



# GLADSTONE CITY COMMISSION REGULAR MEETING

City Hall Chambers – 1100 Delta Avenue  
October 13, 2025  
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.](#) City Commission Regular Meeting Minutes September 22, 2025
- [5.](#) Board of Review Meeting Minutes July 22, 2025
- [6.](#) Payment of Bills
- [7.](#) UP Concrete Pipe, Campground Fire Rings, \$6,085.30 Invoice# 10214
- [8.](#) UP International Trucks Invoice #R111009670:01 Trash Truck \$5,222.17

### UNFINISHED BUSINESS

### NEW BUSINESS

- [9.](#) Review and Approve of Accessibility Policy for Assessment Audit Compliance
- [10.](#) Review and Approve of Personal Property Canvass & Roll Maintenance Policy
- [11.](#) Gladstone Housing Commission Reappointment - Mr. Rudolph Kaminen
- [12.](#) Set Work Session for Audit Presentation of Fiscal Year 2024-2025

### CITY MANAGER'S REPORT

### CITY COMMISSION & COMMITTEE REPORTS

- [13.](#) Social Media Engagement Report (07/01/2024 - 06/30/2025)

### BOARDS & COMMISSIONS REPORTS

### CITY COMMISSIONER COMMENTS

### CITY CLERK COMMENTS

### CLOSED SESSION

- [14.](#) Annual Evaluation - City Assessor

### 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: 10-09-2025

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

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

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

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

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

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



# GLADSTONE CITY COMMISSION REGULAR MEETING

Item 4.

City Hall Chambers – 1100 Delta Avenue  
September 22, 2025  
6:00 PM

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## MINUTES

Mayor Joe Thompson called the meeting to order, Mayor Pro-Tem Mantela gave the Invocation, followed by the Pledge of Allegiance.

Clerk Berry called the roll:

PRESENT

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

ABSENT - EXCUSED

Commissioner Steve O'Driscoll

No public comment offered.

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

MOTION CARRIED.

Motion made by Mayor Pro-Tem Mantela, Seconded by Commissioner Pontius to reappoint Mr. Gary Maynard to the Gladstone Economic Development Corporation with a term ending of April 2031.

MOTION CARRIED

Motion made by Commissioner Akkala, Seconded by Mayor Pro-Tem Mantela to authorize City Clerk Kimberly Berry to appoint the necessary election inspectors as needed for the November 4, 2025 General Election for Precincts 1,2. Absent Voter Counting Board for Precincts 1 & 2, Receiving Board and Public Accuracy Testing.

MOTION CARRIED

Motion made by Mayor Pro-Tem Mantela, Seconded by Commissioner Pontius to approve cemetery lot transfer seven (7) full size casket burial spaces of Section P-A Lot 4 from Herbert Rau and Glenda (Rau) Mock to Rebecca Herbert.

MOTION CARRIED.

Motion made by Commissioner Akkala, Seconded by Mayor Thompson to approve the Professional Services Agreement for the Water Intake Project with Coleman Engineering with an amount not to exceed \$770,300.00 and authorize Manager Eric Buckman to sign.

MOTION CARRIED

Motion made by Mayor Thompson, Seconded by Commissioner Akkala to approve request for disbursement of funds Draw #1 totaling \$439,386.79 for the Wastewater Collection System Improvements Project and authorize Manager Eric Buckman to sign.

MOTION CARRIED

Motion made by Mayor Pro-Tem Mantela, Seconded by Commissioner Akkala to reduce the reimbursement obligation of PSO K9 Handler Dylan Nadeau Enright for K9 BICO to \$2,500.00. After discussions Mayor Pro-Tem Mantela amended his motion to reduce the reimbursement obligation to \$500.00 for K9 BICO to stay with PSO Nadeau-Enright as a personal pet, Commissioner Akkala supported this amended motion.

MOTION CARRIED

Motion made by Commissioner Akkala, Seconded by Commissioner Pontius to approve the Professional Services Engineering contract with Coleman Engineering for the City of Gladstone paving project of South Hill Road in an amount not to exceed \$57,500.00 and authorize Manager Eric Buckman to sign.

MOTION CARRIED

Manager Buckman reported on the following:

- Attended the monthly Gladstone EDC meeting
- The Utility Committee met to go over some challenges with the new meters and to discuss Rock meter reading
- DATA Finance Committee met to go over new Teamster contract and attended the regular monthly meeting
- Working on the purchase contract for Transitions expansion
- Notified the two bidders on the gravel pit property that we are going to rebid, advertise to a larger market and have a formal bid opening
- Tax Tribunal case of Michael O'Connor was dismissed by the Tax Tribunal as he did not file within the thirty-day requirement
- Michael O'Connor's small claims in district court are scheduled for Monday, September 29<sup>th</sup> regarding his opinion that PA 33 assessment is not valid
- Reminder Fernwood Cemetery Fall Clean up to have all items on gravesites removed by October 1, 2025 for maintenance to be done. Items may be replaced back on the gravesites beginning November 1<sup>st</sup>
- DDA accepting façade grant applications deadline October 31, 2025

There being no further business before the Commission, Mayor Thompson adjourned the meeting at 6:55 PM.

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Mayor Joe Thompson

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Clerk Kimberly Berry



# GLADSTONE JULY BOARD OF REVIEW MEETING

City Hall Chambers – 1100 Delta Avenue  
July 22, 2025  
1:00 PM

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## MINUTES

Chairman Howard Haulotte called the meeting to order, followed by roll call:

Present: Howard Haulotte, Jason Lippens, and Jody Pontius

Absent: None

Public Comment: No public present

J2025-01

052-275-000-00

Leslie Savola

565 N. 9<sup>th</sup> Street

Motion by Jason Lippens; seconded by Jody Pontius to grant the veterans exemption for 2024 due to a qualified error made by the local tax collecting unit in the processing of a timely filed exemption affidavit.

MOTION CARRIED

J2025-02

052-032-008-00

Columbus Club

715 Delta Avenue

Motion by Jody Pontius to grant Columbus Club 100% tax exemption.

MOTION FAILED DUE TO LACK OF SECOND

Motion by Howard Haulotte; seconded by Jason Lippens to table the vote to the December Board of Review.

MOTION CARRIED

Motion by Howard Haulotte; seconded by Jason Lippens to set a work session for October 14, 2025 at 1:00 PM to review and make recommendations regarding Board of Review items listed on the PA 660 assessor audit.

Chairman Haulotte adjourned the Board of Review at 2:00 PM.

Kimberly Berry, City Clerk

## CHECK REGISTER FOR CITY OF GLADSTONE

CHECK DATE 09/01/2025 - 09/30/2025

Item 6.

Check Date	Check	Vendor Name	Amount
<b>Bank BAY</b>			
09/01/2025	1645(E)	JCB FINANCE	1,326.04
09/02/2025	81904	JANICE ANN FRIZZELL	3,841.67
09/02/2025	81906	BRAMPTON TOWNSHIP TREASURER	244.66
09/03/2025	81909	CITY OF GLADSTONE	383.54
09/03/2025	81910	BAY DE NOC COMMUNITY COLLEGE	32,250.58
09/03/2025	81911	DELTA COUNTY TREASURER	231,449.79
09/03/2025	81912	DELTA-SCHOOLCRAFT I.S.D.	26,262.90
09/03/2025	81913	MICHIGAN STATE UNIVERSITY	25.00
09/04/2025	1646(E)	DTE ENERGY	1,409.33
09/04/2025	1651(E)	MERS	119,506.00
09/04/2025	81940	BILLY ELECTRIC	2,081.55
09/05/2025	1648(E)	FICA, MEDICARE, FEDERAL	31,912.29
09/05/2025	1649(E)	NATIONWIDE RETIREMENT SOLUTIO	12.01
09/05/2025	1650(E)	FICA, MEDICARE, FEDERAL	215.04
09/05/2025	81936	IBEW LOCAL 876	249.00
09/05/2025	81937	MATRIX TRUST COMPANY	2,625.70
09/05/2025	81938	MICHIGAN STATE DISBURSEMENT U	199.31
09/05/2025	81939	POLICE OFFICERS LABOR COUNCIL	238.50
09/05/2025	81941	ALERUS FINANCIAL	23,090.81
09/05/2025	81943	ALERUS FINANCIAL	254.52
09/08/2025	1652(E)	MICHIGAN DEPT OF TREASURY	10,851.33
09/08/2025	1653(E)	STATE OF MICHIGAN	17,032.08
09/08/2025	81944	COMMUNITY ENGAGEMENT AND FINA	1,100.00
09/11/2025	1676(E)	QUADIENT FINANCE USA, INC.	800.00
09/11/2025	81945	CORELOGIC TAX SERVICES	2,067.77
09/11/2025	81947	A1 SPORT & WELD SUPPLY	10.54
09/11/2025	81948	ADVANCE AUTO PARTS (CARQUEST)	923.11
09/11/2025	81949	AERKO INTERNATIONAL MICHIGAN	173.00
09/11/2025	81950	ALEXIS THONE	250.00
09/11/2025	81951	ALL-LIFT SYSTEMS, LLC - CHECK	880.00
09/11/2025	81952	APEX SOFTWARE	350.00
09/11/2025	81953	BERGER & KING INC	183.50
09/11/2025	81954	BICHLER CONCRETE & GRAVEL	108.89
09/11/2025	81955	BILLY ELECTRIC	522.34
09/11/2025	81956	DEGRAND CONSTRUCTION CO INC.	5,600.00
09/11/2025	81957	DELTA COUNTY ROAD COMMISSION	3,799.36
09/11/2025	81958	DELTA DISPOSAL	1,386.48
09/11/2025	81959	DELTA SOLID WASTE MGMT AUTHOR	6,914.88
09/11/2025	81960	DRAKE FORREST	241.68
09/11/2025	81961	FAIRCHILD EQUIPMENT, INC.	436.53
09/11/2025	81962	FASTENAL COMPANY	367.43
09/11/2025	81963	FINANCIAL SYSTEMS CORP.	263.40
09/11/2025	81964	FOUR SEASON'S SMALL ENGINE	132.77
09/11/2025	81965	GLADSTONE PLUMBING & HEATING	2,471.84
09/11/2025	81966	GLADSTONE PUBLIC LIBRARY	7,100.00
09/11/2025	81967	GMSLA, INC.	23.93
09/11/2025	81968	HIAWATHA CHEF SUPPLY, INC.	497.90
09/11/2025	81969	HYDROCORP	874.00
09/11/2025	81970	JACK DOHENY COMPANY	1,473.30
09/11/2025	81971	JACK NEUMANN	200.00
09/11/2025	81972	JAKE LIPPENS	111.10
09/11/2025	81973	JARED TRYAN	45.42
09/11/2025	81974	KEYNECTA INC.	2,800.00
09/11/2025	81975	LARA-MPSC	2,584.95
09/11/2025	81976	LINDSAY SHOPE	59.55
09/11/2025	81977	LITTLE BAY CONCRETE PRODUCTS	3,052.50
09/11/2025	81978	MAPLERIDGE TOWNSHIP	4,254.74
09/11/2025	81979	MASONVILLE TOWNSHIP TREASURER	4,844.31
09/11/2025	81980	MCCOY CONSTRUCTION & FORESTRY	466.70
09/11/2025	81981	MEAGAN SARASIN	250.00
09/11/2025	81982	MEL'S LAWN, GARDEN & FEED	167.70
09/11/2025	81983	MENARDS - ESCANABA	323.81
09/11/2025	81984	NORTHGATE EQUIPMENT & SALES	478.53
09/11/2025	81985	PARAGON LABORATORIES, INC.	3,865.00
09/11/2025	81986	PAYNE & DOLAN INC	680.00
09/11/2025	81987	PIVOT POINT PARTNERS, LLC	1,072.60
09/11/2025	81988	POMP'S TIRE SERVICE, INC.	928.37
09/11/2025	81989	POWER LINE SUPPLY CO	1,023.65
09/11/2025	81990	POWER SYSTEM ENGINEERING	1,210.00
09/11/2025	81991	RED POWER DIESEL SERVICE, INC	224.03
09/11/2025	81992	RICHARDS PRINTING INC.	927.41

## CHECK REGISTER FOR CITY OF GLADSTONE

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Check Date	Check	Vendor Name	Amount
<b>Bank BAY</b>			
09/11/2025	81993	SPIELBAUER FIREWORKS CO., INC	9,000.00
09/11/2025	81994	STAAB CONSTRUCTION CORPORATIO	59,977.00
09/11/2025	81996	THE SHERWIN WILLIAMS CO.	734.90
09/11/2025	81997	THE UPS STORE	454.03
09/11/2025	81998	TRUCK EQUIPMENT INC	882.88
09/11/2025	81999	U.S. BANK EQUIPMENT FINANCE	92.50
09/11/2025	82000	UP INTERNATIONAL TRUCKS, INC	620.37
09/11/2025	82001	USA BLUE BOOK	46.60
09/11/2025	82002	VACUUM, PUMP & COMPRESSOR, IN	1,256.78
09/11/2025	82003	VAN AIRE	250.00
09/17/2025	1670(E)	US BANK TRUST COMPANY, N.A.	685,434.60
09/17/2025	1673(E)	AFLAC	972.48
09/17/2025	82005	CHERYL WILLIAMS	230.00
09/17/2025	82006	MARY AIRD	415.00
09/17/2025	82007	MARK J. JASPER	300.00
09/17/2025	82008	AMERICAN LEGION RIDERS POST 7	500.00
09/17/2025	82009	S & P GLOBAL RATINGS	17,887.50
09/17/2025	82010	CINDY COLLINS	100.00
09/17/2025	82011	MICHELLE CZYGAN	100.00
09/17/2025	82012	DAILY PRESS	1,306.90
09/18/2025	1674(E)	MICHIGAN CONFERENCE OF TEAMST	68,383.20
09/18/2025	82041	VICTORIA SCHROEDER	158.65
09/18/2025	82042	DEARBORN LIFE INSURANCE CO.	853.53
09/19/2025	1671(E)	FICA, MEDICARE, FEDERAL	33,812.05
09/19/2025	1672(E)	NATIONWIDE RETIREMENT SOLUTIO	12.01
09/19/2025	82034	ALERUS FINANCIAL	23,071.39
09/19/2025	82035	IBEW LOCAL 876	449.93
09/19/2025	82036	IBEW LOCAL UNION 906	177.28
09/19/2025	82037	MATRIX TRUST COMPANY	2,527.70
09/19/2025	82038	MICHIGAN STATE DISBURSEMENT U	199.31
09/19/2025	82039	POLICE OFFICERS LABOR COUNCIL	238.50
09/19/2025	82040	TEAMSTERS LOCAL #406	922.00
09/23/2025	82043	BAY DE NOC COMMUNITY COLLEGE	68,330.39
09/23/2025	82044	DELTA COUNTY TREASURER	495,081.04
09/23/2025	82045	DELTA-SCHOOLCRAFT I.S.D.	56,567.15
09/23/2025	82046	STUART C IRBY CO	671.72
09/25/2025	82047	RESCO	11,766.62
09/25/2025	82048	A1 SPORT & WELD SUPPLY	83.02
09/25/2025	82049	BICHLER CONCRETE & GRAVEL	148.55
09/25/2025	82050	BILLY ELECTRIC	1,315.67
09/25/2025	82051	BINK'S COCA-COLA BOTTLING CO	258.45
09/25/2025	82052	DELTA COUNTY ECONOMIC DEV ALL	7,000.00
09/25/2025	82053	DORNER COMPANY	3,725.00
09/25/2025	82054	DR LAB SERVICES	1,180.00
09/25/2025	82055	GALLS, LLC	378.59
09/25/2025	82056	GARD SPECIALISTS	1,060.95
09/25/2025	82057	GMSLA, INC.	23.93
09/25/2025	82058	HAWKINS, INC.	2,266.95
09/25/2025	82059	INFOSEND	1,968.73
09/25/2025	82060	KASCO MARINE, INC.	3,522.16
09/25/2025	82061	M.J. ELECTRIC, LLC	115,981.50
09/25/2025	82062	MARK CHRISTOFF	5,350.00
09/25/2025	82063	MARK WILK	8,649.97
09/25/2025	82064	MEL'S LAWN, GARDEN & FEED	272.00
09/25/2025	82065	MENARDS - ESCANABA	1,833.31
09/25/2025	82066	MICHIGAN ELECTRIC COOPERATIVE	13,028.00
09/25/2025	82067	MSC INDUSTRIAL SUPPLY CO.	853.02
09/25/2025	82068	NORTHERN MACHINING & REPAIR,	1,840.00
09/25/2025	82069	PARAGON LABORATORIES, INC.	505.00
09/25/2025	82070	PAYMENTUS CORPORATION	3,296.15
09/25/2025	82071	POWER LINE SUPPLY CO	447.06
09/25/2025	82072	PRO ARC WELDING & FABRICATING	132.41
09/25/2025	82073	RADIO RESULTS NETWORK	600.00
09/25/2025	82074	RICHARDS PRINTING INC.	103.23
09/25/2025	82075	STATE OF MICHIGAN	305.00
09/25/2025	82076	THE SHERWIN WILLIAMS CO.	269.25
09/25/2025	82077	TRUCK EQUIPMENT INC	10.61
09/25/2025	82078	UP CONCRETE PIPE COMPANY	486.00
09/25/2025	82079	UP INTERNATIONAL TRUCKS, INC	80.44
09/25/2025	82080	USA BLUE BOOK	427.98
09/25/2025	82081	WOLVERINE POWER SYSTEMS	1,089.21

CHECK REGISTER FOR CITY OF GLADSTONE

CHECK DATE 09/01/2025 - 09/30/2025

Item 6.

Check Date	Check	Vendor Name	Amount
<b>Bank BAY</b>			
09/26/2025	1675(E)	WEX BANK	7,049.84
09/29/2025	1677(E)	U.S. BANK EQUIPMENT FINANCE	223.05
09/29/2025	1678(E)	WPPI ENERGY	311,624.60
BAY TOTALS:			
Total of 145 Checks:			2,615,158.31
Less 0 Void Checks:			0.00
Total of 145 Disbursements:			2,615,158.31

JOURNAL TOTALS BY FUND REPORT FOR CITY OF GLADSTONE  
For Check Dates 09/01/2025 to 09/30/2025

Item 6.

Fund	Item	Amount
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Totals For Fund: 101

Gross Payment:	176,823.30
Net Payment:	129,099.95
Total Payroll:	205,755.42

-- Deductions --

AFLAC_AFTER	170.32
AFLAC_PRE	318.52
CRCL_TST	3,223.40
DC LOAN REPAY	755.66
DC LOAN REPAY2	306.32
DEFINED_COMP_4%	1,229.51
DEFINED_COMP_3	2,629.62
FITW	12,472.44
FOC	295.22
FOP	477.00
HEALTHINSCONT	4,806.50
MEDICARE_EE	2,439.15
MERS 457 ROTH %	314.15
MERS457	135.31
MERS457%	378.89
MSAEEFAMILY	261.19
MSAEESINGLE	30.32
MSASINGLE-EE	150.00
PSUPRPHONE	10.07
PUBSAFFPHONE	14.87
SITW_MI	6,442.06
SOCSEC_EE	10,429.39
SUPSUNIONDUES	57.47
TEAMSTERS	375.97
<b>Total Deductions:</b>	<b>47,723.35</b>

-- Expenses --

DEFINED_COMP_11	13,023.04
EMPLOYER 457	785.40
MEDICARE_ER	2,439.15
MSA ER EX SUPER	400.00
MSA ER EXPENSE	1,839.87
SOCSEC_ER	10,429.39
SUI	15.27
<b>Total Expenses:</b>	<b>28,932.12</b>

Totals For Fund: 202

Gross Payment:	1,052.37
Net Payment:	758.08
Total Payroll:	1,255.47

-- Deductions --

DEFINED_COMP_3	31.57
FITW	93.85
HEALTHINSCONT	39.62
MEDICARE_EE	14.65
MSAEESINGLE	1.88
SITW_MI	40.06
SOCSEC_EE	62.68
SUPSUNIONDUES	3.18
TEAMSTERS	6.80
<b>Total Deductions:</b>	<b>294.29</b>

-- Expenses --

DEFINED_COMP_11	115.77
MEDICARE_ER	14.65
MSA ER EXPENSE	10.00
SOCSEC_ER	62.68
<b>Total Expenses:</b>	<b>203.10</b>

Totals For Fund: 203

Gross Payment:	6,080.15
Net Payment:	4,207.52
Total Payroll:	7,282.13

JOURNAL TOTALS BY FUND REPORT FOR CITY OF GLADSTONE  
For Check Dates 09/01/2025 to 09/30/2025

Item 6.

Fund	Item	Amount
	-- Deductions --	
	AFLAC_AFTER	0.16
	AFLAC_PRE	0.81
	CRCL_TST	7.13
	DC LOAN REPAY	5.48
	DC LOAN REPAY2	10.34
	DEFINED_COMP_3	182.39
	FITW	585.06
	FOC	9.96
	HEALTHINSCONT	277.74
	MEDICARE_EE	83.79
	MERS457	24.69
	MERS457%	6.22
	MSAEEFAMILY	7.13
	MSAEESINGLE	14.68
	SITW_MI	234.03
	SOCSEC_EE	358.36
	SUPSUNIONDUES	2.28
	TEAMSTERS	62.38
	Total Deductions:	1,872.63
	-- Expenses --	
	DEFINED_COMP_11	668.85
	MEDICARE_ER	83.79
	MSA ER EXPENSE	90.98
	SOCSEC_ER	358.36
	Total Expenses:	1,201.98
Totals For Fund: 248		
	Gross Payment:	5,511.69
	Net Payment:	4,066.30
	Total Payroll:	6,437.48
	-- Deductions --	
	AFLAC_AFTER	0.73
	AFLAC_PRE	3.64
	CRCL_TST	6.27
	DC LOAN REPAY	24.66
	DC LOAN REPAY2	46.53
	DEFINED_COMP_3	137.61
	FITW	229.90
	FOC	44.85
	HEALTHINSCONT	188.31
	MEDICARE_EE	76.19
	MERS 457 ROTH %	102.77
	MSAEEFAMILY	65.65
	SITW_MI	192.53
	SOCSEC_EE	325.75
	Total Deductions:	1,445.39
	-- Expenses --	
	DEFINED_COMP_11	504.54
	MEDICARE_ER	76.19
	MSA ER EXPENSE	18.75
	SOCSEC_ER	325.75
	SUI	0.56
	Total Expenses:	925.79
Totals For Fund: 540		
	Gross Payment:	7,185.74
	Net Payment:	5,051.63
	Total Payroll:	8,637.21
	-- Deductions --	
	AFLAC_AFTER	4.91
	AFLAC_PRE	8.73
	CRCL_TST	4.63
	DC LOAN REPAY	26.72
	DC LOAN REPAY2	50.41
	DEFINED_COMP_3	214.52
	FITW	385.24
	FOC	48.59

JOURNAL TOTALS BY FUND REPORT FOR CITY OF GLADSTONE  
For Check Dates 09/01/2025 to 09/30/2025

Item 6.

Fund	Item	Amount
	HEALTHINSCONT	314.58
	MEDICARE_EE	99.42
	MERS457	29.00
	MERS457%	165.85
	MSAEEFAMILY	4.69
	SITW_MI	251.57
	SOCSEC_EE	425.16
	SUPSUNIONDUES	7.27
	TEAMSTERS	92.82
	Total Deductions:	2,134.11
	-- Expenses --	
	DEFINED_COMP_11	786.54
	MEDICARE_ER	99.42
	MSA ER EXPENSE	140.35
	SOCSEC_ER	425.16
	Total Expenses:	1,451.47
Totals For Fund: 582		
	Gross Payment:	45,276.12
	Net Payment:	29,597.76
	Total Payroll:	54,169.47
	-- Deductions --	
	AFLAC_AFTER	50.30
	AFLAC_PRE	223.91
	CRCL_TST	5.00
	DEFINED_COMP_3	1,297.48
	ELECPHONE	14.87
	FITW	4,650.24
	HEALTHINSCONT	684.76
	IBEW876FLAT	197.45
	IBEW876UNION%	495.93
	MEDICARE_EE	638.81
	MERS457	1,145.40
	MERS457%	1,595.86
	MSAEEFAMILY	161.17
	SITW_MI	1,710.42
	SOCSEC_EE	2,731.55
	SUPSUNIONDUES	37.64
	TEAMSTERS	37.57
	Total Deductions:	15,678.36
	-- Expenses --	
	DEFINED_COMP_10	837.92
	DEFINED_COMP_11	3,835.71
	MEDICARE_ER	638.81
	MSA ER EX SUPER	400.00
	MSA ER EXPENSE	449.36
	SOCSEC_ER	2,731.55
	Total Expenses:	8,893.35
Totals For Fund: 590		
	Gross Payment:	26,579.09
	Net Payment:	17,521.27
	Total Payroll:	31,763.82
	-- Deductions --	
	AFLAC_AFTER	23.35
	AFLAC_PRE	23.87
	CRCL_TST	1,102.76
	DC LOAN REPAY	58.94
	DEFINED_COMP_3	792.63
	FITW	2,554.48
	HEALTHINSCONT	946.58
	IBEW876FLAT	0.85
	IBEW876UNION%	1.00
	MEDICARE_EE	369.02
	MERS 457 ROTH	4.92
	MERS457	210.53
	MERS457%	11.31
	MSAEEFAMILY	159.82

JOURNAL TOTALS BY FUND REPORT FOR CITY OF GLADSTONE

For Check Dates 09/01/2025 to 09/30/2025

Item 6.

Fund	Item	Amount
	SITW_MI	937.55
	SOCSEC_EE	1,577.79
	SUPSUNIONDUES	36.78
	TEAMSTERS	244.21
	USCM2284	1.43
	Total Deductions:	<u>9,057.82</u>
	-- Expenses --	
	DEFINED_COMP_11	2,906.23
	MEDICARE_ER	369.02
	MSA ER EXPENSE	331.69
	SOCSEC_ER	1,577.79
	Total Expenses:	<u>5,184.73</u>
Totals For Fund: 591		
	Gross Payment:	19,238.67
	Net Payment:	12,201.19
	Total Payroll:	22,970.38
	-- Deductions --	
	AFLAC_AFTER	94.20
	AFLAC_PRE	43.47
	CRCL_TST	18.81
	DC LOAN REPAY	930.44
	DEFINED_COMP_3	572.42
	FITW	2,123.37
	HEALTHINSCONT	663.99
	IBEW876FLAT	0.85
	IBEW876UNION%	1.00
	MEDICARE_EE	268.50
	MERS 457 ROTH	145.08
	MERS457	130.55
	MERS457%	11.31
	MSAEEFAMILY	9.04
	MSAEESINGLE	3.12
	SITW_MI	716.42
	SOCSEC_EE	1,148.16
	SUPSUNIONDUES	32.66
	TEAMSTERS	101.50
	USCM2284	22.59
	Total Deductions:	<u>7,037.48</u>
	-- Expenses --	
	DEFINED_COMP_11	2,098.84
	MEDICARE_ER	268.50
	MSA ER EXPENSE	216.21
	SOCSEC_ER	1,148.16
	Total Expenses:	<u>3,731.71</u>
Totals For Fund: 594		
	Gross Payment:	2,497.50
	Net Payment:	1,882.60
	Total Payroll:	2,688.94
	-- Deductions --	
	FITW	317.70
	MEDICARE_EE	36.21
	SITW_MI	106.14
	SOCSEC_EE	154.85
	Total Deductions:	<u>614.90</u>
	-- Expenses --	
	MEDICARE_ER	36.21
	SOCSEC_ER	154.85
	SUI	0.38
	Total Expenses:	<u>191.44</u>
Totals For Fund: 706		
	Gross Payment:	202.55
	Net Payment:	118.55
	Total Payroll:	242.63

JOURNAL TOTALS BY FUND REPORT FOR CITY OF GLADSTONE  
For Check Dates 09/01/2025 to 09/30/2025

Item 6.

Fund	Item	Amount
	-- Deductions --	
	AFLAC_AFTER	2.13
	AFLAC_PRE	3.43
	DEFINED_COMP_3	6.07
	FITW	18.24
	HEALTHINSCONT	1.92
	IBEW876FLAT	0.85
	IBEW876UNION%	1.00
	MEDICARE_EE	2.85
	MERS457	14.52
	MERS457%	11.31
	MSAEEFAMILY	1.31
	SITW_MI	7.47
	SOCSEC_EE	12.15
	TEAMSTERS	0.75
	Total Deductions:	84.00
	-- Expenses --	
	DEFINED_COMP_11	22.29
	MEDICARE_ER	2.85
	MSA ER EXPENSE	2.79
	SOCSEC_ER	12.15
	Total Expenses:	40.08

Upper Peninsula Concrete Pipe Company  
 6480 U.S. Rte 2  
 Escanaba, MI 49829  
 Phone: (906) 786-0934  
 Fax: (906) 786-2622



Item 7.

**INVOICE 10214**

Invoice Date: 9/16/2025

Office

<b>Sold to:</b> Glad100 Gladstone, City of 1100 Delta Ave Gladstone, MI 49837	<b>Job Number:</b> 25-281 <b>Ship to:</b> Parks and Rec Firepit Rings
--	--

SHIP DATE	SHIP VIA	F.O.B.	TERMS	PAGE
9/16/2025	Pete Mckenzie		NET 30	1
CUSTOMER PO#	LOAD	SALES REP	EXEMPT #	REFERENCE
				10214

Qty	Item	Description	Weight	Unit Price	TX	Extension
<b>Structure: Other</b>						
26	CMP36FPRING18	36" CMP, Fire Pit Ring, 18" high	0	\$93.76	<input type="checkbox"/>	\$2,437.76
26	CMP42FPRING18	42" CMP, Fire Pit Ring, 18" high	0	\$140.29	<input type="checkbox"/>	\$3,647.54
<b>Structure Total</b>						\$6,085.30

**Total Weight** 0

Please make check payable to UP Concrete Pipe Company  
 PO Box 313, Escanaba, MI, 49829

	Taxable	\$0.00
	Non-Taxable	\$6,085.30
	<b>Sub Total</b>	\$6,085.30
	Tax	\$0.00
	<b>Invoice Total</b>	\$6,085.30
	Less Deposit	\$0.00
	<b>Invoice Balance</b>	\$6,085.30

NOTE: A 1 1/2% PER MONTH SERVICE CHARGE IS ADDED TO ALL UNPAID INVOICES AFTER 30 DAYS. THIS IS AN 18% ANNUAL PERCENTAGE RATE.

ANY ITEMS / STRUCTURES THAT ARE RETURNED DUE TO ENGINEERING CHANGES, ETC, THAT CAN BE RESTOCKED OR RESOLD WILL BE CHARGED 25% FOR RESTOCKING AND HANDLING (75% CREDIT). ANY DAMAGED ITEM OR "CUSTOM MADE ITEM" THAT IS RETURNED TO US FOR THE SAME REASONS WILL NOT BE ELIGIBLE FOR ANY TYPE OF CREDIT.

INVOICE 10214  
Invoice Date: 8/1/2012

Office



10000  
10000  
10000  
10000  
10000

Job Number: 10000  
Job Name: 10000  
Job Date: 10000

Item	Description	Quantity	Unit Price	Total Price
1	10000	10000	10000	100000000
2	10000	10000	10000	100000000
3	10000	10000	10000	100000000

Item	Description	Quantity	Unit Price	Total Price
1	10000	10000	10000	100000000
2	10000	10000	10000	100000000
3	10000	10000	10000	100000000
4	10000	10000	10000	100000000
5	10000	10000	10000	100000000
6	10000	10000	10000	100000000
7	10000	10000	10000	100000000
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96	10000	10000	10000	100000000
97	10000	10000	10000	100000000
98	10000	10000	10000	100000000
99	10000	10000	10000	100000000
100	10000	10000	10000	100000000

NOTE: A 10% PER MONTHLY SERVICE CHARGE IS APPLIED TO ALL UNPAID INVOICES AFTER 30 DAYS. THIS IS AN ANNUAL PERCENTAGE RATE.  
ITEMS THAT ARE NOT PAID BY THE END OF THE MONTH WILL BE CHARGED WITH A 10% PER MONTHLY SERVICE CHARGE. THIS IS AN ANNUAL PERCENTAGE RATE.  
ITEMS THAT ARE NOT PAID BY THE END OF THE MONTH WILL BE CHARGED WITH A 10% PER MONTHLY SERVICE CHARGE. THIS IS AN ANNUAL PERCENTAGE RATE.



1802 NORTH 21ST STREET  
 ESCANABA, MI 49829  
 Phone: (906) 233-9100 Fax:  
 www.pcitrucks.com

Item 8.

**SERVICE INVOICE: R111009670:01**

BILL TO:  
 CITY OF GLADSTONE - 20395  
 1100 DELTA AVENUE  
 GLADSTONE MI 49837  
 P: (906) 428-3737  
 F: (906) 428-2599

DELIVER TO  
 CITY OF GLADSTONE - 20395  
 1100 DELTA AVE  
 GLADSTONE MI 49837  
 P: (906) 428-3737  
 F: (906) 428-2599

**This invoice was emailed**

No returns without this invoice. Parts returned after thirty (30) days will be subject to a 15%-20% handling charge. Any special order part which is returned will be subject to a 15%-20% handling charge. Cores must be returned within thirty (30) days for full credit. Core subject to chargeback pending final inspection at core center. Special order "open" kits are not returnable.

DATE PROMISED	DATE INVOICE	SALES TYPE	CUSTOMER REFERENCE	TERMS	ADVISOR			
9/17/2025 1:49:13PM	9/24/2025	SRET		NFT10N	L.Avin			
YEAR	MAKE	MODEL	VIN	CUSTOMER UNIT #	UNIT ID	IN SERVICE	ODOMETER IN	ODOMETER OUT
2021	INTERNATIONAL	HV607	3HAEKTAT4ML488884	30	112467	1/19/2021	0	56022

**Sold Repairs**

**JOB #1 45-000 SRET ENGINE**

540-560-751.000

COMPLAINT ENGINE FAULTS

CAUSE BAD DPF AND DPS

Trash Truck

CORRECTION The technician conducted a comprehensive health report and collected an image from the engine control module (ECM) to review any faults. After performing after-treatment system tests, it was determined that the diesel particulate filter (DPF) ash load was at 80.3 percent. The ECM calibration was confirmed to be up to date.

Following the installation of a new DPF, additional after-treatment system tests were performed. During a road test, engine faults were detected, prompting further diagnostics. A regeneration process was carried out using a loaner DPF pressure sensor, which resulted in lower pressure readings and no faults during the road test.

Subsequently, a new DPF pressure sensor was installed, and another road test was conducted. The vehicle performed well, with no warnings or faults reported. Overall, the corrective actions taken have ensured the proper functioning of the vehicle's after-treatment system.

QTY	ITEM	VMRS	DESCRIPTION	UNIT PRICE	EXTD PRICE
1	111C:5492073		SENSOR,DPF PRESSURE	185.60	185.60
1	111C:5579370		KIT,PARTICULATE FILTER	3,469.07	3,469.07
	LABOR 43-006-02		REPLACE DPF		450.00
	276 - Hansen, Dennis - M222600				
	LABOR 45-000-10		ENGINE		975.00
	276 - Hansen, Dennis - M222600				

Prepay: 0.00 Parts: 3,654.67 Labor: 1,425.00 Misc: 0 Sublet: 0 TOTAL JOB #1 45-000 5,079.67

**JOB #2 43-006 SRET REPLACE DPF**

COMPLAINT REPLACE DPF

CAUSE

CORRECTION

QTY	ITEM	VMRS	DESCRIPTION	UNIT PRICE	EXTD PRICE

Prepay: Parts: Labor: Misc: Sublet: TOTAL JOB #2 43-006

See Final Page for Invoice Total



1802 NORTH 21ST STREET  
 ESCANABA, MI 49829  
 Phone: (906) 233-9100 Fax:  
 www.pcitrucks.com

Item 8.

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BILL TO  
 CITY OF GLADSTONE - 20395  
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DELIVER TO  
 CITY OF GLADSTONE - 20395  
 1100 DELTA AVE  
 GLADSTONE MI 49837  
 P: (906) 428-3737  
 F: (906) 428-2599

**This invoice was emailed**

I hereby authorize the repair work hereinafter set forth to be done along with the necessary material and agree that you are not responsible for loss or damage to vehicle or articles left in vehicle in case of fire, theft or any other cause beyond your control or for any delays caused by unavailability of parts or delays in part shipments by the supplier or transporter. I hereby grant you and/or your employees permission to operate the vehicle herein described on streets, highways or elsewhere for the purpose of testing and/or inspection. An express mechanic's lien is hereby acknowledged on above vehicle to secure the amount of repairs thereto. Customer is also liable for all costs of collections, including reasonable attorney's fees.

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

**PLEASE NOTE**

Invoice terms: Due by the 10th of the month following billing. All past due amounts are subject to a finance charge of 1.5% per month (18% per annum) on all balances thirty (30) or more days past due. Disclaimer of Warranties: The dealer is not a party to any manufacturer's warranty on any parts or service contained within. The dealer hereby expressly disclaims all warranties, express or implied, including any implied warranty of merchantability or fitness for a particular purpose with respect to any parts, labor or diagnostic services furnished under this order.

	ESTIMATED	AMOUNT
LABOR		1,425.00
PARTS		3,654.67
MISC		0.00
SUBLET		0.00
<b>SUBTOTAL</b>		<b>\$5,079.67</b>

**CUSTOMER COPY**

\_\_\_\_\_  
 DATE \_\_\_\_\_

\_\_\_\_\_  
 DATE \_\_\_\_\_

\_\_\_\_\_  
 DATE/TIME \_\_\_\_\_

SHOP SUPPLIES	142.50
COUNTY TAX	0.00
STATE TAX	0.00
<b>TOTAL</b>	<b>5,222.17</b>

Please Remit Payment to:  
 UP INTERNATIONAL TRUCKS INC  
 PO BOX 1536  
 GREEN BAY, WI 54305-1536  
 www.pcitrucks.com

CERTIFICATION - Michigan Facility Reg. No F166423. All repairs and parts listed were furnished in compliance with Michigan Auto Repair ACT (P.A. 300)

Per Michigan MCL 257.1334 All repairs have been completed properly. Any unrepaired items have been noted and explained in detail on this invoice. U  
 P International Inc. \_\_\_\_\_

**Remodeling of our Green Bay facility begins in July 2024. Please excuse our dust while we upgrade to serve you better!**

**We will be OPEN during construction!**

Effective January 1, 2025, we will be imposing a 3% credit card processing fee on all credit card purchases. Customers may avoid this fee by paying with check, cash or debit cards. There will not be a processing fee on debit card purchases.



<b>Board:</b>	City Commission
<b>Agenda Date:</b>	10/13/2025
<b>Department:</b>	Assessor
<b>Presenter:</b>	Janice Frizzell

## Staff Report

### Agenda Item Title:

Review and Approve of Accessibility Policy for Assessment Audit Compliance

### Background:

In preparation for the 2026 Assessment Audit and in accordance with Public Act 660 of 2018, the Assessor's Office has drafted an Accessibility Policy to meet the requirements outlined in MCL 211.10g(1)(c).

The policy will be evaluated for compliance during the 2026 Assessment Audit, as outlined in Section 5 of Michigan State Tax Commission Assessment Audit Review Sheet (Form 5822).

### Fiscal Effect:

### Supporting Documentation:

Proposed Accessibility Policy Draft

Michigan State Tax Commission Assessment Audit Review Sheet (Form 5822)

### Recommendation:

Motion to approve the Accessibility Policy.



**CITY OF GLADSTONE ASSESSOR’S OFFICE**  
**ACCESSIBILITY POLICY**

Pursuant to MCL 211.10g(1)(c), the City of Gladstone Assessor’s Office has established an Accessibility Policy. The City of Gladstone Assessor’s Office policies are consistent with Michigan Statutes and acceptable assessment practices with the goal of excellence in accuracy, transparency, and efficiency. Public Act 660 of 2018 amended the General Property Tax Act to provide the statutory framework to ensure proper assessing in order to guarantee the highest quality assessments for taxpayers as well as local units. More specifically, the Act defines the requirements for substantial compliance with the General Property Tax Act under which the Assessor’s Office is reasonably accessible to taxpayers.

The Assessor’s Office is open to inspect and review public records, request copies, submit paperwork, or speak with the Assessor. The Assessor’s Office business hours are Tuesday’s 12:00PM – 4:00PM, with the exception of observed holidays. Taxpayers may submit inquiries to the Assessor, via email at [assessor@gladstonemi.gov](mailto:assessor@gladstonemi.gov) or by telephone at (906)428-6170. The estimated response time to inquiries is less than seven (7) business days. Taxpayers may arrange an in-person inquiry with the Assessor to discuss their property’s assessment or issues by calling (906)428-6170 or by email at [assessor@gladstonemi.gov](mailto:assessor@gladstonemi.gov). Taxpayer requests for inspection or production of records maintained by the Assessor’s Office may be made in person or by calling (906)428-6170 or by email at [assessor@gladstonemi.gov](mailto:assessor@gladstonemi.gov). A Freedom of Information Act (FOIA) request may be required through the Clerk’s Office. Assessment and property information can be obtained using the Assessor’s Office website at [gladstonemi.gov](http://gladstonemi.gov). Taxpayers may have their assessment reviewed by the Assessor’s Office at any time to informally hear and resolve disputes prior to the March Board of Review. Taxpayers are encouraged to contact the Assessor’s Office at (906)428-6170 or [assessor@gladstonemi.gov](mailto:assessor@gladstonemi.gov) to discuss any issues or concerns. An informal review is not required to appeal to the March Board of Review. However, filing a protest with the Board of Review is necessary to protect the right to further appeal to the Michigan Tax Tribunal.



# Michigan State Tax Commission Assessment Audit Review Sheet

The [State Tax Commission](#), per [MCL 211.10f](#), is required to determine substantial compliance with the requirements of Public Act 660, [MCL 211.10g](#), within the [General Property Tax Act](#). The audit reflects the minimum assessing requirements of an assessing district based on statute and [STC Rules](#), [Policy](#), [Bulletins](#) and [Publications](#).

As stated in [STC Guideline 2020-1](#), each aspect within the audit is defined as “Technical” or “Substantial.” A determination of Noncompliance will be made by the State Tax Commission if any “Substantial” aspect of the audit is not satisfied. Assessing districts that do not meet one or more of the “Substantial” aspects and/or four or more “Technical” aspects of the review will be required to submit a corrective action plan detailing how and when the deficiencies will be resolved. A final determination of Noncompliance may result in a follow up review, assumption of jurisdiction by the State Tax Commission, or assignment of the roll to the [Designated Assessor](#).

LOCAL UNIT BACKGROUND INFORMATION (Technical Compliance)			
Year of Audit	Local Unit Name	County Name	
Assessor Name		Assessor Certification Level	
Supervisor, City Manager or Mayor Name		Title	
Mailing Address of Supervisor, City Manager or Mayor		City	State ZIP Code
Date the assessor <a href="#">certified the assessment roll</a>			
<p>Other than staff listed on Form 5730, did the assessor receive outside assistance, in the form of a contract or otherwise, in the development of valuation studies and or field data collection? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If answering yes, provide their names, and detail the work completed.</p>			
ASSESSMENT ROLL ANALYSIS FOR SUBSTANTIAL COMPLIANCE (Requirements found in <a href="#">MCL 211.10g</a> )			
<p>1. Does the assessing district have properly developed and documented land values that meet State Tax Commission requirements per MCL 211.10e and STC Land Value Determination Publications and have less than 1% of land adjustments without reason? MCL 211.10g(1)(h)(i). ..... <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Notes:</p>			
<p>2. Does the assessing district have properly developed and documented Economic Condition Factors (“ECF”) that meet State Tax Commission requirements per <a href="#">MCL 211.10e</a> and <a href="#">STC ECF Publications</a>? MCL 211.10g(1)(h)(iii). ..... <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Notes:</p>			

**ASSESSMENT ROLL ANALYSIS FOR SUBSTANTIAL COMPLIANCE (Continued)**

3. Does the assessing district have an [assessment database](#) for which not more than 1% of parcels are in override and less than 1% flat land values – excluding DNR PILT Property (STC Policy)? MCL 211.10g(1)(h)(ii).....  Yes  No

Notes:

**ASSESSMENT PROCEDURE ANALYSIS FOR TECHNICAL COMPLIANCE (Requirements found in [MCL 211.10g](#))**

4. Does the assessing district use a [computer-assisted mass appraisal system](#) (CAMA) that is approved by the State Tax Commission as having sufficient software capabilities to meet requirements of the [General Property Tax Act](#) and to store and back up necessary data? MCL 211.10g(1)(b).....  Yes  No

Notes:

5. Does the assessing district have and follow a published policy under which its assessor’s office is reasonably accessible to taxpayers? MCL 211.10g(1)(c).

a. A designation by name, telephone number, and electronic mail address, of at least one official or employee in the assessor’s office to whom taxpayer inquiries may be submitted directly by telephone or electronic mail. MCL 211.10g(1)(c)(i).....  Yes  No

b. An estimated response time for taxpayer inquiries submitted, not to exceed seven business days. MCL 211.10g(1)(c)(ii). ....  Yes  No

c. Information about how a taxpayer may arrange an in-person meeting with an official or employee of the assessor’s office for purposes of discussing an inquiry. MCL 211.10g(1)(c)(iii).....  Yes  No

d. Information about how requests for inspection or production of records maintained by the assessor’s office should be made by a taxpayer and how those requests will be handled by the assessor’s office. MCL 211.10g(1)(c)(iv). ....  Yes  No

e. Information about any process that the assessor’s office may have to informally hear or resolve disputes brought by taxpayers before the March meeting of the Board of Review. MCL 211.10g(1)(c)(v).....  Yes  No

Notes:

**ASSESSMENT PROCEDURE ANALYSIS FOR TECHNICAL COMPLIANCE (Continued)**

6. Does the assessing district provide taxpayers online access to information regarding its assessment services, including, but not limited to, parcel information, land value studies and documentation, and economic condition factors if there is a city or township building within the assessing district in an area with broadband internet access? MCL 211.10g(1)(d). .....  Yes  No

Notes:

7. Does the assessing district include the contact information of at least one official or employee in the assessor's office including name, telephone number, and electronic mail address in notices to taxpayers concerning assessment changes and exemption determinations? MCL 211.10g(1)(e). ...  Yes  No

Notes:

8. Does the assessing district ensure that its support staff is sufficiently trained to respond to taxpayer inquiries, require that its assessors maintain their certification levels, and require that its Board of Review members receive training and updates required and approved by the State Tax Commission? MCL 211.10g(1)(f).....  Yes  No

Notes:

9. Does the assessing district comply with MCL 211.44(4) in respect to any property tax administration fee collected under section MCL 211.44? MCL 211.10g(1)(g). .....  Yes  No

Notes:

10. Does the assessing district conduct an annual personal property canvass and maintain sufficient personal property records according to developed State Tax Commission policies and statutory requirements? MCL 211.10g(1)(h)(iv).....  Yes  No

Notes:

**ASSESSMENT PROCEDURE ANALYSIS FOR TECHNICAL COMPLIANCE (Continued)**

11. Does a sample of the July and/or December Board of Review actions indicate the Board met the requirements of [MCL 211.53b](#) and considered only those items over which they have statutory authority? MCL 211.10g(1)(h)(v).....  Yes  No

Notes:

12. Does the assessing district have an adequate process for determining whether to grant or deny exemptions according to [statutory requirements](#)? MCL 211.10g(1)(h)(vi).....  Yes  No

Notes:

13. Does the assessing district meet the requirements outlined in the State Tax Commission's publication entitled, "[Supervising Preparation of the Assessment Roll.](#)" including, but not limited to, the submission of all required forms, attendance at all required meetings, fulfilling the requirements of the assessment roll, appraising and assessing taxable property including new construction, and maintenance of accurate record cards? MCL 211.10g(1)(h)(vii).....  Yes  No

Notes:

a. Was the auditor made aware of possible record card issues or inaccuracies by County Equalization, the local unit, the State Tax Commission, or the Michigan Tax Tribunal? .....  Yes  No

Notes:

**ASSESSMENT PROCEDURE ANALYSIS FOR TECHNICAL COMPLIANCE (Continued)**

14. Review of Exemptions Granted under [MCL 211.7u \(Poverty Exemptions\)](#) MCL 211.10g(i).

- a. Did the local unit grant any exemptions under MCL 211.7u (Poverty Exemption)? .....  Yes  No
- b. Does the local unit have proper [Poverty Exemption guidelines](#)? .....  Yes  No
- c. Do the local unit Poverty Exemption guidelines include a proper [asset level test](#)? .....  Yes  No
- d. Does a sampling of the exemptions granted under MCL 211.7u indicate that the statutory requirements were met and that the local unit policy was followed? .....  Yes  No

Notes:

15. Has the local unit implemented [CAMA Data Standards](#) as currently adopted by the State Tax Commission? MCL 211.10g(i). .....  Yes  No

Notes:

**CERTIFICATION**

I hereby declare that the foregoing information submitted is a complete and true statement.

Signature	Date
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By checking this box, I agree and confirm that the signature I have typed above is the electronic representation of my original, handwritten signature when used on this document. I further understand that signing this document using my electronic signature will have the same legally binding effect as signing my signature using pen and paper.



<b>Board:</b>	City Commission
<b>Agenda Date:</b>	10/13/2025
<b>Department:</b>	Assessor
<b>Presenter:</b>	Janice Frizzell

## Staff Report

### Agenda Item Title:

Review and Approve of Personal Property Canvass & Roll Maintenance Policy

### Background:

In preparation for the 2026 Assessment Audit and in accordance with Public Act 660 of 2018, the Assessor’s Office has drafted an Personal Property Canvass & Roll Maintenance Policy to meet the requirements of MCL 211.10g(1)(h) (iv). The policy will be evaluated for compliance during the 2026 Assessment Audit, as outlined in Questions 10 of Michigan State Tax Commission Assessment Audit Review Sheet (Form 5822).

### Fiscal Effect:

### Supporting Documentation:

Proposed Personal Property Canvass & Roll Maintenance Policy

### Recommendation:

Motion to approve the Personal Property & Roll Maintenance Policy.



## CITY OF GLADSTONE ASSESSOR'S OFFICE

### PERSONAL PROPERTY CANVASS & ROLL MAINTENANCE POLICY

---

#### **Purpose**

To ensure accurate assessment of personal property and compliance with the General Property Tax Act, the City of Gladstone conducts an annual canvass and maintains its personal property roll in accordance with PA 660 of 2018.

#### **Annual Canvass Procedure**

Between October and December, the Assessor's Office will:

- Drive through the city to identify new or closed businesses
- Conduct site visits as needed to verify additions or removals of personal property
- Update records to reflect the status of property as of Tax Day (December 31)

#### **Mailing of Personal Property Forms**

Following the canvass, the Assessor's Office will mail the following forms to applicable businesses with assessable personal property:

- Form 632 (L-4185): Personal Property Statement
- Form 5076: Small Business Tax Exemption Claim
- Form 5278: Eligible Manufacturing Personal Property Exemption Claim

If a business does not receive a form but owns assessable personal property, it is still required to file. Forms are available at the Assessor's Office or online at [michigan.gov/taxes](https://michigan.gov/taxes)

#### **Filing Deadline**

Completed forms must be returned by February 20 (postmark accepted). If February 20 falls on a weekend or holiday, the deadline moves to the next business day.

- Late but postmarked-on-time forms will be processed
- Forms received and postmarked after the deadline will not be accepted
- Incomplete forms will be rejected and returned

- Envelopes are retained for those postmarked after February 20 as proof of untimely filing

### **Denials & Appeals**

If a property does not qualify for an exemption, the taxpayer will receive written notice explaining:

- The reason for denial
- Instructions for appealing to the March Board of Review

Taxpayers may also late-file directly with the Board of Review before its final adjournment.

### **Notice of Assessment**

At least 14 days before the March Board of Review, the Assessor's Office will mail a Notice of Assessment, Taxable Valuation, and Property Classification. This notice includes:

- Tentative assessed and taxable values
- Dates and times of the March Board of Review meetings
- Contact information for the Assessor

### **Record Maintenance**

Personal property records are maintained at the City of Gladstone Assessor's Office. These records are not subject to FOIA requests.



## Michigan State Tax Commission Assessment Audit Review Sheet

The [State Tax Commission](#), per [MCL 211.10f](#), is required to determine substantial compliance with the requirements of Public Act 660, [MCL 211.10g](#), within the [General Property Tax Act](#). The audit reflects the minimum assessing requirements of an assessing district based on statute and [STC Rules](#), [Policy](#), [Bulletins](#) and [Publications](#).

As stated in [STC Guideline 2020-1](#), each aspect within the audit is defined as “Technical” or “Substantial.” A determination of Noncompliance will be made by the State Tax Commission if any “Substantial” aspect of the audit is not satisfied. Assessing districts that do not meet one or more of the “Substantial” aspects and/or four or more “Technical” aspects of the review will be required to submit a corrective action plan detailing how and when the deficiencies will be resolved. A final determination of Noncompliance may result in a follow up review, assumption of jurisdiction by the State Tax Commission, or assignment of the roll to the [Designated Assessor](#).

LOCAL UNIT BACKGROUND INFORMATION (Technical Compliance)			
Year of Audit	Local Unit Name	County Name	
Assessor Name		Assessor Certification Level	
Supervisor, City Manager or Mayor Name		Title	
Mailing Address of Supervisor, City Manager or Mayor	City	State	ZIP Code
Date the assessor <a href="#">certified the assessment roll</a>			
<p>Other than staff listed on Form 5730, did the assessor receive outside assistance, in the form of a contract or otherwise, in the development of valuation studies and or field data collection? ..... <input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>If answering yes, provide their names, and detail the work completed.</p>			
ASSESSMENT ROLL ANALYSIS FOR SUBSTANTIAL COMPLIANCE (Requirements found in <a href="#">MCL 211.10g</a> )			
<p>1. Does the assessing district have properly developed and documented land values that meet State Tax Commission requirements per MCL 211.10e and STC Land Value Determination Publications and have less than 1% of land adjustments without reason? MCL 211.10g(1)(h)(i). ..... <input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>Notes:</p>			
<p>2. Does the assessing district have properly developed and documented Economic Condition Factors (“ECF”) that meet State Tax Commission requirements per <a href="#">MCL 211.10e</a> and <a href="#">STC ECF Publications</a>? MCL 211.10g(1)(h)(iii). ..... <input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>Notes:</p>			

**ASSESSMENT ROLL ANALYSIS FOR SUBSTANTIAL COMPLIANCE (Continued)**

3. Does the assessing district have an [assessment database](#) for which not more than 1% of parcels are in override and less than 1% flat land values – excluding DNR PILT Property (STC Policy)? MCL 211.10g(1)(h)(ii).....  Yes  No

Notes:

**ASSESSMENT PROCEDURE ANALYSIS FOR TECHNICAL COMPLIANCE (Requirements found in [MCL 211.10g](#))**

4. Does the assessing district use a [computer-assisted mass appraisal system](#) (CAMA) that is approved by the State Tax Commission as having sufficient software capabilities to meet requirements of the [General Property Tax Act](#) and to store and back up necessary data? MCL 211.10g(1)(b).....  Yes  No

Notes:

5. Does the assessing district have and follow a published policy under which its assessor’s office is reasonably accessible to taxpayers? MCL 211.10g(1)(c).

a. A designation by name, telephone number, and electronic mail address, of at least one official or employee in the assessor’s office to whom taxpayer inquiries may be submitted directly by telephone or electronic mail. MCL 211.10g(1)(c)(i).....  Yes  No

b. An estimated response time for taxpayer inquiries submitted, not to exceed seven business days. MCL 211.10g(1)(c)(ii). ....  Yes  No

c. Information about how a taxpayer may arrange an in-person meeting with an official or employee of the assessor’s office for purposes of discussing an inquiry. MCL 211.10g(1)(c)(iii).....  Yes  No

d. Information about how requests for inspection or production of records maintained by the assessor’s office should be made by a taxpayer and how those requests will be handled by the assessor’s office. MCL 211.10g(1)(c)(iv). ....  Yes  No

e. Information about any process that the assessor’s office may have to informally hear or resolve disputes brought by taxpayers before the March meeting of the Board of Review. MCL 211.10g(1)(c)(v).....  Yes  No

Notes:

**ASSESSMENT PROCEDURE ANALYSIS FOR TECHNICAL COMPLIANCE (Continued)**

6. Does the assessing district provide taxpayers online access to information regarding its assessment services, including, but not limited to, parcel information, land value studies and documentation, and economic condition factors if there is a city or township building within the assessing district in an area with broadband internet access? MCL 211.10g(1)(d). .....  Yes  No

Notes:

7. Does the assessing district include the contact information of at least one official or employee in the assessor's office including name, telephone number, and electronic mail address in notices to taxpayers concerning assessment changes and exemption determinations? MCL 211.10g(1)(e). ...  Yes  No

Notes:

8. Does the assessing district ensure that its support staff is sufficiently trained to respond to taxpayer inquiries, require that its assessors maintain their certification levels, and require that its Board of Review members receive training and updates required and approved by the State Tax Commission? MCL 211.10g(1)(f).....  Yes  No

Notes:

9. Does the assessing district comply with MCL 211.44(4) in respect to any property tax administration fee collected under section MCL 211.44? MCL 211.10g(1)(g). .....  Yes  No

Notes:

10. Does the assessing district conduct an annual personal property canvass and maintain sufficient personal property records according to developed State Tax Commission policies and statutory requirements? MCL 211.10g(1)(h)(iv).....  Yes  No

Notes:

**ASSESSMENT PROCEDURE ANALYSIS FOR TECHNICAL COMPLIANCE (Continued)**

11. Does a sample of the July and/or December Board of Review actions indicate the Board met the requirements of [MCL 211.53b](#) and considered only those items over which they have statutory authority? MCL 211.10g(1)(h)(v).....  Yes  No

Notes:

12. Does the assessing district have an adequate process for determining whether to grant or deny exemptions according to [statutory requirements](#)? MCL 211.10g(1)(h)(vi).....  Yes  No

Notes:

13. Does the assessing district meet the requirements outlined in the State Tax Commission's publication entitled, "[Supervising Preparation of the Assessment Roll.](#)" including, but not limited to, the submission of all required forms, attendance at all required meetings, fulfilling the requirements of the assessment roll, appraising and assessing taxable property including new construction, and maintenance of accurate record cards? MCL 211.10g(1)(h)(vii).....  Yes  No

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Notes:

**ASSESSMENT PROCEDURE ANALYSIS FOR TECHNICAL COMPLIANCE (Continued)**

14. Review of Exemptions Granted under [MCL 211.7u \(Poverty Exemptions\)](#) MCL 211.10g(i).

- a. Did the local unit grant any exemptions under MCL 211.7u (Poverty Exemption)? .....  Yes  No
- b. Does the local unit have proper [Poverty Exemption guidelines](#)? .....  Yes  No
- c. Do the local unit Poverty Exemption guidelines include a proper [asset level test](#)? .....  Yes  No
- d. Does a sampling of the exemptions granted under MCL 211.7u indicate that the statutory requirements were met and that the local unit policy was followed? .....  Yes  No

Notes:

15. Has the local unit implemented [CAMA Data Standards](#) as currently adopted by the State Tax Commission? MCL 211.10g(i). .....  Yes  No

Notes:

**CERTIFICATION**

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Signature	Date
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<b>Board:</b>	City Commission
<b>Agenda Date:</b>	10-13-2025
<b>Department:</b>	Housing Commission
<b>Presenter:</b>	City Manager

## Staff Report

### Agenda Item Title:

Gladstone Housing Commission Reappointment – Mr. Rudolph Kaminen

### Background:

Mr. Rudolph Kaminen is willing to continue to serve on the Gladstone Housing Commission. This reappointment has a term expiration of October 1, 2030.

### Fiscal Effect:

None

### Supporting Documentation:

None

### Recommendation:

Reappoint Mr. Rudolph Kaminen to the Housing Commission with a term expiration of October 1, 2030.



<b>Board:</b>	City Commission
<b>Agenda Date:</b>	10-13-2025
<b>Department:</b>	Treasurer
<b>Presenter:</b>	Eric Buckman

# Staff Report

**Agenda Item Title:**

Set Work Session for Audit Presentation of Fiscal Year 2024-2025

**Background:**

Presentation of Fiscal Year (FY) 2024-2025 Audit by Anderson Tackman

Recommended date is Monday, October 27, 2025 at 5:00 PM

**Fiscal Effect:**

**Supporting Documentation:**

A copy of the audit will be available on the City’s website along with hard copies provided to the City Commissioners.

**Recommendation:**

Motion to set a work session for Monday, October 27, 2025 at 5:00 PM City Hall Commission Chambers for the Fiscal Year 2024-2025 Audit Presentation.

# Gladstone

## MICHIGAN

### Social Media Report

July 1, 2024 – June 30, 2025

#### Audience overview

Custom: Jul 1 - Jun 30

3,973 Total followers

+16.9% from previous 365 days



545

Net follows



133

Unfollows

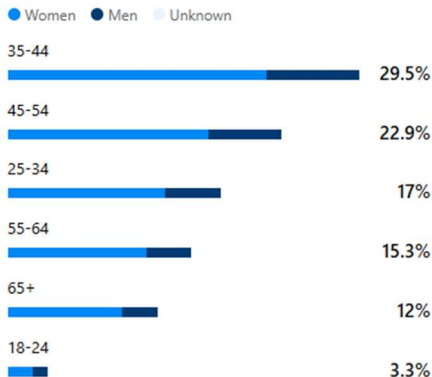
#### Net follows by content type

Lifetime



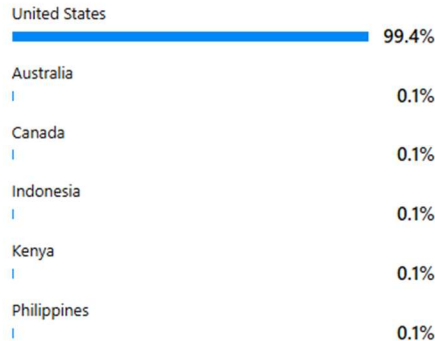
#### Age & gender

Lifetime



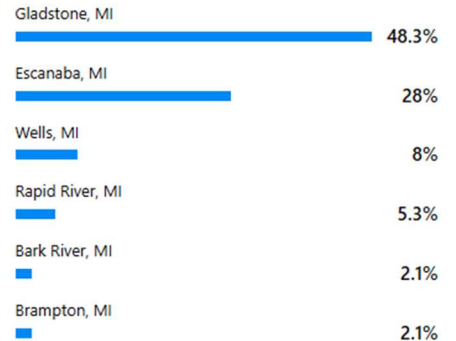
#### Country

Lifetime



#### Cities

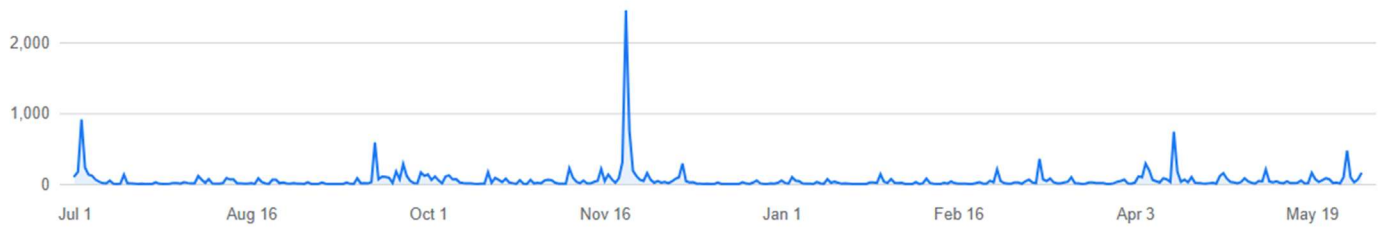
Lifetime



### Interaction overview i

Custom: Jul 1 - Ju

**20,117 Interactions** i  
+463.3% from previous 365 days

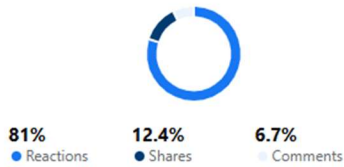


**16,285**  
Reactions i

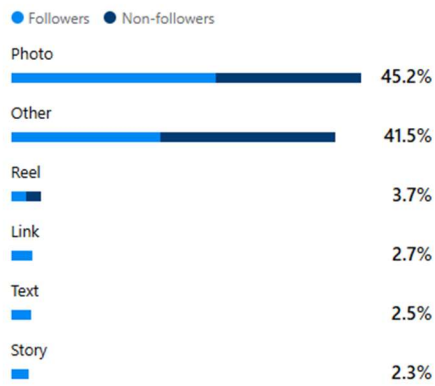
**1,338**  
Comments i

**2,494**  
Shares i

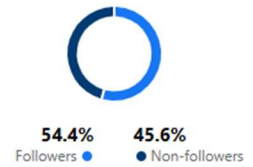
#### By interaction type i



#### By content type i



#### By followers vs non-followers i



#### Top content

based on interactions

[See all](#)

<p>Wed Dec 4, 1:19pm <b>1,168</b> Interactions</p>	<p>Thu Jun 26, 10:50am <b>303</b> Interactions</p>	<p>Wed Oct 2, 2:15pm <b>298</b> Interactions</p>	<p>Thu May 8, 11:31am <b>206</b> Interactions</p>	<p>Mon Mar 31, 1:10pm <b>197</b> Interactions</p>	<p>Tue Dec 3, 9:48am <b>183</b> Interactions</p>	<p>Mon Apr 28, 1:19pm <b>162</b> Interactions</p>
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# Top Content

Top content

### Post insights

**City of Gladstone**  
Published by Patricia West · December 4, 2024

Meet Ernie Talbert, a beloved member of the Gladstone community and the newest recipient of the "This is Gladstone" Residential Award. 🏆

Known for riding his three-wheeled bicycle around town to pick up trash and volunteering at Brampton Bike and Ski, Ernie was proudly recognized yesterday for his selfless contributions to our community.

Hugs and kisses, Ernie! This town wouldn't be the same without you. ❤️



👍❤️ 995    1 💬 170 ➦


👍 Like    💬 Comment    ➦ Share

City of Gladstone allows profiles and Pages it mentions to comment on this post.

Most relevant ▾

### Views 1

**86,146**



82% Non-followers    18% Followers

---

### Who viewed your content 1

Age and gender    Top countries

● Women    ● Men    ● Unknown

Age Group	Percentage
25-34	26.9%
35-44	18.7%
65+	17.7%
55-64	13.4%
18-24	12.9%
45-54	10.5%

---

### Net follows 1

**0**  
Net follows

---

### Interactions 1

**3,060**

Interaction Type	Count
Reactions	2,887
Comments	1
Shares	171
Saves	1

---

### Link clicks 1

**0**  
Link clicks

Top content

### Post insights


City of Gladstone is with Gladstone Volunteer Fire Department and 2 others. Published by Patricia West · December 3, 2024 ·

Gladstone's Candy Cane & Canned Food Drive is spreading holiday cheer while supporting the Gladstone St. Vincent de Paul food pantry!

Sunday, December 15, 2024  
5:00 PM – 8:00 PM

Firefighters and volunteers will make their way around town with festively decorated firetrucks, collecting non-perishable food donations and handing out candy canes as a thank-you.

👉 Leave your porch light on if you have a donation ready, and enjoy the joy of giving back this holiday season!




Sun, Dec 15, 2024  
**Gladstone's Candy Cane & Canned Food Drive**  
Happening all around Gladstone!  
5 Went · 18 Interested

88 92

### Views

31,245



80% Non-followers 20% Followers

### Net follows

0 Net follows

### Who viewed your content

Age and gender Top countries

Women Men Unknown

35-44	29.3%
25-34	23.8%
18-24	17.6%
45-54	10.7%
55-64	10%
65+	8.5%

### Interactions

439

Like	285
Love	58
Wow	0
Haha	1
Sad	0
Angry	0
Dislike	0
Reactions	344
Comments	0
Shares	95
Saves	0

### Link clicks

297 Link clicks

Top content  
**Post insights**

City of Gladstone is with The Saloon and First Bank in Gladstone.  
 Published by Patricia West · October 2, 2024 ·

The sunrise this morning was absolutely stunning and the perfect way to start the day. Nothing beats fall mornings in our beautiful little town! 🌅



👍❤️🔥 280    21 ➦

Like    Comment    Share

City of Gladstone allows profiles and Pages it mentions to comment on this post.

Comment as City of Gladstone

**Views** ⓘ

29,341

90% Non-followers    10% Followers

**Net follows** ⓘ

0 Net follows

**Who viewed your content** ⓘ

Age and gender    Top countries

Women    Men    Unknown

25-34	26.4%
35-44	25%
65+	17.4%
55-64	15.2%
18-24	11.4%
45-54	4.6%

**Interactions** ⓘ

369

👍	248
❤️	77
😂	0
😄	1
😮	24
😏	1
😬	0

Reactions: 351  
 Comments: 0  
 Shares: 17  
 Saves: 1

**Link clicks** ⓘ

0 Link clicks

Top content  
**Post insights**

City of Gladstone is with Gladstone Public Safety Department and Gladstone Area Schools.  
 Published by Patricia West · May 8 ·

We are so excited to share the next recipient of the "This is Gladstone" award!

Second grader Paislee Menard is making a big impact at her school. After noticing conflicts on the playground, she started a student-led initiative called the Playground Peacemakers — helping classmates resolve small problems before they become big ones.

With support from Officer Mallory Nelsen, Paislee created strategies for peer conflict resolution and shared her vision with the entire school at a recent assembly. The program has grown so popular, she now manages a rotating schedule of Peacemakers from her locker!

Paislee's leadership, empathy, and problem-solving inspire not just other kids, but adults too. Her simple yet powerful approach reminds us all that even the youngest among us can lead the way in building a stronger, kinder community. 💖



👍❤️🔥 175    1    30 ➦

Like    Comment    Share

City of Gladstone allows profiles and Pages it mentions to comment on this post.

**Views** ⓘ

27,904

64% Non-followers    36% Followers

**Net follows** ⓘ

0 Net follows

**Who viewed your content** ⓘ

Age and gender    Top countries

Women    Men    Unknown

25-34	31.4%
35-44	24.3%
45-54	15.9%
55-64	11.1%
65+	9.3%
18-24	8.1%

**Interactions** ⓘ

798

👍	399
❤️	367
😂	0
😄	0
😮	1
😏	0
😬	0

Reactions: 767  
 Comments: 1  
 Shares: 30  
 Saves: 0

**Link clicks** ⓘ

0 Link clicks

Top content

### Post insights

**City of Gladstone**  
Published by Patricia West · June 26 · 🌐

Meet Gladstone's newest resident! If you've been by the waterfront this week, you may have spotted a crew hard at work helping this guy settle into his new home.

Thanks to [Visit Escanaba](#) and the incredible talent of the [Martinez Studio](#) team, Gladstone has a new photo-worthy landmark you won't want to miss!

Curious how he came to life? Check out the full story linked in the comments! 📌



👍❤️ 266    1 🗨️ 33 ➦


👍 Like    🗨️ Comment    ➦ Share

City of Gladstone allows profiles and Pages it mentions to comment on this post.

Most relevant ▾

### Views

**22,830**



80% Non-followers    20% Followers

---

### Net follows

**0**  
Net follows

---

### Who viewed your content

Age and gender    Top countries

● Women    ● Men    ● Unknown

Age Group	Percentage
35-44	22.2%
65+	20.5%
25-34	18.9%
45-54	16.9%
55-64	16.3%
18-24	5.2%

---

### Interactions

**448**

Interaction Type	Count
Like	310
Love	89
Wow	0
Haha	4
Care	8
Dislike	0
Angry	0
Reactions	411
Comments	1
Shares	35
Saves	1

---

### Link clicks

**0**  
Link clicks



<b>Board:</b>	City Commission
<b>Agenda Date:</b>	10-13-2025
<b>Department:</b>	Assessor
<b>Presenter:</b>	City Commission

# Staff Report

**Agenda Item Title:**

Annual Evaluation City Assessor

**Background:**

It is the Assessor choice to go into open or closed session – Assessor Janice Frizzell has indicated to the City Clerk she would like closed session.

**Fiscal Effect:**

**Supporting Documentation:**

**Recommendation:**

If the Assessor requests closed session the motion would be as follows:

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

Requires simple majority vote (3).

If the Assessor requests open session just continue with meeting. The employee has the right to request closed session at any point.