



# **GLADSTONE CITY COMMISSION REGULAR MEETING**

City Hall Chambers – 1100 Delta Avenue  
November 13, 2023  
6:00 PM

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## **AGENDA**

### **CALL TO ORDER**

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

### **PUBLIC HEARINGS**

### **PUBLIC COMMENT**

### **CONFLICTS OF INTEREST**

### **CONSENT AGENDA**

- [4.](#) Payment of Bills
- [5.](#) EDC Regular Meeting Minutes of August 8, 2023
- [6.](#) Planning Commission Regular Meeting Minutes of October 2, 2023
- [7.](#) Gladstone City Commission Regular Meeting Minutes of October 23, 2023
- [8.](#) Gladstone Commission Audit Presentation Work Session Minutes October 23, 2023

### **UNFINISHED BUSINESS**

9. Jones Property Lake Shore Drive

### **NEW BUSINESS**

- [10.](#) Saunders Point Brewery-Outdoor Seating Request
- [11.](#) Fernwood Cemetery Lot Transfer - Erickson to Gladstone American Legion
- [12.](#) Professional Engineering Services for Pickleball Courts
- [13.](#) City of Gladstone Road Conditions (PASER RATINGS)
- [14.](#) Purchase AMI radios with remaining ARPA funds
- [15.](#) Wastewater Plant Change Order #7
- [16.](#) Wastewater Upgrades Request for Disbursement of Funds Draw #16
- [17.](#) City of Gladstone Cash Handling Policy
- [18.](#) County, Village & Township Revenue Sharing Program
- [19.](#) Credit Card Policy, Procedures and Use
- [20.](#) Election Services Agreement Between Delta County & City of Gladstone for Early Voting

### **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: 11-10-2023

Kimberly Berry, MiPMC  
906-428-2311  
[kberry@gladstonemi.org](mailto:kberry@gladstonemi.org)

## **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.

**CITY OF GLADSTONE**  
**Monthly Bills Over \$5,000**  
**November 13, 2023**

<b>Fund</b>	<b>Description</b>	<b>Amount</b>
Various	Payne & Dolan Invoice #408216-01 Pulverizing & Paving	\$ 233,744.92
Major	PK Contracting Invoice #236058	\$ 10,235.45
General	Equipment Blades Invoice #2023/01159 - Scraper blades grader & plows	\$ 7,706.09

**Total Bills Over \$5,000 for Commission Approval** \$ 251,686.46

**\*\*Not Budgeted**

INFORMATION ONLY

**October 2023 Accounts Payable - Attached**  
**October 2023 Payroll by Fund - Attached**



# INVOICE

TO: City of Gladstone  
Attn: Barry Lund  
1100 Delta Ave  
Gladstone MI 49837

DATE: October 20, 2023  
PROJECT MANAGER: Tom Ritter  
CUSTOMER #: 113502  
INVOICE #: 408216-01

JOB NAME: City of Gladstone 2023

For furnishing the necessary labor, materials and equipment to complete the above named project as follows:

	Units	UOM	CURRENT BILLING		Total
			Unit Price		
Pulverizing	13,000.00	SY	\$ 1.00	\$	13,000.00
HMA Paving	2,483.07	TN	\$ 88.90	\$	220,744.92

TOTAL AMOUNT DUE THIS INVOICE \$ 233,744.92

\$ 19,458.50 - 590-544-970  
 \$ 6,467.50 - 202-453-751  
 \$ 5,454.50 - 101-754-751  
 \$ 202,364.42 202 453-751

BRINS DA  
 BRINS DA  
 PARK  
 2023 PAVING

CC  
11-13-23

If you have any questions or concerns on this invoice, please contact : Robyn Potvin @ 906-428-5103  
Thank you.

Remit To: P.O. Box 781 ~ Waukesha, WI 53187-0781  
906-428-1008 ~ FAX 906-428-2823

**INVOICE DUE NET UPON RECEIPT**

Payment fraud is on the rise! Please verify any payment instructions you receive from us (new or revised) by calling us at (262) 524-1700 and asking to speak to our accounts receivable department.



**MAIN OFFICE**  
1965 Barrett Drive  
Troy, MI 48084-5372  
PHONE 248-362-2130  
FAX 248-362-4969

# INVOICE

INVOICE DATE: 31-May-23  
DUE DATE: UPON RECEIPT  
PK INVOICE# 236058

TO: GLADSTONE COUNTY  
ATTN: BERRY  
[blund@gladstonemi.org](mailto:blund@gladstonemi.org)

### PAVEMENT MARKINGS

WORK OF: 5/17 & 5/18

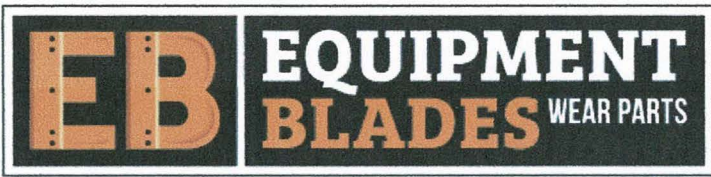
ITEM CODE	DESCRIPTION	PK completed to date	UNIT Price	Due This Period
1	WATERBORNE 4" WHITE	58,896.00	\$ 0.074	\$ 4,358.30
2	WATERBORNE 4"YELLOW	79,421.00	\$ 0.074	\$ 5,877.15
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -

*Please pay from this invoice*

**BALANCE DUE \$ 10,235.45**

PLEASE REMIT TO:  
PK CONTRACTING  
1965 BARRETT  
TROY, MI 48084

202-474-800.000  
B J



Equipment Blades Inc.  
 27127 P  
 Sioux Falls  
 605-368-5221

Item 4.

**Invoice Address:**  
 City of Gladstone MI  
 1100 Delta Ave  
 Galdstone MI 49837  
 United States  
 906-241-7519

**Delivery Address:**  
 City of Gladstone MI  
 1100 Delta Ave  
 Galdstone MI 49837  
 United States  
 906-241-7519

101-532-751-000  
*Bong Sun*

**Invoice INV/2023/01159**

**Invoice Date:**  
 11/09/2023

**Due Date:**  
 12/09/2023

**Source:**  
 S02155

**Payment Terms:**  
 Net 30

DESCRIPTION	QUANTITY	UNIT PRICE	TAXES	AMOUNT
<b>CURVED GRADER BLADES (4) 12FT SETS</b>				
CAT 5D9558 5D9558 (5D9558 CAT GB 3/4 X 8 X 72 3 - 3 - 6) CURVED GR. BLADE	8.00 Each	145.00	Tax 0%	\$ 1,160.00
				<b>Subtotal \$ 1,160.00</b>
<b>DOUBLE CARBIDE GRADER BLADES (3) 12FT SETS</b>				
CIJT874845-ACI (CIJT874845-ACI) 1X7X48 CARBIDE INS/IMP DOUBLE CARBIDE * 5/8" HOLE CURVED GRADER BLADE 3-3-6	9.00 Each	620.00	Tax 0%	\$ 5,580.00
				<b>Subtotal \$ 5,580.00</b>
<b>PLOW MUSHROOM SHOES QTY 4</b>				
BC 10MUSH 12" Mushroom runner shoe	4.00 Each	175.22	Tax 0%	\$ 700.88
SAIA: SHIPPING	1.00 Each	265.21	Tax 0%	\$ 265.21
				<b>Subtotal \$ 966.09</b>

<b>Untaxed Amount</b>	<b>\$ 7,706.09</b>
Tax 0%	\$ 0.00
<b>Total</b>	<b>\$ 7,706.09</b>

Please use the following communication for your payment : **INV/2023/01159**

Payment terms: 30 Days

**Thank you for the opportunity to earn your business.** Quote is valid for 30 days from creation. Orders placed after 30 days will need to be re-quoted. Upon acceptance of this quote the Customer is verifying the parts quoted are correct and Equipment Blades will not be subject to product return fees. Custom ordered or built products are non-refundable. This quote, any and all pricing and discounts contained herein, and any correspondence between Customer and Equipment Blades shall be considered confidential information. Customer agrees to hold such information in strict confidence and not to disclose it to any third parties. [Click here to view: Order / Return Policy | Credit Application | Privacy Policy](#)

+1 (605) 368-5221 <https://equipmentblades.com>

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank BAY					
10/01/2023	BAY	916 (E)	OFFIC15110	U.S. BANK EQUIPMENT FINANCE	192.04
10/02/2023	BAY	78316	KETCH11200	JANICE ANN FRIZZELL	3,291.67
10/03/2023	BAY	78333	FRESH6100	FRESH FREDDY'S FARM LLC	335.00
10/03/2023	BAY	78334	MICHA1390	MICHAEL GRZYBOWSKI	1,370.00
10/04/2023	BAY	917 (E)	STATE19180	STATE OF MICHIGAN	14,498.96
10/04/2023	BAY	919 (E)	CATER03100	CATERPILLAR FINANCIAL SERVICES	47,598.00
10/04/2023	BAY	78335	CITYO03100	CITY OF GLADSTONE	109.66
10/08/2023	BAY	78336	DELTA04175	DELTA COUNTY TREASURER	10,599.57
10/08/2023	BAY	78337	DELTA04750	DELTA-SCHOOLCRAFT I.S.D.	1,178.29
10/08/2023	BAY	78338	BAYDE02100	BAY DE NOC COMMUNITY COLLEGE	1,534.86
10/08/2023	BAY	78339	BAYDE02100	BAY DE NOC COMMUNITY COLLEGE	1,534.86
10/12/2023	BAY	78340	CITYO03100	CITY OF GLADSTONE	129.00
10/12/2023	BAY	78341	STAAB9100	STAAB CONSTRUCTION CORPORATION	968,230.95
10/12/2023	BAY	78342	C2AE01000	C2AE	26,395.83
10/12/2023	BAY	78343	MISC	MRWA	220.00
10/17/2023	BAY	78344	CARQU03100	ADVANCE AUTO PARTS (CARQUEST)	1,417.30
10/17/2023	BAY	78345	BORDE02100	BORDER STATES INDUSTRIES INC.	469.44
10/17/2023	BAY	78346	C.C.PO3100	C.C. POWER, LLC	30,419.92
10/17/2023	BAY	78347	CARLS3100	CARLSON ASPHALT LLC	5,225.00
10/17/2023	BAY	78348	GENER07100	CHEMTRADE CHEMICALS US LLC	5,656.20
10/17/2023	BAY	78349	HDSUP08100	CORE & MAIN LP	3,452.92
10/17/2023	BAY	78350	CORE03100	CORE TECHNOLOGY CORP	4,989.04
10/17/2023	BAY	78351	COURT3100	COURTNEY JO ARROWOOD	375.00
10/17/2023	BAY	78352	CSI03110	CSI EMERGENCY APPARATUS, LLC	236.41
10/17/2023	BAY	78353	DAILY04100	DAILY PRESS	35.00
10/17/2023	BAY	78354	DELTA04200	DELTA DISPOSAL	1,093.68
10/17/2023	BAY	78355	DELTA04800	DELTA SOLID WASTE MGMT AUTHORITY	5,797.95
10/17/2023	BAY	78356	FASTE06100	FASTENAL COMPANY	122.67
10/17/2023	BAY	78357	FISHE06100	FISHER SCIENTIFIC	122.81
10/17/2023	BAY	78358	HANSE08100	HANSEN'S DRAIN CLEANING	175.00
10/17/2023	BAY	78359	JYDRO08100	HYDROCORP	710.00
10/17/2023	BAY	78360	INFOS09100	INFOSEND	1,813.29
10/17/2023	BAY	78361	ITRON09100	ITRON, INC	988.12
10/17/2023	BAY	78362	IVERS09100	IVERSON'S HOME CENTER	27.89
10/17/2023	BAY	78363	LIPP12100	JASON LIPPENS CONSTRUCTION	7,990.95
10/17/2023	BAY	78364	KIMBU11100	KIM BUCKMAN	375.00
10/17/2023	BAY	78365	KONICA	KONICA MINOLTA BUSINESS SOLUTIONS	1,206.95
10/17/2023	BAY	78366	DEPT04110	LARA-MPSC	2,660.14
10/17/2023	BAY	78367	LAWOF12100	LAW OFFICE OF CRYSTAL MORGAN, PLLC	63.00
10/17/2023	BAY	78368	LITTL12120	LITTLE BAY CONCRETE PRODUCTS	8,829.25
10/17/2023	BAY	78369	MAPLE13200	MAPLERIDGE TOWNSHIP	4,870.05
10/17/2023	BAY	78370	MARKC13100	MARK CHRISTOFF	2,040.00
10/17/2023	BAY	78371	MELSL13100	MEL'S LAWN, GARDEN & FEED	181.49
10/17/2023	BAY	78372	MENAR13100	MENARDS - ESCANABA	366.55
10/17/2023	BAY	78373	MICHA1390	MICHAEL GRZYBOWSKI	390.00
10/17/2023	BAY	78374	MICH1370	MICHIGAN MUNICIPAL RISK MNGMNT AUTH	150.00
10/17/2023	BAY	78375	MMTA13157	MICHIGAN MUNICIPAL TREASURERS ASSOC	99.00
10/17/2023	BAY	78376	MILLE13110	MILLER, CANFIELD, PADDOCK & STONE	9,030.00
10/17/2023	BAY	78377	CLASS03110	MSC INDUSTRIAL SUPPLY CO.	581.47
10/17/2023	BAY	78378	NORTH14550	NORTHGATE EQUIPMENT & SALES	262.26
10/17/2023	BAY	78379	NUWAY14100	NU-WAY CLEANERS LAUNDRY & RENTALS	95.50
10/17/2023	BAY	78380	PARAG16100	PARAGON LABORATORIES, INC.	1,144.00
10/17/2023	BAY	78381	POMPS16100	POMP'S TIRE SERVICE, INC.	122.00
10/17/2023	BAY	78382	REEDC18100	POWER LINE SUPPLY CO	290.08
10/17/2023	BAY	78383	BICHL02100	QUARRYSTONE, INC	24.00
10/17/2023	BAY	78384	SAFET19100	SAFETYWORKS, LLC	2,800.00
10/17/2023	BAY	78385	SCOTT19110	SCOTT SPLAN	493.00
10/17/2023	BAY	78386	SDMYE19100	SD MYERS LLC	4,258.00
10/17/2023	BAY	78387	STAND19100	STANDARD ELECTRIC COMPANY	108.63
10/17/2023	BAY	78388	SWAN19100	SWAN ANALYTICAL USA, INC	528.65
10/17/2023	BAY	78389	THEUP20100	THE UPS STORE	728.27
10/17/2023	BAY	78390	TRANS20100	TRANSNATION TITLE AGENCY OF MI	300.00
10/17/2023	BAY	78391	TRUCK20100	TRUCK EQUIPMENT INC	337.87
10/17/2023	BAY	78392	USABL21100	USA BLUE BOOK	50.55
10/17/2023	BAY	78393	WATER23130	WATERWORTH	17,500.00
10/17/2023	BAY	78394	WISCO23120	WISCONSIN CENTRAL	60.00
10/17/2023	BAY	78395	ZARNO24100	ZARNOTH BRUSH WORKS, INC	990.00
10/19/2023	BAY	78413	DELTA04175	DELTA COUNTY TREASURER	1,139.18
10/19/2023	BAY	78414	DELTA04750	DELTA-SCHOOLCRAFT I.S.D.	125.55
10/19/2023	BAY	78415	BAYDE02100	BAY DE NOC COMMUNITY COLLEGE	166.79
10/20/2023	BAY	921 (E)	QUADI02100	QUADIENT FINANCE USA, INC.	1,600.00
10/22/2023	BAY	927 (E)	CARDM03100	CARDMEMBER SERVICE	17,842.07
10/23/2023	BAY	920 (E)	UPPPA	UPPER PENINSULA PUBLIC POWER ASSOC	6,601.19
10/26/2023	BAY	922 (E)	VOYAG22100	VOYAGER FLEET SYSTEMS INC	7,739.80
10/26/2023	BAY	923 (E)	MICHI13125	MICHIGAN CONFERENCE OF TEAMSTERS	64,271.35
10/26/2023	BAY	78416	ADVAN01150	ADVANCED REHABILITATION TECHNOLOGY	5,500.00
10/26/2023	BAY	78417	BELL P2100	BELL PHYSICIAN PRACTICES, INC.	236.00
10/26/2023	BAY	78418	BORDE02100	BORDER STATES INDUSTRIES INC.	140.32



Check Date	Bank	Check	Vendor	Vendor Name	Amount
10/26/2023	BAY	78419	BSASO02100	BS&A SOFTWARE	1,849.00
10/26/2023	BAY	78420	NAPAA14100	CHATFIELD MACHINE	36.54
10/26/2023	BAY	78421	HDSUP08100	CORE & MAIN LP	142.74
10/26/2023	BAY	78422	DEHOO04100	DEHOOGHE & VIAU PLUMBING	248.90
10/26/2023	BAY	78423	HAWK08100	HAWKINS, INC.	110.00
10/26/2023	BAY	78424	IDEXX09100	IDEXX DISTRIBUTION, INC.	2,924.54
10/26/2023	BAY	78425	LIPP12100	JASON LIPPENS CONSTRUCTION	4,860.00
10/26/2023	BAY	78426	LOYAL12100	LOYAL TREE SERVICE	1,550.00
10/26/2023	BAY	78427	MENAR13100	MENARDS - ESCANABA	285.04
10/26/2023	BAY	78428	NUWAY14100	NU-WAY CLEANERS LAUNDRY & RENTALS	21.75
10/26/2023	BAY	78429	NYEUN14100	NYE UNIFORM	101.83
10/26/2023	BAY	78430	OSHKO15100	OSHKOSH FIRE & POLICE EQUIP, INC	6,500.00
10/26/2023	BAY	78431	PARAG16100	PARAGON LABORATORIES, INC.	20.00
10/26/2023	BAY	78432	PAYMENTUS	PAYMENTUS CORPORATION	3,322.00
10/26/2023	BAY	78433	REEDC18100	POWER LINE SUPPLY CO	236.41
10/26/2023	BAY	78434	RESCO18100	RESCO	1,788.00
10/26/2023	BAY	78435	RICHE18110	RICHER'S REFRIGERATION & AC	345.69
10/26/2023	BAY	78436	SEHEN19100	SHORT ELLIOT HENDRICKSON, INC	2,000.00
10/26/2023	BAY	78437	STAND19100	STANDARD ELECTRIC COMPANY	1,181.86
10/26/2023	BAY	78438	TRUCK20100	TRUCK EQUIPMENT INC	173.98
10/26/2023	BAY	78439	OFFIC15110	U.S. BANK EQUIPMENT FINANCE	84.09
10/26/2023	BAY	78440	USABL21100	USA BLUE BOOK	527.84
10/26/2023	BAY	78441	MISC	WORLDPAY PAYMENT RESOLUTION	69.90
10/26/2023	BAY	78442	MASON13100	MASONVILLE TOWNSHIP TREASURER	1,285.27
10/27/2023	BAY	78443	DEARB4100	DEARBORN LIFE INSURANCE CO.	597.24
10/30/2023	BAY	924 (E)	WPPIE23100	WPPI ENERGY	262,247.59

BAY TOTALS:

Total of 104 Checks:	1,607,145.45
Less 1 Void Checks:	1,534.86
Total of 103 Disbursements:	1,605,610.59

For Journal Entries with Post Dates Between 10/01/2023 and 10/31/2023

Item 4.

Fund	Item	Amount
101	Gross Payment:	114,022.36
	Net Payment:	80,355.24
	Total Payroll:	135,145.16
	<u>Deductions</u>	<u>Amount</u>
	AFLAC_AFTER	213.16
	AFLAC_PRE	223.59
	CDSUPPHONE	10.07
	CLERKPHONE	10.07
	CRCL_TST	1,982.78
	DC LOAN REPAY	644.38
	DC LOAN REPAY2	796.79
	DEFINED_COMP_3	2,635.02
	DPWSUPPHONE	2.26
	FITW	9,367.74
	FOC	124.57
	FOP	469.12
	HEALTHINSCONT	3,643.67
	MEDICARE_EE	1,592.39
	MERS 457 ROTH %	216.67
	MERS457	72.39
	MSAEEFAMILY	205.84
	MSAEE SINGLE	9.50
	P&RSUPPHONE	10.07
	PSUPRPHONE	10.07
	PUBSAFFPHONE	14.87
	SITW	4,322.90
	SOCSEC_EE	6,808.85
	SUPSUNIONDUES	66.63
	TEAMSTERS	203.65
	TREASPHONE	10.07
	Deduction Totals:	----- 33,667.12
	<u>Expenses</u>	<u>Amount</u>
	DEFINED_COMP_11	9,661.84
	EMPLOYER 457	686.54
	MEDICARE_ER	1,592.39
	MSA ER EXPENSE	2,365.38
	SOCSEC_ER	6,808.85
	SUI	7.80
	Expense Totals:	----- 21,122.80
202	Gross Payment:	25,007.99
	Net Payment:	17,439.55
	Total Payroll:	30,086.36
	<u>Deductions</u>	<u>Amount</u>
	AFLAC_AFTER	1.28
	AFLAC_PRE	6.38
	CRCL_TST	35.38
	DC LOAN REPAY2	81.43
	DEFINED_COMP_3	695.36
	DPWSUPPHONE	5.67
	FITW	2,664.42
	FOC	78.47
	HEALTHINSCONT	791.07
	MEDICARE_EE	349.44
	MERS457	85.73
	MSAEEFAMILY	70.69

For Journal Entries with Post Dates Between 10/01/2023 and 10/31/2023

Item 4.

Fund	Item	Amount
	MSAEESINGLE	38.96
	SITW	972.66
	SOCSEC_EE	1,494.25
	SUPSUNIONDUES	24.47
	TEAMSTERS	172.78
	Deduction Totals:	7,568.44

Expenses	Amount
DEFINED_COMP_11	2,549.52
MEDICARE_ER	349.44
MSA ER EXPENSE	684.06
SOCSEC_ER	1,494.25
SUI	1.10
Expense Totals:	5,078.37

203

Gross Payment:	1,983.03
Net Payment:	1,017.96
Total Payroll:	2,434.00

Deductions	Amount
AFLAC_AFTER	2.87
AFLAC_PRE	14.38
DC LOAN REPAY2	183.53
DEFINED_COMP_3	59.49
FITW	172.26
FOC	176.89
HEALTHINSCONT	85.07
MEDICARE_EE	27.31
SITW	69.69
SOCSEC_EE	116.78
TEAMSTERS	56.80
Deduction Totals:	965.07

Expenses	Amount
DEFINED_COMP_11	218.13
MEDICARE_ER	27.31
MSA ER EXPENSE	88.75
SOCSEC_ER	116.78
Expense Totals:	450.97

540

Gross Payment:	4,482.75
Net Payment:	3,350.80
Total Payroll:	5,489.59

Deductions	Amount
AFLAC_AFTER	4.19
AFLAC_PRE	5.27
CRCL_TST	1.06
DC LOAN REPAY2	6.46
DEFINED_COMP_3	133.40
DPWSUPPHONE	1.01
FITW	217.55
FOC	6.23
HEALTHINSCONT	181.91
MEDICARE_EE	62.22
MERS457	19.27
MSAEEFAMILY	5.18
SITW	161.39

For Journal Entries with Post Dates Between 10/01/2023 and 10/31/2023

Item 4.

Fund	Item	Amount
	SOCSEC_EE	265.99
	SUPSUNIONDUES	1.73
	TEAMSTERS	59.09
	Deduction Totals:	1,131.95

Expenses	Amount
DEFINED_COMP_11	489.23
MEDICARE_ER	62.22
MSA ER EXPENSE	189.40
SOCSEC_ER	265.99
Expense Totals:	1,006.84

582

Gross Payment:	37,155.88
Net Payment:	24,415.65
Total Payroll:	44,621.16

Deductions	Amount
AFLAC_AFTER	50.10
AFLAC_PRE	197.07
CRCL_TST	2.19
DEFINED_COMP_3	1,056.87
ELECPHONE	14.87
FITW	3,566.54
HEALTHINSCONT	573.57
IBEW876FLAT	89.25
IBEW876UNION%	227.14
MEDICARE_EE	523.11
MERS457	1,046.33
MERS457%	1,473.39
MSAEEFAMILY	259.53
SITW	1,390.95
SOCSEC_EE	2,236.73
TEAMSTERS	32.59
Deduction Totals:	12,740.23

Expenses	Amount
DEFINED_COMP_10	670.38
DEFINED_COMP_11	3,137.78
MEDICARE_ER	523.11
MSA ER EXPENSE	896.56
SOCSEC_ER	2,236.73
SUI	0.72
Expense Totals:	7,465.28

590

Gross Payment:	25,156.99
Net Payment:	16,862.00
Total Payroll:	30,493.04

Deductions	Amount
AFLAC_AFTER	23.01
AFLAC_PRE	24.82
CRCL_TST	1,105.75
DC LOAN REPAY2	12.93
DEFINED_COMP_3	749.96
DPWSUPPHONE	1.13
FITW	2,088.21
FOC	12.46
HEALTHINSCONT	870.60

For Journal Entries with Post Dates Between 10/01/2023 and 10/31/2023

Item 4.

Fund	Item	Amount
	IBEW876FLAT	0.92
	IBEW876UNION%	1.26
	MEDICARE_EE	349.35
	MERS457	171.38
	MERS457%	13.44
	MSAEEFAMILY	166.58
	MSAEESINGLE	1.54
	SITW	937.35
	SOCSEC_EE	1,493.78
	SUPSUNIONDUES	36.68
	TEAMSTERS	232.19
	USCM2284	1.27
	WATERSUPHONE	0.38
	Deduction Totals:	8,294.99
	<u>Expenses</u>	<u>Amount</u>
	DEFINED_COMP_11	2,749.83
	MEDICARE_ER	349.35
	MSA ER EXPENSE	743.09
	SOCSEC_ER	1,493.78
	Expense Totals:	5,336.05

591

Gross Payment:	17,915.88
Net Payment:	12,584.83
Total Payroll:	21,486.85

Deductions	Amount
AFLAC_AFTER	94.66
AFLAC_PRE	43.69
CRCL_TST	18.94
DEFINED_COMP_3	495.00
FITW	1,976.64
HEALTHINSCONT	360.85
IBEW876FLAT	0.92
IBEW876UNION%	1.26
MEDICARE_EE	253.78
MERS457	86.63
MERS457%	13.44
MSAEEFAMILY	9.06
SITW	688.35
SOCSEC_EE	1,085.12
SUPSUNIONDUES	31.23
TEAMSTERS	139.04
USCM2284	22.75
WATERSUPPHONE	9.69
Deduction Totals:	5,331.05

Expenses	Amount
DEFINED_COMP_11	1,815.00
MEDICARE_ER	253.78
MSA ER EXPENSE	417.07
SOCSEC_ER	1,085.12
Expense Totals:	3,570.97

594

Gross Payment:	413.14
Net Payment:	303.32
Total Payroll:	478.79

For Journal Entries with Post Dates Between 10/01/2023 and 10/31/2023

Item 4.

Fund	Item	Amount
	<u>Deductions</u>	<u>Amount</u>
	AFLAC_AFTER	2.64
	CRCL_TST	23.90
	DEFINED_COMP_3	6.87
	FITW	14.08
	HEALTHINSCONT	9.16
	MEDICARE_EE	5.84
	MSAEEFAMILY	1.91
	SITW	14.94
	SOCSEC_EE	24.93
	TEAMSTERS	5.55
	Deduction Totals:	----- 109.82
	<u>Expenses</u>	<u>Amount</u>
	DEFINED_COMP_11	25.21
	MEDICARE_ER	5.84
	MSA ER EXPENSE	9.56
	SOCSEC_ER	24.93
	SUI	0.11
	Expense Totals:	----- 65.65

706

Gross Payment:	196.88
Net Payment:	116.12
Total Payroll:	239.24

Deductions	Amount
<u>AFLAC_AFTER</u>	<u>1.83</u>
AFLAC_PRE	3.26
DEFINED_COMP_3	5.90
FITW	19.55
HEALTHINSCONT	1.90
IBEW876FLAT	0.91
IBEW876UNION%	1.26
MEDICARE_EE	2.76
MERS457	8.27
MERS457%	13.44
MSAEEFAMILY	1.21
SITW	7.35
SOCSEC_EE	11.81
TEAMSTERS	1.31
Deduction Totals:	----- 80.76
<u>Expenses</u>	<u>Amount</u>
DEFINED_COMP_11	21.66
MEDICARE_ER	2.76
MSA ER EXPENSE	6.13
SOCSEC_ER	11.81
Expense Totals:	----- 42.36

**GLADSTONE ECONOMIC DEVELOPMENT CORPORATION MEETING MINUTES**

PRESENT: Steve DeLaire, Kevin Gendron, Gary Maynard, Dirk Manson, Steve O’Driscoll, and Steven Soderman

ABSENT: Members Jim Andersen, Mike Nardi, Steve Tackman - Excused

OTHERS: Delta County EDA Director, Mr. Ed LeGault; Eric Buckman, City Manager; Renee Barron, Community Development Director

Vice-Chairman Dirk Manson called the meeting to order, Renee Barron completed roll call.

Public Comment: None

Motion by Steven O’Driscoll; seconded by Steven Soderman to approve the May 9, 2023 meeting minutes as presented.

MOTION CARRIED

Presentation of the monthly financials by Manager Eric Buckman

Motion by Steve O’Driscoll; seconded by Kevin Gendron to table the Bosk Proposal until next month to gather additional information to include evaluation of gas line cost and formal appraisal of the property.

MOTION CARRIED

Delta County EDA Director, Mr. Ed LeGault gave an update on activities for the UP-State Fair and Michigan SBCD Uplift Michigan Program.

Motion by Dirk Manson; seconded by Gary Maynard to adjourn the meeting at 1:25 PM.

MOTION CARRIED

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Kimberly Berry, Clerk



# GLADSTONE PLANNING COMMISSION MEETING

City Hall Chambers – 1100 Delta Avenue  
October 02, 2023  
5:00 PM

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A Regular Meeting of the Gladstone Planning Commission will be held on Monday, October 02, 2023 at 5:00 PM hosted at City Hall Chambers – 1100 Delta Avenue.

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## MINUTES

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

**ROLL CALL:** Commissioners present included: Haulotte, Woodworth, Noreus, DeFiore and Leonards. Commissioners excused: Strom and Butch

### APPROVAL AND/OR CORRECTIONS OF:

1. September 12th, 2023 Regular Meeting Minutes  
***Motion by Commissioner Noreus; seconded by Commissioner Woodworth to approve the September 12th, 2023 Regular Meeting Minutes as presented.***  
**MOTION CARRIED**

**ADDITIONS TO AGENDA:** None

**PUBLIC HEARINGS:** None

### UNFINISHED BUSINESS

2. **Master Plan Draft Revisions & Zoning Map Discussion:**  
Renée Barron reviewed the changes that were map from the previous meeting and reviewed the Future Land Use map with the commission. Coleman Engineering will be updating our maps and those will be introduced to the Planning Commission when ready.

### NEW BUSINESS

3. **Notice of Intent for Master Plan Amendment:**  
Barron explained the process for notifying surrounding areas of our intent to amend.  
***Motion by Commissioner Woodworth; seconded by Commissioner Leonards to allow staff to send engagement letter to surrounding communities to let them know the City is engaging in an amendment to the Master Plan.***

**PUBLIC COMMENT**

**INFORMATION SHARING**

**COMMISSIONER COMMENTS**

**COMMUNITY DEVELOPMENT COMMENTS**

**ADJOURNMENT:** The meeting adjourned at 6:10PM





# GLADSTONE CITY COMMISSION REGULAR MEETING

City Hall Chambers – 1100 Delta Avenue  
October 23, 2023  
6:00 PM

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## MINUTES

Mayor Thompson called the meeting to order, Invocation by Commissioner Styczynski and roll called by Ms. Renee Barron:

### PRESENT

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

### ABSENT

Commissioner Judy Akkala - Excused

No public comment.

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

MOTION CARRIED

Motion made by Mayor Thompson, Seconded by Mayor Pro-Tem Mantela to approve cost change request of \$11,370.00 for repairs to Water Department High Service Pump #1.

MOTION CARRIED

Motion made by Commissioner Styczynski, Seconded by Mayor Pro-Tem Mantela to approve a budget amendment to the wastewater plant operation and maintenance department in the amount of \$6,400.00 to Bosk Paint and Sandblast for painting of the secondary clarifier weirs.

MOTION CARRIED.

Motion made by Mayor Pro-Tem Mantela, Seconded by Commissioner Styczynski to approve Coleman's Engineering Proposal for Professional Services for Braves Avenue not to exceed \$24,000.00.

MOTION CARRIED

Resolution No. 2023-13 Michigan Cooperative Liquid Assets Securities System (Michigan CLASS)

Motion by Commissioner Brad Mantela; supported by Commissioner Greg Styczynski to approve Resolution No. 2023-13 as presented, consult with auditors and provide staff recommendations to the Commission on the amount to invest:

**City of Gladstone**  
**RESOLUTION NO. 2023-13**  
**RESOLUTION TO APPROVE THE ADDITION OF MICHIGAN COOPERATIVE**  
**LIQUID ASSETS SECURITIES SYSTEM**  
**AS AN APPROVED INVESTMENT OPTION**

WHEREAS, the Michigan Cooperative Liquid Assets Securities System (Michigan CLASS) is compliant with Public Act 20, and;

WHEREAS, the Michigan CLASS Board of Trustees oversees the pool and directs the pool administrator, Public Trust Advisors, to emphasize safety, liquidity, and convenience while providing diversification of investments and the advantage of a competitive return, and;

WHEREAS, Michigan CLASS investments are fully compliant with all appropriate Michigan investment laws, and;

WHEREAS, Michigan CLASS has over 750 funded participants ranging from the very large to the very small, with nearly \$4.5 billion in shares outstanding, and;

WHEREAS, this investment has no restrictions regarding withdrawals or contributions, affording the city the ability to use Michigan CLASS as it best suits our individual needs.

NOW THEREFORE BE IT HEREBY RESOLVED that the City of Gladstone approves the Michigan Class Investment Pool as an authorized Investment institution, authorizes the City Treasurer and City Manager to complete the necessary paperwork to enroll in the pool, and approves the addition of Michigan Class to the Investment Policy.

Yeas: Mayor Thompson, Mayor Pro-Tem Mantela, Commissioners Pontius and Styczynski

Nays: None

Abstain: None

Absent: Commissioner Akkala – Excused

**I HEREBY CERTIFY** that the foregoing is a resolution duly made and passed by the Gladstone City Commission at their regular meeting held on October 23, 2023 in the City Hall Commission Chambers, with a quorum present.

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Kimberly Berry, City Clerk

## **CITY MANAGER COMMENTS:**

City Manager Eric Buckman commented on the following:

- Attended the monthly EDC Meeting, working on lot sale
- Attended the monthly DATA meeting
- Treasurer and I met with Waterworth Software and reviewed our numbers
- Met with Recreation Department on Pram Shack plans
- Met with Coleman Engineering and Mr. Rich Beauvais regarding engineering of the pickleball courts
- Treasurer and I met with Mr. Jeff Anderson from MI CLASS
- Water Superintendent and I attended the American Water Ways Association (AWWA) Zoom meeting regarding earmarks and politics to get grants
- Mr. Scott Nowak, Coleman Engineering, Water Superintendent, and I met with new Rural Development Director Ms. Elizabeth Melon regarding USDA money for projects
- Paving of 18th Street, Minneapolis Avenue, Lowrie Avenue complete and looks great
- Recreation Department working on winterizing all the parks

### 10. Year to Date Financial Reports

Informational only

Commissioners commented on the following:

Commissioner Pontius - remind everyone to get out and vote November 7th

Commissioner Styczynski - condolences to the family of Mr. Ron Miaso who was the former DDA & EDC Coordinator for the City of Gladstone, he will be missed as a mentor and friend

Commissioner Mantela - echoed comments for condolences to Ron's family and get out and vote

Ms. Renee Barron wished City Clerk Kim Berry's son, Logan Fudala a Happy 18th Birthday today!

Motion made by Mayor Pro-Tem Mantela, Seconded by Commissioner Styczynski to enter closed session at 6:45 pm regarding the Jones Property on Lake Shore Drive to consider material exempt from discussion or disclosure by state or federal statute as allowable under the Open Meetings Act 267 of 1976 (15.268) Section 8 Item h.

Voting Yea: Mayor Thompson, Mayor Pro-Tem Mantela, Commissioner Pontius, Commissioner Styczynski

**MOTION CARRIED**

Mayor Thompson called the meeting back into open session at 8:11 PM with no action taken in closed session.

There being no further business before the Commission, Mayor Thompson adjourned the meeting at 8:11 PM.

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Joe Thompson, Mayor

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Renee Barron, Community Development Director



# GLADSTONE CITY COMMISSION SPECIAL WORK SESSION

City Hall Chambers – 1100 Delta Avenue  
October 23, 2023  
5:00 PM

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## MINUTES

Mayor Thompson called the work session to order at 5:00 PM.

### PRESENT

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

### ABSENT

Commissioner Judy Akkala- Excused

Public Comment - None

Ms. Kathleen Ciantar, CPA-Principal from Anderson Tackman presented Fiscal Year 2022-2023 Audit to the Commission.

There is no further business before the Commission, Mayor Thompson adjourned the work session.

\_\_\_\_\_  
Joe Maki, Mayor

\_\_\_\_\_  
Renee Barron, Community Development Director

GLADSTONE



**City of Gladstone, MI**

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

**MEETING TYPE  
STAFF REPORT**

<b>Agenda Date:</b> November 13 <sup>th</sup> , 2023	<b>Eric Buckman, City Manager:</b>	_____
<b>Department:</b> Community Development	<b>Department Head Name:</b>	_____
<b>Presenter:</b> Renee Barron	<b>Kim Berry, City Clerk:</b>	_____

**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:** Saunders Point Outdoor Seating

**BACKGROUND:**

Jake Mills, owner of Saunders Point Brewery, located at 1000 Delta Avenue, has requested an outdoor seating space for his new businesses. His state liquor license requires local permission to serve in an outdoor area. Attached is a map of the area he wishes to utilize.

The state license requires an outdoor area to have the area fenced off so that people are deterred from leaving the area with their beverages. He would accomplish this with whiskey barrels and heavy-duty rope to secure an enclosed area. There would be a minimum of 3 feet of sidewalk space around the enclosure so that people may pass freely. The enclosure would be put up during operating hours and then slid to the side after hours. The operating hours are proposed to be Wed-Fri 4pm-10pm, Saturday Noon-10pm, Sunday Noon-8pm

**FISCAL EFFECT:** None

**SUPPORTING DOCUMENTATION:** GIS map

**RECOMMENDATION:** Approve the outside seating area requested as submitted.



1013 SUPERIOR AVE  
052-060-007-00  
SUPERIOR AVE  
-060-008-00

1009 SUPERIOR AVE  
052-060-004-00

1003 SUPERIOR AVE  
052-060-002-00

1001 SUPERIOR AVE  
052-060-001-00

AVE 052-047-012-00

N 10th St

Item 10.

920 DELTA AVE  
052-047-015-00  
918.5

922 DELTA AVE  
052-047-014-00  
DELTA AVE  
052-047-01

924 DELTA AVE  
052-047-013-00  
9  
052-

1000 DELTA AVE  
052-060-019-00

1016 DELTA AVE  
052-060-016-00

DELTA AVE  
0-015-00

N 10th St

Delta Ave

23

1005 DELTA AVE

S 10th St

923 DELTA AVE 05  
052-047-011-00

Delta Ave



# City of Gladstone, MI

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

## Staff Report

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Agenda Date: 11-13-2023                      Eric Buckman, City Manager: \_\_\_\_\_  
 Department: Cemetery                      Department Head Name: \_\_\_\_\_  
 Presenter: Kim Berry                      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:** Cemetery Lot Transfer – Gerald & Rita Erickson to Gladstone American Legion

**BACKGROUND:**

It is a requirement to have cemetery lot transfers within Fernwood Cemetery recorded in the permanent record of the City when a transfer occurs between two private individuals.

Gerald & Rita Erickson came to me to have the official process completed in the Commission minutes.

**FISCAL EFFECT:**

**SUPPORTING DOCUMENTATION:**

Transfer Form

**RECOMMENDATION:**

Approve cemetery lot transfer two plots of Section P-Y Lots 334 & 335 from Gerald & Rita Erickson to Gladstone American Legion.



THIS INDENTURE made and entered into this 5<sup>th</sup> day of NOVEMBER, 2023 between Jerry & Rita Erickson, as party of the first part and Gladstone American Legion, as party of the second part.

WITNESSETH, that upon receipt of one dollar (\$1.00) and other valuable considerations, the receipt of which is hereby acknowledged, the said party of the first part hereby grants, conveys, bargains, sells, remises, releases and quit-claims unto the said party of the second part all and singular that certain piece and parcels of land, known and described as Section P-Y Lots 334 & 335, Perpetual Care Section of Fernwood Cemetery of the City of Gladstone, a municipal corporation of the City of Gladstone, Delta County, Michigan, said parcels of land being situated in the County of Delta and State of Michigan; subject, however, to the consent of the City of Gladstone to such conveyance. To have and to hold the same unto the said party of the second part, his heirs, executors, administrators, and assigns, forever, subject to the consent of the City of Gladstone, aforesaid.

IN WITNESS WHEREOF, the party of the first part has hereunto set his hand and seal the day and year first above written.

Signed, Sealed and Delivered

In presence of:

*Jerry Erickson*

Jerry Erickson

11-5-20-23

Date

*Rita Erickson*

Rita Erickson

11-5-2023

Date

The City of Gladstone hereby consents to the above conveyance pursuant to a Resolution passed by the City Commission on the \_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Kimberly Berry  
City Clerk



# City of Gladstone, MI

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

## Staff Report

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Agenda Date: 11-20-2023                      Eric Buckman, City Manager: \_\_\_\_\_  
 Department: Parks and Recreation      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:**  
 Professional Engineering Services for Pickleball Courts

**BACKGROUND:**  
 I asked Coleman Engineering to give us a proposal for the design of the Pickleball Courts and Construction Assistance. The Pickleball Group have been doing a great job of raising the funds and we want to make sure this facility is constructed correctly and built to last for years to come.

**FISCAL EFFECT:**  
 Not-To-Exceed \$28,000. The City will be reimbursed for these construction costs with funds raised by the Pickleball Club.

**SUPPORTING DOCUMENTATION:**  
 Attached proposal from Coleman

**RECOMMENDATION:**  
 Approve proposal for services.



# COLEMAN ENGINEERING COMPANY

CIVIL ENGINEERING • GEOTECHNICAL ENGINEERING • SURVEYING

635 CIRCLE DRIVE • IRON MOUNTAIN, MI 49801 • PHONE: 906-774-3440

October 19, 2023

Mr. Eric Buckman, City Manager  
City of Gladstone  
1100 Delta Avenue  
Gladstone, MI 49837  
Email: [ebuckman@gladstonemi.org](mailto:ebuckman@gladstonemi.org)

Re: Professional Engineering Services  
Pickleball Court Design and Construction Assistance

Dear Mr. Buckman:

Coleman Engineering Company (CEC) appreciates the opportunity to submit our proposal for professional engineering services for the upcoming pickleball court project at the Gladstone Sports Park in the City of Gladstone (City).

It is our understanding that the City, along with Gladstone Area Pickleball, is planning to construct an eight court pickleball complex in the Gladstone Sports Park. Court surface will be concrete, with asphalt or concrete walkways between the courts. Existing gravel parking lots will be utilized.

CEC will undertake the following tasks to complete this project.

#### Design Phase:

- Meet with the City and Gladstone Area Pickleball representatives to finalize the project scope and delivery schedule.
- Perform a topographical survey of the proposed project site in the Gladstone Sports Park.
- Prepare a plan set with sufficient detail to construct the pickleball courts; this will include detailed grading of the entire complex.
- Assist the City and Gladstone Area Pickleball to obtain and evaluate quotes for the work.
- Assist the City with obtaining a Soil Erosion and Sedimentation Control permit.

#### Construction Phase:

- A Michigan Professional Engineer will make a minimum of four site visits during construction to answer questions and ensure conformance with the plans.

- Provide one-time construction staking of the court layout. This staking will include four vertical elevation benchmarks for contractors use during construction.
- Provide construction materials testing for the project. We have assumed three trips for soils density testing and four trips to perform concrete testing.

Assumptions:

- Soil erosion inspections will be performed by others.
- Geotechnical investigations will not be required.
- Bidding services are not included.
- Clearing and rough grading will be completed by the City of Gladstone.
- Permit fees are the responsibility of others.
- Pavilion/rest area and electrical design is not included.

Fee:

CEC proposes to provide the above referenced professional engineering services on a time and materials basis for a not-to-exceed fee of \$28,000.

Should you accept our proposal, please contact our office and a corresponding Work Order will be provided to you. Once again, we would like to thank the City of Gladstone for this opportunity.

Sincerely,  
COLEMAN ENGINEERING COMPANY



Scott Nowack, P.E.  
Project Manager

SN/mab

GLADSTONE



**City of Gladstone, MI**

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

**MEETING TYPE  
STAFF REPORT**

**Agenda Date:** 11/13/2023

**Eric Buckman, City  
Manager:**

**Department:** DPW

**Department Head Name:**

Barry Lund

**Presenter:** Barry Lund

**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:**

City of Gladstone Road Conditions (PASER RATINGS)

**BACKGROUND:**

I would like to give the Commission an update on the conditions of our roads in the City of Gladstone. The city is finally able to put some money into its street system. That is due to special assessments, the DDA, and the increase in the ACT 51 funds.

**FISCAL EFFECT:**

**SUPPORTING DOCUMENTATION:**

Surface Rating Summary  
2023 Annual Treatment History

**RECOMMENDATION:**

Information Only

# Surface Rating Mileage Summary For A Given Year

Printed On November, 6, 2023

Roadsoft Version 2023.10

Surface Subtype	2023 PASER Rating										Total Centerline Mileage	APR*
	10	9	8	7	6	5	4	3	2	1		
Asphalt	0.000	0.000	0.022	0.162	0.000	0.000	0.000	0.000	0.000	0.000	0.184	7.120
Asphalt-Standard	0.857	3.492	6.206	2.351	5.914	7.806	5.284	3.378	1.156	0.556	37.000	5.804
Composite	0.000	0.000	0.223	0.398	0.302	1.383	0.701	1.061	0.634	0.062	4.764	4.327
Concrete-Standard	0.000	0.000	0.000	0.053	0.039	0.139	0.875	0.313	0.000	0.591	2.010	3.149
<b>Total Centerline Mileage</b>	<b>0.857</b>	<b>3.492</b>	<b>6.451</b>	<b>2.964</b>	<b>6.255</b>	<b>9.328</b>	<b>6.860</b>	<b>4.752</b>	<b>1.790</b>	<b>1.209</b>	<b>43.958</b>	<b>5.528</b>
	Good: 10.800			Fair: 18.547			Poor: 14.611					

Surface Subtype	2014 PASER Rating										Total Centerline Mileage	APR*
	10	9	8	7	6	5	4	3	2	1		
Asphalt	0.000	0.000	0.000	0.000	0.000	0.062	0.000	0.000	0.000	0.000	0.062	5.000
Asphalt-Standard	0.000	0.359	0.204	5.679	4.735	10.331	4.058	5.573	5.508	0.224	36.671	4.605
Composite	0.000	0.117	0.000	0.218	0.403	0.943	1.058	1.210	0.726	0.062	4.737	4.030
Concrete-Standard	0.000	0.000	0.068	0.000	0.168	0.648	0.296	0.193	0.252	0.339	1.964	3.767
Gravel-Standard	0.000	0.000	0.332	0.040	1.026	0.000	0.063	0.000	0.000	0.000	1.461	6.396
<b>Total Centerline Mileage</b>	<b>0.000</b>	<b>0.476</b>	<b>0.604</b>	<b>5.937</b>	<b>6.332</b>	<b>11.984</b>	<b>5.475</b>	<b>6.976</b>	<b>6.486</b>	<b>0.625</b>	<b>44.895</b>	<b>4.566</b>
	Good: 1.080			Fair: 24.253			Poor: 19.562					

\*APR=Average Paser Rating calculated by weighting the mileage with the paser value



# Annual Treatment History Report

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## Gladstone (CityVillage)

**Report Module:** Road Surface Management Analysis

**Today's Date:** 11/1/2023

**Date Range:** 2013 - 2023

### Report Filter(s)

Field Name	Operator	Value(s)
City/Twp	=	Gladstone

# Annual Treatment History Report

Printed On November, 1, 2023

Roadsoft Version 2023.10

Year	Jurisdiction	NFC	Surface	PRNo	Road Name	P.O.B	P.O.E	Length	Lanes	Improvement
2013	Gladstone	MajColl	Asphalt-Standard	3210652	Delta Ave	0.081	0.322	0.241	2	Reconstruction - 6" base, 3" top
2013	Gladstone	MajColl	Asphalt-Standard	3210025	Minneapolis Ave	1.169	1.421	0.252	2	Sealcoat
2013	Gladstone	MinArt	Composite	1349908	N 9th St	0.990	1.107	0.117	2	Overlay - 3" Thick
2013	Gladstone	MinArt	Asphalt-Standard	1349908	N 9th St	1.107	1.143	0.036	2	Overlay - 3" Thick
2013	Gladstone	Local	Asphalt-Standard	1356910	Wisconsin Ave	0.700	0.775	0.075	2	Reconstruction - 6" base, 3" top
						<b>2013</b>	<b>Mileage:</b>	<b>0.721</b>		
2015	Gladstone	MajColl	Asphalt-Standard	5502006	4th Ave N	0.047	0.098	0.051	2	Reconstruction - 9" base, 3" top
2015	Gladstone	Local	Asphalt-Standard	5502006	4th Ave N	0.098	0.150	0.052	2	Reconstruction - 9" base, 3" top
2015	Gladstone	Local	Asphalt-Standard	3210506	Montana Ave	0.079	0.155	0.076	2	Crack Seal
						<b>2015</b>	<b>Mileage:</b>	<b>0.179</b>		
2016	Gladstone	Local	Asphalt-Standard	5502027	Dakota Ave	0.000	0.153	0.153	2	Reconstruction - 6" base, 3" top
2016	Gladstone	MinArt	Asphalt	1349810	Lake Shore Dr	0.000	0.100	0.100	1	Mill & Overlay - 3" Thick
2016	Gladstone	MinArt	Asphalt-Standard	1349810	Lake Shore Dr	0.100	0.107	0.007	1	Mill & Overlay - 3" Thick
2016	Gladstone	MinArt	Asphalt	1349810	Lake Shore Dr	0.107	0.169	0.062	1	Mill & Overlay - 3" Thick





# Annual Treatment History Report

Printed On November, 1, 2023

Roadsoft Version 2023.10

Year	Jurisdiction	NFC	Surface	PRNo	Road Name	P.O.B	P.O.E	Length	Lanes	Improvement	
2016	Gladstone	MinArt	Composite	1349810	Lake Shore Dr	0.169	0.182	0.013	2	Mill & Overlay - 3" Thick	
2016	Gladstone	MinArt	Asphalt-Standard	1349810	Lake Shore Dr	0.182	0.408	0.226	2	Mill & Overlay - 3" Thick	
2016	Gladstone	MajColl	Composite	5502330	Michigan Ave	0.816	1.145	0.329	2	Mill & Overlay - 3" Thick	
2016	Gladstone	MajColl	Asphalt-Standard	3210025	Minneapolis Ave	0.611	0.700	0.089	2	Sealcoat	
2016	Gladstone	Local	Asphalt-Standard	1356902	S 13th St	0.000	0.174	0.174	2	Sealcoat	
2016	Gladstone	MajColl	Asphalt-Standard	1356902	S 13th St	0.174	0.454	0.280	2	Sealcoat	
2016	Gladstone	MajColl	Concrete-Standard	1356902	S 13th St	0.454	0.455	0.001	2	Sealcoat	
2016	Gladstone	MajColl	Asphalt-Standard	3210530	S Hill Rd	0.078	0.150	0.072	4	Mill & Overlay - 3" Thick	
						<b>2016</b>	<b>Mileage:</b>	<b>1.506</b>			
2017	Gladstone	Local	Asphalt-Standard	1357101	Montana Ave	0.000	0.320	0.320	2	Sealcoat	
2017	Gladstone	Local	Asphalt-Standard	1356903	N 12th St	0.418	0.527	0.109	2	Sealcoat	
2017	Gladstone	MinArt	Asphalt-Standard	1350705	N Bluff Dr	0.715	1.399	0.684	2	Sealcoat	
2017	Gladstone	Local	Asphalt-Standard	1350705	N Bluff Dr	1.399	1.696	0.297	2	Sealcoat	
2017	Gladstone	Local	Asphalt-Standard	1356903	S 12th St	0.000	0.418	0.418	2	Sealcoat	



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						<b>2017</b>	<b>Mileage:</b>	<b>1.828</b>			
2018	Gladstone	Local	Asphalt-Standard	3210593	Alyssum St	0.000	0.197	0.197	2	Sealcoat	
2018	Gladstone	Local	Asphalt-Standard	3210699	Armeria St	0.000	0.089	0.089	2	Sealcoat	
2018	Gladstone	Local	Asphalt-Standard	3210592	Aspen Ln	0.000	0.309	0.309	1	Sealcoat	
2018	Gladstone	MinArt	Asphalt-Standard	3210690	Braves Dr	0.000	0.217	0.217	2	Sealcoat	
2018	Gladstone	MinArt	Asphalt-Standard	3210690	Braves Dr	0.229	1.244	1.015	2	Sealcoat	
2018	Gladstone	Local	Asphalt-Standard	1356806	Dakota Ave	0.000	0.585	0.585	2	Sealcoat	
2018	Gladstone	Local	Asphalt-Standard	3210862	Forsythia St	0.000	0.099	0.099	2	Sealcoat	
2018	Gladstone	Local	Asphalt-Standard	3210861	Lobecia	0.000	0.080	0.080	2	Sealcoat	
2018	Gladstone	Local	Asphalt-Standard	3210863	Lobelia St	0.000	0.080	0.080	2	Sealcoat	
2018	Gladstone	Local	Asphalt-Standard	3210703	Mallard Ln	0.000	0.199	0.199	2	Sealcoat	
2018	Gladstone	Local	Asphalt-Standard	1357101	Montana Ave	0.000	0.320	0.320	2	Sealcoat	
2018	Gladstone	Local	Asphalt-Standard	3210591	Mulberry Cir	0.000	0.132	0.132	2	Sealcoat	
2018	Gladstone	Local	Asphalt-Standard	3210638	Mulberry Cir	0.000	0.356	0.356	2	Sealcoat	



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Year	Jurisdiction	NFC	Surface	PRNo	Road Name	P.O.B	P.O.E	Length	Lanes	Improvement	
2018	Gladstone	MinArt	Asphalt-Standard	1350705	N Bluff Dr	0.715	1.399	0.684	2	Sealcoat	
2018	Gladstone	Local	Asphalt-Standard	1350705	N Bluff Dr	1.399	1.696	0.297	2	Sealcoat	
2018	Gladstone	Local	Composite	1356808	S 17th St	0.391	0.472	0.081	2	Sealcoat	
2018	Gladstone	Local	Composite	1356910	Wisconsin Ave	0.000	0.468	0.468	2	Sealcoat	
						<b>2018</b>	<b>Mileage:</b>	<b>5.208</b>			
2020	Gladstone	MajColl	Asphalt-Standard	3210652	Delta Ave	0.565	0.930	0.365	2	Mill & Overlay - 3" Thick	
2020	Gladstone	Local	Asphalt-Standard	1356904	N 11th St	0.494	0.561	0.067	2	Reconstruction - 6" base, 3" top	
2020	Gladstone	Local	Asphalt-Standard	1356907	N 6th St	0.417	0.488	0.071	2	Reconstruction - 6" base, 3" top	
2020	Gladstone	MinArt	Asphalt-Standard	1349908	N 9th St	0.520	0.883	0.363	2	Reconstruction - 6" base, 3" top	
2020	Gladstone	MajColl	Asphalt-Standard	1356909	S 4th St	0.000	0.417	0.417	2	Mill & Overlay - 3" Thick	
2020	Gladstone	Local	Asphalt-Standard	1356907	S 6th St	0.346	0.417	0.071	2	Reconstruction - 6" base, 3" top	
2020	Gladstone	MinArt	Asphalt-Standard	1349908	S 9th St	0.101	0.520	0.419	2	Reconstruction - 6" base, 3" top	
2020	Gladstone	Local	Asphalt-Standard	1357006	Superior Ave	0.078	0.386	0.308	2	Reconstruction - 6" base, 3" top	
						<b>2020</b>	<b>Mileage:</b>	<b>2.081</b>			



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Roadsoft Version 2023.10

Year	Jurisdiction	NFC	Surface	PRNo	Road Name	P.O.B	P.O.E	Length	Lanes	Improvement
2021	Gladstone	Local	Asphalt-Standard	1359101	2nd Ave N	0.000	0.212	0.212	2	Reconstruction - 6" base, 3" top
2021	Gladstone	Local	Asphalt-Standard	1357112	3rd Ave N	0.000	0.050	0.050	2	Sealcoat +
2021	Gladstone	Local	Asphalt-Standard	1359103	6th Ave N	0.000	0.057	0.057	2	Reconstruction - 6" base, 3" top
2021	Gladstone	Local	Asphalt-Standard	5502027	Dakota Ave	0.077	0.485	0.408	2	Sealcoat +
2021	Gladstone	MajColl	Asphalt-Standard	3210652	Delta Ave	0.718	0.930	0.212	2	Sealcoat +
2021	Gladstone	MinArt	Asphalt-Standard	1349810	Lake Shore Dr	0.182	1.128	0.946	2	Sealcoat +
2021	Gladstone	Local	Asphalt-Standard	3210506	Montana Ave	0.000	0.485	0.485	2	Sealcoat +
2021	Gladstone	Local	Asphalt-Standard	1350610	N 13th St	0.000	0.096	0.096	2	Reconstruction - 6" base, 3" top
2021	Gladstone	Local	Asphalt-Standard	1350701	N 14th St	0.000	0.088	0.088	2	Reconstruction - 6" base, 3" top
2021	Gladstone	Local	Asphalt-Standard	1350702	N 15th St	0.000	0.087	0.087	2	Reconstruction - 6" base, 3" top
2021	Gladstone	Local	Asphalt-Standard	1350702	N 15th St	0.176	1.257	1.081	2	Reconstruction - 6" base, 3" top
2021	Gladstone	Local	Asphalt-Standard	1350703	N 16th St	0.000	0.087	0.087	2	Reconstruction - 6" base, 3" top
2021	Gladstone	Local	Asphalt-Standard	1350704	N 17th St	0.244	0.334	0.090	2	Reconstruction - 6" base, 3" top
2021	Gladstone	Local	Asphalt-Standard	1359104	N 17th St	0.000	0.487	0.487	2	Reconstruction - 6" base, 3" top



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Roadsoft Version 2023.10

Year	Jurisdiction	NFC	Surface	PRNo	Road Name	P.O.B	P.O.E	Length	Lanes	Improvement	
2021	Gladstone	Local	Asphalt-Standard	1356907	N 6th St	0.417	0.488	0.071	2	Sealcoat +	
2021	Gladstone	MinArt	Asphalt-Standard	1349908	N 9th St	0.520	0.883	0.363	2	Sealcoat +	
2021	Gladstone	Local	Asphalt-Standard	1359201	N Hupy Ave	0.000	0.124	0.124	2	Reconstruction - 6" base, 3" top	
2021	Gladstone	MajColl	Asphalt-Standard	1356909	S 4th St	0.000	0.417	0.417	2	Sealcoat +	
2021	Gladstone	Local	Asphalt-Standard	1356908	S 5th St	0.000	0.210	0.210	2	Sealcoat +	
2021	Gladstone	Local	Asphalt-Standard	1356907	S 6th St	0.000	0.209	0.209	2	Sealcoat +	
2021	Gladstone	Local	Asphalt-Standard	1356907	S 6th St	0.346	0.417	0.071	2	Sealcoat +	
2021	Gladstone	Local	Asphalt-Standard	1350607	S 8th St	0.000	0.207	0.207	2	Sealcoat +	
2021	Gladstone	MinArt	Asphalt-Standard	1349908	S 9th St	0.000	0.520	0.520	2	Sealcoat +	
2021	Gladstone	MajColl	Asphalt-Standard	3210530	S Hill Rd	0.078	0.150	0.072	4	Sealcoat +	
2021	Gladstone	Local	Asphalt-Standard	1357006	Superior Ave	0.078	0.386	0.308	2	Sealcoat +	
						<b>2021</b>	<b>Mileage:</b>	<b>6.958</b>			
2022	Gladstone	Local	Asphalt-Standard	1892809	26th St	0.000	0.127	0.127	2	Reconstruction - 6" base, 3" top	
2022	Gladstone	Local	Asphalt-Standard	1359101	2nd Ave N	0.000	0.212	0.212	2	Sealcoat	



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Year	Jurisdiction	NFC	Surface	PRNo	Road Name	P.O.B	P.O.E	Length	Lanes	Improvement
2022	Gladstone	Local	Asphalt-Standard	1359103	6th Ave N	0.000	0.057	0.057	2	Sealcoat
2022	Gladstone	Local	Asphalt-Standard	1359205	Gladstone Ave	0.000	0.187	0.187	2	Reconstruction - 6" base, 3" top
2022	Gladstone	MajColl	Asphalt-Standard	5502330	Michigan Ave	0.168	0.587	0.419	2	Sealcoat +
2022	Gladstone	Local	Asphalt-Standard	1357003	Minnesota Ave	1.038	1.072	0.034	2	Sealcoat +
2022	Gladstone	Local	Asphalt-Standard	1350610	N 13th St	0.000	0.096	0.096	2	Sealcoat
2022	Gladstone	Local	Asphalt-Standard	1350701	N 14th St	0.000	0.088	0.088	2	Sealcoat
2022	Gladstone	Local	Asphalt-Standard	1350702	N 15th St	0.000	0.087	0.087	2	Sealcoat
2022	Gladstone	Local	Asphalt-Standard	1350702	N 15th St	0.263	1.257	0.994	2	Sealcoat
2022	Gladstone	Local	Asphalt-Standard	1350703	N 16th St	0.000	0.087	0.087	2	Sealcoat
2022	Gladstone	Local	Asphalt-Standard	1350704	N 17th St	0.244	0.334	0.090	2	Sealcoat
2022	Gladstone	Local	Asphalt-Standard	1359104	N 17th St	0.000	0.487	0.487	2	Sealcoat
2022	Gladstone	Local	Asphalt-Standard	1350705	N Bluff Dr	0.162	0.540	0.378	2	Reconstruction - 6" base, 3" top
2022	Gladstone	Local	Asphalt-Standard	1359201	N Hupy Ave	0.000	0.124	0.124	2	Sealcoat
2022	Gladstone	Local	Asphalt-Standard	3210093	Park Ave	0.000	0.120	0.120	2	Reconstruction - 6" base, 3" top



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Year	Jurisdiction	NFC	Surface	PRNo	Road Name	P.O.B	P.O.E	Length	Lanes	Improvement
2022	Gladstone	Local	Asphalt-Standard	1357002	S 2nd St	0.000	0.100	0.100	2	Sealcoat +
2022	Gladstone	Local	Asphalt-Standard	1357001	S 3rd St	0.000	0.139	0.139	2	Sealcoat +
2022	Gladstone	Local	Asphalt-Standard	1356908	S 5th St	0.210	0.279	0.069	2	Sealcoat +
2022	Gladstone	Local	Asphalt-Standard	1356907	S 6th St	0.209	0.277	0.068	2	Sealcoat +
2022	Gladstone	Local	Asphalt-Standard	1356910	Wisconsin Ave	0.622	1.192	0.570	2	Sealcoat +
						<b>2022</b>	<b>Mileage:</b>	<b>4.533</b>		
2023	Gladstone	Local	Asphalt-Standard	3210030	25th St	0.000	0.037	0.037	2	Sealcoat +
2023	Gladstone	Local	Asphalt-Standard	3210535	25th St	0.000	0.121	0.121	2	Sealcoat +
2023	Gladstone	Local	Asphalt-Standard	1892809	26th St	0.127	0.273	0.146	2	Sealcoat +
2023	Gladstone	Local	Asphalt-Standard	1359206	27th St	0.000	0.129	0.129	2	Sealcoat +
2023	Gladstone	MajColl	Asphalt-Standard	1349901	29th St	1.024	1.069	0.045	3	Sealcoat +
2023	Gladstone	MajColl	Asphalt-Standard	1349901	29th St	1.069	1.719	0.650	2	Sealcoat +
2023	Gladstone	Local	Asphalt-Standard	1359009	3rd Ave N	0.000	0.254	0.254	2	Sealcoat +
2023	Gladstone	Local	Asphalt-Standard	1350610	N 13th St	0.096	0.185	0.089	2	Sealcoat +



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2023	Gladstone	Local	Asphalt-Standard	1350704	N 17th St	0.000	0.244	0.244	2	Sealcoat +
2023	Gladstone	Local	Asphalt-Standard	1350705	N Bluff Dr	0.540	0.715	0.175	2	Sealcoat +
2023	Gladstone	Local	Asphalt-Standard	3210054	Sandy Ln	0.000	0.326	0.326	2	Sealcoat +
2023	Gladstone	Local	Asphalt-Standard	3210696	Sandy Ln	0.000	0.269	0.269	2	Sealcoat +
2023	Gladstone	Local	Asphalt-Standard	1359203	Weston Ave	0.000	0.254	0.254	2	Sealcoat +
2023	Gladstone	Local	Asphalt-Standard	3210691	Wilson Ave	0.000	0.064	0.064	2	Sealcoat +

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**2023 Mileage: 2.803**

<b>Total Centerline Mileage</b>	<b>25.817</b>
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GLADSTONE



**City of Gladstone, MI**

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

**MEETING TYPE  
STAFF REPORT**

**Agenda Date:** November 13, 2023

**Eric Buckman, City  
Manager:**

**Department:** Water & Wastewater

**Department Head Name:**

Robert Spreitzer

**Presenter:** Robert Spreitzer

**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:**

Purchase AMI radios with remaining ARPA funds

**BACKGROUND:**

The Water Department has been in the process of changing to AMI meter reading technology to keep up with the meter conversions being completed by the Electric Department. The hardware and training have been paid for using ARPA funds. At the present time, there is \$153,181.82 of ARPA funds remaining. This money must be spent by 2025. The Water and Wastewater Departments would like to use this money to purchase the remaining number of radios and mounting kits to complete the conversion.

**FISCAL EFFECT:** The net effect will be \$0. The total project will be funded by ARPA funds.

**SUPPORTING DOCUMENTATION:** Please find the attached spread sheet, quote from Primus Marketing and Purchase Order.

**RECOMMENDATION:** Make motion to spend remaining ARPA funds in the amount of \$153,181.82 to purchase 1235 AMI radios from Primus Marketing and amend 2023-24 Water and Wastewater budgets accordingly.

## Water & Wastewater ARPA funds for AMI Project Remaining

### ARPA Funds remaining

Water \$76,590.91

Wastewater \$76,590.91

**TOTAL ARPA Funds remaining** **\$153,181.82**

**Meter Currently in service** **2204**  
 # of AMI radios in use & Stock 1000  
 Remaining Meters 1204  
 Add Radios for non Active + 31  
**Total to complete project** **1235**

AMI Supplies	Quantity	Price	Extended Price
Radios-SN Water V4-EW103400000	1235	\$118.00	\$145,730.00
V4 Mounting Kit	1235	\$5.00	\$6,175.00
Freight	1	\$1,250.00	\$1,250.00
<b>Total AMI Material Price</b>			<b>\$153,155.00</b>

**Remaining Funds After Purchase** **\$26.82**

Material Quotes	DATE	Price	Price Increase
Radios-SN Water V4-	10/25/2023	\$118.00	\$6.00
V4 Mounting Kit	10/25/2023	\$5.00	
Radios-SN Water V4-	1/20/2023	\$112.00	\$29.64
V4 Mounting Kit	1/20/2023	\$5.00	
Radios-SN Water V4-	5/27/2022	\$85.12	
V4 Mounting Kit	5/27/2022	\$2.24	

# Gladstone Utility

## Purchase Order

Date	PO Number
10/26/23	102623RS

**Vendor:** Primus Marketing  
 6133 Blue Circle Drive, Suite 180  
 Minnetonka, MN 55343  
[honeywell@primusmarketing.com](mailto:honeywell@primusmarketing.com)

**Ship to Address:** Gladstone Utility  
 Attn: Rob Spreitzer  
 1100 Delta Ave.  
 Gladstone, MI 49837  
 906-428-3737

**Supplier:** Honeywell/Elster Solutions

**Expected ship date:** 26 weeks ARO

Line	Qty	Elster Catalog #	Description	Unit Price	Ext. Price
1	1235	EW103400000	SN Water V4 - Remote Mount 6' cable unterminated	\$ 118.00	\$ 145,730.00
2	1235	EW10000B000	V4 Mounting Kit - Remote wall mount V4 (has longer screws)	\$ 5.00	\$ 6,175.00

**Net Terms = 30 Days FOB Origin**

**Total = \$ 151,905.00**

**Email invoice to:**  
[mkennedy@gladstonemi.org](mailto:mkennedy@gladstonemi.org)

**Thank You**



# City of Gladstone, MI

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

## Staff Report

**Agenda Date:** November 13, 2023

**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. 7 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:** \$66,842.00 increase in contract price. This will increase the current contract price from \$17,913,528.00 to \$17,980,370.00. Original contract price was \$17,743,000. (\$237,370.00 overall increase, 19.7% of contingency)

**SUPPORTING DOCUMENTATION:** Please see attached Change Order No. 7 from C2AE Engineering.

**RECOMMENDATION:** Make a motion to approve Change Order No. 7 as recommended by C2AE Engineering for a net increase to the contract price of \$66,842.00.



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

# Change Order #7

DATE OF ISSUANCE: **10/31/2023**

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**

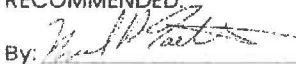
You are directed to make the following changes in the Contract Documents:  
 Description: **See items below.**

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

Attachments: (List documents supporting change) **Bulletin #14, with Contractor Change Order Requests 1 through 5 signed and Staab quotes dated 10/30/2023**

CHANGE IN CONTRACT PRICE:
Original Contract Price
<b>\$17,743,000.00</b>
Net Increase from previous Change Orders No. 1 to 6:
<b>\$170, 528.00</b>
Contract Price prior to this Change Order:
<b>\$17,913,528.00</b>
Net increase of this Change Order:
<b>\$66,842.00</b>
Contract Price with all approved Change Orders:
<b>\$17,980,370.00</b>

CHANGE IN CONTRACT TIMES:
Original Contract Times:
Substantial Completion: <b>April 15, 2024</b> Ready for final payment: <b>June 24, 2024</b>
Net change from previous Change Orders No. 1 to No. 6:
Substantial Completion: <b>3 Months</b> Ready for final payment: <b>2 Months</b>
Contract Times prior to this Change Order:
Substantial Completion: <b>July 15, 2024</b> Ready for final payment: <b>August 15, 2024</b>
Net increase (decrease) this Change Order:
Substantial Completion: <b>None</b> Ready for final payment: <b>None</b>
Contract Times with all approved Change Orders:
Substantial Completion: <b>July 15, 2024</b> Ready for final payment: <b>August 15, 2024</b>

RECOMMENDED:  
 By:   
 ARCH/ENGR (Authorized Signature)  
 Date: 10/31/2023

APPROVED:  
 By: \_\_\_\_\_  
 OWNER (Authorized Signature)  
 Date: \_\_\_\_\_

ACCEPTED:  
 By: \_\_\_\_\_  
 CONTRACTOR (Authorized Signature)  
 Date: \_\_\_\_\_

## 1. Bulletin #14:

- a. **B14.1 Add entrance slab at Primary Settling Tank No. 1 enclosure.** Add entrance slab at east door. Refer to Sheets S-306 and S-803 (reissued).

Reason: Additional entrance slab at exit door added to improve access from door included in Additive Alternate Number 1.

Increase the contract in the amount of: \$4,646.00

- b. **14.2 See modifications at Final Settling Tanks and Influent Split Structure.**
- Add chain across walkway of existing Final Settling Tanks Refer to Sheet S-502 (reissued).
  - Add concrete partition wall extension and aluminum grating on east trough of existing Final Settling Tanks. Refer to Sheets S-502 and S-503 (reissued).
  - Add concrete stair with aluminum handrails on both sides, revise railing layout, and add concrete sidewalk to Influent Split Structure. Refer to Sheets S-502, S-503, S-504, S-803, C-102 (reissued).

Reason: Grading changes required installation of additional grating and safety chain to provide access to the top of the Final Settling Tanks and access to the Scum Trough on FST number 3 to allow for maintenance. The stairway and handrails are required due to the grading changes.

Increase the contract in the amount of: \$39,440.00

- c. **B14.3 Remove railing on Chlorine Contact Tank.** Remove railing on west side of tank. Railing not required due to grade elevation. Refer to Sheet S-601 (reissued).

Reason: Grade was modified to allow the tank to serve as guardrail, no longer requiring rail.

Decrease the contract in the amount of: (\$944.00)

- d. **B14.4 Modification to proposed chemical feed and sample points within the yard. Refer to Sheet C-103 (reissued).**
- All lines mentioned below are to be schedule 80 PVC. All lines shall extend from the Service Building basement, see the reissued C-103 for more details.
  - Add 1" chlorine solution line to Junction MH B, with new chemical diffuser inject quill per detail on Sheet P-802, and add 1/8" vacuum break hole above water service elevation on chemical diffuser detail (not reissued).
  - Add 3-1" chemical feed lines to the effluent well of the MBBR tank. Pipes shall extend over the wall and penetrate through the grating. Provide two (2) independent strands of heat tape, insulation, and metal jacket for each line.
  - Retain three (3) lines as depicted in the original bidding documents to the FST Flow Split Structure, existing Chlorine Contact Tank, and existing Outfall Manhole. All lines are to be capped in the yard adjacent to their associated structures.

Reason: Per Owner request the chemical feed points were modified to ensure chemical solution mixing with process water, while retaining base bid chemical lines to serve as future provisions.

Increase the contract in the amount of: \$18,762.00

- e. **B14.5 Modifications to the site plan. Note triangled changes throughout the reissued Sheet.**
- Refer to revised Sheet C-102 for more detail on modifications to the site plan (reissued).
  - Delete three (3) strands of barbed wire and remove anti-climb accessories, provide post caps for 6' fencing. See detail on Sheet C-104 (not reissued). Adjust alignment per reissued Sheet. Adding approximately 304 LF of fencing and 24' double leaf swing gate for the east entrance.
  - Delete approximately 80 LF of concrete sidewalk north of the Administration Building.
  - Adjust the location of the gas handling equipment flare.
  - Add one (1) additional parking space.
  - Add 25' of concrete sidewalk from the PST No. 1 to the sludge boiler room door.
  - Add 35' of concrete sidewalk from the Administration Building south, extending beyond the loading dock.
  - Adjust elevation of concrete apron adjacent to the sludge boiler room door and along east wall of the service building.
  - Adjust grading elevations around FST and Chlorine Contact Tanks.

Project Description: **Gladstone, MI Wastewater Treatment Plant Improvements, SRF Project No. 5727-01**

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Reason: Per Owner request the site plan was modified to ensure operators will have access to all areas of the facility. The waste gas flare was positioned further away from any existing structure, requiring the fencing to shift.

Increase the contract in the amount of: \$21,938.00

2. Contract Allowances Specification 012100:

a. **Delete Allowance #2 for Electrical Service Installation by Utility Owner as stated on the Bid Form.**

Reason: Work performed by City Electrical Department.

Decrease the contract in the amount of: (\$17,000.00)







# City of Gladstone, MI

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

## Staff Report

**Agenda Date:** November 13, 2023      **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 #16.

**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 #16 includes C2AE invoice # 75496 totaling \$19,935.84 and Staab Construction payment #17 totaling \$915,704.00.

**FISCAL EFFECT:** \$935,640.00

**SUPPORTING DOCUMENTATION:** Request for Disbursement of Funds Draw #16 packet.

**RECOMMENDATION:** Approve Request for Disbursement of Funds Draw #16 totaling \$935,640.00.

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 # <b>5727-01</b>	B. Request # <b>16</b>	C. Period Covered by Request 09/25/2023 to 10/25/2023 (M/D/Y) (M/D/Y)	D. Request Type <input checked="" type="checkbox"/> partial <input type="checkbox"/> final	E. Recipient's EIN <b>38-6004686</b>	F. Loan Amount <b>\$21,305,000</b>
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				\$19,936.00	\$614,533.00
14. CONSTRUCTION COSTS (bid contracts)				\$915,704.00	\$10,845,539.00
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				\$935,640.00	
20. TOTAL CUMULATIVE AMOUNT INCURRED TO DATE					\$12,957,274.00
21. AMOUNT PREVIOUSLY DISBURSED					\$12,021,634.00
22. AMOUNT REQUESTED FOR DISBURSEMENT					\$935,640.00

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.

Authorized Representative Name (Print or Type): \_\_\_\_\_ Title: \_\_\_\_\_

Authorized Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

EMAIL THIS COMPLETED REQUEST TO YOUR EGLE PROJECT MANAGER  
OR MAIL TO THE ADDRESS SHOWN ON THE NEXT PAGE

**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

October 20, 2023  
 Project No: 21-0210  
 Invoice No: 75496

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 October 15, 2023**

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	95.00	306,850.00	306,850.00	0.00
0060 Post Construction Engineering	17,000.00	0.00	0.00	0.00	0.00
<b>Total Fee</b>	<b>1,618,000.00</b>		<b>1,584,850.00</b>	<b>1,584,850.00</b>	<b>0.00</b>
<b>Total Fee</b>					<b>0.00</b>
<b>Total this Phase</b>					<b>0.00</b>

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.



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

**Contractor's Application for Payment No. 17**

Application Period: <b>09/25/23 to 10/25/2023</b>		Application Date: <b>10/25/23</b>
To (Owner): <b>CITY OF GLADSTONE</b>	From (Contractor): <b>Staab Construction Corporation</b>	Via (Engineer): <b>C2AE</b>
Project: <b>4632- GLADSTONE, MI WWTF</b>	Contract:	
Owner's Contract No:	Contractor's Project No: <b>4632-</b>	Engineer's Project No: <b>ENG PROJ NO. 21-0120</b>

**Application for Payment  
 Change Order Summary**

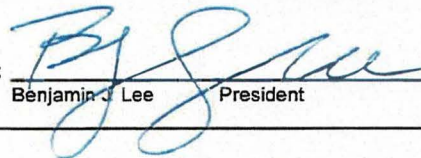
Change Orders approved in Previous months by Owner	\$190,269.00	-\$174,010.00
Number	Additions	Deductions
	0.00	0.00
<b>TOTALS</b>	\$190,269.00	-\$174,010.00
Net Change by Change Orders		\$16,259.00

1. ORIGINAL CONTRACT PRICE .....	\$17,743,000.00
2. Net Change By Change Orders .....	\$16,259.00
3. Current Contract Price (Line 1+2) .....	\$17,759,259.00
4. TOTAL COMPLETED AND STORED TO DATE (Column G on Progress Estimate) .....	\$11,733,502.00
5. RETAINAGE:	
5.00 % of Total Contract (Project over 50% Complete)	
c. Total Retainage (Line 5a = 5b) .....	\$887,962.95
6. AMOUNT ELEGIBLE TO DATE (Line 4 - Line 5c) ....	\$10,845,539.05
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application) .....	\$9,929,835.05
8. AMOUNT DUE THIS APPLICATION .....	\$915,704.00
9. BALANCE TO FINISH, PLUS RETAINAGE .....	
(Column H on Progress Estimate + Line 5 above) .....	\$6,913,719.95

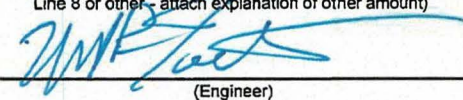
**Contractor's Certification**

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:  Date: 11-2-23  
 Benjamin J. Lee President

Payment of: \$ 915,704.00  
 Line 8 or other - attach explanation of other amount)

is recommended by:  11-2-23  
 (Engineer) (Date)

Payment of: \$ 915,704.00  
 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. : 17  
 Application Date : 10/25/2023  
 To: 10/25/2023  
 Architect's Project No.: ENG PROJ NO. 21-0120

Invoice #: 17 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	306,000.00	18,000.00	0.00	324,000.00	77.14%	96,000.00	
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	300,000.00	20,000.00	0.00	320,000.00	76.19%	100,000.00	
015000-00	Temporary Facilities	130,000.00	90,000.00	6,000.00	0.00	96,000.00	73.85%	34,000.00	
016000-00	Yard & Equipment	545,000.00	360,000.00	20,000.00	0.00	380,000.00	69.72%	165,000.00	
024100-00	Demolition	145,000.00	20,000.00	0.00	0.00	20,000.00	13.79%	125,000.00	
024135-00	Equipment Demo	55,000.00	30,000.00	5,000.00	0.00	35,000.00	63.64%	20,000.00	
030000-00	Sitework Concrete	130,000.00	12,000.00	20,000.00	0.00	32,000.00	24.62%	98,000.00	
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	0.00	0.00	0.00	0.00	0.00%	63,000.00	
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	0.00	0.00	0.00	0.00	0.00%	26,000.00	
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	2,908.00	0.00	191,526.00	194,434.00	60.76%	125,566.00	
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	0.00	0.00	70,490.00	70,490.00	61.83%	43,510.00	
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	99,000.00	0.00	75,000.00	174,000.00	58.00%	126,000.00	
081000-00	Metal & FRP Doors	180,000.00	170,000.00	0.00	0.00	170,000.00	94.44%	10,000.00	
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

Item 16.

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. : 17  
 Application Date : 10/25/2023  
 To: 10/25/2023  
 Architect's Project No.: ENG PROJ NO. 21-0120

Invoice # : 17 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					
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	0.00	0.00	11,759.00	11,759.00	45.23%	14,241.00	
099100-00	Painting	480,000.00	70,000.00	20,000.00	0.00	90,000.00	18.75%	390,000.00	
101000-00	Misc Specialties	15,000.00	6,000.00	5,000.00	0.00	11,000.00	73.33%	4,000.00	
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	90,000.00	0.00	0.00	90,000.00	94.74%	5,000.00	
124000-00	Furnishings ALLOWANCE	40,000.00	0.00	0.00	0.00	0.00	0.00%	40,000.00	
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	183,719.00	0.00	55,281.00	239,000.00	59.01%	166,000.00	
230500-00	HVAC	1,400,000.00	479,000.00	0.00	0.00	479,000.00	34.21%	921,000.00	
260500-00	Electrical Construction	2,300,000.00	925,000.00	55,000.00	0.00	980,000.00	42.61%	1,320,000.00	
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	422,000.00	0.00	0.00	422,000.00	71.53%	168,000.00	
312343-00	Dewatering	320,000.00	310,000.00	10,000.00	0.00	320,000.00	100.00%	0.00	
314116-00	Permanent Sheet piling	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	0.00	350,000.00	5,000.00	355,000.00	98.61%	5,000.00	
333000-02	Underground Piping Install	570,000.00	342,000.00	218,000.00	0.00	560,000.00	98.25%	10,000.00	
400519-01	Interior Piping Materials	1,100,000.00	0.00	0.00	491,445.00	491,445.00	44.68%	608,555.00	
400519-02	Interior Piping Install	390,000.00	63,000.00	37,000.00	0.00	100,000.00	25.64%	290,000.00	
400557-00	Stop & Slide Gates	240,000.00	1,651.00	156,349.00	40,000.00	198,000.00	82.50%	42,000.00	
400562-00	Valve Material	650,000.00	0.00	0.00	533,755.00	533,755.00	82.12%	116,245.00	
412214-00	Trolley & Hoist	49,000.00	0.00	0.00	16,956.00	16,956.00	34.60%	32,044.00	
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 Sumpers 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.  
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 To: 10/25/2023  
 Architect's Project No.: ENG PROJ NO. 21-0120

Invoice #: 17 Contract: 4632- GLADSTONE, MI WWTF

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			From Previous Application (D+E)	This Period In Place					
462324-00	Vortex Grit Removal and Classifier	380,000.00	0.00	0.00	291,500.00	291,500.00	76.71%	88,500.00	
464350-00	Chain and Flight Sludge Collector	355,000.00	40,372.00	10,000.00	264,628.00	315,000.00	88.73%	40,000.00	
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	
<b>Grand Totals</b>		<b>17,759,259.00</b>	<b>7,976,960.00</b>	<b>950,349.00</b>	<b>2,806,193.00</b>	<b>11,733,502.00</b>	<b>66.07%</b>	<b>6,025,757.00</b>	<b>887,962.95</b>



GLADSTONE



**City of Gladstone, MI**

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

**MEETING TYPE  
STAFF REPORT**

<b>Agenda Date:</b> November 13, 2023	<b>Eric Buckman, City Manager:</b>
<b>Department:</b> Treasurer	<b>Department Head Name:</b> Vicki Schroeder
<b>Presenter:</b> Vicki Schroeder	<b>Kim Berry, City Clerk:</b>

**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:** City of Gladstone Cash Handling Policy

**BACKGROUND:** The cash handling policy is one of the policies the City needs to have adopted in order to receive Federal funds. I've had this policy written for quite some time but just haven't gotten to bringing it before the Commission for approval.

A cash handling policy gives more direction, structure and controls on the authorization, collection, and custody of cash and cash equivalents. This will also help the Recreation Department who has multiple collection points.

**FISCAL EFFECT:**

**SUPPORTING DOCUMENTATION:** City of Gladstone Cash Handling Policy

**RECOMMENDATION:** Approve the cash handling policy as presented.

## City of Gladstone Cash Handling Policy

**Purpose:** Provide direction for collection, custody and reporting of cash and cash equivalents, and outline specific cash handling procedures for department use. To incorporate strong internal controls for cash handling that are designed to safeguard and protect our employees and the city.

Cash and cash equivalents apply to currency, coin, checks, charge or debit card payments, other electronic payment media and negotiable instruments payable in money to the city.

**Persons/Areas Affected:** All persons and departments receiving cash and cash equivalents payments.

**Policy:** The City Treasurer has the authorized to establish rules and procedures for the receipting, handling, and depositing of city funds. The Treasurer has the authority to conduct periodic reviews/audits of cash handling procedures. The City Treasurer has the authority to authorize or rescind authorization of cash handlers; inspect departmental cash records including overages and shortages; to inspect departmental practices and procedures. The City Treasurer shall enforce these through:

- Onsite inspections.
- By rescinding authorization of any officer or employee who fails to comply with the established rules and policies.
- In the event of noncompliance by a department or office, requiring that all payments to that department or office be done by the Treasurer or designee.

The cash handling policy also requires that areas receiving cash be approved by the Treasurer as a cash collection point, unless they are established by statute.

**Collection: All incoming cash and cash equivalents must-**

- Be accounted for as received and a receipt made.
- Be removed from the counter and workspace after each transaction and before the cash handler leaves the workstation.
- Never be left unattended or accessible to unauthorized persons.
- Be in a secure cash box, register or safe and locked when not in use.
- Be kept to a minimum. Excess funds should be removed and stored in a secure place or deposited with the Treasurer or designee.
- Should never be used for refunds or cashing of personal checks.
- Be counted and handled out of sight of the public when reconciling.
- Be reconciled to the total receipts for that day.
- Be deposited with the Treasurer's office or designee the next business day.

**Custody: Cash handling and responsibilities for departments-**

- The Department Head is responsible for the care and liability of all cash and cash equivalents until deposited with the treasurer's office or designee.
- Provide for the safekeeping and timely, accurate deposit of the cash and cash equivalents.

- Assign the receiving of cash and cash equivalents to those persons authorized by the Treasurer's or Manager's office.
- Adequate separation of duties and checks and balances, which includes cash collecting, reconciling, and reporting.
- Notify the City Treasurer and Manager of any loss or theft immediately upon discovery, and within 24 hours, have a written notice of discovery to both entities.
- Allow for onsite inspections and observations of cash handling procedures by the treasurer or designee.
- Protect employees from risk by following the established policies and procedures.

**Cash handling and responsibilities for cash handlers-**

- Authorization by the Treasurer's office for cash handling.
- Responsible for the integrity of the cash and cash equivalents in his/her possession.
- Always keep cash and cash equivalents in a consistent manner and to a minimum.
- Balance the cash and cash equivalents daily.
- Report any over/shortage immediately to their supervisor.
- Under no circumstance should an individual keep or deposit city cash and cash equivalents with their own personal funds or take city funds home for safekeeping.
- Comply with cash handling operations, according to established policy or procedures.

**Reporting:** All cash receipts and related documents must be maintained in accordance with the State of Michigan Record Retention schedule. Cash drawer reconciliation sheets, computerized reports, bank deposit slips, credit card receipts, manual cash receipts, etc. must be retained for the current year + seven by the Treasurer's office.

**Specifics:** Strong internal controls for cash collection are necessary to prevent mishandling of funds and are designed to safeguard and protect employees from inappropriate charges of mishandling funds by defining their responsibilities in the cash handling process. Approval by the Treasurer's office is required of any changes in the cash handling procedures.

- **Authorization of Cash Handlers:** Only those persons who have been authorized by the City Treasurer or Manager shall be allowed to receive and handle city cash and cash equivalents.
- **Establishing Cash Collection Points:** The Treasurer's office must authorize all cash collection points before collection begins. A cash collection point is defined as a department that handles cash on a regular basis. Although departments with casual cash collections are not recognized as cash collection points, they must follow the same cash handling policies and procedures that apply to the cash collection points.

I have received and reviewed a copy of the City of Gladstone’s Cash Handling Procedures.

---

Department Head

---

Date

Adopted:

GLADSTONE



**City of Gladstone, MI**

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

**MEETING TYPE  
STAFF REPORT**

<b>Agenda Date:</b> November 13, 2023	<b>Eric Buckman, City Manager:</b>
<b>Department:</b> Treasurer	<b>Department Head Name:</b> Vicki Schroeder
<b>Presenter:</b> Vicki Schroeder	<b>Kim Berry, City Clerk:</b>

**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:** CVTRS Program

**BACKGROUND:** The City, Village and Township Revenue Sharing Program is the statutory portion of revenue sharing that has certain qualifying requirements attached to it. The citizen’s guide and performance dashboard are no longer required. Attached are the projected budget report and Debt Service Reports, which are still required and due by December 7<sup>th</sup>.

**FISCAL EFFECT:** \$132,387

**SUPPORTING DOCUMENTATION:** CVTRS Certification Form, projected general fund budget, debt service reports.

**RECOMMENDATION:** Approve the City Manager to sign the CVTRS Certification Form and submit to the State Department of Treasury.

Michigan Department of Treasury  
4886 (Rev. 09-23)

## City, Village, and Township Revenue Sharing and County Incentive Program Certification

Issued under authority of 2023 Public Act 119. Filing is mandatory to qualify for payments.

Each city/village/township/county applying for City, Village, and Township Revenue Sharing or County Incentive Program payments must:

1. Certify to the Michigan Department of Treasury (Treasury) that the local unit listed below:
  - a. Produced and made available to the public a Debt Service Report and a Projected Budget Report as required by 2023 Public Act 119.
  - b. Will include in any mailing of general information to its citizens, the internet website address or the physical location where all the documents are available for public viewing in the clerk's office.
  - c. Must use the public safety designated payments specifically for local public safety initiatives.
2. Submit to Treasury a Debt Service Report and a Projected Budget Report.

This certification, along with a Debt Service Report and a Projected Budget Report, **must be received by December 7, 2023**, (or the first day of a payment month) in order to qualify for that month's payment. Postmark dates will not be considered. For questions, call 517-335-7484.

PART 1: LOCAL UNIT INFORMATION			
Local Unit Name CITY OF GLADSTONE		Local Unit County Name DELTA	
Local Unit Code 21-2020		Contact E-Mail Address VSCHROEDER@GLADSTONEMI.ORG	
Contact Name VICKI SCHROEDER	Contact Title TREASURER	Contact Telephone Number (906) 428-3636	Extension
Website Address, if reports are available online WWW.GLADSTONEMI.ORG		Current Fiscal Year End Date 3/31/2023	
PART 2: CERTIFICATION			
In accordance with 2023 Public Act 119, the undersigned hereby certifies to Treasury that the above mentioned local unit:			
<ol style="list-style-type: none"> <li>1. Produced a Debt Service Report and a Projected Budget Report;</li> <li>2. Will include in any mailing of general information to our citizens, the internet website address or the physical location where all the documents are available for public viewing in the clerk's office;</li> <li>3. Will use public safety designated payments for local public safety initiatives only;</li> <li>4. Attached the Debt Service Report and Projected Budget Report to this signed certification.</li> </ol>			
Chief Administrative Officer Signature (as defined in MCL 141.422b)		Printed Name of Chief Administrative Officer (as defined in MCL 141.422b)	
		ERIC BUCKMAN	
Title CITY MANAGER		Date	

Email the completed and signed form (including required attachments) to: [TreasRevenueSharing@michigan.gov](mailto:TreasRevenueSharing@michigan.gov).

If you are unable to submit via email, fax to 517-335-3298 or mail the completed form and required attachments to:

Michigan Department of Treasury  
Revenue Sharing and Grants Division  
PO Box 30722  
Lansing MI 48909

# Projected Budget Report

CITY OF GLADSTONE  
 21-2020  
 3/31/2024  
 GENERAL FUND

Local Unit Name:  
 Local Unit Code:  
 Current Fiscal Year End Date:  
 Fund Name:

REVENUES	Current Year Budget	Percentage Change	Year 2 Budget	Assumptions
Property Taxes	\$ 1,759,387	2 %	\$ 1,794,575	2% Increase
Other Taxes	\$ 10,156	2 %	\$ 10,359	2% Increase
State Revenue Sharing	\$ 737,617	- %	\$ 737,617	Revenue sharing to remain flat
Income Tax	\$ -	- %	\$ -	
Fines & Fees	\$ 166,880	2 %	\$ 170,218	Increase in fee rates
Licenses & Permits	\$ 5,750	- %	\$ 5,750	No change in rates
Interest Income	\$ -	100 %	\$ 8,000	
Grant Revenues	\$ 622,000	(100) %	\$ -	Took out large boardwalk grant budgeted for in 2024
Program Revenues	\$ 295,050	2 %	\$ 300,951	Increase in user fee rates
Donations	\$ 1,800	- %	\$ 1,800	Remain flat
Other Revenues	\$ 327,000	- %	\$ 327,000	Increase to offset wages & benefits increase
Interfund Transfers (In)	\$ 885,344	4 %	\$ 920,758	
<b>Total Revenues</b>	<b>\$ 4,810,984</b>		<b>\$ 4,277,027</b>	
<b>EXPENDITURES</b>				
General Government	\$ 805,732	4 %	\$ 837,961	4% increase on wages and benefits
Police and Fire	\$ 1,842,787	4 %	\$ 1,916,498	
Other Public Safety	\$ 9,875	- %	\$ 9,875	K9 unit offset by donations
Roads	\$ 27,156	- %	\$ 27,156	
Other Public Works	\$ 427,823	4 %	\$ 444,936	4% increase on wages and benefits
Health and Welfare	\$ -	- %	\$ -	
Community & Economic Development	\$ 170,573	4 %	\$ 177,396	
Recreation & Culture	\$ 541,463	4 %	\$ 563,122	
Capital Outlay	\$ 830,880	- %	\$ 209,880	Decreased capital outlay
Debt Service	\$ 50,000	- %	\$ 50,000	
Other Expenditures	\$ 96,511	4 %	\$ 100,371	Cemetery operations (4% increase on wages and benefits)
Interfund Transfers (Out)	\$ -	- %	\$ -	
<b>Total Expenditures</b>	<b>\$ 4,802,800</b>		<b>\$ 4,337,196</b>	
<b>Net Revenues (Expenditures)</b>	<b>\$ 8,184</b>		<b>\$ (60,168)</b>	
<b>Beginning Fund Balance</b>	<b>\$ 8,184</b>		<b>\$ 8,184</b>	
<b>Ending Fund Balance</b>	<b>\$ 8,184</b>		<b>\$ (51,984)</b>	

Commentary:

# Debt Service Report

**Local Unit Name:** CITY OF GLADSTONE  
**Local Unit Code:** 21-2020  
**Current Fiscal Year End Date:** 3/31/2023

**Debt Name:** 2020 CAPITAL IMPROVEMENT BOND  
**Issuance Date:** 3/17/2020  
**Issuance Amount:** \$4,495,000  
**Debt Instrument (or Type):** LIMITED TAX GENERAL OBLIGATION  
**Repayment Source(s):** MULTIPLE FUNDS

Years Ending	Principal	Interest	Total
2021	\$ 250,000	\$ 112,612	\$ 362,612
2022	\$ 250,000	\$ 110,350	\$ 360,350
2023	\$ 260,000	\$ 102,850	\$ 362,850
2024	\$ 265,000	\$ 95,050	\$ 360,050
2025	\$ 275,000	\$ 87,100	\$ 362,100
2026	\$ 280,000	\$ 78,850	\$ 358,850
2027	290,000	70,450	360,450
2028	300,000	61,750	361,750
2029	310,000	52,750	362,750
2030	315,000	43,450	358,450
2031	325,000	34,000	359,000
2032	335,000	27,500	362,500
2033	340,000	20,800	360,800
2034	345,000	14,000	359,000
2035	355,000	7,100	362,100
<b>Totals</b>	<b>\$ 4,495,000</b>	<b>\$ 918,612</b>	<b>\$ 5,413,612</b>

Commentary:



## Debt Service Report

**Local Unit Name:** CITY OF GLADSTONE  
**Local Unit Code:** 21-2020  
**Current Fiscal Year End Date:** 3/31/2023

**Debt Name:** SEWER BOND  
**Issuance Date:** 12/14/2006  
**Issuance Amount:** \$1,090,718  
**Debt Instrument (or Type):** BOND  
**Repayment Source(s):** WASTEWATER FUND

Years Ending	Principal	Interest	Total
2013	\$ 50,000	\$ 13,743	\$ 63,743
2014	\$ 50,000	\$ 12,930	\$ 62,930
2015	\$ 55,000	\$ 12,118	\$ 67,118
2016	\$ 55,000	\$ 11,224	\$ 66,224
2017	\$ 55,000	\$ 10,330	\$ 65,330
2018	\$ 55,000	\$ 9,437	\$ 64,437
2019	55,000	8,543	63,543
2020	55,000	7,649	62,649
2021	55,000	6,755	61,755
2022	60,000	5,862	65,862
2023	60,000	4,887	64,887
2024	60,000	3,912	63,912
2025	60,000	2,937	62,937
2026	60,000	1,962	61,962
2027	60,718	987	61,705
<b>Totals</b>	<b>\$ 845,718</b>	<b>\$ 113,276</b>	<b>\$ 958,994</b>

Commentary:

## Debt Service Report

**Local Unit Name:** CITY OF GLADSTONE  
**Local Unit Code:** 21-2020  
**Current Fiscal Year End Date:** 3/31/2023

**Debt Name:** NORTSHORE INSTALLMENT PURCHASE AGREEMENT  
**Issuance Date:** 12/17/2021  
**Issuance Amount:** \$750,000  
**Debt Instrument (or Type):** INSTALLMENT PURCHASE AGREEMENT  
**Repayment Source(s):** DOWNTOWN DEVELOPMENT AUTHORITY

Years Ending	Principal	Interest	Total
2022	\$ 41,370	\$ 19,875	\$ 61,245
2023	\$ 42,467	\$ 18,779	\$ 61,245
2024	\$ 43,592	\$ 17,653	\$ 61,245
2025	\$ 44,747	\$ 16,498	\$ 61,245
2026	\$ 45,933	\$ 15,312	\$ 61,245
2027	\$ 47,150	\$ 14,095	\$ 61,245
2028	48,400	12,846	61,245
2029	49,682	11,563	61,245
2030	50,999	10,246	61,245
2031	52,350	8,895	61,245
2032	53,738	7,508	61,245
2033	55,162	6,084	61,245
2034	56,623	4,622	61,245
2035	58,124	3,121	61,245
2036	59,664	1,581	61,245
<b>Totals</b>	<b>\$ 750,000</b>	<b>\$ 168,679</b>	<b>\$ 918,678</b>

Commentary:

# Debt Service Report

Item 18.

**Local Unit Name:** CITY OF GLADSTONE  
**Local Unit Code:** 21-2020  
**Current Fiscal Year End Date:** 3/31/2023

**Debt Name:** 2022 WASTEWATER PLANT IMPROVEMENT BOND  
**Issuance Date:** 6/6/2022  
**Issuance Amount:** \$18,109,250  
**Debt Instrument (or Type):** BOND  
**Repayment Source(s):** WASTEWATER FUND

Years Ending	Principal	Interest	Total
2024	\$ 440,000	\$ -	\$ 440,000
2025	\$ 445,000	\$ -	\$ 445,000
2026	\$ 455,000	\$ -	\$ 455,000
2027	\$ 465,000	\$ -	\$ 465,000
2028	\$ 475,000	\$ -	\$ 475,000
2029	\$ 485,000	\$ -	\$ 485,000
2030	495,000	-	495,000
2031	505,000	-	505,000
2032	520,000	-	520,000
2033	530,000	-	530,000
2034	540,000	-	540,000
2035	550,000	-	550,000
2036	565,000	-	565,000
2037	575,000	-	575,000
2038	590,000	-	590,000
2039	600,000	-	600,000
2040	615,000	-	615,000
2041	625,000	-	625,000
2042	640,000	-	640,000
2043	655,000	-	655,000
2044	665,000	-	665,000
2045	680,000	-	680,000
2046	695,000	-	695,000
2047	710,000	-	710,000
2048	725,000	-	725,000
2049	740,000	-	740,000
2050	755,000	-	755,000
2051	775,000	-	775,000
2052	790,000	-	790,000
2053	804,250	-	804,250
<b>Totals</b>	<b>\$ 18,109,250</b>	<b>\$ -</b>	<b>\$ 18,109,250</b>

Commentary:

GLADSTONE



**City of Gladstone, MI**

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

**MEETING TYPE  
STAFF REPORT**

**Agenda Date:** November 13, 2023

**Eric Buckman, City  
Manager:**

**Department:** City Wide

**Department Head Name:**

Vicki Schroeder

**Presenter:** Vicki Schroeder

**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:** Credit Card Policy, Procedures and Use

**BACKGROUND:** Attached is the updated Credit Card Policy, Procedures and Use document. The current policy was adopted in 1997 which was in need up updating and was also a suggestion of our auditors.

The policy presented complies with Public Act 266 of 1995 which requires certain controls and responsibilities be adopted by the municipality when the use of credit cards is authorized. All of those provisions are in the new policy presented.

**FISCAL EFFECT:**

**SUPPORTING DOCUMENTATION:** New Credit Card Policy and Public Act 266 of 1995.

**RECOMMENDATION:** Approve the Credit Card Policy as presented.

## City of Gladstone

### Credit Card Policy, Procedures and Use

This policy will replace the Credit Card Policy & Procedures approved 10/13/1997.

#### **Purpose**

To comply with Public Act 266 of 1995 which requires certain controls and responsibilities be adopted by the local agency when the use of credit cards is authorized.

#### **Scope**

This policy applies to all employees including contractual employees and interns.

#### **Internal Control Procedures:**

- The City Treasurer and City Manager are responsible for the City's credit card issuance, accounting, monitoring, retrieval and generally for overseeing compliance with the City's Credit Card Policy. City cards may be issued to City Department Heads. Cards may be used by an officer or employee of the city for the purchase of goods or services for official City business.
- The total combined authorized credit limit of all credit cards issued by the City shall not exceed five percent (5%) of the total budget of the City for the current fiscal year in compliance with MCL 129.244 Section 4 (1).
- The governing body of the local unit may include in its budget and pay the balance due on any credit cards, including the annual fee and interest.

#### **Cardholder Responsibilities**

- Only authorized employees of the city may use the municipal credit card.
- The municipal credit card may only be used for purchase of goods and services for official City business and must be in compliance with the City's Purchasing & Bidding policy. Any purchase \$5,000 or more requires City Commission approval.
- The authorized employee using the credit card shall submit documentation that includes the details of the goods or services purchased, the cost of goods or services, the date of the purchase and the official business for which purchased.
- The employee to whom the credit card is issued is responsible for its protection, custody and use and shall immediately notify the City Treasurer or City Manager if the card is lost, stolen or misused.
- Users of the card are to notify vendors of the City's tax-exempt status.
- The credit card may not be used for cash advances, personal use or any purchase not specific to the needs of the city.
- The credit card must be surrendered upon termination of employment. The city will withhold final payroll and accrued leave checks pending the surrender of the card.
- The card holder/user is liable for using the card for unauthorized purposes. Violation of these responsibilities subjects the user to discipline up to and including termination. The user is also subject to the appropriate civil and criminal sanctions as allowed by law.
- All credit card purchases shall be reviewed by the Supervisor.

- Following review, the Supervisor must confirm the date of the purchases, items purchased, official city business, and amount charged. Receipts should then be attached to the credit card statement.

**Limiting or Suspending Authority to Issue and Use Credit Cards**

- After a hearing conducted under the administrative procedures' act of 1969, Act No. 306 of the Public Acts of 1969, being sections 24.201 to 24.328 of the Michigan Compiled Laws, the department of the treasury may issue an order limiting or suspending the authority of a local unit to issue and use credit cards under Act 266 of 1995 for failure to comply with the requirements of this act or with the requirements of the local unit's credit card policy.

Adopted: \_\_\_\_\_

**Attachment A  
City of Gladstone  
Credit Cardholder Agreement**

Requirements for use of a Municipal Credit Card:

- The credit card is to be used only to make purchases at the request of and for legitimate business benefit of, the City of Gladstone, MI.
- The credit card must be used in accordance with the provisions of the Credit Card Policy established by the City of Gladstone and Act 266 of 1995, as attached hereto.

Violations of these requirements may result in revocation of use privileges. Employees found to have inappropriately used the credit card will be required to reimburse the City of Gladstone for all costs associated with such improper use through direct payment or payroll deduction. Disciplinary action(s) may be taken including termination. The City of Gladstone will investigate and commence inappropriate cases, criminal prosecution against any employee found to have misused the credit card or who violates the provisions of the credit card policy and/or cardholder agreement.

Credit Card Number: \_\_\_\_\_

Credit Card Received by Name: \_\_\_\_\_

I acknowledge receipt of the attached Credit Card Policy and agree to abide by said policy.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

(Below, for City Clerk's Office Use Only)

**Credit Card Returned**

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**CREDIT CARD TRANSACTIONS**  
**Act 266 of 1995**

AN ACT to authorize and regulate credit card transactions involving local units of government, including the use of credit cards by officers and employees of local units of government; and to provide for powers and duties of certain state and local agencies, officers, and employees.

**History:** 1995, Act 266, Eff. July 8, 1996.

*The People of the State of Michigan enact:*

**129.241 Definitions.**

Sec. 1. As used in this act:

(a) "Budget" means a plan of financial operation for a given period of time, including an estimate of all proposed expenditures from the funds of a local unit and the proposed means of financing the expenditures. As used in section 4(1), budget does not include any of the following:

- (i) A fund for which the local unit acts as a trustee or agent.
- (ii) An intragovernmental service fund.
- (iii) An enterprise fund.
- (iv) A public improvement or building and site fund.
- (v) A special assessment fund.

(b) "Credit card" means a card or device issued under a credit card arrangement by a person licensed under 1984 PA 379, MCL 493.101 to 493.114, by a person licensed under the consumer financial services act, 1988 PA 161, MCL 487.2051 to 487.2072, or by a depository financial institution as defined in section 1a of the mortgage brokers, lenders, and servicers licensing act, 1987 PA 173, MCL 445.1651a.

(c) "Credit card arrangement" means an unsecured extension of credit for purchasing goods or services from the credit card issuer or any other person that is made to the holder of a credit card and that is accessed with a credit card.

(d) "Credit card policy" means a policy adopted by resolution of a local unit under section 3.

(e) "Governing body" means any of the following:

- (i) The council, commission, or other entity vested with the legislative power of a village.
- (ii) The council or other entity vested with the legislative power of a city.
- (iii) The township board of a township.
- (iv) The county board of commissioners of a county.
- (v) The board of county road commissioners of a county.
- (vi) The board of education of a local school district.
- (vii) The board of education of an intermediate school district.
- (viii) The board of trustees of a community college district.
- (ix) The official body to which is granted general governing powers over an authority or organization of government established by law that may issue obligations under the revised municipal finance act, 2001 PA 34, MCL 141.2101 to 141.2821, and that may expend funds of the authority or organization.

(x) A community mental health authority created under section 205 of the mental health code, 1974 PA 258, MCL 330.1205.

(f) "Local school district" means a school district organized under the revised school code, 1976 PA 451, MCL 380.1 to 380.1852, or a district governed by a special or local act.

(g) "Local unit" means any of the following:

- (i) A village.
- (ii) A city.
- (iii) A township.
- (iv) A county.
- (v) A county road commission.
- (vi) A local school district.
- (vii) An intermediate school district.
- (viii) A community college district.

(ix) An authority or organization of government established by law that may issue obligations under the revised municipal finance act, 2001 PA 34, MCL 141.2101 to 141.2821, and that may expend funds of the authority or organization.

(x) A community mental health authority created under section 205 of the mental health code, 1974 PA 258, MCL 330.1205.

Rendered Thursday, October 12, 2023

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Michigan Compiled Laws Complete Through PA 149 of 2023

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**History:** 1995, Act 266, Eff. July 8, 1996;—Am. 2000, Act 169, Imd. Eff. June 20, 2000;—Am. 2002, Act 257, Imd. Eff. May 1, 2002.

#### **129.242 Credit card arrangement; use of credit cards.**

Sec. 2. (1) Subject to sections 3 and 5, the governing body of a local unit may enter into a credit card arrangement.

(2) A credit card arrangement or the use of credit cards under this act is not subject to the revised municipal finance act, 2001 PA 34, MCL 141.2101 to 141.2821, or to provisions of law or charter concerning the issuance of debt by a local unit.

**History:** 1995, Act 266, Eff. July 8, 1996;—Am. 2002, Act 257, Imd. Eff. May 1, 2002.

#### **129.243 Adoption of resolution; written policy; provisions.**

Sec. 3. A local unit shall not be a party to a credit card arrangement unless the governing body of the local unit has adopted by resolution a written policy that provides all of the following:

(a) That an officer or employee designated by the credit card policy is responsible for the local unit's credit card issuance, accounting, monitoring, and retrieval and generally for overseeing compliance with the credit card policy.

(b) That a credit card may be used only by an officer or employee of the local unit for the purchase of goods or services for the official business of the local unit. In addition, the credit card policy may limit the specific official business for which credit cards may be used. This subdivision does not limit the applicability of chapter XXIVA or section 174, 175, 219a, or 490a of the Michigan penal code, Act No. 328 of the Public Acts of 1931, being sections 750.157m to 750.157w, 750.174, 750.175, 750.219a, and 750.490a of the Michigan Compiled Laws; section 1a of the code of criminal procedure, Act No. 175 of the Public Acts of 1927, being section 769.1a of the Michigan Compiled Laws; or any other law, or ordinance, applicable to use of a credit card, issued by a local unit, for other than official business of the local unit.

(c) That an officer or employee using credit cards issued by the local unit shall submit to the local unit documentation described in the credit card policy detailing the goods or services purchased, the cost of the goods or services, the date of the purchase, and the official business for which purchased.

(d) That an officer or employee issued a credit card is responsible for its protection and custody and shall immediately notify the local unit if the credit card is lost or stolen.

(e) That an officer or employee issued a credit card shall return the credit card upon the termination of his or her employment or service in office with the local unit.

(f) For a system of internal accounting controls to monitor the use of credit cards issued by the local unit.

(g) For the approval of credit card invoices before payment.

(h) That the balance including interest due on an extension of credit under the credit card arrangement shall be paid for within not more than 60 days of the initial statement date. The local unit shall comply with this provision of the credit card policy.

(i) For disciplinary measures consistent with law for the unauthorized use of a credit card by an officer or employee of the local unit.

(j) Any other matters the governing body considers advisable.

**History:** 1995, Act 266, Eff. July 8, 1996.

#### **129.244 Total combined authorized credit limit; limitation; payment of balance, annual fee, and interest.**

Sec. 4. (1) The total combined authorized credit limit of all credit cards issued by a local unit shall not exceed 5% of the total budget of the local unit for the current fiscal year.

(2) The governing body of a local unit may include in its budget and pay the balance due on any credit cards, including the annual fee and interest.

**History:** 1995, Act 266, Eff. July 8, 1996.

#### **129.245 Limiting or suspending authority to issue and use credit cards; issuance of order; hearing.**

Sec. 5. After a hearing conducted under the administrative procedures act of 1969, Act No. 306 of the Public Acts of 1969, being sections 24.201 to 24.328 of the Michigan Compiled Laws, the department of treasury may issue an order limiting or suspending the authority of a local unit to issue and use credit cards under this act for failure to comply with the requirements of this act or with the requirements of the local unit's credit card policy.

**History:** 1995, Act 266, Eff. July 8, 1996.

**129.246 Validity of credit card arrangement before effective date of act.**

Sec. 6. A credit card arrangement entered into by a local unit before the effective date of this act is valid but may not be used for credit card transactions on or after the effective date of this act unless the requirements of sections 3 and 4 are complied with.

**History:** 1995, Act 266, Eff. July 8, 1996.

**129.247 Effective date.**

Sec. 7. This act shall take effect 6 months after the date of its enactment.

**History:** 1995, Act 266, Eff. July 8, 1996.

GLADSTONE



**City of Gladstone, MI**

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

**MEETING TYPE  
STAFF REPORT**

**Agenda Date:** 11-13-2023

**Eric Buckman, City  
Manager:**

**Department:** Elections

**Department Head Name:**

**Presenter:** Kim Berry

**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:**

Agreement for Election Services Between Delta County and City of Gladstone for Early Voting

**BACKGROUND:**

The County Joint Early Voting Site Agreement will be entered into pursuant to Article II, Section 4(m) of the Michigan Constitution of 1963, and the Michigan election Law, 1954 Public Act 116, MCL 168.720a et seq for the purpose of operating a joint early voting site in Delta County.

**FISCAL EFFECT:**

Delta County is fronting the money to establish and obtain equipment for early voting precincts and will submit for reimbursement from the State of Michigan. Any amounts not covered by the grant from the State will be shared among the 16 municipalities.

**SUPPORTING DOCUMENTATION:**

Agreement

**RECOMMENDATION:**

Approve the Agreement to enter into Election Services Between Delta County and City of Gladstone and authorize City Clerk, Kimberly Berry to sign the agreement.

AGREEMENT FOR ELECTION SERVICES  
 BETWEEN DELTA COUNTY; AND THE TOWNSHIPS AND CITIES OF DELTA COUNTY,  
 AS LISTED IN THE CHART BELOW:

This County Joint Early Voting Site Agreement is made between the County of Delta and each Township and City as listed. In this Agreement, Delta County will be represented by the Delta County Clerk, while each municipality will be represented by their respective clerk in their official capacity. The municipalities may be referred to individually as a “party” and jointly as “parties”.

Name of municipality	Number of precincts in municipality	Number of registered electors in municipality	Voting Site
Baldwin Township	1	662	1
Bark River Township	1	1405	1
Bay de Noc Township	1	344	1
Brampton Township	1	994	1
Cornell Township	1	488	1
Ensign Township	1	715	1
Escanaba City	4	10162	1
Masonville Township	1	1598	1
<b>Total</b>	<b>11</b>	<b>16,368</b>	
Escanaba Township	2	3082	2
Fairbanks Township	1	294	2
Ford River Township	1	1899	2
Garden Township	1	772	2
Gladstone City	2	4550	2
Maple Ridge Township	1	660	2
Nahma Township	1	489	2
Wells Township	2	4270	2
<b>Total</b>	<b>11</b>	<b>16,016</b>	

**PURPOSE OF THE AGREEMENT.** The parties enter into this Agreement pursuant to Article II, Section 4(m) of the Michigan Constitution of 1963 and the Michigan Election Law, 1954 Public Act 116, MCL 168.720a *et seq.*, for the purpose of operating joint early voting sites as designated below:

1. **DEFINITIONS.** The following words and expressions used throughout this Agreement, whether used in the singular or plural, shall be defined, read, and interpreted as follows:
  - 1.1 **Agreement** means the terms and conditions of this Agreement and any other mutually agreed to written and executed modification, amendment, exhibit, and attachment to this Agreement.

- 1.2** **Coordinator** means the individual designated by the Early Voting Plan and identified as the individual responsible for providing oversight to ensure sufficient resources are available and timely dispatched to each early voting site and monitoring the administrative requirements of early voting for the participating municipalities.
- 1.3** **Early Voting Plan** means the document and any addenda to the document outlining the manner in which early voting will be provided in a county or municipality, as described in MCL 168.720a *et seq.* The requirements of an early voting plan are described in MCL 168.720h(3).
- 1.4** **Election Services** encompasses the following individual Election Services provided by any party, if applicable:
- 9 Day Early Voting Site
  - Registration and Election Notices – Statewide Elections Only
  - Hiring Election Inspectors for Statewide Elections during early voting
- 1.5** **Legislative Body of the Municipality** means the city or township council elected or appointed and serving in the municipality.
- 1.6** **Municipality** means any participating municipality, which are entities created by state or local authority or which are primarily funded by or through state or local authority, including, but not limited to, their council, Board, departments, divisions, elected and appointed officials, directors, board members, council members, commissioners, authorities, committees, employees, agents, subcontractors, attorneys, volunteers, and/or any such persons' successors.
- 1.7** **QVF** means the Qualified Voter File as described in MCL 168.509m.
- 1.8** **QVF Controller** means the individual appointed by the county clerk and identified as the Qualified Voter File (QVF) administrator of early voting information within the QVF.
- 1.9** **Site Supervisor** means the participating municipal clerk or a member of the county clerk's staff who shall act as supervisor for each day of early voting. The county clerk may appoint a different participating municipal clerk or member of the county clerk's staff to act as a supervisor for different days of early voting.
- 2.** **PARTIES TO AN AGREEMENT:** County Clerk of Delta and all local Delta County Jurisdictions.
- 3.** **SCOPE OF THE AGREEMENT.**
- 3.1** The Agreement applies to all statewide and federal elections, but individual parties may extend early voting to non-statewide elections at their discretion, as permitted under MCL 168.720d(1).

**4. COORDINATOR.**

- 4.1** The Coordinator will serve as coordinator of the joint early voting sites and will be responsible for organizing and monitoring the administrative requirements, including staffing, of early voting for the participating municipalities.
- 4.2** In the event that the Coordinator is unable to personally supervise and staff each early voting site on each day of early voting, the coordinator may designate early voting site supervisors to assist with the staffing and supervision of early voting.
- 4.3** If the Coordinator becomes unavailable for any reason, the County Deputy/Elections Clerk will assume the responsibilities of coordinator. If the backup coordinator is unavailable for any reason, the Clerks of the participating municipalities would determine the new coordinator among themselves and would submit a revised early voting plan to that effect to the Department.

**5. QVF CONTROLLER.**

- 5.1** The Coordinator will serve as the Qualified Voter File (QVF) administrator of early voting information within the QVF. The QVF controller must meet the security requirements of a QVF user.

**6. APPROVAL OF EARLY VOTING SITES.**

- 6.1** Pursuant to MCL 168.662, the Legislative Body in each municipality will take the appropriate legislative action to designate the identified precincts/early voting sites.

**7. APPOINTMENT OF ELECTION INSPECTORS.**

- 7.1** The County Clerk along with the Site Coordinator will be responsible for the appointment of election inspectors and final approval will be the County Election Commissions.
- 7.2** At least 31 days before each statewide and federal election, the designated board will appoint for each early voting site at least 3 election inspectors and as many more as the board determines is required for the efficient, speedy, and proper conduct of the election.
- 7.3** The designated board will further designate one appointed election inspector from each early voting site as chairperson.
- 7.4** The selection of election inspectors will be governed by MCL 168.674.

**8. APPROVAL OF EARLY VOTING HOURS.**

- 8.1** Prior to the submission of an Agreement or early voting plan, the clerks of the participating municipalities will do all of the following:

**8.1.1** The parties will provide nine, eight-hour days of early voting for each statewide or Federal Election, with the exact hours detailed in the Early Voting Plan.

**8.1.2** In Statewide and Federal Elections, the parties to this agreement will not offer early voting beyond these days and hours, however, individual parties may offer early voting to non-statewide elections at their discretion, as permitted under MCL 168.720d(1).

**9. NOTICE OF EARLY VOTING HOURS.**

**9.1** Not less than 45 days before Election Day, the Clerk of each participating municipality will give public notice of the dates and hours for early voting at the joint early voting site or sites by posting of the notice on each municipality's website and any other publication or posting the clerk considers advisable.

**10. BUDGET AND COST SHARING.**

**10.1** Cost –Sharing will be shared by each early voting site and costs will be split by the 16 municipalities.

**11. STAFFING AND SUPERVISION.**

**11.1** The coordinator is responsible for ensuring adequate staffing and supervision at early voting sites including selection of the site supervisor who oversees a specific early voting site(s).

**11.2** The site supervisor shall operate in the same manner and have the same authority as a municipal clerk operates in an election day polling place.

**11.3** The site supervisors for early voting sites must be listed in the attached Exhibit B.

**12. TABULATORS AND EARLY VOTING POLL BOOK LAPTOPS AT EARLY VOTING SITE(S).**

**12.1** Tabulators and early voting poll book laptops used at each joint early voting site must be configured in one of the ways set forth in MCL 168.720j(6).

**13. CLOSING PROCEDURES DURING EARLY VOTING AND ON ELECTION DAY.**

**13.1** During Early Voting, the coordinator must ensure compliance with the closing procedures described in MCL 168.720j(8) and 720j(9) and any instructions issued by the Secretary of State

**13.2** During Early Voting, the coordinator must ensure that specified election materials are secured in compliance with MCL 168.720j(10) and any instructions issued by the Secretary of State.

- 13.3** At the conclusion of Election Day, the coordinator must ensure compliance with the closing procedures described in MCL 168.720j(11) and any instructions issued by the Secretary of State.

**14. CANVASS OF EARLY VOTE RETURNS AND REPORTING OF EARLY VOTING RESULTS.**

- 14.1** The County Clerk along with the Site Coordinator will be responsible for appointing the receiving board or group of election inspectors to canvass the early vote returns on Election Day and Report the early voting results to the county clerk.
- 14.2** At the conclusion of Election Day, the coordinator must ensure compliance with the canvass and reporting requirements described in MCL 168.720j(11)-(14) and MCL 168.801-810.

**15. EXECUTION OF COUNTY JOINT EARLY VOTE SITE AGREEMENT.**

**15.1** County Joint Early Voting Site Agreement must be finalized and signed by all participating municipalities:

**15.2** No later than 125 days before the first regularly scheduled statewide or federal election in each even numbered year.

**15.3** No later than 90 days before a special statewide or federal election.

**16. EARLY VOTING PLAN.**

**16.1** No later than 120 days before the first statewide or federal election in each even numbered year, the coordinator will be responsible for ensuring an early voting plan, is filed with the county clerk of the county in which the municipalities are located.

**17. NOTICE TO SOS OF CHANGES TO LOCATIONS, DAYS, AND HOURS OF EARLY VOTING.**

**17.1** No later than 45 days before the first early voting day allowed by statute, the coordinator will be responsible for providing the Secretary of State any changes made to a previously submitted Early Voting Plan that affect the locations, dates, and hours of operation for each joint early voting site operated by the participating municipalities. This ensures that the correct information is posted on the Michigan Voter Information Center (MVIC) portion of the Department of State's website.

**18. DURATION OF COUNTY JOINT EARLY VOTE SITE AGREEMENT.**

**18.1** This Agreement and any amendments will be effective when executed by all Parties, as evidenced by the signature of each participating municipal clerk.

**18.2** Municipalities must agree how long the Agreement will stay in effect and how it will be cancelled or terminated. An Agreement may provide that the Agreement has no fixed termination date.



- 19. CANCELLATION, MODIFICATION, AND TERMINATION OF MUNICIPAL JOINT EARLY VOTE SITE AGREEMENT.**
- 19.1** If the parties terminate Agreement for any reason, the clerk of each participating municipality must submit a revised early voting plan to the Department outlining the manner in which early voting will be provided.
- 19.2** If a party withdraws from the Agreement for any reason, the clerk of the municipality withdrawing from the Agreement must submit a revised early voting plan to the Department outlining the manner in which early voting will be provided. A party to a municipal Agreement may withdraw from the Agreement by providing at least 30 days' written notice to the other Parties to the Agreement.
- 19.3** A party may not withdraw from the Agreement during the period beginning 150 days before the first statewide November election in an even numbered year and ending on the completion of the county canvass for the statewide general November election in that even numbered year.
- 19.4** If the Agreement covers any elections in addition to statewide and federal elections, a Party may not withdraw from the Agreement during the period beginning 150 days before the election covered under the Agreement and ending on the completion of the county canvass for that election.

### **EXHIBIT A: Early Voting Plan**

No later than 120 days before the first statewide or federal election in each even numbered year, the coordinator is responsible for ensuring an Early Voting Plan, covering the parties to the Municipal Agreement, is filed with the County Clerk of the county in which the municipalities are located.

Not less than 45 days before the first early voting day allowed by statute, the coordinator will be responsible for providing the Secretary of State any changes made to a previously submitted Early Voting Plan that affect the locations, dates, and hours of operation for each joint early voting site operated by the participating municipalities. This ensures that the correct information is posted on the Michigan Voter Information Center (MVIC) portion of the Department of State's website.

**Plan Coverage: County Agreement**

**Coordinator of County Agreement:**

Name of Coordinator	Position	Email Address	Phone Number
Nancy J. Przewrocki	County Clerk	<a href="mailto:clerk@deltacountymi.gov">clerk@deltacountymi.gov</a>	906-789-5175

**Early Voting Location Information:**

	Site #1	Site #2				
Location of site	See below	See below				
Municipalities served at site	See below	See below				
Number of Election Workers at site	3	3				
Is this an EV site for all 9 days of Constitutionally-required early voting? (Y/N)	Y	Y				
Hours for 9 days of Constitutionally-required early voting	8:00 am to 4:00 pm	8:00 am to 4:00 pm				
How many (if any) additional days of early voting will be provided at this site?	n/a	n/a				
Hours for any additional days of early voting	n/a	n/a				
Is this site ADA compliant?	Yes	Yes				
In selecting this site, did you take into account expected turnout, population density, public transportation, accessibility, travel time, travel patterns, and any other relevant considerations?	Yes	Yes				

**EARLY VOTING SITES**

**Site 1 & 2 = Wells Township Hall – 6436 N. 8<sup>th</sup> Street Wells, MI 49894**

All Cities and Townships in Delta County

**Early Voting Equipment Information:**

	Site #1	Site #2				
Number of tabulators at site	1	1				
Municipality responsible for providing tabulators	County	County				
Number of early voting poll book laptops	1	1				

**Municipality responsible for providing early voting poll book laptops**

- Site 1 – Delta County
- Site 2 – Delta County

**Clerk responsible for taking the necessary steps to set up the early voting poll book laptops**

- Site 1 – Delta County
- Site 2 – Delta County

**Board of Election Commissioners responsible for testing equipment**

- Site 1 – Delta County Election Commission
- Site 2 – Delta County Election Commission

**EXHIBIT B: SITE SUPERVISORS**

**Early Voting Site Supervisors:**

Early Voting Day 1	
Early Voting Day 2	
Early Voting Day 3	
Early Voting Day 4	
Early Voting Day 5	
Early Voting Day 6	
Early Voting Day 7	
Early Voting Day 8	Sue Mroczkowski ?
Early Voting Day 9	Nancy Przewrocki

**\*Each City or Township will send out a voter card for Early Voting in their respective areas, alerting voters of this Early Voting Site Area.**

Signatures of Delta County – City/Township/County Clerks are as follows:

Escanaba City Clerk	Phil DeMay	Date
Gladstone City Clerk	Kim Berry	Date
Baldwin Township Clerk	Dale Schneider	Date
Bark River Township Clerk	Mark Ray	Date
Bay de Noc Township Clerk	Peggy Stemick	Date
Brampton Township Clerk	Debbie Edwardsen	Date
Cornell Township Clerk	Diana Clark	Date
Ensign Township Clerk	Mary Wilson	Date
Fairbanks Township Clerk	Sondra Casey	Date
Ford River Township Clerk	Deb Brown	Date
Garden Township Clerk	Brenda Lester	Date
Maple Ridge Township Clerk	Sue Sicotte	Date
Masonville Township Clerk	Lynn Herzog	Date

\_\_\_\_\_  
**Nahma Township Clerk**                      **Michelle Lass**                      \_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Wells Township Clerk**                      **Sue Mroczkowski**                      \_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Delta County Clerk**                      **Nancy J. Przewrocki**                      \_\_\_\_\_  
**Date**