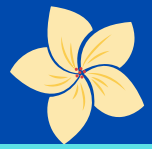




In The Gutter



June 5th 2025



Atta Boys from May

Congrats to our April winner - Mitch!

Gordon, Tim & Adam - Siladke Job
Jason & Mason - Newberry Job
Gordon & Tim - Kohlbeck Job

Reminders

Get with Veronica if you are interested in signing up for the Sgt Justin Hansen Memorial 5K if you haven't already.

Time off requests need to be turned in 2 weeks before via the company website.



A mandatory pay meeting will be held at 7am on 6/17.

Thank you for the guys that played in the KLT Game!

As a reminder - Red Season is Monday - Friday 7am - 5pm (or the last job is completed). Call-ins should be left at ext 710 on the business line (231-933-1244).

Be sure to pack extra clothes to bring with you. The weather has been all over the place and it is better to be prepared for it then stuck in cold wet clothes for the day.



Birthdays & Anniversaries

6/6 - Thank you for 2 years of service
Steven Flinn!

6/17 - Happy Birthday Jesse!

6/18 - Happy Birthday Adam!

6/21 - Thank you for 8 years of service
Kristy!

6/24 - Thank you for 9 years of service
Ronda!



Safety Meeting Recap

Changing machines from 5" to 6"



New Tech - Gutter Machine Change Over Video

1. ___ UNPLUG MACHINE: Eliminate electrical power source.
2. ___ REMOVE COVERS: Remove covers containing quick-release fasteners.
3. ___ REMOVE GUILLOTINE: Remove 5" guillotine from machine.
4. ___ MOVE BEAD ROLLER ASSEMBLY: Loosen and slide bead roller assembly into 6" position
5. ___ REMOVE BACK BELL ROLLER: Remove from 5" position, and set it to the side.
6. ___ MOVE BACK GUIDE ROD: Loosen guide rod bolts, and slide guide rod away from skate.
7. ___ FLIP TOP #3 EXIT DRIVE ROLLER: Remove & reinstall top #3 back drive roller in 6" position. Turn roller end-for-end and reinstall using same 82-degree cap screws.
8. ___ INSTALL BACK BELL WHEEL: Install back bell wheel in the 6" position.
9. ___ INSTALL 6" GUILLOTINE: Install 6" guillotine on machine.
10. ___ SECURE 5" GUILLOTINE: Place the 5" guillotine back into storage position.
11. ___ MOVE SKATE ROLLERS: Pull retractable pins on skate rollers and move outward to 6" position.
12. ___ MOVE ENTRANCE GUIDES: Loosen cap screw on both entrance guides, and move outward to stop at 6" position.
13. ___ MOVE FACE BOX ROLLERS: Pull retractable pins and raise face box rollers to 6" position.
14. ___ MOVE COMPLETE LIP BOX: Loosen mounting bolts and move lip box to 6" position. 1
5. ___ REMOVE 5" INSIDE ROLLER BAR FROM LIP BOX: Remove red colored screws, remove roller bar and set to the side.
16. ___ MOVE LIP BOX BOTTOM ROLLERS: Pull retractable pins and lower bottom half of the outside lip box roller to 6" position.
17. ___ INSTALL 6" INSIDE ROLLER BAR ASSEMBLY. Remove 6" roller bar from storage position and install in lip box.
18. ___ STORE 5" INSIDE ROLLER BAR: Secure 5" inside roller bar in storage position.
19. ___ REINSTALL COVERS: Refasten covers and lids to machine.
20. ___ MOVE COIL SPOOL HALVES: Position spool halves for 15" coil.
21. ___ MOVE UPRIGHT ASSEMBLY: Move upright assembly to the 6" Position.

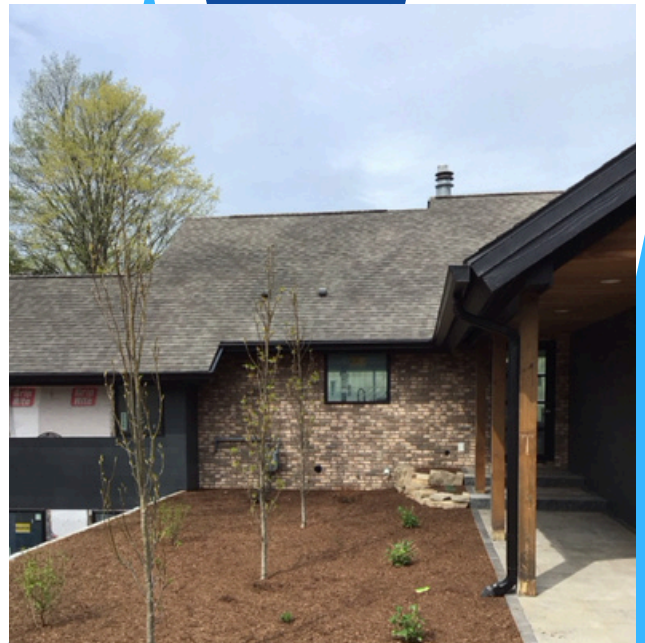
Foreman meeting to
be held on 6/19

Safety meeting to be
held on 6/26





Install Pictures From May

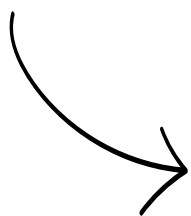




Do's and Don'ts



DO double check all your material is staged for your job before leaving for the day.



Job Form
Pre Trip Checklist

Full Status

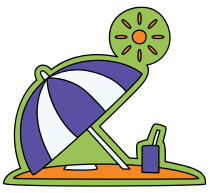
DO ADD PICTURES FOR EVERY JOB! These can safe guard us from having to returning to jobs.

HR Policies

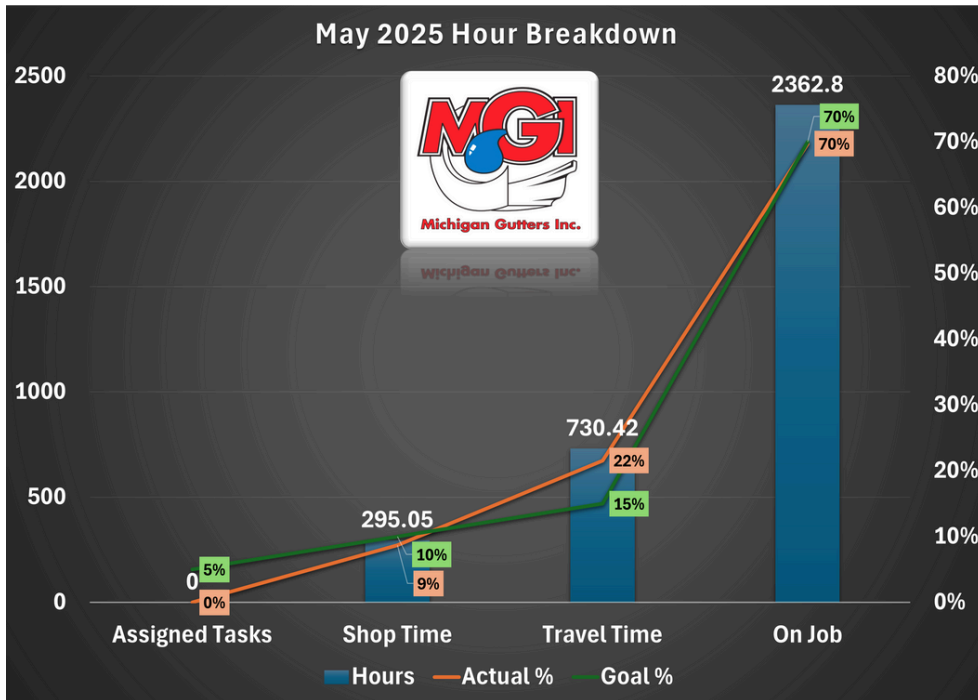
Paid Holidays

Regular full-time employees are entitled to the following paid holidays observed by Michigan Gutters Inc: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve, & Christmas Day. The following conditions apply to Michigan Gutters Inc's holiday pay policy: An employee must be present at work on his or her last scheduled day prior to the holiday and the first scheduled day after the holiday to receive holiday pay. Holiday pay will not be considered as time worked for the purpose of overtime calculations. Holiday pay is computed at an individual employee's base rate of pay. If an employee is scheduled to work on a holiday, the employee will be paid his or her regular rate of pay plus eight hours of holiday pay. Holidays will not be paid to employees on any type of unpaid leave.

Holidays will not be paid if an employee is absent due to an injury covered by workers compensation. Holidays falling within an approved scheduled vacation will be recorded as holiday pay. If a holiday falls on a Saturday or Sunday MGI will identify a day the week prior or the week after that the holiday will be observed and communicate this to you before the week of the holiday.



Let's Talk Numbers



The above graph shows the hours for each task (assigned tasks, shop time, travel time, and on the job time). The orange line is the actual hours you are clocked in to each task. The green shows the companies goal of hours for these tasks. Be sure you are traveling straight to the jobs (no gas station stops, lunch stops should be off the clock unless you packed a lunch and are eating on the jobsite as per MGI policy) and choosing the most economical/fastest route to the jobs.

Mental Health Corner

7 Tips for Staying Cool in a Stressed-Out World

Being calm, cool and collected has lots of perks! People who are calmer tend to have more friends, more success at work and at home, and a lifestyle with more opportunities for fun, excitement, and adventures. People who practice being calmer have greater opportunities to discover happiness.

[Read the full article here](#)