



# **GLADSTONE CITY COMMISSION REGULAR MEETING**

City Hall Chambers – 1100 Delta Avenue  
May 13, 2024  
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.](#) Planning Commission Regular Meeting Minutes March 5, 2024
- [5.](#) Planning Commission Regular Meeting Minutes April 2, 2024
- [6.](#) City Commission Regular Meeting Minutes of April 22, 2024
- [7.](#) Payment of Bills

### **UNFINISHED BUSINESS**

- [8.](#) Proposed Fiscal Year 2024-2025 Appropriations Ordinance No. 2024-630

### **NEW BUSINESS**

- [9.](#) City of Gladstone & Delta County Music Co-Op - Open Mic Night Special Event
- [10.](#) Digital Marketing Proposal for the City of Gladstone
- [11.](#) Wastewater Upgrades Request for Disbursement of Funds Draw #22.
- [12.](#) Electric Pole Replacement Bids 2024
- [13.](#) Electric Line Clearance Bid 2024
- [14.](#) Federal Awards Administration Policy
- [15.](#) City of Gladstone 4th of July Public Display 2024 Permit
- [16.](#) Schedule Special City Commission Meeting for Tuesday, May 28, 2024
- [17.](#) Special Assessment No. 2024-324 Resolution No. 2024-02-01 Act 33 Police & Fire Protection
- [18.](#) City Commissioner Vacancy

### **CITY MANAGER'S REPORT**

### **CITY COMMISSION & COMMITTEE REPORTS**

- [19.](#) Superior Health Foundation Grant Awards to Gladstone & Manistique

### **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: 05-10-2024

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.



# GLADSTONE PLANNING COMMISSION MEETING

City Hall Chambers – 1100 Delta Avenue  
March 05, 2024  
5:00 PM

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A Regular Meeting of the Gladstone Planning Commission will be held on Tuesday, March 05, 2024 at 5:00 PM hosted at City Hall Chambers – 1100 Delta Avenue.

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## MINUTES

**CALL TO ORDER:** Commissioner Haulotte called the meeting to order at 5:00PM.

**ROLL CALL:** Commissioners present included: Haulotte, Leonard, DeFiore, Noreus & Woodworth. Commissioners Excused: Strom & Butch

### APPROVAL AND/OR CORRECTIONS OF:

1. **Regular Planning Minutes of February 6th, 2024**

**Motion by Commissioner Woodworth; seconded by Commissioner DeFiore to approve the minutes of February 6<sup>th</sup>, 2024 as presented. MOTION CARRIED**

**ADDITIONS TO AGENDA:** None

### PUBLIC HEARINGS

2. **Conditional Use-6139 County Rd 420**

Barron reviewed the conditional use request to allow the cart shed property at the address above to be utilized for seasonal storage. Notices were sent to people within 300' of the property and an ad was placed in the Daily Press. Staff reviewed the information and recommended approval of conditional use.

Commissioner Haulotte opened the Public Hearing at 5:07PM. Joetta Fredrickson of 3300 Thorntree Apartment number 43 and Mary Barnes from Apartment number 42 asked where the road would be for the storage property and if traffic would change the feel of the neighborhood. They also expressed concerns over the condition of the golf course and the stagnating pond and how the wildlife is being affected by it.

Barron explained the access/easement for the property and Commissioner Haulotte directed the comment regarding the ponds to be shared with the City Commission.

Barron read into the record written public comment received from George Briere of 6092 County 420 21<sup>st</sup> Rd. Mr Briere had questions about his taxes and did not have any concerns about the conditional use. Commissioner Haulotte closed the Public Hearing at 5:15PM.

The Planning Commission discussed the proposal and reviewed the maps and information provided in the packet.

**Motion by Commissioner Noreus; seconded by Commissioner Leonard to approve the conditional use as presented, contingent upon a favorable zoning change (from**

**UNFINISHED BUSINESS**

3. Master Plan Amendment

Barron reviewed the changes made to the proposed Master Plan Amendment and the Planning Commission discussed the changes as well as the existing zoning and future land use maps. Areas of concern with the maps included:

- The shoreline along the Northshore property should be considered for park/public
- The ski hill property should be park/public
- Some property (Josh King) should be considered flex in the future land use map
- Property along Braves Avenue to the south should be considered LDR

After some discussion the Planning Commission decided to hold off recommending the plan to move forward until these changes are formalized. The plan and maps are to be brought to the next regular Planning Commission meeting to be held on April 2, 2024.

**NEW BUSINESS:** None

**PUBLIC COMMENT:** None

**INFORMATION SHARING:** Barron shared the latest information regarding Northshore and asked the Planning Commission to consider an appointment to the County Planning Commission.

**COMMISSIONER COMMENTS:** None

**Community Development Comments**

**ADJOURNMENT: 6:05 Adjournment**



# GLADSTONE PLANNING COMMISSION MEETING

City Hall Chambers – 1100 Delta Avenue  
April 02, 2024  
5:00 PM

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A Regular Meeting of the Gladstone Planning Commission will be held on Tuesday, April 02, 2024 at 5:00 PM hosted at City Hall Chambers – 1100 Delta Avenue.

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## MINUTES

**CALL TO ORDER:** Commissioner Haulotte called the meeting was called to order at 5:13PM

**ROLL CALL:** Commissioners Present: Haulotte, Woodworth and DeFiore.

Commissioners Excused: Strom, Butch and Noreus.

Commissioners Absent: Leonard

No Quorum Present-Meeting to be rescheduled

### APPROVAL AND/OR CORRECTIONS OF:

1. Regular Planning Minutes of March 5, 2024

### ADDITIONS TO AGENDA

### PUBLIC HEARINGS

### UNFINISHED BUSINESS

2. Master Plan Amendment

### NEW BUSINESS

### PUBLIC COMMENT

### INFORMATION SHARING

### COMMISSIONER COMMENTS

### COMMUNITY DEVELOPMENT COMMENTS

**ADJOURNMENT:** Meeting Adjourned at 5:14PM



# GLADSTONE CITY COMMISSION REGULAR MEETING

City Hall Chambers – 1100 Delta Avenue  
April 22, 2024  
6:00 PM

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## MINUTES

Mayor Joe Thompson called the meeting to order; Commissioner Pontius gave the Invocation followed the Pledge of Allegiance.

Clerk Kim Berry called the roll:

### PRESENT

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

### ABSENT

Commissioner Judy Akkala - Excused

Mayor Thompson turned the meeting over to Commissioner Styczynski who announced he has submitted his letter to Clerk Kim Berry as follows:

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**Greg Styczynski**

22.5 N 7th St  
Gladstone, MI 49837  
(906) 553-5550  
greg.styczynski70@gmail.com

22nd April 2024

**Kim Berry**

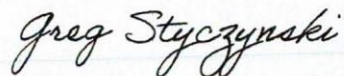
Clerk, City of Gladstone  
1100 Delta Ave  
Gladstone, MI 49837

Dear Kim,

I regret to inform you that I will be moving outside of the city limits of Gladstone and, as such, will be ineligible to serve on the city commission, thus I am submitting my resignation effective today April 22, 2024.

It has been a pleasure working with city officials and staff and I look forward to continuing to be a part of the community fabric in other capacities.

Sincerely,



**Greg Styczynski**

The Commission thanked Commissioner Styczynski for his service, and he will be missed. Commissioner Styczynski left the Commission table at 6:07PM

Motion made by Mayor Thompson, Seconded by Mayor Pro-Tem Mantela to place Commissioner Styczynski's letter of resignation on file.

MOTION CARRIED



Mayor Thompson opened the Public Hearing to receive public input for the Water Department Application to USDA Rural Development at 6:08 PM

The following individual spoke:

Mike O'Connor/Gladstone Citizens Council 526 Minnesota Avenue  
Coleman Engineer, Mr. Gary Lessard

There being no further public input Mayor Thompson closed the public hearing at 6:18 PM.

Motion made by Mayor Pro-Tem Mantela, Seconded by Commissioner Pontius to authorize the Water Department to file an application for federal financial assistance with the US Department of Agriculture, Rural Development.

MOTION CARRIED

Mayor Thompson opened the public hearing to receive input on Proposed Fiscal Year 2024-2025 Appropriations Ordinance No. 2024-630 at 6:22 PM.

The following individual spoke:

Mike O'Connor/Gladstone Citizens Council - 526 Minnesota Avenue/921 Delta Avenue

There being no further public input Mayor Thomson closed the public hearing at 6:25 PM.

Motion made by Mayor Thompson, Seconded by Commissioner Pontius to table approval of proposed Fiscal Year 2024-2025 Appropriations Ordinance No. 2024-630 to the next regular meeting on Monday, May 13, 2024 as four commissioners are required to adopt an ordinance.

MOTION CARRIED

The following individuals spoke under public comment:

Mike O'Connor/Gladstone Citizens Council 526 Minnesota Avenue/921 Delta Avenue

Jeff Waeghe, 802 Wisconsin Avenue

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

MOTION CARRIED

Gladstone Downtown Development Authority Coordinator, Patricia West and Community Development/Zoning Administrator, Renee Barron presented the 2024 City of Gladstone Master Plan Amendment.

Motion by Mayor Pro-Tem Mantela; seconded by Commissioner Pontius to approve the distribution of the 2024 City of Gladstone proposed Master Plan amendment for review and comment to the required entities as established by the Michigan State University Extension Land Use Series Checklist #11: Adoption of an Amendment to the Plan, step 8 - with 42 days to respond to the Gladstone Planning Commission.

MOTION CARRIED

Motion made by Mayor Pro-Tem Mantela, Seconded by Mayor Thompson to approve the bid from Fox Marquette for 2024, 2500HD for \$60,601 along with the bid alternatives 1 & 2 (Bosk Plow and rust proofing) for a total cost of \$64,024.50 for the Department of Public Works.

MOTION CARRIED



**TREE CITY USA**  
An Arbor Day Foundation Program

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\*\*\* **OFFICIAL PROCLAMATION** \*\*\*

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**WHEREAS** in 1872, the Nebraska Board of Agriculture established a special day to be set aside for the planting of trees, *and*

**WHEREAS** this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, *and*

**WHEREAS** Arbor Day is now observed throughout the nation and the world, *and*

**WHEREAS** trees can be a solution to combating climate change by reducing the erosion of our precious topsoil by wind and water, cutting heating and cooling costs, moderating the temperature, cleaning the air, producing life-giving oxygen, and providing habitat for wildlife, *and*

**WHEREAS** trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and countless other wood products, *and*

**WHEREAS** trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, *and*

**WHEREAS** trees — wherever they are planted — are a source of joy and spiritual renewal.

**NOW, THEREFORE,** I, Joe Thompson, Mayor of the City of Gladstone, do hereby proclaim April 26, 2024 as **ARBOR DAY** In the City of Gladstone, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, *and*

**FURTHER,** I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

**DATED THIS** 22nd day of April, 2024  
Mayor \_\_\_\_\_



Motion made by Mayor Pro-Tem Mantela, Seconded by Commissioner Pontius to approve the Right of Way Permit Application, Requirements & Conditions, and fee of \$25.00.

MOTION CARRIED.

Motion made by Mayor Thompson, Seconded by Mayor Pro-Tem Mantela to refer the Establishment of Land Based Mooring Field back to the Gladstone Parks & Recreation Advisory Board to include size restrictions.

MOTION CARRIED

Motion made by Mayor Pro-Tem Mantela, Seconded by Mayor Thompson to approve the American Legion Riders Post 71 - Hot Rods & Harleys on Thursday, June 20, 2024, July 18, 2024, and August 22, 2024 with authorization to block off the road between Delta Avenue to Superior Avenue and 8th Street.

MOTION CARRIED

Manager Buckman reported on the following:

- Attended the DATA Board, Parks & Recreation Advisory Board, Safety Meeting and DDA monthly meetings.
- Conducted Supervisors evaluations
- Community Development Director, Renee Barron and I met with Miller Canfield attorney regarding purchase agreement for North Shore
- Met with interview committee to select Parks & Recreation Director candidates for interviews
- Held our last Financial Opportunity Committee meeting
- City of Gladstone Building Permits

Thank you, Commissioner Greg Styczynski, for your service. It was a pleasure working with you, Congratulations on your new home.

There being no further business before the Commission, Mayor Thompson adjourned the meeting at 7:35 PM.

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Mayor Joe Thompson

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Clerk Kimberly Berry

**CITY OF GLADSTONE**  
**Monthly Bills Over \$5,000**  
**May 13, 2024**

<b>Fund</b>	<b>Description</b>	<b>Amount</b>
General	Northgate Equipment & Sales - Inv 97297 Parks Mower	\$ 11,600.00

**Total Bills Over \$5,000 for Commission Approval** \$ 11,600.00

**\*\*Not Budgeted**

INFORMATION ONLY

**April 2024 Accounts Payable - Attached**  
**April 2024 Payroll by Fund - Attached**

# NORTHGATE EQUIPMENT & SALES

6687 US HIGHWAY 2 41 M35  
 Escanaba, MI 49829  
 Phone: (906) 789-9812 Fax: (906) 789-9813

## Invoice

97297 Item 7.

Thank you for your business! We hope to see you back soon. Items must be returned in the original package. Receipt required for full credit. Restocking fee of 20%. Electrical parts are non-returnable.

Bill To				Ship To			
CITY OF GLADSTONE - PARKS AND REC 1100 Delta Avenue GLADSTONE, MI 49837							
Customer	Contact	Customer Tax Number	Phone	Cell Phone	Transaction	PO Number	
1060	ROBERT BROWN		9063998902		Charge		
Counter Person	Sales Person	Invoice Date	Reference	Email Address		Department	
JR	JR	04/09/24	148905	rbernson@gladstonemi.org		Counter Sales	

Section 1 ROBERT BROWN - HOLD UNTIL APRIL 1ST

Model	Line	Description	Ordered	B/O'd	Shipped	List	Net	Amount
992268	ARIW	GRAVLEY PRO-TURN 252 KAW FX850	1			1 \$14,188.00	\$11,600.00	\$11,600.00
		SN 94318						

Invoice Total \$11,600.00  
 Sales Tax \$0.00

Account Balance: \$11,771.00

Grand Total \$11,600.00

101-754-970-000

allie

Thank you for your business! We hope to see you back soon. Items must be returned in the original package. Receipt required for full credit. Restocking fee of 20%. Electrical parts are non-returnable.

Notes:



Customer acknowledges receipt thereof.

## CHECK REGISTER FOR CITY OF GLADSTONE

CHECK DATE 04/01/2024 - 04/30/2024

Item 7.

Check Date	Check	Vendor Name	Amount
<b>Bank BAY</b>			
04/01/2024	1093(E)	U.S. BANK EQUIPMENT FINANCE	192.04
04/01/2024	79152	JANICE ANN FRIZZELL	3,291.67
04/02/2024	79153	CITY OF GLADSTONE	174.88
04/04/2024	79154	CITY OF GLADSTONE	109.00
04/04/2024	79155	MSU EXTENSION	108.00
04/04/2024	79162	KRICK, LLC	1,000.00
04/05/2024	1094(E)	FICA, MEDICARE, FEDERAL	26,603.33
04/05/2024	1095(E)	NATIONWIDE RETIREMENT SOLUTIO	12.01
04/05/2024	79163	ALERUS FINANCIAL	19,517.23
04/05/2024	79164	IBEW LOCAL 876	116.71
04/05/2024	79165	MATRIX TRUST COMPANY	2,012.60
04/05/2024	79166	MICHIGAN STATE DISBURSEMENT U	199.31
04/05/2024	79167	POLICE OFFICERS LABOR COUNCIL	212.00
04/05/2024	79168	TYLER FLYNN	611.95
04/08/2024	1096(E)	RICHMOND GENERAL SURPLUS	89,437.50
04/08/2024	79169	MICHIGAN MUNICIPAL LEAGUE	234.38
04/09/2024	1097(E)	MICHIGAN DEPT OF TREASURY	8,097.01
04/09/2024	1098(E)	STATE OF MICHIGAN	11,814.80
04/09/2024	79170	BARRY LUND	193.00
04/11/2024	79171	MICHIGAN MUNICIPAL LEAGUE	2.51
04/11/2024	79172	A1 SPORT & WELD SUPPLY	68.81
04/11/2024	79173	ADVANCE AUTO PARTS (CARQUEST)	661.66
04/11/2024	79174	ALS GROUP USA, CORP	360.00
04/11/2024	79175	BILLY ELECTRIC	1,526.27
04/11/2024	79176	BRYCE DYKES	611.95
04/11/2024	79177	C2AE	51,892.83
04/11/2024	79178	CASEY YOUNG	915.00
04/11/2024	79179	CHEMTRADE CHEMICALS US LLC	5,634.88
04/11/2024	79180	CITY OF GLADSTONE	18,376.39
04/11/2024	79181	CIVICPLUS	250.00
04/11/2024	79182	COLEMAN ENGINEERING COMPANY	2,435.50
04/11/2024	79183	COLLIGO GIS, INC.	693.00
04/11/2024	79184	CORE & MAIN LP	155.97
04/11/2024	79185	DAILY PRESS	1,908.80
04/11/2024	79186	DAN FITZPATRICK	756.82
04/11/2024	79187	DELTA CO. FIRE CHIEFS ASSOC.	35.00
04/11/2024	79188	DELTA SOLID WASTE MGMT AUTHOR	13,171.97
04/11/2024	79189	FASTENAL COMPANY	29.64
04/11/2024	79190	HALLFRISCH COUNSELING & EAP S	2,560.00
04/11/2024	79191	HYDROCORP	710.00
04/11/2024	79192	INFOSEND	6.90
04/11/2024	79193	INSIGHT FS	2,555.74
04/11/2024	79194	JACK DOHENY COMPANY	1,088.48
04/11/2024	79195	JOINT APPRENTICESHIP & TRAINI	18,318.00
04/11/2024	79196	KIRTLAND COMMUNITY COLLEGE	500.00
04/11/2024	79197	KONICA MINOLTA BUSINESS SOLUT	761.07
04/11/2024	79198	LARA-MPSC	2,604.48
04/11/2024	79199	LEXIPOL, LLC	804.50
04/11/2024	79200	MAPLERIDGE TOWNSHIP	4,082.41
04/11/2024	79201	MENARDS - ESCANABA	471.55
04/11/2024	79202	MILLER, CANFIELD, PADDOCK & S	4,080.00
04/11/2024	79203	MSC INDUSTRIAL SUPPLY CO.	343.96
04/11/2024	79204	NORTHERN MACHINING & REPAIR,	64.25
04/11/2024	79205	NORTHERN MICHIGAN UNIVERSITY	1,005.50
04/11/2024	79206	NORTHGATE EQUIPMENT & SALES	169.95
04/11/2024	79207	NORWAY SPRINGS, INC.	2.00
04/11/2024	79208	NU-WAY CLEANERS LAUNDRY & REN	88.75
04/11/2024	79209	PARAGON LABORATORIES, INC.	275.00
04/11/2024	79210	POMASL FIRE EQUIPMENT, INC.	249.18
04/11/2024	79211	PRIMUS MARKETING GROUP INC	145,730.00
04/11/2024	79212	RESCO	3,488.00
04/11/2024	79213	REVIZE LLC	1,800.00
04/11/2024	79214	RICHARDS PRINTING INC.	1,547.37
04/11/2024	79215	SAMUEL POULIOT	211.50
04/11/2024	79216	SHORT ELLIOT HENDRICKSON, INC	891.00
04/11/2024	79217	STAAB CONSTRUCTION CORPORATIO	420,289.60
04/11/2024	79218	STROPICH OIL CO.	110.00
04/11/2024	79219	TRUCK EQUIPMENT INC	39.27
04/11/2024	79220	TRUCK EQUIPMENT INC	36.68
04/11/2024	79221	U.S. BANK EQUIPMENT FINANCE	84.09
04/11/2024	79222	UP INTERNATIONAL TRUCKS, INC	1,003.83

**CHECK REGISTER FOR CITY OF GLADSTONE**

CHECK DATE 04/01/2024 - 04/30/2024

Item 7.

Check Date	Check	Vendor Name	Amount
<b>Bank BAY</b>			
04/11/2024	79223	USA BLUE BOOK	876.67
04/15/2024	1110(E)	MERS	107,692.00
04/17/2024	1114(E)	AFLAC	841.94
04/17/2024	79224	STATE OF MICHIGAN	195.00
04/19/2024	1112(E)	FICA, MEDICARE, FEDERAL	29,617.41
04/19/2024	1113(E)	NATIONWIDE RETIREMENT SOLUTIO	12.01
04/19/2024	1116(E)	MERS	114,769.00
04/19/2024	1117(E)	UPPER PENINSULA PUBLIC POWER	9,854.52
04/19/2024	79228	ALERUS FINANCIAL	21,077.00
04/19/2024	79229	IBEW LOCAL 876	218.59
04/19/2024	79230	IBEW LOCAL UNION 906	210.08
04/19/2024	79231	MATRIX TRUST COMPANY	1,978.27
04/19/2024	79232	MICHIGAN STATE DISBURSEMENT U	199.31
04/19/2024	79233	POLICE OFFICERS LABOR COUNCIL	212.00
04/19/2024	79234	TEAMSTERS LOCAL #406	903.00
04/19/2024	79235	WILLIAM MARMALICK	500.00
04/19/2024	79236	JANICE ANN FRIZZELL	700.00
04/22/2024	1118(E)	MICHIGAN CONFERENCE OF TEAMST	61,996.20
04/24/2024	79237	DELTA ABSTRACT & TITLE	1,498.10
04/25/2024	79238	ALERT ELECTRONICS INC.	180.00
04/25/2024	79239	BILLY ELECTRIC	2,547.36
04/25/2024	79240	BORDER STATES INDUSTRIES INC.	283.64
04/25/2024	79241	DEARBORN LIFE INSURANCE CO.	599.02
04/25/2024	79242	DELTA DISPOSAL	45.67
04/25/2024	79243	ESRI, INC.	2,899.00
04/25/2024	79244	GARD SPECIALISTS	160.43
04/25/2024	79245	GORDON FOOD SERVICE, INC.	72.46
04/25/2024	79246	HAWKINS, INC.	140.00
04/25/2024	79247	IDEXX DISTRIBUTION, INC.	3,411.37
04/25/2024	79248	INFOSEND	1,733.51
04/25/2024	79249	ITRON, INC	3,829.63
04/25/2024	79250	KERRY L GETZLOFF	187.63
04/25/2024	79251	LORI CLEVENGER	178.63
04/25/2024	79252	LYON ESTATES LLC	43.78
04/25/2024	79253	MARK CHRISTOFF	2,125.00
04/25/2024	79254	MASONVILLE TOWNSHIP TREASURER	8,618.01
04/25/2024	79255	MEIERS SIGNS & APPAREL	603.00
04/25/2024	79256	MEL'S LAWN, GARDEN & FEED	170.00
04/25/2024	79257	MENARDS - ESCANABA	7.54
04/25/2024	79258	MICHIGAN MUNICIPAL RISK MNGMN	50,183.00
04/25/2024	79259	NU-WAY CLEANERS LAUNDRY & REN	21.75
04/25/2024	79260	PARAGON LABORATORIES, INC.	82.00
04/25/2024	79261	PHIL AND LEES	143.00
04/25/2024	79262	ROB SPREITZER	69.98
04/25/2024	79263	SHERWIN INDUSTRIES, INC.	3,590.16
04/25/2024	79264	SOS ANALYTICAL	555.00
04/25/2024	79265	THE UPS STORE	543.55
04/25/2024	79266	TIMOTHY M. STEINMETZ	250.00
04/25/2024	79267	TRUCK COUNTRY OF WISCONSIN	1,010.92
04/25/2024	79268	USA BLUE BOOK	233.65
04/25/2024	79269	MICHIGAN MUNICIPAL RISK MNGMN	225.00
04/29/2024	1120(E)	QUADIANT FINANCE USA, INC.	800.00
04/29/2024	79270	TROY DREBENSTEDT	80.40
04/30/2024	79271	JOHN VANBROCKLIN	116.75
04/30/2024	79272	ROBERT BROWN	124.75
04/30/2024	79273	TROY DREBENSTEDT	116.75

**BAY TOTALS:**

Total of 127 checks:	1,318,730.92
Less 0 Void Checks:	0.00
Total of 127 Disbursements:	<u>1,318,730.92</u>



JOURNAL TOTALS BY FUND REPORT FOR CITY OF GLADSTONE  
For Check Dates 04/01/2024 to 04/30/2024

Item 7.

Fund	Item	Amount
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Totals For Fund: 101

Gross Payment:	133,499.67
Net Payment:	92,678.38
Total Payroll:	159,008.38

-- Deductions --

AFLAC_AFTER	163.93
AFLAC_PRE	240.22
CDSUPPHONE	10.07
CLERKPHONE	10.07
CRCL_TST	2,108.85
DC LOAN REPAY	825.23
DC LOAN REPAY2	1,008.77
DEFINED_COMP_4%	1,163.35
DEFINED_COMP_3	2,443.23
DPWSUPPHONE	6.05
FITW	11,956.29
FOC	328.86
FOP	424.00
HEALTHINSCONT	4,336.71
MEDICARE_EE	1,841.57
MERS 457 ROTH %	239.19
MERS457	122.87
MSAEEFAMILY	234.11
MSAEESINGLE	36.34
PSUPRPHONE	10.07
PUBSAFPHONE	14.87
SITW_MI	4,963.04
SOCSEC_EE	7,874.37
SUPSUNIONDUES	83.01
TEAMSTERS	366.15
TREASPHONE	10.07

Total Deductions:	40,821.29
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-- Expenses --

DEFINED_COMP_11	12,157.85
EMPLOYER 457	720.87
MEDICARE_ER	1,841.57
MSA_ER EXPENSE	2,909.42
SOCSEC_ER	7,874.37
SUI	4.63

Total Expenses:	25,508.71
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Totals For Fund: 202

Gross Payment:	4,982.01
Net Payment:	3,470.78
Total Payroll:	6,009.52

-- Deductions --

AFLAC_AFTER	0.39
AFLAC_PRE	1.92
CRCL_TST	18.58
DC LOAN REPAY	13.02
DC LOAN REPAY2	24.55
DEFINED_COMP_3	149.07
DPWSUPPHONE	0.75
FITW	437.90
FOC	23.67
HEALTHINSCONT	191.33
MEDICARE_EE	69.00
MERS457	11.77
MSAEEFAMILY	26.71
MSAEESINGLE	4.83
SITW_MI	188.02
SOCSEC_EE	294.92
SUPSUNIONDUES	11.36
TEAMSTERS	43.44

Total Deductions:	1,511.23
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-- Expenses --

JOURNAL TOTALS BY FUND REPORT FOR CITY OF GLADSTONE  
For Check Dates 04/01/2024 to 04/30/2024

Item 7.

Fund	Item	Amount
	DEFINED_COMP_11	546.50
	MEDICARE_ER	69.00
	MSA ER EXPENSE	117.08
	SOCSEC_ER	294.92
	SUI	0.01
	Total Expenses:	1,027.51
Totals For Fund: 203		
	Gross Payment:	3,979.33
	Net Payment:	2,735.16
	Total Payroll:	4,848.01
	-- Deductions --	
	AFLAC_AFTER	0.22
	AFLAC_PRE	1.11
	CRCL_TST	14.19
	DC LOAN REPAY	7.53
	DC LOAN REPAY2	14.22
	DEFINED_COMP_3	118.96
	DPWSUPPHONE	1.26
	FITW	393.73
	FOC	13.70
	HEALTHINSCONT	157.07
	MEDICARE_EE	55.08
	MERS457	22.40
	MSAEEFAMILY	17.31
	MSAEESINGLE	4.96
	SITW_MI	152.38
	SOCSEC_EE	235.55
	SUPSUNIONDUES	2.27
	TEAMSTERS	32.23
	Total Deductions:	1,244.17
	-- Expenses --	
	DEFINED_COMP_11	436.19
	MEDICARE_ER	55.08
	MSA ER EXPENSE	141.86
	SOCSEC_ER	235.55
	Total Expenses:	868.68
Totals For Fund: 248		
	Gross Payment:	1,109.95
	Net Payment:	931.14
	Total Payroll:	1,195.52
	-- Deductions --	
	FITW	46.72
	MEDICARE_EE	16.10
	SITW_MI	47.18
	SOCSEC_EE	68.81
	Total Deductions:	178.81
	-- Expenses --	
	MEDICARE_ER	16.10
	SOCSEC_ER	68.81
	SUI	0.66
	Total Expenses:	85.57
Totals For Fund: 540		
	Gross Payment:	5,488.33
	Net Payment:	4,125.90
	Total Payroll:	6,673.45
	-- Deductions --	
	AFLAC_AFTER	4.05
	AFLAC_PRE	4.72
	CRCL_TST	2.19
	DEFINED_COMP_3	161.75
	DPWSUPPHONE	2.01
	FITW	271.84
	HEALTHINSCONT	221.60
	MEDICARE_EE	76.12

JOURNAL TOTALS BY FUND REPORT FOR CITY OF GLADSTONE  
For Check Dates 04/01/2024 to 04/30/2024

Item 7.

Fund	Item	Amount
	MERS457	22.58
	MSAEEFAMILY	11.73
	MSAEESINGLE	0.92
	SITW_MI	198.04
	SOCSEC_EE	325.46
	SUPSUNIONDUES	6.36
	TEAMSTERS	53.06
	Total Deductions:	1,362.43
	-- Expenses --	
	DEFINED_COMP_11	593.00
	MEDICARE_ER	76.12
	MSA ER EXPENSE	190.50
	SOCSEC_ER	325.46
	SUI	0.04
	Total Expenses:	1,185.12
Totals For Fund: 582		
	Gross Payment:	40,976.99
	Net Payment:	27,049.51
	Total Payroll:	49,149.68
	-- Deductions --	
	AFLAC_AFTER	49.93
	AFLAC_PRE	183.04
	CRCL_TST	1.25
	DC LOAN REPAY	10.97
	DC LOAN REPAY2	20.68
	DEFINED_COMP_3	1,169.67
	ELECPHONE	14.87
	FITW	4,039.61
	FOC	19.93
	HEALTHINSCONT	632.28
	IBEW876FLAT	89.27
	IBEW876UNION%	239.22
	MEDICARE_EE	577.84
	MERS457	1,043.92
	MERS457%	1,488.55
	MSAEEFAMILY	258.80
	MSAEESINGLE	1.77
	SITW_MI	1,545.07
	SOCSEC_EE	2,470.84
	SUPSUNIONDUES	37.64
	TEAMSTERS	32.33
	Total Deductions:	13,927.48
	-- Expenses --	
	DEFINED_COMP_10	753.60
	DEFINED_COMP_11	3,459.76
	MEDICARE_ER	577.84
	MSA ER EXPENSE	910.61
	SOCSEC_ER	2,470.84
	SUI	0.04
	Total Expenses:	8,172.69
Totals For Fund: 590		
	Gross Payment:	26,225.26
	Net Payment:	17,394.66
	Total Payroll:	31,712.97
	-- Deductions --	
	AFLAC_AFTER	27.29
	AFLAC_PRE	25.81
	CRCL_TST	1,104.29
	DC LOAN REPAY	6.85
	DC LOAN REPAY2	12.92
	DEFINED_COMP_3	780.14
	FITW	2,442.03
	FOC	12.46
	HEALTHINSCONT	894.87
	IBEW876FLAT	0.91
	IBEW876UNION%	1.36

JOURNAL TOTALS BY FUND REPORT FOR CITY OF GLADSTONE  
For Check Dates 04/01/2024 to 04/30/2024

Item 7.

Fund	Item	Amount
	MEDICARE_EE	364.58
	MERS 457 ROTH	2.04
	MERS457	167.94
	MERS457%	14.47
	MSAEEFAMILY	160.44
	MSAEESINGLE	1.18
	SITW_MI	981.46
	SOCSEC_EE	1,558.85
	SUPSUNIONDUES	38.51
	TEAMSTERS	228.26
	USCM2284	2.62
	WATERSUPHONE	1.32
	Total Deductions:	8,830.60
	-- Expenses --	
	DEFINED_COMP_11	2,860.50
	MEDICARE_ER	364.58
	MSA ER EXPENSE	703.73
	SOCSEC_ER	1,558.85
	SUI	0.05
	Total Expenses:	5,487.71
Totals For Fund: 591		
	Gross Payment:	17,814.24
	Net Payment:	12,344.65
	Total Payroll:	21,411.08
	-- Deductions --	
	AFLAC_AFTER	89.90
	AFLAC_PRE	42.17
	CRCL_TST	17.81
	DEFINED_COMP_3	504.47
	FITW	2,081.40
	HEALTHINSCONT	379.34
	IBEW876FLAT	0.91
	IBEW876UNION%	1.36
	MEDICARE_EE	252.07
	MERS 457 ROTH	27.96
	MERS457	85.58
	MERS457%	14.47
	MSAEEFAMILY	8.97
	SITW_MI	680.35
	SOCSEC_EE	1,077.75
	SUPSUNIONDUES	30.93
	TEAMSTERS	144.00
	USCM2284	21.40
	WATERSUPPHONE	8.75
	Total Deductions:	5,469.59
	-- Expenses --	
	DEFINED_COMP_11	1,849.78
	MEDICARE_ER	252.07
	MSA ER EXPENSE	417.20
	SOCSEC_ER	1,077.75
	SUI	0.04
	Total Expenses:	3,596.84
Totals For Fund: 594		
	Gross Payment:	984.24
	Net Payment:	844.10
	Total Payroll:	1,063.94
	-- Deductions --	
	CRCL_TST	2.84
	DEFINED_COMP_3	0.76
	FITW	18.51
	HEALTHINSCONT	1.09
	MEDICARE_EE	14.25
	MSAEEFAMILY	0.23
	SITW_MI	41.51
	SOCSEC_EE	60.95
	Total Deductions:	140.14

JOURNAL TOTALS BY FUND REPORT FOR CITY OF GLADSTONE

For Check Dates 04/01/2024 to 04/30/2024

Item 7.

Fund	Item	Amount
	-- Expenses --	
	DEFINED_COMP_11	2.80
	MEDICARE_ER	14.25
	MSA_ER_EXPENSE	1.14
	SOCSEC_ER	60.95
	SUI	0.56
	Total Expenses:	<u>79.70</u>
Totals For Fund: 706		
	Gross Payment:	264.03
	Net Payment:	156.80
	Total Payroll:	321.09
	-- Deductions --	
	AFLAC_AFTER	2.83
	AFLAC_PRE	4.41
	DEFINED_COMP_3	7.92
	FITW	25.37
	HEALTHINSCONT	2.19
	IBEW876FLAT	0.91
	IBEW876UNION%	1.36
	MEDICARE_EE	3.71
	MERS457	12.94
	MERS457%	14.47
	MSAEEFAMILY	1.70
	SITW_MI	10.04
	SOCSEC_EE	15.85
	TEAMSTERS	3.53
	Total Deductions:	<u>107.23</u>
	-- Expenses --	
	DEFINED_COMP_11	29.04
	MEDICARE_ER	3.71
	MSA_ER_EXPENSE	8.46
	SOCSEC_ER	15.85
	Total Expenses:	<u>57.06</u>



# City of Gladstone, MI

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

## Staff Report

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Agenda Date: 05-13-2024                      Eric Buckman, City Manager: \_\_\_\_\_  
 Department: City Commission              Department Head Name: \_\_\_\_\_  
 Presenter: Manager 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:** Proposed Appropriation Ordinance No. 2024-630

**BACKGROUND:**

A public hearing on Appropriation Ordinance No. 2024-630 was held on Monday, April 22, 2024. Approval of an ordinance requires four commission members in the affirmative, due to having only three Commission members present at the 04-22-2024 meeting no action was taken other than holding the public hearing and it was tabled to 05-13-2024 regular meeting.

Chapter 8, Sections 8 & 9 of the City Charter require the City Commission to adopt this ordinance. This ordinance lists General Fund Expenses for the 2024-2025 Fiscal Year.

**FISCAL EFFECT:**

FY 2024-2025 Budget

**SUPPORTING DOCUMENTATION:**

Ordinance No. 2024-630

**RECOMMENDATION:**

Motion to approve Appropriation Ordinance No. 2024-630

\*\*Requires four commission members in the affirmative to pass an ordinance – Roll Call. If we do not have four commissioners present, the motion would be to table until the next regular meeting \*\*

**CITY OF GLADSTONE  
ORDINANCE NO. 2024-630**

**AN ORDINANCE MAKING APPROPRIATIONS FOR THE CURRENT FISCAL YEAR FOR THE CITY OF GLADSTONE, MICHIGAN FROM APRIL 1, 2024 THRU MARCH 31, 2025 TO DEFRAY THE DEBTS, EXPENDITURES & LIABILITIES LEVYING THE AMOUNTS THEREOF NECESSARY TO BE RAISED BY TAXATION TO BE LEVIED ON THE NEXT CITY OF GLADSTONE JULY 2024 TAX ROLL, AND FURTHER AUTHORIZING AND REQUIRING THE LEVYING ON THE JULY 2024 CITY AND DECEMBER 2024 GENERAL TAX ROLLS OF ALL THE DELINQUENT AND UNPAID SPECIAL ASSESSMENTS, TOGETHER WITH PENALTIES THEREOF AS PROVIDED BY THE CITY TREASURER.**

**THE CITY OF GLADSTONE ORDAINS:**

**Section I.** That pursuant to the provisions of the Charter of the City of Gladstone, and the provisions of the budget as adopted by the City Commission, appropriations are hereby made for the current fiscal year from April 1, 2024 thru March 31, 2025 for the assessments and purposes hereinafter designated as follows:

General Government	\$1,379,277.00
Cemetery	\$121,810.00
Public Safety	\$2,117,216.00
General Public Works	\$468,953.00
Parks & Recreation	\$657,430.00

**Section II.** That of the amounts appropriated in Section I of this ordinance, there shall be raised by taxation upon all 2023 tax levy the tentative sum of \$1,732,172.00 for the purpose of defraying the debts, expenditures, and liabilities of said City of Gladstone for the current fiscal year from April 1, 2024 thru March 31, 2025.

**Section III.** The City Clerk shall certify to the City Assessor tentative sum of \$1,732,172.00 to be levied upon the assessed valuation of all taxable property within the City of Gladstone on the General City of Gladstone July 2024 tax roll for the said City of Gladstone and laws of the State of Michigan.

**Section IV.** The City Clerk of the City of Gladstone shall report by June 15, 2024 and November 15, 2024 to the City Assessor of said City of Gladstone the amounts of all the several delinquent Special Assessments returned unpaid by the City Treasurer on such dates for all public improvements heretofore levied and assessed, together with the description of such lots and the amount(s) of the assessment levied upon such, together with the names of the owners whom such assessments were made, as contained in the Special Assessment Roll(s) prepared therefore and on file in the office of the City Treasurer, and the City Assessor is hereby authorized and directed to levy and spread the sums so assessed together with penalties as fixed against the persons and property respectively charged therewith in such special Assessment Rolls, in accordance with provisions of the City Charter of the City of Gladstone.

**Section V.** This ordinance shall be published and take effect ten (10) days after its publication.

Introduced:04-08-2024  
Published: 04-16-2024 *DAILY PRESS*  
Public Hearing: 04-22-2024  
Adopted:

Published:  
Effective:

**CITY OF GLADSTONE**

By: \_\_\_\_\_  
Joseph Thompson, Mayor

By: \_\_\_\_\_  
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: 05-13-2024 Eric Buckman, City Manager: \_\_\_\_\_  
 Department: 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:**

Proposed Special Event – Open Mic Night – Saturday June 15, 2024

**BACKGROUND:**

This proposed event is sponsored by Gladstone Parks & Recreation Department to be held Saturday, June 15, 2024 5-7 PM

A recommendation of approval occurred by the Parks & Recreation Advisory Board on May 7, 2024 to the City Commission for the event to be formally approved.

If the event is successful and going to become an annual event it can be added to the City Commission Annual Special Event List that is approved at the beginning of each year.

**FISCAL EFFECT:** Unknown

**SUPPORTING DOCUMENTATION:**

Special Event Permit Application  
Flyer

**RECOMMENDATION:**

Motion to recommend approval of the first City of Gladstone/ Music Co-op of Delta County Open Mic Night special event for Saturday, June 15, 2024 at the Gladstone Beach House from 5:00 PM – 7:00 PM.



# GLADSTONE MICHIGAN

CITY OF GLADSTONE  
1100 DELTA AVENUE  
GLADSTONE, MI 49837  
906-428-2311  
KBERRY@GLADSTONMI.ORG

Item 9.

APPLICATION MAY BE REMITTED VIA MAIL, EMAIL OR DROPPED AT GLADSTONE CITY HALL.  
ALL APPLICATIONS MUST BE APPROVED BY CITY COMMISSION AND ANY CITY DEPARTMENT AS REQUIRED

## SPECIAL EVENT PERMIT APPLICATION

### APPLICANT INFORMATION

SPONSOR NAME: City of Gladstone & Music Co-op of Delta City  
ADDRESS: 1100 Delta Avenue Gladstone  
CONTACT NUMBER: Eric Buckman  
EMAIL: ebuckmana@gladstonemi.gov  
NON PROFIT  yes  no NON PROFIT I \_\_\_\_\_  
FOR PROFIT:  yes  no EIN \_\_\_\_\_  
CONTACT PERSON: Lois 906-428-2843

### EVENT TYPE AND LOCATION

Open Mic Night - Gladstone Beach House  
EST # OF PARTICIPANTS: unknown at present DATE(S) OF EVENT: 6-15-2024  
HOURS OF EVENT  
SET UP \_\_\_\_\_ TO \_\_\_\_\_  
EVENT 5pm TO 7pm  
CLEAN UP \_\_\_\_\_ TO \_\_\_\_\_

### SPECIAL REQUESTS

Working w/ Park & Rec - new event.

FOR INTERNAL USE  
DATE RECEIVED 05-10-2024  APPROVED  DENIED

# WAIVER OF LIABILITY

Item 9.

EVENT SPONSOR City of Gladstone

DATE(S) OF EVENT 6-15-2024

EVENT SPONSOR SHALL INDEMNIFY AND HOLD HARMLESS THE CITY OF GLADSTONE, IT'S OFFICERS, EMPLOYEES AND AGENTS FROM AND AGAINST ANY AND ALL CLAIMS, DEMANDS, LIABILITY, COSTS AND EXPENSES OF WHATEVER NATURE, INCLUDING COURT COST AND COUNSEL FEES ARISING OUT OF INJURY TO OR DEATH OF ANY PERSON OR PERSONS OR LOSS OF OR PHYSICAL DAMAGE TO ANY PROPERTY RESULTING IN ANY MANNER FROM THE WILLFUL MISCONDUCT ACTS OR NEGLIGENCE OF THE APPLICANT, IT'S SUB-CONSULTANTS, AGENTS, EMPLOYEES, VOLUNTEERS, LICENSEES OR GUEST IN THE MAKING OR PERFORMANCE OF THIS SPECIAL EVENT PERMIT.

IT IS UNDERSTOOD THE CITY OF GLADSTONE ISSUES THE PERMIT IN ORDER TO REVIEW AND APPROVE ALL PLANS FOR EVENTS WHICH WILL AFFECT PUBLIC FACILITIES OR THE PUBLIC RIGHT OF WAY.

**NOTE: GENERAL LIABILITY COVERAGE WITH A MINIMUM LIMIT OF LIABILITY OF 1,000,000 IS REQUIRED. CERTIFICATION OF INSURANCE NAMING THE CITY OF GLADSTONE IS REQUIRED.**

## WAIVER OF SUBROGATION

THE LESSOR WAIVES ALL RIGHTS OF RECOVER AGAINST THE LESSEE, LESSEE'S EMPLOYEES, AGENTS AND INVITES FOR ANY LOSS OR DAMAGE TO PROPERTY OF THE LESSOR LOCATED AT THE PREMISES COVERED BY THE SPECIAL EVENTS PERMIT, INCLUDING PROPERTY INSURED UNDER VALID AND COLLECTIBLE INSURANCE POLICIES, TO THE EXTENT OF ANY RECOVERY COLLECTIBLE UNDER SUCH INSURANCE.

### ACKNOWLEDGEMENT OF WAIVER

BY SIGNING, I ACKNOWLEDGE I HAVE READ AND UNDERSTAND THE WAIVER OF LIABILITY FOR MY EVENT.

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

For internal use

Waiver of Liability Insurance Granted  Signature \_\_\_\_\_

THE CITY OF GLADSTONE AND  
THE MUSIC CO-OP OF DELTA  
COUNTY ARE SPONSORING

# OPEN MIC NIGHT

SAT JUNE 15TH  
5PM - 7PM

AT THE GLADSTONE  
BEACH HOUSE

JOIN US FOR SOME LOCAL  
MUSIC AND GOOD VIBES!  
BRING A CHAIR AND YOUR  
COOLER!

JUNE'S BOOTH BUS  
WILL BE OFFERING FREE PHOTOS

MUSIC CO-OP OF DELTA COUNTY

CONTACT LOIS TO SIGN UP AT 428-2843



**City of Gladstone, MI**  
**MEETING TYPE**  
**STAFF REPORT**

<b>Agenda Date:</b>	May 13, 2024	<b>Eric Buckman, City Manager:</b>	_____
<b>Department:</b>	City Hall	<b>Department Head Name:</b>	_____
<b>Presenter:</b>	Patricia West/Kim Berry	<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:**

Digital Marketing Proposal for the City of Gladstone

**BACKGROUND:**

Three simultaneous events have happened in the last few months leading staff to propose the City Commission consider contracting with a digital marketing company.

- Proposed Amendment to the City’s Master Plan
- Launch of a new website platform
- DDA interest in increasing public relations to promote both new and existing development within the district.

City Staff received a proposal from Orange Cat Media to contract with us on creating digital marketing content for the City. The initial intent of the conversation was to explore photography and video for the DDA, but as the conversation evolved, they were able to provide a proposal of full offerings they could provide:

- **City Photography/Videography:** Capturing both events and candid photos/experiences within the City limits. The City of Gladstone would have full ownership of the assets created.
- **Social Media Management:** In partnership with the City of Gladstone, this investment could allow them to create content for social media, improving city communication with residents, and fulfilling the need for a modern newsletter.
- **Rebrand for the City of Gladstone:** An opportunity to work with City Boards and Staff to create a new logo, color schemes, fonts, etc. focusing on a cohesive branding experience and making the city easily identifiable across all media platforms.

We’ve also met with and received a proposal from WLUCTV6. Their offerings differ but provide value in other ways as their expertise lies in targeted online advertising through social media to funnel people back to our webpage for information. They provide dashboard analytics to target impressions, reach, etc. This focus would drive engagement with our online presence, increase awareness of our city and assets, and influence prospective visitors/residents.

We did reach out to a third digital marketing company out of Marquette but did not hear back from them.

**FISCAL EFFECT:**

\$1,250 - \$12,000

**SUPPORTING DOCUMENTATION:**

- Digital Marketing Proposal from Orange Cat Media
  - Example of Work | Facebook Post from Jack’s Restaurant
- Marketing Proposal from WLUCTV6
  - Example of Work | Mackinaw City Video
- Excerpt from the Proposed Master Plan Amendment | Implementation Section | Goal 8: Marketing

**RECOMMENDATION:**

Enter into an annual contract with Orange Cat Media to oversee the City of Gladstone’s digital marketing in an amount not to exceed \$12,000.

# Digital Marketing Proposal



PREPARED FOR THE CITY OF GLADSTONE



# Summary

The City of Gladstone is a beautiful UP local area with businesses and attractions that will continue to thrive with new photos and videos, as well as a new logo, branding guide, and assets

Based on our meeting, we feel we can provide a comprehensive digital marketing plan that will introduce assets (photos and videos) with longevity that can be used to engage with the city of Gladstone’s digital audience, as well as build that audience organically and provide highly up to date, relevant content.

As residents of Gladstone, we have an ideal perspective of being able to capture content that is current, captivating and incredibly up to date. We live, work, and play in Gladstone with our family, and this gives us a close glimpse into what other families and residents will be interested in. Additionally, as residents who have moved into Gladstone within the last five years, we know what will attract and continue to motivate people to move to this beautiful waterfront community.



Taken 3/31/2024 at Van Cleve Park

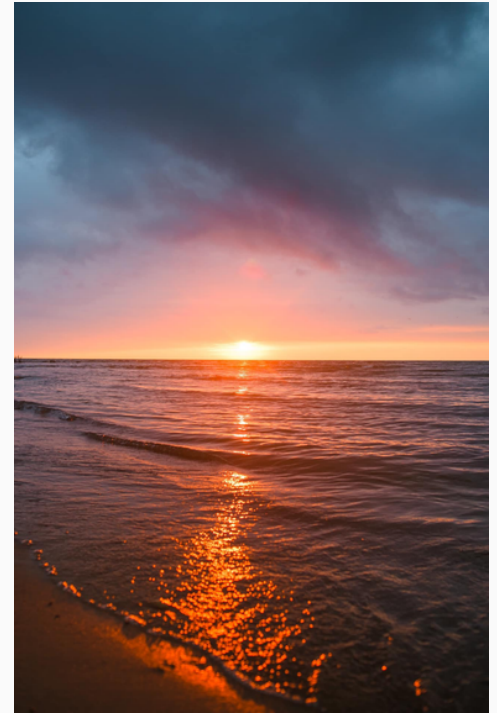
# Objectives

Here are some key objectives, summarized from our meeting

Create personalized content focused on videos, photos, and miscellaneous assets

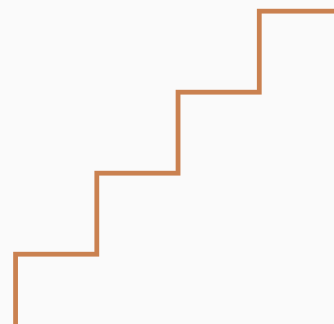
Revitalization of logo and overall brand for the city of Gladstone, including a new logo and branding guide summarizing colors and fonts

Tailor immersive content showcasing the beauty of Gladstone, local community events, local businesses, and family driven content



Taken 9/28/2023 at Gladstone Beach

This is non-comprehensive, over time we will continue to meet with the city of Gladstone, adapt to the ever changing digital landscape, and strategize to continually improve the services we provide.





# Proposed Strategy

Our approach combines a locally driven marketing strategy with carefully curated content and copy

Some key branding items to highlight will include:

- Beauty of Gladstone and local natural areas, such as the Gladstone beach
- Downtown and community centered content, with a focus on local businesses and local attractions
- History of the area, including new perspectives on historical content
- Family focused content with focus on Van Cleve Park, Gladstone Beach, and the local downtown area

## 1 Social Media Analysis

We will conduct an analysis of your current followers, engagement, and content on Facebook and Instagram to assess where your current posts are landing, and what your current audience looks like. We will evaluate follower growth and engagement over time in order to better assess and inform the future direction of the city of Gladstone's growing audience

## 3 Social Media Marketing

We will develop and execute a social media strategy that leverages the unique characteristics of each platform to engage with the target audience of the city of Gladstone. We'll create and curate compelling content featuring local businesses, the local area, and local people who live, work, and play in Gladstone, and engage with followers to build brand awareness and increase engagement.

## 2 Branding

We will curate a new logo and brand for the city of Gladstone based on ongoing discussions and meetings. This will include a new logo design, and corresponding colors and fonts. Videos, photos, and social media posts will feature the new city of Gladstone logo and custom styling choices.. This may include additional ancillary illustrative work to supplement a new logo

## 4 Asset creation and organization

We will create and capture assets in the form of photos, videos, drone photos, drone videos, timelapses, and any other media we can capture of Gladstone. This will include pre-planned events and an evolving shot list to capture, working with local businesses to spotlight their work and community involvement, on the fly events that require asset collection, and continuous capture of content as residents of Gladstone

# Investment

## Details

## Budget

### Social media management + asset generation

Includes key events and running shot list, a minimum of 1 video per quarter, drone photography and videography, one social media post per day with unique photo asset, and 2-3 videos per month (includes everything in the line items below), and full ownership of all assets created. Graphics and flyers as needed are included

\$12,000 per year -  
\$3000 per quarter

### Asset Generation

Includes key events and running shot list, a minimum of 1 video per quarter, drone photography and videography, and full ownership of all assets created

\$4000 per year -  
\$1000 per quarter

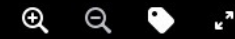
### Logo and branding, 50 photos per year, one video

(comprised of 4 events - Farmers Market, 4th of July Parade, North Shore, Downtown Business District) + 1 video (1 to 2 minute interview with DDA including B roll), and full ownership of all assets created

\$1250



Taken 7/4/2023 at 4th of July celebration



Item 10.

**Jack's Restaurant Rapid River Michigan**

April 1 at 3:30 PM · 🌐

Bonnie has been an integral part of Jack's for over 46 years now!


First coming to Jack's in 1976 as a 10th grade high school student, now almost five decades later she is the master of the morning here in Rapid River. Thank you for everything you do, we're so lucky to learn from you and have you're experience guide us.


Please give three cheers to Bonnie for being our Employee of the Month for April!


👍❤️ 1.2K 170 🗨️ 35 ➦

👍 Like 🗨️ Comment ➦ Share

Most relevant ▾

 **Deb Tschury-Miller**  
Congrats Bonnie  
11h Like Reply

 **Carol Ontto**  
Congratulations Bonnie!  
3d Like Reply


 **Heidi Snyder Erickson**  
Congrats Bonnie! I'd say she's up for Employee of the Century!!  
2d Like Reply 2 👍❤️

 **Carol Lantz**  
Cheers Cheers Cheers Bonnie. Congratulations ❤️  
6d Like Reply

 **Shirley Freeders**  
Congratulations  
1w Like Reply 👍

 **Karen Buss Stabile**  
Top fan  
She's amazing!!!! Love this picture!  
1w Like Reply 👍

View more comments 6 of 169

 Comment as Patricia West  
👍 🗨️ 😊 📷 📷 📷 ➦

35



**GLADSTONE**  
≡ MICHIGAN ≡

**Where happiness lives,  
works and plays.**

**A dynamic strategy to increase regional visibility and  
relevance and drive traffic to the City of Gladstone.**



**GLADSTONE**  
≡ MICHIGAN ≡  
**Where happiness lives,  
works and plays.**

## Meeting Recap:

- Tricia is the DDA Coordinator and wants to energize the City of Gladstone's branding efforts to maximize its potential for current and new residents.
- The new website, gladstonemi.gov, has launched and is more modern and attractive for users. A new logo design is next.
- 2020 Census showed a 5.7% increase in population. Now's the time to attract younger people to live here.
- There are Gladstone residents who say the City needs to communicate better. Same few followers on facebook.
- With the new Master Plan, more housing options will become available to attract younger families, middle age and retirees.
- North Shore Development is getting closer to happening. Several recent conversations with a prospective developer has the City optimistic.
- With continuous, fresh and alluring outbound messaging it's possible to attract new visitors and in-market housing buyers to the area.

# Parent Company Gray TV

## National Station Footprint

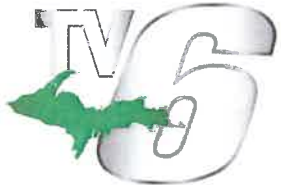


**113**  
*operating TV stations,  
and digital properties*

**36%**  
*collective reach  
of U.S. TV Households*

*Most* **#1**  
*ranked news stations  
in the country*

**2<sup>nd</sup>**  
*largest broadcasting  
group in the nation*





# Who drives **YOUR BUSINESS**

## Demographic Breakdown

Adults 25+



## Geographic Breakdown

Delta, Schoolcraft and central counties



# The Marketing FUNNEL.

## AWARENESS

BROADCAST TELEVISION AND TV6 DIGITAL PLATFORMS  
PREMIUM STREAMING  
TARGETED DISPLAY/VIDEO  
STREAMING AUDIO

## INTEREST + CONSIDERATION

YOUTUBE  
SOCIAL ADVERTISING  
TARGETED EMAIL

## CONVERSION

PAID SEARCH  
SEO  
FACEBOOK LEAD GEN





# Our Recommendation for Branding City of Gladstone.

## Creative Strategy:

- What's so great about Gladstone?
- Why should someone Google it? Visit? Work? Move?
- Highlight the scenery each season, as well as a call to action to come enjoy!
- Using video, show why it's a small town with so much to offer: it's walkable, swim-able, hike-able, run-able and most of all LIVEABLE!
- Updating creative with events, as needed: Farmer's Market, Business After Hours, Brewery Openings, New Restaurants, Disc Golf Tournaments, Fishing Tournaments, July Celebration, Summer Concert Series, Triathlons, etc.

- ✓ Scripting
- ✓ Schedule Shoot
- ✓ Execute Shoot
- ✓ Postproduction → Client review
- ✓ Once approved- you own it



Commercial Production Package:  
1 :30 commercial, 2 :15 commercials  
We'll add graphics each month as needed to keep creative messaging fresh and users engaged.  
Annual Investment: \$1500



# ADVERTISING STRATEGY:

Deliver targeted creative campaigns to users across Facebook and Instagram platforms.

We recommend using this platform to increase visibility and promote Gladstone events to:

- Drive Engagement
- Increase Awareness
- Influence Prospective Visitors/Residents
- Plus: Free graphics production

	facebook. Ads	Instagram Ads
Static Images	✓	✓
Carousels	✓	✓
Videos	✓	✓

**We'll link ads to your new website!**



# Social Advertising.

Create Interest and consideration with brand awareness. Increase your leads and expand your reach by targeting regional consumers on Facebook and Instagram.

CITY OF GLADSTONE:

100,000 ad impressions per month (facebook & Instagram)  
Monthly Investment: \$ 1,000  
12 month Investment: \$12,000

X \_\_\_\_\_  
City of Gladstone



# PERFORMANCE INSIGHTS

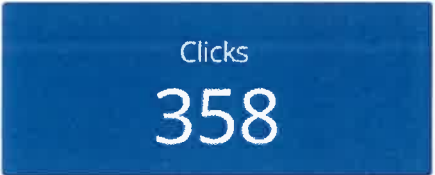
Evolving Beyond Traditional Reporting

## TARGETED DISPLAY PERFORMANCE



Advertiser

GDM Demo



### Quick Date Selector

- Days Weeks Months Years 15
- Today Yesterday Last 7 days
- Last 30 days Last 60 days Last 90 days



# Your Branding Campaign Investment:

Create massive awareness of the City of Gladstone and all there is to see, do and enjoy as a visitor or a resident.



## Planner:

- Monthly Investment: \$1,000 *Amended to 125,000 during proposal from the team. -Patricia West*
- Monthly Commercials: 100,000 views to your target audience on Social Media
- Monthly Creative Updates: Made by your TV6 Producer, billed as needed

\$1,000 digital campaign x 12 months + \$1500 Production= \$13,500 Total Investment



X \_\_\_\_\_  
 Approved by City of Gladstone Date:

***\*This Agreement is subject to the Standard Terms and Conditions available at [www.gray.tv/advertising](http://www.gray.tv/advertising). Agreement subject to a 30-day cancellation policy.\****

When completed and signed, this contract authorizes your participation and financial obligation in this campaign. Due to the nature of this campaign client/agency unconditionally assumes an obligation for payment. Gray Television, Inc. and its stations do not discriminate in advertising contracts based on race or ethnicity. Any provision in any order or agreement for advertising that purports to discriminate based on race or ethnicity, even if handwritten, typed or otherwise made a part of the particular contract, is hereby rejected.

**Thank you.  
We look forward to working  
alongside you to bring the  
City of Gladstone  
messaging to the masses  
to help maximize your  
visibility and relevance with  
visitors and prospective  
residents.**

**Veronica Tackman**



**906-420-2453**



**vtackman@wluctv6.com**



# PROPOSED DRAFT

Item 10.

## Goal 8: Marketing

OBJECTIVE	STRATEGY	PRIORITY	OWNER
Build recognition for the City of Gladstone as a reputable and respected housing community throughout northern Michigan and Wisconsin.	Delegate ownership to fund and oversee marketing initiatives of the City of Gladstone.	Near-Term	City Manager
	Explore revisions to a new city logo and improve our branding toolkit to be used on future marketing materials and signage, making the community easily identifiable across all mediums and platforms.	Near-Term	City Manager
	Improve the City's communication efforts with its residents to increase awareness, involvement, and buy-in of current initiatives.	On-Going	City Manager
	Partner with Gladstone Area Schools to promote the benefits and strengths of the school system to attract new residents.	On-Going	City Manager
	Position the City of Gladstone as a recreational hub, promoting the outdoor recreational facilities located within our city, as well as the many amenities just a short drive away.	On-Going	City Manager
	Market the expansion of new waterfront housing on the North Shore with public outdoor recreational amenities available within walking distance.	Mid-Term	City Manager
Build a tourism industry to attract visitors to Gladstone.	Build relationships and partner with local visitor bureaus and the Chamber of Commerce to inform them of tourism opportunities within the city and encourage referrals to our community.	On-Going	City Manager
	Promote the city as a weekend get-away by ensuring the quality of short-term rentals are maintained for our visitors through the rental inspection program.	On-Going	City Manager
	Utilize resources from the State of Michigan, such as Pure Michigan and the Department of Natural Resources, to promote the City of Gladstone's waterfront amenities and recreational inventory.	On-Going	City Manager/ Parks & Recreation
	Partner with Midwest marketing publications to write promotional pieces about our community.	Near-Term	City Manager
	Consider billboard advertisements along highway routes leading to Gladstone to encourage visitors to stop at one of our many public assets.	Mid-Term	City Manager
Attract new business to our community to grow our economic base.	Streamline our practices to build a strong foundation of planning, zoning, and economic development by implementing Redevelopment Ready Community (RRC) best practices.	On-Going	City Manager



# City of Gladstone, MI

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

## Staff Report

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Agenda Date: May 13, 2024                      Eric Buckman, City Manager: \_\_\_\_\_  
 Department: Wastewater                      Department Head Name: Rodney Schwartz  
 Presenter: Rodney Schwartz                      Kim Berry, City Clerk: \_\_\_\_\_

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

**AGENDA ITEM TITLE:** Wastewater Upgrades Request for Disbursement of Funds Draw #22.

**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 #22 includes Staab Construction payment #23 totaling \$266,453.70.

**FISCAL EFFECT:** \$266,454.00

**SUPPORTING DOCUMENTATION:** Request for Disbursement of Funds Draw #22 packet.

**RECOMMENDATION:** Approve Request for Disbursement of Funds Draw #22 totaling \$266,454.00.



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>22</b>	C. Period Covered by Request 03/25/2024 to 04/25/2024 (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				\$0.00	\$706,182.00
14. CONSTRUCTION COSTS (bid contracts)				\$266,454.00	\$13,315,491.00
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				\$266,454.00	
20. TOTAL CUMULATIVE AMOUNT INCURRED TO DATE					\$15,518,875.00
21. AMOUNT PREVIOUSLY DISBURSED					\$15,252,421.00
22. AMOUNT REQUESTED FOR DISBURSEMENT					\$266,454.00
<p>I certify that I am an authorized representative of the recipient and am authorized to make the following certifications on behalf of the recipient: (i) there is no pending litigation or event which will materially and adversely affect the project, the prospects for its completion, or the recipient's ability to make timely repayments on the obligation issued in connection with this project; (ii) the representations, warranties and covenants contained in the supplemental agreement for the obligations pursuant to which this request for disbursement is submitted continue to be true and accurate in all material respects as of the date hereof; (iii) to the best of my knowledge and belief, the costs above were incurred in accordance with the terms of the supplemental agreement and the application for assistance for this project; and (iv) the amount requested for disbursement represents the loan amount due, which has not previously been requested.</p> <p>Authorized Representative Name (Print or Type): _____ Title: _____</p> <p>Authorized Representative Signature: _____ Date: _____</p> <p style="text-align: center;"><b>EMAIL THIS COMPLETED REQUEST TO YOUR EGLE PROJECT MANAGER                  OR MAIL TO THE ADDRESS SHOWN ON THE NEXT PAGE</b></p>					

**FOR EGLE USE ONLY:**

Approved by EGLE Project Manager: \_\_\_\_\_ Date: \_\_\_\_\_

(EQP 3522 REV 3-31-22)

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

**Contractor's Application for Payment No. 23**

Application Period: <b>03/25/24 to 4/25/2024</b>		Application Date: <b>04/25/24</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>

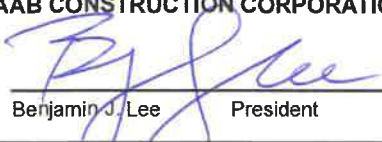
**Application for Payment**  
**Change Order Summary**

Change Orders approved in Previous months by Owner	<b>\$437,578.00</b>	<b>-\$174,010.00</b>
Number	Additions	Deductions
<b>9</b>	<b>0.00</b>	<b>-1,594.00</b>
TOTALS	<b>\$437,578.00</b>	<b>-\$175,604.00</b>
Net Change by Change Orders	<b>\$261,974.00</b>	

<b>1. ORIGINAL CONTRACT PRICE</b> .....	<b>\$17,743,000.00</b>
<b>2. Net Change By Change Orders</b> .....	<b>\$261,974.00</b>
<b>3. Current Contract Price (Line 1+2)</b> .....	<b>\$18,004,974.00</b>
<b>4. TOTAL COMPLETED AND STORED TO DATE</b> (Column G on Progress Estimate) .....	<b>\$14,215,739.60</b>
<b>5. RETAINAGE:</b>	
<b>5.00 % of Total Contract</b> (Project over 50% Complete)	
<b>c. Total Retainage (Line5a = 5b)</b> .....	<b>\$900,248.70</b>
<b>6. AMOUNT ELEGIBLE TO DATE (Line 4 - Line 5c)</b> ....	<b>\$13,315,490.90</b>
<b>7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)</b> .	<b>\$13,049,037.20</b>
<b>8. AMOUNT DUE THIS APPLICATION</b> .....	<b>\$266,453.70</b>
<b>9. BALANCE TO FINISH, PLUS RETAINAGE</b> .....	
(Column H on Progress Estimate + Line 5 above) .....	<b>\$4,689,483.10</b>

**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: 4-29-24  
Benjamin J. Lee President

Payment of: **\$266,453.70**  
Line 8 or other - attach explanation of other amount)

is recommended by: \_\_\_\_\_ (Engineer) \_\_\_\_\_ (Date)

Payment of: **\$266,453.70**  
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. : 23

Application Date : 4/25/2024

To: 4/25/2024

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

Invoice # : 23

Contract : 4632- GLADSTONE, MI WWTF

A Item No.	B Description of Work	C Scheduled Value	D E Work Completed		F Materials Presently Stored  (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H % (G / C)	I Balance To Finish (C-G)	Retainage
			From Previous Application (D+E)	This Period In Place					
010010-00	PM/Supervision	420,000.00	394,000.00	10,000.00	0.00	404,000.00	96.19%	16,000.00	
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	398,000.00	8,000.00	0.00	406,000.00	96.67%	14,000.00	
015000-00	Temporary Facilities	130,000.00	120,000.00	3,000.00	0.00	123,000.00	94.62%	7,000.00	
016000-00	Yard & Equipment	545,000.00	480,000.00	20,000.00	0.00	500,000.00	91.74%	45,000.00	
024100-00	Demolition	145,000.00	90,000.00	30,000.00	0.00	120,000.00	82.76%	25,000.00	
024135-00	Equipment Demo	55,000.00	55,000.00	0.00	0.00	55,000.00	100.00%	0.00	
030000-00	Sitework Concrete	130,000.00	80,000.00	0.00	0.00	80,000.00	61.54%	50,000.00	
030000-10	Service Concrete	140,000.00	0.00	50,000.00	0.00	50,000.00	35.71%	90,000.00	
030000-20	Administration Concrete	255,000.00	255,000.00	0.00	0.00	255,000.00	100.00%	0.00	
030000-30	Primary Settling Tank Concrete	510,000.00	510,000.00	0.00	0.00	510,000.00	100.00%	0.00	
030000-40	MBBR Concrete	495,000.00	495,000.00	0.00	0.00	495,000.00	100.00%	0.00	
030000-50	Final Settling Tank No 1 & 2 Concr	63,000.00	63,000.00	0.00	0.00	63,000.00	100.00%	0.00	
030000-54	Final Settling Tank No 3 Concrete	305,000.00	305,000.00	0.00	0.00	305,000.00	100.00%	0.00	
030000-56	Splitter Box Concrete	55,000.00	55,000.00	0.00	0.00	55,000.00	100.00%	0.00	
030000-60	Chlorine Contact Concrete	50,000.00	50,000.00	0.00	0.00	50,000.00	100.00%	0.00	
030000-70	Primary Digester Concrete	3,000.00	0.00	0.00	0.00	0.00	0.00%	3,000.00	
034000-00	Precast Concrete	46,000.00	46,000.00	0.00	0.00	46,000.00	100.00%	0.00	
036200-00	Concrete Repairs	26,000.00	4,000.00	0.00	0.00	4,000.00	15.38%	22,000.00	
042000-00	Masonry	393,000.00	286,800.00	0.00	0.00	286,800.00	72.98%	106,200.00	
055000-00	Metal Fabrications	320,000.00	103,000.00	10,000.00	180,000.00	293,000.00	91.56%	27,000.00	
066000-00	FRP Fabrications	110,000.00	110,000.00	0.00	0.00	110,000.00	100.00%	0.00	
068160-00	FRP Weirs & Baffles	114,000.00	31,000.00	0.00	50,000.00	81,000.00	71.05%	33,000.00	
072113-00	Foundation Insulation	7,000.00	7,000.00	0.00	0.00	7,000.00	100.00%	0.00	
074213-00	Insulated Wall Panels	100,000.00	0.00	0.00	0.00	0.00	0.00%	100,000.00	
075300-00	Single Ply Roof	300,000.00	134,000.00	0.00	60,000.00	194,000.00	64.67%	106,000.00	
081000-00	Metal & FRP Doors	180,000.00	180,000.00	0.00	0.00	180,000.00	100.00%	0.00	
084000-00	Alum Doors & Windows	32,000.00	32,000.00	0.00	0.00	32,000.00	100.00%	0.00	
092116-00	Metal Stud & Drywall	38,000.00	38,000.00	0.00	0.00	38,000.00	100.00%	0.00	
093000-00	Ceramic Tile	9,000.00	9,000.00	0.00	0.00	9,000.00	100.00%	0.00	

# CONTINUATION SHEET

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

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

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

Application No. : 23

Application Date : 4/25/2024

To: 4/25/2024

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

Invoice #: 23 Contract : 4632- GLADSTONE, MI WWTF

A Item No.	B Description of Work	C Scheduled Value	D E Work Completed		F Materials Presently Stored  (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	% (G / C)	H Balance To Finish (C-G)	I Retainage
			From Previous Application (D+E)	This Period In Place					
095100-00	Ceiling Tile	10,000.00	10,000.00	0.00	0.00	10,000.00	100.00%	0.00	
096500-00	Resilient Flooring	26,000.00	26,000.00	0.00	0.00	26,000.00	100.00%	0.00	
099100-00	Painting	480,000.00	170,000.00	0.00	0.00	170,000.00	35.42%	310,000.00	
101000-00	Misc Specialties	15,000.00	15,000.00	0.00	0.00	15,000.00	100.00%	0.00	
107313-00	Metal Awnings	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00%	0.00	
123000-00	Casework & Cabinets	95,000.00	95,000.00	0.00	0.00	95,000.00	100.00%	0.00	
124000-00	Furnishings ALLOWANCE	40,000.00	18,365.60	0.00	0.00	18,365.60	45.91%	21,634.40	
133400-00	Primary Tank Cover	245,000.00	245,000.00	0.00	0.00	245,000.00	100.00%	0.00	
220500-00	Plumbing	405,000.00	329,000.00	0.00	0.00	329,000.00	81.23%	76,000.00	
230500-00	HVAC	1,400,000.00	800,000.00	0.00	0.00	800,000.00	57.14%	600,000.00	
260500-00	Electrical Construction	2,300,000.00	1,228,000.00	25,000.00	0.00	1,253,000.00	54.48%	1,047,000.00	
260500-01	Electrical ALLOWANCE	17,000.00	0.00	0.00	0.00	0.00	0.00%	17,000.00	
312000-00	Earthwork	590,000.00	442,000.00	60,000.00	0.00	502,000.00	85.08%	88,000.00	
312343-00	Dewatering	320,000.00	320,000.00	0.00	0.00	320,000.00	100.00%	0.00	
314116-00	Permanent Sheeting	60,000.00	60,000.00	0.00	0.00	60,000.00	100.00%	0.00	
321216-00	Asphalt Paving	64,000.00	0.00	0.00	0.00	0.00	0.00%	64,000.00	
323100-00	Fencing	75,000.00	12,000.00	0.00	0.00	12,000.00	16.00%	63,000.00	
329219-00	Site Restoration	17,000.00	0.00	0.00	0.00	0.00	0.00%	17,000.00	
333000-01	Underground Piping Materials	360,000.00	360,000.00	0.00	0.00	360,000.00	100.00%	0.00	
333000-02	Underground Piping Install	570,000.00	570,000.00	0.00	0.00	570,000.00	100.00%	0.00	
400519-01	Interior Piping Materials	1,100,000.00	650,000.00	0.00	375,374.00	1,025,374.00	93.22%	74,626.00	
400519-02	Interior Piping Install	390,000.00	160,000.00	20,000.00	0.00	180,000.00	46.15%	210,000.00	
400557-00	Stop & Slide Gates	240,000.00	225,000.00	0.00	0.00	225,000.00	93.75%	15,000.00	
400562-00	Valve Material	650,000.00	0.00	0.00	583,033.00	583,033.00	89.70%	66,967.00	
412214-00	Trolley & Hoist	49,000.00	0.00	0.00	32,912.00	32,912.00	67.17%	16,088.00	
431133-00	Rotary Screw Blower	4,000.00	0.00	0.00	0.00	0.00	0.00%	4,000.00	
432313-00	Centrifugal Slurry Pumps	78,000.00	0.00	0.00	37,100.00	37,100.00	47.56%	40,900.00	
432331-00	Drypit Sumbersible Pumps	370,000.00	0.00	0.00	341,862.00	341,862.00	92.40%	28,138.00	
432331-01	Vertical Non Clog Sewage Pumps	62,000.00	0.00	5,000.00	50,368.00	55,368.00	89.30%	6,632.00	
462133-00	Rotary Drum Screen	145,000.00	0.00	0.00	119,250.00	119,250.00	82.24%	25,750.00	

# CONTINUATION SHEET

Application and Certification for Payment, containing Contractor's signed certification is attached.  
 In tabulations below, amounts are stated to the nearest dollar.  
 Use Column I on Contracts where variable retainage for line items may apply.

Application No. : 23  
 Application Date : 4/25/2024  
 To: 4/25/2024  
 Architect's Project No.: ENG PROJ NO. 21-0120

Invoice # : 23 Contract : 4632- GLADSTONE, MI WWTF

A Item No.	B Description of Work	C Scheduled Value	D E Work Completed		F Materials Presently Stored  (Not in D or E)	G Total Completed and Stored To Date  (D+E+F)	H % (G / C)	I Balance To Finish (C-G)	Retainage
			From Previous Application (D+E)	This Period In Place					
462324-00	Vortex Grit Removal and Classifier	380,000.00	0.00	0.00	336,359.00	336,359.00	88.52%	43,641.00	
464350-00	Chain and Flight Sludge Collector	355,000.00	350,000.00	0.00	0.00	350,000.00	98.59%	5,000.00	
465326-00	MBBR Equipment	610,000.00	600,000.00	0.00	0.00	600,000.00	98.36%	10,000.00	
467318-00	Digester Floating Cover	280,000.00	280,000.00	0.00	0.00	280,000.00	100.00%	0.00	
467330-00	Mechanical Sludge Mixing Equip	80,000.00	79,510.00	0.00	0.00	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	74,011.00	0.00	0.00	74,011.00	92.51%	5,989.00	
468000-00	Samplers	48,000.00	0.00	0.00	0.00	0.00	0.00%	48,000.00	
C.O. # 01	Change Order #1	-68,722.00	0.00	0.00	0.00	0.00	0.00%	-68,722.00	
C.O. # 02	Change Order #2	69,561.00	0.00	0.00	0.00	0.00	0.00%	69,561.00	
C.O. # 03	Change Order #3	120,708.00	0.00	0.00	0.00	0.00	0.00%	120,708.00	
C.O. # 04	Change Order #4	-47,909.00	0.00	0.00	0.00	0.00	0.00%	-47,909.00	
C.O. # 05	Change Order #5	-57,379.00	0.00	0.00	0.00	0.00	0.00%	-57,379.00	
C.O. # 06	Change Order #6	154,269.00	30,125.00	0.00	0.00	30,125.00	19.53%	124,144.00	
C.O. # 07	Change Order #7	66,842.00	23,408.00	0.00	0.00	23,408.00	35.02%	43,434.00	
C.O. # 08	Change Order #8	26,198.00	0.00	0.00	0.00	0.00	0.00%	26,198.00	
C.O. # 09	Change Order #9	-1,594.00	0.00	0.00	0.00	0.00	0.00%	-1,594.00	
<b>Grand Totals</b>		<b>18,004,974.00</b>	<b>11,710,219.60</b>	<b>241,000.00</b>	<b>2,264,520.00</b>	<b>14,215,739.60</b>	<b>78.95%</b>	<b>3,789,234.40</b>	<b>900,248.70</b>

# STORED MATERIAL SUMMARY

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

Application No. : 23

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

Application Date : 4/25/2024

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

To: 4/25/2024

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

Invoice # : 23

Contract : 4632- GLADSTONE, MI WWTF

Item No.	Description of Work	Storage End Last Period	New Shipments	Used This Period	Storage End This Period	Remarks
010010-00	PM/Supervision	0.00	0.00	0.00	0.00	
012200-00	Bonds & Insurance	0.00	0.00	0.00	0.00	
013100-00	Misc Job Expenses	0.00	0.00	0.00	0.00	
015000-00	Temporary Facilities	0.00	0.00	0.00	0.00	
016000-00	Yard & Equipment	0.00	0.00	0.00	0.00	
024100-00	Demolition	0.00	0.00	0.00	0.00	
024135-00	Equipment Demo	0.00	0.00	0.00	0.00	
030000-00	Sitework Concrete	0.00	0.00	0.00	0.00	
030000-10	Service Concrete	0.00	0.00	0.00	0.00	
030000-20	Administration Concrete	0.00	0.00	0.00	0.00	
030000-30	Primary Settling Tank Concrete	0.00	0.00	0.00	0.00	
030000-40	MBBR Concrete	0.00	0.00	0.00	0.00	
030000-50	Final Settling Tank No 1 & 2 Concr	0.00	0.00	0.00	0.00	
030000-54	Final Settling Tank No 3 Concrete	0.00	0.00	0.00	0.00	
030000-56	Splitter Box Concrete	0.00	0.00	0.00	0.00	
030000-60	Chlorine Contact Concrete	0.00	0.00	0.00	0.00	
030000-70	Primary Digester Concrete	0.00	0.00	0.00	0.00	
034000-00	Precast Concrete	0.00	0.00	0.00	0.00	
036200-00	Concrete Repairs	0.00	0.00	0.00	0.00	
042000-00	Masonry	0.00	0.00	0.00	0.00	
055000-00	Metal Fabrications	180,000.00	0.00	0.00	180,000.00	
066000-00	FRP Fabrications	0.00	0.00	0.00	0.00	
068160-00	FRP Weirs & Baffles	50,000.00	0.00	0.00	50,000.00	
072113-00	Foundation Insulation	0.00	0.00	0.00	0.00	
074213-00	Insulated Wall Panels	0.00	0.00	0.00	0.00	
075300-00	Single Ply Roof	60,000.00	0.00	0.00	60,000.00	
081000-00	Metal & FRP Doors	0.00	0.00	0.00	0.00	
084000-00	Alum Doors & Windows	0.00	0.00	0.00	0.00	
092116-00	Metal Stud & Drywall	0.00	0.00	0.00	0.00	
093000-00	Ceramic Tile	0.00	0.00	0.00	0.00	
095100-00	Ceiling Tile	0.00	0.00	0.00	0.00	
096500-00	Resilient Flooring	0.00	0.00	0.00	0.00	
099100-00	Painting	0.00	0.00	0.00	0.00	

# STORED MATERIAL SUMMARY

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

Application No. : 23

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

Application Date : 4/25/2024

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

To: 4/25/2024

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

Invoice # : 23

Contract : 4632- GLADSTONE, MI WWTF

Item No.	Description of Work	Storage End Last Period	New Shipments	Used This Period	Storage End This Period	Remarks
101000-00	Misc Specialties	0.00	0.00	0.00	0.00	
107313-00	Metal Awnings	0.00	0.00	0.00	0.00	
123000-00	Casework & Cabinets	0.00	0.00	0.00	0.00	
124000-00	Furnishings ALLOWANCE	0.00	0.00	0.00	0.00	
133400-00	Primary Tank Cover	0.00	0.00	0.00	0.00	
220500-00	Plumbing	0.00	0.00	0.00	0.00	
230500-00	HVAC	0.00	0.00	0.00	0.00	
260500-00	Electrical Construction	0.00	0.00	0.00	0.00	
260500-01	Electrical ALLOWANCE	0.00	0.00	0.00	0.00	
312000-00	Earthwork	0.00	0.00	0.00	0.00	
312343-00	Dewatering	0.00	0.00	0.00	0.00	
314116-00	Permanent Sheeting	0.00	0.00	0.00	0.00	
321216-00	Asphalt Paving	0.00	0.00	0.00	0.00	
323100-00	Fencing	0.00	0.00	0.00	0.00	
329219-00	Site Restoration	0.00	0.00	0.00	0.00	
333000-01	Underground Piping Materials	0.00	0.00	0.00	0.00	
333000-02	Underground Piping Install	0.00	0.00	0.00	0.00	
400519-01	Interior Piping Materials	350,000.00	25,374.00	0.00	375,374.00	CORE & MAIN
400519-02	Interior Piping Install	0.00	0.00	0.00	0.00	
400557-00	Stop & Slide Gates	0.00	0.00	0.00	0.00	
400562-00	Valve Material	583,033.00	0.00	0.00	583,033.00	
412214-00	Trolley & Hoist	32,912.00	0.00	0.00	32,912.00	
431133-00	Rotary Screw Blower	0.00	0.00	0.00	0.00	
432313-00	Centrifugal Slurry Pumps	37,100.00	0.00	0.00	37,100.00	
432331-00	Drypit Sumbersible Pumps	341,862.00	0.00	0.00	341,862.00	
432331-01	Vertical Non Clog Sewage Pumps	50,368.00	0.00	0.00	50,368.00	
462133-00	Rotary Drum Screen	119,250.00	0.00	0.00	119,250.00	
462324-00	Vortex Grit Removal and Classifier	336,359.00	0.00	0.00	336,359.00	
464350-00	Chain and Flight Sludge Collector	0.00	0.00	0.00	0.00	
465326-00	MBBR Equipment	0.00	0.00	0.00	0.00	
467318-00	Digester Floating Cover	0.00	0.00	0.00	0.00	
467330-00	Mechanical Sludge Mixing Equip	0.00	0.00	0.00	0.00	
467333-00	Digester Gas Handling	98,262.00	0.00	0.00	98,262.00	

# STORED MATERIAL SUMMARY

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. : 23

Application Date : 4/25/2024

To: 4/25/2024

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

Invoice # : 23

Contract : 4632- GLADSTONE, MI WWTF

Item No.	Description of Work	Storage End Last Period	New Shipments	Used This Period	Storage End This Period	Remarks
467341-00	Spiral Heat Exchanger	0.00	0.00	0.00	0.00	
468000-00	Samplers	0.00	0.00	0.00	0.00	
C.O. # 01	Change Order #1	0.00	0.00	0.00	0.00	
C.O. # 02	Change Order #2	0.00	0.00	0.00	0.00	
C.O. # 03	Change Order #3	0.00	0.00	0.00	0.00	
C.O. # 04	Change Order #4	0.00	0.00	0.00	0.00	
C.O. # 05	Change Order #5	0.00	0.00	0.00	0.00	
C.O. # 06	Change Order #6	0.00	0.00	0.00	0.00	
C.O. # 07	Change Order #7	0.00	0.00	0.00	0.00	
C.O. # 08	Change Order #8	0.00	0.00	0.00	0.00	
C.O. # 09	Change Order #9	0.00	0.00	0.00	0.00	
<b>Grand Totals</b>		<b>2,239,146.00</b>	<b>25,374.00</b>	<b>0.00</b>	<b>2,264,520.00</b>	



Item 11.



# INVOICE

1830 Craig Park Court

St. Louis, MO 63146

**Invoice #** U49  
**Invoice Date** 3/22/24  
**Account #** 096757  
**Sales Rep** WI TP HOUSE  
**Phone #** 920-983-8510  
**Branch #249** De Pere, WI  
**Total Amount Due** \$355.10

**Remit To:**  
 CORE & MAIN LP  
 PO BOX 28330  
 ST LOUIS, MO 63146

SCC	FILE
000/000000	03/22/24
RECEIVED	
OK TO MAIL	
COPIES TO	

**Shipped To:**  
 C/O GLADSTONE WWTF  
 413 MINNEAPOLIS AVE  
 GARY SCHADE 715-305-2021  
 GLADSTONE, MI

CUSTOMER JOB - 4632 GLADSTONE WWTF

Thank you for the opportunity to serve you! We appreciate your prompt payment.

**Date Ordered** 3/05/24    **Date Shipped** 3/21/24    **Customer PO #** SEE BELOW    **Job #** 4632    **Bill of Lading** BEST WAY    **Shipped Via** BEST WAY    **Invoice#** U492355

Product Code	Description	Quantity	B/O	Price	TM	Extended Price
70317258008	CUSTOMER PO# - 4632111-400519-005-M CORE & MAIN PO# - 1721663	1	1	335.00000 EA		335.00
	317-258008-000 24X11P SADDLE EPOXY W/304SS STRAPS 25.75-25.85 OD					

**Freight**    **Delivery**    **Handling**    **Restock**    **Misc**

Subtotal: 335.00  
 Other: .00  
 Tax: 20.10

**Invoice Total:** \$355.10

Terms: NET 30  
 Ordered By: MIKE JOHNSON

This transaction is governed by and subject to Core & Main's standard terms and conditions, which are incorporated by reference and accepted.



# INVOICE

1830 Craig Park Court  
St. Louis, MO 63146

STAAB CONSTRUCTION CORPORATION  
1800 LAEMLE AVE  
MARSHFIELD WI 54449 4639

SCC	FILE
RECEIVED	DATE
OK TO PAY	
COPIES TO	

Shipped To:  
C/O GLADSTONE WMTF  
413 MINNEAPOLIS AVE  
GARY SCHADE 715-305-2021  
GLADSTONE, MI

Remit To:  
CORE & MAIN LP  
PO BOX 28350  
ST LOUIS, MO 63146

Invoice # **U492**  
 Invoice Date **3/21/24**  
 Account # **098757**  
 Sales Rep  
 Phone #  
 Branch #249  
 Total Amount Due **\$7,249.34**  
 WI TP HOUSE  
 920-983-8510  
 De Pere, WI

Thank you for the opportunity to serve you! We appreciate your prompt payment.

Date Ordered 3/05/24 Date Shipped 3/22/24 Customer PO # SEE BELOW Job # 4632 Bill of lading Shipped Via US SPECIAL Invoice# U492676  
 Gladstone WMTF

Product Code	Description	Quantity	B/O	Price	UM	Extended Price
CUSTOMER PO# - 4632111-400519-005-M						
24T049FPR	4 FLG 90 C110 PR USA	4		275.00000	EA	1,100.00
2404F21040DSS4	4 MEGA-FLG 2104DSS4 AIS 304SS B&N 210400DSS4	4		253.00000	EA	1,012.00
24T06T080FPR	6X8 FLG BULLHD TEE C110 PR USA	1		1063.00000	EA	1,063.00
24T08R06FPR	8X6 FLG RED C110 PR USA	3		613.00000	EA	1,839.00
2406F210600DSS4	6 MEGA-FLG 2106DSS4 AIS 304SS B&N 210600DSS4	5		365.00000	EA	1,825.00

Freight Delivery Handling Restock Misc  
 Subtotal: 6,839.00  
 Other: .00  
 Tax: 410.34

Invoice Total: **\$7,249.34**

Terms: NET 30  
Ordered By: MIKE JOHNSON

This transaction is governed by and subject to Core & Main's standard terms and conditions, which are incorporated by reference and accepted. To review these terms and conditions, please visit: <http://www.coreandmain.com/>

Item 11.



# INVOICE

1830 Craig Park Court  
St. Louis, MO 63146

Invoice #	54	WI TP HOUSE
Invoice Date	4/04/24	920-983-8510
Account #	096757	De Pere, WI
Sales Rep		
Phone #		
Branch #249		
Total Amount Due		\$1,548.66

Remit To:  
CORE & MAIN LP  
PO BOX 28330  
ST LOUIS, MO 63146

REC'D	FILE
000/00 ACTION	
000 RECEIVED	
OK TO PAY	
COPIES TO	

Shipped To:  
C/O GLADSTONE WWTF  
413 MINNEAPOLIS AVE  
GARY SCHADE 715-305-2021  
GLADSTONE, MI

Thank you for the opportunity to serve you! We appreciate your prompt payment.

Date Ordered 3/14/24      Date Shipped 4/02/24      Customer PO # SEE BELOW      Job # GLADSTONE WWTF 4632      Bill of Lading WITH OTHER      Shipped Via U544819      Invoice# U544819

Product Code	Description	Quantity	Ordered	Shipped	B/O	Price	UM	Extended Price
24AFGFR04A	CUSTOMER PO# 4632112-400519-005-M 4X1/8 FLG FF RR GASKET BID SEQ# 10	15	15			3.00000	EA	45.00
24AFGFR06A	6X1/8 FLG FF RR GASKET BID SEQ# 20	20	20			4.00000	EA	80.00
24T06FB15	6X1-1/2 TAPT BLIND FLG DI USA BID SEQ# 110	4	4			334.00000	EA	1,336.00

Freight	Delivery	Handling	Restock	Misc	Subtotal:	1,461.00
					Other:	.00
					Tax:	87.66
<b>Invoice Total:</b>						<b>\$1,548.66</b>

Terms: NET 30  
Ordered By: MIKE JOHNSON  
This transaction is governed by and subject to Core & Main's standard terms and conditions, which are incorporated by reference and accepted.  
To review these terms and conditions, please visit: <http://tandc.coreandmain.com/>

Item 11.



# INVOICE

1830 Craig Park Court  
St. Louis, MO 63146

Invoice # **U614**  
 Invoice Date **4/04/24**  
 Account # **098757**  
 Sales Rep **WI TP HOUSE**  
 Phone # **920-983-8510**  
 Branch #249 **De Pere, WI**  
 Total Amount Due **\$1,133.48**

Remit To:  
 CORE & MAIN LP  
 PO BOX 28330  
 ST LOUIS, MO 63146

STAAB CONSTRUCTION CORPORATION  
 1800 LAEMLE AVE  
 MARSHFIELD WI 54449 4639

SEE	FILE
000/ADDITION	
00 RECEIVED	
OK TO PAY	
COPIES TO	

Shipped To:  
 C/O GLADSTONE WWTF  
 413 MINNEAPOLIS AVE  
 GARY SCHADE 715-305-2021  
 GLADSTONE, MI

CUSTOMER JOB- 4632 GLADSTONE WWTF

Thank you for the opportunity to serve you! We appreciate your prompt payment.

Date Ordered 3/27/24 Date Shipped 4/02/24 Customer PO # SEE BELOW Job # GLADSTONE WWTF 4632 Bill of Lading US SPECIAL Invoices# U619992

Product Code	Description	Quantity	B/O	Price	UM	Extended Price
	CUSTOMER PO# - 4632113-400519-005-M					
2416F211600DSS4	16 MEGA-FLG 2116DSS4 A1S 304SS B&N 211600DSS4	2	2	2181.00000	EA	.00
2408F210800DSS4	8 MEGA-FLG 2108DSS4 A1S 304SS B&N 210800DSS4	2	2	487.00000	EA	974.00

Freight \$95.32  
 Delivery \$95.32  
 Handling \$95.32  
 Restock \$95.32  
 Misc \$95.32  
 Subtotal: 974.00  
 Other: 95.32  
 Tax: 64.16  
 Invoice Total: \$1,133.48

This transaction is governed by and subject to Core & Main's standard terms and conditions, which are incorporated by reference and accepted.  
 To review these terms and conditions, please visit: <http://randc.coreandmain.com/>



# INVOICE

Item 11.

1830 Craig Park Court  
St. Louis, MO 63146

Invoice #	049
Invoice Date	4/05/24
Account #	058757
Sales Rep	WI TP HOUSE
Phone #	920-983-8510
Branch #249	De Pere, WI
Total Amount Due	\$6,009.14

Remit To:  
CORE & MAIN LP  
PO BOX 28330  
ST LOUIS, MO 63146

STAB CONSTRUCTION CORPORATION  
1800 LAEMLE AVE  
MARSHFIELD WI 54449 4639

Shipped To:  
C/O GLADSTONE WWTF  
413 MINNEAPOLIS AVE  
GARY SCHADE 715-305-2021  
GLADSTONE, WI

SCC	FILE
ACTION RECEIVED	
OK TO PAY	
COPIES TO	

CUSTOMER JOB- 4632 GLADSTONE WWTF

Thank you for the opportunity to serve you! We appreciate your prompt payment.

Date Ordered	3/05/24	Date Shipped	4/03/24	Customer PO #	SEE BELOW	Job #	4632	Bill of Lading	SHIPPED VIA	Invoice#	U492605
					GLADSTONE WWTF				BEST WAY		

Product Code	Description	Ordered	Quantity	B/O	Price	TM	Extended Price
/19217690859	CUSTOMER PO# - 4632111-4005/9-005-M CORE & MAIN PO# - 1721741 4" FLGXFLG 5 3/8" CL DI PR N140-1211 RED - AIS	1	1		512.00000	EA	512.00
/19217690860	4" FLGXFLG 1' 2 3/8" CL DI PR N140-1211 RED - AIS	1	1		545.00000	EA	545.00
/19217690861	4" FLGXFLG 10" CL DI PR N140-1211 RED - AIS	1	1		512.00000	EA	512.00
/19217690862	4" FLGXFLG 1' 9-1/4" CL DI PR N140-1211 RED - AIS	1	1		578.00000	EA	578.00
/19217690863	4" FLGXFLG 4' CL DI PR	1	1		712.00000	EA	712.00
/19217690865	8" FLGXFLG 2' 1/4" CL DI PR N140-1211 RED - AIS - TAG: 104	1	1		1162.00000	EA	1,162.00
/19217690866	8" FLGXFLG 1' 8-1/2" CL DI PR N140-1211 RED - AIS - TAG: 102	1	1		1107.00000	EA	1,107.00
/19217690867	6" PEKPE 6' 4" CL DI PR N140-1211 RED - AIS	1	1		541.00000	EA	541.00

Freight	Delivery	Handling	Restock	Misc	Subtotal:	5,669.00
					Other:	.00
					Tax:	340.14
Invoice Total:						\$6,009.14

This transaction is governed by and subject to Core & Main's standard terms and conditions, which are incorporated by reference and accepted. To review these terms and conditions, please visit: <http://tandc.coreandmain.com/>

\*\*\*\*\*



# INVOICE

Item 11.

1830 Craig Park Court  
St. Louis, MO 63146

Invoice #	U54
Invoice Date	4/05/24
Account #	098757
Sales Rep	WI TP HOUSE
Phone #	920-983-8510
Branch #249	De Pere, WI
Total Amount Due	\$2,951.04

STAB CONSTRUCTION CORPORATION  
1800 LAEMLE AVE  
MARSHFIELD WI 54449 4639

SEC	FILE
ACTION	
000,000.00	
00000000	
00000000	
00000000	
COPIES TO	

Shipped To:  
C/O GLADSTONE WWTF  
413 MINNEAPOLIS AVE  
GARY SCHADE 715-305-2021  
GLADSTONE, WI

Remit To:  
CORE & MAIN LP  
PO BOX 28330  
ST LOUIS, MO 63146

CUSTOMER JOB- 4632 GLADSTONE WWTF

Thank you for the opportunity to serve you! We appreciate your prompt payment.

Date Ordered	3/14/24	Date Shipped	4/03/24	Customer PO #	SEE BELOW	Job #	4632	Bill of Lading	SHIPPED VIA	Invoice#	U544753
					GLADSTONE WWTF				DIRECT		

Product Code	Description	Quantity	Ordered	Shipped	B/O	Price	UM	Extended Price
/19217701913	CUSTOMER PO# - 4632112-400519-005-M CORE & MAIN PO# - 1736473							
/19217701914	6" FLGXF LG 1' 3-3/8" CL DI PR N140-1211 RED - AIS - TAG P220 BID SEQ# 30	1	1	1		696.00000	EA	696.00
/19217701915	6" FLGXF LG 1' 4-3/8" CL DI PR N140-1211 RED - AIS - TAG P222 BID SEQ# 70	1	1	1		696.00000	EA	696.00
/19217701916	6" FLGXF LG 1' 4-3/4" CL DI PR N140-1211 RED - AIS - TAG P223 BID SEQ# 90	1	1	1		696.00000	EA	696.00

Freight	Delivery	Handling	Restock	Misc	Subtotal:	2,784.00
					Other:	.00
					Tax:	167.04
<b>Invoice Total:</b>						<b>\$2,951.04</b>

Terms: NET 30  
Ordered By: MIKE JOHNSON

This transaction is governed by and subject to Core & Main's standard terms and conditions, which are incorporated by reference and accepted.  
To review these terms and conditions, please visit: <http://randc.coreandmain.com/>



# INVOICE

1830 Craig Park Court  
St. Louis, MO 63146

STAB CONSTRUCTION CORPORATION  
1800 LAEMLE AVE  
MARSHFIELD WI 54449 4639

SCC	FILE
WBS	WBS
ACTION	4/9/24
RECEIVED	4/9/24
OK TO PAY	4/9/24
000000	000000

Shipped To:  
C/O GLADSTONE WMTF  
413 MINNEAPOLIS AVE  
GARY SCHADE 715-305-2021  
GLADSTONE, MI

Remit To:  
CORE & MAIN LP  
PO BOX 28330  
ST LOUIS, MO 63146

Invoice #	U 8 06
Invoice Date	4/09/24
Account #	920-983-8510
Sales Rep	De Pere, WI
Phone #	
Branch #249	
Total Amount Due	\$1,278.51

CUSTOMER JOB - 4632 GLADSTONE WMTF

Thank you for the opportunity to serve you! We appreciate your prompt payment.

Date Ordered	4/03/24	Date Shipped	4/05/24	Customer PO #	SEE BELOW	Job #	4632	Bill of Lading	US SPECIAL	Invoice#	U656606
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Product Code	Description	Ordered	Shipped	B/O	Price	UM	Extended Price
24T089FPPR	CUSTOMER PO# - 4632113-400519-005-M 8 FLG 90 C110 PR USA	1	1		627.00000 EA		627.00
2408F21080DDSS4	8 MEGA-FLG 2108DSS4 AIS 304SS B&N 210800DDSS4	1	1		487.00000 EA		487.00

Freight	Delivery	Handling	Restock	Misc
\$92.14				
Terms: NET 30				

Subtotal:	1,114.00
Other:	92.14
Tax:	72.37
<b>Invoice Total:</b>	<b>\$1,278.51</b>

This transaction is governed by and subject to Core & Main's standard terms and conditions, which are incorporated by reference and accepted. To review these terms and conditions, please visit: <http://eandc.coreandmain.com/>

Item 11.



# INVOICE

1830 Craig Park Court  
St. Louis, MO 63146

Backordered from:  
4/04/24 U619992

Remit To:  
CORE & MAIN LP  
PO BOX 28330  
ST LOUIS, MO 63146

Invoice #	U71
Invoice Date	4/1
Account #	098757
Sales Rep	WI TP HOUSE
Phone #	920-983-8510
Branch #249	De Pere, WI
Total Amount Due	\$4,721.57

STAAB CONSTRUCTION CORPORATION  
1800 LAEMLE AVE  
MARSHFIELD WI 54449 4639

Shipped To:  
C/O GLADSTONE WWTF  
413 MINNEAPOLIS AVE  
GARY SCHADE 715-305-2021  
GLADSTONE, MI

CUSTOMER JOB - 4632 GLADSTONE WWTF

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Thank you for the opportunity to serve you! We appreciate your prompt payment.  
-----

Date Ordered	3/27/24	Date Shipped	4/16/24	Customer PO #	SEE BELOW	Job Name	GLADSTONE WWTF	Job #	4632	Bill of Lading	Shipped Via	Invoice#
												U719520

Product Code	Description	Quantity	B/O	Price	UM	Extended Price
	CUSTOMER PO# - 4632113-400519-005-M					
2416F211600DSS4	16 MEGA-FLG 2116DSS4 AIS 304SS	2		2181.00000	EA	4,362.00
	B&N 211600DSS4	2				

Freight	Delivery	Handling	Restock	Misc	Subtotal:	4,362.00
\$92.31					Other:	92.31
Terms: NET 30					Tax:	267.26
Ordered By: MIKE JOHNSON					Invoice Total:	\$4,721.57

This transaction is governed by and subject to Core & Main's standard terms and conditions, which are incorporated by reference and accepted. To review these terms and conditions, please visit: <http://randc.coreandmain.com/>



Item 11.



# INVOICE

1830 Craig Park Court  
St. Louis, MO 63146

Invoice #	U74
Invoice Date	4/1
Account #	098757
Sales Rep	MI TP HOUSE
Phone #	512-990-8470
Branch #160	Pflugerville, TX
Total Amount Due	\$127.20

Remit To:  
CORE & MAIN LP  
PO BOX 28330  
ST LOUIS, MO 63146

STAB CONSTRUCTION CORPORATION 000/0000  
1800 LAEMLE AVE 00000  
MARSHFIELD WI 54449 4639

Shipped To:  
C/O GLADSTONE WMTF  
413 MINNEAPOLIS AVE  
GARY SCHADE 715-305-2021  
GLADSTONE, MI

CUSTOMER JOB - 4632 GLADSTONE WMTF

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Thank you for the opportunity to serve you! We appreciate your prompt payment.

Date Ordered	4/18/24	Date Shipped	4/18/24	Customer PO #	SEE BELOW	Job #	4632	Bill of Lading	GLADSTONE WMTF	Shipped Via	UPS GROUND	Invoice#	U742085
--------------	---------	--------------	---------	---------------	-----------	-------	------	----------------	----------------	-------------	------------	----------	---------

Product Code	Description	Ordered	Shipped	B/O	Price	UM	Extended Price
70317101014	CUSTOMER PO#- 4632115-400531-005-M 317-101014-000 8X21P SADDLE EPOXY W/304SS STRAPS 8.54-10.10 OD	1	1		120.00000	EA	120.00

Freight	Delivery	Handling	Restock	Misc	Subtotal:	120.00
					Other:	.00
					Tax:	7.20
<b>Invoice Total:</b>						<b>\$127.20</b>

GLADSTONE



City of Gladstone, MI

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

MEETING TYPE  
STAFF REPORT

Agenda Date: 05-13-2024

Eric Buckman, City  
Manager:

Department: \_\_\_\_\_  
Electric

Department Head Name: \_\_\_\_\_

Presenter: \_\_\_\_\_  
James Olson

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:**

Electric Pole Replacement Bids 2024

**BACKGROUND:**

We solicited bids for pole replacement as described in the bid packet.  
Bids were received from MJ Electric, CC Power, B&B Electric

**FISCAL EFFECT:**

B & B Electric \$67,860.00

**SUPPORTING DOCUMENTATION:**

Bid Results sheet and bid documents

**RECOMMENDATION:**

Motion to approve B&B Electric in the amount of \$67,860.00

**CITY OF GLADSTONE  
BID RESULTS**

DATE: May 6, 2024

BID OPENING FOR: Electric Pole Replacement

BID #	NAME OF BIDDER	Pre-Bid Mtg	Bid Amount	Total Bid
1	MJ Electric	/	74,321.82	
2	CC Power	/	76,593. <sup>00</sup> Sat.	
3		/	82,182. <sup>00</sup> Sun.	
4	B+B Electric	/	67,860. <sup>00</sup>	
5				
6				
7				
8				
9				
10				
11				
12				

OPENED BY: James Olson

SIGNATURE: James Olson

# City of Gladstone, Michigan Electrical Department 2024 Pole Replacement Request for Proposals

## Background

The City of Gladstone is located on the Northern shore of Lake Michigan, in the South Central region of the Upper Peninsula of Michigan.

## Instructions

The City of Gladstone is requesting proposals from qualified contractors, experienced in providing power line reconstruction. Contractor must be licensed and insured. Bidders must be able to provide references and a list of projects completed by their firm. Interested firms shall submit a proposal to replace the 21 poles as mentioned in the attached sheet. All materials will be provided by the City at our warehouse on Clark Drive East. Contractor will be responsible for getting materials to the jobsite. Some work will be conducted in the MDOT right-of-way and contractor will be responsible for all traffic control.

## Proposal Requirements

- 1. History/Experience.** A brief history of the firm, including when organized, size, and experience with similar projects over the past 10 years. For each project include a summary of the project, total project cost, owner's name and a reference with title and contact information.
- 2. Price.** A time-task breakdown of the individual tasks and total costs including all expenses shall be included. A total lump sum price for performing the scope of all work and requirements shall be provided. This price shall include the statement that, for the scope of work identified in the proposal; these costs are "not-to-exceed" costs.
- 3. Proposal Documents.** Submitted proposals shall become the property of the City of Gladstone and may be disseminated as deemed necessary. Proposals will not be returned. Proposals post dated or received after the designated date and time for submission may not be considered. The City of Gladstone reserves the right to accept and/or reject any or all proposals.
- 4. Liability Insurance.** Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 (one million dollars) per occurrence and aggregate. Coverage shall include, but not limited to, the following: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Operations; (D) Broad Form General Liability Extensions or equivalent; (E) Explosion, Collapse, and Underground, if applicable.

**Proposal Submission**

If you have any questions and/or would like to arrange a site visit please contact:

James Olson, Electric Superintendent  
Phone: 906-428-1701 ext. 119  
Fax: 906-428-2311 Cell : 906-280-6698  
E-mail: jolson@gladstonemi.gov

Two (2) copies of a complete proposal must be submitted by: **May 6<sup>th</sup>, 2024. Bid Opening will be on May 6<sup>th</sup>, 2024 at 11:30 A.M. Eastern Standard Time (EST) @ the Gladstone City Hall located at 1100 Delta Avenue, Gladstone MI 49837.**

to: James Olson, Electric Superintendent  
City of Gladstone  
1100 Delta Avenue  
Gladstone, MI 49837

**ATTN: 2024 Pole Replacement Bids**

<b>FY 23 Pole changes</b>	<b>size</b>	<b>#</b>
924 Delta Ave	40	1
*Besse office, 933 North 8th street	40	1
517 Delta Avenue	40	1
513 North 11 <sup>th</sup> Street	40	3
502 North 11 <sup>th</sup> Street	45	1
300 Block Delta - Railway	40	1
1102 North 15 <sup>th</sup> Street	40	1
209 Loueda	40	1
809 Delta Avenue	40	2
207 South 10 <sup>th</sup> Street	40	1
912 Montana Avenue	40	1

1420 Dakota Avenue	40	2
1302 Montana Avenue	40	1
9018 Bayshore Drive (R.5 rd.)	40	1
8960 Bayshore Drive (R.5 rd.)	40	1
9200 Wahl Drive	40	1
8301 West Burntwood Drive	40	1
total		21

\*\* ALL POLES MARKED WITH PINK RIBBON \*\*

\*Saturday or Sunday work

GLADSTONE



City of Gladstone, MI

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

MEETING TYPE  
STAFF REPORT

Agenda Date: 05-13-2024

Eric Buckman, City  
Manager:

Department: \_\_\_\_\_  
Electric

Department Head Name: \_\_\_\_\_

Presenter: \_\_\_\_\_  
James Olson

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:**

2024 Line Clearance Bids

**BACKGROUND:**

We solicited bids for our annual line clearance program. Bids were received by Dombrowski Tree, Bugle Contracting and Asplundh Tree.

**FISCAL EFFECT:**

Dombrowski Tree \$13,250.00

**SUPPORTING DOCUMENTATION:**

Bid Results Sheet and Bid Packet

**RECOMMENDATION:**

Motion to approve Dombrowski Tree Bid in the amount of \$13,250.00 for the 2024 Line Clearance Project.

# CITY OF GLADSTONE BID RESULTS

DATE: May 6, 2024

BID OPENING FOR: Electric Line Clearing 10.02

BID #	NAME OF BIDDER	Pre-Bid Mtg	Bid Amount	Total Bid
1	<i>Bombrowski Tree</i>	<input checked="" type="checkbox"/>	<i>\$13,250.00</i>	
2	<i>Bombrowski Tree</i>			
3				
4	<i>Bugle Contracting</i>		<i>\$32,450.00</i>	
5	<i>Aspundh Tree</i>		<i>59,969.00</i>	
6				
7				
8				
9				
10				
11				
12				

OPENED BY: *James Olson* *Kim Berney*

SIGNATURE: *James Olson* *Kim Berney*





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**CITY OF GLADSTONE, MICHIGAN**

**REQUEST FOR BIDS**

**FOR**

**LINE CLEARANCE TREE TRIMMING SERVICES**

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**City of Gladstone  
1100 Delta Avenue  
Gladstone, MI 49837  
Phone: (906) 428-3636**

**TITLE-SIGNATURE PAGE  
REQUEST FOR BIDS**

The City of Gladstone, Michigan, invites you to submit a bid and statement of qualifications for the services of Line Clearance Tree Trimming Services.

**TWO (2) SIGNED BIDS  
MUST BE RECEIVED BY:  
10:00 A.M. on May 6, 2024**

**PLEASE MARK YOUR SEALED BID “LINE CLEARANCE TREE TRIMMING SERVICES”  
AND SEND IT TO:**

**City of Gladstone**  
*Attention: Kim Berry, City Clerk*  
1100 Delta Avenue  
Gladstone, MI 49837

The City reserves the right to reject any and all bids, to waive technical defects, and to select the bid(s) deemed most advantageous to the City.

The undersigned certifies that he/she has the authority to bind this company in an agreement to supply the service or commodity in accordance with all terms and conditions specified herein. Please type or print the information below. **Respondent is REQUIRED to complete, sign and return this form with their submittal.**

_____		_____	
Company Name		Authorized Person (Print)	
_____		_____	
Address		Signature	
_____		_____	
City/State/Zip		Title	
_____		_____	
Telephone #	Fax #	Date	Tax ID#
_____		_____	
E-mail		Entity Type	

## Gladstone, Michigan

### Request for Bids FOR Line Clearance Tree Trimming Services

#### I. General Information City of Gladstone, Michigan

The City of Gladstone is located on the picturesque shores of Little Bay de Noc. Our location offers our residents and visitors numerous year-round activities. Boasting a population of just under 5,000, we have the small-town quality and hospitality that the Upper Peninsula is known for. The City offers its own city-owned/operated utilities and campground. Additional information regarding the City's services is available on the City's website at [www.gladstonemi.org](http://www.gladstonemi.org).

#### II. Project Overview

The City of Gladstone is conducting its annual Line Clearance and Tree Trimming. Reference attached images for more information.

#### III. General Requirements

- 1. Qualifications/Experience:** Trimming and removal services are required for trees in electric easements, in public rights-of-way, and near energized overhead electric lines within the Electric Distribution System of Gladstone Municipal Light & Power. Only Contractors who are regularly employed and actively engaged in trimming and removal services in and around high voltage lines shall be considered for this contract. The Contractor shall have been regularly engaged in the business of trimming and removing trees near energized lines for more than 5 years. The Contractor must provide information on availability of extra crews to respond to storms or natural disasters. The Contractor shall provide a listing of companies, names, and telephone numbers of references to verify qualifications and experience.
- 2. Training Certification:** The Contractor shall provide certification that its trimming employees have been trained for trimming work around energized conductors. Training shall be from an approved Line Clearance Certification program.
- 3. Costs Included In Bids:** The prices in this bid shall include all labor, materials, tools and equipment that is necessary to perform Line Clearance in the City of Gladstone service territory and shall also include the costs of incidentals such as insurance, taxes, management, supervision and overhead. The City will accept some waste materials at the City Composite Site located at 1001 29<sup>th</sup> Street; otherwise it shall be the Contractor's responsibility to properly dispose of all waste materials. The City of Gladstone will reimburse the Contractor for all fees paid by the contractor for the disposal of vegetation resulting from the Contractor's work in performance of the contract.

#### **IV. Organization of the Bids**

Bids should include responses to each of the following items. Please construct your bid with responses in the same order as listed below to facilitate review and comparison by the review committee.

1. Provide a general profile of the firm.
2. Outline your firm's experience in providing similar services as outlined in Section II and briefly summarize three representative projects that illustrate your experience.
3. All proposers will be required to submit evidence of professional liability insurance at the limits required by the City of Gladstone and disclose any applicable deductible amount.
4. Final sheet indicating published rates for services, including per diem.

#### **V. Evaluation of Bids**

An evaluation committee comprised of City Manager and Electric Superintendent will evaluate the bids. The committee will evaluate the bids based on the following criteria:

1. Responsiveness—Quality and completeness of the response to the Request for Qualifications (10%)
2. Project Approach-- Respondent's approach for working with identified staff, assembling information, and providing deliverables to enable the City and its partners making strategic decisions regarding redevelopment. (20%)
3. Firm Experience—Respondent's credentials and experience in performing similar work for other municipalities. (25%)
4. Staff Experience – Experience and background of specific personnel that will be assigned to the project. (20%)
5. Schedule—Ability to meet or exceed the needs of the City in providing services requested under this RFQ in a timely manner. (25%)

#### **VI. Interviews**

N/A

#### **VII. Fees**

1. Attach copy of published rates, including any per diem, and travel rates. Also include all equipment rates including equipment not normally expected to be used in this contract.

## VIII. Terms and Conditions

1. The City of Gladstone reserves the right to reject any or all bids, with no penalty to the City, or to award the contract to the next most qualified consultant if the successful respondent does not execute a contract within thirty (30) days after the award of the bid.
2. The firm must submit Two (2) copies of each of its bids to the City of Gladstone not later than 10:00 A.M. May 6, 2024. The address and telephone number for bid submission is:

Attn: Kim Berry, City Clerk  
1100 Delta Avenue  
Gladstone, MI 49837  
(906) 428-2311 x 7

3. Bids should be in a sealed package, clearly marked "Line Clearance Tree Trimming" on the exterior of the package. Bids received after the specified date and time, or unsealed or unmarked Bids, WILL NOT BE CONSIDERED.
4. All bids must be signed by a duly authorized individual. All bids shall become the property of the City of Gladstone and the City may, at its option, request oral presentation prior to selection; notification in writing will be given if such meetings are required.
5. Mr. James Olson, Electric Superintendent, shall be the primary source of contact for your firm during the Request for bids and selection process.

Mr. James Olson, Electric Superintendent  
[jolson@gladstonemi.gov](mailto:jolson@gladstonemi.gov)  
906-280-6698

6. The City of Gladstone reserves the right to request clarification of the information submitted and to request additional information of one or more applicants.
7. If, through any cause, the firm shall fail to fulfill in a timely and proper manner the obligations agreed to, the City of Gladstone shall have the right to terminate its contract by specifying the date of termination in a written notice to the firm at least thirty (30) working days before the termination date. In this event, the firm shall be entitled to just and equitable compensation for any satisfactory work completed.
8. Any agreement or contract resulting from the acceptance of a bid shall be on forms either supplied by or approved by the City of Gladstone, and shall contain, as a minimum, applicable provisions of the Request for bids. The City reserves the right to reject any agreement that does not conform to the Request for bids and any City requirements for agreements and contracts.
9. The selected firm(s) shall not subcontract or assign any interest in the contract and shall not transfer any interest in the same without prior written consent of the City of Gladstone.

- 10. All data, documents, and other information provided to the City of Gladstone by the consultant as a result of this Request for Bids shall become the property of the City and subject to its disposal.
- 11. All costs associated with the preparation of a bid in response to the Request for bids shall be the responsibility of the firm submitting the bid.
- 12. The selected firm(s) will be required to provide a certificate of insurance naming the City as an “additional insured” in the minimum amounts specified:
  - i. Contractor’s Public Liability insurance with a minimum of \$1,000,000.
  - ii. Workers’ Compensation coverage with limits required by the State of Michigan, and
  - iii. Property Damage Insurance with a minimum of \$1,000,000.
- 13. Should the firm hired merge or be purchased by another individual or firm, contract continuation would be at the City of Gladstone's option.
- 14. The City of Gladstone, being an equal opportunity employer, will not discriminate against any respondent because of race, color, religion, sex or national origin; any person or group which enters into a contract with the City of Gladstone must agree to comply with any and all applicable federal and state laws regarding the prohibition of discrimination. All respondents, by placing a bid, shall accept the affirmative duty to ascertain and comply with such laws.

**III. Schedule of Events**

The City of Gladstone has developed the following schedule of events for selection:

RFP Schedule	Timing
Send out Request for bids	April 22, 2024
Receive and Opening Bids from Contractors	May 6, 2024
Recommendations to City Commission	May 13, 2024

All questions regarding this request for bid, or to schedule an appointment to view the areas, are to be directed to:

Mr. James Olson, Electric Superintendent.  
[jolson@gladstonemi.gov](mailto:jolson@gladstonemi.gov)  
 906-280-6698

All proposers should be aware that any communication with other City of Gladstone officials, either elected or appointed, after the date of this request will cause that firm’s bid to be automatically rejected.



Along East Side of North Bluff DR. Cutting from Ground to Max reach.



South Hill area. Down Ketcham St. and Loueda Ave. Cutting from Ground to Max reach.



GLADSTONE



**City of Gladstone, MI**

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

**MEETING TYPE  
STAFF REPORT**

<b>Agenda Date:</b> May 13, 2024	<b>Eric Buckman, City Manager:</b>
<b>Department:</b> All Funds	<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:** Federal Awards Administration Policy

**BACKGROUND:** Adoption of this policy was a recommendation from the fiscal year 2023 audit but is also a requirement for receiving federal monies. The City of Gladstone has never received federal monies above the \$750,000 threshold until the wastewater plant upgrade project. This policy outlines financial administration procedures outside of the policies we have already in place.

**FISCAL EFFECT:** None

**SUPPORTING DOCUMENTATION:** Policies and Procedures for Federal Awards Administration Policy

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



**POLICIES AND PROCEDURES  
FOR  
FEDERAL AWARDS ADMINISTRATION**

April, 2024

## Overview

Purpose - This manual has been prepared to document the policies and procedures for the administration of federal awards by the City of Gladstone, Michigan (the "City"). These policies and procedures are intended to be sufficiently comprehensive to adequately meet the requirements of 2 CFR 200 (the "Uniform Guidance"). However, in no case are these policies and procedures intended to supersede or limit federal or state laws or regulations, or the provisions of individual grant agreements.

Hierarchy of Authority - In the event that conflicting guidance on the administration of Federal awards is available, the City has deemed guidance from the Office of Management and Budget (OMB) to be most authoritative, followed by guidance from the grantor agency and finally the state and local agencies.

Revisions - Guidance provided by the Federal government through the OMB Compliance Supplement is expected to be updated each year. Such updates are considered by the City as they become available and policies and procedures will be revised accordingly.

The City Manager and designated representatives are authorized and required to establish and document operating procedures to ensure compliance with the provisions of federal and state regulations and the provisions of grant agreements. Such procedures are documented herein, and will be reviewed and updated as necessary.

Training - Accounting and finance personnel, and program administrators of Federal awards will be provided the necessary training through various mechanisms, such as: (1) consulting with the City's auditors as needed for clarification, (2) participating in various training opportunities, such as those offered by appropriate professional organizations, (3) reading guidance issued by the grantor agency, (4) participating in program related webinars.

Compliance Failures - Compliance failures, whether noted internally by management or through the external audit process, will be addressed immediately by reviewing the reason for the failure with responsible personnel and devising an improved process to encourage compliance in the future.

## General Accounting and Financial Management

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It is the policy of the City of Gladstone, Michigan (the “City”) to comply with all statutory, regulatory, and contractual requirements in the conduct of and accounting for its financial operations. The official books of record for the City will be maintained subject to the following provisions:

**Commission Policies.** The following policies have been separately reviewed and approved by the Commission, and are incorporated here by reference:

- City of Gladstone Internal Control and Accounting Procedures Policy

**Additional Policies and Procedures.** The following policies and procedures will also be applied, to the extent that they do not conflict with or contradict the Commission policies listed above:

1. The City will account for its operations in accordance with the Generally Accepted Accounting Principles (GAAP) applicable to local units of government.
2. The City will comply with the provisions of 2 CFR 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (the “Uniform Guidance”).
3. The City will comply with all contractual requirements detailed in its duly executed grant agreements with awarding agencies.
4. The Commission will contract annually with an independent CPA firm for the purposes of conducting the City’s external financial audit. To the extent that the City has expended federal awards in excess of \$750,000, the City will have a single audit performed in accordance with 2 CFR 200.
5. The City Clerk shall maintain a book of official policies adopted by the Commission, in addition to this Policies and Procedures Manual.
6. The City shall be responsible for the maintenance of all accounting and financial records (including journals, timesheets, bank statements, audit reports, and similar documents). Such records shall be retained as required by contractual or regulatory requirements as described in the section of this manual titled “Records Retention”.

## Purchasing and Procurement

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It is the policy of the City of Gladstone, Michigan (the “City”) to ensure that all disbursements of City funds are properly reviewed and authorized, and consistent with sound financial management principles. In order to meet these objectives, all disbursements of City funds shall be subject to the following provisions:

**Commission Policies.** The following policies have been separately reviewed and approved by the Commission, and are incorporated here by reference:

- City of Gladstone Purchasing Policies & Procedures
- City of Gladstone Personnel Manual
- City of Gladstone Credit Card Policy

**Additional Policies and Procedures.** The following policies and procedures will also be applied, to the extent that they do not conflict with or contradict the Commission policies listed above:

1. Purchases made with federal funds will be made using one of the five allowable methods specified by the Uniform Guidance. Where such regulations differ from the general City policy, the more restrictive of the requirements shall apply.
  - *Micro-purchases* - Purchases of services and supplies with an aggregate cost of \$3,000 or less (or \$2,000 in the case of acquisitions for construction subject to the Davis- Bacon Act). Bids or quotations are not required, though the City will attempt to make the purchase in the most economical fashion possible.
  - *Small purchases* - Purchases of services or supplies with an aggregate cost of \$150,000 or less. Quotations must be obtained from an adequate number of qualified sources.
  - *Sealed bids* - Vendors are invited to bid based on detailed specifications.
  - *Competitive proposals* - Vendors are invited to submit a proposal based on detailed specifications. Unlike the sealed bid method, competitive proposals typically involve technical or professional services where the qualifications, experience, reputation, and other factors are considered in awarding the contract.
  - *Non-competitive proposals* - These purchases must be for an emergency, pre-approved by the grantor agency, or because the item is only available from a single source. This type of procurement should occur infrequently and be clearly documented. A Sole Source Vendor Justification Form has been drafted in the appendix of this manual.

## Purchasing and Procurement - Continued

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2. Invoices will be received by the City. The Department responsible for the purchase will submit the invoice to the City Office Clerk for entry into the City's payment software. At this time, the expenditure is considered for allowability under grant agreements (see "Allowable Costs/Cost Principles" in the single audit section of this manual).
3. Appropriate general ledger expense accounts will be noted on the approved invoices by the Department Head or City Treasurer.
4. When an employee incurs work-related expenses to be reimbursed by the City, the following requirements apply:
  - a. The employee reimbursement request form will be submitted to the Department Head/City Treasurer for approval. Once approved by the Department Head/City Treasurer, the reimbursement request form will then be submitted to the City Office Clerk along with all supporting receipts for processing of payment.
  - b. Receipts will be attached to the reimbursement request form for all expenses. If a receipt is not available, a reimbursement may not be made.
  - c. An employee will not be reimbursed for any expense that is disallowed by Federal cost principles.
  - d. Mileage will be reimbursed by the City at the standard IRS rate.
  - e. An employee making a disbursement using personal funds on behalf of the City may be subject to State sales tax, while payments made by the City directly are exempt from such tax due to its status as a local unit of government. As such, an employee will only incur a work-related expense with personal funds to the extent that it is not practical or reasonable for the purchase to be made directly by the City. This type of procurement should occur infrequently and be clearly documented.

## Cash Receipts

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In order to safeguard the funds of the City, cash receipts will be deposited promptly and in-tact.

**Policies and Procedures.** The following policies and procedures will be applied:

1. Cash and check collections at the City departments:
  - a. Cash and checks collected by the departments must issue receipts for all amounts received.
  - b. An individual from the department shall bring support, along with a receipt report to the Utility Billing Clerk/Cashier for deposit.
  - c. The receipt report is sent to the Utility Billing Clerk/Cashier office along with the related cash/checks. The Utility Billing Clerk/Cashier office ensure that the amounts agree and include the cash in the daily deposit. The Utility Billing Clerk/Cashier then compares the deposit slip to the accounting software report and post the transaction to the appropriate accounts. Postings are then independently reviewed as indicated by signature or initials on the posting report.
2. Electronic Funds Transfers / Credit Cards are processed, reconciled and reviewed by the Treasurer's Office. Departments can also receive credit card payments.
3. Wire transfers and ACH/EFT payments received for Federal and State grant funds will be recorded by the Treasurer's Office. The entries will be signed/initialed and dated by the preparer, and independently reviewed and approved.

## Payroll and Timekeeping

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The following provisions apply to the payment of employees and recording of time and effort (as required) in accordance with Federal Cost Principles.

**Board Policies.** The following policies have been separately reviewed and approved by the Board, and are incorporated here by reference:

- City of Gladstone Personnel Manual

**Additional Policies and Procedures.** The following policies and procedures will also be applied, to the extent that they do not conflict with or contradict the Board policies listed above:

1. All employees shall submit a timesheet for each pay period, with the following information:
  - a. The total number of hours actually worked each day
  - b. The use of any holiday, personal, vacation, sick, or other approved time off with pay
  - c. The total number of hours to be paid
  - d. The dated signature (or time stamped via accounting software) of the employee and the Department Head.
  - e. Submitted to Payroll for payment processing

In the event that an after-the-fact correction is necessary to an employee's timesheet due to errors in the allocation of time worked, such corrections must be submitted to Payroll by the Department Head in writing by both the employee and their Department Head.

2. Department Head time sheets must be reviewed by the City Manager's Office.
3. Timesheets are entered into the electronic payroll system. A Payroll report is generated by the Utility Billing Clerk/Cashier to support the number of hours worked for the pay period. This report is compared to the timesheets prior to processing and releasing the EFT.
4. Pay rates are established at the time of hire and updated as needed by the union or employee contracts.



## Bank Reconciliations

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The following procedures will apply to the reconciliation of bank accounts:

1. Bank reconciliations will be performed monthly for each bank account.
2. Bank reconciliations will be completed within 6 weeks of the month-end.
3. Bank reconciliations for all accounts will be prepared by the Treasurer's Office and subject to a signed, independent review and approval.

## Journal Entries and Non-Routine Transactions

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The city will occasionally need to record a general journal entry. Such transactions may relate to Federal awards. The following policies and procedures apply to all general journal entries:

1. General journal entries will be an allowable transaction type for recording: corrections and adjustments, accruals and reversing entries, EFT payments, ACH transfers to the extent that the entries can be reasonably supported.
2. All general journal entries will be filed sequentially and with adequate supporting documentation.
3. Each general journal entry will be signed/initialed and dated by the preparer.
4. All entries should be subject to review and approval by the Treasurer, who will also sign/initial as evidence of the control.

## Capital Assets

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The following provisions will govern the purchasing, accounting, and inventory of capital assets:

**Board Policies.** The following policies have been separately reviewed and approved by the Commission, and are incorporated here by reference:

- City of Gladstone Purchasing Policies & Procedures

**Additional Policies and Procedures.** The following policies and procedures will also be applied, to the extent that they do not conflict with or contradict the Board policies listed above:

1. Procurement of capital assets will be governed by the City of Gladstone Purchasing Policies & Procedures.
2. Donated capital assets will be recorded at estimated fair value at the date of donation.
3. All capital assets will be depreciated using the straight-line method over estimated useful lives.
4. Capital asset records will be maintained by the Treasurer's office and updated at least annually at year-end for audit purposes.
5. To the extent that capital assets are purchased with Federal funds, such items will be flagged as "Federally-funded" in the financial accounting records in order to ensure the appropriate use of proceeds on sale (if applicable) in accordance with Federal guidelines.
6. A complete physical inventory of capital assets will be completed no less than once every two years. As part of this process:
  - a. Capital assets will be physically inventoried and compared to the records used for financial accounting purposes. Inconsistencies will be investigated and resolved and the financial accounting records will be adjusted accordingly.
  - b. A detailed listing of capital assets from the financial accounting records will be provided to building principals and other department heads for input on accuracy, completeness, and existence of assets. Inconsistencies will be investigated and resolved and the financial accounting records will be adjusted accordingly.
  - c. Remaining useful lives of capital assets will be reviewed for reasonableness and adjusted when considered necessary and appropriate.

## Capital Assets - Continued

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7. Other policies and procedures related to compliance with the provisions of the OMB Compliance Supplement are included within this manual in the section titled "Equipment and Real Property Management".

## Long-Term Debt

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The following provisions will govern the issuance of long-term debt (including, but not limited to: bonds and notes payable, capital assets, installment purchase agreements, and compensated absence):

**Board Policies.** The following policies have been separately reviewed and approved by the Board, and are incorporated here by reference:

- City of Gladstone Purchasing Policies & Procedures
- City of Gladstone Personnel Manual
- Collective Bargaining Agreements

**Additional Policies and Procedures.** The following policies and procedures will also be applied, to the extent that they do not conflict with or contradict the Board policies listed above:

1. Compensated absences payable for earned but unused sick and vacation time, as provided for in bargaining agreements, will be recorded as a liability. Such accruals will be limited to the maximum payout based on these policies. A certain amount will be designated as current each year, based on management's estimate.

## Grant Administration

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### 1. Grant Development, Application, and Approval -

- a. Legislative Approval - The point at which legislative approval is required is determined by the requirements of the grant program. If the grant must be submitted by “an individual authorized by the legislative body”, then Board approval is required prior to submitting the application.
- b. Matching Funds - Grants that require state or local match must be coordinated through the County Administrator’s Office. At a minimum, funds must be identified within the existing budget to provide the match, or a budget amendment will be required. Depending on the nature of the grant, level of service provided once grant funds are depleted will be approved by the City Commission.

Refer to the section within this manual titled “Matching, Level of Effort, and Earmarking” for additional information on compliance with the provisions of the OMB Compliance Supplement.

- c. Grant Budgets - Most grants require the submission of an expenditure budget. The approved grant budget should be provided to the City Treasurer’s Office for input into the financial account system.

### 2. Grant Program Implementation -

- a. Notification and Acceptance of an Award - Official notification of a grant award is typically sent by a funding agency to the program director and/or other official designated in the original grant proposal. However, the authorization to actually spend grant funds is derived from the City Commission through the approval of a grant budget, unless the resolution authorizing the grant application authorizes the City Treasurer to amend the budget upon notification of the grant award.

Adoption of the grant budget as a component of the City-wide operating budget is deemed to be sufficient approval.

- b. Establishment of Accounts - When a new grant award is received, the program director will provide the City Treasurer’s Office with information needed to establish revenue and expense accounts for the project. Ordinarily, this information will include a copy of a summary of the project and a copy of the full project budget.

## Grant Administration - Continued

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- c. Purchasing Guidelines - All other City purchasing guidelines apply to the expenditure of grant funds. The use of grant funds does not exempt any purchase from normal purchasing requirements. All typical paperwork and bidding requirements apply. All normal approvals apply.
3. Financial and Budgetary Compliance -
    - a. Monitoring Grant Funds - Individuals may use some internal mechanism (such as a spreadsheet) to monitor grant revenues, expenditures and budgetary compliance. This information is also maintained in the general ledger (the City's accounting system), and this is considered to be the City's "official" accounting system by the granting agencies.
    - b. Fiscal Years - Occasionally, the fiscal year for the granting agency will not coincide with the City's fiscal year. This may require adjustments to the City's internal budget accounts and interim financial reports as well as special handling during fiscal year-end close. It is the responsibility of the program director to bring such discrepancies to the attention of the City Treasurer's Office at the time the grant accounts are established.
    - c. Grant Budgets - When the general ledger accounting structure for a grant is designed, it will include the budget that was prepared when the grant application was submitted. The terms of each specific grant will dictate whether any budget transfers between budgeted line items will be permitted. In no case will the City be authorized to exceed the total budget authority provided by the grant.
  4. Other Guidelines - Specific information on policies and procedures related to compliance with the provisions of the OMB Compliance Supplement have been addressed later in this manual and should be considered along with the information in this section.

## Year-End Closing and Reporting

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The following provisions will govern the year-end close-out process of the City for purposes of external financial reporting:

1. Accruals will be recorded as needed to ensure that revenues and expenditures are reported in the appropriate accounting period:
  - a. Accounts Payable Disbursements - Invoices for goods or services received during the previous fiscal year will be recorded as expense/accounts payable as of March 31. Such determinations will be made by the City Treasurer.
  - b. Payroll-Related Accruals - Costs of hourly personnel paid after Fiscal Year End for services performed during the previous year will be recorded as expenditures/salaries payable at Fiscal Year End. The amount will be based on hours worked during the fiscal year multiplied by the employee's hourly rate. Additional consideration will be made for FICA taxes, retirement benefits, health insurance, and related employee benefits.  
  
Payroll accruals will be prepared and documented by City Treasurer.
  - c. Prepays - Payments made prior to year-end that cover goods or services to be received in a future period will be recorded as prepaid items as of March 31.
  - d. Inventory - Inventory will be counted as close as possible to Fiscal Year End. Amounts will be valued at current cost and provided to the City Treasurer for review and adjustment in the general ledger.
  - e. Receivables - General - Cash received after year-end for which a good or service was provided during the previous fiscal year will be recorded as revenue/accounts receivable. All such adjustments will be supported by appropriate documentation, such as remittance advices or dated subledgers.
  - f. Receivables - Grant - After all year-end expense accruals have been recorded, an entry will be recorded for the difference between grant expenditures and related grant receipts as of Fiscal Year End as revenue/grants receivable. Grant receivables will only be recorded to the extent that sufficient amounts remain in the grant award.



## Year-End Closing and Reporting - Continued

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7. The preparation of the year-end financial statements in accordance with GAAP will be outsourced to the independent external auditors, based on the City's trial balance. The draft financial statements provided by the auditors will be reviewed in detail by the City Treasurer's Office along with any audit-proposed journal entries, to ensure that the audited financial statements agree to the City's books and records.

Refer to the policy on "audits" within this manual for further information on audit requirements and related City policies.

8. To the extent that the City is required to have a single audit completed in accordance with 2 CFR 200, the City will accumulate the information necessary to prepare a schedule of expenditures of federal awards (SEFA or the "schedule") in accordance with Federal and State requirements. This schedule will be characterized as follows:
- a. The schedule will include all federal financial assistance, including: grants, contracts, property, loans, loan guarantees, interest subsidies, cooperative agreements, insurance, or direct appropriations. Amounts will be reported whether received directly from the Federal government or through a pass-through agency (given that the City is determined to be a subrecipient and not a vendor).
  - b. Non-cash assistance will be identified as such in the schedule.
  - c. The schedule will be prepared on the same basis of accounting as the related financial statements.
  - d. Federal awards will be grouped based on Federal awarding agency. Each Federal award with current expenditures will be listed along with its CFDA number, pass-through grantor name (if applicable) and award/pass-through grantor number (if applicable). Such information will agree to the award documentation.
  - e. If the CFDA number of a Federal award cannot be reasonably determined, it shall be reported in the schedule using the two-digit prefix for the related Federal agency, followed by "UNKNOWN".
  - f. To the extent that amounts are passed-through to subrecipients, such amounts will be identified on the face of the Schedule by award number.
  - g. To the extent that a separate line item is included in the financial statements for Federal revenue, this amount shall agree to expenditures in the schedule. Any reconciling items will be disclosed in the footnotes to the schedule.

## Year-End Closing and Reporting - Continued

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- h. The footnotes to the schedule will disclose the significant accounting policies used in preparing the schedule.
- i. The footnotes to the schedule will disclose the method of charging indirect costs to federal awards (if applicable).

## Annual Audit

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Every Michigan government must have a financial statement audit completed each year by a certified public accounting firm.

**Board Policies.** The following policies have been separately reviewed and approved by the Commission, and are incorporated here by reference:

- None

**Additional Policies and Procedures.** The following policies and procedures will also be applied, to the extent that they do not conflict with or contradict the Commission policies listed above:

1. The City will have a financial statement audit completed annually as of its fiscal year ended March 31.
2. An adequate written agreement (the “engagement letter”) will be signed by the City and its independent auditors. It will contain information on: period to be audited, support to be provided, reporting requirements, fees, time requirements, contractual information, and a statement that the engagement is intended to meet governmental oversight agencies’ requirements (2 CFR 200, GAAS and GAS). A copy of the engagement letter will be provided each year to the Commission.
3. The City Treasurer’s Office shall be responsible for overseeing the process of preparing for the annual audit. In order to minimize errors in this process, all audit schedules and workpapers should be reviewed by an individual other than the preparer.
4. To the extent that expenditures of federal awards equal or exceed \$750,000, the City will also have a single audit completed in accordance 2 CFR 200. Refer to the section of this manual titled “Year-end Closing and Reporting” for information on the schedule of expenditures of federal awards.
5. The audit will be submitted electronically to the Michigan Department of Treasury on or before the statutory deadline. The electronic submission will be performed by the City’s independent auditors.
6. If a single audit is conducted, the data collection form and reporting package will be submitted electronically to the Federal Audit Clearinghouse as a joint effort between the City and its independent auditors.

## General Information

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Source of Information - Each year the Federal government (Office of Management and Budget) issues a comprehensive document on the compliance requirements each grant recipient is obligated to follow in general terms, along with program-specific guidance on various grant awards. Each of the compliance requirements are considered individually in this manual.

The following pages document the policies and procedures of the City related to compliance with such procedures, as applicable. In each year that the City is subject to a single audit, applicable compliance requirements are expected to be tested in detail by the City's independent auditors.

Objectives - The objectives of most compliance requirements are generic in nature. While the criteria for each program may vary, the main objective of the compliance requirement is relatively consistent across all programs. As such, the policies and procedures of the City have been based on the generic sense of the compliance requirement. For selected compliance requirements, this manual addresses the specific regulations applicable to individual grants. This is not intended to imply that a program is not subject to such policies if it is not specifically mentioned here. It is the intention of the City that all Federal awards are subject to the following policies and procedures.

Controls over Compliance - In addition to creating policies and procedures over compliance with provisions of Federal awards, the City has implemented internal controls over such compliance, generally in the form over administrative oversight and/or independent review and approval. In order to document these control activities, all independent reviews are signed/initialed and dated.

Documentation - The City will maintain adequate documentation to support both the compliance with applicable requirements as well as internal controls over such compliance. This documentation will be provided to the City's independent auditors and/or pass-through grantor agencies, as requested, during the single audit and program audits.

**Board Policies.** The following policies have been separately reviewed and approved by the Commission, and are incorporated here by reference:

- None

Source of Governing Requirements - The requirements for activities allowed or unallowed are contained in program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

## Activities Allowed/Unallowed and Allowable Costs/Cost Principles

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The requirements for allowable costs/cost principles are contained in 2 CFR 200, subpart E, program legislation, Federal awarding agency regulations, and the terms and conditions of the award. The requirements for the development and submission of indirect (facilities and administration (F&A)) cost rate proposals and cost allocation plans (CAPs) are contained in 2 CFR part 200 Appendix X.

In order to ensure compliance with these requirements, the City of Gladstone, Michigan has implemented the following policies and procedures:

1. All grant expenditures will be in compliance with the Uniform Guidance. State law, City policy, and the provisions of the grant award agreement will also be considered in determining allowability. Grant funds will only be used for expenditures that considered reasonable and necessary for the administration of the program.
2. Grant expenditures will be approved by a Department Head initially through the purchase order process, and again when the bill or invoice is received. This will be evidenced by signature or initials and date on the invoice. Accounts payable disbursements will not be processed for payment by the Office Clerk until necessary approval has been obtained.
3. Payroll costs will be documented in accordance with the Uniform Guidance as described in the section of this manual titled "Payroll and Timekeeping".
4. The City will be permitted to charge indirect costs to federal grants at either (1) the federally negotiated indirect cost rate (if one exists) or (2) the de minimis rate of 10 percent. The selected rate will be applied to Modified Total Direct Costs (MTDC).

## Cash Management

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Source of Governing Requirements - The requirements for cash management are contained in 2 CFR 200.305, program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

In order to ensure compliance with these requirements, the City of Gladstone, Michigan has implemented the following policies and procedures:

1. Currently, all of the City's grants are awarded on a reimbursement basis. As such, program costs will be expended and disbursed prior to requesting reimbursement from the grantor agency. The City will continue to monitor new grant agreements, and will follow the method of cash management (e.g., reimbursement basis, advances, etc.) as prescribed within the grant agreement.
2. Cash draws will be initiated by the City Treasurer's Office, who will determine the appropriate draw amount. Documentation of how this amount was determined will be retained and signed/dated.
3. Each cash draw will be reviewed by Treasurer's Office who will sign/initial and date the paperwork as evidence of the review.
4. The physical draw of cash will be processed through the means prescribed by the grant agreement for other awards by the Office Clerk's and monitored by the City Treasurer's Office.
5. A copy of the cash draw will be filed along with the approved paperwork described above and retained for audit purposes.

## Eligibility

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Source of Governing Requirements - The requirements for eligibility are contained in program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

Grant administrators are aware of existence of such compliance requirements and will monitor grant agreements for any change in applicability. Formal policies and procedures will be developed, as needed, to meet changes in circumstances.

## Equipment and Real Property Management

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Source of Governing Requirements - The requirements for equipment and real property are contained in 2 CFR section 200.313 (equipment), 2 CFR section 200.311 (real property), 48 CFR section 52.245-1 (equipment and real property), program legislation, Federal awarding agency regulations, and the terms and conditions of the Federal award.

**Board Policies.** The following policies have been separately reviewed and approved by the Commission, and are incorporated here by reference:

- City of Gladstone Purchasing Policies & Procedures

**Additional Policies and Procedures.** The following policies and procedures will also be applied, to the extent that they do not conflict with or contradict the Commission policies listed above:

In order to ensure compliance with these requirements, the City of Gladstone, Michigan has implemented the following policies and procedures:

1. All equipment will be used in the program for which it was acquired or, when appropriate, other Federal programs.
2. When required, purchases of equipment will be pre-approved by the grantor or pass-through agency. The County Administrator's Office will be responsible for ensuring that equipment purchases have been previously approved, if required, and will retain evidence of this approval.
3. Equipment records will be maintained, a physical inventory of equipment shall be taken, and an appropriate system shall be used to safeguard equipment, as described in the section of this manual titled "Capital Assets".



## Matching, Level of Effort, and Earmarking

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Source of Governing Requirements - The requirements for matching are contained in 2 CFR section 200.306, program legislation, Federal awarding agency regulations, and the terms and conditions of the award. The requirements for level of effort and earmarking are contained in program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

City of Gladstone, Michigan defines “matching”, “level of effort”, and “earmarking” consistent with the definitions of the OMB Compliance Supplement:

Matching or cost sharing includes requirements to provide contributions (usually non-Federal) of a specified amount or percentage to match Federal awards. Matching may be in the form of allowable costs incurred or in-kind contributions (including third-party in-kind contributions).

Level of effort includes requirements for (a) a specified level of service to be provided from period to period, (b) a specified level of expenditures from non-Federal or Federal sources for specified activities to be maintained from period to period, and (c) Federal funds to supplement and not supplant non-Federal funding of services.

Earmarking includes requirements that specify the minimum and/or maximum amount or percentage of the program’s funding that must/may be used for specified activities, including funds provided to subrecipients. Earmarking may also be specified in relation to the types of participants covered.

In order to ensure compliance with these requirements, the City of Gladstone, Michigan has implemented the following policies and procedures:

1. Compliance with matching, level of effort, and earmarking requirements will be the responsibility of the Department of Administration.
2. Adequate documentation will be maintained to support compliance with matching, level of effort, and earmarking requirements. Such information will be made available to entity administration, auditors, and pass-through or grantor agencies, as requested.

## Period of Performance

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Source of Governing Requirements - The requirements for the period of performance are contained in 2 CFR section 200.71 (definition of “obligations”), 2 CFR section 200.77 (definition of “period of performance”), 2 CFR section 200.309 (period of performance), 2 CFR section 200.343 (closeout), program legislation, Federal awarding agency regulations; and the terms and conditions of the award.

In order to ensure compliance with these requirements, the City of Gladstone, Michigan has implemented the following policies and procedures:

1. Costs will be charged to an award only if the obligation was incurred during the funding period (unless pre-approved by the Federal awarding agency or pass-through grantor agency).
2. All obligations will be liquidated not later than 90 days after the end of the funding period (or as specified by program legislation).
3. Compliance with period of performance requirements will initially be assigned to the individual approving the allowability of the expense/payment. This will be subject to review and approval as part of payment processing.

## Procurement, Suspension and Debarment

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**Source of Governing Requirements** - The requirements that apply to procurement under grants and cooperative agreements are contained in 2 CFR sections 200.317 through 200.326, program legislation, Federal awarding agency regulations, and the terms and conditions of the award.

The requirements for non-procurement suspension and debarment are contained in OMB guidance in 2 CFR part 180, which implements Executive Orders 12549 and 12689, "Debarment and Suspension;" Federal awarding agency regulations in Title 2 of the CFR adopting/implementing the OMB guidance in 2 CFR part 180; program legislation; and the terms and conditions of the award.

**Board Policies.** The following policies have been separately reviewed and approved by the Commission, and are incorporated here by reference:

- City of Gladstone Purchasing Policies & Procedures
- City of Gladstone Personnel Manual

**Additional Policies and Procedures.** The following policies and procedures will also be applied, to the extent that they do not conflict with or contradict the Commission policies listed above:

1. Purchasing and procurement related to Federal grants will be subject to the general policies and procedures of the County (described in the section of this manual titled "Purchasing and Procurement").
2. Contract files will document the significant history of the procurement, including the rationale for the method of procurement, selection of the contract type, contractor selection or rejection, and the basis of contract price.
3. Procurement will provide for full and open competition.
4. The City is prohibited from contracting with or making subawards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred.

## Procurement, Suspension and Debarment - Continued

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“Covered transactions” include those procurement contracts for goods and services awarded under a non-procurement transaction (i.e., grant or cooperative agreement) that are expected to equal or exceed \$25,000 or meet certain other specified criteria. All non-procurement transactions (i.e., subawards to subrecipients), irrespective of award amount, are considered covered transactions.

5. The City will include a suspension/debarment clause in all written contracts in which the vendor/contractor will certify that it is not suspended or debarred. The contract will also contain language requiring the vendor/contractor to notify the City immediately upon becoming suspended or debarred. This will serve as adequate documentation as long as the contract remains in effect.
6. When a vendor/contractor is expected to be paid federal funds of \$25,000 or more in a given fiscal year and a written contract does not apply, the Department Head will be responsible for conducting a search of the entity name on the federal excluded parties’ databases at [www.sam.gov](http://www.sam.gov) and provide to the City Treasurer’s Office. A screen shot will be printed for the procurement file as evidence of this process.
7. As an alternative to the procedures above, the City may request that the vendor/contractor sign a certification regarding suspension and debarment. The certification will be deemed to remain in effect unless notified otherwise by the vendor/contractor. A sample suspension/debarment certification form is included in the appendix to this manual.
8. If a vendor is found to be suspended or debarred, the City will immediately cease to do business with this vendor.
9. Executed contracts, suspension/debarment certificates and procurement files will be retained and filed by the City Treasurer’s Office.

## Program Income

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Source of Governing Requirements - The requirements that apply to program income are contained in 2 CFR section 200.80 (definition of “program income”), 2 CFR section 200.307 (program income), program legislation, Federal awarding agency regulations, and the terms and conditions of the Federal award.

In order to ensure compliance with these requirements, the City of Gladstone, Michigan has implemented the following policies and procedures:

1. Program income will include (but will not be limited to): income from fees for services performed, the use or rental of real or personal property acquired with grant funds, the sale of commodities or items fabricated under a grant agreement, and payments of principal and interest on loans made with grant funds. It will not include interest on grant funds unless otherwise provided in the Federal awarding agency regulations or terms and conditions of the award.
2. City of Gladstone, Michigan will allow program income to be used in one of three methods:
  - a. Deducted from outlays
  - b. Added to the project budget
  - c. Used to meet matching requirements

Absent specific guidance in the Federal awarding agency regulations or the terms and conditions of the award, program income shall be deducted from program outlays.

3. Program income, when applicable, will be accounted for as a revenue source in the same program code as the Federal grant.

## Reporting

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Source of Governing Requirements - Reporting requirements are contained in the following documents: Financial reporting, 2 CFR section 200.327; Monitoring and reporting program performance, 2 CFR section 200.328; Program legislation; Federal awarding agency regulations; and the terms and conditions of the award.

In order to ensure compliance with these requirements, the City of Gladstone, Michigan has implemented the following policies and procedures:

1. Reports will be submitted in the required frequency and within the required deadlines.
2. Reports will be completed using the standard forms (as applicable) and method of delivery (i.e., e-mail, grantor website, postal service, etc.).
3. Regardless of the method of report delivery, a copy of the submitted report will be retained along with any documentation necessary to support the data in the report. The report will evidence the date of submission in order to document compliance with timeliness requirements.
4. Financial reports will always be prepared based on the general ledger using the required basis of accounting (i.e., cash or accrual). In cases where financial data is tracked outside of the general accounting system (such as in spreadsheets or paper ledgers), this information will be reconciled to the general ledger prior to report submission.
5. Preparation of financial reports will be the responsibility of the Department Head or the City Treasurer's office.
6. All reports (whether financial, performance, or special) must be reviewed and approved by the City Treasurer. Both the preparer and reviewer will sign and date the report and retain this documentation.
7. Copies of submitted reports will be filed with supporting documentation and any follow-up correspondence from the grantor or pass-through agency. Copies of all such reports will be made available to entity administration, auditors, and pass-through or grantor agencies, as requested.

## Subrecipient Monitoring

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Source of Governing Requirements - The requirements for subrecipient monitoring for the subaward are contained in 31 USC 7502(f) (2) (Single Audit Act Amendments of 1996 (Pub. L. No. 104-156)), 2 CFR sections 200.330, .331, and .501(h); Federal awarding agency regulations; and the terms and conditions of the award.

This requirement has not historically been applicable to any of the Federal grants of the City of Gladstone, Michigan. Grant administrators are aware of existence of such compliance requirements and will monitor grant agreements for any change in applicability. Formal policies and procedures will be developed, as needed, to meet changes in circumstances.

## Special Tests and Provisions

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**Source of Governing Requirements** - The laws, regulations, and the provisions of contract or grant agreements pertaining to the program

**Board Policies.** The following policies have been separately reviewed and approved by the Commission, and are incorporated here by reference:

- None

**Additional Policies and Procedures.** The following policies and procedures will also be applied, to the extent that they do not conflict with or contradict the Commission policies listed above:

1. The Department Head or City Treasurer's Office will be assigned the responsibility for identifying compliance requirements for special tests and provisions, determining approved methods for compliance, and retaining any necessary documentation.
2. Davis-Bacon Act:
  - a. The Department Head is responsible for identifying when Davis-Bacon Act requirements apply to a grant.
  - b. When requesting bids or proposal for such projects, the RFP/solicitation for bid will clearly state the applicability of the Davis-Bacon Act.
  - c. The Department Head will be responsible for obtaining weekly certified payrolls from vendors and subcontractors.
  - d. The Department Head, at their discretion, will be permitted to conduct surprise interviews of employees of contractors and subcontractors at job sites in order to verify the accuracy of data submitted in the certified payrolls.



City of Gladstone, Michigan  
Policies and Procedures for Federal Awards Administration  
Conflict of Interest

---

Transactions involved Federal awards are subject to all conflict-of-interest policies, as applicable:

**Commission Policies.** The following policies have been separately reviewed and approved by the Commission, and are incorporated here by reference:

- City of Gladstone Purchasing Policies and Procedures
- City of Gladstone Personnel Manual

**City of Gladstone, Michigan  
Policies and Procedures for Federal Awards Administration  
Records Retention**

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The majority of the City's financial records are maintained by City Treasurer's Office. Records are maintained in accordance with the City and State "Retention and Disposal Schedule".

City of Gladstone, Michigan  
Policies and Procedures for Federal Awards Administration  
Appendix

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Appendix A - Certification Regarding Suspension/Debarment Appendix B - Sole Source Vendor  
Justification Form Appendix C - Receipt Exception Form

### Certification Regarding Suspension and Debarment

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By signing below, I agree that my company/organization of any of its principals, personnel, division or affiliates presently or in the past have not been debarred or suspended from entering into contracts with any federal, state or local governmental entity.

The company/organization has not been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under public transaction; violation of Federal or State anti-trust statutes, or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

The company/organization is not presently indicted or otherwise criminally or civilly charged by a government entity (Federal, State or local).

The company/organization has not had one or more public transactions (Federal, State or local) terminated for cause or default.

The certifications made in this statement are deemed to be valid as long as the company/organization continues to conduct business transactions with the City of Gladstone, Michigan unless notification is made in writing to the City. The company/organization will notify the City immediately if any of the certifications made in this statement become invalid.

Company/Organization Name: \_\_\_\_\_

Certification Made by (Name and Title): \_\_\_\_\_

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

### Sole Source Vendor Justification Form

It is the policy of the City of Gladstone, Michigan to provide for full and open competition in the procurement of goods and services. In certain situations, a purchase may only be available from a single source. In such instances, this Sole Source Vendor Justification Form is prepared in order to document the facts and circumstances and support the exception to the City's standard purchasing and procurement policies.

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

Vendor/Contractor: \_\_\_\_\_

Description of Purchase: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for Sole Source Purchase:

- The product/service meeting the City's specifications is only available from one source.
- The purchase is for additional quantities of an item already used by the City
- The product or service is specifically required under provisions of a contract or grant agreement (describe in detail): \_\_\_\_\_  
\_\_\_\_\_
- Other (describe in detail): \_\_\_\_\_

Name of Individual Completing Form: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Individual Approving Sole Source and Authorizing Purchase: \_\_\_\_\_ Date: \_\_\_\_\_

## Employee Expense Report Receipt Exception Form

It is the policy of the City of Gladstone, Michigan (the "City") to require employees to submit receipts for all expenses (excluding mileage and meals) being claimed for reimbursement. If an employee is unable to provide a receipt for a claimed reimbursement, the following form should be attached to the expense report in lieu of the receipt.

Employee Name: \_\_\_\_\_

Amount Claimed for Reimbursement  
Without Receipt: \_\_\_\_\_

Reason for not Providing Receipt: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

My signature certifies that I have incurred the expense reported above using personal funds as part of my job duties at the City.

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

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

Supervisory Approval: \_\_\_\_\_

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



# City of Gladstone, MI

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

## Staff Report

---

Agenda Date: 05-13-2024                      Eric Buckman, City Manager: \_\_\_\_\_  
 Department: City Commission              Department Head Name: \_\_\_\_\_  
 Presenter: Manager 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:** July 4, 2024 Fireworks Display

**BACKGROUND:**

Application must be made to the City Commission for all fireworks displays conducted within the City of Gladstone. Attached is the application for the 2024 Gladstone 4<sup>th</sup> of July Celebration.

Speilbauer Fireworks Co. Inc. will be setting off the show at the beach area near the lighthouse.

**FISCAL EFFECT:**

Dr. Mary Cretens' Fund

**SUPPORTING DOCUMENTATION:**

Application Permit, fireworks list

**RECOMMENDATION:**

Approve permit for 2024 Gladstone 4<sup>th</sup> of July Fireworks Display of Fireworks & Operator for \$9,000.00 from Spielbauer Fireworks.

## 2024 Permit for Fireworks Other than Consumer or Low Impact

Authority: 2011 PA 256	The LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this Legislative Body of City, Village or Township Board.
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*This permit is not transferable. Possession of this permit authorizes the herein named person to possess, transport and display fireworks in the amounts, for the purpose of and at the place listed below only through permit expiration date.*

TYPE OF PERMIT(S) (Select all applicable boxes)		FOR USE BY LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD ONLY.
<input type="checkbox"/> Agricultural or Wildlife Fireworks <input type="checkbox"/> Articles Pyrotechnic <input type="checkbox"/> Display Fireworks		PERMIT(S) EXPIRATION DATE (ENTER DATE OF EXPIRATION)
<input checked="" type="checkbox"/> Public Display <input type="checkbox"/> Private Display		
<input type="checkbox"/> Special Effects Manufactured for Outdoor Pest Control or Agricultural Purposes		
NAME OF PERSON PERMIT ISSUED TO Spielbauer Fireworks Co.		AGE (18 YEARS OR OLDER) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
ADDRESS OF PERSON PERMIT ISSUED TO 1976 Lane Rd. Green Bay, WI 54311		
NAME OF ORGANIZATION, GROUP, FIRM OR CORPORATION City of Gladstone		
ADDRESS 1100 Delta Ave. Gladstone, MI 49837		
NUMBER AND TYPES OF FIREWORKS (Please attach additional pages if necessary)		
1.3G Display Fireworks - See Attached		
EXACT LOCATION OF DISPLAY OR USE Vancleve Park, Gladstone, MI Near fish cleaning station		
CITY, VILLAGE, TOWNSHIP Gladstone, MI	DATE 7/4/2024	TIME Dusk
BOND OR INSURANCE FILED <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO    Britton Galager		AMOUNT

Issued by action of the Legislative Body of a	
<input type="checkbox"/> City <input type="checkbox"/> Village <input type="checkbox"/> Township of _____ on the _____ day of _____	
_____ (Signature and Title of Legislative Body Representative)	

**\*THIS FORM IS VALID UNTIL THE DATE OF EXPIRATION OF PERMIT\***





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM)	Item 15.
4/30/2024	

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Acisure, LLC dba Britton Gallagher & Associates One Cleveland Center, Floor 30 1375 East 9th Street Cleveland OH 44114	<b>CONTACT NAME:</b> PHONE (A/C. No. Ext): 216-658-7100      FAX (A/C. No): 216-658-7101 E-MAIL ADDRESS: info@brittongallagher.com														
	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : Everest Indemnity Insurance Co.</td> <td>10851</td> </tr> <tr> <td>INSURER B : Everest Denali Insurance Company</td> <td>16044</td> </tr> <tr> <td>INSURER C : Arch Speciality Ins Co</td> <td>21199</td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Everest Indemnity Insurance Co.	10851	INSURER B : Everest Denali Insurance Company	16044	INSURER C : Arch Speciality Ins Co	21199	INSURER D :		INSURER E :		INSURER F :
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INSURER D :															
INSURER E :															
INSURER F :															
<b>INSURED</b> Spielbauer Fireworks Co., Inc. 1976 Lane Road Green Bay WI 54311	40														


**COVERAGES**      **CERTIFICATE NUMBER:** 1380898257      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			S18GL02141-241	4/1/2024	4/1/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			S18CA00290-241	4/1/2024	4/1/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$			UJXP1048745-02	4/1/2024	4/1/2025	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000 \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N / A If yes, describe under DESCRIPTION OF OPERATIONS below						<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**  
 Additional Insured extension of coverage is provided by above referenced General Liability policy where required by written agreement.  
 DISPLAY DATE: 7/4/2024      RAIN DATE: TBD  
 LOCATION: Gladstone, MI  
 ADDITIONAL INSURED(S): City of Gladstone

Number: 119

<b>CERTIFICATE HOLDER</b>  City of Gladstone 1100 Delta Ave. Gladstone MI 49837	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
---	--



FOR EMERGENCY RESPONSE INFORMATION CALL CHEMTEL  
 1-800-255-3924 (N.A.) +01 813 248 0585 (INTL.) CHEMTEL CONTRACT NO. MIS000587

Item 15.

# SPIELBAUER FIREWORKS CO., INC.

FEL# 3-WI-009-51-5A-00049

**DISTRIBUTOR & EXHIBITORS**

**WISCONSIN'S OLDEST EXHIBITION FIREWORKS CO.**

Office:

1976 Lane Road  
 Green Bay, WI 54311

FEL#: 3-WI-009-51-5A-00049

Factory & Warehouses:

Bellevue

Racks \_\_\_\_\_

Mortars \_\_\_\_\_

Cartons \_\_\_\_\_

**Fireworks For All Occasions**

Sold To City of Gladstone

Ship To Attn: Robert Brown

Gladstone MI 49837

Ship Info Our Truck - Display

Packed & Magazined \_\_\_\_\_

Acquisition Date \_\_\_\_\_

Display Date 7/4/2024

Terms \_\_\_\_\_

N.E.M = 305 lbs

Qty	Product Name	Part #	HC	HM	EX #	D/S Cd
	Fireworks - 1.3G UN0335					

**Opening**

**3 inch**

12	Import Titanium Salute w/ Glitter Tail - Sunny	3S-BS104G	1.3G	X	2014100 293	10-5-22
Total 12						

**Additional Special Break Shells**

**4 inch**

36	Assorted Import Chrysanthemum & Peony Shell w/ Rising Tail - Lidu	4L-9041A-C	1.3G	X	2001020 097	9-1-23
36	Assorted Import Special Break Shell w/ Rising Tail - Sunny	4S-10AS104-C	1.3G	X	2017030 482, 2013080 431, 2013050 338, 2015090 314, 2013080 441	1-6-24
Total 72						

**5 inch**

18	Assorted Import Chrysanthemum & Peony Shell w/ Rising Tail - Lidu	5L-LD9051A-BC	1.3G	X	2001020 097	9-1-23
9	Assorted Import Chrysanthemum & Peony Shell - Lidu	5L-LD9051A-A	1.3G	X	2001020 097	9-1-23
18	Assorted Import Special Break Shell - Sunny	5S-VAS105	1.3G	X	2014010 388, 2013040 578, 2013100 621, 2013090 328, 2016090 696	1-6-24

**SPIELBAUER FIREWORKS CO., INC.**

City of Gladstone

Qty	Product Name	Part #	HC	HM	EX #	D/S Cd
24	Assorted Import Strobing & Vibrant Color Shell - Icon	5I-Asst	1.3G	X	EX20160 70098, EX20160 20723, EX20160 90260, EX20160 20728, EX20160 90201	10-10 -2022

Total 69

6 inch

9	Assorted Import Special Break Shell - Sunny	6S-VAS106	1.3G	X	2013100 264, 2017080 176, 2013050 522, 2017080 473, 2013050 225	9-4-23
9	Assorted Import Chrysanthemum & Peony Shell w/ Rising Tail - Lidu	6L-LD9061A-B	1.3G	X	2001020 097	9-1-23
9	Assorted Import Chrysanthemum & Peony Shell - Lidu	6L-LD9061A- ACD	1.3G	X	2001020 097	9-1-23

Total 27

**Midlevel Display**

<input type="checkbox"/>	1	3 inch 25 Shot Strobe & Palm Core w/ Silver Tail Box (25 sec.) - Sunny	S-B136	1.3G	X	2002060 126	1-15-24
<input type="checkbox"/>	1	3 inch 25 Shot Glitter Coconut w/ Glitter Tail Box (25 sec.) - Sunny	S-B118	1.3G	X	2012111 256	1-15-24
<input type="checkbox"/>	1	2.5 inch 36 Shot Rising Fish & Whistle w/ Crackling Trail Box (40 sec.) - Lidu	L-LDC150-36	1.3G	X	2002040 097	09-01-23

**Grand Finale**

<input type="checkbox"/>	1	3 inch 25 Shot Titanium Salute w/ Silver Tail Finale Box (25 sec.) - Sunny	S-B104-25	1.3G	X	2014030 735	12-10-22
<input type="checkbox"/>	2	3 inch 25 Shot Color & Glitter (Rainbow) Finale Box (25 sec.) - Icon	I-IDB-2504	1.3G	X	EX20160 20017	10-10 -2022
	6	3 inch 10 Shot Import Color & Glitter Finale - Bulk - Lidu	3L-LD9031N-C	1.3G	X	2002040 090	9-1-23

**Firing Equipment**

**SPIELBAUER FIREWORKS CO., INC.**

City of Gladstone

	Qty	Product Name	Part #	HC	HM	EX #	D/S Cd
<input type="checkbox"/>	8	15 min. Fusee (railroad/ highway) - Orion	F15	4.1	X		5-18-18
	20	E-Match (15') - MJG	MJG-15J	1.4G	X	2013021 107	10-15-22

HAVE OWN MORTARS  
 (Florance Mag)

Jim to figure out what equipment to use as not shot electronically anymore. Jim did bring up 14 three-inch short racks and left them there.

Jim Dagostino to be operator 2024: 1-715-923-0489

Contact Robert Brown at 906-280-6176



# SPIELBAUER FIREWORKS CO., INC.

DISTRIBUTORS & EXHIBITORS  
 WISCONSIN'S OLDEST EXHIBITION FIREWORKS CO.  
 Established in 1952

Office:  
 1976 Lane Road  
 Green Bay, WI 54311

Phone 1-920-336-0446  
 Fax 1-920-336-1214

Factory & Warehouses:  
 Bellevue

To: City of Gladstone  
 Attn: Robert Brown  
 1100 Delta Ave.  
 Gladstone, MI 49837

Conf. # 24GI8090  
 Order Date 4/30/2024  
 Date 4/30/2024  
 Terms \$1,800.00 Due W/Contract,  
 Balance Due By 7/4/2024

1% Per Month Interest Charged On Accounts Over 30 Days Old

### Confirmation

**\$9,000.00 Fireworks Display for July 4, 2024 (Thu.)**

#### Opening

12 — 3 inch Import Titanium Salute w/ Glitter Tail - Sunny	\$10.85	\$130.20
--	---------	----------

#### Additional Special Break Shells

36 — 4 inch Assorted Import Chrysanthemum & Peony Shell w/ Rising Tail - Lidu	\$26.70	\$961.20
36 — 4 inch Assorted Import Special Break Shell w/ Rising Tail - Sunny	\$26.70	\$961.20

#### Total: 72 — 4 inch Special Break Shells

18 — 5 inch Assorted Import Chrysanthemum & Peony Shell w/ Rising Tail - Lidu	\$42.45	\$764.10
9 — 5 inch Assorted Import Chrysanthemum & Peony Shell - Lidu	\$42.45	\$382.05
18 — 5 inch Assorted Import Special Break Shell - Sunny	\$42.45	\$764.10
24 — 5 inch Assorted Import Strobing & Vibrant Color Shell - Icon	\$42.50	\$1,020.00

#### Total: 69 — 5 inch Special Break Shells

9 — 6 inch Assorted Import Special Break Shell - Sunny	\$66.15	\$595.35
9 — 6 inch Assorted Import Chrysanthemum & Peony Shell w/ Rising Tail - Lidu	\$66.15	\$595.35
9 — 6 inch Assorted Import Chrysanthemum & Peony Shell - Lidu	\$66.15	\$595.35

#### Total: 27 — 6 inch Special Break Shells

#### Midlevel Display

1 — 3 inch 25 Shot Strobe & Palm Core w/ Silver Tail Box (25 sec.) - Sunny New for 2024!	\$310.00	\$310.00
1 — 3 inch 25 Shot Glitter Coconut w/ Glitter Tail Box (25 sec.) - Sunny New for 2024!	\$310.00	\$310.00
1 — 2.5 inch 36 Shot Rising Fish & Whistle w/ Crackling Trail Box (40 sec.) - Lidu Loud whistling spinners rise from ground level leaving crackling stars behind.	\$240.00	\$240.00

### IMPORTANT

This merchandise sold and shipped on the representation of the buyer that the same will be used strictly in accordance with laws of the state of destination.

This merchandise is sold upon the condition that the seller shall not be liable in any civil action for any accident or injury occasioned during the transportation, handling, storage, sale or use of the merchandise.



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 Date 4/30/2024  
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 Balance Due By 7/4/2024

1% Per Month Interest Charged On Accounts Over 30 Days Old

### Grand Finale

1 —	3 inch 25 Shot Titanium Salute w/ Silver Tail Finale Box (25 sec.) - Sunny Fires twenty-five earth shaking reports with rising tails in the sky overhead. Twenty-five shell special boxed finale. Self contained box includes mortars.	\$320.00	\$320.00
2 —	3 inch 25 Shot Color & Glitter (Rainbow) Finale Box (25 sec.) - Icon Creates a dazzling array of color and glitter in the night sky. Twenty-five shell special boxed finale. Self contained box includes mortars.	\$310.00	\$620.00
6 —	3 inch 10 Shot Import Color & Glitter Finale - Bulk - Lidu Creates a dazzling array of color and glitter in the night sky. Ten shell special finale - reloads only.	\$103.30	\$619.80

### Firing Equipment

8 —	15 min. Fusee (railroad/ highway) - Orion	\$3.10	\$24.80
20 —	E-Match (15') - MJG	\$3.00	\$60.00

<b>Fireworks Subtotal</b>	\$9,273.50
<b>Less Discount</b>	-\$2,873.50
<b>Discounted Price</b>	\$6,400.00

<b>Insurance Coverage</b> \$5 million insurance coverage for public liability and property damage.	\$1,350.00	\$1,350.00
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**IMPORTANT**

This merchandise sold and shipped on the representation of the buyer that the same will be used strictly in accordance with laws of the state of destination.

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Order Date 4/30/2024  
Date 4/30/2024  
Terms \$1,800.00 Due W/Contract,  
Balance Due By 7/4/2024

1% Per Month Interest Charged On Accounts Over 30 Days Old

<b>Operator</b>	\$900.00	\$900.00
Experienced pyrotechnic operators to be provided by Spielbauer Fireworks Co., Inc. Operators/ employees of Spielbauer Fireworks are covered under our workers compensation policy.		

<b>Delivery</b>	\$350.00	\$350.00
Fireworks to be delivered by Spielbauer Fireworks Co., Inc.		

<b>Permit Fee</b>	\$0.00	\$0.00
Spielbauer Fireworks to apply for local permit(s) required by authority having jurisdiction. Permit fee will accompany the application.		

**Your Price**      **\$9,000.00**

**Display Date:** 7/4/2024

Rain Date: Unknown

Jim Dagostino to be operator 2024: 1-715-923-0489

**IMPORTANT**

This merchandise sold and shipped on the representation of the buyer that the same will be used strictly in accordance with laws of the state of destination.

This merchandise is sold upon the condition that the seller shall not be liable in any civil action for any accident or injury occasioned during the transportation, handling, storage, sale or use of the merchandise.



# SPELBAUER FIREWORKS CO., INC.

DISTRIBUTORS & EXHIBITORS  
WISCONSIN'S OLDEST EXHIBITION FIREWORKS CO.  
Established in 1952

Office:  
1976 Lane Road  
Green Bay, WI 54311

Phone 1-920-336-0446  
Fax 1-920-336-1214

Factory & Warehouses:  
Bellevue

To: City of Gladstone  
Attn: Robert Brown  
1100 Delta Ave.  
Gladstone, MI 49837

Conf. # 24GI8090  
Order Date 4/30/2024  
Date 4/30/2024  
Terms \$1,800.00 Due W/Contract,  
Balance Due By 7/4/2024

1% Per Month Interest Charged On Accounts Over 30 Days Old

Use straight up and down items. Lighthouse on peninsula and boat traffic won't allow for angels.

Contact Robert Brown at 906-280-6176

Insurance Certificate number 119 is enclosed.

Local permit to be mailed in.

CC: RBrown@gladstoneMI.gov  
CC: jdago@charter.net

Thank you for your order.

**IMPORTANT**

This merchandise sold and shipped on the representation of the buyer that the same will be used strictly in accordance with laws of the state of destination.

This merchandise is sold upon the condition that the seller shall not be liable in any civil action for any accident or injury occasioned during the transportation, handling, storage, sale or use of the merchandise.





# City of Gladstone, MI

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

## Staff Report

**Agenda Date: 05-13-2024** Eric Buckman, City Manager: \_\_\_\_\_

**Department: City Commission** Department Head Name: \_\_\_\_\_

**Presenter: Eric Buckman** Kim Berry, City Clerk: \_\_\_\_\_

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

**AGENDA ITEM TITLE:** Schedule City Commission Special Meeting for Tuesday, May 28, 2024

**BACKGROUND:**

Per the open meetings act in December of each year the City Commission is required to post a schedule of their regular meeting dates for the upcoming year. The Commission did this in December 2023 and cancelled the regular meeting on Monday, May 27, 2024 due to the Memorial Holiday and if any business presented itself, they would schedule a meeting.

We have business that must be addressed therefore a second meeting in May is needed.

**FISCAL EFFECT:**

**SUPPORTING DOCUMENTATION:**

**RECOMMENDATION:**

Motion to schedule a special meeting for Tuesday, May 28, 2024 at 6:00 PM

**SPECIAL ASSESSMENT NO. 2024-324  
RESOLUTION NO. 2024-02-01  
(Act 33 Police and Fire Protection)**

City of Gladstone  
County of Delta, State of Michigan

Minutes of a regular meeting of the City Commission of the City of Gladstone, County of Delta, State of Michigan, held in the City on May 13, 2024, at 6:00 p.m., Eastern Daylight Time.

PRESENT: Commissioners: \_\_\_\_\_  
\_\_\_\_\_

ABSENT: Commissioners: \_\_\_\_\_

The following preamble and resolution were offered by Commissioner \_\_\_\_\_ and supported by Commissioner \_\_\_\_\_:

WHEREAS, the City Commission of the City of Gladstone, County of Delta, State of Michigan, pursuant to Act 33, Public Acts of Michigan, 1951, as amended, and Act 188, Public Acts of Michigan, 1954, as amended, on its own initiative, tentatively declares its intent to create a special assessment district to pay for certain costs and expenses of police and fire motor vehicles, apparatus, equipment, housing and operations and assess the costs thereof (the "Assessed Costs") to the property specially benefitted by said police and fire protection in the special assessment district tentatively described in Exhibit A attached hereto and made a part hereof; and

WHEREAS, the City Commission has caused to be prepared estimates of the Assessed Costs which have been received by the City Commission and are on file with the City Clerk; and

WHEREAS, the City Commission desires to fix the day for a hearing on the estimates of the Assessed Costs and on the question of creating the special assessment district.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The preparation of the estimates of the Assessed Costs is hereby ratified, confirmed and approved.
2. The City Commission hereby tentatively designates as the special assessment district against which the Assessed Costs are to be assessed as all of the lots and parcels of land in the City as shown on Exhibit A attached hereto and made a part hereof.
3. The City Commission shall meet at City Hall Chambers, 1100 Delta Avenue, Gladstone, Michigan on Tuesday, May 28, 2024, at 6:00 p.m., Eastern Daylight Time, at which time and place the City Commission shall hear suggestions and objections to the estimates of Assessed Costs and on the question of creating the special assessment district therefor.
4. The City Clerk is hereby authorized and directed to cause notice of such hearing to be published in *The Daily Press*, a newspaper of general circulation in the City, at least five (5) days before the date of the hearing, and the City Clerk shall cause notice of said hearing to be mailed by first-class mail to all record owners of or persons in interest in property in the special assessment district as shown on the last City tax assessment records of the City at least ten (10) days before the date of said hearing.
5. Said notice shall be in substantially the form attached hereto as Exhibit B.

6. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same hereby are rescinded.

AYES: Commissioners: \_\_\_\_\_  
\_\_\_\_\_

NAYS: Commissioners: \_\_\_\_\_

RESOLUTION DECLARED ADOPTED.

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

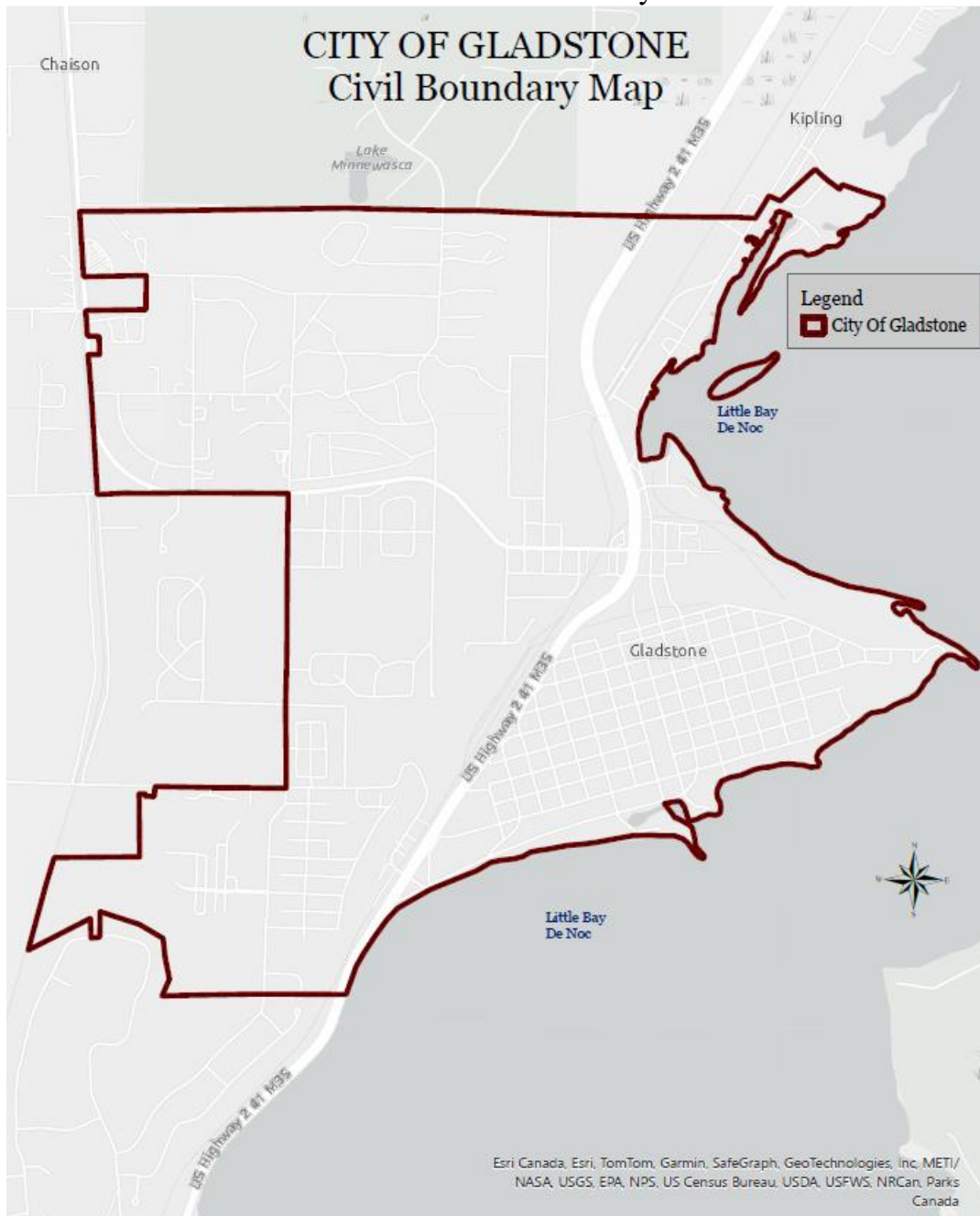
I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Commission of the City of Gladstone, County of Delta, State of Michigan, at a regular meeting held on May 13, 2024, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

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

## EXHIBIT A

### **Tentative Special Assessment District**

The special assessment district shall consist of all of the lots and parcels of land within the City of Gladstone, County of Delta, State of Michigan. The boundaries of the special assessment district shall match the boundaries of the City.

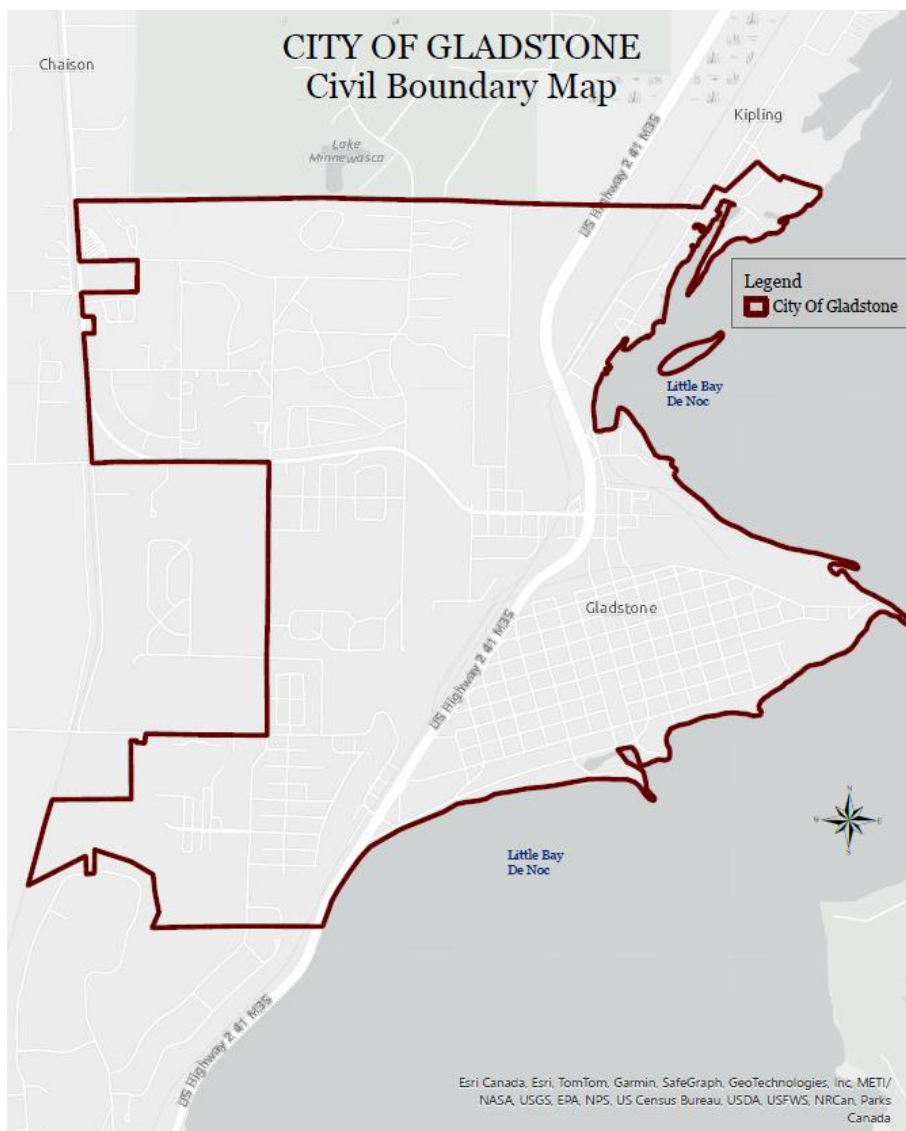


**EXHIBIT B**

**NOTICE OF PUBLIC HEARING ON SPECIAL ASSESSMENTS  
FOR POLICE AND FIRE PROTECTION COSTS AND EXPENSES  
BY THE CITY COMMISSION OF  
THE CITY OF GLADSTONE**

TO ALL OWNERS OF THE  
FOLLOWING-DESCRIBED LANDS:

All of the lots and parcels of land within the City of Gladstone, County of Delta, State of Michigan. The boundaries of the special assessment district shall match the boundaries of the City.



TAKE NOTICE that pursuant to the provisions of Act 33, Public Acts of Michigan, 1951, as amended, and Act 188, Public Acts of Michigan, 1954, as amended, the City

Commission of the City of Gladstone has tentatively declared its intention to proceed with special assessments to cover certain police and fire protection costs and expenses.

TAKE FURTHER NOTICE that the City Commission has tentatively declared its intention to pay for such police and fire protection costs and expenses and tentatively designated all lots and parcels of land within the City of Gladstone as a special assessment district against which all or part of the cost of said police and fire protection costs and expenses is to be assessed.

TAKE FURTHER NOTICE that the City Commission has caused to be prepared estimates of the police and fire protection costs and expenses which have been filed with the City Clerk and are available for public examination at City Hall during regular business hours.

PUBLIC NOTICE IS HEREBY GIVEN that the City Commission will meet on Tuesday, the 28th day of May, 2024, at 6:00 p.m., Eastern Daylight Time, at City Hall Chambers, 1100 Delta Avenue, Gladstone, Michigan, to hear suggestions and objections regarding the estimates of the police and fire protection costs and expenses and on the question of creating the special assessment district therefor.

Kimberly Berry  
City Clerk

41969090.2/101462.00015

# Millage Budget Estimate Public Safety Special Assessment

Year	Taxable Value	Mills	Total
2023/24	\$ 125,384,836	4.5	\$ 564,232





# City of Gladstone, MI

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

## Staff Report

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**Agenda Date:** 05-13-2024                      **Eric Buckman, City Manager:** \_\_\_\_\_  
**Department:** City Commission            **Department Head Name:** \_\_\_\_\_  
**Presenter:** Mayor Thompson            **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:** Commissioner Vacancy

**BACKGROUND:**

The acceptance of Commissioner Greg Styczynski leaves a vacancy that must be appointed by the City Commission. The term of Commissioner Styczynski is until November 1, 2025.

Per the City Charter:

Sec. 9. - [Vacancy.] A vacancy in any elective office shall be filled by appointment by a majority of the remaining members of the commission. Such appointee shall hold office until the next regular state or municipal election taking place more than sixty days after such vacancy occurs, at which election a successor shall be elected for the unexpired term of the member in whose office the vacancy occurs; provided, however, that the term of no member shall be lengthened by his resignation and subsequent appointment.

The process as confirmed by the Bureau of Elections is that the City Commission must make the appointment to serve until the next state or city election. The deadline has passed for the August State Primary election so the seat would be on November 5, 2024. At this election, the appointee and qualified residents may run for the remainder of the term November 2025. State Election Filing deadlines for the November 5, 2024 Election is by 4:00 PM July 23, 2024 to be on the ballot.

The last time we had a vacancy filled by appointment the Commission requested letters of interest and a City Commission Application be submitted to the Commission by a certain date and time determined by the Commission.

Our Charter requires a Commissioner to:

No person shall be eligible to the office of commissioner who is not a citizen of the United States and a resident of the City of Gladstone at least one year immediately prior to his nomination.

**FISCAL EFFECT:**

Commissioners receive a monthly payment of \$100.00

**SUPPORTING DOCUMENTATION:**

City of Gladstone Charter Chapter II Plan of Government Section 3 Election of Commissioner Member and Section 9 Vacancy  
State of Michigan Election Laws

**RECOMMENDATION:**

Motion to direct Clerk Berry to advertise the vacancy and the Commission will accept letters of interest and completed City Commission Application from qualified residents until \_\_\_\_\_ by 4:00 PM. The Commission will place the appointment on its regular commission meeting agenda of Monday, \_\_\_\_\_ at 6:00 PM.

Applicant's Score: \_\_\_\_\_

Total Points Possible: 40



**APPLICATION FORM**  
**GLADSTONE CITY COMMISSIONER**  
**(Appointed)**

Please use this form to express your interest in serving as a City Commissioner. You may attach additional material if you wish. For information on vacancies and board/committee bylaws, please visit [www.gladstonemi.gov](http://www.gladstonemi.gov), call 906-428-2311 Ext. 7 or e-mail [kberry@gladstonemi.gov](mailto:kberry@gladstonemi.gov). Completed applications are public documents and are subject to the Michigan Freedom of Information Act.

**Eligibility Requirements:**

Are you a registered voter in the City of Gladstone? *	Yes	No <input type="checkbox"/>
Have you been a City resident for at least 12 months?	Yes	No <input type="checkbox"/>
Are you currently in default to the City of Gladstone?	Yes	No <input type="checkbox"/>
Are you related to any elected City Commissioner (including by marriage)?	Yes	No <input type="checkbox"/>

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

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

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

Applicant Name as it Appears on License: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_

Home Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Occupation: \_\_\_\_\_ Business: \_\_\_\_\_

Business Address: \_\_\_\_\_ Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**\*Please use additional paper as needed for the following questions\***

1.) Are you currently serving, or have you served on any City board or committee? If so, please list and give approximate dates. [5 Points Possible: \_\_\_\_\_]

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2.) Education/Credentials: [5 Points Possible: \_\_\_\_\_]

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3.) Professional activities that relate to this board/committee: [5 Points Possible: \_\_\_\_\_].

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4.) Community activities that relate to this board/committee: [5 Points Possible: \_\_\_\_\_]

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5.) Why are you interested in serving on this board/committee? [5 Points Possible: \_\_\_\_\_]

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6.) What talents or experience would you bring to the board/committee? [5 Points Possible: \_\_\_\_\_]

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7.) Any other comments or information you wish to provide to the Mayor and City Commissioners? [5 Points Possible: \_\_\_\_\_]

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8.)\_Letters of Interest Required: [5 Points Possible: \_\_\_\_].

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Are you involved in any personal, professional, or business pursuit that would affect your ability to make fair and impartial recommendations as a member of the Gladstone City Commission?

Yes  No

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

---

Signature

Date

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

Please return this form By 4:00 PM [redacted] with any attachments to:  
City Clerk's Office, Gladstone City Hall  
1100 Delta Avenue, Gladstone, MI 49837.

**Thank you for your interest in serving as a City Commissioner.  
Your willingness to serve is greatly appreciated.**

# Information

## Superior Health Foundation awards grants in Gladstone, Manistique

MARQUETTE — The Superior Health Foundation (SHF) in Marquette awarded more than \$205,000 in health-centered grant funding at its Spring Grants Celebration at the Holiday Inn in Marquette. The event was proudly presented by Acrisure.

The Superior Health Foundation awarded \$123,895.17 in spring grants, \$57,320.69 in indigent care grants and \$24,466.71 in pilot-project and equipment grants.

In its 12-year history, the Upper Peninsula-wide, non-profit organization has awarded more than \$6.6 million in grant dollars to health-centered, non-profits in the U.P.

“We truly value our grant celebrations. They are the highlight on our foundation calendar,” said Jim LaJoie, outgoing executive

director of the Superior Health Foundation. “We’re incredibly honored to award much-needed, health-centered grant funding to a broad array of organizations across the peninsula. We know these grant dollars will be judiciously spent to improve the health of people who live in this beautiful place we call home.”

At the event, the Superior Health Foundation awarded \$123,895.17 in spring grants to 11 non-profit organizations in the U.P. Local non-profits are:

- Special Olympics Michigan Area 36 (\$15,000): Special Olympics Michigan will receive \$5,000.00 per year for three years to provide year-round sports training and athletic competition in a variety of Olympic-type sports for children and adults with intellectual disabilities. Athletes are given

continuing opportunities to develop physical fitness and athletic skill, demonstrate courage, experience joy, and participate in sharing of gifts, skills and friendship with their families, other Special Olympic athletes, and the community all without a single cost to the athlete, family or caregiver.

- Gladstone Parks and Recreation (\$10,000): The Gladstone Sail School is receiving funding for various upgrades including updating boat rigs, sails, hardware and enhancing accessibility for individuals with disabilities. Safety measures will be taken by replacing older equipment and including modernized essential

life-saving devices such as Personal Floatation Devices, lighting and signaling tools, and communication equipment used at the school. The school’s storage shed will be transformed into a multi-use structure that is fully handicap accessible and will serve as both storage space and a classroom during unfavorable weather conditions.

- Schoolcraft Memorial Hospital (\$9,537.50): Funding will support the Schoolcraft Memorial Homecare and Hospice - Hospice Fund, which supports hospice patients and their families to alleviate financial burdens and enhance quality of life in profound ways.