



Grand Ledge City Council

REGULAR MEETING AGENDA
MONDAY, 12 JANUARY 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, 12 January 2026 City Council consent agenda, as follows:
 - i. Financial transactions and bills.
 - ii. Monday, 08 December 2025 City Council minutes.
 - iii. Resolution to amend the City of Grand Ledge Poverty Exemption Guidelines.
 - iv. Change Order No. 5 for the Well No. 2 Raw Water Main.

- 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, 12 January 2026 regular City Council agenda.
 - B. Presentation** – Ev Effect Foundation Pay-It-Forward grant.

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.

Abrams Municipal Airport Advisory Commission

Board of Cemetery Trustees

Downtown Development Authority

Parks and Recreation Commission

Planning Commission

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

Manager’s Office

Community Development Office

Department of Public Services

Assessing Department

Building Department

A. Motion – To receive and place on file the December 2025 staff reports from the Manager’s Office, Community Development Office, Department of Public Services, Assessing Department, and Building Department.

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.

A. Motion – To adopt the 2026 & 2027 City Council Priorities.

B. Resolution – To amend the Agreement for Police Services with the Grand Ledge Public Schools.

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. Motion – To adopt the Fiscal Year 2027 budget calendar.

B. Resolution – To approve a bid award to Rowe for the Parks and Recreation Commission Master Plan Update.

C. Resolution – To approve a five-year extension and amendment of the City Manager Employment Agreement with Adam Smith.

- 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.

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/86561274274>

Phone one-tap:


+13092053325,,86561274274#, +13126266799,,86561274274# (Chicago)

Join via audio:

+1 309 205 3325, +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, +1 346 248 7799 (Houston), +1 360 209 5623, +1 386 347 5053, +1 408 638 0968 (San Jose), +1 507 473 4847, +1 564 217 2000, +1 669 444 9171, +1 669 900 6833 (San Jose), +1 689 278 1000, +1 719 359 4580, +1 253 205 0468, +1 253 215 8782 (Tacoma)

Webinar ID: 865 6127 4274

International numbers available: <https://us02web.zoom.us/u/kez5exjEhN>



Gregory Newman, City Clerk

THE GRAND LEDGE CITY COUNCIL WILL HOLD ITS NEXT REGULAR MEETING ON MONDAY, 26 JANUARY 2025, AT 7:00 P.M., IN THE COUNCIL CHAMBERS, CITY HALL, 310 GREENWOOD ST., GRAND LEDGE MI 48837.

CUSTOM INVOICE REPORT FOR CITY OF GRAND LEDGE

| VENDOR | DESCRIPTION | AMOUNT |
|------------------------------------|-----------------------|------------|
| 56A DISTRICT COURT | BOND | 334.00 |
| ACE HARDWARE* | SUPPLIES | 331.62 |
| ALRO STEEL CORPORATION | SUPPLIES | 264.30 |
| APPLIED INNOVATION | PROFESSIONAL SERVICE | 562.97 |
| ARGENT INSTITUTIONAL TRUST COMPANY | PROFESSIONAL SERVICE | 500.00 |
| ARIANNA BROWN | EXPENSE REIMBURSEMENT | 69.96 |
| BARYAMES CLEANERS | UNIFORMS | 713.45 |
| BENJAMIN BLIESENER | EXPENSE REIMBURSEMENT | 30.62 |
| BESCO WATER TREATMENT, INC.* | SUPPLIES | 78.00 |
| CAPITOL COMMUNICATIONS GROUP, LLC | PROFESSIONAL SERVICE | 210.00 |
| CENTRAL MICHIGAN BUILDING SERVICES | SUPPLIES | 6,610.00 |
| CGS, INC | PROFESSIONAL SERVICE | 2,600.00 |
| CINTAS* | UNIFORMS | 1,564.18 |
| COURTNEY SCHAFFER | DEPOSIT RETURN | 100.00 |
| CRANDELL BROS. TRUCKING CO. | SUPPLIES | 4,320.00 |
| D&K TRUCK CO. | SUPPLIES | 520.06 |
| DELTA DENTAL | PROFESSIONAL SERVICE | 4,552.26 |
| DENCO DISTRIBUTING | SUPPLIES | 114.90 |
| DEWOLF AND ASSOCIATES | TRAINING | 225.00 |
| DORNBOS SIGN & SAFETY INC* | SUPPLIES | 847.75 |
| E T MACKENZIE COMPANY | SUPPLIES | 13,726.36 |
| EATON COUNTY | NOTARY DUES | 10.00 |
| EJC SECURITY SVCS, INC. | TRAINING | 195.00 |
| ELHORN ENGINEERING COMPANY | SUPPLIES | 1,918.00 |
| ERA | SUPPLIES | 1,740.55 |
| FASTENAL COMPANY* | SUPPLIES | 339.21 |
| FISHBECK | PROFESSIONAL SERVICES | 13,726.36 |
| FLUID CONNECTIONS, INC.* | SUPPLIES | 245.73 |
| FRANKLIN HOLWERDA COMPANY | PROFESSIONAL SERVICES | 6,025.00 |
| GIFFELS WEBSTER | PROFESSIONAL SERVICE | 4,213.75 |
| GRAINGER WW INC* | SUPPLIES | 509.05 |
| GRAND LEDGE AUTO PARTS INC* | SUPPLIES | 2,628.58 |
| GRANGER | PROFESSIONAL SERVICE | 2,674.79 |
| GREGORY NEWMAN | EXPENSE REIMBURSEMENT | 134.78 |
| HACH COMPANY | SUPPLIES | 126.90 |
| HOEKSTRA EQUIPMENT | SUPPLIES | 3,160.00 |
| HOME DEPOT* | SUPPLIES | 296.45 |
| HOSTSY EQUIPMENT COMPANY | SUPPLIES | 13,100.00 |
| HUBBELL, ROTH AND CLARK, INC.* | PROFESSIONAL SERVICE | 132,854.57 |
| HUTSON, INC. | SUPPLIES | 617.10 |
| HYDROCORP* | PROFESSIONAL SERVICE | 5,390.00 |

| | | |
|---------------------------------------|-----------------------|----------|
| JAMIE BELISLE | RENTAL REFUND | 100.00 |
| JEFFREY SKIERA | DEPOSIT RETURN | 100.00 |
| JEREMIAH MURRAY | EXPENSE REIMBURSEMENT | 70.00 |
| JOE FARNSWORTH | EXPENSE REIMBURSEMENT | 214.95 |
| JONES CHEMICALS, INC. | SUPPLIES | 2,046.00 |
| JONS TO GO* | SUPPLIES* | 2,100.00 |
| JUDITH FARNSWORTH | RENTAL REFUND | 100.00 |
| JUSTIN CAMPBELL | EXPENSE REIMBURSEMENT | 20.34 |
| KCI, INC* | PROFESSIONAL SERVICE | 1,210.26 |
| KERR PUMP AND SUPPLY | SUPPLIES | 1,260.00 |
| KEY CLEANING SERVICES, INC. | PROFESSIONAL SERVICE | 455.00 |
| KLOSL, LLC | SUPPLIES | 4,000.00 |
| LANSING ICE AND FUEL* | SUPPLIES | 1,613.58 |
| LEAH SULLENBERGER | RENTAL REFUND | 100.00 |
| LERMA | PROFESSIONAL SERVICE | 150.00 |
| MCGINTY HITCH PERSON ANDERSON REVORE* | LEGAL | 6,572.50 |
| MEDA | DUES/MEMBERSHIPS | 350.00 |
| MENARDS - LANSING WEST* | SUPPLIES | 3,839.27 |
| MERRITT PRESS, INC. | PROFESSIONAL SERVICE | 46.75 |
| MICHELLE GUILD | RENTAL REFUND | 100.00 |
| MICHIGAN METAL LLC | PROFESSIONAL SERVICE | 5,000.00 |
| MICHIGAN STATE POLICE* | IT FEES | 3,132.00 |
| MIDWEST RECREATION PRODUCTS LLC | PROFESSIONAL SERVICE | 2,400.00 |
| MISS DIG | PROFESSIONAL SERVICES | 3,007.41 |
| MOORE TROSPER | PROFESSIONAL SERVICES | 4,218.00 |
| MORRIE'S GRAND LEDGE FORD LINCOLN | PROFESSIONAL SERVICE | 86.99 |
| MPC CASH-WAY LUMBER | SUPPLIES | 270.31 |
| NATHEN SNIDER & KAYLEE PAYNE | UTILITY REFUND | 74.50 |
| NICHOLAS DIORIO | EXPENSE REIMBURSEMENT | 97.02 |
| NORTH CENTRAL LABORATORIES | SUPPLIES | 211.17 |
| OAKLAND COMMUNITY COLLEGE | TRAINING | 675.00 |
| PERCEPTIVE CONTROLS* | PROFESSIONAL SERVICES | 6,383.40 |
| PITNEY BOWES | RENTAL | 21.00 |
| PPLSI | PROFESSIONAL SERVICE | 349.10 |
| PRECISION LAWN & SNOW* | PROFESSIONAL SERVICE | 8,290.00 |
| PROTECH MECHANICAL | PROFESSIONAL SERVICES | 300.00 |
| QUALITY TIRE, INC. | SUPPLIES | 721.60 |
| RELIANCE STANDARD LIFE* | PROFESSIONAL SERVICE | 1,248.48 |
| ROBERT LAMSON, PHD | PROFESSIONAL SERVICES | 495.00 |
| SARA MURDOCK | EXPENSE REIMBURSEMENT | 200.34 |
| SIGNS BY LENNY | PROFESSIONAL SERVICE | 100.00 |
| STAPLES* | SUPPLIES | 212.81 |
| STATE OF MICHIGAN - EGLE* | PROFESSIONAL SERVICE | 9,211.51 |
| TELADOC HEALTH | PROFESSIONAL SERVICES | 281.65 |

| | | |
|-------------------------------------|-----------------------|------------|
| TELUS HEALTH, LTD | PROFESSIONAL SERVICE | 195.12 |
| THE SAFETY COMPANY LLC. DBA MTECH* | SUPPLIES | 1,742.39 |
| THE VERDIN COMPANY | PROFESSIONAL SERVICE | 720.00 |
| THRUN LAW FIRM* | LEGAL | 2,450.00 |
| TOWN AND COUNTRY ANIMAL HOSPITAL | PROFESSIONAL SERVICE | 209.03 |
| TRACE ANALYTICAL LABORATORIES, INC. | SUPPLIES | 859.50 |
| TRANSUNION | PROFESSIONAL SERVICES | 100.00 |
| UM HEALTH - SPARROW OCC. HEALTH | PROFESSIONAL SERVICE | 380.00 |
| UNITED RENTALS* | SUPPLIES | 170.00 |
| USA BLUEBOOK* | SUPPLIES | 683.50 |
| VC3, INC.* | PROFESSIONAL SERVICE | 7,795.22 |
| VERIZON WIRELESS | PHONE/INTERNET | 1,150.77 |
| VERN'S REPAIR AND SPORT | SUPPLIES | 340.95 |
| VINCE THORN | EXPENSE REIMBURSEMENT | 196.36 |
| VISION SERVICE PLAN* | PROFESSIONAL SERVICE | 2,349.13 |
| WATSON TOOLS, LLC | PROFESSIONAL SERVICE | 84.12 |
| WEST MICHIGAN INTERNATIONAL | SUPPLIES | 115.00 |
| WILLIAMS & WORKS* | PROFESSIONAL SERVICES | 10,576.33 |
| | | |
| GRAND TOTAL: | | 329,734.61 |


| | | |
|-----------------------------|-------------------|------------|
| TAX PAYMENTS | | |
| EATON COUNTY* | TAX DISTRIBUTIONS | 127,332.00 |
| EATON RESA* | TAX DISTRIBUTIONS | 62,694.68 |
| GRAND LEDGE PUBLIC SCHOOLS* | TAX DISTRIBUTIONS | 92,390.21 |
| LANSING COMMUNITY COLLEGE* | TAX DISTRIBUTIONS | 2,802.30 |
| GLAESA | TAX DISTRIBUTIONS | 129,378.14 |
| LERETA LLC | TAX REFUND | 4,740.49 |
| SERVICELINK NLS | TAX REFUND | 2,143.77 |
| | | |
| GRAND TOTAL: | | 421,481.59 |

| | | |
|-----------------------|----------------------------|-----------|
| DECEMBER ACH PAYMENTS | | |
| CHASE | CREDIT SERVICES | 11,643.85 |
| CONSUMER'S ENERGY | UTILITY BILLS | 33,853.52 |
| COMCAST | UTILITY BILLS | 3,032.33 |
| FRONTIER | UTILITY BILLS | 69.53 |
| HEALTH EQUITY | EMPLOYEE FSA DISBURSEMENTS | 1,295.57 |
| | | |
| | TOTAL | 49,894.80 |

* DENOTES MULTIPLE INVOICES

JANUARY ACH PAYMENTS TO BE REPORTED SECOND MEETING OF THE MONTH

To: City Council

From:  Kurt Ristow, Public Works Superintendent

Date: 12/16/2025

Re: Well 2 Raw Water Main- Pay Application 11 and Change Order 5

Background: The City of Grand Ledge sought and received bids for the Well 2 Raw Water Main project, due on June 22, 2023. The project was awarded to E.T. Mackenzie at the July 10, 2023, City Council meeting for \$2,945,974.25.

Issues and Questions Specified: E.T. MacKenzie Company is requesting payment of \$13,726.36 for work completed through December 1, 2025, including the release of the remaining retainage to close out the project. Also attached is Change Order No. 5, which reflects a deduction of \$39,361.06 from the contract value. The final project closeout results in a net decrease of \$42,139.03 from the original contract proposal.

Financial Impact: \$13,723.36 to be paid for by 404-548-974-006 Raw Water Main Capital Project Fund.

Recommendation: Approve the payment to E.T. MacKenzie in the amount of \$13,726.36.

Attachments: Fishbeck memo, Pay Application 11 and Change Order 5

December 3, 2025
Project No. 221916

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

**City of Grand Ledge Well 2 Raw Water Main
Pay Application 11 and Change Order 5**

Attached is Pay Application No. 11 from E.T. MacKenzie Company for the referenced project. The application is in the amount of \$13,726.36 for work completed through December 1, 2025. The payment requested is based on work completed in this period, which was the remaining balance of the programming work for Well 2 and release of remaining retainage.

The work that was completed to date, is generally summarized as follows:

1. Final programming for Well 2 integration.
2. Release of remainder of \$10,000.00 in retainage that was being held.

Based on our review of the application and our knowledge of the work completed, we recommend payment in the amount of \$13,726.36 to E.T. MacKenzie Company which includes earnings for the period.

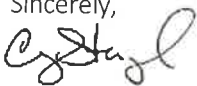
Fishbeck has reviewed all certified payrolls from E.T. MacKenzie Company and their subcontractors and has confirmed that it follows the Davis-Bacon Act.

Also attached is Change Order 5 for the project which balances the contract value with all changes and verifies final payment to be made. Change Order 5 includes a deduct to the contract value of \$39,361.06.

The original contract value was \$2,945,974.25; the final contract value is \$2,900,835.22. There is an overall decrease in the original contract value of \$42,139.03.

If you have any questions or require additional information, please contact me at 517.899.2641 or cstenzel@fishbeck.com.

Sincerely,



Cory Stenzel
Senior Construction Manager

Attachments

Copy: Kurt Ristow – City of Grand Ledge
Brad Rizzo – City of Grand Ledge
John Willemin – Fishbeck


CHANGE ORDER
 PAGE 1 OF 2

| | |
|---|--|
| CONTRACT FOR: | City of Grand Ledge Well 2 Raw Water Main |
| OWNER: | City of Grand Ledge 310 Greenwood Street Grand Ledge, MI 48837 |
| CONTRACTOR: | E.T. MacKenzie Company 4248 W. Saginaw Highway Grand Ledge, MI 48837 |
| ENGINEER: | Fishbeck 5913 Executive Drive, Suite 100 Lansing, MI 48911 |
| ATTACHMENTS: | N/A |
| Contractor shall indicate approval of Change Order through signing of this document and returning to Engineer. Engineer will forward to Owner, who shall indicate approval of Change Order through signing of this document and returning to Engineer. Upon receipt of fully executed (all signatures) Change Order, Engineer will distribute to all parties. | |
| YOU ARE DIRECTED TO MAKE THE FOLLOWING CHANGES IN THE CONTRACT DOCUMENTS: | |
| The following items changing the contract documents were chosen by the Owner for execution: Deduct remaining allowance balance of \$39,361.06 for unused portions of Electrical Upgrades and Testing. | |
| DECREASE: \$39,361.06 | |

| | |
|---|---|
| CHANGE IN CONTRACT PRICE: | CHANGE IN CONTRACT TIMES: N/A |
| Original Contract Price: | Original Contract time: <u>March 7, 2023</u> |
| <u>\$2,945,974.25</u> | Substantial Completion: <u>October 18, 2024</u> |
| | Ready for final payment: <u>November 1, 2024</u> |
| Net Change from Previous Change Orders: 1-4 | Net change from previous Change Orders: |
| <u>\$2,777.97</u> decrease | <u>0 Days</u> |
| Contract Price prior to this Change Order: | Contract Time prior to this Change Order: |
| <u>\$2,943,196.28</u> | Substantial Completion: <u>November 13, 2024</u> |
| | Ready for final payment: <u>November 15, 2024</u> |
| Net decrease of this Change Order: | Net change of this Change Order: |
| <u>\$39,361.06</u> | <u>352 Days</u> |
| Contract Price with all approved Change Orders: | Contract Time with all approved Change Orders: |
| <u>\$2,900,835.22</u> | Substantial Completion: <u>November 13, 2024</u> |
| | Ready for final payment: <u>October 30, 2025</u> |

CHANGE ORDER
PAGE 2 OF 2

RECOMMENDED

By: 
Engineer
Cory Stenzel,
Senior Construction Manager

APPROVED

By: 
Contractor
Michael Marks,
President

APPROVED

By: _____
Owner
Adam Smith,
City Manager

Date: December 3, 2025

Date: 12/4/25

Date: _____

END OF CHANGE ORDER

APPLICATION AND RECOMMENDATION FOR PAYMENT
PAGE 1 OF 2

TO: City of Grand Ledge
In Care of: Fishbeck
5913 Executive Drive, Suite 100
Lansing, MI 48911

FROM (Contractor): E. T. MacKenzie Company
4248 W. Saginaw Highway
Grand Ledge, MI. 48837

Application No: 11
Period From: August 28, 2025
To: 10/29/2025

Project: Grand Ledge Raw WM Well 2
Fishbeck Project Number: 221916
SFR #: 7735-01

APPLICATION FOR PAYMENT:

Application for Payment is made, as indicated below, in connection with the Contract. Schedule of Values sheet is attached as page 3 of 3.

| | | | |
|----|---|---------------------------------|----------------|
| 1. | Original Contract Price | | \$2,945,974.25 |
| 2. | Net change by Change Orders | | \$-42,139.03 |
| 3. | Current Contract Price (1 plus 2) | | \$2,900,835.22 |
| 4. | Gross Amount Due (From Unit Price Schedule) | | \$2,903,835.22 |
| 5. | Retainage (Per Agreement) | 10% of Work Completed: | \$0 |
| | | Retainage to hold this Pay App: | \$0 |
| | | Total Retainage | \$0 |
| 6. | Amount Eligible to Date (4 minus 5) | | \$2,903,835.22 |
| 7. | Less Previous Payments | | \$2,890,108.86 |
| 8. | Amount Due This Application (6 minus 7) | | \$13,726.36 |
| 9. | Balance to Finish, Plus Retainage (3 - 7 - 8) | | \$0.00 |

CHANGE ORDER SUMMARY:

| Change Orders Approved by Owner | ADDITIONS | DEDUCTIONS |
|---------------------------------|-----------|------------|
| CO 1 | 49,311.52 | |
| Balancing | | 103,572.79 |
| CO 3 and CO 4 | 51,483.30 | |
| CO 05 | | 39,361.06 |
| Net Total | | 42,139.03 |

APPLICATION AND RECOMMENDATION FOR PAYMENT
PAGE 2 OF 2

CONTRACTOR'S CERTIFICATION:

The undersigned Contractor certifies that to the best of its knowledge (1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest or encumbrances); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Dated December 2, 2025

E. T. MacKenzie Company
Contractor

By 
(Signature)

Michael S. Marks, President
Name and Title of Signatory

ENGINEER'S RECOMMENDATION:

To: City of Grand Ledge

In accordance with the Contract, the undersigned recommends payment to Contractor.

AMOUNT RECOMMENDED: \$13,726.36

(Attach explanation if amount recommended differs from the amount applied for.)

ENGINEER: Fishbeck



Dated December 1, 2025

By _____
(Signature)

Senior Construction Manager
Name and Title of Signatory

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

This recommendation for payment is based on a review of the Work performed as compared to the amount of the application. This recommendation does not imply that Engineer is reviewing construction lien documents nor does it imply that Engineer is acting as a guarantor of the property. Any review of construction lien documents by Engineer is for information purposes only.



MICHIGAN DEPARTMENT OF
ENVIRONMENT, GREAT LAKES, AND ENERGY

Project Number: 221916


Period From: _____ To: 12/18/25

Davis-Bacon Act Compliance CERTIFICATION

I certify to the best of my knowledge and belief that the above referenced project:

Complies with Davis-Bacon and Related Acts and U.S. Environmental Protection Agency policy memo dated March 2, 2012, and the Fiscal Year 2012 Consolidated Appropriations Act (P.L. 112-74) and that all laborers and mechanics employed by contractors and subcontractors during the above referenced period were paid wages at rates not less than those listed on the prevailing wage rate contained in the contract documents and that all applicable provisions of the Davis-Bacon and Related Acts have been met.

City of Grand Ledge 12/18/25
Name of Loan Recipient Date


Signature of Authorized Representative

Adam Smith, City Manager
Print Name and Title of Authorized Representative

Submittal



Submittal Number: 038
Special Provision: Consent of Surety
Project Name: Grand Ledge Well 2 Raw Water Main
Project Location: Grand Ledge, MI
Date: December 8, 2025
Submitted By: Mary Cooley
Senior Project Manager
E.T. MacKenzie Company
mcooley@mackenzieco.com
Submitted To: Cory Stenzel
Fishbeck
5913 Executive Dr.
Suite 100
Lansing, MI 48911
cstenzel@fishbeck.com

Information for the following items are being submitted by E.T. MacKenzie Company for review. Thank you.

| Description | Surety Company |
|-------------------|---------------------------------|
| Consent of Surety | Liberty Mutal Insurance Company |

**CONSENT OF
SURETY COMPANY
TO FINAL PAYMENT**

AIA DOCUMENT G707

OWNER
ARCHITECT
CONTRACTOR
SURETY
OTHER

Bond No. 013131657

PROJECT: Well 2 Raw Water Main
(name, address)

TO (Owner)

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

ARCHITECT'S PROJECT NO:
CONTRACT FOR:

CONTRACT DATE: September 13, 2023
Bond Date September 18, 2023

CONTRACTOR: E T MacKenzie Company

In accordance with the provisions of the Contract between the Owner and the Contractor as indicated above, the
(here insert name and address of Surety Company)
Liberty Mutual Insurance Company
175 Berkeley Street
Boston, MA 02117

, SURETY COMPANY,

on bond of (here insert name and address of Contractor)
E T MacKenzie Company
4248 W Saginaw Hwy
Grand Ledge, MI 48837

, CONTRACTOR,

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

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

, OWNER,

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

IN WITNESS WHEREOF,

the Surety Company has hereunto set its hand this 5th day of December, 2025

Liberty Mutual Insurance Company
Surety Company

Signature of Authorized Representative

Attest:
(Seal):

Marcia J Miller attorney-in-fact
Title

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



POWER OF ATTORNEY

Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

Certificate No: 8213470-013057

KNOWN ALL PERSONS BY THESE PRESENTS: That The Ohio Casualty Insurance Company is a corporation duly organized under the laws of the State of New Hampshire, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint, Cloyd W. Barnes; Curtis M. Peterson; Marcia J. Miller; Nathan G. Chapman; Nicole Andries; Robert G. Chapman; Ryan A. Peterson

all of the city of Lansing state of MI each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Companies in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 26th day of March, 2025.



Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

By: Nathan J. Zangerle, Assistant Secretary

State of PENNSYLVANIA ss
County of MONTGOMERY

On this 26th day of March, 2025 before me personally appeared Nathan J. Zangerle, who acknowledged himself to be the Assistant Secretary of Liberty Mutual Insurance Company, The Ohio Casualty Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at Plymouth Meeting, Pennsylvania, on the day and year first above written.



Commonwealth of Pennsylvania - Notary Seal
Teresa Pastella, Notary Public
Montgomery County
My commission expires March 28, 2029
Commission number 1126044
Member, Pennsylvania Association of Notaries

By: Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

ARTICLE IV - OFFICERS: Section 12. Power of Attorney.

Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

ARTICLE XIII - Execution of Contracts: Section 5. Surety Bonds and Undertakings.

Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

Certificate of Designation - The President of the Company, acting pursuant to the Bylaws of the Company, authorizes Nathan J. Zangerle, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

Authorization - By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C. Llewellyn, the undersigned, Assistant Secretary, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy of the Power of Attorney executed by said Companies, is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 5th day of December, 2025.



By: Renee C. Llewellyn, Assistant Secretary

Not valid for mortgage, note, loan, letter of credit, currency rate, interest rate or residual value guarantees.

For bond and/or Power of Attorney (POA) verification inquiries, please call 610-832-8240 or email HOSUR@libertymutual.com.



TO: City Council

FROM: David Gutchess, Public Services Superintendent

DATE: December 16, 2025

RE: Wastewater Treatment Plant Construction Engineering

In the bills to be paid at the January 12, 2026 Council meeting is an invoice received from HRC Engineers in the amount of \$71,253.91 The contract with HRC was approved by council for Construction Engineering of the WWTP expansion project in the not to exceed amount of \$1.7 million at the April 14, 2025 Council meeting.



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

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

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

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

Professional Services for period ending November 22, 2025

Professional Personnel

| | Hours | Amount | |
|--------------------|--------|-----------|------------------|
| Totals | 190.80 | 24,510.03 | |
| Total Labor | | | 24,510.03 |

Consultants

| | | | |
|--|---------------------------|-----------------|--------------------|
| Consultant Reimbursable | | | |
| 10/28/2025 CENTURY A and E CORPORATION | PROFESSIONAL SERVICES | 2,910.85 | |
| Total Consultants | 1.0 times | 2,910.85 | 2,910.85 |
| | Total this Project | | \$27,420.88 |

20221119.12 - SHOP DRAWING

Professional Personnel

| | Hours | Amount | |
|--------------------|---------------------------|-----------|--------------------|
| Totals | 171.00 | 24,005.43 | |
| Total Labor | | | 24,005.43 |
| | Total this Project | | \$24,005.43 |

20221119.18 - RESIDENT ENGINEERING

Professional Personnel

| | Hours | Amount | |
|--------------------|---------------------------|-----------|--------------------|
| Totals | 124.00 | 19,827.60 | |
| Total Labor | | | 19,827.60 |
| | Total this Project | | \$19,827.60 |

Billing Limits

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

| | |
|-------------------------------|--------------------|
| Total Due this Invoice | \$71,253.91 |
|-------------------------------|--------------------|

405-542-974.999
[Handwritten initials]
[Handwritten signature]

Billing Backup

Wednesday, December 3, 2025

HUBBELL, ROTH & CLARK, INC.

Invoice 0233093 Dated 12/3/2025

8:36:59 AM

Professional Personnel

| | | | Hours | | Amount |
|-------|----------------------|------------|-------|--------|----------|
| 02860 | ARSENEAULT, JOEL | 10/27/2025 | 3.00 | 119.76 | 359.28 |
| 02860 | ARSENEAULT, JOEL | 11/5/2025 | 3.00 | 119.76 | 359.28 |
| 02860 | ARSENEAULT, JOEL | 11/6/2025 | 4.00 | 119.76 | 479.04 |
| 02860 | ARSENEAULT, JOEL | 11/10/2025 | 1.00 | 120.51 | 120.50 |
| 02860 | ARSENEAULT, JOEL | 11/11/2025 | 1.00 | 120.51 | 120.51 |
| 02860 | ARSENEAULT, JOEL | 11/12/2025 | 3.50 | 120.51 | 421.79 |
| 02860 | ARSENEAULT, JOEL | 11/13/2025 | 1.50 | 120.51 | 180.77 |
| 02860 | ARSENEAULT, JOEL | 11/14/2025 | 1.50 | 120.51 | 180.77 |
| 02860 | ARSENEAULT, JOEL | 11/19/2025 | 3.00 | 120.51 | 361.53 |
| 02813 | BULLOCH, TERRA | 11/7/2025 | 2.00 | 78.00 | 156.00 |
| 02813 | BULLOCH, TERRA | 11/12/2025 | 4.50 | 78.00 | 351.00 |
| 02813 | BULLOCH, TERRA | 11/13/2025 | 1.00 | 78.00 | 78.00 |
| 02813 | BULLOCH, TERRA | 11/18/2025 | 3.30 | 78.00 | 257.40 |
| 02637 | COLE, JOSHUA | 11/7/2025 | 6.00 | 115.50 | 693.00 |
| 02637 | COLE, JOSHUA | 11/10/2025 | 4.00 | 115.50 | 462.00 |
| 02637 | COLE, JOSHUA | 11/12/2025 | 5.00 | 115.50 | 577.50 |
| 02637 | COLE, JOSHUA | 11/13/2025 | 3.00 | 115.50 | 346.50 |
| 02637 | COLE, JOSHUA | 11/14/2025 | 4.00 | 115.50 | 462.00 |
| 02637 | COLE, JOSHUA | 11/17/2025 | 3.00 | 115.50 | 346.50 |
| 02637 | COLE, JOSHUA | 11/18/2025 | 9.00 | 115.50 | 1,039.50 |
| 02637 | COLE, JOSHUA | 11/19/2025 | 6.50 | 115.50 | 750.75 |
| 02637 | COLE, JOSHUA | 11/20/2025 | 3.00 | 115.50 | 346.50 |
| 02637 | COLE, JOSHUA | 11/21/2025 | 3.00 | 115.50 | 346.50 |
| 01773 | CRIST, CHRISTA | 10/28/2025 | 1.00 | 166.80 | 166.80 |
| 01773 | CRIST, CHRISTA | 10/29/2025 | .50 | 166.80 | 83.40 |
| 01773 | CRIST, CHRISTA | 11/7/2025 | .50 | 166.80 | 83.40 |
| 01773 | CRIST, CHRISTA | 11/10/2025 | .50 | 166.80 | 83.40 |
| 02664 | HAATAJA, PAMELA | 10/27/2025 | 4.00 | 119.37 | 477.48 |
| 02664 | HAATAJA, PAMELA | 10/28/2025 | 4.00 | 119.37 | 477.48 |
| 02664 | HAATAJA, PAMELA | 10/29/2025 | 2.00 | 119.37 | 238.74 |
| 02664 | HAATAJA, PAMELA | 11/12/2025 | 1.50 | 121.71 | 182.57 |
| 02664 | HAATAJA, PAMELA | 11/13/2025 | 6.00 | 121.71 | 730.26 |
| 02495 | MANSER, EVAN | 11/4/2025 | .50 | 129.15 | 64.57 |
| 02495 | MANSER, EVAN | 11/5/2025 | 2.50 | 129.15 | 322.88 |
| 02495 | MANSER, EVAN | 11/6/2025 | 1.00 | 129.15 | 129.15 |
| 02495 | MANSER, EVAN | 11/7/2025 | 4.50 | 129.15 | 581.18 |
| 02907 | MCKEAN, PAIGE | 10/27/2025 | 8.00 | 105.93 | 847.43 |
| 02907 | MCKEAN, PAIGE | 10/28/2025 | 7.50 | 105.93 | 794.48 |
| 02907 | MCKEAN, PAIGE | 11/3/2025 | .50 | 105.93 | 52.97 |
| 02747 | POZAN, TYLER | 11/14/2025 | .50 | 123.27 | 61.63 |
| 02747 | POZAN, TYLER | 11/17/2025 | .50 | 123.27 | 61.64 |
| 01854 | SNEATHEN, TODD | 10/30/2025 | 1.00 | 165.00 | 165.00 |
| 01854 | SNEATHEN, TODD | 11/4/2025 | 1.00 | 165.00 | 165.00 |
| 01854 | SNEATHEN, TODD | 11/12/2025 | .50 | 165.00 | 82.50 |
| 01854 | SNEATHEN, TODD | 11/18/2025 | 1.00 | 165.00 | 165.00 |
| 02541 | URQUHART, DOUGLAS | 10/27/2025 | 6.00 | 153.00 | 918.00 |
| 02541 | URQUHART, DOUGLAS | 10/28/2025 | 6.00 | 153.00 | 918.00 |
| 02541 | URQUHART, DOUGLAS | 10/29/2025 | 3.00 | 153.00 | 459.00 |

| Project | 20221119.13 | CONSTRUCTION ADMIN WWTP DESIGN REVIEW | | | Invoice | 0233093 |
|-------------------------------|--------------------------|---------------------------------------|---------------------------|--------|-----------------|--------------------|
| 02541 | URQUHART, DOUGLAS | 10/30/2025 | 5.00 | 153.00 | 765.00 | |
| 02541 | URQUHART, DOUGLAS | 10/31/2025 | 2.00 | 153.00 | 306.00 | |
| 02541 | URQUHART, DOUGLAS | 11/3/2025 | 1.00 | 153.00 | 153.00 | |
| 02541 | URQUHART, DOUGLAS | 11/4/2025 | 1.00 | 153.00 | 153.00 | |
| 02541 | URQUHART, DOUGLAS | 11/5/2025 | 2.00 | 153.00 | 306.00 | |
| 02541 | URQUHART, DOUGLAS | 11/7/2025 | 2.00 | 153.00 | 306.00 | |
| 02541 | URQUHART, DOUGLAS | 11/10/2025 | 2.00 | 153.00 | 306.00 | |
| 02541 | URQUHART, DOUGLAS | 11/11/2025 | 3.00 | 153.00 | 459.00 | |
| 02541 | URQUHART, DOUGLAS | 11/12/2025 | 8.00 | 153.00 | 1,224.00 | |
| 02541 | URQUHART, DOUGLAS | 11/13/2025 | 4.00 | 153.00 | 612.00 | |
| 02541 | URQUHART, DOUGLAS | 11/14/2025 | 2.00 | 153.00 | 306.00 | |
| 02541 | URQUHART, DOUGLAS | 11/17/2025 | 3.00 | 153.00 | 459.00 | |
| 02541 | URQUHART, DOUGLAS | 11/18/2025 | 4.00 | 153.00 | 612.00 | |
| 02541 | URQUHART, DOUGLAS | 11/19/2025 | 3.00 | 153.00 | 459.00 | |
| 02541 | URQUHART, DOUGLAS | 11/20/2025 | 1.00 | 153.00 | 153.00 | |
| 02541 | URQUHART, DOUGLAS | 11/21/2025 | 3.00 | 153.00 | 459.00 | |
| 02843 | WARAKSA, NEIL | 11/17/2025 | .50 | 159.00 | 79.50 | |
| 02594 | WILCOX, RANDALL | 11/12/2025 | .50 | 189.30 | 94.65 | |
| 02594 | WILCOX, RANDALL | 11/14/2025 | .50 | 189.30 | 94.65 | |
| 02594 | WILCOX, RANDALL | 11/19/2025 | .50 | 189.30 | 94.65 | |
| | Totals | | 190.80 | | 24,510.03 | |
| | Total Labor | | | | | 24,510.03 |
| Consultants | | | | | | |
| Consultant Reimbursable | | | | | | |
| AP 0142191 | 10/28/2025 | ☐ CENTURY A and E CORPORATION / | | | 2,910.85 | |
| | | PROFESSIONAL SERVICES | | | | |
| | Total Consultants | | 1.0 times | | 2,910.85 | 2,910.85 |
| | | | Total this Project | | | \$27,420.88 |
| Professional Personnel | | | | | | |
| | | | Hours | | Amount | |
| 02637 | COLE, JOSHUA | 11/7/2025 | 2.00 | 115.50 | 231.00 | |
| 02637 | COLE, JOSHUA | 11/10/2025 | 3.00 | 115.50 | 346.50 | |
| 02637 | COLE, JOSHUA | 11/11/2025 | 3.00 | 115.50 | 346.50 | |
| 02637 | COLE, JOSHUA | 11/12/2025 | 3.00 | 115.50 | 346.50 | |
| 02637 | COLE, JOSHUA | 11/13/2025 | 5.00 | 115.50 | 577.50 | |
| 02637 | COLE, JOSHUA | 11/14/2025 | 4.00 | 115.50 | 462.00 | |
| 02637 | COLE, JOSHUA | 11/17/2025 | 6.00 | 115.50 | 693.00 | |
| 02637 | COLE, JOSHUA | 11/20/2025 | 3.00 | 115.50 | 346.50 | |
| 02540 | HERRLE, SEAN | 10/27/2025 | 2.50 | 153.78 | 384.45 | |
| 02540 | HERRLE, SEAN | 10/28/2025 | 2.00 | 153.78 | 307.56 | |

| Project | 20221119.13 | CONSTRUCTION ADMIN WWTP DESIGN REVIEW | | | Invoice | 0233093 |
|---------|----------------------|---------------------------------------|------|--------|----------|---------|
| 02540 | HERRLE, SEAN | 10/29/2025 | 1.00 | 153.78 | 153.78 | |
| 02540 | HERRLE, SEAN | 11/3/2025 | 2.50 | 153.78 | 384.45 | |
| 02540 | HERRLE, SEAN | 11/4/2025 | 1.00 | 153.78 | 153.78 | |
| 02540 | HERRLE, SEAN | 11/5/2025 | 2.00 | 153.78 | 307.56 | |
| 02540 | HERRLE, SEAN | 11/7/2025 | 1.50 | 153.78 | 230.67 | |
| 02540 | HERRLE, SEAN | 11/10/2025 | 1.00 | 146.52 | 146.52 | |
| 02540 | HERRLE, SEAN | 11/11/2025 | 1.00 | 146.52 | 146.52 | |
| 02540 | HERRLE, SEAN | 11/12/2025 | .50 | 146.52 | 73.26 | |
| 02540 | HERRLE, SEAN | 11/14/2025 | 2.50 | 146.52 | 366.30 | |
| 02540 | HERRLE, SEAN | 11/17/2025 | 1.00 | 146.52 | 146.52 | |
| 02540 | HERRLE, SEAN | 11/18/2025 | .50 | 146.52 | 73.26 | |
| 02540 | HERRLE, SEAN | 11/19/2025 | 3.50 | 146.52 | 512.82 | |
| 02495 | MANSER, EVAN | 11/18/2025 | 4.00 | 127.50 | 510.00 | |
| 02495 | MANSER, EVAN | 11/19/2025 | .50 | 127.50 | 63.75 | |
| 02495 | MANSER, EVAN | 11/20/2025 | 3.00 | 127.50 | 382.50 | |
| 02495 | MANSER, EVAN | 11/21/2025 | .50 | 127.50 | 63.75 | |
| 02819 | MCNAMARA, MICHAEL | 11/18/2025 | 3.00 | 116.73 | 350.19 | |
| 02819 | MCNAMARA, MICHAEL | 11/19/2025 | 4.00 | 116.73 | 466.92 | |
| 02819 | MCNAMARA, MICHAEL | 11/20/2025 | 4.00 | 116.73 | 466.92 | |
| 02541 | URQUHART, DOUGLAS | 10/29/2025 | 2.00 | 153.00 | 306.00 | |
| 02541 | URQUHART, DOUGLAS | 10/31/2025 | 2.00 | 153.00 | 306.00 | |
| 02541 | URQUHART, DOUGLAS | 11/3/2025 | 3.00 | 153.00 | 459.00 | |
| 02541 | URQUHART, DOUGLAS | 11/4/2025 | 1.00 | 153.00 | 153.00 | |
| 02541 | URQUHART, DOUGLAS | 11/7/2025 | 2.00 | 153.00 | 306.00 | |
| 02541 | URQUHART, DOUGLAS | 11/11/2025 | 2.00 | 153.00 | 306.00 | |
| 02541 | URQUHART, DOUGLAS | 11/18/2025 | 2.00 | 153.00 | 306.00 | |
| 02541 | URQUHART, DOUGLAS | 11/19/2025 | 2.00 | 153.00 | 306.00 | |
| 02541 | URQUHART, DOUGLAS | 11/21/2025 | 2.00 | 153.00 | 306.00 | |
| 02910 | WALKER, DANDRE | 10/29/2025 | 3.50 | 144.45 | 505.56 | |
| 02910 | WALKER, DANDRE | 10/30/2025 | 3.00 | 144.45 | 433.35 | |
| 02910 | WALKER, DANDRE | 10/31/2025 | 6.00 | 144.45 | 866.70 | |
| 02910 | WALKER, DANDRE | 11/3/2025 | 5.50 | 144.45 | 794.48 | |
| 02910 | WALKER, DANDRE | 11/4/2025 | 1.50 | 144.45 | 216.68 | |
| 02910 | WALKER, DANDRE | 11/5/2025 | 4.50 | 144.45 | 650.03 | |
| 02910 | WALKER, DANDRE | 11/6/2025 | 5.00 | 144.45 | 722.25 | |
| 02910 | WALKER, DANDRE | 11/7/2025 | 4.00 | 144.45 | 577.80 | |
| 02910 | WALKER, DANDRE | 11/10/2025 | 2.00 | 145.35 | 290.68 | |
| 02910 | WALKER, DANDRE | 11/11/2025 | 3.50 | 145.35 | 508.73 | |
| 02910 | WALKER, DANDRE | 11/12/2025 | 1.50 | 145.35 | 218.03 | |
| 02910 | WALKER, DANDRE | 11/13/2025 | 4.00 | 145.35 | 581.40 | |
| 02910 | WALKER, DANDRE | 11/14/2025 | 7.00 | 145.35 | 1,017.45 | |
| 02910 | WALKER, DANDRE | 11/17/2025 | 8.50 | 145.35 | 1,235.48 | |
| 02910 | WALKER, DANDRE | 11/18/2025 | 7.00 | 145.35 | 1,017.45 | |
| 02910 | WALKER, DANDRE | 11/19/2025 | 2.50 | 145.35 | 363.38 | |
| 02843 | WARAKSA, NEIL | 10/27/2025 | 5.50 | 160.95 | 885.21 | |
| 02843 | WARAKSA, NEIL | 10/28/2025 | 4.50 | 160.95 | 724.28 | |
| 02843 | WARAKSA, NEIL | 10/29/2025 | 1.50 | 160.95 | 241.43 | |

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

Professional Personnel

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

CENTURY A&E

Facilities Design

RECEIVED 10/27/2025
 277 Crahen Avenue NE
 Grand Rapids, MI 49525
 Tel: (616) 456-5227 Fax: (616) 456-5228

INVOICE

CUSTOMER

Company: Hubble, Roth & Clark
Address: 105 West Grand River
City: Howell **State:** MI **ZIP:** 48843-
Phone:

BILLING DETAILS

Invoice # 45508
Invoice Date 9/26/2025
Your Project #
Our Project # HRC024.02:
Bill period end 9/26/2025

PROJECT

Project #: HRC024.02:
Name: Grand Ledge WWTP - CA
Description: Engineering Services Attn: Doug Urquhart

| Qty | Unif | Description | Unit Price | Cost |
|---------------------------|------|---|------------|-------------------|
| Labor | | | | |
| 3.00 | Hr | Eric J. Schippers, Senior Mechanical Engineer | \$192.00 | \$576.00 |
| 2.00 | Hr | Thomas M. Bauer, Senior Mechanical Engineer | \$160.00 | \$320.00 |
| 4.50 | Hr | Derk J. Walkotten, Senior Architect | \$155.00 | \$697.50 |
| 1.00 | Hr | Sarah R. Tyler, Mechanical Engineer | \$127.00 | \$127.00 |
| 4.00 | Hr | Heather M. Lamfers, Architect Intern | \$98.00 | \$392.00 |
| 7.50 | Hr | Mason J. Loose, Mechanical Designer | \$93.00 | \$697.50 |
| 0.50 | Hr | Susan A. Priest, Administrative Assistant | \$82.00 | \$41.00 |
| Sub-Total Labor | | | | \$2,851.00 |
| Expenses | | | | |
| 1.00 | EA | Mileage | \$59.85 | \$59.85 |
| Sub-Total Expenses | | | | \$59.85 |

TOTAL INVOICE \$2,910.85

APPROVAL: Approved
PAYMENT TERMS: PWP
PROJECT #: 20221119.13
BILLING TO CLIENT: Reimbursable
PERSON APPROVING: DIU, 10/27/25

Current Billed \$2,910.85
Prior Billed \$4,707.50
Total Billed To Date \$7,618.35
Project Budget \$35,000.00
Project Budget Remaining \$27,381.65

511.01000

Payment Procedure: Please make checks payable to: **Century A&E** **This invoice is due upon receipt**
 Please include the **Invoice#** and our **Project#** on your check to assure proper credit.

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

Work completed since previous ACCOUNT

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

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

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

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

Schedule status; milestone dates as scheduled?

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

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

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

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

None at this time.

Tasks being performed and next tasks to be performed

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



TO: City Council

FROM: David Gutchess, Public Services Superintendent

DATE: January 6, 2026

RE: Wastewater Treatment Plant Construction Engineering

In the bills to be paid at the January 12, 2026 Council meeting is an invoice received from HRC Engineers in the amount of \$60,044.83 The contract with HRC was approved by council for Construction Engineering of the WWTP expansion project in the not to exceed amount of \$1.7 million at the April 14, 2025 Council meeting.

Date: December 30, 2025
 Prepared By: Doug Urquhart, P.E.
 Client: City of Grand Ledge
 Project: 20221119
 Project Name: WWTP Improvements

Work completed since previous ACCOUNT

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

In January, work will include the construction of the AGS tank base slabs. The construction of the SPB building will also continue including the CMU walls and the roofs.

HRC has been reviewing shop drawing submittals and reviewing requests for information (RFIs) with RK Davis. As of December 30, 2025, there were 163 shop drawings submittals and 74 RFIs. HRC prepared several field orders:

1. Field Order 13: Changes to the east stair from the Sludge Processing Building from concrete to aluminum to accommodate the new installed location of the thickened sludge valves required due to the deeper 6" sludge piping from the blower building.
2. Field Order 14: Associated changes to the site utilities based on the real location of the diversion chamber being different than the as-built site survey used for the site plan design.

Schedule status; milestone dates as scheduled?

- 1/7/2026 – Progress Meeting 7

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

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

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

None at this time.

Tasks being performed and next tasks to be performed

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



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

December 30, 2025
 Project No: 20221119.13
 Invoice No: 0233830

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

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

405-542-974.999

Professional Services for period ending December 20, 2025

Professional Personnel

| | Hours | Amount | |
|--------------------|--------|-----------|------------------|
| Totals | 125.50 | 16,382.04 | |
| Total Labor | | | 16,382.04 |

Consultants

| | | | |
|-------------------------|-----------------------------|---------------------------|--------------------|
| Consultant Reimbursable | | | |
| 12/1/2025 | CENTURY A and E CORPORATION | PROFESSIONAL SERVICES | 1,369.50 |
| 12/19/2025 | CENTURY A and E CORPORATION | PROFESSIONAL SERVICES | 2,026.00 |
| | Total Consultants | 1.0 times | 3,395.50 |
| | | Total this Project | \$19,777.54 |

20221119.12 - SHOP DRAWING

Professional Personnel

| | Hours | Amount | |
|--------------------|--------|---------------------------|--------------------|
| Totals | 122.00 | 16,082.55 | |
| Total Labor | | | 16,082.55 |
| | | Total this Project | \$16,082.55 |

20221119.18 - RESIDENT ENGINEERING

Professional Personnel

| | Hours | Amount | |
|--------------------|--------|---------------------------|--------------------|
| Totals | 159.00 | 24,184.74 | |
| Total Labor | | | 24,184.74 |
| | | Total this Project | \$24,184.74 |

Billing Limits

| | Current | Prior | To-Date |
|----------------|-----------|------------|--------------|
| Total Billings | 60,044.83 | 403,983.81 | 464,028.64 |
| Limit | | | 1,700,000.00 |
| Remaining | | | 1,235,971.36 |

| | |
|-------------------------------|--------------------|
| Total Due this Invoice | \$60,044.83 |
|-------------------------------|--------------------|

Billing Backup

Tuesday, December 30, 2025

HUBBELL, ROTH & CLARK, INC.

Invoice 0233830 Dated 12/30/2025

2:36:48 PM

Professional Personnel

| | | | Hours | | Amount |
|-------|----------------------|------------|--------------|--------|---------------|
| 02860 | ARSENEAULT, JOEL | 11/26/2025 | 1.00 | 120.15 | 120.15 |
| 02860 | ARSENEAULT, JOEL | 12/2/2025 | .50 | 120.15 | 60.08 |
| 02860 | ARSENEAULT, JOEL | 12/10/2025 | 1.00 | 123.24 | 123.24 |
| 02860 | ARSENEAULT, JOEL | 12/11/2025 | 4.00 | 123.24 | 492.96 |
| 02860 | ARSENEAULT, JOEL | 12/17/2025 | 1.50 | 123.24 | 184.86 |
| 02813 | BULLOCH, TERRA | 11/25/2025 | 2.50 | 78.00 | 195.00 |
| 02637 | COLE, JOSHUA | 11/24/2025 | 3.00 | 116.91 | 350.73 |
| 02637 | COLE, JOSHUA | 11/25/2025 | 4.00 | 116.91 | 467.64 |
| 02637 | COLE, JOSHUA | 11/26/2025 | 4.00 | 116.91 | 467.64 |
| 02637 | COLE, JOSHUA | 12/1/2025 | 4.50 | 116.91 | 526.10 |
| 02637 | COLE, JOSHUA | 12/3/2025 | 6.00 | 116.91 | 701.46 |
| 02637 | COLE, JOSHUA | 12/8/2025 | 4.00 | 116.91 | 467.63 |
| 02637 | COLE, JOSHUA | 12/9/2025 | 4.00 | 116.91 | 467.64 |
| 02637 | COLE, JOSHUA | 12/10/2025 | 4.00 | 116.91 | 467.64 |
| 02637 | COLE, JOSHUA | 12/11/2025 | 2.00 | 116.91 | 233.82 |
| 02637 | COLE, JOSHUA | 12/12/2025 | 1.00 | 116.91 | 116.91 |
| 02637 | COLE, JOSHUA | 12/16/2025 | 3.00 | 116.91 | 350.73 |
| 02637 | COLE, JOSHUA | 12/17/2025 | 1.00 | 116.91 | 116.91 |
| 02637 | COLE, JOSHUA | 12/18/2025 | 3.00 | 116.91 | 350.73 |
| 02637 | COLE, JOSHUA | 12/19/2025 | 1.50 | 116.91 | 175.37 |
| 01773 | CRIST, CHRISTA | 11/25/2025 | .50 | 166.80 | 83.40 |
| 02495 | MANSER, EVAN | 12/10/2025 | 6.00 | 124.92 | 749.52 |
| 02495 | MANSER, EVAN | 12/11/2025 | 1.00 | 124.92 | 124.92 |
| 02495 | MANSER, EVAN | 12/12/2025 | .50 | 124.92 | 62.46 |
| 02495 | MANSER, EVAN | 12/15/2025 | 1.50 | 124.92 | 187.38 |
| 02495 | MANSER, EVAN | 12/16/2025 | 1.50 | 124.92 | 187.38 |
| 02495 | MANSER, EVAN | 12/17/2025 | .50 | 124.92 | 62.46 |
| 02495 | MANSER, EVAN | 12/18/2025 | 6.00 | 124.92 | 749.52 |
| 02495 | MANSER, EVAN | 12/19/2025 | 2.50 | 124.92 | 312.30 |
| 02819 | MCNAMARA, MICHAEL | 12/10/2025 | 6.50 | 116.73 | 758.75 |
| 02747 | POZAN, TYLER | 12/18/2025 | .50 | 121.41 | 60.71 |
| 02492 | ROMKEMA, MICHAEL | 12/17/2025 | 1.00 | 156.00 | 156.00 |
| 01854 | SNEATHEN, TODD | 11/24/2025 | 1.00 | 165.00 | 165.00 |
| 01854 | SNEATHEN, TODD | 12/15/2025 | 1.00 | 165.00 | 165.00 |
| 02541 | URQUHART, DOUGLAS | 11/25/2025 | 5.00 | 153.00 | 765.00 |
| 02541 | URQUHART, DOUGLAS | 11/26/2025 | 3.00 | 153.00 | 459.00 |
| 02541 | URQUHART, DOUGLAS | 12/2/2025 | 5.00 | 153.00 | 765.00 |
| 02541 | URQUHART, DOUGLAS | 12/3/2025 | 3.00 | 153.00 | 459.00 |
| 02541 | URQUHART, DOUGLAS | 12/8/2025 | 3.00 | 153.00 | 459.00 |
| 02541 | URQUHART, DOUGLAS | 12/9/2025 | 4.00 | 153.00 | 612.00 |
| 02541 | URQUHART, DOUGLAS | 12/10/2025 | 4.00 | 153.00 | 612.00 |

| Project | 20221119.13 | CONSTRUCTION ADMIN WWTP DESIGN REVIEW | Invoice | 0233830 |
|--------------------|----------------------|---------------------------------------|-------------|------------------|
| 02541 | URQUHART, DOUGLAS | 12/11/2025 | 4.00 153.00 | 612.00 |
| 02541 | URQUHART, DOUGLAS | 12/12/2025 | 4.00 153.00 | 612.00 |
| 02541 | URQUHART, DOUGLAS | 12/16/2025 | 2.00 153.00 | 306.00 |
| 02541 | URQUHART, DOUGLAS | 12/17/2025 | 2.00 153.00 | 306.00 |
| 02541 | URQUHART, DOUGLAS | 12/19/2025 | 1.00 153.00 | 153.00 |
| Totals | | | 125.50 | 16,382.04 |
| Total Labor | | | | 16,382.04 |

Consultants

Consultant Reimbursable

| | | | |
|--------------------------|------------|--|------------------------------------|
| AP 0142528 | 12/1/2025 | ☐ CENTURY A and E CORPORATION / PROFESSIONAL SERVICES | 1,369.50 |
| AP 0142676 | 12/19/2025 | ☐ CENTURY A and E CORPORATION / PROFESSIONAL SERVICES | 2,026.00 |
| Total Consultants | | | 1.0 times 3,395.50 |
| | | | Total this Project 3,395.50 |
| | | | \$19,777.54 |

Professional Personnel

| | | | Hours | Amount |
|-------|-----------------|------------|-------|--------|
| 02637 | COLE, JOSHUA | 11/26/2025 | 4.00 | 116.91 |
| 02637 | COLE, JOSHUA | 12/1/2025 | 5.00 | 116.91 |
| 02637 | COLE, JOSHUA | 12/2/2025 | 1.00 | 116.91 |
| 02637 | COLE, JOSHUA | 12/3/2025 | 2.00 | 116.91 |
| 02637 | COLE, JOSHUA | 12/8/2025 | 4.00 | 116.91 |
| 02637 | COLE, JOSHUA | 12/10/2025 | 5.00 | 116.91 |
| 02637 | COLE, JOSHUA | 12/11/2025 | 2.00 | 116.91 |
| 02637 | COLE, JOSHUA | 12/12/2025 | 2.00 | 116.91 |
| 02637 | COLE, JOSHUA | 12/15/2025 | 3.00 | 116.91 |
| 02637 | COLE, JOSHUA | 12/17/2025 | 4.00 | 116.91 |
| 02637 | COLE, JOSHUA | 12/18/2025 | 2.50 | 116.91 |
| 02637 | COLE, JOSHUA | 12/19/2025 | 3.50 | 116.91 |
| 02704 | DARWICHE, MEHDI | 12/9/2025 | 1.50 | 115.77 |
| 02704 | DARWICHE, MEHDI | 12/10/2025 | 6.00 | 115.77 |
| 02704 | DARWICHE, MEHDI | 12/11/2025 | 4.50 | 115.77 |
| 02704 | DARWICHE, MEHDI | 12/12/2025 | 4.50 | 115.77 |
| 02704 | DARWICHE, MEHDI | 12/15/2025 | 5.00 | 115.77 |
| 02540 | HERRLE, SEAN | 11/24/2025 | 1.00 | 146.52 |
| 02540 | HERRLE, SEAN | 11/25/2025 | 3.00 | 146.52 |
| 02540 | HERRLE, SEAN | 11/26/2025 | 3.00 | 146.52 |
| 02540 | HERRLE, SEAN | 12/1/2025 | .50 | 146.52 |
| 02540 | HERRLE, SEAN | 12/2/2025 | .50 | 146.52 |
| 02540 | HERRLE, SEAN | 12/8/2025 | .50 | 148.59 |
| 02540 | HERRLE, SEAN | 12/9/2025 | .50 | 148.59 |
| 02540 | HERRLE, SEAN | 12/10/2025 | .50 | 148.59 |
| 02540 | HERRLE, SEAN | 12/12/2025 | 1.00 | 148.59 |
| 02540 | HERRLE, SEAN | 12/15/2025 | .50 | 148.59 |
| 02540 | HERRLE, SEAN | 12/16/2025 | .50 | 148.59 |
| 02495 | MANSER, EVAN | 11/26/2025 | .50 | 125.19 |
| 02495 | MANSER, EVAN | 12/2/2025 | .50 | 125.19 |

| Project | 20221119.13 | CONSTRUCTION ADMIN WWTP DESIGN REVIEW | Invoice | 0233830 | |
|--------------------|----------------------|---------------------------------------|---------|---------------------------|--------------------|
| 02495 | MANSER, EVAN | 12/4/2025 | 2.00 | 125.19 | 250.38 |
| 02819 | MCNAMARA, MICHAEL | 11/26/2025 | .50 | 113.88 | 56.94 |
| 02819 | MCNAMARA, MICHAEL | 12/8/2025 | 3.00 | 116.73 | 350.19 |
| 02223 | SCHREIBER, FRED | 12/8/2025 | 1.00 | 165.00 | 165.00 |
| 02223 | SCHREIBER, FRED | 12/15/2025 | 4.00 | 165.00 | 660.00 |
| 02541 | URQUHART, DOUGLAS | 11/26/2025 | 3.00 | 153.00 | 459.00 |
| 02541 | URQUHART, DOUGLAS | 12/4/2025 | 2.00 | 153.00 | 306.00 |
| 02541 | URQUHART, DOUGLAS | 12/5/2025 | 1.00 | 153.00 | 153.00 |
| 02541 | URQUHART, DOUGLAS | 12/18/2025 | 3.00 | 153.00 | 459.00 |
| 02541 | URQUHART, DOUGLAS | 12/19/2025 | 4.00 | 153.00 | 612.00 |
| 02910 | WALKER, DANDRE | 11/26/2025 | 2.50 | 141.15 | 352.88 |
| 02910 | WALKER, DANDRE | 12/10/2025 | 6.50 | 145.05 | 942.80 |
| 02910 | WALKER, DANDRE | 12/11/2025 | .50 | 145.05 | 72.53 |
| 02910 | WALKER, DANDRE | 12/12/2025 | 2.50 | 145.05 | 362.63 |
| 02910 | WALKER, DANDRE | 12/15/2025 | 4.50 | 145.05 | 652.73 |
| 02910 | WALKER, DANDRE | 12/16/2025 | 1.50 | 145.05 | 217.58 |
| 02910 | WALKER, DANDRE | 12/18/2025 | 2.00 | 145.05 | 290.10 |
| 02910 | WALKER, DANDRE | 12/19/2025 | 4.50 | 145.05 | 652.73 |
| 02843 | WARAKSA, NEIL | 12/19/2025 | 2.00 | 159.00 | 318.00 |
| Totals | | | 122.00 | | 16,082.55 |
| Total Labor | | | | | 16,082.55 |
| | | | | Total this Project | \$16,082.55 |

Professional Personnel

| | | | Hours | Amount | |
|--------------------|-----------------|------------|--------------|---------------------------|--------------------|
| 02222 | PRATT, JEFFREY | 12/11/2025 | 2.00 | 132.42 | 264.84 |
| 01614 | SMITH, SYDNEY | 11/24/2025 | 8.00 | 159.90 | 1,279.20 |
| 01614 | SMITH, SYDNEY | 11/25/2025 | 7.00 | 159.90 | 1,119.30 |
| 01614 | SMITH, SYDNEY | 11/26/2025 | 7.00 | 159.90 | 1,119.30 |
| 01614 | SMITH, SYDNEY | 12/1/2025 | 8.00 | 159.90 | 1,279.20 |
| 01614 | SMITH, SYDNEY | 12/2/2025 | 8.00 | 159.90 | 1,279.20 |
| 01614 | SMITH, SYDNEY | 12/3/2025 | 8.00 | 159.90 | 1,279.20 |
| 01614 | SMITH, SYDNEY | 12/4/2025 | 7.00 | 159.90 | 1,119.30 |
| 01614 | SMITH, SYDNEY | 12/5/2025 | 7.00 | 159.90 | 1,119.30 |
| 01614 | SMITH, SYDNEY | 12/8/2025 | 7.00 | 159.90 | 1,119.30 |
| 01614 | SMITH, SYDNEY | 12/9/2025 | 7.00 | 159.90 | 1,119.30 |
| 01614 | SMITH, SYDNEY | 12/10/2025 | 8.00 | 159.90 | 1,279.20 |
| 01614 | SMITH, SYDNEY | 12/11/2025 | 8.00 | 159.90 | 1,279.20 |
| 01614 | SMITH, SYDNEY | 12/12/2025 | 8.00 | 159.90 | 1,279.20 |
| 01614 | SMITH, SYDNEY | 12/15/2025 | 8.00 | 159.90 | 1,279.20 |
| 01614 | SMITH, SYDNEY | 12/16/2025 | 8.00 | 159.90 | 1,279.20 |
| 01614 | SMITH, SYDNEY | 12/17/2025 | 8.00 | 159.90 | 1,279.20 |
| 01614 | SMITH, SYDNEY | 12/18/2025 | 8.00 | 159.90 | 1,279.20 |
| 01614 | SMITH, SYDNEY | 12/19/2025 | 6.00 | 159.90 | 959.40 |
| 02706 | THOMPSON, LUCAS | 12/16/2025 | 8.00 | 103.50 | 828.00 |
| 02706 | THOMPSON, LUCAS | 12/17/2025 | 8.00 | 103.50 | 828.00 |
| 02706 | THOMPSON, LUCAS | 12/19/2025 | 5.00 | 103.50 | 517.50 |
| Totals | | | 159.00 | | 24,184.74 |
| Total Labor | | | | | 24,184.74 |
| | | | | Total this Project | \$24,184.74 |

| | | | | |
|---------|-------------|---------------------------------------|--------------------------|--------------------|
| Project | 20221119.13 | CONSTRUCTION ADMIN WWTP DESIGN REVIEW | Invoice | 0233830 |
| | | | Total this Report | \$60,044.83 |

CENTURY A&E

Facilities Design

277 Crahen Avenue NE
Grand Rapids, MI 49525
Tel: (616) 456-5227 Fax: (616) 456-5228

RECEIVED 12/01/2025

INVOICE

CUSTOMER

Company: Hubble, Roth & Clark
Address: 105 West Grand River
City: Howell State: MI ZIP: 48843-
Phone:

BILLING DETAILS

Invoice # 49559
Invoice Date 10/31/2025
Your Project #
Our Project # HRC024.02:
Bill period end 10/31/2025

PROJECT

Project #: HRC024.02:
Name: Grand Ledge WWTP - CA
Description: Engineering Services Attn: Doug Urquhart

| Qty | Unit | Description | Unit Price | Cost |
|------------------------|------|---|------------|-------------------|
| | | Labor | | |
| 2.50 | Hr | Eric J. Schippers, Senior Mechanical Engineer | \$192.00 | \$480.00 |
| 4.00 | Hr | Derk J. Walkotten, Senior Architect | \$155.00 | \$620.00 |
| 2.75 | Hr | Heather M. Lamfers, Architect Intern | \$98.00 | \$269.50 |
| Sub-Total Labor | | | | \$1,369.50 |

TOTAL INVOICE \$1,369.50

APPROVAL: Approved
PAYMENT TERMS: PWP
PROJECT #: 20221119.13
BILLING TO CLIENT: Reimbursable
PERSON APPROVING: DIU, 11/26/25

Current Billed \$1,369.50
Prior Billed \$7,618.35
Total Billed To Date \$8,987.85
Project Budget \$35,000.00
Project Budget Remaining \$26,012.15

Payment Procedure: Please make checks payable to: **Century A&E** **This invoice is due upon receipt**
Please include the **Invoice#** and our **Project#** on your check to assure proper credit.

CENTURY A&E

Facilities Design

277 Crahen Avenue NE
 Grand Rapids, MI 49525
 Tel: (616) 456-5227 Fax: (616) 456-5228

RECEIVED 12/18/2025

INVOICE

CUSTOMER

Company: Hubble, Roth & Clark
Address: 105 West Grand River
City: Howell **State:** MI **ZIP:** 48843-
Phone:

BILLING DETAILS

Invoice # 49739
Invoice Date 11/28/2025
Your Project #
Our Project # HRC024.02:
Bill period end 11/28/2025

PROJECT

Project #: HRC024.02:
Name: Grand Ledge WWTP - CA
Description: Engineering Services Attn: Doug Urquhart

| Qty | Unit | Description | Unit Price | Cost |
|------------------------|------|--|------------|-------------------|
| Labor | | | | |
| 1.50 | Hr | Eric J. Schippers, Senior Mechanical Engineer | \$192.00 | \$288.00 |
| 3.50 | Hr | Derk J. Walkotten, Senior Architect | \$155.00 | \$542.50 |
| 0.50 | Hr | Sarah R. Tyler, Mechanical Engineer | \$127.00 | \$63.50 |
| 8.00 | Hr | Anthony J. Alvesteffer, Architectural Designer | \$117.00 | \$936.00 |
| 2.00 | Hr | Heather M. Lamfers, Architect Intern | \$98.00 | \$196.00 |
| Sub-Total Labor | | | | \$2,026.00 |

TOTAL INVOICE \$2,026.00

APPROVAL: Approved
PAYMENT TERMS: PWP
PROJECT #: 2022119.13
BILLING TO CLIENT: Reimbursable
PERSON APPROVING: DIU, 12/18/25

Current Billed \$2,026.00
Prior Billed \$8,987.85
Total Billed To Date \$11,013.85
Project Budget \$35,000.00
Project Budget Remaining \$23,986.15

511.01000

Payment Procedure: Please make checks payable to: **Century A&E** **This Invoice is due upon receipt**
 Please include the **Invoice#** and our **Project#** on your check to assure proper credit.



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

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

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

ATTN: DAVID GUTCHESS, PUBLIC SERVICES SUPERINTENDENT

PROJECT 20221119.25 - CAPACITY ANALYSIS FOR NEW HOUSING DEVELOPMENT

Professional Services for period ending December 20, 2025

Professional Personnel

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

Billings to Date

| | Current | Prior | Total |
|---------------|----------------|------------------|------------------|
| Labor | 970.00 | 14,535.00 | 15,505.00 |
| Totals | 970.00 | 14,535.00 | 15,505.00 |



To: City Council

From: Kurt Ristow, Public Works Superintendent
KR

Date: 1/6/2026

Re: Jaycee Park Playground Improvements/ Moore Trosper Pay Application #5

Background: The City of Grand Ledge sought and received bids for the ADA Accessible Playground at Jaycee Park. City Staff and Spalding DeDecker recommended approving the bid award to Moore Trosper Construction Company. City Council approved the bid award at the Monday, July 28, 2025, meeting in the amount of \$489,003.05.

Issues and Questions Specified: Moore Trosper is requesting Pay Application #5 in the amount of \$4,218.00. The balance, including the 10% retainage, remains \$42,129.49.

Financial Impact: \$4,218.00 to be paid by the 409-900-974-006 Capital Projects Fund.

Recommendation: Approve the payment to Moore Trosper Construction Company in the amount of \$4,218.00.

Attachments: Pay Application #5, Spalding DeDecker memo, and supporting documentation.

To: Adam Smith, City Manager
From: Nick Wallace, Project Manager
Project: UD25002 – Jaycee Park Playground Site Work
Date: January 6, 2026

Subject: Moore Trosper - Pay Application #5

Adam,

I have reviewed the attached pay application and find it to be in accordance with the work completed to date. This application includes billing out the remainder of the temporary fencing line item. The balance to finish, including retainage is \$42,129.49.

The pay application is signed and certified in the amount of \$4,218.00.

Sincerely,



Nicholas Wallace, PLA
Project Manager
Spalding DeDecker

Moore Trosper
Construction Company

4224 Keller Rd., Box 217
Holt, MI 48842
Office: 517-694-6310
Fax: 517-694-1173

December 30, 2025

Brian M. Moore
President

Jaycee Park Playground Improvements/25-072

Theron E. Moore
President

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

Sent via email to: Nwallace@sda-eng.com

Enclosed please find the following billing information on the above-mentioned project.

- (1) Application and Certificate for Payment**
- (1) Contractor's Affidavit Waiver of Lien and Wage Statement**
- (1) Sworn Statement (w/waivers; Verlinde to Follow)**

Sincerely,
MOORE TROSPER CONSTRUCTION COMPANY

Tiffanie L. Joy
Assistant Controller



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

PROJECT: Jaycee Park Playground Improv

APPLICATION NO: 5
PERIOD TO: 12/31/2025

DISTRIBUTION
TO:
- OWNER
- ARCHITECT
- CONTRACTOR

FROM (CONTRACTOR): Moore Trosper Construction Co.
4224 Keller Road
P.O. Box 217
Holt, MI 48842

VIA (ARCHITECT): Spalding DeDecker
905 South Blvd. East
Rochester Hills, MI 48307

ARCHITECT'S
PROJECT NO:

CONTRACT FOR: 25-072 Jaycee Park Playground

CONTRACT DATE: 7/31/2025

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.

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.

- 1. ORIGINAL CONTRACT SUM \$ 489,003.05
- 2. Net Change by Change Orders \$ 9,548.66
- 3. CONTRACT SUM TO DATE (Line 1 + 2) \$ 498,551.71
- 4. TOTAL COMPLETED AND STORED TO DATE \$ 480,444.44

CONTRACTOR: Moore Trosper Construction Co.
4224 Keller Road P.O. Box 217
Holt, MI 48842

By: Heather Place / Corporate Secretary
Date: 12/30/25

5. RETAINAGE:

- a. 5.00% of Completed Work \$ 24,022.22
- b. 0.00% of Stored Material \$ 0.00

State of: MI
County of: Ingham

- Total retainage (Line 5a + 5b) \$ 24,022.22
- 6. TOTAL EARNED LESS RETAINAGE \$ 456,422.22
(Line 4 less Line 5 Total)

Subscribed and Sworn to before me this 30th Day of December 2025

Notary Public: Heather Place TIFFANIE L. JOY
My Commission Expires: 3/16/29 NOTARY PUBLIC - STATE OF MICHIGAN
COUNTY OF INGHAM

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT

- (Line 6 from prior Certificate) \$ 452,204.22
- 8. CURRENT PAYMENT DUE \$ 4,218.00

9. BALANCE TO FINISH, INCLUDING RETAINAGE

- (Line 3 less Line 6) \$ 42,129.49

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 \$ 42,129.49

(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: Heather Place Date: 1/6/26

| CHANGE ORDER SUMMARY | ADDITIONS | DEDUCTIONS |
|--|-----------|------------|
| Total changes approved in previous months by Owner | 11,379.81 | -1,831.15 |
| Total approved this Month | 0.00 | 0.00 |
| TOTALS | 11,379.81 | -1,831.15 |
| NET CHANGES by Change Order | 9,548.66 | |

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.

409-900-974-006
HDL

AIA Type Document
Application and Certification for Payment

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

PROJECT: Jaycee Park Playground Improv

DISTRIBUTION TO:
- OWNER
- ARCHITECT
- CONTRACTOR

APPLICATION NO: 5
PERIOD TO: 12/31/2025

FROM (CONTRACTOR): Moore Trospier Construction Co.
4224 Keller Road
P.O. Box 217
Holt, MI 48842

VIA (ARCHITECT): Spalding DeDecker
905 South Blvd. East
Rochester Hills, MI 48307

ARCHITECT'S PROJECT NO:

CONTRACT FOR: 25-072 Jaycee Park Playground

CONTRACT DATE: 7/31/2025

| ITEM | DESCRIPTION | SCHEDULE VALUE | PREVIOUS APPLICATIONS | COMPLETED THIS PERIOD | STORED MATERIAL | COMPLETED STORED | % | BALANCE | RETAINAGE |
|----------------------------|-------------------------------|----------------|-----------------------|-----------------------|-----------------|------------------|--------|-----------|-----------|
| MTCC | | | | | | | | | |
| 1 | General Conditions | 122,438.05 | 110,194.25 | 0.00 | 0.00 | 110,194.25 | 90.00 | 12,243.80 | 5,509.71 |
| 2 | Playground Edging | 7,070.00 | 7,070.00 | 0.00 | 0.00 | 7,070.00 | 100.00 | 0.00 | 353.50 |
| 3 | Concrete Ramp Wall w/Adj Walk | 25,370.00 | 25,370.00 | 0.00 | 0.00 | 25,370.00 | 100.00 | 0.00 | 1,268.50 |
| 4 | Thicken Edge Walk | 20,100.00 | 20,100.00 | 0.00 | 0.00 | 20,100.00 | 100.00 | 0.00 | 1,005.00 |
| 5 | Thicken Edge Walk w/Curb | 24,100.00 | 24,100.00 | 0.00 | 0.00 | 24,100.00 | 100.00 | 0.00 | 1,205.00 |
| 6 | Concrete Parallel Ramp | 3,800.00 | 3,800.00 | 0.00 | 0.00 | 3,800.00 | 100.00 | 0.00 | 190.00 |
| 7 | 4" Sidewalks | 9,130.00 | 9,130.00 | 0.00 | 0.00 | 9,130.00 | 100.00 | 0.00 | 456.50 |
| 8 | 4" Colored Walks | 7,100.00 | 7,100.00 | 0.00 | 0.00 | 7,100.00 | 100.00 | 0.00 | 355.00 |
| 9 | Concrete Stairs w/Cheek Walls | 12,000.00 | 12,000.00 | 0.00 | 0.00 | 12,000.00 | 100.00 | 0.00 | 600.00 |
| DC BYERS | | | | | | | | | |
| 10 | Sand Blasting | 4,950.00 | 4,950.00 | 0.00 | 0.00 | 4,950.00 | 100.00 | 0.00 | 247.50 |
| VERLINDE EXCAVATING | | | | | | | | | |
| 11 | Site Work | 97,515.00 | 97,515.00 | 0.00 | 0.00 | 97,515.00 | 100.00 | 0.00 | 4,875.75 |
| EAGLE ENTERPRISES | | | | | | | | | |
| 12 | Railings | 59,500.00 | 59,500.00 | 0.00 | 0.00 | 59,500.00 | 100.00 | 0.00 | 2,975.00 |
| SNYDERS LANDSCAPE | | | | | | | | | |
| 13 | Landscaping | 37,094.00 | 31,230.53 | 0.00 | 0.00 | 31,230.53 | 84.19 | 5,863.47 | 1,561.53 |
| DEWITT FENCE | | | | | | | | | |
| 14 | Temporary Fencing | 8,880.00 | 4,440.00 | 4,440.00 | 0.00 | 8,880.00 | 100.00 | 0.00 | 444.00 |
| MTCC | | | | | | | | | |

AIA Type Document
Application and Certification for Payment

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

PROJECT: Jaycee Park Playground Improv

APPLICATION NO: 5
PERIOD TO: 12/31/2025

DISTRIBUTION TO:
- OWNER
- ARCHITECT
- CONTRACTOR

FROM (CONTRACTOR): Moore Trosper Construction Co.
4224 Keller Road
P.O. Box 217
Holt, MI 48842

VIA (ARCHITECT): Spalding DeDecker
905 South Blvd. East
Rochester Hills, MI 48307

ARCHITECTS PROJECT NO:

CONTRACT FOR: 25-072 Jaycee Park Playground

CONTRACT DATE: 7/31/2025

| ITEM | DESCRIPTION | SCHEDULE VALUE | PREVIOUS APPLICATIONS | COMPLETED THIS PERIOD | STORED MATERIAL | COMPLETED STORED | % | BALANCE | RETAINAGE |
|--------------------------|----------------------------|----------------|-----------------------|-----------------------|-----------------|------------------|--------|-------------|-------------|
| 15 | Permit Allowance | 3,000.00 | 3,000.00 | 0.00 | 0.00 | 3,000.00 | 100.00 | 0.00 | 150.00 |
| 16 | Bonds/Insurance | 4,406.00 | 4,406.00 | 0.00 | 0.00 | 4,406.00 | 100.00 | 0.00 | 220.30 |
| 17 | Alternate 1 | 10,000.00 | 10,000.00 | 0.00 | 0.00 | 10,000.00 | 100.00 | 0.00 | 500.00 |
| EAGLE ENTERPRISES | | | | | | | | | |
| 18 | Alternate 2 | 32,550.00 | 32,550.00 | 0.00 | 0.00 | 32,550.00 | 100.00 | 0.00 | 1,627.50 |
| CHANGE ORDER #1 | | | | | | | | | |
| CO001 | Added Permit Fees | 2,048.88 | 2,048.88 | 0.00 | 0.00 | 2,048.88 | 100.00 | 0.00 | 102.44 |
| CHANGE ORDER #2 | | | | | | | | | |
| CO002 | Bulletin #1 | 5,287.35 | 5,287.35 | 0.00 | 0.00 | 5,287.35 | 100.00 | 0.00 | 264.37 |
| CHANGE ORDER #3 | | | | | | | | | |
| CO003 | Limestone Added Below Figs | 2,338.08 | 2,338.08 | 0.00 | 0.00 | 2,338.08 | 100.00 | 0.00 | 116.90 |
| CHANGE ORDER #4 | | | | | | | | | |
| CO004A | Delete Colored Concrete | -1,831.15 | -1,831.15 | 0.00 | 0.00 | -1,831.15 | 100.00 | 0.00 | -91.56 |
| CO004B | Add for Bad Soils | 1,705.50 | 1,705.50 | 0.00 | 0.00 | 1,705.50 | 100.00 | 0.00 | 85.28 |
| REPORT TOTALS | | \$498,551.71 | \$476,004.44 | \$4,440.00 | \$0.00 | \$480,444.44 | 96.37 | \$18,107.27 | \$24,022.22 |

4224 Keller Road
P.O. Box 217
Holt, Michigan 48842



Phone: (517) 694-6310
Fax: (517) 694-1173
info@mooretrosper.com

**CONTRACTOR'S AFFIDAVIT, WAIVER OF LIEN
AND WAGE STATEMENT**

Heather A. Place, being duly sworn, deposes and says that she makes this affidavit on behalf of Moore Trosper Construction Company, Contractor, having entered into an agreement with the City of Grand Ledge, for the construction of the Jaycee Park Playground Improvements – Site Work, on the premises of the owner, located in Eaton County, Michigan, that all work, labor, material, equipment, and services committed for have been fully paid for all obligations to the date of this affidavit have otherwise been satisfied pursuant to Article 9, AIA Document A201, General Conditions of the Contract for Construction, 2017 Edition. The Undersigned also certifies that all known indebtedness and claims against the Contractor for damages arising in any manner in connection with the performance of the Contract referenced above, for which the Owner or its property might in any way be held responsible, have been satisfied.

Furthermore, for and in consideration of payment of \$4,218.00, the Owner does hereby waive, release and relinquish any and all claims or right of lien which the Contractor may have upon the premises above described, for labor and material, general supervision of construction or alteration and/or otherwise.

MOORE TROSPER CONSTRUCTION COMPANY

BY

A handwritten signature in blue ink, appearing to read "Heather Place", written over a horizontal line.

Heather Place, Corporate Secretary

SUBSCRIBED AND SWORN BEFORE ME,

THIS 30th DAY OF December, 2025

NAME Tiffanie L. Joy

MY COMMISSION EXPIRES: MARCH 16, 2029

NOTARY PUBLIC INGHAM COUNTY, MICHIGAN

TIFFANIE L. JOY
NOTARY PUBLIC - STATE OF MICHIGAN
COUNTY OF INGHAM

My Commission Expires March 16, 2029
Acting in the County of Ingham

PARTIAL UNCONDITIONAL WAIVER OF LIEN

I/We have a contract with Moore Trosper Construction Co.

to furnish labor and/or materials for the improvements to the property described below

under a contract 2025072100 25-072

premises described as Jaycee Park Playground Improv

in the City / Village of _____, County of _____, State of _____

NOW, THEREFORE, this 10th Day of December 2025

for and in consideration of the sum of 4,455.00

Check #: 123924

I/We hereby waive my/our construction lien or payment bond claim rights to the amount indicated above for labor/materials provided through 9-30-25 this waiver, together with all previous waivers, if any,

(Circle One), DOES/DOES NOT cover all amounts due to me/us for contract improvements

provided through the date shown above.

D.C. Byers Company

16429 Upton Road

East Lansing, MI 48823-9428


Vendor Signature

Title: Accountant

Date: 12-10-25

| | |
|-------------------------|----------|
| CONTRACT AMOUNT: | 4,950.00 |
| CHANGE ORDERS | 0.00 |
| REVISED CONTRACT | 4,950.00 |
| AMT PAID TO DATE | 0.00 |
| THIS CHECK | 4,455.00 |
| AMT REMAINING | 495.00 |

PARTIAL UNCONDITIONAL WAIVER OF LIEN

I/We have a contract with Moore Trosper Construction Co.
to furnish labor and/or materials for the improvements to the property described below

under a contract 2025072120 25-072

premises described as Jaycee Park Playground Improv

in the City / Village of Grand Ledge, County of Eaton, State of MI

NOW, THEREFORE, this 24th Day of December 2025

for and in consideration of the sum of 82,910.70

Check #: 124009

I/We hereby waive my/our construction lien or payment bond claim rights to the amount indicated above for labor/materials provided through 11/30/2025 this waiver, together with all previous waivers, if any,

(Circle One). DOES/DOES NOT cover all amounts due to me/us for contract improvements

provided through the date shown above.

Eagle Enterprise Of Michigan

13425 W. Grand River

Eagle, MI 48822

Keth S. Schreide
Vendor Signature

Title: VP

Date: 12-29-2025

| | |
|------------------|-----------|
| CONTRACT AMOUNT: | 90,500.00 |
| CHANGE ORDERS | 3,623.00 |
| REVISED CONTRACT | 94,123.00 |
| AMT PAID TO DATE | 1,800.00 |
| THIS CHECK | 82,910.70 |
| AMT REMAINING | 9,412.30 |

PARTIAL UNCONDITIONAL WAIVER OF LIEN

I/We have a contract with Moore Trosper Construction Co.

to furnish labor and/or materials for the improvements to the property described below

under a contract 2025072130 25-072

premises described as Jaycee Park Playground Improv

in the City / Village of _____, County of _____, State of _____

NOW, THEREFORE, this 10th Day of December 2025

for and in consideration of the sum of 28,107.48

Check #: 123942

I/We hereby waive my/our construction lien or payment bond claim rights to the amount indicated above for labor/materials

provided through 10/29/25 this waiver, together with all previous waivers, if any,

(Circle One), DOES/DOES NOT cover all amounts due to me/us for contract improvements

provided through the date shown above.

Snyder's Landscape Design

3562 Jefferson Hwy

Grand Ledge, MI 48837



Vendor Signature

Title: _____

Date: _____

| | |
|-------------------------|-----------|
| CONTRACT AMOUNT: | 37,094.00 |
| CHANGE ORDERS | 17,057.62 |
| REVISED CONTRACT | 54,151.62 |
| AMT PAID TO DATE | 0.00 |
| THIS CHECK | 28,107.48 |
| AMT REMAINING | 26,044.14 |

PARTIAL UNCONDITIONAL WAIVER OF LIEN

I/We have a contract with Moore Trosper Construction Co.

to furnish labor and/or materials for the improvements to the property described below

under a contract 2025072140 25-072

premises described as Jaycee Park Playground Improv

in the City / Village of Grand Ledge, County of Eaton, State of MI

NOW, THEREFORE, this 10th Day of December 2025

for and in consideration of the sum of 70,461.59

Check #: 123945

I/We hereby waive my/our construction lien or payment bond claim rights to the amount indicated above for labor/materials provided through 09/30/2025 this waiver, together with all previous waivers, if any,

(Circle One) DOES DOES NOT cover all amounts due to me/us for contract improvements

provided through the date shown above.

Verlinde Construction

4827 Lansing Rd.

Charlotte, MI 48813

Shawn M Blease
Vendor Signature

Title: Shawn M Blease, Office Manager

Date: December 10, 2025

| | |
|-------------------------|------------|
| CONTRACT AMOUNT: | 97,515.00 |
| CHANGE ORDERS | 11,843.56 |
| REVISED CONTRACT | 109,358.56 |
| AMT PAID TO DATE | 0.00 |
| THIS CHECK | 70,461.59 |
| AMT REMAINING | 38,896.97 |

City of Grand Ledge
Winter 2024 Tax Disbursement Due to Eaton County Treasurer
December 1-15, 2025

| Tax Distribution Amounts/Description | | City of Grand Ledge Account Number |
|---|---|---|
| \$18,479.70 | Real and Personal- Eaton County Jail | 703-000-222.000 |
| \$25,103.93 | Real and Personal- Eaton County 911 | 703-000-222.000 |
| \$6,596.67 | Real and Personal - Eaton County EATRAN | 703-000-222.000 |
| \$9,248.47 | Real and Personal - Eaton County Juvenile | 703-000-222.000 |
| \$3,296.34 | Real and Personal - Eaton County Medical Care | 703-000-222.000 |
| \$39,601.84 | Real and Personal- Eaton County Roads | 703-000-222.000 |
| \$13,212.96 | Real and Personal- Eaton County Parks | 703-000-222.000 |
| \$0.00 | IFT - Eaton County Jail | 703-000-222.000 |
| \$0.00 | IFT - Eaton County 911 | 703-000-222.000 |
| \$0.00 | IFT - Eaton County EATRAN | 703-000-222.000 |
| \$0.00 | IFT - Eaton County Juvenile | 703-000-222.000 |
| \$0.00 | IFT - Eaton County Medical Care | 703-000-222.000 |
| \$0.00 | IFT - Eaton County Roads | 703-000-222.000 |
| \$0.00 | Real - Eaton County Parks | 703-000-222.000 |
| \$0.00 | Special Assessment - Deer | 703-000-220.000 |
| \$2,862.57 | Special Assessment - John Earl | 703-000-220.000 |
| \$0.00 | Special Assessment - John Earl Supple | 703-000-220.000 |
| \$0.00 | Special Assessment - Lumbert | 703-000-220.000 |
| \$0.00 | Special Assessment - Pingel Branch IC | 703-000-220.000 |
| \$0.00 | Special Assessment - Reed IC | 703-000-220.000 |
| \$0.00 | Special Assessment - Willow Hills Blvd. | 703-000-220.000 |
| \$0.00 | Special Assessment - Waldo Drain | 703-000-220.000 |
| \$0.00 | Special Assessment - Waldo No. 2 | 703-000-220.000 |
| \$0.00 | Special Assessment - Whitney | 703-000-220.000 |
| \$0.00 | Special Assessment - Woodview Drain | 703-000-220.000 |
| \$582.90 | Special Assessment - Woodview Estates | 703-000-220.000 |
| \$0.00 | Special Assessment - Russell Drain | 703-000-220.000 |
| \$0.00 | Special Assessment - Beasore and Maie | 703-000-220.000 |
| \$0.00 | Special Assessment - Husted - Landenb | 703-000-220.000 |
| | Interest | 704-000-000-221-103 |
| \$118,985.38 | Total Due To (From) | |

B
12/19/25
AKS

| CITY OF GRAND LEDGE | | | | | |
|--|--|--|---|--|--|
| Winter 2024 Tax Disbursement Due to Grand Ledge Public Schools | | | | | |
| Dec 1-15, 2025 | | | | | |
| <u>Tax Distribution Amounts/Description</u> | | | <u>City of Grand Ledge Account Number</u> | | |
| \$74,499.30 | Real and Personal - School Debt | | 703-000-225.001 | | |
| \$10,444.73 | Real and Personal- School Bldg. & Site | | 703-000-225.001 | | |
| \$0.00 | IFT - School Debt | | 703-000-225.001 | | |
| \$0.00 | IFT - School School Bldg. & Site | | 703-000-225.001 | | |
| \$0.00 | Clinton Co. Real - School Debt | | 703-000-225.001 | | |
| \$0.00 | Clinton Co. Real - School Sinking | | 703-000-225.001 | | |
| | Interest | | 703-000-221.103 | | |
| \$84,944.03 | Total Due To (From) | | | | |

B
12/19/25

AS

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

CITY COUNCIL MINUTES – REGULAR MEETING
MONDAY, 08 DECEMBER 2025 – 7:30 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, Lynne MacDowell, and Don Willems
OTHERS PRESENT – Adam Smith, City Manager; Ameer King, Assistant City Manager; Gregory Newman, City Clerk; Brad Rizzo, Finance Director/City Treasurer; Ron Erickson, Chief of Police; Rich Morrison, Community Development Director; Dave Gutches, Public Services Superintendent; Sue Stachowiak, Zoning Administrator

II. PLEDGE OF ALLEGIANCE

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

III. AUDIENCE PARTICIPATION

The public did not comment.

IV. APPROVAL OF CONSENT AGENDA

- A. Motion** – To approve the Monday, 08 December 2025 City Council consent agenda, as follows:
- i. Financial transactions and bills.
 - ii. Monday, 24 November 2025 City Council minutes.

COUNCIL MEMBER LOGEL MOVED, COUNCIL MEMBER MACDOWELL SECONDED, TO APPROVE THE MONDAY, 08 DECEMBER 2025 CITY COUNCIL CONSENT AGENDA. MOTION CARRIED UNANIMOUSLY.

V. APPROVAL OF REGULAR AGENDA

- A. Motion** – To approve the Monday, 08 December 2025 City Council regular agenda.

COUNCIL MEMBER GILLESPIE MOVED, COUNCIL MEMBER LOGEL SECONDED, TO APPROVE THE MONDAY, 08 DECEMBER 2025 REGULAR CITY COUNCIL AGENDA. MOTION CARRIED UNANIMOUSLY.

VI. COMMITTEE AND BOARD REPORTS

Planning Commission

Adam Smith, City Manager, reported the Planning Commission met on 04 December 2025, and extended the approval of the site plan for the Avenue Apartment project, approved the site plan for a Tommy's car wash at 850 E. Saginaw Hwy., and discussed the Master Plan.

VII. STAFF REPORTS

Manager's Office

Amee King, Assistant City Manager, reported on postings for a Code Enforcement Officer and a Zoning Administrator, requests for proposals for airport mowing, the Downtown Development Authority discussion of its priorities, and requests for proposals for grounds maintenance.

Clerk's Department

Gregory Newman, City Clerk, reported on work with the city's information technology management company on a cyber security review.

Finance Department

Brad Rizzo, Finance Director/City Treasurer, reported on summer tax payments, winter tax bills mailing, and the Annual Comprehensive Financial Report and the Single Audit of the Fiscal Year Ending 30 June 2025.

Police Department

Ron Erickson, Chief of Police, reported on the successful Christmas Tree Lighting and Parade, work on accreditation, and continuing personnel training.

Community Development Office

Rich Morrison, Community Development Director, reported on a code enforcement case involving the Building, Planning and Zoning, and Police Departments, a request for proposals for the Parks and Recreation Master Plan Update, the 419 Booth St. demolition, and a contract with Giffels Webster for interim Planning and Zoning services.

Ron Erickson, Chief of Police, reported on the Police Department's involvement in the code enforcement case.

Department of Public Services

Dave Gutchess, Public Services Superintendent, reported on Wastewater Treatment Plant statistics, a successful Department of Environment, Great Lakes, and Energy inspection, the Wastewater Treatment Plant and Collection System Improvements CWSRF Project #5825-01, leaf collection,

snow and ice removal, Iron Removal Plant statistics, the Well No. 11 project, winterization of Jaycee Park amenities, and Oakwood Cemetery activities.

The City Council discussed the Jaycee Park Universally Designed ADA Accessible Playground project and the Christmas Tree Lighting and Parade activities.

Planning and Zoning Department

Sue Stachowiak, Zoning Administrator, reported on permit and enforcement statistics, the expected fall 2026 construction of the Avenue Apartment project, and the Planning Commission's continued work on the Master Plan.

The City Council discussed Sue Stachowiak's retirement and thanked her for her years of dedicated service.

Assessing Department

Adam Smith, City Manager, mentioned the Assessing Department monthly report is included in the packet of supporting material for tonight's meeting.

Building Department

Adam Smith, City Manager, mentioned the Building Department monthly report is included in the packet of supporting material for tonight's meeting.

- A. Motion** – To receive and place on file the November 2025 staff reports from the Manager's Office, Clerk's Department, Finance Department, Police Department, Community Development Office, Department of Public Services, Planning and Zoning Department, Assessing Department, and Building Department.

COUNCIL MEMBER GILLESPIE MOVED, COUNCIL MEMBER MACDOWELL SECONDED, TO RECEIVE AND PLACE ON FILE THE NOVEMBER 2025 STAFF REPORTS FROM THE MANAGER'S OFFICE, CLERK'S DEPARTMENT, FINANCE DEPARTMENT, POLICE DEPARTMENT, COMMUNITY DEVELOPMENT OFFICE, DEPARTMENT OF PUBLIC SERVICES, PLANNING AND ZONING DEPARTMENT, ASSESSING DEPARTMENT, AND BUILDING DEPARTMENT. MOTION CARRIED UNANIMOUSLY.

VIII. UNFINISHED BUSINESS

- A. Motion** – To receive the Annual Comprehensive Financial Report and the Single Audit of the Fiscal Year Ending 30 June 2025 and place them on file.

COUNCIL MEMBER GILLESPIE MOVED, COUNCIL MEMBER LOGEL SECONDED, TO RECEIVE THE ANNUAL COMPREHENSIVE FINANCIAL REPORT AND THE SINGLE AUDIT OF THE FISCAL YEAR ENDING 30 JUNE 2025 AND PLACE THEM ON FILE.

Adam Smith, City Manager, explained the federal government released guidance on the final audit.

MOTION TO RECEIVE THE ANNUAL COMPREHENSIVE FINANCIAL REPORT AND THE SINGLE AUDIT OF THE FISCAL YEAR ENDING 30 JUNE 2025 AND PLACE THEM ON FILE, CARRIED UNANIMOUSLY.

IX. NEW BUSINESS

- A. Resolution #48 of 2025** – To approve a bid award and contract with Precision Lawn & Snow for City Hall and Downtown Development Authority landscaping and maintenance.

COUNCIL MEMBER LOGEL MOVED, COUNCIL MEMBER GILLESPIE SECONDED, TO ADOPT RESOLUTION #48 OF 2025, TO APPROVE A BID AWARD AND CONTRACT WITH PRECISION LAWN & SNOW FOR CITY HALL AND DOWNTOWN DEVELOPMENT AUTHORITY LANDSCAPING AND MAINTENANCE.

Adam Smith, City Manager, reported staff recommends approving the bid award and contract with Precision Lawn & Snow.

MOTION TO ADOPT RESOLUTION #48 OF 2025, TO APPROVE A BID AWARD AND CONTRACT WITH PRECISION LAWN & SNOW FOR CITY HALL AND DOWNTOWN DEVELOPMENT AUTHORITY LANDSCAPING AND MAINTENANCE, CARRIED UNANIMOUSLY.

- B. Resolution #49 of 2025** – To Amend Resolution #20 of 2025, to Adopt the Annual Budget and Appropriations Measure for the Fiscal Year Ending 30 June 2026, and the Tax Levy and Rates, by Amending the Fee Schedule to Adjust the Sewer Rates (Per 1,000 Gallons) for the Period 01 July 2025 to 01 October 2025.

COUNCIL MEMBER GILLESPIE MOVED, COUNCIL MEMBER MACDOWELL SECONDED, TO ADOPT RESOLUTION #49 OF 2025, TO AMEND RESOLUTION #20 OF 2025, TO ADOPT THE ANNUAL BUDGET AND APPROPRIATIONS MEASURE FOR THE FISCAL YEAR ENDING 30 JUNE 2026, AND THE TAX LEVY AND RATES, BY AMENDING THE FEE SCHEDULE TO ADJUST THE SEWER RATES (PER 1,000 GALLONS) FOR THE PERIOD 01 JULY 2025 TO 01 OCTOBER 2025.

Adam Smith, City Manager, explained the discovery of an error in the sewer rates for the period of 01 July 2025 to 01 October 2025, and the city's intent not to charge customers for the underbilled usage.

MOTION TO ADOPT RESOLUTION #49 OF 2025, TO AMEND RESOLUTION #20 OF 2025, TO ADOPT THE ANNUAL BUDGET AND APPROPRIATIONS MEASURE FOR THE FISCAL YEAR ENDING 30 JUNE 2026, AND THE TAX LEVY AND RATES, BY AMENDING THE FEE SCHEDULE TO ADJUST THE SEWER RATES (PER 1,000 GALLONS) FOR THE PERIOD 01 JULY 2025 TO 01 OCTOBER 2025, CARRIED UNANIMOUSLY.

X. AUDIENCE PARTICIPATION

The public did not comment.

XI. COMMUNICATIONS FROM THE MAYOR AND COUNCIL

The Council Members wished everyone a safe holiday season and a Merry Christmas.

Mayor Mulder mentioned the Eaton County Area Transportation Authority is cancelling its Grand Ledge connector and mentioned the 7:00 p.m. time for City Council meetings in 2026.

XII. CLOSED SESSION

XIII. ADJOURNMENT

COUNCIL MEMBER LOGEL MOVED, COUNCIL MEMBER GILLESPIE SECONDED, TO ADJOURN THE MONDAY, 08 DECEMBER 2025 CITY COUNCIL REGULAR MEETING, AT 8:04 P.M. MOTION CARRIED UNANIMOUSLY.

**COMMITTEE OF THE WHOLE AGENDA
MONDAY, 08 DECEMBER 2025
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. CITY COUNCIL 2026 & 2027 PRIORITIES

The City Council discussed the proposed 2026 & 2027 City Council Priorities.

MAYOR MULDER ADJOURNED THE MONDAY, 08 DECEMBER 2025 CITY COUNCIL COMMITTEE OF THE WHOLE, AT 8:56 P.M.

Gregory L. Newman, City Clerk

Keith O. Mulder, Mayor

Grand Ledge City Council Resolution # _____ of 2026

A Resolution to Amend the City of Grand Ledge Poverty Exemption Guidelines.

A resolution adopted by the Grand Ledge City Council, at a regular meeting held on Monday, 12 January 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, the City is required to adopt guidelines for poverty exemptions; and

Whereas, the principal residence of a person, who in the judgment of the Board of Review determines that by reason of poverty is unable to contribute to the public charges, is eligible for exemption (in whole or in part) from taxation under General Property Tax Act 390 of 1994 (MCL211.7u); and

Whereas, pursuant to PA 390 of 1994, the City adopts the following guidelines for the Board of Review to follow. The guidelines shall include (but not be limited to) the specific income and asset levels of the claimant and all persons residing in the household for which the exemption is being requested (including any property tax credit returns filed in the current or immediately preceding year). To be eligible, a person shall do all the following on an annual basis:

1. Be an owner of and occupy as a principal residence the property for which an exemption is requested.
2. File a claim with the assessor, accompanied by federal and state income tax returns for all persons residing in the principal residence, including any property tax credit returns filed in the immediately preceding year or in the current year. If taxes are not filed, form 4988 must be filed with the application.
3. Produce a valid driver’s license or other form of identification if requested.
4. Produce, if requested, a deed, land contract, or other evidence of ownership of the property for which an exemption is requested.
5. Meet the federal poverty income guidelines as defined and determined annually by the United States Department of Health and Human Services or alternative guidelines adopted by the governing body providing the alternative guidelines do not provide eligibility requirements less than the federal guidelines.
6. The application for an exemption shall be filed after January 1, but four days prior to the last day of the Board of Review. The filing of this claim constitutes an appearance before the Board of Review for the purpose of preserving the right of appeal to the Michigan Tax Tribunal.

The following are the federal poverty income guidelines which are updated annually by the United States Department of Health and Human Services. The annual allowable income includes income for all persons residing in the principal residence.

Federal Poverty Guidelines for 2026 Assessments

| Number of Persons Residing in Principal Residence | Allowable Annual Income |
|--|--------------------------------|
| 1 person | \$15,650 |
| 2 persons | \$21,550 |
| 3 persons | \$26,650 |
| 4 persons | \$32,150 |
| 5 persons | \$37,650 |
| 6 persons | \$43,150 |
| 7 persons | \$48,650 |
| 8 persons | \$54,150 |
| Each additional person, add | \$5,500 |

Asset Test:

In addition to income limits, applicants cannot have more than \$25,000 in assets (not including the principal residence), per household, with an additional \$5,000 in assets allowable for each additional household member after the first. The applicant is required to list all assets with their application.

Now, Therefore, It Is Resolved:

1. The City adopts these guidelines for the Board of Review to follow when granting or denying an exemption.
2. The City rescinds all previous Poverty Exemption resolutions.

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, 12 January 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

December 3, 2025
Project No. 221916

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

**City of Grand Ledge Well 2 Raw Water Main
Pay Application 11 and Change Order 5**

Attached is Pay Application No. 11 from E.T. MacKenzie Company for the referenced project. The application is in the amount of \$13,726.36 for work completed through December 1, 2025. The payment requested is based on work completed in this period, which was the remaining balance of the programming work for Well 2 and release of remaining retainage.

The work that was completed to date, is generally summarized as follows:

1. Final programming for Well 2 integration.
2. Release of remainder of \$10,000.00 in retainage that was being held.

Based on our review of the application and our knowledge of the work completed, we recommend payment in the amount of \$13,726.36 to E.T. MacKenzie Company which includes earnings for the period.

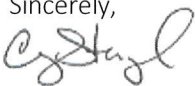
Fishbeck has reviewed all certified payrolls from E.T. MacKenzie Company and their subcontractors and has confirmed that it follows the Davis-Bacon Act.

Also attached is Change Order 5 for the project which balances the contract value with all changes and verifies final payment to be made. Change Order 5 includes a deduct to the contract value of \$39,361.06.

The original contract value was \$2,945,974.25; the final contract value is \$2,900,835.22. There is an overall decrease in the original contract value of \$42,139.03.

If you have any questions or require additional information, please contact me at 517.899.2641 or cstenzel@fishbeck.com.

Sincerely,



Cory Stenzel
Senior Construction Manager

Attachments

Copy: Kurt Ristow – City of Grand Ledge
Brad Rizzo – City of Grand Ledge
John Willemin – Fishbeck


CHANGE ORDER
 PAGE 1 OF 2

| | |
|---|--|
| CONTRACT FOR: | City of Grand Ledge Well 2 Raw Water Main |
| OWNER: | City of Grand Ledge 310 Greenwood Street Grand Ledge, MI 48837 |
| CONTRACTOR: | E.T. MacKenzie Company 4248 W. Saginaw Highway Grand Ledge, MI 48837 |
| ENGINEER: | Fishbeck 5913 Executive Drive, Suite 100 Lansing, MI 48911 |
| ATTACHMENTS: | N/A |
| Contractor shall indicate approval of Change Order through signing of this document and returning to Engineer. Engineer will forward to Owner, who shall indicate approval of Change Order through signing of this document and returning to Engineer. Upon receipt of fully executed (all signatures) Change Order, Engineer will distribute to all parties. | |
| YOU ARE DIRECTED TO MAKE THE FOLLOWING CHANGES IN THE CONTRACT DOCUMENTS: | |
| The following items changing the contract documents were chosen by the Owner for execution: Deduct remaining allowance balance of \$39,361.06 for unused portions of Electrical Upgrades and Testing. | |
| DECREASE: \$39,361.06 | |


| | |
|---|---|
| CHANGE IN CONTRACT PRICE: | CHANGE IN CONTRACT TIMES: N/A |
| Original Contract Price: | Original Contract time: <u>March 7, 2023</u> |
| <u>\$2,945,974.25</u> | Substantial Completion: <u>October 18, 2024</u> |
| | Ready for final payment: <u>November 1, 2024</u> |
| Net Change from Previous Change Orders: 1-4 | Net change from previous Change Orders: |
| <u>\$2,777.97</u> decrease | <u>0 Days</u> |
| Contract Price prior to this Change Order: | Contract Time prior to this Change Order: |
| <u>\$2,943,196.28</u> | Substantial Completion: <u>November 13, 2024</u> |
| | Ready for final payment: <u>November 15, 2024</u> |
| Net decrease of this Change Order: | Net change of this Change Order: |
| <u>\$39,361.06</u> | <u>352 Days</u> |
| Contract Price with all approved Change Orders: | Contract Time with all approved Change Orders: |
| <u>\$2,900,835.22</u> | Substantial Completion: <u>November 13, 2024</u> |
| | Ready for final payment: <u>October 30, 2025</u> |

CHANGE ORDER
PAGE 2 OF 2


RECOMMENDED

By: 
Engineer
Cory Stenzel,
Senior Construction Manager

APPROVED

By: 
Contractor
Michael Marks,
President

APPROVED

By: 
Owner
Adam Smith,
City Manager

Date: December 3, 2025

Date: 12/4/25

Date: 1/2/25

END OF CHANGE ORDER

APPLICATION AND RECOMMENDATION FOR PAYMENT
PAGE 1 OF 2

TO: City of Grand Ledge
In Care of: Fishbeck
5913 Executive Drive, Suite 100
Lansing, MI 48911

FROM (Contractor): E.T. MacKenzie Company
4248 W. Saginaw Highway
Grand Ledge, MI. 48837

Application No: 11
Period From: August 28, 2025
To: 10/29/2025

Project: Grand Ledge Raw WM Well 2
Fishbeck Project Number: 221916
SFR #: 7735-01

APPLICATION FOR PAYMENT:

Application for Payment is made, as indicated below, in connection with the Contract. Schedule of Values sheet is attached as page 3 of 3.

| | | | |
|----|---|---------------------------------|----------------|
| 1. | Original Contract Price | | \$2,945,974.25 |
| 2. | Net change by Change Orders | | \$-42,139.03 |
| 3. | Current Contract Price (1 plus 2) | | \$2,900,835.22 |
| 4. | Gross Amount Due (From Unit Price Schedule) | | \$2,903,835.22 |
| 5. | Retainage (Per Agreement) | 10% of Work Completed: | \$0 |
| | | Retainage to hold this Pay App: | \$0 |
| | | Total Retainage | \$0 |
| 6. | Amount Eligible to Date (4 minus 5) | | \$2,903,835.22 |
| 7. | Less Previous Payments | | \$2,890,108.86 |
| 8. | Amount Due This Application (6 minus 7) | | \$13,726.36 |
| 9. | Balance to Finish, Plus Retainage (3 – 7 – 8) | | \$0.00 |


CHANGE ORDER SUMMARY:

| Change Orders Approved by Owner | ADDITIONS | DEDUCTIONS |
|---------------------------------|-----------|------------|
| CO 1 | 49,311.52 | |
| Balancing | | 103,572.79 |
| CO 3 and CO 4 | 51,483.30 | |
| CO 05 | | 39,361.06 |
| Net Total | | 42,139.03 |

APPLICATION AND RECOMMENDATION FOR PAYMENT
PAGE 2 OF 2

CONTRACTOR'S CERTIFICATION:

The undersigned Contractor certifies that to the best of its knowledge (1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest or encumbrances); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Dated December 2, 2025 E. T. MacKenzie Company
Contractor
By 
(Signature)
Michael S. Marks, President
Name and Title of Signatory


ENGINEER'S RECOMMENDATION:

To: City of Grand Ledge

In accordance with the Contract, the undersigned recommends payment to Contractor.

AMOUNT RECOMMENDED:\$13,726.36.....
(Attach explanation if amount recommended differs from the amount applied for.)

ENGINEER: Fishbeck


Dated December 1, 2025 By _____
(Signature)
Senior Construction Manager
Name and Title of Signatory

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

This recommendation for payment is based on a review of the Work performed as compared to the amount of the application. This recommendation does not imply that Engineer is reviewing construction lien documents nor does it imply that Engineer is acting as a guarantor of the property. Any review of construction lien documents by Engineer is for information purposes only.

404-548-974.006
15PR



MICHIGAN DEPARTMENT OF
ENVIRONMENT, GREAT LAKES, AND ENERGY

Project Number: 7735-01

Period From: 8/28/25 To: 10/29/25

Davis-Bacon Act Compliance CERTIFICATION

I certify to the best of my knowledge and belief that the above referenced project:

Complies with Davis-Bacon and Related Acts and U.S. Environmental Protection Agency policy memo dated March 2, 2012, and the Fiscal Year 2012 Consolidated Appropriations Act (P.L. 112-74) and that all laborers and mechanics employed by contractors and subcontractors during the above referenced period were paid wages at rates not less than those listed on the prevailing wage rate contained in the contract documents and that all applicable provisions of the Davis-Bacon and Related Acts have been met.

City of Grand Ledge 1/2/25
Name of Loan Recipient Date

[Signature]
Signature of Authorized Representative

Adam Smith, City Manager
Print Name and Title of Authorized Representative

Submittal



Submittal Number: 038

Special Provision: Consent of Surety

Project Name: Grand Ledge Well 2 Raw Water Main

Project Location: Grand Ledge, MI

Date: December 8, 2025

Submitted By: Mary Cooley
Senior Project Manager
E.T. MacKenzie Company
mcooley@mackenzieco.com

Submitted To: Cory Stenzel
Fishbeck
5913 Executive Dr.
Suite 100
Lansing, MI 48911
cstenzel@fishbeck.com

Information for the following items are being submitted by E.T. MacKenzie Company for review. Thank you.

| Description | Surety Company |
|-------------------|---------------------------------|
| Consent of Surety | Liberty Mutal Insurance Company |

**CONSENT OF
SURETY COMPANY
TO FINAL PAYMENT**

OWNER
ARCHITECT
CONTRACTOR
SURETY
OTHER

AIA DOCUMENT G707

Bond No. 013131657

PROJECT: Well 2 Raw Water Main
(name, address)

TO (Owner)

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

ARCHITECT'S PROJECT NO:
CONTRACT FOR:

CONTRACT DATE: September 13, 2023
Bond Date September 18, 2023

CONTRACTOR: E T MacKenzie Company

In accordance with the provisions of the Contract between the Owner and the Contractor as indicated above, the
(here insert name and address of Surety Company)
Liberty Mutual Insurance Company
175 Berkeley Street
Boston, MA 02117
SURETY COMPANY,

on bond of (here insert name and address of Contractor)
E T MacKenzie Company
4248 W Saginaw Hwy
Grand Ledge, MI 48837
CONTRACTOR,

hereby approves of the final payment to the Contractor, and agrees that final payment to the Contractor shall not
relieve the Surety Company of any of its obligations to (here insert name and address of Owner)
City of Grand Ledge
310 Greenwood Street
Grand Ledge, MI 48837
OWNER,

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

IN WITNESS WHEREOF,
the Surety Company has hereunto set its hand this 5th day of December, 2025

Liberty Mutual Insurance Company
Surety Company

Signature of Authorized Representative

Attest:
(Seal):

Marcia J Miller attorney-in-fact
Title

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



POWER OF ATTORNEY

Certificate No: 8213470-013057

Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

KNOWN ALL PERSONS BY THESE PRESENTS: That The Ohio Casually Insurance Company is a corporation duly organized under the laws of the State of New Hampshire, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint, Cloyd W. Barnes; Curtis M. Peterson; Marcia J. Miller; Nathan G. Chapman; Nicole Andries; Robert G. Chapman; Ryan A. Peterson

all of the city of Lansing state of MI each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Companies in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 26th day of March, 2025.



Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

By: Nathan J. Zangerle, Assistant Secretary

Not valid for mortgage, note, loan, letter of credit, currency rate, interest rate or residual value guarantees.

State of PENNSYLVANIA ss
County of MONTGOMERY

On this 26th day of March, 2025 before me personally appeared Nathan J. Zangerle, who acknowledged himself to be the Assistant Secretary of Liberty Mutual Insurance Company, The Ohio Casualty Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at Plymouth Meeting, Pennsylvania, on the day and year first above written.



Commonwealth of Pennsylvania - Notary Seal
Teresa Pastella, Notary Public
Montgomery County
My commission expires March 28, 2029
Commission number 1128044
Member, Pennsylvania Association of Notaries

By: Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

ARTICLE IV - OFFICERS: Section 12. Power of Attorney.

Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

ARTICLE XIII - Execution of Contracts: Section 5. Surety Bonds and Undertakings.

Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

Certificate of Designation - The President of the Company, acting pursuant to the Bylaws of the Company, authorizes Nathan J. Zangerle, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

Authorization - By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C. Llewellyn, the undersigned, Assistant Secretary, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy of the Power of Attorney executed by said Companies, is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 5th day of December, 2025.



By: Renee C. Llewellyn, Assistant Secretary

For bond and/or Power of Attorney (POA) verification inquiries, please call 610-832-8240 or email HOSUR@libertymutual.com.

GRAND LEDGE BOARD OF CEMETERY TRUSTEES
310 GREENWOOD ST.
GRAND LEDGE MI 48837
(517) 627-2149

BOARD OF CEMETERY TRUSTEES MINUTES – MEETING
TUESDAY, 16 DECEMBER 2025 – 4:00 P.M.
COUNCIL CHAMBERS, CITY HALL,
310 GREENWOOD ST.,
GRAND LEDGE MI 48837

- I. ROLL CALL OF BOARD OF CEMETERY TRUSTEES** – Chair Robin Besette; and Trustees Tim McClung and Penni McNamara

– Trustees Tiffini Gee was absent

OTHERS PRESENT – Gregory Newman, City Clerk; Kurt Ristow, Public Works Superintendent, Nikki Hendrickson, Public Services Administrative Assistant

II. PLEDGE OF ALLEGIANCE

Chair Besette led those in attendance in the Pledge of Allegiance.

III. AUDIENCE PARTICIPATION

Maxine Burkhardt commented on the definition of “immediate family” in the Oakwood Cemetery Rules and Regulations and requested the Rules be changed to allow burial of non-family.

IV. APPROVAL OF AGENDA

- A. Motion** – To approve the Thursday, 16 December 2025 Board of Cemetery Trustees agenda.

TRUSTEE MCCLUNG MOVED, TRUSTEE MCNAMARA SECONDED, TO APPROVE THE THURSDAY, 16 DECEMBER 2025 BOARD OF CEMETERY TRUSTEES AGENDA. MOTION CARRIED UNANIMOUSLY.

V. APPROVAL OF MINUTES

- A. Motion** – To approve the Wednesday, 16 October 2024 Board of Cemetery Trustees minutes.
- B. Motion** – To approve the Friday, 27 December 2024 Board of Cemetery Trustees minutes.
- C. Motion** – To approve the Thursday, 12 June 2025 Board of Cemetery Trustees minutes.

TRUSTEE MCCLUNG MOVED, TRUSTEE BESSETTE SECONDED, TO APPROVE THE WEDNESDAY, 16 OCTOBER 2024, FRIDAY, 27 DECEMBER 2024, AND THURSDAY, 12

JUNE 2025, BOARD OF CEMETERY TRUSTEES MINUTES. MOTION CARRIED UNANIMOUSLY.

VI. STAFF REPORTS

Public Works Superintendent

Kurt Ristow, Public Works Superintendent, reported on fall cleanup, a mowing contract bid, and recent burials.

Gregory Newman, City Clerk, reported on a Grand Ledge Historical Society tour of the mausoleum.

VII. UNFINISHED BUSINESS

VIII. NEW BUSINESS

A. Discussion – Of Oakwood Cemetery Rules and Regulations.

The Board discussed the Oakwood Cemetery Rules and Regulations and the options to allow burials of non-immediate family.

IX. AUDIENCE PARTICIPATION

The public did not comment.

X. COMMUNICATIONS FROM BOARD OF CEMETERY TRUSTEES MEMBERS

XI. ADJOURNMENT

CHAIR BESSETTE ADJOURNED THE TUESDAY, 16 DECEMBER 2025, BOARD OF CEMETERY TRUSTEES MEETING, AT 4:39 P.M.

Gregory L. Newman, City Clerk

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

**MINUTES – REGULAR MEETING
WEDNESDAY, DECEMBER 10, 2025 - 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, Andrew Archer, Vicki Paski, Natalia Clough, Michael Fredericks, Lise Mitchell, and Mayor Keith Mulder

Members Absent – Authority Members Absent: Chairman Bruce MacDowell, Dana Beattie, Terrance Augustine, Chris Fata, Karl Glarner, and Amy Hoyes

Others Present – Amee King, Assistant City Manager

I. PLEDGE OF ALLEGIANCE –

II. AUDIENCE PARTICIPATION –

III. APPROVAL OF REGULAR AGENDA

- A. Motion** – To approve the Wednesday, December 10, 2025, regular DDA agenda.

AUTHORITY MEMBER FREDERICKS MOVED, AUTHORITY MEMBER MITCHELL SECONDED, TO APPROVE THE DECEMBER 10, 2025, REGULAR MEETING AGENDA AS PRESENTED. MOTION CARRIED UNANIMOUSLY.

IV. APPROVAL OF MINUTES

- A. Motion** – To approve the Wednesday, October 8, 2025, regular meeting minutes.

AUTHORITY MEMBER FREDERICKS MOVED, AUTHORITY MEMBER PASKI SECONDED, TO APPROVE THE OCTOBER 8, 2025 REGULAR MEETING MINUTES AS PRESENTED. MOTION CARRIED UNANIMOUSLY.

- B. Motion** – To approve the Wednesday, November 12, 2025, informational meeting minutes.

MAYOR MULDER MOVED, AUTHORITY MEMBER FREDERICKS SECONDED, TO APPROVE THE NOVEMBER 12, 2025 INFORMATIONAL MEETING MINUTES AS PRESENTED. MOTION CARRIED UNANIMOUSLY.

- C. Motion** – To approve the Wednesday, November 12, 2025, regular meeting minutes.

AUTHORITY MEMBER ARCHER MOVED, AUTHORITY MEMBER PASKI SECONDED, TO APPROVE THE NOVEMBER 12, 2025 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 FREDERICKS MOVED, AUTHORITY MEMBER PASKI SECONDED, TO ACKNOWLEDGE PAYMENT OF THE FINANCIAL TRANSACTIONS AND BILLS IN THE AMOUNT OF \$10,157.99. MOTION CARRIED UNANIMOUSLY.

- B. Monthly financial statement** – Ms. King reviewed the financial statements. One other item of note, the landscaping contract was approved by the City Council. It's a joint contract for services between the city and DDA. Precision Lawn and Snow was awarded the bid. There was a slight increase in the DDAs portion of \$344 per month.

AUTHORITY MEMBER MITCHELL MOVED, AUTHORITY MEMBER FREDERICKS SECONDED, TO ACCEPT AND PLACE ON FILE THE FINANCIAL STATEMENTS. MOTION CARRIED UNANIMOUSLY.

VII. UNFINISHED BUSINESS –

VIII. NEW BUSINESS –

- A. 2026-2027 Priorities – Mrs. King reported that at the last meeting, the DDA had an initial discussion about 2026-2027 Priorities. Mrs. King reviewed the draft priorities. There was a consensus to move Façade/Renovation Programs to Tier 2 priorities.

AUTHORITY MEMBER MITCHELL MOVED, MAYOR MULDER SECONDED, TO APPROVE THE 2026/2027 PRIORITIES WITH THE FACDE RENOVATION PROGRAMS MOVED TO TIER 2. MOTION CARRIED UNANIMOUSLY.

2026/2027 PRIORITIES - Tier 1: Continued Development of Jaycee Park and Public Spaces - Multi-purpose structure at Jaycee Park, additional bathrooms and amenities; Mast Arms at Bridge and Jefferson Intersection/Enhanced Pedestrian Safety; DDA Plan Update – (expires December 2027); Preservation of District Amenities - Riverwalk repaving, seal stamped concrete, bollard replacement in Log Jam Lot Tier 2: Public/Private Partnership for Infill Development of Bridge Street Plaza; Redevelopment of 300 Block of N. Bridge Street; Strategic Property Acquisition; Façade/Renovation Programs - Revise façade and renovation grants policies and evaluate signature building program; Entryway signage - Signage at corner of M-43/M-100 and CSX property

- B. First United Methodist Church Request – Mrs. King reported that at a prior meeting, Mr. Joel Wortley requested on behalf of the First United Methodist Church, that the DDA/City plow their sidewalk. The board requested staff put together a cost associated with this request. More information is needed from both staff and the church to determine the length of sidewalk in the request and an exact number associated with it.

IX. AUDIENCE PARTICIPATION –

- X. **COMMUNICATIONS FROM MEMBERS** – Authority member Clough reported on the veterans banner program. There is more interest this coming year. Hopefully it can be done less expensivley in the coming year.

Authority member Mitchell reported that there is a winter reading challeng at the library for adults and many more programs for the winter months.

XI. ADJOURNMENT

AUTHORITY MEMBER FREDERICKS MOVED, AUTHORITY MEMBER PASKI SECONDED, TO ADJOURN THE MEETING AT 7:04 P.M. MOTION CARRIED UNANIMOUSLY.

Vicki Paski, Secretary

Spencer Bye, Vice Chairman

**GRAND LEDGE PARKS AND RECREATION COMMISSION CITY
HALL, 310 GREENWOOD STREET
GRAND LEDGE, MI 48837
(517) 627-2149**

**PARKS AND RECREATION COMMISSION REGULAR
MEETING
December 11, 2025**

Call to Order – 7:02 pm.

I. Roll Call of Parks and Recreation Commission -

| COMMISSIONERS | PRESENT | ABSENT |
|---|----------------|---------------|
| Ruthann Jaquette, Chair | X | |
| Teri Langley, Vice Chair | X | |
| Bill Barnes – Grand Ledge Public Schools | X | |
| Chris Klaver | | X |
| Michael Krombeen | X | |
| Raechel Marks | X | |
| Casey McDonnell | X | |
| Amber Slocum | X | |
| Thomas Steinbis | | X |
| | | |
| OTHERS | | |
| Dave Logel, City Council Liaison | X | |
| Rich Morrison, Community Development Director | X | |
| Kurt Ristow, Public Works Superintendent | | |
| Mayor Keith Mulder | | |

II. Pledge of Allegiance

III. Approval of Agenda

MOTION TO APPROVE THE PARKS & RECREATION COMMISSION REGULAR MEETING AGENDA FOR DECEMBER 11, 2025. MOVED BY COMMISSIONER KROMBEEN, SECONDED BY COMMISSIONER SLOCUM. MOTION CARRIED UNANIMOUSLY.

IV. Approval of Meeting Minutes

A. Approval of October 23, 2025, Regular Meeting Minutes

MOTION TO APPROVE THE PARKS & RECREATION COMMISSION MINUTES FROM OCTOBER 23, 2025, REGULAR MEETING WITH THE CORRECTION TO REPLACE THE NAME STEVENS WITH JAQUETTE ON PAGE 4 OF THE MINUTES. MOVED BY COMMISSIONER MARKS, SECONDED BY COMMISSIONER MCDONNELL. MOTION CARRIED UNANIMOUSLY.

V. Public Comment

None.

VI. Committee Reports**VII. Staff Reports****VIII. Unfinished Business****IX. New Business****A. Consider recommending approval of a sign proposal from Kiana Ruvolo to allow 12x18” Dance Walk signs on the Fitzgerald Memorial Field Fence.**

The Commission received a presentation from Kiana Ruvolo about her Girl Scout Gold Award project - Dance Walk, to install five Dance Walk Signs on the Fitzgerald Memorial Ball Field fence posts, perpendicular to the fence. The Commission complimented Ms. Ruvolo on the signs.

MOTION TO APPROVE THE INSTALLATION OF THE DANCE WALK SIGNS AS PRESENTED IN THE PRESENTATION AND PACKET MATERIALS. MOVED BY COMMISSIONER MCDONNELL, SECONDED BY MEMBER KROMBEEN. MOTION CARRIED UNANIMOUSLY.

B. Interviews for Parks and Recreation Master Plan Update – Selected consultants that responded to the City’s Request for Proposals.

The Commission received presentations, and had questions and answers from Giffels-Webster, Mannik Smith Group, Spicer Group, and Rowe. Each consultant was scheduled to present for ten minutes and provide ten minutes of questions and answers.

C. Recommendation of Consultant to Prepare the Parks and Recreation Master Plan Update.

The Commission discussed the presentations and consultant proposals.

MOTION TO RECOMMEND TO CITY COUNCIL THAT ROWE BE SELECTED TO COMPLETE THE FIVE-YEAR UPDATE TO THE PARKS AND RECREATION MASTER PLAN. MOVED BY LANGLEY. SECONDED BY KROMBEEN. MOTION CARRIED UNANIMOUSLY.

MOTION TO RECOMMEND TO CITY COUNCIL THAT \$20,000 OF THE PARK AND RECREATION FUND BALANCE BE USED TO FUND THE PARKS AND RECREATION MASTER PLAN UPDATE. MOVED BY KROMBEEN. SECONDED BY MCDONNELL. MOTION CARRIED UNANIMOUSLY.

D. Earth Day 2026 –Consider establishment of subcommittee

The Commission discussed Earth Day 2026 and the possibility of establishing a subcommittee to work on Earth Day during the Parks and Recreation Master Plan Update, and discussed the date for Earth Day 2026.

MOTION TO SET APRIL 18, 2026, AS EARTH DAY 2026. MOVED BY LANGLEY. SECONDED BY KROMBEEN. MOTION CARRIED UNANIMOUSLY.

MOTION TO ESTABLISH AN EARTH DAY SUBCOMMITTEE CONSISTING OF MEMBERS JAQUETTE, LANGLEY, AND MARKS. MOVED BY BARNES. SECONDED BY KROMBEEN. MOTION CARRIED UNANIMOUSLY.

E. Adoption of 2026 Meeting Schedule

The Commission discussed the draft 2026 meeting schedule.

MOTION TO ADOPT THE 2026 PARKS AND RECREATION COMMISSION MEETING SCHEDULE AS PRESENTED. MOVED BY BARNES. SECONDED BY KROMBEEN. MOTION CARRIED UNANIMOUSLY.

X. Public Comment –

Mayor Mulder commented on the Parks and Recreation Master Plan Update process and thanked the Commissioners for their work.

Dave Logel, City Council Liaison, also spoke to the Commission about the Parks and Recreation Master Plan Update.

XI. Commission Comments –

Commissioners commented on the Parks and Recreation Master Plan process and wished all Happy Holidays.

XII. Adjournment: 9:45 pm

Submitted by:

Rich Morrison, Community Development Director

Assistant City Manager – December Activity Report

Human Resources

- We conducted several interviews for Code Enforcement Inspector as we continue to try to fill our Zoning Administrator/Code Enforcement Inspector positions.
- The Water Supervisor position was advertised in December.
- Participated in an interview for a Patrol Officer with Chief Erickson.

Airport Management

- We continued to have issues with the regulator on the taxiway lighting circuit. Our electricians are working to solve the problem.
- We published and sent out the request for proposals for airport mowing. Bids will be opened at the end of January.
- We published and sent out requests for proposals for farmland lease. The proposals have been opened and a contract will be on your upcoming agenda.

DDA

- Prepared for and attended the December Downtown Development Authority meeting. Topics of discussion were the 2026/2027 Priorities and a request from the First United Methodist Church. I've attached a copy of the 2026/2027 priorities.
- Filed a quarterly MEDC report for the downtown renovations project.

Building Management

- We had a pump cease up on an air compressor. Myers was able to get the system working as there is a second air compressor. The pump will be replaced in the near term.
- Myers was also on site in December starting their bi-annual maintenance. This will continue into January.

2026
2027

DDA BOARD

PRIORITIES

Continued Development of Jaycee Park and Public Spaces

(Multi-purpose structure at Jaycee Park, additional bathrooms, and amenities)

Mast Arms at Bridge and Jefferson Intersection/Enhanced Public Safety

DDA Plan Update

(expires December 2027)

Preservation of District Amenities

(Riverwalk repaving, seal stamped concrete, and bollard replacement in Log Jam parking lot)

Public/Private Partnership for Infill Development of Bridge Street Plaza

Redevelopment of the 300 Block of North Bridge Street

Strategic Property Acquisition

Façade/Renovation Programs

(Revise façade and renovation grant policies and evaluate signature building program)

Entryway Signage

(Signage at the corner of M-43/M-100 and CSX property)



Community Development Director –December Activity Report

Building & Planning and Zoning Department Coordination:

- Work on the Master Plan continued with maps and compiling the document. A big thanks to Clerk Newman for his work in formatting and improved organization of the document.
- Attended the December Planning Commission meeting. Presented work on the Master Plan.
- Facilitated a transition meeting between Giffels Webster and Sue Stachowiak for Interim Zoning Administration on December 11th. A second transition meeting is scheduled for January 8, 2026.
- Completed 1st draft of the Capital Improvements Plan. Thanks to Lori Chambers for formatting assistance.
- Assistant City Manager King and I interviewed individuals for the part-time Code Enforcement position.

Other:

- The demolition of 419 Booth St. is now scheduled to occur shortly after Consumers disconnects the gas and electric. The Consumers disconnects are scheduled for January 7th.
- Work on the ADA Observation Platform is still scheduled to begin in January.
- The Parks and Recreation Commission interviewed 4 consultants for the Parks and Rec Master Plan update on December 12th. Following the interviews, the Commission voted unanimously to recommend the ROWE Professional Services Company be selected to prepare the Master Plan Update.
- Met with State Land Bank Officials via Teams meeting regarding the former Bob' Marathon Station on M-43. Demolition of the building and issuance of a Request For Proposals by the Land Bank are still planned for the first part of 2026.

Department of Public Service

December 2025

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

During this reporting period, the Wastewater Treatment Plant (WWTP) continued to operate effectively and in full compliance with regulatory standards. The facility treated and safely discharged a total of 25.696 million gallons of wastewater to the Grand River. The monthly average flow was 0.838 million gallons per day (MGD), with a peak daily flow of 1.388 MGD.

Effluent Quality Summary

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

- Biochemical Oxygen Demand (BOD 5-day):
Monthly average: 14 mg/L
EGLE Permit Limit: 25 mg/L
Removal Efficiency: 94%
- Total Suspended Solids (TSS):
Monthly average: 6.9 mg/L
EGLE Permit Limit: 30 mg/L
Removal Efficiency: 95%
- Phosphorus:
Monthly average: 0.6 mg/L
EGLE Permit Limit: 1.0 mg/L
- Fecal Coliform:
Monthly average: 10 count/100mL
EGLE Permit Limit: 200 count/100mL
- Ammonia Nitrogen:
Monthly average: 6.8 mg/L
No discharge limit; monitoring required.
- pH:
Monthly average: 7.5 standard units (SU)

Department of Public Service December 2025

- Dissolved Oxygen (DO):
Monthly average: 6.4 mg/L
EGLE Minimum Requirement: 4.0 mg/L
- Chlorine Residual:
Monthly average: 0.00 mg/L
EGLE Maximum Limit: 0.038 mg/L

Additional Activities

- Precipitation Monitoring:
As an observation site for the National Weather Service, the plant recorded a total of 3.70 inches of precipitation for the month. The highest single-day rainfall occurred on the 29th, with 1.29 inches recorded.
- Regulatory Compliance:
There were no violations of the City's National Pollutant Discharge Elimination System (NPDES) permit. The overall quality of the effluent was rated as very good.

Construction Update

E.T. MacKenzie completed excavating for the AGS treatment process along and started installing the underdrain system. They also completed the excavation of the Vortex Grit separator, and backfilled the Solids handling Building

FHC completed on installing piping and Drain System for the new Solids Handling Building, then installed gas lines for the new buildings .

R.K. Davis completed the concrete work for the new solids handling building they will start pouring flowable fill into that building as weather permits. They poured the mud mat for the first AGS tank and continued work on the rebar for the Sludge Buffer Tank along with started setting forms for the walls.

**Department of Public Service
December 2025**



Vortex Grit Separator



Solids Buffer Tank Forms

**Department of Public Service
December 2025**



AGS Floor Base

Department of Public Service

December 2025

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

During the reporting period, the Streets Division completed the following activities throughout the City of Grand Ledge:

- **Pothole Repairs:** Crews performed patching operations on potholes across various locations to improve road safety and drivability.
- **Tree Maintenance:** Dead or diseased trees were trimmed or removed as part of routine right-of-way maintenance.
- **Equipment Maintenance:** Ongoing maintenance and necessary repairs were conducted on all street-related equipment to ensure operational readiness.
- **Trash Collection:** Regular trash pickup was carried out at DDA locations, City Hall, and city parks.
- **Sign Maintenance:** Routine inspection and maintenance of traffic and street signs were conducted to ensure visibility and compliance.
- **Storm Sewer Maintenance:** Cleaning of storm sewer drain sumps and lines continued as required under the City's MS-4 (Municipal Separate Storm Sewer System) Permit.
- **Completed Leaf Collection** for the year it was cut short due to an early snow fall.
- **Plowed snow and applied salt and brine** for ice control several times.
- **Turned compost piles** to ensure proper decay.
- **Hauled storm drain debris** from drying beds to Granger's landfill.

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

MONTHLY ACTIVITY REPORT DEPARTMENT OF PUBLIC WORKS

December 2025

The distribution system treated 19.442 million gallons of water pumped during December. The average daily production was 0.627 million gallons. The maximum daily volume was 0.821 million gallons, while the minimum was 0.514 million.

Water was treated with 455.20 pounds of chlorine gas, resulting in an average free chlorine residual of 0.77 parts per million (ppm) and a total chlorine residual of 1.05 ppm. During the month, 61.03 lbs. of fluoride were also added. The average measured fluoride concentration in the water system was 0.66 ppm. 306.43 lbs. of phosphate for corrosion control were added, with an average residual of 1.77 ppm.

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

Public Well 11 Progress

The Act 399 construction permit for Public Well 11 has been officially issued. With the permit in place, Williams & Works is putting the project out to bid the week of January 13, 2026.

Iron Removal Plant – Operational Status Update

The Iron Removal Plant is operating as designed. City staff have been working through process control challenges, SCADA integration issues, and chemical feed problems. The difficulties are common with any plant start-up, and most have been resolved through close collaboration with the engineers, mechanical contractors, and city staff.

Utility Work Orders for December:

- Curb Stop Repair - 1
- Final Reads - 10
- Investigation Report - 6
- Meter Change Out - 3
- Miscellaneous - 1
- MXU Repair – 12
- New Meter Install - 3
- Out of Order Meter – 1
- Re-Reads - 16
- Seasonal Off - 4
- Shut-off for Repair - 3
- Turn on - 4
- Usage Report - 15
- Shut-Off Tags - 192
- Shut-Off for Non-Payment - 16

Department of Public Works Hourly Report

- Recycling & Compost – 22.75
- Cemetery – 33.5
- Help Streets –54
- Parks & Buildings – 10.5
- DDA Snow Removal – 59.5
- Airport – 4.5
- Routine Tasks – 640
- After-hours Task – 41.75
- Miss Dig – 19.5
- Training – 2

- **TOTAL HOURS – 888**

Miss Dig System: 84 MISS-DIG tickets were located and marked; 6 were emergency requests.

Cemetery Activity:

Grave Openings – 4 Total Burials (4 Full & 0 Cremains)

Plot Purchases – 0 Plots

Spring Foundations Purchased: 1

Grand Ledge City Assessor's Office

Monthly Summary of Activities for the Assessing Department
December, 2025

GENERAL:

PROPERTY TRANSFERS AND DEEDS:

- 9 Deeds Processed
 - 6 Warranty Deeds
 - 3 Quit Claim Deed
- 0 New PRE's Granted

Assessing is now working on finishing the 2026 database.
No December Board of Review held, due to a lack of issues to address.

PERSONAL PROPERTY:

Processing personal property returns as they come in, and canvassing known businesses.
Statements mailed to known business owners in December.

FIELD INSPECTIONS:

Assessing has transitioned to building permit checks.

PENDING ISSUES FOR COUNCIL TO BE AWARE OF:

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

NEXT BOARD OF REVIEW MEETING:

March Board of Review, March 24th (Tentative).

ASSESSOR ANNOUNCEMENTS:

None.



Eaton County Department of Construction Codes & Planning and Zoning

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

City of Grand Ledge Permit/Inspection/Enforcement Report December 1-31, 2025

PERMIT ACTIVITY

| | | |
|-------------------------------|--|-----------|
| Residential | Residential Accessory Structure | 1 |
| | Residential Alterations | 3 |
| | Roof | 1 |
| | Total | 4 |
| Commercial | Plan Review | 1 |
| | Total | 1 |
| Building Permit Totals | | 5 |
| Trades | Electrical | 20 |
| | Mechanical | 22 |
| | Plumbing | 5 |
| Trades Permit Totals | | 47 |

INSPECTIONS

| | | |
|--------------------------|-------------------|------------|
| Inspections | Building | 61 |
| | Electrical | 17 |
| | Mechanical | 20 |
| | Plumbing | 16 |
| Inspection Totals | | 114 |

ENFORCEMENTS

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

Enforcements By Code Officer

01/05/26

Brandy Hatt

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

Total Enforcements for Brandy Ha 1

Chris Garrison

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

Total Enforcements for Chris Garri 15

Christopher Griffith

Enforcements By Code Officer

01/05/26

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

Total Enforcements for Christophe 4

Total Records: 20

Population: All Records

GovernmentUnitList.UnitCode = 400

DRAFT



City Council **PRIORITIES**

Tier **1**

2026 & 2027

SANITARY SEWER IMPROVEMENTS

[Wastewater Treatment Plant and Collection System Improvements; W. River St. Lift Station, Whitney St. Lift Station; M-43 Sanitary Sewer Crossing; Inflow/infiltration reduction; Comprehensive Sewer Ordinance Update; Utility Billing Assessment]

WATER SYSTEM IMPROVEMENTS

[Well 11 Construction; Well 12 Siting; Distribution System Improvements with Focus on Grand River Watermain Crossings; State Lead & Galvanize Service Line Compliance; Decommissioning of obsolete Iron Removal Plant; Engineered Flushing Plan; Evaluation of Water Storage; Comprehensive Water Ordinance Update; Utility Billing Assessment]

CITY EMPLOYEE TALENT RETENTION & ATTRACTION

[Adequate Staffing Levels; Tools & Technology Advancements; Continued Education; Growth & Development; Accountability; Compensation Package Improvement to Attract & Retain City Employee Talent]

Tier **2**

COMMUNITY & ECONOMIC DEVELOPMENT INITIATIVES

COMPLETE STREETS SYSTEM IMPROVEMENTS

PUBLIC PLACE & PARKS ENHANCEMENTS



Approved January XX, 2026

Grand Ledge City Council Resolution # _____ of 2026

**A Resolution to Amend the Agreement for Police Services with the
Grand Ledge Public Schools.**

A resolution adopted by the Grand Ledge City Council, at a regular meeting held on Monday, 12 January 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 previously adopted Resolution #31 of 2023, approving an agreement for Police Services with the Grand Ledge Public Schools, and Resolution #35 of 2023, amending the agreement; and

Whereas, the City and the Grand Ledge Public Schools desire to further amend the agreement;

Now, Therefore, It Is Resolved:

1. The City amends the Agreement for Police Services with the Grand Ledge Public Schools, as attached.
2. The City directs the City Manager and Finance Director / Treasurer to appropriate the funds necessary to implement said amendment.
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 amendment on behalf of the City; to do any other act(s) or thing(s) which shall be necessary to implement said amendment 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 amendment.

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, 12 January 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

SECOND AMENDMENT TO THE
AGREEMENT FOR POLICE SERVICES BETWEEN THE CITY OF GRAND LEDGE
AND
GRAND LEDGE PUBLIC SCHOOLS BOARD OF EDUCATION

THIS SECOND AMENDMENT (“SECOND AMENDMENT”) to the initial AGREEMENT dated June 1, 2022 (“AGREEMENT”), and FIRST AMENDMENT dated June 1, 2023 (FIRST AMENDMENT), is made and entered into as of the 1st day of _____, 2026, by and between, the **CITY OF GRAND LEDGE**, a Michigan home rule city, whose address is 310 Greenwood Street, Grand Ledge, MI 48837 (hereinafter the “City”) and **GRAND LEDGE PUBLIC SCHOOLS BOARD OF EDUCATION**, a Michigan general powers school district, whose address is 220 Lamson Street, Grand Ledge, MI 48837 (hereinafter, the “School District”)(individually a “Party”, collectively, the “Parties”).

WHEREAS, the Parties entered into the AGREEMENT on June 1, 2022, to provide for the assignment of a Grand Ledge Police Department officer to the School District to improve school safety and the educational climate of the School by assisting in the maintenance of security for school staff, students, facilities, and the community.

WHEREAS, the Parties desire to restate the June 1, 2022 Agreement and June 1, 2023 First Amendment except where amended herein by this SECOND AMENDMENT.

WHEREAS, all provisions of the AGREEMENT and FIRST AMENDMENT, which do not conflict with this SECOND AMENDMENT, shall remain in full force and effect.

NOW THEREFORE it is mutually agreed as follows:

1. **RECITALS.** The foregoing recitals are incorporated in and form a part of this SECOND AMENDMENT.

2. **Compensation.** The School District shall compensate the City the cost of the second or subsequent SRO as follows:

A. The School District shall compensate wages, benefits, and necessary equipment of this SECOND AMENDMENT, in a fixed amount of \$146,799 for each of the five years of the SECOND AMENDMENT. The first SRO is at the fixed amount of \$72,447 (approximately 50%, subject to established increase limitation) for each of the five years.

B. It is understood and agreed that the compensation levels set forth above may be adjusted by the City due to changes in applicable collective bargaining agreements and operational costs annually. No adjustment charged to the School District shall exceed a 3.5% total compensation increase, and any adjustment shall be communicated with the School District in writing upon ratification of the collective bargaining agreement.

3. **Term.** The term of this SECOND AMENDMENT shall be five (5) years commencing July 1, 2026; however, either party may terminate this SECOND AMENDMENT for any reason by providing written notice of intent to terminate at least one (1) year prior to the anniversary date, i.e., July 1 of any of the five years. The AGREEMENT and FIRST

AMENDMENT shall be extended accordingly and run concurrently with the SECOND AMENDMENT.

4. **Binding Effect; Authority to Sign.** This SECOND AMENDMENT shall be binding upon the parties and their successors and assigns, and the parties executing this SECOND AMENDMENT certify that they have been and are duly authorized by the respective parties to execute this SECOND AMENDMENT and to bind the parties to the terms hereof.

5. **No Defense Nor Indemnification.** Neither party shall defend nor indemnify the other party for acts or omissions under this SECOND AMENDMENT.

6. **Venue and Jurisdiction.** Any litigation of this SECOND AMENDMENT shall be heard in the state courts of Eaton County, State of Michigan. Each party shall be responsible for its individual expenses, including actual attorney fees, witness fees, or other costs related to this amendment.

7. **MODIFICATIONS OR AMENDMENTS.** No modifications or amendments of this SECOND AMENDMENT shall be valid unless they are in writing and signed by the duly authorized representatives of both parties. This SECOND AMENDMENT shall be deemed to have been made in and shall be construed in accordance with the laws of the State of Michigan.

8. **Mutual Draftsmanship.** This SECOND AMENDMENT will be construed for all purposes as having been drafted jointly by the parties hereto.

9. **No Waiver of Defenses.** By entering into this SECOND AMENDMENT, neither party is waiving any defenses, including the defense of governmental immunity.

10. **No Third-Party Rights.** Nothing in this SECOND AMENDMENT shall provide any rights to any third party who is not a party to this amendment.

11. **Counterparts.** This SECOND AMENDMENT may be executed in any number of counterparts, and all of said counterparts taken together shall be deemed to constitute one and the same amendment.

IN WITNESS WHEREOF the parties have executed this SECOND AMENDMENT on the dates set forth opposite the signatures of the parties.

**CITY OF GRAND LEDGE,
a Michigan municipal corporation,**

Dated: _____, 2026

By: _____
Adam R. Smith, City Manager

And:

**GRAND LEDGE PUBLIC SCHOOLS,
a Michigan general powers school
district**

Dated: _____, 2026

By: _____
William A. Barnes, Superintendent

**AGREEMENT FOR POLICE SERVICES BETWEEN THE CITY OF GRAND LEDGE AND
GRAND LEDGE PUBLIC SCHOOLS BOARD OF EDUCATION**

THIS AGREEMENT ("Agreement") made and entered into as of the 1st day of June, 2022, by and between, the **CITY OF GRAND LEDGE**, a Michigan home rule city, whose address is 310 Greenwood Street, Grand Ledge, MI 48837 (hereinafter the "City") and **GRAND LEDGE PUBLIC SCHOOLS BOARD OF EDUCATION**, a Michigan general powers school district, whose address is 220 Lamson Street, Grand Ledge, MI 48837 (hereinafter, the "School District")(individually a "Party", collectively, the "Parties").

WHEREAS, the mission of the School Resource Officer program is to improve school safety and the educational climate at the school, not to enforce school discipline or punish students;

WHEREAS, the School District desires that a law enforcement officer be assigned to said District as a School Resource Officer ("SRO") to assist in the maintenance of security for school staff, students and facilities and the community, and other duties as set forth in this Agreement;

WHEREAS, the School District shall bear the costs of the SRO and benefits from the performance of the duties of said officer as set forth below; and

WHEREAS, the Revised School Code, MLC 380.11a, further authorizes Michigan general powers school districts to enter into agreements with other public bodies as part of performing the functions of the school district.

NOW THEREFORE it is mutually agreed as follows:

1. **RECITALS.** The foregoing recitals are incorporated in and form a part of this Agreement.

2. **Scope of Service.** The Grand Ledge Police Department will assign an officer to the School District commencing July 1, 2022, the "SRO." The SRO shall perform the services of that position as a certified police officer within School District facilities located within the City of Grand Ledge and as advisory to the School District for School District facilities located outside of the City of Grand Ledge in collaboration with law enforcement agencies having law enforcement authority.

3. **Duties.** The SRO will promote and facilitate public safety, employing principles of community policing and interaction with students, District staff and persons in neighborhoods in proximity to school facilities. In addition, the SRO will function, to the extent compatible with the SRO's duties as a police officer, in the positive facilitator role in cases involving aggressive student behavior and conduct, issue identification, juvenile delinquency, and misconduct in connection with circumstances which may be detrimental to the safety and security of District staff, students, visitors, and facilities. Notwithstanding, School Resource Officers are responsible for criminal law issues, not School District discipline issues.

While on School District premises, the SRO shall consult with the School Superintendent or the Superintendent's designee, and building administration, as to any specific problems, locales, or issues to be addressed by the SRO. Strip searches of students by either District officials or SROs shall be prohibited.

The SRO shall maintain daily activity reports and submit monthly summaries of these reports to the Superintendent's Office and the Police Department. The monthly summaries shall include, for each SRO, the numbers and descriptions of all incidents or calls for service; names of school officials involved (referring teachers, principals, etc.) law enforcement reports, tickets,

citations, or summonses; filing of delinquency petitions; referrals to a probation officer; actual arrests; and other referrals to the juvenile justice system.

During periods when schools are not in session, the SRO will maintain his/her school district responsibilities as a SRO, but may also be assigned to assist officers performing law enforcement services within the City generally, and particularly, within areas frequented by students, such as parks, recreational events and venues, and other public facilities. It is also recognized that the SRO may be called upon from time to time to respond to emergency or unforeseen circumstances in the general community and, under such circumstances, the SRO may be called away from School District property to perform other law enforcement duties on a temporary basis. Such absences and events shall not result in an adjustment of payment by the parties hereto for SRO services under this Agreement.

The parties agree to confer and discuss additional SROs as requested and any additional SROs and required compensation will be subject to an amendment to this Agreement, to be approved by the Parties' governing bodies.

4. **SRO Not A School District Employee.** The parties agree that the SRO shall not, by virtue of this Agreement or otherwise, be considered to be an employee, contractor, partner or agent of the District. Said SRO shall be subject to supervision and management of the Chief of Police of the Grand Ledge Police Department and its chain of command, who shall be solely responsible for assignment of such personnel, determinations as to training, and the extent and adequacy of equipment required, and specific personnel assignments. Notwithstanding, where serious allegations of abuse or misconduct are raised, the SRO shall be temporarily reassigned

from having contact with students as appropriate; and if substantiated, the SRO may be suspended or permanently removed from school assignments.

5. **Compensation.** The School District shall compensate the City the cost of the SRO as follows:

A. The School District shall provide the SRO's wages, benefits, and necessary equipment, as identified in paragraph 7, in a fixed amount for each of the three years of the Agreement, said amount shall be as follows: \$65,000.00 1st year; \$65,000.00 2nd year; and \$65,000.00 3rd year.

B. It is understood and agreed that the compensation levels set forth above may be adjusted by the City due to changes in applicable collective bargaining agreements.

C. Notwithstanding paragraph 5, subparagraph A. above, the School District agrees to actively pursue federal and state grants or other funding to compensate the City for the cost of the SRO up to the total cost of the SRO, to include 100% of salary, fringe, training, and equipment. Any grant awards of less than 100% of the total cost shall reduce the School District and the City costs equally for the initial SRO.

D. The School District shall remit its portion of said payment to the City not later than the 10th day of month of the invoice period in the amount of the annual cost divided by the three (3) calendar months (i.e., quarterly payments).

6. **School District Building Space, Computer, Internet Access, Specific Training.**

The School District shall provide or compensate the costs for:

A. Secure individual office space for the SRO.

B. Computer and internet access for the SRO with any school related software or hardware. Any computer equipment provided by the School District shall only be utilized for contractual duties performed by the SRO and remains the property of the School District.

7. **Police Uniforms, Equipment, Vehicle, Police Training, Insurance.** The City through its Grand Ledge Police Department shall provide the cost of uniforms, police equipment, a vehicle, and police training. Further, the SRO shall be insured through the City's applicable insurance policies.

8. **Confidentiality.** The SRO providing services to the District shall be deemed the District's "Law Enforcement Unit," as defined by the Family Educational Rights and Privacy Act ("FERPA"), 20 USC § 1232g and its underlying regulations, including but not limited to 34 CFR § 99.8(a). The SRO shall be considered a school official with legitimate educational interests in the review of student education records in the course of their duties, and shall be granted all attendant rights and obligations, as permitted by law.

The SRO may have access to "directory information" for law enforcement records for the purposes of law enforcement services and court proceedings, as necessary, at the discretion of the SRO. Directory information includes, but not limited to, a student's name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; grade level; dates of attendance; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors, and awards received; and the most recent educational agency or institution attended.

Except as otherwise stated in this Agreement or permitted by law, the SRO will not disclose any student education records without prior written consent of the student's parent/guardian or eligible student. The SRO may, however, redisclose student information to the same extent any other school official would be permitted to disclose the information pursuant to FERPA and other state and federal laws that apply to local educational agencies. If the SRO rediscloses personally identifiable information, the SRO must notify the building principal of the redisclosure and must, in consultation with the building principal, take steps required by state and federal law to document to whom the information was disclosed and the purpose for the redisclosure.

9. **Term.** The term of this Agreement shall be three (3) years commencing July 1, 2022; however, either party may terminate this Agreement for any reason by providing written notice of intent to terminate at least 6 months prior to the anniversary date, i.e., January 1 of any of the three years.

10. **Binding Effect; Authority to Sign.** This Agreement shall be binding upon the parties and their successors and assigns, and the parties executing this agreement certify that they have been and are duly authorized by the respective parties to execute this Agreement and to bind the parties to the terms hereof.

11. **No Defense Nor Indemnification.** Neither party shall defend nor indemnify the other party for acts or omissions under this Agreement.

12. **Venue and Jurisdiction.** Any litigation of this Agreement shall be heard in the state courts of Eaton County, State of Michigan. Each party shall be responsible for its individual expenses, including actual attorney fees, witness fees, or other costs related to this Agreement.

13. **Agreement in its Entirety.** This Agreement constitutes the entire agreement by and between the parties, and all prior agreements, oral or written, shall be merged and made a part hereof. No modifications or amendments of this Agreement shall be valid unless they are in writing and signed by the duly authorized representatives of both parties. This Agreement shall be deemed to have been made in and shall be construed in accordance with the laws of the State of Michigan.

14. **Mutual Draftsmanship.** This Agreement will be construed for all purposes as having been drafted jointly by the parties hereto.

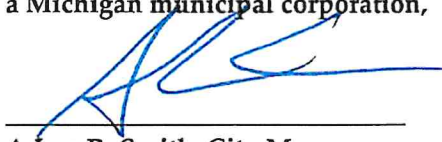
15. **No Waiver of Defenses.** By entering into this Agreement, neither party is waiving any defenses, including the defense of governmental immunity.

16. **No Third-Party Rights.** Nothing in this Agreement shall provide any rights to any third party who is not a party to this Agreement.

IN WITNESS WHEREOF the parties have executed this Agreement on the dates set forth opposite the signatures of the parties.

CITY OF GRAND LEDGE,
a Michigan municipal corporation,

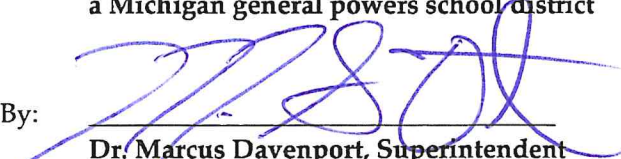
Dated: May 24, 2022

By: 
Adam R. Smith, City Manager

And:

GRAND LEDGE PUBLIC SCHOOLS,
a Michigan general powers school district

Dated: May 24, 2022

By: 
Dr. Marcus Davenport, Superintendent

**FIRST AMENDMENT TO THE
AGREEMENT FOR POLICE SERVICES BETWEEN THE CITY OF GRAND LEDGE AND
GRAND LEDGE PUBLIC SCHOOLS BOARD OF EDUCATION**

THIS FIRST AMENDMENT (“FIRST AMENDMENT”) to the initial AGREEMENT dated June 1, 2022 (“AGREEMENT”), is made and entered into as of the 1st day of June, 2023, by and between, the **CITY OF GRAND LEDGE**, a Michigan home rule city, whose address is 310 Greenwood Street, Grand Ledge, MI 48837 (hereinafter the “City”) and **GRAND LEDGE PUBLIC SCHOOLS BOARD OF EDUCATION**, a Michigan general powers school district, whose address is 220 Lamson Street, Grand Ledge, MI 48837 (hereinafter, the “School District”)(individually a “Party”, collectively, the “Parties”).

WHEREAS, the Parties entered into the AGREEMENT on June 1, 2022, to provide for the assignment of a Grand Ledge Police Department officer to the School District to improve school safety and the educational climate of the School by assisting in the maintenance of security for school staff, students, facilities, and the community.

WHEREAS, the Parties desire to restate the June 1, 2022 Agreement except where amended herein by this FIRST AMENDMENT

WHEREAS, all provisions of the AGREEMENT, which do not conflict with this FIRST AMENDMENT, shall remain in full force and effect.

NOW THEREFORE it is mutually agreed as follows:

1. RECITALS. The foregoing recitals are incorporated in and form a part of this FIRST AMENDMENT.

2. Number of School Resource Officers and Location of Services. In addition to the officer assigned to the School District as a School Resource Officer (“SRO”) pursuant to the AGREEMENT, the Grand Ledge Police Department will assign one (1) officer to, but not limited to, the School District’s Beagle Middle School as an SRO. Further, this FIRST AMENDMENT permits the City’s Manager and the School District’s Superintendent to determine SROs and their service location assignments to other School District facilities located within the School District, as mutually agreed upon – that shall be memorialized in writing (“writing”) as authorized by and between the City’s Manager, or designee in his/her absence, and the School District’s Superintendent, or designee in his/her absence. Any such writing shall be attached to this FIRST AMENDMENT and binding upon Parties.

3. Compensation. The School District shall compensate the City the cost of the second or subsequent SRO as follows:

A. The School District shall compensate wages, benefits, and necessary equipment, except as identified in paragraph 4 of this FIRST AMENDMENT, in a fixed amount of \$135,000 for each of the three years of the FIRST AMENDMENT.

B. It is understood and agreed that the compensation levels set forth above may be adjusted by the City due to changes in applicable collective bargaining agreements. No adjustment charged to the School District shall exceed a 2.5% total compensation increase, and any adjustment shall be communicated with the School District in writing upon ratification of the collective bargaining agreement.

C. Notwithstanding paragraph 3, subparagraph A. above, the School District agrees to actively pursue federal and state grants or other funding to compensate the City for the cost of all SROs up to the total cost of said SRO, to include 100% of salary, fringe, training, and equipment for any position not already compensated for at 100%.

D. The School District shall remit its portion of said payment to the City not later than the 10th day of the month of the invoice period in the amount of the annual cost divided by the three (3) calendar months (i.e., quarterly payments).

4. **Police Uniforms, Equipment, Vehicle, Police Training, Insurance.** The City through its Grand Ledge Police Department shall provide the cost of uniforms, police equipment, a vehicle, and police training. Further, all SROs shall be insured through the City's applicable insurance policies.

5. **Term.** The term of this FIRST AMENDMENT shall be three (3) years commencing July 1, 2023; however, either party may terminate this FIRST AMENDMENT for any reason by providing written notice of intent to terminate at least one (1) year prior to the anniversary date, i.e., June 1 of any of the three years. The AGREEMENT shall be extended accordingly and run concurrently with the FIRST AMENDMENT.

6. **Binding Effect; Authority to Sign.** This FIRST AMENDMENT shall be binding upon the parties and their successors and assigns, and the parties executing this FIRST AMENDMENT certify that they have been and are duly authorized by the respective parties to execute this FIRST AMENDMENT and to bind the parties to the terms hereof.

7. **No Defense Nor Indemnification.** Neither party shall defend nor indemnify the other party for acts or omissions under this FIRST AMENDMENT.

8. **Venue and Jurisdiction.** Any litigation of this FIRST AMENDMENT shall be heard in the state courts of Eaton County, State of Michigan. Each party shall be responsible for its individual expenses, including actual attorney fees, witness fees, or other costs related to this amendment.

9. **MODIFICATIONS OR AMENDMENTS.** No modifications or amendments of this FIRST AMENDMENT shall be valid unless they are in writing and signed by the duly authorized representatives of both parties. This FIRST AMENDMENT shall be deemed to have been made in and shall be construed in accordance with the laws of the State of Michigan.

10. **Mutual Draftsmanship.** This FIRST AMENDMENT will be construed for all purposes as having been drafted jointly by the parties hereto.

11. **No Waiver of Defenses.** By entering into this FIRST AMENDMENT, neither party is waiving any defenses, including the defense of governmental immunity.

12. **No Third-Party Rights.** Nothing in this FIRST AMENDMENT shall provide any rights to any third party who is not a party to this amendment.

13. **Counterparts.** This FIRST AMENDMENT may be executed in any number of counterparts, and all of said counterparts taken together shall be deemed to constitute one and the same amendment.

[Signatures on the Following Page]

**FIRST AMENDMENT to the Agreement For Police
Services Between City of Grand Ledge through its
Police Department and Grand Ledge Public Schools
Board of Education.**



Page 5

IN WITNESS WHEREOF the parties have executed this FIRST AMENDMENT on the dates set forth opposite the signatures of the parties.

CITY OF GRAND LEDGE,

a Michigan municipal corporation,

Dated: 06/27/2023
01:23 PM EDT _____, 2023

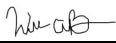

By:  

Adam R. Smith, City Manager

And:

**GRAND LEDGE PUBLIC SCHOOLS,
a Michigan general powers school district**

Dated: 06/28/2023
02:29 PM EDT _____, 2023

By:  

William A. Barnes, Superintendent

FISCAL YEAR 2027 BUDGET CALENDAR

| | |
|--------------------------|---|
| January 2026 | BS&A training for departments and available for entry |
| Friday, February 6, 2026 | Budget requests from departments due to City Manager Budget narratives by departments due to City Manager |
| February 9-27, 2026 | City Manager/Finance Director meetings with departments |
| March 2 – May 11, 2026 | City Council Finance and Policy Committee discussions with City Management |
| Monday, March 9, 2026 | Regular City Council meeting followed by Committee of the Whole Budget Session 1 – Department heads expected to attend – General, Grants, Streets, Parks, Equipment Operating |
| March 10-April 13, 2026 | Adjustments to proposed budget based on March 9 th session |
| Monday, March 23, 2026 | Regular City Council meeting followed by Committee of the Whole Budget Session 2 – Department heads expected to attend – Water/Sewer, Debt Service, Capital Projects, Employee Benefits |
| March 24-April 13, 2026 | Adjustments to proposed budget based on March 23 rd session |
| Monday, April 13, 2026 | Regular City Council meeting followed by Committee of the Whole Budget Session 3 – Department heads expected to attend – Airport, LDFA, DDA, Fee Schedule, Ancillary Budget Documents, and Multiyear Capital Improvements Plan City Manager submits proposed budget to City Council Set public hearing date |
| April 14-April 23, 2026 | Adjustments to proposed budget based on April 13 th session |
| Monday, April 27, 2026 | Regular City Council meeting followed by Committee of the Whole Budget Session 4 (as needed) |
| April 28-May 8, 2026 | Adjustments to proposed budget based on April 27 th session |
| Monday, May 11, 2026 | City Council holds a public hearing on the proposed budget City Council adopts the Fiscal Year 2027 Annual Budget Set budget and ad-valorem mill levy [Resolution(s)] |
| Monday, July 1, 2026 | Fiscal Year 2027 begins |

City Council can, as needed, schedule additional Committee of the Whole meetings, in compliance with the Open Meetings Act, at any time, as agreed upon by City Council.

TO: City Council

FROM: Rich Morrison, Community Development Director

RE: Parks and Recreation Commission recommendation for ROWE Professional Services Company to prepare 2027-2031 Parks and Rec Master Plan Update

DATE: January 6, 2026

BACKGROUND

The currently adopted five (5) year Parks and Recreation Master Plan expires in December 2026. The Master Plan is critical to securing Parks and Recreation grant funding. As Council is aware, the City has been very successful in obtaining grants for its Parks. The Michigan Department of Natural Resources requires an adopted and valid Master Plan to obtain Parks and Recreation grants.

A Request For Proposals (RFP) for the Parks and Recreation Master Plan Update was issued on November 12, 2025. In addition to the Master Plan update, the RFP asked for consultant input on parks branding and signage, improve pedestrian access to the parks, improve and maximize parks and natural features and additional items. The deadline for RFR submittals was December 2, 2025.

Ten (10) proposals were received in response to the RFP. The fees ranged from \$21,500 – \$53,200. Six (6) firms submitted bids with costs less than \$30,000 and those firms were further evaluated. Four (4) firms that were deemed most responsive to the RFP were selected to make presentations to the Parks and Recreation Commission. The four (4) firms including costs were:

| | |
|------------------------|----------|
| Spicer Group | \$21,500 |
| Mannik and Smith Group | \$23,000 |
| Giffels Webster | \$29,500 |
| ROWE. | \$29,800 |

At its meeting of December 12, 2025 the Parks and Rec Commission received presentations from the aforementioned firms. Following the presentation, the Commission asked questions.

At the conclusion of the presentations and question and answer period, the Commission discussed and determined that ROWE was the firm it desired to complete the Master Plan Update. The Commission voted unanimously to recommend ROWE to City Council. The fee included in the ROWE proposal is \$29,800.

The Parks and Rec Commission also voted to utilize \$20,000 of its fund balance to offset costs for the Master Plan. City Council action to provide supplemental funding in the amount of \$9,800 is necessary.

RECOMMENDATION:

Staff has contacted two of the several references provided by ROWE. Both references provided positive comments.

The Parks and Recreation Commission unanimously recommends that City Council selects ROWE to complete the Master Plan Update and related items listed in the RFP. Staff supports the Commission's recommendation.

CITY COUNCIL ACTION:

Consider approving the attached resolution to select ROWE Professional Services Company to prepare the Parks and Recreation Master Plan as recommended by the Parks and Rec Commission. The resolution also acknowledges that a future budget amendment to cover the costs of the Master Plan Update is needed.

Attachments:

Resolution

RFP

Bid Tabulation

ROWE Proposal

Email from ROWE

Parks and Recreation Commission minutes excerpt

Grand Ledge City Council Resolution # _____ of 2026

A Resolution to Approve a Proposal from Rowe Professional Services Company for a Parks and Recreation Master Plan Update.

A resolution adopted by the Grand Ledge City Council, at a regular meeting held on Monday, 12 January 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 sought and received proposals for a Parks and Recreation Master Plan update; and

Whereas, staff and the Parks and Recreation Commission have reviewed and recommend approving the proposal from Rowe Professional Services Company for a Parks and Recreation Master Plan update;

Now, Therefore, It Is Resolved:

1. The City approves the proposal from Rowe Professional Services Company for a Parks and Recreation Master Plan update, as attached.
2. The City directs the City Manager and Finance Director / Treasurer to appropriate the funds necessary to implement said proposal.
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 on behalf of the City; to do any other act(s) or thing(s) which shall be necessary to implement said proposal 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.

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, 12 January 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



REQUEST FOR PROPOSALS

2026 CITY OF GRAND LEDGE PARKS AND RECREATION MASTER PLAN UPDATE (2027-2031)

| | |
|-------|--------------------------|
| DATE: | November 12, 2025 |
|-------|--------------------------|

PROPOSAL DUE DATE & BID OPENING: **Tuesday, December 2, 2025, at 1:00 PM**
PROPOSAL DELIVERY LOCATION: City of Grand Ledge
ATTN: Gregory Newman, City Clerk
310 Greenwood Street, Grand Ledge, Michigan 48837

INTERVIEWS: 7:00-8:00pm on December 11, 2025

CONTACT: Rich Morrison, Community Development Director
517-622-7936, rmorrison@cityofgrandledge.com

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Request for Proposal (RFP)

2026 PARKS AND RECREATION MASTER PLAN UPDATE - CITY OF GRAND LEDGE

Introduction:

The City of Grand Ledge is requesting sealed bid proposals for an update to the 2022-2026 Parks and Recreation Master Plan. The successful consultant will prepare the update along with additional items identified in the general description section of this RFP. The updated plan will constitute the 2027-2031 Parks and Recreation Master Plan.

The City does not have a Parks and Recreation Department. Parks operation and maintenance is performed by the Public Services Department. Administrative oversight is provided by the City Administration. Grants applications are submitted by the City Manager's office.

The City of Grand Ledge does not guarantee a minimum value of the contract. Companies with demonstrated experience preparing Parks and Recreation Master Plans 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 | Wednesday, November 12, 2025 |
| RFP Due Date and Bid Opening | Tuesday, December 2, 2025, at 1:00 P.M. |
| Presentation of Proposals | December 11, 2025 |
| Tentative Bid Award | Monday, January 5, 2026 |

Submittal of Proposal:

Respondents shall submit one (1) copy of the RFP response in a package that is sealed and clearly labeled "RFP – 2026 Parks and Recreation Master Plan Update – City of Grand Ledge and mailed or dropped off at City Hall, 310 Greenwood Street, Grand Ledge, MI 48837. RFP responses may be emailed as one document saved as a PDF to, gnewman@cityofgrandledge.com with "RFP – 2026 Parks and Recreation Master Plan Update -City of Grand Ledge in the subject line.

Proposal Questions:

Any questions related to the RFP, may be directed to Rich Morrison, Community Development Director, 517-622-7936, rmorrison@cityofgrandledge.com

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(s) 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. **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.
2. **Cost:** A fee structure must be submitted with a not-to-exceed amount for the services as indicated above (see attached Bidder's Proposal, Attachment C).

General Description/Scope of Work:

1. Consultant shall prepare the Master Plan Update in accord the Michigan Department of Natural Resources Guidelines for the Development of Community Parks and Recreation Plans.
2. Consultant shall prepare an updated Master Plan with input from stakeholders (including but not limited to City residents and business owners, K-12 students in the Grand Ledge Public Schools system, MSU Rock Climbing Club, Grand Ledge Youth Baseball, Grand Ledge Chamber, **MGROW**, Midwest Federation of Mineralogical and Geological Societies, and other groups with interests in the Parks. A list of stakeholders will be developed with input from City staff and the Parks and Recreation Commission during the initial consultant meeting with the Parks and Rec Commission.
3. The Master Plan Update will be prepared under the direction of the Parks and Rec Commission.
4. Consultant to create and conduct all community input activities. The consultant's proposal should detail the planned community input activities.
5. Consultant will work with City staff to coordinate information dissemination to the Parks and Recreation Commission.
6. Consultant will provide its professional opinions on **maximizing the** use and development of City Parks and parks facilities to the Parks and Recreation Commission **to include cohesive branding and signage.**
7. Consultant will work with Grand Ledge Community Recreation to obtain community recreation information required for the plan.
8. Consultant to provide recommendations on how Parks can become an economic driver for the City.
9. Consultant to provide a recommendation for an accessible ADA location for viewing the Ledges.
10. Consultant will review locations of future City growth **in the City and the Cooperative Development Agreement area** and provide guidance to the Parks and Recreation on how and when to address future Parks and Recreation needs.

11. **Provide recommendations on how to improve and maximize park, recreation, and natural feature assets including the Ledges and Grand River.**
12. **Provide information on walking distance to parks with amenities, identify barriers to pedestrian access to parks, and provide recommendations on how to make parks more accessible to pedestrians.**
13. The consultant's proposal will include a proposed work plan/schedule to ensure that the Master Plan Update is ready for City Council action by December 2026.

Delivery of Services:

Service will be performed in locations to be determined appropriate.

Qualifications of the Firm:

The City of Grand Ledge may award one (1) contract/agreement for Master Plan Update 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
- Use other contractors as deemed necessary

Note: This RFP does not commit the City of Grand Ledge to negotiate a contract(s), 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 contractor
- Proposed cost, see Bidder's Proposal, Attachment C
- 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 City Administrative personnel
- Recommendation by the Parks and Recreation Commission

- **Demonstrated successful experience managing public participation, stakeholder engagement, and planning processes.**
- 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.

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:

In the execution of the Contract, it may be necessary for the selected firm to sublet part of the work to others. The selected firm will be fully responsible to the City of Grand Ledge for the acts and omissions of subcontractors and of all persons whether directly or indirectly employed by the selected firm. Nothing in the contract shall create any contractual relationship between any subcontractor and the City of Grand Ledge. The selected firm shall not assign, transfer, convey, or otherwise dispose of the

contract, or any part thereof, or the firm's right, title, or interest in the same or any part thereof, without the previous written consent of the City of Grand Ledge. The selected firm shall not assign any of the money due or become due and payable under the contract, without 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 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 shall be considered secondary and/or excess.

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

General Notes:

1. By State Law, 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.

Contract Type/Term:

The City of Grand Ledge is contemplating entering into a professional services agreement with a term less than one (1) year.

Billing Process:

Payment for services rendered will be made upon invoices received. Invoices received after the 7th day of each month may not be processed until the following month.

Existing Conditions:

Consultants and others with demonstrated experience in preparing Parks and Recreation Community Plans or Master Plans with an interest in making their services available to the City of Grand Ledge are invited to respond to this RFP. “Consultant” means the companies or individuals that submit proposals in response to this RFP. It is understood that the selected Consultant factor 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 Consultant 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 C: Bidder's Proposal

Company Name: _____

City of Grand Ledge 2026 Parks and Recreation Master Plan Update

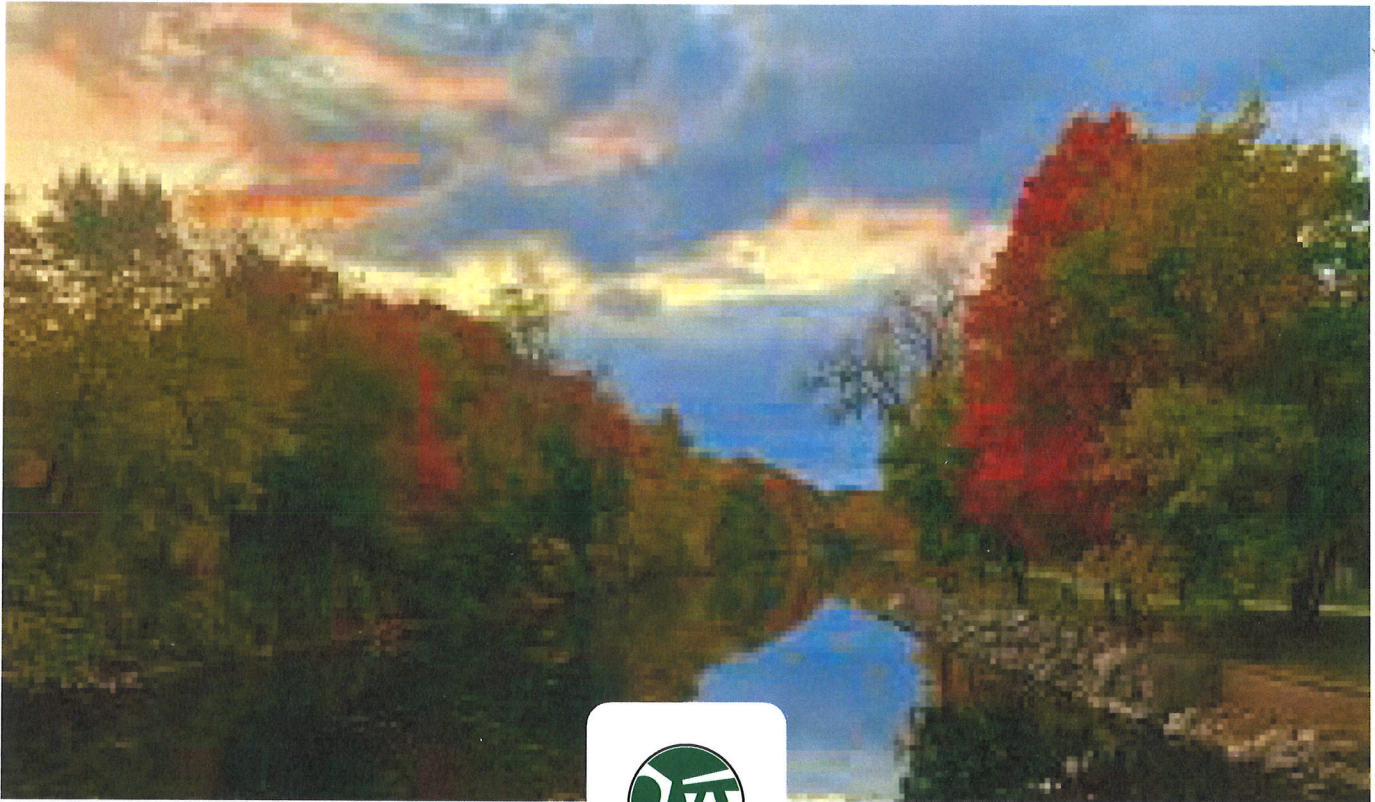
| | |
|-------------------------|--|
| Total bid amount | |
|-------------------------|--|

| | |
|---|--|
| This bid is submitted in response to the City of Grand Ledge RFP for 2026 Parks and Recreation Master Plan Update | |
| Company Name: | |
| Authorized Signature: | |
| Print Name: | |
| Title | |
| Business Address | |
| Business Phone | |
| Date: | |

Bid Tabulation 12/2/2025

**City of Grand Ledge
2026 Parks and Recreation Master Plan Update (2027-2031)**

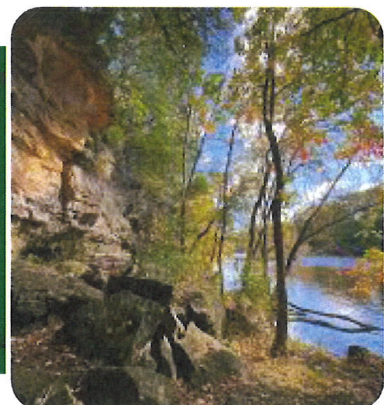
| COMPANY | Price |
|--------------------|--------------|
| MinMax 001 LLC | \$35,000 |
| McKenna | \$27,600 |
| Williams & Works | \$33,111 |
| Mannik Smith Group | \$23,000 |
| Beckett & Raeder | \$26,393 |
| Spicer Group | \$21,500 |
| Troyer | \$53,200 |
| Spaulding DeDecker | \$34,565 |
| Giffels Webster | \$29,500 |
| Rowe | \$29,800 |



PROPOSAL FOR
2026 PARKS AND RECREATION PLAN

CITY OF GRAND LEDGE, MI

DECEMBER 2, 2025





540 S Saginaw Street , Suite 200
Flint, MI 48504
(810) 340-7500 | www.rowepsc.com

December 2, 2025

Mr Rich Morrison, Community Development Director
c/o Gregory Newman, City Clerk
310 Greenwood Street
Grand Ledge, MI 48837

RE: 2026 City of Grand Ledge Parks and Recreation Master Plan Update (2027-2031)

Dear Mr Morrison:

ROWE Professional Services Company appreciates the opportunity to present this proposal to assist the City of Grand Ledge with updating your Parks and Recreation Plan.

Our Parks and Recreation Plan team complements our planning team with landscape architects and engineers with over 30 years of experience providing park and recreation services statewide. **Douglas R. Schultz, PLA** will lead this effort. Doug has provided as-needed services for cities, townships and park systems from planning through execution. Our team includes experience with economic development, non-motorized planning and in-house graphic designers to assist with branding. We have unique connections with grants and funding that will help with implementation strategies. ROWE will bring a fresh and knowledgeable perspective to the vision of your parks.

ROWE's proposal draws upon our extensive experience collaborating with municipal clients in our roles as consulting planners, landscape architects and engineers. Our team's expertise, coupled with a deep understanding of the current challenges and opportunities facing Michigan, positions us to deliver effective solutions. We will engage in a collaborative process with staff, the Planning Commission, the city council, and other stakeholders to conduct analyses, formulate plans, and ensure meaningful public engagement throughout the plan adoption process.

If you have any questions, please feel free to contact me, as the primary contact for this proposal at **(810) 869-5170**.

Sincerely,

ROWE Professional Services Company

A handwritten signature in blue ink, appearing to read "Doug Schultz", written over a blue rectangular stamp.

Douglas R. Schultz, PLA

Project Manager /Sr. Landscape Architect II/Associate/Owner
dschultz@rowepsc.com

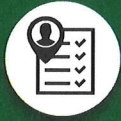


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- 01** *Background and Experience*
- 02** *Work Plan - Understanding and Approach*
- 03** *Project Team*
- 04** *Project Experience*
- 05** *Attachment C: Bidder's Cost Proposal*

BACKGROUND AND EXPERIENCE



Since our start in 1962, ROWE Professional Services Company has continued to grow as a leading professional engineering consulting firm who combines large-firm resources with broad expertise to deliver the personal service and attention you deserve. Our staff of more than 260 professionals in Michigan and South Carolina strives for 100 percent client satisfaction.

Planning

- Master/Land Use Plans
- Parks & Recreation Plans
- Downtown Development Plans
- Tax Increment Finance Plans
- Neighborhood Plans
- Strategic Plans
- Zoning Ordinances
- Capital Improvement Programs
- Feasibility Studies
- Urban Design

Landscape Architecture

- Streetscapes
- Parks
- Historic Landscapes
- Transportation Corridors
- Recreation Areas
- Walkways & Trails
- Waterfronts
- Residential Development
- Planting Plans
- Site Enhancements
- Campus Planning
- Sensitive Environments

Surveying

- Topographic Mapping
- Right-of-Way
- Construction Staking
- Retracement
- Government Corners
- Wind/Solar/Pipeline
- ALTA
- Cadastral/Boundary
- Pipeline Locators
- Remonumentation
- Mobile LiDAR
- LiDAR Data Extraction

Civil Engineering

- Bridges
- Roads
- Water Systems
- Traffic Engineering
- Sewer Systems
- Pumping Stations
- Parks & Recreation Facilities
- Land Development
- Signal Design
- Demolition
- Wastewater Treatment
- Parking Lots

Aerial Imagery/Mapping

- Vertical & Oblique Photography
- Analytic Aerial Triangulation
- DTM-DEM Surface Modeling
- Digital Orthophotography
- GIS Base-Mapping
- UAS Imaging & Mapping
- Digital Orthophotography
- GIS Base-Mapping
- UAS Imaging & Mapping

Reality Capture

- 3D Object Modeling
- 3D Site Point Clouds
- BIM & Industrial Modeling
- Point Cloud Classification & Analysis
- Mesh Modeling
- Terrain Modeling & Contouring
- Structural Modeling
- Contouring & Volumes
- Dimensioned Exhibits
- Building Forensics
- Historic Preservation
- Monitoring

OFFICE LOCATIONS

FLINT

540 S. Saginaw Street
Suite 200
Flint, MI 48502
Ph. (810) 341-7500
Fax (810) 341-7573

LAPEER

128 N. Saginaw Street
Lapeer, MI 48446
Ph. (810) 664-9411
Fax (810) 664-3451

FARMINGTON HILLS

27280 Haggerty Road
Suite C-2
Farmington Hills, MI 48331
Ph. (248) 675-1096
Fax (800) 974-1704

GRAND RAPIDS

507 36th Street, SE
Grand Rapids, MI 49548
Ph. (616) 272-7125
Fax (800) 974-1704

MT. PLEASANT

127 S. Main Street
Mt. Pleasant, MI 48858
Ph. (989) 772-2138
Fax (989) 773-7757

OSCODA

213 S. State St.
Oscoda, MI 48750
Ph. (800) 837-9131
Fax (800) 974-1704

GRAYLING

2342 Industrial Street
Suite A
Grayling, MI 49738
Ph. (989) 348-4036
Fax (989) 348-5416

MYRTLE BEACH, SC

4502 Highway 17 Bypass
South
Myrtle Beach, SC 29588
Ph. (843) 444-1020
Fax (843) 448-3936

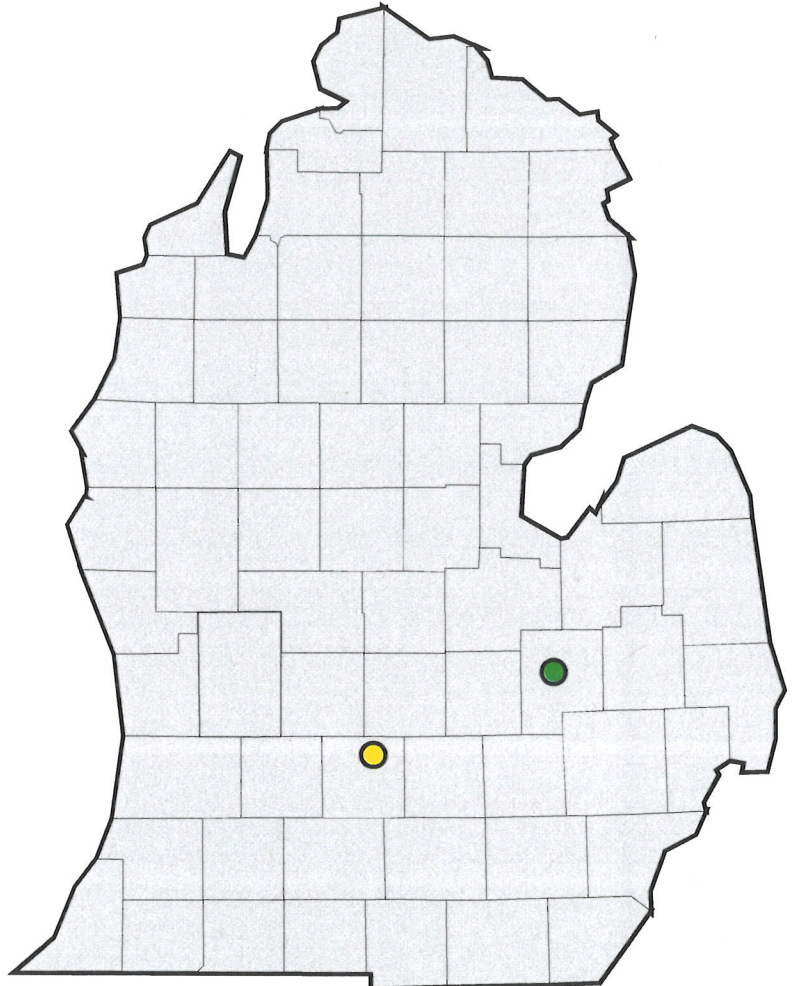
Most of the work for the city will be completed by staff based in our Flint office, however we will also engage staff from our Grand Rapids office to support technical aspects and public engagement. Our current network capabilities make this simple as all offices are linked to a central server. We constantly complete individual projects using qualified staff from multiple offices, and to date, we have found it to be quick, efficient, and cost effective. We have built our reputation on providing service and responsiveness to our clients. We will provide an organized and efficient approach to meetings and site visits.



FLINT, MI ●

Distance to project:
65 miles | 65 minutes

GRAND LEDGE, MI ●



FIRM QUALIFICATIONS

Beyond Technical Excellence

You expect technical expertise and broad experience from a capable consulting firm. We go one step further, combining expertise and experience with dedication to provide personal service. Our commitment focuses on:

- Building and maintaining long-standing client relationships and treating clients as partners in developing and improving the communities in which we work and live.
- Being readily available to our clients to provide project advice, answer questions, or address concerns as quickly as possible.
- Educating and informing our clients of the latest technology, trends, and regulations.

Resource Development

Grant funding makes many projects possible that would otherwise be out of reach. We work to find appropriate resources and implementation tools and help clients through the tedious and often bewildering application, approval, and administrative process. Whether through a grant program, or development of a new municipal revenue source, ROWE's approach to planning is focused on implementation.

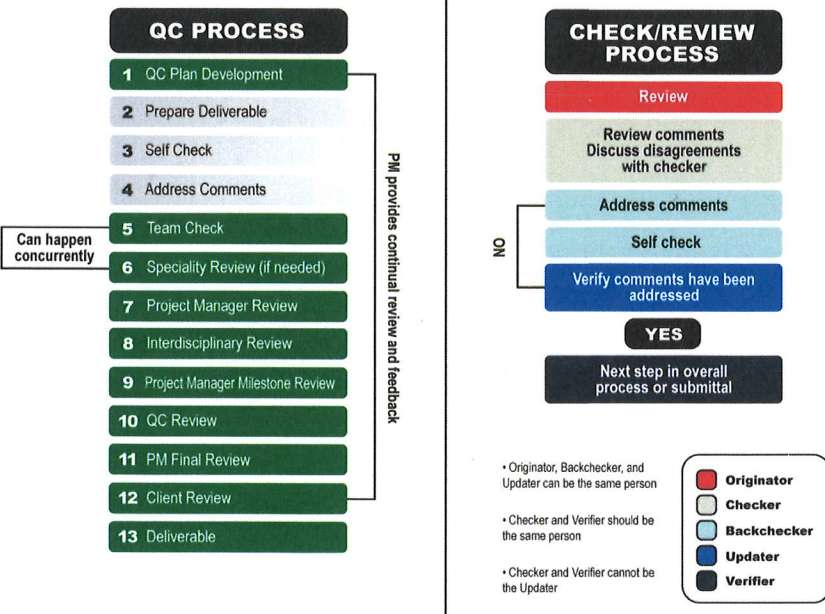
Quality Assurance and Control

Effective quality assurance and control is key to every project and is the final gate our projects pass through before reaching the home stretch – presentation to the client. We review each project at key milestones for conformity to our standards. This review is completed by qualified personnel not directly involved with the project to provide an unbiased review.

Summary

ROWE Professional Services Company is enthusiastic about working with Grand Ledge to update their master plan. In business for over 63 years, we have built a strong foundation from which our knowledge and experience has grown. We use the current technology you find in large firms but remain small enough to deliver our trademark personal service.

Master Plans for counties like Grand Ledge must carefully balance growth aspirations with the preservation of rural character and quality of life, creating communities that are both vibrant and attractive to residents. Our team has completed master plans for numerous municipalities. Projects can be found in the References/Similar Projects section.



WORK PLAN - UNDERSTANDING AND APPROACH

Understanding and Approach

The City of Grand Ledge is filled with outstanding natural resources and recreation contributing to the quality of life for residents as well as visitors. The city would like to prepare a 5-Year Community Recreation Plan to provide a guiding document for leveraging its resources as well as pursuing Michigan Department of Natural Resources (MDNR) grant funds.

A previous plan developed in 2022 will be the foundation for this planning process. The new plan will be a tool that includes strategic goals that will further activate the quality of life and tourism potential for the city.

The city recreation facilities includes 17 properties, four trails and a variety of partnerships including an operational agreement with Eaton County for Fitzgerald Park. The plan will accomplish the following objectives:

- Meet MDNR requirements for pursuing grant applications
- Create a prioritized plan that provides strategic steps to elevate recreation for residents as well as visitors
- Include input from a variety of stakeholders
- Address aspects including branding of the parks, recommendations for parks role as an economic driver and specific recommendations for American's with Disabilities Act (ADA) viewing access for the Ledges and other ways to maximize this resource and walkability metrics



Our approach includes identifying city capacity and potential growth while soliciting input from city residents. We will clarify what budget and staffing limitations there may be for development and maintenance of recreation facilities since the city does not have a Parks and Recreation Department.

We have included a two-way communication process in our public engagement process to serve as a tool to determine the needs to be addressed within the plan. ROWE will work with the with the Parks and Recreation Commission to develop the plan. We will use a System Planning approach: this planning method will use the organization's metrics, priorities, needs, level of service, and community-wide issues to guide cyclical planning efforts. As planning efforts are implemented, the system can be reevaluated to measure success and guide future planning goals.

Scope of Services

ROWE's scope of services to update the parks and recreation plan will include the following, optional items are also identified which the city may choose to include:

Kick-Off Meeting (meeting 1) – Conduct an in person meeting with the Parks and Recreation Commission to review the project schedule and review existing information. Establish the target stakeholder group and invitation date for stakeholder input. We will establish questions and topics to be solicited with stakeholders. We will discuss the format of the public workshop, information to be shared, and goals for this meeting. We will also review existing goal and action plan items from the previous plan. Following this meeting, site visits at key park locations will be conducted by ROWE and any city / park commission members that wish to participate.

Public Engagement (meeting 2) – In the section below, there are several public engagement techniques described. The advantages and disadvantages for each type and the cost of the different techniques are shown. Under the MDNR guidelines, the city is required to have two types of public engagement. The required public hearing may count as one of the types of public engagement. One of the public engagement sessions must take place within one year of adopting the plan or prior to adoption by the governing body.

Our base scope includes a series of stakeholder interviews throughout a single day. ROWE will assist with design of invitations to the sessions. This can include residents, business owners, students and, recreation groups, such as the Michigan State University Rock Climbing Club, youth baseball, chamber, watershed (MGROW), Midwest Federation of Mineralogical and

Geological Societies or others as identified by the city. The city will publicize meetings and issue invitations. Additional options for public input have been identified, which may include separate public hearings as part of other meetings, on-line survey, etc.

Review the Goals, Objective, and Actions – ROWE will review the updated information and input from the public engagement meetings and generate goal and objective statements. An action plan will be provided to the Parks and Recreation Commission for comment.

Additional items – ROWE will include examples of branding and signage specific to Grand Ledge as part of recommendations to the Parks and Recreation Commission. Other recommendations will include strategic economic items on how eco-tourism can be leveraged more within the park system and community. Walkability distances will be included in maps and include action items related to non-motorized connections. Location(s) for ADA viewing of the Ledges will be included. Review the updated information and public input from the public engagement meetings and generate goal and objective statements. An action plan will be prepared.

Parks Commission (meeting 3) – A draft plan will be prepared for review by the Parks and Recreation Commission and the plan will be presented at a virtual meeting. Based on input from this meeting, the plan will be revised.

Chapter Content – The following addresses the MDNR requirements as well as the scope identified in the request for proposal:

- A. Community Description: including location, physical opportunities, and constraints.
- B. Administrative Structure: Identify organizational structure, staffing, roles of volunteers, and budget.
- C. Recreation inventory of public facilities within the community including private, city, county and regional locations. This will include barrier free assessment of city park properties.
- D. Planning Process: The methodology and summary of findings from required public engagement will be described in this section as well as the needs assessment based on public input.
- E. Goals/Action Plan: This will include narrative statements based on short and long-term time periods. Recommendations and priorities for millage funding will also be included. Design engineering or grant applications will not be included. Funding sources will be identified.

30-day Review (meeting 4) – Upon acceptance by the commission, the city will provide a legal public notice and display the plan for a 30-day review period. Upon completion, ROWE will review comments with the Parks Commission Committee on a virtual call and revise the plan accordingly.

Public Hearing/Adoption (meeting 5) – The city will provide a legal public notice for a public hearing on the plan. ROWE will attend the public hearing meeting with the City Council.

City Adopts Parks and Recreation Plan – ROWE will attend the City Council meeting where the parks and recreation plan is adopted. This is anticipated to immediately follow the public hearing.

Deliverables – Following adoption of the parks and recreation plan, ROWE staff will provide the city with ten bound copies and a digital copy of the plan including all of the notices and other required documentation, as well as a digital copy of the plan for submission by the city to the MDNR through the state's recreation portal.

📍 Public Engagement Options

Below is a list of different optional public engagement techniques the city may use for the two community meetings. Advantages and disadvantages are listed for each.

| PUBLIC ENGAGEMENT | ADVANTAGES | DISADVANTAGES |
|---|---|---|
| <p>Stakeholder Interviews Conduct a series of one-on-one meetings or phone interviews (30 minutes each/maximum of 10) with developers, property owners, and residents within the community.</p> | <ul style="list-style-type: none"> • Detailed feedback • Allows for a one-on-one conversation about the community • Allows for follow-up questions | <ul style="list-style-type: none"> • Relatively low proportion of the community's population involved |
| <p>Focus Group Interviews Conduct a series of group meetings (1 hour each/3-7 people per group/maximum of 7 groups). The focus groups can include groups with a variety of age groups (high school students, college age, young working people, seniors, etc.) that shop or otherwise visit the city that might not otherwise participate as well as other groups, such as local business organizations and neighborhood associations.</p> | <ul style="list-style-type: none"> • Detailed feedback • Ability of participants to build on one another's ideas • More members are included than the stakeholder interviews • Allows for follow-up questions | <ul style="list-style-type: none"> • Small groups are sometimes dominated by one or two people |
| <p>Public Attitude Survey Short questionnaire available to be filled out online by residents of the community.</p> | <ul style="list-style-type: none"> • Often gets the greatest number of participants of any other approach • Relatively low cost • Convenient for residents | <ul style="list-style-type: none"> • No opportunity for follow-up questions • May exclude residents without access to the internet or uncomfortable with online technology • Requires more effort than interacting with a social media posting • May require a prize / coupon offer to collect more responses |
| <p>Town Hall Meeting Citizens attend a meeting to discuss their thoughts and bring up ideas for the plan.</p> | <ul style="list-style-type: none"> • Relatively low cost | <ul style="list-style-type: none"> • Somewhat low participation rate • Not very detailed information |
| <p>Community Visioning Meeting Citizens attend a meeting and break into small groups to brainstorm on community issues and their vision of the community's future.</p> | <ul style="list-style-type: none"> • Very detailed feedback • Ability of participants to build on one another's ideas | <ul style="list-style-type: none"> • Relatively low participation rate • Small groups are sometimes dominated by one or two people |
| <p>Open House After preliminary plan alternatives are prepared for the development plan, the public attends a meeting featuring multiple stations where alternatives are presented in an open house atmosphere. Participants come and go as they please and investigate the stations that most interest them.</p> | <ul style="list-style-type: none"> • Detailed feedback • Participants have opportunity for one-on-one discussions with Planning Commissioners • Improved participation over interviews | <ul style="list-style-type: none"> • Somewhat low participation rate • Requires greater up-front preparation than interviews |

PUBLIC ENGAGEMENT

ADVANTAGES

DISADVANTAGES

Social Media

Facebook, Twitter, and similar online social media platforms are used to track comments during the entire planning process to provide a portal for reporting to the public the status of the planning process.

- Available at resident's convenience

- This tool is more effective with online tools such as online survey
- May exclude residents without access to the internet or uncomfortable with on-line technology

📍 Parks and Recreation Plan Process

The MDNR's guidance on preparing a parks and recreation plan outlines the steps required in reviewing and adopting the plan. ROWE will be responsible for drafting all notices and resolutions. The city will be responsible for publishing the notice of public hearing, providing a location where the draft plan can be reviewed by the public, and providing ROWE with the signed resolutions, minutes, and affidavit of publishing. The process is outlined below:

| STEP | ACTION | NOTICE/RESOLUTION | RESPONSIBLE PARTY |
|------|---|---|--|
| 1 | Notice of public review and dates of public review and hearings published at least 30 days prior to the public hearing. | Notice of public review and dates of public review and hearings | ROWE: draft notice City: publish notice |
| 2 | One or more locations are provided for the public to inspect a copy of the draft parks and recreation plan. | N/A | City |
| 3 | Park Commission reviews the plan and makes recommendation on plan to City Council. | Commission recommends adoption of plan | ROWE: draft resolution City: signs resolution and prepares copy of meeting minutes |
| 4 | City Council holds public hearing and votes to adopt the Parks and Recreation Master Plan. | Council passes and signs resolution | ROWE: draft resolution City: signs resolution and prepares copy of meeting minutes |
| 5 | Copies of the adopted plan are submitted to the County Planning Agency and the Regional Planning Agency. | Letter of transmittal | ROWE |
| 6 | PDF of plan with attachments is submitted to the State of Michigan through their recreation portal. | PDF | ROWE: prepare PDF City: submits plan |
| 7 | A PDF copy of the plan is prepared with the following attachments in the appendix. | Copy of: <ul style="list-style-type: none"> • Notice of Public Review and Hearing • Minutes of public meeting(s) • Resolution(s) of Adoption • Transmittal letter to city and region • Plan Certification Checklist • Post Completion Self-Inspection | ROWE: prepares certification checklist for signature by city City: provides remainder of material |

Project Schedule

We are proposing the following tentative schedule for plan development starting January 5, 2026 with an adoption by December 7, 2026

| SCHEDULE/MONTHS | 1-2 | 3-4 | 5-6 | 7-10 | 11-12 |
|---|-----|-----|-----|------|-------|
| Collect Data/Update Chapters | X | | | | |
| Public Engagement* | | X | | | |
| Develop Plan | | | | | |
| Review Goals, Objectives, and Action Plan | | | | X | |
| Public Hearing (30-Day Review Period) | | | | X | |
| Assistance with the Adoption Process | | | | | X |

Key: X = Meetings (5)

* = Timeline and number of meetings depend on options selected.

Note: Addition of optional public engagement activities may modify the schedule.

Refer to **Attachment C Bidders Proposal** for Cost.

The following additional services can be added to enhance the public engagement items in the base scope of work.

Optional: Public Engagement Items:

- Individual Meetings (each) \$1,000
- Stakeholder Interviews \$2,900
- Focus Group Interviews \$2,900
- Public Attitude Survey \$1,800
- Town Hall Meeting \$ 2,000
- Youth Charrette \$3,600
- Community Visioning Meeting \$3,600
- Open House \$3,800
- Social Media \$ TBD

PROJECT TEAM

Project Team

ROWE will be a single-source provider of professional services for this project. We have selected a project team that has worked together for on similar projects. This team will bring their experience to your recreation plan process along with the resources to work through any issues that arise and will deliver a quality project on time and on budget. All staff members will collaborate and hold regular progress meetings throughout the project.

ROWE understands the staff assigned to a project is one of the most important contributions to the successful completion of a project. Descriptions below highlight how each team member contributes to the achievement of a quality project. Detailed resumes for key personnel are included.



Douglas R. Schultz, PLA | Project Manager

Doug came to ROWE 25 years ago with nine years of professional experience. He has extensive experience with city parks and recreation planning and development. Doug will work with the city to tailor and facilitate public input and master planning concepts for this project. He has extensive park experience throughout the state and will ensure the project meets the ROWE standard throughout the process. Doug is a MSU graduate that lived in the Lansing area early in his career and enjoyed time climbing the Ledges; he is familiar with your community and looks forward to working with you.



Amy C. Bontempo, AICP, NCI | Quality Assurance / Quality Control (QA/QC) Manager

Amy became part of ROWE's Planning Department in 2024 as a senior planner I. Since launching her planning career in 2004, she has managed an array of projects—including capital improvement plans, master plan revisions, and facilitating public input as a certified National Charrette Institute professional. Amy will play a key role in both public engagement and QA/QC activities for the project.



Alison L. Swanson | Landscape Designer

Alison joined ROWE full-time in 2025 after working at the company as an intern for five summers. She is a member of the Design Services Division, where she has provided recreation planning and design. She will be assisting with public engagement and other aspects of the planning process.



Hrilekha Bogapati | Planner

Hrilekha joined ROWE's Planning Department in 2025 with planning experience from another firm. She lives in East Lansing and will be developing the plan, developing maps and participating in meetings with the city.



Brandon M. Jonas | Planner

Brandon joined ROWE's Planning Department in 2024. Since beginning his career in economic development in 2013, he has been responsible for a wide range of projects including downtown design charrettes, DDA development plans, corridor studies, creation of development proposals and grant programs, numerous economic development strategies, State and Federal advocacy. His responsibilities at ROWE include economic development activities, marijuana ordinance review, development of master plans and capital improvement plans, and supporting planning and zoning activities. He will be contributing to the economic aspects of the recreation opportunities for the city.



Douglas R. Schultz, PLA

Senior Landscape Architect II



Role on this Project Project Manager

Doug joined ROWE in 2000, after nine years as a landscape architect with a Lansing-area multi-disciplined firm. As a senior project manager, Doug assists clients corporate-wide with quality of life issues on all projects, from concept to completion. He was named an associate (company shareholder) in 2003.

Firm

ROWE Professional Services Company

Licenses & Registrations

LA, 1994, State of Michigan – No. 3901001190
LA, 2007, South Carolina – No. 1020

Education

Michigan State University, East Lansing, MI
B.L.A./1991/Landscape Architecture



Years of Experience

25 Years with ROWE

9 with other firms

Affiliations

- American Society of Landscape Architects
- Michigan Downtown Association
- Michigan Urban and Community Forestry Council (Michigan Department of Natural Resources)
- Flint River Watershed Coalition Board Chairman
- Southeast Michigan Council of Governments (SEMCOG) Parks and Recreation Task Force

Certifications / Continuing Education

- Fred Kolmann, CTCB course on Pursuing Excellence in Tennis Court Design (2019)
- AASHTO Bicycle Facility Design Training, MDOT (2020)
- Graduate of Community Leadership Program for Flint and Genesee County

Presentations

- "Parks: Part of Your Community Infrastructure" panel discussion, Michigan Recreation & Parks Association, 2018
- "Building Healthy Environments" Michigan Public Health Institute, 2010

Client Comments

- "...I want to thank you again...for the fine end product...and for you and Blake working within the project scope and limited financial resources. I look forward to working with your firm in the future..." 2014, Vince Paris, Southern Lakes Parks and Recreation (Five-Year Parks and Recreation Plan)
- "Having worked with Rowe Professional Services on previous projects within the Sanilac County Parks system, it was no surprise that Lead Landscape Architect Doug Schultz and his team gave 110% on the latest MDNR Trust Fund project. Thank you ROWE Professional Services for a project that will serve the visitors to Sanilac County Evergreen Park for many years to come!" - Sanilac County Parks

Project Experience

Five-Year Community Recreation Plans

- Arenac County, 2025
- Joint – City of Flushing, Flushing Charter Township, Flushing Schools (2005, 2010, 2015)
- Joint – Grand Blanc Charter Township, City of Grand Blanc, Grand Blanc Schools (2012)
- Joint – City of Northville, Northville Township (2017)
- Cities of AuGres (2019), Battle Creek (2003), Beaverton (2004, 2012, 2019), Charlotte (2019), Coleman (2005), Dearborn Heights (2013), Flint (2007), Ithaca (2013), Livonia (2017), Omer (2013, 2018), and Swartz Creek (2005, 2012, 2018)
- Villages of Port Sanilac (2004, 2012, 2018) and Sanford (2019)



- Bennington (2003), Meridian (2017), Mills (2006, 2011, 2018), and Mundy Charter (2016, 2025) Townships
- Fenton Township amendment 2017
- Genesee County Parks and Recreation Commission, 2004, 2009, 2013, 2016 amendment
- Shiawassee County Parks and Recreation Commission, 2016
- Southern Lakes Parks and Recreation Authority, 2014

As-Needed Landscape Architecture Services, various locations, MI

- Genesee County Parks and Recreation Commission
- Shiawassee County Board of Commissioners
- Oakland County Parks and Recreation Commission
- St. Clair County Parks and Recreation Commission
- Washtenaw County Parks and Recreation Commission
- City of Ann Arbor Parks and Recreation Commission

Community Foundation of St Clair County, Port Huron, MI

- Municipal Park Concept Plans: Project manager for assisting various communities with scoping, site master plans and cost opinions to pursue funding. Communities included Clyde, East China, Emmett, Grant, Ira and Lynn Townships (2024).

Michigan Health Endowment, MI

- Grant Reviewer, Consultants for the review of nutrition and Healthy Lifestyles Initiative grant applications dealing with Physical Activity and the Built Environment for populations experiencing health disparities (2025).

Eaton County Community Development, Charlotte, MI

- Master Plan Update and Environmental Placemaking Plan: Lead landscape architect for a site master plan for the county complex campus. The project included public engagement, site evaluation and development of concepts that included storm water and habitat management, establishing landscape management recommendations, non-motorized circulation and incorporation of solar energy projects (2022).

Council of Michigan Foundations

- Technical Assistance for Opportunity Communities: Provided extensive, tailored public engagement, scoping and grant application assistance to key communities including City of Saginaw, Imlay City and Hamilton Township to develop successful SPARK funded applications / park improvement projects (2023).

City of Walker, MI

- Walker Corridor / DDA Plan: Lead landscape architect for a sub-area plan developing business and recreation opportunities within a growing Grand Rapids community including economic analysis and extensive public engagement efforts (ongoing).



Amy C. Bontempo, AICP, NCI

Senior Planner I



Role on this Project QA/QC Manager

Amy joined ROWE's Planning Department in 2024 as a Senior Planner I. Since beginning her career in planning in 2004, she has been responsible for a wide range of planning projects including capital improvement plans, a master plan update, development of a rental registration and inspection program, zoning ordinance amendments, site plan review, and various board staffing. Her responsibilities at ROWE include supporting planning and zoning activities with municipal clients.

Firm

ROWE Professional Services Company

Licenses & Registrations

AICP, Michigan, 2017 – No. 30386

Education Michigan State University, Lansing, MI B.S./2004/Urban and Regional Planning

Central Michigan University, Mt. Pleasant, MI M.S./2012/Public Administration



Years of Experience

1 Years with ROWE

20 with other firms

Affiliations

- American Institute of Certified Planners
- American Planning Association
- Michigan Association of Planning

Certifications / Continuing Education

- NCI Complete Charrette System Training Certificate
- MSU Extension Master Citizen Planner (MCP)
- Redevelopment Ready Communities Best Practices Certificate
- National Charrette Institute Complete Charrette System Certificate, December 2024
- MSU Extension Zoning Administrator Certificate (ZAC)

Project Experience

Planning and Zoning Review/Administration Services

- Lapeer Township
- City of Lapeer
- City of Mt. Morris
- Birch Run Township
- Caldonia Township
- City of Caro
- Chesaning Township
- City of Flushing
- Flushing Township
- City of Gladwin
- Village of Holly
- Metamora Township
- Vienna Township
- Owosso Township
- Oscoda Township
- Buena Vista Charter Township
- City of Auburn
- City of Beaverton

Zoning Ordinance Update

- Village of Merrill

Master Plan

- Village of Byron
- Marathon Township
- Bridgeport Township
- Oscoda Township
- City of Burton
- Owosso Township

Following is Experience with Other Firms

ZoneCo

- Created professional proposals and statement of qualifications in response to RFPs and RFQs.
- Provided project assistance – GIS measurements, creation of spreadsheets, research of zoning ordinances.
- Maintained a library of sample ordinance sections on various topics, definitions and terms spreadsheets, and graphics.
- Acquired necessary insurance documents for projects.



Corrigan Oil

- Conducted ordinance and process related research for potential projects or land purchases.
- Created zoning verification reports for property purchases for the legal department.
- Permit and application management for various departments within the company.

City of Owosso, MI

- Provided staff support, reports, and presentations to various city boards.
- Oversaw the city's building department and filled in when employees were absent.
- Administered the city's first capital improvement plan (CIP) which included scheduling meetings, working with department heads to meet deadlines, creation of the final document, and presentation.
- Drafted amendments to various city ordinances
- Created and implemented Redevelopment Ready Community requirements.
- Reviewed site plan, permit, and variance applications.

City of Brighton, MI

- Researched and drafted zoning ordinance amendments.
- Drafted and implemented the city's rental registration and inspection program.
- Acted as the principal staff member responsible for the master plan and worked with the planning commission to amend/update the master plan.
- Administered the capital improvement plan (CIP) process.
- Oversaw the city's building department and filled in when employees were absent.
- Provided staff support, reports and presentations to City Council, Planning Commission.
- Zoning Board of Appeals, Downtown Development Authority.
- Reviewed all permits for ordinance requirements.
- Responded to ordinance inquiries.
- Reviewed and managed the site plan and variance processes.
- Provided staff support for grants.

Charter Township of Grand Blanc, MI

- Reviewed site plans, sign permits, and shed permits for ordinance requirements.
- Attended meetings.



Alison L. Swanson

Graduate Landscape Designer I



Role on this Project Landscape Designer

Alison has been a landscape architect intern at ROWE for the past 5 summers and will be joining full time upon her graduation in December, 2024. As a graduate landscape architect, she assists clients corporate-wide with quality of life issues on all projects, from concept to completion.

Firm

ROWE Professional Services Company

Licenses & Registrations

N/A

Education

Michigan State University, East Lansing, MI
BLA/2024/Landscape Architecture



Years of Experience

5 Summers with ROWE

0 with other firms

Affiliations

- American Society of Landscape Architects
- Michigan Chapter Society of Landscape Architects
- MSU Student Chapter of the American Society of Landscape Architects

Project Experience

As-Needed Landscape Architecture Services, various locations, MI

- Genesee County Parks and Recreation Commission
- City of Ann Arbor Parks and Recreation Commission

Council of Michigan Foundations

- Technical Assistance for Opportunity Communities: Provided extensive, tailored public engagement, scoping, and grant application assistance to key communities including City of Saginaw, Imlay City and Hamilton Township to develop successful SPARK funded applications / park improvement projects (2023).

Alabaster Township, MI

- Huron Preserve Master Plan: Graduate landscape architect for 144-acres of Lake Huron shoreline property that includes 60-acres of forested coastal dune and 6-acres of wet meadow as well as some hardwood forest. The property is bisected by US-23 and includes the Alabaster Bike Path segment of the Iron Belle Trail. Topographic / aerial survey, wetland determination / permitting guidance, master planning and assistance with a successful MNRTF grant application for pathways, trailheads, dune overlook, visually impaired interpretive trail, and other features (ongoing).

Eaton County Community Development, Charlotte, MI

- Master Plan Update and Environmental Placemaking Plan: Graduate landscape architect for a site master plan for the county complex campus. The project included public engagement, site evaluation, and development of concepts that included storm water and habitat management, establishing landscape management recommendations, non-motorized circulation, and incorporation of solar energy projects (2022).

Atlas Township, MI

- Ridge Road Sidewalk: Graduate landscape architect for completing scoping for a one-mile sidewalk extension as part of the cooperative non-motorized plan efforts with Atlas Township and the Village of Goodrich. The route included steep slopes, and residential, recreation, and agricultural properties (\$750K construction; 2019).

Sanilac County Parks, MI

- Phase 2 Evergreen Park: Graduate landscape architect for MDNR funded kayak launch, playgrounds, interpretive signage, ADA parking, pavilions, accessible putt putt golf course, and site furnishings.



City of Ann Arbor Parks and Recreation, MI

- Dexter Park: Topographic survey for new park including 2 parcels and coordination with the city housing commission (ongoing).
- Almendinger Park: Topographic survey for a park renovation, requiring extensive tree survey. Improvements include new sidewalk and ada parking (ongoing).
- Leslie Park: Survey, design, and construction assistance for a new pavilion, ADA parking (2023).

Ingham County Parks and Recreation Commission, MI

- South Lake Lansing Park Boat Ramp: Graduate landscape architect for new boat dock replacement, fending, entry gate, boat wash station (2023).
- South Lake Lansing Park Improvements: Graduate landscape architect for MNRTF and LWCF funded project including survey permitting, design, and construction administration. The project included demolition and new bathhouse, permeable accessible parking, vegetated bioswales, interpretive historical signage, shower towers, accessible sidewalks, plaza, site furnishings, site lighting, fencing, and site utilities. Coordination with JFR architects providing a nautical themed concession and restroom / bathhouse and budget options (2024).

Charter Township of Grand Blanc, MI

- Public engagement and development of a 5 Year Community Recreation Plan (2021).
- Creasey Bicentennial Park: Landscape designer assisting with development of an 84-acre park improvement program.
- Strategic Visioning: Landscape designer assisting with a 10 year development plan for park and recreation facilities and illustrative exhibits.

Charter Township of Mundy, MI

- Miracle Commons Accessible Playground: Landscape designer assisting with a regional universally accessible playground, pavilion and pathways to complement existing Miracle Field features.



Hrilekha Bogapati

Planner I



Role on this Project Planner

Hrilekha Bogapati is an emerging Urban Planner with a strong foundation in GIS mapping, transportation planning, and sustainable land use. She has worked on projects in both the U.S. and India, supporting master planning, zoning compliance, and public engagement. Her contributions include Safe Routes to School audits, economic revitalization planning, and last-mile connectivity strategies. She is proficient in ArcGIS Pro and SketchUp, using these tools to support data-driven and equitable planning efforts.

Firm

ROWE Professional Services Company

Licenses & Registrations

N/A

Education

Michigan State University, East Lansing, MI
B.S./2025/Urban and Regional Planning



Years of Experience

<1 Years with ROWE

<1 with other firms

Affiliations

- Former Secretary, Urban and Regional Planning Student Association (URPSA) Board

Project Experience with other Firms

East Lansing, MI

- Graduate research assistant at School of Planning, Design and Construction - Michigan State University.
- Conducted Safe Routes to School audits for 2 schools, generating strategic recommendations for safer pedestrian access.
- Assist in downtown revitalization research for Lexington, MA, formulating major zoning and economic development suggestions to guide urban development.
- Support literature reviews for research papers, synthesizing key insights to inform urban planning strategies.

Flint, MI

- Urban Planning Intern at Crim Fitness Foundation.
- Reviewed Flint's past engagement efforts and innovative strategies, synthesizing key insights to inform project strategies.
- Created diverse communication tools, including presentations and printed materials like policy signs, to make information accessible and understandable for residents.
- Assisted in audits and assessments, organizing and analyzing neighborhood data and resident feedback, particularly during the Better Block event.
- Facilitated onsite engagement activities to gather candid responses from residents and educate them about new policies, using tailored communication methods to address varying degrees of effectiveness.

Hyderabad, Telangana (India)

- Urban Planning intern at Hyderabad Metropolitan Development Authority.
- Hyderabad Unified Metropolitan Transportation Authority: Developed recommendations for Last Mile connectivity for 4 metro stations and mapped the proposed solutions to enhance urban mobility using ArcGIS.
- Master Plan Unit: Assisted in the preparation of the Master Plan, focusing on data management and urban planning strategies.
- Land Pooling Research: Conducted in-depth research on building bylaws and group housing regulations to inform land pooling strategies.
- Development Permission Management System: Analyzed and documented the procedures for building permissions, contributing to the efficiency of urban development processes.



Brandon M. Jonas

Planner III

Role on this Project Planner



Responded to ordinance inquiries. Brandon joined ROWE's Planning Department in 2024 as a Planner III. Since beginning his career in economic development in 2013, he has been responsible for a wide range of projects including downtown design charrettes, DDA development plans, corridor studies, creation of development proposals and grant programs, numerous economic development strategies, State and Federal advocacy. His responsibilities at ROWE include economic development activities, marijuana ordinance review, development of master plans and capital improvement plans, and supporting planning and zoning activities.

Firm

ROWE Professional Services Company

Licenses & Registrations

N/A

Education

Central Michigan University, Mt. Pleasant, MI
B.S./2011/Business Administration



Years of Experience

1 Years with ROWE

10 Years in the field

Affiliations

- Macomb County Brownfield Redevelopment Authority Board Member - Vice Chairman
- Member of Michigan Economic Developers Association (MEDA) - Emerging Leaders Committee; Member
- Member of Michigan Municipal League

Certifications / Continuing Education

- Michigan Citizens Planner Course
- Leadership Macomb
- IEDC: Economic Development Basic Course Certificate
- IEDC: Managing Economic Development Organizations Course Certificate
- IEDC: Business Attraction and Retention Course Certificate
- IEDC: Marketing and Business Attraction Course Certificate
- IEDC: Real Estate Development and Reuse Course Certificate
- IEDC: Economic Development Credit Analysis Course Certificate
- Redevelopment Ready Communities Best Practices Certificate

Relevant Experience

Planning and Zoning Review/Administration Services

- Lapeer Township
- Chesaning Township
- Village of Holly
- Caldonia Township
- City of Gladwin
- Vienna Township

Other Projects

- City of Walker/Standale Subarea and Market Analysis Plan
- Village of North Branch Capital Improvement Plan Update
- City of Center Line Economic Development Services
- Antrim Township Master Plan
- City of Gladwin DDA Development and TIF Plan Update

Following is Experience with Other Firms

City of Center Line

- Serve as Grants Administrator for the City.
- Implement and manage numerous grant programs totaling over \$10 million.
- Oversee, manage, and direct all aspects of the city's economic development, community development, and D.D.A. activities.
- Created a 30-year downtown development authority master plan.
- Manage the City's Downtown Development Authority, Planning Commission and Zoning Boarding of Appeals and serve as the liaison between the boards and the city.



- Certified the city as an EV smart community offered through the Great Plain Institute EV Smart Technical Assistance program.
- Review, score, and make recommendations for all cannabis permit applications to the City Manager and City Council.
- Lobby for appropriations from local, state, and federal agencies to ensure development in the city.
- Act as primary contact and technical advisor to the city's business and entrepreneurial community.
- Serve as Communications and Marketing Director for the city.

Clinton Township

- Oversee, manage and direct all aspects of economic development, redevelopment and Downtown Development Authority (DDA) activities for the most populous Township in the state of Michigan.
- Created a Township property database and marketing plan to encourage development.
- Act as primary contact and technical advisor to the Township's business and entrepreneurial community.
- Created business attraction materials to attract developers and potential business owners.
- Developed an on-going Economic Development Strategic Vision Plan process that spurs new growth in the Township.
- Manage the Township's Residential and Commercial Tax Reversion property process.

City of Roseville

- Manage and assisted in the creation of the city's first downtown development authority (DDA) and serve as the liaison between the DDA board and the City Council.
- Worked with SEMCOG to generate a "Creating Successful Corridors Study" by physically gathering building footprint data to show redevelopment opportunities.
- Created the City's first Economic Development Strategy Profile to help spur economic growth and new investment.
- Act as primary contact and technical advisor to the City's business and entrepreneurial community.
- Serve as the City's Community Development Block Grant (CDBG) program and Home Investment Partnership Grants (HOME) administrator.
- Created the City's first Commercial Rehabilitation Policy and Incentive Guidelines.
- Created Business Attraction packaging materials to developers and potential business owners.

Grant Management Experience

- Spark Grant Program.
- Transportation Alternatives Program (TAP).
- Transportation Economic Development Fund (TEDF Category A and B).
- HUD Federal Grant Program: Community Project Funding.
- Stormwater, Asset Management, and Wastewater (SAW) Grant Program.
- COPS Grant Program.
- Community Development Block Grant Program including SHPO Reviews.
- Macomb County Regional Housing Partnership Grants (Housing Rehab Grants).
- COVID 19 - Economic Relief Grant Program.
- Michigan Department of Natural Resources: Green Infrastructure Grant Program.
- DDA Façade Improvement Programs.
- DDA New Business Development Grant Programs.
- Redevelopment Ready Community (RRC) Grants.
- MEDC Community Development Grant Programs.
- DIA (Detroit Institute of Arts) Placemaking Grant Program.

PROJECT EXPERIENCE

Five-Year Parks & Recreation Plan | Mundy Township, MI

ROWE is assisting a newly-formed tax authority and the township with an update to their recreation plan and development of a concept plan for a key multi-use parcel. ROWE is coordinating partnerships with local and intermediate school districts, business owners, and other stakeholders to develop a regional park destination.

Client: Mundy Charter Township Corridor Improvement Authority
Contact: Chad Young, Manager, (810 655-4531) ext. 229, chadyoung@mundytwp-mi.gov
Contract Amount: \$4,200
Completed: 2016, 2025
Project Manager: Douglas Schultz, PLA
Graduate Landscape Architect: Blake Strozier



Five-Year Parks & Recreation Plan | Au Gres, MI

Worked with the city to provide public engagement through an interactive community tools and online survey. Also developed goals, objectives, and an extensive capital improvement plan to complete a recreation plan in 2019. Ongoing site development plans for key park facilities will assist the city with a 20-year vision for recreation, water trail, and non-motorized improvements.

Client: City of Au Gres
Fee: \$21K
Completed: 2019

Project Manager: Douglas Schultz, PLA
Graduate Landscape Architect: Blake Strozier

Five-Year Parks & Recreation Plan | Tawas, MI

County-wide 5 Year Parks and Recreation Plan. Public engagement methods are being shared between ROWE and park staff to maximize project budget. The planning process worked with commission members to evaluate and make plans for use of millage funding and activate tourism opportunities.

Client: Iosco County
Contract Amount: \$18K
Completed: 2023

Project Manager: Douglas Schultz, PLA
Graduate Landscape Architect: Blake Strozier

Non-Motorized Plan | Delta Township, MI

Crafting an extensive public input process and engineering analysis to prioritize routes and update long-range capital plan in conjunction with regional stakeholders, funding, and other strategic factors.

Client: Delta Charter Township
Contact: Gary Bozek, Planning Director, (517) 323-8500, GBozek@deltami.gov
Fee: \$30K
Completed: 2018
Project Manager: Jeffrey Markstrom, PE
Landscape Architect: Douglas Schultz, PLA
Graduate Landscape Architect: Blake Strozier

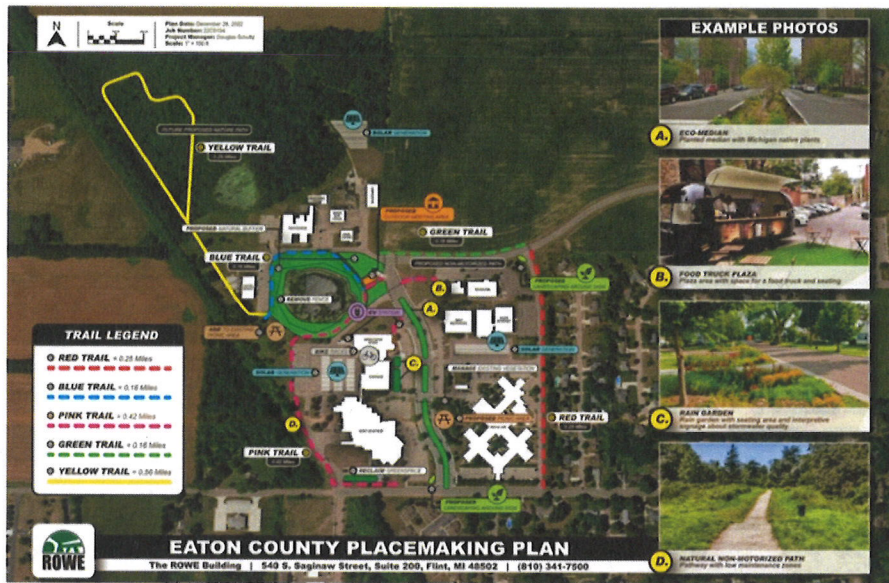


Master Plan Update and Environmental Placemaking Plan | Charlotte, MI

Development of a site master plan for the county complex campus including a strategic phasing plan. The project included public engagement, site evaluation and development of concepts that included storm water and habitat management, establishing landscape management recommendations, non-motorized circulation, and incorporation of solar energy projects (2022).

Client Eaton County Community Development
Contact: Claudine Williams, (517) 543-3640, cwilliams@eatoncounty.org
Design: \$8.5K

Completed: 2022
Landscape Architect: Douglas Schultz, PLA
Graduate Landscape Architect: Blake Strozier



Master Plan Update and Environmental Placemaking Plan | Charlotte, MI

ROWE is assisting the Downtown Development Authority with a sub-area plan developing business and recreation opportunities within a growing Grand Rapids community including economic analysis and extensive public engagement efforts.

Client: Standale Downtown Development Authority
Contact: Frank Walsh, Manager, (616) 435-6311,
Completed: ongoing
Project Manager: Amy Bontempo, AICP, NCI

Planner III: Brandon Jonas
Planner I: Hriekha Bogapati,
Lead Landscape Architect: Douglas Schultz, PLA
Landscape Designer: Alison Swanson

The flyer features the Standale logo at the top. Below it, the text reads: "WE WANT TO HEAR FROM YOU! HELP SHAPE THE FUTURE OF STANDALE". A large heading says "You're invited to the Central Standale Subarea Open House!". Underneath, it says "Help shape the future of your community!" and "We want to hear your ideas, insights, and feedback as we plan for the Central Standale Subarea." The location is listed as "Walker Fire Department Station No. 2, 4101 Lake Michigan Dr. NW, Grand Rapids, MI 49534 - Second floor". The date is "Wednesday, October 29th, 2025" and the time is "6:00pm to 7:30 pm". A map shows the boundaries of the Central Standale Subarea. At the bottom, it asks "WHAT IS THE CENTRAL STANDALE SUBAREA?" and explains that on the above map, you'll find the boundaries outlined in red of the Central Standale Subarea comes next.

WALKER STANDALE DDA CONCEPT RENDERINGS



Grant Experience

ROWE regularly works with many grant and loan programs for funding projects. We work hard to help clients find the right program to aid in financing projects that are critical to maintaining a good quality of life and environmental protection for their community. We guide our clients through the evaluation and application process for the following programs and private grants. We have included parts of our funding opportunity booklet in the appendix of this proposal focusing on trails and parks and recreation. This booklet serves as an asset to assist our clients with various funding.

Parks and Trails Grants

- Michigan Department of Transportation (MDOT) Enhancement Grant
- Transportation Alternatives Program
- Non-motorized – Act 51
- Michigan Department of Natural Resources (MDNR) Trust Fund and Recreation Passport
- Safe Routes to School
- Land and Water Conservation Fund
- Michigan Department of Environment, Great Lakes, and Energy (EGLE) Scrap Tire Market Development Grant
- Congestion Mitigation Air Quality (CMAQ)
- Michigan Economic Development Corporation (MEDC) Community Block/Patronicity Crowd Funding

Recent Grant Awards

- City of Alma (MDOT) Superior Street/Heartland Trail Extension \$340K
- City of Alma (MDNR) 2013 Access Projects \$300K
- City of Alma (MDNR) 2014 Fred Meijer Heartland Trail, etc. \$1M
- City of Caro (MEDC) Farmers Market Pavilion \$1M
- City of Clio (MDNR) Riverfront Park/Trail \$262K
- City of Clio (EGLE) Scrap Tire Grant \$600K
- City of Flint (MDNR) McKinley Park \$270K
- City of Flint (MDNR/MDOT) Grand Traverse Trail \$1.5M
- City of Flint (MDOT) Genesee Valley Trail \$700K
- City of Flushing (MDNR) Trailway Extension \$300K
- City of Gladwin (MDNR) Park Improvements \$185K
- City of Imlay City (MDNR) Splash Pad \$150K
- City of Omer (Saginaw Chippewa Indian Tribe) Park Improvements \$30K
- City of Owosso (MDNR) Restroom Improvements \$30K
- City of Port Sanilac (MDNR) Tennis Courts, Restroom, Trailhead \$240
- City of Port Sanilac (MDNR) Harbor Park Site Improvements \$31,300
- City of Sanford (MDNR) Playground Improvements \$150K
- City of Stanton (MDOT TAP) Veteran's Memorial Park Trail \$362K
- City of Stanton (MDNR) Veteran's Memorial Park \$296K
- City of Swartz Creek (MDNR) Elms Park Improvements \$20K
- Flint River Watershed Coalition (Patronicity) Kayak Landing \$50K
- Garfield City (MDNR) Lake Station Trailhead \$228K
- Genesee City Parks & Recreation (MDOT TAP and CMAQ) Flint River Trail-Genesee to Vassar Road \$960K
- Genesee City Parks & Recreation (MDNR) Iron Belle Trail \$300K
- Genesee City Parks & Recreation (MDNR) Hegel Road Acquisition \$540K
- Genesee City Parks & Recreation Commission (MDNR) Bluebell Beach Trail \$45K
- Grand Blanc Charter Township (MDOT) Trail Improvements \$700K
- Independence City (U.S. Tennis Association) Tennis Courts \$50K
- Mid-Michigan Pathway – Mt. Pleasant to Shepherd (MDOT/MNRTF) \$1.6M
- Mid-Michigan Pathway – Ithaca to Alma/St. Louis (MDOT) \$2M
- Montrose City (MDNR) Park Expansion \$103K

TOTAL IN PAST TEN YEARS: \$14+ MILLION



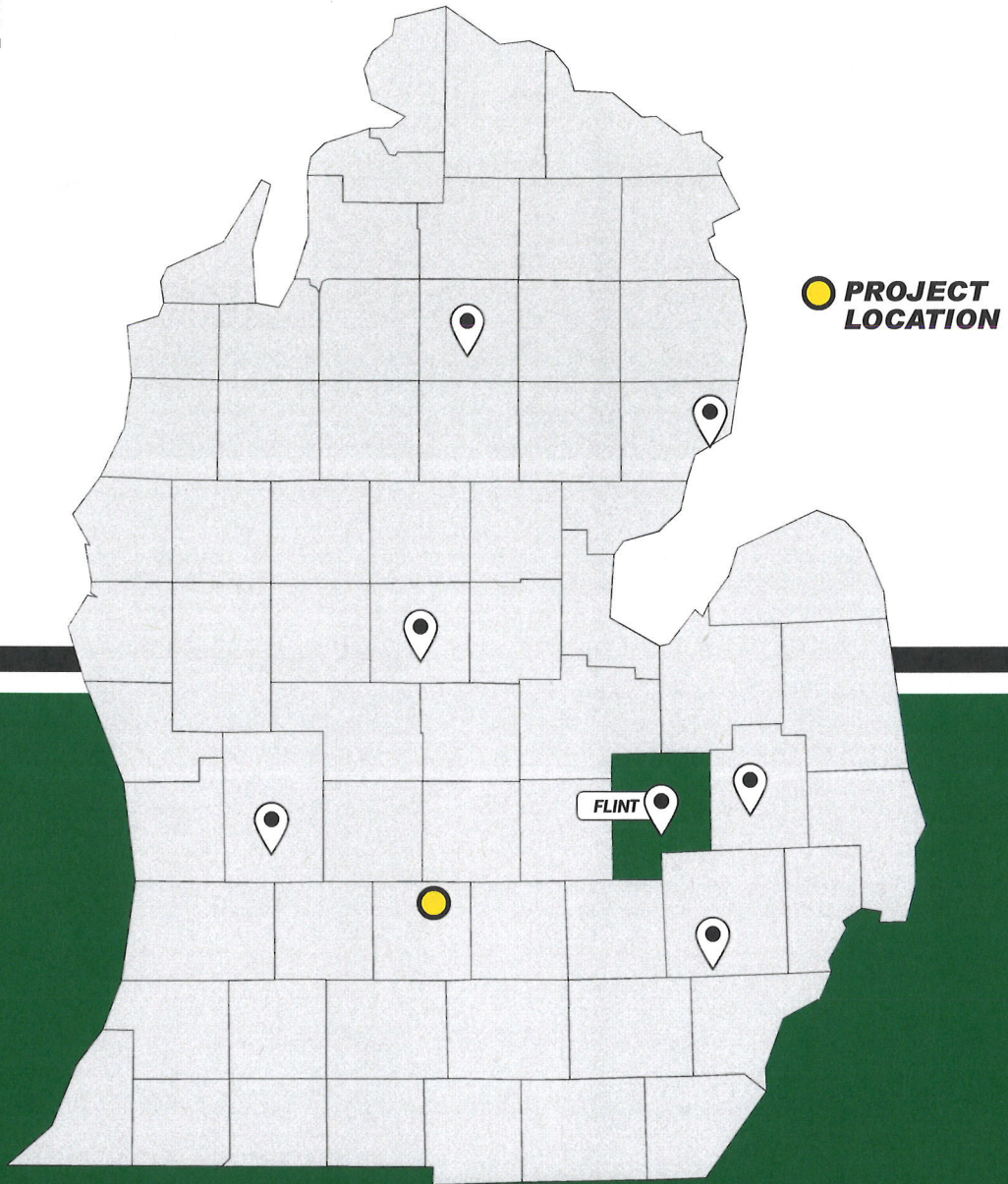
Attachment C: Bidder's Proposal

Company Name: ROWE Professional Services Company

City of Grand Ledge 2026 Parks and Recreation Master Plan Update

| | |
|-------------------------|-----------------|
| Total bid amount | \$29,800 |
|-------------------------|-----------------|

| | |
|---|---|
| This bid is submitted in response to the City of Grand Ledge RFP for 2026 Parks and Recreation Master Plan Update | |
| Company Name: | ROWE Professional Services Company |
| Authorized Signature: |  Michael Royalty <small>Digitally signed by Michael Royalty DN: C=US, E=mroyalty@rowepsc.com, O=ROWE PSC, OU=Director of Business Development - HQ-Principals, CN=Michael Royalty Date: 2025.12.02 10:21:53-05'00'</small> |
| Print Name: | Michael Royalty, PE |
| Title | Principal/Director of Business Development |
| Business Address | 540 S Saginaw, Suite 200, Flint MI 48502 |
| Business Phone | 810.341.7500 |
| Date: | 12-2-25 |



MICHIGAN



ROWE OFFICE LOCATIONS

Flint | Lapeer | Farmington Hills | Grand Rapids | Mt. Pleasant | Oscoda | Grayling

Rich Morrison

From: Douglas Schultz <DSchultz@rowepsc.com>
Sent: Monday, December 15, 2025 4:16 PM
To: Rich Morrison
Subject: RE: [EXTERNAL]: Grand Ledge Parks and Recreation Update
Attachments: Parks input side-by-side poster.jpg

Rich, I appreciate the feedback and felt a sincere connection with your team.

To address some of your follow up questions, note our responses below:

1. As your project manager, I will be the primary point of contact and attending meetings with the city. Alison and Hrilekha will be participating as well.
2. We can find a way to include a short on-line survey and qr code to post at the parks with the intent of defining;
 - a. Where are you from?
 - b. Why did you come here?
 - c. What can add to your experience?Alison mentioned an example form a similar project that we have included. We can review and tailor our approach at our kick off meeting

3. For references please connect with:

Long-term client, recreation planning and design



Patrick Linihan CPRE

Director

Email: plinihan@gcparks.org
P: 800.648.PARK | O: 810.249.3812
C : 810.247.6028

5045 East Stanley Road, Flint, MI
48506

www.geneseecountyparks.org



Long-term client, recreation planning and design, 5 Year Plans (on-going)

Chad Young, MPA

Township Manager, Charter Township of Mundy

3478 Mundy Avenue

Swartz Creek, MI 48473

Office: 810.655.4631 Ext. 229

Mobile: 810.922.2007

Fax: 810.655.6621

Long-term client, recreation planning and design, multiple recreation plans including school collaboration

Michelle M. King (Shelly)

Flushing City Manager

725 East Main Street

Flushing,, Michigan 48433

V. Public Comment

None.

VI. Committee Reports**VII. Staff Reports****VIII. Unfinished Business****IX. New Business****A. Consider recommending approval of a sign proposal from Kiana Ruvolo to allow 12x18” Dance Walk signs on the Fitzgerald Memorial Field Fence.**

The Commission received a presentation from Kiana Ruvolo about her Girl Scout Gold Award project - Dance Walk, to install five Dance Walk Signs on the Fitzgerald Memorial Ball Field fence posts, perpendicular to the fence. The Commission complimented Ms. Ruvolo on the signs.

MOTION TO APPROVE THE INSTALLATION OF THE DANCE WALK SIGNS AS PRESENTED IN THE PRESENTATION AND PACKET MATERIALS. MOVED BY COMMISSIONER MCDONNELL, SECONDED BY MEMBER KROMBEEN. MOTION CARRIED UNANIMOUSLY.

B. Interviews for Parks and Recreation Master Plan Update – Selected consultants that responded to the City’s Request for Proposals.

The Commission received presentations, and had questions and answers from Giffels-Webster, Mannik Smith Group, Spicer Group, and Rowe. Each consultant was scheduled to present for ten minutes and provide ten minutes of questions and answers.

C. Recommendation of Consultant to Prepare the Parks and Recreation Master Plan Update.

The Commission discussed the presentations and consultant proposals.

MOTION TO RECOMMEND TO CITY COUNCIL THAT ROWE BE SELECTED TO COMPLETE THE FIVE-YEAR UPDATE TO THE PARKS AND RECREATION MASTER PLAN. MOVED BY LANGLEY. SECONDED BY KROMBEEN. MOTION CARRIED UNANIMOUSLY.

MOTION TO RECOMMEND TO CITY COUNCIL THAT \$20,000 OF THE PARK AND RECREATION FUND BALANCE BE USED TO FUND THE PARKS AND RECREATION MASTER PLAN UPDATE. MOVED BY KROMBEEN. SECONDED BY MCDONNELL. MOTION CARRIED UNANIMOUSLY.

Grand Ledge City Council Resolution # _____ of 2026

**A Resolution to Approve a Five-Year Extension and Amendment of
the City Manager Employment Agreement with Adam Smith.**

A resolution adopted by the Grand Ledge City Council, at a regular meeting held on Monday, 12 January 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 desires a five-year extension and amendment of the City Manager employment agreement with Adam Smith;

Now, Therefore, It Is Resolved:

1. The City approves a five-year extension and amendment of the City Manager Employment Agreement with Adam Smith, as attached.
2. The City directs the Finance Director / Treasurer to appropriate the funds necessary to implement said agreement.
3. The City authorizes and directs the City Clerk, or their duly authorized agent or representative, to act as agent on behalf of the City to implement said extension and amendment on behalf of the City; to do any other act(s) or thing(s) which shall be necessary to implement said extension and amendment 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 extension and amendment.

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, 12 January 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

To: City Council

From: City Council HR Committee

Date: December 18, 2025

Re: City Manager Employment Agreement Amendment & Extension

The City Council Human Resources Committee met on December 2, 2025, to discuss correlating city manager merit incentives and an employment agreement extension following his recent annual performance evaluation which overall exceeded expectations. The Committee hereby recommends the city manager's employment agreement being extended until June 30, 2031. The Committee further recommends an additional 120 days of severance should termination occur without misconduct; continuation of a 2.5% base salary signing bonus annually on July 1; an additional employer retirement contribution of 3% which requires an additional employee match of 3%; and at age 55, employee and his dependents shall be entitled to retire healthcare benefits at the same level as provided to all other full-time employees hired prior to July 1, 2016, in which employee is responsible for 50% of premium costs and employer is responsible for 50% of premium costs.

Mayor Keith Mulder

