



Grand Ledge City Council

REGULAR MEETING AGENDA
MONDAY, 23 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. 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, 23 February 2026 City Council consent agenda, as follows:
 - i. Financial transactions and bills.
 - ii. Monday, 09 February 2026 City Council minutes.
 - iii. Parade Permit and Special Event Rental Application from the Grand Ledge Area Chamber of Commerce for the 14 March 2026 St. Patrick’s Day Parade.
 - iv. Proposal from Fishbeck, Inc., for an Iron Removal Plant Operation and Maintenance Manual.
 - v. Pay Application No. 7 for the Wastewater Treatment Plant and Collection System Improvements CWSRF Project #5825-01.
- V. 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, 23 February 2026 regular City Council agenda.

- VI. 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.

Downtown Development Authority

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

Manager's Office

Clerk's Department

Finance Department

Police Department – 2025 Annual Report

Planning and Zoning Department

- A. Motion** – To receive and place on file the January 2026 staff reports from the Clerk's Department, Finance Department, Police Department, and Planning and Zoning Department, and the Police Department 2025 Annual Report.

- VIII. 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.

- IX. 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 contract for Oakwood Cemetery grounds maintenance with Woodbury Lawn Snow, LLC.

- B. Resolution** – To approve a bid award and authorize a contract for city-owned parcels grounds maintenance with Lansing Real Green Lawn Care, Inc.

- C. Resolution** – To approve a bid award and authorize a contract for city parks and greenspaces grounds maintenance with Lansing Real Green Lawn Care, Inc.

- D. Resolution** – To reject the bids received for Well No. 11 Wellhouse Construction, to direct the project be rebid, and to authorize the City Manager to negotiate for contracts in the open market.

- X. 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.

- XI. 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.
- XII. 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.
- XIII. 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.



Gregory Newman, City Clerk

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.

Join from PC, Mac, iPad, or Android:

<https://us02web.zoom.us/j/87958458945>

Phone one-tap:

+13126266799,,87958458945# (Chicago), +16468769923,,87958458945# (New York)

Join via audio:

+1 312 626 6799 (Chicago), +1 646 876 9923 (New York), +1 646 931 3860, +1 301 715 8592 (Washington DC), +1 305 224 1968, +1 309 205 3325, +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, +1 719 359 4580, +1 253 205 0468, +1 253 215 8782 (Tacoma), +1 346 248 7799 (Houston)

Webinar ID: 879 5845 8945

International numbers available: <https://us02web.zoom.us/j/87958458945>

THE GRAND LEDGE CITY COUNCIL WILL HOLD ITS NEXT REGULAR MEETING ON MONDAY, 09 MARCH 2025, AT 7:00 P.M., IN THE COUNCIL CHAMBERS, CITY HALL, 310 GREENWOOD ST., GRAND LEDGE MI 48837.

02/23/2026

CUSTOM INVOICE REPORT FOR CITY OF GRAND LEDGE

VENDOR NAME	DESCRIPTION	AMOUNT
AC & E	RENTAL CONTRACT	141.00
ACE HARDWARE *	SUPPLIES	81.37
ALRO STEEL CORPORATION	SUPPLIES	39.29
ANSWER UNITED *	PROFESSIONAL SERVICE	443.24
APPLIED INNOVATION	PROFESSIONAL SERVICE	150.00
ARGENT INSTITUTIONAL TRUST COMPANY	PROFESSIONAL SERVICE	500.00
BARYAMES CLEANERS	UNIFORMS	407.83
BOBCAT OF LANSING	SUPPLIES	570.80
CINTAS *	SUPPLIES/UNIFORMS	820.72
CLINTON COUNTY CLERK	PROFESSIONAL SERVICE	10.00
DETROIT SALT COMPANY *	SUPPLIES	13,563.42
DYLAN ULMAN	REIMBURSEMENT	15.00
E T MACKENZIE COMPANY *	PROFESSIONAL SERVICE	7,852.59
EATON COUNTY TREASURER	PROFESSIONAL SERVICE	30.44
ETNA SUPPLY INC	PROFESSIONAL SERVICE	1,618.48
FLUID CONNECTIONS, INC. *	SUPPLIES	514.38
FREDRICKSON SUPPLY, LLC *	SUPPLIES	17,578.73
GOODYEAR COMMERCIAL TIRE & SVC CTR	PROFESSIONAL SERVICE	824.00
GRAINGER WW INC *	SUPPLIES	927.65
GRAND LEDGE ROTARY CLUB	PROFESSIONAL SERVICE	225.00
GRANGER *	PROFESSIONAL SERVICE	1,046.55
GRAYMONT WESTERN LIME	SUPPLIES	11,478.80
HIGH POINT TREE SERVICE, LLC	PROFESSIONAL SERVICE	2,100.00
HOTSY EQUIPMENT COMPANY	SUPPLIES	190.00
ISAAC WEEKS	REIMBURSEMENT	15.00
JONS TO GO *	PROFESSIONAL SERVICE	390.00
JUSTIN CAMPBELL	REIMBURSEMENT	15.00
KCI, INC	PROFESSIONAL SERVICE	516.14
LANSING ICE AND FUEL/LIFTCO	PROFESSIONAL SERVICE	107.43
MACALLISTER RENTALS *	SUPPLIES	2,522.50
MATT OLIVETO	REIMBURSEMENT	15.00
MCGINTY, HITCH, PERSON, ANDERSON	PROFESSIONAL SERVICE	3,555.00
MCS EXCAVATING LLC	PROFESSIONAL SERVICE	23,500.00
MEAD & HUNT	PROFESSIONAL SERVICE	1,856.26
MENARDS - LANSING WEST *	SUPPLIES	2,392.89
MERRITT PRESS, INC. *	SUPPLIES	181.05
MICHIGAN STATE POLICE	PROFESSIONAL SERVICE	30.00
MISSION COMMUNICATIONS, LLC *	SUPPLIES	1,608.00
MML WORKER'S COMPENSATION FUND	PROFESSIONAL SERVICE	16,772.00
MPC CASH-WAY LUMBER *	SUPPLIES	590.36
MYERS PLUMBING & HEATING	PROFESSIONAL SERVICE	390.00
OLD DOMINION BRUSH INC	SUPPLIES	1,414.72
PPLSI *	HEALTH CARE	674.25
QUALITY TIRE, INC.	PROFESSIONAL SERVICE	22.00
RELIANCE STANDARD LIFE *	LIFE INSURANCE	1,178.54
RK DAVIS, INC.	PROFESSIONAL SERVICE	858,890.03
RON ERICKSON JR.	REIMBURSEMENT	679.80
ROWE PROFESSIONAL SERVICES COMPANY	PROFESSIONAL SERVICE	4,266.00
SAFETY KLEEN SYSTEMS, INC.	SUPPLIES	265.20

SPICER GROUP *	PROFESSIONAL SERVICE	1,627.00
SPOT ON INSPECTIONS, REPAIRS	PROFESSIONAL SERVICE	300.00
TAX OVERPAYMENT	REIMBURSEMENT	45.76
TELUS HEALTH, LTD	HEALTH CARE	195.12
TRACE ANALYTICAL LABORATORIES, INC.	PROFESSIONAL SERVICE	480.21
TRANSUNION RISK AND ALTERNATIVE	PROFESSIONAL SERVICE	100.00
UM HEALTH - SPARROW OCC. HEALTH	PROFESSIONAL SERVICE	247.00
UNITED RENTALS (NORTH AMERICA) INC.	SUPPLIES	85.00
VISION SERVICE PLAN	PROFESSIONAL SERVICE	741.70
WEST MICHIGAN INTERNATIONAL, LLC	SUPPLIES	249.90
WILLIAMS & WORKS	PROFESSIONAL SERVICE	280.00
WOLVERINE ENGINEERS & SURVEYORS	PROFESSIONAL SERVICE	2,000.00
	TOTAL	989,328.15

* DENOTES MULTIPLE INVOICES

FEBRUARY ACH PAYMENTS		
VENDOR NAME	DESCRIPTION	AMOUNT
CHASE	CREDIT SERVICES	24,891.40
CONSUMER'S ENERGY	UTILITY BILLS	43,628.50
COMCAST	UTILITY BILLS	2,545.67
FRONTIER	UTILITY BILLS	69.53
HEALTH EQUITY	EMPLOYEE FSA DISBURSEMENTS	1,665.82
	TOTAL	<u>72,800.92</u>

GRAND TOTAL **1,062,129.07**

FEBRUARY 9, 2026 CORRECTIONS	ORIGINAL REPORTED AMOUNT	AMOUNT ACTUALLY PAID	REASON
FASTENAL	14.22	0.00	DUPLICATE SUBMISSION
FREDERICKSON SUPPLY	17,578.73	0.00	ESTIMATE, NOT INVOICE
GRANGER WASTE	177.21	173.34	CREDIT REDUCTION
VC3 INC (MULTIPLE INVOICES)	18,573.30	13,914.10	4,659.20 DUPLICATE INVOICE REMOVED

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

**CITY COUNCIL MINUTES – REGULAR MEETING
MONDAY, 09 FEBRUARY 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, Tom Jancek, Dave Logel, and Don Willems
– Council Member Lynne MacDowell was excused

OTHERS PRESENT – Adam Smith, City Manager; Gordon VanWieren, City Attorney; Ameer King, Assistant City Manager; Gregory Newman, City Clerk; Ron Erickson, Chief of Police; Rich Morrison, Community Development Director; Kurt Ristow, Public Works Superintendent; Nick Montry, Zoning Administrator; Sue Stachowiak, Zoning Administrator; Chris Garrison, Building Official

II. PLEDGE OF ALLEGIANCE

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

III. AUDIENCE PARTICIPATION

The public did not comment.

IV. PRESENTATION

Mayor Mulder read a proclamation honoring Susan Stachowiak.

Susan Stachowiak introduced Nicholas Montry, Zoning Administrator.

V. APPROVAL OF CONSENT AGENDA

- 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.

COUNCIL MEMBER GILLESPIE MOVED, COUNCIL MEMBER LOGEL SECONDED, TO APPROVE THE MONDAY, 09 FEBRUARY 2026 CITY COUNCIL CONSENT AGENDA. MOTION CARRIED UNANIMOUSLY.

VI. APPROVAL OF REGULAR AGENDA

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

COUNCIL MEMBER GILLESPIE MOVED, COUNCIL MEMBER LOGEL SECONDED, TO APPROVE THE MONDAY, 09 FEBRUARY 2026 CITY COUNCIL REGULAR AGENDA. MOTION CARRIED UNANIMOUSLY.

VII. COMMITTEE AND BOARD REPORTS

Planning Commission

Mayor Mulder mentioned the Planning Commission did not have a quorum at its 05 February 2026 meeting.

VIII. STAFF REPORTS

Manager's Office

Amee King, Assistant City Manager, reported on personnel interviews, MI-OSHA postings, the Abrams Municipal Airport mowing and land lease bids, the Jaycee Park ADA Observation Platform project, and City Hall building maintenance.

Community Development Office

Rich Morrison, Community Development Director, reported on the Parks and Recreation Master Plan process, the State Land Bank request for proposals to redevelop 105 E. Saginaw Hwy., and restoration of damage at Elaine Dible Memorial Park.

Department of Public Services

Kurt Ristow, Public Works Superintendent, reported on winter maintenance, broken water mains and valves, and Well No. 11 construction bids.

Assessing Department

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

Building Department – 2025 Annual Report

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

Chris Garrison, Building Official, presented the 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.

COUNCIL MEMBER GILLESPIE MOVED, COUNCIL MEMBER LOGEL SECONDED, 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. MOTION CARRIED UNANIMOUSLY.

VIII. UNFINISHED BUSINESS

- 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.

COUNCIL MEMBER GILLESPIE MOVED, COUNCIL MEMBER LOGEL SECONDED, TO APPROVE THE FINAL CERTIFICATE OF SUBSTANTIAL COMPLETION, FINAL CHANGE ORDER NO. 16, AND FINAL PAY APPLICATION NO. 28 FOR THE IRON REMOVAL PLANT.

Adam Smith, City Manager, recommended approving the final Certificate of Substantial Completion, final Change Order No. 16, and final Pay Application No. 28 for the Iron Removal Plant; and explained the work with the engineer and contractor to finalize the Iron Removal Plant project.

Jon Willemin and Colin McCorkle, Fishbeck, Inc., reviewed the final Change Order No. 16 and recommended approving the final Certificate of Substantial Completion, final Change Order No. 16, and final Pay Application No. 28 for the Iron Removal Plant.

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, CARRIED UNANIMOUSLY.

IX. NEW BUSINESS

- A. Resolution #04 of 2026** – To approve a bid award and authorize a lease agreement for crop farming at Abrams Municipal Airport with Jacob Clark.

COUNCIL MEMBER GILLESPIE MOVED, COUNCIL MEMBER LOGEL SECONDED, TO ADOPT RESOLUTION #04 OF 2026, TO APPROVE A BID AWARD AND AUTHORIZE A LEASE AGREEMENT FOR CROP FARMING AT ABRAMS MUNICIPAL AIRPORT WITH JACOB CLARK.

Adam Smith, City Manager, recommended approving the bid award and authorizing the lease agreement for crop farming at Abrams Municipal Airport with Jacob Clark.

MOTION TO ADOPT RESOLUTION #04 OF 2026, TO APPROVE A BID AWARD AND AUTHORIZE A LEASE AGREEMENT FOR CROP FARMING AT ABRAMS MUNICIPAL AIRPORT WITH JACOB CLARK, CARRIED UNANIMOUSLY.

- B. Resolution #05 of 2026** – To approve a bid award and authorize a contract for mowing at Abrams Municipal Airport with Litchfield Field Mowing Brush Trimming.

COUNCIL MEMBER GILLESPIE MOVED, COUNCIL MEMBER LOGEL SECONDED, TO ADOPT RESOLUTION #05 OF 2026, TO APPROVE A BID AWARD AND AUTHORIZE A CONTRACT FOR MOWING AT ABRAMS MUNICIPAL AIRPORT WITH LITCHFIELD FIELD MOWING BRUSH TRIMMING.

Adam Smith, City Manager, recommended approving the bid award and authorizing the contract for mowing at Abrams Municipal Airport with Litchfield Field Mowing Brush Trimming.

MOTION TO ADOPT RESOLUTION #05 OF 2026, TO APPROVE A BID AWARD AND AUTHORIZE A CONTRACT FOR MOWING AT ABRAMS MUNICIPAL AIRPORT WITH LITCHFIELD FIELD MOWING BRUSH TRIMMING, CARRIED UNANIMOUSLY.

- C. Resolution #06 of 2026** – To approve a contract for Hauling and Land Application of Liquid Biosolids with NutriGro Environmental Solution, Inc.

COUNCIL MEMBER GILLESPIE MOVED, COUNCIL MEMBER LOGEL SECONDED, TO ADOPT RESOLUTION #06 OF 2026, TO APPROVE A CONTRACT FOR HAULING AND LAND APPLICATION OF LIQUID BIOSOLIDS WITH NUTRIGRO ENVIRONMENTAL SOLUTION, INC.

Adam Smith, City Manager, explained the contract is presented under sole-source conditions and recommended approving the contract for Hauling and Land Application of Liquid Biosolids with NutriGro Environmental Solution, Inc.

MOTION TO ADOPT RESOLUTION #06 OF 2026, TO APPROVE A CONTRACT FOR HAULING AND LAND APPLICATION OF LIQUID BIOSOLIDS WITH NUTRIGRO ENVIRONMENTAL SOLUTION, INC., CARRIED UNANIMOUSLY.

X. AUDIENCE PARTICIPATION

The public did not comment.

XI. COMMUNICATIONS FROM THE MAYOR AND COUNCIL

Council Member Willems announced the Grand Ledge Area Emergency Services Authority approved a resolution for a bond proposal on the 05 May 2026 ballot.

Council Member Jancek thanked the Grand Ledge Area Emergency Services Authority for volunteering at the Grand Ledge First United Methodist Church Community Meal.

XII. CLOSED SESSION

- 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.

COUNCIL MEMBER LOGEL MOVED, COUNCIL MEMBER GILLESPIE SECONDED, 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 8(H), TO CONSIDER MATERIAL EXEMPT FROM DISCUSSION OR DISCLOSURE BY STATE OR FEDERAL STATUTE, BEING CORRESPONDENCE FROM ITS ATTORNEY, DATED 09 FEBRUARY 2026, AT 7:30 P.M. MOTION CARRIED UNANIMOUSLY.

COUNCIL MEMBER LOGEL MOVED, COUNCIL MEMBER JANCEK SECONDED, TO RETURN TO THE MONDAY, 09 FEBRUARY 2026, CITY COUNCIL REGULAR MEETING, AT 8:24 P.M. MOTION CARRIED UNANIMOUSLY.

COUNCIL MEMBER GILLESPIE MOVED, COUNCIL MEMBER LOGEL SECONDED, TO RESOLVE TO SETTLE ALL PAST AND PRESENT CLAIMS REGARDING PUBLIC WATER AND SANITARY SEWER SERVICE AT 820 CHARLEVOIX DR. AND RELATED COMMERCIAL UNITS BASED UPON THE MUTUAL RELEASE OF CLAIMS, WITHOUT ANY AMOUNTS BEING PAID TO ANY PARTY; AND AUTHORIZE THE CITY MANAGER TO EXECUTE A SETTLEMENT AGREEMENT WHICH INCORPORATES THE RELEASE OF CLAIMS, WAIVER OF DAMAGES, NO WAIVER OF FUTURE COMPLIANCE REQUIREMENTS, AND ANY OTHER LANGUAGE RECOMMENDED AND APPROVED BY THE CITY'S LEGAL COUNSEL.

COUNCIL MEMBER LANTZ MOVED, COUNCIL MEMBER LOGEL SECONDED, TO AUTHORIZE THE CITY MANAGER TO EXECUTE THE COMMONWEALTH ADMINISTRATIVE SETTLEMENT DATED 05 FEBRUARY 2026 FOR PARCEL #E11.

XIII. ADJOURNMENT

COUNCIL MEMBER GILLESPIE MOVED, COUNCIL MEMBER JANCEK SECONDED, TO ADJOURN THE MONDAY, 09 FEBRUARY 2026 CITY COUNCIL REGULAR MEETING, AT 8:26 P.M. MOTION CARRIED UNANIMOUSLY.

Gregory L. Newman, City Clerk

Keith O. Mulder, Mayor

Parade Permit Application

NOTE: Any person, or entity, planning to hold a parade within the City of Grand Ledge is required to obtain a permit by completing the enclosed application 30 to 60 days prior to the event to ensure adequate approval time. Applications should be filed with the Grand Ledge City Clerk at 310 Greenwood St. Grand Ledge, MI 48837 or via email at gnewman@cityofgrandledge.com.


Non-Refundable Application Fee of \$100.00 is required to process application request.

Upon receipt of this completed application and \$100.00 non-refundable application fee, the City will review the request and calculate the total rental fee, including the \$500.00 deposit and any additional rental fees or permit fees. The City may charge additional fees for other services not listed. Rental deposit fees must be paid in full to secure a reservation. The City will not hold a park or facility based on partial payment of deposit fees. The applicant will be contacted with results of the review within seven (7) business days. Cancellations must be made at least 14 days before the rental date in order to receive a refund of the rental and deposit fees.

By signing below, you agree to follow all rules, regulations, and laws concerning the use of City of Grand Ledge parks and facilities; and acknowledge if you do not you will forfeit said use and your deposit; and also certify the statements made and the information provided in this application for use of City of Grand Ledge parks and facilities are true, accurate, and complete. The rental must comply with all Michigan Department of Health and Human Services Epidemic Orders. Failure to do so will result in immediate termination of the rental.

This application will be reviewed by City staff utilizing the following criteria:

- Security requirements
- Environmental issues/effects on surrounding areas
- Special permits required
- Amount of City equipment and/or services requested
- Compliance with City Ordinances
- Availability of space requested

OFFICE USE ONLY				
			12 Feb 2026	
City Staff Signature			Date	
<input checked="" type="checkbox"/> Requested Parade Date(s) Available	<input checked="" type="checkbox"/> Resident <input checked="" type="checkbox"/> Non-Resident	<input checked="" type="checkbox"/> 501(c) documents attached <input checked="" type="checkbox"/> N/A	<input checked="" type="checkbox"/> Application filled out completely	<input checked="" type="checkbox"/> Non-Refundable Application \$100 Fee Paid

Today's Date: 1-28-20

Host Organization/Applicant Information

Organization Name (if any) _____

Check if organization is a Non-Profit (must attach valid IRS Code 501(c)3 certification to be considered)

Name of Person Responsible Laura Guild

Address 310 Greenwood St Daytime Phone 517-427-2383

Grand Ledge, MI 48837 Evening Phone 517-231-7457

Email: laura @ grandledgechamber.com Website (if applicable) grandledgechamber.com

Parade Information

Name of parade: St. Patrick's Day Parade

Has this event been held in the past? No Yes – If Yes, when and where: _____

Elements of the parade (check all that apply):

<input checked="" type="checkbox"/> Festival or Community Event	<input type="checkbox"/> Concert/Performance	<input type="checkbox"/> Run/Walk/Cycling Event/Race	<input type="checkbox"/> Kayak Event/Race
<input type="checkbox"/> Wedding	<input type="checkbox"/> Fireworks	<input type="checkbox"/> Fundraiser	<input type="checkbox"/> Private Party
<input type="checkbox"/> Other (please specify)*			

***NOTE:** Special Events must complete a Special Event Rental Application, not a Parade Permit.

Date(s) and Time(s) of Parade

ONE TIME EVENT
PARADE DATE and TIME: (mo/day/yr) (start and end time of parade) <u>March 14, 2020 2p-3p</u>
RECURRING EVENT
PARADE DATES and TIMES: Please include all event dates. (mo/day/yr) (start and end times of parades)

Admission & Attendance

Is the event: Open to the public Private Invitation only

Is there an admission/entry fee: No Yes* (please provide amount) \$ _____

***NOTE:** All events with admission fee require City Council approval which may take four (4) weeks to receive.

Estimated attendance for actual event:

Day 1 1000 Day 2 (if applicable) _____ Day 3 (if applicable) _____

Water & Restrooms

NOTE: If attendance is over 100 persons, rental of porta-johns is required. A copy of the executed rental agreement must be submitted to the City seven (7) days prior to event or event will be subject to cancellation. Placement of the porta-johns must be in designated areas only (See map).

Will your event require portable toilets?	Estimated Attendance	Porta-John Rental Requirements
<input checked="" type="checkbox"/> No <input checked="" type="checkbox"/> Yes*	100 – 250 persons	2 handicap accessible, porta-johns
	250 - 500 persons	3 handicap accessible, porta-johns
	500+ persons	4 handicap accessible, porta-johns

*If yes, total number of toilets:

Will your event require access to the City's potable water? No Yes

NOTE: City water hook up is \$50.00 and only available at the following facilities: Fitzgerald Ball Field, Island Park (including Gazebo or Lookout), and Jaycee Park Pavilion.

Parade Components

As applicable, the Parade Organizer is responsible for obtaining any and all applicable event permits, inspections, licenses and certifications through the appropriate City Departments and/or county and state agencies.

Please check all that apply to the proposed event:

NOTE: Additional permits/inspections/fees may be required.

<input type="checkbox"/> Stage (other than Performance Shelter stage)	<input type="checkbox"/> Ticketing*	<input checked="" type="checkbox"/> Food Truck(s)/Food or Merch. Vendor(s)*	<input type="checkbox"/> Video Screen(s)	<input type="checkbox"/> Fencing
<input type="checkbox"/> Parking/Shuttle	<input type="checkbox"/> Live Entertainment*	<input type="checkbox"/> Amusement Rides	<input type="checkbox"/> Media Stations	<input checked="" type="checkbox"/> Sound System*
<input type="checkbox"/> Fireworks/Pyrotechnics*	<input type="checkbox"/> Tents/Canopies*	<input type="checkbox"/> Portable Toilets	<input type="checkbox"/> Handwashing Stations	<input type="checkbox"/> Alcohol*
<input type="checkbox"/> Security Coordinator Add Name/Phone:		<input type="checkbox"/> Trash/Clean Up		
<input type="checkbox"/> Other (please specify)				
<input type="checkbox"/> If none of these apply to your event, please initial here: _____				

Sanitation

The Parade Organizer is responsible for leaving the venue clean and clear of debris (trash, gray water, grease disposal). City trash receptacles must be emptied at conclusion of event, bags replaced, and all garbage disposed of off-site. Please describe your plan for cleanup and removal of waste, recyclable goods, and garbage **during and after** the event:

N/A

Sanitation/Recycling Company, if applicable:	N/A		
Contact Name			
Contact Email		Contact Phone	

Entertainment

Are there musical entertainment or microphone/speaker features related to your event?

No Yes

If yes, what type of music will be performed/played or what type of microphone/speaker will be used?

<input type="checkbox"/> Live Acoustic (no electricity)	<input type="checkbox"/> Live Amplified*	<input checked="" type="checkbox"/> D.J. only*
<input type="checkbox"/> Other (please specify) _____		
*NOTE: All amplified events require City Council approval which may take four (4) weeks to receive.		

Please list all bands, emcees, speakers, etc. that are scheduled to appear, or please attach the event schedule/program with details on the artist line up. (Check one.)
<input type="checkbox"/> Schedule/Program is Attached
<input type="checkbox"/> List of all bands/emcees/speakers/etc.:
Shawn Vansteeland

Food/Beverage/Alcohol

Will food be sold or given away? No Yes*

Please list all food vendors:

Irish coffee, Root beer, water
to Girl Scout cookies

Will there be food trucks at the event? No Yes*

Please list all food truck vendors:

Atw trailer

***NOTE: No pre-cooked food is allowed to be distributed. Parade Organizer must provide name and contact information for all food vendors no later than 30 days prior to event, as well as a copy of the Barry/Eaton Health Department Food License, which much also be available on-site on the event dates. All vending permits need approval from City Clerk and are subject to associated permit fees. Approved vendors will be issued a permit within ten business days from the day of application being submitted. Fire extinguishers are required at each cooking site.**

Will alcoholic beverages be served? No Yes*

***NOTE:**

1. Per City ordinance, sale and consumption of alcohol on City of Grand Ledge property requires prior approval of City Council which may take four (4) weeks.
2. A State of Michigan permit will be required if selling alcoholic beverages; a copy of the permit must be submitted to the City Clerk. No glass bottles are allowed to be sold or given for any beverage. Liquid must be poured into plastic cups. Small, commemorative glassware may be allowed with prior approval from City Council which may take four (4) weeks.

Please describe your **security plan** to ensure the safe sale or distribution of alcohol at your event:

PARKING, SHUTTLING & ROUTING

Please explain the parking, shuttle bus, and/or pedestrian routing plans for your event:

PARADE ROUTES*

Please check which City pre-approved parade route you be using:

<input type="checkbox"/>	Route 1	Start at 514 N. Clinton St/N. Bridge St (Fire Station), heading south ending at W. Scott St/S. Bridge St [Route 1 Parades: Night Lights Holiday Parade]
<input type="checkbox"/>	Route 2	Start at 514 N. Clinton St/N. Bridge St (Fire Station), heading south to Jenne St, and ending at W. South St – near Grand Ledge High School [Route 2 Parades: GLPS Homecoming Parade]
<input checked="" type="checkbox"/>	Route 3	Start at Jenne St/Park St (Sawdon Administration Building), heading west on Jenne St then north on S. Bridge St, ending at 514 N. Clinton St (Fire Station) [Route 3 Parades: St. Patrick Day Parade, Yankee Doodle Days Parade]
<input type="checkbox"/>	Alternate Route	If requesting an alternate parade route, detailed description of the route including staging areas and disbursing procedures along with a detailed map are required to be attached to this application. Please allow an additional 3-4 weeks processing when seeking alternate route approval.

***NOTE:** Requested routes may not be possible based on other events, road construction, or safety concerns.

If making of pavement is necessary, all parade organizers must only use approved non-permanent chalk ([Testors Spray Chalk](#)) for any markings.

AMUSEMENT ACTIVITIES

Will there be any type of amusement activities as part of your event, i.e. bounce house, live animals, dunk

tank, etc.? No Yes Inflatable No Yes Mechanical No Yes

Describe the activities for your event:

Contractor for activity, if applicable:	N/A		
Contact Name			
Contact Email		Contact Phone	

Staffing/Activity Supervisors:	N/A		
Contact Name			
Contact Email		Contact Phone	

PROFESSIONAL FIREWORK/PYROTECHNIC DISPLAY

(ONLY available at Island Park)

Will your event include fireworks or other pyrotechnics? No Yes*

Company name:	N/A		
Contact Name			
Contact Email		Contact Phone	

Describe the exact location at Island Park for setting off the display and where the display will be viewed:

***NOTE:** All firework/pyrotechnic displays require City Council approval which may take four (4) weeks to receive in addition to State of Michigan approval with a copy of the Non-Consumer Fireworks Permit attached to this application.

TENTS/CANOPIES

Are there tents or canopies for this event? No Yes*

Company name:			
Contact Name			
Contact Email		Contact Phone	

***NOTE:** All tents are required to be weighed down. **NO COMMERCIAL STAKES** are allowed in any City park or facility. All tents must be in compliance with all applicable laws, City ordinances and regulations, including but not limited to City fire code. All tents *may* be required to obtain a permit and allow for an inspection by the fire department.

CITY SUPPORT SERVICES REQUESTED

Are you requesting any City services for the event, including police or DPS staff and/or equipment?

No Yes If yes, please describe: Parade Baricades

NOTE: Some City support services, like the use of barricades and safety cones, may be mandated for safety at an additional charge.

Additional Permits and Fees. Depending on event components, additional permits and fees may be required.

Marking on Public Property is Prohibited. Parade Organizer is responsible to ensure that public property is not permanently marked with the use ONLY of non-permanent chalk (Testors Spray Chalk) to mark parade routes or event highlights.

Refundable Deposit. All parade permits require a refundable \$500.00 deposit to cover damage, clean-up, or time used in addition to reservation. The City may charge additional fees for other services not listed. Parade permit deposit fees must be paid in full to secure a reservation. The City will not hold a parade permit based on partial payment of deposit fees.

Cancellations. Cancellations must be made in writing at least 14 days before the parade date in order to receive a refund of the permit fee (if any) and deposit fees.

Exemptions. The following events are exempt from facility rental fees but are required to complete the rental application and/or parade permit application and pay any permit or deposit fees related to the event: Grand Ledge Area Chamber of Commerce events, Relay for Life, and Victorian Days.

Insurance. The Host Organization shall, at its sole cost and expense, secure and maintain appropriate insurance for general liability, and provide the City with a copy of the certificate of insurance. The City to be listed as an additional insured on the Host Organization'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 the Host Organization's compliance. All certificates of insurance must be forwarded to the City of Grand Ledge prior to the rental date. Required insurance policies shall not be changed or cancelled without ninety (90) days prior written notice to the City of Grand Ledge.

Affidavit of Applicant & Hold-Harmless Acknowledgement. By signing this application, you are certifying that you understand the information in this application to be true and correct to the best of your knowledge, and that you agree to comply with the City of Grand Ledge and all City rules, regulations and policies. Should the City grant approval and a permit be issued, you also agree to comply with any other rules and requirements provided by law under the condition that the responsibilities of the applicant shall not be transferred, assigned, or conveyed without the written consent of the City. **Non-compliance may result in the revocation of permit.**

In consideration of the privileges that may be granted in issuance of this permit, the Host Organization shall, to the fullest extent permitted by law, indemnify, defend, and hold harmless the City, and all officials, agents and employees of the City, from and against all claims which may result from allowing Organizer to utilize the public right-of-way or City-owned property. "Claim" as used in this agreement means any financial loss, claim, suit, action, damage, or expense, including but not limit to attorney's fees, attributable for bodily injury, sickness, disease or death, or injury to or destruction of tangible property including loss of use resulting there from.

The Host Organization's obligation to indemnify, defend, and hold harmless includes any claim by Host Organization's agents, employees, volunteers, representatives or any subcontractor or its employees. Said indemnification shall not include claims resulting solely from the act, omission, negligence, or other fault on the part of the City, its official, agents, or employees. The City of Grand Ledge assumes no liability for the selection, background screening of non-City event management, staff, volunteers, and others.

I further certify that I, on behalf of the Host Organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the event to the City of Grand Ledge.

Laura Guild Executive
Printed Name Title Director

1/28/26
Date

X Laura Guild
Signature

Grand Ledge Chamber of Commerce

2026 St. Patrick's Day Parade

Saturday March 14, 2026

Lining Up Participants

People will be lining up starting at 1:00 p.m. at Sawdon Building

- 1.
- 2.

Guarding Barricades

Barricades are delivered by the city, please have it in place across the intersection by 1:45 p.m. Do not let anyone through starting at 2 p.m. and until you see the GL Fire Truck pass you.

Please note: *Emergency Vehicles are allowed to pass through barricades at any time.*

Taylor Street/Jenne Street- Parade line up people

Walnut -

Lamson -

E Lincoln-

W Lincoln-

E Scott Street-

W Scott Street-

W Jefferson – Police

E Jefferson - Police

E River Street-

W River Street-

E Front Street-

W Front Street-

E Main Street-

W Main Street-

E Washington Street-

W Washington Street-

Halburt -

Emergency Contacts

1. Laura Guild 517-231-7457
- 2.

St. Patrick's Day Parade
Saturday March 14, 2026 2p-3p



Help us impr...
No thanks Sho...
By continuing, you agree to our Terms of Service & System Info to improve

Special Event Rental Application for PARK FACILITIES

Revised: July 1, 2021

NOTE: The Special Event Rental Application is for use of events with more than 100 persons. If the event is expected to have less than 100 persons in attendance, the Standard Rental Application is required. Parade permit requests must complete a parade permit application, not a Special Event Rental Application.


Non-Refundable Application Fee of \$100.00 is required to process application request.

Upon receipt of this completed application and \$100.00 non-refundable application fee, the City will review the request and calculate the total rental fee, including the \$500.00 deposit and any additional rental fees or permit fees. The City may charge additional fees for other services not listed. Rental deposit fees must be paid in full to secure a reservation. The City will not hold a park or facility based on partial payment of deposit fees. The applicant will be contacted with results of the review within seven (7) business days. Cancellations must be made at least 14 days before the rental date in order to receive a refund of the rental and deposit fees.

By signing below, you agree to follow all rules, regulations, and laws concerning the use of City of Grand Ledge parks and facilities; and acknowledge if you do not you will forfeit said use and your deposit; and also certify the statements made and the information provided in this application for use of City of Grand Ledge parks and facilities are true, accurate, and complete. The rental must comply with all Michigan Department of Health and Human Services Epidemic Orders. Failure to do so will result in immediate termination of the rental.

This application will be reviewed by City staff utilizing the following criteria:

- Security requirements
- Environmental issues/effects on surrounding areas
- Special permits required
- Amount of City equipment and/or services requested
- Compliance with City Ordinances
- Availability of space requested

OFFICE USE ONLY				
 City Staff Signature			12 Feb 2026 Date	
<input checked="" type="checkbox"/> Requested Rental Date(s) Available	<input checked="" type="checkbox"/> Resident <input checked="" type="checkbox"/> Non-Resident	<input checked="" type="checkbox"/> 501(c) documents attached <input checked="" type="checkbox"/> N/A	<input checked="" type="checkbox"/> Application filled out completely	<input checked="" type="checkbox"/> Non-Refundable Application \$100 Fee Paid

Today's Date: 2-10-20

Host Organization/Applicant Information

Organization Name (if any) Chamber of Commerce

Check if organization is a Non-Profit (must attach valid IRS Code 501(c)3 certification to be considered)

Name of Person Responsible Laura Guild

Address 310 Greenwood St Daytime Phone 517-627-2383

Grand Ledge, MI Evening Phone 517-231-7457

Email: laura@ Website (if applicable) grandledgechamber.com

grandledgechamber.com

Event Information

Name of Event: St. Patrick's Day Parade

Has this event been held in the past? No Yes – If Yes, when and where:
same place

Type of Event (check all that apply):

<input checked="" type="checkbox"/> Festival or Community Event	<input type="checkbox"/> Concert/Performance	<input type="checkbox"/> Run/Walk/Cycling Event/Race	<input type="checkbox"/> Kayak Event/Race
<input type="checkbox"/> Wedding	<input type="checkbox"/> Fireworks	<input type="checkbox"/> Fundraiser	<input type="checkbox"/> Private Party
<input type="checkbox"/> Other (please specify)*			

Date(s) of Event

ONE TIME EVENT
EVENT DATE: (mo/day/yr) <u>March 14, 2020 2p-3p</u>
RECURRING EVENT
EVENT DATES: Please include all event dates. (mo/day/yr)

Admission & Attendance

Is the event: Open to the public Private Invitation only

Is there an admission/entry fee: No Yes* (please provide amount) \$ _____

***NOTE:** All events with admission fee require City Council approval which may take four (4) weeks to receive.

Estimated attendance for actual event:

Day 1 1000 Day 2 (if applicable) _____ Day 3 (if applicable) _____

Rental Times		Resident		Non-Resident		Non-Profit				\$100.00 Electric (Optional)*	\$50.00 Water (Optional)
						Resident		Non-Resident			
Bridge Street Plaza											
Half Day - AM	8:00 AM – 3:00 PM	<input type="checkbox"/>	\$80.00	<input type="checkbox"/>	\$150.00	<input checked="" type="checkbox"/>	\$40.00	<input type="checkbox"/>	\$75.00	<input checked="" type="checkbox"/>	N/A
Half Day - PM	3:00 PM – 10:00 PM	<input type="checkbox"/>	\$80.00	<input type="checkbox"/>	\$150.00	<input type="checkbox"/>	\$40.00	<input type="checkbox"/>	\$75.00	<input type="checkbox"/>	N/A
Full Day	8:00 AM – 10:00PM	<input type="checkbox"/>	\$150.00	<input type="checkbox"/>	\$250.00	<input type="checkbox"/>	\$75.00	<input type="checkbox"/>	\$125.00	<input type="checkbox"/>	N/A
Fitzgerald Ball Field											
Half Day - AM	8:00 AM – 3:00 PM	<input type="checkbox"/>	\$250.00	<input type="checkbox"/>	\$650.00	<input type="checkbox"/>	\$125.00	<input type="checkbox"/>	\$325.00	N/A	<input type="checkbox"/>
Half Day - PM	3:00 PM – 10:00 PM	<input type="checkbox"/>	\$250.00	<input type="checkbox"/>	\$650.00	<input type="checkbox"/>	\$125.00	<input type="checkbox"/>	\$325.00	N/A	<input type="checkbox"/>
Full Day	8:00 AM – 10:00PM	<input type="checkbox"/>	\$450.00	<input type="checkbox"/>	\$850.00	<input type="checkbox"/>	\$225.00	<input type="checkbox"/>	\$425.00	N/A	<input type="checkbox"/>
Island Park											
Half Day - AM	8:00 AM – 3:00 PM	<input type="checkbox"/>	\$ 750.00	<input type="checkbox"/>	\$1,500.00	<input type="checkbox"/>	\$500.00	<input type="checkbox"/>	\$1,000.00	<input type="checkbox"/>	<input type="checkbox"/>
Half Day - PM	3:00 PM – 10:00 PM	<input type="checkbox"/>	\$ 750.00	<input type="checkbox"/>	\$1,500.00	<input type="checkbox"/>	\$500.00	<input type="checkbox"/>	\$1,000.00	<input type="checkbox"/>	<input type="checkbox"/>
Full Day	8:00 AM – 10:00PM	<input type="checkbox"/>	\$ 1,500.00	<input type="checkbox"/>	\$3,000.00	<input type="checkbox"/>	\$750.00	<input type="checkbox"/>	\$1,500.00	<input type="checkbox"/>	<input type="checkbox"/>
Island Park: Gazebo or Lookout											
Half Day - AM	8:00 AM – 3:00 PM	<input type="checkbox"/>	\$80.00	<input type="checkbox"/>	\$150.00	<input type="checkbox"/>	\$40.00	<input type="checkbox"/>	\$75.00	<input type="checkbox"/>	<input type="checkbox"/>
Half Day - PM	3:00 PM – 10:00 PM	<input type="checkbox"/>	\$80.00	<input type="checkbox"/>	\$150.00	<input type="checkbox"/>	\$40.00	<input type="checkbox"/>	\$75.00	<input type="checkbox"/>	<input type="checkbox"/>
Full Day	8:00 AM – 10:00PM	<input type="checkbox"/>	\$120.00	<input type="checkbox"/>	\$250.00	<input type="checkbox"/>	\$60.00	<input type="checkbox"/>	\$125.00	<input type="checkbox"/>	<input type="checkbox"/>
Jaycee Park Pavilion											
Half Day - AM	8:00 AM – 3:00 PM	<input type="checkbox"/>	\$80.00	<input type="checkbox"/>	\$150.00	<input type="checkbox"/>	\$40.00	<input type="checkbox"/>	\$75.00	<input type="checkbox"/>	<input type="checkbox"/>
Half Day - PM	3:00 PM – 10:00 PM	<input type="checkbox"/>	\$80.00	<input type="checkbox"/>	\$150.00	<input type="checkbox"/>	\$40.00	<input type="checkbox"/>	\$75.00	<input type="checkbox"/>	<input type="checkbox"/>
Full Day	8:00 AM – 10:00PM	<input type="checkbox"/>	\$120.00	<input type="checkbox"/>	\$250.00	<input type="checkbox"/>	\$60.00	<input type="checkbox"/>	\$125.00	<input type="checkbox"/>	<input type="checkbox"/>
Jaycee Park Performance Shelter Venue											
Half Day - AM	8:00 AM – 3:00 PM	<input type="checkbox"/>	\$80.00	<input type="checkbox"/>	\$150.00	<input type="checkbox"/>	\$40.00	<input type="checkbox"/>	\$75.00	<input type="checkbox"/>	N/A
Half Day - PM	3:00 PM – 10:00 PM	<input type="checkbox"/>	\$80.00	<input type="checkbox"/>	\$150.00	<input type="checkbox"/>	\$40.00	<input type="checkbox"/>	\$75.00	<input type="checkbox"/>	N/A
Full Day	8:00 AM – 10:00PM	<input type="checkbox"/>	\$150.00	<input type="checkbox"/>	\$250.00	<input type="checkbox"/>	\$75.00	<input type="checkbox"/>	\$125.00	<input type="checkbox"/>	N/A

***NOTE – ELECTRICAL USAGE:** Maximum electrical amperage is 50 AMPS. Renter is fully responsible for any damages and will be charged for any necessary repairs.

Water & Restrooms

NOTE: If attendance is over 100 persons, rental of porta-johns is required. A copy of the executed rental agreement must be submitted to the City seven (7) days prior to event or event will be subject to cancellation. Placement of the porta-johns must be in designated areas only (See map.).

Will your event require portable toilets? <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/> Yes*	Estimated Attendance	Porta-John Rental Requirements
	100 – 250 persons	2 handicap accessible, porta-johns
	250 - 500 persons	3 handicap accessible, porta-johns
	500+ persons	4 handicap accessible, porta-johns

*If yes, total number of toilets:

Will your event require access to the City's potable water? No Yes

NOTE: City water hook up is \$50.00 and only available at the following facilities: Fitzgerald Ball Field, Island Park (including Gazebo or Lookout), and Jaycee Park Pavilion.

Event Components

As applicable, the Event Organizer is responsible for obtaining any and all applicable event permits, inspections, licenses and certifications through the appropriate City Departments and/or county and state agencies.

Please check all that apply to the proposed event:

NOTE: Additional permits/inspections/fees may be required.

<input type="checkbox"/> Stage (other than Performance Shelter stage)	<input type="checkbox"/> Ticketing*	<input checked="" type="checkbox"/> Food Truck(s)/Food or Merch. Vendor(s)*	<input type="checkbox"/> Video Screen(s)	<input type="checkbox"/> Fencing
<input type="checkbox"/> Parking/Shuttle	<input type="checkbox"/> Live Entertainment*	<input type="checkbox"/> Amusement Rides	<input type="checkbox"/> Media Stations	<input checked="" type="checkbox"/> Sound System*
<input type="checkbox"/> Fireworks/Pyrotechnics*	<input type="checkbox"/> Tents/Canopies*	<input type="checkbox"/> Portable Toilets	<input type="checkbox"/> Handwashing Stations	<input type="checkbox"/> Alcohol*
<input type="checkbox"/> Security Coordinator Add Name/Phone:		<input type="checkbox"/> Trash/Clean Up		
<input type="checkbox"/> Other (please specify)				
<input type="checkbox"/> If none of these apply to your event, please initial here: _____				

Sanitation

The Event Organizer is responsible for leaving the venue clean and clear of debris (trash, gray water, grease disposal). City trash receptacles must be emptied at conclusion of event, bags replaced, and all garbage disposed of off-site. Please describe your plan for cleanup and removal of waste, recyclable goods, and garbage **during and after** the event:

N/A

Sanitation/Recycling Company, if applicable:			
Contact Name			
Contact Email		Contact Phone	

Entertainment

Are there musical entertainment or microphone/speaker features related to your event?

No Yes

If yes, what type of music will be performed/played or what type of microphone/speaker will be used?

<input type="checkbox"/> Live Acoustic (no electricity)	<input type="checkbox"/> Live Amplified*	<input checked="" type="checkbox"/> D.J. only*
<input type="checkbox"/> Other (please specify) _____		
*NOTE: All amplified events require City Council approval which may take four (4) weeks to receive.		

Please list all bands, emcees, speakers, etc. that are scheduled to appear, or please attach the event schedule/program with details on the artist line up. (Check one.)
<input type="checkbox"/> Schedule/Program is Attached
<input type="checkbox"/> List of all bands/emcees/speakers/etc.:
_____ Shawn Vansteeland _____

Food/Beverage/Alcohol

Will food be sold or given away? No Yes*

Please list all food vendors:

water, coffee, rootbeer
girl scout cookies

Will there be food trucks at the event? No Yes*

Please list all food truck vendors:

AW food trailer

***NOTE:** No pre-cooked food is allowed to be distributed. Event Organizer must provide name and contact information for all food vendors no later than 30 days prior to event, as well as a copy of the Barry/Eaton Health Department Food License, which must also be available on-site on the event dates. **All vending permits need approval from City Clerk and are subject to associated permit fees.** Approved vendors will be issued a permit within ten business days from the day of application being submitted. Fire extinguishers are required at each cooking site.

Will alcoholic beverages be served? No Yes*

***NOTE:**

- 1. Per City ordinance, sale and consumption of alcohol on City of Grand Ledge property requires prior approval of City Council which may take four (4) weeks.**
- 2. A State of Michigan permit will be required if selling alcoholic beverages; a copy of the permit must be submitted to the City Clerk. No glass bottles are allowed to be sold or given for any beverage. Liquid must be poured into plastic cups. Small, commemorative glassware may be allowed with prior approval from City Council which may take four (4) weeks.*

Please describe your **security plan** to ensure the safe sale or distribution of alcohol at your event:

_____ N/A

PARKING, SHUTTLING & ROUTING

Please explain the parking, shuttle bus, and/or pedestrian routing plans for your event:

_____ N/A

RACE ROUTES

Will you be using the City's pre-approved race routes for 5K runs? No* Yes

***NOTE:** If no, please describe the race route you are requesting and **attach a map.** Requested routes may not be possible based on other events, road construction, or safety concerns.

_____ N/A

All race organizers must only use approved non-permanent chalk (Testors Spray Chalk) to mark race routes.

AMUSEMENT ACTIVITIES

Will there be any type of amusement activities as part of your event, i.e. bounce house, live animals, dunk tank, etc.? No Yes Inflatable No Yes Mechanical No Yes

Describe the activities for your event:

Contractor for activity, if applicable:	N/A		
Contact Name			
Contact Email			

Staffing/Activity Supervisors:	N/A		
Contact Name			
Contact Email			

PROFESSIONAL FIREWORK/PYROTECHNIC DISPLAY

(ONLY available at Island Park)

Will your event include fireworks or other pyrotechnics? No Yes*

Company name:	N/A		
Contact Name			
Contact Email			

Describe the exact location at Island Park for setting off the display and where the display will be viewed:

***NOTE:** All firework/pyrotechnic displays require City Council approval which may take four (4) weeks to receive in addition to State of Michigan approval with a copy of the Non-Consumer Fireworks Permit attached to this application.

TENTS/CANOPIES

Are there tents or canopies for this event? No Yes*

Company name:	MA		
Contact Name			
Contact Email		Contact Phone	

***NOTE:** All tents are required to be weighed down. **NO COMMERCIAL STAKES** are allowed in any City park or facility. All tents must be in compliance with all applicable laws, City ordinances and regulations, including but not limited to City fire code. All tents *may* be required to obtain a permit and allow for an inspection by the fire department.

CITY SUPPORT SERVICES REQUESTED

Are you requesting any City services for the event, including police or DPS staff and/or equipment?

No Yes If yes, please describe: Baricades in front
of Bridge Street Plaza for
PJs towing truck used as stage

NOTE: Some City support services, like the use of barricades and safety cones, may be mandated for safety at an additional charge.



RIGHT-OF-WAY (ROW) PERMIT APPLICATION

A Right-of-Way permit is required prior to use of, constructions within, or the temporary closure of any part of the right-of-way under the jurisdiction of the City of Grand Ledge (including M100 and M43). This form acts as an application for the permit and upon approval, becomes the final permit for the work/activity described herein.

SUBMISSION: Attn. Nikki Hendrickson, Department of Public Services, 310 Greenwood St., Grand Ledge MI 48837
Email: NHendrickson@cityofgrandledge.com | Questions: 517-627-2144 | FAQ: CityofGrandLedge.com

TO BE COMPLETED BY APPLICANT – Application will not be processed with incomplete information.

As the applicant, are you a licensed contractor with the State of Michigan? NO YES, LIC. NUMBER: _____

APPLICANT	CONTRACTOR <input type="checkbox"/> Check if same as applicant
NAME (Company Name) <i>Grand Ledge Area Chamber of Commerce</i>	NAME (Company Name)
ADDRESS <i>310 Greenwood Grand Ledge, MI 48837</i>	ADDRESS
PHONE <i>517-627-2353</i>	PHONE
EMAIL <i>executive.director@grandledgechamber.com</i>	EMAIL

WORK/ACTIVITY (Check ALL that apply): SIDEWALK (NEW/REPAIR) WATER/SEWER (NEW/REPAIR) STREET/CURB CUT
 DRIVEWAY APPROACH PARKING LOT APPROACH CLOSURES (Sidewalk, Traffic Lane, Entire Street, etc.) UTILITIES
 BUILDING CONSTRUCTION (Paint, Tuck Point, Windows/Doors, Roofing, etc.) Construction Equipment/Dumpster Placement

DESCRIPTION OF WORK: _____

SUBCONTRACTOR INFORMATION: *If any contractors or subcontractors not included above will be onsite, include them below:*
 Name: _____ Phone: _____
 Name: _____ Phone: _____

REQUIRED DOCUMENTS	<input type="checkbox"/> Project Site Plan: Dimensions, Work Areas, etc. <input type="checkbox"/> Existing/Proposed Driveways <input checked="" type="checkbox"/> Barricading/Safety Plan <input type="checkbox"/> MDOT Right-of-Way Permit (for work along M-100 / M-43) <input type="checkbox"/> Proof of Insurance with City Named as Addtl. Insured <input type="checkbox"/> Contractors License <input type="checkbox"/> Other: _____
---------------------------	--

- I understand and accept the following conditions:**
- Commencement of the work set forth in this permit application constitutes acceptance of the permit as issued.
 - Any work along state trunk lines (M100 or M43) requires an MDOT ROW Permit as well as a City ROW Permit.
 - Inspections are required PRIOR to pouring any cement to ensure compliance with construction standards.
 - All street and sidewalk closures require ADA barricading and a site plan approved by the City.
 - Additional fees may be assessed and invoiced to the applicant pertaining to inspection requirements and work stipulations.
 - The undersigned agrees to perform the above work under their license and in accordance with the provisions of the Grand Ledge City Code and Michigan Department of Transportation Standard Specifications for Construction.
 - The undersigned agrees to follow the ROW terms and requirements contained on the back of this Application and incorporated into this Application.

[Signature]
 Applicant Signature, representing: Grand Ledge Area Chamber

2/20/26
 Date Submitted

OFFICE USE ONLY

DATE RECEIVED: 2-20-2026 FEE: PAID: ENTERED BY:

Grand Ledge City Council Resolution # _____ of 2026

A Resolution to Approve a Proposal From and Authorize a Professional Services Agreement With Fishbeck, Inc., for an Iron Removal Plant Operation and Maintenance Manual.

A resolution adopted by the Grand Ledge City Council, at a regular meeting held on Monday, 23 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, Fishbeck, Inc., has provided a proposal and professional services agreement for an Iron Removal Plant Operation and Maintenance Manual; and

Whereas, staff have reviewed and recommend approving the proposal and professional services agreement for an Iron Removal Plant Operation and Maintenance Manual;

Now, Therefore, It Is Resolved:

1. The City approves a proposal from and authorizes a professional services agreement with Fishbeck, Inc., for an Iron Removal Plant Operation and Maintenance Manual, as attached.
2. The City directs the City Manager and Finance Director / Treasurer to appropriate the funds necessary to implement said proposal and 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 proposal and agreement on behalf of the City; to do any other act(s) or thing(s) which shall be necessary to implement said proposal and 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 proposal and 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, 23 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

February 19, 2026

Kurt Ristow
Public Works Superintendent
City of Grand Ledge
310 Greenwood Street
Grand Ledge, MI 48837

Proposal for Iron Removal Plant Operation and Maintenance Manual

Fishbeck appreciates the opportunity to propose engineering services to help the City of Grand Ledge (City) develop an Operation and Maintenance (O&M) Manual for the City's new Iron Removal Plant (IRP). Fishbeck is well positioned to provide a detailed and thorough O&M Manual, as we designed and provided engineering administration services for the construction of the IRP.

Fishbeck has worked with the City on past projects, including many water planning studies and designs. We value our relationship with the City and look forward to working with you on this project.

Statement of Understanding

The O&M manual is intended to provide a guide for day-to-day operations and maintenance of the IRP as well as acting as a reference manual for equipment within the plant. Operators would use this manual as a primary reference for plant operation. The manual is intended to serve as a living document that will change with the facility over time.

The O&M manual will include the following general sections:

- I. Process O&M General Information
 - a. Basis of Design
 - b. Standard Operating Procedures
- II. Process Treatment Equipment
 - a. Plant Capacity Expansion (Future)
 - b. Softening Addition (Future)
- III. Chemical Storage and Handling Equipment
- IV. Instrumentation and Control Systems
- V. Mechanical and Major HVAC Equipment
- VI. Minor HVAC Equipment
- VII. Plumbing Systems
- VIII. Electrical Systems
- IX. Building and Architectural Systems
- X. Security and Access Control Systems (Provided by Security Contractor)
- XI. Site and Miscellaneous Systems

Information will be summarized in the manual and supplemented with operations and maintenance manuals provided by manufacturers of equipment in the IRP.

Approach, Objectives, and Goals

Task 1: Gather Data and Kickoff

We believe that developing the O&M manual should be a collaborative endeavor to provide the City with a usable document that aligns with facility operations and procedures in place at the plant as developed by plant staff to date.

We will conduct a project kickoff meeting to confirm the overall project goals and objectives, confirm the work plan and schedule for developing the O&M manual, and gain input from key City personnel, including IRP operations and maintenance staff. Fishbeck will develop a preliminary outline for the O&M manual for discussion during the kickoff meeting. During the meeting, we will brainstorm with the City to develop a list of current gaps in information.

Following the meeting, Fishbeck will update the O&M manual outline based on City feedback and will develop a task list for the City and Fishbeck with deliverable dates to help keep the project on schedule. This information will be provided along with the meeting minutes.

Deliverables: O&M Manual Outline and Kickoff Meeting Agenda and Minutes

Task 2: Develop Draft O&M Manual

Overview

We will next develop a draft O&M manual. The draft manual will involve compiling supporting documents and developing content to meet the City's requirements. Our approach for each major section is detailed below.

Introduction

Fishbeck will provide a brief description of the facility, including a treatment process overview, operation and managerial responsibilities, and treatment objectives as determined by the City and the Michigan Department of Environment, Great Lakes, and Energy (EGLE) requirements. Fishbeck will work with the IRP staff to define the responsibilities of operations and managerial staff.

Fishbeck will provide a description of the treatment objectives, including reference to relevant regulations. A flow diagram will be included as an appendix to the manual.

Treatment Objectives/Water Quality Standards

The treatment objectives and water quality standards for the IRP will be defined. The relevant regulations as defined by the Michigan Department of Environment, Great Lakes, and Energy (EGLE) will be included in the appendices.

Description, Operation, and Control of Treatment Facilities

Fishbeck will describe each current treatment process including the aeration, filtration, chemical feed, and plant water systems. Fishbeck understands that the City is in need of Standard Operating Procedures (SOPs) for plant operation. SOPs for each operation unit will be developed and in the O&M manual. For each unit operation, we will provide:

- A description of the unit operation.
- The function of the unit operation.
- A description of the flow routing and design efficiency.
- A list of major components and mechanical equipment with their design capacities (when applicable).
- A description of how the unit operation may impact other unit operations.

- A simple control description for the unit operation.
- Startup and shutdown procedures for the unit operation.
- A description of normal operation (i.e. valve positions, sludge depth, etc.).
- A description of alternate operation modes (when applicable), including emergency operations and failure-safe features.
- A description of future expansion of the plant and any potential impacts on operations. Of note, while space is available for a future addition of softening, no decision on the technology to be used has been made, and thus, the impact on operations is unknown at this time.

Laboratory Testing

EGLE provides a basic outline for laboratory testing required for compliance with regulations. Fishbeck will work with the operations staff to develop an outline and codify a sampling and testing program. We will briefly describe the importance of the testing parameter and the expected ranges for normal operation. We will provide a list of laboratory reference materials, including guides used provided by EGLE.

Records

Maintaining accurate and complete records is important for compliance and troubleshooting potential operational issues. For example, periodic high water demands may indicate routine maintenance at an industrial facility in the water system, which may go unnoticed without careful examination of record data. Fishbeck will provide a description of record-keeping activities for plant operations.

Maintenance

We will work with the City to provide a general description of the preventative maintenance plan. In collaboration with the City, we will identify currently stocked spare parts, special tools, and consumables (oil, grease, etc.) and identify additional items that should be kept in stock. We will work with maintenance staff to understand and briefly describe the equipment lubrication schedule. Additionally, we will identify chemical suppliers and suppliers for other consumable operations materials.

Fishbeck will reference major equipment O&M manuals for maintenance procedures and warranty provisions.

Maintenance personnel staffing requirements will generally be described in the Personnel section of the O&M manual. Additionally, we will identify outside contract maintenance firms that have performed tasks for the City or are expected to be used in the future.

The City develops an annual operations and maintenance budget. Fishbeck will briefly describe this system for cost accounting and budgeting.

Emergency Operation Plan

Fishbeck will provide a list, including contact information, for local emergency service providers, including police, fire, and first aid. We will work with the City staff to compile existing vulnerability analysis information for the facility to identify high-risk activities and will compile existing emergency operating plans for situations including power outage, water main breaks, flood conditions, fire, and storm events.

Safety

Fishbeck will work with the City on maintaining a safety program. Fishbeck will identify potential safety hazards with the understanding that a formal safety program will be maintained by the City. Hazards could include:

- Mechanical equipment hazards
- Health hazards (cold and heat)
- Oxygen deficiency or Hazardous Gases

- Process chemicals
- Electrical hazards
- Explosion & fire hazards
- Chlorine hazards
- Laboratory hazards

Utilities

Fishbeck will work with the City to summarize the contact information for utility providers at the IRP, including natural gas, electrical, internet, etc.

Electrical Systems

Fishbeck has a good understanding of the IRP electrical system, including the standby power system. For the O&M manual, we will describe the electrical system down to the motor control centers (MCC). We will provide a written description of procedures for removing and returning major electrical gear from service.

Draft O&M Manual Review

Fishbeck will provide the City with an electronic draft O&M manual for review and input. We will schedule a review meeting with key stakeholders from the City, including the IRP supervisor, operators, and maintenance staff. During the review meeting, we will seek input on remaining information gaps and feedback on developed content.

Deliverables: Draft O&M Manual, Review Meeting Agenda and Minutes.

Task 3: Develop Final O&M Manual

Fishbeck will incorporate applicable City comments on the draft O&M manual. Fishbeck will provide one original (marked “original”) and one bound paper copy in a three-ring binder, along with an electronic copy on a flash drive. The electronic copy will be formatted with tabs for easy navigation and will allow for full alphanumeric recognition of printed characters to allow searching through the document.

Deliverables: Final Review Meeting Agenda and Minutes, Final O&M Manual (Original, One Hard Copy, One Flash Drive Copy).

Assumptions

Fishbeck used the following assumptions while developing this proposal:

- The City will provide requested information, as available, and assist in filling in any gaps in information that we discover, through email, phone calls, and site visits when appropriate. We are assuming that personnel from the City, including administration, operations, maintenance, and laboratory will provide input during the review steps through the development of the O&M manual. We understand that additional review time may be required by the City, and we may need to adjust the schedule based on actual required review time.
- The kickoff meeting, Draft O&M Review Meeting and Final O&M Review Meeting will be conducted in person at the IRP. Other progress discussion will be conducted virtually.
- The safety information provided will be limited to the topics noted. This information should not be considered to cover every potential safety hazard in the plant and will not represent a formal Health and Safety Plan as may be required by OSHA. It is recommended that the City review this information with your Risk Manager to verify compliance with OSHA requirements.

- The Security and Access Control system was provided by the City’s Security and Access Subconsultant. Fishbeck can provide a description of the facilities to which the Security and Access Control is provided but does not have detailed information on those systems.
- Draft O&M manuals will be provided in digital format to the City for review. Hard copy will only be provided for the final O&M manual after City comments are incorporated.
- Fishbeck will complete all work without the assistance of subcontractors.

Schedule

After receiving authorization, Fishbeck is available to begin performing services for this project immediately. We propose the following schedule:

Table 1 – Proposed Schedule

Item	Time to Complete (weeks)	Cumulative Time till Complete (weeks)
Draft O&M Manual Outline	4	4
Draft O&M Manual	10	14
City Review of Manual	2	16
Finalization of O&M Manual	5	21

Professional Services Fee

Fishbeck proposes to complete the described scope of services for a lump sum fee of Twenty-Three Thousand Six Hundred Dollars (\$23,600). We understand the project scope and appreciate the opportunity to continue providing services to the City.

Authorization

Attached is our Professional Services Agreement. If you concur with our scope of services, please sign in the space provided and return the executed agreement to Darcy McWilliams (dmcwilliams@fishbeck.com). This proposal is made subject to the attached Terms and Conditions for Professional Services. Invoices will be submitted monthly, and payment is due upon receipt.

We look forward to working with you and your staff on this project. If you have any questions or require additional information, please get in touch with me at 616.464.3825 or cmccorkle@fishbeck.com.

Sincerely,



Colin G. McCorkle, PE

Senior Water and Wastewater Engineer

Professional Services Agreement

PROJECT NAME: City of Grand Ledge Iron Removal Plant Operation and Maintenance Manual
FISHBECK CONTACT: Colin G. McCorkle, PE
CLIENT CONTACT: Kurt Ristow
CLIENT: City of Grand Ledge, 310 Greenwood Street, Grand Ledge, MI 48837

Client hereby requests and authorizes Fishbeck to perform the following:

SCOPE OF SERVICES: Provide professional services in accordance with Fishbeck letter proposal dated February 19, 2026.

AGREEMENT. The Agreement consists of this page and the documents that are checked:

- Terms and Conditions for Professional Services
- Proposal Dated: February 19, 2026
- Other:

METHOD OF COMPENSATION:

- Lump Sum for Defined Scope of Services
- Hourly Billing Rates Plus Reimbursable Expenses with an Administrative Fee of ___%
- Other:

Budget for Above Scope of Services: Fishbeck proposes to complete the described scope of services for a lump sum fee of Twenty-Three Thousand Six Hundred Dollars (\$23,600).

ADDITIONAL PROVISIONS (IF ANY): None

APPROVED FOR:

City of Grand Ledge

SIGNATURE: _____

NAME: _____

TITLE: _____

DATE: _____

ACCEPTED FOR:

Fishbeck

SIGNATURE:  _____

NAME: David J. Baar, PE

TITLE: Vice President

DATE: February 19, 2026

1. **METHOD OF AUTHORIZATION.** Client may authorize Fishbeck to proceed with work either by signing a Professional Services Agreement or by issuance of an acknowledgment, confirmation, purchase order, or other communication. Regardless of the method of authorization, these Terms and Conditions shall prevail as the basis of Client's Agreement with Fishbeck. Any Client document or communication in addition to or in conflict with these Terms and Conditions is rejected.
2. **CLIENT RESPONSIBILITIES.** Client shall provide all requirements, criteria, data, and information for the Project and designate in writing a person with authority to act on Client's behalf on all matters concerning the Project. If Fishbeck's services under this Agreement do not include construction observation or review of Contractor's performance, Client shall assume responsibility for interpretation of contract documents and for construction observation, and shall waive all claims against Fishbeck that may be in any way connected thereto.
3. **HOURLY BILLING RATES.** Unless stipulated otherwise, Client shall compensate Fishbeck at hourly billing rates in effect when services are provided by Fishbeck employees of various classifications.
4. **REIMBURSABLE EXPENSES.** Client shall reimburse Fishbeck for costs incurred on or directly for Client's Project. Reimbursements shall be at Fishbeck's current rate for mileage for vehicles and automobiles, special equipment, and copying, printing, and binding. Reimbursement for commercial transportation, meals, lodging, special fees, licenses, permits, insurances, etc., and outside technical or professional services shall be on the basis of actual charges plus the administrative fee.
5. **OPINIONS OF COST.** Any opinions or estimates provided by Fishbeck as to probable construction costs or total project costs will be based on Fishbeck's experience, judgment, qualifications, and general familiarity with the construction industry. Because Fishbeck has no control over market conditions or bidding procedures, Fishbeck does not warrant that actual bids, construction costs, or total project costs will not vary from Fishbeck's opinions or estimates.
6. **PROFESSIONAL STANDARDS.** The standard of care for services performed or furnished by Fishbeck will be the care and skill ordinarily used by members of the subject professional discipline practicing under similar circumstances at the same time and in the same locality. Fishbeck may use or rely upon design elements and information customarily provided by others. Fishbeck makes no warranties, express or implied, under this Agreement or otherwise, in connection with Fishbeck's services.
7. **TERMINATION.** Either Client or Fishbeck may terminate this Agreement by giving ten days' written notice to the other party. In such event, Client shall pay Fishbeck in full for all work performed prior to the effective date of termination, plus (at the discretion of Fishbeck) a reasonable termination charge for services and costs attributable to termination and costs necessary to bring ongoing work to a logical conclusion. Such charge shall not exceed 30 percent of all charges previously incurred. Upon receipt of such payment, Fishbeck will return to Client all documents and information which are the property of Client.
8. **SUBCONTRACTORS.** Fishbeck may engage subcontractors on behalf of Client to perform any portion of the services to be provided by Fishbeck hereunder.
9. **PAYMENT TO FISHBECK.** Invoices will be issued monthly, and will be due and payable upon receipt, unless otherwise agreed. Amounts not paid within 28 days from date of invoice shall accrue interest at a rate of 1 percent per 4-week period. Payments made thereafter will be applied first to accrued interest, and then to unpaid principal. Any attorney's fees or other costs incurred in collecting any delinquent amount shall be paid by Client.

Client agrees to pay on a current basis, in addition to any proposal or contract fee understandings, all taxes including, but not limited to, sales taxes on services or related expenses which may be imposed on Fishbeck by any governmental entity.

If Client directs Fishbeck to invoice another, Fishbeck will do so, but Client agrees to be ultimately responsible for Fishbeck's compensation until Client provides Fishbeck with that third party's written acceptance of all terms of this Agreement and until Fishbeck agrees to the substitution.

In addition to any other remedies Fishbeck may have, Fishbeck shall have the absolute right to cease performing any basic or additional services in the event payment has not been made on a current basis.

10. **HAZARDOUS WASTE.** Fishbeck has neither created nor contributed to the creation or existence of any hazardous, radioactive, toxic, irritant, pollutant, or otherwise dangerous substance or condition at any site, and its compensation hereunder is in no way commensurate with the potential risk of injury or loss that may be caused by exposure to such substances or conditions. Fishbeck shall not be responsible for any alleged contamination, whether such contamination occurred in the past, is occurring presently, or will occur in the future, and the performance of services hereunder does not imply risk-sharing on the part of Fishbeck.
11. **LIMITATION OF LIABILITY.** To the fullest extent permitted by law, Fishbeck's total liability to Client for any cause or combination of causes, which arise out of claims based upon professional liability errors or omissions, whether based upon contract, warranty, negligence, strict liability, or otherwise is, in the aggregate, limited to the greater of \$250,000 or the amount of the fee earned under this Agreement.

To the fullest extent permitted by law, Fishbeck's total liability to Client for any cause or combination of causes, which arise out of claims for which Fishbeck is covered by insurance other than professional liability errors and omissions, whether based upon contract, warranty, negligence, strict liability, or otherwise is, in the aggregate, limited to the total insurance proceeds paid on behalf of or to Fishbeck by Fishbeck's insurers in settlement or satisfaction of Client's claims under the terms and conditions of Fishbeck's insurance policies applicable thereto.

Higher limits of liability may be considered upon Client's written request, prior to commencement of services, and agreement to pay an additional fee.

12. **DELEGATED DESIGN.** Client recognizes and holds Fishbeck harmless for the performance of certain components of the Project which are traditionally specified to be designed by the Contractor.
13. **INSURANCE.** Client shall cause Fishbeck and Fishbeck's consultants, employees, and agents to be listed as additional insureds on all commercial general liability and property insurance policies carried by Client which are applicable to the Project. Client shall also provide workers' compensation insurance for Client's employees. Client agrees to have their insurers endorse these insurance policies to reflect that, in the event of payment of any loss or damages, subrogation rights under this Agreement are hereby waived by the insurer with respect to claims against Fishbeck.

Upon request, Client and Fishbeck shall each deliver to the other certificates of insurance evidencing their coverages.

Client shall require Contractor to purchase and maintain commercial general liability and other insurance as specified in the contract documents and to cause Fishbeck and Fishbeck's consultants, employees, and agents to be listed as additional insureds with respect to such liability and other insurance purchased and maintained by Contractor for the Project. Contractor must agree to have their insurers endorse these insurance policies to reflect that, in the event of payment of any loss or damages, subrogation rights under this Agreement are hereby waived by the insurer with respect to claims against Fishbeck.
14. **INDEMNIFICATION.** Fishbeck will indemnify and hold Client harmless from any third party claim, damage, or liability for injury or loss sustained by any third party, for which Client is legally obligated to pay, to the extent caused by Fishbeck's negligence. Client will defend, indemnify, and hold Fishbeck harmless from any claim, damage, liability, or defense cost arising from this Agreement for injury or loss sustained by any third party except to the extent caused by the negligence of Fishbeck. These indemnities are subject to specific limitations provided for in this Agreement.
15. **CONSEQUENTIAL DAMAGES.** To the fullest extent permitted by law, Client and Fishbeck waive special, incidental, indirect, and consequential damages for claims arising out of, resulting from, or in any way relating to this Agreement or the Project, including, but not limited to, loss of business, use, income, profit, financing, productivity, and reputation.
16. **LEGAL EXPENSES.** If either Client or Fishbeck makes a claim against the other as to issues arising out of the performance of this Agreement, the prevailing party will be entitled to recover its reasonable expenses of litigation, including reasonable attorney's fees. If Fishbeck brings a lawsuit against Client to collect invoiced fees and expenses, Client agrees to pay Fishbeck's reasonable collection expenses including attorney's fees.

17. OWNERSHIP OF WORK PRODUCT. Fishbeck shall remain the owner of all drawings, reports, and other material provided to Client, whether in hard copy or electronic media form. Client shall be authorized to use the copies provided by Fishbeck only in connection with the Project. Any other use or reuse by Client or others for any purpose whatsoever shall be at Client's risk and full legal responsibility, without liability to Fishbeck, and Client shall defend, indemnify, and hold Fishbeck harmless from all claims, damages, losses, and expenses, including attorney's fees arising out of or resulting therefrom.
18. ELECTRONIC MEDIA. Data, reports, drawings, specifications, and other material and deliverables will be transmitted to Client in either hard copy, digital, or both formats. If a discrepancy or conflict with the transmitted version occurs, the version of the material or document residing on Fishbeck's computer network shall govern. Fishbeck cannot guarantee the longevity of any material transmitted electronically nor can Fishbeck guarantee the ability of the Client to open and use the digital versions of the documents in the future.
19. GENERAL CONSIDERATIONS. Client and Fishbeck each are hereby bound, and the partners, successors, executors, administrators, and legal representatives of Client and Fishbeck are hereby bound to the other party to this Agreement and to the partners, successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.

Neither Client nor Fishbeck may assign this Agreement without the written consent of the other.

Neither Client nor Fishbeck will have any liability for nonperformance caused in whole or in part by causes beyond Fishbeck's reasonable control. Such causes include, but are not limited to, Acts of God, civil unrest and war, labor unrest and strikes, acts of authorities, and events that could not be reasonably anticipated.

This Agreement shall be governed exclusively by the laws of the State of Michigan, and any action arising out of or in connection with Agreement shall occur in the state or federal courts located in Grand Rapids, Michigan.

This Agreement constitutes the entire agreement between Client and Fishbeck and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

End of Terms and Conditions for Professional Services



2101 Aurelius Road, Suite 2A
Holt, MI 48842

517-694-7760

www.hrcenr.com



February 17, 2026

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

Attn: Mr. Adam Smith, City Manager

Re: CWSRF 5825-01 Wastewater Treatment Plant Improvements
Pay Application No. 7

HRC Job No. 20221119

Dear Mr. Smith:

Enclosed herewith, please find one (1) copy of Pay Application No. 7 for the Wastewater Treatment Plant Improvements for the period through January 31, 2026. The total partial payment to the Contractor, RK Davis Inc., for this period is \$858,860.03 (see Pay Application No. 7).

We hereby certify, to the best of our knowledge, that the work represented by this Pay Application has been completed as claimed and recommend that payment be made in the amount indicated above. As of February 17, 2026, we have received and reviewed the waiver and the certified payroll forms associated with this pay application and we certify, to the best of our knowledge, that the project complies with the Davis-Bacon and Related Acts.

Should you have any questions or wish to discuss any aspects of work performed, please contact this office.

Very truly yours,

HUBBELL, ROTH & CLARK, INC.

Douglas I. Urquhart, P.E.
Associate

DIU/diu
Attachments

pc: City of Grand Ledge; D. Gutchess, B. Rizzo
RK Davis; Inc.; P. Elzinga, R. Kaliniak, B. Schultz
HRC; T. Sneathen, J. Cole, File

**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: 760-07
PERIOD TO: 1/31/2026

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

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	\$	<u>43,679,400.00</u>
2. Net Change by Change Orders	\$	<u>-37,749.06</u>
3. CONTRACT SUM TO DATE (Line 1 + 2).....	\$	<u>43,641,650.94</u>
4. TOTAL COMPLETED AND STORED TO DATE	\$	<u>9,991,350.04</u>
5. RETAINAGE:		
a. <u>10.00</u> % of Completed Work	\$	<u>999,135.04</u>
b. <u>0.00</u> % of Stored Material	\$	<u>0.00</u>
Total retainage (Line 5a + 5b)	\$	<u>999,135.04</u>
6. TOTAL EARNED LESS RETAINAGE	\$	<u>8,992,215.00</u>
(Line 4 less Line 5 Total)		
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	<u>8,133,324.97</u>
8. CURRENT PAYMENT DUE	\$	<u>858,890.03</u>
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	<u>34,649,435.94</u>

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	136,818.02	-174,567.08
Total approved this Month	0.00	0.00
TOTALS	136,818.02	-174,567.08
NET CHANGES by Change Order		-37,749.06

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: Clayton Fitzpatrick Date: 2/4/26

State of: MI

County of: Clinton acting in Eaton

Subscribed and Sworn to before me this 4th Day of February 2026

Notary Public: Robert S. Kelly
My Commission Expires: 5/22/2030

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 \$ 858,890.03

(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:
By: Douglas Urquhart Date: 2/17/26

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.

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: 760-07
PERIOD TO: 1/31/2026

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
01000.0	Bonds and Insurance	459,719.00	459,719.00	0.00	0.00	459,719.00	100.00	0.00	45,971.90
01001.0	Mobilization	180,000.00	126,000.00	0.00	0.00	126,000.00	70.00	54,000.00	12,600.00
01002.0	General Conditions	863,116.00	155,360.88	25,893.48	0.00	181,254.36	21.00	681,861.64	18,125.44
01211.0	A1: Building Permit Allowance	100,000.00	30,358.00	0.00	0.00	30,358.00	30.36	69,642.00	3,035.80
01212.0	A2: Unforeseen Bypass Pumping	75,000.00	0.00	0.00	0.00	0.00	0.00	75,000.00	0.00
01213.0	A3: Consumers Energy Electrical Service Fees	50,000.00	2,693.00	0.00	0.00	2,693.00	5.39	47,307.00	269.30
01214.0	A4: Natural Gas Service Connection Fee	20,000.00	13,789.36	0.00	0.00	13,789.36	68.95	6,210.64	1,378.94
01215.0	A5: AGS Submittals	573,962.00	573,962.00	0.00	0.00	573,962.00	100.00	0.00	57,396.20
01215.1	A5: AGS Submittal Approval	573,963.00	0.00	0.00	0.00	0.00	0.00	573,963.00	0.00
01215.2	A5: AGS Materials/Equipment	4,304,719.00	0.00	0.00	0.00	0.00	0.00	4,304,719.00	0.00
01215.3	A5: AGS Startup and Training	286,981.00	0.00	0.00	0.00	0.00	0.00	286,981.00	0.00
01216.0	A6.1: SCADA Engineering	62,000.00	46,500.00	0.00	0.00	46,500.00	75.00	15,500.00	4,650.00
01216.1	A6.1: SCADA Control Panels	125,000.00	12,500.00	0.00	0.00	12,500.00	10.00	112,500.00	1,250.00
01216.2	A6.1: SCADA Programming	100,000.00	10,000.00	0.00	0.00	10,000.00	10.00	90,000.00	1,000.00
01216.3	A6.1: SCADA Start-up & Training	30,000.00	0.00	0.00	0.00	0.00	0.00	30,000.00	0.00
01216.4	A6.2: As Needed or Unforeseen SCADA Improvement	50,000.00	0.00	0.00	0.00	0.00	0.00	50,000.00	0.00
01217.0	A7: Third Party Testing and Special Inspections	275,000.00	51,816.25	5,116.25	0.00	56,932.50	20.70	218,067.50	5,729.19
01300.0	Submittals	43,560.00	37,026.00	0.00	0.00	37,026.00	85.00	6,534.00	3,702.60
01630.0	Bypass Pumping	38,115.00	30,492.00	0.00	0.00	30,492.00	80.00	7,623.00	3,049.20
02050.0	Selective Demolition	197,365.00	19,736.50	0.00	0.00	19,736.50	10.00	177,628.50	1,973.65

**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: 760-07
PERIOD TO: 1/31/2026

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	136,994.46	12,796.18	0.00	149,790.64	71.64	59,297.36	14,979.06
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	215,410.73	0.00	0.00	215,410.73	94.42	12,730.27	21,541.07
02140.0	Site Utilities Dewatering	415,562.00	207,781.00	83,112.40	0.00	290,893.40	70.00	124,668.60	29,089.34
02141.0	Structure Dewatering	365,142.00	109,542.60	0.00	0.00	109,542.60	30.00	255,599.40	10,954.26
02200.0	Earth Retention	1,308,869.00	1,308,869.00	0.00	0.00	1,308,869.00	100.00	0.00	130,886.90
02201.0	Site Earthwork	399,227.00	335,670.06	31,778.47	0.00	367,448.53	92.04	31,778.47	36,744.85
02202.0	Structure Excavation	1,268,908.00	1,219,547.48	0.00	0.00	1,219,547.48	96.11	49,360.52	121,954.75
02203.0	Structure Backfill	1,130,279.00	324,050.99	0.00	0.00	324,050.99	28.67	806,228.01	32,405.10
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	44,283.00	8,400.49	12,563.08	0.00	20,963.57	47.34	23,319.43	2,096.36
02206.0	Structure Aggregates	236,971.00	0.00	51,422.71	0.00	51,422.71	21.70	185,548.29	5,142.27
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	129,740.81	0.00	0.00	129,740.81	80.08	32,273.19	12,974.08
02213.0	Site Aggregates	200,278.00	20,929.05	0.00	0.00	20,929.05	10.45	179,348.95	2,092.91
02220.0	Soil Erosion Control	92,262.00	85,942.05	3,164.59	0.00	89,106.64	96.58	3,155.36	8,910.66
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)	133,380.00	133,380.00	0.00	0.00	133,380.00	100.00	0.00	13,338.00
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

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PROJECT: PW GRAND LEDGE WWTP
 109 FITZGERALD PARK DR
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PERIOD TO: 1/31/2026

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TO:
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 _ ARCHITECT
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 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
02315.0	Site Utilities	822,768.00	436,067.04	51,340.72	0.00	487,407.76	59.24	335,360.24	48,740.78
02316.0	Excavate/Backfill Site Chem and Gas Lines	170,733.00	25,609.95	0.00	0.00	25,609.95	15.00	145,123.05	2,561.00
02371.0	ACP Mobilization	22,064.00	22,064.00	0.00	0.00	22,064.00	100.00	0.00	2,206.40
02371.1	Auger Cast Piles (80lf@\$108)	8,640.00	8,640.00	0.00	0.00	8,640.00	100.00	0.00	864.00
02371.2	Auger Cast Test Pile	16,200.00	16,200.00	0.00	0.00	16,200.00	100.00	0.00	1,620.00
02385.0	Rigid Inclusions Mobilization	42,606.00	42,606.00	0.00	0.00	42,606.00	100.00	0.00	4,260.60
02385.1	Rigid Inclusions Working Pad (424CY@\$178.20)	75,556.80	0.00	0.00	0.00	0.00	0.00	75,556.80	0.00
02385.2	Rigid Inclusions Geogrid (626SY@\$14)	8,764.00	0.00	0.00	0.00	0.00	0.00	8,764.00	0.00
02385.3	Rigid Inclusions	394,200.00	329,393.52	0.00	0.00	329,393.52	83.56	64,806.48	32,939.35
02385.4	Rigid Inclusions (Obstructed) (1LF@\$43.20)	43.20	0.00	0.00	0.00	0.00	0.00	43.20	0.00
02385.5	Rigid Inclusions Load Test	48,600.00	16,198.38	0.00	0.00	16,198.38	33.33	32,401.62	1,619.84
02511.0	Hot Mixed Asphalt Pavement	190,139.00	0.00	0.00	0.00	0.00	0.00	190,139.00	0.00
02668.0	Underdrain	126,676.00	46,198.74	43,095.17	0.00	89,293.91	70.49	37,382.09	8,929.39
02669.0	Buried Process Piping	879,716.00	501,438.12	40,115.05	0.00	541,553.17	61.56	338,162.83	54,155.32
02831.0	Chain Link Fencing and Gates	54,097.00	7,573.58	0.00	0.00	7,573.58	14.00	46,523.42	757.36
02832.0	Gate Operator	15,791.00	0.00	0.00	0.00	0.00	0.00	15,791.00	0.00
02851.0	Steel Guard Rail	9,801.00	0.00	0.00	0.00	0.00	0.00	9,801.00	0.00
02929.0	Seeding	22,488.00	13,605.24	0.00	0.00	13,605.24	60.50	8,882.76	1,360.52
02930.0	Site Topsoil	62,181.00	0.00	0.00	0.00	0.00	0.00	62,181.00	0.00
02950.0	Trees Plants and Ground Covers	19,058.00	0.00	0.00	0.00	0.00	0.00	19,058.00	0.00

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TO (OWNER): City of Grand Ledge

PROJECT: PW GRAND LEDGE WWTP
109 FITZGERALD PARK DR
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APPLICATION NO: 760-07
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DISTRIBUTION TO:
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VIA (ARCHITECT): Hubbell Roth & Clark, Inc.
Joshua Cole / Doug Urquhart
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ARCHITECT'S PROJECT NO: 20221119

CONTRACT FOR: Grand Ledge WWTP Improvements 2025

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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@\$59.40)	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@\$756)	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	20,877.51	208,775.10	0.00	229,652.61	11.00	1,858,098.39	22,965.26
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	60,435.51	0.00	0.00	60,435.51	17.00	295,067.49	6,043.55
03304.0	Concrete Buffer Tanks	163,493.00	81,746.50	49,047.90	0.00	130,794.40	80.00	32,698.60	13,079.44
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	14,982.75	59,931.00	0.00	74,913.75	75.00	24,971.25	7,491.38
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	61,156.32	0.00	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/Recreation 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	132,068.04	30,477.24	0.00	162,545.28	64.00	91,431.72	16,254.53
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

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 109 FITZGERALD PARK DR
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03314.0	Concrete Jib Crane	2,785.00	0.00	0.00	0.00	0.00	0.00	2,785.00	0.00
04300.0	Unit Masonry System	532,608.00	0.00	0.00	0.00	0.00	0.00	532,608.00	0.00
05120.0	Structural Steel Pipe Gallery	231,957.00	0.00	5,450.99	0.00	5,450.99	2.35	226,506.01	545.10
05500.0	Pipe Bollards	6,534.00	6,534.00	0.00	0.00	6,534.00	100.00	0.00	653.40
05501.0	Misc. Metals Headworks	9,801.00	0.00	9,801.00	0.00	9,801.00	100.00	0.00	980.10
05502.0	Pipe Supports Pipe Gallery	41,382.00	0.00	0.00	0.00	0.00	0.00	41,382.00	0.00
05503.0	Alum I-Beams Tertiary Filter	53,361.00	0.00	0.00	0.00	0.00	0.00	53,361.00	0.00
05504.0	Install FRP Covers Tertiary Filter	40,293.00	0.00	0.00	0.00	0.00	0.00	40,293.00	0.00
05505.0	Misc. Metals UV Tank	10,890.00	0.00	0.00	0.00	0.00	0.00	10,890.00	0.00
05506.0	Misc. Metals Sludge Processing	27,225.00	27,225.00	0.00	0.00	27,225.00	100.00	0.00	2,722.50
05510.0	Stairs AGS Tanks and Pipe Gallery	174,240.00	0.00	0.00	0.00	0.00	0.00	174,240.00	0.00
05511.0	Stairs Tertiary Filter	23,958.00	0.00	0.00	0.00	0.00	0.00	23,958.00	0.00
05512.0	Lapreye Stair Tertiary Filter	32,670.00	0.00	0.00	0.00	0.00	0.00	32,670.00	0.00
05513.0	Stairs Sludge Processing	30,492.00	0.00	0.00	0.00	0.00	0.00	30,492.00	0.00
05525.0	Railings Site	47,916.00	0.00	0.00	0.00	0.00	0.00	47,916.00	0.00
05526.0	Railings AGS Tanks and Pipe Gallery	588,060.00	0.00	0.00	0.00	0.00	0.00	588,060.00	0.00
05527.0	Railings Tertiary Filter	43,560.00	0.00	0.00	0.00	0.00	0.00	43,560.00	0.00
05528.0	Railings Sludge Processing	30,492.00	0.00	0.00	0.00	0.00	0.00	30,492.00	0.00
05529.0	Railings Wet Weather & Aerobic	163,350.00	0.00	0.00	0.00	0.00	0.00	163,350.00	0.00
05530.0	Railings Final Clarifiers	54,450.00	0.00	0.00	0.00	0.00	0.00	54,450.00	0.00
06112.0	Carpentry Blower Building	213,367.00	0.00	0.00	0.00	0.00	0.00	213,367.00	0.00

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06113.0	Carpentry Sludge Processing	121,189.00	0.00	0.00	0.00	0.00	0.00	121,189.00	0.00
06610.0	Glass Fiber and Resin Fabrications	188,196.00	0.00	0.00	0.00	0.00	0.00	188,196.00	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

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07620.0	Gutters/Downspouts Material Headworks (Alt 3)	2,635.00	0.00	0.00	0.00	0.00	0.00	2,635.00	0.00
07621.0	Metal Roofing Labor Headworks (Alt 3)	80,466.00	0.00	0.00	0.00	0.00	0.00	80,466.00	0.00
07900.0	Joint Sealers	8,549.00	0.00	0.00	0.00	0.00	0.00	8,549.00	0.00
08225.0	FRP Doors Shop Drawings	1,307.00	0.00	0.00	0.00	0.00	0.00	1,307.00	0.00
08226.0	FRP Doors Door Materials	45,019.00	0.00	0.00	0.00	0.00	0.00	45,019.00	0.00
08227.0	FRP Doors Door Hardware	30,990.00	0.00	0.00	0.00	0.00	0.00	30,990.00	0.00
08228.0	FRP Doors Fabrication	16,204.00	0.00	0.00	0.00	0.00	0.00	16,204.00	0.00
08229.0	FRP Doors Installation	2,483.00	0.00	0.00	0.00	0.00	0.00	2,483.00	0.00
08305.0	Access Hatches	9,801.00	0.00	0.00	0.00	0.00	0.00	9,801.00	0.00
08331.0	Overhead Coiling Doors	26,885.00	0.00	0.00	0.00	0.00	0.00	26,885.00	0.00
09900.0	Painting	171,984.00	0.00	0.00	0.00	0.00	0.00	171,984.00	0.00
11204.0	Weirs and Baffles	70,785.00	0.00	0.00	0.00	0.00	0.00	70,785.00	0.00
11236.0	Tertiary Filter Equipment	1,486,485.00	108,513.41	0.00	0.00	108,513.41	7.30	1,377,971.59	10,851.34
11282.0	Fabricated Gates and Stop Plates	272,250.00	0.00	0.00	0.00	0.00	0.00	272,250.00	0.00
11315.0	Aerobic Digester Aeration and Mixing Systems	1,056,330.00	65,281.19	0.00	0.00	65,281.19	6.18	991,048.81	6,528.12
11323.0	Vortex Grit Removal System & Centrifugal Pump	326,700.00	0.00	0.00	0.00	0.00	0.00	326,700.00	0.00
11331.0	Mechanical Fine Bar Screen	533,610.00	40,287.56	0.00	0.00	40,287.56	7.55	493,322.44	4,028.76
11342.0	Rotary Drum Sludge Thickener & Rotary Lobe Pump	413,820.00	0.00	0.00	0.00	0.00	0.00	413,820.00	0.00
11343.0	Wet Pit Submersible Non-Clog Wastewater Pumps	522,720.00	0.00	0.00	0.00	0.00	0.00	522,720.00	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: 760-07
PERIOD TO: 1/31/2026

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
11345.0	Chemical Feed Skid	79,715.00	0.00	56,629.54	0.00	56,629.54	71.04	23,085.46	5,662.95
11350.0	Aerobic Granular Sludge Reactor Equipment Install	969,210.00	0.00	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	0.00	141,570.00	0.00
11375.0	Ultraviolet Disinfection Equipment	838,530.00	66,579.28	0.00	0.00	66,579.28	7.94	771,950.72	6,657.93
11390.0	Wet Pit Submersible Chopping Pumps	147,015.00	0.00	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	0.00	74,052.00	0.00
13122.0	Pre Engineered Fiberglass Buildings	142,292.00	0.00	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	0.00	545.00	0.00
14601.0	JIB Crane Equipment	74,982.00	0.00	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	0.00	9,801.00	0.00
14603.0	JIB Crane O&M Manuals	545.00	0.00	0.00	0.00	0.00	0.00	545.00	0.00
15000.0	Mobilization Mechanical	108,900.00	108,900.00	0.00	0.00	108,900.00	100.00	0.00	10,890.00
15001.0	General Conditions Mechanical	544,500.00	119,790.00	23,958.00	0.00	143,748.00	26.40	400,752.00	14,374.80
15002.0	Demolition Mechanical	266,805.00	0.00	0.00	0.00	0.00	0.00	266,805.00	0.00
15010.0	Plumbing/HVAC/PVC Piping	408,375.00	99,643.50	7,064.89	0.00	106,708.39	26.13	301,666.61	10,670.84
15060.0	Exposed Pipe and Fittings	2,831,400.00	237,271.32	40,772.16	0.00	278,043.48	9.82	2,553,356.52	27,804.35
15100.0	Valves and Actuators	370,260.00	5,442.82	0.00	0.00	5,442.82	1.47	364,817.18	544.28
15110.0	Plumbing Fixtures	70,785.00	11,679.53	0.00	0.00	11,679.53	16.50	59,105.47	1,167.95
15250.0	Insulation	206,910.00	0.00	0.00	0.00	0.00	0.00	206,910.00	0.00
15810.0	HVAC Duct and Equipment	342,273.00	81,666.34	40,285.53	0.00	121,951.87	35.63	220,321.13	12,195.19

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: 760-07
PERIOD TO: 1/31/2026

DISTRIBUTION TO:
 _ OWNER
 _ ARCHITECT
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 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
15970.0	Testing, Adjusting and Balancing	4,901.00	0.00	0.00	0.00	0.00	0.00	4,901.00	0.00
16010.0	PLM Bonds/Permit Electrical	30,595.00	30,595.00	0.00	0.00	30,595.00	100.00	0.00	3,059.50
16011.0	Temporary Power	201,013.00	60,303.90	0.00	0.00	60,303.90	30.00	140,709.10	6,030.39
16050.0	Electrical Provisions, Conduit & Wire	1,830,084.00	54,902.52	36,601.68	0.00	91,504.20	5.00	1,738,579.80	9,150.42
16051.0	JIB Crane Power (Alt 2)	4,220.00	0.00	0.00	0.00	0.00	0.00	4,220.00	0.00
16110.0	Manholes/Ductbanks	33,053.00	0.00	0.00	0.00	0.00	0.00	33,053.00	0.00
16321.0	Spare 1500KVA Transformer (Alt 1)	97,623.00	0.00	0.00	0.00	0.00	0.00	97,623.00	0.00
16470.0	Transformer/Gear	1,350,554.00	12,560.15	0.00	0.00	12,560.15	0.93	1,337,993.85	1,256.02
16485.0	Lighting/Lighting Controls	128,474.00	0.00	0.00	0.00	0.00	0.00	128,474.00	0.00
16750.0	Communication Systems	25,113.00	0.00	0.00	0.00	0.00	0.00	25,113.00	0.00
16905.0	Instrumentation	188,570.00	7,184.52	0.00	0.00	7,184.52	3.81	181,385.48	682.53
16960.0	Electrical Testing	43,018.00	0.00	0.00	0.00	0.00	0.00	43,018.00	0.00
CHANGE ORDER NO. 01									
17000	FO4 Fencing & Signage for Pedestrian Access	11,379.49	11,379.49	0.00	0.00	11,379.49	100.00	0.00	1,137.95
17001	WCD01 Excavated Soils Mgmt Plan for City Property	66,055.41	66,055.41	0.00	0.00	66,055.41	100.00	0.00	6,605.54
17002	CP01 Air Barrier Behind Metal Panels in AGS Building Penthouse	8,732.51	0.00	0.00	0.00	0.00	0.00	8,732.51	0.00
17003	CP04 WW Pumps & Chemical Feed Substitutions	-169,685.00	0.00	0.00	0.00	0.00	0.00	-169,685.00	0.00
CHANGE ORDER NO. 02									
17004	CP06 Credit for 6" EJ Gate Valve in Lieu of 6" Plug Valve	-4,882.08	0.00	-4,882.08	0.00	-4,882.08	100.00	0.00	-488.21

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: 760-07
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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
17005	CP07 Add Silt Sacks per RFI32	2,075.63	0.00	2,075.63	0.00	2,075.63	100.00	0.00	207.56
17006	CP10 Explore Excavation for RD Line	6,745.53	0.00	6,745.53	0.00	6,745.53	100.00	0.00	674.55
17007	CP12 Remove Sidewalk for Scum Line Inspection	18,875.78	0.00	18,875.78	0.00	18,875.78	100.00	0.00	1,887.58
17008	CP13 Excavate at MH A to Switch to a 4' Cone	2,314.31	0.00	2,314.31	0.00	2,314.31	100.00	0.00	231.43
17009	CP14 RFI39 Add Tank Drains for Tertiary Filter	20,639.36	0.00	0.00	0.00	0.00	0.00	20,639.36	0.00
REPORT TOTALS		\$43,641,650.94	\$9,037,027.74	\$954,322.30	\$0.00	\$9,991,350.04	22.89	\$33,650,300.90	\$999,135.04



Engineering · Surveying · Testing

12330 James Street, Suite H80
Holland Michigan 49424
Phone: 616-396-0255

Accounts Payable
RK Davis Inc
4457 40th Street SE
Kentwood Michigan 49512

760
12/08/15
RZ

INVOICE

Invoice Number: 00061228
Invoice Date: 01/26/26
Terms: 21 days
Amount Due: \$5116.25

Project ID: 2540787.4A
Project Name:

Grand Ledge WWTP
Improvements

Services from 12/22/25 - 01/25/26	Date	Amount	Rate	Line Total
Materials Testing - Professional Personnel				\$3986.25
Typist/Clerical		6.00	\$50.00/hr	\$300.00
Senior Engineering Technician		30.00	\$70.00/hr	\$2100.00
Materials Testing PM		8.75	\$120.00/hr	\$1050.00
Engineering Technician		8.25	\$65.00/hr	\$536.25
Materials Testing - Equipment/Expenses				\$630.00
Trips (Vehicle Allowance)		12.0	\$40.00/trip	\$480.00
Nuclear Density Gauge		2.0	\$75.00/day	\$150.00
Materials Testing - Laboratory Services				\$500.00
Concrete Compressive Strength		20.0	\$25.00/cylinder	\$500.00

RECEIVED
FEB 03 2026
RK DAVIS, INC.

INVOICE TOTAL \$5116.25

Notes:

We appreciate your business!
Please call our Accounting department at (616) 396-0255 if you have any questions.

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 \$9,037,027.74 (Line 4) for labor/materials provided through December 31, 2025

Date of draw cut-off or actual payment

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

Does or Does Not

STATEMENT

- 1. Total Contract Price (as adjusted to date) (Line 3) \$43,641,650.94
- 2. Amount paid pursuant to previous Waivers (Line 7) \$7,155,913.13
- 3. Amount paid pursuant to this Waiver (Line 8) \$977,411.84
- 4. Amount remaining unpaid under Contract (Line 9) \$35,508,325.97

RK Davis, Inc.

Company

Barbara Schultz

Signature of Lien Claimant

Barbara Schultz, Finance Manager

Print Name & Title

Signed on: February 4, 2026

Address: 4457 40th Avenue SE

Kentwood, MI 48912

Phone No: (616) 456-0059



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 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.

**DOWNTOWN DEVELOPMENT AUTHORITY
310 GREENWOOD ST.
GRAND LEDGE, MI 48837**

**MINUTES – REGULAR MEETING
WEDNESDAY, FEBRUARY 11, 2026 - 6:00 P.M.
COUNCIL CHAMBERS, CITY HALL
310 GREENWOOD ST., GRAND LEDGE MI 48837**

ROLL CALL OF BOARD – Authority Members Present: Vice Chairman Spencer Bye, Mayor Keith Mulder, Vicki Paski, Michael Fredericks, Lise Mitchell, and Chris Fata

Members Absent – Authority Members Absent: Chairman Bruce MacDowell, Natalia Clough, Terrance Augustine, Dana Beattie, and Andrew Archer

Others Present – Amee King, Assistant City Manager

I. PLEDGE OF ALLEGIANCE –

II. AUDIENCE PARTICIPATION – GLAESA Chief Mike Roman asked for financial assistance with the purchase of thermal imaging cameras, safety vests, and flashlights in the amount of \$10,000.

III. APPROVAL OF REGULAR AGENDA

A. Motion – To approve the Wednesday, February 11, 2026, regular DDA agenda.

AUTHORITY MEMBER FREDERICKS MOVED, AUTHORITY MEMBER FATA SECONDED, TO APPROVE THE FEBRUARY 11, 2026, REGULAR MEETING AGENDA AS PRESENTED. MOTION CARRIED UNANIMOUSLY.

IV. APPROVAL OF MINUTES

A. Motion – To approve the Wednesday, January 14, 2026, regular meeting minutes.

AUTHORITY MEMBER FREDERICKS MOVED, AUTHORITY MEMBER MITCHELL SECONDED, TO APPROVE THE JANUARY 14, 2026, REGULAR MEETING MINUTES AS PRESENTED. MOTION CARRIED UNANIMOUSLY.

V. COMMITTEE REPORTS – None.

VI. STAFF REPORTS

A. Financial Transactions and Bills – Mrs. King reviewed the financial transactions and bills.

AUTHORITY MEMBER MITCHELL MOVED, AUTHORITY MEMBER PASKI SECONDED, TO ACKNOWLEDGE PAYMENT OF THE FINANCIAL TRANSACTIONS AND BILLS IN THE AMOUNT OF \$11,448.91. MOTION CARRIED UNANIMOUSLY.

B. Monthly financial statement – Mrs. King reviewed the financial statements.

C. ADA Observation Platform – Mrs. King indicated that the project began February 2nd with earth work. Blocks for the retaining wall should start to be put in place in the next couple of weeks. The contractor was delayed after they discovered a concrete foundation. The foundation will need to be removed and will be an additional cost.

MAYOR MULDER MOVED, AUTHORITY MEMBER FATA SECONDED, TO ACCEPT AND PLACE ON FILE THE FINANCIAL STATEMENTS. MOTION CARRIED UNANIMOUSLY.

VII. UNFINISHED BUSINESS –

A. Veterans Banners [Action Item] – Mrs. King indicated that the DDA participated last year with with the Veteran banners in installing them up and removing them. There was a charge for doing that as it was outside of the scope of our other banner installation. Authority Member Natalia Clough spearheaded the program and worked with the Grand Ledge Area Chamber of Commec. There were 12 banners last year that were displayed on the bridge. Natalia is working with the legion for this years

program and has requested that they be hung for the entire season that our regular banners are up. Natalia requested that the DDA absorb the cost of installing and removing the banners as it is covered in the budget. This item was discussed briefly at the December meeting under Communications from Members.

AUTHORITY MEMBER MITCHELL MOVED, AUTHORITY MEMBER FREDERICKS SECONDED, TO SUPPORT THE VETERANS BANNER PROGRAM WITH NO ADDITIONAL COST TO THE DONORS AS PRESENTED IN THE INFORMATION IN THE PACKET. MOTION CARRIED UNANIMOUSLY.

VIII. NEW BUSINESS –

IX. AUDIENCE PARTICIPATION – GLAESA Chief Mike Roman indicated that he is working on an initiative to become a heart health city, which includes community CPR classes and installation of AED's in the community.

X. COMMUNICATIONS FROM MEMBERS – Authority Member Fredericks asked if we can look at abandoning or reducing the size of the planter box in front of MacDowells. Mayor Mulder added that this board approved the addition of bollards to protect the planter box. Mrs. King added that the MDOT approved bollards will be installed in warmer weather and the planter box will be repaired after that.

Authority member Mitchell indicated that the March reading challenge will take place at the library. There is something for every age group.

Mayor Mulder indicated that he is a member of the GLAESA board. The GLAESA board approved bond language for a new fire station as well as a rebuild/new substation. The election will be May 5th and he further indicated that he encourages everyone to come out and support the bond initiative.

XI. ADJOURNMENT –

AUTHORITY MEMBER FREDERICKS MOVED, AUTHORITY MEMBER PASKI SECONDED, TO ADJOURN THE MEETING AT 6:47 P.M. MOTION CARRIED UNANIMOUSLY.

Spencer Bye, Vice Chairman

Vicki Paski, Secretary

City Clerk – Monthly Report

January 2026

Boards and Commissions

- Prepared agendas and packets for, and attended City Council meetings, and processed and filed paperwork and documents.

Elections

- Prepared election calendar for the 2026 Election Cycle.

Information Technology

- Worked with VC3 on setting up new computers.
- Worked with vendor on remote access.
- Worked with vendor on cybersecurity assessment.
- Worked with Comcast on broadcast equipment replacement.
- Worked with vendor on building camera system.
- Worked with Finance Director/City Treasurer on online account access.
- Replaced Assistant City Manager printer.

Professional Development / Training

- Completed required quarterly security training.

Records Management

- Met with Grand Ledge Area Chamber of Commerce on community events calendar.
- Worked with Community Development Director on the Master Plan.
- Conducted bid openings for grounds maintenance.
- Processed eleven Freedom of Information Act requests.

Finance/Treasurer Department – January Activity Report

Taxes

- Summer and winter payments continue to be received; tax collections remain strong compared to previous years.
- Payments will be collected through February 28th.

Budget

- Financial reports are included in the council packet.
- Fiscal Year 2026 Preparation has begun.
- Department Head and Finance meetings scheduled for February.

Miscellaneous

- 2025 W2s and 1099 forms mailed to employees and vendors.
- All filings complete with the IRS and the State.

Training

- Attended two webinars on data analysis in Microsoft Power BI and Excel Power Query.

Sewer Rate Update

During the November meeting, I informed the Council that the sewer per-gallon charge was inadvertently not updated to the fiscal year 2027 rates. I informed the board that I would report on these amounts quarterly during the year. Through January, the metered sewer revenues are \$1,180,974, or 57% of the annual budget, and fixed rate revenues are \$1,650,239, or 57% of the annual budget. Year to date revenues are in line with the percentage of the year completed.

REVENUE AND EXPENDITURE REPORT FOR CITY OF GRAND LEDGE
 PERIOD ENDING 01/31/2026

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	01/31/2026 NORMAL (ABNORMAL)	MONTH 01/31/2026 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)			
Fund 101 - GENERAL FUND								
000 - GENERAL		4,491,663.00	3,657,826.87	81,647.36		833,836.13		81.44
301 - POLICE		255,342.00	179,417.04	108,011.79		75,924.96		70.27
529 - RECYCLING		20,000.00	4,270.54	3,360.00		15,729.46		21.35
531 - COMPOSTING		20,000.00	5,510.00	1,520.00		14,490.00		27.55
567 - CEMETERY		62,929.00	39,367.00	3,942.00		23,562.00		62.56
702 - PLANNING & ZONING		0.00	686.25	(4,213.75)		(686.25)		100.00
TOTAL REVENUES		<u>4,849,934.00</u>	<u>3,887,077.70</u>	<u>194,267.40</u>		<u>962,856.30</u>		<u>80.15</u>
101 - CITY COUNCIL		9,765.00	3,875.40	0.00		5,889.60		39.69
172 - CITY ADMINISTRATION		377,097.00	220,321.28	20,676.90		156,775.72		58.43
215 - CLERK'S OFFICE		156,813.00	88,576.28	8,635.31		68,236.72		56.49
253 - FINANCE		358,243.00	204,775.05	15,530.26		153,467.95		57.16
257 - ASSESSING		202,178.00	111,162.51	14,418.34		91,015.49		54.98
262 - ELECTIONS		12,600.00	3,728.15	0.00		8,871.85		29.59
265 - CITY HALL		408,137.00	111,376.01	6,483.81		296,760.99		27.29
266 - ATTORNEY		60,000.00	11,772.50	860.00		48,227.50		19.62
272 - GENERAL GOVERNMENT		641,229.00	284,174.50	26,892.66		357,054.50		44.32
301 - POLICE		2,370,038.00	1,194,358.72	137,984.22		1,175,679.28		50.39
371 - BUILDING INSPECTION		1,000.00	6,877.81	72.00		(5,877.81)		687.78
529 - RECYCLING		68,411.00	24,546.74	4,410.59		43,864.26		35.88
531 - COMPOSTING		35,313.00	13,487.50	1,139.42		21,825.50		38.19
567 - CEMETERY		181,008.00	90,053.12	12,279.76		90,954.88		49.75
702 - PLANNING & ZONING		77,115.00	39,873.88	6,840.59		37,241.12		51.71
TOTAL EXPENDITURES		<u>4,958,947.00</u>	<u>2,408,959.45</u>	<u>256,223.86</u>		<u>2,549,987.55</u>		<u>48.58</u>
Fund 101 - GENERAL FUND: TOTAL REVENUES		<u>4,849,934.00</u>	<u>3,887,077.70</u>	<u>194,267.40</u>		<u>962,856.30</u>		<u>80.15</u>

REVENUE AND EXPENDITURE REPORT FOR CITY OF GRAND LEDGE
 PERIOD ENDING 01/31/2026

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	01/31/2026 NORMAL (ABNORMAL)	MONTH 01/31/2026 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
	TOTAL EXPENDITURES	4,958,947.00	2,408,959.45	256,223.86	2,549,987.55	48.58
	NET OF REVENUES & EXPENDITURES	(109,013.00)	1,478,118.25	(61,956.46)	(1,587,131.25)	1,355.91
Fund 202 - MAJOR STREET FUND						
	000 - GENERAL	772,575.00	414,723.47	61,190.06	357,851.53	53.68
	TOTAL REVENUES	772,575.00	414,723.47	61,190.06	357,851.53	53.68
	450 - PRESERVATION STREETS	238,108.00	98,600.87	9,808.79	139,507.13	41.41
	451 - TRAFFIC SERVICE	51,892.00	12,886.34	558.88	39,005.66	24.83
	456 - OPERATING EXPENSES	74,148.00	36,978.89	5,734.90	37,169.11	49.87
	459 - STATE TRUNKLINE	43,809.00	18,332.86	8,323.66	25,476.14	41.85
	492 - WINTER MAINTENANCE	133,137.00	42,315.15	17,965.65	90,821.85	31.78
	495 - ADMINISTRATION	38,162.00	19,469.72	1,980.18	18,692.28	51.02
	501 - CONSTRUCTION	115,300.00	20,390.57	7,083.13	94,909.43	17.68
	965 - TRANSFERS OUT	270,000.00	270,000.00	0.00	0.00	100.00
	TOTAL EXPENDITURES	964,556.00	518,974.40	51,455.19	445,581.60	53.80
Fund 202 - MAJOR STREET FUND:						
	TOTAL REVENUES	772,575.00	414,723.47	61,190.06	357,851.53	53.68
	TOTAL EXPENDITURES	964,556.00	518,974.40	51,455.19	445,581.60	53.80
	NET OF REVENUES & EXPENDITURES	(191,981.00)	(104,250.93)	9,734.87	(87,730.07)	54.30
Fund 203 - LOCAL STREET FUND						
	000 - GENERAL	858,605.00	727,217.26	18,033.63	131,387.74	84.70
	TOTAL REVENUES	858,605.00	727,217.26	18,033.63	131,387.74	84.70
	450 - PRESERVATION STREETS	434,789.00	195,563.03	15,522.79	239,225.97	44.98
	451 - TRAFFIC SERVICE	47,309.00	13,901.06	793.59	33,407.94	29.38
	456 - OPERATING EXPENSES	54,372.00	35,949.95	6,019.85	18,422.05	66.12
	492 - WINTER MAINTENANCE	108,675.00	44,713.26	19,990.00	63,961.74	41.14
	495 - ADMINISTRATION	17,477.00	7,533.90	761.59	9,943.10	43.11
	501 - CONSTRUCTION	255,000.00	90,316.25	0.00	164,683.75	35.42

REVENUE AND EXPENDITURE REPORT FOR CITY OF GRAND LEDGE
 PERIOD ENDING 01/31/2026

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	01/31/2026 NORMAL (ABNORMAL)	MONTH 01/31/2026 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 203 - LOCAL STREET FUND						
	TOTAL EXPENDITURES	917,622.00	387,977.45	43,087.82	529,644.55	42.28
Fund 203 - LOCAL STREET FUND:						
	TOTAL REVENUES	858,605.00	727,217.26	18,033.63	131,387.74	84.70
	TOTAL EXPENDITURES	917,622.00	387,977.45	43,087.82	529,644.55	42.28
	NET OF REVENUES & EXPENDITURES	(59,017.00)	339,239.81	(25,054.19)	(398,256.81)	574.82
Fund 204 - MUNICIPAL STREET FUND						
	000 - GENERAL	905,860.00	530,412.70	0.00	375,447.30	58.55
	TOTAL REVENUES	905,860.00	530,412.70	0.00	375,447.30	58.55
	445 - STORM SEWER GENERAL	81,884.00	54,272.20	4,512.14	27,611.80	66.28
	448 - STREET LIGHTING	85,000.00	31,072.12	0.00	53,927.88	36.56
	456 - OPERATING EXPENSES	20,000.00	10,350.00	10,350.00	9,650.00	51.75
	495 - ADMINISTRATION	849,126.00	759,865.35	3,711.32	89,260.65	89.49
	503 - SIDEWALKS	146,140.00	84,111.29	302.38	62,028.71	57.56
	506 - PROPERTY TAX & DEBT SERVICE	28,000.00	0.00	0.00	28,000.00	0.00
	TOTAL EXPENDITURES	1,210,150.00	939,670.96	18,875.84	270,479.04	77.65
Fund 204 - MUNICIPAL STREET FUND:						
	TOTAL REVENUES	905,860.00	530,412.70	0.00	375,447.30	58.55
	TOTAL EXPENDITURES	1,210,150.00	939,670.96	18,875.84	270,479.04	77.65
	NET OF REVENUES & EXPENDITURES	(304,290.00)	(409,258.26)	(18,875.84)	104,968.26	134.50
Fund 208 - PARKS & RECREATION FUND						
	000 - GENERAL	0.00	17.00	0.00	(17.00)	100.00
	752 - ADMINISTRATION	208,572.00	211,061.10	1,502.41	(2,489.10)	101.19
	756 - PARKS AND BUILDINGS	2,000.00	1,870.00	160.00	130.00	93.50
	TOTAL REVENUES	210,572.00	212,948.10	1,662.41	(2,376.10)	101.13
	752 - ADMINISTRATION	29,348.00	19,084.22	357.42	10,263.78	65.03
	756 - PARKS AND BUILDINGS	200,778.00	89,167.26	9,825.29	111,610.74	44.41
	TOTAL EXPENDITURES	230,126.00	108,251.48	10,182.71	121,874.52	47.04

PERIOD ENDING 01/31/2026

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	01/31/2026 NORMAL (ABNORMAL)	MONTH 01/31/2026 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 208 - PARKS & RECREATION FUND						
Fund 208 - PARKS & RECREATION FUND:						
	TOTAL REVENUES	210,572.00	212,948.10	1,662.41	(2,376.10)	101.13
	TOTAL EXPENDITURES	230,126.00	108,251.48	10,182.71	121,874.52	47.04
	NET OF REVENUES & EXPENDITURES	(19,554.00)	104,696.62	(8,520.30)	(124,250.62)	535.42
Fund 248 - DDA FUND						
000 - GENERAL						
		1,485,815.00	1,212,688.55	0.00	273,126.45	81.62
	TOTAL REVENUES	1,485,815.00	1,212,688.55	0.00	273,126.45	81.62
	728 - ECONOMIC DEVELOPMENT	660,493.00	289,186.33	44,502.49	371,306.67	43.78
	965 - TRANSFERS OUT	921,405.00	921,405.00	0.00	0.00	100.00
	TOTAL EXPENDITURES	1,581,898.00	1,210,591.33	44,502.49	371,306.67	76.53
Fund 248 - DDA FUND:						
	TOTAL REVENUES	1,485,815.00	1,212,688.55	0.00	273,126.45	81.62
	TOTAL EXPENDITURES	1,581,898.00	1,210,591.33	44,502.49	371,306.67	76.53
	NET OF REVENUES & EXPENDITURES	(96,083.00)	2,097.22	(44,502.49)	(98,180.22)	2.18
Fund 265 - DRUG FORFEITURE FUND						
301 - POLICE						
		4.00	18.05	0.00	(14.05)	451.25
303 - K9 PROGRAM						
		1,500.00	1,500.00	0.00	0.00	100.00
	TOTAL REVENUES	1,504.00	1,518.05	0.00	(14.05)	100.93
303 - K9 PROGRAM						
		2,800.00	1,440.71	209.03	1,359.29	51.45
	TOTAL EXPENDITURES	2,800.00	1,440.71	209.03	1,359.29	51.45
Fund 265 - DRUG FORFEITURE FUND:						
	TOTAL REVENUES	1,504.00	1,518.05	0.00	(14.05)	100.93
	TOTAL EXPENDITURES	2,800.00	1,440.71	209.03	1,359.29	51.45
	NET OF REVENUES & EXPENDITURES	(1,296.00)	77.34	(209.03)	(1,373.34)	5.97
Fund 266 - POLICE RESTRICTED FUND						
301 - POLICE						
		14,002.00	12,563.02	0.00	1,438.98	89.72
302 - ACT 302						
		3,195.00	2,515.20	0.00	679.80	78.72
	TOTAL REVENUES	17,197.00	15,078.22	0.00	2,118.78	87.68
301 - POLICE						
		14,000.00	4,889.45	675.00	9,110.55	34.92
302 - ACT 302						
		6,400.00	1,073.07	225.00	5,326.93	16.77

PERIOD ENDING 01/31/2026

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	01/31/2026 NORMAL (ABNORMAL)	MONTH 01/31/2026 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 266 - POLICE RESTRICTED FUND						
	TOTAL EXPENDITURES	20,400.00	5,962.52	900.00	14,437.48	29.23
Fund 266 - POLICE RESTRICTED FUND:						
	TOTAL REVENUES	17,197.00	15,078.22	0.00	2,118.78	87.68
	TOTAL EXPENDITURES	20,400.00	5,962.52	900.00	14,437.48	29.23
	NET OF REVENUES & EXPENDITURES	(3,203.00)	9,115.70	(900.00)	(12,318.70)	284.60
Fund 274 - GRANTS FUND						
	721 - JAYCEE PARK PUBLIC GATHERING SPACE	321,103.00	0.00	0.00	321,103.00	0.00
	722 - FITZGERALD PARK BALLFIELD #1	0.00	134,700.00	0.00	(134,700.00)	100.00
	723 - FITZGERALD PARK BALLFIELD #2	346,500.00	0.00	0.00	346,500.00	0.00
	TOTAL REVENUES	667,603.00	134,700.00	0.00	532,903.00	20.18
	721 - JAYCEE PARK PUBLIC GATHERING SPACE	767,206.00	32,914.49	1,030.00	734,291.51	4.29
	722 - FITZGERALD PARK BALLFIELD #1	0.00	11,239.49	0.00	(11,239.49)	100.00
	723 - FITZGERALD PARK BALLFIELD #2	495,500.00	0.00	0.00	495,500.00	0.00
	TOTAL EXPENDITURES	1,262,706.00	44,153.98	1,030.00	1,218,552.02	3.50
Fund 274 - GRANTS FUND:						
	TOTAL REVENUES	667,603.00	134,700.00	0.00	532,903.00	20.18
	TOTAL EXPENDITURES	1,262,706.00	44,153.98	1,030.00	1,218,552.02	3.50
	NET OF REVENUES & EXPENDITURES	(595,103.00)	90,546.02	(1,030.00)	(685,649.02)	15.22
Fund 295 - AIRPORT FUND						
	595 - AIRPORT	97,366.00	64,618.93	12,500.85	32,747.07	66.37
	TOTAL REVENUES	97,366.00	64,618.93	12,500.85	32,747.07	66.37
	595 - AIRPORT	134,981.00	55,269.72	3,303.01	79,711.28	40.95
	TOTAL EXPENDITURES	134,981.00	55,269.72	3,303.01	79,711.28	40.95
Fund 295 - AIRPORT FUND:						
	TOTAL REVENUES	97,366.00	64,618.93	12,500.85	32,747.07	66.37
	TOTAL EXPENDITURES	134,981.00	55,269.72	3,303.01	79,711.28	40.95
	NET OF REVENUES & EXPENDITURES	(37,615.00)	9,349.21	9,197.84	(46,964.21)	24.86
Fund 305 - 2016 CAP IMPROV BONDS FUND						
	000 - GENERAL	1,602.00	3,872.30	0.00	(2,270.30)	241.72

PERIOD ENDING 01/31/2026

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	01/31/2026 NORMAL (ABNORMAL)	MONTH 01/31/2026 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 305 - 2016 CAP IMPROV BONDS FUND:						
930 - TRANSFERS IN		254,556.00	254,556.00	0.00	0.00	100.00
TOTAL REVENUES		256,158.00	258,428.30	0.00	(2,270.30)	100.89
905 - DEBT SERVICE		255,055.00	18,277.50	500.00	236,777.50	7.17
TOTAL EXPENDITURES		255,055.00	18,277.50	500.00	236,777.50	7.17
Fund 305 - 2016 CAP IMPROV BONDS FUND:						
TOTAL REVENUES		256,158.00	258,428.30	0.00	(2,270.30)	100.89
TOTAL EXPENDITURES		255,055.00	18,277.50	500.00	236,777.50	7.17
NET OF REVENUES & EXPENDITURES		1,103.00	240,150.80	(500.00)	(239,047.80)	1,772.51
Fund 306 - 2019 CAP IMPROV BONDS FUND:						
000 - GENERAL		2,183.00	4,413.22	0.00	(2,230.22)	202.16
930 - TRANSFERS IN		567,151.00	567,151.00	0.00	0.00	100.00
TOTAL REVENUES		569,334.00	571,564.22	0.00	(2,230.22)	100.39
905 - DEBT SERVICE		567,650.00	487,575.00	0.00	80,075.00	85.89
TOTAL EXPENDITURES		567,650.00	487,575.00	0.00	80,075.00	85.89
Fund 306 - 2019 CAP IMPROV BONDS FUND:						
TOTAL REVENUES		569,334.00	571,564.22	0.00	(2,230.22)	100.39
TOTAL EXPENDITURES		567,650.00	487,575.00	0.00	80,075.00	85.89
NET OF REVENUES & EXPENDITURES		1,684.00	83,989.22	0.00	(82,305.22)	4,987.48
Fund 394 - DDA DEBT FUND:						
905 - DEBT SERVICE		472,517.00	475,533.42	0.00	(3,016.42)	100.64
TOTAL REVENUES		472,517.00	475,533.42	0.00	(3,016.42)	100.64
905 - DEBT SERVICE		299,494.00	76,746.88	0.00	222,747.12	25.63
965 - TRANSFERS OUT		172,911.00	172,911.00	0.00	0.00	100.00
TOTAL EXPENDITURES		472,405.00	249,657.88	0.00	222,747.12	52.85
Fund 394 - DDA DEBT FUND:						
TOTAL REVENUES		472,517.00	475,533.42	0.00	(3,016.42)	100.64
TOTAL EXPENDITURES		472,405.00	249,657.88	0.00	222,747.12	52.85
NET OF REVENUES & EXPENDITURES		112.00	225,875.54	0.00	(225,763.54)	1,674.59

PERIOD ENDING 01/31/2026

GL NUMBER	DESCRIPTION	YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT USED
		2025-26 AMENDED BUDGET	01/31/2026 NORMAL (ABNORMAL)	MONTH 01/31/2026 INCREASE (DECREASE)	01/31/2026 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)		
Fund 401 - CAPITAL PROJECT FUND								
000 - GENERAL		0.00	4,122.67	0.00		(4,122.67)		100.00
TOTAL REVENUES		0.00	4,122.67	0.00		(4,122.67)		100.00
Fund 401 - CAPITAL PROJECT FUND:								
TOTAL REVENUES		0.00	4,122.67	0.00		(4,122.67)		100.00
TOTAL EXPENDITURES		0.00	0.00	0.00		0.00		0.00
NET OF REVENUES & EXPENDITURES		0.00	4,122.67	0.00		(4,122.67)		100.00
Fund 403 - 2023 IRP CAPITAL PROJECT FUND								
000 - GENERAL		0.00	40,193.04	0.00		(40,193.04)		100.00
TOTAL REVENUES		0.00	40,193.04	0.00		(40,193.04)		100.00
545 - WATER TREATMENT		0.00	55,580.95	0.00		(55,580.95)		100.00
TOTAL EXPENDITURES		0.00	55,580.95	0.00		(55,580.95)		100.00
Fund 403 - 2023 IRP CAPITAL PROJECT FUND:								
TOTAL REVENUES		0.00	40,193.04	0.00		(40,193.04)		100.00
TOTAL EXPENDITURES		0.00	55,580.95	0.00		(55,580.95)		100.00
NET OF REVENUES & EXPENDITURES		0.00	(15,387.91)	0.00		15,387.91		100.00
Fund 404 - 2023 RAW WATER MAIN CAPITAL PROJECT FUND								
000 - GENERAL		0.00	68,405.21	0.00		(68,405.21)		100.00
TOTAL REVENUES		0.00	68,405.21	0.00		(68,405.21)		100.00
548 - WATER-GENERAL EXPENSE		0.00	89,521.86	13,726.36		(89,521.86)		100.00
TOTAL EXPENDITURES		0.00	89,521.86	13,726.36		(89,521.86)		100.00
Fund 404 - 2023 RAW WATER MAIN CAPITAL PROJECT FUND:								
TOTAL REVENUES		0.00	68,405.21	0.00		(68,405.21)		100.00
TOTAL EXPENDITURES		0.00	89,521.86	13,726.36		(89,521.86)		100.00
NET OF REVENUES & EXPENDITURES		0.00	(21,116.65)	(13,726.36)		21,116.65		100.00
Fund 405 - 2023 WWTP CAPITAL PROJECTS FUND								
000 - GENERAL		53,674,752.00	6,846,038.96	0.00		46,828,713.04		12.75
TOTAL REVENUES		53,674,752.00	6,846,038.96	0.00		46,828,713.04		12.75
542 - SEWER GENERAL EXPENSE		53,674,752.00	6,504,061.51	1,111,350.04		47,170,690.49		12.12

PERIOD ENDING 01/31/2026

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	01/31/2026 NORMAL (ABNORMAL)	MONTH 01/31/2026 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)			
Fund 405 - 2023 WWTP CAPITAL PROJECTS FUND								
	TOTAL EXPENDITURES	53,674,752.00	6,504,061.51	1,111,350.04	47,170,690.49	12.12		
Fund 405 - 2023 WWTP CAPITAL PROJECTS FUND:								
	TOTAL REVENUES	53,674,752.00	6,846,038.96	0.00	46,828,713.04	12.75		
	TOTAL EXPENDITURES	53,674,752.00	6,504,061.51	1,111,350.04	47,170,690.49	12.12		
	NET OF REVENUES & EXPENDITURES	0.00	341,977.45	(1,111,350.04)	(341,977.45)	100.00		
Fund 407 - 2023 CAPITAL PROJECTS FUND - DDA PROJECT								
	000 - GENERAL	0.00	411.35	0.00	(411.35)	100.00		
	TOTAL REVENUES	0.00	411.35	0.00	(411.35)	100.00		
	728 - ECONOMIC DEVELOPMENT	0.00	6,582.00	0.00	(6,582.00)	100.00		
	TOTAL EXPENDITURES	0.00	6,582.00	0.00	(6,582.00)	100.00		
Fund 407 - 2023 CAPITAL PROJECTS FUND - DDA PROJECT:								
	TOTAL REVENUES	0.00	411.35	0.00	(411.35)	100.00		
	TOTAL EXPENDITURES	0.00	6,582.00	0.00	(6,582.00)	100.00		
	NET OF REVENUES & EXPENDITURES	0.00	(6,170.65)	0.00	6,170.65	100.00		
Fund 409 - CAPITAL PROJECTS FUND								
	000 - GENERAL	0.00	336,790.32	150,300.00	(336,790.32)	100.00		
	TOTAL REVENUES	0.00	336,790.32	150,300.00	(336,790.32)	100.00		
	900 - CAPITAL OUTLAY	0.00	1,103,958.71	6,618.00	(1,103,958.71)	100.00		
	TOTAL EXPENDITURES	0.00	1,103,958.71	6,618.00	(1,103,958.71)	100.00		
Fund 409 - CAPITAL PROJECTS FUND:								
	TOTAL REVENUES	0.00	336,790.32	150,300.00	(336,790.32)	100.00		
	TOTAL EXPENDITURES	0.00	1,103,958.71	6,618.00	(1,103,958.71)	100.00		
	NET OF REVENUES & EXPENDITURES	0.00	(767,168.39)	143,682.00	767,168.39	100.00		
Fund 494 - DDA CAPITAL PROJECTS FUND								
	900 - CAPITAL OUTLAY	450,000.00	457,358.44	0.00	(7,358.44)	101.64		
	TOTAL REVENUES	450,000.00	457,358.44	0.00	(7,358.44)	101.64		
	503 - SIDEWALKS	0.00	436.46	0.00	(436.46)	100.00		
	900 - CAPITAL OUTLAY	450,000.00	0.00	0.00	450,000.00	0.00		
	TOTAL EXPENDITURES	450,000.00	436.46	0.00	449,563.54	0.10		

PERIOD ENDING 01/31/2026

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	01/31/2026 NORMAL (ABNORMAL)	MONTH 01/31/2026 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)			
Fund 494 - DDA CAPITAL PROJECTS FUND								
Fund 494 - DDA CAPITAL PROJECTS FUND:								
	TOTAL REVENUES	450,000.00	457,358.44	0.00	(7,358.44)	101.64		
	TOTAL EXPENDITURES	450,000.00	436.46	0.00	449,563.54	0.10		
	NET OF REVENUES & EXPENDITURES	0.00	456,921.98	0.00	(456,921.98)	100.00		
Fund 495 - LDFA FUND								
	000 - GENERAL	47,274.00	31,886.97	0.00	15,387.03	67.45		
	TOTAL REVENUES	47,274.00	31,886.97	0.00	15,387.03	67.45		
	900 - CAPITAL OUTLAY	43,773.00	6,293.02	107.10	37,479.98	14.38		
	TOTAL EXPENDITURES	43,773.00	6,293.02	107.10	37,479.98	14.38		
Fund 495 - LDFA FUND:								
	TOTAL REVENUES	47,274.00	31,886.97	0.00	15,387.03	67.45		
	TOTAL EXPENDITURES	43,773.00	6,293.02	107.10	37,479.98	14.38		
	NET OF REVENUES & EXPENDITURES	3,501.00	25,593.95	(107.10)	(22,092.95)	731.05		
Fund 592 - WATER & SEWER FUND								
	000 - GENERAL	86,926.00	115,567.74	0.00	(28,641.74)	132.95		
	591 - WATER-REVENUES	3,517,356.00	2,147,342.20	299,934.79	1,370,013.80	61.05		
	592 - SANITARY SEWER -REVENUES	5,034,737.00	2,843,938.88	426,327.51	2,190,798.12	56.49		
	TOTAL REVENUES	8,639,019.00	5,106,848.82	726,262.30	3,532,170.18	59.11		
	536 - PLANT OPERATION & MAINTENANCE	878,746.00	395,061.63	37,246.75	483,684.37	44.96		
	538 - LIFT STATION	212,186.00	39,425.49	4,617.69	172,760.51	18.58		
	539 - SEWERS	580,034.00	158,350.77	19,754.24	421,683.23	27.30		
	542 - SEWER GENERAL EXPENSE	3,068,929.00	428,891.54	41,549.79	2,640,037.46	13.98		
	544 - PUMPING	176,204.00	109,921.21	4,305.91	66,282.79	62.38		
	545 - WATER TREATMENT	292,270.00	207,177.78	28,486.72	85,092.22	70.89		
	546 - TRANSMISSION AND DISTRIBUTION	1,377,646.00	469,493.86	62,592.77	908,152.14	34.08		
	548 - WATER-GENERAL EXPENSE	1,436,723.00	981,901.57	12,220.47	454,821.43	68.34		
	554 - WATER PROJECT - WELL 11	610,000.00	0.00	0.00	610,000.00	0.00		
	TOTAL EXPENDITURES	8,632,738.00	2,790,223.85	210,774.34	5,842,514.15	32.32		

PERIOD ENDING 01/31/2026

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	01/31/2026 NORMAL (ABNORMAL)	MONTH 01/31/2026 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 592 - WATER & SEWER FUND						
Fund 592 - WATER & SEWER FUND:						
	TOTAL REVENUES	8,639,019.00	5,106,848.82	726,262.30	3,532,170.18	59.11
	TOTAL EXPENDITURES	8,632,738.00	2,790,223.85	210,774.34	5,842,514.15	32.32
	NET OF REVENUES & EXPENDITURES	6,281.00	2,316,624.97	515,487.96	(2,310,343.97)	16,883.06
Fund 661 - EQUIPMENT OPERATING FUND						
524 - EQUIPMENT OPERATION						
		447,703.00	435,923.75	82,537.32	11,779.25	97.37
	TOTAL REVENUES	447,703.00	435,923.75	82,537.32	11,779.25	97.37
	524 - EQUIPMENT OPERATION	671,198.00	377,886.03	157,780.19	293,311.97	56.30
	TOTAL EXPENDITURES	671,198.00	377,886.03	157,780.19	293,311.97	56.30
Fund 661 - EQUIPMENT OPERATING FUND:						
	TOTAL REVENUES	447,703.00	435,923.75	82,537.32	11,779.25	97.37
	TOTAL EXPENDITURES	671,198.00	377,886.03	157,780.19	293,311.97	56.30
	NET OF REVENUES & EXPENDITURES	(223,495.00)	58,037.72	(75,242.87)	(281,532.72)	25.97
Fund 678 - EMPLOYEE BENEFITS FUND						
271 - EMPLOYEE BENEFITS						
		1,396,980.00	836,570.38	3,886.28	560,409.62	59.88
	TOTAL REVENUES	1,396,980.00	836,570.38	3,886.28	560,409.62	59.88
	271 - EMPLOYEE BENEFITS	1,396,980.00	848,712.57	39,363.14	548,267.43	60.75
	TOTAL EXPENDITURES	1,396,980.00	848,712.57	39,363.14	548,267.43	60.75
Fund 678 - EMPLOYEE BENEFITS FUND:						
	TOTAL REVENUES	1,396,980.00	836,570.38	3,886.28	560,409.62	59.88
	TOTAL EXPENDITURES	1,396,980.00	848,712.57	39,363.14	548,267.43	60.75
	NET OF REVENUES & EXPENDITURES	0.00	(12,142.19)	(35,476.86)	12,142.19	100.00
TOTAL REVENUES - ALL FUNDS						
		75,820,768.00	22,671,058.83	1,250,640.25	53,149,709.17	29.90
TOTAL EXPENDITURES - ALL FUNDS						
		77,448,737.00	18,220,019.34	1,969,989.12	59,228,717.66	23.53
NET OF REVENUES & EXPENDITURES						
		(1,627,969.00)	4,451,039.49	(719,348.87)	(6,079,008.49)	273.41

Activity	January	February	March	April	May	June	July	August	September	October	November	December	Total
Traffic Crash: Public & Private (931a)	24												
Traffic Crash: Personal Injury (931b)	2												
Crash Totals	26	0	0	0	0	0	0	0	0	0	0	0	
Breaking & Entering (998P)	2												
Larceny (2399)	5												
Retail Fraud (3073)	2												
Bad Checks (2693)	0												
Credit Card Fraud (2605)	0												
Forgery (2589)	0												
Identity Theft (2609)	0												
Malicious Destruction of Property (2901)	1												
Stolen Vehicle / UDAA (2404 & 2411)	2												
Property Crimes Total	12	0	0	0	0	0	0	0	0	0	0	0	
Domestic Assault (994D)	8												
Assault & Battery (1313)	2												
Personal Crimes Total	25	0	0	0	0	0	0	0	0	0	0	0	
Calls for Service	456												
Reports Taken(using the reported on date)	67												
Traffic Contacts (933a, 933b & 5403)	78												
OWI (8041 & 8042)	1												
Traffic Total	79	0	0	0	0	0	0	0	0	0	0	0	

There is an attached year-end review in this packet for your review. We collected data from two separate collection systems. One is the Computer Aided Dispatch (CAD) numbers from calls the County Central Dispatch receives and dispatches us to, and the other is our internal Records Management System (RMS) where we generate reports based on those dispatched calls. Let us know have any questions upon review. We continue to focus on areas of concern through targeted patrols. Training is also a priority for the department, continued individual growth strengthens the We were able to earn our Accreditation status after our hearing with the Michigan Law Enforcement Accreditation Commission; they will attend the March 23rd Council Meeting for a presentation. There are currently 98 MLEAC accredited agencies in the State of Michigan, including us, we are very proud of our team.

EATON COUNTY 911

Events by Nature Code by Agency

Agency: GLPD, Event date/Time range: 01/01/2026 00:00:00 - 01/31/2026 23:59:59

Agency Code	Nature Code	Rpt Only	Self Init	CFS	Total	% Total	Avg Disp Time	Avg Resp Time	Avg Scene Time	Total Call Time	Avg Call Time
GLPD	911 ABANDONED	0	0	1	1	0%	0:00:28	0:07:13	0:01:36	0:09:17	0:09:17
	911 UNKNOWN CALL	0	0	10	10	2%	0:01:55	0:05:11	0:22:13	4:31:58	0:27:12
	ALARM ALL	0	1	12	13	3%	0:02:23	0:04:56	0:05:47	2:21:16	0:10:52
	ARGUMENT OR VERBAL ALTERCATION	0	0	2	2	0%	0:01:23	0:04:06	0:13:07	0:37:13	0:18:37
	ASSAULT	0	0	2	2	0%	0:12:03	0:08:23	0:55:54	2:32:39	1:16:20
	ASSIST CITIZEN	0	2	22	24	5%	0:06:13	0:08:12	0:22:06	9:49:17	0:24:33
	ASSIST OTHER POLICE DEPT	0	0	1	1	0%	0:32:50	0:15:23	0:20:01	1:08:14	1:08:14
	ASSIST PROTECTIVE SERVICES	0	1	1	2	0%	0:02:15	0:03:53	0:37:46	0:52:38	0:26:19
	AUTOMATIC CRASH NOTIFICATION	0	0	1	1	0%	0:00:00	0:02:18	1:54:31	1:56:49	1:56:49
	BREAKING AND ENTERING	0	0	2	2	0%	0:04:23	0:04:34	0:20:55	0:59:42	0:29:51
	BREATHALYZER TEST	0	0	2	2	0%	0:07:46	0:18:17	0:18:40	1:11:09	0:35:35
	CARDIAC OR RESP ARREST	0	0	1	1	0%	0:00:07	0:04:52	5:39:37	5:44:36	5:44:36
	CHECK WELLBEING	0	1	16	17	4%	0:05:40	0:19:41	0:31:36	14:34:48	0:51:28
	CIVIL COMPLAINT	0	1	11	12	3%	0:04:00	0:06:54	0:10:31	3:53:16	0:19:26
	CRIMINAL SEXUAL CONDUCT REPORT	0	0	1	1	0%	0:07:36	0:11:33	1:24:37	1:43:46	1:43:46
	DISORDERLY PERSON OR SUBJECT	0	0	4	4	1%	0:01:42	0:02:54	0:23:58	1:54:19	0:28:35
	DOMESTIC DISPUTE	0	0	8	8	2%	0:02:32	0:04:35	0:44:17	6:51:14	0:51:24
	EMS ASSIST	0	0	4	4	1%	0:00:12	0:05:08	0:27:55	2:13:02	0:33:16
	FIRE DEPT ASSIST	0	0	1	1	0%	0:00:05	0:01:17	1:39:00	1:40:22	1:40:22
	FOLLOWUP OF ANY KIND	0	16	6	22	5%	0:03:39	0:05:45	0:17:22	6:30:31	0:17:45
	FOUND PROPERTY	0	1	0	1	0%	0:00:00	0:00:00	0:06:04	0:06:04	0:06:04
	FRAUD RETAIL EMBEZZLEMENT	0	0	2	2	0%	0:03:17	0:00:00	0:00:00	0:49:01	0:24:31

Agency Code	Nature Code	Rpt Only	Self Init	CFS	Total	% Total	Avg Disp Time	Avg Resp Time	Avg Scene Time	Total Call Time	Avg Call Time
	INDECENT EXPOSURE	0	0	1	1	0%	0:03:30	0:10:46	0:13:12	0:27:28	0:27:28
	LARCENY	0	0	5	5	1%	0:03:03	0:05:30	2:48:06	4:51:13	0:58:15
	LOCKOUT	0	0	6	6	1%	0:01:25	0:08:59	0:21:01	3:08:28	0:31:25
	LOST PROPERTY	0	0	1	1	0%	0:04:39	0:07:57	0:58:29	1:11:05	1:11:05
	LOUD NOISE	0	0	5	5	1%	0:02:26	0:06:53	0:11:20	1:43:15	0:20:39
	MDOP	0	0	1	1	0%	0:01:38	0:00:00	0:00:00	0:11:19	0:11:19
	MENTAL SUBJECT	0	0	2	2	0%	0:02:49	0:06:47	0:01:45	0:31:17	0:15:39
	MISCELLANEOUS INCIDENT	0	4	1	5	1%	0:00:00	0:00:00	0:41:56	2:57:55	0:35:35
	MISSING PERSON	0	1	1	2	0%	0:02:01	0:00:00	0:09:09	0:57:42	0:28:51
	MOTORIST ASSIST	0	3	2	5	1%	0:00:29	0:06:13	0:35:14	3:10:30	0:38:06
	OPEN DOOR	0	2	2	4	1%	0:02:20	0:06:40	0:14:53	1:17:33	0:19:23
	OPERATING WHILE IMPAIRED	0	0	1	1	0%	0:00:00	0:00:00	0:00:00	0:21:22	0:21:22
	PARKING VIOLATIONS	0	13	2	15	3%	0:03:12	0:06:00	0:05:12	2:20:11	0:09:21
	PERSONAL INJURY CRASH	0	0	2	2	0%	0:01:52	0:03:14	0:37:25	1:25:02	0:42:31
	PRIVATE PROPERTY DAMAGE CRASH	0	0	4	4	1%	0:03:22	0:08:05	0:16:44	1:52:46	0:28:12
	PROPERTY CHECK	0	105	1	106	23%	0:00:05	0:09:29	0:03:57	7:12:01	0:04:05
	PROPERTY DAMAGE CRASH	0	5	9	14	3%	0:01:40	0:05:04	1:01:46	15:27:03	1:06:13
	PROPERTY DAMAGE HIT AND RUN	0	2	4	6	1%	0:01:52	0:05:10	0:17:34	3:35:21	0:35:54
	PUBLIC RELATIONS	0	4	0	4	1%	0:00:01	0:00:00	0:14:45	0:59:03	0:14:46
	STOLEN VEHICLE	0	0	2	2	0%	0:03:49	0:10:49	0:08:29	0:27:44	0:13:52
	SUBPOENA SERVICE	0	1	0	1	0%	0:00:01	0:00:00	0:20:11	0:20:12	0:20:12
	SUICIDAL THRT OR ATTEMPT	0	0	2	2	0%	0:05:56	0:04:15	0:24:56	1:10:15	0:35:08
	SUSPICIOUS SITUATION	0	0	20	20	4%	0:03:45	0:07:53	0:18:34	9:04:48	0:27:14
	SUSPICIOUS SUBJECT	0	0	1	1	0%	0:03:41	0:10:20	0:42:52	0:56:53	0:56:53
	SUSPICIOUS VEHICLE	0	3	2	5	1%	0:01:31	0:05:44	0:03:36	0:34:06	0:06:49
	TELEPHONE HARASSMENT	0	0	1	1	0%	0:30:04	0:04:32	0:48:12	1:22:48	1:22:48
	THREATS	0	0	1	1	0%	0:04:54	0:00:00	0:00:00	0:32:14	0:32:14

Agency Code	Nature Code	Rpt Only	Self Init	CFS	Total	% Total	Avg Disp Time	Avg Resp Time	Avg Scene Time	Total Call Time	Avg Call Time
	TRAFFIC HAZARD	0	2	3	5	1%	0:01:54	0:06:48	0:01:52	0:37:17	0:07:27
	TRAFFIC STOP	0	68	0	68	15%	0:00:01	0:06:44	0:12:20	14:06:39	0:12:27
	TRAFFIC VIOLATION	0	0	5	5	1%	0:02:31	0:10:58	0:02:25	0:57:16	0:11:27
	UNKNOWN PROBLEM	0	0	1	1	0%	0:01:06	0:04:13	0:11:44	0:17:03	0:17:03
	UNWANTED SUBJECT	0	1	4	5	1%	0:01:28	0:05:03	0:22:32	2:18:41	0:27:44
	VACATION CHECK	0	12	0	12	3%	0:00:01	0:00:00	0:02:40	0:32:05	0:02:40
	VEHICLE INSPECTION	0	0	1	1	0%	0:02:11	0:11:43	0:04:24	0:18:18	0:18:18
	WARRANT ATTEMPT PICKUP	0	1	3	4	1%	0:03:24	0:07:59	0:40:44	2:47:24	0:41:51
	Subtotals for No Summary Code	0	250	206	456	100%	0:03:50	0:07:13	0:34:15	162:15:28	0:38:56
	Subtotals for GLPD	0	250	206	456	100%	0:03:50	0:07:13	0:34:15	162:15:28	0:38:56

GRAND LEDGE POLICE DEPARTMENT 2025 ANNUAL REPORT



Ron Erickson, Chief
310 Greenwood St
Grand Ledge, MI
48837
Phone: 517-627-2115

MISSION, VISION
and
VALUES
STATEMENTS

Mission Statement

To use every resource available to make Grand Ledge residents safe in their businesses and homes.

Vision Statement

In policing, like any organization, the actions of its employees and its method of operation should always be based on a common vision of how that organization operates. The Grand Ledge Police Department bases its operations on the Vision Statement Police and Community building together.

Values

- **Integrity:** This is the foundation of community trust; therefore, we will conduct ourselves in an honest, consistent, ethical, and uncompromising manner.
- **Courage:** Selfless devotion to duty; acting in the face of danger and having the mental or moral strength to persevere.
- **Professionalism:** We hold ourselves to a higher level of standard in our ethical behavior, competence, communication skills, and accountability to keep the respect and trust of those we serve.
- **Leadership:** We entrust our members to lead ethically and responsibly within our organization and in the community.
- **Justice:** We will serve our community in an unbiased manner by treating every person fairly and impartially with concern and compassion to reduce crime and the fear of crime within our community, while applying equal protection to all under the law.

Policing Philosophy

Being safe and feeling safe requires combining different policing approaches. These approaches are reflected in the two-pronged approach of our department's community policing philosophy, Community Building and Law enforcement:

- **Community Building:** Working with communities to identify the quality-of-life issues in the community, which could lead to crime; and using government and community resources to address those issues.
- **Law Enforcement:** Educating the community about the requirements of the law; enforcing the law and investigating violations of law.

MESSAGE TO THE COMMUNITY FROM CHIEF ERICKSON:

On behalf of the men and women who protect the citizens and visitors of Grand Ledge, I am proud to present to you the 2025 Grand Ledge Police Department Annual Report. Over the past year, our focus has remained clear; strengthening partnerships within our community and earning the trust and confidence of everyone we serve.

One of the best ways to earn such trust has been to achieve Accreditation through the Michigan Law Enforcement Accreditation Commission (MLEAC) which operates as a part of the Michigan Association of Chiefs of Police (MACP). This is a voluntary accreditation process that focuses on excellence and accountability in critical areas like use of force, training, internal affairs, and self-assessment. Our department complies with 108 best practice standards that are focused on high risk and high liability areas of law enforcement operations. Following our on-site assessment in December of 2025, we were recommended to the commission for accreditation- an achievement that reflects our commitment to our professionalism and continued improvement.

Officer training and professional development have remained top priorities. In addition to meeting all requirements set forth by the Michigan Commission on Law Enforcement Standards (MCOLES), we have expanded training opportunities across multiple disciplines to strengthen both individual performance and organizational readiness. Investing in our personnel increases our quality of service but also ensures a strong succession plan.

Traffic Safety remained a focus for us in 2025 and will continue this initiative moving forward. Through proactive enforcement and community engagement our goal is to make the roads safer. While enforcement is essential, education remains as important. We will continue to promote safe driving behaviors of all motorists to improve roadway safety.

Our partnership with the Grand Ledge School District is a foundation of our community policing efforts. The School Resource Officer (SRO) program demonstrates our commitment to maintaining a safe and supportive learning environment. Our school resource officers and patrol officers work diligently with the administration, staff, students, and families to enhance positive relationships.

I am proud of the progress we have made throughout the past twelve months. Our dedication to professionalism and integrity reflects the values of this department. We look forward to continuing to serve the community of Grand Ledge with excellence in 2026 and beyond.

-Ron Erickson, Chief of Police

PERSONNEL

Department Roster - December 31, 2025

Erickson, Ron	Chief
Juras, David	Lieutenant
Gatewood, Anthony	Detective Sergeant
Heyl, Eugene	Sergeant
Read, Sean	Sergeant
Fewer, Jill	Officer
Brown, Arianna	Officer (SRO)
Morrison, Art	Officer
Schneider, Zach	Officer
Murdock, Sara	Officer (K9)
Czaika, Terra	Officer (SRO)
Walker, Chris	Officer
Scheid, Nicole	Officer
Marshall, Chelsea	Officer
McCready, Andrew	Front Desk Officer

Dear Members of the City Council,

I am pleased to present the Grand Ledge Police Department's (GLPD) Annual Report for the calendar year 2025. This report provides an overview of our operations, crime statistics, arrests, citations, and emerging trends, drawing from data compiled throughout the year.

The Eaton County Central Dispatch (ECCD) received and dispatched the Grand Ledge Police Department to a total of 5,335 calls for service in 2025. In 2024 we were dispatched to 4,178 calls. This was a 27.7% increase in general calls for service. In 2025, the Grand Ledge Police Department managed 135 traffic crash reports compared to 139 in 2024, a 3.6% decrease.

Overall, 2025 saw an increase in total reported criminal offenses (from 426 in 2024 to 693 in 2025), primarily by higher volumes in non-violent Part II crimes. Part I crimes (serious offenses) experienced a slight decline (from 57 to 54), reflecting effective community policing and targeted enforcement efforts. There were 211 cases cleared by arrest, indicating initiative-taking responses to violations.

These trends underscore our commitment to public safety amid growing community needs. We continue to prioritize collaboration with residents, schools, and regional partners to address root causes of crime. Looking ahead, we will focus on enhancing mental health resources, traffic safety initiatives, and youth outreach to sustain positive momentum.

Crime Statistics Overview

Crime data is categorized into Part I (serious crimes such as homicide, assault, robbery, and theft) and Part II (less serious offenses including fraud, vandalism, and disorderly conduct). The following tables summarize key changes from 2024 to 2025, based on reported offenses.

Part I Crimes

Part I crimes represent the most severe offenses and are a key benchmark for community safety. In 2025, total Part I offenses decreased by 5.3% (from 57 to 54). Notable changes include:

Description (Examples)	2024 Count	2025 Count	Change
CSC 1st Degree	2	2	0%
CSC 3rd Degree	3	0	-100%
CSC 1st Degree	0	1	New
CSC 3rd Degree	1	1	0%
Robbery	1	0	-100%
Aggravated Assault	11	8	-27.30%
Arson	0	1	New
Burglary - Forced Entry	5	3	-40%
Burglary - Forced Entry (Residence)	1	0	-100%
Larceny - Purse Snatching	0	1	New
Larceny - Theft from Building	1	4	300%
Larceny - From Motor Vehicle	9	6	-33.30%
Larceny (Other)	18	17	-5.60%
Motor Vehicle Theft	2	5	150%
Retail Fraud	3	5	66.70%
Totals:	57	54	-5.30%

The decline in aggravated assaults and burglaries suggests success in preventive measures, such as increased patrols in residential areas and community awareness programs. However, rises in motor vehicle thefts and larceny from buildings highlight emerging risks, possibly linked to economic pressures or opportunistic crimes. Sexual assault cases remained stable but continue to be a priority, with enhanced training for officers in victim-centered investigations.

Part II Crimes

Part II crimes encompass a broader range of offenses and increased by 8.5% (from 234 to 254). This uptick reflects higher reporting of non-violent incidents, potentially due to improved public trust and outreach. Key changes:

Description (Examples)	2024 Count	2025 Count	Change
CSC 2nd Degree	0	1	New
CSC 4th Degree	3	1	-66.70%
Simple Assault	38	66	73.70%
Intimidation/Stalking	15	10	-33.30%
Motor Vehicle - Unauthorized Use	4	5	25%
Forgery/Counterfeiting	4	3	-25%
Fraud - False Pretense/Swindle	9	5	-44.40%
Fraud - Credit Card/ATM	1	3	200%
Fraud - Impersonation	5	5	0%
Fraud - Wire	4	3	-25%
Fraud - Identity Theft	6	6	0%
Embezzlement	2	3	50%
Stolen Property	1	2	100%
Damage to Property	19	27	42.10%
Narcotics Violations	24	24	0%
Obscene Material	7	2	-71.40%
Family - Abuse/Neglect	12	13	8.30%
Liquor Violations	2	2	0%
Obstructing Police	7	7	0%
Obstructing Justice	11	12	9.10%
Weapons Offenses	4	6	50%
Disorderly Conduct	9	1	-88.90%
Public Peace (Other)	4	5	25%
OUI/DUI	14	14	0%
Health and Safety	2	2	0%
Trespass	7	1	-85.70%
Smuggling	0	1	New
Conservation	1	1	0%
Animal Cruelty	1	2	100%
Miscellaneous Criminal	8	21	162.50%
Totals	234	254	8.50%

The rise in simple assaults (73.7%) may correlate with increased domestic and school-related incidents, as evidenced by offense summaries. Property damage also increased, often tied to vandalism or disputes. Fraud cases shifted toward credit card and identity theft, aligning with national cybercrime trends. Declines in stalking, obscenity, disorderly conduct, and trespassing indicate effective de-escalation training and community partnerships. Narcotics and OUI remained stable.

Traffic Safety

Category	2024 Count	2025 Count	Change	% Change
Speeding (Violation of Basic Speed)	38	43	+5	+13.16%
OUI / DUI (Intoxicating Liquor)	6	10	+4	+66.7%
Hit & Run (Failed to Stop/Identify)	4	8	+4	+100.0%
Marijuana / Cannabis Possession	3	4	+1	+33.3%
Obstruct (Other)	9	2	-7	-77.8%
Tobacco / Smoking Violations (combined youth-related)	2	14	+12	+600.0%
Liquor Violations (various)	4	2	-2	-50.0%
Total Citations	355	442	+87	+24.5%

These efforts contributed to fewer serious accidents, though hit-and-run incidents increased slightly (from 4 to 8).

The GLPD remains dedicated to maintaining a safe, healthy Grand Ledge. While 2025 presented challenges with increased minor offenses and enforcement actions, our approach has yielded measurable improvements in serious crime rates. We appreciate the City Council's ongoing support and look forward to continued collaboration in 2026. Please contact me with any questions.

Respectfully submitted,

Ron Erickson
 Police Chief
 Grand Ledge Police Department

Zoning Administrator Report January 2026

General Activities:

- **Permits/Zoning Approvals:**

Building permits: 3

- **Code Enforcement:**

Violations notices: 11 new and 7 final

Posted notices at 9 locations for snow covered sidewalks

Removed 12 signs from the public right-of-way

Zoning Board of Appeals:

The Zoning Board of Appeals did not meet in January 2026.

Planning Commission:

At its January 8, 2026 meeting, the Planning Commission voted unanimously to refer the draft master plan to the City Council for authorization to distribute the Plan for review by various agencies and surrounding municipalities as required by the Michigan Planning Enabling Act. The Council approved the distribution at its January 26, 2026, meeting.

The Commission did not meet in February.

Other:

A revised site plan for a parking lot expansion and new driveway on the property south of Eaton Bank on S. Clinton Street has been received. The driveway will lead from Edwards Street, behind the Bank, to the improved parking lot. Since this project does not involve any new building construction, it is being reviewed and approved entirely at the administrative level.

To: City Council

From: Kurt Ristow, Public Works Superintendent

Date: 2/17/2026

Re: Mowing and Maintenance Services

Background: On December 1, 2025, the City of Grand Ledge issued a request for sealed bid proposals for mowing and maintenance services at Oakwood Cemetery, City-owned parks, and various City parcels. Bids were due on January 28, 2026.

A total of nine companies submitted proposals. Three proposals were deemed non-responsive and disqualified for failing to acknowledge the issued addenda. The addenda included additional scope items, specifically fall leaf collection services and additional mowing locations identified by staff that were not included in the original RFP. The budgetary figure is based on a typical season of 26 mowings.

The remaining firms properly acknowledged the addenda and submitted pricing that reflected the revised scope of services.

Financial Impact:

Oakwood Cemetery- **\$953.50** per mow/ **\$24,791.00** per season based on 26 mows.

City Parcels- **\$1,390.00** per mow/ **\$36,140.00** per season based on 26 mows.

City Parks & Greenspaces- **\$1,240.00** per mow/ **\$32,240.00** per season based on 26 mows.

Recommendation:

After conducting reference checks and soliciting and reviewing contractor equipment lists staff recommends approving the mowing and maintenance contracts to the lowest responsible bids as follows:

Oakwood Cemetery- Woodbury Lawn and Snow, LLC, in the estimated amount of **\$24,791.00/\$953.50** per mow.

City Parcels- Lansing Real Green Lawn Care in the estimated amount of **\$36,140.00/\$1,390.00** per mow.

City Parks & Greenspaces- Lansing Real Green Lawn Care in the estimated amount of **\$32,240.00/\$1,240.00** per mow.

Attachments: Bid Tabulation

Grand Ledge City Council Resolution # _____ of 2026

**A Resolution to Approve a Bid Award and Authorize a Contract for
Oakwood Cemetery Grounds Maintenance with Woodbury Lawn
Snow, LLC.**

A resolution adopted by the Grand Ledge City Council, at a regular meeting held on Monday, 23 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, bids were sought and received by the City, and reviewed by staff, for Oakwood Cemetery grounds maintenance; and

Whereas, staff recommends awarding the bid for Oakwood Cemetery grounds maintenance to Woodbury Lawn Snow, LLC;

Now, Therefore, It Is Resolved:

1. The City approves a bid and authorizes a contract Oakwood Cemetery grounds maintenance with Woodbury Lawn Snow, LLC, as attached
2. The City directs the City Manager and Finance Director / Treasurer to appropriate the funds necessary to implement said bid 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 and contract on behalf of the City; to do any other act(s) or thing(s) which shall be necessary to implement said bid 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 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, 23 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




Bidders Proposal City of Grand Ledge

2026 Oakwood Cemetery 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. Contractors 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)	\$ 953. <u>50</u>
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This bid is submitted in response to the City of Grand Ledge RFP for 2026 Oakwood Cemetery Mowing & Maintenance Services by:	
Business Name	WOODBURY LAWN SNOW, LLC
Authorized Signature	
Print Name	CURTIS ANTCLIFF, MEMBER
Title	MEMBER
Business Address	4459 W. GRAND RIVER RD. OWOSSO, MI 48867
Business Phone	517.927.5956
Date	01/27/2026

RECEIPT OF RFP AND ADDENDUM 1



1. Eligibility Statement

Woodbury Lawn Snow, LLC meets and exceeds the eligibility requirements outlined in this RFP. The company has more than five (5) years of satisfactory experience providing commercial lawn maintenance services of similar scope and complexity, including routine mowing, trimming, edging, debris removal, and seasonal grounds maintenance.

As an independent, family-owned and operated business, Woodbury Lawn Snow, LLC certifies that it is fully compliant with all applicable federal, state, and local laws and regulations. The company employs eight (8) full-time employees and maintains all required business registrations, permits, licenses, and insurance coverage necessary to perform the services described in this contract. Proof of insurance and all required documentation are included within the bid packet.

2. Corporate Profile

Woodbury Lawn Snow, LLC is a family-owned and operated commercial lawn maintenance contractor serving municipal and commercial clients throughout Mid-Michigan. Established in 2019, the company has built its reputation on reliability, consistent service, and professional property maintenance.

With a staff of eight (8) full-time employees, our company is structured to provide dependable service with dedicated crews and direct management oversight. We utilize commercial-grade equipment and proven maintenance practices to ensure properties are maintained to a high standard.

Woodbury Lawn Snow, LLC is well qualified to provide services for the City of Grand Ledge due to our experience with municipal and large-scale properties, our emphasis on safety and compliance, and our ability to meet scheduled service requirements. An equipment list detailing our owned and maintained machinery is included within the bid packet.

3. Relevant Experience & References

Woodbury Lawn Snow, LLC has demonstrated experience providing commercial lawn maintenance services comparable to those requested in this RFP. This includes ongoing maintenance of municipal properties, commercial facilities, and multi-site locations requiring consistent scheduling and professional execution.

Our experience demonstrates the ability to:

- Maintain large turf areas efficiently and consistently
- Meet defined service schedules and seasonal demands
- Operate safely in public and high-traffic environments
- Communicate effectively with municipal representatives

Client references demonstrating similar scope and performance include:

- **St. Isidore Catholic Church**
Fr. Rev. Anthony Brooks
Phone: 517-651-6722
- **City of Owosso, Michigan**
Tanya Buckelew
Phone: 989-725-0540
- **UAW Region 1D**
Becky Baskerville
Phone: 517-372-7201

Supporting documentation, including proof of insurance, and a detailed equipment list, is included within this bid packet.

Thank you for your time and consideration.

Curtis Antcliff
Member

Woodbury Lawn Snow, LLC

Owned Vehicles and Equipment

2021 Ford F-450 Work Truck
2025 Ford F-350 Work Truck
2009 Ford F-350 Work Truck
2015 Ford F-250 Work Truck
2017 Ford F-350 Work Truck
2023 Chevrolet 1500 Work Truck
2010 Ford E-350 Work Van
2022 John Deere Gator 4x2
2014 Honda Pioneer 700 4x4
2018 Boss Commercial V-Plow 9'2"
2025 SnowEx Commercial V-Plow 8'2"
2025 SnowEx Commercial V-Plow 8'2"
2022 SnowEx Commercial V-Plow 8'2"
2022 SnowEx Commercial V-Plow 8'2"
2023 SnowEx Commercial Power Plow 8'2"
2022 SnowEx Salt Spreader 2.5yd
2023 SnowEx Salt Spreader 2.5yd
2025 SnowEx Salt Spreader 4.0yd
2023 Boss Sidewalk Snowraider
2025 Boss Sidewalk Snowraider
2014 Sure-Trac 14' Landscape Trailer
2022 10' Enclosed Trailer
2023 16' Legend Landscape Trailer
2021 20' Enclosed Trailer
2024 PJ 14' Dump Trailer
2018 John Deere 5055 Loader Tractor
2022 Frontier FM-41 15' Pull Behind Finish Mower
2024 BadBoy Commercial 72" Zero Turn
2024 BadBoy Commercial 72" Zero Turn
2023 BadBoy Commercial 62" Zero Turn
2024 BadBoy Commercial 62" Zero Turn
2024 BadBoy Commercial 62" Zero Turn
2024 BadBoy Commercial 62" Zero Turn
2024 BadBoy Commercial 48" Zero Turn
RedMax Commercial Weedwacker BCZ260TS
RedMax Commercial Weedwacker BCZ260TS
RedMax Commercial Weedwacker BCZ260TS
RedMax Commercial Weedwacker BCZ260TS
RedMax Commercial Weedwacker BCZ260TS
RedMax Commercial Weedwacker BCZ260TS
RedMax Commercial Weedwacker BCZ260TS
RedMax Commercial Weedwacker BCZ260TS
RedMax Commercial Edger HEZ3060S
RedMax Commercial Edger HEZ3060S
RedMax Commercial Edger HEZ3060S
RedMax Commercial Backpack Blower EBZ9560RH
RedMax Commercial Backpack Blower EBZ9560RH
RedMax Commercial Backpack Blower EBZ9560RH
RedMax Commercial Backpack Blower EBZ9560RH
RedMax Commercial Backpack Blower EBZ9560RH
Stihl Chainsaw
Stihl Chainsaw
Stihl Chainsaw
Stihl Pole Saw
Stihl Hedge Trimmer
BillyGoat Commercial Leaf Vac
Adequate Safety and Hazard Equipment for each
Apparatus and Employee



REQUEST FOR PROPOSALS

2026 CITY OF GRAND LEDGE

OAKWOOD CEMETERY MOWING & MAINTENANCE SERVICES

DATE:	December 1, 2025
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PROPOSAL DUE DATE & BID OPENING:

Wednesday, January 28, 2026, at 1:00 P.M.

PROPOSAL DELIVERY LOCATION:

City of Grand Ledge
ATTN: Kurt Ristow, Public Works Superintendent
310 Greenwood Street, Grand Ledge, Michigan 48837

CONTACT:

Kurt Ristow, Public Works Superintendent
517-627-2149
kristow@cityofgrandledge.com

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Request for Proposal (RFP)

2026 CITY OF GRAND LEDGE – OAKWOOD CEMETERY MOWING & MAINTENANCE SERVICES

Introduction:

The City of Grand Ledge is requesting sealed bid proposals for mowing and maintenance services at Oakwood Cemetery. The contractor will be engaged as an independent business and should be currently involved 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 & Bid Opening	Wednesday, January 28, 2026, at 1:00 P.M.
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 Oakwood Cemetery Mowing & Maintenance Services." Or RFP responses may be emailed as one (1) document saved as a PDF to kristow@cityofgrandledge.com with "RFP – 2026 Oakwood Cemetery Mowing & Maintenance Services" in the subject line.

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

Kurt Ristow, Public Works Superintendent
310 Greenwood Street, Grand Ledge, Michigan 48837
517-627-2149 | kristow@cityofgrandledge.com

The bidding 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 (5) 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 services requested for the City of Grand Ledge.
3. **Experience:** Provide evidence of similar experience that demonstrates your ability to successfully provide the services being 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 Oakwood Cemetery. 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, lawn mowing, and grounds maintenance will include the following tasks at a minimum:
 1. Maintain the cemetery's appearance by raking, mowing, and trimming as necessary to maintain the cemetery in a condition which will be acceptable to the City of Grand Ledge. Grass and weeds will be maintained at a height of three (3) inches.
 2. Areas adjacent to headstones are to be trimmed; grass clippings are to be safely removed from the monument and foundation areas at each mowing, without damage to monuments
 3. Trim and remove tree limbs and other landscaping as necessary to ensure a safe and attractive environment.
Note: Significant tree maintenance and tree and/or stump removal services are not part of this contract.
 4. Remove and dispose of all litter and trash from Cemetery grounds.
 5. Inform the Public Works Superintendent of any problems or concerns encountered.
 6. Special attention should be given to maintaining the cemetery in a safe condition.
 7. See Attachment A – Oakwood Cemetery: Property Boundaries & Location
- B. Oakwood Cemetery 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; Cemetery maintenance is to be performed on a regular basis to maintain the grounds as outlined in the specifications.
- B. The City of Grand Ledge intends to regularly monitor the appearance and general condition of Oakwood Cemetery. Any area 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 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 Oakwood Cemetery 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 interests 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 with 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 and Public Works Superintendent
- 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 people, 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 the 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 shall 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 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 the removal of the individual and employer from the project and they will be held liable for any damages 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.

1. 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: Non-routine maintenance costs exceeding \$2,000.00 must be approved by the Public Works Superintendent PRIOR to any service being performed. Payment will not be made under this contract for such services unless prior approval is obtained.

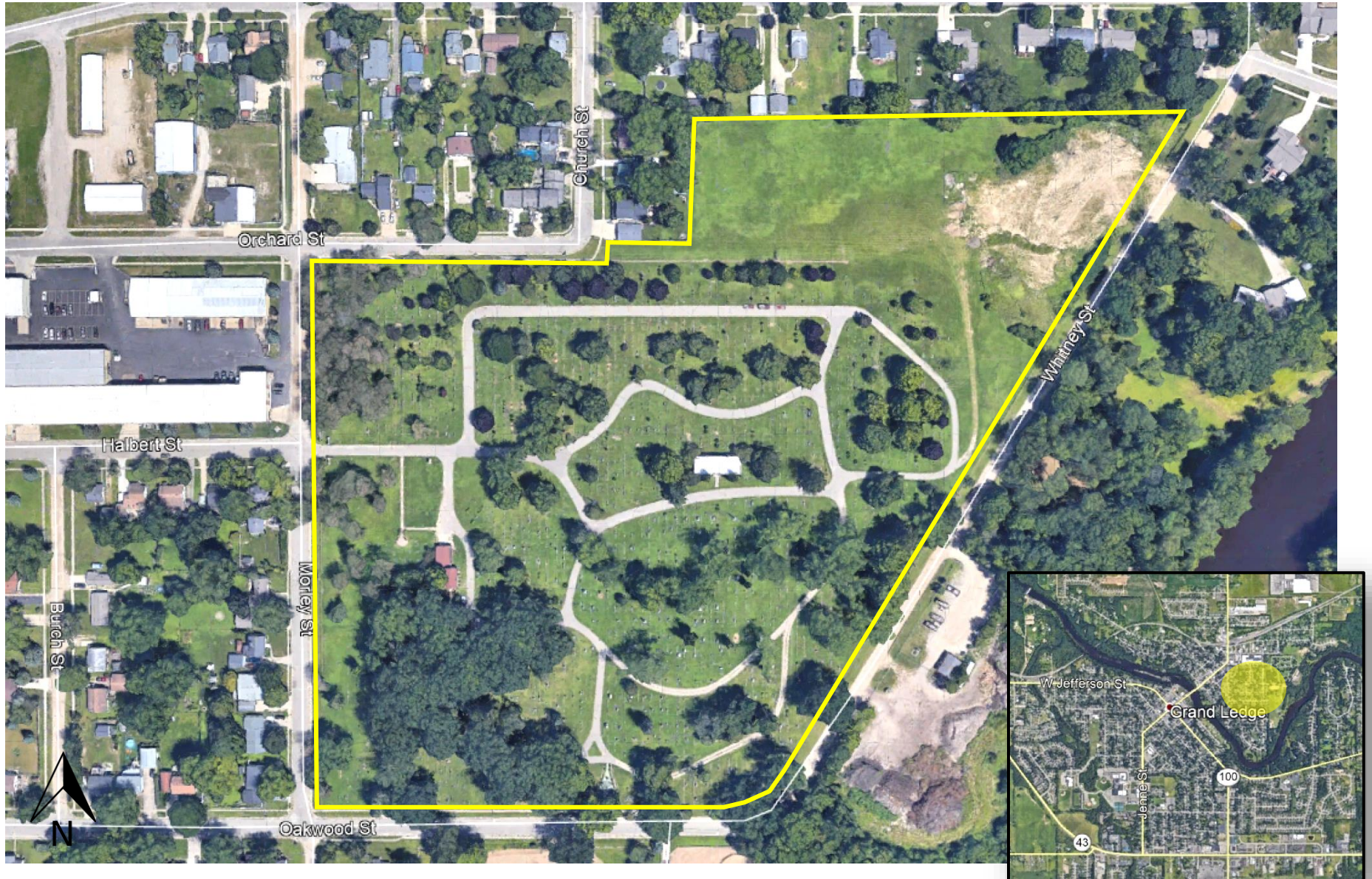
Existing Conditions:

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 - Oakwood Cemetery: Property Boundaries & Location

Estimated Acreage: 20.36





Bidders Proposal
City of Grand Ledge
2026 Oakwood Cemetery 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. Contractors 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)	\$
----	--	----

This bid is submitted in response to the City of Grand Ledge RFP for 2026 Oakwood Cemetery Mowing & Maintenance Services by:	
Business Name	
Authorized Signature	
Print Name	
Title	
Business Address	
Business Phone	
Date	

ADDENDUM NO. 1

CITY OF GRAND LEDGE

Request for Proposals – OAKWOOD CEMETERY MOWING MAINTENANCE

Date Issued: December 1, 2025

Subject: ADDITION OF FALL LEAF COLLECTION

Purpose:

This Addendum forms part of the Request for Proposals (RFP) issued on December 1, 2025, for Oakwood Cemetery Mowing Maintenance by adding requirements for fall leaf collection within the cemetery grounds.

1. Scope Addition – Fall Leaf Collection

The Contractor shall provide **fall leaf collection services** within all maintained areas of the cemetery. These services are to be performed in addition to mowing and grounds maintenance activities outlined in the original RFP.

2. Leaf Collection Requirements

a. Seasonal Period:

Leaf collection shall take place during the fall season, generally between **[October 15 through December 15]**, or as otherwise directed by the City.

b. Methods of Collection:

Contractor shall rake, blow, vacuum, or otherwise gather fallen leaves from all turf areas, grave sites, road edges, landscaped areas, and any other maintained portions of the cemetery.

c. Leaf Disposal Location:

All collected leaves shall be transported and deposited at the **designated leaf disposal area within the cemetery**, as specified by City staff.

The Contractor **shall not remove leaves from the cemetery property** unless specifically instructed by the City.

d. City Collection:

City staff will handle the final removal and disposal of leaves from the designated leaf disposal area. The contractor is only responsible for gathering and transporting leaves to this location.

3. Frequency

Leaf collection shall be performed as needed throughout the fall season to maintain the cemetery's appearance and prevent excessive leaf accumulation. The City reserves the right to request additional leaf collection visits as conditions require.

4. Compensation

Payment for fall leaf collection services will be included in the Contractor's proposal pricing. Contractors shall itemize costs for this service as a separate line item in their proposal response.

5. All Other Terms Unchanged

Except as modified by this Addendum, all terms, conditions, and specifications of the original RFP remain in full force and effect.

NOTE: Bidders must acknowledge receipt of Addendum No. 1 in their proposal submission.

Grand Ledge City Council Resolution # _____ of 2026

**A Resolution to Approve a Bid Award and Authorize a Contract for
City-Owned Parcels Grounds Maintenance with Lansing Real Green
Lawn Care, Inc.**

A resolution adopted by the Grand Ledge City Council, at a regular meeting held on Monday, 23 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, bids were sought and received by the City, and reviewed by staff, for City-owned parcels grounds maintenance; and

Whereas, staff recommends awarding the bid for City-owned parcels grounds maintenance to Lansing Real Green Lawn Care, Inc.;

Now, Therefore, It Is Resolved:

1. The City approves a bid and authorizes a contract City-owned parcels grounds maintenance with Lansing Real Green Lawn Care, Inc., as attached
2. The City directs the City Manager and Finance Director / Treasurer to appropriate the funds necessary to implement said bid 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 and contract on behalf of the City; to do any other act(s) or thing(s) which shall be necessary to implement said bid 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 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, 23 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



Bidders Proposal

City of Grand Ledge

2026 Mowing & Maintenance: City Parcels and Parks/Greenspaces

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.

This proposal submission is for (*check one*): City-Owned Parcels
 City Parks/Greenspaces
 Both City Parcels and Parks/Greenspaces

A.	Cost per mowing (includes all items included in specifications) CITY PARCELS	\$ 1,390.00
B.	Cost per mowing (includes all items included in specifications) PARKS/GREENSPACES	\$ 1,240.00

This bid is submitted in response to the City of Grand Ledge RFP for 2026 Mowing & Maintenance: City Parcels and Parks/Greenspace by:	
Company Name:	Lansing Real Green Lawn Care
Authorized Signature:	
Print Name:	Crystal Gomez-Johnson
Title	President
Business Address	7845 E Vermontville Hwy , Dimondale, MI 48821
Business Phone	517-887-4989
Date:	January 27, 2026



Real Green

Lawn Care & Landscaping

<u>Type of Equipment/QTY</u>	<u>Manufacturer</u>	<u>Model/year/size</u>
TRUCK - FULL SIZE 4X4 (7)	GMC	SIERRA/2016/2500 HD
TRUCK - FULL SIZE 4X4 (7)	CHEVY	SILVERADO/2008/2500 HD
TRUCK - W/ LANDSCAPE BODY AND DOVE TAIL (8)	GMC	C5500/2005-2006
TRUCK - W/LANDSCAPE BODY AND DOVE TAIL (4)	ISUZU	2010
DUMP TRUCK (4)	FORD F450 AND FORD F550	2003 AND 2005 12 CUBIC YARD CAPACITY
ENCLOSED TRAILER (1)	UNITED EXPRESS	20FT/2014
TRAILER (2) - 20 FT TANDEM AXLE 14,000 GVW 2015		
DUMP TRAILER (1) - 16 FT TANDEM AXLE DUMP TRAILER W/6FT SIDES 2018		
SKID STEER/TRACTOR TRAILER (1) - 20 FT TANDEM AXLE		
TRACTOR 4WD W/BRUSH HOG (1)	KUBOTA	L3901/2020/TRACTOR WITH LOADER
ZERO TURN MOWER (20)	EXMARK	2015/60" FINISH MOWER
ZERO TURN MOWER (21)	EXMARK	2018/60" FINISH MOWER
ZERO TURN MOWER (6)	EXMARK	2016-2020/52" FINISH MOWER
STAND ON MOWER (2)	EXMARK	2020/60" COMMERCIAL STAND ON
WALK BEHIND MOWER (6)	TORO	2015/30" WALK BEHIND
STAND ON MOWER (3)	TORO	GRAND STAND 60"
TRIMMERS (53)	ECHO	SRM3020T/2019 TRIMMER
GROUND MASTER MOWER (2)	TORO	16 FT GROUND MASTER MOWER
BLOWERS - BACKPACK (31)	STIHL	BR600/2017 BACKPACK BLOWER
STAND ON BLOWER (4)	HURRICANE	STAND-ON BLOWER
CHAINSAWS (2)	STIHL	029/2016/18" CHAINSAW
CHAINSAWS (2)	STIHL	MS193T/2017/16" CHAINSAW
CHAINSAW (1)	STIHL	MS441/2014/34" CHAINSAW
CHAINSAW TRIMMER (3)	ECHO	PPT2620/2014/ 18' EXTENSION POLE STRING PULL TRIMMER
EDGER (4)	ATOM	2020
BARK & MULCH BLOWER	BB-5 SERIES FINN	2023
HYDRO SEEDER	FINN	2018

You are welcome anytime to inspect our equipment and facility.

Anticipated Fee Structure #1:

Weekly mowing cost (approximate 26 mows including fall clean up):

Seasonal Cost:

City-Owned Parcels: \$36,140.00.00

City Parks/Greenspaces: \$32,240.00

Starting April 1, 2026

Monthly cost approximately \$11,396.67 (May-October 2026)

Anticipated Fee Structure #2:

Bi-weekly mowing Cost (approximate 13 mows including fall clean up):

Seasonal Cost:

City-Owned Parcels: \$18,070.00

City Parks/Greenspaces: \$16,120.00

Starting April 1, 2026

Monthly cost approximately \$5,698.33 (May-October 2026)

We are under the understanding that it is up to the City of Grand Ledge to decide to be serviced on a Weekly, Bi-weekly or Monthly basis.

Addendum Acknowledgement:

"I, Crystal Gomez-Johnson, confirm I have received and reviewed Addendum #1 and Addendum #2, dated December 1st, 2026, regarding 2026 City of Grand Ledge Mowing and Maintenance Services City-Owned Parcels and Parks/Greenspace and agree to its terms.



Equipment List:

See attached Equipment List in bid.

Photo Equipment:

We use 10th generation iPads for all photos and work orders.

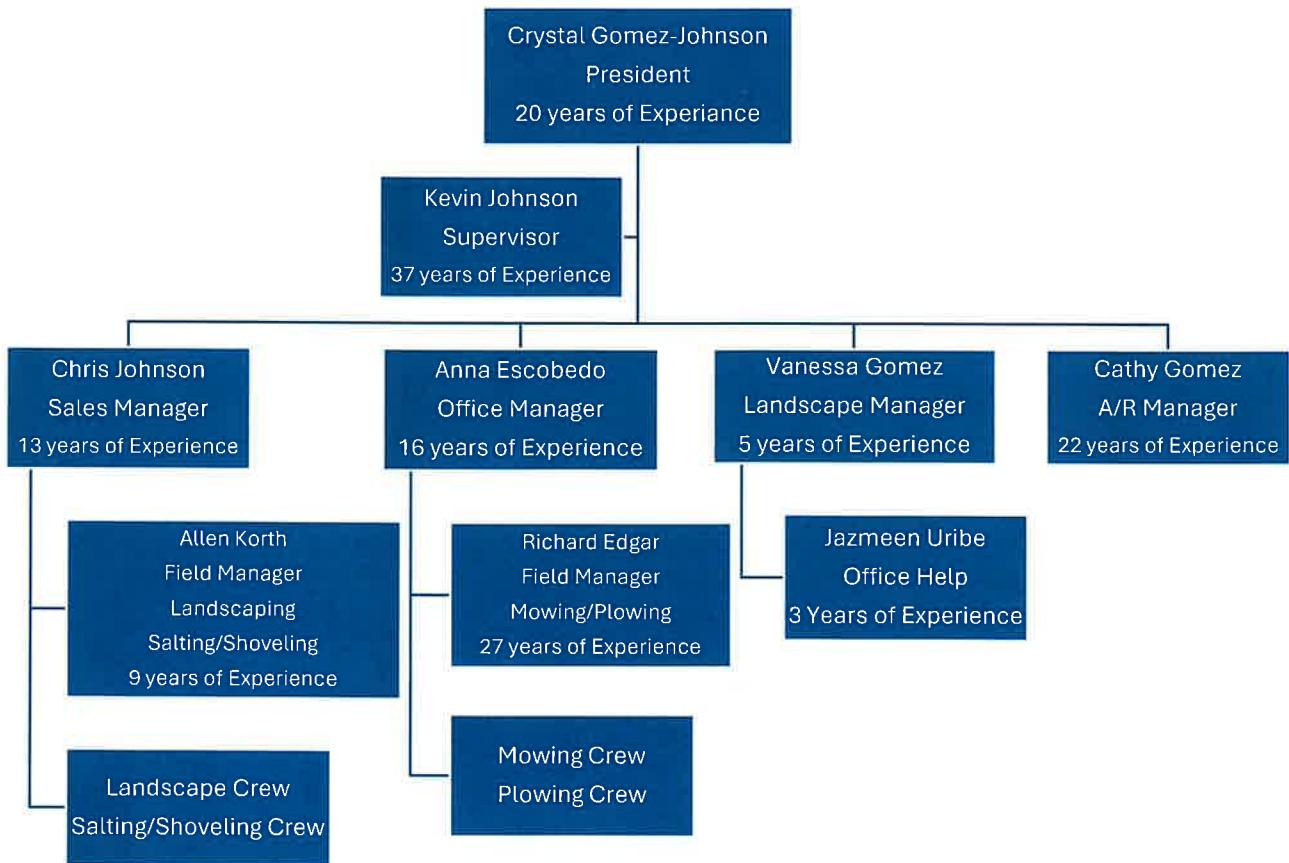
Contact List:

Kevin Johnson – Supervisor: 517-303-2922 (Emergency Contact), realgreenlawncareinc@gmail.com

Crystal Gomez-Johnson – President: 517-505-0986 (Emergency Contact), realgreenlawncareinc@gmail.com

Anna Escobedo – Office Manager: 517-887-4989, realgreenlawncareinc@gmail.com

Vanessa Gomez – Landscape Manager: 517-887-4989, realgreenlawncareinc@gmail.com



3 crews assigned to this project:

Damian Redman (Crew 1) – 8 Years of Experience in professional lawn care maintenance.

Abram Ahola (Crew 1) – 7 Years of Experience in professional lawn care maintenance.

Quincy Jones (Crew 2) – 19 Years of Experience in professional lawn care maintenance.

Joseph Webster (Crew 2) - 18 Years of Experience in professional lawn care maintenance.

Kevin Myers (Crew 3) – 24 Years of Experience in professional lawn care maintenance.

James Moncada (Crew 3) – 16 Years of Experience in professional lawn care maintenance.

Alternate Crew if needed:

Taylor Duncan – 11 Years of Experience in professional lawn care maintenance.

Saryna Hernandez – 3 Years of professional lawn care maintenance.



2026 CITY OF GRAND LEDGE

MOWING & MAINTENANCE SERVICES: CITY-OWNED PARCELS AND PARKS/GREENSPACE

Company Information:

Business Name: Lansing Real Green Lawn Care Inc. – (517) 887-4989

Address: 7845 E Vermontville Hwy, Dimondale, MI 48821

Mailing Address: PO Box 80843, Lansing, MI 48908-0843

Experience:

Lansing Real Green Lawn Care (LRGLC) has been in business since 2013. We currently hold similar mowing contracts with the City of Lansing-MDOT, City of Lansing-Public Service, City of Charlotte-Code enforcement grass cutting, City of Lansing – Fire Department, and Apartment Services Co – Chapel Hill Memorial & East Lawn Memorial Gardens Cemeteries. We have many years of experience with similar work.

References:

- Apartment Services Co Inc - Miles Korte C: (734) 765-7723, mkorte@apartmentservicescompany.net
- City of Lansing- MDOT - Irene Cahill, C: (517) 388-4402, irene.cahill@lansingmi.gov, 601 E South St, Lansing, MI 48910
- City of Lansing - Waste Water Treatment Plants, Public Service, Guard Rails, FEMA, Nathan Arnold, C: (517) 256-7444, Nathan.Arnold@lansingmi.gov, 601 E South St, Lansing, MI 48910
- City of Lansing – Fire Stations, Chief Jwan Randle, (517) 582-5906, Jwan.Randle@lansingmi.gov
- City of Charlotte – Code enforcement grass cutting, Dan Daly, (517) 543-0241, ddaly@charlottemi.org
- City of Owosso - Code enforcement grass cutting, Tanya Buckelew, (989) 725-0540, tanya.buckelew@ci.owosso.mi.us (contract ended October 2025)

Services Offered:

- Complete Lawncare and landscape maintenance services.
- Snow and Ice Removal.

Equipment Storage Capabilities:

All our equipment is housed/stored at 7845 E Vermontville Hwy in Dimondale, MI 48821, where our office is located as well. Office hours are 9 a.m.-6 p.m. for site walk through scheduling.

- LRGLC have 3 Pole Barns: 2- 40'x80', 1 – 30'x60' on 15 acres. We have more than enough space to service the size and scope of this contract.
- LRGLC also has a small engine repair shop on site, a nursery on site and landscape supplies on site as well.



REQUEST FOR PROPOSALS

2026 CITY OF GRAND LEDGE

MOWING & MAINTENANCE SERVICES: CITY-OWNED PARCELS AND PARKS/GREENSPACE

DATE:	December 1, 2025
-------	------------------

PROPOSAL DUE DATE & BID OPENING:

Wednesday, January 28, 2026, at 1:15 P.M.

PROPOSAL DELIVERY LOCATION:

City of Grand Ledge
ATTN: Kurt Ristow, Public Works Superintendent
310 Greenwood Street, Grand Ledge, Michigan 48837

CONTACT:

Kurt Ristow, Public Works Superintendent
517-627-2149
kristow@cityofgrandledge.com

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Request for Proposal (RFP)

2026 CITY OF GRAND LEDGE – MOWING & MAINTENANCE SERVICES: CITY-OWNED PARCELS AND PARKS/GREENSPACE

Introduction:

The City of Grand Ledge is requesting sealed bid proposals for mowing and maintenance services for city-owned parcels and city parks, and greenspaces. The contractor will be engaged as an independent business and should currently be involved 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.

NOTE: INTERESTED CONTRACTORS MAY SUBMIT PROPOSAL(S) THAT INCLUDE MOWING AND MAINTENANCE SERVICES FOR ANY ONE OF THE FOLLOWING:

1. CITY-OWNED PARCELS
2. PARKS/GREENSPACES
3. BOTH CITY-OWNED PARCELS AND PARKS/GREENSPACES

Selection Timetable:

Release RFP	Monday, December 1, 2025
RFP Due Date & Bid Opening	Wednesday, January 28, 2026, at 1:15 P.M.
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 MOWING & MAINTENANCE SERVICES: CITY-OWNED PARCELS AND PARKS/GREENSPACE." Or RFP responses may be emailed as one document saved as a PDF to kristow@cityofgrandledge.com with "RFP – 2026 MOWING & MAINTENANCE SERVICES: CITY-OWNED PARCELS AND PARKS/GREENSPACE" in the subject line.

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

Kurt Ristow, Public Works Superintendent
310 Greenwood Street, Grand Ledge, Michigan 48837
517-627-2149 | kristow@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 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 for City parcels and/or City parks/greenspaces. 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, lawn mowing and grounds maintenance will include the following tasks at a minimum:
 1. Maintain City parcels and/or parks/greenspaces by raking, mowing, and trimming as necessary to maintain a condition which will be acceptable to the City of Grand Ledge.
 2. Grass and weeds will be maintained at a height of 3 inches.

3. Contractor to be responsible for the mowing of all grassy areas, including hand mowing, edge trimming, weed whipping, and leaf blowing.
4. All weeds are to be removed from sidewalks and around shrubs and flower beds.
5. Special care should be taken while performing maintenance in areas around benches, playgrounds, grills, artwork, picnic tables, etc.
6. Trim and remove tree limbs and other landscaping as necessary to ensure a safe and attractive environment.

Note: Significant tree maintenance and tree and/or stump removal services are not part of this contract.

7. Trash and debris removal:
 - a. **City-Owned Parcels:** The Contractor is responsible for the removal of all trash and debris.
 - b. **City Parks/Greenspaces:** Reasonably sized trash items are to be placed in City receptacles located within mowing areas. Disposal of larger trash and debris items is the responsibility of the contractor.
8. All walking paths, sidewalks, parking, or concrete areas are to be swept or blown of all debris accumulated during grounds maintenance services.
9. The contractor will be responsible for the proper disposal of any debris and yard waste accumulation from the mowing and maintenance operation.
10. Inform the Public Works Superintendent of any problems or concerns encountered.

B. The contractor will provide all labor, equipment, and supplies necessary to perform all required work.

C. See Attachment(s):

1. **A-1: City-Owned Parcels: Aerial & Estimated Acreage**
 - a. Attachment A1 – **QUADRANT 1** City-Owned Parcels
 - b. Attachment A1 – **QUADRANT 2** City-Owned Parcels
 - c. Attachment A1 – **QUADRANT 3** City-Owned Parcels
 - d. Attachment A1 – **QUADRANT 4** City-Owned Parcels
2. **B-1: City Parks & Greenspaces: Aerial & Estimated Acreage**

Delivery of Services:

- A. Mowing and maintenance services shall be performed during the spring, summer, and fall growing period of each year; maintenance is to be performed on a regular basis to maintain the grounds as outlined in the specifications.
- B. The City of Grand Ledge intends to regularly monitor the appearance and general condition of its parcels and park/greenspaces. 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 City Parcel and/or Parks/Greenspaces 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 contracts 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 and Public Works Superintendent
- 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 people 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 the 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 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 the removal of the individual and employer from the project and they will be held liable for any damages which 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.

1. 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: Non-routine maintenance costs exceeding \$2,000.00 must be approved by the Public Works Superintendent 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 A1 - City Owned Parcels: Aerial & Acreage

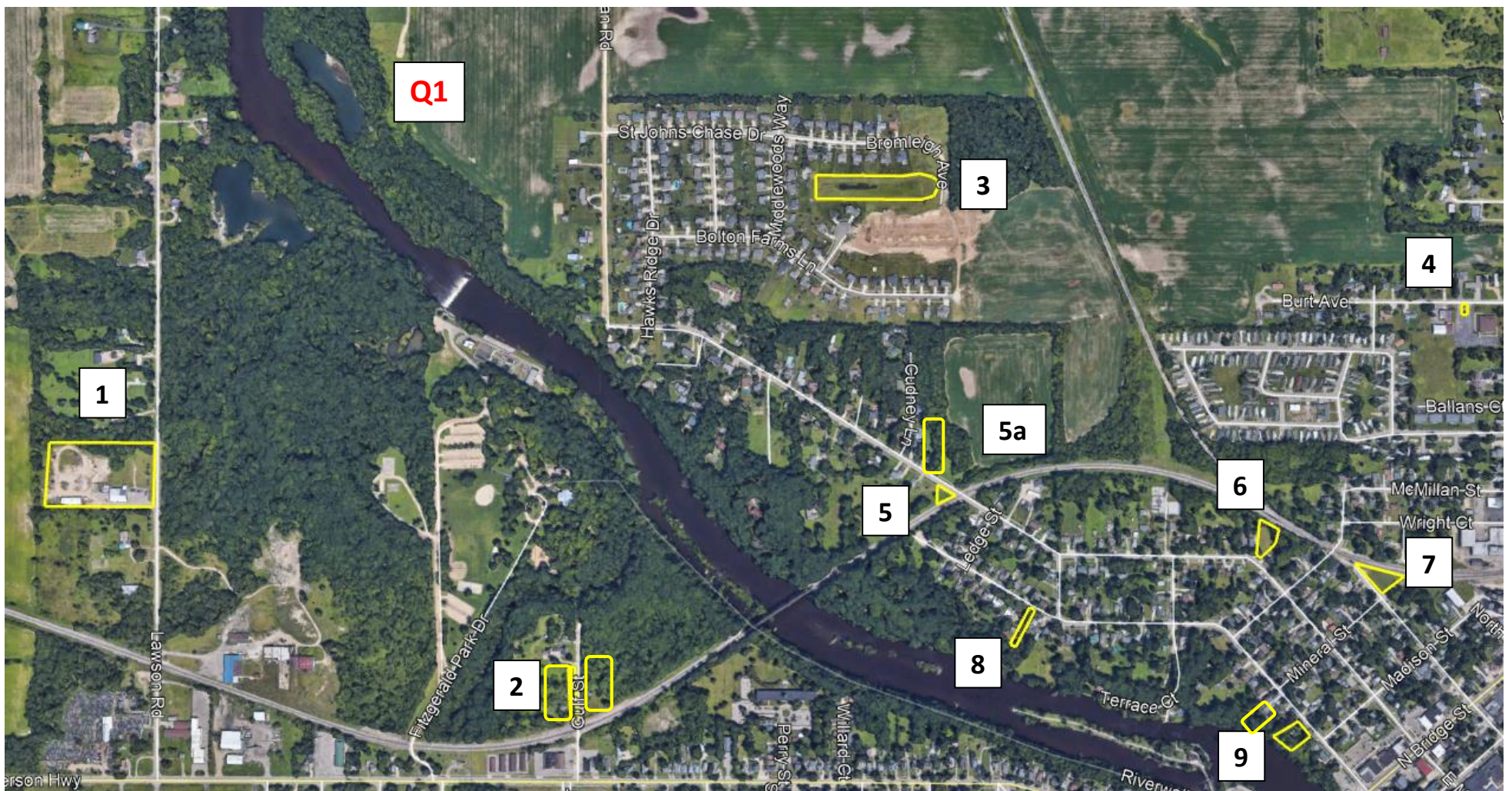


Estimated Total Acreage: 40

Note: Estimated acreage is for informational purposes only. Maintenance includes, but is not limited to; mowing, weed whipping, weed removal, trimming, general brush cleanup, etc.

QUADRANTS ARE SHOWN IN DETAIL ON THE FOLLOWING PAGES.

Attachment A1 – QUADRANT 1 City-Owned Parcels



1. DPS Garage – Mow & Trim (Trim when necessary)
2. Gulf Street – 184 and 186 Gulf St mow open area, brush hog along road/clean up, parking lot side of road (not East side)
3. Meadow Woods Detention Pond – Take dirt road down to pond may be wet USE CAUTION
4. Burt Ave. Lift Station – Small area by church
5. W. Main St. Addition – Railroad Triangle (Property defined by GL Posts)
- 5a. 704 W. Main St. (Property defined by GL Posts)
6. Corner City Property W. Main St.
7. W. Washington St. – Railroad Triangle
8. W. Front St. (Near Emerson) – Public Easement to Oak Park
9. W. Front St. – Mow at Water Tower
- W. Front St. – Greenspace (access in between homes at 303 and 307 W. Front

Attachment A1 – QUADRANT 2 City-Owned Parcels



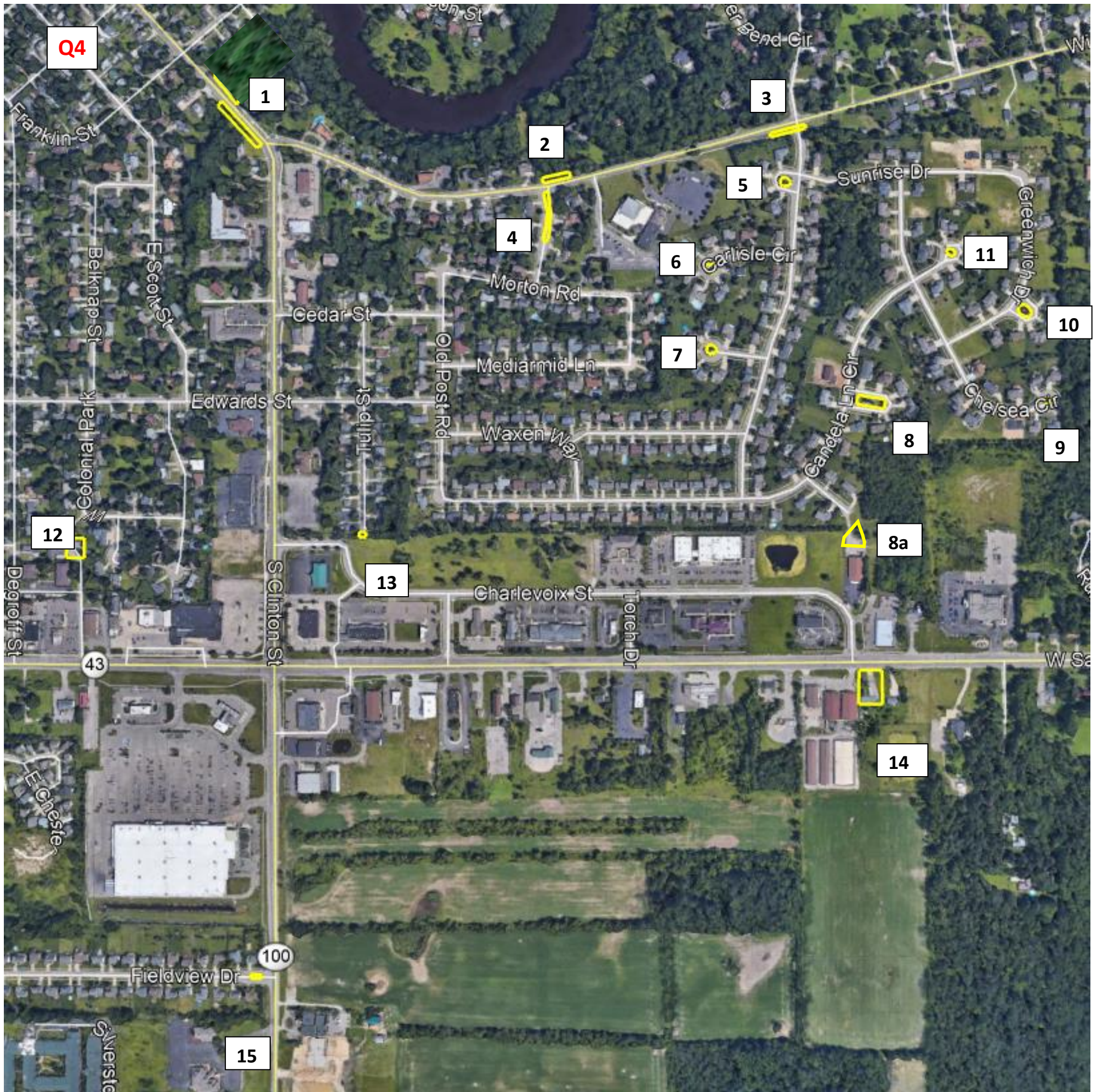
- 1. City Parking Lot north of airport, mow and string trim on fence.**
- 2. Eaton Hwy. Lift Station**
- 3. Industrial Park Entrances/Around Sign & Land Strips (Mowing 3-4' around retention pond)**
- 4. Booster Pump Station**
- 5. Industrial Park Entrances/Around Sign & C Drive**
- 6. Area Across from Burt Ave.**
- 7. Grand Manor Entrance Right-of-Way**
- 8. Whitney St. Lift Station – Down long road (Just trimming)**
- 9. Recycling & Compost Centers**
- 10. Loch Circle**

Attachment A1 – QUADRANT 3 City-Owned Parcels



1. Pleasant St. Dead End – Small Area (May not need every cycle), Jones St. Dead End – Small Area (Do not need every cycle), Schoolcraft Dead End
2. Pennington Circle and Burlington Circle
3. Chasewood Circle and vacant property on South Street (411 South Street)
4. Widewalk – Sign near Bader & Sons to Timbercreek entrance
5. Well #8 – Mow All & Trim Around Buildings (and small area on NE side of lot)
6. Well #9 & #10 (Shoulder of street along property line)
7. Well Field – Mow All & Trim Around Buildings

Attachment A1 – QUADRANT 4 City-Owned Parcels



1. Jefferson/Willow/Franklin – Strip of land on side of road
2. Strip of land north of Ledgemoor Entrance
3. Candlewood Entrance
4. Ledgemoor Entrance – Island Strip
5. Sunrise Circle – String Trim Rocks
6. Carlisle Circle – Trim Rocks
7. Wilshire Circle – Trim Rocks
8. Norfolk Circle
- 8a. Oneida Hills Blvd.
9. Woodbury/Chelsea Circle
10. Bristol Circle
11. Candela Circle
12. Weinert Ct. – Small area behind apartments
13. Tulip St. Dead End
14. 5564 E. Saginaw Hwy – Old Daycare (West of Wendy's)
15. Fieldview Entrance



Bidders Proposal

City of Grand Ledge

2026 Mowing & Maintenance: City Parcels and Parks/Greenspaces

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.

This proposal submission is for (*check one*): City-Owned Parcels
 City Parks/Greenspaces
 Both City Parcels and Parks/Greenspaces

A.	Cost per mowing (includes all items included in specifications) CITY PARCELS	\$
B.	Cost per mowing (includes all items included in specifications) PARKS/GREENSPACES	\$

This bid is submitted in response to the City of Grand Ledge RFP for 2026 Mowing & Maintenance: City Parcels and Parks/Greenpace by:	
Company Name:	
Authorized Signature:	
Print Name:	
Title	
Business Address	
Business Phone	
Date:	

ADDENDUM NO. 1

CITY OF GRAND LEDGE

Request for Proposals – MOWING MAINTENANCE CITY PARCELS AND PARKS

Date Issued: December 1, 2025

Subject: ADDITION OF FALL LEAF COLLECTION

Purpose:

This Addendum forms part of the Request for Proposals (RFP) issued on December 1, 2025, for City parcels and Parks Mowing and Grounds Maintenance by adding requirements for fall leaf collection within Oak Park and 229 West Front Street.

1. Scope Addition – Fall Leaf Collection

The Contractor shall provide **fall leaf collection services** within Oak Park and 229 West Front Street. These services are to be performed in addition to mowing and grounds maintenance activities outlined in the original RFP.

2. Leaf Collection Requirements

a. Seasonal Period:

Leaf collection shall take place during the fall season, generally between **[October 15 through December 15]**, or as otherwise directed by the City.

b. Methods of Collection:

Contractor shall rake, blow, vacuum, or otherwise gather fallen leaves from all turf areas, road edges, landscaped areas, and any other maintained portions of the specified property.

c. Leaf Disposal Location:

All collected leaves shall be transported and deposited at the **designated leaf disposal area**, as specified by City staff.

d. City Collection:

City staff will handle the final removal and disposal of leaves from the designated leaf

disposal area. The contractor is only responsible for gathering and transporting leaves to this location.

3. Frequency

Leaf collection shall be performed as needed throughout the fall season to maintain the property's appearance and prevent excessive leaf accumulation. The City reserves the right to request additional leaf collection visits as conditions require.

4. Compensation

Payment for fall leaf collection services will be included in the Contractor's proposal pricing. Contractors shall itemize costs for this service as a separate line item in their proposal response.

5. All Other Terms Unchanged

Except as modified by this Addendum, all terms, conditions, and specifications of the original RFP remain in full force and effect.

NOTE: Bidders must acknowledge receipt of Addendum No. 1 in their proposal submission.

ADDENDUM NO. 2

CITY OF GRAND LEDGE

Request for Proposals – MOWING MAINTENANCE CITY PARCELS AND PARKS

Date Issued: December 1, 2025

Subject: ADDITIONAL PROPERTIES FOR MOWING MAINTENANCE

Purpose:

This Addendum forms part of the Request for Proposals (RFP) issued on December 1, 2025, for City parcels and Parks Mowing and Grounds Maintenance, which includes three (3) additional properties as noted in the attached maps.

The additional properties are listed as follows, and within the attached maps.

1. Attachment A1 – QUADRANT 2 City-Owned Parcels

9. Recycling & Compost Centers – ADDITION

A small parcel on Oakwood Street has been added. Please see the attached map for the exact location, **noted with blue lines.**

2. Attachment A1 – QUADRANT 3 City-Owned Parcels

5. Well #8 – Mow All & Trim Around Buildings (and small area on NE side of lot) – ADDITION

A narrow parcel off of Fieldview Drive has been added. Please see the attached map for the exact location, **noted with blue lines.**

3. Attachment B1 – City Parks & Greenspaces: Aerial & Acreage

A small parcel off of West Jefferson Street has been added. Please see the attached map for the exact location, **noted with blue lines.**

NOTE: Bidders must acknowledge receipt of Addendum No. 2 in their proposal submission.

Attachment A1 – QUADRANT 2 City-Owned Parcels



- 1. City Parking Lot north of airport, mow and string trim on fence.**
- 2. Eaton Hwy. Lift Station**
- 3. Industrial Park Entrances/Around Sign & Land Strips (Mowing 3-4' around retention pond)**
- 4. Booster Pump Station**
- 5. Industrial Park Entrances/Around Sign & C Drive**
- 6. Area Across from Burt Ave.**
- 7. Grand Manor Entrance Right-of-Way**
- 8. Whitney St. Lift Station – Down long road (Just trimming)**
- 9. Recycling & Compost Centers**
- 10. Loch Circle**

Attachment A1 – QUADRANT 3 City-Owned Parcels



1. Pleasant St. Dead End – Small Area (May not need every cycle), Jones St. Dead End – Small Area (Do not need every cycle), Schoolcraft Dead End
2. Pennington Circle and Burlington Circle
3. Chasewood Circle and vacant property on South Street (411 South Street)
4. Widewalk – Sign near Bader & Sons to Timbercreek entrance
5. Well #8 – Mow All & Trim Around Buildings (and small area on NE side of lot)
6. Well #9 & #10 (Shoulder of street along property line)
7. Well Field – Mow All & Trim Around Buildings

ADDENDUM NO. 3

CITY OF GRAND LEDGE

Request for Proposals – MOWING MAINTENANCE CITY PARCELS AND PARKS

Date Issued: December 5, 2025

Subject: ADDITIONAL PROPERTIES FOR MOWING MAINTENANCE

Purpose:

This Addendum forms part of the Request for Proposals (RFP) issued on December 5, 2025, for City parcels and Parks Mowing and Grounds Maintenance, which includes one (1) additional property as noted in the attached maps.

The additional property is listed as follows, and within the attached maps.

1. Attachment A1 – QUADRANT 1 City-Owned Parcels

9. Phase I Ball Field, Grounds and Ball Field – ADDITION

Phase I of the Grand Ledge Ball Field project has been added. The ball field itself, as well as the surrounding grounds, will need to be added to the 2026 Mowing and Maintenance RFP. Please see the attached map for the exact location, **noted with blue lines.**

NOTE: Bidders must acknowledge receipt of Addendum No. 3 in their proposal submission.

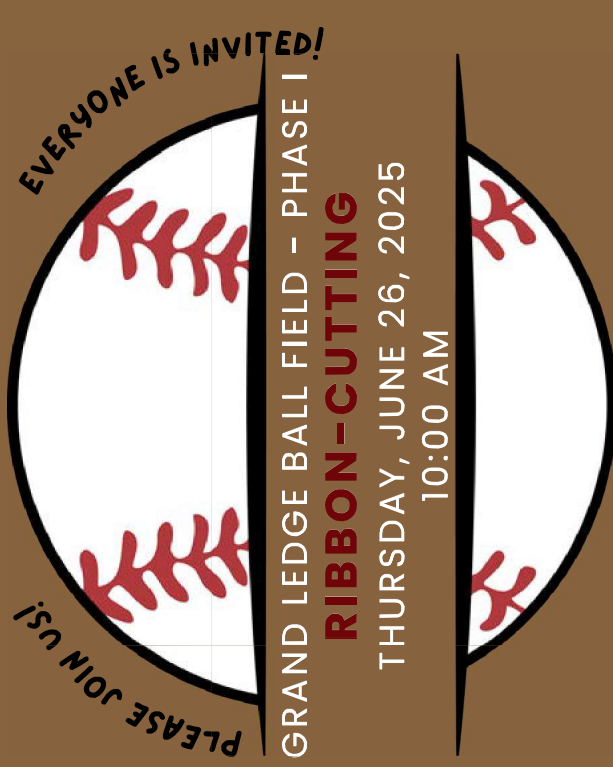
Attachment A1 - City Owned Parcels: Aerial & Acreage



Estimated Total Acreage: 40

Note: Estimated acreage is for informational purposes only. Maintenance includes, but is not limited to; mowing, weed whipping, weed removal, trimming, general brush cleanup, etc.

QUADRANTS ARE SHOWN IN DETAIL ON THE FOLLOWING PAGES.










GRAND LEDGE BALL FIELD - PHASE I
RIBBON-CUTTING
 THURSDAY, JUNE 26, 2025
 10:00 AM

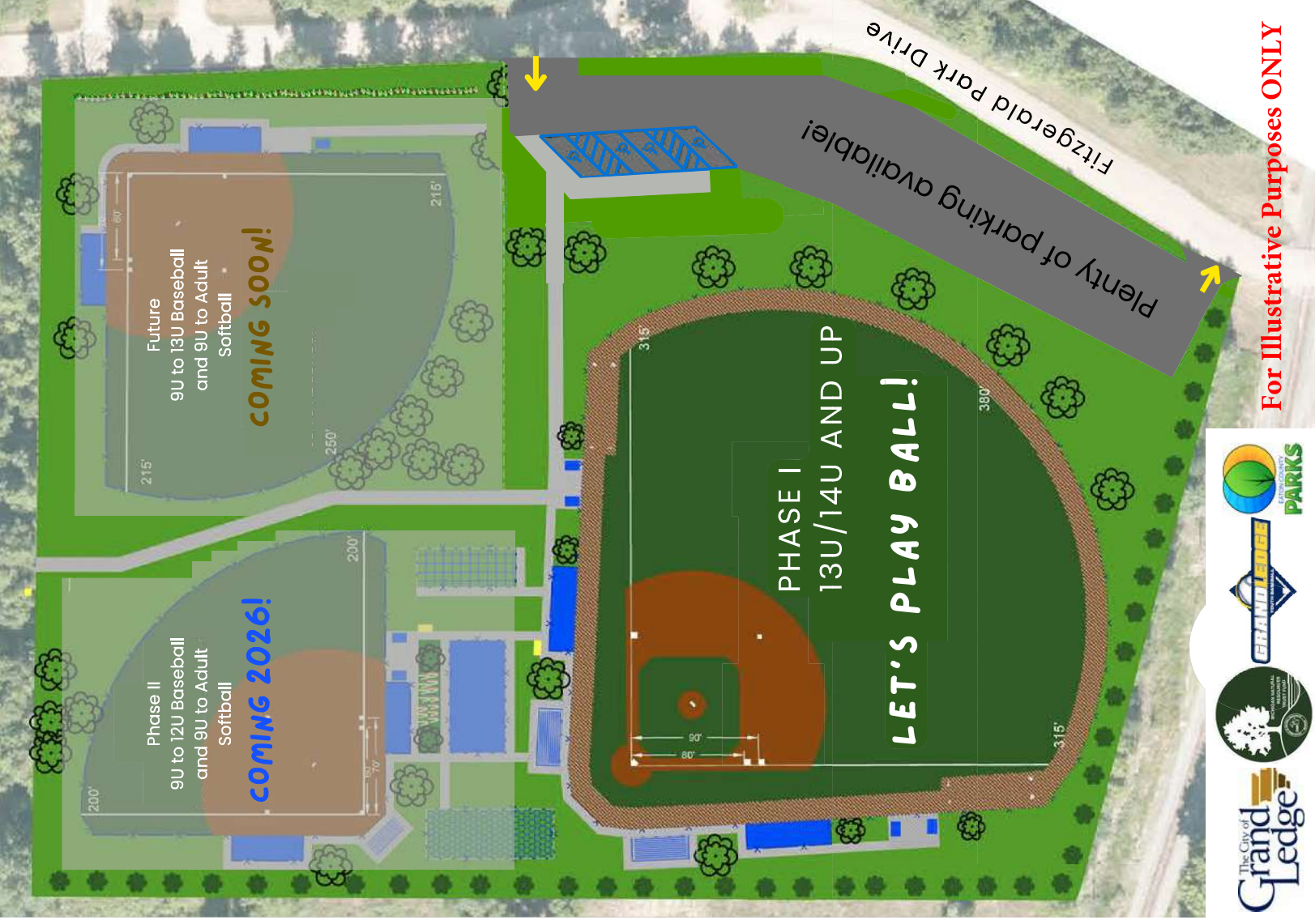
Head to Fitzgerald Park in Grand Ledge and follow the signs to the Ball Field!

Please join us for a special ribbon-cutting ceremony as we officially open Grand Ledge's newest 13U/14U and up ball field!

It takes extraordinary partners to make a project of this magnitude a reality!



-  Michigan Natural Resources Trust Fund
-  Eaton County Parks
-  Grand Ledge Youth Baseball
-  ENG Engineering
-  Boys Scout America Troop 260B
-  Girls Scout America Troop 901G
-  MPC Cashway Lumber



For Illustrative Purposes ONLY

Grand Ledge City Council Resolution # _____ of 2026

**A Resolution to Approve a Bid Award and Authorize a Contract for
City Parks and Greenspaces Grounds Maintenance with Lansing Real
Green Lawn Care, Inc.**

A resolution adopted by the Grand Ledge City Council, at a regular meeting held on Monday, 23 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, bids were sought and received by the City, and reviewed by staff, for City parks and greenspaces grounds maintenance; and

Whereas, staff recommends awarding the bid for City parks and greenspaces grounds maintenance to Lansing Real Green Lawn Care, Inc.;

Now, Therefore, It Is Resolved:

1. The City approves a bid and authorizes a contract City parks and greenspaces grounds maintenance with Lansing Real Green Lawn Care, Inc., as attached
2. The City directs the City Manager and Finance Director / Treasurer to appropriate the funds necessary to implement said bid 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 and contract on behalf of the City; to do any other act(s) or thing(s) which shall be necessary to implement said bid 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 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, 23 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



Bidders Proposal

City of Grand Ledge

2026 Mowing & Maintenance: City Parcels and Parks/Greenspaces

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.

This proposal submission is for (*check one*): City-Owned Parcels
 City Parks/Greenspaces
 Both City Parcels and Parks/Greenspaces

A.	Cost per mowing (includes all items included in specifications) CITY PARCELS	\$ 1,390.00
B.	Cost per mowing (includes all items included in specifications) PARKS/GREENSPACES	\$ 1,240.00

This bid is submitted in response to the City of Grand Ledge RFP for 2026 Mowing & Maintenance: City Parcels and Parks/Greenspace by:	
Company Name:	Lansing Real Green Lawn Care
Authorized Signature:	
Print Name:	Crystal Gomez-Johnson
Title	President
Business Address	7845 E Vermontville Hwy , Dimondale, MI 48821
Business Phone	517-887-4989
Date:	January 27, 2026



Real Green

Lawn Care & Landscaping

<u>Type of Equipment/QTY</u>	<u>Manufacturer</u>	<u>Model/year/size</u>
TRUCK - FULL SIZE 4X4 (7)	GMC	SIERRA/2016/2500 HD
TRUCK - FULL SIZE 4X4 (7)	CHEVY	SILVERADO/2008/2500 HD
TRUCK - W/ LANDSCAPE BODY AND DOVE TAIL (8)	GMC	C5500/2005-2006
TRUCK - W/LANDSCAPE BODY AND DOVE TAIL (4)	ISUZU	2010
DUMP TRUCK (4)	FORD F450 AND FORD F550	2003 AND 2005 12 CUBIC YARD CAPACITY
ENCLOSED TRAILER (1)	UNITED EXPRESS	20FT/2014
TRAILER (2) - 20 FT TANDEM AXLE 14,000 GVW 2015		
DUMP TRAILER (1) - 16 FT TANDEM AXLE DUMP TRAILER W/6FT SIDES 2018		
SKID STEER/TRACTOR TRAILER (1) - 20 FT TANDEM AXLE		
TRACTOR 4WD W/BRUSH HOG (1)	KUBOTA	L3901/2020/TRACTOR WITH LOADER
ZERO TURN MOWER (20)	EXMARK	2015/60" FINISH MOWER
ZERO TURN MOWER (21)	EXMARK	2018/60" FINISH MOWER
ZERO TURN MOWER (6)	EXMARK	2016-2020/52" FINISH MOWER
STAND ON MOWER (2)	EXMARK	2020/60" COMMERCIAL STAND ON
WALK BEHIND MOWER (6)	TORO	2015/30" WALK BEHIND
STAND ON MOWER (3)	TORO	GRAND STAND 60"
TRIMMERS (53)	ECHO	SRM3020T/2019 TRIMMER
GROUND MASTER MOWER (2)	TORO	16 FT GROUND MASTER MOWER
BLOWERS - BACKPACK (31)	STIHL	BR600/2017 BACKPACK BLOWER
STAND ON BLOWER (4)	HURRICANE	STAND-ON BLOWER
CHAINSAWS (2)	STIHL	029/2016/18" CHAINSAW
CHAINSAWS (2)	STIHL	MS193T/2017/16" CHAINSAW
CHAINSAW (1)	STIHL	MS441/2014/34" CHAINSAW
CHAINSAW TRIMMER (3)	ECHO	PPT2620/2014/ 18' EXTENSION POLE STRING PULL TRIMMER
EDGER (4)	ATOM	2020
BARK & MULCH BLOWER	BB-5 SERIES FINN	2023
HYDRO SEEDER	FINN	2018

You are welcome anytime to inspect our equipment and facility.

Anticipated Fee Structure #1:

Weekly mowing cost (approximate 26 mows including fall clean up):

Seasonal Cost:

City-Owned Parcels: \$36,140.00.00

City Parks/Greenspaces: \$32,240.00

Starting April 1, 2026

Monthly cost approximately \$11,396.67 (May-October 2026)

Anticipated Fee Structure #2:

Bi-weekly mowing Cost (approximate 13 mows including fall clean up):

Seasonal Cost:

City-Owned Parcels: \$18,070.00

City Parks/Greenspaces: \$16,120.00

Starting April 1, 2026

Monthly cost approximately \$5,698.33 (May-October 2026)

We are under the understanding that it is up to the City of Grand Ledge to decide to be serviced on a Weekly, Bi-weekly or Monthly basis.

Addendum Acknowledgement:

"I, Crystal Gomez-Johnson, confirm I have received and reviewed Addendum #1 and Addendum #2, dated December 1st, 2026, regarding 2026 City of Grand Ledge Mowing and Maintenance Services City-Owned Parcels and Parks/Greenspace and agree to its terms.



Equipment List:

See attached Equipment List in bid.

Photo Equipment:

We use 10th generation iPads for all photos and work orders.

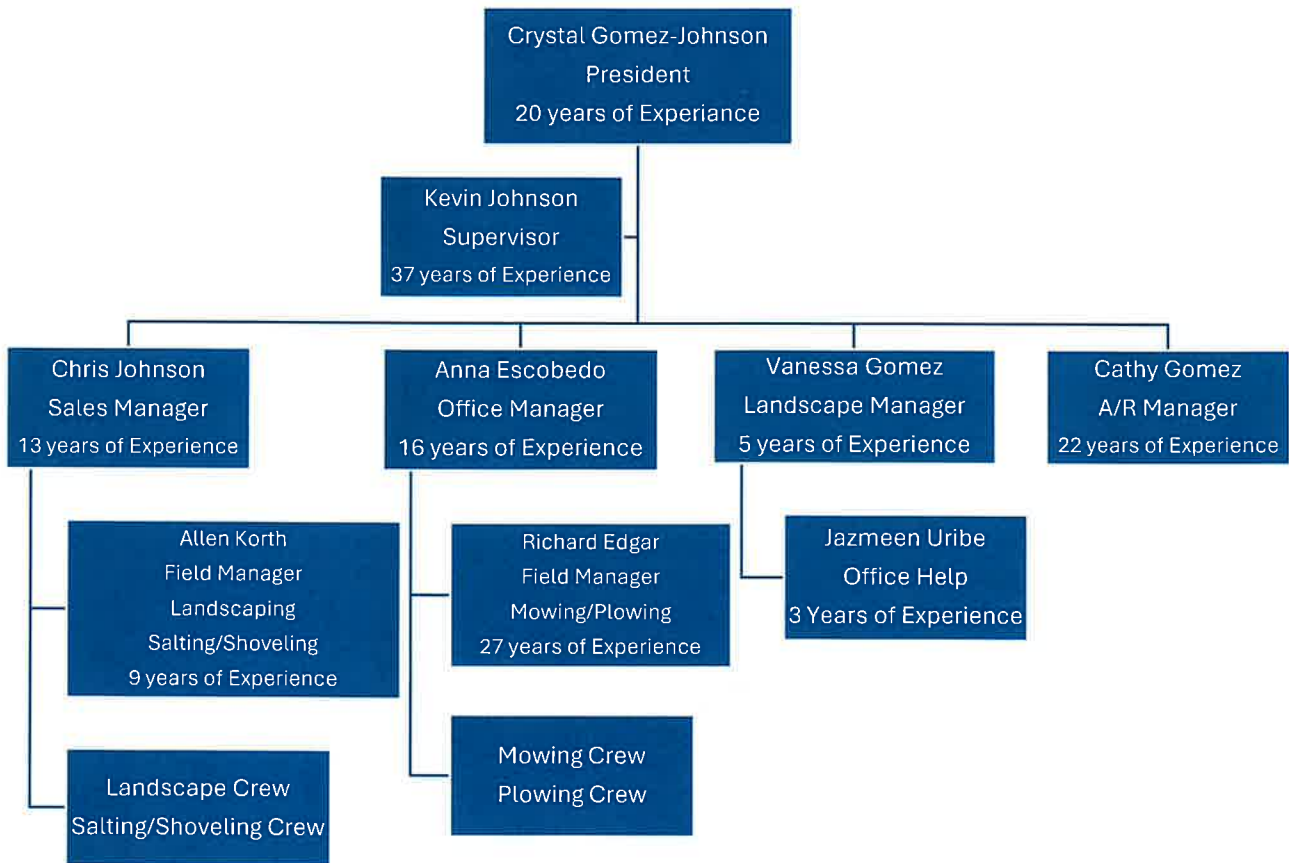
Contact List:

Kevin Johnson – Supervisor: 517-303-2922 (Emergency Contact), realgreenlawncareinc@gmail.com

Crystal Gomez-Johnson – President: 517-505-0986 (Emergency Contact),
realgreenlawncareinc@gmail.com

Anna Escobedo – Office Manager: 517-887-4989, realgreenlawncareinc@gmail.com

Vanessa Gomez – Landscape Manager: 517-887-4989, realgreenlawncareinc@gmail.com



3 crews assigned to this project:

Damian Redman (Crew 1) – 8 Years of Experience in professional lawn care maintenance.

Abram Ahola (Crew 1) – 7 Years of Experience in professional lawn care maintenance.

Quincy Jones (Crew 2) – 19 Years of Experience in professional lawn care maintenance.

Joseph Webster (Crew 2) - 18 Years of Experience in professional lawn care maintenance.

Kevin Myers (Crew 3) – 24 Years of Experience in professional lawn care maintenance.

James Moncada (Crew 3) – 16 Years of Experience in professional lawn care maintenance.

Alternate Crew if needed:

Taylor Duncan – 11 Years of Experience in professional lawn care maintenance.

Saryna Hernandez – 3 Years of professional lawn care maintenance.



2026 CITY OF GRAND LEDGE

MOWING & MAINTENANCE SERVICES: CITY-OWNED PARCELS AND PARKS/GREENSPACE

Company Information:

Business Name: Lansing Real Green Lawn Care Inc. – (517) 887-4989

Address: 7845 E Vermontville Hwy, Dimondale, MI 48821

Mailing Address: PO Box 80843, Lansing, MI 48908-0843

Experience:

Lansing Real Green Lawn Care (LRGLC) has been in business since 2013. We currently hold similar mowing contracts with the City of Lansing-MDOT, City of Lansing-Public Service, City of Charlotte-Code enforcement grass cutting, City of Lansing – Fire Department, and Apartment Services Co – Chapel Hill Memorial & East Lawn Memorial Gardens Cemeteries. We have many years of experience with similar work.

References:

- Apartment Services Co Inc - Miles Korte C: (734) 765-7723, mkorte@apartmentservicescompany.net
- City of Lansing- MDOT - Irene Cahill, C: (517) 388-4402, irene.cahill@lansingmi.gov, 601 E South St, Lansing, MI 48910
- City of Lansing - Waste Water Treatment Plants, Public Service, Guard Rails, FEMA, Nathan Arnold, C: (517) 256-7444, Nathan.Arnold@lansingmi.gov, 601 E South St, Lansing, MI 48910
- City of Lansing – Fire Stations, Chief Jwan Randle, (517) 582-5906, Jwan.Randle@lansingmi.gov
- City of Charlotte – Code enforcement grass cutting, Dan Daly, (517) 543-0241, ddaly@charlottemi.org
- City of Owosso - Code enforcement grass cutting, Tanya Buckelew, (989) 725-0540, tanya.buckelew@ci.owosso.mi.us (contract ended October 2025)

Services Offered:

- Complete Lawncare and landscape maintenance services.
- Snow and Ice Removal.

Equipment Storage Capabilities:

All our equipment is housed/stored at 7845 E Vermontville Hwy in Dimondale, MI 48821, where our office is located as well. Office hours are 9 a.m.-6 p.m. for site walk through scheduling.

- LRGLC have 3 Pole Barns: 2- 40'x80', 1 – 30'x60' on 15 acres. We have more than enough space to service the size and scope of this contract.
- LRGLC also has a small engine repair shop on site, a nursery on site and landscape supplies on site as well.



REQUEST FOR PROPOSALS

2026 CITY OF GRAND LEDGE

MOWING & MAINTENANCE SERVICES: CITY-OWNED PARCELS AND PARKS/GREENSPACE

DATE:	December 1, 2025
-------	------------------

PROPOSAL DUE DATE & BID OPENING:

Wednesday, January 28, 2026, at 1:15 P.M.

PROPOSAL DELIVERY LOCATION:

City of Grand Ledge
ATTN: Kurt Ristow, Public Works Superintendent
310 Greenwood Street, Grand Ledge, Michigan 48837

CONTACT:

Kurt Ristow, Public Works Superintendent
517-627-2149
kristow@cityofgrandledge.com

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Request for Proposal (RFP)

2026 CITY OF GRAND LEDGE – MOWING & MAINTENANCE SERVICES: CITY-OWNED PARCELS AND PARKS/GREENSPACE

Introduction:

The City of Grand Ledge is requesting sealed bid proposals for mowing and maintenance services for city-owned parcels and city parks, and greenspaces. The contractor will be engaged as an independent business and should currently be involved 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.

NOTE: INTERESTED CONTRACTORS MAY SUBMIT PROPOSAL(S) THAT INCLUDE MOWING AND MAINTENANCE SERVICES FOR ANY ONE OF THE FOLLOWING:

1. CITY-OWNED PARCELS
2. PARKS/GREENSPACES
3. BOTH CITY-OWNED PARCELS AND PARKS/GREENSPACES

Selection Timetable:

Release RFP	Monday, December 1, 2025
RFP Due Date & Bid Opening	Wednesday, January 28, 2026, at 1:15 P.M.
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 MOWING & MAINTENANCE SERVICES: CITY-OWNED PARCELS AND PARKS/GREENSPACE." Or RFP responses may be emailed as one document saved as a PDF to kristow@cityofgrandledge.com with "RFP – 2026 MOWING & MAINTENANCE SERVICES: CITY-OWNED PARCELS AND PARKS/GREENSPACE" in the subject line.

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

Kurt Ristow, Public Works Superintendent
310 Greenwood Street, Grand Ledge, Michigan 48837
517-627-2149 | kristow@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 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 for City parcels and/or City parks/greenspaces. 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, lawn mowing and grounds maintenance will include the following tasks at a minimum:
 1. Maintain City parcels and/or parks/greenspaces by raking, mowing, and trimming as necessary to maintain a condition which will be acceptable to the City of Grand Ledge.
 2. Grass and weeds will be maintained at a height of 3 inches.

3. Contractor to be responsible for the mowing of all grassy areas, including hand mowing, edge trimming, weed whipping, and leaf blowing.
4. All weeds are to be removed from sidewalks and around shrubs and flower beds.
5. Special care should be taken while performing maintenance in areas around benches, playgrounds, grills, artwork, picnic tables, etc.
6. Trim and remove tree limbs and other landscaping as necessary to ensure a safe and attractive environment.

Note: Significant tree maintenance and tree and/or stump removal services are not part of this contract.

7. Trash and debris removal:
 - a. **City-Owned Parcels:** The Contractor is responsible for the removal of all trash and debris.
 - b. **City Parks/Greenspaces:** Reasonably sized trash items are to be placed in City receptacles located within mowing areas. Disposal of larger trash and debris items is the responsibility of the contractor.
8. All walking paths, sidewalks, parking, or concrete areas are to be swept or blown of all debris accumulated during grounds maintenance services.
9. The contractor will be responsible for the proper disposal of any debris and yard waste accumulation from the mowing and maintenance operation.
10. Inform the Public Works Superintendent of any problems or concerns encountered.

B. The contractor will provide all labor, equipment, and supplies necessary to perform all required work.

C. See Attachment(s):

1. **A-1: City-Owned Parcels: Aerial & Estimated Acreage**
 - a. Attachment A1 – **QUADRANT 1** City-Owned Parcels
 - b. Attachment A1 – **QUADRANT 2** City-Owned Parcels
 - c. Attachment A1 – **QUADRANT 3** City-Owned Parcels
 - d. Attachment A1 – **QUADRANT 4** City-Owned Parcels
2. **B-1: City Parks & Greenspaces: Aerial & Estimated Acreage**

Delivery of Services:

- A. Mowing and maintenance services shall be performed during the spring, summer, and fall growing period of each year; maintenance is to be performed on a regular basis to maintain the grounds as outlined in the specifications.
- B. The City of Grand Ledge intends to regularly monitor the appearance and general condition of its parcels and park/greenspaces. 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 City Parcel and/or Parks/Greenspaces 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 contracts 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 and Public Works Superintendent
- 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 people 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 the 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 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 the removal of the individual and employer from the project and they will be held liable for any damages which 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.

1. 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:

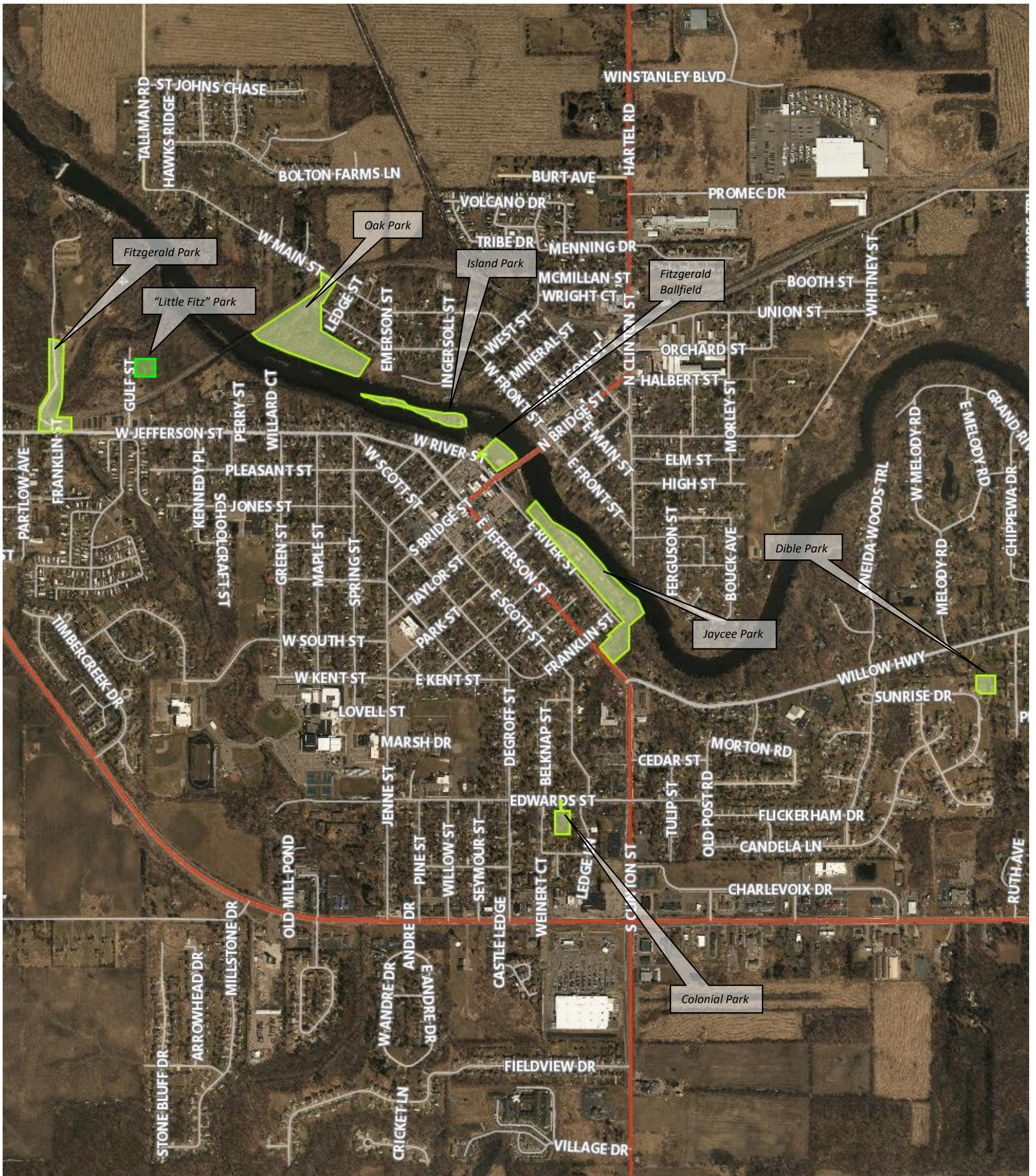
Payment for services rendered will be made within 30 days upon invoices received.

EXCEPTION: Non-routine maintenance costs exceeding \$2,000.00 must be approved by the Public Works Superintendent 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 B1 - City Parks & Greenspaces: Aerial & Acreage



Estimated Total Acreage: 31.78

Note: Estimated acreage is for informational purposes only. Maintenance includes, but is not limited to; mowing, weed whipping, weed removal, trimming, general brush cleanup, etc.

More information and photos regarding the parks above can be found at: <https://www.cityofgrandledge.com/226/Parks-in-Grand-Ledge>



Bidders Proposal

City of Grand Ledge

2026 Mowing & Maintenance: City Parcels and Parks/Greenspaces

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.

This proposal submission is for (*check one*): City-Owned Parcels
 City Parks/Greenspaces
 Both City Parcels and Parks/Greenspaces

A.	Cost per mowing (includes all items included in specifications) CITY PARCELS	\$
B.	Cost per mowing (includes all items included in specifications) PARKS/GREENSPACES	\$

This bid is submitted in response to the City of Grand Ledge RFP for 2026 Mowing & Maintenance: City Parcels and Parks/Greenpace by:	
Company Name:	
Authorized Signature:	
Print Name:	
Title	
Business Address	
Business Phone	
Date:	

ADDENDUM NO. 1

CITY OF GRAND LEDGE

Request for Proposals – MOWING MAINTENANCE CITY PARCELS AND PARKS

Date Issued: December 1, 2025

Subject: ADDITION OF FALL LEAF COLLECTION

Purpose:

This Addendum forms part of the Request for Proposals (RFP) issued on December 1, 2025, for City parcels and Parks Mowing and Grounds Maintenance by adding requirements for fall leaf collection within Oak Park and 229 West Front Street.

1. Scope Addition – Fall Leaf Collection

The Contractor shall provide **fall leaf collection services** within Oak Park and 229 West Front Street. These services are to be performed in addition to mowing and grounds maintenance activities outlined in the original RFP.

2. Leaf Collection Requirements

a. Seasonal Period:

Leaf collection shall take place during the fall season, generally between **[October 15 through December 15]**, or as otherwise directed by the City.

b. Methods of Collection:

Contractor shall rake, blow, vacuum, or otherwise gather fallen leaves from all turf areas, road edges, landscaped areas, and any other maintained portions of the specified property.

c. Leaf Disposal Location:

All collected leaves shall be transported and deposited at the **designated leaf disposal area**, as specified by City staff.

d. City Collection:

City staff will handle the final removal and disposal of leaves from the designated leaf

disposal area. The contractor is only responsible for gathering and transporting leaves to this location.

3. Frequency

Leaf collection shall be performed as needed throughout the fall season to maintain the property's appearance and prevent excessive leaf accumulation. The City reserves the right to request additional leaf collection visits as conditions require.

4. Compensation

Payment for fall leaf collection services will be included in the Contractor's proposal pricing. Contractors shall itemize costs for this service as a separate line item in their proposal response.

5. All Other Terms Unchanged

Except as modified by this Addendum, all terms, conditions, and specifications of the original RFP remain in full force and effect.

NOTE: Bidders must acknowledge receipt of Addendum No. 1 in their proposal submission.

ADDENDUM NO. 2

CITY OF GRAND LEDGE

Request for Proposals – MOWING MAINTENANCE CITY PARCELS AND PARKS

Date Issued: December 1, 2025

Subject: ADDITIONAL PROPERTIES FOR MOWING MAINTENANCE

Purpose:

This Addendum forms part of the Request for Proposals (RFP) issued on December 1, 2025, for City parcels and Parks Mowing and Grounds Maintenance, which includes three (3) additional properties as noted in the attached maps.

The additional properties are listed as follows, and within the attached maps.

1. Attachment A1 – QUADRANT 2 City-Owned Parcels

9. Recycling & Compost Centers – ADDITION

A small parcel on Oakwood Street has been added. Please see the attached map for the exact location, **noted with blue lines.**

2. Attachment A1 – QUADRANT 3 City-Owned Parcels

5. Well #8 – Mow All & Trim Around Buildings (and small area on NE side of lot) – ADDITION

A narrow parcel off of Fieldview Drive has been added. Please see the attached map for the exact location, **noted with blue lines.**

3. Attachment B1 – City Parks & Greenspaces: Aerial & Acreage

A small parcel off of West Jefferson Street has been added. Please see the attached map for the exact location, **noted with blue lines.**

NOTE: Bidders must acknowledge receipt of Addendum No. 2 in their proposal submission.

To: City Council

From: Kurt Ristow, Public Works Superintendent

Date: 2/19/2026

Re: Public Well #11 Bid Recommendation

Background: On January 22, 2026, the city solicited bids for the construction of Public Well #11 Pumphouse. Bids were opened on February 17, 2026, and six (6) bids were received. The low bidder was disqualified because the bid was incomplete.

The Engineer's Probable Cost Estimate for the project was \$590,658.00. All bids far exceeded the probable cost estimate. The lowest responsive bid was approximately 29% (\$759,000.00) above the engineer's estimate, while the highest bid was more than 58% (\$935,000.00) above the estimated cost.

Recommendation: After reviewing the bid results, city management recommends rejecting all bids and proceeding with rebidding the Public Well #11 Pumphouse project. Should those rebid results remain unfavorable, staff recommends alternative project delivery methods, including the option of the city acting as the general contractor for part or all of the work.

Attachments: Bid tabulation results and memo from Dan Whalen, P.E., Williams and Works Engineering, recommending to not award the project at this time. The specifications and bid documents remain available on the city's website.

williams&works

engineers | surveyors | planners

February 18, 2026

[via email: kristow@cityofgrandledge.com]

Kurt D. Ristow, Public Works Superintendent
City of Grand Ledge
310 Greenwood St.
Grand Ledge, MI 48837

Re: Well No. 11 Wellhouse Project Bid Results

Dear Mr. Ristow:

The Well No. 11 Wellhouse Project bid opening held on Tuesday, February 17th, 2026 at 3pm received six (6) bids. The tabulation of the bids is attached to this letter.

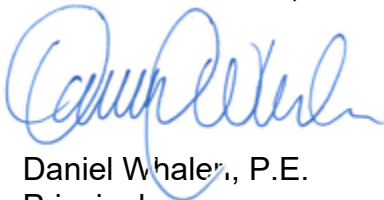
We have completed our evaluation, and the lowest responsible bidder was Laux Construction with a bid of \$719,172.55. The bid prices ranged from \$719,172.55 to \$935,366.00. The low bid price is 22% greater than our probable cost of construction dated February 2025 which was conservatively prepared and further overstated to accommodate the City's budgeting and general market inflation.

Given the significant variance between the bid prices we received and the Engineer's Opinion of Probable Cost, we recommend that the City *not* award the project at this time.

Please call me if you have any questions regarding this matter.

Respectfully Submitted,

Williams & Works, Inc.



Daniel Whaler, P.E.
Principal

Cc Gregory Newman, City Clerk (via email)

City of Grand Ledge
 Well No. 11 Wellhouse Project
 February 17th, 2026, 3pm

Engineer's OPCC	\$590,654.00
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General Contractor	Signed Proposal	Completed Bid Form	Receipt of Addenda 1 of 1	5% Bid Bond	Noted Alternates	Base Bid Price	Percent Over Engineer's OPCC
Laux Construction	X	X	X	X	did not provide subcontractors listing	\$719,172.55	22%
Reliance Building Company	X	X	X	X	None	\$759,000.00	29%
RC Contractors	X	X	X	X	None	\$806,940.22	37%
RK Davis	X	X	X	X	None	\$832,484.00	41%
RCL Construction	X	X	X	X	None	\$906,664.00	54%
Cole, Inc.	X	X	X	X	time alternates for genset and EGLE "testing"	\$935,366.00	58%

Grand Ledge City Council Resolution # _____ of 2026

A Resolution to Reject the Bids Received for Well No. 11 Wellhouse Construction, to Direct the Project be Rebid, and to Authorize the City Manager to Negotiate for Contracts in the Open Market.

A resolution adopted by the Grand Ledge City Council, at a regular meeting held on Monday, 23 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, the City issued an invitation for bids for Well No. 11 Wellhouse Construction; and

Whereas, bids were received and publicly opened on 17 February 2026; and

Whereas, all bids received exceeded the budget; and

Whereas, after review and evaluation, it has been determined that it is in the best interest of the City to reject all bids;

Now, Therefore, It Is Resolved:

1. The City rejects the bids received for Well No. 11 Wellhouse Construction, directs the project be rebid, and authorizes the City Manager to negotiate for contracts in the open market.

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, 23 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