



# **GLADSTONE CITY COMMISSION REGULAR MEETING**

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

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## **AGENDA**

### **CALL TO ORDER**

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

### **PUBLIC HEARINGS**

### **PUBLIC COMMENT**

### **CONFLICTS OF INTEREST**

### **CONSENT AGENDA**

- [4.](#) DDA Regular Meeting Minutes of August 15, 2023
- [5.](#) Planning Commission Regular Minutes of October 2, 2023
- [6.](#) EDC Regular Minutes of October 10, 2023
- [7.](#) Parks & Recreation Advisory Board Minutes of December 5, 2023
- [8.](#) City Commission Regular Meeting Minutes of January 8, 2024
- [9.](#) Payment of Bills

### **UNFINISHED BUSINESS**

### **NEW BUSINESS**

- [10.](#) Wastewater Upgrades Request for Disbursement of Funds Draw #18.
- [11.](#) Poverty Exemption Guidelines
- [12.](#) Resolution 2024-01 to Set Alternate Date for March Board of Review
- [13.](#) Board of Review Reappointments
- [14.](#) Authorize City Clerk to Appoint Election Workers for Presidential Primary Election 02-27-2024

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

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

### **BOARDS & COMMISSIONS REPORTS**

### **CITY COMMISSIONER COMMENTS**

### **CITY CLERK COMMENTS**

### **CLOSED SESSION**

- [15.](#) Teamsters Local Union 406

## ADJOURNMENT

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

Posted: 01-19-2024

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

## RULES FOR PUBLIC COMMENT/ PUBLIC HEARINGS

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

#### A. Public Comment / Public Hearings

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

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



# GLADSTONE DDA REGULAR MEETING

City Hall Chambers – 1100 Delta Avenue  
August 15, 2023  
8:00 AM

## MINUTES

### CALL TO ORDER

Board Chair, Jay Bostwick, called the meeting to order at 8:01 AM ET.

#### 1. Roll Call

PRESENT	ABSENT
Daniel Becker	Joe Thompson
Jay Bostwick	
Jason Lippens	
Kyle Closs (Left at 8:42 AM)	
Marcey Skwor	
Nathan Neumeier (Arrived at 8:04 AM)	
Robert LeDuc	

**Staff Present:** Eric Buckman, Patricia West, Renee Barron

### PUBLIC COMMENT

### APPROVAL OF MINUTES

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

Motion made by Skwor, seconded by Becker to approve the regular meeting minutes from July 18, 2023.

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

**MOTION CARRIED.**

### FINANCIALS

#### 3. July Revenue & Expenditure Report

**CONFLICTS OF INTEREST:** *None*

**ADDITIONS TO THE AGENDA:** *None*

### UNFINISHED BUSINESS

#### 4. Mural for 1000 Delta Ave

Motion made by Bostwick, seconded by LeDuc to not support the funding request to repair the brick causing damage to the mural at 1000 Delta Ave.

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

**MOTION CARRIED.**

#### 5. North Shore Development

Renee Barron provided additional updates on the progress of conversations with potential investors and developers of the North Shore Development.

Item 4.

## **NEW BUSINESS**

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

Motion made by Closs, seconded by Neumeier to revisit this issue during the January 2024 meeting, requiring Patrick Johnson provide a structured timeline for the project to document that the project is being prioritized and suitable progress is being made.  
Voting Yea: Becker, Bostwick, Lippens, Closs, Skwor, Neumeier, LeDuc

***MOTION CARRIED.***

## **CITY COMMENTS & REPORTS**

### **7. City Manager**

Eric Buckman provided an update on the items below:

- Impacts of Staff Shortages with Parks & Recreation
- The City of Gladstone has hired three new full-time employees in the last few weeks
- EPA Site Clean-Up

### **8. Community Development**

Renee Barron provided updates on the items below.

- Closed Session regarding The Oaks at the 08/14 City Commission Meeting
- Code Enforcement Job Posting
- New Home Developments
- Census Data and Stats for the City of Gladstone
- Saloon Pizza Updates

### **9. DDA Coordinator**

Patricia West provided an update on the items below:

- Business After Hours
- DDA Board Opening
- Historical Home Markers
- Informational Meeting #2
- Old-Fashioned Christmas
- Parental Leave
- Parks & Recreation Staff Shortage Impacts
- Website Updates

### **10. Farmers Market Coordinator: None**

**BOARD COMMENTS & REPORTS: None**

## **ADJOURNMENT**

Motion made by LeDuc, seconded by Becker to adjourn at 9:05 AM.

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

***MOTION CARRIED.***





# GLADSTONE PLANNING COMMISSION MEETING

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

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

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## MINUTES

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

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

### APPROVAL AND/OR CORRECTIONS OF:

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

**ADDITIONS TO AGENDA:** None

**PUBLIC HEARINGS:** None

### UNFINISHED BUSINESS

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

### NEW BUSINESS

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

**PUBLIC COMMENT**

**INFORMATION SHARING**

**COMMISSIONER COMMENTS**

**COMMUNITY DEVELOPMENT COMMENTS**

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

**EDC**  
**EDC Meeting Notes**  
**October 10, 2023**  
**Electric Department Conference Room**  
**12:00 PM**

**Members Present: Steve DeLaire, Kevin Gendron, Gary Maynard, Dirk Manson, Steve O’Driscoll, Michael Nardi and Jim Andersen**

**Members Absent: Steve Tackman - Steve Soderman**

**Other Staff/Guests Present: Renée Barron, Eric Buckman and Ed LeGault**

**Meeting was brought to order at 12:05 by Dirk Manson**

**Public Comment: None**

**Motion by Steve O’Driscoll; seconded by Kevin Gendron to approve the meeting minutes for the EDC regular meeting minutes of August 8, 2023. Motion Carried**

**Sale of Land Request-Bob Bosk: The appraisal from Pardee Appraisal Services, LLC was reviewed and discussed with the EDC. The appraisal demonstrates that the land Mr. Bosk is interested in purchasing appraises at \$30,000. Mr. Bosk made a proposal to the EDC of \$10,000 for the land and is willing to invest around \$12,000 into the property to get DTE gas to the site which could help serve other industrial park occupants.**

**Motion by Steve O’Driscoll; seconded by Michael Nardi to offer the land at 699 Clark Drive East (2.30 acres) as defined in the appraisal to Mr. Bob Bosk for \$20,000 with the City of Gladstone’s Electric Department to pay for up to half of the cost for DTE to come in to the south east corner of the property.**

**Discussion: If approved city staff to work with Mr. Bosk to determine if proposal is accepted and if Mr. Bosk agrees then a purchase agreement would be drawn up with the terms and staff would seek City Commission approval. Terms to include: Mr. Bosk will pay for service line on his property to his building, City will pay ½ for the portion up to the SE corner of the property, any payback for other businesses who connect will be split equally. Mr. Buckman will share Purchase Agreement with group prior to finalizing.**

**MOTION CARRIED**

**Budget: Budget was reviewed by Eric Buckman and accepted into record by the board.**

**Managers Report:** Eric Buckman discussed activities the City is proposing to develop residential lots along Braves Avenue and the North Shore. He also updated the EDC on the status of the Irish Oaks golf course.

Ed LeGault gave an update on the county's activities including Delta Force, "you can in MI" campaign, brownfield funds and other state programs that could be of interest to industrial businesses.

**Meeting adjourned at 1:15 PM.**

**Respectfully Submitted,**

**Renée Barron**

**GLADSTONE PARKS & RECREATION  
ADVISORY BOARD MEETING  
December 5, 2023**

**MINUTES**

Chairman Gary Stevenson called the meeting to order at 6:35pm, Chairman Stevenson called roll.

**PRESENT**

Anne Pfothenauer  
Cathy Sjoquist  
Gary Stevenson  
Jay Bostwick  
Bob Bosk  
Jeremy Cook

**ABSENT**

Stacie Carter

**PUBLIC COMMENT:**

City Manager Eric Buckman would like to add the 2024 Recreation Board meeting schedule to the agenda.

Motion by Gary Stevenson; seconded by Anne Pfothenauer to approve the Regular Meeting Minutes of September 19, 2023

Voting Yea: Sjoquist, Bostwick, Bosk, Cook

MOTION CARRIED

**UNFINISHED BUSSINESS:**

NONE

**NEW BUSINESS:**

Discussed Harbor improvements and possible options for harbor expansion.

Motion by Anne Pfothenauer; seconded by Jeremy Cook to locate the phase 2 plans for the harbor, have the Parks and Recreation Department do a cost analysis on replacing the transient docks on the East wall of the harbor, compare the pricing and logistics of the two engineering plans presented to the board by City Manager Eric Buckman to either dredge the harbor out and expand it west or the building of a sea wall in front of the yacht club greatly increasing the Harbor size, and function of the marina and to replace the fuel and pump stations.

Voting Yea: Sjoquist, Stevenson, Bostwick, Bosk,

MOTION CARRIED

**STAFF REPORTS:**

Parks and Recreation Maintenance and Janitorial employee Robert Brown and Seasonal Employee Troy Drebenstedt gave update and progress on the preparation of the Gladstone Ski Hill Season. Brown spoke about the new menu options for the concessions at the Ski hill, the purchase of new skis and boots for the after-school program from the money that came from closing out the Gladstone Ski Club Account.

Brown and Drebenstedt spoke about the memorial trees and Benches that were placed throughout the city in the fall, and about the upcoming snow making season.

**7:45 Board member Jeremy Cook had to leave.**

**Board Member Comments:**

**Bob Bosk** asked the city for \$600.00 for the letters to the new pump track signage. The pump track club would like to add new equipment around the perimeter of the track. Bosk also let the board know that the Delta County Non-Motorized trail club would like to use the basement of the ski hill for a cross country ski clinic in February and would like to add about a dozen trail markers for the cross-country ski trail. The methodist Church wants to know if the Parks Department would like to use its building for after school programs.

**Cathy Sjoquist** is really impressed with the Indian statues and would like some lighting and some sort of cover over them.

Inquired about added security lights and cameras around the harbor and pram shed.

Has the National Honor Society and Robotics teams onboard for fixing and sealing Kids Kingdom in the spring of 2024.

Followed up with Public Safety about Neighborhood Watch and would like to go over the letter from public safety at next board meeting.

**Anne Pfothauer** would like to discuss the yacht club and their partnership with the city at the next board meeting.

**Jay Bostwick** talked on a program from Dominos pizza called "Plowing for Pizza" that gives a grant for up to \$25,000.00.

**Gary Stevenson** wants to switch from hanging baskets with flowers on the light poles on 10<sup>th</sup> Street to banners that promote Gladstone and would like the city to price out the cost for the signage.

Stevenson would also like someone else to be board chairman for the meetings after new years.

There being no further business before the board Anne Pfothauer motioned; Jay Bostwick seconded to adjourned meeting at 8:25 PM.



# GLADSTONE CITY COMMISSION REGULAR MEETING

City Hall Chambers – 1100 Delta Avenue  
January 08, 2024  
6:00 PM

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## MINUTES

Mayor Pro-Tem Mantela called the meeting to order, gave the Invocation followed by the Pledge of Allegiance. Roll called by Clerk Kim Berry:

### PRESENT

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

### ABSENT

Mayor Joe Thompson - Excused  
Commissioner Greg Styczynski - Excused

The following individual(s) spoke under Public Comment:

Mr. Steven Viau, Delta County Commissioner, 817 Delta Avenue

Motion made by Commissioner Akkala, Seconded by Commissioner Pontius to approve the consent agenda as presented.

**MOTION CARRIED**

Motion made by Commissioner Akkala, Seconded by Commissioner Pontius to approve the budget amendments to Fiscal Year 2023-2024 as follows:

**23/24 Budget Amendments  
 January, 2024  
 General Fund**

<b>Revenues</b>		<b>Original Budget Amount</b>	<b>Amended Budget Amount</b>	<b>Difference</b>	<b>Notes</b>
101-000-632-002	Sidewalk Replacement	\$0	\$11,750	\$11,750	Saloon Expansion/Replacement
101-000-666-001	Liability & Property Reimbursement	\$25,000	\$37,607	\$12,607	More Favorable Dividends from
101-000-699-233	Transfer from Dr. Mary Cretens	\$270,710	\$276,048	\$5,338	Increase in expenses
		<b>\$295,710</b>	<b>\$325,405</b>	<b>\$29,695</b>	

  

<b>Expenses</b>		<b>Original Budget Amount</b>	<b>Amended Budget Amount</b>	<b>Difference</b>	<b>Notes</b>
<b>City Commission</b>					
101-101-802-000	Legal Fees	\$10,000	\$40,000	\$30,000	
101-101-880-001	Fourth of July Expenses	\$37,000	\$42,338	\$5,338	Offset by Dr. Mary Cretens
		<b>\$47,000</b>	<b>\$82,338</b>	<b>\$35,338</b>	
<b>Treasurer</b>					
101-253-718-000	Health Insurance	\$0	\$22,979	\$22,979	Back on City's Health Insurance
		<b>\$0</b>	<b>\$22,979</b>	<b>\$22,979</b>	
<b>Cemetery</b>					
101-268-707-000	Temporary Employees	\$27,500	\$24,000	-\$3,500	
101-268-751-000	Materials & Supplies	\$8,000	\$3,500	-\$4,500	
101-268-970-000	Capital Outlay	\$20,000	\$6,000	-\$14,000	
		<b>\$55,500</b>	<b>\$33,500</b>	<b>-\$22,000</b>	
<b>Grounds Maintenance</b>					
101-524-702-000	Wages--Full Time Employees	\$5,000	\$11,000	\$6,000	Offset by Saloon Sidewalk Reven
101-524-751-000	Materials & Supplies	\$1,000	\$5,500	\$4,500	
		<b>\$6,000</b>	<b>\$16,500</b>	<b>\$10,500</b>	
<b>Recreation Administration</b>					
101-752-724-000	Sick Pay	\$3,500	\$14,000	\$10,500	Director Sick Pay Payout
		<b>\$3,500</b>	<b>\$14,000</b>	<b>\$10,500</b>	

  

<b>Increase/Decrease Revenue</b>	<b>\$29,695</b>
<b>Increase/Decrease Expenses</b>	<b>\$57,317</b>
<b>Net to Fund Balance</b>	<b>-\$27,622</b>



### 23/24 Budget Amendments

#### January, 2024 Solid Waste

Revenues	Original Budget Amount	Amended Budget Amount	Difference	Notes
	\$0	\$0	\$0	

Expenses	Original Budget Amount	Amended Budget Amount	Difference	Notes
<b>City Clean Up</b>				
540-525-763-000 Landfill Tipping Fees	\$10,000	\$17,026	\$7,026	Increased tipping fees
	\$10,000	\$17,026	\$7,026	

Increase/Decrease Budgeted Revenue	\$0
Increase/Decrease Budgeted Expenses	\$7,026
<b>Net to Fund Balance</b>	<b>-\$7,026</b>

**23/24 Budget Amendments  
 January, 2024  
 Waste Water**

<b>Revenues</b>		<b>Original Budget Amount</b>	<b>Amended Budget Amount</b>	<b>Difference</b>	<b>Notes</b>
				\$0	
				\$0	
				\$0	
		<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	
<b>Expenses</b>		<b>Original Budget Amount</b>	<b>Amended Budget Amount</b>	<b>Difference</b>	<b>Notes</b>
<b>Consumer Services</b>					
590-540-702-000	Wages Full Time Employees	\$4,500	\$5,500	\$1,000	
590-540-703-000	Salaries	\$100	\$200	\$100	
590-540-751-000	Materials & Supplies	\$1,000	\$8,000	\$7,000	NLSD Lift Station--
		<u>\$5,600</u>	<u>\$13,700</u>	<u>\$8,100</u>	
<b>Line Maintenance</b>					
590-544-702-000	Wages Full Time Employees	\$5,000	\$11,000	\$6,000	Rains Drive Repair/Replaceme
590-544-702-101	DPW Benefits	\$500	\$2,000	\$1,500	
590-544-703-000	Salaries	\$100	\$1,700	\$1,600	
590-544-709-000	FICA	\$332	\$810	\$478	
590-544-711-000	Medicare	\$78	\$190	\$112	
590-544-713-000	Overtime	\$250	\$1,300	\$1,050	
590-544-716-000	Defined Contribution Pension Plan Exp	\$590	\$1,600	\$1,010	
590-544-728-000	MSA Employer Expense	\$0	\$500	\$500	
590-544-760-000	Equipment Rentals	\$1,000	\$5,000	\$4,000	
590-544-970-000	Capital Outlay	\$0	\$65,000	\$65,000	
		<u>\$7,850</u>	<u>\$89,100</u>	<u>\$81,250</u>	
<b>Increase/Decrease Revenue</b>		<b>\$0</b>			
<b>Increase/Decrease Expenses</b>		<u><b>\$89,350</b></u>			
<b>Net to Fund Balance</b>		<b>-\$89,350</b>			

**23/24 Budget Amendments**  
**January, 2024**  
**Water**

<b>Revenues</b>		<b>Original Budget Amount</b>	<b>Amended Budget Amount</b>	<b>Difference</b>	<b>Notes</b>
		\$0	\$0	\$0	
<b>Expenses</b>		<b>Original Budget Amount</b>	<b>Amended Budget Amount</b>	<b>Difference</b>	<b>Notes</b>
<b>New Lines</b>					
591-534-970-000	Capital Outlay	\$175,000	\$189,920		Cost of restoration 14th & 15th Street Intersection
		<b>\$175,000.00</b>	<b>\$189,920.00</b>	<b>\$14,920.00</b>	
<b>Reservoir &amp; Elev Tank</b>					
591-545-807-000	Electricity	\$6,500.00	\$8,500.00	\$2,000.00	Running Pumps During Tower Painting
591-545-970-000	Capital Outlay	\$221,000.00	\$144,008.00	-\$76,992.00	Did Not Have to Cover Tower During Blasting
		<b>\$227,500.00</b>	<b>\$152,508.00</b>	<b>-\$74,992.00</b>	
<b>Building &amp; Grounds</b>					
591-555-702-000	Wages Full Time Employees	\$3,200.00	\$12,361.00	\$9,161.00	Mostly Part-time Cleaning/Painting
591-555-751-000	Materials & Supplies	\$700.00	\$1,500.00	\$800.00	Paint
		<b>\$3,900.00</b>	<b>\$13,861.00</b>	<b>\$9,961.00</b>	
<b>Increase/Decrease Revenue</b>		<b>\$0.00</b>			
<b>Increase/Decrease Expenses</b>		<b>-\$50,111.00</b>			
<b>Net to Fund Balance</b>		<b>\$50,111.00</b>			

MOTION CARRIED.

Motion made by Mayor Pro-Tem Mantela, Seconded by Commissioner Pontius to award bid for watermain materials to be purchased after April 1, 2024, to Upper Peninsula Concrete Pipe Co. in the amount of \$71,311.00.

MOTION CARRIED

Motion by Commissioner Akkala, Seconded by Commissioner Pontius to reappoint Mr. Jay Bostwick and Mr. Jeremy Cook to the Parks & Recreation Board with term expirations of January 1, 2027.

MOTION CARRIED

Motion by Mayor Pro-Tem Mantela, Seconded by Commissioner Akkala to enter closed session AT 6:21 PM for strategy and negotiation session with Teamsters Local Union 406 as allowable under the Open Meetings Act 267 of 1976 (15.268) Section 8 item (c).

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

MOTION CARRIED

Mayor Pro-Tem Mantela called the meeting back to open session at 7:09 PM with no action taken.

There being no further business before the Commission Mayor Pro-Tem Mantela adjourned the meeting at 7:10 PM.

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Mayor Pro-Tem Brad Mantela

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City Clerk Kimberly Berry

**CITY OF GLADSTONE**  
**Monthly Bills Over \$5,000**  
**January 22, 2023**

Item 9.

<b>Fund</b>	<b>Description</b>	<b>Amount</b>
Electric	MI Municipal Electric Association - Invoice 3851 2024 Membership	\$ 5,070.00

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**Total Bills Over \$5,000 for Commission Approval** \$ 5,070.00

**\*\*Not Budgeted**

INFORMATION ONLY

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



Michigan Municipal Electric Association  
809 Centennial Way  
Lansing, MI 48917  
(517) 323-8346  
browland@mpower.org

Invoice 3851

**BILL TO**  
City of Gladstone  
1100 Delta Avenue  
Gladstone, MI 49837

DATE  
01/12/2024

PLEASE PAY  
**\$5,070.00**

DUE DATE  
02/11/2024

**ACTIVITY**

**AMOUNT**

2024 Membership Dues

5,070.00

Banking Instructions for Remittances

Beneficiary: Michigan Municipal Electric Association

Financial Institution: Fifth Third Bank N.A., G.R., MI

Account Number: 7905355942 (Checking)

ABA for ACH: 072400052

ABA for Wire: 042000314

**TOTAL DUE**

**\$5,070.00**

THANK YOU.

582-537-734

S.O.

1/14/24



## CHECK REGISTER FOR CITY OF GLADSTONE

CHECK DATE 12/01/2023 - 12/31/2023

Item 9.

Check Date	Check	Vendor Name	Amount
<b>Bank BAY</b>			
12/01/2023	932(E)	U.S. BANK EQUIPMENT FINANCE	192.04
12/01/2023	1029(E)	FICA, MEDICARE, FEDERAL	36,936.44
12/01/2023	1030(E)	NATIONWIDE RETIREMENT SOLUTIO	12.01
12/01/2023	78592	MATRIX TRUST COMPANY	2,178.27
12/01/2023	78593	MICHIGAN STATE DISBURSEMENT U	199.31
12/01/2023	78594	IBEW LOCAL 876	151.90
12/01/2023	78595	ALERUS FINANCIAL	24,057.25
12/01/2023	78596	POLICE OFFICERS LABOR COUNCIL	234.56
12/01/2023	78597	JANICE ANN FRIZZELL	3,291.67
12/01/2023	78598	CITY OF GLADSTONE	208.75
12/05/2023	933(E)	STATE OF MICHIGAN	10,510.60
12/05/2023	1031(E)	MICHIGAN DEPT OF TREASURY	8,428.18
12/05/2023	78599	YOUTH EMPOWERING SERVICES	500.00
12/07/2023	78600	ALS GROUP USA, CORP	568.00
12/07/2023	78601	AMERICAN TEST CENTER, INC.	270.00
12/07/2023	78602	BILL OBENAUF	557.00
12/07/2023	78603	CDW GOVERNMENT	506.96
12/07/2023	78604	CHATFIELD MACHINE	157.65
12/07/2023	78605	CITY OF GLADSTONE	21,883.36
12/07/2023	78606	CITY OF GLADSTONE	475.00
12/07/2023	78607	CORE & MAIN LP	715.27
12/07/2023	78608	DAVIS WANIC LAND SURVEYORS PC	600.00
12/07/2023	78609	DEARBORN LIFE INSURANCE CO.	597.24
12/07/2023	78610	DELTA SOLID WASTE MGMT AUTHOR	5,769.59
12/07/2023	78611	FASTENAL COMPANY	41.00
12/07/2023	78612	HAWKINS, INC.	3,130.61
12/07/2023	78613	HIAWATHA CHEF SUPPLY, INC.	96.00
12/07/2023	78614	HYDROCORP	710.00
12/07/2023	78615	INFOSEND	1,513.37
12/07/2023	78616	LARA-MPSC	2,599.53
12/07/2023	78617	LITTLE BAY CONCRETE PRODUCTS	1,342.50
12/07/2023	78618	MAPLERIDGE TOWNSHIP	4,417.60
12/07/2023	78619	MASONVILLE TOWNSHIP TREASURER	1,154.15
12/07/2023	78620	MENARDS - ESCANABA	825.74
12/07/2023	78621	MSC INDUSTRIAL SUPPLY CO.	451.28
12/07/2023	78622	NORTHERN BALANCE & SCALE, INC	492.00
12/07/2023	78623	NORTHERN NURSERY INC.	4,385.00
12/07/2023	78624	NORWAY SPRINGS, INC.	17.90
12/07/2023	78625	NU-WAY CLEANERS LAUNDRY & REN	69.00
12/07/2023	78626	POMP'S TIRE SERVICE, INC.	138.99
12/07/2023	78627	PYRAMID EQUIPMENT, INC.	359.19
12/07/2023	78628	RAPID RIVER HARDWARE CO	30.67
12/07/2023	78629	RIVERSIDE FORD	2,541.50
12/07/2023	78630	ROLAND MACHINERY COMPANY	2.95
12/07/2023	78631	SAFETYWORKS, LLC	2,800.00
12/07/2023	78632	SAYKLLY'S CANDIES	275.00
12/07/2023	78634	STATE OF MICHIGAN	30.00
12/07/2023	78635	STATE OF MICHIGAN	3,000.00
12/07/2023	78636	STROPICH OIL CO.	318.95
12/07/2023	78637	T&R ELECTRIC SUPPLY CO INC	100.00
12/07/2023	78638	THE UPS STORE	419.53
12/07/2023	78639	TRUCK COUNTRY OF WISCONSIN	1,104.76
12/07/2023	78640	TRUCK EQUIPMENT INC	171.81
12/07/2023	78641	TUBE PRO INC.	2,164.86
12/07/2023	78642	UNITED EVANGELICAL COV CHURCH	400.00
12/07/2023	78643	UP INTERNATIONAL TRUCKS, INC	148.54
12/07/2023	78644	USA BLUE BOOK	307.34
12/07/2023	78645	COLEMAN ENGINEERING COMPANY	4,414.50
12/07/2023	78646	DELTA COUNTY CLERK	2,225.80
12/07/2023	78647	MEIERS SIGNS & APPAREL	2,318.40
12/07/2023	78648	DELTA-SCHOOLCRAFT I.S.D.	13,316.70
12/07/2023	78649	DELTA COUNTY TREASURER	35,832.40
12/07/2023	78650	GLADSTONE AREA SCHOOLS	91,682.36
12/07/2023	78651	BAY DE NOC COMMUNITY COLLEGE	17,270.06
12/07/2023	78652	DELTA COUNTY TREASURER	7,298.18
12/07/2023	78653	DELTA AREA TRANSIT AUTHORITY	6,081.80
12/14/2023	78672	CITY OF GLADSTONE	30.00
12/15/2023	935(E)	MICHIGAN CONFERENCE OF TEAMST	62,232.60
12/15/2023	1032(E)	FICA, MEDICARE, FEDERAL	25,683.81
12/15/2023	1033(E)	NATIONWIDE RETIREMENT SOLUTIO	12.01
12/15/2023	78665	MATRIX TRUST COMPANY	1,978.27



CHECK REGISTER FOR CITY OF GLADSTONE

CHECK DATE 12/01/2023 - 12/31/2023

Item 9.

Check Date	Check	Vendor Name	Amount
<b>Bank BAY</b>			
12/15/2023	78666	MICHIGAN STATE DISBURSEMENT U	199.31
12/15/2023	78667	IBEW LOCAL 876	206.34
12/15/2023	78668	ALERUS FINANCIAL	19,054.32
12/15/2023	78669	POLICE OFFICERS LABOR COUNCIL	234.56
12/15/2023	78670	IBEW LOCAL UNION 906	160.74
12/15/2023	78671	TEAMSTERS LOCAL #406	903.00
12/19/2023	78673	SHELLY CLAYCOMB	590.93
12/19/2023	78674	SHELLY CLAYCOMB	2,500.00
12/20/2023	78675	MOREAU JEFFERY	2,108.60
12/20/2023	78676	PROPST CHARLES & PENNY	164.60
12/20/2023	78677	ANDERSON, TACKMAN & COMPANY,	5,350.00
12/20/2023	78678	C2AE	19,935.84
12/20/2023	78679	ADVANCE AUTO PARTS (CARQUEST)	1,304.44
12/20/2023	78680	COLEMAN ENGINEERING COMPANY	1,723.50
12/20/2023	78681	COURTNEY JO ARROWOOD	375.00
12/20/2023	78682	CMP DISTRIBUTORS, INC.	520.00
12/20/2023	78683	FASTENAL COMPANY	65.12
12/20/2023	78684	GALLS, LLC	187.88
12/20/2023	78685	CHEMTRADE CHEMICALS US LLC	5,629.01
12/20/2023	78686	GORDON FOOD SERVICE, INC.	1,767.47
12/20/2023	78687	HAWKINS, INC.	4,235.64
12/20/2023	78688	CORE & MAIN LP	410.03
12/20/2023	78689	INFOSEND	2,122.98
12/20/2023	78690	A1 SPORT & WELD SUPPLY	199.01
12/20/2023	78691	KIM BUCKMAN	375.00
12/20/2023	78692	DLP MARQUETTE PHYSICIAN PRACT	390.00
12/20/2023	78693	CATHERINE SJOQUIST	93.46
12/20/2023	78694	CHATFIELD MACHINE	42.39
12/21/2023	1035(E)	QUADIENT FINANCE USA, INC.	400.00
12/21/2023	78695	MACQUEEN EMERGENCY	815.00
12/21/2023	78696	PRO ARC WELDING & FABRICATING	232.72
12/21/2023	78697	MSC INDUSTRIAL SUPPLY CO.	153.78
12/21/2023	78698	MCCOY CONSTRUCTION & FORESTRY	84.88
12/21/2023	78699	MEIERS SIGNS & APPAREL	50.60
12/21/2023	78700	MEL'S LAWN, GARDEN & FEED	202.79
12/21/2023	78701	MENARDS - ESCANABA	504.91
12/21/2023	78702	MICHIGAN ELECTRIC COOPERATIVE	11,817.00
12/21/2023	78703	MILLER, CANFIELD, PADDOCK & S	6,090.00
12/21/2023	78704	DAN FITZPATRICK	74.99
12/21/2023	78705	MR. TIRE	215.32
12/21/2023	78706	NORWAY SPRINGS, INC.	9.95
12/21/2023	78707	NU-WAY CLEANERS LAUNDRY & REN	21.75
12/21/2023	78708	PARAGON LABORATORIES, INC.	980.00
12/21/2023	78709	PAT'S FOODS	225.00
12/21/2023	78710	PAYMENTUS CORPORATION	2,923.25
12/21/2023	78711	PIIONEER TV & APPLIANCE	1,191.29
12/21/2023	78712	PLM LAKE & LAND MGMNT	75.00
12/21/2023	78713	POMP'S TIRE SERVICE, INC.	1,488.32
12/21/2023	78714	STAAB CONSTRUCTION CORPORATIO	915,704.00
12/21/2023	78715	STANDARD ELECTRIC COMPANY	383.34
12/21/2023	78716	STATE OF MICHIGAN	775.96
12/21/2023	78717	TRUCK EQUIPMENT INC	4.24
12/21/2023	78718	TRUCK COUNTRY OF WISCONSIN	508.84
12/21/2023	78719	U.P. ACTION NEWS	250.00
12/21/2023	78720	USA BLUE BOOK	1,133.32
12/22/2023	1045(E)	CARDMEMBER SERVICE	10,557.33
12/26/2023	1036(E)	VOYAGER FLEET SYSTEMS INC	6,533.33
12/27/2023	1048(E)	BAYBANK	61,245.24
12/28/2023	1037(E)	WPPI ENERGY	195,882.73
12/28/2023	1038(E)	FICA, MEDICARE, FEDERAL	27,173.43
12/28/2023	1039(E)	NATIONWIDE RETIREMENT SOLUTIO	12.01
12/28/2023	1040(E)	AFLAC	1,368.30
12/28/2023	78729	MATRIX TRUST COMPANY	1,978.27
12/28/2023	78730	MICHIGAN STATE DISBURSEMENT U	199.31
12/28/2023	78731	IBEW LOCAL 876	117.19
12/28/2023	78732	ALERUS FINANCIAL	19,869.40

**BAY TOTALS:**

Total of 137 Checks:	1,767,039.67
Less 0 Void Checks:	0.00
<b>Total of 137 Disbursements:</b>	<b>1,767,039.67</b>



JOURNAL TOTALS BY FUND REPORT FOR CITY OF GLADSTONE

For Check Dates 12/01/2023 to 12/31/2023

Item 9.

Fund	Item	Amount
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Totals For Fund: 101

Gross Payment:	223,081.20
Net Payment:	158,450.79
Total Payroll:	263,921.38

-- Deductions --

AFLAC_AFTER	327.23
AFLAC_PRE	364.23
CDSUPPHONE	10.07
CLERKPHONE	10.07
CRCL_TST	3,194.35
DC LOAN REPAY	1,227.87
DC LOAN REPAY2	1,494.30
DEFINED_COMP_4%	1,489.69
DEFINED_COMP_3	4,188.12
DPWSUPPHONE	10.07
ELECPHONE	1.93
FITW	19,596.89
FOC	475.14
FOP	469.12
HEALTHINSCONT	6,455.36
IBEW876FLAT	0.48
IBEW876UNION%	15.19
MEDICARE_EE	2,971.50
MERS 457 ROTH %	358.51
MERS457	255.27
MERS457%	77.03
MSAEEFAMILY	396.93
MSAEESINGLE	53.83
P&RSUPPHONE	10.07
PSUPRPHONE	10.07
PUBSAFPHONE	14.87
SITW_MI	8,046.04
SOCSEC_EE	12,706.06
SUPSUNIONDUES	84.40
TEAMSTERS	305.65
TREASPHONE	10.07
<b>Total Deductions:</b>	<b>64,630.41</b>

-- Expenses --

DEFINED_COMP_10	59.29
DEFINED_COMP_11	19,387.82
EMPLOYER 457	1,229.81
MEDICARE_ER	2,971.50
MSA ER EXPENSE	4,479.24
SOCSEC_ER	12,706.06
SUI	6.46
<b>Total Expenses:</b>	<b>40,840.18</b>

Totals For Fund: 202

Gross Payment:	5,338.01
Net Payment:	3,613.13
Total Payroll:	6,464.00

-- Deductions --

AFLAC_AFTER	0.62
AFLAC_PRE	3.12
CRCL_TST	3.07
DC LOAN REPAY	21.14
DC LOAN REPAY2	39.88
DEFINED_COMP_3	160.12
FITW	594.13
FOC	38.43
HEALTHINSCONT	178.47
MEDICARE_EE	74.41
MERS457	22.11
MSAEEFAMILY	13.07
MSAEESINGLE	10.54
SITW_MI	205.34
SOCSEC_EE	318.22

JOURNAL TOTALS BY FUND REPORT FOR CITY OF GLADSTONE  
For Check Dates 12/01/2023 to 12/31/2023

Item 9.

Fund	Item	Amount
	SUPSUNIONDUES	4.97
	TEAMSTERS	37.24
	Total Deductions:	<u>1,724.88</u>
	-- Expenses --	
	DEFINED_COMP_11	587.18
	MEDICARE_ER	74.41
	MSA ER EXPENSE	146.18
	SOCSEC_ER	318.22
	Total Expenses:	<u>1,125.99</u>
Totals For Fund: 203		
	Gross Payment:	5,473.62
	Net Payment:	3,607.26
	Total Payroll:	6,651.14
	-- Deductions --	
	AFLAC_AFTER	1.04
	AFLAC_PRE	5.24
	CRCL_TST	5.99
	DC LOAN REPAY	35.41
	DC LOAN REPAY2	66.81
	DEFINED_COMP_3	164.19
	FITW	583.87
	FOC	64.39
	HEALTHINSCONT	197.44
	MEDICARE_EE	76.20
	MERS457	25.68
	MSAEEFAMILY	14.11
	MSAEESINGLE	3.76
	SITW_MI	209.34
	SOCSEC_EE	325.71
	SUPSUNIONDUES	2.60
	TEAMSTERS	84.58
	Total Deductions:	<u>1,866.36</u>
	-- Expenses --	
	DEFINED_COMP_11	602.11
	MEDICARE_ER	76.20
	MSA ER EXPENSE	173.50
	SOCSEC_ER	325.71
	Total Expenses:	<u>1,177.52</u>
Totals For Fund: 248		
	Gross Payment:	325.27
	Net Payment:	272.26
	Total Payroll:	360.72
	-- Deductions --	
	DEFINED_COMP_3	2.10
	FITW	7.75
	HEALTHINSCONT	2.93
	MEDICARE_EE	4.66
	SITW_MI	13.62
	SOCSEC_EE	19.99
	TEAMSTERS	1.96
	Total Deductions:	<u>53.01</u>
	-- Expenses --	
	DEFINED_COMP_11	7.68
	MEDICARE_ER	4.66
	MSA ER EXPENSE	3.06
	SOCSEC_ER	19.99
	SUI	0.06
	Total Expenses:	<u>35.45</u>
Totals For Fund: 540		
	Gross Payment:	9,941.60
	Net Payment:	7,292.00
	Total Payroll:	12,110.50
	-- Deductions --	

**JOURNAL TOTALS BY FUND REPORT FOR CITY OF GLADSTONE**  
For Check Dates 12/01/2023 to 12/31/2023

Item 9.

<b>Fund</b>	<b>Item</b>	<b>Amount</b>
	AFLAC_AFTER	6.50
	AFLAC_PRE	8.59
	CRCL_TST	14.03
	DC LOAN REPAY	9.22
	DC LOAN REPAY2	17.41
	DEFINED_COMP_3	296.66
	FITW	685.69
	FOC	16.78
	HEALTHINSCONT	359.27
	MEDICARE_EE	138.45
	MERS457	41.54
	MSAEEFAMILY	20.07
	MSAEESINGLE	6.46
	SITW_MI	366.69
	SOCSEC_EE	591.90
	SUPSUNIONDUES	2.81
	TEAMSTERS	67.53
	<b>Total Deductions:</b>	<b>2,649.60</b>
	<b>-- Expenses --</b>	
	DEFINED_COMP_11	1,087.81
	MEDICARE_ER	138.45
	MSA ER EXPENSE	350.74
	SOCSEC_ER	591.90
	<b>Total Expenses:</b>	<b>2,168.90</b>
<b>Totals For Fund: 582</b>		
	Gross Payment:	61,844.39
	Net Payment:	41,592.92
	Total Payroll:	73,611.24
	<b>-- Deductions --</b>	
	AFLAC_AFTER	75.10
	AFLAC_PRE	290.94
	CRCL_TST	0.62
	DEFINED_COMP_3	1,686.92
	ELECPHONE	12.94
	FITW	6,024.52
	HEALTHINSCONT	837.55
	IBEW876FLAT	88.66
	IBEW876UNION%	364.46
	MEDICARE_EE	834.28
	MERS457	1,494.78
	MERS457%	2,336.48
	MSAEEFAMILY	380.09
	SITW_MI	2,225.37
	SOCSEC_EE	3,567.31
	TEAMSTERS	31.45
	<b>Total Deductions:</b>	<b>20,251.47</b>
	<b>-- Expenses --</b>	
	DEFINED_COMP_10	1,083.43
	DEFINED_COMP_11	4,993.60
	MEDICARE_ER	834.28
	MSA ER EXPENSE	1,288.23
	SOCSEC_ER	3,567.31
	<b>Total Expenses:</b>	<b>11,766.85</b>
<b>Totals For Fund: 590</b>		
	Gross Payment:	41,970.41
	Net Payment:	28,515.88
	Total Payroll:	50,491.40
	<b>-- Deductions --</b>	
	AFLAC_AFTER	33.25
	AFLAC_PRE	35.25
	CRCL_TST	1,640.17
	DEFINED_COMP_3	1,226.46
	FITW	3,982.31
	HEALTHINSCONT	1,177.14
	IBEW876FLAT	0.95
	IBEW876UNION%	1.26



JOURNAL TOTALS BY FUND REPORT FOR CITY OF GLADSTONE  
For Check Dates 12/01/2023 to 12/31/2023

Item 9.

Fund	Item	Amount
	MEDICARE_EE	575.19
	MERS 457 ROTH	1.32
	MERS457	251.73
	MERS457%	13.44
	MSAEEFAMILY	238.32
	SITW_MI	1,557.41
	SOCSEC_EE	2,459.46
	SUPSUNIONDUES	34.38
	TEAMSTERS	224.72
	USCM2284	1.55
	WATERSUPHONE	0.22
	Total Deductions:	<u>13,454.53</u>
	-- Expenses --	
	DEFINED_COMP_11	4,496.94
	MEDICARE_ER	575.19
	MSA ER EXPENSE	989.29
	SOCSEC_ER	2,459.46
	SUI	0.11
	Total Expenses:	<u>8,520.99</u>
Totals For Fund: 591		
	Gross Payment:	33,450.25
	Net Payment:	23,581.05
	Total Payroll:	39,800.13

-- Deductions --		
AFLAC_AFTER	143.63	
AFLAC_PRE	66.04	
CRCL_TST	41.65	
DC LOAN REPAY	1.76	
DC LOAN REPAY2	3.31	
DEFINED_COMP_3	893.31	
FITW	4,077.05	
FOC	3.19	
HEALTHINSCONT	564.59	
IBEW876FLAT	0.96	
IBEW876UNION%	1.26	
MEDICARE_EE	457.37	
MERS 457 ROTH	28.68	
MERS457	131.72	
MERS457%	13.44	
MSAEEFAMILY	15.37	
MSAEESINGLE	0.41	
SITW_MI	1,247.30	
SOCSEC_EE	1,955.67	
SUPSUNIONDUES	31.58	
TEAMSTERS	146.58	
USCM2284	34.48	
WATERSUPHONE	9.85	
Total Deductions:	<u>9,869.20</u>	
-- Expenses --		
DEFINED_COMP_11	3,275.51	
MEDICARE_ER	457.37	
MSA ER EXPENSE	659.56	
SOCSEC_ER	1,955.67	
SUI	1.77	
Total Expenses:	<u>6,349.88</u>	

Totals For Fund: 594		
	Gross Payment:	146.92
	Net Payment:	116.55
	Total Payroll:	165.69
-- Deductions --		
AFLAC_AFTER	0.56	
CRCL_TST	5.12	
DEFINED_COMP_3	1.52	
FITW	2.87	
HEALTHINSCONT	1.96	
MEDICARE_EE	2.10	

JOURNAL TOTALS BY FUND REPORT FOR CITY OF GLADSTONE

For Check Dates 12/01/2023 to 12/31/2023

Item 9.

Fund	Item	Amount
	MSAEEFAMILY	0.41
	SITW_MI	5.68
	SOCSEC_EE	8.97
	TEAMSTERS	1.18
	Total Deductions:	<u>30.37</u>
	-- Expenses --	
	DEFINED_COMP_11	5.60
	MEDICARE_ER	2.10
	MSA ER EXPENSE	2.05
	SOCSEC_ER	8.97
	SUI	0.05
	Total Expenses:	<u>18.77</u>
Totals For Fund: 706		
	Gross Payment:	253.32
	Net Payment:	150.63
	Total Payroll:	308.10
	-- Deductions --	
	AFLAC_AFTER	2.68
	AFLAC_PRE	4.28
	DEFINED_COMP_3	7.60
	FITW	26.16
	HEALTHINSCONT	1.99
	IBEW876FLAT	0.95
	IBEW876UNION%	1.26
	MEDICARE_EE	3.55
	MERS457	12.17
	MERS457%	13.44
	MSAEEFAMILY	1.63
	SITW_MI	9.65
	SOCSEC_EE	15.22
	TEAMSTERS	2.11
	Total Deductions:	<u>102.69</u>
	-- Expenses --	
	DEFINED_COMP_11	27.86
	MEDICARE_ER	3.55
	MSA ER EXPENSE	8.15
	SOCSEC_ER	15.22
	Total Expenses:	<u>54.78</u>



# City of Gladstone, MI

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

## Staff Report

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Agenda Date: January 22, 2024      Eric Buckman, City Manager: \_\_\_\_\_  
 Department: Wastewater              Department Head Name: Rodney Schwartz  
 Presenter: Rodney Schwartz         Kim Berry, City Clerk: \_\_\_\_\_

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

**AGENDA ITEM TITLE:** Wastewater Upgrades Request for Disbursement of Funds Draw #18.

**BACKGROUND:** According to the procedures required by Michigan Finance Authority State Revolving Loan Fund documents, requests for reimbursement of funds require Commission approval before sending to the State. Draw #18 includes C2AE invoices #75740 totaling \$23,099.65, #75829 totaling \$17,116.01, and Staab Construction payment #19 totaling \$436,297.90.

**FISCAL EFFECT:** \$476,514.00

**SUPPORTING DOCUMENTATION:** Request for Disbursement of Funds Draw #18 packet.

**RECOMMENDATION:** Approve Request for Disbursement of Funds Draw #18 totaling \$476,514.00.

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>18</b>	C. Period Covered by Request 11/25/2023 to 12/22/2023 (M/D/Y) (M/D/Y)	D. Request Type <input checked="" type="checkbox"/> partial <input type="checkbox"/> final	E. Recipient's EIN <b>38-6004686</b>	F. Loan Amount <b>\$21,305,000</b>
G. Recipient's Name: City of Gladstone					Phone # 906-428-2311
Address: City Hal, 1100 Delta Avenue, Gladstone, MI 49837					
H. Recipient's Bank Name: Baybank					Phone # 906-428-4040
Address: 104 S. 10th Street, Gladstone, MI 49837					
Account Name: Checking				ABA #	Account #
Special Instructions: NA					
I. Budget Items (round amounts to the nearest dollar)				Approved Amount Incurred this Period	Approved Amount Incurred to Date
1. ASSET MANAGEMENT PROGRAM/FISCAL SUSTAINABILITY COSTS					\$0.00
2. PLANNING COSTS					\$0.00
3. RATE METHODOLOGY DEVELOPMENT COSTS					\$39,896.00
4. DESIGN ENGINEERING COSTS					\$1,309,660.00
5. LEGAL/FINANCIAL SERVICE FEES					\$73,625.00
6. ADMINISTRATIVE COSTS					\$2,488.00
7. BOND COUNSEL FEES					\$65,000.00
8. BOND ADVERTISEMENT COSTS					\$6,533.00
9. BID ADVERTISEMENT COSTS					\$0.00
10. CAPITALIZED INTEREST					\$0.00
11. LAND ACQUISITION/RELOCATION COSTS					\$0.00
12. LAND PURCHASE COSTS					\$0.00
13. CONSTRUCTION ENGINEERING COSTS				\$40,216.00	\$654,748.00
14. CONSTRUCTION COSTS (bid contracts)				\$436,298.00	\$11,731,498.00
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				\$476,514.00	
20. TOTAL CUMULATIVE AMOUNT INCURRED TO DATE					\$13,883,448.00
21. AMOUNT PREVIOUSLY DISBURSED					\$13,406,935.00
22. AMOUNT REQUESTED FOR DISBURSEMENT					\$476,513.00
<p>I certify that I am an authorized representative of the recipient and am authorized to make the following certifications on behalf of the recipient: (i) there is no pending litigation or event which will materially and adversely affect the project, the prospects for its completion, or the recipient's ability to make timely repayments on the obligation issued in connection with this project; (ii) the representations, warranties and covenants contained in the supplemental agreement for the obligations pursuant to which this request for disbursement is submitted continue to be true and accurate in all material respects as of the date hereof; (iii) to the best of my knowledge and belief, the costs above were incurred in accordance with the terms of the supplemental agreement and the application for assistance for this project; and (iv) the amount requested for disbursement represents the loan amount due, which has not previously been requested.</p> <p>Authorized Representative Name (Print or Type): _____ Title: _____</p> <p>Authorized Representative Signature: _____ Date: _____</p> <p style="text-align: center;"><b>EMAIL THIS COMPLETED REQUEST TO YOUR EGLE PROJECT MANAGER                  OR MAIL TO THE ADDRESS SHOWN ON THE NEXT PAGE</b></p>					

<b>FOR EGLE USE ONLY:</b>
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

November 30, 2023  
 Project No: 21-0210  
 Invoice No: 75740

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 November 19, 2023**

Phase 02 General Engineering

**Fee**

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
0023 Basis of Design	357,000.00	100.00	357,000.00	357,000.00	0.00
0030 Preliminary Engineering	715,000.00	100.00	715,000.00	715,000.00	0.00
0031 Final Engineering	171,000.00	100.00	171,000.00	171,000.00	0.00
0032 Bidding and Negotiating	35,000.00	100.00	35,000.00	35,000.00	0.00
0040 General Engineering	323,000.00	95.00	306,850.00	306,850.00	0.00
0060 Post Construction Engineering	17,000.00	0.00	0.00	0.00	0.00
<b>Total Fee</b>	<b>1,618,000.00</b>		<b>1,584,850.00</b>	<b>1,584,850.00</b>	<b>0.00</b>
<b>Total Fee</b>					<b>0.00</b>
<b>Total this Phase</b>					<b>0.00</b>

Phase 04 Additional Engineering

**Fee**

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



Project	21-0210	Gladstone 2021 WWTP Improvements	Invoice	75740
Total Fee		173,000.00	36,841.75	36,841.75
				0.00
		<b>Total Fee</b>		<b>0.00</b>
			<b>Total this Phase</b>	<b>0.00</b>

-----  
Phase 06 Resident Project Representative

Eagle, Stacy	11/12/2023	3.00
Haapapuro, Jacob	10/22/2023	39.50
Haapapuro, Jacob	10/29/2023	30.50
Haapapuro, Jacob	11/5/2023	36.50
Haapapuro, Jacob	11/12/2023	28.00
Haapapuro, Jacob	11/19/2023	36.00
		173.50

**Total Labor** 23,085.24

Fleet Vehicle 33 Dodge RAM

Line 13 Construction Engineering

14.41

**Total this Phase** \$23,099.65

**Total this Invoice** \$23,099.65

**Outstanding Invoices**

Number	Date	Balance
75496	10/20/2023	19,935.84
<b>Total</b>		<b>19,935.84</b>



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

December 29, 2023  
 Project No: 21-0210  
 Invoice No: 75829

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 December 17, 2023**

Phase 02 General Engineering  
**Fee**

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
0023 Basis of Design	357,000.00	100.00	357,000.00	357,000.00	0.00
0030 Preliminary Engineering	715,000.00	100.00	715,000.00	715,000.00	0.00
0031 Final Engineering	171,000.00	100.00	171,000.00	171,000.00	0.00
0032 Bidding and Negotiating	35,000.00	100.00	35,000.00	35,000.00	0.00
0040 General Engineering	323,000.00	95.00	306,850.00	306,850.00	0.00
0060 Post Construction Engineering	17,000.00	0.00	0.00	0.00	0.00
<b>Total Fee</b>	<b>1,618,000.00</b>		<b>1,584,850.00</b>	<b>1,584,850.00</b>	<b>0.00</b>
<b>Total Fee</b>					<b>0.00</b>
<b>Total this Phase</b>					<b>0.00</b>

Phase 04 Additional Engineering  
**Fee**

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

Project	21-0210	Gladstone 2021 WWTP Improvements	Invoice	75829
Total Fee		173,000.00	36,841.75	36,841.75
				0.00
		<b>Total Fee</b>		<b>0.00</b>
			<b>Total this Phase</b>	<b>0.00</b>

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Phase	06	Resident Project Representative		
		Bender, Rebecca	11/26/2023	9.50
		Farrell, William	12/17/2023	8.00
		Haapapuro, Jacob	12/3/2023	38.75
		Haapapuro, Jacob	12/10/2023	38.75
		Haapapuro, Jacob	12/17/2023	30.75
				125.75
		<b>Total Labor</b>		<b>17,102.31</b>

Fleet Vehicle 33 Dodge RAM	<b>Line 13 Construction Engineering</b>		13.70
	<b>Total this Phase</b>		<b>\$17,116.01</b>
	<b>Total this Invoice</b>		<b><u>\$17,116.01</u></b>

**Outstanding Invoices**

Number	Date	Balance
75740	11/30/2023	23,099.65
<b>Total</b>		<b>23,099.65</b>

Remit to: STAAB CONSTRUCTION CORPORATION 1800 LAEMLE AVE MARSHFIELD, WI 54449		Contractor's Application for Payment No. 19	
To (Owner): CITY OF GLADSTONE		Application Period: 11/25/23 to 12/22/2023	Application Date: 12/22/23
Project: 4632- GLADSTONE, MI WWTF	From (Contractor): Staab Construction Corporation	Via (Engineer): C2AE	
Owner's Contract No:	Contractor's Project No: 4632-	Engineer's Project No: ENG PROJ NO. 21-0120	

Application for Payment		Change Order Summary
Change Orders approved in Previous months by Owner	\$344,538.00	-174,010.00
Number	7	
Additions		Deductions
	66,342.00	0.00
TOTALS	\$411,380.00	-174,010.00
Net Change by Change Orders		\$237,370.00

  

1. ORIGINAL CONTRACT PRICE .....	\$17,743,000.00
2. Net Change By Change Orders .....	\$237,370.00
3. Current Contract Price (Line 1+2) .....	\$17,980,370.00
4. TOTAL COMPLETED AND STORED TO DATE (Column G on Progress Estimate) .....	\$12,630,516.00
5. RETAINAGE:	
5.00 % of Total Contract (Project over 50% Complete)	
c. Total Retainage (Line 5a = 5b) .....	\$899,018.50
6. AMOUNT ELEGIBLE TO DATE (Line 4 - Line 5c) .....	\$11,731,497.50
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application) ..	\$11,295,199.60
8. AMOUNT DUE THIS APPLICATION .....	\$436,297.90
9. BALANCE TO FINISH, PLUS RETAINAGE .....	\$6,248,872.50
(Column H on Progress Estimate + Line 5 above) .....	

Payment of: \$436,297.90  
 Line 8 or other - attach explanation of other amount

is recommended by: *[Signature]* (Date) 1-3-24

Payment of: \$436,297.90  
 Line 8 or other - attach explanation of other amount

is approved by: \_\_\_\_\_ (Owner) \_\_\_\_\_ (Date)

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

**Contractor's Certification**

The undersigned Contractor certifies, to the best of its knowledge, the following:

- (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment;
- (2) Title of all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a Bond acceptable to Owner indemnifying Owner against any such Liens, security interest or encumbrances); and
- (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents

**STAAB CONSTRUCTION CORPORATION**

By: *[Signature]* Date: 1-3-24  
 Kevin M. Fischer Vice President

# CONTINUATION SHEET

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

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

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

Invoice #: 19 Contract: 4632- GLADSTONE, MI WWTF

Application No.: 19

Application Date: 12/22/2023

To: 12/22/2023

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

A Item No.	B Description of Work	C Scheduled Value	D Work Completed		E This Period In Place	F Materials Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H Balance To Finish (C-G)	I Retainage
			From Previous Application (D+E)	This Period In Place					
010010-00	PM/Supervision	420,000.00	342,000.00	18,000.00	0.00	360,000.00	60,000.00	85.71%	
012200-00	Bonds & Insurance	205,000.00	205,000.00	0.00	0.00	205,000.00	0.00	100.00%	
013100-00	Misc Job Expenses	420,000.00	340,000.00	20,000.00	0.00	360,000.00	60,000.00	85.71%	
015000-00	Temporary Facilities	130,000.00	102,000.00	6,000.00	0.00	108,000.00	22,000.00	83.08%	
016000-00	Yard & Equipment	545,000.00	400,000.00	20,000.00	0.00	420,000.00	125,000.00	77.06%	
024100-00	Demolition	145,000.00	20,000.00	5,000.00	0.00	25,000.00	120,000.00	17.24%	
024135-00	Equipment Demo	55,000.00	35,000.00	5,000.00	0.00	40,000.00	15,000.00	72.73%	
030000-00	Sitework Concrete	130,000.00	32,000.00	48,000.00	0.00	80,000.00	50,000.00	61.54%	
030000-10	Service Concrete	140,000.00	0.00	0.00	0.00	0.00	140,000.00	0.00%	
030000-20	Administration Concrete	255,000.00	255,000.00	0.00	0.00	255,000.00	0.00	100.00%	
030000-30	Primary Settling Tank Concrete	510,000.00	510,000.00	0.00	0.00	510,000.00	0.00	100.00%	
030000-40	MBBR Concrete	495,000.00	495,000.00	0.00	0.00	495,000.00	0.00	100.00%	
030000-50	Final Settling Tank No 1 & 2 Concr	63,000.00	10,000.00	30,000.00	0.00	40,000.00	23,000.00	63.49%	
030000-54	Final Settling Tank No 3 Concrete	305,000.00	305,000.00	0.00	0.00	305,000.00	0.00	100.00%	
030000-56	Splitter Box Concrete	55,000.00	55,000.00	0.00	0.00	55,000.00	0.00	100.00%	
030000-60	Chlorine Contact Concrete	50,000.00	50,000.00	0.00	0.00	50,000.00	0.00	100.00%	
030000-70	Primary Digester Concrete	3,000.00	0.00	0.00	0.00	0.00	3,000.00	0.00%	
034000-00	Precast Concrete	46,000.00	46,000.00	0.00	0.00	46,000.00	0.00	100.00%	
036200-00	Concrete Repairs	26,000.00	4,000.00	0.00	0.00	4,000.00	22,000.00	15.38%	
042000-00	Masonry	393,000.00	286,800.00	0.00	0.00	286,800.00	106,200.00	72.98%	
055000-00	Metal Fabrications	320,000.00	2,908.00	0.00	0.00	219,589.00	100,411.00	68.62%	
066000-00	FRP Fabrications	110,000.00	110,000.00	0.00	0.00	110,000.00	0.00	100.00%	
068160-00	FRP Weirs & Baffles	114,000.00	0.00	0.00	0.00	70,490.00	43,510.00	61.83%	
072113-00	Foundation Insulation	7,000.00	7,000.00	0.00	0.00	7,000.00	0.00	100.00%	
074213-00	Insulated Wall Panels	100,000.00	0.00	0.00	0.00	0.00	100,000.00	0.00%	
075300-00	Single Ply Roof	300,000.00	99,000.00	0.00	0.00	174,000.00	126,000.00	58.00%	
081000-00	Metal & FRP Doors	180,000.00	170,000.00	0.00	0.00	170,000.00	10,000.00	94.44%	
084000-00	Alum Doors & Windows	32,000.00	32,000.00	0.00	0.00	32,000.00	0.00	100.00%	
092116-00	Metal Stud & Drywall	38,000.00	38,000.00	0.00	0.00	38,000.00	0.00	100.00%	
093000-00	Ceramic Tile	9,000.00	9,000.00	0.00	0.00	9,000.00	0.00	100.00%	

# 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. : 19

Application Date : 12/22/2023

To: 12/22/2023

Invoice #: 19

Contract : 4632-GLADSTONE, MI WWTF

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

Item 10.

A Item No.	B Description of Work	C Scheduled Value	D Work Completed		E This Period In Place	F Materials Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H Balance To Finish (C-G)	I Retainage
			From Previous Application (D+E)	This Period In Place					
095100-00	Ceiling Tile	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	0.00	
096500-00	Resilient Flooring	26,000.00	26,000.00	0.00	0.00	0.00	26,000.00	0.00	
099100-00	Painting	480,000.00	90,000.00	60,000.00	0.00	0.00	150,000.00	330,000.00	
101000-00	Misc Specialties	15,000.00	11,000.00	4,000.00	0.00	0.00	15,000.00	0.00	
107313-00	Metal Awnings	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.00	
123000-00	Casework & Cabinets	95,000.00	90,000.00	0.00	0.00	0.00	90,000.00	5,000.00	
124000-00	Furnishings ALLOWANCE	40,000.00	0.00	10,466.00	0.00	0.00	10,466.00	29,534.00	
133400-00	Primary Tank Cover	245,000.00	245,000.00	0.00	0.00	0.00	245,000.00	0.00	
220500-00	Plumbing	405,000.00	203,719.00	65,281.00	0.00	0.00	269,000.00	136,000.00	
230500-00	HVAC	1,400,000.00	670,000.00	10,000.00	0.00	0.00	680,000.00	720,000.00	
260500-00	Electrical Construction	2,300,000.00	1,005,000.00	13,000.00	0.00	0.00	1,018,000.00	1,282,000.00	
260500-01	Electrical ALLOWANCE	17,000.00	0.00	0.00	0.00	0.00	0.00	17,000.00	
312000-00	Earthwork	590,000.00	442,000.00	0.00	0.00	0.00	442,000.00	148,000.00	
312343-00	Dewatering	320,000.00	320,000.00	0.00	0.00	0.00	320,000.00	0.00	
314116-00	Permanent Sheet piling	60,000.00	60,000.00	0.00	0.00	0.00	60,000.00	0.00	
321216-00	Asphalt Paving	64,000.00	0.00	0.00	0.00	0.00	0.00	64,000.00	
323100-00	Fencing	75,000.00	12,000.00	0.00	0.00	0.00	12,000.00	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	350,000.00	5,000.00	0.00	0.00	355,000.00	5,000.00	
333000-02	Underground Piping Install	570,000.00	560,000.00	5,000.00	0.00	4,452.00	569,452.00	548.00	
400519-01	Interior Piping Materials	1,100,000.00	0.00	0.00	0.00	730,602.00	730,602.00	369,398.00	
400519-02	Interior Piping Install	390,000.00	100,000.00	0.00	0.00	0.00	100,000.00	290,000.00	
400557-00	Stop & Slide Gates	240,000.00	158,000.00	40,000.00	0.00	0.00	198,000.00	42,000.00	
400562-00	Valve Material	650,000.00	0.00	0.00	0.00	549,298.00	549,298.00	100,702.00	
412214-00	Trolley & Hoist	49,000.00	0.00	0.00	0.00	16,956.00	16,956.00	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	37,100.00	37,100.00	40,900.00	
432331-00	Drypit Sumpersible Pumps	370,000.00	0.00	0.00	0.00	341,862.00	341,862.00	28,138.00	
432331-01	Vertical Non Clog Sewage Pumps	62,000.00	0.00	0.00	0.00	50,368.00	50,368.00	11,632.00	
462133-00	Rotary Drum Screen	145,000.00	0.00	0.00	0.00	119,250.00	119,250.00	25,750.00	

# CONTINUATION SHEET

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

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

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

Invoice #: 19

Contract: 4632-GLADSTONE, MI WWTF

Application No.: 19

Application Date: 12/22/2023

To: 12/22/2023

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

A Item No.	B Description of Work	C Scheduled Value	D Work Completed		E This Period In Place	F Materials Presently Stored  (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H Balance To Finish (C-G)	I 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	291,500.00	291,500.00	88,500.00	
464350-00	Chain and Flight Sludge Collector	355,000.00	50,372.00	0.00	0.00	264,628.00	315,000.00	40,000.00	
465326-00	MBBR Equipment	610,000.00	600,000.00	0.00	0.00	0.00	600,000.00	10,000.00	
467318-00	Digester Floating Cover	280,000.00	280,000.00	0.00	0.00	0.00	280,000.00	0.00	
467330-00	Mechanical Sludge Mixing Equip	80,000.00	41,510.00	0.00	0.00	38,000.00	79,510.00	490.00	
467333-00	Digester Gas Handling	130,000.00	0.00	0.00	0.00	98,262.00	98,262.00	31,738.00	
467341-00	Spiral Heat Exchanger	80,000.00	0.00	0.00	0.00	74,011.00	74,011.00	5,989.00	
468000-00	Samplers	48,000.00	0.00	0.00	0.00	0.00	0.00	48,000.00	
C.O. # 01	Change Order #1	-68,722.00	0.00	0.00	0.00	0.00	0.00	-68,722.00	
C.O. # 02	Change Order #2	69,561.00	0.00	0.00	0.00	0.00	0.00	69,561.00	
C.O. # 03	Change Order #3	120,708.00	0.00	0.00	0.00	0.00	0.00	120,708.00	
C.O. # 04	Change Order #4	-47,909.00	0.00	0.00	0.00	0.00	0.00	-47,909.00	
C.O. # 05	Change Order #5	-57,379.00	0.00	0.00	0.00	0.00	0.00	-57,379.00	
C.O. # 06	Change Order #6	154,269.00	0.00	0.00	0.00	0.00	0.00	154,269.00	
C.O. # 07	Change Order #7	66,842.00	0.00	0.00	0.00	0.00	0.00	66,842.00	
<b>Grand Totals</b>		<b>17,980,370.00</b>	<b>9,287,309.00</b>	<b>364,747.00</b>	<b>2,978,460.00</b>	<b>12,630,516.00</b>	<b>5,349,854.00</b>	<b>899,018.50</b>	<b>70.25%</b>

GLADSTONE



**City of Gladstone, MI**

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

**MEETING TYPE  
STAFF REPORT**

**Agenda Date:** January 22, 2024

**Eric Buckman, City  
Manager:**

**Department:** Assessing

**Department Head Name:**

Janice Frizzell

**Presenter:** Janice Frizzell

**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:**

Poverty Exemption Guidelines

**BACKGROUND:**

MCL 211.7u provides for a property tax exemption, in whole or part, for the principal residence of persons who, by reason of poverty, are unable to contribute to the public charges. For purposes of the poverty exemption "principal residence" means how principal residence exemption and qualified agricultural property are defined in MCL 211.7dd. The exemption does not apply to property of a corporation.

MCL 211.7u requires local units to adopt guidelines that must include the specific income and asset levels of the applicant and the total household income and assets.

Local units must adopt guidelines which specify the total household income which will be used to approve or deny poverty exemptions. The adopted income levels shall not be set lower than the federal poverty guidelines published in the prior calendar year in the Federal Register by the United States Department of Health and Human Services. For reference, the federal poverty guidelines to be used are published annually by the State Tax Commission.

**FISCAL EFFECT:**

2023 saw 5 poverty exemptions that totaled \$106,842 in Taxable Value

**SUPPORTING DOCUMENTATION:**

- STC Bulletin 22 of 2023
- Poverty Exemption Affidavit form 4988
- Application for MCL 211.7u Poverty Exemption form 5737
- Affirmation of Ownership and Occupancy to Remain Exempt by Reason of Poverty form 5739
- Guidelines for Poverty Exemption

**RECOMMENDATION:**

Approve Guidelines as Presented



## City of Gladstone Guidelines for Poverty Exemption Review

### I. General Overview

The City Commission recognizes the need to have an available procedure by which residents in need of assistance under MCL 211.7u can make an application for property tax relief.

The Commission further recognizes that, pursuant to statute, as well as case law, they must adopt procedures and guidelines for the City of Gladstone Board of Review, to be used as standards when considering appeals made based on financial hardship. These guidelines must be adhered to when reviewing hardship appeals, and grants to the Board of Review to make individual considerations within their authority. **Any form submitted that is inaccurate or not fully completed will result in a denial of the appeal.** All information in this form is subject to verification by the Board of Review.

### II. Basic Filing Requirements

In order to be considered for exemption under MCL 211.7u each applicant must:

- a. Own and occupy the property as a homestead, defined by law, for which the request is being made. This may include vacant, contiguous property if it is considered part of the principal homestead.
- b. Apply for tax exemption on Michigan Department of Treasury form 5737, *Application for MCL 211.7u Poverty Exemption*.
- c. Submit income verification as requested. This may include current federal and state income tax returns, state homestead property tax credit forms, or any additional information requested by the Board of Review.

### III. Processing Application

Once an application is completed and returned to the assessor's office, it will be reviewed by the assessor. The application will then be submitted to the Board of Review. In making their decision, the Board of Review may contact the applicant for any additional information they deem necessary. **The Board of Review shall also reject any application where the information contained in it appears to be fraudulent, misleading, or incomplete.**

### IV. Income Guidelines

Household Income	Exemption Granted
Income at or below previous year Federal Poverty Income Guidelines	100%
1% to 25% over previous year Federal Poverty Income Guidelines	75%
26% to 50% over previous year Federal Poverty Income Guidelines	50%
51% to 75% over previous year Federal Poverty Income Guidelines	25%
75% over previous year Federal Poverty Income Guidelines	0%

The income guidelines used by the Board of Review have been established in accordance with MCL 211.7u and shall be adhered to. The Board of Review shall consider every variable on the application, including total household income and the quality and accuracy of the information submitted and any other evidence as they feel appropriate in making their decision. In general, these guidelines shall assist the Board of Review in making their decisions.

## V. Asset Guidelines

As required by P.A. 390 of 1994, all guidelines for poverty exemptions as established by the governing body of the local assessing unit SHALL also include an asset level test. The following assets shall not be considered when applying an asset test to determine qualifications for tax exemption.

1. The value of the applicant's primary residence subject to the exemption request along with any contiguous residential land
2. The value of all personal property, such as furniture and clothing.

Notwithstanding the value of property listed above, to be considered for tax exemption under MCL 211.7u, the value of all additional assets shall not exceed three (3) times the annual household income of the applicant. Additionally, the applicant and all persons living in the principal residence shall not own more than one (1) automotive vehicle per licensed driver within the principal residence and shall not own any other motorized items, this includes ATVs, snowmobiles, boats, heavy equipment, etc. Motorized equipment for lawn care or farm operations is not included. Motorized items stored at the Principal Residence that are for business or employment shall not be included. The applicant and other person's living within the principal residence shall not own any other land parcels that do not qualify as the principal residence.

All asset information, as requested in the application for property tax exemption must be completed in total. The Board of Review may request additional information and verification of assets if they determine it to be necessary and may reject any application if assets are not properly identified.

## VI. Summary

In conclusion, the Board of Review has been given exclusive jurisdiction over the granting of property tax relief due to financial hardship. The Board of Review for the City of Gladstone takes this task seriously and attempts to provide relief to all deserving residents within the city. These guidelines will remain in place until future action is taken.



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF TREASURY  
LANSING

RACHAEL EUBANKS  
STATE TREASURER

**Bulletin 22 of 2023**  
**December 19, 2023**  
**MCL 211.7u Poverty Exemption**

**TO:** Assessors and Equalization Directors  
**FROM:** Michigan State Tax Commission  
**SUBJECT:** MCL 211.7u Poverty Exemption

**Bulletin 3 of 2021 is rescinded.**

MCL 211.7u provides for a property tax exemption, in whole or part, for the principal residence of persons who, by reason of poverty, are unable to contribute to the public charges. For purposes of the poverty exemption “principal residence” means how principal residence exemption and qualified agricultural property are defined in MCL 211.7dd. The exemption does not apply to property of a corporation. This Bulletin includes updates made to MCL 211.7u by Public Act 253 of 2020.

**Local Unit Responsibilities**

MCL 211.7u requires local units to adopt guidelines that must include the specific income and asset levels of the applicant and the total household income and assets. If the local unit maintains a website, the local unit is required under the statute to make the policy, guidelines, and the poverty application (Form 5737) available to the public on the local unit’s website. Additional items that the local unit should make available include the statutorily required Form 5739 (which must be filed by the applicant with Form 5737) and Form 4988, *Poverty Exemption Affidavit* (used by applicants who are not required to file federal and state income tax returns).

**Income Test**

Local units must adopt guidelines which specify the total household income which will be used to approve or deny poverty exemptions. The adopted income levels shall not be set lower than the federal poverty guidelines published in the prior calendar year in the Federal Register by the United States Department of Health and Human Services. For reference, the federal poverty guidelines to be used are published annually by the State Tax Commission.

According to the United States Census Bureau “income” includes, but is not limited to:

- Money, wages, salaries before deductions, regular contributions from persons not living in the residence
- Net receipts from non-farm or farm self-employment (receipts from a person’s own business, professional enterprise, or partnership, after business expense deductions)
- Regular payments from social security, railroad retirement, unemployment, worker’s compensation, veteran’s payments, public assistance, supplemental security income (SSI)
- Alimony, child support, military family allotments
- Private and governmental retirement and disability pensions, regular insurance, annuity payments
- College or university scholarships, grants, fellowships, assistantships
- Dividends, interest, and net income from rentals, royalties, estates, trusts, gambling or lottery winnings

The Michigan homestead property tax credit **cannot** be considered as income for purposes of the poverty exemption. (*Ferrero v Walton Twp, Court of Appeals No. 302221*).

### **Asset Test**

The local unit guidelines must include an asset test. This asset test must clearly state the maximum value of all assets allowable to be eligible for the poverty exemption. This means that the guidelines must state a total dollar amount and the value of all assets cannot exceed that total dollar amount.

The purpose of an asset test is to determine the resources available: cash, fixed assets or other property that could be converted to cash and used to pay property taxes in the year the poverty exemption is filed. The local unit asset test **cannot** include the value of the principal residence (*Robert Taylor v Sherman Twp, MTT Docket No. 236230*).

The local unit should require that applicants provide a list of all assets when applying for a poverty exemption. The State Tax Commission is providing the following list of assets that may be included in the local unit asset test (this is not an exhaustive list and is provided as examples of what may be considered as assets):

- A second home, land, vehicles
- Recreational vehicles such as campers, motor-homes, boats and ATV’s
- Buildings other than the residence
- Jewelry, antiques, artworks
- Equipment, other personal property of value
- Bank accounts (over a specified amount), stocks
- Money received from the sale of property, such as, stocks, bonds, a house or car (unless a person is in the specific business of selling such property)
- Withdrawals of bank deposits and borrowed money
- Gifts, loans, lump-sum inheritances, and one-time insurance payments

- Food or housing received in lieu of wages and the value of food and fuel produced and consumed on farms
- Federal non-cash benefits programs such as Medicare, Medicaid, food stamps and school lunches

The local unit policy may provide for an applicant to own possessions in addition to the principal residence and still receive a poverty exemption. Examples may include, but are not limited to:

- Additional vehicles
- More land than a minimum “footprint” for the home
- Equipment or other personal property of value, including recreational vehicles (campers, motor homes, boats, ATV’s etc.)
- Bank account(s) (a maximum amount should be specified)

### **Full or Partial Poverty Exemptions**

PA 253 of 2020 made changes related to granting full or partial poverty exemptions. MCL 211.7u(5) states that if a person claiming the poverty exemption meets all eligibility requirements, the Board of Review shall grant the poverty exemption, in whole or in part, as follows:

1. A full exemption equal to a 100% reduction in taxable value for the year in which the exemption is granted; or
2. A partial exemption equal to a 75% reduction in taxable value for the year in which the exemption is granted; or
3. A partial exemption equal to a 50% reduction in taxable value for the year in which the exemption is granted; or
4. A partial exemption equal to a 25% reduction in taxable value for the year in which the exemption is granted.

No other method of calculating taxable value may be utilized, except for those percentage reductions specifically authorized in statute, or any other percentage reduction approved by the State Tax Commission. Local assessing units wishing to use any other percentage reduction than what is stated in MCL 211.7u(5) must obtain permission for use of such percentage reduction(s) by filing Form 5738, *Request for Approval of Percentage Reduction in Taxable Value for Poverty Exemptions Under MCL 211.7u* with the State Tax Commission. The State Tax Commission has adopted a Policy Regarding Requests for Percentage Reductions in Taxable Value For Poverty Exemptions Under MCL 211.7u that details how these requests will be processed. The policy and Form 5738 are available on the State Tax Commission’s website at <https://www.michigan.gov/statetaxcommission>.

The State Tax Commission recommends that local assessing units include within their guidelines language and criteria for granting partial exemptions and/or minimum or maximum exemptions.

## **Extension Of Poverty Exemptions**

PA 253 of 2020, as amended by PA 191 of 2023, adds two provisions in which the local assessing unit can adopt a resolution that would allow a taxpayer to continue to receive a poverty exemption without having to file a new Form 5737 and other required documents each year. Local units **must** adopt resolutions to utilize these provisions and the requirements in the statute must be met.

### **MCL 211.7u(6): Extension for Those Persons Receiving a Fixed Income From Public Assistance**

Local units can adopt a resolution that allows an exemption granted in 2019 or 2020 to carry forward to 2021, 2022 and 2023 for those persons who receive a fixed income solely from public assistance that is not subject to significant annual increases (Federal Supplemental Security Income, Social Security disability or retirement benefits).

Local units can also adopt a resolution for any new exemptions in 2021, 2022 or 2023 to remain exempt for up to 3 years for persons who receive a fixed income solely from public assistance that is not subject to significant annual increases.

A person that receives an extended exemption under MCL 211.7u(6) must file an affidavit rescinding the exemption with the local assessing unit within 45 days after: 1) ceasing to own and occupy the property as a principal residence; or 2) a change in household assets or income that defeats eligibility for the poverty exemption. If the person fails to file the required rescission and the property is later determined to be ineligible for the exemption, the person is subject to repayment of any additional taxes with interest as provided in MCL 211.7u(6)(b).

### **MCL 211.7u(8): Extension Applicable to the 2023 Tax Year Only**

If the assessor determines that a person is still eligible for the poverty exemption in 2023 and the person received a poverty exemption for the property in tax year 2022, local assessing units can carry the poverty exemption forward for the 2023 tax year, without an application or protest to the Board of Review in 2023. **Local units must have adopted a resolution by December 1, 2023, to carry the exemption forward.** If an exemption is carried forward to 2023, no Form 5737 or other documentation is required from the taxpayer and they do not have to protest to a Board of Review. However, the statute provides that the local assessing unit *may* require that the person affirm ownership, poverty, and occupancy status in writing by filing Form 5739.

### **Local Unit Audit Program Requirement**

Local units that adopt a resolution to extend the poverty exemption under MCL 211.7u(6) for up to 3 years for those persons who receive a fixed income solely from public assistance or local units that carry the 2019 and 2020 granted poverty exemptions forward to 2021 under MCL 211.7u(8) must implement an audit program. If found ineligible, the taxpayer is subject to repayment of the taxes plus interest as provided in MCL 211.7u(6)(b). The State Tax Commission's guidance on the required local unit audit program will be published in a separate bulletin.

## **How To Apply for The Poverty Exemption**

To request a poverty exemption, a taxpayer must file:

1. Form 5737 *Application for MCL 211.7u Poverty Exemption*
2. Form 5739 *Affirmation of Ownership and Occupancy to Remain Exempt by Reason of Poverty*
3. All required additional documentation (such as federal/state income tax returns)

Forms 5737 and 5739, along with any additional documentation, must be filed with the local assessing unit where the property is located. **Do not file these forms with the Department of Treasury or the State Tax Commission.** The forms may be submitted to the local assessing unit on or after January 1 but before the day prior to the last day of the December Board of Review during the year in which the exemption is requested.

Taxpayers should contact the local assessing unit directly to verify deadline dates for submission of the forms to ensure the application gets reviewed by a Board of Review during that calendar year.

In addition to filing Forms 5737 and 5739 and any supporting documentation, a taxpayer must do all the following to be eligible for the poverty exemption:

1. Own and occupy the property as a principal residence.
2. Provide federal and state income tax returns for the current or immediately preceding year, including any property tax credits, for all persons **residing in the principal residence** (disclosure of the income of an owner who is not residing in the principal residence is not required). Federal and state income tax returns are not required for a person residing in the principal residence if that person was not required to file a federal or state income tax return. Instead, Form 4988, *Poverty Exemption Affidavit* may be filed for all persons residing in the residence who were not required to file federal or state income tax returns in the current or immediately preceding year.
3. Produce a valid driver license or other form of identification, if requested.
4. Produce a deed, land contract, or other evidence of ownership of the property, if requested.
5. Meet the federal poverty guidelines published in the prior calendar year in the Federal Register by the United States Department of Health and Human Services **or** alternative guidelines adopted by the local assessing unit. The alternative guidelines cannot provide income eligibility requirements less than the federal guidelines.
6. Meet the asset level test adopted by the local assessing unit.



## **Board of Review Responsibilities**

The Board of Review shall approve or deny the request for the poverty exemption. The Board of Review is required to follow the policy and guidelines adopted by the local assessing unit in granting or denying a poverty exemption. The Board of Review is not permitted to deviate from the adopted policy and guidelines.

Current year poverty exemption applications can be heard at the March, July, or December Board of Review. However, there can only be **one** Board of Review decision for a specific calendar year; a subsequent Board of Review cannot reconsider a decision already made that year. For example: if an application is denied at the March Board of Review, it may not be reheard by the July or December Board of Review during the same calendar year. The taxpayer must file an appeal of the March Board of Review decision to the Michigan Tax Tribunal.

PA 191 of 2023 amends both MCL 211.7u and MCL 211.53 to allow the July and December Board of Review to grant a poverty exemption, as a qualified error, for the immediately preceding year on the principal residence of a person who establishes eligibility as required by Section 7u if an exemption was not on the assessment roll and was not previously denied.

As a reminder, a person who files a claim for the poverty exemption is not prohibited from also appealing the assessment on the same property in the same year.

## **Appeal Rights**

An appeal of a decision of the March Board of Review is made by completing and submitting a petition to the Michigan Tax Tribunal no later than July 31 of the same year. A decision of the July or December Board of Review may be appealed by completing and submitting a petition to the Michigan Tax Tribunal within 35 days of the July or December Board of Review's decision. More information on how to file an appeal is available by contacting the Michigan Tax Tribunal. Information can also be viewed on the Michigan Tax Tribunal's website at <https://www.michigan.gov/taxtribunal>.

## Poverty Exemption Affidavit

This form is issued under authority of Public Act 206 of 1893; MCL 211.7u.

**INSTRUCTIONS:** When completed, this document must accompany a taxpayer's Application for Poverty Exemption filed with the supervisor or the board of review of the local unit where the property is located. MCL 211.7u provides for a whole or partial property tax exemption on the principal residence of an owner of the property by reason of poverty and the inability to contribute toward the public charges. MCL 211.7u(2)(b) requires proof of eligibility for the exemption be provided to the board of review by supplying copies of federal and state income tax returns for all persons residing in the principal residence, including property tax credit returns, or by filing an affidavit for all persons residing in the residence who were not required to file federal or state income tax returns for the current or preceding tax year.

I, \_\_\_\_\_, swear and affirm by my signature below that I reside in the principal residence that is the subject of this Application for Poverty Exemption and that for the current tax year and the preceding tax year, I was not required to file a federal or state income tax return.

Address of Principal Residence: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Person Making Affidavit

\_\_\_\_\_  
Date

## Application for MCL 211.7u Poverty Exemption

This form is issued under the authority of the General Property Tax Act, Public Act 206 of 1893, MCL 211.7u.

MCL 211.7u of the General Property Tax Act, Public Act 206 of 1893, provides a property tax exemption for the principal residence of persons who, by reason of poverty, are unable to contribute toward the public charges. This application is to be used to apply for the exemption and must be filed with the Board of Review where the property is located. This application may be submitted to the city or township the property is located in each year on or after January 1.

**To be considered complete, this application must:** 1) be completed in its entirety, 2) include information regarding all members residing within the household, and 3) include all required documentation as listed within the application. Please write legibly and attach additional pages as necessary.

PART 1: PERSONAL INFORMATION — Petitioner must list all required personal information.				
Petitioner's Name			Daytime Phone Number	
Age of Petitioner	Marital Status	Age of Spouse	Number of Legal Dependents	
Property Address of Principal Residence		City	State	ZIP Code
<input type="checkbox"/> Check if applied for Homestead Property Tax Credit		Amount of Homestead Property Tax Credit		
PART 2: REAL ESTATE INFORMATION				
List the real estate information related to your principal residence. Be prepared to provide a deed, land contract or other evidence of ownership of the property at the Board of Review meeting.				
Property Parcel Code Number		Name of Mortgage Company		
Unpaid Balance Owed on Principal Residence	Monthly Payment	Length of Time at this Residence		
Property Description				
PART 3: ADDITIONAL PROPERTY INFORMATION				
List information related to any other property owned by you or any member residing in the household.				
<input type="checkbox"/> Check if you own, or are buying, other property. If checked, complete the information below.			Amount of Income Earned from other Property	
1	Property Address	City	State	ZIP Code
	Name of Owner(s)	Assessed Value	Date of Last Taxes Paid	Amount of Taxes Paid
2	Property Address	City	State	ZIP Code
	Name of Owner(s)	Assessed Value	Date of Last Taxes Paid	Amount of Taxes Paid

**PART 4: EMPLOYMENT INFORMATION** — List your current employment information.

Name of Employer			
Address of Employer	City	State	ZIP Code
Contact Person	Employer Telephone Number		

**PART 5: INCOME SOURCES**

List all income sources, including but not limited to: salaries, Social Security, rents, pensions, IRAs (individual retirement accounts), unemployment compensation, disability, government pensions, worker's compensation, dividends, claims and judgments from lawsuits, alimony, child support, friend or family contribution, reverse mortgage, or any other source of income, for all persons residing at the property.

Source of Income	Monthly or Annual Income (indicate which)

**PART 6: CHECKING, SAVINGS AND INVESTMENT INFORMATION**

List any and all savings owned by all household members, including but not limited to: checking accounts, savings accounts, postal savings, credit union shares, certificates of deposit, cash, stocks, bonds, or similar investments, for all persons residing at the property.

Name of Financial Institution or Investments	Amount on Deposit	Current Interest Rate	Name on Account	Value of Investment

**PART 7: LIFE INSURANCE** — List all policies held by all household members.

Name of Insured	Amount of Policy	Monthly Payments	Policy Paid in Full	Name of Beneficiary	Relationship to Insured

**PART 8: MOTOR VEHICLE INFORMATION**

All motor vehicles (including motorcycles, motor homes, camper trailers, etc.) held or owned by any person residing within the household must be listed.

Make	Year	Monthly Payment	Balance Owed

**PART 9: HOUSEHOLD OCCUPANTS** — List all persons living in the household.

First and Last Name	Age	Relationship to Applicant	Place of Employment	\$ Contribution to Family Income

**PART 10: PERSONAL DEBT** — List all personal debt for all household members.

Creditor	Purpose of Debt	Date of Debt	Original Balance	Monthly Payment	Balance Owed

**PART 11: MONTHLY EXPENSE INFORMATION**

The amount of monthly expenses related to the principal residence for each category must be listed. Indicate N/A as necessary.

Heating	Electric	Water	Phone
Cable	Food	Clothing	Health Insurance
Garbage	Daycare	Car Expense (gas, repair, etc.)	
Other (type and amount)	Other (type and amount)	Other (type and amount)	
Other (type and amount)	Other (type and amount)	Other (type and amount)	

**NOTICE:** Per MCL 211.7u(2)(b), federal and state income tax returns for all persons residing in the principal residence, including any property tax credit returns, filed in the immediately preceding year or in the current year must be submitted with this application. Federal and state income tax returns are not required for a person residing in the principal residence if that person was not required to file a federal or state income tax return in the tax year in which the exemption under this section is claimed or in the immediately preceding tax year.

#### PART 11: POLICY AND GUIDELINES ACKNOWLEDGMENT

The governing body of the local assessing unit shall determine and make available to the public the policy and guidelines used for the granting of exemptions under MCL 211.7u. In order to be eligible for the exemption, the applicant must meet the federal poverty guidelines published in the prior calendar year in the Federal Register by the United States Department of Health and Human Services under its authority to revise the poverty line under 42 USC 9902, or alternative guidelines adopted by the governing body of the local assessing unit so long as the alternative guidelines do not provide income eligibility requirements less than the federal guidelines. The policy and guidelines must include, but are not limited to, the specific income and asset levels of the claimant and total household income and assets. The combined assets of all persons must not exceed the limits set forth in the guidelines adopted by the local assessing unit.

The applicant has reviewed the applicable policy and guidelines adopted by the city or township, including the specific income and asset levels of the claimant and total household income and assets.

#### PART 12: CERTIFICATION

I hereby certify to the best of my knowledge that the information provided in this form is complete, accurate and I am eligible for the exemption from property taxes pursuant to Michigan Compiled Law, Section 211.7u.

Printed Name	Signature	Date

**This application shall be filed after January 1, but before the day prior to the last day of the local unit's December Board of Review.**

**Decision of the March Board of Review may be appealed by petition to the Michigan Tax Tribunal by July 31 of the current year. A July or December Board of Review decision may be appealed to the Michigan Tax Tribunal by petition within 35 days of decision. A copy of the Board of Review decision must be included with the petition.**

Michigan Tax Tribunal  
PO Box 30232  
Lansing MI 48909

Phone: 517-335-9760  
E-mail: [taxtrib@michigan.gov](mailto:taxtrib@michigan.gov)

# Affirmation of Ownership and Occupancy to Remain Exempt by Reason of Poverty

This form is issued under the authority of Public Act 253 of 2020.

This form is to be used to affirm ownership, occupancy, and income status. MCL 211.7u(2) provides that, to be eligible for exemption under this section, a person shall, subject to subsection (6) and (8), annually affirm that the applicant owns and occupies, as a principal residence, the property for which an exemption is requested.

<b>PART 1: OWNER INFORMATION</b> — Enter information for the person owning and occupying the residence.			
Owner Name		Owner Telephone Number	
Mailing Address	City	State	ZIP Code
<b>PART 2: LEGAL DESIGNEE INFORMATION</b> (Complete if applicable.)			
Legal Designee Name		Daytime Telephone Number	
Mailing Address	City	State	ZIP Code
<b>PART 3: HOMESTEAD PROPERTY INFORMATION</b> — Enter information for property in which the exemption is being claimed.			
City or Township (check the appropriate box and enter name) <input type="checkbox"/> City <input type="checkbox"/> Township <input type="checkbox"/> Village		County	
Name of Local School District			
Parcel Identification Number		Year(s) Exemption Previously Granted by Board of Review	
Homestead Property Address	City	State	ZIP Code
<b>PART 4: AFFIRMATION OF OWNERSHIP, OCCUPANCY, AND INCOME STATUS</b> (Check all boxes that apply.)			
<input type="checkbox"/> I own the property in which the exemption is being claimed. <input type="checkbox"/> The property in which the exemption is being claimed is used as my homestead. Homestead is generally defined as any dwelling with its land and buildings where a family makes its home. <input type="checkbox"/> After establishing initial eligibility for the exemption, my income and asset status has remained unchanged and/or I receive a fixed income solely from public assistance that is not subject to significant annual increases beyond the rate of inflation, such as federal Supplemental Security Income or Social Security disability or retirement benefits.			
<b>PART 5: CERTIFICATION</b>			
I hereby certify to the best of my knowledge that the information provided on this form is true and I am eligible to receive an exemption from property taxes by reason of poverty pursuant to Michigan Compiled Law, Section 211.7u.			
Owner or Legal Designee Name (print)		Signature of Owner or Legal Designee	Date
<b>Designee must attach a letter of authority.</b>			
<b>LOCAL GOVERNMENT USE ONLY (DO NOT WRITE BELOW THIS LINE)</b>			
<input type="checkbox"/> Approved <input type="checkbox"/> Denied (Attach appeal instructions and provide to owner.)		Tax Year(s) exemption will be posted to tax roll	
<b>CERTIFICATION</b> — I certify that, to the best of my knowledge, the information contained in this form is complete and accurate.			
Assessor Signature		Date Certified by Assessor	

GLADSTONE



**City of Gladstone, MI**

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

**MEETING TYPE  
STAFF REPORT**

**Agenda Date:** January, 22 2024

**Eric Buckman, City  
Manager:**

**Department:** Assessing

**Department Head Name:**

Janice Frizzell

**Presenter:** Janice Frizzell

**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:**

Resolution to Set and Alternate Date for March Board of Review

**BACKGROUND:**

The Board of Review must meet on the second Monday in March. This meeting must start not earlier than 9 a.m. and not later than 3 p.m. The Board of Review must meet one additional day during this week and shall hold at least three hours of its required sessions during the week of the second Monday in March after 6 p.m. MCL 211.30. Note: The governing body of a city or township may authorize an alternative starting date for the second meeting of the March Board of Review, which can be either the Tuesday or the Wednesday following the second Monday in March. MCL 211.30(2)  
The Resolution will change the March Board of Review start date to the Wednesday following the second Monday in March. This change will include future years until specified otherwise.

**FISCAL EFFECT:**

None

**SUPPORTING DOCUMENTATION:**

Resolution 2024-01

**RECOMMENDATION:**

Approve Resolution 2024-01 Set an Alternate Date for the March Board of Review First Taxpayer Appeal Meeting as presented.



**2024 City of Gladstone**

**Resolution #2024-01**

**Set an Alternate Date for the March Board of Review**

**First Taxpayer Appeal Meeting**

WHEREAS, the General Property Tax Act, MCL 211.30, requires the Board of Review to meet on the second Monday in March to hold its first meeting for taxpayer appeals; and

WHEREAS, MCL 211.30(2) allows the City Commission to authorize, by adoption of an ordinance or resolution, an alternative starting date in March when the Board of Review shall initially meet, which alternative starting dates shall be Tuesday or Wednesday following the second Monday of March; and

NOW, THEREFORE, BE IT RESOLVED that the Wednesday following the second Monday in March, has been selected as the first meeting date of the March Board of Review by the Gladstone City Commission on January 22<sup>nd</sup>, 2024.

The foregoing Resolution offered by Commission member: \_\_\_\_\_

Second offered by Commission Member: \_\_\_\_\_

Upon roll call vote the following voted:

“Yes”: \_\_\_\_\_

“No”: \_\_\_\_\_

The mayor declared the Resolution Adopted.

\_\_\_\_\_

Kim Berry, City Clerk

\_\_\_\_\_

Date



# City of Gladstone, MI

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

## Staff Report

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Agenda Date: 01-22-2024                      Eric Buckman, City Manager: \_\_\_\_\_  
 Department: Board of Review              Department Head Name: \_\_\_\_\_  
 Presenter: Mayor Thompson                Kim Berry, City Clerk: \_\_\_\_\_

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

**AGENDA ITEM TITLE:**

Board of Review Reappointment –Mr. Howard Haulotte, Mr. Jason Lippens, Mr. John Noreus and Ms. Jody Pontius

**BACKGROUND:**

Mr. Howard Haulotte, Mr. Jason Lippens, Mr. John Noreus and Ms. Jody Pontius have served the board for several years and would like to be reappointed for another two-year term.

**FISCAL EFFECT:**

None

**SUPPORTING DOCUMENTATION:**

None

**RECOMMENDATION:**

Appoint Mr. Howard Haulotte, Mr. Jason Lippens, Mr. John Noreus and Ms. Jody Pontius to the Board of Review with a term expiration of January 2026.



# City of Gladstone, MI

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

## Staff Report

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Agenda Date: 01-22-2024                      Eric Buckman, City Manager: \_\_\_\_\_  
 Department: Elections                      Department Head Name: \_\_\_\_\_  
 Presenter: Kim Berry                      Kim Berry, City Clerk: \_\_\_\_\_

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**AGENDA ITEM TITLE:**

Authorize City Clerk to appoint Election Inspectors for the February 27, 2024 Presidential Primary Election

**BACKGROUND:**

Election inspectors must be appointed for the February 27, 2024 Presidential Primary Election for Precincts 1, 2 Absent Voter Counting Boards, Receiving Board, Public Accuracy Testing and Early Voting Precinct.

**FISCAL EFFECT:**

Election workers payroll which is budgeted.

**SUPPORTING DOCUMENTATION:**

None

**RECOMMENDATION:**

Authorize City Clerk, Kim Berry to appoint the necessary election inspectors as needed for February 27, 2024 Presidential Primary Election for Precinct 1, 2, Absent Voter Counting Boards, Receiving Board, Public Accuracy Testing and Early Voting Precinct.



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## Staff Report

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Agenda Date: 01-22-2024                      Eric Buckman, City Manager: \_\_\_\_\_  
 Department: City Commission              Department Head Name: \_\_\_\_\_  
 Presenter: Eric Buckman                      Kim Berry, City Clerk: \_\_\_\_\_

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**AGENDA ITEM TITLE:**

Closed Session MCL 15.268 Sec. 8 (c): Teamsters Union Local 406

**BACKGROUND:**

Sec. 8. A public body may meet in a closed session only for the following purposes:

(c) For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement if either negotiating party requests a closed hearing.

**Requires simple majority vote (3).**

**FISCAL EFFECT:**

**SUPPORTING DOCUMENTATION:**

**RECOMMENDATION:**

The motion would be as follows:

Motion to enter closed session for strategy and negotiation session with Teamsters Local Union 406 as allowable under the Open Meetings Act 267 of 1976 (15.268) Section 8 item (c).

**Requires simple majority vote (3).**

**Roll Call Required**