



Grand Ledge City Council
Regular Meeting Agenda

REGULAR MEETING AGENDA
MONDAY, 10 AUGUST 2015
7:30 P.M.
COUNCIL CHAMBERS, CITY HALL
310 GREENWOOD ST., GRAND LEDGE MI 48837

- I. **ROLL CALL OF COUNCIL** – Mayor Kalmin Smith; Mayor Pro-Tem Keith Mulder; and Council members Christina Bartholomew, Rick Lantz, Sue Roberts, Thom Sowle, 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 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.

- IV. **APPROVAL OF CONSENT AGENDA** – The City Council approves items listed on the consent agenda by a single roll call vote without debate. If the City Council desires to debate any item listed on the consent agenda, it may remove the item and place it on the regular agenda for consideration in due order.
 - A. **Motion** – To approve the Monday, 10 August 2015 City Council consent agenda, as follows:
 - i. Financial transactions and bills.
 - ii. Monday, 27 July 2015 regular City Council minutes.
 - iii. Monday, 27 July 2015 Closed Session minutes.
 - iv. Resolution #50 of 2015 – To amend Resolution #49 of 2015, to submit to the electors of the City of Grand Ledge at the election to be held on Tuesday, 03 November 2015, a Ballot Question to amend the City Charter.
 - v. Right-of-Way Use application from Rachel Buffenbarger for a 22 August 2015 block party.
 - vi. Designate Adam Smith, City Administrator, as the City’s Voting Delegate at the 2015 Michigan Municipal League Annual Meeting.

- V. **APPROVAL OF REGULAR AGENDA** – The City Council may remove any item from or add any item to the regular agenda.
 - A. **Motion** – To approve the Monday, 10 August 2015 regular City Council agenda.

- VI. **COMMITTEE AND BOARD REPORTS** – Council members and staff may report on discussions and actions of committees and boards.

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

Administrator’s Office

Clerk's Department

Finance Department – Revenue / Expenditure Report

Police Department

Department of Public Services

Planning and Zoning Department

Building Department

- A. **Motion** – To receive the July 2015 staff reports and place on file.
- VIII. **UNFINISHED BUSINESS** – The City Council may again debate any item(s) previously debated but not finally disposed of and may or may not act upon the item(s) as indicated below.
- 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 below.
- A. **Resolution #51 of 2015** – To approve and authorize a bid award to Asphalt Restoration, Inc, for overband crack filling.
- B. **Resolution #52 of 2015** – To approve an Agreement with the Grand Ledge Public Schools for Community Recreation Program Administration.
- X. **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.
- 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. City Council members 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. All persons not requested by the City Council to stay must leave the Council chambers. 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, it may not take any further action until its next regular meeting or a special meeting. If the time is significantly late and items remain on the approved agenda, the presiding officer may ask for a motion to adjourn the meeting to another specific date, time, and place at which to resume and complete the approved agenda.



Gregory L. Newman, City Clerk

THE GRAND LEDGE CITY COUNCIL WILL HOLD ITS NEXT REGULAR MEETING ON MONDAY, 10 AUGUST 2015, AT 7:30 P.M. IN THE COUNCIL CHAMBERS, CITY HALL, 310 GREENWOOD ST., GRAND LEDGE, MICHIGAN

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

**CITY COUNCIL MINUTES – REGULAR MEETING
MONDAY, 27 JULY 2015
7:30 P.M.
COUNCIL CHAMBERS, CITY HALL
310 GREENWOOD ST.**

- I. ROLL CALL OF COUNCIL** – Mayor Kalmin Smith; Mayor Pro-Tem Keith Mulder; and Council members Christina Bartholomew, Rick Lantz, Sue Roberts, and Don Willems
– Council member Thom Sowle was absent
OTHERS PRESENT – Adam Smith, City Administrator; Gregory Newman, City Clerk; Gordon VanWieren, City Attorney;

II. PLEDGE OF ALLEGIANCE

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

III. AUDIENCE PARTICIPATION

Jill Sambaer, Barry-Eaton District Health Department, commented on recent events, activities, and initiatives provided by the Health Department.

IV. APPROVAL OF CONSENT AGENDA

- A. Motion (from staff)** – To approve the Monday, 27 July 2015 City Council consent agenda, as follows:

- i. Financial transactions and bills.
- ii. Monday, 13 July 2015 regular City Council minutes.
- iii. Monday, 13 July 2015 Closed Session minutes.
- iv. Equipment Operator job description.
- v. Right-of-Way Use Application from Ledge Craft Lane, Ltd., for the 2015 Island Art Fair.

COUNCIL MEMBER ROBERTS MOVED, COUNCIL MEMBER BARTHOLOMEW SECONDED, TO APPROVE THE MONDAY, 27 JULY 2015 CITY COUNCIL CONSENT AGENDA.

COUNCIL MEMBER MULDER MOVED, COUNCIL MEMBER WILLEMS SECONDED, TO AMEND THE MONDAY, 27 JULY 2015 CITY COUNCIL CONSENT AGENDA, BY INSERTING AS ITEM V. A RIGHT-OF-WAY USE APPLICATION FROM LEDGE CRAFT LANE, LTD., FOR THE 2015 ISLAND ART FAIR. MOTION CARRIED UNANIMOUSLY.

MOTION TO APPROVE THE MONDAY, 27 JULY 2015 CITY COUNCIL CONSENT AGENDA, AS AMENDED BY INSERTING AS ITEM V. A RIGHT-OF-WAY USE APPLICATION FROM LEDGE CRAFT LANE, LTD., FOR THE 2015 ISLAND ART FAIR, CARRIED UNANIMOUSLY.

V. APPROVAL OF REGULAR AGENDA

- A. **Motion** – To approve the Monday, 27 July 2015 regular City Council agenda.

APPROVAL OF THE MONDAY, 27 JULY 2015, REGULAR CITY COUNCIL AGENDA, WITHOUT OBJECTION.

VI. COMMITTEE AND BOARD REPORTS

A. **Grand Ledge Area Emergency Services Authority**

Council member Willems reported the Portland Area Fire Authority sent a letter thanking the City for its support after Portland's recent tornado.

B. **Parks and Recreation Commission**

Council member Lantz reported the Parks and Recreation Commission recommends a recreation administration agreement with the Grand Ledge Public Schools.

VII. STAFF REPORTS

A. **City Administrator**

Adam Smith, City Administrator, reported on a letter received from the City of Portland thanking the City for its help and mentioned the Grand Ledge Public Schools recreation administration agreement should be ready for the 10 August 2014 regular City Council meeting.

VIII. UNFINISHED BUSINESS

IX. NEW BUSINESS

- A. **Resolution #48 of 2015** – To approve and authorize a bid award to Bader and Son, Co., for a tractor.

COUNCIL MEMBER ROBERTS MOVED, COUNCIL MEMBER LANTZ SECONDED, TO ADOPT RESOLUTION #48 OF 2015, TO APPROVE AND AUTHORIZE A BID AWARD TO BADER AND SON, CO., FOR A TRACTOR.

Adam Smith, City Administrator, reported on staff's recommendation of the low bidder, Bader & Son, Co.

The City Council debated the bids received.

MOTION TO ADOPT RESOLUTION #48 OF 2015, TO APPROVE AND AUTHORIZE A BID AWARD TO BADER AND SON, CO., FOR A TRACTOR, CARRIED UNANIMOUSLY.

- B. **Motion** – To close the Scout Building, not later than 01 October 2015.

COUNCIL MEMBER ROBERTS MOVED, COUNCIL MEMBER BARTHOLOMEW SECONDED, TO CLOSE THE SCOUT BUILDING, NOT LATER THAN 01 OCTOBER 2015.

Adam Smith, City Administrator, explained the Jaycee Park Master Plan and Jaycee Park Boat Launch Improvement project, reported on the Building Department inspection and recommendation to demolish the Scout Building, explained the need to allow use of the Scout Building through the summer and the 2015 Grand Adventure Race, reported on efforts to transition the Scout Building regular users to facilities at City Hall, and mentioned the approximate \$10,000 costs to maintain the Scout Building.

MOTION TO CLOSE THE SCOUT BUILDING, NOT LATER THAN 01 OCTOBER 2015, CARRIED UNANIMOUSLY.

X. AUDIENCE PARTICIPATION

XI. COMMUNICATIONS FROM THE MAYOR AND COUNCIL

Council member Willems mentioned the positive online comments about the crews working on the Jenne St. Reconstruction project.

XII. CLOSED SESSION

- A. Motion** – To move into closed session to consider material exempt from discussion or disclosure by state or federal statute, per the Open Meetings Act, Section 8(h).

COUNCIL MEMBER ROBERTS MOVED, COUNCIL MEMBER WILLEMS SECONDED, TO MOVE INTO CLOSED SESSION TO CONSIDER MATERIAL EXEMPT FROM DISCUSSION OR DISCLOSURE BY STATE OR FEDERAL STATUTE, PER THE OPEN MEETINGS ACT, SECTION 8(H), AT 7:46 P.M.

COUNCIL MEMBER ROBERTS MOVED, COUNCIL MEMBER BARTHOLOMEW SECONDED, TO RETURN TO THE MONDAY, 27 JULY 2015 REGULAR CITY COUNCIL MEETING, AT 8:28 P.M. MOTION CARRIED UNANIMOUSLY.

- B. Resolution #49 of 2015** – To submit to the electors of the City of Grand Ledge at the election to be held on Tuesday, 03 November 2015, a ballot question to amend the City Charter.

COUNCIL MEMBER LANTZ MOVED, COUNCIL MEMBER MULDER SECONDED, TO ADOPT RESOLUTION #49 OF 2015, TO SUBMIT TO THE ELECTORS OF THE CITY OF GRAND LEDGE AT THE ELECTION TO BE HELD ON TUESDAY, 03 NOVEMBER 2015, A BALLOT QUESTION TO AMEND THE CITY CHARTER.

COUNCIL MEMBER LANTZ MOVED, COUNCIL MEMBER WILLEMS SECONDED, TO AMEND RESOLUTION #49 OF 2015, TO SUBMIT TO THE ELECTORS OF THE CITY OF GRAND LEDGE AT THE ELECTION TO BE HELD ON TUESDAY, 03 NOVEMBER 2015, A BALLOT QUESTION TO AMEND THE CITY CHARTER, BY STRIKING "UP TO 5:00 P.M. BY THE THEN PREVAILING LOCAL TIME ON THE SEVENTH MONDAY PRIOR TO THE DATE OF THE PRIMARY ELECTION" AND INSERTING "BY THE DEADLINE SET FORTH IN MICHIGAN ELECTION LAW." MOTION CARRIED UNANIMOUSLY.

MOTION TO ADOPT RESOLUTION #49 OF 2015, TO SUBMIT TO THE ELECTORS OF THE CITY OF GRAND LEDGE AT THE ELECTION TO BE HELD ON TUESDAY, 03 NOVEMBER 2015, A BALLOT QUESTION TO AMEND THE CITY CHARTER, AS AMENDED BY STRIKING "UP TO 5:00 P.M. BY THE THEN PREVAILING LOCAL TIME ON THE SEVENTH MONDAY PRIOR TO THE DATE OF THE PRIMARY ELECTION" AND INSERTING "BY THE DEADLINE SET FORTH IN MICHIGAN ELECTION LAW," CARRIED UNANIMOUSLY.

XIII. ADJOURNMENT

COUNCIL MEMBER ROBERTS MOVED, COUNCIL MEMBER WILLEMS SECONDED, TO ADJOURN THE MONDAY, 27 JULY 2015, REGULAR CITY COUNCIL MEETING, AT 9:28 P.M. MOTION CARRIED UNANIMOUSLY.

Gregory L. Newman, City Clerk

Kalmin D. Smith, Mayor

Grand Ledge City Council Resolution #50 of 2015

A Resolution to Amend Resolution #49 of 2015, to Submit to the Electors of the City of Grand Ledge at the Election to Be Held on Tuesday, 03 November 2015, a Ballot Question to Amend the City Charter.

A resolution adopted by the Grand Ledge City Council, at a regular meeting held on Monday, 08 August 2015, in the Council chambers, City Hall, 310 Greenwood St. Grand Ledge, Michigan.

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 03 January 1963, as amended (“Charter”); and

Whereas, City Charter Chapter 3, § C-3.10, presently reads as follows:

§ C-3.10. Nominations.

The method of nomination of all candidates for all offices provided for in this charter shall be by petition. Such petition for each candidate shall be signed by not less than four percent nor more than ten percent of the registered electors of the city or ward as of the previous election held in the city. No person shall sign his name to a greater number of petitions for any one office than there are persons to be elected to said office at said election. When the signature of any one individual appears on more petitions than there are candidates to be elected to said office, the signature of such individual on all such petitions shall be invalidated. Nomination petitions shall be filed with the clerk up to five P.M. by the then prevailing local time on the seventh Monday prior to the date of the primary election. The Clerk shall publish notice of the last day, time, and place permitted for filing nomination petitions at least one week and not more than three weeks before such day.

and

Whereas, City Charter Chapter 3, § C-3.12, presently reads as follows:

§ C-3.12. Approval of Petition.

The Clerk shall accept only nomination petitions which conform with the forms provided and maintained by him, and which, considered together, contain the required number of valid signatures for candidates having those qualifications required for the respective elective city offices by this charter. Such petitions may be accepted only when accompanied by the affidavit of the candidate or someone acting in his stead, stating that he is possessed of the qualifications required by law for holding of office he seeks. The person circulating the nomination petition for signatures shall certify under oath the genuineness of the signatures appearing on such petitions and no petition shall be received or filed by the City Clerk unless so certified. The Clerk shall forthwith after the filing of a petition notify in writing any candidate whose petition is then known not to meet the requirements of this section, but the failure to so notify any candidate shall in no way prevent final determination that the petition does not meet such requirements. Within five days after the last date for filing petitions, the Clerk shall make his final determination as to the validity and sufficiency of each nomination petition and as to whether or not the candidate has the qualifications required for his respective city office as required by this charter, and he shall write his determination thereof on the face of the petition, and shall notify in writing the candidate whose name appears thereon of his determination. Such notice to any candidate whose petition is found to be invalid or insufficient shall be delivered by personal messenger if possible. The names of the candidates who file valid and sufficient nomination petitions shall be certified by the Clerk to the election commission to be placed upon the ballot for the next subsequent regular city primary election or at the next special election for the filling of vacancies in office, as the case may be.

and

Whereas, the City believes amending the procedure for nominating candidates to require a petition for each candidate be signed by not less than twenty-five registered electors of the city or ward, and to allow potential candidates, in lieu of obtaining said signatures, to pay a filing fee promotes fair, equitable, efficient, and good government;

Now, Therefore, it Is Resolved:

1. In accordance with 1909 PA 279, as amended, MCL 117.21, et seq., the City proposes City Charter Chapter 3, § C-3.10, be amended to read as follows:

§ C-3.10. Nominations.

The method of nomination of all candidates for all offices provided for in this charter shall be by petition or by a candidate submitting a filing fee. A petition for each candidate shall be signed by not less than twenty-five registered electors of the city or ward. No person shall sign his name to a greater number of petitions for any one office than there are persons to be elected to said office at said election. When the signature of any one individual appears on more petitions than there are candidates to be elected to said office, the signature of such individual on all such petitions shall be invalidated. In lieu of submitting nominating petitions, a candidate may nominate himself for City office by submitting a filing fee of one hundred and 00/100 dollars (\$100.00). The filing fee shall be nonrefundable. Nomination petitions and filing fees shall be filed with the clerk by the deadline set forth in Michigan Election Law. The Clerk shall publish notice of the last day, time, and place permitted for filing nomination petitions and filing fees at least one week and not more than three (3) weeks before such day.

2. In accordance with 1909 PA 279, as amended, MCL 117.21 et seq., the City proposes City Charter Chapter 3, § C-3.12, be amended to read as follows:

§ C-3.12. Approval of Petition or Filing Fee.

The Clerk shall accept only nomination petitions which conform with the forms provided and maintained by him, and which, considered together, contain the required number of valid signatures for candidates having those qualifications required for the respective elective city offices by this charter. Petitions and filing fees may be accepted only when accompanied by the affidavit of the candidate or someone acting in his stead, stating that he is possessed of the qualifications required by law for holding of office he seeks. The person circulating the nomination petition for signatures shall certify under oath the genuineness of the signatures appearing on such petitions and no petition shall be received or filed by the City Clerk unless so certified. The Clerk shall forthwith after the filing of a petition or filing fee notify in writing any candidate whose petition or filing fee is then known not to meet the requirements of this section, but the failure to so notify any candidate shall in no way prevent final determination that the petition or filing fee does not meet such requirements. Within five days after the last date for filing petitions or filing fees, the Clerk shall make his final determination as to the validity and sufficiency of each nomination petition and filing fee and as to whether or not the candidate has the qualifications required for his respective city office as required by this charter, and he shall write his determination thereof on the face of the petition, or attach his written determination to the affidavit accompanying the filing fee, and shall notify in writing the candidate whose name appears thereon of his determination. Such notice to any candidate whose petition or filing fee is found to be invalid or insufficient shall be delivered by personal messenger if possible. The names of the candidates who file valid and sufficient nomination petitions or filing fees shall be certified by the Clerk to the election commission to be placed upon the ballot for the next subsequent regular city primary election or at the next special election for the filling of vacancies in office, as the case may be.

3. The aforesaid proposition to amend City Charter Chapter 3, §§ C-3.10 and C-3.12, shall be submitted to the electors of the City of Grand Ledge at the election to be held on Tuesday, 03 November 2015.
4. The City directs the City Clerk to submit a certified copy of this resolution and proposition to the Governor of the State of Michigan for his approval of said amendment pursuant to Section 22 of 1909 PA 297, MCL 117.22.

- 5. Before the submission of said amendment to the qualified electors of the City of Grand Ledge, the amendment herein shall be published in full together with the existing Charter provisions that will be altered thereby, being the now-existing §§ C-3.10 and C-3.12, and a notice of said election in at least two issues of the Grand Ledge Independent, a newspaper of general circulation in the City of Grand Ledge, the first publication to be not less than two (2) weeks nor more than four (4) weeks prior to said election.
- 6. The purpose of such proposed Charter amendment or question shall be designated on the ballots to be printed by the City Clerk, which Ballot Questions and Statement of Purpose shall be as follows:

BALLOT QUESTION

Shall the requirements for nominating city officers in Sections C-3.10 and C-3.12 of the Grand Ledge City Charter be amended from a petition signed by not less than four percent nor more than ten percent of the registered electors of the city or ward as of the previous election held in the city to EITHER a petition signed by not less than twenty-five registered electors of the city or ward OR by a candidate submitting a filing fee in the amount of \$100?

- 7. The City Clerk shall do and perform all acts required of said Clerk by the City Charter and the statutes of the State of Michigan in such case made and provided in regard to the registration of electors for said election, the giving of notice thereof, the giving of notice of such election, the preparation and furnishing of necessary ballots, obtaining of necessary approval of this amendment by the Michigan Attorney General and Governor of the State of Michigan, and for the conduct of such election.
- 8. All resolutions and parts of resolutions, insofar as they conflict with the provisions of this resolution, are rescinded.

Motion by

Second by

Ayes:

Nays:

Absent:

Approved:

Kalmin D. Smith, Mayor

I, Amee King, Grand Ledge Assistant City Administrator, certify this is Resolution #50 of 2015, adopted by the Grand Ledge City Council at a regular meeting held on Monday, 10 August 2015; a meeting held in accordance with the Open Meetings Act, Public Act No. 267 of 1976, as amended.

Amee King, Assistant City Administrator



RECEIVED

JUL 29 2015

2nd Annual

Right-of-Way Use Application

CITY OF GRAND LEDGE

Event Name W. South street Black Party

Organization (if any) N/A

Person Responsible Rachel Buffenbarger

Address 212 W. South St.
Grand Ledge, MI 48837

Phone 517-213-6260

Description of activity (Use the attached map to highlight the street, sidewalk or other public right-of-way requested to be used.): COOKOUT Bike parade bounce house, pubbies, sidewalk chalk. We would like to block off the 200 block of W. South St.

Earliest date and time the right-of-way is needed (consider preparation and set-up for the event):

8/22/15 8:00 a.m./p.m.

Latest date and time the right-of-way is needed (consider clean up from the event):

8/22/15 11:00 a.m./p.m.

Describe plans to provide parking for participants, traffic control for the event, security, and crowd control:

No parking needed. This is a neighborhood party - people will walk. Tom Brown & Nicole Brown will be security & crowd control.

Describe plans to provide refuse disposal, sanitation facilities, noise control, and private property protection and restoration:

I will provide a trash can and well just be using a small radio for music.

Applicants must provide a list of persons assigned as Marshalls at each intersection along a parade route. Applications will not be approved by the Chief of Police or the Fire Chief, or submitted to the City Council until said list is provided.

Applicants must also provide a certificate of insurance listing the City of Grand Ledge as an additional insured. A certificate listing the City of Grand Ledge as a certificate holder IS NOT acceptable. Applications will not be submitted to the City Council until said certificate of insurance is provided.

I certify the statements made and the information provided in this application for use of a public right-of-way are true, accurate, and complete.

Rachel Buffenbarger
Signature

7/28/15
Date

Rachel Buffenbarger
Printed Name

517-213-6260
Daytime Phone

Required Reviews

	Approve Request	Deny Request	Initials
<input checked="" type="checkbox"/> Chief of Police	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>RB</u>
<input checked="" type="checkbox"/> Fire Chief	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> Public Service Director	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Certificate of Insurance provided			

Council Action

	Date of Action Taken	City Clerk's Signature
<input type="checkbox"/> Approved		
<input type="checkbox"/> Denied		

I have talked to the people that live on the 200 Block of W. South St. They have given their permission for the street to be blocked from 5-10 pm on August 22, 2015.

Below are their names & street #'s.

Brenda Taylor	201
Connie Hale	211
Kyle Richmond	215
Katie Kacmarsky	224
Aubrey Wolek	216
Rache Buffenbarger	212
Karen Lyon	202

Thank you,
Rachel Bug



July 16, 2015

Michigan Municipal League Annual Meeting Notice

(Please present at the next Council, Commission or Board Meeting)

Dear Official:

The Michigan Municipal League Annual Convention will be held in Traverse City, September 16-18, 2015. The League's "Annual Meeting" is scheduled for 12:00 pm on Thursday, September 17 in the West Bay Ballroom Dome at the Park Place Hotel. The meeting will be held for the following purposes:

1. Election of Trustees. To elect six members of the Board of Trustees for terms of three years each (see #1 on page 2).
2. Policy. A) **To vote on the Core Legislative Principles document.**
In regard to the proposed League Core Legislative Principles, the document is available on the League website at <http://www.mml.org/delegate>. If you would like to receive a copy of the proposed principles by fax, please call Monica Drukis at the League at 800-653-2483.

B) **If the League Board of Trustees has presented any resolutions to the membership, they also will be voted on.** (See #2 on page 2.)
In regard to resolutions, member municipalities planning on submitting resolutions for consideration by the League Trustees are reminded that under the Bylaws, they must be submitted to the Trustees for their review by **August 17, 2015.**
3. Other Business. To transact such other business as may properly come before the meeting.

Designation of Voting Delegates

Pursuant to the provisions of the League Bylaws, you are requested to designate by action of your governing body one of your officials who will be in attendance at the Convention as your official representative to cast the vote of the municipality at the Annual Meeting, and, if possible, to designate one other official to serve as alternate. Please submit this information through the League website by visiting <http://www.mml.org/delegate> **no later than August 21, 2015.**

Regarding the designation of an official representative of the member to the annual meeting, please note the following section of the League Bylaws:

"Section 4.4 - Votes of Members. Each member shall be equally privileged with all other members in its voice and vote in the election of officers and upon any proposition presented for discussion or decision at any meeting of the members. Honorary members shall be entitled to participate in the discussion of any question, but such members shall not be entitled to vote. The vote of each member shall be cast by its official representative attending the meeting at which an election of officers or a decision on any proposition shall take place. Each member shall, by action of its governing body prior to the annual meeting or any special meeting, appoint one official of such member as its principal official representative to cast the vote of the member at such meeting, and may appoint one official as its alternate official representative to serve in the absence or inability to act of the principal representative."

1. Election of Trustees

Regarding election of Trustees, under Section 5.3 of the League Bylaws, six members of the Board of Trustees will be elected at the annual meeting for a term of three years. The regulations of the Board of Trustees require the Nominations Committee to complete its recommendations and post the names of the nominees for the Board of Trustees on a board at the registration desk at least four hours before the hour of the business meeting.

2. Statements of Policy and Resolutions

Regarding consideration of resolutions and statements of policy, under Section 4.5 of the League Bylaws, the Board of Trustees acts as the Resolutions Committee, and "no resolution or motion, except procedural and incidental matters having to do with business properly before the annual meeting or pertaining to the conduct of the meeting, shall be considered at the annual meeting unless it is either (1) submitted to the meeting by the Board of Trustees, or (2) submitted in writing to the Board of Trustees by resolution of the governing body of a member at least thirty (30) days preceding the date of the annual meeting." Thus the deadline this year for the League to receive resolutions is **August 17, 2015**. Please submit resolutions to the attention of Daniel P. Gilmartin, Executive Director/CEO at 1675 Green Rd., Ann Arbor, MI 48105. Any resolution submitted by a member municipality will go to the League Board of Trustees, serving as the resolutions committee under the Bylaws, which may present it to the membership at the Annual Meeting or refer it to the appropriate policy committee for additional action.

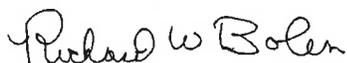
Further, "Every proposed resolution submitted by a member shall be stated in clear and concise language and shall be accompanied by a statement setting forth the reasons for recommending the proposed resolution. The Board shall consider the proposal at a Board meeting prior to the next annual meeting and, after consideration, shall make a recommendation as to the advisability of adopting each such resolution or modification thereof."

3. Posting of Proposed Resolutions and Core Legislative Principles

The proposed Michigan Municipal League Core Legislative Principles and any new proposed Resolutions recommended by the Board of Trustees for adoption by the membership will be available on the League website, or at the League registration desk to permit governing bodies of member communities to have an opportunity to review such proposals and delegate to their voting representative the responsibility for expressing the official point of view of the member at the Annual Meeting.

The Board of Trustees will meet on Wednesday, September 16 in the Corner Loft in downtown Traverse City for the purpose of considering such other matters as may be requested by the membership, in addition to other agenda items.

Sincerely,



Richard Bolen
President
Mayor Pro Tem of Wakefield



Daniel P. Gilmartin
Executive Director & CEO

To: Grand Ledge City Council
From: Adam R. Smith, City Administrator
Date: August 7, 2015
Re: Report & Recommendations for August 10, 2015 Council Meeting



IV. A. iv. Resolution #50-2015 Ballot Question to Amend the City Charter [Consent Agenda]

Resolution #49 of 2015, adopted July 27, 2015, regarding the November 3, 2015 ballot question to amend the City Charter inadvertently included the phrase “as of the previous election held in the city” as provided in the current City Charter language. Given the proposed amendment references a fixed number of registered electors versus a percentage, the phrase “as of the previous election held in the city” is not necessary and provides implementation challenges if approved by electors. In speaking with the Attorney General’s office and legal counsel, we are simply recommending a revised resolution in which the Ballot Question and Statement of Purpose shall be as follows (strike out for illustration only):

Shall the requirements for nominating city officers in Sections C-3.10 and C-3.12 of the Grand Ledge City Charter be amended from a petition signed by not less than four percent nor more than ten percent of the registered electors of the city or ward as of the previous election held in the city to EITHER a petition signed by not less than twenty-five registered electors of the city or ward ~~as of the previous election held in the city~~ OR by a candidate submitting a filing fee in the amount of \$100?

VII. Staff Reports

Effective Fiscal Year 2016, in a continuous effort to ensure effective communication and a better understanding of City services and initiatives, the proposed City Council agendas for the first meeting of the month will include written monthly department reports. Additionally, management team members will also be present at the first meeting of the month to present their respective reports and receive questions or concerns you may have. Please note that the monthly department report will be for the preceding month’s activity, thus the report presented on August 10, 2015 summarizes the department’s July activity. *Please refer to attached staff reports.*

IX. A. Resolution #51 of 2015 – To approve and authorize a bid award to Asphalt Restoration, Inc for overband crack filling. [Action Item]

Recommendation to award Asphalt Restoration Inc. 58,500 lbs. of crack sealant to be applied to City streets as identified for the bid amount of \$1.29/lb (2015) as recommended by Public Service Director LaHaie. *Please refer to attached DPS memorandum and bid document.*

IX. B. Resolution #52 of 2015 – To approve an Agreement with Grand Ledge Public Schools for Community Recreation Program Administration. [Action Item]

As recommended by the Parks and Recreation Commission, the Grand Ledge Public Schools’ proposal for community recreation programming provides for the necessary administrative, supervisory, and management services, including the use of their indoor and outdoor facilities to carry out the delivery of

community recreation programs in Grand Ledge. The City shall pay the Schools in the amount of \$50,000 per calendar year for two years, being 2016 and 2017. After two years of financial support from the City, the Schools will provide annual self-sustaining community recreation programs in Grand Ledge. The City shall remit proportional payment to the contractor on a bi-annual basis, being \$25,000 on January 1, 2016 & 2017 and \$25,000 on July 1, 2016 & 2017. The collaborative intent is for sustainable community recreation that is accessible, affordable, and available in Grand Ledge.

Recommend approval of the Parks and Recreation Commission recommendation. The \$50,000 annual proposal is less of a financial commitment than our past indefinite annual seasonal costs for recreation programming of which required the use of the schools' facilities and staff. Upon fulfillment of the two-year financial commitment, the City would have discretionary investment of that \$50,00 of revenue on an annual basis to enhance parks, acquire additional greenspace, extend trails and pathways, implement Jaycee Park master plan components, and provide better maintenance of park facilities. *Please refer to attached draft resolution and Grand Ledge Public Schools proposal dated April 20, 2015.*

Assistant City Administrator – July Activity Report

Human Resources

- Processed paperwork for several benefit changes with our new health care plan.
- Posted Utility Supervisor Position, internally and externally, with Administrators Intern assistance on external postings. Reviewed resumes and awaiting department review.
- Posted Equipment Operator position internally and externally, with Nicks help on external postings. Began review of resumes. Deadline is August 5th.
- Implemented employment section on our web site for all future postings.

Ongoing projects/tasks

- Consolidate personnel files as required.
- Post part-time Assistant to the City Administrator position as budgeted FY16.
- Update and disseminate Personnel Manual per Council action May 28, 2015.

Airport Management

- Attended Airport board meeting and compiled minutes.
- Participated in airport property survey meeting and completed a walkabout of entire airport property – component of Airport Layout Plan project.
- Coordinated maintenance issues at airport.

Ongoing projects/tasks

- Continue research on well installation for the airport hangars and bring back final recommendation to September board meeting.
- Contact property owner on Bauer road regarding tree removal and or easement.
- Order radios to be used by staff to ensure runway safety.

DDA

- Attended DDA board meeting and compiled minutes.
- Participated in walkabout of downtown district and compiled lists of items that need attention; basis for strategic planning.
- Met with interested parties regarding BBQ located in behind 219 N. Bridge Street.
- Mailed notification to Fortino's market regarding canopy in downtown parking lot.

Ongoing projects/tasks

- Research easements for the library parking lot (Lot #4). Staff will bring information to the August board meeting.
- Continue work on DDA map to ensure 100% district accuracy.
- Continue canopy removal initiatives behind Fortinos - awaiting bids.

City Hall Building Management

- Coordinated repair of chiller.
- Coordinated and participated in shut down of power (unsuccessfully) to identify what power will run from the generator. Currently working with Consumers Power for a future date as they can shut down the power for testing.

Ongoing projects/tasks

- Compile RFP for building Maintenance.
- Compile building information book to be used by all staff.
- Educate other key staff members on building maintenance.

Miscellaneous

- Attended meeting with senior coordinate and meals on wheels coordinators to discuss logistics of moving seniors to City Hall.
- Coordinated Insider Magazine fall 2015 publication, including taking pictures for articles.

City Clerk – Monthly Report

July 2015

Records Management

- Implemented a new Freedom of Information Act (FOIA) policy, summary, and fee schedule to comply with new State law effective 01 July 2015.
- Sealed the approved Monday, 22 June 2015 Closed Session minutes and marked them for destruction on Thursday, 14 July 2016, one year and one day after the approval, in compliance with the Open Meetings Act.
- Sealed the approved Monday, 13 July 2015 Closed Session minutes and marked them for destruction on Thursday, 28 July 2016, one year and one day after the approval, in compliance with the Open Meetings Act.
- Finalized paperwork and documents approved at the 13 and 27 July 2015 regular City Council meetings:
 - Submitted Michigan Municipal League Board of Trustees election ballot, as approved by the City Council.
 - Filed the Meadow Woods street lighting contract with Consumers Energy.
 - Published Ordinance #553, amending the Grand Ledge City Code Chapter 39, Purchasing, in the 19 July 2015 Grand Ledge Independent, in compliance with the City Charter.
 - Placed signed Recycling Agreement with Granger Container Service, Inc. on file and provided a copy to Granger Container Service, Inc.
 - Placed Doetsch Environmental Services bid award for the river interceptor cleaning and inspection on file and provided a copy to Doetsch Environmental Services.
 - Placed Bader and Son, Co., bid award for a tractor on file and provided a copy to Bader and Son, Co.
 - Notified City staff, Scout leaders, and other routine Scout Building renters of Scout Building closing no later than 01 October 2015. Continue to work with routine renters to find appropriate space at City Hall or other community buildings.
- Worked with a location scouting company, and Grand Ledge Police Department and Department of Public Services staff to provide right-of-way use for a Ford Motor Company photo shoot in downtown, north of the bridge. The production company will reimburse the City \$1,070.69 for its costs in providing barricades and Police Officers for traffic control.

Elections

- Finalized the City's reimbursement request for the Tuesday, 05 May 2015 election and submitted it to the Bureau of Elections.

Information Technology

- Installed new battery backup in I.T. Room for phone, security camera, cable channel, and Council chambers audio / video systems.
- Worked with I.T. Right staff to begin implementing a Virtual Private Network (VPN) for secure remote file access.
- Provided wired internet access in the Building Department office to eliminate wireless connectivity issues.

Charter Amendment

- Filed Charter Amendment with Governor and Attorney General. Worked with Attorney General, Eaton County Clerk, and Thrun Law Firm, P.C., to determine the best solution to correct the proposed language and obtain approval.

Greenwood Conversion Project

- Worked with Visual Entities to finish installing vinyl lettering on office doors in the Grand Ledge Police Department.

REVENUE/EXPENDITURE REPORT

City of Grand Ledge

For the Period: 7/1/2015 to 7/31/2015

Original Bud. Amended Bud. YTD Actual CURR MTH Encumb. YTD UnencBal % Bud

Fund: 101 - GENERAL FUND

Revenues

GENERAL	2,980,897.00	2,980,897.00	-129,689.16	-129,689.16	0.00	3,110,586.16	-4.4
RECYCLING	24,850.00	24,850.00	682.60	682.60	0.00	24,167.40	2.7
COMPOSTING	24,567.00	24,567.00	1,620.00	1,620.00	0.00	22,947.00	6.6
CEMETERY	91,840.00	91,840.00	8,021.44	8,021.44	0.00	83,818.56	8.7
POLICE	53,350.00	53,350.00	3,005.60	3,005.60	0.00	50,344.40	5.6

Revenues 3,175,504.00 3,175,504.00 -116,359.52 -116,359.52 0.00 3,291,863.52 -3.7

Expenditures

CITY COUNCIL	9,766.00	9,766.00	7.96	7.96	0.00	9,758.04	0.1
CITY ADMINISTRATION	198,072.00	198,072.00	7,490.14	7,490.14	0.00	190,581.86	3.8
ELECTIONS	17,100.00	17,100.00	10.32	10.32	0.00	17,089.68	0.1
ASSESSING	63,001.00	63,001.00	1.03	1.03	0.00	62,999.97	0.0
ATTORNEY	25,000.00	25,000.00	0.00	0.00	0.00	25,000.00	0.0
CLERK'S OFFICE	105,073.00	105,073.00	3,853.65	3,853.65	0.00	101,219.35	3.7
FINANCE	208,215.00	208,215.00	8,475.75	8,475.75	0.00	199,739.25	4.1
CITY HALL	268,527.00	269,782.01	7,986.96	7,986.96	1,255.01	260,540.04	3.4
RECYCLING	27,745.00	27,745.00	1,422.81	1,422.81	0.00	26,322.19	5.1
COMPOSTING	27,260.00	27,260.00	637.06	637.06	0.00	26,622.94	2.3
CEMETERY	134,153.00	134,153.00	5,582.93	5,582.93	0.00	128,570.07	4.2
GENERAL GOVERNMENT	156,959.00	156,959.00	21,058.22	21,058.22	0.00	135,900.78	13.4
SPECIAL PROJECTS	0.00	0.00	5,000.00	5,000.00	0.00	-5,000.00	0.0
POLICE	1,386,266.00	1,386,266.00	85,275.56	85,275.56	0.00	1,300,990.44	6.2
BUILDING INSPECTION	96,300.00	96,300.00	9,896.00	9,896.00	0.00	86,404.00	10.3
PLANNING & ZONING	31,680.00	31,680.00	1,929.28	1,929.28	0.00	29,750.72	6.1
TRANSFERS OUT	488,000.00	488,000.00	158,000.00	158,000.00	0.00	330,000.00	32.4

Expenditures 3,243,117.00 3,244,372.01 316,627.67 316,627.67 1,255.01 2,926,489.33 9.8

Net Effect for GENERAL FUND -67,613.00 -68,868.01 -432,987.19 -432,987.19 1,255.01 365,374.19 630.5
Change in Fund -432,987.19

Fund: 202 - MAJOR STREET FUND

Revenues

REVENUE/EXPENDITURE REPORT

City of Grand Ledge

For the Period: 7/1/2015 to 7/31/2015 Original Bud. Amended Bud. YTD Actual CURR MTH Encumb. YTD UnencBal% Bud

Fund: 202 - MAJOR STREET FUND

Revenues							
MAJOR STREET REVENUES	514,395.00	514,395.00	24,156.80	24,156.80	0.00	490,238.20	4.7
Revenues	514,395.00	514,395.00	24,156.80	24,156.80	0.00	490,238.20	4.7

Expenditures

PRESERVATION STREETS	164,860.00	164,860.00	6,027.61	6,027.61	0.00	158,832.39	3.7
TRAFFIC SERVICE	22,066.00	23,228.00	783.47	783.47	1,162.00	21,282.53	8.4
OPERATING EXPENSES	30,913.00	30,913.00	3,047.87	3,047.87	0.00	27,865.13	9.9
STATE TRUNKLINE	25,943.00	25,943.00	356.84	356.84	0.00	25,586.16	1.4
WINTER MAINTENANCE	77,760.00	77,760.00	1,330.19	1,330.19	0.00	76,429.81	1.7
ADMINISTRATION	64,501.00	64,501.00	2,115.69	2,115.69	0.00	62,385.31	3.3
CONSTRUCTION	253,700.00	253,700.00	0.00	0.00	0.00	253,700.00	0.0
Expenditures	639,743.00	640,905.00	13,661.67	13,661.67	1,162.00	626,081.33	2.3

Net Effect for MAJOR STREET FUND Change in Fund	-125,348.00	-126,510.00	10,495.13 10,495.13	10,495.13	1,162.00	-135,843.13	-7.4
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Fund: 203 - LOCAL STREET FUND

Revenues							
LOCAL STREET REVENUES	582,025.00	582,025.00	9,695.75	9,695.75	0.00	572,329.25	1.7
Revenues	582,025.00	582,025.00	9,695.75	9,695.75	0.00	572,329.25	1.7

Expenditures

PRESERVATION STREETS	296,590.00	296,590.00	6,645.56	6,645.56	0.00	289,944.44	2.2
TRAFFIC SERVICE	15,796.00	15,796.00	977.28	977.28	0.00	14,818.72	6.2
OPERATING EXPENSES	29,479.00	29,479.00	3,532.28	3,532.28	0.00	25,946.72	12.0
WINTER MAINTENANCE	68,167.00	68,167.00	1,729.34	1,729.34	0.00	66,437.66	2.5
ADMINISTRATION	79,386.00	79,386.00	2,115.66	2,115.66	0.00	77,270.34	2.7
CONSTRUCTION	101,250.00	108,150.00	0.00	0.00	6,900.00	101,250.00	6.4
Expenditures	590,668.00	597,568.00	15,000.12	15,000.12	6,900.00	575,667.88	3.7

Net Effect for LOCAL STREET FUND Change in Fund	-8,643.00	-15,543.00	-5,304.37 -5,304.37	-5,304.37	6,900.00	-3,338.63	78.5
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Fund: 204 - MUNICIPAL STREET FUND

Revenues							
GENERAL	927,395.00	927,395.00	1,166.82	1,166.82	0.00	926,228.18	0.1

REVENUE/EXPENDITURE REPORT

City of Grand Ledge

For the Period: 7/1/2015 to 7/31/2015

Original Bud. Amended Bud. YTD Actual CURR MTH Encumb. YTD UnencBal% Bud

Fund: 204 - MUNICIPAL STREET FUND

Revenues	927,395.00	927,395.00	1,166.82	1,166.82	0.00	926,228.18	0.1
Expenditures							
STREET LIGHTING	106,000.00	106,000.00	0.00	0.00	0.00	106,000.00	0.0
ADMINISTRATION	702,353.00	702,353.00	360.47	360.47	0.00	701,992.53	0.1
SIDEWALKS	28,987.00	28,987.00	387.28	387.28	0.00	28,599.72	1.3
PROPERTY TAX & DEBT SERVICE	6,550.00	6,550.00	892.87	892.87	0.00	5,657.13	13.6
STORM SEWER GENERAL	38,415.00	38,415.00	230.29	230.29	0.00	38,184.71	0.6
Expenditures	882,305.00	882,305.00	1,870.91	1,870.91	0.00	880,434.09	0.2
Net Effect for MUNICIPAL STREET FUND Change in Fund	45,090.00	45,090.00	-704.09 -704.09	-704.09	0.00	45,794.09	-1.6

Fund: 208 - PARKS & RECREATION FUND

Revenues							
ADMINISTRATION	145,365.00	145,365.00	11.49	11.49	0.00	145,353.51	0.0
RECREATION	25,500.00	25,500.00	7,703.60	7,703.60	0.00	17,796.40	30.2
PARKS AND BUILDINGS	6,500.00	6,500.00	200.00	200.00	0.00	6,300.00	3.1
Revenues	177,365.00	177,365.00	7,915.09	7,915.09	0.00	169,449.91	4.5
Expenditures							
ADMINISTRATION	31,667.00	31,667.00	1,310.67	1,310.67	0.00	30,356.33	4.1
RECREATION	29,554.00	29,554.00	10,831.21	10,831.21	0.00	18,722.79	36.6
PARKS AND BUILDINGS	113,270.00	113,270.00	1,833.58	1,833.58	0.00	111,436.42	1.6
Expenditures	174,491.00	174,491.00	13,975.46	13,975.46	0.00	160,515.54	8.0
Net Effect for PARKS & RECREATION FUND Change in Fund	2,874.00	2,874.00	-6,060.37 -6,060.37	-6,060.37	0.00	8,934.37	-210.9

Fund: 248 - DDA FUND

Revenues							
GENERAL	680,182.00	680,182.00	54.43	54.43	0.00	680,127.57	0.0
Revenues	680,182.00	680,182.00	54.43	54.43	0.00	680,127.57	0.0
Expenditures							
ECONOMIC DEVELOPMENT	311,258.00	311,258.00	5,349.35	5,349.35	0.00	305,908.65	1.7
TRANSFERS OUT	388,050.00	388,050.00	0.00	0.00	0.00	388,050.00	0.0
Expenditures	699,308.00	699,308.00	5,349.35	5,349.35	0.00	693,958.65	0.8

REVENUE/EXPENDITURE REPORT

City of Grand Ledge

For the Period: 7/1/2015 to 7/31/2015	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Net Effect for DDA FUND Change in Fund	-19,126.00	-19,126.00	-5,294.92 -5,294.92	-5,294.92	0.00	-13,831.08	27.7
Fund: 264 - DRUG FORFEITURE FUND							
Revenues							
POLICE	16.00	16.00	2.38	2.38	0.00	13.62	14.9
Revenues	16.00	16.00	2.38	2.38	0.00	13.62	14.9
Expenditures							
K9 PROGRAM	320.00	320.00	0.00	0.00	0.00	320.00	0.0
Expenditures	320.00	320.00	0.00	0.00	0.00	320.00	0.0
Net Effect for DRUG FORFEITURE FUND Change in Fund	-304.00	-304.00	2.38 2.38	2.38	0.00	-306.38	-0.8
Fund: 265 - POLICE RESTRICTED FUND							
Revenues							
POLICE	34.00	34.00	5.12	5.12	0.00	28.88	15.1
Revenues	34.00	34.00	5.12	5.12	0.00	28.88	15.1
Expenditures							
ACT 302 TRAINING	0.00	0.00	195.00	195.00	0.00	-195.00	0.0
Expenditures	0.00	0.00	195.00	195.00	0.00	-195.00	0.0
Net Effect for POLICE RESTRICTED FUND Change in Fund	34.00	34.00	-189.88 -189.88	-189.88	0.00	223.88	-558.5
Fund: 274 - GRANTS FUND							
Revenues							
603 E RIVER ST	0.00	0.00	158,000.00	158,000.00	0.00	-158,000.00	0.0
Revenues	0.00	0.00	158,000.00	158,000.00	0.00	-158,000.00	0.0
Expenditures							
603 E RIVER ST	0.00	0.00	2,745.00	2,745.00	0.00	-2,745.00	0.0
Expenditures	0.00	0.00	2,745.00	2,745.00	0.00	-2,745.00	0.0
Net Effect for GRANTS FUND Change in Fund	0.00	0.00	155,255.00 155,255.00	155,255.00	0.00	-155,255.00	0.0
Fund: 295 - AIRPORT FUND							
Revenues							
AIRPORT	61,530.00	61,530.00	3,544.13	3,544.13	0.00	57,985.87	5.8
Revenues	61,530.00	61,530.00	3,544.13	3,544.13	0.00	57,985.87	5.8
Expenditures							
AIRPORT	65,525.00	65,525.00	3,964.55	3,964.55	0.00	61,560.45	6.1
Expenditures	65,525.00	65,525.00	3,964.55	3,964.55	0.00	61,560.45	6.1

REVENUE/EXPENDITURE REPORT

City of Grand Ledge

For the Period: 7/1/2015 to 7/31/2015	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Net Effect for AIRPORT FUND Change in Fund	-3,995.00	-3,995.00	-420.42 -420.42	-420.42	0.00	-3,574.58	10.5
Fund: 304 - 2004 CAP IMPROV BONDS FUND							
Revenues							
GENERAL	200.00	200.00	3.39	3.39	0.00	196.61	1.7
TRANSFERS IN	124,320.00	124,320.00	0.00	0.00	0.00	124,320.00	0.0
Revenues	124,520.00	124,520.00	3.39	3.39	0.00	124,516.61	0.0
Expenditures							
DEBT SERVICE	124,620.00	124,620.00	0.00	0.00	0.00	124,620.00	0.0
Expenditures	124,620.00	124,620.00	0.00	0.00	0.00	124,620.00	0.0
Net Effect for 2004 CAP IMPROV BONDS FUND Change in Fund	-100.00	-100.00	3.39 3.39	3.39	0.00	-103.39	-3.4
Fund: 394 - DDA DEBT FUND							
Revenues							
DEBT SERVICE	276,450.00	276,450.00	1.94	1.94	0.00	276,448.06	0.0
Revenues	276,450.00	276,450.00	1.94	1.94	0.00	276,448.06	0.0
Expenditures							
DEBT SERVICE	276,050.00	276,050.00	0.00	0.00	0.00	276,050.00	0.0
Expenditures	276,050.00	276,050.00	0.00	0.00	0.00	276,050.00	0.0
Net Effect for DDA DEBT FUND Change in Fund	400.00	400.00	1.94 1.94	1.94	0.00	398.06	0.5
Fund: 397 - ISLAND BRIDGE DEBT FUND							
Revenues							
DEBT SERVICE	34,848.00	34,848.00	0.30	0.30	0.00	34,847.70	0.0
Revenues	34,848.00	34,848.00	0.30	0.30	0.00	34,847.70	0.0
Expenditures							
DEBT SERVICE	34,808.00	34,808.00	0.00	0.00	0.00	34,808.00	0.0
Expenditures	34,808.00	34,808.00	0.00	0.00	0.00	34,808.00	0.0
Net Effect for ISLAND BRIDGE DEBT FUND Change in Fund	40.00	40.00	0.30 0.30	0.30	0.00	39.70	0.8
Fund: 494 - DDA CAPITAL PROJECTS FUND							
Revenues							
CAPITAL OUTLAY - PUBLIC IMPROV	100,000.00	100,000.00	47.28	47.28	0.00	99,952.72	0.0
Revenues	100,000.00	100,000.00	47.28	47.28	0.00	99,952.72	0.0
Net Effect for DDA CAPITAL PROJECTS FUND Change in Fund	100,000.00	100,000.00	47.28 47.28	47.28	0.00	99,952.72	0.0

REVENUE/EXPENDITURE REPORT

City of Grand Ledge

For the Period: 7/1/2015 to 7/31/2015 Original Bud. Amended Bud. YTD Actual CURR MTH Encumb. YTD UnencBal% Bud

Fund: 495 - LDFA FUND

Revenues

GENERAL	8,830.00	8,830.00	0.00	0.00	0.00	8,830.00	0.0
CAPITAL OUTLAY - PUBLIC IMPROV	80,000.00	80,000.00	0.00	0.00	0.00	80,000.00	0.0

Revenues	88,830.00	88,830.00	0.00	0.00	0.00	88,830.00	0.0
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Expenditures

CAPITAL OUTLAY - PUBLIC IMPROV	89,253.00	89,253.00	62.11	62.11	0.00	89,190.89	0.1
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Expenditures	89,253.00	89,253.00	62.11	62.11	0.00	89,190.89	0.1
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Net Effect for LDFA FUND Change in Fund	-423.00	-423.00	-62.11 -62.11	-62.11	0.00	-360.89	14.7
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Fund: 592 - WATER & SEWER FUND

Revenues

PUBLIC WORKS-REVENUE	1,000.00	1,000.00	105.87	105.87	0.00	894.13	10.6
WATER-REVENUES	1,535,831.00	1,535,831.00	84,245.79	84,245.79	0.00	1,451,585.21	5.5
SANITARY SEWER -REVENUES	2,051,220.00	2,051,220.00	103,377.68	103,377.68	0.00	1,947,842.32	5.0

Revenues	3,588,051.00	3,588,051.00	187,729.34	187,729.34	0.00	3,400,321.66	5.2
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Expenditures

JENNE ST RECONSTRUCTION	128,850.00	128,850.00	0.00	0.00	0.00	128,850.00	0.0
PUMPING	107,182.00	107,182.00	837.10	837.10	0.00	106,344.90	0.8
WATER TREATMENT	100,275.00	110,855.00	749.91	749.91	10,580.00	99,525.09	10.2
TRANSMISSION AND DISTRIBUTION	460,374.00	461,894.00	14,063.43	14,063.43	1,520.00	446,310.57	3.4
WATER-GENERAL EXPENSE	716,166.00	715,126.00	9,385.85	9,385.85	-1,040.00	706,780.15	1.2
JENNE ST RECONSTRUCTION	191,450.00	191,450.00	0.00	0.00	0.00	191,450.00	0.0
PLANT OPERATION & MAINTENANCE	634,781.00	661,315.12	26,851.00	26,851.00	26,534.12	607,930.00	8.1
LIFT STATION	57,922.00	57,922.00	2,325.47	2,325.47	0.00	55,596.53	4.0
SEWERS	307,132.00	308,652.00	2,608.92	2,608.92	1,520.00	304,523.08	1.3
SEWER GENERAL EXPENSE	813,324.00	815,831.00	10,196.54	10,196.54	2,507.00	803,127.46	1.6

Expenditures	3,517,456.00	3,559,077.12	67,018.22	67,018.22	41,621.12	3,450,437.78	3.1
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Net Effect for WATER & SEWER FUND Change in Fund	70,595.00	28,973.88	120,711.12 120,711.12	120,711.12	41,621.12	-50,116.12	273.0
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Fund: 661 - EQUIPMENT OPERATING FUND

Revenues

EQUIPMENT OPERATION	303,935.00	303,935.00	0.00	0.00	0.00	303,935.00	0.0
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REVENUE/EXPENDITURE REPORT

City of Grand Ledge

For the Period: 7/1/2015 to 7/31/2015

Original Bud. Amended Bud. YTD Actual CURR MTH Encumb. YTD UnencBal% Bud

Fund: 661 - EQUIPMENT OPERATING FUND

Revenues	303,935.00	303,935.00	0.00	0.00	0.00	303,935.00	0.0
Expenditures							
EQUIPMENT OPERATION	273,163.00	273,163.00	11,322.71	11,322.71	1,950.00	259,890.29	4.9
Expenditures	273,163.00	273,163.00	11,322.71	11,322.71	1,950.00	259,890.29	4.9
Net Effect for EQUIPMENT OPERATING FUND Change in Fund	30,772.00	30,772.00	-11,322.71 -11,322.71	-11,322.71	1,950.00	44,044.71	-43.1

Fund: 678 - EMPLOYEE BENEFITS FUND

Revenues							
EMPLOYEE BENEFITS	737,000.00	737,000.00	2,088.55	2,088.55	0.00	734,911.45	0.3
Revenues	737,000.00	737,000.00	2,088.55	2,088.55	0.00	734,911.45	0.3
Expenditures							
EMPLOYEE BENEFITS	723,560.00	723,560.00	47,389.02	47,389.02	0.00	676,170.98	6.5
Expenditures	723,560.00	723,560.00	47,389.02	47,389.02	0.00	676,170.98	6.5
Net Effect for EMPLOYEE BENEFITS FUND Change in Fund	13,440.00	13,440.00	-45,300.47 -45,300.47	-45,300.47	0.00	58,740.47	-337.1
Grand Total Net	37,693.00	-13,245.13	-221,129.99	-221,129.99	52,888.13	260,772.99	

Activity	March	April	May	June	July	August	September	October	November	December	Total
Traffic Crash: Public & Private (931a)	11	14	8	15	13						61
Traffic Crash: Personal Injury (931b)	2	3	2	0	1						8
Crash Totals	13	17	10	15	14	0	0	0	0	0	69
Breaking & Entering (998P)	0	1	1	6	4						12
Larceny (2399)	2	6	4	18	4						34
Retail Fraud (3073)	2	4	6	6	2						20
Bad Checks (2693)	0	0	0	0	0						0
Credit Card Fraud (2605)	1	1	1	1	1						5
Forgery (2589)	0	1	0	0	1						2
Identity Theft (2609)	3	0	1	1	2						7
Malicious Destruction of Property (2901 & 2999)	1	2	7	8	1						19
Stolen Vehicle (2404)	0	0	0	0	1						1
Property Crimes Total	9	15	20	40	16	0	0	0	0	0	100
Domestic Assault (994D)	1	4	0	3	0						8
Assault & Battery (1313)	5	1	3	4	3						16
Personal Crimes Total	6	5	3	7	3	0	0	0	0	0	24
Reports Taken	82	76	76	87	77						398
Civil Infraction Citations (933A)	8	11	10	20	10						59
Misdemeanor Citations (5403)	1	2	1	5	1						10
OWI (8041)	5	5	4	4	0						18
Traffic Total	14	18	15	29	11	0	0	0	0	0	87

Activity of interest

1. Department wide training was conducted this month for firearms, Taser and self defence
 2. Chief Underhill and Intern Nick Sizeland attended a meeting of the Vulnerable Adults Network. This group does monthly reviews and training for persons who investigate Senior Abuse and Neglect
 3. The departments hiring process for sworn positions was conducted at the end of this month.
- Two candidates have been identified as finalists. Final interviews will conducted the first full week of August

MONTHLY ACTIVITY REPORT
DEPARTMENT OF PUBLIC SERVICES
JULY 2015

DRINKING WATER

Treated water pumped to system - 21.550 million gallons for the month of July, average daily production was 0.695 million gallons per day. Maximum day was 0.895 million gallons pumped while the minimum day was 0.567 million gallons.

Water was treated with 132.9 lbs. of chlorine gas with an average chlorine residual in the system of 0.16 parts per million (ppm) free chlorine and 0.20 ppm total chlorine. 68.9 lbs of fluoride was also added for the month, measured fluoride in the water system was at 0.77 ppm for the month.

Seventeen routine water samples were collected during the month from the distribution system, wells, and storage tanks and tested for total coliform bacteria by the Board of Water & Light lab. There was one positive test for both total coliform and E. coli for the sample collected at 135 N. Clinton on 7/27/15. Seven repeat samples were collected on 7/28/15 in response and were all negative. In addition, two water samples were collected from the new water main on Pennine Ridge in Meadow Woods East and were negative.

A total of 1,039 meters were read in Cycle 1 (downtown area, east and south sides of town) in July. There were also 34 re-reads of those meters, and 34 final readings. There were also 8 requests for turning water off or on, and four meter change-outs.

Staff responded to 54 staking requests from the Miss Dig system to locate City water and sewer lines, seven of those requests were emergencies. Response was also made to the construction crew on Jenne St. to shut down the water main when water services were hit on two separate occasions.

The phase monitor in Well No. 6, which measures electrical current in the three phase power to the pump, was replaced. It had caused the on-duty operator to respond to an alarm in the middle the night twice.

Construction of a new eight-inch main and service lines in the Meadow Woods East project was completed by Barnhardt and Sons. The water main has passed the required pressure and bacterial tests.

Work on a new twelve-inch water main on Jenne St. was started in July. By the end of the month the water main has been installed between Kent St. and Marsh Dr. It will still be required to disinfect, conduct pressure and bacterial tests, run water services and make connection to adjacent mains.

WASTEWATER TREATMENT AND COLLECTION SYSTEM

The wastewater treatment plant treated and discharged 34.106 million gallons to the Grand River, a monthly average of 1.100 million gallons per day. The plant met all discharge limits for the month. Some of the effluent characteristics were:

- 5 day BOD monthly average = 6 ppm, limit is 25 ppm, plant achieved 97% removal
- Suspended solids, monthly average = 3.1 ppm, limit is 30 mg/l, plant achieved 98% removal
- Phosphorus, monthly average = 0.8 ppm, limit is 1.0 ppm
- Fecal coliform, monthly average = 40 counts per 100 ml, limit is 200
- Mercury was measured at the lowest level since monthly monitoring was required = 0.657 nanograms per liter

The WWTP produced 229,500 gallons of primary sludge which was pumped to the 750,000 gal. storage for land application in the fall. 0 gallons of stabilized sludge were land applied.

Doetsch Environmental Services of Warren, MI cleaned and inspected 5,400 feet of 18 and 21 inch sanitary sewer along the river trail between the M-100 bridge and the WWTP. A minimal amount of debris was removed from the pipe and it was found to be in good condition. Considerable staff time was used to assist the contractor.

The north and south primary clarification tanks were drained, cleaned, and the flight drive bearings were greased. The north tank was left drained and out of service for the summer.

The re-building of the no. 3 blower of the aeration system was completed and the blower was put back into operation.

The 2" sodium bi-sulfite supply piping in the Control Building was replaced due to deposit accumulation. Sodium bi-sulfite is used to de-chlorinate the treated water discharged from the plant to the river. The feed pumps and check valves were torn down and cleaned out to remove hardened bi-sulfite.

The head assembly of a chemical feed pump that pumps ferric chloride was replaced. A head assembly with incompatible parts for the chemical had previously been installed. Ferric chloride is used to remove phosphorus from the waste stream. A check valve was also installed on the ferric chloride feed line due to back pressure on the pump.

The drain pipe from the sludge storage tanks and drying bed was jetted and cleaned with the sewer cleaning truck in order to clear a blockage. The blockage was due to depositing street sweeping material in the drying bed.

The cleaning of the grit tank at the WWTP was started but had to be postponed when a bearing in the blower unit of the sewer cleaning truck put the truck out of service. The truck was sent to AIS on Grand River Ave. for repair which took two weeks to complete. Cleaning of the grit tank will be completed in August.

New motor starters and motor heaters were installed at the Eaton Highway lift station. The valve

pit was pumped down at that lift station in order to inspect for a suspected stuck check valve.

The three pumps at the West River St. lift station were unplugged numerous times. It is a regular occurrence because of the flushing of wet wipes, disposable diapers, and various personal hygiene products.

While Doetsch Environmental was in town, they used their large vacuum sewer cleaning truck to clean out grease and floating debris that had accumulated in the wet well at the West Jefferson lift station. The wet well is 60 feet deep and the City's truck doesn't have enough suction for that job.

Regular maintenance of the sanitary sewer system was limited to a total of 24 runs (sections of sewer between manholes) that amounted to 8,043 linear feet. The sewer cleaning truck being out of service limited this activity.

400 feet of eight-inch sanitary sewer and 23 lateral sewers were installed in the Meadow Woods East development by Barnhardt and Son. The sewer line was pressure tested but a video inspection is still required to be completed.

C&D Hughes completed the replacement of the eight inch sanitary sewer and connected all lateral sewers in Jenne St. between South St. and Marsh Dr. DPS staff responded to four requests from the engineer to investigate with the small camera documented sewer pipes.

OAKOOD CEMETERY

In addition to the normal grounds keeping activities conducted during July, there were a total of five internments made in the month at Oakwood Cemetery. Three were full burials and two were internments of cremains.

The two-man Cemetery grounds keeping crew removed 126 overgrown bushes in July. The bushes had been planted by family members alongside markers in the past and had grown so large that they were obstructing both the grave stones and neighboring markers. The removals started with bushes that were problems but cemetery visitors noticed and began making requests to have bushes removed that they didn't know what to do with. The bush removal is done early in the day when the grass is too wet for mowing.

A layout was completed earlier in the year by Ziemnick Foster Engineering for 225 additional grave sites on the north end of the cemetery. The new lots were staked in June and the first of the new graves was sold and a burial made in July.

It was discovered that an existing 1" water line was located in a row of the new graves. DPS staff rented a trenching machine and installed 325 feet of new 1" water line within a two foot wide walkway and installed new yard hydrants.

STREETS

Removed 1200 square feet of Belknap St., dug out clay pocket and restored base for paving.

Removed 1600 square feet of Spring St., dug out clay pocket and restored base for paving.

Repaired sections of Cedar St. that had been patched late in 2014 by Day Construction and repaved.

Paved section of Walnut St. that had been excavated for a water service repair.

Cold patched various locations (pot holes).

Cleaned catch basin tops.

Swept all City streets for second time this season.

Graded all gravel streets and Fitzgerald park entrance. Chloride was applied to those streets for dust control.

Painted cross walks, stop bars, and parking lots and downtown parking spaces.

Continued replacement of new street signs.

Removed 6 dead or dying street trees

Continued pruning trees that are in the R.O.W.

Replaced screws in deck of wide walk bridge on Saginaw Hwy.

Set barricades and cones for Yankee Doodle Days, Duo at the Ledge, and Island Art Fair.

Long-time City employee Jack Phinney retired after 53 years of service. Jack started working for the City in 1962, he is 75 years old.

Placed an order for a new loader tractor that will be used for pulling the leaf vac in the fall, snow removal in the winter and mowing in the summer.

PARKS AND RECREATION

Recreation

Registration has started for flag football

Concluded programing for Gymnastics, Baseball, and Track. Participation numbers were as follows:

Gymnastics	(2015) 77	(2014) 65
Baseball	(2015) 201	(2014) 225
Track	(2015) 1272	(2014) unknown

The track program has 12 dates that make up the participation number. Many are duplicate participants. Average was 106 participants per date.

Parks

City staff constructed a timber retaining wall to support the new sidewalk and provide a seating area behind home plate at Fitzgerald Field. The material for this wall was donated by Mr. Stephan Woods of Smith Tree and Landscape.

City staff continued mowing, cleaning and trash pickup at park facilities.

City staff made preparations for the island art fair that included barricades, cones, extra trash receptacles, and gazebo maintenance.

Parks and Recreation Committee

The committee acted to recommend to council that the Scout Building at JC Park be discontinued for use.

The committee acted to recommend to council recreation programing be transferred to the Grand Ledge Public Schools

Zoning Administrator - Monthly Report

August 4, 2015

General Activities:

- **Permits (past 30 days):**

16 building permits
3 fence permits

- **Violations (past 30 days):**

Sent out 33 violation notices:

Trash/Junk:	4
Tall Grass /Weeds:	15
Temporary Signs:	5
Junk Vehicles:	3
Other:	6

- **Other:** 2 lot split applications

Administrative Plan Reviews:

1. The engineering plans for the new Speedway station at 720 S. Clinton Street are in the process of being reviewed – the City engineers have noted some relatively minor revisions that will need to be made before the plan can be finally approved
2. The construction plans for the infrastructure improvements for Phase 1 of Meadow Woods Condominiums have been approved and construction is underway. Two building permits for new homes have been issued.
3. A site plan was recently approved to allow an expansion of the parking lot at 1163 Comet Lane

Zoning Board of Appeals:

- The Zoning Board of Appeals met on July 16, 2015 and took the following action:

Approval of variances of 2 to the allowable number of wall signs and 6.5 square feet to the allowable sign area for gasoline station pumps, to permit 4 wall signs on the canopy and 8.5 square foot signs on the gas station pumps for the proposed Speedway gasoline station at 720 S. Clinton Street.

Denial of a variance of 1.9 feet to the height limitation to permit two, 7.9 foot high ground signs at 720 S. Clinton Street, based upon the findings of fact as detailed in the staff report.

Planning Commission:

Meetings:

- The Planning Commission cancelled its July 2, 2015 meeting.
- The next meeting will be held on August 6, 2015.

Current applications:

- Site Plan Review – addition to the library at 131 E. Jefferson Street - will be on the August 6th agenda for approval

Ordinance Amendments:

1. Section 220-80, Site Plan Review
2. Article V, R-LD, R-MD, One Family Residential Districts
3. Article X, Central Business District & Section 220-64, Accessory Structures (regulate accessory structures/smoke houses in nonresidential districts).

Master Plan Update:

- The Planning Commission will officially begin the process of updating the City Master Plan in accordance with the Municipal

Planning Act at its September 3, 2015 meeting. The Planning Act requires that:

“At least every 5 years after adoption of a master plan, a planning commission shall review the master plan and determine whether to commence the procedure to amend the master plan or adopt a new master plan.”

The Commission discussed possible changes to the future land use map at its June 4, 2015 meeting and decided to review the plan, section by section, to determine what, if any changes need to be made. The Jaycee Park and Rivertrail plans will need to be included in the updated Master Plan.

Address	Name	Violation	Date letter sent or notice posted on site	Compliance Date	Status
504 E. Saginaw	Geoffrey & Lisa Dines	Tall Grass/Weeds	8/4/2015	8/10/2015	Open
430 Winstanley	Lowes Home Centers	Trash	8/4/2015	8/11/2015	Open
609 W. Jefferson	Patrick Siegart	Tall Grass/Weeds	reoffense	8/4/2015	To be mowed by City
318 Green	Gaylord & Margaret Whitney	Tall Grass/Weeds	reoffense	8/4/2015	To be mowed by City
320 S. Bridge	Sun Theatres Inc.	Tall Grass/Weeds	7/31/2015	8/4/2015	Complied
Vacant - Meadow Woods	Allen Edwin Homes	Tall Grass/Weeds	7/31/2015	8/4/2015	Open
219 Torrey	Patrick & Melissa Grace	Tall Grass/Weeds	7/31/2015	8/6/2015	Open
700 Maple	Clinton Wells	Front yard parking	7/31/2015	8/6/2015	Complied
Sidney & Rayna Waterman	515 E. Jefferson	Junk Vehicle	7/29/2015	8/12/2015	Open
Larry Nelson	600 Jenne	Tall Grass/Weeds	7/29/2015	8/5/2015	Complied
Robert & Karen Pugh	176 McMillan	Junk/Tall Grass	7/29/2015	8/5/2015	Open
Freddie Hutchinson	130 E. Kent	Sign in ROW	7/29/2015	8/1/2015	Complied
Vacant- Charlevoix Drive	Dart Bank	Tall Grass/Weeds	7/27/2015	7/31/2015	Complied
815 N. Clinton	Concrete Development	Junk vehicles	7/22/2015	8/5/2015	Open
425 S. Clinton	Tanasse Properties	Junk vehicle	7/22/2015	8/5/2015	Complied
212 Russell Street	Shannon Rodgers	Sidewalk obstruct	7/22/2015	7/31/2015	Open
969 Bolton Farms Lane	Doug Brown	Tall Grass/Weeds	7/21/2015	7/28/2015	Open
600 Jenne	Larry Nelson	Junk/trash	7/16/2015	7/30/2015	Complied
208 High Street	Kimberly Byers	Tall Grass/Weeds	reoffense	7/16/2015	Mowed by City
332/334 W. Jefferson	Emily Holley	Tall Grass/Weeds	reoffense	7/16/2015	Mowed by City
738 Fieldview	Philip & Linda Perkins	Illegal Fence	7/14/2015	7/24/2015	Will be complying
400 E. Scott	Jerry & Linda Keller	Tall Grass/Weeds	7/9/2015	7/13/2015	Complied
Railroad Property	CSX Transportation	Tall Grass/Weeds	7/8/2015	7/13/2015	Not Complied
968 E. Saginaw	Park Place of Kalamazoo	Tall Grass/Weeds	7/8/2015	7/13/2015	Complied
701 Edwards	Brooke Danielle Quartermaine	Front yard parking	7/8/2015	7/13/2015	Complied
1265 Burlington	Eric Greenwald	Sidewalk obstruct	7/6/2015	7/24/2015	Complied
1016 E. Saginaw	Shell Station	Temp signs	7/6/2015	7/13/2015	Complied
930 E. Saginaw	Valvoline	Temp signs	7/6/2015	7/13/2015	Complied
730 E. Saginaw	Meijer, Inc.	Temp signs	7/6/2015	7/13/2015	Complied
1052 E. Saginaw	Beydoun Sons, LLC	Temp signs	7/6/2015	7/13/2015	Complied
902 E. Saginaw	Beergoggles LLC	Temp signs	7/6/2015	7/13/2015	Complied
326 N. Bridge	John & Deborah Lynn	Front yard parking	7/6/2015	7/13/2015	Complied
Vacant- Charlevoix Drive	Dart Bank	Tall Grass/Weeds	7/6/2015	7/13/2015	Complied



JULY 2015 BUILDING PERMITS

Commercial permits

641 W. Jefferson – Gasoline Alley- re-roof

720 S. Clinton – (Grand Ledge Towne Center) – demo & white box-(in process)

Residential permit

503 W. Jefferson- repair front porch

1095 Brookside – 2 tier deck

518 Schoolcraft – re-roof

216 Jackson St. – demo of shed

817 N. Clinton – repair & re-roof

328 E. Scott St.- re-roof

980 Pennine Ridge Way – new house

976 Pennine Ridge Way – new house

637 Spring St. – re-roof

1002 Flickerham – re-roof

915 Waxen Way – re-roof

238 W. River St. – special inspection

855 W. Jefferson Lot# 171 – re-roof

951 DeGroff – re-roof

855 W. Jefferson Lot 175 – install mobile home

310 E. Main St. – re-roof

Grand Ledge City Council Resolution #51 of 2015

A Resolution to Approve and Authorize a Bid Award to Asphalt Restoration Inc., for Overband Crack Filling.

A resolution adopted by the Grand Ledge City Council, at a regular meeting held on Monday, 10 August 2015, in the Council chambers, City Hall, 310 Greenwood St. Grand Ledge, Michigan.

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 03 January 1963, as amended ("Charter"); and

Whereas, Charter §C-14.1(a) provides:

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

Whereas, bids for overband crack filling were sought and received by the City, and reviewed by staff; and

Whereas, it has been determined the bid be awarded to Asphalt Restoration, Inc.;

Now, Therefore, it Is Resolved:

1. The City awards the bid for overband crack sealing to Asphalt Restoration, Inc., Co., as attached.
2. The bid award is contingent upon the appropriation of the necessary funds in the Annual Budget for the Fiscal Year Ending 30 June 2016.
3. The Mayor and the Clerk of the City, or their duly authorized agent or representative, are authorized and directed to execute said bid award on behalf of the City of Grand Ledge; to do any other act(s) or thing(s) which shall be necessary to execute said bid award on behalf of the City of Grand Ledge; to preserve and protect the rights, duties and obligations of the City thereunder; and to do any act or thing required by statute, Charter, ordinance, rule, regulation or other provision of law in order to execute said bid award.

Motion by

Second by

Ayes:

Nays:

Absent:

Approved:

Kalmin D. Smith, Mayor

I, Amee King, Grand Ledge Assistant City Administrator, certify this is Resolution #51 of 2015, adopted by the Grand Ledge City Council at a regular meeting held on Monday, 10 August 2015; a meeting held in accordance with the Open Meetings Act, Public Act No. 267 of 1976, as amended.

Amee King, Assistant City Administrator



DATE: August 6, 2015
TO: Grand Ledge City Council
FROM: Larry LaHaie, Public Service Director
RE: Street crack sealing bids.

Sealed bids were opened on Wednesday, August 5, 2015 for overband crack filling of major and local streets and parking lots. The work was advertised by contacting eight asphalt maintenance contractors with a request for bids and project specifications. The request for bids specified that the award would be based on the submitted price for crack fill material per pound.

Two bids were received from the following contractors in the amounts specified:

Contractor Name	Contractor Address	Total Bid Amount
Asphalt Restoration Inc.	Kalamazoo, MI	\$1.29/lb.
Scodeller Construction	Wixom, MI	\$1.39/lb.

The bids have been evaluated and have been found to be in conformance with the specifications. Asphalt Restoration of Kalamazoo, MI submitted the lowest bid in the amount of \$1.29/lb and staff is recommending that their bid be accepted.

Council should be aware that \$84,000 is budgeted for this work in the fiscal year 2016 Major and Local Street operating budget. It is expected that all the City streets which were originally planned to be crack sealed can be completed given the bid price. A map of those streets which will be crack filled is attached. Also attached is a copy of the request for bids.



TO: Road Maintenance Contractors
FROM: Larry LaHaie, Public Service Director
DATE: July 23, 2015
SUBJECT: Request bids for street crack sealing.

DESCRIPTION OF WORK

The City of Grand Ledge will be accepting sealed bids for crack sealing on a number of major and local streets and parking lots. Crack sealing shall consist of furnishing labor, equipment, and materials required to prepare the street surface for application of overband crack fill to pavement fractures. The applied material shall completely fill the entire cavity and provide a durable wearing surface. The materials and methods shall meet or exceed the requirements of the Michigan Department of Transportation's 2012 Standard Specification for Construction.

GENERAL INFORMATION

1. The City has budgeted for a total of 58,500 lbs. of sealant to be applied in 2015. It is expected to be distributed as follows:
 - A. Major streets - 18,500 lbs.
 - B. Local streets - 37,000 lbs.
 - C. Parking lots - 3,000 lbs.
2. The City will provide a prioritized listing of the streets and parking lots to be sealed once the bid is awarded and will monitor the quantity of material applied. The contractor will be required to provide a daily accounting of the quantity of material applied. The City will define the limits of work on each street and co-ordinate with the contractor so as to not exceed the budgeted funding. Work will be deemed complete once budget limits are reached regardless of the number of streets remaining to be completed.
3. The contractor shall provide on a daily basis the following information:
 - A. Name of streets completed the preceding day in order of completion.
 - B. Date, the work commenced and ended, air temperature at hourly intervals, and summary of weather.
 - C. Material certifications and daily amounts of sealant applied for the preceding day.
4. Traffic shall not be permitted on the overband crack fill material until it has cooled sufficiently to prevent tracking. Any damage to the treated pavement areas shall be repaired at the contractor's expense.
5. Crack filling work must be completed by October 30, 2015.
6. The completed work will be paid on the basis of the total pounds of overband crack fill material applied multiplied by the bid price per pound.

INSURANCE REQUIREMENTS

1. Certificate of Liability Insurance must be submitted to the City of Grand Ledge within fifteen days upon completion of award of contract and prior to contract signing with the following specific information:

2. The following are minimum insurance requirements:

Type of Insurance	Limit of Liability
Workers' Compensation	Statutory Coverage
General Liability and Automobile Liability	\$1,000,000 per occurrence/\$1,000,000 aggregate

INDEMNIFICATION

1. The contractor agrees to hold harmless and indemnify the City of Grand Ledge as well as their officers, agents, and employees, against all claims for damages to public or private property and for injuries to persons arising out of the work specified in this proposal, or in connection with work not authorized in this proposal, or resulting from failure to comply with the terms of this proposal and during the progress and to the completion of the work.

BIDDING INSTRUCTIONS

Bidders should provide a cost per pound of overband crack seal for the work as described. Specific questions should be directed to Larry LaHaie, Public Service Director at 517-627-2144 or via email at lahaie@grand-ledge.com.

Bids should be submitted on the following form sealed in an envelope clearly marked on the envelope "BID FOR STREET CRACK SEALING" by 2:00 PM on Wednesday, August 5, 2015. All bids should be directed to the attention of:

Mr. Gregory Newman, City Clerk
Grand Ledge City Hall
301 Greenwood Street
Grand Ledge, MI 48837

BID SUBMITTAL FORM

Bidders should provide a cost per pound price for the overband crack sealing work as described. Specific questions regarding this work should be directed to Larry LaHaie of the Department of Public Services at 517-627-2144 or via email at llahaie@grand-ledge.com.

The award of the successful bid is expected to be made at the August 10, 2015 meeting of the Grand Ledge City Council. The City of Grand Ledge reserves the right to accept any bid, to reject any or all bids, to waive irregularities and/or informalities in any bid, and to make award in any manner deemed in the best interest of the City.

BIDDER: _____

ADDRESS: _____

CITY: _____

PRICE PER POUND FOR OVERBAND CRACK SEALING MATERIAL : _____

NOTES/CONSIDERATIONS: _____



Proposed 2015 Street Improvements

 - Crack fill

Grand Ledge City Council Resolution #52 of 2015

**A Resolution to Approve a Proposal from the Grand Ledge Public Schools
for Community Recreation Program Administration.**

A resolution adopted by the Grand Ledge City Council, at a regular meeting held on Monday, 10 August 2015, in the Council chambers, City Hall, 310 Greenwood St. Grand Ledge, Michigan.

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 03 January 1963, as amended ("Charter"); and

Whereas, Charter §C-14.1(a) provides:

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

Whereas, the City has provided community recreation programs through its own administration and staff and now desires to continue providing community recreation programs through a cooperative agreement with the Grand Ledge Public Schools (Schools); and

Whereas, the Parks and Recreation Commission adopted the following motion at its 23 July 2015 regular meeting:

MOTION TO RECOMMEND THE CITY COUNCIL APPROVE THE GRAND LEDGE PUBLIC SCHOOL COMMUNITY RECREATION PROGRAM PROPOSAL MADE BY COMMISSIONER KUNTZSCH, SECONDED BY COMMISSIONER HUMMEL, WITH UNANIMOUS APPROVAL.

Now, Therefore, it Is Resolved:

1. The City approves a Proposal from the Schools for Community Recreation Program Administration, to include:
 - a. The Schools shall provide necessary administrative, supervisory, and management services, including the use of their indoor and outdoor facilities, to carry out the delivery of community recreation programs in Grand Ledge.
 - b. The City shall pay the Schools in the amount of \$50,000 per calendar year for two years, being 2016 and 2017, and after two years of financial support from the City, the Schools will provide annual self-sustaining community recreation programs in Grand Ledge.
 - c. The City shall remit proportional payment to the Schools on a bi-annual basis, being \$25,000 on 01 January 2016 and 2017, and \$25,000 on 01 July 2016 and 2017.
2. The Proposal is contingent upon the appropriation of the necessary funds in the Annual Budgets for the Fiscal Years Ending 30 June 2016 through 2018.
3. The Mayor and the Clerk of the City, or their duly authorized agent or representative, are authorized and directed to execute said Proposal on behalf of the City of Grand Ledge; to do any other act(s) or thing(s) which shall be necessary to execute said Proposal on behalf of the City of Grand Ledge; to preserve and protect the rights, duties and obligations of the City thereunder; and to do any act or thing required by statute, Charter, ordinance, rule, regulation or other provision of law in order to execute said Proposal.

Motion by

Second by

Ayes:

Nays:

Absent:

Approved:

Kalmin D. Smith, Mayor

I, Amee King, Grand Ledge Assistant City Administrator, certify this is Resolution #52 of 2015, adopted by the Grand Ledge City Council at a regular meeting held on Monday, 10 August 2015; a meeting held in accordance with the Open Meetings Act, Public Act No. 267 of 1976, as amended.

Amee King, Assistant City Administrator



April 20, 2015

Mr. Adam Smith, City Administrator
City of Grand Ledge
310 Greenwood St.
Grand Ledge, MI 48837

Mr. Smith:

Please accept this letter as a Proposal from Grand Ledge Public Schools to provide necessary administrative, supervisory and management services to carry out the delivery of community recreation programs.

Grand Ledge Public Schools is excited for the opportunity to continue to provide our Grand Ledge community with outstanding community recreational opportunities for our citizens. We hope to carry on the proud tradition that Grand Ledge has with community recreation development that has been established over the past four decades.

Under our proposal, we would operate out of the Grand Ledge Public Schools Athletic Department. Currently the office directs the operation of the Comet Athletic Program, a comprehensive interscholastic organization that manages and implements 56 sport teams that participate within the Michigan High School Athletic Association.

We believe adding the City Recreation program under the District Athletic Department umbrella will help bolster participation number. Our school district facilities, both indoor and outdoor, will be a vital part to our plan to maintain excellent community recreation opportunities that are currently available while also coordinating an effort to maximize participation at all levels.

We have a tremendous advantage of having the ability to get information out to the more than 5,000 students who attend Grand Ledge Public Schools. Our Athletic Department web site (www.glathletics.com) is one of the best of its kind in the state and our online registration and payment system is cutting edge within school athletic programs. The athletic department has embraced social media as a positive way to get good information out to our parents and community and it has proven to be an effective marketing tool for our athletic programs. Electronic databases will be created to easily notify participants of any program changes or to remind them of other sessions that are offered in the future. We will also continue to utilize print





Athletic Department

media services and district publications to promote recreation programs and opportunities.

Our Grand Ledge coaching staff will provide amazing and reliable direction and support for community recreational programs within their realm of expertise. This collaboration between recreation and our Comet coaching staff and current athletes is a vital part of developing a feeling of pride and loyalty to the Grand Ledge Community.

Grand Ledge Public Schools would provide our administrative, supervisory and management services including the use of our indoor and outdoor facilities for \$50,000 per calendar year. This fee will afford GLPS the opportunity to add support staff to facilitate and grow community recreation opportunities. After two years of financial support from the city, it is the intention of GLPS to make the community recreation programming self-sustaining. After two years there would be no additional money needed from the city of Grand Ledge.

Our recreational programming will be broad and comprehensive and it will tie in perfectly with community enrichment and youth recreational programs already offered by Grand Ledge Public Schools. We are excited to explore more out of the box offerings for the community including enrichment classes for all ages. Currently GLPS offers several community education offerings and we believe we can explore even more recreational and educational opportunities for our community.

Sincerely,

Steven Baker, District Athletic Director
Grand Ledge Public Schools



DRAFT

City of Grand Ledge

Contract for Services

THIS AGREEMENT is made and entered into this 10th day of August, 2015, by and between the CITY OF GRAND LEDGE, MICHIGAN, a Municipal corporation whose office is located at 310 Greenwood Street, Grand Ledge, Michigan 48837 ("City"), and GRAND LEDGE PUBLIC SCHOOLS, whose address is 220 Lamson Street, Grand Ledge, Michigan 48837 ("Contractor").

RECITALS

WHEREAS, it is the intent of the City to retain the services of the Contractor for necessary administrative, supervisory, and management services to carry out the delivery of community recreation programs and

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

NOW THEREFORE, for and in consideration of the mutual promises, terms, conditions, and covenants expressed in this Agreement, the parties agree as follows.

1. **Services.** The Contractor shall provide necessary administrative, supervisory and management services including the use of their indoor and outdoor facilities to carry out the delivery of community recreation programs in Grand Ledge.
2. **Compensation.** The City shall pay the Contractor in the amount of \$50,000 per calendar year for two years, being 2016 and 2017. After two years of financial support from the City, Contractor will provide annual self-sustaining community recreation programs in Grand Ledge.
3. **Payment.** The City shall remit proportional payment to the Contractor on a bi-annual basis, being \$25,000 on January 1, 2016 & 2017 and \$25,000 on July 1, 2016 & 2017.
4. **Contractor Responsibilities.** The Contractor shall, at its sole cost and expense, be responsible for acquiring, maintaining, and insuring all equipment and materials necessary for the Contractor to perform the services identified in this Agreement. The Contractor shall, at its sole cost and expense, secure and maintain appropriate insurance for general liability and worker's compensation, and provide the City with a copy of the certificates of insurance.
5. **Status.** The parties understand that the Contractor is not and shall not be considered an employee of the City. The parties hereto acknowledge and agree that the City shall not withhold any amounts for federal, state or local income taxes, Medicare taxes, or social security taxes from the fees paid pursuant to this Agreement.
6. **Non-Exclusivity.** The parties agree this Agreement shall be non-exclusive. The City reserves the right to use any other means it may desire or determine for the purpose of community recreational programs in Grand Ledge. The City also reserves the right to supplement the services

of the Contractor as the City may chose. The Contractor reserves the right to provide services to other clients and customers as it sees fit.

7. Term. The term of this agreement shall be from January 1, 2016 through December 31, 2017.
8. Indemnification. The Contractor agrees to indemnify and hold the City harmless from any and all liability arising out of this agreement, including but not limited to the payment of any amounts for federal, state and local taxes, and/or social security and Medicare taxes.
9. Termination. Either party to this agreement may terminate this contract upon 180 days' written notice to the other party. This right of cancellation shall be exercisable at the sole discretion of the cancelling party and requires no just cause or other reason.
10. Breach. In the event of a material breach of the Agreement by either party, it is agreed that the non-defaulting party shall be permitted to recovery, in addition to any other remedy that may be available to it, at law or at equity, all reasonable attorney's fees and costs, and damages incurred as a direct result or consequence of such breach.
11. Jurisdiction. Any proceeding claim, or cause of action, at law or equity, arising under this Agreement or as a result of a breach thereof, shall be brought only in the appropriate court for Eaton County, Michigan. This agreement has been executed in the State of Michigan, and therefore shall be construed, interpreted and applied on only according to the laws of the State of Michigan.
12. Understanding and Binding Effect. This Agreement represents the entire understanding and agreement between parties, and all prior understandings and agreements are specifically merged in this Agreement. This Agreement shall inure to the benefit of and be binding upon the parties and their respective heirs, personal representatives, members, assigns, and successors.
13. Notices and Mailings. All notices and other documents to be served or transmitted shall be in writing and addressed to the respective parties at the addresses stated on Page 1 of this Agreement or such other address or addresses as shall be specified by the parties from time to time, and may be served or transmitted in person or by ordinary or certified mail properly addressed with sufficient postage.
14. Severability. If any section or provision of this Agreement is unenforceable for any reason, the unenforceability shall not impair the remainder of this Agreement, which shall remain in full force and effect.
15. Captions. The captions in this Agreement are for convenience only and shall not be considered as part of this Agreement or in any way amplifying or modifying its terms and provisions.
16. Authority. The respective signatures below expressly acknowledge that this Agreement is made and entered into with the full authority of the City of Grand Ledge City Council, and that the person/s executing this Agreement on behalf of the respective parties have been duly authorized and empowered to make and enter into this Agreement.

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

WITNESSES:

CITY OF GRAND LEDGE

By:

Its Mayor

By:

Its Clerk

By:

Its _____