



# **GLADSTONE CITY COMMISSION REGULAR MEETING**

City Hall Chambers – 1100 Delta Avenue  
October 28, 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 - September 17, 2024
- [5.](#) City Commission Regular Meeting Minutes of October 14, 2024

### **UNFINISHED BUSINESS**

### **NEW BUSINESS**

- [6.](#) Change Order No. 13 for Wastewater Treatment Plant Improvements.

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

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

### **BOARDS & COMMISSIONS REPORTS**

### **CITY COMMISSIONER COMMENTS**

### **CITY CLERK COMMENTS**

### **CLOSED SESSION**

- [7.](#) City Manager & City Clerk Evaluations

### **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: 10-25-2024

## **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 DOWNTOWN DEVELOPMENT AUTHORITY

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

## MINUTES

### CALL TO ORDER

Board Chair, Jay Bostwick, called the meeting to order at 8:16 AM ET.

#### 1. Roll Call

PRESENT	ABSENT
Daniel Becker	Joe Thompson (Excused)
Jacob Taylor	Nathan Neumeier (Excused)
Jay Bostwick	Robert LeDuc
Jason Lippens	
Kyle Closs	
Melissa Silta	

Staff Present: Patricia West, Vicki Schroeder, and Renee Barron

### PUBLIC COMMENT

None.

### APPROVAL OF MINUTES

#### 2. Regular Meeting Minutes - August 20, 2024

Motion made by Closs, seconded by Silta to approve the regular meeting minutes of August 20, 2024

Voting Yea: Becker, Taylor, Bostwick, Lippens, Closs, Silta

**MOTION CARRIED.**

### FINANCIALS

#### 3. DDA Investment Updates | First Bank & MI Class

City Treasurer, Vicki Schroeder, provided an overview of the DDA's Investments. She clarified that the Michigan Class investment option is available to municipalities as a pooled investment that protects the principal balance. The returns fluctuate with interest rates.

### CONFLICTS OF INTEREST

### ADDITIONS TO THE AGENDA

### UNFINISHED BUSINESS

### NEW BUSINESS

#### 4. Grant Opportunity - Community Foundation for Delta County

Motion made by Closs, seconded by Becker to support the Gladstone Downtown Development Authority's application for the Community Foundation for Delta County's grant application for \$2,000 to pursue funding to purchase commercial grade shade-

sails for the Farmers Market Square.  
Voting Yea: Becker, Taylor, Bostwick, Lippens, Closs, Silta

Item 4.

**MOTION CARRIED.**

## CITY COMMENTS & REPORTS

### 5. DDA Director

Patricia West provided updates to the DDA on the following items.

- **DDA Email List:** The second email has gone out, and the email list is receiving very positive feedback.
- **Facade Grant Program:** We have received inquiries from businesses who are in the process of applying, and the grant program has received very positive media attention.
- **Downtown Day:** We have had five retailers, six restaurants, two service based companies, and 22 vendors sign up for the event. We are optimistic it will be a successful inaugural day!
- **Downtown Ambassador Position:** We have extended an offer to Samantha Gaudino with a start date of September 23, 2024.
- **Farmers Market Square Updates:** DPW has been working to re-seal the concrete in the Farmers Market Square, as well as repair the planter caps. This was a budgeted improvement for the year.
- **RRC Training:** Patricia has signed up for a free Redevelopment Ready Community (RRC) training with MEDC for the fall. The training will take place virtually once a week and help the city and DDA assessment our current standing in pursuing the certification.

## BOARD COMMENTS & REPORTS

Board Chair, Jay Bostwick, asked Community Development Director, Renee Barron, for an update on the following items:

- **North Shore:** A meeting with the developer is scheduled for this week.
- **Besse Property:** No update to share.
- **Planned Unit Development - 80 Delta Ave:** This PUD is going to the City Commission for review on 09/23/2024.

## PUBLIC COMMENT

*None.*

## ADJOURNMENT

Motion made by Becker, Seconded by Silta to adjourn at 8:55 AM ET.

Voting Yea: Becker, Taylor, Bostwick, Lippens, Closs, Silta

**MOTION CARRIED.**



# GLADSTONE CITY COMMISSION REGULAR MEETING

City Hall Chambers – 1100 Delta Avenue  
October 14, 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.

Clerk Berry called the roll:

PRESENT

Commissioner Judy Akkala  
Mayor Pro-Tem Brad Mantela  
Commissioner Steve O'Driscoll

ABSENT

Mayor Joe Thompson - Excused  
Commissioner Robert Pontius - Excused

No public comment received.

Motion made by Commissioner O'Driscoll, Seconded by Mayor Pro-Tem Mantela to approve the consent agenda with correction to the 09-23-2024 under the public hearing roll call for the motion: Mayor Pro-Tem Mantela voted yes.

MOTION CARRIED

Motion made by Commissioner O'Driscoll, Seconded by Commissioner Akkala to inform EGLE Water Infrastructure Funding and Financing Section/Finance Division that the City of Gladstone wishes to proceed with the Clean Water State Revolving Fund Loan at a reduced amount of \$8,200,000.00

MOTION CARRIED

Motion made by Mayor Pro-Tem Mantela, Seconded by Commissioner Akkala to approve request for disbursement of funds draw #27 totaling \$1,153,665.16.

MOTION CARRIED

Motion made by Commissioner Akkala, Seconded by Commissioner O'Driscoll to approve the Gladstone Downtown Development Authority's application for the DTE Energy Foundation Tree Planting Grant.

MOTION CARRIED

Motion made by Mayor Pro-Tem Mantela, Seconded by Commissioner O'Driscoll to set a work session for Monday, October 28, 2024 at 5:00 PM Gladstone City Hall Commission Chambers for the Fiscal Year 2023-2024 Audit Presentation.

MOTION CARRIED

Motion made by Commissioner O'Driscoll, Seconded by Mayor Pro-Tem Mantela to reappoint Mr. Joe Maki to the Gladstone Housing Commission with a term expiration of October 1, 2029.

MOTION CARRIED.

Motion made by Mayor Pro-Tem Mantela, Seconded by Commissioner Akkala to approve the cemetery lot transfer of two burial spaces of Section P-I Lot 3 (Southeast & Southwest two burial spaces) from Clifford E. Olsson to First Lutheran Church C/o Reverend Elisabeth Daniels, Senior Pastor.

MOTION CARRIED

### **American Association of Code Enforcement Proclamation National Code Compliance Month**

**WHEREAS**, Code Enforcement Officers provide for safety and welfare of the citizens throughout the United States through the enforcement of local codes or ordinances facing various issues of building, zoning, housing, animal control, environmental, health and life safety; and

**WHEREAS**, Code Enforcement Officers often have a challenging and demanding role and often do not receive recognition for the job that they do in improving living and working conditions for residents and businesses of local communities; and

**WHEREAS**, Code Enforcement Officers are dedicated, and highly qualified professionals who share the goals of preventing neighborhood deterioration, enhancing and ensuring safety, and preserving property values through knowledge and application of housing, zoning, and nuisance codes and ordinances; and

**WHEREAS**, Code Enforcement Officers often have a highly visible and interactive role in the communities while providing quality customer service and excellence to the communities in which they serve; and

**WHEREAS**, Code Enforcement Officers are called upon to provide quality customer service and excellence to the residents and businesses of the communities in which they serve; and

**WHEREAS**, the American Association of Code Enforcement wants to recognize and honor Code Enforcement Officers and Professionals all across the United States and bring awareness to the Importance of Code Enforcement to the communities of the United States; and

**NOW, THEREFORE, BE IT PROCLAIMED** the month of October 2024 as National Code Compliance Month and call upon municipalities and communities to join in recognizing and expressing their appreciation for the dedication and service by the individuals who serve as our Code Enforcement Officers.

**IN WITNESS THEREOF**, I hereunto set my hand and cause the Seal of the City of Gladstone to be affixed This 14th day of October, 2024.

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Brad Mantela  
Mayor Pro-Tem  
City of Gladstone

Code Enforcement Officer, George Sailer gave an update on activities in the department. The presentation is available online with the agenda and minutes.

There being no further business before the Commission Mayor Pro-Tem Mantela adjourned the meeting at 7:03 PM.

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Mayor Pro-Tem Brad Mantela

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City Clerk Kimberly Berry



# City of Gladstone, MI

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

## Staff Report

**Agenda Date:** October 28, 2024

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

**Department:** Wastewater

**Department Head Name:** Rodney Schwartz

**Presenters:** Rodney Schwartz/Darren Pionk **Kim Berry, City Clerk:** \_\_\_\_\_

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

**AGENDA ITEM TITLE:** Change Order No. 13 for Wastewater Treatment Plant Improvements.

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

**FISCAL EFFECT:** \$178,458.00 increase in contract price. This will increase the current contract price from \$18,046,900.25 to \$18,225,358.25. Original contract price was \$17,743,000. (\$482,358.25 overall increase, 40% of contingency)

**SUPPORTING DOCUMENTATION:** Please see attached Change Order No. 13 from C2AE Engineering.

**RECOMMENDATION:** Make a motion to approve Change Order No. 13 as recommended by C2AE Engineering for a net increase to the contract price of \$178,458.00.





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

# Change Order #119

Item 6.

DATE OF ISSUANCE: **10/24/2024**

EFFECTIVE DATE: **Effective on Funding Agency Approval**

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


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

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

**Attachments: Bulletin 23 with Contractor Change Order Request 1 signed, and Staab quote dated 10/15/2024; Bulletin 24 with Contractor Change Order Requests 1 through 3 signed, and Staab quotes dated 10/21/2024; Email Correspondence regarding FRP Doors, lastly dated 10/15/2024, and Staab Change Order Request signed and dated 10/15/2024; Staab Submittal (241 Rev1) for Insulated Metal Wall Panels, dated 9/23/2024 regarding alternate product and credit to Owner, product accepted.**

CHANGE IN CONTRACT PRICE:
Original Contract Price <b>\$17,743,000.00</b>
Net Increase from previous Change Orders No. 1 to 12: <b>\$303,900.25</b>
Contract Price prior to this Change Order: <b>\$18,046,900.25</b>
Net increase of this Change Order: <b>\$178,458.00</b>
Contract Price with all approved Change Orders: <b>\$18,225,358.25</b>

CHANGE IN CONTRACT TIMES:
Original Contract Times: Substantial Completion: <b>April 15, 2024</b> Ready for final payment: <b>June 24, 2024</b>
Net change from previous Change Orders No. 1 to No. 12: Substantial Completion: <b>8 Months and 12 Days</b> Ready for final payment: <b>6 Months and 10 Days</b>
Contract Times prior to this Change Order: Substantial Completion: <b>December 27, 2024</b> Ready for final payment: <b>January 4, 2025</b>
Net increase/decrease this Change Order: Substantial Completion: <b>None.</b> Ready for final payment: <b>None.</b>
Contract Times with all approved Change Orders: Substantial Completion: <b>December 27, 2024</b> Ready for final payment: <b>January 4, 2025</b>

**RECOMMENDED:**  
By:   
ARCH/ENGR (Authorized Signature)  
Date: 10/24/2024

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

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

## 1. Bulletin #23 REVISED:

- a. **B23.1 Reconfiguration of sludge recirculation piping.** Relocation of the 4" suction piping for the sludge recirculation pumping system, which is currently connected to the 8" MSL line, shall be relocated to the existing 6" RS line. This modification segregates the suction piping for both the sludge recirculation and mixing lines. The City shall furnish the required 6" valves, while the Contractor is to provide the 8" plug valve that separates the 8" MSL and 6" RS lines. Work may be conducted to the tee that splits the 4" RSL line to both sludge recirculation pumps. A forthcoming bulletin shall confirm pump configuration and controls. See Revised Sheet P-705 (reissued).

Reason: Per Owner request to segregate the various pumping systems associated with the digesters.

Increase the contract in the amount of:

\$48,959.00

## 2. Bulletin #24:

- a. **B24.1 Removal and replace of the sludge recirculation pumps (PVN-RSL-01 and 02) with self-priming sludge recirculation pumps (PSPC-RSL-01 and 02).** Remove and replace the two installed sludge recirculation pumps, turn previously installed pumps over to the Owner. Complete the piping connection from the previously submitted Bulletin 23, coordinating the location of the pumps with piping modifications. The new Sludge Recirculation Pumps shall be Gorman Rupp T3CSC-B-4, 3-Inch, with 5 Hp motors. See attached pump curve and data sheet for more details. The pumps are to be controlled by a local control panel to maintain a constant setpoint flow rate. The pumps are to start at full speed, then, after they are primed, slow to the desired setpoint flow of 100 gpm. See attached digester temperature control system description for more detail. The pumps, VFDs, magnetic flowmeter and control panel are to be provided as a packaged system. Refer to P-705 and P-706 from Bulletin 23 (not reissued). The VFDs shall be Schneider Electric Model ATV660, NEMA 12 enclosed, with a thermal-magnetic circuit breaker disconnect and cover mounted keypad, Hands-Off-Auto selector switch, Start-Stop pushbuttons, green LED running light and speed potentiometer to match existing VFDs installed. The magnetic flowmeter shall be E+H Promag, 4-inch, flanged, with remote mounted transmitter. The control panel shall be NEMA 12 enclosed.

Reason: Upgrades to the sludge recirculation pumping to ensure consistent performance of the sludge heating system.

Increase the contract in the amount of:

\$100,787.00

- b. **B24.2 Disconnect electrical connections to existing sludge recirculation pumps and connect new pumps, VFDs, flowmeter and controls. Refer to Sheets E-111, E-141 and E-701 (not reissued).** Disconnect the PP-D circuits feeding the existing pumps. Remove the existing combination starters and turn over to the Owner. Install the two new VFDs noted above at the same location as the existing motor starters and connect the new VFDs and pumps to the existing pump circuits. Provide each VFD with control connections to the new control panel - ¾"C, 2-2/C#188SH and ¾"C, 8#14. Install the new pump control panel furnished with the pumps near the VFDs, coordinate exact location with the Owner and Engineer. Provide 120V power to the control panel from circuit LP-D, 23. Provide control connections between the boiler control panel and the new panel - ¾"C, 16#14 (8 used). Connect the two VFD fault alarm contacts in parallel with the Common Alarm contact within the boiler control panel. Route the pump running signals through the new control panel to the boiler control panel and from there to the MCP as described in Bulletin 13, item 3. Install the new magnetic flowmeter as shown in the detail on Sheet E-141. Provide 120V power to the flowmeter transmitter from the circuit LP-D, 25. Install new flow signal cables from the flowmeter transmitter to the new control panel - ¾"C, 2-2/C#18SH.

Reason: Upgrades to the controls and electrical associated with sludge recirculation pumping upgrades.

Increase the contract in the amount of:

\$30,318.00

- c. B24.3 **Refer to specification section 40 6196 (not reissued) and make the following PLC & OIT programming modifications.** In paragraph 1.26.B.2.c, add a low digester sludge temperature alarm to the analog temperature signal. Interlock this alarm with the sludge recirculation pumps such that the alarm only occurs after a recirculation pump has run for an adjustable 0 to 30 minute time period. Initially set the alarm at 90F and the time delay at 15 minutes. In paragraph 1.26.B.3.k, revise the alarm designation from "Boiler Fault" to "Digester Sludge Heating Fault".

Reason: Upgrades to the controls and electrical associated with sludge recirculation pumping upgrades.

Increase the contract in the amount of: \$2,009.00

- 3. Email Correspondence, C2AE (Engineer) and Staab Construction (Contractor), last dated October 15, 2024, Door Function/Hardware:

- a. Email **Owner requires a door function change to enable more efficient workflow/movement throughout the plant.** Owner would like them to have a "Classroom" type function where the outside trim can be left unlocked for a period of time and then re-locked when they want it secured. The door devices supplied have 990-NL pull trim, requiring a key each time to open from pull side, and without hex-key dogging. The option to fix the doors involved is to switch out the horizontal push-rail for one that can be dogged-down. This allows you to hold the device latch bolt retracted. The doors would close but would not latch until the device is "un-dogged" by using the hex-key on push side. When the device is dogged-down, it's unlocked from pull side until it's "un-dogged". This would be for doors: 116.1, 119.1, 120.1, 121.1, 121.2, 121.3, 122.2.

Reason: Per Owner request to enable a more efficient workflow throughout the facility.

Increase the contract in the amount of: \$1,385.00

- 4. Submittal 241 REVI Insulated Metal Wall Panels (Alternate):

- a. Submittal 241 REVI **Alternate product proposed by roofer for insulated metal wall panels.** Alternate product is manufactured in Michigan. Panels are 3" thick, PVDF coating as specified, sub has provided a warranty letter (2-year warranty). Product is approved.

Reason: An alternative product was proposed to maintain schedules by the roofers.

Decrease the contract in the amount of: \$(5,000.00)

**Total: \$178,458.00**



# City of Gladstone, MI

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

## Staff Report

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Agenda Date: 10-28-2024                      Eric Buckman, City Manager: \_\_\_\_\_  
 Department: City Commission              Department Head Name: \_\_\_\_\_  
 Presenter: Mayor Thompson                Kim Berry, City Clerk: \_\_\_\_\_

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

**AGENDA ITEM TITLE:** Closed Session: Manager & Clerk Evaluations

**BACKGROUND:**

It is the employees option to go into closed session not the Commission.

Please confirm the employee requests open or closed evaluation.

**FISCAL EFFECT:**

To be determined by terms of contract

**SUPPORTING DOCUMENTATION:**

Existing Contracts

**RECOMMENDATION:**

Manager Buckman and Clerk Berry request closed session the motion is as follows:

Motion to enter closed session to consider personnel evaluations as allowable under the Open Meetings Act 267 of 1976 (15.268) Section 8 item a.

Requires simple majority vote (3).