



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

**AGENDA**  
**January 12, 2026**  
**6:00 PM**

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

**Meeting ID: 844 8860 9278**

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

### **Call to Order**

### **Order of Business**

1. Pledge of Allegiance
2. Announcements
3. [Berrien County Treasurer Office Hours](#)
4. Approval of Agenda
5. Public Comment - For Items on the Consent Agenda, or Not on the Agenda - Please Limit Comments to Three Minutes

### **Consent Agenda**

6. Meeting Minutes of December 8, 2025
7. [Vehicle Outfitting](#)
8. [ETNA Resolution](#)
9. [Special Event Application - Lory's Place Run, Walk, Rock](#)
10. [New Board Appointments](#)
11. [Invoice and Tax Disbursements](#)

### **Old Business**

12. [Downtown Parking Program Update](#)
13. [Ordinance Amendment-Chapter 13 International Fire Code - Second Reading](#)
14. [Boards Reappointment Policy](#)

### **New Business**

15. [MOU - Agreement with LECO for Storm Sewer Easement and License, Anchor's Way](#)
16. [Parks and Recreation Five Year Master Plan: Public Hearing](#)

- 17     [Parks and Recreation Five Year Master Plan](#)
- 18     [Harbor Shores Brownfield Plan](#)
- 19     [Zoning Ordinance Amendment: Temporary Seasonal Structures, First reading](#)
- 20     [Public Hearing - Land Division Variance Request: 2936, 2940, 2942 Niles Ave](#)
- 21     [Land Division Variance Request: 2936, 2940, 2942 Niles Ave](#)

#### **Reports**

- 21     [Summary of the 2026 Property Maintenance Program “Focus Area 4B](#)
- 22.    City Manager Comments
- 23.    City Commission Comments

#### **Closed Session**

- 24     [Request to Enter Closed Session - Pending Litigation](#)
- 25     [Return to Open Session](#)



# Agenda Item

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**TO:** City Commisison

**FROM:** Ben Reynnells, Finance Director

**RE:** Berrien County Treasurer Office Hours

**MEETING DATE:** January 12, 2026

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Berrien County Treasurer Shelly Weich will be holding office hours at several municipalities this tax season to help assist taxpayers who are in jeopardy of losing their property through the tax foreclosure process. No appointment is needed for the local office hours, it's first come first serve. Residents from any Berrien County municipality can see Shelly at any of her local office hours. If a resident cannot make it to one of the local office hours, they can still contact Shelly at any time and make an appointment to see her at the Berrien County Administration Center.

There are three dates when Shelly will hold office hours at City Hall:

- Thursday, January 15, 2026 from 2:00pm to 4:00pm
- Thursday, February 19, 2026 from 2:00pm to 4:00pm
- Friday, March 6, 2026 from 1:00pm to 3:00pm

**ATTACHMENT(S):**

- Treasurer Postcard BLANK - DEC 2025 Delinquent Tax Assistance (8.5x5.5).pdf



# **WORRIED ABOUT DELINQUENT PROPERTY TAXES\$?**



Berrien County Treasurer, Shelly Weich, will be visiting municipalities across the county to assist taxpayers who are in jeopardy of losing their property to foreclosure on March 31, 2026.

**For more information:**

**Call the Berrien County Treasurer's Office at 269-983-7111 ext. 8569**

**OR Visit [www.BerrienCounty.org/Treasurer](http://www.BerrienCounty.org/Treasurer)**

**SEE REVERSE SIDE FOR DATES, LOCATIONS AND TIMES OF OFFICE HOURS  
NO APPOINTMENT IS NECESSARY.**



## 2026 OFFICE HOURS

### **03 BENTON CHARTER TOWNSHIP**

1725 Territorial Road  
Benton Harbor, MI 49022

**TUESDAY, January 6, 2026**  
**TUESDAY, February 10, 2026**  
**THURSDAY, March 5, 2026**

2:00pm - 4:00pm  
2:00pm - 4:00pm  
2:00pm - 4:00pm

### **07 CHIKAMING TOWNSHIP**

13535 Red Arrow Highway  
Harbert, MI 49115

**THURSDAY, January 8, 2026**  
**THURSDAY, February 12, 2026**  
**THURSDAY, March 12, 2026**

2:00pm - 4:00pm  
2:00pm - 4:00pm  
2:00pm - 4:00pm

### **10 HAGAR TOWNSHIP**

3900 Riverside Road  
Benton Harbor, MI 49022

**TUESDAY, January 13, 2026**  
**TUESDAY, February 17, 2026**  
**TUESDAY, March 17, 2026**

10:00am - 12:00pm  
10:00am - 12:00pm  
10:00am - 12:00pm

### **14 NILES CHARTER TOWNSHIP**

320 Bell Road  
Niles, MI 49120

**WEDNESDAY, January 21, 2026**  
**MONDAY, February 23, 2026**  
**WEDNESDAY, March 18, 2026**

2:00pm - 4:00pm  
2:00pm - 4:00pm  
2:00pm - 4:00pm

### **17 ROYALTON TOWNSHIP**

980 Miners Road  
St. Joseph, MI 49085

**WEDNESDAY, January 28, 2026**  
**WEDNESDAY, February 25, 2026**  
**THURSDAY, March 19, 2026**

2:00pm - 4:00pm  
10:00am - 12:00pm  
2:00pm - 4:00pm

### **21 WATERVLIET CHARTER TOWNSHIP**

4959 M-140 Highway  
Watervliet, MI 49098

**THURSDAY, January 22, 2026**  
**FRIDAY, February 13, 2026**  
**FRIDAY, March 13, 2026**

10:00am - 12:00pm  
1:00pm - 3:00pm  
1:00pm - 3:00pm

### **50 CITY OF BENTON HARBOR**

200 Wall Street  
Benton Harbor, MI 49022

**TUESDAY, January 20, 2026**  
**TUESDAY, February 24, 2026**  
**TUESDAY, March 10, 2026**

2:00pm - 4:00pm  
2:00pm - 4:00pm  
2:00pm - 4:00pm

### **56 CITY OF BRIDGMAN**

9765 Maple Street  
Bridgman, MI 49106

**THURSDAY, January 29, 2026**  
**FRIDAY, February 20, 2026**  
**FRIDAY, March 20, 2026**

1:00pm - 3:00pm  
1:00pm - 3:00pm  
1:00pm - 3:00pm

### **58 CITY OF BUCHANAN**

302 N. Redbud Trail  
Buchanan, MI 49107

**WEDNESDAY, January 14, 2026**  
**WEDNESDAY, February 18, 2026**  
**WEDNESDAY, March 11, 2026**

2:00pm - 4:00pm  
2:00pm - 4:00pm  
2:00pm - 4:00pm

### **70 CITY OF NILES**

333 N. Second Street  
Niles, MI 49120

**WEDNESDAY, January 7, 2026**  
**WEDNESDAY, February 11, 2026**  
**WEDNESDAY, March 4, 2026**

2:00pm - 4:00pm  
2:00pm - 4:00pm  
2:00pm - 4:00pm

### **76 CITY OF ST. JOSEPH**

700 Broad Street  
St. Joseph, MI 49085

**THURSDAY, January 15, 2026**  
**THURSDAY, February 19, 2026**  
**FRIDAY, March 6, 2026**

2:00pm - 4:00pm  
2:00pm - 4:00pm  
1:00pm - 3:00pm



Berrien County Treasurer  
701 Main Street  
St. Joseph, MI 49085

Minutes of the St. Joseph City Commission Meeting held in the Commission Chambers 700 Broad Street, St Joseph, MI 49085, on December 8, 2025.

## Call to Order

The meeting was called to order by Mayor Brook Thomas at 6:01 PM.

Attendee Name	Title	Status
Brook Thomas	Mayor	Present
Michael Sarola	Commissioner	Present
Michael Fernandez	Commissioner	Present
Tess Ulrey	Commissioner	Present
Lisa Vetne	Commissioner	Present
Also Present: City Manager Emily Hackworth, City Attorney Laurie Schmidt, and City Clerk Abby Bishop.		

## Order of Business

### 1. Pledge of Allegiance

### 2. Announcements

#### Snow Removal Update

Director of Public Works Greg Grothous provided an update on snow removal, overtime hours in the Public Works Department, and a reminder of which streets receive priority for snow removal and that residents are responsible for removing snow on sidewalks.

Mayor Thomas reminded the public that public comment forms are available for submission.

### 3. Approval of Agenda

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

<b>RESULT:</b>	<b>PASSED [UNANIMOUS]</b>
<b>MOVER:</b>	Michael Sarola, Commissioner
<b>SECONDER:</b>	Michael Fernandez, Commissioner
<b>AYES:</b>	Mayor Thomas, Commissioner Sarola, Commissioner Fernandez, Commissioner Ulrey, Commissioner Vetne

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

Fred Konchan, a City resident, inquired about the status of the river dredging. City Manager Emily Hackworth noted that two appointments to the Harbor Authority were needed. Konchan asked for a timeline. Hackworth stated that candidates could be appointed quickly, noting that only one could be an elected official. The application form will be updated and made available soon.

Jim Scholz, a resident of Dowagiac, MI, states he uses the boat launch and that more priority should be placed on dredging the river. He said there will be a significant financial loss if not. He also recognized the great work done by the City's Harbor Master and feels he should be compensated for his time and efforts.

Kathy Christensen, a City resident, states she is a long-time boater and believes the channel

urgently needs attention for both commercial and pleasure boaters who use it. She wants the City to appoint two members to the Harbor Authority right away.

## Consent Agenda

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

<b>RESULT:</b>	<b>PASSED [UNANIMOUS]</b>
<b>MOVER:</b>	Michael Fernandez, Commissioner
<b>SECONDER:</b>	Lisa Vetne, Commissioner
<b>AYES:</b>	Mayor Thomas, Commissioner Sarola, Commissioner Fernandez, Commissioner Ulrey, Commissioner Vetne

### 5 Meeting Minutes of November 17, 2025

Approved the meeting minutes of November 17, 2025, as presented.

### 6 Organizational Meeting Minutes of November 19, 2025

Approved the Organizational meeting minutes of November 19, 2025, as presented.

### 7 Special Meeting Minutes of November 19, 2025

Approved the Special meeting minutes of November 19, 2025, as presented.

### 8 Invoice and Tax Disbursements

Accepted the invoice and tax disbursements as presented.

### 9 Correction to Previously Approved DDA Liquor License Resolution – Silver Beach Hotel

Approved the correction to the Silver Beach Hotel's DDA liquor license, changing the licensee to Sanaya Investments, LLC, and changing the license type from a Class C liquor license to a Class B-Hotel liquor license within the DDA Development Area, pursuant to MCL 436.1521a(1)(b), and updated resolution.

### 10 Public Works Surplus Items for Auction

Approved the agreement with Biddergy of Kalamazoo, Michigan, for the disposal of surplus City-owned vehicles, equipment, supplies, and other items and authorized the City Manager to execute the agreement on behalf of the City.

### 11 2026 Poverty Guidelines

Adopted the 2026 Poverty Exemption Guidelines pursuant to MCL 211.7u, with updated income standards and Board of Review dates, for use by the Board of Review in 2026.

Adopt the 2026 Poverty Exemption Guidelines as presented, including income limits, asset test, and Board of Review dates.

### 12 Special Event Applications - 2026 SJT Winter Events

Approved the special event requests for the Chili Tour, Winter Beer Fest, Ice Fest, and March Mannequins, and directed staff to issue a special event permit.

## Old Business

### 13 Michigan Gas Utility Franchise Ordinance- 2nd reading

**MOTION:** To approve the second reading of the Michigan Gas Utility Franchise Ordinance as proposed.

<b>RESULT:</b>	<b>PASSED [UNANIMOUS]</b>
<b>MOVER:</b>	Michael Fernandez, Commissioner
<b>SECONDER:</b>	Tess Ulrey, Commissioner
<b>AYES:</b>	Mayor Thomas, Commissioner Sarola, Commissioner Fernandez, Commissioner Ulrey, Commissioner Vetne

### New Business

#### 14 Audit Report - June 30, 2025

Finance Director Ben Reynnells introduced Jamie Wilkey from Lauterbach & Amen, who delivered a slideshow summarizing the audit for the fiscal year ending June 30, 2025. She thanked Reynnells and his team for their cooperation, noted that the City received an unmodified clean audit opinion, and there were no internal control findings. Wilkey also explained the two communication letters issued as part of the audit and the fund balance in comparison to the prior year. She showed different pie charts that displayed the City's revenue sources and expenditures. Wilkey discussed the long-term assets and debt activity as well as pension and other post-employment benefit results.

Mayor Thomas asked whether Lauterbach & Amen had many Michigan clients. Wilkey stated that over the last couple of years, they have picked up more Michigan clients. Thomas asked if she had seen anything from other communities that the City isn't taking advantage of or things the City should be doing. Wilkey stated that they work with about 200 municipalities, each unique. She mentioned that the general fund reserve balance can be compared with neighboring communities.

Commissioner Sarola asked why the marina fund is in a unique deficit situation. Reynnells explained that their fund balance had been reduced by the dredging project and that, going forward, having more current assets will help alleviate that situation.

#### 15 Computer Aided Dispatch

Director of Public Safety Steve Neubecker stated that the capital improvement fund was allocated \$75,000 for implementing computer-aided dispatch (CAD). He explained that the City calls are dispatched by Berrien County Center Dispatch, which has approved a resolution supporting up to \$11,000 for the police and fire departments. Neubecker mentioned that most county agencies are transitioning to this CAD system, which will enhance response times and automatically identify the nearest available unit. He said it will improve accuracy, ensure consistent data entry, and event logging. Dispatch, police, fire, and EMS will be able to see the location of every unit within Berrien County. Neubecker added that GPS tracking units will be installed on police cars for emergencies, and for the first time, dispatch will be able to see every unit in Berrien County.

Neubecker stated that for fire purposes, the cost will be \$3,213.33 in the first year and \$646.80

in the second year. For police purposes, the cost will be \$30,737.79 in the first year, \$18,022.86 in the second year, and will continue to decrease thereafter.

Mayor Thomas asked if every other local community is utilizing this. Neubecker stated that most did, but some did not have it in their budgets for this year. Thomas asked if they have run into any issues with it. Neubecker advised no.

Commissioner Fernandez said it was good to see support from the County that will benefit all community end users.

**MOTION:** To approve the two Memoranda of Understanding between Berrien County Information Systems and the St. Joseph Public Safety Department in the total amount of \$30,737.79, and authorization for the City Manager, Emily Hackworth, to execute the agreements.

<b>RESULT:</b>	<b>PASSED [UNANIMOUS]</b>
<b>MOVER:</b>	Michael Sarola, Commissioner
<b>SECONDER:</b>	Michael Fernandez, Commissioner
<b>AYES:</b>	Mayor Thomas, Commissioner Sarola, Commissioner Fernandez, Commissioner Ulrey, Commissioner Vetne

## 16 Ordinance Amendment-Chapter 13 International Fire Code

City Attorney Laurie Schmidt presented the Public Safety Department's request to update the International Fire Code (IFC), which is incorporated by reference into the code of ordinances. Schmidt explained that the current regulations are based on the 2009 IFC, and the update would adopt the 2021 IFC, excluding some appendices. She stated that the excluded appendices are not relevant, except for Appendix M, which is for sprinkling.

Deputy Director of Public Safety Mike Phelps stated that the fire code is updated every three years, and there is currently a 2024 version. Phelps explained that the building department is operating under the 2021 building code, and to ensure consistency for builders and enforcement measures, they decided to adopt the 2021 fire code. He noted that they thoroughly researched each version, especially Appendix M, which involves sprinklers. Phelps clarified that updating the sprinklers to comply would be very costly, and after reviewing construction, occupancy, and existing fire protection systems, there are other means of protecting structures, which was the reason for omitting this one.

Mayor Thomas inquired about any liability for the City if it does not adopt the latest fire code. Schmidt clarified that the City is not obligated to update to a specific code. She explained that the building code works in conjunction with the IFC, and the City must adopt what the State of Michigan has approved for the building code. Schmidt mentioned that the City currently complies with statewide building code requirements; the current approved building code is the 2021 version. The City aims to enhance fire safety and protection for the public and plans to work alongside the building code by adopting the 2021 version of the IFC. Schmidt added that staff thoroughly reviewed this to ensure there would be no unintended consequences in adopting the newer code.

City Manager Emily Hackworth pointed out the importance of aligning with the building code. She stated that when the building code moves to 2024, the fire code would as well.

Commissioner Fernandez said he valued the efforts made to avoid conflicting information and ordinances and appreciated the effort to consider residents by creating consistency for them.

**MOTION:** To approve the first reading of the Ordinance to Amend Ch. 13, Art. II, Sec. 13- 16 "Adoption of International Fire Code" of the City of St. Joseph Code of Ordinance, as presented.

<b>RESULT:</b>	<b>PASSED [UNANIMOUS]</b>
<b>MOVER:</b>	Michael Fernandez, Commissioner
<b>SECONDER:</b>	Lisa Vetne, Commissioner
<b>AYES:</b>	Mayor Thomas, Commissioner Sarola, Commissioner Fernandez, Commissioner Ulrey, Commissioner Vetne

## 17 West Michigan Health Insurance Pool (WMHIP)

City Finance Director Ben Reynnells presented a slideshow outlining the request for approval of a resolution that will authorize the City's membership in the West Michigan Health Insurance Pool ("the Pool"). The City's health insurance is currently self-insured. Reynnells explained that the Pool was established in 2005 to help Michigan public employers, provided details on the number of people covered, and clarified that there is a three-year cycle for joining. Health insurance will continue to be provided by BCBSM. Reynnells showed graphs displaying the rate of protection over time, with positive experience and smaller increases. He noted that if past trends in self-insurance continue, the City may benefit from joining the Pool. He explained that Public Act 152 limits the amount public employers can contribute to health insurance and how health insurance operates in Michigan. Reynnells provided charts and explained the differences between fully insured and self-insured entities, emphasizing that the City's self-insurance plan has been more costly and harder to budget for. He discussed the coverage period when switching from self-insured to fully insured, as well as the financial impacts. He also stated that the plan is substantially similar to the current BCBSM health insurance plan, and described several co-pays and services, whether in-network or out-of-network, that are expected to change.

Commissioner Sarola asked if the stop loss cap amount was different from \$35,000. Reynnells stated the City could buy less at a higher stop loss, which would mean you would pay more for less insurance. Sarola noted that this move to self-insurance is primarily about reducing the City's risk. Reynnells agreed.

Mayor Thomas clarified that the City has been fortunate to have a history of great claims experience and inquired about how to predict that in the future. Reynnells explained that it is not possible to predict whether the City will have another great claims experience and added that the Pool is a lower risk option and offers a greater overall benefit.

Commissioner Ulrey asked if there was any feedback from the City employees. Reynnells responded that there was none.

Commissioner Fernandez stated he reviewed the plan and it is very comparable to what the City has had, and the big benefit is the reduced risk to the City.

Commissioner Vetne asked if the rates per year depends on the claims going up or down. Reynnells stated yes, better claim rates equal lower rates and an increase in claims would be a



higher rate, which he explained, the City is already seeing because the City is self-insured.

**CITY OF ST. JOSEPH**

**RESOLUTION AUTHORIZING PUBLIC ENTITY MEMBERSHIP IN THE WEST MICHIGAN HEALTH INSURANCE POOL ("WMHIP") FOR A MINIMUM THREE-YEAR PERIOD**

**WHEREAS**, the City of St. Joseph is currently self-insured for medical health insurance coverage, and

**WHEREAS**, during the most recent renewal period, many different options of insurance plans and funding were reviewed and considered with the goal of reducing risk and expense, and

**WHEREAS**, the Western Michigan Health Insurance Pool ("WMHIP") is a Public Employer Pooled Plan ("PEPP") that provides pooled self-funded health insurance coverage, as authorized by the Public Employees Health Benefit Act, Act 106 of 2007, and

**WHEREAS**, the WMHIP offers very similar coverage to the existing plan, with the primary differences being a single medication no longer being covered, non-medically necessary abortions no longer being covered, out of network organ transplants no longer covered, out of network contraceptive devices no longer covered, private duty nursing care no longer covered, in network hearing is now covered, and increases to some co-pays, and

**WHEREAS**, WMHIP has received from the Michigan Department of Insurance and Financial Services ("DIFS") a certificate of registration authorizing establishment of the PEPP, and

**WHEREAS**, city staff have had opportunity to consider the obligations of the Public Entity to WMHIP and PEPP plans, and services available to the Public Entity by WMHIP, and have carefully reviewed the WMHIP Amended Trust Agreement and Bylaws, and

**WHEREAS**, the City Commission desires to authorize membership of the Public Entity in the WMHIP for a minimum period of three years, beginning January 1, 2026 or as soon thereafter as possible.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Commission approves the WMHIP Amended Trust Agreement and bylaws, and accepts WMHIP provision of Public Entity self-funded, pooled health insurance coverage under the PEPP plan,

**BE IT FURTHER RESOLVED**, that the City Manager, Finance Director, or, with their approval, the person appointed by the City Commission as WMHIP Trustee or Alternate Trustee, is hereby authorized to execute all documents necessary for the Public Entity to become a Member in the WMHIP PEPP plan,

**BE IT FURTHER RESOLVED**, that the City Commission hereby confirms its appointment of the following persons as Trustee and Alternate Trustee, to serve as Trustee when the initial Trustee is not available or in attendance to carry out the Trustee's duties: City Manager Emily Hackworth as Trustee, Finance Director Ben Reynnells as Alternate Trustee. As required by law,

neither the Trustee nor the Alternate Trustee is an owner, officer, or employee of any third-party administrator or any other third-party providing services to WMHIP. The Trustee and Alternate Trustee shall serve until replaced by action of the City Commission. Once appointments are made known to the WMHIP, the persons appointed shall remain in office until the WMHIP receives evidence of appointment of other persons. Evidence of proper appointment of the Trustee and Alternate Trustee shall be a certified copy of the resolution passed by the City Commission, indicating the names of the designated Trustee and/or Alternate Trustee. Failure of the Public Entity to designate a Trustee, or the failure of that Trustee/Alternate Trustee to participate on the Board of Trustees, shall not affect the responsibilities or duties of the Public Entity under the Amended Trust Agreement.

**BE IT FURTHER RESOLVED**, that the City of St. Joseph shall continue participation in the WMHIP for a minimum of three full years under its PEPP plan.

**BE IT FURTHER RESOLVED**, that all resolutions and parts of resolutions insofar as they conflict with the provisions of this Resolution be and the same are hereby rescinded.

Approved \_\_\_\_\_

Denied \_\_\_\_\_

December 8, 2025

**MOTION:** To approve the resolution authorizing public entity membership in the West Michigan Health Insurance Pool, as presented.

<b>RESULT:</b>	<b>PASSED [UNANIMOUS]</b>
<b>MOVER:</b>	Michael Fernandez, Commissioner
<b>SECONDER:</b>	Lisa Vetne, Commissioner
<b>AYES:</b>	Mayor Thomas, Commissioner Sarola, Commissioner Fernandez, Commissioner Ulrey, Commissioner Vetne

## 18 CSO Storage Project Professional Services

City Engineer Tim Zebell presented the request to hire Wade Trim to complete design and bid administration services for the CSO Storage Project. Zebell stated that this is the second phase of the project and showed an aerial view of the location, highlighting the different phases. He explained that the tank will hold about 1 to 1.2 million gallons and involve various structural, mechanical, electrical, and control specialists. Zebell discussed some funding sources and recapped the earlier phase of the project. He showed pictures of the pump station's design and its location on the Public Works property. He also provided a chart of the estimated project fees and explained how the project will require coordination with the Joint Wastewater Treatment Plant and City staff during each design phase. Zebell noted that Wade Trim only bills for time and materials used, and they do a good job of identifying potential contingencies and costs. He stated that the design must be ready for permitting by March 2027 and construction must begin in July 2027.

Commissioner Sarola asked whether the time and material cost was an estimate only or a cap. Zebell clarified that it was for time and materials, and a not to exceed estimate. Sarola inquired if a total project cost to date could be provided. Zebell explained that there are many factors

involved, but they would do their best to determine a cost to date on the project.

Commissioner Sarola inquired about the construction start date. Zebell responded that the construction phase would begin in June 2027 on the Morrison Channel. Sarola asked, given that this project is happening alongside several others in the downtown area, about the impact on traffic flow. Zebell said they will work around ongoing projects and he does not expect any issues, as they have access to Langley Avenue for traffic flow.

**MOTION:** To approve hiring Wade Trim for professional design services on the CSO Storage Project as outlined in Wade Trim's December 4, 2025 proposal, on a time and material basis in an amount not to exceed \$1,327,500, to be paid from the sewer fund and authorize the City Attorney to prepare an amendment to Wade Trim's November 10, 2023 proposal, as amended, to incorporate the approved services subject to terms acceptable to both the City Engineer and City Attorney; and authorize the City Manager to sign the amendment on behalf of the City.

<b>RESULT:</b>	<b>PASSED [UNANIMOUS]</b>
<b>MOVER:</b>	Michael Fernandez, Commissioner
<b>SECONDER:</b>	Michael Sarola, Commissioner
<b>AYES:</b>	Mayor Thomas, Commissioner Sarola, Commissioner Fernandez, Commissioner Ulrey, Commissioner Vetne

#### City Manager Comments

City Manager Emily Hackworth thanked the Public Works Department for the snow removal and their work with the Public Safety Department getting Light Up the Bluff ready. She said the Reindog Parade was well attended and enjoyed seeing the crowds shop afterwards. Hackworth also thanked City staff for their work updating the fire code ordinance and City health insurance.

#### City Commission Comments

Mayor Thomas thanked City staff for their work with the Light Up the Bluff and was happy to see it bring more people downtown.

#### Adjournment

The meeting was adjourned at 7:30 PM.

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Presiding Officer

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City Clerk/ Recording Secretary

# Agenda Item

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**TO:** City Commission

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

**RE:** Vehicle Outfitting

**MEETING DATE:** January 12, 2026

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In the 2025/2026 capital improvement fund \$35,000 was allocated for the outfitting of one new squad car and one detective car that were purchased this year from the motor pool budget.

For the past five years our vehicles have been outfitted at Great Lakes Outfitting in Holland, Michigan. A key advantage of retaining Great Lakes Outfitting is that they are the closest upfitter with proven experience installing Sound Off signal equipment, including the Blueprint control system. The officer can dim or brighten the lights on the squad car.

Shifting to another upfitter would cause the department to purchase new equipment like light bars, front, side and rear lighting. The other outfitters use other products like Whelen, Federal signal, Cumart and various others.

Consistency across our fleet is another critical factor. Great Lakes Outfitting ensures every vehicle is built with the same equipment, same layout and same operational setup. Uniformity directly enhances officer safety, and operational effectiveness.

The upfitting proposal from Great Lakes Upfitting is attached for \$35,000.

*Action Requested:*

ACTION REQUESTED; To approve the proposal from Great Lakes Upfitting for \$35,000 for the new build of one patrol vehicle and one detective vehicle.

**ATTACHMENT(S):**

- St. Joe Combo Car 10 and Dep Chief PROPOSAL.pdf

# UPFITTING PROPOSAL

Great Lakes Upfitting | 11555 Crossings Ct, Suite 90, Holland, MI 49424

P (616) 202.6585

## CUSTOMER

City of St. Joe

## ESTIMATE NO

81825 -1124

## DATE

11/24/2025

## ADDRESS

700 Broad St

## CITY/STATE/ZIP

St. Joseph, MI

## PHONE

## E-MAIL

jweaver@sjcity.com

## SALESPERSON

Kevin Luciani

## PROJECT

Upfitting

## VEHICLE:

Car 10 And Dep Chief

## ATTENTION

Jared Weaver

## PAYMENT TERMS

Final due upon  
completion of vehicle

## CAR 10

PART NUMBER	MFG	DESCRIPTION	QTY
ENFWB01P91	Sound Off	nFORCE® Interior LED Lightbar, Blue/White	1
ENFWB01PK1	Sound Off	nFORCE® Interior LED Lightbar, Red/Blue/Amber	1
PMP1BK007	Sound Off	D-Pillar Kit for 2020-2025 Ford Police Interceptor Utility	1
EMPSCG1SLS4RBA	Sound Off	mpower® 3" 3-Wire Light w/ Stud Mount, Black Housing, 12 LED, Tricolor - Red/Blue/Amber	6
EMPSCG2STS5RBW	Sound Off	mpower® 4" 3-Wire Light w/ Stud Mount, Black Housing, 18 LED, Tricolor - Red/Blue/White	6
EMPSCG2QMS5RBW	Sound Off	mpower® 4" 3-Wire Light w/ Quick Mount, Black Housing, 18 LED, Tricolor - Red/Blue/White	2
EMPR20013-W	Sound Off	mpower® HP 6x1 Light includes (1) Light, (1) U- Shaped bracket with mounting hardware - White LEDs	2
EMPSCG2QMS5RBW	Sound Off	mpower® 4" 3-Wire Light w/ Quick Mount, Black Housing, 18 LED, Tricolor - Red/Blue/White	2
PMP2WDG15B	Sound Off	15 Degree Wedge Assembly, Black, for use with 4" Quick Mount Light	2
EMPSA05C3-8	Sound Off	mpower® Fascia 4x2 Light w/ Stud Mount, Black Housing, 36 LED, Tricolor - Red/Blue/White	2
PMP2BKUMB8-D	Sound Off	Under Mirror Mount Bracket Kit (each) for installation on Ford PI Utility 2025 , Driver Side	1
PMP2BKUMB8-P	Sound Off	Under Mirror Mount Bracket Kit (each) for installation on Ford PI Utility 2025 , Passenger Side	1
EMPS700ZH-P	Sound Off	mpower® 3" 3-Wire Light w/ Quick Mount, Black Housing, 8 LED, Dual color - Green/Amber	2
EWL9111SL	Sound Off	Golight® SL Remote Control Spotlight, Driver Side, Dash Control included	1
PWLBK001	Sound Off	Golight® SL Bracket, Driver Side Mount for use on Ford PI Utility 2020-2025	1
EWL9114SL	Sound Off	Golight® SL Remote Control Spotlight, Passenger Side, Dash Control sold separately	1
PWLBK002	Sound Off	Golight® SL Bracket, Passenger Side Mount for use on Ford PI Utility 2020-2025	1
PWLHN004	Sound Off	Golight® SL Dash Control Harness, use with bluePRINT® 500 Series Siren	2
ESLRL6115E	Sound Off	SL Running Light, 61" - 5 Module, Dual Color Blue/White	2
PSLVBK01	Sound Off	Mounting Kit for SL Running Light , Ford Police Interceptor Utility 2020-2025	2
EMPSA05C3-8	Sound Off	mpower® Fascia 4x2 Light w/ Stud Mount, Black Housing, 36 LED, Tricolor - Red/Blue/White	2
PMPSAWSDDDB	Sound Off	Single Window Shroud Kit 4x2 Light	2
EMPSCG2QMS5RBW	Sound Off	mpower® 4" 3-Wire Light w/ Quick Mount, Black Housing, 18 LED, Tricolor - Red/Blue/White	4
EMPSCG1SLS4RBW	Sound Off	mpower® 3" 3-Wire Light w/ Stud Mount, Black Housing, 12 LED, Tricolor - Red/Blue/White	4
EMPSCG2STS5RBW	Sound Off	mpower® 4" 3-Wire Light w/ Stud Mount, Black Housing, 18 LED, Tricolor - Red/Blue/White	4
ECVDMLTAL00	Sound Off	obSERVE Dome Light - 6" Round, White and Red Night Light LEDs, White Lens	1
EBSDL0002-D	Sound Off	obSERVE+ Dome Light - 3" Round, Dual Color - Red/White	1
EBSDL0002-E	Sound Off	obSERVE+ Dome Light - 3" Round, Dual Color - Blue/White	4
ECVCSLLED10	Sound Off	10" 90° Corner Mount Cargo Light, 12v - White Housing/White LEDs	2
ENGSA5200RSR	Sound Off	bluePRINT® 500 Series Remote Control System with Knob Control, 10-16v - 200 watt dual-tone	1
ETSS100J5	Sound Off	100J Series Composite Speaker w/ Universal Bail Bracket - 100 watt	2
ETSSVBK01	Sound Off	100J Series Speaker Bracket (no drill) for Ford PI Utility 2020 - 2025, Bumper Mount Center	2
ETSKLF201	Sound Off	LF Aftershock Siren System, includes: (2) 100 Watt Speakers, 200 Watt Amplifier & Universal Brackets	1
ETSSLFVBK09	Sound Off	ock Speaker Bracket (no drill) for Ford Utility 2020 - 2025, Frame Mount Dri	1
ETSSLFVBK07	Sound Off	k Speaker Bracket (no drill) for Ford Utility 2020 - 2025, Frame Mount Passe	1

CUSTOMER	CAR 10			
	ENGLMK013	Sound Off	Micro Kit, includes Module and Vehicle Harness for Ford Police Interceptor	1
	ENGSYM01	Sound Off	bluePRINT Sync® Module, includes GPS Antenna, ECE R10 Certified	1
	ENGND04102	Sound Off	bluePRINT® Remote Node with Magnetic ID	3
	ENGHNK05	Sound Off	18 inch Harness Kit for Remote Node	2
	ENGHNK06	Sound Off	10 ft Harness Kit for Remote Node	1
	BK1527ITU20	Setina	PB450LR6 LIGHT-READY With SOUNDOFF SIGNAL MPOWER	1
	GK10342UHK	Setina	Dual T-Rail Mount, 2 Universal XL, Handcuff Key Override	1
	C-VS-1012-INUT-2	Havis	Vehicle-Specific 22" Angled Console for 2020-2025 Ford Interceptor Utility	1
	C-HDM-204	Havis	8.5" Heavy-Duty Telescoping Pole, Side Mount, Short Handle	1
	C-MD-119	Havis	11" Slide Out Locking Swing Arm with Low Profile Motion Device Adapter	1
	C-EBW85-SO5-1P	Havis	Bracket for Wide VSW Consoles, Fits SoundOff bluePRINT® 500 Series Cor	1
	CUP2-1004	Havis	Self-Adjusting Double Cup Holder (Fixed Mount)	1
	C-ARM-102	Havis	Side Mount Armrest	2
	C-MCB	Havis	Mic Clip Bracket	2
	C-USB-3	Havis	USB-C & USB Type A Dual Port Charger	3
	C-AP-0325-1	Havis	3" Accessory Pocket, 2.5" Deep	1
	DS-DELL-433	Havis	dle for Dell Pro Rugged 14" & 13", 5430, 7330, 5420, 5424, & 7424 Notebc	1
	LPS-1001	Havis	IW USBC Non-Isolated LIND DC Power Supply with a Straight USBC Conne	1
	DS-DA-602	Havis	Third Generation Communications Hub	1
	93757	Printex	Havis VP420 Printer Faceplate	1
	PK1126ITU20TM	Setina	low, Coated Polycarbonate, With Expanded Metal Window Security Screen,	1
	AC-20-UV-SET	Troy	Window Screens	1
	PS-20-UV-OS-RL-FX	Troy	Rear Partition with Polycarbonate Window and Driver Side Fire Extinguisher Mount	1
	CP-UV20-CARGO	Troy	0+ FORD POLICE INTERCEPTOR TILT-UP CARGO MOUNT WITH GAS SHO	1
	AC-20-UV-TRAY	Troy	020+ FORD POLICE INTERCEPTOR UTILITY TILT DOWN ELECTRONICS TR/	1
	T0512030-IW-BLK	Tiger Tough	Drivers Seat Cover	1
		Tiger Tough	Embroidery	1
	EFBAD-5MPL	Panorama	UHF 700/800MHz EasyFit Antenna with Adhesive Pad	1
	RMN5054B	Motorola	Motorola Visor Mic w/ Advanced Audio	1
	PMKN4033A	Motorola	Motorola Cable Mobile Mic Extension, 10' GCAI	1
	RSN4002A	Magnum Electronic	Motorola RSN4002 External 13 Watt Speaker - XPR 5000e	1
	16751	Fire Penny	refighter SCBA Bracket, 6.10" to 6.75" bracket & clips (30 min low / 45 min l	1
		Forge Safety	Hub cap powder coat to gloss black to match wheels	1
		JL Concepts	mPower 3" Film, medium tint	8
		JL Concepts	mPower 4" Film, medium tint	16
		JL Concepts	mPower 4x2" Film, medium tint	2
		JL Concepts	mPower ORV 6x1 Film, medium tint	2
		JL Concepts	Universal running board" Film, medium tint	2
		Forge Safety	Cost of tint by St. Joe picked tint provider and installation	1
		Axon	Axon Refresh Kit and Antenna	1
		Kustom Signal	Radar Antenna Window Mount + shipping	1
	PSRNHHC1	Sound Off	Rear Controller	1



CUSTOMER

CAR 10			
VEHCLHARN01	GLU	Universal Vehicle Harness	1
	GLU	PIU Rear Shelf cost of materials	1
HKN6168	Motorola	APX Remote Mount Data Cable + shipping	1
		Shop Supplies	1
Package Price CAR 10			\$33,126.86

DEPUTY CHIEF			
PART NUMBER	MFG	DESCRIPTION	QTY
ENFWB01EP9	Sound Off	nforce interior	1
ENFWB01EFS	Sound Off	nforce interior	1
ETSSVBK01	Sound Off	100N/100J/100U Series Speaker Bracket (no drill) for Ford PI Utility 2020 - 2025	1
ETSA200R	Sound Off	200 Series Compact Siren, 100 watt single-tone	1
ETSS100J	Sound Off	100J Series Composite Speaker w/ Universal Bail Bracket - 100 watt	1
ETCPMP801	Sound Off	800 Series Multi-purpose Control Panel and Switch Module w/ 8 Button Programming	1
ECVDMLTAL00	Sound Off	obSERVE Dome Light - 6" Round, White and Red Night Light LEDs, White Lens	1
CP-UV20-CARGO	Troy	0+ FORD POLICE INTERCEPTOR TILT-UP CARGO MOUNT WITH GAS SHO	1
AC-20-UV-TRAY	Troy	120+ FORD POLICE INTERCEPTOR UTILITY TILT DOWN ELECTRONICS TR	1
PMKN4033A	Motorola	Motorola Cable Mobile Mic Extension, 10' GCAI	1
RSN4002A	Magnum Electronic	Motorola RSN4002 External 13 Watt Speaker - XPR 5000e	1
	Forge Safety	Cost of tint by St. Joe picked tint provider and installation	1
Wire	Forge Safety	Wire	1
HKN6168	Motorola	APX Remote Mount Data Cable + shipping	1
Package Price DEP CHIEF Vehicle			\$6,352.80

Two Vehicle Package Total	\$39,479.66
Portion billed to City of St Joseph	\$35,000.00
Portion billed to Lunghamer Ford	\$4,476.66

SIGN BELOW TO ACCEPT QUOTE:

AUTHORIZED REP

DATE

# Agenda Item

---

**TO:** City Commission

**FROM:** Greg Grothous, Director of Public Works

**RE:** ETNA Resolution

**MEETING DATE:** January 12, 2026

---

The Commission will recall this was brought before you last year and approved for the 2025 calendar year. This will be an annual item that will come before the Commission to cover the next calendar year. The City of St. Joseph Purchasing policy allows for the purchase of products through a sole source procurement process when the following criteria are met:

1. It is in the best interest of the City for maintenance purposes and consistency of stock parts, to purchase like products or brands.
2. A vendor possesses exclusive and or predominant capabilities.

When the Public Works Department purchases Sensus water meters and Meter Transceiver Units (MXUs), the sole source supplier criteria is met on both counts.

For about 20 years, the City has been purchasing and installing Sensus water meters and MXUs (radio read touch-pads) throughout the City and the Authority area. This transition was done in an effort to streamline and improve the efficiency of the meter reading process. The only authorized distributor of Sensus products in the state of Michigan is ETNA Supply Company of Grand Rapids.

City staff replace a large number of meters and MXUs every year due to stopped meters, leaks, or replacements as part of construction projects. To perform that work quickly, efficiently, and to meet demand, we need to keep a large inventory of meters and MXUs on hand. The purchases made over a year can often exceed more than \$25,000, requiring City Commission approval.

As a result, City staff is requesting authorization from the City Commission to purchase Sensus water meters and related parts from ETNA Supply, as needed, in a total amount of up to \$200,000 in 2026.

*Action Requested:* To authorize the Public Works Department to purchase SENSUS water meters and related parts from ETNA Supply of Grand Rapids, Michigan, as the sole source provider and only authorized distributor of SENSUS products in the state of Michigan, in a total amount of up to \$200,000 in 2026 as it meets the City's Purchasing Policy requirements for single source procurement.

**ATTACHMENT(S):**

- Sensus Sole Source Letter 2026.pdf
- ETNA Pricing 2026.pdf



**Jim Grillo**  
Sensus a Xylem brand  
Central Region, Director of Sales  
612-867-3283  
[jim.grillo@xylem.com](mailto:jim.grillo@xylem.com)



November 25, 2025

To Whom It May Concern:

Sensus, a Xylem company is pleased to announce that **Etna Supply of Grand Rapids, MI** is the exclusive Authorized Distributor of Sensus products and Value Added Reseller (VAR) for Sensus Services such as SaaS/NaaS in the state of Michigan for 2026.

Please contact Etna for all of your Sensus needs. Purchasing Sensus products and services from the authorized distributor for your area ensures that your products will be properly supported and warranted.

We look forward to the opportunity of providing your firm with quality water measurement equipment and support in the near future. Please feel free to contact me at [jim.grillo@xylem.com](mailto:jim.grillo@xylem.com) regarding this or any other matter.

Sincerely

A handwritten signature in black ink, appearing to read "J. Grillo".

James C. Grillo  
Mid-West Director of Sales  
Sensus USA, Inc



ETNA SUPPLY - GRAND RAPIDS  
4901 CLAY AVENUE SW  
GRAND RAPIDS, MI 49548-3038  
616 241 5414  
Fax 616 241 4786



## Quotation

QUOTE DATE	QUOTE NUMBER
12/22/2025	S106652528
ETNA SUPPLY PO BOX 772107 DETROIT, MI 48277-2107 P-616 248 9182 F-616 245 9940	PAGE NO.
	1 of 5

QUOTE TO:

SHIP TO:

CITY OF ST JOSEPH  
700 BROAD ST  
ACCOUNTS PAYABLE  
ST JOSEPH, MI 49085-1276

CITY OF ST JOSEPH  
1160 BROAD ST  
ST JOSEPH, MI 49085-1255

CUSTOMER NUMBER	JOB NAME / PO NUMBER	JOB NAME / RELEASE NUMBER	SALESPERSON	
1206	2026 METER PRICES		Kevin Dieleman	
WRITER	SHIP VIA	TERMS	EXPIRE DATE	FREIGHT EXEMPT
Dalton Potgeter		NET 25TH	12/25/2025	Yes
LINE#	ORDER QTY	DESCRIPTION	UNIT PRICE	EXT PRICE
1	1ea	MTR 5/8" IPERL+ 100 CF ECR; 100 CF ECR REG L/CONN *** IX1S3FLXXXXXXD *** Pn: 127240	195.000/ea	195.00
2	1ea	MTR 5/8 X 3/4 IPERL+ 100 CF ECR/WP; 100 CF ECR/WP REG W/ 25FT WIRE L/CONN *** IX5S5FLXXXXXXD *** Pn: 145935	195.000/ea	195.00
3	1ea	MTR 3/4" IPERL+ 100 CF ECR (SB); SHORT BODY (7-1/2") LENGTH 100 CF ECR REG L/CONN *** IX2S3FLXXXXXXD *** Pn: 138774	195.000/ea	195.00
4	1ea	MTR 3/4" IPERL+ 100 CF ECR (9"); 100 CF ECR REG L/CONN *** IX3S3FLXXXXXXD *** Pn: 139065	240.000/ea	240.00
5	1ea	MTR 1" IPERL+ 100 CF ECR; 100 CUBIC FT ECR REG L/CONN *** IX4S3FLXXXXXXD *** Pn: 130997	285.000/ea	285.00
** Continued on Next Page *			Subtotal	
			S&H Charges	
			Amount Due	

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616 241 5414  
Fax 616 241 4786



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12/22/2025	S106652528
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	2 of 5

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CUSTOMER NUMBER	JOB NAME / PO NUMBER	JOB NAME / RELEASE NUMBER	SALESPERSON	
1206	2026 METER PRICES		Kevin Dieleman	
WRITER	SHIP VIA	TERMS	EXPIRE DATE	FREIGHT EXEMPT
Dalton Potgeter		NET 25TH	12/25/2025	Yes
LINE#	ORDER QTY	DESCRIPTION	UNIT PRICE	EXT PRICE
6	1ea	MTR 1-1/2" OMNI+ T2 - 100 CF; 100 CUBIC FEET TRPL 20FT CABLE TURBO DRS LAY LENGTH (13") ***T1X1XX2FXU0XXSD*** Pn: 52942	1160.000/ea	1160.00
7	1ea	MTR 1-1/2" OMNI+ C2 - 100 CF; 100 CUBIC FT TRPL 20FT CABLE TURBO DRS LAY LENGTH (13") ***C1X1XX2FXU0XXSD*** Pn: 119815	1690.000/ea	1690.00
8	1ea	MTR 1-1/2" CORDONEL - 100 CF (13") 100 CUBIC FT 20FT TRPL TURBO DRS LAY LENGTH W/ PRESSURE SENSOR *** G1X1XXP2FXUXXSD *** Pn: 798509	1920.000/ea	1920.00
9	1ea	MTR 2" OMNI+ T2 - 100 CF (17") 100 CUBIC FT TRPL 20FT CABLE TURBO DRS LAY LENGTH (17") *** T2X1XX2FXU0XXSD *** Pn: 64965	1375.000/ea	1375.00
10	1ea	MTR 2" OMNI+ C2 - 100 CF (17") 100 CUBIC FT TRPL 20FT CABLE TURBO DRS LAY LENGTH (17") ****C2X1XX2FXU0XXSD**** Pn: 154589	1955.000/ea	1955.00

\*\* Continued on Next Page \*

Subtotal  
S&H Charges

Amount Due

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	3 of 5

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CUSTOMER NUMBER		JOB NAME / PO NUMBER		JOB NAME / RELEASE NUMBER		SALESPERSON		
1206		2026 METER PRICES				Kevin Dieleman		
WRITER			SHIP VIA		TERMS		EXPIRE DATE	FREIGHT EXEMPT
Dalton Potgeter					NET 25TH		12/25/2025	Yes
LINE#	ORDER QTY	DESCRIPTION				UNIT PRICE		EXT PRICE
11	1ea	MTR 2" CORDONEL - 100 CF (17") 100 CUBIC FT TRPL 20FT CABLE TURBO DRS LAY LENGTH (15-1/4") W/ PRESSURE SENSOR *** G2X1XXP2FXUXXSD *** Pn: 875936				2150.000/ea		2150.00
12	1ea	MTR 3" OMNI+ T2 - 100 CF (17"); 100 CUBIC FEET TRPL 20FT CABLE COMPOUND LAY LENGTH (17") *** T3X3XX2FXS0XXSD *** Pn: 20646				1715.000/ea		1715.00
13	1ea	MTR 3" OMNI+ C2 - 100 CF (17"); 100 CUBIC FT TRPL 20FT CABLE COMPOUND LAY LENGTH (17") ***C3X3XX2FXS0XXSD*** Pn: 221034				2475.000/ea		2475.00
14	1ea	MTR 3" CORDONEL - 100 CF (17") 100 CUBIC FT TRPL 20FT CABLE COMPOUND LAY LENGTH (17") W/ PRESSURE SENSOR *** G3X3XXP2FXSXXSD *** *Nonstock - Restock Policy Applies* Pn: 871185				2795.000/ea		2795.00
** Continued on Next Page *						Subtotal		
						S&H Charges		
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	4 of 5

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CUSTOMER NUMBER		JOB NAME / PO NUMBER		JOB NAME / RELEASE NUMBER		SALESPERSON		
1206		2026 METER PRICES				Kevin Dieleman		
WRITER			SHIP VIA		TERMS		EXPIRE DATE	FREIGHT EXEMPT
Dalton Potgeter					NET 25TH		12/25/2025	Yes
LINE#	ORDER QTY	DESCRIPTION				UNIT PRICE		EXT PRICE
15	1ea	MTR 4" OMNI+ T2 - 100 CF (20"); 100 CUBIC FEET TRPL 20FT CABLE COMPOUND LAY LENGTH (20") **** T4X3XX2FXS0XXSD **** Pn: 26397				3345.000/ea		3345.00
16	1ea	MTR 4" OMNI+ C2 - 100 CF (20"); 100 CUBIC FT TRPL 20FT CABLE COMPOUND LAY LENGTH (20") ***C4X3XX2FXS0XXSD*** Pn: 317298				4250.000/ea		4250.00
17	1ea	MTR 4" CORDONEL - 100 CF (20") 100 CUBIC FT TRPL 20FT CABLE COMPOUND LAY LENGTH (20") W/ PRESSURE SENSOR *** G4X3XXP2FXSXXSD *** *Nonstock - Restock Policy Applies* Pn: 871190				4500.000/ea		4500.00
18	1ea	SMARTPOINT 510M WU 1-PORT (LEAK); SENSUS MODEL 510M SINGLE PORT M2 METER TRANSCIEVER UNIT NON- PIT VERSION WIRED UNIT INTREGAL TOUCHREAD HOURLY READS LEAK DETECTION 5396353751202MI Pn: 72746				210.000/ea		210.00
** Continued on Next Page *						Subtotal		
						S&H Charges		
						Amount Due		
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12/22/2025	S106652528
ETNA SUPPLY PO BOX 772107 DETROIT, MI 48277-2107 P-616 248 9182 F-616 245 9940	
PAGE NO. 5 of 5	

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CUSTOMER NUMBER		JOB NAME / PO NUMBER		JOB NAME / RELEASE NUMBER		SALESPERSON		
1206		2026 METER PRICES				Kevin Dieleman		
WRITER			SHIP VIA		TERMS		EXPIRE DATE	FREIGHT EXEMPT
Dalton Potgeter					NET 25TH		12/25/2025	Yes
LINE#	ORDER QTY	DESCRIPTION				UNIT PRICE		EXT PRICE
19	1ea	SMARTPOINT 510M WU 2-PORT (LEAK); SENSUS MODEL 510M DUAL PORT M2 METER TRANSCEIVER UNIT NON-PIT VERSION WIRED INTREGAL TOUCHREAD HOURLY READS LEAK DETECTION 5396353751204MI Pn: 85059				295.000/ea		295.00
<div>This Quotation is expressly conditioned and controlled by Seller's standard terms and conditions of sale found at <a href="http://www.etnasupply.com/tcsale">www.etnasupply.com/tcsale</a>. All other terms are expressly rejected. To the extent there is a conflict between any of the terms appearing on the face of this Quotation and ETNA's Standard Terms, the terms appearing on the face of the Quotation control. TAXES ARE NOT INCLUDED ON THIS QUOTE!</div> <div>THIS QUOTE HAS BEEN PREPARED BASED ON OUR INTERPRETATION OF THE PROJECT DOCUMENTS PROVIDED. WE RESERVE THE RIGHT TO REVIEW AND AMEND QUOTATION PRICES IN THE EVENT PROJECT DOCUMENTS PROVIDED ARE</div>						Subtotal		30945.00
						S&H Charges		0.00
						Amount Due		30945.00

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# Agenda Item

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**TO:** City Commission

**FROM:** Cameron Welch, Recreation Manager

**RE:** Special Event Application - Lory's Place Run, Walk, Rock

**MEETING DATE:** January 12, 2026

---

Lory's Place is requesting permission to host its annual Run, Walk, Rock 5K on the north side of the St. Joseph River, beginning and ending at Lory's Place, on Saturday, May 16th, 2026, from 6:00am to 11:30am. Funds raised from the event support services provided by Lory's Place for individuals experiencing grief.

The request is consistent with prior years and includes Public Safety support and Public Works assistance for sand cleanup, barricades, and waste containers.

*Requested action:* Motion to approve, as part of the consent agenda, the Run, Walk, Rock 5K special event application as presented.

**ATTACHMENT(S):**

- Run, Walk, Rock Application.pdf
- Run, Walk, Rock Map.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](mailto:cwelch@sjcity.com)

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

## Applicant Information

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

## Event Information

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

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

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

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

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

**3. Please describe the event(s):** \_\_\_\_\_

**4. What is the requested location(s) of the event(s):** \_\_\_\_\_

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? _____   |              |
| 6. Have you included a map indicating the location of your event?*  | Yes___ No___ |
| 7. Does the applicant wish to prohibit vending within the event area?   | Yes___ No___ |
| 8. Does the applicant plan to include vending as part of this event? *  | Yes___ No___ |
| 9. Will this event include the use of signs?  | Yes___ No___ |
| 10. Is the applicant special parking arrangements, such as reserved parking? *  | Yes___ No___ |
| 11. Is the applicant requiring utility connections, such as electric or water services?   | Yes___ No___ |
| 12. Does the applicant require other public services?   | Yes___ No___ |
| • Barricades  | Yes___ No___ |
| • Fencing   | Yes___ No___ |
| • Street Sweeping   | Yes___ No___ |
| • Mowing  | Yes___ No___ |
| • Rubbish Containers  | Yes___ No___ |
| • Rubbish Removal   | Yes___ No___ |
| • Picnic Tables   | Yes___ No___ |
| • Cessation of Lawn Sprinkling  | Yes___ No___ |
| • Other _____   | Yes___ No___ |
| • Map included indicating locations of these services?*   | Yes___ No___ |
| 13. Does the applicant have any special security or safety concerns?  | Yes___ No___ |
| 14. Are you requesting assistance from the Public Safety?   | Yes___ No___ |
| 15. Are you requesting security/safety assistance from an outside agency?   | Yes___ No___ |
| 16. Will the event include loud or unusual sounds?  | Yes___ No___ |
| • Musicians   | Yes___ No___ |
| • Singers   | Yes___ No___ |
| • Amplified Announcers  | Yes___ No___ |
| • Carnival Rides  | Yes___ No___ |
| • Motor Vehicle Noises  | Yes___ No___ |
| • Other _____   | Yes___ No___ |
| 18. Will the event include unusual lighting beyond what is normal at that location?   | Yes___ No___ |
| 19. Are alcoholic beverages proposed to be served as part of the event?   | Yes___ No___ |
| Have all necessary liquor licenses been obtained at the time of this application?   | Yes___ No___ |
| 20. Does the applicant have any other requests that are not listed in this form?  | Yes___ No___ |
| 21. The applicant is required to provide \$1,000,000 of liability insurance coverage with respect to the event; have you attached a Certificate of Insurance listing the City of St. Joseph as an additional named insured? | Yes___ No___ |

**\* Indicates attachments required**

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

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.

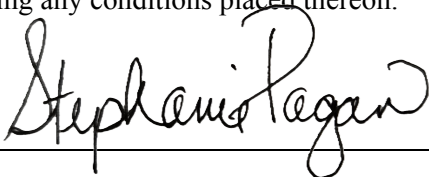
19. The applicant is required to provide a minimum of \$1,000,000 of general liability insurance coverage with respect to the event. The City may require additional insurance coverage based on the potential risk and nature of the event. A Certificate of Insurance with the City of St Joseph listed as 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**

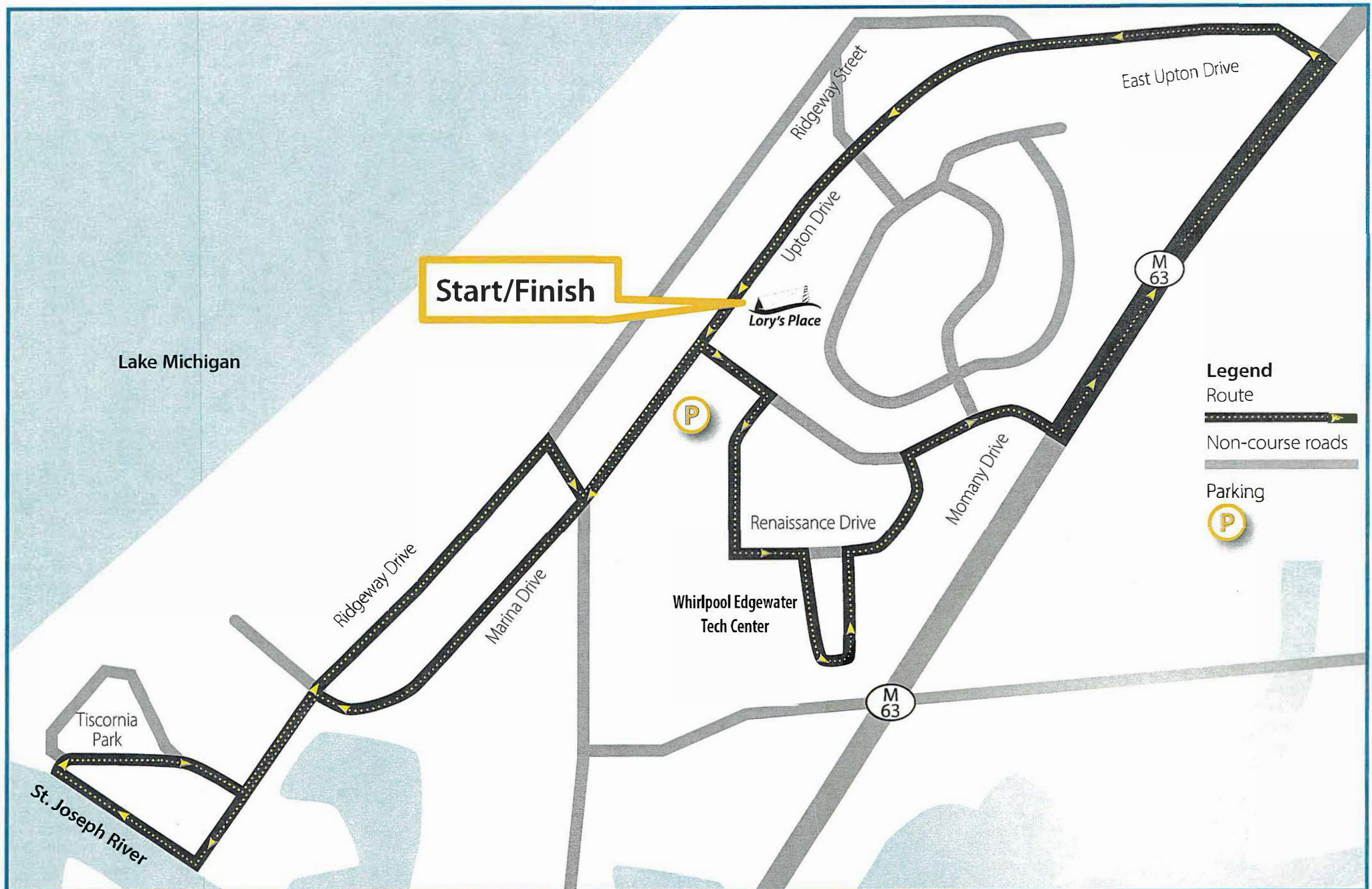
I hereby affirm that the information is true to the best of my knowledge and belief, and agree that the applicant will be responsible for making certain that the event follows the ordinances, rules and regulations of the City of St. Joseph, and that the event takes place in accordance with the application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

Applicant signature: \_\_\_\_\_



Applicant printed name: \_\_\_\_\_ Date: \_\_\_\_\_

# Course map



# Agenda Item

---

**TO:** City Commission

**FROM:** Abby Bishop, City Clerk

**RE:** New Board Appointments

**MEETING DATE:** January 12, 2026

---

As part of the Consent Agenda, the City Commission is being asked to consider the appointment of the following citizens who have expressed interest in serving our community as members of a City board or Commission. The interview panel recommends the following:

NAME:	BOARD:	Terms Expire:
Sarah Coury	Sustainability Committee	4/30/2026 (partial term)
Mike Sarola	SJ River Harbor Authority	4/30/2030
David Gould	SJ River Harbor Authority	4/30/2030
Eric Hansen (1st Alternate)	SJ River Harbor Authority	4/30/2030

If the above appointments are filled, the following list is the current vacancies:

- Board of Review - One position (alternate), term ending April 30, 2026
- Cemetery Board - One position, term ending April 30, 2028
- Joint Wastewater Treatment Board, one position, term ending April 30, 2028
- Municipal Officers Compensation Commission - One position, term ending October 31, 2027
- Zoning Board of Appeals - Two positions, terms ending April 30, 2027

*Action Requested:* To approve the list of new board appointments to their respective boards, as presented.

**ATTACHMENT(S):**

- Sarah Coury - Sustainability\_Redacted.pdf
- David Gould - SJ River Harbor Authority\_Redacted.pdf
- Eric Hansen - SJ River Harbor Authority\_Redacted.pdf



**CITY OF ST. JOSEPH  
CITY CLERK'S OFFICE**

700 Broad Street  
St. Joseph, MI 49085  
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www.sjcity.com  
clerk@sjcity.com

## **APPLICATION FOR APPOINTMENT TO A BOARD, COMMISSION, or COMMITTEE**

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

### Applicant Information.

Name: Sarah Coury Date: 12/13/2025

Home Address: [REDACTED]

Primary Telephone Number: [REDACTED] Secondary Number: ✓

E-mail Address: [REDACTED]

### General Questions.

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

In a national landscape fraught with division, I find solace  
in serving my local community. I feel my professional  
expertise in marketing and project management, combined  
with my care for my neighbors, could add value to any group.

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

Professional: Marketing & Sales, project management,  
budgeting, library science, research, strategic planning  
Volunteerism: Environmentalism, writing/copywriting, policy  
development, databasing, political campaigning

Please briefly describe your career and educational background. Bachelor's degree in literature from Eastern Michigan with a minor in nonprofit administration. 7 years in Marketing & sales, 4 years as library staff, 3 years of community management, 1 season of campaigning.

Do you believe you will have any conflicts of interest if appointed? No.

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

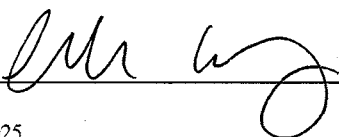
I have reviewed online materials and publicly available agendas

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

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

I'm a quick study and eager to learn from experience. My strengths lie in interpersonal connection and turning big ideas into digestible action items. I believe community is the key to building a world that best serves everyone and I look forward to building community with you.

What is your availability: ☐ Morning ☐ Afternoon ☒ Evening  
☒ Monday ☒ Tuesday ☒ Wednesday ☐ Thursday ☒ Friday

Signature:  Date: 12/13/2025

Updated Dec. 2025

## Appointed Board, Commission & Committee Opportunities

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

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

### \_\_\_\_\_ Airport Authority Board

\_\_\_\_\_ Pilot      \_\_\_\_\_ Aviation Operation/Businesses      \_\_\_\_\_ Federal Aviation Administration rules  
\_\_\_\_\_ Other \_\_\_\_\_

### \_\_\_\_\_ Board of Review

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

### \_\_\_\_\_ Brownfield Redevelopment Authority

\_\_\_\_\_ Construction      \_\_\_\_\_ Real Estate/Development/Law  
\_\_\_\_\_ Environmental Regulations      \_\_\_\_\_ Banking/Finance  
\_\_\_\_\_ Other \_\_\_\_\_

### \_\_\_\_\_ Cemetery Board

\_\_\_\_\_ Horticulture or Landscape Architecture      \_\_\_\_\_ History  
\_\_\_\_\_ Funeral Professional      \_\_\_\_\_ Law  
\_\_\_\_\_ Other \_\_\_\_\_

### \_\_\_\_\_ Construction Board of Appeals

\_\_\_\_\_ Building Construction and Trades      \_\_\_\_\_ Engineering  
\_\_\_\_\_ Architecture      \_\_\_\_\_ Law  
\_\_\_\_\_ Other \_\_\_\_\_

### \_\_\_\_\_ Downtown Development Authority - Majority of members must own or manage commercial property or businesses within the DDA District; one member must reside within the DDA District.

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



Appointed Board, Commission & Committee Opportunities, continued.

\_\_\_\_\_ Hospital Finance Authority Board

\_\_\_\_\_ Banking/Finance

\_\_\_\_\_ Hospital Administration

\_\_\_\_\_ Other \_\_\_\_\_

\_\_\_\_\_ Housing Commission

\_\_\_\_\_ Building Construction/Maintenance

\_\_\_\_\_ Low Income or Subsidized Housing

\_\_\_\_\_ Property Management and Leasing

\_\_\_\_\_ Policy Making or Law

\_\_\_\_\_ Other \_\_\_\_\_

\_\_\_\_\_ Joint Waste Water Treatment Board

\_\_\_\_\_ Engineering

\_\_\_\_\_ Banking/Finance

\_\_\_\_\_ Public Health

\_\_\_\_\_ Other \_\_\_\_\_

✓ \_\_\_\_\_ Library Board

✓ \_\_\_\_\_ Policy Making

\_\_\_\_\_ Budgeting, Finance Fundraising

✓ \_\_\_\_\_ Advertising, Marketing, and Public Relations

✓ \_\_\_\_\_ Strategic Planning

\_\_\_\_\_ Grants and Endowments

✓ \_\_\_\_\_ Knowledge of Libraries

\_\_\_\_\_ Other \_\_\_\_\_

\_\_\_\_\_ Municipal Officers Compensation Board

\_\_\_\_\_ Budgeting and Finance

\_\_\_\_\_ Public Sector Compensation

\_\_\_\_\_ Policy Making

\_\_\_\_\_ Other \_\_\_\_\_

✓ \_\_\_\_\_ Parks and Recreation Advisory Board

✓ \_\_\_\_\_ Advertising/Marketing/Public Relations

\_\_\_\_\_ Finance or Property Maintenance/Leasing

✓ \_\_\_\_\_ Fitness, Recreation, Sports, Coaching

\_\_\_\_\_ Forestry and Landscape Architecture

\_\_\_\_\_ Other \_\_\_\_\_

Appointed Board, Commission, and Committee Opportunities, continued.

\_\_\_\_\_ Planning Commission

<u>_____</u> Architecture or Landscape Architecture	<u>_____</u> Banking/Finance
<u>_____</u> Civil Engineering	<u>_____</u> Building Construction
<u>_____</u> Land or Real Estate Development	<u>_____</u> Urban Planning
<u>_____</u> Zoning	<u>_____</u> Land Use Law
<u>_____</u> Other _____	

\_\_\_\_\_ Property Maintenance Board of Appeals

<u>_____</u> Architecture or Building Construction	<u>_____</u> Law
<u>_____</u> Engineering	<u>_____</u> Land or Real Estate Development
<u>_____</u> Other _____	

\_\_\_\_\_ Recreation Harbor Authority

<u>_____</u> Marina or Boating Operations	<u>_____</u> Banking and Finance	<u>_____</u> Law
<u>_____</u> Other _____		

\_\_\_\_\_ Retirement System Board

<u>_____</u> Banking and Finance	<u>_____</u> Policy Making
<u>_____</u> Governmental Experience	<u>_____</u> Human Resources
<u>_____</u> Other _____	

\_\_\_\_\_ St. Joseph River - Harbor Authority

<u>_____</u> Adjacent Property Owner	<u>_____</u> Business Interest
<u>_____</u> Active in Recreational Boating	
<u>_____</u> Other _____	

✓ \_\_\_\_\_ Sustainability Committee

<u>✓ _____</u> Urban Planning/Architecture	<u>✓ _____</u> Natural Resources
<u>✓ _____</u> Advertising/Marketing/Public Relations	
<u>_____</u> Other _____	



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## APPLICATION FOR APPOINTMENT TO A BOARD, COMMISSION, or COMMITTEE

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

### Applicant Information.

Name: David Gould Date: 12/14/25  
Home Address: [REDACTED]  
Primary Telephone Number: [REDACTED] Secondary Number: [REDACTED]  
E-mail Address: [REDACTED]

### General Questions.

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

I have been boating out of St. Joe from about 1995  
Have had an interest in making the waterfront better  
for the waterfront community

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

I have ran or worked many dredge or marine projects  
in our river.  
have worked for marine construction companies

Please briefly describe your career and educational background. \_\_\_\_\_

I am retired from the Mich Dept of Transportation  
and the US Coast Guard

Do you believe you will have any conflicts of interest if appointed? NO

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

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

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

I also own property in the city at 153 anchors  
way and President of St. Joe Lake Yacht Club

I have the experience with these type of projects  
and how they need to be done.

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

Signature: Paul Judd Date: 12/14/25

Updated Dec. 2025

Appointed Board, Commission, and Committee Opportunities, continued.

Planning Commission

<input type="checkbox"/> Architecture or Landscape Architecture	<input type="checkbox"/> Banking/Finance
<input type="checkbox"/> Civil Engineering	<input type="checkbox"/> Building Construction
<input type="checkbox"/> Land or Real Estate Development	<input type="checkbox"/> Urban Planning
<input type="checkbox"/> Zoning	<input type="checkbox"/> Land Use Law
<input type="checkbox"/> Other _____	

Property Maintenance Board of Appeals

<input type="checkbox"/> Architecture or Building Construction	<input type="checkbox"/> Law
<input type="checkbox"/> Engineering	<input type="checkbox"/> Land or Real Estate Development
<input type="checkbox"/> Other _____	

Recreation Harbor Authority

<input type="checkbox"/> Marina or Boating Operations	<input type="checkbox"/> Banking and Finance	<input type="checkbox"/> Law
<input type="checkbox"/> Other _____		

Retirement System Board

<input type="checkbox"/> Banking and Finance	<input type="checkbox"/> Policy Making
<input type="checkbox"/> Governmental Experience	<input type="checkbox"/> Human Resources
<input type="checkbox"/> Other _____	

☒ St. Joseph River - Harbor Authority

<input checked="" type="checkbox"/> Adjacent Property Owner	<input checked="" type="checkbox"/> Business Interest
<input checked="" type="checkbox"/> Active in Recreational Boating	
<input type="checkbox"/> Other _____	

Sustainability Committee

<input type="checkbox"/> Urban Planning/Architecture	<input type="checkbox"/> Natural Resources
<input type="checkbox"/> Advertising/Marketing/Public Relations	
<input type="checkbox"/> Other _____	

\_\_\_\_\_ Water Services Joint Operating Board

\_\_\_\_\_ Engineering                      \_\_\_\_\_ Banking/Finance                      \_\_\_\_\_ Public Health

\_\_\_\_\_ Other \_\_\_\_\_

\_\_\_\_\_ Zoning Board of Appeals

\_\_\_\_\_ Architecture or Landscape Architecture                      \_\_\_\_\_ Urban Planning/Zoning

\_\_\_\_\_ Building Construction or Engineering                      \_\_\_\_\_ Land or Real Estate Development or Law

Other \_\_\_\_\_



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

### Applicant Information.

Name: ERIC R. HANSEN Date: 12/12/25  
Home Address: [REDACTED]  
Primary Telephone Number [REDACTED] Secondary Number: [REDACTED]  
E-mail Address: [REDACTED] (BUS)

### General Questions.

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

I LIVE ON THE RIVER AT ISLAND POINTE MARINA AND HAVE 5 SLIPS ON THE POINT WHERE THE RIVER AND MORRISON CHANNEL SPLIT BY THE GAZEBO. I HAVE A VESTED INTEREST IN KEEPING THE CHANNEL AND RIVER PASSABLE WITH AT LEAST 4'-6' DEPTH IN ALL PLACES. I WAS ON THE ISLAND POINTE MARINA BOARD WHEN WE DID A PRIVATE DREDGE OF OUR SLIPS IN (2008?), SO I KNOW WHAT IT TAKES TO DREDGE.

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

I AM A LICENSED 25TON CAPTAIN USCG#8541033 AND HAVE RUN BOTH THE WATER TAXI AND THE FERRY BOAT THE LAST 4 YEARS. I AM A CAPTAIN TRAINER FOR FREEDOM BOAT CLUB THE LAST 2 YEARS. I HAVE SERVED ON THE STRYCE YACHT CLUB BOARD AND WAS COMMODORE, 2020-2021. I RAN THE TRI STATE REGATTA IN 2021 AND 2022 FOR THE YACHT CLUB. I HAVE SERVED ON THE ISLAND POINTE MARINA BOARD FOR 10+ YEARS AND AS BOARD PRESIDENT. I HAVE HAD NUMEROUS BUSINESSES ON BOTH SIDES OF THE RIVER INCLUDING PINPOINT LAND HOLDINGS (LONG TERM & SHORT TERM RENTALS), CURRENT. THE WHITCOMB SENIOR LIVING (2006-2021), SUNSET COAST LAUNDS, CURRENT. I OWN A NUMBER OF POWER BOATS IN THE WATER DURING THE SUMMER. I COLLECT TRUSCOTT ANTIQUE BOATS, HAVE 5 OF THEM BUILT IN ST. JOSEPH ON THE ISLAND. 1897-1948. SHOW THEM AT SOUTH WALEN MARITIME MUSEUM

Please briefly describe your career and educational background. GRADUATE OF NORTHERN ILLINOIS UNIVERSITY  
BUILT + SOLD NUMEROUS LANDSCAPE COMPANIES IN CHICAGO AND AREA  
REAL ESTATE INVESTOR IN BOTH THE CHICAGO AND AREA + SOUTHWEST  
MICHIGAN. CURRENT OWNER OF SUNSET COAST LAWN, A LAWN CARE  
COMPANY

Do you believe you will have any conflicts of interest if appointed? NO

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

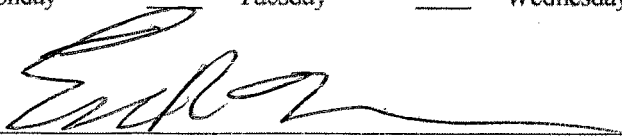
NO

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

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

I HAVE ALWAYS THOUGHT, SINCE 2003, WHEN WE FIRST  
BOUGHT LAND AND A BOAT SLIP, THAT ONE OF THE ECONOMIC  
DRIVERS IN ST. JOSEPH AND BENTON HARBOR WAS THE 800+ SLIPS  
THAT WE HAVE ON THE RIVER. SAIL AND POWER BOATING IS NOT  
AN INEXPENSIVE SPORT AND ATTRACTS A CROWD OF PEOPLE WITH  
THE MEANS AND INCLINATION TO SPEND. GO UP AND DOWN THE COAST AND  
SEE HOW OTHER TOWNS AND CITIES ARE LEVERAGING THIS INCREDIBLE ASSET.

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

Signature: 

Date: 12/12/2025

Updated Dec. 2025



Appointed Board, Commission, and Committee Opportunities, continued.

Planning Commission

<input type="checkbox"/> Architecture or Landscape Architecture	<input type="checkbox"/> Banking/Finance
<input type="checkbox"/> Civil Engineering	<input type="checkbox"/> Building Construction
<input type="checkbox"/> Land or Real Estate Development	<input type="checkbox"/> Urban Planning
<input type="checkbox"/> Zoning	<input type="checkbox"/> Land Use Law
<input type="checkbox"/> Other _____	

Property Maintenance Board of Appeals

<input type="checkbox"/> Architecture or Building Construction	<input type="checkbox"/> Law
<input type="checkbox"/> Engineering	<input type="checkbox"/> Land or Real Estate Development
<input type="checkbox"/> Other _____	

Recreation Harbor Authority

<input type="checkbox"/> Marina or Boating Operations	<input type="checkbox"/> Banking and Finance	<input type="checkbox"/> Law
<input type="checkbox"/> Other _____		

Retirement System Board

<input type="checkbox"/> Banking and Finance	<input type="checkbox"/> Policy Making
<input type="checkbox"/> Governmental Experience	<input type="checkbox"/> Human Resources
<input type="checkbox"/> Other _____	

St. Joseph River - Harbor Authority

<input checked="" type="checkbox"/> Adjacent Property Owner	<input type="checkbox"/> Business Interest
<input checked="" type="checkbox"/> Active in Recreational Boating	
<input type="checkbox"/> Other _____	

Sustainability Committee

<input type="checkbox"/> Urban Planning/Architecture	<input type="checkbox"/> Natural Resources
<input type="checkbox"/> Advertising/Marketing/Public Relations	
<input type="checkbox"/> Other _____	

# Agenda Item

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**TO:** City Commission  
**FROM:** Ben Reynnells, Finance Director  
**RE:** Invoice and Tax Disbursements  
**MEETING DATE:** January 12, 2026

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As part of the consent agenda, please consider approval of the following invoices and disbursements from December 3, 2025, through January 9, 2026.

Regular invoices: \$3,631,346.63  
Tax disbursements: \$356,609.53  
Total disbursed: \$3,987,956.16

The check run report will look slightly different from past presentations. Because of our accounting system upgrade, the report is formatted differently and there are new items shown that previously did not pull into the report. The biggest change is the invoice distribution report will now show payroll vendor checks. Previous reports did not pull payroll vendor checks, but we now have the ability to present those with the accounts payable checks. Another change is that we are now paying vendors via ACH & EFT payment types. The check numbers for EFT and ACH will be smaller than normal accounts payable checks.

*Action Requested:* Within the consent agenda, motion to approve the cash disbursements, as presented.

**ATTACHMENT(S):**

- EXP CHECK RUN DATES 12-03-2025 TO 01-09-2026 - Rotated.pdf

## INVOICE DISTRIBUTION REPORT FOR CITY OF ST. JOSEPH

EXP CHECK RUN DATES 12/03/2025 - 01/09/2026

POSTED  
PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
<b>Fund: 101 GENERAL FUND</b>					
<b>Department: 000.000 NOT ASSIGNED</b>					
101-000.000-204.000	OTHER CURRENT LIABILITY	CORNERSTONE ALLIANCE	RRC COMMUNITIES GRANT #3	6,562.50	219762
101-000.000-204.000	ADOBE TAX	FIRST NATIONAL BANK OF OMA	FINANCE DEPARTMENT	31.80	219980
101-000.000-228.000	Remittance	State of Michigan	Remittance Check	8,843.17	939
101-000.000-228.000	Remittance	State of Michigan	Remittance Check	4.51	947
101-000.000-228.000	Remittance	State of Michigan	Remittance Check	8,903.83	976
101-000.000-228.000	Remittance	State of Michigan	Remittance Check	9,027.79	993
101-000.000-229.000	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	22,240.84	934
101-000.000-229.000	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	4.95	945
101-000.000-229.000	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	22,177.60	968
101-000.000-229.000	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	21,356.36	988
101-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	7,329.77	934
101-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	3,330.46	934
101-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	7,329.77	934
101-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	3,330.46	934
101-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	0.81	945
101-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	0.81	945
101-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	3.31	945
101-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	3.31	945
101-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	8,459.42	968
101-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	3,351.12	968
101-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	8,459.42	968
101-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	3,351.12	968
101-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	7,233.44	988
101-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	3,401.41	988
101-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	7,238.43	988
101-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	3,399.70	988
101-000.000-230.700	Remittance	CITY OF ST JOSEPH	Remittance Check	124.12	219749
101-000.000-230.700	Remittance	CITY OF ST JOSEPH	Remittance Check	580.64	219939
101-000.000-230.700	Remittance	CITY OF ST JOSEPH	Remittance Check	125.04	219939
101-000.000-230.700	Remittance	CITY - EFT RIFLE BUY BACK	Remittance Check	580.64	985
101-000.000-230.700	Remittance	CITY - EFT RIFLE BUY BACK	Remittance Check	125.04	985
101-000.000-231.000	Remittance	ST JOSEPH PENSION	Remittance Check	6,009.04	940
101-000.000-231.000	Remittance	ST JOSEPH PENSION	Remittance Check	3,689.97	940
101-000.000-231.000	Remittance	ST JOSEPH PENSION	Remittance Check	382.46	940
101-000.000-231.000	Remittance	ST JOSEPH PENSION	Remittance Check	1,514.03	940
101-000.000-231.000	Remittance	ST JOSEPH PENSION	Remittance Check	14.02	948
101-000.000-231.000	Remittance	ST JOSEPH PENSION	Remittance Check	0.42	948
101-000.000-231.000	Remittance	ST JOSEPH PENSION	Remittance Check	5,355.54	973
101-000.000-231.000	Remittance	ST JOSEPH PENSION	Remittance Check	3,796.99	973
101-000.000-231.000	Remittance	ST JOSEPH PENSION	Remittance Check	523.41	973
101-000.000-231.000	Remittance	ST JOSEPH PENSION	Remittance Check	1,076.27	973
101-000.000-231.000	Remittance	CITY - EFT PENSION EE & ER	Remittance Check	3,644.10	220138
101-000.000-231.000	Remittance	CITY - EFT PENSION EE & ER	Remittance Check	1,485.74	220138
101-000.000-231.000	Remittance	CITY - EFT PENSION EE & ER	Remittance Check	6,444.85	220138
101-000.000-231.000	Remittance	CITY - EFT PENSION EE & ER	Remittance Check	333.38	220138
101-000.000-231.010	Remittance	ST JOSEPH PENSION	Remittance Check	15,230.39	940
101-000.000-231.010	Remittance	ST JOSEPH PENSION	Remittance Check	8,362.08	940
101-000.000-231.010	Remittance	ST JOSEPH PENSION	Remittance Check	20,865.26	940
101-000.000-231.010	Remittance	ST JOSEPH PENSION	Remittance Check	1,844.12	940

# INVOICE DISTRIBUTION REPORT FOR CITY OF ST. JOSEPH

EXP CHECK RUN DATES 12/03/2025 - 01/09/2026

POSTED  
PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
<b>Fund: 101 GENERAL FUND</b>					
<b>Department: 000.000 NOT ASSIGNED</b>					
101-000.000-231.010	Remittance	ST JOSEPH PENSION	Remittance Check	2.04	948
101-000.000-231.010	Remittance	ST JOSEPH PENSION	Remittance Check	48.63	948
101-000.000-231.010	Remittance	ST JOSEPH PENSION	Remittance Check	15,572.53	973
101-000.000-231.010	Remittance	ST JOSEPH PENSION	Remittance Check	5,944.28	973
101-000.000-231.010	Remittance	ST JOSEPH PENSION	Remittance Check	18,596.11	973
101-000.000-231.010	Remittance	ST JOSEPH PENSION	Remittance Check	2,523.74	973
101-000.000-231.010	Remittance	CITY - EFT PENSION EE & ER	Remittance Check	15,041.05	220138
101-000.000-231.010	Remittance	CITY - EFT PENSION EE & ER	Remittance Check	22,378.51	220138
101-000.000-231.010	Remittance	CITY - EFT PENSION EE & ER	Remittance Check	8,205.89	220138
101-000.000-231.010	Remittance	CITY - EFT PENSION EE & ER	Remittance Check	1,607.47	220138
101-000.000-231.300	Remittance	FOPLC	Remittance Check	1,040.00	219751
101-000.000-231.300	Remittance	Police Officers Labor Coun	Remittance Check	212.00	219755
101-000.000-231.300	Remittance	AFSCME MICHIGAN 925	Remittance Check	252.95	219748
101-000.000-231.300	Remittance	FOPLC	Remittance Check	1,060.00	220129
101-000.000-231.300	Remittance	Police Officers Labor Coun	Remittance Check	212.00	220133
101-000.000-231.300	Remittance	AFSCME MICHIGAN 925	Remittance Check	222.94	220127
101-000.000-231.400	Remittance	United Way of SW Michigan	Remittance Check	10.96	219756
101-000.000-231.400	Remittance	United Way of SW Michigan	Remittance Check	10.96	219944
101-000.000-231.400	Remittance	United Way of SW Michigan	Remittance Check	10.96	220134
101-000.000-231.600	Remittance	MISSION SQUARE	Remittance Check	375.00	219752
101-000.000-231.600	Remittance	NATIONWIDE RETIREMENT SOLU	Remittance Check	3,841.74	219754
101-000.000-231.600	Remittance	NATIONWIDE RETIREMENT SOLU	Remittance Check	301.37	219754
101-000.000-231.600	Remittance	MISSION SQUARE	Remittance Check	375.00	219942
101-000.000-231.600	Remittance	NATIONWIDE RETIREMENT SOLU	Remittance Check	3,856.97	219943
101-000.000-231.600	Remittance	NATIONWIDE RETIREMENT SOLU	Remittance Check	301.37	219943
101-000.000-231.600	Remittance	MISSION SQUARE	Remittance Check	375.00	220131
101-000.000-231.600	Remittance	NATIONWIDE RETIREMENT SOLU	Remittance Check	3,844.15	220132
101-000.000-231.600	Remittance	NATIONWIDE RETIREMENT SOLU	Remittance Check	301.37	220132
101-000.000-231.800	Remittance	CITY - EFT FLEXSPENDING	Remittance Check	1,304.50	930
101-000.000-231.800	Remittance	CITY - EFT FLEXSPENDING	Remittance Check	1,316.22	963
101-000.000-231.800	Remittance	CITY - EFT FLEXSPENDING	Remittance Check	1,096.95	982
101-000.000-231.900	Remittance	AFLAC	Remittance Check	146.89	219746
101-000.000-231.900	Remittance	AFLAC	Remittance Check	290.75	219746
101-000.000-231.900	Remittance	AFLAC	Remittance Check	155.64	219937
101-000.000-231.900	Remittance	AFLAC	Remittance Check	292.91	219937
101-000.000-231.900	Remittance	AFLAC	Remittance Check	370.06	220125
101-000.000-231.900	Remittance	AFLAC	Remittance Check	423.88	220125
101-000.000-232.000	Remittance	CITY - EFT BCBS EE & ER	Remittance Check	7,090.79	928
101-000.000-232.000	Remittance	CITY - EFT BCBS EE & ER	Remittance Check	7,857.73	961
101-000.000-232.000	Remittance	CITY - EFT BCBS EE & ER	Remittance Check	7,551.49	980
101-000.000-232.010	Remittance	CITY - EFT BCBS EE & ER	Remittance Check	28,364.80	928
101-000.000-232.010	Remittance	CITY - EFT BCBS EE & ER	Remittance Check	31,432.83	961
101-000.000-232.010	Remittance	CITY - EFT BCBS EE & ER	Remittance Check	30,207.57	980
101-000.000-232.100	Remittance	CITY - EFT LIFE INSURANCE	Remittance Check	47.88	931
101-000.000-232.100	Remittance	CITY - EFT LIFE INSURANCE	Remittance Check	48.54	964
101-000.000-232.100	Remittance	CITY - EFT LIFE INSURANCE	Remittance Check	48.07	983
101-000.000-232.110	Remittance	CITY - EFT LIFE INSURANCE	Remittance Check	468.94	931
101-000.000-232.110	Remittance	CITY - EFT LIFE INSURANCE	Remittance Check	35.35	943
101-000.000-232.110	Remittance	CITY - EFT LIFE INSURANCE	Remittance Check	474.56	964

## INVOICE DISTRIBUTION REPORT FOR CITY OF ST. JOSEPH

EXP CHECK RUN DATES 12/03/2025 - 01/09/2026

POSTED  
PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
<b>Fund: 101 GENERAL FUND</b>					
<b>Department: 000.000 NOT ASSIGNED</b>					
101-000.000-232.110	Remittance	CITY - EFT LIFE INSURANCE	Remittance Check	453.33	983
101-000.000-232.600	Remittance	CITY - EFT WORKERS COMP	Remittance Check	1,145.70	933
101-000.000-232.600	Remittance	CITY - EFT WORKERS COMP	Remittance Check	1.49	944
101-000.000-232.600	Remittance	CITY - EFT WORKERS COMP	Remittance Check	1,122.37	967
101-000.000-232.600	Remittance	CITY - EFT WORKERS COMP	Remittance Check	1,181.33	987
101-000.000-232.700	Remittance	CITY - EFT UNEMPLOYMENT	Remittance Check	66.07	966
101-000.000-232.700	Remittance	CITY - EFT UNEMPLOYMENT	Remittance Check	68.56	986
101-000.000-273.500	UNDISTRIBUTED PERMIT FEES	SIMPSON, KENNETH D.	ELECTRICAL INSPECTOR NOV 2025	2,508.00	219919
101-000.000-273.500	UNDISTRIBUTED PERMIT FEES	JEWELL, KENNETH MICHAEL	MECHANICAL INSPECTOR NOV 2025	6,676.00	219882
101-000.000-273.500	UNDISTRIBUTED PERMIT FEES	KEYONE SERVICES PLLC	PLUMBING INSPECTOR NOV 2025	2,092.00	219888
101-000.000-273.500	UNDISTRIBUTED PERMIT FEES	BRICKS AND STICKS HOME SER	NOV 2025 RENTAL INSPECTOR	2,572.00	219849
101-000.000-273.500	UNDISTRIBUTED PERMIT FEES	KEYONE SERVICES PLLC	PLUMBING INSPECTOR DEC 2025	4,055.20	220194
101-000.000-273.500	UNDISTRIBUTED PERMIT FEES	SIMPSON, KENNETH D.	ELECTRICAL INSPECTOR DEC 2025	1,273.60	220221
101-000.000-273.500	UNDISTRIBUTED PERMIT FEES	JEWELL, KENNETH MICHAEL	MECHANICAL INSPECTOR DEC 2025	1,900.00	220191
101-000.000-273.500	UNDISTRIBUTED PERMIT FEES	BRICKS AND STICKS HOME SER	1025 - DEC 2025 RENTAL INSPECTOR	2,348.00	220156
101-000.000-659.000	BOND FORFEITURES	GUN LAKE TRIBAL COURT	BOND PAYMENT FOR DIONDRE ANSHANTI ROM	50.00	220182
Total Department 000.000 NOT ASSIGNED				500,548.65	
<b>Department: 101.000 CITY COMMISSION</b>					
101-101.000-740.000	OPERATING SUPPLIES	OSCAR'S PRINTING & COPY CE	BUSINESS CARDS - M. FERNANDEZ	66.00	219906
101-101.000-740.000	OPERATING SUPPLIES	FIRST NATIONAL BANK OF OMA	TIFFANY MITCHELL	31.79	219980
101-101.000-740.000	OPERATING SUPPLIES	FIRST NATIONAL BANK OF OMA	TIFFANY MITCHELL	45.99	219980
101-101.000-740.000	OPERATING SUPPLIES	FIRST NATIONAL BANK OF OMA	TIFFANY MITCHELL	42.84	219980
101-101.000-740.000	OPERATING SUPPLIES	FIRST NATIONAL BANK OF OMA	TIFFANY MITCHELL	42.84	219980
101-101.000-740.000	OPERATING SUPPLIES	DOUBLE K ENTERPRISES INC	IT SERVICES - CITY HALL	95.00	219972
101-101.000-740.000	OPERATING SUPPLIES	OSCAR'S PRINTING & COPY CE	BUSINESS CARDS - VETNE AND FERNANDEZ	126.00	220212
101-101.000-801.000	PROFESSIONAL AND CONTRACT	MEISTER-WITKOWSKI PHOTOGRA	COMMISSION PORTRAIT/SESSION	320.00	220088
101-101.000-802.000	Computer Technical Support	DOUBLE K ENTERPRISES INC	IT SERVICES - CITY HALL	95.00	219972
101-101.000-802.000	COMPUTER TECHNICAL SUPPORT	DOUBLE K ENTERPRISES INC	IT SERVICES - CITY HALL	95.00	219972
101-101.000-860.000	TRANSPORTATION AND EDUCATI	MICHIGAN MUNICIPAL LEAGUE	NNL TRAINING	145.00	220107
101-101.000-900.000	PRINTING & PUBLISHING	PREMIER PROMOTIONS	MAILBOX NAMEPLATE	29.00	220216
Total Department 101.000 CITY COMMISSION				1,134.46	
<b>Department: 172.000 CITY MANAGER</b>					
101-172.000-717.000	Life Insurance	RELIANCE STANDARD LIFE INS	DECEMBER 2025 LIFE INSURANCE	0.00	219777
101-172.000-740.000	OPERATING SUPPLIES	FIRST NATIONAL BANK OF OMA	TIFFANY MITCHELL	31.77	219980
101-172.000-740.000	OPERATING SUPPLIES	FIRST NATIONAL BANK OF OMA	TIFFANY MITCHELL	83.94	219980
101-172.000-802.000	COMPUTER TECHNICAL SUPPORT	DOUBLE K ENTERPRISES INC	IT SERVICES - CITY HALL	95.00	219972
101-172.000-805.000	LEGAL SERVICES	FOSTER SWIFT COLLINS & SMI	PROFESSIONAL SERVICES	2,900.00	219992
101-172.000-870.000	PROFESSIONAL MEMBERSHIPS/D	SOUTHWEST MICHIGAN REGIONA	MEMBERSHIP	300.00	220223
101-172.000-941.100	ADOBE	FIRST NATIONAL BANK OF OMA	FINANCE DEPARTMENT	22.19	219980
Total Department 172.000 CITY MANAGER				3,432.90	
<b>Department: 215.000 CITY CLERK</b>					
101-215.000-717.000	LIFE INSURANCE	RELIANCE STANDARD LIFE INS	DECEMBER 2025 LIFE INSURANCE	0.00	219777
101-215.000-717.000	LIFE INSURANCE	RELIANCE STANDARD LIFE INS	JANUARY 2026 LIFE INSURANCE	0.00	220114
101-215.000-717.000	LIFE INSURANCE	RELIANCE STANDARD LIFE INS	JANUARY 2026 VOLUNTARY LIFE INSURANCE	0.00	220114
101-215.000-740.000	OPERATING SUPPLIES	DOUBLEDAY OFFICE PRODUCTS	SUPPLIES - CITY H HALL	12.62	219974
101-215.000-740.000	OPERATING SUPPLIES	DOUBLEDAY OFFICE PRODUCTS	OFFICE SUPPLIES - CITY HALL	24.27	220166
101-215.000-740.000	OPERATING SUPPLIES	DOUBLEDAY OFFICE PRODUCTS	OFFICE SUPPLIES - CITY HALL	24.27	220166

## INVOICE DISTRIBUTION REPORT FOR CITY OF ST. JOSEPH

EXP CHECK RUN DATES 12/03/2025 - 01/09/2026

POSTED  
PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
<b>Fund: 101 GENERAL FUND</b>					
<b>Department: 215.000 CITY CLERK</b>					
101-215.000-790.000	PROFESSIONAL SUBSCRIPTIONS	HERALD-PALLADIUM	ORDINANCE UPDATE PUBLICATION	150.75	219879
101-215.000-860.000	TRANSPORTATION AND EDUCATI	BISHOP, ABBY	MILEAGE REIMBURSEMENT - MAMC MASTERS	226.80	219846
101-215.000-860.000	Transportation and Educati	BISHOP, ABBY	MILEAGE REIMBURSEMENT - MAMC MASTERS	51.00	219846
101-215.000-860.000	Transportation and Educati	BISHOP, ABBY	MILEAGE REIMBURSEMENT - MAMC MASTERS	33.00	219846
101-215.000-860.000	TRANSPORTATION AND EDUCATI	BISHOP, ABBY	MILEAGE REIMBURSEMENT - MAMC MASTERS	33.00	219846
101-215.000-860.000	Transportation and Educati	BISHOP, ABBY	MILEAGE REIMBURSEMENT - MAMC MASTERS	51.00	219846
101-215.000-870.000	PROFESSIONAL MEMBERSHIPS/D	FIRST NATIONAL BANK OF OMA	ABBY BISHOP	100.00	219980
101-215.000-941.100	COMCAST	FIRST NATIONAL BANK OF OMA	FINANCE DEPARTMENT	22.19	219980
101-215.000-941.100	ADOBE	FIRST NATIONAL BANK OF OMA	FINANCE DEPARTMENT	22.19	219980
Total Department 215.000 CITY CLERK				751.09	
<b>Department: 235.000 CENTRAL PURCHASING</b>					
101-235.000-740.000	Operating Supplies	DOUBLEDAY OFFICE PRODUCTS	OFFICE SUPPLIES	36.87	219763
101-235.000-740.000	Operating Supplies	DOUBLEDAY OFFICE PRODUCTS	SUPPLIES - CITY HALL	49.00	219763
101-235.000-740.000	Operating Supplies	DOUBLEDAY OFFICE PRODUCTS	SUPPLIES - CITY HALL	49.00	219763
101-235.000-740.000	OPERATING SUPPLIES	KENDALL ELECTRIC INC	REPAIRS	207.00	219887
101-235.000-740.000	Operating Supplies	DOUBLEDAY OFFICE PRODUCTS	OFFICE SUPPLIES - LIBRARY	0.00	219864
101-235.000-740.000	Operating Supplies	DOUBLEDAY OFFICE PRODUCTS	OFFICE SUPPLIES	0.00	219864
101-235.000-740.000	operating Supplies	DOUBLEDAY OFFICE PRODUCTS	SUPPLIES - CITY HALL	49.00	219864
101-235.000-740.000	OPERATING SUPPLIES	HANSON BEVERAGE SERVICE	OPERATING SUPPLIES	87.84	219877
101-235.000-740.000	operating Supplies	DOUBLEDAY OFFICE PRODUCTS	OFFICE SUPPLIES	0.00	219974
101-235.000-740.000	Operating Supplies	DOUBLEDAY OFFICE PRODUCTS	SUPPLIES - CITY H HALL	132.28	219974
101-235.000-740.000	operating Supplies	DOUBLEDAY OFFICE PRODUCTS	SUPPLIES - CITY HALL	49.00	220076
101-235.000-740.000	Operating Supplies	DOUBLEDAY OFFICE PRODUCTS	SUPPLIES - CITY HALL	49.00	220076
101-235.000-740.000	Operating Supplies	DOUBLEDAY OFFICE PRODUCTS	OFFICE SUPPLIES	0.00	220076
101-235.000-740.000	Operating Supplies	DOUBLEDAY OFFICE PRODUCTS	OFFICE SUPPLIES	0.00	220166
101-235.000-740.000	Operating Supplies	DOUBLEDAY OFFICE PRODUCTS	OFFICE SUPPLIES - CITY HALL	12.28	220166
101-235.000-740.000	operating Supplies	DOUBLEDAY OFFICE PRODUCTS	OFFICE SUPPLIES - CITY HALL	12.28	220166
101-235.000-740.000	Operating Supplies	DOUBLEDAY OFFICE PRODUCTS	SUPPLIES - CITY HALL	14.65	220166
101-235.000-740.000	operating Supplies	DOUBLEDAY OFFICE PRODUCTS	SUPPLIES	0.00	220166
101-235.000-740.000	operating Supplies	DOUBLEDAY OFFICE PRODUCTS	SUPPLIES - CITY HALL	13.35	220166
101-235.000-801.000	COMCAST	FIRST NATIONAL BANK OF OMA	FINANCE DEPARTMENT	210.00	219980
101-235.000-802.000	UPDATE FIRMWARE	DOUBLE K ENTERPRISES INC	IT SERVICES - CITY HALL	237.50	219972
101-235.000-802.000	COMPUTER TECHNICAL SUPPORT	DOUBLE K ENTERPRISES INC	IT SERVICES - CITY HALL	190.00	219972
101-235.000-802.000	COMPUTER TECHNICAL SUPPORT	DOUBLE K ENTERPRISES INC	IT SERVICES - CITY HALL	237.50	219972
101-235.000-802.000	COMPUTER TECHNICAL SUPPORT	DOUBLE K ENTERPRISES INC	IT SERVICES - CITY HALL	95.00	219972
101-235.000-802.000	COMPUTER TECHNICAL SUPPORT	DOUBLE K ENTERPRISES INC	IT SERVICES - CITY HALL	190.00	219972
101-235.000-802.000	COMPUTER TECHNICAL SUPPORT	DOUBLE K ENTERPRISES INC	IT SERVICES - CITY HALL	380.00	219972
101-235.000-802.000	COMPUTER TECHNICAL SUPPORT	DOUBLE K ENTERPRISES INC	IT SERVICES - CITY HALL	95.00	219972
101-235.000-850.000	Communications	COMCAST	BOAT LAUNCH INTERNET	0.00	219965
101-235.000-850.000	Communications	COMCAST	BOAT LAUNCH INTERNET	0.00	219965
101-235.000-850.000	COMCAST	FIRST NATIONAL BANK OF OMA	FINANCE DEPARTMENT	269.90	219980
101-235.000-850.000	COMCAST	FIRST NATIONAL BANK OF OMA	FINANCE DEPARTMENT	21.00	219980
101-235.000-850.000	Communications	COMCAST	BOAT LAUNCH INTERNET	0.00	220161
101-235.000-850.000	Communications	COMCAST	BOAT LAUNCH INTERNET	0.00	220161
101-235.000-930.000	General Repair and Mainten	U.S. BUSINESS SYSTEMS, INC	COPIER	2,538.37	220122
101-235.000-941.000	RENTS & LEASES	QUADIENT LEASING USA, INC.	POSTAGE MACHINE LEASE	512.97	220112
101-235.000-941.100	SOFTWARE & SUBSCRIBE BASED	FIRST NATIONAL BANK OF OMA	EMILY HACKWORTH	557.89	219980
Total Department 235.000 CENTRAL PURCHASING				6,296.68	



## INVOICE DISTRIBUTION REPORT FOR CITY OF ST. JOSEPH

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GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
<b>Fund: 101 GENERAL FUND</b>					
<b>Department: 253.000 CITY TREASURER</b>					
101-253.000-717.000	LIFE INSURANCE	RELiance STANDARD LIFE INS	DECEMBER 2025 LIFE INSURANCE	0.00	219777
101-253.000-717.000	Life Insurance	RELiance STANDARD LIFE INS	DECEMBER 2025 VOLUNTARY LIFE INSURANC	0.00	219777
101-253.000-717.000	LIFE INSURANCE	RELiance STANDARD LIFE INS	JANUARY 2026 LIFE INSURANCE	0.00	220114
101-253.000-717.000	LIFE INSURANCE	RELiance STANDARD LIFE INS	JANUARY 2026 VOLUNTARY LIFE INSURANCE	0.00	220114
101-253.000-728.000	POSTAGE	SBF ENTERPRISES	TAX BILL POSTAGE	863.32	219917
101-253.000-728.000	Postage	QUADIENt FINANCE USA, INC	DECEMBER BILLING	881.92	220111
101-253.000-740.000	OPERATING SUPPLIES	DOUBLEDAY OFFICE PRODUCTS	SUPPLIES - CITY H HALL	1.01	219974
101-253.000-740.000	operating Supplies	QUADIENt LEASING USA, INC.	POSTAGE MACHINE LEASE	0.00	220112
101-253.000-740.000	OPERATING SUPPLIES	AMAZON CAPITAL SERVICES	TAX FORMS AND ENVELOPES	660.76	220145
101-253.000-801.000	PROFESSIONAL AND CONTRACT	LAUTERBACH & AMEN, LLP	FY 25 AUDIT	929.72	219813
101-253.000-801.000	PROFESSIONAL AND CONTRACT	ROBERT W BAIRD & CO	ANNUAL DISCLOSURE 2025	2,500.00	220219
101-253.000-941.100	SOFTWARE & SUBSCRIBE BASED	BS & A SOFTWARE	SAAS FEES	9,428.00	219850
101-253.000-941.100	ADOBE	FIRST NATIONAL BANK OF OMA	FINANCE DEPARTMENT	22.19	219980
101-253.000-941.100	ADOBE	FIRST NATIONAL BANK OF OMA	FINANCE DEPARTMENT	22.19	219980
101-253.000-941.100	ADOBE	FIRST NATIONAL BANK OF OMA	FINANCE DEPARTMENT	22.19	219980
Total Department 253.000 CITY TREASURER				15,331.30	
<b>Department: 257.000 CITY ASSESSOR</b>					
101-257.000-717.000	LIFE INSURANCE	RELiance STANDARD LIFE INS	DECEMBER 2025 LIFE INSURANCE	0.00	219777
101-257.000-740.000	OPERATING SUPPLIES	DOUBLEDAY OFFICE PRODUCTS	OFFICE SUPPLIES - CITY HALL	142.81	220166
101-257.000-740.000	OPERATING SUPPLIES	DOUBLEDAY OFFICE PRODUCTS	OFFICE SUPPLIES - CITY HALL	142.81	220166
101-257.000-740.000	OPERATING SUPPLIES	DOUBLEDAY OFFICE PRODUCTS	SUPPLIES - CITY HALL	10.01	220166
101-257.000-802.000	COMPUTER TECHNICAL SUPPORT	DOUBLE K ENTERPRISES INC	IT SERVICES - CITY HALL	166.25	219972
101-257.000-802.000	COMPUTER TECHNICAL SUPPORT	DOUBLE K ENTERPRISES INC	IT SERVICES - CITY HALL	95.00	219972
101-257.000-805.000	LEGAL SERVICES	BLOOM SLUGGETT MORGAN	LEGAL SERVICES	80.00	220068
101-257.000-850.000	COMMUNICATIONS	VERIZON WIRELESS	BILL PERIOD 10-24-2025 TO 11-23-2025	0.00	219795
101-257.000-850.000	COMMUNICATIONS	VERIZON WIRELESS	BILLING DATE 10-24-2025 TO 11-23-2025	20.02	219795
101-257.000-850.000	COMMUNICATIONS	VERIZON WIRELESS	BILL DATE 12-23-2025	20.02	220236
101-257.000-860.000	TRANSPORTATION AND EDUCATI	MICHIGAN DEPT OF TREASURY	EDUCATION	150.00	220019
101-257.000-860.000	TRANSPORTATION AND EDUCATI	SUTTON, JACOB	MAA BOARD MEETING	56.70	220120
101-257.000-860.000	TRANSPORTATION AND EDUCATI	SUTTON, JACOB	MAA BOARD MEETING	56.70	220120
101-257.000-860.000	TRANSPORTATION AND EDUCATI	SUTTON, JACOB	MAA BOARD MEETING	84.00	220120
101-257.000-860.000	TRANSPORTATION AND EDUCATI	SUTTON, JACOB	MAA BOARD MEETING	84.00	220120
101-257.000-870.000	MAA MEMBERSHIP - J. SUTTON	FIRST NATIONAL BANK OF OMA	FINANCE DEPARTMENT	97.38	219980
101-257.000-870.000	CERT RENEWAL - J. SUTTON	FIRST NATIONAL BANK OF OMA	FINANCE DEPARTMENT	175.00	219980
101-257.000-870.000	PROFESSIONAL MEMBERSHIPS/D	KENT COUNTY ASSOCIATION OF	PROFESSIONAL MEMBERSHIP	120.00	220193
101-257.000-941.100	SOFTWARE & SUBSCRIBE BASED	BS & A SOFTWARE	SAAS FEES	3,783.00	219850
101-257.000-941.100	ADOBE	FIRST NATIONAL BANK OF OMA	FINANCE DEPARTMENT	22.19	219980
Total Department 257.000 CITY ASSESSOR				5,305.89	
<b>Department: 262.000 ELECTIONS</b>					
101-262.000-717.000	LIFE INSURANCE	RELiance STANDARD LIFE INS	DECEMBER 2025 LIFE INSURANCE	0.00	219777
101-262.000-717.000	Life Insurance	RELiance STANDARD LIFE INS	DECEMBER 2025 VOLUNTARY LIFE INSURANC	0.00	219777
101-262.000-717.000	LIFE INSURANCE	RELiance STANDARD LIFE INS	JANUARY 2026 LIFE INSURANCE	0.00	220114
101-262.000-717.000	LIFE INSURANCE	RELiance STANDARD LIFE INS	JANUARY 2026 VOLUNTARY LIFE INSURANCE	0.00	220114
101-262.000-728.000	Postage	QUADIENt FINANCE USA, INC	DECEMBER BILLING	14.37	220111
101-262.000-740.000	OPERATING SUPPLIES	BERRIEN COUNTY	ELECTION SUPPLIES	108.61	219842
101-262.000-740.000	OPERATING SUPPLIES	FIRST NATIONAL BANK OF OMA	ABBY BISHOP	438.53	219980
101-262.000-740.000	operating Supplies	QUADIENt LEASING USA, INC.	POSTAGE MACHINE LEASE	0.00	220112
101-262.000-930.000	GENERAL REPAIR AND MAINTEN	ELECTION SOURCE	ANNUAL MAINTENANCE CONTRACT	375.00	220079

## INVOICE DISTRIBUTION REPORT FOR CITY OF ST. JOSEPH

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<b>Fund: 101 GENERAL FUND</b>					
<b>Department: 262.000 ELECTIONS</b>					
101-262.000-930.000	GENERAL REPAIR AND MAINTEN ELECTION SOURCE		ANNUAL MAINTENANCE CONTRACT	2,595.00	220079
			Total Department 262.000 ELECTIONS	3,531.51	
<b>Department: 265.000 BUILDINGS &amp; GROUNDS</b>					
101-265.000-717.000	LIFE INSURANCE	RELIANCE STANDARD LIFE INS	DECEMBER 2025 LIFE INSURANCE	0.00	219777
101-265.000-717.000	Life Insurance	RELIANCE STANDARD LIFE INS	DECEMBER 2025 VOLUNTARY LIFE INSURANC	0.00	219777
101-265.000-717.000	LIFE INSURANCE	RELIANCE STANDARD LIFE INS	JANUARY 2026 LIFE INSURANCE	0.00	220114
101-265.000-717.000	LIFE INSURANCE	RELIANCE STANDARD LIFE INS	JANUARY 2026 VOLUNTARY LIFE INSURANCE	0.00	220114
101-265.000-740.000	OPERATING SUPPLIES	LEEP'S SUPPLY CO., INC.	PLUMBING REPAIRS	189.15	219808
101-265.000-740.000	OPERATING SUPPLIES	AMAZON CAPITAL SERVICES	FA/CPR SUPPLIES	26.35	219806
101-265.000-740.000	OPERATING SUPPLIES	ACE HARDWARE	PLUMBING	41.31	219757
101-265.000-740.000	Operating Supplies	ACE HARDWARE	WINTERIZING	21.59	219757
101-265.000-740.000	OPERATING SUPPLIES	LEEP'S SUPPLY CO., INC.	PLUMBING REPAIR PART	34.76	219808
101-265.000-740.000	OPERATING SUPPLIES	LEEP'S SUPPLY CO., INC.	RETURN MATERIALS	(145.01)	219808
101-265.000-740.000	OPERATING SUPPLIES	LEEP'S SUPPLY CO., INC.	HVAC REPAIR PART	8.20	219808
101-265.000-740.000	OPERATING SUPPLIES	LEEP'S SUPPLY CO., INC.	HVAC RAEPAIR PART	87.90	219808
101-265.000-740.000	OPERATING SUPPLIES	LOWE'S HOME CENTERS, LLC	CLEANING SUPPLIES	51.24	219893
101-265.000-740.000	OPERATING SUPPLIES	KSS ENTERPRISES	CLEANING SUPPLIES	285.65	219890
101-265.000-740.000	OPERATING SUPPLIES	LOWE'S HOME CENTERS, LLC	NEW BUILD MATERIAL PIPE RACK	127.17	219893
101-265.000-740.000	OPERATING SUPPLIES	MIKE CHRISTENSEN	CLOTHING REIMBURSEMENT	84.78	219902
101-265.000-740.000	OPERATING SUPPLIES	ACE HARDWARE	REPAIR	17.09	219833
101-265.000-740.000	OPERATING SUPPLIES	GUSE-HAHN GARAGE DOORS	PW DOOR OPERATORS	225.00	219876
101-265.000-740.000	OPERATING SUPPLIES	ACE HARDWARE	REPAIRS	9.42	219833
101-265.000-740.000	OPERATING SUPPLIES	MICHIGAN STATE INDUSTRIES	FLAGS	58.50	220025
101-265.000-740.000	OPERATING SUPPLIES	FIRST NATIONAL BANK OF OMA	DAVID LINDERMAN	155.88	219980
101-265.000-740.000	OPERATING SUPPLIES	FIRST NATIONAL BANK OF OMA	MIKE CHRISTENSEN	78.71	219980
101-265.000-740.000	OPERATING SUPPLIES	KSS ENTERPRISES	CLEANING SUPPLIES	950.11	220009
101-265.000-740.000	OPERATING SUPPLIES	KENDALL ELECTRIC INC	REPAIRS	4.47	220006
101-265.000-740.000	OPERATING SUPPLIES	ULINE	ICE MELT	860.00	220053
101-265.000-740.000	OPERATING SUPPLIES	O'REILLY AUTO PARTS	REPAIRS	7.49	220028
101-265.000-740.000	OPERATING SUPPLIES	SPENCER, GARY	CLOTHING REIMBURSEMENT	110.22	220118
101-265.000-740.000	OPERATING SUPPLIES	AMAZON CAPITAL SERVICES	PUBLIC WORKS SECURITY	116.98	220064
101-265.000-740.000	OPERATING SUPPLIES	KSS ENTERPRISES	CLEANING SUPPLIES	113.16	220085
101-265.000-740.000	OPERATING SUPPLIES	BROWN'S LOCKSMITH AND HARD	CITY HALL LOCK REPAIR	600.00	220069
101-265.000-740.000	OPERATING SUPPLIES	DOUBLEDAY OFFICE PRODUCTS	OFFICE SUPPLIES	108.00	220166
101-265.000-740.000	OPERATING SUPPLIES	CITY OF ST JOSEPH	DEMOLITION PERMIT FEES	200.00	220160
101-265.000-740.000	OPERATING SUPPLIES	DOUBLE K ENTERPRISES INC	IT & SECURITY UPGRADES	904.00	220165
101-265.000-740.000	OPERATING SUPPLIES	BROWN'S LOCKSMITH AND HARD	PUBLIC WORKS KEYS PADLOCK AND SUPPLIE	20.00	220157
101-265.000-740.000	OPERATING SUPPLIES	AMAZON CAPITAL SERVICES	PUBLIC WORKS SUPPLIES	13.99	220145
101-265.000-740.000	OPERATING SUPPLIES	AMAZON CAPITAL SERVICES	PUBLIC WORKS SUPPLIES	26.30	220145
101-265.000-740.000	OPERATING SUPPLIES	ACE HARDWARE	FOR CITY HALL	71.96	220141
101-265.000-740.000	OPERATING SUPPLIES	KENDALL ELECTRIC INC	REPAIR	30.90	220192
101-265.000-802.000	COMPUTER TECHNICAL SUPPORT	DOUBLE K ENTERPRISES INC	IT SERVICES - PUBLIC WORKS	191.96	219790
101-265.000-802.000	COMPUTER TECHNICAL SUPPORT	DOUBLE K ENTERPRISES INC	IT & SECURITY UPGRADES	570.00	220165
101-265.000-850.000	COMMUNICATIONS	VERIZON WIRELESS	BILL PERIOD 10-24-2025 TO 11-23-2025	0.00	219795
101-265.000-850.000	COMMUNICATIONS	VERIZON WIRELESS	BILLING DATE 10-24-2025 TO 11-23-2025	57.53	219795
101-265.000-850.000	Communications	TELNET WORLDWIDE	BILL DATE 12--04-2025	739.87	219924
101-265.000-850.000	COMMUNICATIONS	VERIZON WIRELESS	BILL DATE 12-23-2025	57.53	220236
101-265.000-850.000	Communications	TELNET WORLDWIDE	BILLING DATE 01-01-2026	722.02	220228
101-265.000-920.000	Public Utilities	INDIANA MICHIGAN POWER COM	DECEMBER BILLING	3,348.47	219998



## INVOICE DISTRIBUTION REPORT FOR CITY OF ST. JOSEPH

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<b>Fund: 101 GENERAL FUND</b>					
<b>Department: 265.000 BUILDINGS &amp; GROUNDS</b>					
101-265.000-920.000	PUBLIC UTILITIES	MICHIGAN GAS UTILITIES	ACCT #0505563219-00006	1,053.31	220091
101-265.000-931.000	LAND & BUILDING REPAIRS &	DOUBLE K ENTERPRISES INC	IT SERVICES - PUBLIC WORKS	141.95	219790
101-265.000-931.000	LAND & BUILDING REPAIRS &	GUSE-HAHN GARAGE DOORS	PUBLIC WORKS REPAIR	444.00	219767
101-265.000-931.000	LAND & BUILDING REPAIRS &	CRANE 1 SERVICES, INC.	INSPECTION	714.40	219857
101-265.000-931.000	LAND & BUILDING REPAIRS &	ENERCO SPECIALTY CHEMICAL	CONTRACT PAYMENT	225.00	219978
101-265.000-931.000	LAND & BUILDING REPAIRS &	AUTOMATIC EQUIPMENT SALES	CITY HALL DOOR REPAIR	383.50	220148
101-265.000-931.000	LAND & BUILDING REPAIRS &	ALLIED MECHANICAL SERVICES	HVAC REPAIRS	908.25	220144
Total Department 265.000 BUILDINGS & GROUNDS				15,053.06	
<b>Department: 266.000 CITY ATTORNEY</b>					
101-266.000-717.000	LIFE INSURANCE	RELIANCE STANDARD LIFE INS	DECEMBER 2025 LIFE INSURANCE	0.00	219777
101-266.000-717.000	Life Insurance	RELIANCE STANDARD LIFE INS	DECEMBER 2025 VOLUNTARY LIFE INSURANC	0.00	219777
101-266.000-717.000	LIFE INSURANCE	RELIANCE STANDARD LIFE INS	JANUARY 2026 LIFE INSURANCE	0.00	220114
101-266.000-717.000	LIFE INSURANCE	RELIANCE STANDARD LIFE INS	JANUARY 2026 VOLUNTARY LIFE INSURANCE	0.00	220114
101-266.000-941.100	SOFTWARE & SUBSCRIBE BASED	RELX INC. DBA LEXIS NEXIS	LEGAL SUBSCRIPTION	108.00	219826
101-266.000-941.100	ADOBE	FIRST NATIONAL BANK OF OMA	FINANCE DEPARTMENT	22.19	219980
101-266.000-941.100	SOFTWARE & SUBSCRIBE BASED	RELX INC. DBA LEXIS NEXIS	LEGAL RESEARCH SUBSCRIPTION	108.00	220217
101-266.000-956.000	MISCELLANEOUS EXPENSE	SCHMIDT, LAURIE	WORKING LUNCH REIMBURSEMENT	65.27	219824
Total Department 266.000 CITY ATTORNEY				303.46	
<b>Department: 270.000 PERSONNEL</b>					
101-270.000-717.000	LIFE INSURANCE	RELIANCE STANDARD LIFE INS	DECEMBER 2025 LIFE INSURANCE	0.00	219777
101-270.000-717.000	Life Insurance	RELIANCE STANDARD LIFE INS	DECEMBER 2025 VOLUNTARY LIFE INSURANC	0.00	219777
101-270.000-717.000	LIFE INSURANCE	RELIANCE STANDARD LIFE INS	JANUARY 2026 LIFE INSURANCE	0.00	220114
101-270.000-717.000	LIFE INSURANCE	RELIANCE STANDARD LIFE INS	JANUARY 2026 VOLUNTARY LIFE INSURANCE	0.00	220114
101-270.000-801.000	PROFESSIONAL AND CONTRACT	HELPNET	QUARTERLY EAP BILLING 2026 1 OF 4	1,233.54	220185
101-270.000-900.000	PRINTING & PUBLISHING	YOURMEMBERSHIP.COM, INC	ZONING ADMIN - JOB POSTING	150.00	219934
101-270.000-941.100	SOFTWARE & SUBSCRIBE BASED	BS & A SOFTWARE	SAAS FEES	7,341.00	219850
101-270.000-941.100	ADOBE	FIRST NATIONAL BANK OF OMA	FINANCE DEPARTMENT	22.19	219980
101-270.000-956.100	MISC- EMPLOYEE RECOGNITION	AMAZON CAPITAL SERVICES	RETIREMENT CARDS RETURNED	(13.29)	219836
101-270.000-956.100	MISC- EMPLOYEE RECOGNITION	AMAZON CAPITAL SERVICES	RETIREMENT CARDS	13.29	219836
101-270.000-956.100	MISC- EMPLOYEE RECOGNITION	PREMIER PROMOTIONS	EMP APPRECIATION GIFTS & ORNAMENTS	3,407.37	220036
101-270.000-956.100	MISC- EMPLOYEE RECOGNITION	FIRST NATIONAL BANK OF OMA	SAMANTHA WINNELL	10.58	219980
101-270.000-956.100	Misc- Employee Recognition	SHADOWLAND BALLROOM ON SIL	EMPLOYEE APPRECIATION DINNER 2025	990.00	220042
Total Department 270.000 PERSONNEL				13,154.68	
<b>Department: 336.000 FIRE DEPARTMENT</b>					
101-336.000-740.000	Operating Supplies	NYE UNIFORM COMPANY	QUARTER ZIP SHIRT	101.29	219905
101-336.000-740.000	OPERATING SUPPLIES	ACE HARDWARE	LIME RUST	5.93	219833
101-336.000-740.000	OPERATING SUPPLIES	FIRST NATIONAL BANK OF OMA	MICHAEL PHELPS	86.44	219980
101-336.000-740.000	OPERATING SUPPLIES	FIRST NATIONAL BANK OF OMA	MICHAEL PHELPS	124.00	219980
101-336.000-740.000	OPERATING SUPPLIES	AMAZON CAPITAL SERVICES	SNOW BLADES	477.80	220064
101-336.000-740.000	OPERATING SUPPLIES	AMAZON CAPITAL SERVICES	SNOW BLADES	16.11	220064
101-336.000-740.000	OPERATING SUPPLIES	NYE UNIFORM COMPANY	POLO SHIRTS	370.29	220108
101-336.000-740.000	OPERATING SUPPLIES	ACE HARDWARE	CLEANING SUPPLIES	18.51	220141
101-336.000-776.000	TECHNICAL EQUIPMENT	MOSES FIRE EQUIPMENT, INC.	FIRE HELMETS	1,506.65	219903
101-336.000-776.000	TECHNICAL EQUIPMENT	MACQUEEN GROUP RENTALS	SIUDA FIRE BOOTS	376.51	220014
101-336.000-776.000	TECHNICAL EQUIPMENT	MACQUEEN GROUP RENTALS	RIT KITS	587.24	220087
101-336.000-776.000	TECHNICAL EQUIPMENT	MACQUEEN GROUP RENTALS	RIT KIT	587.26	220087
101-336.000-776.000	TECHNICAL EQUIPMENT	MACQUEEN GROUP RENTALS	REPAIRED HURST	1,014.00	220087

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<b>Fund: 101 GENERAL FUND</b>					
<b>Department: 336.000 FIRE DEPARTMENT</b>					
101-336.000-801.000	PROFESSIONAL AND CONTRACT	COREWELL HEALTH CLIENT BIL	PRE-EMPLOYMENT SCREENINGS	497.30	219967
101-336.000-801.000	PROFESSIONAL AND CONTRACT	COREWELL HEALTH	CPR CARDS	125.00	219966
101-336.000-801.000	PROFESSIONAL AND CONTRACT	LAKELAND CARE, INC	SIUDA - RESPIRATION FIT TEST	95.00	220086
101-336.000-850.000	COMMUNICATIONS	AT&T MOBILITY	CELL PHONES & TABLETS	188.28	219839
101-336.000-850.000	COMMUNICATIONS	AT&T MOBILITY	CELL PHONE - TABLETS	251.87	220147
101-336.000-860.000	TRANSPORTATION AND EDUCATI	BENTON HARBOR DEPT OF PUBL	TRAINING	1,650.00	219950
101-336.000-860.000	HOTEL FOR TRAINING	FIRST NATIONAL BANK OF OMA	PUBLIC SAFETY DEPARTMENT	450.76	219980
101-336.000-860.000	HOTEL FOR TRAINING	FIRST NATIONAL BANK OF OMA	PUBLIC SAFETY DEPARTMENT	1,031.40	219980
101-336.000-860.000	HOTEL FOR TRAINING	FIRST NATIONAL BANK OF OMA	PUBLIC SAFETY DEPARTMENT	322.24	219980
101-336.000-860.000	HOTEL FOR TRAINING	FIRST NATIONAL BANK OF OMA	PUBLIC SAFETY DEPARTMENT	355.69	219980
101-336.000-860.000	TRANSPORTATION AND EDUCATI	FIRST NATIONAL BANK OF OMA	MICHAEL PHELPS	96.00	219980
101-336.000-860.000	TRANSPORTATION AND EDUCATI	FIRST NATIONAL BANK OF OMA	STEVE NEUBECKER	29.66	219980
101-336.000-870.000	PROFESSIONAL MEMBERSHIPS/D	BERRIEN COUNTY FIRE CHIEFS	MEMBERSHIP DUES	50.00	219952
101-336.000-920.000	Public utilities	INDIANA MICHIGAN POWER COM	DECEMBER BILLING	819.66	219998
101-336.000-920.000	PUBLIC UTILITIES	MICHIGAN GAS UTILITIES	ACCT #0505563219-00003	1,098.24	220092
101-336.000-930.000	GENERAL REPAIR AND MAINTEN	VILLAGE MOTORSPORTS	POLARIS	2,597.47	219930
101-336.000-930.000	GENERAL REPAIR AND MAINTEN	PHOENIX SAFETY OUTFITTERS	SCBA PARTS	35.79	219910
101-336.000-930.000	GENERAL REPAIR AND MAINTEN	FIRST NATIONAL BANK OF OMA	MICHAEL PHELPS	75.00	219980
101-336.000-930.000	GENERAL REPAIR AND MAINTEN	EMERGENCY VEHICLE PRODUCTS	REPAIRS ENGINE 104	2,352.78	220171
101-336.000-941.100	SOFTWARE & SUBSCRIBE BASED	D.L. GALLIVAN OFFICE SOLUT	COPIER CONTRACT	29.60	219971
101-336.000-941.100	ADOBE	FIRST NATIONAL BANK OF OMA	FINANCE DEPARTMENT	22.19	219980
101-336.000-941.100	SOFTWARE & SUBSCRIBE BASED	VERDANT COMMERCIAL CAPITAL	MONTHLY MAINTENANCE	78.99	220124
101-336.000-941.100	SOFTWARE & SUBSCRIBE BASED	D.L. GALLIVAN OFFICE SOLUT	MONTHLY MAINTENANCE	30.32	220163
Total Department 336.000 FIRE DEPARTMENT				17,555.27	
<b>Department: 345.000 PUBLIC SAFETY DEPARTMENT</b>					
101-345.000-717.000	LIFE INSURANCE	RELIANCE STANDARD LIFE INS	DECEMBER 2025 LIFE INSURANCE	0.00	219777
101-345.000-717.000	Life Insurance	RELIANCE STANDARD LIFE INS	DECEMBER 2025 VOLUNTARY LIFE INSURANC	0.00	219777
101-345.000-717.000	LIFE INSURANCE	RELIANCE STANDARD LIFE INS	JANUARY 2026 LIFE INSURANCE	0.00	220114
101-345.000-717.000	LIFE INSURANCE	RELIANCE STANDARD LIFE INS	JANUARY 2026 VOLUNTARY LIFE INSURANCE	0.00	220114
101-345.000-740.000	DRY ERASE MARKERS	FIRST NATIONAL BANK OF OMA	PUBLIC SAFETY DEPARTMENT	14.82	219980
101-345.000-740.000	OPERATING SUPPLIES	QUILL CORPORATION	OFFICE SUPPLIES	370.81	220038
101-345.000-740.000	OPERATING SUPPLIES	QUILL CORPORATION	OFFICE SUPPLIES	89.98	220038
101-345.000-740.000	Operating Supplies	NYE UNIFORM COMPANY	BADGES	338.52	220027
101-345.000-740.000	Operating Supplies	NYE UNIFORM COMPANY	CARGO PANT AND UNDERVEST	169.00	220027
101-345.000-740.000	OPERATING SUPPLIES	UPS STORE #1992, THE	UPS SHIPPING COSTS	26.50	220054
101-345.000-740.000	Operating Supplies	NYE UNIFORM COMPANY	100 SJPD PATCHES	360.00	220027
101-345.000-740.000	OPERATING SUPPLIES	AMAZON CAPITAL SERVICES	LED STOP SIGN	323.82	220064
101-345.000-740.000	OPERATING SUPPLIES	AMAZON CAPITAL SERVICES	LED STOP SIGN	199.90	220064
101-345.000-740.000	OPERATING SUPPLIES	AMAZON CAPITAL SERVICES	REMINDER BOOK	41.49	220064
101-345.000-740.000	OPERATING SUPPLIES	DOUBLEDAY OFFICE PRODUCTS	PAPER	49.00	220076
101-345.000-740.000	Operating Supplies	NYE UNIFORM COMPANY	SIUDA EQUIPMENT	1,714.65	220209
101-345.000-740.000	OPERATING SUPPLIES	AMAZON CAPITAL SERVICES	PUBLIC SAFETY SUPPLIES	19.39	220145
101-345.000-740.000	OPERATING SUPPLIES	AMAZON CAPITAL SERVICES	PUBLIC SAFETY SUPPLIES	169.88	220145
101-345.000-740.000	OPERATING SUPPLIES	AMAZON CAPITAL SERVICES	PUBLIC SAFETY SUPPLIES	31.58	220145
101-345.000-776.000	TECHNICAL EQUIPMENT	DOUBLE K ENTERPRISES INC	PUBLIC SAFETY IT/CAMERAS	3,261.78	220165
101-345.000-801.000	Professional and Contract	ZIKER CLEANERS	DRY CLEANING	205.18	219935
101-345.000-801.000	PROFESSIONAL AND CONTRACT	JOSEPH ZAMBO, PH.D.	PSYCH EVAL	3,200.00	219884
101-345.000-801.000	PROFESSIONAL AND CONTRACT	COREWELL HEALTH CLIENT BIL	PRE-EMPLOYMENT SCREENINGS	1,136.30	219967
101-345.000-801.000		FIRST NATIONAL BANK OF OMA	STEVE NEUBECKER	100.00	219980

## INVOICE DISTRIBUTION REPORT FOR CITY OF ST. JOSEPH

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GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
<b>Fund: 101 GENERAL FUND</b>					
<b>Department: 345.000 PUBLIC SAFETY DEPARTMENT</b>					
101-345.000-801.000	PROFESSIONAL AND CONTRACT	OSCAR'S PRINTING & COPY CE	PUB SAFETY BROCHURES	457.20	220029
101-345.000-801.000	VRC SHREDDING	FIRST NATIONAL BANK OF OMA	FINANCE DEPARTMENT	30.00	219980
101-345.000-801.000	Professional and Contract	ZIKER CLEANERS	DRY CLEANING	192.86	220244
101-345.000-802.000	COMPUTER TECHNICAL SUPPORT	DOUBLE K ENTERPRISES INC	IT SERVICES - PUBLIC SAFETY	760.00	219863
101-345.000-802.000	COMPUTER TECHNICAL SUPPORT	DOUBLE K ENTERPRISES INC	PUBLIC SAFETY IT/CAMERAS	1,799.00	220165
101-345.000-850.000	COMMUNICATIONS	AT&T MOBILITY	CELL PHONES & TABLETS	923.12	219839
101-345.000-850.000	COMMUNICATIONS	AT&T MOBILITY	CELL PHONE - TABLETS	953.86	220147
101-345.000-860.000	TRANSPORTATION AND EDUCATI	WEAVER, JARED	DR JOSEPH ZAMBO LIVONIA, MI	51.00	219823
101-345.000-860.000	TRANSPORTATION AND EDUCATI	WEAVER, JARED	DR JOSEPH ZAMBO LIVONIA, MI	51.00	219823
101-345.000-860.000	TRANSPORTATION AND EDUCATI	FIRST NATIONAL BANK OF OMA	STEVE NEUBECKER	38.00	219980
101-345.000-860.000	TRANSPORTATION AND EDUCATI	STREELMAN, RYAN	TRAINING ALLOWANCE	306.00	220226
101-345.000-870.000	PROFESSIONAL MEMBERSHIPS/D	R.A.D. SYSTEMS	LICENSE RENEWAL	75.00	219913
101-345.000-870.000	PROFESSIONAL MEMBERSHIPS/D	FIRST NATIONAL BANK OF OMA	STEVE NEUBECKER	250.00	219980
101-345.000-870.000	PROFESSIONAL MEMBERSHIPS/D	FIRST NATIONAL BANK OF OMA	STEVE NEUBECKER	220.00	219980
101-345.000-930.000	General Repair and Mainten	D.L. GALLIVAN OFFICE Solut	COPIER USAGE	433.09	219859
101-345.000-930.000	GENERAL REPAIR AND MAINTEN	PERFORMANCE PLUS QUICK OIL	AIR FILTER	25.99	219909
101-345.000-930.000	GENERAL REPAIR AND MAINTEN	C. WIMBERLEY FORD	CAR #3 MAINTENANCE	182.90	219852
101-345.000-930.000	GENERAL REPAIR AND MAINTEN	C. WIMBERLEY FORD	MAINTENANCE	82.46	219852
101-345.000-930.000	GENERAL REPAIR AND MAINTEN	C. WIMBERLEY FORD	WIPER BLADES	95.94	219852
101-345.000-930.000	GENERAL REPAIR AND MAINTEN	C. WIMBERLEY FORD	CAR #3	2,824.00	219963
101-345.000-930.000	GENERAL REPAIR AND MAINTEN	FIRST NATIONAL BANK OF OMA	STEVE NEUBECKER	70.14	219980
101-345.000-930.000		C. WIMBERLEY FORD	CAR #10	158.24	219963
101-345.000-930.000	GENERAL REPAIR AND MAINTEN	C. WIMBERLEY FORD	CAR #11	65.04	219963
101-345.000-930.000	GENERAL REPAIR AND MAINTEN	C. WIMBERLEY FORD	TRAINING CAR	1,799.36	219963
101-345.000-930.000	GENERAL REPAIR AND MAINTEN	KUSTOM SIGNALS, INC	CAR #13	269.85	220010
101-345.000-930.000	GENERAL REPAIR AND MAINTEN	PERFORMANCE PLUS QUICK OIL	BULBS - CAR #10	25.98	220035
101-345.000-930.000	General Repair and Mainten	D.L. GALLIVAN OFFICE Solut	COPIER USAGE	0.00	220163
101-345.000-941.100	SOFTWARE & SUBSCRIBE BASED	BERRIEN COUNTY	TALON	1,371.00	219951
101-345.000-941.100	SOFTWARE & SUBSCRIBE BASED	FORD PRO	TELEMATICS	243.61	219991
101-345.000-941.100	SOFTWARE & SUBSCRIBE BASED	TRAFFIC & SAFETY CONTROL S	MONTHLY MAINTENANCE	1,200.00	220052
101-345.000-941.100	SOFTWARE & SUBSCRIBE BASED	D.L. GALLIVAN OFFICE Solut	COPIER CONTRACT	71.00	219971
101-345.000-941.100	ADOBE	FIRST NATIONAL BANK OF OMA	FINANCE DEPARTMENT	22.19	219980
101-345.000-941.100	SOFTWARE & SUBSCRIBE BASED	VERDANT COMMERCIAL CAPITAL	MONTHLY MAINTENANCE	79.00	220124
101-345.000-941.100	SOFTWARE & SUBSCRIBE BASED	TELE-RAD INC.	MONTHLY MAIN	167.20	220121
101-345.000-941.100	SOFTWARE & SUBSCRIBE BASED	TELE-RAD INC.	MONTHLY MAINTENANCE	167.20	220121
101-345.000-941.100	SOFTWARE & SUBSCRIBE BASED	TELE-RAD INC.	MONTHLY MAINTENANCE	167.20	220121
101-345.000-941.100	SOFTWARE & SUBSCRIBE BASED	LEXIPOL, LLC	POLICE ONE TRAINING	2,602.50	220197
101-345.000-941.100	SOFTWARE & SUBSCRIBE BASED	TRAFFIC & SAFETY CONTROL S	TANNERY CREEK MONTHLY MAINT	1,200.00	220230
101-345.000-941.100	SOFTWARE & SUBSCRIBE BASED	D.L. GALLIVAN OFFICE Solut	MONTHLY MAINTENANCE	72.38	220163
101-345.000-941.100	SOFTWARE & SUBSCRIBE BASED	FORD PRO	TELEMATICS	243.61	220177
Total Department 345.000 PUBLIC SAFETY DEPARTMENT				31,569.52	
<b>Department: 371.000 BUILDING INSPECTION DEPARTMENT</b>					
101-371.000-717.000	Life Insurance	RELiance STANDARD LIFE INS	DECEMBER 2025 VOLUNTARY LIFE INSURANC	0.00	219777
101-371.000-717.000	LIFE INSURANCE	RELiance STANDARD LIFE INS	JANUARY 2026 LIFE INSURANCE	0.00	220114
101-371.000-717.000	LIFE INSURANCE	RELiance STANDARD LIFE INS	JANUARY 2026 VOLUNTARY LIFE INSURANCE	0.00	220114
101-371.000-740.000	OPERATING SUPPLIES	FIRST NATIONAL BANK OF OMA	GALINA BOGDANOVA	(132.67)	219980
101-371.000-740.000	OPERATING SUPPLIES	FIRST NATIONAL BANK OF OMA	GALINA BOGDANOVA	(147.68)	219980
101-371.000-740.000	OPERATING SUPPLIES	DOUBLEDAY OFFICE PRODUCTS	SUPPLIES - CITY H HALL	6.29	219974
101-371.000-802.000	COMPUTER TECHNICAL SUPPORT	DOUBLE K ENTERPRISES INC	IT SERVICES - CITY HALL	95.00	219972

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<b>Fund: 101 GENERAL FUND</b>					
<b>Department: 371.000 BUILDING INSPECTION DEPARTMENT</b>					
101-371.000-850.000	COMMUNICATIONS	VERIZON WIRELESS	BILL PERIOD 10-24-2025 TO 11-23-2025	0.00	219795
101-371.000-850.000	COMMUNICATIONS	VERIZON WIRELESS	BILLING DATE 10-24-2025 TO 11-23-2025	112.25	219795
101-371.000-850.000	COMMUNICATIONS	VERIZON WIRELESS	BILL DATE 12-23-2025	112.25	220236
101-371.000-850.000	COMMUNICATIONS	VERIZON WIRELESS	BILL DATE 12-23-2025	0.00	220234
101-371.000-860.000	TRANSPORTATION AND EDUCATI	FIRST NATIONAL BANK OF OMA	GALINA BOGDANOVA	250.00	219980
101-371.000-860.000	TRANSPORTATION AND EDUCATI	FIRST NATIONAL BANK OF OMA	GALINA BOGDANOVA	575.00	219980
101-371.000-941.100	SOFTWARE & SUBSCRIBE BASED	BS & A SOFTWARE	SAAS FEES	4,088.00	219850
101-371.000-941.100	ADOBE	FIRST NATIONAL BANK OF OMA	FINANCE DEPARTMENT	22.19	219980
101-371.000-941.100	ADOBE	FIRST NATIONAL BANK OF OMA	FINANCE DEPARTMENT	22.19	219980
Total Department 371.000 BUILDING INSPECTION DEPARTMENT				5,002.82	
<b>Department: 372.000 CODE ENFORCEMENT DEPARTMENT</b>					
101-372.000-740.000	OPERATING SUPPLIES	FIRST NATIONAL BANK OF OMA	GALINA BOGDANOVA	150.00	219980
101-372.000-801.000	PROFESSIONAL AND CONTRACT	Pelley Excavating	DEMOLITION CONTRACTED SERVICES PAYMEN	16,164.00	220215
101-372.000-850.000	COMMUNICATIONS	VERIZON WIRELESS	BILL PERIOD 10-24-2025 TO 11-23-2025	0.00	219795
101-372.000-850.000	COMMUNICATIONS	VERIZON WIRELESS	BILLING DATE 10-24-2025 TO 11-23-2025	74.13	219795
101-372.000-850.000	COMMUNICATIONS	VERIZON WIRELESS	BILL DATE 12-23-2025	74.13	220236
101-372.000-850.000	COMMUNICATIONS	VERIZON WIRELESS	BILL DATE 12-23-2025	0.00	220234
101-372.000-860.000	TRANSPORTATION AND EDUCATI	FIRST NATIONAL BANK OF OMA	GALINA BOGDANOVA	250.00	219980
101-372.000-860.000	TRANSPORTATION AND EDUCATI	FIRST NATIONAL BANK OF OMA	GALINA BOGDANOVA	575.00	219980
101-372.000-941.100	ADOBE	FIRST NATIONAL BANK OF OMA	FINANCE DEPARTMENT	22.19	219980
101-372.000-941.100	ADOBE	FIRST NATIONAL BANK OF OMA	FINANCE DEPARTMENT	22.19	219980
101-372.000-956.000	MISCELLANEOUS EXPENSE	FIRST NATIONAL BANK OF OMA	GALINA BOGDANOVA	9.00	219980
Total Department 372.000 CODE ENFORCEMENT DEPARTMENT				17,340.64	
<b>Department: 441.000 PUBLIC WORKS DEPARTMENT</b>					
101-441.000-740.000	OPERATING SUPPLIES	AMAZON CAPITAL SERVICES	FA/CPR SUPPLIES	26.35	219806
101-441.000-740.000	Operating Supplies	DOUBLEDAY OFFICE PRODUCTS	OFFICE SUPPLIES	0.00	219763
101-441.000-740.000	OPERATING SUPPLIES	WESTERN MICHIGAN UNIVERSIT	CPR CARDS	437.00	219787
101-441.000-740.000	Operating Supplies	DOUBLEDAY OFFICE PRODUCTS	SUPPLIES - CITY HALL	0.00	219763
101-441.000-740.000	Operating Supplies	DOUBLEDAY OFFICE PRODUCTS	SUPPLIES - CITY HALL	0.00	219763
101-441.000-740.000	Operating Supplies	DOUBLEDAY OFFICE PRODUCTS	OFFICE SUPPLIES - LIBRARY	0.00	219864
101-441.000-740.000	Operating Supplies	DOUBLEDAY OFFICE PRODUCTS	OFFICE SUPPLIES	0.00	219864
101-441.000-740.000	operating Supplies	DOUBLEDAY OFFICE PRODUCTS	SUPPLIES - CITY HALL	0.00	219864
101-441.000-740.000	Operating Supplies	DOUBLEDAY OFFICE PRODUCTS	CHAIRS	0.00	219974
101-441.000-740.000	Operating Supplies	DOUBLEDAY OFFICE PRODUCTS	OFFICE SUPPLIES	0.00	219974
101-441.000-740.000	operating Supplies	DOUBLEDAY OFFICE PRODUCTS	OFFICE SUPPLIES	0.00	219974
101-441.000-740.000	OPERATING SUPPLIES	ULINE	ICE MELT	85.00	220053
101-441.000-740.000	Operating Supplies	DOUBLEDAY OFFICE PRODUCTS	OFFICE SUPPLIES	46.83	219974
101-441.000-740.000	Operating Supplies	DOUBLEDAY OFFICE PRODUCTS	SUPPLIES	136.90	219974
101-441.000-740.000	operating Supplies	DOUBLEDAY OFFICE PRODUCTS	SUPPLIES - CITY HALL	0.00	220076
101-441.000-740.000	operating Supplies	DOUBLEDAY OFFICE PRODUCTS	SUPPLIES - CITY HALL	0.00	220076
101-441.000-740.000	Operating Supplies	DOUBLEDAY OFFICE PRODUCTS	PAPER	0.00	220076
101-441.000-740.000	Operating Supplies	DOUBLEDAY OFFICE PRODUCTS	OFFICE SUPPLIES	0.00	220076
101-441.000-740.000	Operating Supplies	DOUBLEDAY OFFICE PRODUCTS	OFFICE SUPPLIES	4.88	220166
101-441.000-740.000	operating Supplies	DOUBLEDAY OFFICE PRODUCTS	OFFICE SUPPLIES	48.99	220166
101-441.000-740.000	operating Supplies	DOUBLEDAY OFFICE PRODUCTS	SUPPLIES	33.18	220166
101-441.000-740.000	operating Supplies	DOUBLEDAY OFFICE PRODUCTS	PRINTER SUPPLIES	0.00	220166
101-441.000-740.000	operating Supplies	DOUBLEDAY OFFICE PRODUCTS	SUPPLIES - CITY HALL	0.00	220166
101-441.000-801.000	PROFESSIONAL AND CONTRACT	COREWELL HEALTH CLIENT BIL	PRE-EMPLOYMENT SCREENINGS	141.00	219967



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<b>Fund: 101 GENERAL FUND</b>					
<b>Department: 441.000 PUBLIC WORKS DEPARTMENT</b>					
101-441.000-802.000	COMPUTER TECHNICAL SUPPORT	DOUBLE K ENTERPRISES INC	IT SERVICES - PUBLIC WORKS	190.00	219790
101-441.000-920.000	PUBLIC UTILITIES	INDIANA MICHIGAN POWER COM	DECEMBER BILLING	0.00	219998
101-441.000-920.000	PUBLIC UTILITIES	MICHIGAN GAS UTILITIES	ACCT #0505563219-00001	2,170.15	220095
101-441.000-930.000	General Repair and Mainten	SHORELINE BUILDING SERVICE	JANITOR	0.00	219773
101-441.000-930.000	General Repair and Mainten	SHORELINE BUILDING SERVICE	JANITOR	0.00	219773
101-441.000-930.000	General Repair and Mainten	SHORELINE BUILDING SERVICE	FACILITIES CLEANING	0.00	219773
101-441.000-930.000	GENERAL REPAIR AND MAINTEN	WORKFORCE PAYHUB	TIMECLOCK	333.13	219827
101-441.000-930.000	General Repair and Mainten	SHORELINE BUILDING SERVICE	FACILITIES CLEANING	0.00	219918
101-441.000-930.000	General Repair and Mainten	SHORELINE BUILDING SERVICE	JANITOR	0.00	220045
101-441.000-930.000	General Repair and Mainten	SHORELINE BUILDING SERVICE	JANITOR	0.00	220045
101-441.000-930.000	GENERAL REPAIR AND MAINTEN	WORKFORCE PAYHUB	TIMECLOCK	188.60	220243
101-441.000-941.100	ADOBE	FIRST NATIONAL BANK OF OMA	FINANCE DEPARTMENT	22.19	219980
Total Department 441.000 PUBLIC WORKS DEPARTMENT				3,864.20	
<b>Department: 442.000 ASSET MANAGEMENT</b>					
101-442.000-717.000	LIFE INSURANCE	RELIANCE STANDARD LIFE INS	DECEMBER 2025 LIFE INSURANCE	0.00	219777
101-442.000-717.000	Life Insurance	RELIANCE STANDARD LIFE INS	DECEMBER 2025 VOLUNTARY LIFE INSURANC	0.00	219777
101-442.000-717.000	LIFE INSURANCE	RELIANCE STANDARD LIFE INS	JANUARY 2026 LIFE INSURANCE	0.00	220114
101-442.000-717.000	LIFE INSURANCE	RELIANCE STANDARD LIFE INS	JANUARY 2026 VOLUNTARY LIFE INSURANCE	0.00	220114
101-442.000-850.000	COMMUNICATIONS	VERIZON WIRELESS	BILL PERIOD 10-24-2025 TO 11-23-2025	0.00	219795
101-442.000-850.000	COMMUNICATIONS	VERIZON WIRELESS	BILLING DATE 10-24-2025 TO 11-23-2025	216.06	219795
101-442.000-850.000	COMMUNICATIONS	VERIZON WIRELESS	BILL DATE 12-23-2025	216.06	220236
101-442.000-850.000	COMMUNICATIONS	VERIZON WIRELESS	BILL DATE 12-23-2025	0.00	220234
Total Department 442.000 ASSET MANAGEMENT				432.12	
<b>Department: 447.000 CITY ENGINEER</b>					
101-447.000-717.000	LIFE INSURANCE	RELIANCE STANDARD LIFE INS	DECEMBER 2025 LIFE INSURANCE	0.00	219777
101-447.000-717.000	Life Insurance	RELIANCE STANDARD LIFE INS	DECEMBER 2025 VOLUNTARY LIFE INSURANC	0.00	219777
101-447.000-717.000	LIFE INSURANCE	RELIANCE STANDARD LIFE INS	JANUARY 2026 LIFE INSURANCE	0.00	220114
101-447.000-717.000	LIFE INSURANCE	RELIANCE STANDARD LIFE INS	JANUARY 2026 VOLUNTARY LIFE INSURANCE	0.00	220114
101-447.000-740.000	OPERATING SUPPLIES	QUILL CORPORATION	PLOTTER PAPER	176.39	219911
101-447.000-740.000	OPERATING SUPPLIES	AMAZON CAPITAL SERVICES	PLOTTER PAPER - MISC OFFICE SUPPLIES	55.43	219836
101-447.000-776.000	TECHNICAL EQUIPMENT	AMAZON CAPITAL SERVICES	PLOTTER PAPER - MISC OFFICE SUPPLIES	399.09	219836
101-447.000-801.000	PROFESSIONAL AND CONTRACT	COREWELL HEALTH CLIENT BIL	PRE-EMPLOYMENT SCREENINGS	141.00	219967
101-447.000-804.000	ENGINEER RETAINER	ABONMARCHE CONSULTANTS INC	GENERAL ENGINEERING SERVICES NOVEMBER	500.00	219832
101-447.000-850.000	COMMUNICATIONS	VERIZON WIRELESS	BILLING DATE 10-24-2025 TO 11-23-2025	113.75	219795
101-447.000-850.000	COMMUNICATIONS	VERIZON WIRELESS	BILL DATE 12-23-2025	113.75	220236
101-447.000-850.000	COMMUNICATIONS	VERIZON WIRELESS	BILL DATE 12-23-2025	0.00	220234
101-447.000-860.000	TRANSPORTATION AND EDUCATI	FIRST NATIONAL BANK OF OMA	TIM ZEBELL	20.00	219980
Total Department 447.000 CITY ENGINEER				1,519.41	
<b>Department: 448.000 STREET LIGHTING</b>					
101-448.000-920.000	UTILITIES	INDIANA MICHIGAN POWER COM	DECEMBER BILLING	7,082.62	219998
101-448.000-920.000	UTILITIES	INDIANA MICHIGAN POWER COM	DECEMBER BILLING	370.24	219998
Total Department 448.000 STREET LIGHTING				7,452.86	
<b>Department: 466.000 PAID PARKING - DOWNTOWN</b>					
101-466.000-850.000	COMMUNICATIONS	VERIZON WIRELESS	BILL PERIOD 10-24-2025 TO 11-23-2025	500.60	219795
101-466.000-850.000	COMMUNICATIONS	VERIZON WIRELESS	BILL DATE 12-23-2025	500.60	220234
Total Department 466.000 PAID PARKING - DOWNTOWN				1,001.20	

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<b>Fund: 101 GENERAL FUND</b>					
<b>Department: 721.000 COMMUNITY DEVELOPMENT</b>					
101-721.000-717.000	LIFE INSURANCE	RELiance STANDARD LIFE INS	DECEMBER 2025 LIFE INSURANCE	0.00	219777
101-721.000-717.000	Life Insurance	RELiance STANDARD LIFE INS	DECEMBER 2025 VOLUNTARY LIFE INSURANC	0.00	219777
101-721.000-717.000	LIFE INSURANCE	RELiance STANDARD LIFE INS	JANUARY 2026 LIFE INSURANCE	0.00	220114
101-721.000-717.000	LIFE INSURANCE	RELiance STANDARD LIFE INS	JANUARY 2026 VOLUNTARY LIFE INSURANCE	0.00	220114
101-721.000-900.000	PRINTING & PUBLISHING	HERALD-PALLADIUM	NOTICE OF PUBLIC HEARING	169.91	219768
101-721.000-900.000	PRINTING & PUBLISHING	HERALD-PALLADIUM	PUBLIC HEARING NOTICE	147.00	219879
101-721.000-900.000	PRINTING & PUBLISHING	HERALD-PALLADIUM	PUBLIC HEARING NOTICE	184.50	219879
101-721.000-900.000	PRINTING & PUBLISHING	HERALD-PALLADIUM	NOTICE OF PUBLIC HEARING	154.50	219879
101-721.000-900.000	PRINTING & PUBLISHING	HERALD-PALLADIUM	PUBLIC HEARING NOTICE	222.00	219879
101-721.000-900.000	PRINTING & PUBLISHING	MICHIGAN ASSOC OF PLANNING	ZONING ADMIN JOB POSTING	75.00	220018
101-721.000-900.000	PRINTING & PUBLISHING	HERALD-PALLADIUM	NOTICE OF PUBLIC HEARING	237.00	220186
101-721.000-900.000	PRINTING & PUBLISHING	HERALD-PALLADIUM	NOTICE OF PUBLIC HEARING	207.00	220186
101-721.000-900.000	PRINTING & PUBLISHING	HERALD-PALLADIUM	NOTICE OF PUBLIC HEARING	248.25	220186
101-721.000-941.100	ADOBE	FIRST NATIONAL BANK OF OMA	FINANCE DEPARTMENT	31.99	219980
101-721.000-941.100	ADOBE	FIRST NATIONAL BANK OF OMA	FINANCE DEPARTMENT	22.19	219980
Total Department 721.000 COMMUNITY DEVELOPMENT				1,699.34	
<b>Department: 728.000 ECONOMIC DEVELOPMENT</b>					
101-728.000-717.000	LIFE INSURANCE	RELiance STANDARD LIFE INS	DECEMBER 2025 LIFE INSURANCE	0.00	219777
101-728.000-717.000	Life Insurance	RELiance STANDARD LIFE INS	DECEMBER 2025 VOLUNTARY LIFE INSURANC	0.00	219777
101-728.000-717.000	LIFE INSURANCE	RELiance STANDARD LIFE INS	JANUARY 2026 LIFE INSURANCE	0.00	220114
101-728.000-717.000	LIFE INSURANCE	RELiance STANDARD LIFE INS	JANUARY 2026 VOLUNTARY LIFE INSURANCE	0.00	220114
101-728.000-801.000	PROFESSIONAL AND CONTRACT	CORNERSTONE ALLIANCE	ANNUAL CONTRACT	30,000.00	219762
101-728.000-884.010	DOWNTOWN HOLIDAY LIGHTING	PREMIER LIGHTING SOLUTIONS	HOLIDAY LIGHTING TREE PROJECT	18,000.00	220110
101-728.000-941.100	ADOBE	FIRST NATIONAL BANK OF OMA	FINANCE DEPARTMENT	22.19	219980
Total Department 728.000 ECONOMIC DEVELOPMENT				48,022.19	
<b>Department: 740.000 COMMUNICATIONS</b>					
101-740.000-717.000	LIFE INSURANCE	RELiance STANDARD LIFE INS	DECEMBER 2025 LIFE INSURANCE	0.00	219777
101-740.000-717.000	Life Insurance	RELiance STANDARD LIFE INS	DECEMBER 2025 VOLUNTARY LIFE INSURANC	0.00	219777
101-740.000-717.000	LIFE INSURANCE	RELiance STANDARD LIFE INS	JANUARY 2026 LIFE INSURANCE	0.00	220114
101-740.000-717.000	LIFE INSURANCE	RELiance STANDARD LIFE INS	JANUARY 2026 VOLUNTARY LIFE INSURANCE	0.00	220114
101-740.000-887.000	COMMUNITY NEWSLETTERS	KRISTAL CLEAR GRAPHICS LLC	COMMUNITY NEWSLETTERS - DESIGN	262.50	220195
101-740.000-888.000	COMMUNITY CALENDAR	HOLT BOSSE	SIGNS	910.00	219881
101-740.000-888.000	COMMUNITY CALENDAR	HOLT BOSSE	SIGNS	440.00	219881
101-740.000-889.000	CITY WEBSITE	HOLT BOSSE	SIGNS	18.00	219881
Total Department 740.000 COMMUNICATIONS				1,630.50	
<b>Department: 751.000 PARKS/RECREATION</b>					
101-751.000-717.000	Life Insurance	RELiance STANDARD LIFE INS	DECEMBER 2025 LIFE INSURANCE	0.00	219777
101-751.000-717.000	Life Insurance	RELiance STANDARD LIFE INS	DECEMBER 2025 VOLUNTARY LIFE INSURANC	0.00	219777
101-751.000-717.000	LIFE INSURANCE	RELiance STANDARD LIFE INS	JANUARY 2026 LIFE INSURANCE	0.00	220114
101-751.000-717.000	LIFE INSURANCE	RELiance STANDARD LIFE INS	JANUARY 2026 VOLUNTARY LIFE INSURANCE	0.00	220114
101-751.000-740.000	OPERATING SUPPLIES	RENTAL BRANCH	STUMP GRINDER RENTAL	181.50	219781
101-751.000-740.000	OPERATING SUPPLIES	AMAZON CAPITAL SERVICES	FA/CPR SUPPLIES	207.60	219806
101-751.000-740.000	OPERATING SUPPLIES	ACE HARDWARE	SNOW STAKES	113.05	219757
101-751.000-740.000	OPERATING SUPPLIES	ACE HARDWARE	HARDWARE	150.72	219757
101-751.000-740.000	OPERATING SUPPLIES	MIDSTATES RECREATION	PARK BENCH X2	2,200.00	219805
101-751.000-740.000	OPERATING SUPPLIES	STATE OF MICHIGAN	ANNUAL PERMIT FEE - FOUNTAIN	400.00	219785
101-751.000-740.000	OPERATING SUPPLIES	PANOZZO, MACKENZIE	CLOTHING REIMBURSEMENT	74.99	219819

## INVOICE DISTRIBUTION REPORT FOR CITY OF ST. JOSEPH

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<b>Fund: 101 GENERAL FUND</b>					
<b>Department: 751.000 PARKS/RECREATION</b>					
101-751.000-740.000	OPERATING SUPPLIES	AMAZON CAPITAL SERVICES	HARDWARE	44.97	219836
101-751.000-740.000	OPERATING SUPPLIES	AMAZON CAPITAL SERVICES	HARDWARE	220.68	219836
101-751.000-740.000	OPERATING SUPPLIES	AMAZON CAPITAL SERVICES	HARDWARE	34.56	219836
101-751.000-740.000	OPERATING SUPPLIES	AMAZON CAPITAL SERVICES	HARDWARE	279.30	219836
101-751.000-740.000	OPERATING SUPPLIES	ACE HARDWARE	WIRE	15.09	219833
101-751.000-740.000	OPERATING SUPPLIES	MANN, ERIC	CLOTHING REIMBURSEMENT	74.97	219895
101-751.000-740.000	OPERATING SUPPLIES	MICHIGAN STATE INDUSTRIES	FLAGS	315.00	220025
101-751.000-740.000	OPERATING SUPPLIES	FIRST NATIONAL BANK OF OMA	JEFFREY RECHNER	16.00	219980
101-751.000-740.000	OPERATING SUPPLIES	FIRST NATIONAL BANK OF OMA	JEFFREY RECHNER	1,044.00	219980
101-751.000-740.000	OPERATING SUPPLIES	ACE HARDWARE	LIGHT BULB	5.93	219946
101-751.000-740.000	OPERATING SUPPLIES	ACE HARDWARE	STAPLES	5.93	219946
101-751.000-740.000	OPERATING SUPPLIES	ACE HARDWARE	MISC SHOP ITEMS	34.51	219946
101-751.000-740.000	OPERATING SUPPLIES	ACE HARDWARE	CLAMPS	33.04	219946
101-751.000-740.000	OPERATING SUPPLIES	ACE HARDWARE	HARDWARE	4.36	219946
101-751.000-740.000	OPERATING SUPPLIES	ULINE	ICE MELT	260.34	220053
101-751.000-740.000	OPERATING SUPPLIES	O'REILLY AUTO PARTS	STABILIZER	29.48	220028
101-751.000-740.000	OPERATING SUPPLIES	PAINE, DAVID	CLOTHING REIMBURSEMENT	31.77	220031
101-751.000-740.000	OPERATING SUPPLIES	PAINE, DAVID	CLOTHING REIMBURSEMENT	88.94	220031
101-751.000-740.000	OPERATING SUPPLIES	ACE HARDWARE	SCREWS	11.69	220063
101-751.000-740.000	OPERATING SUPPLIES	AMAZON CAPITAL SERVICES	PUBLIC WORKS SUPPLIES	58.26	220145
101-751.000-740.000	OPERATING SUPPLIES	ACE HARDWARE	HARDWARE	3.22	220141
101-751.000-740.000	OPERATING SUPPLIES	ACE HARDWARE	SHOP SUPPLIES	40.27	220141
101-751.000-801.000		HOLT BOSSE	SIGNS	303.40	219881
101-751.000-801.000	PROFESSIONAL AND CONTRACT	FIRST NATIONAL BANK OF OMA	GREG GROTHOUS	743.00	219980
101-751.000-801.000	PROFESSIONAL AND CONTRACT	ABONMARCHE CONSULTANTS INC	GRANT APPLICATION - PADDLER PARK	297.50	219945
101-751.000-801.000	PROFESSIONAL AND CONTRACT	ORBIS ENVIRONMENTAL CONSUL	PADDLER PARK GRANT APPLICATION	2,150.00	220211
101-751.000-850.000	COMMUNICATIONS	VERIZON WIRELESS	BILL PERIOD 10-24-2025 TO 11-23-2025	60.14	219795
101-751.000-850.000	COMMUNICATIONS	VERIZON WIRELESS	BILLING DATE 10-24-2025 TO 11-23-2025	149.76	219795
101-751.000-850.000	COMMUNICATIONS	VERIZON WIRELESS	BILL DATE 12-23-2025	149.76	220236
101-751.000-850.000	COMMUNICATIONS	VERIZON WIRELESS	BILL DATE 12-23-2025	60.12	220234
101-751.000-850.000	COMMUNICATIONS	VERIZON WIRELESS	BILL DATE 12-23-2025	0.00	220234
101-751.000-860.000	TRANSPORTATION AND EDUCATI	STATE OF MICHIGAN	PESTICIDE LICENSE RENEWAL FEES	225.00	219786
101-751.000-860.000	TRANSPORTATION AND EDUCATI	FIRST NATIONAL BANK OF OMA	JEFFREY RECHNER	110.00	219980
101-751.000-860.000	TRANSPORTATION AND EDUCATI	FIRST NATIONAL BANK OF OMA	JEFFREY RECHNER	110.00	219980
101-751.000-860.000	TRANSPORTATION AND EDUCATI	FIRST NATIONAL BANK OF OMA	JEFFREY RECHNER	110.00	219980
101-751.000-920.000	PUBLIC UTILITIES	INDIANA MICHIGAN POWER COM	DECEMBER BILLING	1,823.88	219998
101-751.000-930.000	GENERAL REPAIR AND MAINTEN	T2 SYSTEMS CANADA INC.	DIGITAL IRIS SERVICE	65.00	219800
101-751.000-930.000	GENERAL REPAIR AND MAINTEN	PRIDE THE PORTABLE TOILET	TOILET RENTAL	275.00	220037
101-751.000-930.000	GENERAL REPAIR AND MAINTEN	T2 SYSTEMS CANADA INC.	DIGITAL IRIS SERVICE	65.00	220227
Total Department 751.000 PARKS/RECREATION				12,677.73	
<b>Department: 752.000 LIGHTHOUSE OPERATIONS</b>					
101-752.000-920.000	PUBLIC UTILITIES	INDIANA MICHIGAN POWER COM	DECEMBER BILLING	62.89	219998
Total Department 752.000 LIGHTHOUSE OPERATIONS				62.89	
<b>Department: 756.000 RECREATION PROGRAMS</b>					
101-756.000-740.000		AMAZON CAPITAL SERVICES	CANDY CANE LANE SUPPLIES	321.22	219806
101-756.000-740.000	OPERATING SUPPLIES	AMAZON CAPITAL SERVICES	FA/CPR SUPPLIES	26.35	219806
101-756.000-740.000	OPERATING SUPPLIES	AMAZON CAPITAL SERVICES	RINK SUPPLIES AND CANDY CANE LANE SUP	195.44	220145
101-756.000-801.000	PROFESSIONAL AND CONTRACT	CELEBRATIONS DJ SERVICES	LIGHT UP THE BLUFF	2,150.00	219854

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<b>Fund: 101 GENERAL FUND</b>					
<b>Department: 756.000 RECREATION PROGRAMS</b>					
101-756.000-850.000	COMMUNICATIONS	VERIZON WIRELESS	BILL PERIOD 10-24-2025 TO 11-23-2025	0.00	219795
101-756.000-850.000	COMMUNICATIONS	VERIZON WIRELESS	BILLING DATE 10-24-2025 TO 11-23-2025	37.51	219795
101-756.000-850.000	COMMUNICATIONS	VERIZON WIRELESS	BILL DATE 12-23-2025	37.51	220236
101-756.000-850.000	COMMUNICATIONS	VERIZON WIRELESS	BILL DATE 12-23-2025	0.00	220234
101-756.000-941.100	SOFTWARE & SUBSCRIBE BASED	RB PRODUCTIONS DBA MYREC.C	MYREC SUBSCRIPTION 2026	3,445.00	219914
Total Department 756.000 RECREATION PROGRAMS				6,213.03	
<b>Department: 757.000 ICE ARENA OPERATIONS</b>					
101-757.000-717.000	Life Insurance	RELIANCE STANDARD LIFE INS	DECEMBER 2025 LIFE INSURANCE	0.00	219777
101-757.000-717.000	Life Insurance	RELIANCE STANDARD LIFE INS	DECEMBER 2025 VOLUNTARY LIFE INSURANC	0.00	219777
101-757.000-717.000	LIFE INSURANCE	RELIANCE STANDARD LIFE INS	JANUARY 2026 LIFE INSURANCE	0.00	220114
101-757.000-717.000	LIFE INSURANCE	RELIANCE STANDARD LIFE INS	JANUARY 2026 VOLUNTARY LIFE INSURANCE	0.00	220114
101-757.000-740.000	OPERATING SUPPLIES	LINDE GAS & EQUIPMENT INC.	PROPANE SERVICE	118.67	219775
101-757.000-740.000	OPERATING SUPPLIES	ACE HARDWARE	RINK SUPPLIES	42.28	219757
101-757.000-740.000	OPERATING SUPPLIES	LINDE GAS & EQUIPMENT INC.	PROPANE DELIVERY	421.96	219892
101-757.000-740.000	OPERATING SUPPLIES	ACE HARDWARE	FASTENERS	4.57	219833
101-757.000-740.000		FIRST NATIONAL BANK OF OMA	CAMERON WELCH	478.92	219980
101-757.000-740.000	OPERATING SUPPLIES	FIRST NATIONAL BANK OF OMA	CAMERON WELCH	27.49	219980
101-757.000-740.000	OPERATING SUPPLIES	FIRST NATIONAL BANK OF OMA	CAMERON WELCH	287.97	219980
101-757.000-740.000	OPERATING SUPPLIES	FIRST NATIONAL BANK OF OMA	CAMERON WELCH	199.00	219980
101-757.000-740.000	OPERATING SUPPLIES	ACE HARDWARE	RINK SUPPLIES	57.57	219946
101-757.000-740.000	OPERATING SUPPLIES	LINDE GAS & EQUIPMENT INC.	PROPANE SERVICE	306.10	220013
101-757.000-740.000	OPERATING SUPPLIES	ACE HARDWARE	TAPE AND HOOKS FOR LIGHTS	32.57	220063
101-757.000-740.000	OPERATING SUPPLIES	AMAZON CAPITAL SERVICES	CREDIT	(48.19)	220064
101-757.000-740.000	OPERATING SUPPLIES	AMAZON CAPITAL SERVICES	RINK SUPPLIES	238.93	220064
101-757.000-740.000	OPERATING SUPPLIES	LINDE GAS & EQUIPMENT INC.	PROPANE SERVICE	199.30	220199
101-757.000-740.000	OPERATING SUPPLIES	LINDE GAS & EQUIPMENT INC.	PROPANE DELIVERY	421.96	220199
101-757.000-740.000	OPERATING SUPPLIES	ACE HARDWARE	RINK SUPPLIES	53.05	220141
101-757.000-740.000	OPERATING SUPPLIES	AMAZON CAPITAL SERVICES	RINK SUPPLIES AND CANDY CANE LANE SUP	43.38	220145
101-757.000-801.000	PROFESSIONAL AND CONTRACT	MID AMERICA RINK SERVICES	ICE PAINTING	3,484.00	219820
101-757.000-850.000	Communications	COMCAST	BOAT LAUNCH INTERNET	0.00	219965
101-757.000-850.000	COMCAST	FIRST NATIONAL BANK OF OMA	FINANCE DEPARTMENT	166.85	219980
101-757.000-850.000	Communications	COMCAST	BOAT LAUNCH INTERNET	0.00	220161
101-757.000-920.000	PUBLIC UTILITIES	INDIANA MICHIGAN POWER COM	DECEMBER BILLING	12,421.37	219998
101-757.000-920.000	PUBLIC UTILITIES	MICHIGAN GAS UTILITIES	ACCT #0505563219-00009	451.43	220093
101-757.000-920.000	PUBLIC UTILITIES	MICHIGAN GAS UTILITIES	ACCT #0505563219-00010	960.96	220094
101-757.000-930.000	GENERAL REPAIR AND MAINTEN	ACE HARDWARE	GRINDER FOR ICE MAINT	149.56	219757
101-757.000-930.000	GENERAL REPAIR AND MAINTEN	MIDWEST GLASS & MIRROR	GLASS REPLACEMENT FOR FIREPLACE	41.87	220026
101-757.000-941.100	ADOBE	FIRST NATIONAL BANK OF OMA	FINANCE DEPARTMENT	22.19	219980
Total Department 757.000 ICE ARENA OPERATIONS				20,583.76	
<b>Department: 851.000 INSURANCE PREMIUMS</b>					
101-851.000-910.000	Insurance Premiums	MICHIGAN MUNICIPAL RISK MA	INSURANCE SERVICES	33,404.00	219793
Total Department 851.000 INSURANCE PREMIUMS				33,404.00	
Total Fund 101 GENERAL FUND				774,875.16	
<b>Fund: 202 MAJOR STREET FUND</b>					
<b>Department: 000.000 NOT ASSIGNED</b>					
202-000.000-228.000	Remittance	State of Michigan	Remittance Check	16.05	939
202-000.000-228.000	Remittance	State of Michigan	Remittance Check	0.28	947



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<b>Fund: 202 MAJOR STREET FUND</b>					
<b>Department: 000.000 NOT ASSIGNED</b>					
202-000.000-228.000	Remittance	State of Michigan	Remittance Check	219.41	976
202-000.000-228.000	Remittance	State of Michigan	Remittance Check	92.60	993
202-000.000-229.000	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	41.22	934
202-000.000-229.000	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	609.49	968
202-000.000-229.000	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	214.80	988
202-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	24.95	934
202-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	5.83	934
202-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	24.95	934
202-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	5.83	934
202-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	0.42	945
202-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	0.42	945
202-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	0.10	945
202-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	0.10	945
202-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	350.76	968
202-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	82.02	968
202-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	350.76	968
202-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	82.02	968
202-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	147.13	988
202-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	34.41	988
202-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	147.09	988
202-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	34.39	988
202-000.000-231.000	Remittance	ST JOSEPH PENSION	Remittance Check	13.79	940
202-000.000-231.000	Remittance	ST JOSEPH PENSION	Remittance Check	0.21	948
202-000.000-231.000	Remittance	ST JOSEPH PENSION	Remittance Check	176.75	973
202-000.000-231.000	Remittance	ST JOSEPH PENSION	Remittance Check	22.79	973
202-000.000-231.000	Remittance	CITY - EFT PENSION EE & ER	Remittance Check	68.21	220138
202-000.000-231.000	Remittance	CITY - EFT PENSION EE & ER	Remittance Check	18.77	220138
202-000.000-231.010	Remittance	ST JOSEPH PENSION	Remittance Check	66.47	940
202-000.000-231.010	Remittance	ST JOSEPH PENSION	Remittance Check	1.06	948
202-000.000-231.010	Remittance	ST JOSEPH PENSION	Remittance Check	852.27	973
202-000.000-231.010	Remittance	ST JOSEPH PENSION	Remittance Check	94.05	973
202-000.000-231.010	Remittance	CITY - EFT PENSION EE & ER	Remittance Check	328.87	220138
202-000.000-231.010	Remittance	CITY - EFT PENSION EE & ER	Remittance Check	77.46	220138
202-000.000-231.300	Remittance	AFSCME MICHIGAN 925	Remittance Check	7.56	219748
202-000.000-231.300	Remittance	AFSCME MICHIGAN 925	Remittance Check	38.30	220127
202-000.000-231.600	Remittance	NATIONWIDE RETIREMENT SOLU	Remittance Check	35.46	219943
202-000.000-231.600	Remittance	NATIONWIDE RETIREMENT SOLU	Remittance Check	22.19	220132
202-000.000-231.800	Remittance	CITY - EFT FLEXSPENDING	Remittance Check	5.29	930
202-000.000-231.800	Remittance	CITY - EFT FLEXSPENDING	Remittance Check	70.02	963
202-000.000-231.800	Remittance	CITY - EFT FLEXSPENDING	Remittance Check	45.88	982
202-000.000-231.900	Remittance	AFLAC	Remittance Check	1.17	219746
202-000.000-231.900	Remittance	AFLAC	Remittance Check	2.96	219746
202-000.000-231.900	Remittance	AFLAC	Remittance Check	8.97	219937
202-000.000-231.900	Remittance	AFLAC	Remittance Check	19.39	219937
202-000.000-231.900	Remittance	AFLAC	Remittance Check	10.72	220125
202-000.000-231.900	Remittance	AFLAC	Remittance Check	9.99	220125
202-000.000-232.000	Remittance	CITY - EFT BCBS EE & ER	Remittance Check	15.36	928
202-000.000-232.000	Remittance	CITY - EFT BCBS EE & ER	Remittance Check	272.61	961
202-000.000-232.000	Remittance	CITY - EFT BCBS EE & ER	Remittance Check	139.03	980

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<b>Fund: 202 MAJOR STREET FUND</b>					
<b>Department: 000.000 NOT ASSIGNED</b>					
202-000.000-232.010	Remittance	CITY - EFT BCBS EE & ER	Remittance Check	61.47	928
202-000.000-232.010	Remittance	CITY - EFT BCBS EE & ER	Remittance Check	1,090.46	961
202-000.000-232.010	Remittance	CITY - EFT BCBS EE & ER	Remittance Check	556.16	980
202-000.000-232.100	Remittance	CITY - EFT LIFE INSURANCE	Remittance Check	0.40	931
202-000.000-232.100	Remittance	CITY - EFT LIFE INSURANCE	Remittance Check	6.84	964
202-000.000-232.100	Remittance	CITY - EFT LIFE INSURANCE	Remittance Check	4.73	983
202-000.000-232.110	Remittance	CITY - EFT LIFE INSURANCE	Remittance Check	0.86	931
202-000.000-232.110	Remittance	CITY - EFT LIFE INSURANCE	Remittance Check	0.48	943
202-000.000-232.110	Remittance	CITY - EFT LIFE INSURANCE	Remittance Check	10.38	964
202-000.000-232.110	Remittance	CITY - EFT LIFE INSURANCE	Remittance Check	5.42	983
202-000.000-232.600	Remittance	CITY - EFT WORKERS COMP	Remittance Check	3.93	933
202-000.000-232.600	Remittance	CITY - EFT WORKERS COMP	Remittance Check	0.05	944
202-000.000-232.600	Remittance	CITY - EFT WORKERS COMP	Remittance Check	59.92	967
202-000.000-232.600	Remittance	CITY - EFT WORKERS COMP	Remittance Check	29.04	987
202-000.000-232.700	Remittance	CITY - EFT UNEMPLOYMENT	Remittance Check	1.81	966
202-000.000-232.700	Remittance	CITY - EFT UNEMPLOYMENT	Remittance Check	0.75	986
Total Department 000.000 NOT ASSIGNED				6,743.33	
<b>Department: 449.000 ROADS, STREETS, BRIDGES - ACT 51</b>					
202-449.000-740.000	OPERATING SUPPLIES	MATERIALS RESOURCES	PPE	276.41	220201
202-449.000-740.000	OPERATING SUPPLIES	FERGUSON WATERWORKS #3386	COLD PATCH	333.00	220176
202-449.000-801.000	PROFESSIONAL AND CONTRACT	CHOP	TREE WORK	4,883.00	219798
202-449.000-801.000	PROFESSIONAL AND CONTRACT	ABONMARCHE CONSULTANTS INC	UPTON DRIVE PHASE II - CONCEPTS	649.00	219832
202-449.000-989.000	STREET REHABILITATION	MICHIGAN PAVING & MATERIAL	2025 RESURFACING PROJECT	129,301.24	220024
Total Department 449.000 ROADS, STREETS, BRIDGES - ACT 51				135,442.65	
<b>Department: 474.000 TRAFFIC SERVICES</b>					
202-474.000-740.000	OPERATING SUPPLIES	RATHCO SAFETY SUPPLY INC.	SCHOOL ZONE SIGNS	316.88	219776
202-474.000-920.000	PUBLIC UTILITIES	INDIANA MICHIGAN POWER COM	DECEMBER BILLING	137.40	219998
Total Department 474.000 TRAFFIC SERVICES				454.28	
<b>Department: 485.000 ADMINISTRATION</b>					
202-485.000-801.000	PROFESSIONAL AND CONTRACT	LAUTERBACH & AMEN, LLP	FY 25 AUDIT	235.19	219813
Total Department 485.000 ADMINISTRATION				235.19	
<b>Department: 903.194 Anchors Way Drainage</b>					
202-903.194-801.000	PROFESSIONAL AND CONTRACT	WADE TRIM	ANCHORS WAY HWI DESIGN	5,227.50	219931
Total Department 903.194 Anchors Way Drainage				5,227.50	
<b>Department: 903.204 Upton Drive Reconstruction</b>					
202-903.204-801.000	Professional and Contract	ABONMARCHE CONSULTANTS INC	2024 UPTON DRIVE RECONSTRUCTION CONST	796.98	219945
Total Department 903.204 Upton Drive Reconstruction				796.98	
<b>Department: 903.207 Cleveland Ave</b>					
202-903.207-801.000	PROFESSIONAL AND CONTRACT	ABONMARCHE CONSULTANTS INC	CONSTRUCTION ADMIN - CLEVELAND AVE RE	5,252.50	219832
Total Department 903.207 Cleveland Ave				5,252.50	
Total Fund 202 MAJOR STREET FUND				154,152.43	
<b>Fund: 203 LOCAL STREET FUND</b>					
<b>Department: 000.000 NOT ASSIGNED</b>					
203-000.000-228.000	Remittance	State of Michigan	Remittance Check	478.76	939

## INVOICE DISTRIBUTION REPORT FOR CITY OF ST. JOSEPH

EXP CHECK RUN DATES 12/03/2025 - 01/09/2026

POSTED  
PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
<b>Fund: 203 LOCAL STREET FUND</b>					
<b>Department: 000.000 NOT ASSIGNED</b>					
203-000.000-228.000	Remittance	State of Michigan	Remittance Check	0.14	947
203-000.000-228.000	Remittance	State of Michigan	Remittance Check	626.76	976
203-000.000-228.000	Remittance	State of Michigan	Remittance Check	595.36	993
203-000.000-229.000	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	1,100.42	934
203-000.000-229.000	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	1,734.27	968
203-000.000-229.000	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	1,296.94	988
203-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	802.87	934
203-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	802.87	934
203-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	187.76	934
203-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	187.76	934
203-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	0.21	945
203-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	0.21	945
203-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	0.04	945
203-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	0.04	945
203-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	1,011.84	968
203-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	1,011.84	968
203-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	236.63	968
203-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	236.63	968
203-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	985.73	988
203-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	985.20	988
203-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	230.54	988
203-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	230.43	988
203-000.000-231.000	Remittance	ST JOSEPH PENSION	Remittance Check	285.94	940
203-000.000-231.000	Remittance	ST JOSEPH PENSION	Remittance Check	189.27	940
203-000.000-231.000	Remittance	ST JOSEPH PENSION	Remittance Check	0.11	948
203-000.000-231.000	Remittance	ST JOSEPH PENSION	Remittance Check	370.70	973
203-000.000-231.000	Remittance	ST JOSEPH PENSION	Remittance Check	235.51	973
203-000.000-231.000	Remittance	CITY - EFT PENSION EE & ER	Remittance Check	381.77	220138
203-000.000-231.000	Remittance	CITY - EFT PENSION EE & ER	Remittance Check	212.05	220138
203-000.000-231.010	Remittance	ST JOSEPH PENSION	Remittance Check	1,378.76	940
203-000.000-231.010	Remittance	ST JOSEPH PENSION	Remittance Check	772.88	940
203-000.000-231.010	Remittance	ST JOSEPH PENSION	Remittance Check	0.53	948
203-000.000-231.010	Remittance	ST JOSEPH PENSION	Remittance Check	1,787.19	973
203-000.000-231.010	Remittance	ST JOSEPH PENSION	Remittance Check	855.87	973
203-000.000-231.010	Remittance	CITY - EFT PENSION EE & ER	Remittance Check	1,840.64	220138
203-000.000-231.010	Remittance	CITY - EFT PENSION EE & ER	Remittance Check	783.95	220138
203-000.000-231.300	Remittance	AFSCME MICHIGAN 925	Remittance Check	143.20	219748
203-000.000-231.300	Remittance	AFSCME MICHIGAN 925	Remittance Check	207.92	220127
203-000.000-231.600	Remittance	NATIONWIDE RETIREMENT SOLU	Remittance Check	31.44	219754
203-000.000-231.600	Remittance	NATIONWIDE RETIREMENT SOLU	Remittance Check	73.86	219943
203-000.000-231.600	Remittance	NATIONWIDE RETIREMENT SOLU	Remittance Check	72.85	220132
203-000.000-231.800	Remittance	CITY - EFT FLEXSPENDING	Remittance Check	128.65	930
203-000.000-231.800	Remittance	CITY - EFT FLEXSPENDING	Remittance Check	173.75	963
203-000.000-231.800	Remittance	CITY - EFT FLEXSPENDING	Remittance Check	237.36	982
203-000.000-231.900	Remittance	AFLAC	Remittance Check	37.25	219746
203-000.000-231.900	Remittance	AFLAC	Remittance Check	15.31	219746
203-000.000-231.900	Remittance	AFLAC	Remittance Check	44.80	219937
203-000.000-231.900	Remittance	AFLAC	Remittance Check	22.28	219937
203-000.000-231.900	Remittance	AFLAC	Remittance Check	54.99	220125

## INVOICE DISTRIBUTION REPORT FOR CITY OF ST. JOSEPH

EXP CHECK RUN DATES 12/03/2025 - 01/09/2026

POSTED  
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GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
<b>Fund: 203 LOCAL STREET FUND</b>					
<b>Department: 000.000 NOT ASSIGNED</b>					
203-000.000-231.900	Remittance	AFLAC	Remittance Check	32.38	220125
203-000.000-232.000	Remittance	CITY - EFT BCBS EE & ER	Remittance Check	448.00	928
203-000.000-232.000	Remittance	CITY - EFT BCBS EE & ER	Remittance Check	788.38	961
203-000.000-232.000	Remittance	CITY - EFT BCBS EE & ER	Remittance Check	899.43	980
203-000.000-232.010	Remittance	CITY - EFT BCBS EE & ER	Remittance Check	1,792.19	928
203-000.000-232.010	Remittance	CITY - EFT BCBS EE & ER	Remittance Check	3,153.60	961
203-000.000-232.010	Remittance	CITY - EFT BCBS EE & ER	Remittance Check	3,597.96	980
203-000.000-232.100	Remittance	CITY - EFT LIFE INSURANCE	Remittance Check	45.34	931
203-000.000-232.100	Remittance	CITY - EFT LIFE INSURANCE	Remittance Check	50.01	964
203-000.000-232.100	Remittance	CITY - EFT LIFE INSURANCE	Remittance Check	47.85	983
203-000.000-232.110	Remittance	CITY - EFT LIFE INSURANCE	Remittance Check	29.07	931
203-000.000-232.110	Remittance	CITY - EFT LIFE INSURANCE	Remittance Check	0.25	943
203-000.000-232.110	Remittance	CITY - EFT LIFE INSURANCE	Remittance Check	33.25	964
203-000.000-232.110	Remittance	CITY - EFT LIFE INSURANCE	Remittance Check	37.25	983
203-000.000-232.600	Remittance	CITY - EFT WORKERS COMP	Remittance Check	181.38	933
203-000.000-232.600	Remittance	CITY - EFT WORKERS COMP	Remittance Check	0.02	944
203-000.000-232.600	Remittance	CITY - EFT WORKERS COMP	Remittance Check	217.90	967
203-000.000-232.600	Remittance	CITY - EFT WORKERS COMP	Remittance Check	223.84	987
203-000.000-232.700	Remittance	CITY - EFT UNEMPLOYMENT	Remittance Check	5.18	966
203-000.000-232.700	Remittance	CITY - EFT UNEMPLOYMENT	Remittance Check	5.12	986
Total Department 000.000 NOT ASSIGNED				34,670.48	
<b>Department: 445.000 PUBLIC DRAINS</b>					
203-445.000-956.000	MISCELLANEOUS EXPENSE	MISS DIG SYSTEM, INC.	MISSDIG ANNUAL FEES	396.31	220208
Total Department 445.000 PUBLIC DRAINS				396.31	
<b>Department: 449.000 ROADS, STREETS, BRIDGES - ACT 51</b>					
203-449.000-717.000	Life Insurance	RELiance STANDARD LIFE INS	DECEMBER 2025 LIFE INSURANCE	0.00	219777
203-449.000-717.000	Life Insurance	RELiance STANDARD LIFE INS	DECEMBER 2025 VOLUNTARY LIFE INSURANC	0.00	219777
203-449.000-717.000	LIFE INSURANCE	RELiance STANDARD LIFE INS	JANUARY 2026 LIFE INSURANCE	0.00	220114
203-449.000-717.000	LIFE INSURANCE	RELiance STANDARD LIFE INS	JANUARY 2026 VOLUNTARY LIFE INSURANCE	0.00	220114
203-449.000-740.000	OPERATING SUPPLIES	AMAZON CAPITAL SERVICES	FA/CPR SUPPLIES	210.82	219806
203-449.000-740.000	OPERATING SUPPLIES	LOWE'S HOME CENTERS, LLC	BROOMS FOR SHOP	69.79	219810
203-449.000-740.000	OPERATING SUPPLIES	MANN, ANDY	OT MEAL REIMBURSEMENT	20.00	219822
203-449.000-740.000	OPERATING SUPPLIES	CALDWELL, ROBERT	OT MEAL EXPENSE	20.00	219825
203-449.000-740.000	OPERATING SUPPLIES	ANTHONY HAMANN	OT MEAL EXPENSE	20.00	219791
203-449.000-740.000	OPERATING SUPPLIES	ANTHONY HAMANN	OT MEAL EXPENSE	15.44	219791
203-449.000-740.000	OPERATING SUPPLIES	CALDWELL, ROBERT	OT MEAL EXPENSE	19.07	219825
203-449.000-740.000	OPERATING SUPPLIES	PATZER, RYAN	OT MEAL EXPENSE	17.89	219908
203-449.000-740.000	OPERATING SUPPLIES	DAVIS, EDDIE	OT MEAL EXPENSE	18.81	219860
203-449.000-740.000	OPERATING SUPPLIES	DAVIS, EDDIE	OT MEAL EXPENSE	19.06	219860
203-449.000-740.000	OPERATING SUPPLIES	CALDWELL, ROBERT	OT MEAL EXPENSE	20.00	219853
203-449.000-740.000	OPERATING SUPPLIES	PATZER, RYAN	CLOTHING REIMBURSEMENT	135.14	219908
203-449.000-740.000	OPERATING SUPPLIES	PATZER, RYAN	EMPLOYEE CLOTHING REIMBURSEMENT	125.13	220032
203-449.000-740.000	OPERATING SUPPLIES	MATERIALS RESOURCES	RAIN GEAR XL	108.30	220201
203-449.000-740.000	OPERATING SUPPLIES	MATERIALS RESOURCES	RAIN GEAR XL	108.30	220201
203-449.000-740.000	OPERATING SUPPLIES	HUTTENGA, LEE	OT MEAL EXPENSE	17.42	220188
203-449.000-740.000	OPERATING SUPPLIES	DRAKE, ROBERT	OT MEAL EXPENSE	20.00	220169
203-449.000-740.000	OPERATING SUPPLIES	FERGUSON WATERWORKS #3386	COLD PATCH	333.00	220176
203-449.000-801.000	PROFESSIONAL AND CONTRACT	CHOP	TREE WORK	9,438.00	219798

## INVOICE DISTRIBUTION REPORT FOR CITY OF ST. JOSEPH

EXP CHECK RUN DATES 12/03/2025 - 01/09/2026

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GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
<b>Fund: 203 LOCAL STREET FUND</b>					
<b>Department: 449.000 ROADS, STREETS, BRIDGES - ACT 51</b>					
203-449.000-801.000	PROFESSIONAL AND CONTRACT	COREWELL HEALTH CLIENT BIL	PRE-EMPLOYMENT SCREENINGS	123.00	219967
203-449.000-850.000	COMMUNICATIONS	VERIZON WIRELESS	BILL PERIOD 10-24-2025 TO 11-23-2025	0.00	219795
203-449.000-850.000	COMMUNICATIONS	VERIZON WIRELESS	BILLING DATE 10-24-2025 TO 11-23-2025	75.63	219795
203-449.000-850.000	COMMUNICATIONS	VERIZON WIRELESS	BILL DATE 12-23-2025	75.63	220236
203-449.000-850.000	COMMUNICATIONS	VERIZON WIRELESS	BILL DATE 12-23-2025	0.00	220234
203-449.000-860.000	TRANSPORTATION AND EDUCATI	FIRST NATIONAL BANK OF OMA	LIAM CORMIER	535.12	219980
203-449.000-989.000	STREET REHABILITATION	MICHIGAN PAVING & MATERIAL	2025 RESURFACING PROJECT	160,310.17	220024
Total Department 449.000 ROADS, STREETS, BRIDGES - ACT 51				171,855.72	
<b>Department: 474.000 TRAFFIC SERVICES</b>					
203-474.000-717.000	Life Insurance	RELIANCE STANDARD LIFE INS	DECEMBER 2025 LIFE INSURANCE	0.00	219777
203-474.000-717.000	Life Insurance	RELIANCE STANDARD LIFE INS	DECEMBER 2025 VOLUNTARY LIFE INSURANC	0.00	219777
203-474.000-717.000	LIFE INSURANCE	RELIANCE STANDARD LIFE INS	JANUARY 2026 LIFE INSURANCE	0.00	220114
203-474.000-717.000	LIFE INSURANCE	RELIANCE STANDARD LIFE INS	JANUARY 2026 VOLUNTARY LIFE INSURANCE	0.00	220114
203-474.000-740.000	OPERATING SUPPLIES	GRIMCO, INC.	PRINTER PAPER FOR HP SIGNS	338.86	219802
203-474.000-740.000	OPERATING SUPPLIES	ACE HARDWARE	SUPPLY FOR SHOP	50.78	219757
203-474.000-740.000	OPERATING SUPPLIES	ACE HARDWARE	SUPPLY FOR SIGN SHOP	31.40	219757
203-474.000-740.000	OPERATING SUPPLIES	ACE HARDWARE	CHRISTMAS SUPPLIES FOR SIGN	25.18	219833
203-474.000-740.000	OPERATING SUPPLIES	RATHCO SAFETY SUPPLY INC.	SIGNS	229.59	220113
Total Department 474.000 TRAFFIC SERVICES				675.81	
<b>Department: 485.000 ADMINISTRATION</b>					
203-485.000-801.000	PROFESSIONAL AND CONTRACT	LAUTERBACH & AMEN, LLP	FY 25 AUDIT	68.57	219813
Total Department 485.000 ADMINISTRATION				68.57	
<b>Department: 903.160 Botham Avenue Reconstruction</b>					
203-903.160-974.000	LAND IMPROVEMENTS-DEPRECIA	ROWE PROFESSIONAL SERVICES	CONSTRUCTION ADMIN - BOTHAM PROJECT	53,442.50	219814
203-903.160-974.000	LAND IMPROVEMENTS-DEPRECIA	STATE OF MICHIGAN	BOTHAM AVENUE RECONSTRUCTION - CITY S	50,426.04	219921
Total Department 903.160 Botham Avenue Reconstruction				103,868.54	
<b>Department: 903.301 Midway Avenue &amp; St Joseph Drive</b>					
203-903.301-967.000	NON-CAPITALIZED PROJECT CO	MICHIGAN PAVING & MATERIAL SJ	DRIVE RESURFACING	107,091.20	220024
Total Department 903.301 Midway Avenue & St Joseph Drive				107,091.20	
Total Fund 203 LOCAL STREET FUND				418,626.63	
<b>Fund: 209 CEMETERY FUND</b>					
<b>Department: 000.000 NOT ASSIGNED</b>					
209-000.000-228.000	Remittance	State of Michigan	Remittance Check	193.58	939
209-000.000-228.000	Remittance	State of Michigan	Remittance Check	182.15	976
209-000.000-228.000	Remittance	State of Michigan	Remittance Check	258.47	993
209-000.000-229.000	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	464.62	934
209-000.000-229.000	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	451.26	968
209-000.000-229.000	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	614.48	988
209-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	65.15	934
209-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	65.15	934
209-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	278.57	934
209-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	278.57	934
209-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	62.20	968
209-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	62.20	968
209-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	265.97	968



## INVOICE DISTRIBUTION REPORT FOR CITY OF ST. JOSEPH

EXP CHECK RUN DATES 12/03/2025 - 01/09/2026

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GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
<b>Fund: 209 CEMETERY FUND</b>					
<b>Department: 000.000 NOT ASSIGNED</b>					
209-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	265.97	968
209-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	88.13	988
209-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	88.17	988
209-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	376.78	988
209-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	376.98	988
209-000.000-231.000	Remittance	ST JOSEPH PENSION	Remittance Check	148.74	940
209-000.000-231.000	Remittance	ST JOSEPH PENSION	Remittance Check	144.12	973
209-000.000-231.000	Remittance	CITY - EFT PENSION EE & ER	Remittance Check	189.62	220138
209-000.000-231.000	Remittance	CITY - EFT PENSION EE & ER	Remittance Check	18.77	220138
209-000.000-231.010	Remittance	ST JOSEPH PENSION	Remittance Check	717.19	940
209-000.000-231.010	Remittance	ST JOSEPH PENSION	Remittance Check	694.85	973
209-000.000-231.010	Remittance	CITY - EFT PENSION EE & ER	Remittance Check	77.46	220138
209-000.000-231.010	Remittance	CITY - EFT PENSION EE & ER	Remittance Check	914.39	220138
209-000.000-231.300	Remittance	AFSCME MICHIGAN 925	Remittance Check	99.10	219748
209-000.000-231.300	Remittance	AFSCME MICHIGAN 925	Remittance Check	121.16	220127
209-000.000-231.600	Remittance	NATIONWIDE RETIREMENT SOLU	Remittance Check	25.00	219754
209-000.000-231.600	Remittance	NATIONWIDE RETIREMENT SOLU	Remittance Check	25.46	219943
209-000.000-231.600	Remittance	NATIONWIDE RETIREMENT SOLU	Remittance Check	25.64	220132
209-000.000-231.900	Remittance	AFLAC	Remittance Check	18.53	219746
209-000.000-231.900	Remittance	AFLAC	Remittance Check	15.60	219746
209-000.000-231.900	Remittance	AFLAC	Remittance Check	19.46	219937
209-000.000-231.900	Remittance	AFLAC	Remittance Check	15.67	219937
209-000.000-231.900	Remittance	AFLAC	Remittance Check	25.90	220125
209-000.000-231.900	Remittance	AFLAC	Remittance Check	21.98	220125
209-000.000-232.000	Remittance	CITY - EFT BCBS EE & ER	Remittance Check	68.02	928
209-000.000-232.000	Remittance	CITY - EFT BCBS EE & ER	Remittance Check	128.76	961
209-000.000-232.000	Remittance	CITY - EFT BCBS EE & ER	Remittance Check	205.40	980
209-000.000-232.010	Remittance	CITY - EFT BCBS EE & ER	Remittance Check	272.14	928
209-000.000-232.010	Remittance	CITY - EFT BCBS EE & ER	Remittance Check	515.20	961
209-000.000-232.010	Remittance	CITY - EFT BCBS EE & ER	Remittance Check	821.76	980
209-000.000-232.110	Remittance	CITY - EFT LIFE INSURANCE	Remittance Check	12.00	931
209-000.000-232.110	Remittance	CITY - EFT LIFE INSURANCE	Remittance Check	10.99	964
209-000.000-232.110	Remittance	CITY - EFT LIFE INSURANCE	Remittance Check	15.32	983
209-000.000-232.600	Remittance	CITY - EFT WORKERS COMP	Remittance Check	30.33	933
209-000.000-232.600	Remittance	CITY - EFT WORKERS COMP	Remittance Check	29.10	967
209-000.000-232.600	Remittance	CITY - EFT WORKERS COMP	Remittance Check	41.39	987
209-000.000-232.700	Remittance	CITY - EFT UNEMPLOYMENT	Remittance Check	1.34	966
209-000.000-232.700	Remittance	CITY - EFT UNEMPLOYMENT	Remittance Check	1.90	986
Total Department 000.000 NOT ASSIGNED				9,910.69	
<b>Department: 567.000 CEMETERY OPERATINGS</b>					
209-567.000-717.000	Life Insurance	RELIANCE STANDARD LIFE INS	DECEMBER 2025 LIFE INSURANCE	0.00	219777
209-567.000-717.000	Life Insurance	RELIANCE STANDARD LIFE INS	DECEMBER 2025 VOLUNTARY LIFE INSURANC	0.00	219777
209-567.000-717.000	LIFE INSURANCE	RELIANCE STANDARD LIFE INS	JANUARY 2026 LIFE INSURANCE	0.00	220114
209-567.000-717.000	LIFE INSURANCE	RELIANCE STANDARD LIFE INS	JANUARY 2026 VOLUNTARY LIFE INSURANCE	0.00	220114
209-567.000-740.000	Operating Supplies	COLD SPRING	COLUMBARIUM NICHE PLAQUE	366.00	219766
209-567.000-740.000	OPERATING SUPPLIES	AMAZON CAPITAL SERVICES	FA/CPR SUPPLIES	52.70	219806
209-567.000-740.000	OPERATING SUPPLIES	ACE HARDWARE	CAULK/ELEC SUPPLIES	18.14	219757
209-567.000-740.000	Operating Supplies	COLD SPRING	COLUMBARIUM NICHE PLAQUE	366.00	219855
209-567.000-740.000	Operating Supplies	COLD SPRING	COLUMBARIUM NICHE PLAQUE	366.00	219855

## INVOICE DISTRIBUTION REPORT FOR CITY OF ST. JOSEPH

EXP CHECK RUN DATES 12/03/2025 - 01/09/2026

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PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
<b>Fund: 209 CEMETERY FUND</b>					
<b>Department: 567.000 CEMETERY OPERATINGS</b>					
209-567.000-740.000	OPERATING SUPPLIES	MICHIGAN STATE INDUSTRIES	FLAGS	1,755.00	220025
209-567.000-740.000	Operating Supplies	COLD SPRING	COLUMBARIUM NICHE PLAQUE	366.00	220073
209-567.000-740.000	OPERATING SUPPLIES	ACE HARDWARE	HARDWARE	6.82	220141
209-567.000-801.000	PROFESSIONAL AND CONTRACT	CHOP	TREE WORK	2,382.00	219798
209-567.000-850.000	Communications	TELNET WORLDWIDE	BILL DATE 12--04-2025	15.41	219924
209-567.000-850.000	Communications	COMCAST	BOAT LAUNCH INTERNET	0.00	219965
209-567.000-850.000	Communications	TELNET WORLDWIDE	BILLING DATE 01-01-2026	15.04	220228
209-567.000-850.000	Communications	COMCAST	BOAT LAUNCH INTERNET	0.00	220161
209-567.000-920.000	Public Utilities	INDIANA MICHIGAN POWER COM	DECEMBER BILLING	279.98	219998
209-567.000-920.000	PUBLIC UTILITIES	MICHIGAN GAS UTILITIES	ACCT #0504619643-00001	140.27	220020
209-567.000-930.000	GENERAL REPAIR AND MAINTEN	HASSE'S CRANE SERVICE, L.L	CRANE SERVICE	900.00	219878
Total Department 567.000 CEMETERY OPERATINGS				7,029.36	
Total Fund 209 CEMETERY FUND				16,940.05	
<b>Fund: 214 DEPOT FUND</b>					
<b>Department: 264.000 BUILDINGS</b>					
214-264.000-801.000	PROFESSIONAL AND CONTRACT	LAUTERBACH & AMEN, LLP	FY 25 AUDIT	5.47	219813
214-264.000-910.000	INSURANCE PREMIUMS	MICHIGAN MUNICIPAL RISK MA	INSURANCE SERVICES	879.05	219793
214-264.000-920.000	PUBLIC UTILITIES	INDIANA MICHIGAN POWER COM	DECEMBER BILLING	31.98	219998
214-264.000-956.000	MISCELLANEOUS EXPENSE	CSX TRANSPORTATION	DEPOT - RAILROAD FEE	767.00	219858
Total Department 264.000 BUILDINGS				1,683.50	
Total Fund 214 DEPOT FUND				1,683.50	
<b>Fund: 226 RUBBISH COLLECTION FUND</b>					
<b>Department: 000.000 NOT ASSIGNED</b>					
226-000.000-228.000	Remittance	State of Michigan	Remittance Check	483.62	939
226-000.000-228.000	Remittance	State of Michigan	Remittance Check	243.59	976
226-000.000-228.000	Remittance	State of Michigan	Remittance Check	261.75	993
226-000.000-229.000	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	1,146.73	934
226-000.000-229.000	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	565.48	968
226-000.000-229.000	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	555.65	988
226-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	762.10	934
226-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	762.10	934
226-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	178.23	934
226-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	178.23	934
226-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	386.69	968
226-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	386.69	968
226-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	90.44	968
226-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	90.44	968
226-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	415.03	988
226-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	414.84	988
226-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	97.05	988
226-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	97.01	988
226-000.000-231.000	Remittance	ST JOSEPH PENSION	Remittance Check	372.26	940
226-000.000-231.000	Remittance	ST JOSEPH PENSION	Remittance Check	57.63	940
226-000.000-231.000	Remittance	ST JOSEPH PENSION	Remittance Check	211.41	973
226-000.000-231.000	Remittance	ST JOSEPH PENSION	Remittance Check	6.70	973
226-000.000-231.000	Remittance	CITY - EFT PENSION EE & ER	Remittance Check	213.50	220138
226-000.000-231.000	Remittance	CITY - EFT PENSION EE & ER	Remittance Check	26.81	220138

## INVOICE DISTRIBUTION REPORT FOR CITY OF ST. JOSEPH

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GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
<b>Fund: 226 RUBBISH COLLECTION FUND</b>					
<b>Department: 000.000 NOT ASSIGNED</b>					
226-000.000-231.010	Remittance	ST JOSEPH PENSION	Remittance Check	1,794.84	940
226-000.000-231.010	Remittance	ST JOSEPH PENSION	Remittance Check	221.30	940
226-000.000-231.010	Remittance	ST JOSEPH PENSION	Remittance Check	1,019.36	973
226-000.000-231.010	Remittance	ST JOSEPH PENSION	Remittance Check	27.66	973
226-000.000-231.010	Remittance	CITY - EFT PENSION EE & ER	Remittance Check	1,029.39	220138
226-000.000-231.010	Remittance	CITY - EFT PENSION EE & ER	Remittance Check	110.64	220138
226-000.000-231.300	Remittance	AFSCME MICHIGAN 925	Remittance Check	171.10	219748
226-000.000-231.300	Remittance	AFSCME MICHIGAN 925	Remittance Check	84.69	220127
226-000.000-231.600	Remittance	NATIONWIDE RETIREMENT SOLU	Remittance Check	99.18	219754
226-000.000-231.600	Remittance	NATIONWIDE RETIREMENT SOLU	Remittance Check	26.29	219943
226-000.000-231.600	Remittance	NATIONWIDE RETIREMENT SOLU	Remittance Check	31.10	220132
226-000.000-231.800	Remittance	CITY - EFT FLEXSPENDING	Remittance Check	206.06	930
226-000.000-231.800	Remittance	CITY - EFT FLEXSPENDING	Remittance Check	84.51	963
226-000.000-231.800	Remittance	CITY - EFT FLEXSPENDING	Remittance Check	126.95	982
226-000.000-231.900	Remittance	AFLAC	Remittance Check	65.40	219746
226-000.000-231.900	Remittance	AFLAC	Remittance Check	45.29	219746
226-000.000-231.900	Remittance	AFLAC	Remittance Check	29.16	219937
226-000.000-231.900	Remittance	AFLAC	Remittance Check	28.33	219937
226-000.000-231.900	Remittance	AFLAC	Remittance Check	73.74	220125
226-000.000-231.900	Remittance	AFLAC	Remittance Check	60.04	220125
226-000.000-232.000	Remittance	CITY - EFT BCBS EE & ER	Remittance Check	351.99	928
226-000.000-232.000	Remittance	CITY - EFT BCBS EE & ER	Remittance Check	322.92	961
226-000.000-232.000	Remittance	CITY - EFT BCBS EE & ER	Remittance Check	361.67	980
226-000.000-232.010	Remittance	CITY - EFT BCBS EE & ER	Remittance Check	1,408.02	928
226-000.000-232.010	Remittance	CITY - EFT BCBS EE & ER	Remittance Check	1,291.71	961
226-000.000-232.010	Remittance	CITY - EFT BCBS EE & ER	Remittance Check	1,446.70	980
226-000.000-232.100	Remittance	CITY - EFT LIFE INSURANCE	Remittance Check	32.73	931
226-000.000-232.100	Remittance	CITY - EFT LIFE INSURANCE	Remittance Check	20.96	964
226-000.000-232.100	Remittance	CITY - EFT LIFE INSURANCE	Remittance Check	25.70	983
226-000.000-232.110	Remittance	CITY - EFT LIFE INSURANCE	Remittance Check	29.51	931
226-000.000-232.110	Remittance	CITY - EFT LIFE INSURANCE	Remittance Check	14.13	964
226-000.000-232.110	Remittance	CITY - EFT LIFE INSURANCE	Remittance Check	16.32	983
226-000.000-232.600	Remittance	CITY - EFT WORKERS COMP	Remittance Check	163.15	933
226-000.000-232.600	Remittance	CITY - EFT WORKERS COMP	Remittance Check	85.61	967
226-000.000-232.600	Remittance	CITY - EFT WORKERS COMP	Remittance Check	90.98	987
226-000.000-232.700	Remittance	CITY - EFT UNEMPLOYMENT	Remittance Check	2.01	966
226-000.000-232.700	Remittance	CITY - EFT UNEMPLOYMENT	Remittance Check	2.16	986
Total Department 000.000 NOT ASSIGNED				19,005.28	
<b>Department: 521.000 SANITATION/SOLID WASTE</b>					
226-521.000-717.000	Life Insurance	RELiance STANDARD LIFE INS	DECEMBER 2025 LIFE INSURANCE	0.00	219777
226-521.000-717.000	Life Insurance	RELiance STANDARD LIFE INS	DECEMBER 2025 VOLUNTARY LIFE INSURANC	0.00	219777
226-521.000-717.000	LIFE INSURANCE	RELiance STANDARD LIFE INS	JANUARY 2026 LIFE INSURANCE	0.00	220114
226-521.000-717.000	LIFE INSURANCE	RELiance STANDARD LIFE INS	JANUARY 2026 VOLUNTARY LIFE INSURANCE	0.00	220114
226-521.000-801.000	PROFESSIONAL AND CONTRACT	LAUTERBACH & AMEN, LLP	FY 25 AUDIT	101.92	219813
226-521.000-801.000	PROFESSIONAL AND CONTRACT	LAUTERBACH & AMEN, LLP	FY 25 AUDIT	80.25	219813
226-521.000-804.000	BEST WAY RESIDENTIAL CONTR	WM CORPORATE SERVICES	RESIDENTIAL RUBBISH	673.96	219811
226-521.000-804.000	BEST WAY RESIDENTIAL CONTR	BEST WAY DISPOSAL INC	RESIDENTIAL RUBBISH	500.70	219844
226-521.000-804.000	BEST WAY RESIDENTIAL CONTR	BEST WAY DISPOSAL INC	RESIDENTIAL	1,464.49	219844
226-521.000-804.000	BEST WAY RESIDENTIAL CONTR	BEST WAY DISPOSAL INC	RESIDENTIAL RUBBISH	49,326.48	219844



## INVOICE DISTRIBUTION REPORT FOR CITY OF ST. JOSEPH

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GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
<b>Fund: 226 RUBBISH COLLECTION FUND</b>					
<b>Department: 521.000 SANITATION/SOLID WASTE</b>					
226-521.000-804.000	BEST WAY RESIDENTIAL CONTR	BEST WAY DISPOSAL INC	RESIDENTIAL RUBBISH	415.61	219844
226-521.000-804.000	BEST WAY RESIDENTIAL CONTR	BEST WAY DISPOSAL INC	RESIDENTIAL RUBBISH	598.28	219844
226-521.000-804.000	BEST WAY RESIDENTIAL CONTR	BEST WAY DISPOSAL INC	RESIDENTIAL RUBBISH	329.04	219844
226-521.000-804.000	BEST WAY RESIDENTIAL CONTR	BEST WAY DISPOSAL INC	RESIDENTIAL RUBBISH	1,468.45	220152
226-521.000-804.000	BEST WAY RESIDENTIAL CONTR	BEST WAY DISPOSAL INC	RESIDENTIAL RUBBISH	49,329.78	220152
226-521.000-804.000	BEST WAY RESIDENTIAL CONTR	WM CORPORATE SERVICES	RESIDENTIAL RUBBISH	680.13	220242
226-521.000-804.000	BEST WAY RESIDENTIAL CONTR	BEST WAY DISPOSAL INC	RESIDENTIAL RUBBISH	411.24	220152
226-521.000-804.000	BEST WAY RESIDENTIAL CONTR	BEST WAY DISPOSAL INC	RESIDENTIAL RUBBISH	500.70	220152
226-521.000-804.000	BEST WAY RESIDENTIAL CONTR	BEST WAY DISPOSAL INC	RESIDENTIAL RUBBISH	591.99	220152
226-521.000-804.000	BEST WAY RESIDENTIAL CONTR	BEST WAY DISPOSAL INC	RESIDENTIAL RUBBISH	325.58	220152
226-521.000-804.100	RUBBISH - SPECIAL PICKUPS	BEST WAY DISPOSAL INC	SPECIAL PICKUPS	2,833.75	219844
226-521.000-804.100	RUBBISH - SPECIAL PICKUPS	BEST WAY DISPOSAL INC	SPECIAL PICKERS	2,072.50	220152
226-521.000-804.200	RUBBISH - DPW DUMPSTER	BEST WAY DISPOSAL INC	ROLL OFF	812.35	219844
226-521.000-804.200	RUBBISH - DPW DUMPSTER	BEST WAY DISPOSAL INC	COMMERCIAL RUBBISH	249.90	219844
226-521.000-804.200	RUBBISH - DPW DUMPSTER	BEST WAY DISPOSAL INC	COMMERCIAL RUBBISH	117.00	219844
226-521.000-804.200	Rubbish - DPW Dumpster	STEVENSVILLE TRANSFER	STAT TRASH DUMPING	1,935.40	219922
226-521.000-804.200	Rubbish - DPW Dumpster	STEVENSVILLE TRANSFER	STAT TRASH DUMPING	2,582.50	220119
226-521.000-804.200	RUBBISH - DPW DUMPSTER	BEST WAY DISPOSAL INC	ROLL-OFF	443.00	220152
226-521.000-804.200	RUBBISH - DPW DUMPSTER	BEST WAY DISPOSAL INC	COMMERCIAL RUBBISH	247.27	220152
226-521.000-804.200	RUBBISH - DPW DUMPSTER	BEST WAY DISPOSAL INC	COMMERCIAL RUBBISH	117.00	220152
226-521.000-804.200	Rubbish - DPW Dumpster	STEVENSVILLE TRANSFER	STAT TRASH DUMPING	2,341.73	220225
226-521.000-804.300	RUBBISH - DOWNTOWN CARDBOA	BEST WAY DISPOSAL INC	DDA CARDBOARD	1,514.04	219844
226-521.000-804.300	RUBBISH - DOWNTOWN CARDBOA	BEST WAY DISPOSAL INC	DDA CARDBOARD	1,499.36	220152
Total Department 521.000 SANITATION/SOLID WASTE				123,564.40	
Total Fund 226 RUBBISH COLLECTION FUND				142,569.68	
<b>Fund: 243 BROWNFIELD REDEVELOPMENT AUTHORITY FUND</b>					
<b>Department: 728.000 ECONOMIC DEVELOPMENT</b>					
243-728.000-801.000	PROFESSIONAL AND CONTRACT	FLEIS & VANDENBRINK	BROWNFIELD CONSULTANT	13,506.70	219873
243-728.000-801.000	PROFESSIONAL AND CONTRACT	FLEIS & VANDENBRINK	BROWNFIELD CONSULTANT	1,792.51	219990
243-728.000-805.000	LEGAL SERVICES	BLOOM SLUGGETT MORGAN	SPECIAL PROJECT	675.00	220154
Total Department 728.000 ECONOMIC DEVELOPMENT				15,974.21	
Total Fund 243 BROWNFIELD REDEVELOPMENT AUTHORITY FUND				15,974.21	
<b>Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND</b>					
<b>Department: 000.000 NOT ASSIGNED</b>					
248-000.000-228.000	Remittance	State of Michigan	Remittance Check	21.33	939
248-000.000-228.000	Remittance	State of Michigan	Remittance Check	21.33	976
248-000.000-228.000	Remittance	State of Michigan	Remittance Check	21.33	993
248-000.000-229.000	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	31.35	934
248-000.000-229.000	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	31.35	968
248-000.000-229.000	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	27.12	988
248-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	10.51	934
248-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	10.51	934
248-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	44.95	934
248-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	44.95	934
248-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	10.51	968
248-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	10.51	968
248-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	44.95	968

## INVOICE DISTRIBUTION REPORT FOR CITY OF ST. JOSEPH

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GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
<b>Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND</b>					
<b>Department: 000.000 NOT ASSIGNED</b>					
248-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	44.95	968
248-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	10.51	988
248-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	10.51	988
248-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	44.95	988
248-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	44.95	988
248-000.000-232.600	Remittance	CITY - EFT WORKERS COMP	Remittance Check	4.91	933
248-000.000-232.600	Remittance	CITY - EFT WORKERS COMP	Remittance Check	4.91	967
248-000.000-232.600	Remittance	CITY - EFT WORKERS COMP	Remittance Check	4.91	987
Total Department 000.000 NOT ASSIGNED				501.30	
<b>Department: 730.000 DOWNTOWN DEVELOPMENT</b>					
248-730.000-740.000	OPERATING SUPPLIES	GAST, ED (GAST FARMS)	DOWNTOWN POT DECORATIONS	8,050.00	219874
248-730.000-740.000	OPERATING SUPPLIES	KALBLUE GROUP, INC.	NEW DOWNTOWN BANNERS	2,449.94	219885
248-730.000-740.000	OPERATING SUPPLIES	ULINE	ICE MELT	85.00	220053
248-730.000-860.000	TRANSPORTATION AND EDUCATI	FIRST NATIONAL BANK OF OMA	KELLY EWALT	468.18	219980
248-730.000-860.000	TRANSPORTATION AND EDUCATI	FIRST NATIONAL BANK OF OMA	KELLY EWALT	(1.80)	219980
248-730.000-884.010	DOWNTOWN HOLIDAY LIGHTING	PREMIER LIGHTING SOLUTIONS	HOLIDAY LIGHTING TREE PROJECT	9,400.00	220110
248-730.000-900.000	PRINTING & PUBLISHING	HERALD-PALLADIUM	DDA TIF PUBLICATION	113.51	219768
Total Department 730.000 DOWNTOWN DEVELOPMENT				20,564.83	
Total Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND				21,066.13	
<b>Fund: 271 LIBRARY FUND</b>					
<b>Department: 000.000 NOT ASSIGNED</b>					
271-000.000-228.000	Remittance	State of Michigan	Remittance Check	660.86	939
271-000.000-228.000	Remittance	State of Michigan	Remittance Check	663.43	976
271-000.000-228.000	Remittance	State of Michigan	Remittance Check	663.32	993
271-000.000-229.000	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	949.49	934
271-000.000-229.000	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	964.34	968
271-000.000-229.000	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	888.82	988
271-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	1,170.93	934
271-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	273.83	934
271-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	1,170.93	934
271-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	273.83	934
271-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	1,195.30	968
271-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	279.60	968
271-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	1,195.30	968
271-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	279.60	968
271-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	1,157.49	988
271-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	270.69	988
271-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	1,157.36	988
271-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	270.72	988
271-000.000-231.000	Remittance	ST JOSEPH PENSION	Remittance Check	499.13	940
271-000.000-231.000	Remittance	ST JOSEPH PENSION	Remittance Check	499.13	973
271-000.000-231.000	Remittance	CITY - EFT PENSION EE & ER	Remittance Check	499.13	220138
271-000.000-231.010	Remittance	ST JOSEPH PENSION	Remittance Check	2,191.20	940
271-000.000-231.010	Remittance	ST JOSEPH PENSION	Remittance Check	2,191.20	973
271-000.000-231.010	Remittance	CITY - EFT PENSION EE & ER	Remittance Check	2,191.20	220138
271-000.000-231.900	Remittance	AFLAC	Remittance Check	29.15	219746
271-000.000-231.900	Remittance	AFLAC	Remittance Check	59.62	219746

## INVOICE DISTRIBUTION REPORT FOR CITY OF ST. JOSEPH

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GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
<b>Fund: 271 LIBRARY FUND</b>					
<b>Department: 000.000 NOT ASSIGNED</b>					
271-000.000-231.900	Remittance	AFLAC	Remittance Check	29.15	219937
271-000.000-231.900	Remittance	AFLAC	Remittance Check	59.62	219937
271-000.000-231.900	Remittance	AFLAC	Remittance Check	29.15	220125
271-000.000-231.900	Remittance	AFLAC	Remittance Check	29.78	220125
271-000.000-232.000	Remittance	CITY - EFT BCBS EE & ER	Remittance Check	889.57	928
271-000.000-232.000	Remittance	CITY - EFT BCBS EE & ER	Remittance Check	889.57	961
271-000.000-232.000	Remittance	CITY - EFT BCBS EE & ER	Remittance Check	821.55	980
271-000.000-232.010	Remittance	CITY - EFT BCBS EE & ER	Remittance Check	3,558.61	928
271-000.000-232.010	Remittance	CITY - EFT BCBS EE & ER	Remittance Check	3,558.61	961
271-000.000-232.010	Remittance	CITY - EFT BCBS EE & ER	Remittance Check	3,286.47	980
271-000.000-232.110	Remittance	CITY - EFT LIFE INSURANCE	Remittance Check	31.23	931
271-000.000-232.110	Remittance	CITY - EFT LIFE INSURANCE	Remittance Check	31.23	964
271-000.000-232.110	Remittance	CITY - EFT LIFE INSURANCE	Remittance Check	31.23	983
271-000.000-232.600	Remittance	CITY - EFT WORKERS COMP	Remittance Check	22.07	933
271-000.000-232.600	Remittance	CITY - EFT WORKERS COMP	Remittance Check	23.09	967
271-000.000-232.600	Remittance	CITY - EFT WORKERS COMP	Remittance Check	21.51	987
271-000.000-232.700	Remittance	CITY - EFT UNEMPLOYMENT	Remittance Check	3.72	966
271-000.000-232.700	Remittance	CITY - EFT UNEMPLOYMENT	Remittance Check	3.72	986
Total Department 000.000 NOT ASSIGNED				34,965.48	
<b>Department: 790.000 LIBRARY</b>					
271-790.000-717.000	Life Insurance	RELIANCE STANDARD LIFE INS	DECEMBER 2025 LIFE INSURANCE	0.00	219777
271-790.000-717.000	Life Insurance	RELIANCE STANDARD LIFE INS	DECEMBER 2025 VOLUNTARY LIFE INSURANC	0.00	219777
271-790.000-717.000	LIFE INSURANCE	RELIANCE STANDARD LIFE INS	JANUARY 2026 LIFE INSURANCE	0.00	220114
271-790.000-717.000	LIFE INSURANCE	RELIANCE STANDARD LIFE INS	JANUARY 2026 VOLUNTARY LIFE INSURANCE	0.00	220114
271-790.000-728.000	POSTAGE	VALLONE, LEIGH	REIMBURSEMENT FOR STAMPS	78.00	219927
271-790.000-728.000	POSTAGE	VALLONE, LEIGH	REIMBURSEMENT FOR POSTAGE	41.97	220056
271-790.000-728.000	Postage	QUADIENT FINANCE USA, INC	DECEMBER BILLING	81.76	220111
271-790.000-740.000	Operating Supplies	DOUBLEDAY OFFICE PRODUCTS	OFFICE SUPPLIES	0.00	219763
271-790.000-740.000	Operating Supplies	DOUBLEDAY OFFICE PRODUCTS	SUPPLIES - CITY HALL	0.00	219763
271-790.000-740.000	Operating Supplies	DOUBLEDAY OFFICE PRODUCTS	SUPPLIES - CITY HALL	0.00	219763
271-790.000-740.000	OPERATING SUPPLIES	DEMCO EDUCATIONAL CORPORAT	COLLECTION SUPPLIES	149.96	219862
271-790.000-740.000	OPERATING SUPPLIES	KSS ENTERPRISES	CLEANING SUPPLIES	155.79	219890
271-790.000-740.000	Operating Supplies	DOUBLEDAY OFFICE PRODUCTS	OFFICE SUPPLIES - LIBRARY	184.93	219864
271-790.000-740.000	Operating Supplies	DOUBLEDAY OFFICE PRODUCTS	OFFICE SUPPLIES	77.49	219864
271-790.000-740.000	Operating Supplies	DOUBLEDAY OFFICE PRODUCTS	SUPPLIES - CITY HALL	0.00	219864
271-790.000-740.000	OPERATING SUPPLIES	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	179.36	219836
271-790.000-740.000	OPERATING SUPPLIES	AMAZON CAPITAL SERVICES	CANDY CANES, DVDS, OFFICE SUPPLIES	203.87	219836
271-790.000-740.000	OPERATING SUPPLIES	NANCY STINEMETZ	CHRISTMAS TREE REIMBURSEMENT	49.98	219904
271-790.000-740.000	operating Supplies	DOUBLEDAY OFFICE PRODUCTS	CHAIRS	0.00	219974
271-790.000-740.000	operating Supplies	DOUBLEDAY OFFICE PRODUCTS	OFFICE SUPPLIES	0.00	219974
271-790.000-740.000	operating Supplies	DOUBLEDAY OFFICE PRODUCTS	OFFICE SUPPLIES	0.00	219974
271-790.000-740.000	operating Supplies	DOUBLEDAY OFFICE PRODUCTS	OFFICE SUPPLIES	0.00	219974
271-790.000-740.000	operating Supplies	DOUBLEDAY OFFICE PRODUCTS	SUPPLIES	0.00	219974
271-790.000-740.000	OPERATING SUPPLIES	KSS ENTERPRISES	JANITORIAL SERVICES	79.13	220009
271-790.000-740.000	Operating Supplies	DOUBLEDAY OFFICE PRODUCTS	SUPPLIES - CITY HALL	0.00	220076
271-790.000-740.000	operating Supplies	DOUBLEDAY OFFICE PRODUCTS	SUPPLIES - CITY HALL	0.00	220076
271-790.000-740.000	operating Supplies	DOUBLEDAY OFFICE PRODUCTS	PAPER	0.00	220076
271-790.000-740.000	Operating Supplies	DOUBLEDAY OFFICE PRODUCTS	OFFICE SUPPLIES	68.50	220076
271-790.000-740.000	operating Supplies	QUADIENT LEASING USA, INC.	POSTAGE MACHINE LEASE	0.00	220112

## INVOICE DISTRIBUTION REPORT FOR CITY OF ST. JOSEPH

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GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
<b>Fund: 271 LIBRARY FUND</b>					
<b>Department: 790.000 LIBRARY</b>					
271-790.000-740.000	Operating Supplies	DOUBLEDAY OFFICE PRODUCTS	OFFICE SUPPLIES	0.00	220166
271-790.000-740.000	Operating Supplies	DOUBLEDAY OFFICE PRODUCTS	SUPPLIES - CITY HALL	0.00	220166
271-790.000-740.000	Operating Supplies	DOUBLEDAY OFFICE PRODUCTS	SUPPLIES	0.00	220166
271-790.000-740.000	Operating Supplies	DOUBLEDAY OFFICE PRODUCTS	PRINTER SUPPLIES	0.00	220166
271-790.000-740.000	Operating Supplies	DOUBLEDAY OFFICE PRODUCTS	SUPPLIES - CITY HALL	0.00	220166
271-790.000-740.000	OPERATING SUPPLIES	AMAZON CAPITAL SERVICES	LIBRARY SUPPLIES	230.46	220145
271-790.000-780.000	LIBRARY COLLECTION	MIDWEST TAPE	HOOPLA	1,199.12	219901
271-790.000-780.000	LIBRARY COLLECTION	ELM USA, INC.	DVD CLEANER	25.00	219866
271-790.000-780.000	LIBRARY COLLECTION	OVERDRIVE, INC.	LIBBY ADVANTAGE	537.74	219907
271-790.000-780.000	LIBRARY COLLECTION	AMAZON CAPITAL SERVICES	CANDY CANES, DVDS, OFFICE SUPPLIES	90.70	219836
271-790.000-780.000	LIBRARY COLLECTION	MANGO	MANGO LANGUAGES	200.00	220015
271-790.000-780.000	LIBRARY COLLECTION	OVERDRIVE, INC.	LIBBY MAGAZINES	892.50	220030
271-790.000-780.000	Library Collection	INGRAM LIBRARY SERVICES	ADULT FIC	17.28	220000
271-790.000-780.000	Library Collection	INGRAM LIBRARY SERVICES	ADULT FIC	34.56	220000
271-790.000-780.000	Library Collection	INGRAM LIBRARY SERVICES	ADULT FIC	12.96	220000
271-790.000-780.000	Library Collection	INGRAM LIBRARY SERVICES	ADULT NFIC	42.66	220000
271-790.000-780.000	Library Collection	INGRAM LIBRARY SERVICES	CHILDREN FIC	10.25	220000
271-790.000-780.000	Library Collection	INGRAM LIBRARY SERVICES	ADULT FIC	65.29	220000
271-790.000-780.000	Library Collection	INGRAM LIBRARY SERVICES	CHILDREN NFIC	11.99	220000
271-790.000-780.000	Library Collection	INGRAM LIBRARY SERVICES	CHILDREN FIC	97.98	220000
271-790.000-780.000	Library Collection	INGRAM LIBRARY SERVICES	ADULT FIC	32.40	220000
271-790.000-780.000	Library Collection	INGRAM LIBRARY SERVICES	ADULT FIC	33.48	220000
271-790.000-780.000	Library Collection	INGRAM LIBRARY SERVICES	CHILDREN'S NFIC	10.25	220000
271-790.000-780.000	Library Collection	INGRAM LIBRARY SERVICES	ADULT NFIC	53.99	220000
271-790.000-780.000	Library Collection	INGRAM LIBRARY SERVICES	ADULT FIC	131.22	220000
271-790.000-780.000	Library Collection	INGRAM LIBRARY SERVICES	YOUNG ADULT	10.79	220000
271-790.000-780.000	Library Collection	INGRAM LIBRARY SERVICES	ADULT FIC	44.28	220000
271-790.000-780.000	Library Collection	INGRAM LIBRARY SERVICES	ADULT FIC	28.59	220000
271-790.000-780.000	Library Collection	INGRAM LIBRARY SERVICES	CHILDREN NFIC	82.13	220000
271-790.000-780.000	Library Collection	INGRAM LIBRARY SERVICES	CHILDREN FIC	44.69	220000
271-790.000-780.000	Library Collection	INGRAM LIBRARY SERVICES	ADULT FIC	48.59	220000
271-790.000-780.000	Library Collection	INGRAM LIBRARY SERVICES	ADULT NFIC	33.48	220000
271-790.000-780.000	Library Collection	INGRAM LIBRARY SERVICES	ADULT FIC	32.93	220000
271-790.000-780.000	Library Collection	INGRAM LIBRARY SERVICES	CHILDREN FIC	126.18	220000
271-790.000-780.000	Library Collection	INGRAM LIBRARY SERVICES	ADULT FIC	16.20	220000
271-790.000-780.000	Library Collection	INGRAM LIBRARY SERVICES	ADULT NFIC	54.26	220000
271-790.000-780.000	Library Collection	INGRAM LIBRARY SERVICES	ADULT FIC	16.20	220000
271-790.000-780.000	Library Collection	INGRAM LIBRARY SERVICES	CHILDREN NFIC	21.18	220000
271-790.000-780.000	Library Collection	INGRAM LIBRARY SERVICES	CHILDREN FIC	10.79	220000
271-790.000-780.000	Library Collection	INGRAM LIBRARY SERVICES	CHILDREN NFIC	97.51	220000
271-790.000-780.000	Library Collection	INGRAM LIBRARY SERVICES	YOUNG ADULT	84.65	220000
271-790.000-780.000	Library Collection	INGRAM LIBRARY SERVICES	ADULT FIC	84.22	220000
271-790.000-780.000	Library Collection	INGRAM LIBRARY SERVICES	ADULT NFIC	43.18	220000
271-790.000-780.000	LIBRARY COLLECTION	COLOMA NEWS AGENCY	NEWSPAPER SUBSCRIPTION	992.28	220074
271-790.000-780.000	LIBRARY COLLECTION	CENGAGE GROUP	LARGE PRINT - AFIC	290.31	220070
271-790.000-780.000	LIBRARY COLLECTION	MIDWEST TAPE	HOOPLA	1,197.53	220207
271-790.000-780.000		AMAZON CAPITAL SERVICES	LIBRARY SUPPLIES	77.84	220145
271-790.000-780.000	LIBRARY COLLECTION	OVERDRIVE, INC.	LIBBY ADVANTAGE	593.20	220213
271-790.000-780.000	Library Collection	INGRAM LIBRARY SERVICES	ADULT NFIC	12.96	220190



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<b>Fund: 271 LIBRARY FUND</b>					
<b>Department: 790.000 LIBRARY</b>					
271-790.000-801.000	PROFESSIONAL AND CONTRACT	LAUTERBACH & AMEN, LLP	FY 25 AUDIT	13.96	219813
271-790.000-801.000	PROFESSIONAL AND CONTRACT	LIBRARY MARKET	WEBSITE DESIGN	7,500.00	220198
271-790.000-805.000	LEGAL SERVICES	BANYON FETTE LAW OFFICE	LEGAL SERVICES	212.50	219841
271-790.000-850.000	COMMUNICATIONS	TELNET WORLDWIDE	BILL DATE 12--04-2025	169.55	219924
271-790.000-850.000	COMMUNICATIONS	FIRST NATIONAL BANK OF OMA	PAULA STAKLEY	314.85	219980
271-790.000-850.000	Communications	COMCAST	BOAT LAUNCH INTERNET	0.00	219965
271-790.000-850.000	Communications	TELNET WORLDWIDE	BILLING DATE 01-01-2026	165.47	220228
271-790.000-850.000	Communications	COMCAST	BOAT LAUNCH INTERNET	0.00	220161
271-790.000-885.000	SPECIAL EVENTS AND PROGRAM	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	208.30	219836
271-790.000-885.000	SPECIAL EVENTS AND PROGRAM	AMAZON CAPITAL SERVICES	CANDY CANES, DVDS, OFFICE SUPPLIES	25.18	219836
271-790.000-885.000	SPECIAL EVENTS AND PROGRAM	DAWALT, SARA	REIMBURSEMENT FOR VETERANS DAY SUPPLI	43.28	219861
271-790.000-885.000	SPECIAL EVENTS AND PROGRAM	RIMPSON, ZARIA	REIMBURSEMENT FOR ADULT PROGRAM SUPPL	27.87	219916
271-790.000-885.000	SPECIAL EVENTS AND PROGRAM	AMAZON CAPITAL SERVICES	SPECIAL PROGRAM, SUPPLIES	31.99	220064
271-790.000-885.000	Special Events and Program	DAWALT, SARA	REFUND FOR CHILDREN'S PROGRAM SUPPLIE	49.43	220164
271-790.000-885.000	SPECIAL EVENTS AND PROGRAM	AMAZON CAPITAL SERVICES	LIBRARY SUPPLIES	85.29	220145
271-790.000-885.000	SPECIAL EVENTS AND PROGRAM	MICHIGAN STORM CHASERS	LIBRARY ADULT PROGRAM/SPEAKING EVENT	200.00	220206
271-790.000-900.000	PRINTING & PUBLISHING	OSCAR'S PRINTING & COPY CE	PRINT LETTERHEAD/ENVELOPES	275.92	220212
271-790.000-910.000	INSURANCE PREMIUMS	MICHIGAN MUNICIPAL RISK MA	INSURANCE SERVICES	2,637.16	219793
271-790.000-920.000	Public Utilities	INDIANA MICHIGAN POWER COM	DECEMBER BILLING	1,837.83	219998
271-790.000-920.000	PUBLIC UTILITIES	MICHIGAN GAS UTILITIES	ACCT #0505563219-00005	1,197.55	220096
271-790.000-930.000	GENERAL REPAIR AND MAINTEN	VESTIS SERVICES, LLC	SEASONAL RUG RENTAL	34.65	219929
271-790.000-930.000	GENERAL REPAIR AND MAINTEN	VESTIS SERVICES, LLC	SEASONAL RUG RENTAL	34.65	219929
271-790.000-930.000	GENERAL REPAIR AND MAINTEN	VESTIS SERVICES, LLC	SEASONAL RUG RENTAL	34.65	219929
271-790.000-930.000	General Repair and Mainten	D.L. GALLIVAN OFFICE SOLUT	COPIER USAGE	0.00	219859
271-790.000-930.000	GENERAL REPAIR AND MAINTEN	EPS SECURITY	MONTHLY MONITORING	27.56	219868
271-790.000-930.000	GENERAL REPAIR AND MAINTEN	KINGDOM BROS. LAWNCARE & P	SNOW REMOVAL	275.00	219889
271-790.000-930.000	GENERAL REPAIR AND MAINTEN	CROWDER LANDSCAPING & LAWN	LAWN MAINTENANCE	600.00	219968
271-790.000-930.000	GENERAL REPAIR AND MAINTEN	KINGDOM BROS. LAWNCARE & P	SNOW REMOVAL	305.00	220007
271-790.000-930.000	GENERAL REPAIR AND MAINTEN	VESTIS SERVICES, LLC	SEASONAL RUG RENTAL	34.65	220057
271-790.000-930.000	GENERAL REPAIR AND MAINTEN	VESTIS SERVICES, LLC	SEASONAL RUG RENTAL	34.65	220057
271-790.000-930.000	GENERAL REPAIR AND MAINTEN	CITY PLUMBING & HEATING	CHILDREN BATHROOM FIX LEAK	263.50	220072
271-790.000-930.000	GENERAL REPAIR AND MAINTEN	CITY PLUMBING & HEATING	CLEAR DRAIN - MECHANICAL ROOM	355.00	220072
271-790.000-930.000	GENERAL REPAIR AND MAINTEN	CITY PLUMBING & HEATING	QUARTERLY CONTRACT	3,425.00	220072
271-790.000-930.000	GENERAL REPAIR AND MAINTEN	BEAUDOIN ELECTRICAL CONSTR	REPLACE DRIVER - CHILDREN'S	249.83	220066
271-790.000-930.000	GENERAL REPAIR AND MAINTEN	KINGDOM BROS. LAWNCARE & P	SNOW REMOVAL	180.00	220084
271-790.000-930.000	GENERAL REPAIR AND MAINTEN	GREAT LAKES ELEVATOR	NEW LUNAR KEY IN MACHINE ROOM	150.00	220181
271-790.000-930.000	GENERAL REPAIR AND MAINTEN	EPS SECURITY	SERVICE CALL	150.00	220172
271-790.000-930.000	GENERAL REPAIR AND MAINTEN	VESTIS SERVICES, LLC	SEASONAL RUG RENTAL	34.65	220238
271-790.000-930.000	GENERAL REPAIR AND MAINTEN	VESTIS SERVICES, LLC	SEASONAL RUG RENTAL	34.65	220238
271-790.000-930.000	GENERAL REPAIR AND MAINTEN	GREAT LAKES ELEVATOR	QUARTERLY MAINTENANCE	405.17	220181
271-790.000-930.000	General Repair and Mainten	D.L. GALLIVAN OFFICE SOLUT	COPIER USAGE	313.02	220163
271-790.000-941.100	SOFTWARE & SUBSCRIBE BASED	UPLAND SOFTWARE	MONTHLY FAX SERVICE	19.00	219925
271-790.000-941.100	SOFTWARE & SUBSCRIBE BASED	FIRST NATIONAL BANK OF OMA	PAULA STAKLEY	140.88	219980
271-790.000-941.100	ADOBE	FIRST NATIONAL BANK OF OMA	FINANCE DEPARTMENT	31.99	219980
271-790.000-941.100	SOFTWARE & SUBSCRIBE BASED	THE LIBRARY NETWORK	DEEFPREEZE CLOUD & ANTIVIRUS	916.00	220229
Total Department 790.000 LIBRARY				32,170.17	
Total Fund 271 LIBRARY FUND				67,135.65	

**Fund: 275 BAND FUND**

## INVOICE DISTRIBUTION REPORT FOR CITY OF ST. JOSEPH

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<b>Fund: 275 BAND FUND</b>					
<b>Department: 802.000 MUNICIPAL BAND</b>					
275-802.000-740.000	Operating Supplies	QUINLAN & FABISH MUSIC COM	SPARE CLAMPS	112.00	219912
275-802.000-740.000	Operating Supplies	QUINLAN & FABISH MUSIC COM	MARIMBA COROS	79.56	219912
275-802.000-740.000	OPERATING SUPPLIES	UPS STORE #1992, THE	MUSIC RETURN JW PEPPER	18.22	220123
275-802.000-801.000	PROFESSIONAL AND CONTRACT	LAUTERBACH & AMEN, LLP	FY 25 AUDIT	265.60	219813
275-802.000-900.000	PRINTING & PUBLISHING	OSCAR'S PRINTING & COPY CE	BAND FLYERS FOR CHRISTMAS	132.60	220109
275-802.000-910.000	INSURANCE PREMIUMS	MICHIGAN MUNICIPAL RISK MA	INSURANCE SERVICES	879.05	219793
275-802.000-920.000	Public Utilities	INDIANA MICHIGAN POWER COM	DECEMBER BILLING	46.12	219998
275-802.000-930.000	GENERAL REPAIR AND MAINTEN	QUINLAN & FABISH MUSIC COM	SPARE CLAMPS	112.00	219912
275-802.000-930.000	GENERAL REPAIR AND MAINTEN	KORZUN, DR JONATHAN	REIMBURSEMENT FOR MARIMBA REPAIR	730.00	220008
Total Department 802.000 MUNICIPAL BAND				2,375.15	
Total Fund 275 BAND FUND				2,375.15	
<b>Fund: 401 CAPITAL PROJECTS FUND</b>					
<b>Department: 345.121 Benelii Shotguns</b>					
401-345.121-977.000	EQUIPMENT & MACHINERY	BLACK ARSENAL	SHOTGUNS	31,800.00	219847
Total Department 345.121 Benelii Shotguns				31,800.00	
<b>Department: 441.100 Public Works Facility Upgrade</b>					
401-441.100-970.000	PW FACILITY UPGRADES	KENDALL ELECTRIC INC	MATERIALS TO RELOCATE ELECTRIC	745.88	219771
401-441.100-970.000	PW FACILITY UPGRADES	THE RIENKS GROUP, LLC	CONTRACT PAYMENT	43,530.89	219817
Total Department 441.100 Public Works Facility Upgrade				44,276.77	
<b>Department: 466.000 PAID PARKING - DOWNTOWN</b>					
401-466.000-974.000	LAND IMPROVEMENTS-DEPRECIA	TRAFFIC & SAFETY CONTROL S	PAY STATION BOLLARDS	4,950.00	219799
Total Department 466.000 PAID PARKING - DOWNTOWN				4,950.00	
<b>Department: 751.270 Dickinson Parking &amp; Playground</b>					
401-751.270-976.000	DICKINSON PARKING/PLAYGROU	PEARSON CONSTRUCTION COMPA	DICKINSON PARK RESTROOM	115,974.47	220033
Total Department 751.270 Dickinson Parking & Playground				115,974.47	
<b>Department: 751.271 Dickinson Playground</b>					
401-751.271-967.000	NON-CAPITALIZED PROJECT CO	ABONMARCHE CONSULTANTS INC	DICKINSON PARK	5,000.00	219945
Total Department 751.271 Dickinson Playground				5,000.00	
<b>Department: 901.015 Parking Lot Design</b>					
401-901.015-801.000	PROFESSIONAL AND CONTRACT	HERALD-PALLADIUM	PARKING LOT RFP	136.07	219997
Total Department 901.015 Parking Lot Design				136.07	
<b>Department: 901.017 Ice Arena Boiler Replacement</b>					
401-901.017-967.000	NON-CAPITALIZED PROJECT CO	FIRM PLUMBING	CONTRACT PAYMENT	6,550.00	219807
Total Department 901.017 Ice Arena Boiler Replacement				6,550.00	
<b>Department: 901.018 City Hall Elevator</b>					
401-901.018-967.000	NON-CAPITALIZED PROJECT CO	MCNALLY ELEVATOR COMPANY,	CONTRACT PAYMENT	10,795.50	220202
Total Department 901.018 City Hall Elevator				10,795.50	
<b>Department: 901.020 City Hall Carpet (PS side)</b>					
401-901.020-967.000		COUNTRY CARPET SHOPPE	CONTRACT PAYMENT	15,000.00	219804
Total Department 901.020 City Hall Carpet (PS side)				15,000.00	
<b>Department: 901.023 5 Year Parks and Recreation Master Plan</b>					
401-901.023-801.000	PROFESSIONAL AND CONTRACT	EDGEWATER RESOURCES, LLC	MASTER PLAN WORK	3,556.50	219829

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<b>Fund: 401 CAPITAL PROJECTS FUND</b>					
<b>Department: 901.023 5 Year Parks and Recreation Master Plan</b>					
401-901.023-801.000	PROFESSIONAL AND CONTRACT	HERALD-PALLADIUM	PUBLIC NOTICE - MASTER PLAN	169.91	219879
401-901.023-801.000	PROFESSIONAL AND CONTRACT	EDGEWATER RESOURCES, LLC	5 YEAR MASTER PLAN	4,956.00	220078
Total Department 901.023 5 Year Parks and Recreation Master Plan				8,682.41	
<b>Department: 901.025 Commissioner Chambers AV Upgrade</b>					
401-901.025-967.000	NON-CAPITALIZED PROJECT	CO MOSS	ADDITIONAL AV EQUIPMENT	7,455.01	219815
Total Department 901.025 Commissioner Chambers AV Upgrade				7,455.01	
<b>Department: 901.026 BS&amp;A Cloud Upgrade</b>					
401-901.026-967.000	NON-CAPITALIZED PROJECT	CO BS & A SOFTWARE	CLOUD TRAINING	70,355.00	220158
Total Department 901.026 BS&A Cloud Upgrade				70,355.00	
Total Fund 401 CAPITAL PROJECTS FUND				320,975.23	
<b>Fund: 590 SEWER FUND</b>					
<b>Department: 000.000 NOT ASSIGNED</b>					
590-000.000-228.000	Remittance	State of Michigan	Remittance Check	61.83	939
590-000.000-228.000	Remittance	State of Michigan	Remittance Check	3.03	947
590-000.000-228.000	Remittance	State of Michigan	Remittance Check	28.64	976
590-000.000-228.000	Remittance	State of Michigan	Remittance Check	57.14	993
590-000.000-229.000	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	118.38	934
590-000.000-229.000	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	2.17	945
590-000.000-229.000	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	60.85	968
590-000.000-229.000	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	120.72	988
590-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	98.60	934
590-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	23.06	934
590-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	23.06	934
590-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	98.60	934
590-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	4.74	945
590-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	4.74	945
590-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	1.12	945
590-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	1.12	945
590-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	48.52	968
590-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	11.35	968
590-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	11.35	968
590-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	48.52	968
590-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	90.95	988
590-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	21.28	988
590-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	21.26	988
590-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	90.97	988
590-000.000-230.100	DUE TO SJCT	ST JOSEPH CHARTER TOWNSHIP	DISTRIBUTION OF WATER/SEWER REVENUES	334,410.95	220048
590-000.000-230.200	DUE TO LCT	LINCOLN CHARTER TOWNSHIP	DISTRIBUTION OF WATER/SEWER REVENUES	26,426.96	220012
590-000.000-230.400	DUE TO ROYALTON	ROYALTON TOWNSHIP	DISTRIBUTION OF WATER/SEWER REVENUES	22,319.97	220040
590-000.000-230.500	DUE TO WWTP FROM AUTHORITY	JOINT WASTEWATER TREATMENT	SJC WWTP NOV 2025	0.00	219883
590-000.000-231.000	Remittance	ST JOSEPH PENSION	Remittance Check	52.09	940
590-000.000-231.000	Remittance	ST JOSEPH PENSION	Remittance Check	4.13	940
590-000.000-231.000	Remittance	ST JOSEPH PENSION	Remittance Check	2.49	948
590-000.000-231.000	Remittance	ST JOSEPH PENSION	Remittance Check	24.81	973
590-000.000-231.000	Remittance	ST JOSEPH PENSION	Remittance Check	3.10	973
590-000.000-231.000	Remittance	CITY - EFT PENSION EE & ER	Remittance Check	2.76	220138
590-000.000-231.000	Remittance	CITY - EFT PENSION EE & ER	Remittance Check	48.25	220138

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<b>Fund: 590 SEWER FUND</b>					
<b>Department: 000.000 NOT ASSIGNED</b>					
590-000.000-231.010	Remittance	ST JOSEPH PENSION	Remittance Check	251.14	940
590-000.000-231.010	Remittance	ST JOSEPH PENSION	Remittance Check	11.96	948
590-000.000-231.010	Remittance	ST JOSEPH PENSION	Remittance Check	12.80	973
590-000.000-231.010	Remittance	ST JOSEPH PENSION	Remittance Check	119.64	973
590-000.000-231.010	Remittance	CITY - EFT PENSION EE & ER	Remittance Check	11.38	220138
590-000.000-231.010	Remittance	CITY - EFT PENSION EE & ER	Remittance Check	232.66	220138
590-000.000-231.300	Remittance	AFSCME MICHIGAN 925	Remittance Check	30.45	219748
590-000.000-231.300	Remittance	AFSCME MICHIGAN 925	Remittance Check	19.73	220127
590-000.000-231.500	Remittance	MISDU	Remittance Check	6.41	219753
590-000.000-231.600	Remittance	NATIONWIDE RETIREMENT SOLU	Remittance Check	18.13	219754
590-000.000-231.600	Remittance	NATIONWIDE RETIREMENT SOLU	Remittance Check	2.77	219943
590-000.000-231.600	Remittance	NATIONWIDE RETIREMENT SOLU	Remittance Check	9.77	220132
590-000.000-231.800	Remittance	CITY - EFT FLEXSPENDING	Remittance Check	4.97	930
590-000.000-231.800	Remittance	CITY - EFT FLEXSPENDING	Remittance Check	3.28	963
590-000.000-231.800	Remittance	CITY - EFT FLEXSPENDING	Remittance Check	2.70	982
590-000.000-231.900	Remittance	AFLAC	Remittance Check	4.22	219746
590-000.000-231.900	Remittance	AFLAC	Remittance Check	0.85	219937
590-000.000-231.900	Remittance	AFLAC	Remittance Check	6.81	219937
590-000.000-231.900	Remittance	AFLAC	Remittance Check	0.61	220125
590-000.000-231.900	Remittance	AFLAC	Remittance Check	5.48	220125
590-000.000-232.000	Remittance	CITY - EFT BCBS EE & ER	Remittance Check	110.70	928
590-000.000-232.000	Remittance	CITY - EFT BCBS EE & ER	Remittance Check	54.24	961
590-000.000-232.000	Remittance	CITY - EFT BCBS EE & ER	Remittance Check	83.30	980
590-000.000-232.010	Remittance	CITY - EFT BCBS EE & ER	Remittance Check	442.85	928
590-000.000-232.010	Remittance	CITY - EFT BCBS EE & ER	Remittance Check	216.96	961
590-000.000-232.010	Remittance	CITY - EFT BCBS EE & ER	Remittance Check	333.20	980
590-000.000-232.100	Remittance	CITY - EFT LIFE INSURANCE	Remittance Check	0.72	931
590-000.000-232.100	Remittance	CITY - EFT LIFE INSURANCE	Remittance Check	0.47	964
590-000.000-232.100	Remittance	CITY - EFT LIFE INSURANCE	Remittance Check	0.38	983
590-000.000-232.110	Remittance	CITY - EFT LIFE INSURANCE	Remittance Check	4.59	931
590-000.000-232.110	Remittance	CITY - EFT LIFE INSURANCE	Remittance Check	3.90	943
590-000.000-232.110	Remittance	CITY - EFT LIFE INSURANCE	Remittance Check	1.97	964
590-000.000-232.110	Remittance	CITY - EFT LIFE INSURANCE	Remittance Check	3.26	983
590-000.000-232.600	Remittance	CITY - EFT WORKERS COMP	Remittance Check	7.12	933
590-000.000-232.600	Remittance	CITY - EFT WORKERS COMP	Remittance Check	0.24	944
590-000.000-232.600	Remittance	CITY - EFT WORKERS COMP	Remittance Check	5.26	967
590-000.000-232.600	Remittance	CITY - EFT WORKERS COMP	Remittance Check	7.81	987
590-000.000-232.700	Remittance	CITY - EFT UNEMPLOYMENT	Remittance Check	0.26	966
590-000.000-232.700	Remittance	CITY - EFT UNEMPLOYMENT	Remittance Check	0.48	986
Total Department 000.000 NOT ASSIGNED				386,380.98	
<b>Department: 527.000 SEWER SYSTEM</b>					
590-527.000-717.000	Life Insurance	RELiance STANDARD LIFE INS	DECEMBER 2025 LIFE INSURANCE	0.00	219777
590-527.000-717.000	Life Insurance	RELiance STANDARD LIFE INS	DECEMBER 2025 VOLUNTARY LIFE INSURANC	0.00	219777
590-527.000-717.000	LIFE INSURANCE	RELiance STANDARD LIFE INS	JANUARY 2026 LIFE INSURANCE	0.00	220114
590-527.000-717.000	LIFE INSURANCE	RELiance STANDARD LIFE INS	JANUARY 2026 VOLUNTARY LIFE INSURANCE	0.00	220114
590-527.000-740.000	OPERATING SUPPLIES	BEAVER RESEARCH COMPANY	SUPPLIES	405.12	220067
590-527.000-740.000	OPERATING SUPPLIES	PEERLESS MIDWEST INC	LAKE ST LIFT STATION REPLACEMENT PUMP	6,732.00	220214
590-527.000-740.000	OPERATING SUPPLIES	ACE HARDWARE	SEWER/PIPE FITTINGS	28.78	220141
590-527.000-740.000	OPERATING SUPPLIES	MARTIN FLUID POWER	SEWER PUMP REPAIR PARTS	29.95	220200



## INVOICE DISTRIBUTION REPORT FOR CITY OF ST. JOSEPH

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GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
<b>Fund: 590 SEWER FUND</b>					
<b>Department: 527.000 SEWER SYSTEM</b>					
590-527.000-801.000	PROFESSIONAL AND CONTRACT	BEAUDOIN ELECTRICAL CONSTR	PROFESSIONAL ELECTRICAL SERVICES	357.20	220149
590-527.000-801.000	PROFESSIONAL AND CONTRACT	BEAUDOIN ELECTRICAL CONSTR	PROFESSIONAL ELECTRICAL SERVICES	612.02	220149
590-527.000-801.000	PROFESSIONAL AND CONTRACT	BEAUDOIN ELECTRICAL CONSTR	PROFESSIONAL ELECTRICAL SERVICES	408.00	220149
590-527.000-850.000	COMMUNICATIONS	VERIZON WIRELESS	BILL PERIOD 10-24-2025 TO 11-23-2025	0.00	219795
590-527.000-850.000	COMMUNICATIONS	VERIZON WIRELESS	BILLING DATE 10-24-2025 TO 11-23-2025	36.01	219795
590-527.000-850.000	0	VERIZON WIRELESS	BILL DATE 12-23-2025	36.01	220236
590-527.000-850.000	COMMUNICATIONS	VERIZON WIRELESS	BILL DATE 12-23-2025	0.00	220234
590-527.000-910.000	INSURANCE PREMIUMS	MICHIGAN MUNICIPAL RISK MA	INSURANCE SERVICES	7,911.47	219793
590-527.000-920.000	Public Utilities	INDIANA MICHIGAN POWER COM	DECEMBER BILLING	1,421.78	219998
590-527.000-920.000	PUBLIC UTILITIES	MICHIGAN GAS UTILITIES	ACCT #0614144879-00002	47.70	220021
590-527.000-920.000	PUBLIC UTILITIES	MICHIGAN GAS UTILITIES	ACCT #0505563219-00011	47.70	220097
590-527.000-920.000	PUBLIC UTILITIES	MICHIGAN GAS UTILITIES	ACCT #0505563219-00007	47.27	220098
590-527.000-920.000	0	MICHIGAN GAS UTILITIES	ACCT #0505563219-00008	46.55	220099
590-527.000-920.000	PUBLIC UTILITIES	MICHIGAN GAS UTILITIES	ACCT # 0506740475-00001	50.87	220100
590-527.000-920.000	PUBLIC UTILITIES	MICHIGAN GAS UTILITIES	ACCT #0503619446-00001	48.79	220101
590-527.000-920.000	PUBLIC UTILITIES	MICHIGAN GAS UTILITIES	ACCT #0614144879-00001	47.27	220102
590-527.000-925.000	Sewage Treatment Fees	JOINT WASTEWATER TREATMENT	SJC WWTP NOV 2025	54,325.89	219883
590-527.000-930.000	General Repair and Mainten	DUKE'S ROOT CONTROL, INC.	SEWER ROOT CONTROL	8,988.93	219865
590-527.000-930.000	GENERAL REPAIR AND MAINTEN	PEERLESS MIDWEST INC	EDGEWATER LIFT STATION PUMP REBUILD	7,404.00	220034
590-527.000-956.000	MISCELLANEOUS EXPENSE	MISS DIG SYSTEM, INC.	MISSDIG ANNUAL FEES	1,981.57	220208
Total Department 527.000 SEWER SYSTEM				91,014.88	
<b>Department: 527.300 CSO MONITORING AND COMPLIANCE</b>					
590-527.300-801.000	PROFESSIONAL AND CONTRACT	STATE OF MICHIGAN	ANNUAL CSO NPDES PERMIT FEE	6,000.00	220050
Total Department 527.300 CSO MONITORING AND COMPLIANCE				6,000.00	
<b>Department: 527.501 CSO STORAGE PROJECT PHASE 2</b>					
590-527.501-801.000	PROFESSIONAL AND CONTRACT	WADE TRIM	CSO FLOW MONITORING	4,000.00	220059
Total Department 527.501 CSO STORAGE PROJECT PHASE 2				4,000.00	
Total Fund 590 SEWER FUND				487,395.86	
<b>Fund: 591 WATER FUND</b>					
<b>Department: 000.000 NOT ASSIGNED</b>					
591-000.000-228.000	Remittance	State of Michigan	Remittance Check	2,030.98	939
591-000.000-228.000	Remittance	State of Michigan	Remittance Check	53.26	947
591-000.000-228.000	Remittance	State of Michigan	Remittance Check	2,041.32	976
591-000.000-228.000	Remittance	State of Michigan	Remittance Check	2,328.64	993
591-000.000-229.000	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	5,945.34	934
591-000.000-229.000	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	152.88	945
591-000.000-229.000	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	5,305.99	968
591-000.000-229.000	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	6,470.03	988
591-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	3,216.52	934
591-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	3,216.52	934
591-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	752.25	934
591-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	752.25	934
591-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	53.78	945
591-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	53.78	945
591-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	12.58	945
591-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	12.58	945
591-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	3,261.60	968

## INVOICE DISTRIBUTION REPORT FOR CITY OF ST. JOSEPH

EXP CHECK RUN DATES 12/03/2025 - 01/09/2026

POSTED  
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GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
<b>Fund: 591 WATER FUND</b>					
<b>Department: 000.000 NOT ASSIGNED</b>					
591-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	3,261.60	968
591-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	762.78	968
591-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	762.78	968
591-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	3,699.59	988
591-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	3,696.01	988
591-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	865.20	988
591-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	864.36	988
591-000.000-230.100	DUE TO SJCT	ST JOSEPH CHARTER TOWNSHIP	DISTRIBUTION OF WATER/SEWER REVENUES	292,910.39	220048
591-000.000-230.200	DUE TO LCT	LINCOLN CHARTER TOWNSHIP	DISTRIBUTION OF WATER/SEWER REVENUES	2,239.40	220012
591-000.000-230.400	DUE TO ROYALTON	ROYALTON TOWNSHIP	DISTRIBUTION OF WATER/SEWER REVENUES	5,589.93	220040
591-000.000-231.000	Remittance	ST JOSEPH PENSION	Remittance Check	1,026.43	940
591-000.000-231.000	Remittance	ST JOSEPH PENSION	Remittance Check	871.09	940
591-000.000-231.000	Remittance	ST JOSEPH PENSION	Remittance Check	3.29	948
591-000.000-231.000	Remittance	ST JOSEPH PENSION	Remittance Check	25.52	948
591-000.000-231.000	Remittance	ST JOSEPH PENSION	Remittance Check	1,129.36	973
591-000.000-231.000	Remittance	ST JOSEPH PENSION	Remittance Check	814.76	973
591-000.000-231.000	Remittance	CITY - EFT PENSION EE & ER	Remittance Check	1,249.85	220138
591-000.000-231.000	Remittance	CITY - EFT PENSION EE & ER	Remittance Check	943.39	220138
591-000.000-231.010	Remittance	ST JOSEPH PENSION	Remittance Check	4,949.01	940
591-000.000-231.010	Remittance	ST JOSEPH PENSION	Remittance Check	3,015.57	940
591-000.000-231.010	Remittance	ST JOSEPH PENSION	Remittance Check	13.21	948
591-000.000-231.010	Remittance	ST JOSEPH PENSION	Remittance Check	123.07	948
591-000.000-231.010	Remittance	ST JOSEPH PENSION	Remittance Check	5,445.29	973
591-000.000-231.010	Remittance	ST JOSEPH PENSION	Remittance Check	3,039.08	973
591-000.000-231.010	Remittance	CITY - EFT PENSION EE & ER	Remittance Check	3,232.97	220138
591-000.000-231.010	Remittance	CITY - EFT PENSION EE & ER	Remittance Check	6,026.33	220138
591-000.000-231.300	Remittance	AFSCME MICHIGAN 925	Remittance Check	352.11	219748
591-000.000-231.300	Remittance	AFSCME MICHIGAN 925	Remittance Check	382.56	220127
591-000.000-231.500	Remittance	MISDU	Remittance Check	201.64	219753
591-000.000-231.500	Remittance	MISDU	Remittance Check	208.05	219941
591-000.000-231.500	Remittance	MISDU	Remittance Check	208.05	220130
591-000.000-231.600	Remittance	MISSION SQUARE	Remittance Check	869.23	219752
591-000.000-231.600	Remittance	NATIONWIDE RETIREMENT SOLU	Remittance Check	50.13	219754
591-000.000-231.600	Remittance	MISSION SQUARE	Remittance Check	869.23	219942
591-000.000-231.600	Remittance	NATIONWIDE RETIREMENT SOLU	Remittance Check	59.45	219943
591-000.000-231.600	Remittance	MISSION SQUARE	Remittance Check	869.23	220131
591-000.000-231.600	Remittance	NATIONWIDE RETIREMENT SOLU	Remittance Check	59.04	220132
591-000.000-231.800	Remittance	CITY - EFT FLEXSPENDING	Remittance Check	332.53	930
591-000.000-231.800	Remittance	CITY - EFT FLEXSPENDING	Remittance Check	334.22	963
591-000.000-231.800	Remittance	CITY - EFT FLEXSPENDING	Remittance Check	242.11	982
591-000.000-231.900	Remittance	AFLAC	Remittance Check	112.46	219746
591-000.000-231.900	Remittance	AFLAC	Remittance Check	137.25	219746
591-000.000-231.900	Remittance	AFLAC	Remittance Check	111.57	219937
591-000.000-231.900	Remittance	AFLAC	Remittance Check	136.06	219937
591-000.000-231.900	Remittance	AFLAC	Remittance Check	91.29	220125
591-000.000-231.900	Remittance	AFLAC	Remittance Check	176.05	220125
591-000.000-232.000	Remittance	CITY - EFT BCBS EE & ER	Remittance Check	1,165.19	928
591-000.000-232.000	Remittance	CITY - EFT BCBS EE & ER	Remittance Check	2,195.72	961
591-000.000-232.000	Remittance	CITY - EFT BCBS EE & ER	Remittance Check	2,228.97	980

## INVOICE DISTRIBUTION REPORT FOR CITY OF ST. JOSEPH

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GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
<b>Fund: 591 WATER FUND</b>					
<b>Department: 000.000 NOT ASSIGNED</b>					
591-000.000-232.010	Remittance	CITY - EFT BCBS EE & ER	Remittance Check	4,661.07	928
591-000.000-232.010	Remittance	CITY - EFT BCBS EE & ER	Remittance Check	8,783.33	961
591-000.000-232.010	Remittance	CITY - EFT BCBS EE & ER	Remittance Check	8,916.40	980
591-000.000-232.100	Remittance	CITY - EFT LIFE INSURANCE	Remittance Check	19.21	931
591-000.000-232.100	Remittance	CITY - EFT LIFE INSURANCE	Remittance Check	19.46	964
591-000.000-232.100	Remittance	CITY - EFT LIFE INSURANCE	Remittance Check	19.36	983
591-000.000-232.110	Remittance	CITY - EFT LIFE INSURANCE	Remittance Check	102.51	931
591-000.000-232.110	Remittance	CITY - EFT LIFE INSURANCE	Remittance Check	52.56	943
591-000.000-232.110	Remittance	CITY - EFT LIFE INSURANCE	Remittance Check	103.79	964
591-000.000-232.110	Remittance	CITY - EFT LIFE INSURANCE	Remittance Check	104.92	983
591-000.000-232.600	Remittance	CITY - EFT WORKERS COMP	Remittance Check	338.61	933
591-000.000-232.600	Remittance	CITY - EFT WORKERS COMP	Remittance Check	5.60	944
591-000.000-232.600	Remittance	CITY - EFT WORKERS COMP	Remittance Check	353.84	967
591-000.000-232.600	Remittance	CITY - EFT WORKERS COMP	Remittance Check	388.07	987
591-000.000-232.700	Remittance	CITY - EFT UNEMPLOYMENT	Remittance Check	16.54	966
591-000.000-232.700	Remittance	CITY - EFT UNEMPLOYMENT	Remittance Check	18.63	986
591-000.000-255.100	WATER TEMPORARY METER DEPO	SPECIALIZED DEMOLITION	REFUND DEPOSIT FOR TEMP METER	500.00	219920
591-000.000-255.100	WATER TEMPORARY METER DEPO	C & D HUGHES INC	REFUND DEPOSIT ON TEMP METER	500.00	219851
591-000.000-255.100	WATER TEMPORARY METER DEPO	MCMAHON, KEVIN	REFUND DEPOSIT FOR TEMP METER	500.00	219898
591-000.000-255.100	WATER TEMPORARY METER DEPO	B & Z COMPANY	REFUND DEPOSIT	500.00	219840
591-000.000-255.100	WATER TEMPORARY METER DEPO	LA TRANSPORT	REFUND DEPOSIT FOR TEMP METER	500.00	219891
Total Department 000.000 NOT ASSIGNED				420,016.60	
<b>Department: 530.000 WATER TREATMENT PLANT</b>					
591-530.000-717.000	Life Insurance	RELiance STANDARD LIFE INS	DECEMBER 2025 LIFE INSURANCE	0.00	219777
591-530.000-717.000	Life Insurance	RELiance STANDARD LIFE INS	DECEMBER 2025 VOLUNTARY LIFE INSURANC	0.00	219777
591-530.000-717.000	LIFE INSURANCE	RELiance STANDARD LIFE INS	JANUARY 2026 LIFE INSURANCE	0.00	220114
591-530.000-717.000	LIFE INSURANCE	RELiance STANDARD LIFE INS	JANUARY 2026 VOLUNTARY LIFE INSURANCE	0.00	220114
591-530.000-740.000	Operating Supplies	IDEXX DISTRIBUTION INC.	LAB SUPPLIES	337.78	219770
591-530.000-740.000	OPERATING SUPPLIES	KENDALL ELECTRIC INC	CAMERA INSTALL HARDWARE	269.82	219771
591-530.000-740.000	OPERATING SUPPLIES	KENDALL ELECTRIC INC	CAMERA INSTALL HARDWARE	300.02	219771
591-530.000-740.000	OPERATING SUPPLIES	KENDALL ELECTRIC INC	CAMERA INSTALL HARDWARE	325.27	219771
591-530.000-740.000	OPERATING SUPPLIES	KENDALL ELECTRIC INC	CAMERA INSTALL HARDWARE	1,388.40	219771
591-530.000-740.000	OPERATING SUPPLIES	US SAFETY STANDARD	GLOVES	1,299.50	219818
591-530.000-740.000	OPERATING SUPPLIES	DOUBLEDAY OFFICE PRODUCTS	CHAIRS	3,209.68	219974
591-530.000-740.000	OPERATING SUPPLIES	DOUBLEDAY OFFICE PRODUCTS	OFFICE SUPPLIES	2,610.95	219974
591-530.000-740.000	Operating Supplies	HACH COMPANY	LAB SUPPLIES	3,474.40	219996
591-530.000-740.000	OPERATING SUPPLIES	AMAZON CAPITAL SERVICES	TABLE	307.44	219948
591-530.000-740.000	OPERATING SUPPLIES	GRAINGER	BOOTS, TOOL BAG	523.44	219995
591-530.000-740.000	operating Supplies	VWR INTERNATIONAL	LAB SUPPLIES CREDIT	(593.84)	220058
591-530.000-740.000	operating Supplies	VWR INTERNATIONAL	LAB SUPPLIES	667.98	220058
591-530.000-740.000	operating Supplies	VWR INTERNATIONAL	LAB SUPPLIES	50.11	220058
591-530.000-740.000	operating Supplies	VWR INTERNATIONAL	LAB SUPPLIES	744.00	220058
591-530.000-740.000	operating Supplies	VWR INTERNATIONAL	CREDIT-LAB SUPPLIES	(113.97)	220058
591-530.000-740.000	OPERATING SUPPLIES	DOUBLEDAY OFFICE PRODUCTS	OFFICE SUPPLIES	55.73	219974
591-530.000-740.000	OPERATING SUPPLIES	MICHIGAN GAS UTILITIES	ACCT #0504619643-00002	45.86	220022
591-530.000-740.000	OPERATING SUPPLIES	FIRST NATIONAL BANK OF OMA	GREG ALIMENTI	22.94	220082
591-530.000-740.000	OPERATING SUPPLIES	FIRST NATIONAL BANK OF OMA	GREG ALIMENTI	1,704.73	220082
591-530.000-740.000	OPERATING SUPPLIES	FIRST NATIONAL BANK OF OMA	GREG ALIMENTI	49.98	220082
591-530.000-740.000	OPERATING SUPPLIES	FIRST NATIONAL BANK OF OMA	GREG ALIMENTI	299.97	220082

## INVOICE DISTRIBUTION REPORT FOR CITY OF ST. JOSEPH

EXP CHECK RUN DATES 12/03/2025 - 01/09/2026

POSTED  
PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
<b>Fund: 591 WATER FUND</b>					
<b>Department: 530.000 WATER TREATMENT PLANT</b>					
591-530.000-740.000	OPERATING SUPPLIES	KENDALL ELECTRIC INC	LIGHT BULBS	237.67	220192
591-530.000-740.000	OPERATING SUPPLIES	KENDALL ELECTRIC INC	LIGHT BULBS	2,003.41	220192
591-530.000-740.000	Operating Supplies	VWR INTERNATIONAL	LAB SUPPLIES	1,009.67	220239
591-530.000-740.000	Operating Supplies	VWR INTERNATIONAL	LAB SUPPLIES	135.42	220239
591-530.000-740.000	Operating Supplies	IDEXX DISTRIBUTION INC.	LAB SUPPLIES	52.61	220189
591-530.000-740.000	Operating Supplies	IDEXX DISTRIBUTION INC.	LAB SUPPLIES	5,674.87	220189
591-530.000-740.000	OPERATING SUPPLIES	ULINE	SAMPLE BAGS	506.12	220231
591-530.000-740.000	OPERATING SUPPLIES	AMAZON CAPITAL SERVICES	OPERATING SUPPLIES	352.74	220145
591-530.000-740.000	OPERATING SUPPLIES	BOELCKE HEATING & AIR	DIFFUSER	632.69	220155
591-530.000-740.000	OPERATING SUPPLIES	RIVERSIDE ELECTRIC SERVICE	HEATER MOTOR	1,154.00	220218
591-530.000-740.000	OPERATING SUPPLIES	GRAINGER	US FLAG AND INSTALLATION PARTS	693.01	220180
591-530.000-740.000	Operating Supplies	HACH COMPANY	LAB SUPPLIES	1,272.00	220183
591-530.000-750.000	PROCESS CHEMICALS	WILSON CHEMICAL SOLUTIONS	ALUM	7,289.62	220241
591-530.000-750.000	PROCESS CHEMICALS	CHEMICAL SYSTEMS, INC.	CHLORINE - BOOSTER STATIONS	5,400.00	220159
591-530.000-801.000	PROFESSIONAL AND CONTRACT	EUROFINS EATON ANALYTICAL	TOC	108.16	219809
591-530.000-801.000	Professional and Contract	WIGHTMAN	HMA ACCEPTANCE TESTING	4,970.00	219932
591-530.000-801.000	PROFESSIONAL AND CONTRACT	COREWELL HEALTH CLIENT BIL	PRE-EMPLOYMENT SCREENINGS	178.00	219967
591-530.000-801.000	PROFESSIONAL AND CONTRACT	STATE OF MICHIGAN	NPDES COC PERMIT FEE	400.00	220051
591-530.000-801.000	PROFESSIONAL AND CONTRACT	EUROFINS EATON ANALYTICAL	ANALYSIS - TOC	108.16	220174
591-530.000-801.000	PROFESSIONAL AND CONTRACT	EUROFINS EATON ANALYTICAL	ANALYSIS - DBP STAGE 1 CITY	432.60	220174
591-530.000-801.000	Professional and Contract	CITY OF ST JOSEPH	DEMOLITION PERMIT FEES	0.00	220160
591-530.000-801.000	Professional and Contract	CITY OF ST JOSEPH	DEMOLITION PERMIT FEES	0.00	220160
591-530.000-802.000	COMPUTER TECHNICAL SUPPORT	DOUBLE K ENTERPRISES INC	COMPUTER SUPPORT	2,775.09	219972
591-530.000-802.000	COMPUTER TECHNICAL SUPPORT	DOUBLE K ENTERPRISES INC	COMPUTER SUPPORT	190.00	219972
591-530.000-850.000	COMMUNICATIONS	VERIZON WIRELESS	BILL PERIOD 10-24-2025 TO 11-23-2025	0.00	219795
591-530.000-850.000	COMMUNICATIONS	VERIZON WIRELESS	BILLING DATE 10-24-2025 TO 11-23-2025	37.51	219795
591-530.000-850.000	Communications	TELNET WORLDWIDE	BILL DATE 12--04-2025	77.07	219924
591-530.000-850.000	COMCAST	FIRST NATIONAL BANK OF OMA	FINANCE DEPARTMENT	238.95	219980
591-530.000-850.000	COMMUNICATIONS	VERIZON WIRELESS	BILL DATE 12-23-2025	37.51	220236
591-530.000-850.000	COMMUNICATIONS	VERIZON WIRELESS	BILL DATE 12-23-2025	0.00	220234
591-530.000-850.000	Communications	TELNET WORLDWIDE	BILLING DATE 01-01-2026	75.21	220228
591-530.000-850.000	Communications	COMCAST	BOAT LAUNCH INTERNET	0.00	220161
591-530.000-860.000	TRANSPORTATION AND EDUCATI	EDWARDS, DENNY	REIMBURSEMENT FOR EGLE LICENSE RENEWA	95.00	219977
591-530.000-860.000	TRANSPORTATION AND EDUCATI	FIRST NATIONAL BANK OF OMA	GREG ALIMENTI	8.67	220082
591-530.000-860.000	TRANSPORTATION AND EDUCATI	FIRST NATIONAL BANK OF OMA	GREG ALIMENTI	10.59	220082
591-530.000-860.000	TRANSPORTATION AND EDUCATI	FIRST NATIONAL BANK OF OMA	GREG ALIMENTI	13.97	220082
591-530.000-860.000	TRANSPORTATION AND EDUCATI	FIRST NATIONAL BANK OF OMA	GREG ALIMENTI	11.23	220082
591-530.000-870.000	PROFESSIONAL MEMBERSHIPS/D	FIRST NATIONAL BANK OF OMA	GREG ALIMENTI	155.88	220082
591-530.000-870.000	PROFESSIONAL MEMBERSHIPS/D	FIRST NATIONAL BANK OF OMA	GREG ALIMENTI	492.00	220082
591-530.000-870.000	PROFESSIONAL MEMBERSHIPS/D	FIRST NATIONAL BANK OF OMA	GREG ALIMENTI	91.00	220082
591-530.000-870.000	PROFESSIONAL MEMBERSHIPS/D	FIRST NATIONAL BANK OF OMA	GREG ALIMENTI	91.00	220082
591-530.000-870.000	PROFESSIONAL MEMBERSHIPS/D	FIRST NATIONAL BANK OF OMA	GREG ALIMENTI	6.50	220082
591-530.000-910.000	INSURANCE PREMIUMS	MICHIGAN MUNICIPAL RISK MA	INSURANCE SERVICES	16,702.00	219793
591-530.000-920.000	PUBLIC UTILITIES	INDIANA MICHIGAN POWER COM	DECEMBER BILLING	21,669.27	219998
591-530.000-920.000	PUBLIC UTILITIES	MICHIGAN GAS UTILITIES	ACCT #0504619643-00003	44.07	220023
591-530.000-920.000	PUBLIC UTILITIES	MICHIGAN GAS UTILITIES	ACCT #0505563219-00012	53.36	220103
591-530.000-920.000	PUBLIC UTILITIES	MICHIGAN GAS UTILITIES	ACCT #0507486606-00001	50.00	220104
591-530.000-920.000	PUBLIC UTILITIES	MICHIGAN GAS UTILITIES	ACCT #0505563219-00004	1,386.55	220105
591-530.000-930.000	General Repair and Mainten	CORRPRO COMPANIES INC.	CATHODIC PROTECTION	4,440.00	219828



## INVOICE DISTRIBUTION REPORT FOR CITY OF ST. JOSEPH

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GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
<b>Fund: 591 WATER FUND</b>					
<b>Department: 530.000 WATER TREATMENT PLANT</b>					
591-530.000-930.000	General Repair and Mainten	SHORELINE BUILDING SERVICE	JANITOR	2,551.88	219773
591-530.000-930.000	General Repair and Mainten	SHORELINE BUILDING SERVICE	JANITOR	1,800.00	219773
591-530.000-930.000	General Repair and Mainten	SHORELINE BUILDING SERVICE	FACILITIES CLEANING	2,613.24	219773
591-530.000-930.000		VESTIS SERVICES, LLC	RUGS AND RAGS	167.15	219759
591-530.000-930.000	GENERAL REPAIR AND MAINTEN	VESTIS SERVICES, LLC	RUGS AND RAGS	20.54	219759
591-530.000-930.000	GENERAL REPAIR AND MAINTEN	DR LAB SERVICES LLC	LAB INSTRUMENT QA/QC	550.00	219792
591-530.000-930.000	GENERAL REPAIR AND MAINTEN	BOELCKE HEATING & AIR	HVAC REPAIR	98.00	219761
591-530.000-930.000	General Repair and Mainten	SHORELINE BUILDING SERVICE	FACILITIES CLEANING	1,930.35	219918
591-530.000-930.000	GENERAL REPAIR AND MAINTEN	XYLEM DEWATERING SOLUTIONS	VALVE TURNING	7,200.00	219933
591-530.000-930.000	GENERAL REPAIR AND MAINTEN	CRS PAINT & STAIN LLC	PAINT LAB, 1931 BLDG TRIM	5,300.00	219969
591-530.000-930.000	General Repair and Mainten	SHORELINE BUILDING SERVICE	JANITOR	1,800.00	220045
591-530.000-930.000	General Repair and Mainten	SHORELINE BUILDING SERVICE	JANITOR	1,800.00	220045
591-530.000-930.000	GENERAL REPAIR AND MAINTEN	BOELCKE HEATING & AIR	REPAIR HVAC, OFFICE HEATER UNITS	6,321.00	219962
591-530.000-930.000	General Repair and Mainten	CUMMINS SALES & SERVICE	GENERATOR PM	1,859.98	219970
591-530.000-930.000	General Repair and Mainten	CUMMINS SALES & SERVICE	GENRATOR PM	1,111.79	219970
591-530.000-930.000	GENERAL REPAIR AND MAINTEN	ANDY J. EGAN CO., INC.	REPAIR SOUTH BOILER	512.00	219949
591-530.000-930.000	GENERAL REPAIR AND MAINTEN	VESTIS SERVICES, LLC	RUGS AND RAGS	167.15	220057
591-530.000-930.000	General Repair and Mainten	CUMMINS SALES & SERVICE	GENERATOR PM	694.80	219970
591-530.000-930.000	GENERAL REPAIR AND MAINTEN	VESTIS SERVICES, LLC	RUGS AND RAGS	167.15	220238
591-530.000-930.000	GENERAL REPAIR AND MAINTEN	VESTIS SERVICES, LLC	RUGS AND RAGS	167.15	220238
591-530.000-930.000	General Repair and Mainten	CUMMINS SALES & SERVICE	GENERATOR PM	1,212.30	220162
591-530.000-930.000	General Repair and Mainten	MEAD & WHITE ELECTRIC, INC	INVESTIGATE MCC OUTAGE	1,148.88	220203
591-530.000-941.100	ADOBE	FIRST NATIONAL BANK OF OMA	FINANCE DEPARTMENT	22.19	219980
Total Department 530.000 WATER TREATMENT PLANT				137,558.92	
<b>Department: 536.000 WATER DISTRIBUTION SYSTEM</b>					
591-536.000-717.000	Life Insurance	RELiance STANDARD LIFE INS	DECEMBER 2025 LIFE INSURANCE	0.00	219777
591-536.000-717.000	Life Insurance	RELiance STANDARD LIFE INS	DECEMBER 2025 VOLUNTARY LIFE INSURANC	0.00	219777
591-536.000-717.000	LIFE INSURANCE	RELiance STANDARD LIFE INS	JANUARY 2026 LIFE INSURANCE	0.00	220114
591-536.000-717.000	LIFE INSURANCE	RELiance STANDARD LIFE INS	JANUARY 2026 VOLUNTARY LIFE INSURANCE	0.00	220114
591-536.000-740.000	OPERATING SUPPLIES	LEEP'S SUPPLY CO., INC.	CURB BOX EXTENSION PARTS	188.22	219808
591-536.000-740.000	OPERATING SUPPLIES	AMAZON CAPITAL SERVICES	FA/CPR SUPPLIES	237.18	219806
591-536.000-740.000	OPERATING SUPPLIES	CORE & MAIN LP	6" VALVES/ACCESSORIES-	5,870.86	219801
591-536.000-740.000	OPERATING SUPPLIES	LOWE'S HOME CENTERS, LLC	TOOLS #308 METER SERVICEPERSON	158.95	219893
591-536.000-740.000	OPERATING SUPPLIES	HIGH GRADE MATERIALS CO.	STREET REPAIR WATER MAIN BREAK	918.00	219880
591-536.000-740.000	OPERATING SUPPLIES	HIGH GRADE MATERIALS CO.	STREET REPAIR WATER MAIN BREAK	941.63	219880
591-536.000-740.000	OPERATING SUPPLIES	RIETH-RILEY CONSTRUCTION C	COLD PATCH	6,147.30	219915
591-536.000-740.000	OPERATING SUPPLIES	FASTENAL COMPANY	SUPPLIES	266.29	219870
591-536.000-740.000	OPERATING SUPPLIES	B & Z COMPANY	WATER MAIN REPAIR PARTS	450.00	219840
591-536.000-740.000	OPERATING SUPPLIES	BLACKBURN MANUFACTURING CO	MISSDYG FLAGS	241.66	219848
591-536.000-740.000	OPERATING SUPPLIES	ETNA SUPPLY COMPANY	FIRE HYDRANT EXTENSION	980.00	219869
591-536.000-740.000	OPERATING SUPPLIES	ETNA SUPPLY COMPANY	WATER SERVICE REPAIR PARTS	373.15	219869
591-536.000-740.000	OPERATING SUPPLIES	ETNA SUPPLY COMPANY	WATER SERVICE REPAIR PARTS	212.50	219869
591-536.000-740.000	OPERATING SUPPLIES	ETNA SUPPLY COMPANY	WATER SERVICE TAPPING MACHINE PARTS	76.00	219869
591-536.000-740.000	OPERATING SUPPLIES	CORE & MAIN LP	WATER METER COUPLING	1,055.00	219856
591-536.000-740.000	OPERATING SUPPLIES	ACE HARDWARE	TOOLS/SUPPLIES #308 METER SERVICE	143.19	219833
591-536.000-740.000	OPERATING SUPPLIES	MATHIAS, ROBERT	CLOTHING REIMBURSEMENT	326.37	219897
591-536.000-740.000	OPERATING SUPPLIES	ARNY, ALLEN	CLOTHING REIMBURSEMENT	195.04	219838
591-536.000-740.000	OPERATING SUPPLIES	ARNY, ALLEN	CLOTHING REIMBURSEMENT	11.93	219838
591-536.000-740.000	OPERATING SUPPLIES	ACE HARDWARE	TOOLS	80.96	219833

## INVOICE DISTRIBUTION REPORT FOR CITY OF ST. JOSEPH

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<b>Fund: 591 WATER FUND</b>					
<b>Department: 536.000 WATER DISTRIBUTION SYSTEM</b>					
591-536.000-740.000	OPERATING SUPPLIES	ACE HARDWARE	TOOLS #308	71.99	219833
591-536.000-740.000	OPERATING SUPPLIES	ETNA SUPPLY COMPANY	WATER SERVICE CURB BOXES	3,044.35	219979
591-536.000-740.000	OPERATING SUPPLIES	FIRST NATIONAL BANK OF OMA	DAVID LINDERMAN	139.00	219980
591-536.000-740.000	OPERATING SUPPLIES	FIRST NATIONAL BANK OF OMA	DAVID LINDERMAN	(157.94)	219980
591-536.000-740.000	OPERATING SUPPLIES	SKORUPA, SCOTT	CLOTHING REIMBURSEMENT	192.28	220046
591-536.000-740.000	OPERATING SUPPLIES	ETNA SUPPLY COMPANY	SUPPLIES	48.00	220080
591-536.000-740.000	OPERATING SUPPLIES	ETNA SUPPLY COMPANY	CURB BOX EXTENSION ROD	15.65	220080
591-536.000-740.000	OPERATING SUPPLIES	ETNA SUPPLY COMPANY	WATER METER GASKETS/SUPPLIES	40.00	220080
591-536.000-740.000	OPERATING SUPPLIES	ETNA SUPPLY COMPANY	FIRE HYDRANT REPAIR PARTS	(191.20)	220080
591-536.000-740.000	OPERATING SUPPLIES	CORE & MAIN LP	WATER METER INSTALLATION AND REPAIR	600.00	220075
591-536.000-740.000	OPERATING SUPPLIES	ETNA SUPPLY COMPANY	TOOL REPAIR PARTS	12.40	220080
591-536.000-740.000	OPERATING SUPPLIES	ETNA SUPPLY COMPANY	TOOL REPAIR PARTS - RETURNED	498.45	220080
591-536.000-740.000	OPERATING SUPPLIES	ETNA SUPPLY COMPANY	TOOL REPAIR PARTS	(510.85)	220080
591-536.000-740.000	OPERATING SUPPLIES	DOUBLEDAY OFFICE PRODUCTS	OFFICE SUPPLIES	304.00	220166
591-536.000-740.000	OPERATING SUPPLIES	DOUBLEDAY OFFICE PRODUCTS	PRINTER SUPPLIES	107.43	220166
591-536.000-740.000	OPERATING SUPPLIES	EJ USA, INC.	TOWNSHIP REPLACEMENT FIRE HYDRANTS	8,896.95	220170
591-536.000-740.000	OPERATING SUPPLIES	ETNA SUPPLY COMPANY	FIRE HYDRANT GASKETS/REPAIRS	132.00	220173
591-536.000-740.000	OPERATING SUPPLIES	BROWN'S LOCKSMITH AND HARD	PUBLIC WORKS KEYS PADLOCK AND SUPPLIE	29.95	220157
591-536.000-740.000	OPERATING SUPPLIES	ACE HARDWARE	METER SUPPLIES 308/258	24.29	220141
591-536.000-740.000	OPERATING SUPPLIES	HARLTE, CHARLES	CLOTHING REIMBURSEMENT	170.65	220184
591-536.000-740.000	OPERATING SUPPLIES	KENDALL ELECTRIC INC	SUPPLIES	126.72	220192
591-536.000-740.000	OPERATING SUPPLIES	FERGUSON WATERWORKS #3386	COLD PATCH	334.00	220176
591-536.000-771.000		ETNA SUPPLY COMPANY	METER READING EQUIPMENT AND MXUS	12,420.00	219764
591-536.000-771.000	INVENTORY PURCHASES	ETNA SUPPLY COMPANY	WATER METERS	1,175.00	219764
591-536.000-771.000	INVENTORY PURCHASES	ETNA SUPPLY COMPANY	WATER METER CHAMBERS	2,394.08	220080
591-536.000-771.000	INVENTORY PURCHASES	ETNA SUPPLY COMPANY	WATER METER CHAMBERS	2,394.08	220080
591-536.000-771.000	INVENTORY PURCHASES	ETNA SUPPLY COMPANY	METERS	23,375.34	220173
591-536.000-771.000	INVENTORY PURCHASES	ETNA SUPPLY COMPANY	WATER METER CHAMBERS	4,788.15	220173
591-536.000-801.000	PROFESSIONAL AND CONTRACT	B & Z COMPANY	LEAD WATER SERVICE REPLACEMENT	6,308.00	219760
591-536.000-801.000	PROFESSIONAL AND CONTRACT	FIRST ADVANTAGE LNS OC HEA	DOT PRE-EMPLOYMENT	52.02	219871
591-536.000-801.000	Professional and Contract	BERRIEN COUNTY ROAD DEPART	ROW PERMIT	35.00	219843
591-536.000-801.000	PROFESSIONAL AND CONTRACT	COREWELL HEALTH CLIENT BIL	PRE-EMPLOYMENT SCREENINGS	212.00	219967
591-536.000-802.000	COMPUTER TECHNICAL SUPPORT	DOUBLE K ENTERPRISES INC	IT & SECURITY UPGRADES	380.00	220165
591-536.000-850.000	COMMUNICATIONS	VERIZON WIRELESS	BILL PERIOD 10-24-2025 TO 11-23-2025	0.00	219795
591-536.000-850.000	COMMUNICATIONS	VERIZON WIRELESS	BILLING DATE 10-24-2025 TO 11-23-2025	221.78	219795
591-536.000-850.000	COMMUNICATIONS	VERIZON WIRELESS	BILL DATE 12-23-2025	318.36	220236
591-536.000-850.000	COMMUNICATIONS	VERIZON WIRELESS	BILL DATE 12-23-2025	0.00	220234
591-536.000-850.000	COMMUNICATIONS	AMAZON CAPITAL SERVICES	PHONE/TABLET ACCESSORIES	21.02	220145
591-536.000-910.000	INSURANCE PREMIUMS	MICHIGAN MUNICIPAL RISK MA	INSURANCE SERVICES	7,911.47	219793
591-536.000-956.000	MISCELLANEOUS EXPENSE	MISS DIG SYSTEM, INC.	MISSDIG ANNUAL FEES	5,548.39	220208
Total Department 536.000 WATER DISTRIBUTION SYSTEM				100,357.04	
<b>Department: 540.000 WATER ADMINISTRATION</b>					
591-540.000-717.000	Life Insurance	RELiance STANDARD LIFE INS	DECEMBER 2025 LIFE INSURANCE	0.00	219777
591-540.000-717.000	Life Insurance	RELiance STANDARD LIFE INS	DECEMBER 2025 VOLUNTARY LIFE INSURANC	0.00	219777
591-540.000-717.000	LIFE INSURANCE	RELiance STANDARD LIFE INS	JANUARY 2026 LIFE INSURANCE	0.00	220114
591-540.000-717.000	LIFE INSURANCE	RELiance STANDARD LIFE INS	JANUARY 2026 VOLUNTARY LIFE INSURANCE	0.00	220114
591-540.000-728.000	Postage	SBF ENTERPRISES	DECEMBER UTILITY BILLS FOR LCT	1,678.56	219783
591-540.000-728.000	Postage	SBF ENTERPRISES	NOVEMBER DELQ NOTICES FOR SJCT	348.83	219783
591-540.000-728.000	Postage	SBF ENTERPRISES	TAX BILL POSTAGE	0.00	219917

## INVOICE DISTRIBUTION REPORT FOR CITY OF ST. JOSEPH

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GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
<b>Fund: 591 WATER FUND</b>					
<b>Department: 540.000 WATER ADMINISTRATION</b>					
591-540.000-728.000	Postage	QUADIENT FINANCE USA, INC	DECEMBER BILLING	21.95	220111
591-540.000-728.000	Postage	SBF ENTERPRISES	DECEMBER DELINQUENT NOTICES FOR LCT	274.28	220220
591-540.000-728.000	Postage	SBF ENTERPRISES	JAN WATER BILLS FOR SJC AND RT	1,506.58	220220
591-540.000-740.000	Operating Supplies	QUADIENT LEASING USA, INC.	POSTAGE MACHINE LEASE	0.00	220112
591-540.000-740.000	OPERATING SUPPLIES	DOUBLEDAY OFFICE PRODUCTS	OFFICE SUPPLIES - CITY HALL	441.02	220166
591-540.000-740.000	OPERATING SUPPLIES	DOUBLEDAY OFFICE PRODUCTS	OFFICE SUPPLIES - CITY HALL	441.02	220166
591-540.000-801.000	PROFESSIONAL AND CONTRACT	LAUTERBACH & AMEN, LLP	FY 25 AUDIT	617.44	219813
591-540.000-801.000	Professional and Contract	SBF ENTERPRISES	DECEMBER UTILITY BILLS FOR LCT	441.76	219783
591-540.000-801.000	PROFESSIONAL AND CONTRACT	SBF ENTERPRISES	NOVEMBER DELQ NOTICES FOR SJCT	129.23	219783
591-540.000-801.000	Professional and Contract	SBF ENTERPRISES	DECEMBER DELINQUENT NOTICES FOR LCT	112.13	220220
591-540.000-801.000	Professional and Contract	SBF ENTERPRISES	JAN WATER BILLS FOR SJC AND RT	400.77	220220
591-540.000-802.000	COMPUTER TECHNICAL SUPPORT	DOUBLE K ENTERPRISES INC	IT SERVICES - CITY HALL	166.25	219972
591-540.000-802.000	COMPUTER TECHNICAL SUPPORT	DOUBLE K ENTERPRISES INC	IT SERVICES - CITY HALL	95.00	219972
591-540.000-802.000	COMPUTER TECHNICAL SUPPORT	DOUBLE K ENTERPRISES INC	IT SERVICES - CITY HALL	95.00	219972
591-540.000-941.100	SOFTWARE & SUBSCRIBE BASED	BS & A SOFTWARE	SAAS FEES	12,372.00	219850
591-540.000-941.100	ADOBE	FIRST NATIONAL BANK OF OMA	FINANCE DEPARTMENT	22.19	219980
Total Department 540.000 WATER ADMINISTRATION				19,164.01	
<b>Department: 900.000 General Capital Outlay</b>					
591-900.000-972.000	WATER SYSTEM IMPROVEMENTS	FISHBECK	SCIP II CONSTRUCTION ENGINEERING 11-1	16,867.15	219812
Total Department 900.000 General Capital Outlay				16,867.15	
Total Fund 591 WATER FUND				693,963.72	
<b>Fund: 592 CITY SYSTEM DEVELOPMENT FUND</b>					
<b>Department: 000.000 NOT ASSIGNED</b>					
592-000.000-228.000	Remittance	State of Michigan	Remittance Check	2.36	939
592-000.000-228.000	Remittance	State of Michigan	Remittance Check	0.02	947
592-000.000-228.000	Remittance	State of Michigan	Remittance Check	16.26	993
592-000.000-229.000	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	6.02	934
592-000.000-229.000	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	36.58	988
592-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	0.83	934
592-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	3.57	934
592-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	0.83	934
592-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	3.57	934
592-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	0.03	945
592-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	0.03	945
592-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	0.01	945
592-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	0.01	945
592-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	6.18	988
592-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	26.41	988
592-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	6.19	988
592-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	26.43	988
592-000.000-231.000	Remittance	ST JOSEPH PENSION	Remittance Check	1.92	940
592-000.000-231.000	Remittance	ST JOSEPH PENSION	Remittance Check	0.02	948
592-000.000-231.000	Remittance	CITY - EFT PENSION EE & ER	Remittance Check	1.38	220138
592-000.000-231.000	Remittance	CITY - EFT PENSION EE & ER	Remittance Check	13.47	220138
592-000.000-231.010	Remittance	ST JOSEPH PENSION	Remittance Check	9.28	940
592-000.000-231.010	Remittance	ST JOSEPH PENSION	Remittance Check	0.08	948
592-000.000-231.010	Remittance	CITY - EFT PENSION EE & ER	Remittance Check	64.89	220138

## INVOICE DISTRIBUTION REPORT FOR CITY OF ST. JOSEPH

EXP CHECK RUN DATES 12/03/2025 - 01/09/2026

POSTED  
PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
<b>Fund: 592 CITY SYSTEM DEVELOPMENT FUND</b>					
<b>Department: 000.000 NOT ASSIGNED</b>					
592-000.000-231.010	Remittance	CITY - EFT PENSION EE & ER	Remittance Check	5.69	220138
592-000.000-231.300	Remittance	AFSCME MICHIGAN 925	Remittance Check	1.23	219748
592-000.000-231.300	Remittance	AFSCME MICHIGAN 925	Remittance Check	5.26	220127
592-000.000-231.600	Remittance	NATIONWIDE RETIREMENT SOLU	Remittance Check	1.19	220132
592-000.000-231.800	Remittance	CITY - EFT FLEXSPENDING	Remittance Check	1.35	982
592-000.000-231.900	Remittance	AFLAC	Remittance Check	0.74	219746
592-000.000-231.900	Remittance	AFLAC	Remittance Check	2.76	220125
592-000.000-231.900	Remittance	AFLAC	Remittance Check	0.27	220125
592-000.000-232.000	Remittance	CITY - EFT BCBS EE & ER	Remittance Check	1.69	928
592-000.000-232.000	Remittance	CITY - EFT BCBS EE & ER	Remittance Check	20.99	980
592-000.000-232.010	Remittance	CITY - EFT BCBS EE & ER	Remittance Check	6.77	928
592-000.000-232.010	Remittance	CITY - EFT BCBS EE & ER	Remittance Check	83.94	980
592-000.000-232.100	Remittance	CITY - EFT LIFE INSURANCE	Remittance Check	0.19	983
592-000.000-232.110	Remittance	CITY - EFT LIFE INSURANCE	Remittance Check	0.16	931
592-000.000-232.110	Remittance	CITY - EFT LIFE INSURANCE	Remittance Check	0.16	943
592-000.000-232.110	Remittance	CITY - EFT LIFE INSURANCE	Remittance Check	0.96	983
592-000.000-232.600	Remittance	CITY - EFT WORKERS COMP	Remittance Check	0.43	933
592-000.000-232.600	Remittance	CITY - EFT WORKERS COMP	Remittance Check	2.84	987
592-000.000-232.700	Remittance	CITY - EFT UNEMPLOYMENT	Remittance Check	0.13	986
Total Department 000.000 NOT ASSIGNED				363.12	
<b>Department: 536.000 WATER DISTRIBUTION SYSTEM</b>					
592-536.000-801.000	PROFESSIONAL AND CONTRACT	LAUTERBACH & AMEN, LLP	FY 25 AUDIT	123.37	219813
592-536.000-801.000	Professional and Contract	HYDROCORP	CROSS CONNECTION COMMERCIAL	1,441.00	219769
592-536.000-850.000	COMMUNICATIONS	VERIZON WIRELESS	BILL PERIOD 10-24-2025 TO 11-23-2025	0.00	219795
592-536.000-850.000	COMMUNICATIONS	VERIZON WIRELESS	BILLING DATE 10-24-2025 TO 11-23-2025	37.57	219795
592-536.000-850.000	COMMUNICATIONS	VERIZON WIRELESS	BILL DATE 12-23-2025	37.51	220236
592-536.000-850.000	COMMUNICATIONS	VERIZON WIRELESS	BILL DATE 12-23-2025	0.00	220234
592-536.000-935.000	SYSTEM RELIABILITY PROJECT	XYLEM DEWATERING SOLUTIONS	VALVE TURNING	39,312.00	219933
Total Department 536.000 WATER DISTRIBUTION SYSTEM				40,951.45	
Total Fund 592 CITY SYSTEM DEVELOPMENT FUND				41,314.57	
<b>Fund: 594 MARINA FUND</b>					
<b>Department: 000.000 NOT ASSIGNED</b>					
594-000.000-228.000	Remittance	State of Michigan	Remittance Check	300.04	939
594-000.000-228.000	Remittance	State of Michigan	Remittance Check	270.91	976
594-000.000-228.000	Remittance	State of Michigan	Remittance Check	266.53	993
594-000.000-229.000	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	649.23	934
594-000.000-229.000	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	600.01	968
594-000.000-229.000	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	559.12	988
594-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	126.94	934
594-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	542.77	934
594-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	126.94	934
594-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	542.77	934
594-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	116.90	968
594-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	499.85	968
594-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	116.90	968
594-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	499.85	968
594-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	115.21	988



## INVOICE DISTRIBUTION REPORT FOR CITY OF ST. JOSEPH

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GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
<b>Fund: 594 MARINA FUND</b>					
<b>Department: 000.000 NOT ASSIGNED</b>					
594-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	492.78	988
594-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	115.24	988
594-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	492.65	988
594-000.000-231.000	Remittance	ST JOSEPH PENSION	Remittance Check	361.07	940
594-000.000-231.000	Remittance	ST JOSEPH PENSION	Remittance Check	1.46	973
594-000.000-231.000	Remittance	ST JOSEPH PENSION	Remittance Check	346.22	973
594-000.000-231.000	Remittance	CITY - EFT PENSION EE & ER	Remittance Check	343.25	220138
594-000.000-231.010	Remittance	ST JOSEPH PENSION	Remittance Check	1,490.30	940
594-000.000-231.010	Remittance	ST JOSEPH PENSION	Remittance Check	1,429.03	973
594-000.000-231.010	Remittance	ST JOSEPH PENSION	Remittance Check	7.04	973
594-000.000-231.010	Remittance	CITY - EFT PENSION EE & ER	Remittance Check	1,416.78	220138
594-000.000-231.500	Remittance	FLORIDA STATE DISBURSEMENT	Remittance Check	429.75	219750
594-000.000-231.500	Remittance	FLORIDA STATE DISBURSEMENT	Remittance Check	429.75	219940
594-000.000-231.500	Remittance	FLORIDA STATE DISBURSEMENT	Remittance Check	429.75	220128
594-000.000-231.600	Remittance	NATIONWIDE RETIREMENT SOLU	Remittance Check	1,333.33	219754
594-000.000-231.600	Remittance	NATIONWIDE RETIREMENT SOLU	Remittance Check	1,333.33	219943
594-000.000-231.600	Remittance	NATIONWIDE RETIREMENT SOLU	Remittance Check	1,333.33	220132
594-000.000-231.900	Remittance	AFLAC	Remittance Check	87.78	219746
594-000.000-231.900	Remittance	AFLAC	Remittance Check	87.78	219937
594-000.000-231.900	Remittance	AFLAC	Remittance Check	0.38	219937
594-000.000-231.900	Remittance	AFLAC	Remittance Check	87.78	220125
594-000.000-232.000	Remittance	CITY - EFT BCBS EE & ER	Remittance Check	547.70	928
594-000.000-232.000	Remittance	CITY - EFT BCBS EE & ER	Remittance Check	550.72	961
594-000.000-232.000	Remittance	CITY - EFT BCBS EE & ER	Remittance Check	547.70	980
594-000.000-232.010	Remittance	CITY - EFT BCBS EE & ER	Remittance Check	2,190.98	928
594-000.000-232.010	Remittance	CITY - EFT BCBS EE & ER	Remittance Check	2,203.07	961
594-000.000-232.010	Remittance	CITY - EFT BCBS EE & ER	Remittance Check	2,190.98	980
594-000.000-232.110	Remittance	CITY - EFT LIFE INSURANCE	Remittance Check	24.60	931
594-000.000-232.110	Remittance	CITY - EFT LIFE INSURANCE	Remittance Check	24.69	964
594-000.000-232.110	Remittance	CITY - EFT LIFE INSURANCE	Remittance Check	24.60	983
594-000.000-232.600	Remittance	CITY - EFT WORKERS COMP	Remittance Check	55.63	933
594-000.000-232.600	Remittance	CITY - EFT WORKERS COMP	Remittance Check	51.92	967
594-000.000-232.600	Remittance	CITY - EFT WORKERS COMP	Remittance Check	50.84	987
594-000.000-232.700	Remittance	CITY - EFT UNEMPLOYMENT	Remittance Check	2.60	966
594-000.000-232.700	Remittance	CITY - EFT UNEMPLOYMENT	Remittance Check	2.57	986
Total Department 000.000 NOT ASSIGNED				25,851.35	
<b>Department: 597.000 MARINA OPERATIONS</b>					
594-597.000-717.000	Life Insurance	RELiance STANDARD LIFE INS	DECEMBER 2025 LIFE INSURANCE	0.00	219777
594-597.000-717.000	Life Insurance	RELiance STANDARD LIFE INS	DECEMBER 2025 VOLUNTARY LIFE INSURANC	0.00	219777
594-597.000-717.000	LIFE INSURANCE	RELiance STANDARD LIFE INS	JANUARY 2026 LIFE INSURANCE	0.00	220114
594-597.000-717.000	LIFE INSURANCE	RELiance STANDARD LIFE INS	JANUARY 2026 VOLUNTARY LIFE INSURANCE	0.00	220114
594-597.000-740.000	OPERATING SUPPLIES	AMAZON CAPITAL SERVICES	MAINT SUPPLIES	1,031.02	219806
594-597.000-740.000	OPERATING SUPPLIES	LOWE'S HOME CENTERS, LLC	DOCK REPLACEMENT SUPPLIES	256.70	219810
594-597.000-740.000	OPERATING SUPPLIES	AMAZON CAPITAL SERVICES	DOCK REPAIR SUPPLIES	517.67	219836
594-597.000-740.000	OPERATING SUPPLIES	ACE HARDWARE	MAINTENANCE SUPPLIES	52.14	219833
594-597.000-740.000	OPERATING SUPPLIES	ACE HARDWARE	DOCK REPAIR SUPPLIES	14.39	219833
594-597.000-740.000	OPERATING SUPPLIES	ACE HARDWARE	MAINTENANCE SUPPLIES	54.87	219946
594-597.000-740.000	OPERATING SUPPLIES	ACE HARDWARE	MAINTENANCE SUPPLIES	110.42	219946
594-597.000-740.000	OPERATING SUPPLIES	AMAZON CAPITAL SERVICES	MAINTENANCE SUPPLIES	112.81	220145

## INVOICE DISTRIBUTION REPORT FOR CITY OF ST. JOSEPH

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GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
<b>Fund: 594 MARINA FUND</b>					
<b>Department: 597.000 MARINA OPERATIONS</b>					
594-597.000-740.000	OPERATING SUPPLIES	HULL LIFT TRUCK, INC.	STARTER FOR FORKLIFT	578.87	220187
594-597.000-740.000	OPERATING SUPPLIES	ACE HARDWARE	MAINTENANCE SUPPLIES	20.68	220141
594-597.000-740.000		ACE HARDWARE	MAINTENANCE SUPPLIES	159.87	220141
594-597.000-801.000	PROFESSIONAL AND CONTRACT	LAUTERBACH & AMEN, LLP	FY 25 AUDIT	78.51	219813
594-597.000-850.000	COMMUNICATIONS	VERIZON WIRELESS	BILL PERIOD 10-24-2025 TO 11-23-2025	0.00	219795
594-597.000-850.000	COMMUNICATIONS	VERIZON WIRELESS	BILLING DATE 10-24-2025 TO 11-23-2025	73.52	219795
594-597.000-850.000	Communications	TELNET WORLDWIDE	BILL DATE 12--04-2025	30.83	219924
594-597.000-850.000	COMMUNICATIONS	FIRST NATIONAL BANK OF OMA	ANDREW PETERS	159.99	219980
594-597.000-850.000	COMMUNICATIONS	COMCAST	BOAT LAUNCH INTERNET	316.80	219965
594-597.000-850.000	Communications	COMCAST	BOAT LAUNCH INTERNET	0.00	219965
594-597.000-850.000	COMCAST	FIRST NATIONAL BANK OF OMA	FINANCE DEPARTMENT	314.85	219980
594-597.000-850.000	COMMUNICATIONS	VERIZON WIRELESS	BILL DATE 12-23-2025	73.52	220236
594-597.000-850.000	COMMUNICATIONS	VERIZON WIRELESS	BILL DATE 12-23-2025	0.00	220234
594-597.000-850.000	Communications	TELNET WORLDWIDE	BILLING DATE 01-01-2026	30.08	220228
594-597.000-850.000	Communications	COMCAST	BOAT LAUNCH INTERNET	316.80	220161
594-597.000-910.000	INSURANCE PREMIUMS	MICHIGAN MUNICIPAL RISK MA	INSURANCE SERVICES	3,516.21	219793
594-597.000-919.000	WASTE AND RUBBISH DISPOSAL	CLEAN EARTH ENVIRONMENTAL	BOAT LAUNCH FISH TANKS	899.00	219794
594-597.000-919.000	WASTE AND RUBBISH DISPOSAL	BEST WAY DISPOSAL INC	TRASH SERVICE	288.50	219844
594-597.000-920.000	Public Utilities	INDIANA MICHIGAN POWER COM	DECEMBER BILLING	1,159.25	219998
594-597.000-920.000	PUBLIC UTILITIES	MICHIGAN GAS UTILITIES	ACCT #0505563219-00002	47.99	220106
594-597.000-941.100	SOFTWARE & SUBSCRIBE BASED	T2 SYSTEMS CANADA INC.	BOAT LAUNCH PAY MACHINE	55.00	219923
594-597.000-941.100	SOFTWARE & SUBSCRIBE BASED	T2 SYSTEMS CANADA INC.	BOAT LAUNCH PAY MACHINE	55.00	220227
Total Department 597.000 MARINA OPERATIONS				10,325.29	
Total Fund 594 MARINA FUND				36,176.64	
<b>Fund: 661 MOTOR POOL FUND</b>					
<b>Department: 000.000 NOT ASSIGNED</b>					
661-000.000-228.000	Remittance	State of Michigan	Remittance Check	168.17	939
661-000.000-228.000	Remittance	State of Michigan	Remittance Check	174.98	976
661-000.000-228.000	Remittance	State of Michigan	Remittance Check	180.66	993
661-000.000-229.000	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	457.38	934
661-000.000-229.000	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	551.53	968
661-000.000-229.000	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	460.19	988
661-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	60.00	934
661-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	256.53	934
661-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	256.53	934
661-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	60.00	934
661-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	62.24	968
661-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	266.09	968
661-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	266.09	968
661-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	62.24	968
661-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	64.48	988
661-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	275.30	988
661-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	275.73	988
661-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	64.38	988
661-000.000-231.000	Remittance	ST JOSEPH PENSION	Remittance Check	136.17	940
661-000.000-231.000	Remittance	ST JOSEPH PENSION	Remittance Check	145.29	973
661-000.000-231.000	Remittance	CITY - EFT PENSION EE & ER	Remittance Check	152.21	220138
661-000.000-231.010	Remittance	ST JOSEPH PENSION	Remittance Check	656.52	940

## INVOICE DISTRIBUTION REPORT FOR CITY OF ST. JOSEPH

EXP CHECK RUN DATES 12/03/2025 - 01/09/2026

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GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
<b>Fund: 661 MOTOR POOL FUND</b>					
<b>Department: 000.000 NOT ASSIGNED</b>					
661-000.000-231.010	Remittance	ST JOSEPH PENSION	Remittance Check	700.54	973
661-000.000-231.010	Remittance	CITY - EFT PENSION EE & ER	Remittance Check	733.91	220138
661-000.000-231.300	Remittance	AFSCME MICHIGAN 925	Remittance Check	81.95	219748
661-000.000-231.300	Remittance	AFSCME MICHIGAN 925	Remittance Check	91.59	220127
661-000.000-231.600	Remittance	NATIONWIDE RETIREMENT SOLU	Remittance Check	44.38	219754
661-000.000-231.600	Remittance	NATIONWIDE RETIREMENT SOLU	Remittance Check	29.74	219943
661-000.000-231.600	Remittance	NATIONWIDE RETIREMENT SOLU	Remittance Check	44.07	220132
661-000.000-231.900	Remittance	AFLAC	Remittance Check	20.73	219746
661-000.000-231.900	Remittance	AFLAC	Remittance Check	22.27	219937
661-000.000-231.900	Remittance	AFLAC	Remittance Check	24.67	220125
661-000.000-232.000	Remittance	CITY - EFT BCBS EE & ER	Remittance Check	52.14	928
661-000.000-232.000	Remittance	CITY - EFT BCBS EE & ER	Remittance Check	178.44	961
661-000.000-232.000	Remittance	CITY - EFT BCBS EE & ER	Remittance Check	243.52	980
661-000.000-232.010	Remittance	CITY - EFT BCBS EE & ER	Remittance Check	208.59	928
661-000.000-232.010	Remittance	CITY - EFT BCBS EE & ER	Remittance Check	713.82	961
661-000.000-232.010	Remittance	CITY - EFT BCBS EE & ER	Remittance Check	974.17	980
661-000.000-232.110	Remittance	CITY - EFT LIFE INSURANCE	Remittance Check	10.35	931
661-000.000-232.110	Remittance	CITY - EFT LIFE INSURANCE	Remittance Check	8.83	964
661-000.000-232.110	Remittance	CITY - EFT LIFE INSURANCE	Remittance Check	11.21	983
661-000.000-232.600	Remittance	CITY - EFT WORKERS COMP	Remittance Check	43.00	933
661-000.000-232.600	Remittance	CITY - EFT WORKERS COMP	Remittance Check	48.45	967
661-000.000-232.600	Remittance	CITY - EFT WORKERS COMP	Remittance Check	48.96	987
661-000.000-232.700	Remittance	CITY - EFT UNEMPLOYMENT	Remittance Check	1.34	966
661-000.000-232.700	Remittance	CITY - EFT UNEMPLOYMENT	Remittance Check	1.41	986
Total Department 000.000 NOT ASSIGNED				9,390.79	
<b>Department: 345.000 PUBLIC SAFETY DEPARTMENT</b>					
661-345.000-740.000	OPERATING SUPPLIES	FISHER AUTO PARTS, INC.	PARTS	204.14	219872
661-345.000-740.000	OPERATING SUPPLIES	AMAZON CAPITAL SERVICES	FIRETRUCK REPAIR	311.98	220145
661-345.000-930.000	GENERAL REPAIR AND MAINTEN	GOOD YEAR TIRE & RUBBER CO	TIRES	1,042.50	219803
661-345.000-930.000	GENERAL REPAIR AND MAINTEN	FIRST NATIONAL BANK OF OMA	GREG GROTHOUS	80.00	219980
661-345.000-930.000	GENERAL REPAIR AND MAINTEN	GOOD YEAR TIRE & RUBBER CO	TIRES	671.03	219994
661-345.000-930.000	GENERAL REPAIR AND MAINTEN	GOOD YEAR TIRE & RUBBER CO	TIRES	1,296.00	219994
661-345.000-941.000	RENTS & LEASES	ENTERPRISE FM TRUST	VEHICLE LEASE	25.29	219867
Total Department 345.000 PUBLIC SAFETY DEPARTMENT				3,630.94	
<b>Department: 441.000 PUBLIC WORKS DEPARTMENT</b>					
661-441.000-717.000	Life Insurance	RELiance STANDARD LIFE INS	DECEMBER 2025 LIFE INSURANCE	0.00	219777
661-441.000-717.000	Life Insurance	RELiance STANDARD LIFE INS	DECEMBER 2025 VOLUNTARY LIFE INSURANC	0.00	219777
661-441.000-717.000	LIFE INSURANCE	RELiance STANDARD LIFE INS	JANUARY 2026 LIFE INSURANCE	0.00	220114
661-441.000-717.000	LIFE INSURANCE	RELiance STANDARD LIFE INS	JANUARY 2026 VOLUNTARY LIFE INSURANCE	0.00	220114
661-441.000-740.000	OPERATING SUPPLIES	FISHER AUTO PARTS, INC.	FILTER	16.69	219782
661-441.000-740.000	OPERATING SUPPLIES	FISHER AUTO PARTS, INC.	TOOL	39.21	219782
661-441.000-740.000	OPERATING SUPPLIES	FISHER AUTO PARTS, INC.	FILTER/SILENT	49.78	219782
661-441.000-740.000	OPERATING SUPPLIES	FISHER AUTO PARTS, INC.	PARTS	165.96	219782
661-441.000-740.000	OPERATING SUPPLIES	O'REILLY AUTO PARTS	TOOLS AND FUSE	43.67	219821
661-441.000-740.000	OPERATING SUPPLIES	O'REILLY AUTO PARTS	PARTS	43.95	219821
661-441.000-740.000	OPERATING SUPPLIES	O'REILLY AUTO PARTS	PARTS	23.78	219821
661-441.000-740.000	Operating Supplies	MICHIANA SUPPLY INC.	PART	19.91	219774
661-441.000-740.000	Operating Supplies	MICHIANA SUPPLY INC.	PARTS	688.90	219774

## INVOICE DISTRIBUTION REPORT FOR CITY OF ST. JOSEPH

EXP CHECK RUN DATES 12/03/2025 - 01/09/2026

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GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
<b>Fund: 661 MOTOR POOL FUND</b>					
<b>Department: 441.000 PUBLIC WORKS DEPARTMENT</b>					
661-441.000-740.000	Operating Supplies	MICHIANA SUPPLY INC.	PARTS	141.21	219774
661-441.000-740.000	Operating Supplies	MICHIANA SUPPLY INC.	DUCT HOSE	355.58	219774
661-441.000-740.000	OPERATING SUPPLIES	KIMBALL MIDWEST	SHOP SUPPLIES	435.54	219772
661-441.000-740.000	OPERATING SUPPLIES	SIEMANS IN BRIDGMAN	PARTS	213.99	219784
661-441.000-740.000	OPERATING SUPPLIES	SHARE CORPORATION	TOOL AND SHOP SUPPLIES	438.93	219789
661-441.000-740.000	OPERATING SUPPLIES	FISHER AUTO PARTS, INC.	FILTERS	540.00	219782
661-441.000-740.000	OPERATING SUPPLIES	WEST MICHIGAN INTERNATIONAL	PART	705.03	219788
661-441.000-740.000	OPERATING SUPPLIES	FAMILY FARM & HOME	LEAF VAC PARTS	71.98	219765
661-441.000-740.000	OPERATING SUPPLIES	MANN, ANDY	OT FOOD EXPENSE	14.09	219822
661-441.000-740.000	OPERATING SUPPLIES	MACQUEEN GROUP RENTALS	REPLACEMENT VALVE #465	750.50	219894
661-441.000-740.000	OPERATING SUPPLIES	MATERIALS RESOURCES	VAC ALL HOSE	1,049.25	219896
661-441.000-740.000	OPERATING SUPPLIES	AIRGAS USA, LLC	CYLINDER RENTAL	470.19	219835
661-441.000-740.000	OPERATING SUPPLIES	AMAZON CAPITAL SERVICES	PART	14.27	219836
661-441.000-740.000	Operating Supplies	VALLEY TRUCK PARTS, INC	PART	57.96	219926
661-441.000-740.000		FISHER AUTO PARTS, INC.	FILTERS	177.56	219872
661-441.000-740.000	OPERATING SUPPLIES	FISHER AUTO PARTS, INC.	BATTERY AND PART	224.97	219872
661-441.000-740.000	OPERATING SUPPLIES	FISHER AUTO PARTS, INC.	FILTERS	51.31	219872
661-441.000-740.000	OPERATING SUPPLIES	FISHER AUTO PARTS, INC.	FILTERS	51.31	219872
661-441.000-740.000	OPERATING SUPPLIES	FISHER AUTO PARTS, INC.	BATTERY	143.48	219872
661-441.000-740.000	operating Supplies	MICHIANA SUPPLY INC.	PARTS/HARDWARE	82.67	219900
661-441.000-740.000	OPERATING SUPPLIES	ACE HARDWARE	SHOP SUPPLIES	19.78	219833
661-441.000-740.000	OPERATING SUPPLIES	ACE HARDWARE	TOOLS	6.63	219833
661-441.000-740.000	OPERATING SUPPLIES	KEITH VERSAW	CLOTHING REIMBURSEMENT	233.12	219886
661-441.000-740.000	OPERATING SUPPLIES	FISHER AUTO PARTS, INC.	PARTS	1,758.39	219988
661-441.000-740.000	OPERATING SUPPLIES	FISHER AUTO PARTS, INC.	BATTERY	184.94	219988
661-441.000-740.000	OPERATING SUPPLIES	FISHER AUTO PARTS, INC.	PARTS	111.90	219988
661-441.000-740.000	OPERATING SUPPLIES	FISHER AUTO PARTS, INC.	FILTERS	19.04	219988
661-441.000-740.000	OPERATING SUPPLIES	FISHER AUTO PARTS, INC.	FILTERS	51.61	219988
661-441.000-740.000	OPERATING SUPPLIES	FISHER AUTO PARTS, INC.	FILTERS AND PARTS	356.64	219988
661-441.000-740.000	OPERATING SUPPLIES	FISHER AUTO PARTS, INC.	WIPER BLADES	144.69	219988
661-441.000-740.000	OPERATING SUPPLIES	FISHER AUTO PARTS, INC.	PART	29.99	219988
661-441.000-740.000	OPERATING SUPPLIES	FISHER AUTO PARTS, INC.	PARTS	18.95	219988
661-441.000-740.000	OPERATING SUPPLIES	SHARE CORPORATION	TOOLS	187.24	220044
661-441.000-740.000	OPERATING SUPPLIES	CITY AUTO REPAIR	PLOW PARTS	593.98	219964
661-441.000-740.000	Operating Supplies	VALLEY TRUCK PARTS, INC	PARTS	140.46	220055
661-441.000-740.000	OPERATING SUPPLIES	JOHN DEERE FINANCIAL	PART	284.51	220005
661-441.000-740.000	OPERATING SUPPLIES	DOUBLEDAY OFFICE PRODUCTS	SUPPLIES	124.78	219974
661-441.000-740.000	operating Supplies	MICHIANA SUPPLY INC.	PARTS	64.80	220017
661-441.000-740.000	operating Supplies	MICHIANA SUPPLY INC.	PARTS	963.57	220017
661-441.000-740.000	OPERATING SUPPLIES	CERTIFIED LABORATORIES	SHOP SUPPLIES	349.00	220071
661-441.000-740.000	operating Supplies	MICHIANA SUPPLY INC.	PARTS/HARDWARE	57.52	220090
661-441.000-740.000	operating Supplies	MICHIANA SUPPLY INC.	PARTS/HARDWARE	102.14	220090
661-441.000-740.000	OPERATING SUPPLIES	MERLE BOES	OIL	670.45	220089
661-441.000-740.000	OPERATING SUPPLIES	FISHER AUTO PARTS, INC.	FILTER	92.53	220083
661-441.000-740.000	OPERATING SUPPLIES	FISHER AUTO PARTS, INC.	FILTER	56.08	220083
661-441.000-740.000	OPERATING SUPPLIES	FISHER AUTO PARTS, INC.	TOOL AND FILTERS	29.64	220083
661-441.000-740.000	OPERATING SUPPLIES	FISHER AUTO PARTS, INC.	FILTERS	185.06	220083
661-441.000-740.000	OPERATING SUPPLIES	FISHER AUTO PARTS, INC.	PART/WIPERS	173.21	220083
661-441.000-740.000	OPERATING SUPPLIES	FISHER AUTO PARTS, INC.	RETURN/REFUND	(50.00)	220083

## INVOICE DISTRIBUTION REPORT FOR CITY OF ST. JOSEPH

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<b>Fund: 661 MOTOR POOL FUND</b>					
<b>Department: 441.000 PUBLIC WORKS DEPARTMENT</b>					
661-441.000-740.000	OPERATING SUPPLIES	MACQUEEN GROUP RENTALS	TRUCK REPAIR PART #465	907.74	220087
661-441.000-740.000	OPERATING SUPPLIES	ACE HARDWARE	TOOLS	43.17	220063
661-441.000-740.000	Operating Supplies	MICHIANA SUPPLY INC.	PART	8.53	220205
661-441.000-740.000	Operating Supplies	VALLEY TRUCK PARTS, INC	PARTS	34.06	220232
661-441.000-740.000	OPERATING SUPPLIES	O'REILLY AUTO PARTS	PARTS	80.97	220210
661-441.000-740.000	OPERATING SUPPLIES	BEAVER RESEARCH COMPANY	SHOP SUPPLIES	120.00	220150
661-441.000-740.000	OPERATING SUPPLIES	FAMILY FARM & HOME	HARDWARE	6.44	220175
661-441.000-740.000	OPERATING SUPPLIES	WEST MICHIGAN INTERNATIONAL	PARTS	356.36	220240
661-441.000-740.000	OPERATING SUPPLIES	WEST MICHIGAN INTERNATIONAL	PARTS	862.01	220240
661-441.000-740.000	OPERATING SUPPLIES	AIRGAS USA, LLC	CYLIDNER RENTAL	470.19	220143
661-441.000-740.000	OPERATING SUPPLIES	AMAZON CAPITAL SERVICES	TOOL	24.99	220145
661-441.000-740.000	OPERATING SUPPLIES	ACE HARDWARE	CHAIN	21.60	220141
661-441.000-741.000	FUEL AND GASOLINE	MERLE BOES	FUEL (GAS) TAX	107.71	219816
661-441.000-741.000	FUEL AND GASOLINE	MERLE BOES	FUEL (DIESEL) TAX	56.67	219816
661-441.000-741.000	FUEL AND GASOLINE	MERLE BOES	HYDRAULIC FLUID	634.45	219899
661-441.000-741.000	FUEL AND GASOLINE	MERLE BOES	PETROLEUM PRODUCTS	629.45	220204
661-441.000-801.000	PROFESSIONAL AND CONTRACT	DOUBLE K ENTERPRISES INC	IT SERVICES - PUBLIC WORKS	285.00	219790
661-441.000-850.000	COMMUNICATIONS	VERIZON WIRELESS	BILL PERIOD 10-24-2025 TO 11-23-2025	0.00	219795
661-441.000-850.000	COMMUNICATIONS	VERIZON WIRELESS	BILLING DATE 10-24-2025 TO 11-23-2025	72.02	219795
661-441.000-850.000	COMMUNICATIONS	VERIZON WIRELESS	BILL DATE 12-23-2025	72.02	220236
661-441.000-850.000	COMMUNICATIONS	VERIZON WIRELESS	BILL DATE 12-23-2025	0.00	220234
661-441.000-910.000	INSURANCE PREMIUMS	MICHIGAN MUNICIPAL RISK MA	INSURANCE SERVICES	14,064.84	219793
661-441.000-930.000	GENERAL REPAIR AND MAINTEN	GOOD YEAR TIRE & RUBBER CO	TIRES	698.71	219803
661-441.000-930.000	GENERAL REPAIR AND MAINTEN	GOOD YEAR TIRE & RUBBER CO	TIRES	1,012.50	219875
661-441.000-930.000	GENERAL REPAIR AND MAINTEN	GOOD YEAR TIRE & RUBBER CO	TIRES	791.78	219875
661-441.000-930.000	GENERAL REPAIR AND MAINTEN	GOOD YEAR TIRE & RUBBER CO	TIRE	119.81	220179
661-441.000-941.000	RENTS & LEASES	ENTERPRISE FM TRUST	VEHICLE LEASE	2,152.24	219867
661-441.000-941.000	RENTS & LEASES	SAMSARA INC.	TELEMATICS SERVICE	15,649.80	220041
Total Department 441.000 PUBLIC WORKS DEPARTMENT				53,325.38	
Total Fund 661 MOTOR POOL FUND				66,347.11	
<b>Fund: 677 SELF-INSURANCE FUND</b>					
<b>Department: 000.000 NOT ASSIGNED</b>					
677-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	3.16	988
677-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	11.27	988
677-000.000-232.600	Remittance	CITY - EFT WORKERS COMP	Remittance Check	1.23	987
Total Department 000.000 NOT ASSIGNED				15.66	
<b>Department: 851.000 INSURANCE PREMIUMS</b>					
677-851.000-717.000	LIFE INSURANCE	RELiance STANDARD LIFE INS	DECEMBER 2025 LIFE INSURANCE	1,454.45	219777
677-851.000-717.000	LIFE INSURANCE	RELiance STANDARD LIFE INS	JANUARY 2026 LIFE INSURANCE	1,427.80	220114
677-851.000-717.010	LIFE INSURANCE - EE VOLUNT	RELiance STANDARD LIFE INS	DECEMBER 2025 VOLUNTARY LIFE INSURANC	0.00	219777
677-851.000-717.010	LIFE INSURANCE - EE VOLUNT	RELiance STANDARD LIFE INS	DECEMBER 2025 VOLUNTARY LIFE INSURANC	292.53	219777
677-851.000-717.010	LIFE INSURANCE - EE VOLUNT	RELiance STANDARD LIFE INS	JANUARY 2026 VOLUNTARY LIFE INSURANCE	292.53	220114
Total Department 851.000 INSURANCE PREMIUMS				3,467.31	
Total Fund 677 SELF-INSURANCE FUND				3,482.97	
<b>Fund: 690 HEALTH CARE FUND</b>					
<b>Department: 000.000 NOT ASSIGNED</b>					



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<b>Fund: 690 HEALTH CARE FUND</b>					
<b>Department: 000.000 NOT ASSIGNED</b>					
690-000.000-687.000	REFUNDS & REBATES	BLUE CROSS BLUE SHIELD	BILL PERIOD 11-01-2025 TO 11-30-2025	(47,419.24)	219961
			Total Department 000.000 NOT ASSIGNED	(47,419.24)	
<b>Department: 851.000 INSURANCE PREMIUMS</b>					
690-851.000-716.100	PENSION HEALTH CARE PREMIU	VARI PRO	JAN HEALTH PREM - RETIREES OVER AGE 6	2,114.00	219928
690-851.000-716.100	PENSION HEALTH CARE PREMIU	VARI PRO	FEB HEALTH PREMIUM - RETIREES OVER AG	2,114.00	220233
690-851.000-716.200	Claims Expense	BLUE CROSS BLUE SHIELD	BILL PERIOD 11-01-2025 TO 11-30-2025	121,100.14	219961
690-851.000-716.200	Claims Expense	BLUE CROSS BLUE SHIELD	BILL PERIOD 12-01-2025 TO 12-31-2025	0.00	1002
690-851.000-716.300	ASC Fees	BLUE CROSS BLUE SHIELD	BILL PERIOD 11-01-2025 TO 11-30-2025	72,962.64	219961
690-851.000-716.300	ASC Fees	BLUE CROSS BLUE SHIELD	BILL PERIOD 12-01-2025 TO 12-31-2025	0.00	1002
690-851.000-716.400	Monthly Cap Activity	BLUE CROSS BLUE SHIELD	BILL PERIOD 11-01-2025 TO 11-30-2025	(23,831.78)	219961
690-851.000-716.400	Monthly Cap Activity	BLUE CROSS BLUE SHIELD	BILL PERIOD 12-01-2025 TO 12-31-2025	136,582.59	1002
690-851.000-716.500	HC Taxes	BLUE CROSS BLUE SHIELD	BILL PERIOD 12-01-2025 TO 12-31-2025	0.00	1002
690-851.000-716.600	Agent Fees	BLUE CROSS BLUE SHIELD	BILL PERIOD 11-01-2025 TO 11-30-2025	0.00	219961
690-851.000-716.600	Agent Fees	BLUE CROSS BLUE SHIELD	BILL PERIOD 12-01-2025 TO 12-31-2025	0.00	1002
			Total Department 851.000 INSURANCE PREMIUMS	311,041.59	
			Total Fund 690 HEALTH CARE FUND	263,622.35	
<b>Fund: 703 CURRENT TAX COLLECTION FUND</b>					
<b>Department: 000.000 NOT ASSIGNED</b>					
703-000.000-956.000	Miscellaneous Expense	BERRIEN COUNTY TREASURER	TAX DISBURSEMENT - SJPS SET	3,164.70	219954
703-000.000-956.000	Miscellaneous Expense	BERRIEN COUNTY TREASURER	TAX DISBURSEMENT - COUNTY GENERAL	2,514.88	219955
703-000.000-956.000	Miscellaneous Expense	BERRIEN COUNTY TREASURER	TAX DISBURSEMENT - COUNTY 911	33,495.29	219956
703-000.000-956.000	Miscellaneous Expense	BERRIEN COUNTY TREASURER	TAX DISBURSEMENT - COUNTY LAW EN	26,050.43	219957
703-000.000-956.000	Miscellaneous Expense	BERRIEN COUNTY TREASURER	TAX DISBURSEMENT - COUNTY SR CTR	22,331.73	219958
703-000.000-956.000	Miscellaneous Expense	BERRIEN COUNTY TREASURER	TAX DISBURSEMENT - COUNTY PARKS	7,450.12	219959
703-000.000-956.000	Miscellaneous Expense	BERRIEN COUNTY TREASURER	TAX DISBURSEMENT - DRAIN 225	116.70	219960
703-000.000-956.000	Miscellaneous Expense	ST JOSEPH PUBLIC SCHOOLS	TAX DISBURSEMENT - SJPS OPERATING	7,610.45	220049
703-000.000-956.000	Miscellaneous Expense	ST JOSEPH PUBLIC SCHOOLS	TAX DISBURSEMENT - SJPS SCH-2014BLDGS	518.56	220049
703-000.000-956.000	Miscellaneous Expense	ST JOSEPH PUBLIC SCHOOLS	TAX DISBURSEMENT - SJPS SCH-2010DEBT	1,640.35	220049
703-000.000-956.000	Miscellaneous Expense	ST JOSEPH PUBLIC SCHOOLS	TAX DISBURSEMENT - SJPS SCH-2016DEBT	311.18	220049
703-000.000-956.000	MISCELLANEOUS EXPENSE	DUSTIN & HEATHER STRAWN	TAX REFUND	5,374.55	219976
703-000.000-956.000	MISCELLANEOUS EXPENSE	WILLIAM & NANCY RACINE	TAX REFUND	14,931.59	220060
703-000.000-956.000	Miscellaneous Expense	LAKE MICHIGAN COLLEGE	TAX DISBURSEMENT - LAKE MI COLLEGE	1,194.85	220011
703-000.000-956.000	Miscellaneous Expense	SOUTHWEST MI REGIONAL AIRP	TAX DISBURSEMENT - AIRPORT	128.75	220047
703-000.000-956.000	Miscellaneous Expense	BERRIEN COUNTY INTERMEDIAT	TAX DISBURSEMENT - RESA GENERAL	91.86	219953
703-000.000-956.000	Miscellaneous Expense	BERRIEN COUNTY INTERMEDIAT	TAX DISBURSEMENT - RESA SPECIAL	1,156.90	219953
703-000.000-956.000	MISCELLANEOUS EXPENSE	ROBERT & PATRICIA BARRETT	TAX REFUND	2,406.19	220039
703-000.000-956.000	MISCELLANEOUS EXPENSE	SHANE & SAMANTHA ZAZUBEK	TAX REFUND	2,529.41	220043
703-000.000-956.000	MISCELLANEOUS EXPENSE	MARCY DIANN WADE	TAX REFUND	773.83	220016
703-000.000-956.000	MISCELLANEOUS EXPENSE	FRANK GREGOR	TAX REFUND	105.44	219993
703-000.000-956.000	Miscellaneous Expense	LAKE MICHIGAN COLLEGE	TAX DISBURSEMENT - LAKE MI COLLEGE	5,214.84	220196
703-000.000-956.000	Miscellaneous Expense	BERRIEN COUNTY INTERMEDIAT	TAX DISBURSEMENT - RESA GENERAL	401.14	220151
703-000.000-956.000	Miscellaneous Expense	BERRIEN COUNTY INTERMEDIAT	TAX DISBURSEMENT - RESA SPECIAL	5,049.06	220151
703-000.000-956.000	Miscellaneous Expense	SOUTHWEST MI REGIONAL AIRP	TAX DISBURSEMENT - AIRPORT	562.06	220222
703-000.000-956.000	Miscellaneous Expense	ST JOSEPH PUBLIC SCHOOLS	TAX DISBURSEMENT - SJPS OPERATING	26,948.18	220224
703-000.000-956.000	Miscellaneous Expense	ST JOSEPH PUBLIC SCHOOLS	TAX DISBURSEMENT - SJPS SCH-2014BLDGS	2,263.20	220224
703-000.000-956.000	Miscellaneous Expense	ST JOSEPH PUBLIC SCHOOLS	TAX DISBURSEMENT - SJPS SCH-2010DEBT	7,159.09	220224
703-000.000-956.000	Miscellaneous Expense	ST JOSEPH PUBLIC SCHOOLS	TAX DISBURSEMENT - SJPS SCH-2016DEBT	1,358.08	220224

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<b>Fund: 703 CURRENT TAX COLLECTION FUND</b>					
<b>Department: 000.000 NOT ASSIGNED</b>					
703-000.000-956.000	Miscellaneous Expense	BERRIEN COUNTY TREASURER	TAX DISBURSEMENT - SJPS SET	13,811.82	994
703-000.000-956.000	Miscellaneous Expense	BERRIEN COUNTY TREASURER	TAX DISBURSEMENT - COUNTY GENERAL	10,975.76	995
703-000.000-956.000	Miscellaneous Expense	BERRIEN COUNTY TREASURER	TAX DISBURSEMENT - COUNTY 911	55,805.47	996
703-000.000-956.000	Miscellaneous Expense	BERRIEN COUNTY TREASURER	TAX DISBURSEMENT - COUNTY LAW EN	43,401.81	997
703-000.000-956.000	Miscellaneous Expense	BERRIEN COUNTY TREASURER	TAX DISBURSEMENT - COUNTY SR CTR	37,206.24	998
703-000.000-956.000	Miscellaneous Expense	BERRIEN COUNTY TREASURER	TAX DISBURSEMENT - COUNTY PARKS	12,412.23	999
703-000.000-956.000	Miscellaneous Expense	BERRIEN COUNTY TREASURER	TAX DISBURSEMENT - DRAIN 007	96.09	1000
703-000.000-956.000	Miscellaneous Expense	BERRIEN COUNTY TREASURER	TAX DISBURSEMENT - DRAIN 225	46.70	1001
Total Department 000.000 NOT ASSIGNED				356,609.53	
Total Fund 703 CURRENT TAX COLLECTION FUND				356,609.53	
<b>Fund: 731 RETIREMENT SYSTEM FUND</b>					
<b>Department: 000.000 NOT ASSIGNED</b>					
731-000.000-228.000	Remittance	State of Michigan	Remittance Check	11,682.09	979
731-000.000-229.000	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	41,477.91	978
731-000.000-231.500	Remittance	MISDU	Remittance Check	803.50	220062
731-000.000-231.900	Remittance	AFLAC	Remittance Check	272.46	220061
731-000.000-231.900	Remittance	AFLAC	Remittance Check	257.40	220061
731-000.000-232.000	Remittance	CITY - EFT BCBS EE & ER	Remittance Check	1,946.00	977
731-000.000-232.000	Remittance	CITY - EFT BCBS EE & ER	Remittance Check	6,930.78	977
731-000.000-232.010	Remittance	CITY - EFT BCBS EE & ER	Remittance Check	5,456.78	977
731-000.000-801.000	PROFESSIONAL AND CONTRACT	LAUTERBACH & AMEN, LLP	FY 25 AUDIT	2,100.00	219813
731-000.000-801.200	Actuary Fees	GABRIEL, ROEDER, SMITH & C	BENFIT CALCULATIONS	700.00	220178
731-000.000-801.200	Actuary Fees	GABRIEL, ROEDER, SMITH & C	OCT THROUGH DEC ACTUARIAL SERVICES	5,200.00	220178
731-000.000-801.200	Actuary Fees	GABRIEL, ROEDER, SMITH & C	OPEB VALUATION	16,000.00	220178
Total Department 000.000 NOT ASSIGNED				92,826.92	
Total Fund 731 RETIREMENT SYSTEM FUND				92,826.92	
<b>Fund: 755 HOUSING PAYROLL FUND</b>					
<b>Department: 000.000 NOT ASSIGNED</b>					
755-000.000-228.000	Remittance	State of Michigan	Remittance Check	202.35	939
755-000.000-228.000	Remittance	State of Michigan	Remittance Check	8.01	954
755-000.000-228.000	Remittance	State of Michigan	Remittance Check	61.20	960
755-000.000-228.000	Remittance	State of Michigan	Remittance Check	218.17	976
755-000.000-228.000	Remittance	State of Michigan	Remittance Check	204.76	993
755-000.000-229.000	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	303.77	934
755-000.000-229.000	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	87.83	958
755-000.000-229.000	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	342.03	968
755-000.000-229.000	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	282.85	988
755-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	339.33	934
755-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	79.35	934
755-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	79.35	934
755-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	339.33	934
755-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	11.94	952
755-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	2.79	952
755-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	2.79	952
755-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	11.94	952
755-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	93.00	958
755-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	21.75	958

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<b>Fund: 755 HOUSING PAYROLL FUND</b>					
<b>Department: 000.000 NOT ASSIGNED</b>					
755-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	21.75	958
755-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	93.00	958
755-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	363.02	968
755-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	84.90	968
755-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	84.90	968
755-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	363.02	968
755-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	341.82	988
755-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	80.19	988
755-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	79.96	988
755-000.000-229.100	Remittance	FEDERAL TAX DEPOSIT	Remittance Check	342.83	988
755-000.000-231.000	Remittance	ST JOSEPH PENSION	Remittance Check	165.66	940
755-000.000-231.000	Remittance	ST JOSEPH PENSION	Remittance Check	4.00	953
755-000.000-231.000	Remittance	ST JOSEPH PENSION	Remittance Check	60.00	959
755-000.000-231.000	Remittance	ST JOSEPH PENSION	Remittance Check	175.74	973
755-000.000-231.000	Remittance	CITY - EFT PENSION EE & ER	Remittance Check	165.66	220138
755-000.000-231.010	Remittance	ST JOSEPH PENSION	Remittance Check	130.04	940
755-000.000-231.010	Remittance	ST JOSEPH PENSION	Remittance Check	3.14	953
755-000.000-231.010	Remittance	ST JOSEPH PENSION	Remittance Check	47.10	959
755-000.000-231.010	Remittance	ST JOSEPH PENSION	Remittance Check	137.95	973
755-000.000-231.010	Remittance	CITY - EFT PENSION EE & ER	Remittance Check	130.04	220138
755-000.000-231.600	Remittance	MISSION SQUARE	Remittance Check	100.00	219752
755-000.000-231.600	Remittance	MISSION SQUARE	Remittance Check	100.00	219942
755-000.000-231.600	Remittance	MISSION SQUARE	Remittance Check	100.00	220131
755-000.000-231.800	Remittance	CITY - EFT FLEXSPENDING	Remittance Check	10.00	930
755-000.000-231.800	Remittance	CITY - EFT FLEXSPENDING	Remittance Check	10.00	963
755-000.000-231.800	Remittance	CITY - EFT FLEXSPENDING	Remittance Check	20.00	982
755-000.000-231.900	Remittance	AFLAC	Remittance Check	14.04	219746
755-000.000-231.900	Remittance	AFLAC	Remittance Check	14.04	219937
755-000.000-231.900	Remittance	AFLAC	Remittance Check	14.04	220125
755-000.000-232.000	Remittance	CITY - EFT BCBS EE & ER	Remittance Check	205.83	928
755-000.000-232.000	Remittance	CITY - EFT BCBS EE & ER	Remittance Check	273.85	961
755-000.000-232.000	Remittance	CITY - EFT BCBS EE & ER	Remittance Check	273.85	980
755-000.000-232.010	Remittance	CITY - EFT BCBS EE & ER	Remittance Check	823.35	928
755-000.000-232.010	Remittance	CITY - EFT BCBS EE & ER	Remittance Check	1,095.49	961
755-000.000-232.010	Remittance	CITY - EFT BCBS EE & ER	Remittance Check	1,095.49	980
755-000.000-232.110	Remittance	CITY - EFT LIFE INSURANCE	Remittance Check	10.80	931
755-000.000-232.110	Remittance	CITY - EFT LIFE INSURANCE	Remittance Check	10.80	964
755-000.000-232.110	Remittance	CITY - EFT LIFE INSURANCE	Remittance Check	10.80	983
755-000.000-232.600	Remittance	CITY - EFT WORKERS COMP	Remittance Check	26.56	933
755-000.000-232.600	Remittance	CITY - EFT WORKERS COMP	Remittance Check	0.91	951
755-000.000-232.600	Remittance	CITY - EFT WORKERS COMP	Remittance Check	7.05	957
755-000.000-232.600	Remittance	CITY - EFT WORKERS COMP	Remittance Check	28.25	967
755-000.000-232.600	Remittance	CITY - EFT WORKERS COMP	Remittance Check	27.22	987
755-000.000-232.700	Remittance	CITY - EFT UNEMPLOYMENT	Remittance Check	0.03	950
755-000.000-232.700	Remittance	CITY - EFT UNEMPLOYMENT	Remittance Check	0.45	956
755-000.000-232.700	Remittance	CITY - EFT UNEMPLOYMENT	Remittance Check	1.32	966
755-000.000-232.700	Remittance	CITY - EFT UNEMPLOYMENT	Remittance Check	1.24	986
Total Department 000.000 NOT ASSIGNED				9,842.67	

**Department: 535.000 COMPONENT UNITS & JOINT VENTURES**



# INVOICE DISTRIBUTION REPORT FOR CITY OF ST. JOSEPH

EXP CHECK RUN DATES 12/03/2025 - 01/09/2026

POSTED  
PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
<b>Fund: 755 HOUSING PAYROLL FUND</b>					
<b>Department: 535.000 COMPONENT UNITS &amp; JOINT VENTURES</b>					
755-535.000-717.000	Life Insurance	RELiance STANDARD LIFE INS	DECEMBER 2025 LIFE INSURANCE	0.00	219777
755-535.000-717.000	Life Insurance	RELiance STANDARD LIFE INS	DECEMBER 2025 VOLUNTARY LIFE INSURANC	0.00	219777
755-535.000-717.000	LIFE INSURANCE	RELiance STANDARD LIFE INS	JANUARY 2026 LIFE INSURANCE	0.00	220114
755-535.000-717.000	LIFE INSURANCE	RELiance STANDARD LIFE INS	JANUARY 2026 VOLUNTARY LIFE INSURANCE	0.00	220114
Total Department 535.000 COMPONENT UNITS & JOINT VENTURES				0.00	
Total Fund 755 HOUSING PAYROLL FUND				9,842.67	

## INVOICE DISTRIBUTION REPORT FOR CITY OF ST. JOSEPH

EXP CHECK RUN DATES 12/03/2025 - 01/09/2026

POSTED  
PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
--- TOTALS BY FUND ---					
		101	GENERAL FUND	774,875.16	
		202	MAJOR STREET FUND	154,152.43	
		203	LOCAL STREET FUND	418,626.63	
		209	CEMETERY FUND	16,940.05	
		214	DEPOT FUND	1,683.50	
		226	RUBBISH COLLECTION FUND	142,569.68	
		243	BROWNFIELD REDEVELOPMENT AUTHORITY FU	15,974.21	
		248	DOWNTOWN DEVELOPMENT AUTHORITY FUND	21,066.13	
		271	LIBRARY FUND	67,135.65	
		275	BAND FUND	2,375.15	
		401	CAPITAL PROJECTS FUND	320,975.23	
		590	SEWER FUND	487,395.86	
		591	WATER FUND	693,963.72	
		592	CITY SYSTEM DEVELOPMENT FUND	41,314.57	
		594	MARINA FUND	36,176.64	
		661	MOTOR POOL FUND	66,347.11	
		677	SELF-INSURANCE FUND	3,482.97	
		690	HEALTH CARE FUND	263,622.35	
		703	CURRENT TAX COLLECTION FUND	356,609.53	
		731	RETIREMENT SYSTEM FUND	92,826.92	
		755	HOUSING PAYROLL FUND	9,842.67	
		Total For All Funds:		3,987,956.16	

# Agenda Item

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**TO:** City Commissioners

**FROM:** Emily Hackworth, City Manager

**RE:** Downtown Parking Program Update

**MEETING DATE:** January 12, 2026

---

Staff will give a recap of the 2025 Downtown Parking program, will share feedback gathered from downtown businesses, and will discuss next steps looking forward.

**ATTACHMENT(S):**

- 20250112 Parking Update presentation Final.pdf



# Parking Update

JANUARY 12, 2025

# Purpose of Paid Parking

The Downtown Vision Master Plan identified parking as one of the top issues in the downtown.

- The Downtown Vision Master Plan included about 2,000 instances of public engagement

The goals of the Parking Program were to:

- Increase turnover in the busiest areas of the downtown
- Alleviate congestion caused by beach visitors
- Invest in Downtown area improvements

# Summer of 2025 – Original

## **Paid Parking**

- On-street parking West of Main Street
- Off-street parking West of Main Street in City-owned lots
- Enforcement: 9am to 9pm, May 15 to September 15
- Offered select parking waivers

## **Free Parking**

On and East of Main Street

## **Total Investment**

\$364,678



# Summer of 2025 - Modified

## **Paid Parking**

Reduced enforcement: 9am to 5pm, Memorial Day to Labor Day

## **Parking Lot Waivers**

All City residents

## **Program Paused**

To address non-ADA pay stations in lots

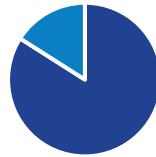
# Summer of 2025 – Feedback

Staff met with 53 business owners to gather program feedback.

Business Owners  
Interviewed

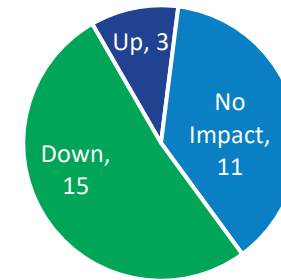
53

Do you understand the goals  
of the Parking Program?



■ YES ■ NO

Financial Impact



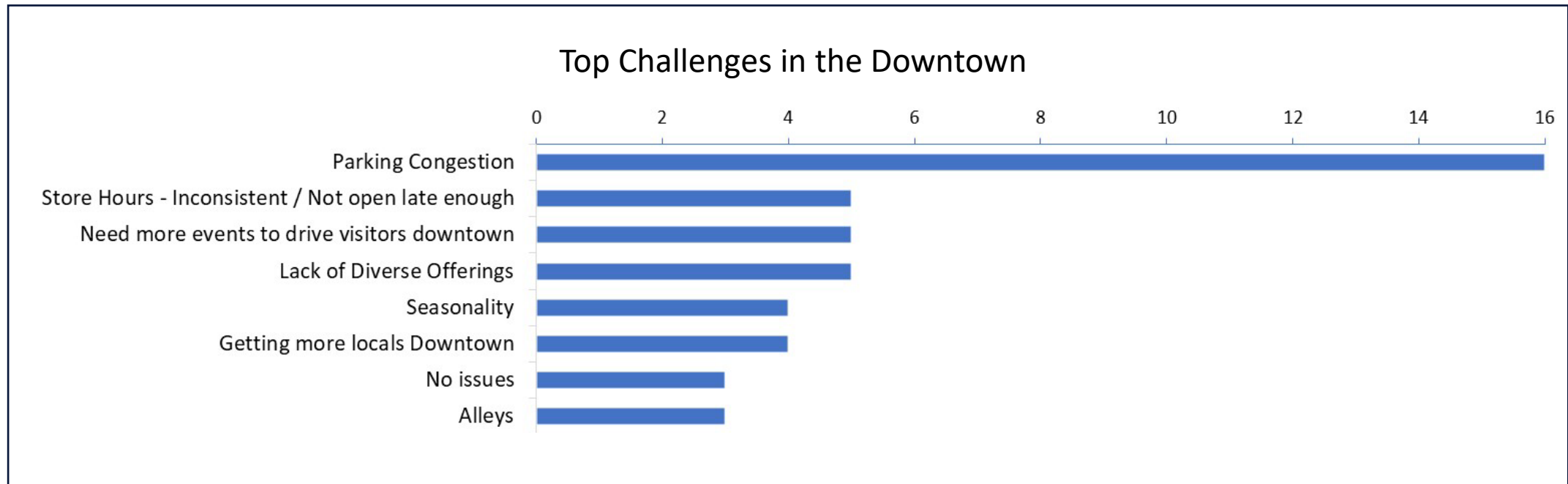
29 businesses reflected on financial impact





# Summer of 2025 - Feedback

Parking congestion continues to be the top challenge identified.



# Summer of 2025 – Feedback

## Program Dislikes: Top 3

Impacted Customers/Clients Negatively

Frustration with kiosks and/or app

Employees Unhappy

Other themes: Impact to downtown charm, east side congestion, length of season, difficulty for seniors

## Program Likes: Top 3

Reduced Employee Use of Prime Parking / Helped Visitors Find Parking

Good for Downtown Broadly

Appreciated 30-Minute Spaces

Other Themes: 3-hour parking, increased foot traffic, kiosks

# Summer of 2026 – Recommendations

The DDA and Parking Subgroup both expanded to include more downtown business and building owners.

- The subgroup includes representatives of the DDA and City Commission and added two downtown businesses and community organizations.

The Subgroup is meeting regularly, using feedback to create a proposal for summer 2026 while prioritizing the following vision:

*Foster a vibrant, year-round downtown district by improving access to local businesses—especially during peak season.*

# Summer of 2026 – Next Steps

## Recommendations

Program recommendations will look different for 2026.

- On-street paid parking in highest demand areas only
- Free parking included West of Main Street.
- Some paid parking added East of Main Street.

## Community Feedback

- Community open houses will be held in February
- Separate meetings for businesses and residents

# Agenda Item

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**TO:** City Commission

**FROM:** Laurie Schmidt, City Attorney

**RE:** Ordinance Amendment-Chapter 13 International Fire Code - Second Reading

**MEETING DATE:** January 12, 2026

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On December 8, 2025, the City Commission approved the first reading of the Ordinance to Amend Chapter 13, Art. II, Sec. 13-16 "Adoption of International Fire Code," which adopts the 2021 version of the International Fire Code, excluding Appendices E, F, G, H, J, L, and M.

The International Fire Code ("IFC"), published by the International Code Council, is typically adopted by the ICC and published every three years. The IFC establishes the minimum requirements consistent with nationally recognized practice for providing a reasonable level of life safety and property protection from the hazards of fire, explosion, or dangerous condition in new and existing buildings, structures and premises, and provides a reasonable level of safety to fire fighters and emergency responders during emergency operations in the City of St. Joseph.

Updating the ordinance to adopt the 2021 version of the IFC will allow the fire code to align with the current 2021 Michigan Building Code ("MBC"). The IFC and the MBC work in conjunction to address fire regulations for new construction and existing buildings.

As explained in December, the Public Safety Department believes that the 2021 IFC offers several benefits without significant downsides. The new code will enhance its ability to regulate fire safety for various emerging technologies and hazards, including:

- Energy Storage Systems (ESS)
- Lithium-ion batteries
- Powered micro-mobility devices
- Carbon Monoxide (CO) detection
- A2L refrigerants
- Distilled spirits and wine storage
- Valet trash
- Inflatable amusement devices
- Temporary Heating and Cooking Operations
- Emergency Responder Communications Enhancement System (ERCES)

Staff recommends that the City adopt all 2021 IFC Appendices except E (Hazard Categories), F (Hazard Ranking), G (Cryogenic Fluids), H (Hazardous Materials Management Plan and Inventory Statement Instructions), J (Building Information Sign), L (Requirements for Fire Fighter Air Replenishment Systems) and M (High Rise Buildings- Retroactive Automatic Sprinkler Requirements).

Appendices E, F, G, H pertain to materials and situations addressed by the County Sheriff Department's Emergency Management Division and/or other governmental agencies; Appendices J and L are not beneficial to the Department or property owners. Appendix M is generally the most controversial change in the 2021 IFC. Appendix M would require existing high-rise buildings to retrofit with automatic sprinkler systems within a 12-year period. Retrofitting buildings with automatic sprinkler systems is extremely expensive and all four building have other means of protecting buildings from fire. Staff does not believe adopting Appendix M is necessary in this case, noting that under the Michigan Building Code, a building that undergoes reconstruction or renovation of more than 50% would then be required to update its fire suppression system.

A complete printed copy of the International Fire Code is kept with the City Clerk and available for inspection by the general public.

Staff requests that the City Commission approve the second reading of the proposed Ordinance to Amend Chapter 13, Article II, Section 13-16 of the City of St. Joseph Code of Ordinances, adopting the 2021 International Fire Code, excluding Appendices E, F, G, H, J, L, and M. The ordinance becomes effective 10 days from approval of the second reading.

*Action Requested:* Motion to approve the second reading of the Ordinance to Amend Ch. 13, Art. II, Sec. 13-16 "Adoption of International Fire Code" of the City of St. Joseph Code of Ordinance, as presented.

**ATTACHMENT(S):**

- Ordinance Amendment Adopt 2021 IFC (FIN).pdf

**CITY OF ST. JOSEPH  
BERRIEN COUNTY, MICHIGAN  
AN ORDINANCE TO AMEND THE CODE OF ORDINANCES OF  
THE CITY OF ST. JOSEPH, MICHIGAN**

THE CITY OF ST. JOSEPH ORDAINS that Chapter 13, Article II, Section 13-16 of the City of St. Joseph Code of Ordinances is hereby amended to read as follows:

**Sec. 13-16. Adoption of International Fire Code.**

*Adoption.* Pursuant to the authority granted the City of St. Joseph by MCL 117.3(k), the 2021 edition of the International Fire Code, as published by the International Code Council and including the penalties provided in that Code, is adopted by reference and made a part of this chapter, excluding Appendices E, F, G, H, J, L, and M.

The purpose of adopting the International Fire Code is to establish the minimum requirements consistent with nationally recognized good practice for providing a reasonable level of life safety and property protection from the hazards of fire, explosion, or dangerous condition in new and existing buildings, structures and premises, and to provide a reasonable level of safety to fire fighters and emergency responders during emergency operations in the City of St. Joseph

A complete printed copy of the International Fire Code shall be kept at the office of the City Clerk, available for inspection by the general public.

The following sections of that published code are revised as follows:

*Section 101.1* Insert: the City of St. Joseph, Michigan.

*Section 103.1* Insert: Department of Public Safety, Fire Division

*Section 112.4* Insert: civil infraction; \$5,000; zero (0) days.

*Section 112.4* Insert the following after the existing paragraph:

A third and any subsequent violation of any provision of this code within a two-year period is a misdemeanor which shall, upon conviction, be punishable in accordance with section 1-11 of the Code of Ordinances of the City of St. Joseph.

In all instances, the city's costs of enforcement, abatement, and prosecution may be added to any fine imposed by the court.

In addition to the penalties provided by this section, the court shall have equitable jurisdiction to enforce any judgment, writ, or order necessary to enforce any provision of this chapter, the violation of which is a municipal civil infraction, including, but not limited to, abatement of the violating condition or granting any injunctive relief.



Any action taken by the authority having jurisdiction on such premises and costs incurred, including administrative costs as set by the City Commission, shall be charged against the real estate upon which the action is taken and shall be a lien upon such real estate.

*Section 5704.2.9.6.1* Insert:

Storage is prohibited in all zoning districts established by the City of St. Joseph Zoning Ordinance except in the I1 Light Industrial District or I2 Heavy Industrial District.

*Section 5706.2.4.4* Insert:

Storage is prohibited in all zoning districts established by the City of St. Joseph Zoning Ordinance except in the I1 Light Industrial District or I2 Heavy Industrial District.

*Section 5806.2* Insert:

Storage is prohibited in all zoning districts established by the City of St. Joseph Zoning Ordinance except in the I1 Light Industrial District or I2 Heavy Industrial District.

*Section 6104.2* Replace the first paragraph with the following:

The aggregate capacity of any one installation for the storage of liquified petroleum gas shall not exceed 1,000 gallons in the I1 Light Industrial District or I2 Heavy Industrial District. Storage of liquified petroleum gas is prohibited in all other zoning districts established by the City of St. Joseph Zoning Ordinance.

All provisions of Chapter 13, Article II of the Code of Ordinances of the City of St. Joseph not hereby amended remain in full force and effect.

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

The Mayor and Clerk of the City of St. Joseph, Berrien County, certify that this ordinance was passed by the St. Joseph City Commission on \_\_\_\_\_, 2026, and that notice of its adoption or a copy of the ordinance was published in *The Herald-Palladium* newspaper on \_\_\_\_\_, 2026.

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BROOK THOMAS, Mayor

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ABBY BISHOP, Clerk

# Agenda Item

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**TO:** City Commission

**FROM:** Emily Hackworth, City Manager

**RE:** Boards Reappointment Policy

**MEETING DATE:** January 12, 2026

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In April 2024, the City Commission discussed the City's current Board and Commission Appointment Policy, last updated in 2013. At that time, Commissioners suggested exploring a change to the policy to allow new applicants to apply and be considered for positions when there are multiple applicants; currently new applicants are not considered when an incumbent reapplies.

The attached proposed policy requires the City Clerk to notify all incumbents and the public of all vacant positions and those with upcoming term expirations no less than eight weeks before the term expiration date. Should more than one applicant apply, the Appointments Subcommittee would then review the applications and determine whether an interview process is appropriate.

This change is intended to gain additional public participation in City Boards, Commissions and Committees while ensuring that existing Board, Commission and Committee members are recognized for their contributions.

*Action Requested:* Motion to approve the Resolution to Amend the Recruitment and Selection Procedures for City Boards, Commissions and Committees as presented.

**ATTACHMENT(S):**

- 2013 Resolution.docx
- 2024-04-22CityCommission-Minutes.pdf
- Appointment Policy Proposed Revisions.docx

**RESOLUTION No. 2013-27****RESOLUTION - BOARD & COMMISSION APPOINTMENT POLICY****A RESOLUTION ESTABLISHING RECRUITMENT AND SELECTION PROCEDURES FOR CITY BOARDS, COMMISSIONS AND COMMITTEES**

**Whereas**, the St. Joseph City Commission desires to establish a policy for the recruitment and selection of members for each respective City Board, Commission and Committee in order to ensure that all citizens have a fair and equal opportunity to offer their service to the City of St. Joseph for these volunteer positions.

**Be it Resolved**, that the St. Joseph City Commission hereby adopts the following policy and the attached forms:

1. Upon the expiration of each Board, Commission or Committee member's term (excluding the terms of City Commission or City Staff member appointments), all persons seeking appointment or reappointment shall file a form with the City Clerk indicating their desire to seek appointment. Such form(s) shall be submitted to the City at least thirty (30) days prior to the date of appointment.
2. Prior to November 15<sup>th</sup> of each year, the City Clerk shall publish a notice which announces the number of positions on each respective Board, Commission and Committee that will be open for the forthcoming year due to term expiration. In addition, each member of a Board, Commission or Committee whose term expires will be notified of their term's expiration prior to November 15<sup>th</sup>.
3. Prior to making any Board, Commission or Committee appointment for the forthcoming year, the City Commission shall review each form submitted by those candidates expressing their desire to be appointed or re-appointed to a respective Board, Commission or Committee.
4. Prior to making a new appointment to a respective Board, Commission or Committee, the Mayor will appoint an ad-hoc committee consisting of two City Commissioners and one current member of the respective Board, Commission or Committee to meet with the applicant(s) to discuss the position, as well as, the appointees duties and responsibilities as a member of the board.

BE IT FURTHER RESOLVED, that the St. Joseph City Commission hereby adopts the attached Duties and Responsibilities of Appointed Boards, Commissions and Committees.

Action:  \_\_\_\_\_

Date: 8-19-13

\_\_\_\_\_  
Robert L. Judd, Mayor

\_\_\_\_\_  
Deborah Koroach, City Clerk

<b>RESULT:</b>	<b>APPROVED (UNANIMOUS)</b>
<b>MOVER:</b>	Michael Garey, Mayor Pro Tern
<b>SECONDER:</b>	Jeffrey Richards, Commissioner
<b>AYES:</b>	Judd, Garey, Richards, Goff, Chickering

STATE OF MICHIGAN                     )  
  ) ss.  
COUNTY OF BERRIEN                     )

I, Deborah S. Koroch, the duly qualified and appointed Clerk of the City of St Joseph, Berrien County, Michigan do hereby certify that the foregoing is a true and complete copy of action adopted by the City Commission at a meeting held on August 19, 2013 the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act No. 267 of the Public Acts of Michigan of 1976, as amended.

IN WITNESS WHEREOF, I have hereunto affixed my signature this August 19, 2013.

Deborah S. Koroch

Deborah S. Koroch, City Clerk  
City of St Joseph



Minutes of the St. Joseph City Commission Meeting held Commission Chambers, 700 Broad Street, St Joseph, MI 49085 on April 22, 2024.

## Call to Order

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

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

## Order of Business

1. Pledge of Allegiance
2. Approval of Agenda

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

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

3. Public Comment

City Resident Gloria Mance requested the City to bring back street art downtown and thinks it will be good for businesses and residents.

County Commissioner Rayonte Bell provided a County update.

Paul Knapp, the new Executive Director for St Joe Today, introduced himself.

## Consent Agenda

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

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

4. Regular Meeting Minutes of Monday, April 08, 2024

Approved the Minutes of April 8, 2024, as presented.

5. Invoice and Tax Disbursements

Approved the Invoice and Tax Disbursements as presented.

6. Update on City Operations

7. Set Public Hearing for May 13, 2024 - Proposed Budget and Millage Rates

Approved the Public Hearing for Monday, May 13, 2024, at 6:00 p.m. to take public comments on the proposed 2024-2025 Fiscal Year Budget and the tax millage rates proposed to be levied to support it.

insurance and indemnification similar to that required for a special event and satisfactory to the City Attorney, and also to grant permission to use the City parking lot southwest of The Inn to launch the fireworks..

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

### 23. Board and Commission Reappointments

Commissioner Fernandez explained how the current reappointment process is handled. Fernandez is currently on the subcommittee handling all of the new board applicant interviews and explained that any board member who wishes to renew for another term can do so without going through another interview process with the subcommittee. Fernandez suggested reviewing this current process and proposed interviewing applicants coming up for a new term, specifically when new applications are received.

Commissioner Sarola asked if it would be up to the subcommittee to determine who gets reappointed. Fernandez explained that it would work the same as new appointments are handled, and the subcommittee would make the recommendation to the full commission for approval.

Mayor Thomas inquired about the term dates that are currently up for renewal. She agreed that getting to know the members up for renewal is beneficial, but she stated she is uncomfortable with delaying the current appointments; she pointed out the challenges in interviewing all open board positions simultaneously.

Commissioner Binkley expressed that the City is privileged to have people volunteering and is concerned over the limited number of applications it receives for boards and commissions. Commissioner Sarola added that if the policy changed, more people in the community might apply for a position with a term expiring because if someone renews, a new person is not offered a chance.

Commissioner Fernandez stated they lose out on opportunities to reevaluate the board members with the current process.

Commissioner Sarola suggested an interview process only if there are more applications than open positions. **The Commissioners** further discussed the idea and agreed that it did not make sense to delay the current reappointments and **concurred they would like to see a proposed policy presented in the near future regarding how the reappointments are handled, allowing others to apply and be given an opportunity to be interviewed if there are more applicants for a position than open positions.**

City resident and current Planning Commission member Kathy Burzak stated she has been on the Planning Commission for many years and previously on the Parks Board. Burzak expressed her concern about delaying the current appointments, noting it would leave a lapse. She said it is important to people who serve the community that they are given consideration and not made to feel like they are unwanted. She asked that if the process is changed, the Commission give members considerate notice to board members and plenty of time to interview in advance as they make decisions in the future.

**MOTION:** To approve the reappointment of the above-listed members to their respective boards.



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

24. Resolution - City Water and Sewer Rates - FY 2024-2025

RESOLUTION 2024-RES-10  
RESOLUTION - CITY WATER AND SEWER RATES - FY 2024-2025

**A RESOLUTION  
ADOPTING THE 2024-2025 FISCAL YEAR SYSTEM WATER RATES  
CITY OF ST. JOSEPH, MICHIGAN**

**WHEREAS**, pursuant to and in accordance with Chapter 9 of the City Charter, the City Commission shall establish rates and fees necessary to maintain, operate and generally provide for improvements to the public water and sewer systems, and

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

**WHEREAS**, the State of Michigan Municipal Finance Authority also requires the City of St. Joseph to establish rates sufficient to operate and maintain the water and sewer systems while making the required debt service payments, and

**WHEREAS**, a rate study has been conducted and the findings indicate that the current city system development rates and sewer rates are not sufficient to meet the upcoming annual cash requirements of the city system development fund and the sewer fund, and that an increase to these rates is necessary for FY 2024-2025, and

**NOW, THEREFORE, BE IT RESOLVED**, that the following water system shall be set, effective with the July 1, 2024 utility billing:

**City System Development Rate**

Meter Size in Inches	FY24 SJC Water Rate	% Change	FY25 SJC Water Rate	\$ Change
5/8	46.22	7.00%	49.46	3.24
3/4	64.71	7.00%	69.24	4.53
1	115.56	7.00%	123.65	8.09
1 1/2	263.48	7.00%	281.92	18.44
2	462.24	7.00%	494.60	32.36
3	1,063.14	7.00%	1,137.56	74.42
4	1,895.16	7.00%	2,027.82	132.66
6	4,252.57	7.00%	4,550.25	297.68

## **RESOLUTION - BOARD & COMMISSION APPOINTMENT POLICY**

### **A RESOLUTION TO AMEND THE RECRUITMENT AND SELECTION PROCEDURES FOR CITY BOARDS, COMMISSIONS AND COMMITTEES**

**Whereas**, the St. Joseph City Commission desires to amend the policy for the recruitment and selection of members for each respective City Board, Commission and Committee first adopted on August 19, 2013, in order to promote citizen participation on City boards and ensure that all citizens have a fair and equal opportunity to offer their service to the City of St. Joseph for these volunteer positions.

**Be it Resolved**, that the St. Joseph City Commission hereby adopts the following policy:

1. No less than eight weeks before the end of a term, the City Clerk shall post information which identifies the positions on each respective Board, Commission and Committee (excluding the terms of City Commission or City Staff member appointments) that are and/or will be open due to existing vacancies and/or term expirations.
2. Each member of a Board, Commission or Committee whose term is set to expire will also be notified of their term's expiration date no less than eight weeks prior to expiration.
3. All persons seeking appointment or reappointment shall file a form with the City Clerk indicating their desire to seek appointment or reappointment. Where possible, it is encouraged that such form(s) be submitted to the City at least thirty (30) days prior to the date of appointment.
4. The Mayor will appoint a subcommittee consisting of two City Commissioners, the staff member for the Board, Commission or Committee, and where possible, the Chair or designee of the relevant Board, Commission or Committee. Where appropriate, the staff member for the Board, Commission or Committee, and, where possible, the Board Commission or Committee Chair or designee, will share any relevant details of the current member's board performance.
5. Prior to making any Board, Commission or Committee appointment, the subcommittee shall review each form submitted by those candidates expressing their desire to be appointed or re-appointed to a respective Board, Commission or Committee. If there are multiple applicants, the Clerk, staff member and subcommittee will review all applications and determine whether to interview the applicant(s) and/or reapplicant(s).
6. The subcommittee will then recommend appointees to the full City Commission for approval.

# Agenda Item

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**TO:** City Commission

**FROM:** Laurie Schmidt, City Attorney

**RE:** MOU - Agreement with LECO for Storm Sewer Easement and License, Anchor's Way

**MEETING DATE:** January 12, 2026

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The City Engineering Department has been working on a project, referred to as the Anchor's Way High Water Mitigation Project, to address flooding that has historically impacted Anchor's Way during high water events. The flooding has been difficult to resolve because it is located in the floodplain.

On November 11, 2022, the City Commission approved a High-Water Infrastructure grant application to analyze the situation, select an alternative, design, and prepare a bid package for the project. In the early summer of 2023, the City learned that its application had been selected for a grant award. The Commission approved the grant agreement and subsequently hired Wade Trim for professional services needed for the Project. Since that time, Wade Trim and City staff have worked on several concepts, conducted a public meeting to gather input, worked with representatives from the Michigan Department of Environment, Great Lakes & Energy ("EGLE"), and communicated with affected property owners to develop and finalize the Project plans. The City is in the process of obtaining a complete design and bid package for the storm sewer utilities and road design of Anchors Way, which is expected by June 20, 2026; however, the City's schedule is uncertain and subject to change.

The Project plan includes full reconstruction of approximately 2,200 feet of Anchors Way, raising the road, replacing the water main, and constructing a storm sewer system with a lift station (the "Project"). A portion of the Project will cross a portion of Pier 33, located at 250 Anchors Way, and owned by Leco Corporation ("Leco").

The City has an existing easement for certain utility systems located within part of the Pier 33 Property, and the City would like to include a storm sewer easement within the same area as part of the Project. Leco's consent to the storm sewer easement on the Pier 33 Property is critical to the Project design and to finalize the Project.

In coordination with the Project, Leco would like to install a dredge disposal line to extend from its Pier 33 Property, northerly across Anchor's Way, which is a City right-of-way, to Leco's property located at 201 Anchor's Way. Leco will need the City's consent to place its dredge disposal line in the

right-of-way.

City Attorney Schmidt and Assistant City Manager/City Engineer Zebell have discussed this in detail with Leco's counsel and management, and reached the terms of a proposed Memorandum of Understanding ("MOU"). The MOU contains the terms by which Leco will grant the City the additional easement rights to locate the new storm sewer on Leco's property, and the City will grant Leco a license to allow Leco to extend its dredge disposal line across Anchor's Way. Staff believes entering the MOU is in the City's best interests and in the interest of public health, safety, and welfare.

The proposed MOU is included in the packet for the City Commission's review, including the proposed Easement and License Agreements.

If approved, the MOU will remain in effect until the Project is complete or the Project is cancelled, whichever first occurs.

*Action Requested:* Motion to approve the Memorandum of Understanding Between LECO Corporation and the City of St. Joseph, including the Storm Sewer Easement Agreement and License Agreement to Occupy City right-of-way, subject to the Assistant City Manager/City Engineer and City Attorney's final approval of the rough sketch and legal description of the easement, depiction of the dredge line schematics, and non-substantive changes, and to authorize the appropriate City staff to execute the final documents.

**ATTACHMENT(S):**

- 2025-09-23 LECO - City of SJ - MOU Storm Sewer Easement and License FIN 20251117.pdf

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
LECO CORPORATION AND CITY OF ST. JOSEPH**

This **Memorandum of Understanding** (“MOU”) is entered into on \_\_\_\_\_, 2025, by and between **Leco Corporation**, a Michigan corporation whose address is 3000 Lakeview Avenue, St. Joseph, Michigan, 49085 (“**LECO**”) and the **City of St. Joseph**, a Michigan municipal corporation, whose address is 700 Broad Street St. Joseph, Michigan 49085 (“**CITY**”).

**RECITALS**

**WHEREFORE**, LECO owns property located at 250 Anchors Way, St. Joseph, Michigan, commonly known as Pier 33 Marina, and has the property tax identification number 11-76-0024-0004-14-1 (the “Pier 33 Property”); and

**WHEREFORE**, the CITY is working on a project, referred to as the Anchor’s Way High Water Mitigation Project, to address flooding that has historically impacted Anchors Way during high water events, which includes raising the road’s elevation and constructing a storm sewer system with a lift station (the “Project”) and a portion of the Project will cross a portion of the Pier 33 Property; and

**WHEREFORE**, LECO would like to install a dredge disposal line that extends from its Pier 33 Property, northerly across Anchor’s Way, a CITY right-of-way, (the “Right of Way”) to LECO’s property located at 201 Anchor’s Way, and will need the CITY’s consent to place its dredge disposal line in the Right of Way; and

**WHEREFORE**, the CITY has an existing easement for certain utility systems located within a portion of the Pier 33 Property, as shown on attached **Exhibit “A”** (the “Easement Area”), and the City would like to include a storm sewer easement within the same Easement Area as part of the Project; and

**WHEREFORE**, LECO and the CITY agree that the Project, which includes the City locating the new storm sewer in the Easement Area, and allows Leco to extend its dredge disposal line across the Right of Way is in their respective best interests and in the interest of public health, safety, and welfare, and they desire to undertake and enter such arrangements in accordance with the following.

**AGREEMENT**

**NOW, THEREFORE**, the Parties hereby agree as follows:

**1.** LECO will grant the CITY a 20’ wide easement for storm sewer utilities across its Pier 33 Property within the Easement Area, in the form of the Easement Agreement attached and incorporated as **Exhibit B**. A rough sketch of the general location of the Easement Area is attached and incorporated as **Exhibit B.1**. The exact location of the Easement Area will be prepared by the CITY and provided to LECO for approval and recorded as part of the Easement Agreement.

2. The CITY will grant LECO a limited license (the “License”) to install a dredge disposal line within the Right of Way that extends from its Pier 33 Property, in a northerly direction and crosses from the west side of Anchors Way to the east side of Anchor’s Way, to connect with LECO’s property located at 201 Anchor’s Way. LECO understands that there is a required separation distance from existing utilities within the Right of Way and agrees to obtain the CITY’s prior approval of the dredge disposal line’s specific location. The form of the License Agreement is attached and incorporated as **Exhibit C** and the location of the dredge disposal line will be shown in **Exhibit 1** to the License Agreement.

3. LECO understands that the CITY is in the process of obtaining a complete design and bid package for the storm sewer utilities and road design of Anchors Way, which is expected by June 20, 2026; that the CITY’s schedule is uncertain and subject to change; and that LECO’s consent to the storm sewer easement on the Pier 33 Property is critical to design and finalize the Project.

4. The CITY is pursuing grant funding to help leverage funding for the Anchors Way High Water Mitigation Project construction and it is included in the capital improvement plan as a future year project. The CITY agrees to keep LECO apprised of the future construction schedule when a firm date is determined.

5. LECO and the CITY agree they will coordinate their respective construction to avoid conflict with existing utilities and minimize the impact on the other party’s project. Each party is responsible for all costs associated with their respective project. However, if LECO and the CITY’s projects can be undertaken concurrently, the parties will enter into a cost share agreement for the joint costs associated with the installation and related work, based on the relative benefit to the party and land conditions.

6. This MOU remains in effect until the earlier of the date the Project is complete or the Project is cancelled. The expiration of this MOU shall not affect the Easement Agreement or the License Agreement

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

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

**LECO CORPORATION**

Dated: \_\_\_\_\_

By: \_\_\_\_\_

ITS: \_\_\_\_\_

**CITY OF ST. JOSEPH**

Dated: \_\_\_\_\_

By: \_\_\_\_\_

ITS: \_\_\_\_\_

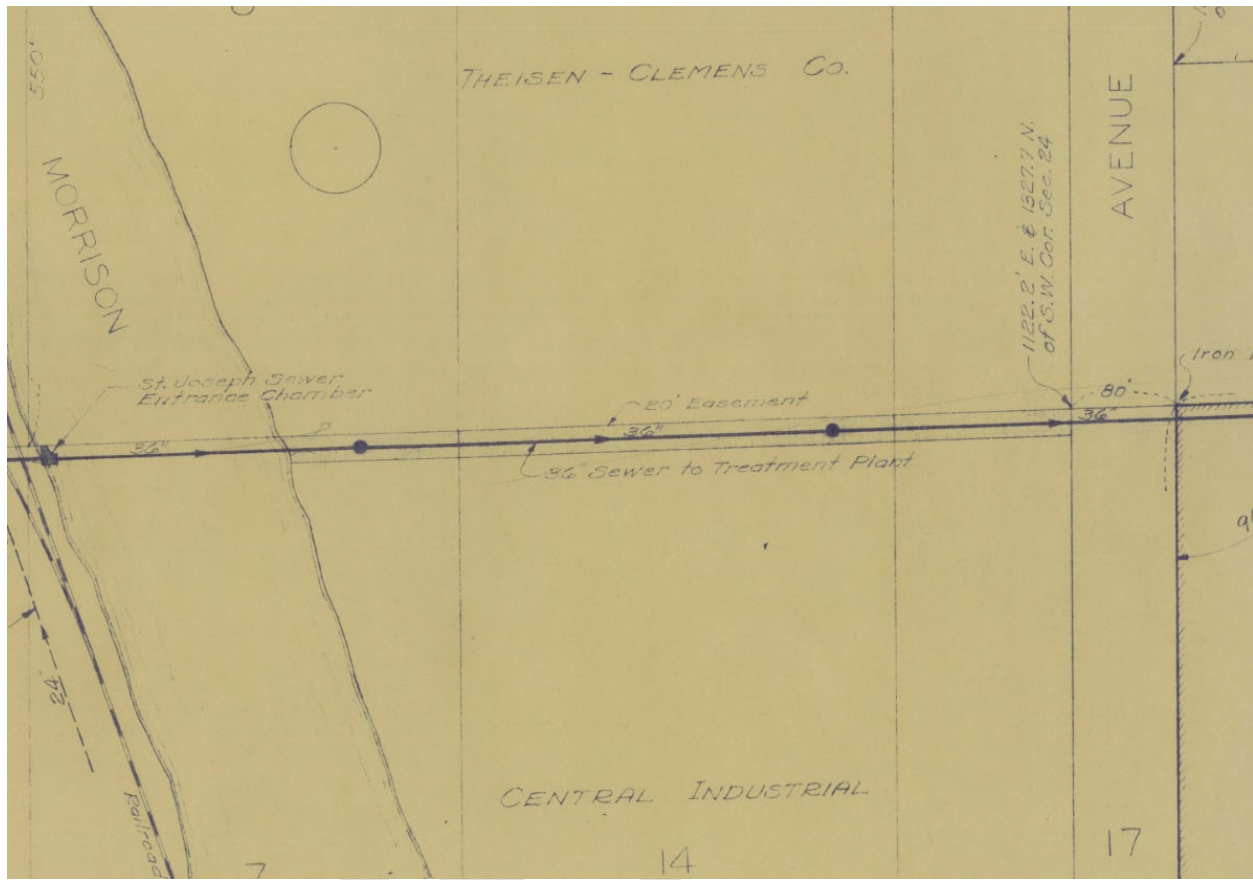
Prepared by:  
Laurie L. Wightman Schmidt (P43519)  
City Attorney, City of St. Joseph  
700 Broad Street  
St. Joseph, Michigan 49085  
Telephone: 269.983.5541

J. Patrick Lennon (P49248)  
Honigman LLP, Attorney for LECO Corporation  
650 Trade Centre Way, Suite 200  
Portage, MI 49002  
Telephone: 269.337.7712

DRAFT



**EXHIBIT "A"**  
**EXISTING EASEMENT AREA**



**Easement Area as depicted in:**  
**BENTON HARBOR & ST. JOSEPH, MICH.**  
**SEWAGE TREATMENT PLANT**  
**PROPERTY MAP & PROJECT LAYOUT**  
**CONSOER, TOWNSEND & ASSOCIATES**  
**CONSULTING ENGINEERS**  
**CHICAGO, ILL**  
**DATE: Oct. 1950**

**EXHIBIT "B"**  
**EASEMENT AGREEMENT**  
**STORM SEWER**

For consideration of less than One Hundred Dollars (\$100.00), receipt of which is hereby acknowledged, Grantor, **LECO CORPORATION** a corporation whose address is 3000 Lakeview Avenue, St. Joseph, Michigan, 49085 ("**Grantor**"), grants the **CITY OF ST. JOSEPH**, a Michigan municipal corporation, with a principal business address of 700 Broad Street, St. Joseph, Michigan 49085, and its authorized agents, employees, successors, assigns, contractors and subcontractors (collectively referred to herein as "**City**" or "**Grantee**"), a non-exclusive easement over, under, and through the Easement Area identified and described in **Exhibit 1** hereto and which crosses a portion of the following property:

Address: 250 Anchor's Way, St. Joseph, Michigan 49085

Tax Identification Number: 11-76-0024-0004-14-1

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

The Grantee may use the Easement Area solely for all of its necessary uses associated with the public utility, including to construct, reconstruct, maintain, operate, inspect, repair, and/or remove the public storm sewer lines and mains, and all other related fixtures, equipment, and appurtenances, including the right of ingress and egress. The Grantee shall have the right of access, ingress, and egress at all times and may enter the Easement Area with reasonable notice to Grantor; provided however, no notice shall be required in the case of emergency. The Grantee shall have the right to use the Easement Area solely for the purposes described herein and shall not otherwise use in the Easement Area in a manner that disturbs or disrupts use by the Grantor.

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

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

The Grantor shall be entitled to use the Easement Area, and to grant other easements within the Easement Area upon reasonable advance notice to Grantee, provided such use shall not conflict with the Grantee's easement rights. Any additional easements shall be subject to the prior rights

of the Grantee, and additional expense incurred in the construction, maintenance, repair, or replacement of Grantee's storm sewer system resulting from additional easements shall be assumed by the party causing such extra expense. The Grantor shall retain title and all other property rights in the Easement Area.

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

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

The Easement Area is provided in its as-is, where-is condition and without representations or warranties of any kind. The Grantee hereby agrees to save and hold the Grantor, its successor, assigns, and tenants, harmless from any claims, debts, causes of action or judgment for any damage to property, and/or injury to any person which may arise out of any construction within, or use of, the easement area and/or adjacent property by the Grantee, its agents, employees, representatives and/or contractors, except to the extent such damage or injury is caused by the negligent acts or omissions of the Grantor, its agents, employees, representatives or contractors and to the extent it is not legally immune from such damage or injury.

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

The Grantor covenants that it is the owner of the Easement Area property and has the right to grant and convey this easement.

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

# GRANTOR, LECO CORPORATION

Dated: \_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

STATE OF MICHIGAN )  
 ) ss.  
COUNTY OF BERRIEN )

On \_\_\_\_\_, 2025, before me, a Notary Public, in and for said County, personally appeared \_\_\_\_\_, to me known to be the same person(s) described in and who executed the within instrument, and who executed the within instrument on behalf of **Leco Corporation**.

\* \_\_\_\_\_ Notary Public  
Berrien County, Michigan  
Commission Expires: \_\_\_\_\_

**GRANTEE, CITY OF ST. JOSEPH**

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
**BROOK THOMAS, MAYOR**

By: \_\_\_\_\_  
**ABBY BISHOP, CLERK**

STATE OF MICHIGAN )  
 ) ss.  
COUNTY OF BERRIEN )

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

*	Notary Public
Berrien County, Michigan	
Commission Expires:	

Prepared by:  
Laurie L. Wightman Schmidt (P43519)  
City Attorney, City of St. Joseph  
700 Broad Street  
St. Joseph, Michigan 49085  
Telephone: 269.983.5541

**EXHIBIT 1: EASEMENT AREA**

*~ TO BE PROVIDED ~*

DRAFT

**EXHIBIT “C”**  
**LICENSE AGREEMENT**

**LICENSE TO OCCUPY RIGHT-OF-WAY**

This **License Agreement** (“License”) is effective on \_\_\_\_\_, 2025, by and between **LECO CORPORATION** (“LECO”) a corporation registered in and authorized to conduct business in the state of Michigan, with an address of 3000 Lakeview Avenue, St. Joseph, MI 49085, and the **CITY OF ST. JOSEPH** (“CITY”), a Michigan Municipal Corporation, 700 Broad Street, St. Joseph, Michigan 49085.

1. **Background.** LECO owns property located at 250 Anchor’s Way, St. Joseph, Michigan commonly known as Pier 33 Marina, with the property tax identification number 11-76-0024-0004-14-1 (the “Pier 33 Property”). The Pier 33 Property is located along Morrison Channel, west of Anchors Way. LECO also owns property located at 201 Anchor’s Way, St. Joseph, Michigan with the property tax identification number 11-76-0024-0025-02-5, northeast of the Pier 33 Property and east of Anchors Way.

LECO periodically dredges Morrison Channel, an anabranch of the St. Joseph River. LECO would like to install and bury a dredge disposal line to convey dredge spoils from its Pier 33 Property to 201 Anchor’s Way for dewatering (the “Dredge Disposal Line”). The most efficient route to do so is by running the line in the Anchors Way right-of-way.

The specific location, design, and schematics of the Dredge Disposal Line are attached and incorporated as Exhibit 1. The portion of the Anchors Way right of way that is being used for the Dredge Disposal Line is also depicted in Exhibit 1 and is referred to as “License Area.”

There is no harm to the public health, safety or welfare and the CITY supports this request under the terms and conditions of this License, and so long as LECO obtains all necessary federal, state and local approvals, licenses and/or permits.

2. **Grant of License.** The CITY grants to LECO a non-exclusive License to use the License Area for the construction, maintenance, repair, replacement, and establishment of the Dredge Disposal Line subject to the rights, terms and conditions set forth herein.
3. **Limitations Associated with License.**

The placement, design and schematics described in Exhibit 1 shall not be impacted by LECO’s installation and future use of the proposed dredging system.

LECO shall not construct or install its equipment, piping or dredging system in a manner that conflicts with existing utilities, or that conflicts with the CITY’s upcoming infrastructure improvements that have been disclosed to Leco as of the date of this License Agreement.

This License is limited to the terms contained herein and shall not be expanded in any way, nor shall its use prevent public access over public property.

The License Area is provided in its as-is, where-is condition and without representations or warranties of any kind.

4. **License Fee.** There is no fee for this License.

5. **Property Condition.** LECO shall take all necessary steps to ensure that the License Area is kept in an aesthetic, neat, and clean condition satisfactory to the CITY, consistent with its job function, and shall not make any unauthorized alterations to the License Area. Following installation of the Dredge Disposal Line, and following any repairs or maintenance, LECO shall promptly restore the License Area to its current condition, and to the satisfaction of the CITY, if the License Area has been disturbed as a result of rights exercised under this License.
6. **Expenses.** LECO shall be responsible for all costs and expenses necessary to comply with the terms of this License.
7. **Compliance with the Law.** LECO shall ensure that its use of the License Area is fully compliant at all times with all existing and future city, county, state, and federal laws, ordinances, and regulations, including those related to zoning.
8. **Environmental Laws.** LECO shall be fully compliant at all times with all existing and future environmental laws, rules and regulations, and has all necessary permits prior to conducting any activity under this license. With the exception of dredge that is pumped through the Dredge Disposal System, LECO is prohibited from undertaking any activities requiring or in any manner bringing onto the city property contaminating or hazardous substances, including but not limited to such materials, chemicals, compounds, solvents or substances that constitute a hazardous substance subject to any federal, state or local environmental laws.
9. **Reimbursement for Damages.** LECO shall fully reimburse the CITY for any damage to the city property, or any damage, costs, fees, fines, penalties or expenses incurred by the CITY caused by LECO's, (including its employees, agents, contractors or those acting under its authority) excavation, construction, access, use or occupation of the city property.
10. **Indemnification, Insurance and Waiver.** LECO agrees to indemnify and hold the CITY harmless against any and all claims, actions, damages, losses, expenses, or liability, including attorney fees, that may arise as a result of LECO's (including its employees, agents, contractors or those acting under its authority) excavation, construction, access, use or occupation of the License Area, and to obtain general liability insurance in an amount no less than Five Million (\$5,000,000) Dollars per occurrence, insuring against damage to persons and property occurring on or within the city property and to name the CITY as an additional insured. LECO also waives any right of recovery it may now or later have against the CITY for any loss or damage arising directly or indirectly out of its excavation, construction, access, use or occupation of the LICENSE AREA.
11. **Duty to Maintain.** LECO shall at all times maintain its equipment, piping and dredging system in good condition, order and repair, to the satisfaction of the CITY.
12. **Assignment.** LECO shall have the right to assign and transfer its rights under this License in connection with the sale or lease of the Pier 33 Property. In such event, Leco, or the transferee or assignee, shall provide written notice of such transfer or assignment no later than 14 days after completion of such transfer or assignment. The parties agree that Leco shall not transfer or assign its rights under this License separate from its ownership of the Pier 33 Property, unless or until Leco receives the prior written approval of the City Manager. The rights and obligations under this License shall continue in full force and



effect with respect to all transferees, successors, and assigns of the property and the License Area.

**13. Termination.** This License may be revoked and terminated by the CITY under the following circumstances and in the following manner:

- a) If the City determines, in its sole discretion, that it is in the best interest of the public health, safety and welfare to move or remove all or a portion of the Dredge Disposal Line within the License Area system, then the City shall provide written notice of such determination to Leco of at least 365 days prior to the desired termination date, unless required sooner in the case of an emergency, or a federal or state mandate. Following such notice, Leco and the City will use its best efforts to work together and cooperate with respect to identification of a new License Area and execution of a new or amended License Agreement. Following identification of the new License Area, the City will be responsible for the costs or relocation to the extent there is remaining useful life in the portion of the Dredge Disposal Line being relocated. For purposes of cost allocation, with proper care and maintenance, the system's useful life will be assumed to be 50 years. For example, if the City determines the License Area should be relocated 10 years after the dredge piping is installed, and the dredge piping needs to be relocated due to the License Area changes, the City will be responsible for 4/5 of the costs or relocating the Dredge Disposal Line and LECO will be responsible for the remaining 1/5.
- b) Immediately if i.) the Dredge Disposal Line, or any part thereof, or the maintenance or condition of the Dredge Disposal Line, or part thereof, violates federal, state, or local laws, rules, or regulations and Leco fails cure within 60 days of written notice of such violation; or ii.) LECO is in violation of any material term or condition of this License and Leco fails cure within 60 days of written notice of such violation. In either event, LECO will immediately take all corrective action required and remove the Dredge Disposal Line, or part thereof, at its expense, within 30 days after the expiration of such period and LECO shall not be entitled to recover from the CITY any of its expenses so incurred.

**14. Notice.** Proper notice shall be transmitted to each party via the United States Post Office regular first-class mail to the following addresses, unless otherwise provided in writing:

To the CITY:

City Engineer  
City of St. Joseph  
700 Broad Street  
St. Joseph, MI 49085

To LECO

President  
LECO Corporation  
3000 Lakeview Avenue  
St. Joseph, Michigan 49085

With copy to: City Manager (Same Address)

**15. Effective date.** This License is effective on the date first stated above.

**16. Successor and Assigns.** This License shall bind and benefit the parties and their successors and assigns.

**17. Representations.** Each person signing this License represents and warrants that they are duly authorized to enter into this License on behalf of their principal.

18. **Non-Discrimination.** LECO shall not discriminate in the provision of accommodations or services, or against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of 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 this License. This provision shall not be construed to require LECO to implement a particular recruiting, bidding, or purchasing process or program.
19. **Governing Law.** This License and the rights and obligations of the parties hereunder shall in all respects be governed by and construed and enforced in accordance with the laws of the State of Michigan.
20. **Waiver.** The failure to enforce any provision in this License shall not constitute a waiver or serve as a bar to the enforcement of that provision or any other provision in this License. The waiver of a breach of any provision in this License must be in writing.
21. **Jurisdiction and Venue.** To the extent permitted by law, the parties agree that this License shall be governed by, and construed in accordance with, the laws of the state of Michigan, notwithstanding its choice of law provisions; jurisdiction and venue of any action brought pursuant to this License shall be solely in Berrien County, Michigan.
22. **Mutually Drafted.** Each party has had full opportunity to review and negotiate the terms of this Agreement with counsel and in the event of ambiguity, shall not be construed against either party but treated as mutually drafted.

Dated: \_\_\_\_\_

**LECO CORPORATION**

By: \_\_\_\_\_

Dated: \_\_\_\_\_

**CITY OF ST. JOSEPH**

By: \_\_\_\_\_

Emily W.N. Hackworth, City Manager

Prepared by:  
Laurie L. Wightman Schmidt (P43519)  
City Attorney, City of St. Joseph  
700 Broad Street  
St. Joseph, Michigan 49085  
Telephone: 269.983.5541

J. Patrick Lennon (P49248)  
Honigman LLP, Attorney for LECO Corporation  
650 Trade Centre Way, Suite 200  
Portage, MI 49002  
Telephone: 269.337.7712

**EXHIBIT 1: DREDGE DISPOSAL LINE SCHEMATICS**

*~ TO BE PROVIDED ~*

DRAFT

# Agenda Item

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**TO:** City Commission

**FROM:** Emily Hackworth, City Manager

**RE:** Parks and Recreation Five Year Master Plan: Public Hearing

**MEETING DATE:** January 12, 2026

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In order to be eligible for grants from the Department of Natural Resources, the City is required to submit an updated Parks Master Plan based on public input every five years. An updated plan is due February 1 for 2026-2030. The Parks and Recreation Master Plan is intended to serve as an overarching framework to help the City prioritize projects and investments based on residents' needs.

In August, the City published a digital and paper survey that received 398 responses. A public input session was held in September to gather feedback. In addition, City staff completed a walkthrough and assessment of each of the City's 16 parks, identifying opportunities and deficiencies, and looking through the lens of feedback received.

The Parks and Recreation Master Plan was made available for public comment from November 17 through January 9. Public comment could be submitted either by email or USPS mail. Eight emails were received during the review period and have been included as part of the packet. No public comment was received via USPS mail.

During the public comment window, the Parks and Recreation Advisory Board also had the chance to review; they provided a few edits, which are noted in blue text in the draft Master Plan document (attached in the next agenda item).

The DNR requires a minimum 30-day public review window as well as a public hearing before approval of the plan. With the public review window complete, this public hearing allows an additional avenue to receive feedback in-person.

*Action Requested:* Motion to close the Parks and Recreation Five Year Master Plan public hearing.

**ATTACHMENT(S):**

- Parks Feedback - Gawlik.pdf
- Parks Feedback - Goodrich.pdf
- Parks Feedback - Keller.pdf
- Parks Feedback - Lytle.pdf
- Parks Feedback - Moran.pdf
- Parks Feedback - Rose.pdf
- Parks Feedback - Vondale.pdf
- Parks Feedback - Zimmerle.pdf



## Kayla Griffith

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**From:** Thomas Gawlik <tjgawlik@att.net>  
**Sent:** Saturday, November 8, 2025 12:02 AM  
**To:** Kayla Griffith  
**Cc:** Emily Hackworth  
**Subject:** [EXTERNAL] Re: Your Parks, Your Vision: 2026-2030 Parks Plan Now Available for Review

Kayla....excellent summary, thanks for the update.

Tom

Thomas J. Gawlik  
700 Lions Park Drive  
St. Joseph, Michigan 49085  
Cell 317-840-8557  
E mail: tjgawlik@att.net  
LinkedIn Profile:<http://www.linkedin.com/in/thomasjgawlik>

Sent from my iPhone

On Nov 7, 2025, at 5:13 PM, Kayla Griffith <kgriffith@sjcity.com> wrote:

Happy November! We've spent the past month looking at details and data around our parks. We read through feedback given on each question for all 398 individual responses, sorted responses into different topics based on content, and made note of specific feedback to review during our detailed walkthrough of each of our parks.

Additionally, there are also some common standards used to assess accessibility, recreation amenities and geographic distribution of parks for a community. By looking at our parks through a combination of public perspectives and national standards, we can form specific goals, objectives and actions to prioritize over the next 5 years.

### Next Steps

[Our 2026-2030 Parks and Recreation Master Plan is available for preview here](#). Physical copies will be available at both City Hall and the Maud Preston Palenske Memorial Library. We invite you to take a look at the plan and see how your input has shaped it. If you have any comments after reviewing the plan, please either respond to this email directly, or email [info@sjcity.com](mailto:info@sjcity.com).

The plan will be open for review through **December 5**, culminating in a Public Hearing during our December 8 City Commission meeting. Afterward, Commissioners will vote whether or not to approve the plan.

**Reminder: What is this plan and how will we use it?**

## Kayla Griffith

---

**From:** Info  
**Sent:** Tuesday, November 25, 2025 9:17 AM  
**To:** Kayla Griffith  
**Subject:** FW: [EXTERNAL] Feedback on the 2026-2030 Parks and Recreation Master Plan

---

**From:** mjgoodr3@aol.com <mjgoodr3@aol.com>  
**Sent:** Sunday, November 23, 2025 12:18 PM  
**To:** Info <info@sjcity.com>; Brook Thomas <bthomas@sjcity.com>; Mike Sarola <msarola@sjcity.com>; Lisa Vetne <lvette@sjcity.com>; Tess Ulrey <tulrey@sjcity.com>; Emily Hackworth <ehackworth@sjcity.com>  
**Cc:** Sonny Pusey <sonnypusey@gmail.com>; Mike Zdrodowski <zdrodom@yahoo.com>  
**Subject:** [EXTERNAL] Feedback on the 2026-2030 Parks and Recreation Master Plan

St Joseph City Leadership,

First, I have read the 96-page plan and thank you for the opportunity to provide input. Much appreciated.

I come from a tennis background having played for about 60 years. I also assisted Pat Hoffmann coach the boys St Joseph High School tennis team for about 5 years. More recently, I was part of a leadership team composed of Sonny Pusey and Mike Zdrodowski that proposed and funded the original lines on the SJHS tennis courts to allow for 12 Pickleball courts. These courts are now being used by a group that has grown to over 900 players on our Community Group's TeamReach scheduling site. I've played in local, regional and national Pickleball Tournaments so I believe I have insight into what makes a Pickleball facilities great, and what facilities can be found in the area and what the needs of local Pickleball players are.

As I read the Plan, I quickly noticed that the "Stubblefield Tennis Courts" are mentioned and are described as having 8-Tennis courts with lights (see page 22). I've been in St Joe since 2006 and have never seen lights on those courts. In addition, about 4-5 years ago the hitting wall area was converted into the 9th court. Reading a "current plan" with information in it that is that incorrect makes me wonder about how much more of this plan is based on incorrect information? Another example, on page 25 there is a description of Kiwanis Park having a "Pickleball court". I've visited the court, and it is not user friendly, it borders on being a city-liability in its current state and should not be called a "Pickleball Court".

But that's past. Let's look at the future plans. The Community has indicated that "Pickleball" is one of the Top 3 responses based on 394 responses and word themes needs. It is the fastest growing sport in the USA and has the capacity, if done right, to draw people of all ages from many different areas to one place to play pickleball.

As I read the Plan, I was looking for what the city will be doing to address this growing need, before other regional areas take this opportunity away from the city. What I found was on page 83, under Respond, Objective 1, "Consider additional pickleball courts in a park such as Kiwanis. Look for other potential locations for permanent Pickleball courts to provide distribution throughout community." This wording suggests that new courts dedicated to Pickleball will be **considered** but not necessarily built.

The Plan also suggests that there is little understanding of the issues around building Pickleball courts. For example, while Kiwanis Park might appear to be an attractive location (well protected from the wind), the noise factor might

not be appreciated by the neighbors. Noise abatement issues are big issues in communities with Pickleball courts inserted into neighborhoods.

Building one or two courts in different areas in the Community would face the same problem and not meet the larger need of having many courts in one area. For example, the SJHS Pickleball Community ran "Round Robins" on the three holidays this past summer on the 12 lined pickleball courts (6 tennis courts) at the high school. In each of them, we had 51+ players sign up for these fun social events with people of all ages participating together, both locals and visitors.

The city has one site that is generally disregarded because of "flooding", Riverview Park. Benton Harbor revised old tennis courts into very nice cluster of 4 lighted Pickleball courts at Carronde Park, just across the river from Riverview Park. Flooding apparently was not a deterrent for them. Additionally, the plans include under Respond, Objective 5, Action 2: "Increase programming options at Riverview Park". Building pickleball courts in Riverview Park would accomplish that as well.

With enough good courts at a good location, the city will benefit from having more people come into the area. The city can run programs for adults and kids, which eventually brings families together on the courts. Interest in Pickleball is no longer a fad, places inside and out of doors are in high-demand. Build it and they will come.

Thanks for the opportunity to provide you with input into the long-range Plan,

Mike Goodrich  
Phone: 269.598.7233  
Address: 325 Lake Ct  
Email: [mjgoodr3@aol.com](mailto:mjgoodr3@aol.com)



## Kayla Griffith

---

**From:** JULIE DEE KELLER <savtah@icloud.com>  
**Sent:** Friday, November 7, 2025 5:45 PM  
**To:** Kayla Griffith  
**Subject:** [EXTERNAL] Re: Your Parks, Your Vision: 2026-2030 Parks Plan Now Available for Review

Thank you for keeping the parks beautiful however many people feel that Tiscornia Park is perfect and needs to be natural along the beach. Thank you.

iPhone

On Nov 7, 2025, at 2:13 PM, Kayla Griffith <kgriffith@sjcity.com> wrote:

Happy November! We've spent the past month looking at details and data around our parks. We read through feedback given on each question for all 398 individual responses, sorted responses into different topics based on content, and made note of specific feedback to review during our detailed walkthrough of each of our parks.

Additionally, there are also some common standards used to assess accessibility, recreation amenities and geographic distribution of parks for a community. By looking at our parks through a combination of public perspectives and national standards, we can form specific goals, objectives and actions to prioritize over the next 5 years.

### Next Steps

[Our 2026-2030 Parks and Recreation Master Plan is available for preview here](#). Physical copies will be available at both City Hall and the Maud Preston Palenske Memorial Library. We invite you to take a look at the plan and see how your input has shaped it. If you have any comments after reviewing the plan, please either respond to this email directly, or email [info@sjcity.com](mailto:info@sjcity.com).

The plan will be open for review through **December 5**, culminating in a Public Hearing during our December 8 City Commission meeting. Afterward, Commissioners will vote whether or not to approve the plan.

### Reminder: What is this plan and how will we use it?

This plan is a vision for all of the public spaces and programming in our community—whether it's care and maintenance or new projects or fun events, our Parks & Recreation Master Plan helps us prioritize where to allocate staff time and City resources to reflect what our community values. While it lists specific action items, this plan is **not** prescriptive, and it is adaptive to change over the years. We need a goal to aim for, but the world we live in is constantly changing. As things change and priorities surface, this plan helps us check in and make sure that projects line up with what our community sees for ourselves and our future.

This plan is also a requirement to submit for grant funding to the Michigan Department of Natural Resources. Grants provide a significant supplementation to the tax revenue the City has available to maintain and improve parks, programming (youth sports leagues, municipal band, Movies in the Park, etc.) and related endeavors (how people get to parks, for example). As part of this requirement, we

## Kayla Griffith

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**From:** Info  
**Sent:** Tuesday, November 25, 2025 9:29 AM  
**To:** Kayla Griffith  
**Subject:** FW: [EXTERNAL] SJ Parks and Rec Master Plan

---

**From:** Whitney Lytle <whit.lytle@gmail.com>  
**Sent:** Thursday, November 20, 2025 12:31 PM  
**To:** Info <info@sjcity.com>  
**Subject:** [EXTERNAL] SJ Parks and Rec Master Plan

To whom it may concern,

As a property owner in SJ with 3.5 acres which includes approx 700 ft of river frontage, we will vehemently oppose any acquisition of our property for use by the public in any capacity, one of which was stated on page 76 of the master plan. Including any objective to claim eminent domain, the city should be prepared to fight a legal battle with property owners along the river. For your own reference, you are welcome to consult Friends of Berrien County Trails who held a meeting with property owners on the river last year and were met with only negative feedback.

Thanks,  
Dr and Mrs. Evan and Whitney Lytle

## Kayla Griffith

---

**From:** Emily Hackworth  
**Sent:** Sunday, November 16, 2025 10:38 PM  
**To:** Kayla Griffith  
**Subject:** FW: Parks Plan  
**Attachments:** IMG\_7173.jpeg

---

**From:** Michael Moran <HarborMaster@sjcity.com>  
**Sent:** Sunday, November 16, 2025 13:32  
**To:** Greg Grothous <ggrothous@sjcity.com>  
**Cc:** Emily Hackworth <ehackworth@sjcity.com>; Tim Zebell <tzebell@sjcity.com>  
**Subject:** Parks Plan

Howdy. I was reviewing the master plan for St. Joseph's Parks, and I noticed that it showed plans for a non-motorized trail around the full perimeters of both Amrize Cement and Dock 63. This includes the proposed trail passing through the moorings for freighters and other secure maritime areas on both docks. I was wondering if it was possible to clarify this so I can share it with our stakeholders from the docks.

Thanks!  
-Mike

Mike Moran  
Harbormaster,  
City of St. Joseph, Mi  
[Harbormaster@sjcity.com](mailto:Harbormaster@sjcity.com)

## Kayla Griffith

---

**From:** Peggy Rose <tpdjrose@comcast.net>  
**Sent:** Monday, November 17, 2025 4:55 PM  
**To:** Kayla Griffith  
**Subject:** [EXTERNAL] Re: Your Parks, Your Vision: 2026-2030 Parks Plan Now Available for Review

Hello Ms Griffith,

The only comment I would have at this point is please please have someone come clean out the sand at Wittelsey Park. It is full of cigarette butts and other small trash plus weeds and natural debris. Neighborhood children play at this park every good weather day spring through summer and in some cases the state of the beloved sand becomes a safety issue. Thanks, Peg Rose

Sent from my iPhone

On Nov 17, 2025, at 1:20 PM, Kayla Griffith <kgriffith@sjcity.com> wrote:

Hello,

Thank you to those who have already responded with plan feedback! I wanted to provide some additional information:

1. The deadline for review has been extended through 5:00 p.m. Friday, January 9, 2026
2. If you would prefer not to send feedback via email, you may also give written feedback to City Hall, attn: Kayla Griffith, 700 Broad Street, St. Joseph, MI 49085
3. A public hearing will take place on January 12, 2026 at 6:00 p.m. before the City Commission at City Hall. The Commissioner's packet will include public feedback and recommended edits to the draft. After the Commission moves to close the public hearing, the next agenda item will be a request to approve the Plan. The Commission may approve the Plan as presented, approve the Plan with changes based on public feedback or take other action. If any additional edits need to be made, the Commission's motion whether or not to approve the Plan would include additional language with the Commission's changes.
4. A physical copy of the Plan is available for review at City Hall or the Maud Preston Palenske Memorial Library.

Please let me know if you have any questions about the plan or the process, and I'm happy to help.

Thank you,  
Kayla Griffith

---

**From:** Kayla Griffith  
**Sent:** Friday, November 7, 2025 5:08 PM  
**Subject:** Your Parks, Your Vision: 2026-2030 Parks Plan Now Available for Review

Happy November! We've spent the past month looking at details and data around our parks. We read through feedback given on each question for all 398 individual responses, sorted responses into

## 2026-2030 St Jo Park Plan Comments

With respect to the proposed 5-year park plan, I have a few observations that I hope you will consider. Since I am quite familiar with the Tiscornia Park issues, I will use Tiscornia Park to make my points. Based on clear direction from the public, the park plan draft initially presented to the public contained a precise Assessment on page 36 for Tiscornia Beach Park. Specifically, it stated:

*There has been public input to enhance and protect the natural areas within this park. Consolidations of signage and removal of unnecessary signage is recommended. Change lighting to meet the City standard. More ADA parking recommended with accessible route to pier. Plant native trees to replace those that are removed. Bathroom updates needed. Lifesaving station recommended. Regular beach cleaning needed.*

Based on the foregoing, the public's direction is apparent. However, instead of staying true to the Assessment, the appointed (not even elected) Parks and Recreation Advisory Board is already trying to change the Assessment, without public input or support, by unanimously passing a resolution to edit the Assessment. Specifically, the Parks and Recreation Board is attempting to edit the Assessment to add "recommend looking for alternative solutions to increase parking" as part of the Assessment. The Assessment, based solely on public comment, sought more ADA parking near the restrooms and an accessible path to the pier. There is no public sentiment to increase parking in general. Further, the expansion of parking for Tiscornia Beach was previously proposed by the Parks and Recreation Advisory Board and rejected by the City Commission. At the October 09, 2023 meeting, Mayor Goos summarized the Commission comments in favor of the rejection of 22 additional parking spaces by stating that the rejection was based on "*costs, questionable need, and the number of objections...*" 10/09/23 Minutes at p. 6. An appointed board, such as the Parks and Recreation Advisory Board should not be allowed to substitute its judgement for that of the Commission or the public. Parking is an issue that should be considered with public input as well as input from all of the relevant departments, commissions, etc. of the City and not be pursued on the whim of an unelected advisory board. The public needs to know that the City is listening. The public stated an interest in ADA parking near the bathroom. It did not want natural areas of the park covered over with a parking lot. It did not want the Parks and Recreation Board working on parking.

Similarly, certain items of the Action Plan are not supported by the Survey, Goals and Objectives, Assessment or by recent decisions of the City Commission. Although park maintenance is a priority as stated in the Survey, there is not public support for more building. As stated in the Goals and Objectives, "*More so than in the previous plan, there is a general desire to maintain existing parks and facilities to protect those investments, rather than spend*

*dollars on new projects.”* Goals and Objectives, p. 74. As stated in the Tiscornia Beach Assessment, the public wants to enhance and protect natural areas within this park.

Despite the Survey, Goals and Objectives, and Assessment, Item 11 of the Action Plan states:

*11. Consider shed for litter removal equipment at Tiscornia* Action Plan at p. 80.

Further, the Action Program assigns the building of the shed a number 1 priority.

This action item is not supported by the Survey, Goals and Objectives, or Assessment. Instead, this is an item previously promoted by the Parks and Recreation Advisory Board that was not approved by the City Commission at the 10/09/23 meeting. The Commission told the Parks and Recreation Advisory Board that more analysis was needed to better understand the plan and the need. Nothing has changed. No need has been developed and none of the alternatives, which do not involve more construction and costs, have been explored. Again, this is a costly item that the Parks and Recreation Advisory Board seeks to impose on the public despite the public’s clear statement that it wants the park kept natural, and well-maintained. The public does not support the unnecessary expense of yet another building that needs to be maintained. The City is struggling to maintain the existing structures. See attached example.

Thank you for the opportunity to advise you of my concerns. It is my hope that the 2026-2030 Plan will be finalized with the changes necessary for the Plan to be consistent with the Survey, Goals and Objectives, and Assessment so that the public can have confidence in the process and the outcome.

Carol Vondale

## Kayla Griffith

---

**From:** Katherine Zimmerle <kzimmerle4@gmail.com>  
**Sent:** Tuesday, November 18, 2025 8:06 AM  
**To:** Kayla Griffith  
**Subject:** [EXTERNAL] Re: Your Parks, Your Vision: 2026-2030 Parks Plan Now Available for Review

Thank you again for your park plans and vision for the next five years. I have a few comments still and get so excited to hopefully have things implemented. Dickinson Park they updated the baseball fields but parents and neighbors alike would love a walking trail all around to be able to walk and run no traffic or exercise while the kids are playing. I also love the idea of a workout station along the John DeeDee/Upton Arboretum. Just such simple things as a chin up bar and residents would love stair steps, situp ramps and dog agility tubes. easily done and not expensive but could be used by all. Pets alike. Looping the double side walks together around the town is essential to runners and bike riders. If even adding another ped./bike bridge over major intersections to complete maybe a benefactor would love to donate and be a great addition to the one we already have over the railroad tracks. Pickleball is so popular is loved by all we hope this is one of the first things phased in. Thank you so much for listening. If not this 5 year plan maybe the next.

On Mon, Nov 17, 2025 at 1:20 PM Kayla Griffith <[kgriffith@sjcity.com](mailto:kgriffith@sjcity.com)> wrote:

Hello,

Thank you to those who have already responded with plan feedback! I wanted to provide some additional information:

- The deadline for review has been extended through 5:00 p.m. Friday, January 9, 2026
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- A physical copy of the Plan is available for review at City Hall or the Maud Preston Palenske Memorial Library.

Please let me know if you have any questions about the plan or the process, and I'm happy to help.

Thank you,

# Agenda Item

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**TO:** City Commission

**FROM:** Emily Hackworth, City Manager

**RE:** Parks and Recreation Five Year Master Plan

**MEETING DATE:** January 12, 2026

---

In order to be eligible for grants from the Department of Natural Resources, the City is required to submit an updated Parks Master Plan based on public input every five years. An updated plan is due February 1 for 2026-2030. The Parks and Recreation Master Plan is intended to serve as an overarching framework to help the City prioritize projects and investments based on residents' needs.

In August, the City published a digital and paper survey that received 398 responses. A public input session was also held in September to gather additional feedback. In addition, City staff completed a walkthrough and assessment of each of the City's 16 parks, looking for opportunities, deficiencies, and looking through the lens of feedback received.

The Parks and Recreation Master Plan was made available for public comment from November 17 through Friday, January 9. Public comment could be submitted either by email or USPS mail. Eight emails were received during the review period and have been included as part of the packet. No public comment was received via USPS mail.

During the public comment window, the Parks and Recreation Advisory Board also had the chance to review; they provided a few edits which are noted in blue text in the attached Plan.

*Action Requested:* Motion to approve the 2026-2030 Parks & Recreation Master Plan as presented.

**ATTACHMENT(S):**

- 260108 SJMP 2025 Document DRAFT.pdf
- Parks and Rec Plan Resolution.docx





# Parks & Recreation **Master Plan** 2026-2030



DRAFT PRINTED 01.08.2026



**Prepared by:**



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St. Joseph, MI 49085  
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[edgewaterresources.com](http://edgewaterresources.com)

**Special Thanks to:**

**Joshua Nowicki Photography**  
for photos on behalf of  
Holt Bosse and Visit Southwest Michigan





### **St. Joseph City Commission**

(as of printing date)

Mayor Brook Thomas

Mayor pro tem Michele Binkley

Commissioner Michael Sarola

Commissioner Tess Ulrey

Commissioner Michael Fernandez

### **Staff**

Emily Hackworth, City Manager

Greg Grothous, Director of Public Works

Kayla Griffith, Director of Special Projects and Communications

Jeff Rechner, Parks Superintendent

Cameron Welch, Recreation Manager

### **Parks Advisory Board**

Chairperson Jeanne Strine

Vice Chair Karen Laetz

Nancy Buckleitner

Aicha Coultres (through October 31, 2025)

Thomas Patrick (appointed November 1, 2025)

Lars Petzke

Sharon Schmidt

Jane Sykora

**DRAFT**

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Public Hearing Notice	Post-Completion Self-Certification Reports
Public Hearing Minutes and Parks Advisory Board Recommendation of Adoption	County Planning Agency Transmittal Letter
City Commission Resolution of Adoption	Regional Planning Agency Transmittal Letter



## Executive Summary

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The City of St. Joseph is a lakefront community fortunate to boast 16 designated park, trail, and beach properties encompassing over 200 acres available for public enjoyment. This Parks & Recreation Master Plan Update builds on past planning efforts while incorporating recent public input and stakeholder insight to assess current park conditions and park-user needs. Because connectivity and ease of access are shown to increase park use, this Plan addresses parks as part of an overall green infrastructure network that includes trail connections, sidewalks, open spaces, and waterways.

This Plan aims to reflect the values expressed in the Michigan Department of Natural Resources' Statewide Comprehensive Outdoor Recreation Plan (SCORP) of 2023-2027: to preserve and protect our state's natural resources while providing fun and healthy outdoor opportunities for all residents. This Plan uses the principals and priorities of the SCORP as a framework to build upon. These principals include: accountability, promotion, safety, partnerships, health, education, and a continued commitment to providing recreation resources for a diverse population.

Universal and equitable distribution and access, regardless of age, income level, or physical limitations, is a guiding principle of this Plan.

*The outline of the Plan is as follows: introduction to St. Joseph and the governing entities that affect park planning; park and recreation facility inventory; description of the public input process; determination of needs and deficiencies based on collected data; establishment of goals and objectives that would meet those needs; and finally, an Action Plan that helps the City move toward meeting established goals.*



# Introduction

Parks and recreation facilities are important elements of all healthy communities. The City of St. Joseph values its diverse and well-maintained park system. Properly planning and funding a park system is a critical component of quality of life for all residents.

# 01

---

## **In this Chapter:**

- Plan Purpose and Scope
- The City of St. Joseph: Character, History, and People
- Land Use and Zoning Maps

# Plan Purpose

The City of St. Joseph's Parks and Recreation Master Plan Update for 2026-2030 has been prepared as a guide for future park planning in the community for near-term improvements over the next five years. The Plan will also help to address community needs for many years to come. This Plan presents an evaluation of the City's current recreation needs and opportunities for better-connected and more accessible park and recreation facilities. It considers the existing facilities in and around the City, the anticipated demand for additional or improved facilities, and the means for construction and maintenance of those facilities over the upcoming five-year period and beyond. In addition, the Plan helps prioritize funding for both capital improvement and potential grant-assisted projects to best utilize St. Joseph's existing resources and address user needs. The previous Plan was published during the Covid pandemic. Five years later, this Plan update maintains the concept that parks and outdoor spaces are critical to the health and well-being of a population. While the previous Plan looked for recreation opportunities in challenging times of shutdowns and social distancing, this update focuses on maintaining the highly-valued public spaces within the City of St. Joseph, and working with the public to maintain open and active dialogue between citizens and local leadership. This plan has been realized through a comprehensive planning process that addresses the parks and recreation needs of the City of St. Joseph and the greater community.

The Parks Advisory Board is proud of the work they have accomplished alongside the community with regards to facility improvements and programs. Since 2020, the following planning efforts have been completed:

- **Whirlpool Compass Fountain:** added restrooms, shade structures, and footwashing station per Whirlpool Centennial Park Plan
- **Kiwanis Park:** renovated bathrooms, new universally-accessible playground added, opened up sight lines from Pearl Street
- **Lake Bluff Park:** butterfly-friendly plants added to slope (north of bathroom toward band shell), Maids of the Mist fountain restoration complete
- **Milton Park:** Amphitheater renovation completed, walking path resurfaced
- **Whittlesey Park:** dog park added with shade structure
- **Paddler Park:** designated as a City park and designs approved
- **Riverview Park:** renovation of the restrooms in Woodbine Lodge and improved ADA access for both Woodbine and the playground
- **Dickinson Park:** Master Plan implementation now underway, see below

This Plan will also serve as a tool for broader community-based planning decisions. Coordinated planning will lead to improved landscape stewardship, increased opportunities for health and wellness, and broader public support through increased standard of living. Recent related planning efforts include the following:

## *Dickinson Park Master Plan, April 2018*

Implementation is now underway. New public restrooms, playground, and parking lot are included in final plans.





### *Downtown Vision Master Plan, January 2020*

This Plan is the City’s official plan and policy guide for Downtown St. Joseph. The Plan presents a community vision for the future of Downtown, outlining specific recommendations and strategies to help achieve that vision over time. This Plan is a helpful interface between the downtown area and public spaces along the bluff, as this popular park hosts programming almost entirely linked to downtown activities.

### *2016 Master Plan, June 2016*

This Plan is the official document used to guide the future development and growth of the City of St. Joseph and the management of its resources. This Plan provides the framework and basis for sound decision making and establishes a clear direction and set of expectations for the community. The Plan helps identify sidewalk and non-motorized pathway networks that can provide access to parks.

### *2024 Shoreline Softening Study, December 2024*

The goal of this study was to explore potential new and innovative strategies for protecting the St. Joseph shoreline, reduce shoreline armoring, expand habitat, and reduce ongoing maintenance costs.

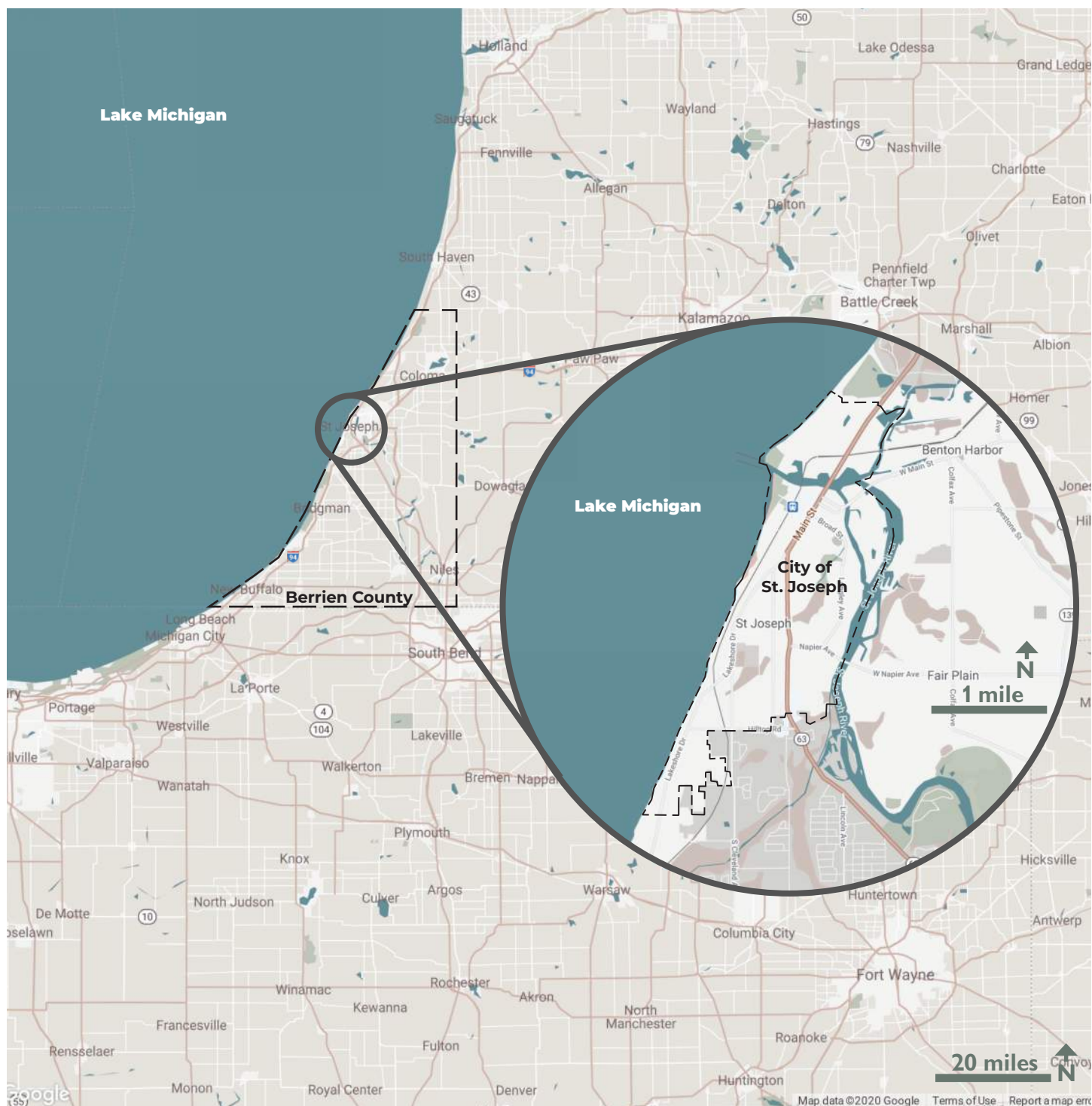
## **Plan Scope**

The scope of this Plan includes the City’s active and passive parks, beach and waterfront parks, recreation facilities such as the Ice Arena and Boat Launch, and linear corridors such as the Howard Family Path. The Plan aims to balance quality with quantity, analyzing existing capital expenditure and improvement budgets to ensure existing parks are able to be adequately maintained. Recreational programming is also an important consideration. The study area included in the Plan is limited to the City boundaries and the City-owned property at Riverview Park. However, consideration is also given to regional facilities that influence use patterns. The Capital Improvement Plan included in this document covers proposed development over the next year. However, the Goals and Objectives developed to guide parks and recreation planning will continue to be relevant for many years to come.



# Location Map

The City of St. Joseph is located in Michigan's picturesque southwest region, just 25 miles north of the Indiana border. St. Joseph has over four miles of Lake Michigan shoreline and sits at the mouth of the St. Joseph River. The City resides within Berrien County. The neighboring communities are the City of Benton Harbor to the north and northeast and St. Joseph Charter Township to the southeast and south, including the Village of Shoreham to the south.





# Community Description

The City of St. Joseph (City), estimated population 7,930, is located in Berrien County, on the eastern shores of Lake Michigan at the mouth of the St. Joseph River and at the confluence of the St. Joseph and Paw Paw Rivers. The City has a shoreline of nearly eleven miles, including approximately four miles on Lake Michigan, six miles on the St. Joseph River, and one mile on the Paw Paw River. The City's relationship with the waterfront is a dominant factor influencing the City's residential, economic, and recreational environments.

The City is also part of the "Twin Cities" area, a common name for a group of communities closely surrounding the cities of Benton Harbor and St. Joseph. This core area includes Benton Charter, Lincoln Charter, St. Joseph Charter, and Royalton Townships. These townships benefit from City residential and commercial development, and now have a greater portion of the area's population and tax base. The Twin Cities area has a total population of approximately 16,700 and enjoys a significant number of unique economic, cultural, and recreational resources.

As with most cities, St. Joseph continues to experience transitions, particularly with commercial and industrial facilities. Harbor Shores residential developments continue to expand in the Edgewater area in addition to new mixed-use developments proposed downtown.

The City's natural beauty assets and small-town charm continue to attract residents and tourists. Attractions include the Silver Beach Center and the Whirlpool Compass Fountain. These, and the annual festivals, Farmers Market, and the many summer weekend events, continue to make St. Joseph a city to visit often. This trend will continue and likely intensify in the future. Ability to plan for these trends will ensure that the City is in a position to guide tourism growth, the accompanying changes in property ownership, and economic patterns.



## History

The St. Joseph River has long been an important point of travel and commerce. The Miami and Potawatomi used this route, as did the European explorers and settlers. The first water routes across Lake Michigan between St. Joseph and Chicago began as a mail route in 1825. In 1829, Calvin Britain came to the Carey Mission at Niles and shortly after laid out the plat of the village known as Newburyport. He was influential in attracting many settlers, and the village flourished. The St. Joseph river mouth was straightened through a channel, and piers were later added. The first lighthouse in St. Joseph contends with Chicago's original lighthouse as the first to be built on Lake Michigan. Newburyport changed its name to St. Joseph when it was incorporated in 1834.

## Transportation

The Port at St. Joseph/Benton Harbor flourished during the second half of the 19th century and remained strong until it saw a huge drop in traffic during the early years of the twentieth century, exacerbated by the Great Depression. Trade with Chicago was strengthened in 1870 with the extension of the Chicago and Michigan Lake Shore Railroad line from New Buffalo to St. Joseph. This connected St. Joseph to Grand Rapids, Muskegon, Detroit, and Chicago. Today, the Twin Cities are connected by Interstate and State highways. I-94, which runs generally east-west, is located just south of St. Joseph. M-63, which runs northwest into St. Joseph and continues along Lake Michigan, is the main connector from downtown to I-94. Amtrak's Pier Marquette passenger train operates out of Silver Beach, and CSX commercial transportation services share these same lines. Maritime shipping still operates out of the port for three shippers.

## Land Use

Proximity to water has been the dominant factor in shaping the physical character of St. Joseph. Lake Michigan to the West and the St. Joseph River to the North and East have provided natural growth barriers to the City of St. Joseph with growth pushing to the south over time. Over the years, the function of the channel has slowly changed from primarily commercial shipping to recreational boating, further strengthening St. Joseph as a tourist destination with beautiful beaches, beautiful views from the bluff, and the quaint downtown and historic neighborhood.

The lake and river perimeter is bordered with beautiful single-family homes, summer houses, and parks, with only a small portion of the inner harbor still in commercial use for the receiving and staging of limestone, sand, slag and bulk cement.



# Demographics

Between 1970 and 2020, the population of St. Joseph declined steadily, consistent with trends seen across many neighboring communities. However, according to the U.S. Census Bureau’s 2024 population estimate, the City’s population has stabilized and shown a modest increase to approximately 7,930 residents, up slightly from 7,856 in 2020. This marks a continued recovery from decades of population loss and may reflect recent migration patterns favoring smaller cities and coastal communities in the wake of the COVID-19 pandemic and broader lifestyle shifts.

For the purposes of this Plan, population levels for St. Joseph and the surrounding area are assumed to remain generally stable through the planning horizon, using 2024 U.S. Census Bureau estimates as the baseline for analysis. The 2024 Census Bureau estimate figure of 7,930 will be used for planning purposes.

DEMOGRAPHICS OF ST. JOSEPH, MI AND SURROUNDING MUNICIPALITIES

COMMUNITY	1970	1980	1990	2000	2010	2020	2024 (est.)	GROWTH*	GROWTH**
City of St. Joseph	11,042	9,622	9,214	8,789	8,365	7,856	7,930	-9.77%	-5.20%
City of Benton Harbor	16,481	14,707	12,818	11,182	10,038	9,103	8,848	-20.87%	-11.85%
St. Joseph Charter Township	10,271	9,961	9,613	10,042	10,028	9,993	9,923	-1.19%	-1.05%
Benton Charter Township	19,034	19,120	17,163	16,404	14,749	14,473	14,105	-14.01%	-4.37%
Lincoln Charter Township	11,007	13,520	13,604	13,952	14,691	14,929	14,878	6.64%	1.27%
Royalton Township	2,513	3,046	3,135	3,888	4,764	5,141	5,168	32.92%	8.48%
Sodus Township	2,504	2,260	2,065	2,139	1,931	1,995	1,984	-7.25%	2.74%
Berrien County	163,940	171,276	161,378	162,644	156,742	154,316	152,703	-6.11%	-2.58%
Cass County	43,312	49,499	49,477	51,091	52,245	51,589	51,550	0.90%	-1.33%
Van Buren County	56,173	66,814	70,060	76,349	76,147	75,587	76,129	-0.29%	-0.02%
Michigan	8,881,826	9,262,078	9,295,297	9,938,444	9,883,635	10,077,331	10,140,459	2.03%	2.60%

\*2000-2024 \*\*2010-2024

## Population Distribution

Data from the American Community Survey (ACS 2019–2023) shows that 24.4% of St. Joseph’s population is age 65 and over (19.6% in previous plan), while 14.0% are under the age of 18 (23.2% in previous plan). The median age is 43.4 years (40.8 in previous plan), which is slightly higher than Berrien County’s median age of 42.9 years and the State of Michigan’s median of 39.8 years. This trend indicates a maturing population profile consistent with regional patterns in Southwest Michigan.

St. Joseph’s population remains predominantly White (83.2%), followed by Hispanic or Latino (any race) (4.3%), Two or More Races (4.3%), Asian (4.1%), Black or African American (3.5%), and American Indian and Alaska Native (0.3%). Approximately 7.3% of residents are foreign-born, indicating a modest but steady presence of international residents.

## Households and Income Level

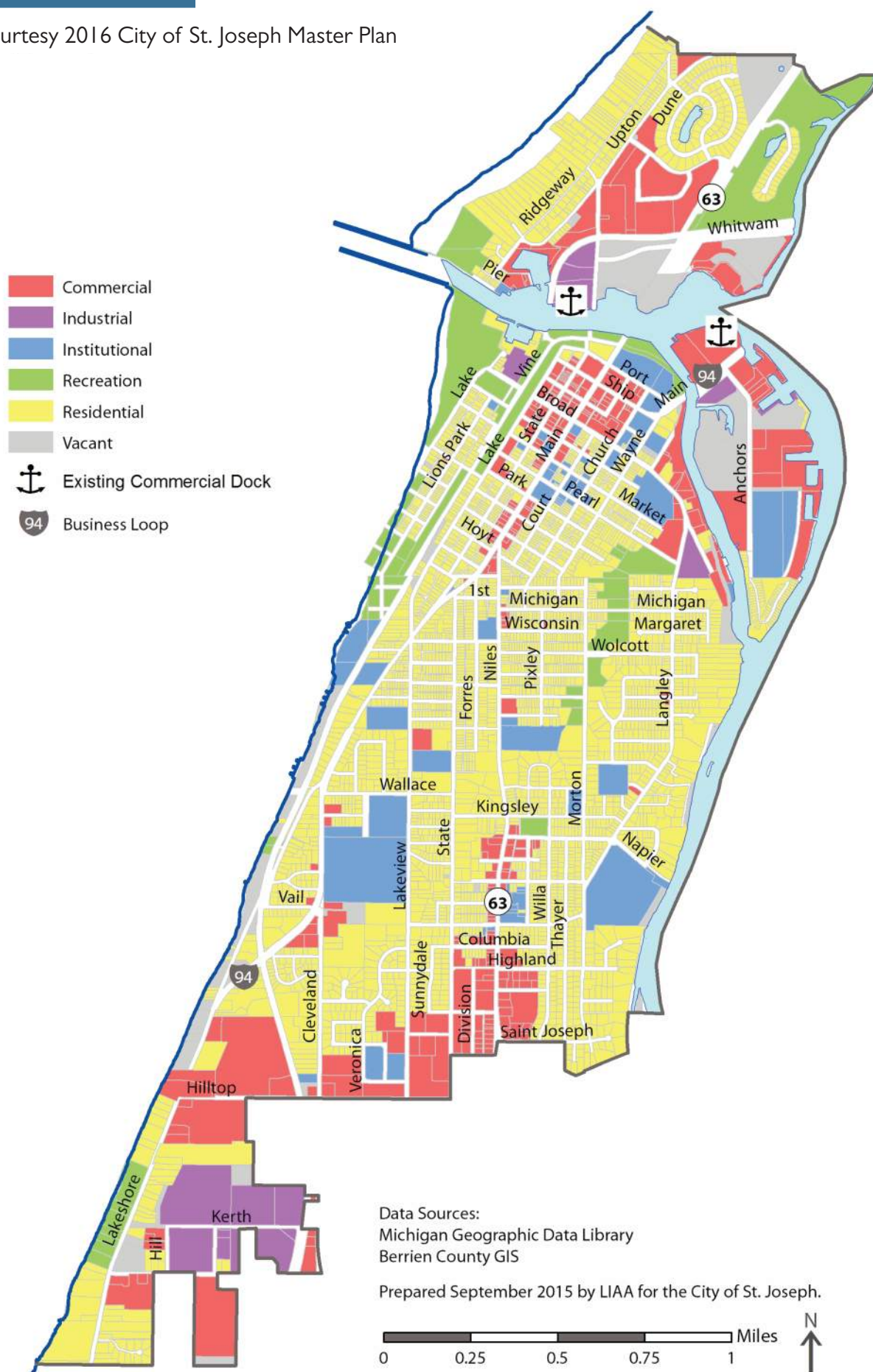
The median household income in St. Joseph has continued to rise, reaching \$77,765 according to the ACS 2019–2023 estimates — a substantial increase from \$62,374 (2015–2019) and \$51,328 in 2010. The per capita income is \$54,707, which is notably higher than the statewide average of \$39,153.

The poverty rate has remained low at 7.1%, demonstrating economic stability following the post-recession recovery. Decreasing poverty levels correlate with St. Joseph’s diverse and resilient employment base.

The city’s economic structure remains balanced across several major industries. The largest employment sectors include manufacturing, education, health care and social assistance, and professional services. Major employers continue to include Whirlpool Corporation (global headquarters), Corewell Health – Lakeland Regional Medical Center, the LECO Corporation, and St. Joseph Public Schools and Berrien County Government.

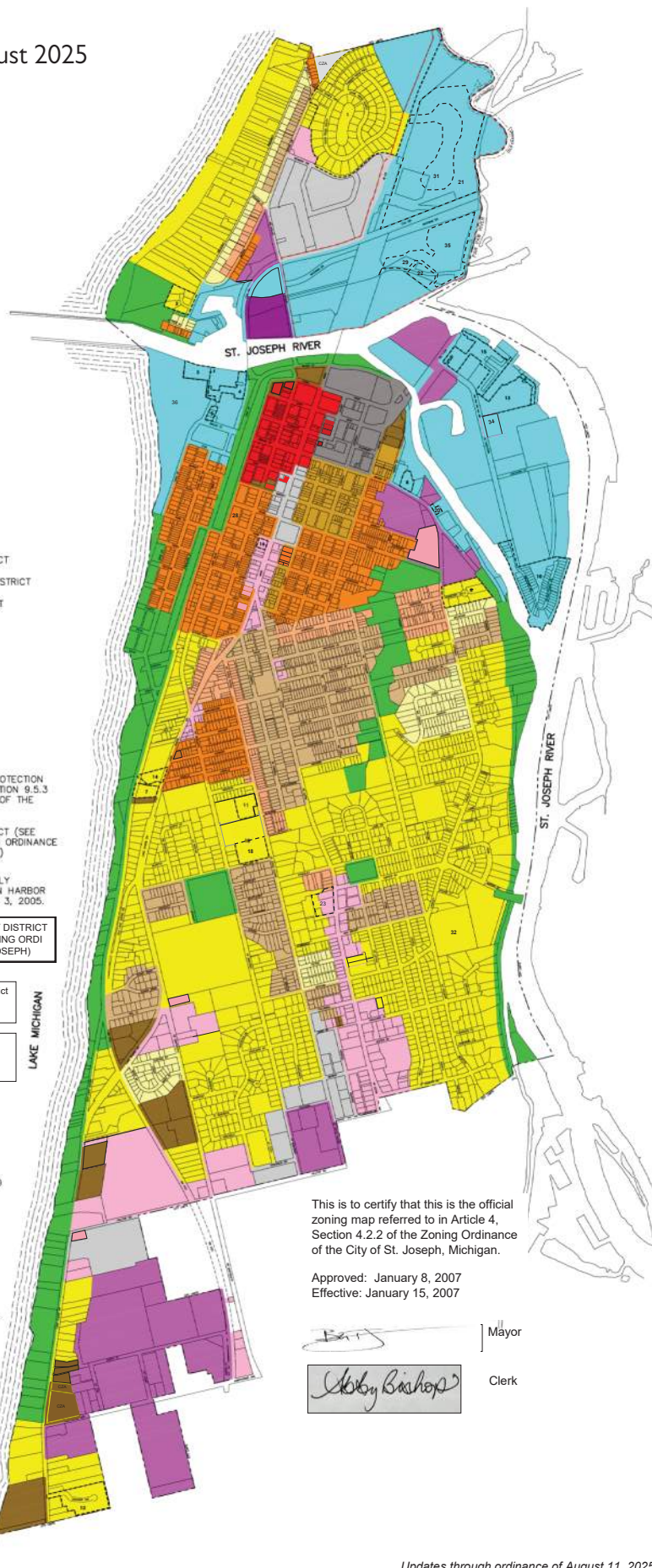
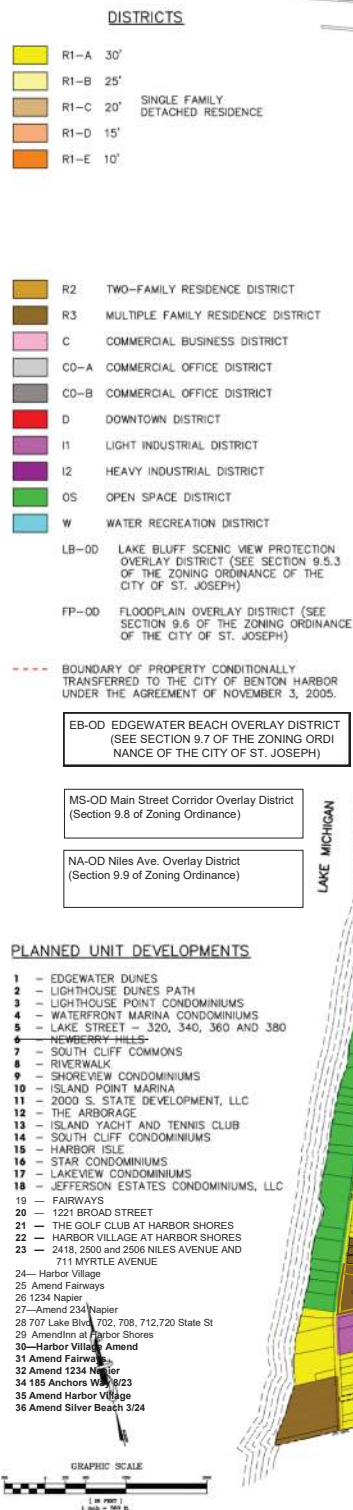


Map courtesy 2016 City of St. Joseph Master Plan




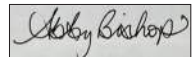
# Zoning Map

Map courtesy City Zoning Department, August 2025



This is to certify that this is the official zoning map referred to in Article 4, Section 4.2.2 of the Zoning Ordinance of the City of St. Joseph, Michigan.

Approved: January 8, 2007  
Effective: January 15, 2007

 Mayor  
 Clerk

Updates through ordinance of August 11, 2025  
Map change A41



## Chapter 01 Key Points

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Beyond outlining the purpose and scope of this Master Plan, this chapter contains an overview of historic background and demographic data for the City of St. Joseph. Data includes population statistics, age, and income level. This data provides background with the potential to impact park planning.

If current trends continue and the median age of St. Joseph residents continues to increase, provision of easily accessible and walkable park networks and open space systems will ensure these amenities meet community needs.

It remains critical to make parks and recreation programs accessible to all, regardless of income or ability level. This Master Plan update has the potential to improve the health and quality of life for residents of all ages and backgrounds.



# Administrative Structure

The Parks and Cemetery Division plays an important role within the City of St. Joseph, both maintaining current park properties and their amenities, and providing a sustainable vision to allow these properties to function for the future of St. Joseph residents.

# 02

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## **In this Chapter:**

- City of St. Joseph Government Structure
- Partnerships and Role of Volunteers
- Current and Projected Budget

# Overview

The City of St. Joseph Department of Public Works – Parks & Cemetery Division oversees 16 designated park and beach properties and three cemeteries, encompassing over 200 acres.

The Parks and Cemetery Division is responsible for the maintenance of all City parks and amenities which include playground equipment, interactive and ornamental fountains, ballfields and courts, trails, picnic tables, swings, benches, flowers and landscaping beds. Additionally the crew is responsible for three (3) cemeteries which includes management of Riverview, City and Highland Cemetery grounds, lot and columbarium sales, and internments in the cemeteries. The division is also responsible for over 40 miles of Right-of-Way, and public property trees, although most of this work is done contractually.

## Facility Maintenance

The facilities staff is assigned the task of maintaining all City-owned facilities which include restrooms, picnic pavilions, the John E. N. Howard Bandshell, John & Dede Howard Ice Arena and Woodbine Lodge.

## Recreation

The Recreation Manager is responsible for all recreation programming, including management of the John & Dede Howard Ice Arena, Summer Tennis and Summer Recreation programs.

## St. Joseph Recreational Harbor Authority

The West Basin Marina and City Boat Launch are owned and operated by the City of St. Joseph. The St. Joseph Recreational Harbor Authority oversees operation and management of both facilities. All operating expenses for the facilities are not subsidized by the City General Fund, but instead are recovered from slip fees, fuel sales, parking fees and boat storage fees.

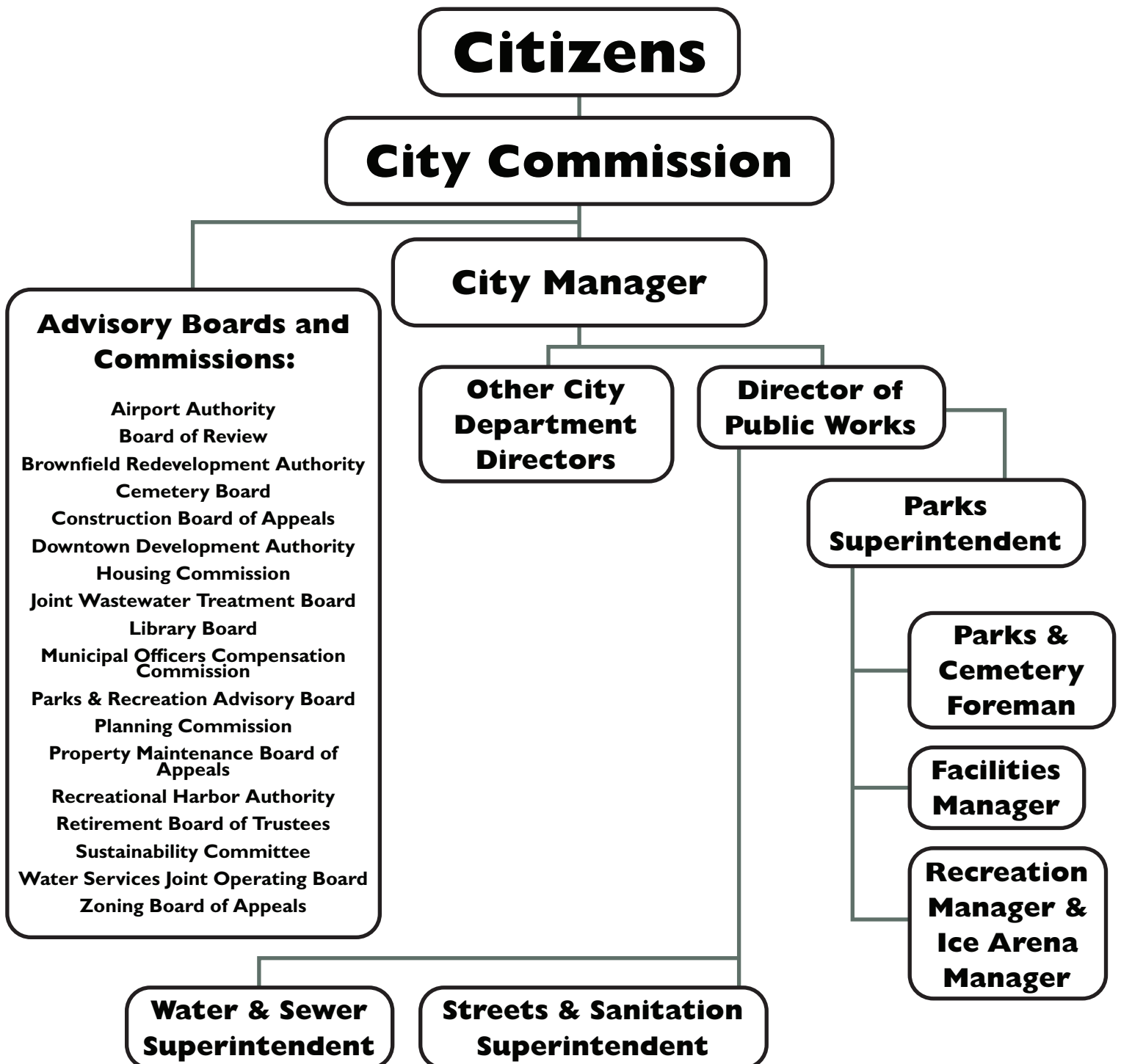


# Governmental Structure

The City of St. Joseph is organized under a Commission-Manager form of government and provides a full range of public services, including general government activities, public safety, public works, and recreation to its residents.

The City Commission sets policy and directs the staff to implement actions in support of those policies. The City Manager is the direct link between the Commission and the City's operation, and is responsible for day-to-day administration of the City. The City Manager supervises several department heads, which serve as senior staff and control the operations of their respective departments.

## Organizational Chart





## Parks Division

The Parks Advisory Board is made up of seven members of the community appointed by the City Commission. The Board advises and provides recommendations to the City regarding specific Park and Recreation-related issues. [The Mission of the St. Joseph Parks and Recreation Advisory Board is to recommend a sustainable system of parks, trails, programs, amenities and services to create memorable experiences, a sense of place, and contribute to the preservation of the natural heritage of our community.](#)

## Recreation Division

Formal recreation programming in a typical year for the City of St. Joseph includes summer tennis, summer recreation, mini-kicker soccer for 3-5 year olds, movies in the park, stick-and-puck at the ice arena, and a winter recreational basketball league. Recreation programming also includes free Municipal Band concerts in the band shell at Lake Bluff Park.

The oldest two programs, tennis and the summer recreation program, are approximately 20 years old. The recreation program has had a formal manager for two years. Previously, programming has been organized by the Parks Director with assistance from the Public Works Administrative Assistant.

The City of St. Joseph began contracting with MyRec.com recreation software in the spring of 2019 to provide database management, registration software and facility rental software for the parks and recreation department. The system is used for facility and pavilion rentals, registration for recreation programming, and a Point-of-Sale (POS) system for the John & Dede Howard Ice Arena. The program provides a website specifically for parks and recreation, [www.sjcityparkrec.com](http://www.sjcityparkrec.com). By creating an account, residents and non-residents may request facilities, register for programs or complete a special event application. There is also a calendar available to view activities and facility availability.

There are currently 4,505 accounts in the system, up from 1,269 in 2020 when the system was relatively new. In the year 2025, 409 individuals participated in City programs. City facilities, including pavilions and the ice arena, were reserved for 4,029 hours in 2025 and 3,967 hours in 2024.



# Partnerships and Role of Volunteers

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Service Clubs and community groups play an important role in providing volunteer labor and financial support for the park system. The Lions Club has “adopted” Lions Park Beach and provides an annual cleanup, and the Kiwanis Club has provided play equipment for several parks. The new, universally-accessible playground in Kiwanis Park was provided in part by Kiwanis Club and donors, and the Indian Hills Garden Club maintains the pollinator garden at the corner of Broad and Main Streets.

## *St. Joseph Public Schools and other Agencies*

The City and St. Joseph Public Schools share facilities to maximize use of available recreational opportunities. For example, the High School baseball and softball fields are located in Dickinson Park and the cross-country teams race at Riverview Park, both of which are City facilities.

Maximum use of City and school district facilities is facilitated by a cooperative approach. The City holds Shared-Use Agreements with the St. Joseph School District for both Dickinson Park and Stubblefield Tennis Courts.

Dickinson Park is owned by the City, which has long-allowed the school district to utilize a portion of the park for St. Joseph High School’s interscholastic baseball and softball programs, including the construction of two separate ball diamonds and related facilities in the Park. The City and the school district presently share the maintenance of Dickinson Park, where the school district maintains the park for their use only in the fall and spring, and the City maintains the park the rest of the year. The school has first priority use of the ballfields during the school year, and the City has first priority in the summer months. The fields are open to public use if no programmed activities are taking place.

The school district owns the Stubblefield Tennis Courts but has long allowed the City to utilize the courts for the City’s Summer Recreation Tennis Program, as well as general public usage not in conflict with the District’s interscholastic tennis programs.

There is similar cooperation with other agencies in the St. Joseph area, including St. Joseph Today, a non-profit group devoted to the promotion of the community through sponsoring various events to enhance the City, notably including sponsoring free concerts through the summer at the John E. N. Howard Bandshell.

## Current Budget

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General Park operation and maintenance funding is provided through the City’s General Fund. Although some revenues are received from facility rental and parking fees, the great majority of parks and recreation funding is supplied through the City’s general tax levy. Additional funding for capital improvements is provided periodically through the City’s Capital/Special Projects Fund. In the 2025-2026 City Fiscal year, the following amounts have been appropriated to the City’s Parks and Recreation Budget:

- \$1,184,200 Parks Department Budget
- \$ 141,000 Recreation Budget
- \$ 283,500 Ice Arena Budget

PARKS DEPARTMENT	DESCRIPTION	2024-2025 ACTIVITY (thru 6/30/25)	2025-2026 APPROVED BUDGET
	Salaries - Regular Full Time	\$384,744	\$422,000
	Salaries - Regular Extra	\$ 4,673	\$ 6,000
	Overtime - Regular	\$ 10,789	\$ 12,000
	Salaries - Regular Part Time	\$ 71,942	\$ 94,600
	Other Compensation	\$ 615	\$ 1,000
	Longevity	\$ 1,900	\$ 2,000
	FICA - Employer	\$ 34,743	\$ 41,100
	Health Insurance Premiums	\$ 96,600	\$ 73,200
	Life Insurance	\$ 905	\$ 1,200
	Pension Contribution	\$ 47,470	\$ 71,700
	Workers Compensation	\$ 12,783	\$ 3,400
	Unemployment Insurance	\$ 3,400	\$ 800
	Operating Supplies	\$ 57,119	\$ 59,000
	Technical Equipment	\$ -	\$ -
	Professional and Contract Services	\$ 13,575	\$ 40,600
	Computer Technical Support	\$ 760	\$ 1,500
	Communications	\$ 2,978	\$ 3,500
	Transportation and Education	\$ 5,328	\$ 7,500
	Professional Memberships/Dues	\$ -	\$ 1,000
	Printing and Publishing	\$ 196	\$ 500
	Waste and Rubbish Disposal	\$ -	\$ -
	Public Utilities	\$ 85,326	\$106,100
	General Repair and Maintenance	\$ 36,447	\$ 33,500
	Vehicle and Equipment Usage	\$200,947	\$190,700
	Rents and Leases	\$ 7,558	\$ 7,800
	Software & Subscribe Based IT	\$ -	\$ 2,000
	Miscellaneous Expense	\$ -	\$ 500
	Bank Charges	\$ -	\$ -
	Refunds and Rebates	\$ 2,772	\$ 1,000
	Equipment & Machinery	\$ -	\$ -
	<b>TOTAL APPROPRIATIONS</b>	<b>\$1,083,569</b>	<b>\$1,184,200</b>

RECREATION PROGRAMS	DESCRIPTION	2024-2025 ACTIVITY (thru 6/30/25)	2025-2026 APPROVED BUDGET
	Salaries - Regular Full Time	\$ 8,696	\$ 31,400
	Salaries - Overtime	\$ -	\$ 200
	Salaries - Regular Part Time	\$ 150	\$ 500
	FICA - Employer	\$ 615	\$ 2,500
	Health Insurance Premiums	\$ -	\$ 8,900
	Life Insurance	\$ -	\$ 200
	Pension Contribution	\$ 1,063	\$ 5,300
	Workers Compensation	\$ -	\$ 100
	Unemployment Insurance	\$ -	\$ 100
	Operating Supplies	\$ 6,142	\$ 15,000
	Pro. Subscriptions and Publications	\$ 181	\$ 200
	Pro. and Contract Services	\$ 15,845	\$ 54,000
	Computer Technical Support	\$ -	\$ 100
	Communications	\$ 711	\$ 700
	Transportation and Education	\$ 511	\$ 400
	Professional Memberships/Dues	\$ -	\$ 100
	Printing and Publishing	\$ -	\$ 1,000
	General Repair and Maintenance	\$ -	\$ 8,000
	Rents and Leases	\$ 7,558	\$ 7,800
	Software and Subscribe Based IT	\$ -	\$ 3,000
	Bank Charges	\$ -	\$ -
	Refunds and Rebates	\$ 493	\$ 1,500
	<b>TOTAL APPROPRIATIONS</b>	<b>\$ 41,966</b>	<b>\$141,000</b>



ICE ARENA	DESCRIPTION	2024-2025 ACTIVITY (thru 6/30/25)	2025-2026 APPROVED BUDGET
	Salaries - Regular Full Time	\$ 75,500	\$ 86,600
	Salaries - Overtime	\$ 3,369	\$ 4,000
	Salaries - Regular Part Time	\$ 41,423	\$ 48,000
	FICA - Employer	\$ 8,813	\$ 10,700
	Health Insurance Premiums	\$ 26,400	\$ 14,800
	Life Insurance	\$ 147	\$ 200
	Pension Contribution	\$ 10,180	\$ 15,000
	Workers Compensation	\$ 1,234	\$ 200
	Unemployment Insurance	\$ 600	\$ 100
	Operating Supplies	\$ 13,937	\$ 16,000
	Technical Equipment	\$ -	\$ -
	Pro. and Contract Services	\$ 4,125	\$ 4,600
	Computer Technical Support	\$ 190	\$ 1,000
	Communications	\$ 2,399	\$ 2,000
	Transportation and Education	\$ 238	\$ 500
	Professional Memberships/Dues	\$ 95	\$ -
	Printing and Publishing	\$ -	\$ 1,000
	Public Utilities	\$ 56,135	\$ 63,600
	General Repair and Maintenance	\$ 8,074	\$ 11,500
	Vehicle and Equipment Usage	\$ 107	\$ 2,000
	Software and Subscribe Based IT	\$ 44	\$ -
	Miscellaneous Expense	\$ -	\$ 500
	Bank Charges	\$ 3,456	\$ 1,000
	Refunds and Rebates	\$ 85	\$ 200
	<b>TOTAL APPROPRIATIONS</b>	<b>\$ 256,550</b>	<b>\$283,500</b>

## Capital Improvement Plan

In 2025, the following Park Capital projects are included with approved budget for 2026 and projected budget for the following five years (shown combined, below).

CAPITAL IMPROVEMENT PLAN: RECREATION	PROJECT NAME	APPROVED 2026	PROJECTED 2027-2031
	Parks Five Year Plan	\$ 30,000	\$ -
	Bluff Stairs Reconstruction	\$ -	\$300,000
	Dickinson Park Restroom & Playground	\$520,000	\$ -
	Dickinson Playground	\$125,000	\$ -
	Ice Arena Flooring	\$ -	\$ 95,000
	Ice Arena Zamboni	\$ -	\$150,000
	Kayak Canoe Launch	\$ -	\$400,000
	Kiwanis Park Improvements	\$150,000	\$ -
	Kiwanis Park Master Plan	\$ -	\$ 30,000
	Kiwanis Park Skate Park Equipment Replace	\$150,000	\$ -
	Paddler Park Improvements	\$ -	\$200,000
	Painting Lions Park Beach Shelters	\$ 15,000	\$ -
	Park Sign Replacement	\$ 63,000	\$158,000
	Riverfront Trail	\$ 10,000	\$ -
	Tiscornia Beach Restroom Renovation	\$ -	\$125,000
	Whirlpool Fountain Cannon Stands Replace	\$ -	\$ 60,000

## Chapter 02 Key Points

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The St. Joseph Parks Department currently relies on a network of collaborations and partnerships with outside providers and education facilities to provide expanded opportunities to City residents. Based on input from these providers and from the City, these relationships are currently successful and should be continued.

Prioritizing available funding to make best use of available resources and to maintain flexibility to adapt to recreation trends is critical to best serve the community.



# Inventory of Parks, Natural Areas, and Recreational Facilities

This chapter evaluates each individual park and recreation facility within the City's network of green infrastructure. While the Plan considers the park system comprehensively, the details from this chapter will help to inform park-wide decisions later in the document.

# 03

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## **In this Chapter:**

- Parks and Recreation Facilities Map
- School and Educational Facility Index
- Individual Park Inventory Pages
- Park Amenity Matrix
- Recreation Program Matrix
- Other Recreation Providers
- Related Maps

# Introduction

The purpose of this chapter is to document the current content and distribution of St. Joseph parks and recreation facilities. This information will be used in later chapters to analyze how effectively those parks serve their neighborhoods. The intent of the analysis is to provide a clear evaluation of the strengths and weaknesses within the existing recreational options the City of St. Joseph has to offer its citizens. The inventory is based on information provided by City staff and site inspections carried out by City staff as part of the planning process. Site inspections took place in-person at each park over multiple site visits in August-October of 2025.

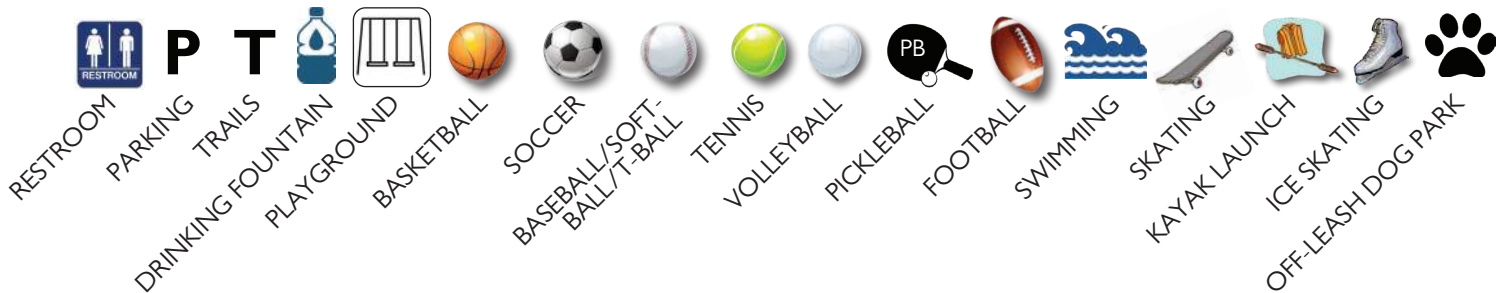
Within the City limits, there are three (3) mini-parks, three (3) neighborhood parks, five (5) community-wide parks, one (1) linear park, three (3) natural resource areas, one (1) park categorized as a special use facility (Paddler Park), four (4) special use facilities, and five (5) public school buildings currently in operation. Along with the public schools, there are private schools, exercise clubs, churches, and day care programs that provide recreational activities, such as playground equipment, ballfields, scheduled outings and supervised activities. In addition, a list of the various public, quasi-public and private recreation facilities follows later in this chapter.

The site inventory for each park includes an accessibility rating to determine the current status of the park’s pathways, structures, and amenities. This ranking will help prioritize which parks should be first to receive accessibility improvements in terms of new paving, modified furniture, or replacement of structures. The Accessibility Assessment of each City park was undertaken using the following ranking system:

- 1 = none of the facilities/park areas meet accessibility guidelines
- 2 = some of the facilities/park areas meet accessibility guidelines
- 3 = most of the facilities/park areas meet accessibility guidelines
- 4 = the entire park meets accessibility guidelines
- 5 = the entire park was developed/renovated using the principals of universal design

In 2020, the planning team worked extensively with the Disability Network of Southwest Michigan in the inventory/analysis process for the previous Master Plan to help provide accurate and meaningful assessment of every park from the viewpoint of a person with limited mobility, or from the viewpoint of their caretaker.

Each park inventory page contains symbols for key amenities provided at that facility. The legend of symbols is as shown below:



Note that the ‘restroom’ symbol means that the park has a restroom building within the park boundary. This does not include porta-potties or bathrooms on adjacent properties. The ‘parking’ symbol means that parking is provided specifically for this park, either in a lot, or in the case of Lake Bluff Park, with angled parking the entire length of park. The ‘trail’ symbol does not include typical City sidewalks. All city parks allow dogs on leash, with the exception of public beaches at Tiscornia Beach and Lions Park.

# Parks and Recreation Facilities Map





# School and Educational Facility Index & Map

## *St. Joseph High School*

The City owns Dickinson Park and allows the School District to use the fields for baseball and softball programs.

## *Stubblefield Tennis Courts*

This tennis complex, located at the High School and owned by the School District, provides eight courts with lighting for the community to use. [The community uses these courts for both tennis and pickleball activities.](#)

## *Upton Middle School*

City youth basketball programs use the gyms to hold games.

## *Lincoln Public School*

City youth basketball programs practice in gym. This school property provides a large playground area and green space that is open for the public to use after school hours.

## *Brown Elementary*

City youth basketball programs practice in gym. The playgrounds and walking path are open to the public for use after school hours.

## *EP Clarke Elementary School*

City youth basketball programs practice in gym. The playground and walking path are open to the public for use after school hours.

## *Wells Field*

Baseball and Little League are run from this park, which is owned by the School District.



# Dickinson Park

**Description:** Dickinson Park occupies over 8 acres of land adjacent to St. Joseph High School. Located within the park are two ball diamonds that are utilized for home fields by the school baseball and softball teams. The northern and eastern portions of the park have mature deciduous trees. The park is also utilized by area residents as an informal dog walk area, and dog waste stations have been added. Area residents also enjoy other recreational activities within the space. Parking is available on the street or in the St. Joseph High school parking lot for large events. New restrooms will be available to the public once the current master plan is implemented for this park.

**Assessment:** Construction is currently underway to implement a 2018 Master Plan that calls for the addition of a restroom structure, ADA play structure, concessions, storage, improved parking, and new fencing. ~~Park visitors commented on lack of visibility from the north field bleachers. These could be repositioned, potentially.~~

**Location:** 2499 Stadium Drive

**Park Type:** Neighborhood Park

**Size:** 8.39 acres

**Accessibility Rating:** 2

**Programming:** Baseball, T-ball, softball

**Amenities:** Two baseball diamonds, mature shade trees, informal dog walk area, concession stands, drinking fountain, bleachers. The playground, parking lot, and restroom are currently under construction





# John and Dede Howard Family Trail

**Description:** This multi-use path is located along approximately 5 acres of City-owned land and provides accessible linkage for area residents above the 60-foot-tall bluff and the beachfront via a wooden bridge and switchback ramp system at the southern terminus. The path continues to the north through a wooded area to the west of the railroad tracks and then connects to Silver Beach, Whirlpool Park, and the Upton Arboretum. The park has lighting and benches. Dogs are also allowed on the path but must be kept on a leash.

**Assessment:** Add drinking fountains, remove invasive plants, prune trees, seal trail surface. Need barriers other than split-rail fence to keep people off of sensitive slopes. Flooding in low areas is a continual problem, erosion control measures are needed to prevent sand wash-out from under trail. Regular sand management required. Add signage and distance markers. Provide more direct access to Lions Park at switchback bridge on south end. A safer Main Street crossing to bridge at top of bluff is needed at southern terminus.

**Location:** 801 Highland Street

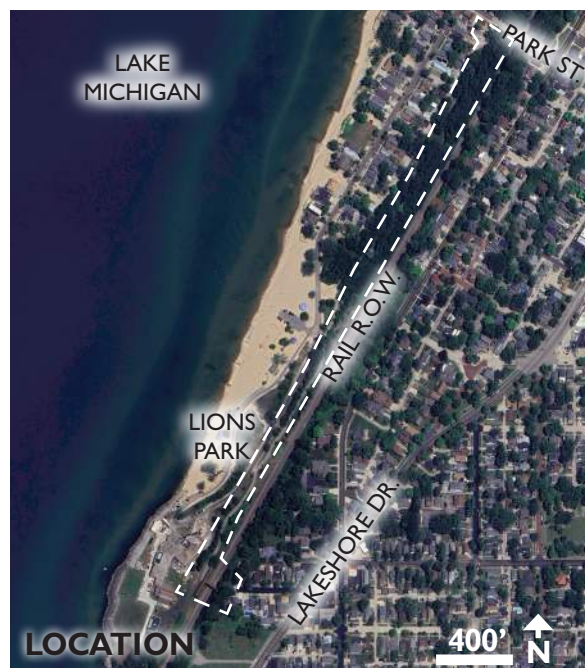
**Park Type:** Linear Park

**Size:** 4.5 acres

**Accessibility Rating:** 3

**Programming:** Hiking trail

**Amenities:** Bike/walking path, lighting, trash receptacles, lookout with switchback ramp at south end, scenic viewpoint, benches, drinking fountain





# Kiwanis Park

**Description:** This park has the largest acreage (19.2) within the City limits. Volunteering and fundraising led by the Kiwanis Club are responsible for park improvements. This park has a ballfield with lighting used by area leagues, a park shelter, restrooms, a dog park, playground equipment, and a large parking lot. The park is also the location of the John and Dede Howard Skate Park, one of the largest skate parks in the region. This facility contains above-ground ramps, grind rails, etc. Drainage is an issue for the park, and efforts have been made to mitigate pooling through the installation of drainage tiles. The park has one pickleball court and horseshoe pits.

**Assessment:** Future site drainage/flood management improvements are recommended. Other potential improvements include: fencing, new entry sign, dog park shade structure, walking path into park, nature area with mown trails, and pickleball courts. Updates to the skate park are needed, and improved lighting should be considered. There are opportunities to rehabilitate the rain garden into artificial wetland for drainage management. Updates to the Pearl Street access stairs are needed. Park would benefit from a long-term Master Plan for improvements.

**Location:** 1350 Pearl Street

**Park Type:** Community Park

**Size:** 19.2 acres

**Accessibility Rating:** 2

**Programming:** Baseball, softball, kickball, soccer, skateboarding, basketball

**Amenities:** Off-leash dog park (with separate area for small dogs), skate park, universally-accessible playground, baseball diamond, basketball court, covered pavilion, bathroom, pay-to-park (free for registered residents), pickleball court, horseshoes, soccer, charcoal grills, picnic tables, drinking fountain





# Lake Bluff Park and John E.N. Howard Band Shell

**Description:** This linear park area of over 7 acres is located along the west side of Lake Boulevard at the top of the 60-foot bluff that runs from Park Street north. The park contains numerous veteran memorials, historical markers, and information signs while also providing outstanding views of Lake Michigan, the lighthouse, and Whirlpool Centennial Fountain. The mature trees and passive seating areas adjacent to the sidewalk add shade and gathering areas. Throughout the summer months, the park is used for the Farmers Market, craft shows, festivals and many other events. The John E. N. Howard Bandshell at the northern end of the park holds concerts and has been the location for many weddings. The park also has a restroom facility that is accessible via a ramp and stairway down to Centennial Park. Dogs must be on a leash, and trash cans with dog clean-up bags are available along the sidewalk.

**Assessment:** Renovations to the public bathroom is recommended. Consider clearing views through forested understory in key areas. Improve ADA switchback down the hill. Limit new monuments. Retaining wall needs repairs.

**Location:** 500 Port Street

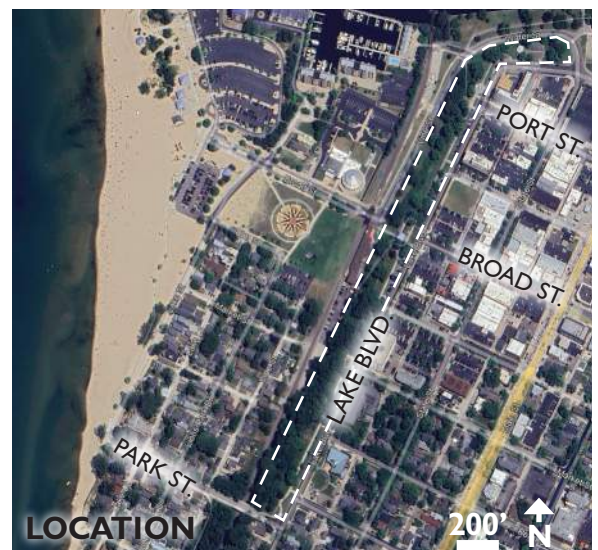
**Park Type:** Natural Resource Area

**Size:** 7.34 acres

**Accessibility Rating:** 2

**Programming:** Farmers Market, run/walk events, art/writing classes, concerts, holiday and seasonal events, including: Saturday Market on the bluff in summer, Art Fair on the Bluff

**Amenities:** Scenic viewpoints, sidewalks, bathroom at main stairway, landscaping, veteran monuments, water fountains, dog clean-up bags, trash receptacles, benches and swings, historical markers, informational signs, pollinator garden, John E. N. Howard Bandshell at north end of park, benches





# Lions Park

**Description:** Lions Park is a popular waterfront park for City residents and visitors. This 17.22 acre park is located along the shoreline of Lake Michigan. The parking is pay-to-park with overflow parking within walking distance. There are three covered pavilions that are usually reserved to capacity during the summer months. The park also has a restroom/changing room facility and playground area with picnic tables and grills. The St. Joseph Lions Club has purchased equipment and items for the park and continues to fund improvements. This park is located north of the City water filtration facility. No dogs are currently allowed at this park.

**Assessment:** In the future, beach nourishment and shoreline stabilization is recommended. Add steps to Howard Path, improve access from bridge to upper road, add steps from upper road to lower. Lifesaving station recommended. Needs regular updates and tree replacement program. Erosion (especially near parking lots) and drainage is a continuous issue, overall beach management plan recommended. Partially buried concrete structures along shoreline are tripping hazard. There are drainage issues at the south end of the park.

**Location:** 1701 Lions Park Drive

**Park Type:** Community Park

**Size:** 17.22 acres

**Accessibility Rating:** 2

**Programming:** Pavilion rentals, sand volleyball, fishing

**Amenities:** Bathroom, playground, beach (no designated swim area), 3 picnic area/pavilions, benches, picnic tables, charcoal grills, pay-to-park, beach volleyball, walking paths, drinking fountain



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# Lookout Park

**Description:** Lookout Park is located at the south end of the City and provides a scenic overlook of Lake Michigan. The park is over 14.5 acres and runs for over one-half mile in length along the west side of Lakeshore Drive. The park extends west to a bluff along Lake Michigan, with shore protection measures to prevent erosion. A welcome sign is located near the parking lot entrance drive. The park is strictly passive with a parking lot, observation platform, picnic tables, and benches. The City has obtained the parcels for the park over the past 40 years, and individual residential lots currently interrupt the continuity of the park. This park is the gateway into St. Joseph from the south.

**Assessment:** Erosion of the bluff should be monitored but no current renovations are needed. Suggested improvements: prune vegetation for strategic views, info kiosk, drinking fountain, landscaping. The City would like to develop this park in the future as the southern City limit terminus for a waterfront path system. There have been requests to open up the view with selective vegetation clearing/pruning and to connect to other parks/parts of the City with trails. Concerns raised about safety of crossing Red Arrow Highway.

**Location:** 3424 Lakeshore Drive

**Park Type:** Natural Resource Area

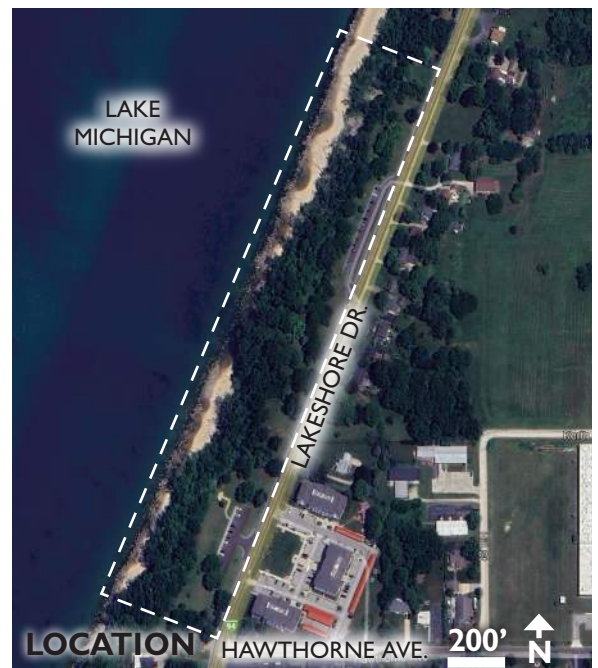
**Size:** 14.5 acres

**Accessibility Rating:** 3

**Programming:** None

**Amenities:** Two parking lots, benches, picnic tables, informational signs, ADA lookout, public sculpture, charcoal grills

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# Margaret B. Upton Arboretum

**Description:** The arboretum is a 2.3-acre linear natural resource area located along the south shoreline of the St. Joseph River. A concrete boardwalk and safety railing was built along the western portion of the site. The park contains numerous sculptures that are periodically replaced with new pieces by the KRASL Art Museum. A permanent Dr. Martin Luther King, Jr. monument is located at the park's west end, and a companion monument is located in the City of Benton Harbor's Dwight P. Mitchell City Center Park. Dogs are allowed on the walkway but must be on a leash. The park also contains a walking trail, drinking fountain, ornamental lighting, benches, swings, and trees that have been botanically identified and labeled.

**Assessment:** Future landscaping improvements to connect the park with the neighboring parks are recommended. Provide cleats for transient boats, improve eastern seawall, provide ADA routes to boardwalk and eastern portion of park, connect to other parks/parts of the City with trails, continue art display. Improvements are needed for connection from lower park area south to downtown sidewalks. More plant diversity and education is suggested. Significant buckling of path at one point needs repairs. Residents requested more parking availability.

**Location:** 410 Water Street

**Park Type:** Natural Resource Area

**Size:** 2.3 acres

**Accessibility Rating:** 2

**Programming:** Run/walk race events

**Amenities:** Trails, landscaping, riverfront viewing, benches, art sculptures, swings, ornamental lighting, boat transfer point, informational signage, drinking fountain





# Milton Park

**Description:** Milton Park is located on the site of the old St. Joseph High School. The neighborhood park is 2.24 acres and has many mature trees and numerous walking/biking paths with passive seating areas. The park is used primarily by neighborhood residents as it does not contain parking other than on the street. There is also a tot-age play structure and an amphitheater for community use. There is ornamental fencing on the two sides of the park adjacent to busy streets.

**Assessment:** Needed improvements include: amphitheater improvements, improved crosswalk across Niles, improved connection to Dickinson Park, general updates and ADA improvements, replacement of aging playground equipment, replacement of play surface, peeling finishes along with general maintenance.

**Location:** 1524 Niles Avenue

**Park Type:** Neighborhood Park

**Size:** 2.24 acres

**Accessibility Rating:** 2

**Programming:** None

**Amenities:** Playground, walking/bike path, picnic tables, benches, wooden amphitheater, ornamental fencing, parking (on-street only), pergola, chess table, tree ID markers, Little Free Library

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# Old St. Joseph Neighborhood Park (Bear Park)

**Description:** This mini neighborhood park of .17 acres is used for passive recreation. It contains a sculpture of a bear (Josie) and her cubs. Other amenities include a paved walking path, benches, and gardens. Dogs are allowed in the park and bordering sidewalk but must be on a leash. There are no designated bathroom facilities or parking for this park; however, both are available within walking distance in downtown St. Joseph. The 33'-wide corner park is primarily maintained by the Old St. Joseph Neighborhood Association.

**Assessment:** Continued landscape maintenance is only recommendation. Potentially add ADA clear space adjacent to benches. Potential for plant ID markers for "garden" setting, potential to replace English Ivy with less invasive/native planting.

**Location:** 600 State Street

**Park Type:** Mini Park

**Size:** 0.17 Acres

**Accessibility Rating:** 2

**Programming:** None

**Amenities:** Sculpture, benches, gardens, walkway





# Paddler Park at East Basin

**Description:** This special use park of 0.3 acres was designated in 2022 and serves as a water trail stop and kayak launch. The park has carry-in boat access for kayaks and stand up paddle boards, hosts a seasonal kayak rental business, and is a destination for fishing and viewing of the scenic riverfront.

**Assessment:** The park would benefit from better designation of park boundaries. The Master Plan for Paddler Park includes, in addition to the existing kayak/canoe launch, improved waterfront viewing area, restrooms, parking and shade area. The park would benefit from a designated pedestrian connection to downtown St. Joseph and to Benton Harbor.

**Location:** 213 Upton Drive

**Park Type:** Special Use (Water Trail)

**Size:** 0.3 Acres

**Accessibility Rating:** I

**Programming:** Kayak/canoe launch, fishing

**Amenities:** Kayak launch, parking, seasonal kayak rentals, waterfront viewing





# Point Park (Froggy Park)

**Description:** This mini park is located at the intersection of State and Main Streets and gets its official name from the triangular pointed shape of nearly 1/3rd of an acre. Area residents refer to it as Froggy Park due to the fountain sculptures within the pool area. The park is strictly passive with ornamental lighting and two teak benches. Dogs (on-leash) are currently allowed in the park and on the bordering sidewalk.

**Assessment:** Continued landscape maintenance is recommended. Repair/replace sidewalk around fountain, improve connectivity. An improved crosswalk is suggested across Main Street to improve safe access to pedestrians from neighbors to the east.

**Location:** 1300 Lake Boulevard

**Park Type:** Mini Park

**Size:** 0.33 acres

**Accessibility Rating:** 2

**Programming:** None

**Amenities:** Fountain, benches, walkways





# Riverview Park

**Description:** This is the largest park (107 acres) owned by the City of St. Joseph. It is located within St. Joseph Charter Township, adjacent to the St. Joseph River. The park is more natural in appearance and character and contains a lodge and two shelters. These facilities are at a premium during the summer months, and a rental fee is charged for their use. The park also has many picnic table and grills scattered throughout. There are two ballfields. The lighted baseball field has a concession stand, bleacher seating, a drinking fountain and landscaping. There are numerous parking areas throughout the park and adjacent to the loop drive system. There is also a boat and kayak launch with parking for boat trailers. Dogs are allowed in the park on leash. The park has self-serve rentals and a new playground was recently added.

**Assessment:** Improve park with general facility updates, patching/repaving of roadways, drainage improvements, addition of ADA kayak launch, renovation of park shelters, riprap improvements along shore, potential disc golf, dugout renovation, clearing of sediment at the boat launch, and ADA access improvements. There is potential to rebrand this park as a 'Natural Area' or wetland park with boardwalks, signage, etc. There is also potential to screen the City dumping/compost area.

**Location:** 2927 Niles Road

**Park Type:** Community Park

**Size:** 107 acres

**Accessibility Rating:** 2

**Programming:** Pavilion rental, cross-country meets are held here, run/walk race events, hiking trails, fishing

**Amenities:** Biking/walking paths, an enclosed lodge, two shelters, two baseball diamonds, concession stand, [boat/kayak launch](#) [boat launch/kayak rentals](#), picnic areas and charcoal grills, parking, hiking trails, monument, drinking fountain, playground, bathroom





# Tiny Tots Park

**Description:** This small corner park is less than 1/2 acre in size and was originally owned by the Kiwanis Club of St. Joseph, but was deeded back to the City and is now owned, maintained, and operated as a City park by the City of St. Joseph. The park was designed as a neighborhood park for younger children. There is existing playground equipment with safety surfacing and a picnic table. The park has new City-standard fencing on the street sides and older chain-link on the residential neighborhood sides. Dogs are allowed in the park on leash. Park received a new slide and swings in late 2020.

**Assessment:** Recommendations include improved ADA pathways to picnic tables and improved play surface. There is no parking on three out of four side streets, which could make access difficult for families with strollers.

**Location:** 1300 Botham Avenue

**Park Type:** Mini Park

**Size:** 0.45 acres

**Accessibility Rating:** 2

**Programming:** None

**Amenities:** Enclosed playground, picnic tables, drinking fountain





# Tiscornia Beach

**Description:** This 16-acre community park with beach frontage on Lake Michigan offers several amenities to both visitors and residents. The beach and designated swimming area can be accessed from the parking lot by several sidewalks and trails. The park also features a covered picnic area (reservations available), as well as a bathroom building with outdoor showers. The parking lot is a pay-to-park lot; however, City residents can register to park for free. Currently, no dogs are allowed at this park. ~~In 2013, the City of St. Joseph received the inner and outer lighthouses from the Federal Government. In the summer of 2015, work began to restore both the inner and outer lighthouses to their original look of the 1930's. Since 2016, the City, in conjunction with 'St. Joseph Today', is providing tours of the lighthouse to the public. Tiscornia Beach provides access to the adjacent north pier and lighthouses.~~

**Assessment:** There has been public input to enhance and protect the natural areas within this park. Consolidation of signage and removal of unnecessary signage is recommended. ~~Change lighting to match City standard.~~ More ADA parking recommended with accessible route to pier. Plant native trees to replace those that are removed. Bathroom updates needed. Lifesaving station recommended. Regular beach cleaning needed. ~~Recommend looking at alternative solutions to increase parking.~~ The City is working with the community on a pending park master plan.

**Location:** 80 Ridgeway Street

**Park Type:** Community Park

**Size:** 16 acres

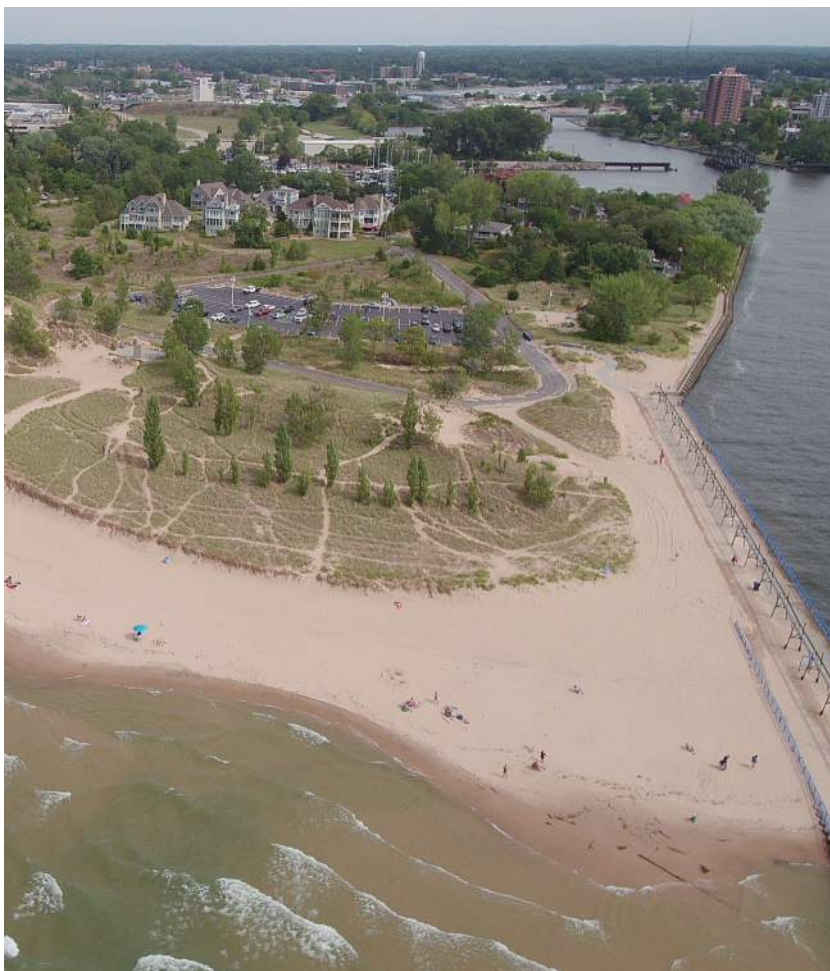
**Accessibility Rating:** 2

**Programming:** Pavilion rentals

**Amenities:** Trails, paid parking, bathroom, Lighthouse access, swimming beach, picnic area, pavilion, charcoal grills, drinking fountain and footwash stations



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# Whirlpool Centennial Park & Centennial Fountain

**Description:** Whirlpool Centennial Park contains a large interactive fountain centered within the park. For many years, the lot has been the location of the Venetian Festival and overflow lawn parking for Fourth of July and other summer events. Whirlpool donated the parcel to the City for the development of the fountain. Along with the fountain, there is a small pump house and concrete boardwalk with bench seating that bisects the park. Dune grass plantings were added to the west of the fountain to block the sand, and the area surrounding the fountain was planted with ornamental grasses and perennials. A lawn mound was developed to the east of the boardwalk. The park has become a very popular location during the summer. A parking lot to the south has recently been changed to a pay-to-park lot to provide access and parking for the park. Currently, dogs are not allowed in this park. A restroom and shade structures were recently completed in this park.

**Assessment:** A Master Plan for park improvements has been completed. The area has always struggled with blowing sand from Silver Beach directly to the west. There is visible wear on some fountains, trash cans and benches. Additional screening and fencing needed for restroom/pump house electric panels. There is opportunity to add concessions at this park in the future.

**Location:** 200 Broad Street

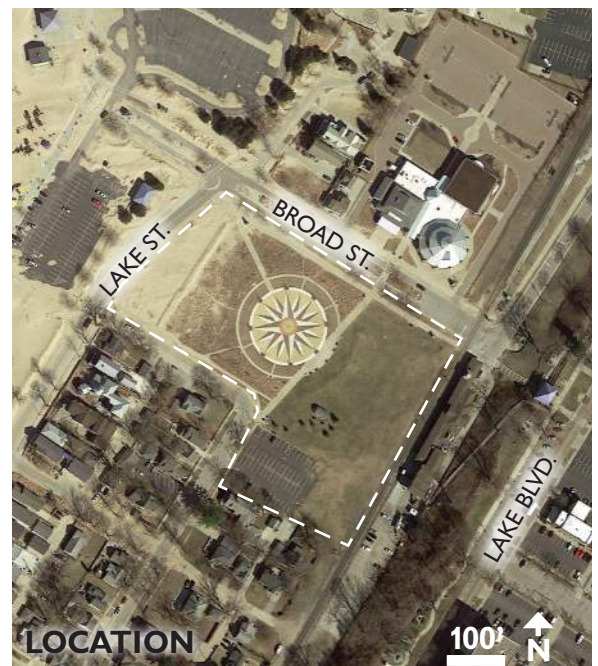
**Park Type:** Community Park

**Size:** 3 acres

**Accessibility Rating:** 4

**Programming:** Movies in the Park

**Amenities:** Compass Fountain splash pad, picnic tables, benches, pay-to-park, shade structures, drinking fountains, restrooms





# Whittlesey Park & John and Dede Howard Ice Arena

**Description:** This 2.64-acre park is adjacent to the John and Dede Howard Ice Arena with an NHL-sized, refrigerated, open-air covered rink. The building has a warming hut, locker rooms, concession, and restroom facilities. The arena is used for open recreational skating, as well as by area hockey leagues. The park also contains a large parking lot with lighting. To the north of the arena is an open lawn area that is utilized as an informal dog run area and recreation activities. New ornamental 4' high fencing was installed around the perimeter of the park, and a landscape planter with ornamental trees and perennials were added within the asphalt parking lot area. The north and west sides of the building were also landscaped to soften the appearance of the structure for the neighborhood residents. The park is the home of the City Summer Recreation Program that runs during the months of June and July. The program, open to all, is discounted for City residents. Dogs are currently allowed in the park, but not in the ice rink facilities.

**Assessment:** Dog park was recently completed with fencing, seating, and shade structures. Ice Arena is suggested to be considered for alternate programming and private events in summer months. Paving improvements are needed in the parking lot.

**Location:** 2414 Willa Drive

**Park Type:** Neighborhood Park

**Size:** 2.64 acres

**Accessibility Rating:** 2

**Programming:** Soccer

**Amenities:** Parking, Howard Ice Arena, 0.2 acre dog park, lawn area, drinking fountain, bike parking



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# City Boat Launch & West Basin Marina

**Description:** This is not a City park but offers water access so it is listed in this inventory chapter as a special use facility. The City Boat Launch is managed by West Basin Marina and located on Marina Island. There is a small daily per car/trailer parking fee for both residents and non-residents; both may purchase a season parking permit from the West Basin Marina at the Marina Office.

West Basin Marina is conveniently located just inside the pier heads one block from the public beach at Tiscornia Beach and next to the St. Joseph River Yacht Club. There are no drawbridges west of the West Basin Marina. The Marina has 100 total boat slips, 90 seasonal and 10 transient, ranging in size from 30' to 50' in length. Guest reservations and slip rates are through Michigan Department of Natural Resources.

**Location:** 282 Anchor's Court

**Facility Type:** Boat Launch

**Amenities:** Showers, restrooms, laundry, fish cleaning station, gas & diesel fuel, pump out service, ship store, winterization and seasonal storage, free shuttle to downtown, free use of bicycles



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# Park Data Matrices

The following two pages contain a spreadsheet matrix of currently available park amenities and programmed recreation activities.

The Park Amenity Matrix includes City parks, special use facilities, Township and neighboring community facilities, private facilities, and local school properties and lists available active and passive amenities at each location. To the right of the matrix, accessible amenities are listed separately, and are only included on the list if adjacent to ADA parking.

The Park Programming Matrix includes any park or facility that currently hosts City of St. Joseph Recreation Department programming. To the right of this matrix are listed programming activities that were suggested through the public input process, not all of which currently exist.

These matrices are meant to be used as working documents available for City and Parks staff to use for planning and communication purposes.



Park Amenity Matrix

✕ = Amenity in Planning/  
Construction Phase

Baseball/Softball	Basketball Court	Beach (not all swim)	Boat Launch	Cross-Country Ski Trail	Disc Golf	Off-leash Dog Park	Fishing	Golf	Grills	Ice Skating	Kayak Launch	Performance Space	Pickleball Courts	Picnic Tables	Playground	Restroom/Toilet	Shelter	Skateboard Park	Sledding Hill	Soccer Field	Splash Pad/Fountain	Swimming	Tennis Courts	Viewing Platform	Volleyball	Walking Path	Lake or River Views
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ADA Amenities  
with accessible parking access

Playground	Walking Paths	Picnic Tables	Restroom	Drinking Fountain
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City Parks		Location																										
Dickinson Park	2499 Stadium Drive	2													✕	✕												
John & Dede Howard Family Trail	801 Highland Street																									✕	✕	
Kiwanis Park	1350 Pearl Street	1	1					✕			✕			✕	✕	✕	✕	✕	✕									
Lake Bluff Park & John E.N. Howard Band Shell	500 Port Street											✕		✕		✕		✕						✕		✕	✕	
Lions Park	1701 Lions Park Drive			✕				✕		6				✕	✕	✕	✕								✕	✕	✕	
Lookout Park	3218-3424 Lakeshore Drive								✕					✕										✕			✕	
Margaret B. Upton Arboretum	410 Water Street							✕						✕										✕		✕	✕	
Milton Park	1524 Niles Avenue													✕	✕											✕		
Old St. Joseph Neighborhood Park (Bear Park)	600 State Street																											
Paddler Park at East Basin	213 Upton Drive							✕			✕																✕	
Point Park (Froggy Park)	1300 Lake Boulevard																											
Riverview Park	2927 Niles Road	2			✕			✕		12	✕			✕	✕	✕	✕									✕	✕	
Tiny Tots Park	1300 Botham Avenue													✕	✕													
Tiscornia Beach	80 Ridgeway Street			✕				✕		5				✕		✕	✕					✕		✕		✕	✕	
Whirlpool Centennial Park & Compass Fountain	200 Broad Street													✕		✕					✕					✕	✕	
Whittlesey Park & John & Dede Howard Ice Arena	2414 Willa Drive							✕						✕														

Special Use Facility																												
Boat Launch	282 Anchors Way				✕			✕	✕		✕		✕			✕	✕										✕	
Howard Band Shell	500 Port Street											✕															✕	
Howard Ice Arena	2414 Willa Drive										✕					✕												
West Basin Marina	273 Marina Drive															✕											✕	

Non-City Parks/Facilities																																							
Carronde Park, SJ Charter Township		X			X											X										X		X											
Eaton Park, SJ Charter Township		6	1													X	X	X	X																				
Harbor Shores Golf Club, Benton Harbor															X																								
Knauf Park, SJ Charter Township																	X																						
Maiden Lane Park, SJ Charter Township																																							
Renaissance Athletic Club, Benton Harbor																																							
Southshore Health & Racquet Club			1																																				
St. Joseph River Yacht Club																																							
YMCA, Benton Harbor																																							

School Facilities																												
Brown Elementary (practice)			✕												✕	✕				✕								
EP Clarke Elementary (practice)			✕												✕	✕				✕								
Lincoln Elementary (practice)		✕	✕												✕	✕				✕								
St. Joseph High School															✕				✕		✕				✕			
Stubblefield Tennis Courts													✕			✕						9						
Upton Middle School Gyms (games)			✕													✕				2		✕		✕				
Wells Field (owned by school)		3						✕						✕														

## Park Programming Matrix

[illegible]

\* Activity, but not formal programming

# Other Recreation Providers

## County Parks

Berrien County provides five county parks to residents, with one park located within the City boundary (Silver Beach). Descriptions provided by Berrien County Parks Department.

### Rocky Gap

Overlooking Lake Michigan from a bluff in Benton Charter Township, Rocky Gap County Park provides a quiet place to enjoy the Lake Michigan shoreline. There's a beach with 1,100 feet of lake frontage, an overlook platform, and spectacular views of the lake. It is an ideal location to take a relaxed lunch break, enjoy a sunset, or cool off with a quick swim.

### Silver Beach

Located in St. Joseph at the mouth of the St. Joseph River, Silver Beach County Park features a clean, wide beach on Lake Michigan and public access to the South Pier.

### Love Creek

Love Creek winds its way through this rolling 150-acre natural area outside of Berrien Springs, Michigan. Six miles of hiking trails provide access to a variety of habitats, including a mature Beech-Maple forest with spectacular spring wildflowers.

### Galien River County Park Preserve

This undeveloped property includes a mix of upland and wetland habitats along the Galien River. The wetland area is particularly significant in that it is a part of the larger "New Buffalo Marsh," a Great Lakes marsh that formed along the Galien River just upstream from the river's mouth at Lake Michigan.

### Madeline Bertrand

Located just south of Niles, Madeline Bertrand County Park offers a public area of natural beauty along the St. Joseph River. Trails lead through pine and Oak forests offering opportunities for hiking and bicycling. Trails are groomed and lighted for cross-country skiing in winter and ski rentals are available. One of the park's most unique and popular features is a challenging 18-hole Disc Golf course. Covered shelters, an indoor lodge, scenic picnic areas, and children's playground structures make Bertrand a favorite location for family and group outings.

## Public-Private Partnerships

Additionally, the Cities of St. Joseph and Benton Harbor own property in the Harbor Shores trail systems, providing linear connections.



Photos this page courtesy Berrien County Parks Department.

## City of Benton Harbor Parks

### Jean Klock Park

Located on the north side of St. Joseph, Jean Klock Park provides a sweeping Lake Michigan Beach and Harbor Shores Trails through the Golf Course at Harbor Shores.

### Graham Avenue Park - Paw Paw River Access

This park provides access to the Paw Paw River near its connection to the St. Joseph River. Seasonal kayak rentals are available.

## Township Parks

St. Joseph Charter Township provide additional recreation opportunities to St. Joseph residents. The Township has four large community parks. Descriptions provided by St. Joseph Charter Township Parks Department.

### Carronde Park

Carronde Park has softball fields, tennis courts, a picnic area, a volleyball court, and boat launch. This relaxing setting on the St. Joseph River turns a simple picnic into an enjoyable day out with kids.

### Eaton Park

Eaton Park offers areas for picnicking and playing baseball, basketball or football. You might also find yourself at one of Michigan's finest youth baseball tournaments. When the concession stands are open, the summer weather is at its best, and little league baseball fans fill the bleachers, there is not a more nostalgic feeling anywhere in Southwest Michigan.

### Knauf Park

Knauf Park is a parking and picnic area at one of the points of access to the Nature Trail system on Vineland Ave. It offers parking, picnic tables, park benches and information about the Nature Trail.

### Maiden Lane Park

This is a newer park that opened in 2002. The park includes eight soccer fields (both youth and adult regulation size), a full-service concession stand, restrooms, and parking for over 200 cars.

## Private Recreational Facilities

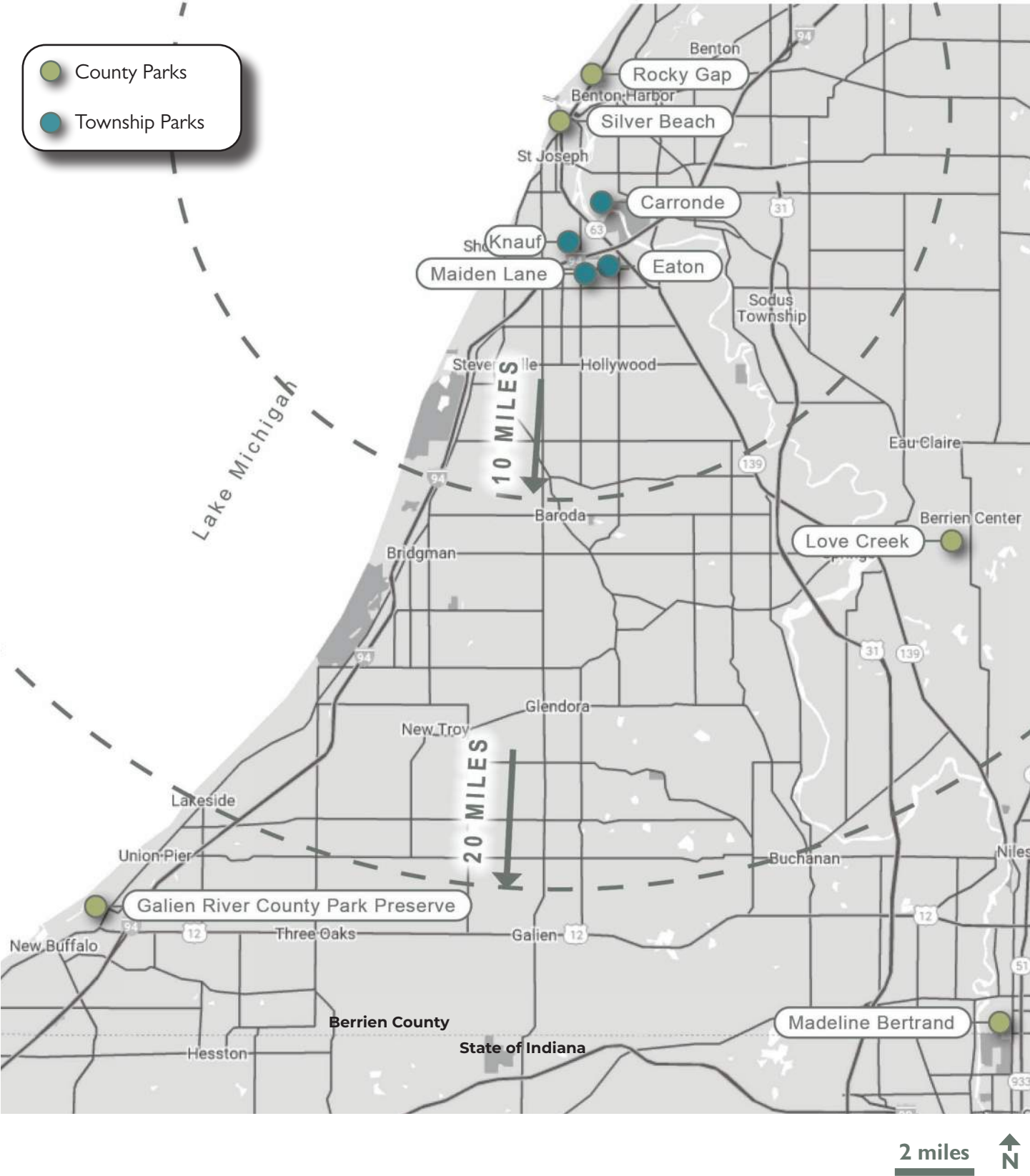
The City of St. Joseph and its surrounding area provide numerous private opportunities for recreational pursuits and activities. A listing of these service providers can be found by contacting St. Joseph Today and/or Visit Southwest Michigan.



Photos this page courtesy St. Joseph Charter Township Parks Department and Visit SW Michigan.



# Regional Parks Map





# Sidewalk Gap Analysis

This map, published in the City of St. Joseph Master Plan, is helpful in identifying gaps in pedestrian pathways that might discourage park use. Parks, shown in green, that currently lack sidewalk or pathway connections to residential neighborhoods and other parks include Tiscornia Beach, Lookout Park, and Riverview Park.



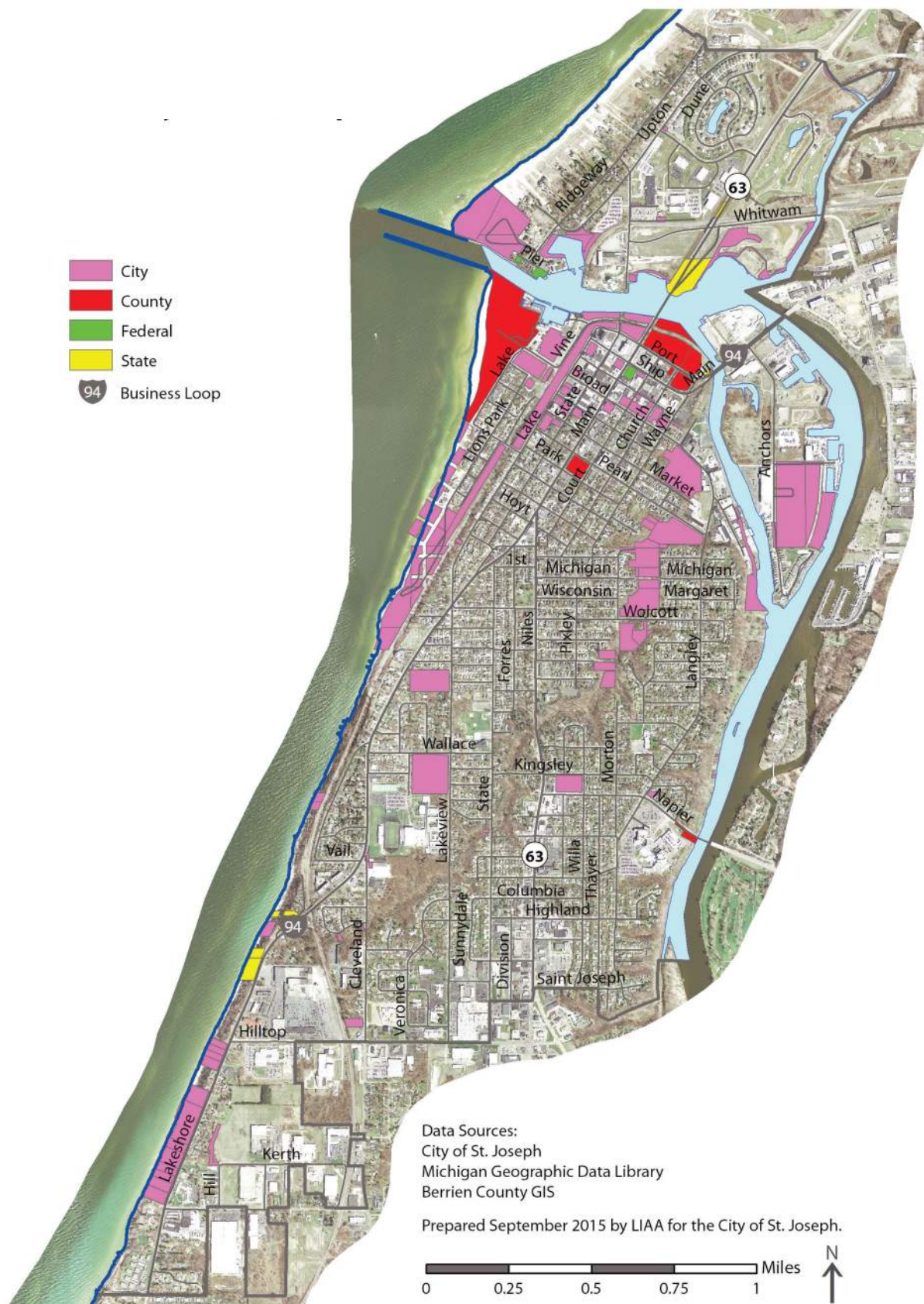
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# Publicly Owned Properties

This map, published in the City of St. Joseph Master Plan, can serve as a helpful tool when considering strategic land acquisition for future parks or public amenities.



# Waterways Map

The map below shows existing non-motorized boat (kayak, stand-up paddleboard, etc) launch sites and potential future sites as identified by City staff. These are sites with City-owned riverfront property that links to existing parking or trails. This map in the previous Parks & Rec Master Plan helped to identify the East Basin site as the next property to be developed into a City park.



## Chapter 03 Key Points

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This chapter contains an inventory and preliminary assessment of all parks and recreation facilities owned by the City of St. Joseph, and also outlines other recreation providers that serve City residents including schools and regional parks.

Walking paths, pedestrian trails, and water trails are also included in this inventory, as these linear connections often help to make all parks more accessible to users.





# Planning & Public Input

Providing multiple outlets for public input is an important part of the planning process in order for the community to feel ownership of their parks and green spaces. By listening to those who use parks most often, final recommendations will better meet user need.

# 04

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## **In this Chapter:**

- Plan Process and Development
- Public Input Methods
- Community Survey

# Plan Process and Development

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A comprehensive planning process that incorporates other current planning efforts helps to outline goals and objectives that will later impact recommendations for park planning, helps in developing realistic action items, and helps in gaining public support through the planning, design, and decision process.

The process used to generate this Master Plan consisted of preparing, collecting, and analyzing an online parks and recreation use survey, reviewing and updating the recreation inventory to reflect changes since the previous Plan adoption, conducting a public open house in conjunction with the Parks and Recreation Advisory Board, publishing a draft Plan for a thirty-day public comment period, and development of a final Plan. This process concludes with a public hearing before the City Commission in advance of Plan adoption.

## Public Input

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Parks and Recreation planning plays an important role in maintaining the quality of life in a community. The purpose of the plan is to serve as a guiding document for directing the City in the future planning, development and operations of its park system.

### *Parks Plan Steering Committee*

The 2026-2030 City of St. Joseph Parks and Recreation Plan was developed by St. Joseph City Staff with input from the public, focused stakeholder discussions, City Commission and Parks Advisory Board.

### *Parks and Recreation Survey*

A public survey was available to all residents of the City of St. Joseph from mid-August to mid-September, 2025. Hard copies of the survey were available at the Public Library and City offices, and the digital survey was advertised through the Recreation Newsletter, through City website and Facebook pages, in the Herald-Palladium local newspaper, and through a public school newsletter to parents of all school children. Residents were asked to complete the survey about the City of St. Joseph's Parks and Recreation offerings. The City received 394 responses. The City also invited residents to attend a visioning open house on September 10th, to share comments and suggestions for the Master Plan.

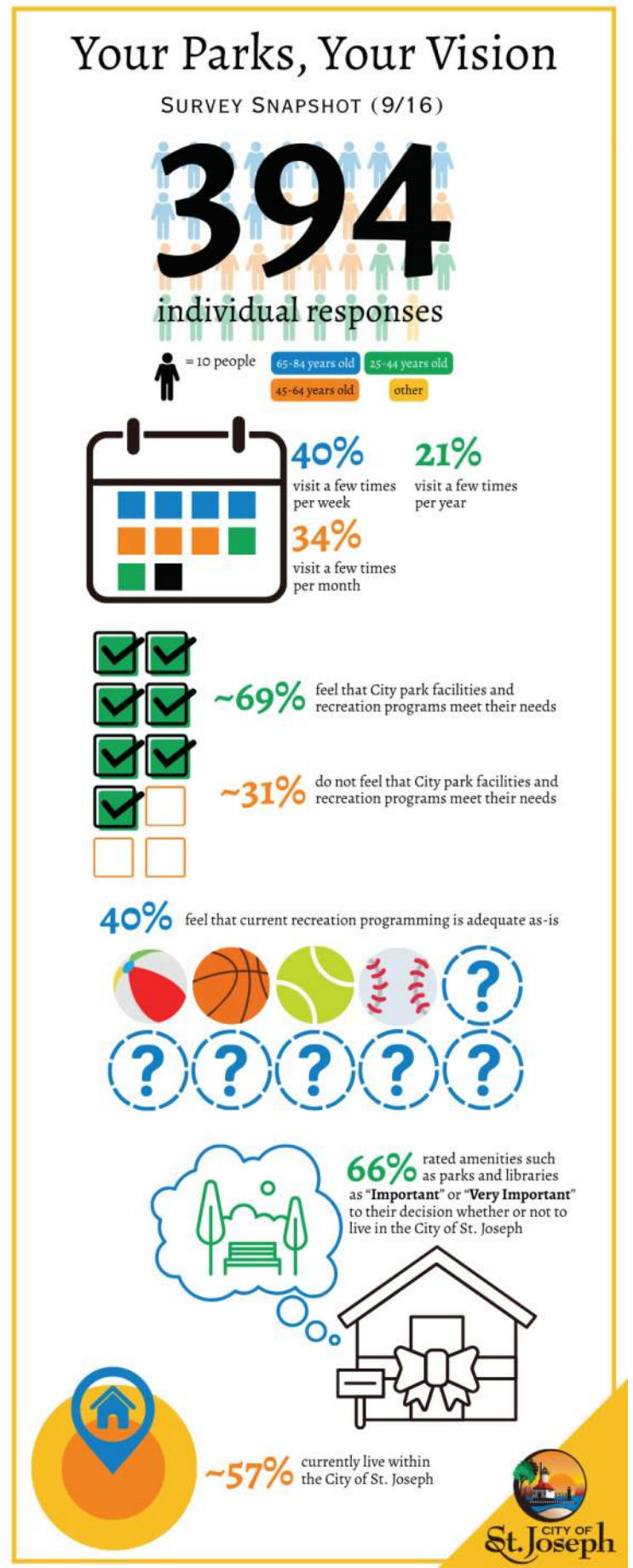
## Stakeholder Input

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To gain targeted feedback for planning purposes, key stakeholder groups were identified early in the planning process. For this Plan update, two groups joined City staff for specific meetings to gain input for this document: the St. Joseph Lions Club and the St. Joseph Rotary Club.

# Community Survey

The community survey was created specifically for this Plan and included twenty questions. Data collected from the survey includes general demographic information, along with levels of satisfaction with existing City parks, facilities, open space, trails, and recreation programming offered. A number of opportunities were available for open-ended comments, and respondents were encouraged to consider what deficiencies and needs exist in the current system, while suggesting ideas for improvements. A summary of survey feedback is shown on this page, with complete survey and results included as an Appendix.



Throughout the public input process, many parks and recreation needs were expressed. The graphics on the following two pages summarize the feedback gained from the community survey. Many of the open-ended comments fit into similar themes. When a topic was mentioned multiple times, the comment was grouped into a general theme and expressed in the word cloud, where the size of the word corresponds to the number of times it was mentioned in comments. This data was analyzed separately as resident response and non-resident response, and response by age group. The images shown here are a combined results of all response, regardless of age or address. These visual graphics help to distill a great deal of input into a quick summary to help identify community need, and help establish goals and objectives for the next five years.

Update or Install Bathrooms  
Pickleball Facilities  
Expand Trail Connections Between Parks  
Maintain  
Increase Safety Amenities/Enforcement  
Discount or Free Parking  
Increase Trails  
Parks  
Connections  
Trail  
Expand  
Increase  
Safety  
Amenities/Enforcement  
Discount or Free  
Parking  
Update or Install  
Bathrooms  
Pickleball  
Trails  
Public  
Increase  
Trails  
Parks  
Connections  
Trail  
Expand  
Increase  
Safety  
Amenities/Enforcement  
Discount or Free  
Parking

[illegible]

A word cloud visualization of survey responses for the 'Family Changes' section. The words are arranged in a circular pattern around the central text 'Family Changes'. The words include: 'Parking', 'Park Busyness', 'Perceptions of Safety', 'Hobbies', 'Ability', 'Aging', 'Change in Free Time', 'Move/Home Purchase', 'Equipment Upgrades', and 'Park Maintenance'. The words are in various colors (blue, green, orange, brown) and sizes, indicating their frequency or importance in the responses.







## Chapter 04 Key Points

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A variety of methods were employed to gain input on the successes, needs, and deficiencies of the St. Joseph system. Survey results, including open-ended comments, will be documented in the Appendix of this document. The needs that emerged as most prevalent through the public input process are discussed in the following chapter.



# Needs & Deficiencies

This chapter addresses park size and distribution in relation to national standards, and how that distribution affects neighborhood walkability. This analysis will show which neighborhoods are under-served by parks and recreation opportunities.

## 05

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### **In this Chapter:**

- Accessibility Guidelines and NRPA Recreation Standards
- Comparison to Standards
- Needs as heard from public input process

# Introduction

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This section of the Plan identifies recreation needs determined through a variety of means. Throughout this chapter, it will be demonstrated that St. Joseph is currently on target with park acreage and that parks and facilities are generally well distributed to serve the community, with some minor exceptions that will be addressed. The City of St. Joseph appears to have a park system that is sized appropriately for its current population, and the focus of future improvements can be shifted from expansion to enhancement of non-motorized connections and maintaining the quality of those existing parks and facilities.

Study methods used to determine community needs include comparison to accessibility and recreational standards, geographic distribution of existing facilities, direct input from City staff and representatives and public input. While each of these methods has its limitations, using a combination of methods yields a more accurate assessment of recreational needs and deficiencies. The following is a brief description of each of the methods used.

## Accessibility Guidelines

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Title III of the Americans with Disabilities Act (ADA): Public Accommodations and Commercial Facilities, recommends four main priorities for accessibility of public spaces. These include: 1) Access approach and entrance, 2) Access to goods and services, such as signage and seating, 3) Access to restrooms, and 4) Any other measures necessary, including features such as drinking fountains. Through the public input process, it was determined that it would be useful for all parks moving forward to address each of these priorities and provide information to park users so they can determine which parks provide accessible amenities, and where they are lacking.

As part of the planning process for the previous version of this Master Plan, a member of the SW Michigan Disability Network collaborated with the planning team and visited each of St. Joseph's parks to make sure accessibility ratings were accurate. As a park user with a child who uses a wheelchair, this partner provided extremely valuable input and guidance to help identify which parks are most accessible and which parks, with minor improvements, could better meet user needs. For this Plan update, the accessibility of each park was once again reviewed through this lens.

In 2019, this group suggested the idea of offering an "Accessibility Menu" of parks that could be accessed online through the Parks website. This Menu would be a list of parks and would highlight those that offer accessible facilities and accessible parking to access them. This information is included in the 'Park Amenity Matrix' in the Inventory chapter within this document.

An important accessibility improvement noted by this group is careful consideration of playground fall surface. In terms of ease of access, the following surfaces are listed in order of preference: poured-in-place rubber, engineered wood fiber, recycled loose rubber fiber, gravel, sand. Gravel and sand are the least accessible surfaces and can actually be a tipping hazard for wheelchair users. Considering cost and maintenance concerns, engineered wood fiber was mentioned as a material with the best balance of accessibility and affordability. It should be noted, however, that this surface requires proper installation by experienced contractors and regular raking to maintain its accessible properties.

# NRPA Recreation Standards

While only a guide, recreation standards provide a benchmark for evaluating the relative adequacy or inadequacy of the City’s recreation system. This Plan has used, as a guide, the 1983 Recreation, Park, and Open Space, Standards and Guidelines and 1995 Park, Recreation, Open Space and Greenway Guidelines published by the National Recreation and Park Association (NRPA).

Typical recreation standards establish a certain number of activity-specific recreational facilities per 1,000 of population (e.g., 1 tennis court per 2,000 persons). Other standards establish a certain number of acres per 1,000 of population for different types of park facilities: neighborhood, community, and regional parks. These standards are adapted to reflect the City’s character and then compared to the City’s existing population and projected population for the upcoming 10 years. This Plan will combine both approaches to identify deficiencies in recreational facilities and acreage. There are two basic types of recreational experiences: “active” and “passive.” Active recreation requires space and facilities capable of accommodating exertive activities. Such facilities include: sports fields, play apparatus areas, open areas, special facilities, such as pools and court areas, and areas for organized activities. On the other hand, passive recreation requires little more than space and furniture for quiet, non-exertive activities for limited numbers of users. Recreation areas must provide for both types of use and preferably include a variety of opportunities for each to respond adequately to a wide range of interests and age groups.

Parks are generally classified by purpose and area per population served. They range in type from mini-playlots and green areas to large regional and national parks. The categories used for this plan will be: Mini-Parks, Neighborhood Parks, Community Parks, Natural Resource Areas, Linear Parks and Pathways, and Special Use Facilities.

<b>Mini-Park</b> Address needs of neighborhoods with limited recreation	<b>Neighborhood Park</b> Basic unit of park system: Focus of neighborhood	<b>Community Park</b> Serves community-wide recreation needs
<ul style="list-style-type: none"> <li>• 0.25-0.5 acre per 1000 population suggested</li> <li>• Serves ¼-mile radius</li> <li>• Typically between 2,500 s.f. and one acre in size</li> </ul>	<ul style="list-style-type: none"> <li>• 1-2 acres per 1000 population suggested</li> <li>• Serves ½-mile radius</li> <li>• 5-10 acres in size is optimal</li> </ul>	<ul style="list-style-type: none"> <li>• 5-8 acres per 1000 population suggested</li> <li>• Serves up to 3-mile radius, 2 or more neighborhoods</li> <li>• Usually between 30-50 acres in size</li> </ul>
<ul style="list-style-type: none"> <li>• Linked to neighborhood trails and walks</li> <li>• No parking or restroom facilities</li> </ul>	<ul style="list-style-type: none"> <li>• Linked to neighborhood trails and walks</li> <li>• No permanent restrooms</li> </ul>	<ul style="list-style-type: none"> <li>• Linked to regional trails</li> <li>• Permanent restroom facilities and concessions where appropriate</li> </ul>
<ul style="list-style-type: none"> <li>• Area served should be uninterrupted by non-residential roads or physical barriers, easily walkable</li> </ul>	<ul style="list-style-type: none"> <li>• Area served should be uninterrupted by non-residential roads or physical barriers as much as possible</li> </ul>	<ul style="list-style-type: none"> <li>• Area served may be interrupted by arterial or collector streets</li> <li>• Served by arterials and collectors</li> </ul>

### **Mini-Parks**

Mini-parks serve a concentrated or limited population or specific group, such as families with very young children or senior citizens, as determined by the distance that can be easily traveled by the local user. The facilities that are provided in these types of parks are generally specialized, such as play equipment or green space with benches for passive activities.

St. Joseph currently has three (3) parks that fall into this category. Refer to the Recreation Inventory for specific park names and sizes. As many of the functions of mini-parks are also served by neighborhood parks, these should be looked at together rather than individually.

### **Neighborhood Parks**

Neighborhood Parks remain the basic unit of the park system and serve as the recreational and social focus of the neighborhood. They should be developed for both active and passive recreation activities geared specifically for those living within the service area. Neighborhood parks are generally not suited for heavily programmed activities that result in overuse, noise or parking problems.

Accommodating a wide variety of age user groups, including children, adults, the elderly, and persons with disabilities, is important. Creating a sense of place by bringing together the unique character of the site with that of the neighborhood is valuable to successful design. Suitable activities for neighborhood parks include: play structures, court games, “informal” (i.e. non-programmed) play field or open space, tennis courts, volleyball courts, shuffleboard courts, horseshoe area, ice skating area, internal trails (that could connect to the greenway system), picnic/sitting areas and general open space.

St. Joseph currently has three (3) neighborhood parks that fall into this category. Refer to the Recreation Inventory for specific park names and sizes. For analysis purposes, mini-parks and neighborhood park acreage shall be combined, as they serve a similar purpose.

#### **Mini-Parks and Neighborhood Parks   Existing Acreage**

Dickinson Park	8.4
Milton Park	2.2
Old SJ Neighborhood Park	0.2
Point Park	0.3
Tiny Tots Park	0.5
Whittlesey Park	2.6

TOTAL	14.2
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There are also two (of three total) elementary school sites that are within City limits that provide neighborhood recreational areas and approximately 4.8 acres of their overall total acreage could be used for neighborhood recreation. This provides a total of 19.0 acres of mini-parks and neighborhood parks.

By comparing the estimated 2019 City population with the recreation standard of two acres per 1,000 persons, it appears that the City’s current neighborhood recreation acreage is adequate.

#### **Population   Acreage Required   Acreage Available   Acreage Deficiency**

8,317	17	19.0*	--
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Population Data Source: U. S. Census Bureau

\* Including approximate school acreage considered suitable for recreation



Other factors that also need to be considered include: individual site size, distribution of the parks within the City, and the range and quality of facilities offered. Currently, all of the neighborhood park sites are smaller than the optimum 15+ acres, and two are below the recommended minimum size of 5 acres. These site acreages provide limitations on potential site uses and the ability to support a diversity of recreation opportunities. However, it should be noted that the facilities provided by a number of the Community Parks also serve the local neighborhoods. Old SJ Neighborhood Park, Point Park, and Tiny Tots Park can not be expanded without removal of adjacent residential homes.

**Community Parks**

Community parks are larger in size and serve a broader purpose than neighborhood parks. Their focus is on meeting the recreation needs of several neighborhoods or large sections of the community, as well as preserving unique landscapes and open spaces. They allow for group activities and offer other recreational opportunities not feasible, nor perhaps desirable, at the neighborhood level. As with neighborhood parks, development should include both active and passive recreation activities.

Potential active facilities include large play structures and/or creative play attractions, game courts, ballfields, tennis courts, volleyball courts, shuffleboard courts, horseshoe areas, ice skating areas, swimming pools, and swimming beaches. Passive activity facilities include extensive internal trails (that connect to a community trail system), individual and group picnic/sitting areas, general open space and unique landscapes/features, nature study areas, and ornamental gardens. Facilities for cultural activities, such as plays and concerts in the park, are also appropriate. Parking lots should be provided as necessary to accommodate user access. Permanent restroom structures, such as park-appropriate pit toilets, should be provided. These structures can remain open year-round and are more sanitary than portable toilets. Park lighting should be used for security, safety, and lighting facilities, as appropriate, to expand use.

St. Joseph currently has five (5) community parks. Refer to the Recreation Inventory for specific names and sizes.

<b>Community Parks</b>	<b>Existing Acreage</b>
Kiwanis Park	19.2
Lions Park	17.2
Riverview Park	107.0
Tiscornia Beach	16.0
Whirlpool Centennial Park	3.0
<hr/>	
TOTAL	162.4

In some cases, high school or middle school properties contain athletic fields and courts that provide recreational facilities community-wide. The Middle School is outside of City limits, and Dickinson Park at the High School serves as a neighborhood park. For the purposes of this Plan, only the Stubblefield Tennis Courts and Wells Field fit the community park criteria. They provide approximately 5.6 acres that could be used for community-wide recreation. This provides a total of 168.0 acres of community parks.

By comparing the estimated 2019 City population with the recreation standard of 8 acres per 1,000 persons, it appears that the City’s current neighborhood recreation acreage is more than adequate.

<b>Population</b>	<b>Acreage Required</b>	<b>Acreage Available</b>	<b>Acreage Deficiency</b>
8,317	68.0	168.0*	--

Population Data Source: U. S. Census Bureau

\* Including approximate school acreage considered suitable for recreation

The existing community-wide park acreage more than meets the needs for the present and the estimated future City populations and helps to offset any future deficiency in neighborhood park acreage (due to increase in population).

When considered collectively, the City caters to a wide range of user groups and activities, including water frontage, walking trails, programmed sports facilities, fishing, picnicking and playgrounds. It should be noted that many of the community parks, and smaller parks as well, were developed over 25 years ago and are in need of further renovation to maintain quality and recreational/safety/sanitation standards.



### *Natural Resource Areas*

Natural Resource Areas are lands set aside for preservation of significant natural resources, remnant landscapes, open space and visual/aesthetic buffering. These sites are typically unsuitable for development but offer natural resource potential and can support recreational activities at a level that preserves the integrity of the natural resource. The location and size of these parks are largely governed by availability.

St. Joseph currently has three (3) parks that fall into this category: Lake Bluff Park, Lookout Park, and Upton Arboretum. Refer to the Recreation Inventory for specific park names and sizes.

Lake Bluff Park serves a vital role in the community as a public gathering space for many types of special events and programs. This unique park serves as a connection between downtown and Silver Beach County Park, and also a pathway for exercise and people-watching. Some of the programs and events held in this space and/or along Lake Boulevard include:

- Farmers Market
- Antiques on the Bluff
- Artisan Faire
- Mike Yore Memorial Car Show
- Light up the Bluff



There are no set requirements for Natural Resource Area acreage, as area varies depending on resource availability and opportunity. St. Joseph's principal natural resources are the Lake Michigan shoreline and the St. Joseph River. Existing parks help to provide access to these resources and in some case provide a buffer between urban areas and the waterfront. Improved and consistent, clearly marked access to the lake and riverfront is a need that has been expressed through stakeholder and public input. Several existing street rights-of-way end at the Lake Michigan shoreline north of Lions Park. These are not always clearly marked with City boundary markers, but could allow pedestrian access for waterfront access and viewing, fishing, and bird watching. High water levels have obscured the pedestrian connection between Lions Park and Silver Beach to the north, resulting in conflict with property owners in this area.

Development of a coastal management plan for St. Joseph's Lake Michigan shoreline could serve as a model for waterfront communities across the state. Regional partnerships will be key: a coastal management plan, including shoreline from the St. Joseph Water Plant on the south to the St. Joseph harbor piers on the north, would include properties owned by Berrien County, the City of St. Joseph, and several smaller residential parcels. Existing shoreline conditions range from sandy beaches to hard rock and shoreline armoring structures. A coastal management plan would help address sand management, erosion issues, and a balance of natural preservation and recreation access.



### *Linear Parks and Pathways*

There are a number of different types of trails that can provide both transportation and recreation opportunities. Trails may be located within parks, on an independent right-of-way, or within the road right-of-way. Connector Trails are defined as “multi-purpose trails that emphasize safe travel for pedestrians to and from parks and around the Community” (J.D. Mertes and J.R. Hall, *Park, Recreation, Open Space and Greenway Guidelines*, 1995). These trails are generally located within the road right-of-way and can be divided into two types. Type I has separate paths for different user types, such as pedestrians and bicyclists. Type II has mixed uses and is suited to lighter use patterns.

Currently, off-road linear trails in St. Joseph are provided by the Howard Family Path. Other trails are located within community parks, such as Riverview Park, which has an extensive natural trail system within the park. The City of St. Joseph has extensive walking/bicycle paths located on City Streets. These pathways link to neighboring communities and regional trails. Recently, the City has also installed non-motorized paths separate but adjacent to Langley and Botham neighborhoods. [Additionally, the Cities of St. Joseph and Benton Harbor own property in the Harbor Shores trail systems, providing linear connections.](#)

There are no set requirements for Natural Resource Area and Linear Park acreage. However, linear parks and trail development was identified as a priority during the planning process, particularly along the waterfront. Future consideration should be given to providing off-road bike paths or non-motorized trails primarily for bike and pedestrian use, which link residential areas to school/park developments and to City and neighboring community recreation facilities. This can be easily accommodated in developing residential areas, although it will be more difficult in developed areas. Mountain biking has also been identified as a growing trend for trail use.



For the purposes of this Plan, Natural Resource Areas and Linear Parks and Pathways have been grouped together. St. Joseph currently has four (4) parks that fit into this category. Refer to the Recreation Inventory for specific park names and sizes. NRPA does not have requirements for this acreage, but totals have been compiled for informational purposes.

Natural Resource Area/Linear Park	Existing Acreage
Howard Family Path	4.5
Lake Bluff Park	7.3
Lookout Park	14.5
Upton Arboretum	2.3
TOTAL	28.6

Potential additions to the park system with activities that are currently under-represented might include additional trail connections to existing parks, space for winter sports, such as cross-country ski trails and sledding hills, and areas for wild bird and butterfly gardens and wildlife viewing. Lake Bluff Park has a monarch butterfly way-station. An insect way-station is a habitat that provides essential resources for butterflies and other pollinators, serving as a “rest stop” for them to eat and reproduce.



### Special Use Facilities

- The Special Use classification covers a broad range of parks and recreation facilities oriented toward single-purpose use. Special uses generally fall into three categories:
- Historic/Cultural/Social Sites: Unique local resources offering historical, educational, and cultural opportunities. Examples include historic downtown areas, performing arts parks, arboretums, ornamental gardens, performing arts facilities, indoor theaters, churches, public buildings, and amphitheaters.
  - Recreation Facilities: Specialized or single-purpose facilities. Examples include community centers, senior centers, community theaters, hockey arenas, marinas, golf courses, and aquatic parks.
  - Outdoor Recreation Facilities: Examples include tennis centers, softball complexes, sports stadiums.

Recreation needs, community interests, the type of facility, and land availability are the primary factors influencing location. Special use facilities should be viewed as strategically located community-wide facilities rather than as serving well-defined neighborhoods or areas. Where feasible, a geographically central site is optimal. The site should be easily accessible from arterial and collector streets, where feasible.

Facility space requirements are the primary determinants of site size. As an example, a golf course may require 150 acres, whereas a community center with parking may fit on 10 or 15 acres.



The City of St. Joseph has five (5) facilities that fit into this classification, covering a wide range of interests and uses. These include the new Paddler Park at East Basin, the City Boat Launch, John E. N. Howard Bandshell, Howard Ice Arena, and West Basin Marina.

St. Joseph is also home to a number of facilities that serve a historical and/or educational purpose, but are not operated by the Parks and Recreation Department. These include the Silver Beach Carousel and Curious Kids' Discovery Zone, Curious Kids' Museum, the Heritage Museum and Cultural Center, and the KRASL Art Center, Lake Michigan College, and St. Joseph North Pier Inner and Outer Lighthouses.

In the previous Master Plan, no deficiencies in cultural or educational facilities were expressed during the public and stakeholder input sessions. In the survey for this Plan update, people mentioned a desire for more community art, music, cultural and social events.





# Recreation Facility Standards

The existing and future recreation needs of the City of St. Joseph were examined in comparison to state and national standards for key activities. The following table compares the recommended number of facilities per population for the City of St. Joseph (estimated at 7,930) with the existing facilities available and illustrates any current or projected deficiencies.

## 2025 RECREATION STANDARDS AND DEFICIENCIES

CITY POPULATION: 7,930

FACILITY	FACILITY STANDARDS	RECOMMENDED FACILITIES	EXISTING FACILITIES	NON-CITY FACILITIES	FACILITY DEFICIENCIES
BASKETBALL COURT	1 Per 5,000	1 to 2	2	1 <sup>1</sup>	
TENNIS COURT	1 Per 2,000	4	9	6 <sup>1</sup>	
PICKLEBALL COURT	N/A	N/A	9		
VOLLEYBALL COURT	1 Per 5,000	1 to 2	4 <sup>2</sup>		
BASEBALL/SOFTBALL FIELD	1 Per 5,000	1 to 2	8	6 <sup>3</sup>	
FOOTBALL FIELD	1 Per 20,000	--	0	1 <sup>4</sup>	
TRACK	1 Per 20,000	--	0	1 <sup>4</sup>	
SOCCER FIELD	1 Per 10,000	1	0	4 <sup>5</sup>	1
SLEDDING AREA	As Available	--	1		
PLAY EQUIPMENT	1 Per 3,000	3	5	1 <sup>6</sup>	
ICE RINK (OUTDOOR)	1 Per 20,000	--	1		
SWIMMING POOL (INDOOR)	1 Per 20,000	--	0	4 <sup>7</sup>	
SWIMMING POOL (OUTDOOR)	1 Per 40,000	--	0	1 <sup>8</sup>	
KAYAK LAUNCH	N/A	--	2		
SWIMMING BEACH	As Available	--	2	1 <sup>9</sup>	
BOAT LAUNCH	As Available	--	3		

<sup>1</sup>Additional courts at Southshore Racquet Club

<sup>2</sup>Sand courts at Lions Park

<sup>3</sup>Additional fields at Eaton Park

<sup>4</sup>St. Joseph High School

<sup>5</sup>Additional fields at Maiden Lane Park and Kickers Soccer Complex

<sup>6</sup>Eaton Park

<sup>7</sup>Benton Harbor-St. Joseph YMCA, Renaissance Health Club, Southshore Racquet Club, [St. Joseph High School](#)

<sup>8</sup>St. Joseph Yacht Club

<sup>9</sup>Silver Beach County Park

Adapted From:

Lancaster, R. A., Ed. Recreation, Park and Open Space Standards and Guidelines. Alexandria, VA: National Recreation and Park Association, 1983.

Mertes, J. D. and J. R. Hall. Park, Recreation, Open Space and Greenway Guidelines. Alexandria, VA: National Recreation and Park Association, 1995.

When non-City recreation facilities are considered, the table shows that facilities for key activities are adequate, with the exception of soccer fields within City limits. However, while standards for comparison address the quantity of facilities desirable for a particular number of persons, they do not address quality, location or availability concerns. Programming currently relies on school facilities to meet some of these needs.

# Park Needs and Deficiencies Matrix

PARK AND FACILITY NEEDS																			
ADA Improvements	Amenity/Equipment Repair	Amenity/Equipmt Replacement	Play Structure Updates	Site Furniture Updates	Graffiti/Vandalism Removal	Addition of Security Cameras	Utility Improvements	Lighting Improvements	Drainage Improvements	Athletic Court Resurfacing	Athletic Field Improvements	Asphalt Resurfacing/Striping	Concrete Repair/Replacement	Brick Paving Repair	Landscaping: Gen. Maintenance	Improved Signage	Fencing Repair or Replacement	Sidewalk/Trail Connections	Barrier-free Toilet

City Parks																				Ideas we've heard...	ADA Improvements Suggested	Issues to address	
Dickinson Park	x	x		x															x	x	Adjust bleachers as the views lack clear visibility.		Need to establish chain of command for park management, security issues.
John & Dede Howard Family Trail										x			x			x	x	x			Fix wash-out areas of erosion and sand undermining trail, barriers to keep people off slopes, need more drinking fountains.		Drainage problems, erosion, regular tree maintenance.
Kiwanis Park	x	x								x	x						x	x	x	x	Need fencing, new entry sign, shade for dog park, more walking path connections, maybe mountain bike trails in wooded area, consider rain garden.		Problems with drainage, need flood management, skate park needs updates.
Lake Bluff Park & John E.N. Howard Band Shell	x	x												x		x					Need underbrush clearing in central area of park on slopes. Request for a restroom at the north end of Bluff Park to serve the bandshell, arboretum, and north end of the park.	More curb cuts, paths to tables, clear space by benches. Bathrooms updates. And the ramp going down to lower beach area is too steep.	Bathrooms outdated.
Lions Park	x	x			x		x			x			x	x		x				x	Lifesaving station. Suggested beach mat to water at 2nd St entrance. Allow off-season dog use. Need steps to Howard Trail. Add lifesaving station.	Need ADA pathway to playground and ADA mat to shore.	Erosion, need plan to deal with high water levels, sand management, infrastructure failing, lack of beach access.
Lookout Park											x						x			x	Acquire private property to make park more continuous, southern terminus of trail system.	Could have walkways or accessible tables.	Erosion control and bluff vegetation management needed on slopes, preserve key views.
Margaret B. Upton Arboretum														x	x		x	x		x	Long term tree replacement plan, better connection at northeast end with ADA walkway to downtown, needs more diversity and plant ID tags.	Provide ADA routes to boardwalk.	Buckling of path needs repairs.
Milton Park	x	x	x	x	x															x	Mmprove crosswalk across Niles to improve neighborhood access.	Need walkways to ADA tables, ADA play surfacing.	Play surface upgrade, amphitheater upgrade.
Old St. Joseph Neighborhood Park (Bear Park)																	x				Additional plantings, site furniture to match City standard. Possibly add mailbox library.	Could use a clear space next to benches.	Replace English Ivy with less invasive and native plants.
Paddler Park at East Basin	x																			x	Needs a defined pedestrian connection to downtown.	Would be ideal location for ADA kayak launch (i.e. EZ-Dock or similar).	Better define park boundaries.

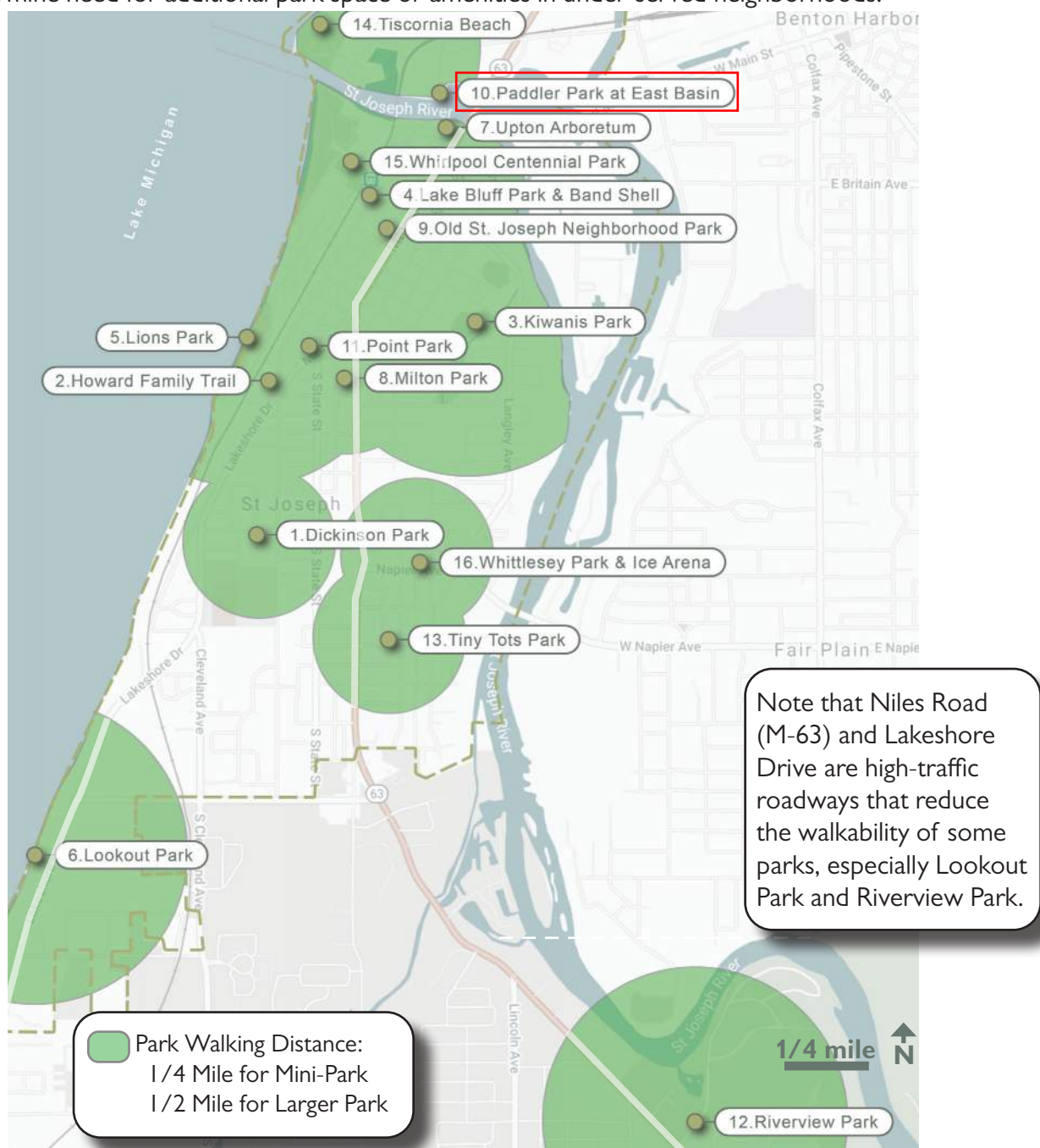
Park Needs and Deficiencies Matrix

PARK AND FACILITY NEEDS																			
ADA Improvements	Amenity/Equipment Repair	Amenity/Equipmt Replacement	Play Structure Updates	Site Furniture Updates	Graffiti/Vandalism Removal	Addition of Security Cameras	Utility Improvements	Lighting Improvements	Drainage Improvements	Athletic Court Resurfacing	Athletic Field Improvements	Asphalt Resurfacing/Striping	Concrete Repair/Replacement	Brick Paving Repair	Landscaping: Gen. Maintenance	Improved Signage	Fencing Repair or Replacement	Sidewalk/Trail Connections	Barrier-free Toilet

																				Ideas we've heard...	ADA Improvements Suggested	Issues to address
City Parks																						
Point Park (Froggy Park)								X											X	Crosswalk near State across Main St would improve neighborhood access, need spigot for watering, fountain updates.		
Riverview Park	X	X							X			X			X	X				Desire for winter activity such as nordic skiing, disc golf and archery, portable toilets near boat launch. Potential to screen City dumping/compost area.	ADA picnic tables. Pathway to water edge. Bathrooms have small vertical lift at entry. Ideal location for ADA kayak launch.	Flooding, drainage issues, pathways need better maintenance and signage. Roadways need repaving. Dredging needed at boat launch.
Tiny Tots Park	X			X																Add more convenient parking for families with strollers.	ADA pathways, only one table , and small. Clear space around bench. Need ADA play surface improvements.	
Tiscornia Beach	X						X		X						X	X		X		Lifesaving station. Keep the park more natural. Update lighting, plant native trees.	ADA path to pier.	Bathroom needs updates. Regular each cleaning needed.
Whirlpool Centennial Park & Compass Fountain		X			X		X												X			Updates and regular maintenance for fountains. Additional screening needed for pump house and restroom.
Whittlesey Park & John & Dede Howard Ice Arena												X										Paving improvements needed at parking lot.
Special Use Facility																						
Boat Launch																						
Howard Band Shell		X													X					Needs sandblast and repaint, lighting, improved furniture, dressing rooms and bathrooms need to be updated.		
Howard Ice Arena																						Needs general updates.
West Basin Marina																						

# Park Walkability Map

The following graphic uses NRPA service radii to determine which St. Joseph neighborhoods are within walking distance of a park, and which are lacking park access. The service radius for a mini-park is 1/4 mile. For any larger park, a radius of 1/2 mile (10-minute walk) was used for this assessment. Distances are noted from **park entrance**. Although community parks serve a larger radius, this map depicts walking distances only, and 1/2 mile was used as a likely maximum distance that park users would be expected to walk to visit a park for any purpose. Mini-parks are shown with a smaller radius because they do not generally have the same level of recreation options, so people will not walk as far to visit. Schools are not shown because property is not publicly available during school hours. Not all of the shaded spaces have access to equal resources, but gaps in coverage help to determine need for additional park space or amenities in under-served neighborhoods.

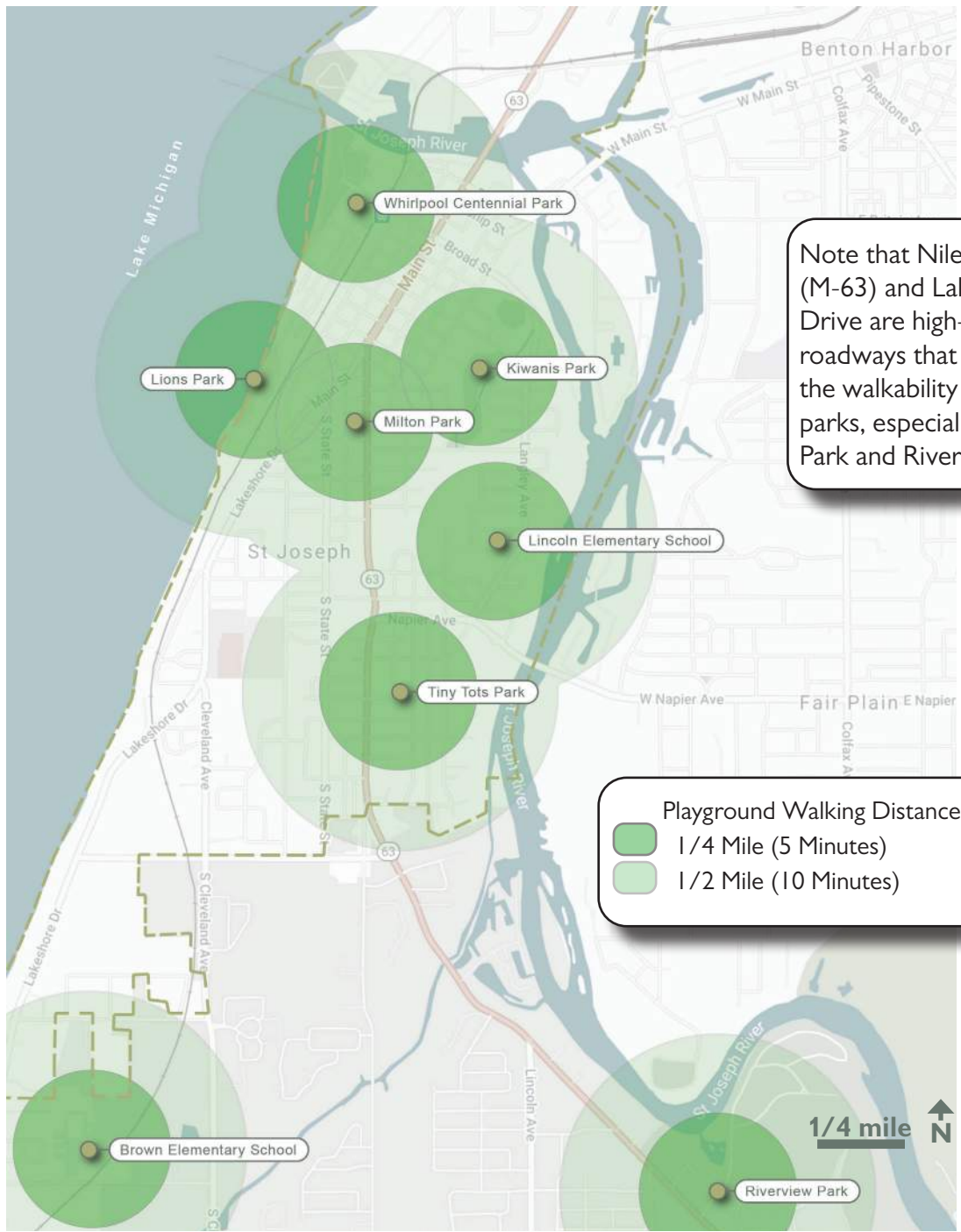


The Walkability Map shows that the majority of residential neighborhoods within St. Joseph are within walking distance of at least one park. Neighborhoods lacking easy access to parks include the southern neighborhoods. It should be noted that many of these neighborhoods are within one mile of multiple parks, but this map determines that the majority of people only walk to parks if they are an easy 10-minute (or less) walk.

# Playground Access Map

The following graphic illustrates 1/4-mile (5-minute walk) distance from all playground structures. Families with young children are most likely to use these parks if they are located within easy walking distance of residential neighborhoods. For this study, Whirlpool Centennial Park was considered a playground as it serves a similar recreation function for children. The larger, light green circles illustrate a 1/2-mile radius. When safe and easily accessible pathways exist, families are often willing to walk or bike a bit farther to reach these playgrounds.

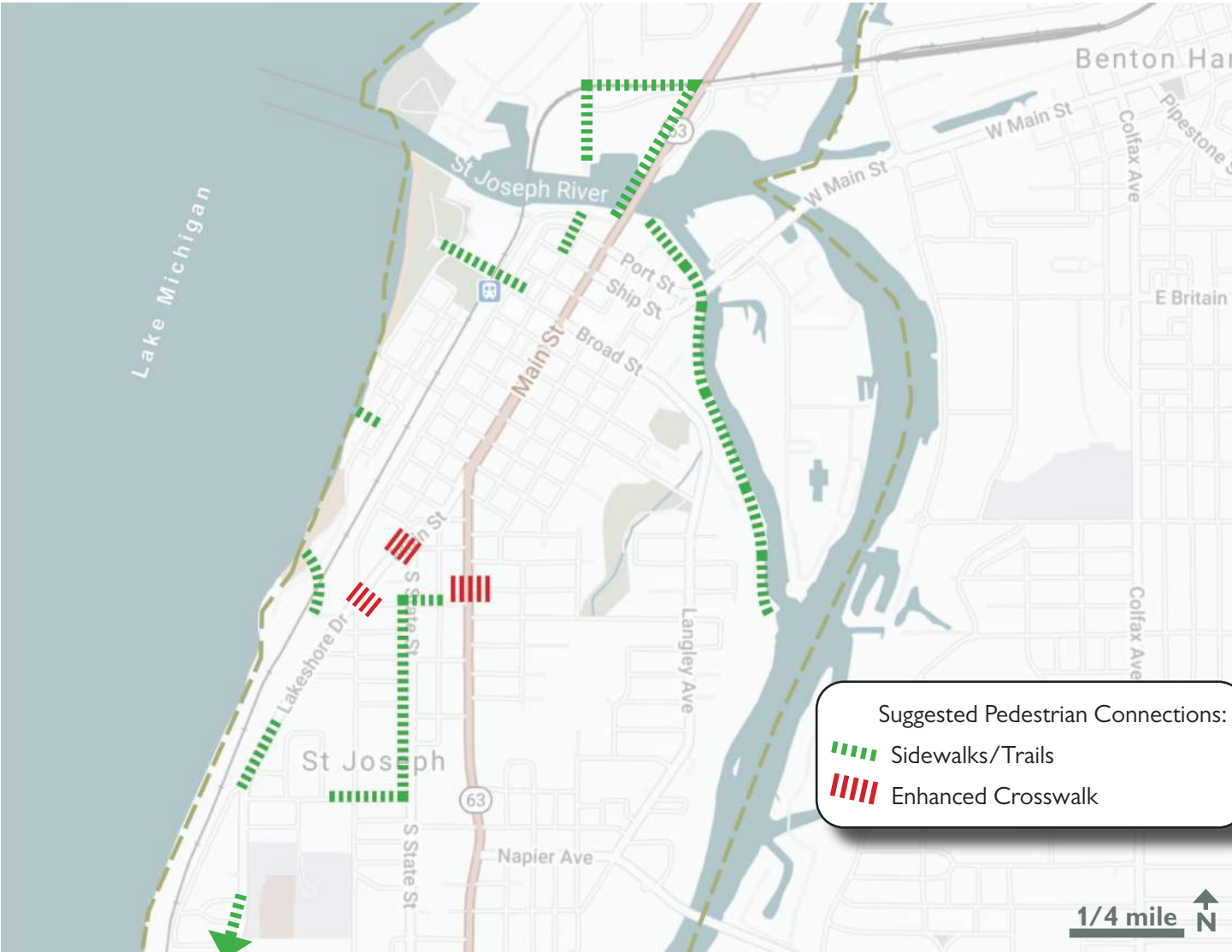
Similar to overall park access, this graphic demonstrates that even when school playgrounds are included, the southern neighborhoods within City limits lack easy access to play activities for young children.





# Potential Connections Map

The following graphic shows specific pedestrian connections that were suggested through the public input process.



## Chapter 05 Key Points

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Through public input and comparison to national standards, the following needs have been determined. These are the needs that will be addressed in the goals and objectives of the next chapter.

### **General Needs, City-Wide**

Maintain parks to current high standards, including general paving repairs, signage updates, and upgrades to restrooms and site furniture.

### **Facility-Based Needs**

Update and add amenities at key locations based on user need. Public input shows demand for more pickleball courts.

### **Lifestyle Needs**

Encourage non-motorized trail with improved trail connections. Water trail stops would encourage use of St. Joseph's many waterfront resources.

### **Environmental Needs**

Improve shoreline protection, sand management, and erosion control. Add pollinator gardens, natural landscaping and trees.

### **Economic Needs**

Share resources with partners to provide a wide range of services while making best use of funding.

### **Public Safety Needs**

Work with current codes, policies, and law enforcement to keep parks and trails safe. Parking management will continue to be a priority, along with improved pedestrian crosswalks.



# Goals & Objectives

This chapter incorporates stakeholder and public input, park inventory and assessment, and community needs developed from the previous chapter to establish goals for the City of St. Joseph's park system for the next five years and beyond.

# 06

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## **In this Chapter:**

- Maintain
- Connect
- Respond

# Introduction

The City of St. Joseph Parks and Recreation Plan identifies goals and objectives for the next five years. These goals are based upon input from the citizens, elected officials, appointed officials and City staff. These goals are long-range in nature and intended to be broad in scope and flexible enough to handle future change in recreational needs and funding resource availability. Goals incorporate data from the City's Master Plan, the previous Parks Plan, the Southwest Michigan Planning Commission, the Sustainability Committee, and the Downtown Master Plan.

In order to address the intent behind each goal as expressed through the planning process, goals were grouped within one of three categories: maintain, connect, and respond. From these broad categories, objectives and appropriate action items could then be determined. Actions are listed here to provide clarity to the objectives as listed, and the full Action Plan is listed in the following chapter.

## Goals and Objectives

### MAINTAIN

A common theme heard through the public input process for this Plan was a desire to protect the valuable resources, both built and natural, that make St. Joseph such a unique and desirable place to live. Specifically, maintaining parks to a high level of quality, updating facilities to meet accessibility guidelines, and proper management of waterfront resources were common goals. More so than in the previous plan, there is a general desire to maintain existing parks and facilities to protect those investments, rather than spend public dollars on new projects. Continuing to maintain a healthy parks and recreation budget should be prioritized, with grant opportunities, both state and federal, to be utilized where appropriate.

#### Objective 1 - Maintain parks and facilities to high standards.

- Action 1: Purchase/install highest-quality equipment whenever possible to decrease waste in repair and replacement costs.
- Action 2: Plan for high-quality maintenance of existing landscape and streetscapes to defined development standards. Formal gardens vs. natural areas requiring different levels of maintenance should match available funding and capacity of grounds staff.
- Action 3: Update playgrounds to modern standards, one per year. Milton Park was identified as a priority.
- Action 4: Develop maintenance plans for Lions Park, Kiwanis Park, Riverview Park, and Tiscornia Beach to address need for landscaping and trash removal.
- Action 5: Develop long-term Master Plan for future improvements at Kiwanis Park.
- Action 6: Maintain baseball/softball fields and upgrade as needed.
- Action 7: Renovate stairs at Lake Bluff Park to connect down to Silver Beach.
- Action 8: Repair flooring at the Ice Arena.
- Action 9: Kiwanis Skate Park equipment upgrade/replacement.
- Action 10: Tiscornia Beach bathroom renovations/updates.
- Action 11: Consider shed for litter removal equipment at Tiscornia.
- Action 12: Asphalt and concrete pavement renovation as needed within parks and associated parking lots.

#### Objective 2 - Continue to assess all parks for needed accessibility improvements.

- Action 1: Post the accessibility matrix on City website as a visitor reference.
- Action 2: Replace all playground surfacing with engineered wood fiber or other accessible surface.



**Objective 3 - Continue to implement a St. Joseph City Parks “branding” palette of signage, wayfinding, site furniture, lighting, and other amenities to clearly designate public park space.**

Action 1: Remove unnecessary signage or outdated fixtures that do not meet current standards.

Action 2: Prioritize additional landscaping and annual planting in key parks.

Action 3: Identify problem areas along Howard Family Path where pedestrians are straying from public property and more clearly identify acceptable routes.

Action 4: Add educational signage at key locations in parks.

**Objective 4 - Prioritize funding to meet projected user needs.**

Action 1: Continue to seek outside funding sources whenever possible for park improvements and renovations.

Action 2: Continue to investigate and implement user fees for non-residents when practical.

Action 3: Utilize partnerships to maximize available funding, such as the Park Foundation, DDA, and/or service clubs.

Action 4: Prioritize projects with the best chance of receiving grant funding.

Action 5: Consider partnership with County and Townships to provide waterfront park annual parking pass to local residents at a discounted rate.

**Objective 5 - Protect public trust property along the Lake Michigan shoreline and existing homes near the shore, improve public access along Lake Michigan shoreline and riverfront.**

Action 1: Reference the 2024 Coastal Study for shoreline softening measures.

Action 2: Enforce appropriate regulations to ensure there is no improper construction along the shoreline as identified by FEMA.

Action 3: Work to more clearly define public access along Lake Michigan shoreline between Lions Park and Silver Beach, especially during seasons of high lake levels. Assess need for safe and connected public access to reduce conflicts with private property.

Action 4: Consider improved connection to beach at 1st, 2nd, or 3rd Streets with beach mat to clearly define public vs. private property and allow fire and emergency access to lakefront.

**Action 5: Support the development and extension of the Harbor Shores River Trail to connect to Paddler Park.**

**Objective 6 - Support preparation of a Coastal Management Plan to address sand management and erosion concerns along the Lake Michigan shoreline.**

Action 1: Build on the successful 2024 Coastal Study to further manage growth and development on adjacent lands.

Action 2: Soften existing shorelines, study the removal of existing steel groin structures, and improve public access and connections to the coast for public use and enjoyment.

Action 3: Work with EGLE to develop protocols for approval of alternative strategies, such as reclamation of offshore sand deposited past the depth of closure for beach nourishment, and offshore structures to reduce wave energy and direct natural littoral drift patterns to restore (rather than erode) shorelines.

**Objective 7 - Incorporate green infrastructure Best Management Practices into park maintenance and operations.**

Action 1: Work with local conservation groups/garden clubs to develop gardens with native plantings to attract wild birds and butterflies, limit/control invasive species, and include educational signage.

Action 2: Create a Natural Features Ordinance.

Action 3: Delineate wetlands in parks, such as Riverview, and consider boardwalks and flood-tolerant amenities.

Action 4: Utilize clean, or efficient, energy where possible and incorporate LED fixtures as standard.

Action 5: Use rain gardens and rain barrels in a high-visibility public space to educate how homeowners can recreate these features. Educate and encourage composting.

Action 6: Provide erosion control and protection for sensitive slopes along the Howard Path.



## CONNECT

St. Joseph has a well-distributed system of paved sidewalks and trails through most of the City. Most parks and waterfront open spaces are connected to at least one pathway system. However, a need that was expressed repeatedly through stakeholder meetings and the public survey was to increase pedestrian access to the lakefront and riverfront, and make it easier to walk and bike between parks. This goal would aim to provide accessible linkages between residential neighborhoods, downtown, parks, beaches, and the riverfront.

### **Objective 1 - Identify existing barriers to pedestrian pathways, determine land swap opportunities, land acquisition, or rights of way to maintain continuity. Project priorities to include those that link existing parks/facilities and make access easier or safer (such as greenway trails, bike lanes, etc) to make best use of existing parks.**

Action 1: Assess property acquisition opportunities for continuous riverfront trail from Upton Arboretum south to Riverview Park.

Action 2: Create a City Blueway Trail map, identify linkage from each community park (and ideally from each neighborhood park) to waterfront. Identify locations for kayak launch/storage sites and pursue partnerships or grant funding to improve those sites and link to trails. Include Harbor Study.

Action 3: Identify unsafe crosswalks near parks that could be improved to connect to neighborhoods.

Action 4: Use sidewalk gap diagram to identify missing links and add sidewalks.

Action 5: Consider options for ADA access from Lake Bluff Park down to Silver Beach.

Action 6: Focus any land acquisition for parks on parcels that connect existing park resources.

### **Objective 2 - Reduce need to drive to and between parks.**

Action 1: Improve signage and wayfinding.

Action 2: Do not supply more than necessary parking. Multi-use fields or flex space could be used for overflow for large events.

Action 3: Consider traffic-calming measures at key locations.

Action 4: Identify roads with “road diet” opportunity to narrow driving lanes and add a bike lane.

Action 5: Add additional bike racks to all parks and at key locations downtown.

Action 6: Reduce driving speed on Main Street or Wayne Street bridge to encourage non-motorized traffic.

Action 7: Prioritize non-motorized trail connections to waterfront parks with parking fees to allow locals to access parks for free. Consider free shuttle to beaches during summer weekends.

### **Objective 3 - Continue to expand network of non-motorized paths throughout the City.**

Action 1: Provide bicycle trailheads at key locations with system maps, restrooms, and bike fix-it stations.

Action 2: Consider partnership with County to connect City and County parks with a regional trail.

Action 3: Extend Howard Family Path to Lookout Park.

Action 4: Improve public access to Lions Park at 2nd Street, possibly at 1st and 3rd.

Action 5: Install ADA kayak launch at Riverview Park.

Action 6: Add distance markers along Howard Family Path.

Action 7: Extend riverfront trail from Upton Arboretum south to approximately Bernice Avenue, with potential to continue south all the way to Riverview Park.

Action 8: Provide pedestrian connection to Paddler Park.

### **Objective 4 - New parks and recreation development should focus on equal distribution of resources and improved community connectivity.**

Action 1: Consider land acquisition for a mini-park or neighborhood park in the southern portion of the City to provide walkable park space to residents.

Action 2: Consider additional skatepark near downtown, to provide much-needed activity for teens in an area with regular public supervision and to decrease damage to public infrastructure that is not intended for skate activities.

Action 3: Identify potential locations for community garden plots that are walking distance to multiple neighborhoods.

## **RESPOND**

Residents have spoken, and the general consensus is that the community wants open and clear communication with City leadership. Goals in this category focus on including the community in the planning and decision-making process, and incorporating public feedback into plan outcomes. Any capital improvement funds that are used for new facilities or park amenities should be those with clearly identified need and those with the most proven community support.

### **Objective 1 - Identify additional or new park and recreation amenities that are in high demand.**

- Action 1: Finalize construction on restrooms and a playground at Dickinson Park.
- Action 2: Consider additional pickleball courts in a park such as Kiwanis. Look for other potential locations for permanent pickleball courts to provide distribution throughout community.
- Action 3: Consider addition of disc golf course at Riverview Park.
- Action 4: Consider partnership with School District to use their pool outside of the school year.
- Action 5: Consider location for additional basketball courts.
- Action 6: Expand/improve amenities at Paddler Park.

### **Objective 2 - Improve public safety and provide amenities for public health within the park system.**

- Action 1: Increase site lighting in parks and along trails.
- Action 2: More bathrooms, and keep bathrooms open in winter.
- Action 3: Continue to provide free parking to residents in parks such as Kiwanis.
- Action 4: Provide more benches and comfortable seating options in all parks.
- Action 5: Law enforcement to be positive presence in the parks to enforce posted rules and connect to the community and visitors, educate park users on policies.
- Action 6: Provide lifesaving stations in all waterfront parks.

### **Objective 3 - Identify recreation trends and high-demand programs, increase communication and advertising of recreation programming.**

- Action 1: Use social media (such as Facebook) to direct residents to City recreation webpage. Update page regularly with all current information.
- Action 2: Utilize results of online survey for this document to identify desired program offerings.
- Action 3: Consider alternative programming at the Howard Ice Arena in summer months.
- Action 4: Add more programming for teens and adults. Consider tai-chi and yoga.

### **Objective 4 - Increase access to public art and cultural programming.**

- Action 1: Partner with KRASL and DDA to identify desired pieces and locations for public art installations.
- Action 2: Add relevant cultural programming information in an easily-accessible location on City website.

### **Objective 5 - Identify potential new opportunities for recreation or public use of existing spaces.**

- Action 1: Consider update to City ordinance to allow food trucks at more locations in parks near downtown.
- Action 2: Increase programming options at Riverview Park.
- Action 3: Add more outdoor-focused recreation programming for adults. There is potential for DIY/skills programming such as gardening classes.
- Action 4: Consider how to make existing parks more dog-friendly. Parks could have off-leash dog hours in the early morning. Consider allowing dogs at Tiscornia Park and Lions Park in winter months. Add dog bag dispensers at regular intervals at all trails.

## Chapter 06 Key Points

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This chapter includes the following over-arching goals that take a comprehensive view of the entire park system and are developed in detail in this chapter:

- **Maintain:** Goals in this category prioritize improvements that maintain current parks and facilities, maximizing available funding for upkeep and upgrades, ensuring financial feasibility into the future. Goals in this category also focus on protection, preservation, and management of natural resources.
- **Connect:** Goals in this category relate to improving connections between existing parks and facilities.
- **Respond:** Goals in this category relate to the community's request for their local leaders to listen on needs both small (sidewalk repairs, for example), and large (which parks should be the focus for future improvements).



# Action Plan

This chapter combines goals from the previous chapter with an overlay of financial feasibility. Projects that meet user needs, address established goals, and have the best chance of receiving grant funding should be prioritized.

# 07

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**In this Chapter:**

- Action Plan
- Funding of Capital Improvement Projects
- Implementation Alternatives

# Action Plan

The action plan provides a proposed manner in which the goals and objectives can be met over the next five years. All of the action items are a result of the three broad goals: maintain, connect, and respond. A summary of top priorities for the next five years (2026-2030) include:

- Upkeep current parks to maintain high-quality, modern, and accessible amenities, but de-emphasize growth. Examples: new or updated bathrooms at Dickinson Park and Tiscornia Beach, new or updated playgrounds at Dickinson and Milton Parks.
- Build upon and improve the trails network with key connections to existing pathways, including improved crosswalks for pedestrian safety. Examples: pathway with wayfinding from downtown St. Joseph to the new Paddler Park, improved crosswalk across Lakeshore Drive/Main Street to connect more neighborhoods to Howard Family Trail.
- For any new park improvements or new programming offerings, work directly with the community to identify those improvements that are highest priority. Examples: new boat launch at Riverview, more pickleball courts, and classes aimed at teens and adults.

## PRIORITY

As Identified By City and Through Planning Process

1	High
2	Moderate
3	Low

## TIMEFRAME

Goal for Implementation

1	Within approximately 1 year
2	Planning/funding over next 5 years
3	6 years and beyond

MAINTAIN			
OBJECTIVE 1: Maintain parks and facilities to high standards.			
ACTION		PRIORITY	TIMEFRAME
1	Purchase/install highest-quality equipment whenever possible to decrease waste in repair and replacement costs.		
2	Plan for high-quality maintenance of existing landscape and streetscapes to defined development standards. Formal gardens vs. natural areas requiring different levels of maintenance should match available funding and capacity of grounds staff.		
3	Update playgrounds to modern standards, one per year. Milton Park was identified as a priority.	1	1
4	Develop maintenance plans for Lions Park, Kiwanis Park, Riverview Park, and Tiscornia Beach to address need for landscaping and trash removal.	1	2
5	Develop long-term Master Plan for future improvements at at Kiwanis Park.		
6	Maintain baseball/softball fields and upgrade as needed.		
7	Renovate stairs at Lake Bluff Park to connect down to Silver Beach.	1	2
8	Repair flooring at the Ice Arena.	1	2
9	Kiwanis Skate Park equipment upgrade/replacement.	1	1
10	Tiscornia Beach bathroom renovations/updates.	1	2
11	Consider shed for litter removal equipment at Tiscornia.	1	2
12	Asphalt and concrete pavement renovation as needed within parks and associated parking lots.	1	1
OBJECTIVE 2: Continue to assess all parks for needed accessibility improvements.			
ACTION		PRIORITY	TIMEFRAME
1	Pose the accessibility matrix on City website as a visitor reference.		
2	Replace all playground surfacing with engineered wood fiber or other accessible surface.		



OBJECTIVE 3: Continue to implement a St. Joseph City Parks “branding” palette of signage, wayfinding, site furniture, lighting, and other amenities to clearly designate public park space.			
ACTION		PRIORITY	TIMEFRAME
1	Remove unnecessary signage or outdated fixtures that do not meet current standards.	I	I
2	Prioritize additional landscaping and annual planting in key parks.		
3	Identify problem areas along Howard Family Path where pedestrians are straying from public property and more clearly identify acceptable routes.	I	I
4	Add educational signage at key locations in parks.		
OBJECTIVE 4: Prioritize funding to meet projected user needs.			
ACTION		PRIORITY	TIMEFRAME
1	Continue to seek outside funding sources whenever possible for park improvements and renovations.		
2	Continue to investigate and implement user fees for non-residents when practical.		
3	Utilize partnerships to maximize available funding, such as the Park Foundation, DDA, and/or service clubs.		
4	Prioritize projects with the best chance of receiving grant funding.		
5	Consider partnership with County and Townships to provide waterfront park annual parking pass to local residents at a discounted rate.		
OBJECTIVE 5: Protect public trust property along the Lake Michigan shoreline and existing homes near the shore, improve public access along Lake Michigan shoreline and riverfront.			
ACTION		PRIORITY	TIMEFRAME
1	Reference the 2024 Coastal Study for shoreline softening measures.		
2	Enforce appropriate regulations to ensure there is no improper construction along the shoreline as identified by FEMA.		
3	Work to more clearly define public access along Lake Michigan shoreline between Lions Park and Silver Beach, especially during seasons of high lake levels. Assess need for safe and connected public access to reduce conflicts with private property.		
4	Consider improved connection to beach at 1st, 2nd, or 3rd Streets with beach mat to clearly define public vs. private property and allow fire and emergency access to lakefront.		
5	Support the development and extension of the Harbor Shores River Trail to connect to Paddler Park.		
OBJECTIVE 6: Support preparation of a Coastal Management Plan to address sand management and erosion concerns along the Lake Michigan shoreline.			
ACTION		PRIORITY	TIMEFRAME
1	Build on the successful 2024 Coastal Study to further manage growth and development on adjacent lands.		
2	Soften existing shorelines, study the removal of existing steel groin structures, and improve public access and connections to the coast for public use and enjoyment.		
3	Work with EGLE to develop protocols for approval of alternative strategies, such as reclamation of offshore sand deposited past the depth of closure for beach nourishment, and offshore structures to reduce wave energy and direct natural littoral drift patterns to restore (rather than erode) shorelines.		
OBJECTIVE 7: Incorporate green infrastructure Best Management Practices into park maintenance and operations.			
ACTION		PRIORITY	TIMEFRAME
1	Work with local conservation groups/garden clubs to develop gardens with native plantings to attract wild birds and butterflies, limit/control invasive species, and include educational signage.		
2	Create a Natural Features Ordinance.		
3	Delineate wetlands in parks, such as Riverview, and consider boardwalks and flood-tolerant amenities.		
4	Utilize clean, or efficient, energy where possible and incorporate LED fixtures as standard.		
5	Use rain gardens and rain barrels in a high-visibility public space to educate how homeowners can recreate these features. Educate and encourage composting.		
6	Provide erosion control and protection for sensitive slopes along the Howard Path.	I	I

CONNECT		
<b>OBJECTIVE 1: Identify existing barriers to pedestrian pathways, determine land swap opportunities, land acquisition, or rights of way to maintain continuity.</b>		
ACTION	PRIORITY	TIMEFRAME
1 Assess property acquisition opportunities for continuous riverfront trail from Upton Arboretum south to Riverview Park.		
2 Create a City Blueway Trail map, identify linkage from each community park (and ideally from each neighborhood park) to waterfront. Identify locations for kayak launch/storage sites and pursue partnerships or grant funding to improve those sites and link to trails. Include Harbor Study.	1	2
3 Identify unsafe crosswalks near parks that could be improved to connect to neighborhoods.		
4 Use sidewalk gap diagram to identify missing links and add sidewalks.		
5 Consider options for ADA access from Lake Bluff Park down to Silver Beach.		
6 Focus any land acquisition for parks on parcels that connect existing park resources.		
<b>OBJECTIVE 2: Reduce need to drive to and between parks.</b>		
ACTION	PRIORITY	TIMEFRAME
1 Improve signage and wayfinding.	1	1
2 Do not supply more than necessary parking. Multi-use fields or flex space could be used for overflow for large events.		
3 Consider traffic-calming measures at key locations.		
4 Identify roads with "road diet" opportunity to narrow driving lanes and add a bike lane.		
5 Add additional bike racks to all parks and at key locations downtown.		
6 Reduce driving speed on Main Street or Wayne Street bridge to encourage non-motorized traffic.		
7 Prioritize non-motorized trail connections to waterfront parks with parking fees to allow locals to access parks for free. Consider free shuttle to beaches during summer weekends.		
<b>OBJECTIVE 3: Continue to expand network of non-motorized paths throughout the City.</b>		
ACTION	PRIORITY	TIMEFRAME
1 Provide bicycle trailheads at key locations with system maps, restrooms, and bike fix-it stations.		
2 Consider partnership with County to connect City and County parks with a regional trail.		
3 Extend Howard Family Path to Lookout Park.		
4 Improve public access to Lions Park at 2nd Street, possibly at 1st and 3rd.		
5 Install ADA kayak launch at Riverview Park.	1	2
6 Extend riverfront trail from Upton Arboretum south to approximately Bernice Avenue, with potential to continue south all the way to Riverview Park.		
7 Add distance markers along Howard Family Path.		
8 Provide pedestrian connection (wayfinding as first priority) to Paddler Park.	1	2
<b>OBJECTIVE 4: New parks and recreation development should focus on equal distribution of resources and improved community connectivity.</b>		
ACTION	PRIORITY	TIMEFRAME
1 Consider land acquisition for a mini-park or neighborhood park in the southern portion of the City to provide walkable park space to residents.		
2 Consider additional skatepark near downtown, to provide much-needed activity for teens in an area with regular public supervision and to decrease damage to public infrastructure that is not intended for skate activities.		
3 Identify potential locations for community garden plots that are walking distance to multiple neighborhoods.		

RESPOND		
<b>OBJECTIVE 1: Identify additional or new park and recreation amenities that are in high demand.</b>		
ACTION	PRIORITY	TIMEFRAME
1 Finalize construction on restrooms and a playground at Dickinson Park.	1	1
2 Consider additional pickleball courts in a park such as Kiwanis. Look for other potential locations for permanent pickleball courts to provide distribution throughout community.	1	2
3 Consider addition of disc golf course at Riverview Park.		
4 Consider partnership with School District to use their pool outside of the school year.		
5 Consider location for additional basketball courts.		
6 Expand/improve amenities at Paddler Park.	1	2
<b>OBJECTIVE 2: Improve public safety and provide amenities for public health within the park system.</b>		
ACTION	PRIORITY	TIMEFRAME
1 Increase site lighting in parks and along trails.		
2 More bathrooms, and keep bathrooms open in winter.		
3 Continue to provide free parking to residents in parks such as Kiwanis.	1	1
4 Provide more benches and comfortable seating options in all parks.		
5 Law enforcement to be positive presence in the parks to enforce posted rules and connect to the community and visitors, educate park users on policies.	1	1
6 Provide lifesaving stations in all waterfront parks.		
<b>OBJECTIVE 3: Identify recreation trends and high-demand programs, increase communication and advertising of recreation programming.</b>		
ACTION	PRIORITY	TIMEFRAME
1 Use social media (such as Facebook) to direct residents to City recreation page. Update page regularly with all current information.		
2 Utilize results of online survey for this document to identify desired program offerings.		
3 Consider alternative programming at the Howard Ice Arena in summer months.		
4 Add more programming for teens and adults. Consider tai-chi and yoga.		
<b>OBJECTIVE 4: Increase access to public art and cultural programming.</b>		
ACTION	PRIORITY	TIMEFRAME
1 Partner with KRASL and DDA to identify desired pieces and locations for public art installations.		
2 Add relevant cultural programming information in an easily-accessible location on City website.		
<b>OBJECTIVE 5: Identify potential new opportunities for recreation or public use of existing spaces.</b>		
ACTION	PRIORITY	TIMEFRAME
1 Consider update to City ordinance to allow food trucks at more locations in parks near downtown.		
2 Increase programming options at Riverview Park.		
3 Add more outdoor-focused recreation programming for adults. There is potential for DIY/skills programming such as gardening classes.		
4 Consider how to make existing parks more dog-friendly. Parks could have off-leash dog hours in the early morning. Consider allowing dogs at Tiscornia Park and Lions Park in winter months. Add dog bag dispensers at regular intervals at all trails.		

# Funding of Capital Improvement Projects

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

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

## 1) Pay-as-you-go

a) Under this approach, reserve funds are specifically designated for capital improvements. These funds may result from annual operating surplus or from dedicated millage approved by the voters and restricted for specific purposes such as streets, roads, parks, drains, etc. The City of St. Joseph typically utilizes the Pay-as-you-go method and leverages these funds with grant opportunities to fund CIP projects and purchases. In enterprise financing, dollars can be accumulated in advance for capital requirements by including a level of funds in the rate calculation. Enterprise fund dollars can only be used on projects related to that specific fund. Enterprise Fund (sewer and water) projects also utilize bonds/loans.

## 2) Debt Financing

a) Alternatively, the city may decide to finance a capital improvement over a period of time. Common financing options available include

i) Installment Purchase Agreement - Public Act 99 or 1933 authorizes a city to enter into a contract or agreement for the purchase of real or personal property for public purposes to be paid for in installments over a period not to exceed 15-years and not to exceed the useful life of the property acquired. Maximum Installment Purchase Agreement debt is equal to 1.25% of current Taxable Value.

ii) General Obligation (G.O.) Bonds - When the City sells bonds, the bond purchasers are, in effect, lending the city money. The money is repaid, with interest, from taxes or fees over a period of time. The logic behind issuing bonds (or “floating a bond issue”) for capital projects is that the citizens who will benefit from the capital improvement over a period of time will pay for these improvements over that timeframe. Perhaps the most flexible of all capital funding sources, bonds can be used for the design or construction of any capital project. However, this type of debt does have limitations. General Obligation Bonds are included in the City’s state-imposed debt limits equal to 10% of current Taxable Value.

iii) Revenue Bonds - Enterprise Funds or “business-type” funds which are self-supporting and have their own sources of income can utilize revenue bonds for capital improvement projects. These bonds depend on user charges and other income to cover the debt service. Unlike G.O. bonds, revenue bonds are not included in the City’s state-imposed debt limits because the full faith and credit of the city is not required to back them. Revenue bonds are authorized by Public Act of 1933, the Revenue Bond Act.

b) Other common sources of funding for capital improvements.

i) Millages - The property tax is one of the most important sources of City revenue. The property tax rate is stated in mills (one dollar per \$1,000 of valuation). This rate is applied to the net value, following the application of all exemptions and a 50% equalization ratio. Millages can be either authorized by statute or voted by the people for use on a specific purpose.

ii) Federal and State Grants and Funds - Federal and state governments make funds available to cities through numerous grants and programs. Some federal/state funds are tied directly to a specific program. There are other agencies that have grants available to help off-set the costs associated with some improvements. City staff does monitor grants available and submits applications when appropriate. Many grants are becoming more competitive and there is a desire to maintain an equity between communities and regions within the state. There are three types of competitive grants available for parks and recreation activities that are administered through the Michigan Department of Natural Resources which is located in the Environment, Great Lakes and Energy (EGLE). In addition, EGLE administers grants for water projects and low interest bonds/loans. Within the Southwest Michigan Planning Commission (SWMPC), Twincats is responsible for administering transportation related funding such as State Transportation Urban Local (STUL) funds and Congestion Mitigation and Air Quality Improvement Program (CMAQ). SWMPC maintains a Transportation Improvement Program (TIP) list of projects utilizing these funds.

iii) Inter-Community Collaboration - More than ever before communities throughout the region are looking at ways to save money through shared resources and shared capital purchases. Collaborative funding should be examined as a possible way to spend tax dollars more effectively.

iv) Developer Contributions - Sometimes capital improvements are required to serve a new development. This happens when utilities need to be extended or existing utilities are not of proper size to provide adequate services to the new development. The applicant may be required to pay a portion of the cost associated with upgrading the existing facilities. Within the City, developers are responsible for the construction of new underground facilities and streets in accordance with city regulations. Once these improvements are completed, the city may accept the improvements as public assets

v) Special Assessments - Capital improvements that benefit particular properties, rather than the community as a whole, may be financed more equitably by special assessment: that is, by those who directly benefit. Local improvements often financed by this method include street improvements (including pavement, curb and gutter, sidewalks, etc.), sanitary and storm sewers, and water mains.

vi) Downtown Development Authority (DDA) - The City of St. Joseph Downtown Development Authority (DDA) was created in 1976 under Act 197 of the Public Acts of 1975 now known as Public Act 57 of 2018. The St. Joseph City DDA funds annual activities through a dedicated millage, as allowed. The DDA is working on implementing a Tax Increment Finance (TIF) District downtown; the first reading has been approved by commission.

vii) Tax Increment Finance Authority (TIFA) - TIF is a municipal financing tool that can be used to renovate or redevelop declining areas while improving their tax base. TIF applies the increase in various state and local taxes that result from a redevelopment project to pay for project-related public improvements. Public Act 57 of 2018 Recodified Increment Financing Act consolidated several previous Public Acts regarding tax increment financing and includes Act 450 of 1980, PA 197 of 1975 along with others. Tax increments are the revenues generated by applying existing tax levies to the difference between the assessed value of property after improvements have been made in the district where the property is located, over the assessed value of that property fixed on the date a tax increment financing plan is initially adopted. The city does not have an adopted TIFA plan that would outline the numerous capital improvement projects.



# Implementation Alternatives

Park development will occur as funds and opportunities evolve. Assistance will be solicited from all available sources and will include both physical and financial support. Local business, industry, service organizations, governmental agencies, and the school district will be solicited for monetary and material support. Associations, such as scouts, church groups, school groups and service organizations, can provide physical construction assistance, along with construction contractors retained for various projects. The City will be encouraged to take maximum advantage of job training and related work programs to assist in clean-up, miscellaneous construction, and general maintenance projects. The City will also seek grant-in-aid funding assistance from all available sources, such as trusts, foundations and federal and state funding programs.

The following list compiles all available funding sources, as referenced in the previous Actions pages.

## Grant and Philanthropy Programs

- I. Michigan Department of Natural Resources funding:
  - A. Michigan Natural Resources Trust Fund: Projects shall protect resources, provide recreation opportunities, demonstrate need. (No dollar limits for acquisition, \$15-400k for development, 25% match minimum.)
  - B. Land and Water Conservation Fund: Projects shall preserve land for public outdoor recreation. (\$30-500k for development, 50% match.)
  - C. Recreation Passport Grant Program: Intended for public recreation facilities, renovation of existing facilities and projects that fulfill unmet recreation needs. (\$7.5-150k for development, 25% match minimum.)
  - D. Waterways Program Grant: Intended for recreational boating facilities. (50% of total cost.)
  - E. Boating Infrastructure Grant Program: Intended for large recreational boating facilities providing transient slips, increased access to resources, and public access to water. (75% of total cost.)
  - F. Community Forestry Grants: Intended for programs, such as tree planting and inventories that address the urban forestry needs of municipal governments, schools, nonprofit organizations, and volunteer groups. (Up to \$20k.)
  - G. Recreational Trails Program Grants: Projects shall demonstrate need, balance of trail uses, adequate distribution. (No dollar limit.)
2. Other State and Federal Grants.
3. Special gifts, contributions, or scholarships from local citizens or organizations supportive of recreational programs.
4. Park Endowment Fund: Interest to be used for dedicated park expenses after ten years, or other established time period. An example is the Agency Endowment Fund for Berrien County Parks through the Berrien Community Foundation.
5. St. Joseph Community Park Foundation: Founded in 2018, St. Joseph Community Park Foundation Inc is a recreation and sports nonprofit focused on parks and playgrounds.

## **Generate Revenue**

6. Improve/update facilities, such as the waterfront TIF (Tax Increment Financing) District, to attract more use, increase efficiency, increase taxable values.
7. Create revenue-generating amenities/programming at existing facilities, such as boat rentals, public activities (i.e., performing arts events with entry fees), additional recreation classes/camps with entry fees.
8. Increase current program/facility fees for more popular programs.
9. Increase Taxes:
  - A. General Obligation bond issues, supported by the community for special projects.
  - B. Special millage, also subject to voter approval, for major programs such as waterfront development.
10. Consider strategic private development opportunities to increase tax base.
11. Support State-level legislation for local hotel tax that could be levied for recreation.

## **Reallocate Existing Funds**

12. Community Development Block Grant funds eligible for capital expenditure, or other federal funds that may become available.
13. General fund appropriations for projects that can be phased in predictable increments.

## **Partner to Share Costs**

14. Partner with non-profit groups, schools, St. Joseph Charter Township and other neighboring Townships, Berrien County, and other area municipalities.
15. Private and non-profit park sponsorships (Adopt-a-Park programs).

## **Reduce Services**

16. Green infrastructure programs to reduce maintenance (native grasses vs. turf), reduce energy costs, etc.
17. Cut under-performing programs.

## **Operations / Policy Change**

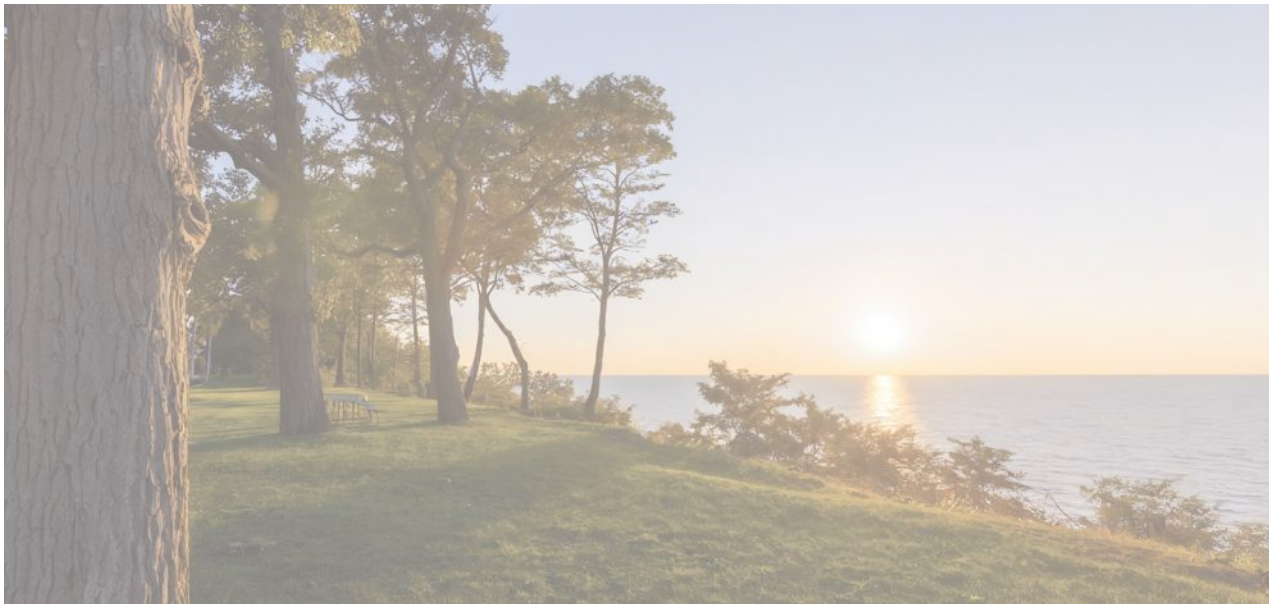
This category covers action items that do not require direct funding, but instead would involve a change or modification of current department operations plans or updates/revisions to current local policy, and/or ordinances.

## Chapter 07 Key Points

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This chapter addresses the broad needs identified earlier in this document by assigning specific action items as organized in by general goal categories of maintain, connect, and respond.

These are the categories that have potential to meet the recreation needs of the most people within St. Joseph. From these broad categories, specific actions have been developed as applied to individual parks and recreation facilities, and proposed implementation strategies are then assigned to those actions.



# Appendices

# 08

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**Included:**

- US Census Data Quick Facts
- Community Survey Results

**Under Separate Cover:**

- Certification Checklist
- Draft Plan Availability Notice
- Public Hearing Notice
- Public Hearing Minutes and Parks Advisory Board Recommendation of Adoption
- City Commission Resolution of Adoption
- DNR Recreation Grant History
- Current Development Plans
- Post-Completion Self-Certification Reports
- County Planning Agency Transmittal Letter
- Regional Planning Agency Transmittal Letter





# Appendices II

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## Included:

- Certification Checklist
- Draft Plan Availability Notice
- Public Hearing Notice
- Public Hearing Minutes and Parks Advisory Board Recommendation of Adoption
- City Commission Resolution of Adoption
- DNR Recreation Grant History
- Current Development Plans
- Post-Completion Self-Certification Reports
- County Planning Agency Transmittal Letter
- Regional Planning Agency Transmittal Letter

















## **5 YEAR PARKS AND RECREATION MASTER PLAN**

**WHEREAS**, the City of St. Joseph has undertaken a Five Year Parks and Recreation Plan which describes the existing recreation facilities and the desired actions to be taken to improve and maintain recreation facilities during the period between 2026 and 2030, and

**WHEREAS**, a Public Hearing was held at 6:00 P.M. on January 12, 2026 during a regularly scheduled meeting of the City Commission to provide an opportunity for citizens to express opinions, ask questions, and discuss all aspects of the Parks and Recreation Plan, and

**WHEREAS**, the City of St. Joseph has developed the plan for the benefit of the entire community and to adopt the plan as a document to assist in meeting the recreation needs of the community:

**NOW, THEREFORE, BE IT RESOLVED** that the City Commission of the City of St. Joseph hereby adopts the City of St. Joseph 2026-2030 Parks and Recreation Master Plan as a guidance for improving recreation for the residents of the City of St. Joseph.

# Agenda Item

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**TO:** City Commission

**FROM:** Emily Hackworth, City Manager

**RE:** Harbor Shores Brownfield Plan

**MEETING DATE:** January 12, 2026

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In July, 2025, Harbor Shores Community Redevelopment, Inc. shared that it has the opportunity to advance the redevelopment of the three Harbor Shores parcels, referred to as Parcels 1 and 2, ahead of the previously anticipated schedule.

To support this accelerated timeline, and economic revitalization in the region, the City Commission passed a motion urging the County Board of Commissioners to make the following modifications to their plans for Harbor Shores Parcels 1 and 2:

1. Partially terminate the County's existing Harbor Shores Brownfield plan
2. Consider adopting a new Brownfield plan for the work planned for Parcels 1 and 2

The County has now drafted a new Brownfield plan, for which it is seeking the City's support. The project totals approximately 21 acres, from the St. Joseph River to the CSX rail corridor, east of M-63. The project will incorporate:

- Townhomes: 107 (20 income restricted)
- Courtyard Homes: 27
- Loft Condos: 20
- Rental Apartments: 24
- Villas: 38

Other amenities will include a hotel, spa, restaurant, marina, walking trails, pools, and pickleball courts.

The total investment is estimated at \$96.5M, including approx. \$35.5M in eligible brownfield activities. The plan does not contemplate a local revolving fund capture. The duration is estimated at 25 years; the project is expected to begin in 2027 and complete in 2036, with full recapture completed by 2052.

Please note that the development of Parcels 1 and 2 is consistent with the City's Economic Development and Master Plans and the site plan has been approved by the City.

*Action Requested:* to adopt the resolution concurring with the adoption of the Harbor Shores Brownfield Plan as presented.

**ATTACHMENT(S):**

- St. Joseph City Resolution.docx
- Harbor Shores Parcels 1 2 Brownfield Plan - Edited.pdf



**RESOLUTION CONCURRING WITH THE ADOPTION OF THE HARBOR SHORES  
PARCELS 1 & 2 BROWNFIELD PLAN**

**WHEREAS**, the Brownfield Redevelopment Authority (the “Authority”) of the County of Berrien (the “County”), pursuant to and in accordance with the provisions of the Brownfield Redevelopment Financing Act, being Act 381 of the Public Acts of the State of Michigan of 1996, as amended (the “Act”), has prepared for approval by the City of St. Joseph City Commission (the “City”) the Harbor Shores Parcels 1 & 2 Brownfield Plan (the “Plan”) pursuant to and in accordance with Section 13 of the Act; and

**WHEREAS**, the site under consideration is located within the City; and

**WHEREAS**, in addition to Authority and County approval, the Act requires that the City also approve the Plan; and

**WHEREAS**, the City has made the following determinations and findings:

1. The Plan constitutes a public purpose under the Act;
2. The Plan meets all of the requirements for a brownfield plan set forth in Section 13 of the Act;
3. The costs of the eligible activities proposed in the Plan are reasonable and necessary to carry out the purposes of the Act.
4. The amount of captured taxable value estimated to result from the adoption of the Plan is reasonable; and

**NOW, THEREFORE, BE IT RESOLVED THAT**

1. Plan Approved. Pursuant to the authority vested in the St. Joseph City Commission by the Act, and pursuant to and in accordance with the provisions of Section 14 of the Act, the Plan is hereby approved in the form attached to this Resolution.
2. Severability. Should any section, clause or phrase of this Resolution be declared by the Courts to be invalid, the same shall not affect the validity of this Resolution as a whole nor any part thereof other than the part so declared to be invalid.
3. Repeals. All resolutions or parts of resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

**ACT 381 BROWNFIELD PLAN**

**HARBOR SHORES PARCELS 1 & 2  
215 & 230 Upton Drive  
Berrien County, City of St. Joseph  
Berrien County Brownfield Redevelopment Authority**

January \_\_\_\_, 2026

**Prepared by**  
The Berrien County Brownfield Redevelopment Authority  
701 Main Street  
St. Joseph MI 49085

Approved by the Brownfield Redevelopment Authority on \_\_\_\_\_  
Approved by the City of St. Joseph on \_\_\_\_\_  
Approved by the County of Berrien on \_\_\_\_\_

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- 1.2 Identification of a Housing and Market Need
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- Table 2 Tax Capture Schedule
- Table 3 Reimbursement Schedule

### ATTACHMENTS

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- Attachment B Reimbursement Agreement
- Attachment C Site Plan
- Attachment D Housing Study

## ACT 381 BROWNFIELD PLAN

### 1.0 INTRODUCTION

#### 1.1 Proposed Redevelopment and Future Use for Each Eligible Property

The proposed project is the next phase of the Harbor Shores Community Redevelopment initiative, encompassing the redevelopment of the former Whirlpool Plant 3 and 4 industrial sites and adjacent properties known as Parcels 1 and 2 (located at 215 Upton Drive) and 230 Upton Drive in the City of St. Joseph. The project area lies north of the St. Joseph River, south of the CSX rail corridor, and east of M-63, totaling approximately 21 acres.

The redevelopment will transform long-vacant industrial land into a vibrant, mixed-use waterfront community consisting of residential, lodging, and recreational components. Proposed improvements include:

- a. Townhomes: 107 units across four housing types (Townhome A–D), ranging from 1,100–1,800 square feet per unit.
- b. Courtyard Homes: 27 units of 1,650 square feet each.
- c. Loft Condominiums: 20 units averaging 1,200 square feet.
- d. Apartments: 24 rental units of 1,180 square feet each.
- e. Villas: 38 units of 1,200 square feet
- f. Hotel: Incorporating amenities such as a spa, restaurant, and short-term accommodations.

Public and private site improvements include construction of new public roads, utilities, stormwater systems, landscaping, marina facilities, walking trails, and recreational amenities such as pools and pickleball courts. The total investment is estimated at \$96.5 million, including approximately \$34 million in infrastructure, marina, and site development costs.

The development will proceed in multiple phases beginning in 2027, with completion anticipated by 2036.

#### 1.2 Identification of Housing and Market Need

##### Specific Housing Need

According to the Southwest Michigan Planning Commission’s Berrien County Housing Diagnosis Tool 2.0 Report published in Fall 2023, there is an estimated 23,356 new residential units needed to meet housing demands in the County. There is also a strong need for “missing middle” housing for households earning between \$50,000 and \$100,000 per year, with a demand for 2,900 units in this cohort. The report also indicates that homeownership has become increasingly difficult in the region, and rents are escalating faster than wages. Additionally, the report indicates that housing options are insufficient to meet the needs of workforce demands in the area, creating a barrier to attracting new talent to the region. This project will deliver a mix of rental and for-sale single family homes to the County, which will help alleviate this gap.

According to the State Housing Plan Partnership J Data, this project is located in the “St. Joseph – Fair Plain” market of Southwest Michigan. In this area, according to data from 2021, approximately 41% of renter households are cost burdened. The median year built of homes in this area was 1965, with approximately 58.7% of the existing housing stock being built before 1970 and only 2.7% of the existing housing stock being built after 2010. The aging housing stock and significant proportion of cost-burdened renters create risk in the existing housing market. The delivery of 216 new residential units, including 20 income-restricted rentals, is expected to alleviate this burden.

#### Job Growth Data

Southwest Michigan First, which oversees economic development across Southwest Michigan, including Berrien County, has announced 116 projects between 2020 and 2024 creating approximately \$4.65 billion in investment and more than 5,561 new jobs in the region. This project is also located within 2 miles of many Whirlpool locations in the area, including its Global Headquarters, Whirlpool Tech Center, and its Riverview Campus. Whirlpool is one of the largest employers in Berrien County, and the creation of new housing units will allow employers such as Whirlpool to attract and retain talent in the area.

According to the Michigan Department of Technology, Management and Budget, the Southwest Michigan Prosperity region, inclusive of Berrien County, is expected to increase employment between 2020-2030 by 25,760, which represents 8.4% growth in the region over the decade. The statewide employment growth projections between 2022 to 2032 are estimated to grow by 0.6% over the decade, indicating that this region is expected to grow at a much faster rate than statewide averages. As a result of the employment growth projections and the job creation announced in recent years, the demand for housing is expected to be particularly acute in this area. Therefore, the absorption of new homes delivered to market is expected to be higher than normal.

### **1.3 Eligible Property Information**

#### Basis of Eligibility:

Under Section 2(y)(i) of Public Act 381, as amended, “Housing Property” includes any property on which one or more units of residential housing are proposed to be constructed, rehabilitated, or otherwise designed to be used as a dwelling. The development on Parcels 1 and 2 and 230 Upton Drive proposes the construction of 216 housing units, of which one or more will be used as a dwelling. Thus, these parcels qualify as “Housing Property” and are therefore eligible property.

#### Location and Legal Description:

The eligible property is located within the City of St. Joseph, bounded by the CSX railroad to the north, the St. Joseph River to the south, M-63 to the east, and Upton Drive to the west, and described as follows:

#### Parcel 1: 11-76-0023-0031-20-5

COM AT NE COR SEC 23 T4S R19W TH N89DEG16'59"W 1139.87' (REC AS 1139.4') TO E ROW LN UPTON DR TH S04DEG47'13"W (REC AS S03DEG48'49"W) ON SD E ROW LN 388.33' TO INTERSECTION OF SD E ROW LN & SLY ROW LN WHITWAM DR & POB TH S85DEG17'23"E



(REC AS S86DEG43'11"E) ON SD SLY ROW LN 89.80' (REC AS 89.57') TH 336.14' ON SD SLY ROW LN & ON A 790' RAD CUR LT CHD BRG N82DEG31'16"E

Parcel 2: 11-76-0023-0031-19-1

COM AT NE COR SEC 23 T4S R19W TH N89DEG16'59"W 1139.87' (REC AS 1139.4') TO E ROW LN UPTON DR TH S04DEG47'13"W (REC AS S03DEG48'49"W) ON SD E ROW LN 126.29' TO A PT ON THE S RR ROW LN CSX RR & POB TH 218.24' ON SD S RR ROW LN & ON A 3983.32' RAD CUR RT CHD BRG S89DEG18'46"E 218.22' TH S87DEG44'36"E ON SD S RR ROW LN 351' TH 568.84' ON SD S RR ROW & ON A 4251.56' RAD CUR LT

230 Upton Parcel: 11-76-0023-0030-01-2

COM 1205.55'W & 155.79'S3DEG 55'W OF NE COR SEC 23 T4S R19W TH S3DEG55'W 363.51'TH N89DEG49'W 185.3'TH ON A 615.16'RAD CUR RT A CHORD DIS OF N77DEG45'W 257.2'TO A POINT 20'E OF ELY LN OF PMRR TH PAR TO & 20'DIST FROM SD ELY LN ON A 711.9'RAD CUR IN A NELY DIRECTION TO POB ALSO COM 1205.55'W & 135.46'S3DEG 55'W OF NE COR SEC 23 TH S3 DEG55'W 20.33'TH ON A 709' RAD CUR LT A

City of St. Joseph Parel: 11-76-0023-0031-10-8

COM 1139.4'S89DEG43'49"W & 865.28'S3DEG48'49"W OF NE COR SEC 23 T4S R19W TH S3DEG 48'49"W 104'TH S86DEG11' 11"E 116'TH N3DEG'49"E 104'TH N86DEG11'11"W 116'TO POB SUR 937/624

City of St. Joseph & City of Benton Harbor Parcel: 11-76-0023-0031-21-3

COM AT NE COR SEC 23 T4S R19W TH N89DEG16'59"W 1139.87' TO E ROW LN UPTON DR TH S04DEG47'13"W 825.28' TO POB TH S85DEG12'47"E 48.35' TH 664.89' ON A 490' RAD CUR RT CHD BRG S75DEG59'09"E 615.04' TO W ROW LN M63 TH S32DEG58'14"W 41.60' TH N57DEG01'46"W 15.49' TH S32DEG58'14"W 43.59' TH N05DEG32'08"E 65.14' TH 498.37' ON A 450' RAD CUR LT CHD BRG N73DEG06'11"W 473.29' TH S07

## **2.0 Information Required by Section 13(2) of the Statute**

### **2.1 Description of Costs to Be Paid for With Tax Increment Revenues**

Tax increment revenues will be used to reimburse Harbor Shores Community Redevelopment (the "Developer") for eligible activities as authorized under Act 381. Michigan State Housing Development Authority ("MSHDA") approved non-environmental eligible activities and statutorily approved EGLE environmental eligible activities will be reimbursed with local and school tax increment revenues ("TIR").

The total cost of eligible activities is anticipated to be \$35,555,470. Interest on unreimbursed eligible activities is also included as an eligible activity, which is estimated to be \$19,898,031. Funding to the State Brownfield Redevelopment Fund is anticipated to be \$4,373,882. The estimated cost of all eligible activities under this plan are summarized in Table 1.

#### Environmental Activities

Department specific activities considered under this plan include site investigations (i.e. Phase I and Phase II Environmental Site Assessment ("ESA")), baseline environmental assessments, and due care evaluation.

### Non-Environmental Activities

Because the basis of property eligibility is “Housing Property” under Public Act 381, additional non-environmental activities can be reimbursed through a brownfield plan. This plan provides for reimbursement of eligible “housing development activities” including reimbursement provided to the developer to fill a financing gap associated with the development of housing units priced for income qualified households, site preparation and infrastructure activities that are necessary for new housing development for income qualified households on eligible property.

## **2.2 Summary of Eligible Activities**

### 2.2.1 Department Specific Activities

A Phase I ESA, Phase II ESA, a Baseline Environmental Assessment, and Due Care Plan will be required for the project, which are expected to cost a total of \$15,000. This is a pre-approved cost under Act 381 for reimbursement with school taxes.

### 2.2.2 Housing Development Activities

#### Infrastructure

Infrastructure activities will include pipework (water/sewer utilities), roads, sidewalks, gas infrastructure, street lighting and electric infrastructure, sewer and water connections and fees, gas and electric service, landscaping, street trees, driveways, dredging and shoreline enhancements. Engineering and design of these activities are also included as eligible activities. The total cost of these infrastructure improvements is anticipated to be \$24,514,948.

#### Site Preparation

Site preparation activities will include clearing and grubbing, fill, mass grading, land balancing, and temporary erosion control, temporary site security, engineering and design of these activities are also included as eligible activities. The total cost of these site preparation activities is anticipated to be \$9,129,522.

#### Financing Gap

Housing development activities related to reimbursement provided to the developer to fill a financing gap associated with the development of housing units priced for income qualified households’ units are included as eligible activities. The financing gap is calculated utilizing the Total Housing Subsidy formula developed by MSHDA and is anticipated to be \$183,600 in year one of the Plan. With a MSHDA Control Rent of \$2,195 for a 1-Bedroom, the annual rent loss and total rent loss over the term of a 10-year affordability period are delineated below. There are anticipated to be 20 income qualified units as a part of this development.

Type	MSHDA Control Rent	Project Rent	Rent Loss	Income Qualified Units	Annual Loss	Total Loss
1-Bed	\$2,195	\$1,430	\$9,180	20	\$183,600	\$1,836,000

#### Interest

Eligible Activities will be reimbursed with simple interest at 5% accrued on the developer's unreimbursed eligible activities and paid at the end of reimbursement. The total interest associated with eligible activities is anticipated to be \$19,898,031.

#### 2.2.3 Brownfield Plan and Act 381 Work Preparation

The cost to prepare the Brownfield Plan and Act 381 Work Plan is anticipated to be \$25,000.

#### 2.2.4 Brownfield Plan Implementation

The cost of implementing the Brownfield Plan is anticipated to be \$50,000.

#### 2.2.5 Local Brownfield Revolving Fund

This Plan does not contemplate Local Brownfield Revolving Fund Capture.

### **2.3 Estimate of Captured Taxable Value and Tax Increment Revenues**

An estimate of the captured taxable value for this redevelopment by year is depicted in Table 2. This plan captures all available TIR, including real and personal property TIR.

### **2.4 Method of Financing and Description of Advances Made by the Municipality**

The eligible activities will be financed by the Developer and reimbursed as outlined in this plan and accompanying development agreement. No advances from the City or County are anticipated at this time.

### **2.5 Maximum Amount of Note or Bonded Indebtedness**

No note or bonded indebtedness for this project is anticipated at this time. Therefore, this section is not applicable.

### **2.6 Duration of Brownfield Plan**

The duration of this plan is estimated to be 25 years. It is estimated that the redevelopment of the property will be completed in 2036, and that full recapture of eligible costs and eligible administrative costs of the authority will continue until 2052. Capture of TIR is expected to begin in 2027, however it could be delayed for up to 5 years after the approval of this plan as permitted by Act 381. In no event shall capture extend beyond 30 years as required by Act 381. An analysis showing the reimbursement schedule is attached as Table 3.

### **2.7 Estimated Impact of Tax Increment Financing on Revenues of Taxing Jurisdictions**

An estimate of the impact of tax increment financing on the revenues of all taxing jurisdictions is illustrated in detail within Table 2.

### **2.8 Legal Description, Property Map, Statement of Qualifying Characteristics and Personal Property**

The eligible property is located within the City of St. Joseph, bounded by the CSX railroad to the north, the St. Joseph River to the south, M-63 to the east, and Upton Drive to the west, having the following tax identification numbers: 11-76-0023-0031-20-5; 11-76-0023-0031-19-1; 11-76-0023-0030-01-2; 11-76-0023-0031-21-3; 11-76-0023-0031-10-8.

A legal description of the properties along with a scaled map showing eligible property dimensions, is attached as Figure 1.

The properties are considered “eligible property” due to the development of one or more units of residential housing that are proposed to be constructed, rehabilitated, or otherwise designed to be used as a dwelling, as defined within the definition of “Housing Property” in Section 2(y) of Public Act 381 of 1996, as amended.

Taxable personal property, if any, is included in this plan.

**2.9 Estimates of Residents and Displacement of Individuals/Families**

No persons reside on the property therefore this section is not applicable.

**2.10 Plan for Relocation of Displaced Persons**

No persons reside on the property thus none will be displaced. Therefore, this section is not applicable.

**2.11 Provisions for Relocation Costs**

No persons reside on the property thus none will be displaced. Therefore, this section is not applicable.

**2.12 Strategy for Compliance with Michigan’s Relocation Assistance Law**

No persons reside on the property thus none will be displaced. Therefore, this section is not applicable.

**2.13 Other Material that the Authority or Governing Body Considers Pertinent**

The City of St. Joseph has submitted a letter to the Berrien County Brownfield Redevelopment Authority requesting that the Authority and the County of Berrien adopt a Brownfield Plan in support of the project.

The project is consistent with the City of St. Joseph’s Master Plan. The Site Plan has been approved by the City of St. Joseph

**Figure 1**

**Legal Description and Map of the Eligible Property**





Parcel 1: 11-76-0023-0031-20-5

COM AT NE COR SEC 23 T4S R19W TH N89DEG16'59"W 1139.87' (REC AS 1139.4') TO E ROW LN UPTON DR TH S04DEG47'13"W (REC AS S03DEG48'49"W) ON SD E ROW LN 388.33' TO INTERSECTION OF SD E ROW LN & SLY ROW LN WHITWAM DR & POB TH S85DEG17'23"E (REC AS S86DEG43'11"E) ON SD SLY ROW LN 89.80' (REC AS 89.57') TH 336.14' ON SD SLY ROW LN & ON A 790' RAD CUR LT CHD BRG N82DEG31'16"E

Parcel 2: 11-76-0023-0031-19-1

COM AT NE COR SEC 23 T4S R19W TH N89DEG16'59"W 1139.87' (REC AS 1139.4') TO E ROW LN UPTON DR TH S04DEG47'13"W (REC AS S03DEG48'49"W) ON SD E ROW LN 126.29' TO A PT ON THE S RR ROW LN CSX RR & POB TH 218.24' ON SD S RR ROW LN & ON A 3983.32' RAD CUR RT CHD BRG S89DEG18'46"E 218.22' TH S87DEG44'36"E ON SD S RR ROW LN 351' TH 568.84' ON SD S RR ROW & ON A 4251.56' RAD CUR LT

230 Upton Parcel: 11-76-0023-0030-01-2

COM 1205.55'W & 155.79'S3DEG 55'W OF NE COR SEC 23 T4S R19W TH S3DEG55'W 363.51'TH N89DEG49'W 185.3'TH ON A 615.16'RAD CUR RT A CHORD DIS OF N77DEG45'W 257.2'TO A POINT 20'E OF ELY LN OF PMRR TH PAR TO & 20'DIST FROM SD ELY LN ON A 711.9'RAD CUR IN A NELY DIRECTION TO POB ALSO COM 1205.55'W & 135.46'S3DEG 55'W OF NE COR SEC 23 TH S3 DEG55'W 20.33'TH ON A 709' RAD CUR LT A

City of St. Joseph Parel: 11-76-0023-0031-10-8

COM 1139.4'S89DEG43'49"W & 865.28'S3DEG48'49"W OF NE COR SEC 23 T4S R19W TH S3DEG 48'49"W 104'TH S86DEG11' 11"E 116'TH N3DEG'49"E 104'TH N86DEG11'11"W 116'TO POB SUR 937/624

City of St. Joseph & City of Benton Harbor Parcel: 11-76-0023-0031-21-3

COM AT NE COR SEC 23 T4S R19W TH N89DEG16'59"W 1139.87' TO E ROW LN UPTON DR TH S04DEG47'13"W 825.28' TO POB TH S85DEG12'47"E 48.35' TH 664.89' ON A 490' RAD CUR RT CHD BRG S75DEG59'09"E 615.04' TO W ROW LN M63 TH S32DEG58'14"W 41.60' TH N57DEG01'46"W 15.49' TH S32DEG58'14"W 43.59' TH N05DEG32'08"E 65.14' TH 498.37' ON A 450' RAD CUR LT CHD BRG N73DEG06'11"W 473.29' TH S07

# **Table 1**

## **Eligible Activity Costs**

EGLE Eligible Activities Costs and Schedule		
EGLE Eligible Activities	Cost	Completion Season/Year
<b>Department Specific Activities Sub-Total</b>	<b>\$ 15,000</b>	<b>Spring 2025</b>
<i>Phase I &amp; II Environmental Site Assessments</i>	\$ 15,000	
<b>EGLE Eligible Activities Sub-Total</b>	<b>\$ 15,000</b>	
MSDHA Housing Development Activities Costs and Schedule		
MSHDA Eligible Activities	Cost	Completion Season/Year
<b>Demolition Sub-Total</b>	<b>\$ -</b>	
<b>Lead, Asbestos, Mold Abatement Sub-Total</b>	<b>\$ -</b>	
<b>Infrastructure Sub-Total</b>	<b>\$ 24,514,948</b>	
<i>Mobilization and Temporary Traffic Control</i>	\$ 762,000	
<i>Pipework, Roadwork</i>	\$ 6,631,542	
<i>Sidewalks</i>	\$ 832,800	
<i>Landscaping, signage, irrigation, etc.</i>	\$ 1,050,000	
<i>Restoration</i>	\$ 192,000	
<i>Gas &amp; electric Infrastructure</i>	\$ 300,000	
<i>Street &amp; Path Lighting</i>	\$ 588,000	
<i>Marina</i>	\$ 5,839,182	
<i>Dredging</i>	\$ 1,057,834	
<i>Park Improvements</i>	\$ 2,556,000	
<i>Retaining Wall</i>	\$ 511,350	
<i>Marina Building Infrastructure</i>	\$ 78,000	
<i>Shoreline enhancement</i>	\$ 872,400	
<i>Engineering</i>	\$ 3,243,840	
<b>Site Preparation Sub-Total</b>	<b>\$ 9,129,522</b>	
<i>Clearing &amp; Removals</i>	\$ 658,812	
<i>Stripping and Excavation</i>	\$ -	
<i>Fill &amp; Ground Improvement</i>	\$ 7,571,760	
<i>Grading</i>	\$ 783,000	
<i>Temporary Construction Access and Erosion Control</i>	\$ 115,950	
<b>Affordable Housing Financing Gap</b>	<b>\$ 1,836,000</b>	
<b>Brownfield Plan/Act 381 Work Plan</b>	<b>\$ 25,000</b>	
<b>Brownfield Plan Implementation</b>	<b>\$ 50,000</b>	
<b>MSHDA Eligible Activities Sub-Total</b>	<b>\$ 35,555,470</b>	
<b>Interest</b>	<b>\$ 19,898,031</b>	
<b>Total Brownfield Eligible Activities</b>	<b>\$ 55,468,501</b>	

## Table 2

### Tax Capture Schedule

Estimated Taxable Value (TV) Increase Rate: 2.25%

Plan Year	1	2	3	4	5	6	7	8	9	10
Calendar Year	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037
*Base Taxable Value	\$ 503,283	\$ 503,283	\$ 503,283	\$ 503,283	\$ 503,283	\$ 503,283	\$ 503,283	\$ 503,283	\$ 503,283	\$ 503,283
Estimated New TV	\$ 12,179,007	\$ 19,906,685	\$ 24,506,835	\$ 29,751,089	\$ 37,380,288	\$ 48,297,245	\$ 50,692,933	\$ 57,724,024	\$ 62,592,814	\$ 64,001,153
Incremental Difference (New TV - Base TV)	\$ 11,675,724	\$ 19,403,402	\$ 24,003,552	\$ 29,247,806	\$ 36,877,005	\$ 47,793,962	\$ 50,189,650	\$ 57,220,741	\$ 62,089,531	\$ 63,497,870

School Capture	Millage Rate												
State Education Tax (SET)	6.0000	\$ 70,054	\$ 116,420	\$ 144,021	\$ 175,487	\$ 221,262	\$ 286,764	\$ 301,138	\$ 343,324	\$ 372,537	\$ 380,987		
School Operating Tax	18.0000	\$ 105,082	\$ 174,631	\$ 216,032	\$ 263,230	\$ 331,893	\$ 430,146	\$ 451,707	\$ 514,987	\$ 558,806	\$ 571,481		
School Total	24.0000	\$ 175,136	\$ 291,051	\$ 360,053	\$ 438,717	\$ 553,155	\$ 716,909	\$ 752,845	\$ 858,311	\$ 931,343	\$ 952,468		

Local Capture	Millage Rate												
County General	4.7680	\$ 55,670	\$ 92,515	\$ 114,449	\$ 139,454	\$ 175,830	\$ 227,882	\$ 239,304	\$ 272,828	\$ 296,043	\$ 302,758		
County Law Enf.	0.3496	\$ 4,082	\$ 6,783	\$ 8,392	\$ 10,225	\$ 12,892	\$ 16,709	\$ 17,546	\$ 20,004	\$ 21,707	\$ 22,199		
County 911	0.4495	\$ 5,248	\$ 8,722	\$ 10,790	\$ 13,147	\$ 16,576	\$ 21,483	\$ 22,560	\$ 25,721	\$ 27,909	\$ 28,542		
Sr. Citizens	0.2997	\$ 3,499	\$ 5,815	\$ 7,194	\$ 8,766	\$ 11,052	\$ 14,324	\$ 15,042	\$ 17,149	\$ 18,608	\$ 19,030		
County Parks	0.1000	\$ 1,168	\$ 1,940	\$ 2,400	\$ 2,925	\$ 3,688	\$ 4,779	\$ 5,019	\$ 5,722	\$ 6,209	\$ 6,350		
City	14.7900	\$ 172,684	\$ 286,976	\$ 355,013	\$ 432,575	\$ 545,411	\$ 706,873	\$ 742,305	\$ 846,295	\$ 918,304	\$ 939,133		
Band	0.2500	\$ 2,919	\$ 4,851	\$ 6,001	\$ 7,312	\$ 9,219	\$ 11,948	\$ 12,547	\$ 14,305	\$ 15,522	\$ 15,874		
Library	0.7656	\$ 8,939	\$ 14,855	\$ 18,377	\$ 22,392	\$ 28,233	\$ 36,591	\$ 38,425	\$ 43,808	\$ 47,536	\$ 48,614		
Rubbish	1.9155	\$ 22,365	\$ 37,167	\$ 45,979	\$ 56,024	\$ 70,638	\$ 91,549	\$ 96,138	\$ 109,606	\$ 118,932	\$ 121,630		
Airport	0.2442	\$ 2,851	\$ 4,738	\$ 5,862	\$ 7,142	\$ 9,005	\$ 11,671	\$ 12,256	\$ 13,973	\$ 15,162	\$ 15,506		
RESA	0.1743	\$ 2,035	\$ 3,382	\$ 4,184	\$ 5,098	\$ 6,428	\$ 8,330	\$ 8,748	\$ 9,974	\$ 10,822	\$ 11,068		
Extra Voted	2.1934	\$ 25,610	\$ 42,559	\$ 52,649	\$ 64,152	\$ 80,886	\$ 104,831	\$ 110,086	\$ 125,508	\$ 136,187	\$ 139,276		
LMC	2.2654	\$ 26,450	\$ 43,956	\$ 54,378	\$ 66,258	\$ 83,541	\$ 108,272	\$ 113,700	\$ 129,628	\$ 140,658	\$ 143,848		
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Local Total	28.5652	\$ 333,519	\$ 554,262	\$ 685,666	\$ 835,469	\$ 1,053,399	\$ 1,365,244	\$ 1,433,677	\$ 1,634,522	\$ 1,773,600	\$ 1,813,829		

Non-Capturable Millages	Millage Rate												
School Debt	4.6832	\$ 54,680	\$ 90,870	\$ 112,413	\$ 136,973	\$ 172,702	\$ 223,829	\$ 235,048	\$ 267,976	\$ 290,778	\$ 297,373		
Total Non-Capturable Taxes	4.6832	\$ 54,680	\$ 90,870	\$ 112,413	\$ 136,973	\$ 172,702	\$ 223,829	\$ 235,048	\$ 267,976	\$ 290,778	\$ 297,373		
	57.2484												

Total Tax Increment Revenue (TIR) Available for Capture \$ 508,655 \$ 845,313 \$ 1,045,720 \$ 1,274,187 \$ 1,606,554 \$ 2,082,153 \$ 2,186,522 \$ 2,492,833 \$ 2,704,943 \$ 2,766,297

Footnotes:	
Earned Interest	4%
Percentage of Homestead units	50%
Percentage in District	100%



Estimated Taxable Value (TV) Increase Rate:

Plan Year	11	12	13	14	15	16	17	18	19	20
Calendar Year	2038	2039	2040	2041	2042	2043	2044	2045	2046	2047
*Base Taxable Value	\$ 503,283	\$ 503,283	\$ 503,283	\$ 503,283	\$ 503,283	\$ 503,283	\$ 503,283	\$ 503,283	\$ 503,283	\$ 503,283
Estimated New TV	\$ 65,441,178	\$ 66,913,605	\$ 68,419,161	\$ 69,958,592	\$ 71,532,661	\$ 73,142,145	\$ 74,787,844	\$ 76,470,570	\$ 78,191,158	\$ 79,950,459
Incremental Difference (New TV - Base TV)	\$ 64,937,895	\$ 66,410,322	\$ 67,915,878	\$ 69,455,309	\$ 71,029,378	\$ 72,638,862	\$ 74,284,561	\$ 75,967,287	\$ 77,687,875	\$ 79,447,176

School Capture	Millage Rate												
State Education Tax (SET)	6.0000	\$ 389,627	\$ 398,462	\$ 407,495	\$ 416,732	\$ 426,176	\$ 435,833	\$ 445,707	\$ 455,804	\$ 466,127	\$ 476,683		
School Operating Tax	18.0000	\$ 584,441	\$ 597,693	\$ 611,243	\$ 625,098	\$ 639,264	\$ 653,750	\$ 668,561	\$ 683,706	\$ 699,191	\$ 715,025		
School Total	24.0000	\$ 974,068	\$ 996,155	\$ 1,018,738	\$ 1,041,830	\$ 1,065,441	\$ 1,089,583	\$ 1,114,268	\$ 1,139,509	\$ 1,165,318	\$ 1,191,708		

Local Capture	Millage Rate												
County General	4.7680	\$ 309,624	\$ 316,644	\$ 323,823	\$ 331,163	\$ 338,668	\$ 346,342	\$ 354,189	\$ 362,212	\$ 370,416	\$ 378,804		
County Law Enf.	0.3496	\$ 22,702	\$ 23,217	\$ 23,743	\$ 24,282	\$ 24,832	\$ 25,395	\$ 25,970	\$ 26,558	\$ 27,160	\$ 27,775		
County 911	0.4495	\$ 29,190	\$ 29,851	\$ 30,528	\$ 31,220	\$ 31,928	\$ 32,651	\$ 33,391	\$ 34,147	\$ 34,921	\$ 35,712		
Sr. Citizens	0.2997	\$ 19,462	\$ 19,903	\$ 20,354	\$ 20,816	\$ 21,288	\$ 21,770	\$ 22,263	\$ 22,767	\$ 23,283	\$ 23,810		
County Parks	0.1000	\$ 6,494	\$ 6,641	\$ 6,792	\$ 6,946	\$ 7,103	\$ 7,264	\$ 7,428	\$ 7,597	\$ 7,769	\$ 7,945		
City	14.7900	\$ 960,431	\$ 982,209	\$ 1,004,476	\$ 1,027,244	\$ 1,050,524	\$ 1,074,329	\$ 1,098,669	\$ 1,123,556	\$ 1,149,004	\$ 1,175,024		
Band	0.2500	\$ 16,234	\$ 16,603	\$ 16,979	\$ 17,364	\$ 17,757	\$ 18,160	\$ 18,571	\$ 18,992	\$ 19,422	\$ 19,862		
Library	0.7656	\$ 49,716	\$ 50,844	\$ 51,996	\$ 53,175	\$ 54,380	\$ 55,612	\$ 56,872	\$ 58,161	\$ 59,478	\$ 60,825		
Rubbish	1.9155	\$ 124,389	\$ 127,209	\$ 130,093	\$ 133,042	\$ 136,057	\$ 139,140	\$ 142,292	\$ 145,515	\$ 148,811	\$ 152,181		
Airport	0.2442	\$ 15,858	\$ 16,217	\$ 16,585	\$ 16,961	\$ 17,345	\$ 17,738	\$ 18,140	\$ 18,551	\$ 18,971	\$ 19,401		
RESA	0.1743	\$ 11,319	\$ 11,575	\$ 11,838	\$ 12,106	\$ 12,380	\$ 12,661	\$ 12,948	\$ 13,241	\$ 13,541	\$ 13,848		
Extra Voted	2.1934	\$ 142,435	\$ 145,664	\$ 148,967	\$ 152,343	\$ 155,796	\$ 159,326	\$ 162,936	\$ 166,627	\$ 170,401	\$ 174,259		
LMC	2.2654	\$ 147,110	\$ 150,446	\$ 153,857	\$ 157,344	\$ 160,910	\$ 164,556	\$ 168,284	\$ 172,096	\$ 175,994	\$ 179,980		
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Local Total	28.5652	\$ 1,854,964	\$ 1,897,024	\$ 1,940,031	\$ 1,984,005	\$ 2,028,968	\$ 2,074,944	\$ 2,121,953	\$ 2,170,021	\$ 2,219,170	\$ 2,269,424		

Non-Capturable Millages	Millage Rate												
School Debt	4.6832	\$ 304,117	\$ 311,013	\$ 318,064	\$ 325,273	\$ 332,645	\$ 340,182	\$ 347,889	\$ 355,770	\$ 363,828	\$ 372,067		
Total Non-Capturable Taxes	4.6832	\$ 304,117	\$ 311,013	\$ 318,064	\$ 325,273	\$ 332,645	\$ 340,182	\$ 347,889	\$ 355,770	\$ 363,828	\$ 372,067		
	57.2484												

Total Tax Increment Revenue (TIR) Available for Capture \$ 2,829,032 \$ 2,893,179 \$ 2,958,769 \$ 3,025,834 \$ 3,094,409 \$ 3,164,527 \$ 3,236,222 \$ 3,309,530 \$ 3,384,488 \$ 3,461,132

Footnotes:	
Earned Interest	4%
Percentage of Homestead units	50%
Percentage in District	100%

Estimated Taxable Value (TV) Increase Rate:

Plan Year		21	22	23	24	25	TOTAL
Calendar Year		2048	2049	2050	2051	2052	
*Base Taxable Value		\$ 503,283	\$ 503,283	\$ 503,283	\$ 503,283	\$ 503,283	\$ -
Estimated New TV		\$ 81,749,344	\$ 83,588,705	\$ 85,469,450	\$ 87,392,513	\$ 89,358,845	\$ -
Incremental Difference (New TV - Base TV)		\$ 81,246,061	\$ 83,085,422	\$ 84,966,167	\$ 86,889,230	\$ 88,855,562	\$ -
School Capture		Millage Rate					
State Education Tax (SET)	6.0000	\$ 487,476	\$ 498,513	\$ 509,797	\$ 521,335	\$ 533,133	\$ 9,280,897
School Operating Tax	18.0000	\$ 731,215	\$ 747,769	\$ 764,696	\$ 782,003	\$ 799,700	\$ 13,921,346
School Total	24.0000	\$ 1,218,691	\$ 1,246,281	\$ 1,274,493	\$ 1,303,338	\$ 1,332,833	\$ 23,202,243
Local Capture		Millage Rate					
County General	4.7680	\$ 387,381	\$ 396,151	\$ 405,119	\$ 414,288	\$ 423,663	\$ 7,375,220
County Law Enf.	0.3496	\$ 28,404	\$ 29,047	\$ 29,704	\$ 30,376	\$ 31,064	\$ 540,767
County 911	0.4495	\$ 36,520	\$ 37,347	\$ 38,192	\$ 39,057	\$ 39,941	\$ 695,294
Sr. Citizens	0.2997	\$ 24,349	\$ 24,901	\$ 25,464	\$ 26,041	\$ 26,630	\$ 463,581
County Parks	0.1000	\$ 8,125	\$ 8,309	\$ 8,497	\$ 8,689	\$ 8,886	\$ 154,682
City	14.7900	\$ 1,201,629	\$ 1,228,833	\$ 1,256,650	\$ 1,285,092	\$ 1,314,174	\$ 22,877,412
Band	0.2500	\$ 20,312	\$ 20,771	\$ 21,242	\$ 21,722	\$ 22,214	\$ 386,704
Library	0.7656	\$ 62,202	\$ 63,610	\$ 65,050	\$ 66,522	\$ 68,028	\$ 1,184,243
Rubbish	1.9155	\$ 155,627	\$ 159,150	\$ 162,753	\$ 166,436	\$ 170,203	\$ 2,962,926
Airport	0.2442	\$ 19,840	\$ 20,289	\$ 20,749	\$ 21,218	\$ 21,699	\$ 377,733
RESA	0.1743	\$ 14,161	\$ 14,482	\$ 14,810	\$ 15,145	\$ 15,488	\$ 269,610
Extra Voted	2.1934	\$ 178,205	\$ 182,240	\$ 186,365	\$ 190,583	\$ 194,896	\$ 3,392,787
LMC	2.2654	\$ 184,055	\$ 188,222	\$ 192,482	\$ 196,839	\$ 201,293	\$ 3,504,157
Local Total		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Local Total		28.5652	\$ 2,320,810	\$ 2,373,352	\$ 2,427,076	\$ 2,482,008	\$ 2,538,177
Non-Capturable Millages		Millage Rate					
School Debt	4.6832	\$ 380,492	\$ 389,106	\$ 397,914	\$ 406,920	\$ 416,128	\$ 6,421,002
Total Non-Capturable Taxes	4.6832	\$ 380,492	\$ 389,106	\$ 397,914	\$ 406,920	\$ 416,128	\$ 6,421,002
		57.2484					
Total Tax Increment Revenue (TIR) Available for Capture		\$ 3,539,501	\$ 3,619,633	\$ 3,701,568	\$ 3,785,347	\$ 3,871,010	\$ 67,387,358

Footnotes:	
Earned Interest	4%
Percentage of Homestead units	50%
Percentage in District	100%

## **Table 3**

### **Reimbursement Schedule**

Table 7 - Reimbursement

			Developer Maximum Reimbursement		School & Local Taxes	Local-Only Taxes	Total		<div>Estimated Total Years of Plan: 25</div>								Estimated Capture		\$ 64,004,180
			State	31.54%	\$ 17,495,528		\$ 17,495,528	Administrative Fees									\$ 4,161,797		
			Local	68.46%	\$ 37,972,973		\$ 37,972,973	State Brownfield Redevelopment Fund									\$ 4,373,882		
			TOTAL		\$ 55,468,501		\$ 55,468,501	Local Brownfield Revolving Fund									\$ -		
			EGLE	0.04%	\$ 15,000		\$ 15,000												
			MSHDA	100.0%	\$ 33,719,470		\$ 33,719,470												
Plan Year			1	2	3	4	5	6	7	8	9	10	11	12	13	14			
			2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041			
Total State Incremental Revenue			\$ 175,136	\$ 291,051	\$ 360,053	\$ 438,717	\$ 553,155	\$ 716,909	\$ 752,845	\$ 858,311	\$ 931,343	\$ 952,468	\$ 974,068	\$ 996,155	\$ 1,018,738	\$ 1,041,830			
State Brownfield Redevelopment Fund (50% of SET)			\$ 35,027	\$ 58,210	\$ 72,011	\$ 87,743	\$ 110,631	\$ 143,382	\$ 150,569	\$ 171,662	\$ 186,269	\$ 190,494	\$ 194,814	\$ 199,231	\$ 203,748	\$ 208,366			
State TIR Available for Reimbursement			\$ 140,109	\$ 232,841	\$ 288,043	\$ 350,974	\$ 442,524	\$ 573,528	\$ 602,276	\$ 686,649	\$ 745,074	\$ 761,974	\$ 779,255	\$ 796,924	\$ 814,991	\$ 833,464			
Total Local Incremental Revenue			\$ 333,519	\$ 554,262	\$ 685,666	\$ 835,469	\$ 1,053,399	\$ 1,365,244	\$ 1,433,677	\$ 1,634,522	\$ 1,773,600	\$ 1,813,829	\$ 1,854,964	\$ 1,897,024	\$ 1,940,031	\$ 1,984,005			
BRA Administrative Fee			10% \$ 33,352	\$ 55,426	\$ 68,567	\$ 83,547	\$ 105,340	\$ 136,524	\$ 143,368	\$ 163,452	\$ 177,360	\$ 181,383	\$ 185,496	\$ 189,702	\$ 194,003	\$ 198,400			
Local TIR Available for Reimbursement			\$ 300,167	\$ 498,836	\$ 617,100	\$ 751,922	\$ 948,059	\$ 1,228,720	\$ 1,290,310	\$ 1,471,070	\$ 1,596,240	\$ 1,632,446	\$ 1,669,468	\$ 1,707,322	\$ 1,746,028	\$ 1,785,604			
Total State & Local TIR Available			\$ 440,276	\$ 731,677	\$ 905,142	\$ 1,102,896	\$ 1,390,583	\$ 1,802,247	\$ 1,892,585	\$ 2,157,719	\$ 2,341,314	\$ 2,394,421	\$ 2,448,722	\$ 2,504,246	\$ 2,561,018	\$ 2,619,068			
DEVELOPER			Beginning Balance																
DEVELOPER Eligible Activity Balance			\$ 33,734,470	\$ 35,256,317	\$ 36,464,750	\$ 37,463,134	\$ 38,218,506	\$ 38,631,047	\$ 38,562,394	\$ 38,313,291	\$ 37,704,426	\$ 36,804,079	\$ 35,733,559	\$ 34,305,418	\$ 32,699,316	\$ 30,911,230	\$ 28,937,043		
MSHDA Gap Calc Reimbursement			\$ 1,836,000	\$ 183,600	\$ 183,600	\$ 183,600	\$ 183,600	\$ 183,600	\$ 183,600	\$ 183,600	\$ 183,600	\$ 183,600	\$ -	\$ -	\$ -	\$ -			
State Tax Reimbursement				\$ 57,910	\$ 57,910	\$ 57,910	\$ 57,910	\$ 57,910	\$ 57,910	\$ 57,910	\$ 57,910	\$ 57,910	\$ -	\$ -	\$ -	\$ -			
Local Tax Reimbursement				\$ 125,690	\$ 125,690	\$ 125,690	\$ 125,690	\$ 125,690	\$ 125,690	\$ 125,690	\$ 125,690	\$ 125,690	\$ -	\$ -	\$ -	\$ -			
Total Gap Calc Reimbursement Balance				\$ 1,652,400	\$ 1,468,800	\$ 1,285,200	\$ 1,101,600	\$ 918,000	\$ 734,400	\$ 550,800	\$ 367,200	\$ 183,600	\$ -	\$ -	\$ -	\$ -			
MSHDA Housing Development Reimbursement			\$ 33,719,470																
State Tax Reimbursement				\$ 82,162	\$ 174,853	\$ 230,030	\$ 292,933	\$ 384,443	\$ 515,388	\$ 544,124	\$ 628,459	\$ 686,859	\$ 703,751	\$ 778,908	\$ 796,570	\$ 814,628	\$ 833,093		
Local Tax Reimbursement				\$ 174,400	\$ 372,980	\$ 491,191	\$ 625,954	\$ 822,003	\$ 1,102,539	\$ 1,164,102	\$ 1,344,781	\$ 1,469,896	\$ 1,506,086	\$ 1,668,725	\$ 1,706,563	\$ 1,745,251	\$ 1,784,810		
Total MSHDA Reimbursement Balance				\$ 33,462,908	\$ 32,915,075	\$ 32,193,853	\$ 31,274,966	\$ 30,068,519	\$ 28,450,592	\$ 26,742,366	\$ 24,769,125	\$ 22,612,371	\$ 20,402,533	\$ 17,954,899	\$ 15,451,767	\$ 12,891,888	\$ 10,273,984		
EGLE Reimbursement			\$ 15,000																
State Tax Reimbursement				\$ 37	\$ 78	\$ 102	\$ 130	\$ 171	\$ 229	\$ 242	\$ 280	\$ 306	\$ 313	\$ 346	\$ 354	\$ 362	\$ 371		
Local Tax Reimbursement				\$ 78	\$ 166	\$ 219	\$ 278	\$ 366	\$ 490	\$ 518	\$ 598	\$ 654	\$ 670	\$ 742	\$ 759	\$ 776	\$ 794		
Total EGLE Reimbursement Balance				\$ 14,886	\$ 14,642	\$ 14,321	\$ 13,913	\$ 13,376	\$ 12,656	\$ 11,896	\$ 11,018	\$ 10,059	\$ 9,076	\$ 7,987	\$ 6,874	\$ 5,735	\$ 4,570		
Interest Accrual			5%	\$ 1,778,523	\$ 1,756,510	\$ 1,719,926	\$ 1,674,669	\$ 1,619,524	\$ 1,549,995	\$ 1,459,882	\$ 1,365,253	\$ 1,257,367	\$ 1,140,301	\$ 1,020,580	\$ 898,144	\$ 772,932	\$ 644,881		
State Tax Reimbursement				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Local Tax Reimbursement				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Total Interest Reimbursement Balance				\$ 1,778,523	\$ 3,535,033	\$ 5,254,959	\$ 6,929,628	\$ 8,549,152	\$ 10,099,146	\$ 11,559,029	\$ 12,924,282	\$ 14,181,649	\$ 15,321,951	\$ 16,342,531	\$ 17,240,675	\$ 18,013,607	\$ 18,658,489		
Total Annual Developer & City Reimbursement				\$ 440,276	\$ 731,677	\$ 905,142	\$ 1,102,896	\$ 1,390,583	\$ 1,802,247	\$ 1,892,585	\$ 2,157,719	\$ 2,341,314	\$ 2,394,421	\$ 2,448,722	\$ 2,504,246	\$ 2,561,018	\$ 2,619,068		
LOCAL BROWNFIELD REVOLVING FUND																			
LBRF Deposits *																			
State Tax Capture			\$ -																
Local Tax Capture			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Total LBRF Capture																			

\* Up to five years of capture for LBRF Deposits after eligible activities are reimbursed. May be taken from EGLE & Local TIR only.

Table 7 - Reimbursement

	15	16	17	18	19	20	21	22	23	24	25	
	2042	2043	2044	2045	2046	2047	2048	2049	2050	2051	2052	TOTAL
Total State Incremental Revenue	\$ 1,065,441	\$ 1,089,583	\$ 1,114,268	\$ 1,139,509	\$ 1,165,318	\$ 1,191,708	\$ 1,218,691	\$ 1,246,281	\$ 1,274,493	\$ 1,303,338	\$ 0	\$ 21,869,410
State Brownfield Redevelopment Fund (50% of SET	\$ 213,088	\$ 217,917	\$ 222,854	\$ 227,902	\$ 233,064	\$ 238,342	\$ 243,738	\$ 249,256	\$ 254,899	\$ 260,668	\$ -	\$ 4,373,882
State TIR Available for Reimbursement	\$ 852,353	\$ 871,666	\$ 891,415	\$ 911,607	\$ 932,254	\$ 953,366	\$ 974,953	\$ 997,025	\$ 1,019,594	\$ 1,042,671	\$ -	\$ 17,495,528
Total Local Incremental Revenue	\$ 2,028,968	\$ 2,074,944	\$ 2,121,953	\$ 2,170,021	\$ 2,219,170	\$ 2,269,424	\$ 2,320,810	\$ 2,373,352	\$ 2,427,076	\$ 2,482,008	\$ 487,832	\$ 42,134,770
BRA Administrative Fee	\$ 200,000	\$ 207,494	\$ 212,195	\$ 217,002	\$ 221,917	\$ 226,942	\$ 232,081	\$ 237,335	\$ 242,708	\$ 248,201	\$ -	\$ 4,161,797
Local TIR Available for Reimbursement	\$ 1,828,968	\$ 1,867,449	\$ 1,909,758	\$ 1,953,019	\$ 1,997,253	\$ 2,042,482	\$ 2,088,729	\$ 2,136,017	\$ 2,184,368	\$ 2,233,807	\$ 487,832	\$ 37,972,973
Total State & Local TIR Available	\$ 2,681,321	\$ 2,739,116	\$ 2,801,173	\$ 2,864,626	\$ 2,929,507	\$ 2,995,848	\$ 3,063,682	\$ 3,133,042	\$ 3,203,962	\$ 3,276,478	\$ 487,832	\$ 55,468,501
DEVELOPER												
DEVELOPER Eligible Activity Balance	\$ 26,769,650	\$ 24,410,396	\$ 21,852,129	\$ 19,090,351	\$ 16,160,843	\$ 13,164,995	\$ 10,101,314	\$ 6,968,272	\$ 3,764,310	\$ 487,832	\$ (0)	
MSHDA Gap Calc Reimbursement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,836,000
State Tax Reimbursement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 579,100
Local Tax Reimbursement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,256,900
Total Gap Calc Reimbursement Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,836,000
MSHDA Housing Development Reimbursement												\$ 33,719,470
State Tax Reimbursement	\$ 851,974	\$ 871,279	\$ 891,018	\$ 911,202	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,991,676
Local Tax Reimbursement	\$ 1,828,155	\$ 1,866,619	\$ 1,908,909	\$ 1,144,829	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,727,794
Total MSHDA Reimbursement Balance	\$ 7,593,856	\$ 4,855,958	\$ 2,056,031	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 33,719,470
EGLE Reimbursement												\$ 15,000
State Tax Reimbursement	\$ 379	\$ 388	\$ 396	\$ 405	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,890
Local Tax Reimbursement	\$ 813	\$ 830	\$ 849	\$ 509	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,110
Total EGLE Reimbursement Balance	\$ 3,378	\$ 2,160	\$ 915	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000
Interest Accrual	\$ 513,928	\$ 379,862	\$ 242,906	\$ 102,847	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19,898,031
State Tax Reimbursement	\$ -	\$ -	\$ -	\$ -	\$ 932,254	\$ 953,366	\$ 974,953	\$ 997,025	\$ 1,019,594	\$ 1,042,671	\$ -	\$ 5,919,863
Local Tax Reimbursement	\$ -	\$ -	\$ -	\$ 807,681	\$ 1,997,253	\$ 2,042,482	\$ 2,088,729	\$ 2,136,017	\$ 2,184,368	\$ 2,233,807	\$ 487,832	\$ 13,978,168
Total Interest Reimbursement Balance	\$ 19,172,416	\$ 19,552,278	\$ 19,795,184	\$ 19,090,351	\$ 16,160,843	\$ 13,164,995	\$ 10,101,314	\$ 6,968,272	\$ 3,764,310	\$ 487,832	\$ -	\$ 19,898,031
Total Annual Developer & City Reimbursement	\$ 2,681,321	\$ 2,739,116	\$ 2,801,173	\$ 2,864,626	\$ 2,929,507	\$ 2,995,848	\$ 3,063,682	\$ 3,133,042	\$ 3,203,962	\$ 3,276,478	\$ 487,832	\$ 55,468,501
LOCAL BROWNFIELD REVOLVING FUND												
LBRF Deposits *												
State Tax Capture												\$ -
Local Tax Capture	\$ -	\$ -	\$ -	\$ 0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0
Total LBRF Capture	\$ -	\$ -	\$ -	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ -

\* Up to five years of capture for LBRF Deposit:



# **Attachment A**

## **Brownfield Plan Resolution(s)**

# **Attachment B**

## **Reimbursement Agreement**

## **BROWNFIELD PLAN DEVELOPMENT AGREEMENT**

THIS BROWNFIELD PLAN DEVELOPMENT AGREEMENT (the “Agreement”), is entered into on January \_\_, 2026 between BERRIEN COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY, a Michigan public body corporate, (“BRA” or “Authority”), whose address is 701 Main Street, Saint Joseph, MI 49085 , and Harbor Shores Community Redevelopment (the “Developer”, and collectively with BRA, the “Parties”), whose address is [confirm address].

### **Recitals**

A. The BRA and City of St. Joseph (“City”) have determined that brownfield redevelopment constitutes the performance of an essential public purpose which protects and promotes the public health, safety, and welfare.

B. The County established the BRA and adopted a Brownfield Plan (the “Brownfield Plan”), pursuant to the provisions of PA, 1996, Act 381, being MCL 125.2651, et seq., (“Act 381”) on [confirm date].

C. The project related to this Agreement consists of redeveloping long-vacant industrial land totaling approximately 21 acres in the City into a vibrant, mixed-use waterfront community consisting of residential, lodging, and recreational components (the “Project”). The Project intends to deliver 216 new residential units, including 20 income-restricted rentals. It is estimated that approximately 196 of the residential units will be for rent at market-rate rents or sold at market rate. The total capital investment on the Project is expected to be approximately \$96.5 million (the “Capital Investment”). Construction on the Project is planned to begin in 2027 and is anticipated to be completed by 2036. The real estate on which the Project is located (the “Property”) is deemed an “Eligible Property,” under Act 381. The legal description of the Property is found in Figure 1 of the Brownfield Plan.

D. Act 381 permits the use of the real and personal property tax revenues generated from the increase in the assessed value of property (“Tax Increment Revenues” or “TIR”) within the Brownfield Plan following redevelopment of such property to pay or reimburse the payment of costs of conducting Eligible Activities under Act 381 (these costs are referred to as “Eligible Costs”); and unless Developer is a liable party for the site contamination, permits the reimbursement to Developer of Eligible Costs it has incurred.

E. The Eligible Costs associated with this Project, including contingency and five percent interest (as described in Paragraph 4 of this Agreement), are estimated at \$55,457,939. The estimated cost of all Eligible Activities is summarized in Table 1 of the Brownfield Plan.

NOW THEREFORE, in consideration of the mutual covenants, conditions, and agreements set forth below, the Parties agree as follows:

1. Recitals. The above recitals are acknowledged as true and correct and are incorporated by reference into this Agreement.

2. The Plan. The Brownfield Plan, approved by the Authority, is attached as Exhibit B and incorporated as part of this Agreement. To the extent provisions of the Brownfield Plan or this Agreement conflict with Act 381, Act 381 controls.

3. Term of Agreement. Pursuant to the Brownfield Plan, the BRA shall capture that amount of TIR generated from local, real, and personal property taxes, including school taxes approved by the

State of Michigan, allowed by law on the Property. At any time before the date that is five (5) years after the completion of the Project, Developer may give the Authority written notice directing the Authority to commence the capture of such Tax Increment Revenues (the "Capture Commencement Notice"). Completion of the Project shall be deemed achieved once a temporary or final certificate of occupancy is obtained for the Project. "Completion of the Project" means issuance of a temporary or final certificate of occupancy for the final vertical improvement constructed as part of the Project. Capture will begin in the first full year after Developer's delivery of the Capture Commencement Notice and will continue until full reimbursement of the Developer's Eligible Costs for those Eligible Activities set forth in the Brownfield Plan, which shall not exceed 30 years of capture. Additionally, the Eligible Costs for the Eligible Activities shall not exceed \$55,457,939, which includes interest. The beginning date of capture and the duration of capture shall comply with Act 381. If the actual beginning date of capture is later than five (5) years after adoption of the Brownfield Plan, the maximum number of years of capture will decrease, and the end date of capture shall be no later than thirty (30) years from the beginning date of capture under Section 13 of Act 381 and, in all events, no later than thirty-five (35) years after the date of adoption of the Brownfield Plan resolution under Section 13b(16) of Act 381

In addition to the above, Developer understands that the BRA is entitled by Act 381 to capture TIR generated by this Project (i) for certain administrative operating expenses incurred by the BRA ("Administrative Costs").

4. Eligible Activities. The Eligible Activities shall be as described in Table 1, "Eligible Activity Cost Estimates" in the Brownfield Plan and further defined in any approved Act 381 Work Plan if submitted and approved. Five (5) percent simple interest shall accrue on the unreimbursed Eligible Activity balance and shall be paid after full reimbursement of approved Eligible Activities, provided there are sufficient Tax Increment Revenues. Eligible Activity costs and interest shall be paid from available Tax Increment Revenues in accordance with the priority specified in Section 7.3 and as permitted by Act 381.

5. Evidence of Ownership. Prior to requesting the initial reimbursement of Eligible Costs, Developer shall provide to the BRA evidence that the Developer has acquired fee simple title to the Property. Evidence shall include (without limitation) a copy of a recorded deed to the Property in favor of the Developer and shall otherwise be in form and substance satisfactory to the BRA.

6. Reimbursement Source. During the term of this Agreement and except as set forth in Paragraph 7 below, the BRA shall reimburse the Developer for its Eligible Costs, as limited under this Agreement, from all applicable Tax Increment Revenues collected from the real and personal property taxes on the Property.

7. Reimbursement Process.

7.1 Cost Reimbursement Request. Before March 1 of each year after Developer has commenced construction of the Project (and in no event more than 2 years following Completion of the Project) the Developer will submit to the BRA the Eligible Costs Reimbursement Form, attached as Exhibit C, that identifies the costs of each of the Eligible Activities completed to date as described in Paragraph 4. When submitting Exhibit C, the Developer will also provide sufficient documentation of the Eligible Costs incurred including the dates, complete description of the work, proof of payment (accompanied by signed lien waivers from the applicable contractors or subcontractors), and detailed invoices for the costs involved for each Eligible Activity. Exhibit C and the above additional documentation comprise the "Completed Request". Developer may submit multiple Cost

Reimbursement Requests; however, such requests shall not be submitted more frequently than twice annually.

7.2 BRA Review. The BRA shall review the Completed Request within 14 days after receiving it. If the BRA determines that the documentation submitted by the Developer is not a Completed Request, then Developer shall cooperate in the BRA's review by providing any additional documentation of the Eligible Costs as deemed reasonable and necessary by the BRA to complete its review.

7.3 Reimbursement. No later than the third Thursday of May of each year, after all the summer and winter taxes of the preceding tax year, including any delinquencies, are captured and collected on the Property, the BRA shall pay approved Eligible Costs to the Developer from such available TIR following the Plan and this Paragraph 7, pursuant to the Developer's submission to the BRA of the Eligible Costs Reimbursement Form as described in Paragraph 7.1. Consistent with the Tax Increment Revenue reimbursement schedule in the Brownfield Plan, the Authority shall receive no more than ten (10) percent of the local Tax Increment Revenues each year in Administrative Costs. If there are insufficient Tax Increment Revenues available in any given year to reimburse all of the Developer's Eligible Costs, as described in Paragraph 4 of this Agreement, then the Authority shall reimburse the Developer only from available Tax Increment Revenues. The Developer shall receive the available Tax Increment Revenue, less the Authority's Administrative Costs, during the term of this Agreement, until all the amounts for which submissions have been made, including allowable interest, have been fully paid to the Developer, or the repayment obligation expires, whichever occurs first.

7.4 Method of Reimbursement. The BRA will reimburse the Developer for Eligible Costs as follows:

Checks shall be payable to: Harbor Shores Community Redevelopment, Inc

Delivered to the following address:

8. Contingencies. The obligation of Developer to develop the Project on the Property is contingent upon Developer's ability to secure the following:

8.1 Developer shall have obtained all necessary governmental and quasi-governmental approvals needed to develop the Property and permit the use of the Property for the Project, including, for example and not limitation, a special use permit, site plan approvals, zoning variances and/or rezoning, building permits, and any and all other permits, consents, and final approvals and authorizations necessary to develop, construct, and utilize the Property for the Project.

8.2 Approval by Michigan Economic Development Corporation ("MEDC"), Michigan State Housing Development Authority ("MSHDA") and other state agencies of financial incentives needed by Developer for the Project, including without limitation the approval of the Act 381 Work Plan.

9. Adjustments. The Parties acknowledge that adjustments regarding the amount of TIR paid to Developer may occur under any of the following circumstances:

9.1 Audit or Court Ruling. If either a state agency of competent jurisdiction conducting an audit of payments made to the Developer under this Agreement or a court of competent jurisdiction determines that any portion of the payments made to the Developer under this Agreement is unlawful under Act 381, the Developer shall pay back to the BRA that portion of the payments made to the Developer within 30 days of such determination. However, the Developer



shall have the right, before any such repayment is made, to appeal on its or the BRA's behalf any such determination made by a state agency or court, and the BRA agrees to cooperate with Developer in any such appeal. If the Developer is unsuccessful in that appeal, the Developer shall repay the portion of payments found to be unlawful to the BRA within thirty (30) days of the date when the final determination is made on the appeal.

9.2 Reduction in Property Assessments. If during the term of this Agreement Developer successfully petitions the Michigan Tax Tribunal (Tribunal) to lower the assessments levied by the City of St. Joseph against the Property for tax purposes, the provisions under Paragraph 3 will require a redetermination regarding the amount of TIR that would be captured over the reimbursement term of this Agreement as a result of such lower assessments. If such amount is less than the actual amount of TIR that BRA has already paid to the Developer, Developer shall reimburse BRA the difference between the total amount of adjusted TIR captured over the reimbursement term and the amount actually paid to Developer. Otherwise, any refund due to the Developer as a result of the lower assessments is limited only to the amount such refund exceeds the amount of TIR paid to Developer for those years covered by the Tribunal's order.

10. Developer Commitments. In consideration of the inclusion of the Property into the Plan, the additional financial incentives included with this Project and the resulting financial benefits which it expects to receive, Developer agrees to the following:

10.1 Project. The Project, as described in Recital C of this Agreement.

10.2 Monitor Affordability Occupancy Requirement. The Developer shall monitor and ensure that at least 20 units are occupied by households or individuals that meet income requirements and that the rents being charged on an annual basis are no more than the 120% AMI rents for the applicable rent by bedroom amounts, as described in the then applicable MSHDA Income and Rent Limits table.

10.3 Satisfy MSHDA Eligibility Requirement. For the 20 income restricted units in the Project, the Developer must ensure that prospective households are eligible to rent the applicable income restricted unit at the time of initial occupancy by requiring that households self-certify using the MSHDA Household Income Self-Certification Form or other form as approved by MSHDA.

10.4 Period of Affordability. The 20 income restricted units shall be rented at no more than 120% AMI for a period of 10 years. After 10 years of affordability, Developer may rent or sell the units at market rate.

10.5 Project Renderings, Drawings or Plans. Developer will provide any updated conceptual renderings, architectural or engineering drawings or plans for the Project (collectively "Project Plans") to the BRA within a reasonable time after any Project Plan is completed. Any substantial deviation in the Project or Project Plans requires the consent of the BRA, which shall not be unreasonably withheld, conditioned or delayed. Final Project Plans and 'As Built' plans shall be submitted to the BRA within 10 days of their completion.

10.6 Ordinances and Other Agreements. To redevelop and improve the Property, including landscaping and all other improvements required for the Project, in compliance with all applicable federal, state and local laws, rules and regulations, including, without limitation, building and zoning codes, site plan review, this Agreement, and with any other agreement that relates to the Property or the Project.

10.7 Cooperation. To assist and cooperate with the BRA in providing information that the BRA may require in providing necessary reports to other governmental agencies.

11. BRA Commitments. In consideration of the preceding commitments of Developer, the BRA agrees to the following:

11.1 Tax Increment Revenues. To utilize TIR to reimburse Developer for Eligible Costs incurred by Developer in completing the Project as detailed above.

11.2 Cooperation. To cooperate and utilize its best efforts to assist Developer in obtaining any governmental approvals contemplated for the Project, including the approval by the Michigan Strategic Fund to capture taxes levied for school operating purposes under Section 13b of Act 381.

11.3 Tax Credits/Other State Incentives. To assist and support Developer's application to receive state tax credits or other state incentives for which either Developer or the Project is eligible.

12. Legislative Authorization. This Agreement is governed by and subject to the restrictions set forth in Act 381. If there is legislation enacted in the future which alters or affects the amount of TIR subject to capture or Eligible Activities, then the Developer's rights and the BRA's obligations under this Agreement may be modified accordingly by written agreement of the Parties.

13. Freedom of Information Act. Developer understands that all documents, with the exception of any protected confidential financial information, submitted by Developer to either the County, City or BRA may be subject to release under the Freedom of Information Act, Act No. 442 of the Michigan Public Acts of 1976 ("FOIA"), and that the City has the final determination regarding to what extent such documentation should be released, partially or in their entirety. No claim of trade secrets or other privilege or exception to FOIA will be asserted by Developer as it relates to this Agreement or such other documents.

14. Plan Modification. The Brownfield Plan and this Agreement may be modified to the extent allowed under Act 381 by mutual agreement of the Parties.

15. Notices. All notices and other communications required or permitted under this Agreement are effective only if done in writing and delivered (i) personally, (ii) one day after being sent by overnight courier, or (iii) three days after being mailed by registered mail, return receipt requested, to the following addresses (or any other address that is specified in writing by either party):

If to Developer: Harbor Shores Community Redevelopment, Inc

If to the BRA: Chairperson  
Brownfield Redevelopment Authority  
701 Main Street, St. Joseph, MI [confirm ZIP]

16. Events of Default. During the term of this Agreement, any of the occurrences listed below is considered a default and shall entitle BRA, at its option and without notice except as required by law, to exercise any of its rights under Paragraph 17.

16.1 Breach of Time Periods. Failure to abide by the time periods or due dates under which Developer commits to perform or undertake certain work or activities regarding the Project; including any additional time the BRA elects to provide Developer to cure such default in a written notice.

16.2 Project Criteria/Developer Commitments. Failure to substantially meet the Capital Investment; failure to substantially complete the Project in accordance with Project Plans, or to satisfy the requirements set forth in the approved site plan; or failure to substantially fulfill the Developer Commitments under Paragraph 10, or otherwise comply with the terms of this Agreement.

16.3 Property Taxes. Failure by Developer to pay when due all taxes levied against the Property or any personal property owned by Developer in connection with the Project or the Property.

16.4 Financial Integrity of Developer or Project. Actions by Developer, another entity or governmental unit that negatively impact the financial integrity or viability of the Project, including without limitation:

a) a judicial foreclosure action or initiation of foreclosure by advertisement to enforce mortgage, lien, or other encumbrance against Developer; or

b) appointment by a court of a receiver or trustee for Developer; or

c) a decree by a court adjudicating Developer bankrupt or insolvent, or for the sequestration of any of its property; or

d) the filing of a petition in bankruptcy by or against Developer under the U.S. Bankruptcy Code or any similar statute which is in effect; or

e) an assignment by Developer for the benefit of creditors or a written admission by Developer of the inability to pay debts generally as they become due.

17. Default Remedies. If Developer fails to cure any event of default as outlined in Paragraph 16 within 30 days (or such additional time as BRA permits) of written notice to Developer, the BRA shall have the option to exercise one or any combination of remedies under this Agreement or otherwise available at law or in equity, including without limitation:

17.1 Reimbursement of TIR. To withhold, suspend or rescind reimbursement to Developer for Eligible Costs from TIR as set forth in Paragraph 4 and subparagraph 7.3 until Developer has cured such default to the satisfaction of BRA. Any such action by the BRA shall not under any circumstances extend the time period under subparagraph 3.2 unless specifically approved by BRA.

17.2 Rebate of TIR. To obtain the immediate rebate of all payments made to Developer for reimbursement of Developer's Eligible Costs that BRA paid through date of the event of default.

17.3 Expenses Incurred by BRA. To reimburse BRA for all costs and expenses, except for attorney fees.

18. Governing Law. This Agreement is governed under applicable Michigan law. Both Parties had the assistance of legal counsel in the negotiation and preparation of this Agreement. Therefore, no construction or ambiguity of this Agreement is resolved against either party.

19. Binding Effect/Third Parties. This Agreement is binding on and shall inure to the benefit of the Parties to this Agreement and their respective successors. This Agreement may not be assigned by any party without the prior written consent of the other party. The Parties do not intend to confer any benefits on any person, firm, corporation, or other entity which is not party to this Agreement.

20. Waiver. A party does not waive any of its rights under this Agreement if that party fails to complain about an act or omission by the other party, no matter the duration of such act or omission. And a waiver by either party, whether expressed or implied, of any breach of a provision in this Agreement is not considered a waiver or consent to any subsequent breach of this same or other provision.

21. Authorization. Each of the Parties represents and warrants to the other that this Agreement and its execution by the individual(s) on its behalf are authorized by the board of directors or other governing body of that party.

22. Entire Agreement/Counterparts. This Agreement supersedes all agreements previously made between the Parties relating to the subject matter. There are no other understandings or agreements between them. This Agreement may be signed in counterparts, which together shall comprise a single agreement, and the effective date for which shall be the date it is signed by both Parties. The Parties may execute and transmit this Agreement electronically, and that signature shall be deemed an original signature to the Agreement and shall have the same force and effect as an original signature. For purposes of this section, an "electronically" transmitted signature means a manually-signed original signature that is sent in the form of a facsimile, sent via the internet as a "pdf" (portable document format), a replicating image attached to an email message, or one executed and delivered by electronic means, including through a secure electronic signature platform such as Adobe Sign, DocuSign, or similar service.

23. Headings. Headings in this Agreement are for convenience only and shall not be used to interpret or construe its provisions.

24. Definitions. The terms set forth in this Agreement shall have the same meaning as commonly used, except any term that is defined in this Agreement, under FOIA, Act 381, or any other applicable state statute shall have the meaning set forth under that statute, as such may be amended.

Dated: January \_\_, 2026

BERRIEN COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

By: \_\_\_\_\_

Its: Chairperson

Dated: January \_\_, 2026

Harbor Shores Community Redevelopment, Inc.

By: \_\_\_\_\_

Its: Manager

Prepared By:

Berrien County Brownfield Redevelopment Authority  
701 Main Street  
St. Joseph, MI 49022



# Attachment C

## Site Plan

### SITE PLAN





# PARCEL 2

## PRELIMINARY PROJECT REVIEW



*What is wanted is not to restore a vanished or revise a vanishing culture under modern conditions but grow a contemporary culture from old roots.*

T.S. ELLIOT



Mosaic Properties, Copyright 2025







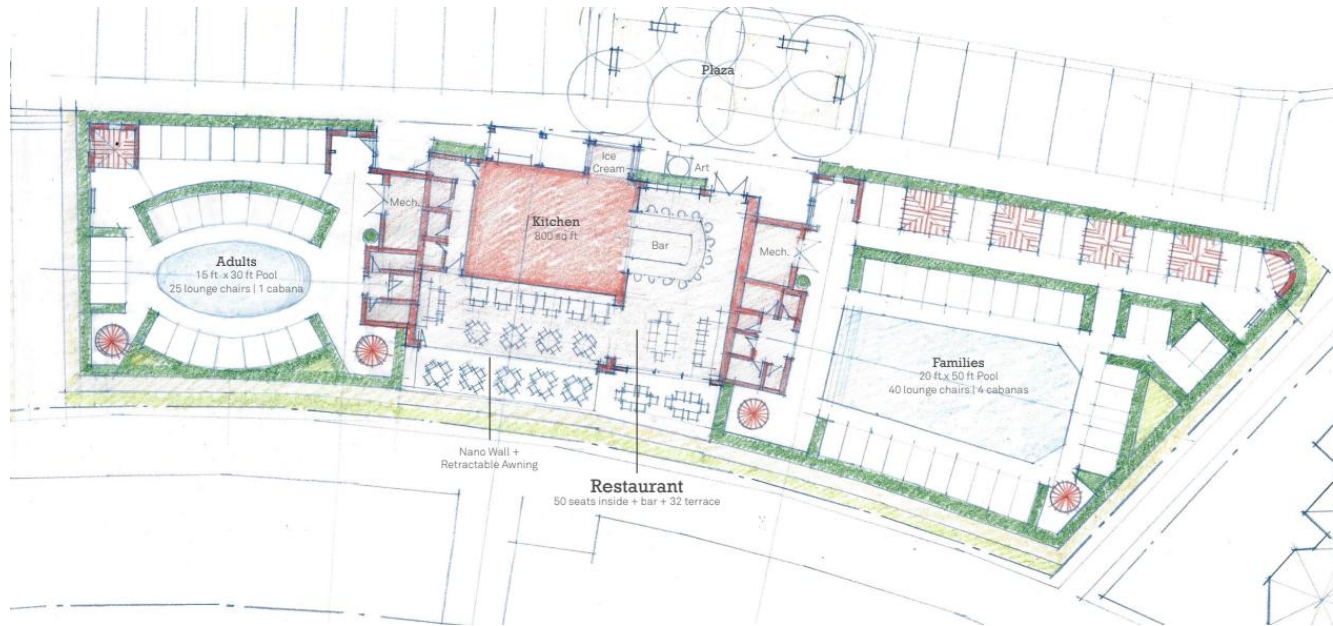
# SITE PLAN

D.U.		PARCELS 1, 2 and West Parcel
6		A - 2-story Townhouse   16x68 + porches, bays
14		B - 3-story Townhouse   22x42 + porches, bays
19		C - 2-story Townhouse   20x60 + porches, bays
64		D - 3-story Rowhomes   22x48 + porches, bays
7		E - 2-story Side Courts   30x60 + canopy
21		F - 2-story Rear Courts   32x62 + porches, bays
20		4-story Loft Condominium Building
24		3-story Apartment Building
175	Total D.U.	
51		Resort: 36 Hotel Rooms + 15 Villa Units
226	Total Units	



- PRIVATE AMENITIES**
- Restaurant with outdoor dining plaza, hotel pool above
  - Events Lawn
  - Pool Club
  - Private Soft Shore
  - Bocce Court
  - Fire Pit
  - Dog Park
  - Pickleball Court
  - Hospitality Pool
  - NEV Cart Storage





# ACTIVATE THE WATERFRONT





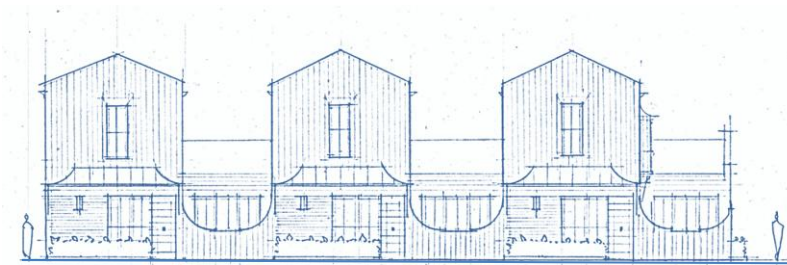
HOSPITALITY



VILLAS



TOWNHOMES



COURTYARDS



LOFT



APARTMENTS

# DIVERSE HOUSING

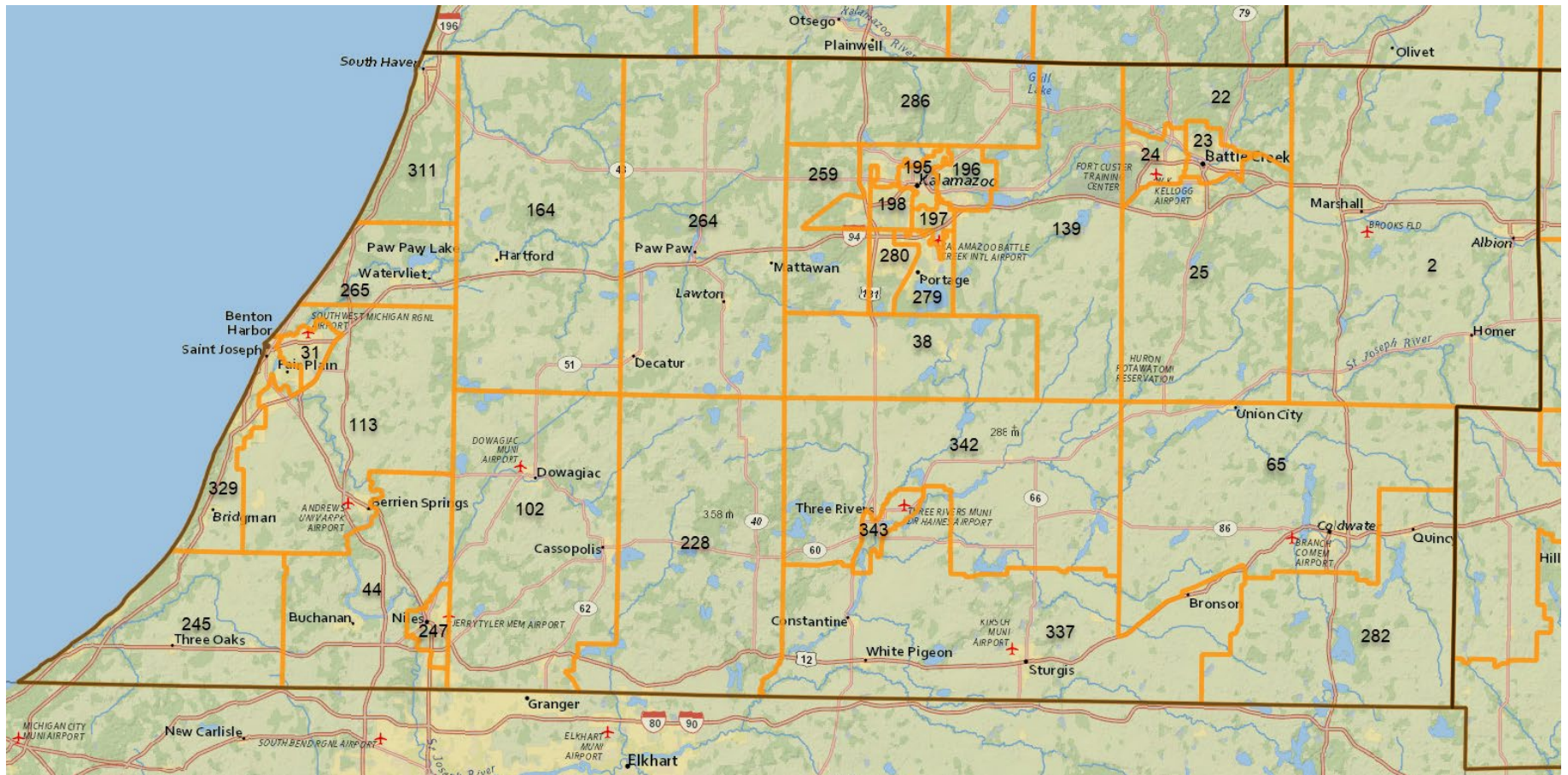






# **Attachment D**

## **Housing Study**



(A list of markets included in the partnership can be found on the next page.)

#	Market	#	Market	#	Market	#	Market
<b>2</b>	Albion	<b>65</b>	Coldwater	<b>198</b>	Kalamazoo-West	<b>280</b>	Portage-West
<b>22</b>	Battle Creek Area-North	<b>102</b>	Dowagiac	<b>228</b>	Marcellus	<b>282</b>	Quincy
<b>23</b>	Battle Creek-Central, East	<b>113</b>	Fair Plain	<b>245</b>	New Buffalo	<b>286</b>	Richland
<b>24</b>	Battle Creek-Central, West	<b>139</b>	Galesburg	<b>247</b>	Niles	<b>311</b>	South Haven
<b>25</b>	Battle Creek-South	<b>164</b>	Hartford	<b>259</b>	Oshtemo Township-Texas Township	<b>329</b>	St. Joseph-Fair Plain
<b>31</b>	Benton Harbor-East	<b>195</b>	Kalamazoo-North	<b>264</b>	Paw Paw	<b>337</b>	Sturgis
<b>38</b>	Brady-Prairie Ronde-Schoolcraft	<b>196</b>	Kalamazoo-Outer	<b>265</b>	Paw Paw Lake	<b>342</b>	Three Rivers-North
<b>44</b>	Buchanan	<b>197</b>	Kalamazoo-Southeast	<b>279</b>	Portage-East	<b>343</b>	Three Rivers-South



## St. Joseph-Fair Plain

### Population

30,948

### Households

13,756

### Median HH Income

\$70,390

### Owner HH Income

\$90,671

### Renter HH Income

\$36,620

## Housing Costs

### Owner Units

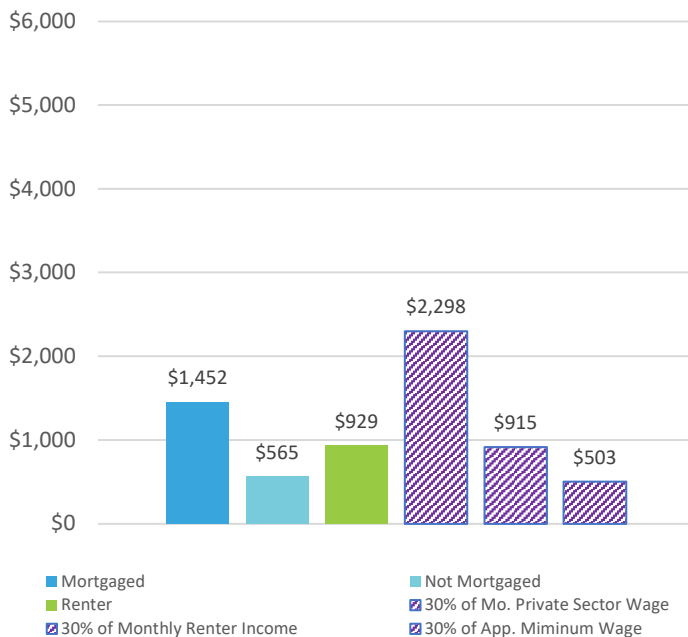
Home Value	\$208,159	2016 Value	\$175,366
Cost M/NM	\$1452/\$565	Value ▲	18.7%
\$69,386 To afford median home			

### Renter Units

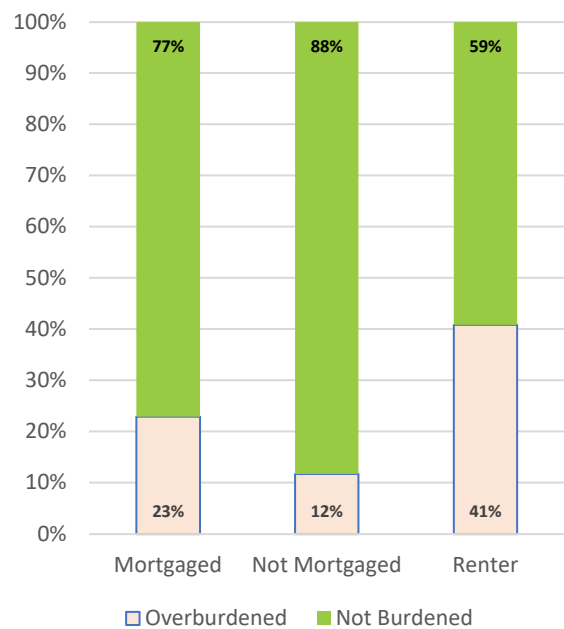
Gross Rent	\$929	2016 Rent	\$832
		Rent ▲	11.6%
\$37,160 To afford median gross rent			

## Affordability Gap

### Monthly Costs: Owners and Renters



### Cost-Burdened Households



## Housing and Development Conditions

### Housing Stock

Units	15,843	Owner HH	69%	Renter HH	31%		
Median Year Built	1965	% Built Pre-1970		58.7%			
Median Move Year	2012	% Built After 2010		2.7%			
Median Rooms	5.8	SF%	70.8%	MM%	15%	MF%	11.5%

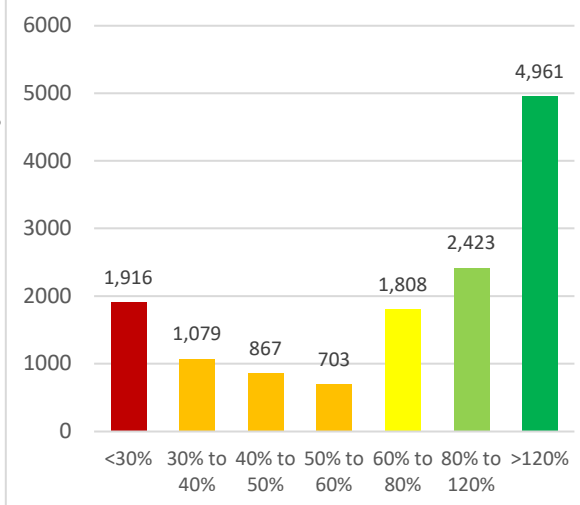
### Vacancy Rates

<b>Total</b>	13.2%	<b>Owner</b>	0%	<b>Renter</b>	0%		
<b>Seasonal</b>	7.6%	<b>Other</b>	2.7%	<b># V Rent</b>	220	<b>#V Owner</b>	181

### Homeownership Rate by Race/Ethnicity

Black	44.4%	White	73.6%
Asian	51.8%	Other or Multiracial	56.4%
Am. Indian	100.0%	Hispanic	53.4%
Pacific Islnd	0.0%		

### Number of Households by AMI Group



## St. Joseph-Fair Plain

### Housing Policy Indicators

#### Household Count and Growth

	Market	Partnership
Household Change, 2016 to 2021	1.1%	2.3%
Household Count, 2021	13,756	312,046

	Market			Partnership		
	Number	%	% Change	Number	%	% Change
<b>Housing Affordability</b>						
Home value / partnership income	3.57	--	--	--	--	--
Median Income, 2021	\$70,390	--	13.3%	\$58,370	--	12.0%
Median owner income, 2021	\$90,671	--	14.5%	\$73,085	--	12.2%
Median renter income, 2021	\$36,620	--	3.3%	\$33,974	--	13.1%
Median home value	\$208,159	--	18.7%	\$155,072	--	12.6%
Median gross rent	\$929	--	11.6%	\$837	--	7.2%
Income needed for median rent	\$37,160	--	--	\$33,482	--	--
Income needed for median value	\$69,386	--	--	\$51,691	--	--
Overburdened households	3,548	26%	1.1%	79,377	25.4%	-9.6%

	Market			Partnership		
	Number	%	% Change	Number	%	% Change
<b>Housing Quality and Vacancy</b>						
"Other" vacancy	432	2.7%	-9.2%	14,017	3.9%	-7.0%
Seasonal vacancy	1,202	7.6%	44.0%	22,596	6.3%	-5.8%
For-Sale vacancy	181	1.1%	-8.6%	2,313	0.6%	-50.0%
For-Rent vacancy	220	1.4%	-53.8%	5,457	1.5%	-13.2%
Homes built pre-1940	2,405	15.2%	--	66,714	18.6%	--
Homes built post-1990	3,133	19.8%	--	93,883	26.2%	--

#### Other Market Indicators

Housing Policy Matchmaker Type*	<b>Moderately High Cost and Growing</b>
Strength and Need Type**	<b>Low Strength and High Need (Type II)</b>

### Gap Analysis 2021

	Owner Units	Renter Units	Total Units
Market demand (estimated annual moves)	170	310	479
Market supply (vacant on market, adjusted for age)	113	104	218
5 year Market production goals (based on 75K units)	54	198	253
1 year Market production goals (based on 15K units)	11	40	51
5 year Partnership goals (based on 75K units)	2,406	3,729	6,135
1 year Partnership goals (based on 15K units)	481	746	1,227

## St. Joseph-Fair Plain

### Home Mortgage Disclosure Act Patterns, 2021

Total Apps	578	Total Amt/App	\$244,879	% Approved	74.2%
Total Conventional Apps	487	Conventional Amt/App	\$250,544	% Conv Apprvd	76.0%
Total Assisted Apps	91	Assisted Amt/App	\$214,560	% Asst Apprvd	64.8%
<b>Applications by Race: White</b>					
Total Apps	443	Total Amt/App	\$248,047	% Positive	79.7%
Total Conventional Apps	387	Conventional Amt/App	\$252,132	% Conv Positive	81.4%
Total Assisted Apps	56	Assisted Amt/App	\$219,821	% Asst Positive	67.9%
<b>Applications by Race: Black</b>					
Total Apps	40	Total Amt/App	\$188,500	% Positive	70%
Total Conventional Apps	19	Conventional Amt/App	\$191,842	% Conv Positive	68.4%
Total Assisted Apps	21	Assisted Amt/App	\$185,476	% Asst Positive	71.4%
<b>Applications by Race: Asian</b>					
Total Apps	22	Total Amt/App	\$253,182	% Positive	36.4%
Total Conventional Apps	22	Conventional Amt/App	\$253,182	% Conv Positive	36.4%
Total Assisted Apps	0	Assisted Amt/App	\$0	% Asst Positive	NA
<b>Applications by Race: Native American</b>					
Total Apps	2	Total Amt/App	\$195,000	% Positive	0.0%
Total Conventional Apps	0	Conventional Amt/App	\$0	% Conv Positive	NA
Total Assisted Apps	2	Assisted Amt/App	\$195,000	% Asst Positive	0.0%
<b>Applications by Race: Hawaiian or Pacific Islander</b>					
Total Apps	0	Total Amt/App	\$0	% Positive	NA
Total Conventional Apps	0	Conventional Amt/App	\$0	% Conv Positive	NA
Total Assisted Apps	0	Assisted Amt/App	\$0	% Asst Positive	NA
<b>Applications by Race: Race Not Available</b>					
Total Apps	60	Total Amt/App	\$259,333	% Positive	55.0%
Total Conventional Apps	48	Conventional Amt/App	\$268,750	% Conv Positive	56.3%
Total Assisted Apps	12	Assisted Amt/App	\$221,667	% Asst Positive	50.0%
<b>Applications by Ethnicity: Hispanic</b>					
Total Apps	18	Total Amt/App	\$245,556	% Positive	72.2%
Total Conventional Apps	16	Conventional Amt/App	\$253,125	% Conv Positive	75.0%
Total Assisted Apps	2	Assisted Amt/App	\$185,000	% Asst Positive	50.0%

# Key Findings, Problems & Solutions



## BERRIEN COUNTY

H O U S I N G   D I A G N O S I S   T O O L

2.0

A Product of the Strategic Leadership Council



Ultimately, the Housing Diagnosis Tool has yielded a series of identified housing problems and recommended solutions. They are the result of fidelity to a methodical process from which a knowledge base was built, draft problem definitions were identified, the problem drafts were vetted, draft solutions then designed around the refined problem definitions, and ultimately the solutions themselves were finalized. At each step, the membership of the SLC as well as other experts throughout the housing sector were consulted. When building the knowledge base, an exhaustive analysis was conducted of the best data available. The data needed to pass a stress test wherein it was confirmed to be from a reliable source, have a low margin of error, and be able to be regularly refreshed. Both home ownership and rental housing were uniformly considered throughout. Because the intent for the tool is to remain durable and responsive to evolving conditions, the findings are presented through StoryMap. This online utility is easy and intuitive for users to access and dynamic in its capacity to present a variety of information. The StoryMap can be found at [www.drivegreatness.org](http://www.drivegreatness.org).





# Founded in Data

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Problem statements concerning housing often originate from a blend of quantitative and qualitative data. Quantitative data, such as housing prices, vacancy rates, and demographic statistics, provide objective, measurable insights into trends and anomalies in the housing market. These statistics can highlight issues such as affordability, availability, or over-saturation. On the other hand, qualitative data, sourced from interviews, personal testimonies, and feedback forms, offers a human-centric perspective on housing challenges. Together, these two types of data give a comprehensive view of housing issues, grounding problem statements in tangible evidence and personal narratives.

# Supply is Needed at Every Price Point

Affordable Units to Alleviate Overburdened Renters & Homeowners, Prepare for Job Growth, and Account for Inflow of Employed People			
Annual Household Income	Additional Units Needed	Rent Per Month (\$)	Estimated Home Price* (\$)
<\$20,000	8,947	<\$400	<\$47,799
\$20,000 to \$34,999	7,793	\$400 to 614	\$47,800 to \$74,999
\$35,000 to \$49,999	3,650	\$615 to 1044	\$75,000 to \$136,799
\$50,000 to \$74,999	1,950	\$1045 to \$1874	\$136,800 to \$238,499
\$75,000 to \$99,999	950	\$1875 to \$2,499	\$238,500 to \$333,999
\$100,000 or more	66	\$2,500 or more	\$334,000 or more
<b>Total Units</b>	<b>23,356</b>		

\*Purchase price with 3% down, ~7.12% interest, 30 year fixed, PMI, and property taxes

**A note on lower income households:** The number of units needed for lower income households represents not only a need for additional units to come online at these price points, but also a look into increased housing assistance to make existing units attainable.

**Missing middle housing:** Based on current and future demand, there is a strong need for additional missing middle housing. This need is roughly **2,900 units** for households earning between \$50,000 and \$100,000 a year.

# Problem Statements

## Affordability

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- 1** The number of cost-burdened households in Berrien County is steadily increasing, indicating a growing affordability crisis. (US Census)
- 2** There is a shortage of housing options for all income brackets. This shortage is most pronounced for households earning less than \$35,000/ year though there is a strong need for additional missing middle housing. (US Census)
- 3** Homeownership has become increasingly difficult due to rising interest rates. (FRED)
- 4** Rent costs are escalating faster than wages, putting more financial pressure on renters. (US Census, FRED)
- 5** The difficulty of saving for a down payment is a significant barrier, particularly for lower-income earners. (Housing Experts)



# Problem Statements

## Supply

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- 1** The existing housing supply is not growing sufficiently to meet demand, contributing to escalating costs. This is due in part to insufficient skilled labor. (US Census, Michigan DTMB)
- 2** Starter homes are being occupied for longer durations for various reasons, reducing the availability of these homes for new families. (Housing Experts)
- 3** Current zoning laws may be restrictive, preventing the development of new housing units and contributing to the supply shortage. (Housing Experts)
- 4** The current housing stock is ill-suited for seniors, causing them to "age in place" and potentially contributing to the shortage of starter homes. (Housing Experts)
- 5** Housing options are insufficient to meet the needs of a growing workforce and to attract new talent to the area. (US Census, Michigan DTMB)
- 6** The prevalence of vacation homes, second homes, and short-term rentals is reducing the overall housing supply, especially in coastal communities. (US Census, Housing Experts)



# Problem Statements

## Accessibility

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- 1** Homeownership rates for minority groups are disproportionately low, suggesting systemic barriers and/or discrimination. (US Census)
- 2** The lack of accessible housing options for individuals with mobility issues restricts their choices and quality of life. (Housing Experts)
- 3** Some families lack access to a vehicle, limiting their housing options to areas with adequate public transportation for employment. (US Census)





# Problem Statements

## Quality

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- 1** A significant portion of housing units is energy-inefficient, causing low-income families to face higher utility bills. (US Census, Research)
- 2** The observed decrease in houselessness may be temporary and attributable to COVID relief funds rather than a sustainable improvement in housing accessibility. (Housing Experts, Research)
- 3** Discriminatory practices in the housing market continue to be a concern, affecting the accessibility and affordability of housing for marginalized groups. (Housing Experts)



# Problem Statements

## Commuter Impact

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- 1** A notable number of people work in Berrien County but live outside it, possibly due to lack of affordable housing options within the county. (US Census)
- 2** In certain areas of Berrien County, the availability of workforce housing is critically low, compelling essential workers such as teachers, public safety officers, and service sector employees to reside in communities separate from where they are employed. (US Census)



# Solutions and Strategies

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## Theme 1: Increasing Housing Supply and Affordability

- **Increase the supply of missing middle housing and workforce housing.**
  - Identify and allocate unused or underused public land for housing development.
  - Offer tax incentives or subsidies to developers building workforce housing.
  - Streamline and simplify the permit and approval process for workforce housing projects.
  - Encourage mixed-use developments to integrate workforce housing with commercial spaces.
  - Support the construction of smaller units, which are inherently more affordable.
  - Promote community land trusts to maintain the affordability of homes over the long term.
- **Build or refurbish housing targeted at low-income households earning <\$35,000/year.**
  - Establish a housing trust fund dedicated to serving the lowest-income residents.
  - Partner with non-profit organizations that specialize in creating and managing affordable housing.
  - Implement inclusionary zoning, requiring developers to include a certain percentage of affordable units in new developments or pay into the housing trust fund.
- **Encourage the development of medium-density housing (missing middle housing).**
  - Adjust zoning laws to allow for medium-density housing (e.g., townhouses, duplexes, and small apartment buildings) in areas previously zoned for single-family homes.
  - Educate the community about the benefits of missing middle housing to mitigate NIMBY sentiments.
- **Incentivize rapid housing development to address supply growth and escalating costs.**
  - Offer tax breaks or subsidies to developers focusing on missing middle housing.
  - Fast-track the approval and permit process for housing projects that address the supply shortage.
  - Launch public-private partnership initiatives to finance and expedite housing projects.

# Solutions and Strategies

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## Theme 2: Addressing Housing Affordability Barriers

- **Offering Interest Rate Subsidies or Down-Payment Assistance Programs:**
  - Interest rate subsidies involve providing financial assistance to homebuyers by lowering the interest rates on their mortgages.
  - Down-payment assistance programs help potential homebuyers by providing grants or loans that can be used for their down payments, reducing the upfront cost of purchasing a home.
- **Creating Savings Programs and Educational Initiatives:**
  - A matched savings program encourages prospective homebuyers to save money by offering to match a portion of their contributions. For every dollar saved, the program might contribute an additional dollar or a predetermined percentage.
  - Financial literacy courses provide education on budgeting, savings strategies, and the importance of maintaining good credit scores.
  - Partnerships with local banks and credit unions can result in special savings accounts with higher interest rates, incentivizing savings for future homeowners.
- **Insufficient Housing Supply Growth and Escalating Costs:**
  - Offering tax breaks or subsidies to developers who focus on missing middle housing helps increase the supply of more affordable housing options.
  - Fast-tracking the approval and permitting process for housing projects ensures that new units can be built more quickly, potentially reducing housing shortages and cost pressures.
  - Public-private partnership initiatives bring together government agencies and private developers to jointly finance and expedite housing projects, leading to more affordable housing options.

# Solutions and Strategies

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## Theme 3: Promoting Inclusivity and Reducing Discrimination

- **Address systemic barriers and discrimination.**
  - Further enforce fair housing laws.
  - Create and promote homebuyer education programs.
  - Establish down-payment assistance programs specifically targeting minority homebuyers.
  - Offer financial literacy and credit counseling services tailored for minority communities.
  - Engage with local community leaders and organizations from minority groups.

## Theme 4: Accessibility and Housing for Special Needs

- Increase the availability of accessible housing and incentivize modifications to existing homes.
  - Encourage universal design principles in new housing projects.
  - Offer tax deductions or rebates for retrofitting homes to be more accessible.
  - Modify zoning ordinances to require accessible units in new developments.
  - Develop a centralized database for accessible housing options.



# Solutions and Strategies

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## Theme 5: Transportation and Workforce Housing

- **Design and promote workforce housing initiatives.**
  - Partner with major local employers to develop workforce housing projects.
  - Offer tax incentives for businesses investing in or subsidizing housing for employees.
  - Promote transit-oriented housing.
  - Provide transportation subsidies for low-income workers.
  - Create safe bike lanes and pedestrian paths.
  - Introduce community shuttle services.
- **Enhance public transportation networks and encourage transit-oriented housing.**
  - Promote housing near public transit routes.
  - Invest in expanding public transportation routes.
  - Ensure a portion of new developments near transit routes is designated for workforce housing.
  - Offer discounted or free public transportation passes for low-income families.
  - Develop safe bike lanes and pedestrian paths.

# Solutions and Strategies

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## Theme 6: Innovative Housing Solutions

- **Utilize innovative housing options, including infill housing, mother-in-law housing, tiny homes, and 3D printed homes.**
  - Identify parcels available for infill housing.
  - Revisit zoning regulations to allow for infill development.
  - Identify areas suitable for mother-in-law housing and adjust zoning.
  - Explore the potential for tiny house development and adjust zoning accordingly.
  - Investigate the feasibility of 3D printed homes as a cost-effective and rapid housing solution.
- **Connect residents and renters through innovative solutions like crowdfunding and community partnerships.**
  - Research crowdfunding options.
  - Develop partnerships with educational institutions and labor unions.
  - Promote crowdfunding options.
- **Support non-profit housing authorities for affordable housing development.**
  - Consult HUD regulations for developing a housing authority.
  - Assist with mortgage and financing for affordable housing.
- **Promote community cohesion through the balance of homeownership and rental units.**
  - Review and adjust zoning regulations to create a mix of owner-occupied and renter-occupied units.
  - Consider density and community preferences in zoning.
- **Provide property tax abatements and incentives for new residential development and rehabilitation.**
  - Determine types of residential development in need.
  - Consult with stakeholders on tax abatements and incentives.
  - Construct new incentives in consultation with legal counsel.

# Solutions and Strategies

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## Theme 7: Economic Development and Education for Higher Incomes

- **To boost housing affordability, prioritize strategies to raise household incomes.**
  - Identify viable career pathways through collaboration with local agencies and employers.
  - Provide accessible education and training programs for these pathways.
  - Partner with labor unions and trade associations to facilitate entry into higher-paying professions.
  - Promote awareness of career opportunities and available resources.
  - Offer financial assistance like scholarships and grants for education.
  - Connect trained individuals with job placement services.
  - Support entrepreneurship and small business development.
  - Continuously evaluate and adjust programs to meet changing workforce needs.

## **Southwest Michigan Planning Commission**

376 W. Main Street, Suite 130  
Benton Harbor, Michigan 49022  
[www.swmpc.org](http://www.swmpc.org)

# Agenda Item

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**TO:** City Commission

**FROM:** Kelly Ewalt, Development Director

**RE:** Zoning Ordinance Amendment: Temporary Seasonal Structures, First reading

**MEETING DATE:** January 12, 2026

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Jayeshkumar Patel has applied for a zoning ordinance text amendment to amend section 3.15, Temporary Buildings and Structures. The applicant is seeking to add a new provision to Section 3.15 to permit temporary buildings or structures to be erected within the C-Commercial Business District.

The attached staff memo provides further information and discussion points.

*Action Requested:*

Motion to approve a first reading of the Ordinance to Amend Article III General Provisions, Section 3.15 Temporary Buildings and Structures to establish regulations associated with Seasonal Temporary Structures in the C – Commercial Business District in the Zoning Ordinance of the City of St. Joseph, as proposed by staff which clarifies the language recommended by the Planning Commission, which held a public hearing, as required by Section 22.2, on December 4, 2025, finding that the recommended language has satisfied all the standards set forth under Section 22.3 of the Zoning Ordinance. The City Commission also requests that the final text language be presented for a second and final reading at a future City Commission meeting.

**ATTACHMENT(S):**

- Sec. 3.15 - Temporary Bldgs. Structures Text Amendment -FIN 20260109.pdf
- 20260107 PC draft minutes temporary structures.pdf
- Ordinance to Amend Section 3.15 Temporary Buildings and Structures 20260112 (FIN).pdf



## MEMORANDUM

**To:** City of St. Joseph City Commission

**Date:** January 8, 2026

**From:** Bradley S. Kotrba, AICP

**RE:** **Section 3.15 – Temporary Buildings and Structures Proposed Zoning Ordinance Text Amendment**

Jayeshkumar Patel has applied for a zoning ordinance text amendment to amend Section 3.15, Temporary Buildings and Structures. The applicant is seeking to add a new provision to Section 3.15 to permit seasonal temporary buildings or structures to be erected within the C – Commercial Business District if they meet the proposed provisional review standards. This memorandum follows the procedures and standards of review per Article XXII of the City of St. Joseph Zoning Ordinance.

**Background.** The applicant applied for a zoning ordinance text amendment, which was accepted by the Zoning Administrator on November 6, 2025. The proposed text amendment would permit **seasonal** temporary buildings in the C – Commercial Business District only. The St. Joseph Zoning Ordinance defines temporary uses, buildings, or structures as, “a use, building, or structure permitted by procedures established in this ordinance, to exist during a specified period of time.” The current zoning ordinance permits temporary buildings or structures per Section 3.15 as written below:

*Sec. 3.15. Temporary buildings and structures.*

*3.15.1. General. Temporary Buildings and Structures, not greater than 300 square feet in area and not to be used for dwelling purposes, may be placed on a lot or parcel of record and occupied as authorized by a temporary zoning permit issued by the zoning administrator. These temporary buildings and structures shall be incidental to construction, repair, and renovation work, shall be removed within 15 days after the work is complete, and in no case shall the building or structure be allowed more than 12 months, unless expressly authorized by the zoning administrator.*

*3.15.2. Churches and Schools. Temporary building incidental to a church or school, provided that all wiring, plumbing, fire protection and exits are approved by the fire chief and building inspector, and by relevant state agencies.*

*3.15.3. Habitation of Accessory Structures and Recreational Vehicles. No garage, barn, accessory building, basement, or recreational vehicle, whether fixed or portable, shall be used or occupied as a dwelling unit.*

The St. Joseph zoning ordinance text amendment application requires that the applicant write out the suggested wording of their text amendment. Mr. Patel proposed adding a Subsection 3.15.4 with the following text:

*Sec. 3.15. Temporary buildings and structures.*

*3.15.1. General. Temporary Buildings and Structures, not greater than 300 square feet in area and not to be used for dwelling purposes, may be placed on a lot or parcel of record and occupied as authorized by a temporary zoning permit issued by the zoning administrator. These temporary buildings and structures shall be incidental to construction, repair, and renovation work, shall be removed within 15 days after the work is complete, and in no case shall the building or structure be allowed more than 12 months, unless expressly authorized by the zoning administrator.*

*3.15.2. Churches and Schools. Temporary building incidental to a church or school, provided that all wiring, plumbing, fire protection and exits are approved by the fire chief and building inspector, and by relevant state agencies.*

*3.15.3. Habitation of Accessory Structures and Recreational Vehicles. No garage, barn, accessory building, basement, or recreational vehicle, whether fixed or portable, shall be used or occupied as a dwelling unit.*

**3.15.4 Seasonal Temporary Buildings. Seasonal temporary buildings or structures may be permitted in the Commercial District by the Zoning Administrator, subject to the following conditions:**

- a. **Duration. The structure shall be erected and operated for no more than one hundred eighty (180) consecutive days, unless extended by written approval of the Zoning Administrator.**
- b. **Purpose. The use shall be clearly seasonal in nature and directly related to the principal use of the business.**

City staff discussed the proposed text amendment that Mr. Patel had submitted and chose to propose their own suggested text amendment wording, specifically respecting what the applicant had proposed to accomplish. Staff agreed that Mr. Patel's wording was too general and needed to contain more language regarding the use, dimension regulations, time limits, etc. Therefore, staff recommended the revised language for the text amendment below:

Sec. 3.15. Temporary buildings and structures.

3.15.1. *General.* Temporary Buildings and Structures, not greater than 300 square feet in area, may be placed on a lot or parcel of record and occupied as authorized by a temporary zoning permit issued by the zoning administrator. These temporary buildings and structures shall be incidental to construction, repair, and renovation work, shall be removed within 15 days after the work is complete, and in no case shall the building or structure be allowed more than 12 months, unless expressly authorized by the zoning administrator.

**3.15.2 Seasonal Temporary Structures. Seasonal temporary structures designed for short-term commercial use, such as special event tents, igloos, or similar structures, are allowed in the C – Commercial Business District under the following conditions:**

1. **The temporary structure and its use are associated with the principal use found on the property.**
2. **The temporary structure cannot be located on the property for more than 180 days in a calendar year, nor more than 180 days in a 365-day period.**
3. **The maximum size of the temporary structure is 3,000 square feet.**
4. **The maximum height of the temporary structure is 14 feet.**
5. **Temporary structures must comply with all required principal building setbacks, separation requirements, lot coverage, and clear vision areas.**
6. **Only one temporary structure is allowed per lot, with the exception of restroom facilities.**
7. **Parking shall be provided for the use established in the temporary structure in accordance with Article XVIII.**
8. **The temporary structure must be installed and maintained in compliance with the manufacturer's instructions, applicable fire code regulations, and applicable health and safety codes.**
9. **All required permits must be obtained and work approved before utilizing the temporary structure, including but not limited to a temporary occupancy permit issued by the building official and a zoning permit issued by the zoning administrator.**

3.15.3. *Churches and Schools.* Temporary building incidental to a church or school, provided that all wiring, plumbing, fire protection, and exits are approved by the fire chief and building inspector, and by relevant state agencies.

3.15.4. *Habitation of Temporary Structures, Seasonal Temporary Structures, Accessory Structures, and Recreational Vehicles.* No temporary structure, seasonal temporary structure, garage, barn, accessory building, basement, or recreational vehicle, whether fixed or portable, shall be used or occupied as a dwelling unit. (Ord. of 3-4-24(4))

The Planning Commission held a public hearing for the proposed text amendment per Section 22.2 on December 4, 2025. During the Planning Commission meeting, Mr. Patel provided the Commissioners with his reasons for requesting the proposed amendment. The Commissioners may be aware that Mr. Patel is the owner of the Lakehouse Restaurant and Bar and that he proposed this text amendment because his restaurant would like to provide outdoor dining and event space during the summer. Presently, the City of St. Joseph Zoning Ordinance does not permit this type of activity or at the proposed intensity Mr. Patel is seeking. The Planning Commission discussed both the applicant proposed text amendment language and also the proposed staff text amendment language. They were more comfortable with the language proposed by the staff. Requesting more specifications for off-street parking provision in Item 7 of the Subsection 3.15.2 of the staff amendment for restaurant and food/beverage service facilities. The Planning Commission recommended adoption to the City Commission with this alteration.

The approved recommendation from the Planning Commission to the City Commission follows:

Sec. 3.15. Temporary buildings and structures.

3.15.1. *General.* Temporary Buildings and Structures, not greater than 300 square feet in area, may be placed on a lot or parcel of record and occupied as authorized by a temporary zoning permit issued by the zoning administrator. These temporary buildings and structures shall be incidental to construction, repair, and renovation work, shall be removed within 15 days after the work is complete, and in no case shall the building or structure be allowed more than 12 months, unless expressly authorized by the zoning administrator.

**3.15.2 Seasonal Temporary Structures. Seasonal temporary structures designed for short-term commercial use, such as special event tents, igloos, or similar structures, are allowed in the C – Commercial Business District under the following conditions:**

1. **The temporary structure and its use are associated with the principal use found on the property.**
2. **The temporary structure cannot be located on the property for more than 180 days in a calendar year, nor more than 180 days in a 365-day period.**
3. **The maximum size of the temporary structure is 3,000 square feet.**

4. The maximum height of the temporary structure is 14 feet.
5. Temporary structures must comply with all required principal building setbacks, separation requirements, lot coverage, and clear vision areas.
6. Only one temporary structure is allowed per lot, with the exception of restroom facilities.
7. Parking shall be provided for the use established in the temporary structure in accordance with Article XVIII, **Section 18.2.7(C) regarding Food and Drink Service Establishments as outlined in Table 18-1.**
8. The temporary structure must be installed and maintained in compliance with the manufacturer's instructions, applicable fire code regulations, and applicable health and safety codes.
9. All required permits must be obtained and work approved before utilizing the temporary structure, including but not limited to a temporary occupancy permit issued by the building official and a zoning permit issued by the zoning administrator.

3.15.3. *Churches and Schools.* Temporary building incidental to a church or school, provided that all wiring, plumbing, fire protection, and exits are approved by the fire chief and building inspector, and by relevant state agencies.

3.15.4. *Habitation of Temporary Structures, Seasonal Temporary Structures, Accessory Structures, and Recreational Vehicles.* No temporary structure, seasonal temporary structure, garage, barn, accessory building, basement, or recreational vehicle, whether fixed or portable, shall be used or occupied as a dwelling unit. (Ord. of 3-4-24(4))

#### **Recommendation and Requested Action.**

Staff thoroughly discussed the text amendment language request by the Planning Commission at the December 4, 2025, meeting. Upon further review, staff must reiterate that any Zoning Ordinance text amendment applies to the entire City and specifically, the entire C – Commercial Business district. Therefore, staff does recommend City Council consider editing the proposed text amendment at the first reading on January 12, 2026 because as a district-wide amendment, specifically calling out off-street parking requirements for only a single land use is not advisable and should apply to all land uses that are permissible within the C – Commercial Business District.

At the January 12, 2026, City Commission meeting, the Commission should review the Planning Commission meeting minutes of December 4, 2025, the proposed edited text amendment language as follows:

Sec. 3.15. Temporary buildings and structures.



3.15.1. *General.* Temporary Buildings and Structures, not greater than 300 square feet in area, may be placed on a lot or parcel of record and occupied as authorized by a temporary zoning permit issued by the zoning administrator. These temporary buildings and structures shall be incidental to construction, repair, and renovation work, shall be removed within 15 days after the work is complete, and in no case shall the building or structure be allowed more than 12 months, unless expressly authorized by the zoning administrator.

**3.15.2 Seasonal Temporary Structures. Seasonal temporary structures designed for short-term commercial use, such as special event tents, igloos, or similar structures, are allowed in the C – Commercial Business District under the following conditions:**

1. **The temporary structure and its use are associated with the principal use found on the property.**
2. **The temporary structure cannot be located on the property for more than 180 days in a 365 day period. ~~a 365-day period.~~**
3. **The maximum size of the temporary structure is 3,000 square feet.**
4. **The maximum height of the temporary structure is 14 feet.**
5. **Temporary structures must comply with all required principal building setbacks, separation requirements, lot coverage, and clear vision areas.**
6. **Only one temporary structure is allowed per lot, with the exception of restroom facilities.**
7. **Parking shall be provided for the use established in the temporary structure in accordance with Article XVIII, ~~Section 18.2.7(C) regarding Food and Drink Service Establishments as outlined in Table 18-1.~~**
8. **The temporary structure must be installed and maintained in compliance with the manufacturer's instructions, applicable fire code regulations, and applicable health and safety codes.**
9. **All required permits must be obtained and work approved before utilizing the temporary structure, including but not limited to a temporary occupancy permit issued by the building official and a zoning permit issued by the zoning administrator.**

3.15.3. *Churches and Schools.* Temporary building incidental to a church or school, provided that all wiring, plumbing, fire protection, and exits are approved by the fire chief and building inspector, and by relevant state agencies.

3.15.4. *Habitation of Temporary Structures, Seasonal Temporary Structures, Accessory Structures, and Recreational Vehicles.* No temporary structure, seasonal temporary structure, garage, barn, accessory building, basement, or

recreational vehicle, whether fixed or portable, shall be used or occupied as a dwelling unit. (Ord. of 3-4-24(4))

Subject to any comments, the City Commission may approve these recommended staff edits to the proposed text amendment for Section 3.15 of the City of St. Joseph Zoning Ordinance for review at the final reading. Staff recommends the following motion:

The City Commission moves to approve a first reading of the Ordinance to Amend Article III General Provisions, Section 3.15 Temporary Buildings and Structures to establish regulations associated with Seasonal Temporary Structures in the C – Commercial Business District in the Zoning Ordinance of the City of St. Joseph, as proposed by staff which clarifies the language recommended by the Planning Commission, which held a public hearing, as required by Section 22.2, on December 4, 2025, finding that the recommended language has satisfied all the standards set forth under Section 22.3 of the Zoning Ordinance. The City Commission requests that the changes to the final text language be drafted for review and presented at the final reading at a future City Commission meeting.

As always, feel free to contact us with any questions.

## Call to Order

Attendee Name	Title	Status
Patsy Hartzell	Chair	Present
Sean Ebbert	Vice Chair	Present
Kathy Burczak	Member	Present
Aaron Miller	Member	Present
Anthony Uhrick	Member	Present
Becky Rice	Member	Present
Michael Plichta	Member	Absent
Pam Porter	Member	Present
Chris Smith	Member	Present
Kristen Gundersen, Community Development Director, Laurie Schmidt, City Attorney, Trudy Wilder, Building Official, Clint Levi, Building Inspector, Kelly Ewalt, DDA Director		

## 2. Approval of Meeting Minutes

### 2.a November 6, 2025, Meeting Minutes

Chair Hartzell asked for the following corrections to the minutes. On packet page 3, spelling of the word “consensus”; revising the fourth paragraph on packet page 5 to state that she asked if the 900 dwelling units were a mandate or guideline; and deleting the words “infill or” in the third paragraph on packet page 6.

Ms. Burczak requested corrections to packet page 3, section 3.b., paragraph 6, to remove the reference to California and replace it with Portland, Oregon; and to packet page 6, paragraph 6 to correct the reference from 600 square feet to 800 square feet, and to clarify that the units should be long term rentals and that enforcing the number of individuals residing within the unit would be difficult.

Mr. Miller asked for corrections to show he was absent and that he did not vote.

**MOTION:** To approve as amended November 6, 2025 meeting minutes.

<b>RESULT:</b>	<b>PASSED [UNANIMOUS]</b>
<b>MOVER:</b>	Anthony Uhrick, Member
<b>SECONDER:</b>	Becky Rice, Member
<b>AYES:</b>	Chair Hartzell, Vice Chair Ebbert, Member Burczak, Member Miller, Member Uhrick, Member Rice, Member Porter, Member Smith
<b>ABSENT:</b>	Member Plichta

## 3. New Business

Item 3.a was addressed after item 3.b to allow the applicant time to appear.

### 3.a Public Hearing - Section 3.15 Temporary buildings and structures - Jayeshkumar Patel

Chair Hartzell opened the public hearing on Jayeshkumar Patel’s request for an amendment to Article III, Section 3.15 of the Zoning Ordinance to allow seasonal temporary structures on property located in the C Commercial District, at 5:06 p.m. He explained that he owns the Lakehouse Restaurant and the adjacent Holiday Inn, and would like to use the concrete pad on the Restaurant property to set up a temporary tent to host special events, such as weddings.

There is a lot of demand for it, and he has enough open space.

Ms. Gundersen explained that the previous owner poured the pad and held events there under a temporary tent, which is not an allowed use under the Zoning Ordinance's temporary accessory structures provisions. Mr. Patel is seeking an ordinance amendment to allow the use. Chair Hartzell pointed out that the applicant and staff each provided a proposed amendment to the Zoning Ordinance to allow the temporary use.

Ms. Burczak and Mr. Miller questioned the applicant about the location and size of the current concrete pad, and discussion followed on setbacks. Ms. Patel indicated that if approved, he would place the event tent where concrete pad is currently located; it is not in the right-of way and complies with setbacks. Ms. Gundersen confirmed the location.

Mr. Miller asked Mr. Patel if he was comfortable with the language that the City staff drafted for the proposed ordinance amendment. Mr. Patel confirmed he was comfortable with staff's proposal.

Ms. Burczak asked whether additional parking is required with the outdoor use, and asked that the ordinance amendment clearly state the parking requirements.

Discussion followed on the maximum size allowed for a temporary structure, and whether the maximum size of 3,000 square feet was appropriate. Chair Hartzell pointed out that the ordinance applies City-wide, and the maximum size is not limited to a particular lot.

Mr. Miller raised concerns that the proposed 6-month period to allow the temporary structures was too long as it seems less temporary and more permanent.

Mr. Ebbert raised examples of sites within the City where temporary tents have been allowed, and how that would impact them. Examples include the Inn at Harbor Shores, the Sandbar, and the Congregational Church. Staff noted that the event structure at the Inn at Harbor Shores is subject to the terms of a Development Agreement and part of a PUD. The Sandbar received separate permission from the City Commission to hold limited musical events on site. Mr. Ebbert asked whether a variance would be needed for the temporary structures to be placed in the front yard. Ms. Gundersen stated that staff's proposed amendment would allow a temporary structure in the front yard if they comply with all requirements, including all setbacks, separation requirements, lot coverage, and clear vision areas.

Ms. Burczak stated she was comfortable with the proposed 6-month duration, noting the area is trying to become a destination for weddings and other events, and it is a hardship to put the structures up and take them down for a short time period.

Chair Hartzell asked whether the structure includes the concrete pad the tent is sitting on. Ms. Gundersen stated that the concrete pad is not part of the temporary structure. Further discussion followed on the size of the temporary structure.

Mr. Miller asked whether it was important to have removal language, from an enforcement perspective. Ms. Gundersen indicated there are enforcement mechanisms in place to address it.

After hearing no further public comment, Chair Hartzell closed the public hearing at 5:28 p.m. Ms. Burczak requested that more specific language is included in the ordinance 3.15.2.7. to clearly state the additional parking requirements as part of the Food and Service Establishments in Table 18-1. Chair Hartzell concurred.

**MOTION:** To recommend for approval of a proposed amendment to Article III General Provisions, Section 3.15 Temporary buildings and structures to establish regulations associated with Seasonal Temporary Structures in the C Commercial Business District in the Zoning Ordinance of the City of St. Joseph, Michigan based on the factors set forth under Section 22.3 of the Zoning Ordinance as proposed by staff, with additional modifications to Section 3.15.2.7. to include a specific reference to the parking requirements in Table 18-1 for Food and Drink Service Establishments.

<b>RESULT:</b>	<b>PASSED [UNANIMOUS]</b>
<b>MOVER:</b>	Anthony Uhrick, Member
<b>SECONDER:</b>	Kathy Burczak, Member
<b>AYES:</b>	Chair Hartzell, Vice Chair Ebbert, Member Burczak, Member Miller, Member Uhrick, Member Rice, Member Porter, Member Smith
<b>ABSENT:</b>	Member Plichta

**MOTION:** To approve

**3.b Section 2.3 - Figure 2-8A Yards and definition of Yard, rear and Table 5-1**

Ms. Gundersen explained staff's request to correct the drawings of Yards shown in Figure 2-8A in Article II, Section 2.3 of the Zoning Ordinance.

Yards are not currently shown correctly for Through Lots. Ms. Gundersen noted that the packet did not contain the correct proposed amendments to Figure 2-8A, and verbally described the proposed changes to the drawings. There is also a proposed amendment to Art. II, Section 2.3 Definitions of Yard, Rear to clarify that in the case of a through lot, the rear yard is opposite the front yard, but subject to front building setbacks; and to Article V, Table 5-1 to add footnote 11 stating that in the case of a through lot, a front building setback applies to all lot lines abutting a street.

Discussion followed on where Through Lots are located in the City, and what prompted staff to look at this issue. Ms. Gunderson explained that a member of the public noticed the error and brought it to staff's attention.

Attorney Schmidt explained that there has been some confusion between Yards and Setbacks, and the drawings need to be amended to correctly depict Yards, rather than Setbacks. Discussion followed on setbacks vs yards, the difference between them, what Yards would look like in Figure 2-8A, and reviewing Yards as applied to specific properties. Discussion followed on the impact of fences, and whether the fence ordinance should be amended to adjust heights for Through Lots.

Staff is requesting that the Planning Commission set a public hearing on the amendment to the Zoning Ordinance on January 7, 2026.

The Planning Commission concurred with the need to amend the ordinance and to set a public hearing for January 7, 2026.



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

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

1. Article III – General Provisions; Section 3.15 – Temporary Buildings and Structures, is hereby amended in its entirety as follows:

Sec. 3.15. Temporary buildings and structures.

3.15.1. *General.* Temporary Buildings and Structures, not greater than 300 square feet in area, may be placed on a lot or parcel of record and occupied as authorized by a temporary zoning permit issued by the zoning administrator. These temporary buildings and structures shall be incidental to construction, repair, and renovation work, shall be removed within 15 days after the work is complete, and in no case shall the building or structure be allowed more than 12 months, unless expressly authorized by the zoning administrator.

3.15.2 *Seasonal Temporary Structures.* Seasonal temporary structures designed for short-term commercial use, such as special event tents, igloos, or similar structures, are allowed in the C – Commercial Business District under the following conditions:

1. The temporary structure and its use are associated with the principal use found on the property.
2. The temporary structure cannot be located on the property for more than 180 days in a 365-day period.
3. The maximum size of the temporary structure is 3,000 square feet.
4. The maximum height of the temporary structure is 14 feet.
5. Temporary structures must comply with all required principal building setbacks, separation requirements, lot coverage, and clear vision areas.
6. Only one temporary structure is allowed per lot, with the exception of restroom facilities.
7. Parking shall be provided for the use established in the temporary structure in accordance with Article XVIII.
8. The temporary structure must be installed and maintained in compliance with the manufacturer's instructions, applicable fire code regulations, and applicable health and safety codes.
9. All required permits must be obtained and work approved before utilizing the temporary structure, including but not limited to a temporary occupancy permit issued by the building official and a zoning permit issued by the zoning administrator.

3.15.3. *Churches and Schools.* Temporary building incidental to a church or school, provided that all wiring, plumbing, fire protection, and exits are approved by the fire chief and building inspector, and by relevant state agencies.

3.15.4. *Habitation of Temporary Structures, Seasonal Temporary Structures, Accessory Structures, and Recreational Vehicles.* No temporary structure, seasonal temporary structure, garage, barn, accessory building, basement, or recreational vehicle, whether fixed or portable, shall be used or occupied as a dwelling unit. (Ord. of 3-4-24(4))

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

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

# Agenda Item

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**TO:** City Commission

**FROM:** Emily Hackworth, City Manager

**RE:** Public Hearing - Land Division Variance Request: 2936, 2940, 2942 Niles Ave

**MEETING DATE:** January 12, 2026

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Daphne McClellan and Scott Cooley have submitted an application for a land division variance for the properties located at 2936, 2940, and 2942 Niles Avenue. The applicant is seeking to delineate the property lines such that the interior common walls of the units are established as subdivided lot lines. The following parcels are located in the C – Commercial Business District.

## **Background.**

The property currently contains three condominium units of the R&J Condominium Association. The current uses are all permitted in the C – Commercial Business District. They are a restaurant, a hair salon, and a health/wellness retailer. The condominium is proposed to be terminated if this application is successful. Therefore, if the future parcel owners are going to share a building or structure that contains common elements with each other an easement agreement must be drafted between the present owners Ms. Daphne McClellan (Parcel A) and Mr. Scott Cooley (Parcels B & C) to grant in perpetuity the property rights to use all or part of the Front Parking Lot (Niles Ave.), Rear Parking Lot (alleyway), Building Exterior, and Building Roofs (see proposed easement attached in agenda packet).

The Niles Avenue parking lot will be maintained under common ownership, with cost share calculations being divided by the percentage of the total linear feet of building exterior that fronts that road frontage. All repairs to this parking lot are initiated by a 2/3 approval vote of the three property owners. Parcel A will maintain the alleyway parking lot that is their respective portion, and Parcels B & C will maintain a 51% (parcel B) : 49% (parcel C) share. The cost of maintaining the roofs and exteriors (awnings, sidewalks, windows, siding, lights, etc.) will be assigned to the owner of that particular lot for which the maintenance will take place. Parcels B & C will cover the cost of any roof repairs by calculating how much square footage of the repair area lies over each parcel for the shared roof.

The Mayor will open a public hearing and receive public comment.

Upon the conclusion of the public hearing, the Mayor will entertain a motion to close the Public Hearing and then continue on to the next agenda item.

*Action Requested:* Motion to close the public hearing.

## **ATTACHMENT(S):**

- 2936-2940-2942 Niles Ave - Dimensional Variance - 4-1 Ratio - Application Packet.pdf



CITY OF  
**St. Joseph**

CITY OF ST. JOSEPH  
PLANNING & ZONING DEPARTMENT

700 Broad Street  
St. Joseph, MI 49085  
Phone (269)983-1212  
Fax (269) 985-0347  
www.sjcity.com

**RECEIVED**

AUG 29 2025

CITY OF ST. JOSEPH  
ST. JOSEPH, MI 49085

**BOUNDARY ADJUSTMENT, LOT CONSOLIDATION**  
**AND LAND DIVISION VARIANCE APPLICATION**

Please print legibly. All portions must be completed. Do not leave any section blank, use N/A. Incomplete forms will be returned. If additional space is needed, please use additional sheets of paper.

**Property Information**

Property Address(es): 2936, 2940, & 2942 Niles Ave

Property Code Number(s) (Tax Number): 11-76-6970-0001-00-6, 6970-0002-00-2,  
6970-0003-00-9

Briefly Explain Request: Request Land division deviation for the width to depth 1:4 depth ratio

**Applicant Information**

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

Name of Applicant: Scott Cooley and Daphne McClellan

Relationship to Property Owner: Owners (2936, 2940, & 2942 respectively)

Mailing Address: 3854 Fox Crossing Dr

City: St. Joseph State: MI Zip Code: 49085

Telephone Number: 615-418-0187 DM Emergency Number: 269-369-5076 SC

E-mail Address: email@salesfinaletouch.com

Name of Property Owner: Scott Cooley and Daphne McClellan

Mailing Address: 5400 Fairview Street

City: Stevensville State: MI Zip Code: 49127

Telephone: 269-369-5076 E-mail Address: renderings@bluedoorvisuals.com

**Attorney:** Stephen W. Smith / Miller Johnson Schroeder PLC

Mailing Address: 728 Pleasant Street, Suite 101

City: St. Joseph State: MI Zip Code: 49085

Telephone: 269-983-1000 E-mail Address: ssmith@MILawyers.net

**Land Surveyor and/or Engineer:** Wightman / Fred Peters

Mailing Address: 2303 Pipestone Road

City: Benton Harbor State: MI Zip Code: 49085

Telephone: 269-487-9165 E-mail Address: fpeters@gowightman.com

**Type of Request**

☐ Boundary Adjustment (transferring land between two adjacent parcels – no decrease or increase in number of parcels)

☐ Combination (combining two or more parcels to create one parcel)

☒ Land Division (dividing one parcel into two or more parcels).

Total number of existing parcels? 1

Total number of proposed parcels? 3

**Variance Information**

List all variances necessary for the proposed request and include applicable code sections.

Per Kristen Gundersen - a Land division deviation for the width to depth 1:4 depth ratio

the proposed land division creates parcels that do not comply with the max requirement.



**In accordance with Section A-25. – Variances, the questions need to be answered.**

Explain how strict application of the regulations would result in practical difficulties or undue hardship.

The request is to address the 1:4 ratio noncompliance. Without the approval,

the new proposed land division request for the 3 new parcels will not be successful.

Explain how relief from the strict application would not result in a substantial detriment to the public good and does not impair the intent and purpose of Chapter 27 Subdivisions.

There is not threat or detriment to the public with the request for deviation.

Explain how the variance(s) being requested are the minimum necessary to relieve the practical difficulty or undue hardship.

The existing bldg has three different entities and the division is relying on the shared walls for unit #1/2936 and unit #2/2940. The facade on the front makes unit #3/2942 appear to share the same wall but it is a separate bldg.

**BOUNDARY ADJUSTMENT, LOT CONSOLIDATION AND LAND DIVISION VARIANCE  
APPLICATION  
CERTIFICATION**

The Applicant certifies and acknowledges and agrees that:

- A. The statements contained in this application are true and correct to the best of the Applicant's knowledge and belief. The owner of the subject property, if different from the applicant, states that they consent to the filing of the application and that all information contained is true and correct to the best of their knowledge;
- B. The Applicant understands that an incomplete or nonconforming application will not be considered. In addition, the Applicant understands that the City may require additional information prior to the consideration of this application;
- C. The Applicant shall make the property that is subject of this application available for inspection by the City at reasonable times;
- D. If any information provided in this application changes or becomes incomplete or inapplicable for any reason following submission of this application, the Applicant shall submit a supplemental application or other acceptable written statement containing the new or corrected information as soon as practicable but not less than twenty (20) days following the change, and that failure to do so shall be grounds for denial of the application;
- E. The Applicant understands that if the application is approved with conditions, those conditions will need to be met as part of any permit issued; and
- F. The Applicant understands this is only a parcel division which conveys certain rights under the applicable local land division ordinance and the State Land Division Act (formerly the subdivision control act P.A. 288 of 1967, as amended (particularly by PA. 591 of 1996), MCL 560.101 et.Seq.) and does not include any representation or conveyance of rights in any other statute, building code, zoning ordinance, deed restrictions or other property rights.
- G. The Applicant understands that if the division is approved, a land division does not occur until receipt of a registerable conveyance is supplied to the City of St. Joseph.
- H. The Applicant understands if zoning, local ordinances and State Acts change prior to land divisions being completed (registerable conveyances) the divisions must comply with the new requirements unless surveys representing the approval of the divisions are recorded with the Berrien County Land Division/GIS Department.
- I. The Applicant understands that if the application is approved it is valid for sixty (60) days from the date of issuance and if the proposed Boundary Adjustment, Lot Consolidation or Land Division are not completed during the sixty (60) day time frame, a new application and approval must be obtained.

(page 1 of 2)

**BOUNDARY ADJUSTMENT, LOT CONSOLIDATION AND LAND DIVISION VARIANCE  
APPLICATION**

**CERTIFICATION, continued (page 2 of 2)**

The Applicant certifies and acknowledges and agrees that:

- J. The Applicant understands that they are responsible for all application fees. Fees are non-refundable and there is no guarantee the application will be approved or permits issued. There should be no outstanding monies owed to the City (i.e., water bill or taxes).

On the 29<sup>th</sup> day of August, 20 25, I/We have read the above certification, understand it, and agree to abide by its conditions.

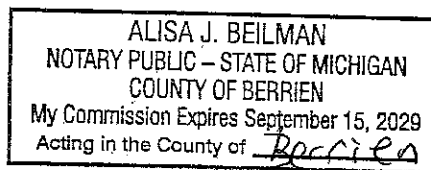
Daphne McTellan  
Scott Cooley  
Signature of Applicant or Authorized Agent

Daphne McTellan  
SCOTT COOLEY  
Name of Applicant or Authorized Agent

**SUBSCRIBED AND SWORN**

To before me this 29 day of  
August, 20 25

Alisa J. Beilman  
Notary Public



**OFFICIAL CITY USE:**

Completed: Variance Application: \_\_\_\_\_

Date Received: \_\_\_\_\_

Fee: \_\_\_\_\_

BOUNDARY ADJUSTMENT, LOT CONSOLIDATION AND LAND DIVISION VARIANCE  
APPLICATION

OWNER'S CONSENT FORM

I/We, the Owner(s) of the property listed below, hereby grant permission for the Applicant, SCOTT COOLEY  
2936, 2940, + 2942 Niles Ave, St. Joseph MI 49085 / Daphne McClellan  
(Company name and contact person) to seek Land Division Variance for max 1.4 ratio  
(state request that can be made) as required by the City of St. Joseph, Michigan for the property  
commonly known as 2936, 2940, + 2942 Niles Ave St. Joseph, MI 49085 (street address)  
and having the Property Code Number (Tax Number) of 11-76- 6970-0001-00-6, 6970-0002-00-2,  
6970-0003-00-9

On the 29<sup>th</sup>, day of August, 20 25, I/We have read the above certification,  
understand it, and agree to abide by its conditions.

Daphne McClellan  
Scott Cooley

Signature of Property Owner

Daphne McClellan

SCOTT COOLEY  
Name of Property Owner

Signature of Property Owner

Name of Property Owner

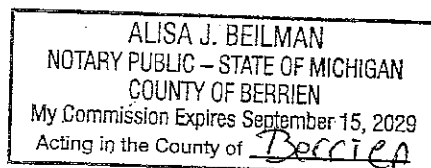
SUBSCRIBED AND SWORN

To before me this 29 day of

August, 20 25

Ali J. Beilman

Notary Public



## **EASEMENT AGREEMENT**

### **DECLARATIONS:**

**Date of Easement:** \_\_\_\_\_, 2025.

**Owner of Parcel A:** Daphne McClellan, 3854 Fox Crossing, St. Joseph, MI 49085.

**Owners of Parcels B and C:** Scott and Jerri Cooley, 5400 Fairview Street, Stevensville, MI 49127.

**Legal Description of Parcel A:** Parcel A is the real estate legally described on **Exhibit A** attached hereto.

**Legal Description of Parcels B and C:** Parcels B and C are the real estate legally described on **Exhibit B** attached hereto.

**Survey of Parcels:** Attached hereto as **Exhibit C**

**Purpose of the Easement:** To permit the parties to terminate the condominium of which the Parcels are presently a part, and to replace its governance of the exterior structures and spaces on the Parcels with mutual easements.

**Duration of Easement:** The Easement is perpetual and appurtenant and shall run with the land.

**Exclusivity of Easement:** The Easement is non-exclusive, and the respective owners may utilize their respective Parcels for any purpose not inconsistent with the grant of this Easement.

1. Consideration. This Easement is dedicated for good and valuable consideration less than \$100.00.
2. Grant of Easement.
  - a. To the extent detailed herein, Owner of Parcel A grants to the Owner of Parcels B and C this Easement for the benefit of Owner of Parcels B and C, and future owners of Parcels B and C from time to time, along with their heirs, successors and assigns, guests and invitees of Parcels B and C as a non-exclusive easement for the Purpose of the Easement as stated in the above Declarations, in accordance with the terms and provisions of this Easement Agreement, making the Easement across Parcel A subject to the rights of Parcels B and C in and to the Easement and the burdens of the Easement as provided above in perpetuity. Owner of Parcel A retains the right to use all or any part of the easement area for uses not inconsistent with the grant of this Easement.
  - b. To the extent detailed herein, Owner of Parcels B and C grants to the Owner of Parcel A this Easement for the benefit of Owner of Parcel A, and future owners of Parcel A from time to time, along with their heirs, successors and assigns, guests and invitees of Parcel A as a non-exclusive easement for the Purpose of the Easement as stated in the above Declarations, in accordance with the terms and provisions of this Easement Agreement, making the Easement



across Parcels B and C subject to the rights of Parcel A in and to the Easement and the burdens of the Easement as provided above in perpetuity. Owner of Parcels B and C retains the right to use all or any part of the easement area for uses not inconsistent with the grant of this Easement.

c. *Front Parking Lot:* Parcels A, B, and C shall share the parking lot located on and across the east side of those Parcels which faces Niles Road. All parking spaces in this lot are for general use; no reserved parking will be allowed by any Parcel owner. Maintenance and repairs to the lot will be shared by the Parcel owners according to the following percentages: Parcel A = 27%, Parcel B = 43%, and Parcel C = 30%. These percentages were determined by taking the total width of the parcels and dividing out the portion for each parcel. A two-thirds (2/3) approval vote will be required to initiate any maintenance or repairs to this lot.

d. *Back Parking Lot:* Parcel A has its own back parking lot facing west towards the alley, which is not part of the back parking lot of Parcels B and Parcel C. Parcel A's owner is responsible for maintaining and repairing its own back parking lot, and parking in that lot is restricted to the owners and tenants of Parcel A. Parcels B and C share a back parking lot facing west towards the alley. Maintenance and repairs of this back parking lot will be shared by the owners of Parcel B and Parcel C per the following percentages: Parcel B = 59%, Parcel C = 41%. Parking in that lot is restricted to the owners and tenants of Parcels B and C.

e. *Building Exterior:* The respective exterior building materials of each Parcel (including, but not limited to, lights, siding, windows, awnings, and sidewalks) shall be maintained and repaired by the owner of that Parcel. The delineation of exteriors will be determined from the survey attached hereto as Exhibit C.

f. *Building Roofs:* Parcel A has its own roof which neither is a part of, nor connects with, the shared roof of Parcels B and C. The owner of Parcel A is responsible for maintaining and repairing its roof. Parcels B and C share a common roof. Any maintenance and repairs of this common roof will be the responsibility of the owner of the Parcel on which the portion of the roof needing the maintenance or repair is located. If the roof is deemed non-repairable and a new roof is required, the cost of said new roof will be shared between the owners of Parcels B and Parcel C in the same ratio as the percentages of the roof's area located in each Parcel. Estimates for any new roof costs will be broken into two estimates, one covering the square footage cost for Parcel B and one for covering the square footage cost for Parcel C.

3. Indemnity. In the event an accident, injury or damage occurs to any person or property as a result of use of the Easement by the owner of a Parcel, or its employees, agents, contractors, lessees, guests, invitees or licensees, then said owner shall indemnify and hold harmless the owners of the other Parcels from all claims, judgments, costs, and expenses (including attorney fees) resulting from such accident or injury.

4. Easement Appurtenant. The easement granted and dedicated herein shall be appurtenant to the Parcels and shall run with the land.

5. Miscellaneous. The paragraph headings used in this agreement are for convenience only and shall not be used in the interpretation hereof. No delay on the part of either party in the exercise of any right or remedy shall operate as a waiver. No single or partial exercise by either party of any right or remedy shall preclude any other future exercise of that right or remedy or the exercise of any other right or remedy. Whenever possible, each provision of this agreement shall be interpreted in such manner as to be effective and valid under applicable law. If any provision hereof shall be declared invalid or illegal it shall be ineffective to the extent of such prohibition or invalidity, without

invalidating the remainder of the provision or the remaining provisions of this agreement. Notices shall be deemed given when mailed to the party to whom notice is being provided, postage prepaid, at the party's address set forth at the beginning of this agreement or at the then current address as listed with the county treasurer for the party to whom notice is being provided. This agreement shall run with the land and bind the respective heirs, personal representatives, successors and assigns of the parties.

IN WITNESS WHEREOF, the undersigned have executed this Easement Agreement, effective as of the *Date of Easement* stated above.

**Owner of Parcel A:**

\_\_\_\_\_  
Daphne McClellan

STATE OF MICHIGAN     }  
                                      } SS.  
COUNTY OF BERRIEN    }

Acknowledged before me in Berrien County, Michigan, on \_\_\_\_\_, 2025, by Daphne McClellan.

By: \_\_\_\_\_ (print)  
Notary Public, Berrien County, Michigan  
My Commission Expires: \_\_\_\_\_

**Owner of Parcel B:**

\_\_\_\_\_  
Scott Cooley

\_\_\_\_\_  
Jerri Cooley

STATE OF MICHIGAN     }  
                                      } SS.  
COUNTY OF BERRIEN    }

Acknowledged before me in Berrien County, Michigan, on \_\_\_\_\_, 2025, by Scott Cooley and Jerri Cooley.

By: \_\_\_\_\_ (print)  
Notary Public, Berrien County, Michigan  
My Commission Expires: \_\_\_\_\_

Prepared by:  
Stephen W. Smith (P70723)  
Miller Johnson Schroeder, PLC  
728 Pleasant Street, Suite 101  
St. Joseph, Michigan 49085

### Exhibit A

THAT PART OF LOT 9, "GARD'S ADDITION TO THE CITY OF ST. JOSEPH", BEING A SUBDIVISION IN THE NORTHWEST QUARTER OF SECTION 35, TOWNSHIP 4 SOUTH, RANGE 19 WEST, CITY OF ST. JOSEPH, BERRIEN COUNTY, MICHIGAN, ACCORDING TO THE PLAT THEREOF, AS RECORDED IN LIBER 1 OF PLATS, PAGE 19, BERRIEN COUNTY RECORDS, DESCRIBED AS: COMMENCING AT THE NORTH QUARTER CORNER OF SAID SECTION 35; THENCE SOUTH  $01^{\circ} 41' 31''$  WEST (RECORDED SOUTH  $00^{\circ} 17' 50''$  WEST) ON THE NORTH AND SOUTH QUARTER LINE OF SAID SECTION 35 A DISTANCE OF 1988.69 FEET TO THE SOUTHEAST CORNER OF SAID LOT 9; THENCE NORTH  $88^{\circ} 36' 18''$  WEST (RECORDED WEST) ON THE SOUTH LINE OF SAID LOT 9 A DISTANCE OF 154.33 FEET (RECORDED 154.11 FEET); THENCE NORTH  $01^{\circ} 37' 38''$  EAST (RECORDED NORTH  $00^{\circ} 20' 07''$  EAST) ON THE EAST RIGHT OF WAY LINE OF A 20 FOOT WIDE ALLEY 108.37 FEET (RECORDED 108.47 FEET) TO COMMON BUILDING WALL LINE "A" EXTENDED AND THE POINT OF BEGINNING OF THE LAND HEREIN DESCRIBED: THENCE NORTH  $01^{\circ} 37' 38''$  EAST (RECORDED NORTH  $00^{\circ} 20' 07''$  EAST) ON SAID EAST RIGHT OF WAY LINE 21.30 FEET TO COMMON BUILDING WALL LINE "B" EXTENDED; THENCE SOUTH  $88^{\circ} 14' 13''$  EAST ON SAID BUILDING WALL LINE "B" AND SAID LINE EXTENDED 132.50 FEET TO THE WEST RIGHT OF WAY LINE OF NILES AVENUE; THENCE SOUTH  $02^{\circ} 22' 13''$  WEST (RECORDED SOUTH  $01^{\circ} 04' 41''$  WEST) ON SAID WEST RIGHT OF WAY LINE 20.22 FEET TO SAID BUILDING WALL LINE "A" EXTENDED; THENCE NORTH  $88^{\circ} 42' 29''$  WEST (RECORDED WEST) ON SAID COMMON BUILDING WALL LINE "A" AND SAID LINE EXTENDED 132.24 FEET TO THE POINT OF BEGINNING. CONTAINING 0.06 OF AN ACRE MORE OR LESS.

SUBJECT TO ANY AND ALL EASEMENTS AND RESTRICTIONS OF RECORD, OR OTHERWISE.

## Exhibit B

### Parcel B:

THAT PART OF LOT 9, "GARD'S ADDITION TO THE CITY OF ST. JOSEPH", BEING A SUBDIVISION IN THE NORTHWEST QUARTER OF SECTION 35, TOWNSHIP 4 SOUTH, RANGE 19 WEST, CITY OF ST. JOSEPH, BERRIEN COUNTY, MICHIGAN, ACCORDING TO THE PLAT THEREOF, AS RECORDED IN LIBER 1 OF PLATS, PAGE 19, BERRIEN COUNTY RECORDS, DESCRIBED AS: COMMENCING AT THE NORTH QUARTER CORNER OF SAID SECTION 35; THENCE SOUTH  $01^{\circ} 41' 31''$  WEST (RECORDED SOUTH  $00^{\circ} 17' 50''$  WEST) ON THE NORTH AND SOUTH QUARTER LINE OF SAID SECTION 35 A DISTANCE OF 1988.69 FEET TO THE SOUTHEAST CORNER OF SAID LOT 9; THENCE NORTH  $88^{\circ} 36' 18''$  WEST (RECORDED WEST) ON THE SOUTH LINE OF SAID LOT 9 A DISTANCE OF 154.33 FEET (RECORDED 154.11 FEET); THENCE NORTH  $01^{\circ} 37' 38''$  EAST (RECORDED NORTH  $00^{\circ} 20' 07''$  EAST) ON THE EAST RIGHT OF WAY LINE OF A 20 FOOT WIDE ALLEY 129.67 FEET TO COMMON BUILDING WALL LINE "B" EXTENDED AND THE POINT OF BEGINNING OF THE LAND HEREIN DESCRIBED: THENCE NORTH  $01^{\circ} 37' 38''$  EAST (RECORDED NORTH  $00^{\circ} 20' 07''$  EAST) ON SAID EAST RIGHT OF WAY LINE 31.05 FEET TO COMMON BUILDING WALL LINE "C" EXTENDED; THENCE SOUTH  $88^{\circ} 24' 58''$  EAST ON SAID BUILDING WALL LINE "C" AND SAID LINE EXTENDED 132.91 FEET TO THE WEST RIGHT OF WAY LINE OF NILES AVENUE; THENCE SOUTH  $02^{\circ} 22' 13''$  WEST (RECORDED SOUTH  $01^{\circ} 04' 41''$  WEST) ON SAID WEST RIGHT OF WAY LINE 31.47 FEET TO SAID BUILDING WALL LINE "B" EXTENDED; THENCE NORTH  $88^{\circ} 14' 13''$  WEST ON SAID COMMON BUILDING WALL LINE "A" AND SAID LINE EXTENDED 132.50 FEET TO THE POINT OF BEGINNING. CONTAINING 0.09 OF AN ACRE MORE OR LESS.

SUBJECT TO ANY AND ALL EASEMENTS AND RESTRICTIONS OF RECORD, OR OTHERWISE

### Parcel C:

THAT PART OF LOT 9, "GARD'S ADDITION TO THE CITY OF ST. JOSEPH", BEING A SUBDIVISION IN THE NORTHWEST QUARTER OF SECTION 35, TOWNSHIP 4 SOUTH, RANGE 19 WEST, CITY OF ST. JOSEPH, BERRIEN COUNTY, MICHIGAN, ACCORDING TO THE PLAT THEREOF, AS RECORDED IN LIBER 1 OF PLATS, PAGE 19, BERRIEN COUNTY RECORDS, DESCRIBED AS: COMMENCING AT THE NORTH QUARTER CORNER OF SAID SECTION 35; THENCE SOUTH  $01^{\circ} 41' 31''$  WEST (RECORDED SOUTH  $00^{\circ} 17' 50''$  WEST) ON THE NORTH AND SOUTH QUARTER LINE OF SAID SECTION 35 A DISTANCE OF 1988.69 FEET TO THE SOUTHEAST CORNER OF SAID LOT 9; THENCE NORTH  $88^{\circ} 36' 18''$  WEST (RECORDED WEST) ON THE SOUTH LINE OF SAID LOT 9 A DISTANCE OF 154.33 FEET (RECORDED 154.11 FEET); THENCE NORTH  $01^{\circ} 37' 38''$  EAST (RECORDED NORTH  $00^{\circ} 20' 07''$  EAST) ON THE EAST RIGHT OF WAY LINE OF A 20 FOOT WIDE ALLEY 160.72 FEET TO COMMON BUILDING WALL LINE "C" EXTENDED AND THE POINT OF BEGINNING OF THE LAND HEREIN DESCRIBED: THENCE NORTH  $01^{\circ} 37' 38''$  EAST (RECORDED NORTH  $00^{\circ} 20' 07''$  EAST) ON SAID EAST RIGHT OF WAY LINE 21.65 FEET; THENCE SOUTH  $88^{\circ} 42' 29''$  EAST (RECORDED EAST) 133.20 FEET TO THE WEST RIGHT OF WAY LINE OF NILES AVENUE; THENCE SOUTH  $02^{\circ} 22' 13''$  WEST (RECORDED SOUTH  $01^{\circ} 04' 41''$  WEST) ON SAID WEST RIGHT OF WAY LINE 22.33 FEET TO SAID BUILDING WALL LINE "C" AND SAID LINE EXTENDED; THENCE NORTH  $88^{\circ} 24' 58''$  WEST ON SAID COMMON BUILDING WALL LINE "C" 132.91 FEET TO THE POINT OF BEGINNING. CONTAINING 0.07 OF AN ACRE MORE OR LESS.

SUBJECT TO ANY AND ALL EASEMENTS AND RESTRICTIONS OF RECORD, OR OTHERWISE.



700 Broad Street • St. Joseph, Michigan 49085-1276 • [www.sjcity.com](http://www.sjcity.com)

## DEPARTMENTS

ASSESSOR  
269-983-1231

ATTORNEY  
269-983-5541

CLERK  
269-983-6325

COMMUNICATIONS  
& MARKETING  
269-983-0349

ENGINEER  
269-983-5541

FINANCE/TREASURER  
269-983-4731

HOWARD ICE ARENA  
269-985-8795

INSPECTIONS &  
CODE ENFORCEMENT  
269-983-1212

MANAGER  
269-983-5541

PERSONNEL  
269-983-0443

PLANNING & ZONING  
269-983-1212

### PUBLIC SAFETY:

EMERGENCY 9-1-1

DISPATCHER  
269-983-3060

POLICE  
ADMINISTRATION  
269-985-0300

FIRE  
ADMINISTRATION  
269-983-4641

### PUBLIC WORKS:

PARKS & CEMETERY  
STREETS & SANITATION  
269-983-6341

WATER/SEWER BILLING  
269-983-6324

WATER TREATMENT  
PLANT  
269-983-1240

WEST BASIN MARINA  
269-983-5432

July 22, 2025

Scott Cooley  
S & J Property Management Company LLC  
5400 Fairview Street  
Stevensville, MI 49127

Subject: Denial of Land Division

Tax Number: 76.6970.0001.00.6 (2936 Niles Ave – north unit)  
76.6970.0002.00.2 (2940 Niles Ave – middle unit)  
76.6970.0003.00.9 (2942 Niles Ave – south unit)

Dear Ms. McClellan and Mr. Cooley:

Thank you for your land division application regarding the above properties. The tax numbers are associated with the R & J Condominium Association which consisted of three units on one parcel of land. Included within the application was a "Certificate of Dissolution" that was filed with Michigan Department of Licensing and Regulatory Affairs... on March 6, 2025. The property consists of a single-building with three individual tenant spaces.

Based on the tax numbers 2936 and 2940 is owned by S & J Property management Company and Daphne McClellan owns 2942 Niles Avenue. The property is located in the C Commercial Business District.

The applicants are requesting a land division to create three individual parcels ranging in size from 0.06 to 0.09-acres.



Below are the C Commercial Business District regulations and the proposed new parcel configuration:

<u>Zoning Code Regulations</u>		<u>2936/C</u>	<u>2940/B</u>	<u>2942/C</u>
Minimum Lot Width:	N/A	22.33'	31.47'	20.22'
Minimum Lot Area:	N/A	0.07-acres	0.09-acres	0.06-ac
Minimum Front Yard:	15 feet	+15 existing	+15 ex	+15 ex
Minimum Side Yards - north:	0/7 feet <sup>1</sup>	1.23' existing	0	0
Minimum Side Yards - south:		0	0	0
Minimum Rear Yard:	5 feet	+5 - existing	+5 ex	+5 ex
Maximum Lot Coverage:	50%	unable to calculate because no depth of building provided		
Width to Depth Ratio:	1:4	22.33:133.2	31.47:132.5	20.22:132.2

<sup>1</sup>Table 5-1, footnote 4 states "May build on property line but side Setback must at least seven (7) feet if not built on property line."

#### Access and Parking

Since each parcel will not have their own access point to the public street and each unit will not have the minimum required parking. A shared ingress/egress and parking easement will also be required. This document will need to be recorded with any land division request that is approved.

The land division approval granted by the City does not provide any protection to the nonconforming buildings or uses. Any alterations would need to comply with the zoning ordinance at time of building permit review.

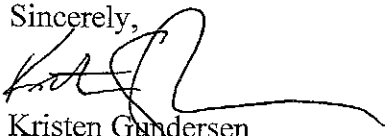
***As such, the Land Division for the proposed three parcels described earlier having the addresses of 2936, 2940 and 2942 Niles cannot be approved as the proposed new lot widths each do not meet the width to depth ratio of 4:1 based on survey prepared by Wightman and dated February 10, 2025.***

Based on discussions with you, it is my understanding that a request for a land division variance/waiver from the City Commission under Chapter 27, Section A-25 of the Code of Ordinances, in particular to request a variance to modify the width to depth ratio to exceed 4:1 will be submitted in the future.

There is a \$250 nonrefundable application fee associated with a request to the City Commission. Attached is the Land Division Variance Application packet. Once received, the required public notice will be completed and it will be placed on the next available City Commission agenda.

Please feel free to contact me with any questions. Thank you for your assistance in this matter.

Sincerely,



Kristen Gundersen  
Community Development Director

Cc: Daphane McClellan



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

## **BOUNDARY ADJUSTMENT, LOT CONSOLIDATION AND LAND DIVISION APPLICATION**

Please print legibly. All portions must be completed. Do not leave any section blank, use N/A. Incomplete forms will be returned. If additional space is needed, please use additional sheets of paper.

### **Property Information**

Property Address (es): 2936, 2940, 2942 NILES AVE, ST JOSEPH, MI 49085

Property Code Number(s) (Tax Number): 11-76- (2936) 11-76-6970-0001-00-6  
(2940) 11-76-6970-0002-00-2 (2942) 11-76-6970-0003-00-9

Briefly Explain Request: UNIT MEMBERS VOTED TO DISSOLVE R<sup>S</sup>J CONDO ASSOCIATION  
AND NOW NEED TO DIVIDE REGISTERED PLAT INTO 3 SEPERATE PARCELS.

### **Applicant Information**

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

Name of Applicant: SCOTT COOLEY UNIT 1<sup>1</sup> 2 DAPHNE MCLELLAN Unit 3

Relationship to Property Owner: SCOTT & JERRI COOLEY OWN S<sup>S</sup>J PROPERTY MANAGEMENT COMPANY

Mailing Address: 5400 FAIRVIEW ST

City: STEVENSVILLE State: MI Zip Code: 49127

Telephone Number: 269.369.5076 Emergency Number: 269.369.2224 (WIFE'S #)

E-mail Address: RENDERINGS@BLUEDOORVISUALS.COM

Name of Property Owner: UNIT 1<sup>1</sup> 2 S<sup>S</sup>J PROPERTY MANAGEMENT COMPANY LLC

Mailing Address: 5400 FAIRVIEW ST

City: STEVENSVILLE State: MI Zip Code: 49127

Telephone: 269.369.5076 E-mail Address: RENDERINGS@BLUEDOORVISUALS.COM

( DAPHNE'S INFO ON NEXT PAGE )



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## **BOUNDARY ADJUSTMENT, LOT CONSOLIDATION AND LAND DIVISION APPLICATION**

Please print legibly. All portions must be completed. Do not leave any section blank, use N/A. Incomplete forms will be returned. If additional space is needed, please use additional sheets of paper.

### **Property Information**

Property Address (es): See Page 1  
Property Code Number(s) (Tax Number): 11-76-

Briefly Explain Request: See Page 1

### **Applicant Information**

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

Name of Applicant: DAPHNE McCLELLAN UNIT 3

Relationship to Property Owner: Self

Mailing Address: 3854 Fox Crossing Dr.

City: St. Joseph State: MI Zip Code: 49085

Telephone Number: 615-418-0187 Emergency Number: 615-202-1578

E-mail Address: email@salesfinaletouch.com

Name of Property Owner: Daphne McClellan

Mailing Address: 3854 Fox Crossing Dr.

City: St. Joseph State: MI Zip Code: 49085

Telephone: 615-418-0187 E-mail Address: email@salesfinaletouch.com

Attorney: STEPHAN W. SMITH, ATTORNEY

Mailing Address: 728 PLEASANT STREET, SUITE 101

City: St. JOSEPH State: MICHIGAN Zip Code: 49085

Telephone: 269-983-1000 E-mail Address: SSmith@MILawyers.NET

Land Surveyor and/or Engineer: FRED PETERS - WIGHTMAN & ASSOCIATES

Mailing Address: 2303 PIPESTONE ROAD

City: BENTON HARBOR State: MICHIGAN Zip Code: 49022

Telephone: P: 269 487 9165 E-mail Address: FPETERS@GOWIGHTMAN.COM

M: 269.235.5360

**Type of Request**

☐ Boundary Adjustment (transferring land between two adjacent parcels – no decrease or increase in number of parcels)

☐ Combination (combining two or more parcels to create one parcel)

☒ Land Division (dividing one parcel into two or more parcels).

Total number of existing parcels? 1

Total number of proposed parcels? 3

**Site Information**

General description or characteristics of the site: THE SITE CONTAINS 3 UNITS OF THE R<sup>2</sup>S CONDO ASSOCIATION THAT SELL RETAIL TO THE PUBLIC. A RESTAURANT / HAIR SALON / HEALTH WELLNESS

Master Plan Designation: \_\_\_\_\_

Existing Zoning and Land Use: \_\_\_\_\_

Proposed Future Land Use: \_\_\_\_\_

Existing land use and zoning of adjacent parcels:

North: Retail

South: Retail

East: Retail

West: Retail

Do any of the following situations exist on the parcel?

NO Beach/Lake      NO Floodplain      NO River      NO Wetlands

N/A Slopes greater than twenty-five percent (25%) (1:4 pitch of 14 degree angle) or steeper

Is the property known or suspected to have existing or abandoned wells, underground storage tanks or contaminated soils? Yes: \_\_\_\_\_ No: X

Is the property located in any of the following overlay districts found in the Zoning Ordinance?

Downtown Height Overlay District (Section 9.4)? Yes: \_\_\_\_\_ No: X

Lake Bluff Scenic View Protection Overlay District (Section 9.5)? Yes: \_\_\_\_\_ No: X

Floodplain Overlay District (Section 9.6)? Yes: \_\_\_\_\_ No: X

Edgewater Beach Overlay District (Section 9.7)? Yes: \_\_\_\_\_ No: X

Main Street Corridor Overlay District (Section 9.8)? Yes: \_\_\_\_\_ No: X

### **Site Access**

How is access gained to the parcels?

\_\_\_\_\_ Each parcel will have access on an existing public street.

\_\_\_\_\_ Each parcel will have access on a new public street.

\_\_\_\_\_ Each parcel will have access on an existing private street.

\_\_\_\_\_ Each parcel will have access on a new private street.

X Each parcel will have access to a public street via an existing access easement.

\_\_\_\_\_ Each parcel will have access to a public street via a new access easement.

### **Parent Parcel Information (required for Land Division Requests)**

Beginning on March 31, 1997, list all previous Land Divisions that have taken place on the

"Parent Parcel" (include dates, tax numbers, and land area for each division that has occurred:

~~11-76-6970-0001-00-6~~ APR 09, 1999, 11-76-2700-0009-05-2:

11-76-6970-0001-00-6, 11-76-6970-0002-00-2,

11-76-6970-0003-00-9

Number of existing Land Division allowed for the "Parent Parcel" prior to this application?

1

Number of Land Divisions being used by the "Parent Parcel" as part of this application?

1



Number of future Land Divisions that might be allowed for the "Parent Parcel" in the future?

3

Are any future Land Divisions associated with this "Parent Parcel" being transferred to another parcel (See Section 109(2) of the Statute and make sure deed includes both statements as required in Section 109(3) and 109(4) of the Statute)? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If yes: Tax Number receiving future Land Divisions: \_\_\_\_\_

**Additional items to be submitted**

1. Proof of ownership;
2. Legal description and survey of all parcels involved;
3. Sealed, drawn to scale plat of survey which includes all dimensions completed by professional surveyor or engineer with the following:
  - a. Boundary as of March 31, 1997;
  - b. All previous divisions made after March 31, 1997 (indicate when made or none);
  - c. Date, north arrow, scale and name of person or firm responsible for the preparation of the Boundary Adjustment, Lot Consolidation or Land Division plat;
  - d. The proposed new boundaries and dimension of each parcel;
  - e. An accurate parcel map and legal description of each resulting parcel;
  - f. Dimensions and location of existing and proposed road right-of-way or easement rights-of-way (include easement language);
  - g. Dimensions and location of existing and proposed public utility easements (from public right-of-way to each parcel);
  - h. Dimensions and setbacks of all existing buildings (including accessory structures sheds, pools) and driveways;

## **BOUNDARY ADJUSTMENT, LOT CONSOLIDATION AND LAND DIVISION APPLICATION CERTIFICATION**

The Applicant certifies and acknowledges and agrees that:

- A. The statements contained in this application are true and correct to the best of the Applicant's knowledge and belief. The owner of the subject property, if different from the applicant, states that they consent to the filing of the application and that all information contained is true and correct to the best of their knowledge;
- B. The Applicant understands that an incomplete or nonconforming application will not be considered. In addition, the Applicant understands that the City may require additional information prior to the consideration of this application;
- C. The Applicant shall make the property that is subject of this application available for inspection by the City at reasonable times;
- D. If any information provided in this application changes or becomes incomplete or inapplicable for any reason following submission of this application, the Applicant shall submit a supplemental application or other acceptable written statement containing the new or corrected information as soon as practicable but not less than twenty (20) days following the change, and that failure to do so shall be grounds for denial of the application;
- E. The Applicant understands that if the application is approved with conditions, those conditions will need to be met as part of any permit issued; and
- F. The Applicant understands this is only a parcel division which conveys certain rights under the applicable local land division ordinance and the State Land Division Act (formerly the subdivision control act P.A. 288 of 1967, as amended (particularly by PA. 591 of 1996), MCL 560.101 et.Seq.) and does not include any representation or conveyance of rights in any other statute, building code, zoning ordinance, deed restrictions or other property rights.
- G. The Applicant understands that if the division is approved, a land division does not occur until receipt of a registerable conveyance is supplied to the City of St. Joseph.
- H. The Applicant understands if zoning, local ordinances and State Acts change prior to land divisions being completed (registerable conveyances) the divisions must comply with the new requirements unless surveys representing the approval of the divisions are recorded with the Berrien County Land Division/GIS Department.
- I. The Applicant understands that if the application is approved it is valid for sixty (60) days from the date of issuance and if the proposed Boundary Adjustment, Lot Consolidation or Land Division are not completed during the sixty (60) day time frame, a new application and approval must be obtained.

**BOUNDARY ADJUSTMENT, LOT CONSOLIDATION AND LAND DIVISION APPLICATION  
CERTIFICATION, continued (page 2 of 2)**

The Applicant certifies and acknowledges and agrees that:

- J. The Applicant understands that they are responsible for all application fees. Fees are non-refundable and there is no guarantee the application will be approved or permits issued. There should be no outstanding monies owed to the City (i.e., water bill or taxes).

Scott Cooley 2940 2936

DAPHNE McLELLAN 2942

On the 23<sup>RD</sup>, day of JUNE, 20 25, I/We have read the above certification, understand it, and agree to abide by its conditions.

*Scott Cooley*

*Scott Cooley*

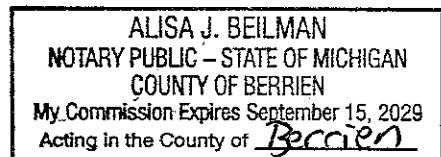
Signature of Applicant or Authorized Agent

Name of Applicant or Authorized Agent

**SUBSCRIBED AND SWORN**

To before me this 23 day of  
June, 2025

*Alisa J. Beilman*  
Notary Public



**OFFICIAL CITY USE:**

Completed: Variance Application: \_\_\_\_\_ Date Received: \_\_\_\_\_ Fee: \_\_\_\_\_  
Site Plan Review Application: \_\_\_\_\_ Other: \_\_\_\_\_

(page 1 of 2)

**BOUNDARY ADJUSTMENT, LOT CONSOLIDATION AND LAND DIVISION APPLICATION  
CERTIFICATION, continued (page 2 of 2)**

The Applicant certifies and acknowledges and agrees that:

J. The Applicant understands that they are responsible for all application fees. Fees are non-refundable and there is no guarantee the application will be approved or permits issued. There should be no outstanding monies owed to the City (i.e., water bill or taxes).

*2942 Niles Ave*

On the 23, day of June, 2025, I/We have read the above certification, understand it, and agree to abide by its conditions.

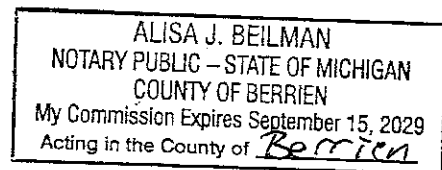
*Daphne McElroy*  
Signature of Applicant or Authorized Agent

*Daphne McElroy*  
Name of Applicant or Authorized Agent

**SUBSCRIBED AND SWORN**

To before me this 23 day of  
June, 2025

*Alisa J. Beilman*  
Notary Public



**OFFICIAL CITY USE:** Date Received: \_\_\_\_\_ Fee: \_\_\_\_\_  
Completed: \_\_\_\_\_ Variance Application: \_\_\_\_\_ Site Plan Review Application: \_\_\_\_\_ Other: \_\_\_\_\_

STATE OF MICHIGAN  
DEPARTMENT OF ATTORNEY GENERAL



P.O. BOX 30214  
LANSING, MI 48909

ATTORNEY GENERAL  
DANA NESSEL

February 14, 2025

Scott Cooley  
R & J Condominium, Association  
5400 Fairview Street  
Stevensville, MI 49127

Re: R & J Condominium, Association -800841286

Dear Sir/Madam:

Pursuant to the Supervision of Trustees for Charitable Purposes Act, 1961 PA 101, as amended; MCLA 14.251 *et seq.*; MSA 26.1200(1) *et seq.*, and 1965 PA 169; MCLA 450.251 *et seq.*; MSA 21.291(1) *et seq.*, the Attorney General is a necessary party to all proceedings to dissolve a nonprofit corporation or other legal entity whose corporate purposes are to hold property for any charitable purpose, except those organized for religious purposes.

We reviewed information concerning your proposed dissolution of a nonprofit corporation. Based upon the information supplied to this office, it has been concluded that the Attorney General is not a necessary party to the dissolution of the above captioned nonprofit corporation for the reason that its corporate purposes appear to be religious or not charitable.

Our determination is based on information and representations made in the documentation you provided. Please note that our non-objection does not relieve the organization of its obligation to use charitable assets according to the purpose for which they were given.

A copy of this letter must accompany your submission to the Corporation Division of the Department of Licensing and Regulatory Affairs.

Very truly yours,

A handwritten signature in black ink that reads "Chad M. Canfield".

rm

Chad M. Canfield  
Operations Manager  
Charitable Trust Section  
(517) 241-5665



# MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS CORPORATIONS, SECURITIES & COMMERCIAL LICENSING BUREAU

Date Received  
**MAR 05 2025**

AC1

(FOR BUREAU USE ONLY)

This document is effective on the date filed, unless a subsequent effective date within 90 days after received date is stated in the document.

Trans 25885884-1 12/30/24  
OK 3086 \$10.00

**FILED****MAR 06 2025**

ADMINISTRATOR  
CORPORATIONS DIVISION

EFFECTIVE DATE:

Name <b>Daphne McClellan</b>			
Address <b>3854 Fox Crossing Dr.</b>			
City <b>St Joseph</b>	State <b>MI</b>	ZIP Code <b>49085</b>	

Document will be returned to the name and address you enter above.  
If left blank, document will be returned to the registered office.

**CERTIFICATE OF DISSOLUTION****For use by Domestic Corporations**

(Please read information and instructions on the last page)

Pursuant to the provisions of Act 284, Public Acts of 1972 (profit corporations), or Act 162, Public Acts of 1982 (nonprofit corporations), the undersigned execute the following Certificate:

1. The name of the corporation is: **B+J Condominium Association**
2. The identification number assigned by the Bureau is: **800841286**
3. The dissolution was proposed and approved: (Check one of the following)
  - ☐ by written consent of the shareholders or members or their proxies having not less than the minimum number of votes required by statute in accordance with section 407(1) of the Act. Written notice to those shareholders or members that did not consent to the action in writing has been given. (Note: Written consent by less than all of the shareholders or members is permitted only if such provisions appear in the Articles of Incorporation).
  - ☐ by written consent of all shareholders or members entitled to vote in accordance with section 407(2) of 1972 PA 284 or 407(3) of 1982 PA 162.
  - ☐ by agreement among the shareholders in accordance with section 488 of 1972 PA 284.
  - ☒ by agreement among either: the members of a nonprofit corporation organized on a membership basis, the shareholders of a nonprofit corporation organized on a stock basis, or the directors of a nonprofit corporation organized on a directorship basis in accordance with Section 488 of 1982 PA 162
  - ☐ by ballot under section 408 of 1982 PA 162.
  - ☐ by ballot under section 409 of 1982 PA 162.
  - ☐ by written consent of all directors pursuant to section 525 of the Act and the corporation is a nonprofit corporation organized on a nonstock directorship basis.
  - ☐ at a meeting of the shareholders or members, held on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ at \_\_\_\_\_ (Location of Meeting)
  - ☐ at a meeting of directors of a corporation organized on a nonprofit directorship held on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, at \_\_\_\_\_ (Location of Meeting)

Signed this **27** day of **December**, **2024**

By

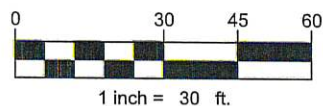
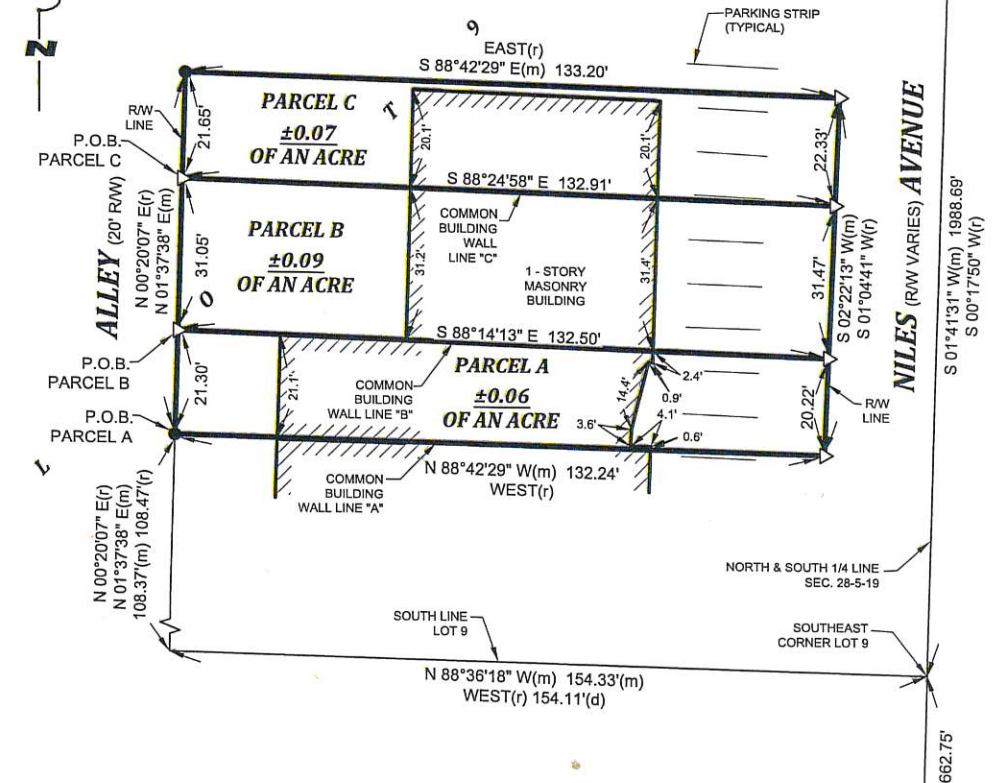
**Daphne McClellan**  
(Signature of an authorized officer or agent)

**Daphne McClellan, Director**  
(Type or Print Name)

***SURVEY IN NORTHWEST QUARTER OF  
SECTION 35, TOWNSHIP 4 SOUTH, RANGE 19 WEST,  
CITY OF ST. JOSEPH, BERRIEN COUNTY, MICHIGAN***

NOTE: THIS SURVEY IS A  
PROPOSED LAND DIVISION.  
DIVISION LINES SHOWN PER  
CLIENTS REQUEST.

NORTH 1/4 CORNER  
SECTION 35-04-19



NOTE: THIS IS A PARTIAL  
RETRACEMENT SURVEY OF  
WIGHTMAN & ASSOCIATES  
DRAWING X-3970, DATED 10/06/1998

CENTER OF  
SECTION 35-04-19

## LEGEND

- = FOUND IRON  
 ▷ = SET MAG NAIL  
 (m) = MEASURED  
 (d) = DEEDED  
 P.O.B. = POINT OF BEGINNING

**WITNESS TIES:**

NORTH 1/4 CORNER SECTION 35-4-19  
FOUND B.C.R.P. BRASS CAP IN MON. BOX  
LIBER 4 , PAGE 60

NAIL W/ TAG P.POLE	S85°W	25.47'
NAIL W/ TAG IN P.POLE	N20°W	83.16'
NAIL W/ TAG IN 40" OAK	S85°E	27.85'
TOP CENTER OF HYDRANT	S50°E	32.80'

**WITNESS TIES:**

CENTER SECTION 35-4-19  
FOUND B.C.R.P. BRASS CAP IN MON. BOX  
LCRC LIBER 3, PAGE 27

PK IN PP	S65°W	74.26'
PK IN PP	S25°W	84.78'
CL FIRE HYDRANT	S45°E	59.76'
PK IN PP	S55°E	63.70'



CLIENT: DAPHNE MCCLELLAN

JOB No: 250118

DATE: 2/10/2025

SCALE: 1" = 30'

DRAWN BY: AFI

CHECKED BY:

FRED O. PETERS

PS - 4001071353



**LEGAL DESCRIPTION FOR "RUMORS CONDOMINIUM" PER MASTER DEED RECORDED IN LIBER 118 OF CONDOMINIUMS, PAGE 1,  
BERRIEN COUNTY RECORDS:**

THAT PART OF LOT 9, GARD'S ADDITION TO THE CITY OF ST. JOSEPH, BERRIEN COUNTY, MICHIGAN, DESCRIBED AS: COMMENCING AT THE NORTH QUARTER CORNER OF SECTION 35, TOWNSHIP 4 SOUTH, RANGE 19 WEST, CITY OF ST. JOSEPH, BERRIEN COUNTY, MICHIGAN; THENCE SOUTH 00° 17' 50" WEST ON THE NORTH AND SOUTH QUARTER LINE OF SAID SECTION 35 A DISTANCE OF 1988.69 FEET TO THE SOUTHEAST CORNER OF SAID LOT 9; THENCE WEST ON THE SOUTH LINE OF SAID LOT 9 A DISTANCE OF 154.11 FEET; THENCE NORTH 00° 20' 07" EAST ON THE EAST RIGHT OF WAY LINE OF A 20 FOOT WIDE ALLEY 108.47 FEET TO THE POINT OF BEGINNING OF THE LAND HEREIN DESCRIBED: THENCE CONTINUING NORTH 00° 20' 07" EAST 74.00 FEET; THENCE EAST 133.20 FEET TO THE WEST RIGHT OF WAY LINE OF NILES AVENUE; THENCE SOUTH 01° 04' 41" WEST ON SAID WEST RIGHT OF WAY LINE 74.01 FEET TO A COMMON BUILDING WALL EXTENDED; THENCE WEST ON SAID COMMON WALL 132.24 FEET TO THE POINT OF BEGINNING.

**LEGAL DESCRIPTION PARCEL A AS SURVEYED:**

THAT PART OF LOT 9, "GARD'S ADDITION TO THE CITY OF ST. JOSEPH", BEING A SUBDIVISION IN THE NORTHWEST QUARTER OF SECTION 35, TOWNSHIP 4 SOUTH, RANGE 19 WEST, CITY OF ST. JOSEPH, BERRIEN COUNTY, MICHIGAN, ACCORDING TO THE PLAT THEREOF, AS RECORDED IN LIBER 1 OF PLATS, PAGE 19, BERRIEN COUNTY RECORDS, DESCRIBED AS: COMMENCING AT THE NORTH QUARTER CORNER OF SAID SECTION 35; THENCE SOUTH 01° 41' 31" WEST (RECORDED SOUTH 00° 17' 50" WEST) ON THE NORTH AND SOUTH QUARTER LINE OF SAID SECTION 35 A DISTANCE OF 1988.69 FEET TO THE SOUTHEAST CORNER OF SAID LOT 9; THENCE NORTH 88° 36' 18" WEST (RECORDED WEST) ON THE SOUTH LINE OF SAID LOT 9 A DISTANCE OF 154.33 FEET (RECORDED 154.11 FEET); THENCE NORTH 01° 37' 38" EAST (RECORDED NORTH 00° 20' 07" EAST) ON THE EAST RIGHT OF WAY LINE OF A 20 FOOT WIDE ALLEY 108.37 FEET (RECORDED 108.47 FEET) TO COMMON BUILDING WALL LINE "A" EXTENDED AND THE POINT OF BEGINNING OF THE LAND HEREIN DESCRIBED: THENCE NORTH 01° 37' 38" EAST (RECORDED NORTH 00° 20' 07" EAST) ON SAID EAST RIGHT OF WAY LINE 21.30 FEET TO COMMON BUILDING WALL LINE "B" EXTENDED; THENCE SOUTH 88° 14' 13" EAST ON SAID BUILDING WALL LINE "B" AND SAID LINE EXTENDED 132.50 FEET TO THE WEST RIGHT OF WAY LINE OF NILES AVENUE; THENCE SOUTH 02° 22' 13" WEST (RECORDED SOUTH 01° 04' 41" WEST) ON SAID WEST RIGHT OF WAY LINE 20.22 FEET TO SAID BUILDING WALL LINE "A" EXTENDED; THENCE NORTH 88° 42' 29" WEST (RECORDED WEST) ON SAID COMMON BUILDING WALL LINE "A" AND SAID LINE EXTENDED 132.24 FEET TO THE POINT OF BEGINNING. CONTAINING 0.06 OF AN ACRE MORE OR LESS.

SUBJECT TO ANY AND ALL EASEMENTS AND RESTRICTIONS OF RECORD, OR OTHERWISE.

SUBJECT TO ANY FACTS THAT MAY BE DISCLOSED IN A FULL AND ACCURATE TITLE SEARCH.

THE RELATIVE POSITIONAL PRECISION OF EACH CORNER IS WITHIN THE LIMITS ACCEPTED BY THE PRACTICE OF PROFESSIONAL SURVEYING AND THE REQUIREMENTS OF P.A. 132 OF 1970, AS AMENDED, HAVE BEEN COMPLIED WITH.

BEARINGS ARE RELATED TO THE MICHIGAN STATE PLANE COORDINATE SYSTEM, SOUTH ZONE.

**LEGAL DESCRIPTION PARCEL B AS SURVEYED:**

THAT PART OF LOT 9, "GARD'S ADDITION TO THE CITY OF ST. JOSEPH", BEING A SUBDIVISION IN THE NORTHWEST QUARTER OF SECTION 35, TOWNSHIP 4 SOUTH, RANGE 19 WEST, CITY OF ST. JOSEPH, BERRIEN COUNTY, MICHIGAN, ACCORDING TO THE PLAT THEREOF, AS RECORDED IN LIBER 1 OF PLATS, PAGE 19, BERRIEN COUNTY RECORDS, DESCRIBED AS: COMMENCING AT THE NORTH QUARTER CORNER OF SAID SECTION 35; THENCE SOUTH 01° 41' 31" WEST (RECORDED SOUTH 00° 17' 50" WEST) ON THE NORTH AND SOUTH QUARTER LINE OF SAID SECTION 35 A DISTANCE OF 1988.69 FEET TO THE SOUTHEAST CORNER OF SAID LOT 9; THENCE NORTH 88° 36' 18" WEST (RECORDED WEST) ON THE SOUTH LINE OF SAID LOT 9 A DISTANCE OF 154.33 FEET (RECORDED 154.11 FEET); THENCE NORTH 01° 37' 38" EAST (RECORDED NORTH 00° 20' 07" EAST) ON THE EAST RIGHT OF WAY LINE OF A 20 FOOT WIDE ALLEY 129.67 FEET TO COMMON BUILDING WALL LINE "B" EXTENDED AND THE POINT OF BEGINNING OF THE LAND HEREIN DESCRIBED: THENCE NORTH 01° 37' 38" EAST (RECORDED NORTH 00° 20' 07" EAST) ON SAID EAST RIGHT OF WAY LINE 31.05 FEET TO COMMON BUILDING WALL LINE "C" EXTENDED; THENCE SOUTH 88° 24' 58" EAST ON SAID BUILDING WALL LINE "C" AND SAID LINE EXTENDED 132.91 FEET TO THE WEST RIGHT OF WAY LINE OF NILES AVENUE; THENCE SOUTH 02° 22' 13" WEST (RECORDED SOUTH 01° 04' 41" WEST) ON SAID WEST RIGHT OF WAY LINE 31.47 FEET TO SAID BUILDING WALL LINE "B" EXTENDED; THENCE NORTH 88° 14' 13" WEST ON SAID COMMON BUILDING WALL LINE "A" AND SAID LINE EXTENDED 132.50 FEET TO THE POINT OF BEGINNING. CONTAINING 0.09 OF AN ACRE MORE OR LESS.

SUBJECT TO ANY AND ALL EASEMENTS AND RESTRICTIONS OF RECORD, OR OTHERWISE.

SUBJECT TO ANY FACTS THAT MAY BE DISCLOSED IN A FULL AND ACCURATE TITLE SEARCH.

THE RELATIVE POSITIONAL PRECISION OF EACH CORNER IS WITHIN THE LIMITS ACCEPTED BY THE PRACTICE OF PROFESSIONAL SURVEYING AND THE REQUIREMENTS OF P.A. 132 OF 1970, AS AMENDED, HAVE BEEN COMPLIED WITH.

BEARINGS ARE RELATED TO THE MICHIGAN STATE PLANE COORDINATE SYSTEM, SOUTH ZONE.



**WIGHTMAN**

2303 PIPESTONE RD. BENTON HARBOR, MI. 49022  
269.927.0100  
www.gowightman.com

CLIENT: DAPHNE MCCLELLAN

JOB No: 250118

DATE: 2/10/2025

SCALE:

DRAWN BY: AEL

CHECKED BY:

2/18/2025  
FRED O. PETERS  
PS - 4001071353

CITY OF ST. JOSEPH, BERRIEN COUNTY

SECTION 35, T 4 S, R 19 W

A-250118

**LEGAL DESCRIPTION PARCEL C AS SURVEYED:**

THAT PART OF LOT 9, "GARD'S ADDITION TO THE CITY OF ST. JOSEPH", BEING A SUBDIVISION IN THE NORTHWEST QUARTER OF SECTION 35, TOWNSHIP 4 SOUTH, RANGE 19 WEST, CITY OF ST. JOSEPH, BERRIEN COUNTY, MICHIGAN, ACCORDING TO THE PLAT THEREOF, AS RECORDED IN LIBER 1 OF PLATS, PAGE 19, BERRIEN COUNTY RECORDS, DESCRIBED AS: COMMENCING AT THE NORTH QUARTER CORNER OF SAID SECTION 35; THENCE SOUTH 01° 41' 31" WEST (RECORDED SOUTH 00° 17' 50" WEST) ON THE NORTH AND SOUTH QUARTER LINE OF SAID SECTION 35 A DISTANCE OF 1988.69 FEET TO THE SOUTHEAST CORNER OF SAID LOT 9; THENCE NORTH 88° 36' 18" WEST (RECORDED WEST) ON THE SOUTH LINE OF SAID LOT 9 A DISTANCE OF 154.33 FEET (RECORDED 154.11 FEET); THENCE NORTH 01° 37' 38" EAST (RECORDED NORTH 00° 20' 07" EAST) ON THE EAST RIGHT OF WAY LINE OF A 20 FOOT WIDE ALLEY 160.72 FEET TO COMMON BUILDING WALL LINE "C" EXTENDED AND THE POINT OF BEGINNING OF THE LAND HEREIN DESCRIBED: THENCE NORTH 01° 37' 38" EAST (RECORDED NORTH 00° 20' 07" EAST) ON SAID EAST RIGHT OF WAY LINE 21.65 FEET; THENCE SOUTH 88° 42' 29" EAST (RECORDED EAST) 133.20 FEET TO THE WEST RIGHT OF WAY LINE OF NILES AVENUE; THENCE SOUTH 02° 22' 13" WEST (RECORDED SOUTH 01° 04' 41" WEST) ON SAID WEST RIGHT OF WAY LINE 22.33 FEET TO SAID BUILDING WALL LINE "C" AND SAID LINE EXTENDED; THENCE NORTH 88° 24' 58" WEST ON SAID COMMON BUILDING WALL LINE "C" 132.91 FEET TO THE POINT OF BEGINNING. CONTAINING 0.07 OF AN ACRE MORE OR LESS.

SUBJECT TO ANY AND ALL EASEMENTS AND RESTRICTIONS OF RECORD, OR OTHERWISE.

SUBJECT TO ANY FACTS THAT MAY BE DISCLOSED IN A FULL AND ACCURATE TITLE SEARCH.


THE RELATIVE POSITIONAL PRECISION OF EACH CORNER IS WITHIN THE LIMITS ACCEPTED BY THE PRACTICE OF PROFESSIONAL SURVEYING AND THE REQUIREMENTS OF P.A. 132 OF 1970, AS AMENDED, HAVE BEEN COMPLIED WITH.

BEARINGS ARE RELATED TO THE MICHIGAN STATE PLANE COORDINATE SYSTEM, SOUTH ZONE.



**W+ WIGHTMAN**  
2303 PIPESTONE RD. BENTON HARBOR, MI. 49022  
269.927.0100  
www.gowightman.com

CLIENT: DAPHNE MCCLELLAN  
JOB No: 250118  
DATE: 2/10/2025  
SCALE:  
DRAWN BY: AEL  
CHECKED BY:

  
FRED O. PETERS  
2/18/2025  
PS - 4001071353

CITY OF ST. JOSEPH, BERRIEN COUNTY

SECTION 35, T 4 S, R 19 W

A-250118

CITY OF ST. JOSEPH  
100 BROAD ST.  
ST. JOSEPH, MI 49085  
Phone : (269) 983-4731  
www.sjcity.com

Received From:  
B & J PROPERTY MANAGEMENT CO LLC  
5400 FAIRVIEW ST  
STEVENSVILLE MI 49127

Date: 06/23/2025 Time: 10:11:29 AM  
Posting Date: 06/23/2025  
Receipt: 1045929 \*\*\* REPRINT \*\*\*  
Cashier: GB  
Workstation: Drawer: 1

2936/2940/2942 NILES AVE  
LAND DIVISION

ITEM REFERENCE	AMOUNT
CDINV	
00032086	
101-000.000-492.000	\$500.00
TOTAL	\$500.00
CHECK 1135	\$500.00
Total Tendered:	\$500.00
Change:	\$0.00



CITY OF ST. JOSEPH  
700 Broad Street  
St. Joseph, MI 49085  
United States  
Phone : (269) 983-4731  
E-Mail : FINANCEDIRECTOR@SJCITY.COM  
WWW.SJCITY.COM

Received From:  
S & J PROPERTY MANAGEMENT CO LLC  
5400 FAIRVIEW ST  
STEVENSVILLE, MI 49127-1079

Date: 12/04/2025 Time: 11:46:07 AM  
Posting Date: 12/04/2025  
Receipt: 0001064073  
Cashier: GB  
Workstation: Card3  
Drawer: Cash Drawer 1

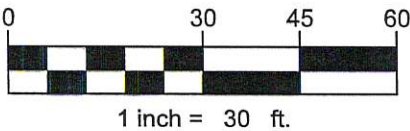
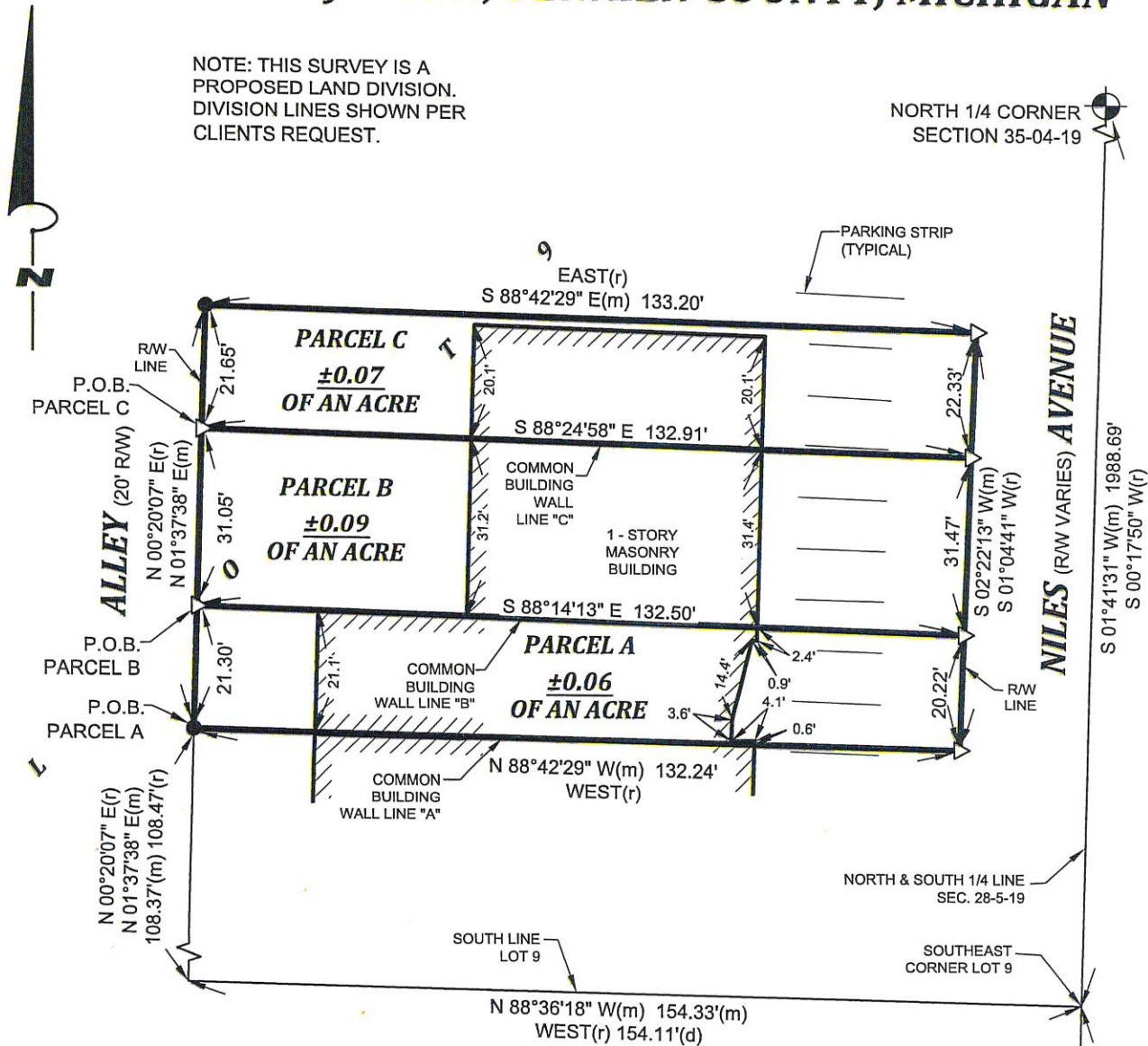
ITEM REFERENCE	AMOUNT
BDINV Invoices: Community Development	
00032956	\$250.00
TOTAL	\$250.00
CHECK 2324	\$250.00
Total Tendered:	\$250.00
Change:	\$0.00

## Exhibit C

SURVEY IN NORTHWEST QUARTER OF SECTION 35, TOWNSHIP 4 SOUTH, RANGE 19 WEST, CITY OF ST. JOSEPH, BERRIEN COUNTY, MICHIGAN

NOTE: THIS SURVEY IS A PROPOSED LAND DIVISION. DIVISION LINES SHOWN PER CLIENTS REQUEST.

NORTH 1/4 CORNER SECTION 35-04-19



NOTE: THIS IS A PARTIAL RETRACEMENT SURVEY OF WIGHTMAN & ASSOCIATES DRAWING X-3970, DATED 10/06/1998

CENTER OF SECTION 35-04-19

- LEGEND**
- = FOUND IRON
  - ▷ = SET MAG NAIL
  - (m) = MEASURED
  - (d) = DEEDED
  - P.O.B. = POINT OF BEGINNING

<b>WITNESS TIES:</b>		
NORTH 1/4 CORNER SECTION 35-4-19		
FOUND B.C.R.P. BRASS CAP IN MON. BOX		
LIBER 4 , PAGE 60		
NAIL W/ TAG P.POLE	S85°W	25.47'
NAIL W/ TAG IN P.POLE	N20°W	83.16'
NAIL W/ TAG IN 40" OAK	S85°E	27.85'
TOP CENTER OF HYDRANT	S50°E	32.80'
<b>WITNESS TIES:</b>		
CENTER SECTION 35-4-19		
FOUND B.C.R.P. BRASS CAP IN MON. BOX		
LCRC LIBER 3, PAGE 27		
PK IN PP	S65°W	74.26'
PK IN PP	S25°W	84.78'
CL FIRE HYDRANT	S45°E	59.76'
PK IN PP	S55°E	63.70'



**W+ WIGHTMAN**  
2303 PIPESTONE RD. BENTON HARBOR, MI. 49022  
269.927.0100  
www.gowightman.com

CLIENT: DAPHNE MCCLELLAN  
JOB No: 250118  
DATE: 2/10/2025  
SCALE: 1" = 30'  
DRAWN BY: AEL  
CHECKED BY:

FRED O. PETERS  
2/18/2025  
PS - 4001071353



LEGAL DESCRIPTION FOR "RUMORS CONDOMINIUM" PER MASTER DEED RECORDED IN LIBER 118 OF CONDOMINIUMS, PAGE 1, BERRIEN COUNTY RECORDS:

THAT PART OF LOT 9, GARD'S ADDITION TO THE CITY OF ST. JOSEPH, BERRIEN COUNTY, MICHIGAN, DESCRIBED AS: COMMENCING AT THE NORTH QUARTER CORNER OF SECTION 35, TOWNSHIP 4 SOUTH, RANGE 19 WEST, CITY OF ST. JOSEPH, BERRIEN COUNTY, MICHIGAN; THENCE SOUTH 00° 17' 50" WEST ON THE NORTH AND SOUTH QUARTER LINE OF SAID SECTION 35 A DISTANCE OF 1988.69 FEET TO THE SOUTHEAST CORNER OF SAID LOT 9; THENCE WEST ON THE SOUTH LINE OF SAID LOT 9 A DISTANCE OF 154.11 FEET; THENCE NORTH 00° 20' 07" EAST ON THE EAST RIGHT OF WAY LINE OF A 20 FOOT WIDE ALLEY 108.47 FEET TO THE POINT OF BEGINNING OF THE LAND HEREIN DESCRIBED: THENCE CONTINUING NORTH 00° 20' 07" EAST 74.00 FEET; THENCE EAST 133.20 FEET TO THE WEST RIGHT OF WAY LINE OF NILES AVENUE; THENCE SOUTH 01° 04' 41" WEST ON SAID WEST RIGHT OF WAY LINE 74.01 FEET TO A COMMON BUILDING WALL EXTENDED; THENCE WEST ON SAID COMMON WALL 132.24 FEET TO THE POINT OF BEGINNING.

LEGAL DESCRIPTION PARCEL A AS SURVEYED:

THAT PART OF LOT 9, "GARD'S ADDITION TO THE CITY OF ST. JOSEPH", BEING A SUBDIVISION IN THE NORTHWEST QUARTER OF SECTION 35, TOWNSHIP 4 SOUTH, RANGE 19 WEST, CITY OF ST. JOSEPH, BERRIEN COUNTY, MICHIGAN, ACCORDING TO THE PLAT THEREOF, AS RECORDED IN LIBER 1 OF PLATS, PAGE 19, BERRIEN COUNTY RECORDS, DESCRIBED AS: COMMENCING AT THE NORTH QUARTER CORNER OF SAID SECTION 35; THENCE SOUTH 01° 41' 31" WEST (RECORDED SOUTH 00° 17' 50" WEST) ON THE NORTH AND SOUTH QUARTER LINE OF SAID SECTION 35 A DISTANCE OF 1988.69 FEET TO THE SOUTHEAST CORNER OF SAID LOT 9; THENCE NORTH 88° 36' 18" WEST (RECORDED WEST) ON THE SOUTH LINE OF SAID LOT 9 A DISTANCE OF 154.33 FEET (RECORDED 154.11 FEET); THENCE NORTH 01° 37' 38" EAST (RECORDED NORTH 00° 20' 07" EAST) ON THE EAST RIGHT OF WAY LINE OF A 20 FOOT WIDE ALLEY 108.37 FEET (RECORDED 108.47 FEET) TO COMMON BUILDING WALL LINE "A" EXTENDED AND THE POINT OF BEGINNING OF THE LAND HEREIN DESCRIBED: THENCE NORTH 01° 37' 38" EAST (RECORDED NORTH 00° 20' 07" EAST) ON SAID EAST RIGHT OF WAY LINE 21.30 FEET TO COMMON BUILDING WALL LINE "B" EXTENDED; THENCE SOUTH 88° 14' 13" EAST ON SAID BUILDING WALL LINE "B" AND SAID LINE EXTENDED 132.50 FEET TO THE WEST RIGHT OF WAY LINE OF NILES AVENUE; THENCE SOUTH 02° 22' 13" WEST (RECORDED SOUTH 01° 04' 41" WEST) ON SAID WEST RIGHT OF WAY LINE 20.22 FEET TO SAID BUILDING WALL LINE "A" EXTENDED; THENCE NORTH 88° 42' 29" WEST (RECORDED WEST) ON SAID COMMON BUILDING WALL LINE "A" AND SAID LINE EXTENDED 132.24 FEET TO THE POINT OF BEGINNING. CONTAINING 0.06 OF AN ACRE MORE OR LESS.

SUBJECT TO ANY AND ALL EASEMENTS AND RESTRICTIONS OF RECORD, OR OTHERWISE.

SUBJECT TO ANY FACTS THAT MAY BE DISCLOSED IN A FULL AND ACCURATE TITLE SEARCH.

THE RELATIVE POSITIONAL PRECISION OF EACH CORNER IS WITHIN THE LIMITS ACCEPTED BY THE PRACTICE OF PROFESSIONAL SURVEYING AND THE REQUIREMENTS OF P.A. 132 OF 1970, AS AMENDED, HAVE BEEN COMPLIED WITH.

BEARINGS ARE RELATED TO THE MICHIGAN STATE PLANE COORDINATE SYSTEM, SOUTH ZONE.

LEGAL DESCRIPTION PARCEL B AS SURVEYED:

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SUBJECT TO ANY AND ALL EASEMENTS AND RESTRICTIONS OF RECORD, OR OTHERWISE.

SUBJECT TO ANY FACTS THAT MAY BE DISCLOSED IN A FULL AND ACCURATE TITLE SEARCH.

THE RELATIVE POSITIONAL PRECISION OF EACH CORNER IS WITHIN THE LIMITS ACCEPTED BY THE PRACTICE OF PROFESSIONAL SURVEYING AND THE REQUIREMENTS OF P.A. 132 OF 1970, AS AMENDED, HAVE BEEN COMPLIED WITH.

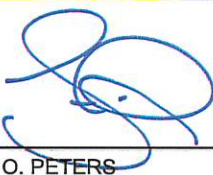
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**WIGHTMAN**  
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269.927.0100  
[www.gowightman.com](http://www.gowightman.com)

CLIENT: DAPHNE MCCLELLAN  
JOB No: 250118  
DATE: 2/10/2025  
SCALE:  
DRAWN BY: AEL  
CHECKED BY:



2/18/2025  
FRED O. PETERS  
PS - 4001071353

CITY OF ST. JOSEPH, BERRIEN COUNTY

SECTION 35, T 4 S, R 19 W A-250118



**LEGAL DESCRIPTION PARCEL C AS SURVEYED:**

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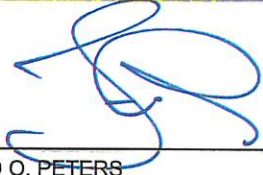
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BEARINGS ARE RELATED TO THE MICHIGAN STATE PLANE COORDINATE SYSTEM, SOUTH ZONE.



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CITY OF ST. JOSEPH, BERRIEN COUNTY

SECTION 35, T 4 S, R 19 W

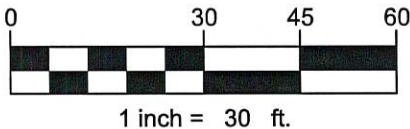
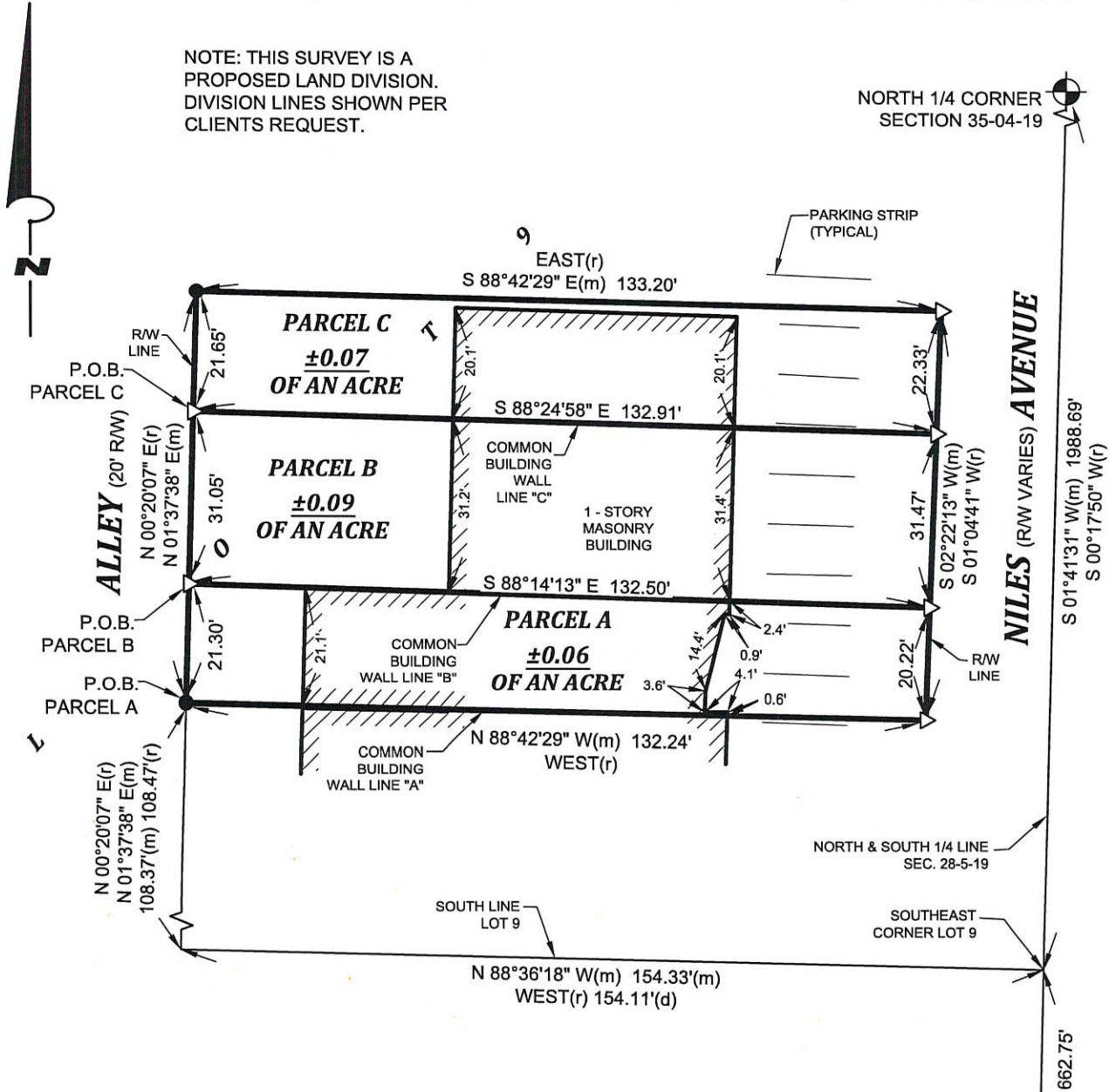
A-250118



SURVEY IN NORTHWEST QUARTER OF SECTION 35, TOWNSHIP 4 SOUTH, RANGE 19 WEST, CITY OF ST. JOSEPH, BERRIEN COUNTY, MICHIGAN

NOTE: THIS SURVEY IS A PROPOSED LAND DIVISION. DIVISION LINES SHOWN PER CLIENTS REQUEST.

NORTH 1/4 CORNER SECTION 35-04-19



NOTE: THIS IS A PARTIAL RETRACEMENT SURVEY OF WIGHTMAN & ASSOCIATES DRAWING X-3970, DATED 10/06/1998

CENTER OF SECTION 35-04-19

LEGEND

- = FOUND IRON
- ▷ = SET MAG NAIL
- (m) = MEASURED
- (d) = DEEDED
- P.O.B. = POINT OF BEGINNING

**WITNESS TIES:**  
NORTH 1/4 CORNER SECTION 35-4-19  
FOUND B.C.R.P. BRASS CAP IN MON. BOX  
LIBER 4, PAGE 60  
NAIL W/ TAG P. POLE S85°W 25.47'  
NAIL W/ TAG IN P. POLE N20°W 83.16'  
NAIL W/ TAG IN 40" OAK S85°E 27.85'  
TOP CENTER OF HYDRANT S50°E 32.80'

**WITNESS TIES:**  
CENTER SECTION 35-4-19  
FOUND B.C.R.P. BRASS CAP IN MON. BOX  
LCRC LIBER 3, PAGE 27  
PK IN PP S65°W 74.26'  
PK IN PP S25°W 84.78'  
CL FIRE HYDRANT S45°E 59.76'  
PK IN PP S55°E 63.70'



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CLIENT: DAPHNE MCCLELLAN  
JOB No: 250118  
DATE: 2/10/2025  
SCALE: 1" = 30'  
DRAWN BY: AEL  
CHECKED BY:

*[Signature]*  
FRED O. PETERS  
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PS - 4001071353

CITY OF ST. JOSEPH, BERRIEN COUNTY

SECTION 35, T 4 S, R 19 W

A-250118



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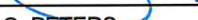
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BEARINGS ARE RELATED TO THE MICHIGAN STATE PLANE COORDINATE SYSTEM, SOUTH ZONE.

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 2/18/2025  
FRED O. PETERS PS - 400107135



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CLIENT: DAPHNE MCCLELLAN  
JOB No: 250118  
DATE: 2/10/2025  
SCALE:  
DRAWN BY: AEL  
CHECKED BY:

  
FRED O. PETERS  
2/19/2025  
PS - 4001071353

CITY OF ST. JOSEPH, BERRIEN COUNTY

SECTION 35, T 4 S, R 19 W

A-250118

# Agenda Item

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**TO:** City Commission

**FROM:** Kelly Ewalt, Development Director

**RE:** Land Division Variance Request: 2936, 2940, 2942 Niles Ave

**MEETING DATE:** January 12, 2026

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Following the public hearing, please consider the request as presented and consider whether the request complies with the standards in Section A-23, as identified in the memo attached.

*Action Requested:* Motion to conditionally approve the Land Division variance application for the properties addressed as 2936, 2940, 2942 Niles Avenue, St. Joseph, Michigan, with the following conditions: 1) the applicants submit a complete copy of an easement agreement which is reviewed and approved by the City Attorney before the applicants record it at the Berrien County Register of Deeds; 2) all future dimensional expansions must comply with the minimum zoning ordinance requirements as outlined in the Zoning Ordinance of the City of St Joseph, and 3) all future changes of land use must comply with the off-street parking minimums as outlined in the Zoning Ordinance,” finding that the requirements and consideration for the standards in the Subdivision Ordinance outlined in Chapter 27, Section A-24 have been satisfactorily met based upon the factors set forth in Sections A-22 and A-23 of the Subdivision Ordinance, and finding that a variance from the 4:1 lot depth to width ratio meets the requirements of Section A-25 of the Subdivision Ordinance.

**ATTACHMENT(S):**

- CC\_memo\_RE\_2936-2940-2942\_Niles\_Ave\_Land\_Division\_Variance\_2026.0108.pdf

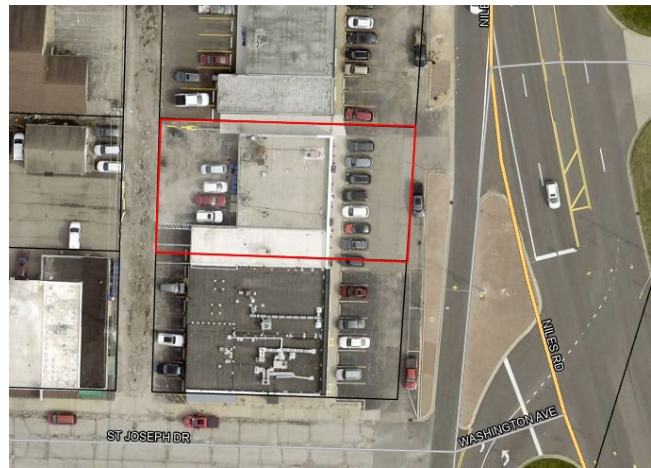
# williams&works

engineers | surveyors | planners

## MEMORANDUM

**To:** City of St. Joseph City Commission  
**Date:** January 8, 2026  
**From:** Bradley S. Kotrba, AICP  
**RE:** **2936, 2940, 2942 Niles Avenue Land Division Variance Application**

Daphne McClellan and Scott Cooley have submitted an application for a land division variance for the properties located at 2936, 2940, and 2942 Niles Avenue. The applicant is seeking to delineate the property lines such that the interior common walls of the units are established as subdivided lot lines. The following parcels are located in the C – Commercial Business District. The purpose of this memorandum is to follow the procedures and standards of review per Section A-25 of the City of St. Joseph Subdivision Ordinance.



**Background.** The property currently contains three condominium units of the R&J Condominium Association. The current uses are all permitted in the C – Commercial Business District. They are a restaurant, a hair salon, and a health/wellness retailer. The condominium is proposed to be terminated if this application is successful. Therefore, if the future parcel owners are going to share a building or structure that contains common elements with each other an easement agreement must be drafted between the present owners Ms. Daphne McClellan (Parcel A) and Mr. Scott Cooley (Parcels B & C) to grant in perpetuity the property rights to use all or part of the Front Parking Lot (Niles Ave.), Rear Parking Lot (alleyway), Building Exterior, and Building Roofs (see proposed easement attached in agenda packet).

The Niles Avenue parking lot will be maintained under common ownership, with cost share calculations being divided by the percentage of the total linear feet of building exterior that fronts that road frontage. All repairs to this parking lot are initiated by a 2/3 approval vote of the three property owners. Parcel A will maintain the alleyway parking lot that is their respective portion, and Parcels B & C will maintain a 51% (parcel B) : 49% (parcel C) share. The cost of maintaining the roofs and exteriors (awnings, sidewalks, windows, siding, lights, etc.) will be assigned to the owner of that particular lot for which the maintenance will take place. Parcels B & C will cover the cost of any roof repairs by calculating how much square footage of the repair area lies over each parcel for the shared roof.



**Completeness of Submittal.** All divisions of lots, mergers of lots, or combinations of lots, including lot line adjustments per the Subdivision Ordinance (Chapter 27) must include the items required by Section A-22. The submittal is generally complete for review as accepted by the City of St. Joseph Zoning Administrator.

**Application Review.** To approve any land division application, the application must comply with the standards per Section A-23. Those standards, along with our remarks, are as follows:

1. *The zoning administrator shall review the application for completeness and shall, when deemed necessary, refer the application to the various departments of the city for review and approval. If the application package does not conform to this appendix's requirements and the State Land Division Act, and other applicable ordinances and statutes, the city assessor shall return the application package to the applicant for completion and re-filing in accordance with this appendix.*

**Remarks.** The Zoning Administrator made an official determination to deny the application as presented in an official letter to the applicant dated July 22, 2025 (as provided in the agenda packet). There are couple lawful nonconforming factors existing with these parcels, such as total lot coverage, off-street parking, and conformance with Section 109(1)(b) of the Michigan Land Division Act, as amended (MCL 560.101 et seq.) which requires all parcels under 10 acres in area to meet a maximum depth to width ratio of no greater than 4:1 or four times the width.

2. *All the parcels to be created by the proposed land division(s) shall fully comply with the applicable lot, yard and area requirements of pertinent ordinances, including, but not limited to, minimum lot frontage/width, minimum road frontage, minimum lot area, maximum lot coverage, minimum setbacks for existing buildings/structures, and depth-to-width ratios or have received a variance from such requirement(s) from the appropriate zoning board of appeals.*

**Remarks.** The lot area, width, front yard setback, rear yard setback, and side yard setbacks meet the minimum standard requirements for City's Zoning Ordinance. The total lot coverage cannot be calculated because the building depth has not been provided on the survey, only the property depth. Therefore, the total lot coverage is unknown. It is likely that Parcel B does meet the maximum 50% total lot coverage requirement; however, Parcel A and Parcel C most likely exceed the 50% maximum allowance. However, this building predates the Ordinance and therefore, these are classified as a lawful nonconformity. At this juncture, total lot coverage will not affect this application; however, if any current or subsequent owner were to propose an addition to the existing building, it would likely be unsuccessful.

Because the units are being separated into separate lots, each land use must meet the minimum off-street parking requirements. The existing parking does not meet the minimum requirements for the existing uses and therefore, any subsequent land use change will also likely fail to meet this requirement. As such, any future expansion of property or change of use will require any development to come into conformance with the current zoning

standards. However, current owners or future owners may request zoning variances by declaring practical difficulties; the burden of proof is on any potential applicant to provide satisfactory information to support their claim(s).

3. *All divisions shall result in "buildable" parcels with sufficient area to comply with all required setback provisions, minimum floor areas, off-street parking spaces, approved on-site sewage disposal and water well locations (where public water and sewer service is not available) access to existing public utilities and public roads, and maximum allowed area coverage of buildings and structures on the site. Declared agricultural land and land for forestry use shall not be subject to the foregoing as "development sites" as provided in the State Land Division Act at Section 102.*

**Remarks.** The resulting parcels would be classified as lawful nonconforming lots because of the pre-existing buildings. However, as stated in standard number two above, any such future expansion or land use change would require full compliance with the City's Zoning Ordinance.

4. *The proposed land division(s) shall comply with all requirements of the State Land Division Act and this appendix.*
  - a. *A proposed land division which does not fully comply with the applicable lot, yard, accessibility and area requirements of the applicable zoning ordinance may be approved if the zoning board of appeals has, previous to the adoption of this appendix, granted a variance from the lot, yard, depth-to-width ratio, frontage and/or area requirements with which the parcel failed to comply.*

**Remarks.** Each lot depth to width ratio for the application parcels are as follows:

Parcel	Depth	Width	Depth to Width Ratio
Parcel A	132.24 feet	20.22 feet	6.54:1
Parcel B	132.50 feet	31.47 feet	4.21:1
Parcel C	133.20 feet	22.33 feet	5.96:1

Therefore, all three parcels included in this application do not meet the maximum state requirement of 4:1 per Section 109(1)(b). This application was not submitted or approved prior to the adoption of this appendix in Chapter 27. Therefore, an appeal may be carried out at a hearing in front of the City Commission per Section A-24 of the Subdivision Ordinance.

**Variances.** *The city commission may, upon appeal, authorize a variance from the strict application of the provisions of this appendix where such strict application would result in practical difficulties or undue hardship to the applicant per Section A-25. The following considerations must be made by the Commissioners when determining if an application for variance has been submitted with the declaration of practical difficulty or undue hardship*

*(practical difficulty in this application). Relief from the strict application of this appendix may be granted in cases where the result is not a substantial detriment to the public good and does not impair the intent and purpose of the appendix. In granting a variance, the city commission may attach conditions deemed reasonable for the purpose of this appendix. The relief granted shall in no instance be greater than necessary to relieve the practical difficulty or undue hardship to the applicant.*

**Remarks.** The Commissioners should be aware that this is a very old plat that contains old structures. As such, the existing buildings, lot sizes, and on-site facilities likely pre-date the City's ordinance and possibly the Michigan Land Division Act of 1967. The Commissioners should weigh the probability of detrimental impacts, potential nuisance, or any unreasonable consequence that results from approving this application and how it may affect surrounding neighbors.

### **Recommendation**

At the January 12, 2026, City Commission meeting, the Commission shall open a public hearing and listen to and discuss the comments from the applicant, public comments, and any staff recommendations associated with this variance application. Subject to those comments, the City Commission has two options, approve the variance if they determine that the proposed land division is reasonable and just. Or deny the application if they feel that the resulting land division would be unreasonable and fail to meet the standards of review, the City Commission must weigh in deliberation. If the City Commission does choose to approve the variance application as presented, we recommend the following conditions of approval be attached to the decision:

1. The Easement Agreement is reviewed by the City Attorney and approved before recording at the Berrien County Register of Deeds.
2. All future dimensional expansions must comply with the minimum zoning ordinance requirements, especially the total lot coverage maximum of 50%.
3. All future changes of land use must comply with the off-street parking minimums as outlined in the zoning ordinance.

As always, feel free to contact us with any questions.

# Agenda Item

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**TO:** City Commission

**FROM:** Emily Oman

**RE:** Summary of the 2026 Property Maintenance Program – Focus Area 4B

**MEETING DATE:** January 12, 2026

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This year's Property Maintenance Program will commence in February. This program is intended to prevent blight, maintain property values, and improve the overall safety and quality of life in our community. Please see the attached timeline, announcement letter, and map detailing the 2026 Property Maintenance program.

This year's focus area includes 589 properties and was last inspected in 2018. The area is located in the southwestern part of the City, including most of Lakeshore Drive and the areas south of Kingsley Avenue and west of Niles Avenue.

Property owners who do not pass the property maintenance inspection will be sent a Correction Notice detailing the deficiencies. Owners with concerns about the timeline may request an extension of time to complete the repairs. Owners may also appeal the decision and go before the Property Maintenance Board of Appeals (PMBOA) for a formal hearing.

The Citywide Focus Area map is provided as well. Please note the area formally known as Focus Area 4 has been split into two smaller sections, 4A (519 parcels inspected in 2025) and 4B (589 parcels). This was done the previously and reflects the limits of how many properties can be realistically inspected per cycle by department staff.

The Inspection Department looks forward to overseeing another successful property maintenance cycle. This program benefits our residents, our property owners, and our community stakeholders alike.

<b>DATE</b>	<b>ACTION</b>
Early Feb.	Mail announcement letters to property owners
Feb/March/April	Conduct visual inspections of all properties
May 1	Issue deficiency notice to property owner/responsible party as needed
May 22	Last day for owners to request a PMBOA hearing
May 28	1st Property Maintenance Board of Appeals (PMBOA) hearing
June 25	If needed, 2nd date for the PMBOA hearing
Sept 20	Deadline for all property maintenance repairs to be complete
Sept – Nov	Staff re-inspects properties issued a notice and responds accordingly

## **ATTACHMENT(S):**

- 2026 PM Focus Area - Intro ltr.pdf



CITY OF ST. JOSEPH  
INSPECTION DEPARTMENT  
700 Broad Street  
St. Joseph, MI 49085  
Phone (269) 983-1212  
[www.sjcity.com](http://www.sjcity.com)  
[inspections@sjcity.com](mailto:inspections@sjcity.com)

## 2026- PROPERTY MAINTENANCE PROGRAM ANNOUNCEMENT

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February 1, 2026

Owner  
Address  
City/State/Zip

**Service Address: xxxxxxxxxxxx**  
Parcel No. 11-76-xxxx

Dear City Property Owner,

Your neighborhood is located within the focus area of this year's Property Maintenance Program. The program intends to prevent blight, maintain property values, and improve the overall safety and quality of life in our neighborhoods. This program is based on the International Property Maintenance Code (IPMC), as adopted by the City Commission, to regulate the maintenance of all properties, both residential and commercial.

This program divides the city into seven focus areas where visual inspections are made of every property. A map of this year's focus area is attached. Your neighborhood was last inspected in 2018.

City inspectors will examine the exterior condition of properties in your neighborhood and will require owners to repair any identified deficiencies, such as peeling paint, deteriorated surfaces, missing handrails, missing house numbers, or any other exterior feature showing signs of disrepair. The inspections will be conducted by viewing each property from adjacent public sidewalks, streets, and alleys, or occasionally from private property with consent.

If the inspection finds a property does not meet the IPMC requirements, the City will send a Correction Notice to the owner on May 1, 2026. If a Correction Notice is issued for your property you will have until September 20, 2026, to complete the required repairs. An appeal process is available if more time is believed necessary to make repairs or to contest the determination. If you 'pass' the inspection you will not receive a formal follow-up letter.

### The Property Maintenance Program timeline is as follows:

Feb/March/April	Conduct exterior property maintenance inspections
May 1	Issue Correction Notices to properties that show a deficiency
May 22	Application deadline for anyone requesting an appeal/extension
May 28/June 25	Property Maintenance Board of Appeals (PMBOA) hearings
Sept. 20	Date the cited property maintenance deficiencies are required to be complete

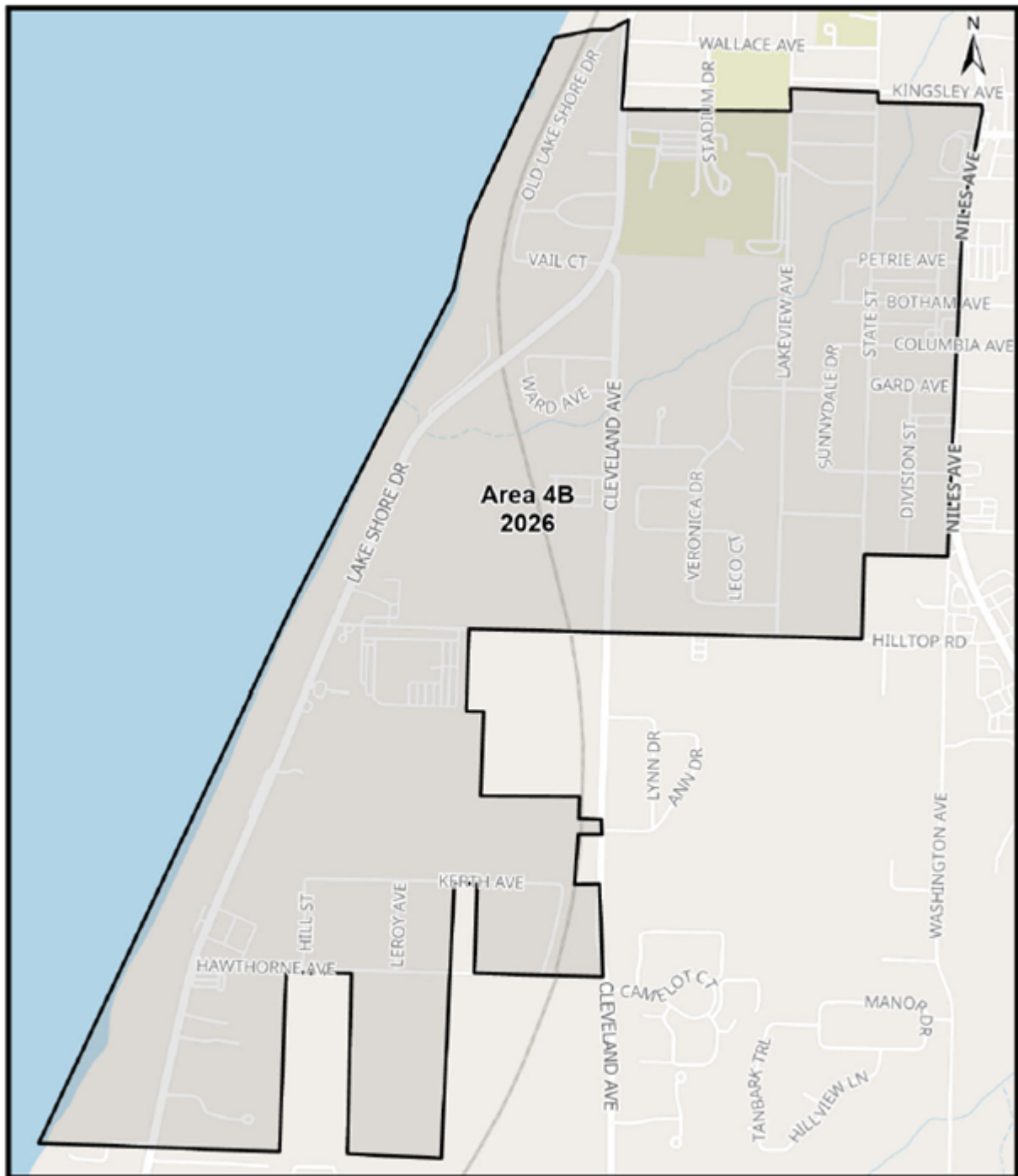
If you have any questions concerning this program, please contact us at 269-983-1212 or email [eoman@sjcity.com](mailto:eoman@sjcity.com) (state your address in the email subject line).

Thank you in advance for your cooperation with this important process.

Sincerely,

Emily Oman  
Code Enforcement Officer





**Area 4B  
2026**



**City of St. Joseph**  
Inspection Department  
700 Broad Street  
St. Joseph, MI 49085  
Telephone: 269-983-1212

## City of St. Joseph Property Maintenance Focus Area 4B

1 inch = 1,000 feet

DRAWN BY: EAG  
DATE: 12/22/2025

# Agenda Item

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**TO:** City Commission

**FROM:** Laurie Schmidt, City Attorney

**RE:** Request to Enter Closed Session - Pending Litigation

**MEETING DATE:** January 12, 2026

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The City Attorney requests a closed session for the purpose of consulting with her and Attorney Michael Kluck regarding trial or settlement strategy in connection with pending litigation filed with the Federal Mediation and Conciliation Service, Case Number 251216-02001 for the reason that an open meeting would have a detrimental financial effect on the litigating or settlement position of the City pursuant to MCL 15.268(e).

*Action Requested:* Motion to go into closed session with City Attorney Laurie Schmidt and Attorney Michael Kluck for the purpose of consultation regarding trial or settlement strategy in connection with pending litigation filed with the Federal Mediation and Conciliation Service, Case Number 251216-02001 for the reason that an open meeting would have a detrimental financial effect on the litigating or settlement position of the City pursuant to MCL 15.268(e).

# Agenda Item

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**TO:**

**FROM:** Laurie Schmidt, City Attorney

**RE:** Return to Open Session

**MEETING DATE:** January 12, 2026

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After 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, and if appropriate, take action or provide direction to staff.