

CITY OF ST. LOUIS REGULAR CITY COUNCIL MEETING

Ralph Echtenaw, Mayor

Fares Azzam, Council Member

Liz Upton, Council Member

Bill Leonard, Mayor Pro Tem

Kevin Palmer, Council Member

Agenda
Tuesday April 1, 2025

6:00 PM

1. Call to Order.
2. Roll Call.
3. Pledge of Allegiance.
4. Approval of Agenda.
5. Reserved for Public Hearing/Presentations
6. Approval of Minutes:
 - a. Regular Meeting of March 18, 2025.
7. Claims & Accounts.
8. Monthly Board Minutes
9. Audience Recognition

“Each person will be allowed to speak for up to five (5) minutes, except where the number of speakers exceeds the time limit. In those instances, the Mayor of the City Council may either reduce the five-minute time limit to a three-minute time limit for each speaker, or the City Council may waive the half-hour time limit.”
10. Consent Agenda – Motion to Approve/Receive.
 - a. Employee Handbook Policy 7.2 Paid Sick Time
 - b. Payment to Joint Michigan Apprentice Program for J. Rugenstein (Year 2) & J. Oswald (Year 4) for apprenticeship program.

11. Business of the Council.
 - A. Proposal from Orchard, Hiltz & McCliment, Inc. for Design Engineering Services for Sanitary Sewer Replacement & Street Reconstruction for North Main Street from M-46 to Center Street.
 - B. Consider Pine River Township's Request for Contribution to Cheesman Road Resurfacing.
 - C. Consider Adoption of Resolution 2025-06 Regarding 137 North Mill Street Property.
 - D. Engineering/Architectural Services for 137 North Mill Street (if needed).
12. City Manager's Report.
13. City Clerk's Report.
14. Police Chief's Report.
15. City Council Comments.
16. Public Comments.
17. Adjournment.

CITY COUNCIL PROCEEDINGS

St. Louis, Michigan
March 18, 2025

The regular meeting of the Saint Louis City Council was called to order by Mayor Ralph R. Echtenaw on Tuesday March 18, 2025, at 6:00 p.m. in the City Hall Council Chambers.

Council Members Present: Mayor Ralph R. Echtenaw, Fares E. Azzam, Mayor Pro Tem William R. Leonard, Kevin D. Palmer, Elizabeth A. Upton.

Council Members Absent: None

City Manager: Kurt Giles
Clerk: Jamie Long
Police Chief: Richard Ramereiz

Others in Attendance: Brian Buysse-resident, Josh Leppien- Economic Development Coordinator, Keith Risdon- Utilities Director, Calvin Martyn-DPW Superintendent, Sheila Salmon-resident, Brian Buysse-resident, David Mossner-resident.

Mayor Echtenaw led the Pledge of Allegiance.

Approval of Agenda.

Moved by Azzam, supported by Leonard, to approve the agenda for March 18, 2025 with the addition of item #11H- Revised Amount for Lions Playground Equipment. All ayes carried the motion.

City Council Minutes.

Moved by Upton, supported by Leonard, to approve the minutes of the Regular Meeting held on March 4, 2025. All ayes carried the motion.

Claims & Accounts.

City Council discussed the Claims & Accounts.

Moved by Palmer, supported by Azzam, to approve the Claims & Accounts in the amount of \$621,632.34. All ayes carried the motion.

Monthly Reports.

City Council discussed the February 2025 Monthly Reports.

Moved by Upton, supported by Leonard, to receive the February 2025 Monthly Reports and place them on file. All ayes carried the motion.

Audience Recognition.

Sheila Salmon reported that her daughter lives across the street from the Wells Road Lot. Salmon stated there is a lot of traffic, brush burning, a large pile of concrete and excessive noise. Salmon would like to see something done differently due to her small grandchildren living in the home. Salmon discussed the option of signage to alert trucks to slow down.

Dave Mossner, a resident, reported that he lives at 116 Main and there is a great deal of truck traffic, and these trucks are using their engine brakes. Mossner asked if any signage could be placed to try to deter these trucks from using these loud brakes. Chief Rameriez stated that he had looked into this a while back but would do more research to see if rules and regulations had changed.

Mossner reported that he had heard the city was considering backyard chickens and he would like to see that happen.

Salmon stated she would also like to see the city allow chickens.

Brian Buysse stated he is against chickens within the city limits.

Consent Agenda.

Mayor Echinaw requested approval/receipt of Consent Agenda items “a” through “e” as shown below:

- a. Payment to OHM for Consultant Construction Engineering Services for the DWSRF Project I Phase II.
- b. Payment to OHM for Professional Services for the DWSRF Loan Design Project.
- c. Payment to Malley Construction, Inc. for DWSRF Grant Construction Project.
- d. Purchase and Payment to Border States for Wire for Street Lamp Expansion.
- e. Payment to Contractors Rental Corporation for Equipment Rental for Riverbank Clearing.

Moved by Azzam, supported by Leonard to approve Consent Agenda items “a” through “e” All ayes carried the motion.

Receive Resolution 2025-01-Compensation for Elected Officials and Decline Option to Reject their Conclusions.

Manager Giles requested members to receive the resolution 2025-01-Compensation for Elected Officials and decline the option to reject their conclusions.

Discussion was held.

Moved by Upton, supported by Leonard, to receive the resolution 2025-01-Compensation for Elected Officials and decline the option to reject their conclusions. All ayes carried the motion.

Crack Seal Bricks for Preventative Road Maintenance.

Manager Giles requested members to approve the quote from Crafcoc Inc. for crack seal bricks for the mid-summer road preventative maintenance in the amount of \$5,455.

Discussion was held.

Moved by Azzam, supported by Upton, to approve the quote from Crafcoc Inc. for crack seal bricks for the mid-summer road preventative maintenance in the amount of \$5,455. All ayes carried the motion.

Concrete Work at the SLED Standard Building.

Manager Giles requested members to approve quote from Seifert Concrete for concrete work at the St. Louis Electric Department Standard building in the amount of \$11,271.

Discussion was held.

Moved by Palmer, supported by Leonard to approve quote from Seifert Concrete for concrete work at the St. Louis Electric Department Standard building in the amount of \$11,271.

Ayes: Palmer, Leonard, Azzam, Upton

Nays: None

Abstain: Echtenaw

Opt in or Out of Michigan Low-Income Energy Assistance Program.

Manager Giles requested members to opt in to the Michigan Low-Income Assistance Program.

Discussion was held.

Moved by Upton, supported by Azzam opt in to the Michigan Low-Income Assistance Program. All ayes carried the motion.

Appointment of Dale Wolfe to the Parks and Recreation Commission.

Manager Giles requested members to approve the appointment of Dale Wolfe to the Parks and Recreation Commission.

Discussion was held.

Moved by Azzam, supported by Upton, to approve the appointment of Dale Wolfe to the Parks and Recreation Commission.

Ayes: Azzam, Upton, Palmer, Echtenaw

Nays: Leonard.

Adoption of Electric System Capital Improvement.

Manager Giles requested members to adopt the five-year capital improvement plan.

Discussion was held.

Moved by Upton supported by Palmer, to adopt the five-year capital improvement plan. All ayes carried the motion.

2025 Street Pavement Improvement Plan.

Manager Giles requested members to approve the 2025 Street Improvement Plan, which includes Clinton Street between River Court and I&K Street and Gratiot Street between Main Street and Union Street, for a total project cost of \$495,002.83.

Discussion was held.

Moved by Azzam, supported by Upton to approve the 2025 Street Improvement Plan, which includes Clinton Street between River Court and I&K Street and Gratiot Street between Main Street and Union Street for a total project cost of \$495,002.83. All ayes carried the motion.

Addition to Agenda-Lions Park Playground Equipment.

Manager Giles requested members to approve additional playground equipment in the amount of \$9500, which was missed in the original quotes, from GameTime, for a total cost of \$26,035.21.

Discussion was held.

Moved by Azzam, supported by Leonard, to approve additional playground equipment in the amount of \$9500, which was missed in the original quotes, from GameTime, for a total cost of \$26,035.21. All ayes carried the motion.

City Manager Report.

Manager Giles reported that a survey has been created and will soon be going out regarding backyard chickens, to see how much interest there is.

Manager Giles reported that he received a notice from Bethany Township that they will be holding a public hearing to decide on a special use permit for the SolAmerica project on Thursday, March 27th at 5:30.

City Clerk Report.

Nothing to report.

Police Chief Report.

Chief Ramereiz reported that he would be out of the office for the rest of the week, Sergeant Forshee will be filling in for his absence.

Council Comments.

Nothing to report.

Public Comments.

There were no comments.

Adjournment.

Moved by Palmer, supported by Leonard, to adjourn 7:10 p.m. All ayes carried the motion.

Jamie Long, Clerk

Deciphering Account Coding

Account Number String = XXX-XXX-XXX-XXX-XXX-XXXX

The first 3 digits of the account codes tell you what fund and then the next 6 digits indicate cost activity categories being coded to. Any remaining digits point off more specific line item details and specific grant or project coding

Code	Fund	Cost Category/Activity
101.101.000	General Fund	Legislative/Council
101.172.000	General Fund	Executive/Manager
101.215.000	General Fund	Clerk
101.247.000	General Fund	Board of Review
101.253.000	General Fund	Finance
101.257.000	General Fund	Assessing
101.262.000	General Fund	Elections
101.265.000	General Fund	City Hall/General Government
101.266.000	General Fund	Attorney
101.371.000	General Fund	Building/Code Enforcement
101.441.000	General Fund	Public Works
101.567.000	General Fund	Cemetery
101.701.000	General Fund	Planning
101.728.000	General Fund	Economic & Community Dev
101.729.000	General Fund	Industrial Park
101.732.000	General Fund	Blight Removal
101.735.000	General Fund	Community Promotion
101.758.000	General Fund	Pool
101.770.000	General Fund	Parks Maintenance
101.901.265	General Fund	Capital Outlay - City Hall
101.901.441	General Fund	Capital Outlay - Public Works
101.901.567	General Fund	Capital Outlay - Cemetery
101.901.758	General Fund	Capital Outlay - Pool
101.901.770	General Fund	Capital Outlay - Parks
101.906.000	General Fund	Debt Service
101.966.000	General Fund	Transfers Out
202.444.000	Major Streets	Sidewalk Maint
202.463.000	Major Streets	Routine Maint- Streets
202.473.000	Major Streets	Routine Maint - Bridges
202.474.000	Major Streets	Traffic Service - Maint
202.478.000	Major Streets	Winter Maint
202.480.487	Major Streets	MDOT Surface maint
202.480.488	Major Streets	MDOT Sweeping & Flushing
202.480.490	Major Streets	MDOT Trees & Shrubs
202.480.491	Major Streets	MDOT Drain & Ditches
202.480.494	Major Streets	MDOT Traffic Signals
202.480.497	Major Streets	MDOT Winter Maint
202.580.000	Major Streets	Admin/Engineering
202.901.444	Major Streets	Capital Improvements - Sidewalks
202.901.463	Major Streets	Capital Improvements - Streets
202.901.473	Major Streets	Capital Improvements - Bridges
202.966.000	Major Streets	Transfers Out
203.444.000	Local Streets	Sidewalk Maint
203.463.000	Local Streets	Routine Maint - Streets
203.474.000	Local Streets	Traffic Service - Maint

Code	Fund	Cost Category/Activity
203.478.000	Local Streets	Winter Maint
203.580.000	Local Streets	Admin/Engineering
203.901.444	Local Streets	Capital Improvements - Sidewalks
203.901.463	Local Streets	Capital Improvements - Streets
205.301.000	Public Safety	Police
205.336.000	Public Safety	Fire
205.901.301	Public Safety	Capital Outlay - Police
205.906.000	Public Safety	Debt Service
205.966.000	Public Safety	Transfers Out
248.728.000	Downtown Development	Operations
248.728.111	Downtown Development	Building Operations 111 Mill
248.906.000	Downtown Development	Debt Service
248.966.000	Downtown Development	Transfers Out
271.790.000	Library	Operations
271.901.790	Library	Capital Outlay - Library
271.966.000	Library	Transfers Out
431.966.000	Water Supply Replacement	Transfers Out
432.901.000	EPA-Water Supply Construction	Capital Improvements - Water
445.966.000	Public Improvement Fund	Transfers Out
455.901.000	Construction - W/S Bonds	Capital Improvements - Water
456.901.000	DWSRF Water Improvements	Capital Improvements - Water
582.582.000	Electric Fund	Electric Operations
582.901.000	Electric Fund	Capital Expenses/Projects
582.906.000	Electric Fund	Debt Service
582.966.000	Electric Fund	Transfers Out
590.537.000	Sewer	Sewer Plant Operations
590.538.000	Sewer	Sewer Main Maintenance
590.538.890	Sewer	Sewer Prison/Bar Screen Maint
590.538.891	Sewer	Sewer Pine River Maint
590.538.892	Sewer	Sewer Bethany Maint
590.901.000	Sewer	Capital Expenses/Projects
590.906.000	Sewer	Debt Service
590.966.000	Sewer	Transfers Out
591.536.000	Water	Water Operations/Maint
591.536.899	Water	Outside City Connection Projects
591.901.000	Water	Capital Expenses/Projects
591.906.000	Water	Debt Service
591.966.000	Water	Transfers Out
596.528.000	Solid Waste Fund	Operations
596.966.000	Solid Waste Fund	Transfers Out
661.443.000	Motor Pool	Operations
661.901.000	Motor Pool	Capital Expenses
662.301.000	Police Motor Pool	Operations
662.901.301	Police Motor Pool	Capital Expenses
715.000.000	Gratiot Downtown Art Banner	Operations
775.000.000	Michigan Public Power Rate Payers	Operations

Claimant	Amount Claimed	Amount Owed	Amount Rejected
1. 21ST CENTURY MEDIA-MICHIGAN	30.00		
2. ALMA FORD LINCOLN	4,943.44		
3. ALMA HARDWARE	195.04		
4. AMAZON CAPITAL SERVICES	1,202.85		
5. AUTO VALUE ALMA	187.96		
6. BAKER & TAYLOR INC	115.88		
7. BIOCARE, INC	125.00		
8. BORDER STATES	316.68		
9. BRAUN KENDRICK FINKBEINER PLC	156.00		
10. BRODART COMPANY	37.20		
11. BUSHEY AUTOMOTIVE	460.00		
12. CAPITAL ONE-WALMART	535.17		
13. CHARTER COMMUNICATIONS	229.98		
14. CINTAS	40.17		
15. CITY OF ST LOUIS, PAYROLL	4,131.50		
16. CITY OF ST LOUIS, PAYROLL	131,032.82		
17. COLE, JONATHAN	229.54		
18. CONSUMERS ENERGY	3,367.90		
19. CORINA WILLIAMS	100.00		
20. COUNTRY LIVING	14.97		
21. DELTA DENTAL	189.05		
22. DICE EXCAVATING, INC	2,600.00		
23. DORNBOS SIGN & SAFETY INC.	490.00		
24. DOUG'S SMALL ENGINE	389.40		
25. ERIN MAYLE	15.76		
26. FINAL TOUCH CO	992.00		
27. FISHER SCIENTIFIC	259.02		
28. FLEGEL TECH REPAIR CO LLC	63.72		
29. GRAINGER INC	173.32		
30. HUTSON INC OF MICHIGAN	23.49		
31. INTERNATIONAL CODE COUNCIL, INC	170.00		
32. JAMIE LONG	106.82		
33. JOHNSON DOOR & CENTRAL VAC INC	1,400.00		
34. JOINT APPRENTICESHIP & TRAIN. TRUST	12,000.00		
35. KEITH RISDON	80.00		
36. KURT GILES	15.00		
37. LEAF CAPITAL FUNDING	564.44		
38. MAMC	45.00		
39. MEN'S HEALTH	18.00		
40. MICHIGAN ASSOC OF CHIEFS OF POLICE	280.00		
41. MICHIGAN MUNICIPAL LEAGUE	290.00		
42. MICHIGAN PUBLIC POWER AGENCY	31,947.31		
43. MID MI DISTRICT HEALTH DEPT.	115.00		
44. NORTHERN SAFETY CO INC	450.02		
45. PARAGON LABORATORIES, INC	1,428.85		
46. PAYTON KUHN	28.96		
47. POWELL'S SERVICE INC	217.40		
48. PREIN & NEWHOF	240.00		
49. SELF SERVE LUMBER COMPANY	150.87		
50. SEXTON JR, THOMAS	169.96		

Claimant	Amount Claimed	Amount Owed	Amount Rejected
51. SHULTS EQUIPMENT, LLC	428.00		
52. SPICER GROUP, INC.	334.75		
53. THE PIONEER WOMAN MAGAZINE	10.00		
54. TWIN CITY LANDSCAPE INC	3,190.00		
55. US BANK BOND CONTROL	304,900.00		
56. USA BLUE BOOK	1,635.66		
57. USA TRAILER SALES LLC	88.25		
58. VERIZON WIRELESS	704.53		
59. VISUAL EDGE IT, INC.	602.92		
TOTAL ALL CLAIMS	514,259.60		

INVOICE NUMBER	USE PURCHASING CARD	DESCRIPTION	DISTRIBUTIONS\AMOUNTS	AMOUNT
VENDOR NAME: 21ST CENTURY MEDIA-MICHIGAN				
FEB 2025- BALANCE	N	REMAINING BALANCE-PUBLIC NOTICE OF BOARD	101.247.000.900.000 30.00	30.00
TOTAL VENDOR 21ST C				30.00
VENDOR NAME: ALMA FORD LINCOLN				
F0CS535616	N	PARTS/LABOR- #47-201- INTERMITTENT HARSH	662.301.000.930.000.9201 4,943.44	4,943.44
TOTAL VENDOR ALMA I				4,943.44
VENDOR NAME: ALMA HARDWARE				
C365435	N	ANCHORS/MASONRY BIT- SLED	582.582.000.930.000 28.97	28.97
C365417	N	MISS DIG PAINT- SLED	582.582.000.727.000 97.09	97.09
B371998	N	ENTRY LOCK SETS- DPW SHOP DOORS	101.441.000.930.000 68.98	68.98
TOTAL VENDOR ALMA I				195.04
VENDOR NAME: AMAZON CAPITAL SERVICES				
1KM1-GLQY-G9XR	N	INK CARTIDGES- K RISDON	101.441.000.727.000 291.12	291.12
1H67-GKDD-XKT3	N	WALL SWITCH GUARD- SLPD	205.301.000.727.000 15.99	15.99
1DF6-M9FY-3KHJ	N	COLOR PAPER/FILE FOLDERS- CITY/INK CARTR	101.265.000.727.000 27.86 582.582.000.727.000 78.98	106.84
1CLW-WP6N-XJY6	N	LABELS/PEN HOLDER/DRY ERASE BOARDS/DESK	582.582.000.727.000 526.02 101.371.000.727.000 9.39	535.41
1QGQ-MFY9-4KKH	N	BADGE HOLDER-CITY HALL/2024 INTL FIRE CO	101.265.000.727.000 11.99 101.371.000.727.000 141.54 101.101.000.727.000 28.99	182.52
1WP9-TJDM-HVKM	N	DEMINERALIZATION CARTIDGES FOR HUMIDIFIE	101.265.000.727.000 15.99	15.99
11QP-LVKV-J3K3	N	EXTERNAL CD/DVD-ROM- SLPD	205.301.000.727.000 54.98	54.98
TOTAL VENDOR AMAZON				1,202.85
VENDOR NAME: AUTO VALUE ALMA				
217-841932	N	5W30 SYNTHETIC OIL- #22 & #53	661.443.000.930.000.9022 93.98 661.443.000.930.000.9053 93.98	187.96
TOTAL VENDOR AUTO \				187.96
VENDOR NAME: BAKER & TAYLOR INC				
2038925346	N	MEMORIAL & GIFT FUND BOOKS- LIBRARY	271.790.000.746.001 61.54	61.54
2038912883	N	BOOKS/MEMORIAL & SPONSORED BOOKS-LIBRARY	271.790.000.745.001 11.15 271.790.000.746.001 43.19	54.34
TOTAL VENDOR BAKER				115.88
VENDOR NAME: BIOCARE, INC				

INVOICE NUMBER	USE PURCHASING CARD	DESCRIPTION	DISTRIBUTIONS\AMOUNTS	AMOUNT
VENDOR NAME: BIOCARE, INC				
12611	N	CDL DOT MEDICAL EXAM- J VELAZCO	101.441.000.710.020 125.00	125.00
TOTAL VENDOR BIOCARE				125.00
VENDOR NAME: BORDER STATES				
930070016	N	HARD HATS- SLED	582.582.000.727.000 211.36	211.36
930003182	N	EARPLUGS- 2 X 200/BOX - SLED	582.582.000.727.000 105.32	105.32
TOTAL VENDOR BORDEI				316.68
VENDOR NAME: BRAUN KENDRICK FINKBEINER PLC				
399052	N	LEGAL SVS RENDERED THROUGH 2/28/25	101.266.000.802.000 156.00	156.00
TOTAL VENDOR BRAUN				156.00
VENDOR NAME: BRODART COMPANY				
B6949987	N	GIFT FUND BOOKS- LIBRARY	271.790.000.746.001 37.20	37.20
TOTAL VENDOR BRODAI				37.20
VENDOR NAME: BUSHEY AUTOMOTIVE				
INV0314756	N	CLEAN & LINE FUEL TANK- PARTS/LABOR-OWEN	590.537.000.930.000 460.00	460.00
TOTAL VENDOR BUSHEI				460.00
VENDOR NAME: CAPITAL ONE-WALMART				
1661572335	N	CHARCOAL-CEMETARY/PLATES/CUTLERY/KLEENEX	101.567.000.727.000 59.76 582.582.000.727.000 237.10 101.441.000.727.000 137.80 101.265.000.727.000 24.29 101.265.000.727.000 76.22	535.17
TOTAL VENDOR CAPIT?				535.17
VENDOR NAME: CHARTER COMMUNICATIONS				
005249301030725	N	INTERNET SVS- CITY HALL- 3/11/25-4/10/25	101.265.000.850.000 129.98	129.98
005023501031425	N	INTERNET SVS- SLED- 701 WOODSIDE DR- 3/1	582.582.000.850.000 100.00	100.00
TOTAL VENDOR CHARTI				229.98
VENDOR NAME: CINTAS				
4224258569	N	SANIS SCREEN SERVICE/PAPER TOWELS/ALL PU	582.582.000.727.000 40.17	40.17
TOTAL VENDOR CINTAS				40.17
VENDOR NAME: COLE, JONATHAN				
07170FAW0D-19	N	UB REFUND FOR ACCOUNT: 07170FAW0D-19	582.000.000.040.000 229.54	229.54
TOTAL VENDOR COLE,				229.54
VENDOR NAME: CONSUMERS ENERGY				
207147919183	N	GAS- WWTP- 404 E PROSPECT ST- 2/5/25-3/5	590.537.000.920.000 2,185.60	2,185.60
203589674156	N	GAS- CITY HALL- 300 N MILL ST- 2/5/25-3/	101.265.000.920.000 1,125.14	1,125.14
205547389606	N	GAS- 748 MICHIGAN AVE-02/07/25-03/09/25	590.537.000.920.000 19.58	19.58
206436994+678	N	GAS- GENERATOR- 321 GIDDINGS PL- 2/5/25-	591.536.000.920.000 19.58	19.58
201364928083	N	GAS- POOL- 400 N MILL ST- 2/5/25-3/5/25	101.758.000.920.000 18.00	18.00

INVOICE NUMBER	USE PURCHASING CARD	DESCRIPTION	DISTRIBUTIONS\AMOUNTS	AMOUNT
VENDOR NAME: CONSUMERS ENERGY				
TOTAL VENDOR CONSUM				3,367.90
VENDOR NAME: CORINA WILLIAMS				
03242025	N	COMM RM RENTAL DEP RETURN- 3/22/25	101.000.000.202.265 100.00	100.00
TOTAL VENDOR CORIN				100.00
VENDOR NAME: COUNTRY LIVING				
03252025	N	1 YR SUBSCRIPTION RENEWAL-ACCT#953364189	271.790.000.745.002 14.97	14.97
TOTAL VENDOR COUNT				14.97
VENDOR NAME: DELTA DENTAL				
RIS0006253504	N	RETIREE DENTAL INS- MAR 2025-FISHER/LENT	101.000.000.233.000 189.05	189.05
TOTAL VENDOR DELTA				189.05
VENDOR NAME: DICE EXCAVATING, INC				
0597	N	WATER LINE INSTALLATION- 413 UNION ST	591.536.000.930.000 2,600.00	2,600.00
TOTAL VENDOR DICE I				2,600.00
VENDOR NAME: DORNBOS SIGN & SAFETY INC.				
INV80708	N	ROAD CONSTRUCTION SIGNS 18" ROLL UP SIGN	203.463.000.787.000 245.00 202.463.000.787.000 245.00	490.00
TOTAL VENDOR DORNB				490.00
VENDOR NAME: DOUG'S SMALL ENGINE				
2507	N	FILTERS/SPARK PLUGS/PICKUP BODYS/AUX FIL	661.443.000.930.000 389.40	389.40
TOTAL VENDOR DOUG'S				389.40
VENDOR NAME: ERIN MAYLE				
03142025	N	MILEAGE REIM. & EMPLOYEE APPRECIATION DI	101.253.000.832.001 14.70 101.101.000.727.000 1.06	15.76
TOTAL VENDOR ERIN M				15.76
VENDOR NAME: FINAL TOUCH CO				
STL-#591B	N	CLEANING CITY BLDG- 3/11/25 & 3/14/25/EX	101.265.000.820.000 496.00	496.00
STL-#592B	N	CLEANING CITY BLDG- 03/18/25 & 3/21/25/E	101.265.000.820.000 496.00	496.00
TOTAL VENDOR FINAL				992.00
VENDOR NAME: FISHER SCIENTIFIC				
9756972	N	EPTIPS RELOADS- WWTP	590.537.000.727.000 259.02	259.02
TOTAL VENDOR FISHE				259.02
VENDOR NAME: FLEGEL TECH REPAIR CO LLC				
STLMIOE7738	N	USB CHARGING CABLES-DPW IPADS FOR TRUCKS	661.443.000.727.000 63.72	63.72
TOTAL VENDOR FLEGEI				63.72
VENDOR NAME: GRAINGER INC				

INVOICE NUMBER	USE PURCHASING CARD	DESCRIPTION	DISTRIBUTIONS\AMOUNTS	AMOUNT
VENDOR NAME: GRAINGER INC				
944483913	N	AIR ADMITTANCE VALVES/AAA BATTERIES/TAPE	590.537.000.930.000 136.05 590.537.000.727.000 37.27	173.32
TOTAL VENDOR GRAINC				173.32
VENDOR NAME: HUTSON INC OF MICHIGAN				
10788294	N	CARBURETOR PARTS SET- WEED WHIP REPAIRS	661.443.000.930.000	23.49
TOTAL VENDOR HUTSON				23.49
VENDOR NAME: INTERNATIONAL CODE COUNCIL, INC				
Q15.000029930	N	2025 ANNUAL MEMBERSHIP DUES- D FOSTER	101.371.000.960.000	170.00
TOTAL VENDOR INTERI				170.00
VENDOR NAME: JAMIE LONG				
03142025	N	MILEAGE REIM- CLERK INSTITUTE/E&S GRAPHI	101.262.000.832.001 11.62 101.215.000.832.001 95.20	106.82
TOTAL VENDOR JAMIE				106.82
VENDOR NAME: JOHNSON DOOR & CENTRAL VAC INC				
46712	N	MAXUM TROLLEY OPERATOR INSTALLATION- DPW	101.441.000.930.000	1,400.00
TOTAL VENDOR JOHNSC				1,400.00
VENDOR NAME: KURT GILES				
03252025	N	REIM FOR PARKING FEE- MML CONF- K GILES	101.172.000.832.001	15.00
TOTAL VENDOR KURT C				15.00
VENDOR NAME: LEAF CAPITAL FUNDING				
18076261	N	COPIER LEASE- SLPD-PRINCIPAL/INTEREST/CO	205.906.000.992.000 83.98 205.906.000.993.001 18.21 205.301.000.727.000 140.88	243.07
18086509	N	COPIER LEASE- CITY HALL- PRINCIPAL/INTER	101.906.000.992.000 303.18 101.906.000.993.001 18.19	321.37
TOTAL VENDOR LEAF C				564.44
VENDOR NAME: MEN'S HEALTH				
03242025	N	1 YR SUBSCRIPTION RENEWAL	271.790.000.745.002	18.00
TOTAL VENDOR MEN'S				18.00
VENDOR NAME: MI ASSOC OF MUNICIPAL CEMETARIES				
03212025	N	2025 MEMBERSHIP DUES J LONG	101.567.000.960.000	45.00
TOTAL VENDOR MI AS				45.00
VENDOR NAME: MICHIGAN ASSOCIATION				

INVOICE NUMBER	USE PURCHASING CARD	DESCRIPTION	DISTRIBUTIONS\AMOUNTS		AMOUNT
VENDOR NAME: MICHIGAN ASSOCIATION					
200014494	N	2025 SUMMER CONF- R RAMEREIZ	205.301.000.832.002	280.00	280.00
TOTAL VENDOR MICHIGAN ASSOCIATION					280.00
VENDOR NAME: MICHIGAN MUNICIPAL LEAGUE					
4764207	N	POOL ENDORSEMENT PREM.- 7/1/24-7/1/25	101.000.000.123.000	290.00	290.00
TOTAL VENDOR MICHIGAN MUNICIPAL LEAGUE					290.00
VENDOR NAME: MICHIGAN PUBLIC POWER AGENCY					
STLO20250318	N	ENERGY SERVICES PROJECT	582.582.000.921.000	31,947.31	31,947.31
TOTAL VENDOR MICHIGAN PUBLIC POWER AGENCY					31,947.31
VENDOR NAME: MID MI DISTRICT HEALTH DEPT.					
03132025	N	2025- ANNUAL POOL INSPECTION	101.758.000.801.000	115.00	115.00
TOTAL VENDOR MID MI DISTRICT HEALTH DEPT.					115.00
VENDOR NAME: NORTHERN SAFETY CO INC					
906778115	N	KRYLON MARKING WAND/MESH VESTS/JERSEY GL	101.441.000.727.000	450.02	450.02
TOTAL VENDOR NORTHERN SAFETY CO INC					450.02
VENDOR NAME: PARAGON LABORATORIES, INC					
129548-251824	N	EFF COMP/TRIP CHARGES- WWTP	590.537.000.801.000	1,428.85	1,428.85
TOTAL VENDOR PARAGON LABORATORIES, INC					1,428.85
VENDOR NAME: PAYTON KUHN					
03142025	N	MILEAGE REIM- 12/30/24-3/12/25- P KUHN	101.265.000.832.001	28.96	28.96
TOTAL VENDOR PAYTON KUHN					28.96
VENDOR NAME: PIONEER WOMAN					
03242025	N	1 YR SUBSCRIPTION	271.790.000.745.002	10.00	10.00
TOTAL VENDOR PIONEER WOMAN					10.00
VENDOR NAME: POWELL'S SERVICE INC					
340064	N	HEATING REPAIRS/BELTS- CITY HALL	101.265.000.930.000	217.40	217.40
TOTAL VENDOR POWELL'S SERVICE INC					217.40
VENDOR NAME: PREIN & NEWHOF					
121652	N	BIOSOLIDS ANALYTICS- WWTP	590.537.000.801.000	240.00	240.00
TOTAL VENDOR PREIN & NEWHOF					240.00
VENDOR NAME: RISDON KEITH					
03192025	N	SOM PROF ENGINEER LICENSE RENEWAL- K RIS	582.582.000.960.000	20.00	80.00
			591.536.000.960.000	20.00	
			590.537.000.960.000	20.00	
			101.441.000.960.000	20.00	
TOTAL VENDOR RISDON KEITH					80.00
VENDOR NAME: SELF SERVE LUMBER COMPANY					

INVOICE NUMBER	USE PURCHASING CARD	DESCRIPTION	DISTRIBUTIONS\AMOUNTS	AMOUNT
VENDOR NAME: SELF SERVE LUMBER COMPANY				
SSL-1201-155719	N	LOCKNUT/LIGHTER/DRYER CORD/HEX BUSHING-	590.537.000.930.000 31.14	31.14
SSL-1201-155860	N	RANGE CORD/CRIMP SLEEVE/RED & BLACK STRA	590.537.000.930.000 94.56	94.56
SSL-1201-156152	N	TROWEL/TRANSPLANTER/9V BATTERIES- WATER	591.536.000.727.000 25.17	25.17
TOTAL VENDOR SELF :				150.87
VENDOR NAME: SEXTON JR, THOMAS				
07330FAW0A-12	N	UB REFUND FOR ACCOUNT: 07330FAW0A-12	582.000.000.040.000 169.96	169.96
TOTAL VENDOR SEXTON				169.96
VENDOR NAME: SHULTS EQUIPMENT, LLC				
0108933-IN	N	LOAD SENSE SECTION FOR HYDRAULIC VALVE-	661.443.000.930.000.9032 428.00	428.00
TOTAL VENDOR SHULTS				428.00
VENDOR NAME: SPICER GROUP, INC.				
236314	N	KAYAK LAUNCH DESIGN- SHORELINE IMPROVEME	582.901.000.977.000.0080 334.75	334.75
TOTAL VENDOR SPICEH				334.75
VENDOR NAME: ST. LOUIS - PAYROLLCITY OF ST				
MAR 2025	N	ADDITIONAL MERS- MAR 2025	101.000.000.007.000 4,131.50	4,131.50
352	N	GROSS WAGES & BENEFITS- PERIOD ENDING 03	101.000.000.007.000 131,032.82	131,032.82
TOTAL VENDOR ST. LC				135,164.32
VENDOR NAME: TWIN CITY LANDSCAPE INC				
275189	N	SPRING MULCH INSTALLATION/LABOR- POINT P	101.770.000.820.000 390.00	390.00
275188	N	MULCH/CUT PERENNIALS PER CONTRACT-LEPPIE	101.770.000.820.000 2,800.00	2,800.00
TOTAL VENDOR TWIN C				3,190.00
VENDOR NAME: US BANK BOND CONTROL				
01292025	N	SRF LOAN- PRINCIPAL & INTEREST	590.000.000.300.000 275,000.00 590.906.000.993.000 29,900.00	304,900.00
TOTAL VENDOR US BAN				304,900.00
VENDOR NAME: USA BLUE BOOK				
INV00652064	N	DPD TESTS/WIPES/SENSOR CAP FOR OBOD PROB	590.537.000.727.000 1,635.66	1,635.66
TOTAL VENDOR USA BI				1,635.66
VENDOR NAME: USA TRAILER SALES LLC				
89963.00	N	7 WAY MALE/7 WAY WIRE/LABOR- REPAIRS TO	661.443.000.930.000 70.00 661.443.000.930.000 18.25	88.25
TOTAL VENDOR USA TF				88.25
VENDOR NAME: VERIZON WIRELESS				

03/27/2025 08:53 AM
 User: JAMIE
 DB: St Louis

COUNCIL APPROVAL FOR CITY OF ST LOUIS
 EXP CHECK RUN DATES 04/01/2025 - 04/01/2025
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: 0001

INVOICE NUMBER	USE PURCHASING CARD	DESCRIPTION	DISTRIBUTIONS\AMOUNTS	AMOUNT
VENDOR NAME: VERIZON WIRELESS				
6108663594	N	CELL PHONE CHARGES- SLPD/CITY MGR/K RISD	205.301.000.850.000	305.56
			101.172.000.850.000	53.11
			582.582.000.850.000	53.11
<hr/>				
6108151824	N	IPAD DATA PLAN- 2/11/25-3/10/25	590.538.000.850.000	123.62
			591.536.000.850.000	45.53
			582.582.000.850.000	104.09
			101.371.000.850.000	19.51
<hr/>				
TOTAL VENDOR VERIZON				704.53
VENDOR NAME: VISUAL EDGE IT, INC.				
24AR2521596	N	COPIER SERVICE CONTRACT- CITY HALL	101.265.000.820.000	602.92
<hr/>				
TOTAL VENDOR VISUAL				602.92
VENDOR NAME: WOLVERINE POWER COOPERATIVE				
II2300151	N	CUST #10017- TUITION FEES- J OSWALD/J RU	582.582.000.832.002	12,000.00
<hr/>				
TOTAL VENDOR WOLVERINE				12,000.00
GRAND TOTAL:				514,259.60

MINUTES OF THE BOARDS AND COMMISSIONS

Board of Review (Meets March, July, & Dec)

Enclosed
Not Available
Did Not Meet

Library Board of Trustees (Meets every other Month)

Enclosed
Not Available
Did Not Meet

Cemetery Committee (Meets as Called)

Enclosed
Not Available
Did Not Meet

Middle of the Mitten (Meets Monthly)

Enclosed
Not Available
Did Not Meet

Downtown Development Authority (Meets quarterly)

Enclosed
Not Available
Did Not Meet

Mid-Mich Comm. Fire Board (Meets Feb, May, Aug, Nov)

Enclosed
Not Available
Did Not Meet

GIS Authority (Meets Quarterly)

Enclosed
Not Available
Did Not Meet

Mid-Mich. Area Cable Consortium (Meets monthly)

Enclosed
Not Available
Did Not Meet

Gratiot Area Water Authority (Meets Every Other Month)

Enclosed
Not Available
Did Not Meet

Parks & Recreation Commission (Meets Jan,Mar, May, July, Sept, Nov)

Enclosed
Not Available
Did Not Meet

Gratiot County Central Dispatch Authority (Meets Monthly)

Enclosed
Not Available
Did Not Meet

Planning Commision

Enclosed
Not Available
Did Not Meet

Historical Society (Meets Monthly)

Enclosed
Not Available
Did Not Meet

St. Louis Ithaca Pine River Transit Authority (Meets Annuall

Enclosed
Not Available
Did Not Meet

Housing Commission (Meets Monthly)

Enclosed
Not Available
Did Not Meet

Zoning Board of Appeals (Meets as Called)

Enclosed
Not Available
Did Not Meet

A Regular Meeting of the Mid-Michigan Community Fire Board, held at the St. Louis Area Fire Department – Meeting Room, was called to order by Chair Kevin Beeson at 5:30p.m., on Tuesday, February 11, 2025.

Members Present: Chairman Kevin Beeson, Vice-Chair Kurt Giles, Carmen Bajena, Greg Mikek

Members Absent: Bobbie Marr

Fire Chief: Bill Coty

Others in Attendance: None

Election of Chair and Vice-Chair.

Moved by Member Bajena, supported by Member Mikek, to approve the appointment of Kevin Beeson as Chairman and Kurt Giles as Vice-Chair of the Mid-Michigan Community Fire Board. All ayes carried the Motion.

Minutes.

Moved by Member Mikek, supported by Member Bajena, to approve the minutes of the November 12, 2024 meeting. All ayes carried the motion.

Public Comment.

None.

Claims and Accounts.

The Fire Board reviewed the Claims & Accounts.

Moved by Member Mikek, supported by Member Bajena, to approve the Claims & Accounts for November 1, 2024 to January 31, 2025 in the amount of \$.160,478.90 All ayes carried the motion.

Financial Statements.

The Fire Board reviewed and discussed the Financial Statements of January 31, 2025 and placed on file.

Set Meeting Dates & Times.

Moved by Member Bajena, supported by Member Mikek, to approve meeting dates and times for the mid-Michigan Community Fire Board for 2025-2026 Fiscal Year as the 2nd Tuesday of August, November, February and May at 5:30 pm, meetings to be held at the Fire Station. All ayes carried the motion.

Meeting Schedule will be as follows:

August 12, 2025
November 11, 2025
February 10, 2026
May 12, 2026

Fire Chief’s Report.

The Fire Chief’s Report was reviewed, discussed, and placed on file.

Fire Department 2024 Annual Report

The Fire Chief presented the 2024 Annual Report and the board reviewed, discussed, and placed on file.

Resolution 2025-01 BUDGET ADOPTION 2025-2026

The following preamble and resolution were offered by Member Mikek, and supported by Member Bajena:

WHEREAS, it is necessary for the Mid-Michigan Community Fire Control Board to authorize the expenditure level and contributions from the respective entities for the 2025-2026 fiscal year.

WHEREAS, the Mid-Michigan Community Fire Control Board has reviewed the summaries of prior year results and the requests made by the Fire Chief for the upcoming year.

NOW THEREFORE IT BE RESOLVED, the Mid-Michigan Community Fire Control Board has adopted its budget for the 2025-2026 Fiscal Year summarized as follows:

FUND BALANCE CHANGE	2025-2026
Beginning Balance - Committed for Equipment	270,384
Additions to Equipment Commitment	65,000
Grants/Donations for Equipment/asset sales	-
Expenses - Use of Equipment Funds	-
Ending Balance - Committed for Equipment	335,384
Beginning Balance - Unassigned	278,858
Revenue	434,666
Expenses	(369,666)
Transfers to Equipment Commitment	(65,000)
Ending Balance - Unassigned	278,858

BE IT FURTHER RESOLVED that member contributions are expected as follows for the 2025-2026 Fiscal Year. One half will be payable July 2025 and the other half payable January 2026.

	St. Louis	Bethany	Jasper	Pine River	Total
Member Contributions 2025-2026	169,404.32	74,087.62	95,863.16	85,310.90	424,666.00

BE IT FURTHER RESOLVED that authorized salary and per diem rates shall be as follows:

Position/Pay Code	Rate	Pay Increments
Fire Chief	\$10,750	Annual Salary (payable monthly increments)
Firefighter - Company Officer I Certified	\$257	Annual Salary (payable monthly increments)
Firefighter - Company Officer II Certified	\$512	Annual Salary (payable monthly increments)
Firefighter - Company Officer III Certified	\$1,025	Annual Salary (payable monthly increments)
Records/Reporting Officer	\$1,296	Annual Salary (payable monthly increments)
Equipment Officer	\$684	Annual Salary (payable monthly increments)
Training Officer	\$684	Annual Salary (payable monthly increments)
County Training Chair (if applicable)	\$684	Annual Salary (payable monthly increments)
Community Outreach Officer	\$684	Annual Salary (payable monthly increments)
Medical Coordinator Officer	\$684	Annual Salary (payable monthly increments)
Weekend Officer Coverage per diem	\$102.50	per weekend
Fire Runs / Drills		
Probationary firefighter	\$20	per run
Firefighter	\$38	per run
Dept. Officer (Assist. Chief, Capt., Lieut., 2nd Lieut.)	\$43	per run
Chief	\$50	per run
Rescue Run	\$30	per run
Chief Rescue Run	\$50	per run
Annual Attendance Incentive	\$500	Calendar year measure; meeting 40% run; 70% training criteria. Payable as lump sum in January.

BE IT FURTHER RESOLVED that the adoption of this budget is at the total operating level. Officials responsible for the expenditures authorized in the budget may expend funds up to, but not to exceed, the total appropriation authorized.

BE IT FURTHER RESOLVED that payment of claims (bills) shall be approved by the Fire Chief and/or the City of St. Louis Manager prior to being paid. The City Treasurer may authorize the payment of payroll related items as well as certain bills prior to approval to avoid late penalties,

service charges and interest (primarily utilities). The Mid-Michigan Community Fire Control Board shall receive a list of claims (bills) paid for their concurrence of approval at the next Board meeting.

BE IT FURTHER RESOLVED that the Board Treasurer shall provide the Board at each meeting a report of fiscal year to date revenues and expenditures compared to the budgeted amounts of the Fire Department.

BE IT FURTHER RESOLVED that the Fire Chief and Board Treasurer will monitor the budget. Whenever it appears that the actual and probable revenues will be less than the estimated revenues upon which appropriations were based, and when it appears that expenditures will exceed an appropriation, the Treasurer shall present to the Board recommendations to prevent expenditures from exceeding available revenues or appropriations for the fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues or use of fund balance or both.

Ayes: Mikek, Bajena, Giles, Beeson

Nays: None

Absent: Marr

Resolution declared adopted this 11th day of February, 2025.

E-622 Repairs

The Fire Chief reported on the estimated refurbishment repairs of \$316,033 being made to E-622 that will be reimbursed by insurance. Also requested \$67,412 for additional upgrades to that vehicle.

Moved by Member Mikek, supported by Member Bajena, to approve up to \$67,412 of additional upgrades as needed. All ayes carried the motion.

Member Mikek was excused at 6:55pm.

Updates to Standard Operating Guidelines

Chief Coty presented Solar Energy Policy to be added to the Standard Operating Guidelines

Moved by Member Bajena, supported by Member Beeson, to add the above referenced Policy to the Standard Operating Guidelines. All ayes carried the motion.

Other Business.

None

Public and Other Comment.

None

The meeting was adjourned at 6:58 p.m.

Kurt R Giles, Recording Secretary

Middle of the Mitten Minutes

March 11, 2025

1) *Call to order/Sign Up/Introductions:*

Meeting called to order at 12:15 p.m. by Corey Bailey. Introductions were made around the room.

2) *Approval of February 11, 2025 minutes by Lyle McCoon, seconded by Rich Ramereiz. All Ayes, motion carried.*

3) *Financial report, reviewed through February 28, 2025. Motion to accept by Shana Dancer, seconded by Ramereiz. All Ayes, motion carried.*

4) *Events/Committees/Volunteers*

a. *Spirit of St Louis Awards – Thursday, May 1st – Nomination due Friday, March 14; Nominations forms are online and printed at City Hall.*

b. *St. Louis Easter – Saturday, April 19 – First Baptist Church of St. Louis will be hosting Easter this year in Clapp Park from 11:00 a.m. to 2:00 p.m. with snacks, games and activities. St. Louis EZ Mart will have an Easter event to hand out toys from 11 a.m. to 2 p.m. The Middle of the Mitten Association will host a chalk event as well.*

5) *Old Business*

a. *Gratiot Downtown Art Expo – Twenty winners were selected at 10 a.m. this morning and will be informed this week. Banners will go up before Memorial Day weekend.*

6) *New Business*

a. *Pavement Picasso – Saturday, April 19 – Elsie Burton reported that this event will be available during the Easter activities; Chalk stops will be located at downtown businesses; Sponsored by Meijer and Walmart.*

b. *Public Service Recognition Contest – Submissions due April 18th – Burton reported that the contest is available for children in 1st-4th grades; Winner will be awarded a gift basket with toys and local business gift certificates.*

c. *Local Cruise-Ins – Burton reported that there will be two cruise-ins this year; The dates will be June 11th and July 16th from 5 p.m. to 8 p.m. with raffle prizes.*

d. *Golf Outing – Bailey added to the agenda; Committee held their first meeting today; Eight teams have already signed up; The outing will be held June 5th at Hidden Oaks Golf Course.*

7) *Reports/Announcements*

a. *Gratiot Area Chamber of Commerce – Sara Bonacci reported that last Thursday was their first She Leads Summit; The event was well attended; Alma luncheon on April 4; Business and young professional award nominations are open; Community celebration on May 1.*

b. *Schools – Burton reported on behalf of McKittrick; girls basketball team made it to the district finals but lost to Hemlock; wrestling team made it to the state*

quarterfinals; ten individual wrestlers qualify for the MHSAA Individual Wrestling State Tournament; Seven of the ten qualified to be All-State; Boy's Bowling team made it to the State Tournament; Spring sports have started; Nikkari is hosting Donuts with Grownups on Wednesday, March 19th; Kindergarten Registration is April 10th at Carrie Knause Elementary; Steel Band will host its 25th year of Festival of Steel concert in the high school gymnasium on April 12th at 6:00 p.m; Spring break for staff and students will be March 21st through March 28th.

- c. City of St. Louis/Downtown Development Authority – Burton reported on behalf of Leppien; New facade grants allow for 5 grants to be awarded up to \$3,000; New benches and trash cans to be added to parks; New picnic table to be placed at St. Louis Optics with a trash.*
 - d. Event Planning Committee – Burton reported that they will meet later this month; The committee is the origin of the Pavement Picasso event.*
 - e. Historical Society – Sara Piaskowski reported that they will meet this month; They will host a Halloween cemetery event this year.*
 - f. Greater Gratiot Development – No report.*
 - g. Gratiot Market –Piaskowski reported that Monday March 17 will be their open house; The open house will be a chance to meet the vendors; Garden equipment has been taken to Fulton schools for them to begin growing plans in their greenhouse.*
 - h. St. Louis Campground – Sandy Turk reported that the campground is set to open on May 1; The first weekend of June will host nearly one-thousand Native Americans for a public event; Set to host five gospel concerts this summer and a flyer was provided for distribution.*
 - i. Healthy Pine River – Chuck Sandro reported that this Thursday will be a presentation breakfast for business and young professionals in the area to learn more about the Pine River; Seeking younger participation and offering curriculums aimed at the youth.*
- 8) *Other Business*
- a. Piaskowski reported that the Gratiot Market has a new resource wall that anyone can use to promote events and local information.*
 - b. Next meeting – **Tuesday, April 8, 2025**, Council Chambers, City Hall.*

SAINT LOUIS PARKS & RECREATION COMMISSION MEETING

MONDAY, MARCH 10th, 2025

REGULAR MEETING

The Regular Meeting of the Saint Louis Parks & Recreation Commission was called to Order by Kristy Hardy, Vice Chairman at 5:16 P.M.

MEMBERS PRESENT: Dorothy Trgina; Fares Azzam; Kristy Hardy;
And Craig Zeese.

MEMBERS ABSENT: Mary Reed and Randy Mead.

OTHERS PRESENT: Kurt Giles, City Manager

APPROVAL OF AGENDA:

Motion by Fares Azzam, Seconded by Craig Zeese, to approve the Agenda as presented. Discussion. Motion Carried.

APPROVAL OF MINUTES:

Motion by Craig Zeese, Seconded by Fares Azzam to approve the Minutes of the January 13th, 2025 Parks & Recreation Commission Meeting with the correction.

FINANCIALS:

Motion by Fares Azzam, Seconded by Craig Zeese to place the Financial Report, as prepared, on file. Discussion. Motion Carried.

NEW BUSINESS:

- A. Lions Park Update: It was reported that the amount of \$39,061.31 was approved for the Lions Park improvements.
- B. Appointment of New Member to the Parks & Recreation Commission. The Parks & Recreation Commission recommends the appointment of Dale Wolfe to the Commission.

PUBLIC COMMENTS: The Garden Club was brought up. Kurt Giles, City Manager will follow up on this.

ADJOURNMENT:

There being nothing further to come before the Commission Meeting, Fares Azzam Motioned to Adjourn. Craig Zeese Seconded the Motion. Discussion. Motion Carried. The next Park & Recreation Commission Meeting will be held on Monday, May 12th, 2025 at 5:00 P.M.

Respectfully submitted,

Dorothy Trgina

Secretary, Saint Louis Parks & Recreation Commission

City of Saint Louis, Michigan



BUSINESS OF THE CITY COUNCIL
ST. LOUIS, Michigan
Consent Agenda Statement

City Hall Use Only
Item No. 10-A
For the Meeting of April 1, 2025

ITEM TITLE: Implementation of Earned Sick Time Act – Employee Handbook Policy 7.2 Paid Sick Time
SUBMITTED BY: Bobbie Marr, Finance Director

SUMMARY OF EXPLANATION

Public Act No. 2 of 2025 changed requirements for Earned Sick Time. The act outlined minimum accruals of sick time and spelled out what the accrual could be used for. This act amended or replaced the Michigan Paid Medical Leave Act PA No. 369 of 2018.

The effective date for implementation of the Earned Sick Time Act was February 21, 2025. We have implemented the requirements and have updated the employee handbook. For the City's purposes the changes primarily affect the following:

- The addition of language to accommodate uses of sick time to include the provisions for domestic violence or sexual assault, meetings for child's care related to health or disability, and closures of place of business due to public health emergency.
- The applicability of sick time to part-time and seasonal employees.

Sick time accruals for full-time employees already exceeded the requirements. We do have to offer more sick time to part time employees, and potentially seasonal employees that are employed for more than 120 calendar days. I do not believe a budget adjustment will be necessary in the current fiscal year to accommodate these changes.

The new handbook policy and the old are attached for your review/reference.

Budgeted? NA
G/L Account Code:
Budget Amendment needed? Contingency in current Budget should be sufficient

Review and place on file changes to the Employee Handbook for Earned Sick Time Act.

City Leave Time Policy

Personnel Policy Number:	7.2 (page 1 of 3)
Effective Date:	February 21, 2025
Policy Regarding:	Paid Sick Time

This policy is designed to comply with Michigan Public Act No. 2 of 2025 and any other applicable state and federal laws. The policy is not applicable to individuals employed in accordance with the youth employment standards act, 1978 PA 90.

Paid sick time is a benefit for employees and is to be used for any of the following:

- The employee's or the employee's family member's mental or physical illness, injury, or health condition; medical diagnosis, care or treatment of the employee's mental or physical illness, injury, or health condition; or preventative medical care for the employee.
- If the employee or the employee's family member is a victim of domestic violence or sexual assault, for medical care or psychological or other counseling, to obtain services from a victim services organization; to relocate due to domestic violence or sexual assault; to obtain legal services; or to participate in civil or criminal proceedings related to or resulting from the domestic violence or sexual assault.
- For meetings at a child's school or place of care related to the child's health or disability, or the effects of domestic violence or sexual assault on the child; or
- For the closure of the employee's place of business by order of a public official due to a public health emergency; for an employee's need to care for a child whose school or place of care has been closed by the order of a public official due to a public health emergency; or when it has been determined by the health authorities having jurisdiction or by a health care provider that the employee's or employee's family member's presence in the community would jeopardize the health or others because of the employee's or family member's exposure to a communicable disease.

Immediate family members are defined as spouse, children, siblings, parents, grandchildren and grandparents.

Paid sick time may also be used up to the maximum accumulated by the employee for absences by injuries covered by Worker's Compensation. (See Section 8.3)

Under extenuating circumstances, see Section 7.3

As in all absences from work, the use of sick time should be scheduled when foreseeable (i.e. planned doctor appointment) or for unforeseen illness or emergencies notice to the employee's immediate supervisor/city manager should be given as soon as possible. It is expected that a call or message can be relayed before or soon after the start of the work day/shift

**City
Leave Time Policy**

Personnel Policy Number: 7.2 (page 2 of 3)
Effective Date: February 21, 2025
Policy Regarding: Paid Sick Time

To claim sick time for payment, employee completes a Request for Leave form and submits to payroll with weekly timesheets.

Use of earned sick time of more than 3 consecutive days, may require reasonable documentation that the sick time has been used for eligible purposes. Upon the employer's request, documentation needs to be provided. Documentation provided by a health care professional indicating that earned sick time is necessary is reasonable documentation. In cases of domestic violence or sexual assault, documentation reasonable would include (a) a police report indicating that the employee or the employee's family member was a victim of domestic violence or sexual assault; (b) a signed statement from a victim and witness advocate affirming that the employee or family member is receiving services from a victim services organization; or (c) a court document indicating that the employee or employee's family member is involved in legal action related to domestic violence or sexual assault.

Full Time Employees:

Paid sick time is earned and accrued at the rate of ten (10) hours per month and shall be kept to the employee's credit to a maximum of 500 hours. Once the maximum of 500 hours is reached, an employee shall continue to earn sick leave at the rate of ten (10) hours per month. If at the end of the City's Fiscal Year an employee has accumulated paid sick time greater than the 500 hours, one-half of the accumulated paid time in excess of 500 hours shall be paid to the employee and the remainder will be lost. Payment for these hours will be made at the pay rate at which the hours were earned as soon as practicable after fiscal year end.

Paid sick time shall be calculated at an eligible employee's straight hourly rate for the time absent. A minimum of ½ hour shall be charged for any absence and ¼ hour increments thereafter.

Retiring employees shall be entitled to be paid one half of any accumulated sick time over 500 hours at the rate of pay prevailing at the time of such retirement.

City
Leave Time Policy

Personnel Policy Number: 7.2 (page 3 of 3)
Effective Date: February 21, 2025
Policy Regarding: Paid Sick Time

Part-Time & Seasonal Employees:

For employees hired on or after February 21, 2025, sick time accrual will begin on their date of employment. For employees hired prior to February 21, 2025, sick time accrual will begin on February 21, 2025. Sick time banks earned under the previous part-time paid medical leave act will be rolled forward.

Part Time & Seasonal employees will accrue 1 hour of sick leave for every 30 hours worked. Hours “worked” does not include hours taken off from work using paid leave.

Employees are eligible to use accrued sick time after 120 days of employment.

A minimum of ½ hour shall be charged for any eligible absence and ¼ hour increments thereafter.

Carryover of Unused Sick Time: Part-time employees may carry over unused accrued sick time to the following year, with a maximum carryover limit of 72 hours. The carryover year is determined by the later of the policy effective date or employee’s work start date.

Transition from Part-Time to Full-Time Employment: Employees transitioning from part-time (or seasonal) to full-time status will retain their accrued sick time, which will be transferred to their full-time sick leave bank.

Separation and Reemployment: If an employee is separated from employment for more than two months, any previously accrued sick time will be forfeited. Accrued but unused sick time will not be paid out upon termination, resignation, or separation from employment for part time or seasonal employees.

**City
Leave Time Policy**

Personnel Policy Number: 7.2 (page 1 of 2)
Effective Date: March 29, 2019
Policy Regarding: Paid Sick Time

Paid sick time is a benefit for employees and is to be used in case of illness for themselves or immediate family members when such care requires the employees' presence and assistance to manage their medical needs. Immediate family members are defined as spouse, children, siblings, parents, grandchildren and grandparents. Under extenuating circumstances, see Section 7.3.

Paid sick time is earned and accrued at the rate of ten (10) hours per month and shall be kept to the employee's credit to a maximum of 500 hours. Once the maximum of 500 hours is reached, an employee shall continue to earn sick leave at the rate of ten (10) hours per month. If at the end of the City's Fiscal Year an employee has accumulated paid sick time greater than the 500 hours, one-half of the accumulated paid time in excess of 500 hours shall be paid to the employee and the remainder will be lost. Payment for these hours will be made at the pay rate at which the hours were earned as soon as practicable after fiscal year end.

Paid sick time shall be calculated at an eligible employee's straight hourly rate for the time absent. A minimum of ½ hour shall be charged for any absence and ½ hour increments thereafter.

If an eligible employee becomes ill and is off work three days or more, a written doctor's excuse will be required to return to work.

Paid sick time may also be used up to the maximum accumulated by the employee for absences by injuries covered by Worker's Compensation. (See Section 8.3)

Upon retirement, employees (hired before 12/20/94) shall be entitled to be paid one half of any accumulated unused paid sick time, at the rate of pay prevailing at the time of such retirement. Retiring employees hired after 12/20/94 shall be entitled to be paid one half of any accumulated sick time over 500 hours at the rate of pay prevailing at the time of such retirement.

City
Leave Time Policy

Personnel Policy Number: 7.2 (page 2 of 2)

Effective Date: March 29, 2019

Policy Regarding: Paid Sick Time

Part-Time Paid Medical Leave

It is the policy of the City of St. Louis to comply with the Michigan Paid Medical Leave Act, PA 369 of 2018 (MPMLA). An official state of Michigan poster containing important information about the MPMLA is located by the required federal and state labor postings and is posting in applicable employee corridors and/or breakroom areas.

For purposes of this policy, “paid medical leave” means leave to which an eligible employee is entitled under the MPMLS that has not already been provided to the employee by the City through another form of paid leave.

This policy applies to Part Time workers. An “eligible employee” will be a part time employee employed on a consistent basis (more than 25 weeks in the benefit year) and averages more than 25 hours per week. The allotment of Medical Leave will be applied on July 1st based on the previous year look back for eligibility. Eligible employees will be allotted 40 hours of medical leave per benefit year. The City has designated the benefit year under the MPMLA to be the fiscal year (July 1 to June 30).

“Hours worked” for the purposes of the MPMLA does not include hours taken off from work by an eligible employee for paid leave.

Medical leave shall be taken in one (1) hour increments.

An eligible employee must, when requesting to use paid medical leave, comply with the City’s notice, procedural, and documentation requirements of Full-Time requests for sick leave, except to the extent such requirements are inconsistent with the MPMLA.

New employees who are determined to be eligible at the time of hire for paid medical leave will accrue a proration allotment based on the benefit year remaining as of the date of hire and are permitted to use the benefit AFTER 90 days of employment. If the City cannot determine eligibility upon hire, a 90 day measurement period will be used to determine eligibility.

A maximum of 40 hours may be carried over from one benefit year to the next. Any Medical Leave in excess of 40 hours shall be permanently forfeited if not used by June 30.

There is no payment of accrued or accumulated Medical Leave on termination for Part-time sick leave.

CONSENT AGENDA ITEM APPROVAL
St. Louis, Michigan - Agenda Statement

City Hall Use Only
 Item No. 10b
 For Meeting of 4/1/2025

CONTRACTOR/VENDOR Joint Michigan Apprentice Program c/o Wolverine Power Cooperative
 CONTRACT #
 CITY GL PROJECT # (if applicable)
 CONTRACT DESCRIPTION Apprenticeship program for Jonathon Rugenstein (Y2W1 & Y2W2) & Jake Oswald (Y4W1 & Y4W2)

Agenda Item Description	Approval Date	Item #	Approval Amount		
Apprenticeship program for Jonathon Rugenstein (Y2W1 & Y2W2)	04/01/25	10b	6,000.00		
Apprenticeship program for Jake Oswald (Y4W1 & Y4W2)	04/01/25	10b	6,000.00		
Total Contract			12,000.00		
Consent Agenda Invoice Approvals					
Invoice(s)	Approval Date	Item #	Check Date	Check #	Check Amount
112300151	04/01/25	10b		For Approval	(12,000.00)
Total Payments					(12,000.00)
Remaining Contract Balance					0.00

SUMMARY EXPLANATION FOR CONSENT AGENDA ITEM APPROVAL:

Approve payment to Joint Michigan Apprentice Program for apprenticeship program for Jonathon Rugenstein & Jake Oswald in the amount of \$ 12,000.00

JOINT MICHIGAN APPRENTICE PROGRAM

10125 W. Watergate Road, Cadillac, MI 49601

Phone: Fax:

Bill To:	City of St. Louis 300 North Mill Street St. Louis, MI 48880	Customer ID:	10017
		Internal ID:	13817

Invoice Date	Invoice Number	Due Date	Total Due
February 27, 2025	112300151	March 29, 2025	\$ 12,000.00

Start Date	Student / Step	Cost
05/05/2025	Tuition Fees -Oswald, Jake Y4W1 & Y4W2	\$ 6,000.00
04/07/2025	Tuition Fees -Rugenstein, Jon Y2W1 & Y2W2	\$ 6,000.00

582 582 000, 832 002

Tax	\$	0.00
Total	\$	12,000.00

ACH Payment Instructions

Bank Name:	Horizon Bank
Routing Number:	071201320
Account Number:	2552416832

Check Payment Instructions


Joint Apprenticeship & Training Trust Fund
 c/o Wolverine Power Cooperative
 10125 W. Watergate Road
 Cadillac, MI 49601

Contact Information

Billing Questions: Kelsey Beck	kbeck@wpsci.com	(231) 779-3419
Program Questions: Heather DeLeon	hdeleon@wpsci.com	(231) 779-3393

**JMAP Tuition Invoice**

From Kelsey Beck <kbeck@wpsci.com>
Date Thu 2/27/2025 2:24 PM
To Mike Parsons <mparsons@stlouismi.com>

 1 attachment (84 KB)
St Louis II2300151.pdf;

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Attached is the invoice for the Tuition due to the Joint Michigan Apprentice Program.

Total Amount Due: \$12,000
Due Date: 3/29/2025

Additional Notes:

Questions can be directed to the appropriate person listed below.

Contact Information:

Billing related information:
Kelsey Beck, Staff Accountant
Wolverine Power Supply Cooperative, Inc.
kbeck@wpsci.com

Program related information:
Heather DeLeon, Administrative Assistant
Wolverine Power Supply Cooperative, Inc.
hdeleon@wpsci.com

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BUSINESS OF THE CITY COUNCIL
ST. LOUIS, Michigan
Business Agenda Statement

City Hall Use Only
Item No. 11-A
For the Meeting of April 1, 2025

ITEM TITLE: Approve OHM Design Phase Services for Sanitary Sewer Replacement & Street Reconstruction
SUBMITTED BY: Keith Risdon, Public Services Director

SUMMARY OF EXPLANATION

During the initial planning of the DWSRF 2024 Project, design engineering for water, sewer, and street reconstruction was included as part of the overall project scope. While paving and sewer replacement were part of the original project plan, these components are deemed ineligible costs under the DWSRF grant, requiring the City to cover them separately.

We have since identified an opportunity to secure \$380,000 in funding through the MDOT Small Urban Grant to assist with some of the paving and sewer work. To qualify for this funding and proceed with bidding for the construction phase, a separate engineering contract is necessary for the design of street and sanitary sewer work.

- Malley will continue to handle the water portion of the project as originally planned under the DWSRF funding.
- The sanitary sewer and street reconstruction will now be completed under a separate contract, aligning with MDOT's requirements for participation in the next phase of the project.
- This approach allows us to maximize grant funding while ensuring both project components move forward efficiently.

Council approval of the separate engineering contract will enable the City to receive MDOT funding, move forward with bidding for the road and sewer work, and effectively coordinate the multi-phase project with multiple funding sources.

Attached is the proposal for approval from Orchard, Hiltz & McCliment (OHM) for the design of Sanitary Sewer Replacement & Street Reconstruction of North Main Street from M-46 to Center Street for \$54,215.

Budgeted? Yes- Expenditures, No- Revenue G/L Account Code: Need to determine
Budget Amendment needed? Maybe, need to see if the grant will require to reclassify where the expenses were originally budgeted.

Motion by: Support by:
Approve OHM to complete design engineering of the Sanitary Sewer Replacement & Street Reconstruction – North Main Street from M-46 to Center Street, not to exceed \$54,215.

This is an individual PROJECT SUPPLEMENT consisting of ___ pages, referred to in and part of the Continuing Services Agreement between CLIENT and CONSULTANT for Professional Services dated _____.

PROJECT SUPPLEMENT NO. 23

In accordance with paragraph 1.01 of the Continuing Services Agreement between CONSULTANT and CLIENT for Professional Services dated November 4, 2020 ("Agreement"), CONSULTANT and CLIENT agree as follows:

Specific Project Data

Title: Sanitary Sewer Replacement & Street Reconstruction – North Main Street from M-46 to Center Street. Project distance is approximately 1,000 feet in length.

I. Services of CONSULTANT

Design Scope Parameters

The project will received federal aid and will be delivered through the MDOT Local Agency Program. The design scope parameters include the following:

1. Road Reconstruction: Evaluate roadway lane width to accommodate bike lanes.
2. Vertical Alignment: The existing vertical profile will be evaluated for potential drainage improvements.
3. Typical Roadway Cross-Section: Provide a HMA section over aggregate base layer and sand subbase with a 2% cross slope.
4. Replace Sanitary Sewer within project limits including the design of sewer laterals to each property as required by the City of St Louis. The proposed sewer laterals will stop at the street right of way and not travel on private property.
5. Drainage: the existing underground storm sewer system will be replaced. Construction will include main line storm sewer, manholes, catch basins, sump pump connections and underdrain lines placed parallel to the roadway. The outlet for the new storm sewer system is located within the project limits defined above.
6. General Design Standards: *AASHTO*, A Policy on Geometric Design of Highways and Streets, and Michigan Manual of Uniform Traffic Control Devices Standards.
7. Specifications: City of St Louis/OHM specifications along with the MDOT *2020 Standard Specifications for Construction*, the current *MDOT Standard Plans for Roads and Bridges, Special Provisions and Supplemental Specifications* will be utilized.

8. Maintenance of Traffic: Maintain access to all properties, as feasible. Access to all properties throughout construction is the goal except during paving operations and during the concrete curing process.
9. Lane Line Markings: Quantities for permanent pavement markings throughout the project will be developed in accordance with the *Michigan Manual of Uniform Traffic Control Devices* and consistent with MDOT recommendations. Details will be developed where MDOT standards do not address specific proposed striping concepts.
10. Permanent Signing: New Signs will be installed. Existing signs will be removed and salvaged for the City of St Louis, unless otherwise directed by the city.

B. Design Phase Scope of Services:

The Design Phase Services to be provided by OHM Advisors shall include the following:

Task 1 - Preliminary Planning / Pre-Grade Inspection (GI)

- Attend a pre-design meeting with the City of St Louis to discuss project approach, finalize communication methods between team members, agree on standard documents and details to be used, and finalize schedule. Prepare summary of action items and distribute to attendees after the meeting.
- Coordinate with MDOT LAP requesting a ProjectWise (PWZ) folder be created for the project.
- Submit Section 106 Cultural Resources (SHPO), and National Environmental Policy Act (NEPA) for review and approval. Place submitted documents into the PWZ file.
- Complete Utility notification/coordination and save to the PWZ file.
- Complete 3-year Traffic Crash Analysis.

Task 2- Fieldwork:

- Meet with city staff on-site to review existing driveway openings and develop the scope of work for improvements.

Task 3- GI Package:

- Prepare and upload the following documents into the PWZ file:
 - Project programming application.
 - The preliminary design engineering of the roadway and utility improvements (80% completion) in accordance with AASHTO and MDOT Guidelines for Geometrics on Local Agency Projects. Include pavement markings and permanent signing plans.
 - Preliminary construction cost estimate (pdf and xml files)
 - Unique special provisions, progress clause, special provision for Maintaining Traffic and any necessary coordination clauses.
 - Requests for design exceptions (if necessary).
- Identify easements required for the project.
- Coordinate design with affected utility owners.
- Complete and assist with applicable permits including the following agencies: EGLE ACT 451 for public sanitary sewer, MDOT for maintaining traffic operations in M-46, and Gratiot County soil erosion and sedimentation control. In addition, coordinate with the

MDOT Signal Unit for potential work associated with the traffic signal located at the intersection of M-46 and N. Main Street.

- Provide the City with copies of all correspondence during design.
- Complete Attachment A and B of the project programming application, if necessary for temporary or permanent property acquisition.
- Facilitate progress meetings during the duration of the design document development.
- Coordinate GI meeting with LAP engineer, City staff, private utility owners and MDOT TSC. Attend the GI Plan review meeting.

Task 4- Final Plans:

- Assist the city, if necessary, in coordinating with the MPO to ensure all necessary S/TIP amendments are approved.
- Prepare and submit MDOT's Frequently Used Special Provisions checklist, as well as the Notice to Bidders and Special Specifications.
- Complete and submit the final plan documents to be approved and used for bidding by MDOT including, construction plans, cost estimate (xml and pdf formats), special provisions, permits, and all other documents requiring updates to address GI comments.
- Provide to the City, electronic copies of base topographical survey, final plans in .dwg and .pdf formats, special provisions in .doc and .pdf formats.
- Address any final comments by MDOT Specifications and Estimates Unit prior to bidding.
- Answer questions that arise during bidding.

Future Phases

Future phases include construction engineering services. The scope for these items are not included in this proposal and will be further defined once the design engineering is complete and more details are known about the specific work elements involved. The future phases of the engineering efforts may include:

- Construction administration
- Construction observation/inspection
- Material Testing
- Survey layout

II. CLIENT'S Responsibilities

Provide available data. Review draft work products and provide timely comments.

Initial data request includes the following:

- a. Provide As built from past projects of the area.
- b. Coordinate with homeowners if sewer lateral replacement is needed on private property.
- c. Regulatory correspondence if any

III. Payments to CONSULTANT

CONSULTANT proposes to provide the above outlined professional services. The engineering services will be performed on an hourly basis and shall not exceed the following costs:

Service Task	Compensation (Task Fees)
Task	
Task 1 – Preliminary Planning	\$7,320
Task 2 – Fieldwork	\$688
Task 3 – GI Package	\$37,558
Task 4 – Final Plans	<u>\$8,649</u>
Total for this Design Phase	\$54,215

A project supplement proposal to provide the construction engineering services will be provided after the Design Engineering is completed.

IV. **Subconsultants**
None

V. **Other Modifications to Continuing Services Agreement**
None

VI. **Attachments**
None

VII. **Documents Incorporated By Reference**
None

Approval and Acceptance: Approval and acceptance of this individual Project Supplement No. 23 shall incorporate this document as part of the Continuing Services Agreement. CONSULTANT is authorized to begin performance upon its receipt of a copy of this individual Project Supplement signed by CLIENT.

The effective date of this individual Project Supplement No. 23 is _____.

City of St. Louis
CLIENT

Orchard, Hiltz & McCliment, Inc.
CONSULTANT

Keith Risdon, PE
Public Services Director

Louis P. Fleury, PE
Principal

March 13, 2025

Date

Date

Kurt Giles

From: Kevin Beeson <kbeeson@pinerivermi.gov>
Sent: Monday, March 17, 2025 11:18 AM
To: Kurt Giles
Subject: Cheesman paving

ITEM NO. 11B
DATE 4/1/2025

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Kurt,

The Road Commission wants us to add a 2" overlay on Cheesman Rd from the Michigan Avenue bridge to Begole Road. My share of that cost is \$176,935.

Using Fetch GIS shows that approximately 19% of the roadway is in the city limits. I recall that years ago we had this area paved, I approached the city, and ended up paying 100% of the cost.

I'm asking again for consideration of reimbursing the township for city frontage along this shared roadway.

Kevin

Kurt Giles

From: Ryan Calhoun <ryan@woodworthcommercial.com>
Sent: Friday, March 28, 2025 10:14 AM
To: Kurt Giles
Cc: Jamie Long; Josh Leppien
Subject: Re: 137 N. Mill Street

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Kurt,

Sorry I missed your call the other day. I spoke to Dave and he advised me he would let the building go for \$70k.

Ryan Calhoun



116 W Main St, Owosso MI
Office: 989-723-3711
Cell: 989-277-8146

"OUR MISSION is to provide high quality real estate services, develop lasting relationships and exceed our clients' expectations."

On Fri, Mar 28, 2025 at 9:46 AM Kurt Giles <kgiles@stlouismi.com> wrote:

Hi Ryan,

Any luck in reaching out to Dave Duba about the bank building? We're working on the agenda for next week's Council meeting so please let me know what you can find out.

Thanks,

Kurt

ITEM NO. 11C.
DATE 4-1-2025

RESOLUTION 2025-06

**RESOLUTION AUTHORIZING CITY FUNDING
OF 137 N. MILL STREET PROJECT EXPENSES**

City of St. Louis
County of Gratiot, State of Michigan

Minutes of a regular meeting of the City Council of the City of St. Louis, County of Gratiot, State of Michigan, held on April 1, 2025, at the City Hall, City of St. Louis, County of Gratiot at 6:00 p.m.

PRESENT: Echtenaw, Azzam, Leonard, Palmer, Upton

ABSENT:

The following preamble and resolution were offered by Member _____, and supported by Member _____:

WHEREAS, the City of St. Louis, County of Gratiot, State of Michigan (the "City") has a continual interest in projects that will improve the appearance and functionality of properties within the City and eliminate or prevent instances of blight; and

WHEREAS, on October 25, 2023, the Gratiot County Land Bank Authority (GCLBA) adopted Bylaws and Articles of Incorporation along with identifying priorities for Round 3 grant funding for the Blight Elimination Program administered by the State Land Bank Authority (SLBA); and

WHEREAS, on November 16, 2023, the GCLBA authorized the submission of a grant application for Round 3 of the Blight Elimination Program (BEP) to fund stabilization measures for the former bank building at 137 N. Mill Street; and

WHEREAS, on March 1, 2024, the GCLBA authorized entering into a purchase agreement for the former bank building which included certain time limits for the Seller to remove the contents of the building; and

WHEREAS, on March 20, 2024, the GCLBA received a Conditional Notice to Proceed with BEP related activities from the SLBA; and

WHEREAS, following this Notice to proceed, the GCLBA contracted with firms to conduct Phase I and Phase II Environmental Site Assessments along with an initial cursory sampling of potential asbestos containing materials; and

WHEREAS, professional services proposals for stabilization of the building were received on October 11, 2024 from two firms which both identified the need for removal of building contents prior to conducting design services; and

WHEREAS, by late October of 2024, most of the contents remained in the building and further refined estimates for stabilization measures indicated building stabilization was not a viable alternative, and demolition was the feasible option; and

WHEREAS, in addition to previously estimated demolition and asbestos abatement, budgetary costs were obtained for the common wall measures that were likely to be needed to protect and reinforce the adjacent building at 131 N. Mill Street if demolition of 137 N. Mill Street is conducted and, while less than anticipated stabilization costs, exceed available BEP funds; and

WHEREAS, it has become increasingly evident the available grant funds in the amount of \$500,000 will not be sufficient to complete either stabilization or building demolition and the Gratiot County Land Bank has no ability for spending beyond the amount of grant proceeds; and

WHEREAS, the Gratiot County Land Bank Authority has identified the need for outside funding including the City of St. Louis' investment to acquire the property and fund any activities which exceed the available BEP grant funds:

NOW, THEREFORE, BE IT RESOLVED THAT: the St. Louis City Council does hereby authorize the City's purchase of the property at 137 N. Mill Street plus two additional vacant parcels with tax identification numbers 53-010-111-00 and 53-010-110-00 in the amount of seventy thousand dollars (\$70,000) for the purpose of demolition and future development; and

BE IT FURTHER RESOLVED THAT: the City of St. Louis shall pay the expense of professional services detailing the demolition and common-wall design which is estimated at thirty-six thousand six hundred dollars (\$36,600) as well any portions of the Project which exceed or are deemed ineligible for the BEP Grant.

AYES:

NAYS:

Resolution Declared Adopted this 1st day of April 2025

Jamie Long, City Clerk

I hereby certify that the foregoing is a true and complete text of the Resolution of the City Council of the City of St. Louis, which was duly adopted and approved by the City Council of the City of St. Louis on April 1, 2025, and remains in full force and effect as of this date.

Date: _____

Jamie Long, City Clerk

ITEM NO. 11D,
DATE 4-1-2025



February 17, 2025

Mr. Kurt Giles
City Manager
City of St. Louis
300 North Mill Street
St. Louis, MI 48880

**RE: 137 N. MILL ST. BUILDING DEMOLITION
& WALL STABILIZATION
A & E SERVICES
WAK NO. 24-3128-0339**

Dear Kurt,

As requested, William A. Kibbe & Associates (WAK) is pleased to provide the following proposal for Architectural & Engineering (A & E) Services for the demolition of the building at 137 N. Mill Street, St. Louis, MI, and the stabilization of the common wall between 133 and 137 N. Mill St.

Description

The City of St. Louis is in the process of purchasing 137 N. Mill St. The building was constructed in 1881 and is approximately 74' x 84'. The structure is 3-stories with a basement and it is wood framed with multiwythe brick bearing walls. The structure has not been maintained and is in a significant state of disrepair. Floor areas in various parts of the building are unsafe. Once purchased, the City intends to tear down the building.

The City is seeking assistance with preparing documents for the demolition. In addition, there is a common wall between 137 N. Mill St. (137) and 133 N. Mill St. (133) that will need to be maintained. 133 was constructed after 137. The heights of the wall (to be maintained) will vary. The front of the building, facing Mill St, is 2 stories tall. The rear of the building, facing the alley, is a single story. WAK anticipates that the following work will be required at the common wall:

1. Portions of the wall projecting above the 133 roof structures will need to be saw-cut & removed. Portions projecting beyond the west end of 133 will also need to be removed.
2. Since 137 was constructed before 133 roof and floor structures are only marginally tied into the common wall. Roof and floor structures will need to be positively tied into the common wall. The tie-ins will need to occur at all roof structures and the first and second floors. This effort will require the removal and replacement of ceiling finishes.
3. Both 137 and 133 have basements but when 137 is backfilled lateral load will be imposed on the common wall. The wall (of 133) below the first floor is a stone foundation and its condition is questionable. One solution is to construct a retaining wall on the north side of the common wall to prevent lateral loads on the existing basement wall.

4. Another concern with the common wall is that with multi-wythe brick walls, softer/different types of brick are used on the inside versus the hard-fired brick that is typically used on the outside face. The durability of the inside face turned outside is a concern. WAK is anticipating that the outside wall will be clad with EIFS.

Scope of Services

The scope of professional design services includes Architectural Design and Structural Engineering as follows:

Structural Engineering: Structural engineering design services will include the preparation of specifications (technical specs will be provided in the form of notes on the drawings) and drawings for the work described in items 1, 2, and 3 above.

Architectural Design: Services will include the preparation of specifications and drawings for the work described in item 4 above.

Bid Phase Services: These services include the preparation of bid forms, incorporation of the City of St. Louis requirements, a prebid walk-through, providing a list of recommended contractors, and an evaluation of the bids.

Construction Administration (CA) Services: Our construction administration (CA) will consist of shop drawing reviews, responding to requests for information (RFI's), two visits during construction, and a punch list at substantial completion. If regular onsite visits are desired during construction, we propose that these services be provided on an as-needed, hourly basis.

AKTPeerless has conducted an asbestos & hazardous material survey and provided a report (dated January 9, 2025). That report will be included as part of the demolition specification but Environmental Services are excluded from our services.

Deliverables will consist of specifications and drawings for permits and construction. All work will be performed under the supervision of engineers or architects registered in the State of Michigan.

Excluded Services

The following are services excluded from our proposal:

- Environmental/Hazardous Material Removal Engineering (except as noted above).
- Civil Engineering.
- Mechanical & Electrical Engineering
- Hazardous Materials Evaluation.
- Testing.
- Plan Review & Permit Fees.

Proposed Fees

WAK will provide the above-described design services for a lump sum fee of **\$36,600.00**.

As the design progresses, if the scope of services requires change, we will identify the changes in the form of a letter with an associated cost.

Please read the attached "General Conditions for Professional Services performed by William A. Kibbe and Associates, Inc." These conditions shall be considered an integral part of this agreement. To acknowledge acceptance of this proposal, including the General Conditions, sign below and return a copy for our files.

Mr. Kurt Giles
City of St. Louis

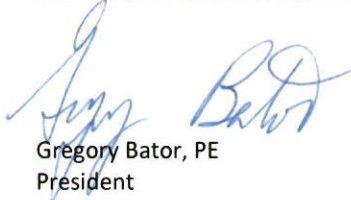
Page 3 of 3

February 17, 2025
WAK NO. 24-3128-0339

We appreciate your consideration and we look forward to working with you. If you have any questions concerning this proposal, please do not hesitate to contact us.

Sincerely,

WILLIAM A. KIBBE & ASSOCIATES, INC.



Gregory Bator, PE
President

Attachments:

General Conditions for Professional Services Performed by William A. Kibbe & Associates, Inc.

This proposal and the attached General Conditions are hereby accepted.

Signature and Date

Name and Title (please print or type)

Company

**General Conditions for
PROFESSIONAL SERVICES
Performed by William A. Kibbe & Associates, Inc.**

1. THE AGREEMENT - This AGREEMENT is made by and between William A. Kibbe & Associates, Inc., hereinafter referred to as WAK, and the acceptor of the attached proposal, hereinafter referred to as CLIENT. The AGREEMENT between the parties consists of these TERMS, the attached PROPOSAL, and any exhibits or attachments noted in the PROPOSAL. Together, these elements will constitute the entire AGREEMENT superseding any and all prior negotiations, correspondence, or agreements either written or oral. Any changes to this AGREEMENT must be mutually agreed in writing.

2. INSURANCE - WAK maintains Worker's Compensation Insurance in accordance with state law. In addition, WAK maintains Comprehensive General Liability and Professional Liability Insurance under such coverage that WAK considers appropriate. Certificates of insurance for these policies can be provided upon request. The cost of coverages indicated above are included in WAK's quoted fees. If the CLIENT deems additional or increased limits of coverage necessary, WAK will attempt to obtain the additional requested insurance and will invoice CLIENT separately for any costs associated with the increased coverage.

3. STANDARD OF CARE - In providing services under this Agreement, WAK shall perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances at the same time and in the same or similar locality. No other warranty, expressed or implied, is made. It is understood that it is impossible to create a perfect set of plans and specifications, and WAK's plans and specifications may represent an imperfect set of design documents. Accordingly, WAK shall correct errors and omissions in the plans and specifications as an integral part of the services provided during the constructions phase of the work.

4. BILLING AND PAYMENT - CLIENT will pay WAK in accordance with the procedures indicated in the PROPOSAL and its attachments, if any. Invoices will be submitted to CLIENT by WAK on a monthly basis for services rendered the previous month and a final invoice will be submitted upon completion of WAK services. All invoices will be due and payable within ten (10) days of receipt. If CLIENT objects to all or any portion of any invoice, CLIENT will so notify WAK in writing within fourteen (14) calendar days of the invoice date, identify the cause of disagreement, and pay when due that portion of invoice not in dispute. The parties will immediately make every effort to settle the disputed portion of the invoice. In the absence of written notification described above, the balance as stated on the invoice will be paid.

Invoices are delinquent if payment has not been received within thirty (30) days from date of invoice. CLIENT will pay an additional charge of one-and-one-half (1-1/2) percent per month (or the maximum percentage allowed by law, whichever is lower) on any delinquent amount, excepting any portion of the invoiced amount in dispute and resolved in favor of CLIENT. Payment thereafter will first be applied to accrued interest and then to the principal unpaid amount. All time spent and expenses incurred (including any attorney's fees) in conjunction with collection of any delinquent amount will be paid by CLIENT to WAK per WAK current fee schedule. In the event CLIENT fails to pay WAK within sixty (60) days after invoices are rendered, WAK shall then have the right to terminate the agreement with the CLIENT for non-payment of fees. In the event of any termination for cause, including non payment of fees due, the Client shall pay WAK, in addition to payment for services rendered and reimbursable costs incurred, for all expenses reasonably incurred by the WAK in connection with the orderly termination of this Agreement, including but not limited to reassignment of personnel, associated overhead costs, and all other expenses directly resulting from the termination.

5. DISPUTE RESOLUTION - All claims, disputes, and other matters in controversy between WAK and CLIENT arising out of or in any way related to this AGREEMENT will be submitted to "Alternative Dispute Resolution" (ADR) before and as a condition precedent to other remedies provided by law. If and to the extent CLIENT and WAK have agreed on methods for resolving such disputes, then such methods will be set forth in the "Alternative Dispute Resolution Agreement" which, if attached, is incorporated into and made a part of this AGREEMENT. If no specific ADR procedure is set forth in this AGREEMENT, then it shall be understood that the parties submit disputes to mediation as a condition precedent to litigation.

If a dispute at law arises from matters related to the services provided under this AGREEMENT and that dispute requires litigation instead of ADR as provided above, then:

The claim will be brought and tried in judicial jurisdiction of the court of the county where WAK's principal place of business is located and CLIENT waives the right to remove the action to any other county or judicial jurisdiction.

6. RISK ALLOCATION - In recognition of the relative risks and benefits of the Project to both the Owner and the A/E, the risks have been allocated such that the Owner agrees, to the fullest extent permitted by law, to limit the liability of the A/E and A/E's officers, directors, partners, employees, shareholders, owners and subconsultants for any and all claims, losses, costs, damages of any nature

whatsoever or claims expenses from any cause or causes, including attorneys' fees and costs and expert-witness fees and costs, so that the total aggregate liability of the A/E and A/E's officer's, directors, partners, employees, shareholders, owners and subconsultants shall not exceed \$100,000.00, or the A/E's total fee for services rendered on this Project, whichever is greater. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

7. CONSTRUCTION OBSERVATION - The Consultant shall visit the site at intervals appropriate to the stage of construction, or as otherwise agreed to in writing by the Client and the Consultant, in order to observe the progress and quality of the Work completed by the Contractor. Such visits and observation are not intended to be an exhaustive check or a detailed inspection of the Contractor's work but rather are to allow the Consultant to become generally familiar with the Work in progress and to determine, in general, if the Work is proceeding in accordance with the Contract Documents. Based on this general observation, the Consultant shall keep the Client informed about the progress of the Work and shall advise the Client about observed deficiencies in the Work.

If the Client desires more extensive project observation or full-time project representation, the Client shall request that such services be provided by the Consultant as Additional Services in accordance with the terms of this Agreement.

The Consultant shall not supervise, direct or have control over the Contractor's work nor have any responsibility for the construction means, methods, techniques, sequences or procedures selected by the Contractor nor for the Contractor's safety precautions or programs in connection with the Work. These rights and responsibilities are solely those of the Contractor in accordance with the Contract Documents.

The Consultant shall not be responsible for any acts or omissions of the Contractor, any subcontractor, any entity performing any portions of the Work or any agents or employees of any of them. The Consultant does not guarantee the performance of the Contractor and shall not be responsible for the Contractor's failure to perform its Work in accordance with the Contract Documents or any applicable laws, codes, rules or regulations.

8. ESTIMATES OF PROBABLE CONSTRUCTION COSTS - In providing estimates of probable construction cost, the Client understands that the Consultant has no control over the cost or availability of labor, equipment or materials, or over market conditions or the Contractor's method of pricing, and that the Consultant's estimates of probable construction cost are made on the basis of the Consultant's professional judgment and experience. The Consultant makes no warranty, express or implied, that the bids or the negotiated cost of the Work will not vary from the Consultant's estimate of probable construction cost.

9. OWNERSHIP OF DOCUMENTS - All drawings and calculations are the property of WAK, but shall be available to CLIENT for reproduction, except CLIENT shall not use such drawings and calculations for any other project or location other than the one specifically designed for. Upon completion of WAK's work, WAK shall forward to the CLIENT for his files, one (1) set of blueprints of the drawings. Copy of the calculations will be available upon request. Additional sets of blueprints or calculations will be available for an additional fee.

10. OTHER SERVICES - If additional services are provided during the course of the project which were authorized by the CLIENT, the terms and conditions in this agreement still apply.

11. GOVERNING LAW AND SURVIVAL - The law of the State of Michigan will govern the validity of these TERMS, their interpretation and performance. If any of the provisions in this AGREEMENT are held illegal, invalid, or unenforceable, the enforceability of the remaining provisions will not be impaired. Limitations of liability and indemnities will survive termination of this AGREEMENT for any cause.

12. JOBSITE SAFETY Neither the professional activities of the Consultant, nor the presence of the Consultant or its employees and subconsultants at a construction/project site, shall impose any duty on the Consultant, nor relieve the General Contractor of its obligations, duties and responsibilities including, but not limited to, construction means, methods, sequence, techniques or procedures necessary for performing, superintending and coordinating the Work in accordance with the Contract Documents and any health or safety precautions required by any regulatory agencies. The Consultant and its personnel have no authority to exercise any control over any construction contractor or its employees in connection with their work or any health or safety programs or procedures. The Owner agrees that the General Contractor shall be solely responsible for jobsite and worker safety and warrants that this intent shall be carried out in the Owner's contract with the General Contractor. The Owner agrees that the General Contractor shall defend and indemnify the Owner, the Consultant and the Consultant's subconsultants. The Owner also agrees that the Owner, the Consultant and the Consultant's subconsultants shall be made additional insureds under the General Contractor's policies of general liability insurance.