights. The Grantor shall retain title and all other property rights in the easement area, including, but not limited to, the right to utilize the property to construct thereon sidewalks, curbs, driveways, parking, landscaping, plantings, and traffic control signs.

The Grantor agrees to keep and maintain the easement area free and clear of any permanent structures, and shall not undertake any activity, landscaping, or construction that might damage, impact, or obstruct the Grantee's use of or access to any portion of the easement area or the utilities.

The Grantor shall not undertake, authorize, permit or consent to any construction or excavation including, without limitation, digging, tunneling, or other forms of construction activity on or near the easement area which might in any fashion unearth, undermine, or damage the utilities or endanger the support of the utilities, without the Grantee's prior written approval.

The Grantee's prior written approval, which shall not be unreasonably withheld, conditioned, or delayed is required prior to the Grantor conveying to others additional easement rights in any portion of the easement area or in those areas which could affect the Grantee's rights in the easement area. Any additional easements shall be subject to the prior rights of the Grantee and additional expenses incurred in the construction, maintenance, repair, or replacement of the utilities owned by the Grantee resulting from additional easements shall be assumed by the party causing such extra expense.

The Grantee hereby agrees to save and hold the Grantor, its successor, assigns, and tenants, harmless from any and all claims, debts, causes of action or judgment for any damage to property, and/or injury to any person which may arise out of any construction within, or use of, the easement area and/or adjacent property by the Grantee, its agents, employees, representatives and/or contractors, except to the extent such damage or injury is caused by the negligent acts or omissions of the Grantor, its agents, employees, representatives or contractors and is not legally immune from such damage or injury.

This easement is perpetual and runs with the land; it shall be binding upon the heirs, successors, and assigns of the Grantor and the Grantee.

The Grantor covenants that it is the owner in fee simple of the property, has the right to grant and convey this easement, and will warrant and defend the title to the easement against all claims of all persons claiming by, through, or under Grantor.

[remainder of page intentionally left blank – signatures to follow]

Dated: _____

By: _____

Its: _____

STATE OF MICHIGAN)
) ss.
COUNTY OF BERRIEN)

On _____, 2025 before me, a Notary Public, in and for said County, personally appeared _____, to me known to be the same person(s) described in and who signed before me on behalf of **FOUR FLAGS PROPERTIES, INC.**

_____, Notary Public
Berrien County, Michigan
Commission Expires: _____

[~ Additional Signature Page Follows ~]

GRANTEE CITY OF ST. JOSEPH

Dated: _____

By: _____
Brook Thomas, MayorBy: _____
Abby Bishop, ClerkSTATE OF MICHIGAN)
) ss.
COUNTY OF BERRIEN)On _____, 2025, in and for said County, personally appeared **Brook Thomas, Mayor** of the City of St. Joseph, and **Abby Bishop, Clerk** of the City of St. Joseph, who signed before me on behalf of the **CITY OF ST. JOSEPH**._____, Notary Public
Berrien County, Michigan
Commission Expires: _____Prepared by:
Laurie L. Wightman Schmidt (P43519)
City of St. Joseph
700 Broad Street
St. Joseph, Michigan 49085
Telephone: (269) 983-5541

**EXHIBIT A
EASEMENT AREA**

[to be attached]

DRAFT



Agenda Item

TO: Members of the St. Joseph City Commission

FROM: Kristen Gundersen, Community Development Director

RE: Map Amendment - 230 Upton Drive - Harbor Shores Community Redevelopment LLC - Whirlpool Corporation - Rezoning I-2 Heavy Industrial to W Water Recreation District

MEETING DATE: June 23, 2025

Background Information/Request.

The applicant, Harbor Shores Community Redevelopment LLC, on behalf of the property owner Whirlpool Corporation, filed a request for a map amendment for the property commonly known as 230 Upton Drive. The applicant is proposing to rezone the property from the I-2 Heavy Industrial District to the W Water Recreation District. Any future development of the property will require review and approval of a planned unit development.

Planning Commission Recommendation.

On June 5, 2025, the Planning Commission conducted a public hearing and heard a presentation by the applicant requesting approval of a map amendment for the property from I-2 Heavy Industrial District to W Water Recreation District. After hearing no public comments and closing the public hearing, the Planning Commission unanimously recommended approval of the request by a vote of 7-0 for the 2.55-acre parcel. Attached is an excerpt from the agenda packet along with draft meeting minutes.

Site Information/Character of the Area.

The irregularly shaped parcel is approximately 2.55-acres or 111,078 square feet and is located in the I-2 Heavy Industrial District. At the present time there is a private surface parking lot on the parcel. Any development of this parcel will require issuance of a planned unit development.

The 2016 Master Plan designates this area as W Waterfront Mixed Use.

The property to the north is located in the I-1 Light Industrial District and improved with a surface parking lot. To the west is I-1 Light Industrial and W Water Recreation District with a private surface parking lot and boat storage for West Basin Marina. To the south is I-2 Heavy Industrial District with Anderson Building Materials. To the east is unimproved land located in the W Water Recreation District and owned by the applicant.

Ordinance Regulations.

Article XXII Amendments provides the purpose, process and review criteria to be reviewed when a zoning map change or text amendment is proposed. The Planning Commission nor the City Commission can request conditions can be placed on zoning map amendment/rezoning requests.

Below is Section 22.3: Factors to Consider on Rezoning, states “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?”

The City Commission is not required to conduct a public hearing on requests for map or text amendments. A first and second reading of an adopting ordinance is required. If the Commission approves the first reading at the meeting, the second and final reading will take place during the July 14th meeting and would become effective ten (10) days later.

If the City Commission concurs with the Planning Commission's recommendation, the following motion would be appropriate:

To approve the first reading of an Ordinance to approve zoning map amendment (rezoning) request by Harbor Shores Community Redevelopment LLC, on behalf of the property owner Whirlpool Corporation for the property known as 230 Upton Drive from the I-2 Heavy Industrial District to the W Water Recreation District based on the information included in the June 5, 2025 Planning Commission agenda packet as the request meets the required standards under Section 22.3 of the zoning ordinance

ATTACHMENTS:

- Excerpt June 5 2025 PC Agenda Packet - 230 Upton Dr (PDF)
- Draft excerpt June 5 2025 PC minutes - 230 Upton Drive (PDF)

**MAP AMENDMENT - 230 UPTON DRIVE - HARBOR SHORES COMMUNITY
REDEVELOPMENT LLC - WHIRLPOOL CORPORATION - REZONING I-2 HEAVY
INDUSTRIAL TO W WATER RECREATION DISTRICT**

**CITY OF ST. JOSEPH
BERRIEN COUNTY, MICHIGAN**

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

The CITY OF ST. JOSEPH ORDAINS that Chapter 33, Appendix A, “Zoning Ordinance,” of the City of St. Joseph Code of Ordinances, is hereby amended as follows:

Article IV, Section 4.2.2 “Zoning Map of the City of St. Joseph” is amended in accordance with Art. IV, Sections 4.2.2.B and C, to rezone from I-2 Heavy Industrial District to W Water Recreation District for the property commonly known as 230 Upton Drive, St. Joseph, Michigan. Property ID Number: 11-76-0023-0030-01-2.

All other parts of the Zoning Ordinance not in conflict with this ordinance shall remain in full force and effect. This ordinance shall take effect 10 days after its final passage.



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

AGENDA
June 5, 2025
4:30 PM

Zoom Webinar ID 831 7515 6929 at www.zoom.us This meeting will be held in person. Comments will not be received via Zoom. Persons wishing to speak should be present in person. The public can view the meeting at the website above on computer or mobile device, or by calling 312.626.6799 or 877.853.5247 toll free. Telecommunications relay services to assist individuals with disabilities are available by call 711, provide Zoom Webinar ID to the relay operator. There is no charge.

Call to Order

Approval of May 1, 2025 Meeting Minutes

1. Regular Minutes of Thursday, May 01, 2025

New Business

2. Public Hearing - 230 Upton Drive - Harbor Shores Community Redevelopment LLC on behalf of Whirlpool - Map Amendment from I-2 Heavy Industrial to W Water Recreation District
3. Discussion - Section 12.8 Site plan amendment Process

Old Business

4. Nominating Committee Report

Public Comments

Adjournment



Agenda Item

TO: Planning Commission

FROM: Kristen Gundersen, Community Development Director

RE: Public Hearing - 230 Upton Drive - Harbor Shores Community Redevelopment LLC on behalf of Whirlpool - Map Amendment from I-2 Heavy Industrial to W Water Recreation District

MEETING DATE: June 5, 2025

Background Information/Request.

The applicant Harbor Shores Community Redevelopment LLC, on behalf of the property owner Whirlpool Corporation has filed a request for a map amendment for the property commonly known as 230 Upton Drive. The applicant is proposing to rezone the property from the I-2 Heavy Industrial District to the W Water Recreation District.

Site Information/Character of the Area.

The irregularly shaped parcel is approximately 2.55-acres or 111,078 square feet and is located in the I-2 Heavy Industrial District. At the present time there is a private surface parking lot on the parcel. Any development of this parcel will require issuance of a planned unit development.

The 2016 Master Plan designates this area as W Waterfront Mixed Use.

The property to the north is located in the I-1 Light Industrial District and improved with a surface parking lot. To the west is I-1 Light Industrial and W Water Recreation District with a private surface parking lot and boat storage for West Basin Marina. To the south is I-2 Heavy Industrial District with Anderson Building Materials. To the east is unimproved land located in the W Water Recreation District and owned by the applicant.

Staff Comments (based on request for map amendment only).

City staff has reviewed the application packet and offers the following comments:

City Engineer: Has reviewed the request for a map amendment and has no objections. Utilities and access management details will be addressed at time of development. The existing northerly driveway sight distance likely does not meet current American Association of State Highway and Transportation Officials (AASHTO) guidelines.

Public Services Director: Has reviewed the request and has no concerns regarding the proposed map amendment.

Public Works Director: Has reviewed the request and has no concerns or comments related to the requested map amendment.

Chief Building Official: Has reviewed the request and understands development plans will be reviewed in the future..

Community Development Director: The request is in keeping with the 2016 Master Plan - Future Land Use Map which shows this area as being “Waterfront Mixed Use.” Any future development will require a planned unit development to reviewed and approved.

Site Requirements.

Article V of the Zoning Ordinance provides the Schedule of District Regulations. Table 5-1 - Schedule of District Regulations states the lot requirements along with the setbacks for the principal structure. Below is information regarding Table 5-1 Schedule of District Regulations and the W Water Recreation District:

	<u>D District</u>	<u>Proposed/Existing</u>
Min. Lot Size:	N/A	apx. 2.55-acres or 111,078 sf
Min. Lot Width:	N/A	apx. 370’
Max. Building Height:	50’	Will be reviewed at time of development
Min. Front Setback:	15’	Will be reviewed at time of development
Min. Side Setback:	7’	Will be reviewed at time of development
Min. Rear Setback:	5’	Will be reviewed at time of development
Max. Lot Coverage	50%	Will be reviewed at time of development

The zoning ordinance requires properties located in the W Water Recreation District be developed under a planned unit development. At this time no formal planned unit development application has been submitted for review.

Ordinance Regulations.

Article XXII Amendments provides the purpose, process and review criteria to be reviewed when a zoning map change or text amendment is proposed. The Planning Commission nor the City Commission can request conditions can be placed on zoning map amendment/rezoning requests.

Below is Section 22.3: Factors to Consider on Rezoning, states “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.

Conduct a public hearing. The public hearing notice appeared in the Herald Palladium on May 17, 2025 and the 300' notices were sent to property owners and tenants on May 16, 2025.

No written comment that had been received as of Wednesday, May 28, 2025.

Consider the request as presented and review the criteria found in Section 22.3: Factors to Consider on Rezoning (the 7 criteria are listed above). The Planning Commission has the following options:

- Recommend approval of the Zoning Map Amendment (rezoning) request 230 Upton Drive as submitted.

“...move to recommend approval of the proposed zoning map amendment (rezoning) request by Harbor Shores Community Redevelopment LLC, on behalf of the property owner Whirlpool Corporation for the property known as 230 Upton Drive from the I-2 Heavy Industrial District to the W Water Recreation District based on the information included in the June 5, 2025 Planning Commission as the request meets the required standards under Section 22.3 of the zoning ordinance.”

- Recommend denial of the Zoning Map Amendment (rezoning) request.

“...move to recommend denial of the proposed zoning map amendment (rezoning) request by Harbor Shores Community Redevelopment LLC, on behalf of the property owner Whirlpool Corporation for the property known as 230 Upton Drive from I-2 Heavy Industrial to W Water Recreation District based on the information included in the June 5, 2025 Planning Commission packet as the request does not meet the required standards under Section 22.3 of the zoning ordinance for the following reasons ...”

- Continue the discussion to the next meeting to obtain additional information.
“...to postpone further discussion until July 9, 2025 to obtain additional information.”

ATTACHMENTS:

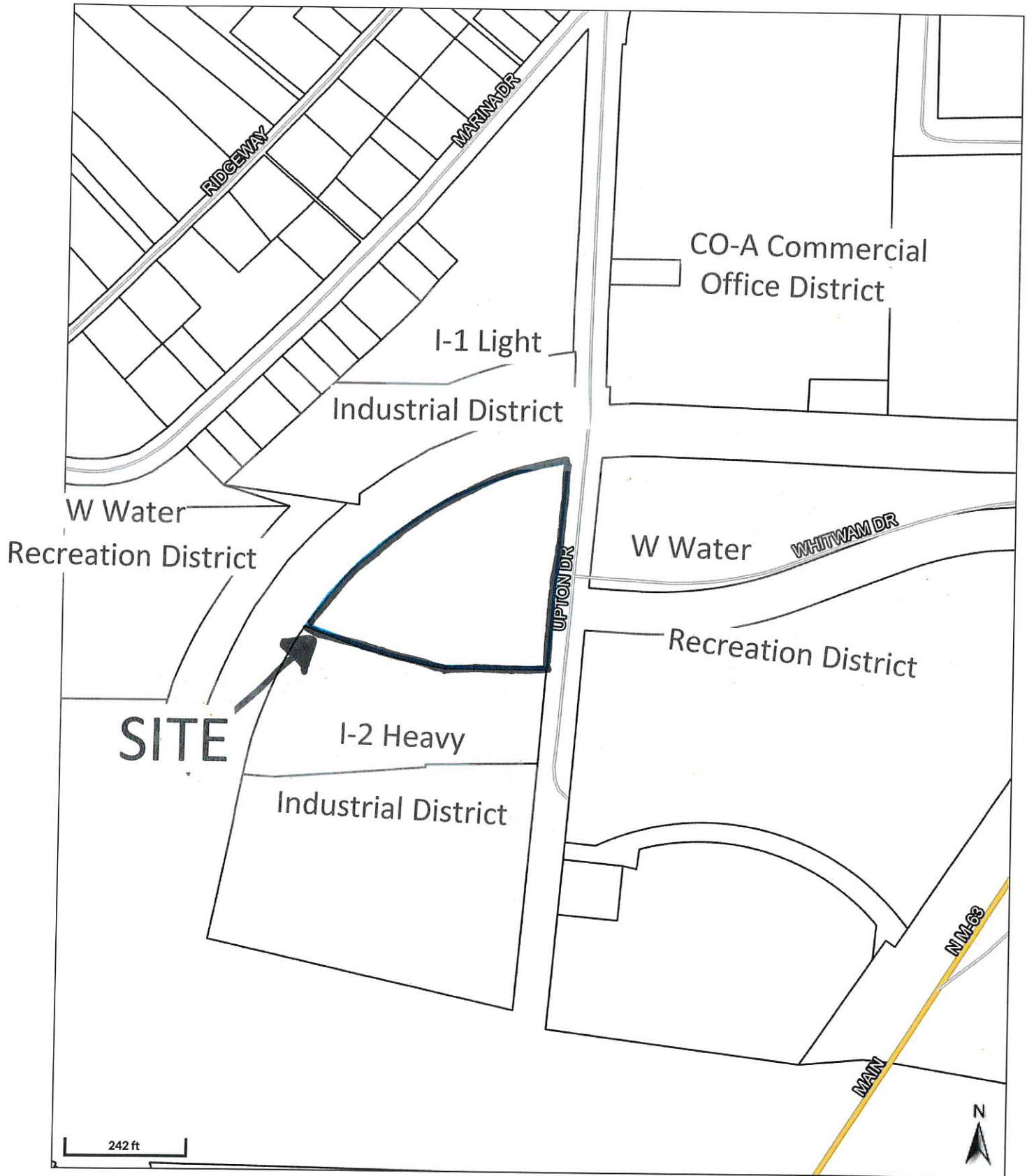
- Location Map - 230 Upton Dr (PDF)
- Zoning Map - 230 Upton Dr (PDF)
- Photographs - 230 Upton Drive (PDF)
- Application - 230 Upton Drive (PDF)

Location Map - 230 Upton Drive



Attachment: Excerpt June 5 2025 PC Agenda Packet - 230 Upton Dr (10854 : Map Amendment - 230 Upton Drive)

Zoning Map - 230 Upton Drive





230 Upton Drive

View looking west from Whitwam and Upton Drive intersection.



View looking southwest from Whitwam and Upton Drive intersection.



View looking northwest from Whitwam and Upton Drive intersection.



CITY OF ST. JOSEPH
 PLANNING & ZONING DEPARTMENT
 700 Broad Street
 St. Joseph, MI 49085
 Phone (269)983-1212
 Fax (269) 985-0347
 www.sjcity.com

MAP AMENDMENT (REZONING) APPLICATION

Please print legibly. All portions must be completed. Do not leave any section blank, use N/A. Incomplete forms will be returned. All required materials must be received by the City and determined to be complete no less than 24 calendar days prior to the next Planning Commission meeting. If additional space is needed, please use additional sheets of paper.

Property Information

Property Address: 230 Upton Drive

Project Name: Harbor Shores

Property Code Number (Tax Number): 11-76- 0023-003D-01-2

Briefly Explain Request: Rezone Property from Industrial to Waterfront
Recreational. Harbor Shores has an agreement with Whirlpool to acquire
the property in order to include it with plans to develop "parcels 1 & 2"

Applicable Section of Zoning Code for Request: _____

Previous Approvals Granted to Property: _____

Applicant Information

In case of trust, provide the name, address and telephone numbers of all trustees and beneficiaries of the trust. An LLC or corporation must provide a copy of Articles of Incorporation. In case the applicant is not the property owner, written permission from the property owner is required.

Name of Applicant: Harbor Shores Community Redevelopment LLC

Relationship to Property Owner: _____

Mailing Address: 260 Cavekier Ave

City: St Joseph State: MI Zip Code: 49085

Telephone Number: 269.876.9290 Emergency Number: 269.876.9288

E-mail Address: ccook@harborshoresresort.com

Name of Property Owner: Whirlpool Corporation

Mailing Address: 2000 M63, Mail Drop 2900

City: Benton Harbor State: MI Zip Code: 49022

Telephone Number: 847.489.7099 Emergency Number: _____

E-mail Address: ceile_wippen@whirlpool.com

Attorney: N/A

Relationship to Property Owner: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____ E-mail Address: _____

Engineer and/or Architect: N/A

Relationship to Property Owner: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____ E-mail Address: _____

Site Information

General description or characteristics of the site: Parking Lot

Master Plan Designation: Waterfront Mixed Use - Future Land Use Map

Existing Zoning and Land Use: Industrial - Heavy

Proposed Zoning and Land Use: Water Recreation

Existing square footage of property: 2.55 Acres

Proposed square footage of property: 2.55 Acres

Existing square footage of all buildings on the property: Ø

Proposed square footage of all buildings on the property: Ø

Is the property located in any of the following overlay districts?

Downtown Height Overlay District (Section 9.4)?	Yes: _____	No: <u>X</u>
Lake Bluff Scenic View Protection Overlay District (Section 9.5)?	Yes: _____	No: <u>X</u>
Floodplain Overlay District (Section 9.6)?	Yes: _____	No: <u>X</u>
Edgewater Beach Overlay District (Section 9.7)?	Yes: _____	No: <u>X</u>
Main Street Corridor Overlay District (Section 9.8)?	Yes: _____	No: <u>X</u>

Existing land use and zoning of adjacent parcels:

North: Railroad & Commercial / Industrial

South: Industrial

East: Vacant

West: Railroad

Special Use Permit General Standards

If needed use additional sheets of paper to respond to Standards.

SECTION 22.3 FACTORS TO CONSIDER ON REZONINGS. 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?

Harbor Shores is acquiring the property adjacent to its property and it fits well with their development plans.

Whirlpool is no longer using the parking lot, following their recent new construction

- B. What are the possible precedential effects which might result from the approval or denial of the application?

None

- 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?

No impact

- D. Does the proposed amendment adversely affect environmental conditions, the character of, or the likely value of property?

It will enhance the value of the property. It will provide an opportunity to convert a vacant parking lot into homes and/or apartments

- 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.)

*Meets Future Land Use Map
Provides diverse and desirable residential development*

- 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?

The demand for industrial property in this area is limited and industrial uses are encouraged in the south part of the city per the Master Plan.

- 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?

The property will be included in a Planned Unit Development if the rezoning is approved. PUD is not allowed in the Industrial District

MAP AMENDMENT (REZONING) APPLICATION CERTIFICATION

The Applicant certifies and acknowledges and agrees that:

- A. The statements contained in this application are true and correct to the best of the Applicant's knowledge and belief. The owner of the subject property, if different from the applicant, states that they consent to the filing of the application and that all information contained is true and correct to the best of their knowledge;
- B. The Applicant understands that an incomplete or nonconforming application will not be considered. In addition, the Applicant understands that the City may require additional information prior to the consideration of this application which may include, but is not limited to, a traffic study if required by the Planning Commission or City Commission;
- C. The Applicant shall make the property that is subject of this application available for inspection by the City at reasonable times;
- D. If any information provided in this application changes or becomes incomplete or inapplicable for any reason following submission of this application, the Applicant shall submit a supplemental application or other acceptable written statement containing the new or corrected information as soon as practicable but not less than ten (10) days following the change, and that failure to do so shall be grounds for denial of the application;
- E. The Applicant understands that if the application is approved with conditions, those conditions will need to be met as part of any permit issued; and
- F. The Applicant understands that they are responsible for all application fees. Fees are non-refundable and there is no guarantee the application will be approved or permits issued. There should be no outstanding monies owed to the City (i.e., water bill or taxes).

On the 8th, day of May, 2025, I/We have read the above certification, understand it, and agree to abide by its conditions.



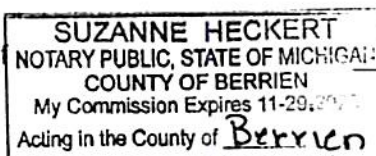
Signature of Applicant or Authorized Agent

Christopher J. Cook

Name of Applicant or Authorized Agent

SUBSCRIBED AND SWORN

To before me this 8th day of May, 2025



Suzanne Heckert

Notary Public

OFFICIAL CITY USE:

Date Received: _____ Fee: _____
Completed: _____ Special Use Application: _____ Site Plan Review Application: _____ Other: _____

**MAP AMENDMENT (REZONING) APPLICATION
OWNER'S CONSENT FORM**

I/We, the Owner(s) of the property listed below, hereby grant permission for the Applicant,
Harbor Shares Community Redevelopment LLC (Christopher J. Cook)
 (Company name and contact person) to seek Property Rezoning
 (state request that can be made) as required by the City of St. Joseph, Michigan for the property
 commonly known as 230 Upton Drive (street address)
 and having the Property Code Number (Tax Number) of 11-76- 0023-0030-01-2.

On the 12th, day of May, 20 25, I/We have read the above certification,
 understand it, and agree to abide by its conditions.


 Signature of Property Owner

DONALD D'ANNA
 Name of Property Owner

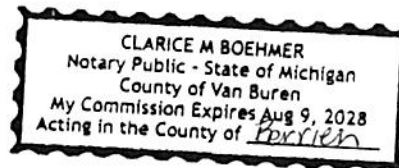
 Signature of Property Owner

 Name of Property Owner

SUBSCRIBED AND SWORN

To before me this 12 day of
May, 20 25


 Notary Public



Minutes of the St. Joseph Planning Commission Meeting held Commission Chambers, 700 Broad Street, St Joseph, MI 49085 on June 5, 2025.

Zoom Webinar ID 831 7515 6929 at www.zoom.us This meeting will be held in person.

Comments will not be received via Zoom. Persons wishing to speak should be present in person. The public can view the meeting at the website above on computer or mobile device, or by calling 312.626.6799 or 877.853.5247 toll free. Telecommunications relay services to assist individuals with disabilities are available by call 711, provide Zoom Webinar ID to the relay operator. There is no charge.

Call to Order

The meeting was called to order at 4:30 PM by Chair Patsy Hartzell

DRAFT

Attendee Name	Title	Status	Arrived
Patsy Hartzell	Chair	Present	
Kathy Burczak	Commissioner	Present	
Sean Ebbert	Commissioner	Absent	
Aaron Miller	Commissioner	Present	
Becky Rice	Commissioner	Present	
Anthony Uhrick	Commissioner	Present	
Dustin Tefs	Commissioner	Present	
Pam Porter	Commissioner	Present	
Michael Plichta	Commissioner	Present	
Kristen Gundersen	Community Development Director	Present	
Laurie Schmidt	City Attorney	Present	

Approval of May 1, 2025 Meeting Minutes

- Regular Minutes of Thursday, May 01, 2025

Ms. Burczak stated on packet page 4 in the fourth paragraph under Ms. Burczak the following language should be added after Table 18-1 “unless requesting a waiver.”

RESULT:	ACCEPTED AS AMENDED [UNANIMOUS]
MOVER:	Anthony Uhrick, Commissioner
SECONDER:	Aaron Miller, Commissioner
AYES:	Chair Hartzell, Commissioner Burczak, Commissioner Miller, Commissioner Rice, Commissioner Uhrick, Commissioner Tefs, Commissioner Porter, Commissioner Plichta
ABSENT:	Commissioner Ebbert

New Business

- Public Hearing - 230 Upton Drive - Harbor Shores Community Redevelopment LLC on behalf of Whirlpool - Map Amendment from I-2 Heavy Industrial to W Water Recreation District

Ms. Burczak stated she needed to recuse herself from the discussion as she is working on a future development plan which includes this parcel. Ms. Burczak left the room at 4:32 pm.

Chair Hartzell opened the public hearing at 4:33 pm for a public hearing to rezone the property at 230 Upton Drive from I-2 Heavy Industrial District to W Water Recreation District.

Kerry Wright representing the applicant Harbor Shores Community Redevelopment LLC who is acting on behalf of Whirlpool Corporation as the current property owner stated they would like to rezone the property from I-2 Heavy Industrial District to the W Water Recreation District. Harbor Shores Community Redevelopment LLC has entered into a contract to purchase the property from Whirlpool. The W Water Recreation District requires a planned unit development prior to any improvements being made and they own the two parcels on the east side of Upton adjacent to Whitwam. The request is consistent with the 2016 Master Plan which depicts the area as W Waterfront Mixed Use District.

Mr. Uhrick questioned what the uses were on the adjacent properties.

Mr. Wright stated to the south is a large industrial building, to the north are railroad tracks and a surface parking lot for the Whirlpool building on the east side of Upton Drive. West Basin Marina and railroad tracks are to the west.

Mr. Plichta stated the building to the south is a building supply company and questioned what the proposed uses would be in future development.

Mr. Wright stated currently residential uses are being proposed however, there might be some hospitality uses.

Chair Hartzell questioned if food and restaurant uses would be on the property.

DRAFT

Mr. Wright stated possibly food, a marina is proposed on the parcel located in the water.

Chair Hartzell questioned if it was appropriate to decrease the amount of industrial land in the city.

Ms. Gundersen stated the 2016 Master Plan shows this area as a Waterfront Mixed Use site. Other industrial land is located in the south end of the city near Hawthorne.

Chair Hartzell stated the contact person from Whirlpool is Ceile Whipper a past member of the Planning Commission.

Attorney Schmidt stated the application includes a sheet signed by Donald D'Anna giving Harbors Shores Community Redevelopment LLC permission to request the map amendment for the parcel.

Mr. Miller moved to recommend approval of the proposed zoning map amendment (rezoning) request by Harbor Shores Community Redevelopment LLC, on behalf of the property owner Whirlpool Corporation for the property known as 230 Upton Drive from the I-2 Heavy Industrial District to the W Water Recreation District based on the information included in the June 5, 2025 Planning Commission as the request meets the required standards under Section 22.3 of the zoning ordinance.

Mr. Uhrick seconded the motion.

DRAFT

Ms. Burczak returned to the meeting at 4:46 pm.

RESULT:	APPROVED [7 TO 0]
MOVER:	Aaron Miller, Commissioner
SECONDER:	Anthony Uhrick, Commissioner
AYES:	Chair Hartzell, Commissioner Miller, Commissioner Rice, Commissioner Uhrick, Commissioner Tefs, Commissioner Porter, Commissioner Plichta
ABSENT:	Commissioner Ebbert
RECUSED:	Commissioner Burczak

3. Discussion - Section 12.8 Site plan amendment Process

Ms. Gundersen stated that Section 12.8 of the zoning ordinance includes provisions to allow city staff the ability grant some minor changes to adopted site plans. Section 12.8.D.1 states “building design that do not increase the overall area of height of the structure...” which prohibits city staff



Agenda Item

TO: Members of the St. Joseph City Commission

FROM: Laurie Schmidt, City Attorney

RE: Resolution of Conditional Support Sale of Real Estate-Lot 1

MEETING DATE: June 23, 2025

The City's Downtown Vision Master Plan, adopted by the City Commission in 2020 following robust community engagement and feedback, lays out five goals for the downtown. Goal #1 is: Reinforce Downtown's distinct character and sense of place while accommodating desirable infill development. Within this goal are a number of supporting objectives. The first objective is to: Identify and explore priority development opportunities that would serve as catalysts for improvement and investment within Downtown. The second objective is: Explore opportunities for public/private development partnerships that incorporate public amenities as part of private development, such as parking, open space, and gathering spaces.

The Master Plan identifies Development Opportunity Sites that are "best positioned for development and reinvestment." These sites include the public City parking lot located at the northeast corner of Broad and Lake Blvd., which the Master Plan recommends for mixed-use development, with ground floor commercial space and residential space above.

Additionally, a 2024 Housing Market Analysis conducted by Cornerstone Alliance identified a need for an additional 900 Housing units in the City of St. Joseph over the next five years.

The City's Economic Development Strategy, adopted by the Commission in 2024, recommended prioritizing this development, calling for a mix of market-rate housing and more affordable middle income housing. The strategy "seeks to balance the housing market, prevent excessive price inflation, and ensure that a wider range of residents can find suitable housing options within the community."

With all of this in mind, City staff has been working to explore options for development in the downtown.

At the same time, The Rienks Group (TRG), a developer in South Bend, IN, approached City staff about their interest in a development project that would use the surface parking lot at the northeast corner of Lake Blvd and Broad Street.

TRG has shared a vision for the property that includes ground floor commercial space, apartments and condos, and underground parking that would minimally replace the parking spaces currently in the City's surface parking lot.

As TRG works on this vision and an eventual development proposal for City consideration, they are seeking the City Commission's approval of a resolution sharing conditional support for a sale of this lot. This conditional support means certain conditions must be met on the part of both TRG and the City before the sale of the property becomes final.

If approved, this resolution simply starts a process that will include opportunities for community input and approval consideration by the City's Planning Commission, among other steps.

Representatives from The Rienks Group will be happy to share additional information about their vision and to answer any questions.

Motion to approve the Resolution of Conditional Support of Sale of Real Estate, as presented.

RESOLUTION OF CONDITIONAL SUPPORT SALE OF REAL ESTATE-LOT 1

A RESOLUTION OF CONDITIONAL SUPPORT OF SALE OF REAL ESTATE

WHEREAS, the City of St. Joseph (“City”) owns a parcel of real estate on the northeast corner of Broad Street and Lake Boulevard, with a parcel identification number of 11-76-0340-0109-00-9, that is improved with a surface public parking lot (“City Lot”), and

WHEREAS, the City of St. Joseph Downtown Vision Master Plan recommends that the City: explore and encourage appropriate development of the identified opportunity sites, consider selling City-owned properties to enable desired development Downtown, and coordinate with property owners and developers to explore and actively seek development that will contribute to the character and vitality of Downtown; and that new residential and mixed-use development should be prioritized to help achieve that goal, and

WHEREAS, The Downtown Vision Master Plan identifies the City Lot as a desirable development opportunity site, and

WHEREAS, The Rienks Group, LLC (“TRG”) has approached the City with a development proposal for a building to be composed of 100 residential units with a mix of approximately 32 condominiums and 68 apartments priced at or below 120% of the Area Median Income, retail and restaurant use on the ground floor, and underground private and public parking spaces (“the Project”) on the City Lot and the adjacent privately owned lot at 508 Pleasant Street, and

WHEREAS, as part of the Project, TRG is interested in purchasing the City Lot at a price to be negotiated and entering into terms with the City for a public/private partnership that will provide for the continued use of a minimum of 57 public parking spaces on the City Lot, and

WHEREAS, before moving forward with the Project or purchasing the City Lot, TRG will need to take all required steps and follow established processes to meet the following conditions and contingencies:

- Obtain ownership of the 508 Pleasant Street property,
- Obtain all necessary approvals for Tax Increment Financing through the Brownfield Development Authority to reimburse the cost of building the parking structure within the new development as well as any other TIF-eligible infrastructure,
- Obtain a special use permit for a building height above 55 feet and no higher than 80 feet, and any other approvals needed for the specific Project design and construction, and
- Secure financing commitments and assurances necessary to complete the Project, and
- Obtain all necessary state and local permits and approvals necessary for the Project, and
- Negotiate terms for purchase of the City Lot and the City’s continued use of a minimum of 57 public parking spaces on the City Lot and finalize supporting documents, and

WHEREAS, TRG has requested the City’s support to move forward, and the City Commission affirms its intent to use best efforts to work collaboratively with TRG throughout the review and approval process, while acknowledging that final approval of the Project and satisfaction of all required conditions cannot be guaranteed, and

WHEREAS, TRG contemplates beginning construction as soon as the Spring of 2026 and completing construction within 2 years of commencement.

NOW, THEREFORE, BE IT RESOLVED, that the St. Joseph City Commission provides its conditional support to sell the City Lot to The Rienks Group, LLC for the Project concept, contingent on TRG meeting all stated conditions and contingencies.

AYES:

NAYES:

ABSENT:

Resolution duly adopted.

I, Abby Bishop, the duly qualified and appointed Clerk of the City of St. Joseph, Berrien County, Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the St. Joseph City Commission at a meeting held on June 23, 2025, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act No. 267 of the Public Acts of Michigan of 1976, as amended.

IN WITNESS WHEREOF, I affix my signature this ____ day of _____, 2025.

Abby Bishop, City Clerk
City of St. Joseph



Agenda Item

TO: Members of the St. Joseph City Commission

FROM: Kelly Ewalt,

RE: Brownfield Redevelopment Authority Contract

MEETING DATE: June 23, 2025

As the City looks to encourage growth, the Brownfield Redevelopment Authority (BRA) and TIF (Tax Increment Financing) can be a valuable asset in attracting new developers and investors. The City's Brownfield Redevelopment Authority has been in place for many years, however, it has not met regularly for quite a while. With potential projects on the horizon, the BRA met and decided to look into hiring a consultant to assist staff with updating policies and procedures, assist staff, and provide public outreach, as well as work with future developers on the TIF Plans if approved by Commission.

Staff developed an RFP to solicit proposals for this scope of work. Four proposals were opened on May 9th and, after careful review, two of the four proposers were selected to be interviewed. At the direction of the BRA, a panel met virtually with the two of the proposers then met with the full BRA board to discuss the two options: Fishbeck and Fleis & Vandenbrink, working with Double Haul Solutions.

Based on all input, staff recommends awarding the contract to Fleis & Vandenbrink.

Action Requested: To approve the Brownfield Redevelopment Authority Services Proposal submitted by Fleis & Vandenbrink for an amount not to exceed \$50,000, as included in the FY26 budget, and authorize the City Manager to execute the proposed contract, subject to non-substantive changes approved by the City Attorney.

ATTACHMENTS:

- FV BRA Proposal (PDF)
- BRA Consultant Spreadsheet (version 1) (PDF)

BROWNFIELD REDEVELOPMENT AUTHORITY SERVICES

Submitted to:
City of St. Joseph

May 9, 2025
P50770



Attachment: FV BRA Proposal (10508 : Brownfield Redevelopment Authority Contract)





May 9, 2025

Kelly Ewalt, Development Director
City of St. Joseph
700 Broad Street
St. Joseph, MI 49085

RE: BROWNFIELD REDEVELOPMENT AUTHORITY SERVICES

Dear Ms. Ewalt:

Fleis & VandenBrink (F&V) is pleased to submit this proposal in response to the City of St. Joseph's request for Brownfield Redevelopment Authority services. We understand the City's commitment to leveraging its Brownfield Redevelopment Authority (BRA) to stimulate economic revitalization, encourage investment, and support the transformation of underutilized properties into productive community assets. F&V appreciates the opportunity to work with the City of St. Joseph to identify strategic redevelopment priorities and implement effective brownfield solutions across its jurisdiction.

To provide excellent service to the City of St. Joseph, we have assembled a team of key personnel who are uniquely qualified and exceptionally experienced in delivering the types of services required under this engagement. Our staff of environmental professionals includes expert geologists, environmental engineers, and scientists, along with economic development specialists. Together with our community engagement partner, Double Haul Solutions (DHS), we are well positioned to support the City's goals through strategic planning, technical assistance, and inclusive public outreach.

Highlights of selecting F&V include:

- F&V has provided brownfield environmental consulting services and associated infrastructure improvement engineering services for multiple municipalities and local government agencies across the state of Michigan.
- We diligently track potential and available grant opportunities and have assisted our clients in obtaining over \$1 billion from federal- and state-administered grant programs.
- F&V completes numerous environmental due diligence investigations every year, including Phase I Environmental Site Assessments (ESAs), Phase II ESAs, Baseline Environmental Assessments (BEAs), Documentation of Due Care Compliance (DDCC), Section 7(a) Compliance Analysis, and vapor intrusion projects.
- F&V represents brownfield authorities across the state and prepares Brownfield Plans and Michigan Public Act 381 of 1996, as amended (Act 381) Work Plans for the capture of tax increment revenues to reimburse eligible activities, provides expert guidance and training to government agencies on brownfield tax increment financing, and reviews reimbursement request submittals to ensure compliance with Act 381, local policies and procedures, and reimbursement agreements.
- Michigan Department of Technology, Management, & Budget (DTMB) and Michigan Department of Environment, Great Lakes, and Energy (EGLE) selected F&V as a Prime Professional to provide environmental services, including environmental assessment, hydrogeological studies, remedial investigations, sampling, and corrective actions through ISID Extended Environmental contracts. F&V

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Kalamazoo, MI 49008
P: 269.385.0011
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www.fveng.com

was also one of four consultants selected by EGLE to evaluate environmental risks for over 11,000 sites state-wide.

F&V and DHS are committed to supporting the City of St. Joseph in revitalizing its Brownfield Redevelopment Authority and advancing sustainable redevelopment initiatives. Our experienced team, comprehensive approach, and dedication to community engagement position us as an ideal partner.

We appreciate the opportunity to submit this proposal and look forward to the possibility of collaborating with the City of St. Joseph.

Sincerely,

FLEIS & VANDENBRINK



Samantha Mariuz, EDFP
Economic Development Manager
248.224.0305
smariuz@fveng.com



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SECTION A: FIRM QUALIFICATIONS

FIRM DESCRIPTION

Fleis & VandenBrink (F&V) is a multidisciplinary consulting firm offering a comprehensive range of engineering, environmental, planning, and economic development services. With more than 30 years of experience serving communities across Michigan, F&V is a recognized leader in supporting local governments through complex redevelopment initiatives, particularly those involving Brownfield Redevelopment Authorities (BRAs), tax increment financing, and public-private partnerships.

F&V has successfully assisted dozens of municipalities in establishing, reactivating, and managing their BRAs, preparing compliant Brownfield Plans and Act 381 Work Plans, securing state and federal funding, and building organizational capacity for long-term program sustainability. Our approach balances regulatory compliance with strategic vision, community input, and financial feasibility.

We are proud to partner with **Double Haul Solutions (DHS)**, a Michigan-based public sector consultancy that works with communities to lead effective public engagement and strategic communications initiatives. With a track record of supporting downtown revitalization efforts, executive searches, and redevelopment strategies across Michigan, DHS specializes in authentic stakeholder engagement, equity-informed facilitation, and communication strategies that elevate community voice and trust in government processes.

DHS takes a people-first approach to public engagement, rooted in transparency, accessibility, and inclusive decision-making. Whether facilitating strategic planning, community workshops, or brownfield redevelopment outreach, the firm helps municipalities build meaningful relationships with residents, businesses, and community stakeholders. DHS' services are supported by professionals with direct local government experience and deep expertise in municipal communications, public trust, and stakeholder facilitation.



KEY PERSONNEL

SAMANTHA MARIUZ, Economic Development Project Manager

Samantha brings over a decade of experience in municipal economic development, specializing in brownfield redevelopment, downtown revitalization, and tax increment financing (TIF). She currently serves as the lead brownfield consultant for multiple BRAs across Michigan and is actively engaged in assisting communities with policy development, grant writing, and organizational capacity building. Samantha will serve as the lead contact and project manager for this contract.

TREVOR WOOLLATT, Senior Project Manager, Associate

Trevor specializes in brownfield financial modeling, TIF capture analysis, and Brownfield Plan development. He leads F&V's reimbursement tracking and MEDC reporting efforts across dozens of projects and is instrumental in preparing developer agreements and Act 381 compliance documentation.

Environmental and Planning Support Team

F&V's broader team includes licensed environmental professionals, site planners, and engineers who can support site assessments, environmental due diligence, remediation strategies, and infrastructure design related to brownfield redevelopment.

Double Haul Solutions (DHS), Community Engagement Partner

DHS will lead all community engagement services under this contract, including stakeholder interviews, focus groups, outreach material development, and public meeting support. DHS will coordinate closely with the project team to create clear and informative engagement experiences that align with project milestones, regulatory requirements, and the City of St. Joseph's goals for community-centered redevelopment.

Resumes of key personnel are provided at the end of this section.

PROFESSIONAL BIO

With over nine years of Economic Development experience, Samantha has developed an inclusive approach to the field that offers efficient management of complex projects. Samantha has extensive public service knowledge and passion for economic and community development which serves a diverse mix of stakeholders including municipal, business, state, and federal agencies. She is adept at coordinating multi-faceted projects to promote transformation in communities while supporting environmental and development goals and objectives.

Samantha also has a significant track record of capital investment and job creation. Throughout her career, she has facilitated over \$475 million in direct local investment resulting in the creation of over 2,700 jobs in Michigan.



SAMANTHA MARIUZ, MPA, EDFP
Project Manager



smariuz@fveng.com
248.224.0305



MPA: Wayne State University
BA: Political Science,
Oakland University



Economic Development
Finance Professional
(#0420-44)

FEATURED EXPERIENCE

Brownfield Redevelopment Consulting - Northville Township Brownfield Redevelopment Authority

Economic Development Manager for consulting services to the Northville Township Brownfield Redevelopment Authority. Providing technical environmental and brownfield consulting for projects submitted to the BRA for consideration.

Brownfield Redevelopment Consulting - Zeeland Brownfield Redevelopment Authority

Economic Development Manager for consulting services to the Zeeland Brownfield Redevelopment Authority. Providing technical environmental and brownfield consulting for projects submitted to the BRA for consideration.

Brownfield Redevelopment Consulting - Sanilac County Brownfield Redevelopment Authority

Economic Development and Brownfield Manager for consulting services to the Sanilac County Brownfield Redevelopment Authority. Providing technical environmental and brownfield consulting for projects submitted to the BRA for consideration.

Brownfield Redevelopment Consulting - City of Northville Brownfield Redevelopment Authority

Economic Development and Brownfield Manager for consulting services to the City of Northville Brownfield Redevelopment Authority. Providing technical environmental and brownfield consulting for projects submitted to the BRA for consideration.

Director of Economic Development - City of Farmington Hills

Implemented new strategic business retention program based on priority industries and clients for targeted community growth in key economic sectors. Oversaw all large development projects from start to finish, over \$121 million in capital investment and 1,700 jobs created in the last two years. Created equitable formula and program requirements to direct over \$700,000 in COVID-19 Relief CARES Act funds to 120 small businesses in Farmington Hills. Updated and amended City's Tax Abatement Policy, Brownfield Incentive Policy, and respective application processes to retain flexibility in economic development incentives available at the local level.



TREVOR WOOLLATT
Senior Brownfield Analyst | Associate

PROFESSIONAL BIO

Trevor has more than 25 years of experience in the environmental consulting industry, with a strong background in all aspects of due diligence including Phase I and Phase II Environmental Site Assessments, due care investigations, remediation, and Brownfield redevelopment projects. He has experience in conducting negotiations with local units of government, Brownfield Redevelopment Authorities (BRA's), and numerous agencies including: EGLE, MEGA, MEDC, and US EPA. Trevor is currently on the board of the Washtenaw County Brownfield Redevelopment Authority and previously served three terms as Chair.



twoollatt@fveng.com
248.885.4720



BS: Geology,
West Virginia University



Washtenaw County Brownfield
Redevelopment Authority
Board Member/Chair

FEATURED EXPERIENCE

Brownfield Redevelopment Consulting - Northville Township Brownfield Redevelopment Authority

Environmental and Brownfield Services Manager for consulting services to the Northville Township Brownfield Redevelopment Authority. Providing technical environmental and brownfield consulting for projects submitted to the BRA for consideration.

Brownfield Redevelopment Consulting - City of Zeeland Brownfield Redevelopment Authority

Environmental and Brownfield Services Manager for consulting services to the Zeeland Brownfield Redevelopment Authority. Providing technical environmental and brownfield consulting for projects submitted to the BRA for consideration.

Site Assessments - Washtenaw County

Project manager who managed two EPA site assessment grants involving Phase I and II ESAs, BEAs, due care plans, brownfield plans, site identification, and community outreach.

Site Assessments - Delta County

Project manager who managed two EPA site assessment grants involving Phase I and II ESAs, BEAs, due care plans, brownfield plans, site identification, and community outreach.

Site Assessments - Confidential Clients

Project manager who managed Phase II ESA, BEA, and due care activities for multiple sites and clients in the City of Detroit and Wayne County using EPA Petroleum and Hazardous Substance Assessment Grants on behalf of the Detroit Wayne County Port Authority.






Site Assessments - Confidential Clients

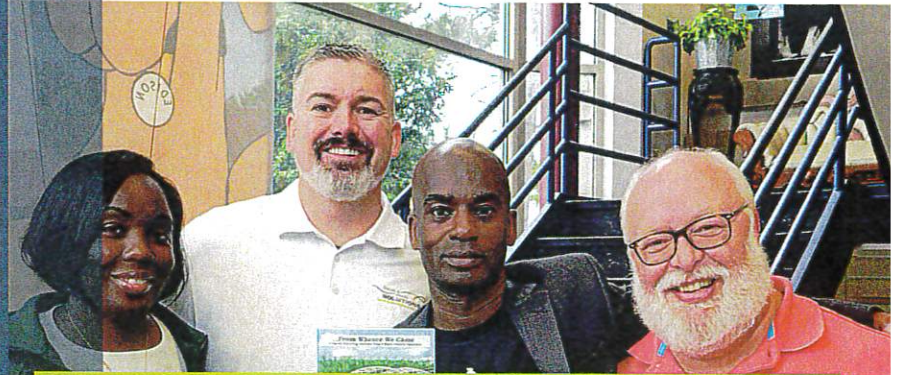
Project manager who managed Phase II ESA, BEA, and due care activities for multiple sites and clients in the Cities of Detroit, Taylor, Melvindale, Ecorse, and Romulus using EPA Petroleum and Hazardous Substance Assessment Grants on behalf of the Downriver Area Brownfield Consortium.

DOUBLE HAUL SOLUTIONS

"Great leadership is in our nature."

HOW WE SERVE

-  Community Engagement
-  Strategic Planning
-  Organizational Development
-  Project & Program Support
-  Economic Development



OUR STORY

Since 2005, Nate Geinzer has been committed to advancing communities through thoughtful leadership and a deep understanding of public service. His experience, spanning chief executive roles to supporting management positions, has been defined by fostering meaningful connections and delivering practical, innovative solutions tailored to the unique challenges of local government.

In 2021, Double Haul Solutions (DHS) was established with a clear vision: to cultivate thriving communities through strategic collaboration and forward-thinking approaches. DHS is built on the principles of trust, innovation, and alignment with a focus on delivering sustainable and purpose-driven results. We take pride in equipping communities with the tools, strategies, and leadership needed to achieve their long-term goals, whether through strategic planning, economic development initiatives, or interim management support.

With decades of collective experience, our team approaches each project with professionalism, expertise, and a shared dedication to excellence. At DHS, we help communities and organizations reach further by aligning their goals with actionable strategies, fostering meaningful relationships, and overcoming obstacles to progress. Recognizing that every community is unique, we craft tailored solutions that address distinct challenges while driving sustainable growth and operational efficiency. Together, we can navigate complexities, build stronger foundations, and create resilient, vibrant communities.

OUR VISION

Creating Thriving, Purpose-Driven Communities, Organizations, and Teams.

OUR MISSION

Helping clients reach further and cut through the winds of everyday challenges.

A Definitive Decision.

WHY CHOOSE US



Prioritizing partnerships with authentic leaders who share our vision, purpose, and values of creating better communities for the future is paramount to us. Going above and beyond is in our team's DNA and essential to sustainable long-term progress. Double Haul Solutions can tailor its project teams to your unique needs and requirements.



STRATEGIC SERVICES FOR STRONGER COMMUNITIES

EXECUTIVE SEARCH

We don't just help you hire a leader—we help you plan for a successful transition. DHS provides cost-effective, custom executive recruitment services with deep sector knowledge and a personalized approach.

Services include:

- Customized scopes of work
- Inclusive and strategic candidate search
- Onboarding and transition planning

ORGANIZATIONAL DEVELOPMENT

We help organizations build alignment, improve operations, and invest in their people and culture. Our team works with leadership to address internal challenges and identify opportunities for long-term success.

Services include:

- Strategic planning and implementation
- Cultural assessments
- Leadership and staff retreats
- Operational assessments
- HR and staffing support

COMMUNICATIONS

Effective communication builds trust, fosters collaboration, and connects communities. We help local governments and organizations tell their story and strengthen engagement.

Services include:

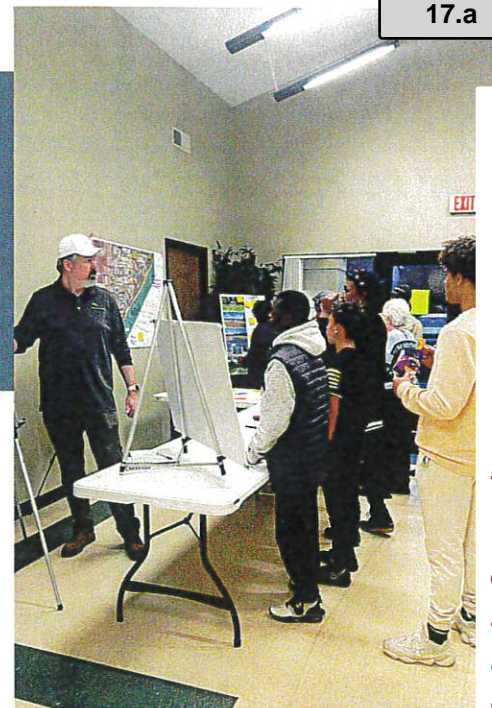
- Communication audits (digital and comprehensive)
- Strategic messaging refinement
- Brand development
- Short- and long-term implementation support
- Communications training
- Monthly retainer or hourly consulting options

PROJECT & PROGRAM SUPPORT

When staffing or hiring for a project isn't practical, DHS can bridge the gap. The DHS team or our network of collaborators provides the right-sized support to ensure short-term efforts drive long-term impact.

Services include:

- Project/program design
- Resource and capacity assessments
- Implementation support
- Sustainability planning



STRATEGIC SERVICES FOR STRONGER COMMUNITIES

STRATEGIC PLANNING

A strong strategic plan sets the course for future success. Whether your community or organization needs a light-touch framework or a fully immersive planning experience, DHS designs processes that clarify direction and inspire action.

Our strategic planning framework includes:

- Vision and mission alignment
- Goals and value identification
- Action planning and behavior modeling
- Performance milestones and accountability

COMMUNITY ENGAGEMENT

True engagement begins with listening. Our approach is rooted in empathy, cultural awareness, and inclusivity. We design engagement strategies that are responsive and impactful.

Services include:

- Engagement strategy development
- Community-based SWOT analysis
- Investment and economic development engagement
- Stakeholder facilitation and outreach

ECONOMIC DEVELOPMENT

DHS provides hands-on support for communities navigating complex development challenges. We help design and deliver development services that are proactive, responsive, and respected by the development community.

Services include:

- Development of team staffing and support
- Public-private collaboration
- Developer recruitment and site advocacy
- Concierge-level service design and training



Attachment: FV BRA Proposal (10508 : Brownfield Redevelopment Authority Contract)

Let DHS be your partner in progress.
Together, we'll build the tools, teams, and strategies that lead to real impact.



DOUBLE HAUL SOLUTIONS



YEARS EXPERIENCE

20

EDUCATION

MASTER OF PUBLIC
ADMINISTRATION –
EASTERN MICHIGAN
UNIVERSITY

BACHELOR OF
SCIENCE, HISTORY &
SOCIAL SCIENCES –
EASTERN MICHIGAN
UNIVERSITY

SPECIAL EXPERTISE

STRATEGIC
LEADERSHIP

COMMUNITY
BUILDING

ENGAGEMENT/
FACILITATION

ECONOMIC
DEVELOPMENT

VISIONING

STRATEGIC ALIGNMENT +
PLANNING

BUDGET STRATEGY

CONSULTANT PROFILE

NATE GEINZER

Nate began his local government career in 2005, inspired by a deep commitment to understanding the unique needs of communities and fostering collaboration to drive meaningful progress. As the founder of Double Haul Solutions, he has dedicated his career to helping governments build stronger relationships, align their strategies, and overcome challenges to achieve their goals. Nate's approach is rooted in listening to diverse voices, facilitating understanding, and creating cohesive environments where elected leaders and appointed staff can work together effectively.

With experience partnering with communities like Traverse City, Berkley, Northville, Lexington, Tecumseh, and DeWitt Charter Township, Nate has demonstrated success in strategic planning, interim management, economic development, and organizational leadership. His work focuses on cutting through challenges—whether they stem from misalignment, inefficiency, or broken relationships—and creating a foundation of trust, accountability, and shared purpose.

Relevant Consulting Work:

- Baker Tilly – Municipal Support Services
- City of Berkley, MI – Interim City Management Services
- DeWitt Charter Township, MI – Township Manager Search
- Village of Dundee, MI – Village Manager Search
- Downtown Ferndale, MI – Strategic Facilitation
- City of Ionia, MI – Community Development Facilitation
- Village of Lexington, MI – Team-Based Village Management Services
- City of Mount Clemens, MI – Facilitation of Multi-Year Strategic Plan Update
- City of Northville, MI – Strategic Project Prioritization Planning, Special Projects, and Grant Assistance
- City of Port Huron, MI – Community Building & Engagement, Facilitation, Economic Development, Strategic Planning, Technical Assistance, and Advocacy
- City of Royal Oak, MI – City Manager Executive Search
- Saline Area Fire Authority – Strategic Facilitation
- City of Tecumseh, MI – Staff Retreat Facilitation, Team Building
- City of Traverse City, MI – Interim City Management Services
- City of Traverse City DDA – Executive Director Search

Relevant Work Experience:

- Oakland University MPA Program – Lecturer: Local Government
- Management
- City of Northville – Interim Housing Director
- City of Brighton – City Manager
- City of Farmington Hills – Assistant to the City Manager

A Definitive Decision.
WHY CHOOSE US



Prioritizing partnerships with authentic leaders who share our vision, purpose, and values of creating better communities for the future is paramount to us. Going above and beyond is in our team's DNA and essential to sustainable long-term progress. Double Haul Solutions can tailor its project teams to your unique needs and requirements.



COMMUNITY LEADERSHIP SERVICES

What Community Leadership Is & What It Is Not

True community leadership is about fostering connections, building trust, and guiding teams toward a shared vision. It's about understanding the unique needs of a community and facilitating collaboration to achieve long-term success. Effective leaders inspire others to contribute their best efforts, ensuring decisions are rooted in the collective interests of the community rather than individual gain. Leadership requires accountability, adaptability, and a commitment to strategic planning, creating a foundation for sustainable and prosperous growth.

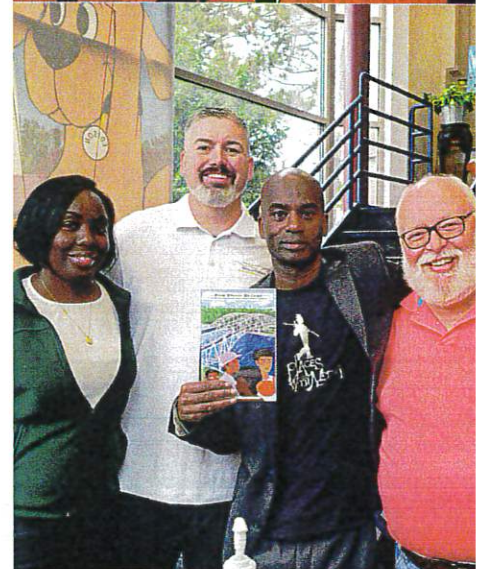
Community leadership is not about control or micromanagement. It's not about making decisions in isolation or prioritizing short-term fixes over meaningful, long-term solutions. A strong leader empowers teams, trusts their expertise, and supports them in achieving shared goals. By focusing on alignment, open communication, and mutual respect, leaders can build resilient communities where everyone feels valued and engaged.

Nate's Approach to Community Leadership

Community leadership is about creating connections that inspire action and understanding. At its core, it's about listening—truly listening—to the voices that make up a community, uncovering their needs, dreams, and challenges. I believe that meaningful progress starts with building trust, fostering relationships, and aligning efforts around shared goals.

In my experience, governments thrive when collaboration is prioritized. Leadership isn't about controlling outcomes; it's about empowering others to contribute their strengths and ideas. By facilitating open dialogue and creating a culture of respect and accountability, I work to ensure that every voice is heard and every decision reflects the community's broader vision.

I understand that navigating the complexities of local government requires both strategy and heart. Whether it's bridging gaps between elected officials and staff or guiding teams through strategic alignment, I approach challenges by staying true to our DHS values, adapting to the unique needs of each community, and fostering alignment to create actionable solutions. For me, leadership is about helping communities cut through the noise, align their vision, and move confidently toward a brighter future together.



DOUBLE HAUL SOLUTIONS



YEARS EXPERIENCE
11

EDUCATION
WAYNE STATE UNIVERSITY:
MASTER OF PUBLIC
ADMINISTRATION,
HUMAN & FISCAL RESOURCE
MANAGEMENT

OAKLAND UNIVERSITY:
BACHELOR OF ARTS,
JOURNALISM &
BROADCASTING

SPECIAL EXPERTISE
STRATEGIC
COMMUNICATIONS

CRISIS COMMUNICATIONS

COMMUNITY ENGAGEMENT

MEDIA RELATIONS

DIGITAL MARKETING

INTERNAL
COMMUNICATIONS

BRAND RESEARCH &
MANAGEMENT

SOCIAL MEDIA MARKETING

CONSULTANT PROFILE

TORRI MATHES

Torri Mathes is an accomplished communications professional with a decade of hands-on experience in digital marketing, public relations, community engagement, and management across municipal and nonprofit landscapes. Her expertise lies in guiding, streamlining, and executing strategic communication initiatives. Torri's focus is to empower organizations with effective communication strategies and build stronger audience relationships through transparent communication, collaboration, and community connections. With a Master of Public Administration and a Bachelor of Arts in Journalism, coupled with certifications in emergency management and DEI, Torri brings a unique blend of expertise to the table, ensuring that organizations not only communicate effectively but also resonate deeply with their constituents.

Relevant Consulting Experience:

- Michigan Sustainable Business Forum – Communications and Media Relations Lead
- YouthTank Detroit – Strategic Planning and Communication Facilitation
- City of Brighton – Communication and Engagement Facilitation, Downtown Project Stakeholder Analysis, Strategic Communication Services
- Double Haul Solutions - Communications and Design Lead
 - Executive Recruitment Marketing & Design Services (Ottawa County, Saline, DeWitt Twp, Royal Oak, Traverse City DDA, Ludington, Pentwater)
 - Ionia Theater Communication & Market Study, Facilitated Training
 - City of Port Huron, Communication and Engagement Support
 - Traverse City DDA, Stakeholder Facilitation, Design Services
- Donor Synergy Consulting – Director of Content Marketing
 - Strategic Communications, Digital Marketing, and Social Media Management
- Web Content Management and Development
 - Double Haul Solutions, Donor Synergy Consulting, Elite Trauma Clean-Up, and Link Collective Inc.

Relevant Work Experience:

- City of Troy – Director of Communications and Engagement
 - Internal Communication Improvements
 - Communication Department Restructuring
 - City-wide Community Engagement Strategy Development
- City of Berkley – Director of Communications
 - Internal Communication Lead
 - Strategic Communication Development and Implementation, including Crisis Communications
 - Brand Development, Implementation, and Management
 - Community Engagement and Facilitation
 - Media Relations Management
- City of Auburn Hills – Media Communications Specialist
- Media Genesis – Senior Marketing Project Manager

A Definitive Decision.
WHY CHOOSE US



Prioritizing partnerships with authentic leaders who share our vision, purpose, and values of creating better communities for the future is paramount to us. Going above and beyond is in our team's DNA and essential to sustainable long-term progress. Double Haul Solutions can tailor its project teams to your unique needs and requirements.



STRATEGIC COMMUNICATION SERVICES

What Strategic Communications Is & What It Is Not

Strategic communications is about more than just delivering information; it's about creating meaningful connections and driving action. It's a deliberate approach to understanding your audience, crafting messages that resonate, and engaging them in ways that foster trust and clarity.

Effective strategic communication shapes perceptions and guides outcomes with intention. It's not just about pushing out content or reacting to the latest trend—it's about having a long-term vision and ensuring every message aligns with your goals and values. What it's not is scattered or disconnected—it's never just a one-way street or a one-size-fits-all approach.

Torri's Strategy for Connecting Government and Community

When it comes to bridging the gap between governments and communities, my focus is on building trust and fostering real connections. I believe in communication that listens just as much as it informs.

My approach is centered on creating genuine connections that build trust and engagement within the community. Government communications should be more than just transactional. Communications should be about empowering people with the information they need, in a way that feels accessible and transparent. I help government organizations not just communicate, but connect—ensuring policies and initiatives don't just stay in the abstract but are grounded in the real needs and lives of the people. Listening is just as important as informing, and by building open channels for feedback, we can tailor communications that reflect the community's true needs and create meaningful dialogue.

This approach ensures that communication is a two-way street, leading to more responsive, sustainable solutions while fostering a sense of partnership rather than separation.



OUR VALUE AND APPROACH

Fostering Connections, Driving Impact

At Double Haul Solutions, we believe that authentic engagement begins with listening. True leadership isn't about dictating solutions—it's about creating space for people to share their experiences, perspectives, and ideas. The individuals who live, work, and invest in a community are its most valuable experts, and our role is to help amplify their voices in ways that lead to lasting impact.

Engagement is not a one-size-fits-all process. It requires intentionality, adaptability, and a deep commitment to collaboration. By meeting people where they are, we can cultivate trust, accessibility, and a shared sense of purpose. Our approach is designed to remove barriers, foster inclusivity, and build relationships that extend far beyond a single project.

Double Haul Solutions helps communities and organizations create environments where collaboration, leadership, and innovation thrive. We don't just facilitate engagement—we build the conditions for lasting impact.



SECTION B: APPROACH AND METHODOLOGY

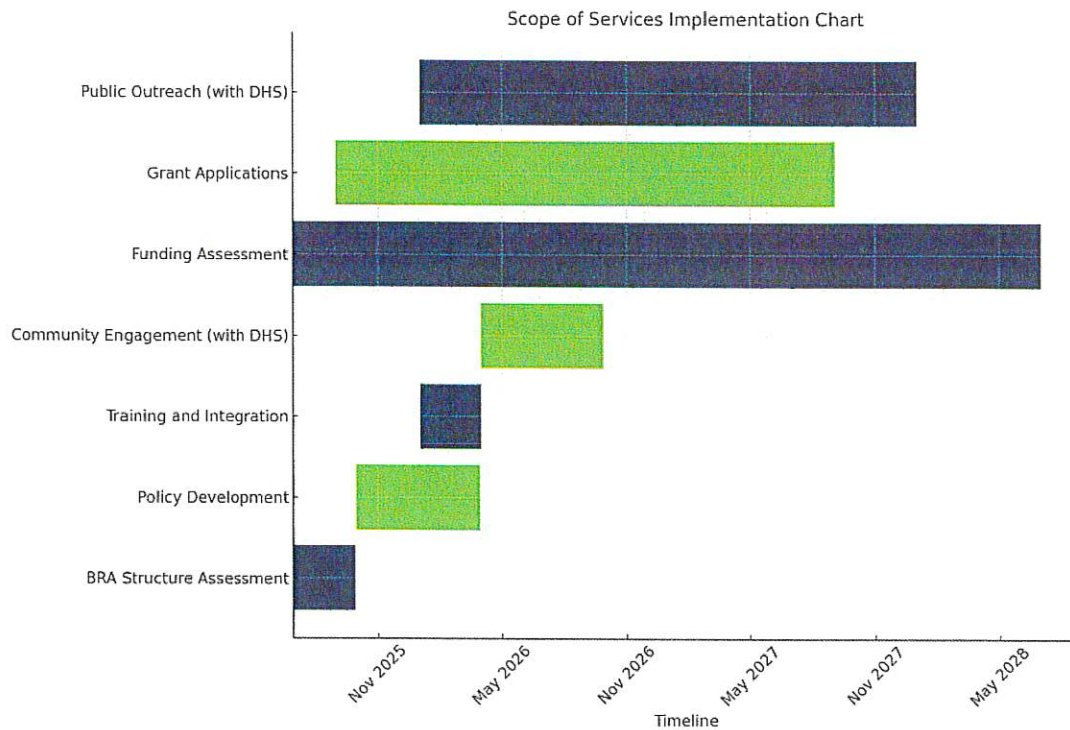
A. CITY-SPECIFIC SERVICES:

- **BRA Structure Assessment:** Review current BRA structure, bylaws, and operational practices. Recommend updates to align with best practices.
- **Policy Development:** Create criteria for site prioritization, develop housing TIF policies, and establish local brownfield revolving fund guidelines.
- **Training and Integration:** Conduct training sessions for City staff and BRA members. Ensure BRA processes integrate seamlessly with City development procedures.
- **Community Engagement:** With support from DHS, the City of St. Joseph will implement a comprehensive and responsive communications and engagement strategy that goes beyond traditional outreach to foster shared ownership, build understanding, and incorporate community feedback into redevelopment strategies. DHS will host and facilitate up to three (3) in-person visits, supporting public meetings, workshops, and stakeholder sessions that prioritize connection, transparency, and long-term trust. DHS will also coordinate a qualitative survey deployment and prioritize outreach to traditionally underrepresented groups.
 - » **BRA Education Planning:** In collaboration with the City, DHS will develop a foundational communications education strategy that addresses current knowledge gaps about the BRA's role, funding mechanisms, and how redevelopment projects align with broader community goals. This will include the creation of messaging frameworks, FAQs, and recommended formats such as infographics, short-form video explainers, or public briefings—supporting staff, board members, and elected officials in telling a consistent and accessible story.
 - » **Stakeholder Assessment:** A stakeholder assessment session will be facilitated with key city leadership and staff using the Power/Interest Grid model to identify and prioritize key audiences. This process will shape focused and inclusive outreach strategies, resulting in a living stakeholder matrix, tailored engagement materials, and recommendations for long-term community involvement.
 - » **Communications Templates:** To support this effort, DHS will also develop a communications toolkit that includes branded templates for press releases, flyers/handouts, social media graphics, email updates, council briefings, and talking points to ensure consistent, clear communication throughout the process.

B. PROJECT/DEVELOPER-SPECIFIC SERVICES:

- **Funding Assessment:** Evaluate requests for brownfield funding; assist in negotiating Brownfield Plans and Development and Reimbursement Agreements.
- **Grant Applications:** Identify and apply for state and federal brownfield assessment and cleanup grants.
- **Public Outreach:** With support from DHS, the project team will develop customized outreach and engagement materials to support public understanding throughout the lifecycle of redevelopment efforts. These may include project explainers (e.g., FAQs, brochures, flyers, social media graphics), qualitative survey tools (e.g., SurveyMonkey), and visual assets designed to demystify the brownfield process. All materials will prioritize clarity, accessibility, and relevance to community needs. DHS will also support the facilitation of community input sessions including meetings and workshops that elevate local voices, foster long-term buy-in, and ensure alignment with the City's transparency standards.





As-needed technical, planning, and financial support for project-specific brownfield redevelopment efforts (Scope B)

F&V offers a full suite of project-specific brownfield redevelopment services tailored to meet the evolving needs of municipal Brownfield Redevelopment Authorities. Our approach is both strategic and flexible, ensuring developers and local governments are supported from project conception to completion, while maintaining compliance with Michigan's Brownfield Redevelopment Financing Act (Act 381 of 1996).

Below is a list of all of the areas in which F&V and DHS can assist in support of brownfield projects. The exact scope of services for each project will be identified at the time the project comes before the City. Our team specializes in ensuring regulatory compliance, financial transparency, and technical rigor throughout the life of a project.

1. EVALUATE REQUESTS FOR BROWNFIELD FUNDING

- Review developer applications, gap financing analyses, and eligible activity cost breakdowns.
- Advise the BRA on financial necessity, statutory compliance, and alignment with local redevelopment goals.
- Compare project scope with existing TIF priorities and long-term community goals and objectives.

2. REVIEW, EVALUATE, AND NEGOTIATE BROWNFIELD PLANS AND AGREEMENTS

- Analyze third-party Brownfield Plans, Act 381 Work Plans, and Development and Reimbursement Agreements for completeness, eligibility, and risk exposure.
- Recommend revisions to ensure compliance with MSHDA, EGLE, and MEDC requirements.
- Facilitate negotiations that clarify reimbursement caps, interest provisions, administrative fees, and timing triggers.

3. PREPARE BROWNFIELD PLANS, ACT 381 WORK PLANS, AND REIMBURSEMENT AGREEMENTS

- Draft plans and supporting documentation, including cost tables, TIF forecasts, project descriptions, and public benefit justifications.
- Coordinate with developers, local assessors, and agency partners to secure approvals.
- Structure Reimbursement Agreements that are enforceable, auditable, and adaptable to future amendments.

4. APPLY FOR AND MANAGE STATE/FEDERAL BROWNFIELD GRANTS AND LOANS

- Identify competitive grant and loan programs (EGLE, MEDC, MSHDA, EPA, etc.) and prepare application materials.
- Coordinate grant implementation including procurement, documentation, and payment processes.
- Monitor compliance with state/federal grant conditions and assist with reporting.

5. FACILITATE PROJECT-SPECIFIC PUBLIC ENGAGEMENT

Following the completion of Scope A, the communications and engagement plan will be revisited and refined on a per-project basis to reflect project-specific needs. Adjustments will consider:

- Preferred communication channels identified through initial outreach
- Key topics of concern or interest that emerge in the data
- Stakeholder groups that may be underrepresented in early feedback
- Engagement formats that best match community needs (e.g., youth roundtables, culturally specific sessions, or pop-up events)

This adaptive model ensures we're not locked into a rigid calendar, but instead building a responsive feedback system that evolves with the community. It empowers both City staff and community to lead, while our team provides structure and support throughout the redevelopment process. This model includes:

- Identify and engage key audiences such as adjacent property owners, local businesses, and historically underrepresented community members.
- Coordinate and facilitate tailored engagement activities, including neighborhood meetings, stakeholder interviews, and small-group discussions aligned with each redevelopment site.
- Develop feedback loops to ensure community input is acknowledged and incorporated into project decision-making.
- Provide strategic guidance to the City and project partners to proactively address concerns and maintain public trust.
- Create user-friendly outreach materials such as project explainers, FAQs, infographics, and visual storytelling tools that build public understanding of brownfield redevelopment.
- Design content for City-hosted webpages and digital platforms, including timelines, funding summaries, and engagement opportunities.
- Support consistent messaging across meetings, digital channels, and printed materials to ensure transparency and alignment with City communication strategies.

Cost to develop a project-specific community engagement plan: \$1,750 per plan

Cost for implementation of a project-specific community engagement plan: Hourly, based on rate sheet

Cost for in-person community engagement*:

- Half-day rate (minimum): \$750 - \$2,250
- Full-day rate: \$1,275 - \$3,325

**Final engagement pricing will be dependent on the project scope need and level of DHS involvement.*

***For virtual community engagement, day rates will be reduced by 25%.*

Optional Add-Ons (pricing available upon request):

- Online engagement hub or microsite for updates, meeting materials, and feedback tools.
- Retainer-based communications support including social media management, media relations, and content creation.

6. ADVISE ON TIF AGREEMENT STRUCTURES

- Analyze baseline and projected taxable value, estimated TIF revenue streams, and potential capture scenarios.
- Recommend optimal TIF durations, capture limitations, and administrative fee structures based on financial sustainability and statutory requirements.
- Create cash flow models to evaluate reimbursement schedules and municipal cost recovery where necessary.

7. FINANCIAL ADMINISTRATION, ACCOUNTING, AND COMPLIANCE

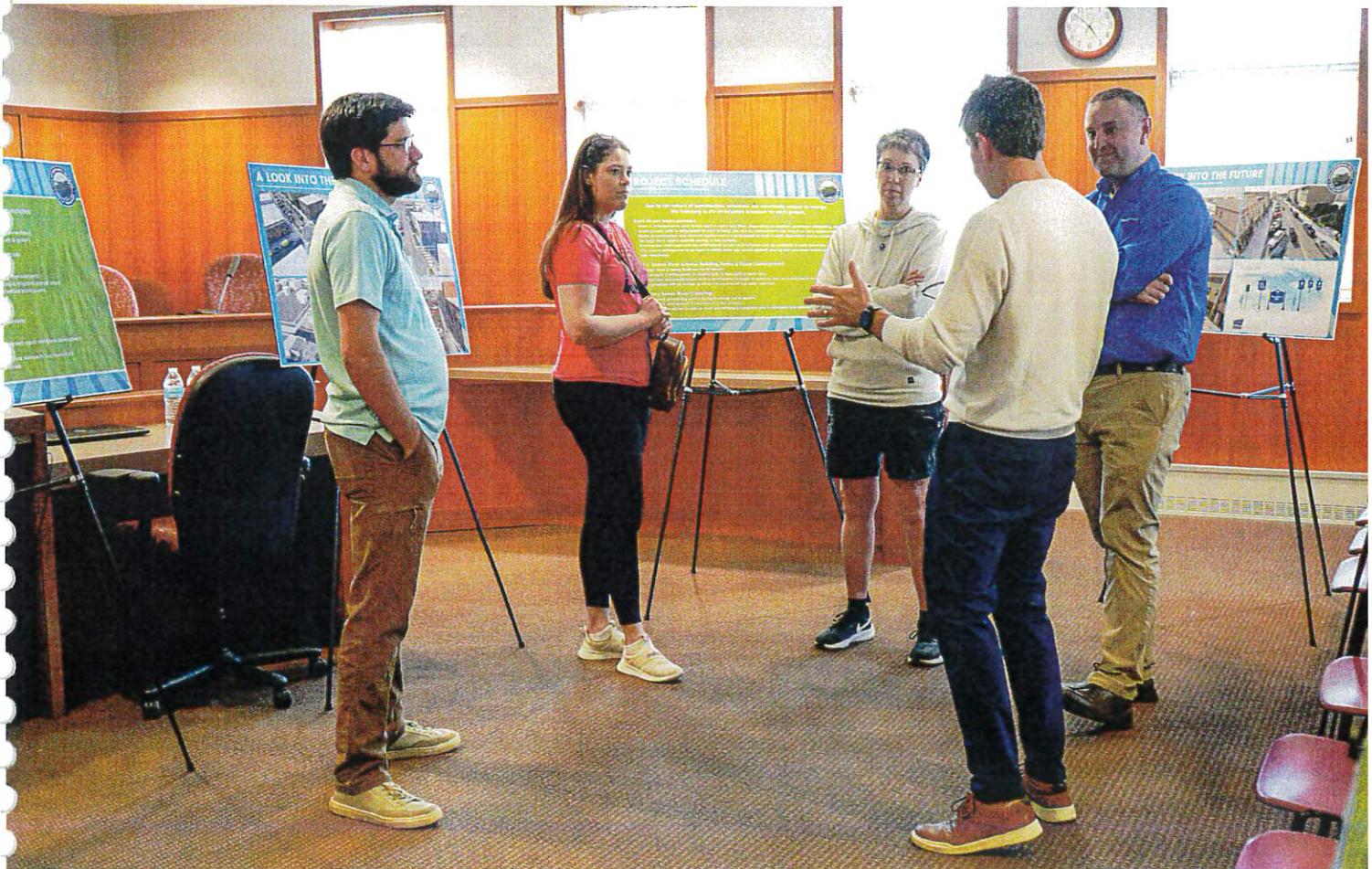
- Perform annual accounting reviews of TIF revenue collections and developer reimbursement obligations.
- Reconcile certified eligible activity costs with actual TIF capture and prepare developer-facing statements.
- Develop and maintain tracking tools for monitoring cumulative and annual reimbursements.
- Support annual budgeting and audit processes by preparing BRA financial summaries and forecast reports.

8. PROCESS DEVELOPER REIMBURSEMENT REQUESTS

- Review and verify reimbursement submissions against approved Brownfield Plans and executed Reimbursement Agreements
- Require documentation of paid invoices, lien waivers, and activity completion narratives.
- Prepare formal Certification of Reimbursement packages for BRA approval and recordkeeping.

9. MEDC BROWNFIELD PORTAL AND ANNUAL REPORTING

- Maintain active MEDC Brownfield Redevelopment Portal entries for each approved Act 381 Work Plan project.
- Update project milestones, capture schedules, and reimbursement data on an annual basis.
- Ensure timely submission of required compliance reports per the MEDC guidelines.



SECTION C: BUDGET AND PAYMENT

CITY-SPECIFIC SERVICES (SCOPE A)

Estimated Total Cost:	\$12,500
DHS Scope A Community Engagement Total Cost:	\$5,230
Completion Timeline:	6 months
Milestone Schedule:	Refer to Gantt Chart in Section 2 for detailed timeline and deliverables.

PROJECT/DEVELOPER-SPECIFIC SERVICES (SCOPE B)

Service Duration:	On an as-needed basis over a three-year period
Estimated budget per-project:	\$7,500 - \$15,000, based on project complexity, stakeholder engagement, and project schedule*.

*Costs for individual brownfield projects will be determined at the time a project is submitted to the City. These costs will vary depending on the scope of the project, required coordination, and level of documentation or negotiation involved. In many cases, the developer requesting the brownfield incentive may be responsible for covering some or all of these expenses—depending upon how the City and Brownfield Redevelopment Authority (BRA) structure their policies and procedures under Scope A.

The proposed costs are based on standard hourly personnel rates, anticipated travel, document preparation, public meeting facilitation, and other direct costs. All services under both Scope A and Scope B will be billed on a time-and-materials basis.

Where appropriate, costs incurred by the BRA may be fully reimbursed through administrative capture within the Tax Increment Financing (TIF) plan structure, consistent with Act 381 provisions and the BRA's adopted policies.

F&V will submit **monthly invoices** for services rendered under both Scope A and Scope B. Invoices will detail the hours worked, staff involved and associated direct expenses. All billing will comply with the City's standard accounting and review procedures.

F&V and DHS are prepared to continue providing support services for a minimum of three years. Future budgets may be refined based on anticipated workload, number of active redevelopment projects, or changes in City or BRA objectives.

SECTION D: REFERENCES

SHIAWASSEE COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

- **Contact:** Brian Boggs, County Administrator
- **Phone:** 989.743.2222
- **Email:** boggs@shiawassee.net
- **Project:** Establishment of the Brownfield Redevelopment Authority, structuring of bylaws, creation of Brownfield Redevelopment Authority Policies, Procedures and Application process, review of Brownfield Plans, Legislative updates and training sessions for BRA, coordination with County Land Bank Authority for grant funds and Brownfield Plan for land bank owned parcel redevelopment

CITY OF ALLEGAN BROWNFIELD REDEVELOPMENT AUTHORITY

- **Contact:** Joel Dye
- **Phone:** 269.673.5511
- **Email:** jdye@cityofallegan.org
- **Project:** Creation of Brownfield Redevelopment Authority Policies, Procedures and Application process, technical review of Brownfield Plans and Reimbursement Agreements, Legislative updates and training sessions for BRA, local community engagement about the brownfield process for project partners throughout Allegan County in conjunction with the Allegan Community Foundation.

SANILAC COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

- **Contact:** Nathan Roskey, County Administrator
- **Phone:** 810.648.2933
- **Email:** nroskey@sanilacounty.net
- **Project:** Reestablishment of stagnant Brownfield Redevelopment Authority, review of bylaws, structuring of new policies, procedures and streamlined application process for changes in brownfield legislation to meet current county housing goals, review of Brownfield Plans, technical assistance for grant opportunities, legislative updates and training sessions for the BRA.

NORTHVILLE TOWNSHIP BROWNFIELD REDEVELOPMENT AUTHORITY

- **Contact:** Wendy Hillman, Finance Director
- **Phone:** 248.348.5800
- **Email:** whillman@twp.northville.mi.us
- **Project:** Review of bylaws and the development of updated policies, procedures, and a streamlined application process aligned with recent legislative changes and county housing priorities, evaluation of existing Brownfield Plans, technical assistance in identifying and pursuing grant opportunities, regular legislative updates, and facilitation of training sessions for BRA members.

FIRM INFORMATION AND REFERENCES



Organization Information

Double Haul Solutions
Brighton, MI 48116
248- 207-5293 (c)
EIN: 87-2174640
EST: October 2021

DHS Project and Professional References

Bridget Dean, Mayor
City of Berkley, MI
bdean@berkleymi.gov
248-930-0544

Rick Galardi, Supervisor
DeWitt Charter Township
517-281-9707
rickgalardi@me.com

Crystal VanVleck, City Manager
City of Berkley, MI
586-596-8680
cvanvleck@berkleymi.gov

Pat Sullivan, Retired City Manager
City of Northville, MI
248-255-3850
Psullivan62@icloud.com

Mary Williams & Joe Bixler, Co-Chairs
Port Huron Neighborhood Improvement
Authority
Port Huron, MI
Jps3child@yahoo.com
Jbixler4227@gmail.com

Jill Bahm, AICP, Partner
Giffels Webster
248-363-8815
jbahm@giffelswebster.com

James Freed, City Manager
City of Port Huron
810-300-7147
james@porthuron.org

Mary Marshall, Village President
Village of Pentwater, MI
231-869-8301
president@pentwatervillage.org

CLIENT PORTFOLIO



CLIENT	SCOPE OF WORK	TIMELINE
Baker Tilly	Subject Matter Expertise	Ongoing
Barry County	Human Resources Policy Support	2024
City of Berkley	Executive Search (Finance Director)	2023
City of Berkley	Interim City Management & Transition Support	2024
City of Ionia	Community Development Project Facilitation	2024
City of Ludington	Executive Search (City Manager)	2024
City of Mount Clemens	City Commission Goal Setting	2022
City of Mt. Pleasant	Executive Search (Finance Director)	2024
City of Northville	Strategic Project Prioritization	2022
City of Northville	Interim Housing Director	2023
City of Northville	Project Management Support	2023
City of Port Huron	Community/Economic Development Support	2023-2024
City of Royal Oak	Executive Search (City Manager)	2024
City of Saline	Executive Search (City Manager)	2025
City of Saline	Executive Search (DPW Director)	2024
City of Tecumseh	City Council Facilitation	2025
City of Tecumseh	Team Building	2022
City of Traverse City	Interim City Management	2023
City of Traverse City	Downtown Development Authority Executive Search (DDA Director)	2024
City of Whitehall	Executive Search (City Manager)	2025
City of Zeeland	Financial Sustainability Review (w/Municipal Analytics)	2025
DeWitt Charter Township	Executive Search (Township Manager)	2024
DeWitt Charter Township	Strategic Planning	2025
Downtown Ferndale	Governance Training & Team Building	2024
Ottawa County	Executive Search (County Administrator)	2025
Saline Area Fire Department	Governance Training & Team Building	2024
Village of Dundee	DDA/Council Training & Facilitation	2025
Village of Dundee	Executive Search (Village Manager)	2024
Village of Lexington	Team-Based Village Management Services	2023-Current
Village of Pentwater	Executive Search (Village Manager)	2024

Fishbeck Grand Rapids	
City Specific Work	
BRA Structure	\$6,500
Prioritization & Policy Development	\$10,500
Compliance	\$2,500
Total	\$19,500

Project Specific	
General Request for Brownfield Plan	\$2,500
Cost for Brownfield Plan incorporatong housing Development Loss Potential or Rent Loss Potential	\$,5000
EGLE grant or loan proposal	\$5,000
Grand administration	3% of grant/loan total
Seek Fedearal assesment, etc	\$5,000
Community Engagement	Hourly
General Project Consultation	Hourly

GeoSyntec Grand Rapids	
City Specific Work	
Kick-off Meeting	\$6,733
Review of BRA Structure & Operational Practices	\$12,334
Provide Role Recommendations	\$4,032
Consulting Services as requested by BRA	As needed/Hourly Rates
Develop Criteria & Framework	\$10,062
Develop Housing TIF Policy	\$6,528
Develop LBRF Policy and Funding Priorities	\$6,838
Assist in Prioritizing Redevelopment Efforts	\$4,610
Other Incentives/Funding Reccomendations	\$2,664
Training & Education	As needed, hourly rates
Align BRA with City Development Process	\$4,960
Incorporat Community Feedback	Likely included with other tasks, as needed. Hourly Rates
Total	\$58,761

Project Specific	
Review & Processing of Brownfield Plans, Act 381 Work Plans, and related documents	\$3,408
State & Federal Funding Strategy	\$2,393
Facilitate Public Meetings, Workshops & Focus Groups	\$4,262
TIF Agreement Advising	\$1,387
Providing Outreach Materials to Support Public Awareness	\$1,903

Attachment: BRA Consultant Spreadsheet (version 1) (10508 : Brownfield Redevelopment Authority Contract)

SME Grand Rapids		
City Specific Work		
Operational Assessment, Time & Materials (\$185-\$212/hour)	\$3,000	\$4,000
Community Engagement (\$185 - \$260/hour)	\$5,000	\$6,000
Policy Development (\$185 - \$212/hour)	\$22,000	\$27,000
Total	\$30,000	\$37,000

Project Specific		
Assess ment of Brownfield Funding Requests Review & Evaluation of Act 381 submissions	\$500	\$1,500
Brownfield Plans, Act 381 work plans & Reimbursement Agreements	\$800	\$2,000
Advise on appropriate considerations & Details for TIF agreements, etc	\$500	\$1,500
Brownfield Plan/Act 381 Work Plan Preparation	\$2,000	\$4,000
Manage aspects of federal & state brownfield/cleanup grants/loans as requested		
EPA Assessment Grant Applications		In-Kind
EGLE Grant Proposals & Applications	\$500	\$1,500
Provide outreach materials		In-Kind
Monthly BRA Meetings and/or special meetings	\$500	\$500

Fleis & Vandenbrink Grand Rapids	
City Specific Work	
Estimated Total Cost	\$12,500
DHS Scope A Community Engagemnt Total Cost	\$5,250
Total	\$17,750

Project Specific	
Etimated budget per project	\$7,500 - \$15,000 Based on project complexity, stateholder engagement, and project schedule

Attachment: BRA Consultant Spreadsheet (version 1) (10508 : Brownfield Redevelopment Authority Contract)



Agenda Item

TO: Members of the St. Joseph City Commission

FROM: Ben Reynnells, Finance Director

RE: Final Budget Amendments - FY25

MEETING DATE: June 23, 2025

Below are staff recommendations for the final amended budget for Fiscal Year 2024-2025. Please be aware that approval of this budget amendment will bring the budget to a more conservative standing. Our goal is to reduce the risk of not complying with the Uniform Budgeting and Accounting Act. These figures represent worst-case projections, rather than expected expenditures. Staff anticipates that final activity will come in at or below the proposed amended amounts, as required by the State. The most significant changes proposed are highlighted as follows:

General Fund (101)

- City Clerk (215.000)
 - Increase of \$3,500.00. This budget amendment is required to purchase a replacement laptop for the Clerk. The previously purchased laptop bought this year isn't compatible with the cemetery software. The old laptop will be repurposed to the Building Department.
- City Treasurer (253.000)
 - Increase of \$26,700.00. This budget amendment is required to cover health insurance opt out, IT services, moving of software from Central Purchasing, consolidation of bank fees into this department, and moving the tax chargebacks out of Extraordinary Items.
- Elections (262.000)
 - Increase of \$3,500.00. This budget amendment is required to purchase a replacement laptop for the Deputy Clerk. The previously purchased laptop bought this year isn't compatible with the cemetery software. The old laptop will be repurposed to the Inspection Department.
- Building & Grounds (265.000)
 - Increase of \$5,100.00. This budget amendment is required to cover the payroll accrual and utility expenses.
- Personnel (270.000)
 - Increase of \$9,900.00. This budget amendment is required to cover the payroll accrual, overtime for tax year end, City Manager background checks, and IT services.

- Fire Department (336.000)
 - Increase of \$17,400.00. This budget amendment is required to cover retirement and personnel payouts, plus their associated benefits.
- Public Works (441.000)
 - Increase of \$1,100.00. This budget amendment is required to cover additional public utilities for the year.
- Street Lighting (448.000)
 - Increase of \$8,000.00. This budget amendment is required to cover additional public utilities for the year.
- Economic Development (728.000)
 - Increase of \$10,700.00. This budget amendment is required to cover the payroll accrual, additional IT services, and transportation and education.
- Communications (740.000)
 - Increase of \$35,400.00. This budget amendment is required to cover the move of personnel out of the City Manager's budget, and into Communications.
- Park/Recreation (751.000)
 - Increase of \$40,700.00. This budget amendment is required to cover the change of vehicle cost allocation to the Motor Pool Fund.
- Transfers Out (965.000)
 - Increase of \$25,000.00. This budget amendment is required to cover the transfer to the General Debt Service fund, if a transfer is required.

Municipal Street Fund (204)

- Sidewalks (444.000)
 - Increase of \$66,000.00. This budget amend is required to cover the Bi-Annual Sidewalk Program expense from earlier this fiscal year.

General Debt Service Fund (301)

- Debt Service (905.000)
 - Revenue Increase of \$25,000.00. This budget amendment is required to cover the General Fund transfer in, if a transfer is required.
 - Expense Increase of \$100.00. This budget amendment is required to cover additional Bank of New York paying agent fees.

Capital Projects Fund (401)

- Public Safety Department (345.000)
 - Increase of \$5,900.00. This budget amendment is required to cover the additional cost of the camera server upgrade project.
- Downtown Parking (466.000)
 - Increase of \$52,000.00. This budget amendment is required to cover the construction

materials and signs for the implementation of the downtown parking program.

- Library Water Meter Install (901.030)
 - Increase of \$10,000.00. This budget amendment is required to cover the installation of water meters at the library.

CSO Separation Project Fund (450)

- CSO Monitoring and Compliance (527.300)
 - Decrease of \$5,920,000.00. This budget amendment reduces the CSO Separation Project Fund to zero. The Sewer Fund is being used to account for this project directly, this fund is no longer being used.

Lighthouse Capital Improvement Fund (485)

- Building and Grounds (265)
 - Increase of \$15,000.00. This budget amendment is required to cover the regular maintenance and repair for the lighthouse.

Sewer Fund (590)

- All Departments
 - When converting the Sewer Fund to full accrual, a net budget increase of \$3,900.00 will be required. This number is made up of several transactions, including but not limited to \$227,100.00 increase for depreciation, \$199,900.00 reduction of the CIPP project, reduction of \$71,500.00 for the Botham Avenue project, and \$40,600.00 increase for the Main Street project.

Water System Fund (591)

- All Departments
 - When converting the Water System Fund to full accrual, a net budget increase of \$1,714,660.00 will be required. This number is made up of several transactions, including but not limited to \$700,000.00 increase for depreciation, \$129,000.00 reduction for the Water Distribution System Department and \$1,303,400.00 increase of the clarifier project.

City Water Fund (592)

- All Departments
 - When converting the City Water Fund to full accrual, a net budget decrease of \$164,000.00 will be required. This number is made up of several transactions, including but not limited to \$350,000 increase for depreciation and a \$513,700.00 reduction for the Botham Avenue Project.

Self Insurance Fund (677)

- All Departments
 - During year end last year, several balance sheet transactions were found that needed to be recognized as expenses. Those corrections were done at the beginning of this year, as a

result the budget will need to be increased \$27,000.00 to cover.

Health Care Fund (690)

- Insurance Premiums (851.000)
 - Increase of \$322,500.00. This budget amendment is required to cover the cost of health insurance for the year. Health insurance costs have been trending higher than forecasted when this current year budget was adopted.

Action Requested: Motion to approve FY 2024-2025 Amended Budget, as presented.