



# **GLADSTONE CITY COMMISSION REGULAR MEETING**

City Hall Chambers – 1100 Delta Avenue  
July 10, 2023  
6:00 PM

---

## **AGENDA**

### **CALL TO ORDER**

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

### **PUBLIC HEARINGS**

### **PUBLIC COMMENT**

4. Special Assessment 2023-323 Resolution No. 2023-10-SAD-02 South West Gladstone Paving Project

### **CONFLICTS OF INTEREST**

### **CONSENT AGENDA**

5. DDA Meeting Minutes of May 9, 2023
6. Fernwood Cemetery Committee Minutes of June 8, 2023
7. Gladstone City Commission Regular Meeting Minutes of June 12, 2023
8. Gladstone City Commission Regular Meeting Minutes of June 26, 2023 - NO QUORUM
9. Payment of Bills

### **UNFINISHED BUSINESS**

### **NEW BUSINESS**

10. Special Assessment 2023-323 Resolution No. 2023-11-SAD-03 South West Gladstone Paving Project
11. U.P. Snophylers Lease Agreement With Permission to Construct Building: 1005 29<sup>th</sup> Street
12. Amendment to the DDA By-Laws & Rules of Procedure
13. Encroachment Agreement with 604 Loueda
14. Extend Summer 2023 Tax Due Date
15. Public Safety Body Camera Upgrade
16. Change Order No. 5 for Wastewater Treatment Plant Improvements
17. Wastewater Upgrades Request for Disbursement of Funds Draw No. 11
18. Fernwood Cemetery Rules & Regulations Update
19. Fernwood Cemetery Green Burial Section Rules
20. Soo Line Steam Engine Club

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

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

21. Year to Date Financial Reports 3/31/2023

## **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: 07-06-2023

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

## **RULES FOR PUBLIC COMMENT/ PUBLIC HEARINGS**

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

#### **A. Public Comment / Public Hearings**

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

1. Each speaker shall state name and address for the record.
2. Each speaker is limited to three (3) minutes of comment unless the presiding officer decides more time is necessary
3. Each speaker shall try to be concise and refrain from repeating comments already addressed by the commission.
4. Speakers who do not cease speaking when asked to do so will be deemed out of order and will not be allowed to address the commission again for the remainder of the meeting; continued disruption will warrant removal from the meeting.
5. The commission shall not decide issues that arise during public comment.
6. Speakers should address the commission through the presiding officer.
7. Commissioners and staff will not debate with the public.
8. Speakers will not verbally attack City Commissioners, City Staff or members of the public attending the meeting. Any such behavior will not be tolerated and any person presenting in this manner will be warned by the Mayor and shall be removed by Public Safety for noncompliance.

9. No vulgar or obscene language will be used by the speakers.
10. Any information the speaker wants to distribute to the Commission must first ask the Chair (Mayor) if they may present the Commission written comments at the meeting.
11. Speakers may not ask questions of the board during this time as the Commission or Staff will not address them during this public comment period.

GLADSTONE



**City of Gladstone, MI**

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

**MEETING TYPE  
STAFF REPORT**

<b>Agenda Date:</b> 07-10-2023	<b>Eric Buckman, City Manager:</b> _____
<b>Department:</b> Public Works	<b>Department Head Name:</b> _____
<b>Presenter:</b> Barry Lund	<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:**

Special Assessment 2023-323 Resolution No. 2023-10-SAD-02 South West Gladstone Paving Project

**BACKGROUND:**

The project will consist of street reconstruction including paving, repaving, curbing, reshaping, storm sewer and all necessary appurtenances and attachments.

Conduct the public hearing, notifications to the affected property owners and publication in the Daily Press have been completed as required. An informational meeting was held by City staff on June 22, 2023.

**Upon adoption of this resolution, the district for this special assessment will be set.**

**FISCAL EFFECT:**

Special Assessment cost in the approximate amount of \$113,160

**SUPPORTING DOCUMENTATION:**

Special Assessment 2023-323 Resolution No. 2023-10-SAD-02 South West Gladstone Paving Project

**RECOMMENDATION:**

Conduct public hearing

Approve Resolution No. 2023-10-SAD-02 South West Gladstone Paving Project



**2023-323 SPECIAL ASSESSMENT  
(2023 South West Gladstone Paving Project)**

**RESOLUTION NO. 2023-10-SAD-02**

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 Commission Chambers of the City on July 10, 2023, at 6:00 p.m., Eastern Daylight Time.

PRESENT:

ABSENT:

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

WHEREAS, the City of Gladstone, County of Delta, State of Michigan (the “City”), through its City Clerk, pursuant to Chapter XI of the City Charter, did cause legal and due notice of a public hearing to be mailed to property owners and published in a newspaper of general circulation in the City; and

WHEREAS, the City Commission met and conducted said public hearing on July 10, 2023, at 6:00 p.m., Eastern Daylight Time as provided in the notice; and

WHEREAS, the City Commission desires to proceed with the proposed public improvements described in Exhibit A hereto; and

WHEREAS, the City Commission is prepared to approve the special assessment district described in Exhibit B hereto as amended with corrections presented at the July 10, 2023 public hearing.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The City Commission hereby determines that the public improvements described in Exhibit A attached hereto and made a part hereof are necessary for the health, safety and welfare of the City and that said public improvements shall be made and completed.

2. The City Commission hereby approves the plans and estimate of cost for the public improvements in the total sum of \$270,581 as prepared and presented by City of Gladstone Public Works Department. Of the total cost for the public improvements, \$113,160 shall be spread against the hereinafter named special assessment district.

3. The City Commission finally determines that said special assessment district shall consist of all of the lots and parcels of land described in Exhibit B as corrected and attached hereto, that the district shall be designated as the “South West Gladstone Paving Project” Special Assessment District”, and that the existence of said special assessment district shall be maintained until all special assessments payable on the special assessment roll hereinafter described, and any bonds issued in anticipation of such special assessments, have been paid.

The City Commission determines that the assessment shall be according to frontage, and that the assessor shall assess to each lot or parcel of land such relative portion of the whole amount to be levied as to the length or front of such premises abutting upon the improvement bears to the whole frontage of all lots to be assessed, unless on account of the shape or size of any lot, an assessment for a different number of feet would be more equitable.

4. The City Commission determines that the number of installments in which the special assessments may be paid shall be eight (8), the first of which shall be due and payable on November 15, 2023, and subsequent installments to be due and payable on November 15 of each year thereafter. Said installments shall bear interest from and after November 15, 2023 at the rate

of three percent (3.00%) per annum, said interest to be payable annually on each installment due date. Unpaid installments shall be subject to delinquent interest charges, penalties and collection costs as set forth in the City Charter and State law.

5. The City Assessor is directed to make a special assessment roll in which shall be described all the parcels of land to be assessed as set forth above, with the names of the owners thereof, if known, and the total amount to be assessed against each parcel of land, which amount shall be such relative portion of the whole sum to be levied against all parcels of land in the assessment district as the benefit to such parcel of land bears to the total benefit of all parcels of land in the special assessment district.

6. When the City Assessor shall have completed the special assessment roll, the City Assessor shall affix thereto a certificate stating that said roll was made pursuant to a resolution of the City Commission of the City adopted on the date of adoption of this resolution, and that in making the assessment roll the Assessor has, according to the Assessor's best judgment, conformed in all respects to the directions contained in said resolution and the statutes of the State of Michigan, and the Assessor shall then report the special assessment roll, with the certificate attached thereto, to the City Commission.

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

AYES:  
NAYS:  
ABSENT:

RESOLUTION DECLARED ADOPTED.

\_\_\_\_\_  
Kim 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, Michigan, at a regular meeting held on June 26, 2023, 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, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

---

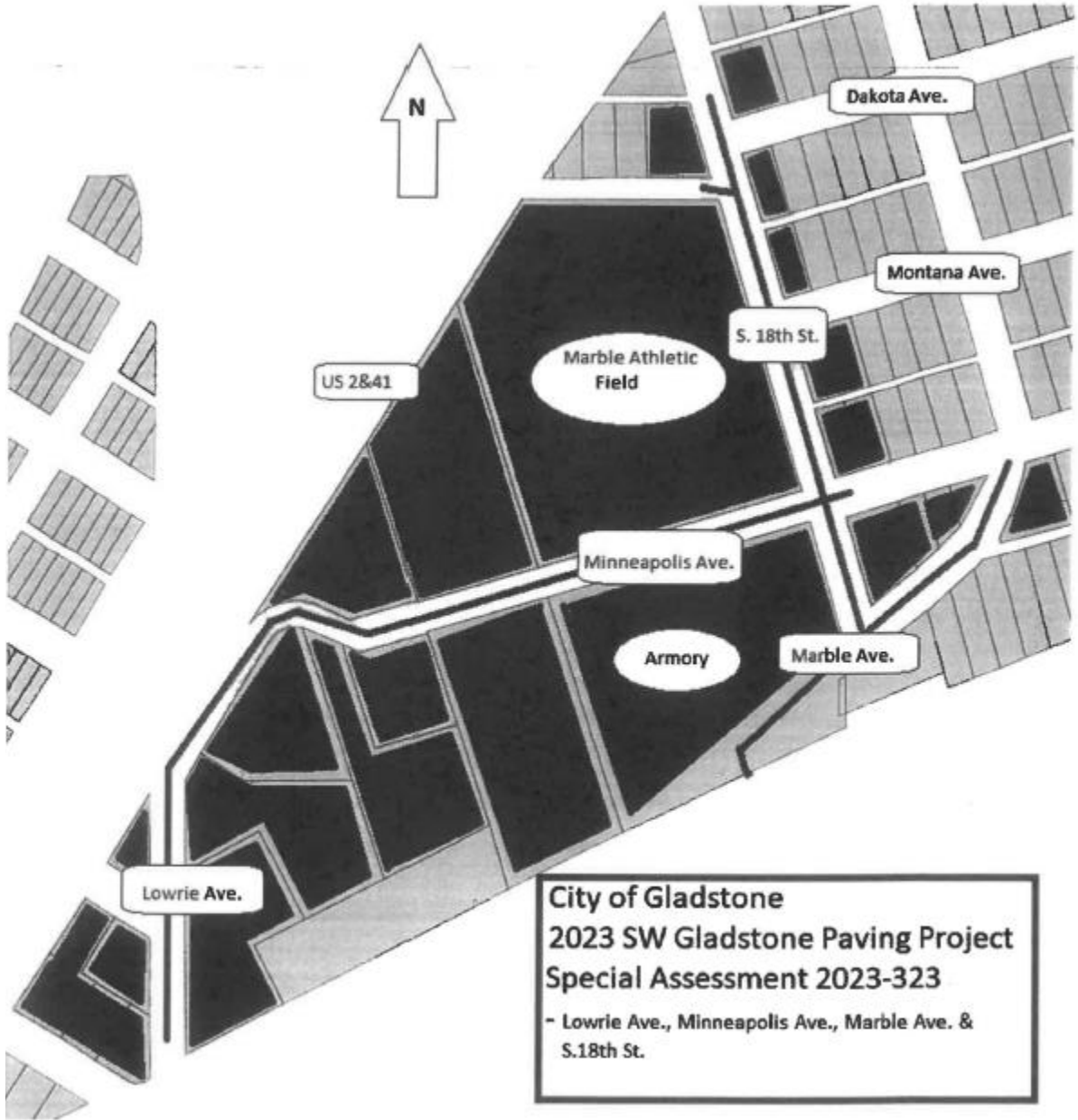
Kim Berry, City Clerk

**EXHIBIT A**

**Public Improvements**

The project will consist of street reconstruction including paving, repaving, curbing, reshaping, storm sewer, and all necessary appurtenances and attachments.

**EXHIBIT B**  
**Special Assessment District**





# GLADSTONE DDA MEETING

City Hall Chambers – 1100 Delta Avenue

May 09, 2023

8:00 AM

## MINUTES

### CALL TO ORDER

Board Chair, Jay Bostwick, called the meeting to order at 8:00 AM ET.

#### 1. Roll Call

PRESENT	ABSENT
Joe Thompson	Taylor Miller - Excused
Daniel Becker	
Jay Bostwick	
Jason Lippens	
Kyle Closs	
Marcey Skwor	
Robert LeDuc	

**Staff Present:** Eric Buckman and Patricia West

**PUBLIC COMMENT:** *None*

### APPROVAL OF MINUTES

#### 2. Regular Meeting Minutes - April 18, 2023

Motion made by Closs, seconded by Skwor to approve the Regular Meeting Minutes from April 18, 2023.

Voting Yea: Thompson, Becker, Bostwick, Lippens, Closs, Skwor, LeDuc – ***Motion Carried.***

### FINANCIALS

#### 3. March Revenue & Expenditure Report (Final)

The March financials were provided to the DDA for review.

**CONFLICT OF INTEREST:** *None*

**AMENDMENTS TO THE AGENDA:** *None*

### UNFINISHED BUSINESS

#### 4. DDA Board Vacancy: Representative from Gladstone Area Schools

Motion made by Skwor, seconded by Lippens to recommend Nathan Neumeier to the mayor, subject to the approval by a majority vote of the members elect of the City

Commission, as the Gladstone Area Schools representative on the Downtown Development Authority (DDA).

Item 5.

Voting Yea: Thompson, Becker, Bostwick, Lippens, Closs, Skwor, LeDuc - ***Motion Carried.***

## 5. North Shore Development

- a. SPARK Grant Application: The application opened on May 1st and closes at the end of June. DDA Coordinator, Patricia West, plans to work closely with Renee Barron on this application for the North Shore walking path.
- b. City Manager, Eric Buckman recently met an architect and two investors to do a tour of the property. The meeting went well.
- c. DDA Coordinator, Patricia West, will coordinate a walking tour of the North Shore for the DDA over email, giving the City Commission the opportunity to join if interested.

## NEW BUSINESS

### 6. DDA Board Member Term Expirations - Kyle Closs

Motion made by Bostwick, seconded by LeDuc to recommend Kyle Closs to the mayor for reappointment to the Downtown Development Authority (DDA), subject to the approval by a majority vote of the members elect of the City Commission, with a new term expiration of May 2027.

Voting Yea: Thompson, Becker, Bostwick, Lippens, Closs, Skwor, LeDuc – ***Motion Carried.***

### 7. Farmers Market Coordinator

Motion made by Skwor, seconded by LeDuc to extend a job offer to Brianna Ecklid for the Farmers Market Coordinator position, pending a background check.

Voting Yea: Thompson, Becker, Bostwick, Lippens, Closs, Skwor, LeDuc - ***Motion Carried.***

### 8. Proposal to Hire a Marketing Agency

Motion made by Closs, seconded by Thompson to pursue a marketing agency to assist the Master Plan Subcommittee with outlining the marketing implementation section of the amendment to the City of Gladstone's Master Plan, with a budgeted amount of up to \$500 coming from the Downtown Development Authority.

Voting Yea: Thompson, Becker, Bostwick, Lippens, Closs, Skwor, LeDuc - ***Motion Carried.***

### 9. Meeting Time Availability Conflict

Motion made by Thompson, seconded by Becker to table the discussion on DDA Board Member, Taylor Miller's, availability conflict to attend the regular scheduled DDA meeting time until the DDA Coordinator can confirm Taylor's availability to meet at 4:00 PM on the third Tuesday of each month instead.



## COMMENTS

### 10. City Manager

Eric Buckman, provided legal updates on open items with the City of Gladstone.

He also met with Phil LaMarche to discuss building homes in the Grandview subdivision, which is already set up for utilities.

### 11. Community Development: *None*

### 12. DDA Coordinator

#### a. Farmers Market Updates

i. The vendor application is live and we have received six applications.

ii. We are in the process of booking bands for the season, and have enough budget to have a band each week.

#### b. Upcoming Items

i. DDA Elections (June)

ii. DDA By-Law Updates

iii. Information Meeting #1

### 13. DDA Members

Jason Lippens asked about the upgrades being made to the campground, and how many additional campsites that will allow for. City staff did not know that information upfront, but can provide an update next meeting.

Marcey Skwor asked if the City of Gladstone had any plans for a dog park. There are no plans at this time, but there was discussion around where ideal locations would be.

**PUBLIC COMMENT:** *None*

## ADJOURNMENT

Motion made by Skwor, seconded by Thompson to adjourn at 8:49 AM ET.

Voting Yea: Thompson, Becker, Bostwick, Lippens, Closs, Skwor, LeDuc - **Motion Carried.**



# GLADSTONE FERNWOOD CEMETERY COMMITTEE MEETING

Electric Department Conference Room - 10 North  
11th Street  
June 08, 2023  
10:00 AM

---

## MINUTES

### CALL TO ORDER

1. Roll Call

Present: American Legion Representative, George Majewski; DPW Superintendent, Barry Lund; DPW Foreman, Joe Quinn; City Manager, Eric Buckman and City Clerk, Kim Berry

Absent: Funeral Directors from Anderson & Skradski Funeral Homes - Excused

Motion by Barry Lund, seconded by George Majewski to approve the Cemetery Committee Minutes of May 31, 2022

Motion by George Majewski, seconded by Joe Quinn to recommend approval of the proposed Fernwood Cemetery Rates 2023-2024 as presented:

	Fee Item	Resident	Non-Resident	Resident	Non-Resident	Notes
Plot Prices	One Plot	\$650.00	\$975.00	\$670.00	\$1,005.00	
	Family Plot	\$4,540.00	\$6,810.00	\$4,675.00	\$7,010.00	Eight Full
	Half Family Plot	\$2,400.00	\$3,600.00	\$2,470.00	\$3,705.00	Four Full
	Baby land Plot	\$120.00	\$180.00	\$125.00	\$190.00	
	Cremaains Plot	\$400.00	\$600.00	\$410.00	\$615.00	Two Urns

Opening/Closing Graves - Burial Cost**	Adult	\$675.00	\$1,010.00	\$695.00	\$1,040.00	
	Small Grave	\$325.00	\$485.00	\$335.00	\$500.00	
	Stillborn	\$325.00	\$325.00	\$335.00	\$335.00	
	Urn of Cremaains	\$325.00	\$485.00	\$325.00	\$500.00	
	Limb	\$325.00	\$485.00	\$325.00	\$500.00	

Additional Fees	Weekday	\$160.00	\$160.00	\$165.00	\$165.00	Effective 2:00 p.m.-3:30 p.m
	Weekends & Holidays	\$380.00	\$380.00	\$390.00	\$390.00	Full Burial
	Weekends & Holidays	\$225.00	\$225.00	\$230.00	\$230.00	Urn Burial
	Winter Storage	\$50.00	\$50.00	\$50.00	\$50.00	Burial at Fernwood
	Winter Storage	\$100.00	\$100.00	\$100.00	\$100.00	Burial another Cemetery
	Winter Burial	\$535.00	\$535.00	\$550.00	\$550.00	Full Burial
	Winter Burial	\$220.00	\$220.00	\$225.00	\$225.00	Urn Burial
	Set Veterans Marker	\$100.00	\$100.00	\$100.00	\$100.00	
Monument Foundation/Encase Marker	\$0.25	\$0.25			Per square inch measured from the outside of concrete	

Perpetual Care - included in plot prices above	Single Plot	\$100.00	\$100.00		
	Family Plot	\$400.00	\$400.00		
	Cremaation Plot	\$50.00	\$50.00		
	Green Burial	\$20.00	\$20.00		

*Perpetual Care must be paid in full before the burial on a family plot. When purchasing plots for a burial, the plot in which a burial will be made must be paid in full before the burial. The opening of the grave must be paid prior to the burial.*

Up to 2 cremaains can be buried in a Green burial Cremaains Plot

\*Resident Veterans will be charged 50% of opening & closing charge

\*Veteran killed on active duty opening & closing burial charge is waived

\*\*DHHS Assistance burials required to pay 50% of burial charge

**All markers and monuments shall have bases, which shall be 3" larger than the marker or monument on all sides**

**All foundations for monuments and benches will be installed by the city and charged accordint to current fee schedule.**

**MOTION CARRIED**

Motion by Barry Lund; seconded by Joe Quinn to recommend approval of the proposed Fernwood Cemetery Rules & Regulations as presented:

**FERNWOOD CEMETERY RULES AND REGULATIONS**  
**City of Gladstone**  
 Commission Approval XXX

These rules and regulations are established to ensure a proper balance is maintained between the quiet, beautiful, and reposeful nature required of the final resting place for loved ones, while also providing for a variety of recreational uses.

**GENERAL REGULATIONS**

1) Visitors to the cemetery are reminded that the grounds are sacredly devoted to the interment of the dead and appropriate decorum in the cemetery is required. Appropriate decorum means that:

- a) No domestic animals shall be permitted to roam freely in the cemetery. Pet owners must clean up after their pets.
- b) No person shall carry or consume alcoholic beverages in the cemetery except in conjunction with established burial customs.
- c) Loud, boisterous language or music, other than ceremonial music, is not allowed in the cemetery.

2) The cemetery is closed at dusk and reopens at dawn.

3) Any section or part of the cemetery may be declared closed to the public by the Sexton:

- a) At any time and for any interval of time
- b) Either temporarily or at regular and stated intervals
- c) Merely for certain uses as reasonably necessary

4) Driving off established roadways within the Cemetery is prohibited, except for maintenance personnel. Funeral cars shall have the right-of-way over all other traffic. The maximum speed limit is 15 miles per hour.

5) No person shall perform any work within the cemetery except with the permission of and in accordance with the directions of the Sexton. Any person causing damage within the cemetery shall be liable to the City for such damage. Any person performing work in the cemetery without permission shall be liable to the City for the cost of restoring the cemetery to the condition that it was in before the work was done.

6) The City of Gladstone shall not be liable for any loss or damage caused by an act of God, common enemy, thieves, vandals, unavoidable accidents, the elements, subsidence, riots, or order of any military or civil authority to any grave space, family lot, nor for any loss or damage or bodily injuries sustained by any person or persons in the cemetery.

7) No person shall interrupt or disturb any funeral or memorial service.

8) No person, except a City employee, shall place any sign in the cemetery.

9) Persons visiting the cemetery or attending funerals are forbidden from:

- a) Picking flowers, wild or cultivated
- b) Breaking or injuring any trees, shrubs, or plants

c) Writing upon, defacing, or injuring any memorials or structures within the cemetery grounds

Item 6.

10) No private plowing of roads in the wintertime. Any damage done by such an action will be repaired and an invoice sent to the offenders.

### **LOT PLANTING & DECORATING**

1) The City of Gladstone reserves itself the sole right to plant and maintain all permanent plantings within the Cemetery. Lot owners desiring special permanent plantings on their lot shall make their request to the Sexton, who may permit such planting to be done at the owner's expense. Such planting shall immediately become the property of the City of Gladstone.

2) Any and all plantings that, in the reasonable opinion of the Sexton, interfere with cemetery maintenance, encroach upon an adjoining lot, or detract from the general appearance of the Cemetery may be pruned or removed by the City of Gladstone without advance notice.

3) Seasonal decoration placement shall adhere to the following schedule, or as dictated by weather conditions:

a) Summer decorations:

Not permitted prior to May 1st

Must be removed by October 1st (Fall Cleanup in October)

b) Winter decorations:

Not permitted prior to November 1st

Must be removed by April 1st (Spring Cleanup in April)

4) Seasonal decorations not removed in a timely manner will be collected and disposed of by the City of Gladstone without advance notice.

5) Rubbish, refuse and unused containers shall be deposited in facility waste receptacles. All compostable waste materials generated in the cemetery shall be placed in the compost pile located behind the maintenance garage.

6) Any planting baskets, wooden structures, hanging baskets, shepherd hooks or "trinkets" that, in the reasonable opinion of the Sexton, interfere with cemetery maintenance, encroach upon an adjoining lot, detract from the general appearance of the Cemetery, or pose a potential hazard may be removed by the City of Gladstone without advance notice.

### **MONUMENTS & MARKERS**

1) No person, including any professional monument worker, shall install or place any monument, benches without obtaining permission from the Sexton at least 48 hours prior to such placement.

2) No monument or bench may be erected on a lot which is not paid for in full.

3) New raised markers and benches must be set on a concrete foundation that is flush with the ground and extends 3 inches beyond the marker on all sides. Permitted Urns and statues must be placed on a concrete base flush with the ground and extend 3 inches beyond the base of the urn or statue.

As a guarantee of good work to lot owner, and protection of the interests of the City, Cemetery staff will excavate for and install foundations in the Cemetery at the expense of lot owners/monument companies, at a price as established by the current fiscal year fee schedule.

4) The City shall not accept delivery of monuments, benches or flush markers purchased by lot owners off the internet. Lot owners shall contract with a professional monument worker to place such monuments after obtaining permission from the Sexton at least 48 hours prior to said placement. Foundations for monuments and benches purchased off the internet will be placed by the City of Gladstone and shall be charged at the rate specified in the current fiscal year fee schedule.



10) These rules and regulations are not intended to violate any burial customs of any religion, and where any contradictions exist, exceptions to these rules and regulations may be permitted by the Sexton.

Item 6.

## **DESIGNATION OF RESIDENCY, LOT PURCHASES, PERPETUAL CARE, ASSIGNMENTS, TRANSFERS OR ABANDONMENT**

The purchase of a lot or plot does not transfer ownership of a parcel of property but is the transferring of the right of burial on the lot or plot purchased from the Cemetery to the lot or plot owner.

### 1) Designation of residency

- a) Any adult resident of the city.
- b) Any minor child of an adult resident of the city
- c) Any person who is a student in an institution of higher education and is a child of an adult resident of the city and who does not claim another residency.
- d) Any active member of the armed services who was a resident of the city prior to entering military service.
- e) Any resident of the city who moves into an assisted living facility, nursing home, or other such facility for care.

2) All grave spaces shall be sold subject to the rules and regulations in force or that may be adopted and to such changes of the rules as deemed necessary by the City Commission.

3) A grave space shall be defined as a parcel of land for the permanent disposition of the remains of a deceased human being. Every person who purchases burial rights in a grave space shall also be required to simultaneously purchase perpetual care. Perpetual care must be purchased on any (old) lots that do not have perpetual care before any new burials or new markers can be placed on lot. Upon payment in full at the rates specified in the current fiscal year fee schedule, certificates will be issued to the owner indicating the purchase of both burial rights and or perpetual care for the space in question.

4) No grave space may be purchased on installment. All spaces shall be paid for by check or in cash at the time of purchase.

5) Perpetual care shall be defined as the making of Cemetery capital improvements and all general cemetery maintenance, including but not limited to:

- a) Lawn mowing and raking at reasonable intervals.
- b) Fall and spring leaf and fallen branch collections.
- c) Pruning and removal of trees and shrubs.
- d) Maintenance of cemetery infrastructure such as:
  - i. Roadways
  - ii. Fences
  - iii. Irrigation pipes, risers, and sprinklers
  - iv. Buildings

6) Perpetual care shall in no case be construed as meaning:

- a) The maintenance, repair, or replacement of any monument or marker, except for the straightening and resetting of monuments deemed hazardous due to foundation failure.
- b) The planting of flowers or any other individual grave space adornment
- c) The reconstruction of any marble, granite, bronze, or concrete work on any family lot caused by:
  - i. The elements
  - ii. Vandalism
  - iii. Unavoidable accidents

7) Interment of the remains of any person other than the grave space owner or any member of the immediate family will be permitted only after written consent by the owner or authorized agent assigning such rights has been filed with the City.

8) Burial space ownership may be transferred to another person by registering the change with the City Clerk's Office, paying the applicable fee(s), and obtaining a new deed. (Note: Transfers from grandparents to children or grandchildren shall be without charge.) Any burial space bought under City residential rates and transferred to a non-resident must pay the difference in lot fees from the current fee schedule. A space transfer from a non-resident to a city resident will not be compensated for the difference in price.

9) Cemetery burial spaces are exempt from tax and cannot be seized on execution. No mortgage or other encumbrance can be given on any burial space.

10) A cemetery grave space owner who desires special attention for his lot, such as flower planting or monument cleaning, must plan for such care with a person not connected with the City of Gladstone.

11) It shall be the duty of the grave space owner to notify the cemetery of any change in post office address. Notice sent to a grave space owner at the last address on file in the cemetery records shall be considered sufficient and proper legal notification.

12) A person possessing a right to a space within a cemetery is presumed to have abandoned the right if all the following apply:

a) During the past 60 years, the person possessing the right to the space or the person's authorized representative has not provided the cemetery owner or operator with an updated address for the purpose of contacting the person.

b) During the past 60 years, the person possessing the right to the space or the person's authorized representative has not contacted the cemetery owner or operator and affirmed possession of the right in any of the following ways:

i) Requesting an interment or notifying the cemetery owner or operator of an interment under the right to the space.

ii) Requesting the installation of a memorial or notifying the cemetery owner or operator of the installation of a memorial under the right to the space.

- ii) Indicating or requesting a transfer of the right to the space to another person.
- iii) Making a payment to the cemetery owner or operator relating to the right to the space.
- v) Affirming in writing the possession of the right to space.

c) A memorial has not been installed at the cemetery under the right to the space.

d) Remains have not been interred at the cemetery under the right to the space.

e) Cemetery Regulation act 251 of 1968, or updated version will be used for presumption of abandonment.

**VETERAN BURIALS**

Resident Veterans will be charged 50% of opening and closing cost. All opening & closing cost will be waived for any military service member killed while on active duty whether a resident or non-resident.

1) The City of Gladstone shall supply one (1) universal veteran flag holder and one (1) 12" x 18" American flag at no charge. Should a second flag holder be required, the requester shall be charged at the rate specified in the current fiscal year fee schedule.

2) Volunteers place one (1) universal veteran flag holder and one (1) 12" x 18" American flag at each veteran grave site prior to Memorial Day. Said flags remain in place until Flag Day when they are collected, repaired, and reused annually.

**FERNWOOD CEMETERY COMMITTEE MEMBERSHIP**

Fernwood Cemetery Committee Membership consists of the following representatives.

- Two (2) City of Gladstone Employees
- Two (2) Funeral Home Directors (Anderson & Skradski Funeral Homes)
- Two (2) City of Gladstone Residents
- One (1) American Legion Member

**MOTION CARRIED**

Motion by Joe Quinn; seconded Barry Lund to recommend approval of the proposed Fernwood Cemetery Green Burial Section Rules as presented:

**Fernwood Cemetery  
Green Burial Section Rules**

*(Commission Approved XXX XXX)*

**Purpose and Intent**



Green Burial Sections of the Fernwood Cemetery are dedicated to serving individuals and families who desire a natural burial, one in which they can return their bodies to the earth in an ecologically sustainable manner and where the burial grounds will be perpetually maintained as a natural woodland forest.

To honor these intentions, the rules for Green Burial Sections are very different from the conventional burial sections. Gladstone is committed to maintaining and managing the Green Burial Sections in the manner described by these rules, and burial space owners and their families are responsible for knowing and understanding these rules for funeral planning, burial, and memorialization.

While the City of Gladstone reserves the right to revise these rules if future circumstances should require changes, all due consideration will be given to respect the interests of space holders, the collective concerns of city residents, and the intention of keeping all rules consistent with sound principles of natural burial, ecological sustainability, and woodland forest grounds.

#### **All Burial and Memorial Materials Must be Natural.**

As detailed in subsequent rules, all burial and memorial materials must be natural and biodegradable. Burial space owners and their families should pre-plan carefully with their funeral director to assure compliance at the time of burial. They are also encouraged to select materials, including permanent grave markers, that are local, organic, and/or sustainable in origin.

It is understood that some natural burials will include non-biodegradable medical implants. Except where removal is required by law, the choice of inclusion or removal of internal, non-natural medical components is at the discretion of the space owner and his/her family.

The Green Burial Section is intended for full body, non-toxic natural burials that will experience natural decomposition and cremains. Conventionally embalmed bodies are not permitted.

#### **General Maintenance of Green Burial Sections**

Green Burial Sections will be generally maintained as natural woodland forest, as follows:

- Trees will be minimally managed to assure their best health and natural life cycles, including allowing leaves, branches, and deadfalls to decompose naturally. Diseased trees may be treated or removed to protect the health of the forest.
- No grass or ground covers will be planted, mowed, or otherwise maintained or permitted.
- Leaves will not be raked or removed, but instead allowed to decompose and naturally build the forest soil.
- Growth of native forest ground cover plants will be allowed to happen naturally.

#### **Maintenance/Care of Individual Spaces**

Individual spaces must also be maintained as natural woodland forest. Space owners and their families are expected to support the ecosystem in the following ways:

Item 6.

- Except when required by law (e.g., flags for veterans), all grave decorations and non-permanent memorials must be natural, biodegradable, and not significantly detract from the natural woodland forest setting of the burial ground. Items not in compliance will be removed by cemetery staff. Please ask cemetery staff for permission to place any items that may be objectionable due to their size or nature.
- Leaf litter and normal forest debris must be allowed to accumulate on top of graves to build the soil and support natural decomposition.
- No grass, shrubs, trees, plants, or permanent flowers may be planted on graves.
- Growth of native forest ground cover plants must be allowed to happen naturally on graves.
- Recently filled graves will simply be recovered with their existing leaf litter and may be left with a mound of soil on top to allow for settling over time.
- Sunken graves may be refilled up to ground level to assure pedestrian safety.

### **Permanent Monuments/Grave Markers**

Except when required by law, permanent grave markers in Green Burial lots are optional and neither encouraged nor discouraged. They are permitted as follows:

- All permanent monuments/markers must be flush with the ground.
- Only one marker is allowed per burial space, no larger than 2ft. x 3ft. in size.
- Markers will not be maintained by cemetery staff and may eventually be covered by the forest soil. However, families are permitted to maintain them for as long as they wish.
- It is recommended that lot owners and families consider using materials that are as local and/or sustainable in origin as possible.

### **Burial Preparations and Materials**

Because natural burial is significantly different from conventional burial and requires much tighter time and material constraints, it is essential that burial space owners plan with their funeral director and fully communicate the rules for burial preparation and materials to their family and friends. The following rules will apply:

- Green Burial Section lots are generally intended for non-embalmed bodies, but bodies embalmed with certified green/non-toxic/biodegradable fluids are permitted. Be sure to pre-plan carefully with your funeral director to determine if green embalming is likely to be needed and prepare accordingly.
- No vaults or grave liners of any kind are permitted.
- Sturdy containers for burials (untreated wood coffins, wicker or grass baskets, bamboo, or cardboard boxes, etc.) must be made of biodegradable materials. To minimize settling/sinking of graves, it is recommended that they be appropriately sized for the body with minimal empty space inside.
- Solid/sturdy containers must fit easily within the standard grave hole size of 3ft. X 7ft.
- Shroud burials using wrappings such as cloth, blankets, or quilts are permitted when they are made of biodegradable materials (but see special procedures/rules below regarding shroud burials).

- Conventionally embalmed (toxic) bodies are not permitted in Green Burial Sections. However, at the discretion of the Sexton, an exception may be made to this rule only when all the following four criteria apply:
  - The deceased already owned a lot in a Green Burial Section and had filed plans with his/her funeral director detailing clear intentions for a natural burial.
  - The deceased has a life partner or spouse who is already interred in an adjacent lot and the intention was to be buried alongside one another.
  - The body of the deceased conventionally embalmed outside of the control of the deceased, his/her family, or representatives (generally when ordered by authorities or required by law, such as embalming in the case of a body that could not be readily identified).
  - The conventional embalming of the body is not the result of elective changes in burial plans by the lot owner or his/her family, family disagreements, lack of prior planning, or other controllable circumstances.

Furthermore:

- All other natural burial rules apply, such as all biodegradable materials and no vaults.

### **Standard Burial/Interment Procedures (Warm Weather Season)**

During warm weather conditions (i.e., not winter), the following rules apply to opening/closing of graves and interment of bodies:

- The standard grave hole size will be 3 ft. x 7 ft. For burials requiring larger grave holes, advance notice to the Sexton is required.
- Grave depth will be in the range of 3 to 4 feet, at the discretion of the Sexton but respecting the desire for natural burials to be no deeper than necessary.
- Only cemetery staff will be permitted to dig graves and will use a backhoe and/or other machinery as needed.
- Because natural burials are vault-less, during periods of rain or wet snow cemetery staff and funeral directors will do their best to keep water from pooling in graves prior to burial but cannot guarantee complete dryness.
- Open grave sites will be "natural" in appearance at the time of burial. This means that grave soil will be piled openly on site, the forest floor and pathways may be uneven, wet, and/or muddy, and attendees must dress accordingly.
- Because section roadways are unpaved and inaccessible to hearses and ordinary passenger vehicles, delivery of burials to graveside will require capable pallbearers and/or alternative vehicles (e.g., 4-wheel drive trucks). Families and funeral directors are also responsible for addressing any/all accessibility needs of attendees.
- Burials employing just shrouds or insufficiently sturdy containers will require strapping the body to a trundle board for interment. Funeral directors are responsible for providing trundle boards and assuring that they are of appropriate size and strength and will easily fit into the standard grave hole size of 3 ft. x 7 ft. Trundle boards will remain in the grave at burial unless they can be easily and respectfully removed.
- Interment of all burials into graves will be conducted by cemetery staff using conventional equipment.
- Graves may be filled in by hand by attendees.

### **Special Rules for Winter Burial**

Wintertime burials are permitted in Green Burial Sections at additional costs, and every effort will be made to facilitate such burials when needed. However, given the tight timeframes for natural burial,

City of Gladstone cannot 100% guarantee this service in a timely manner. Space owners and their families should work closely with their funeral director to make clear plans that allow fast action in wintertime, and to plan for contingency measures that can be employed when delays are encountered, such as green embalming, freezing, or other methods of non-toxic preservation until burial is possible.

- During winter months, cemetery roads beyond the vault will not be plowed for passenger vehicles/hearses; and only clear enough snow for equipment access and delivery of burial to graveside with a 4-wheel drive vehicle.
- For attendee access to graveside families and funeral directors should assess current conditions and prepare with appropriate winter gear/equipment.
- In times of extreme winter weather, it may be necessary to disallow hand filling of graves and expedite the process with machinery.
- When bodies embalmed with certified green/non-toxic/biodegradable fluids must be stored in the winter for any reason or length of time, they will be enclosed in an additional container to assure health and safety.

# Fernwood Cemetery Green Burial Section Rules

\*\*\*\*\* Agreement \*\*\*\*\*

By signing below, I attest that I have received and read the above rules, procedures, and recommendations that govern my space(s) in the Green Burial Sections of Fernwood Cemetery and I agree to all terms as specified.

Space(s) \_\_\_\_\_

\_\_\_\_\_

(Name of Primary Owner, Printed)

\_\_\_\_\_

(Signature)

Phone and Address: \_\_\_\_\_

(Date) \_\_\_\_\_

-----

\_\_\_\_\_

(Name of Additional Owner, Printed)

\_\_\_\_\_

(Signature)

Phone and Address: \_\_\_\_\_

(Date) \_\_\_\_\_

-----

\_\_\_\_\_

(Name of Additional Owner, Printed)

\_\_\_\_\_

(Signature)

Phone and Address: \_\_\_\_\_

(Date) \_\_\_\_\_

**MOTION CARRIED**

Motion by Joe Quinn; seconded by Barry Lund to adjourn the meeting at 10:55 AM.



---

Kimberly Berry, City Clerk

GLADSTONE



# GLADSTONE CITY COMMISSION REGULAR MEETING

City Hall Chambers – 1100 Delta Avenue

June 12, 2023

6:00 PM

## MINUTES

**Mayor Thompson called the meeting to order and gave the invocation, followed by the Pledge of Allegiance and roll call by Clerk Kim Berry:**

**PRESENT: Mayor Joe Thompson, Commissioners Brad Mantela, Rob Pontius and Greg Styczynski**

**ABSENT: Commissioner Judy Akkala – Excused**

### PUBLIC COMMENT

The following individuals spoke for the Soo Line Club:

Mr. John Pickard, President and Mr. John Norkooli, Vice President

Clerk Kim Berry encouraged the club to submit their recommended plan for improvements, estimated costs and requested city assistance as explained at a previous joint meeting with Mr. Pickard and Mr. Norkooli and other club members and Manager Buckman, Mayor Thompson and Mayor Pro-tem Mantela from the City.

Motion by Commissioner Mantela; seconded by Commissioner Pontius to approve the consent agenda as presented.

**MOTION CARRIED**

Motion by Commissioner Mantela; seconded by Commissioner Styczynski to approve a bid amendment to increase the contract by \$3,450.00 and approve final payment to St. Germain Sandblasting in the amount of \$144,007.72 (Invoice #2-2336).

**MOTION CARRIED**

Motion by Commissioner Mantela; seconded by Mayor Thompson to authorize the miscellaneous invoices and past due utility balances on the Summer 2023 tax bills as presented:

**MOTION CARRIED**



MISC INVOICES  
OFF TO TAXES  
SUMMER 2023

Item 7.

NAME	SERVICE ADDRESS	PARCEL #	Owner Address	City, State, Zip	INVOICE #	DESCRIPTION	AMOUNT	10 % PENALTY	TOTAL
Shane Wallin	213 Wisconsin Ave	052-002-004-00	6400 Matt L.4 Dr	Escanaba, MI 49829	2483	Snow Removal	\$ 61.90	\$ 6.19	\$ 68.09
Bailey McClinchy	810 Michigan Ave	052-041-010-00	810 Michigan Ave	Gladstone, MI 49837	2491	Snow Removal	\$ 71.80	\$ 7.18	\$ 78.98
Brad Vetter	1102 Wisconsin Ave	052-065-017-00	1102 Wisconsin Ave	Gladstone, MI 49837	2426	Snow Removal	\$ 112.36	\$ 11.24	\$ 123.60
William & Kelly Cavanaugh	1210 Michigan Ave	052-073-012-00	8397 S Lakeside T.5 Dr	Rapid River, MI 49878	2492	Snow Removal	\$ 71.80	\$ 7.18	\$ 78.98
Clinton & Amelia Seawright	408 N 9th St	052-621-007-00	5256 S Kurth 17.75 Dr	Escanaba, MI 49829	2484	Snow Removal	\$ 74.28	\$ 7.43	\$ 81.71
Kaitlin Peterson & Lucas Ehrenberg	619 N 8th St	052-273-027-00	619 N 8th St	Gladstone, MI 49837	2422	Snow Removal	\$ 68.90	\$ 6.89	\$ 75.79
Steve Heitman	624 N 8th St	052-274-006-00	624 N 8th St	Gladstone, MI 49837	2423	Snow Removal	\$ 74.20	\$ 7.42	\$ 81.62
North Coast 929 Holdings LLC	1420 Michigan Ave	052-089-009-00	5151 19th Ln	Gladstone, MI 49837	2431	Snow Removal	\$ 65.23	\$ 6.52	\$ 71.75
Bayshore Bait & Tackle	1323 N Lakeshore Dr	052-616-017-00	1323 N Lakeshore Dr	Gladstone, MI 49837	2311	Annual inspection/maintenance liftstation	\$ 160.17	\$ 16.02	\$ 176.19
Bayshore Bait & Tackle	1323 N Lakeshore Dr	052-616-017-00	1323 N Lakeshore Dr	Gladstone, MI 49837	2333	Material & labor repairs liftstation	\$ 853.05	\$ 85.31	\$ 938.36
Shirley Pardee	553 N 12th St	052-409-014-00	501 S Van Buren St	New Athens, IL 62264	2527	Rental Inspection	\$ 35.70	\$ 3.57	\$ 39.27
Kelly Chandler	605 Dakota Ave	052-023-002-00	4833 Kansas St, Apt 207	San Diego, CA 92116	2526	Rental Inspection	\$ 35.70	\$ 3.57	\$ 39.27
Tracy Harris	1 Pinewood Dr	052-371-044-00	1305 Superior Ave	Gladstone, MI 49837	2520	Rental Inspection & Certification	\$ 51.00	\$ 5.10	\$ 56.10
Alex Moscatello	1512 Dakota Ave	052-097-010-00	1437 Walnut St	Grundy, VA 24614	2478	Rental Inspection	\$ 36.40	\$ 3.64	\$ 40.04
Joseph & Colleen Maki	107 4th Ave NE	052-276-009-00	1701 Lakeshore Dr	Gladstone, MI 49837	2497	Rental Inspection	\$ 36.40	\$ 3.64	\$ 40.04
Joseph & Colleen Maki	107 4th Ave NE	052-276-009-00	1701 Lakeshore Dr	Gladstone, MI 49837	2446	Late Cancellation of Rental Inspection	\$ 15.90	\$ 1.59	\$ 17.49
Erik Tallberg	50 Tipperary Rd	052-378-374-00	78758 Sunrise Canyon Ave	Palm Desert, CA 92211	2529	Broken Rental Inspection	\$ 30.60	\$ 3.06	\$ 33.66
Erik Tallberg	50 Tipperary Rd	052-378-374-00	78758 Sunrise Canyon Ave	Palm Desert, CA 92211	2437	Rental Inspection	\$ 37.10	\$ 3.71	\$ 40.81
DSV SPV2 LLC	1310 Superior Ave	052-078-005-00	PO Box 1348	Lexington, SC 29071	2521	Broken Rental Inspection	\$ 30.60	\$ 3.06	\$ 33.66
DSV SPV2 LLC	1310 Superior Ave	052-078-005-00	PO Box 1348	Lexington, SC 29071	2496	Broken Rental Inspection	\$ 31.20	\$ 3.12	\$ 34.32
DSV SPV2 LLC	1310 Superior Ave	052-078-005-00	PO Box 1348	Lexington, SC 29071	2457	Broken Rental Inspection	\$ 31.80	\$ 3.18	\$ 34.98
DSV SPV2 LLC	1310 Superior Ave	052-078-005-00	PO Box 1348	Lexington, SC 29071	2415	Broken Rental Inspection	\$ 31.80	\$ 3.18	\$ 34.98
Craig & Nichole Lauerman	1315 Delta Ave	052-080-008-00	9089 Blueberry 23.5 Ln	Gladstone, MI 49837	2458	Rental Inspection	\$ 37.10	\$ 3.71	\$ 40.81
Craig & Nichole Lauerman	1315 Delta Ave	052-080-008-00	9089 Blueberry 23.5 Ln	Gladstone, MI 49837	2414	Broken Rental Inspection	\$ 31.80	\$ 3.18	\$ 34.98
Craig Lauerman	502 Minneapolis Ave	052-021-014-00	9089 Blueberry 23.5 Ln	Gladstone, MI 49837	2459	Rental Inspection	\$ 37.10	\$ 3.71	\$ 40.81
Timothy Rife	553 N 16th St	052-358-017-00	553 N 16th St	Gladstone, MI 49837	2435	Rental Inspection & Certification	\$ 53.00	\$ 5.30	\$ 58.30
Timothy Rife	553 N 16th St	052-358-017-00	553 N 16th St	Gladstone, MI 49837	2384	Broken Rental Inspection	\$ 32.40	\$ 3.24	\$ 35.64
Jenna Phillips	552 N 9th St	052-405-017-00	820 Minneapolis Ave	Gladstone, MI 49837	2336	Rental Certification	\$ 16.50	\$ 1.65	\$ 18.15
Jenna Phillips	552 N 9th St	052-405-017-00	820 Minneapolis Ave	Gladstone, MI 49837	2258	Rental Inspection	\$ 39.20	\$ 3.92	\$ 43.12
Sherry Myers	10 Parkway Dr	052-371-025-00	10 Parkway Dr	Gladstone, MI 49837	2341	Rental Inspection & Certification	\$ 55.00	\$ 5.50	\$ 60.50
Sherry Myers	10 Parkway Dr	052-371-025-00	10 Parkway Dr	Gladstone, MI 49837	2272	Broken Rental Inspection	\$ 33.60	\$ 3.36	\$ 36.96
Michael Olsen	1510 Minnesota Ave	052-094-010-00	423 S 15th St	Escanaba, MI 49829	2221	Code Violation	\$ 57.00	\$ 5.70	\$ 62.70
Sherry Myers	11 Parkway Dr	052-371-013-00	10 Parkway Dr	Gladstone, MI 49837	2329	Rental Inspection	\$ 38.50	\$ 3.85	\$ 42.35
Sherry Myers	11 Parkway Dr	052-371-013-00	10 Parkway Dr	Gladstone, MI 49837	2271	Broken Rental Inspection	\$ 33.60	\$ 3.36	\$ 36.96
Sherry Myers	11 Parkway Dr	052-371-013-00	10 Parkway Dr	Gladstone, MI 49837	2208	Broken Rental Inspection	\$ 34.20	\$ 3.42	\$ 37.62
Sherry Myers	10 Parkway Dr	052-371-013-00	10 Parkway Dr	Gladstone, MI 49837	2207	Failure to Register Rental; Broken Inspection	\$ 91.20	\$ 9.12	\$ 100.32
Patricia Gartland	1205 Montana Ave	052-070-002-00	8801 0.8 Ln	Gladstone, MI 49837	2474	Code Violation	\$ 53.00	\$ 5.30	\$ 58.30
Patricia Gartland	1205 Montana Ave	052-070-002-00	8801 0.8 Ln	Gladstone, MI 49837	2470	Rental Re-inspection	\$ 36.40	\$ 3.64	\$ 40.04
Patricia Gartland	1205 Montana Ave	052-070-002-00	8801 0.8 Ln	Gladstone, MI 49837	2396	Rental Re-inspection	\$ 32.40	\$ 3.24	\$ 35.64
Patricia Gartland	1205 Montana Ave	052-070-002-00	8801 0.8 Ln	Gladstone, MI 49837	2183	Rental Inspection	\$ 42.35	\$ 4.24	\$ 46.59
Andrew Seymour	914 Wisconsin Ave	052-049-015-50	914 Wisconsin Ave	Gladstone, MI 49837	5194	Rental Certification	\$ 17.10	\$ 1.71	\$ 18.81
Michael & Marilyn Albrecht	1225 Michigan Ave	052-072-007-00	2706 2nd Ave W	Gladstone, MI 49837	2442	Broken Rental Inspection	\$ 31.80	\$ 3.18	\$ 34.98
Michael & Marilyn Albrecht	1225 Michigan Ave	052-072-007-00	2706 2nd Ave W	Gladstone, MI 49837	2381	Broken Rental Inspection	\$ 32.40	\$ 3.24	\$ 35.64
Michael & Marilyn Albrecht	1225 Michigan Ave	052-072-007-00	2706 2nd Ave W	Gladstone, MI 49837	2339	Broken Rental Inspection	\$ 33.00	\$ 3.30	\$ 36.30
Michael & Marilyn Albrecht	1225 Michigan Ave	052-072-007-00	2706 2nd Ave W	Gladstone, MI 49837	2307	Broken Rental Inspection	\$ 33.60	\$ 3.36	\$ 36.96



MISC INVOICES  
OFF TO TAXES  
SUMMER 2023

Item 7.

NAME	SERVICE ADDRESS	PARCEL #	Owner Address	City, State, Zip	INVOICE #	DESCRIPTION	AMOUNT	10 % PENALTY	TOTAL
Michael & Marilyn Albrecht	1225 Michigan Ave	052-072-007-00	2706 2nd Ave W	Gladstone, MI 49837	2279	Broken Rental Inspection	\$ 34.20	\$ 3.42	\$ 37.62
Michael & Marilyn Albrecht	1225 Michigan Ave	052-072-007-00	2706 2nd Ave W	Gladstone, MI 49837	2273	Broken Rental Inspection	\$ 34.20	\$ 3.42	\$ 37.62
Michael & Marilyn Albrecht	1225 Michigan Ave	052-072-007-00	2706 2nd Ave W	Gladstone, MI 49837	2182	Broken Rental Inspection	\$ 36.90	\$ 3.69	\$ 40.59
P.J.L Group LLC	421 Minnesota Ave	052-011-011-00	4660 Fernwood 16.85 Dr	Escanaba, MI 49829	2244	Rental Certification	\$ 17.10	\$ 1.71	\$ 18.81
Delta Hide	409 N 9th St	052-621-007-00	5256 S Kurth 17.75 DR	Escanaba, MI 49829	2220	Code Violation	\$ 290.00	\$ 29.00	\$ 319.00
William & Kelly Cavanaugh	1210 Michigan Ave	052-073-011-00	8398 S Lakeside T.5 Dr	Rapid River, MI 49878	2475	Labor & Materials for condemnation of property	\$ 2,299.01	\$ 229.90	\$ 2,528.91
William & Kelly Cavanaugh	1210 Michigan Ave	052-073-011-00	8398 S Lakeside T.5 Dr	Rapid River, MI 49878	2443	Code Violation	\$ 265.00	\$ 26.50	\$ 291.50
William & Kelly Cavanaugh	1210 Michigan Ave	052-073-011-00	8398 S Lakeside T.5 Dr	Rapid River, MI 49878	2260	Code Violation	\$ 57.00	\$ 5.70	\$ 62.70
Leyla Hughey-Devoll	1319 Delta Ave	052-080-010-00	1319 Delta Ave	Gladstone, MI 49837	2543	Code Violation	\$ 51.00	\$ 5.10	\$ 56.10
Gary Micheau	120 Cliffs Ave	052-616-007-00	9000 Stagecoach Q.5 Dr	Gladstone, MI 49837	2252	Rental Certification	\$ 17.10	\$ 1.71	\$ 18.81
Gary Micheau	120 Cliffs Ave	052-616-007-00	9000 Stagecoach Q.5 Dr	Gladstone, MI 49837	2217	Broken Rental Inspection	\$ 34.80	\$ 3.48	\$ 38.28
Shane & Heather Wallin	213 Wisconsin Ave	052-002-004-00	6400 Matt L.4 Dr	Escanaba, MI 49829	2498	Rental Inspection Late Cancellation Fee	\$ 15.60	\$ 1.56	\$ 17.16
Shane & Heather Wallin	213 Wisconsin Ave	052-002-004-00	6400 Matt L.4 Dr	Escanaba, MI 49829	2382	Rental Re-inspection	\$ 37.80	\$ 3.78	\$ 41.58
Shane & Heather Wallin	213 Wisconsin Ave	052-002-004-00	6400 Matt L.4 Dr	Escanaba, MI 49829	2344	Broken Rental Inspection	\$ 33.00	\$ 3.30	\$ 36.30
Shane & Heather Wallin	213 Wisconsin Ave	052-002-004-00	6400 Matt L.4 Dr	Escanaba, MI 49829	2324	Broken Rental Inspection	\$ 33.60	\$ 3.36	\$ 36.96
Shane & Heather Wallin	213 Wisconsin Ave	052-002-004-00	6400 Matt L.4 Dr	Escanaba, MI 49829	2274	Broken Rental Inspection	\$ 34.20	\$ 3.42	\$ 37.62
Shane & Heather Wallin	213 Wisconsin Ave	052-002-004-00	6400 Matt L.4 Dr	Escanaba, MI 49829	2270	Broken Rental Inspection	\$ 34.20	\$ 3.42	\$ 37.62
Shane & Heather Wallin	213 Wisconsin Ave	052-002-004-00	6400 Matt L.4 Dr	Escanaba, MI 49829	2196	Broken Rental Inspection	\$ 34.80	\$ 3.48	\$ 38.28
							\$ 6,279.65	\$ 627.96	\$ 6,907.61

Item 7.

Account No	Parcel ID	Acct Name	Service Address	Owner Name	Owner Street	City, State, Zip	Electric	Fire Protection	Refuse	Sewer	Water	Compost	Utility Balance	10% Pen	Total	Notes
1220-31	052-405-017-00	Jenna Phillips	552 N 9th St	Jenna Phillips	820 Minneapolis Ave	Gladstone, MI 49837	\$ 319.84	\$ 5.71	\$ 39.82	\$ 118.31	\$ 69.62	\$ 17.62	\$ 570.92	\$ 57.09	\$ 628.01	landlord acct prior to becoming
1352-30	052-621-010-00	DelFab, Inc	101 N 12th St	DelFab, Inc	103 N 12th St	Gladstone, MI 49837	\$ 6,282.92	\$ 12.73	\$ -	\$ 93.77	\$ 61.29	\$ 15.38	\$ 6,466.09	\$ 646.61	\$ 7,112.70	
1353-30	052-621-010-00	DelFab, Inc	101 N 12th St	DelFab, Inc	103 N 12th St	Gladstone, MI 49837	\$ 1,372.80	\$ 7.72	\$ -	\$ 142.15	\$ 92.70	\$ 23.23	\$ 1,638.60	\$ 163.86	\$ 1,802.46	
2235-34	052-031-021-00	Hillary Laasko	708 Delta Ave 1B	Mike Tripp	PO Box 21	Wells, MI 49894	\$ 18.12	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18.12	\$ 1.81	\$ 19.93	former tenant
2900-30	052-371-048-00	Frances Ott	11 Mapleview Dr	James Ott	PO Box 183058	Utica, MI 483118	\$ 198.26	\$ 12.60	\$ 81.50	\$ -	\$ 92.94	\$ 37.56	\$ 422.66	\$ 42.27	\$ 464.93	passed away; enforced off
2980-34	052-019-004-00	Cassandra Schettek	515 Michigan Ave	Cassandra Schettek	515 Michigan Ave	Gladstone, MI 49837	\$ 187.47	\$ 6.30	\$ 114.72	\$ 249.44	\$ 98.54	\$ 51.86	\$ 708.33	\$ 70.83	\$ 779.16	
3212-32	052-048-017-00	Aundra Green	914 Minnesota Ave	Northwoods Trust	PO Box 135	Rapid River, MI 49878	\$ -	\$ 13.95	\$ 91.56	\$ 327.05	\$ 74.41	\$ 41.90	\$ 548.87	\$ 54.89	\$ 603.76	former tenant
3667-32	052-371-044-00	Thad Gentz	1 Pinewood Dr	Tracy Harris	1305 Superior Ave	Gladstone, MI 49837	\$ 193.78	\$ 7.29	\$ 52.98	\$ -	\$ 78.84	\$ 22.92	\$ 355.81	\$ 35.58	\$ 391.39	former owner
3667-33	052-371-044-00	Rynn Timm	1 Pinewood Dr	Tracy Harris	1305 Superior Ave	Gladstone, MI 49837	\$ 160.90	\$ 6.03	\$ 38.84	\$ -	\$ 54.72	\$ 17.94	\$ 278.43	\$ 27.84	\$ 306.27	former owner
4053-30	052-378-374-00	Erik Tallberg	50 Tipperary Rd	Erik Tallberg	78758 Sunrise Canyon	Palm Desert, CA 92211	\$ -	\$ 2.60	\$ 16.77	\$ 37.70	\$ 19.17	\$ 7.75	\$ 83.99	\$ 8.40	\$ 92.39	landlord acct
4208-31	052-002-003-00	Misti & Brad McDonald	211 Wisconsin Ave	Raenna Brown	211 Wisconsin Ave	Gladstone, MI 49837	\$ 226.52	\$ 2.33	\$ 15.05	\$ 107.33	\$ 57.11	\$ 6.95	\$ 415.29	\$ 41.53	\$ 456.82	former owner
4209-47	052-002-004-00	Shane Wallin	213 Wisconsin Ave	Shane Wallin	6400 Matt L.4	Escaaba, MI 49829	\$ 57.25	\$ 4.20	\$ 27.11	\$ 94.02	\$ 48.95	\$ 12.53	\$ 244.06	\$ 24.41	\$ 268.47	landlord acct
4324-30	052-066-003-00	John Gillis	1109 Wisconsin Ave	John Gillis	1109 Wisconsin Ave	Gladstone, MI 49837	\$ 470.50	\$ 5.76	\$ 37.61	\$ 199.65	\$ 106.57	\$ 17.28	\$ 837.37	\$ 83.74	\$ 921.11	
4365-38	052-081-015-60	Shane Wallin	1326 Wisconsin Ave	Shane Wallin	6400 Matt L.4	Escaaba, MI 49829	\$ 13.91	\$ 9.29	\$ 65.50	\$ 102.53	\$ 47.03	\$ 28.78	\$ 267.04	\$ 26.70	\$ 293.74	landlord acct; enforced off
							\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
							\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
							\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
							\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
							\$ 9,502.27	\$ 96.51	\$ 581.26	\$ 1,471.95	\$ 901.89	\$ 301.70	\$ 12,855.58	\$ 1,285.56	\$ 14,141.14	

Business	\$	8,104.69	63.04%
Landlord	\$	898.97	6.99%
Back to Bank			0.00%
Enforced shutoff	\$	451.44	4.08%
Vacant			0.00%
Prev Owner/Tenant	\$	1,616.52	12.57%
Subtotal	\$	11,071.62	
All Others	\$	1,783.96	13.88%
Total	\$	12,855.58	

Comparisons (totals w/o 10% penalty)

Winter 2022	\$3,096.47
Summer 2022	\$28,340.93 (large commercial balance)
Winter 2021	\$4,857.88
Summer 2021	\$2,268.48
Winter 2020	\$21,956.01 (large commercial balance)
Summer 2020	\$12,346.63

Motion by Mayor Thompson; seconded by Commissioner Mantela to authorize the submission of a grant application for the Michigan Fire Equipment Grant program.

**MOTION CARRIED**

Motion by Commissioner Styczynski, seconded by Commissioner Pontius to accept the 2022 Planning & Zoning Annual Report.

**MOTION CARRIED**

Motion by Commissioner Styczynski, seconded by Commissioner Mantela to approve the utility rates and fees as presented:

**MOTION CARRIED**

# 2023 - 2024 FEE SCHEDULE

APPROVED BY CITY COMMISSION 06/XX/2023

## GLADSTONE



Changed rates and new items in red

Current rate references in blue

Unchanged items in black

For Commission  
Approval

**Department Contact Information**

**Departmental Fees**

**City Hall**

**Community Development**

**Downtown Development Authority**

**Fernwood Cemetery**

**Public Safety**

**Public Works**

**Recreation**

**Utility Rates & Fees**

**Electric**


**Wastewater**

**Water**

**Solid Waste**

CITY OF GLADSTONE  
DIRECTORY

Item 7.

City Manager	Eric Buckman	<a href="mailto:ebuckman@gladstonemi.gov">ebuckman@gladstonemi.gov</a>	906-428-3181 ext 8
City Clerk	Kimberly Berry	<a href="mailto:kberry@gladstonemi.gov">kberry@gladstonemi.gov</a>	906-428-2311 ext 7
Treasurer	Vicki Schroeder	<a href="mailto:vschroeder@gladstonemi.gov">vschroeder@gladstonemi.gov</a>	906-428-3636 ext 6
Assessor	Janice Ketcham	<a href="mailto:jketcham@gladstonemi.gov">jketcham@gladstonemi.gov</a>	906-428-3636 ext 5
Community Development/Zoning	Reneé Barron	<a href="mailto:rbarron@gladstonemi.gov">rbarron@gladstonemi.gov</a>	906-428-4586 ext 4
DDA Coordinator	Patricia West	<a href="mailto:pwest@gladstonemi.gov">pwest@gladstonemi.gov</a>	906-428-4586 ext 4
Accounts Payable	Rhonda Bernson	<a href="mailto:rbernson@gladstonemi.gov">rbernson@gladstonemi.gov</a>	906-428-3737 ext 3
Utility Billing	Patti LeBombard	<a href="mailto:plebombard@gladstonemi.gov">plebombard@gladstonemi.gov</a>	906-428-3737 ext 2
Electrical Superintendent	James Olson	<a href="mailto:jolson@gladstonemi.gov">jolson@gladstonemi.gov</a>	906-428-1701 ext 9
Water Superintendent	Rob Spreitzer	<a href="mailto:rspreitzer@gladstonemi.gov">rspreitzer@gladstonemi.gov</a>	906-428-9460
Wastewater Superintendent	Rodney Schwartz	<a href="mailto:rschwartz@gladstonemi.gov">rschwartz@gladstonemi.gov</a>	906-428-1757
Public Works Superintendent	Barry Lund	<a href="mailto:blund@gladstonemi.gov">blund@gladstonemi.gov</a>	906-428-9577
Parks & Recreation Director	Jason Davis	<a href="mailto:jdavis@gladstonemi.gov">jdavis@gladstonemi.gov</a>	906-428-9222
Public Safety Director	Ron Robinson	<a href="mailto:rrobinson@gladstonemi.gov">rrobinson@gladstonemi.gov</a>	906-428-3131
City Hall Fax	906-428-3122		
City Website	<a href="http://www.gladstonemi.org">www.gladstonemi.org</a>		
Utility Payments via phone	855-232-9050		
Utility Payments online	<a href="http://www.myaccount.gladstonemi.org">www.myaccount.gladstonemi.org</a>		
Web app	my meter 		
Campground	906-428-1211		
Harbor	906-428-2916		

GENERAL GOVERNMENT  
2023-2024

Item 7.

Fee Item	Fee	Minimum Bond Requirement	Notes
Metal Detecting Permit	\$ 5.00	\$ -	annual
Going Out of Business-Application for Sale	\$ 50.00	\$ -	
Going Out of Business-Application for Sale-Renewal	\$ 50.00	\$ -	
Business Registration	\$ -	\$ -	
Hawker or Peddler		\$ 200.00	Per application
	\$ 10.00		Each Day
	\$ 30.00		Each Week
	\$ 50.00		Each month
	\$ 100.00		Each year

Sales of Products from Temp Structures - Confections; Food; Tobacco; Tobacco Products	\$ 2.00	\$ -	One Day
	\$ 3.00	\$ -	Period not exceeding one week
	\$ 10.00	\$ -	Period not exceeding one month
	\$ 25.00	\$ -	Period not exceeding six months
	\$ 35.00		Period not exceeding one year

**All Licenses under this section expire May 1 of each year. Location of temporary structure subject to approval as per ordinance (Sec. 10-192)**

Transient Photographer	\$ 3.00	\$ -	One Day
			Each successive day not exceeding six months
	\$ 2.00		Period of six months
	\$ 35.00		Period of one year
Transient Merchant	\$ 15.00	\$ 2,000.00	1st Day
	\$ 15.00		Each successive day
Circus &/or Menagerie	\$ 75.00	\$ -	Per day
Carnival &/or Medicine Show	\$ 25.00	\$ -	Per day
Taxicab	\$ 10.00	Sec Sec. 10-392 of City Code	Per taxicab
Bus	\$ 10.00	Sec Sec. 10-392 of City Code	Per bus

**Assessment or Tax Roll Requests**

Hard Copy	\$ 700.00		per roll requested \$306.90
Electronic Copy	\$ 500.00		per roll requested \$175
Assessment Card	\$ 5.00		per card (hard copy)
Assessment Card	\$ 2.00		per card (electronic)

**Miscellaneous Fees**

City Hall copies	\$ 1.00		per page
Notary Fee	\$ 5.00		per transaction
Commission Packet-Printed & Mailed	\$ 3.00		per packet plus postage
Non Sufficient Fund Payment (NSF)	\$ 25.00		per incident



**HOUSING/BUILDING/ZONING  
2023-2024**

Item 7.

<b>Fee Item</b>	<b>Fee</b>	<b>Notes</b>
Initial Rental Inspection Per Building	\$ 35.00	Single/Duplex
	\$ 45.00	Three to Five Units
	\$ 70.00	Six to Ten Units
	\$ 85.00	Eleven or more
Per Unit Charge in Addition To Rental Inspection Charge Per Building	\$ 5.00	Three to Five Units
	\$ 3.00	Six to Ten Units
	\$ 2.00	Eleven or more
Rental Certification-Per Unit	\$ 15.00	Every 2 years
Rental Registration	\$ -	Upon becoming a rental unit
Late Rental Registration	\$ 50.00	Non-compliance rental registration
Late Inspection Cancellation Notice	\$ 20.00	Two (2) Business Days Prior \$15
First Re-inspection	\$ -	Re-inspection of issues from initial inspection
Subsequent Re-Inspections	\$ 30.00	Additional inspections for issues unresolved
Broken Appointment reschedule fee	\$ 35.00	No show for inspection \$30
Outside normal inspection hours	\$ 60.00	Single Family to Two Units \$50
	\$ 70.00	Three to Five Units \$60
	\$ 95.00	Six to Ten Units \$85
	\$ 110.00	Eleven or more Units \$100
Property Maintenance Appeal Fee	\$ 75.00	Per issue appealed
<b>Nuisance Property Fee (NEW)</b>	\$ -	<b>Fee based on contractor fee and materials + 15%</b>
Permits	\$ 30.00	Fence
	\$ 12.50	Temporary Sign
	\$ 12.50	Construction Sign
	\$ 12.50	Community Special Event Sign
	\$ 25.00	Sign in Residential Area
	\$ 30.00	Sign in Commerical Area
	\$ 30.00	Home Occupation Permit
	\$ 30.00	Zoning Compliance Permit
<b>Project completion without permit issuance (NEW)</b>	\$ -	<b>Double appropriate permit fee</b>
Applications	\$ 550.00	Cell Antenna Site Application
	\$ 550.00	Fiber Installation Application
	\$ 250.00	<b>Special Meeting Request (NEW)</b>
	\$ 200.00	Conditional Use-Residential
	\$ 300.00	Conditional Use-Commercial/Industrial
	\$ 300.00	Rezoning/Text Amendment (plus GIS fee and mailing costs)
	\$ 500.00	Alley/Street Vacated/ <b>Easement</b> (Plus admin & Legal cost)
	\$ 200.00	Variance/Waiver/ZBA Request
	\$ 200.00	Land Divisions/Lot Splits-unplatted
	\$ 50.00	Land Divisions/Lot Splits-platted
	\$ 300.00	Planned Unit Development
\$ 50.00	GIS Parcel Update	
<i>If Application requires Public Notice, postage fee will be added.</i>		
Site Plan Reviews	\$ 200.00	Site Plan Review-Partial
	\$ 300.00	Site Plan Review-Full
	\$ 450.00	Planned Unit Development-Plus Consulting Costs



**Market Square Rental**

*\*Market Square rentals are in 4 hour blocks*

<b>Set-Up</b>	<b>Fee</b>	<b>Refundable Deposit</b>	<b>Addition Hour</b>	<b>6ft Table &amp; 2 Chairs</b>	<b>Canopy, 6ft Table &amp; 2 Chairs</b>
Full Space	\$ 100.00	\$ 25.00	\$ 25.00	\$ 10.00	\$ 15.00
Shared Space	\$ 15.00	\$ 5.00	N/A	\$ 10.00	\$ 15.00

<b>Farmers Market</b>		
Vendor Fee-Full Season	\$ 75.00	includes 1 canopy, 1 table & 2 chairs
Vendor Fee-One Time	\$ 25.00	includes 1 canopy, 1 table & 2 chairs

**FERNWOOD CEMETERY  
2023-2024**

Item 7.

	Fee Item	Resident	Non-Resident	Notes
Plot Prices	One Plot	\$ 670.00	\$ 1,005.00	\$650 & \$975
	Family Plot	\$ 4,675.00	\$ 7,010.00	Eight Full \$4540 & \$6810
	Half Family Plot	\$ 2,470.00	\$ 3,705.00	Four Full \$2400 & \$3600
	Babyland Plot	\$ 125.00	\$ 190.00	\$120 & \$180
	Cremains Plot	\$ 410.00	\$ 615.00	Two Urns \$400 & \$600

Opening/Closing Graves - Burial Cost**	Adult	\$ 695.00	\$ 1,040.00	\$675 & \$1010
	Small Grave	\$ 335.00	\$ 500.00	\$325 & \$485
	Stillborn	\$ 335.00	\$ 335.00	\$325 & \$325
	Urn of Cremains	\$ 325.00	\$ 500.00	\$325 & \$485
	Limb	\$ 325.00	\$ 500.00	\$325 & \$485

Additional Fees	Weekday	\$ 165.00	\$ 165.00	Effective 2:00 p.m.-3:30 p.m. \$160 both
	Weekends & Holidays	\$ 390.00	\$ 390.00	Full Burial \$380 both
	Weekends & Holidays	\$ 230.00	\$ 230.00	Urn Burial \$225 both
	Winter Storage	\$ 50.00	\$ 50.00	Burial at Fernwood
	Winter Storage	\$ 100.00	\$ 100.00	Burial another Cemetery
	Winter Burial	\$ 550.00	\$ 550.00	Full Burial \$535 both
	Winter Burial	\$ 225.00	\$ 225.00	Urn Burial (\$220 both)
	Set Veterans Marker	\$ 100.00	\$ 100.00	
	Monument Foundation/Encase Marker	\$ 0.25	\$ 0.25	Per square inch measured from the outside of concrete

Perpetual Care - Included in plot prices above	Single Plot	\$ 100.00	\$ 100.00
	Family Plot	\$ 400.00	\$ 400.00
	Cremation Plot	\$ 50.00	\$ 50.00

*Perpetual Care must be paid in full before the burial on a family plot. When purchasing plots for a burial, the plot in which a burial will be made must be paid in full before the burial. The opening of the grave must be paid prior to the burial.*

\*Resident Veterans will be charged 50% of opening & closing charge

\*Veteran killed on active duty opening & closing burial charge is waived

\*\*DHHS Assistance burials required to pay 50% of burial charge

**All markers and monuments shall have bases, which shall be 3" larger than the marker or monument on all sides**

**PUBLIC SAFETY  
2023-2024**

Item 7.

	<b>Fee Item</b>	<b>Fee</b>	<b>Notes</b>
	PBT Test Fee	\$ 3.00	Preliminary Breath Test
	Parking Violations	\$ 20.00	per violation-fines doubles is ot paid within 10 days
Public Safety or Fire Emergencies*	Personnel-Public Safety		per hour rate based on Union Contract
	Personnel-Volunteer Firefighter	\$ 13.00	per hour/per volunteer
	Personnel-Volunteer Fire Chief	\$ 14.00	per hour
	Engine 64	\$ 100.00	per hour
	Engine 65	\$ 100.00	per hour
	Foam Buckets Used	\$ 200.00	per container \$90
	Fire Extinguishers Used	\$ 50.00	per extinguisher
	Other Rescue Related Equipumt	\$ 100.00	per hour (Ice Rescue/Hovercraft)

*Charges for Public Safety or Fire Emergencies will not be assessed if the total costs do not exceed \$250 per incident.  
Charges will not exceed \$1,000 except in the case of illegal fires or criminal events*

\*Code of Ordinances, Chapter 18, Sec. 18.1

Notary Fee	\$ 5.00	per transaction
Processing NSF checks	\$ 25.00	3+ incidents, same offender, same business (pd by business) \$30
Finger Printing	\$ 10.00	Prints only done when forms supplied by Applicant
Freedom of Information Act Requests		Rate per FOIA Policy

**PUBLIC WORKS  
2023-2024**

Item 7.

	<b>Fee Item</b>	<b>Fee</b>	<b>Notes</b>
<b>Streets</b>	Concrete Curb Removal	\$ 7.10	per linear foot (\$100 min) \$6.90
	Concrete Curb Installation	\$ 21.57	per linear foot (\$200 min) \$16.10
	6" Concrete Driveway Removal	\$ 2.90	per square foot (\$100 min) \$2.60
	6" Concrete Driveway Installation	\$ 8.40	per square foot (\$200 min) \$7.75
	Boulevard Restoration		Time & Material plus 10%
	Grass Cutting	\$ 50.00	base fee plus time & materials
	Right-of-way permit	\$ 30.00	\$60 if construction starts before permit is approved
	Dumpster Permit	\$ 50.00	2-week permit (in right of ways)- additional \$50 if dumpster is placed before receiving permit
<b>Sidewalks</b>	Sidewalk Removal	\$ 2.10	per square foot (\$100 min)
	4" Sidewalk Installation	\$ 6.10	per square foot (\$150 min) \$5.65
	6" Sidewalk Installation	\$ 8.25	per square foot (\$150 min) \$7.65
	Snow Removal (other)	\$ 50.00	base fee plus time & equipment plus 10%
	Snow Removal Truck Load	\$ 60.00	per Truckload \$55
<b>GIS Services</b>	Full Map	\$ 600.00	\$550
	Quarter Section	\$ 65.00	\$60
<b>Printed Map</b>	8 1/2" x 11"	\$ 7.00	Black and White \$5
	8 1/2" x 11"	\$ 12.00	Color \$10
	11" x 14"	\$ 9.00	Black and White \$7
	11" x 14"	\$ 16.00	Color \$14
	Large Print	\$ 25.00	Black and White \$20
	Large Print	\$ 35.00	Color \$30
	Labor*	\$ 65.00	per hour \$55

*\*After first hour, hourly rate is added to map cost*



**PARKS AND RECREATION  
2023-2024**

Item 7.

	<b>Fee Item</b>	<b>Resident</b>	<b>Non Resident</b>	<b>Notes</b>	
Facility Rentals	Kids Kingdom Pavilion	\$ 50.00	\$ 80.00	per day	
	Large Pavilion	\$ 80.00	\$ 120.00	per day	
	Beach House	\$ 70.00	\$ 120.00	per day	
	Gazebo	\$ 25.00	\$ 40.00	per day	
	Ski Chalet		\$ 100.00	\$ 150.00	Mon-Thur
			\$ 400.00	\$ 500.00	1-day (Fri, Sat or Sun)
			\$ 700.00	\$ 800.00	2-day (Fri & Sat or Sat & Sun)
			\$ 100.00	\$ 100.00	3-hour block Grad week-end only
		\$ 100.00	\$ 100.00	Weekday Security Deposit	
		\$ 250.00	\$ 250.00	Weekend Security Deposit	
Ballfields	Bayshore Ballfied	\$ 225.00	\$ 225.00	Per reserved day of the week for season	
	Bayshore Ballfied	\$ 100.00	\$ 100.00	Per season for football	
	Besse Complex Ballfield	\$ 10.00	\$ 10.00	Per 1-1/2 hours for non-contract holders games and practices	
	Besse Complex Tournaments	\$ 300.00	\$ 300.00	per week-end tournament (Fri,Sat,Sun)	
	Besse Complex Concession	\$ 100.00	\$ 100.00	per single day event	
	Ski & Tubing	Skiing	\$ 12.00	\$ 12.00	per day
Preschool Skiing		\$ 4.00	\$ 4.00	per day	
Combo		\$ 18.00	\$ 18.00	Skiing & 1/2 day tubing per day	
Tubing		\$ 10.00	\$ 10.00	1/2 day	
Skiing Membership			\$ 150.00	\$ 175.00	Single \$130 & \$150
			\$ 250.00	\$ 290.00	Family \$230 & \$265
Tubing Membership			\$ 110.00	\$ 135.00	Single \$90 & \$110
			\$ 170.00	\$ 205.00	Family \$150 & \$180
Combo Membership			\$ 220.00	\$ 265.00	Single \$180 & \$210
			\$ 380.00	\$ 450.00	Family \$290 & \$335
Private Tubing Parties	Less than 50 people	\$	105.00	per hour \$85	
	50-75 people	\$	130.00	per hour \$110	
	76-100 people	\$	155.00	per hour \$135	
	101-150 people	\$	180.00	per hour \$160	
	151-200 people	\$	250.00	per hour \$200	
	over 200 people	\$	350.00	per hour \$300	
	tow attendant	\$	70.00	per hour \$55	
Harbor	North Wall 25'	\$	1,525.00	\$1,300	
	East Wall 30' Pier	\$	1,830.00	\$1,560	
	East Wall 45' Pier	\$	2,745.00	\$2,340	
	West End	\$	800.00	build your own dock \$700	
	Transient		25' and less = \$25.00/day >25' = \$1.00/foot/day	Variable rate set by MI State Waterways Commission	

PARKS AND RECREATION  
2023-2024

Item 7.

	Fee Item	Resident	Non Resident	
Boat Ramp	Daily	\$ 5.00	\$ 5.00	
	Seasonal	\$ 30.00	\$ 40.00	
	Senior Seasonal	\$ 20.00	\$ 30.00	over 62 years old

	Fee Item	Daily	Weekly	Monthly
Campground	Tent Site	\$ 15.00	\$ 105.00	NA
	Electric	\$ 25.00	\$ 175.00	\$ 575.00
	Water & Electric	\$ 30.00	\$ 210.00	\$ 690.00
	Full	\$ 35.00	\$ 245.00	\$ 805.00

\*Campground monthly rates reflect 7 free days

\*Campground rates approved by City Commission 3/22/21

# UTILITY RATES & FEES

ELECTRIC  
WASTEWATER  
WATER  
SOLID WASTE

Rates approved 06/XX/2023  
Rates effective 08/01/2023  
Fees adopted 06/XX/2023

**ELECTRIC RATES**  
EFFECTIVE 08/01/2023

Item 7.

	Customer Class	Readiness to Serve	Energy Charge	Notes
<b>Residential</b>	Residential	\$ 14.00	\$ 0.11650	
	All Electric	\$ 14.00	\$ 0.10250	no gas service at home
	Hot Water Heater	\$ 11.00	\$ 0.10250	additional meter
	Home Heat	\$ 11.00	\$ 0.10250	additional meter

<b>Small Commercial</b> *Demand 20 kW or less per month	1 Phase meter	\$ 18.00	\$ 0.12700	
	3 Phase meter	\$ 22.00	\$ 0.12700	

<b>Large Commercial</b> *Demand between 20-40 kW	All meter sizes	\$ 30.00	\$ 0.10240	
	Energy Limiter Charge		\$ 0.12446	
	Demand Charge		\$ 4.25	per kW
	Distribution Demand Charge		\$ 1.00	per kW

<b>Small Power</b> *Demand between 40-100 kW	All meter sizes	\$ 50.00	\$ 0.07847	
	Energy Limiter Charge		\$ 0.12288	
	Demand Charge		\$ 8.50	per kW
	Distribution Demand Charge		\$ 1.75	per kW

<b>Large Power</b>	All meter sizes	\$ 125.00	\$ 0.07000	
	Demand Charge		\$ 10.00	per kW
	Distribution Demand Charge		\$ 2.00	per kW

\*Distribution Demand is calculated on the highest demand over a rolling 12-month period of time

\*Demand thresholds are based on demand not exceeding maximum over a 12 consecutive month period of time

\*For each month, the customer shall be billed the lessor of 1) the amount for the Energy Limiter, and 2) the amount for Energy charge plus the amount for the Demand Charge. Does not affect Readiness to Serve, PCAC or distribution demand charges .

<b>Distributed Generation</b>	All Solar		\$ (0.07216)	Power returned to City by Solar Generation as metered. Rate changes Jan 1 annually based on power costs. (\$0.04773)
-------------------------------	-----------	--	--------------	--

<b>Street Lights</b>	All wattage	\$ 16.50	\$ 0.15000	
----------------------	-------------	----------	------------	--

<b>Dusk to Dawn</b>	All wattage	\$ 8.75	\$ 0.15000	
---------------------	-------------	---------	------------	--



ELECTRIC RATES  
EFFECTIVE 08/01/2023

Item 7.

<b>ADDITIONAL BILLING FEES</b>		
Item	Fee	Notes
Power Cost Adjustment (PCAC)	variable	Based on cost power power purchased vs kWh sold. May
LIEAF	\$ 0.90	Set by MPSC every October 1. No more than \$1 <del>\$0.91</del>
Energy Optimization (EO)-Residential		
Energy Optimization (EO)-Commercial		
Meter reconnection	\$ 15.00	Reconnection of meter service
Meter reconnection-enforced off	\$ 30.00	Reconnection of meter service turned off for non-payment
Meter reconnection-after hours	\$ 200.00	After hours is considered after 3:00 pm on standard work day <del>\$100</del>
Service reconnection at pole	variable	Cost based on 2 men and truck and materials; minimum
48-hour notice of disconnection for non-payment	\$ 30.00	Per State of Michigan notification process, 48-hour notice of pending disconnection manually delivered to premise.
Distributed Generation Application Fee	\$ 100.00	One time fee for solar application (required for all new solar installations or purchase of premise with solar installed)
Security Deposit-Residential	\$ 500.00	Non premise owner <del>\$300</del>
Security Deposit-Business	\$ 500.00	Non premise owner
Security Deposit-Leased Land	\$ 500.00	Oak Bluff Estates and Lake Bluff Retirement Village <del>\$300</del>
Security Deposit-Lakeview Apartments	\$ 200.00	Lakeview Apartment tenants <del>\$150</del>
Security Deposit Interest	1%	Interest is per annum and applied upon finalization of utility account or return of deposit
Penalty unpaid utility bill	5%	Based on bill not running balance, unless less than latest billing amount. Applied on accounts unpaid after 4:00 p.m. on due date
Non Sufficient Funds	\$ 25.00	Per NSF <del>\$40</del> (MI law cannot charge over <del>\$25</del> )

<b>SERVICE RELATED</b>		
Item	Fee	Notes
Relocation of current overhead service	variable	Materials & Labor
Underground Service	variable	Materials & Labor
Meter Testing request by customer	\$ 25.00	May be waived if meter tests off by more than 2% accuracy
Replacement of broken meter	replacement cost	Meter broken through customer negligence.
Repair private lighting-non residential	\$25+materials	Repair of dusk to dawn commercial/governmental

**WASTEWATER RATES  
EFFECTIVE 08/01/2023**

Item 7.

RATES	COST	UNIT	COMMENTS
Wastewater rate/unit*	\$ 11.20	Per 1,000 gallons	based on water usage (if applicable) \$10.50
Monthly customer charge*			based on meter size-readiness to serve
5/8" meter	\$ 31.00	Monthly	\$29
1" meter	\$ 39.55	Monthly	\$37
1-1/2" meter	\$ 73.76	Monthly	\$69
2" meter	\$ 94.07	Monthly	\$88
3" meter	\$ 160.35	Monthly	\$150
4" meter	\$ 176.39	Monthly	\$165

\*The same Wastewater rates apply to resident customer that are sewer only with private wells  
Outside City Limits (non Masonville Township sewer customer)  
Rate is 2 x wastewater unit rate + 2 times monthly customer charge

Masonville Township Rate	COST	UNIT	COMMENTS
Monthly Debt Reduction	\$ 31.26	Per parcel	All parcels which sewer service is available; charge by Township, includes vacant lots. Rate set by Township.
Wastewater rate	\$ 58.80	per EDU*	1 EDU is based on 5,000 gallons \$55.13
Monthly Customer charge	\$ 24.68	per EDU*	1 EDU is based on 5,000 gallons \$22.58

\*EDU = Equivalent Domestic Unit

Rate/EDU=(1,000 gallons) x (WW rate x 1.05%) + (MCC) + (Debt Reduction) = Total

5 x (\$11.20 x 1.05) + \$24.68 + \$31.26 = \$114.74 (total based on 1 EDU per each rate)

5 x (\$10.50 x 1.05) + \$22.58 + 31.26 = \$108.97

TESTING	COST	UNIT	COMMENTS
Laboratory Examinations Wastewater Samples	\$15.00	Sample	Per test per sample

TAP FEES	TIME & MATERIALS	UNIT	COMMENT
North Lakeshore Drive	\$ 1,100.00	Lateral Connection	Homeowner responsible for liftstation and lateral
South Bluff	\$ 2,000.00	Lateral Connection	plus material & labor
Blackwell Avenue	\$ 1,994.00	Lateral Connection	plus material & labor
Masonville Township			Contact Masonville Township

SERVICES	COST	UNIT	COMMENTS
Wastewater Sewage Lift Station Callout-business hours	\$ 75.00	per service call	Reset
Wastewater Sewage Lift Station Callout-after hours	\$ 150.00	per service call	Reset
Lift Station Repairs	Time & materials	per repair	All repair services and unplugging
Video of Sewer Lateral	\$ 50.00	per service call	Any maintenance issues billed separately

**WATER RATES**  
EFFECTIVE 08/01/2023

Item 7.

RATES	COST	UNIT	COMMENTS
Water rate/unit*	\$ 5.70	Per 1,000 gallons	based on water usage
Monthly customer charge*			based on meter size-readiness to serve
5/8" meter	\$ 14.75	Monthly*	
1" meter	\$ 28.60	Monthly*	\$23.90
1-1/2" meter	\$ 54.75	Monthly*	\$43.50
2" meter	\$ 83.90	Monthly*	\$64.60
3" meter	\$ 152.17	Monthly*	\$114.78
4" meter	\$ 248.45	Monthly*	\$182.30
Per additional unit on one meter	\$ 2.00	per unit	buildings with multiple units on one water meter.

\*Water and irrigation meters billed separately on utility bill

\*Irrigation meters are sewer exempt

\*Hose bib attachments pay wastewater charges on water used; upon return to city they are calculated for usage and any credit received for wastewater placed on November utility bill

**Outside City Limits**

Rate is 2 x water unit rate + 2 times monthly customer charge

MONTHLY FIRE PROTECTION	COST	UNIT	COMMENTS
5/8" meter	\$ 2.00	Monthly	charge based on size of primary water meter
1" meter	\$ 5.00	Monthly	
1-1/2" meter	\$ 10.00	Monthly	
2" meter	\$ 16.00	Monthly	
3" meter	\$ 32.00	Monthly	
4" meter	\$ 50.00	Monthly	

FIRE HYDRANT FEE	COST	UNIT	COMMENTS
Fire Hydrant (not metered)	\$ 125.00	per day	
Fire Hydrant Metered	\$ 25.00	week	water billed based on use
Water Plant Hydrant	\$ 25.00	Month	water billed based on use

LABORATORY EXAMINATIONS WATER SAMPLES	COST	UNIT	COMMENTS
Coliform Presence/Absence	\$20	Sample	Per test per sample*
Coliform MPN	\$20	Sample	Per test per sample*

\*10% administrative fee added to all tests invoiced



**WATER RATES**  
EFFECTIVE 08/01/2023

Item 7.

TAP FEES	TIME & MATERIALS	UNIT	COMMENT
3/4" - 1"	\$ 800.00	Lateral Connection	up to 20 feet \$700
1 1/4" and larger	Labor & Materials	Lateral Connection	
South Bluff Tap Fee	\$ 1,500.00	Lateral Connection	

SERVICES	COST	UNIT	COMMENTS
<b>Reconnection</b>			
Turn-on charge, other than repair	\$ 40.00	service call	Reconnection of water meter for service
Turn-on charge for existing irrigation meter	\$ 20.00	service call	Seasonal reconnection
Turn-on charge home & irrigation (same call)	\$ 40.00	service call	Reconnection of water meter for service
<b>Thaw Out (freeze ups)</b>			
Monday-Friday 7:00 am to 3:30 pm	\$ 100.00	service call	Non holiday-normal work day
After hours	\$ 200.00	service call	Evenings, weekends, holidays
Frozen/damaged water meter repair	\$ 75.00	per repair	
Complete meter replacement	Labor & Materials	per meter	Based on current market price for appropriated size water meter
Private Well Registration	\$ 10.00	well	One time fee

**SOLID WASTE RATES**  
EFFECTIVE 08/01/2023

Item 7.

Billing Item	Rate	Notes
Monthly Customer Charge	\$ 6.13	\$5.96
Refuse Pickup	\$ 13.27	Includes monthly refuse and recycle pickup \$12.90
Refuse Pickup-outside city	\$ 21.76	Areas on P.5 Rd and areas in Kipling \$21.15
Extra Pickup	\$ 11.81	Extra refuse can at same time \$11.48
Recycling Only	\$ 3.65	Premises required to have a dumpster \$3.55
Fairview/Waterview Manors	\$ 303.56	Per Manor \$295

**2023-323 SPECIAL ASSESSMENT  
(SW Gladstone Paving Project)**

**RESOLUTION NO. 2023-09-SAD-01**

City of Gladstone  
County of Delta, State of Michigan

The following preamble and resolution were offered by Commissioner Brad Mantela and supported by Mayor Joe Thompson:

WHEREAS, Chapter XI of the Gladstone City Charter empowers the City Commission to provide for the payment of all or any part of the cost of construction, reconstruction, repairs, operation or maintenance of any structure or work in the nature of public improvements by levying and collecting special assessments upon property specially benefitted; and

WHEREAS, the City Commission, on its own initiative, tentatively declares its intent to proceed with public improvements as described in Exhibit A attached hereto and made a part hereof in the special assessment district tentatively described in Exhibit B attached hereto and made a part hereof; and

WHEREAS, the City Commission has caused to be prepared plats and diagrams showing certain public improvements as described in Exhibit A, the location thereof in the special assessment district tentatively described in Exhibit B, and the estimated cost thereof; and

WHEREAS, the same have been received by the City Commission and are on file with the City Clerk; and

WHEREAS, the City Commission desires to proceed with the proposed public improvements.

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. The preparation of plats and diagrams by the City of Gladstone Public Works Department showing the improvement, the location thereof and estimates of the cost thereof is hereby ratified, confirmed and approved.

2. The City Commission hereby tentatively declares its intention to make the public improvements described in Exhibit A.

3. The City Commission hereby tentatively designates as the special assessment district against which part of the cost in the approximate amount of \$113,160.00 of said public improvements is to be assessed as the lots and parcels of land more particularly described in Exhibit B.

4. The City Commission shall meet in the Commission Chambers on Monday, June 26, 2023, at 6:00 o'clock p.m., Eastern Daylight Time, at which time and place the City Commission shall hear suggestions and objections to the proposed public improvements and the special assessment district therefor.

5. The City Clerk is hereby authorized and directed to cause notice of such hearing to be published once prior to said hearing in the DAILY PRESS, a newspaper of general circulation in the City, at least five (5) days before the date of hearing, and 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.

6. Said notice shall be in substantially the form attached hereto as Exhibit C.

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

AYES: Mayor Thompson, Commissioners Mantela, Pontius & Styczynski



NAYS: None

ABSENT: Commissioner Judy Akkala - Excused

RESOLUTION ADOPTED.

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, Michigan, at a regular meeting held on June 12, 2023, 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, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

---

Kim Berry, City Clerk

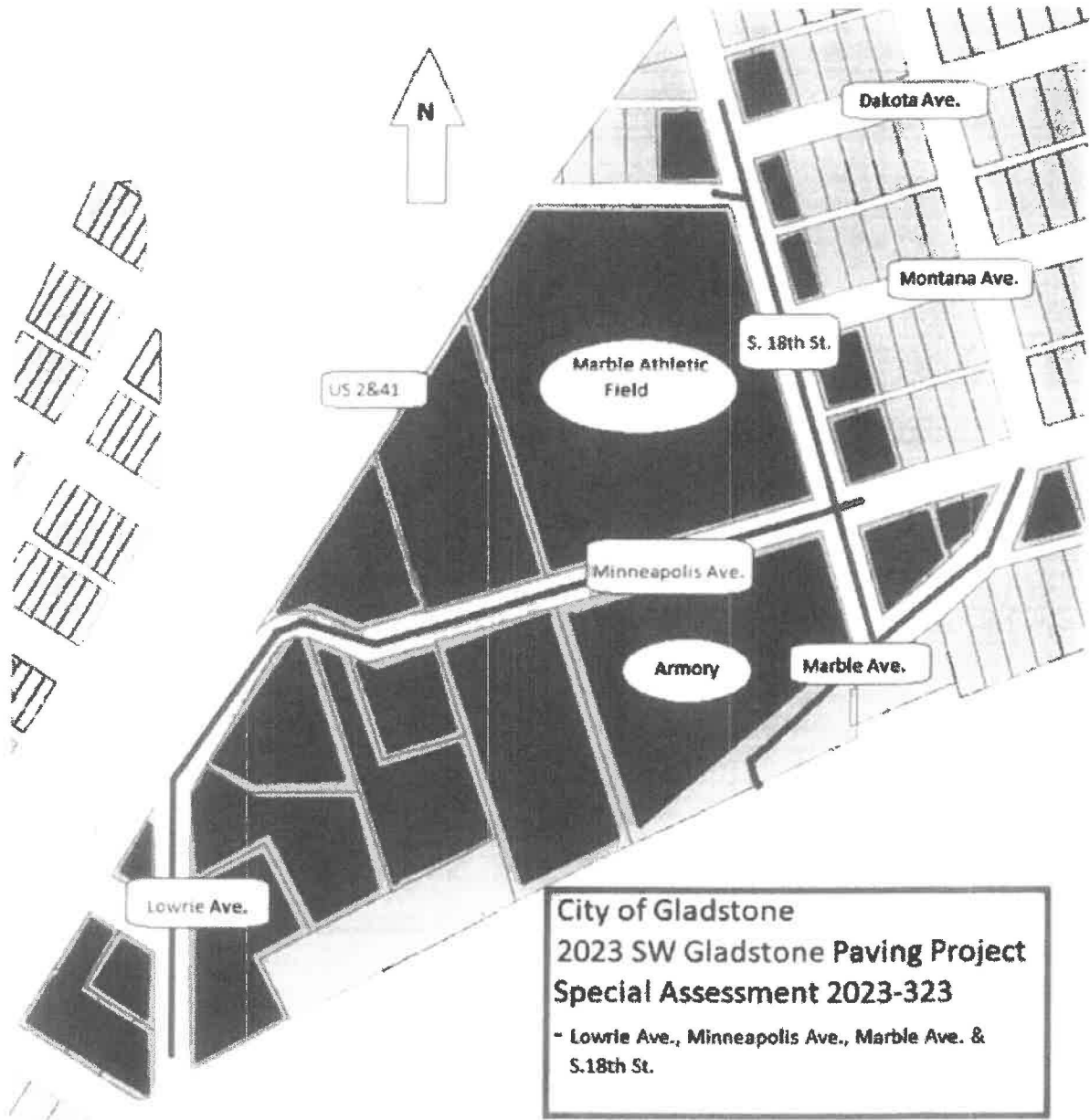
## **EXHIBIT A**

### **Public Improvements**

The project will consist of street reconstruction including paving, repaving, curbing, reshaping, storm sewer, and all necessary appurtenances and attachments.

**EXHIBIT B**

**Special Assessment District**



Manager Buckman reported on the following:

- Jim McNeil, Escanaba City Manager and I met for lunch with MML Executive staff
- Attended an EGLE webinar on new drinking water regulations
- Worked with Renee Barron, Community Development Director; Kim Berry, City Clerk; Vicki Schroeder, Treasurer updated the Capital Improvement Plan for city hall
- Library board met and need money, penal fines are down
- Cemetery Committee met regarding rates and the new section green burials
- Attended an EGLE Electric Grant webinar and will apply in April
- North Shore Meeting – developer, architect, investors, Renee and myself
- Sent letter of support to State re: Peninsula Pharmacy
- I and staff are spending too much time on Mike O'Connor – small claims, tax tribunals, letters and filing complaints to State Police regarding not following Charter. Examples include: Sidewalk 5'6" or 6' ; reorganization meeting held at 6PM instead of 7PM, budgets for utilities, appropriations ordinance, WWTP project – vote of people, "malice – the intention to do evil or ill will.

Ms. Patricia West presented the Code Enforcement 2022-2023 Year End Report

There being no further business before the Commission, Mayor Thompson adjourned the meeting at 7:40 PM.

---

Mayor Joe Thompson

---

Kimberly Berry, City Clerk



# GLADSTONE CITY COMMISSION REGULAR MEETING

City Hall Chambers – 1100 Delta Avenue  
June 26, 2023  
6:00 PM

---

## MINUTES

Mayor Pro-Tem Brad Mantela called the meeting to order at 6:00 PM

Present: Mayor Pro-Tem Brad Mantela and Commissioner Rob Pontius

Absent: Mayor Joe Thompson; Commissioners Judy Akkala and Greg Styczynski – All  
Excused

Due to a lack of quorum, Mayor Pro-Tm Mantela adjourned the meeting with no action taken at  
6:07 PM

\_\_\_\_\_  
Brad Mantela, Mayor Pro-Tem

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

**CITY OF GLADSTONE**  
**Monthly Bills Over \$5,000**  
**June 12, 2023**

<b>Fund</b>	<b>Description</b>	<b>Amount</b>
General	DeHooghe & Viau - Invoice #9686 Indoor wall A/C unit city hall	\$ 11,355.50
General	Pomasl Fire Equipment Invoice #93398 Emergency Repairs Engine #65	\$ 5,714.87
Water	Hawkins, Inc. Invoice #6503349 treatment chemicals	\$ 5,235.12
Wastewater	Chemtrade Chemicals Invoice #93558440	\$ 5,629.55

**Total Bills Over \$5,000 for Commission Approval** **\$ 27,935.04**

**\*\*Not Budgeted**

INFORMATION ONLY

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

Item 9.

# JOB INVOICE

9686

Invoice number

## DEHOOGHE & VIAU PLUMBING & HEATING

728 Delta Avenue  
Gladstone, MI 49837  
906-428-3346

cc 6/26/23

PHONE	DATE OF ORDER 6/19/2023
ORDER TAKEN BY	CUSTOMER ORDER NUMBER

DAY WORK      CONTRACT      EXTRA

Bill To:  
City Of Gladstone  
1100 Delta Avenue  
Gladstone, MI 49837

JOB NAME/LOCATION	
JOB LOCATION	
JOB PHONE	STARTING DATE

QUANTITY	MATERIAL	UNIT PRICE	AMOUNT		
1.0	Pay Request per 12/13/2022 AC Quote	11,355.50	11,355.50		
	101-265-970-000 del ves				
	<b>TOTAL MATERIALS</b> ⇨		11,355.50		
OTHER CHARGES	AMOUNT	LABOR	HOURS	RATE	AMOUNT
	<b>TOTAL OTHER</b> ⇨			<b>TOTAL LABOR</b> ⇨	
DESCRIPTION OF WORK					

Material and labor to provide install (1) one MXZ-3C24NA outdoor hyper heat unit, (1) one MSZ-FS09NA indoor wall unit and (1) one MSZ-FS12NA indoor wall unit.

TERMS	DATE COMPLETED	TOTAL MATERIALS	1,355.50
WORK ORDERED BY		TOTAL OTHER	
AUTHORIZED SIGNATURE		TOTAL LABOR	
		TAX	
		<b>TOTAL DUE</b> ▶	11,355.50

I HEREBY ACKNOWLEDGE THE SATISFACTORY COMPLETION OF THE ABOVE





**Pomasl Fire Equipment, Inc.**  
 1918 Neva Road - P.O. Box 267  
 Antigo, WI 54409  
 800-686-6886  
 dan@pomasl.com OR kevin@pomasl.com  
 www.pomasl.com

Item 9.

**Invoice 93398**

**BILL TO**  
 City of Gladstone Public Safety  
 c/o Ron Robinson  
 144 Fourth Avenue, N.E.  
 Gladstone, MI 49837

**SHIP TO**  
 City of Gladstone Public Safety  
 c/o Ron Robinson  
 144 Fourth Avenue, N.E.  
 Gladstone, MI 49837

DATE 06/23/2023	PLEASE PAY <b>\$5,714.87</b>	DUE DATE 07/23/2023
--------------------	---------------------------------	------------------------

**CUSTOMER PO #**  
Ron Robinson

**SALES REP**  
Dan Pomasl

**POMASL PO**  
11721, 11744, Stock

QTY	DESCRIPTION	RATE	AMOUNT
1	CSI Truck Repair Waterous Pump Serial Number 156767	0.00	0.00T
28	Remove And Replace Mechanical Seals. Remove Inlet Plumbing As Needed. Rocks Found In Inlets. Removed Rocks And Back Flushed Pump. Deluge Discharge Valve Was Leaking. Rebuild Valve. Several Drain Lines Were Blocked With Sand. Cleaned Lines As Needed. Replace Leaking Drain Fittings As Needed. Check And Verify Operation	125.00	3,500.00T
1	K-1252, Kit, Mechanical Seal, CX	780.00	780.00T
1	Incoming Shipping Charges	41.72	41.72T
1	Hardware / Fasteners	60.00	60.00T
1	Akron 91470001, 3.00" Valve Repair Kit	323.00	323.00T
1	Perform Annual Pump Test	350.00	350.00T
155	Travel Mileage ( Includes Travel Hours )	2.60	403.00T
1	Fuel And DEF For Truck Return	110.46	110.46T
1	South Park # SDF33S12AC, W/SCRN 2.5 NPT F x 2.5 NST F SW CP	129.00	129.00T
1	Shipping Charges From South Park On Above	17.69	17.69T

Thank You For Your Business!!!

SUBTOTAL	5,714.87
TAX	0.00
TOTAL	5,714.87

*\$ 5,714.87*  
*101-336-758,000*  
*PL#1*  
*6-26-23*

**TOTAL DUE \$5,714.87**

THANK YOU.

*(Veh. maint. - Fire)*  
*Emerg. Repair -*  
*Primary Engine*  
*Seals Leaking.*

Demers Ambulances - Crestline Ambulances - Pierce Fire Apparatus - FR Conversions Ambulances  
 Amkus Rescue Tools - Scott Safety - LION Safety Apparel - Cairns/MSA Helmets  
 PLUS hundreds of additional products and services



## EMERGENCY ENGINE (#65) REPAIRS

Item 9.

We noticed Engine #65 was leaking water and obtaining water pressure was slow. We diagnosed the issue as the pump seals were worn.

We contacted Pomasl, the company that schedules all pump checks, and they put us in contact with Northstar, which is the company that performs the checks and are familiar with our Engines.

Engine #65 was brought to Northstar and the seals were replaced, then the pump was tested – 28 hours labor

Engine #65 has some other issues and parts were ordered. These repairs should be able to be done by our city Mechanic.

Engine #65 is our main firefighting apparatus and this was an emergency fix.





Hawkins, Inc.  
2381 Rosegate  
Roseville, MN 55113  
Phone: (612) 331-6910

# INVOICE

Total Invoice **\$5,235.12**  
Invoice Number 6503349  
Invoice Date 6/20/23  
Sales Order Number/Type 4279341 SL  
Branch Plant 54  
Shipment Number 5053487

Sold To: 266160  
ACCOUNTS PAYABLE  
CITY OF GLADSTONE  
1100 Delta Ave  
Gladstone MI 49837

Ship To: 266161  
CITY OF GLADSTONE WATER PLANT  
22 Delta Avenue  
Gladstone MI 49837

Net Due Date	Terms	FOB Description	Ship Via	Customer P.O.#	P.O. Release	Sales Agent #
8/4/23	Net 45	PPD Origin	HWTG			065

Line #	Item Number	Item Name/Description	Tax	Qty Shipped	Trans UOM	Unit Price	Price UOM	Weight Net/Gross	Extended Price
1.001	699913	150 LB Chlorine Cylinder	N	2.0000-	CY	\$0.0000	RT	.0 LB	\$0.00
		CYL 3AA480		2.0000-	RT			200.0- GW	

Related Order #: 4279341

Container Barcodes: 073286, 075360

2.001	699923	30 GA Blue/Blk Drum	N	1.0000-	DR	\$30.0000	DR	160- LB	(\$30.00)
		DRUM 1H1/Y1.8/150		1.0000-	DR			160- GW	

Related Order #: 04072591

2.002	699923	30 GA Blue/Blk Drum	N	1.0000-	DR	\$30.0000	DR	160- LB	(\$30.00)
		DRUM 1H1/Y1.8/150		1.0000-	DR			160- GW	

Related Order #: 04126500

3.001	699916	330 G SQ Stackable Poly Tote	N	1.0000-	TO	\$0.0000	RT	275.0- LB	\$0.00
		Red Base #6610087B97202		1.0000-	RT			275.0- GW	

Related Order #: 4279341

Container Barcodes: 2112342947

4.000	33195	Aqua Hawk® 117	N	1.0000	TO	\$1.1200	LB	3,616.8 LB	\$4,050.82
		330 GA Tote		3616.8000	LB			3,891.8 GW	

Page 1 of 3

Tax Rate 0 %  
Sales Tax \$0.00

Invoice Total

Continued on next page

**No Discounts on Freight**  
IMPORTANT: All products are sold without warranty of any kind and purchasers will, by their own tests, determine suitability of such products for their own use. Seller warrants that all goods covered by this invoice were produced in compliance with the requirements of the Fair Labor Standards Act of 1938, as amended. Seller specifically disclaims and excludes any warranty of merchantability and any warranty of fitness for a particular purpose.  
NO CLAIMS FOR LOSS, DAMAGE OR LEAKAGE ALLOWED AFTER DELIVERY IS MADE IN GOOD CONDITION.

CHECK REMITTANCE:  
Hawkins, Inc.  
P.O. Box 860263  
Minneapolis, MN 55486-0263

WRITING CONTACT INFORMATION:  
Email: Credit Dept@Hawkinsinc.com

Phone Number: (612) 617-8581  
Fax Number: (612) 225-6702

FINANCIAL INSTITUTION:  
US Bank  
800 Nicollet Mall  
Minneapolis, MN 55402

Account Name: Hawkins, Inc.  
Account #: 180120759469  
ABA/Routing #: 091000022  
Swift Code#: USBKUS44IMT  
Type of Account: Corporate Checking

ACH PAYMENTS:  
CTX (Corporate Trade Exchange) is our preferred method. Please remember to include in the addendum the document numbers pertaining to the payment.  
For other than CTX, the remit to information may be emailed to Credit Dept@Hawkinsinc.com

CASH IN ADVANCE/CFT PAYMENTS:  
Please list the Hawkins, Inc. sales order number or your purchase order number if the invoice has not been processed yet.

This contractor and subcontractor shall abide by the requirements of 41 CFR §60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability.

www.hawkinsinc.com

Job# 3434361





Hawkins, Inc.  
2381 Rosegate  
Roseville, MN 55113  
Phone: (612) 331-6910

# INVOICE

Total Invoice **\$5,235.12**  
 Invoice Number 6503349  
 Invoice Date 6/20/23  
 Sales Order Number/Type 4279341 SL  
 Branch Plant 54  
 Shipment Number 5053487

Line #	Item Number	Item Name/Description	Tax	Qty Shipped	Trans UOM	Unit Price	Price UOM	Weight Net/Gross	Extended Price
--------	-------------	-----------------------	-----	-------------	-----------	------------	-----------	------------------	----------------

Continued from previous page

Lot/SN: 726867

Demurrage charges may be invoiced if not returned timely.

Container Barcodes: 2301376375

4.001	699916	330 G SQ Stackable Poly Tote	N	1.0000	TO	\$0.0000	RT	275.0 LB	\$0.00
		Red Base #6610087B97202		1.0000	RT			275.0 GW	

Related Order #: 4279341

5.000	4800	Chlorine - EPA Reg. No. 7870-2	N	2.0000	CY	\$1.2700	LB	300.0 LB	\$381.00
		150 LB CYL		300.0000	LB			523.8 GW	

Demurrage charges may be invoiced if not returned timely.

Container Barcodes: 100602, 108472

5.001	699913	150 LB Chlorine Cylinder	N	2.0000	CY	\$0.0000	RT	.0 LB	\$0.00
		CYL 3AA480		2.0000	RT			200.0 GW	

Related Order #: 4279341

6.000	1135	Hydrofluosilicic Acid	N	1.0000	DR	\$0.5932	LB	300.0 LB	\$177.96
		300 LB DR		300.0000	LB			320.0 GW	

6.001	699923	30 GA Blue/Blk Drum	N	1.0000	DR	\$30.0000	RD	16.0 LB	\$30.00
		DRUM 1H1/Y1.8/150		1.0000	RD			16.0 GW	

Related Order #: 04279341

7.000	908705	LPC-DP	N	1.0000	DR	\$1.6285	LB	384.0 LB	\$625.34
		384 LB DR		384.0000	LB			400.0 GW	

7.001	699923	30 GA Blue/Blk Drum	N	1.0000	DR	\$30.0000	RD	16.0 LB	\$30.00
		DRUM 1H1/Y1.8/150		1.0000	RD			16.0 GW	

Page 2 of 3

Tax Rate 0 %  
Sales Tax \$0.00

Invoice Total

Continued on next page

**No Discounts on Freight**  
**IMPORTANT:** All products are sold without warranty of any kind and purchasers will, by their own tests, determine suitability of such products for their own use. Seller warrants that all goods covered by this invoice were produced in compliance with the requirements of the Fair Labor Standards Act of 1938, as amended. Seller specifically disclaims and excludes any warranty of merchantability and any warranty of fitness for a particular purpose.  
**NO CLAIMS FOR LOSS, DAMAGE OR LEAKAGE ALLOWED AFTER DELIVERY IS MADE IN GOOD CONDITION.**

**CHECK REMITTANCE:**  
 Hawkins, Inc.  
 P.O. Box 860263  
 Minneapolis, MN 55486-0263

**FINANCIAL INSTITUTION:**  
 US Bank  
 800 Nicollet Mall  
 Minneapolis, MN 55402

**ACH PAYMENTS:**  
 CTX (Corporate Trade Exchange) is our preferred method. Please remember to include in the addendum the document numbers pertaining to the payment.  
 For other than CTX, the remt to information may be emailed to Credit.Dept@Hawkinsinc.com

**WORKING CONTACT INFORMATION:**  
 Email: Credit.Dept@Hawkinsinc.com

Account Name: Hawkins, Inc.  
 Account #: 180120759469  
 ABA/Routing #: 091000022  
 Swift Code#: USBKUS44INT  
 Type of Account: Corporate Checking

**CASH IN ADVANCE/EFT PAYMENTS:**  
 Please list the Hawkins, Inc. sales order number or your purchase order number if the invoice has not been processed yet

Phone Number: (612) 617-8581  
 Fax Number: (612) 225-6702

This contractor and subcontractor shall abide by the requirements of 41 CFR §§60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability.

Original

Item 9.



Hawkins, Inc.  
2381 Rosegate  
Roseville, MN 55113  
Phone: (612) 331-6910

# INVOICE

Total Invoice	<b>\$5,235.12</b>
Invoice Number	6503349
Invoice Date	6/20/23
Sales Order Number/Type	4279341 SL
Branch Plant	54
Shipment Number	5053487

Line #	Item Number	Item Name/ Description	Tax	Qty Shipped	Trans UOM	Unit Price	Price UOM	Weight Net/Gross	Extended Price
--------	-------------	---------------------------	-----	----------------	--------------	---------------	--------------	---------------------	-------------------

Continued from previous page

Related Order #: 04279341

\*\*\*\*\* Receive Your Invoice Via Email \*\*\*\*\*

Please contact our Accounts Receivable Department via email at [Credit.Dept@HawkinsInc.com](mailto:Credit.Dept@HawkinsInc.com) or call 612-331-6910 to get it setup on your account.

Page 3 of 3

Tax Rate	Sales Tax
0 %	\$0.00

**Invoice Total \$5,235.12**

No Discounts on Freight  
**IMPORTANT:** All products are sold without warranty of any kind and purchasers will, by their own tests, determine suitability of such products for their own use. Seller warrants that all goods covered by this invoice were produced in compliance with the requirements of the Fair Labor Standards Act of 1938, as amended. Seller specifically disclaims and excludes any warranty of merchantability and any warranty of fitness for a particular purpose.  
**NO CLAIMS FOR LOSS, DAMAGE OR LEAKAGE ALLOWED AFTER DELIVERY IS MADE IN GOOD CONDITION.**

**CHECK REMITTANCE:**  
Hawkins, Inc.  
P.O. Box 860263  
Minneapolis, MN 55486-0263

**MARKING CONTACT INFORMATION:**  
Email: [Credit.Dept@Hawkinsinc.com](mailto:Credit.Dept@Hawkinsinc.com)

Phone Number: (612) 617-8581  
Fax Number: (612) 225-6702

**FINANCIAL INSTITUTION:**  
US Bank  
800 Nicollet Mall  
Minneapolis, MN 55402

Account Name: Hawkins, Inc.  
Account #: 180120/59469  
ABA/Routing #: 091000022  
Swift Code#: USBKUS44IMT  
Type of Account: Corporate Checking

**ACH PAYMENTS:**  
CTX (Corporate Trade Exchange) is our preferred method. Please remember to include in the addendum the document numbers pertaining to the payment.  
For other than CTX, the remitto information may be emailed to [Credit.Dept@Hawkinsinc.com](mailto:Credit.Dept@Hawkinsinc.com)

**CASH IN ADVANCE/CFT PAYMENTS:**  
Please list the Hawkins, Inc. sales order number or your purchase order number if the invoice has not been processed yet.

This contractor and subcontractor shall abide by the requirements of 41 CFR §§60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability.

[www.hawkinsinc.com](http://www.hawkinsinc.com)

Job# 3434361





**Please Remit To :**  
**Chemtrade Chemicals US LLC**  
 Dept# 771807  
 P. O. BOX 77000  
 Detroit, MI  
 48277-1807

# INVOICE

**Invoice No.**  
**93558440**

If query please quote this number.

Invoice Date  
 June 21, 2023

**Invoice to (Buyer)**  
 CITY OF GLADSTONE, MI  
 WATER DEPT  
 1100 DELTA AVE  
 GLADSTONE MI 49837

**Consignee**  
 CITY OF GLADSTONE WASTEWATER TREAT PLT  
 413 MINNEAPOLIS AVE  
 GLADSTONE MI 49837

<b>Customer Purchase Order</b>	<b>Ship Date</b>	<b>Due</b>	<b>Currency</b>	
VERBAL RODNEY	Jun 21, 2023	Jul 21, 2023	US Dollar	
<b>Payment Terms</b>	<b>Customer No</b>	<b>Customer State Tax No</b>	<b>Our GST No.</b>	
Within 30 days Due net	43510	MUNICIPALITY		
<b>Freight Terms</b>	<b>Via</b>		<b>Type</b>	<b>Sales Company</b>
Prepaid	TRANSPORT SERVICE COMPANY		F2	0014 US24
<b>Shipped From</b>	<b>B/L No.</b>	<b>Vehicle ID</b>	<b>Order No.</b>	
Chemtrade (Menasha, WI), US	81857257	2219677-7R665	2872100	

**If you prefer to wire or ACH funds, please send to:**

JP Morgan Chase Bank  
 611 Woodward Avenue, Detroit, MI 48226  
 Chemtrade Chemicals US LLC  
 ABA# (Wires) : 021 000 021  
 ABA# (ACH) : 072 000 326  
 Account : 580079692 (SWIFT CHASUS33)

Material	Description	Invoice Quantity	Price Per	USD Amount
1927	ALUM SULFATE LIQ STD BULK Quantity AS IS : 22.167 Ton Strength Factor: 8.100 % 022133200000	10.562	533.00 ST100%	5,629.55
<b>Please Pay (USD)</b>				<b>5,629.55</b>

*590-549-764 NY*  
*CC 7-10-23*

Questions Please Contact: Credit, Tel: (416)678-5472, E-mail: [credit@chemtradelogistics.com](mailto:credit@chemtradelogistics.com)  
SAFETY DATA SHEET ("SDS") CONCERNING THE PRODUCTS ARE AVAILABLE AT CHEMTRADE'S WEBSITE (WWW.CHEMTRADELOGISTICS.COM) AND BUYER SHOULD OBTAIN SUCH SDS PRIOR TO RECEIPT OF THE FIRST SHIPMENT OF THE PRODUCTS. UNLESS OTHERWISE SPECIFIED, TERMS ARE NET 30 DAYS FROM DATE OF INVOICE. LATE CHARGE WILL APPLY ON ALL PAST DUE BALANCES IN ACCORDANCE WITH THE TERMS OF SALE ON THE REVERSE SIDE OF THIS DOCUMENT.



THESE PRODUCTS ARE SOLD AND SHIPPED IN ACCORDANCE WITH THE TERMS OF SALE ON THE REVERSE SIDE OF THIS DOCUMENT.



Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank BAY					
06/01/2023	BAY	77550	KETCH11200	JANICE ANN FRIZZELL	3,291.67
06/01/2023	BAY	884(E)	OFFIC15110	U.S. BANK EQUIPMENT FINANCE	192.04
06/05/2023	BAY	77556	MISC	JESSICA POTES	60.00
06/07/2023	BAY	886(E)	STATE19180	STATE OF MICHIGAN	10,419.61
06/08/2023	BAY	77557	MISC	ARTHUR THURBER JR.	225.94
06/08/2023	BAY	77558	BUGLE02100	BUGLE CONTRACTING	562.50
06/08/2023	BAY	77559	C2AE01000	C2AE	26,470.93
06/08/2023	BAY	77560	NAPAA14100	CHATFIELD MACHINE	212.97
06/08/2023	BAY	77561	MISC	CHEYENNE POORE	45.56
06/08/2023	BAY	77562	CITY003100	CITY OF GLADSTONE	16,914.61
06/08/2023	BAY	77563	COLE03100	COLEMAN ENGINEERING COMPANY	2,793.50
06/08/2023	BAY	77564	MISC	CONNIE JOHNSON	39.79
06/08/2023	BAY	77565	COURT3100	COURTNEY JO ARROWOOD	300.00
06/08/2023	BAY	77566	D&LJA04100	D & L JANITORIAL SUPPLY INC.	1,229.03
06/08/2023	BAY	77567	DELTA04200	DELTA DISPOSAL	1,178.08
06/08/2023	BAY	77568	DELTA04800	DELTA SOLID WASTE MGMT AUTHORITY	8,681.17
06/08/2023	BAY	77569	MISC	DR. JOHN SKELLENGER	209.46
06/08/2023	BAY	77570	FASTE06100	FASTENAL COMPANY	317.59
06/08/2023	BAY	77571	GALLS07100	GALLS, LLC	177.75
06/08/2023	BAY	77572	SAIL018100	GEORGE SAILER	200.00
06/08/2023	BAY	77573	GLAD7079	GLADSTONE EYE CARE	97.00
06/08/2023	BAY	77574	GLADS07080	GLADSTONE PUBLIC LIBRARY	6,100.00
06/08/2023	BAY	77575	GORDO07100	GORDON FOOD SERVICE, INC.	406.59
06/08/2023	BAY	77576	HAWK08100	HAWKINS, INC.	4,050.82
06/08/2023	BAY	77577	JYDRO08100	HYDROCORP	710.00
06/08/2023	BAY	77578	IVERS09100	IVERSON'S HOME CENTER	321.93
06/08/2023	BAY	77579	KIMBU11100	KIM BUCKMAN	300.00
06/08/2023	BAY	77580	DEPT04110	LARA-MPSC	2,661.30
06/08/2023	BAY	77581	LITTL12120	LITTLE BAY CONCRETE PRODUCTS	2,945.50
06/08/2023	BAY	77582	MAPLE13200	MAPLERIDGE TOWNSHIP	5,081.46
06/08/2023	BAY	77583	MASON13100	MASONVILLE TOWNSHIP TREASURER	16,472.87
06/08/2023	BAY	77584	MCCOY13100	MCCOY CONSTRUCTION & FORESTRY	88.62
06/08/2023	BAY	77585	MENAR13100	MENARDS - ESCANABA	541.68
06/08/2023	BAY	77586	MRTIE13100	MR. TIRE	382.90
06/08/2023	BAY	77587	NORTH14550	NORTHGATE EQUIPMENT & SALES	1,130.58
06/08/2023	BAY	77588	NUWAY14100	NUWAY CLEANERS LAUNDRY & RENTALS	64.00
06/08/2023	BAY	77589	MISC	OFFICE OF DELTA COUNTY SHERIFF	38.09
06/08/2023	BAY	77590	MISC	OLD GLORY FIREARMS	93.60
06/08/2023	BAY	77591	MISC	PENNINSULA FEDERAL CREDIT UNION	209.97
06/08/2023	BAY	77592	PENOZ16100	PENOZA PEST CONTROL, INC.	330.00
06/08/2023	BAY	77593	POMPS16100	POMP'S TIRE SERVICE, INC.	289.28
06/08/2023	BAY	77594	REEDC18100	POWER LINE SUPPLY CO	549.57
06/08/2023	BAY	77595	REMY16100	REMY BATTERY CO. INC.	131.23
06/08/2023	BAY	77596	RIVER1820	RIVERSIDE AUTO SALES, INC.	209.16
06/08/2023	BAY	77597	SAFET19100	SAFETYWORKS, LLC	2,800.00
06/08/2023	BAY	77598	STAAB9100	STAAB CONSTRUCTION CORPORATION	922,483.80
06/08/2023	BAY	77599	STAND19100	STANDARD ELECTRIC COMPANY	13.08
06/08/2023	BAY	77600	STROP19100	STROPICH OIL CO.	15.00
06/08/2023	BAY	77601	IRBY09100	STUART C IRBY CO	1,550.70
06/08/2023	BAY	77602	MISC	SUSAN COUSINEAU	184.21
06/08/2023	BAY	77603	SHERW19100	THE SHERWIN WILLIAMS CO.	114.51
06/08/2023	BAY	77604	THEUP20100	THE UPS STORE	189.93
06/08/2023	BAY	77605	MISC	TIMOTHY SEAMAN	63.66
06/08/2023	BAY	77606	TRUCK20110	TRUCK COUNTRY OF WISCONSIN	2,871.26
06/08/2023	BAY	77607	TRUCK20100	TRUCK EQUIPMENT INC	95.00
06/08/2023	BAY	77608	UPCON21100	UP CONCRETE PIPE COMPANY, INC.	30.81
06/08/2023	BAY	77609	USABL21100	USA BLUE BOOK	259.47
06/08/2023	BAY	77610	UTILI21100	UTILITY SALES AND SERVICE	5,713.59
06/09/2023	BAY	77611	AFLAC01100	AFLAC	611.52
06/13/2023	BAY	77612	MISC	MICHAEL O'CONNOR	108.09
06/14/2023	BAY	77613	STGER19100	ST. GERMAIN SANDBLASTING	144,007.71
06/14/2023	BAY	77614	ERICK05100	LORI ERICKSON	400.00
06/14/2023	BAY	77615	SUSAN13100	SUSAN J ROBISHAW-STEPHEN K SCHMECK	200.00
06/14/2023	BAY	887(E)	MICHI13125	MICHIGAN CONFERENCE OF TEAMSTERS	78,790.45
06/21/2023	BAY	77644	SYRIA19100	DERRELL SYRIA	400.00
06/21/2023	BAY	888(E)	QUADI02100	QUADIENT FINANCE USA, INC.	400.00
06/22/2023	BAY	77645	4CONT01100	4 CONTROL, INC.	672.00
06/22/2023	BAY	77646	AIRGA01100	AIRGAS USA, LLC	63.26
06/22/2023	BAY	77647	BUGLE02100	BUGLE CONTRACTING	20,125.00
06/22/2023	BAY	77648	DAILY04100	DAILY PRESS	225.50
06/22/2023	BAY	77649	FASTE06100	FASTENAL COMPANY	243.00
06/22/2023	BAY	77650	GENES07150	GENE'S TOWING & RECOVERY	125.50
06/22/2023	BAY	77651	HAWK08100	HAWKINS, INC.	5,878.62
06/22/2023	BAY	77652	HIAWA08100	HIAWATHA CHEF SUPPLY, INC.	36.50
06/22/2023	BAY	77653	IDEXX09100	IDEXX DISTRIBUTION, INC.	1,577.45
06/22/2023	BAY	77654	IVERS09100	IVERSON'S HOME CENTER	166.67
06/22/2023	BAY	77655	JXENT10100	JX ENTERPRISES, INC.	993.95
06/22/2023	BAY	77656	LAWOF12100	LAW OFFICE OF CRYSTAL MORGAN, PLLC	42.00



Item 9.

Check Date	Bank	Check	Vendor	Vendor Name	Amount
06/22/2023	BAY	77657	MARKC13100	MARK CHRISTOFF	1,700.00
06/22/2023	BAY	77658	MENAR13100	MENARDS - ESCANABA	398.32
06/22/2023	BAY	77659	MICHE13115	MICHELLE CZYGAN	150.00
06/22/2023	BAY	77660	MICH1370	MICHIGAN MUNICIPAL RISK MNGMNT AUTH	150.00
06/22/2023	BAY	77661	MILLE13110	MILLER, CANFIELD, PADDOCK & STONE	9,180.00
06/22/2023	BAY	77662	MRTIE13100	MR. TIRE	382.90
06/22/2023	BAY	77663	NORTH14552	NORTHERN SCREENPRINTING & EMBROIDER	53.00
06/22/2023	BAY	77664	NORTH14550	NORTHGATE EQUIPMENT & SALES	9,000.00
06/22/2023	BAY	77665	NUWAY14100	NUWAY CLEANERS LAUNDRY & RENTALS	21.75
06/22/2023	BAY	77666	PAYMENTUS	PAYMENTUS CORPORATION	2,944.70
06/22/2023	BAY	77667	REEDC18100	POWER LINE SUPPLY CO	610.63
06/22/2023	BAY	77668	SHERW19150	SHERWIN INDUSTRIES, INC.	2,300.00
06/22/2023	BAY	77669	SKRAD19100	SKRADSKI FUNERAL HOME	380.00
06/22/2023	BAY	77670	MICH113950	STATE OF MICHIGAN	30.00
06/22/2023	BAY	77671	SHERW19100	THE SHERWIN WILLIAMS CO.	111.97
06/22/2023	BAY	77672	TILBE20100	TILBERTS INC.	70.00
06/22/2023	BAY	77673	UPACT21100	U.P. ACTION NEWS	360.80
06/22/2023	BAY	77674	OFFIC15110	U.S. BANK EQUIPMENT FINANCE	84.09
06/22/2023	BAY	77675	UPINT02110	UP INTERNATIONAL TRUCKS, INC	58.74
06/22/2023	BAY	77676	USABL21100	USA BLUE BOOK	457.48
06/22/2023	BAY	77677	CITYE03100	CITY OF ESCANABA	400.00
06/23/2023	BAY	77678	BAYDE02100	BAY DE NOC COMMUNITY COLLEGE	159.27
06/23/2023	BAY	77679	DELTA04165	DELTA AREA TRANSIT AUTHORITY	47.40
06/23/2023	BAY	77680	DELTA04175	DELTA COUNTY TREASURER	179.91
06/23/2023	BAY	77681	DELTA04175	DELTA COUNTY TREASURER	247.82
06/23/2023	BAY	77682	DELTA04175	DELTA COUNTY TREASURER	111.85
06/23/2023	BAY	77683	DELTA04750	DELTA-SCHOOLCRAFT I.S.D.	88.28
06/23/2023	BAY	77684	GLADS07078	GLADSTONE AREA SCHOOLS	436.83
06/23/2023	BAY	77685	BAYDE02100	BAY DE NOC COMMUNITY COLLEGE	326.75
06/23/2023	BAY	77686	DELTA04165	DELTA AREA TRANSIT AUTHORITY	70.70
06/23/2023	BAY	77687	DELTA04175	DELTA COUNTY TREASURER	401.04
06/23/2023	BAY	77688	DELTA04175	DELTA COUNTY TREASURER	828.55
06/23/2023	BAY	77689	DELTA04175	DELTA COUNTY TREASURER	91.95
06/23/2023	BAY	77690	DELTA04750	DELTA-SCHOOLCRAFT I.S.D.	235.60
06/23/2023	BAY	77691	GLADS07078	GLADSTONE AREA SCHOOLS	1,425.85
06/26/2023	BAY	889(E)	VOYAG22100	VOYAGER FLEET SYSTEMS INC	6,935.32
06/27/2023	BAY	77692	MISC	STATE OF MICHIGAN	10.00
06/28/2023	BAY	77693	DANIE4100	DANIEL LUPINSKI	350.00
06/28/2023	BAY	77694	MISC	JUSTIN JUNTILLA	100.00
06/28/2023	BAY	77695	MISC	STEPHANIE VILLENEUVE	250.00
06/28/2023	BAY	890(E)	WPPIE23100	WPPI ENERGY	177,498.33
06/29/2023	BAY	77724	MICHE13115	MICHELLE CZYGAN	400.00
06/29/2023	BAY	77725	ROBMA18100	ROB MATA	1,200.00
06/29/2023	BAY	77726	CIND3100	CINDY COLLINS	800.00
06/29/2023	BAY	77727	RONAL18100	RONALD FRED GRAY	1,200.00
06/29/2023	BAY	77733	KRICK11100	KRICK, LLC	4,000.00
06/29/2023	BAY	77734	KRICK11100	KRICK, LLC	6,500.00

BAY TOTALS:

Total of 125 Checks:	1,540,920.42
Less 0 Void Checks:	0.00
<b>Total of 125 Disbursements:</b>	<b>1,540,920.42</b>

For Journal Entries with Post Dates Between 06/01/2023 and 06/30/2023

Item 9.

Fund	Item	Amount
101		
	Gross Payment:	183,250.04
	Net Payment:	131,930.85
	Total Payroll:	202,818.19
	<u>Deductions</u>	<u>Amount</u>
	AFLAC_AFTER	323.02
	AFLAC_PRE	336.33
	CDSUPPHONE	10.07
	CLERKPHONE	10.07
	CRCL_TST	1,648.44
	DC LOAN REPAY	1,063.35
	DC LOAN REPAY2	1,220.59
	DEFINED_COMP_3	3,847.07
	DEFINEDBENEFIT2	228.83
	DPWSUPPHONE	3.90
	FITW	14,652.43
	FOC	211.33
	FOP	410.48
	HEALTHINSCONT	5,568.40
	MEDICARE_EE	2,562.32
	MERS 457 ROTH %	333.09
	MERS457	124.38
	MSAEEFAMILY	504.72
	MSAEESINGLE	41.83
	P&RSUPPHONE	9.32
	PSUPRPHONE	10.07
	PUBSAFPHONE	14.87
	SITW	6,937.22
	SOCSEC_EE	10,956.27
	SUPSUNIONDUES	74.85
	TEAMSTERS	205.87
	TREASPHONE	10.07
	Deduction Totals:	51,319.19
	<u>Expenses</u>	<u>Amount</u>
	DEFINED_COMP_11	14,106.10
	EMPLOYER 457	1,029.81
	HSA PS EXPENSE	1,000.00
	MEDICARE_ER	2,562.32
	MSA ER EXPENSE	3,398.88
	MSA PS DIR ER	(13,500.00)
	SOCSEC_ER	10,956.27
	SUI	14.77
	Expense Totals:	19,568.15

202		
	Gross Payment:	6,027.32
	Net Payment:	4,325.83
	Total Payroll:	7,217.13
	<u>Deductions</u>	<u>Amount</u>
	DEFINED_COMP_3	167.24
	DPWSUPPHONE	2.01
	FITW	548.05
	HEALTHINSCONT	204.46
	MEDICARE_EE	83.85
	MERS457	25.62
	MSAEEFAMILY	19.84
	MSAEESINGLE	19.30
	SITW	231.57



For Journal Entries with Post Dates Between 06/01/2023 and 06/30/2023

Item 9.

Fund	Item	Amount
	SOCSEC_EE	358.58
	SUPSUNIONDUES	9.31
	TEAMSTERS	31.66
	Deduction Totals:	1,701.49
	<u>Expenses</u>	<u>Amount</u>
	DEFINED_COMP_11	613.15
	MEDICARE_ER	83.85
	MSA ER EXPENSE	133.96
	SOCSEC_ER	358.58
	SUI	0.27
	Expense Totals:	1,189.81

203

Gross Payment:	15,158.83
Net Payment:	10,104.71
Total Payroll:	18,376.47

Deductions	Amount
AFLAC_AFTER	4.19
AFLAC_PRE	20.95
DC LOAN REPAY	118.10
DC LOAN REPAY2	267.55
DEFINED_COMP_3	425.75
DPWSUPPHONE	2.01
FITW	1,466.42
FOC	257.87
HEALTHINSCONT	573.53
MEDICARE_EE	210.22
MERS457	50.01
MSAEEFAMILY	54.75
MSAEESINGLE	13.58
SITW	579.93
SOCSEC_EE	898.76
SUPSUNIONDUES	5.21
TEAMSTERS	105.29
Deduction Totals:	5,054.12

Expenses	Amount
DEFINED_COMP_11	1,561.00
MEDICARE_ER	210.22
MSA ER EXPENSE	547.08
SOCSEC_ER	898.76
SUI	0.58
Expense Totals:	3,217.64

248

Gross Payment:	6,183.07
Net Payment:	4,576.04
Total Payroll:	7,105.87

Deductions	Amount
AFLAC_AFTER	1.42
AFLAC_PRE	7.16
DC LOAN REPAY	40.35
DC LOAN REPAY2	91.42
DEFINED_COMP_3	90.35
DPWSUPPHONE	0.38
FITW	429.18
FOC	88.11

For Journal Entries with Post Dates Between 06/01/2023 and 06/30/2023

Item 9.

Fund	Item	Amount
	HEALTHINSCONT	126.83
	MEDICARE_EE	87.69
	MERS457	19.37
	MSAEEFAMILY	0.94
	SITW	248.19
	SOCSEC_EE	374.99
	SUPSUNIONDUES	0.65
	Deduction Totals:	1,607.03
	<b>Expenses</b>	<b>Amount</b>
	DEFINED_COMP_11	331.20
	MEDICARE_ER	87.69
	MSA ER EXPENSE	128.58
	SOCSEC_ER	374.99
	SUI	0.34
	Expense Totals:	922.80

540

Gross Payment:	8,748.92
Net Payment:	6,558.26
Total Payroll:	10,688.38

Deductions	Amount
AFLAC_AFTER	6.54
AFLAC_PRE	8.91
DC LOAN REPAY	9.64
DC LOAN REPAY2	21.84
DEFINED_COMP_3	260.86
DPWSUPPHONE	1.64
FITW	433.17
FOC	21.04
HEALTHINSCONT	355.14
MEDICARE_EE	121.38
MERS457	32.92
MSAEEFAMILY	14.78
MSAEESINGLE	0.29
SITW	315.05
SOCSEC_EE	518.89
SUPSUNIONDUES	4.54
TEAMSTERS	64.03
Deduction Totals:	2,190.66

Expenses	Amount
DEFINED_COMP_11	956.57
MEDICARE_ER	121.38
MSA ER EXPENSE	342.62
SOCSEC_ER	518.89
Expense Totals:	1,939.46

582

Gross Payment:	44,899.74
Net Payment:	29,129.14
Total Payroll:	53,705.90

Deductions	Amount
AFLAC_AFTER	75.49
AFLAC_PRE	297.33
DEFINED_COMP_3	1,329.63
ELECPHONE	14.87
FITW	4,406.92

For Journal Entries with Post Dates Between 06/01/2023 and 06/30/2023

Item 9.

Fund	Item	Amount
	HEALTHINSCONT	867.07
	IBEW876FLAT	229.14
	IBEW876UNION%	357.41
	MEDICARE_EE	627.75
	MERS457	295.41
	MERS457%	2,485.83
	MSAEEFAMILY	390.99
	SITW	1,680.06
	SOCSEC_EE	2,684.32
	TEAMSTERS	28.38
	Deduction Totals:	15,770.60

Expenses	Amount
DEFINED_COMP_10	1,335.05
DEFINED_COMP_11	3,406.74
MEDICARE_ER	627.75
MSA ER EXPENSE	752.30
SOCSEC_ER	2,684.32
Expense Totals:	8,806.16

590

Gross Payment:	36,058.51
Net Payment:	24,295.18
Total Payroll:	43,703.01

Deductions	Amount
AFLAC_AFTER	31.77
AFLAC_PRE	34.80
CRCL_TST	1,603.61
DEFINED_COMP_3	1,074.64
FITW	3,009.22
HEALTHINSCONT	1,248.74
IBEW876FLAT	1.45
IBEW876UNION%	1.26
MEDICARE_EE	500.59
MERS457	260.26
MERS457%	18.43
MSAEEFAMILY	252.16
SITW	1,347.85
SOCSEC_EE	2,140.42
SUPSUNIONDUES	34.11
TEAMSTERS	202.20
USCM2284	1.13
WATERSUPHONE	0.69
Deduction Totals:	11,763.33

Expenses	Amount
DEFINED_COMP_11	3,940.25
MEDICARE_ER	500.59
MSA ER EXPENSE	1,063.24
SOCSEC_ER	2,140.42
Expense Totals:	7,644.50

591

Gross Payment:	33,875.50
Net Payment:	24,138.45
Total Payroll:	40,358.07

Deductions	Amount
AFLAC_AFTER	145.17

70



For Journal Entries with Post Dates Between 06/01/2023 and 06/30/2023

Fund	Item	Amount
	AFLAC_PRE	67.68
	CRCL_TST	76.39
	DC LOAN REPAY	8.97
	DC LOAN REPAY2	20.31
	DEFINED_COMP_3	878.56
	DPWSUPPHONE	0.13
	FITW	3,724.41
	FOC	19.58
	HEALTHINSCONT	627.36
	IBEW876FLAT	1.46
	IBEW876UNION%	1.26
	MEDICARE_EE	480.83
	MERS457	139.12
	MERS457%	18.43
	MSAEEFAMILY	19.98
	SITW	1,305.12
	SOCSEC_EE	2,055.92
	SUPSUNIONDUES	32.07
	TEAMSTERS	70.02
	USCM2284	34.90
	WATERSUPPHONE	9.38
	Deduction Totals:	9,737.05

Item 9.

Expenses	Amount
DEFINED_COMP_11	3,221.48
MEDICARE_ER	480.83
MSA ER EXPENSE	724.09
SOCSEC_ER	2,055.92
SUI	0.25
Expense Totals:	6,482.57

Gross Payment:	2,535.48
Net Payment:	2,120.81
Total Payroll:	2,767.74

Deductions	Amount
AFLAC_AFTER	0.17
CRCL_TST	1.56
DEFINED_COMP_3	10.16
FITW	90.08
HEALTHINSCONT	11.38
MEDICARE_EE	36.59
MSAEEFAMILY	0.12
P&RSUPPHONE	0.75
SITW	107.08
SOCSEC_EE	156.48
TEAMSTERS	0.30
Deduction Totals:	414.67

Expenses	Amount
DEFINED_COMP_11	37.28
MEDICARE_ER	36.59
MSA ER EXPENSE	0.62
SOCSEC_ER	156.48
SUI	1.29
Expense Totals:	232.26

Gross Payment:	284.52
----------------	--------

594

706

71



For Journal Entries with Post Dates Between 06/01/2023 and 06/30/2023

Fund	Item	Amount
	Net Payment:	169.10
	Total Payroll:	345.58
	<u>Deductions</u>	<u>Amount</u>
	AFLAC_AFTER	2.84
	AFLAC_PRE	4.53
	DEFINED_COMP_3	8.54
	FITW	28.56
	HEALTHINSCONT	2.09
	IBEW876FLAT	1.45
	IBEW876UNION%	1.26
	MEDICARE_EE	4.01
	MERS457	12.91
	MERS457%	18.43
	MSAEEFAMILY	1.72
	SITW	10.71
	SOCSEC_EE	17.12
	TEAMSTERS	1.25
	Deduction Totals:	----- 115.42
	<u>Expenses</u>	<u>Amount</u>
	DEFINED_COMP_11	31.30
	MEDICARE_ER	4.01
	MSA ER EXPENSE	8.63
	SOCSEC_ER	17.12
	Expense Totals:	----- 61.06

Item 9.

GLADSTONE



**City of Gladstone, MI**

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

**MEETING TYPE  
STAFF REPORT**

<b>Agenda Date:</b> July 10, 2023	<b>Eric Buckman, City Manager:</b> _____
<b>Department:</b> Public Works	<b>Department Head Name:</b> _____
<b>Presenter:</b> Barry Lund	<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:**

Special Assessment 2023-323 Resolution No. 2023-11-SAD-03 South West Gladstone Paving Project

**BACKGROUND:**

The project will consist of street reconstruction including paving, repaving, curbing, reshaping, storm sewer and all necessary appurtenances and attachments.

This begins the process of **establishing a special assessment roll** with a public hearing to be held on Monday, July 24, 2023 at 6:00 PM with notifications to the affected property owners and publications in the Daily Press as required.

**FISCAL EFFECT:**

Special Assessment cost in the approximate amount of \$113,160

**SUPPORTING DOCUMENTATION:**

Special Assessment 2023-323 Resolution No. 2023-11-SAD-03 South West Gladstone Paving Project Certified Roll from Assessor 06-26-2023

**RECOMMENDATION:**

Approve Resolution No. 2023-11-SAD-03 South West Gladstone Paving Project

**2023-323 SPECIAL ASSESSMENT  
(2023 South West Gladstone Paving Project)**

**RESOLUTION NO. 2023-11-SAD-03**

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 July 10, 2023, at 6:00 p.m., Eastern Daylight Time.

PRESENT:

ABSENT:

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

WHEREAS, by resolution previously adopted, the City Commission determined to acquire and construct certain public improvements (the “Improvements”) more particularly described in Exhibit A attached hereto and made a part hereof, and assess a portion of the cost thereof to the properties benefitted by the Improvements in the special assessment district described in Exhibit B attached hereto and made a part hereof, all in accordance with Chapter XI of the Gladstone City Charter; and

WHEREAS, by resolution previously adopted, the City Commission directed the Assessor to prepare a special assessment roll and file it with the City Clerk; and

WHEREAS, the Assessor has prepared and has filed with the City Clerk a special assessment roll assessing part of the cost of the Improvements to the properties benefitted thereby; and

WHEREAS, the City Commission desires to set the date for a public hearing to review the special assessment roll and hear objections thereto.

NOW, THEREFORE BE IT RESOLVED THAT:

1. The special assessment roll presented by the Assessor shall be filed in the office of the City Clerk and shall be available for public inspection during regular working hours on regular working days.

2. The City Commission shall meet at 6:00 p.m., Eastern Daylight Time, on Monday, July 24, 2023 in the Commission Chambers to review the said special assessment roll and hear any objections thereto.

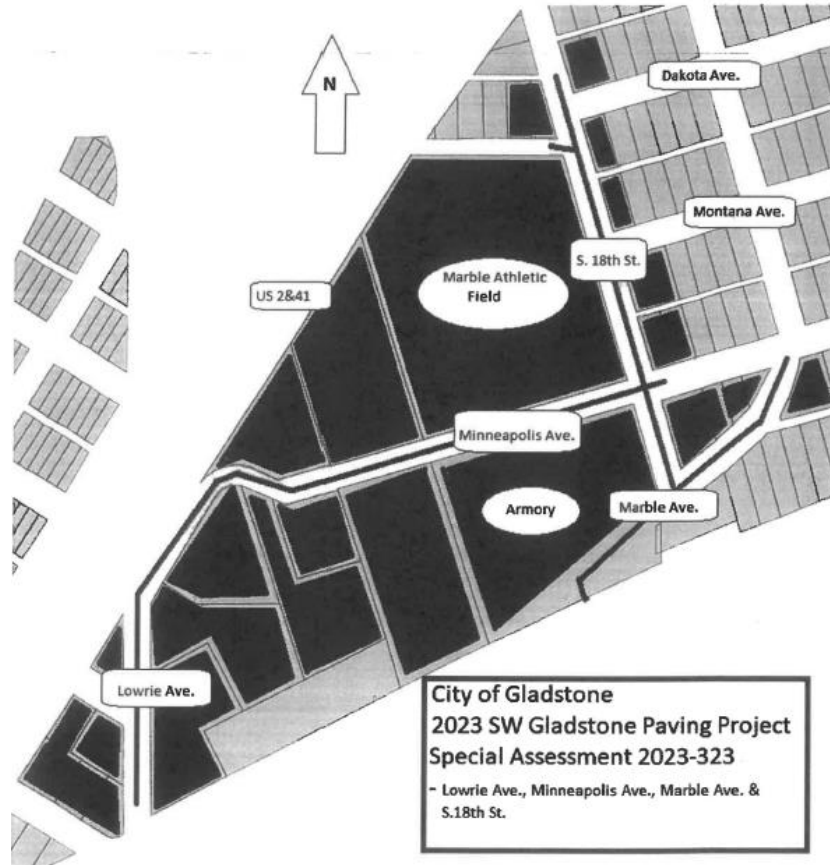
3. The City Clerk is hereby authorized to cause notice of such hearing to be published once prior to said hearing in the *Daily Press*, a newspaper of general circulation in the City, at least five (5) days before the time of hearing, and shall cause notice of such hearing to be mailed by first-class mail to all record owners of or persons in interest in property in the special assessment district as shown on the last general tax assessment roll of the City at least ten (10) days before the time of said hearing.

4. The notice of said hearing to be published and mailed shall be in substantially the following form:

NOTICE OF HEARING ON SPECIAL ASSESSMENT IMPROVEMENTS  
BY THE CITY COMMISSION OF THE CITY OF GLADSTONE

TO ALL PROPERTY OWNERS  
OF THE FOLLOWING DESCRIBED LANDS:

All parcels as shown on the following map as assessed parcels:



PLEASE TAKE NOTICE that a special assessment roll has been prepared for the purpose of defraying part of the cost of the following described public improvements:

The project will consist of street reconstruction including paving, repaving, curbing, reshaping, storm sewer, and all necessary appurtenances and attachments.

The special assessment roll is on file for public examination with the City Clerk.

PUBLIC NOTICE IS HEREBY GIVEN that the City Commission will meet on Monday, the 24th day of July 2023 at 6:00 p.m., Eastern Daylight Time, in the Commission Chambers, located at City Hall, 1100 Delta Avenue, Gladstone, Michigan, for the purpose of reviewing the special assessment roll and hearing any objections thereto.

TAKE FURTHER NOTICE that appearance and protest at this hearing is required in order to appeal the amount of the special assessment to the State Tax Tribunal if an appeal should be desired. A property owner or party in interest, or his or her agent, may appear in person at the hearing to protest the special assessment or may file his or her appearance by letter delivered to the City Clerk at or prior to the meeting to be held on July 24, 2023, and his or her personal appearance shall not be required. The property owner or any person having an interest in the property subject to the proposed special assessments may file a written appeal of the special assessment with the State Tax Tribunal within thirty-five (35) days after confirmation of the special assessment roll if that special assessment was protested at this hearing.

Kim Berry  
City Clerk  
City of Gladstone



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

AYES:  
NAYS:  
ABSENT:

RESOLUTION DECLARED ADOPTED.

\_\_\_\_\_  
Kim 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, Michigan, at a regular meeting held on July 10, 2023, 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, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

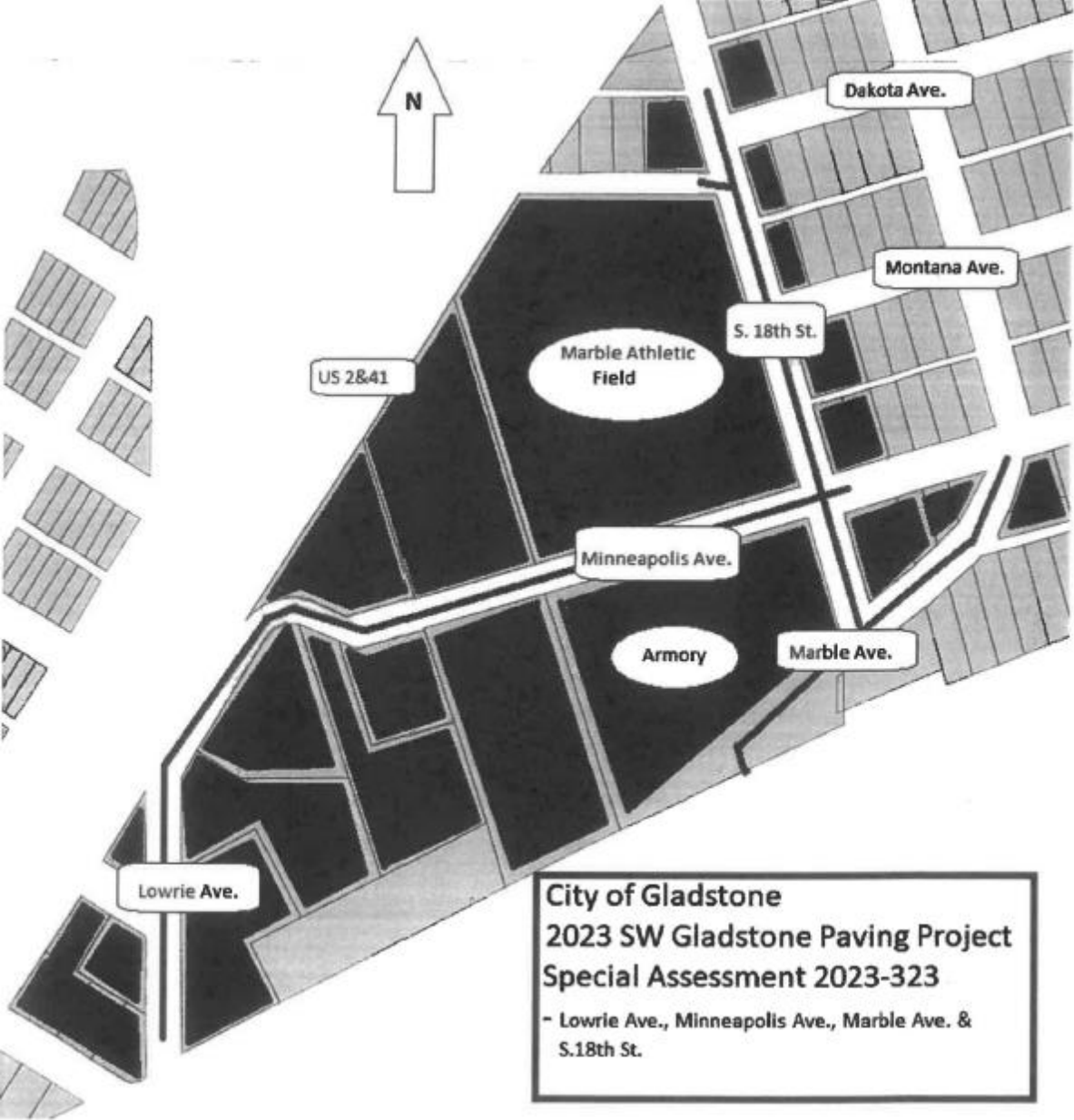
\_\_\_\_\_  
Kim Berry, City Clerk

**EXHIBIT A**

**Public Improvements**

The project will consist of street reconstruction including paving, repaving, curbing, reshaping, storm sewer, and all necessary appurtenances and attachments.

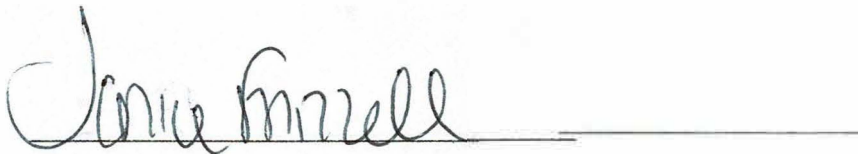
**EXHIBIT B**  
**Special Assessment District**  
All parcels as shown on the following map:



State of Michigan, City of Gladstone, Delta County

**TO THE COMMISSION OF THE CITY OF GLADSTONE**

I hereby certify and report that the foregoing is a special assessment roll and the assessment made by myself, on July 10, 2023; pursuant to a resolution of the Commission of the said City, for the purpose of paying that part of the cost which the Commission decided should be paid and borne by special assessment for the South West Gladstone Paving Project and in making such assessment I have, as near as may be according to my best judgment, conformed in all things to the direction contained in the resolution of the Commission herein before referred to in the Charter of the City, relating to such assessment.

A handwritten signature in cursive script, reading "Janice Frizzell", is written over a horizontal line.

**Janice Frizzell, Assessor  
City of Gladstone, Delta County**



### Special Assessment 2023-323 Southwest Gladstone Paving Roll

Property Owner Name	Property Address	Parcel Number	FF To Project	SA Total	2023 Assessed Value	Cost Per Year	Legal Description
MICHIGAN NATIONAL GUARD	604 S 18TH ST	052-628-005-00	1272.5	\$ 23,585.23	\$ -	\$ 2,948.15	GC 28 0/2 GL 3-4 L 229 P 333 SEC 2:
GLADSTONE AREA PUBLIC SCHOOLS	SOUTH 18TH ST	052-628-004-00	1133.9	\$ 21,016.34	\$ -	\$ 2,627.04	GC 28 0/2 GL 3-3 SEC 28 T40N R22W
HARDWICK HAYDEN	1621 MINNEAPOLIS AVE	052-150-024-00	182.4	\$ 3,380.70	\$ 67,500.00	\$ 422.59	LOT 24, 25, 26 ASSESSOR'S PLAT NC
HOWES DANIEL & ELICIA	2003 MINNEAPOLIS AVE	052-385-002-00	177.95	\$ 3,298.23	\$ 166,000.00	\$ 412.28	* LOT 2 E.E. LAWRENCE SUBDIVISIO
JACKSON JAMES & ELAINE	1802 DAKOTA AVE	052-580-007-00	128	\$ 2,372.42	\$ 55,100.00	\$ 296.55	. LOT 7, 8 WALCH ADDITION OF CIT
KELLY G SCOTT & JESSICA SMITH	5 LOWRIE AVE	052-509-001-00	188.59	\$ 3,495.43	\$ 174,000.00	\$ 436.93	. LOT 1 OF AMENDED PLAT OF LOTS
LEVEILLE SHIRLEY	1710 MARBLE AVE	052-150-022-00	195	\$ 3,614.24	\$ 106,500.00	\$ 451.78	LOT 22, 23 ASSESSOR'S PLAT NO 1 (
LUSARDI SUBS INC	28 LOWRIE AVE	052-385-004-50	104.18	\$ 1,930.93	\$ 62,600.00	\$ 241.37	PT OF LOT 4 OF THE E.E. LAWRENCI
MALONEY JORDY A & WHITNEY	1724 DAKOTA AVE	052-106-007-00	25	\$ 463.36	\$ 87,600.00	\$ 57.92	LOT 7 & W 1/2 LOT 8 BLK 106 1ST A
MEMORIAL UNITED METHODIST CHURCH	1920 LAKE SHORE DR	052-628-003-30	246.87	\$ 4,575.63	\$ -	\$ 571.95	SEC28 T40N R22W PARCEL A PT OF
NAVIN ARUNA INC	26 LOWRIE AVE	052-385-004-00	230.5	\$ 4,272.22	\$ 227,700.00	\$ 534.03	PT OF LOT 4 E.E. LAWRENCE SUBDI'
PKL LLC	20 LOWRIE AVE	052-385-005-00	243.04	\$ 4,504.64	\$ 177,600.00	\$ 563.08	* LOT 5 E.E. LAWRENCE SUBDIVISIO
RAJALA PAUL J & DALE	1723 MONTANA AVE	052-108-005-00	140	\$ 2,594.84	\$ 103,700.00	\$ 324.35	LOT 5, 6 BLK 108 1ST ADDITION TO
SAULT STE MAIRE TRIBE OF CHIPPEWA	2002 MINNEAPOLIS AVE	052-628-003-91	246.86	\$ 4,575.44	\$ 253,800.00	\$ 571.93	SEC 28 T40N R22W PARCEL B: PT O
SUNDSTROM THOMAS R	1722 MARBLE AVE	052-150-021-00	196.5	\$ 3,642.04	\$ 85,100.00	\$ 455.26	LOT 21 & PARK NO 1 ASSESSOR'S PI
TLC PROPERTIES INC	2006 MINNEAPOLIS AVE	052-385-001-00	318.36	\$ 5,900.66	\$ 142,700.00	\$ 737.58	* LOT 1 E.E. LAWRENCE SUBDIVISIO
TOUSIGNANT THOMAS R	1720 MINNEAPOLIS AVE	052-108-007-00	140	\$ 2,594.84	\$ 50,500.00	\$ 324.35	LOT 7, 8 BLK 108 1ST ADDITION TO
U P PROPERTIES INC	MINNEAPOLIS AVE	052-385-003-00	83.45	\$ 1,546.71	\$ 25,800.00	\$ 193.34	* PT OF LOT 3 E.E. LAWRENCE SUBI
UPPER PENINSULA STATE BANK	1 LOWRIE AVE	052-509-009-00	91.64	\$ 1,698.51	\$ 445,100.00	\$ 212.31	LOTS 2,7,8 & LOT 9 BLK 9 SOUTH GI
UPPER PENINSULA STATE BANK	1 LOWRIE AVE	052-510-005-00	178.81	\$ 3,314.17	\$ 15,500.00	\$ 414.27	LOT 5 BLK 10 EXCEPT PORTION RES
VALENCIC JR JOSEPH	1721 DAKOTA AVE	052-107-006-00	140	\$ 2,594.84	\$ 51,000.00	\$ 324.35	LOT 6 OF BLOCK 107 OF THE FIRST ,
WILAR REALTY LLC	2010 LAKE SHORE DR	052-385-006-00	301.8	\$ 5,593.73	\$ 311,100.00	\$ 699.22	* LOT 6 E.E. LAWRENCE SUBDIVISIO
WILBER MARIOUS KEVIN & HEIDI	1724 MONTANA AVE	052-107-007-00	140	\$ 2,594.84	\$ 65,400.00	\$ 324.35	LOT 7 BLK 107 1ST ADDITION TO CI'
<b>Totals</b>			<b>6105.35</b>	<b>\$ 113,160.00</b>			

Total Project FF	6105.35
Total Assessment	\$ 113,160.00
Cost Per FF	\$ 18.53

GLADSTONE



**City of Gladstone, MI**

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

**MEETING TYPE  
STAFF REPORT**

**Agenda Date:** July 10, 2023

**Eric Buckman, City  
Manager:**

**Department:** Community Development

**Department Head Name:**

**Presenter:** Renée Barron

**Kim Berry, City Clerk:**

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

**AGENDA ITEM TITLE:**

U.P. Snophylers Lease Agreement With Permission to Construct Building: 1005 29<sup>th</sup> Street

**BACKGROUND:**

Previously the Commission approved a parcel of land for the U.P. Snophylers to lease for a future building for them to secure their snow grooming equipment. Before the lease was fulfilled and the building built that property was returned and sold to another entity. They are now ready to build and have worked with the city to secure a different parcel of property to place a storage building upon. The plan for their building was approved at the last Planning Commission meeting. The attached lease is what is proposed to secure this transaction. A survey has been completed that demonstrates the parcel, a land division was approved for this area and a site plan approved by the Planning Commission. The final step to make this possible for the Snophylers group is a City Commission approval to develop the property as they presented to the Planning Commission and to enter into the lease agreement attached.

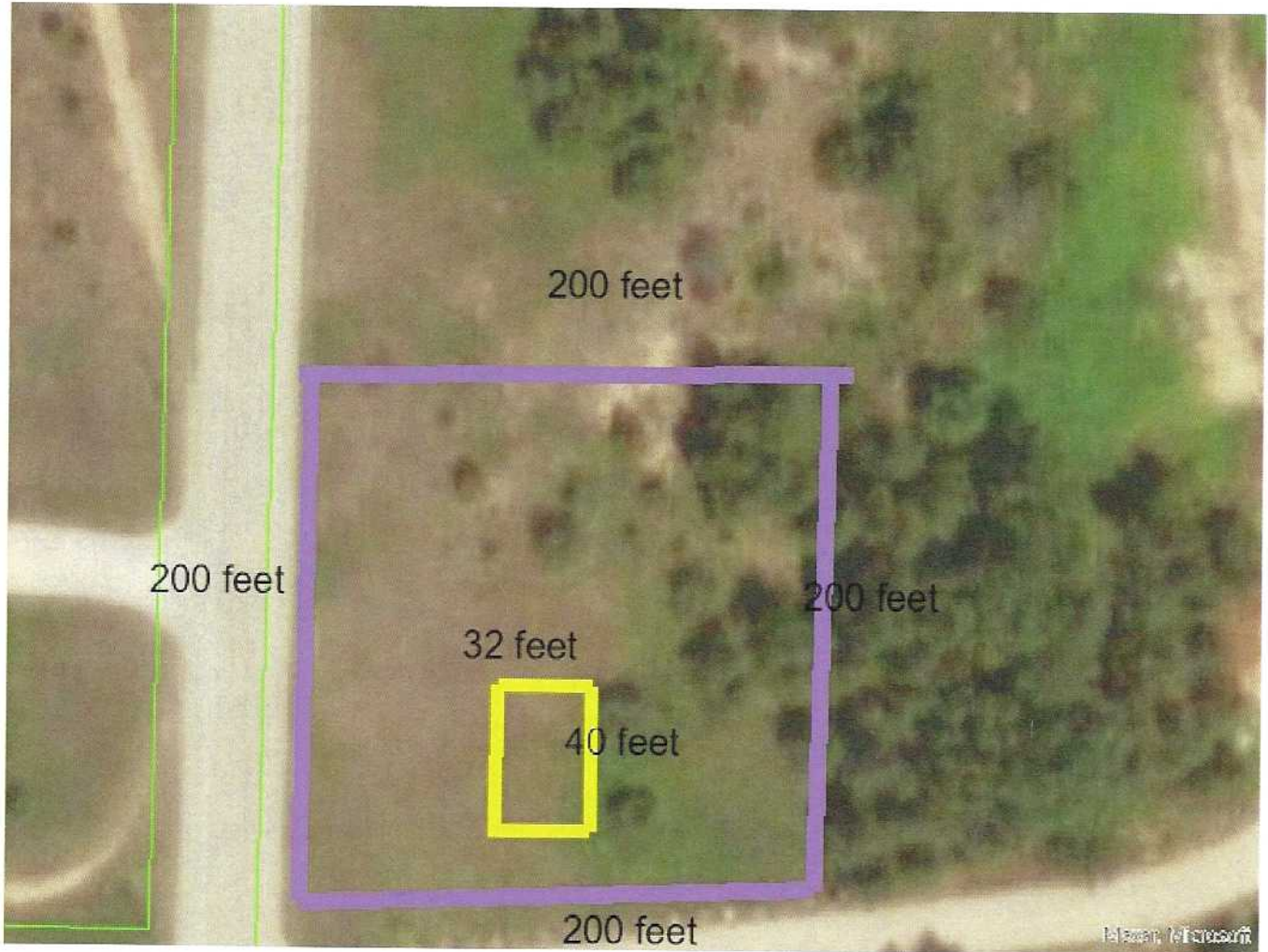
**FISCAL EFFECT:** Although the lease does not generate income for the City the Snophylers actions provide a vital service to the community by keeping the trails open for the residents and tourists of our area.

**SUPPORTING DOCUMENTATION:** Lease Agreement, Survey, GIS Picture

**RECOMMENDATION:** Approve the Snophylers storage building and allow the Mayor and Clerk to sign lease agreement for land at 1005 29<sup>th</sup> Street.



Item 11.



LEASE AGREEMENT

BETWEEN

AND

CITY OF GLADSTONE, a Michigan municipal corporation, 1100 Delta Ave Gladstone, MI 49837

U.P. SNOPHLYERS, a domestic nonprofit corporation 2425 Ludington St, Ste 100 Escanaba, MI 49837

party of the first part,

party of the second part,

Hereinafter referred to as "LESSOR".

hereinafter referred to as "LESSEE".

This LEASE entered into by and between the parties on the date set forth below.

§1. REAL PROPERTY:

The LESSOR, inconsideration of the covenants and agreements hereinafter mentioned to be kept and performed by the LESSEE, and upon the considerations and the terms hereinafter set forth, does hereby demise and lease unto the LESSEE certain vacant real estate situated in the County of Delta, State of Michigan, which is more particularly described as follows:

FROM THE SW CORNER OF NW1/4 OF SE1/4 OF SECTION 17 T.40N., R.22W. MEASURE N.01°21'34"E. ALONG THE WEST LINE OF SAID NW1/4 OF SE1/4 A DISTANCE OF 580.00 FEET, THENCE MEASURE S.88°38'26"E. A DISTANCE OF 30.00 FEET TO THE EAST RIGHT-OF-WAY LINE OF 29TH STREET AND THE POINT OF BEGINNING OF THE LANDS HEREIN DESCRIBED, THENCE N.01°21'34"E. ALONG SAID EAST RIGHT-OF-WAY LINE AND PARALLEL WITH SAID WEST LINE A DISTANCE OF 200.00 FEET, THENCE S. 88°38'24"E. A DISTANCE OF 200.00 FEET THENCE S.01°21'34"W PARALLEL WITH SAID WEST LINE A DISTANCE OF 200.00 FEET, THENCE N.88°38'26"W. A DISTANCE OF 200.00 FEET TO THE POINT OF BEGINNING.

CONTAINING 0.92 OF AN ACRE

§2. TERM OF LEASE:

§2.1 Initial Term: The initial term of this LEASE shall be for twenty (20) years, effective as of XXXXXX. This LEASE may be continued for an additional twenty (20) year term, with the approval of the Gladstone City Commission, at the end of the initial term.

§3. RENTAL:

The LESSEE agrees to pay unto the LESSOR the sum of ONE DOLLAR (\$1.00) per year, in advance, during the initial term of the LEASE.

§4. TAXES AND ASSESSEMENTS:

§4.1 Personal and Real Property Taxes: The LESSEE shall pay, when due and owing, all personal and real property taxes assessed against the property, of whatever amount and whatever kind and nature the same may be and shall pay any and all special assessments against the property. The LESSEE shall tender to the LESSOR proof of payment of all taxes which become due and owing.

§4.2 Utilities: It shall be the responsibility of the LESSEE to pay all charges for gas, electricity, light, heat, power, water, sewer and telephone or other communication services used, rendered, or supplied upon or in connection with the leased property and shall indemnify the LESSOR against any liability or damage on such account.

§5. INSURANCE:

§5.1 Liability Insurance: The LESSEE shall, at its own expense, at all times during the term of this lease, maintain in force a policy or policies of insurance, written by one or more responsible insurance carriers, which will insure LESSOR against liability for injury to or death of persons or loss of damage to property occurring in or about the demised premises. The liability under such insurance shall not be less than \$1,000,000 for any person killed or injured; \$1,000,000 for any accident; and \$1,000,000 for property damage. A copy of the insurance policy or a certificate of coverage shall be provided by LESSEE to LESSOR.

§5.2 Workers' Compensation Insurance: LESSEE shall maintain and keep in force all employee's compensation insurance required under the laws of the State of Michigan, and such other insurance as may be necessary to protect LESSOR against any other liability to persons or property arising hereunder by operation of law, whether such law is now in force or is adopted subsequent to the execution hereof. A copy of the insurance policy or a certificate of coverage shall be provided by LESSEE to LESSOR.

§5.3 Insurance Proceeds: All insurance provided by LESSEE shall be carried in favor of LESSOR as a mortgagee insurance. If requested by LESSOR, any insurance against fire or other casualty shall provide that loss shall be payable to the holder under a standard mortgage clause. All insurance shall be written with responsible companies that LESSOR shall approve and the policies shall be held by LESSOR or, when appropriate, by the holder of any mortgage, in which case copies of the policy or certificates of insurance by be delivered by the LESSOR. All policies shall require thirty (3) days' written notice by registered mail to LESSOR of any cancellation or change affecting any interest of LESSOR.

§5.4 LESSEE'S Failure to Insure: Should LESSEE fail to keep in effect and pay for such insurance as it is in the section required to maintain, LESSOR may do so, in which event the insurance premium paid by the LESSOR shall be come due and payable forthwith and failure to pay same on demand shall constitute a breach of this LEASE.

§6. ALTERATIONS, CHANGES AND ADDITIONS:

No structural change, alteration or addition shall be made by LESSEE to the demised property without the prior written consent of the LESSOR, and any such change, alteration, or addition to or on the premises made with the aforesaid written consent of the LESSOR shall be at the LESSEE'S expense and shall remain for the benefit of and become the property of the LESSOR, unless proved in the written consent. If LESSOR changes the contract during the initial twenty (20) year period, LESSOR will pay LESSEE fair market value of any real improvements to the property. If LESSEE fails to meet the terms of this contract, LESSEE forfeits rights to all improvements made to the property.

§7. PROTECTION AGAINST LIENS:

The LESSEE covenants and agrees to conduct its operations, business, and occupancy under the terms of this LEASE so that no enforceable lien, of any kind, shall attach or apply as against the property demised hereunder.

§8. LIMITATION OF LESSOR'S LIABILITY:

It is covenanted and agreed that all personal property in and upon said leased premises shall be at the risk of the LESSEE only, that the LESSOR shall not be liable for any damage, either to persons or property sustained by the LESSEE or any other persons on the said premises.

§9. PROVISIONS AGAINST ASSIGNMENT OR SUBLETTING:

This LEASE is not assignable without the written consent of the LESSOR, and any assignment of this LEASE or sublease of said premises, or any portion thereof, without the written consent of the LESSOR shall be void and shall constitute a material breach of the covenants to be performed.

§10. INDEMNITY:

LESSEE shall indemnify, defend and hold harmless LESSOR against all expenses, liabilities and claims of every kind, including reasonable counsel fees, by or on behalf of any person or entity arising out of either (1) a failure by LESSEE to perform any of the terms or conditions of this LEASE, (2) any personal injury or death or property damage happening on or about the demised premises, (3) failure to comply with any law or any governmental authority, or (4) any construction lien or security interest filed against the demised premises or equipment, materials or alterations of buildings or improvements thereon.

§11. DEFAULT:

Each of the following events shall constitute a default or breach of this LEASE by LESSEE:

(1) If LESSEE, or any successor or assignee of LESSEE while in possession, shall file a petition in bankruptcy or insolvency or for reorganization under any bankruptcy act, or shall voluntarily take advantage of such act by answer or other, or shall make an assignment for the benefit of creditors.

(2) If voluntary proceedings under any bankruptcy law or insolvency act shall be instituted against LESSEE, or if a receiver or trustee shall be appointed for all or substantially all of the property of LESSEE, and such proceedings shall not be dismissed or the receivership or trusteeship vacated withing thirty (3) days after the institution or appointment.

(3) If LESSEE shall fail to pay LESSOR any rent or additional rent when the rent shall become due and shall not make the payment within fifteen (15) days.

(4) IF LESSEE shall fail to perform or comply with any of the conditions of this LEASE and if the nonperformance shall continue for a period of thirty (30) days after notice thereof by LESSOR to LESSEE or, if the performance cannot be reasonably had within the thirty (30) day period, LESSEE shall not in good faith have commenced performance within the thirty (30) day period and shall not diligently proceed to completion of performance.

(5) If LESSEE shall vacate or abandon the demised premises.

(6) If this LEASE hereunder shall be assisted or subleased in violation of the terms and conditions set forth herein.

#### §12. EFFECT OF DEFAULT:

In the event of any default hereunder, as set for in §11, the rights of LESSOR shall be as follows:

(1) LESSOR may re-enter the premises immediately and remove the property and personnel of LESSEE and store the property in a public warehouse of at a place selected by LESSOR, at the expense of LESSEE. After re-entry LESSOR may terminate the LEASE on giving thirty (30) days' written notice of termination to LESSEE. Without the notice, re-entry will not terminate LEASE. On termination, LESSOR may recover from LESSEE all damages resulting from the breach, including the cost of recovering the premises, damages proximately resulting from the breach, including the cost of recovering the premises, and the worth of the balance of this LEASE over the reasonable rental value of the premises for the remainder of the LEASE term, which shall be immediately due LESSOR from LESSEE.

(2) After re-entry, LESSOR may relet the premises or any part thereof for any term without terminating the LEASE, at the rent and on the terms as LESSOR may choose. LESSOR may make alterations and repairs to the premises. The duties and liabilities of the parties if the premises are relet as provided herein shall be as follows:



- (a) In addition to LESSEE'S liability to LESSOR for breach of the LEASE, LESSEE shall be liable for all expenses of the reletting, for the alterations and repairs made and for the difference between the rent received by LESSOR under the new lease agreement and the rent installments that are due for the same period under this LEASE.
- (b) LESSOR shall have the right, but shall not be required, to apply the rent received for reletting the premises (1) to reduce the indebtedness of LESSEE to LESSOR under the LEASE, not including indebtedness for rent, (2) to expenses of the reletting and alterations and repairs made, (3) to rent due under this LEASE, or (4) to payment of future rent under this LEASE as it becomes due.

If the LESSEE does not pay a rent installment promptly to LESSOR and the rent installment has been credited in advance of payment to the indebtedness of LESSEE other than rent or if rentals from the new LESSEE have been otherwise applied by LESSOR as provided for herein and during any rent installment period are less than the rent payable for the corresponding installment period under this LEASE, LESSEE shall pay LESSOR the deficiency, separately for each rent installment deficiency period and before the end of the breach on which LESSOR had based the re-entry and subsequently relet the premises.

(3) After re-entry, LESSOR may procure the appointment of a receiver to take possession and collect rents and profits of the business of LESSEE, and, if necessary to collect the rents and profits. The receiver may carry on the business of LESSEE and take possession of the personal property used in the business of LESSEE, including inventory, trade fixtures and furnishings, and use them in the business without compensating LESSEE. Proceedings for appointment of a receiver by LESSOR, or the appointment of a receiver and the conduct of the business of LESSEE by the receiver, shall not terminate and forfeit this LEASE unless LESSOR has given written notice of termination to LESSEE as provided herein.

§13. CONDENMATION:

If the whole of the leased property, or such portion thereof as will make the leased property unsuitable for the purposes herein leased, is condemned for any public use or purpose by any legally constituted authority, then in either of such events this LEASE shall cease from the time when possession is taken by such public authority and rental shall be apportioned between the LESSOR and the LESSEE as of the date of the surrender of possession. Any award made in any condemnation proceeding for the taking of any part or all of the demised premises shall be the sole property of and be paid to the LESSOR.

§14. WAIVER:

Lessee further covenants that no waiver of or assent by the LESSOR or any breach of the LESSEE'S covenants shall be construed or deemed to be a waiver of any other or further breach of the same, or any other covenant whatsoever.

§15. SURRENDER OF PREMISES:

Said LESSEE further covenants and agrees that upon the expiration of said term or upon the termination of the LEASE for any cause as aforesaid, it will at once, peacefully surrender and deliver up the whole of the above premises together with all improvements thereon to the LESSOR, their agents, and assigns.

§16. QUIET ENJOYMENT:

The LESSEE covenants and agrees to rent the premises under the terms and conditions contained in this instrument and does covenant and promise to pay unto the LESSOR the rents in accordance with the terms hereof, and otherwise to perform, fully the covenants, conditions, and provisions which under the terms of this agreement are to be performed by the LESSEE.

The LESSOR does covenant that the LESSEE, on paying the installments of rents and performing the conditions and covenants aforesaid, shall and may peacefully and quietly have, hold, and enjoy the said demised premises for the terms and renewals aforesaid, for the purposes herein expressed. LESSOR covenants that it will not rent, let, or lease, any part or portions of the building, part of which is embraced in this LEASE, to businesses, trades or occupations which would unreasonably or unnecessarily hamper or interfere with the legitimate use of the LESSEE.

§17. HOLDING OVER:

In the event that LESSEE holds over after expiration of this LEASE and any renewal term contained herein without a written agreement between the parties to extend or otherwise renegotiate the leasehold, the term of this LEASE shall continue in effect on a month-to-month basis.

§18. CUMULATIVE REMEDIES:

Remedies, rights, and benefits of this LEASE are cumulative and shall not be exclusive of any other remedy, right or benefit contained herein or any remedy, right or benefit allow by law.

§19. STATEMENT OF INTENT:

The parties intend that this LEASE shall be in fact, and shall be interpreted as, a net-net-lease, under which any and all expenses and costs involving maintenance, use, condition or occupancy of the said premises or property leased hereunder shall be borne and discharged by LESSEE. It is the further interpretation of the parties that the LESSOR shall have no obligation in respect thereto. Future construction in connection with said property, and which shall be of a nature requiring the borrowing of funds, shall at the sole option of LESSEE and shall be borne by the LESSEE.

§20. NOTICES:

Any notice given under the provisions of this contract shall be in writing and signed by the person giving such notice and sent Certified Mail, Return Receipt Requested, delivered the addressee only; and placed in the United States mail receptacle with necessary postage prepaid. Any notice sent to the LESSEE hereunder shall be mailed to the address shown at the caption of this LEASE or such other address as the LESSEE shall indicated to LESSOR in writing from time to time. Any notice sent to the LESSOR shall be mailed to the address shown at the caption of this LEASE or such other address as the LESSOR shall indicate to LESSEE in writing from time to time.

§21. SEVERABILITY:

If an arbitrator or any court of competent jurisdiction determines that any provision of this Agreement is void or unenforceable, such provision(s) shall be severed, and the remainder of this Agreement shall remain in full force and effect.

§22. APPLICABLE LAW:

This LEASE shall be governed and constructed in accordance with the laws of the State of Michigan.

§23. RESTATEMENT:

This LEASE represents the agreement between the parties hereto and supersedes any prior written agreements covering the same subject matter.

§24. MODIFICATION:

No modification of this LEASE shall be effective unless such medication or alteration is by mutual written consent of the parties hereto.

IN WITNESS WHEREOF, LESSOR has hereunto set their hand and seal this \_\_\_\_ day of \_\_\_\_\_, 2023.

WITNESSES:

\_\_\_\_\_

\_\_\_\_\_

LESSOR:  
City of Gladstone, a municipal corporation

By: \_\_\_\_\_  
Kim Berry, City Clerk

By: \_\_\_\_\_  
John Thompson, Mayor

IN WITNESS WHEREOF, LESSEE has hereunto set their hand and seal this \_\_\_\_ day of \_\_\_\_\_, 2023.

WITNESSES:

\_\_\_\_\_

\_\_\_\_\_

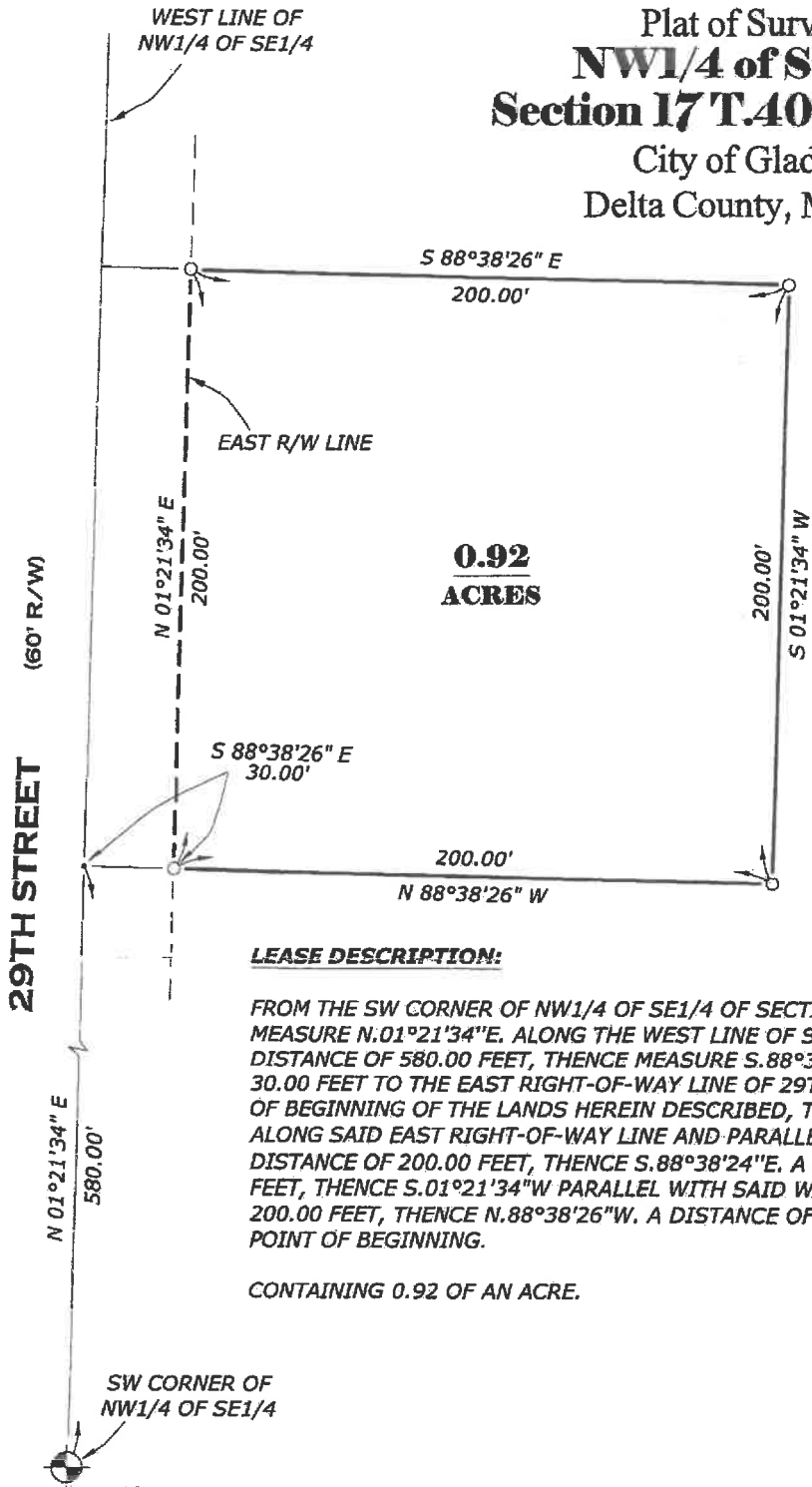
LESSEE:

U.P. Snophylers, a domestic nonprofit corporation

By: \_\_\_\_\_  
Keith Lynch, President

By: \_\_\_\_\_  
Gary Stevenson, Treasurer

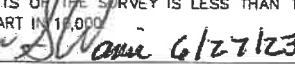
**Plat of Survey of  
NW1/4 of SE1/4 of  
Section 17 T.40N., R.22W.  
City of Gladstone  
Delta County, Michigan**



**LEASE DESCRIPTION:**

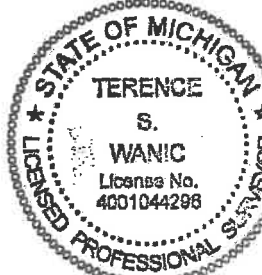
FROM THE SW CORNER OF NW1/4 OF SE1/4 OF SECTION 17 T.40N., R.22W. MEASURE N.01°21'34"E. ALONG THE WEST LINE OF SAID NW1/4 OF SE1/4 A DISTANCE OF 580.00 FEET, THENCE MEASURE S.88°38'26"E. A DISTANCE OF 30.00 FEET TO THE EAST RIGHT-OF-WAY LINE OF 29TH STREET AND THE POINT OF BEGINNING OF THE LANDS HEREIN DESCRIBED, THENCE N.01°21'34"E. ALONG SAID EAST RIGHT-OF-WAY LINE AND PARALLEL WITH SAID WEST LINE A DISTANCE OF 200.00 FEET, THENCE S.88°38'24"E. A DISTANCE OF 200.00 FEET, THENCE S.01°21'34"W PARALLEL WITH SAID WEST LINE A DISTANCE OF 200.00 FEET, THENCE N.88°38'26"W. A DISTANCE OF 200.00 FEET TO THE POINT OF BEGINNING.

CONTAINING 0.92 OF AN ACRE.

SURVEY FOR	CITY OF GLADSTONE
SUBJECT	LEASE PARCEL SURVEY
DATE OF SURVEY	JUNE 27, 2023
DATE OF MAPPING	JUNE 27, 2023
CERTIFICATE OF SURVEY TO:	
CITY OF GLADSTONE	
I, TERENCE S. WANIC, A PROFESSIONAL SURVEYOR IN THE STATE OF MICHIGAN, HEREBY CERTIFY: THAT I HAVE MADE A SURVEY OF THE ABOVE DESCRIBED LANDS, THAT IRON MONUMENTS, TOGETHER WITH THOSE FOUND HAVE BEEN PLACED OR LOCATED AT THE POSITIONS INDICATED HEREON, THAT THERE ARE NO VISIBLE PHYSICAL ENCROACHMENTS EITHER WAY ACROSS PROPERTY LINES, EXCEPT AS SHOWN, THAT THE RELATIVE ERROR OR CLOSURE OF THE UNADJUSTED FIELD MEASUREMENTS OF THE SURVEY IS LESS THAN THE RATE OF 1 PART IN 10,000.	
 TERENCE S. WANIC, Professional Surveyor No. 44296	

JOB NUMBER 23230-2306

**ORIGINAL**



**LEGEND**

- - - INDICATES A LINE NOT DRAWN TO SCALE
- IRON MONUMENTS SET
- IRON MONUMENTS FOUND
- CONC. MONUMENTS SET
- CONC. MONUMENTS FOUND
- ⊕ CHISELED CROSS IN CONCRETE
- (M) MEASURED DISTANCE AND/OR BEARINGS
- (R) RECORDED DISTANCE AND/OR BEARINGS
- ⊕ SECTION CONTROL CORNERS

**RAVIS WANIC**

1410 Ludington Street  
 Escanaba, Michigan 49829  
 Phone (906)786-1755,  
 Fax 786-6487  
 info@daviswanic.com

LAND SURVEYORS, P.C.





# City of Gladstone, MI

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

## Staff Report

---

**Agenda Date:** July 10, 2023      **Eric Buckman, City Manager:** \_\_\_\_\_  
**Department:** DDA      **Department Head Name:** Patricia West  
**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:**

Amendment to the DDA By-Laws & Rules of Procedure

**BACKGROUND:**

The recent reduction in the size of the DDA Board has prompted a review of the DDA By-Laws and Rules of Procedure. In addition to the reduction in board size, updates presented also include the change to Public Act 57 of 2018, and changes to the Order of Business.

**FISCAL EFFECT:**

None

**SUPPORTING DOCUMENTATION:**

Redline document of presented changes.

**RECOMMENDATION:**

Motion to amend the Gladstone DDA By-Laws and Rules of Procedure as presented.

**DRAFT**

# **By-Laws & Rules of Procedure**

## Downtown Development Authority

**ADOPTED:** 10/08/2023  
**AMENDMENT:** 11/09/2020  
**AMENDMENT:** 07/10/2023



**GLADSTONE**  
— MICHIGAN —

## Table of Contents

- I. AUTHORITY
- II. MEMBERSHIP
- III. OFFICERS
  - a. Selection
  - b. Resignation of the Officers
  - c. Duties of the Officers
- IV. MEETINGS
  - a. Meeting Notices
  - b. Regular Meeting & Special Meetings
  - c. Quorum
  - d. Motions
  - e. Voting
  - f. Order of Business
  - g. Public Comment ~~on Items Not Scheduled for Public Hearing~~
  - h. Rules of Order
  - i. Beginning and Ending Time
- V. MINUTES
- VI. OPEN MEETINGS AND FREEDOM OF INFORMATION PROVISIONS
- VII. AMENDMENTS

## By-Laws & Rules of Procedure

### Gladstone Downtown Development Authority

#### I. AUTHORITY

The Downtown Development Authority, hereinafter called, "The DDA" is a public authority of the City of Gladstone created by City Ordinance 471. These By-laws and Rules of Procedure are adopted by the City of Gladstone ~~DDA Downtown Development Authority (hereinafter called DDA)~~ pursuant to Public Act 197 of 1975, recodified as Public Act 57 of 2018, and shall have the powers and responsibilities as granted by the act.

#### II. MEMBERSHIP

- A. The DDA shall consist of the mayor or his or her designee and ~~eight~~ ten members selected by the mayor, who shall be appointed by the mayor, subject to the approval by a majority vote of the members elect of the City Commission. If the mayor chooses a designee, the designee shall be from the City Commission and shall serve for a period of at least one year.
- B. The majority of the members shall be persons having an interest in property in the downtown district. A minimum of one member shall be a resident of the downtown district and one member shall be a representative of Gladstone Area Schools.
- C. The term of each DDA member shall be four years. All members shall hold office until their successors are appointed. Members may be removed from office by the City Commission for misfeasance, malfeasance or nonfeasance upon written charges and after a public hearing.
- D. Vacancies occurring in office other than through the expiration of term shall be filled through appointment by the mayor for the un-expired term.
- E. Members of the DDA shall serve without compensation for their services, unless otherwise provided by the City Commission.
- F. Members of the DDA and staff shall be entitled to receive reimbursement for expenses incurred for travel in the performance of activities authorized by the City Commission, including but not limited to, attendance at conferences, workshops, educational and training programs and meetings. Such reimbursement for expenses shall be at the rates provided by the city for travel by City Staff. However, the following types of travel shall not be eligible for reimbursement:
  - a. Travel to and from DDA meetings.
  - b. Local travel for the purpose of viewing sites, which will be the subject of DDA action.
  - c. Attendance at conferences, workshops, education and training programs and meetings, which are held within a radius of ten (10) miles from Gladstone City Hall.
  - d. Travel for which there is no funds available in the DDA budget.
  - e. Travel which the chairperson of the DDA, in his or her sole discretion, determines to be not eligible for reimbursement under these provisions.

## By-Laws & Rules of Procedure

### Gladstone Downtown Development Authority

### III. OFFICERS

#### A. Selection

- a. The officers of the DDA shall consist of Chairperson and Vice-Chairperson/Secretary selected from the general membership of the DDA.
- b. The election of all officers shall occur at the DDA's first regular meeting after May 10th each year.
- c. Nominations of members for an office shall be by a current member of the DDA during the meeting when elections are held.
- d. All nominations shall be seconded by another member of the DDA to be considered a valid nomination.
- e. All elections shall be conducted by a roll call vote. If there is only one nominee for an office, that nominee shall be assumed to be unanimously elected.
- f. To be elected to an office, a nominee must receive a majority of the votes of the full DDA.
- g. All terms of office shall be for two years with eligibility for reelection.

#### B. Resignation of the Officers

- a. An officer may resign his/her office by submitting a letter to the DDA Chairperson.
- b. The resignation from office will ~~be not become~~not be effective until acted upon and accepted by the DDA at its next regularly scheduled meeting.

#### C. Duties of the Officers

- a. The Chairperson shall:
  - i. Preside at all meetings and shall conduct all meetings in accordance with the Open Meetings Act, (Public Act ~~57 267~~ of ~~2018~~ 1976, as amended), and the rules provided herein.
  - ii. As appropriate, act as liaison between the DDA and the City staff, consultants and all other pertinent agencies or agents of the City of Gladstone.
  - iii. Appoint such committees and subcommittees as the Chairperson deems desirable.
  - iv. In cooperation with the City Manager, prepare the agendas for all meetings.
  - v. Be responsible for enforcing these Rules of Procedures and for enforcing orderly conduct at meetings.
  - vi. Have the powers and duties set forth in Roberts Rules of Order to the extent that they do not conflict with these Rules of Procedure.
  - vii. Have the authority to cancel a scheduled meeting in advance of the meeting date where the Chairperson has determined that quorum will not be available and shall reschedule the meeting as may be required.
  - viii. Appoint the recording secretary to record the official record of the meeting.
  - ix. The Chairperson shall have the duty to vote in the same manner as members of the DDA.
- b. The Vice-Chairperson/Secretary shall:
  - i. Assume the duties of the Chairperson in the absence of the Chairperson, or when specifically authorized to do so.



## By-Laws & Rules of Procedure

### Gladstone Downtown Development Authority

- ii. Succeed to the office of Chairperson in the event of a vacancy in that office, in which case the DDA shall select a successor to the office of Vice-Chairperson/Secretary at the earliest practical time.
- iii. Perform such other duties as the Chairperson may assign.
- iv. As Secretary of the DDA shall:
  - 1. ~~Delegate the Execute- execution of~~ documents in the name of the DDA to the recording secretary.
  - ~~2. Review and sign the draft of the minutes.~~
  - ~~3.2. Delegate the receipt and review of Receive~~ all communications addressed to the Secretary to the recording secretary.
  - ~~4.3.~~ Delegate to the recording secretary the keeping of attendance records, providing of all required notices, and preparation of a meeting agenda.
  - ~~5.4.~~ Perform such other duties as may be ordered by the Chairperson or DDA
- c. The recording secretary shall take notes for minutes and prepare a first draft of minutes for review ~~and signature by the Secretary,~~ perform the duties delegated to the recording secretary by the Secretary, and perform other duties as may be ordered by the Chairperson or DDA.

#### IV. MEETINGS

##### A. Meeting Notices

- a. All meeting notices shall be posted at the City Hall ~~in accordance with~~ according to the Open Meetings Act.
- b. The notice shall include the date, time, and place of the meeting.
- c. Notice of any change in the date or time of a meeting shall be posted in the manner required by the Open Meetings Act.

##### B. Regular Meetings and Special Meetings

- a. The DDA shall hold a regular meeting each month for which there is business to be conducted but shall hold at least four regular meetings each year. It shall keep a record of its~~;~~ transactions, findings and determinations, and such record shall be a public record.
- b. At the first meeting of the DDA in each calendar year a schedule of the meeting dates, times and places shall be set and within ten days after a Public Notice of the dates, time and place shall be posted in compliance with the Open Meetings Act.

If there is a change in the schedule of the regular meetings of the DDA there shall be posted within three days after the meeting at which the change is made, a Public Notice stating the dates, times, and place.

- c. Special meetings of the DDA shall be held at the call of the Chairperson or upon written request to the secretary by at least three DDA members and shall be scheduled in compliance with the Open Meetings Act. Each member of the DDA shall receive notice (written, email or voicemail) of a special meeting at least 24 hours prior to the meeting. Special meeting notices shall state the purpose of the meeting. No official action shall be transacted at any special meeting of the DDA unless the item has been stated in the notice of such meeting.

- d. Closed sessions may be scheduled in accordance with the Open Meetings Act.
- C. Quorum
  - a. The presence of a majority of membership of the DDA shall constitute a quorum of the DDA.
  - b. If a quorum is not present, the members of the DDA may discuss matters of interest, but can take no action until the next regular or special meeting.
- D. Motions
  - a. All motions shall be restated or summarized by the Chairperson before a vote is taken.
  - b. The name of the maker and supporters of the motions shall be recorded.
- E. Voting
  - a. All DDA members shall have the duty to vote on matters before the DDA and shall not abstain on any matter except where there is a conflict of interest.
  - b. The affirmative vote of ~~six~~ five members of the DDA is required to make any determination upon any matter, except as otherwise provided in these Rules of Procedure or ordinance or City Code or state law.
  - c. A simple majority of a quorum is required for procedural motions or resolutions, such as:
    - i. Motion to approve or amend the minutes.
    - ii. Motion to table.
    - iii. Motion to postpone.
    - iv. Motion to recess.
    - v. Motion to adjourn.
    - vi. Motion to recognize achievement or contribution.
    - vii. Motion to add matters to the agenda.
    - viii. Motion to approve consent agenda.
    - ix. Motion to Set Public Hearings.
  - d. Voting on procedural motions or resolutions described in “C” above may be voice vote. In all matters other than procedural, the presiding officer shall call for a voice vote, and if no member states opposition to the motion, it shall be deemed to have passed unanimously and shall be so recorded. In the event any member votes “no”, a roll call shall be conducted and recorded.
  - e. Before participating in a decision or hearing or casting a vote on a matter on which a member may reasonably be considered to have a conflict of interest, the member SHALL disclose the potential conflict of interest to the DDA. The member is disqualified from participating in the discussion or hearing and from voting on the matter as provided here in or as may be provided by a majority vote of the remaining members of the DDA. Failure of a member to disclose a potential conflict of interest as required in these bylaws constitutes malfeasance in office.
    - i. A conflict of interest for a member of the DDA shall include, but not necessarily be limited to, a matter pending before the DDA which:
      - 1. Concerns the member himself or herself
      - 2. Concerns work on land owned by the member, or which is adjacent to land owned by the member.

## By-Laws & Rules of Procedure

### Gladstone Downtown Development Authority

3. Involves a corporation, company, partnership, or other entity in which the member is a part owner, or any other relationship where the member may stand to have a financial gain or loss.
  4. Concerns the member's spouse, children, stepchildren, grandchildren, parents, brothers, sisters, grandparents, parents in-law, or members of the member's household.
  5. The member's employee or employer is:
    - a. An applicant or agent for an applicant, or
    - b. Has a direct interest in the outcome.
  6. The member has a close business or family relationship with an applicant, the applicant's attorney or other representative, or any expert witness.
    - ii. A conflict of interest shall not include an interest the member may have in common with the general public interest.
    - iii. If such a conflict of interest is identified, the member shall disqualify himself or herself at the outset of the hearing or discussion and shall not participate in the discussion or decision, and if so requested by the chairperson shall leave the meeting room until the issue is concluded.
    - iv. In the event a member is unsure whether he or she is in a conflict of interest position, the remaining members of the DDA by a majority vote shall decide whether or not a conflict of interest exists, and such decision shall be binding and final.
  - f. On all other issues each member shall have an obligation to vote, unless excused for good cause by the unanimous vote of the remaining members present.
- F. Order of Business
- a. A written agenda for all members shall be prepared and followed. No matters for consideration shall be accepted after the agenda packets have been delivered unless the DDA, by separate action, accepts the matter for discussion/action. The general order of business shall be the following:
    - i. CALL TO ORDER
    - ~~ii.~~ 1. ROLL CALL
    - ~~iii.~~ ii. PUBLIC COMMENT
    - ~~iv.~~ iii. APPROVAL OF MINUTES
    - iv. FINANCIALS
    - v. CONFLICTS OF INTEREST
    - vi. ADDITIONS TO THE AGENDA
    - vii. UNFINISHED BUSINESS
    - viii. NEW BUSINESS
    - ix. CITY COMMENTS & REPORTS
    - x. BOARD COMMENTS & REPORTS
    - ~~ix.~~ PUBLIC COMMENT
    - ~~x.~~ xi. ADJOURNMENT
  - b. A written agenda for special meetings shall be prepared and followed, however the form ~~as~~ enumerated above shall not be necessary.

## By-Laws & Rules of Procedure

### Gladstone Downtown Development Authority

- G. Public Comment ~~on Items Not Scheduled for Agenda~~
  - a. During this portion of the agenda, a member of the audience may address the DDA on any issue, including items that ~~is-were~~ not scheduled on ~~that the~~ agenda.
  - b. A member of the audience speaking during this portion of the agenda shall limit his/her remarks to three minutes unless such time limit is extended by the Chairperson.
  - ~~c. No matters for consideration shall be accepted after the agenda packets have been delivered unless the DDA, by separate action, accepts the matter for discussion/action.~~
- H. Rules of Order
  - a. DDA meetings shall be informal. However, if required to keep order, meetings shall be governed by “Roberts Rules of Order”, latest published edition, for issues not specifically covered by these Bylaws. Where these Bylaws conflict or are different than “Roberts Rules of Order”, then these Bylaws control.
- I. Beginning and Ending Time
  - a. All DDA meetings shall begin promptly at the time set in the meeting schedule.
  - b. Every effort should be made to complete the agenda items.
  - c. At the discretion of the Chairperson a motion to adjourn may be entertained even though all business on the agenda has not been completed.

## V. MINUTES

- A. The DDA minutes shall be prepared by the recording secretary.
- B. The minutes shall contain the following:
  - a. A synopsis of the discussion of the DDA and comments by the public.
  - b. A complete restatement of all motions, and a record of all transactions, findings, and determinations.
  - c. A record of the outcome of DDA voice votes and a recording of roll call votes.
  - d. A summary of the conditions or recommendations made on any action, and
  - e. A record of member’s attendance.
- C. The minutes of the DDA including all attached communications, actions and resolutions shall be deposited with the City Clerk to be accepted by the City Commission. Minutes shall be available for public inspection after the meeting to which the minutes refer. Corrections in the minutes shall be made not later than the next meeting after the meeting to which they refer and shall be made available not later than the next meeting after correction.

## VI. OPEN MEETINGS AND FREEDOM OF INFORMATION PROVISIONS

- A. All meetings of the DDA shall be open to the public and held in a place available to the general public, except for closed sessions authorized under the Open Meetings Act.
- B. All deliberations and decisions of the DDA shall be made at a meeting open to the public, except decisions made at a closed session as noted in section “VI; A”.
- C. A person shall not be excluded from a meeting of the DDA except for breach of the peace committed at the meeting or a closed session as provided in the Open Meetings Act.
- D. All records, files, publication, correspondences, and other materials are available to the public for reading, copying and other purposes as governed by the Freedom of Information Act, except for the records of closed sessions.

**By-Laws & Rules of Procedure**  
Gladstone Downtown Development Authority

VII. AMENDMENTS

- A. These By-laws and Rules of Procedure may be amended by the DDA by a concurring vote of ~~six~~ five members during any regular meeting or special meeting, provided that all members have received an advanced copy of the proposed amendments prior to the meeting at which such amendments are to be considered. Amendments will then be submitted to the City Commission for final approval.

**THESE BY-LAWS AND RULES OF PROCEDURE ~~ARE WERE~~ ADOPTED ON ~~THIS DATE:~~ 10/8/2013.**

\_\_\_\_\_  
Downtown Development Authority Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice-Chairperson/Secretary

\_\_\_\_\_  
Date



GLADSTONE



**City of Gladstone, MI**

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

**MEETING TYPE  
STAFF REPORT**

<b>Agenda Date:</b> July 10, 2023	<b>Eric Buckman, City Manager:</b> _____
<b>Department:</b> Community Development	<b>Department Head Name:</b> _____
<b>Presenter:</b> Renée Barron	<b>Kim Berry, City Clerk:</b> _____

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

**AGENDA ITEM TITLE:**

Encroachment Agreement with 604 Loueda

**BACKGROUND:** The residential home and the deck at 604 Loueda, estimated to be built in 1973, is located partially in the undeveloped 7<sup>th</sup> Avenue right of way (ROW). The Pepin family is looking to sell this home and for the home to be sold the new buyer has requested an encroachment agreement. The agreement will move any future road to be developed 10' north of the center line of the road and they agree not to expand any encroachment in the undeveloped ROW.

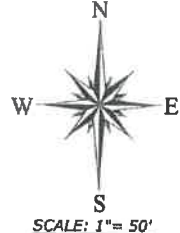
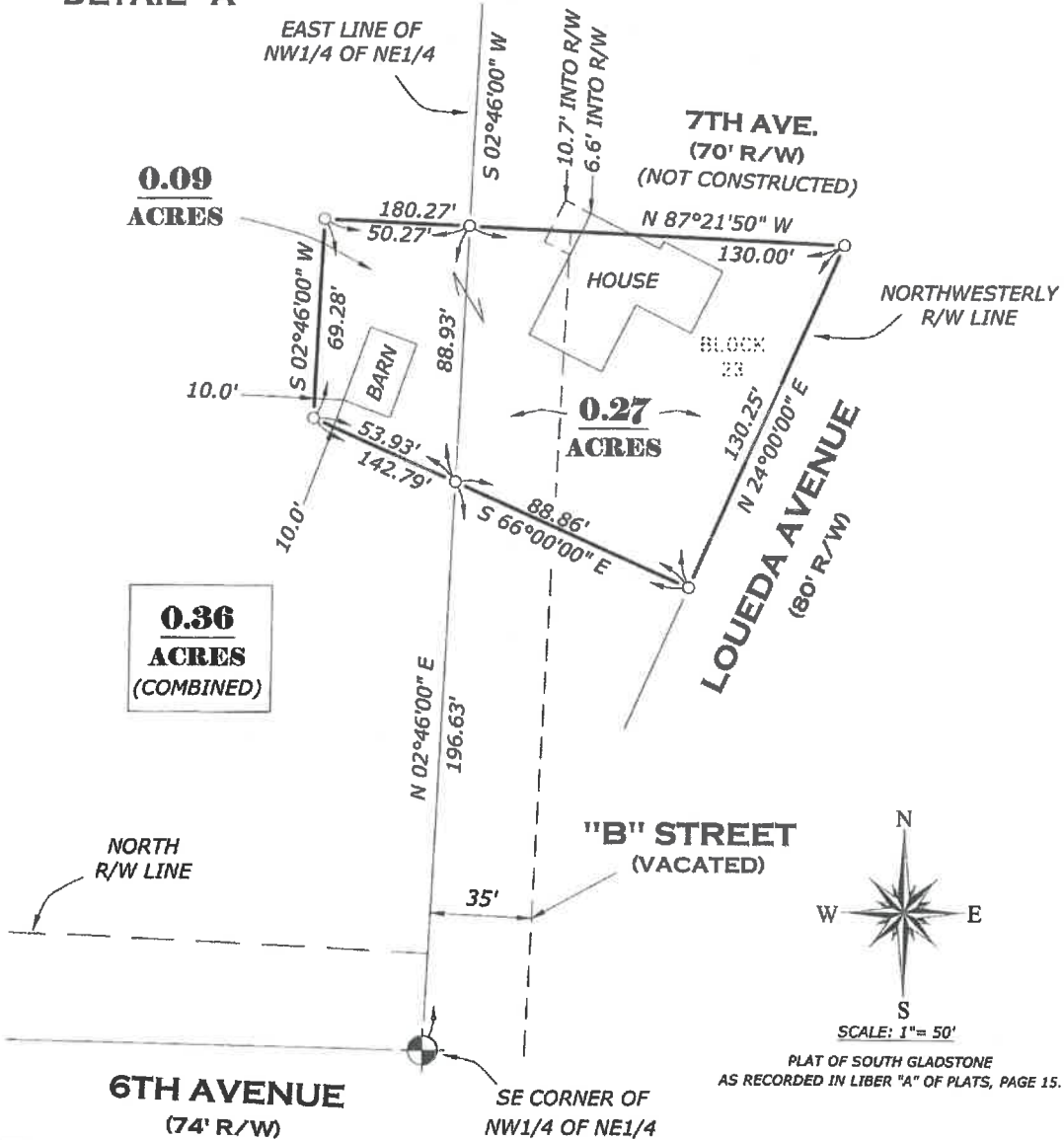
**FISCAL EFFECT:** \$500 Application Fee for Encroachment Agreement

**SUPPORTING DOCUMENTATION:** Survey, GIS Picture, Encroachment Agreement

**RECOMMENDATION:** Approve the Mayor and City Clerk to sign Encroachment Agreement.

**Plat of Survey of  
Part of E1/3 of NW1/4 of NE1/4 of  
Section 29 T.40N., R.22W.  
& Part of Block 23 of the Plat of South Gladstone  
City of Gladstone  
Delta County, Michigan**

**DETAIL "A"**



PLAT OF SOUTH GLADSTONE  
AS RECORDED IN LIBER "A" OF PLATS, PAGE 15.

SURVEY FOR	MICHAEL PEPIN	JOB NUMBER	23034-2302
SUBJECT	PROPERTY DIVISION	SHEET 1 OF 2 SHEETS	
DATE OF SURVEY	MAY 26, 2023		
DATE OF MAPPING	MAY 26, 2023		
CERTIFICATE OF SURVEY TO:			
MICHAEL PEPIN			
I, TERENCE S. WANIC, A PROFESSIONAL SURVEYOR IN THE STATE OF MICHIGAN, HEREBY CERTIFY; THAT I HAVE MADE A SURVEY OF THE ABOVE DESCRIBED LANDS, THAT IRON MONUMENTS, TOGETHER WITH THOSE FOUND HAVE BEEN PLACED OR LOCATED AT THE POSITIONS INDICATED HEREON, THAT THERE ARE NO VISIBLE PHYSICAL ENCROACHMENTS EITHER WAY ACROSS PROPERTY LINES, EXCEPT AS SHOWN, THAT THE RELATIVE ERROR OR CLOSURE OF THE UNADJUSTED FIELD MEASUREMENTS OF THE SURVEY IS LESS THAN THE RATIO OF 1 PART IN 10,000.			
TERENCE S. WANIC, Professional Surveyor No. 44296		1410 Ludington Street Escanaba, Michigan 49829 Phone (906)786-1755, Fax 786-6487 info@daviswanic.com	



**ORIGINAL**

**Plat of Survey of  
Part of E1/3 of NW1/4 of NE1/4 of  
Section 29 T.40N., R.22W.  
& Part of Block 23 of the Plat of South Gladstone  
City of Gladstone  
Delta County, Michigan**

**PROPERTY DESCRIPTION: ( NEW HOUSE PARCEL )**

FROM THE SE CORNER OF NW1/4 OF NE1/4 MEASURE N.02°46'00"E. ALONG THE EAST LINE OF SAID NW1/4 OF NE1/4 A DISTANCE OF 196.63 FEET TO THE POINT OF BEGINNING OF THE LAND HEREIN DESCRIBED, THENCE S.66°00'00"E. A DISTANCE OF 88.86 FEET TO A POINT ON THE NORTHWESTERLY RIGHT-OF-WAY LINE OF LOUEDA AVENUE AS ESTABLISHED IN THE PLAT OF SOUTH GLADSTONE AND RECORDED AT LIBER "A" OF PLATS ON PAGE 15, THENCE N.24°00'00"E. ALONG SAID RIGHT-OF-WAY LINE A DISTANCE OF 130.25 FEET TO THE SOUTH RIGHT-OF-WAY LINE OF 7TH AVENUE, THENCE N.87°21'50"W. ALONG SAID RIGHT-OF-WAY LINE A DISTANCE OF 130.00 FEET TO THE EAST LINE OF SAID NW1/4 OF NE1/4, THENCE CONTINUE N.87°21'50"W. A DISTANCE OF 50.27 FEET, THENCE S.02°46'00"W. PARALLEL WITH SAID EAST LINE A DISTANCE OF 69.28 FEET, THENCE S.66°00'00"E. A DISTANCE OF 53.93 FEET TO SAID EAST LINE ALSO BEING THE POINT OF BEGINNING.

CONTAINING 0.36 ACRES TOTAL

SURVEY FOR <b>MICHAEL PEPIN</b>		JOB NUMBER <b>23034-2302</b>	<p align="center"><b>LEGEND</b></p> <p>— INDICATES A LINE NOT DRAWN TO SCALE</p> <p>○ IRON MONUMENTS SET</p> <p>● IRON MONUMENTS FOUND</p> <p>□ CONC. MONUMENTS SET</p> <p>■ CONC. MONUMENTS FOUND</p> <p>⊕ CHISELED CROSS IN CONCRETE</p> <p>(M) MEASURED DISTANCE AND/OR BEARINGS</p> <p>(R) RECORDED DISTANCE AND/OR BEARINGS</p> <p>◆ SECTION CONTROL CORNERS</p>
SUBJECT <b>PROPERTY DIVISION</b>		<b>SHEET 2 OF 2 SHEETS</b>	
DATE OF SURVEY <b>MAY 26, 2023</b>			
DATE OF MAPPING <b>MAY 26, 2023</b>			
CERTIFICATE OF SURVEY TO:			
<p align="center"><b>MICHAEL PEPIN</b></p> <p>I, TERENCE S. WANIC, A PROFESSIONAL SURVEYOR IN THE STATE OF MICHIGAN, HEREBY CERTIFY; THAT I HAVE MADE A SURVEY OF THE ABOVE DESCRIBED LANDS, THAT IRON MONUMENTS, TOGETHER WITH THOSE FOUND HAVE BEEN PLACED OR LOCATED AT THE POSITIONS INDICATED HEREON, THAT THERE ARE NO VISIBLE PHYSICAL ENCROACHMENTS EITHER WAY ACROSS PROPERTY LINES, EXCEPT AS SHOWN, THAT THE RELATIVE ERROR OR CLOSURE OF THE UNADJUSTED FIELD MEASUREMENTS OF THE SURVEY IS LESS THAN THE RATIO OF 1 PART IN 10,000.</p> <p><i>Terence S. Wanic</i> 5/26/23</p>			
TERENCE S. WANIC, Professional Surveyor No. 44296			 <p>1410 Ludington Street Esconaba, Michigan 49829 Phone (906)786-1755, Fax 786-6487 info@daviswanic.com</p>

**ORIGINAL**



*When experience matters*

(651)756-8187  
7383 Pinehurst Ct.,  
Pine Springs, MN 55115  
michaelpepinlaw.com  
michael@michaelpepinlaw.com

Michael K. Pepin | *Attorney at Law*

June 9, 2023

Renee Barron  
City of Gladstone  
Gladstone City Hall  
1100 Delta Avenue  
Gladstone, MI 49837

Re: 604 Loueda Street, Gladstone, Michigan, 49837

This form constitutes an agreement between Heather Marie Murtha, Michael K. Pepin, Lynn L. Matta and Kevin J. Pepin, (hereafter referred to as the owners) and their assigns and The City of Gladstone, Michigan and its representatives regarding the proposed city street, 7th Avenue West from Loueda Street and the vacated B Street. This agreement is entered into in order to make this home saleable and due to the now complexity of vacating streets under Michigan Statues.

The City of Gladstone and its representatives hereby agree that the home and attached deck at 604 Loueda Street, Gladstone if it is situated on the right of way for said 7th Avenue West is not required to be removed. Furthermore, the city agrees that it appears that there is no benefit at the present time to make this avenue a usable street. The city further agrees that if a roadway is ever necessary that they will offset the actual road a minimum of 10' north from the center of the right-of-way to accommodate the encroachment of the home above.  
The owners agree to not place any additional structures on the city right-of-way for said 7th Avenue West.

/s/Michael K. Pepin  
Michael K. Pepin

Dated: June 11, 2023

/s/Lynn Matta  
Lynn L. Matta

Dated: June 11, 2023

/s/ Kevin J. Pepin  
Kevin J. Pepin

Dated: June 11, 2023



Michael K. Pepin | *Attorney at Law*

*When experience matters*

(651)756-8187  
7383 Pinehurst Ct.,  
Pine Springs, MN 55115  
michaelpepinlaw.com  
michael@michaelpepinlaw.com

*/s. Heather M. Murtha*  
\_\_\_\_\_  
Heather M. Murtha

Dated: June 11, 2023

Michael K. Pepin #0390864  
7383 Pinehurst Court  
Pine Springs, MN 55115  
651-756-8187  
michael@michaelpepinlaw.com





Search bar with magnifying glass icon



**052-523-001-00 604 LOUEDA AVE**

Parcel Number	052-523-001-00
Business Name	604 LOUEDA AVE
Street Address	PEPIN RONALD G & LORETTA M
ownername	2621 8TH AVE W - GLADSTONE MI 49837
Owner_Address	Wednesday
GARBAGE DAY	2/4 Thursdays
RECYCLING DAY	77,900.00
ASSESSED VALUE 2022	72,508.00
TAXABLE VALUE 2022	82,700.00
ASSESSED_VALUE_2023	76,133.00
TAXABLE_VALUE_2023	

[Zoom to](#)



GLADSTONE



**City of Gladstone, MI**

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

**MEETING TYPE  
STAFF REPORT**

<b>Agenda Date:</b> July 10, 2023	<b>Eric Buckman, City Manager:</b>
<b>Department:</b> General Fund	<b>Department Head Name:</b> Vicki Schroeder
<b>Presenter:</b> Eric Buckman	<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:** Extend Summer 2023 Tax Due Date

**BACKGROUND:** Past practice has been to allow the due date for summer taxes to be extended one month to September 14, 2023 instead of the due date stated in our city charter, which is August 15<sup>th</sup>.

**FISCAL EFFECT:** None

**SUPPORTING DOCUMENTATION:** None

**RECOMMENDATION:** Allow summer tax due date to be extended to September 14, 2022.

GLADSTONE



City of Gladstone, MI

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

MEETING TYPE  
STAFF REPORT

Agenda Date: July 10, 2023

Eric Buckman, City  
Manager:

Department: Public Safety

Department Head Name:

Presenter: Ron Robinson

Kim Berry, City Clerk:

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

**AGENDA ITEM TITLE:**

Public Safety Body Camera Upgrade

**BACKGROUND:**

Body-cameras are an essential part of Law Enforcement and the expectation now a day is that Law Enforcement shall have them.

Body-cams, by GPSD policy, are to be utilized, when possible, to record field contacts, interviews, and arrest situations.

Video footage from body-cams are to be used in the interest of Officer Safety, to supplement and support written reports, to collect evidence, to review and document incidents which may result in personnel complaints, to provide training aids and to facilitate investigations at the Officer and Prosecutor level.

GPSD has had body-cams since approximately 2015 & we have upgraded once to the same model body-cams.

The current body-cams that we use have not worked out well. The software system does not work, the body-cams themselves keep breaking, etc. and it is time to upgrade to a better body-cam and software.

We have done some research and came up with what is said to be the two best body-cams on the market today.

We reached out to AXON last winter and requested a "test & evaluation" camera & software, which they sent within a few days. They also helped us virtually set up the software.

D/Sgt. Aaron Quinlan and PSO Mallory Nelsen used the camera and software for 30 days and their evaluation of the body-cam/software was excellent.

We then reached out to the other body-cam provider for a "test & evaluation" cam/software and did not receive the support as we received from AXON. In fact, we did not receive the camera/software as they said we would until 6-12-23.

We have made the decision to go with AXON cameras and their cloud storage software.

**AXON IS THE SOLE PROVIDER FOR THE BODY-CAM/SOFTWARE, SO NO RFP WAS CONDUCTED.**

I received (2) quotes from AXON. One is for (9) cameras/software and the other is for (10) cameras/software. I would really like to get back to (10) employees ASAP, which is why I asked for a (10) cam quote.

Both Quotes, like most other body-cam companies, are a 5-year payment deal.

The Quote for (9) body-cams/software comes to: \$9,562.10 a year for 5-years or \$47,810.58 Total.

The (10) cam/software Quote comes to: \$10,101.90 a year for 5-years or \$50,509.58 Total.

Both Quotes have the same warranty (5-year full warranty on everything)

I will be applying for the MMRMA RAP grant, if the purchase is approved. This will reimburse the initial body-cam purchase - 50% up to a maximum of \$400 per camera.

This year's payment was budgeted in the Gordon Olson fund.

Future payments will be budgeted with General fund dollars and/or Gordon Olson funds.

As of 5-3-23, we have \$56,055.54 left in the Gordon Olson fund; however, we purchased ballistic vests with the funds for \$7,504.75, which leaves \$48,550.79.

**FISCAL EFFECT:**

\$9,562.10 a year for 5-years or \$47,810.58 Total OR

\$10,101.90 a year for 5-years or \$50,509.58 Total

**SUPPORTING DOCUMENTATION:**

(9) Cam Quote

(10) Cam Quote

RAP Grant excerpt

Gordon Olson fund printout

**RECOMMENDATION:**

Allow the purchase of 10 AXON body-cams and software per the Quote and allow Director Robinson to apply for the MMRMA RAP grant.

Yearly payment approved for the next five years.

Quote Unbundled Price: \$55,016.20  
 Quote List Price: \$50,886.40  
 Quote Subtotal: \$50,509.58

**Pricing**

*All deliverables are detailed in Delivery Schedules section lower in proposal*

Item	Description	Qty	Term	Unbundled	List Price	Net Price	Subtotal	Tax	Total
<b>Program</b>									
BWCamMBDTAP	Body Worn Camera Multi-Bay Dock TAP Bundle	1	60	\$70.49	\$34.66	\$34.66	\$2,079.60	\$0.00	\$2,079.60
BWCamTAP	Body Worn Camera TAP Bundle	10	60	\$35.80	\$32.50	\$32.50	\$19,500.00	\$0.00	\$19,500.00
<b>A la Carte Hardware</b>									
AB3C	AB3 Camera Bundle	10			\$749.00	\$749.00	\$7,490.00	\$0.00	\$7,490.00
AB3MBD	AB3 Multi Bay Dock Bundle	1			\$1,595.00	\$1,595.00	\$1,595.00	\$0.00	\$1,595.00
<b>A la Carte Software</b>									
73683	10 GB EVIDENCE.COM A-LA-CART STORAGE	150	60		\$0.60	\$0.60	\$5,400.00	\$0.00	\$5,400.00
BasicLicense	Basic License Bundle	8	60		\$16.87	\$16.25	\$7,800.00	\$0.00	\$7,800.00
ProLicense	Pro License Bundle	2	60		\$42.91	\$42.25	\$5,069.98	\$0.00	\$5,069.98
<b>A la Carte Services</b>									
80146	VIRTUAL BODYCAM STARTER	1			\$1,575.00	\$1,575.00	\$1,575.00	\$0.00	\$1,575.00
<b>Total</b>							<b>\$50,509.58</b>	<b>\$0.00</b>	<b>\$50,509.58</b>

Quote Unbundled Price: \$52,119.20  
 Quote List Price: \$48,187.40  
 Quote Subtotal: \$47,810.58

**Pricing**

*All deliverables are detailed in Delivery Schedules section lower in proposal*

Item	Description	Qty	Term	Unbundled	List Price	Net Price	Subtotal	Tax	Total
<b>Program</b>									
BWCamMBDTAP	Body Worn Camera Multi-Bay Dock TAP Bundle	1	60	\$70.49	\$34.66	\$34.66	\$2,079.60	\$0.00	\$2,079.60
BWCamTAP	Body Worn Camera TAP Bundle	9	60	\$35.80	\$32.50	\$32.50	\$17,550.00	\$0.00	\$17,550.00
<b>A la Carte Hardware</b>									
AB3C	AB3 Camera Bundle	9			\$749.00	\$749.00	\$6,741.00	\$0.00	\$6,741.00
AB3MBD	AB3 Multi Bay Dock Bundle	1			\$1,595.00	\$1,595.00	\$1,595.00	\$0.00	\$1,595.00
<b>A la Carte Software</b>									
73683	10 GB EVIDENCE.COM A-LA-CART STORAGE	150	60		\$0.60	\$0.60	\$5,400.00	\$0.00	\$5,400.00
BasicLicense	Basic License Bundle	8	60		\$16.87	\$16.25	\$7,800.00	\$0.00	\$7,800.00
ProLicense	Pro License Bundle	2	60		\$42.91	\$42.25	\$5,069.98	\$0.00	\$5,069.98
<b>A la Carte Services</b>									
80146	VIRTUAL BODYCAM STARTER	1			\$1,575.00	\$1,575.00	\$1,575.00	\$0.00	\$1,575.00
<b>Total</b>							<b>\$47,810.58</b>	<b>\$0.00</b>	<b>\$47,810.58</b>

**Accreditation Assistance**

50% up to a maximum of \$10,000 per member to assist with the cost of hiring a professional service to facilitate accreditation processes.

**Automatic External Defibrillators**

50% up to \$1,500 per unit – Restricted to jail/detention facilities and/or court facilities only. (5/10/23)

**Back Up Cameras for Vehicles**

50% up to a maximum of \$200 per vehicle. Vehicles manufactured after 2018 are not eligible for funding. (5/10/19)

**Body Scanners for Corrections**

1/3 up to a maximum of \$50,000 per member. (8/17/22)

**Body Worn Video Cameras**

50% up to a maximum of \$400 per camera. All municipal departments are eligible. (5/10/23)

- ❖ Quotes/invoices from the vendor MUST be included with the final application submission to MMRMA. A clear line-item cost of the component(s) included in the grant funding request is REQUIRED. If the line-item cost is \$0, funding will not be considered.

**Bola Wrap**

\$500 per unit with the number of units purchased to be verified by Membership Services. (5/24/2021)

**Bumper Guards**

50% up to \$500 per vehicle with a maximum of \$10,000 per member. (5/10/23)

**Concrete Scarifier**

50% up to \$2,500 per unit with an aggregate maximum of \$5,000 or 2 units per member. (8/14/13)

**Corrections Security/Physical Improvements**

50% up to \$50,000 for security and other physical improvements in corrections facilities. (5/10/23)

**Court Compliance Safety**

50% funding with an aggregate maximum of \$20,000 for security related equipment as recommended by the Michigan State Court Administrator's Office. (8/17/22)

Updated: May 10, 2023



Olson Trust Balance Detail  
5/3/2023

	3/31/2010	3/31/2012	3/31/2013	3/31/2014	3/31/2015	3/31/2016	3/31/2017	3/31/2018	3/31/2019	3/31/2020	3/31/2021	3/31/2022	3/31/2023	Balance
Kiesler's Police Supply											(3,367.20)			
Cardmember Service											(453.22)			
DS Tech											(1,145.00)			
Axon Enterprises											(5,904.00)			
Dell Marketing											(3,359.20)			
Mark Christoff											(803.59)			65,865.17
Kustom Signals												(1,414.00)		
Safety Vision											(4,560.89)			
Great Lakes Fitness											(500.00)			
MM/RMA Rap Grant											2,500.00			61,890.28
ACME Sports												(2,749.00)		
Big Sauer												(87.00)		
Word System												(1,000.00)		
Dell Marketing												(1,344.86)		
Noar Technologies												(6,041.10)		
Close out of Hovercraft Acct												4,269.00		
Lions Club Drone Donation												1,000.00		
Interest												118.22		56,055.54

*need to deduct*  
*Bullback verify*  
*\$7,504.75*  
*= \$48,550.79*  
*1.0 ct*

GLADSTONE



# City of Gladstone, MI

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

## Staff Report

**Agenda Date:** July 10, 2023

**Eric Buckman, City Manager:** \_\_\_\_\_

**Department:** Wastewater

**Department Head Name:** Rodney Schwartz

**Presenter:** Rodney Schwartz

**Kim Berry, City Clerk:** \_\_\_\_\_

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

**AGENDA ITEM TITLE:** Change Order No. 5 for Wastewater Treatment Plant Improvements.

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

**FISCAL EFFECT:** \$57,379.00 decrease in contract price. This will decrease the current contract price from \$17,864,547.00 to \$17,759,259.00. Original contract price was \$17,743,000. (\$16,259.00 overall increase, 1.3% of contingency)

**SUPPORTING DOCUMENTATION:** Please see attached Change Order #5 from C2AE Engineering.

**RECOMMENDATION:** Make a motion to approve Change Order #5 as recommended by C2AE Engineering for a net decrease to the contract price of \$57,379.00.



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

**CHANGE ORDER #5**

DATE OF ISSUANCE: 06/14/2023

EFFECTIVE DATE: Effective on Funding Agency Approval

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

ARCHITECT/ENGINEER'S CONTRACT NO. 21-0210

You are directed to make the following changes in the Contract Documents:  
 Description: See Items Below

Reason for Change Order: See Items Below

Attachments: Bulletin #8 with Contractor Change Order Requests B8.1-3 and B8.5-15, Contractor (Staab) quote dated 03/13/2023. Bulletin #10 with Contractor Change Order Requests B10.1-2, B10.6-9, Contractor (Staab) quote dated 04/07/2023. Work Change Directive (WCD) #6 dated 05/23/2023. Emails between Michael Faeth, C2AE and Chris Bever, Staab Construction dated 04/28/2023 and 05/03/2023.

CHANGE IN CONTRACT PRICE:
Original Contract Price: \$17,743,000.00
Net increase from previous Change Orders No.1 to No. 4: \$73,638.00
Contract Price prior to this Change Order: \$17,816,638.00
Net decrease of this Change Order: (\$57,379.00)
Contract Price with all approved Change Orders: \$17,759,259.00

CHANGE IN CONTRACT TIMES:
Original Contract Times: Substantial Completion: April 15, 2024 Ready for final payment: June 24, 2024
Net change from previous Change Orders No.1 to No. 4: Substantial Completion: None Ready for final payment: None
Contract Times prior to this Change Order: Substantial Completion: April 15, 2024 Ready for final payment: June 24, 2024
Net increase (decrease) this Change Order: Substantial Completion: None Ready for final payment: None
Contract Times with all approved Change Orders: Substantial Completion: None Ready for final payment: None

RECOMMENDED:  
 By:   
 ARCH/ENSR (Authorized Signature)  
 Date: 6-14-23

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

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

EJCDC 1910-8-B (1996 Edition)  
 Prepared by the Engineers Joint Contract Documents Committee and endorsed by The Associated General Contractors of America and the Construction Specifications Institute.

## Description:

## 1. Bulletin #8:

- a. B8.1 Revise boiler control panel location and add sludge pump controls. Relocate the Control Panel from where shown in the submittal to the opposite (water) side of the boiler. Add a Sludge Recirculation System Hands-Off-Auto Selector Switch to the face of the boiler control panel. The motor starters for these pumps will be remotely located and will be furnished and installed by others. The remote starter which is in the Auto Mode will function when signaled to run from the boiler control panel. Provide the following Sludge Recirculation Modes of Operation: Hand – When the sludge recirculation selector switch is in the Hand position, the pump will be called to run continuously. Auto – When the sludge recirculation selector switch is in the Auto position, the pump will be called to run when the setpoints on a 24 hour timer are enabled. The pump will run as long as the temperature of the sludge at the inlet to the remote heat exchanger is below the setpoint and the timer call to run is present. (A remote 4-20 mAdc sludge temperature signal will be provided from the WWTP SCADA system. The boiler control panel and the SCADA system signal inputs shall be connected in series. Boiler control panel signal input impedance shall not exceed 250 ohms.) Off – When the sludge recirculation selector switch is in the Off position, the pump will not run. Refer to Specification Section 44 7341 Dual Fired Sludge Boiler (not reissued) and to Shop Drawing Submittal No. 90.

Reason: The control panel will not meet code due to insufficient working clearance at the original/proposed location. Sludge recirculation and heating controls required to operate the system were not included in the original specification.

Increase the contract in the amount of:

\$7,842.00

- b. B8.2 Keep existing ¾" CW piping to existing sample sink and keep existing sample sink. Within the Eastern Pipe Gallery 006, do not demo existing cold water piping to sample sink and do not demo existing sample sink. Reconnect existing cold water piping to sample sink instead of routing new piping. Refer to Sheet PPD-201 and PPP-201 (reissued).

Reason: If the sink were to be removed there is currently no replacement. The replacement would be an additional cost.

Decrease the contract in the amount of:

(\$292.00)

- c. B8.3 Updated storm piping invert elevation for clarity. Also added relationship between plumbing elevation and civil elevations. Refer to Sheet PPW-201 and PPW-200 (reissued).

Reason: This change was meant to add clarity to the drawings.

Increase/Decrease the contract in the amount of:

\$0.00

- d. B8.5 Remove and cap existing exhaust fan. Remove existing exhaust fan above the Eastern Pipe Gallery and cap existing curb. Refer to Sheet MD-202 (reissued).

Reason: Existing exhaust fan was not shown on bidding documents. Fan is not required and shall be removed.

Increase the contract in the amount of:

\$200.00

- e. B8.6 Replace unit heater explosion proof thermostats. Replace ten (10) of the eighteen (18) unit heater thermostats with non-explosion proof versions. Eight (8) unit heater thermostats will remain as explosion proof. Refer to Sheet M-802 (reissued).

Reason: Ten (10) of the unit heaters are not within a classified space and do not require explosion proof thermostats.

Decrease the contract in the amount of:

(\$1,956.00)

- f. B8.7 Relocate gas water heater GWH-1, pump RCP-1 and the air compressor to Administration Closet 109. Refer to Sheets E-121, E-202, and E-801 (not reissued). On Sheet 202, in Storage Room 125, delete circuit LP-A, 12 shown for pump RCP-1. Circuit LP-A, 12 shall remain as a spare. On Sheet 801 in Closet 109, add the manual motor starter for RCP-1 and a receptacle for water heater GWH-1 and connect to spare circuit LP-B, 57. In Closet 109, furnish and install a duplex receptacle connected to spare circuit breaker LP-B, 59 for the air compressor.

Reason: Electrical modifications to accommodate Owner requested relocation of the gas water heater and air compressor.

Increase the contract in the amount of:

\$2,202.00

- g. B8.8 Relocate air compressor to Administration Closet 109. Relocate air compressor from Storage 125 to Closet 109. Compressed air piping was originally shown to be routed from the Storage 125, through the Passage 113, and then to Laboratory 110. Now the compressed air piping has changed to route from Closet 109, through the Passage 113, and then to Laboratory 110. Refer to PPP-202 (reissued).

Reason: Owner requested relocation of the air compressor.

Increase the contract in the amount of:

\$603.00

- h. B8.9 Relocate gas water heater and recirculating pump to Administration Closet 109. Relocate the gas water heater and recirculating pump from Storage 125 to Closet 109. HW, HWR, and CW piping connections from each respective main branch to the water heater were originally within Storage 125. Now HW, HWR, and CW piping connections to their respective mains are within Passage 113. Combination air and flue vent to be moved from above Storage 125 to above Closet 109. Refer to PPP-202 (reissued).

Reason: Owner requested relocation of the gas water heater.

Increase the contract in the amount of:

\$4,634.00

- i. B8.10 Update gas water heater detail. Updated gas water heater detail number 12 on Sheet PP-800. Updated to better reflect water heater chosen. Flue was reduced within the detail from 9" to 4". Detail depicts how condensate, drain, and overflow will be discharged within Closet 109. HW, HWR, CW, and G remain depicted the same as originally shown. Refer to PP-800 (reissued).

Reason: Modifications necessary due to Owner requested relocation of the hot water heater.

Increase the contract in the amount of:

\$804.00

- j. B8.11 Removed items from roof view. Hid unit heaters, VAVs and side propeller fan from roof view Sheet PPP-204. This is a no cost change (sheet not reissued due to this change).

Reason: This change was meant to add clarity to the drawings.

Increase/Decrease the contract in the amount of:

\$0.00

- k. B8.12 Moved gas line to gas water heater's new location. Moved gas line from a roof entry into Storage 125 to a roof entry into Closet 109. Continued 1 1/2" gas line to new tee gas water heater branch location. Gas water heater branch changed from 1" to 3/4". Refer to Sheet PPP-204 (reissued).

Reason: Gas service modification to accommodate Owner requested relocation of the gas water heater.

Increase/Decrease the contract in the amount of:

\$0.00

- i. B8:15 Add grille to EF-3 ducting. A ceiling was added within the west stair well (south of Electrical Room 116). The duct work for EF-3 will need to extend through the ceiling and be capped with EG-1 (surface mounted egg crate grille). Refer to MH-202 and M-802 (reissued).

Reason: Required to coordinate with new ceiling added, approved on Change Order 4, item B9.4.

Increase the contract in the amount of:

\$899.00

2. Bulletin #10:

- a. B10.1 Remove new stair and hoist beam from project. Existing stair to remain. New stair and hoist beam with all associated details to be removed from project. Refer to Sheets SD-201, S-205, S-301, S-302, and S-304 (reissued).

Reason: Modifications to the existing stair deleted per Owner request. Access to existing hoist equipment shall be utilized.

Decrease the contract in the amount of:

(\$26,490.00)

- b. B10.2 Remove entrance slabs. Remove entrance slabs on north side of PST No. 2. Modify entrance slab to east side of Administration Building, remove footings and construct foundation walls to 24" below grade. Refer to Sheets S-201, S-301, and S-302 (reissued).

Reason: Additive Alternate 1: Weather Tight Primary Settling Tank Lean-To Enclosure was added by the Owner, which eliminates the need for frost depth entrance slabs within the tempered structure.

Decrease the contract in the amount of:

(\$4,500.00)

- c. B10.3 Revise effluent drop box elevations. Revise elevations of effluent drop box for PST No. 1 and No. 2. Refer to Sheet S-304 (reissued).

Reason: Minor discrepancy in elevations between process and structural sheets.

Increase/Decrease the contract in the amount of:

\$0.00

- d. B10.4 Revise top of wall elevation in influent split structure. Revise top of weir wall elevations to 593.00. Refer to Sheet S-504 (reissued).

Reason: Minor discrepancy in elevations between process and structural sheets.

Increase/Decrease the contract in the amount of:

\$0.00

- e. B10.5 Revise grade elevation under influent channel. Revise Section 1 for approximate grades between the MBBR and existing building. Refer to Sheet S-403 (reissued).

Reason: Grades depicted would have required a retaining wall or sheet piling.

Increase/Decrease the contract in the amount of:

\$0.00



- f. B10.6 Modify line 8 which directs primary effluent flow to the primary effluent wetwell. Reduce the nominal pipe diameter of the fabricated stainless steel line 8 from 24" to 20". Delete the required link seal for the wetwell penetration. The 90 degree elbow to be grouted in place and properly supported. Refer to Sheet P-202 (not reissued).

Reason: The primary effluent line must drop into the existing secondary effluent wetwell, which is a segregated structure. In order for proper clearance to be able to install a pipe penetration and for the curve of a fitting to fit in the cored hole, the pipe must be reduced.

Decrease the contract in the amount of: (\$3,376.00)

- g. B10.7 Delete fabricated metal slide gate GSF-MBR-01. Delete downward opening gate GSF-MBR-01 from the contract. Refer to Sheets P-401 and P-402 (not reissued).

Reason: MBBR effluent screens shall function as water surface elevation control within the tanks. Downward opening gate served as a redundant feature and was eliminated.

Decrease the contract in the amount of: (\$4,820.00)

- h. B10.8 Modification of the weir (W-6) depicted within the final settling tank scum chamber. Weir noted in the field as an FRP stop gate. Delete the weir plate indicated on the plan view north of the final settling tank number 1. Add the extension of the stop gate guide rails and provide a fabricated gate with approximate dimensions of 1.5' wide x 7.0' tall. Refer to Sheet P-501 (not reissued).

Reason: Field conditions were observed different than record drawings.

Increase the contract in the amount of: \$4,618.00

- i. B10.9 Delete modifications depicted within the base bid as listed in Field Order No. 1. Delete the demolition and reconstruction of the raw sewage wetwell interior walls. Refer to Field Order No. 1 (not reissued).

Reason: Field conditions were observed different than record drawings.

Decrease the contract in the amount of: (\$472.00)

### 3. Work Change Directive (WCD) #6

- a. WCD #6 See modifications to 24" MBRE line and adjust existing cleanouts to proposed grades. Add two 24-inch 45 degree elbows to allow for the MBRE line to be installed below existing lines. Add field verification of existing 6-inch final settling tank sludge/scum return line before installing 24" MBRE. Add cleanout for 6-inch chlorine contact drain line. Add the adjustment of two existing cleanouts. Delete 24-inch MBRE TEE as described within addendum item 2.14. Disregard fittings described within B11.2. Refer to Sheet C-103 (reissued).

Reason: Field conditions were observed different than record drawings. Invert elevations of existing gravity lines were found to be higher than depicted, the MBRE line must be relocated below.

Increase the contract in the amount of: \$26,725.00

4. Email Communication:

- a. Emails dated 04/28/2023 and 05/03/2023 Delete the interior coating of PST1, MBBR, and FST3/Splitter.

Reason: Per Owner request the proposed coatings of existing tanks were deleted. Structures are poured with a water crystalline admixture.

Decrease the contract in the amount of: (\$64,000.00)

**Total This Change Order (\$57,379.00)**

GLADSTONE



# City of Gladstone, MI

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

## Staff Report

Agenda Date: July 10, 2023

Eric Buckman, City Manager: \_\_\_\_\_

Department: Wastewater

Department Head Name: Rodney Schwartz

Presenter: Rodney Schwartz

Kim Berry, City Clerk: \_\_\_\_\_

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

**AGENDA ITEM TITLE:** Wastewater Upgrades Request for Disbursement of Funds Draw #11.

**BACKGROUND:** According to the procedures required by Michigan Finance Authority State Revolving Loan Fund documents, requests for reimbursement of funds requires Commission approval before sending to the State. Draw #11 includes C2AE invoice # 74860 totaling \$21,417.08 and Staab Construction payment #12 totaling \$850,864.50.

**FISCAL EFFECT:** \$872,282.00

**SUPPORTING DOCUMENTATION:** Request for Disbursement of Funds Draw #11 packet.

**RECOMMENDATION:** Approve Request for Disbursement of Funds Draw #11 totaling \$872,282.00.

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>11</b>	C. Period Covered by Request 4/27/2023 to 05/25/2023 (M/D/Y) (M/D/Y)	D. Request Type * 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 Della 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					
<b>I. Budget Items (round amounts to the nearest dollar)</b>				<b>Approved Amount Incurred this Period</b>	<b>Approved Amount Incurred to Date</b>
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				\$21,417.00	\$488,653.00
14. CONSTRUCTION COSTS (bid contracts)				\$850,865.00	\$6,285,315.00
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				\$872,282.00	
20. TOTAL CUMULATIVE AMOUNT INCURRED TO DATE					\$8,271,170.00
21. AMOUNT PREVIOUSLY DISBURSED					\$7,398,887.00
22. AMOUNT REQUESTED FOR DISBURSEMENT					\$872,283.00

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

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

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

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

**FOR EGLE USE ONLY:**

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

(EQP 3522 REV 3-31-22)



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

May 22, 2023  
Project No: 21-0210  
Invoice No: 74860

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

Project 21-0210 Gladstone 2021 WWTP Improvements

**Professional Services for the period ending May 14, 2023**

Phase 02 General Engineering  
Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
0023 Basis of Design	357,000.00	100.00	357,000.00	357,000.00	0.00
0030 Preliminary Engineering	715,000.00	100.00	715,000.00	715,000.00	0.00
0031 Final Engineering	171,000.00	100.00	171,000.00	171,000.00	0.00
0032 Bidding and Negotiating	35,000.00	100.00	35,000.00	35,000.00	0.00
0040 General Engineering	323,000.00	88.3932	285,510.00	281,010.00	4,500.00
0060 Post Construction Engineering	17,000.00	0.00	0.00	0.00	0.00
<b>Total Fee</b>	<b>1,618,000.00</b>		<b>1,563,510.00</b>	<b>1,559,010.00</b>	<b>4,500.00</b>
	<b>Total Fee</b>				<b>4,500.00</b>
			<b>Total this Phase</b>		<b>\$4,500.00</b>

Phase 04 Additional Engineering  
Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
0052 Part I and Part II	20,000.00	100.00	20,000.00	20,000.00	0.00
Construction Survey	9,000.00	3.1167	280.50	280.50	0.00
0061 Construction Compaction Testing	13,000.00	21.5931	2,807.10	2,807.10	0.00
0070 Soil Bores	16,500.00	70.6667	11,660.00	11,660.00	0.00
<b>Total Fee</b>	<b>58,500.00</b>		<b>34,747.60</b>	<b>34,747.60</b>	<b>0.00</b>
	<b>Total Fee</b>				<b>0.00</b>
			<b>Total this Phase</b>		<b>0.00</b>

Phase 06 Resident Project Representative

Invoices are due upon receipt.

---

Project	21-0210	Gladstone 2021 WWTP Improvements	Invoice	74860
---------	---------	----------------------------------	---------	-------

---

Haapapuro, Jacob	4/23/2023	34.50
Haapapuro, Jacob	4/30/2023	35.00
Haapapuro, Jacob	5/7/2023	31.00
Haapapuro, Jacob	5/14/2023	37.25
		137.75

**Total Labor** **16,917.08**

**Line 13 Construction Engineering**

**Total this Phase** **\$16,917.08**

**Total this Invoice** **\$21,417.08**

**Outstanding Invoices**

<b>Number</b>	<b>Date</b>	<b>Balance</b>
74744	4/30/2023	23,470.93
<b>Total</b>		<b>23,470.93</b>



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

**Contractor's Application for Payment No. 12**

Application Period: <b>04/27/23 to 5/25/2023</b>		Application Date: <b>05/25/23</b>
To (Owner): <b>CITY OF GLADSTONE</b>	From (Contractor): <b>Staab Construction Corporation</b>	Via (Engineer): <b>C2AE</b>
Project: <b>4632- GLADSTONE, MI WWTF</b>	Contract:	
Owner's Contract No:	Contractor's Project No: <b>4632-</b>	Engineer's Project No: <b>ENG PROJ NO. 21-0120</b>

**Application for Payment  
 Change Order Summary**

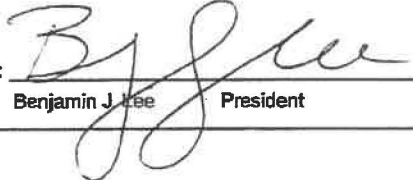
Change Orders approved in Previous months by Owner	<b>\$190,269.00</b>	<b>-\$116,631.00</b>
Number	Additions	Deductions
	<b>0.00</b>	<b>0.00</b>
<b>TOTALS</b>	<b>\$190,269.00</b>	<b>-\$116,631.00</b>
Net Change by Change Orders	<b>\$73,638.00</b>	

<b>1. ORIGINAL CONTRACT PRICE</b> .....	<b>\$17,743,000.00</b>
<b>2. Net Change By Change Orders</b> .....	<b>\$73,638.00</b>
<b>3. Current Contract Price (Line 1+2)</b> .....	<b>\$17,816,638.00</b>
<b>4. TOTAL COMPLETED AND STORED TO DATE</b> (Column G on Progress Estimate) .....	<b>\$6,983,683.00</b>
<b>5. RETAINAGE:</b>	
10.00% of Completed Work	
c. Total Retainage (Line 5a = 5b) .....	<b>\$698,368.30</b>
<b>6. AMOUNT ELEGIBLE TO DATE (Line 4 - Line 5c) . . . .</b>	<b>\$6,285,314.70</b>
<b>7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application) . . . . .</b>	<b>\$5,434,450.20</b>
<b>8. AMOUNT DUE THIS APPLICATION</b> .....	<b>\$850,864.50</b>
<b>9. BALANCE TO FINISH, PLUS RETAINAGE</b> .....	
(Column H on Progress Estimate + Line 5 above) .....	<b>\$11,531,323.30</b>

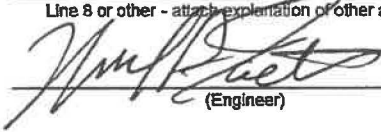
**Contractor's Certification**

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: 6-1-23  
 Benjamin J. Lee President

Payment of: \$ 850,864.50  
Line 8 or other - attach explanation of other amount)

is recommended by:  6-5-23  
(Engineer) (Date)

Payment of: \$ 850,864.50  
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. : 12  
 Application Date : 5/25/2023  
 To: 5/25/2023  
 Architect's Project No.: ENG PROJ NO. 21-0120

Invoice # : 12 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	216,000.00	18,000.00	0.00	234,000.00	55.71%	186,000.00	
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	200,000.00	20,000.00	0.00	220,000.00	52.38%	200,000.00	
015000-00	Temporary Facilities	130,000.00	60,000.00	6,000.00	0.00	66,000.00	50.77%	64,000.00	
016000-00	Yard & Equipment	545,000.00	260,000.00	20,000.00	0.00	280,000.00	51.38%	265,000.00	
024100-00	Demolition	145,000.00	20,000.00	0.00	0.00	20,000.00	13.79%	125,000.00	
024135-00	Equipment Demo	55,000.00	30,000.00	0.00	0.00	30,000.00	54.55%	25,000.00	
030000-00	Sitework Concrete	130,000.00	5,000.00	0.00	0.00	5,000.00	3.85%	125,000.00	
030000-10	Service Concrete	140,000.00	0.00	0.00	0.00	0.00	0.00%	140,000.00	
030000-20	Administration Concrete	255,000.00	253,000.00	0.00	0.00	253,000.00	99.22%	2,000.00	
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	450,000.00	40,000.00	0.00	490,000.00	98.99%	5,000.00	
030000-50	Final Settling Tank No 1 & 2 Concr	63,000.00	0.00	0.00	0.00	0.00	0.00%	63,000.00	
030000-54	Final Settling Tank No 3 Concrete	305,000.00	0.00	30,000.00	0.00	30,000.00	9.84%	275,000.00	
030000-56	Splitter Box Concrete	55,000.00	0.00	0.00	0.00	0.00	0.00%	55,000.00	
030000-60	Chlorine Contact Concrete	50,000.00	0.00	0.00	0.00	0.00	0.00%	50,000.00	
030000-70	Primary Digester Concrete	3,000.00	0.00	0.00	0.00	0.00	0.00%	3,000.00	
034000-00	Precast Concrete	46,000.00	46,000.00	0.00	0.00	46,000.00	100.00%	0.00	
036200-00	Concrete Repairs	26,000.00	0.00	0.00	0.00	0.00	0.00%	26,000.00	
042000-00	Masonry	393,000.00	170,000.00	60,000.00	0.00	230,000.00	58.52%	163,000.00	
055000-00	Metal Fabrications	320,000.00	2,908.00	0.00	36,642.00	39,550.00	12.36%	280,450.00	
066000-00	FRP Fabrications	110,000.00	110,000.00	0.00	0.00	110,000.00	100.00%	0.00	
068160-00	FRP Weirs & Baffles	114,000.00	0.00	0.00	70,490.00	70,490.00	61.83%	43,510.00	
072113-00	Foundation Insulation	7,000.00	7,000.00	0.00	0.00	7,000.00	100.00%	0.00	
074213-00	Insulated Wall Panels	100,000.00	0.00	0.00	0.00	0.00	0.00%	100,000.00	
075300-00	Single Ply Roof	300,000.00	99,000.00	0.00	75,000.00	174,000.00	58.00%	126,000.00	
081000-00	Metal & FRP Doors	180,000.00	54,000.00	0.00	78,861.00	132,861.00	73.81%	47,139.00	
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	18,000.00	20,000.00	0.00	38,000.00	100.00%	0.00	
093000-00	Ceramic Tile	9,000.00	0.00	0.00	0.00	0.00	0.00%	9,000.00	

# 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. : 12  
 Application Date : 5/25/2023  
 To: 5/25/2023  
 Architect's Project No.: ENG PROJ NO. 21-0120

Invoice # : 12 Contract : 4632- GLADSTONE, MI WWTF

A Item No.	B Description of Work	C Scheduled Value	D Work Completed		F Materials Presently Stored  (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H % (G / C)	I Balance To Finish (C-G)	Retainage
			From Previous Application (D+E)	This Period In Place					
095100-00	Ceiling Tile	10,000.00	0.00	10,000.00	0.00	10,000.00	100.00%	0.00	
096500-00	Resilient Flooring	26,000.00	0.00	0.00	11,759.00	11,759.00	45.23%	14,241.00	
099100-00	Painting	480,000.00	0.00	20,000.00	0.00	20,000.00	4.17%	460,000.00	
101000-00	Misc Specialties	15,000.00	0.00	0.00	1,335.00	1,335.00	8.90%	13,665.00	
107313-00	Metal Awnings	2,000.00	0.00	0.00	0.00	0.00	0.00%	2,000.00	
123000-00	Casework & Cabinets	95,000.00	0.00	0.00	0.00	0.00	0.00%	95,000.00	
124000-00	Furnishings ALLOWANCE	40,000.00	0.00	0.00	0.00	0.00	0.00%	40,000.00	
133400-00	Primary Tank Cover	245,000.00	0.00	0.00	0.00	0.00	0.00%	245,000.00	
220500-00	Plumbing	405,000.00	98,719.00	8,000.00	55,281.00	162,000.00	40.00%	243,000.00	
230500-00	HVAC	1,400,000.00	148,000.00	173,000.00	0.00	321,000.00	22.93%	1,079,000.00	
260500-00	Electrical Construction	2,300,000.00	505,000.00	20,000.00	0.00	525,000.00	22.83%	1,775,000.00	
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	322,000.00	40,000.00	0.00	362,000.00	61.36%	228,000.00	
312343-00	Dewatering	320,000.00	250,000.00	20,000.00	0.00	270,000.00	84.38%	50,000.00	
314116-00	Permanent Sheeting	60,000.00	0.00	0.00	13,543.00	13,543.00	22.57%	46,457.00	
321216-00	Asphalt Paving	64,000.00	0.00	0.00	0.00	0.00	0.00%	64,000.00	
323100-00	Fencing	75,000.00	12,000.00	0.00	0.00	12,000.00	16.00%	63,000.00	
329219-00	Site Restoration	17,000.00	0.00	0.00	0.00	0.00	0.00%	17,000.00	
333000-01	Underground Piping Materials	360,000.00	0.00	0.00	207,404.00	207,404.00	57.61%	152,596.00	
333000-02	Underground Piping Install	570,000.00	112,000.00	0.00	0.00	112,000.00	19.65%	458,000.00	
400519-01	Interior Piping Materials	1,100,000.00	0.00	0.00	447,126.00	447,126.00	40.65%	652,874.00	
400519-02	Interior Piping Install	390,000.00	30,000.00	0.00	0.00	30,000.00	7.69%	360,000.00	
400557-00	Stop & Slide Gates	240,000.00	0.00	0.00	0.00	0.00	0.00%	240,000.00	
400562-00	Valve Material	650,000.00	0.00	0.00	306,845.00	306,845.00	47.21%	343,155.00	
412214-00	Trolley & Hoist	49,000.00	0.00	0.00	16,956.00	16,956.00	34.60%	32,044.00	
431133-00	Rotary Screw Blower	4,000.00	0.00	0.00	0.00	0.00	0.00%	4,000.00	
432313-00	Centrifugal Slurry Pumps	78,000.00	0.00	0.00	0.00	0.00	0.00%	78,000.00	
432331-00	Drypit Sumbersible Pumps	370,000.00	0.00	0.00	341,862.00	341,862.00	92.40%	28,138.00	
432331-01	Vertical Non Clog Sewage Pumps	62,000.00	0.00	0.00	0.00	0.00	0.00%	62,000.00	
462133-00	Rotary Drum Screen	145,000.00	0.00	0.00	0.00	0.00	0.00%	145,000.00	

# 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. : 12  
 Application Date : 5/25/2023  
 To: 5/25/2023  
 Architect's Project No.: ENG PROJ NO. 21-0120

Invoice # : 12 Contract : 4632- GLADSTONE, MI WWTF

A Item No.	B Description of Work	C Scheduled Value	D Work Completed		F Materials Presently Stored  (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H % (G / C)	I Balance To Finish (C-G)	Retainage
			From Previous Application (D+E)	This Period In Place					
462324-00	Vortex Grit Removal and Classifier	380,000.00	0.00	0.00	0.00	0.00	0.00%	380,000.00	
464350-00	Chain and Flight Sludge Collector	355,000.00	0.00	0.00	0.00	0.00	0.00%	355,000.00	
465326-00	MBBR Equipment	610,000.00	0.00	0.00	132,624.00	132,624.00	21.74%	477,376.00	
467318-00	Digester Floating Cover	280,000.00	0.00	30,000.00	175,545.00	205,545.00	73.41%	74,455.00	
467330-00	Mechanical Sludge Mixing Equip	80,000.00	0.00	0.00	79,510.00	79,510.00	99.39%	490.00	
467333-00	Digester Gas Handling	130,000.00	0.00	0.00	98,262.00	98,262.00	75.59%	31,738.00	
467341-00	Spiral Heat Exchanger	80,000.00	0.00	0.00	74,011.00	74,011.00	92.51%	5,989.00	
468000-00	Samplers	48,000.00	0.00	0.00	0.00	0.00	0.00%	48,000.00	
C.O. # 01	Change Order #1	-68,722.00	0.00	0.00	0.00	0.00	0.00%	-68,722.00	
C.O. # 02	Change Order #2	69,561.00	0.00	0.00	0.00	0.00	0.00%	69,561.00	
C.O. # 03	Change Order #3	120,708.00	0.00	0.00	0.00	0.00	0.00%	120,708.00	
C.O. # 04	Change Order #4	-47,909.00	0.00	0.00	0.00	0.00	0.00%	-47,909.00	
<b>Grand Totals</b>		<b>17,816,638.00</b>	<b>4,225,627.00</b>	<b>535,000.00</b>	<b>2,223,056.00</b>	<b>6,983,683.00</b>	<b>39.20%</b>	<b>10,832,955.00</b>	<b>698,368.30</b>

GLADSTONE



**City of Gladstone, MI**

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

**MEETING TYPE  
STAFF REPORT**

**Agenda Date:** July 10, 2023

**Eric Buckman, City  
Manager:**

**Department:** \_\_\_\_\_  
Fernwood Cemetery

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

**Presenter:** \_\_\_\_\_  
Barry Lund

**Kim Berry, City Clerk:** \_\_\_\_\_

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

**AGENDA ITEM TITLE:**

Fernwood Cemetery Rules & Regulations Update

**BACKGROUND:**

Periodic review of the cemetery rules and regulations occur before the Fernwood Cemetery Committee and updates are recommended as needed. Changes to the existing rules are in red.

**FISCAL EFFECT:**

None

**SUPPORTING DOCUMENTATION:**

Proposed Fernwood Cemetery Rules & Regulations

**RECOMMENDATION:**

Motion to approve the Fernwood Cemetery Rules and Regulations as recommended by the City of Gladstone Fernwood Cemetery Committee.

**FERNWOOD CEMETERY RULES AND REGULATIONS**  
**City of Gladstone**  
Commission Approval XXX

These rules and regulations are established to ensure a proper balance is maintained between the quiet, beautiful, and reposeful nature required of the final resting place for loved ones, while also providing for a variety of recreational uses.

**GENERAL REGULATIONS**

1) Visitors to the cemetery are reminded that the grounds are sacredly devoted to the interment of the dead and appropriate decorum in the cemetery is required. Appropriate decorum means that:

- a) No domestic animals shall be permitted to roam freely in the cemetery. Pet owners must clean up after their pets.
- b) No person shall carry or consume alcoholic beverages in the cemetery except in conjunction with established burial customs.
- c) Loud, boisterous language or music, other than ceremonial music, is not allowed in the cemetery.

2) The cemetery is closed at dusk and reopens at dawn.

3) Any section or part of the cemetery may be declared closed to the public by the Sexton:

- a) At any time and for any interval of time
- b) Either temporarily or at regular and stated intervals
- c) Merely for certain uses as reasonably necessary

4) Driving off established roadways within the Cemetery is prohibited, except for maintenance personnel. Funeral cars shall have the right-of-way over all other traffic. The maximum speed limit is 15 miles per hour.

5) No person shall perform any work within the cemetery except with the permission of and in accordance with the directions of the Sexton. Any person causing damage within the cemetery shall be liable to the City for such damage. Any person performing work in the cemetery without permission shall be liable to the City for the cost of restoring the cemetery to the condition that it was in before the work was done.

6) The City of Gladstone shall not be liable for any loss or damage caused by an act of God, common enemy, thieves, vandals, unavoidable accidents, the elements, subsidence, riots, or order of any military or civil authority to any grave space, family lot, nor for any loss or damage or bodily injuries sustained by any person or persons in the cemetery.

7) No person shall interrupt or disturb any funeral or memorial service.

8) No person, except a City employee, shall place any sign in the cemetery.

9) Persons visiting the cemetery or attending funerals are forbidden from:

- a) Picking flowers, wild or cultivated
- b) Breaking or injuring any trees, shrubs, or plants
- c) Writing upon, defacing, or injuring any memorials or structures within the cemetery grounds

10) No private plowing of roads in the wintertime. Any damage done by such an action will be repaired and an invoice sent to the offenders.



## LOT PLANTING & DECORATING

- 1) The City of Gladstone reserves itself the sole right to plant and maintain all permanent plantings within the Cemetery. Lot owners desiring special permanent plantings on their lot shall make their request to the Sexton, who may permit such planting to be done at the owner's expense. Such planting shall immediately become the property of the City of Gladstone.
- 2) Any and all plantings that, in the reasonable opinion of the Sexton, interfere with cemetery maintenance, encroach upon an adjoining lot, or detract from the general appearance of the Cemetery may be pruned or removed by the City of Gladstone without advance notice.
- 3) Seasonal decoration placement shall adhere to the following schedule, or as dictated by weather conditions:
  - a) Summer decorations:
    - Not permitted prior to May 1st
    - Must be removed by October 1st (Fall Cleanup in October)
  - b) Winter decorations:
    - Not permitted prior to November 1st
    - Must be removed by April 1st (Spring Cleanup in April)
- 4) Seasonal decorations not removed in a timely manner will be collected and disposed of by the City of Gladstone without advance notice.
- 5) Rubbish, refuse and unused containers shall be deposited in facility waste receptacles. All compostable waste materials generated in the cemetery shall be placed in the compost pile located behind the maintenance garage.
- 6) Any planting baskets, wooden structures, hanging baskets, shepherd hooks or "trinkets" that, in the reasonable opinion of the Sexton, interfere with cemetery maintenance, encroach upon an adjoining lot, detract from the general appearance of the Cemetery, or pose a potential hazard may be removed by the City of Gladstone without advance notice.

## MONUMENTS & MARKERS

- 1) No person, including any professional monument worker, shall install or place any monument, benches without obtaining permission from the Sexton at least 48 hours prior to such placement.
- 2) No monument or bench may be erected on a lot which is not paid for in full.
- 3) New raised markers and benches must be set on a concrete foundation that is flush with the ground and extends 3 inches beyond the marker on all sides. Permitted Urns and statues must be placed on a concrete base flush with the ground and extend 3 inches beyond the base of the urn or statue.  
As a guarantee of good work to lot owner, and protection of the interests of the City, Cemetery staff will excavate for and install foundations in the Cemetery at the expense of lot owners/monument companies, at a price as established by the current fiscal year fee schedule.
- 4) The City shall not accept delivery of monuments, benches or flush markers purchased by lot owners off the internet. Lot owners shall contract with a professional monument worker to place such monuments after obtaining permission from the Sexton at least 48 hours prior to said placement. Foundations for monuments and benches purchased off the internet will be placed by the City of Gladstone and shall be charged at the rate specified in the current fiscal year fee schedule.
- 5) No more than one monument shall be erected on any family lot. Multiple flush markers shall not exceed the number of grave spaces composing the family lot.
- 6) Protestant Side, Sections O, P, Q, and Y are designated as flush markers only:
  - a) All gravestones and bases in these sections must be flush with the ground so that mowers can go over them without damage from mower deck or tires.
  - b) No flowers may be planted in the ground in these sections. All flowers must be in an appropriate vase, or Cemetery approved container, or they will be removed without advance notice.

- c) No statues are allowed in these sections, and all vases must be on foundations or on the gravestone and meet the 3-inch clearance rule.
- d) Metal vases built into flat gravestones in these sections must be turned down during the spring and fall clean-up months, or whenever they are not in use, and in the winter months to prevent damage to the vases.
- e) All gravestones will be on the owner's lot and have the occupants' names so that they can be read from the aisle way.

## **INTERMENTS & DISINTERMENTS**

- 1) All funerals shall be under the general supervision of the Sexton, or one of his designees, who shall attend every interment and see that the rules, regulations, and strict proprieties of the Cemetery are observed.
- 2) Interments may be made after hours, on weekends or on City-designated holidays only with prior approval of the Sexton and shall be charged at the rate specified in the current fiscal year fee schedule.
- 3) All grave openings and closings, interments and disinterment shall be performed by cemetery employees utilizing equipment provided or approved by the City of Gladstone. Workers engaged in the vicinity of a burial shall suspend their labors during the services.
- 4) All casket burials, except those in designated green burial areas, shall be in metal or concrete vaults or concrete rough boxes. Urn vaults are not required for cremation interments.
- 5) After the close of a funeral service at the grave, it shall not be permissible for anyone to open the casket or to touch the remains therein without the consent in writing of the legal representative of the deceased, or a court order for that purpose.
- 6) Disinterment or removal of remains or cremains shall not be made without notice in writing to the Sexton. Graves shall not be opened for inspection except for official investigation under court order or pursuant to statute. All due care will be exercised in making a disinterment or removal, but the City of Gladstone shall assume no liability for any damage done to a casket, vault, cremation urn or cremated remains during said disinterment or removal.
- 7) The Cemetery will endeavor to facilitate indigent burials. Selections of indigent grave spaces will be entirely at the discretion of the Sexton. Indigent fees for a grave opening will be one half of the normal burial charge.
- 8) While the Cemetery personnel will make all reasonable efforts to establish the identity of the person or persons claiming burial rights ownership of the lot or grave space or deciding for the interment, the City and Cemetery personnel shall not be responsible for misrepresentations or errors made by the person or person(s) purported to be the burial rights owner or his legal representative or other agent.
- 9) Cemetery staff will remove funeral floral displays as soon as they become unsightly, and the Cemetery assumes no responsibility for their return.
- 10) These rules and regulations are not intended to violate any burial customs of any religion, and where any contradictions exist, exceptions to these rules and regulations may be permitted by the Sexton.

## **DESIGNATION OF RESIDENCY, LOT PURCHASES, PERPETUAL CARE, ASSIGNMENTS, TRANSFERS OR ABANDONMENT**

The purchase of a lot or plot does not transfer ownership of a parcel of property but is the transferring of the right of burial on the lot or plot purchased from the Cemetery to the lot or plot owner.

- 1) Designation of residency
  - a) Any adult resident of the city.
  - b) Any minor child of an adult resident of the city
  - c) Any person who is a student in an institution of higher education and is a child of an adult resident of the city and who does not claim another residency.

- d) Any active member of the armed services who was a resident of the city prior to entering military service.
- e) Any resident of the city who moves into an assisted living facility, nursing home, or other such facility for care.

2) All grave spaces shall be sold subject to the rules and regulations in force or that may be adopted and to such changes of the rules as deemed necessary by the City Commission.

3) A grave space shall be defined as a parcel of land for the permanent disposition of the remains of a deceased human being. Every person who purchases burial rights in a grave space shall also be required to simultaneously purchase perpetual care. Perpetual care must be purchased on any (old) lots that do not have perpetual care before any new burials or new markers can be placed on lot. Upon payment in full at the rates specified in the current fiscal year fee schedule, certificates will be issued to the owner indicating the purchase of both burial rights and or perpetual care for the space in question.

4) No grave space may be purchased on installment. All spaces shall be paid for by check or in cash at the time of purchase.

5) Perpetual care shall be defined as the making of Cemetery capital improvements and all general cemetery maintenance, including but not limited to:

- a) Lawn mowing and raking at reasonable intervals.
- b) Fall and spring leaf and fallen branch collections.
- c) Pruning and removal of trees and shrubs.
- d) Maintenance of cemetery infrastructure such as:
  - i. Roadways
  - ii. Fences
  - iii. Irrigation pipes, risers, and sprinklers
  - iv. Buildings

6) Perpetual care shall in no case be construed as meaning:

- a) The maintenance, repair, or replacement of any monument or marker, except for the straightening and resetting of monuments deemed hazardous due to foundation failure.
- b) The planting of flowers or any other individual grave space adornment
- c) The reconstruction of any marble, granite, bronze, or concrete work on any family lot caused by:
  - i. The elements
  - ii. Vandalism
  - iii. Unavoidable accidents

7) Interment of the remains of any person other than the grave space owner or any member of the immediate family will be permitted only after written consent by the owner or authorized agent assigning such rights has been filed with the City.

8) Burial space ownership may be transferred to another person by registering the change with the City Clerk's Office, paying the applicable fee(s), and obtaining a new deed. (Note: Transfers from grandparents to children or grandchildren shall be without charge.) Any burial space bought under City residential rates and transferred to a non-resident must pay the difference in lot fees from the current fee schedule. A space transfer from a non-resident to a city resident will not be compensated for the difference in price.

9) Cemetery burial spaces are exempt from tax and cannot be seized on execution. No mortgage or other encumbrance can be given on any burial space.

10) A cemetery grave space owner who desires special attention for his lot, such as flower planting or monument cleaning, must plan for such care with a person not connected with the City of Gladstone.

11) It shall be the duty of the grave space owner to notify the cemetery of any change in post office address. Notice to a grave space owner at the last address on file in the cemetery records shall be considered sufficient and proper legal notification.

12) A person possessing a right to a space within a cemetery is presumed to have abandoned the right if all the following apply:

- a) During the past 60 years, the person possessing the right to the space or the person's authorized representative has not provided the cemetery owner or operator with an updated address for the purpose of contacting the person.
- b) During the past 60 years, the person possessing the right to the space or the person's authorized representative has not contacted the cemetery owner or operator and affirmed possession of the right in any of the following ways:
  - i) Requesting an interment or notifying the cemetery owner or operator of an interment under the right to the space.
  - ii) Requesting the installation of a memorial or notifying the cemetery owner or operator of the installation of a memorial under the right to the space.
  - iii) Indicating or requesting a transfer of the right to the space to another person.
  - iiii) Making a payment to the cemetery owner or operator relating to the right to the space.
  - v) Affirming in writing the possession of the right to space.
- c) A memorial has not been installed at the cemetery under the right to the space.
- d) Remains have not been interred at the cemetery under the right to the space.
- e) Cemetery Regulation act 251 of 1968, or updated version will be used for presumption of abandonment.

## **VETERAN BURIALS**

Resident Veterans will be charged 50% of opening and closing cost. All opening & closing cost will be waived for any military service member killed while on active duty whether a resident or non-resident.

- 1) The City of Gladstone shall supply one (1) universal veteran flag holder and one (1) 12" x 18" American flag at no charge. Should a second flag holder be required, the requester shall be charged at the rate specified in the current fiscal year fee schedule.
- 2) Volunteers place one (1) universal veteran flag holder and one (1) 12" x 18" American flag at each veteran grave site prior to Memorial Day. Said flags remain in place until Flag Day when they are collected, repaired, and reused annually.

## **FERNWOOD CEMETERY COMMITTEE MEMBERSHIP**

Fernwood Cemetery Committee Membership consists of the following representatives.

- Two (2) City of Gladstone Employees
- Two (2) Funeral Home Directors (Anderson & Skradski Funeral Homes)
- Two (2) City of Gladstone Residents
- One (1) American Legion Member

GLADSTONE



**City of Gladstone, MI**

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

**MEETING TYPE  
STAFF REPORT**

**Agenda Date:** July 10, 2023

**Eric Buckman, City  
Manager:**

**Department:** \_\_\_\_\_  
Fernwood Cemetery

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

**Presenter:** \_\_\_\_\_  
Barry Lund

**Kim Berry, City Clerk:** \_\_\_\_\_

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

**AGENDA ITEM TITLE:**

Fernwood Cemetery Green Burial Section Rules

**BACKGROUND:**

This is a new section within Fernwood Cemetery. The cemetery committee has reviewed the proposed rules and recommended approval.

**FISCAL EFFECT:**

None

**SUPPORTING DOCUMENTATION:**

Proposed Fernwood Cemetery Green Burial Section Rules

**RECOMMENDATION:**

Motion to approve the Fernwood Cemetery Green Burial Section Rules as recommended by the City of Gladstone Fernwood Cemetery Committee.

# Fernwood Cemetery

## Green Burial Section Rules

(Commission Approved XXX XXX)

### **Purpose and Intent**

Green Burial Sections of the Fernwood Cemetery are dedicated to serving individuals and families who desire a natural burial, one in which they can return their bodies to the earth in an ecologically sustainable manner and where the burial grounds will be perpetually maintained as a natural woodland forest.

To honor these intentions, the rules for Green Burial Sections are very different from the conventional burial sections. Gladstone is committed to maintaining and managing the Green Burial Sections in the manner described by these rules, and burial space owners and their families are responsible for knowing and understanding these rules for funeral planning, burial, and memorialization.

While the City of Gladstone reserves the right to revise these rules if future circumstances should require changes, all due consideration will be given to respect the interests of space holders, the collective concerns of city residents, and the intention of keeping all rules consistent with sound principles of natural burial, ecological sustainability, and woodland forest grounds.

### **All Burial and Memorial Materials Must be Natural.**

As detailed in subsequent rules, all burial and memorial materials must be natural and biodegradable. Burial space owners and their families should pre-plan carefully with their funeral director to assure compliance at the time of burial. They are also encouraged to select materials, including permanent grave markers, that are local, organic, and/or sustainable in origin.

It is understood that some natural burials will include non-biodegradable medical implants. Except where removal is required by law, the choice of inclusion or removal of internal, non-natural medical components is at the discretion of the space owner and his/her family.

The Green Burial Section is intended for full body, non-toxic natural burials that will experience natural decomposition and cremains. Conventionally embalmed bodies are not permitted.

### **General Maintenance of Green Burial Sections**

Green Burial Sections will be generally maintained as natural woodland forest, as follows:

- Trees will be minimally managed to assure their best health and natural life cycles, including allowing leaves, branches, and deadfalls to decompose naturally. Diseased trees may be treated or removed to protect the health of the forest.
- No grass or ground covers will be planted, mowed, or otherwise maintained or permitted.
- Leaves will not be raked or removed, but instead allowed to decompose and naturally build the forest soil.
- Growth of native forest ground cover plants will be allowed to happen naturally.



### **Maintenance/Care of Individual Spaces**

Individual spaces must also be maintained as natural woodland forest. Space owners and their families are expected to support the ecosystem in the following ways:

- Except when required by law (e.g., flags for veterans), all grave decorations and non-permanent memorials must be natural, biodegradable, and not significantly detract from the natural woodland forest setting of the burial ground. Items not in compliance will be removed by cemetery staff. Please ask cemetery staff for permission to place any items that may be objectionable due to their size or nature.
- Leaf litter and normal forest debris must be allowed to accumulate on top of graves to build the soil and support natural decomposition.
- No grass, shrubs, trees, plants, or permanent flowers may be planted on graves.
- Growth of native forest ground cover plants must be allowed to happen naturally on graves.
- Recently filled graves will simply be recovered with their existing leaf litter and may be left with a mound of soil on top to allow for settling over time.
- Sunken graves may be refilled up to ground level to assure pedestrian safety.

### **Permanent Monuments/Grave Markers**

Except when required by law, permanent grave markers in Green Burial lots are optional and neither encouraged nor discouraged. They are permitted as follows:

- All permanent monuments/markers must be flush with the ground.
- Only one marker is allowed per burial space, no larger than 2ft. x 3ft. in size.
- Markers will not be maintained by cemetery staff and may eventually be covered by the forest soil. However, families are permitted to maintain them for as long as they wish.
- It is recommended that lot owners and families consider using materials that are as local and/or sustainable in origin as possible.

### **Burial Preparations and Materials**

Because natural burial is significantly different from conventional burial and requires much tighter time and material constraints, it is essential that burial space owners plan with their funeral director and fully communicate the rules for burial preparation and materials to their family and friends.

The following rules will apply:

- Green Burial Section lots are generally intended for non-embalmed bodies, but bodies embalmed with certified green/non-toxic/biodegradable fluids are permitted. Be sure to pre-plan carefully with your funeral director to determine if green embalming is likely to be needed and prepare accordingly.
- No vaults or grave liners of any kind are permitted.
- Sturdy containers for burials (untreated wood coffins, wicker or grass baskets, bamboo, or cardboard boxes, etc.) must be made of biodegradable materials. To minimize settling/sinking of graves, it is recommended that they be appropriately sized for the body with minimal empty space inside.
- Solid/sturdy containers must fit easily within the standard grave hole size of 3ft. X 7ft.
- Shroud burials using wrappings such as cloth, blankets, or quilts are permitted when they are made of biodegradable materials (but see special procedures/rules below regarding shroud burials).
- Conventionally embalmed (toxic) bodies are not permitted in Green Burial Sections. However, at the discretion of the Sexton, an exception may be made to this rule only when all the following four criteria apply:
  - The deceased already owned a lot in a Green Burial Section and had filed plans with his/her funeral director detailing clear intentions for a natural burial.

- The deceased has a life partner or spouse who is already interred in an adjacent lot and the intention was to be buried alongside one another.
- The body of the deceased conventionally embalmed outside of the control of the deceased, his/her family, or representatives (generally when ordered by authorities or required by law, such as embalming in the case of a body that could not be readily identified).
- The conventional embalming of the body is not the result of elective changes in burial plans by the lot owner or his/her family, family disagreements, lack of prior planning, or other controllable circumstances.

Furthermore:

- All other natural burial rules apply, such as all biodegradable materials and no vaults.

### **Standard Burial/Interment Procedures (Warm Weather Season)**

During warm weather conditions (i.e., not winter), the following rules apply to opening/closing of graves and interment of bodies:

- The standard grave hole size will be 3 ft. x 7 ft. For burials requiring larger grave holes, advance notice to the Sexton is required.
- Grave depth will be in the range of 3 to 4 feet, at the discretion of the Sexton but respecting the desire for natural burials to be no deeper than necessary.
- Only cemetery staff will be permitted to dig graves and will use a backhoe and/or other machinery as needed.
- Because natural burials are vault-less, during periods of rain or wet snow cemetery staff and funeral directors will do their best to keep water from pooling in graves prior to burial but cannot guarantee complete dryness.
- Open grave sites will be "natural" in appearance at the time of burial. This means that grave soil will be piled openly on site, the forest floor and pathways may be uneven, wet, and/or muddy, and attendees must dress accordingly.
- Because section roadways are unpaved and inaccessible to hearses and ordinary passenger vehicles, delivery of burials to graveside will require capable pallbearers and/or alternative vehicles (e.g., 4-wheel drive trucks). Families and funeral directors are also responsible for addressing any/all accessibility needs of attendees.
- Burials employing just shrouds or insufficiently sturdy containers will require strapping the body to a trundle board for interment. Funeral directors are responsible for providing trundle boards and assuring that they are of appropriate size and strength and will easily fit into the standard grave hole size of 3 ft. x 7 ft. Trundle boards will remain in the grave at burial unless they can be easily and respectfully removed.
- Interment of all burials into graves will be conducted by cemetery staff using conventional equipment.
- Graves may be filled in by hand by attendees.

### **Special Rules for Winter Burial**

Wintertime burials are permitted in Green Burial Sections at additional costs, and every effort will be made to facilitate such burials when needed. However, given the tight timeframes for natural burial, City of Gladstone cannot 100% guarantee this service in a timely manner. Space owners and their families should work closely with their funeral director to make clear plans that allow fast action in wintertime, and to plan for contingency measures that can be employed when delays are encountered, such as green embalming, freezing, or other methods of non-toxic preservation until burial is possible.

- During winter months, cemetery roads beyond the vault will not be plowed for passenger vehicles/hearses; and only clear enough snow for equipment access and delivery of burial to graveside with a 4-wheel drive vehicle.
- For attendee access to graveside families and funeral directors should assess current conditions and prepare with appropriate winter gear/equipment.
- In times of extreme winter weather, it may be necessary to disallow hand filling of graves and expedite the process with machinery.
- When bodies embalmed with certified green/non-toxic/biodegradable fluids must be stored in the winter for any reason or length of time, they will be enclosed in an additional container to assure health and safety.

# Fernwood Cemetery Green Burial Section Rules

\*\*\*\*\* Agreement \*\*\*\*\*

By signing below, I attest that I have received and read the above rules, procedures, and recommendations that govern my space(s) in the Green Burial Sections of Fernwood Cemetery and I agree to all terms as specified.

Space(s) \_\_\_\_\_

\_\_\_\_\_  
(Name of Primary Owner, Printed)

\_\_\_\_\_  
(Signature)

Phone and Address: \_\_\_\_\_

(Date)\_\_\_\_\_

-----

\_\_\_\_\_  
(Name of Additional Owner, Printed)

\_\_\_\_\_  
(Signature)

Phone and Address: \_\_\_\_\_

(Date)\_\_\_\_\_

-----

\_\_\_\_\_  
(Name of Additional Owner, Printed)

\_\_\_\_\_  
(Signature)

Phone and Address: \_\_\_\_\_

(Date)\_\_\_\_\_

GLADSTONE



**City of Gladstone, MI**

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

**MEETING TYPE  
STAFF REPORT**

<b>Agenda Date:</b> July 10, 2023	<b>Eric Buckman, City Manager:</b>	_____
<b>Department:</b> City Commission	<b>Department Head Name:</b>	_____
<b>Presenter:</b> 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:**

Soo Line Steam Engine Club

**BACKGROUND:**

The Soo Line Club has had meetings regarding the City owned Steam Engine #730. Originally this group began with approval to clean, repaint, fix electrical and install bird netting on the City steam engine. The club came up with many additional ideas for not only the City owned steam engine but the area where the locomotive is located. These ideas included acquiring additional sections of train, holding fundraisers, opening an account with the Community Foundation under their name and establishing an authority.

Club Minutes of February 13<sup>th</sup> and March 13<sup>th</sup> prompted a meeting with club members John Pickard, John Norkooli, Howard Keeton and Don Darmogray and Mayor Thompson, Mayor Pro-Tem Mantela, City Manager Buckman and Clerk Berry. This was held on April 4, 2023 at City Hall. This meeting clarified the process that any club proposed projects related to the City steam engine need to go through with the City of Gladstone. The club was encouraged to submit a written proposed project plan including dimensions if applicable, estimates and timeline to either the City Manager or City Clerk. Also, at that meeting it was determined that the donations given to the City for the locomotive would be sent to the Community Foundation account once receipts from the club were submitted to the City.

On June 12, 2023 club members spoke under public comment requesting assistance with additional projects at the locomotive site and the creation of a temporary welcome center. At this meeting Clerk Berry advised that at the April 4<sup>th</sup> meeting a written plan needs to be submitted to the City for review to proceed.

On June 20, 2023 club members attended the Gladstone DDA meeting and spoke under public comment requesting a meeting to discuss their plans for the locomotive and a welcome center downtown. The DDA motioned that they would like to have a joint meeting of the DDA and Commission to discuss the locomotive and welcome center plans the club has.

To date the Locomotive Club has not submitted any written project plans, timelines of the project plans or cost estimates of each project. Additionally, no receipts have been submitted nor have they asked permission from the city to establish an authority.

The City has always been willing to work with organizations and clubs for proposed projects. Successful projects have been the Gladstone Disc Golf Course, the pump track, and the Gladstone Pickleball Project, to name recent ones. It is difficult for city staff to begin the review and recommendation process on the many ideas and endeavors the locomotive club members are taking or want to take without written project plans for the city locomotive.

**FISCAL EFFECT:**

**SUPPORTING DOCUMENTATION:**

**RECOMMENDATION:**

It is recommended the Commission direct the Locomotive Club to submit written plans to the City Manager to begin the required review process and submit required receipts to allow the City to transfer funding to the Locomotive Club's Community Foundation account.



Fund 101 GENERAL FUND

GL Number	Description	Balance
<b>*** Assets ***</b>		
101-000-001.000	CASH	284,267.43
101-000-001.004	LITTLE BAY DE NOC TRAIL DONATIONS	8,168.78
101-000-001.008	OLSON TRUST	56,055.54
101-000-004.000	PETTY CASH	440.00
101-000-004.001	PETTY CASH	150.00
101-000-017.000	INVESTMENT IN FIRST BANK	782,020.44
101-000-040.000	MISCELLANEOUS ACCOUNTS RECEIVABLE	9,842.29
101-000-047.000	DELINQUENT SPECIAL ASSESSMENTS	21,259.00
101-000-055.000	ACCRUED INCOME	472.56
101-000-078.000	DUE FROM STATE OF MICHIGAN	109,736.30
101-000-078.001	DUE FROM COUNTY TREASURER	90,297.85
101-000-084.000	DUE FROM OTHER	21,504.46
101-000-102.000	INVENTORY-GRAVEL STOCKPILE	15,113.50
101-000-123.000	PREPAID EXPENSE	62,438.83
<b>Total Assets</b>		<b>1,461,766.98</b>
<b>*** Liabilities ***</b>		
101-000-202.000	ACCOUNTS PAYABLE	31,135.22
101-000-209.000	INSURANCE PAYABLE	46.98
101-000-214.540	DUE TO SOLID WASTE FUND	91,350.00
101-000-214.582	DUE TO ELECTRIC FUND	613,800.41
101-000-216.000	REVENUE COLLECTED IN ADVANCE	11,377.00
101-000-216.002	PREPAID CAMPGROUND	15,845.65
101-000-216.004	PREPAID PAVILION	1,630.00
101-000-216.005	PREPAID SPORTS PARK	3,300.00
101-000-228.001	STATE UNEMPLOYMENT INSURANCE	1,029.86
101-000-228.002	STATE TAX LIABILITY	8,043.96
101-000-231.006	MEDICAL SAVINGS ACCOUNT	100.00
101-000-231.015	AFLAC-CANCER, ACCIDENT, ICU, HIP F	9.06
101-000-231.016	AFLAC-SHORT TERM DISABILITY PAYABI	85.02
101-000-231.035	TEAMSTERS INSURANCE LIAB	2,187.51
101-000-253.000	JUG BOURDEAU -ICE FISHING TRNT ACT	100.11
101-000-257.000	ACCRUED PAYROLL	61,988.65
101-000-260.001	ACCRUED SICK & VACATION-CURRENT	35,221.78
101-000-339.000	UNEARNED REVENUE	123,174.09
<b>Total Liabilities</b>		<b>1,000,425.30</b>
<b>*** Fund Balance ***</b>		
101-000-380.000	POLICE CIP	23,517.07
101-000-382.000	FIRE CIP	105,842.94
101-000-383.000	K9 FUND	19,165.81
101-000-383.600	DPW CIP	126,511.88
101-000-389.000	CURRENT SURPLUS - RESERVE	46,147.31
101-000-390.000	FUND BALANCE	265,468.95
<b>Total Fund Balance</b>		<b>586,653.96</b>
<b>Beginning Fund Balance</b>		<b>586,653.96</b>
<b>Net of Revenues VS Expenditures</b>		<b>(125,312.28)</b>
<b>Ending Fund Balance</b>		<b>461,341.68</b>
<b>Total Liabilities And Fund Balance</b>		<b>1,461,766.98</b>

Fund 202 MAJOR STREET FUND

GL Number	Description	Balance
*** Assets ***		
202-000-001.000	CASH	194,444.23
202-000-017.000	INVESTMENT IN FIRST BANK	176,534.79
202-000-045.316	SPECIAL ASSESSMENT #316	1,894.20
202-000-045.319	SPECIAL ASSESSMENT #319	44,503.61
202-000-055.000	ACCRUED INCOME	1,035.28
202-000-078.000	DUE FROM STATE OF MICHIGAN	112,195.56
<b>Total Assets</b>		<b>530,607.67</b>
*** Liabilities ***		
202-000-202.000	ACCOUNTS PAYABLE	409.43
202-000-214.582	DUE TO ELECTRIC FUND	46,012.88
202-000-257.000	ACCRUED PAYROLL	2,857.29
202-000-282.001	DUE TO TAXPAYERS	(123.20)
202-000-339.000	UNEARNED REVENUE	6,319.15
202-000-360.001	DEFERRED INFLOW	65,341.93
202-537-257.000	ACCRUED PAYROLL	10.99
<b>Total Liabilities</b>		<b>120,828.47</b>
*** Fund Balance ***		
202-000-390.000	FUND BALANCE	353,273.00
<b>Total Fund Balance</b>		<b>353,273.00</b>
<b>Beginning Fund Balance</b>		<b>353,273.00</b>
<b>Net of Revenues VS Expenditures</b>		<b>56,506.20</b>
<b>Ending Fund Balance</b>		<b>409,779.20</b>
<b>Total Liabilities And Fund Balance</b>		<b>530,607.67</b>

Fund 203 LOCAL STREET FUND

GL Number	Description	Balance
*** Assets ***		
203-000-001.000	CASH	(281,287.89)
203-000-017.000	INVESTMENT IN FIRST BANK	384,138.57
203-000-045.315	SPECIAL ASSESSMENT #315	1,847.45
203-000-045.321	SPECIAL ASSESSMENT #321	82,747.90
203-000-045.322	SPECIAL ASSESSMENT #322	123,439.59
203-000-055.000	ACCRUED INCOME	356.79
203-000-078.000	DUE FROM STATE OF MICHIGAN	42,038.68
<b>Total Assets</b>		<b>353,281.09</b>
*** Liabilities ***		
203-000-214.582	DUE TO ELECTRIC FUND	19,888.89
203-000-257.000	ACCRUED PAYROLL	2,499.47
203-000-339.000	UNEARNED REVENUE	29,107.27
203-000-360.001	DEFERRED INFLOW	109,758.30
203-537-257.000	ACCRUED PAYROLL	10.00
<b>Total Liabilities</b>		<b>161,263.93</b>
*** Fund Balance ***		
203-000-390.000	FUND BALANCE	196,597.98
<b>Total Fund Balance</b>		<b>196,597.98</b>
<b>Beginning Fund Balance</b>		<b>196,597.98</b>
<b>Net of Revenues VS Expenditures</b>		<b>(4,580.82)</b>
<b>Ending Fund Balance</b>		<b>192,017.16</b>
<b>Total Liabilities And Fund Balance</b>		<b>353,281.09</b>

Fund 214 MSHDA HOMEOWNER

GL Number	Description	Balance
*** Assets ***		
214-000-001.000	CASH	26,338.34
<b>Total Assets</b>		<b>26,338.34</b>
*** Fund Balance ***		
214-000-390.000	FUND BALANCE	26,338.34
<b>Total Fund Balance</b>		<b>26,338.34</b>
<b>Beginning Fund Balance</b>		<b>26,338.34</b>
<b>Net of Revenues VS Expenditures</b>		<b>0.00</b>
<b>Ending Fund Balance</b>		<b>26,338.34</b>
<b>Total Liabilities And Fund Balance</b>		<b>26,338.34</b>

Fund 216 MSHDA-HABITAT REHAB

GL Number	Description	Balance
*** Assets ***		
216-000-001.000	CASH	25,000.00
<b>Total Assets</b>		<b>25,000.00</b>
*** Fund Balance ***		
216-000-390.000	FUND BALANCE	25,000.00
<b>Total Fund Balance</b>		<b>25,000.00</b>
<b>Beginning Fund Balance</b>		<b>25,000.00</b>
<b>Net of Revenues VS Expenditures</b>		<b>0.00</b>
<b>Ending Fund Balance</b>		<b>25,000.00</b>
<b>Total Liabilities And Fund Balance</b>		<b>25,000.00</b>

Fund 230 DR MARY CRETENS COMMUNITY FOUNDATION

GL Number	Description	Balance
*** Assets ***		
230-000-001.000	CASH	238,157.55
230-000-017.000	INVESTMENT IN FIRST BANK	227,024.22
230-000-055.000	ACCRUED INCOME	1,030.53
<b>Total Assets</b>		<b>466,212.30</b>
*** Liabilities ***		
<b>Total Liabilities</b>		<b>0.00</b>
*** Fund Balance ***		
230-000-390.000	FUND BALANCE	440,880.61
<b>Total Fund Balance</b>		<b>440,880.61</b>
<b>Beginning Fund Balance</b>		<b>440,880.61</b>
<b>Net of Revenues VS Expenditures</b>		<b>25,331.69</b>
<b>Ending Fund Balance</b>		<b>466,212.30</b>
<b>Total Liabilities And Fund Balance</b>		<b>466,212.30</b>



Fund 244 ECONOMIC DEVELOPMENT FUND

GL Number	Description	Balance
*** Assets ***		
244-000-001.000	CASH	(2,081.40)
244-000-017.000	INVESTMENT IN FIRST BANK	52,462.15
244-000-055.000	ACCRUED INCOME	307.92
<b>Total Assets</b>		<b>50,688.67</b>
*** Liabilities ***		
<b>Total Liabilities</b>		<b>0.00</b>
*** Fund Balance ***		
244-000-389.000	CURRENT SURPLUS - RESERVE	39,727.35
244-000-390.000	FUND BALANCE	25,335.26
<b>Total Fund Balance</b>		<b>65,062.61</b>
<b>Beginning Fund Balance</b>		<b>65,062.61</b>
<b>Net of Revenues VS Expenditures</b>		<b>(14,373.94)</b>
<b>Fund Balance Adjustments</b>		<b>0.00</b>
<b>Ending Fund Balance</b>		<b>50,688.67</b>
<b>Total Liabilities And Fund Balance</b>		<b>50,688.67</b>

Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY

GL Number	Description	Balance
*** Assets ***		
248-000-001.000	CASH	(17,720.98)
248-000-001.007	FARMERS MKT EBT	762.60
248-000-017.000	INVESTMENT IN FIRST BANK	163,255.54
248-000-040.000	MISCELLANEOUS ACCOUNTS RECEIVABLE	93.60
248-000-055.000	ACCRUED INCOME	958.14
248-000-078.001	DUE FROM COUNTY TREASURER	6,823.99
<b>Total Assets</b>		<b>154,172.89</b>
*** Liabilities ***		
248-000-202.000	ACCOUNTS PAYABLE	3,596.12
248-000-257.000	ACCRUED PAYROLL	3,106.36
<b>Total Liabilities</b>		<b>6,702.48</b>
*** Fund Balance ***		
248-000-390.000	FUND BALANCE	291,579.69
<b>Total Fund Balance</b>		<b>291,579.69</b>
<b>Beginning Fund Balance</b>		<b>291,579.69</b>
<b>Net of Revenues VS Expenditures</b>		<b>(144,109.28)</b>
<b>Ending Fund Balance</b>		<b>147,470.41</b>
<b>Total Liabilities And Fund Balance</b>		<b>154,172.89</b>

Fund 301 GENERAL DEBT SERVICE FUND

GL Number	Description	Balance
*** Assets ***		
301-000-001.000	CASH	(205,787.99)
301-000-017.000	INVESTMENT IN FIRST BANK	350,222.00
301-000-045.318	SPECIAL ASSESSMENT #318	413,250.75
301-000-123.000	PREPAID EXPENSE	500.00
<b>Total Assets</b>		<b>558,184.76</b>
*** Liabilities ***		
301-000-280.000	DEFERRED INFLOW- S.A.	413,250.75
<b>Total Liabilities</b>		<b>413,250.75</b>
*** Fund Balance ***		
301-000-390.000	FUND BALANCE	52,121.22
<b>Total Fund Balance</b>		<b>52,121.22</b>
<b>Beginning Fund Balance</b>		<b>52,121.22</b>
<b>Net of Revenues VS Expenditures</b>		<b>92,812.79</b>
<b>Ending Fund Balance</b>		<b>144,934.01</b>
<b>Total Liabilities And Fund Balance</b>		<b>558,184.76</b>

Fund 401 CAPITAL PROJECTS FUND

GL Number	Description	Balance
*** Assets ***		
	<b>Total Assets</b>	<u>0.00</u>
*** Fund Balance ***		
401-000-390.000	FUND BALANCE	43,279.47
	<b>Total Fund Balance</b>	<u>43,279.47</u>
	<b>Beginning Fund Balance</b>	43,279.47
	<b>Net of Revenues VS Expenditures</b>	(43,279.47)
	<b>Ending Fund Balance</b>	0.00
	<b>Total Liabilities And Fund Balance</b>	0.00

Fund 540 SOLID WASTE FUND

GL Number	Description	Balance
*** Assets ***		
540-000-001.000	CASH	149,292.59
540-000-017.000	INVESTMENT IN FIRST BANK	125,447.97
540-000-033.000	UTILITIES RECEIVALBE	71,523.65
540-000-055.000	ACCRUED INCOME	729.30
540-000-084.101	DUE FROM GENERAL FUND	91,350.00
540-000-123.000	PREPAID EXPENSE	2,234.34
540-000-148.000	CAPITALIZED EQUIPMENT	686,466.82
540-000-149.000	ACCUM DEPRECIATION - CAP EQUIPMENT	(433,325.80)
540-000-196.000	DEFERRED OUTFLOWS--PENSION	6,218.00
<b>Total Assets</b>		<b>699,936.87</b>
*** Liabilities ***		
540-000-202.000	ACCOUNTS PAYABLE	16,766.94
540-000-257.000	ACCRUED PAYROLL	2,658.61
540-000-334.000	PENSION LIABILITY	67,041.00
540-000-360.001	DEFERRED INFLOWS--PENSION	10,004.00
540-537-257.000	ACCRUED PAYROLL	2.44
<b>Total Liabilities</b>		<b>96,472.99</b>
*** Fund Balance ***		
540-000-390.000	FUND BALANCE	562,121.47
<b>Total Fund Balance</b>		<b>562,121.47</b>
<b>Beginning Fund Balance</b>		<b>562,121.47</b>
<b>Net of Revenues VS Expenditures</b>		<b>41,342.41</b>
<b>Ending Fund Balance</b>		<b>603,463.88</b>
<b>Total Liabilities And Fund Balance</b>		<b>699,936.87</b>

Fund 582 ELECTRIC FUND

GL Number	Description	Balance
<b>*** Assets ***</b>		
582-000-001.000	CASH	971,107.06
582-000-004.000	INVESTMENT IN ATC	513,599.36
582-000-017.000	INVESTMENT IN FIRST BANK	1,437,757.44
582-000-033.000	UTILITIES RECEIVABLE	588,053.58
582-000-040.000	MISCELLANEOUS ACCOUNTS RECEIVABLE	(536.74)
582-000-055.000	ACCRUED INCOME	6,031.54
582-000-084.101	DUE FROM GENERAL FUND	613,800.41
582-000-084.202	DUE FROM MAJOR STREET FUND	46,012.88
582-000-084.203	DUE FROM LOCAL STREET FUND	19,888.89
582-000-103.000	INVENTORY	406,225.56
582-000-123.000	PREPAID EXPENSE	16,890.90
582-000-130.000	LAND FOR WASTEWATER	237,302.49
582-000-136.000	BUILDINGS	1,016,577.64
582-000-137.000	ACCUM DEPRECIATION - BUILDING	(549,479.56)
582-000-140.000	EQUIPMENT	871,314.59
582-000-141.000	ACCUM DEPRECIATION - EQUIPMENT	(564,646.36)
582-000-159.000	DISTRIBUTION SYSTEM CONTROL	7,285,509.41
582-000-159.001	RESERVE FOR DEPRECIATION	(4,859,664.05)
582-000-196.000	DEFERRED OUTFLOWS--PENSION	78,449.00
<b>Total Assets</b>		<b>8,134,194.04</b>
<b>*** Liabilities ***</b>		
582-000-202.000	ACCOUNTS PAYABLE	22,557.71
582-000-255.000	UTILITY BILLING DEPOSIT	76,643.40
582-000-257.000	ACCRUED PAYROLL	28,214.05
582-000-260.000	ACCRUED SICK & VACATION	50,465.81
582-000-260.001	ACCRUED SICK & VACATION-CURRENT	12,616.46
582-000-279.000	OPEB LIABILITY	54,000.00
582-000-334.000	PENSION LIABILITY	785,720.00
582-000-360.001	DEFERRED INFLOWS--PENSION	131,687.00
582-537-257.000	ACCRUED PAYROLL	2,364.15
<b>Total Liabilities</b>		<b>1,164,268.58</b>
<b>*** Fund Balance ***</b>		
582-000-387.000	CAPITAL SURPLUS	257,278.58
582-000-390.000	FUND BALANCE	6,456,335.71
<b>Total Fund Balance</b>		<b>6,713,614.29</b>
<b>Beginning Fund Balance</b>		<b>6,713,614.29</b>
<b>Net of Revenues VS Expenditures</b>		<b>256,311.17</b>
<b>Ending Fund Balance</b>		<b>6,969,925.46</b>
<b>Total Liabilities And Fund Balance</b>		<b>8,134,194.04</b>



Fund 590 WASTE WATER FUND

GL Number	Description	Balance
*** Assets ***		
590-000-001.000	CASH	1,035,270.17
590-000-001.009	WASTEWATER UPGRADES	685.83
590-000-017.000	INVESTMENT IN FIRST BANK	321,193.04
590-000-033.000	UTILITIES RECEIVALBE	233,410.14
590-000-033.001	WASTEWATER - RR	68,405.46
590-000-040.000	MISCELLANEOUS ACCOUNTS RECEIVABLE	1,064.58
590-000-040.001	PUMP STATION & SEWER CONNECTION RE	1,127.20
590-000-055.000	ACCRUED INCOME	1,883.69
590-000-078.000	DUE FROM STATE OF MICHIGAN	658,270.00
590-000-123.000	PREPAID EXPENSE	8,491.95
590-000-130.001	INDUSTRIAL PARK	883,859.44
590-000-131.000	EQUIPMENT	(357,063.15)
590-000-136.000	BUILDINGS	58,942.49
590-000-136.002	UTILITY PLANT IN SERVICE	5,373,321.94
590-000-137.000	ACCUMULATED DEPRECIATION	(3,901,599.70)
590-000-156.000	CONSTRUCTION IN PROGRESS	6,227,761.76
590-000-196.000	DEFERRED OUTFLOWS--PENSION	21,560.00
<b>Total Assets</b>		<b>10,636,584.84</b>
*** Liabilities ***		
590-000-202.000	ACCOUNTS PAYABLE	1,512,046.17
590-000-202.001	MASONVILLE TWP AP	45,466.42
590-000-257.000	ACCRUED PAYROLL	13,305.02
590-000-260.000	ACCRUED SICK & VACATION	33,259.99
590-000-260.001	ACCRUED SICK & VACATION-CURRENT	8,315.00
590-000-279.000	OPEB LIABILITY	54,000.00
590-000-307.002	NOTE PAYABLE - SLUDGE STORAGE	360,718.00
590-000-334.000	PENSION LIABILITY	218,928.00
590-000-339.000	UNEARNED REVENUE	76,590.89
590-000-360.001	DEFERRED INFLOWS--PENSION	36,502.00
590-537-257.000	ACCRUED PAYROLL	28.27
<b>Total Liabilities</b>		<b>2,359,159.76</b>
*** Fund Balance ***		
590-000-287.000	EMPLOYEE LEAVE	9,820.00
590-000-302.000	CONTRIBUTIONS	234,615.95
590-000-350.000	CONTRIBUTED CAPITAL	779,695.71
590-000-376.000	CURRENT SURPLUS-BOND RESERVE	80,000.00
590-000-388.000	CURRENT SURPLUS-UNRESERVED	(92,898.05)
590-000-389.000	CURRENT SURPLUS - RESERVE	(46,058.86)
590-000-390.000	FUND BALANCE	1,343,380.07
<b>Total Fund Balance</b>		<b>2,308,554.82</b>
<b>Beginning Fund Balance</b>		<b>2,308,554.82</b>
<b>Net of Revenues VS Expenditures</b>		<b>5,968,870.26</b>
<b>Ending Fund Balance</b>		<b>8,277,425.08</b>
<b>Total Liabilities And Fund Balance</b>		<b>10,636,584.84</b>

Fund 591 WATER FUND

GL Number	Description	Balance
<b>*** Assets ***</b>		
591-000-001.000	CASH	330,510.29
591-000-017.000	INVESTMENT IN FIRST BANK	645,730.91
591-000-033.000	UTILITIES RECEIVALBE	133,522.84
591-000-033.002	UTILITIES REC MAPLERIDGE TWP	3,423.84
591-000-040.000	MISCELLANEOUS ACCOUNTS RECEIVABLE	163.00
591-000-055.000	ACCRUED INCOME	2,265.61
591-000-123.000	PREPAID EXPENSE	4,413.75
591-000-131.000	EQUIPMENT	246,368.25
591-000-133.000	ACCUM. DEPT.-WATER UTILITY	(4,391,682.75)
591-000-136.001	FILTRATION PLANT	5,513,013.32
591-000-136.003	GARAGE	304,005.87
591-000-137.000	ACCUM DEPRECIATION - GARAGE	(10,620.56)
591-000-156.000	CONSTRUCTION IN PROGRESS	45,423.90
591-000-196.000	DEFERRED OUTFLOWS--PENSION	37,175.00
<b>Total Assets</b>		<b>2,863,713.27</b>
<b>*** Liabilities ***</b>		
591-000-202.000	ACCOUNTS PAYABLE	42,985.39
591-000-257.000	ACCRUED PAYROLL	6,806.14
591-000-260.000	ACCRUED SICK & VACATION	11,369.27
591-000-260.001	ACCRUED SICK & VACATION-CURRENT	16,890.36
591-000-279.000	OPEB LIABILITY	54,000.00
591-000-334.000	PENSION LIABILITY	357,722.00
591-000-339.000	UNEARNED REVENUE	76,590.91
591-000-360.001	DEFERRED INFLOWS--PENSION	63,591.00
591-537-257.000	ACCRUED PAYROLL	30.85
<b>Total Liabilities</b>		<b>629,985.92</b>
<b>*** Fund Balance ***</b>		
591-000-287.000	EMPLOYEE LEAVE	9,820.00
591-000-302.000	CONTRIBUTIONS	199,168.29
591-000-350.000	CONTRIBUTED CAPITAL	105,596.57
591-000-376.000	CURRENT SURPLUS-BOND RESERVE	80,000.00
591-000-389.000	CURRENT SURPLUS - RESERVE	315,849.07
591-000-390.000	CURRENT SURPLUS	1,405,063.10
<b>Total Fund Balance</b>		<b>2,115,497.03</b>
<b>Beginning Fund Balance</b>		<b>2,115,497.03</b>
<b>Net of Revenues VS Expenditures</b>		<b>118,230.32</b>
<b>Ending Fund Balance</b>		<b>2,233,727.35</b>
<b>Total Liabilities And Fund Balance</b>		<b>2,863,713.27</b>

Fund 594 HARBOR FUND

GL Number	Description	Balance
*** Assets ***		
594-000-001.000	CASH	50,277.16
594-000-017.000	INVESTMENT IN FIRST BANK	136,379.42
594-000-055.000	ACCRUED INCOME	301.85
594-000-140.000	EQUIPMENT	540,361.51
594-000-141.000	ACCUM DEPRECIATION - EQUIPMENT	(305,020.29)
<b>Total Assets</b>		<b>422,299.65</b>
*** Liabilities ***		
594-000-202.000	ACCOUNTS PAYABLE	319.64
594-000-216.000	REVENUE COLLECTED IN ADVANCE	54,986.00
594-000-257.000	ACCRUED PAYROLL	22.10
<b>Total Liabilities</b>		<b>55,327.74</b>
*** Fund Balance ***		
594-000-390.000	FUND BALANCE	357,756.07
<b>Total Fund Balance</b>		<b>357,756.07</b>
<b>Beginning Fund Balance</b>		<b>357,756.07</b>
<b>Net of Revenues VS Expenditures</b>		<b>9,215.84</b>
<b>Ending Fund Balance</b>		<b>366,971.91</b>
<b>Total Liabilities And Fund Balance</b>		<b>422,299.65</b>

Fund 701 TRUST & AGENCY TAX FUND

GL Number	Description	Balance
*** Assets ***		
701-000-001.000	CASH	29,069.89
701-000-028.000	2000 DEL PERSONAL PROP TAXES	8,586.00
701-000-028.001	2001 DEL PERSONAL PROP TAXES	17,495.36
701-000-028.002	2002 DEL PERSONAL PROPERTY TAXES	15,465.19
701-000-028.003	2003 DEL PERSONAL PROPERTY TAXES	14,895.04
701-000-028.004	2004 DEL PERSONAL PROPERTY TAXES	14,193.98
701-000-028.006	2006 DELINQUENT PERSONAL PROPERTY	37.26
701-000-028.007	2007 DELINQUENT PERSONAL PROPERTY	159.33
701-000-028.008	2008 DELINQUENT PERSONAL PROPERTY	366.22
701-000-028.009	2009 DELINQUENT PERSONAL PROPERTY	257.65
701-000-028.010	2010 DELINQUENT PERSONAL PROPERTY	204.55
701-000-028.011	2011 DELINQUENT PERSONAL PROPERTY	2,298.04
701-000-028.012	2012 DELINQUENT PERSONAL PROPERTY	552.03
701-000-028.013	2013 DELINQUENT PERSONAL PROPERTY	1,163.94
701-000-028.014	2014 DELINQUENT PERSONAL PROPERTY	1,091.86
701-000-028.015	2015 DELINQUENT PERSONAL PROPERTY	708.35
701-000-028.016	2016 DELINQUENT PP TAX	669.48
701-000-028.017	2017 DELINQUENT PPT	755.07
701-000-028.018	2018 DELINQUENT PPT	935.66
701-000-028.019	2019 DELINQUENT PPT	1,199.92
701-000-028.020	2020 DELINQUENT PPT	1,500.06
701-000-028.021	2021 DELINQUENT TAXES	1,341.46
701-000-028.022	2022 DELINQUENT TAXES	3,460.22
701-000-028.076	DEL PERSONAL PROP TAXES RECEIV	4,361.28
701-000-028.090	DEL PERSONAL PROP TAXES RECEIV	3,322.10
701-000-028.091	DEL PERSONAL PROP TAXES RECEIV	1,240.34
701-000-028.092	DEL PERSONAL PROP TAXES RECEIV	72.96
701-000-028.093	DEL PERSONAL PROP TAXES RECEIV	733.54
701-000-028.094	DEL PERSONAL PROP TAXES RECEIV	340.55
701-000-028.095	DEL PERSONAL PROP TAXES RECEIV	195.67
701-000-028.096	DEL PERSONAL PROP TAXES RECEIV	439.42
701-000-028.098	1998 DEL PERSONAL PROPERTY TAXES	37.03
701-000-040.000	MISCELLANEOUS ACCOUNTS RECEIVABLE	160.87
<b>Total Assets</b>		<b>127,310.32</b>
*** Liabilities ***		
701-000-202.000	ACCOUNTS PAYABLE	27,912.39
701-000-241.023	TAXES LEVIED FOR DATA - REAL	183.50
701-000-242.023	TAXES LEVIED - DATA PERSONAL	24.77
701-000-242.025	TAXES LEVIES FOR QUAL FOREST	57.78
701-000-243.001	CITY DELINQUENT	27,830.46
701-000-243.002	COUNTY DELINQUENT	9,531.07
701-000-243.003	SCHOOL OPER DELINQUENT	29,864.12
701-000-243.004	ISD DELINQUENT	2,964.50
701-000-243.005	COLLEGE DELINQUENT	5,087.39
701-000-243.006	RD PATROL DELINQUENT	1,129.79
701-000-243.007	COMM ACTION DELINQUENT	743.66
701-000-243.008	SET DELINQUENT	8,322.64
701-000-243.009	SCHOOL DT DELINQUENT	11,536.90
701-000-243.010	911 DELINQUENT	184.87
701-000-243.011	DATA DELINQUENT	219.05
701-000-243.012	RECYCLING DELINQUENT	68.11
701-000-243.013	JAIL BOND DELINQUENT	177.90
701-000-243.014	PINECREST DELINQUENT	19.67
701-000-254.002	CNTY-SCHOOL-ISD-COLL INTEREST 1% M	(1,554.85)
<b>Total Liabilities</b>		<b>124,303.72</b>
*** Fund Balance ***		
701-000-390.000	CURRENT SURPLUS - UNRESERVED	2,314.96
<b>Total Fund Balance</b>		<b>2,314.96</b>

Fund 701 TRUST & AGENCY TAX FUND

GL Number	Description	Balance
	<b>Beginning Fund Balance</b>	<b>2,314.96</b>
	<b>Net of Revenues VS Expenditures</b>	<b>691.64</b>
	<b>Ending Fund Balance</b>	<b>3,006.60</b>
	<b>Total Liabilities And Fund Balance</b>	<b>127,310.32</b>

Fund 705 CEMETERY PERPETUAL CARE FUND

GL Number	Description	Balance
*** Assets ***		
705-000-001.000	CASH	1,350.07
705-000-017.000	INVESTMENT IN FIRST BANK	272,530.16
705-000-055.000	ACCRUED INCOME	753.72
<b>Total Assets</b>		<b>274,633.95</b>
*** Liabilities ***		
<b>Total Liabilities</b>		<b>0.00</b>
*** Fund Balance ***		
705-000-389.000	CURRENT SURPLUS - RESERVE	217,928.95
705-000-390.000	CURRENT SURPLUS - UNRESERVED	56,145.03
<b>Total Fund Balance</b>		<b>274,073.98</b>
<b>Beginning Fund Balance</b>		<b>274,073.98</b>
<b>Net of Revenues VS Expenditures</b>		<b>559.97</b>
<b>Ending Fund Balance</b>		<b>274,633.95</b>
<b>Total Liabilities And Fund Balance</b>		<b>274,633.95</b>

Fund 706 MAPLERIDGE TOWNSHIP

GL Number	Description	Balance
*** Assets ***		
706-000-001.000	CASH	(1,894.23)
706-000-033.002	UTILITIES REC MAPLERIDGE TWP	6,521.90
<b>Total Assets</b>		<b>4,627.67</b>
*** Liabilities ***		
706-000-202.000	ACCOUNTS PAYABLE	5,773.46
706-000-257.000	ACCRUED PAYROLL	42.70
<b>Total Liabilities</b>		<b>5,816.16</b>
*** Fund Balance ***		
706-000-390.000	CURRENT SURPLUS	(330.77)
<b>Total Fund Balance</b>		<b>(330.77)</b>
<b>Beginning Fund Balance</b>		<b>(330.77)</b>
<b>Net of Revenues VS Expenditures</b>		<b>(857.72)</b>
<b>Ending Fund Balance</b>		<b>(1,188.49)</b>
<b>Total Liabilities And Fund Balance</b>		<b>4,627.67</b>



Fund 731 RETIREMENT SYSTEM FUND

GL Number	Description	Balance
*** Assets ***		
731-000-001.000	CASH	(129,314.36)
731-000-017.000	INVESTMENT IN FIRST BANK	396,216.97
731-000-055.000	ACCRUED INCOME	2,325.38
<b>Total Assets</b>		<b>269,227.99</b>
*** Liabilities ***		
<b>Total Liabilities</b>		<b>0.00</b>
*** Fund Balance ***		
731-000-390.000	FUND BALANCE	176,312.77
<b>Total Fund Balance</b>		<b>176,312.77</b>
<b>Beginning Fund Balance</b>		<b>176,312.77</b>
<b>Net of Revenues VS Expenditures</b>		<b>92,915.22</b>
<b>Ending Fund Balance</b>		<b>269,227.99</b>
<b>Total Liabilities And Fund Balance</b>		<b>269,227.99</b>

Item 21.

GL NUMBER	DESCRIPTION	2022-23		YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	03/31/2023	MONTH 03/31/2023	BALANCE	
Fund 101 - GENERAL FUND							
000 - REVENUE		4,402,557.00	3,912,503.01		283,779.36	490,053.99	88.87
<b>TOTAL REVENUES</b>		<b>4,402,557.00</b>	<b>3,912,503.01</b>		<b>283,779.36</b>	<b>490,053.99</b>	<b>88.87</b>
000 - REVENUE		0.00	4.78		0.00	(4.78)	100.00
101 - CITY COMMISSION		167,047.00	145,895.58		(7,996.11)	21,151.42	87.34
172 - CITY MANAGER		140,313.00	144,195.12		23,779.30	(3,882.12)	102.77
192 - OFFICE CLERK		88,770.00	85,530.58		10,609.80	3,239.42	96.35
215 - CITY CLERK		159,170.00	160,233.32		21,079.30	(1,063.32)	100.67
228 - IT DEPARTMENT		4,370.00	0.00		(3,636.89)	4,370.00	0.00
247 - BOARD OF REVIEW		2,953.00	2,215.23		2,215.23	737.77	75.02
253 - CITY TREASURER		154,201.00	147,811.02		21,538.70	6,389.98	95.86
257 - CITY ASSESSOR		89,589.00	88,209.61		10,832.22	1,379.39	98.46
262 - ELECTIONS		21,366.00	18,179.75		455.88	3,186.25	85.09
265 - CITY HALL		53,990.00	58,820.16		12,617.94	(4,830.16)	108.95
268 - FERNWOOD CEMETERY		93,731.00	97,723.13		12,982.08	(3,992.13)	104.26
301 - POLICE DEPARTMENT		1,699,456.00	1,631,023.06		242,325.48	68,432.94	95.97
302 - K9 PROGRAM		20,625.00	20,117.40		0.00	507.60	97.54
336 - FIRE DEPARTMENT		147,225.00	135,128.69		20,612.27	12,096.31	91.78
429 - FORESTRY		44,372.00	41,846.14		9,902.84	2,525.86	94.31
441 - D.P.W. ADMINISTRATION		259,920.00	189,724.70		(64,044.06)	70,195.30	72.99
470 - ALLEY MAINTENANCE		26,315.00	11,913.03		681.17	14,401.97	45.27
524 - GROUNDS MAINTENANCE		21,633.00	26,464.84		6,398.25	(4,831.84)	122.34
532 - MOTOR EQUIPMENT POOL		226,441.00	243,568.40		38,338.97	(17,127.40)	107.56
537 - ADMINISTRATIVE		0.00	0.00		(2,833.31)	0.00	0.00
701 - COMMUNITY DEVELOPMENT		169,786.00	161,712.47		21,204.26	8,073.53	95.24
752 - RECREATION ADMINISTRATION		165,555.00	174,306.68		28,303.32	(8,751.68)	105.29
753 - BEAUTIFICATION		14,100.00	13,855.41		1,101.89	244.59	98.27
754 - PARKS		104,610.00	98,565.97		4,995.76	6,044.03	94.22
755 - BEACH		27,950.00	27,414.71		267.94	535.29	98.08
756 - OTHER RECREATIONAL FACILITIES		52,000.00	41,987.47		587.29	10,012.53	80.75
758 - ICE RINK		4,190.00	3,711.02		484.88	478.98	88.57
759 - CAMPGROUND		84,675.00	83,694.37		1,796.28	980.63	98.84
761 - SPORTS PARK		114,573.00	114,500.72		25,500.72	72.28	99.94
762 - RECREATION PROGRAMS		9,230.00	8,611.31		1,250.99	618.69	93.30
906 - DEBT SERVICE		50,000.00	50,000.00		0.00	0.00	100.00
990 - GRANTS & TRANSFERS		184,401.00	10,850.62		0.00	173,550.38	5.88
<b>TOTAL EXPENDITURES</b>		<b>4,402,557.00</b>	<b>4,037,815.29</b>		<b>441,352.39</b>	<b>364,741.71</b>	<b>91.72</b>
Fund 101 - GENERAL FUND:							
TOTAL REVENUES		4,402,557.00	3,912,503.01		283,779.36	490,053.99	88.87
TOTAL EXPENDITURES		4,402,557.00	4,037,815.29		441,352.39	364,741.71	91.72
NET OF REVENUES & EXPENDITURES		0.00	(125,312.28)		(157,573.03)	125,312.28	100.00

REVENUE AND EXPENDITURE REPORT FOR VICKI SCHROEDER

PERIOD ENDING 03/31/2023

% Fiscal Year Completed: 100.00

Item 21.

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	03/31/2023 NORMAL (ABNORMAL)	MONTH 03/31/2023 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 202 - MAJOR STREET FUND						
000 - REVENUE		713,052.00	730,959.60	249,524.62	(17,907.60)	102.51
TOTAL REVENUES		<u>713,052.00</u>	<u>730,959.60</u>	<u>249,524.62</u>	<u>(17,907.60)</u>	<u>102.51</u>
453 - RE-CONSTRUCTION		29,400.00	29,400.00	(645.79)	0.00	100.00
458 - NON-MOTORIZED		1,707.00	682.21	132.54	1,024.79	39.97
463 - SURFACE MAINTENANCE		107,875.00	111,780.45	23,937.79	(3,905.45)	103.62
464 - STORM DRAINS		84,996.00	97,005.25	17,097.40	(12,009.25)	114.13
474 - TRAFFIC CONTROL		29,328.00	29,815.03	6,217.64	(487.03)	101.66
478 - WINTER MAINTENANCE		93,780.00	112,217.56	60,571.91	(18,437.56)	119.66
522 - SWEEP/FLUSHING		21,536.00	24,093.00	4,877.32	(2,557.00)	111.87
537 - ADMINISTRATIVE		338,365.00	269,459.90	(55,799.90)	68,905.10	79.64
TOTAL EXPENDITURES		<u>706,987.00</u>	<u>674,453.40</u>	<u>56,388.91</u>	<u>32,533.60</u>	<u>95.40</u>
Fund 202 - MAJOR STREET FUND:						
TOTAL REVENUES		713,052.00	730,959.60	249,524.62	(17,907.60)	102.51
TOTAL EXPENDITURES		<u>706,987.00</u>	<u>674,453.40</u>	<u>56,388.91</u>	<u>32,533.60</u>	<u>95.40</u>
NET OF REVENUES & EXPENDITURES		6,065.00	56,506.20	193,135.71	(50,441.20)	931.68

REVENUE AND EXPENDITURE REPORT FOR VICKI SCHROEDER

PERIOD ENDING 03/31/2023

% Fiscal Year Completed: 100.00

Item 21.

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	03/31/2023 NORMAL (ABNORMAL)	MONTH 03/31/2023 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 203 - LOCAL STREET FUND						
000 - REVENUE		832,611.00	819,191.93	67,211.61	13,419.07	98.39
TOTAL REVENUES		832,611.00	819,191.93	67,211.61	13,419.07	98.39
453 - RE-CONSTRUCTION		425,040.00	474,424.09	51,107.03	(49,384.09)	111.62
458 - NON-MOTORIZED		1,692.00	884.22	87.22	807.78	52.26
463 - SURFACE MAINTENANCE		165,619.00	171,735.17	20,861.88	(6,116.17)	103.69
464 - STORM DRAINS		10,286.00	8,839.47	1,160.63	1,446.53	85.94
474 - TRAFFIC CONTROL		21,574.00	18,671.37	1,896.63	2,902.63	86.55
478 - WINTER MAINTENANCE		65,228.00	89,963.06	36,786.49	(24,735.06)	137.92
522 - SWEEP/FLUSHING		32,351.00	34,110.17	3,474.41	(1,759.17)	105.44
537 - ADMINISTRATIVE		94,029.00	25,145.20	(63,227.83)	68,883.80	26.74
TOTAL EXPENDITURES		815,819.00	823,772.75	52,146.46	(7,953.75)	100.97
Fund 203 - LOCAL STREET FUND:						
TOTAL REVENUES		832,611.00	819,191.93	67,211.61	13,419.07	98.39
TOTAL EXPENDITURES		815,819.00	823,772.75	52,146.46	(7,953.75)	100.97
NET OF REVENUES & EXPENDITURES		16,792.00	(4,580.82)	15,065.15	21,372.82	27.28

REVENUE AND EXPENDITURE REPORT FOR VICKI SCHROEDER

Item 21.

PERIOD ENDING 03/31/2023  
 % Fiscal Year Completed: 100.00

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	03/31/2023 NORMAL (ABNORMAL)	MONTH 03/31/2023 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 230 - DR MARY CRETENS COMMUNITY FOUNDATION						
000 - REVENUE		238,476.00	156,987.67	162,698.25	81,488.33	65.83
TOTAL REVENUES		<u>238,476.00</u>	<u>156,987.67</u>	<u>162,698.25</u>	<u>81,488.33</u>	<u>65.83</u>
537 - ADMINISTRATIVE		238,476.00	131,655.98	131,026.29	106,820.02	55.21
TOTAL EXPENDITURES		<u>238,476.00</u>	<u>131,655.98</u>	<u>131,026.29</u>	<u>106,820.02</u>	<u>55.21</u>
Fund 230 - DR MARY CRETENS COMMUNITY FOUNDATION:						
TOTAL REVENUES		238,476.00	156,987.67	162,698.25	81,488.33	65.83
TOTAL EXPENDITURES		<u>238,476.00</u>	<u>131,655.98</u>	<u>131,026.29</u>	<u>106,820.02</u>	<u>55.21</u>
NET OF REVENUES & EXPENDITURES		0.00	25,331.69	31,671.96	(25,331.69)	100.00

REVENUE AND EXPENDITURE REPORT FOR VICKI SCHROEDER

PERIOD ENDING 03/31/2023

% Fiscal Year Completed: 100.00

Item 21.

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDT USED
		AMENDED BUDGET	03/31/2023 NORMAL (ABNORMAL)	MONTH 03/31/2023 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 244 - ECONOMIC DEVELOPMENT FUND						
000 - REVENUE		28,386.00	5,528.01	997.67	22,857.99	19.47
TOTAL REVENUES		<u>28,386.00</u>	<u>5,528.01</u>	<u>997.67</u>	<u>22,857.99</u>	<u>19.47</u>
537 - ADMINISTRATIVE		28,386.00	19,901.95	171.58	8,484.05	70.11
TOTAL EXPENDITURES		<u>28,386.00</u>	<u>19,901.95</u>	<u>171.58</u>	<u>8,484.05</u>	<u>70.11</u>
Fund 244 - ECONOMIC DEVELOPMENT FUND:						
TOTAL REVENUES		28,386.00	5,528.01	997.67	22,857.99	19.47
TOTAL EXPENDITURES		<u>28,386.00</u>	<u>19,901.95</u>	<u>171.58</u>	<u>8,484.05</u>	<u>70.11</u>
NET OF REVENUES & EXPENDITURES		0.00	(14,373.94)	826.09	14,373.94	100.00

REVENUE AND EXPENDITURE REPORT FOR VICKI SCHROEDER

PERIOD ENDING 03/31/2023

% Fiscal Year Completed: 100.00

Item 21.

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	03/31/2023 NORMAL (ABNORMAL)	MONTH 03/31/2023 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY						
000 - REVENUE		640,933.00	290,753.70	9,262.20	350,179.30	45.36
TOTAL REVENUES		<u>640,933.00</u>	<u>290,753.70</u>	<u>9,262.20</u>	<u>350,179.30</u>	<u>45.36</u>
537 - ADMINISTRATIVE		640,933.00	434,862.98	4,957.32	206,070.02	67.85
TOTAL EXPENDITURES		<u>640,933.00</u>	<u>434,862.98</u>	<u>4,957.32</u>	<u>206,070.02</u>	<u>67.85</u>
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		640,933.00	290,753.70	9,262.20	350,179.30	45.36
TOTAL EXPENDITURES		<u>640,933.00</u>	<u>434,862.98</u>	<u>4,957.32</u>	<u>206,070.02</u>	<u>67.85</u>
NET OF REVENUES & EXPENDITURES		0.00	(144,109.28)	4,304.88	144,109.28	100.00



REVENUE AND EXPENDITURE REPORT FOR VICKI SCHROEDER

PERIOD ENDING 03/31/2023

% Fiscal Year Completed: 100.00

Item 21.

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDT USED
		AMENDED BUDGET	03/31/2023 NORMAL (ABNORMAL)	MONTH 03/31/2023 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 301 - GENERAL DEBT SERVICE FUND						
000 - REVENUE		372,030.00	456,733.15	93.45	(84,703.15)	122.77
TOTAL REVENUES		<u>372,030.00</u>	<u>456,733.15</u>	<u>93.45</u>	<u>(84,703.15)</u>	<u>122.77</u>
537 - ADMINISTRATIVE		372,030.00	363,920.36	0.00	8,109.64	97.82
TOTAL EXPENDITURES		<u>372,030.00</u>	<u>363,920.36</u>	<u>0.00</u>	<u>8,109.64</u>	<u>97.82</u>
Fund 301 - GENERAL DEBT SERVICE FUND:						
TOTAL REVENUES		372,030.00	456,733.15	93.45	(84,703.15)	122.77
TOTAL EXPENDITURES		<u>372,030.00</u>	<u>363,920.36</u>	<u>0.00</u>	<u>8,109.64</u>	<u>97.82</u>
NET OF REVENUES & EXPENDITURES		0.00	92,812.79	93.45	(92,812.79)	100.00

REVENUE AND EXPENDITURE REPORT FOR VICKI SCHROEDER

PERIOD ENDING 03/31/2023

% Fiscal Year Completed: 100.00

Item 21.

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	03/31/2023 NORMAL (ABNORMAL)	MONTH 03/31/2023 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 540 - SOLID WASTE FUND						
000 - REVENUE		499,360.00	516,916.66	78,975.51	(17,556.66)	103.52
TOTAL REVENUES		<u>499,360.00</u>	<u>516,916.66</u>	<u>78,975.51</u>	<u>(17,556.66)</u>	<u>103.52</u>
523 - COMPOSTING		33,805.00	28,944.07	2,166.15	4,860.93	85.62
525 - CITY CLEAN UP		12,040.00	11,590.08	(3,294.17)	449.92	96.26
528 - GARBAGE COLLECTION		207,403.00	196,054.09	33,711.04	11,348.91	94.53
537 - ADMINISTRATIVE		220,447.00	193,698.05	26,096.26	26,748.95	87.87
539 - METER READING & BILLING		9,720.00	8,635.12	1,143.32	1,084.88	88.84
560 - VEHICLE EXPENSE		38,930.00	36,652.84	4,419.38	2,277.16	94.15
TOTAL EXPENDITURES		<u>522,345.00</u>	<u>475,574.25</u>	<u>64,241.98</u>	<u>46,770.75</u>	<u>91.05</u>
Fund 540 - SOLID WASTE FUND:						
TOTAL REVENUES		<u>499,360.00</u>	<u>516,916.66</u>	<u>78,975.51</u>	<u>(17,556.66)</u>	<u>103.52</u>
TOTAL EXPENDITURES		<u>522,345.00</u>	<u>475,574.25</u>	<u>64,241.98</u>	<u>46,770.75</u>	<u>91.05</u>
NET OF REVENUES & EXPENDITURES		<u>(22,985.00)</u>	<u>41,342.41</u>	<u>14,733.53</u>	<u>(64,327.41)</u>	<u>179.87</u>

Item 21.

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	03/31/2023 NORMAL (ABNORMAL)	MONTH 03/31/2023 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 582 - ELECTRIC FUND						
000 - REVENUE		5,082,092.00	4,840,111.38	767,704.51	241,980.62	95.24
TOTAL REVENUES		<u>5,082,092.00</u>	<u>4,840,111.38</u>	<u>767,704.51</u>	<u>241,980.62</u>	<u>95.24</u>
448 - STREET LIGHTING		97,060.00	104,398.15	16,773.97	(7,338.15)	107.56
537 - ADMINISTRATIVE		1,252,167.00	1,173,825.68	105,150.22	78,341.32	93.74
538 - SAFETY TRAINING PROGRAM		43,500.00	43,213.94	5,720.20	286.06	99.34
539 - METER READING & BILLING		150,415.00	90,863.00	(10,293.24)	59,552.00	60.41
540 - CONSUMER SERVICES		46,800.00	40,415.29	210.74	6,384.71	86.36
541 - WPPI COMMUNITY SERVICES		10,000.00	4,500.00	0.00	5,500.00	45.00
542 - NEW CONSTRUCTION		39,725.00	7,732.90	(25,512.45)	31,992.10	19.47
544 - LINE MAINTENANCE		488,514.00	317,705.08	(110,459.40)	170,808.92	65.04
546 - INVENTORY CONTROL		0.00	0.00	(40.00)	0.00	0.00
547 - METER MAINTENANCE		3,900.00	794.39	59.60	3,105.61	20.37
550 - ENERGY & SUBSTATION		2,786,840.00	2,733,749.26	215,276.88	53,090.74	98.09
552 - ENERGY OPTIMIZATION		26,500.00	24,044.57	2,087.20	2,455.43	90.73
555 - BUILDING & GROUNDS		61,333.00	19,011.87	3,309.08	42,321.13	31.00
560 - VEHICLE EXPENSE		32,235.00	23,546.08	1,686.75	8,688.92	73.05
TOTAL EXPENDITURES		<u>5,038,989.00</u>	<u>4,583,800.21</u>	<u>203,969.55</u>	<u>455,188.79</u>	<u>90.97</u>
Fund 582 - ELECTRIC FUND:						
TOTAL REVENUES		<u>5,082,092.00</u>	<u>4,840,111.38</u>	<u>767,704.51</u>	<u>241,980.62</u>	<u>95.24</u>
TOTAL EXPENDITURES		<u>5,038,989.00</u>	<u>4,583,800.21</u>	<u>203,969.55</u>	<u>455,188.79</u>	<u>90.97</u>
NET OF REVENUES & EXPENDITURES		<u>43,103.00</u>	<u>256,311.17</u>	<u>563,734.96</u>	<u>(213,208.17)</u>	<u>594.65</u>

Item 21.

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	03/31/2023 NORMAL (ABNORMAL)	MONTH 03/31/2023 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 590 - WASTE WATER FUND						
000 - REVENUE		7,336,249.00	7,325,363.52	1,530,427.46	10,885.48	99.85
TOTAL REVENUES		<u>7,336,249.00</u>	<u>7,325,363.52</u>	<u>1,530,427.46</u>	<u>10,885.48</u>	<u>99.85</u>
527 - SOLDS HANDLING		14,511.00	9,712.34	467.61	4,798.66	66.93
536 - MASONVILLE TWP SEWER PROJECT		100,912.00	79,963.09	15,240.78	20,948.91	79.24
537 - ADMINISTRATIVE		891,192.00	684,737.87	56,300.45	206,454.13	76.83
538 - SAFETY TRAINING PROGRAM		10,622.00	6,116.56	569.45	4,505.44	57.58
539 - METER READING & BILLING		37,635.00	38,361.55	5,232.57	(726.55)	101.93
540 - CONSUMER SERVICES		9,050.00	5,458.63	67.69	3,591.37	60.32
544 - LINE MAINTENANCE		11,127.00	9,701.32	482.03	1,425.68	87.19
547 - METER MAINTENANCE		52,510.00	7,245.89	(43,208.89)	45,264.11	13.80
549 - PLANT OPERATION & MAINTENANCE		189,977.00	182,911.13	29,954.72	7,065.87	96.28
551 - LAB		67,577.00	66,175.28	6,916.97	1,401.72	97.93
553 - LIFT STATIONS		30,617.00	26,775.11	4,681.93	3,841.89	87.45
555 - BUILDING & GROUNDS		29,730.00	27,648.61	2,593.16	2,081.39	93.00
556 - PLANT IMPROVEMENTS		5,629,463.00	165,822.38	(2,967,494.83)	5,463,640.62	2.95
560 - VEHICLE EXPENSE		61,487.00	17,825.30	400.62	43,661.70	28.99
561 - SAW GRANT		2,507.00	2,506.65	0.00	0.35	99.99
562 - CONSENT ORDER		30,663.00	25,531.55	11,167.06	5,131.45	83.27
TOTAL EXPENDITURES		<u>7,169,580.00</u>	<u>1,356,493.26</u>	<u>(2,876,628.68)</u>	<u>5,813,086.74</u>	<u>18.92</u>
Fund 590 - WASTE WATER FUND:						
TOTAL REVENUES		7,336,249.00	7,325,363.52	1,530,427.46	10,885.48	99.85
TOTAL EXPENDITURES		<u>7,169,580.00</u>	<u>1,356,493.26</u>	<u>(2,876,628.68)</u>	<u>5,813,086.74</u>	<u>18.92</u>
NET OF REVENUES & EXPENDITURES		166,669.00	5,968,870.26	4,407,056.14	(5,802,201.26)	3,581.27

REVENUE AND EXPENDITURE REPORT FOR VICKI SCHROEDER

PERIOD ENDING 03/31/2023

% Fiscal Year Completed: 100.00

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	03/31/2023 NORMAL (ABNORMAL)	MONTH 03/31/2023 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 591 - WATER FUND						
000 - REVENUE		1,219,987.00	1,074,486.91	220,287.87	145,500.09	88.07
TOTAL REVENUES		<u>1,219,987.00</u>	<u>1,074,486.91</u>	<u>220,287.87</u>	<u>145,500.09</u>	<u>88.07</u>
534 - NEW LINES		74,504.00	18,000.00	(11,357.00)	56,504.00	24.16
537 - ADMINISTRATIVE		540,290.00	540,755.39	48,748.27	(465.39)	100.09
538 - SAFETY TRAINING PROGRAM		5,510.00	5,396.45	785.38	113.55	97.94
539 - METER READING & BILLING		37,237.00	37,213.26	5,189.41	23.74	99.94
540 - CONSUMER SERVICES		58,345.00	57,351.84	2,945.07	993.16	98.30
544 - LINE MAINTENANCE		7,917.00	6,523.02	250.42	1,393.98	82.39
545 - RESERVOIR & ELEV TANK		46,993.00	22,610.48	(22,993.77)	24,382.52	48.11
547 - METER MAINTENANCE		70,367.00	7,449.00	(44,277.67)	62,918.00	10.59
549 - PLANT OPERATION & MAINTENANCE		138,421.00	144,804.72	25,863.06	(6,383.72)	104.61
551 - LAB		105,150.00	97,252.05	11,834.37	7,897.95	92.49
554 - HYDRANT MAINTENANCE		2,410.00	1,878.22	63.04	531.78	77.93
555 - BUILDING & GROUNDS		20,126.75	10,354.98	1,643.69	9,771.77	51.45
556 - PLANT IMPROVEMENTS		5,000.00	1,980.00	1,980.00	3,020.00	39.60
560 - VEHICLE EXPENSE		5,210.00	4,687.18	214.71	522.82	89.97
TOTAL EXPENDITURES		<u>1,117,480.75</u>	<u>956,256.59</u>	<u>20,888.98</u>	<u>161,224.16</u>	<u>85.57</u>
Fund 591 - WATER FUND:						
TOTAL REVENUES		<u>1,219,987.00</u>	<u>1,074,486.91</u>	<u>220,287.87</u>	<u>145,500.09</u>	<u>88.07</u>
TOTAL EXPENDITURES		<u>1,117,480.75</u>	<u>956,256.59</u>	<u>20,888.98</u>	<u>161,224.16</u>	<u>85.57</u>
NET OF REVENUES & EXPENDITURES		<u>102,506.25</u>	<u>118,230.32</u>	<u>199,398.89</u>	<u>(15,724.07)</u>	<u>115.34</u>

REVENUE AND EXPENDITURE REPORT FOR VICKI SCHROEDER  
 PERIOD ENDING 03/31/2023  
 % Fiscal Year Completed: 100.00

Item 21.

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDT USED
		AMENDED BUDGET	03/31/2023 NORMAL (ABNORMAL)	MONTH 03/31/2023 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 594 - HARBOR FUND						
000 - REVENUE		90,850.00	84,565.63	978.10	6,284.37	93.08
TOTAL REVENUES		90,850.00	84,565.63	978.10	6,284.37	93.08
537 - ADMINISTRATIVE		90,850.00	75,349.79	2,303.41	15,500.21	82.94
TOTAL EXPENDITURES		90,850.00	75,349.79	2,303.41	15,500.21	82.94
Fund 594 - HARBOR FUND:						
TOTAL REVENUES		90,850.00	84,565.63	978.10	6,284.37	93.08
TOTAL EXPENDITURES		90,850.00	75,349.79	2,303.41	15,500.21	82.94
NET OF REVENUES & EXPENDITURES		0.00	9,215.84	(1,325.31)	(9,215.84)	100.00

REVENUE AND EXPENDITURE REPORT FOR VICKI SCHROEDER

PERIOD ENDING 03/31/2023

% Fiscal Year Completed: 100.00

Item 21.

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	03/31/2023 NORMAL (ABNORMAL)	MONTH 03/31/2023 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 705 - CEMETERY PERPETUAL CARE FUND						
000 - REVENUE		4,900.00	567.48	2,545.62	4,332.52	11.58
TOTAL REVENUES		<u>4,900.00</u>	<u>567.48</u>	<u>2,545.62</u>	<u>4,332.52</u>	<u>11.58</u>
537 - ADMINISTRATIVE		4,900.00	7.51	0.00	4,892.49	0.15
TOTAL EXPENDITURES		<u>4,900.00</u>	<u>7.51</u>	<u>0.00</u>	<u>4,892.49</u>	<u>0.15</u>
Fund 705 - CEMETERY PERPETUAL CARE FUND:						
TOTAL REVENUES		4,900.00	567.48	2,545.62	4,332.52	11.58
TOTAL EXPENDITURES		<u>4,900.00</u>	<u>7.51</u>	<u>0.00</u>	<u>4,892.49</u>	<u>0.15</u>
NET OF REVENUES & EXPENDITURES		0.00	559.97	2,545.62	(559.97)	100.00



REVENUE AND EXPENDITURE REPORT FOR VICKI SCHROEDER

PERIOD ENDING 03/31/2023

% Fiscal Year Completed: 100.00

Item 21.

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BGD USED
		AMENDED BUDGET	03/31/2023 NORMAL (ABNORMAL)	MONTH 03/31/2023 INCREASE (DECREASE)	NORMAL (ABNORMAL) BALANCE			
Fund 706 - MAPLERIDGE TOWNSHIP								
000 - REVENUE		73,874.00	74,578.34	11,356.76	(704.34)	100.95		
TOTAL REVENUES		<u>73,874.00</u>	<u>74,578.34</u>	<u>11,356.76</u>	<u>(704.34)</u>	<u>100.95</u>		
537 - ADMINISTRATIVE		73,874.00	75,436.06	11,926.53	(1,562.06)	102.11		
TOTAL EXPENDITURES		<u>73,874.00</u>	<u>75,436.06</u>	<u>11,926.53</u>	<u>(1,562.06)</u>	<u>102.11</u>		
Fund 706 - MAPLERIDGE TOWNSHIP:								
TOTAL REVENUES		73,874.00	74,578.34	11,356.76	(704.34)	100.95		
TOTAL EXPENDITURES		<u>73,874.00</u>	<u>75,436.06</u>	<u>11,926.53</u>	<u>(1,562.06)</u>	<u>102.11</u>		
NET OF REVENUES & EXPENDITURES		0.00	(857.72)	(569.77)	857.72	100.00		

REVENUE AND EXPENDITURE REPORT FOR VICKI SCHROEDER

PERIOD ENDING 03/31/2023

% Fiscal Year Completed: 100.00

Item 21.

GL NUMBER	DESCRIPTION	2022-23	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	03/31/2023 NORMAL (ABNORMAL)	MONTH 03/31/2023 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 731 - RETIREMENT SYSTEM FUND						
000 - REVENUE		106,800.00	92,915.22	7,534.79	13,884.78	87.00
TOTAL REVENUES		<u>106,800.00</u>	<u>92,915.22</u>	<u>7,534.79</u>	<u>13,884.78</u>	<u>87.00</u>
537 - ADMINISTRATIVE		106,800.00	0.00	0.00	106,800.00	0.00
TOTAL EXPENDITURES		<u>106,800.00</u>	<u>0.00</u>	<u>0.00</u>	<u>106,800.00</u>	<u>0.00</u>
Fund 731 - RETIREMENT SYSTEM FUND:						
TOTAL REVENUES		106,800.00	92,915.22	7,534.79	13,884.78	87.00
TOTAL EXPENDITURES		<u>106,800.00</u>	<u>0.00</u>	<u>0.00</u>	<u>106,800.00</u>	<u>0.00</u>
NET OF REVENUES & EXPENDITURES		0.00	92,915.22	7,534.79	(92,915.22)	100.00
TOTAL REVENUES - ALL FUNDS						
TOTAL REVENUES - ALL FUNDS		21,642,157.00	20,382,162.21	3,393,377.78	1,259,994.79	94.18
TOTAL EXPENDITURES - ALL FUNDS		<u>21,330,006.75</u>	<u>14,009,300.38</u>	<u>(1,887,255.28)</u>	<u>7,320,706.37</u>	<u>65.68</u>
NET OF REVENUES & EXPENDITURES		312,150.25	6,372,861.83	5,280,633.06	(6,060,711.58)	2,041.60

CASH SUMMARY BY FUND FOR VICKI SCHROEDER  
 FROM 04/01/2022 TO 03/31/2023  
 FUND: ALL FUNDS  
 CASH AND INVESTMENT ACCOUNTS

Item 21.

Fund	Description	Beginning Balance 04/01/2022	Total Debits	Total Credits	Ending Balance 03/31/2023
101	GENERAL FUND	1,241,744.67	9,238,551.66	9,357,952.92	1,122,343.41
202	MAJOR STREET FUND	340,169.70	951,839.15	921,029.83	370,979.02
203	LOCAL STREET FUND	196,179.72	1,863,698.77	1,957,027.81	102,850.68
230	DR MARY CRETENS COMMUNITY FOUNDATION	440,243.98	330,349.84	305,412.05	465,181.77
244	ECONOMIC DEVELOPMENT FUND	67,955.10	15,723.57	33,297.92	50,380.75
248	DOWNTOWN DEVELOPMENT AUTHORITY	287,091.27	317,334.93	458,129.04	146,297.16
301	GENERAL DEBT SERVICE FUND	52,121.22	1,507,399.15	1,415,086.36	144,434.01
401	CAPITAL PROJECTS FUND	43,279.47	0.00	43,279.47	0.00
540	SOLID WASTE FUND	155,890.62	697,312.71	578,462.77	274,740.56
582	ELECTRIC FUND	2,801,459.78	6,986,683.77	6,865,679.69	2,922,463.86
590	WASTE WATER FUND	(298,700.70)	12,345,762.84	10,689,913.10	1,357,149.04
591	WATER FUND	824,988.27	2,217,183.84	2,065,930.91	976,241.20
594	HARBOR FUND	156,039.04	348,828.42	318,210.88	186,656.58
701	TRUST & AGENCY TAX FUND	11,181.66	6,039,782.83	6,021,894.60	29,069.89
705	CEMETERY PERPETUAL CARE FUND	273,708.36	446,725.03	446,553.16	273,880.23
706	MAPLERIDGE TOWNSHIP	(1,171.84)	75,738.21	76,460.60	(1,894.23)
731	RETIREMENT SYSTEM FUND	174,876.23	135,930.69	43,904.31	266,902.61
	TOTAL - ALL FUNDS	6,767,056.55	43,518,845.41	41,598,225.42	8,687,676.54