



## Grand Ledge City Council

**REGULAR MEETING AGENDA**  
**MONDAY, 09 FEBRUARY 2026 – 7:00 P.M.**  
**COUNCIL CHAMBERS, CITY HALL**  
**310 GREENWOOD ST., GRAND LEDGE MI 48837**

- I. ROLL CALL OF CITY COUNCIL** – Mayor Keith Mulder; Mayor Pro-Tem Rick Lantz; and Council Members Brett Gillespie, Tom Jancek, Dave Logel, Lynne MacDowell, and Don Willems
  
- II. PLEDGE OF ALLEGIANCE** – Any person(s) attending may participate in reciting the Pledge of Allegiance to the American Flag. The Mayor may choose to designate, with their consent, a Council Member or a person attending to lead the Pledge of Allegiance. The City Council shall not require any Council Member(s) or person(s) attending to recite the Pledge of Allegiance.
  
- III. AUDIENCE PARTICIPATION** – Any person(s) attending may comment on any subject. All presentations before the City Council shall be limited to five minutes per individual presentation. The Rules of City Council prohibit the City Council from debating or discussing issues with the public. The City Council requests county, state, and federal elected or appointed government officials address the City Council during Item VI, to allow for interaction.
  
- IV. PRESENTATION**
  - Proclamation honoring Susan Stachowiak.
  
  - Introduce Nicholas Montry, Zoning Administrator.
  
- V. APPROVAL OF CONSENT AGENDA** – The City Council approves items listed on the consent agenda by a single roll call vote without debate. If any Council Member desires to debate any item listed on the consent agenda, they may remove the item and place it on the regular agenda for consideration in due order.
  - A. Motion** – To approve the Monday, 09 February 2026 City Council consent agenda, as follows:
    - i. Financial transactions and bills.
    - ii. Monday, 26 January 2026 City Council minutes.
    - iii. Assistant Public Works Superintendent and Water Plant Supervisor job descriptions.
    - iv. Water Distribution System Repair Parts Inventory.

**VI. REGULAR AGENDA** – The City Council may remove any item from or add any item to the regular agenda or approve the agenda without changes.

**A. Motion** – To approve the Monday, 09 February 2026 regular City Council agenda.

**VII. COMMITTEE AND BOARD REPORTS** – Council Members and staff may report on discussions and actions of committees and boards. The City Council invites county, state, and federal elected or appointed government officials to address the City Council at this time, to allow for interaction.

**Planning Commission**

**VIII. STAFF REPORTS** – The City Council may receive reports from various department heads.

**Manager's Office**

**Community Development Office**

**Department of Public Services**

**Assessing Department**

**Building Department – 2025 Annual Report**

**A. Motion** – To receive and place on file the January 2026 staff reports from the Manager's Office, Community Development Office, Department of Public Services, Assessing Department, and Building Department, and the Building Department 2025 Annual Report.

**IX. UNFINISHED BUSINESS** – The City Council may again debate any item(s) under its authority previously debated but not finally disposed of and may or may not act upon the item(s) as indicated.

**A. Motion** – To approve the final Certificate of Substantial Completion, final Change Order No. 16, and final Pay Application No. 28 for the Iron Removal Plant.

**X. NEW BUSINESS** – The City Council may debate any item(s) under its authority not previously debated and may or may not act upon the item(s) as indicated.

**A. Resolution** – To approve a bid award and authorize a lease agreement for crop farming at Abrams Municipal Airport with Jacob Clark.

**B. Resolution** – To approve a bid award and authorize a contract for mowing at Abrams Municipal Airport with Litchfield Field Mowing Brush Trimming.

**C. Resolution** – To approve a contract for Hauling and Land Application of Liquid Biosolids with NutriGro Environmental Solution, Inc.

- XI. AUDIENCE PARTICIPATION** – Any persons attending may comment on any subject. All presentations before the City Council shall be limited to five minutes per individual presentation. The Rules of City Council prohibit the City Council from debating or discussing issues with the public.
- XII. COMMUNICATIONS FROM THE MAYOR AND COUNCIL** – The Mayor may make appointments and reappointments to boards and committees, may report on subjects referred by Council Members, staff, and residents, and may comment on any subject. Council Members may report on subjects referred by residents and may comment on any subject.
- XIII. CLOSED SESSION** – The Open Meetings Act allows the City Council to discuss certain subjects without the presence of the public. The City Council may request a staff member or any other person the City Council determines to be necessary, by a majority of the Council Members present, to attend the Closed Session. Once the Closed Session has ended, the City Council will resume the regular meeting.
- A. Motion** – To move into closed session, per the Open Meetings Act, Section 8(d), to consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained, and Section 8(h), to consider material exempt from discussion or disclosure by state or federal statute, being correspondence from its attorney, dated 09 February 2026.
- XIV. ADJOURNMENT** – When the City Council has completed all items listed on the approved agenda, the presiding officer may ask for a motion to adjourn the meeting. If the time is significantly late and items remain on the approved agenda, the presiding officer may ask for a motion to adjourn the meeting to another specific date, time, and place at which to resume and complete the approved agenda.

The meeting will be held in person, per the Open Meetings Act, and will also be livestreamed via Zoom for informational purposes only. The public is invited to attend in person to participate and offer comments. Written comments can also be submitted to the City Clerk at 310 Greenwood St., Grand Ledge MI 48837, or [cityhall@cityofgrandledge.com](mailto:cityhall@cityofgrandledge.com).

Join from PC, Mac, iPad, or Android:

<https://us02web.zoom.us/j/86012759197>

Phone one-tap:


+16469313860,,86012759197#, +13017158592,,86012759197# (Washington DC)

Join via audio:

+1 646 931 3860, +1 301 715 8592 (Washington DC), +1 305 224 1968, +1 309 205 3325, +1 312 626 6799 (Chicago), +1 646 876 9923 (New York), +1 719 359 4580, +1 253 205 0468, +1 253 215 8782 (Tacoma), +1 346 248 7799 (Houston), +1 360 209 5623, +1 386 347 5053, +1 408 638 0968 (San Jose), +1 507 473 4847, +1 564 217 2000, +1 669 444 9171, +1 669 900 6833 (San Jose), +1 689 278 1000

Webinar ID: 860 1275 9197

International numbers available: <https://us02web.zoom.us/j/kbuNFVeZgz>



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Gregory Newman, City Clerk

**THE GRAND LEDGE CITY COUNCIL WILL HOLD ITS NEXT REGULAR MEETING ON MONDAY, 23  
FEBRUARY 2025, AT 7:00 P.M., IN THE COUNCIL CHAMBERS, CITY HALL, 310 GREENWOOD ST.,  
GRAND LEDGE MI 48837.**

# *Proclamation*

Whereas, Susan Stachowiak has served the City of Grand Ledge as its Zoning Administrator for over thirty years, since first joining the city in October 1995; and

Whereas, as Susan gained knowledge, skills, and experience, she provided the city with professional planning and zoning administration, working with both the Planning Commission and the Zoning Board of Appeals; and

Whereas, Susan contributed to numerous projects over the years, including Ledges Commerce Park, Meijer, and the Meadow Woods and Fieldstone Farms subdivisions, and the redevelopment of the commercial properties at the M-43 and M-100 intersection; and

Whereas, working with the Planning Commission, Susan lead the continual improvement of both the Zoning Ordinance and Master Plan; and

Whereas, Susan Stachowiak has made the decision to conclude her long tenure and retire from the city on February 27, 2026;

Now, therefore, be it known to one and all, that I, the Mayor of the City of Grand Ledge, join with the City Council, city management and staff, and the residents and businesses of our community to recognize Susan Stachowiak as a beloved member of our team and our community, express our gratitude for her service and commitment to Grand Ledge, thank her for the dedication and care she demonstrated in her work, and wish her continued success in all her future endeavors.

Given this 09<sup>th</sup> day of February, in the year 2026.

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Keith O. Mulder, Mayor



January 20, 2026

Mr. Nicholas Montry  
[REDACTED]  
[REDACTED]

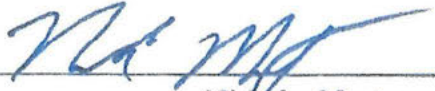
Dear Mr. Montry:

It has been a pleasure meeting you and we look forward to working with you in the future. Below is the City's conditional offer of employment as our Zoning Administrator. This position is a non-union, at-will FLSA Exempt position subject to city operational needs. Please review sign and return this letter by January 23, 2026. If there are any concerns or items you wish to discuss further, please feel free to contact us.

- **Background check** - final aspects of your background check must be completed, cleared, and deemed acceptable to the city.
- **Physical/drug screen** – must be completed and cleared.
  - Physical is scheduled for Monday, January 26 at 2:30 p.m., at Sparrow Occupational Health, 1004 E. Michigan Ave. (old Rite Aid building) Lansing, MI 48812.
- **Start date** – Monday, February 9, 2026.
- **Salary** – Annual Salary of \$82,162, paid bi-weekly. (Grade 6 Step 9).
- **Normal Business Hours** - This position is an in-person position with normal hours being 8:00 am to 5:00 p.m. Monday through Friday. Some evening meetings are required.
- **Vacation time** - Accrual starts from the beginning date of employment in accordance with the Personnel Manual. During the first year of uninterrupted employment through five (5) years of uninterrupted employment – vacation accrual rate of 120 hours with an additional 40 hours for department heads in accordance with the Personnel Manual.
- **Sick time** – 96 hours annually accrued on a monthly basis in accordance with the Personnel Manual.
- **Personal time** – beginning bank of 40 hours with accruals to start from beginning date of employment in accordance with the Personnel Manual.
- **Holidays** -13 ½ paid holidays in accordance with the Personnel Manual.
- **Health/Dental/Vision** – Benefits to cover you and your family as provided to all other employees not covered by a collective bargaining agreement in accordance with the Personnel Manual. Currently there are no healthcare premium costs to employees.
- **Cell Phone Stipend** - \$817.00 annually, paid bi-weekly, in accordance with the Personnel Manual.
- **Retirement** – Participation in Mission Square defined contribution retirement account of the city. The city will match \$1 for each \$1 the employee contributes to a maximum of 10% of the employee's regular base annual earnings. Vesting is 20% annually. In accordance with the Personnel Manual.
- **Life insurance** – Benefits for employee and dependents are provided at no cost to employee. Employees are eligible to purchase additional insurance at their own cost.

- **Other miscellaneous benefits** – Coverage for short term disability benefits, employee assistance program, flexible spending and daycare reimbursement accounts, and continuing education annual allocation.
- **Zoning Administrator Certificate** –Attain a Michigan State University Zoning Administrator Certificate as soon as it can be scheduled. We currently have a request out with MSU to find out when the next class is.

I hereby agree to the above items



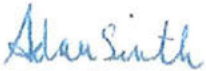
Nicholas Montry

1-21-2026

Date

We all look forward to having you as part of our management team. Again, please let me or Ameer know if you have any questions or concerns.

Sincerely,



Adam R. Smith  
City Manager

# NICHOLAS MONTRY

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## Professional Summary

Possesses versatile skills in project management, problem-solving, and collaboration. Brings fresh perspective and strong commitment to quality and success. Recognized for adaptability and proactive approach in delivering effective solutions. Experienced leader with strong background in guiding teams, managing complex projects, and achieving strategic objectives. Excels in developing efficient processes, ensuring high standards, and aligning efforts with organizational goals. Known for collaborative approach and commitment to excellence.

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## Skills

- Governmental and Project Accounting
- Operational Improvement
- Decision Making
- Adaptability
- Process Improvement
- Strategic Vision
- Data Analysis
- Strategic Planning
- Verbal and Written Communication
- Stakeholder Engagement
- Business Development
- Policy and Procedure Development

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## Work History

### **Deputy Director Economic Development & Planning**

04/2023 to 04/2025

#### **City Of Lansing, Michigan – Lansing, MI**

Instrumental in the operations of six distinct divisions, including Code and Compliance, Building Safety, Parking Services, Zoning and Planning, Office of Financial Empowerment, and Community Development. Managed the complexities of a large and diverse department by developing and implementing efficient policies and procedures aimed at improving overall outcomes. Fostered collaboration with internal and external stakeholders to address critical challenges affecting the residents of Lansing, ensuring our initiatives aligned with community needs and departmental objectives. Provided strategic guidance to senior staff, supporting their professional growth and enhancing operational success. Cultivated strong relationships with City Council, developers, the media, and residents, effectively addressing concerns and promoting community engagement. Worked closely with developers, landlords, and property managers to navigate regulatory compliance and maintain safe housing. Advise the Director of Economic Development and Planning on significant issues and served as the acting Department Director when necessary. Partnered with

HR on staffing matters, including handling grievances and recruitment efforts, from crafting interview questions to approving hires. Successfully navigated a complex environment influenced by political dynamics, a history of underperformance, and a steadfast commitment to fostering meaningful change.

**Engineering Technician Supervisor**

02/2020 to 04/2023

**City Of Lansing** – Lansing, MI

Led a diverse team of Engineering Technicians, Engineering Assistants, and Operations and Maintenance staff in executing public works projects while ensuring compliance with city standards. Provided effective leadership through training and communication, promoting efficient procedures to achieve departmental goals. Oversaw the inspection of all City right-of-way permit applications, engineered drawings, and plans, ensuring that work performed met established city specifications. Actively communicated with applicants to resolve any discrepancies in submitted plans, facilitating a smooth workflow between inspection and execution. Supervised staff to guarantee timely completion of tasks, conducting follow-ups to ensure that all work adhered to proper procedures. Collaborated with City Engineer staff, Lansing Board of Water and Light, Consumers Energy, telecommunication companies, and contractors in meetings to discuss current and upcoming projects, addressing challenges and formulating solutions. Worked alongside the Director of Public Service to evaluate and implement changes in software systems that enhanced operational efficiency. Managed special event traffic control design and staffing, coordinating with Parks, LPD, Emergency Management, and LFD to ensure public safety. Served on the Silver Bells Committee from 2018 to 2022, contributing to successful event planning and execution. Supervised the City's Snow Ordinance, directing staff in snow removal inspections and facilitating appeals related to snow removal services. Oversaw the City's Sidewalk Trip Hazard Program, assisting homeowners in qualifying for the Sidewalk Assistance Program. Prepared reports for Public Service Department Board meetings and addressed resident complaints regarding restoration within the right-of-way by coordinating with permit holders to ensure proper restoration and conducting necessary re-inspections.

**Engineering Technician**

09/2018 to 02/2020

**City Of Lansing** – Lansing, MI

Monitoring contractor and homeowner compliance with permitted activities and ordinance requirements within the public right-of-way (sidewalk, street, sewer and utility construction as well as ordinance requirements for homeowners). Interacting with the public, other City departments and governmental agencies; gathering and providing information related to permits and right-of-way issues. Preparing sewer permits, right-of-way permits, soil erosion/sedimentation control permits, wye/tap permits and their receipts utilizing City Works Software. Assisting in site planning reviews. Inspecting SESC sites within the City limits, communicating results with contractors, and enforcing the laws of Part 91 (SESC) and Part 31 (Storm-Water Management). Manage and supervise the setup of

VENDOR	DESCRIPTION	AMOUNT
ALYSIA BEAUCHERE	RENTAL REFUND	100.00
APPLIED INNOVATION	RENTAL EQUIPMENT	479.64
ASAP PRINTING	PROFESSIONAL SERVICES	330.67
CAPITOL COMMUNICATIONS GROUP	PROFESSIONAL SERVICES	250.00
CINTAS*	PROFESSIONAL SERVICES	601.87
CORE & MAIN*	SUPPLIES	7,015.75
CSC E-PREPARE	RECORDING FEES	300.00
DETROIT SALT COMPANY*	SUPPLIES	26,653.69
DORNBOS SIGN INC*	SIGNS	316.25
ETNA*	SUPPLIES	1,662.74
EUROFINS	PROFESSIONAL SERVICES	307.67
FASTENAL COMPANY	SUPPLIES	14.22
FISHBECK INC	PROFESSIONAL SERVICES	22,202.00
FLEETPRIDE*	SUPPLIES	291.53
FLUID CONNECTIONS INC*	SUPPLIES	568.14
FRANKLIN HOLWERDA COMPANY	PROFESSIONAL SERVICES	965.00
FREDERICKSON SUPPLY	SUPPLIES	17,578.73
GOODYEAR TIRE AND RUBBER	SUPPLIES	2,391.18
GRAINGER*	SUPPLIES	1,183.21
GRAND LEDGE ACE*	SUPPLIES	177.21
GRAND LEDGE AREA YOUTH FOOTBALL	DEPOSIT REFUND	600.00
GRAND LEDGE AUTO PARTS*	SUPPLIES	327.77
HUBBELL ROTH CLARK*	PROFESSIONAL SERVICES	45,105.69
HYDROCORP*	PROFESSIONAL SERVICES	5,390.00
ISAAC WEEKS	EXPENSE REIMBURSMENT	100.69
JJAM TREASURER	TRAINING	150.00
JONS TO GO*	PROFESSIONAL SERVICES	855.00
JUSTIN CAMPBELL	EXPENSE REIMBURSMENT	211.99
KENDALL ELECTRIC*	SUPPLIES	2,849.05
KENT COMMUNICATIONS INC	PROFESSIONAL SERVICES	469.03
KIESLER POLICE SUPPLY	SUPPLIES	4,131.70
LANSING UNIFORM COMPANY*	UNIFORMS	1,224.45
LYDEN OIL COMPANY	SUPPLIES	435.45
MENARDS - LANSING WEST*	SUPPLIES	829.20
MERRITT PRESS	SUPPLIES	46.75
MI MUNICIPAL RISK MANAGEMENT*	INSURANCE	86,050.00
MICHIGAN CAT*	SUPPLIES	354.11
MICHIGAN CHAMBER SERVICES	SUPPLIES	257.00
MICHIGAN CHLORIDE SALES	SUPPLIES	1,971.22
MICHIGAN STATE POLICE	TRAINING	325.00
NEWKIRK ELECTRIC	PROFESSIONAL SERVICES	5,362.67

NORTH CENTRAL LABORATORIES*	PROFESSIONAL SERVICES	670.03
OVERHEAD DOOR	PROFESSIONAL SERVICES	210.00
PARKWAY ELECTRIC	PROFESSIONAL SERVICES	6,800.00
PERCEPTIVE CONTROLS*	PROFESSIONAL SERVICES	4,564.00
RELIANCE MATRIX*	INSURANCE	1,152.29
REPCO PAPER INC*	SUPPLIES	1,055.00
RK DAVIS	PROFESSIONAL SERVICES	2,057,953.65
SPEER ELECTRIC	PROFESSIONAL SERVICES	1,952.00
STATE OF MICHIGAN*	PERMITS	8,533.00
THE WOODHILL GROUP	PROFESSIONAL SERVICES	1,081.25
THRUN LAW FIRM	PROFESSIONAL SERVICES	6,311.00
TRACE ANALYTICAL LABORATORIES*	PROFESSIONAL SERVICES	1,603.50
UNITED RENTALS	SUPPLIES	85.00
USA BLUE BOOK*	SUPPLIES	98.90
VANESSA KOCH	RENTAL REFUND	100.00
VC3 INC*	IT SERVICES	18,573.30
WALTERS DIMMICK PETROLEUM	PROFESSIONAL SERVICES	350.00
TOTAL		2,351,529.19

TAX PAYMENTS		
CORELOGIC CENTRALIZED REFUNDS	TAX REFUND	1,623.36
COOK, JERRY	TAX REFUND	0.10
EATON COUNTY TREASURER*	TAX DISTRIBUTION	129,002.16
EATON RESA*	TAX DISTRIBUTION	64,652.89
GRAND LEDGE DISTRICT LIBRARY	TAX DISTRIBUTION	32,981.25
GRAND LEDGE PUBLIC SCHOOLS*	TAX DISTRIBUTION	88,114.37
GLAESA	TAX DISTRIBUTION	135,231.45
LANSING COMMUNITY COLLEGE	TAX DISTRIBUTION	1,495.03
TOTAL		453,100.61

GRAND TOTAL

2,804,629.80

\*DENOTES MULTIPLE INVOICES

**City of Grand Ledge  
Winter 2025 Tax Disbursement Due to Eaton County Treasurer  
Jan 16-31, 2026**

<b>Tax Distribution Amounts/Description</b>		<b>City of Grand Ledge Account Number</b>
\$19,315.93	Real and Personal- Eaton County Jail	703-000-222.000
\$26,239.78	Real and Personal- Eaton County 911	703-000-222.000
\$6,895.24	Real and Personal - Eaton County EATRAN	703-000-222.000
\$9,667.03	Real and Personal - Eaton County Juvenile	703-000-222.000
\$3,445.58	Real and Personal - Eaton County Medical Care	703-000-222.000
\$41,393.50	Real and Personal- Eaton County Roads	703-000-222.000
\$13,810.94	Real and Personal- Eaton County Parks	703-000-222.000
\$0.00	IFT - Eaton County Jail	703-000-222.000
\$0.00	IFT - Eaton County 911	703-000-222.000
\$0.00	IFT - Eaton County EATRAN	703-000-222.000
\$0.00	IFT - Eaton County Juvenile	703-000-222.000
\$0.00	IFT - Eaton County Medical Care	703-000-222.000
\$0.00	IFT - Eaton County Roads	703-000-222.000
\$0.00	Real - Eaton County Parks	703-000-222.000
\$0.00	Special Assessment - Deer	703-000-220.000
\$3,198.27	Special Assessment - John Earl	703-000-220.000
\$0.00	Special Assessment - John Earl Supple	703-000-220.000
\$0.00	Special Assessment - Lumbert	703-000-220.000
\$0.00	Special Assessment - Pingel Branch IC	703-000-220.000
\$0.00	Special Assessment - Reed IC	703-000-220.000
\$0.00	Special Assessment - Willow Hills Blvd.	703-000-220.000
\$0.00	Special Assessment - Waldo Drain	703-000-220.000
\$0.00	Special Assessment - Waldo No. 2	703-000-220.000
\$0.00	Special Assessment - Whitney	703-000-220.000
\$0.00	Special Assessment - Woodview Drain	703-000-220.000
\$582.90	Special Assessment - Woodview Estates	703-000-220.000
\$0.00	Special Assessment - Russell Drain	703-000-220.000
\$0.00	Special Assessment - Beasore and Maie	703-000-220.000
\$0.00	Special Assessment - Husted - Landenb	703-000-220.000
	Interest	704-000-000-221-103
<b>\$124,549.17</b>	<b>Total Due To (From)</b>	

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**CITY OF GRAND LEDGE**  
**Summer 2025 Tax Disbursement Due to Eaton County Treasurer**  
**Jan 16-31, 2026**

<b><u>Tax Distribution Amounts/Description</u></b>		<b><u>City of Grand Ledge Account Number</u></b>
\$ 2,026.57	Real and Personal - Eaton County Allocated	703-000-222.000
\$ 2,337.32	Real and Personal - SET Taxes	703-000-228.000
\$ -	IFT County Alloc	703-000-222.000
\$ -	IFT - SET Taxes	703-000-228.000
\$ 41.38	Interest - Eaton County	703-000-221.103
\$ 47.72	Interest - SET	703-000-221.103
<b>\$ 4,452.99</b>	<b>Total Due To (From)</b>	

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<b>City of Grand Ledge</b>		
<b>Winter 2025 Tax Disbursement Due to Eaton RESA</b>		
<b>Jan 16-31, 2026</b>		
<b><u>Tax Distribution Amounts/Description</u></b>		<b><u>City of Grand Ledge Account Number</u></b>
2,438.67	Real and Personal - Allocated	703-000-234.000
49,072.65	Real and Personal- Special Education	703-000-234.000
12,225.84	Real and Personal - Vocational Education	703-000-234.000
0.00	IFT - Allocated	703-000-234.000
0.00	IFT - Special Education	703-000-234.000
0.00	IFT - Vocational Education	703-000-234.000
0.00	Clinton County - Operating	703-000-234.000
0.00	Clinton County - Spec. Ed.	703-000-234.000
0.00	Clinton County - Voc Ed	703-000-234.000
0.00	Interest	703-000-221.103
<b>\$ 63,737.16</b>	<b>Total Due To (From)</b>	

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**CITY OF GRAND LEDGE**  
**Summer 2025 Tax Disbursement Due to Eaton RESA**  
**Jan 16-31, 2026**

<u>Tax Distribution Amounts/Description</u>		<u>City of Grand Ledge Account Number</u>
34.29	Real and Personal - Operating	703-000-234.000
690.96	Real and Personal - Special Education	703-000-234.000
172.17	Real and Personal - Vocational Education	703-000-234.000
-	Clinton County - Operating	703-000-234.000
-	Clinton County - Spec. Ed.	703-000-234.000
-	Clinton County - Voc Ed	703-000-234.000
-	IFT - Allocated	703-000-234.000
-	IFT - Spec. Ed	703-000-234.000
-	IFT - Voc. Ed.	703-000-234.000
<u>18.31</u>	Interest	703-000-221.103
<b>915.73</b>	<b>Total Due To (From)</b>	

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2/3/26  


CITY OF GRAND LEDGE			
Winter 2025 Tax Disbursement Due To Grand Ledge District Library			
Jan 16-31, 2026			
<u>Tax Distribution Amounts/Description</u>		<u>City of Grand Ledge Account Number</u>	
32,981.25	Real & Personal - District Library	703-000-223.001	
0.00	IFT Taxes	703-000-223.001	
0.00	Clinton County Real	703-000-223.001	
\$ -	Interest	703-000-221-103	
32,981.25	Total Due To (From)		

B  
2/3/26

**CITY OF GRAND LEDGE**  
**Winter 2025 Tax Disbursement Due to Grand Ledge Public Schools**  
**Jan 16-31, 2026**

<u>Tax Distribution Amounts/Description</u>		<u>City of Grand Ledge Account Number</u>	
\$77,869.75	Real and Personal - School Debt		703-000-225.001
\$10,917.40	Real and Personal- School Bldg. & Site		703-000-225.001
\$0.00	IFT - School Debt		703-000-225.001
\$0.00	IFT - School School Bldg. & Site		703-000-225.001
\$0.00	Clinton Co. Real - School Debt		703-000-225.001
\$0.00	Clinton Co. Real - School Sinking		703-000-225.001
	Interest		703-000-221.103
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\$88,787.15	Total Due To (From)		

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2/3/26

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**CITY OF GRAND LEDGE**

**Summer 2025 Tax Disbursement Due to Grand Ledge Public Schools  
Jan 16-31, 2026**

<u>Tax Distribution Amounts/Description</u>	<u>City of Grand Ledge Account Number</u>
(1,948.59) Real and Personal- School Operating	703-000-225.001
1,096.56 Real and Personal- School Debt	703-000-225.001
153.72 Real and Personal- Bldg. & Site	703-000-225.001
IFT - School Operating	703-000-225.001
- IFT - School Debt	703-000-225.001
- IFT - School Bldg. & Site	703-000-225.001
- Clinton County Real - Oper	703-000-225.001
- Clinton County Real - Debt	703-000-225.001
- Clinton County Real - Bldg. & Site	703-000-225.001
- Interest - School Operating	703-000-221.103
22.38 Interest - School Debt	703-000-221.103
3.15 Interest - Bldg. & Site	703-000-221.103
<b>\$ (672.78) Total Due To (From)</b>	

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*AKG*

City of Grand Ledge			
Winter 2025 Tax Disbursement Due to Grand Ledge Area Emergency Services Authority			
Jan 16-31, 2026			
<u>Tax Distribution Amounts/Description</u>		<u>City of Grand Ledge Account Number</u>	
135,231.45	Real & Personal- GLAESA Voted		703-000-230-001
-	Clinton County		703-000-230-001
-	IFT -		703-000-230-001
-	Interest & Penalty		703-000-221-103
<b>135,231.45</b>	<b>Total Due To (From)</b>		

*Ba*  
2/3/26  




12841 Sanders Street  
 Detroit, MI 48217  
 Phone No. 313-841-5144  
 Fax No. 313-841-0466  
 ar@detroitssalt.com

**Sell-to**  
 GRAND LEDGE CITY  
 310 Greenwood St.  
 Grand Ledge, MI 48837  
 UNITED STATES

**Ship-to**  
 GRAND LEDGE CITY  
 1174 COMET LANE  
 GRAND LEDGE, MI 48837

Invoice No. S126-35604  
 Posting Date 01/23/26  
 Payment Terms NET 30  
 Due Date 02/22/26  
 P.O.  
 Customer No. MIGRA15

Ticket No.	Date	Order	Location	Product	Qty	Rate	Amount	Tax Amount	Total
961426	01/23/26	SO26-18313	007	ROCK SALT	54.65	\$62.75	\$3,429.29		\$3,429.29
<b>Invoice Total</b>					<b>54.65</b>		<b>\$3,429.29</b>		<b>\$3,429.29</b>

**Total Invoice** \$3,429.29

202-492-776 \$2400.50  
 203-492-776 \$1028.79

QUESTIONS? PLEASE CALL 313-841-5144

FEDERAL ID 38-3341484

**PLEASE NOTE: OUR REMITTANCE ADDRESS HAS CHANGED**

Please remit payment to: Detroit Salt Company, PO Box 874127 Kansas City, MO 64187-4127



12841 Sanders Street  
 Detroit, MI 48217  
 Phone No. 313-841-5144  
 Fax No. 313-841-0466  
 ar@detroitssalt.com

**Sell-to**  
 GRAND LEDGE CITY  
 310 Greenwood St.  
 Grand Ledge, MI 48837  
 UNITED STATES

**Ship-to**  
 GRAND LEDGE CITY  
 1174 COMET LANE  
 GRAND LEDGE, MI 48837

Invoice No. SI26-35878  
 Posting Date 01/27/26  
 Payment Terms NET 30  
 Due Date 02/26/26  
 P.O.  
 Customer No. MIGRA15

Ticket No.	Date	Order	Location	Product	Qty	Rate	Amount	Tax Amount	Total
961991	01/27/26	SO26-18313	007	ROCK SALT	54.73	\$62.75	\$3,434.31		\$3,434.31
962019	01/27/26	SO26-18313	007	ROCK SALT	54.63	\$62.75	\$3,428.03		\$3,428.03
<b>Invoice Total</b>					<b>109.36</b>		<b>\$6,862.34</b>		<b>\$6,862.34</b>

**Total Invoice** \$6,862.34

202-492-776 - \$4803.64  
 203-492-776 - \$2058.70

QUESTIONS? PLEASE CALL 313-841-5144

FEDERAL ID 38-3341484

PLEASE NOTE: OUR REMITTANCE ADDRESS HAS CHANGED

Please remit payment to: Detroit Salt Company, PO Box 874127 Kansas City, MO 64187-4127



12841 Sanders Street  
 Detroit, MI 48217  
 Phone No. 313-841-5144  
 Fax No. 313-841-0466  
 ar@detroitsalt.com

**Sell-to**  
 GRAND LEDGE CITY  
 310 Greenwood St.  
 Grand Ledge, MI 48837  
 UNITED STATES

**Ship-to**  
 GRAND LEDGE CITY  
 1174 COMET LANE  
 GRAND LEDGE, MI 48837

Invoice No. SI26-35759  
 Posting Date 01/26/26  
 Payment Terms NET 30  
 Due Date 02/25/26  
 P.O.  
 Customer No. MIGRA15

Ticket No.	Date	Order	Location	Product	Qty	Rate	Amount	Tax Amount	Total
961733	01/26/26	SO26-18313	007	ROCK SALT	54.47	\$62.75	\$3,417.99		\$3,417.99
961861	01/26/26	SO26-18313	007	ROCK SALT	52.15	\$62.75	\$3,272.41		\$3,272.41
<b>Invoice Total</b>					<b>106.62</b>		<b>\$6,690.40</b>		<b>\$6,690.40</b>

**Total Invoice \$6,690.40**

202-492-776 . \$4603.28  
 203-492-776 . \$2007.12

QUESTIONS? PLEASE CALL 313-841-5144

FEDERAL ID 38-3341484

PLEASE NOTE: OUR REMITTANCE ADDRESS HAS CHANGED

Please remit payment to: Detroit Salt Company, PO Box 874127 Kansas City, MO 64187-4127



12841 Sanders Street  
 Detroit, MI 48217  
 Phone No. 313-841-5144  
 Fax No. 313-841-0466  
 ar@detroitssalt.com

**Sell-to**  
 GRAND LEDGE CITY  
 310 Greenwood St.  
 Grand Ledge, MI 48837  
 UNITED STATES

**Ship-to**  
 GRAND LEDGE CITY  
 1174 COMET LANE  
 GRAND LEDGE, MI 48837

Invoice No. SI26-35481  
 Posting Date 01/22/26  
 Payment Terms NET 30  
 Due Date 02/21/26  
 P.O.  
 Customer No. MIGRA15

Ticket No.	Date	Order	Location	Product	Qty	Rate	Amount	Tax Amount	Total
960917	01/22/26	SO26-18313	007	ROCK SALT	48.41	\$62.75	\$3,037.73		\$3,037.73
<b>Invoice Total</b>					<b>48.41</b>		<b>\$3,037.73</b>		<b>\$3,037.73</b>

**Total Invoice** \$3,037.73

70% \$2126 <sup>41</sup>  
 30% \$911 <sup>32</sup>  
 202 - 492 - 776  
 203 - 492 - 776

*Handwritten signature*  
 BR

QUESTIONS? PLEASE CALL 313-841-5144

FEDERAL ID 38-3341484

PLEASE NOTE: OUR REMITTANCE ADDRESS HAS CHANGED

Please remit payment to: Detroit Salt Company, PO Box 874127 Kansas City, MO 64187-4127



12841 Sanders Street  
Detroit, MI 48217  
Phone No. 313-841-5144  
Fax No. 313-841-0466  
ar@detroitsalt.com

**Sell-to**  
GRAND LEDGE CITY  
310 Greenwood St.  
Grand Ledge, MI 48837  
UNITED STATES

**Ship-to**  
GRAND LEDGE CITY  
1174 COMET LANE  
GRAND LEDGE, MI 48837

Invoice No. SI26-36259  
Posting Date 01/30/26  
Payment Terms NET 30  
Due Date 03/01/26  
P.O.  
Customer No. MIGRA15

Ticket No.	Date	Order	Location	Product	Qty	Rate	Amount	Tax Amount	Total
962976	01/30/26	SO26-18313	007	ROCK SALT	54.76	\$62.75	\$3,436.19		\$3,436.19
963065	01/30/26	SO26-18313	007	ROCK SALT	50.96	\$62.75	\$3,197.74		\$3,197.74
<b>Invoice Total</b>					<b>105.72</b>		<b>\$6,633.93</b>		<b>\$6,633.93</b>

**Total Invoice** **\$6,633.93**

70% 202-492-776 \$4643<sup>75</sup>

30% 203-492-776 \$1990<sup>18</sup>

DL  
Be

QUESTIONS? PLEASE CALL 313-841-5144  
FEDERAL ID 38-3341484

PLEASE NOTE: OUR REMITTANCE ADDRESS HAS CHANGED  
Please remit payment to: Detroit Salt Company, PO Box 874127 Kansas City, MO 64187-4127



HUBBELL, ROTH & CLARK, INC.  
CONSULTING ENGINEERS  
PO BOX 824  
BLOOMFIELD HILLS, MICHIGAN 48303-0824  
(248) 454-6300

December 30, 2025  
Project No: 20221119.20  
Invoice No: 0233831

CITY OF GRAND LEDGE  
310 GREENWOOD STREET  
GRAND LEDGE, MI 48837

*Tommy's Carwash*

ATTN: DAVID GUTCHESS, PUBLIC SERVICES SUPERINTENDENT

PROJECT 20221119.25 - CAPACITY ANALYSIS FOR NEW HOUSING DEVELOPMENT

Professional Services for period ending December 20, 2025

**Professional Personnel**

	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>	
Senior Project Engineer/Architect/Survey				
URQUHART, DOUGLAS 12/3/2025	2.00	160.00	320.00	
Graduate Engineer				
MCKEAN, PAIGE 11/24/2025	1.00	100.00	100.00	
MCKEAN, PAIGE 11/25/2025	4.50	100.00	450.00	
MCKEAN, PAIGE 11/26/2025	1.00	100.00	100.00	
Totals	8.50		970.00	
<b>Total Labor</b>				<b>970.00</b>
				<b>Total this Project \$970.00</b>

<b>Total Due this Invoice</b>	<b>\$970.00</b>
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**Billings to Date**

	<b>Current</b>	<b>Prior</b>	<b>Total</b>
Labor	970.00	14,535.00	15,505.00
<b>Totals</b>	<b>970.00</b>	<b>14,535.00</b>	<b>15,505.00</b>

*592-542-801- \$485.00*

*592-548-801- \$485.00*

*KAR*  
*B*



TO: City Council

FROM: David Gutchess, Public Services Superintendent

DATE: February 4, 2026

RE: Wastewater Treatment Plant Construction Engineering

In the bills to be paid at the February 9, 2026 Council meeting is an invoice received from HRC Engineers in the amount of \$44,135.69 The contract with HRC was approved by council for Construction Engineering of the WWTP expansion project in the not to exceed amount of \$1.7 million at the April 14, 2025 Council meeting.



HUBBELL, ROTH & CLARK, INC.  
CONSULTING ENGINEERS  
PO BOX 824  
BLOOMFIELD HILLS, MICHIGAN 48303-0824  
(248) 454-6300

January 29, 2026  
Project No: 20221119.13  
Invoice No: 0234734

CITY OF GRAND LEDGE  
310 GREENWOOD STREET  
GRAND LEDGE, MI 48837

ATTN: DAVID GUTCHESS, PUBLIC SERVICES SUPERINTENDENT  
WASTEWATER TREATMENT PLANT IMPROVEMENTS DESIGN REVIEW  
20221119.13 - CONSTRUCTION ADMINISTRATION

Professional Services for period ending January 17, 2026

**Professional Personnel**

	<b>Hours</b>	<b>Amount</b>	
Totals	103.50	13,104.02	
<b>Total Labor</b>			<b>13,104.02</b>
			<b>Total this Project</b>
			<b>\$13,104.02</b>

20221119.12 - SHOP DRAWING

**Professional Personnel**

	<b>Hours</b>	<b>Amount</b>	
Totals	108.00	14,399.49	
<b>Total Labor</b>			<b>14,399.49</b>
			<b>Total this Project</b>
			<b>\$14,399.49</b>

20221119.18 - RESIDENT ENGINEERING

**Professional Personnel**

	<b>Hours</b>	<b>Amount</b>	
Totals	135.00	16,632.18	
<b>Total Labor</b>			<b>16,632.18</b>
			<b>Total this Project</b>
			<b>\$16,632.18</b>

**Billing Limits**

	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>
Total Billings	44,135.69	464,028.64	508,164.33
Limit			1,700,000.00
Remaining			1,191,835.67

<b>Total Due this Invoice</b>	<b>\$44,135.69</b>
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405-542-974.999

*Di*  
*30*  
*AGL*

Billing Backup

Thursday, January 29, 2026

HUBBELL, ROTH & CLARK, INC.

Invoice 0234734 Dated 1/29/2026

1:14:52 PM

Professional Personnel

			Hours		Amount
02860	ARSENEAULT, JOEL	12/23/2025	1.00	119.40	119.40
02860	ARSENEAULT, JOEL	1/7/2026	2.50	119.76	299.40
02860	ARSENEAULT, JOEL	1/14/2026	4.00	119.76	479.04
02813	BULLOCH, TERRA	1/6/2026	1.00	78.00	78.00
02813	BULLOCH, TERRA	1/8/2026	3.00	78.00	234.00
02813	BULLOCH, TERRA	1/9/2026	1.00	78.00	78.00
02813	BULLOCH, TERRA	1/13/2026	2.00	78.00	156.00
02813	BULLOCH, TERRA	1/14/2026	3.00	78.00	234.00
02637	COLE, JOSHUA	12/22/2025	3.00	115.50	346.50
02637	COLE, JOSHUA	12/23/2025	4.00	115.50	462.00
02637	COLE, JOSHUA	12/29/2025	4.00	115.50	462.00
02637	COLE, JOSHUA	12/31/2025	6.00	115.50	693.00
02637	COLE, JOSHUA	1/5/2026	3.00	117.66	352.98
02637	COLE, JOSHUA	1/6/2026	2.00	117.66	235.32
02637	COLE, JOSHUA	1/7/2026	3.00	117.66	352.98
02637	COLE, JOSHUA	1/8/2026	1.50	117.66	176.49
02637	COLE, JOSHUA	1/9/2026	1.00	117.66	117.66
02637	COLE, JOSHUA	1/12/2026	3.00	117.66	352.98
02637	COLE, JOSHUA	1/14/2026	3.00	117.66	352.98
02637	COLE, JOSHUA	1/15/2026	2.50	117.66	294.15
02637	COLE, JOSHUA	1/16/2026	3.50	117.66	411.81
01773	CRIST, CHRISTA	1/12/2026	1.00	166.80	166.80
02864	GARRETT, CODY	12/31/2025	4.00	93.00	372.00
02864	GARRETT, CODY	1/13/2026	1.50	93.00	139.50
02864	GARRETT, CODY	1/14/2026	1.00	93.00	93.00
02495	MANSER, EVAN	1/14/2026	.50	123.78	61.89
02495	MANSER, EVAN	1/16/2026	.50	123.78	61.89
02747	POZAN, TYLER	1/9/2026	.50	118.71	59.36
02492	ROMKEMA, MICHAEL	1/14/2026	1.00	156.00	156.00
01854	SNEATHEN, TODD	1/7/2026	1.00	165.00	165.00
02541	URQUHART, DOUGLAS	12/29/2025	3.00	153.00	459.00
02541	URQUHART, DOUGLAS	12/30/2025	3.00	153.00	459.00
02541	URQUHART, DOUGLAS	12/31/2025	3.00	153.00	459.00
02541	URQUHART, DOUGLAS	1/5/2026	3.00	153.00	459.00
02541	URQUHART, DOUGLAS	1/6/2026	3.00	153.00	459.00
02541	URQUHART, DOUGLAS	1/9/2026	2.00	153.00	306.00
02541	URQUHART, DOUGLAS	1/14/2026	5.00	153.00	765.00
02843	WARAKSA, NEIL	1/5/2026	3.50	159.00	556.50
02843	WARAKSA, NEIL	1/7/2026	.50	159.00	79.50
02843	WARAKSA, NEIL	1/8/2026	4.00	159.00	636.00
02843	WARAKSA, NEIL	1/9/2026	4.50	159.00	715.50
02665	WEST, WILLIAM	1/5/2026	1.00	186.39	186.39
	Totals		103.50		13,104.02
<b>Total Labor</b>					<b>13,104.02</b>

<b>Total this Project</b>	<b>\$13,104.02</b>
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**Professional Personnel**

			<b>Hours</b>		<b>Amount</b>
02637	COLE, JOSHUA	12/23/2025	4.00	115.50	462.00
02637	COLE, JOSHUA	12/29/2025	4.00	115.50	462.00
02637	COLE, JOSHUA	12/30/2025	3.00	115.50	346.50
02637	COLE, JOSHUA	1/2/2026	6.00	115.50	693.00
02637	COLE, JOSHUA	1/5/2026	4.00	117.66	470.64
02637	COLE, JOSHUA	1/7/2026	2.50	117.66	294.15
02637	COLE, JOSHUA	1/8/2026	2.00	117.66	235.32
02637	COLE, JOSHUA	1/9/2026	2.50	117.66	294.15
02637	COLE, JOSHUA	1/12/2026	3.50	117.66	411.81
02637	COLE, JOSHUA	1/14/2026	3.00	117.66	352.98
02637	COLE, JOSHUA	1/15/2026	2.50	117.66	294.15
02637	COLE, JOSHUA	1/16/2026	3.50	117.66	411.81
02540	HERRLE, SEAN	12/22/2025	3.00	142.74	428.22
02540	HERRLE, SEAN	1/5/2026	.50	151.74	75.87
02540	HERRLE, SEAN	1/6/2026	.50	151.74	75.87
02540	HERRLE, SEAN	1/7/2026	1.50	151.74	227.61
02540	HERRLE, SEAN	1/8/2026	.50	151.74	75.87
02540	HERRLE, SEAN	1/12/2026	3.00	151.74	455.22
02540	HERRLE, SEAN	1/13/2026	2.50	151.74	379.35
02540	HERRLE, SEAN	1/15/2026	3.00	151.74	455.22
02819	MCNAMARA, MICHAEL	1/9/2026	4.00	121.38	485.52
02819	MCNAMARA, MICHAEL	1/16/2026	6.00	121.38	728.28
02223	SCHREIBER, FRED	1/13/2026	1.00	165.00	165.00
02541	URQUHART, DOUGLAS	1/2/2026	2.00	153.00	306.00
02541	URQUHART, DOUGLAS	1/6/2026	1.00	153.00	153.00
02541	URQUHART, DOUGLAS	1/7/2026	2.00	153.00	306.00
02541	URQUHART, DOUGLAS	1/8/2026	1.00	153.00	153.00
02910	WALKER, DANDRE	12/22/2025	3.00	135.00	405.00
02910	WALKER, DANDRE	1/5/2026	5.00	144.45	722.23
02910	WALKER, DANDRE	1/6/2026	9.50	144.45	1,372.28
02910	WALKER, DANDRE	1/7/2026	9.00	144.45	1,300.05
02910	WALKER, DANDRE	1/8/2026	1.50	144.45	216.68
02910	WALKER, DANDRE	1/12/2026	1.50	144.45	216.68
02910	WALKER, DANDRE	1/14/2026	1.00	144.45	144.45
02910	WALKER, DANDRE	1/15/2026	3.50	144.45	505.58
02843	WARAKSA, NEIL	12/22/2025	.50	159.00	79.50
02843	WARAKSA, NEIL	12/23/2025	1.50	159.00	238.50
Totals			108.00		14,399.49
<b>Total Labor</b>					<b>14,399.49</b>
<b>Total this Project</b>					<b>\$14,399.49</b>

**Professional Personnel**

			<b>Hours</b>		<b>Amount</b>
02222	PRATT, JEFFREY	1/9/2026	4.00	130.80	523.20
02222	PRATT, JEFFREY	1/15/2026	1.00	130.80	130.80

Project	20221119.13	CONSTRUCTION ADMIN WWTP DESIGN REVIEW	Invoice	0234734	
01614	SMITH, SYDNEY	12/22/2025	8.00	159.90	1,279.20
01614	SMITH, SYDNEY	12/23/2025	8.00	159.90	1,279.20
01614	SMITH, SYDNEY	12/29/2025	6.00	159.90	959.40
01614	SMITH, SYDNEY	12/30/2025	7.00	159.90	1,119.30
01614	SMITH, SYDNEY	12/31/2025	7.00	159.90	1,119.30
01614	SMITH, SYDNEY	1/6/2026	1.00	159.90	159.90
01614	SMITH, SYDNEY	1/7/2026	1.00	159.90	159.90
01614	SMITH, SYDNEY	1/8/2026	1.00	159.90	159.90
01614	SMITH, SYDNEY	1/13/2026	1.00	159.90	159.90
01614	SMITH, SYDNEY	1/14/2026	1.00	159.90	159.90
01614	SMITH, SYDNEY	1/15/2026	1.00	159.90	159.90
02706	THOMPSON, LUCAS	12/31/2025	5.00	103.50	517.50
02706	THOMPSON, LUCAS	1/5/2026	9.00	105.36	948.24
02706	THOMPSON, LUCAS	1/6/2026	7.00	105.36	737.52
02706	THOMPSON, LUCAS	1/7/2026	8.00	105.36	842.88
02706	THOMPSON, LUCAS	1/8/2026	9.00	105.36	948.24
02706	THOMPSON, LUCAS	1/9/2026	8.50	105.36	895.56
02706	THOMPSON, LUCAS	1/12/2026	8.50	105.36	895.56
02706	THOMPSON, LUCAS	1/13/2026	8.00	105.36	842.88
02706	THOMPSON, LUCAS	1/14/2026	9.00	105.36	948.24
02706	THOMPSON, LUCAS	1/15/2026	8.00	105.36	842.88
02706	THOMPSON, LUCAS	1/16/2026	8.00	105.36	842.88
Totals			135.00		16,632.18
<b>Total Labor</b>					<b>16,632.18</b>
				<b>Total this Project</b>	<b>\$16,632.18</b>
				<b>Total this Report</b>	<b>\$44,135.69</b>

Date: January 29, 2026  
 Prepared By: Doug Urquhart, P.E.  
 Client: City of Grand Ledge  
 Project: 20221119  
 Project Name: WWTP Improvements

**Work completed since previous ACCOUNT**

Construction continues at WWTP with the grit removal tank, sludge processing building, and aerobic granular sludge (AGS) tanks. Work completed includes the preparation of tank slab including the base layer and underdrains for the AGS tanks, blower and pipe gallery and sludge buffer tanks. Work also included the installation of the force mains from the raw water lift station to the AGS building, yard piping, and site utilities.

In February, work will include continuing the construction of the AGS tank base slabs and sludge processing building.

HRC has been reviewing shop drawing submittals and reviewing requests for information (RFIs) with RK Davis. As of January 29, 2026, there were 172 shop drawings submittals and 82 RFIs. HRC prepared several field orders:

1. Field Order 15: Adjustments in water main piping and return drain piping to accommodate the field location of the diversion chamber. This chamber is about 10' north of the City's site survey and the record drawings.
2. Field Order 16: Adjust the slope of the SPB floor for the trench drain under the future sludge dumpster (as needed).
3. Field Order 17: Revision to the AGS corbel design per RFIs 62, 65, and 67.

**Schedule status; milestone dates as scheduled?**

- 2/11/2026 – Progress Meeting 8
- 3/11/2026 – Progress Meeting 9 and potential Site Visit by EPA representatives

**Impediments and other issues affecting project; Owner assistance to prevent delays**

The City has been accommodating with limited site access to the WWTP during construction.

**Change requests/additional work requested since previous ACCOUNT, and fee impacts**

None at this time.

**Tasks being performed and next tasks to be performed**

- Continue construction engineering
- Review submittals and RFIs
- Support the City with disbursement requests for the EGLE CWSRF loan.



MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY

Finance Division

Drinking Water State Revolving Fund, Clean Water State Revolving Fund, and Strategic Water Quality Initiatives Fund Request for Disbursement of Funds

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

General Information

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

SRF Project Number: 5825-01 Request #: 6 Request Type: [X] Partial [ ] Final

Period Covered by Request (M/D/Y): 11/1/2025 to 11/30/2025 Loan Amount: \$ 47,715,000

Loan Recipient's Name: City of Grand Ledge Recipient's EIN: 38-6004688

Address: 310 Greenwood St. Phone Number: 517-622-7922

Recipient's Bank Name: Chase

Address: 4530 W Saginaw Hwy, Lansing, MI 48917 Phone Number: 517-487-1052

Account Name: Checking ABA #: 072000326 Account #: 240011005144

Special Instructions:

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

FOR EGLE USE ONLY
Amount this request from funding sources:
SRF loan (including BIL supplemental):
BIL EC BIL LSLR Booker LSLR
ARP DWI L & I
Request Approved by EGLE Project Manager Date

## Instructions for Completing the Request for Disbursement of Funds

- Provide the SRF project number that was assigned by EGLE.
- Identify the number of this disbursement request.
- Check whether this is a partial or the final disbursement request. All requests are partial, except for the final request.
- Identify the calendar period covered by this disbursement request. This should align with the period costs were incurred and period of work completed for which reimbursement is sought.
- Enter the loan amount as shown in the Order of Approval. Do not include grant dollars.
- Enter the loan recipient's (bond issuer) name, address, telephone number, and federal employer identification number (EIN). This information must match data on file with EGLE. If changes have occurred, please inform your EGLE project manager when submitting the request.
- Enter the loan recipient's bank's name, address, telephone number, ABA routing number, the account name and number, and any special instructions for the wire transfer to that account. This information must match data on file with EGLE. If changes have occurred, please inform your EGLE project manager when submitting the request.
- For each budget item, enter the amount requested for the period covered this request in the approved amount incurred this period column. Then enter the cumulative amount to date from project inception in the approved amount incurred to date column including previous reimbursed costs plus the amount requested this period. Entries in this section must be left to the penny and not rounded. If costs have been incurred for a budget item that was not shown in the EGLE Order of Approval, please inform your EGLE project manager when submitting the request.
  1. Enter the costs invoiced and/or paid for services directly associated with municipality's Asset Management Program and/or Fiscal Sustainability Costs. Include salaries of municipal employees, if applicable.
  2. Enter the costs invoiced and/or paid for planning (do not include costs of tangible assets such as pilot facilities and test wells).
  3. Enter the costs invoiced and/or paid for services directly associated with the development and enactment of the municipality's rate methodology and any related ordinances.
  4. Enter the costs invoiced and/or paid for project design work required prior to actual construction.
  5. Enter the costs invoiced and/or paid for legal or financial services except costs associated with the issuance of bonds related to this project. Treasury filing fees should be included on this line.
  6. Enter the costs incurred for salaries and indirect costs of the water supplier or municipal employees involved in the project administration.
  7. Enter the costs invoiced and/or paid for bond counsel services associated with the issuance of bonds related to this project.
  8. Enter the costs invoiced and/or paid to publish legal notices related to the sale of bonds related to this project.
  9. Enter the costs invoiced and/or paid to publish advertisements for bids for the project construction contracts.
  10. Enter the amount of capitalized interest invoiced and/or paid for this request period covered.



MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY

Finance Division

**DAVIS-BACON ACT COMPLIANCE CERTIFICATION FORM**

*As required under 40 USC §276a and 29 CFR Parts 1, 3, 5, 6 and 7.*

This form must be completed and submitted with each form EQP3522 Request for Disbursement of Funds that include construction costs through Clean Water and Drinking Water State Revolving Funds. The period covered below must match the period in which construction took place for the invoices submitted.

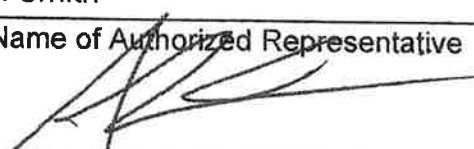
SRF Project Number: 5825-01 Period From: 11/1/2025 To: 11/30/2025

I certify to the best of my knowledge and belief that the above referenced project complies with Davis-Bacon and Related Acts and that all laborers and mechanics employed by contractors and subcontractors during the above referenced period were paid wages at rates not less than those listed on the prevailing wage rate contained in the contract documents and that all applicable provisions of the Davis-Bacon and Related Acts have been met.

City of Grand Ledge  
Name of Loan Recipient (municipality)

Adam Smith  
Print Name of Authorized Representative

City Manager  
Title

  
Signature of Authorized Representative

12/17/25  
Date

If you need this information in an alternate format, contact [EGLE-Accessibility@Michigan.gov](mailto:EGLE-Accessibility@Michigan.gov) or call 800-662-9278.

EGLE does not discriminate on the basis of race, sex, religion, age, national origin, color, marital status, disability, political beliefs, height, weight, genetic information, or sexual orientation in the administration of any of its programs or activities, and prohibits intimidation and retaliation, as required by applicable laws and regulations.

This form and its contents are subject to the Freedom of Information Act and may be released to the public.

TO (OWNER): City of Grand Ledge  
 PROJECT: PW GRAND LEDGE WWTP  
 109 FITZGERALD PARK DR  
 GRAND LEDGE, MI 48837

FROM (CONTRACTOR): RK Davis, Inc.  
 4457 40th Street SE  
 Kentwood, MI 49512

VIA (ARCHITECT): Hubbell Roth & Clark, Inc.  
 Joshua Cole / Doug Urquhart  
 2101 Aurelius Road, Ste. 2  
 Holt, MI 48842

CONTRACT FOR: Grand Ledge WWTP Improvements 2025  
 CONTRACT DATE: 6/11/2025

APPLICATION NO: 760-05  
 PERIOD TO: 11/30/2025

ARCHITECT'S  
 PROJECT NO: 20221119

DISTRIBUTION  
 TO: OWNER  
 - ARCHITECT  
 - CONTRACTOR

**CONTRACTOR'S APPLICATION FOR PAYMENT**

Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Type Document is attached.

- 1. ORIGINAL CONTRACT SUM ..... \$ 43,679,400.00
- 2. Net Change by Change Orders ..... \$ -83,517.59
- 3. CONTRACT SUM TO DATE (Line 1 + 2) ..... \$ 43,595,882.41
- 4. TOTAL COMPLETED AND STORED TO DATE ..... \$ 7,951,014.62

- 5. RETAINAGE:
  - a. 10.00 % of Completed Work \$ 795,101.49
  - b. 0.00 % of Stored Material \$ 0.00

Total retainage (Line 5a + 5b) ..... \$ 795,101.49

6. TOTAL EARNED LESS RETAINAGE ..... \$ 7,155,913.13  
 (Line 4 less Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT  
 (Line 6 from prior Certificate) ..... \$ 5,097,959.48

8. CURRENT PAYMENT DUE ..... \$ 2,057,953.65

9. BALANCE TO FINISH, INCLUDING RETAINAGE  
 (Line 3 less Line 6) \$ 36,439,969.28

The Undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the work covered by this application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the owner, and that current payment shown herein is now due.

CONTRACTOR: RK Davis, Inc.  
 4457 40th Street SE Kentwood, MI 49512

By: Clarence Fitzpatrick Date: 12/12/2025

State of MI  
 County of: Clinton acting in Eaton  
 Subscribed and Sworn to before me this 12th Day of December 2025  
 Notary Public: Robert S. [Signature]  
 My Commission Expires: September

**ARCHITECT'S CERTIFICATE FOR PAYMENT**

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED, ..... \$ 2,057,953.65

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT: Douglas Urquhart Date: 12/12/2025

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, Payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

405-542-974,999

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	86,167.41	-169,685.00
Total approved this Month	0.00	0.00
TOTALS	86,167.41	-169,685.00
NET CHANGES by Change Order		-83,517.59

MA Type Document  
Application and Certification for Payment

TO (OWNER): City of Grand Ledge

PROJECT: PW GRAND LEDGE WWTP  
109 FITZGERALD PARK DR  
GRAND LEDGE, MI 48837

APPLICATION NO: 760-05  
PERIOD TO: 11/30/2025

DISTRIBUTION  
TO:  
OWNER  
ARCHITECT  
CONTRACTOR

FROM (CONTRACTOR): RK Davis, Inc.  
4457 40th Street SE  
Kentwood, MI 49512

VIA (ARCHITECT): Hubbell Roth & Clark, Inc.  
Joshua Cole / Doug Urquhart  
2101 Aurelius Road, Ste. 2  
Holt, MI 48842

ARCHITECT'S  
PROJECT NO: 20221119

CONTRACT FOR: Grand Ledge WWTP Improvements 2025

CONTRACT DATE: 6/11/2025

ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED STORED	%	BALANCE	RETAINAGE
02100.0	General Conditions Sitework	209,088.00	106,718.52	15,137.97	0.00	121,856.49	58.28	87,231.51	12,185.65
02101.0	PLM Bonds - Sitework	49,005.00	49,005.00	0.00	0.00	49,005.00	100.00	0.00	4,900.50
02110.0	Site Removals	228,141.00	212,901.18	2,509.55	0.00	215,410.73	94.42	12,730.27	21,541.07
02140.0	Site Utilities Dewatering	415,562.00	41,556.20	83,112.40	0.00	124,668.60	30.00	290,893.40	12,466.66
02141.0	Structure Dewatering	365,142.00	91,265.50	18,257.10	0.00	109,542.60	30.00	255,599.40	10,954.26
02200.0	Earth Retention	1,308,868.00	1,308,868.00	0.00	0.00	1,308,868.00	100.00	0.00	130,866.90
02201.0	Site Earthwork	399,227.00	192,227.80	111,623.87	0.00	303,851.67	76.11	85,375.33	30,385.17
02202.0	Structure Excavation	1,268,908.00	271,165.64	948,381.84	0.00	1,219,547.48	96.11	49,360.52	121,954.75
02203.0	Structure Backfill	1,130,279.00	0.00	258,268.75	0.00	258,268.75	22.85	872,010.25	25,826.88
02204.0	Foundation Excavation & Backfill	337,430.00	0.00	0.00	0.00	0.00	0.00	337,430.00	0.00
02205.0	Structure Geotextiles	44,263.00	0.00	0.00	0.00	0.00	0.00	44,263.00	0.00
02206.0	Structure Aggregates	236,971.00	0.00	0.00	0.00	0.00	0.00	236,971.00	0.00
02207.0	Temporary Laydown	64,247.00	64,247.00	0.00	0.00	64,247.00	100.00	0.00	6,424.70
02211.0	Site Grading	57,028.00	3,033.89	0.00	0.00	3,033.89	5.32	53,994.11	303.39
02212.0	Structure Grading	162,014.00	48,620.40	27,104.94	0.00	75,725.34	46.74	86,288.66	7,572.53
02213.0	Site Aggregates	200,278.00	0.00	0.00	0.00	0.00	0.00	200,278.00	0.00
02220.0	Soil Erosion Control	92,262.00	53,788.75	19,522.64	0.00	73,311.39	79.46	18,950.61	7,331.14
02305.0	Rock Anchors Mobilization	39,674.00	39,674.00	0.00	0.00	39,674.00	100.00	0.00	3,967.40
02305.1	Rock Anchors Installed (13 @\$10,260)	133,360.00	133,360.00	0.00	0.00	133,360.00	100.00	0.00	13,336.00
02305.2	Rock Anchor Perf Test (2 @\$5,400)	10,800.00	10,800.00	0.00	0.00	10,800.00	100.00	0.00	1,080.00
02305.3	Rock Anchor Creep Test (2 @\$2,700)	5,400.00	5,400.00	0.00	0.00	5,400.00	100.00	0.00	540.00

AIA Type Document  
Application and Certification for Payment

TO (OWNER): City of Grand Ledge

PROJECT: PW GRAND LEDGE WWTP  
109 FITZGERALD PARK DR  
GRAND LEDGE, MI 48837

APPLICATION NO: 760-05  
PERIOD TO: 11/30/2025

DISTRIBUTION  
TO:  
- OWNER  
- ARCHITECT  
- CONTRACTOR

FROM (CONTRACTOR): RK Davis, Inc.  
4457 40th Street SE  
Kentwood, MI 49512

VIA (ARCHITECT): Hubbell Roth & Clark, Inc.  
Joshua Cole / Doug Urquhart  
2101 Aurelius Road, Ste. 2  
Holt, MI 48842

ARCHITECT'S  
PROJECT NO: 20221119

CONTRACT FOR: Grand Ledge WWTP Improvements 2025

CONTRACT DATE: 6/11/2025

ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED STORED	%	BALANCE	RETAINAGE
02958.0	Block Retaining Wall	25,918.00	0.00	0.00	0.00	0.00	0.00	25,918.00	0.00
03010.0	Concrete Crack Injection (75LF@59.4U)	4,455.00	0.00	0.00	0.00	0.00	0.00	4,455.00	0.00
03010.1	Concrete Surf Repair Type 3A (15SF@\$129.60)	1,944.00	0.00	0.00	0.00	0.00	0.00	1,944.00	0.00
03010.2	Concrete Surf Repair Type 3B (30SF@\$189)	5,670.00	0.00	0.00	0.00	0.00	0.00	5,670.00	0.00
03010.3	Concrete Surf Repair Type 3C (15SF@\$766)	11,340.00	0.00	0.00	0.00	0.00	0.00	11,340.00	0.00
03300.0	Concrete AGS Tanks Base Slab	2,087,751.00	0.00	0.00	0.00	0.00	0.00	2,087,751.00	0.00
03301.0	Concrete AGS Tanks Walls	1,640,461.00	0.00	0.00	0.00	0.00	0.00	1,640,461.00	0.00
03302.0	Concrete AGS Tanks Troughs/Walkways	344,984.00	0.00	0.00	0.00	0.00	0.00	344,984.00	0.00
03303.0	Concrete Blower Building	355,503.00	0.00	0.00	0.00	0.00	0.00	355,503.00	0.00
03304.0	Concrete Buffer Tanks	163,493.00	0.00	26,158.88	0.00	26,158.88	16.00	137,334.12	2,615.89
03305.0	Concrete Site	52,422.00	0.00	0.00	0.00	0.00	0.00	52,422.00	0.00
03306.0	Concrete Vortex Grit	99,885.00	0.00	8,989.65	0.00	8,989.65	9.00	90,895.35	898.97
03307.0	Concrete Headwords Channel	11,682.00	0.00	0.00	0.00	0.00	0.00	11,682.00	0.00
03308.0	Concrete Raw Wet Well	71,112.00	3,555.60	57,600.72	0.00	61,156.32	86.00	9,955.68	6,115.63
03309.0	Concrete Tertiary Filters	430,870.00	0.00	0.00	0.00	0.00	0.00	430,870.00	0.00
03310.0	Concrete UV/Reareation Tank	27,724.00	0.00	0.00	0.00	0.00	0.00	27,724.00	0.00
03311.0	Concrete Sludge Processing	253,977.00	121,908.96	10,159.08	0.00	132,068.04	52.00	121,908.96	13,206.80
03312.0	Concrete Digester to Wet Weather Storage	35,795.00	0.00	0.00	0.00	0.00	0.00	35,795.00	0.00
03313.0	Concrete Equip Pad & Grouting	61,413.00	0.00	0.00	0.00	0.00	0.00	61,413.00	0.00

**AIA Type Document**  
Application and Certification for Payment

TO (OWNER): City of Grand Ledge

PROJECT: PW GRAND LEDGE WWTP  
109 FITZGERALD PARK DR  
GRAND LEDGE, MI 48837

APPLICATION NO: 760-05  
PERIOD TO: 11/30/2025

DISTRIBUTION  
TO: \_\_\_\_\_ OWNER  
\_\_\_\_\_ ARCHITECT  
\_\_\_\_\_ CONTRACTOR

FROM (CONTRACTOR): RK Davis, Inc.  
4457 40th Street SE  
Kentwood, MI 49512

VIA (ARCHITECT): Hubbell Roth & Clark, Inc.  
Joshua Cole / Doug Urquhart  
2101 Aurelius Road, Ste. 2  
Holt, MI 48842

ARCHITECT'S  
PROJECT NO: 20221119

CONTRACT FOR: Grand Ledge WWTP Improvements 2025

CONTRACT DATE: 6/11/2025

ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED STORED	%	BALANCE	RETAINAGE
06113.0	Carpentry Sludge Processing	121,189.00	0.00	0.00	0.00	0.00	0.00	121,189.00	0.00
06810.0	Glass Fiber and Resin Fabrications	188,198.00	0.00	0.00	0.00	0.00	0.00	188,198.00	0.00
07110.0	Joint Waterproofing Materials	4,356.00	0.00	0.00	0.00	0.00	0.00	4,356.00	0.00
07112.0	Joint Waterproofing Labor	16,319.00	0.00	0.00	0.00	0.00	0.00	16,319.00	0.00
07272.0	Air Barrier Materials	23,991.00	0.00	0.00	0.00	0.00	0.00	23,991.00	0.00
07273.0	Air Barrier Labor	15,994.00	0.00	0.00	0.00	0.00	0.00	15,994.00	0.00
07421.0	Metal Wall Panels Material	26,212.00	0.00	0.00	0.00	0.00	0.00	26,212.00	0.00
07422.0	Metal Wall Panels Labor	3,321.00	0.00	0.00	0.00	0.00	0.00	3,321.00	0.00
07610.0	Metal Soffit Material Blower Building	9,638.00	0.00	0.00	0.00	0.00	0.00	9,638.00	0.00
07611.0	Metal Roofing Material Blower Building	109,548.00	0.00	0.00	0.00	0.00	0.00	109,548.00	0.00
07612.0	Fascia/Gutter/Downspouts Material Blower Building	14,756.00	0.00	0.00	0.00	0.00	0.00	14,756.00	0.00
07613.0	Metal Roofing/Wall Panels Submittals	4,901.00	0.00	0.00	0.00	0.00	0.00	4,901.00	0.00
07614.0	Metal Roofing/Soffit Labor Blower Building	102,154.00	0.00	0.00	0.00	0.00	0.00	102,154.00	0.00
07615.0	Soffit Material Sludge Building	4,345.00	0.00	0.00	0.00	0.00	0.00	4,345.00	0.00
07616.0	Fascia/Gutter/Downspouts Material Sludge Building	3,376.00	0.00	0.00	0.00	0.00	0.00	3,376.00	0.00
07617.0	Metal Roofing Materials Sludge Building	34,652.00	0.00	0.00	0.00	0.00	0.00	34,652.00	0.00
07618.0	Metal Roofing/Soffit Labor Sludge Building	73,366.00	0.00	0.00	0.00	0.00	0.00	73,366.00	0.00
07619.0	Metal Roofing Material Headworks (Alt 3)	75,980.00	0.00	0.00	0.00	0.00	0.00	75,980.00	0.00

**AIA Type Document**  
**Application and Certification for Payment**

**TO (OWNER):** City of Grand Ledge  
**PROJECT:** FW GRAND LEDGE WWTP  
 109 FITZGERALD PARK DR  
 GRAND LEDGE, MI 48837  
**APPLICATION NO:** 760-05  
**PERIOD TO:** 11/30/2025  
**DISTRIBUTION TO:**  
 - OWNER  
 - ARCHITECT  
 - CONTRACTOR

**FROM (CONTRACTOR):** RK Davis, Inc.  
 4457 40th Street SE  
 Kentwood, MI 49512  
**VIA (ARCHITECT):** Hubbell Roth & Clark, Inc.  
 Joshua Cole / Doug Urquhart  
 2101 Aurelius Road, Ste. 2  
 Holt, MI 48842  
**ARCHITECTS PROJECT NO:** 20221119

**CONTRACT FOR:** Grand Ledge WWTP Improvements 2025  
**CONTRACT DATE:** 6/11/2025

ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED STORED	BALANCE	RETAINAGE
11345.0	Chemical Feed Skid	79,715.00	0.00	0.00	0.00	0.00	79,715.00	0.00
11350.0	Aerobic Granular Sludge Reactor Equipment Install	969,210.00	0.00	0.00	0.00	0.00	969,210.00	0.00
11352.0	Reaeration Tank Fine Bubble Air Diffusers & PD Blower	141,570.00	0.00	0.00	0.00	0.00	141,570.00	0.00
11375.0	Ultraviolet Disinfection Equipment	838,530.00	66,579.28	0.00	0.00	86,579.28	771,950.72	6,657.93
11390.0	Wet Pit Submersible Chopping Pumps	147,015.00	0.00	0.00	0.00	0.00	147,015.00	0.00
11410.0	Sampling System	74,052.00	0.00	0.00	0.00	0.00	74,052.00	0.00
13122.0	Pre Engineered Fiberglass Buildings	142,292.00	0.00	0.00	0.00	0.00	142,292.00	0.00
14600.0	JIB Crane Submittals	545.00	0.00	0.00	0.00	0.00	545.00	0.00
14601.0	JIB Crane Equipment	74,982.00	0.00	0.00	0.00	0.00	74,982.00	0.00
14602.0	JIB Crane Labor	9,801.00	0.00	0.00	0.00	0.00	9,801.00	0.00
14603.0	JIB Crane O&M Manuals	545.00	0.00	0.00	0.00	0.00	545.00	0.00
15000.0	Mobilization Mechanical	108,900.00	49,005.00	59,895.00	0.00	108,900.00	0.00	10,890.00
15001.0	General Conditions Mechanical	544,500.00	71,874.00	23,958.00	0.00	95,832.00	448,668.00	9,583.20
15002.0	Demolition Mechanical	266,805.00	0.00	0.00	0.00	0.00	266,805.00	0.00
15010.0	Plumbing/HVAC/PVC Piping	408,375.00	24,502.50	32,670.00	0.00	57,172.50	351,202.50	5,717.25
15060.0	Exposed Pipe and Fittings	2,831,400.00	66,821.04	140,437.44	0.00	207,258.48	2,624,141.52	20,725.85
15100.0	Valves and Actuators	370,260.00	5,442.82	0.00	0.00	5,442.82	364,817.18	544.28
15110.0	Plumbing Fixtures	70,785.00	0.00	0.00	0.00	0.00	70,785.00	0.00
15250.0	Insulation	206,910.00	0.00	0.00	0.00	0.00	206,910.00	0.00
15810.0	HVAC Duct and Equipment	342,273.00	0.00	81,666.34	0.00	81,666.34	260,606.66	8,166.63

**PARTIAL UNCONDITIONAL WAIVER OF LIEN**

I/we have a contract with the City of Grand Ledge WWTP Improvements 2025 to provide Construction Management Services

General description of what was provided

for the improvement to the property situated in Eaton County, described as follows:

CWSRF Project # 5825-00 – Wastewater Treatment Plant Improvements  
Grand Ledge, Michigan

and hereby waive my/our Construction Lien to the amount of \$5,664,399.46 (Line 4) for labor/materials provided through October 31, 2025

Date of draw cut-off or actual payment

This Waiver, together with all previous waivers, if any does not Does or Does Not cover all amounts due to me/us for Contract improvement provided through the date shown above.

**STATEMENT**

1. Total Contract Price (as adjusted to date) (Line 3)	<u>\$43,595,882.41</u>
2. Amount paid pursuant to previous Waivers (Line 7)	<u>\$3,474,925.55</u>
3. Amount paid pursuant to this Waiver (Line 8)	<u>\$1,623,033.93</u>
4. Amount remaining unpaid under Contract (Line 9)	<u>\$38,497,922.93</u>

RK Davis, Inc.

Company

Barbara Schultz

Signature of Lien Claimant

Barbara Schultz, Finance Manager

Print Name & Title

Signed on: December 05, 2025

Address: 4457 40<sup>th</sup> Avenue SE

Kentwood, MI 48912

Phone No: (616) 456-0059

RKDavis Const

Grand Ledger Iron Removal Plant

**Controls & Instrumentation SOV Breakdown**

Breakdown Item	Total	Billed	Approved	Sep		Oct	Oct	Nov	Nov	Total
				Column 2	Column 1	Column 1E	Column 1A	Column 1B	Column 1C	Column 1D
01216.0 SCADA Engineering	\$ 51,000.00	70%		\$ 35,700.00		\$ 15,000.00	\$ 9,000.00		\$ 9,000.00	\$ 43,400.00
01216.1 SCADA Control Panels	\$ 125,000.00	0%								\$ 125,000.00
01216.2 SCADA Programming	\$ 100,000.00	10%		\$ 10,000.00		\$ 5,000.00	\$ 5,000.00		\$ 5,000.00	\$ 10,000.00
01216.3 SCADA Startup & Train	\$ 30,000.00	0%								\$ 30,000.00
<b>Total</b>	<b>\$ 317,000.00</b>									

Total Contract \$ 317,000.00



**HUBBELL, ROTH & CLARK, INC.**  
**CONSULTING ENGINEERS**  
**PO BOX 824**  
**BLOOMFIELD HILLS, MICHIGAN 48303-0824**  
**(248) 454-6300**

December 3, 2025  
 Project No: 20221119.13  
 Invoice No: 0233093

CITY OF GRAND LEDGE  
 310 GREENWOOD STREET  
 GRAND LEDGE, MI 48837

ATTN: DAVID GUTCHESS, PUBLIC SERVICES SUPERINTENDENT  
 WASTEWATER TREATMENT PLANT IMPROVEMENTS DESIGN REVIEW  
 20221119.13 - CONSTRUCTION ADMINISTRATION

Professional Services for period ending November 22, 2025  
**Professional Personnel**

<b>Totals</b>		<b>Hours</b>	<b>Amount</b>	
		190.80	24,510.03	
<b>Total Labor</b>				<b>24,510.03</b>
<b>Consultants</b>				
Consultant Reimbursable				
10/28/2025	CENTURY A and E CORPORATION	PROFESSIONAL SERVICES	2,910.85	
<b>Total Consultants</b>		<b>1.0 times</b>	<b>2,910.85</b>	<b>2,910.85</b>
			<b>Total this Project</b>	<b>\$27,420.88</b>

20221119.12 - SHOP DRAWING

**Professional Personnel**

<b>Totals</b>		<b>Hours</b>	<b>Amount</b>	
		171.00	24,005.43	
<b>Total Labor</b>				<b>24,005.43</b>
			<b>Total this Project</b>	<b>\$24,005.43</b>

20221119.18 - RESIDENT ENGINEERING

**Professional Personnel**

<b>Totals</b>		<b>Hours</b>	<b>Amount</b>	
		124.00	19,827.60	
<b>Total Labor</b>				<b>19,827.60</b>
			<b>Total this Project</b>	<b>\$19,827.60</b>

**Billing Limits**

	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>
Total Billings	71,253.91	332,729.90	403,983.81
Limit			1,700,000.00
Remaining			1,296,016.19

<b>Total Due this Invoice</b>	<b>\$71,253.91</b>
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Project	20221119.13	CONSTRUCTION ADMIN WWTP DESIGN REVIEW			Invoice	0233093
02541	URQUHART, DOUGLAS	10/30/2025	5.00	153.00	765.00	
02541	URQUHART, DOUGLAS	10/31/2025	2.00	153.00	306.00	
02541	URQUHART, DOUGLAS	11/3/2025	1.00	153.00	153.00	
02541	URQUHART, DOUGLAS	11/4/2025	1.00	153.00	153.00	
02541	URQUHART, DOUGLAS	11/5/2025	2.00	153.00	306.00	
02541	URQUHART, DOUGLAS	11/7/2025	2.00	153.00	306.00	
02541	URQUHART, DOUGLAS	11/10/2025	2.00	153.00	306.00	
02541	URQUHART, DOUGLAS	11/11/2025	3.00	153.00	459.00	
02541	URQUHART, DOUGLAS	11/12/2025	8.00	153.00	1,224.00	
02541	URQUHART, DOUGLAS	11/13/2025	4.00	153.00	612.00	
02541	URQUHART, DOUGLAS	11/14/2025	2.00	153.00	306.00	
02541	URQUHART, DOUGLAS	11/17/2025	3.00	153.00	459.00	
02541	URQUHART, DOUGLAS	11/18/2025	4.00	153.00	612.00	
02541	URQUHART, DOUGLAS	11/19/2025	3.00	153.00	459.00	
02541	URQUHART, DOUGLAS	11/20/2025	1.00	153.00	153.00	
02541	URQUHART, DOUGLAS	11/21/2025	3.00	153.00	459.00	
02843	WARAKSA, NEIL	11/17/2025	.50	159.00	79.50	
02594	WILCOX, RANDALL	11/12/2025	.50	189.30	94.65	
02594	WILCOX, RANDALL	11/14/2025	.50	189.30	94.65	
02594	WILCOX, RANDALL	11/19/2025	.50	189.30	94.65	
	<b>Totals</b>		190.80		24,510.03	
	<b>Total Labor</b>					<b>24,510.03</b>

**Consultants**

Consultant Reimbursable

AP 0142191	10/28/2025	☐ CENTURY A and E CORPORATION / PROFESSIONAL SERVICES	2,910.85
<b>Total Consultants</b>			<b>1.0 times      2,910.85</b>

**2,910.85**

**Total this Project**

**\$27,420.88**

**Professional Personnel**

			<b>Hours</b>	<b>Amount</b>
02637	COLE, JOSHUA	11/7/2025	2.00	115.50
02637	COLE, JOSHUA	11/10/2025	3.00	115.50
02637	COLE, JOSHUA	11/11/2025	3.00	115.50
02637	COLE, JOSHUA	11/12/2025	3.00	115.50
02637	COLE, JOSHUA	11/13/2025	5.00	115.50
02637	COLE, JOSHUA	11/14/2025	4.00	115.50
02637	COLE, JOSHUA	11/17/2025	6.00	115.50
02637	COLE, JOSHUA	11/20/2025	3.00	115.50
02540	HERRLE, SEAN	10/27/2025	2.50	153.78
02540	HERRLE, SEAN	10/28/2025	2.00	153.78

Project	20221119.13	CONSTRUCTION ADMIN WWTP DESIGN REVIEW			Invoice	0233093
02843	WARAKSA, NEIL	10/30/2025	.50	160.95	80.48	
02665	WEST, WILLIAM	11/5/2025	1.00	189.90	189.90	
02665	WEST, WILLIAM	11/14/2025	.50	179.40	89.70	
	Totals		171.00		24,005.43	
	<b>Total Labor</b>					<b>24,005.43</b>
				<b>Total this Project</b>		<b>\$24,005.43</b>

**Professional Personnel**

			<b>Hours</b>		<b>Amount</b>	
01614	SMITH, SYDNEY	10/29/2025	8.00	159.90	1,279.20	
01614	SMITH, SYDNEY	10/30/2025	8.00	159.90	1,279.20	
01614	SMITH, SYDNEY	10/31/2025	6.00	159.90	959.40	
01614	SMITH, SYDNEY	11/3/2025	6.00	159.90	959.40	
01614	SMITH, SYDNEY	11/4/2025	8.00	159.90	1,279.20	
01614	SMITH, SYDNEY	11/5/2025	8.00	159.90	1,279.20	
01614	SMITH, SYDNEY	11/6/2025	8.00	159.90	1,279.20	
01614	SMITH, SYDNEY	11/7/2025	7.00	159.90	1,119.30	
01614	SMITH, SYDNEY	11/10/2025	8.00	159.90	1,279.20	
01614	SMITH, SYDNEY	11/11/2025	8.00	159.90	1,279.20	
01614	SMITH, SYDNEY	11/12/2025	8.00	159.90	1,279.20	
01614	SMITH, SYDNEY	11/13/2025	6.00	159.90	959.40	
01614	SMITH, SYDNEY	11/14/2025	7.00	159.90	1,119.30	
01614	SMITH, SYDNEY	11/17/2025	8.00	159.90	1,279.20	
01614	SMITH, SYDNEY	11/18/2025	2.00	159.90	319.80	
01614	SMITH, SYDNEY	11/19/2025	2.00	159.90	319.80	
01614	SMITH, SYDNEY	11/20/2025	8.00	159.90	1,279.20	
01614	SMITH, SYDNEY	11/21/2025	8.00	159.90	1,279.20	
	Totals		124.00		19,827.60	
	<b>Total Labor</b>					<b>19,827.60</b>
				<b>Total this Project</b>		<b>\$19,827.60</b>
				<b>Total this Report</b>		<b>\$71,253.91</b>



# Account of Project Standing November 2025

Date:	December 2, 2025
Prepared By:	Doug Urquhart, P.E.
Client:	City of Grand Ledge
Project:	20221119
Project Name:	WWTP Improvements

### Work completed since previous ACCOUNT

Construction at the WWTP continues for the raw wastewater lift station, tertiary filters, grit removal, sludge processing building, and aerobic granular sludge tanks. Work completed includes the excavation for the AGS tanks, blower and pipe gallery and sludge buffer tanks.

In December, work will include the installation of the force mains from the raw water lift station to the AGS building, yard piping, and site utilities. The site preparation for the new AGS tanks will begin including the tank underdrains and associated drain pipes and manhole structures.

HRC has been reviewing shop drawing submittals and reviewing requests for information (RFIs) with RK Davis. As of December 6, 2025, there were 152 shop drawings submittals and 70 RFIs. HRC prepared several field orders:

1. Field Order 11: AGS Startup Modifications for the ability to use the existing WWTP sludge for the reactor startup using minor additional piping and a sludge valve.
2. Field Order 12: RWLS 8" Drain Elevation Revision for the proposed 8" drain to the Raw Wastewater Lift Station in conflict with the existing electrical duct bank between the electrical room in the blower building and the Headworks.

### Schedule status; milestone dates as scheduled?

- 12/10/2025 – Progress Meeting 6
- 1/7/2026 – Progress Meeting 7

### Impediments and other issues affecting project: Owner assistance to prevent delays

The City has been accommodating with limited site access to the WWTP during construction.

### Change requests/additional work requested since previous ACCOUNT, and fee impacts

None at this time.

### Tasks being performed and next tasks to be performed

- Continue construction engineering
- Review submittals and RFIs
- Support the City with disbursement requests for the EGLE CWSRF loan.

**GRAND LEDGE CITY COUNCIL  
310 GREENWOOD ST.  
GRAND LEDGE MI 48837  
(517) 627-2149**

**CITY COUNCIL MINUTES – REGULAR MEETING  
MONDAY, 26 JANUARY 2026 – 7:00 P.M.  
COUNCIL CHAMBERS, CITY HALL  
310 GREENWOOD ST., GRAND LEDGE MI 48837**

- I. ROLL CALL OF COUNCIL** – Mayor Keith Mulder; Mayor Pro-Tem Rick Lantz; and Council Members Brett Gillespie (arrived 7:04 p.m.), Tom Jancek, Dave Logel, and Don Willems  
– Council Member Lynne MacDowell was excused  
**OTHERS PRESENT** – Adam Smith, City Manager; Gregory Newman, City Clerk; Brad Rizzo, Finance Director/City Treasurer; Ron Erickson, Chief of Police; Rich Morrison, Community Development Director; Sue Stachowiak, Zoning Administrator

**II. PLEDGE OF ALLEGIANCE**

Mayor Mulder led those in attendance in the Pledge of Allegiance.

**III. AUDIENCE PARTICIPATION**

Kirk Crowner, 525 S. Bridge St., thanked city staff for their work clearing the ice and snow, and at the new Iron Removal Plant, and commented on the Grand Ledge Area Emergency Services Authority planning survey.

COUNCIL MEMBER GILLESPIE ARRIVED, AT 7:04 P.M.

**IV. APPROVAL OF CONSENT AGENDA**

- A. Motion** – To approve the Monday, 26 January 2026 City Council consent agenda, as follows:
- i. Financial transactions and bills.
  - ii. Monday, 12 January 2026 City Council minutes.
  - iii. Fiscal Year 2026 2<sup>nd</sup> quarter budget amendments.

COUNCIL MEMBER LOGEL MOVED, COUNCIL MEMBER JANCEK SECONDED, TO APPROVE THE MONDAY, 26 JANUARY 2026 CITY COUNCIL CONSENT AGENDA. MOTION CARRIED UNANIMOUSLY.

**V. APPROVAL OF REGULAR AGENDA**

**A. Motion** – To approve the Monday, 26 January 2026 City Council regular agenda.

COUNCIL MEMBER LOGEL MOVED, COUNCIL MEMBER GILLESPIE SECONDED, TO APPROVE THE MONDAY, 26 JANUARY 2026 CITY COUNCIL REGULAR AGENDA. MOTION CARRIED UNANIMOUSLY.

**VI. COMMITTEE AND BOARD REPORTS**

**Downtown Development Authority**

Adam Smith, City Manager, reported the Downtown Development Authority met on 14 January 2026.

**Parks and Recreation Commission**

Adam Smith, City Manager, reported the Parks and Recreation Commission met on 22 January 2026 and began the Parks and Recreation Master Plan process.

**VII. STAFF REPORTS**

**Manager's Office**

**Clerk's Department**

Gregory Newman, City Clerk, reported on the 2026 Election Cycle and Channel 12 broadcast problems. The City Council discussed the Channel 12 broadcast problems.

**Finance Department**

Brad Rizzo, Finance Director/City Treasurer, reported on the winter property tax bill mailing, the Fiscal Year 2027 budget process, annual tax form mailings, and the Fiscal Year 2026 audit filing with the State of Michigan.

**Police Department**

Ron Erickson, Chief of Police, reported on the accreditation process and scheduled hearing with the accreditation board, and personnel trainings.

The City Council discussed the state's secure storage law.

**Planning and Zoning Department**

Adam Smith, City Manager, mentioned the Planning and Zoning Department report is included in the packet of supporting material.

The City Council discussed the conditional offer of employment for Zoning Administrator.

- A. Motion** – To receive and place on file the December 2025 staff reports from the Clerk’s Department, Finance Department, Police Department, and Planning and Zoning Department.

COUNCIL MEMBER GILLESPIE MOVED, COUNCIL MEMBER LOGEL SECONDED, TO RECEIVE AND PLACE ON FILE THE DECEMBER 2025 STAFF REPORTS FROM THE CLERK’S DEPARTMENT, FINANCE DEPARTMENT, POLICE DEPARTMENT, AND PLANNING AND ZONING DEPARTMENT. MOTION CARRIED UNANIMOUSLY.

**VIII. UNFINISHED BUSINESS**

**IX. NEW BUSINESS**

- A. Motion** – To distribute the proposed Master Plan for review and comment.

COUNCIL MEMBER GILLESPIE MOVED, COUNCIL MEMBER LOGEL SECONDED, TO DISTRIBUTE THE PROPOSED MASTER PLAN FOR REVIEW AND COMMENT.

Adam Smith, City Manager, explained the distribution of the proposed Master Plan.

Rich Morrison, Community Development Director, reported the Planning Commission recommends the distribution of the proposed Master Plan.

The City Council debated the sixty-three-day review period and the next steps.

MOTION TO DISTRIBUTE THE PROPOSED MASTER PLAN FOR REVIEW AND COMMENT, CARRIED UNANIMOUSLY.

**X. AUDIENCE PARTICIPATION**

The public did not comment.

**XI. COMMUNICATIONS FROM THE MAYOR AND COUNCIL**

Council Member Jancek thanked city staff for clearing ice and snow, and keeping the infrastructure running.

Council Member Logel thanked the Grand Ledge Public Schools Transportation Department and bus drivers for keeping students safe.

Council Member Gillespie thanked the community’s patience with the city’s efforts to clear ice and snow, and commented on truth.

Mayor Mulder thanked city staff for their work in this inclement weather and mentioned the Grand Ledge Area Emergency Services Authority planning survey.

**XII. CLOSED SESSION**

**XIII. ADJOURNMENT**

COUNCIL MEMBER GILLESPIE MOVED, COUNCIL MEMBER LOGEL SECONDED, TO ADJOURN THE MONDAY, 26 JANUARY 2026 CITY COUNCIL REGULAR MEETING, AT 7:00 P.M. MOTION CARRIED UNANIMOUSLY.

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Gregory L. Newman, City Clerk

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Keith O. Mulder, Mayor

DRAFT

# City of Grand Ledge Job Description

## Assistant Public Services Superintendent

(Exempt)

**Supervised By:** Public Services Superintendent and/or Public Works Superintendent  
**Supervises:** Department of Public Services (DPS) staff and others as assigned.

### **General Summary:**

Under the general direction of the Public Services Superintendent, assists in the planning and managing of the ~~City's wastewater treatment plant (WWTP) and component units~~, storm water collection systems, city engineering, street ~~system construction~~ and right of ways, maintenance, vehicle and equipment fleet, ~~Department of~~ Public Services garage and grounds ~~and maintenance~~. Supervises assigned personnel and participates in the activities of the department, stays current of pertinent statutes and regulations, industry trends & technology and assists in developing recommendations for the efficient and effective operations of all department functions.

### **Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Assists in planning, directing, coordinating, and evaluating aspects of the ~~waste water treatment plant~~, storm water collection systems, ~~component units~~, streets ~~system~~, and rights of ways, vehicle and equipment fleet, including personnel management, budgeting, general administration and capital needs assessment. Assists in developing and implementing policies and procedures in accordance with departmental directives, policies, procedures, regulations, and City ~~guidelines~~ ~~policies~~.
2. Participates in the recruitment and hiring of department personnel, ~~both~~ ~~including~~ seasonal and part-time. Assists in the supervision of personnel, evaluates performance, and oversees training. Assists in the disciplinary action of personnel according to established procedures and participates in ~~labor~~ ~~relations~~ ~~human resource~~ activities as directed. Oversees volunteers and community service workers when applicable.
3. Assists in the assessment of department operations, staffing levels, facilities, and equipment. Assists in developing annual budget requests covering operations and helps monitor budget expenditures. Under the general direction of the Public Services Superintendent, purchases supplies, equipment and materials according to established procedures as directed.
4. Assists with the implementation of safety awareness programing in accordance with departmental policy and City, State and Federal guidelines. Instructs employees on safety standards, precautionary procedures, and departmental policies and procedures.
5. Under the general direction of Public Services Superintendent; directs the daily activities of ~~assigned~~ DPS staff, by preparing schedules, assigning and supervising work, monitoring performance, and determining priorities. Oversees the routine maintenance, standard operations and special projects associated with the ~~WWTP~~, streets ~~system~~, vehicle and equipment fleet, sidewalks, signage, and ~~public~~ parking lots.

6. Under the general direction of Public Services Superintendent; ~~oversees~~ ~~assists with~~ construction projects and works with engineers, contractors, and inspectors. Assists with repairs, reconstruction, maintenance and clearing of streets, sidewalks, ~~and~~ storm sewers; Devises, arranges, and adjusts plans for street sweeping for debris and litter pick-up; prepares for annual leaf pick up; prepares annual winter plans for snow and ice removal; oversees maintenance of all city traffic control signs and pavement markings; assists with various community special events.
7. Assists in assessing the need for private contracting of special projects and services, participates in the contracting process, and provides project oversight and quality control as directed.
8. Conducts research, compiles information, and prepares reports at the request of the Public Services Superintendent. Represents the ~~Department of~~ ~~Public Services~~ ~~Department~~ at various meetings and makes presentations as requested.
9. Operates light and heavy equipment, tools and vehicles in support of various projects associated with the department or other departments as needed. Performs snow removal activities as assigned, including emergency snow removal.
10. Assists in planning, coordinating, and overseeing the City's urban tree canopy and forestry operations. Responsibilities include supporting tree planting, pruning, removal, and maintenance programs; assisting with contractors and staff oversight; ensuring compliance with safety standards and applicable regulations; and helping manage budgets, schedules, and inventories related to urban forestry. The role also supports long term canopy management goals, responds to resident inquiries, and works collaboratively with other City departments to enhance public safety, environmental sustainability, and the overall health of the urban forest.
11. Assists in planning, coordinating, and overseeing the maintenance, repair, and seasonal upkeep of City wide-walks and riverfront trails. Responsibilities include supporting inspection programs, coordinating routine, corrective, and seasonal maintenance activities such as snow and ice removal, overseeing staff and contractors, and ensuring compliance with safety and accessibility requirements. The role helps manage budgets, schedules, and materials; responds to resident and user concerns; and works collaboratively with other City departments to maintain safe, accessible, and well-maintained pedestrian and trail infrastructure year round.
12. Coordinates work with Public Works Superintendent and provides project assistance as needed.
13. Availability to respond to weather and infrastructure emergencies, ~~and water and wastewater alarms~~ as situations may dictate. Provides on call duty if necessary.
14. May be assigned temporarily to other ~~departments~~ ~~divisions~~ to perform duties that utilize the individual employee's skills and abilities. In this situation, the employee may perform duties specified in any ~~Department of~~ ~~Public Services~~ ~~Department~~ job description.
15. Performs related duties and special projects as needed.
16. These examples do not include all of the duties which the employee may be expected to perform.

### **Required Knowledge, Skills, Abilities, and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Experience requirements include five years of progressively responsible experience in public works functions, ~~wastewater treatment plant operation and maintenance~~, grounds and facility maintenance, and/or street maintenance; including supervisory experience.
- ~~Ability to obtain a State of Michigan Class D wastewater treatment certificate within the State of Michigan required hours of experience (approximately 2 years).~~
- Ability to Obtain **ment of** a State of Michigan Class ~~S3~~ **S4** water distribution certificate within the State of Michigan required hours of experience (approximately 2 years).
- ~~Ability to Obtain~~ **ment of** a State of Michigan Stormwater Certificate within one (1) year.
- A valid Michigan driver's license and the ~~ability to obtain~~ **ment of** a Michigan Commercial Driver's License Class A with air brake endorsement within one (1) year.
- Ability to exercise good judgement, initiative and resourcefulness in dealing with the public, elected officials, community leaders, and other professionals.
- Knowledge of the machines, equipment, materials, safety precautions, and operating practices of modern ~~water and wastewater systems~~, public works, and related equipment.
- Knowledge of traffic, safety, and construction signage.
- Knowledge of asphalt paving and concrete work. Knowledge of Pavement Surface Evaluation and Rating system.
- Playground safety training preferred.
- Ability to effectively train, lead, motivate, evaluate, and discipline employees under emergency and non-emergency conditions.
- Ability to plan, supervise, evaluate, and inspect the work of others; ability to effectively discipline assigned personnel.
- Ability to work effectively as part of a team and individually.
- Ability to maintain accurate records and prepare comprehensive reports on the operations of the department.
- Ability to establish effective working relationships with employees, contractors, other governmental agencies, and the public.
- Ability to effectively communicate and present ideas and concepts orally and in writing.

- Ability to read and interpret construction drawings and maps of streets, ~~water and wastewater systems,~~ and public works systems.
- Ability to critically assess situations and solve problems, and to work effectively under stress, within deadlines and changes in work priorities.
- Ability to perform a broad range of maintenance and repair functions **as it relates to Public Works.**
- Educational requirements include a high school diploma or equivalent; college degree preferred in an applicable field.

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate with others in person, via phone calls, text, and email, review and produce written and electronic documents and drawings and attend meetings at locations throughout the City. The employee is frequently required to inspect work in progress at locations throughout the City and occasionally required to lift and/or move objects of moderate to heavy weight, operate hand and power tools, traverse uneven ground and perform work at varying heights and in all light conditions.

While performing the duties of this job, the employee is regularly exposed to high-pressure water systems, sanitary sewer, fumes or airborne particles, and toxic or caustic chemicals. The employee is frequently exposed to wet and/or humid conditions; high, precarious places; moving mechanical parts and/or heavy equipment; outside weather conditions; vibration; and risk of electrical shock. The noise level in the work environment ranges from moderate to very loud.

**Application:**

This class specification is intended merely to identify the class and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all the duties whose performance may ever be required of such employees or to limit the nature and extent of assignments such an individual may be given.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

~~March 28, 2019~~ **February 5, 2026**

\*\*In addition to the regular vacation accrual, this position will receive an additional forty (40) hours of vacation time per year, in accordance with section 4.8 of the Personnel Manual.

# City of Grand Ledge Job Description

## Assistant Public Works Superintendent

(Exempt)

**Supervised By:** Public Works Superintendent and/or Public Services Superintendent  
**Supervises:** Department of Public Services (DPS) staff and others as assigned.

### **General Summary:**

Under the general direction of the Public Works Superintendent, assists in the planning and managing of the City's drinking water treatment and distribution systems, wastewater collection systems, city engineering, street utility construction, maintenance, right-of-ways, utility vehicle and equipment fleet, Public Services garage, grounds and maintenance, airport, parks and recreation facilities, and cemetery. Supervises assigned personnel and participates in the activities of the department, stays current of pertinent statutes and Federal and State drinking water regulations, industry trends & technology, and assists in developing recommendations for the efficient and effective operations of all department functions.

### **Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Assists in planning, directing, coordinating, and evaluating aspects of the water pumping, treatment, and distribution systems, the wastewater collection systems and component units infrastructure elements, right-of-ways, airport, cemetery, parks, and grounds and facilities operations; including personnel management, budgeting, general administration and capital needs assessment. Assists in developing and implementing policies and procedures in accordance with departmental directives, policies, procedures, regulations, and City guidelines.
2. Participates in the recruitment and hiring of department personnel, both seasonal and part time. Assists in the supervision of personnel, evaluates performance, and oversees training. Assists in the disciplinary action of personnel according to established procedures and participates in labor relations activities as directed. Oversees volunteers and community service workers when applicable.
3. Assists in the assessment of department operations, staffing levels, facilities, and equipment. Assists in developing annual budget requests covering operations and helps monitor budget expenditures. Assists with purchasing supplies, equipment and materials according to established procedures as directed.
4. Assists with the implementation of safety awareness programing in accordance with departmental policy and City, State and Federal guidelines. Instructs employees on safety standards, precautionary procedures, and departmental policies and procedures.
5. Under the general direction of Public Works Superintendent; directs the daily activities of DPS staff, by preparing schedules, assigning and supervising work, monitoring performance, and determining priorities. Oversees with the routine maintenance, standard operations and special projects associated with utilities, parks and associated equipment, recycling/compost center, airport and related infrastructure.

6. Under the general direction of Public Works Superintendent; assists with construction projects and works with engineers, contractors, and inspectors. Assists with tree trimming, thinning and occasional removal along the City's street right-of-ways; assists with various community special events; devises, arranges, and adjusts plans for debris and litter pick-up and removal.
7. Assists in assessing the need for private contracting of special projects and services, participates in the contracting process, and provides project oversight and quality control as directed.
8. Conducts research, compiles information, and prepares reports at the request of the Public Works Superintendent. Represents the Public Works Department at various meetings and makes presentations as requested.
9. Operates light and heavy equipment, tools and vehicles in support of various projects associated with the department or other departments as needed. Performs snow removal activities as assigned, including emergency snow removal.
10. Coordinates work with Public Services Superintendent and provides project assistance as needed.
11. Availability to respond to weather and infrastructure emergencies, and water and wastewater alarms as situations may dictate. Provides on call duty if necessary.
12. May be assigned temporarily to other departments to perform duties that utilize the individual employee's skills and abilities. In this situation, the employee may perform duties specified in any Public Services Department job description.
13. Performs related duties and special projects as needed.
14. These examples do not include all of the duties which the employee may be expected to perform.

**Required Knowledge, Skills, Abilities, and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Experience requirements include five years of progressively responsible experience in public works functions, water distribution/treatment and wastewater collection system operation and maintenance, grounds and facility maintenance, Cemetery burials, and landscaping; including supervisory experience.
- Ability to obtain a State of Michigan Class S3 water distribution certificate, Class D3 limited water treatment certificate within the State of Michigan required hours of experience. (Approximately 2 years).
- A State of Michigan Class D wastewater treatment certificate preferred.
- Ability to obtain a State of Michigan Stormwater Certificate within one (1) year.
- Ability to obtain a Playground Safety Inspector Certificate within one (1) year.

- A valid Michigan driver's license and the ability to obtain a Michigan Commercial Driver's License Class A with air brake endorsement within one (1) year.
- Ability to exercise good judgement, initiative and resourcefulness in dealing with the public, elected officials, community leaders, and other professionals.
- Knowledge of the machines, equipment, materials, safety precautions, and operating practices of modern water and wastewater systems, public works, and related equipment.
- Knowledge of the Safe Drinking Water Act, Act 399 P.A. 1977 and related legislation.
- Ability to effectively train, lead, motivate, evaluate, and discipline employees under emergency and non-emergency conditions.
- Ability to plan, supervise, evaluate, and inspect the work of others; ability to effectively discipline assigned personnel.
- Ability to work effectively as part of a team and individually.
- Ability to maintain accurate records and prepare comprehensive reports on the operations of the department.
- Ability to establish effective working relationships with employees, contractors, other governmental agencies, and the public.
- Ability to effectively communicate and present ideas and concepts orally and in writing.
- Ability to read and interpret construction drawings and maps of water and wastewater systems, grounds and facilities, and public works systems.
- Ability to critically assess situations and solve problems, and to work effectively under stress, within deadlines and changes in work priorities.
- Ability to perform a broad range of maintenance and repair functions.
- Educational requirements include a high school diploma or equivalent; college degree preferred in an applicable field.

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate with others in person, via phone calls, text, and email, review and produce written and electronic documents and drawings and attend meetings at locations throughout the City. The employee is frequently required to inspect work in progress at locations throughout the City and occasionally required to lift and/or move objects of moderate to heavy weight, operate hand and power tools, traverse uneven ground and perform work at varying heights and in all light conditions.

While performing the duties of this job, the employee is regularly exposed to high-pressure water systems, sanitary sewer, fumes or airborne particles, and toxic or caustic chemicals. The employee is frequently exposed to wet and/or humid conditions; high, precarious places; moving mechanical parts and/or heavy equipment; outside weather conditions; vibration; and risk of electrical shock. The noise level in the work environment ranges from moderate to very loud.

**Application:**

This class specification is intended merely to identify the class and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all the duties whose performance may ever be required of such employees or to limit the nature and extent of assignments such an individual may be given.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

~~March 28, 2018~~ January 27, 2026

\*\*In addition to the regular vacation accrual, this position will receive an additional forty (40) hours of vacation time per year, in accordance with section 4.8 of the Personnel Manual.

To: City Council

From: Kurt Ristow, Public Works Superintendent

Date: 2/3/2026

Re: Water Distribution System Repair Parts Inventory

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Background: The City of Grand Ledge solicited price proposals from Etna Supply, Ferguson Waterworks, and Core & Main for distribution system materials required for emergency repairs. These materials include ductile iron pipe, valves, repair and cut-in sleeves, repair clamps, valve boxes, and Mega-Lug bolt kits.

Issues and Questions Specified: Core & Main submitted the lowest overall price for most items. Ferguson Waterworks and Etna Supply offered the lowest pricing on selected items; those items will be purchased from those vendors accordingly. The proposed purchase is the minimum quantity required to replenish materials for emergency repairs to the water distribution system.

Financial Impact: The total cost of the purchase is \$61,010.76, to be allocated between the following accounts:

- 592-546-776 – Maintenance Supplies
- 592-546-936.005 – Maintenance of Mains

Recommendation: Approve the purchase of water distribution system repair parts in the amount of \$61,010.76.

Attachments: Pricing quote spreadsheet, Emergency repair parts purchase summary.

# Emergency Repair Price Quotes

Parts	Core & Main	ETNA	Ferguson
<b>CUT-IN SLEEVES</b>			
4 MJXPE DUAL CUT-IN SLV C110 USA	\$468.95	\$536.00	\$600.22
6 MJXPE DUAL CUT-IN SLV C110 USA	\$698.22	\$799.00	\$758.04
8 MJXPE DUAL CUT-IN SLV C110 USA	\$918.22	\$1,050.00	\$977.45
10 MJXPE DUAL CUT-IN SLV C110 USA	\$1,138.79	\$1,303.00	\$1,383.97
12 MJXPE DUAL CUT-IN SLV C110 USA	\$1,546.95	\$1,770.00	\$1,908.26
<b>MEGALUGS</b>			
4 EBAA MEGALUG MJ DI 1104 RSTR F/DI PIPE , BLACK	\$25.83	\$29.55	\$27.10
6 EBAA MEGALUG MJ DI 1106 RSTR F/DI PIPE BLACK	\$30.40	\$34.75	\$31.76
8 EBAA MEGALUG MJ DI 1108 RSTR F/DI PIPE , BLACK	\$46.39	\$53.00	\$48.12
10 EBAA MEGALUG MJ DI 1110 RST F/DI PIPE , BLACK	\$68.66	\$78.55	\$69.69
12 EBAA MEGALUG MJ DI 1112 RST F/DI PIPE , BLACK	\$99.90	\$114.35	\$99.34
16 EBAA MEGALUG MJ DI 1116 RST F/DI PIPE, BLACK	\$182.19		\$197.13
<b>MJ GASKETS AND BOLTS</b>			
4" MJ ACC SET GASKET/BOLTS	\$15.79	\$15.55	\$21.28
6" MJ ACC SET GASKET/BOLTS	\$19.42	\$17.75	\$29.48
8" MJ ACC SET GASKET/BOLTS	\$20.64	\$19.95	\$29.48
10" MJ ACC SET GASKET/BOLTS	\$42.14	\$26.40	\$38.89
12" MJ ACC SET GASKET/BOLTS	\$43.36	\$27.50	\$41.34
16" MJ ACC SET GASKET/BOLTS	\$75.12		\$73.28
<b>VALVE BOXES</b>			
D-BOX(D) COMPLETE W/#4 BASE	\$298.69	\$331.45	
#4 BASE #6860 VALVE BOX	\$72.24	\$97.50	\$97.94
30B VALVE BOX BOTTOM 6860	\$91.71	\$101.20	\$101.31
26T TYLER 6860 TOP SECTION	\$107.57	\$113.85	\$113.98
5.25 TYLER 6860 DROP LID USA	\$27.18	\$18.55	\$18.57
<b>MJ SLEEVES</b>			
4 MJ L/P SLV C153 USA	\$100.16	\$114.65	\$103.65
6 MJ L/P SLV C153 USA	\$145.32	\$166.30	\$150.38
8 MJ L/P SLV C153 USA	\$190.48	\$218.00	\$197.11
10 MJ L/P SLV C153 USA	\$278.48	\$318.00	\$288.18
12 MJ L/P SLV C153 USA	\$370.53	\$424.00	\$383.44
16 MJ L/P SLV C153 USA	\$923.43		\$955.61
<b>REPAIR CLAMPS</b>			
261-048012-000 4X12-1/2 REP CLP 4.74-5.14 OD	\$145.27	\$169.00	\$152.72
261-069012-000 6X12-1/2 REP CLP 6.84-7.24 OD	\$176.92	\$203.00	\$183.58
261-090512-000 8X12-1/2 REP CLP 8.99-9.39 OD	\$206.16	\$238.75	\$215.87
261-111012-000 10X12-1/2 REP CLP 11.04-11.44 OD	\$262.96	\$311.00	\$291.18
261-132012-000 12X12-1/2 REP CLP 13.10-13.50 OD	\$318.39	\$372.95	\$337.22

# Emergency Repair Price Quotes

Parts	Core & Main	ETNA	Ferguson
<b>TAPPED REPAIR CLAMPS</b>			
264-048012-007 4X12-1/2 X 3/4 CC TAPT REP CLP 4.74-5.14 OD	\$185.43	\$227.65	\$205.83
264-048012-009 4X12-1/2 CC TAPT REP CLP 4.74-5.14 OD	\$185.43	\$227.65	\$205.83
264-069012-007 6X12-1/2X3/4CC TAPT REP CLP 6.84-7.24 OD	\$217.07		\$268.62
264-069012-009 6X12-1/2X1CC TAPT REP CLP 6.84-7.24 OD	\$217.07	\$261.75	\$268.62
264-090512-007 8X12-1/2X3/4CC TAPT REP CLP 8.99-9.39 OD	\$246.30	\$297.50	\$268.98
264-090512-009 8X12-1/2X1CC TAPT REP CLP 8.99-9.39 OD	\$246.30	\$297.50	\$268.98
264-111012-007 10X12X3/4CC TAPT REP CLP 11.04-11.44 OD	\$303.12	\$380.75	\$344.28
264-111012-009 10X12-1/2X1CC TAPT REP CLP 11.04-11.44 OD	\$303.12	\$380.75	\$344.28
264-132012-007 12X12.5X3/4CC TAPT REP CLP 13.10-13.50 OD	\$358.55	\$431.70	\$390.33
264-132012-009 12X12-1/2X1CC TAPT REP CLP 13.10-13.50 OD	\$358.55	\$431.70	\$390.33
264-048012-013 4X12-1/2X1.5CC TAPT REP CLP 4.74-5.14 OD	\$198.80		\$221.27
264-048012-015 4X12-1/2X2CC TAPT REP CLP 4.74-5.14 OD	\$211.53		\$237.76
264-069012-013 6X12-1/2X1.50CC TAPT REP CLP 6.84-7.24 OD	\$230.46		\$252.14
264-069012-015 6X12-1/2X2CC TAPT REP CLP 6.84-7.24 OD	\$243.17		\$268.62
264-090512-013 8X12.5X1-1/2CC TAPT REP CLP 8.99-9.39 OD	\$259.69		\$284.42
264-090512-015 8X12-1/2X2CC TAPT REP CLP 8.99-9.39 OD	\$272.42		\$300.90
264-111012-013 10X12.5X1-1/2CC TAPT REP CLP 11.04-11.44 OD	\$316.49		\$359.73
264-111012-015 10X12-1/2X2CC TAPT REP CLP 11.04-11.44 OD	\$329.22		\$376.21
264-132012-013 12X12X1-1/2CC TAPT REP CLP 13.10-13.50 OD	\$371.94		\$405.77
264-132012-015 12X12-1/2X2CC TAPT REP CLP 13.10-13.50 OD	\$384.65		\$422.25

# Emergency Repair Price Quotes

Parts	Core & Main	ETNA	Ferguson
<b>CORPS, COUPLERS &amp; CURB BOXES</b>			
74701BQ 3/4 BALL CORP STOP CCXQJ CTS NO LEAD 5182-028	\$61.58		\$73.25
74701BQ 1 BALL CORP STOP CCXQJ CTS NO LEAD 5182-049	\$80.99		\$96.30
74701BQ 1-1/2 BALL CORP STOP CCXQJ CTS 16P NO LEAD 5182-172	\$181.53		\$215.80
74701BQ 2 BALL CORP STOP CCXQJ CTS 16P NO LEAD 5182-167	\$300.25		\$256.90
76100Q 3/4 BALL CURB STOP QJ CTSXQJ CTS NO LEAD 5182-031	\$84.33		\$100.25
76100Q 1 BALL CURB STOP QJ CTSXQJ CTS NO LEAD 5182-052	\$126.75		\$150.70
76100Q 1-1/2 BALL CURB STOP QJ CTSXQJ CTS NO LEAD 5182-135	\$303.30		\$360.55
76100Q 2 BALL CURB STOP QJ CTSXQJ CTS NO LEAD 5182-082	\$426.37		\$506.90
H10314 5'6 CURB BOX W/ROD	\$53.33		\$41.45
<b>SERVICE BOX EXTENSIONS</b>			
367-0176 3" SERVICE EXT	\$23.99		\$24.00
367-0177 6" SERVICE EXT	\$29.51		\$29.51
367-0178 9" SERVICE EXT	\$34.53		\$34.53
367-0179 12" SERVICE EXT	\$39.51		\$39.51
TRUMBULL 367-0180 18" SERVICE BOX EXT FOR 1-1/4" CURB BOX	\$49.58		\$49.58
TRUMBULL 367-0181 24" SERVICE BOX EXT FOR 1-1/4" CURB BOX	\$58.59		\$58.59
<b>DUCTILE IRON</b>			
4 TJ PR350 DI PIPE	\$798.40	\$839.70	\$806.80
6 TJ CL50 PR350 DI PIPE	\$545.80	\$638.00	\$551.60
8 TJ PR350 DI PIPE	\$718.60	\$840.00	\$726.20
10 TJ PR350 DI PIPE	\$857.20	\$1,003.00	\$866.20
12 TJ PR350 DI PIPE	\$1,101.00	\$1,288.00	\$1,112.40
4 TJ CL52 DI PIPE DCL DOUBLE CEMENT LINED	\$798.40	\$935.00	\$815.20
6 TJ CL52 DI PIPE DCL DOUBLE CEMENT LINED	\$613.60	\$718.00	\$626.40
8 TJ CL52 DI PIPE DCL DOUBLE CEMENT LINED	\$865.60	\$1,013.00	\$883.80
10 TJ CL52 DI PIPE DCL DOUBLE CEMENT LINED	\$1,134.60	\$1,327.00	\$1,158.40
12 TJ CL52 DI PIPE DCL DOUBLE CEMENT LINED	\$1,428.60	\$1,672.00	\$1,458.60
<b>ULTRA SLEEVES</b>			
ULTSLV-0561-00011 4 ULTRA SLV WIDE RANGE BELL JT CLP 4.45-5.61 OD	\$1,247.78		\$1,223.32
ULTSLV-0765-00011 6 ULTRA SLV WIDE RANGE BELL JT CLP 6.55-7.65 OD	\$1,364.43		\$1,337.67
ULTSLV-0984-00011 8 ULTRA SLV WIDE RANGE BELL JT CLP 8.54-9.84 OD	\$1,609.65		\$1,578.09
ULTSLV-1146-00011 10 ULTRA SLV WIDE RANGE BELL JT CLP 10.64-1146 OD	\$2,016.33		\$1,976.79

# Emergency Repair Price Quotes

Parts	Core & Main	ETNA	Ferguson
<b>AY MCDONALD BRASS</b>			
74758-11 3/4 BRS CPLG RANGERXRANGER NO LEAD 5196-002	\$52.88	\$64.60	\$55.65
74758-11 1 BRS CPLG RANGERXRANGER NO LEAD 5196-005	\$87.76	\$107.25	\$92.36
76104REPQ 3/4X10.12 BALL CURB STOP 3/4X3/4 QJ CTSXQJ CTS MINN PATT NO LEAD 5183-318 MINN PATTERN	\$132.38	\$184.90	\$160.10
76104REPQ 1X10.50 BALL CURB STOP 1X1 QJ CTSXQJ CTS MINN PATT NO LEAD 5183-319 MINN PATTERN	\$184.63	\$257.85	\$223.15
74692Q 1X3/4 BRS RED ADAPTER 1" MALE QJ CTSX3/4" QJ CTS FOR USE ON AYM EXISTING QJ END ONLY NO LEAD 5123-078	\$56.05	\$42.00	\$36.25
4774FR 3/4 FLARE/ROUND TOOL	\$72.41	\$79.15	\$67.10
4774FR 1 FLARE/ROUND TOOL	\$83.96	\$91.80	\$77.90
<b>VALVES</b>			
4 EJ MJ RW GATE VLV OL 2200400	\$630.00		
6 EJ MJ RW GATE VLV OL 2200600	\$793.00		
8 EJ MJ RW GATE VLV OL 2200800	\$1,276.00		
10 EJ MJ RW GATE VLV OL 2201000	\$1,990.00		
12 EJ MJ RW GATE VLV OL 2201200	\$2,517.00		

# Emergency Repair Purchase Cost

Parts	Price Per Unit	QTY	Total
<b>CUT-IN SLEEVES</b>			
4 MJXPE DUAL CUT-IN SLV C110 USA	\$468.95	3	\$1,406.85
6 MJXPE DUAL CUT-IN SLV C110 USA	\$698.22	3	\$2,094.66
8 MJXPE DUAL CUT-IN SLV C110 USA	\$918.22	3	\$2,754.66
10 MJXPE DUAL CUT-IN SLV C110 USA	\$1,138.79	2	\$2,277.58
12 MJXPE DUAL CUT-IN SLV C110 USA	\$1,546.95	2	\$3,093.90
	<b>Sub-Total</b>		<b>\$11,627.65</b>
<b>MEGALUGS</b>			
4 EBAA MEGALUG MJ DI 1104 RSTR F/DI PIPE , BLACK	\$25.83	8	\$206.64
6 EBAA MEGALUG MJ DI 1106 RSTR F/DI PIPE BLACK	\$30.40	8	\$243.20
8 EBAA MEGALUG MJ DI 1108 RSTR F/DI PIPE , BLACK	\$46.39	8	\$371.12
10 EBAA MEGALUG MJ DI 1110 RST F/DI PIPE , BLACK	\$68.66	8	\$549.28
12 EBAA MEGALUG MJ DI 1112 RST F/DI PIPE , BLACK	\$99.90	8	\$799.20
16 EBAA MEGALUG MJ DI 1116 RST F/DI PIPE, BLACK	\$182.19	4	\$728.76
	<b>Sub-Total</b>		<b>\$2,898.20</b>
<b>MJ GASKETS AND BOLTS</b>			
4" MJ ACC SET GASKET/BOLTS	\$15.55	8	\$124.40
6" MJ ACC SET GASKET/BOLTS	\$17.75	8	\$142.00
8" MJ ACC SET GASKET/BOLTS	\$19.95	8	\$159.60
10" MJ ACC SET GASKET/BOLTS	\$26.40	8	\$211.20
12" MJ ACC SET GASKET/BOLTS	\$27.50	8	\$220.00
16" MJ ACC SET GASKET/BOLTS	\$75.12	4	\$300.48
	<b>Sub-Total</b>		<b>\$1,157.68</b>
<b>VALVE BOXES</b>			
D-BOX(D) COMPLETE W/#4 BASE	\$298.69	8	\$2,389.52
#4 BASE #6860 VALVE BOX	\$72.24		
30B VALVE BOX BOTTOM 6860	\$91.71		
26T TYLER 6860 TOP SECTION	\$107.57		
5.25 TYLER 6860 DROP LID USA	\$27.18		
	<b>Sub-Total</b>		<b>\$2,389.52</b>
<b>MJ SLEEVES</b>			
4 MJ L/P SLV C153 USA	\$100.16	6	\$600.96
6 MJ L/P SLV C153 USA	\$145.32	6	\$871.92
8 MJ L/P SLV C153 USA	\$190.48	6	\$1,142.88
10 MJ L/P SLV C153 USA	\$278.48	6	\$1,670.88
12 MJ L/P SLV C153 USA	\$370.53	6	\$2,223.18
16 MJ L/P SLV C153 USA	\$923.43	4	\$3,693.72
	<b>Sub-Total</b>		<b>\$10,203.54</b>
<b>REPAIR CLAMPS</b>			
261-048012-000 4X12-1/2 REP CLP 4.74-5.14 OD	\$145.27	1	\$145.27
261-069012-000 6X12-1/2 REP CLP 6.84-7.24 OD	\$176.92	1	\$176.92
261-090512-000 8X12-1/2 REP CLP 8.99-9.39 OD	\$206.16	1	\$206.16
261-111012-000 10X12-1/2 REP CLP 11.04-11.44 OD	\$262.96	1	\$262.96
261-132012-000 12X12-1/2 REP CLP 13.10-13.50 OD	\$318.39	1	\$318.39
	<b>Sub-Total</b>		<b>\$1,109.70</b>

# Emergency Repair Purchase Cost

Parts	Price Per Unit	QTY	Total
<b>TAPPED REPAIR CLAMPS</b>			
264-048012-007 4X12-1/2X3/4CC TAPT REP CLP 4.74-5.14 OD	\$185.43		
264-048012-009 4X12-1/2X1CC TAPT REP CLP 4.74-5.14 OD	\$185.43		
264-069012-007 6X12-1/2X3/4CC TAPT REP CLP 6.84-7.24 OD	\$217.07		
264-069012-009 6X12-1/2X1CC TAPT REP CLP 6.84-7.24 OD	\$217.07		
264-090512-007 8X12-1/2X3/4CC TAPT REP CLP 8.99-9.39 OD	\$246.30		
264-090512-009 8X12-1/2X1CC TAPT REP CLP 8.99-9.39 OD	\$246.30		
264-111012-007 10X12X3/4CC TAPT REP CLP 11.04-11.44 OD	\$303.12		
264-111012-009 10X12-1/2X1CC TAPT REP CLP 11.04-11.44 OD	\$303.12		
264-132012-007 12X12.5X3/4CC TAPT REP CLP 13.10-13.50 OD	\$358.55		
264-132012-009 12X12-1/2X1CC TAPT REP CLP 13.10-13.50 OD	\$358.55		
264-048012-013 4X12-1/2X1.5CC TAPT REP CLP 4.74-5.14 OD	\$198.80		
264-048012-015 4X12-1/2X2CC TAPT REP CLP 4.74-5.14 OD	\$211.53		
264-069012-013 6X12-1/2X1.50CC TAPT REP CLP 6.84-7.24 OD	\$230.46		
264-069012-015 6X12-1/2X2CC TAPT REP CLP 6.84-7.24 OD	\$243.17		
264-090512-013 8X12.5X1-1/2CC TAPT REP CLP 8.99-9.39 OD	\$259.69		
264-090512-015 8X12-1/2X2CC TAPT REP CLP 8.99-9.39 OD	\$272.42		
264-111012-013 10X12.5X1-1/2CC TAPT REP CLP 11.04-11.44 OD	\$316.49		
264-111012-015 10X12-1/2X2CC TAPT REP CLP 11.04-11.44 OD	\$329.22		
264-132012-013 12X12X1-1/2CC TAPT REP CLP 13.10-13.50 OD	\$371.94		
264-132012-015 12X12-1/2X2CC TAPT REP CLP 13.10-13.50 OD	\$384.65		
	<b>Sub-Total</b>		<hr/>
<b>CORPS, COUPLERS &amp; CURB BOXES</b>			
74701BQ 3/4 BALL CORP STOP CCXQJ CTS NO LEAD 5182-028	\$61.58		
74701BQ 1 BALL CORP STOP CCXQJ CTS NO LEAD 5182-049	\$80.99		
74701BQ 1-1/2 BALL CORP STOP CCXQJ CTS 16P NO LEAD 5182-172	\$181.53		
74701BQ 2 BALL CORP STOP CCXQJ CTS 16P NO LEAD 5182-167	\$300.25		
76100Q 3/4 BALL CURB STOP QJ CTSXQJ CTS NO LEAD 5182-031	\$84.33		
76100Q 1 BALL CURB STOP QJ CTSXQJ CTS NO LEAD 5182-052	\$126.75		
76100Q 1-1/2 BALL CURB STOP QJ CTSXQJ CTS NO LEAD 5182-135	\$303.30		
76100Q 2 BALL CURB STOP QJ CTSXQJ CTS NO LEAD 5182-082	\$426.37		
H10314 5'6 CURB BOX W/ROD	\$53.33		
	<b>Sub-Total</b>		<hr/>
<b>SERVICE BOX EXTENSIONS</b>			
367-0176 3" SERVICE EXT	\$23.99		
367-0177 6" SERVICE EXT	\$29.51		
367-0178 9" SERVICE EXT	\$34.53		
367-0179 12" SERVICE EXT	\$39.51		
TRUMBULL 367-0180 18" SERVICE BOX EXT FOR 1-1/4" CURB BOX	\$49.58		
TRUMBULL 367-0181 24" SERVICE BOX EXT FOR 1-1/4" CURB BOX	\$58.59		
	<b>Sub-Total</b>		<hr/>

# Emergency Repair Purchase Cost

Parts	Price Per Unit	QTY	Total
<b>DUCTILE IRON</b>			
4 TJ PR350 DI PIPE	\$798.40		
6 TJ CL50 PR350 DI PIPE	\$545.80		
8 TJ PR350 DI PIPE	\$718.60		
10 TJ PR350 DI PIPE	\$857.20		
12 TJ PR350 DI PIPE	\$1,101.00		
4 TJ CL52 DI PIPE DCL DOUBLE CEMENT LINED	\$798.40	2	\$1,596.80
6 TJ CL52 DI PIPE DCL DOUBLE CEMENT LINED	\$613.60	2	\$1,227.20
8 TJ CL52 DI PIPE DCL DOUBLE CEMENT LINED	\$865.60	2	\$1,731.20
10 TJ CL52 DI PIPE DCL DOUBLE CEMENT LINED	\$1,134.60	2	\$2,269.20
12 TJ CL52 DI PIPE DCL DOUBLE CEMENT LINED	\$1,428.60	2	\$2,857.20
	<b>Sub-Total</b>		<b>\$9,681.60</b>
<b>ULTRA SLEEVEs</b>			
ULTSLV-0561-00011 4 ULTRA SLV WIDE RANGE BELL JT CLP 4.45-5.61 OD	\$1,223.32	1	\$1,223.32
ULTSLV-0765-00011 6 ULTRA SLV WIDE RANGE BELL JT CLP 6.55-7.65 OD	\$1,337.67	1	\$1,337.67
ULTSLV-0984-00011 8 ULTRA SLV WIDE RANGE BELL JT CLP 8.54-9.84 OD	\$1,578.09	1	\$1,578.09
ULTSLV-1146-00011 10 ULTRA SLV WIDE RANGE BELL JT CLP 10.64-1146 OD	\$1,976.79	1	\$1,976.79
	<b>Sub-Total</b>		<b>\$6,115.87</b>
<b>AY MCDONALD BRASS</b>			
74758-11 3/4 BRS CPLG RANGERXRANGER NO LEAD 5196-002	\$52.88		
74758-11 1 BRS CPLG RANGERXRANGER NO LEAD 5196-005	\$87.76		
76104REPQ 3/4X10.12 BALL CURB STOP 3/4X3/4 QJ CTSXQJ CTS MINN PATT NO LEAD 5183-318 MINN PATTERN	\$132.38		
76104REPQ 1X10.50 BALL CURB STOP 1X1 QJ CTSXQJ CTS MINN PATT NO LEAD 5183-319 MINN PATTERN	\$184.63		
74692Q 1X3/4 BRS RED ADAPTER 1" MALE QJ CTSX3/4" QJ CTS FOR USE ON AYM EXISTING QJ END ONLY NO LEAD 5123-078	\$56.05		
4774FR 3/4 FLARE/ROUND TOOL	\$72.41		
4774FR 1 FLARE/ROUND TOOL	\$83.96		
	<b>Sub-Total</b>		
<b>VALVES</b>			
4 EJ MJ RW GATE VLV OL 2200400	\$630.00		
6 EJ MJ RW GATE VLV OL 2200600	\$793.00	4	\$3,172.00
8 EJ MJ RW GATE VLV OL 2200800	\$1,276.00	4	\$5,104.00
10 EJ MJ RW GATE VLV OL 2201000	\$1,990.00		
12 EJ MJ RW GATE VLV OL 2201200	\$2,517.00	3	\$7,551.00
	<b>Sub-Total</b>		<b>\$15,827.00</b>

**GRAND TOTAL**

**\$61,010.76**

DATE: February 5, 2026

TO: Grand Ledge City Council

FROM: David Gutchess, Public Services Superintendent

RE: Hauling & Land application of Liquid Biosolids

In the February, 9 council packet you will find a proposed contract from Nutrigo Environmental Solutions Inc. of Charlotte, MI. This contract would be a continuation of the existing services approved by the council at the June 26, 2023 council meeting. Nutrigo has provided the City of Grand Ledge with exceptional service. Due to the very limited number of contractors performing these services within the State of Michigan the formal bidding process is not compatible. It has been determined this contract will fit within the Sole Source Purchasing found in the approved City of Grand Ledge Purchasing Policy. Which states “In recognition that certain products and services are clearly superior and/or compatible with City operations, the City Manager may determine a specific product or vendor as the sole source of purchasing for the city. In doing so, the items will be purchased without a formal bidding process.” The only other contractor performing these services in the City’s service area is not in good standing with the city due to an inability to complete the work when last contracted.

**Grand Ledge City Council Resolution # \_\_\_\_\_ of 2026**

**A Resolution to Approve a Contract for Hauling and Land Application  
of Liquid Biosolids with NutriGro Environmental Solution, Inc.**

A resolution adopted by the Grand Ledge City Council, at a regular meeting held on Monday, 09 February 2026, in the Council Chambers, City Hall, 310 Greenwood St., Grand Ledge MI 48837, in compliance with the Open Meetings Act, as amended.

**Whereas**, the City of Grand Ledge, Michigan (“City”) is a municipal corporation organized under the provisions of the Home Rule City Act, Public Act 279 of 1909, as amended, and is governed by the provisions of the Grand Ledge City Charter adopted 07 August 2018, as amended (“Charter”); and

**Whereas**, Charter §13.1A provides:

“The power to make and to authorize the making of contracts on behalf of the City is vested in the City Council and shall be exercised in accordance with the provisions of law”; and

**Whereas**, NutriGro Environmental Solution, Inc., has submitted a contract for hauling and land application of liquid biosolids;

**Now, Therefore, It Is Resolved:**

1. The City approves a contract for hauling and land application of liquid biosolids with NutriGro Environmental Solution, Inc., as attached.
2. The City directs the City Manager and Finance Director / Treasurer to appropriate the funds necessary to implement said contract.
3. The City authorizes and directs the City Manager, or their duly authorized agent or representative, to act as agent on behalf of the City to implement said contract on behalf of the City; to do any other act(s) or thing(s) which shall be necessary to implement said contract on behalf of the City; to preserve and protect the rights, duties, and obligations of the City thereunder; and to do any act or thing required by Charter, ordinance, regulation, rule, statute, or other provision of law in order to implement said contract.

**Motion by**

**Second by**

**Ayes:**

**Nays:**

**Absent:**

Approved:

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Keith O. Mulder, Mayor

I, Gregory L. Newman, Grand Ledge City Clerk, certify this is Resolution #\_\_\_\_\_ of 2026, adopted by the Grand Ledge City Council at a regular meeting held on Monday, 09 February 2026; in the Council Chambers, City Hall, 310 Greenwood St., Grand Ledge MI 48837, in compliance with the Open Meetings Act, as amended.

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Gregory L. Newman, City Clerk

**The City of Grand Ledge  
310 Greenwood  
Grand Ledge, MI 48837**

# **Contract for Hauling & Land Application of Liquid Biosolids**



**February 4, 2026**

**NUTRIGRO ENVIRONMENTAL SOLUTION INC**

Business Information		Business Details	
<b>Company</b>	NutriGro Environmental Solutions Inc (a subsidiary of Gawne Trucking Inc)	<b>Established</b>	1997
<b>Address</b>	P. O. Box 84 Charlotte, Mi. 48813	<b>Servicing Area</b>	Michigan
<b>Phone number</b>	517-204-4492	<b>Market Served</b>	Municipalities Agricultural Sector
<b>Owner/President</b>	Jamie Gawne	<b>Services</b>	<ul style="list-style-type: none"> <li>Hauling and Land Application of biosolids</li> <li>Digester Cleaning</li> <li>Lagoon Services</li> <li>Agricultural Manure Management</li> </ul>
<b>Website</b>	(under construction)	<b>Annual volume hauled</b>	<ul style="list-style-type: none"> <li>25 million gallons biosolids</li> </ul>
<b>Email</b>	jg@nutrigroesi.com	<b>Number of Employees</b>	5
<b>Headquarters</b>	Charlotte, Michigan	<b>Agronomic Competency</b>	NutriGro Environmental Inc. employs a full-time agronomist with over 20 years' experience. We permit and calculate the agronomic rate to ensure compliance with EPA 40 CFR Part 503 regulations and all MDEQ and US-EPA regulations for the land application of wastewater sludge.
Equipment List		Equipment Safety	
12 Semi Trucks  15 top loading tankers-all capable of hauling $\geq$ 10,000 gallons <ul style="list-style-type: none"> <li>(5) 12,000 gallon capacity &amp; (3) 10,000</li> </ul> 1 tractor with 9000 gallon spreader 1 tractor with 8500 gallon spreader 1 tractor with 13,000 gallon spreader  2 tractor with pit pumps 1 portable top loading pipe & stand for loading tanker		Yearly safety inspections  Monthly routine maintenance  Safety Management Systems Inc. (record keeper)  (records available upon request)	
		Employee Safety	
		CDL-A with Tanker Endorsements Clean driving records Random Screening program OSHA standards	

# **Contract for** **The City Grand Ledge WWTP**

## **for the Removal, Transportation, Land Application and Agronomic Management of Biosolids**

**February 4, 2026**

Nutrigro Environmental Solutions, Inc. ("NutriGro") (Contractor) proposes to provide the labor, materials and services necessary for the removal, transportation and land application of Biosolids ("Biosolids") for The City Grand Ledge (Owner) located at 310 Greenwood, Grand Ledge, Michigan, 48837.

### **I. Responsibilities of Nutrigro**

#### **A. Acceptance of Biosolids**

Contractor shall accept from the Owner Biosolids that are suitable for beneficial use in a land application program under federal, state and local laws, rules and regulations. The acceptance of Biosolids by Contractor does not release the Owner for the ultimate responsibility for the Biosolids meeting Federal and State Regulations. If at any time the Biosolids does not meet Federal and State Regulations or becomes unfit for land application for other reasons, no other method or cost of disposal will be Contractor's responsibility.

Contractor understands the bid specifications put forth by The City of Grand Ledge and can meet the parameters.

Contractor understands that the Wastewater Treatment Plant has approximately 1,600,000 gallons annually of Biosolids. Contractor will safely and effectively remove Biosolids residue in such a manner and in sufficient quantities to provide Owner with continuous and adequate operational capacity.

#### **B. Biosolids Removal, Loading, and Transport**

Contractor shall provide the necessary supervision, labor and equipment to remove Biosolids residual from the Wastewater Treatment Plant, and load Biosolids into transport vehicles, and to transport the Biosolids to suitable farmland application sites in accordance with federal, state and local laws, rules and regulations.

Contractor will be responsible for the immediate containment and cleaning of any spilled material.

The vehicles utilized for the transportation of Owner's Biosolids shall be clean, free of residual debris and in good working order. Tankage trailers shall not leak, spill or otherwise allow

unintentional disbursement of hauled biosolids to the ground or roadways. Vehicles shall be operated in accordance with all local, state and federal rules and regulations.

Contractor shall be responsible for the immediate containment and cleaning of any spilled material in areas not intended for land application. As well as notification of the spill location and volume to the WWTP, MDEQ and local authorities.

### **C. Computation of Quantity Removed**

Contractor shall provide to the Owner a copy of a Contractor load sheet which details the following: date, time the truck left the WWTP, truck number, driver name, gallons / weight of Biosolids loaded on the vehicle, and farmer name. One copy of the load sheet(s) will remain with the Owner and the others will remain with Contractor.

### **D. Land Application of Biosolids Residuals & Hauling Schedule**

Contractor shall provide labor and equipment to properly apply the Biosolids by sub-surface application, to suitable application sites at agronomic rates in accordance with all applicable federal, state and local laws, rules and regulations.

Contractor shall monthly report all required application parameters related to the RMP including; volume, application rate, acreage used for each site where land application has occurred during the month.

Contractor shall transport and land apply during spring, summer or fall to correlate with available farm land during those times. This is typically between March and December of each year.

### **E. Agronomic Responsibilities**

In accordance with parameters outlined in the RMP, shall locate, permit, secure and coordinate farm site locations for Biosolids land application. Such sites shall be added to the existing list of active sites within the Grand Ledge RMP.

Contractor shall coordinate and maintain an up to date inventory of site locations specifically permitted for the application of Biosolids from the WWTP. These site locations shall not be transferred or relinquished without written consent from the Grand Ledge WWTP.

Contractor shall perform all necessary soil sampling and reporting as required by the RMP prior to land application.

Shall perform all necessary site analysis, identify and flag restricted areas and coordinate with owners and growers prior to land application.

Contractor shall provide reports to the WWTP identifying the land application site list.

Contractor shall provide to the WWTP all necessary certifications and application information for the RMP annual report by no later than October 15<sup>th</sup> of each year.

## **F. Reporting Requirements**

Contractor shall complete with the assistance of the Owner any state Biosolids disposal sheets as may be required by the Owner's Biosolids management permits that are applicable to the beneficial reuse and land application of the Biosolids.

## **G. Analyses & Permits**

Contractor can provide Biosolids residual analyses for total metals and nutrients required by the IEPA, 40 CFR Part 503 Regulations and the Owner's permit. Contractor has no analysis calculated in the unit price. Contractor shall be responsible for all routine soil fertility analyses associated with land application of Owner's Biosolids during the length of this Contract.

## **H. Insurance**

Contractor shall provide and maintain always during the term of this Agreement the following minimum insurance coverages:

(a) Worker's Compensation (Statutory)	\$500,000
(b) Comprehensive General Liability	
Each Occurrence	\$1,000,000
General Aggregate	\$2,000,000
Products-comp/ops	\$2,000,000
Aggregate	\$2,000,000
(c) Comprehensive Automobile Liability	
Combined Single Limit	\$1,000,000
(d) Umbrella or Excess Liability	\$5,000,000

## **I. Good Faith**

If Contractor is unable to remove and land apply the Owner's Biosolids because of changes in the Biosolids that make it unfit for land application on agricultural land as defined or interpreted by federal, state or local regulatory agencies, or due to circumstances beyond Contractor's control such as precipitation (rain/ice/snow); change in laws or permits or other occurrences not reasonably within the range and control of Contractor, the Contractor may not be able to land apply Biosolids residual per Federal or State Regulations. If this situation were to arise, Contractor would complete this project as soon as possible after the extenuating circumstances have been remedied or give notice to Owner that new or different alternatives would have to be discussed. The parties agree to negotiate in good faith to resolve the matter.

## **J. Hold Harmless**

Contractor, upon execution of the contract, agrees to assume all liability for and protect, indemnify and save the City, its agents, officers, and employees harmless from and against all actions, claims, demands, judgments, losses, expense of suits or actions and attorney fees for injuries to, or death of, any person or persons whomsoever, including the parties hereto, and their agents. Contractor shall pay, settle compromise, and procure the discharge of any and all claims and losses, damages, and expenses. No employee of the contractor shall at any time be considered an agent or employee of the City.

## **K. Equal Employment Opportunity**

Contractor is an Equal Opportunity Employer.

## **L. Assignments**

Contractor will not assign, transfer, convey or otherwise dispose of the contract or his right to execute it or his right, title, or interest to it or any part thereof, or assign any of the moneys due or to become due under the contract, without the prior written consent of the City.

**M.** Nutrigro Environmental Solutions, Inc. has a strict protocol to be followed in the untimely event of a spill. If such an event occurs the person in charge of the lad, the operator of the application equipment, load stand operator or truck driver, must contact their immediate supervisor after making a visual assessment of the action and if possible taking action to contain or correct the problem. The supervisor is to contact the Nutrigro Environmental Solutions operation's manager and the chain of contacts begins. The plant personnel are informed, and an assessment will be done by personnel from both entities. At this time the decisions will be made to contact local authorities, MDEQ representative, additional emergency services and so on depending upon severity. All the above continues while the containment efforts are addressed. All assets and efforts of Nutrigro Environmental Solutions, Inc will be focused on cleanup and rectifying the problem to protect the health and safety of the public.

## **II. Responsibilities of the Owner**

### **A. Access**

The Owner shall provide access for Contractor to facilitate the removal of Biosolids from the Owner's facility and shall include access roadways, gates, etc. as applicable. Owner shall also provide access to Owner's property.

## **B. Biosolids Quality and Permits**

The Owner shall provide all information integral to the generation and composition of the Biosolids residuals that are to be land applied. The Owner agrees and hereby certifies that none of the materials to be provided to Contractor under this Agreement shall constitute hazardous waste under federal, state or local law. The Owner guarantees that it will not combine or mix hazardous waste with the material to be provided to Contractor. The Owner shall provide high quality, nonhazardous, stabilized Biosolids to Contractor that is acceptable for land application.

## **C. Permits**

The Owner agrees to provide copies of all applicable permits and approvals acquired from regulatory agencies to Contractor that are relevant to the proposed work. The Owner shall be responsible for and maintain all required federal, state and local Biosolids management permits as required by federal, state or local laws, rule and regulations. The Owner shall abide by and shall have definition and responsibilities as a "preparer" of the Biosolids residual under the requirements of US EPA and IEPA.

## **D. Material Consistency**

Contractor will receive notice from the Owner if any drastic operations changes will be made that will affect the Biosolids residual material to be land applied.

## **E. Biosolids Residual Quantity**

This proposal is based on the Owner's anticipated volumes of approximately 1,600,000 gallons annually of biosolids. If required, the WWTP agrees to supply wash water to Contractor at no cost.

## **III. Contract Term**

Contractor proposes a contract term that is for 2026 through 2030 season with yearly renewal mutually agreed to by Contractor and the City of Grand Ledge.

#### **IV. Costs**

Contractor proposes costs at the following rates:

**Year 2026 Rate 0.055 per gallon**

**Standard metals & nutrient testing - \$550.00 per sample**

**Optional Tank Cleaning/confined space work - \$520.00/hour**

**Year 2027 Rate 0.056 per gallon**

**Standard metals & nutrient testing - \$560.00 per sample**

**Optional Tank Cleaning/confined space work - \$525.00/hour**

**Year 2028 Rate 0.057 per gallon**

**Standard metals & nutrient testing - \$580.00 per sample**

**Optional Tank Cleaning/confined space work - \$525.00/hour**

**Year 2029 Rate 0.058 per gallon**

**Standard metals & nutrient testing - \$590.00 per sample**

**Optional Tank Cleaning/confined space work - \$525.00/hour**

**Year 2030 Rate 0.06 per gallon**

**Standard metals & nutrient testing - \$600.00 per sample**

**Optional Tank Cleaning/confined space work - \$550.00/hour**

## Fuel Cost and Adjustment

NutriGro Environmental Solutions Inc. shall adjust the cost of services for each hauling event should fuel costs exceed \$3.50 per gallon. The fuel adjustment schedule will be the fixed document used for such purpose throughout the duration of this contract.

The unit price for biosolids management beneficial use services for any given removal operation will be subject to the adjustment below depending on the weekly fuel price (based on the week biosolids removal commences) determined by the United States Department of Energy's Energy Information Administration publication of Retail Prices for the Midwest United States in the On-Highway Diesel Fuel Price Table.

<b>Diesel Price \$/Gallon</b>	<b>% Increase to Contract Price</b>
Below \$3.50	None
\$3.50 - \$3.599	1.0%
\$3.60 - \$3.699	2.0%
\$3.70 and above= 1% increase per each \$0.10 increase in price/gallon.	

(This information is available at the website <http://www.eia.doe.gov>)  
(On-Highway Diesel Prices Table - Midwest Column)

## V. Payment Terms

Contractor will submit an invoice to the owner that is numbered and clearly states dates, activities and pricing of work performed.

- Payments shall be subject to Net 30 days or 10 days after the regular monthly meeting of the Grand Ledge City Council which occurs after the cities receipt of the invoice (whichever occurs later).
- A two percent (2%) per month late charge will be applied to all unpaid balances greater than thirty (30) calendar days unpaid.

**Acceptance:**

We accept the terms and conditions of this Agreement as prepared and presented to The City of Grand Ledge within 30 days of February 4, 2026.

By signing this Agreement, the individuals guarantee that they have the authority to bind the respective parties in this Agreement.

**Submitted by:**

**Nutrigro Environmental Solutions, Inc.**

\_\_\_\_\_

Date: \_\_\_\_\_

**Accepted by:**

**The City of Grand Ledge WWTP**

By:

\_\_\_\_\_

Date: \_\_\_\_\_

This proposal is valid for 30 days after today's date.

<b>Project/City (Gawne Trucking)</b>	City of Grand Ledge	<b>Project/City (Gawne Trucking)</b>	Delhi Wastewater Treatment Plant
<b>Contact</b>	Dave Gutches	<b>Contact</b>	Jeff Raines
<b>Phone</b>	517-627-5744	<b>Phone</b>	517-699-3873
<b>Project/City (Gawne Trucking)</b>	City of Manchester	<b>Project/City (Gawne Trucking)</b>	City of Alma
<b>Contact</b>	Tom Thompson	<b>Contact</b>	Darren Johnson
<b>Phone</b>	517-605-8528	<b>Phone</b>	989-760-1410
<b>Project/City (Gawne Trucking)</b>	Michigan State University	<b>Project/City (Gawne Trucking)</b>	City of Mt. Pleasant
<b>Contact</b>	Tony Boughton	<b>Contact</b>	Sarah Marshall
<b>Phone</b>	517-719-4606	<b>Phone</b>	989-779-5453
<b>Project/City (Gawne Trucking)</b>	Union Township	<b>Project/City</b>	City of Tecumseh
<b>Contact</b>	Mike Dearing	<b>Contact</b>	Brad
<b>Phone</b>	989-775-5574	<b>Phone</b>	517-403-1008
<b>Project/City</b>	City of Jackson	<b>Project/City</b>	City of Midland
<b>Contact</b>	Todd Knepper	<b>Contact</b>	Bruce Royce
<b>Phone</b>	517 489-1305	<b>Phone</b>	989-615-5801
<b>Project/City</b>	City of Marshall	<b>Project/City</b>	City of Lansing
<b>Contact</b>	Alec Egnatuk	<b>Contact</b>	Jon Truscott
<b>Phone</b>	269-781-3289	<b>Phone</b>	517-712-5170

## **City Manager – January Activity Report**

### **Human Resources**

- We conducted interviews for the Zoning Administrator position. Nick Montry is joining our team on February 9<sup>th</sup>.
- We conducted interviews for the Water Plant Supervisor position. We promoted an internal candidate, Isaac Weeks to the position, which he officially started on February 2nd.
- We advertised a Senior Utility Operator and a Utility Operator Position in January.
- We advertised the new Wastewater Treatment Plant Supervisor position in January.
- Compiled and posted annual MIOSHA reports in all City buildings.

### **Airport Management**

- Prepared for the January Abrams Municipal Airport Advisory Commission, however, there was no quorum.
- Our electricians continue to troubleshoot the taxiway lighting circuit.
- We published and sent out the request for proposals for airport mowing. Bids were opened at the end of January, and the action item is on your agenda.
- We published and sent out requests for proposals for farmland lease. Bids were opened, and the action item is on your agenda.

### **DDA**

- Prepared for and attended the January Downtown Development Authority meeting. Topics of discussion were a request from the First United Methodist Church and the ADA observation Platform.

### **Building Management**

- Myers continued their bi-annual maintenance in January, and we had one minor HVAC repair.



## Community Development Director –January Activity Report

### Building & Planning and Zoning Department Coordination:

- Worked on several code enforcement complaints/issues.
- Spent time on PA 58 of 2025 which amended the Land Division Act. In summary, the amendments allow up to 10 land divisions without a subdivision plat or site condominium. The amendments allow for more land divisions without platting or site condominium approval, by local ordinance. The Planning Commission will take up this matter at its February 5<sup>th</sup> meeting.
- Worked with consultant to finish maps for Master Plan.
- Participated in 1<sup>st</sup> and 2<sup>nd</sup> interviews for a full time Zoning Administrator/Code Enforcement Inspector. New hire to begin February 9, 2026.

### Other:

- The demolition of 419 Booth St. took place on January 27<sup>th</sup>. Site restoration will take place in the Spring.
- The Kickoff meeting for the Parks and Recreation Master Plan took place on January 22 with Rowe Professional Services. Stakeholder meetings will take place in the March-April timeframe.
- Coordinated a meeting with GLAESA/Fire and County Building Department to talk through Fire Code Enforcement.
- Prepared draft Planning and Zoning budget.
- The State Land Bank has issued the Request For Proposals (RFP) for the former Bob's Marathon at 105 E. Saginaw Hwy. The RFP can be viewed at: <https://www.michigan.gov/leo/-/media/Project/Websites/leo/Documents/State-Land-Bank/RFP/RFPRFQ/Grand-Ledge-Bobs-Marathon--Development.pdf?rev=3620f663d429425aa30d5f2e262fe4d3&hash=D8F227B8110F32EDA4A63AB70841C87C>
- Damage occurred at Elaine Dible Memorial Park when Consumers Energy was performing streetlight repairs. There are 2 streetlights in the Park. Consumers has scheduled restoration and that will occur when conditions allow.



# Department of Public Service

## January 2026

### City of Grand Ledge Department of Public Services – Wastewater Treatment Plant Monthly Activity Report

During this reporting period, the Wastewater Treatment Plant (WWTP) continued to operate effectively and in full compliance with regulatory standards. The facility treated and safely discharged a total of 29.874 million gallons of wastewater to the Grand River. The monthly average flow was 0.964 million gallons per day (MGD), with a peak daily flow of 1.056 MGD.

### Effluent Quality Summary

The quality of the effluent discharge met or exceeded all applicable Michigan Department of Environment, Great Lakes, and Energy (EGLE) permit requirements. Notable performance metrics include:

- Biochemical Oxygen Demand (BOD 5-day):  
Monthly average: 15 mg/L  
EGLE Permit Limit: 25 mg/L  
Removal Efficiency: 91%
- Total Suspended Solids (TSS):  
Monthly average: 3.4 mg/L  
EGLE Permit Limit: 30 mg/L  
Removal Efficiency: 96%
- Phosphorus:  
Monthly average: 0.8 mg/L  
EGLE Permit Limit: 1.0 mg/L
- Fecal Coliform:  
Monthly average: 10 count/100mL  
EGLE Permit Limit: 200 count/100mL
- Ammonia Nitrogen:  
Monthly average: 8.2 mg/L  
No discharge limit; monitoring required.
- pH:  
Monthly average: 7.6 standard units (SU)

## Department of Public Service

### January 2026

- Dissolved Oxygen (DO):  
Monthly average: 7.2 mg/L  
EGLE Minimum Requirement: 4.0 mg/L
- Chlorine Residual:  
Monthly average: 0.0142 mg/L  
EGLE Maximum Limit: 0.038 mg/L

#### Additional Activities

- Precipitation Monitoring:  
As an observation site for the National Weather Service, the plant recorded a total of 2.17 inches of precipitation for the month. The highest single-day rainfall occurred on the 14<sup>th</sup>, with 0.8 inches recorded.
- Regulatory Compliance:  
There were no violations of the City's National Pollutant Discharge Elimination System (NPDES) permit. The overall quality of the effluent was rated as very good.

#### Construction Update

The month of January was fairly slow due to the cold and snowy weather which effected the ability to preform many task such as dirt work and concrete work.

E.T. MacKenzie Worked on the underdrains for the AGS tanks and began the excavation for the division structure piping modifications.

R.K. Davis worked on installing the rebar for the first two AGS tanks, poured two lifts of flowable fill into the solids handling building, poured the walls for the sludge buffer tank.

# Department of Public Service January 2026

AGS Tank under tarp to heat the steel



Diversion Structure Pipe modifications



Sludge Buffer Tank walls



Diversion Structure hole core



# Department of Public Service

## January 2026

### City of Grand Ledge Department of Public Services – Streets Division Monthly Activity Report

During the reporting period, the Streets Division completed the following activities throughout the City of Grand Ledge in support of safe, clean, and efficient public infrastructure:

- Crews performed patching operations on potholes at various locations to improve roadway safety and drivability.
- Dead or diseased trees were trimmed or removed as part of routine right-of-way maintenance.
- Ongoing maintenance and necessary repairs were completed on all street-related equipment to ensure operational readiness.
- Regular trash pickup was conducted at DDA locations, City Hall, and City parks.
- Routine inspection and maintenance of traffic and street signs were completed to maintain visibility and regulatory compliance.
- Cleaning of storm sewer drain sumps and lines continued as required under the City's MS4 (Municipal Separate Storm Sewer System) permit.
- Seasonal curbside Christmas tree collection was completed.

In addition to routine maintenance activities, a significant portion of staff time during January was dedicated to snow and ice control operations to maintain safe travel conditions throughout the City of Grand Ledge and within the Downtown Development Authority (DDA), while also fulfilling obligations under the MDOT trunkline maintenance contract. Operations included snow plowing, salting, and the application of salt brine during multiple winter weather events.

#### Snow and Ice Control – Labor Hours

A total of 852 labor hours were dedicated to snow plowing and winter maintenance activities during the month of January, distributed as follows:

- Downtown Development Authority (DDA): 350 hours
- Local Streets: 216 hours
- Major Streets: 180 hours
- MDOT Trunkline Maintenance Contract: 106 hours

These hours reflect multiple storm responses, cleanup operations, and follow-up treatments to address refreezing and drifting conditions.

#### Snow and Ice Control – Materials Used

To ensure roadway and pedestrian safety, the following quantities of salt were utilized during January:

- MDOT Trunkline: 120 tons
- Major Streets: 200 tons

## **Department of Public Service**

### **January 2026**

- Local Streets: 100 tons
- DDA Parking Lots: 40 tons
- DDA Sidewalks: 30 tons

In addition to bulk salt, 5,625 gallons of salt brine were applied. The use of salt brine helps accelerate the melting process, improves salt effectiveness at lower temperatures, and supports more efficient overall salt usage.

#### Summary

January snow and ice control operations required significant labor and material resources to maintain safe driving and walking conditions across the City and downtown area. Streets Division staff responded promptly to winter weather events while continuing to meet contractual obligations for trunkline maintenance. The combined use of traditional salting methods and salt brine application improved operational efficiency and overall effectiveness.

These activities support the City's ongoing commitment to maintaining safe, clean, and reliable public infrastructure for residents and visitors.



## MONTHLY ACTIVITY REPORT DEPARTMENT OF PUBLIC WORKS

**January 2026**

The distribution system treated 19.849 million gallons of water pumped during January. The average daily production was 0.640 million gallons. The maximum daily volume was 0.714 million gallons, while the minimum was 0.534 million.

Water was treated with 482.00 pounds of chlorine gas, resulting in an average free chlorine residual of 0.90 parts per million (ppm) and a total chlorine residual of 1.12 ppm. During the month, 62.07 lbs. of fluoride were also added. The average measured fluoride concentration in the water system was 0.67 ppm. 225.06 lbs. of phosphate for corrosion control were added, with an average residual of 1.69 ppm.

Staff collected sixteen routine water samples from the distribution system and twelve additional samples from the Iron Removal Plant construction project. All samples were negative.

### **Public Well 11 Progress**

The Wellhouse 11 construction project is currently out for bid. The scope of work includes SESC measures, machine grading, installation of a sand subbase, sidewalk construction, riprap placement, storm drainage piping, construction of the wellhouse building including heating and ventilation systems, and surface restoration. Bids are due by Tuesday, February 17, 2026.

### **Utility Repairs**

On January 9, 2026, E.T. Mackenzie repaired a broken 4-inch valve on Charlevoix Drive. City staff repaired a broken 4-inch water main on Jackson Street on January 20, 2026, and a second broken 4-inch water main on Willow Street on January 26, 2026.

## Utility Work Orders:

- Final Reads - 12
- Freeze Reads - 30
- Investigation Report - 15
- Meter Change Out - 2
- Miscellaneous - 1
- MXU Repair - 13
- Out of Order Meter - 1
- Re-Reads - 13
- Seasonal Off - 11
- Shut-off for Repair - 13
- Turn on - 5
- Usage Report - 10
- Shut-Off Tags - 188
- Shut-Off for Non-Payment - 16

## Department of Public Works Hourly Report

- City Hall - 3
- Recycling & Compost - 30.75
- Cemetery - 25.5
- Help Streets - 43.5
- Parks & Buildings - 3.5
- DDA - 40.5
- Airport - 3
- Routine Tasks - 518
- After-hours Task - 56.5
- Miss Dig - 30
- Training - 15
  
- **TOTAL HOURS - 788.25**

**Miss Dig System:** 58 MISS-DIG tickets were located and marked; 9 were emergency requests.

## Cemetery Activity:

Grave Openings - 2 Total Burials (2 Full & 0 Cremains)

Plot Purchases - 0 Plots

Spring Foundations Purchased: 1

Grand Ledge City Assessor's Office

Monthly Summary of Activities for the Assessing Department  
January 2026

GENERAL:

PROPERTY TRANSFERS AND DEEDS:

- 9 Deeds Processed
  - 7 Warranty Deeds
  - 2 Quit Claim Deed
- 1 New PRE's Granted

Assessing is now working on finishing the 2026 database.  
Error checks with Eaton County were completed, no issues found.

PERSONAL PROPERTY:

Statements mailed to known business owners in December. Waiting for statements to be returned by business owners.

FIELD INSPECTIONS:

Assessing has completed building permit checks. Currently double checking personal property information as it comes in.

PENDING ISSUES FOR COUNCIL TO BE AWARE OF:

2 2025 commercial appeals for 2025, one small claims, and one full tribunal. As the deadlines have passed, it does not appear that we will have any additional appeals for 2025. Preparing for 2026 appeals.

NEXT BOARD OF REVIEW MEETING:

March Board of Review, March 24<sup>th</sup> (Tentative).

ASSESSOR ANNOUNCEMENTS:

None.





# Enforcements By Code Officer

02/05/26

## Brandy Hatt

Enforcement Number	Address	Status	Filed	Closed	Complaint
EEN25-0040	856 BOLTON FARMS LN	Resolved	05/08/25	07/31/25	Construction without permit

**Total Enforcements for Brandy Ha 1**

## Chris Garrison

Enforcement Number	Address	Status	Filed	Closed	Complaint
EEN25-0037	514 E SCOTT ST	Resolved	05/08/25	06/03/25	Unsafe Accessory Bldg.
EEN25-0038	1208 PINE ST	Resolved	05/08/25	06/13/25	Construction without Permits
EEN25-0039	205 S BRIDGE ST	Resolved	05/08/25	08/05/25	Unsafe structure
EEN25-0045	205 E SAGINAW HWY		05/15/25		Unsafe balconies
EEN25-0054	235 E SAGINAW HWY		05/28/25		Unsafe balconies
EEN25-0055	1225 PINE ST		05/28/25		Unsafe balconies
EEN25-0076	521 E SCOTT ST	Resolved	07/17/25	07/22/25	Construction without permit
EEN25-0077	607 W FRONT ST	Resolved	07/17/25	07/30/25	Builder complaint
EEN25-0080	419 BOOTH ST	Resolved	07/23/25	01/13/26	Unsafe structure - House
EEN25-0082	229 W LINCOLN ST	Resolved	07/24/25	11/26/25	Unsafe structure - House
EEN25-0100	201 GREENWOOD ST		08/22/25		Unsafe retaining wall
EEN25-0117	1210 WEINERT CT		09/10/25		Apt. no heat
EEN25-0118	812 E SAGINAW HWY	Resolved	09/18/25	09/18/25	Car hit bldg.
EEN25-0120	109 E FRONT ST		09/19/25		Unsafe retaining wall
EEN25-0152	465 UNION ST	Resolved	11/17/25	01/05/26	Complaint regarding addition

**Total Enforcements for Chris Garri 15**

## Christopher Griffith

# Enforcements By Code Officer

02/05/26

Enforcement Number	Address	Status	Filed	Closed	Complaint
EEN25-0104	220 EDWARDS ST	Resolved	09/03/25	11/24/25	Construction without pemits
EEN25-0107	815 W MAIN ST	Closed w/violation	09/04/25	09/26/25	Construction without permit
EEN25-0111	200 E JEFFERSON ST	Open	09/04/25		Construction without permits
EEN25-0125	815 W MAIN ST	Resolved	09/26/25	10/28/25	Construction without permits

**Total Enforcements for Christophe** 4

**Total Records: 20**

Population: All Records

GovernmentUnitList.UnitCode = 400





## Eaton County Department of Construction Codes & Planning and Zoning

1045 Independence Boulevard, Charlotte, Michigan 48813  
 Telephone: (517) 543-3004 Email: [constructioncode@eatoncounty.org](mailto:constructioncode@eatoncounty.org)  
**"OUR GOAL IS TO PROVIDE A SAFER PLACE TO LIVE, WORK AND PLAY"**

### City of Grand Ledge Permit/Inspection/Enforcement Annual Report

#### PERMIT ACTIVITY – EATON COUNTY April 16<sup>th</sup> – December 31, 2025

<b>Residential</b>	Deck	25
	Residential Alterations	3
	Demolition	10
	Foundation	12
	Garage	2
	Manufactured Home	21
	Pole Barn	1
	Residential Accessory Structure	2
	Residential Addition	3
	Residential Alteration	43
	Residential New Construction	8
	Roof	3
	Solar Panels	2
	<b>Total</b>	<b>135</b>
<b>Commercial</b>	Plan Review	9
	Commercial Addition	1
	Commercial Alteration	16
	Commercial New Construction	1
	Signs	5
	Festival Inspection	1
<b>Total</b>	<b>33</b>	
<b>Building Permit Totals</b>		<b>168</b>
<b>Trades</b>	Electrical	160
	Mechanical	173
	Plumbing	129
<b>Trades Permit Totals</b>		<b>462</b>

#### INSPECTIONS

<b>Inspections</b>	Building	762
	Electrical	167
	Mechanical	149
	Plumbing	127
<b>Inspection Totals</b>		<b>1,205</b>

On April 16, 2025 the City of Grand Ledge and Eaton County entered into an intergovernmental agreement for Eaton County to perform permitting, plan review, inspection and IPMC enforcement services.

The Commercial New Construction Permit is the City of Grand Ledge Wastewater Treatment Plant; this project is well underway; all requested inspections have passed.

215 N. Bridge Street (restaurant/bar & apartments) was in violation when we entered into the agreement; they now have their building permit and have begun construction on the building.

## PERMIT ACTIVITY – CITY OF GRAND LEDGE January 1<sup>st</sup> thru April 15, 2025

<b>Residential</b>	<b>Deck</b>	<b>1</b>
	<b>Residential Addition/Alterations</b>	<b>7</b>
	<b>Demolition</b>	<b>1</b>
	<b>Residential New Construction</b>	<b>1</b>
	<b>Roof</b>	<b>21</b>
	<b>Solar Panels</b>	<b>1</b>
	<b>Total</b>	<b>32</b>
<b>Commercial</b>	<b>Commercial Alteration</b>	<b>1</b>
	<b>Signs</b>	<b>2</b>
	<b>Total</b>	<b>3</b>
<b>Building Permit Totals</b>		<b>35</b>
<b>Trades</b>	<b>Electrical</b>	<b>39</b>
	<b>Mechanical</b>	<b>51</b>
	<b>Plumbing</b>	<b>28</b>
<b>Trades Permit Totals</b>		<b>118</b>

## INSPECTIONS

<b>Inspections</b>	<b>Building</b>	<b>117</b>
	<b>Electrical</b>	<b>53</b>
	<b>Mechanical</b>	<b>62</b>
	<b>Plumbing</b>	<b>43</b>
<b>Inspection Totals</b>		<b>275</b>

Eaton County assumed responsibility of 37 open building permits and 63 open trade permits that were issued prior to April 16, 2025.

# 2026 Projects

**ALDI – 980 E. Saginaw:** The previous building has been demolished. Construction drawings were submitted for plan review; they were approved. We expect the building and trade permits for construction of the building will be applied for this spring.

**4 Side Elevation - West**  
SCALE: 1/8" = 1'-0"

**3 Side Elevation - East**  
SCALE: 1/8" = 1'-0"

**2 Front Elevation - North**  
SCALE: 1/8" = 1'-0"

**1 Rear Elevation - South**  
SCALE: 1/8" = 1'-0"

**MATERIAL LEGEND**

**MATERIAL AREA - WEST ELEVATION**

DESCRIPTION	AREA	% OF TOTAL
GLAZING - GLASS	877	11.8%
GLAZING - SPANDREL	404	5.4%
TOTAL GLAZING (SEE NOTE)	1287	17.2%
SPIC-SIBRE	466	6.3%
MECH-BA	276	3.7%
TOTAL FACADE AREA	3089	

**MATERIAL AREA - REAR ELEVATION**

DESCRIPTION	AREA	% OF TOTAL
GLAZING - GLASS	884	13.9%
GLAZING - SPANDREL	19	0.3%
TOTAL GLAZING (SEE NOTE)	903	14.2%
SPIC-SIBRE	130	2.0%
MECH-BA	100	1.5%
TOTAL FACADE AREA	2730	

**QUANTITY**

DESCRIPTION	QUANTITY	RS, FT, LB, INCH	TOTAL
TOWER SIGN	2	25.1	182.2

**PLEASE NOTE:** Please note that the colors shown here are a graphical representation to show contrast in materials only. Due to the nature of electronic media, colors may vary depending on computer or printer used. For review of actual colors, a material sample board should be created on a project specific basis.

**Tommy's Car Wash – 850 E. Saginaw:** While we are aware of this project and expect it to begin in 2026, we have not received any drawings for plan review.

**5 TYPICAL VACUUM ELEVATION**

**1 FRONT ELEVATION**

**2 EXIT END ELEVATION**

**3 ENTRY END ELEVATION**

**4 BACK ELEVATION**

**MATERIAL SCHEDULE**

ITEM	MATERIAL	QTY	DESCRIPTION	UNIT	COLOR
0110	STAINLESS STEEL	PERMANENT	CLUSTED POWER	SIG. BODY	
0111	STAINLESS STEEL	PERMANENT	PERMANENT	PERMANENT	
0112	STAINLESS STEEL	PERMANENT	PERMANENT	PERMANENT	
0113	STAINLESS STEEL	PERMANENT	PERMANENT	PERMANENT	
0114	STAINLESS STEEL	PERMANENT	PERMANENT	PERMANENT	
0115	STAINLESS STEEL	PERMANENT	PERMANENT	PERMANENT	
0116	STAINLESS STEEL	PERMANENT	PERMANENT	PERMANENT	
0117	STAINLESS STEEL	PERMANENT	PERMANENT	PERMANENT	
0118	STAINLESS STEEL	PERMANENT	PERMANENT	PERMANENT	
0119	STAINLESS STEEL	PERMANENT	PERMANENT	PERMANENT	
0120	STAINLESS STEEL	PERMANENT	PERMANENT	PERMANENT	
0121	STAINLESS STEEL	PERMANENT	PERMANENT	PERMANENT	
0122	STAINLESS STEEL	PERMANENT	PERMANENT	PERMANENT	
0123	STAINLESS STEEL	PERMANENT	PERMANENT	PERMANENT	
0124	STAINLESS STEEL	PERMANENT	PERMANENT	PERMANENT	
0125	STAINLESS STEEL	PERMANENT	PERMANENT	PERMANENT	
0126	STAINLESS STEEL	PERMANENT	PERMANENT	PERMANENT	
0127	STAINLESS STEEL	PERMANENT	PERMANENT	PERMANENT	
0128	STAINLESS STEEL	PERMANENT	PERMANENT	PERMANENT	
0129	STAINLESS STEEL	PERMANENT	PERMANENT	PERMANENT	
0130	STAINLESS STEEL	PERMANENT	PERMANENT	PERMANENT	
0131	STAINLESS STEEL	PERMANENT	PERMANENT	PERMANENT	
0132	STAINLESS STEEL	PERMANENT	PERMANENT	PERMANENT	
0133	STAINLESS STEEL	PERMANENT	PERMANENT	PERMANENT	
0134	STAINLESS STEEL	PERMANENT	PERMANENT	PERMANENT	
0135	STAINLESS STEEL	PERMANENT	PERMANENT	PERMANENT	
0136	STAINLESS STEEL	PERMANENT	PERMANENT	PERMANENT	
0137	STAINLESS STEEL	PERMANENT	PERMANENT	PERMANENT	
0138	STAINLESS STEEL	PERMANENT	PERMANENT	PERMANENT	
0139	STAINLESS STEEL	PERMANENT	PERMANENT	PERMANENT	
0140	STAINLESS STEEL	PERMANENT	PERMANENT	PERMANENT	

**NOT FOR CONSTRUCTION FOR REFERENCE ONLY**

# ENFORCEMENTS

Month	Work without Permits			Unsafe Structures			Builder Complaints		
	New	Closed	Pending	New	Closed	Pending	New	Closed	Pending
January									
February									
March									
April									
May	2	0	2	5	0	5	0	0	0
June	0	1	1	0	1	4	0	0	0
July	1	2	0	2	0	6	1	1	0
August	0	0	0	1	1	6	0	0	0
September	4	1	3	3	1	8	0	0	0
October	0	1	2	0	0	8	0	0	0
November	1	1	2	0	1	7	0	0	0
December	0	0	2	0	0	7	0	0	0

## Unsafe Structures:

**205 E. Saginaw, 235 E. Saginaw and 1125 Pine Street** – This is a three-unit apartment complex. We are working with the new management company to have the balconies repaired this spring. This will require engineering to be submitted to our department for review. A temporary “fix” is in place pending the submittal of the engineering and actual repair.

**201 Greenwood Street and 109 E. Front Street** – The owners of the properties are working to have the property surveyed to determine whose property the retaining wall is on. They will then work with us to obtain a permit for the repair/replacement.

**1210 Weinert Ct.** – The original complaint received was regarding no heat in one of the apartments. All units have heat, but there are still areas of concern. We are working with the management company and fire department to ensure corrections are made.

**229 W. Lincoln Street** – This was an unsafe home that had work performed without any permits or inspections. We were able to work with the previous property owner and new owner to facilitate the sale of the property. The new owner has obtained a demolition permit for the interior of the home and a roof permit. We expect to receive the required alterations permits this year.

## Work Without Permits:

**200 E. Jefferson** – Construction of outdoor seating pavilion. The contractor states they were told permits were not required. Permits and inspections are required for this project. While we do not yet have the drawings or a permit, we have inspected the footings. We are working with the contractor.

SECTION 00 65 16 – CERTIFICATE OF SUBSTANTIAL COMPLETION FORM

Date of Issuance: February 2, 2026

Owner: City of Grand Ledge

Contractor: RK Davis, Inc.

Contract: Iron Removal Plant  
Grand Ledge, MI  
Project Number 210262

This definitive Certificate of Substantial Completion applies to all Work under the Contract Documents.

October 3, 2025

Date of Substantial Completion

The Work to which this Certificate applies has been inspected by authorized representatives of Owner, Contractor and Engineer, and found to be substantially complete. The Date of Substantial Completion of the Project or portion thereof designated above is hereby declared and is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:

A definitive list of items to be completed or corrected is attached hereto. This list may not be all-inclusive, and the failure to include an item in such list does not alter the responsibility of the Contractor to complete all the Work in accordance with the Contract Documents.

The responsibilities between Owner and Contractor for security, operation, safety, maintenance, heat, utilities, insurance and warranties shall be as provided in the Contract Document, except as amended as follows:

Owner's Amended Responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contractor's Amended Responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The following documents are attached and made a part of this Certificate:

1. See attached Punch Lists.

This certificate does not constitute an acceptance of Work not in accordance with the Contract Documents nor is it a release of Contractor's obligation to complete the Work in accordance with the Contract Documents.

Executed by Engineer on February 2, 2026  
Date

Colin McCorkle, PE  
Engineer

By:   
(Authorized Signature)

Contractor accepts this Certificate of Substantial Completion on \_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor

By: \_\_\_\_\_  
(Authorized Signature)

Owner accepts this Certificate of Substantial Completion on \_\_\_\_\_  
Date

\_\_\_\_\_  
Owner

By: \_\_\_\_\_  
(Authorized Signature)

END OF SECTION 00 65 16

February 5, 2026  
Project No. 210262

Adam Smith  
City Manager  
City of Grand Ledge  
310 Greenwood Street  
Grand Ledge, MI 48837

**Change Order 16 – Final Change Order - City of Grand Ledge Iron Removal Plant, Description, and Impact**

The following is a description of the items for Change Order 16 of the Grand Ledge Iron Removal Plant Project:

Contract Modifications from Change Order:

- Original Contract Price – \$17,338,148.00
- Contract Price following previous Change Orders – \$17,455,438.42
- Modification to Contract Price from Change Order 16 – (\$91,260.00)
- Modification to Contract Price from all Change Orders – \$26,030.42
- Revised Contract Price with current Change Order – \$17,364,178.42
- Change Order as percentage of original Contract Price (without Value Engineering or Settlement) – 2.00%

**Table 1 – Change Order 16 Monetary Impact Breakdown**

Item No.	Item Description	Contract Modification	Cumulative Contract Price
1	Drain Piping Extension in Pipe Trench	\$8,740.00	\$17,464,178.42
2	Settlement with RK Davis	(\$100,000)	\$17,364,178.42

Narrative Description of Change Order

Change Order 16 includes a cost for extension of drain piping from various sources to floor drains in the pipe trench and a final adjustment of the contract price and completion dates to reflect the settlement between RK Davis and the City of Grand Ledge.

The items are as follows:

ITEM NO. 1

- Extension of Drain Piping in Pipe Trench
  - Water from discharge of equipment drain piping to the floor of the pipe trench was pooling on the pipe trench floor. Fishbeck will pay for these charges. The drain piping was extended directly to floor drains in the pipe trench to eliminate the pooling. The cost presented is for materials and labor associated with this change.

ITEM NO. 2

- RK Davis and City Settlement
  - Due to the project being completed after the original substantial completion date, the City and RK Davis reached a settlement of a reduction in contract price of \$100,000, and the adjustment of the substantial completion date to October 3, 2025, the date the treatment plant was fully in service.

**Impact to Project**

The items within this Change Order reduce the total contract price by \$91,260.00. The adjustment in contract times reflects the settlement between RK Davis and the City and sets the substantial completion warranty date to October 3, 2025.

If you have any questions or require additional information, please contact me at 616.464.3825 or [cmccorkle@fishbeck.com](mailto:cmccorkle@fishbeck.com).

Sincerely,



**Colin G. McCorkle, PE**

Senior Water and Wastewater Engineer

**Attachments**

By email

Copy: Kurt Ristow – City of Grand Ledge  
Dave Baar, PE – Fishbeck  
John Willemin, PE – Fishbeck

CHANGE ORDER  
 PAGE 1 OF 2

CONTRACT FOR:	City of Grand Ledge Iron Removal Plant
OWNER:	City of Grand Ledge 310 Greenwood Street Grand Ledge, MI 48837
CONTRACTOR:	RK Davis, Inc. 4457 40th Street, SE Kentwood, MI 49512
ENGINEER:	Fishbeck 1515 Arboretum Drive, SE Grand Rapids, MI 49546
ATTACHMENTS:	RK Davis Settlement Letter

Contractor shall indicate approval of Change Order through signing of this document and returning to Engineer. Engineer will forward to Owner, who shall indicate approval of Change Order through signing of this document and returning to Engineer. Upon receipt of fully executed (all signatures) Change Order, Engineer will distribute to all parties.

YOU ARE DIRECTED TO MAKE THE FOLLOWING CHANGES IN THE CONTRACT DOCUMENTS:

The following items changing the contract documents were chosen by the Owner for execution:

**ITEM NO. 1:** Extension of Piping to Drains in Pipe Trench

A. Drain piping from various sources was extended to the floor drains in the pipe trench.  
**ADD: \$8,740**

**ITEM NO. 2:** Adjustment of Substantial Completion Date and Contract Price per Settlement Letter

A. Substantial Completion Date and Final Contract Price adjusted per Settlement Letter/Agreement.  
**DEDUCT: \$100,000**

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES: N/A
Original Contract Price:	Original Contract time: <u>March 7, 2023</u>
<u>\$17,338,148.00</u>	Substantial Completion: <u>January 16, 2025</u>
	Ready for final payment: <u>February 17, 2025</u>
Net Change from Previous Change Orders: 1-15	Net change from previous Change Orders:
<u>\$117,290.42</u>	<u>14 Days</u>
Contract Price prior to this Change Order:	Contract Time prior to this Change Order:
<u>\$17,455,438.42</u>	Substantial Completion: <u>January 30, 2025</u>
	Ready for final payment: <u>March 3, 2025</u>
Net decrease of this Change Order:	Net change of this Change Order:
<u>(\$91,260.00)</u>	<u>246 Days</u>
Contract Price with all approved Change Orders:	Contract Time with all approved Change Orders:
<u>\$17,364,178.42</u>	Substantial Completion: <u>October 3, 2025</u>
	Ready for final payment: <u>February 10, 2026</u>

CHANGE ORDER  
PAGE 2 OF 2

RECOMMENDED

By: Colin McCorkle  
Engineer

Colin G. McCorkle, PE  
Senior Water/Wastewater Engineer

Date: February 2, 2026

APPROVED

By: Peter C. Elzinga  
Contractor

Peter C. Elzinga, P.E., Project Manager  
Name and Title of Signatory

Date: February 2, 2026

APPROVED

By: \_\_\_\_\_  
Owner

\_\_\_\_\_  
Name and Title of Signatory

Date: \_\_\_\_\_

END OF CHANGE ORDER

January 21, 2026

Mr. Adam Smith  
City Manager  
City of Grand Ledge  
310 Greenwood Street  
Grand Ledge, MI 48837

RE: New Iron Removal Plant

Dear Adam:

Thank you for meeting with us recently to discuss the completion and closeout of the City's new Iron Removal Plant. We are proud of the facility that we have delivered for the Citizens of Grand Ledge, and we believe that it will serve your community for many years.

We understand that the Community is trying to understand and reconcile why the facility wasn't placed into service until the week of October 3<sup>rd</sup> when the original completion date was several months earlier. This can be partially explained by looking at changed site conditions, delays in the manufacturing of the electrical gear, delays from EGLE in approving the new iron removal plant, delays in the manufacturing of the Kirk Key Electrical Safety interlock Devices, and a change in the sequence of construction for the remote well and booster station controls updates.

When construction began, we started on the buried detention tank, located partially under the building, and we installed a typical well point dewatering system. This was on the recommendation of our dewatering subcontractor who had studied the soil borings and geotechnical report. Unfortunately, the soil didn't percolate as expected and very little water was removed. We proceeded with excavating and as we neared the bottom elevation of the tank, we noticed a three-to-four-foot seam of silty-clayey-sand that was oozing into our excavation from all sides. Because this was creating an unsafe excavation, we decided to install a sheet piling earth retention system. This system was also installed for the backwash tank. These earth retention systems caused a six-week delay in our schedule and cost RK Davis over \$325,000. In hindsight, we realize that we should have submitted a claim for this but it's our nature to get the job done.

We faced another delay when Centennial Electric notified us that the manufacturing of the Electrical Motor Control Centers was delayed. We notified the Engineer and formally requested a 29-day time extension in notices dated 09/24/2025 and 12/03/2025.

Start-up and testing of the iron removal filters began on March 17, 2025. The filters were run daily to prove their effectiveness with the filtered water wasting to the sanitary sewer. Water quality tests were conducted and submitted to EGLE who finally gave approval to utilize the new plant for public use on August 4<sup>th</sup>, 2025. The delays by EGLE were not related to the operation or performance of the Iron Removal Plant.

On August 5<sup>th</sup>, we were notified by Fishbeck that the City was not able to place the plant into service due to the missing Kirk Key MCC safety interlock devices and related risks for damaging the MCC's. The Kirk Keys are used to isolate and transfer emergency (generator) power between MCC N and MCC SB. Primary and secondary electrical systems, such as pump motors, are fed from different MCC's to provide additional redundancy should a problem occur with one of the MCC's. Eaton, the MCC supplier, had twice incorrectly manufactured the Kirk Keys and the correct sets had not been installed yet. Once we were notified that this would delay start-up we communicated with the Electrical Contractor and the City and developed a plan wherein Centennial Electric would have one of two Master Electricians on call to manually perform the transfer, should it be necessary. This procedure was approved on August 19<sup>th</sup>.

Lastly, as part of the new project there were electrical and control upgrades at well houses 2, 7, and the booster station. The sequence of work for these upgrades was changed, and we were not allowed to complete this work until just prior to or in conjunction with putting the new IRP into service. Well house 2, which was part of the Raw Water Project and not the Iron Removal Plant, was chosen to be completed first and was completed on September 5. Unfortunately, the Process Controls Programmer, who had been working closely with Fishbeck on the control's automation sequence had a prior commitment and was working outside of Michigan from September 15 to September 26. The City was not comfortable having another individual completing these control upgrades or trouble shooting issues that might arise at the IRP after the plant was operating. For these reasons, the City chose to delay the controls updates and start-up of the plant until he returned to Michigan. The well 7 controls upgrades began on 09/29/2025, the new plant was put into service on 10/01/25 and the booster station controls were completed on 10/03/2025.

Because we value our past and ongoing relationship with the City of Grand Ledge, we are willing to offer the following considerations to close out this project.

- 1) RK Davis, Inc. will agree not to pursue a claim for the installation of the earth retention systems due to the changed subsurface soil conditions.
- 2) RK Davis, Inc. will agree to begin the one-year warranty period for the Iron Removal Plant and Controls work on October 3, 2025.
- 3) RK Davis will not submit claims for additional requested finish work requested by the City of Grand Ledge including trim at the skylights, extending the roof downspouts, or reducing standing water on the tops of the level aeration tanks.

- 4) RK Davis, Inc. will accept a deductive change order for \$100,000.
- 5) The City of Grand Ledge will agree to release RK Davis Inc. from all claims for liquidated damages related to substantial and final completion.
- 6) The City of Grand Ledge will pay Franklin Holwerda Company \$8,740 for the work to extend the air release and other drains in the piping gallery lower floor area.

We hope that this meets your approval and we look forward to a favorable response.

Sincerely,

RK Davis, Inc.



Peter C. Elzinga, P.E.

Vice President

Cc: Rob Kaliniak

John Willemin, Fishbeck

February 5, 2026  
Project No. 210262

Adam Smith  
City Manager  
City of Grand Ledge  
310 Greenwood Street  
Grand Ledge, MI 48837

### **Pay Application 28 - Final – City of Grand Ledge Iron Removal Plant**

Attached is the final Application for Payment 28 from RK Davis, Inc. for the referenced project. The application is in the amount of \$781,511.92 and constitutes final payment for the project.

The punch list for the project is complete. The punch list was initially developed in April and has been used as a “working document” since then to track open items. There are two items from the punch list that are being tracked, including the differential pressure gauges for the pressure filters and the backwash waste valves. These are considered warranty items which are being actively pursued. It is our understanding that all other items are complete as related to corrections.

Project closeout is nearly complete. There are a few outstanding submittals which RK Davis is working on. We have been advised by RK Davis that the spare chemical feed pump that is outstanding is scheduled to be delivered this week. RK Davis has been submitting warranty documents as they become available and will be sent as a package to the City for your records/use once all items have been submitted. The as-built drawings are being compiled for submission to Fishbeck upon which we will complete the final Record Drawings for the project and submit them to the City.

Other than the noted exceptions with documentation, it is our understanding that the project is complete and ready for final payment. We recommend that the City proceed with final payment.

RK Davis is obligated to submit all outstanding information under the warranty regardless of final payment status if the City decides to move forward with final payment.

It is noted that the pay application number noted on final pay request is out of sequence from that actual number of pay applications submitted. RK Davis was notified of this discrepancy but is unable to modify it in their accounting system.

If you have any questions or require additional information, please contact me at 616.464.3825 or [cmccorkle@fishbeck.com](mailto:cmccorkle@fishbeck.com).

Sincerely,



**Colin G. McCorkle, PE**  
Senior Water and Wastewater Engineer



**John A. Willemin, PE**  
Senior Vice President

### Contractor's Application for Payment No.

**C730-29**

<b>EJCDC</b> ENGINEER-JOINT CONTRACT DOCUMENTS COMMITTEE		Application Period: <b>1/30/2026</b>	Application Date: <b>1/30/2026</b>
To (Owner): <b>City of Grand Ledge</b>	From (Contractor): <b>RK Davis, Inc.</b>	Via (Engineer): <b>Fishbeck          Colin McCorkle          1515 Arboretum Drive, SE          Grand Rapids, MI 49546</b>	
Project: <b>City of Grand Ledge Iron Removal Plant</b>	Contract: <b>210262</b>	Engineer's Project No.: <b>210262</b>	
Owner's Contract No.:	Contractor's Project No.: <b>C730</b>		

#### Application For Payment Change Order Summary

Approved Change Orders		
Number	Additions	Deductions
CO1 - 08	\$263,340.62	\$272,999.00
CO9 - 14	\$121,171.19	\$3,597.78
CO15	\$13,451.42	\$4,076.03
CO16	\$8,740.00	\$100,000.00
TOTALS	\$406,703.23	\$380,672.81
NET CHANGE BY CHANGE ORDERS	\$26,030.42	

- |  |                  |
|--|------------------|
| 1. ORIGINAL CONTRACT PRICE.....  | \$ 17,338,148.00 |
| 2. Net change by Change Orders.....  | \$ 26,030.42     |
| 3. Current Contract Price (Line 1 ± 2).....  | \$ 17,364,178.42 |
| 4. TOTAL COMPLETED AND STORED TO DATE<br>(Column F total on Progress Estimates).....                 | \$ 17,364,178.42 |
| 5. RETAINAGE:  |                  |
| a. 0% X _____ Work Completed.....  | \$ 0.00          |
| b. 0% X _____ Stored Material.....   | \$ 0.00          |
| c. Total Retainage (Line 5.a + Line 5.b).....  | \$ 0.00          |
| 6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c).....  | \$ 17,364,178.42 |
| 7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)....  | \$ 16,582,666.50 |
| 8. AMOUNT DUE THIS APPLICATION.....  | \$ 781,511.92    |
| 9. BALANCE TO FINISH, PLUS RETAINAGE<br>(Column G total on Progress Estimates + Line 5.c above)..... | \$ 0.00          |

**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 the Work covered by prior Applications for Payment;

(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and

(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

---

**Contractor Signature**

By: *[Signature]* Date: 02-02-2026

Payment of: \$781,511.92  
(Line 8 or other - attach explanation of the other amount)

is recommended by: *Colin McCorkle* February 4, 2026  
(Engineer) (Date)

Payment of: \$ \_\_\_\_\_  
(Line 8 or other - attach explanation of the other amount)

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

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



MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY  
Finance Division

**DAVIS-BACON ACT COMPLIANCE CERTIFICATION FORM**

*As required under 40 USC §276a and 29 CFR Parts 1, 3, 5, 6 and 7.*

This form must be completed and submitted with each form EQP3522 Request for Disbursement of Funds that include construction costs through Clean Water and Drinking Water State Revolving Funds. The period covered below must match the period in which construction took place for the invoices submitted.

SRF Project Number: \_\_\_\_\_ Period From: \_\_\_\_\_ To: \_\_\_\_\_

I certify to the best of my knowledge and belief that the above referenced project complies with Davis-Bacon and Related Acts and that all laborers and mechanics employed by contractors and subcontractors during the above referenced period were paid wages at rates not less than those listed on the prevailing wage rate contained in the contract documents and that all applicable provisions of the Davis-Bacon and Related Acts have been met.

\_\_\_\_\_  
Name of Loan Recipient (municipality)

\_\_\_\_\_  
Print Name of Authorized Representative Title

\_\_\_\_\_  
Signature of Authorized Representative Date

If you need this information in an alternate format, contact [EGLE-Accessibility@Michigan.gov](mailto:EGLE-Accessibility@Michigan.gov) or call 800-662-9278.

EGLE does not discriminate on the basis of race, sex, religion, age, national origin, color, marital status, disability, political beliefs, height, weight, genetic information, or sexual orientation in the administration of any of its programs or activities, and prohibits intimidation and retaliation, as required by applicable laws and regulations.

This form and its contents are subject to the Freedom of Information Act and may be released to the public.

**AIA Type Document**  
**Application and Certification for Payment**

**TO (OWNER):** City of Grand Ledge

**PROJECT:** PW GRAND LEDGE IRON REMOVAL PL  
 320 E SAGINAW HWY  
 GRAND RAPIDS, MI 48837

**APPLICATION NO:** 730-29  
**PERIOD TO:** 1/30/2026

**DISTRIBUTION TO:**  
 \_ OWNER  
 \_ ARCHITECT  
 \_ CONTRACTOR

**FROM (CONTRACTOR):** RK Davis, Inc.  
 4457 40th Street SE  
 Kentwood, MI 49512

**VIA (ARCHITECT):** Fishbeck  
 1515 Arboretum Drive SE  
 Grand Rapids, MI 49546

**ARCHITECT'S PROJECT NO:** 210262

**CONTRACT FOR:** Grand Ledge Iron Removal Plant

**CONTRACT DATE:**

ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED STORED	%	BALANCE	RETAINAGE
010000	General Conditions	442,598.00	442,598.00	0.00	0.00	442,598.00	100.00	0.00	0.00
010001	Mechanical GCs	180,600.00	180,600.00	0.00	0.00	180,600.00	100.00	0.00	0.00
010002	Electrical GCs	59,528.00	59,528.00	0.00	0.00	59,528.00	100.00	0.00	0.00
011000	BondsInsPermits	294,749.00	294,749.00	0.00	0.00	294,749.00	100.00	0.00	0.00
011001	Electrical Bond	30,296.00	30,296.00	0.00	0.00	30,296.00	100.00	0.00	0.00
011002	Mobilization	60,500.00	60,500.00	0.00	0.00	60,500.00	100.00	0.00	0.00
011003	Sitwork Mobilizati	24,725.00	24,725.00	0.00	0.00	24,725.00	100.00	0.00	0.00
011004	Mech Mob & Bond	102,125.00	102,125.00	0.00	0.00	102,125.00	100.00	0.00	0.00
011223	Site Stake & Inspect	60,523.00	60,523.00	0.00	0.00	60,523.00	100.00	0.00	0.00
012113.1	Allow-Special Inspec	25,000.00	25,000.00	0.00	0.00	25,000.00	100.00	0.00	0.00
012113.2	Allow-Test Services	10,000.00	10,000.00	0.00	0.00	10,000.00	100.00	0.00	0.00
012113.3	Allow-Elect Improve	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00	0.00	0.00
012113.4	Allow-Natural Gas	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00	0.00	0.00
012113.5	Allow-Security Syste	10,000.00	10,000.00	0.00	0.00	10,000.00	100.00	0.00	0.00
013300	Submittals	11,000.00	11,000.00	0.00	0.00	11,000.00	100.00	0.00	0.00
024119	Mech Wellhouse Demo	3,225.00	3,225.00	0.00	0.00	3,225.00	100.00	0.00	0.00
030000	Concrete	1,433,812.00	1,433,812.00	0.00	0.00	1,433,812.00	100.00	0.00	0.00
034100	Precast Concrete	38,058.00	38,058.00	0.00	0.00	38,058.00	100.00	0.00	0.00
040000	Masonry	645,000.00	645,000.00	0.00	0.00	645,000.00	100.00	0.00	0.00
054400	Metal Trusses	99,944.00	99,944.00	0.00	0.00	99,944.00	100.00	0.00	0.00
055000	Metal Fabrications	540,833.00	540,833.00	0.00	0.00	540,833.00	100.00	0.00	0.00

**AIA Type Document  
Application and Certification for Payment**

**TO (OWNER):** City of Grand Ledge

**PROJECT:** PW GRAND LEDGE IRON REMOVAL PL  
320 E SAGINAW HWY  
GRAND RAPIDS, MI 48837

**APPLICATION NO:** 730-29  
**PERIOD TO:** 1/30/2026

**DISTRIBUTION TO:**  
\_ OWNER  
\_ ARCHITECT  
\_ CONTRACTOR

**FROM (CONTRACTOR):** RK Davis, Inc.  
4457 40th Street SE  
Kentwood, MI 49512

**VIA (ARCHITECT):** Fishbeck  
1515 Arboretum Drive SE  
Grand Rapids, MI 49546

**ARCHITECT'S PROJECT NO:** 210262

**CONTRACT FOR:** Grand Ledge Iron Removal Plant

**CONTRACT DATE:**

ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED STORED	%	BALANCE	RETAINAGE
060000	Carpentry	164,965.00	164,965.00	0.00	0.00	164,965.00	100.00	0.00	0.00
068206	FRP GrateRail	32,407.00	32,407.00	0.00	0.00	32,407.00	100.00	0.00	0.00
071813	Traffic Coatings	12,255.00	12,255.00	0.00	0.00	12,255.00	100.00	0.00	0.00
072500	Weather Barrier	64,446.00	64,446.00	0.00	0.00	64,446.00	100.00	0.00	0.00
074113	Metal RoofWall Pane	179,525.00	179,525.00	0.00	0.00	179,525.00	100.00	0.00	0.00
075323	EPDM Roofing	41,495.00	41,495.00	0.00	0.00	41,495.00	100.00	0.00	0.00
079200	Joint Sealants	14,781.00	14,781.00	0.00	0.00	14,781.00	100.00	0.00	0.00
081003	Access Doors	20,011.00	20,011.00	0.00	0.00	20,011.00	100.00	0.00	0.00
081113	Hollow Metal Doors	41,259.00	41,259.00	0.00	0.00	41,259.00	100.00	0.00	0.00
081743	Alum&FRP DoorsWindo	249,465.00	249,465.00	0.00	0.00	249,465.00	100.00	0.00	0.00
083613	OH Doors	18,723.00	18,723.00	0.00	0.00	18,723.00	100.00	0.00	0.00
092116	Gypsum Board Assembl	328,649.00	328,649.00	0.00	0.00	328,649.00	100.00	0.00	0.00
099100	Resin FlrPaintCoat	339,700.00	339,700.00	0.00	0.00	339,700.00	100.00	0.00	0.00
100000	Specialties	40,501.00	40,501.00	0.00	0.00	40,501.00	100.00	0.00	0.00
123110	Lab Casework	52,156.00	52,156.00	0.00	0.00	52,156.00	100.00	0.00	0.00
210000	Fire Suppression	129,000.00	129,000.00	0.00	0.00	129,000.00	100.00	0.00	0.00
220001	P&H Piping	376,250.00	376,250.00	0.00	0.00	376,250.00	100.00	0.00	0.00
220002	Plumbing Equipment	129,000.00	129,000.00	0.00	0.00	129,000.00	100.00	0.00	0.00
230900	Temp Control	107,500.00	107,500.00	0.00	0.00	107,500.00	100.00	0.00	0.00
230001	HVAC	241,875.00	241,875.00	0.00	0.00	241,875.00	100.00	0.00	0.00
230002	Insulation	86,000.00	86,000.00	0.00	0.00	86,000.00	100.00	0.00	0.00

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 320 E SAGINAW HWY  
 GRAND RAPIDS, MI 48837

**APPLICATION NO:** 730-29  
**PERIOD TO:** 1/30/2026

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 \_ ARCHITECT  
 \_ CONTRACTOR

**FROM (CONTRACTOR):** RK Davis, Inc.  
 4457 40th Street SE  
 Kentwood, MI 49512

**VIA (ARCHITECT):** Fishbeck  
 1515 Arboretum Drive SE  
 Grand Rapids, MI 49546

**ARCHITECT'S PROJECT NO:** 210262

**CONTRACT FOR:** Grand Ledge Iron Removal Plant

**CONTRACT DATE:**

ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED STORED	%	BALANCE	RETAINAGE
230003	Sheetmetal	279,500.00	279,500.00	0.00	0.00	279,500.00	100.00	0.00	0.00
230593	Test & Balance	5,375.00	5,375.00	0.00	0.00	5,375.00	100.00	0.00	0.00
260000.01	MV Cables	21,260.00	21,260.00	0.00	0.00	21,260.00	100.00	0.00	0.00
260000.02	MV Cables Install	19,134.00	19,134.00	0.00	0.00	19,134.00	100.00	0.00	0.00
260000.03	Conductors<600V	139,863.00	139,863.00	0.00	0.00	139,863.00	100.00	0.00	0.00
260000.04	Conductor<600V Insta	116,930.00	116,930.00	0.00	0.00	116,930.00	100.00	0.00	0.00
260000.05	RacewayBoxHangers	327,404.00	327,404.00	0.00	0.00	327,404.00	100.00	0.00	0.00
260000.06	RcwyBoxHang Instal	369,924.00	369,924.00	0.00	0.00	369,924.00	100.00	0.00	0.00
260000.07	UG Ducts & Raceways	241,301.00	241,301.00	0.00	0.00	241,301.00	100.00	0.00	0.00
260000.08	UG Ducts & Raceways	209,411.00	209,411.00	0.00	0.00	209,411.00	100.00	0.00	0.00
260000.09	Arc Flash Study	5,315.00	5,315.00	0.00	0.00	5,315.00	100.00	0.00	0.00
260000.1	Arc Flash FW&Install	6,375.00	6,375.00	0.00	0.00	6,375.00	100.00	0.00	0.00
260000.11	Gear TestIR Pack	24,056.00	24,056.00	0.00	0.00	24,056.00	100.00	0.00	0.00
260000.12	Pad Mount Transform	38,824.00	38,824.00	0.00	0.00	38,824.00	100.00	0.00	0.00
260000.13	Pad Mnt Trans Instal	19,134.00	19,134.00	0.00	0.00	19,134.00	100.00	0.00	0.00
260000.14	MV SwitchgearSurge	20,616.00	20,616.00	0.00	0.00	20,616.00	100.00	0.00	0.00
260000.15	MV Switchgear Instal	8,504.00	8,504.00	0.00	0.00	8,504.00	100.00	0.00	0.00
260000.16	GearPanelboardsMCC	262,461.00	262,461.00	0.00	0.00	262,461.00	100.00	0.00	0.00
260000.17	Gear Install	12,756.00	12,756.00	0.00	0.00	12,756.00	100.00	0.00	0.00
260000.18	Wiring Devices	5,315.00	5,315.00	0.00	0.00	5,315.00	100.00	0.00	0.00
260000.19	Wiring Device Instal	5,209.00	5,209.00	0.00	0.00	5,209.00	100.00	0.00	0.00

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320 E SAGINAW HWY  
GRAND RAPIDS, MI 48837

**APPLICATION NO:** 730-29  
**PERIOD TO:** 1/30/2026

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Kentwood, MI 49512

**VIA (ARCHITECT):** Fishbeck  
1515 Arboretum Drive SE  
Grand Rapids, MI 49546

**ARCHITECT'S PROJECT NO:** 210262

**CONTRACT FOR:** Grand Ledge Iron Removal Plant

**CONTRACT DATE:**

ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED STORED	%	BALANCE	RETAINAGE
260000.2	Generator & Transfer	234,202.00	234,202.00	0.00	0.00	234,202.00	100.00	0.00	0.00
260000.21	Gen&Transfer Install	15,945.00	15,945.00	0.00	0.00	15,945.00	100.00	0.00	0.00
260000.22	Lighting	30,065.00	30,065.00	0.00	0.00	30,065.00	100.00	0.00	0.00
260000.23	Lighting Install	12,756.00	12,756.00	0.00	0.00	12,756.00	100.00	0.00	0.00
260000.24	Fire Alarm	14,306.00	14,306.00	0.00	0.00	14,306.00	100.00	0.00	0.00
260000.25	Fire Alarm Install	9,567.00	9,567.00	0.00	0.00	9,567.00	100.00	0.00	0.00
260000.26	Instrumentation	714,123.00	714,123.00	0.00	0.00	714,123.00	100.00	0.00	0.00
260000.27	Instrument Install	74,729.00	74,729.00	0.00	0.00	74,729.00	100.00	0.00	0.00
311013	Site Prep	92,427.00	92,427.00	0.00	0.00	92,427.00	100.00	0.00	0.00
312200	Grading	79,753.00	79,753.00	0.00	0.00	79,753.00	100.00	0.00	0.00
312303	Exc&Fill for Utility	79,398.00	79,398.00	0.00	0.00	79,398.00	100.00	0.00	0.00
312306	Exc&Fill for Struct	334,337.00	334,337.00	0.00	0.00	334,337.00	100.00	0.00	0.00
312319	Dewatering	146,549.00	146,549.00	0.00	0.00	146,549.00	100.00	0.00	0.00
312500	SESC	20,515.00	20,515.00	0.00	0.00	20,515.00	100.00	0.00	0.00
321123	Agg Base Courses	145,725.00	145,725.00	0.00	0.00	145,725.00	100.00	0.00	0.00
321216	Asphalt Paving	138,670.00	138,670.00	0.00	0.00	138,670.00	100.00	0.00	0.00
323113	CL Fencing & Gates	43,259.00	43,259.00	0.00	0.00	43,259.00	100.00	0.00	0.00
329200	Turf & Grasses	30,933.00	30,933.00	0.00	0.00	30,933.00	100.00	0.00	0.00
331000	Water Utilities	551,542.00	551,542.00	0.00	0.00	551,542.00	100.00	0.00	0.00
333000	Sanitary Sewerage	240,343.00	240,343.00	0.00	0.00	240,343.00	100.00	0.00	0.00
334000	Storm Drainage	53,183.00	53,183.00	0.00	0.00	53,183.00	100.00	0.00	0.00

**AIA Type Document  
Application and Certification for Payment**

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400513.1	Process Piping-DIP	993,300.00	993,300.00	0.00	0.00	993,300.00	100.00	0.00	0.00
400513.2	Misc Process Pipe&Va	268,750.00	268,750.00	0.00	0.00	268,750.00	100.00	0.00	0.00
400523.1	Process Valves	322,500.00	322,500.00	0.00	0.00	322,500.00	100.00	0.00	0.00
400523.2	Rotork	451,500.00	451,500.00	0.00	0.00	451,500.00	100.00	0.00	0.00
400551	Fab Gates	118,250.00	118,250.00	0.00	0.00	118,250.00	100.00	0.00	0.00
431124	PD Blowers	112,875.00	112,875.00	0.00	0.00	112,875.00	100.00	0.00	0.00
432113.1	Vertical Pumps	279,500.00	279,500.00	0.00	0.00	279,500.00	100.00	0.00	0.00
432113.2	Chem Transfer Pumps	333,250.00	333,250.00	0.00	0.00	333,250.00	100.00	0.00	0.00
434116	FRP Tanks	225,750.00	225,750.00	0.00	0.00	225,750.00	100.00	0.00	0.00
463100	Gas Chemical Feed	172,000.00	172,000.00	0.00	0.00	172,000.00	100.00	0.00	0.00
463300	Liquid Chem Feed	419,250.00	419,250.00	0.00	0.00	419,250.00	100.00	0.00	0.00
464141	Tank Mixers	43,000.00	43,000.00	0.00	0.00	43,000.00	100.00	0.00	0.00
465116	Draft Inducer	139,750.00	139,750.00	0.00	0.00	139,750.00	100.00	0.00	0.00
466121	Pressure Filters	1,505,000.00	1,505,000.00	0.00	0.00	1,505,000.00	100.00	0.00	0.00
470000	CHANGE ORDER NO. 01	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
47001	B1.1 Del Clearwell	-25,400.00	-25,400.00	0.00	0.00	-25,400.00	100.00	0.00	0.00
47002	B1.2 Del CoatingADB	-30,930.00	-30,930.00	0.00	0.00	-30,930.00	100.00	0.00	0.00
47003	B1.3 Alt Trans Manuf	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
47004	B1.7 Del Seed&Restor	-28,775.00	-28,775.00	0.00	0.00	-28,775.00	100.00	0.00	0.00
47005	B1.8 Del Asphalt Pav	-128,995.00	-128,995.00	0.00	0.00	-128,995.00	100.00	0.00	0.00
47006	B1.20 Del ID Scope	-800.00	-800.00	0.00	0.00	-800.00	100.00	0.00	0.00

**AIA Type Document  
Application and Certification for Payment**

**TO (OWNER):** City of Grand Ledge

**PROJECT:** PW GRAND LEDGE IRON REMOVAL PL  
320 E SAGINAW HWY  
GRAND RAPIDS, MI 48837

**APPLICATION NO:** 730-29  
**PERIOD TO:** 1/30/2026

**DISTRIBUTION TO:**  
\_ OWNER  
\_ ARCHITECT  
\_ CONTRACTOR

**FROM (CONTRACTOR):** RK Davis, Inc.  
4457 40th Street SE  
Kentwood, MI 49512

**VIA (ARCHITECT):** Fishbeck  
1515 Arboretum Drive SE  
Grand Rapids, MI 49546

**ARCHITECT'S PROJECT NO:** 210262

**CONTRACT FOR:** Grand Ledge Iron Removal Plant

**CONTRACT DATE:**

ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED STORED	%	BALANCE	RETAINAGE
480000	CHANGE ORDER NO. 02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
480001	B2.1 1 Hail Warrant	-2,120.00	-2,120.00	0.00	0.00	-2,120.00	100.00	0.00	0.00
480002	B2.2 Mod Foundation	18,537.26	18,537.26	0.00	0.00	18,537.26	100.00	0.00	0.00
480003	B2.3 Waterproofing	15,359.50	15,359.50	0.00	0.00	15,359.50	100.00	0.00	0.00
480004	B2.4 Baseplate Mod	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
480005	B2.5 Pipe Gal Beams	20,544.89	20,544.89	0.00	0.00	20,544.89	100.00	0.00	0.00
480006	B2.6 Steel Reinforce	819.72	819.72	0.00	0.00	819.72	100.00	0.00	0.00
490000	CHANGE ORDER NO. 03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
490001	B3.1 Louver & Damper	1,782.00	1,782.00	0.00	0.00	1,782.00	100.00	0.00	0.00
490002	B3.2 Fan Locations	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
490003	B3.3 Schedule Correc	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
490004	B3.5 Louver Relocat	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
490005	B3.6 Elect Changes	12,695.84	12,695.84	0.00	0.00	12,695.84	100.00	0.00	0.00
490006	B3.8 Masonry Changes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
500000	CHANGE ORDER NO. 04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
500001	Duct Bank Elec Serv	8,233.69	8,233.69	0.00	0.00	8,233.69	100.00	0.00	0.00
510000	CHANGE ORDER NO. 05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
510001	B4.1 New Outlet CS	6,411.27	6,411.27	0.00	0.00	6,411.27	100.00	0.00	0.00
510002	B4.2 Air Valve Size	19,093.73	19,093.73	0.00	0.00	19,093.73	100.00	0.00	0.00
520000	CHANGE ORDER NO. 06	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
520001	B5.1 LS Pump HP Chng	9,285.33	9,285.33	0.00	0.00	9,285.33	100.00	0.00	0.00

**AIA Type Document**  
**Application and Certification for Payment**

**TO (OWNER):** City of Grand Ledge

**PROJECT:** PW GRAND LEDGE IRON REMOVAL PL  
 320 E SAGINAW HWY  
 GRAND RAPIDS, MI 48837

**APPLICATION NO:** 730-29  
**PERIOD TO:** 1/30/2026

**DISTRIBUTION TO:**  
 \_ OWNER  
 \_ ARCHITECT  
 \_ CONTRACTOR

**FROM (CONTRACTOR):** RK Davis, Inc.  
 4457 40th Street SE  
 Kentwood, MI 49512

**VIA (ARCHITECT):** Fishbeck  
 1515 Arboretum Drive SE  
 Grand Rapids, MI 49546

**ARCHITECT'S PROJECT NO:** 210262

**CONTRACT FOR:** Grand Ledge Iron Removal Plant

**CONTRACT DATE:**

ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED STORED	%	BALANCE	RETAINAGE
520002	B5.2 Butterfly Valve	-13,865.00	-13,865.00	0.00	0.00	-13,865.00	100.00	0.00	0.00
530000	CHANGE ORDER NO. 07	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
530001	B6.1 Flowmeter Size	-4,161.00	-4,161.00	0.00	0.00	-4,161.00	100.00	0.00	0.00
530002	B6.2 Pressure Relief	6,684.93	6,684.93	0.00	0.00	6,684.93	100.00	0.00	0.00
530003	B6.4 PLCs Memory	-11,345.00	-11,345.00	0.00	0.00	-11,345.00	100.00	0.00	0.00
530004	B6.5 PVC Exhaust Chg	-5,000.00	-5,000.00	0.00	0.00	-5,000.00	100.00	0.00	0.00
530005	B6.7 Mod Site Grade	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
530006	B6.8 Mod PressureFil	21,328.20	21,328.20	0.00	0.00	21,328.20	100.00	0.00	0.00
540000	CHANGE ORDER NO. 08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
540001	DWW PVC Piping Alt	-17,018.00	-17,018.00	0.00	0.00	-17,018.00	100.00	0.00	0.00
540002	Garage Sanitary Sewe	8,542.45	8,542.45	0.00	0.00	8,542.45	100.00	0.00	0.00
540003	Site Sanitary Sewer	79,181.79	79,181.79	0.00	0.00	79,181.79	100.00	0.00	0.00
540004	Site San Sewer Main	34,283.14	34,283.14	0.00	0.00	34,283.14	100.00	0.00	0.00
540005	OHD Remote	556.88	556.88	0.00	0.00	556.88	100.00	0.00	0.00
540006	Mods of CO07	-90.00	-90.00	0.00	0.00	-90.00	100.00	0.00	0.00
540007	Roof Panel WidSeam	-4,500.00	-4,500.00	0.00	0.00	-4,500.00	100.00	0.00	0.00
550000	CHANGE ORDER NO. 09	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
550001	B8.1 Conc Wall&Slab	6,565.91	6,565.91	0.00	0.00	6,565.91	100.00	0.00	0.00
550002	B8.2 Pump Wall Mods	988.55	988.55	0.00	0.00	988.55	100.00	0.00	0.00
550003	B8.3 Wet Well Instru	701.66	701.66	0.00	0.00	701.66	100.00	0.00	0.00
550004	Sewer Adjust N Site	-1,689.78	-1,689.78	0.00	0.00	-1,689.78	100.00	0.00	0.00

**AIA Type Document**  
**Application and Certification for Payment**

**TO (OWNER):** City of Grand Ledge

**PROJECT:** PW GRAND LEDGE IRON REMOVAL PL  
 320 E SAGINAW HWY  
 GRAND RAPIDS, MI 48837

**APPLICATION NO:** 730-29  
**PERIOD TO:** 1/30/2026

**DISTRIBUTION TO:**  
 \_ OWNER  
 \_ ARCHITECT  
 \_ CONTRACTOR

**FROM (CONTRACTOR):** RK Davis, Inc.  
 4457 40th Street SE  
 Kentwood, MI 49512

**VIA (ARCHITECT):** Fishbeck  
 1515 Arboretum Drive SE  
 Grand Rapids, MI 49546

**ARCHITECT'S PROJECT NO:** 210262

**CONTRACT FOR:** Grand Ledge Iron Removal Plant

**CONTRACT DATE:**

ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED STORED	%	BALANCE	RETAINAGE
560000	CHANGE ORDER NO. 10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
560001	B9.2 FD Connections	8,643.21	8,643.21	0.00	0.00	8,643.21	100.00	0.00	0.00
560002	B9.3 FD Key Box	1,048.22	1,048.22	0.00	0.00	1,048.22	100.00	0.00	0.00
560003	B9.12 Elec Hardware	2,385.80	2,385.80	0.00	0.00	2,385.80	100.00	0.00	0.00
560004	B9.10 Rev Plywood	-1,908.00	-1,908.00	0.00	0.00	-1,908.00	100.00	0.00	0.00
570000	CHANGE ORDER NO. 11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
570001	B10.1 Elec Hardware	1,950.33	1,950.33	0.00	0.00	1,950.33	100.00	0.00	0.00
570002	B10.2 Concrete Stoop	5,079.00	5,079.00	0.00	0.00	5,079.00	100.00	0.00	0.00
570003	B10.3 Inspect Allow	10,720.55	10,720.55	0.00	0.00	10,720.55	100.00	0.00	0.00
570004	CP5 Exit Hardware Rp	3,687.00	3,687.00	0.00	0.00	3,687.00	100.00	0.00	0.00
570005	RFI19 Interior Windo	14,827.00	14,827.00	0.00	0.00	14,827.00	100.00	0.00	0.00
580000	CHANGE ORDER NO. 12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
580001	B11.2 Chlorine Outpu	4,322.67	4,322.67	0.00	0.00	4,322.67	100.00	0.00	0.00
590000	CHANGE ORDER NO. 13	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
590001	B12.2 ConduitTower	32,898.25	32,898.25	0.00	0.00	32,898.25	100.00	0.00	0.00
600000	CHANGE ORDER NO. 14	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
600001	B13.1 MU Water Syste	4,460.87	4,460.87	0.00	0.00	4,460.87	100.00	0.00	0.00
600002	B13.2 Snow Guards	9,993.38	9,993.38	0.00	0.00	9,993.38	100.00	0.00	0.00
600003	Chem Pumps 24v	5,077.49	5,077.49	0.00	0.00	5,077.49	100.00	0.00	0.00
600004	RFI54 Wiring to Pump	994.28	994.28	0.00	0.00	994.28	100.00	0.00	0.00
600005	B11.1 Concrete Curb	6,827.02	6,827.02	0.00	0.00	6,827.02	100.00	0.00	0.00

**AIA Type Document  
Application and Certification for Payment**

**TO (OWNER):** City of Grand Ledge

**PROJECT:** PW GRAND LEDGE IRON REMOVAL PL  
320 E SAGINAW HWY  
GRAND RAPIDS, MI 48837

**APPLICATION NO:** 730-29  
**PERIOD TO:** 1/30/2026

**DISTRIBUTION TO:**  
\_ OWNER  
\_ ARCHITECT  
\_ CONTRACTOR

**FROM (CONTRACTOR):** RK Davis, Inc.  
4457 40th Street SE  
Kentwood, MI 49512

**VIA (ARCHITECT):** Fishbeck  
1515 Arboretum Drive SE  
Grand Rapids, MI 49546

**ARCHITECT'S PROJECT NO:** 210262

**CONTRACT FOR:** Grand Ledge Iron Removal Plant

**CONTRACT DATE:**

ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED STORED	%	BALANCE	RETAINAGE
610000	CHANGE ORDER NO. 15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
610001	Allow - Testing Serv	5,732.25	5,732.25	0.00	0.00	5,732.25	100.00	0.00	0.00
610002	Allow - Elec Service	-5,000.00	-5,000.00	0.00	0.00	-5,000.00	100.00	0.00	0.00
610003	Allow - Gas Service	-4,800.00	-4,800.00	0.00	0.00	-4,800.00	100.00	0.00	0.00
610004	Allow - Security	-8.28	-8.28	0.00	0.00	-8.28	100.00	0.00	0.00
610005	B14.2 HMO Pump	2,371.83	2,371.83	0.00	0.00	2,371.83	100.00	0.00	0.00
610006	B14.4 Exhaust Fan EF	9,228.84	9,228.84	0.00	0.00	9,228.84	100.00	0.00	0.00
610007	B14.5 BR Thermostat	1,555.35	1,555.35	0.00	0.00	1,555.35	100.00	0.00	0.00
610008	Paint PipeWellHouse	295.40	295.40	0.00	0.00	295.40	100.00	0.00	0.00
<b>CHANGE ORDER NO. 16</b>									
620000	Change Order 16	-91,260.00	0.00	-91,260.00	0.00	-91,260.00	100.00	0.00	0.00
<b>REPORT TOTALS</b>		<b>\$17,364,178.42</b>	<b>\$17,455,438.42</b>	<b>-\$91,260.00</b>	<b>\$0.00</b>	<b>\$17,364,178.42</b>	<b>100.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**CONSENT OF  
SURETY COMPANY  
TO FINAL PAYMENT**

AIA DOCUMENT G707

OWNER   
ARCHITECT   
CONTRACTOR   
SURETY   
OTHER

Bond #293513T

PROJECT: Iron Removal Plant, Grand Ledge, MI; Project No 210262  
(name, address)

TO (Owner)  
City of Grand Ledge  
310 Greenwood Street  
Grand Ledge, MI 48837

ARCHITECT'S PROJECT NO:  
CONTRACT FOR:

CONTRACT DATE: January 31, 2023

Bond Date: February 7, 2023

CONTRACTOR: RK Davis Inc.  
4457 40th Street SE  
Kentwood, MI 49512

In accordance with the provisions of the Contract between the Owner and the Contractor as indicated above, the  
(here insert name and address of Surety Company)

Westfield Insurance Company  
1 Park Circle, PO Box 5001  
Westfield Center, OH 44251-5001

, SURETY COMPANY,

on bond of (here insert name and address of Contractor)

RK Davis Inc.  
4457 40th Street SE  
Kentwood, MI 49512

, CONTRACTOR,

hereby approves of the final payment to the Contractor, and agrees that final payment to the Contractor shall not  
relieve the Surety Company of any of its obligations to (here insert name and address of Owner)

City of Grand Ledge  
310 Greenwood Street  
Grand Ledge, MI 48837

, OWNER,

as set forth in the said Surety Company's bond.

IN WITNESS WHEREOF,

the Surety Company has hereunto set its hand this 29th day of January, 2026

Westfield Insurance Company  
Surety Company

*Nicole Andries*  
Signature of Authorized Representative

Attest:

(Seal):

Nicole Andries, Attorney-in-fact  
Title

NOTE: This form is to be used as a companion document to AIA DOCUMENT G706, CONTRACTOR'S AFFIDAVIT OF PAYMENT OF DEBTS AND CLAIMS, Current Edition

General  
Power  
of Attorney

**Westfield Insurance Co.**  
**Westfield National Insurance Co.**  
**Ohio Farmers Insurance Co.**  
Westfield Center, Ohio

CERTIFIED COPY

Know All Men by These Presents, That WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, corporations, hereinafter referred to individually as a "Company" and collectively as "Companies," duly organized and existing under the laws of the State of Ohio, and having its principal office in Westfield Center, Medina County, Ohio, do by these presents make, constitute and appoint  
DAVID G. CHAPMAN, ROBERT G. CHAPMAN, CLOYD W. BARNES, MARCIA J. MILLER, NATHAN G. CHAPMAN, CURTIS M. PETERSON, RYAN PETERSON, NICOLE ANDRIES, JOINTLY OR SEVERALLY

of LANSING and State of MI its true and lawful Attorney(s)-in-Fact, with full power and authority hereby conferred in its name, place and stead, to execute, acknowledge and deliver any and all bonds, recognizances, undertakings, consents of surety, or other instruments or contracts of suretyship in any penal limit, and to bind any of the Companies thereby as fully and to the same extent as if such bonds were signed by the President, sealed with the corporate seal of the applicable Company and duly attested by its Secretary, hereby ratifying and confirming all that the said Attorney(s)-in-Fact may do in the premises. Said appointment is made under and by authority of the following resolution adopted by the Board of Directors of each of the WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY:

"Be it Resolved, that the President, any Senior Executive, any Secretary or any Fidelity & Surety Operations Executive or other Executive shall be and is hereby vested with full power and authority to appoint any one or more suitable persons as Attorney(s)-in-Fact to represent and act for and on behalf of the Company subject to the following provisions:

The Attorney-in-Fact may be given full power and authority for and in the name of and on behalf of the Company, to execute, acknowledge and deliver, any and all bonds, recognizances, contracts, agreements of indemnity and other conditional or obligatory undertakings and any and all notices and documents canceling or terminating the Company's liability thereunder, and any such instruments so executed by any such Attorney-in-Fact shall be as binding upon the Company as if signed by the President and sealed and attested by the Corporate Secretary."

"Be it Further Resolved, that the signature of any such designated person and the seal of the Company heretofore or hereafter affixed to any power of attorney or any certificate relating thereto by facsimile, and any power of attorney or certificate bearing facsimile signatures or facsimile seal shall be valid and binding upon the Company with respect to any bond or undertaking to which it is attached." (Each adopted at a meeting held on February 8, 2000).

In Witness Whereof, WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY have caused these presents to be signed by their Vice President, Surety and their corporate seals to be hereto affixed this 30th day of JULY A.D., 2025 .

Corporate  
Seals  
Affixed



WESTFIELD INSURANCE COMPANY  
WESTFIELD NATIONAL INSURANCE COMPANY  
OHIO FARMERS INSURANCE COMPANY

By:  
Gary W. Stumper, Vice President, Surety

State of Ohio  
County of Medina ss.:

On this 30th day of JULY A.D., 2025 , before me personally came Gary W. Stumper to me known, who, being by me duly sworn, did depose and say, that he resides in Medina, OH; that he is Vice President, Surety of WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, the companies described in and which executed the above instrument; that he knows the seals of said Companies; that the seals affixed to said instrument are such corporate seals; that they were so affixed by order of the Boards of Directors of said Companies; and that he signed his name thereto by like order.

Notarial  
Seal  
Affixed



David A. Kotnik, Attorney at Law, Notary Public  
My Commission Does Not Expire (Sec. 147.03 Ohio Revised Code)

State of Ohio  
County of Medina ss.:

I, Kathleen Golovan, Chief Administrative Officer & Corporate Secretary of WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney, executed by said Companies, which is still in full force and effect; and furthermore, the resolutions of the Boards of Directors, set out in the Power of Attorney are in full force and effect.

In Witness Whereof, I have hereunto set my hand and affixed the seals of said Companies at Westfield Center, Ohio, this 29th day of January A.D., 2026 .



Kathleen Golovan, Chief Administrative Officer & Corporate Secretary



TO: Mayor and Council Members  
 FROM: Ameer King, Assistant City Manager  
 DATE: February 3, 2026  
 RE: Farmland Lease Bid

The City issued a Request for Proposals (RFP) on November 18, 2025, for City of Grand Ledge’s Abrams Municipal Airport Farmland Lease. Bids were opened on January 6, 2026. We received the following bids:

Company Name	Price Per Acre	Max Net Rent Per year
Jacob Clark	\$140.00 – 2026	\$6,242.60 – 2026
	\$140.00 – 2027	\$6,242.60 – 2027
	\$140.00 – 2028	\$6,242.60 – 2028
Huhn Farms	\$114.62 – 2026	\$5,111.00 – 2026
	\$114.62 – 2027	\$5,111.00 – 2027
	\$114.62 – 2028	\$5,111.00 – 2028

Abrams Municipal Airport has approximately 45 acres of tillable farmland. The previous three-year lease agreement was \$5,796.70 per year. We have had a successful working relationship with Mr. Clark for many years. Staff recommends the City Council award the farmland lease bid to Mr. Clark.

Enclosures:

- Request for Proposals for Farmland Lease
- Farmland Lease Bid from Jacob Clark
- Farmland Lease Agreement

## **REQUEST FOR PROPOSALS**

### **Farmland Lease – November 18, 2025**

**The City of Grand Ledge invites interested persons to submit proposals to lease land for the purpose of soil cultivation and crop production.**

#### **GENERAL INFORMATION**

This Request for Proposal (RFP) is to assist the City of Grand Ledge's Abrams Municipal Airport in leasing certain tillable land for the purposes of crop farming, including land cultivation and harvesting of crops, subject to certain rights, licenses, and privileges.

The City of Grand Ledge invites interested persons to submit proposals to lease land for the purpose of soil cultivation and crop production. Information regarding available land is in the proposal packet.

Proposal packets may be obtained (Monday - Friday, 8:00 a.m. – 5:00 p.m.) from the City Hall offices, 310 Greenwood Street, Grand Ledge, MI 48837 or may be downloaded from the City's website at: [www.cityofgrandledge.com](http://www.cityofgrandledge.com).

#### **TIMELINE**

Issue Date:	Tuesday, November 18, 2025
<b>Proposals Due:</b>	<b>By 1:00 pm, Tuesday, January 6, 2026</b>
City Council Award Consideration:	Monday, January 12, 2026

Inquiries to: Amee King, Assistant City Manager  
City of Grand Ledge  
517-622-7925  
[aking@cityofgrandledge.com](mailto:aking@cityofgrandledge.com)

Responses to this request must include a maximum net rent per year proposed to the City, inclusive of all fees and expenses. Proposals must be identified as *2026 - 2028 Farmland Lease Proposal* and directed to Amee King, Assistant City Manager. Proposals may be submitted electronically to [aking@cityofgrandledge.com](mailto:aking@cityofgrandledge.com) or delivered to the City Hall, located at 310 Greenwood Street, Grand Ledge, Michigan 48837, before **1:00 pm, Tuesday, January 6, 2026**. Proposers are solely responsible for ensuring that proposals arrive on time. Late proposals will not be accepted.

The City of Grand Ledge reserves the right to accept any proposal, reject any or all proposals, or to waive formalities in the best interest of the City.

**2026-2028 FARMLAND LEASE BID FORM**

PARCELS & ACREAGE*		TOTAL ACREAGE	PRICE PER ACRE	MAX. NET RENT PER YEAR
#16	13.31 acres	<b>44.59 acres</b>	2026: \$	2026: \$
#3	8.13 acres		2027: \$	2027: \$
#13	1.77 acres		2028: \$	2028: \$
#6	21.38 acres			

\* See USDA maps included in the proposal for parcel locations.

This bid is submitted in response to the City of Grand Ledge RFP for <b>2026-2028 FARMLAND LEASE AT ABRAMS MUNICIPAL AIRPORT</b> by:	
<b>Company Name:</b>	
<b>Authorized Signature:</b>	
<b>Print Name:</b>	
<b>Title</b>	
<b>Business Address</b>	
<b>Business Phone</b>	
<b>Date:</b>	

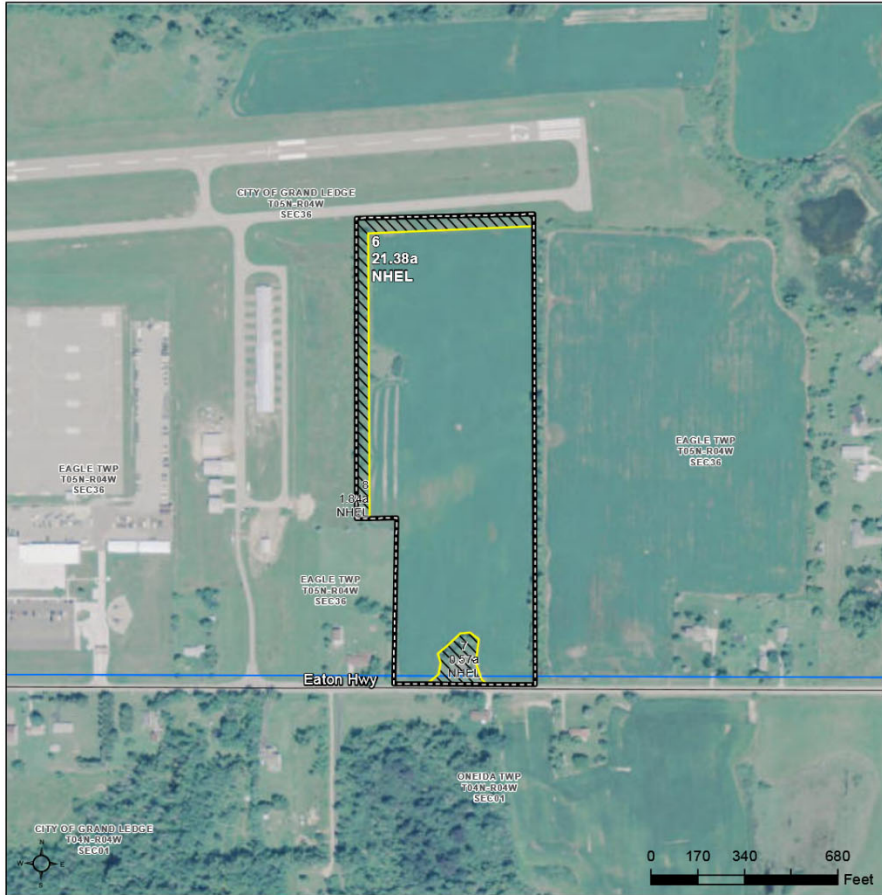
# Exhibit A: Farmland Lease Restrictions

## Farmland Lease Restrictions

1. No crops shall be allowed along the side of the North/South runway closer than 140' from the runway centerline.
2. No crops shall be allowed along the side of the East/West runway closer than 170' from the runway centerline.
3. No crops shall be allowed in the runway approach areas closer than 400' from the runway end.
4. No crops shall be allowed within 90' of the taxiway centerline.
5. Crops shall not block the line of sight between runways (mid-point to mid-point).
6. Aerial application of oil-based products of any kind is prohibited. Automated Weather Observation System (AWOS) sensors are subject to contamination.
7. At the end of the day, all equipment and hay bales must be moved back to a minimum of 250' from the center line of either runway.
8. Obstacles may include but are not limited to the following:
  - Underground power in fields #2 & 4
  - Overhead power in field #4
  - Wooden stump from old NDB antenna field #4
  - Survey monument in field #2
  - Old building foundations due south of field #5
  - Buried materials (stones and/or stumps) between established fields

# Exhibit B: Parcel Locations

USDA United States Department of Agriculture  
**Clinton County, Michigan**



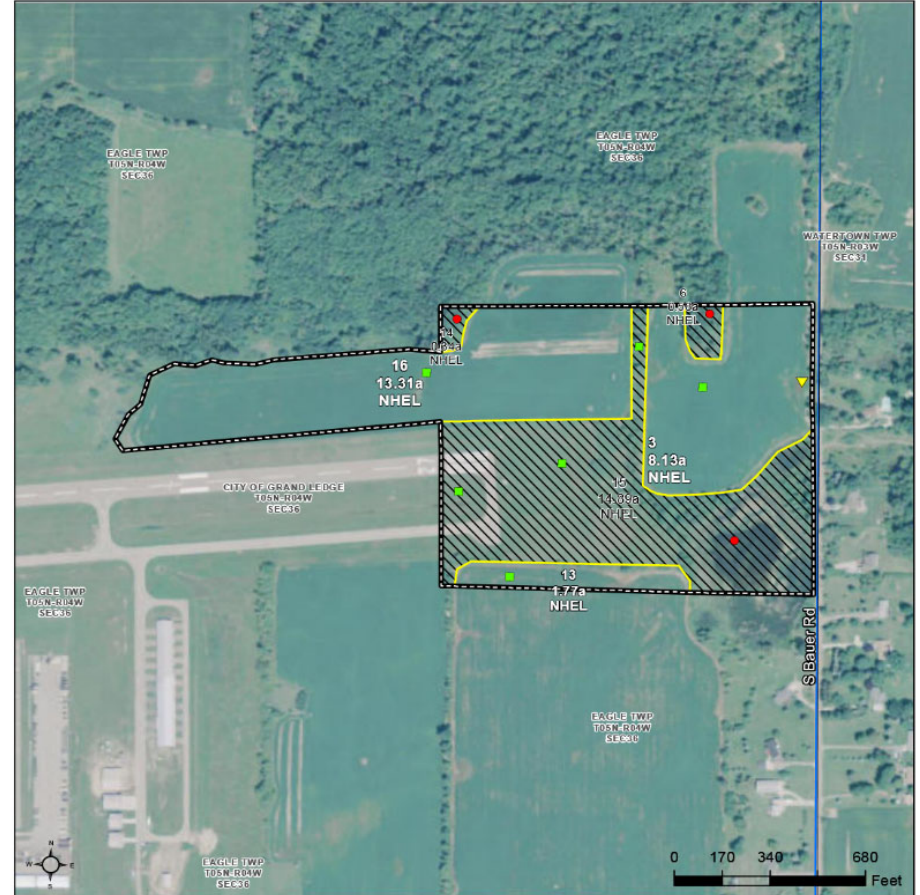
- |                         |  |
|-------------------------|--|
| <b>Common Land Unit</b> | <b>Wetland Determination Identifiers</b>       |
| Cropland                | Restricted Use                                 |
| Non-Cropland            | Limited Restrictions                           |
| Tract Boundary          | Exempt from Conservation Compliance Provisions |
| Section Line            |  |

**2016 Program Year**  
 Map Created October 09, 2015  
 2014 NAIP Imagery

**Farm 8633**  
**Tract 3605**

United States Department of Agriculture (USDA) Farm Service Agency (FSA) maps are for FSA Program administration only. This map does not represent a legal survey or reflect actual ownership, rather it depicts the information provided directly from the producer and/or National Agricultural Imagery Program (NAIP) imagery. The producer accepts the data 'as is' and assumes all risks associated with its use. USDA-FSA assumes no responsibility for actual or consequential damage incurred as a result of any user's reliance on this data outside FSA Programs. Wetland identifiers do not represent the size, shape, or specific determination of the area. Refer to your original determination (CPA-026 and attached maps) for exact boundaries and determinations or contact USDA Natural Resources Conservation Service (NRCS).

USDA United States Department of Agriculture  
**Clinton County, Michigan**



- |                         |  |
|-------------------------|--|
| <b>Common Land Unit</b> | <b>Wetland Determination Identifiers</b>       |
| Cropland                | Restricted Use                                 |
| Non-Cropland            | Limited Restrictions                           |
| Tract Boundary          | Exempt from Conservation Compliance Provisions |
| Section Line            |  |

**2016 Program Year**  
 Map Created October 09, 2015  
 2014 NAIP Imagery

**Farm 8633**  
**Tract 3640**

United States Department of Agriculture (USDA) Farm Service Agency (FSA) maps are for FSA Program administration only. This map does not represent a legal survey or reflect actual ownership, rather it depicts the information provided directly from the producer and/or National Agricultural Imagery Program (NAIP) imagery. The producer accepts the data 'as is' and assumes all risks associated with its use. USDA-FSA assumes no responsibility for actual or consequential damage incurred as a result of any user's reliance on this data outside FSA Programs. Wetland identifiers do not represent the size, shape, or specific determination of the area. Refer to your original determination (CPA-026 and attached maps) for exact boundaries and determinations or contact USDA Natural Resources Conservation Service (NRCS).

## INSTRUCTIONS & SPECIFICATIONS

### City of Grand Ledge's Abrams Municipal Airport Farmland Lease

1. PROPOSALS:

The bid price shall not include an allowance for State Sales Taxes or Federal Excise Tax. The City, upon request, will provide the successful bidder with properly executed tax exemption certificates or tax exemption numbers. All other taxes required by law shall be paid by the successful bidder.

Any proposal may be withdrawn or modified by written request, provided such request is received by the City at the above address prior to the date and time established for receipt of proposals. Proposals not so withdrawn shall constitute a firm offer to provide the services contained therein and shall remain firm for acceptance for sixty (60) days.

The cost of preparing a response to this RFP, including site visits, are the Bidder's sole responsibility and will not be reimbursed by the City of Grand Ledge.

2. QUALIFICATIONS OF BIDDERS:

Bidders must demonstrate the capability to, competently and responsibly, engage in soil cultivation and crop production and comply with the Lease Agreement. The City of Grand Ledge may make that investigation as it deems necessary to determine the ability of a bidder to do so. The City reserves the right to reject any proposal if the bidder fails to satisfy the City that they are qualified to perform the work contemplated.

The City may, in its sole discretion, require bidders to submit sworn statements as to financial ability, equipment, and experience in soil cultivation and crop production, and other matters that the City requires for the protection and welfare of the public in the performance of the Lease Agreement. Bidders offering proposals are strongly encouraged to incorporate such information into their proposals.

3. CONSIDERATION/AWARD OF LEASE AGREEMENT:

The City reserves the right to reject any or all proposals, to award the contract to other than the low bidder, to accept any or all alternatives, to waive irregularities and/or informalities, and, in general, to make the award in any manner deemed by it, in its sole discretion, to be in the best interest of the owner.

The City of Grand Ledge will consider all elements entering into the question determining the qualifications and responsibility of a bidder. The award of this contract shall be to the highest qualified and responsible bidder offering a compliant proposal. A qualified and responsible bidder is one who is not only financially able, but who is possessed of the judgment, skill, ability, capacity, and integrity requisite and necessary to perform the Lease Agreement according to its terms.

The City of Grand Ledge may supplement or change instructions and specifications during this process. Notice of supplementation or change shall be given through the issuance of an addendum.

Any addendum will be forwarded to all persons who have requested a proposal packet or submitted a proposal and will be posted on the City's website.

The City of Grand Ledge and/or its designee may choose to conduct interviews with qualified and responsible bidders. Further, qualified and responsible bidders may be required to make a presentation[s] to the City or its designee.

4. LEASE AGREEMENT:

The successful bidder shall execute a Lease Agreement within thirty (30) days after notice of award of the Lease Agreement is given. The RFP, Instructions and Specifications, and Proposal in their entirety form the primary basis of the Lease Agreement. The City intends to enter into a 3-year lease and reserves the right to review the lease terms annually.

The City of Grand Ledge reserves the right to supplement the Lease Agreement after proposal consideration and award. The City will *consider* supplemental Lease Agreement language submitted by the selected respondent.

5. LAWS, LABOR LAWS, and EQUAL EMPLOYMENT OPPORTUNITY

The selected bidder, as well as the City of Grand Ledge, must abide by and shall be subject to all applicable Federal, State, and Municipal laws, ordinances, and regulations, including those put forth by the Federal Aviation Administration. Additionally, the selected bidder shall obey and abide by all the laws of the State of Michigan relating to the employment of labor.

6. INDEMNIFICATION AND HOLD HARMLESS

The selected bidder agrees to indemnify and hold harmless the City of Grand Ledge and their officers, employees, and agents from any and all liability, loss, or damage as a result of claims, actions, suits, causes of action, proceedings, costs, expenses, judgments and liabilities of any kind whatsoever arising out of selected bidder's performance of the contractual work. It is further agreed that the selected bidder shall have the responsibility to the City of Grand Ledge for the proper performance of its professional services in conformity with the customary and usual result of the failure of such performance, provided such damages suffered by the City of Grand Ledge as a result of the failure of such performance, provided such damages are caused by the selected bidder's error, omission or negligent act, or the error, omission or negligent act of its officers, agents, or employees. No compensation will be paid to the selected bidder for services required to correct work arising out of the selected bidder's errors or omissions. Additionally, the selected bidder shall be responsible for any payment to other consultants/contractors to correct work arising from the selected bidder's errors and omissions. A representative of the selected bidder shall sign and submit Hold Harmless Agreement as evidence prior to the commencement of the contractual work.

7. INSURANCES

The selected bidder shall procure and maintain during the life of the contract the following insurance coverage from a company or companies licensed to sell insurance in Michigan with an A- A.M. Best rating, or equivalent: Workers Compensation in compliance with Michigan law; Comprehensive General Liability Insurance in the amount of \$1,000,000 each occurrence for Bodily Injury Liability and Property Damage Liability.

The insurance required shall be written for the greater of limits not less than the limits of liability specified or required by the law OR primary coverage of \$1,000,000 per occurrence. Insurance on an occurrence basis coverage shall be maintained without interruption from the date of commencement of operations under the contract until the date herein specified that coverage is no longer required. It is understood and agreed by naming the City of Grand Ledge as additional insured, the coverage afforded is considered to be primary and any other insurance the City of Grand Ledge may have in effect shall be considered secondary and/or excess.

All certificates of insurance must be forwarded to the City of Grand Ledge prior to the commencement of any work. Required insurance policies shall not be changed or canceled without ninety (90) days prior written notice to the City of Grand Ledge.

8. LATE PROPOSALS:

Proposals that are not timely received will not be accepted.



**2026-2028 FARMLAND LEASE BID FORM**

PARCELS & ACREAGE*		TOTAL ACREAGE	PRICE PER ACRE	MAX. NET RENT PER YEAR
#16	13.31 acres	44.59 acres	2026: \$ 140. <sup>00</sup>	2026: \$ 6,242.60
#3	8.13 acres		2027: \$ 140. <sup>00</sup>	2027: \$ 6,242.60
#13	1.77 acres		2028: \$ 140. <sup>00</sup>	2028: \$ 6,242.60
#6	21.38 acres			

\* See USDA maps included in the proposal for parcel locations.

This bid is submitted in response to the City of Grand Ledge RFP for <b>2026-2028 FARMLAND LEASE AT ABRAMS MUNICIPAL AIRPORT</b> by:	
Company Name:	Jacob Clark
Authorized Signature:	
Print Name:	Jacob Clark
Title	Owner
Business Address	10641 Clark Rd. Eagle, MI 48822
Business Phone	(517) 449-5320
Date:	1/5/25

**Grand Ledge City Council Resolution # \_\_\_\_\_ of 2026**

**A Resolution to Approve a Bid Award and Authorize a Lease Agreement for Crop Farming at Abrams Municipal Airport with Jacob Clark.**

A resolution adopted by the Grand Ledge City Council, at a regular meeting held on Monday, 09 February 2026, in the Council Chambers, City Hall, 310 Greenwood St., Grand Ledge MI 48837, in compliance with the Open Meetings Act, as amended.

**Whereas**, the City of Grand Ledge, Michigan (“City”) is a municipal corporation organized under the provisions of the Home Rule City Act, Public Act 279 of 1909, as amended, and is governed by the provisions of the Grand Ledge City Charter adopted 07 August 2018, as amended (“Charter”); and

**Whereas**, Charter §13.1A provides:

“The power to make and to authorize the making of contracts on behalf of the City is vested in the City Council and shall be exercised in accordance with the provisions of law”; and

**Whereas**, proposals for crop farming at Abrams Municipal Airport were sought and received by the City, and reviewed by staff; and

**Whereas**, it has been determined the proposal for crop farming at Abrams Municipal Airport be awarded to Jacob Clark, for three years;

**Now, Therefore, It Is Resolved:**

1. The City approves a bid award and authorizes a lease agreement for crop farming at Abrams Municipal Airport with Jacob Clark, as attached.
2. The City directs the City Manager and Finance Director / Treasurer to appropriate the funds necessary to implement said bid award and lease agreement.
3. The City authorizes and directs the City Manager, or their duly authorized agent or representative, to act as agent on behalf of the City to implement said bid award and lease agreement on behalf of the City; to do any other act(s) or thing(s) which shall be necessary to implement said bid award and lease agreement on behalf of the City; to preserve and protect the rights, duties, and obligations of the City thereunder; and to do any act or thing required by Charter, ordinance, regulation, rule, statute, or other provision of law in order to implement said bid award and lease agreement.

**Motion by**

**Second by**

**Ayes:**

**Nays:**

**Absent:**

Approved:

---

Keith O. Mulder, Mayor

I, Gregory L. Newman, Grand Ledge City Clerk, certify this is Resolution #\_\_\_\_\_ of 2026, adopted by the Grand Ledge City Council at a regular meeting held on Monday, 09 February 2026; in the Council Chambers, City Hall, 310 Greenwood St., Grand Ledge MI 48837, in compliance with the Open Meetings Act, as amended.

---

Gregory L. Newman, City Clerk

## LEASE AGREEMENT

## City of Grand Ledge's Abrams Municipal Airport – Farm Land

THIS LEASE AGREEMENT (“Agreement” or “Lease”), made and entered into this 9<sup>th</sup> day of February, 2026, by and between the CITY OF GRAND LEDGE, MICHIGAN, a Municipal corporation, whose office is located at 310 Greenwood Street, Grand Ledge, Michigan 48837 (“Lessor”), and Jacob Clark, an individual, whose address is 10641 Clark Road, Eagle, Michigan 48822 (“Lessee”).

## RECITALS

WHEREAS, the Lessee desires to lease certain tillable land that is owned, controlled, and operated by the City, through the Abrams Municipal Airport (“Airport”), situated at 16815 Wright Road, Grand Ledge, Michigan 48837 for the purpose of crop farming; and

WHEREAS, the Lessor is willing and has the authority to lease said premises, and grant certain rights, licenses, and privileges with respect thereto the Lessee;

NOW THEREFORE, for and in consideration of the mutual promises, rents, covenants, terms and conditions set forth herein, Lessor and Lessee agree as follows:

1. Incorporation of Documents. The Request for Proposals for Farmland Lease, dated November 20, 2025, (“RFP”) and City-accepted portions of Lessee’s Response are hereby incorporated into this Agreement as if fully restated. In the event of any inconsistency or ambiguity within, between, or among the RFP, Response, and this Agreement, the provision that is more beneficial to the City, in the City’s sole discretion, shall be deemed to control.
2. Premises. The Lessor hereby agrees to lease to the Lessee certain parcels of land situated on the Airport’s property located in the City of Grand Ledge (“City), County of Clinton, State of Michigan, particularly parcels #16 (13.31 acres), #3 (8.13 acres), #13 (1.77 acres), and #6 (21.38 acres) for a total of 44.59 acres, as more specifically identified in Attachment A (“Leased Premises”).
3. Permissible Use. Unless directed by the City Manager or Assistant City Manager, the Lessee shall utilize the Leased Premises only for the purpose of crop farming including land cultivation and harvesting of crops, subject to certain rights, licenses, and privileges.
4. Term of Lease. The term of this Agreement shall commence on February 9, 2026, and terminate on December 31, 2028, unless sooner terminated in accordance with the terms of the Agreement. This Agreement can only be renewed by the mutual written agreement of the parties. The Lessee shall surrender possession at the end of the term or at the end of any extension thereof.

5. Rental Rates. As consideration for this Lease, the Lessee agrees to pay the total sum of Eighteen Thousand Seven Hundred Seventy-Two dollars and 80/100 (\$18,727.80), payable in annual increments of Six Thousand Two Hundred Forty-Two dollars and 60/100 (\$6,242.60), that shall be due on March 31, 2026, March 31, 2027, and March 31, 2028, respectively. Payment, in the form of a check or money order payable to the “City of Grand Ledge”, must be mailed or delivered to City Hall, 310 Greenwood Street, Grand Ledge, Michigan 48837.

6. Lessee Responsibilities. The Lessee shall, at its sole cost and expense, be responsible for acquiring, maintaining, and insuring all equipment and materials necessary for the Lessee to perform the services identified in this Agreement. The Lessee shall, at its sole cost and expense, secure and maintain appropriate insurance for general liability and worker’s compensation as identified in the RFP and provide the City with a copy of the certificates of insurance. The Lessee shall procure, keep, and maintain during the term of this Agreement or any renewal thereof an insurance policy with customary limits for property and public liability caused by the acts or omissions of the Lessee. The Lessee agrees to add the Airport and the City as additional named insureds.

7. Property Rights. The Lessee has no right to exclusive possession of any portion of Leased Premises. The Lessor reserves the right for their agents, employees, or assigns to enter the Leased Premises at any reasonable time for the purposes of consultation with the Lessee, making repairs, mowing, making or replacing navigation devices, or making other airfield improvements.

8. Indemnification. The Lessee agrees to indemnify and hold the Lessor harmless from any and all liability, claims, loss, damage, or expenses arising from this Agreement, including but not limited to actual attorney fees, witness fees, or other costs arising by reason of any death, injury, or property damage sustained by any person, including Lessee or any agent or employee of Lessee, where such death, injury, or property damage is caused or allegedly caused by any negligent or intentional act of Lessee, its agents, or employees, or any guest, licensee, or invitee of Lessee, or by Lessee’s failure to perform any covenant, term, condition, or act required by this Agreement. This section shall survive expiration of this Agreement.

9. Termination. Either party to this Agreement may terminate this Lease upon 30 days’ written notice to the other party. The right of cancellation shall be exercisable at the sole discretion of the cancelling party and requires no just cause or other reason.

In the event that Lessor terminates this Lease without cause (i.e., Lessee has not defaulted on or violated any provision of this Lease or applicable law), then within thirty (30) business days of termination, Lessor and Lessee shall determine a mutually agreed-upon amount for Lessor to pay for reimbursement of the anticipated yield of the crops being grown on the Leased Premises, but not yet removed and sold, for that fiscal year. The parties shall calculate this amount by multiplying the anticipated yield of the crop by the current pricing for that year and deducting any yields already sold by Lessee. Though Lessee has discretion in determining which crop(s) to grow during this Lease and subject to any conditions that may impact the yields, the parties generally agree to the following yields for each crop in any given year:

- 75 bushels of wheat,
- 47 bushels of soy beans, and/or

- 155 bushels of corn.

10. Default. If either party willfully neglects or refuses to carry out the provisions of this Lease, the other party shall have the right, in addition to damages, to terminate the Lease. Notice of termination shall be in writing and specify the nature of the violations. If violations are not corrected within 30 days, the Lease shall be considered terminated.

11. Breach. In the event of a material breach of the Agreement Lessee, it is agreed that the Lessor shall be permitted to recovery, in addition to any other remedy that may be available to it, at law or at equity, all reasonable attorney's fees and costs, and damages incurred as a direct result or consequence of such breach.

12. Jurisdiction. Any proceeding claim, or cause of action, at law or equity, arising under this Agreement or as a result of a breach thereof, shall be brought only in the appropriate court for Clinton County, Michigan. This Agreement has been executed in the State of Michigan, and therefore shall be construed, interpreted, and applied only according to the laws of the State of Michigan.

13. Conservation Practices. The Lessee shall cultivate the soil and produce crops on the Leased Premises in a professional, sound, and conservation-oriented manner, and in accordance with any requirements imposed by the Clinton County Conservation District, Michigan Department of Natural Resources, the United States Department of Agriculture, or any other applicable governing entity. The Lessee agrees to keep in good repair all open ditches and inlets and outlets of tile drains, preserve watercourses, and refrain from any practices that may disrupt or injure the general operation of the Airport and/or aircraft operation including those of the Michigan National Guard. Lessee shall not undertake any activity that is unduly or unreasonably disruptive to neighboring property owners.

14. Fertilizer. Application of manure (i.e., livestock excreta generated by Lessee's livestock operation) to the Leased Premises is permissible with prior written notice to and written consent of the City, *provided* such is done at the proper time, using proper management techniques, and in proper amounts in strict compliance with all applicable county, state, and federal regulations. The Lessee is responsible for any property damage (e.g., including aquifer and well contamination) caused by manure application activities (e.g., transportation, storage, and spreading of manure).

15. Conditions. Lessee shall, at the end of the Lease, remove any and all equipment, machinery, materials, and other items placed or erected on the Leased Premises, and restore the Leased Premises to like condition as before the commencement of this Lease, including but not limited to the initial graded condition.

16. Lessor Responsibility. Any action of the Lessor which materially and substantially interferes with Lessee's ability to cultivate the soil and produce crops on the Leased Premises shall serve as grounds for termination of this Agreement by Lessee.

17. Waste and Damage. Lessee shall not do or suffer any waste or damage to the Leased Premises, including agreeing to prevent any accumulation of trash or rubbish that may result from the agricultural activity contemplated in this Lease. Lessee shall not allow noxious weeds or brush to grow on the Leased Premises

18. Airport Consideration. Lessee shall not use the Leased Premises in a manner that interferes with the safe and efficient operation of the Airport. The decision, as to what interferes with the safe and efficient operation of the Airport, is left to the Lessor's sole

judgment and discretion.

19. No Signs. No signs or advertising shall be posted, painted, or displayed upon any portion of the Leased Premises.
20. No Right to Sublease. The Lessor does not convey to Lessee the right to lease or sublease any part of the Leased Premises or to assign this Lease to any person or persons unless prior written approval is obtained from Lessor.
21. Non Partnership. This Agreement does not give rise to a partnership. Neither party shall have the authority to bind the other. Neither party shall be liable for debts or obligations incurred by the other.
22. Land Use. The Lessee shall not use the Leased Premises in a manner that would violate any federal, state, or local law, ordinance, rule, or regulation.
23. Airport Regulations. The Lessee shall observe and comply with all federal, state, and local laws, ordinances, rules, and regulations applicable to the Airport which are now in effect or are hereafter promulgated.
24. Hazardous Materials. The Lessee shall observe and comply with all applicable federal, state, and local laws, rules, and regulations concerning the handling and disposal of hazardous materials. Lessee shall promptly notify Lessor of the release or threatened release of any Hazardous Material on, into, upon, or from the Leased Premises. In addition, Lessee shall promptly provide Lessor with a copy of any letter, inquiry, demand or complaint received by Lessee from any state or federal agency, authority or other third party regarding the release or threatened release of any Hazardous Material on, into, upon or from the Land.
25. Taxes, Assessments, and Fees. The Lessee shall pay when due all taxes, assessments, fees, or charges levied against the Leased Premises which may result from the agriculture activity contemplated in this Agreement.
26. Severability. If any section or provision of this Agreement is unenforceable for any reason, the unenforceability shall not impair the remainder of this Agreement, which shall remain in full force and effect.
27. Successors and Assigns. The covenants, agreements and obligations contained in this Agreement shall extend to, bind and inure to the benefit of the parties and their representative, successors and assigns.
28. Assignment. Lessee shall not assign its rights or privileges under this Agreement without the prior written consent of the Lessor.
29. Liens. Lessee shall not cause or permit any lien or encumbrance to attach to or be placed upon the Lessor's title or interest in the Leased Premises.
30. Alterations. Lessee shall not make any alterations, additions or improvements to the Leased Premises without the prior written consent of the Lessor.
31. Enrollment. Lessee shall not enroll the Leased Premises in any federal, state, or local government program without the prior written consent of the Lessor. Lessee shall indemnify and hold harmless Lessor for any and all claims, including Lessor's actual attorney's fees arising out of or in any way related to the program.

32. Understanding and Binding Effect. This Agreement represents the entire understanding and agreement between parties, and all prior understanding and agreements are specifically merged into the Agreement. This Agreement shall inure to the benefit of and be binding upon the parties and their respective heirs, personal representatives, members, assigns, and successors. This Lease may not be amended except by a written agreement signed by the parties.

33. Notices and Mailings. All notices and other documents to be served or transmitted shall be in writing and addressed to the respective parties at the addresses stated on Page 1 of this Agreement or such other address or addresses as shall be specific by the parties from time to time, and may be served or transmitted in person or by ordinary or certified mail properly addressed with sufficient postage.

34. Time of the Essence. Time is of the essence in this Lease.

35. Acceptance. The Lessee accepts the Leased Premises in the condition in which it now is, without representation or warranty of any kind or nature, express or implied, in fact or by law by the Lessor, and without recourse to the Lessor as to the nature, condition, fitness, or usability of the Leased Premises.

36. Captions. The captions in this Agreement are for convenience only and shall not be considered as part of this Agreement or in any way amplifying or modifying its terms and provisions.

37. Authority. The respective signatures below expressly acknowledge that this Agreement is made and entered into with the full authority of the City of Grand Ledge City Council, and that the person/s executing this Agreement on behalf of the respective parties have been duly authorized and empowered to make and enter into this Agreement.

*[Signatures on the Following Page]*

IN WITNESS WHEREOF, we have executed this Agreement on the date and year first above written.

THE CITY OF GRAND LEDGE, MICHIGAN

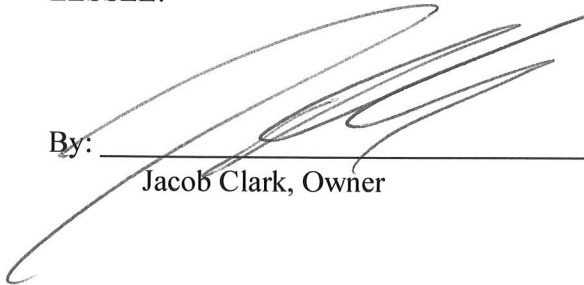
LESSOR:

By: \_\_\_\_\_  
Adam Smith, City Manager

Date: \_\_\_\_\_

LESSEE:

By: \_\_\_\_\_  
Jacob Clark, Owner



Date: 1/27/26

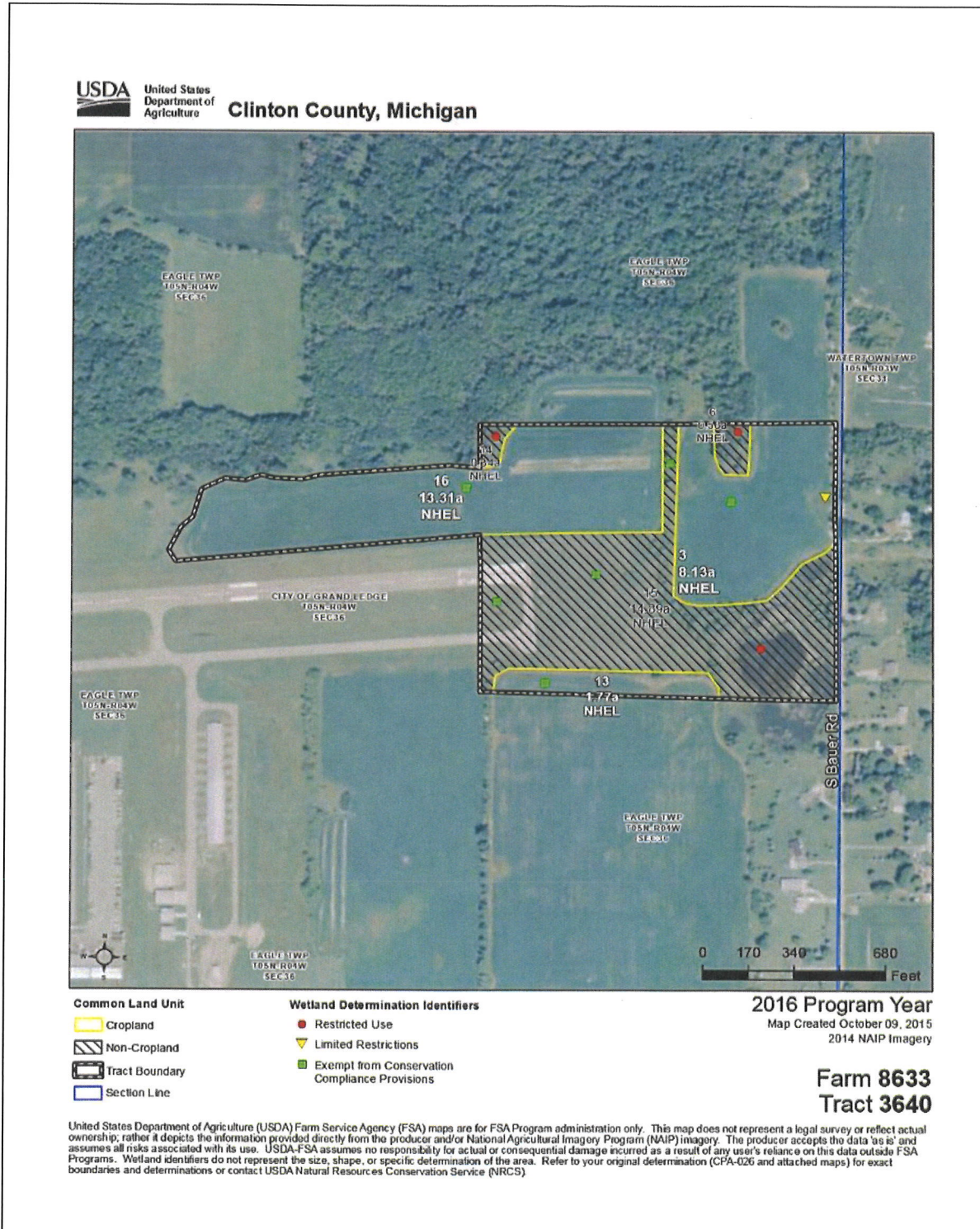
# Attachment A: City of Grand Ledge Abrams Municipal Airport— 2023-2025 Farm Land Lease Parcels

## Parcel #6



# Attachment A: City of Grand Ledge Abrams Municipal Airport– 2023-2025 Farm Land Lease Parcels

Parcels #16, #3, and #13





TO: Mayor and City Council members

FROM: Amee King, Assistant City Manager

DATE: February 2, 2026

RE: Airport Mowing Contract

The City issued a Request for Proposals (RFP) on December 1, 2025, for airport mowing and maintenance services. Bid openings were held on January 28, 2026. We received the following bids:

Company Name	Cost per mowing (per RFP)	Cost per acre
Litchfield Field Mowing Brush Trimming LLC	\$1,850.00	\$19.47
Keast Lawn & Snow	\$2,090.00	\$22.00
Woodbury Lawn Snow LLC	\$2,345.00	\$27.99
J&C Lawn Solutions LLC	\$3,610.00	\$38.00
Finishline Property Solutions LLC	\$4,275.00	\$45.00
Real Green Lawn Care & Landscaping	\$4,750.00	\$50.00

Abrams Municipal Airport has approximately 95 acres to mow. In 2025, the cost per mow was \$1,650.

Litchfield Field Mowing Brush Trimming LLC has provided mowing, trimming, spraying, and rolling of the Abrams Municipal Airport property since 2013. With their longstanding excellent service, the staff recommends approval of the attached contract with Litchfield Field Mowing Brush Trimming LLC. As the low bidder, Litchfield Field Mowing Brush Trimming LLC has proposed \$1,850 per mow, reflecting a \$200 per mow increase from 2025. The additional costs for 2026 will be covered in the current budget and accounted for in the fiscal year 2027 budget. The contract will be for a one (1) year term beginning April 1, 2026, with an option to renew it for up to two (2) additional years.

If the City Council does not approve the low bid contract for Litchfield Field Mowing Brush Trimming LLC, staff will begin an interview process for the other contractors, as the city has not utilized their services.

Enclosures:

- RFP, dated December 1, 2026
- Bidders' proposal from Scott Litchfield, Owner of Litchfield Field Mowing Brush Trimming LLC
- Contract for mowing services



# REQUEST FOR PROPOSALS

2026 CITY OF GRAND LEDGE

ABRAMS MUNICIPAL AIRPORT MOWING & MAINTENANCE SERVICES

DATE:	<b>December 1, 2025</b>
-------	-------------------------

PROPOSAL DUE DATE:

**Wednesday, January 28, 2026, at 1:30 P.M.**

PROPOSAL DELIVERY LOCATION:

City of Grand Ledge  
ATTN: Ameer King, Assistant City Manager  
310 Greenwood Street, Grand Ledge, Michigan 48837

CONTACT:

Ameer King, Assistant City Manager  
517-627-2149  
AKing@cityofgrandledge.com

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## Request for Proposal (RFP)

2026 CITY OF GRAND LEDGE – ABRAMS MUNICIPAL AIRPORT MOWING & MAINTENANCE SERVICES

### Introduction:

The City of Grand Ledge is requesting sealed bid proposals for mowing and maintenance services at Abrams Municipal Airport. The contractor will be engaged as an independent business and should currently be engaged in commercial lawn mowing and grounds maintenance activities. The City of Grand Ledge shall not be the contractor's sole and only client or customer.

Companies with demonstrated experience in commercial lawn maintenance services with an interest in making their services available to the City of Grand Ledge are invited to respond to the RFP. The submitted proposals will be used as a basis for awarding work.

### Selection Timetable:

Release RFP	Monday, December 1, 2025
RFP Due Date	<b>Wednesday, January 28, 2026, at 1:30 P.M.</b>
Tentative Bid Award	Monday, February 9, 2026

### Submittal of Proposal:

Respondents shall submit one (1) paper copy of the RFP response in a package that is sealed and clearly labeled “RFP – 2026 Abrams Municipal Airport Mowing & Maintenance Services.” Or RFP responses may be emailed as one (1) document saved as a PDF to, [aking@cityofgrandledge.com](mailto:aking@cityofgrandledge.com) with “RFP – 2026 Abrams Municipal Airport Mowing & Maintenance Services” in the subject line.

Proposals and any questions related to the RFP may be directed to:

Amee King, Assistant City Manager  
310 Greenwood Street, Grand Ledge, Michigan 48837  
517-627-2149 | [aking@cityofgrandledge.com](mailto:aking@cityofgrandledge.com)

The bid price shall not include an allowance for State Sales Taxes or Federal Excise Tax. The City, upon request, will provide the successful bidder with properly executed tax exemption certificates or tax exemption numbers. All other taxes required by law shall be paid by the successful Contractor.

Any proposal may be withdrawn or modified by written request, provided such request is received by the City at the above address prior to the date and time established for receipt of proposals. Proposals not so withdrawn shall constitute a firm offer to provide the services contained therein and shall remain firm for acceptance for sixty (60) days.

The cost of preparing a response to this RFP, including site visits, is the Contractor’s sole responsibility and will not be reimbursed by the City of Grand Ledge.

The City reserves the right to reject any or all proposals, to award the contract to other than the low bidder, to accept any or all alternatives, to waive irregularities and/or informalities and, in general, to make the award in any manner deemed by it, in its sole discretion, to be in the best interest of the owner.

### Minimum Qualifications:

1. **Eligibility:** Bidders must be able to demonstrate at least five years of satisfactory experience working in commercial lawn maintenance, providing similar services as outlined in the following specifications. As an independent business, the contractor shall declare that it has complied with all federal, state, and local laws and policies regarding business permits, insurance coverage, and licenses of any kind that may be required to carry out the said business and the tasks to be performed under this maintenance contract.
2. **Corporate Profile:** Describe on one page the background of your company and why it is qualified to provide the requested services for the City of Grand Ledge.
3. **Experience:** Provide evidence of similar experience that demonstrates your ability to successfully provide the services requested in this RFP. Include names and contact information from three (3) past projects for reference purposes.
4. **Cost:** An anticipated fee structure must be submitted.

### Specifications:

The following bid specification is an outline of duties and is intended as a guideline for the maintenance contractor at Abrams Municipal Airport. In practice, it may be necessary to modify these duties or add to them. Major deviations from these guidelines are not anticipated.

- A. During Spring, Summer, and Fall growing periods of each year, airport mowing, and grounds maintenance will include the following tasks at a minimum:
  1. Maintain the airport's appearance by performing complete mowing of designated areas to a condition that will be acceptable to the City of Grand Ledge.
    - a. Acreage and designated maintenance areas subject to change.
  2. Trimming around lights, signs, cones, fences, and other obstructions.
  3. Perform chemical spraying necessary for weed control of fencing areas, and cracks in and around the runway and taxiways. Chemical costs to be submitted for reimbursement.
  4. Keep the runway and taxiways free from grass clippings and other debris.
  5. Perform lawn rolling in the spring season for maintenance of the grass runway.
    - a. Designated lawn rolling areas to be determined by City of Grand Ledge.
  6. Remove and dispose of all litter and trash from airport grounds.
  7. Inform the Assistant City Manager of any problems or concerns encountered.
  8. Special attention should be given to maintaining the airport in a safe condition.
  9. **See Attachment A – Abrams Municipal Airport: Property Boundaries & Location**
- B. Abrams Municipal Airport maintenance contractor will provide all labor, equipment, and supplies necessary to perform all required work.

## Delivery of Services:

- A. Mowing and maintenance services shall be performed during the spring, summer, and fall growing period of each year; airport maintenance is to be performed on a regular basis to maintain the grounds as outlined in the specifications.
  - a. 1. The number of complete mowings shall be limited to no more than 15 mowings per season, unless directed by the City Manager/Airport Manager or Assistant City Manager/Assistant Airport Manager of the City
- B. The City of Grand Ledge intends to regularly monitor the appearance and general condition of Abrams Municipal Airport. Any areas found to be in serious non-compliance with any of the provisions as outlined in this RFP shall result in the maintenance contractor receiving written notification of all concerns.
  1. Failure to resolve problems following written notification will result in the city taking appropriate action.
  2. If the maintenance contractor fails to correct the stated deficiency(ies) within forty-eight (48) hours, the City of Grand Ledge shall then correct the stated deficiency(ies) with its own work forces and will deduct the cost of said corrections from payment due to the contractor under the next invoice submitted by the contractor.

## Qualifications of the Firm:

The City of Grand Ledge may award the Abrams Municipal Airport Mowing and Maintenance Services contract to the individual or firm that, in its sole opinion, is the most capable of providing the range of services described and anticipated by this RFP and is in the long-term best interest of the city and its residents.

The City of Grand Ledge reserves the right to:

- Investigate the qualifications of all firms under consideration including any information furnished by potential candidates
- Reject any or all proposals
- Modify the proposal
- Establish evaluation criteria determined to be in the best interest of the city
- Issue a subsequent RFP
- Conduct interviews of potential firms prior to selection

Note: This RFP does not commit the City of Grand Ledge to negotiate a contract, nor does it obligate payment for any cost incurred in the preparation and submission of the proposal.

## Evaluation Process:

Proposals will be evaluated through consideration of several factors. The review of all documents submitted will be in accordance with the following criteria:

- Experience and references of the contractor
- Proposed cost
- Ability to execute contract in accordance with City policies and in full compliance with all applicable laws, ordinances, and regulations
- The proponent's familiarity with the City and Tri-County area

- Other factors deemed relevant by the City Manager/Airport Manager or Assistant City Manager/Assistant Airport Manager
- The City reserves the right, in its absolute discretion, to reject any or all proposals, to waive irregularities, informalities, and/or non-conformities in any submission, to select the proponent and proposal deemed to be in the best interests of the City, and to negotiate with the selected proponent(s).

The above criteria will be used to evaluate the submittals. Following a review of the submittals, a firm will be selected, and a recommendation will be given to the City Council.

The Contractor must demonstrate its ability to deliver competitive rates for the noted services. If for any reason, a proponent cannot commence activities within 30 days of the contract being executed, the City may unilaterally terminate the contract and negotiate with other proponents.

### Conflict of Interest:

The respondent warrants that to the best of its knowledge and belief and except as otherwise disclosed it does not have any organizational conflict of interest. Conflict of interest is defined as a situation in which the nature of work under this solicitation and the firm's organizational, financial, contractual, or other interests are such that:

1. Respondent may have an unfair competitive advantage; or
2. The respondent's objectivity in performing the work solicited may be impaired. In the event the respondent has an organizational conflict of interest as defined herein, the respondent shall disclose such conflict of interest fully in the proposal submission.
  - a. The respondent agrees that if after award it discovers an organizational conflict of interest with respect to this solicitation it shall make an immediate and full disclosure in writing to the City Manager that shall include a description of the action which the respondent has taken or intends to take to eliminate or neutralize the conflict. The City may, however, disqualify the respondent or if a contract has been entered into with the respondent, terminate said contract, in its sole discretion.
  - b. In the event the respondent was aware of an organizational conflict of interest before the award of a contract and intentionally did not disclose the conflict to the City Manager, the City may disqualify the respondent.

### Subcontracting:

Subcontracting for duties outlined in the RFP specifications will not be permitted unless authorized in writing by the city. The contractor must be independently able to provide all tasks identified in the attached specification in their entirety.

If subcontracting is authorized by the city, the selected firm will be fully responsible to the City of Grand Ledge for the acts and omissions of subcontractors and of all persons whether directly or indirectly employed by the selected firm. Nothing in the contract shall create any contractual relationship between any subcontractor and the City of Grand Ledge. The selected firm shall not assign, transfer, convey, or otherwise dispose of the contract, or any part thereof, or the firm's right, title, or interest in the same or any part thereof, without the previous written consent of the City of

Grand Ledge. The selected firm shall not assign any of the money due or to become due and payable under the contract without the previous written consent of the City of Grand Ledge.

### **Labor Laws and Equal Employment Opportunity:**

The selected firm and subcontractors must abide by Federal, State, and local regulations pertaining to equal employment, and shall obey and abide by all the laws of the State of Michigan relating to the employment of labor and public work, and all ordinances and requirements of the City of Grand Ledge regulating or applying to public improvements.

### **Indemnification and Hold Harmless:**

The selected firm agrees to indemnify and hold harmless the City of Grand Ledge and their officers, employees, and agents from any and all liability, loss, or damage as a result of claims, actions, suits, causes of action, proceedings, costs, expenses, judgments and liabilities of any kind whatsoever arising out of selected firm's performance of the contractual work. It is further agreed that the selected firm shall have the responsibility to the City of Grand Ledge for the proper performance of its professional services in conformity with the customary and usual result of the failure of such performance, provided such damages suffered by the City of Grand Ledge as a result of the failure of such performance, provided such damages are caused by the selected firm's error, omission or negligent act, or the error, omission or negligent act of its officers, agents, or employees. No compensation will be paid to the selected firm for services required to correct work arising out of the selected firm's errors or omissions. Additionally, the selected firm shall be responsible for any payment to other consultants/Contractors to correct work arising from the selected firm's errors and omissions.

### **Insurances:**

The selected firm shall procure and maintain during the life of the contract the following insurance coverage from a company or companies licensed to sell insurance in Michigan with an A+ A.M. Best rating, or equivalent: Workers' Compensation in compliance with Michigan law; Comprehensive General Liability Insurance in the amount of \$1,000,000 each occurrence for Bodily Injury Liability and Property Damage Liability.

The insurance required shall be written for the greater of limits not less than the limits of liability specified or required by the law, OR primary coverage of \$1,000,000 per occurrence. Insurance on an occurrence basis coverage shall be maintained without interruption from the date of commencement of operations under the contract until the date herein specified that coverage is no longer required. It is understood and agreed that by naming the City of Grand Ledge as additional insured, coverage afforded is considered to be primary, and any other insurance the City of Grand Ledge may have in effect should be considered secondary and/or excess.

All certificates of insurance must be forwarded to the City of Grand Ledge prior to commencement of any work. Required insurance policies shall not be changed or canceled without ninety (90) days prior written notice to the City of Grand Ledge.

## General Notes:

1. NO SMOKING shall be allowed on any project site. Personnel caught smoking will be removed from the project.
2. Contractor's personnel are expected to maintain a high-quality professional attitude while on site. Contractors shall be subject to such rules and regulations for the conduct of the work as the City of Grand Ledge may establish. Possession or consumption of alcoholic beverages or drugs or noxious behavior on site is strictly prohibited. Violations of any of the above will result in removal of the individual and employer from the project and they will be held liable for any damage that may result due to their actions.
3. All personnel will be required to always provide identifying information while on site.
4. The City of Grand Ledge reserves the right to supplement the operations of the maintenance contractor in whole or in part with City employees or volunteers.

## Contract Type/Term:

The City of Grand Ledge contemplates award of a per-service rate contract to be billed on a monthly basis. The contract will be for a one (1) base year beginning April 1, 2026, with an option to renew for up to two (2) additional years. The City makes no guarantees as to the total amount of compensation that the Contractor may earn and reserves the right to limit the amount of services the City requests the Contractor provide. The City reserves the right to use any other means it may desire or determine for the purpose of grounds maintenance services throughout the City.

- The Contractor is not and shall not be considered an employee of the City. Any response to this RFP is an acknowledgement that the City shall not withhold any amounts for federal, state, or local income taxes, Medicare taxes, or Social Security taxes from the fees paid to the Contractor.

## Billing Process:

Payment for services rendered will be made within 30 days upon invoices received.

**EXCEPTION:** Any additional costs must be approved by the Assistant City Manager PRIOR to any service being performed. Payment will not be made under this contract for such services unless prior approval is obtained.

## Existing Conditions:

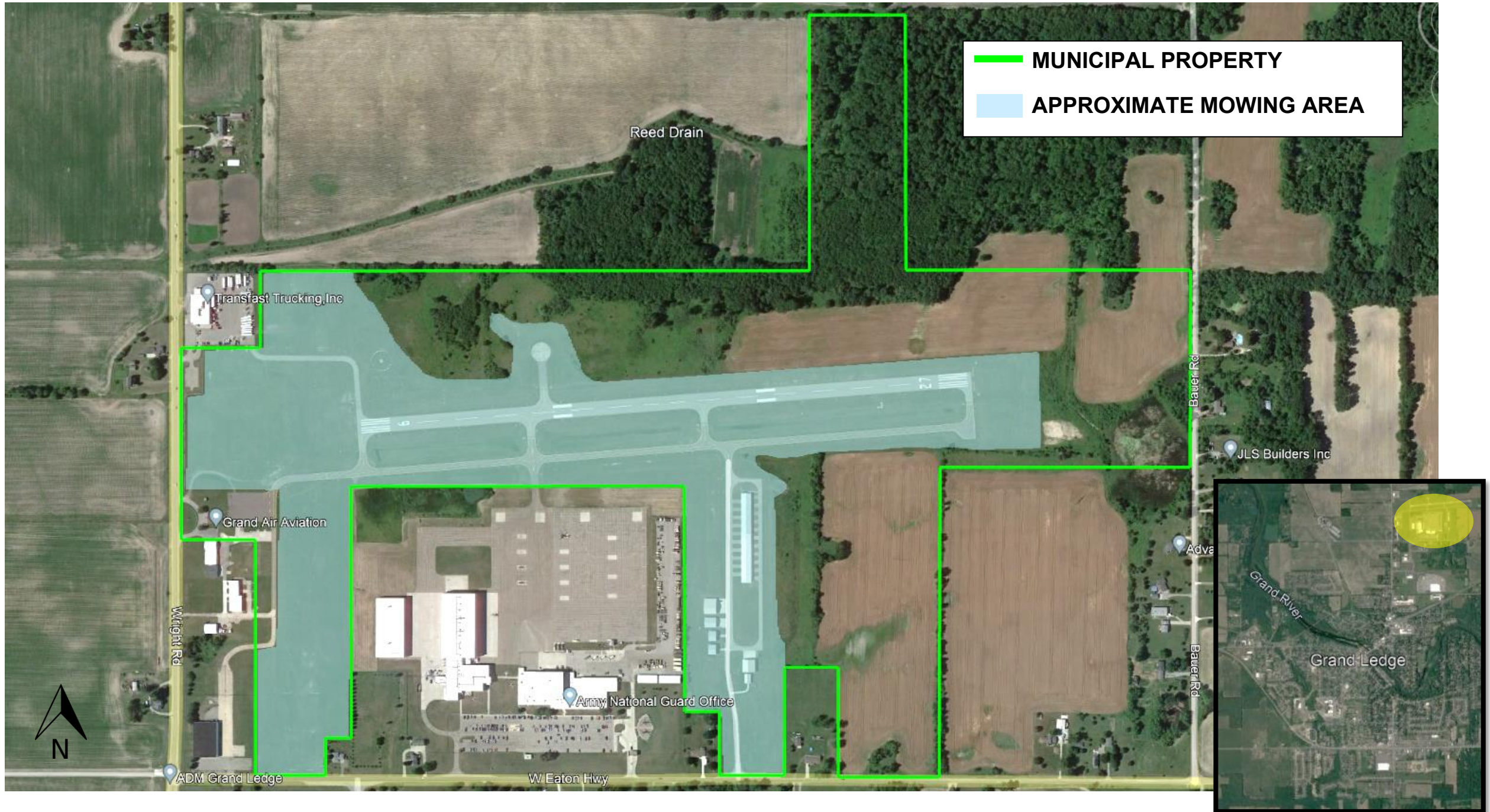
Entities with demonstrated experience in commercial lawn maintenance services with an interest in making their services available to the City of Grand Ledge are invited to respond to this RFP.

“Contractor” means the companies or individuals that submit proposals in response to this RFP. It is understood that the selected Contractor acting as an individual, partnership, corporation, or other legal entity, is state licensed and certified in accordance with title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 (FIRREA) (12 U.S.C. 3331 et seq.) and capable of providing the specified services. The Contractor shall be financially solvent and each of its members if a joint venture, its employees, agents, or sub-consultants of any tier shall be competent to perform the services required under this RFP document.

# Attachment A – Abrams Municipal Airport: Property Boundaries & Location

**(Estimated Mowing Acreage: 95)**

*For illustrative purposes only.*





## Bidders Proposal City of Grand Ledge

### 2026 Abrams Municipal Airport Mowing & Maintenance Services

All work shall be completed in accordance with the City of Grand Ledge Specifications for work. The contractor receiving the bid award shall provide proof of insurance in the amount shown in the RFP guidelines prior to commencement of work. Insurance shall be kept current and in full force throughout the duration of the work. Contractor shall show satisfactory evidence that they have performed similar work previously, and that they have adequate equipment and labor to perform the work in a timely fashion.

A.	<b>Cost per mowing</b> (includes all items included in specifications)	\$
B.	<b>Cost per acre</b>	\$

This bid is submitted in response to the City of Grand Ledge RFP for <b>2026 Abrams Municipal Airport Mowing &amp; Maintenance Services</b> by:	
<b>Company Name:</b>	
<b>Authorized Signature:</b>	
<b>Print Name:</b>	
<b>Title</b>	
<b>Business Address</b>	
<b>Business Phone</b>	
<b>Date:</b>	



## Bidders Proposal City of Grand Ledge

### 2026 Abrams Municipal Airport Mowing & Maintenance Services

All work shall be completed in accordance with the City of Grand Ledge Specifications for work. The contractor receiving the bid award shall provide proof of insurance in the amount shown in the RFP guidelines prior to commencement of work. Insurance shall be kept current and in full force throughout the duration of the work. Contractor shall show satisfactory evidence that they have performed similar work previously, and that they have adequate equipment and labor to perform the work in a timely fashion.

A.	Cost per mowing (includes all items included in specifications)	\$ 1,850.00
B.	Cost per acre	\$ 19.474

This bid is submitted in response to the City of Grand Ledge RFP for 2026 Abrams Municipal Airport Mowing & Maintenance Services by:	
Company Name:	Litchfield Field Mowing Brush Trimming, LLC
Authorized Signature:	<i>SCOTT LITCHFIELD</i>
Print Name:	Scott Litchfield
Title	Owner/Operator
Business Address	3319 Pickwick Place Lansing, MI 48917
Business Phone	517-712-5906
Date:	1/5/2026

# Litchfield Field Mowing & Brush Trimming

3319 Pickwick, Lansing, MI 48917  
Cell: (517) 712-5906  
Email: scottlitchfield76@yahoo.com

January 5, 2026

City of Grand Ledge  
ATTN: Ameer King, Assistant City Manager  
310 Greenwood Street  
Grand Ledge, MI 48837  
AKing@cityofgrandledge.com

RE: RFP – 2026 Municipal Airport Mowing & Maintenance Services

Following is my proposal for the maintenance and mowing contract for Abrams Municipal Airport, per your RFP dated December 1, 2025.

**Cost:** Price per mowing @ \$1,850 (**\$19.474 per acre**) (based on up to 15 mowings per year and includes spraying for weeds, up to 3 times per year, and rolling grass runway and/or other areas as may be designated by the City of Grand Ledge, 1 time per year.) Cost of spray chemicals to be reimbursed by the City of Grand Ledge.

**Services to be provided:** During Spring, Summer and Fall growing periods of each year, airport mowing, and grounds maintenance will include the following tasks at a minimum:

1. Maintain the airport's appearance by performing complete mowing of designated areas to a condition which will be acceptable to the City of Grand Ledge.
2. Trimming around lights, signs, cones, fences, and other obstructions.
3. Perform chemical spraying necessary for weed control of fencing areas, and cracks in and around the runway and taxiways. Chemical costs to be submitted for reimbursement.
4. Keep the runway and taxiways free from grass clippings and other debris.
5. Perform lawn rolling in the spring season for maintenance of the grass runway and/or other areas as may be designated by the City of Grand Ledge.
6. Remove and dispose of all litter and trash from airport grounds.
7. Maintain the airport in a safe condition.
8. Maintenance contractor will provide all labor, equipment, and supplies necessary to perform all required work.

**Delivery of Services:** Mowing and maintenance services shall be performed on a regular basis during the spring, summer and fall growing period of each year to maintain the grounds as outlined in the specifications. The number of complete mowings shall be limited to no more than 15 (fifteen) mowings per season, unless directed by the City Manager/Airport Manager or Assistant City Manager/Assistant Airport Manager of the City. Equipment to be used: 2023 John Deere 5075E 75 hp tractor with 15 ft Landpride wide area mower, John Deere F1145 4WD front mower with 76" cut for trimming, 55 gallon tow-behind sprayer for weed control, plus weed whip and backpack blower.

Respectfully Submitted,



Scott Litchfield  
Owner/Operator

City of Grand Ledge  
PROPOSAL – 2026 Municipal Airport Mowing & Maintenance Services

CONTRACTOR QUALIFICATIONS

1. Eligibility: Litchfield Field Mowing and Brush Trimming LLC (Contractor) has over seven years experience working in commercial lawn maintenance providing similar services as outlined in the RFP specifications. As an independent business, Contractor has complied with all federal, state, and local laws and policies regarding business permits, insurance coverage, and licenses of any kind that may be required to carry out said business and tasks to be performed under this maintenance contract.
  2. Corporate Profile: *Describe on one page the background of your company and why it is qualified to provide the requested services for the City of Grand Ledge.* Contractor owner/operator, Scott Litchfield, has provided field mowing services for over seven years, initially working with Keith Litchfield, then establishing the independent LLC in 2018. Contractor has provided, and continues to provide, mowing services for Abrams Airport, as well as multiple rail trails throughout Michigan, and annual mowing of multiple large vacant lots for a municipal school system. Contractor is well aware of the unique requirements for mowing and maintaining the airport property.
  3. Experience: *Provide evidence of similar experience that demonstrates your ability to successfully provide the services requested in this RFP. Include names and contact information from three (3) past projects for reference purposes.*
    - a. Lakeland Trails – Jackson to Hamburg  
Department of Natural Resources  
Attn: Chuck Dennison  
[dennisonc@michigan.gov](mailto:dennisonc@michigan.gov)  
7 years (LLC); 9 years (operator)
    - b. Friends of Fred Meijer Rail Trails – Ionia to Greenville  
Attn: Ron Gunderson  
[Rgunderson52@gmail.com](mailto:Rgunderson52@gmail.com)  
7 years (LLC); 9 years (operator)
    - c. South Lyon Community Schools  
Attn: Rich Welch  
[welchr@slcs.us](mailto:welchr@slcs.us)  
7 years (LLC); 9 years (operator)
    - d. City of Grand Ledge – Abrams Airport  
Attn: Ameer King  
[aking@cityofgrandledge.com](mailto:aking@cityofgrandledge.com)  
7 years (LLC); 9 years (operator)
-

**Grand Ledge City Council Resolution # \_\_\_\_\_ of 2026**

**A Resolution to Approve a Bid Award and Authorize a Contract for  
Abrams Municipal Airport Mowing Services with Litchfield Field  
Mowing Brush Trimming, LLC.**

A resolution adopted by the Grand Ledge City Council, at a regular meeting held on Monday, 09 February 2026, in the Council Chambers, City Hall, 310 Greenwood St., Grand Ledge MI 48837, in compliance with the Open Meetings Act, as amended.

**Whereas**, the City of Grand Ledge, Michigan (“City”) is a municipal corporation organized under the provisions of the Home Rule City Act, Public Act 279 of 1909, as amended, and is governed by the provisions of the Grand Ledge City Charter adopted 07 August 2018, as amended (“Charter”); and

**Whereas**, Charter §13.1A provides:

“The power to make and to authorize the making of contracts on behalf of the City is vested in the City Council and shall be exercised in accordance with the provisions of law”; and

**Whereas**, proposals for Abrams Municipal Airport mowing services were sought and received by the City, and reviewed by staff; and

**Whereas**, staff recommends approving the contract for Abrams Municipal Airport mowing services with Litchfield Field Mowing & Brush Trimming, LLC

**Now, Therefore, It Is Resolved:**

1. The City approves a bid award and authorizes a contract for Abrams Municipal Airport mowing services with Litchfield Field Mowing Brush Trimming, LLC, as attached.
2. The City directs the City Manager and Finance Director / Treasurer to appropriate the funds necessary to implement said bid award and contract.
3. The City authorizes and directs the City Manager, or their duly authorized agent or representative, to act as agent on behalf of the City to implement said bid award and contract on behalf of the City; to do any other act(s) or thing(s) which shall be necessary to implement said bid award and contract on behalf of the City; to preserve and protect the rights, duties, and obligations of the City thereunder; and to do any act or thing required by Charter, ordinance, regulation, rule, statute, or other provision of law in order to implement said bid award and contract.

**Motion by**

**Second by**

**Ayes:**

**Nays:**

**Absent:**

Approved:

---

Keith O. Mulder, Mayor

I, Gregory L. Newman, Grand Ledge City Clerk, certify this is Resolution #\_\_\_\_\_ of 2026, adopted by the Grand Ledge City Council at a regular meeting held on Monday, 09 February 2026; in the Council Chambers, City Hall, 310 Greenwood St., Grand Ledge MI 48837, in compliance with the Open Meetings Act, as amended.

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Gregory L. Newman, City Clerk

## City of Grand Ledge Contract for Mowing Services at Abrams Municipal Airport

THIS AGREEMENT is made and entered into this \_\_\_\_ day of February 2026 by and between the CITY OF GRAND LEDGE, MICHIGAN, a Municipal corporation (hereinafter “the City”), whose office is located at 310 Greenwood Street, Grand Ledge, Michigan 48837 and Litchfield Field Mowing Brush Trimming, LLC, 3319 Pickwick Place, Lansing, Michigan 48917 (hereinafter referred to as “the Contractor”).

### RECITALS:

WHEREAS, it is the intent of the City to retain the services of the Contractor for mowing and weed control at the Abrams Municipal Airport (hereinafter “the Airport”), 16815 Wright Rd, Grand Ledge, MI 48837; and

WHEREAS, the parties wish by this agreement to define their respective rights and obligations among other things during the term of this Agreement.

NOW THEREFORE, for and in consideration of the mutual promises, terms, conditions, and covenants expressed in this Agreement, the parties agree as follows.

1. **Services.** Unless directed by the City Manager/Assistant Airport Manager or Assistant City Manager/Airport Manager of the City, the number of complete mowings shall be limited to no more than 15 (fifteen) mowings per season. The season being the spring, summer and fall growing period of each year. Additionally, unless directed by the City Manager/Assistant Airport Manager or Assistant City Manager/Airport Manager of the City, the Contractor shall provide the following services as described in Exhibit A.
2. **Scope of the Services.** The City intends to have the Contractor provide mowing services in certain parts of the Abrams Municipal Airport, referred to as the “Mowing Area.” The Mowing Area is specified in Attachment A to the Request for Proposals - Abrams Municipal Airport Mowing & Maintenance Services, dated December 1, 2025, which is hereby incorporated by reference. At any time during the term of this Agreement, the City may determine, in its sole discretion, to increase or decrease the Mowing Area. If the City modifies the Mowing Area, the City shall provide the Contractor updated specifications indicating such. Contractor’s compensation per complete mowing shall be adjusted \$20.00 per acre accordingly.
3. **Compensation.** The City shall pay the Contractor as stated below:
  - a. The amount of \$1,850.00 per complete mowing of the airport including trimming around lights, signs, cones, fences, and other obstructions;
  - b. The amount of chemical costs for necessary weed control for fencing areas and cracks in and around the runway will be reimbursed by the City with necessary receipts submitted to the City.

4. **Payment.** The Contractor shall timely provide a written invoice to the City for services actually rendered pursuant to this Agreement. The City shall remit payment to the Contractor within thirty (30) calendar days after receiving the invoice.
5. **Contractor Responsibilities.** The Contractor shall, at its sole cost and expense, be responsible for acquiring, maintaining, and insuring all equipment and materials necessary for the Contractor to perform the services identified in this Agreement. The Contractor shall, at its sole cost and expense, secure and maintain appropriate insurance for general liability and worker's compensation, and provide the City with a copy of the certificates of insurance. The City to be listed as an additional insured on the Contractor's policy or policies of comprehensive general liability insurance in the amount of one million and 00/100 dollars (\$1,000,000.00) per occurrence and provide City with current certificates of insurance evidencing Contractor compliance. All certificates of insurance must be forwarded to the City of Grand Ledge prior to commencement of any work. Required insurance policies shall not be changed or cancelled without ninety (90) days prior written notice to the City of Grand Ledge. At all times contractors shall abide by the airport safety rules and regulations of the City, the State of Michigan and the U.S. Department of Transportation and the Federal Aviation Administration. All unique requirements and regulations for this location will be strictly followed by the Contractor and the Contractor's employees
6. **Status.** The parties understand that the Contractor is not and shall not be considered an employee of the City. The parties hereto acknowledge and agree that the City shall not withhold any amounts for federal, state or local income taxes, Medicare taxes, or social security taxes from the fees paid pursuant to this Agreement.
7. **Non-Exclusivity.** The parties agree this Agreement shall be non-exclusive. The City reserves the right to use any other means it may desire or determine for the purpose of providing mowing services at Abrams Municipal Airport. The City also reserves the right to supplement the services of the Contractor as the City may choose. The City makes no guarantees as to the total amount of compensation that the Contractor may earn per this Agreement, and reserves the right to limit the amount of Services the City requests the Contractor to provide under this Agreement. The Contractor reserves the right to provide services to other clients and customers as it sees fit.
8. **Term.** The term of this agreement shall be from April 1, 2026 (1 year) through November 30, 2026, with an option to renew for up to two (2) additional years.
9. **Indemnification.** The Contractor agrees to indemnify and hold the City harmless from any and all liability arising out of this agreement, including but not limited to the payment of any amounts for federal, state and local taxes, and/or social security and Medicare taxes.
10. **Termination.** Either party to this agreement may terminate this contract upon 30 days' written notice to the other party. This right of cancellation shall be exercisable at the sole discretion of the cancelling party and requires no just cause or other reason.

11. **Breach.** In the event of a material breach of the Agreement by either party, it is agreed that the non-defaulting party shall be permitted to recovery, in addition to any other remedy that may be available to it, at law or at equity, all reasonable attorney's fees and costs, and damages incurred as a direct result or consequence of such breach.
12. **Jurisdiction.** Any proceeding claim, or cause of action, at law or equity, arising under this Agreement or as a result of a breach thereof, shall be brought only in the appropriate court for Eaton County, Michigan. This agreement has been executed in the State of Michigan, and therefore shall be construed, interpreted and applied on only according to the laws of the State of Michigan.
13. **Understanding and Binding Effect.** This Agreement represents the entire understanding and agreement between parties, and all prior understandings and agreements are specifically merged in this Agreement. This Agreement shall inure to the benefit of and be binding upon the parties and their respective heirs, personal representatives, members, assigns, and successors.
14. **Notices and Mailings.** All notices and other documents to be served or transmitted shall be in writing and addressed to the respective parties at the addresses stated on Page 1 of this Agreement or such other address or addresses as shall be specified by the parties from time to time, and may be served or transmitted in person or by ordinary or certified mail properly addressed with sufficient postage.
15. **Severability.** If any section or provision of this Agreement is unenforceable for any reason, the unenforceability shall not impair the remainder of this Agreement, which shall remain in full force and effect.
16. **Captions.** The captions in this Agreement are for convenience only and shall not be considered as part of this Agreement or in any way amplifying or modifying its terms and provisions.
17. **Authority.** The respective signatures below expressly acknowledge that this Agreement is made and entered into with the full authority of the City of Grand Ledge City Council, and that the person/s executing this Agreement on behalf of the respective parties have been duly authorized and empowered to make and enter into this Agreement.

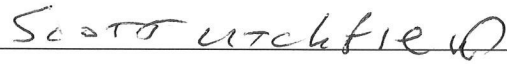
IN WITNESS WHEREOF we have executed this Agreement on the date and year first above written.

**City of Grand Ledge**

---

By: Adam Smith  
Its: City Manager

**Litchfield Field Mowing Brush Trimming, LLC**

  
By: SCOTT LITCHFIELD  
Its: Owner

## **Exhibit A: Scope of Work**

1. Responsible to provide all equipment, material, and labor for mowing and weed control at City of Grand Ledge owned and managed property at Abrams Municipal Airport, 16815 Wright Rd, Grand Ledge, MI 48837, including:
  - a. All mowing machinery, tractors, trimmers, the maintenance, purchase or rental thereof and all other aspects of acquiring the necessary equipment, tools, fuel, lubricants including safety items such as goggles, hearing protection and protective clothing, etc. necessary for the performance of the services identified in this Agreement.
2. Responsible for transportation to and from the airport and on the airport.
3. At all times and contractors shall abide by the airport safety rules and regulations of the City, the State of Michigan and the U.S. Department of Transportation and the Federal Aviation Administration.
  - a. All unique requirements and regulations for this location will be strictly followed by the Contractor and the Contractor's employees.
4. At minimum, mowing of the airport and include:
  - a. Trimming around lights, signs, cones, fences, and other field obstructions.
5. At minimum, weed control of the airport will include:
  - a. Spraying at fencing areas and cracks in and around the runway and taxiway.
6. Spring rolling of the runway grass will occur once in the spring each year, unless otherwise agreed upon in writing by both parties.