



Grand Ledge City Council  
Regular Meeting Agenda

**REGULAR MEETING AGENDA**  
**MONDAY, 28 SEPTEMBER 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, 28 September 2015 City Council consent agenda, as follows:
    - i. Financial transactions and bills.
    - ii. Monday, 14 September 2015 regular City Council minutes.
    - iii. Wednesday, 14 September 2015 Closed Session minutes.
  
- 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, 28 September 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.

**City Administrator** – Michigan Department of Treasury letter re: Audit of Minimum Assessing Requirements

**Police Department** – Introduction of new Officers.

- VII. 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.
- VIII. 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. Ordinance (Introduction)** – Introduce and set a Public Hearing for Monday, 12 October 2015, on an ordinance amending the Grand Ledge City Code Chapter 178, Streets and Sidewalks, Article I, Sidewalk Building, Maintenance, and Repair, §178-4, Responsibility for construction, repair, or maintenance, subsection A.
- B. Resolution** – To amend the Annual Budget for the Fiscal Year Ending 30 June 2016.
- IX. 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.
- X. 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.
- XI. 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.
- 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).
- XII. 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, 12 OCTOBER 2015, AT 7:30 P.M. IN THE COUNCIL CHAMBERS, CITY HALL, 310 GREENWOOD ST., GRAND LEDGE, MICHIGAN**

vendor	description	amount
44 NORTH	OCT 2015 - TELEDOC/HRA	747.00
ABSOPURE WATER	DISTILLED WATER	164.70
ALRO STEEL CORPORATION	STRUCTURAL PIPE SCH 40	30.61
AYLES TREE SERVICE, INC	REMOVE TREES	9,450.00
BADER & SONS CO.	TRIMMER LINE	8.35
BIG L CORP	WOOD STAKES	9.90
BIG L CORP	WOOD/STAKES BUNDLE	98.13
BIG L CORP	SPRUCE/HAMMER/TAPE RULE	238.90
BIG L CORP	WOOD	10.20
BLUE CROSS BLUE SHIELD	GR 007017086/DIV 0000-OCT 2015	8,711.53
BLUE CROSS BLUE SHIELD	GR 007017086/DIV 0001-OCT 2015	11,239.68
BLUE CROSS BLUE SHIELD	GR 007017086/DIV 0002-OCT 2015	1,842.29
BLUE CROSS BLUE SHIELD	GR 007017086/DIV 0003-OCT 2015	7,434.93
CAPITOL COMMUNICATIONS	SET UP PUBLIC SERVICE PHONE	115.00
CBI, INC.	COPIER MAINTENANCE	8.17
CITY OF GRAND LEDGE-WATER	ISLAND SPRINKLER - 08000600-00	182.88
CITY OF GRAND LEDGE-WATER	WARMING HOUSE - 08000310-00	74.70
CITY OF GRAND LEDGE-WATER	137 FITZGERALD PK- 08018100-01	111.90
COMCAST CABLE	ACCT #01721 150482-01-8	92.40
COMMERCE CONTROLS, INC.	YEARLY CALIBRATION	784.00
CRAIG ELECTRIC	BALLASTS AT CITY HALL	110.00
D HILL ENVIRONMENTAL	EXAM PREP - T. MITCHELL	150.00
DBI BUSINESS INTERIORS	BINDERS	20.97
DBI BUSINESS INTERIORS	OFFICE SUPPLIES	56.69
DBI BUSINESS INTERIORS	OFFICE SUPPLIES	57.58
DBI BUSINESS INTERIORS	POCKET FOLDERS	25.00
DBI BUSINESS INTERIORS	OFFICE SUPPLIES	372.48
DENNIS JAMES	REIMBURSE FOR EXPENSES	17.25
DUBOIS-COOPER ASSOCIATES	BEARING/SEAL	43.60
EATON COUNTY TREASURER	LEDGEWAY TRLR TAX - AUG 2015	390.00
EATON COUNTY TREASURER	GL WATER SUPPLY	53,853.13
EATON COUNTY TREASURER	DEL PP - SET	381.43
EATON COUNTY TREASURER	DEL PP - COUNTY	2,424.66
EATON RESA	DEL PERSONAL PROPERTY	1,106.53
EJC SECURITY SVCS, INC.	FOX OC INSTRUCTOR COURSE	235.00
FISHBECK THOMPSON CARR	REL STUDY UPDATE	4,167.00
GRAND LEDGE AREA DISTRICT	DEL PERSONAL PROPERTY	188.63
GRAND LEDGE AREA EMERGENCY	DEL PERSONAL PROPERTY	1,204.33
GRAND LEDGE AUTO PARTS INC	TORX BIT/BOLT/PIN	25.96
GRAND LEDGE AUTO PARTS INC	PLUG	8.54
GRAND LEDGE PUBLIC SCHOOLS	DEL PP 06/02/15 - 09/15/15	2,039.40
GRANGER	REFUSE DISPOSAL	1,050.00
GRANGER	310 GREENWOOD	70.00
GRANGER	138 W RIVER	138.24
GRANGER	13253 LAWSON ROAD	63.12
GRANGER	109 FITZGERALD PARK DR	62.59
GRANGER	401 WHITNEY ST	82.35
GRANGER	401 WHITNEY ST (RECYCLING)	872.00
GREGORY BROOKS	REIMBURSE MILEAGE	116.72
GUILFORD CONSTRUCTION	ROOF AT W RIVER LIFT STATION	4,175.00
HAMMERSMITH EQUIPMENT CO	STAKES/SHOCKMOUNT	206.50
HAMMERSMITH EQUIPMENT CO	CUTTER/CHISELS/POINT	166.60
HAVILAND	CHEMICALS	1,500.00
INSTY PRINTS	VICTIM RIGHTS PAMPHLETS	165.00
IT RIGHT	WIRELESS ACCESS POINTS	903.00
IT RIGHT	PRINTER/BATTERY BACK UPS	1,450.00
IT RIGHT	PC/MONITOR FOR WWTP	998.00
KOSBAR TRUCKING LLC	TRANSPORT CHIPS TO HITCHCOCK	510.00
LANSING BOARD OF WATER & LIGHT	LAB SERVICES - AUG 2015	311.75

vendor	description	amount
LANSING COMMUNITY COLLEGE	DEL PERSONAL PROPERTY	622.13
LANSING ELECTRIC MOTOR, INC.	ENCLOSURE	212.50
LANSING ICE AND FUEL	ACCT #1-081681	935.60
LANSING POLICE DEPARTMENT	TRAINING- S. READ	65.00
LATISSA TALLMAN	COMM ROOM DEPOSIT	100.00
MARY WATERS	COMM ROOM DEPOSIT	100.00
MENARDS - LANSING WEST	BUG SPRAY	7.99
MERITAIN HEALTH COMPANY	FLEX/DENTAL/COBRA - OCT 2015	176.55
MICHIGAN ELECTION RESOURCES	M-100 BALLOTS	1,226.48
MICHIGAN PIPE & VALVE	BUTYL SEAL	126.00
MICHIGAN PIPE & VALVE	FRAME/GRATE	566.00
MID MICH BLDG INSPECTIONS, LLC	BLDG PERMITS/INSPECTS 09/14/15	795.00
MIDWEST AIR FILTER, INC.	FILTERS FOR AIR HANDLERS	197.29
MUZZALL GRAPHICS	ASSESSING ENVELOPES	979.68
MYERS PLUMBING & HEATING	GENERATOR CHECK	192.00
MYERS PLUMBING & HEATING	REPAIRS	335.60
NICK SIZELAND	REIMBURSE MILEAGE	22.43
PARAGON LABORATORIES, INC.	MERCURY TESTING	506.00
PARAGON LABORATORIES, INC.	MERCURY TESTING	650.00
QUILL CORPORATION	LETTER TRAY	6.99
REHMANN ROBSON	PAYMENT #2 6/30/15 AUDIT	4,100.00
RELIANCE STANDARD LIFE	OCTOBER 2015	302.15
REPCO PAPER, BAGS AND MORE	SOAP FOR DISPENSERS	45.00
SHELL FLEET PLUS	ACCT #065 270 068	1,693.11
SPARROW HEALTH SYSTEM	PRE-EMPLOY PHYSICAL - CRABTREE	149.00
STATE OF MICHIGAN	WATER TESTING	112.00
STEVE KOLONICH	OVERPAY FOR GR ADV RACE	200.00
SUNDANCE CHEVROLET	RELAY/SENSOR/KEY - REPAIRS	291.04
TIM COTE	CLEANING 09/14/15 TO 09/27/15	550.00
TOBIAS PROPERTY MAINTENANCE	MOWING 318 GREEN - 8/17/15	350.00
TOBIAS PROPERTY MAINTENANCE	CLEAN UP 609 W JEFFERSON	310.00
TOBIAS PROPERTY MAINTENANCE	MOWING AT 208 HIGH ST	210.00
TRUCK & TRAILER SPECIALTIES	POLY INSERTS	121.04
TRUE VALUE HARDWARE	HYDRAULIC CEMENT	33.98
TRUE VALUE HARDWARE	DRIVE GLOVE	27.99
TRUE VALUE HARDWARE	SNAP OFF KNIFE	4.99
TRUE VALUE HARDWARE	STRAW BALE/LAWN MIX	149.99
TRUE VALUE HARDWARE	STRAW BALES	30.00
TRUE VALUE HARDWARE	RECYCLING BAGS	17.99
TRUE VALUE HARDWARE	COVER/DRAW HANDY BOX	8.06
TRUE VALUE HARDWARE	KEYS	11.34
TRUE VALUE HARDWARE	SHIPPING CHARGES	116.69
USA BLUE BOOK	FLANGE PACK	633.41
USA BLUE BOOK	REFRIGERATED SAMPLER BOTTLE	4,996.68
USA BLUE BOOK	FLASHCARDS FOR WWTP	56.62
USA BLUE BOOK	OFFICE SUPPLIES	220.18
USA BLUE BOOK	SUPPLIES	160.85
VAL-MATIC VALVE AND MFG CORP	SLUDGE TANK VALVES	2,568.64
VERIZON WIRELESS	ACCT #242013090-00001	207.53
W W GRAINGER INC	SAFETY BLUE ENAMEL	82.50
WELLER TRUCK PARTS, LLC	FILTER/KIT/ASSEMBLY/OIL PAN	415.89
ZIEMNICK FOSTER ENG., LLC	PH1 JENNE STREET - TO 08/23/15	13,302.00
ZIEMNICK FOSTER ENG., LLC	MEADOW WOODS EAST TO 08/23/15	2,758.00
ZIEMNICK FOSTER ENG., LLC	JENNE ST PROJ - THRU 09/02/15	12,000.00
ZIEMNICK FOSTER ENG., LLC	MEADOW WOODS EAST PROJ	1,125.00
	<b>total</b>	<b>176,259.23</b>

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

**CITY COUNCIL MINUTES – REGULAR MEETING  
MONDAY, 14 SEPTEMBER 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, Thom Sowle, and Don Willems  
– Council member Sue Roberts was absent

**OTHERS PRESENT** – Adam Smith, City Administrator; Gregory Newman, City Clerk; Gordon VanWieren, City Attorney; Chris Blievernicht, Lieutenant; Larry LaHaie, Service Director; Susan Stachowiak, Zoning Administrator; Ameer King, Assistant City Administrator;

**II. PLEDGE OF ALLEGIANCE**

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

**III. AUDIENCE PARTICIPATION**

**IV. APPROVAL OF CONSENT AGENDA**

- A. Motion (from staff)** – To approve the Monday, 14 September 2015 City Council consent agenda, as follows:

- i. Financial transactions and bills.
- ii. Monday, 24 August 2015 regular City Council minutes.
- iii. Wednesday, 26 August 2015 special City Council minutes.
- iv. Right-of-Way Use Application from Ariana Mae Foundation for the 19 September 2015 Run and Play for Ariana Mae.
- v. Resolution #56 of 2015 – To Confirm Traffic Control Order #2015-03.
- vi. Resolution #57 of 2015 – To Amend the Title VI Non-Discrimination Plan.
- vii. Amend Department of Public Services job descriptions, per the City Administrator's memorandum dated 11 September 2015.

COUNCIL MEMBER SOWLE MOVED, COUNCIL MEMBER BARTHOLOMEW SECONDED, TO APPROVE THE MONDAY, 14 SEPTEMBER 2015 CITY COUNCIL CONSENT AGENDA. MOTION CARRIED UNANIMOUSLY.

**V. APPROVAL OF REGULAR AGENDA**

- A. Motion** – To approve the Monday, 14 September 2015 regular City Council agenda.

COUNCIL MEMBER BARTHOLOMEW MOVED, COUNCIL MEMBER SOWLE SECONDED, TO APPROVE THE MONDAY, 14 SEPTEMBER 2015 REGULAR CITY COUNCIL AGENDA. MOTION CARRIED UNANIMOUSLY.

**VI. COMMITTEE AND BOARD REPORTS**

**A. Public Art Committee**

Council member Bartholomew reported on the donation of \$10,000 from David and Nancy Huhn for a public art installation.

**B. Planning Commission**

Council member Mulder reported on the Gilbert property rezoning.

**VII. STAFF REPORTS**

**Administrator's Office**

Adam Smith, City Administrator, reported the City has posted solicitation for an Executive Administrative Assistant.

Amee King, Assistant City Administrator, reported on Human Resources, Abrams Municipal Airport, Downtown Development Authority, and City Hall activities.

The City Council discussed the removal of the Fortino's Market canopy.

**Clerk's Department**

Gregory Newman, City Clerk, reported on Information Technology and Election activities.

**Finance Department - Revenue / Expenditure Report**

Adam Smith, City Administrator, reported the City has posted solicitation for a new City Treasurer / Finance Director.

**Police Department**

Chris Blievernicht, Lieutenant, reported on Police activities.

The City Council discussed the successful investigation of credit card skimmers.

**Department of Public Services**

Larry LaHaie, Service Director, reported on Water, Wastewater, Cemetery, Streets, and Parks and Recreation activities.

Adam Smith, City Administrator, reported on the promotion of Kurt Ristow to Water Supervisor and the need to hire a replacement.

The City Council discussed the planned street improvement projects.

**Planning and Zoning Department**

Susan Stachowiak, Zoning Administrator, reported on Planning and Zoning activities.

The City Council discussed the Planning Commission's work on allowing lodging uses in the Central Business District.

**A. Motion – To receive the July 2015 staff reports and place on file.**

COUNCIL MEMBER LANTZ MOVED, COUNCIL MEMBER MULDER SECONDED, TO RECEIVE THE JULY 2015 STAFF REPORTS AND PLACE ON FILE. MOTION CARRIED UNANIMOUSLY.

**VII. UNFINISHED BUSINESS**

**VIII. NEW BUSINESS**

- A. Motion** – To establish hours of operation for the Grand Ledge Recycling Center as Wednesday, from 3:00 p.m. to 7:00 p.m., and Saturday, from 8:00 a.m. to 4:00 p.m., subject to approval by the Eaton County Resource Recovery Coordinator.

COUNCIL MEMBER LANTZ MOVED, COUNCIL MEMBER WILLEMS SECONDED, TO ESTABLISH HOURS OF OPERATION FOR THE GRAND LEDGE RECYCLING CENTER AS WEDNESDAY, FROM 3:00 P.M. TO 7:00 P.M., AND SATURDAY, FROM 8:00 A.M. TO 4:00 P.M., SUBJECT TO APPROVAL BY THE EATON COUNTY RESOURCE RECOVERY COORDINATOR.

Adam Smith, City Administrator, explained the continuing efforts to reduce costs at the Grand Ledge Recycling Center and reported on the preliminary approval of reduced operating hours by the Eaton County Resource Recovery Coordinator.

The City Council debated the Grand Ledge Recycling Center being the only twenty-four hour center in Eaton County and the anticipated reduction in demand due to the free curbside recycling through Granger.

MOTION TO ESTABLISH HOURS OF OPERATION FOR THE GRAND LEDGE RECYCLING CENTER AS WEDNESDAY, FROM 3:00 P.M. TO 7:00 P.M., AND SATURDAY, FROM 8:00 A.M. TO 4:00 P.M., SUBJECT TO APPROVAL BY THE EATON COUNTY RESOURCE RECOVERY COORDINATOR, CARRIED UNANIMOUSLY.

**IX. AUDIENCE PARTICIPATION**

Alan Miller, Grand Ledge United Methodist Church, announced a 07 November 2015 fundraiser for maintaining their parking lot, invited the City Council to participate, and presented flyers for City Hall and for the Channel 12 broadcast.

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

Council member Bartholomew mentioned the passing of Hudson Deming, former City Attorney, and thanked Crossroads Barbecue for using local contractors in their project.

Mayor Smith read three proclamations honoring Hudson Deming, Ernst Floeter, and Al Kempf.

**XI. CLOSED SESSION**

- A. Motion** – To move into closed session to consider the purchase or lease of real property and to consider material exempt from discussion or disclosure by state or federal statute, per the Open Meetings Act, Sections 8(d) and (h).

COUNCIL MEMBER BARTHOLOMEW MOVED, COUNCIL MEMBER LANTZ SECONDED, TO MOVE INTO CLOSED SESSION TO CONSIDER THE PURCHASE OR LEASE OF REAL PROPERTY AND TO CONSIDER MATERIAL EXEMPT FROM DISCUSSION OR DISCLOSURE BY STATE OR FEDERAL STATUTE, PER THE OPEN MEETINGS ACT, SECTIONS 8(D) AND (H), AT 8:06 P.M. MOTION CARRIED UNANIMOUSLY.

COUNCIL MEMBER LANTZ MOVED, COUNCIL MEMBER WILLEMS SECONDED, TO RETURN TO THE MONDAY, 14 SEPTEMBER 2015 REGULAR CITY COUNCIL MEETING, AT 8:52 P.M. MOTION CARRIED UNANIMOUSLY.

- B. Resolution #58 of 2015** – To authorize the purchase of real property, located at 603 E. River St., Grand Ledge, Eaton County, Michigan.

COUNCIL MEMBER BARTHOLOMEW MOVED, COUNCIL MEMBER MULDER SECONDED, TO ADOPT RESOLUTION #58 OF 2015, TO AUTHORIZE THE PURCHASE OF REAL PROPERTY, LOCATED AT 603 E. RIVER ST., GRAND LEDGE, EATON COUNTY, MICHIGAN. MOTION CARRIED UNANIMOUSLY.

**XII. ADJOURNMENT**

COUNCIL MEMBER LANTZ MOVED, COUNCIL MEMBER WILLEMS SECONDED, TO ADJOURN THE MONDAY, 14 SEPTEMBER 2015, REGULAR CITY COUNCIL MEETING, AT 8:53 P.M. MOTION CARRIED UNANIMOUSLY.

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Gregory L. Newman, City Clerk

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Kalmin D. Smith, Mayor

DRAFT



STATE OF MICHIGAN  
DEPARTMENT OF TREASURY  
LANSING

RICK SNYDER  
GOVERNOR

NICK A. KHOURI  
STATE TREASURER

September 11, 2015

Adam Smith, Administrator  
City of Grand Ledge, Eaton County  
310 Greenwood Street  
Grand Ledge, MI 48837

Dear Mr. Smith:

As you are aware, Tax Management and Associates recently conducted an Audit of Minimum Assessing Requirements (AMAR) for the State Tax Commission. The audit indicated that the City of Grand Ledge met all of the minimum requirements. We wish to congratulate you and the City on receiving a perfect score on the review and thank you for your hard work.

Sincerely,

A handwritten signature in cursive script that reads "Kelli Sobel".

Kelli Sobel  
Department of Treasury

Cc: City Clerk  
Equalization Director  
Field Supervisor

Enclosure: 2014 AMAR Review

**Michigan State Tax Commission**  
**Audit of Minimum Assessing Requirements**  
**AMAR Review Sheet**

The State Tax Commission, per MCL 211.10f, has jurisdiction to determine substantial compliance with the requirements of the General Property Tax Act. The AMAR review reflects the minimum assessing requirements of a local unit of government based on statute and STC Rules, Policy, Bulletins and Publications. Local units of government that do not meet one or more of the minimum requirements must submit a corrective action plan detailing how and when the deficiencies will be resolved.

Failure to submit an acceptable corrective action plan, or failure to resolve the deficiencies as outlined within the corrective action plan that is approved by the State Tax Commission, will result in a determination of substantial non-compliance and may result in the State Tax Commission assuming jurisdiction of the assessment roll of the local unit of government. Failure to meet one or more of the minimum AMAR requirements does not automatically result in State Tax Commission assumption of jurisdiction of the assessment roll.

**Local Unit Background Information:**

Year of Audit: 2014  
Name of Local Unit: CITY OF GRAND LEDGE  
Name of County: EATON  
Name of Assessor: BRIAN THELEN  
Assessor Certification Level: MAAO 3 Assessor Certification Number:         
Name of Supervisor, City Manager or Mayor: ADAM SMITH Title: ADMINISTRATOR  
Mailing Address for Supervisor, City Manager or Mayor: 310 Greenwood St., Grand Ledge, MI 48837

What is the required certification level for this local unit? MCAO

What date did the assessor certify the assessment roll? 3-3-2014

Does the local unit have a policy regarding public inspection of records? YES: X NO:

Note: local unit FOIA policies do not meet this requirement.

**Hours: Monday - Friday 8am to 5pm.- City Website availability. The Assessor is available full time for documents.**

Did the March, July and December Boards of Review prepare minutes and file them with the local unit clerk in accordance with MCL 211.33 and State Tax Commission Board of Review Publications? YES: X NO:    

**MBOR- OK. JBOR – OK. DBOR – OK. All dates, meeting place, members present and absent. Name of Chairperson and Secretary. A log with petition numbers name and decision. Recorded daily hours in session and adjournment times. All BOR's were filed with Township Clerk by Assessor.**

If the Board of Review made any taxable valuation changes to parcels, was Form L-4035a, Taxable Value Calculations Worksheet, properly completed and made part of the Board of Review Record? YES: X NO:    

**All form's L-4035a's were signed by the secretary of the BOR.**

Were forms L-4021, L-4022 and L-4025 timely delivered to County Equalization per MCL 211.34d and Rule 209.26(6b)? **YES: X** NO:     

**Signed copy of L-4021 (3-27-2014) - L-4022 (3-27-2014) - L-4025 (3-27-2014)**

## Assessment Roll Analysis:

1. Does the local unit have properly calculated and appropriately documented Economic Condition Factors that meet State Tax Commission requirements per MCL 211.10e and STC ECF Publications?

Requirement Met: **YES: X** NO:     

**Residential, Agricultural, Commercial, and Industrial ECF developed. BS&A analysis and print out ECF developed with appropriate analysis and back up data. The Assessor presented a history of the annual ECF's for each class.**

2. Does the local unit have accurate Land Value Maps that meet the State Tax Commission requirements per MCL 211.10e and State Tax Commission Land Value Map Publications?

Requirement Met: **YES: X** NO:     

**Land value map – color coded to match BS&A land table with range of values per acre and price per front foot. Vacant land sales posted with sale date, price and per unit of comparison. The Assessor presented a history of the annual land values for each class.**

3. Does the local unit have Land Value Determinations that are appropriately documented, properly calculated and meet State Tax Commission requirements per MCL 211.10e and State Tax Commission Land Value Determination Publications?

Requirement Met: **YES: X** NO:     

**Unit has 574 parcels with land adjustment. 15 have a reason but need further explanation. (Size) Assessor had data backup for all land adjustments.**

4. Does the true cash value on the local unit record cards agree with the true cash value indicated on the assessment roll with less than 1% overrides and less than 1% flat land values – excluding DNR PILT Property (STC Policy)?

Requirement Met: **YES: X** NO:     

**Unit has .01% (3 out of 3,082) of parcels on override. Unit has 0 flat land values with no reason.**

5. Do the local unit appraisal record cards meet a 90% or greater accuracy rating? (Based upon a review of 1% of the improved properties in a local unit with a minimum of 10 parcels and a maximum of 500 parcels)?

Requirement Met: YES: X NO:

**Local unit achieved a 96% accuracy rating on a sample size of 21 residential properties. Observed paved driveways were accounted for on sample record cards.**

6. Based upon a review of a sample of properties, do the current year's assessments of the local unit include new construction from the prior year?

Requirement Met: **YES: X** NO: \_\_\_

**Unit has 236 permits and based upon a sample, current assessments include new and demo construction. The work description is being utilized.**

7. Is the local unit in compliance with the requirement of uncapping the taxable value of property in the year following a transfer of ownership per MCL 211.27a within a less than 5% error rate?

Requirement Met: **YES: X** NO: \_\_\_

**Unit has 290 sales and is in compliance with uncapping all properties appropriately.**

8. Based on a sampling of known "sale" properties, is the local unit assessing all properties uniformly at 50% of true cash value as outlined within STC Bulletin 19 of 1997?

Requirement Met: **YES: X** NO: \_\_\_

**Unit has 239 sales and based upon a sample, sale properties are assessed similar to others within ECF neighborhoods. Class changes, new parcels and new/additions appear accurate.**

### Comments:

I hereby declare that the foregoing information submitted is a complete and true statement.

Alfonso A Consiglio

Signature

8/20/15

Date

By checking this box, I agree and confirm that the signature I have typed above is the electronic representation of my original, handwritten signature when used on this document and creates a legally-binding contract. I further understand that signing this document using my electronic signature will have the same legally-binding effect as signing my signature using pen and paper.



POLICE DEPARTMENT

310 Greenwood St. • Grand Ledge MI 48837  
Ph: 517.627.2115 • Fax: 517.627.7877 • www.grand-ledge.com



To: Adam Smith   
From: Martin Underhill  
Re: Council Introduction of recently hired Officers  
Date: September 25, 2015

We will be introducing new police department personnel at our City Council meeting on the 28<sup>th</sup> of this month. The officers that we will be introducing do not represent new positions but rather replaced officers that retired or resigned to move to other departments. It is the nature of law enforcement that there is always movement from small departments to larger departments. So, there are always be new faces in departments like ours. New officers usually end up assigned to nights where our Council members would be less likely to meet them. So to familiarize our City's leaders with the new faces we will be introducing the following officers on the 28<sup>th</sup>.

Officer Kirk DeWitt  
Officer Craig Plesscher  
Officer Josh Allen  
Officer Daniel Crabtree



City of Grand Ledge Ordinance #

**An Ordinance Amending the Grand Ledge City Code Chapter 178, Streets and Sidewalks, Article I, Sidewalk Building, Maintenance, and Repair, §178-4, Responsibility for construction, repair, or maintenance, subsection A.**

**The City of Grand Ledge Ordains:**

**Section 1. Change.** Chapter 178, Streets and Sidewalks, Article I, Sidewalk Building, Maintenance, and Repair, §178-4, Responsibility for construction, repair, or maintenance, of the Grand Ledge City Code is amended, as follows:

§ 178-4, Responsibility for construction, repair, or maintenance

- A. The owner of every lot or parcel of land in the City, as well as any tenant thereof, shall be responsible to keep all sidewalks and/or nonmotorized pathways on, adjoining or adjacent to said lot or parcel free of all obstructions, defects or other conditions causing an unsafe condition or impediment to pedestrian travel and/or nonmotorized transportation. The requirements of this section shall include, but not necessarily be limited to, the following:
- (1) Removal of snow and ice. The owner or tenant of every lot or parcel of land in the City shall remove all snow and ice on and over said sidewalks and nonmotorized pathways within 24 SEVENTY-TWO hours after more than ~~one~~ THREE inches of such material has been deposited, redeposited or reformed. Notice of failure to complete such removal shall be given by the designated City official by leaving a copy of the notice on the premises or by first-class mail addressed to the occupant (if any) of the property and the owner thereof by first class mail to the address listed on the City's last property tax roll.
    - (a) Notice. Notice as provided in this subsection shall state the nature of the obstruction (e.g., snow, ice, drifting snow, etc.) and hazard and shall require that the obstruction/hazard be removed within 24 SEVENTY-TWO hours of the notice. If the property owner or tenant fails to comply with the requirements of this section, they and each of them shall be guilty of a municipal civil infraction, punishable as provided in Chapter 1, General Provisions, Article II.
    - (b) City removal of snow and ice. In addition to the civil fines set forth in the preceding subsection, the property owner shall be liable for the cost incurred by the City in procuring the removal of said snow and ice. If at any time within six months after notice has been provided pursuant to Subsection A(1) above, a subsequent violation (i.e., failure to remove snow and ice within 24 SEVENTY-TWO hours after accumulation of ~~one~~ THREE inches of such material) may result in removal of snow and ice by the City with the cost thereof to be placed as a lien on the property involved and collected as the City shall deem appropriate, including in the manner provided for collection of property taxes. Upon receipt of an invoice from the contractor hired by the City for the removal of said snow and ice, the City shall provide notice of the amount due to the property owner with a demand for payment within 30 days. Upon failure of the owner to remit in full for said invoiced amount, plus an administration fee of \$50, the unpaid amount shall be placed on the tax rolls as a lien against the property involved and collected in the same manner provided for collection of real property taxes, plus interest as provided for delinquent property taxes.
    - (c) For purposes of this section, accumulation and drifting of snow and ice of more than ~~one~~ THREE inches shall constitute a condition requiring removal hereunder.
    - (d) Upon proof of financial hardship, the City Administrator may authorize charges under this section to be paid in installments, to be reduced or to be cancelled, and such authorizations shall be subject to approval by the City Council.

- (2) Maintain all landscaping and adjoining or abutting sidewalk or nonmotorized pathways in such a manner that said overhanging landscaping remains, at a minimum, no less than eight feet above the surface of any sidewalk or nonmotorized pathway. In addition, and as of the effective date of this article, no landscaping, trees, shrubbery, or other berm, other than grass, sod, or mulch, shall be placed less than one foot from the edge of any sidewalk or nonmotorized pathway. In no event should any such landscaping, trees, shrubbery, or other berm be permitted to create a hazard to the public health, safety, or welfare or otherwise obstruct or hinder the public right-of-way. Trees and shrubbery existing along the side of any sidewalk or nonmotorized pathway as of the effective date of this article shall be maintained in a reasonable manner so as to protect the public health, safety, and welfare along the public right-of-way.

**Section 2. Severability.** The provisions of this ordinance are severable, and if any section, sub-section, paragraph, sentence, clause, phrase or portion of this ordinance is, for any reason, held invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of all remaining sections, sub-sections, paragraphs, sentences, clauses, phrases or portions of this ordinance.

**Section 3. Section Headings.** The section headings used in this ordinance are for convenience only and are not a part of this ordinance.

**Section 4. Effective Date.** This ordinance shall take effect seven days after it has been adopted by the Grand Ledge City Council.

Introduced by the Grand Ledge City Council this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

Motion by

Second by

Ayes:

Nays:

Absent:

Adopted by the Grand Ledge City Council this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

Motion by

Second by

Ayes:

Nays:

Absent:

Approved:

\_\_\_\_\_  
Kalmin D. Smith, Mayor

I, Gregory Newman, Grand Ledge City Clerk, certify this is Ordinance # \_\_\_\_\_ adopted by the Grand Ledge City Council at a meeting held the \_\_\_\_\_ day of \_\_\_\_\_, 2015, a meeting held according to the Open Meetings Act, Public Act No. 267 of 1976, as amended. I further certify Ordinance # \_\_\_\_\_ was published in the Grand Ledge Independent, a newspaper of general circulation in the City of Grand Ledge, the \_\_\_\_\_ day of \_\_\_\_\_, 2015, subsequent to its adoption.

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Gregory L. Newman, City Clerk

Introduced: \_\_\_\_\_

Public Hearing: \_\_\_\_\_

Adopted: \_\_\_\_\_

Published: \_\_\_\_\_

Effective: \_\_\_\_\_

DRAFT



**Grand Ledge City Council Resolution # \_\_\_\_ of 2015**

**A Resolution to Amend the Annual Budget for the Fiscal Year Ending 30 June 2016.**

A resolution adopted by the Grand Ledge City Council, at a regular meeting held on Monday, 28 September 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**, Resolution #33 of 2015 adopted the Annual Budget and Appropriations Measure for the Fiscal Year Ending 30 June 2016 and the Tax Levy and Rates; and

**Whereas**, pursuant to the provisions of the Public Act 2 of 1968, as amended, commonly known as the Michigan Uniform Budgeting and Accounting Act, MCL 141.421 *et seq*, changes in revenues and expenditures require the budget to be formally amended;

**Now, Therefore, it Is Resolved:**

1. The estimated revenues and expenditures appropriated for the Fiscal Year Ending 30 June 2016, are amended as attached.

**Motion by**

**Second by**

**Ayes:**

**Nays:**

**Absent:**

Approved:

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Kalmin D. Smith, Mayor

I, Gregory Newman, Grand Ledge City Clerk, certify this is Resolution # \_\_\_\_ of 2015, adopted by the Grand Ledge City Council at a regular meeting held on Monday, 28 September 2015; a meeting held in accordance with the Open Meetings Act, Public Act No. 267 of 1976, as amended.

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Gregory L. Newman, City Clerk

**CITY OF GRAND LEDGE BUDGET AMENDMENT/APPROPRIATION REQUEST**

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>CURRENT BUDGET/ WORKING CAPITAL AT BEGINNING OF FISCAL YEAR</u>	<u>REQUESTED INCREASE (DECREASE)</u>	<u>AMENDED BUDGET APPROPRIATION/ ESTIMATED REVENUE</u>	<u>REASON FOR AMENDMENTS</u>
<b>General Fund</b>					
101-170-265-703-000	City Hall - Wages	-	1,000	1,000	City Hall maintenance projects
101-170-265-703-100	City Hall - Overtime	-	30	30	
101-170-265-719-000	City Hall - Fringe Benefits	-	85	85	
101-170-265-931-000	City Hall - Building Maintenance	31,255	(1,115)	30,140	
101-170-292-741-010	Ledges Playhouse	-	300	300	city share of electric bill
101-000-000-390-000	Working Capital	911,417	(300)		
101-170-292-880-002	Grand Ledge Rotary Club	-	1,850	1,850	Rotary dues
101-000-000-390-000	Working Capital	911,417	(1,850)		
101-170-294-974-002	Special Projects - Capital Improvements	-	13,000	13,000	Public Art Project
101-170-101-674-002	Local Grants	-	5,000	5,000	
101-000-000-390-000	Working Capital	911,417	(8,000)		2/23/15 \$5,000 receipt plus city share
101-300-301-932-000	Police - Vehicle Maintenance	18,000	(2,000)	16,000	emergency generator repairs
101-300-301-851-000	Police - Radios	2,760	(500)	2,260	
101-300-301-853-000	Police - Telephone/Internet	4,320	(500)	3,820	
101-170-265-931-000	City Hall - Building Maintenance	31,255	3,000	34,255	
101-170-101-699-209	Transfer from Cemetery Fund		3,136.74	3,136.74	Close Cemetary Fund
101-000-000-390-000	Working Capital	911,417	3,136.74		6/30/15 balance
<b>Cemetery Fund</b>					
209-170-279-999-101	Transfer to General Fund		3,136.74	3,136.74	Close Cemetary Fund
209-000-000-390-000	Working Capital	3,136.74	(3,136.74)		6/30/15 balance