GLADSTONE CITY COMMISSION REGULAR MEETING

City Hall Chambers – 1100 Delta Avenue
January 27, 2025
6:00 PM

AGENDA

CALL TO ORDER

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

PUBLIC HEARINGS

PUBLIC COMMENT

CONFLICTS OF INTEREST

CONSENT AGENDA

4. City Commission Regular Meeting Minutes of January 13, 2025
5. DDA Regular Meeting Minutes - December 17, 2024
6. 2025 DDA Regular Meeting Schedule
7. McCoy Construction - DPW Loader $20,453.37
8. CC Power Invoice 2654 M-DOT

UNFINISHED BUSINESS

NEW BUSINESS

9. Wastewater Upgrades Request for Disbursement of Funds Draw #30.
10. DDA Facade Grant Request | 20 S 10th St

CITY MANAGER'S REPORT

CITY COMMISSION & COMMITTEE REPORTS

BOARDS & COMMISSIONS REPORTS

11. Property Maintenance 2024 Update

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: 01-24-2025

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

RULES FOR PUBLIC COMMENT/ PUBLIC HEARINGS

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

A. Public Comment / Public Hearings

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

1. Each speaker shall state name and address for the record.

2. Each speaker is limited to three (3) minutes of comment unless the presiding officer decides more time is necessary

3. Each speaker shall try to be concise and refrain from repeating comments already addressed by the commission.

4. Speakers who do not cease speaking when asked to do so will be deemed out of order and will not be allowed to address the commission again for the remainder of the meeting; continued disruption will warrant removal from the meeting.

5. The commission shall not decide issues that arise during public comment.

6. Speakers should address the commission through the presiding officer.

7. Commissioners and staff will not debate with the public.

8. Speakers will not verbally attack City Commissioners, City Staff or members of the public attending the meeting. Any such behavior will not be tolerated and any person presenting in this manner will be warned by the Mayor and shall be removed by Public Safety for noncompliance.

9. No vulgar or obscene language will be used by the speakers.

10. Any information the speaker wants to distribute to the Commission must first ask the Chair (Mayor) if they may present the Commission written comments at the meeting.

11. Speakers may not ask questions of the board during this time as the Commission or Staff will not address them during this public comment period.

GLADSTONE CITY COMMISSION
REGULAR MEETING

City Hall Chambers – 1100 Delta Avenue
January 13, 2025
6:00 PM

MINUTES

Mayor Thompson called the meeting to order, Commissioner Mantela gave the Invocation followed by the Pledge of Allegience.
Clerk Berry called the roll:

PRESENT
Mayor Joe Thompson
Commissioner Judy Akkala
Mayor Pro-Tem Brad Mantela
Commissioner Robert Pontius
Commissioner Steve O'Driscoll

The November 5, 2024 General Election recount has been completed, and the results have been certified by name Stephen O’Driscoll with term expiring November 2025. Clerk Berry swore Commissioner O’Driscoll in for his new term.

No Public Comment was offered.

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

Motion made by Mayor Thompson, Seconded by Commissioner O'Driscoll to reappoint Mr. Bob Bosk, Ms. Anne Pfotenhauer and Ms. Cathy Sjoquist to the Parks & Recreation Advisory Board with term expirations of January 1, 2028.
MOTION CARRIED

Motion made by Mayor Pro-Tem Mantela, Seconded by Commissioner Akkala to appoint Mr. John DeFiore to the Gladstone Parks & Recreation Advisory Board to fill a vacancy with a term expiration of January 1, 2027.
MOTION CARRIED

There being no further business before the Commission, Mayor Thompson adjourned the meeting at 6:17 PM.

____
Mayor Joe Thompson

____
City Clerk Kimberly Berry

GLADSTONE DOWNTOWN DEVELOPMENT AUTHORITY

City Hall Chambers – 1100 Delta Avenue
December 17, 2024
8:15 AM

MINUTES

CALL TO ORDER
Board Chair, Jay Bostwick, called the meeting to order at 8:15 AM ET.

1. **Roll Call**

PRESENT	ABSENT
Joe Thompson	Melissa Silta (Excused)
Daniel Becker	Robert LeDuc (Excused)
Jacob Taylor	
Jason Lippens	
Jay Bostwick	
Kyle Closs	
Nathan Neumeier (Arrived at 8:22 AM)	

Staff Present: Patricia West

PUBLIC COMMENT: *None.*

APPROVAL OF MINUTES

2. **Regular Meeting Minutes - November 19, 2024**
Motion made by Closs, seconded by Thompson to approve the regular meeting minutes of November 19, 2024.
Voting Yea: Thompson, Becker, Taylor, Bostwick, Lippens, Closs, Neumeier
MOTION CARRIED.

FINANCIALS

3. **November Revenue & Expenditure Report**
DDA Director, Patricia West, provided an overview of the November financials. The board can expect invoices from the Old-Fashioned Christmas to hit the Christmas Celebration line item in the coming weeks.

CONFLICTS OF INTEREST: *None.*

ADDITIONS TO THE AGENDA: *None.*

UNFINISHED BUSINESS

NEW BUSINESS

4. **Facade Grant Agreement & Terms Review**
The materials for distributing the facade grant included a contract agreement and terms document referencing decisions made by the DDA nearly twenty years ago. DDA Director, Patricia West, updated these documents and presented them to the board to ensure alignment with current funding terms.

Motion made by Closs, seconded by Lippens to accept the facade grant agreement a facade grant terms as presented.
Voting Yea: Thompson, Becker, Taylor, Bostwick, Lippens, Closs, Neumeier
MOTION CARRIED.

5. **Permanent Structures at the Market Square**
DDA Director Patricia West met with Barry Lund (DPW Superintendent) and Jason Lippens (DDA Board Member) to discuss the possibility of constructing permanent pergola-like structures at the Farmers Market Square. The estimated cost of materials is approximately $20,000. The board is also interested in exploring partnerships with student trade programs in welding and woodworking to assist with the labor for the project.

Motion made by Becker, seconded by Taylor to support the pursuit of permanent structures at the Farmers Market Square, with a detailed financial plan presented to the board during the 2025-2026 budget planning process.
Voting Yea: Thompson, Becker, Taylor, Bostwick, Lippens, Closs, Neumeier
MOTION CARRIED.

CITY COMMENTS & REPORTS

6. **2024 Informational Meeting**
As part of the Tax Increment Financing requirement, an informational meeting was presented to the board and meeting attendees. The presentation highlighted the DDA's achievements and challenges in 2024, as well as an overview of funding commitments and upcoming projects planned for 2025. The slideshow from the presentation will be made available on the DDA's website for the community to access.
7. **Holiday Home Decorating Contest**
Seven participants have signed up for the holiday home decorating contest, with the prizes funded by WPPI Energy. Winners will be announced on the City of Gladstone's website and Facebook page on Friday, December 20th.
8. **North Shore Development**
The North Shore Development was discussed during the Informational Meeting. City staff reported that there are no significant updates to share at this time.
9. **Old-Fashioned Christmas Updates**
The 2024 event was a success despite the cold weather. Downtown Ambassador, Samantha Gaudino has exciting ideas to explore for next year. A debrief meeting will be held after the new year with this year's event coordinator, Shelly Claycomb, to discuss what worked well and identify areas for improvement.
10. **Vacancies on the Planning Commission and Parks & Recreation Board**
DDA Director, Patricia West, provided an overview of the two city board vacancies and encouraged attendees to apply or share the opportunity with others who may be a good fit.
11. **MEDC Visit to Gladstone**
Raymond Govus from MEDC visited Gladstone on Friday, December 13th. DDA Director, Patricia West, and City Manager, Eric Buckman, met with Raymond to discuss current city challenges and initiatives before taking him on a downtown tour.

During the tour, Mr. Govus visited Superbloom Coffee House, toured the Rialto Center and discussed funding resources with Patrick Johnson, and met with Jake Mills at Saunders Point Brewing

BOARD COMMENTS & REPORTS
DDA Board Chair, Jay Bostwick, inquired about the impact of the City of Gladstone's loss of special assessment revenue. The city will lose over $580,000 in revenue that had originally been anticipated. City Manager, Eric Buckman, is exploring funding solutions and will present them to the City Commission during budget planning.

PUBLIC COMMENT: *None.*

ADJOURNMENT
Motion made by Neumeier, Seconded by Becker to adjourn at 9:01 AM ET.
Voting Yea: Thompson, Becker, Taylor, Bostwick, Lippens, Closs, Neumeier
MOTION CARRIED.

Downtown Development Authority

City of Gladstone
1100 Delta Ave
Gladstone, MI 49837

2025 Regular Meeting Schedule

The regular meeting schedule for the Gladstone Downtown Development Authority (DDA) Board will occur on the **third Tuesday of each month at 8:15 AM Eastern Time** unless otherwise noted by an asterisk in the **City Hall Chambers, 1100 Delta Ave, Gladstone, MI**.

In adherence to the DDA By-Laws & Rules of Procedure, a schedule of the meeting dates, times, and places is set at the first meeting of the DDA in each calendar year.

Date	Time
January 21, 2025	8:15 AM ET
February 18, 2025	8:15 AM ET
March 18, 2025	8:15 AM ET
April 15, 2025	8:15 AM ET
May 20, 2025	8:15 AM ET
June 17, 2025	8:15 AM ET
July 15, 2025	8:15 AM ET
August 19, 2025	8:15 AM ET
September 16, 2025	8:15 AM ET
October 21, 2025	8:15 AM ET
November 18, 2025	8:15 AM ET
December 16, 2025	8:15 AM ET
January 20, 2026	8:15 AM ET

**Meeting deviates from the regular schedule.*

Item 7.

McCoy Construction & Forestry
1818 North Lincoln Road
Escanaba, MI 49829
Phone: (906) 789-9054
http://mccoycf.com

Remit Payment to:
McCoy Construction & Forestry, Inc.
ATTN: Accounts Receivable
501 Bell St.
Dubuque, IA 52001

*** * * PROFORMA INVOICE * * ***

SERVICE INVOICE

Invoice To Account No: 52428

GLADSTONE PUBLIC WORKS
1100 DELTA AVE
GLADSTONE MI 49837

Phone: (906)428-3737

Deliver To:

GLADSTONE PUBLIC WORKS
30 MICHIGAN AVE
GLADSTONE MI 49837

Phone: (906)428-3737

Invoice Number:	
Invoice Date	01/10/2025
Location:	02
Work Order Number:	696342
Payment Type:	Account
Customer PO No:	
Make/Model:	JOHN DEERE 624H
Meter Reading:	10016
Serial Number:	DW624HX581478
Equipment Number:	8414WM
Fleet Number:	
Page:	1 of 7

/TTM -F-0000031 Retail

101-532-800.000

CONCERN:
TRAVEL TIME AND MILEAGE

CORRECTION:
CHARGES ARE FOR TRAVEL TIME & MILEAGE ON 11/20
LOCATION: Gladstone shop near Gladstone Campground
TECH: Dan Robinson

PartNumber	Description	Quantity	Net Price	Extended Price	Taxed Ind
S1	Travel Mileage	16.00	$3.50	$56.00	N
S1	Travel Mileage $250 TRAVEL MIN	1.00	$153.24	$153.24	N

Labor: $40.76 **Parts: $209.24** **OL&M: $0.00** **Misc: $0.00** **Sub-Total: $250.00**

EXPERT-1000000083397 Retail

CONCERN:
Machine Inspection General basic inspection of machine. Please enter notes for any questions or issues found.

***** Charges may be additional to estimate for freight and oils. Labor may vary upon tear down and inspection. Overtime is applicable after 8.0 hours and may be additional to estimate. Wear items will be additional to estimate (i.e., O-rings, gaskets, seals).

CAUSE:
CORRECTION:
Inspect Sheet Metal [Rust holes in doors on the cab and on the left service door for the engine.]
Inspect Glass and Mirrors
Inspect exterior of ROPS / FOPS for damage
Inspect excavator Frame (Digging Frame, arm, stick attachment)
Equipment and Engine Frame, Check
Inspect Hydraulic Cylinders
Hoses / Lines
Frame Articulation Joints, Check
Center Pins, Check
Bottom Frame- near articulation Joint, Check
Inspect cab and exterior doors
Take Pictures of machine exterior
Bucket Cylinders, Inspect
Boom Pins, Check [Coupler pin is missing hold down hardware.]
Bucket, Inspect

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Cutting Edges, Inspect
Transmission Oil Level
Transmission Oil Leaks
Drive Lines, U-Joints, Check
Tires and Wheels
Wheel Bolts / Nuts and Hardware
Front Axle Inspect and fluid check [The Axle has little to no fluid.]
Rear Axle(s) Inspect and fluid check [Axle is over full almost to the top of the housing.]
Spindles / Tie Rods
Final Drives, Inspect and check fluid level
Check if PM Service is Required
Check Engine Oil Level
Engine Oil Leaks
Coolant Level / Condition
Radiator / Coolers
Air Inlet System
Fuel System
Check Hydraulic Oil Level
Battery Condition
Battery Cables / Harnesses Condition
Cab/Operator's Station - General Condition
Note Hours on Machine
Monitor Button Functions and Screen Display, Inspect
Gauges
Check Charging System operation
Check for Software Update(s) - Note Available Software
HVAC Controls, Inspect
Blower Motor, Inspect
Seat Belt, Inspect
Neutral Start operation
Starter operation
Check Oil Pressure
Evaluate Engine Performance
Check Engine Low / High Idle speeds
Lights / Turn Signals operation and condition
Transmission / Hydrostat Operation
Backup Alarm Operation
All Gears Functioning Properly?
Check Parking Brake operation
Check Service Brakes operation
Hydraulic System Operation
General Machine Notes

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Labor:	Parts:	OL&M:	Misc:	Sub-Total:
$0.00	$0.00	$0.00	$0.00	$0.00

Gen3 Retail

CONCERN:
Torque Converter leaking from weep hole

CAUSE:
CORRECTION:
Wednesday, November 20, 2024 - x303004
- Confirmed complaint: oil drip at bottom of torque converter housing
- Can only come from either of 2 places: the torque converter itself or the seal behind the transmission pump
- Either way, the cab has to come off and the hydraulic tank then the input shaft and housing cover need to be removed
- The seal should be replaced regardless, and the torque converter pressure tested with hose and clamp setup
- Additionally, the steering valve leaks and the small clamped leaks at the bottom of the hydraulic tank.

Tuesday, December 24, 2024 - X454405
- Started machine and drove it inside the shop and parked it.
- Relieved the pressure in the accumulators.
- Rigged up the Right step by operator station up to the hoist.
- Removed hardware for the left step and removed step with the hoist and set it on the floor.
- Removed left, front and right cab shields with their hardware.
- Removed throttle cable.
- Removed defroster ducts. The hardware needs to be replaced because of rust.
- Started removing hoses for the steering valve.

Thursday, December 26, 2024 -x454405
- Removed hoses for the steering valve.
- Plugged and capped open lines.
- Removed hoses for the heater core. Blocked lines with hose camps.
- Disconnected the wiring harness to the cab.
- Removed wiring harness from the starter motor.
- Removed the hose for the windshield washer and plugged hose.
- Removed hose the return on the brakes. plugged hose.

Friday, December 27, 2024 - X454405
- Removed cover for the battery box with its hardware.
- Removed negative battery cable from the battery.
- Drained the cooling system.
- Rigged up hood to the hoist with straps and a come along.
- Removed hood, air cleaner and set it on the floor propped up on blocks.
- Removed charge air pipe from the turbo.

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Page:	4 of 7

- Blocked off opening for charge air with tape.
- Removed fuel line and plugged and capped it.
- Removed wiring harness from the starter.
- Got a clean barrel from out behind the shop to hold the oil from the sump.
- Plumped a hose to the barrel from the drain valve for the sump.
- Drained hydraulic oil from the sump.
- Removed hardware from the Drive shaft from engine to transmission.
- Removed clamp and hardware for the muffler then removed the muffler.

Monday, December 30, 2024 -X454405
- Removed hardware for the engine hold down.
- Removed hoses for the cooling fan off of the engine.
- Brought out the welder.
- Welded on a nut on broken bolt for the stairs and removed broken bolt.
- Put the welder away.
- Rigged up sling for engine to the hoist.
- Lifted up engine and removed the engine mounts from the engine.
- Removed engine from the machine.
- Set engine down on blocks.
- Brought out a jack.
- Used jack to support back of transmission after removal of the rear mount for the transmission.

Tuesday, December 31, 2024 - X454405
- Removed rear transmission mount with its hardware.
- Removed orange bubble light with its bracket.
- Need to extract 1 bolt for the bubble light its broke upon removal.
- Installed C bar and bracket for the torque converter removal.
- Removed torque converter housing bolts.
- Removed torque converter with the outer housing with the hoist.
- Set converter on a table.
- Removed C Bar rigging for the hoist.
- After inspecting the torque converter there is a gouge in the shaft from the inner bearing.
- Inner bearing in the transmission pump is worn out and falling apart.
- Brought out the bearing puller.
- Pulled yoke off the torque converter with puller.
- Set up bearing puller on stator shaft to pull transmission pump.
- Pulled transmission pump out of transmission and set it on the bench.
- Printed of part sheets and went to Parts Dept. to get a quote for the customer.
- Gave Courtney C. quote.

Thursday, January 2, 2025 -X454405
- Installed throttle cable onto the pedal with its hardware.

CONTINUED ON NEXT PAGE->

McCOY CONSTRUCTION & FORESTRY

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Page:	5 of 7

- Rigged up right step up to the hoist.
- Installed the right step with its hardware.
- Removed rigging from right step.
- Rigged up left step to the hoist.
- Installed left step onto machine with its hardware.
- Removed rigging from left step.
- Rigged up torque converter to the hoist.
- Brought torque converter over to the hydraulic press.
- Installed torque converter and housing onto the hydraulic press.
- Removed torque converter from housing.
- Removed snap ring for torque converter housing bearing.
- Removed torque converter bearing from the housing with the hydraulic press.
- Set torque converter on a bench.
- Put torque converter housing in the cuda parts washer.
- Installed Defroster ducts on lower part of the cab with their hardware.
- Removed drive plate from the old Torque converter.
- Brought out new Torque converter.
- Installed Drive Plate onto the new torque converter with its hardware.
- Torqued Drive plate bolt to spec.

Monday, January 6, 2025 -X454405
- Covered rear window of cab.
- Ground down broken bolt with a grinder so its flush to punch for a drill bit.
- Drilled out broken bolt.
- Got a tap and tapped threads for bolt.
- Cleaned out other threaded bosses with the tap for the orange bubble light.
- Got new bolts for the orange bubble light out of the bolt bin.
- Cleaned up and put away tools.
- Removed window covering.

Tuesday, January 7, 2025 -X454405
- Cleaned stator shaft in parts washer.
- Installed stator into transmission.
- Installed New transmission pump with its hardware torqued to specification.
- Installed torque converter onto transmission.
- Installed torque converter housing onto the transmission.
- Installed yoke onto the torque converter.
- Installed torque converter housing bolt and torqued them to specification.
- Installed rear Transmission mount with its hardware, torqued to spec.
- Installed lift sling onto engine.
- Lifted engine with the hoist and brought it over to the machine.
- Set engine down into engine bay of the machine.

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Page:	6 of 7

- Installed engine mounts onto engine with their hardware.
- Installed drive shaft onto transmission.
- Set engine down into the engine bay.
- Installed bolts for the engine.

Wednesday, January 8, 2025 - X454405
- Torqued engine mounts hardware on engine to specification.
- Torqued engine mount to machine frame hardware to specification.
- Installed wiring for the starter and engine.
- Connected the return fuel line.
- Installed the hydraulic hoses for the cooling fan on the engine.
- Installed coolant hoses for the heater core and the radiator.
- Installed charge air cooler pipes up to the engine.
- Rigged up the engine hood to the hoist.
- Lifted hood up onto the machine with the hoist.
- Installed hood hardware.
- Installed coolant hose for Coolant Res. onto the radiator.
- Removed and cleaned drain plug from the transmission.
- Drained transmission oil.
- Replaced transmission filter.
- Installed transmission drain plug.
- Filled transmission with oil.
- Installed orange bubble light on the cab of the machine with its hardware.
- Torqued driveshaft hardware to specification.
- Removed caps and plugs and installed the fuel line.
- Filled cooling system for engine with coolant.

Thursday, January 9, 2025 -X454405
- Topped off transmission oil that is good to go.
- Checked coolant level that is good to go.
- Installed intake duct from airbox to the turbo with its hardware.
- Filled hydraulic tank with oil from barrel with transfer pump.
- Topped off hydraulic tank with oil.
- Attempted to prime fuel system but the primer is worn out.
- Installed new primer pump and primed fuel system.
- Installed Skirting on lower parts of cab with its hardware.
- Plugged in the windshield washer hose.
- Started machine and drove it out of the shop around the back yard checking the gears.
- Parked machine in the back yard.
- Machine doesn’t leak out of the torque converter.

PartNumber	Description	Quantity	Net Price	Extended Price	Taxed Ind
19M7800	Screw	4.00	$3.17	$12.68	N

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40M1873	Snap Ring	1.00	$14.83	$14.83	N
AT354180	Converter	1.00	$8,783.03	$8,783.03	N
AT468647	Transmission Oil Filter	1.00	$62.15	$62.15	N
R85169	12 Point Flanged Bolt LOCK	4.00	$4.07	$16.28	N
RE50467	Primary Fuel Filter Hand Primer Kit	1.00	$72.21	$72.21	N
T116613	Washer	1.00	$18.15	$18.15	N
T171202	Ball Bearing	1.00	$104.33	$104.33	N
T174239	O-Ring	10.00	$1.82	$18.20	N
T174240	O-Ring	1.00	$76.72	$76.72	N
T225898	Transmission Oil Pump	1.00	$2,341.71	$2,341.71	N
TY22028	HY-GARD 1 qt. Bulk	41.00	$5.80	$237.80	N
TY26576	Cool-Gard II Pre-mix 2-1/2 gal.	2.00	$43.64	$87.28	N

Miscellaneous Charges:

Shop Supplies	$75.00
Environmental Fees	$65.00

Labor: **$8,200.00** **Parts:** **$11,845.37** **OL&M:** **$0.00** **Misc:** **$140.00** **Sub-Total:** **$20,185.37**

Customer PO No:
Tax Exempt No: MI 2024-01-28
Advisor: Courtney Cunningham

Labor:	$8,240.76
Parts:	$12,054.61
OL&M:	$0.00
Misc:	$140.00
Sales Tax:	$0.00
Total:	$20,435.37

TERMS AND CONDITIONS
Any returns must occur within 30 days of purchase. Restocking fees up to 30% may apply to any non-stocked or special ordered parts. No returns will be accepted on electrical parts or parts that have been installed, altered, or damaged.
Original package is required.

Received by: .... Date: ....

C.C. Power L.L.C.

ELECTRICAL CONTRACTOR

P.O. BOX 2028 • 3850 BEEBE ROAD • KALKASKA, MI 49646
OFFICE (231) 258-5909 FAX (231) 258-5957

INVOICE

INVOICE DATE	CUSTOMER NO.	INVOICE NUMBER
01-16-2025	07050	26454

P.O. NUMBER	WORK ORDER NO.	SHIP DATE

TO:

CITY OF GLADSTONE
1100 DELTA AVENUE
GLADSTONE, MI 49837

JOB SITE:

CITY OF GLADSTONE EMERG. DOT

JOB NUMBER	TERMS	SALES PERSON
SL-24-12424	DUE UPON RECEIPT	

ITEM	DESCRIPTION	UNIT	UNIT PRICE	AMOUNT
1	LOCATION: M35 (4TH AVE) UNDER RAILROAD BRIDGE			
	SCOPE OF WORK: BUILD 2 SPAN, 3 PHASE OH TO REPLACE BAD UNDERGROUND UNDER RAILROAD FOR MDOT PUMP			
	LABOR/EQUIPMENT:			
	2 CREWS / ST	30	400.00	12,000.00
	2 CREWS / OT	4	600.00	2,400.00

*PLEASE REMIT PAYMENT TO
P.O. BOX 2028 • KALKASKA, MI 49646

PAST DUE INVOICES ARE SUBJECT TO AN ANNUAL FINANCE CHARGE OF 18% (1½% MONTHLY)

SUBTOTAL	$14,400.00
TAX AMOUNT	
*PLEASE REMIT THIS AMOUNT	$14,400.00

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

City of Gladstone, MI

Staff Report

Agenda Date: January 27, 2025 **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 #30.

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 #30 includes Staab Construction payment #31 totaling $145,300.00.

FISCAL EFFECT: **$145,300.00**

SUPPORTING DOCUMENTATION: Request for Disbursement of Funds Draw #30 packet.

RECOMMENDATION: Approve Request for Disbursement of Funds Draw #30 totaling $145,300.00.
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EGLE

MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY

Finance Division

DRINKING WATER STATE REVOLVING FUND, CLEAN WATER STATE REVOLVING FUND, AND STRATEGIC WATER QUALITY INITIATIVES FUND REQUEST FOR DISBURSEMENT OF FUNDS

As required under authority of Parts 52, 53, and 54 of NREPA, 1994 PA 451, as amended.

General Information

You must complete the information on pages 1 and 2 for each request for disbursement of funds that is submitted to the State Revolving Funds (SRF). A separate form is required for each assigned SRF project number. Detailed instructions can be found at the end of this document. Email this completed request along with cost supporting documentation (invoices) to your EGLE project manager.

SRF Project Number: 5727-01 Request #: 30 Request Type: ☑ Partial ☐ Final

Period Covered by Request (M/D/Y): 11/29/2024 to 12/16/2024 Loan Amount: $21,305,000

Loan Recipient's Name: City of Gladstone Recipient's EIN: 38-6004686

Address: City Hall, 1100 Delta Avenue, Gladstone MI 49837 Phone Number: 906-428-2311

Recipient's Bank Name: Baybank

Address: 104 S. 10th Street, Gladstone MI 49837 Phone Number: 906-428-4040

Account Name: Checking ABA #: ____ Account #: ____

Special Instructions: ____

You must complete the information above along with page 2 for your request to be processed.

FOR EGLE USE ONLY

Amount this request from SRF loan (including BIL supplemental): ____

Amount this request from BIL EC: ____

Amount this request from BIL LSLR: ____

Amount this request from Grants ARP: ____ DWI: ____

Amount this request from Booker/WIFTA: ____

Budget Items (all amounts to the penny)	Approved Amount Incurred this Period	Approved Amount Incurred to Date
1. Asset Management Program/Fiscal Sustainability Costs		
2. Planning Costs		$39,895.83
3. Rate Methodology Development Costs		$1,309,660.00
4. Design Engineering Costs		$73,625.00
5. Legal/Financial Service Fees		$2,488.48
6. Administrative Costs		$65,000.00
7. Bond Counsel Fees		$6,533.10
8. Bond Advertisement Costs		
9. Bid Advertisement Costs		
10. Capitalized Interest		
11. Land Acquisition/Relocation Costs		
12. Land Purchase Costs		
13. Construction Engineering Costs		$706,181.75
14. Construction Costs (Bid Contracts)	$145,300.00	$17,780,711.58
15. Construction Costs (Force Account)		
16. Equipment Costs		
17. Other Project Costs		
18. Adjustments Due to Other Funding		
19. Reimbursement from SRF-associated grant (ARP-SRF, DWI, Other)		
20. Total Amount Incurred This Period	$145,300.00	
21. Total Cumulative Amount Incurred to Date		$19,984,095.74
22. Amount Previously Disbursed		$19,838,795.74
23. Amount Requested for Loan Disbursement		$145,300.00

I certify that I am an authorized representative of the recipient and am authorized to make the following certifications on behalf of the recipient: (i) there is no pending litigation or event which will materially and adversely affect the project, the prospects for its completion, or the recipient's ability to make timely repayments on the obligation issued in connection with this project; (ii) the representations, warranties and covenants contained in the supplemental agreement for the obligations pursuant to which this request for disbursement is submitted continue to be true and accurate in all material respects as of the date hereof; (iii) to the best of my knowledge and belief, the costs above were incurred in accordance with the terms of the supplemental agreement and the application for assistance for this project; and (iv) the amount requested for disbursement represents the loan amount due, which has not previously been requested.

Authorized Representative Name: Eric Buckman Title: City Manager

Authorized Representative Signature: ______________________ Date: ____________

FOR EGLE USE ONLY
Approved by EGLE Project Manager: ______________________ Date: ____________

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

Contractor's Application for Payment No. 31

	Application Period: **11/29/24 to 12/16/2024**	Application Date : **12/16/24**
To (Owner): **CITY OF GLADSTONE**	From (Contractor): **Staab Construction Corporation**	Via (Engineer): **C2AE**
Project: **4632- GLADSTONE, MI WWTF**	Contract:	
Owner's Contract No:	Contractor's Project No: **4632-**	Engineer's Project No: **ENG PROJ NO. 21-0120**

Application for Payment
Change Order Summary

Change Orders approved in Previous months by Owner	$627,805.25	-$175,604.00
Number	Additions	Deductions
	0.00	0.00
TOTALS	$627,805.25	-$175,604.00
Net Change by Change Orders		$452,201.25

1. ORIGINAL CONTRACT PRICE	$17,743,000.00
2. Net Change By Change Orders	$452,201.25
3. Current Contract Price (Line 1+2)	$18,195,201.25
4. TOTAL COMPLETED AND STORED TO DATE (Column G on Progress Estimate)	$17,930,711.58
5. RETAINAGE:	
0.82 % of Total Contract (Project over 50% Complete)	
c. Total Retainage (Line5a = 5b)	$150,000.00
6. AMOUNT ELEGIBLE TO DATE (Line 4 - Line 5c)	$17,780,711.58
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)	$17,635,411.58
8. AMOUNT DUE THIS APPLICATION	$145,300.00
9. BALANCE TO FINISH, PLUS RETAINAGE (Column H on Progress Estimate + Line 5 above)	$414,489.67

Payment of: **$145,300.00**
Line 8 or other - attach explanation of other amount)

is recommended by: ______ (Engineer) 01/08/2025 (Date)

Payment of: **$145,300.00**
Line 8 or other - attach explanation of other amount)

is approved by: ______ (Owner) ______ (Date)

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

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:** 12-19-24
Benjamin J. Lee President

EJCDC NO. C-620 Contractor's Application for Payment

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.

Invoice # : 31 **Contract :** 4632- GLADSTONE, MI WWTF

Application No. : 31
Application Date : 12/16/2024
To: 12/16/2024
Architect's Project No. ENG PROJ NO. 21-0120

A	B	C	D	E	F	G		H	I
Item No.	Description of Work	Scheduled Value	Work Completed: From Previous Application (D+E)	Work Completed: This Period In Place	Materials Presently Stored (Not in D or E)	Total Completed and Stored To Date (D+E+F)	% (G / C)	Balance To Finish (C-G)	Retainage
010010-00	PM/Supervision	420,000.00	419,900.00	100.00	0.00	420,000.00	100.00%	0.00	
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	419,900.00	100.00	0.00	420,000.00	100.00%	0.00	
015000-00	Temporary Facilities	130,000.00	130,000.00	0.00	0.00	130,000.00	100.00%	0.00	
016000-00	Yard & Equipment	545,000.00	544,800.00	100.00	0.00	544,900.00	99.98%	100.00	
024100-00	Demolition	145,000.00	145,000.00	0.00	0.00	145,000.00	100.00%	0.00	
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	130,000.00	0.00	0.00	130,000.00	100.00%	0.00	
030000-10	Service Concrete	140,000.00	140,000.00	0.00	0.00	140,000.00	100.00%	0.00	
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	20,000.00	0.00	0.00	20,000.00	76.92%	6,000.00	
042000-00	Masonry	393,000.00	393,000.00	0.00	0.00	393,000.00	100.00%	0.00	
055000-00	Metal Fabrications	320,000.00	320,000.00	0.00	0.00	320,000.00	100.00%	0.00	
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	114,000.00	0.00	0.00	114,000.00	100.00%	0.00	
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	95,000.00	0.00	95,000.00	95.00%	5,000.00	
075300-00	Single Ply Roof	300,000.00	300,000.00	0.00	0.00	300,000.00	100.00%	0.00	
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.

Invoice # : 31 **Contract :** 4632- GLADSTONE, MI WWTF

Application No. : 31
Application Date : 12/16/2024
To: 12/16/2024
Architect's Project No.: ENG PROJ NO. 21-0120

A	B	C	D	E	F	G		H	I
			Work Completed						
Item No.	Description of Work	Scheduled Value	From Previous Application (D+E)	This Period In Place	Materials Presently Stored (Not in D or E)	Total Completed and Stored To Date (D+E+F)	% (G / C)	Balance To Finish (C-G)	Retainage
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	475,000.00	0.00	0.00	475,000.00	98.96%	5,000.00	
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	32,972.33	0.00	0.00	32,972.33	82.43%	7,027.67	
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	404,000.00	0.00	0.00	404,000.00	99.75%	1,000.00	
230500-00	HVAC	1,400,000.00	1,395,000.00	0.00	0.00	1,395,000.00	99.64%	5,000.00	
260500-00	Electrical Construction	2,300,000.00	2,295,000.00	0.00	0.00	2,295,000.00	99.78%	5,000.00	
260500-01	Electrical ALLOWANCE	17,000.00	17,000.00	0.00	0.00	17,000.00	100.00%	0.00	
312000-00	Earthwork	590,000.00	590,000.00	0.00	0.00	590,000.00	100.00%	0.00	
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	64,000.00	0.00	0.00	64,000.00	100.00%	0.00	
323100-00	Fencing	75,000.00	75,000.00	0.00	0.00	75,000.00	100.00%	0.00	
329219-00	Site Restoration	17,000.00	17,000.00	0.00	0.00	17,000.00	100.00%	0.00	
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	1,100,000.00	0.00	0.00	1,100,000.00	100.00%	0.00	
400519-02	Interior Piping Install	390,000.00	390,000.00	0.00	0.00	390,000.00	100.00%	0.00	
400557-00	Stop & Slide Gates	240,000.00	240,000.00	0.00	0.00	240,000.00	100.00%	0.00	
400562-00	Valve Material	650,000.00	650,000.00	0.00	0.00	650,000.00	100.00%	0.00	
412214-00	Trolley & Hoist	49,000.00	49,000.00	0.00	0.00	49,000.00	100.00%	0.00	
431133-00	Rotary Screw Blower	4,000.00	4,000.00	0.00	0.00	4,000.00	100.00%	0.00	
432313-00	Centrifugal Slurry Pumps	78,000.00	78,000.00	0.00	0.00	78,000.00	100.00%	0.00	
432331-00	Drypit Sumbersible Pumps	370,000.00	370,000.00	0.00	0.00	370,000.00	100.00%	0.00	
432331-01	Vertical Non Clog Sewage Pumps	62,000.00	62,000.00	0.00	0.00	62,000.00	100.00%	0.00	
[illegible]62133-00	Rotary Drum Screen	145,000.00	145,000.00	0.00	0.00	145,000.00	100.00%	0.00	

Item 9.

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. : 31
Application Date : 12/16/2024
To: 12/16/2024
Architect's Project No. ENG PROJ NO. 21-0120

Invoice # : 31 **Contract :** 4632- GLADSTONE, MI WWTF

A	B	C	D	E	F	G		H	I
Item No.	Description of Work	Scheduled Value	Work Completed: From Previous Application (D+E)	Work Completed: This Period In Place	Materials Presently Stored (Not in D or E)	Total Completed and Stored To Date (D+E+F)	% (G / C)	Balance To Finish (C-G)	Retainage
462324-00	Vortex Grit Removal and Classifier	380,000.00	380,000.00	0.00	0.00	380,000.00	100.00%	0.00	
464350-00	Chain and Flight Sludge Collector	355,000.00	355,000.00	0.00	0.00	355,000.00	100.00%	0.00	
465326-00	MBBR Equipment	610,000.00	610,000.00	0.00	0.00	610,000.00	100.00%	0.00	
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	128,000.00	0.00	0.00	128,000.00	98.46%	2,000.00	
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	46,000.00	46,000.00	0.00	0.00	46,000.00	95.83%	2,000.00	
C.O. # 01	Change Order #1	-68,722.00	-68,722.00	0.00	0.00	-68,722.00	100.00%	0.00	
C.O. # 02	Change Order #2	69,561.00	69,561.00	0.00	0.00	69,561.00	100.00%	0.00	
C.O. # 03	Change Order #3	120,708.00	120,708.00	0.00	0.00	120,708.00	100.00%	0.00	
C.O. # 04	Change Order #4	-47,909.00	-47,909.00	0.00	0.00	-47,909.00	100.00%	0.00	
C.O. # 05	Change Order #5	-57,379.00	-57,379.00	0.00	0.00	-57,379.00	100.00%	0.00	
C.O. # 06	Change Order #6	154,269.00	114,511.00	0.00	0.00	114,511.00	74.23%	39,758.00	
C.O. # 07	Change Order #7	66,842.00	66,842.00	0.00	0.00	66,842.00	100.00%	0.00	
C.O. # 08	Change Order #8	26,198.00	26,198.00	0.00	0.00	26,198.00	100.00%	0.00	
C.O. # 09	Change Order #9	-1,594.00	-1,594.00	0.00	0.00	-1,594.00	100.00%	0.00	
C.O. # 10	Change Order #10	9,082.00	0.00	0.00	0.00	0.00	0.00%	9,082.00	
C.O. # 11	Change Order #11	13,102.25	13,102.25	0.00	0.00	13,102.25	100.00%	0.00	
C.O. # 12	Change Order #12	19,742.00	0.00	0.00	0.00	0.00	0.00%	19,742.00	
C.O. # 13	Change Order #13	148,301.00	0.00	0.00	0.00	0.00	0.00%	148,301.00	
	Grand Totals	**18,195,201.25**	**17,835,411.58**	**95,300.00**	**0.00**	**17,930,711.58**	**98.55%**	**284,489.87**	**150,000.00**

Item 9.

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

City of Gladstone, MI

Staff Report

Agenda Date: January 27, 2025 Eric Buckman, City Manager: ___________________________

Department: DDA Department Head Name: _______________________________

Presenter: Patricia West Kim Berry, City Clerk: _________________________________

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

AGENDA ITEM TITLE:
DDA Façade Grant | 20 S 10th St

BACKGROUND:
The Façade Grant Subcommittee convened on Tuesday, November 12, to conduct an in-depth review of the applications and finalize their recommendation to the full DDA Board.

The subcommittee used a scoring rubric to evaluate each project's alignment with the program's goals, considering factors such as eligibility, viability, visual and economic impact, relevance, historic preservation, design and material quality, and the balance of improvement versus maintenance.

On November 19th, the DDA recommended the award of $2,500.00 to Gladstone Eye Care (20 S 10th St) to assist with the replacement of awnings on the façade of their building. The total project cost is projected to be $27,821.00.

This is the *first of three awards* the DDA will recommend for Commission approval, totaling $37,500.00.

FISCAL EFFECT:
$2,500.00

SUPPORTING DOCUMENTATION:
- 2024 Façade Grant Guidelines
- Facade Grant Contract Agreement | 20 S 10th St
- Facade Grant Contract Terms | 20 S 10th St

RECOMMENDATION:
Approve the facade grant request for DDA funds of $2,500.

2024 Façade Grant Guidelines

City of Gladstone's Downtown Development Authority

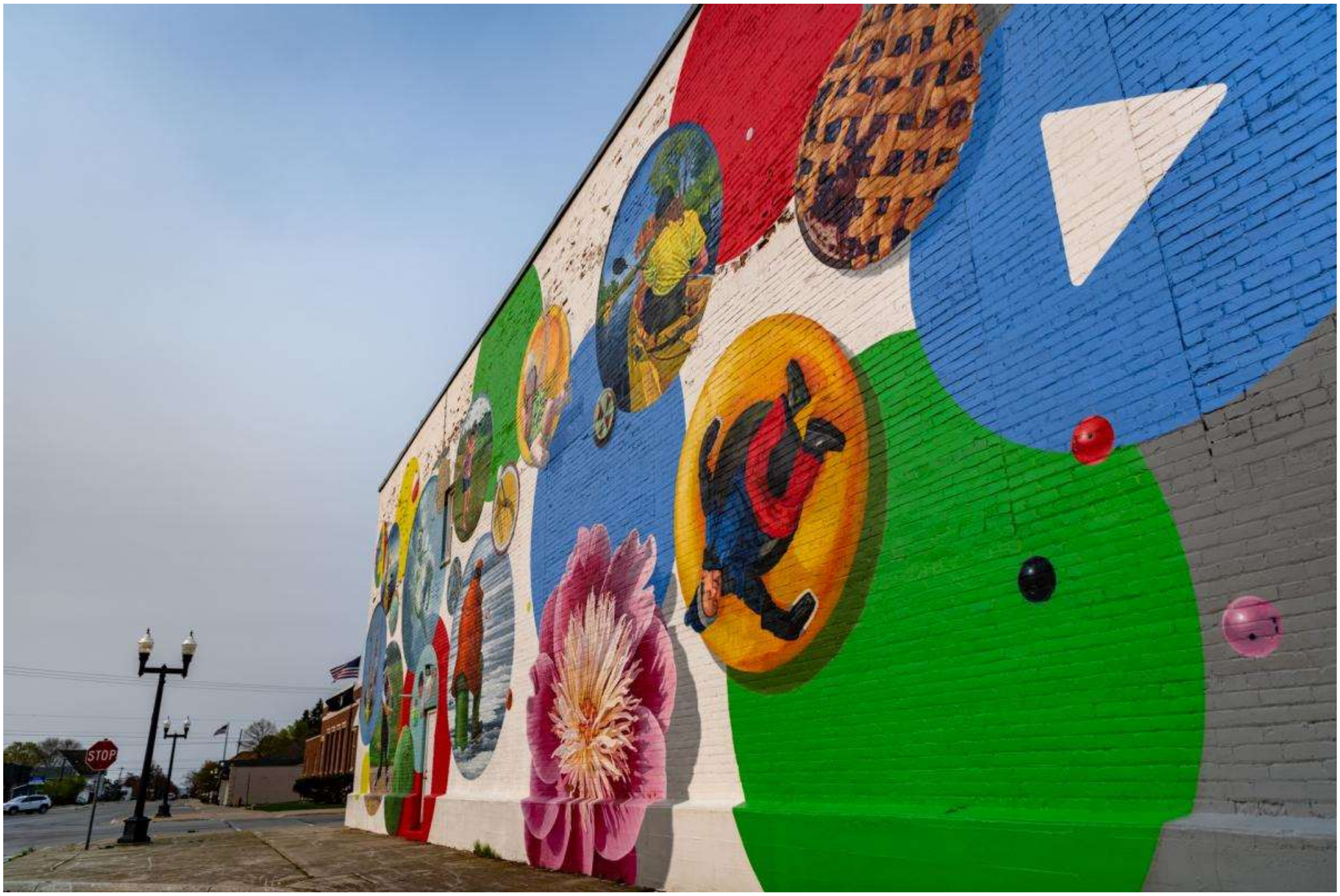

Photo Credit: Visit Escanaba

Applications will open **September 1st and close October 31st**, and recipients will be notified before the end of the calendar year for funding to be utilized in 2025. The DDA provides grant funding on a matching basis per the Facade Grant Funding Guidelines. **A minimum owner's match of 50% is required for total (facade) project costs.** Grants are awarded based on availability of funds, project scope, and value added to the building and district.

The owner must pay his/her share of the match of the total cost of the facade project up front, once the project funding has been approved, and prior to any funding being released.

The owner's match is the first money reimbursed on the project. The owner's match requirement is based on 50% of the total facade project costs. Matching funds for other work (interior or non-facade work) being completed will be considered when determining whether to approve a project.

A lien will be placed on the property, through a mortgage and mortgage note and filed with the Register of Deeds for a five-year period. If the property maintains the business status for the five-year period, the loan/grant will be forgiven, and the lien removed at the end of the five years. Passed by the board at the April 11, 2006, meeting, fees associated with the removal of the lien (Delta County Register of Deeds) will be the responsibility of the owner(s).

All information submitted by the owners and contractors will be kept confidential and will remain City of Gladstone's files for at least five years.

What can I begin doing to prepare for the application?

Below is a checklist of items required on the application. You can begin collecting this information early so you are prepared for the application to go live on September 1st!

- ✓ Assessed Value of the Property
- ✓ Business's TaxID Number
- ✓ Documentation of Cost Estimates
  - Estimated Total Project Cost
  - Estimated Facade Cost
- ✓ List of Building and Material Specifications
- ✓ Proof of Building Insurance
- ✓ Scaled Drawings and/or Documentation of Work to be Completed
- ✓ The Year the Structure was Built
- ✓ Written statement describing the project in its entirety, including components of the project that fall outside of the scope of the facade (1000 words max)

Facade Grant Eligibility & Qualifications

A current business owner at the location of an approved facade must wait a minimum of five years before they may be eligible to re-apply for additional funds.

All business projects considered for review must be located within the DDA district and the primary use must be business related.

What qualifies as a facade?

This grant applies to the **front facade of the building, as well as additional sides that are visible to public** - streetscape view and/or foot traffic. The list below provides guidance on what the DDA considers to be façade work but recognize that this is not an exhaustive list and other items may be considered at the DDA’s discretion.

- ☑ Awnings Restoration or Repair
- ✗ Building Additions or Expansions
- ✗ Curb Replacement
- ✗ Demolition
- ☑ Door Replacement Upgrades
- ☑ Exterior Light Fixtures Updates
- ☑ Exterior Painting
- ☑ Fake Facades Removal
- ✗ Infrastructure Repairs or Upgrades (Electrical, Water, Wastewater, etc.)
- ☑ Irrelevant or Old Signage Removal
- ☑ Masonry Cleaning or Repair
- ✗ New Builds
- ✗ Parking Lot Improvements
- ✗ Paving
- ☑ Restoration of Historic Elements
- ✗ Roofing Replacements or Repairs
- ✗ Sidewalk Replacement
- ☑ Siding Repair or Replacement
- ✗ Signs Replacements - Unless there is a facade enhancement feature.
- ✗ Temporary Repairs
- ☑ Window Air Conditioners Removal
- ☑ Window Replacement Upgrades

Contractor Information & Requirements

- It is the responsibility of the business owner to choose the contractor.
- The contractor must present proof of insurance, license, and a W-9 to the City of Gladstone prior to work beginning.
    - *When required, project work must be completed by a licensed contractor.*
- Half of the total cost of the project will be disbursed up front to purchase materials and get the project started. Additional draws may be made as the work progresses with proper documentation and lien waivers as required.
    - A "Request for Payment" form will be used for each draw.
    - At least 25% of the total project costs will be withheld until all work is complete and the owner and building inspector or grant administrator makes a final inspection.
    - A sworn statement shall be signed by the contractor stating that all contractors, subcontractors, and supplies have been paid in full before receiving the final payment.

Project Requirements

Approved grants have one year to complete the project once it has been approved by the DDA. Grants that exceed the one-year time frame to complete work will need to reapply to the DDA. Please reference the minutes from the May 25, 2010 DDA Board Meeting for more information.

Any facade work that requires additional reviews shall demonstrate successful compliance to the Grant Administrator prior to the final release of facade funds or prior to the work necessitating the compliance is commenced. Additional reviews that may be required may include, but not be limited to:

- Building Permit
- EGLE Compliance
- Mechanical/Electrical Permit
- Sign Permit
- Site Plan Review
- Zoning Compliance

Downtown Development Authority

City of Gladstone

FAÇADE GRANT CONTRACT AGREEMENT

This Façade Grant Contract Agreement (hereinafter referred to as the "Agreement") is made by and between the **City of Gladstone Downtown Development Authority (DDA)**, under its Tax Increment Financing (TIF) Plan and in accordance with **Public Act 57 of 2018**, and the **Grantee** (property owner) for the restoration, preservation, and renovation of downtown buildings within the designated downtown district.

Program requirements are included as part of this Agreement and must be adhered to in their entirety.

PROGRAM REQUIREMENTS

1. **Matching Grant Funding**: The property owner is required to provide a 1:1 match for the funding contributed by the DDA. This means the property owner's contribution must equal the amount provided by the DDA.
2. **Payment Structure**
    - The owner's matching funds must be paid **upfront to the City of Gladstone's Downtown Development Authority**, upon project funding approval, and before any grant funds are released.
    - The owner's match will be reimbursed **first**, and additional payments will follow the schedule outlined in the funding disbursements section of this agreement.
    - Matching funds related to other non-façade work (e.g., interior improvements) may be considered during the project approval process.
3. **Funding Disbursements**
    - Up to **50% of the total project cost** will be disbursed upfront to purchase materials and initiate work.
    - Additional disbursements may be considered as the project progresses, with proper documentation, including lien waivers.
    - Final payment (up to 25% of the project cost) will be withheld until:
        1. All work is completed as outlined in the Façade Grant Contract Terms.
        2. Final inspection is conducted by the owner and building inspector or grant administrator.
4. **Lien Requirements**
    - A lien will be placed on the property through a mortgage and mortgage note, filed with the Register of Deeds for a period of five years.
    - The lien will be removed and the loan/grant forgiven after five years if the property retains its business status.
        1. **Business Operations:** The nature of the business may change during the five-year period, but the property must remain a viable business throughout.
        2. **Sale of the Property:** If the business is sold within this five-year period, the remaining balance of the grant/loan can be repaid to the City of Gladstone's Downtown Development Authority. If the property is sold and continues to operate under new ownership, the lien may be transferred to the new owner.
        3. **Closure of Business:** If the business activities are abandoned or the business ceases to exist, leaving the property vacant or underutilized within the five-year period, the grant/loan must be repaid to the DDA on a pro-rated basis as follows:
            - 80% repayment after one (1) year.

  - 60% repayment after two (2) years.
  - 40% repayment after three (3) years.
  - 20% repayment after four (4) years.
- The property owner is responsible for fees associated with lien removal.

5. **Information Privacy**
   - All information submitted by property owners and contractors as part of the façade grant program is subject to the Freedom of Information Act (FOIA).
   - Information may be made available to the public upon request, in accordance with the City of Gladstone's established FOIA procedures.
   - Proprietary, financial, or sensitive personal information that qualifies for exemption under FOIA will be protected to the extent permitted by law.
6. **Eligibility**
   - Projects must be located within the DDA district, and the property's primary use must be business-related.
   - Grant funding applies to the **front façade** and any additional visible sides of the building from the streetscape or foot traffic.
   - A current business owner who receives funding must wait a minimum of five years before reapplying for additional façade grants.

CONTRACTOR REQUIREMENTS

1. **Selection of Contractor**
   - The property owner is responsible for selecting a contractor.
   - The contractor must provide proof of **insurance**, a **license**, and a **W-9** form prior to receiving any funding and/or beginning work.
2. **Sworn Statement**: The contractor must provide a sworn statement certifying that all subcontractors, suppliers, and contractors have been paid in full before receiving final payment.

PROJECT REQUIREMENTS

1. **Completion Timeline**
   - Approved projects must be completed within **one year** of City Commission approval.
   - Projects exceeding the one-year timeframe will need to reapply for funding.
2. **Additional Reviews**
   - Projects requiring additional reviews must demonstrate compliance with applicable regulations before the release of final funds or the commencement of work.
   - Potential required reviews may include:
     - **Building Permit**
     - **EGLE Compliance**
     - **Mechanical/Electrical Permit**
     - **Sign Permit**
     - **Site Plan Review**
     - **Zoning Compliance**
   - Any design or material changes made after the DDA approval date must be submitted to the Grant Administrator for approval. Changes may need to be approved by the sub-committee or full DDA depending on the scope of the change. Failure to have changes approved could result in forfeiture of grant funds.

The DDA reserves the right to add conditions or terms to a grant project. Any terms and/or conditions added t[o] grant project beyond the scope of the project guidelines will be submitted in writing to the Grant Applicant and agreed upon prior to any grant work commencing.

By signing this Agreement, the undersigned acknowledges and agrees to the terms and conditions outlined herein.

Grantee Signature: ______________________ **Date:** 12/18/2024

Grant Administrator Signature: ______________________ **Date:** ______________

Downtown Development Authority

City of Gladstone

FAÇADE GRANT CONTRACT TERMS

Property Owner: Jessica Cameron
Contact Email: cameronyear@gmail.com
Contact Phone: (906) 399-7032
Mailing Address: 20 S 10th St
City, State, Zip Gladstone, MI 49837

Business Name: Gladstone Eye Care, P.C.
Project Property Address: 20 S 10th St, Gladstone, MI 49837

Grant Approval Details:
Your proposal was approved as submitted for **$2,500.00** in funding from Gladstone's Downtown Development Authority (DDA).

The project will be subject to City Commission final approval. The signed contract agreement and the owner's match must be received prior to the project's start date. You will have one year to complete the project following City Commission approval. We expect this to be reviewed by the City Commission on **Monday, January 13, 2025**.

Project Requirements:

1. **Materials:** All materials used must be consistent with those submitted in your Façade Grant application. This shall include:
   - ***Bronzed Metal Juliet Awnings***
2. **Permits:**
   - All applicable building, sign, and zoning permits, as well as any other required permits, must be secured prior to the commencement of work.
   - Failure to obtain necessary permits may result in the revocation of DDA funds.
3. **Licensed Professionals:** Work requiring permits must be completed by licensed professionals. Our records indicate that you intend to work with ***Joe Darmogray Construction***.
   **If the property owner serves as the general contractor, contractor labor will not be covered under the Façade Grant funding from the DDA. In this situation, receipts for material purchases totaling at least $5,000.00 must be submitted prior to payment.*
4. **Scope of Work:**
   - All work must be completed as stated in this agreement and the approved application.
   - This award amount is based on the submitted application. Any changes to the scope of work must be approved by the grant administrator prior to implementation.
   - Changes reducing the project cost by more than 10% must be reviewed and approved by the full DDA board.
5. **Project Timeline:** Approved projects must be completed within one year of City Commission approval. Extensions beyond this timeframe will require reapplication for funding.
6. **Documentation:** Attached are the DDA Meeting Minutes from November 2024 for your review.

Estimated Project Budget:

Total Project Cost:	$27,821.00
Total Façade Cost:	$27,821.00
Total Amount Awarded from DDA:	$2,500.00
Minimum Owner's Match Required:	$2,500.00
Balance Due by Owner:	$22,821.00

Once the owners match is secured, **$2,500.00** will be paid up front to the owner or contractor. The final payment will be paid to owner or contractor upon successful final inspection and completion of project as presented. The owner will be responsible for the balance of **$22,821.00.**

By signing this agreement, the undersigned acknowledges and agrees to the terms and conditions outlined herein.

Property Owner Signature:

Date: 12/18/2024

Grant Administrator Signature:

Date: ________________

City Of Gladstone Code Enforcement

MISSION

To promote and maintain a safe, healthy, and attractive environment for residents, businesses, and visitors through education and enforcement of city codes and ordinances in a fair, consistent, and professional manner

City Of Gladstone Code Enforcement

2024 Year End Summary

City Of Gladstone Code Enforcement

- Total Complaints initiated: 272
- Total of those complaints closed: 253
- Complaints still open/pending: 19
- Closure Rate: 93%

City Of Gladstone Code Enforcement

Complaint Category	Total Complaints
Animal	2
Blight	54
Damage Structure	4
Grass	108
Parking/Vehicle	20
Property Dispute/zone	0
Snow	45
Tree	1
Other	38
Total	**272**

City Of Gladstone Code Enforcement

Enforcement Summary

Number of citations written: 117

Unofficial amount of fines: $44,800

City Of Gladstone Code Enforcement

- Prior to 2024 Complaints

- 16 still open/active
  - 4 are long term complaints
  - 6 are condemned properties

Today < >

January 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Dec 29	30	31	Jan 1	2 1220 Delta Ave 574 N 14th St 801 Delta Ave	3 1306 Michigan Ave 1327 Minnesota Ave	4
5	6	7	8	9 408 N 9th St	10 559 N 13th St 805 N Bluff Dr	11
12	13	14 810 Michigan Ave	15 1221 Superior Ave 914 Minnesota	16	17	18
19	20 1220 Delta Ave	21	22	23 553 N 9th 574 N 14th	24	25
26	27	28 16 Wintergreen Circle	29	30 810 Michigan Ave	31 1221 Superior Ave 508 Sterns Ave 914 Minnesota Ave	Feb 1 1001 Superior Ave

All folders are up to date. Connected to: Microsoft Exchange

City Of Gladstone Code Enforcement

Questions?