



GLADSTONE CITY COMMISSION REGULAR MEETING

City Hall Chambers – 1100 Delta Avenue
March 11, 2024
6:00 PM

AGENDA

CALL TO ORDER

1. Invocation
2. Pledge of Allegiance
3. Roll Call

PUBLIC HEARINGS

4. Public Hearing for Ordinance 629 to Rezone Property at 6141 County Road 420

PUBLIC COMMENT

CONFLICTS OF INTEREST

CONSENT AGENDA

5. Parks & Recreation Board Regular Meeting Minutes of 01-09-2024
6. DDA Regular Meeting Minutes of January 16, 2024
7. City Commission Fiscal Year 2024-2025 Budget Work Session Minutes February 29, 2024
8. Parks & Recreation Board Regular Meeting Minutes of 02-06-2024
9. Planning Commission Meeting Minutes of February 6, 2024
10. City Commission Regular Meeting Minutes of February 12, 2024
11. City Commission Fiscal Year 2024-2025 Budget Work Session Minutes March 4, 2024

UNFINISHED BUSINESS

NEW BUSINESS

12. Introduction of Fiscal Year 2024-2025 Budget & Set Public Hearing
13. DDA Board Appointment: Jacob Taylor (BayBank)
14. Wastewater Upgrades Request for Disbursement of Funds Draw #20.
15. Change Order No. 9 for Wastewater Treatment Plant Improvements.

CITY MANAGER'S REPORT

CITY COMMISSION & COMMITTEE REPORTS

BOARDS & COMMISSIONS REPORTS

CITY COMMISSIONER COMMENTS

CITY CLERK COMMENTS

CLOSED SESSION

ADJOURNMENT

The City of Gladstone will provide all necessary, reasonable aids and services, such as signers for the hearing impaired and audiotapes of printed materials being considered at the meeting to individuals with disabilities at the meeting/hearing upon five days notice to the City of Gladstone. Individuals with disabilities requiring auxiliary aids or services should contact the City of Gladstone by writing or calling City Hall at (906) 428-2311.

Posted: 03-06-2024

Kimberly Berry, MiPMC
906-428-2311
kberry@gladstonemi.gov

RULES FOR PUBLIC COMMENT/ PUBLIC HEARINGS

(Excerpt from City Commission Rules of Procedure Adopted: 11-25-2019)

A. Public Comment / Public Hearings

At regular and special meetings of the commission, individuals wishing to be heard may address the commission during the public comment/public hearing periods as set forth in the agenda under the following rules:

1. Each speaker shall state name and address for the record.
2. Each speaker is limited to three (3) minutes of comment unless the presiding officer decides more time is necessary
3. Each speaker shall try to be concise and refrain from repeating comments already addressed by the commission.
4. Speakers who do not cease speaking when asked to do so will be deemed out of order and will not be allowed to address the commission again for the remainder of the meeting; continued disruption will warrant removal from the meeting.
5. The commission shall not decide issues that arise during public comment.
6. Speakers should address the commission through the presiding officer.
7. Commissioners and staff will not debate with the public.
8. Speakers will not verbally attack City Commissioners, City Staff or members of the public attending the meeting. Any such behavior will not be tolerated and any person presenting in this manner will be warned by the Mayor and shall be removed by Public Safety for noncompliance.
9. No vulgar or obscene language will be used by the speakers.
10. Any information the speaker wants to distribute to the Commission must first ask the Chair (Mayor) if they may present the Commission written comments at the meeting.
11. Speakers may not ask questions of the board during this time as the Commission or Staff will not address them during this public comment period.

GLADSTONE



City of Gladstone, MI

1100 Delta Avenue
Gladstone, MI 49837
www.gladstonemi.org

**MEETING TYPE
STAFF REPORT**

Agenda Date: March 11, 2024

**Eric Buckman, City
Manager:**

Department: Community Development

Department Head Name:

Renée Barron

Presenter: Renée Barron

Kim Berry, City Clerk:

This form and any background material must be approved by the City Manager, then delivered to the City Clerk by 4:00 PM the Tuesday prior to the Commission Meeting.

AGENDA ITEM TITLE: Public Hearing for Ordinance 629 to Rezone Property at 6141 County Road 420

BACKGROUND:

The Planning Commission met on 2-6-24 and made a motion to recommend rezoning of a parcel located at 6141 County Road 420. The purpose of this rezoning is to:

- 1) Establish this property as B-2 Commercial to allow for commercial type activities on the site,
- 2) Correct a spot zone where the restaurant property exists.
- 3) Allow future use of the cart shed property to be utilized as a conditional use for storage.

The Planning Commission held a public hearing with no public comment noted. Notice was provided to residents both in the City limits as well as in the County within 300' and the hearing was published in the Daily Press.

FISCAL EFFECT:

SUPPORTING DOCUMENTATION:

Included in the packet is the staff findings presented to the Planning Commission a map of the area and the ordinance amendment that is proposed.

RECOMMENDATION: Approve ordinance #629 as presented to amend zoning at 6141 County Road 420 from R-4 to B-2.



CITY OF GLADSTONE, MICHIGAN

CITY HALL, 1100 DELTA AVENUE

GLADSTONE, MI 49837

PHONE: 906-428-2311

FAX: 906-428-3122

www.gladstonemi.org

"Year Round Playground"

February 1, 2024

Planning Commission
City of Gladstone
Gladstone, MI 49837

Subject: Rezoning Request

Location: 21-052-629-010-73

Address: 6141 County Road 420

Applicant: City of Gladstone

Current Zoning: R-4 Mobile Home Residential to B-2 Commercial

Dear Planning Commission Members:

The applicant above is proposing a rezoning request for the area identified above. This property is currently owned by Tracy Thompson. This parcel is part of a settlement agreement that will be owned by the City of Gladstone and Matt Maranger. This request to rezone to B-2 Commercial in to accommodate the use of the cart shed as a storage facility.

References and resources that were considered regarding this site plan propose include:

Gladstone Code of Ordinances

- Section 30-546 R-4 District
- Section 30-548 B-2 District
- Section 30-475 Amendments

GIS Mapping—City of Gladstone

Google Earth

Existing Land Use Map

Future Land Use Map

Public notice was provided to those within 300' of the property by mail (25 residents/parcels) on January 22nd, 2024. Notice was provided to the Daily Press regarding the public hearing to be held on February 6th, 2024.



 The City of Gladstone is an equal opportunity employer and provider.

SUMMARY AND RECOMMENDATION

Staff reviewed the rezoning application and considered: 1. Is the rezoning consistent with the City's comprehensive plan and the purpose of the Code; 2. Is the rezoning and the uses involved consistent with the purpose of the proposed zoning district; 3. Are there substantial changes in the subject area that warrant a zoning change; 4. Does the development in the proposed zoning district create significant adverse impacts to surrounding properties or the neighborhood and 5) is it a spot zone?

Staff felt confident that the rezoning would not have adverse impacts to the surrounding community and in fact would serve as a resource to the village people who reside around the golf course. Staff also reviewed that the proposed zoning clears up a current spot zoning (restaurant property) and the proposed zoning district will accommodate a conditional use for the cart shed. Because of these reasons staff recommend approval of the rezoning request as submitted.

If you have any questions regarding this information, please don't hesitate to contact me by email at rbarron@gladstonemi.gov or by phone at 428-4586 ext 4.

Respectfully Submitted,



Renée Barron, Zoning Administrator
City of Gladstone

Cc: City Manager
Department Heads
City Assessor
File

AN ORDINANCE TO AMEND THE CITY OF GLADSTONE ZONING
MAP

The City of Gladstone ordains and is hereby ordained by the authority of the same as follows:
Section 1. Section 201 of Ordinance #453 is hereby amended by transferring the zoning of the following parcel as indicated.

ZONING CHANGE: FROM: R-4 (Mobile Home) TO: B-2 (Commercial)

PARCEL NUMBER: 21-052-629-010-73

LEGAL DESCRIPTION: PART OF THE W 1/2 OF THE NW 1/4 OF SEC 29, T40N, R22W AND PART OF THE SE 1/4 OF THE NE 1/4 OF SEC 30, T40N, R22W, DESCRIBED AS FOLLOWS:
COMMENCING FROM THE NW CORNER OF SEC 29, T40N, R22W, MEASURE S 00° 26' 30" E ALONG THE LINE COMMON WITH SEC 29 & 30 A DISTANCE OF 500.86'; THENCE MEASURE N 89° 57' 25" E A DISTANCE OF 406.43' TO THE POB; THENCE N 00° 59' 08" W 77.32'; THENCE S 89° 00' 52" W 48'; THENCE N 00° 59' 08" W 42'; N 89° 00' 52" E 48'; N 00° 59' 08" W 48.54'; N 14° 05' 32" W 176.48'; THENCE N 00° 43' 29" W 107.01' TO A POINT ON THE S ROW LINE OF CTY RD 420; THENCE N 89° 16' 19" E ALONG SAID ROW LINE A DISTANCE OF 65.70' TO A POINT THAT IS 904.66' W OF THE E LINE OF THE NW 1/4 OF THE NW 1/4 OF SAID SEC 29; THENCE S 00° 06' 23" E PARALLEL W SAID E LINE A DISTANCE OF 125.92'; THENCE S 18° 41' 20" E 182.99' TO A POINT THAT IS 300' S OF SAID ROW LINE; THENCE S 89° 16' 19" W PARALLEL WITH SAID S ROW LINE A DISTANCE OF 20.08'; THENCE S 18° 41' 17" E 89.71' TO THE BEG 890' RADIUS CURVE TO THE RIGHT; THENCE SE'LY ALONG SAID CURVE A CHORD BEARING OF S 08° 37' 32" E A CHORD DISTANCE OF 311.03'; THENCE S 01° 26' 16" W 32.21'; THENCE N 89° 46' 57" W 9.97'; THENCE S 00° 13' 57" W 465'; THENCE S 52° 57' 22" W 187.10'; THENCE N 10° 04' 43" E 91.28' TO A POINT ON A 390.54' RADIUS CURVE TO THE LEFT; THENCE SW'LY ALONG SAID CURVE A CHORD BEARING OF S 64° 57' 13" W A CHORD DISTANCE OF 180.17' TO THE BEGINNING OF A 440.54' RADIUS CURVE TO THE RIGHT; THENCE SW'LY ALONG SAID CURVE A CHORD BEARING OF S 71° 44' 28" W A CHORD DISTANCE OF 303.14'; THENCE N 50° 43' 52" E 83.82' TO A POINT ON THE LINE COMMON WITH SAID SEC 29 AND 30; THENCE NE'LY ALONG A 390.54' RADIUS CURVE TO THE LEFT A CHORD BEARING OF N 67° 05' 23" E A CHORD DISTANCE OF 208.38' TO THE BEG OF A 440.54' RADIUS CURVE TO THE RIGHT; THENCE NE'LY ALONG SAID CURVE A CHORD BEARING OF N 66° 14' 32" E A CHORD DISTANCE OF 222.46'; THENCE N 10° 04' 43" E 112.52'; THENCE N 00° 13' 56" E 325'; THENCE S 89° 46' 57" E 64.99'; THENCE N 01° 26' 16" E 33.28' TO THE BEG OF A 840' RADIUS CURVE TO THE LEFT; THENCE NW'LY ALONG SAID CURVE A CHORD BEARING OF N 06° 58' 18" W A CHORD DISTANCE OF 245.69'; THENCE S 89° 57' 25" W 52.94' TO THE POB.

Section 2. All of the provisions of said Ordinance, as amended, shall remain in effect.

Section 3. This Ordinance shall become effective ten (10) days after final adoption and publication in accordance with City Charter.

THE CITY OF GLADSTONE

Joe Thompson, Mayor

Kimberly Berry, City Clerk

Planning Commission Public Hearing: 2-6-24
Introduced City Commission: 2-12-24
Public Hearing Notice Published:
City Commission Public Hearing: 3-11-24
Adopted:
Published:
Effective:



CITY OF GLADSTONE, MICHIGAN

CITY HALL, 1100 DELTA AVENUE

GLADSTONE, MI 49837

PHONE: 906-428-2311

FAX: 906-428-3122

www.gladstonemi.gov

"Year Round Playground"

January 18th, 2024

RE: NOTICE OF PUBLIC HEARING FOR ZONING AMENDMENT: Owner Gladstone Oaks, LLC

PLEASE TAKE NOTICE, the City of Gladstone Zoning Administrator has received an application for a zoning amendment. **The zoning amendment request is to rezone property from R-4 Mobile Home District to B-2 Commercial District.**

The property to be considered for rezoning starts at County Road 420 and runs south to the cart shed property located on the Irish Oaks Golf Course. An enclosed map details the area in which the proposed change is located. The parcel number for the property is 21-052-629-010-73. A full legal description of the property can be found on the City of Gladstone's website under News, Ordinance #629 at www.gladstonemi.org. The property is currently owned by Gladstone Oaks, LLC.

As the owner of property located within 300' of the proposed area to be rezoned you are hereby being notified of the public hearing as required by the Zoning Enabling Act. At the **PUBLIC HEARING**, the public will have an opportunity to speak, and the Planning Commission will act upon this request by making a recommendation to the City Commission. Any recommendation they make will follow the criteria set forth in Section 30-475 "Amendments" of the Land Development Regulations of the code of ordinances for the City of Gladstone. The City Commission has the authority to make the final decision to change zoning.

All interested people are invited to attend the **PUBLIC HEARING**; set for **Tuesday, February 6th at 5:00 P.M. (EST)** in the Gladstone City Commission Chambers: 1100 Delta Avenue, Gladstone, Michigan. Written comments will be included as part of the public record and can be submitted to: Renée Barron, Zoning Administrator at (906) 428-4586 Ext 4, email rbarron@gladstonemi.gov. Written comments must be received no later than 4:30 PM on Tuesday, February 6th, 2024, by the Zoning Administrator at the email above or by mail at 1100 Delta Avenue, Gladstone, Michigan 49837.

-Gladstone Zoning Administrator-

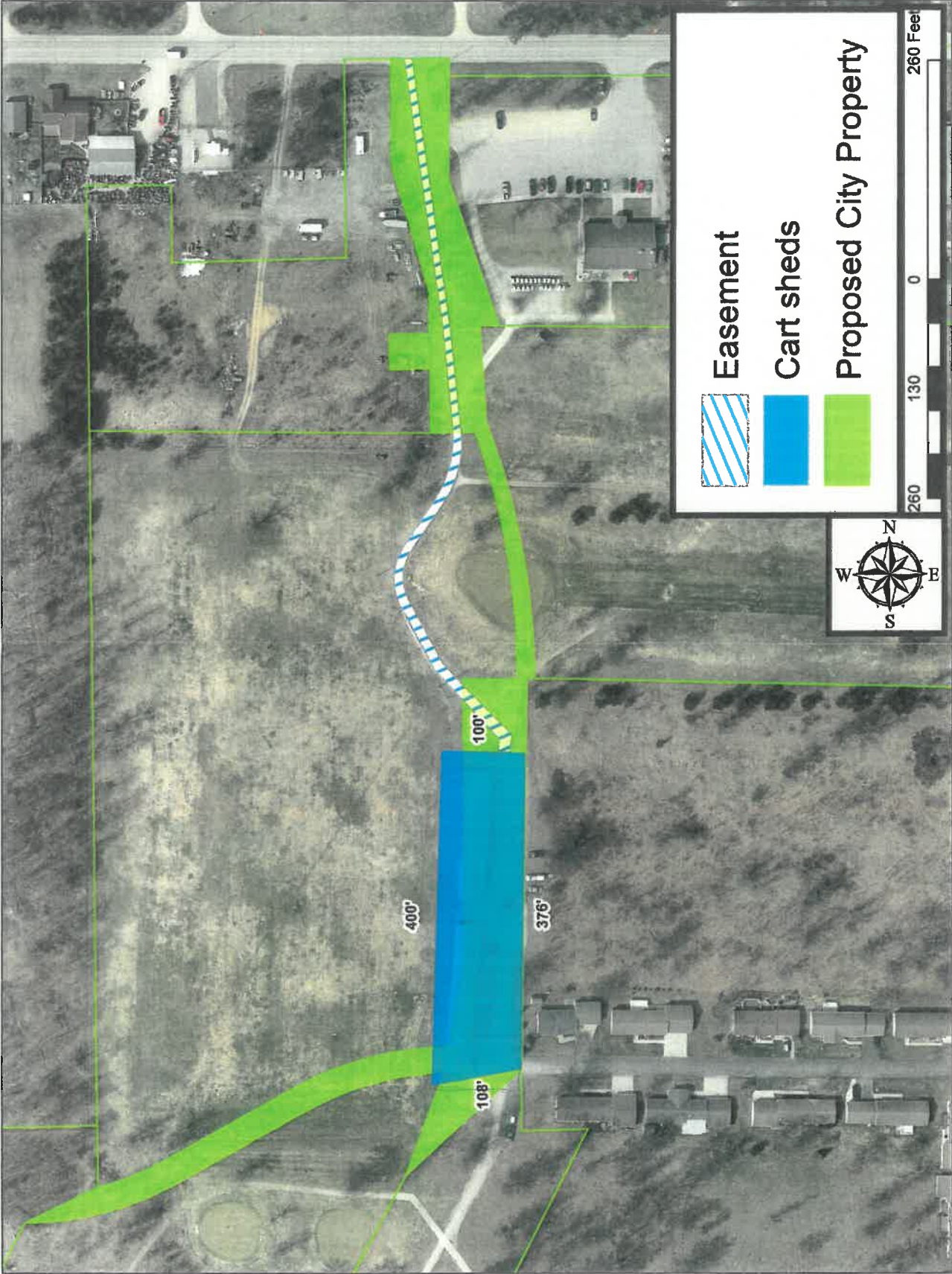
PLEASE NOTE: This notice is being mailed to you as required by the Gladstone City Ordinances because your property is located within 300 feet of the property that has requested a zoning amendment. **No action is required if you have no objections or questions.**



The City of Gladstone is an equal opportunity employer and provider.

Area to be rezoned







Area to be rezoned

**GLADSTONE PARKS & RECREATION
ADVISORY BOARD MEETING
January 09, 2024**

MINUTES

Chairman Gary Stevenson called the meeting to order at 6:30pm, Chairman Stevenson called roll.

PRESENT:

Anne Pfothenauer
Gary Stevenson
Jay Bostwick
Bob Bosk

ABSENT:

Stacie Carter
Cathy Sjoquist
Jeremy Cook

ELECTION OF CHAIR & VICE CHAIR:

Jay Bostwick motioned; seconded by Anne Pfothenauer to retain Gary Stevenson as Chair.

Voting Yea: All

MOTION CARRIED

Gary Stevenson motioned; seconded by Bob Bosk to make Anne Pfothenauer Vice Chair.

Voting Yea: All

MOTION CARRIED

PUBLIC COMMENT:

No Public comments.

APPROVAL OF MINUTES:

Motion by Anne Pfothauer; seconded by Bob Bosk to approve the Regular Meeting Minutes of December 6, 2023

Voting Yea: ALL

MOTION CARRIED

Chairman Gary Stevenson moved the Boy Scout Presentation from 'NEW BUSINESS' to be placed before Unfinished Business.

NEW BUSINESS:

The Boy Scouts gave a presentation on constructing, stocking, and maintaining a public beach toy box. This toy box would be accessible to everyone at the main public beach, allowing people to borrow beach toys. The box is designed in a way that allows for future retrofitting to house life-saving gear. Additionally, it would be strategically placed near the lifeguard stand for easy access and as a central location.

Motion by Stevenson; seconded by Pfothauer to have Acting Director Robert Brown to coordinate the implementation of the Boy Scout project.

Voting Yea: ALL

MOTION CARRIED

UNFINISHED BUSINESS:

Acting Director Robert Brown, Seasonal Employee Troy Drebenstedt provided an overview of the different options for the transient docks in Harbor Phase II.

1. Option 1: Retrofit of Used Floating Docks

- The first option discussed involved retrofitting several used floating docks from Vinette's Boat Works. This approach would necessitate upgrades and maintenance to bring the docks into working order. While it presents a substantial cost-saving compared to a new build, the Board noted the importance of understanding the overall costs, including maintenance expenses.

2. Option 2: Pursuing Phase II Harbor Build

- The second option, as presented, is the pursuit of Phase II Harbor Build, involving the acquisition of all-new docks and equipment. The

initial estimate for this option is \$228,000. City Manager Eric Buckman provided insights into the engineering aspects and explored potential grant options associated with this approach.

During the discussion:

- **Stevenson's Request:** Chairman Stevenson expressed the need for a more detailed breakdown of costs and requested a set price for the Phase II build.
- **Pfotenhauer's Inquiry:** Board Member Pfotenhauer inquired about the possibility of the Yacht Club contributing, considering the significant benefits this phase of the build would bring to them.
- **Buckman's Recommendation:** City Manager Eric Buckman recommended initiating discussions with Coleman Engineering regarding Phase II.

Motion by Pfotenhauer; seconded by Stevenson to proceed with more information of phase II and to contact Coleman engineering.

Voting Yea: ALL

MOTION CARRIED

NEW BUSINESS:

Agenda Item: Yacht Club Lease Agreement Review

During the meeting, the Board undertook a thorough review of the Yacht Club Lease Agreement with the City. Deliberations centered on the Club's responsibilities to the city, and the upcoming Phase II of the Harbor renovation.

Agenda Item: 10th Street Beautification Proposal

Acting Parks and Recreation Director Robert Brown presented a proposal for the transformation of the 10th Street light poles. The proposal involved replacing flower baskets with banners that would showcase Gladstone's identity and highlight various town activities.

The Board engaged in discussions regarding potential imagery and wording for the banners. The focus was on capturing the essence of Gladstone and promoting town activities. Consideration was given to the size options offered by Genesis Graphics for the banners. Board Member Jay Bostwick recommended that the Parks department explore collaboration with the Downtown Development Authority to secure funding for the proposed project.

Agenda Item: Summer Concert Series Planning

During the meeting, the Board conducted a comprehensive review of the Summer Concert Series. Deliberations focused on selecting bands for the upcoming events, and the Board identified 10 preferred options for the Parks Department to pursue and book. Chairman Gary Stevenson recommended the implementation of a 50/50 raffle during the summer concerts. This initiative aims to generate additional funds for the Parks Department, supporting future projects and activities.

Agenda Item: Campground Rules Amendment Proposal

Acting Director Robert Brown presented proposed amendments to the Campground Rules. The objective is to enhance the rules to ensure the safety and well-being of campground workers, city employees, and fellow campers.

Key Points Discussed:

1. **Right of Refusal Placement:** Acting Director Robert Brown proposed moving "The Right of Refusal" to the top of the Campground Rules page, emphasizing its significance in ensuring a secure and orderly environment.
2. **New Rule on Public Conduct:** City Manager Eric Buckman suggested the addition of a rule addressing Public Conduct to further define expected behavior within the campground.
3. **Code of Conduct Agreement:** Board Member Jay Bostwick recommended implementing a "Code of Conduct" agreement for campers to sign upon entering the campground. This additional measure aims to establish clear expectations for camper behavior.

CITY MANAGER COMMENTS:

City Manager Eric Buckman presented updates and proposals related to the harbor area, covering lighting and camera options, the proposed city watch program, and signage for the new pump track.

Harbor Lighting and Camera Options:

- Mr. Buckman discussed potential upgrades to the lights and cameras in the harbor area and its surroundings. The aim is to enhance safety and security. Various options were considered to improve visibility and surveillance.

City Watch Program:

- Mr. Buckman went over the proposed City Watch Program and explored different options. After thorough deliberation, it was concluded that the program would be more effectively managed by Public Safety rather than the Parks Department.

Signage for New Pump Track:

- Mr. Buckman provided information on the signage for the new pump track and discussed payment details. The Board considered the importance of clear and informative signage for the community.

STAFF REPORTS:

Parks and Recreation Acting Director Robert Brown, Seasonal Employee Troy Drebenstedt provided a comprehensive update on the progress and preparations for the upcoming Gladstone Ski Hill Season.

Key Updates:

1. **Equipment Maintenance:** The focus has been on enhancing the maintenance of equipment, ensuring optimal functionality for the upcoming season. Special attention has been given to the repair of the main pump.
2. **Pond Fountain Upgrade:** Brown and Drebenstedt discussed the potential upgrade to the pond fountain, aiming to improve the chilling of the pond's temperature for better snow making conditions.

Board Suggestions:

1. **Season Pass Refund:** Chairman Gary Stevenson suggested considering a partial refund for season pass holders due to the delayed start of the season.
2. **Collaboration for Pump House Repair:** Chairman Stevenson recommended that the Parks Department approach organizations utilizing Besse Sports Park to seek support for the repair and future replacement of the pump motor and shaft in the pump house. This pump supplies water for the irrigation system at the ballfields.

BOARD MEMBER COMMENTS:

Bob Bosk: initiated discussions on several key topics during the meeting:

1. **Radford Property and Lease:**
 - Bosk inquired about the status of the Radford property lease. Eric Buckman provided an overview, highlighting ongoing efforts in the rewriting of the lease.
2. **Boardwalk Update:**

- Bosk sought information on the progress of the boardwalk project. Eric Buckman reported that plans have been drafted by Coleman Engineering and formally submitted to the grant process.

3. Ski Hill Lodge Lease and Non-Motorized Trail Club Request:

- Bosk raised questions regarding the lease of the ski hill lodge to private individuals. Additionally, he informed the board about the interest expressed by the Delta County Non-Motorized Trail Club to utilize the ski lodge for a cross-country ski event and classes.

4. Discussion on Canadian Goose Populations and Park Enhancements:

- Bosk brought to the board's attention the need to discuss strategies for controlling Canadian Goose populations within the parks. Suggestions were sought on ways to prevent their presence on sidewalks and beaches.

5. Enhancements to Fishing Pier:

- Bosk proposed that the Parks Department investigate potential collaboration with service organizations, such as the Boy Scouts, for a project to build roofs for benches on the fishing pier. He also recommended considering the addition of covered benches and swinging benches as options for memorial benches.

Anne Pfothauer: Nothing to report.

Jay Bostwick: Inquired about the Cardboard Classics event. Brown and Drebenstedt provided updates and discussed the current plan and available options.

Gary Stevenson: Nothing to report.

ADJOURNMENT:

There being no further business before the board Anne Pfothauer motioned; Gary Stevenson seconded to adjourned meeting at 9:15



GLADSTONE DOWNTOWN DEVELOPMENT AUTHORITY

City Hall Chambers – 1100 Delta Avenue
January 16, 2024
8:00 AM

MINUTES

CALL TO ORDER

Board Chair, Jay Bostwick, called the meeting to order at 8:02 AM ET.

1. Roll Call

PRESENT	ABSENT
Daniel Becker	Joe Thompson (Excused)
Jay Bostwick	
Jason Lippens	
Kyle Closs	
Marcey Skwor	
Melissa Silta	
Nathan Neumeier	
Robert LeDuc	

Staff Present: Patricia West & Renee Barron

PUBLIC COMMENT

None.

APPROVAL OF MINUTES

2. **Regular Meeting Minutes - September 19, 2023**

Motion made by Closs, seconded by Skwor to approve the regular meeting minutes from September 19, 2023.

Voting Yea: Becker, Bostwick, Lippens, Closs, Skwor, Silta, Neumeier, LeDuc

MOTION CARRIED.

FINANCIALS

3. **November Revenue & Expense Report**

CONFLICTS OF INTEREST

None.

ADDITIONS TO THE AGENDA

None.

UNFINISHED BUSINESS

4. **New DDA Board Member Introduction - Melissa Silta (Edward Jones)**

Melissa Silta took a moment to introduce herself to the board as the newest member.

5. **Architecture & Engineering Fees (\$25,000) | 1000 Delta Ave | Patrick Johnson**

The DDA Coordinator, Patricia West, began the discussion by giving a summary overview of the \$25,000 funding granted to Patrick Johnson in November of 2016. This overview referenced prior discussions documented in minutes as outlined on page 9 of the DDA Agenda packet. Following the summary, a staff recommendation was made to stop the payment of all outstanding funding commitments (\$6971.78) effective 01/16/2023 and require the previously paid out amount of \$18,028.22 be repaid in whole to the Gladstone Downtown Development Authority over the course of 24 months, with the first installment of \$9014.11 due January 31, 2025, and the second installment of \$9014.11 due January 31, 2026.

The discussion was then turned over to Patrick Johnson and Suani Nieto. They provided a thorough history of funding commitments and funding avenues pursued for the project to date.

Board members discussed the options below, but no formal motion was made:

- Stopping the payment of any outstanding funding to be owed and forgive the \$18,028.22 previously paid out in engineering fees.
- Stopping the payment of any outstanding funding to be owed and placing a lien on the property, which would be removed when the project comes to a completion, with yet to be identified parameters put in place.

Motion made by LeDuc, seconded by Becker to table the discussion until the February meeting in the interested of time.

Voting Yea: Becker, Bostwick, Lippens, Closs, Skwor, Silta, Neumeier, LeDuc

MOTION CARRIED.

Following the motion, Jay Bostwick asked that the entire minutes referring to the \$25,000 for the architecture & engineering fees be included in the February meeting.

6. August Revenue & Expense Report - Farmers Market Expenses

DDA Coordinator, Patricia West, provided a follow-up from the September meeting to clarify why the Farmers Market line item on the budget exceeded what was budgeted. This was due to replacing the brick pavers at the Farmers Market Square, which was originally budgeted for in the "Transfer to Local Street" line item, and later moved to the "Farmers Market" line item. In total, the project ran over budget by \$1366.07 due to material costs. The board did not express any further concerns.

7. North Shore Development

City Manager, Eric Buckman, and Community Development Director, Renee Barron, recently met with an attorney who recommended the developers put together a proposal to the city on how they would like to move forward. We hope to hear back and have further direction in April.

NEW BUSINESS

8. Board Member Resignation - Marcey Skwor

Motion made by Closs, seconded by LeDuc to accept the resignation of Marcey Skwor and post notice of the DDA vacancy with an application deadline set for end of day on Monday, February 12, 2024.

Voting Yea: Becker, Bostwick, Lippens, Closs, Skwor, Silta, Neumeier, LeDuc

MOTION CARRIED.

9. 2024 DDA Regular Meeting Schedule

Motion made by Neumeier, seconded by Becker to approve the 2024 meeting schedule as outlined in the supporting documentation to adhere to the Gladstone Downtown Development Authority's By-Laws & Rules of Procedure, as well as the Open Meetings Act.

Voting Yea: Becker, Bostwick, Lippens, Closs, Skwor, Silta, Neumeier, LeDuc

MOTION CARRIED.

CITY COMMENTS & REPORTS

10. City Manager

None - Absent.

11. Community Development Director

None.

12. DDA Coordinator

Patricia West provided an update on the items below and recognized/thanked Marcey Skwor for her service to the board.

- MACC Project Minigrant for the Farmers Market Bands
- 2024-2025 Budget Planning
- Historical Home Markers
- Facade Grant Program
- 2023 TIF Requirement Completed
- Old Fashioned Christmas Debrief

BOARD COMMENTS & REPORTS

None.

PUBLIC COMMENT

Patrick Johnson took a moment to thank and address the board following the discussion regarding agenda item number 5, expressing that he is happy to share any additional information requested. He made the request that any minutes referencing the Rialto center be entered into the next agenda packet. Finally, he asked for clarification from the board on how to become a sponsor of the Old Fashioned Christmas, as referenced with a star by the business name on the flyer.

Suani Nieto also addressed the board with concern over omitted details in what was presented in the agenda packet on details relating to agenda item number 5, and what was documented in prior minutes regarding the terms of the funding commitment.

ADJOURNMENT

Motion made by Skwor, seconded by Neumeier to adjourn the meeting at 9:23 AM ET.

Voting Yea: Becker, Bostwick, Lippens, Closs, Skwor, Silta, Neumeier, LeDuc

MOTION CARRIED.



GLADSTONE CITY COMMISSION BUDGET WORK SESSION

City Hall Chambers – 1100 Delta Avenue
February 29, 2024
5:00 PM

MINUTES

CALL TO ORDER

Mayor Joe Thompson called the budget work session to order and called the roll:

PRESENT

Mayor Joe Thompson
Mayor Pro-Tem Brad Mantela
Commissioner Robert Pontius
Commissioner Greg Styczynski

ABSENT

Commissioner Judy Akkala- Excused

PUBLIC COMMENT

Public Comment - No public present

Presentations on the General Fund and Major & Local Street Funds

Mayor Thompson adjourned the budget work session at 6:59 PM.

Mayor Joe Thompson

City Clerk Kimberly Berry

GLADSTONE



GLADSTONE PARKS & RECREATION ADVISORY BOARD REGULAR MEETING

Parks & Recreation Office - 901 Montana Avenue
February 06, 2024
6:30 PM

Item 8.

MINUTES

Gary Stevenson called the meeting to order, and roll was called:

PRESENT

Cathy Sjoquist
Gary Stevenson
Jay Bostwick

ABSENT

Anne Pfothauer
Bob Bosk
Jeremy Cook
Stacie Carter

There being no quorum the meeting cannot be held.



GLADSTONE PLANNING COMMISSION MEETING

City Hall Chambers – 1100 Delta Avenue
February 06, 2024
5:00 PM

A Regular Meeting of the Gladstone Planning Commission will be held on Tuesday, February 06, 2024 at 5:00 PM hosted at City Hall Chambers – 1100 Delta Avenue.

MINUTES

CALL TO ORDER: Commission Haulotte called the regular meeting of the Gladstone Planning Commission to order at 5:00PM.

ROLL CALL: Commissioners present included: Haulotte, Woodworth, Leonard & DeFiore. Commissioners excused: Strom & Noreus, Commissioners absent; Butch.

APPROVAL AND/OR CORRECTIONS OF:

1. **Regular Planning Minutes of January 9, 2024**

Motion by Commissioner Leonard, seconded by Commissioner Woodworth to approve the Regular Meeting Minutes of January 9, 2024 as submitted. MOTION CARRIED

ADDITIONS TO AGENDA: None

PUBLIC HEARINGS

2. **Rezoning Property-Irish Oaks Parcel 21-052-629-010-73**

Barron reviewed the request for rezoning the parcel listed above and gave a brief history of this property as well as described the intentions of what it shall be utilized for the future. Commissioner Haulotte opened the Public Hearing at 5:12PM. Barron confirmed that no correspondences were received to her office prior to the meeting. The Public Hearing was closed after Haulotte noted that no public was present.

Motion by Commissioner Leonard; seconded by Commissioner DeFiore to recommend approval of the rezoning request of the Irish Oaks Parcel number 21-052-629-010-73 to the City Commission. MOTION CARRIED

UNFINISHED BUSINESS

3. **Master Plan**

Motion by Commissioner DeFiore; seconded by Commissioner Leonard to add a strategy to the proposed master plan to encourage creative dining methods and to support social districts in our community. MOTION CARRIED

NEW BUSINESS: None

PUBLIC COMMENT: None

INFORMATION SHARING: None **COMMISSIONER COMMENTS:** None

COMMUNITY DEVELOPMENT DIRECTOR COMMENTS: Barron shared information regarding the budget, upcoming projects, and county activities.

ADJOURNMENT: Commissioner Haulotte adjourned the meeting at 5:28PM.



GLADSTONE CITY COMMISSION REGULAR MEETING

City Hall Chambers – 1100 Delta Avenue
February 12, 2024
6:00 PM

MINUTES

Mayor Thompson called the meeting to order, gave the Invocation followed by roll call.

Roll Call

City Clerk Kim Berry called the roll:

PRESENT

Mayor Joe Thompson
Commissioner Judy Akkala
Mayor Pro-Tem Brad Mantela
Commissioner Robert Pontius

ABSENT

Commissioner Greg Styczynski - Excused

The following individual(s) spoke under Public Comment:

Steven Viau, Delta County Commissioner

Motion made by Commissioner Akkala, Seconded by Mayor Pro-Tem Mantela to approve the consent agenda as presented.

MOTION CARRIED

Motion made by Mayor Pro-Tem Mantela, Seconded by Mayor Thompson to table Jones Property Update to Monday, April 8, 2024 Regular City Commission Meeting at 6:00 PM.

MOTION CARRIED

Motion made by Mayor Thompson, Seconded by Commissioner Akkala to approve Change Order No 8 as recommended by C2AE Engineering for a net increase to the contract price of \$26,198.00.

MOTION CARRIED

Wastewater Upgrades Request for Disbursement of Funds Draw #19.

Motion made by Mayor Pro-Tem Mantela, Seconded by Commissioner Pontius approve request for disbursement of funds draw #19 totaling \$483,012.00.

MOTION CARRIED

Motion made by Mayor Thompson, Seconded by Mayor Pro-Tem Mantela accept Introduction of Proposed Ordinance No. 629 to Rezone Property at 6141 County Road 420 and set a public hearing for Monday, March 11, 2024 6:00 PM Gladstone City Hall.

MOTION CARRIED

Motion made by Commissioner Akkala, Seconded by Mayor Pro-Tem Mantela to appoint Mr. Jason Lippens, Mr. Jerry Hebert Contractor/Code Enforcement Official and Mrs. Renee Barron Community Development Director to the Construction Board of Appeals with term expirations of April 1, 2025.

MOTION CARRIED

Motion made by Mayor Pro-Tem Mantela, Seconded by Commissioner Pontius to set Budget Work Sessions for Thursday, February 29, 2024 5:00 PM - 7:00 PM Review FY 2023-2024 Year End and Presentation of Proposed FY 2024-2025 General Fund and Street Funds Budgets, Monday, March 4, 2024 5:00 PM - 7:00 PM Presentation of FY 2024-2025 Utility Funds Budgets and Tuesday, March 5, 2024 5:00 PM - 7:00 PM if needed.

MOTION CARRIED

Manager Eric Buckman commented on the following:

- Great vacation skiing in Utah
- Treasurer and I had individual budget meetings with each Department Head, now working on putting it all together
- Met with Coleman, UP Concrete, Rich Beauvais regarding Pickleball plans and specs. DPW will bring to gravel grade, also discussed boardwalk and harbor grant.
- Community Development Director Renee Barron and I met with Coleman Engineering regarding sourcing out the GIS
- Working on budget for FY 2024-2025
- Sault Tribe land trust request is being appealed
- Currently five tax tribunals appeals of the City of Gladstone from Jeff Diebolt
- Working on the Teamsters Arbitration with attorneys

Clerk Kim Berry commented on the following:

- Public Accuracy Testing for election equipment was today and everything checked out perfectly - ready for election on 02-27-2024.
- Absent Voter ballots are available for me to mail to voters until 02/23/2024 at 5:00 PM and in person absent voter until February 26, 2024 4:00 PM.
- Early voting is available beginning Saturday February 17th - Sunday, February 24, 2024 from 8:00 AM - 4:00 PM
- Voter registration beginning February 13th through election day must be completed at the Clerk's office to be eligible to vote 02/27/2024.
- I will be working Saturday, February 24th from 8:00 AM - 4:00 PM for voter registration, questions, absentee ballots.
- All information is on the city website at www.gladstonemi.org/cityclerk

There being no further business before the Commission, Mayor Thompson adjourned the meeting at 6:53 PM.

Item 10.

Mayor Joe Thompson

City Clerk Kimberly Berry



GLADSTONE CITY COMMISSION BUDGET WORK SESSION

City Hall Chambers – 1100 Delta Avenue
March 04, 2024
5:00 PM

MINUTES

Mayor Joe Thompson called the work session to order, and Clerk Kim Berry called the roll:

PRESENT

- Mayor Joe Thompson
- Commissioner Judy Akkala
- Mayor Pro-Tem Brad Mantela
- Commissioner Robert Pontius
- Commissioner Greg Styczynski

Public Comment- No public Present

Presentation of the following proposed budgets for Fiscal Year 2024-2025:

- Downtown Development Authority
- Dr. Mary Cretens Fund
- Economic Development Corporation
- Debt Service Fund
- Solid Waste Fund
- Electric Fund
- Wastewater Fund
- Water Fund
- Harbor Fund
- Cemetery Perpetual Care Fund
- Mapleridge Township Fund
- Retirement System Fund

Mayor Thompson adjourned the work session at 6:49 PM.

Mayor Joe Thompson

City Clerk Kimberly Berry



City of Gladstone, MI

1100 Delta Avenue
Gladstone, MI. 49837
www.gladstonemi.org

Staff Report

Agenda Date: 03-11-2024 Eric Buckman, City Manager: _____
 Department: City Commission Department Head Name: _____
 Presenter: Eric Buckman Kim Berry, City Clerk: _____

This form and any background material must be approved by the City Manager then delivered to the City Clerk by 4:00 PM the Tuesday prior to the Commission Meeting.

AGENDA ITEM TITLE: Introduction of Proposed Fiscal Year 2024-2025 Budget

BACKGROUND:

Attached is the proposed budget for Fiscal Year 2024-2025 as presented at the February 29th and March 4th Budget Work Sessions. Revisions that occurred at the budget work sessions are highlighted in yellow, the treasurer correction of March 6, 2024 to the MERS budget is also highlighted in yellow.

FISCAL EFFECT:

SUPPORTING DOCUMENTATION:

2024-2025 Proposed Budget

RECOMMENDATION:

Motion to accept the Introduction to the public of proposed fiscal year 2024-2025 budget and set a public hearing for 6:00 PM Monday, March 25, 2024 to gather public input.

**City of Gladstone
2024-25
Annual Budget**

3/12/2024



Introduced 3/12/24

General Government Budget Review 2024/2025

Item 12.

Description

Income

Expenses

Administrative fees	\$ 449,307
Franchise Fees/Licenses	\$ 89,600
Grants	\$ -
Misc./Penalty/Reimbursements	\$ 77,200
Code Enforcement/Zoning	\$ 34,450
Transfer from Dr. Mary Cretens	\$ 49,900
Total Income	\$ 700,457

Total Income	\$ 700,457
Total Expenses	\$ 1,116,599
Income-Expense	\$ (416,142)

Net Cost of City Hall	\$ 416,142
2020 Census	5,257
Cost/Resident	\$ 79.16
Taxes & Revenue Sharing	\$ 2,539,095
% Taxes/Revenue Sharing	16.4%

City Commission	\$ 129,389
City Manager	\$ 155,205
Office Clerk	\$ 93,927
City Clerk	\$ 167,729
Board of Review	\$ 2,953
City Treasurer	\$ 164,468
City Assessor	\$ 71,760
Elections	\$ 44,320
City Hall	\$ 32,914
Computer Copier	\$ -
Debt Service	\$ 50,000
Community Development	\$ 203,934
Total Expenses	\$ 1,116,599

Capital Projects:

News or Notes: 2024 Elections
 Northshore
 Update Property Maintenance Code
 Flex Zoning



Public Safety Budget Review 2024/2025

<u>Description</u>	<u>Income</u>	
Act 33 PS Millage	\$ 564,232	\$ 438,847
Grants/Rev Sharing	\$ 5,246	
SOR Fees	\$ 600	
Rampart Rent	\$ 4,000	
Transfer from Olson Trust	\$ 10,500	
PBT Fees	\$ -	
Parking Violations	\$ 300	
School Officer	\$ 57,200	
Fire Calls	\$ 2,000	
Transfer from K-9 Fund	\$ 9,875	
K-9 Donations	\$ 1,500	
Total Income	\$ 655,453	

<u>Expenses</u>		
Police Department	\$ 1,831,744	\$ 1,801,744
K-9 Program	\$ 9,875	
Fire Department	\$ 275,597	\$ 220,597
Total Expenses	\$ 2,117,216	

Total Income	\$ 655,453
Total Expenses	\$ 2,117,216
Income-Expense	\$ (1,461,763)

Net Cost of Public Safety	\$ 1,461,763
2020 Census	5,257
Cost/Resident	\$ 278.06
Taxes/Revenue Sharing	\$ 2,539,095
% Taxes/Revenue Sharing	57.6%



Capital Projects: New Body Cameras

New Computer

News or Notes: Hire School Liaison Officer

Restart Fire Truck Fund

Restart Car Fund

Fully Fund Upset

Public Safety Special Assessment-Millage = 4.5 Mills

Revised as per 2/29/24 Budget Workshop

Public Works Budget Review 2024/2025

Item 12.

Description

Income

Expenses

Alley Maint. From Utilities	\$ 28,981
Gravel Sales	\$ 17,000
Grass & Snow Code Enforcement	\$ 1,000
Equipment Rental	\$ 250,000
DPW Misc.	\$ 500
Building Rental	\$ 10,000
Grave Opening & Storage	\$ 31,000
Cemetery Lot Sales	\$ 20,000
Sale of Equipment	\$ 2,500
Transfer from Equip. Fund Balance	\$ -
Transfer from Perpetual Care	\$ 8,000
Dr. Mary Cretens: Cemetery/Trees	\$ 87,300
Total Income	\$ 456,281

Forestry	\$ 50,391
DPW Administration	\$ 146,171
Alley Maintenance	\$ 28,980
Grounds Maintenance	\$ 24,564
Equipment Pool	\$ 218,847
Fernwood Cemetery	\$ 121,810
Total Expenses	\$ 590,763

Total Income	\$ 456,281
Total Expenses	\$ 590,763
Income-Expense	\$ (134,482)

Net Cost of Public Works	\$ 134,482
2020 Census	5,257
Cost/Resident	\$ 25.58
Taxes/Revenue Sharing	\$ 2,539,095
% Taxes/Revenue Sharing	5.3%



Capital Projects: Roof on Chapel
 Boulevard Trees and Stump Removal
 Cemetery Pickup Truck

News or Notes: DPW Building Site Selection + Architect

Recreation Budget Review 2024/2025

Item 12.

Description

Income

Expenses

Beautification DDA	\$ 5,000
Grants	\$ 10,000
Beach House Rental + Conc.	\$ 800
Pavilion & Gazebo Rental	\$ 4,900
Sports Park Tickets	\$ 45,000
Sports Park Concession	\$ 15,000
Sports Park Building Rental	\$ 5,500
Bayshore Ballfield	\$ 1,100
Rec. Programs	\$ 600
Campground	\$ 194,500
Misc.	\$ -
Snack Shack	\$ 12,000
Sports Park Ball Fields	\$ -
Donations for Projects	\$ 15,300
Dr. Mary Cretens	\$ 83,700
Total Income	\$ 393,400

Recreation Admin.	\$ 219,020
Beautification	\$ 15,000
Parks	\$ 96,912
Beach	\$ 45,405
Other Rec. Facilities	\$ 42,105
Ice Rink	\$ -
Campground	\$ 84,013
Sports Park	\$ 126,550
Rec. Programs	\$ 28,425
Total Expenses	\$ 657,430

Total Income	\$ 393,400
Total Expenses	\$ 657,430
Income-Expense	\$ (264,030)

Net Cost of Recreation	\$ 264,030
2020 Census	5,257
Cost/Resident	\$ 50.22
Taxes/Revenue Sharing	\$ 2,539,095
% Taxes/Revenue Sharing	10.4%

- Capital Projects:** Office Chairs
 Park Trees and Stump Removal
 New Mower and Bagger
 Pond Pump Repair
 Rebuild Snow Gun
 Pram Shack

News or Notes: Hire Recreation Director



24/25 General Fund Summary

	Income	Expense	Net Expense
General Gov.	\$ 700,457	\$ 1,116,599	\$ 416,142
Public Safety	\$ 655,453	\$ 2,117,216	\$ 1,461,763
Recreation	\$ 393,400	\$ 657,430	\$ 264,030
DPW	\$ 456,281	\$ 590,763	\$ 134,482
Total	\$ 2,205,591	\$ 4,482,008	\$ 2,276,417

Taxes & PILT's	\$ 1,814,142
Revenue Sharing	\$ 724,953
	\$ 2,539,095

Taxes & Revenue Sharing	\$ 2,539,095
Net General Fund Expense	\$ 2,276,417
Net Funds to Fund Balance	\$ 262,678
	10.3%

3/31/23 Audited Fund Balance	\$ 222,620
3/31/24 Projected Fund Balance	\$ 270,580
3/31/25 Requested Fund Balance	\$ 533,258

Required Fund Balance Minimum	\$ 896,401.60
Required Fund Balance Maximum	\$ 1,120,502
Target Fund Balance as per Policy	\$ 1,008,452

Revised as per 2/29/24 Budget Workshop



gogladly.com/comics | gladly

Major Street Budget Review 2024/2025

<u>Description</u>	<u>Income</u>
Special Assessment	\$ -
Grants	\$ -
Act 51 Funds	\$ 644,000
Build Michigan Roads	\$ 11,000
Winter Maint Payment	\$ 7,000
Penalty Income	\$ 1,000
Interest Income	\$ 4,500
Transfer from Fund Balance	\$ 83,806
Total Income	\$ 751,306

<u>Expenses</u>	
Re-Construction	98,985
Non-Motorized	2,774
Surface Maintenance	144,988
Storm Sewers	21,421
Traffic Control	18,988
Winter Maint.	163,197
Sweeping/Flushing	26,314
Administration	274,639
Total Expenses	\$ 751,306

Total Income	\$ 751,306
Total Expenses	\$ 751,306
Income-Expense	\$ -

Capital Projects: Chip Seal

1/2 AMZ Patching Machine
News or Notes: Transfer \$83,806 from Fund Balance

- Transfer \$150,000 to Local Streets
- Transfer \$23,006 To Pay Elec. Loan

3/31/23 Audited Fund Balance	\$ 433,139
3/31/24 Projected Fund Balance	\$ 327,818
3/31/25 Requested Fund Balance	\$ 244,012

Revised 2-29-24



Local Street Budget Review 2024/2025

<u>Description</u>	<u>Income</u>
Special Assessment -Int./Penalty	\$ 3,000
Grants	\$ -
Act 51 Funds	\$ 241,000
Build Michigan Roads	\$ 4,000
Winter Maint. Payment	\$ 5,700
Metro Act 48 Funds	\$ 28,595
Permit Fees	\$ 500
Penalty Income	\$ 1,500
Interest Income	\$ 1,300
Misc.	\$ 7,433
Transfer from Major Street	\$ 150,000
Transfer from Fund Balance	\$ 35,660
Total Income	\$ 478,688

Total Income	\$ 478,688
Total Expenses	\$ 478,688
Income-Expense	\$ -

Capital Projects: Chip Seal

Crack Seal

1/2 AMZ Patching Machine

News or Notes: Transfer \$35,660 from Fund Balance

\$150,000 Transfer from Major St.

Transfer \$19,899 to Pay Elec. Loan

3/31/23 Audited Fund Balance	\$ 94,733
3/31/24 Projected Fund Balance	\$ 135,865
3/31/25 Requested Fund Balance	\$ 102,045

Expenses

Re-Construction	9,600
Non-Motorized	2,604
Surface Maintenance	215,277
Storm Sewers	23,644
Traffic Control	3,264
Winter Maint.	110,748
Sweeping/Flushing	39,029
Administration	74,522
Total Expenses	\$ 478,688



Revised 2-29-24

Dr. Mary Cretens Budget Review 2024/2025

<u>Description</u>	<u>Income</u>
Annual Contribution	\$ 158,000
Interest Income	\$ 13,000
Transfer from Fund Balance	\$ 49,900
Total Income	\$ 220,900
Total Income	\$ 220,900
Total Expenses	\$ 220,900
Income-Expense	\$ -

<u>Expenses</u>	
4th of July	\$ 40,000
Improvements to City	\$ 21,400
Cemetery and Rec.	\$ 13,000
Cemetery Improvements	\$ 66,800
Playgrounds	\$ 62,300
Fishing Piers	\$ 17,400
Total Expenses	\$ 220,900

Capital Projects: Chapel Roof, 1/2 Pickup Truck, Park Mower
Chip Seal Park Path

News or Notes: Summer Concerts, extra Trees and Stumps

3/31/23 Audited Fund Balance	\$ 466,212
3/31/24 Projected Fund Balance	\$ 407,352
3/31/25 Requested Fund Balance	\$ 344,884

Committed Fund Balances	
Boardwalk	\$ 100,000
City Hall Renovations	\$ 35,000
Total	\$ 135,000



Economic Development Budget Review 2024/2025

Item 12.

<u>Description</u>	<u>Income</u>
Interest Income	\$ 5,000
Land Sales	\$ -
Transfer from Fund Balance	\$ 7,700
Total Income	\$ 12,700

<u>Expenses</u>	
Administration	5,700
Economic Development	7,000
Total Expenses	\$ 12,700

Total Income	\$ 12,700
Total Expenses	\$ 12,700
Income-Expense	\$ -

Capital Projects: Advertise and Promote

News or Notes: Possible Land Sale

3/31/23 Audited Fund Balance	\$ 50,689
3/31/24 Projected Fund Balance	\$ 63,395
3/31/25 Requested Fund Balance	\$ 55,695



DDA Budget Review 2024/2025

<u>Description</u>	<u>Income</u>
Annual Capture	\$ 386,477
Grants & Donations	\$ 4,060
Façade Owner Match	\$ 25,000
Interest Income	\$ 5,500
Farmers Market	\$ 5,825
Transfer from Fund Balance	\$ 78,812
Total Income	\$ 505,674
Total Income	\$ 505,674
Total Expenses	\$ 505,674
Income-Expense	\$ -

<u>Expenses</u>	
Administration	64,628
Façade Grant Program	50,000
Christmas Celebration	5,500
Farmers Market	12,800
North Shore	84,500
9th Street Bond	227,000
North Shore Loan	43,592
Interest on Loans	17,654
Total Expenses	\$ 505,674

Capital Projects: Façade Grant is Back

News or Notes: North Shore Development Money

3/31/23 Audited Fund Balance	\$ 154,173
3/31/24 Projected Fund Balance	\$ 186,335
3/31/25 Requested Fund Balance	\$ 107,523



Debt Service Budget Review 2024/2025

Item 12.

Description

Income

Expenses

General Fund Contribution	\$ 25,000
Major Street Contribution	\$ 29,400
Local Street Contribution	\$ 9,600
DDA Contribution	\$ 227,000
Wastewater Contribution	\$ 25,000
Water Contribution	\$ 18,000
9th St. Special Assessment	\$ 33,877
Penalty Income	\$ -
Interest Income	\$ 10,000
Total Income	\$ 377,877

Administration	\$ 1,100
9th St. Project Interest	\$ 87,100
9th St. Project Bond Payment	\$ 275,000
Transfer to Fund Balance	\$ 14,677
Total Expenses	\$ 377,877

Total Income	\$ 377,877
Total Expenses	\$ 377,877
Income-Expense	\$ -

Capital Projects: 9th Street Dept Service

3/31/23 Audited Fund Balance	\$ 558,185
3/31/24 Projected Fund Balance	\$ 586,159
3/31/25 Requested Fund Balance	\$ 600,836



Solid Waste Budget Review 2024/2025

<u>Description</u>	<u>Income</u>
Garbage Collection Fees	\$ 352,850
Compost Revenue	\$ 188,035
Sale of Carts	\$ 400
Loader Loan	\$ 13,500
Penalty Income	\$ 4,000
Interest Income	\$ 7,500
Misc.	\$ 200
Total Income	\$ 566,485

<u>Expenses</u>	
Composting	\$ 37,919
City Cleanup	\$ 13,075
Garbage Collection	\$ 243,639
Administration	\$ 219,791
Meter Reading & Billing	\$ 11,265
Vehicle Expense	\$ 40,796
Total Expenses	\$ 566,485

Total Income	\$ 566,485
Total Expenses	\$ 566,485
Income-Expense	\$ -

Capital Projects: 1/2 Pickup Truck

News or Notes: Transfer to Fund Balance = \$62,452

3/31/23 Audited Fund Balance	\$ 452,235
3/31/24 Projected Fund Balance	\$ 547,127
3/31/25 Requested Fund Balance	\$ 609,579



Electric Fund Budget Review 2024/2025

Description

Income

Expenses

Sales to Customers	\$ 4,764,542
Consumer Services/Reconnect	\$ 3,000
DPW Truck Loan	\$ 31,500
DPW Sweeper Loan	\$ 22,600
Door Hanger/Penalty Income	\$ 55,000
Interest Income	\$ 75,000
Rental/Investment Income	\$ 126,331
Misc.	\$ 2,000
Transfer from Fund Balance	\$ 458,077
Total Income	\$ 5,538,050

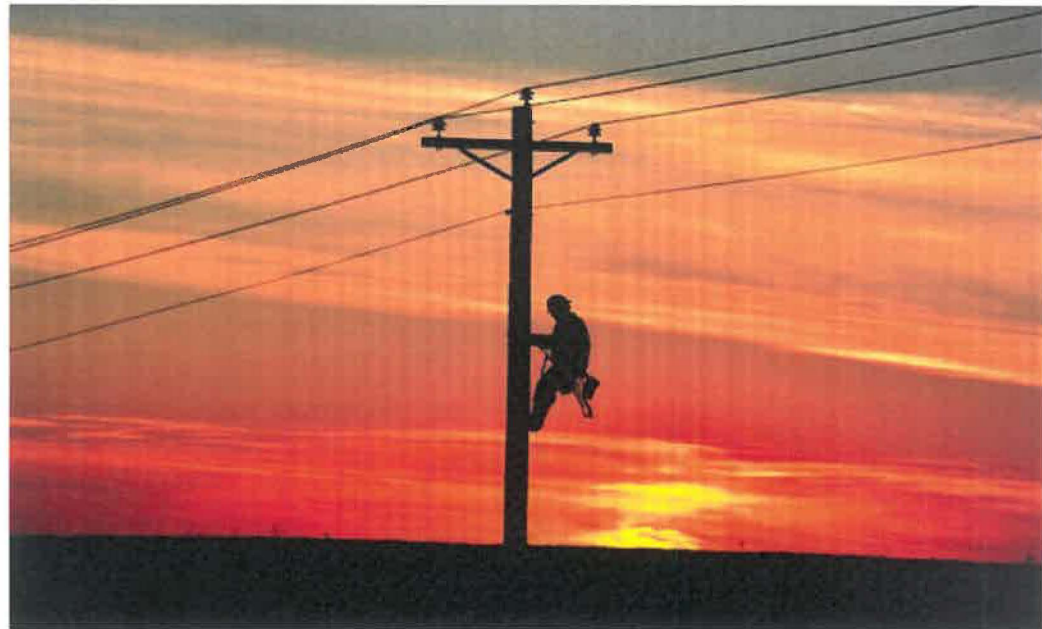
Street Lighting	\$ 117,920
Administrative	\$ 1,184,668
Safety	\$ 90,265
Meter Reading & Billing	\$ 263,800
Consumer Services	\$ 74,300
WPPI Community Services	\$ 14,631
New Construction	\$ 17,865
Line Maintenance	\$ 646,820
Meter Maintenance	\$ 11,375
Energy & Substation	\$ 3,010,731
Energy Optimization	\$ 15,000
Building & Grounds	\$ 51,925
Vehicle Expense	\$ 38,750
Total Expenses	\$ 5,538,050

Total Income	\$ 5,538,050
Total Expenses	\$ 5,538,050
Income-Expense	\$ -

Capital Projects: New Meters, Line Trimming, New Poles, Substation SCADA & lighting, In-service testing, Garage Doors, BSA Inventory

News or Notes: Rate increase as per Rate Study
Cost of Energy up 15.7%
2 Lineman in School

3/31/23 Audited Fund Balance	\$ 3,592,779
3/31/24 Projected Fund Balance	\$ 3,840,736
3/31/25 Requested Fund Balance	\$ 3,382,659



Wastewater Fund Budget Review 2024/2025

Item 12.

Description

Income

Expenses

Sales to Customers	\$ 1,737,732
Sales to Customers-Masonville	\$ 268,406
Consumer Services/Tap Fees	\$ 6,000
Penalty Income	\$ 14,000
Interest Income	\$ 25,000
Misc.	\$ 7,500
SRF Proceeds	\$ 4,188,200
Total Income	\$ 6,246,838

Solids Handling	\$ 16,338
New Line Construction	\$ -
Masonville Sewer	\$ 93,249
Administrative	\$ 1,325,967
Safety	\$ 13,434
Meter Reading & Billing	\$ 42,843
Consumer Services	\$ 12,449
Line Maintenance	\$ 13,039
Meter Maintenance	\$ 21,737
Plant O & M	\$ 170,737
Lab	\$ 76,857
Lift Stations	\$ 63,826
Building & Grounds	\$ 34,901
Plant Improvements	\$ 4,230,734
Vehicle Expense	\$ 92,277
Consent Order	\$ 38,450
Total Expenses	\$ 6,246,838

Total Income	\$ 6,246,838
Total Expenses	\$ 6,246,838
Income-Expense	\$ -

Capital Projects: Plant Improvements, East End Lift Station
Rebuild Vector Truck

News or Notes: Rate increase as per Rate Study
Plant Constuction Finished!?
Transfer to Fund Balance = \$26,375

3/31/23 Audited Fund Balance	\$ 1,636,397
3/31/24 Projected Fund Balance	\$ 2,052,288
3/31/25 Requested Fund Balance	\$ 2,078,663



Water Fund Budget Review 2024/2025

Item 12.

Description

Income

Expenses

Sales to Customers	\$ 988,750
Fire Protection	\$ 57,400
Consumer Services/Tap Fees	\$ 6,000
Penalty Income	\$ 7,500
Interest Income	\$ 12,500
Misc.	\$ 10,400
Grants	\$ -
Transfer From Fund Balance	\$ 234,116
Total Income	\$ 1,316,666

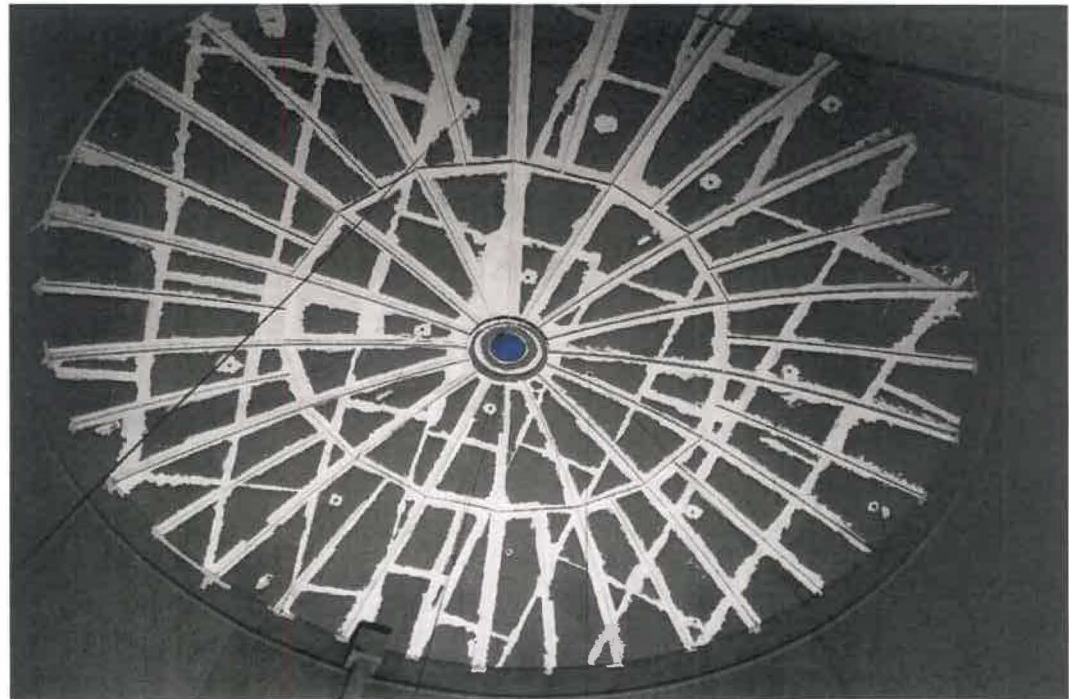
New Line Construction	\$ 418,000
Administrative	\$ 441,821
Safety	\$ 6,026
Meter Reading & Billing	\$ 43,331
Consumer Services	\$ 50,753
Line Maintenance	\$ 9,470
Reservoir & Elevated Tanks	\$ 15,886
Meter Maintenance	\$ 17,791
Plant O & M	\$ 151,605
Lab	\$ 124,000
Hydrant Maintenance	\$ 3,248
Building & Grounds	\$ 19,900
Plant Improvements	\$ 8,500
Vehicle Expense	\$ 6,335
Total Expenses	\$ 1,316,666

Total Income	\$ 1,316,666
Total Expenses	\$ 1,316,666
Income-Expense	\$ -

Capital Projects: 14th-12th Water Project
New Meters

News or Notes: Rate Increase as per Study

3/31/23 Audited Fund Balance	\$ 1,141,428
3/31/24 Projected Fund Balance	\$ 795,528
3/31/25 Requested Fund Balance	\$ 561,412



Harbor Budget Review 2024/2025

Item 12.

Description

Income

Expenses

Launch Permits	\$ 4,700
Grants	\$ -
Seasonal Dockage	\$ 65,000
Transient Dockage	\$ 4,600
Gas and Oil Sales	\$ 12,500
Interest on Investment	\$ 5,000
Misc.	\$ 400
Total Income	\$ 92,200

Administration	56,816
Transfer to Fund Balance	35,384
Total Expenses	\$ 92,200

Total Income	\$ 92,200
Total Expenses	\$ 92,200
Income-Expense	\$ -

Capital Projects:

News or Notes: \$35,384 Transferred to Fund Balance
Applying for Harbor Phase II Grant

3/31/23 Audited Fund Balance	\$ 186,959
3/31/24 Projected Fund Balance	\$ 214,376
3/31/25 Requested Fund Balance	\$ 249,760



Cemetery Perpetual Care Budget Review 2024/2025

<u>Description</u>	<u>Income</u>
Perpetual Care Revenue	\$ 2,200
Interest Income	\$ 2,000
Total Income	\$ 4,200

<u>Expenses</u>	
Transfer to General Fund	\$ 2,000
Transfer to Fund Balance	\$ 2,190
Audit Fees	\$ 10
Total Expenses	\$ 4,200

Total Income	\$ 4,200
Total Expenses	\$ 4,200
Income-Expense	\$ -

Capital Projects:

News or Notes: continuing forever : everlasting.
 occurring continually : constant.
 Perpetually

3/31/23 Audited Fund Balance	\$ 274,634
3/31/24 Projected Fund Balance	\$ 276,826
3/31/25 Requested Fund Balance	\$ 279,016



Mapleridge Township Budget Review 2024/2025

<u>Description</u>	<u>Income</u>
Water Charge	\$ 64,000
Revenue	\$ 13,000
Reconnect/Penalty Income	\$ 1,753
Total Income	\$ 78,753

<u>Expenses</u>	
Administration	78,753
Total Expenses	\$ 78,753

Total Income	\$ 78,753
Total Expenses	\$ 78,753
Income-Expense	\$ -

Capital Projects:

News or Notes: Raise Our Fee?



Retirement System Budget Review 2024/2025

<u>Description</u>	<u>Income</u>	
Interest from Investments	\$ 14,000	
Transfer From General Fund	\$ 25,000	\$ 50,000
Transfer From Major Street Fund	\$ 31,494	\$ 30,435
Transfer From Local Street Fund	\$ 30,435	\$ 31,494
Transfer From Water Fund	\$ -	\$ 125,929
Transfer From Solid Waste Fund	\$ -	
Total Income	\$ 100,929	

<u>Expenses</u>	
Admin. Transfer to FB	100,929
	-
Total Expenses	100,929

Total Income	\$ 100,929
Total Expenses	\$ 100,929
Income-Expense	\$ -

Capital Projects:

News or Notes: \$100,929 to Fund Balance

3/31/23 Audited Fund Balance	\$ 269,228
3/31/24 Projected Fund Balance	\$ 370,836
3/31/25 Requested Fund Balance	\$ 471,765
	\$ 622,694

Revised 3-6-24 as per Treasurer Correction





City of Gladstone, MI

1100 Delta Avenue
Gladstone, MI. 49837
www.gladstonemi.org

Staff Report

Agenda Date: March 11, 2024 **Eric Buckman, City Manager:** _____
Department: DDA **Department Head Name:** _____
Presenter: Patricia West **Kim Berry, City Clerk:** _____

This form and any background material must be approved by the City Manager then delivered to the City Clerk by 4:00 PM the Tuesday prior to the Commission Meeting.

AGENDA ITEM TITLE:

DDA Board Appointment: Jacob Taylor (Edward Jones)

BACKGROUND:

With Marcey Skwor’s retirement from BayBank and resignation from the DDA, a vacancy was created on the DDA with a term ending May 2026.

The DDA motioned to recommend Jacob Taylor from BayBank to the City Commission for appointment to the Gladstone Downtown Development Authority.

FISCAL EFFECT:

None

SUPPORTING DOCUMENTATION:

Jacob Taylor’s DDA Board Application

RECOMMENDATION:

Motion to appoint Jacob Taylor to the Gladstone Downtown Development Authority, with a term expiration date of May 2026.



**APPLICATION FORM
GLADSTONE CITY BOARDS AND COMMITTEES**

Please use this form to express your interest in serving on a particular board/committee or commission. You may attach additional material if you wish. For information on vacancies and board/committee bylaws, please visit www.gladstonemi.org, call 906-428-2311 or e-mail kberry@gladstonemi.org. Please note that applications are kept on file for six months. The Gladstone City Commission makes appointments to City Boards at their regular meetings as vacancies occur. Completed applications are public documents and are subject to the Michigan Freedom of Information Act.

Eligibility Requirements:

- Are you a registered voter in the City of Gladstone? * Yes No
- Have you been a City resident for at least 12 months? Yes No
- Are you currently in default to the City of Gladstone? Yes No
- Are you related to any elected City Commissioner (including by marriage)? Yes No

*According to the City Charter, each member appointed by the City Commission shall be a qualified and registered elector of the city on such day and throughout the member's tenure of office.

Name of City Board or Committee: If applying for more than one board/committee, please list order of preference:

- 1) Downtown Development Authority
- 2) _____
- 3) _____

Applicant Name as it Appears on License: Jacob A Taylor

Driver's License Number: _____

Home Address: 807 Homestead St, MDT, MI 49855 Phone: 906-241-3606

Occupation: Banker Business: Baybank

Business Address: 104 S 10th St, Gladstone, MI 49837 Phone: 906-428-4040

E-Mail Address: jacob@baybank.us

Are you currently serving or have you served on any City board or committee? If so, please list and give approximate dates.

N/A

(over)

Education/Credentials: BBA - Finance Northwood University 2017
MBA Northwood University 2018

Professional activities that relate to this board/committee: I am a newly appointed VP at Bank of America and want to contribute and get involved in the community.

Community activities that relate to this board/committee: I have been involved with local non-profits (Scouting & BPA) since being a youth member. I also attend & volunteer at various community functions & fundraisers.

Why are you interested in serving on this board/committee? Being an officer at a community bank HQ'd in Gladstone, I think it is important to serve our community.

What talents or experience would you bring to the board/committee? My background is entirely in Finance & Accounting and I have experience serving on multiple non-profit boards.

Any other comments or information you wish to provide to the Mayor and City Commissioners? I am looking to relocate as soon as I am able to find a house.

Are you involved in any personal, professional or business pursuit that would affect your ability to make fair and impartial recommendations as a member of a City advisory board or committee? Yes No

Appointed members are expected to attend all meetings of the board/committee. A member who misses more than 3 consecutive meetings or 1/3 of all meetings will tender their resignation to the board/committee chair. Are you aware of the meeting schedule and are you available to attend regularly scheduled meetings? Yes No

Signature [Handwritten Signature] Date 12/19/2023

I certify that there are no misrepresentations, omissions or falsifications on this application and by signing this application I give consent to the City to conduct a background check to verify the information I have provided.

Please return this form with any attachments to:
kberry@gladstonemi.org; fax to: 906-428-3122; or mail to: City Clerk's Office, Gladstone City Hall, Gladstone, MI 49837.
Thank you for your interest in serving as a volunteer board or committee member. Your willingness to serve is greatly appreciated.



City of Gladstone, MI

1100 Delta Avenue
Gladstone, MI. 49837
www.gladstonemi.org

Staff Report

Agenda Date: March 11, 2024 Eric Buckman, City Manager: _____
 Department: Wastewater Department Head Name: Rodney Schwartz
 Presenter: Rodney Schwartz Kim Berry, City Clerk: _____

This form and any background material must be approved by the City Manager then delivered to the City Clerk by 4:00 PM the Tuesday prior to the Commission Meeting.

AGENDA ITEM TITLE: Wastewater Upgrades Request for Disbursement of Funds Draw #20.

BACKGROUND: According to the procedures required by Michigan Finance Authority State Revolving Loan Fund documents, requests for reimbursement of funds require Commission approval before sending to the State. Draw #20 includes C2AE invoice #76156 totaling \$ 51,433.00 and Staab Construction payment #20 totaling \$420,290.00.

FISCAL EFFECT: \$471,723.00

SUPPORTING DOCUMENTATION: Request for Disbursement of Funds Draw #20 packet.

RECOMMENDATION: Approve Request for Disbursement of Funds Draw #20 totaling \$471,723.00.

MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY
 FINANCE DIVISION - WATER INFRASTRUCTURE FINANCING SECTION

**DRINKING WATER STATE REVOLVING FUND (DWSRF),
 CLEAN WATER STATE REVOLVING FUND (CWSRF), AND
 STRATEGIC WATER QUALITY INITIATIVES FUND (SWQIF)
 REQUEST FOR DISBURSEMENT OF FUNDS**

THIS INFORMATION IS REQUIRED UNDER AUTHORITY OF PARTS 52, 53, AND 54, 1994 PA 451.

PLEASE SEE NEXT PAGE FOR INSTRUCTIONS TO COMPLETE REQUEST

A. Project # 5727-01	B. Request # 20	C. Period Covered by Request 01/23/2024 to 02/26/2024 (M/D/Y) (M/D/Y)	D. Request Type <input checked="" type="checkbox"/> partial <input type="checkbox"/> final	E. Recipient's EIN 38-6004686	F. Loan Amount \$21,305,000
G. Recipient's Name: City of Gladstone					Phone # 906-428-2311
Address: City Hal, 1100 Delta Avenue, Gladstone, MI 49837					
H. Recipient's Bank Name: Baybank					Phone # 906-428-4040
Address: 104 S. 10th Street, Gladstone, MI 49837					
Account Name: Checking				ABA #	Account #
Special Instructions: NA					
I. Budget Items (round amounts to the nearest dollar)				Approved Amount Incurred this Period	Approved Amount Incurred to Date
1. ASSET MANAGEMENT PROGRAM/FISCAL SUSTAINABILITY COSTS					\$0.00
2. PLANNING COSTS					\$0.00
3. RATE METHODOLOGY DEVELOPMENT COSTS					\$39,896.00
4. DESIGN ENGINEERING COSTS					\$1,309,660.00
5. LEGAL/FINANCIAL SERVICE FEES					\$73,625.00
6. ADMINISTRATIVE COSTS					\$2,488.00
7. BOND COUNSEL FEES					\$65,000.00
8. BOND ADVERTISEMENT COSTS					\$6,533.00
9. BID ADVERTISEMENT COSTS					\$0.00
10. CAPITALIZED INTEREST					\$0.00
11. LAND ACQUISITION/RELOCATION COSTS					\$0.00
12. LAND PURCHASE COSTS					\$0.00
13. CONSTRUCTION ENGINEERING COSTS				\$51,433.00	\$706,182.00
14. CONSTRUCTION COSTS (bid contracts)				\$420,290.00	\$12,634,799.00
15. CONSTRUCTION COSTS (force account)					\$0.00
16. EQUIPMENT COSTS					\$0.00
17. OTHER PROJECT COSTS					\$0.00
18. ADJUSTMENTS DUE TO OTHER FUNDING					\$0.00
19. TOTAL AMOUNT INCURRED THIS PERIOD				\$471,723.00	
20. TOTAL CUMULATIVE AMOUNT INCURRED TO DATE					\$14,838,183.00
21. AMOUNT PREVIOUSLY DISBURSED					\$14,366,460.00
22. AMOUNT REQUESTED FOR DISBURSEMENT					\$471,723.00
<p>I certify that I am an authorized representative of the recipient and am authorized to make the following certifications on behalf of the recipient: (i) there is no pending litigation or event which will materially and adversely affect the project, the prospects for its completion, or the recipient's ability to make timely repayments on the obligation issued in connection with this project; (ii) the representations, warranties and covenants contained in the supplemental agreement for the obligations pursuant to which this request for disbursement is submitted continue to be true and accurate in all material respects as of the date hereof; (iii) to the best of my knowledge and belief, the costs above were incurred in accordance with the terms of the supplemental agreement and the application for assistance for this project; and (iv) the amount requested for disbursement represents the loan amount due, which has not previously been requested.</p> <p>Authorized Representative Name (Print or Type): _____ Title: _____</p> <p>Authorized Representative Signature: _____ Date: _____</p> <p style="text-align: center;">EMAIL THIS COMPLETED REQUEST TO YOUR EGLE PROJECT MANAGER OR MAIL TO THE ADDRESS SHOWN ON THE NEXT PAGE</p>					

FOR EGLE USE ONLY:

Approved by EGLE Project Manager: _____ Date: _____



Please Remit Payment To:
 106 West Allegan Street Suite 500
 Lansing, MI 48933
 1-866-454-3923

February 26, 2024
 Project No: 21-0210
 Invoice No: 76156

Eric Buckman
 City of Gladstone
 1100 Delta Avenue
 Gladstone, MI 49837-0032

Project 21-0210 Gladstone 2021 WWTP Improvements

Professional Services for the period ending February 18, 2024

Phase 02 General Engineering

Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
0023 Basis of Design	357,000.00	100.00	357,000.00	357,000.00	0.00
0030 Preliminary Engineering	715,000.00	100.00	715,000.00	715,000.00	0.00
0031 Final Engineering	171,000.00	100.00	171,000.00	171,000.00	0.00
0032 Bidding and Negotiating	35,000.00	100.00	35,000.00	35,000.00	0.00
0040 General Engineering	323,000.00	100.00	323,000.00	306,850.00	16,150.00
0060 Post Construction Engineering	17,000.00	0.00	0.00	0.00	0.00
Total Fee	1,618,000.00		1,601,000.00	1,584,850.00	16,150.00
Total Fee					16,150.00
Total this Phase					\$16,150.00

Phase 04 Additional Engineering

Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
0052 Part I and Part II	20,000.00	100.00	20,000.00	20,000.00	0.00
0060 Construction Survey	9,000.00	3.1167	280.50	280.50	0.00
0061 Construction Compaction Testing	13,000.00	30.00	3,900.00	3,900.00	0.00
0062 Construction Storm Water Testing	21,000.00	0.00	0.00	0.00	0.00
0063 O&M Manual	25,000.00	4.005	1,001.25	1,001.25	0.00
0064 Start Up Services	21,000.00	0.00	0.00	0.00	0.00
0065 Performance Evaluation	21,500.00	0.00	0.00	0.00	0.00
0066 GIS System Upgrades	4,500.00	0.00	0.00	0.00	0.00
0070 Soil Borings	16,500.00	70.6667	11,660.00	11,660.00	0.00
0073 Easements and Related Surveys	14,600.00	0.00	0.00	0.00	0.00
0075 Environmental Permits	6,900.00	0.00	0.00	0.00	0.00

Invoices are due upon receipt.

Project	21-0210	Gladstone 2021 WWTP Improvements	Invoice	76156
Total Fee		173,000.00	36,841.75	36,841.75
		Total Fee		0.00
			Total this Phase	0.00

Phase 06 Resident Project Representative

Bender, Rebecca	12/31/2023	.25
Farrell, William	12/24/2023	35.50
Farrell, William	12/31/2023	16.00
Haapapuro, Jacob	1/7/2024	32.00
Haapapuro, Jacob	1/14/2024	36.50
Haapapuro, Jacob	1/21/2024	31.25
Haapapuro, Jacob	1/28/2024	36.75
Haapapuro, Jacob	2/11/2024	37.25
Haapapuro, Jacob	2/18/2024	22.25
		247.75

Total Labor **35,313.25**

Contract Recap	Current Billing Amount	Previous Billed Amount	To-Date
Total Billings	35,313.25	342,716.51	378,029.76
Contract Amount			378,000.00
Adjustment			-29.76
		Total this Phase	\$35,283.49
		Total this Invoice	<u>\$51,433.49</u>

Outstanding Invoices

Number	Date	Balance
75829	12/29/2023	17,116.01
Total		17,116.01

Remit to: **STAAB CONSTRUCTION CORPORATION**
 1800 LAEMLE AVE
 MARSHFIELD, WI 54449

Contractor's Application for Payment No. 21

Application Period: 01/23/24 to 2/26/2024		Application Date: 02/26/24
To (Owner): CITY OF GLADSTONE	From (Contractor): Staab Construction Corporation	Via (Engineer): C2AE
Project: 4632- GLADSTONE, MI WWTF	Contract:	
Owner's Contract No:	Contractor's Project No: 4632-	Engineer's Project No: ENG PROJ NO. 21-0120

**Application for Payment
 Change Order Summary**

Change Orders approved in Previous months by Owner	\$411,380.00	-\$174,010.00
Number	Additions	Deductions
	0.00	0.00
TOTALS	\$411,380.00	-\$174,010.00
Net Change by Change Orders		\$237,370.00

1. ORIGINAL CONTRACT PRICE	\$17,743,000.00
2. Net Change By Change Orders	\$237,370.00
3. Current Contract Price (Line 1+2)	\$17,980,370.00
4. TOTAL COMPLETED AND STORED TO DATE (Column G on Progress Estimate)	\$13,533,817.60
5. RETAINAGE:	
5.00 % of Total Contract (Project over 50% Complete)	
c. Total Retainage (Line 5a = 5b)	\$899,018.50
6. AMOUNT ELEGIBLE TO DATE (Line 4 - Line 5c)	\$12,634,799.10
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application) . .	\$12,214,509.50
8. AMOUNT DUE THIS APPLICATION	\$420,289.60
9. BALANCE TO FINISH, PLUS RETAINAGE	
(Column H on Progress Estimate + Line 5 above)	\$5,345,570.90

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:
 (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment;
 (2) Title of all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a Bond acceptable to Owner indemnifying Owner against any such Liens, security interest or encumbrances); and
 (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

STAAB CONSTRUCTION CORPORATION

By: Kevin J. Leick Date: 2-29-24
 Kevin J. Leick Sr. Vice President

Payment of: \$420,289.60
 Line 8 or other - attach explanation of other amount

is recommended by: [Signature] 3-5-24
 (Engineer) (Date)

Payment of: \$420,289.60
 Line 8 or other - attach explanation of other amount

is approved by: _____
 (Owner) (Date)

Approved by: _____
 (Funding or Financing Agency (if applicable)) (Date)

CONTINUATION SHEET

Application and Certification for Payment, containing Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

Application No. : 21

Application Date : 2/26/2024

To: 2/26/2024

Architect's Project No.: ENG PROJ NO. 21-0120

Invoice #: 21

Contract: 4632- GLADSTONE, MI WWTF

A Item No.	B Description of Work	C Scheduled Value	D Work Completed		F Materials Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H % (G / C)	I Balance To Finish (C-G)	Retainage
			From Previous Application (D+E)	This Period In Place					
010010-00	PM/Supervision	420,000.00	372,000.00	12,000.00	0.00	384,000.00	91.43%	36,000.00	
012200-00	Bonds & Insurance	205,000.00	205,000.00	0.00	0.00	205,000.00	100.00%	0.00	
013100-00	Misc Job Expenses	420,000.00	380,000.00	10,000.00	0.00	390,000.00	92.86%	30,000.00	
015000-00	Temporary Facilities	130,000.00	112,000.00	4,000.00	0.00	116,000.00	89.23%	14,000.00	
016000-00	Yard & Equipment	545,000.00	440,000.00	20,000.00	0.00	460,000.00	84.40%	85,000.00	
024100-00	Demolition	145,000.00	30,000.00	30,000.00	0.00	60,000.00	41.38%	85,000.00	
024135-00	Equipment Demo	55,000.00	50,000.00	5,000.00	0.00	55,000.00	100.00%	0.00	
030000-00	Sitework Concrete	130,000.00	80,000.00	0.00	0.00	80,000.00	61.54%	50,000.00	
030000-10	Service Concrete	140,000.00	0.00	0.00	0.00	0.00	0.00%	140,000.00	
030000-20	Administration Concrete	255,000.00	255,000.00	0.00	0.00	255,000.00	100.00%	0.00	
030000-30	Primary Settling Tank Concrete	510,000.00	510,000.00	0.00	0.00	510,000.00	100.00%	0.00	
030000-40	MBBR Concrete	495,000.00	495,000.00	0.00	0.00	495,000.00	100.00%	0.00	
030000-50	Final Settling Tank No 1 & 2 Concr	63,000.00	63,000.00	0.00	0.00	63,000.00	100.00%	0.00	
030000-54	Final Settling Tank No 3 Concrete	305,000.00	305,000.00	0.00	0.00	305,000.00	100.00%	0.00	
030000-56	Splitter Box Concrete	55,000.00	55,000.00	0.00	0.00	55,000.00	100.00%	0.00	
030000-60	Chlorine Contact Concrete	50,000.00	50,000.00	0.00	0.00	50,000.00	100.00%	0.00	
030000-70	Primary Digester Concrete	3,000.00	0.00	0.00	0.00	0.00	0.00%	3,000.00	
034000-00	Precast Concrete	46,000.00	46,000.00	0.00	0.00	46,000.00	100.00%	0.00	
036200-00	Concrete Repairs	26,000.00	4,000.00	0.00	0.00	4,000.00	15.38%	22,000.00	
042000-00	Masonry	393,000.00	286,800.00	0.00	0.00	286,800.00	72.98%	106,200.00	
055000-00	Metal Fabrications	320,000.00	103,000.00	0.00	180,000.00	283,000.00	88.44%	37,000.00	
066000-00	FRP Fabrications	110,000.00	110,000.00	0.00	0.00	110,000.00	100.00%	0.00	
068160-00	FRP Weirs & Baffles	114,000.00	31,000.00	0.00	50,000.00	81,000.00	71.05%	33,000.00	
072113-00	Foundation Insulation	7,000.00	7,000.00	0.00	0.00	7,000.00	100.00%	0.00	
074213-00	Insulated Wall Panels	100,000.00	0.00	0.00	0.00	0.00	0.00%	100,000.00	
075300-00	Single Ply Roof	300,000.00	114,000.00	0.00	70,000.00	184,000.00	61.33%	116,000.00	
081000-00	Metal & FRP Doors	180,000.00	180,000.00	0.00	0.00	180,000.00	100.00%	0.00	
084000-00	Alum Doors & Windows	32,000.00	32,000.00	0.00	0.00	32,000.00	100.00%	0.00	
092116-00	Metal Stud & Drywall	38,000.00	38,000.00	0.00	0.00	38,000.00	100.00%	0.00	
093000-00	Ceramic Tile	9,000.00	9,000.00	0.00	0.00	9,000.00	100.00%	0.00	

CONTINUATION SHEET

Application and Certification for Payment, containing Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

Application No. : 21

Application Date : 2/26/2024

To: 2/26/2024

Architect's Project No.: ENG PROJ NO. 21-0120

Invoice #: 21

Contract : 4632- GLADSTONE, MI WWTF

A Item No.	B Description of Work	C Scheduled Value	D E Work Completed		F Materials Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H % (G / C)	I Balance To Finish (C-G)	Retainage
			From Previous Application (D+E)	This Period In Place					
095100-00	Ceiling Tile	10,000.00	10,000.00	0.00	0.00	10,000.00	100.00%	0.00	
096500-00	Resilient Flooring	26,000.00	26,000.00	0.00	0.00	26,000.00	100.00%	0.00	
099100-00	Painting	480,000.00	170,000.00	0.00	0.00	170,000.00	35.42%	310,000.00	
101000-00	Misc Specialties	15,000.00	15,000.00	0.00	0.00	15,000.00	100.00%	0.00	
107313-00	Metal Awnings	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00%	0.00	
123000-00	Casework & Cabinets	95,000.00	95,000.00	0.00	0.00	95,000.00	100.00%	0.00	
124000-00	Furnishings ALLOWANCE	40,000.00	10,466.00	7,899.60	0.00	18,365.60	45.91%	21,634.40	
133400-00	Primary Tank Cover	245,000.00	245,000.00	0.00	0.00	245,000.00	100.00%	0.00	
220500-00	Plumbing	405,000.00	289,000.00	20,000.00	0.00	309,000.00	76.30%	96,000.00	
230500-00	HVAC	1,400,000.00	700,000.00	20,000.00	0.00	720,000.00	51.43%	680,000.00	
260500-00	Electrical Construction	2,300,000.00	1,028,000.00	172,000.00	0.00	1,200,000.00	52.17%	1,100,000.00	
260500-01	Electrical ALLOWANCE	17,000.00	0.00	0.00	0.00	0.00	0.00%	17,000.00	
312000-00	Earthwork	590,000.00	442,000.00	0.00	0.00	442,000.00	74.92%	148,000.00	
312343-00	Dewatering	320,000.00	320,000.00	0.00	0.00	320,000.00	100.00%	0.00	
314116-00	Permanent Sheeting	60,000.00	60,000.00	0.00	0.00	60,000.00	100.00%	0.00	
321216-00	Asphalt Paving	64,000.00	0.00	0.00	0.00	0.00	0.00%	64,000.00	
323100-00	Fencing	75,000.00	12,000.00	0.00	0.00	12,000.00	16.00%	63,000.00	
329219-00	Site Restoration	17,000.00	0.00	0.00	0.00	0.00	0.00%	17,000.00	
333000-01	Underground Piping Materials	360,000.00	355,000.00	0.00	0.00	355,000.00	98.61%	5,000.00	
333000-02	Underground Piping Install	570,000.00	565,000.00	0.00	4,452.00	569,452.00	99.90%	548.00	
400519-01	Interior Piping Materials	1,100,000.00	300,469.00	119,531.00	400,000.00	820,000.00	74.55%	280,000.00	
400519-02	Interior Piping Install	390,000.00	120,000.00	20,000.00	0.00	140,000.00	35.90%	250,000.00	
400557-00	Stop & Slide Gates	240,000.00	225,000.00	0.00	0.00	225,000.00	93.75%	15,000.00	
400562-00	Valve Material	650,000.00	0.00	0.00	583,033.00	583,033.00	89.70%	66,967.00	
412214-00	Trolley & Hoist	49,000.00	0.00	0.00	32,912.00	32,912.00	67.17%	16,088.00	
431133-00	Rotary Screw Blower	4,000.00	0.00	0.00	0.00	0.00	0.00%	4,000.00	
432313-00	Centrifugal Slurry Pumps	78,000.00	0.00	0.00	37,100.00	37,100.00	47.56%	40,900.00	
432331-00	Drypit Sumbersible Pumps	370,000.00	0.00	0.00	341,862.00	341,862.00	92.40%	28,138.00	
432331-01	Vertical Non Clog Sewage Pumps	62,000.00	0.00	0.00	50,368.00	50,368.00	81.24%	11,632.00	
462133-00	Rotary Drum Screen	145,000.00	0.00	0.00	119,250.00	119,250.00	82.24%	25,750.00	

CONTINUATION SHEET

Application and Certification for Payment, containing Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

Application No. : 21

Application Date : 2/26/2024

To: 2/26/2024

Architect's Project No.: ENG PROJ NO. 21-0120

Invoice # : 21 Contract : 4632- GLADSTONE, MI WWTF

A Item No.	B Description of Work	C Scheduled Value	D E Work Completed		F Materials Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H % (G / C)	I Balance To Finish (C-G)	Retainage
			From Previous Application (D+E)	This Period In Place					
462324-00	Vortex Grit Removal and Classifier	380,000.00	0.00	0.00	336,359.00	336,359.00	88.52%	43,641.00	
464350-00	Chain and Flight Sludge Collector	355,000.00	50,372.00	299,628.00	0.00	350,000.00	98.59%	5,000.00	
465326-00	MBBR Equipment	610,000.00	600,000.00	0.00	0.00	600,000.00	98.36%	10,000.00	
467318-00	Digester Floating Cover	280,000.00	280,000.00	0.00	0.00	280,000.00	100.00%	0.00	
467330-00	Mechanical Sludge Mixing Equip	80,000.00	41,510.00	0.00	38,000.00	79,510.00	99.39%	490.00	
467333-00	Digester Gas Handling	130,000.00	0.00	0.00	98,262.00	98,262.00	75.59%	31,738.00	
467341-00	Spiral Heat Exchanger	80,000.00	0.00	0.00	74,011.00	74,011.00	92.51%	5,989.00	
468000-00	Samplers	48,000.00	0.00	0.00	0.00	0.00	0.00%	48,000.00	
C.O. # 01	Change Order #1	-68,722.00	0.00	0.00	0.00	0.00	0.00%	-68,722.00	
C.O. # 02	Change Order #2	69,561.00	0.00	0.00	0.00	0.00	0.00%	69,561.00	
C.O. # 03	Change Order #3	120,708.00	0.00	0.00	0.00	0.00	0.00%	120,708.00	
C.O. # 04	Change Order #4	-47,909.00	0.00	0.00	0.00	0.00	0.00%	-47,909.00	
C.O. # 05	Change Order #5	-57,379.00	0.00	0.00	0.00	0.00	0.00%	-57,379.00	
C.O. # 06	Change Order #6	154,269.00	30,125.00	0.00	0.00	30,125.00	19.53%	124,144.00	
C.O. # 07	Change Order #7	66,842.00	23,408.00	0.00	0.00	23,408.00	35.02%	43,434.00	
Grand Totals		17,980,370.00	10,378,150.00	740,058.60	2,415,609.00	13,533,817.60	75.27%	4,446,552.40	899,018.50



City of Gladstone, MI

1100 Delta Avenue
Gladstone, MI. 49837
www.gladstonemi.org

Staff Report

Agenda Date: March 11, 2024

Eric Buckman, City Manager: _____

Department: Wastewater

Department Head Name: Rodney Schwartz

Presenters: Rodney Schwartz

Kim Berry, City Clerk: _____

This form and any background material must be approved by the City Manager then delivered to the City Clerk by 4:00 PM the Tuesday prior to the Commission Meeting.

AGENDA ITEM TITLE: Change Order No. 9 for Wastewater Treatment Plant Improvements.

BACKGROUND: Change order is needed to make changes to the existing contract documents. See supporting documentation for description of work.

FISCAL EFFECT: **\$1,594.00** decrease in contract price. This will decrease the current contract price from \$18,006,568.00 to \$18,004,974.00. Original contract price was \$17,743,000. (\$261,974.00 overall increase, 21.7% of contingency)

SUPPORTING DOCUMENTATION: Please see attached Change Order No. 9 from C2AE Engineering.

RECOMMENDATION: Make a motion to approve Change Order No. 9 as recommended by C2AE Engineering for a net decrease to the contract price of **\$1,594.00**.



Escanaba, MI Lansing, MI
 Gaylord, MI Canton, NY
 Grand Rapids, MI Syracuse, NY
 P: 866.454.3923 www.c2ae.com

Change Order Item 15.

DATE OF ISSUANCE: **03/05/2024**

EFFECTIVE DATE: **Effective on Funding Agency Approval**

OWNER: **City of Gladstone, MI**
 CONTRACTOR: **Staab Construction Corporation**
 CONTRACT: **SRF Project #5727-01**
 PROJECT: **Gladstone, MI Wastewater Treatment Plant Improvements**
 OWNER'S CONTRACT NO. **21-0210**
 ARCHITECT/ENGINEER'S CONTRACT NO. **21-0210**
 ARCHITECT/ENGINEER **C2AE, Escanaba & Lansing, MI**

You are directed to make the following changes in the Contract Documents:
 Description: **See Items below.**

Reason for Change Order: **See Items below.**

Attachments: **Bulletin #17 with Contractor Change Order Requests 1 through 6 signed, and Staab quotes dated 02/09/2024; Change Order #2, dated 12/05/2022.**

CHANGE IN CONTRACT PRICE:
Original Contract Price
\$17,743,000.00
Net Increase from previous Change Orders No 1 to 8
\$263,568.00
Contract Price prior to this Change Order:
\$18,006,568.00
Net Decrease of this Change Order:
\$(1,594.00)
Contract Price with all approved Change Orders:
\$18,004,974.00

CHANGE IN CONTRACT TIMES:
Original Contract Times: Substantial Completion: April 15, 2024 Ready for final payment: June 24, 2024
Net change from previous Change Orders No. 1 to No. 8: Substantial Completion: 3 Months Ready for final payment: 2 Months
Contract Times prior to this Change Order: Substantial Completion: July 15, 2024 Ready for final payment: August 15, 2024
Net increase (decrease) this Change Order: Substantial Completion: None Ready for final payment: None
Contract Times with all approved Change Orders: Substantial Completion: July 15, 2024 Ready for final payment: August 15, 2024

RECOMMENDED:

By: 
 ARCH/ENGR (Authorized Signature)

Date: 03/05/2024

APPROVED:

By: _____
 OWNER (Authorized Signature)

Date: _____

ACCEPTED:

By: _____
 CONTRACTOR (Authorized Signature)

Date: _____

1. Bulletin #17:

- a. **B17.1 Modifications to the NPW Service Water – Deleting Pump Seal Water Piping.** For the NPW service water, delete seal waters and all associated appurtenances to connect seal water to the following pumping systems: Grit slurry pumping, sludge mixing pumps, and sludge recirculation pumps. See Sheets PPP-201 and PPP-201 (not reissued).

Reason: Pumping systems were designed to accommodate several pump manufacturers that may have required seal water. The selected pumps for all pumping systems do not require seal water.

Decrease the contract in the amount of: \$(1,343.00)

- b. **B17.2 Modifications to the FEW System – Revised Equipment Flushing Connections.** Delete hard plumbed flushing connections for the equipment within the following rooms/areas:
- Boiler Room – Spiral heat exchanger and sludge recirculation pumps.
 - Low level treatment room – grit slurry pump flushing connections.
 - Headworks and Primary Treatment Room – Grit classifier located on the platform.

Add a single 1.5" wall hydrant and valve, with NST threads to allow for a fire hose connection within the following room areas:

- Boiler Room.
- Low level treatment room, adjacent to the grit slurry pumps.
- Headworks and Primary Treatment Room – Near the grit classifier.

The final location of the wall hydrants is to be located with verification of the Owner/Engineer. Retain FEW waters to the fine screen washing solenoids. See Sheets PPP-201 and PPP-203 (not reissued).

Reason: Per Owner request the flushing connections were simplified to a hose bib on the wall, as opposed to installing several hard pipe connections.

Increase the contract in the amount of: \$2,358.00

- c. **B17.3 Connect Existing Yard Hydrant Adjacent to the Sludge Storage Tanks to the NPW System.** Upsize the 1" NPW drop near the dual fired sludge boiler to 2", connect the existing yard hydrant 2" line and reduce to 1" to feed the garage. See sketch of PPP-201 on Bulletin 17 (attached) for more detail.

Reason: To maintain operation of the existing yard hydrant, with sufficient pressure required upsizing the pipe.

Increase the contract in the amount of: \$2,139.00

- d. **B17.4 Gas Pressure Reducing Station to Service Existing Garage and Waste Gas Flare.** Provide additional gas pressure reducing station with isolation valve to service the existing 1.25" garage line and proposed ¾" waste gas flare pilot line, as shown in SD 217 comments.

Reason: Due to the high pressure service required for the dual fired boiler a pressure reducing station servicing the pilot line for the flare and to maintain service to the garage is required.

Increase the contract in the amount of: \$1,074.00

- e. **B17.5 Existing Service Building Electrical Room Floor Sink Deletion.** Delete FS-1 within the Electrical Room (116). Route air handling drain line and NPW (service water) backflow preventor relief line to the existing floor drain within the Electrical Room. See Sheets PPP-202 and PP-801 (not reissued).

Reason: Site conditions varied from existing record plans, condensation lines are to be routed to a nearby floor drain.

Decrease the contract in the amount of: \$(604.00)

- f. **B17.6 Heat Tape Modifications.** Delete heat tape and associated conduits and conductors for the three 6" roof drain down spouts north of the existing primary settling tank. Refer to Sheet PPW-201 (not reissued). Delete heat tape and associated conduits and conductors for the scum line mounted between PST No. 1 and No. 2. Refer to Sheet E-301 (not reissued).

Reason: The Owner selected additive alternate 1 was selected which provided a tempered structure over the primary settling tank, thus eliminating the need to protect buried lines with heat tape.

Decrease the contract in the amount of: \$(1,707.00)

2. Change Order #2, **Item 1, Article f:**

- a. **B2.12:** Delete the Electrical Installation for the Motorized Drip Traps

Reason: Bulletin B2.12 was previously approved in Change Order #2 Item 1, Article f. Subsequently, the Owner elected to have manual operated drip traps throughout the entire WWTP.

Decrease the contract in the amount of: \$(3,511.00)

TOTAL **\$(1,594.00)**