



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

AGENDA
October 13, 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

Pledge of Allegiance

Announcements

1. [Family Court Awareness Month](#)
2. [Proclamation - World Polio Day](#)

Approval of Agenda

Public Comment - For Items on the Consent Agenda, or Not on the Agenda - Please Limit Comments to Three Minutes

Consent Agenda

3. [Minutes of September 22, 2025](#)
4. [Invoice and Tax Disbursements](#)
5. [DDA TIF Citizens Advisory Council](#)
6. [Special Event Application - SJT Fall & Winter Events](#)

Old Business

7. [Whirlpool Centennial Park Trees](#)

New Business

8. [Housing Choice and Supply Options for Planning Commission Review and Recommendation](#)
9. [City Hall Elevator Update](#)
10. [Truck or Treat Street Closures](#)

Reports

11. [Hydrant Flushing Update](#)

12. [Housing Commission Annual Report to the City Commission](#)
13. [General Election Reminder](#)

City Manager Comments

City Commission Comments

Closed Session

14. [Request to Enter Closed Session - City Manager Annual Evaluation](#)
15. [Return to Open Session](#)

Agenda Item

TO: City Commission

FROM: Abby Bishop, City Clerk

RE: Family Court Awareness Month

MEETING DATE: October 13, 2025

Last October, the City Commission designated November as Family Court Awareness Month (FCAM) in the City of St. Joseph. Representatives will be present to speak on their mission and the importance of FCAM.

Agenda Item

TO: City Commission

FROM: Michael Fernandez

RE: Proclamation - World Polio Day

MEETING DATE: October 13, 2025

Polio is a disease that peaked in the 1940s and 1950s with an average of over 35,000 cases per year. The resulting advancements in medicine and vaccinations have led to the near eradication of this disease that once threatened generations of children.

The work that led to our current state in the eradication of Polio could not have been achieved without dedicated resources from the medical and scientific communities, the government, and the hard work of volunteer groups.

It is my hope that the City of St Joseph can adopt the following proclamation.

Action Requested: to approve the proclamation designating October 24, 2025, as WORLD POLIO DAY in the City of St. Joseph, MI.

ATTACHMENT(S):

- World Polio Day - Fernandez.docx

City of St. Joseph
Mayoral Proclamation

WHEREAS, Rotary International, founded in 1905 in Chicago, Illinois, is a global network of 1.4 million neighbors, friends, leaders, and problem-solvers who unite to take action and create lasting change across the globe, in our communities, and in ourselves; and

WHEREAS, Rotary International launched PolioPlus in 1985 and, in 1988, helped establish the Global Polio Eradication Initiative, which today includes the World Health Organization, the U.S. Centers for Disease Control and Prevention, UNICEF, the Bill & Melinda Gates Foundation, and Gavi, the Vaccine Alliance, with the mission to immunize the children of the world against polio; and

WHEREAS, thanks to these efforts, polio cases have dropped by 99.9 percent since 1988, with nearly 3 billion children immunized in 122 countries, and the world now stands on the threshold of eradicating this devastating disease; and

WHEREAS, World Polio Day, observed on October 24th, highlights the progress made and renews the commitment to a polio-free world;

NOW, THEREFORE, I, Brook Thomas, Mayor of the City of St. Joseph, do hereby proclaim **October 24, 2025 as WORLD POLIO DAY** in the City of St. Joseph, and encourage all residents to join me in recognizing the importance of Rotary's efforts to eradicate polio and to show support by wearing purple in solidarity with this cause.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of St. Joseph to be affixed this 13th day of October, 2025.

Mayor Brook Thomas

Call to Order

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

Attendee Name	Title	Status
Brook Thomas	Mayor	Present
Michele Binkley	Mayor Pro Tem	Present
Michael Sarola	Commissioner	Present
Michael Fernandez	Commissioner	Present
Tess Ulrey	Commissioner	Present
Also present: Assistant City Manager Tim Zebell, City Attorney Laurie Schmidt, and City Clerk Abby Bishop.		

2. Order of Business

3. Pledge of Allegiance

4. Announcements

Mayor Thomas announced that City Manager Emily Hackworth would not be present and Assistant City Manager Tim Zebell would act in her place.

5. Approval of Agenda

MOTION: To approve the Agenda as presented.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Michael Fernandez, Commissioner
SECONDER:	Michele Binkley, Mayor Pro Tem
AYES:	Mayor Thomas, Mayor Pro Tem Binkley, Commissioner Sarola, Commissioner Fernandez, Commissioner Ulrey

6. Public Comment - For Items on the Consent Agenda, or Not on the Agenda - Please Limit Comments to Three Minutes

Ann Barnes, a City resident, questioned the funding for MI Healthy Michigan Climate Fellows Program, suggesting it could be allocated to other priorities. She mentioned that she researched the electric vehicle industry regarding the EV application for the Charging Smart Program and found that the US industry is not in high demand, with production declining and many shifts being cut back at numerous locations.

Assistant City Manager Tim Zebell clarified that the City's participation in the MI Healthy Michigan Climate Fellows program depends on receiving a full scholarship and no additional cost to the City. He also mentioned that the charging stations are currently under exploration to determine if the City should have them. If they conclude the City should, then they will assist in finding funding for the stations.

7. Consent Agenda

Approved the Consent Agenda as presented.

MOTION: To approve the Consent Agenda as presented.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Michael Fernandez, Commissioner
SECONDER:	Michele Binkley, Mayor Pro Tem
AYES:	Mayor Thomas, Mayor Pro Tem Binkley, Commissioner Sarola, Commissioner Fernandez, Commissioner Ulrey

7.a Meeting Minutes of September 8, 2025

Approved the meeting minutes of September 8, 2025, as presented.

7.b Invoice and Tax Disbursements

Approved the invoice and tax disbursements as presented.

7.c New Board Appointments

Approved the new board appointments to their respective boards, as presented.

7.d Special Event Application - Turkey Trot 5K

Approved the Turkey Trot 5k special event application as presented and directed staff to issue a special event permit.

7.e St. Joseph Housing Commission Monthly Update

7.f MI Healthy Climate Fellows 2026 Host City

Directed City staff to apply to host a 2026 MI Healthy Climate Fellow, along with a scholarship to fund the program.

7.g Charging Smart Program Application

Directed City staff to apply for the Charging Smart designation.

8. Old Business

8.a DDA TIF Public Hearing

Development Director Kelly Ewalt explained how the Downtown Development Authority has been working to adopt a formal tax increment financing (TIF) plan. She stated that the plan outlines the DDA's development goals, proposed projects, and strategies for capturing and reinvesting tax increment revenue to support economic growth and revitalization efforts in the downtown district. She said it will enable the DDA to fund infrastructure improvements, streetscape enhancements, business development initiatives, and other projects aimed at boosting the vibrancy and economic health of the downtown area. Ewalt advised that the next step in this process is to hold a public hearing to gather public input and recommended scheduling it for Monday, October 27th, 2025.

Commissioner Fernandez thanked City staff for all the work that has gone into this so that development can move forward.

Shawn Hill, a City resident, asked for clarification about the tax and inquired who would be responsible for paying it. He also commented that the DDA has no oversight and believes it is problematic that funds are being allocated to something over which citizens have no influence.

Ewalt advised that the TIF is not a new tax. She stated that there will be a baseline tax set in the DDA District, and any incremental growth that occurs after the baseline is set, from new

development, for example, will be captured by the DDA and reinvested within the DDA boundaries.

Andrew Haan with Cornerstone Alliance reiterated that the TIFF was not a new tax; it is simply how the funds are allocated once they are collected. He further stated that the DDA has a very detailed capital improvement plan, which was previously shared by the City Commission for transparency, and added that the DDA meetings are open to the public.

MOTION: To approve a public hearing for Monday, October 27th, 2025, at 6:00 PM for the purpose of taking comments on the proposed DDA TIF Plan.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Michael Fernandez, Commissioner
SECONDER:	Michele Binkley, Mayor Pro Tem
AYES:	Mayor Thomas, Mayor Pro Tem Binkley, Commissioner Sarola, Commissioner Fernandez, Commissioner Ulrey

9. New Business

9.a Amendment to Personnel Policy Manual: 457 Plan and Roth

City Attorney Laurie Schmidt presented amendments to the personnel policy manual. One amendment is to the existing Deferred Compensation Plan (457 Plan) policy, and the other is a new policy that provides employees with the option to participate in a Roth retirement savings account. Schmidt explained that the City currently offers employees the option to participate in a 457 plan, which is similar to a 401K for private businesses. She stated the plan is optional, the employee can choose to put money in the account, and they direct the investments.

Several employees have asked if the City would provide an option for a Roth retirement savings plan in addition to the 457 plan.

Schmidt explained that there are benefits to employees who participate in an employer-sponsored Roth plan. She noted that the City does not contribute to either the 457 or the Roth plan; however, the City would need to adopt a personnel policy that allows for the Roth option.

She explained the changes to the 457 policy, which include removing a 90-day service period and age restrictions, and adding language to remind employees that they are responsible for monitoring their contributions, which are limited by IRS regulations. The Roth policy has similar language.

Commissioner Fernandez stated that the changes will provide employees with more choice and flexibility in setting up their retirement funds, with no direct cost to the City.

MOTION: To approve the Personnel Policy 302 Deferred Compensation Savings (457) Plan as amended, and Personnel Policy 303 Roth Retirement Savings as presented.

RESULT:	PASSED [UNANIMOUS]
MOVER:	Michael Fernandez, Commissioner
SECONDER:	Michele Binkley, Mayor Pro Tem
AYES:	Mayor Thomas, Mayor Pro Tem Binkley, Commissioner Sarola, Commissioner Fernandez, Commissioner Ulrey

10. Reports

None.

11. City Manager Comments

None.

12. City Commission Comments

Commissioner Sarola acknowledged the tragic events that occurred two weeks ago in Utah. He stated that with election season approaching, it was a good time for everyone to remember the importance of dialogue, especially with those who see the world differently. He encouraged people not to let anger take over and to continue having conversations with those they disagree with, in hopes of preventing future tragedies.

Commissioner Binkley stated that they are still experiencing great weather and advised that the City Farmers Market is still open for another three weeks.

Commissioner Fernandez mentioned he visited the City Appreciation Picnic last Friday and wanted to thank City staff for all they do.

Commissioner Ulrey encouraged residents to visit the Farmers Market to speak with the Commissioners, as at least one of them is always available. She mentioned that it has been very helpful for her to hear directly from residents.

Mayor Thomas acknowledged events in the City and stated Fall Fest occurred last week, October 4th is a new busking event downtown called Play St. Joe, October 18th is Spooktacular, and on October 25th is Trunk or Treat.

The meeting closed at 6:19 PM.

Presiding Officer

City Clerk/ Recording Secretary

Agenda Item

TO: City Commission
FROM: Ben Reynnells, Finance Director
RE: Invoice and Tax Disbursements
MEETING DATE: October 13, 2025

As part of the consent agenda, please consider approval of the following invoices and disbursements from September 18, 2025, through October 6, 2025.

Regular invoices: \$1,147,255.01
Tax disbursements: \$12,808,817.90
Total disbursed: \$13,956,072.91

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

ATTACHMENT(S):

- EXP CHECK RUN DATES 09-18-2025 TO 10-06-2025.pdf

EXP CHECK RUN DATES 09/18/2025 - 10/06/2025

GL Number	Vendor	Invoice Desc.	Amount
Fund 101 General Fund			
Dept 000.000			
101-000.000-081.000	BERRIEN COUNTY TREASURER	BERRIEN COUNTY TAX VALUE CHANGE	52.09
101-000.000-204.000	FIRST NATIONAL BANK OF OMAHA	FINANCE DEPARTMENT	30.47
		Total For Dept 000.000	82.56
Dept 172.000 City Manager			
101-172.000-717.000	RELIANCE STANDARD LIFE INSURANCE CO	OCTOBER 2025 LIFE INSURANCE	69.40
101-172.000-801.000	CBIZ TECHNOLOGY	NIST CSF REPORT	28,000.00
101-172.000-805.000	FOSTER SWIFT COLLINS & SMITH	PROFESSIONAL SERVICES	400.74
101-172.000-850.000	FIRST NATIONAL BANK OF OMAHA	TIFFANY MITCHELL	(14.28)
101-172.000-941.100	FIRST NATIONAL BANK OF OMAHA	FINANCE DEPARTMENT	22.19
		Total For Dept 172.000 City Manager	28,478.05
Dept 215.000 City Clerk			
101-215.000-717.000	RELIANCE STANDARD LIFE INSURANCE CO	OCTOBER 2025 LIFE INSURANCE	15.00
101-215.000-790.000	HERALD-PALLADIUM	ANNUAL HP SUBSCRIPTION	342.10
101-215.000-801.000	CIVICPLUS	MUICODE ORDINANCE TABS	26.50
101-215.000-860.000	FIRST NATIONAL BANK OF OMAHA	ABBY BISHOP	313.80
101-215.000-941.100	FIRST NATIONAL BANK OF OMAHA	FINANCE DEPARTMENT	44.38
		Total For Dept 215.000 City Clerk	741.78
Dept 235.000 Central Purchasing			
101-235.000-740.000	DOUBLEDAY OFFICE PRODUCTS	PAPER	49.00
101-235.000-740.000	DOUBLEDAY OFFICE PRODUCTS	ENVELOPE MOISTENER	45.12
101-235.000-740.000	U.S. BUSINESS SYSTEMS, INC.	STAPLES FOR PRINTER	91.95
101-235.000-740.000	U.S. BUSINESS SYSTEMS, INC.	STAPLES FOR PRINTER	91.95
101-235.000-740.000	DOUBLEDAY OFFICE PRODUCTS	SUPPLIES - CITY HALL	123.86
101-235.000-740.000	HANSON BEVERAGE SERVICE	OFFICE SUPPLIES	43.92
101-235.000-850.000	FIRST NATIONAL BANK OF OMAHA	FINANCE DEPARTMENT	290.90
101-235.000-941.000	FIRST NATIONAL BANK OF OMAHA	EMILY HACKWORTH	557.89
		Total For Dept 235.000 Central Purchasing	1,294.59
Dept 253.000 City Treasurer			
101-253.000-717.000	RELIANCE STANDARD LIFE INSURANCE CO	OCTOBER 2025 LIFE INSURANCE	42.40
101-253.000-728.000	QUADIENT FINANCE USA, INC	SEPTEMBER BILLING	1,092.42
101-253.000-801.000	LAUTERBACH & AMEN, LLP	PROFESSIONAL SERVICES 06-30-2025	9,998.30
101-253.000-860.000	FIRST NATIONAL BANK OF OMAHA	FINANCE DEPARTMENT	525.00
101-253.000-941.100	FIRST NATIONAL BANK OF OMAHA	FINANCE DEPARTMENT	66.57

EXP CHECK RUN DATES 09/18/2025 - 10/06/2025

GL Number	Vendor	Invoice Desc.	Amount
101-253.000-964.000	BERRIEN COUNTY TREASURER	BERRIEN COUNTY TAX VALUE CHANGE	2,691.18
		Total For Dept 253.000 City Treasurer	14,415.87
Dept 257.000 City Assessor			
101-257.000-717.000	RELIANCE STANDARD LIFE INSURANCE CO	OCTOBER 2025 LIFE INSURANCE	38.00
101-257.000-805.000	BLOOM SLUGGETT MORGAN	LEGAL SERVICES - MTT	1,715.50
101-257.000-860.000	FIRST NATIONAL BANK OF OMAHA	FINANCE DEPARTMENT	583.76
101-257.000-941.100	FIRST NATIONAL BANK OF OMAHA	FINANCE DEPARTMENT	22.19
		Total For Dept 257.000 City Assessor	2,359.45
Dept 262.000 Elections			
101-262.000-717.000	RELIANCE STANDARD LIFE INSURANCE CO	OCTOBER 2025 LIFE INSURANCE	11.20
101-262.000-728.000	QUADIENT FINANCE USA, INC	SEPTEMBER BILLING	13.39
101-262.000-740.000	FIRST NATIONAL BANK OF OMAHA	ABBY BISHOP	30.73
101-262.000-740.000	PRINTING SYSTEMS, INC.	SECRECY SLEEVES FOR AV BALLOTS	375.53
101-262.000-740.000	BERRIEN COUNTY TREASURER	NEW TECH AND POLLWORKER CARDS	12.00
101-262.000-740.000	PRINTING SYSTEMS, INC.	NOV 4TH ELECTION BALLOTS	1,558.40
		Total For Dept 262.000 Elections	2,001.25
Dept 265.000 Buildings & Grounds			
101-265.000-717.000	RELIANCE STANDARD LIFE INSURANCE CO	OCTOBER 2025 LIFE INSURANCE	11.20
101-265.000-740.000	ACE HARDWARE	RESTROOM CLOSINGS AND CLEANER	421.41
101-265.000-740.000	FIRST NATIONAL BANK OF OMAHA	MIKE CHRISTENSEN	5,016.18
101-265.000-740.000	LOWE'S HOME CENTERS, LLC	TOOL	31.33
101-265.000-740.000	ACE HARDWARE	HVAC REPAIRS	61.07
101-265.000-740.000	ACE HARDWARE	REPAIRS	4.49
101-265.000-740.000	ACE HARDWARE	REPAIRS	3.94
101-265.000-740.000	ACE HARDWARE	REPAIRS	6.46
101-265.000-740.000	ACE HARDWARE	REPAIRS	21.58
101-265.000-740.000	DESIGNER APPEARANCES & COATINGS	CENTENNIAL PARK RESTROOM FLOORS	4,500.00
101-265.000-740.000	LEEP'S SUPPLY CO., INC.	FIRE STATION BOTTLE FILLER	1,273.33
101-265.000-920.000	INDIANA MICHIGAN POWER COMPANY	SEPTEMBER BILLING	6,271.48
101-265.000-920.000	MICHIGAN GAS UTILITIES	ACCT #0505563219-00006	493.37
101-265.000-931.000	ALLIED MECHANICAL SERVICES, INC.	CONTRACT PAYMENT	119.00
101-265.000-931.000	ALLIED MECHANICAL SERVICES, INC.	CONTRACT PAYMENT	659.00
101-265.000-931.000	ALLIED MECHANICAL SERVICES, INC.	CONTRACT PAYMENT	125.00
101-265.000-931.000	ALLIED MECHANICAL SERVICES, INC.	CONTRACT PAYMENT	118.50
101-265.000-931.000	ALLIED MECHANICAL SERVICES, INC.	CONTRACT PAYMENT	344.50
101-265.000-931.000	ALLIED MECHANICAL SERVICES, INC.	CONTRACT PAYMENT	330.50
101-265.000-931.000	ALLIED MECHANICAL SERVICES, INC.	CONTRACT PAYMENT	441.50

EXP CHECK RUN DATES 09/18/2025 - 10/06/2025

GL Number	Vendor	Invoice Desc.	Amount
101-265.000-931.000	ALLIED MECHANICAL SERVICES, INC.	CONTRACT PAYMENT	902.00
101-265.000-931.000	ENERCO SPECIALTY CHEMICAL	CONTRACT PAYMENT	225.00
101-265.000-931.000	F&M MECHANICAL SERVICES	REPAIRS	1,180.50
101-265.000-931.000	ENERCO SPECIALTY CHEMICAL	CONTRACT PAYMENT	225.00
101-265.000-931.000	MCNALLY ELEVATOR COMPANY, INC	CITY HALL REPAIR	395.00
		Total For Dept 265.000 Buildings & Grounds	23,181.34
Dept 266.000 City Attorney			
101-266.000-717.000	RELIANCE STANDARD LIFE INSURANCE CO	OCTOBER 2025 LIFE INSURANCE	20.00
101-266.000-941.100	FIRST NATIONAL BANK OF OMAHA	FINANCE DEPARTMENT	22.19
		Total For Dept 266.000 City Attorney	42.19
Dept 270.000 Personnel			
101-270.000-717.000	RELIANCE STANDARD LIFE INSURANCE CO	OCTOBER 2025 LIFE INSURANCE	14.00
101-270.000-740.000	FIRST NATIONAL BANK OF OMAHA	SAMANTHA WINNELL	15.15
101-270.000-900.000	MICHIGAN ASSESSORS ASSOCIATION	ASSESSING TECHNICIAN - JOB POSTING	300.00
101-270.000-900.000	YOURMEMBERSHIP.COM, INC	ASSESSING TECHNICIAN - JOB POSTING	150.00
101-270.000-941.100	FIRST NATIONAL BANK OF OMAHA	FINANCE DEPARTMENT	22.19
101-270.000-941.100	FIRST NATIONAL BANK OF OMAHA	SAMANTHA WINNELL	5.46
101-270.000-956.100	FIRST NATIONAL BANK OF OMAHA	SAMANTHA WINNELL	704.17
		Total For Dept 270.000 Personnel	1,210.97
Dept 336.000 Fire Department			
101-336.000-776.000	FIRST NATIONAL BANK OF OMAHA	STEVE NEUBECKER	165.75
101-336.000-801.000	FIRST NATIONAL BANK OF OMAHA	STEVE NEUBECKER	20.00
101-336.000-801.000	LAKELAND CARE, INC	RESPIRATOR FIT TESTING	220.00
101-336.000-850.000	AT&T MOBILITY	CELL PHONES & TABLETS	251.57
101-336.000-860.000	FIRST NATIONAL BANK OF OMAHA	STEVE NEUBECKER	1,300.00
101-336.000-920.000	INDIANA MICHIGAN POWER COMPANY	SEPTEMBER BILLING	1,088.95
101-336.000-920.000	MICHIGAN GAS UTILITIES	ACCT #0505563219-00003	69.88
101-336.000-941.100	FIRST NATIONAL BANK OF OMAHA	FINANCE DEPARTMENT	22.19
101-336.000-941.100	MACQUARIE EQUIPMENT CAPITAL INC.	MONTHLY MAINTENANCE	78.99
		Total For Dept 336.000 Fire Department	3,217.33
Dept 345.000 Public Safety Department			
101-345.000-717.000	RELIANCE STANDARD LIFE INSURANCE CO	OCTOBER 2025 LIFE INSURANCE	455.60
101-345.000-801.000	FIRST NATIONAL BANK OF OMAHA	STEVE NEUBECKER	75.00
101-345.000-850.000	AT&T MOBILITY	CELL PHONES & TABLETS	1,021.87
101-345.000-860.000	FIRST NATIONAL BANK OF OMAHA	STEVE NEUBECKER	515.00
101-345.000-870.000	FIRST NATIONAL BANK OF OMAHA	STEVE NEUBECKER	100.00

EXP CHECK RUN DATES 09/18/2025 - 10/06/2025

GL Number	Vendor	Invoice Desc.	Amount
101-345.000-930.000	C. WIMBERLEY FORD	AXLE SHAFT AND WHEEL BEARING	1,643.22
101-345.000-930.000	GREAT LAKES UPFITTING	REAR RADAR CABLE	156.60
101-345.000-930.000	GREAT LAKES UPFITTING	LIGHT AND CAMERA ISSUES	655.00
101-345.000-941.100	FIRST NATIONAL BANK OF OMAHA	FINANCE DEPARTMENT	22.19
101-345.000-941.100	MACQUARIE EQUIPMENT CAPITAL INC.	MONTHLY MAINTENANCE	79.00
101-345.000-941.100	MACQUARIE EQUIPMENT CAPITAL INC.	MONTHLY MAINTENANCE	104.00
		Total For Dept 345.000 Public Safety Department	4,827.48
Dept 371.000 Building Inspection Department			
101-371.000-717.000	RELIANCE STANDARD LIFE INSURANCE CO	OCTOBER 2025 LIFE INSURANCE	50.64
101-371.000-740.000	FIRST NATIONAL BANK OF OMAHA	GALINA BOGDANOVA	199.00
101-371.000-740.000	BROWN'S LOCKSMITH AND HARDWARE	SUPPLIES - TAPE AND SCREWDRIVERS	19.98
101-371.000-740.000	OSCAR'S PRINTING & COPY CENTER	11 X 17 PAPER	21.25
101-371.000-860.000	FIRST NATIONAL BANK OF OMAHA	GALINA BOGDANOVA	241.62
101-371.000-941.100	FIRST NATIONAL BANK OF OMAHA	FINANCE DEPARTMENT	22.19
		Total For Dept 371.000 Building Inspection Department	554.68
Dept 372.000 Code Enforcement Department			
101-372.000-801.000	FORKER'S LAWN SERVICE, INC.	AUGUST 2025 MOWING INVOICE	375.00
101-372.000-941.100	FIRST NATIONAL BANK OF OMAHA	FINANCE DEPARTMENT	44.38
		Total For Dept 372.000 Code Enforcement Department	419.38
Dept 441.000 Public Works Department			
101-441.000-740.000	DOUBLEDAY OFFICE PRODUCTS	SUPPLIES	35.87
101-441.000-740.000	DOUBLEDAY OFFICE PRODUCTS	SUPPLIES	311.75
101-441.000-920.000	MICHIGAN GAS UTILITIES	ACCT #0505563219-00001	60.28
101-441.000-941.100	FIRST NATIONAL BANK OF OMAHA	FINANCE DEPARTMENT	22.19
		Total For Dept 441.000 Public Works Department	430.09
Dept 442.000 Asset Management			
101-442.000-717.000	RELIANCE STANDARD LIFE INSURANCE CO	OCTOBER 2025 LIFE INSURANCE	11.40
		Total For Dept 442.000 Asset Management	11.40
Dept 447.000 City Engineer			
101-447.000-717.000	RELIANCE STANDARD LIFE INSURANCE CO	OCTOBER 2025 LIFE INSURANCE	39.60
101-447.000-740.000	FIRST NATIONAL BANK OF OMAHA	TIM ZEBELL	80.71
101-447.000-804.000	ABONMARCHE CONSULTANTS INC	GEN. ENG. SERVICES	500.00
101-447.000-870.000	FIRST NATIONAL BANK OF OMAHA	TIM ZEBELL	315.00
		Total For Dept 447.000 City Engineer	935.31

EXP CHECK RUN DATES 09/18/2025 - 10/06/2025

GL Number	Vendor	Invoice Desc.	Amount
Dept 448.000 Street Lighting			
101-448.000-920.000	INDIANA MICHIGAN POWER COMPANY	SEPTEMBER BILLING	7,136.02
		Total For Dept 448.000 Street Lighting	7,136.02
Dept 651.000 Ambulance			
101-651.000-801.000	COMMUNITY EMERGENCY SERVICE	MEDIC 1 SUBSIDARY - THIRD QUARTER BILLING	21,604.00
		Total For Dept 651.000 Ambulance	21,604.00
Dept 721.000 Community Development			
101-721.000-717.000	RELIANCE STANDARD LIFE INSURANCE CO	OCTOBER 2025 LIFE INSURANCE	20.00
101-721.000-860.000	FIRST NATIONAL BANK OF OMAHA	KRISTEN GUNDERSEN	440.00
101-721.000-900.000	HERALD-PALLADIUM	NOTICE OF PUBLIC HEARING	225.75
101-721.000-900.000	HERALD-PALLADIUM	PUBLIC NOTICE	139.50
101-721.000-941.100	FIRST NATIONAL BANK OF OMAHA	FINANCE DEPARTMENT	54.18
		Total For Dept 721.000 Community Development	879.43
Dept 728.000 Economic Development			
101-728.000-717.000	RELIANCE STANDARD LIFE INSURANCE CO	OCTOBER 2025 LIFE INSURANCE	13.60
101-728.000-860.000	FIRST NATIONAL BANK OF OMAHA	KELLY EWALT	888.45
101-728.000-941.100	FIRST NATIONAL BANK OF OMAHA	FINANCE DEPARTMENT	22.19
		Total For Dept 728.000 Economic Development	924.24
Dept 740.000 Communications			
101-740.000-717.000	RELIANCE STANDARD LIFE INSURANCE CO	OCTOBER 2025 LIFE INSURANCE	13.60
		Total For Dept 740.000 Communications	13.60
Dept 751.000 Parks/Recreation			
101-751.000-717.000	RELIANCE STANDARD LIFE INSURANCE CO	OCTOBER 2025 LIFE INSURANCE	113.89
101-751.000-740.000	A FAMILY TREE	TREE ID TAGS	109.90
101-751.000-740.000	ACE HARDWARE	HARDWARE	30.20
101-751.000-740.000	FIRST NATIONAL BANK OF OMAHA	JEFFREY RECHNER	702.96
101-751.000-740.000	FIRST NATIONAL BANK OF OMAHA	CAMERON WELCH	20.00
101-751.000-740.000	RENTAL BRANCH	STUMP GRINDER RENTAL	742.50
101-751.000-740.000	TRICKL-EEZ IRRIGATION INC.	IRRIGATION SUPPLY	54.10
101-751.000-740.000	ACE HARDWARE	WIRE WHEELS	29.68
101-751.000-740.000	ACE HARDWARE	DREMEL BITS	21.59
101-751.000-740.000	ACE HARDWARE	CAULK GUN	17.99
101-751.000-740.000	LOWE'S HOME CENTERS, LLC	CAULK	54.22
101-751.000-740.000	ACE HARDWARE	TREE STAKES	78.49
101-751.000-740.000	ACE HARDWARE	PRIMER	37.79

EXP CHECK RUN DATES 09/18/2025 - 10/06/2025

GL Number	Vendor	Invoice Desc.	Amount
101-751.000-740.000	ACE HARDWARE	BUG KILLER	16.00
101-751.000-740.000	AMAZON CAPITAL SERVICES	PUBLIC WORKS SUPPLIES	172.22
101-751.000-740.000	FOHS, MATT	CLOTHING REIMBURSEMENT	85.82
101-751.000-740.000	FRESH DECOR PRO HARDWARE	PAINT/PAINT SUPPLIES	226.60
101-751.000-740.000	FRESH DECOR PRO HARDWARE	PAINT	192.05
101-751.000-740.000	KIRBY, DAVID	CLOTHING REIMBURSEMENT -	59.32
101-751.000-740.000	LOWE'S HOME CENTERS, LLC	TREE STAKES	117.24
101-751.000-740.000	MID-COUNTY LAWN & GARDEN	PRIMER BULBS	16.04
101-751.000-740.000	PRIM, GILGAMESH	CLOTHING REIMBURSEMENT	89.99
101-751.000-801.000	CHOP	TREE WORK	5,714.00
101-751.000-801.000	HOLT BOSSE	MAIDS OF THE MIST SIGNS	123.95
101-751.000-801.000	POINT BLUE, LLC	MILTON PHASE 1 REVIEW	1,600.00
101-751.000-860.000	FIRST NATIONAL BANK OF OMAHA	JEFFREY RECHNER	200.00
101-751.000-920.000	INDIANA MICHIGAN POWER COMPANY	SEPTEMBER BILLING	3,394.22
101-751.000-930.000	PRIDE THE PORTABLE TOILET COMPANY	TOILET RENTAL	125.00
		Total For Dept 751.000 Parks/Recreation	14,145.76
Dept 752.000 Lighthouse Operations			
101-752.000-920.000	INDIANA MICHIGAN POWER COMPANY	SEPTEMBER BILLING	79.53
		Total For Dept 752.000 Lighthouse Operations	79.53
Dept 756.000 Recreation Programs			
101-756.000-740.000	AMAZON CAPITAL SERVICES	TRUCK OR TREAT CANDY	1,135.10
101-756.000-740.000	AMAZON CAPITAL SERVICES	CANDY FOR TRUCK OR TREAT	1,828.33
101-756.000-801.000	CRITERION PICTURES USA	DVD RENTAL AND LICENSE	505.00
101-756.000-801.000	SWANK MOTION PICTURES, INC.	MOVIE & LICENSE RENTAL	530.00
		Total For Dept 756.000 Recreation Programs	3,998.43
Dept 757.000 Ice Arena Operations			
101-757.000-717.000	RELIANCE STANDARD LIFE INSURANCE CO	OCTOBER 2025 LIFE INSURANCE	12.60
101-757.000-740.000	LINDE GAS & EQUIPMENT INC.	PROPANE SERVICE	71.63
101-757.000-920.000	INDIANA MICHIGAN POWER COMPANY	SEPTEMBER BILLING	649.73
101-757.000-920.000	MICHIGAN GAS UTILITIES	ACCT #0505563219-00009	43.39
101-757.000-920.000	MICHIGAN GAS UTILITIES	ACCT #0505563219-00010	64.44
101-757.000-941.100	FIRST NATIONAL BANK OF OMAHA	FINANCE DEPARTMENT	22.19
		Total For Dept 757.000 Ice Arena Operations	863.98
Dept 905.000 Debt Service			
101-905.000-991.000	STURGIS BANK & TRUST CO	LOAN PAYMENT - FIRE TRUCK	58,971.81
101-905.000-995.000	STURGIS BANK & TRUST CO	LOAN PAYMENT - FIRE TRUCK	6,654.11

EXP CHECK RUN DATES 09/18/2025 - 10/06/2025

GL Number	Vendor	Invoice Desc.	Amount
		Total For Dept 905.000 Debt Service	65,625.92
		Total For Fund 101 General Fund	199,474.63
Fund 202 Major Street Fund			
Dept 449.000 Roads, Streets, Bridges - ACT 51			
202-449.000-740.000	ALTA EQUIPMENT COMPANY	CRACK SEAL MATERIAL	1,800.00
202-449.000-740.000	HIGH GRADE MATERIALS CO.	CONCRETE PATCH - SPLIT STREETS/WATER	289.50
202-449.000-740.000	RIETH-RILEY CONSTRUCTION CO., INC.	HOT PATCH MAJORS AND LOCALS	131.28
202-449.000-740.000	RIETH-RILEY CONSTRUCTION CO., INC.	HOT PATCH MAJORS AND LOCALS	120.00
202-449.000-801.000	CHOP	TREE WORK	4,570.00
202-449.000-801.000	CHOP	TREE WORK	865.00
202-449.000-930.000	CSX TRANSPORTATION	CROSSING SIGNAL MAINTENANCE	4,376.00
		Total For Dept 449.000 Roads, Streets, Bridges - ACT 51	12,151.78
Dept 474.000 Traffic Services			
202-474.000-920.000	INDIANA MICHIGAN POWER COMPANY	SEPTEMBER BILLING	119.08
		Total For Dept 474.000 Traffic Services	119.08
Dept 478.000 Winter Maintenance			
202-478.000-740.000	DETROIT SALT COMPANY	ROAD SALT	21,209.78
202-478.000-740.000	DETROIT SALT COMPANY	SALT	12,000.00
		Total For Dept 478.000 Winter Maintenance	33,209.78
Dept 485.000 Administration			
202-485.000-801.000	LAUTERBACH & AMEN, LLP	PROFESSIONAL SERVICES 06-30-2025	2,529.24
		Total For Dept 485.000 Administration	2,529.24
Dept 903.194 Anchors Way Drainage			
202-903.194-801.000	WADE TRIM	DESIGN SERVICES	5,575.00
		Total For Dept 903.194 Anchors Way Drainage	5,575.00
Dept 903.204 Upton Drive Reconstruction			
202-903.204-801.000	POINT BLUE, LLC	ENV. PROF. SERVICES - FINAL INVOICE	6,039.60
		Total For Dept 903.204 Upton Drive Reconstruction	6,039.60
Dept 903.207 Cleveland Ave			
202-903.207-801.000	ABONMARCHE CONSULTANTS INC	CONST. ADMIN	31,128.18
		Total For Dept 903.207 Cleveland Ave	31,128.18

EXP CHECK RUN DATES 09/18/2025 - 10/06/2025

GL Number	Vendor	Invoice Desc.	Amount
Total For Fund 202 Major Street Fund			90,752.66
Fund 203 Local Street Fund			
Dept 445.000 Public Drains			
203-445.000-740.000	HIGH GRADE MATERIALS CO.	CONCRETE PATCH	184.50
Total For Dept 445.000 Public Drains			184.50
Dept 449.000 Roads, Streets, Bridges - ACT 51			
203-449.000-717.000	RELIANCE STANDARD LIFE INSURANCE CO	OCTOBER 2025 LIFE INSURANCE	123.80
203-449.000-740.000	CONSUMERS CONCRETE CO.	CONCRETE SEALANT	131.00
203-449.000-740.000	ACE HARDWARE	TOOLS AND PPE	83.66
203-449.000-740.000	ACE HARDWARE	TOOL	8.99
203-449.000-740.000	ALTA EQUIPMENT COMPANY	CRACK SEAL MATERIAL	1,705.50
203-449.000-740.000	MATERIALS RESOURCES	GLOVES	98.24
203-449.000-740.000	RIETH-RILEY CONSTRUCTION CO., INC.	HOT PATCH MAJORS AND LOCALS	100.00
203-449.000-740.000	RIETH-RILEY CONSTRUCTION CO., INC.	HOT PATCH MAJORS AND LOCALS	106.93
203-449.000-740.000	SHAVER, EDDIE	CLOTHING REIMBURSEMENT	95.38
203-449.000-801.000	CHOP	TREE WORK	9,420.00
203-449.000-801.000	CHOP	TREE WORK	1,760.00
Total For Dept 449.000 Roads, Streets, Bridges - ACT 51			13,633.50
Dept 474.000 Traffic Services			
203-474.000-717.000	RELIANCE STANDARD LIFE INSURANCE CO	OCTOBER 2025 LIFE INSURANCE	9.10
203-474.000-740.000	ACE HARDWARE	CLEANER FOR TRUCK	7.73
203-474.000-740.000	DORNBOS SIGN & SAFETY INC	SIGNS	78.00
Total For Dept 474.000 Traffic Services			94.83
Dept 478.000 Winter Maintenance			
203-478.000-740.000	DETROIT SALT COMPANY	SALT	14,001.88
Total For Dept 478.000 Winter Maintenance			14,001.88
Dept 485.000 Administration			
203-485.000-801.000	LAUTERBACH & AMEN, LLP	PROFESSIONAL SERVICES 06-30-2025	737.39
Total For Dept 485.000 Administration			737.39
Total For Fund 203 Local Street Fund			28,652.10
Fund 204 Municipal Street Fund			
Dept 485.000 Administration			
204-485.000-964.000	BERRIEN COUNTY TREASURER	BERRIEN COUNTY TAX VALUE CHANGE	756.78

EXP CHECK RUN DATES 09/18/2025 - 10/06/2025

GL Number	Vendor	Invoice Desc.	Amount
		Total For Dept 485.000 Administration	756.78
		Total For Fund 204 Municipal Street Fund	756.78
Fund 209 Cemetery Fund			
Dept 567.000 Cemetery Operatings			
209-567.000-717.000	RELiance STANDARD LIFE INSURANCE CO	OCTOBER 2025 LIFE INSURANCE	29.40
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	FIRST NATIONAL BANK OF OMAHA	JEFFREY RECHNER	375.68
209-567.000-740.000	AMAZON CAPITAL SERVICES	PUBLIC WORKS SUPPLIES	29.98
209-567.000-740.000	COLD SPRING	COLUMBARIUM NICHE PLAQUE	366.00
209-567.000-850.000	FIRST NATIONAL BANK OF OMAHA	FINANCE DEPARTMENT	166.85
209-567.000-920.000	INDIANA MICHIGAN POWER COMPANY	SEPTEMBER BILLING	426.20
209-567.000-920.000	MICHIGAN GAS UTILITIES	ACCT #0504619643-00001	42.58
209-567.000-930.000	INDUSTRIAL BRUSH CUTTING SERVICES	BRUSH SERVICES	550.00
		Total For Dept 567.000 Cemetery Operatings	2,718.69
		Total For Fund 209 Cemetery Fund	2,718.69
Fund 214 Depot Fund			
Dept 264.000 Buildings			
214-264.000-801.000	LAUTERBACH & AMEN, LLP	PROFESSIONAL SERVICES 06-30-2025	58.79
214-264.000-920.000	INDIANA MICHIGAN POWER COMPANY	SEPTEMBER BILLING	30.87
		Total For Dept 264.000 Buildings	89.66
		Total For Fund 214 Depot Fund	89.66
Fund 226 Rubbish Collection Fund			
Dept 521.000 Sanitation/Solid Waste			
226-521.000-717.000	RELiance STANDARD LIFE INSURANCE CO	OCTOBER 2025 LIFE INSURANCE	29.40
226-521.000-801.000	LAUTERBACH & AMEN, LLP	PROFESSIONAL SERVICES 06-30-2025	1,096.04
226-521.000-804.000	WM CORPORATE SERVICES	RESIDENTIAL RUBBISH	921.29
226-521.000-804.200	ORCHARD HILL LANDFILL	TRASH DUMPING	3,711.20
226-521.000-804.200	STEVENSVILLE TRANSFER STATION-3246	TRASH DUMPING	2,566.01
226-521.000-964.000	BERRIEN COUNTY TREASURER	BERRIEN COUNTY TAX VALUE CHANGE	415.70
		Total For Dept 521.000 Sanitation/Solid Waste	8,739.64
		Total For Fund 226 Rubbish Collection Fund	8,739.64

EXP CHECK RUN DATES 09/18/2025 - 10/06/2025

GL Number	Vendor	Invoice Desc.	Amount
Fund 243 Brownfield Redevelopment Authority Fund			
Dept 728.000 Economic Development			
243-728.000-801.000	FLEIS & VANDENBRINK	BROWNFIELD CONSULTANTS	3,057.86
		Total For Dept 728.000 Economic Development	3,057.86
		Total For Fund 243 Brownfield Redevelopment Authority	3,057.86
Fund 248 Downtown Development Authority Fund			
Dept 730.000 Downtown Development			
248-730.000-740.000	ACE HARDWARE	DDA SUPPLIES	72.86
248-730.000-740.000	ACE HARDWARE	DDA SUPPLIES	41.37
248-730.000-740.000	ACE HARDWARE	DDA SUPPLIES	22.48
248-730.000-740.000	ACE HARDWARE	DDA SUPPLIES	46.77
248-730.000-740.000	ACE HARDWARE	DDA SUPPLIES	79.14
248-730.000-740.000	ACE HARDWARE	DDA SUPPLIES	52.17
248-730.000-860.000	MICHIGAN DOWNTOWN ASSOCIATION	MDA CONFERENCE	310.00
		Total For Dept 730.000 Downtown Development	624.79
		Total For Fund 248 Downtown Development Authority	624.79
Fund 271 Library Fund			
Dept 790.000 Library			
271-790.000-717.000	RELIANCE STANDARD LIFE INSURANCE CO	OCTOBER 2025 LIFE INSURANCE	55.66
271-790.000-728.000	QUADIENT FINANCE USA, INC	SEPTEMBER BILLING	100.40
271-790.000-740.000	AMAZON CAPITAL SERVICES	BOOK AND CHILDRENS SUPPLIES	136.59
271-790.000-740.000	FIRST NATIONAL BANK OF OMAHA	PAULA STAKLEY	54.98
271-790.000-740.000	KSS ENTERPRISES	CLEANING SUPPLIES	656.62
271-790.000-740.000	KSS ENTERPRISES	CLEANING SUPPLIES	66.38
271-790.000-740.000	DOUBLEDAY OFFICE PRODUCTS	OFFICE SUPPLIES	76.66
271-790.000-740.000	KSS ENTERPRISES	CLEANING SUPPLIES	166.70
271-790.000-740.000	AMAZON CAPITAL SERVICES	LIBRARY SUPPLIES	219.46
271-790.000-740.000	DOUBLEDAY OFFICE PRODUCTS	OFFICE SUPPLIES	74.13
271-790.000-776.000	DELL MARKTING L.P.	COMPUTER, KEYBOARD, LAPTOP	5,989.78
271-790.000-780.000	AMAZON CAPITAL SERVICES	BOOK AND CHILDRENS SUPPLIES	29.99
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 NFIC	70.18
271-790.000-780.000	INGRAM LIBRARY SERVICES	CHILDRENS NFIC	27.56
271-790.000-780.000	INGRAM LIBRARY SERVICES	ADULT FIC	155.48
271-790.000-780.000	INGRAM LIBRARY SERVICES	ADULT FIC	17.28

EXP CHECK RUN DATES 09/18/2025 - 10/06/2025

GL Number	Vendor	Invoice Desc.	Amount
271-790.000-780.000	INGRAM LIBRARY SERVICES	CHILDREN NFIC	124.13
271-790.000-780.000	INGRAM LIBRARY SERVICES	ADULT NFIC	57.76
271-790.000-780.000	INGRAM LIBRARY SERVICES	ADULT FIC	16.19
271-790.000-780.000	INGRAM LIBRARY SERVICES	YOUNG ADULT	10.79
271-790.000-780.000	INGRAM LIBRARY SERVICES	ADULT FIC	68.04
271-790.000-780.000	INGRAM LIBRARY SERVICES	CHILDRENS FIC	10.25
271-790.000-780.000	MIDWEST TAPE	HOOPLA	1,199.87
271-790.000-780.000	OVERDRIVE, INC.	LIBBY ADVANTAGE	579.48
271-790.000-780.000	OVERDRIVE, INC.	LIBBY ADVANTAGE	644.74
271-790.000-780.000	HERALD-PALLADIUM	ANNUAL NEWSPAPER SUBSCRIPTION	342.10
271-790.000-780.000	INGRAM LIBRARY SERVICES	CHILDREN FIC	9.71
271-790.000-780.000	INGRAM LIBRARY SERVICES	ADULT NFIC	16.20
271-790.000-780.000	INGRAM LIBRARY SERVICES	CHILDREN FIC	204.62
271-790.000-780.000	INGRAM LIBRARY SERVICES	CHILDREN NFIC	8.44
271-790.000-780.000	INGRAM LIBRARY SERVICES	ADULT FIC	45.36
271-790.000-780.000	INGRAM LIBRARY SERVICES	CHILDREN NFIC	6.39
271-790.000-780.000	INGRAM LIBRARY SERVICES	CHILDREN NFIC	8.63
271-790.000-780.000	INGRAM LIBRARY SERVICES	ADULT NFIC	256.43
271-790.000-780.000	INGRAM LIBRARY SERVICES	ADULT NFIC	33.47
271-790.000-780.000	INGRAM LIBRARY SERVICES	ADULT FIC	15.66
271-790.000-780.000	INGRAM LIBRARY SERVICES	YOUNG ADULT	11.34
271-790.000-780.000	INGRAM LIBRARY SERVICES	CHILDREN NFIC	4.79
271-790.000-780.000	AMAZON CAPITAL SERVICES	LIBRARY SUPPLIES	231.40
271-790.000-780.000	CENGAGE GROUP	ADULT FIC LARGE PRINT	161.55
271-790.000-780.000	INGRAM LIBRARY SERVICES	CHILDREN FIC	10.25
271-790.000-780.000	INGRAM LIBRARY SERVICES	ADULT FIC	45.90
271-790.000-780.000	INGRAM LIBRARY SERVICES	ADULT NFIC	51.86
271-790.000-780.000	INGRAM LIBRARY SERVICES	YOUNG ADULT	75.84
271-790.000-780.000	INGRAM LIBRARY SERVICES	ADULT FIC	32.40
271-790.000-780.000	INGRAM LIBRARY SERVICES	ADULT NFIC	15.65
271-790.000-780.000	INGRAM LIBRARY SERVICES	ADULT FIC	35.10
271-790.000-780.000	INGRAM LIBRARY SERVICES	CHILDREN NFIC	11.99
271-790.000-780.000	INGRAM LIBRARY SERVICES	CHILDRENS FIC	122.29
271-790.000-780.000	INGRAM LIBRARY SERVICES	ADULT NFIC	33.48
271-790.000-780.000	INGRAM LIBRARY SERVICES	CHILDREN NFIC	150.82
271-790.000-780.000	INGRAM LIBRARY SERVICES	ADULT FIC	64.79
271-790.000-801.000	LAUTERBACH & AMEN, LLP	PROFESSIONAL SERVICES 06-30-2025	863.06
271-790.000-850.000	FIRST NATIONAL BANK OF OMAHA	PAULA STAKLEY	314.85
271-790.000-870.000	ST JOSEPH TODAY	ANNUAL MEMBERSHIP	150.00
271-790.000-885.000	HENNA DESIGN HOUSE	ADULT PROGRAM	240.00

EXP CHECK RUN DATES 09/18/2025 - 10/06/2025

GL Number	Vendor	Invoice Desc.	Amount
271-790.000-885.000	AMAZON CAPITAL SERVICES	LIBRARY SUPPLIES	97.25
271-790.000-920.000	INDIANA MICHIGAN POWER COMPANY	SEPTEMBER BILLING	2,241.81
271-790.000-920.000	MICHIGAN GAS UTILITIES	ACCT #0505563219-00005	145.17
271-790.000-930.000	BEAUDOIN ELECTRICAL CONSTRUCTION	FIX LIGHT/DRIVER	249.83
271-790.000-930.000	D.L. GALLIVAN OFFICE SOLUTIONS	COPIER USAGE	521.14
271-790.000-930.000	EPS SECURITY	MONTHLY MONITORING	26.50
271-790.000-930.000	CROWDER LANDSCAPING & LAWN CARE LLC	LAWN MAINTENANCE	680.00
271-790.000-930.000	CITY PLUMBING & HEATING	QUARTERLY CONTRACT	3,425.00
271-790.000-941.100	FIRST NATIONAL BANK OF OMAHA	FINANCE DEPARTMENT	31.99
271-790.000-941.100	FIRST NATIONAL BANK OF OMAHA	PAULA STAKLEY	165.00
271-790.000-941.100	UPLAND SOFTWARE	MONTHLY FAX SERVICE	19.00
271-790.000-964.000	BERRIEN COUNTY TREASURER	BERRIEN COUNTY TAX VALUE CHANGE	165.42
		Total For Dept 790.000 Library	22,578.86
		Total For Fund 271 Library Fund	22,578.86

Fund 275 Band Fund

Dept 802.000 Municipal Band

275-802.000-740.000	KORZUN, DR JONATHAN	REIMBURSEMENT FOR BAND DIRECTOR	984.80
275-802.000-801.000	LAUTERBACH & AMEN, LLP	PROFESSIONAL SERVICES 06-30-2025	150.15
275-802.000-801.000	KUTCH, MADISON	BAND PAY 08-31-2025 AND 09-01-2025	166.70
275-802.000-801.000	STECK, MARY C	BAND PAY 08-31-2025 AND 09-01-2025	83.35
275-802.000-810.000	FORSYTHE, DAWN	BAND PAY 07-27-2025, 08-03-2025, AND 08-10-2025	372.00
275-802.000-810.000	ALVAREZ, MARCOS	BAND PAY 08-31-2025 AND 09-01-2025	166.70
275-802.000-810.000	BECKER, MICHAEL	BAND PAY 08-31-2025 AND 09-01-2025	166.70
275-802.000-810.000	BOMER, DELAIN	BAND PAY 08-31-2025 AND 09-01-2025	248.00
275-802.000-810.000	BOWER, TRISTAN	BAND PAY 08-31-2025 AND 09-01-2025	166.70
275-802.000-810.000	BOYNTON-JOHANSKI, MARISSA	BAND PAY 08-31-2025 AND 09-01-2025	146.86
275-802.000-810.000	BUBAR, LISA	BAND PAY 08-31-2025 AND 09-01-2025	211.04
275-802.000-810.000	BUETER, KATHERINE C	BAND PAY 08-31-2025 AND 09-01-2025	248.00
275-802.000-810.000	BURCH, CHARLOTTE M.	BAND PAY 08-31-2025 AND 09-01-2025	166.70
275-802.000-810.000	CHRISTENSEN, KATHRYN	BAND PAY 08-31-2025 AND 09-01-2025	146.86
275-802.000-810.000	CLARK, WILLIAM E JR.	BAND PAY 08-31-2025 AND 09-01-2025	248.00
275-802.000-810.000	COLLER, JARED	BAND PAY 08-31-2025 AND 09-01-2025	248.00
275-802.000-810.000	COOPER, GARY A	BAND PAY 08-31-2025 AND 09-01-2025	249.01
275-802.000-810.000	DAVIDSON, MARY MARGARET	BAND PAY 08-31-2025 AND 09-01-2025	248.00
275-802.000-810.000	DAWSON, ANNE MARIE	BAND PAY 08-31-2025 AND 09-01-2025	248.00
275-802.000-810.000	DETGEN, KRISTIE JOYE	BAND PAY 08-31-2025 AND 09-01-2025	248.00
275-802.000-810.000	DETGEN, STACIE BETH	BAND PAY 08-31-2025 AND 09-01-2025	248.00
275-802.000-810.000	DOE, JOSHUA	BAND PAY 08-31-2025 AND 09-01-2025	146.86

EXP CHECK RUN DATES 09/18/2025 - 10/06/2025

GL Number	Vendor	Invoice Desc.	Amount
275-802.000-810.000	DOE, TIANNA	BAND PAY 08-31-2025 AND 09-01-2025	248.00
275-802.000-810.000	DURHAM, NATHAN	BAND PAY 08-31-2025 AND 09-01-2025	146.86
275-802.000-810.000	EMILY ICKES	BAND PAY 08-31-2025 AND 09-01-2025	248.00
275-802.000-810.000	ENDERS, JR. JOHN ADAM	BAND PAY 09-01-2025	83.35
275-802.000-810.000	EYERLY, BRITTNEY	BAND PAY 08-31-2025 AND 09-01-2025	146.86
275-802.000-810.000	GERLING, JEAN	BAND PAY 08-31-2025 AND 09-01-2025	248.00
275-802.000-810.000	GIBSON, CHRISTINA	BAND PAY 09-01-2025	83.35
275-802.000-810.000	GOODMAN, PAUL R.	BAND PAY 08-31-2025 AND 09-01-2025	211.04
275-802.000-810.000	GORMAN, JEFF	BAND PAY 08-31-2025 AND 09-01-2025	166.70
275-802.000-810.000	GRAY-ROLL, ELIZABETH	BAND PAY 09-01-2025	134.62
275-802.000-810.000	GRIFFITH, GARY	BAND PAY 08-31-2025 AND 09-01-2025	146.86
275-802.000-810.000	HARTMAN, MARC	BAND PAY 08-31-2025 AND 09-01-2025	277.64
275-802.000-810.000	HAWKINS, GRAYLING	BAND PAY 08-31-2025 AND 09-01-2025	248.00
275-802.000-810.000	INGLEFIELD, DEBRA	BAND PAY 08-31-2025 AND 09-01-2025	248.00
275-802.000-810.000	JAFFEE, ELIZABETH	BAND PAY 09-01-2025	105.52
275-802.000-810.000	KAPTUR, DREW A.	BAND PAY 08-31-2025 AND 09-01-2025	507.82
275-802.000-810.000	KING, LILLIEANNA	BAND PAY 08-31-2025 AND 09-01-2025	83.35
275-802.000-810.000	KROENING, DEBRA M.	BAND PAY 08-31-2025 AND 09-01-2025	211.04
275-802.000-810.000	KURTIS, GARY	BAND PAY 08-31-2025 AND 09-01-2025	248.00
275-802.000-810.000	KURTZWEL, SCOTT	BAND PAY 08-31-2025 AND 09-01-2025	166.70
275-802.000-810.000	MAZE, DAKOTA	BAND PAY 08-31-2025 AND 09-01-2025	248.00
275-802.000-810.000	MIKEL-ROWE, EMILY	BAND PAY 08-31-2025 AND 09-01-2025	166.70
275-802.000-810.000	MILLER, DENALL R.	BAND PAY 08-31-2025 AND 09-01-2025	248.00
275-802.000-810.000	MITCHELL, ALAN	BAND PAY 08-31-2025 AND 09-01-2025	315.98
275-802.000-810.000	MYERS, STEPHEN	BAND PAY 08-31-2025 AND 09-01-2025	248.00
275-802.000-810.000	OLSON, EMMA	BAND PAY 08-31-2025	124.00
275-802.000-810.000	RATAJK, DR DAVID L.	BAND PAY 08-31-2025 AND 09-01-2025	166.70
275-802.000-810.000	ROGERS, WILLIAM F.	BAND PAY 08-31-2025 AND 09-01-2025	204.67
275-802.000-810.000	ROORDA, JACOB	BAND PAY 08-31-2025 AND 09-01-2025	146.86
275-802.000-810.000	ROORDA, MEREDY	BAND PAY 08-15-2025, 08-17-2025, AND 08-24-2025	146.86
275-802.000-810.000	RUSSELL, DEANNA	BAND PAY 08-31-2025 AND 09-01-2025	166.70
275-802.000-810.000	SCHADLER, CHERYL HOGE	BAND PAY 08-31-2025 AND 09-01-2025	146.86
275-802.000-810.000	SCHADLER, DR STEVEN E	BAND PAY 08-31-2025 AND 09-01-2025	257.80
275-802.000-810.000	SHANNON, MICHAEL P	BAND PAY 08-31-2025 AND 09-01-2025	248.00
275-802.000-810.000	SLUYTER, ANNE LOUISE	BAND PAY 08-31-2025	124.00
275-802.000-810.000	STECK, CHARLES	BAND PAY 08-31-2025 AND 09-01-2025	248.00
275-802.000-810.000	STECK, MARY C	BAND PAY 08-31-2025 AND 09-01-2025	83.35
275-802.000-810.000	STELTER, CAROL	BAND PAY 08-31-2025 AND 09-01-2025	248.00
275-802.000-810.000	STREET, JAN	BAND PAY 08-31-2025 AND 09-01-2025	166.70
275-802.000-810.000	VANROEKEL, BENJAMIN	BAND PAY 08-31-2025 AND 09-01-2025	248.00

EXP CHECK RUN DATES 09/18/2025 - 10/06/2025

GL Number	Vendor	Invoice Desc.	Amount
275-802.000-810.000	VOGIE, JEFFREY	BAND PAY 08-31-2025 AND 09-01-2025	146.86
275-802.000-810.000	VOGIE, LONA	BAND PAY 08-31-2025 AND 09-01-2025	146.86
275-802.000-810.000	WALDBURGER, ELISABETH	BAND PAY 08-31-2025 AND 09-01-2025	166.70
275-802.000-810.000	WHITMYER, DWAYNE	BAND PAY 08-31-2025 AND 09-01-2025	496.00
275-802.000-810.000	WHITTAKER, JEFF	BAND PAY 09-01-2025	134.62
275-802.000-810.000	WILLIAMSON, KEELY	BAND PAY 08-31-2025 AND 09-01-2025	271.97
275-802.000-810.000	YOUNG, JORDAN	BAND PAY 08-31-2025	73.43
275-802.000-920.000	INDIANA MICHIGAN POWER COMPANY	SEPTEMBER BILLING	94.13
275-802.000-956.000	CK CATERING	BAND APPRECIATION DINNER	3,632.00
275-802.000-956.000	GOLD COAST CONFECTIONS LLC	ICE CREAM FOR BAND DINNER	440.28
275-802.000-964.000	BERRIEN COUNTY TREASURER	BERRIEN COUNTY TAX VALUE CHANGE	53.29
		Total For Dept 802.000 Municipal Band	18,877.46
		Total For Fund 275 Band Fund	18,877.46
Fund 301 General Debt Service Fund			
Dept 485.000 Administration			
301-485.000-964.000	BERRIEN COUNTY TREASURER	BERRIEN COUNTY TAX VALUE CHANGE	149.22
		Total For Dept 485.000 Administration	149.22
Dept 905.000 Debt Service			
301-905.000-995.000	BANK OF NEW YORK MELLON TRUST CO.	BOND PAYMENT	14,121.88
		Total For Dept 905.000 Debt Service	14,121.88
		Total For Fund 301 General Debt Service Fund	14,271.10
Fund 401 Capital Projects Fund			
Dept 345.000 Public Safety Department			
401-345.000-977.000	AXON ENTERPRISES, INC.	AXON EVIDENCE/STORAGE BUNDLE	26,417.36
401-345.000-977.000	AXON ENTERPRISES, INC.	FLEET 3A AXON CONTRACT	4,742.41
		Total For Dept 345.000 Public Safety Department	31,159.77
Dept 345.112 Taser Replacement			
401-345.112-977.000	AXON ENTERPRISES, INC.	AXON TASER	5,147.31
		Total For Dept 345.112 Taser Replacement	5,147.31
Dept 441.100 Public Works Facility Upgrade			
401-441.100-970.000	AMERICAN ELECTRIC POWER	ELECTRIC RELOCATION	80.00
401-441.100-970.000	THE RIENKS GROUP, LLC	CONTRACT PAYMENT	123,004.63
		Total For Dept 441.100 Public Works Facility Upgrade	123,084.63

EXP CHECK RUN DATES 09/18/2025 - 10/06/2025

GL Number	Vendor	Invoice Desc.	Amount
Dept 728.100 Downtown Plan Implementation			
401-728.100-967.000	CORBIN DESIGN	FINAL CORBIN INVOICE	8,633.44
		Total For Dept 728.100 Downtown Plan Implementatic	8,633.44
Dept 751.270 Dickinson Parking & Playground			
401-751.270-976.000	ABONMARCHE CONSULTANTS INC	RESTROOM DESIGN	4,865.00
401-751.270-976.000	HEARTSONG ARCHAEOLOGY	DOI ARCHAEOLOGICAL MONITORING	9,595.40
401-751.270-976.000	LEEP'S SUPPLY CO., INC.	WATER CONNECTION TO NEW REST RMS @ DICKINSON	1,425.33
		Total For Dept 751.270 Dickinson Parking & Playgrounc	15,885.73
Dept 751.591 WCF Restroom Facility			
401-751.591-975.000	FIRST NATIONAL BANK OF OMAHA	GREG GROTHOUS	671.00
		Total For Dept 751.591 WCF Restroom Facility	671.00
Dept 901.016 Parking Lot 11			
401-901.016-801.000	RIETH-RILEY CONSTRUCTION CO., INC.	HOT PATCH PARKING LOT 11	1,805.26
		Total For Dept 901.016 Parking Lot 11	1,805.26
Dept 901.017 Ice Arena Boiler Replacement			
401-901.017-967.000	LEEP'S SUPPLY CO., INC.	MATERIALS FOR PROJECT	11,455.50
		Total For Dept 901.017 Ice Arena Boiler Replacement	11,455.50
		Total For Fund 401 Capital Projects Fund	197,842.64
Fund 590 Sewer Fund			
Dept 000.000			
590-000.000-256.000	LI, SHULIN	UB REFUND: 950700 - 4783 PLEASANT MEADOW	75.41
590-000.000-256.000	PRI MAR PETROLEUM INC	UB REFUND: 704171 - 5681 CLEVELAND AVE	851.70
590-000.000-256.000	MACLEOD, ERIC	UB REFUND: 574100 - 5521 E KAREN CT	87.23
590-000.000-256.000	FIRST AMERICAN TITLE	UB REFUND: 401700 - 3365 COVENTRY CT (SM	17.85
590-000.000-256.000	THE RENTAL BRANCH	UB REFUND: 909782 - 3536 NILES RD	143.00
590-000.000-256.000	OAK TITLE	UB REFUND: 353420 - 2944 ROYALTON HEIGHT	4.32
590-000.000-256.000	REAL PROPERTY MANAGMEMENT	UB REFUND: 454301 - 1607 MAIDEN LN	47.93
590-000.000-256.000	BVW PROPERTY MANAGEMENT LLC	UB REFUND: 509270 - 2143 WASHINGTON AVE	39.71
		Total For Dept 000.000	1,267.15
Dept 527.000 Sewer System			
590-527.000-717.000	RELIANCE STANDARD LIFE INSURANCE CO	OCTOBER 2025 LIFE INSURANCE	14.80
590-527.000-740.000	FERGUSON WATERWORKS #3386	LIFT STATION REPAIR PARTS AND VALVE GASKETS	592.00

EXP CHECK RUN DATES 09/18/2025 - 10/06/2025

GL Number	Vendor	Invoice Desc.	Amount
590-527.000-740.000	HIGH GRADE MATERIALS CO.	CONCRETE PATCH FOR SEWER	1,084.75
590-527.000-740.000	FERGUSON WATERWORKS #3386	SEWER LIFT STATION REPAIR PARTS	344.00
590-527.000-740.000	HIGH GRADE MATERIALS CO.	CONCRETE PATCH FOR WATER/SEWER	820.75
590-527.000-801.000	BEAUDOIN ELECTRICAL CONSTRUCTION	CONTRACTED ELECTRICAL SERVICES	272.00
590-527.000-801.000	LAUTERBACH & AMEN, LLP	PROFESSIONAL SERVICES 06-30-2025	2,856.23
590-527.000-920.000	INDIANA MICHIGAN POWER COMPANY	SEPTEMBER BILLING	1,294.88
590-527.000-920.000	MICHIGAN GAS UTILITIES	ACCT #0505563219-00011	48.90
590-527.000-920.000	MICHIGAN GAS UTILITIES	ACCT #0505563219-00007	41.53
590-527.000-920.000	MICHIGAN GAS UTILITIES	ACCT #0505563219-00008	39.92
590-527.000-920.000	MICHIGAN GAS UTILITIES	ACCT # 0506740475-00001	41.53
590-527.000-920.000	MICHIGAN GAS UTILITIES	ACCT #0503619446-00001	43.24
590-527.000-920.000	MICHIGAN GAS UTILITIES	ACCT #0614144879-00001	40.73
590-527.000-920.000	MICHIGAN GAS UTILITIES	ACCT #0614144879-00002	53.15
		Total For Dept 527.000 Sewer System	7,588.41
Dept 527.500 CSO storage project			
590-527.500-801.000	POINT BLUE, LLC	ENV. PROF. SERVICES CSO EA PROJECT	5,119.30
590-527.500-801.000	WADE TRIM	CSO EA PROJECT CONST. SVCS.	2,097.50
		Total For Dept 527.500 CSO storage project	7,216.80
Dept 527.501 CSO Storage Project Phase 2			
590-527.501-801.000	WADE TRIM	CSO HYDRAULIC MODELING	11,098.00
		Total For Dept 527.501 CSO Storage Project Phase 2	11,098.00
		Total For Fund 590 Sewer Fund	27,170.36
Fund 591 Water Fund			
Dept 000.000			
591-000.000-255.100	C & D HUGHES INC	REFUND DEPOSIT FOR TEMP METER	500.00
591-000.000-255.100	X-TREME DEMOLITION	REFUND DEPOSIT FOR TEMP METER	500.00
591-000.000-256.000	CHICAGO TITLE	UB REFUND: 140790 - 536 LA SALLE AVE BUC	97.58
591-000.000-256.000	CHICAGO TITLE	UB REFUND: 240390 - 911 BOTHAM AVE	34.17
591-000.000-256.000	CHICAGO TITLE	UB REFUND: 803512 - 1837 ARCADIA DR	8.10
591-000.000-256.000	MACLEOD, ERIC	UB REFUND: 574100 - 5521 E KAREN CT	90.69
591-000.000-256.000	FIRST AMERICAN TITLE	UB REFUND: 401700 - 3365 COVENTRY CT (SM	59.72
591-000.000-256.000	OAK TITLE	UB REFUND: 353420 - 2944 ROYALTON HEIGHT	39.82
591-000.000-256.000	REAL PROPERTY MANAGMEMENT	UB REFUND: 454301 - 1607 MAIDEN LN	160.08
591-000.000-256.000	TRANSNATION TITLE	UB REFUND: 268032 - 982 HARBOR DR E (MOS	71.34
		Total For Dept 000.000	1,561.50

EXP CHECK RUN DATES 09/18/2025 - 10/06/2025

GL Number	Vendor	Invoice Desc.	Amount
Dept 530.000 Water Treatment Plant			
591-530.000-717.000	RELIANCE STANDARD LIFE INSURANCE CO	OCTOBER 2025 LIFE INSURANCE	106.60
591-530.000-740.000	FIRST NATIONAL BANK OF OMAHA	MONICA HERRICK	1,614.77
591-530.000-740.000	FIRST NATIONAL BANK OF OMAHA	GREG ALIMENTI	41.90
591-530.000-740.000	KENDALL ELECTRIC INC	LIGHT BULBS	9.44
591-530.000-740.000	SHI INTERNATIONAL CORP	SECURITY CAMERAS	6,494.92
591-530.000-740.000	USA BLUE BOOK	CHLORINE ANALYSIS SUPPLIES	2,144.75
591-530.000-740.000	VWR INTERNATIONAL	LAB SUPPLIES	121.29
591-530.000-740.000	LOWE'S HOME CENTERS, LLC	OPERATING SUPPLIES	652.57
591-530.000-740.000	LOWE'S HOME CENTERS, LLC	OPERATING SUPPLIES	142.48
591-530.000-740.000	SHI INTERNATIONAL CORP	SECURITY CAMERAS	6,920.20
591-530.000-740.000	SYSTEM SPECIALITIES	BACKWASH VALVE	1,213.51
591-530.000-740.000	SYSTEM SPECIALITIES	BACKWASH VALVE - ACTUATOR	6,838.48
591-530.000-750.000	WILSON CHEMICAL SOLUTIONS	ALUM	7,138.62
591-530.000-750.000	WILSON CHEMICAL SOLUTIONS	CHLORINE - BLEACH	9,028.31
591-530.000-750.000	WILSON CHEMICAL SOLUTIONS	ALUM	7,289.62
591-530.000-750.000	WILSON CHEMICAL SOLUTIONS	FLOURIDE	10,958.00
591-530.000-801.000	CGS SAFETY TRAINING, INC.	OSHA COMPLIANCE TRAINING	1,239.00
591-530.000-801.000	CORNWELL ENGINEERING GROUP, INC.	CCT STUDY - LEAD ANALYSIS	1,560.00
591-530.000-801.000	CORNWELL ENGINEERING GROUP, INC.	CCT STUDY	4,843.24
591-530.000-801.000	EUROFINS EATON ANALYTICAL LLC	ANALYSIS - TOC	108.16
591-530.000-801.000	EUROFINS EATON ANALYTICAL LLC	ANALYSIS - STAGE 2 DBP CITY	432.60
591-530.000-801.000	EUROFINS EATON ANALYTICAL LLC	ANALYSIS - PFAS 3RD QUARTER	865.20
591-530.000-801.000	EUROFINS EATON ANALYTICAL LLC	ANALYSIS - LEAD AND COPPER AUTHORITY	1,470.84
591-530.000-801.000	LARA, BUREAU OF CONSTRUCTION CODES	BOILER INSPECTION	160.00
591-530.000-802.000	DOUBLE K ENTERPRISES INC.	COMPUTER ASSISTANCE	380.00
591-530.000-850.000	FIRST NATIONAL BANK OF OMAHA	FINANCE DEPARTMENT	238.95
591-530.000-860.000	ALIMENTI, GREG	MILEAGE REIMBURSEMENT - MT PLEASANT	190.05
591-530.000-860.000	FIRST NATIONAL BANK OF OMAHA	GREG ALIMENTI	423.99
591-530.000-870.000	FIRST NATIONAL BANK OF OMAHA	MONICA HERRICK	70.00
591-530.000-870.000	FIRST NATIONAL BANK OF OMAHA	GREG ALIMENTI	81.98
591-530.000-870.000	FIRST NATIONAL BANK OF OMAHA	TIM ZEBELL	276.00
591-530.000-920.000	INDIANA MICHIGAN POWER COMPANY	SEPTEMBER BILLING	28,878.56
591-530.000-920.000	MICHIGAN GAS UTILITIES	ACCT #0505563219-00012	46.66
591-530.000-920.000	MICHIGAN GAS UTILITIES	ACCT #0505563219-00004	48.48
591-530.000-920.000	MICHIGAN GAS UTILITIES	ACCT #0507486606-00001	40.71
591-530.000-920.000	MICHIGAN GAS UTILITIES	ACCT #0504619643-00002	39.92
591-530.000-920.000	MICHIGAN GAS UTILITIES	ACCT #0504619643-00003	79.31
591-530.000-930.000	AAA PROBLEM ANIMAL CONTROL	SHORE REVETMENT ANIMAL CONTROL	375.00
591-530.000-930.000	CUMMINS SALES & SERVICE	GENERATOR PM	674.95

EXP CHECK RUN DATES 09/18/2025 - 10/06/2025

GL Number	Vendor	Invoice Desc.	Amount
591-530.000-930.000	CUMMINS SALES & SERVICE	GENERATOR PM	1,116.97
591-530.000-930.000	CUMMINS SALES & SERVICE	GENERATOR PM	1,494.39
591-530.000-930.000	FIRST NATIONAL BANK OF OMAHA	GREG ALIMENTI	1,816.21
591-530.000-930.000	SHORELINE BUILDING SERVICES LLC	JANITOR	1,800.00
591-530.000-930.000	VESTIS SERVICES, LLC	RUGS AND RAGS	167.15
591-530.000-930.000	VESTIS SERVICES, LLC	RUGS AND RAGS	20.54
591-530.000-930.000	ANDY J. EGAN CO., INC.	REPAIR WTP BACKFLOW PREVENTER	1,023.00
591-530.000-930.000	BOELCKE HEATING & AIR	REPLACE AIR FILTER	176.00
591-530.000-930.000	CRANE 1 SERVICES, INC.	CRANE INSPECTION	640.00
591-530.000-930.000	DAVE COLE DECORATORS, INC.	PAINT EXTERIOR WTP	7,750.00
591-530.000-930.000	FRANKLIN HOLWERDA COMPANY	TRAVELING SCREEN INSPECTION/REPAIR	517.00
591-530.000-930.000	MID-COUNTY LAWN & GARDEN	REPAIR LAWN MOWER	408.86
591-530.000-930.000	VESTIS SERVICES, LLC	RUGS AND RAGS	167.15
591-530.000-930.000	VESTIS SERVICES, LLC	RUGS AND RAGS	20.54
591-530.000-941.100	FIRST NATIONAL BANK OF OMAHA	FINANCE DEPARTMENT	22.19
		Total For Dept 530.000 Water Treatment Plant	120,379.06

Dept 536.000 Water Distribution System

591-536.000-717.000	RELIANCE STANDARD LIFE INSURANCE CO	OCTOBER 2025 LIFE INSURANCE	118.40
591-536.000-740.000	ARNY, ALLEN	CLOTHING REIMBURSEMENT	93.03
591-536.000-740.000	B & Z COMPANY	WATER VALVE	3,115.00
591-536.000-740.000	BLACKBURN MANUFACTURING CO.	MISSDIG SUPPLIES	225.43
591-536.000-740.000	CORE & MAIN LP	WATER VALVE/MAIN REPAIR REPLACEMENT	4,907.56
591-536.000-740.000	CORE & MAIN LP	COPPER TUBING	9,300.00
591-536.000-740.000	EJ USA, INC.	STOCK WATER LIDS	942.04
591-536.000-740.000	FASTENAL COMPANY	MISSDIG SUPPLIES	165.56
591-536.000-740.000	FERGUSON WATERWORKS #3386	LIFT STATION REPAIR PARTS AND VALVE GASKETS	194.56
591-536.000-740.000	HIGH GRADE MATERIALS CO.	CONCRETE PATCHES FOR WATER	1,477.38
591-536.000-740.000	HIGH GRADE MATERIALS CO.	CONCRETE PATCH FOR	862.75
591-536.000-740.000	RIETH-RILEY CONSTRUCTION CO., INC.	ASPHALT PATCH FOR WATER	884.50
591-536.000-740.000	RIETH-RILEY CONSTRUCTION CO., INC.	ASPHALT PATCH FOR WATER	437.90
591-536.000-740.000	RIETH-RILEY CONSTRUCTION CO., INC.	ASPHALT PATCH FOR WATER	75.40
591-536.000-740.000	JIM SCHUHKNECHT	BACKFILL MATERIAL / TOP SOIL	4,760.00
591-536.000-740.000	FERGUSON WATERWORKS #3386	BUFFALO BOX PARTS	884.44
591-536.000-740.000	RIETH-RILEY CONSTRUCTION CO., INC.	ASPHALT PATCHES FOR WATER	382.08
591-536.000-740.000	VALLEY TRUCK PARTS, INC	FH REPAIR TOOL	40.06
591-536.000-740.000	ACE HARDWARE	TOOLS AND SUPPLIES	45.84
591-536.000-740.000	ACE HARDWARE	TOOLS AND SUPPLIES	20.59
591-536.000-740.000	CORE & MAIN LP	WATER MAIN REPAIR PARTS	3,773.38
591-536.000-740.000	EJ USA, INC.	FIRE HYDRANT REPAIR PARTS	1,219.50

EXP CHECK RUN DATES 09/18/2025 - 10/06/2025

GL Number	Vendor	Invoice Desc.	Amount
591-536.000-740.000	HIGH GRADE MATERIALS CO.	CONCRETE PATCH - SPLIT STREETS/WATER	289.50
591-536.000-740.000	HIGH GRADE MATERIALS CO.	CONCRETE PATCH	574.00
591-536.000-740.000	HIGH GRADE MATERIALS CO.	CONCRETE PATCH FOR WATER	481.75
591-536.000-740.000	RIETH-RILEY CONSTRUCTION CO., INC.	ASPHALT PATCHES FOR WATER	596.68
591-536.000-740.000	RIETH-RILEY CONSTRUCTION CO., INC.	ASPHALT PATCH FOR WATER	299.43
591-536.000-771.000	ETNA SUPPLY COMPANY	METER READING EQUIPMENT/MXUS	22,140.00
591-536.000-771.000	ETNA SUPPLY COMPANY	MXU PRICE ADJUSTMENT	(540.00)
591-536.000-771.000	ETNA SUPPLY COMPANY	METER READING EQUIPMENT/MXUS	9,180.00
591-536.000-771.000	ETNA SUPPLY COMPANY	METER READING EQUIPMENT/MXUS	9,180.00
591-536.000-771.000	ETNA SUPPLY COMPANY	WATER METERS	4,450.00
591-536.000-801.000	BERRIEN COUNTY ROAD DEPARTMENT	ROW PERMIT	35.00
591-536.000-801.000	BERRIEN COUNTY ROAD DEPARTMENT	ROW PERMIT	35.00
591-536.000-801.000	LAUTERBACH & AMEN, LLP	PROFESSIONAL SERVICES 06-30-2025	6,639.91
591-536.000-801.000	BERRIEN COUNTY ROAD DEPARTMENT	ROW PERMIT	35.00
591-536.000-801.000	BERRIEN COUNTY ROAD DEPARTMENT	ROW PERMIT	35.00
591-536.000-802.000	BERRIEN COUNTY ROAD DEPARTMENT	ROW PERMIT	35.00
Total For Dept 536.000 Water Distribution System			87,391.67
Dept 540.000 Water Administration			
591-540.000-717.000	RELIANCE STANDARD LIFE INSURANCE CO	OCTOBER 2025 LIFE INSURANCE	33.60
591-540.000-728.000	QUADIENT FINANCE USA, INC	SEPTEMBER BILLING	1,793.79
591-540.000-728.000	SBF ENTERPRISES	SEPT DELINQUENT NOTICES FOR LCT	422.87
591-540.000-801.000	CBIZ TECHNOLOGY	NIST CSF REPORT	8,000.00
591-540.000-801.000	SBF ENTERPRISES	SEPT DELINQUENT NOTICES FOR LCT	145.76
591-540.000-860.000	MONDSCHNEIN, JILL	MILEAGE REIMBURSEMENT FOR CONFERENCE	548.90
591-540.000-860.000	WUTZKE, BRIANNA	MILEAGE REIMBURSEMENT - AWWA CONFERENCE	546.10
591-540.000-941.100	FIRST NATIONAL BANK OF OMAHA	FINANCE DEPARTMENT	22.19
Total For Dept 540.000 Water Administration			11,513.21
Total For Fund 591 Water Fund			220,845.44
Fund 592 City System Development Fund			
Dept 000.000			
592-000.000-256.000	CHICAGO TITLE	UB REFUND: 140790 - 536 LA SALLE AVE BUC	106.32
592-000.000-256.000	CHICAGO TITLE	UB REFUND: 240390 - 911 BOTHAM AVE	52.25
592-000.000-256.000	OAK TITLE	UB REFUND: 200050 - 2811 LAKESHORE DR	14.23
592-000.000-256.000	TRANSNATION TITLE	UB REFUND: 268032 - 982 HARBOR DR E (MOS	157.37
Total For Dept 000.000			330.17

Dept 536.000 Water Distribution System

EXP CHECK RUN DATES 09/18/2025 - 10/06/2025

GL Number	Vendor	Invoice Desc.	Amount
592-536.000-740.000	ACE HARDWARE	FH PAINTING SUPPLIES	19.95
592-536.000-740.000	FIRST NATIONAL BANK OF OMAHA	JEFFREY RECHNER	559.90
592-536.000-740.000	HIGH GRADE MATERIALS CO.	CONCRETE PATCH FOR WATER	987.50
592-536.000-740.000	HIGH GRADE MATERIALS CO.	CONCRETE PATCH FOR WATER	1,848.75
592-536.000-740.000	CITY PLUMBING & HEATING	CITY CCC PARTS FROGGY PARK	110.12
592-536.000-801.000	B & Z COMPANY	2624 NILES PLUMBING	271.02
592-536.000-801.000	HYDROCORP	COMMERCIAL CROSS CONNECTION CONTROL	1,441.00
		Total For Dept 536.000 Water Distribution System	5,238.24
		Total For Fund 592 City System Development Fund	5,568.41
Fund 594 Marina Fund			
Dept 597.000 Marina Operations			
594-597.000-717.000	RELIANCE STANDARD LIFE INSURANCE CO	OCTOBER 2025 LIFE INSURANCE	49.20
594-597.000-740.000	ACE HARDWARE	MAINT SUPPLIES	32.38
594-597.000-740.000	AMAZON CAPITAL SERVICES	MAINTENANCE SUPPLIES	332.03
594-597.000-740.000	FIRST NATIONAL BANK OF OMAHA	ANDREW PETERS	4,006.55
594-597.000-740.000	LOWE'S HOME CENTERS, LLC	MAINT SUPPLIES	163.68
594-597.000-740.000	AMAZON CAPITAL SERVICES	MAINTENANCE SUPPLIES	776.70
594-597.000-740.000	INTERSTATE BATTERY SYSTEMS OF	FORK LIFT BATTERY	229.54
594-597.000-741.000	MERLE BOES	DIESEL	3,084.56
594-597.000-741.000	MERLE BOES	DIESEL\	3,752.60
594-597.000-741.000	MERLE BOES	DIESEL	1,074.93
594-597.000-741.000	MERLE BOES	GAS	7,767.81
594-597.000-741.000	MERLE BOES	GAS	2,400.27
594-597.000-741.000	MERLE BOES	GAS	5,944.83
594-597.000-741.000	MERLE BOES	DIESEL	4,903.75
594-597.000-742.000	QUEST CAR CARE PRODUCTS INC.	RESALE - STORE	112.13
594-597.000-742.200	FIRST NATIONAL BANK OF OMAHA	ANDREW PETERS	38.77
594-597.000-742.200	LAKESHORE ICE, LLC	RESALE - FOOD	145.00
594-597.000-742.200	LAKESHORE ICE, LLC	RESALE - FOOD	29.00
594-597.000-801.000	LAUTERBACH & AMEN, LLP	PROFESSIONAL SERVICES 06-30-2025	1,326.62
594-597.000-850.000	FIRST NATIONAL BANK OF OMAHA	FINANCE DEPARTMENT	314.85
594-597.000-850.000	FIRST NATIONAL BANK OF OMAHA	ANDREW PETERS	157.99
594-597.000-919.000	BEST WAY DISPOSAL INC	TRASH SERVICE	128.50
594-597.000-920.000	INDIANA MICHIGAN POWER COMPANY	SEPTEMBER BILLING	3,201.53
594-597.000-920.000	MICHIGAN GAS UTILITIES	ACCT #0505563219-00002	60.97
594-597.000-930.000	SHORELINE BUILDING SERVICES LLC	CLEANING SERVICE	1,050.00
594-597.000-930.000	SHORELINE SMART HOMES LLC	SECURITY CAMERA REPAIRS	1,850.00
594-597.000-930.000	BEAUDOIN ELECTRICAL CONSTRUCTION	ELECTRICAL WORK	2,608.89

EXP CHECK RUN DATES 09/18/2025 - 10/06/2025

GL Number	Vendor	Invoice Desc.	Amount
594-597.000-941.100	FIRST NATIONAL BANK OF OMAHA	ANDREW PETERS	410.40
594-597.000-941.100	T2 SYSTEMS CANADA INC.	BOAT LAUNCH PAY MACHINE	55.00
		Total For Dept 597.000 Marina Operations	46,008.48
		Total For Fund 594 Marina Fund	46,008.48
Fund 661 Motor Pool Fund			
Dept 345.000 Public Safety Department			
661-345.000-930.000	FIRST NATIONAL BANK OF OMAHA	GREG GROTHOUS	80.00
661-345.000-930.000	GOOD YEAR TIRE & RUBBER CO.	TPMS REPAIR	130.00
		Total For Dept 345.000 Public Safety Department	210.00
Dept 441.000 Public Works Department			
661-441.000-717.000	RELIANCE STANDARD LIFE INSURANCE CO	OCTOBER 2025 LIFE INSURANCE	14.00
661-441.000-740.000	AMAZON CAPITAL SERVICES	RAMP SPRINGS	34.67
661-441.000-740.000	MICHIANA SUPPLY INC.	PARTS/HARDWARE	50.30
661-441.000-740.000	MICHIANA SUPPLY INC.	HARDWARE	13.17
661-441.000-740.000	MICHIANA SUPPLY INC.	PARTS/HARDWARE	62.97
661-441.000-740.000	SHARE CORPORATION	SHOP SUPPLIES	288.14
661-441.000-740.000	VALLEY TRUCK PARTS, INC	PARTS	260.77
661-441.000-740.000	VALLEY TRUCK PARTS, INC	HOSE	15.80
661-441.000-740.000	WEST MICHIGAN INTERNATIONAL LLC	PARTS	285.30
661-441.000-740.000	AMAZON CAPITAL SERVICES	PUBLIC WORKS SUPPLIES	84.27
661-441.000-740.000	BEAVER RESEARCH COMPANY	SHOP SUPPLIES	474.50
661-441.000-740.000	FAMILY FARM & HOME	PARTS	37.98
661-441.000-740.000	FISHER AUTO PARTS, INC.	PART	19.95
661-441.000-740.000	FISHER AUTO PARTS, INC.	FILTER	12.96
661-441.000-740.000	FISHER AUTO PARTS, INC.	TOOL	150.00
661-441.000-740.000	FISHER AUTO PARTS, INC.	FILTERS	53.64
661-441.000-740.000	FISHER AUTO PARTS, INC.	PART	4.35
661-441.000-740.000	FISHER AUTO PARTS, INC.	FILTERS	26.73
661-441.000-740.000	FISHER AUTO PARTS, INC.	BATTERY	63.78
661-441.000-740.000	FISHER AUTO PARTS, INC.	FILTER/LIGHT BULBS	16.80
661-441.000-740.000	FISHER AUTO PARTS, INC.	SHOP SUPPLIES	20.10
661-441.000-740.000	FISHER AUTO PARTS, INC.	FILTER	57.23
661-441.000-740.000	FISHER AUTO PARTS, INC.	PART	72.59
661-441.000-740.000	FISHER AUTO PARTS, INC.	TOOL	392.15
661-441.000-740.000	FISHER AUTO PARTS, INC.	PART	29.95
661-441.000-740.000	FISHER AUTO PARTS, INC.	PARTS	639.06
661-441.000-740.000	MICHAEL TODD & COMPANY	GUTTER BROOMS	686.78

EXP CHECK RUN DATES 09/18/2025 - 10/06/2025

GL Number	Vendor	Invoice Desc.	Amount
661-441.000-740.000	MICHIANA SUPPLY INC.	PART	169.51
661-441.000-740.000	O' REILLY AUTO PARTS	TOOLS	14.98
661-441.000-740.000	ULINE	EQUIPMENT	1,462.08
661-441.000-740.000	VALLEY TRUCK PARTS, INC	PARTS	127.37
661-441.000-740.000	WEST MICHIGAN INTERNATIONAL LLC	PARTS	306.78
661-441.000-740.000	WEST MICHIGAN INTERNATIONAL LLC	PARTS	239.90
661-441.000-740.000	WEST SIDE TRACTOR SALES CO.	MINI EXCAVATOR TRACK	1,943.36
661-441.000-741.000	MERLE BOES	UNLEADED GAS	19,468.59
661-441.000-741.000	MERLE BOES	DIESEL FUEL	7,938.87
661-441.000-741.000	MERLE BOES	DIESEL FUEL	717.94
661-441.000-741.000	MERLE BOES	REC 90 FUEL	689.38
661-441.000-930.000	WEST SIDE TRACTOR SALES CO.	WORK ON BACKHOSE	717.49
		Total For Dept 441.000 Public Works Department	37,664.19
Dept 441.512 Crack Seal Machine			
661-441.512-977.000	ALTA EQUIPMENT COMPANY	CRACK SEALER	76,492.45
		Total For Dept 441.512 Crack Seal Machine	76,492.45
		Total For Fund 661 Motor Pool Fund	114,366.64
Fund 677 Self-Insurance Fund			
Dept 851.000 Insurance Premiums			
677-851.000-717.000	RELIANCE STANDARD LIFE INSURANCE CO	OCTOBER 2025 VOLUNTARY LIFE INSURANCE	292.53
		Total For Dept 851.000 Insurance Premiums	292.53
		Total For Fund 677 Self-Insurance Fund	292.53
Fund 690 Health Care Fund			
Dept 000.000			
690-000.000-687.000	BLUE CROSS BLUE SHIELD	BILL PERIOD 08-01-2025 TO 08-31-2025	(28,682.63)
		Total For Dept 000.000	(28,682.63)
Dept 851.000 Insurance Premiums			
690-851.000-716.200	BLUE CROSS BLUE SHIELD	BILL PERIOD 08-01-2025 TO 08-31-2025	160,801.69
690-851.000-716.300	BLUE CROSS BLUE SHIELD	BILL PERIOD 08-01-2025 TO 08-31-2025	73,677.96
690-851.000-716.400	BLUE CROSS BLUE SHIELD	BILL PERIOD 08-01-2025 TO 08-31-2025	(64,248.65)
		Total For Dept 851.000 Insurance Premiums	170,231.00
		Total For Fund 690 Health Care Fund	141,548.37

EXP CHECK RUN DATES 09/18/2025 - 10/06/2025

GL Number	Vendor	Invoice Desc.	Amount
Fund 703 Current Tax Collection Fund			
Dept 000.000			
703-000.000-956.000	BERRIEN COUNTY TREASURER	BHS SET	1,638.69
703-000.000-956.000	BENTON HARBOR AREA SCHOOLS	TAX DISBURSEMENT - BHS OPERATING	3,120.22
703-000.000-956.000	BENTON HARBOR AREA SCHOOLS	TAX DISBURSEMENT - BHS SINKING FUND	3,866.44
703-000.000-956.000	BERRIEN COUNTY INTERMEDIATE	TAX DISBURSEMENT - RESA GENERAL	81,805.62
703-000.000-956.000	BERRIEN COUNTY INTERMEDIATE	TAX DISBURSEMENT - RESA SPECIAL	1,029,621.05
703-000.000-956.000	BERRIEN COUNTY TREASURER	TAX DISBURSEMENT - BHS SET	11,605.16
703-000.000-956.000	BERRIEN COUNTY TREASURER	TAX DISBURSEMENT - SJPS SET	2,769,110.35
703-000.000-956.000	BERRIEN COUNTY TREASURER	TAX DISBURSEMENT - COUNTY GENERAL	2,238,203.36
703-000.000-956.000	LAKE MICHIGAN COLLEGE	TAX DISBURSEMENT - LAKE MI COLLEGE	1,063,419.95
703-000.000-956.000	SOUTHWEST MI REGIONAL AIRPORT	TAX DISBURSEMENT - AIRPORT	114,617.83
703-000.000-956.000	ST JOSEPH PUBLIC SCHOOLS	TAX DISBURSEMENT - SJPS OPERATING	3,302,502.41
703-000.000-956.000	ST JOSEPH PUBLIC SCHOOLS	TAX DISBURSEMENT - SJPS SCH-2014BLDGS	459,621.15
703-000.000-956.000	ST JOSEPH PUBLIC SCHOOLS	TAX DISBURSEMENT - SJPS SCH-2010DEBT	1,453,881.20
703-000.000-956.000	ST JOSEPH PUBLIC SCHOOLS	TAX DISBURSEMENT - SJPS SCH-2016DEBT	275,804.47
		Total For Dept 000.000	12,808,817.90
		Total For Fund 703 Current Tax Collection Fund	12,808,817.90
Fund 731 Retirement System Fund			
Dept 000.000			
731-000.000-801.000	LAUTERBACH & AMEN, LLP	PROFESSIONAL SERVICES 06-30-2025	844.27
731-000.000-860.000	FIRST NATIONAL BANK OF OMAHA	LAURIE SCHMIDT	450.00
731-000.000-860.000	HACKWORTH, EMILY	MAPERS CONFERENCE REIMBURSEMENT	233.40
731-000.000-860.000	REYNNELLS, BEN	MILEAGE REIMBURSEMENT - MAPERS	293.54
731-000.000-860.000	SCHMIDT, LAURIE	TRAVEL REIMBURSEMENT - MAPERS	266.80
731-000.000-860.000	ZEBELL, TIMOTHY	MILEAGE REIMBURSEMENT - MAPERS	549.50
731-000.000-860.000	WINNELL, SAMANTHA	MAPERS MILEAGE REIMBURSEMENT	358.80
		Total For Dept 000.000	2,996.31
		Total For Fund 731 Retirement System Fund	2,996.31
Fund 755 Housing Payroll Fund			
Dept 535.000 Component Units & Joint Ventures			
755-535.000-717.000	RELANCE STANDARD LIFE INSURANCE CO	OCTOBER 2025 LIFE INSURANCE	21.60
		Total For Dept 535.000 Component Units & Joint Ventu	21.60
		Total For Fund 755 Housing Payroll Fund	21.60

EXP CHECK RUN DATES 09/18/2025 - 10/06/2025

GL Number	Vendor	Invoice Desc.	Amount
	Fund Totals:		
		Fund 101 General Fund	199,474.63
		Fund 202 Major Street Fund	90,752.66
		Fund 203 Local Street Fund	28,652.10
		Fund 204 Municipal Street Fund	756.78
		Fund 209 Cemetery Fund	2,718.69
		Fund 214 Depot Fund	89.66
		Fund 226 Rubbish Collection Fund	8,739.64
		Fund 243 Brownfield Redevelopment Authority Fund	3,057.86
		Fund 248 Downtown Development Authority Fund	624.79
		Fund 271 Library Fund	22,578.86
		Fund 275 Band Fund	18,877.46
		Fund 301 General Debt Service Fund	14,271.10
		Fund 401 Capital Projects Fund	197,842.64
		Fund 590 Sewer Fund	27,170.36
		Fund 591 Water Fund	220,845.44
		Fund 592 City System Development Fund	5,568.41
		Fund 594 Marina Fund	46,008.48
		Fund 661 Motor Pool Fund	114,366.64
		Fund 677 Self-Insurance Fund	292.53
		Fund 690 Health Care Fund	141,548.37
		Fund 703 Current Tax Collection Fund	12,808,817.90
		Fund 731 Retirement System Fund	2,996.31
		Fund 755 Housing Payroll Fund	21.60
		Total For All Funds:	13,956,072.91

Agenda Item

TO: City Commission

FROM: Abby Bishop, City Clerk

RE: DDA TIF Citizens Advisory Council

MEETING DATE: October 13, 2025

As part of the Consent Agenda, the City Commission is asked to consider the appointment of the following Downtown residents who have expressed interest in the DDA TIF Resident Advisory Council. The interview panel recommends the following:

Jim Reimland
Joe Flood
Matthew Burrows
Christian Haack
Michael Vicchio

Action Requested: to approve the list of recommended members to the Citizens Council, as presented.

Agenda Item

TO: City Commission

FROM: Cameron Welch, Recreation Manager

RE: Special Event Application - SJT Fall & Winter Events

MEETING DATE: October 13, 2025

Attached are the applications for St. Joe Today's upcoming fall and winter events. All of these are recurring events that have received approval in previous years. The events include:

- Downtown Halloween Trick-or-Treating – Friday, October 31
- Luminary – Friday, November 21 along State Street
- Small Business Saturday – Saturday, November 29
- Reindog Parade welcoming Santa Claus – Saturday, December 6
- Holiday Artisan Market – Sunday, December 7

Action requested: Motion to approve, as part of the consent agenda, the special event applications from St. Joe Today for the listed fall and winter events, and to authorize staff to issue special event permits.

ATTACHMENT(S):

- Luminary Application.pdf
- Halloween Trick-Or-Treat Application.pdf
- Holiday Artisan Market Application.pdf
- Reindog Parade Application.pdf
- Small Business Saturday Application.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: Luminary
Sponsoring Organization (if applicable): St. Joe Today
Mailing/billing Address: 301 State Street
City/State/ZIP Code: St. Joseph, MI 49085
Contact person(s): Daniele Crevier
Business phone: (269) 985 1111 Cell phone: _____ Fax: _____
E-Mail Address(es): daniele@stjoetoday.com

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: _____

Friday, November 21 from 5:00p-8:00p

2. Is there a requested alternative date(s)? [YES] **[NO]**

- If yes, please provide the alternative date(s): _____

3. Please describe the event(s): Annual luminaria event on the streets of downtown St. Joseph.

Street lights shut off from 5:00p-8:00p. Luminarias placed on sidewalk - does not impede foot traffic.

4. What is the requested location(s) of the event(s): Downtown St. Joseph

Revised 06/14/2022

(continue to page 2)

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 <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| Normal Annual Date? <u>Friday prior to Thanksgiving</u> | |
| 6. Have you included a map indicating the location of your event?* | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| 7. Does the applicant wish to prohibit vending within the event area? | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| 8. Does the applicant plan to include vending as part of this event? * | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| 9. Will this event include the use of signs? | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| 10. Is the applicant special parking arrangements, such as reserved parking? * | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| 11. Is the applicant requiring utility connections, such as electric or water services? | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| 12. Does the applicant require other public services? | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| • Barricades | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| • Fencing | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| • Street Sweeping | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| • Mowing | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| • Rubbish Containers | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| • Rubbish Removal | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| • Picnic Tables | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| • Cessation of Lawn Sprinkling | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| • Other _____ | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| • Map included indicating locations of these services?* | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| 13. Does the applicant have any special security or safety concerns? | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| 14. Are you requesting assistance from the Public Safety? | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| 15. Are you requesting security/safety assistance from an outside agency? | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| 16. Will the event include loud or unusual sounds? | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| • Musicians | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| • Singers | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| • Amplified Announcers | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| • Carnival Rides | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| • Motor Vehicle Noises | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| • Other <u>Holiday music played through speakers installed by TPC (see attached)</u> | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| 18. Will the event include unusual lighting beyond what is normal at that location? | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| 19. Are alcoholic beverages proposed to be served as part of the event? | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| Have all necessary liquor licenses been obtained at the time of this application? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 20. Does the applicant have any other requests that are not listed in this form? | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| 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 <input checked="" type="checkbox"/> No <input type="checkbox"/> |

** 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 of 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.

Revised 06/14/2022

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: Daniel Cr

Applicant printed name: Danielle Crevier

Date: 9-22-25

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.

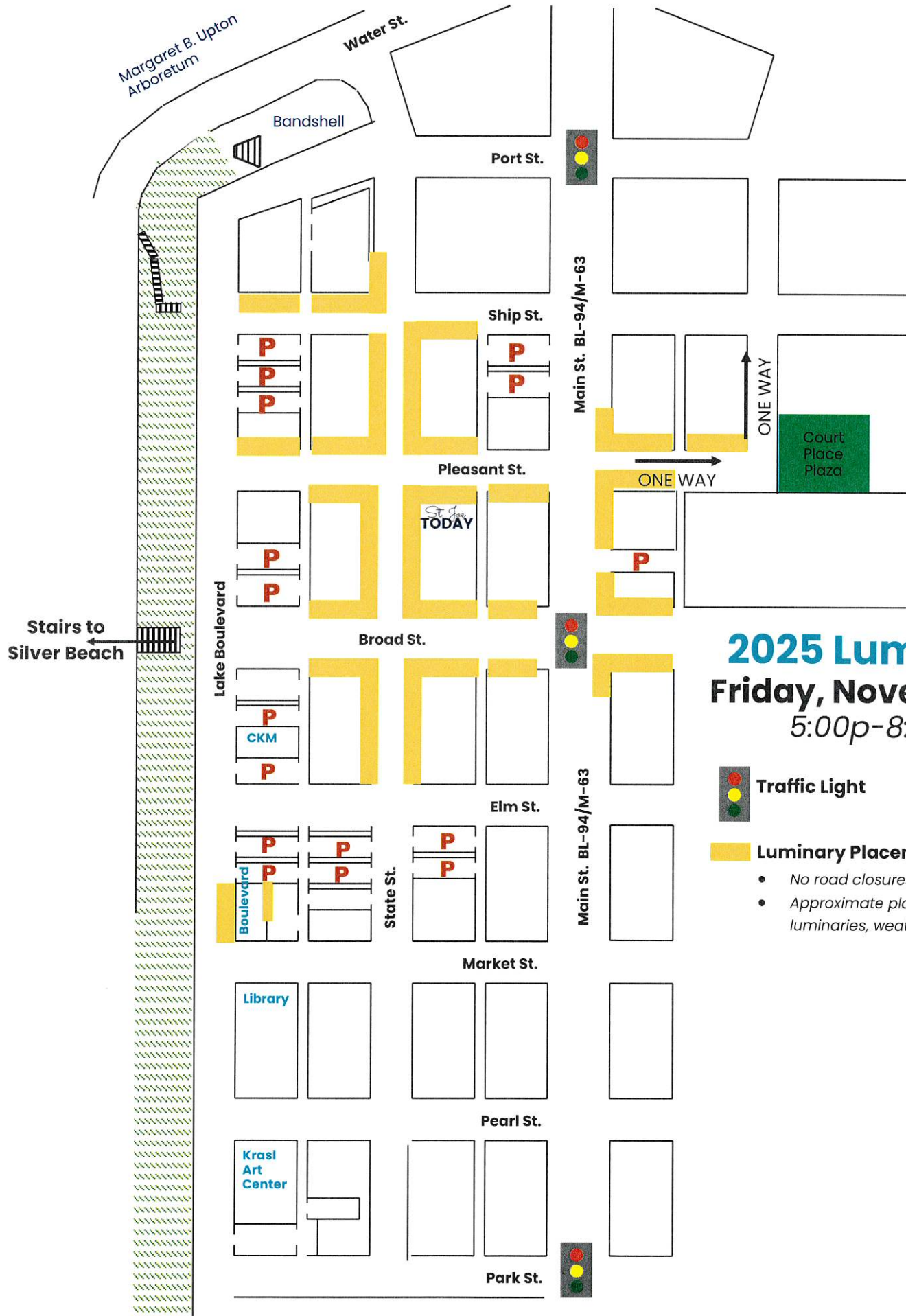
Procedures

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.



2025 Luminary

Friday, November 21

5:00p-8:00p

2025 Luminary - Requests

- Holiday music played throughout downtown from 11:00a-8:00p daily via temporary speakers installed by TPC Technologies on downtown light poles; November 21-December 25.
- Installation of speakers left up through mid-March for additional use during Chili Tour (January 30), Ice Fest (February 6-8), March Mannequins (March 6).
- Project coordinated by SJT.



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: Halloween Trick-Or-Treat
Sponsoring Organization (if applicable): St. Joe Today
Mailing/billing Address: 301 State Street
City/State/ZIP Code: St. Joseph, MI 49085
Contact person(s): Daniele Crevier
Business phone: (269) 985 1111 Cell phone: _____ Fax: _____
E-Mail Address(es): daniele@stjoetoday.com

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: _____

Friday, October 31 from 4:30p-6:00p

2. Is there a requested alternative date(s)? [YES] **[NO]**

- If yes, please provide the alternative date(s): _____

3. Please describe the event(s): Downtown St. Joseph and Benton Harbor Arts District Trick-Or-Treat event with participating merchants. Free and open to the public.

4. What is the requested location(s) of the event(s): Downtown St. Joseph

Revised 06/14/2022

(continue to page 2)

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.

- | | |
|--|---|
| <p>5. Is this event expected to occur again in a future calendar year?
 Normal Annual Date? <u>Halloween (or Friday before if it falls on a weekend)</u></p> | Yes <u>X</u> No _____ |
| 6. Have you included a map indicating the location of your event?* | Yes <u>X</u> No _____ |
| 7. Does the applicant wish to prohibit vending within the event area? | Yes _____ No <u>X</u> |
| 8. Does the applicant plan to include vending as part of this event? * | Yes <u>X</u> No _____ |
| 9. Will this event include the use of signs? | Yes <u>X</u> No _____ |
| 10. Is the applicant special parking arrangements, such as reserved parking? * | Yes _____ No <u>X</u> |
| 11. Is the applicant requiring utility connections, such as electric or water services? | Yes _____ No <u>X</u> |
| 12. Does the applicant require other public services? | Yes <u>X</u> No _____ |
| <ul style="list-style-type: none"> • Barricades • Fencing • Street Sweeping • Mowing • Rubbish Containers • Rubbish Removal • Picnic Tables • Cessation of Lawn Sprinkling • Other _____ • Map included indicating locations of these services?* | Yes <u>X</u> No _____
Yes _____ No <u>X</u>
Yes _____ No <u>X</u>
Yes _____ No <u>X</u>
Yes _____ No <u>X</u>
Yes _____ No <u>X</u>
Yes _____ No <u>X</u>
Yes _____ No <u>X</u>
Yes <u>X</u> No _____ |
| 13. Does the applicant have any special security or safety concerns? | Yes <u>X</u> No _____ |
| 14. Are you requesting assistance from the Public Safety? | Yes <u>X</u> No _____ |
| 15. Are you requesting security/safety assistance from an outside agency? | Yes _____ No <u>X</u> |
| 16. Will the event include loud or unusual sounds? | Yes <u>X</u> No _____ |
| <ul style="list-style-type: none"> • Musicians • Singers • Amplified Announcers • Carnival Rides • Motor Vehicle Noises • Other <u>Halloween music played through speakers installed by TPC</u> | Yes _____ No _____
Yes _____ No <u>X</u>
Yes _____ No <u>X</u>
Yes _____ No <u>X</u>
Yes _____ No <u>X</u>
Yes <u>X</u> No _____ |
| 18. Will the event include unusual lighting beyond what is normal at that location? | Yes _____ No <u>X</u> |
| 19. Are alcoholic beverages proposed to be served as part of the event? | Yes _____ No <u>X</u> |
| 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 <u>X</u> |
| 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 <u>X</u> 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 of 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.

Revised 06/14/2022

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: Danielle Crevier

Applicant printed name: Danielle Crevier Date: 9-22-25

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

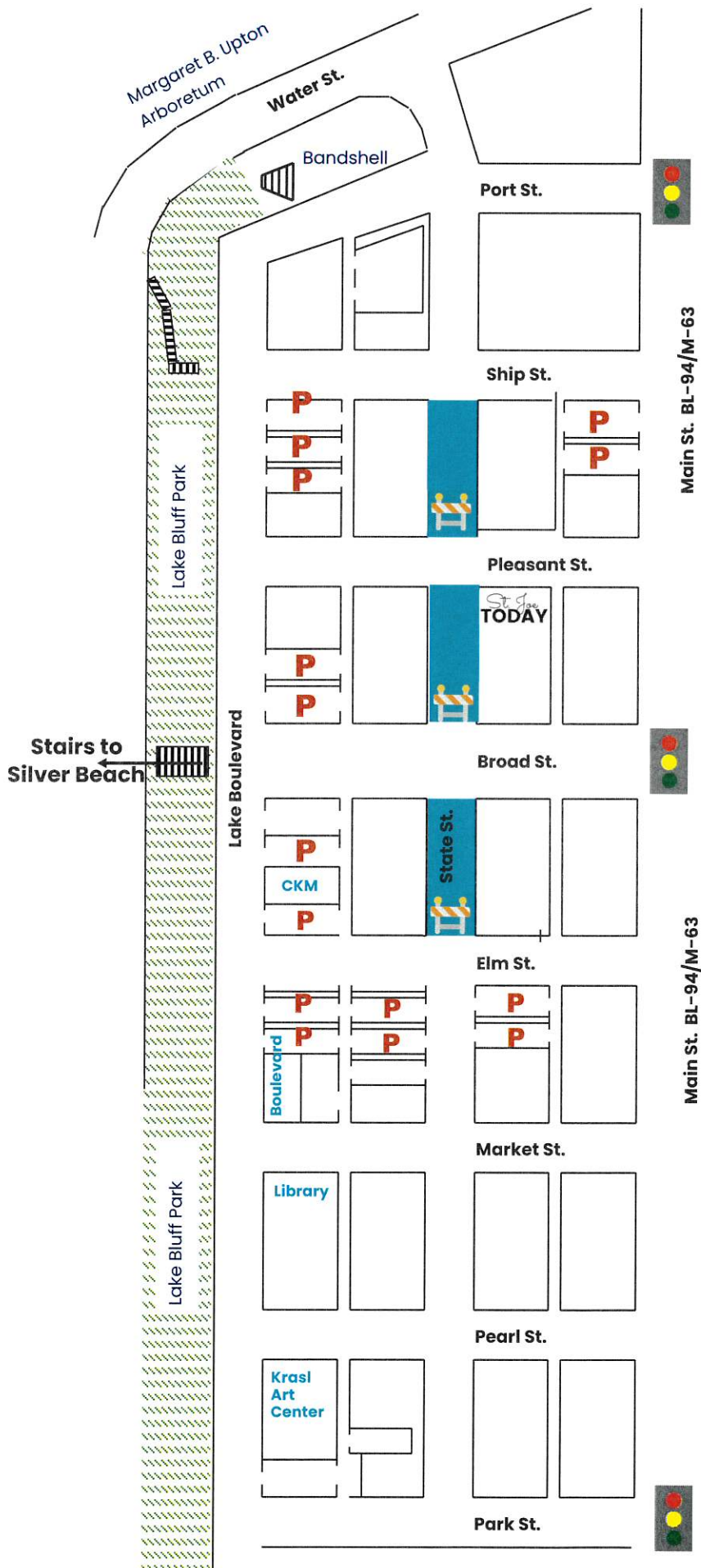
6. An applicant desiring to hold a special event requiring the use of City-controlled property shall submit a Special Event Application Form to the City Manager's Office, describing the particulars of the request. All requested information must be provided. There is no specific minimum time before the 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


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.

2025 Halloween Trick-Or-Treat

Friday, October 31
4:30p-6:00p



 FRIDAY | 4:00p-6:00p—Road Closure

 Traffic Light

 Barricade



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

Special Event Application Form

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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: Holiday Artisan Market
Sponsoring Organization (if applicable): St. Joe Today
Mailing/billing Address: 301 State Street
City/State/ZIP Code: St. Joseph, MI 49085
Contact person(s): Daniele Crevier
Business phone: (269) 985 1111 Cell phone: _____ Fax: _____
E-Mail Address(es): daniele@stjoetoday.com

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: _____

Sunday, December 7 from 11:00a-4:00p

2. Is there a requested alternative date(s)? [YES] [NO]

- If yes, please provide the alternative date(s): _____

3. Please describe the event(s): Indoor/Outdoor Holiday Artisan Market - SJT would like to expand the indoor artisan market held at Union + Social to include an outdoor portion in Court Place Plaza.

4. What is the requested location(s) of the event(s): Court Place Plaza

Revised 06/14/2022

(continue to page 2)

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? First Sunday in December
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?
- 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 Snow plowing/snow removal from Court Place Plaza (weather pending) 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?
- Musicians Yes ☒ No ☐
 - Singers Yes ☐ No ☐
 - Amplified Announcers Yes ☐ No ☐
 - Carnival Rides Yes ☐ No ☐
 - Motor Vehicle Noises Yes ☐ No ☐
 - Other DJ/Emcee or Music 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 of 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.
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Revised 06/14/2022

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.

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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: Daniel Cr

Applicant printed name: Danielle Crevier Date: 9-22-25

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.
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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.



2025 Holiday Artisan Market – Requests

- Holiday lights in Court Place Plaza – tentative options include:
 - Edison bulbs strung above plaza
 - Lights wrapped around the tree trunks and/or in the branches
 - Lighted snowflakes hanging from trees
- Outdoor Holiday décor in Court Place Plaza – TBD
- Project coordinated by SJT



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: Reindog Parade
Sponsoring Organization (if applicable): St. Joe Today
Mailing/billing Address: 301 State Street
City/State/ZIP Code: St. Joseph, MI 49085
Contact person(s): Daniele Crevier
Business phone: (269) 985 1111 Cell phone: _____ Fax: _____
E-Mail Address(es): daniele@stjoetoday.com

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: _____

Saturday, December 6 at 3:00p

2. Is there a requested alternative date(s)? [YES] **[NO]**

- If yes, please provide the alternative date(s): _____

3. Please describe the event(s): Annual pet parade down State St. in downtown St. Joseph.

Marks the arrival of Santa and Santa's House, and also features the City of St. Joseph's

Antique firetruck (weather permitting).

4. What is the requested location(s) of the event(s): Downtown St. Joseph

Revised 06/14/2022

(continue to page 2)

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 <u>X</u> No <u> </u> |
| Normal Annual Date? <u>First Saturday in December</u> | |
| 6. Have you included a map indicating the location of your event?* | Yes <u>X</u> No <u> </u> |
| 7. Does the applicant wish to prohibit vending within the event area? | Yes <u> </u> No <u>X</u> |
| 8. Does the applicant plan to include vending as part of this event? * | Yes <u>X</u> No <u> </u> |
| 9. Will this event include the use of signs? | Yes <u>X</u> No <u> </u> |
| 10. Is the applicant special parking arrangements, such as reserved parking? * | Yes <u>X</u> No <u> </u> |
| 11. Is the applicant requiring utility connections, such as electric or water services? | Yes <u> </u> No <u>X</u> |
| 12. Does the applicant require other public services? | Yes <u>X</u> No <u> </u> |
| • Barricades | Yes <u>X</u> No <u> </u> |
| • Fencing | Yes <u> </u> No <u>X</u> |
| • Street Sweeping | Yes <u> </u> No <u>X</u> |
| • Mowing | Yes <u> </u> No <u>X</u> |
| • Rubbish Containers | Yes <u>X</u> No <u> </u> |
| • Rubbish Removal | Yes <u>X</u> No <u> </u> |
| • Picnic Tables | Yes <u> </u> No <u>X</u> |
| • Cessation of Lawn Sprinkling | Yes <u> </u> No <u>X</u> |
| • Other <u> </u> | Yes <u> </u> No <u>X</u> |
| • Map included indicating locations of these services?* | Yes <u>X</u> No <u> </u> |
| 13. Does the applicant have any special security or safety concerns? | Yes <u>X</u> No <u> </u> |
| 14. Are you requesting assistance from the Public Safety? | Yes <u>X</u> No <u> </u> |
| 15. Are you requesting security/safety assistance from an outside agency? | Yes <u> </u> No <u>X</u> |
| 16. Will the event include loud or unusual sounds? | Yes <u>X</u> No <u> </u> |
| • Musicians | Yes <u> </u> No <u> </u> |
| • Singers | Yes <u> </u> No <u> </u> |
| • Amplified Announcers | Yes <u>X</u> No <u> </u> |
| • Carnival Rides | Yes <u> </u> No <u> </u> |
| • Motor Vehicle Noises | Yes <u> </u> No <u> </u> |
| • Other <u> </u> | Yes <u> </u> No <u> </u> |
| 18. Will the event include unusual lighting beyond what is normal at that location? | Yes <u> </u> No <u>X</u> |
| 19. Are alcoholic beverages proposed to be served as part of the event? | Yes <u> </u> No <u>X</u> |
| Have all necessary liquor licenses been obtained at the time of this application? | Yes <u> </u> No <u> </u> |
| 20. Does the applicant have any other requests that are not listed in this form? | Yes <u> </u> No <u>X</u> |
| 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 <u>X</u> No <u> </u> |

* 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 of 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.

Revised 06/14/2022

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: _____

Danielle Crevier

Applicant printed name: _____

Danielle Crevier

Date: _____

9-22-25

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

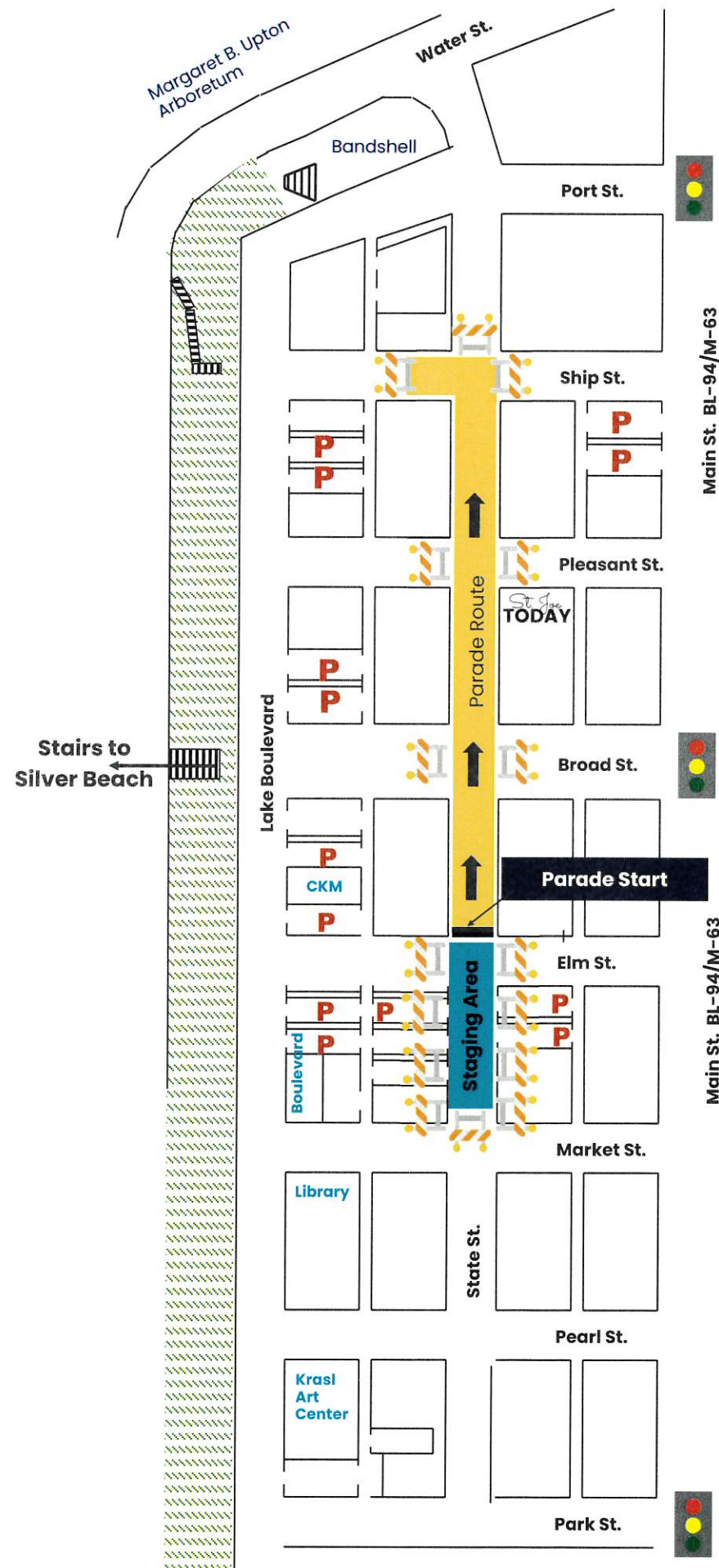
granted in-kind support under the Festival policy, the Commission may waive charges if the anticipated support is not substantial or burdensome.

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.

2025 Reindog Parade

Saturday, December 6

3:00p



Road Closure | Parade Route

Road closure of Staging Area and Parade Route at 2:00p on Saturday.

Staging Area



Traffic Light



Barricade



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: Small Business Saturday
Sponsoring Organization (if applicable): St. Joe Today
Mailing/billing Address: 301 State Street
City/State/ZIP Code: St. Joseph, MI 49085
Contact person(s): Daniele Crevier
Business phone: (269) 985 1111 Cell phone: _____ Fax: _____
E-Mail Address(es): daniele@stjoetoday.com

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: _____

Saturday, November 29 | All Day

2. Is there a requested alternative date(s)? [YES] **[NO]**

- If yes, please provide the alternative date(s): _____

3. Please describe the event(s): Local shopping promotion in coordination with the American Express national promo. Participation is not limited to St. Joseph businesses only.

4. What is the requested location(s) of the event(s): Downtown St. Joseph

Revised 06/14/2022

(continue to page 2)

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? Saturday after Thanksgiving
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?
 • 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 ☒
 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 of 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.

Revised 06/14/2022

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: Danish Cr

Applicant printed name: Danielle Crevier Date: 9-22-25

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: SJT Fall & Winter Events

Date: October 31st – December 7th

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

Additional Comments:

Insurance Policy Received? **Yes** No

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

Agenda Item

TO:

FROM: Greg Grothous, Director of Public Works

RE: Whirlpool Centennial Park Trees

MEETING DATE: October 13, 2025

Commissioner Sarola requested the City Commission review and consider the removal of four evergreen trees in Whirlpool Centennial Park at the July 14 meeting. The four trees have grown to a height that blocks the view of the beach in many locations. The City's Zoning Ordinance has a Lake Bluff Scenic View Protection Overlay District that protects the public sight lines from Lake Bluff Park toward the Lake Michigan shoreline, and regulates the height of structures built within that area. While not considered structures, the trees have reached a height that goes beyond this limit and similarly impact sight lines from the Bluff.

The City has a Tree Trimming & Removal Policy, approved in 2001, that is intended to prevent removal of healthy City trees without appropriate rationale. All four trees are considered healthy and, as such, the City Commission is required to determine whether the blocked view is sufficient rationale for the removal of these trees. The City Commission requested the Parks & Recreation Advisory Board review the request and make a recommendation to the City Commission to either remove or keep the trees.

The Parks and Recreation Advisory Board reviewed this item at their September meeting and in a 4-2 vote recommended the removal of the trees. A second motion was made to recommend the planting of appropriate vegetation to soften the landscape around the electrical panels that will be visible with the removal of the trees.

Action Requested: Please consider a motion to direct staff to remove the four (4) trees located between the railroad tracks and the restroom building at Whirlpool Centennial Park and recommend the planting of appropriate vegetation to soften the landscape around the electrical panels.

Agenda Item

TO: St. Joseph City Commissioners

FROM: Tess Ulrey

RE: Housing Choice and Supply Options for Planning Commission Review and Recommendation

MEETING DATE: October 13, 2025

The 2024 Benton Harbor-St. Joseph Housing Market Analysis completed by Cornerstone Alliance references the need for 525 residential rental units and 375 residential dwelling units before 2028. While the City has approved new housing developments during the past six months, with additional projects under review, more housing options are needed.

There are a number of best practices that the City can learn from. Some communities have made changes to their zoning ordinances to allow two dwelling units per residential parcel, allow accessory dwelling units, or expand housing options in currently nonresidential districts. To further address the need for new housing options, I recommend that the City Commission direct the Planning Commission to prioritize exploring options to add housing density within the City, starting with accessory dwelling units.

Action Requested: Direct the Planning Commission to begin reviewing changes to the zoning ordinance to increase housing choice and supply options, starting with accessory dwelling units.

Agenda Item

TO: City Commission

FROM: Greg Grothous, Director of Public Works

RE: City Hall Elevator Update

MEETING DATE: October 13, 2025

This year's Capital Improvement budget included \$125,000 to bring the City Hall Elevator into compliance with State regulations. The elevator is original to the building (1996) and acquiring parts for repairs has become increasingly difficult and expensive to locate. On a few occasions recently the elevator has been down for extended periods of time while we looked for and waited for the parts needed. In the last year, we have experienced numerous occasions where City staff has been stuck in the elevator. Our current elevator service provider (McNally Elevator) recommended we update the elevator. Doing so requires the City to comply with the latest State codes.

City staff prepared an RFP for the update of the elevator. It was released to prospective bidders on August 21 with responses due back to the City on September 30. The City received four responses to the RFP from:

- TK Elevator of Grand Rapids, MI
- McNally Elevator of Kalamazoo, MI
- Great Lakes Elevator of Williamston, MI
- Elevator Service Indiana of Indianapolis, IN

After thorough review and consideration, City staff is recommending the proposal submitted by the low bidder, McNally Elevator of Kalamazoo, MI, in the amount of \$107,955. It should be noted that this will not be the final cost for this project as we will need to hire an electrician for a small portion of the work as well as Summit Fire Protection to install new fire alarm sensors and update the card access program. All that accounted for, City staff believes this will remain under budget.

Action Requested: Please consider a motion to accept the proposal from McNally Elevator of Kalamazoo in the amount of \$107,955 to be paid from the Capital Improvement Fund and authorize the City Manager to execute the appropriate documents on behalf of the City.

ATTACHMENT(S):

- Bid sheet2025.pdf
- RFP 2025 elevator upgrades.pdf



CITY OF ST. JOSEPH BID SHEET

City Hall Elevator Upgrades

September 30, 2025 - 3:00 PM

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

Contractor's Name	TKE	McNally	Gmeert Leikes Elevator	Elevator Service	
City, State	Grand Rapids, MI	Kalamazoo, MI	Williamston, MI	Indiana	
Total Bid:	\$110,000.00	\$107,955.00	\$133,300.00	\$146,915.00	

The above Bid Opening results were recorded by:

The above Bid Opening results were witnessed by:

Request For Proposal

City Hall Elevator Upgrades

*City of St. Joseph, Department of Public Works
1160 Broad Street St. Joseph, MI 49085*

I. Purpose

This Request for Proposal ("RFP") is to provide interested **Contractors** with sufficient information to submit proposals for consideration by the City of St. Joseph ("City") in connection with its needs for an upgrade to its passenger elevator at City Hall 700 Broad Street, St. Joseph, MI.

Favorable pricing will be one element of the selection process, but the experience of the firm, qualifications, experience and ability of assigned staff, completeness of the level of service proposed and timeliness of service proposed by the Bidder will be significant factors in award of this contract. Final decision on selection of the Bidder for this project will be determined by the City Commission. The City reserves the right to reject any proposals or parts of proposals. The City also reserves the right to waive any irregularities, inconsistencies, or take what other action is appropriate as determined by the City to be in the best interest of the City.

A complete Request for Proposal may be viewed or downloaded at www.sjcity.com, or mailed by contacting the City Clerk.

REQUEST FOR PROPOSAL: **City Hall Elevator Upgrades**
CLOSING DATE AND TIME: **3:00 pm, September 30, 2025**

II. Scope of Work, Term, and Bid Specifications:

Supply and install the devices and equipment needed to upgrade the elevator's controls and operating systems.

This work on the elevator will not include any upgrades to the car or basic raceway structure but will include the replacement of the car's interior control panels, door opening controls and other modernization of the components within the car and raceway.

This upgrade may require some changes to the buildings electrical systems that power the elevator and should be included in this scope.

The contractor will work with card access and fire alarm companies to synchronize their systems with the upgraded elevator systems.

All upgraded elevator systems must be non-proprietary systems that can be inspected, operated, programmed or generally worked on by any certified elevator company in the future. Replacement parts must also be readily available and non-proprietary to any repair company that may need them in the future.

Successful bidder must follow all state and local laws and regulations, OSHA safety requirements, industry best practice standards and EPA regulations on this project.

All bids must include cost of permits and any work done by the card access, fire system and electrical contractor companies.

Bids should be divided into the following cost category's: Elevator systems and equipment upgrade, card access and fire system work, and electrical upgrades. The city at its discretion, may decide to use its own resources to perform the card access, fire systems and electrical part of this project.

Work on this project can start any time after a contract is executed but once started, work must be on-going until the elevator is put back into general public service. It is understood that the contractor will have all materials on hand and arrangements/schedules made with subcontractors before starting this project to keep elevator shut-down time to a minimum.

Along with any manufacturer's warranties, the successful bidder will provide at least a one-year workmanship warranty.

A site visit is mandatory for all companies interested in bidding this project.

III. Issuing Officer (Point of Contact)

Questions regarding the scope of work to be accomplished may be directed to Mike Christensen, Facilities Manager at (269) 930-4408. To schedule an appointment to see the job site, contact Mike Christensen by email at: mchristensen@sjcity.com ; or by telephone at (269) 985-0310 (Office) or (269) 930-4408 (Mobile).

IV. Addenda

In the event it becomes necessary to modify any part of this Request for Proposal, an addendum will be issued to all parties who received the original RFP and visit the site.

V. Instructions to Bidders

Sealed bids are due at the at the St. Joseph City Clerk's Office no later than **3:00 pm, September 30, 2025**

Proposals may be mailed or delivered to the City of St. Joseph City Clerk, 700 Broad Street, St. Joseph, Michigan 49085. Sealed envelopes should be plainly marked:

Attention: City Clerk
Re: **City Hall Elevator Upgrades**
700 Broad Street
St. Joseph, MI 49085

It is the sole responsibility of the Bidder to see that its proposal is received within the required time period. The city is not responsible for any errors or irregularities with the delivery method utilized for submittal of the Proposal. Any proposals received after the closing date and time will be returned unopened.

VI. Incurring Costs

The city is not liable for any costs related to respondents' preparation of their proposal.

VII. Withdrawal of Proposal

Any Bidder may withdraw its proposal in person, by facsimile, or by letter, any time prior to the scheduled closing time for receipt of proposals. Each proposal shall be considered binding and in effect for a period of Sixty (60) days after the closing date.

VIII. Opening of Proposals

Proposals will be opened publicly at **3:00pm September 30, 2025** in the City Hall Commission Chambers, 700 Broad Street, St. Joseph, Michigan.

IX. Evaluation of Proposals

It is the intent of the city to evaluate all proposals quickly and be prepared to recommend an award at the October 13, 2025 City Commission meeting.

X. Negotiations

The City reserves the right to reject any and all proposals and negotiate with any source, in any manner necessary, deemed to be in its best interest.

XI. Award of Contract / Acceptance of Proposal (Terms and Conditions)

The contents of this RFP and the respondent's proposal, as submitted and/or modified, shall become contractual obligations to be executed by the authorized contracting agents of both parties.

In accordance with Michigan law, all projects with a contract amount over \$50,000.00 will require a performance and payment bond covering the entire amount of the contract price, which shall become binding upon the award of the contract. **No bid bond is required.**

The successful bidder must procure and maintain the following insurance with carriers acceptable to the City and admitted to do business in the State of Michigan, and provide proof of the same to the City:

- **Worker's Compensation Insurance**, including employers' Liability coverage, in accordance with Michigan law.
- **Commercial General Liability** Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and aggregate. Coverage shall include the following extensions: A). contractual liability, B) Broad form general liability extensions or equivalent.
- **Motor Vehicle Liability** Insurance, including Michigan No-Fault coverages, with limits not less than \$1,000,000 per occurrence combined single limit for bodily injury and property damage. Coverage shall include all owned vehicles, non-owned vehicles, and hired vehicles.

The Commercial General Liability Insurances shall include an endorsement naming as an additional insured the City of St. Joseph, all elected and appointed officials, employees, volunteers, boards, commissions, and/or authorities and boards, including members, employees and volunteers thereof. Bidder's insurance shall be primary and any other insurance City may have in effect shall be considered secondary and/or excess. The stated insurance requirements should not be

interpreted to limit the liability of the successful bidder. Coverage shall be maintained throughout the term of the agreement.

All insurance shall include an endorsement that contains a 30-day advance written notice of cancellation to the City Manager, City of St. Joseph, Michigan, 700 Broad Street, St. Joseph, Michigan 49085.

XII. Nondiscrimination

The successful bidder shall not discriminate in its provision of accommodations or services, nor against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, sexual orientation, gender identity, height, weight, marital status, or because of a disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Breach of this covenant may be regarded as a material breach of the agreement.

XIII. Payment Terms:

The City shall make payments to the successful bidder for actual services rendered within thirty (30) days following receipt of an acceptable invoice; or as otherwise mutually agreed.

Agenda Item

TO:

FROM: Kayla Griffith

RE: Truck or Treat Street Closures

MEETING DATE: October 13, 2025

The City is hosting our annual Truck or Treat event on Saturday, October 25 from 4:00 to 6:00 p.m. This year, based on business owner feedback that the City should host more events to draw people downtown, staff would like to host Truck or Treat in the downtown. The move from the Howard Ice Arena parking lot will require a temporary road closure on the day of the event to allow for participants to drop off vehicles and equipment as their schedules allow. The closure would encompass the same area as our Light Up the Bluff ceremony event, on Lake Boulevard and Broad Street, on Saturday, October 25 from 5AM to 7PM.

Action Requested: Motion in support of the closure of Lake Boulevard from Elm to Pleasant Streets, in addition to the 500 block of Broad Street on October 25 from 5AM until 7PM to host the City's Truck or Treat event downtown.

ATTACHMENT(S):

- Barricade access to parking lots from Lake Boulevard between Elm and Pleasant Streets
Barricades at Elm and Pleasant Streets and at the 500 block of Broad Street (1).pdf

Curious Kids'
Discovery Zone
Interactive kids'
exhibits & activities

Barricade access to parking lots from Lake
Boulevard between Elm and Pleasant Streets

Barricades at Elm and Pleasant Streets and at
the 500 block of Broad Street

05:00 (5:00a.m.) to 19:00 (7:00 p.m.)



Agenda Item

TO:

FROM: Tim Zebell, City Engineer & Assistant City Manager

RE: Hydrant Flushing Update

MEETING DATE: October 13, 2025

The Department of Environment, Great Lakes, and Energy (EGLE) requires flushing the water distribution system regularly, and we have historically completed hydrant flushing programs on a two to three-year cycle. The last program was undertaken in 2022, making us due to undertake the effort again this year. The Engineering, Public Works, and Public Safety Departments worked cooperatively to complete the 2025 flushing program, with Public Safety completing the lion's share of the work. Hydrant flushing is part of the water system reliability program and accomplishes the following goals:

- Water Quality – flushing circulates water and removes rust and sediment from the distribution system, thus improving water quality.
- Measurement of Fire Flows – when the hydrants are flushed, the flow is measured and recorded. This helps staff to verify the hydraulics of the system and document the gains made from water replacement work over the past 20 years. Staff is also able to provide fire flow information to developers when requested.
- Hydrant O&M – the operation of the hydrants is checked as part of the flushing, and hydrants in need of maintenance are identified. Work orders are created for Public Works to address hydrants that require it.
- Public Safety System Knowledge – it improves Public Safety Officer familiarity with hydrant locations and the water distribution system.
- Hydrant Inventory Verification – it helps staff to verify the location, type, and age of the hydrants in our system.

The flushing program commenced on August 27, 2025, and was completed on October 5, 2025, a thirty-nine-day period. Four hundred and forty-four (444) hydrants were included in the program. Some hydrants had to be skipped because they were leaking, inaccessible, had no pressure for flushing, or were too close to active construction. Of the 444 hydrants included in the fall season, 37 were skipped, with 15 of those requiring maintenance. A total of 59 hydrants were able to be flushed but were in need of some form of maintenance to address leaking, stuck valves or caps, or low flow rates.

The following table provides a summary of the 2025 Hydrant Flushing Program.

2025 Hydrant Flushing Program

Total Hydrants	481
Hydrants flushed*	444
Hydrants in need of maintenance	59
Hydrants skipped*	37

*Hydrants were skipped for various reasons such as being obstructed, inoperable or in too close of proximity to construction underway.

Hydrant flushing hasn't always been completed in-house. In 2012, the City hired Wachs Water to complete flushing at a cost of approximately \$36,000. Starting in 2019, the Public Safety Department agreed to complete the fieldwork. Adjusting the 2012 cost for inflation, the combined Departmental effort saved the City on the order of \$50,000 in 2025.

Additional information on hydrant flushing can be found on the City website at:
<https://www.sjcity.com/publicsafety/page/hydrant-flow-testing>

Agenda Item

TO: City Commission

FROM: Bunni Wheeler, Executive Director

RE: Housing Commission Annual Report to the City Commission

MEETING DATE: October 13, 2025

Per City of St. Joseph ordinance, the St. Joseph Housing Commission is required to make an annual report of it's activities to the City Commission. St. Joseph Housing Commission Executive Director Bunni Wheeler has prepared the attached presentation.

ATTACHMENT(S):

- CC Presentation 10-13-25.pptx

St. Joseph Housing Commission – 2025 Update

- City Ordinance
- Sec. 41-5. Annual report
 - The housing commission shall make an annual report of its activities to the city commission and shall make such other reports as the city commission may from time to time require.
 - (Ord. of 9-24-12)

St. Joseph Housing Commission – 2025 Update

- Deficit Elimination Plan
 - PA 140 of 1971
 - Approved by St. Joseph Housing Commission on February 18, 2025
 - Approved by City Commission on February 24, 2025
 - Approved by State of Michigan Department of Treasury Local Audit and Finance Division on March 14, 2025
 - As stipulated in the plan, Housing Commission has provided monthly financial updates to the City Commission
 - To resolve deficit the current assets must be more than current liabilities

St. Joseph Housing Commission – 2025 Update

- Deficit Elimination Plan

- To resolve deficit the current assets must be more than current liabilities

FY24

Current Assets = \$75,136

Current Liabilities = \$118,756

Deficit = \$43,620

FY25

Current Assets = \$315,167

Current Liabilities = \$82,103

Surplus = \$233,064

St. Joseph Housing Commission – 2025 Update

• Statement of Net Position Comparison

Saint Joseph Housing Commission Statement of Net Position March 31, 2024			LIABILITIES and NET POSITION	
ASSETS			Current Liabilities:	
Current Assets:			Bank overdraft	\$ 41,889
Cash and cash equivalents	\$	43,263	Accounts payable	32,449
Receivables, net		16,247	Tenant security deposit liability	32,476
Inventories, net		15,626	Accrued expenses	4,596
Total Current Assets		<u>75,136</u>	Unearned revenue	7,346
			Total Current Liabilities	<u>118,756</u>
Capital Assets:			Non-Current Liabilities:	
Land		19,800	Accrued expenses	579
Buildings		5,997,377	Accrued pension payable	29,888
Equipment		163,981	Total Non-Current Liabilities	<u>30,467</u>
Construction in progress		4,329,443		
		10,510,601	Total Liabilities	<u>149,223</u>
Less: accumulated depreciation		(4,597,093)	Deferred inflow of resources	9,113
Net Capital Assets		<u>5,913,508</u>		
Deferred outflow of resources		<u>29,459</u>	Net position:	
			Net investment in capital assets	5,913,508
Total Assets and Deferred Outflow of Resources	\$	<u>6,018,103</u>	Unrestricted net position	(53,741)
			Total net position	<u>5,859,767</u>
			Total Net Position, Liabilities, and Deferred Inflow of Resources	<u>\$ 6,018,103</u>

St. Joseph Housing Commission – 2025 Update

• Statement of Net Position Comparison

ST. JOSEPH HOUSING COMMISSION STATEMENT OF NET POSITION MARCH 31, 2025				
ASSETS			LIABILITIES	
Current assets			Current liabilities	
Cash and cash equivalents	\$	308,039	Accounts payable	46,741
Accounts receivable - tenant, net		2,040	Accrued payroll	4,549
Prepays		5,088	Other accrued liabilities	19,373
			Unearned revenue	2,696
			Current portion of compensated absences	8,744
Total current assets		315,167	Total current liabilities	82,103
Noncurrent assets			Noncurrent liabilities	
Security deposit reserve - restricted cash		37,511	Security deposit liability	36,439
Capital assets not being depreciated		19,800	Compensated absences, net of current portion	5,270
Capital assets, net of accumulated depreciation		6,246,468	Net pension liability	84,753
			Total noncurrent liabilities	126,462
Total noncurrent assets		6,303,779	TOTAL LIABILITIES	208,565
TOTAL ASSETS		6,618,946		
DEFERRED OUTFLOWS OF RESOURCES			DEFERRED INFLOWS OF RESOURCES	
Deferred outflows of resources related to pensions		54,874	Deferred inflows of resources related to pensions	10,915
			NET POSITION	
			Investment in capital assets	6,266,268
			Unrestricted	188,072
			TOTAL NET POSITION	\$ 6,454,340

St. Joseph Housing Commission – 2025 Update

- FY25 Statement of Revue, Expenses & Changes in Net Position

ST. JOSEPH HOUSING COMMISSION
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION
YEAR ENDED MARCH 31, 2025

OPERATING REVENUES				
Tenant rent, net of vacancies	\$	451,293		
Other rental income		19,693		
Other resident charges		5,443		
Operating grants - U.S. Department of Housing and Urban Development		408,250		
Miscellaneous income		27,924		
		<u>912,603</u>		
OPERATING EXPENSES				
Administrative		211,151		
Utilities		143,114		
Operating and maintenance		230,469		
Taxes and insurance		87,448		
Other operating expenses		18,282		
Depreciation		215,275		
		<u>905,739</u>		
TOTAL OPERATING EXPENSES				
		<u>905,739</u>		
OPERATING INCOME		<u>6,864</u>		
			NONOPERATING REVENUES	
			Investment income	<u>450</u>
			NET INCOME BEFORE CAPITAL GRANT REVENUE	<u>7,314</u>
			CAPITAL GRANT REVENUE	
			Capital fund program - U.S. Department of Housing and Urban Development	<u>598,387</u>
			CHANGE IN NET POSITION	<u>605,701</u>
			Net position, beginning of year, as previously presented	<u>5,859,767</u>
			Adjustments to beginning net position	<u>(11,128)</u>
			Net position, beginning of year, as restated	<u>5,848,639</u>
			Net position, end of year	<u>\$ 6,454,340</u>

St. Joseph Housing Commission – 2025 Update

- Average Household Income = \$18,600.00
- Average Rent = \$421.00
- Totals Units Available for Rent = 107
- Totals Units Occupied = 100
- Estimated Revenue Increase from 15th Floor = \$30,000.00

St. Joseph Housing Commission – 2025 Update

• Capital Fund – Five Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 1 2025				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	LAKE VIEW TERRACE (MI046000001)			\$191,103.00
ID0000064	Thermostat Controllers(Dwelling Unit-Interior (1480)-Mechanical)	Purchase and install 40 thermostat controllers for the bedrooms and four repairs of valves.		\$12,800.00
ID0000063	Elevator Repairs(Non-Dwelling Construction - Mechanical (1480)-Elevator)	The two elevators at Lake view terrace need repairs		\$47,728.00
ID0000068	Operations 2025(Operations (1406))	Operations		\$44,575.00
ID0000069	Painting exterior(Non-Dwelling Exterior (1480)-Balconies and Railings,Non-Dwelling Exterior (1480)-Paint and Caulking)	Painting balconies/railings/ceilings		\$20,000.00
ID0000074	Roof repairs(Non-Dwelling Exterior (1480)-Roofs)	Roofing membrane and drains		\$6,000.00
ID0000077	Boilers and Electrical(Non-Dwelling Construction - Mechanical (1480)-Central Boiler,Non-Dwelling Construction - Mechanical (1480)-Electric Distribution)	New steam boilers - and electrical upgrade to support new boilers		\$60,000.00

St. Joseph Housing Commission – 2025 Update

• Capital Fund – Five Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 2 2026				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	LAKE VIEW TERRACE (MI046000001)			\$208,987.00
ID0000070	Operations 2026(Operations (1406))	Operations		\$43,987.00
ID0000075	Painting Interior(Non-Dwelling Interior (1480)-Common Area Painting)	Paint interior common areas and hallways		\$30,000.00
ID0000076	Carpet/flooring interior(Non-Dwelling Interior (1480)-Common Area Flooring,Non-Dwelling Interior (1480)-Laundry Areas)	Carpet and flooring in hallways and common areas - to include office and laundry room		\$45,000.00
ID0000078	Locksets for apartment doors(Non-Dwelling Interior (1480)-Doors)	Replace locks on all unit doors with new		\$40,000.00
ID0000079	Benches for floors(Non-Dwelling Interior (1480)-Other)	Benches for floors in common areas in front of elevators		\$25,000.00
ID0000082	Trash compactor(Non-Dwelling Construction - Mechanical (1480)-Trash Compactor)	New trash compactor - residents can use trash chutes on floors		\$25,000.00

St. Joseph Housing Commission – 2025 Update

• Capital Fund – Five Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 3 2027				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	LAKE VIEW TERRACE (MI046000001)			\$188,987.00
ID0000071	Operations 2027/(Operations (1406))	Operations		\$43,987.00
ID0000080	Furniture and window treatments(Non-Dwelling Interior (1480)-Common Area Finishes)	New chairs for community room - more stable Furniture for Library on 15 - couches and chairs New window treatments		\$35,000.00
ID0000081	Technology for office(Non-Dwelling Interior (1480)-Administrative Building)	Updated office equipment		\$10,000.00
ID0000083	Laundry room flooring(Non-Dwelling Interior (1480)-Laundry Areas)	New flooring in Laundry room to include concrete epoxy paint under washers/dryers		\$30,000.00
ID0000084	Common area restrooms(Non-Dwelling Interior (1480)-Common Area Bathrooms)	Update restrooms on 15 and 1 - new sinks/stalls and commodes		\$40,000.00
ID0000085	Yard equipment(Non-Dwelling Equipment-Expendable/Non-Expendable (1480)-Other)	Anticipated need for new snow removal equipment and lawn care equipment		\$30,000.00

St. Joseph Housing Commission – 2025 Update

• Capital Fund – Five Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 4 2028				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	LAKE VIEW TERRACE (MI046000001)			\$183,987.00
ID0000072	Operations 2028(Operations (1406))	Operations		\$43,987.00
ID0000086	Office upgrade(Non-Dwelling Equipment-Expendable/Non-Expendable (1480)-Other)	New carpet/furniture and paint		\$25,000.00
ID0000087	Landscaping(Non-Dwelling Site Work (1480)-Landscape)	Updated landscaping around the facility		\$40,000.00
ID0000088	Upgrade kitchen(Non-Dwelling Interior (1480)-Common Area Kitchens)	Flooring, tables, cabinets, sink and countertops		\$40,000.00
ID0000089	Concrete work (Non-Dwelling Site Work (1480)-Curb and Gutter,Non-Dwelling Site Work (1480)-Asphalt - Concrete - Paving)	Repair concrete around the building, sidewalks, stairs		\$35,000.00
	Subtotal of Estimated Cost			\$183,987.00

St. Joseph Housing Commission – 2025 Update

• Capital Fund – Five Year Action Plan

Part II: Supporting Pages - Physical Needs Work Statements (s)				
Work Statement for Year 5 2029				
Identifier	Development Number/Name	General Description of Major Work Categories	Quantity	Estimated Cost
	LAKE VIEW TERRACE (MI046000001)			\$178,987.00
ID0000073	Operations 2029(Operations (1406))	Operations		\$43,987.00
ID0000090	Elevators(Non-Dwelling Construction - Mechanical (1480)-Elevator)	Anticipated need for upgrades/repairs to elevators		\$30,000.00
ID0000091	Staff training(Management Improvement (1408)-Staff Training)	Training for existing staff		\$10,000.00
ID0000092	Exterior lighting (Non-Dwelling Exterior (1480)-Lighting)	Lights around the exterior of facility		\$20,000.00
ID0000093	Washers and dryers(Non-Dwelling Construction - Mechanical (1480)-Common Area Dryers,Non-Dwelling Interior (1480)-Common Area Washers)	Anticipated need for new washers and dryers		\$40,000.00
ID0000094	Fencing and signage(Dwelling Unit-Site Work (1480)-Signage,Dwelling Unit-Site Work (1480)-Fencing)	Fencing in certain perimeter around facility along with signage - giving residents a sense of security		\$35,000.00

Agenda Item

TO: City Commission

FROM: Abby Bishop, City Clerk

RE: General Election Reminder

MEETING DATE: October 13, 2025

The 2025 General Election will take place on Tuesday, November 4. In the General Election, voters will have two options to cast their vote: absentee voting and in-person voting on Election Day.

Absentee voting is currently underway. If you wish to vote absentee, please contact the Clerk's Office to pick up a ballot. Anyone who has signed up for the permanent ballot list was mailed an absentee ballot from the Clerk's Office on September 26.

- The last day to request an absentee ballot by mail is Friday, October 31, at 5 PM.
- The Clerk's Office will be open on Saturday, November 1, from 7 AM to 3 PM for absentee voting and new voter registration.
- The last day to pick up an absentee ballot in person at City Hall is Monday, November 3, before 4 PM.

In-person Election Day voting: Precinct 1 votes at City Hall, Precinct 2 votes at the John & Dede Howard Ice Arena, and Precinct 3 votes at Zion Church, located at 3001 Veronica Drive.

If you have questions about voting or registration, please call, email, or visit the City Clerk's Office. We look forward to another successful election season!

Agenda Item

TO:

FROM: Laurie Schmidt, City Attorney

RE: Request to Enter Closed Session - City Manager Annual Evaluation

MEETING DATE: October 13, 2025

Please consider entering into closed session to consider the annual personnel evaluation of City Manager Emily Hackworth, who has requested it be held in closed session pursuant to MCL 15.268(a).

Action Requested: Motion to enter closed session to consider the annual personnel evaluation of City Manager Emily Hackworth, at her request, pursuant to MCL 15.268(a).

Agenda Item

TO: City Commission

FROM: Laurie Schmidt, City Attorney

RE: Return to Open Session

MEETING DATE: October 13, 2025

Following the closed session, the City Commission must vote to return to open session.

Following the return to open session, the City Commission may then choose to take action or provide direction to staff.

Action Requested: Motion to return to open session.