Grand Ledge City Council
Regular Meeting Agenda

REGULAR MEETING AGENDA
MONDAY, 12 OCTOBER 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, 12 October 2015 City Council consent agenda, as follows:

i. Financial transactions and bills.

ii. Monday, 28 September 2015 regular City Council minutes.

iii. Wednesday, 28 September 2015 Closed Session minutes.

iv. Job descriptions for City Finance Director / Treasurer, Assistant to the City Administrator, and Utilities Operator

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, 12 October 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

Assessing Department

Planning and Zoning Department

Building Department

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

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.

A. **Public Hearing** – 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 (introduced 28 September 2015, published 04 October 2015).

B. **Public Hearing** – On the NorthStar Cooperative, Inc., Industrial Facility Exemption Application (published 04 October 2015).

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** – Introduce and set a Public Hearing for Monday, 26 October 2015, on an ordinance amending the Grand Ledge City Code Chapter 220, Zoning, Article IV, Zoning Districts, §220-6, Zoning District Map.

B. **Resolution** – To confirm Traffic Control Order #2015-02.

C. **Resolution** - To approve an Industrial Facilities Exemption Certificate from NorthStar Cooperative, Inc.

D. **Motion** – To authorize the Grand Ledge Area Emergency Services Authority to conduct training exercises in the Scout Building prior to demolition, subject to the City Administrator's approval.

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 the periodic personnel evaluation of an employee, per the employee's request, per the Open Meetings Act, Section 8(a).

B. **Motion** – To rate the City Administrator _____, per the 2015 evaluation.

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

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

CITY COUNCIL MINUTES – REGULAR MEETING
MONDAY, 28 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 and Sue Roberts
– Council members Rick Lantz, Thom Sowle, and Don Willems were absent
OTHERS PRESENT – Adam Smith, City Administrator; Gregory Newman, City Clerk; Gordon VanWieren, City Attorney; Martin Underhill, Chief of Police;

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, 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.

COUNCIL MEMBER ROBERTS MOVED, COUNCIL MEMBER BARTHOLOMEW SECONDED, TO APPROVE THE MONDAY, 28 SEPTEMBER 2015 CITY COUNCIL CONSENT AGENDA. MOTION CARRIED UNANIMOUSLY.

V. **APPROVAL OF REGULAR AGENDA**

A. **Motion** – To approve the Monday, 28 September 2015 regular City Council agenda.

COUNCIL MEMBER BARTHOLOMEW MOVED, COUNCIL MEMBER ROBERTS SECONDED, TO APPROVE THE MONDAY, 28 SEPTEMBER 2015 REGULAR CITY COUNCIL AGENDA.

COUNCIL MEMBER MULDER MOVED, COUNCIL MEMBER ROBERTS SECONDED, TO AMEND THE MONDAY, 28 SEPTEMBER 2015 REGULAR CITY COUNCIL AGENDA, BY INSERTING AS ITEM IX. C., A RESOLUTION TO SET A PUBLIC HEARING ON THE NORTHSTAR COOPERATIVE, INC., INDUSTRIAL FACILITY EXEMPTION APPLICATION. MOTION CARRIED UNANIMOUSLY.

MOTION TO APPROVE THE MONDAY, 28 SEPTEMBER 2015 REGULAR CITY COUNCIL AGENDA, AS AMENDED BY INSERTING AS ITEM IX. C., A RESOLUTION TO SET A PUBLIC HEARING ON THE NORTHSTAR COOPERATIVE, INC., INDUSTRIAL FACILITY EXEMPTION APPLICATION, CARRIED UNANIMOUSLY.

DRAFT

VI. COMMITTEE AND BOARD REPORTS

VII. STAFF REPORTS

Administrator's Office – Michigan Department of Treasury letter re: Audit of Minimum Assessing Requirements

Adam Smith, City Administrator, reported on the successful Department of Treasury assessing audit, the Oak Park Expansion Project grant application process, the BS&A software update project, and the current hydrant flushing program.

Police Department

Martin Underhill, Chief of Police, reported the Grand Ledge Police Department is fully staffed after more than a year of under-staffing, introduced the four most recently hired Officers, and thanked the City for its support of the Grand Ledge Police Department.

Officers Kirk DeWitt, Daniel Crabtree, Josh Allen, and Craig Plescher introduced themselves.

VII. UNFINISHED BUSINESS

VIII. NEW BUSINESS

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.

COUNCIL MEMBER MULDER MOVED, COUNCIL MEMBER BARTHOLOMEW SECONDED, 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. MOTION CARRIED UNANIMOUSLY.

B. **Resolution #59 of 2015** – To amend the Annual Budget for the Fiscal Year Ending 30 June 2016.

COUNCIL MEMBER BARTHOLOMEW MOVED, COUNCIL MEMBER ROBERTS SECONDED, TO ADOPT RESOLUTION #59 OF 2015, TO AMEND THE ANNUAL BUDGET FOR THE FISCAL YEAR ENDING 30 JUNE 2016.

Adam Smith, City Administrator, explained the amendments cover City Hall maintenance costs, service club memberships, the public art project, generator testing and system evaluation, and moving the Cemetery Fund into the General Fund.

MOTION TO ADOPT RESOLUTION #59 OF 2015, TO AMEND THE ANNUAL BUDGET FOR THE FISCAL YEAR ENDING 30 JUNE 2016, CARRIED UNANIMOUSLY.

C. **Resolution #60 of 2015** – To set a public hearing on the NorthStar Cooperative, Inc., Industrial Facility Exemption Application.

COUNCIL MEMBER BARTHOLOMEW MOVED, COUNCIL MEMBER MULDER SECONDED, TO ADOPT RESOLUTION #60 OF 2015, TO SET A PUBLIC HEARING ON THE NORTHSTAR COOPERATIVE, INC., INDUSTRIAL FACILITY EXEMPTION APPLICATION.

Adam Smith, City Administrator, explained the application and the public hearing requirement.

The City Council debated the twelve-year time frame of the abatement.

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MOTION TO ADOPT RESOLUTION #60 OF 2015, TO SET A PUBLIC HEARING ON THE NORTHSTAR COOPERATIVE, INC., INDUSTRIAL FACILITY EXEMPTION APPLICATION, CARRIED UNANIMOUSLY.

IX. AUDIENCE PARTICIPATION

X. COMMUNICATIONS FROM THE MAYOR AND COUNCIL

Council member Bartholomew congratulated the Chief of Police on the new officers.

Council member Mulder commented on the successful Grand Adventure Race this past weekend.

Mayor Smith reappointed Robert Brown and Jason Barclay to the Downtown Development Authority for terms expiring August 2018, and appointed Adam Auvenshine to the Downtown Development Authority for a term expiring August 2018.

COUNCIL MEMBER MULDER MOVED, COUNCIL MEMBER ROBERTS SECONDED, TO APPROVE THE MAYOR'S REAPPOINTMENT OF ROBERT BROWN AND JASON BARCLAY TO THE DOWNTOWN DEVELOPMENT AUTHORITY FOR TERMS EXPIRING AUGUST 2018. MOTION CARRIED UNANIMOUSLY.

COUNCIL MEMBER MULDER MOVED, COUNCIL MEMBER BARTHOLOMEW SECONDED, TO APPROVE THE MAYOR'S APPOINTMENT OF ADAM AUVENSHINE TO THE DOWNTOWN DEVELOPMENT AUTHORITY FOR A TERM EXPIRING AUGUST 2018. MOTION CARRIED UNANIMOUSLY.

XI. 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 MULDER MOVED, COUNCIL MEMBER ROBERTS 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 7:53 P.M. MOTION CARRIED UNANIMOUSLY.

COUNCIL MEMBER ROBETS MOVED, COUNCIL MEMBER BARTHOLOMEW SECONDED, TO RETURN TO THE MONDAY, 28 SEPTEMBER 2015 REGULAR CITY COUNCIL MEETING, AT 8:36 P.M. MOTION CARRIED UNANIMOUSLY.

XII. ADJOURNMENT

COUNCIL MEMBER ROBERTS MOVED, COUNCIL MEMBER BARTHOLOMEW SECONDED, TO ADJOURN THE MONDAY, 28 SEPTEMBER 2015, REGULAR CITY COUNCIL MEETING, AT 8:36 P.M. MOTION CARRIED UNANIMOUSLY.

Gregory L. Newman, City Clerk

Kalmin D. Smith, Mayor

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Accounts Payable Checks 10/13/15		
(detail attached)		$ 58,404.47
CONSUMERS ENERGY	ADDRESS	auto pay Sep. 2015
1000 2614 1505	200 E JEFFERSON ST	250.58
1000 2628 2879	319 TAYLOR	16.22
1030 0175 8046	310 GREENWOOD ST	6,921.33
1000 2632 0208	401 WHITNEY	23.90
1000 2619 7168	301 OAKWOOD ST	67.01
1000 6503 2888	137 FITZGERALD PARK DR	107.96
1000 0011 7315	TRAFFIC LIGHTS	40.04
1000 0011 7810	STREET LIGHTS	7,655.03
1000 2604 3289	525 E RIVER ST	163.07
1000 2628 9585	138 W RIVER ST	80.48
1000 2628 9809	138 W RIVER ST concession	87.84
1000 2811 9137	204 W RIVER ST	110.37
1000 0011 7539	RIVER ST PARKING (AREA)	130.87
1000 2614 1323	118 E JEFFERSON ST	32.27
1000 2716 1031	301 N BRIDGE ST	164.37
1000 2796 1646	113 W JEFFERSON ST	150.66
1000 5644 7632	217 N BRIDGE ST	69.81
1030 1819 8723	211 S BRIDGE ST	344.14
1000 2960 7205	16825 WRIGHT RD	56.31
1000 2960 7395	16815 WRIGHT RD	682.00
1000 3582 7383	1288 HANGAR WAY	170.83
1000 3582 7573	1201 HANGAR WAY	48.64
1000 2940 7374	100 WINSTANLEY BLVD	106.67
1000 2604 0277	429 E RIVER ST	45.30
1000 2702 7455	320 E SAGINAW HWY	460.52
1000 2702 7679	318 E SAGINAW HWY	1,625.65
1000 2712 6430	698 FIELDVIEW DR	1,394.26
1000 2735 6268	229 W FRONT ST	54.22
1000 2927 9278	1174 COMET LN	3,289.74
1000 2702 7240	318 1/2 E SAGINAW	2,987.17
1000 5192 1540	318 E SAGINAW HWY #B	2,254.41
1000 2652 8974	13253 LAWSON RD	206.55
1000 0008 3368	3780 JEFFERSON HWY	8,204.64
1000 2632 9001	3760 FITZGERALD PK	19.50
1000 2628 9908	400 WHITNEY	199.98
1000 2669 5781	1000 W JEFFERSON	551.88
1000 2778 5425	33 LOCH CIR	41.76
1000 2811 8956	216 W RIVER ST	620.71
1000 2927 9377	4956 BURT AVE	90.77
1000 2935 2018	10850 W EATON HWY	123.72
1000 2652 8974	13253 LAWSON RD	206.55
	Total Consumers Energy	**39,857.73**
FRONTIER COMMUNICATIONS		**auto pay**
phone number	**location**	**Sep. 2015**
517 627 0905	Booster Station	38.92
517 627 2144	Public Service	302.98
517 627 3001	Iron Removal	98.44
517 627 5512	W River Lift	38.92
517 627 5744	WWTP	248.17
517 627 9152	W Jefferson Lift	38.92
517 627 9780	Airport	41.43
	Total Frontier	**807.78**
CREDIT CARD CHARGES DUE 9/28/15		
	admin/operations expense	**3,939.20**
TOTAL PAYMENTS		**103,009.18**

vendor	description	amount
54-A DISTRICT COURT	BOND	134.00
56B DISTRICT COURT	BOND	200.00
AC & E	PORTABLE AT AIRPORT	78.00
ALEXANDER CHEMICAL CORP.	CHEMICALS	6,915.00
ALEXANDER CHEMICAL CORP.	CONTAINER DEPOSIT	-200.00
ALEXANDER CHEMICAL CORP.	CONTAINER DEPOSIT	-800.00
ALEXANDER CHEMICAL CORP.	CHEMICALS	1,890.00
ALEXANDER CHEMICAL CORP.	CHEMICALS	460.00
AMBS CALL CENTER	ANS SVC 10/01/15 - 10/31/15	61.20
AMEE KING	REIMBURSE MILEAGE	65.55
BADER & SONS CO.	MIRRORS/BLADE	406.26
BADER & SONS CO.	AUTOCUT BLADE	43.90
BADER & SONS CO.	AUTOCUT BLADE	19.95
BADER & SONS CO.	SUPPLIES	39.72
BARYAMES CLEANERS	UNIFORM CLEANING	290.25
CHRIS BLIEVERNICHT	REIMBURSE EXPENSES	5.30
CHURCH OF CHRIST OF GL	REFUND SCT BLDG FEE	60.00
CITY OF GRAND LEDGE-GENERAL	DEPOSIT FOR NSF CHECK	231.56
CITY OF GRAND LEDGE-WATER	FINAL - 08013900-05	191.06
CITY OF GRAND LEDGE-WATER	FINAL - 11012300-02	88.34
CITY OF GRAND LEDGE-WATER	DEPOSIT - 15015100-06	250.00
CITY OF GRAND LEDGE-WATER	AIRPORT - 15027000-00	31.66
CITY OF GRAND LEDGE-WATER	CITY HALL - 17010700-01	97.07
CITY OF GRAND LEDGE-WATER	13030100-02 - FINAL/NSF	118.44
CMP DISTRIBUTORS	GLOCK HOSLTER	32.00
CMP DISTRIBUTORS	UNIFORM PIECES	274.20
COMCAST	ACCT 904814885	246.02
COMCAST CABLE	ACCT 01721 424920-01-7	287.95
COMCAST CABLE	PEG T ACCT 01721 426570-01-8	21.68
CROWN TROPHY	GRAND ADV RACE	1,008.48
DBI BUSINESS INTERIORS	OFFICE SUPPLIES	255.50
DELTA CHARTER TOWNSHIP	QRTLY ASSESSING/MAILING	14,430.05
DENNIS JAMES	REIMBURSE EXPENSES	53.40
DORNBOS SIGN & SAFETY INC	U-CHANNEL POST	13.75
ELHORN ENGINEERING COMPANY	SUPPLIES	289.00
FASTENAL COMPANY	FASTENERS	76.98
FASTENAL COMPANY	FASTENERS	38.49
FIRST PLACE SPORTS INC	UNIFORMS	55.00
FISHBECK THOMPSON CARR	REL STUDY UPDATE AUG 2015	705.80
FULTON ELECTRONIC SUPPLY	BATTERY	31.55
GRAND AIR AVIATION	REIMBURSE FOR WINDSOCKS	119.66
GRAND KAYAK	KAYAK RENTAL GAR 09/27/15	400.00
GRAND LEDGE AUTO PARTS INC	FUSE/LAMP	1.75
GRAND LEDGE AUTO PARTS INC	MOTOR OIL	35.88
GRAND LEDGE ROTARY CLUB	DUES JAN - MAR 2014	185.00
GRAND LEDGE ROTARY CLUB	DUES JULY - SEPT 2014	185.00
GRAND LEDGE ROTARY CLUB	DUES APR - JUNE 2014	185.00
GRAND LEDGE ROTARY CLUB	DUES OCT - DEC 2014	185.00
GRAND LEDGE ROTARY CLUB	DUES JAN - MARCH 2015	185.00
GRAND LEDGE ROTARY CLUB	DUES APR - JUNE 2015	185.00
GRAND LEDGE ROTARY CLUB	DUES JULY - SEPT 2015	185.00
GRANGER	310 GREENWOOD - 1065800	70.00
GRANGER	138 W RIVER ST - 1064900	72.24
GRANGER	401 WHITNEY ST (RECYCLING)	954.50
GRANGER	13253 LAWSON ROAD - 7078100	63.12
GRANGER	401 WHITNEY ST - 1619900	94.35
GRANGER	109 FITZGERALD PK DR-1586900	62.59
HAMMERSMITH EQUIPMENT CO	SAW	1,324.00
HASSELBRING CLARK	COPIES 06/19/15 TO 09/18/15	424.64

vendor	description	amount
HAVILAND	CHEMICALS	676.00
HYDROCORP	CROSS CONNECTION PROGRAM	692.00
JAY MILLER	PARKING LOTS - SEPT 2015	1,300.00
JOHN VANCE	HANGAR DEPOSIT/RENT	600.00
KEITH L LITCHFIELD	AIRPORT MOW - SEPT 2015	3,000.00
KELLIE FLORY	DEPOSIT - 402 JONES ST	161.66
KENNEDY INDUSTRIES INC	SINGLE PHASE START KIT	247.00
KOSBAR TRUCKING LLC	TRANSPORT COMPOST	2,040.00
KUNTZSCH SOLUTIONS	GAR SUPPLIES	268.22
LANSING ASPHALT	PAVING MATERIAL	513.03
LANSING ICE AND FUEL	ACCT #1-081681	1,503.12
LANSING UNIFORM COMPANY	UNIFORMS/PATCHES	1,046.30
LANSING UNIFORM COMPANY	BOOTS	175.00
LANSING UNIFORM COMPANY	STOCK UNIFORMS	301.30
LUTHERAN FINANCIAL SVCS	HANGAR 20 + STORAGE DEPOSIT	450.00
MENARDS - LANSING WEST	HANGING STRIPS	10.94
MICHAEL COOPER	REFUND FOR GAR	120.00
MICHIGAN PIPE & VALVE	ADJUST RINGS	364.00
MICHIGAN PIPE & VALVE	GASKETS/DRILL TAPS	462.00
MICHIGAN.COM	LEGAL NOTICES	682.12
MYERS PLUMBING & HEATING	CK REFRIGE UNITS AT FORTINOS	192.00
NEWTON TIMING AND RACE SVCS	GRAND ADV RACE TIMING	1,679.39
NORTH CENTRAL LABORATORIES	WWTP SUPPLIES	932.20
PARAGON LABORATORIES, INC.	MERCURY TESTING	720.00
PARAGON LABORATORIES, INC.	MERCURY TESTING	195.00
PAT HARRINGTON	REMBURSE FOR MARKING PAINT	31.64
PRECISION LAWN & SNOW	MOW 6 OF 7 - SEPT 2015	345.00
RED WING SHOES	BOOTS - C. BRUNTON	191.24
REPCO PAPER, BAGS AND MORE	CLEANING SUPPLIES	42.10
RIVER TOWN ADVENTURES	KAYAK RENTAL FOR GAR 09/29/15	700.00
STACY ANN SIPES	REFUND GAR	85.00
STATE OF MICHIGAN	SOR REGISTRATIONS	30.00
STEPHEN CRANK	DEPOSIT - 736 1/2 W JEFFERSON	58.94
THRUN LAW FIRM, P.C.	GENERAL	1,894.68
THRUN LAW FIRM, P.C.	PROSECUTIONS THRU 09/18/15	572.88
TIM COTE	CLEANING 09/28/15 TO 10/11/15	550.00
TRACTOR SUPPLY PLAN	UNIFORMS/SUPPLIES	58.97
TRANSNATION TITLE AGENCY OF	603 E RIVER	1,163.00
TRANSUNION RISK AND	PEOPLE SEARCHES - JUNE 2015	6.25
TRUE VALUE HARDWARE	HYDRAULIC CEMENT	16.99
TRUE VALUE HARDWARE	FLEX COUPLING	10.99
TRUE VALUE HARDWARE	CLEANING SUPPLIES/FITTINGS	42.72
TRUE VALUE HARDWARE	BEE KILLER	6.49
TRUE VALUE HARDWARE	NAILS/CAULKER	16.97
TRUE VALUE HARDWARE	MULCH	13.32
TRUE VALUE HARDWARE	MULCH	26.64
TRUE VALUE HARDWARE	WASP/HORNET KILLER	6.99
TRUE VALUE HARDWARE	STRAW	25.00
TRUE VALUE HARDWARE	GLOVES/WRENCH/RATCHET/WHEEL	80.44
TRUE VALUE HARDWARE	PAINT	9.48
TRUE VALUE HARDWARE	CLEANING SUPPLIES	13.47
TRUE VALUE HARDWARE	KEYS/KEY RING	11.94
TRUE VALUE HARDWARE	EDGER BLADE	27.96
TRUE VALUE HARDWARE	LAMP/FIXTURE	51.95
TRUE VALUE HARDWARE	FASTENERS	1.72
TRUE VALUE HARDWARE	SCREWDRIVER	1.80
TRUE VALUE HARDWARE	POOL SHOCK/PROPANE	32.28
TRUE VALUE HARDWARE	TAPE MEASURE	9.99
TRUE VALUE HARDWARE	CHIP BRUSH	3.48

vendor	description	amount
U.S. POSTAL SERVICE	CYCLE 3 WATER BILLS	292.94
VERIZON WIRELESS	ACCT #380806320-00001	83.79
VINCE THORN	REIMBURSE FOR UNIFORMS	76.50
W W GRAINGER INC	CASTERS	64.80
	total	**58,404.47**

City of GRAND LEDGE
Job Description

CITY FINANCE DIRECTOR/TREASURER

Supervised By: City Administrator
Supervises: Employees assigned to Finance and Treasury Department

General Summary:

Under the policy direction of the City Council and administrative direction of the City Administrator, coordinates and performs the financial accounting and treasury functions of the City. Ensures accurate accounting of all City funds, monitors expenditures, collects taxes and other receivables, administers accounts payable, payroll and employee benefits, oversees debt issuance and repayment, coordinates risk management, assists in the preparation of the annual budget, and coordinates the audit process.

This job description is intended merely to illustrate the kinds of duties that may be assigned to its incumbent. It should not be interpreted as describing all the duties whose performance may ever be required of such employees or to limit the nature and extent of assignments such an individual may be given.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Plans, organizes, directs and participates in all aspects of City operations. Develops and implements departmental policies and procedures, internal controls and reporting forms in accordance with department needs, City directives and statutory requirements.

2. Hires, trains and supervises personnel, evaluates performance, and oversees professional development. Takes disciplinary action according to established procedures.

3. Maintains all financial records and monitors all accounts of the City. Plans, organizes and performs the financial accounting activities of the City in accordance with accepted fiscal practices, and state and local regulations. Performs accounting of grants and administers grant funds and reporting.

4. Develops and administers the department budget. Works with other City departments in developing budget requests and revenue and expense projections. Provides guidance on

accounting and reporting procedures, account discrepancies, tax regulations, and City fiscal policies. Assists the City Administrator in preparing the annual budget.

5. Oversees and participates in the collection of taxes, fees and other monies due the City. Oversees the rate, preparation, and collection of utility billings. Manages legal proceedings relating to delinquent accounts, property seizures, tax auctions, and other collections processes.

6. Evaluates financial trends and fiscal status, performs cost analysis and feasibility studies, and makes recommendations to the City Administrator. Attends City Council meetings, completes special projects, and makes presentations as requested. Prepares various financial reports required by the City, state, and federal agencies.

7. Works closely with auditors to ensure accuracy of financial reporting. Closes the City's account books at year-end. Provides documentation and information needed for annual audit.

8. Performs cash management functions including investment of municipal funds. Researches investment options and recommends action to achieve the best possible rate of return.

9. Manages all phases of debt issuance and repayment. Provides required documentation to support new debt capacity, ensures debt payments are made on time, and completes necessary reporting requirements.

10. Administers employee benefits, supervises payroll and related year-end reporting. Oversees risk management functions.

11. Keeps abreast of legislative or regulatory developments, new administrative techniques, and current issues through continued education and professional growth. Maintains cooperative relations with peer agencies and other governmental units. Attends conferences, workshops, and seminars as appropriate.

12. Acts as department spokesperson, establishing and maintaining effective relationships with citizens, news media, City officials, employees, and other interests. Responds to public inquiries and investigates complaints.

13. Performs such other duties as may be directed by the City Administrator.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Educational requirements include a Bachelor's degree in accounting, finance, public administration or related field. A Master's degree and/or CPA is preferred.

- Experience requirements include five years of professional accounting or financial management in a municipal setting with some supervisory experience.
- Thorough knowledge of the principles, practices and legal regulations of municipal finance, budgeting, accounting, debt management and investing.
- Thorough knowledge of the methods and techniques of bookkeeping, accounting, internal controls and financial reporting.
- Thorough knowledge of public management techniques involved in operations management, personnel administration, and labor negotiations.
- Considerable knowledge of insurance program administration, payroll, benefits and risk management.
- Skill in responding to public inquiries and internal requests with a high degree of accuracy and professionalism.
- Skill in assembling and analyzing financial data, developing operating and capital budgets, and in preparing comprehensive and accurate reports.
- Skill in effectively communicating ideas and concepts orally and in writing, and in making presentations in public forums.
- Skill in the use of office equipment and technology, including computers and related financial software (currently BS&A), and the ability to master new technologies.
- Ability to critically assess situations and solve problems, and to work effectively under stress, within deadlines and changes in work priorities.
- Ability to evaluate a variety of municipal financial services, analyze operating issues and establish internal policy and procedural recommendations.
- Ability to establish effective working relationships and use good judgement, initiative and resourcefulness when dealing with employees, elected officials, the media, vendors, professional contacts, and the public.
- Ability to effectively train, lead, and motivate employees as well as supervise and evaluate the work of others.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential

functions.

While performing the duties of this job, the employee is regularly required to communicate in person and on the phone. The employee frequently is required to operate office equipment and technology, file and retrieve written documents, attend meetings, and assist at the front counter. The employee is occasionally required to make public presentations. The employee must frequently lift and/or move items of light weight.

While performing the duties of this job, the employee regularly works in a business office setting. The noise level in the work environment is usually quiet.

City of GRAND LEDGE
Job Description

ASSITANT TO THE CITY ADMINISTRATOR - Exempt

Supervised By: City Administrator & Assistant City Administrator
Supervises: None generally. May exercise supervision over contractors, clerical, temporary, or other staff as assigned.

General Summary:

Under direct supervision of the City Administrator and Assistant City Administrator, preforms a variety of special projects, complex and routine administrative, technical, and clerical work for the City Administrator's Office. Serves as the City Administrators' confidential administrative assistant.

This job description is intended merely to illustrate the kinds of duties that may be assigned to its incumbent. It should not be interpreted as describing all the duties whose performance may ever be required of such employees or to limit the nature and extent of assignments such an individual may be given.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Composes, types, and edits a variety of confidential correspondence, reports, memoranda, or other material requiring judgement as to content accuracy and completeness.
2. Provides administrative support to Mayor, City Council, and City Administrators in meeting management; assembles background materials, prepares agendas, minutes, and records action items from various meetings.
3. Investigates and follows-up on citizen requests for service, complaints, and for information.
4. Receives public inquires and answers questions; responds to inquiries from employees, citizens and others and refers to appropriate persons when necessary.
5. Assists in the development of short and long range plans; gathers and prepares data for studies, reports and recommendations; coordinates activities with other departments and agencies as needed.
6. Communicates official plans, policies and procedures to staff and the general public.
7. Prepares drafts of speeches, presentations, contracts, policies, etc. as assigned.
8. Prepares notices, flyers, brochures, newsletters, media releases, news articles, and other

informational materials as assigned.

9. Researches grant programs; prepares grant applications.
10. Plans and coordinates community promotion events.
11. Assists the City Administrator in interaction with organized labor as may be requested and in the development of personnel policies as assigned.
12. Assists with administrative tasks involving budgeting.
13. Assists with administration of City's website and social media.
14. Develops and maintains filing system for City Administrator.
15. Orders supplies and equipment for City Administrator's Office to include preparation of bid specifications and process.
16. Performs such other duties as may be directed by the City Administrators.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Educational requirements include an Associate's degree in business, public administration or related field. A Bachelor's degree is preferred.

- Experience requirements include three or more years related job experience. Preferably in a local government setting.

- Ability to understand and follow instructions, including maintaining confidential and sensitive information.

- Knowledge of public administration techniques involved in operations management, personnel administration, and labor negotiations.

- Skill in responding to public inquiries and internal requests with a high degree of accuracy and professionalism.

- Skill in assembling and analyzing data, and in preparing comprehensive and accurate reports.

- Skill in effectively communicating ideas and concepts orally and in writing, and in making presentations in public forums.

- Skill in the use of office equipment and technology, including computers and related software, and the ability to master new technologies.

- Ability to critically assess situations and solve problems, and to work effectively under stress, within deadlines and changes in work priorities.

- Ability to establish effective working relationships and use good judgement, initiative and resourcefulness when dealing with employees, elected officials, the media, vendors,

professional contacts, and the public.

- A valid Michigan driver's license is required.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate in person and on the phone. The employee frequently is required to operate office equipment and technology, file and retrieve written documents, attend meetings, and assist at the front counter. The employee is occasionally required to make public presentations. The employee must frequently lift and/or move items of light weight.

While performing the duties of this job, the employee regularly works in a business office setting. The noise level in the work environment is usually quiet.

CITY OF GRAND LEDGE
Job Description

UTILITIES OPERATOR

Supervised By: Utilities Supervisor/WWTP Supervisor/Street Supervisor as assigned.
Supervises: Seasonal or part-time employees as assigned.

General Summary:

Under the supervision of the assigned Supervisor, performs daily operation and maintenance duties in all areas of Public Services including but not limited to streets, water, wastewater, general building and equipment maintenance, cemetery, cemetery, parks and grounds. Performs a wide range of skilled and semi-skilled maintenance, construction and repair tasks in support of Public Services projects. Assists Public Services Divisions as assigned.

This job description is intended merely to illustrate the kinds of duties that may be assigned to its incumbent. It should not be interpreted as describing all the duties whose performance may ever be required of such employees or to limit the nature and extent of assignments such an individual may be given.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Operates and controls water well pumping facilities. Performs daily inspections, readings and observations. Controls well and service pump operation according to system needs. Performs scheduled maintenance of well pumps, motors, valves, piping and controls. Maintains accurate maintenance records.

2. Inspects, maintains, and repairs City utility system. Installs new lines, inspects existing structures and performs scheduled and emergency repairs.

3. Operates light and heavy equipment, specialized equipment, tools and vehicles in support of daily maintenance activities associates with City streets, sidewalks, signage, trees, parks, cemetery, airport, buildings and facilities. Removes snow, ice or debris using street sweepers, snow plows, salt spreaders, snow blowers and other equipment; and vehicles associated with the utilities system including high pressure cleaning and vacuuming trucks, rodding machines, video and sewer locating equipment, and all equipment associated with confined space entry.

4. Operates and maintains water treatment facilities. Perform daily inspections, daily and weekly operations of iron-removal process, including filter backwash. Monitors and adjusts chemical feed systems. Conducts laboratory testing, including pH, chlorine, iron and manganese.

5. Assists in parks, cemetery, and grounds maintenance activities, including municipal airport maintenance. Excavation, mows grass, plants grass, flowers and trees, trims and remove trees, collect leaves and completes related tasks. Assists in grave openings and closings.

6. Installs, connects, tests and disinfects new water mains. Flushes, cleans and performs emergency repairs to water mains. Installs new service taps and service connections, including shut-off valves. Operates, maintains and replaces hydrants.

7. Maintains wastewater collection system operation and labor records. Develops written and computerized records of sanitary and storm sewer lines and structures and maintains accurate maps. Tracks and reports on the use of manpower for collection system projects. Locates and marks underground utilities.

8. Operates and maintains Public Service vehicles and equipment, including but not limited to loader, street sweeper, backhoe, dump truck, sewer camera truck, vactors, air compressors, jack hammers and trash pumps.

9. Collects monthly meter readings, including re-reads and final readings. Installs and replaces water meters. Rebuilds water meters. Performs water service shut-offs and starts for residential and commercial customers. Responds to customer complaints and inquiries. Investigates unusual water usage.

10. Performs scheduled and emergency maintenance and repair of utility system and associated infrastructure.

11. Collects samples, performs lab tests, records results and monitors for changes as assigned.

12. Completes repairs and participates in construction projects related to City infrastructure. Removes, repairs or replaces concrete and blacktop, seal cracks, paints parking lines, repairs and replaces street signage, and works on sidewalks curbs and gutters.

13. Maintenance of facilities and grounds. Performs custodial duties, painting, basic carpentry, plumbing, and electrical work, mowing, raking, snow removal and related building and grounds activities.

14. Operates and controls the major daily wastewater treatment processes and related chemical applications. Activities include screening, grit removal, primary sedimentation, aeration, activated sludge process, final clarification, disinfection and de-chlorination. Operates and inspects plant equipment including pumps, engines, generators, and electrical equipment.

15. Maintains the City's stormwater collection system. Cleans storm drains, repairs damaged collection system components and ensures the system is operating properly.

16. Operates sludge handling process including sludge pumping, conditioning, flow control and supernatant return. Monitors control panels and adjusts valves manually or by remote to regulate flow and discharge of sewage.

17. Performs work on a scheduled, on-call and emergency basis.

18. Cleans, oils and performs basic preventative maintenance on equipment and machinery according to established schedules. Regularly inspects equipment and machinery and completes necessary repairs. Coordinates major repairs with the City Mechanic as needed.

19. These examples do not include all of the duties which the employee may be expected to perform.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Educational requirements include a high school diploma or equivalent.
- Experience requirements include one year of related experience in construction, maintenance, or water/wastewater operations and maintenance, or related field.
- A valid Michigan driver's license and the ability to obtain a Commercial Driver's License Class A with air brake endorsement and tanker endorsement within one year of employment.
- Ability to obtain Michigan Department of Environmental Quality D4 & S4 water system licenses or Class D Wastewater license within 2 years of employment.
- Thorough knowledge of water, wastewater and stormwater distribution system operating procedures and maintenance needs.
- Considerable knowledge of safety procedures and protocol involved in equipment operation and public works maintenance.
- Thorough knowledge of the methods, tools and materials required for testing, installing and repairing utility system equipment, machinery, and facilities.
- Knowledge of safety requirements of operating a utility system.
- Considerable knowledge of the tools, materials and equipment used in the repair and maintenance of infrastructure systems, buildings and grounds.
- Skill in performing water quality and wastewater tests according to established procedures.
- Ability to troubleshoot mechanical and equipment problems.
- Ability to complete records and maintain files relating to the operation of the ~~water~~ utility system.
- Ability to establish effective working relationships and use good judgement, initiative and resourcefulness when dealing with the public and other employees.
- Ability to work effectively under stress and changes in work priorities, and the ability to respond during non-business hours to emergency situations.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate with others in person and on the phone. The employee is frequently required to travel to locations throughout the City, access confined space, access elevated or uneven terrain, perform work at all heights and in all light conditions and lift objects of moderate to heavy weight.

While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions and outside weather conditions and frequently works near moving mechanical parts and/or heavy equipment. The employee is occasionally exposed to high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate, and can be loud.

Assistant City Administrator – September Activity Report

Human Resources

- Consolidated 80% of the personnel files.
- Posted Utilities Operator position.
- Attended multiple meetings with public service staff regarding job description revisions. Revised job descriptions for public service positions.
- Prepared EEO-4 report – no longer need to file report as we are exempt.

Ongoing projects/tasks

- Admin Asst. position – will be interviewing next month.
- Utilities Operator position – will need to repost due to an error in posting.

Airport Management

- Continued research on well project for the airport.
- Met with owner on Bauer road regarding removal of trees on her property.
- Updated Fixed base aircraft at the airport.
- Attended the ACIP meeting and finalized the priority list for this year.

Ongoing projects/tasks

- Order radios to be used by maintenance staff.
- Update GIS system.

DDA

- Prepared for and attended September meeting. Compiled minutes.
- Continued work on Fortinos project, working with contractors.
- Continued work on Gentilozzi project.

Ongoing projects/tasks

- Continue work on DDA map to ensure 100% accuracy.
- Update façade program guidelines.

Building Management

- Dead pine tree in play area was replaced by contractor.
- Repaired a leaking Univent in the police department.
- Contracted for adding boiler system/controls and command area in the police department to the generator.
- Located and alleviated sewer smell in B-106 and Council chambers.
- Direct on going repairs by part time staff personnel.

Ongoing projects/tasks

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

City Clerk – Monthly Report
September 2015

Elections

- Conducted training for new Precinct Inspectors.
- Received and reviewed precinct supplies.
- Developed list of Precinct Inspector appointments for Election Commission approval.

Information Technology

- Worked with I.T. Right staff to implement and continue development of a Virtual Private Network (VPN) for remote file access for the Chief of Police and City Clerk. The Chief of Police and City Clerk will use the service for sixty days as a test to discover and correct any issues. After testing, the City will offer the VPN to staff, as needed and required.

- Worked with I.T. Right to complete the additional Wireless Access Point installations in the City Hall administration area.

- Participated in conference call with BS&A Software to discuss implementing the new financial software suite and the conversion of existing FundBalance data.

Records Management

- Sealed the approved Monday, 14 September 2015 Closed Session minutes and marked them for destruction on Thursday, 29 September 2016, one year and one day after the approval, in compliance with the Open Meetings Act.

- Finalized paperwork and documents approved at the 14 and 28 September 2015 regular City Council meetings:

    - Filed the Monday, 24 August 2015 regular and Wednesday, 26 August 2015 special City Council minutes.
    - Provided approved Right-of-Way Use Application from Ariana Mae Foundation for the 19 September 2015 Run and Play for Ariana Mae, to applicant and filed original.
    - Provided Resolution #56 of 2015, to Confirm Traffic Control Order #2015-03, to the Eaton County Clerk and Service Director.
    - Provided Resolution #57 of 2015, to amend the Title VI Non-Discrimination Plan, to the Michigan Department of Transportation.
    - Filed department head reports.

- Drafted proclamations from the Mayor honoring Hudson Deming, Ernst Floeter, and Alvin Kempf.

Board of Cemetery Trustees

- Attended the Tuesday, 29 September 2015, 4:00 p.m., Board of Cemetery Trustees meeting.

Records Management

- Administered the Oath of Office to new Grand Ledge Police Officer Danial Crabtree.

- Attended a meeting with the City Administrator, Service Director, Building Official, Zoning Administrator, Assistant City Administrator, and Street Supervisor to discuss a comprehensive permitting process.

Public Art Committee

- Attended the Thursday, 10 September 2015, Public Art Committee meeting.

Communication

- Conducted a City Hall tour for Our Savior Lutheran Elementary School.

CASH TRANSACTIONS REPORT

YEAR: THROUGH SEPTEMBER
City of Grand Ledge

10/8/2015
2:36 pm

	Beginning Balance	Debit	Credit	Ending Balance
Fund Type: 100 - GENERAL FUNDS				
Fund:101-GENERAL FUND	854,069.66	1,165,120.73	1,095,786.63	923,403.76
Fund Type: 100 - GENERAL FUNDS	854,069.66	1,165,120.73	1,095,786.63	923,403.76
Fund Type: 200 - SPECIAL REVENUE FUNDS				
Fund:202-MAJOR STREET FUND	91,913.63	233,578.18	205,232.50	120,259.31
Fund:203-LOCAL STREET FUND	72,225.92	521,120.34	167,295.24	426,051.02
Fund:204-MUNICIPAL STREET FUND	343,182.58	394,531.24	746,690.13	-8,976.31
Fund:208-PARKS & RECREATION FUND	60,994.99	67,515.99	69,173.90	59,337.08
Fund:248-DDA FUND	209,568.68	474,422.55	387,116.72	296,874.51
Fund:264-DRUG FORFEITURE FUND	8,905.44	4.77	65.98	8,844.23
Fund:265-POLICE RESTRICTED FUND	19,012.42	10.19	816.38	18,206.23
Fund:274-GRANTS FUND	77,655.00	158,000.00	2,745.00	232,910.00
Fund:295-AIRPORT FUND	166,622.95	8,485.64	35,101.96	140,006.63
Fund Type: 200 - SPECIAL REVENUE FUNDS	1,050,081.61	1,857,668.90	1,614,237.81	1,293,512.70
Fund Type: 300 - DEBT SERVICE FUNDS				
Fund:304-2004 CAP IMPROV BONDS FUND	12,583.24	124,338.35	0.00	136,921.59
Fund:394-DDA DEBT FUND	7,195.55	276,079.54	0.00	283,275.09
Fund:397-ISLAND BRIDGE DEBT FUND	1,108.21	12,001.72	0.00	13,109.93
Fund Type: 300 - DEBT SERVICE FUNDS	20,887.00	412,419.61	0.00	433,306.61
Fund Type: 400 - CAPITAL PROJECTS				
Fund:494-DDA CAPITAL PROJECTS FUND	175,640.13	94.85	0.00	175,734.98
Fund Type: 400 - CAPITAL PROJECTS	175,640.13	94.85	0.00	175,734.98
Fund Type: 500 - ENTERPRISE FUNDS				
Fund:495-LDFA FUND	43,036.81	3,139.56	9,584.37	36,592.00
Fund:592-WATER & SEWER FUND	299,646.47	741,069.40	1,035,667.16	5,048.71
Fund Type: 500 - ENTERPRISE FUNDS	342,683.28	744,208.96	1,045,251.53	41,640.71
Fund Type: 600 - INTERNAL SERVICE FUND				
Fund:661-EQUIPMENT OPERATING FUND	24,729.69	79,961.69	71,054.56	33,636.82
Fund:678-EMPLOYEE BENEFITS FUND	177,524.44	193,298.12	177,509.60	193,312.96
Fund Type: 600 - INTERNAL SERVICE FUND	202,254.13	273,259.81	248,564.16	226,949.78
Fund Type: 700 - TRUST & AGENCY FUNDS				
Fund:701-MISC TAXES FUND	23,382.55	62,074.77	68,932.62	16,524.70
Fund:704-CURRENT TAX FUND	0.00	6,947,460.13	2,983,678.12	3,963,782.01
Fund:750-PAYROLL CLEARING FUND	0.00	649,262.85	649,196.97	65.88
Fund Type: 700 - TRUST & AGENCY FUNDS	23,382.55	7,658,797.75	3,701,807.71	3,980,372.59
Grand Totals:	2,668,998.36	12,111,570.61	7,705,647.84	7,074,921.13

City of Grand Ledge

For the Period: 7/1/2015 to 9/30/2015	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 101 - GENERAL FUND							
Revenues							
GENERAL	2,980,897.00	2,989,033.74	943,243.50	899,982.96	0.00	2,045,790.24	31.6
RECYCLING	24,850.00	24,850.00	5,952.85	5,270.25	0.00	18,897.15	24.0
COMPOSTING	24,567.00	24,567.00	2,620.00	520.00	0.00	21,947.00	10.7
CEMETERY	91,840.00	91,840.00	18,312.70	8,375.66	0.00	73,527.30	19.9
POLICE	53,350.00	53,350.00	15,739.64	9,571.99	0.00	37,610.36	29.5
Revenues	3,175,504.00	3,183,640.74	985,868.69	923,720.86	0.00	2,197,772.05	31.0
Expenditures							
CITY COUNCIL	9,766.00	9,766.00	1,945.69	1,937.73	0.00	7,820.31	19.9
CITY ADMINISTRATION	198,072.00	198,072.00	40,287.84	21,516.02	0.00	157,784.16	20.3
ELECTIONS	17,100.00	17,100.00	1,670.66	1,660.34	0.00	15,429.34	9.8
ASSESSING	63,001.00	63,001.00	5,439.71	979.68	0.00	57,561.29	8.6
ATTORNEY	25,000.00	25,000.00	3,983.60	3,983.60	0.00	21,016.40	15.9
CLERK'S OFFICE	105,073.00	105,073.00	20,508.81	10,532.40	0.00	84,564.19	19.5
FINANCE	208,215.00	208,215.00	60,020.19	38,771.66	0.00	148,194.81	28.8
CITY HALL	268,527.00	272,782.01	36,430.74	17,168.13	0.00	236,351.27	13.4
RECYCLING	27,745.00	27,745.00	4,806.28	1,798.09	0.00	22,938.72	17.3
COMPOSTING	27,260.00	27,260.00	7,175.60	6,093.39	0.00	20,084.40	26.3
CEMETERY	134,153.00	134,153.00	24,497.43	10,665.71	0.00	109,655.57	18.3
GENERAL GOVERNMENT	156,959.00	159,109.00	54,485.15	29,216.50	0.00	104,623.85	34.2
SPECIAL PROJECTS	0.00	13,000.00	5,000.00	0.00	0.00	8,000.00	38.5
POLICE	1,386,266.00	1,383,266.00	278,582.20	125,998.65	0.00	1,104,683.80	20.1
BUILDING INSPECTION	96,300.00	96,300.00	17,957.00	4,472.00	0.00	78,343.00	18.6
PLANNING & ZONING	31,680.00	31,680.00	7,410.87	2,971.14	0.00	24,269.13	23.4
TRANSFERS OUT	488,000.00	488,000.00	408,000.00	250,000.00	0.00	80,000.00	83.6
Expenditures	3,243,117.00	3,259,522.01	978,201.77	527,765.04	0.00	2,281,320.24	30.0
Net Effect for GENERAL FUND	-67,613.00	-75,881.27	7,666.92	395,955.82	0.00	-83,548.19	-10.1
Change in Fund			7,666.92				
Fund: 202 - MAJOR STREET FUND							
Revenues							

For the Period: 7/1/2015 to 9/30/2015	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	159,537.31	159,498.08	0.00	354,857.69	31.0
Revenues	514,395.00	514,395.00	159,537.31	159,498.08	0.00	354,857.69	31.0
Expenditures							
PRESERVATION STREETS	164,860.00	164,860.00	21,017.70	13,268.11	0.00	143,842.30	12.7
TRAFFIC SERVICE	22,066.00	23,228.00	5,999.49	3,493.78	1,162.00	16,066.51	30.8
OPERATING EXPENSES	30,913.00	30,913.00	16,083.92	5,441.37	0.00	14,829.08	52.0
STATE TRUNKLINE	25,943.00	25,943.00	1,628.22	929.74	0.00	24,314.78	6.3
WINTER MAINTENANCE	77,760.00	77,760.00	2,620.03	848.92	0.00	75,139.97	3.4
ADMINISTRATION	64,501.00	64,501.00	36,696.39	32,749.48	0.00	27,804.61	56.9
CONSTRUCTION	253,700.00	253,700.00	113,620.99	96,982.39	0.00	140,079.01	44.8
Expenditures	639,743.00	640,905.00	197,666.74	153,713.79	1,162.00	442,076.26	31.0
Net Effect for MAJOR STREET FUND	-125,348.00	-126,510.00	-38,129.43	5,784.29	1,162.00	-87,218.57	31.1
Change in Fund			-38,129.43				
Fund: 203 - LOCAL STREET FUND							
Revenues							
LOCAL STREET REVENUES	582,025.00	656,065.00	455,169.20	455,146.77	0.00	200,895.80	69.4
Revenues	582,025.00	656,065.00	455,169.20	455,146.77	0.00	200,895.80	69.4
Expenditures							
PRESERVATION STREETS	296,590.00	296,590.00	56,568.80	40,202.24	0.00	240,021.20	19.1
TRAFFIC SERVICE	15,796.00	15,796.00	4,969.86	2,451.11	0.00	10,826.14	31.5
OPERATING EXPENSES	29,479.00	29,479.00	9,670.01	3,454.71	0.00	19,808.99	32.8
WINTER MAINTENANCE	68,167.00	68,167.00	5,882.64	2,830.48	0.00	62,284.36	8.6
ADMINISTRATION	79,386.00	79,386.00	51,588.06	47,634.46	0.00	27,797.94	65.0
CONSTRUCTION	101,250.00	181,948.00	178.57	178.57	6,900.00	174,869.43	3.9
Expenditures	590,668.00	671,366.00	128,857.94	96,751.57	6,900.00	535,608.06	20.2
Net Effect for LOCAL STREET FUND	-8,643.00	-15,301.00	326,311.26	358,395.20	6,900.00	-334,712.26	2,087.5
Change in Fund			326,311.26				
Fund: 204 - MUNICIPAL STREET FUND							
Revenues							
GENERAL	927,395.00	927,395.00	374,512.35	372,337.27	0.00	552,882.65	40.4

For the Period: 7/1/2015 to 9/30/2015	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 204 - MUNICIPAL STREET FUND							
Revenues	927,395.00	927,395.00	374,512.35	372,337.27	0.00	552,882.65	40.4
Expenditures							
STREET LIGHTING	106,000.00	106,000.00	15,299.35	7,655.03	0.00	90,700.65	14.4
ADMINISTRATION	702,353.00	702,353.00	701,977.47	701,617.00	0.00	375.53	99.9
SIDEWALKS	28,987.00	28,987.00	3,023.57	1,638.19	0.00	25,963.43	10.4
PROPERTY TAX & DEBT SERVICE	6,550.00	6,550.00	892.87	0.00	0.00	5,657.13	13.6
STORM SEWER GENERAL	38,415.00	38,415.00	4,206.90	2,906.35	0.00	34,208.10	11.0
Expenditures	882,305.00	882,305.00	725,400.16	713,816.57	0.00	156,904.84	82.2
Net Effect for MUNICIPAL STREET FUND	45,090.00	45,090.00	-350,887.81	-341,479.30	0.00	395,977.81	-778.2
Change in Fund			-350,887.81				
Fund: 208 - PARKS & RECREATION FUND							
Revenues							
ADMINISTRATION	145,365.00	145,365.00	44,946.62	39,859.55	0.00	100,418.38	30.9
RECREATION	25,500.00	25,500.00	19,761.20	3,394.96	0.00	5,738.80	77.5
PARKS AND BUILDINGS	6,500.00	6,500.00	950.00	470.00	0.00	5,550.00	14.6
Revenues	177,365.00	177,365.00	65,657.82	43,724.51	0.00	111,707.18	37.0
Expenditures							
ADMINISTRATION	31,667.00	31,667.00	24,447.03	22,407.67	0.00	7,219.97	77.2
RECREATION	29,554.00	29,554.00	12,071.79	594.00	0.00	17,482.21	40.8
PARKS AND BUILDINGS	113,270.00	113,270.00	21,964.71	16,935.88	0.00	91,305.29	19.4
Expenditures	174,491.00	174,491.00	58,483.53	39,937.55	0.00	116,007.47	33.5
Net Effect for PARKS & RECREATION FUND	2,874.00	2,874.00	7,174.29	3,786.96	0.00	-4,300.29	249.6
Change in Fund			7,174.29				
Fund: 209 - CEMETERY FUND							
Expenditures							
CEMETERY	0.00	3,136.74	3,136.74	0.00	0.00	0.00	100.0
Expenditures	0.00	3,136.74	3,136.74	0.00	0.00	0.00	100.0
Net Effect for CEMETERY FUND	0.00	-3,136.74	-3,136.74	0.00	0.00	0.00	100.0
Change in Fund			-3,136.74				
Fund: 248 - DDA FUND							
Revenues							
GENERAL	680,182.00	680,182.00	474,419.84	474,330.37	0.00	205,762.16	69.7

For the Period: 7/1/2015 to 9/30/2015	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 248 - DDA FUND							
Revenues	680,182.00	680,182.00	474,419.84	474,330.37	0.00	205,762.16	69.7
Expenditures							
ECONOMIC DEVELOPMENT	311,258.00	311,258.00	84,049.01	73,479.64	0.00	227,208.99	27.0
TRANSFERS OUT	388,050.00	388,050.00	288,050.00	288,050.00	0.00	100,000.00	74.2
Expenditures	699,308.00	699,308.00	372,099.01	361,529.64	0.00	327,208.99	53.2
Net Effect for DDA FUND	-19,126.00	-19,126.00	102,320.83	112,800.73	0.00	-121,446.83	-535.0
Change in Fund			102,320.83				
Fund: 264 - DRUG FORFEITURE FUND							
Revenues							
POLICE	16.00	16.00	4.77	0.82	0.00	11.23	29.8
Revenues	16.00	16.00	4.77	0.82	0.00	11.23	29.8
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	-304.00	-304.00	4.77	0.82	0.00	-308.77	-1.6
Change in Fund			4.77				
Fund: 265 - POLICE RESTRICTED FUND							
Revenues							
POLICE	34.00	34.00	10.19	1.72	0.00	23.81	30.0
Revenues	34.00	34.00	10.19	1.72	0.00	23.81	30.0
Expenditures							
ACT 302 TRAINING	0.00	0.00	816.38	621.38	0.00	-816.38	0.0
Expenditures	0.00	0.00	816.38	621.38	0.00	-816.38	0.0
Net Effect for POLICE RESTRICTED FUND	34.00	34.00	-806.19	-619.66	0.00	840.19	-2,371.1
Change in Fund			-806.19				
Fund: 274 - GRANTS FUND							
Revenues							
603 E RIVER ST	0.00	0.00	158,000.00	0.00	0.00	-158,000.00	0.0
Revenues	0.00	0.00	158,000.00	0.00	0.00	-158,000.00	0.0
Expenditures							
603 E RIVER ST	0.00	0.00	2,745.00	0.00	0.00	-2,745.00	0.0
Expenditures	0.00	0.00	2,745.00	0.00	0.00	-2,745.00	0.0
Net Effect for GRANTS FUND	0.00	0.00	155,255.00	0.00	0.00	-155,255.00	0.0
Change in Fund			155,255.00				

For the Period: 7/1/2015 to 9/30/2015	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 295 - AIRPORT FUND							
Revenues							
AIRPORT	61,530.00	61,530.00	8,185.64	2,613.10	0.00	53,344.36	13.3
Revenues	61,530.00	61,530.00	8,185.64	2,613.10	0.00	53,344.36	13.3
Expenditures							
AIRPORT	65,525.00	65,525.00	29,179.75	22,342.45	0.00	36,345.25	44.5
Expenditures	65,525.00	65,525.00	29,179.75	22,342.45	0.00	36,345.25	44.5
Net Effect for AIRPORT FUND	-3,995.00	-3,995.00	-20,994.11	-19,729.35	0.00	16,999.11	525.5
Change in Fund			-20,994.11				
Fund: 304 - 2004 CAP IMPROV BONDS FUND							
Revenues							
GENERAL	200.00	200.00	18.35	12.72	0.00	181.65	9.2
TRANSFERS IN	124,320.00	124,320.00	124,320.00	124,320.00	0.00	0.00	100.0
Revenues	124,520.00	124,520.00	124,338.35	124,332.72	0.00	181.65	99.9
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 FUNI	-100.00	-100.00	124,338.35	124,332.72	0.00	-124,438.35	,338.4
Change in Fund			124,338.35				
Fund: 394 - DDA DEBT FUND							
Revenues							
DEBT SERVICE	276,450.00	276,450.00	276,079.54	276,076.32	0.00	370.46	99.9
Revenues	276,450.00	276,450.00	276,079.54	276,076.32	0.00	370.46	99.9
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	400.00	400.00	276,079.54	276,076.32	0.00	-275,679.54	,019.9
Change in Fund			276,079.54				
Fund: 397 - ISLAND BRIDGE DEBT FUND							
Revenues							
DEBT SERVICE	34,848.00	34,848.00	12,001.72	12,001.22	0.00	22,846.28	34.4
Revenues	34,848.00	34,848.00	12,001.72	12,001.22	0.00	22,846.28	34.4
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

For the Period: 7/1/2015 to 9/30/2015	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Net Effect for ISLAND BRIDGE DEBT FUND	40.00	40.00	12,001.72	12,001.22	0.00	-11,961.72	2,004.3
Change in Fund			12,001.72				
Fund: 494 - DDA CAPITAL PROJECTS FUND							
Revenues							
CAPITAL OUTLAY - PUBLIC IMPROV	100,000.00	100,000.00	94.85	16.33	0.00	99,905.15	0.1
Revenues	100,000.00	100,000.00	94.85	16.33	0.00	99,905.15	0.1
Net Effect for DDA CAPITAL PROJECTS FUND	100,000.00	100,000.00	94.85	16.33	0.00	99,905.15	0.1
Change in Fund			94.85				
Fund: 495 - LDFA FUND							
Revenues							
GENERAL	8,830.00	8,830.00	3,116.97	3,116.97	0.00	5,713.03	35.3
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	3,116.97	3,116.97	0.00	85,713.03	3.5
Expenditures							
CAPITAL OUTLAY - PUBLIC IMPROV	89,253.00	89,253.00	9,451.10	9,396.61	0.00	79,801.90	10.6
Expenditures	89,253.00	89,253.00	9,451.10	9,396.61	0.00	79,801.90	10.6
Net Effect for LDFA FUND	-423.00	-423.00	-6,334.13	-6,279.64	0.00	5,911.13	1,497.4
Change in Fund			-6,334.13				
Fund: 592 - WATER & SEWER FUND							
Revenues							
PUBLIC WORKS-REVENUE	1,000.00	1,000.00	175.85	5.86	0.00	824.15	17.6
WATER-REVENUES	1,535,831.00	1,535,831.00	98,660.54	161,188.03	0.00	1,437,170.46	6.4
SANITARY SEWER -REVENUES	2,051,220.00	2,051,220.00	74,720.11	169,929.25	0.00	1,976,499.89	3.6
Revenues	3,588,051.00	3,588,051.00	173,556.50	331,123.14	0.00	3,414,494.50	4.8
Expenditures							
JENNE ST RECONSTRUCTION	128,850.00	128,850.00	16,629.03	13,455.62	0.00	112,220.97	12.9
PUMPING	107,182.00	107,182.00	14,505.74	8,460.12	0.00	92,676.26	13.5
WATER TREATMENT	100,275.00	110,855.00	15,860.74	8,613.50	10,580.00	84,414.26	23.9
TRANSMISSION AND DISTRIBUTION	460,374.00	461,894.00	66,585.15	37,190.75	1,520.00	393,788.85	14.7
WATER-GENERAL EXPENSE	716,166.00	715,126.00	199,722.57	185,211.75	-1,040.00	516,443.43	27.8
JENNE ST RECONSTRUCTION	191,450.00	191,450.00	113,798.82	109,006.33	0.00	77,651.18	59.4
PLANT OPERATION & MAINTENANCE	634,781.00	661,315.12	137,644.78	58,585.52	26,534.12	497,136.22	24.8
LIFT STATION	57,922.00	57,922.00	18,507.61	8,787.47	0.00	39,414.39	32.0

For the Period: 7/1/2015 to 9/30/2015	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 592 - WATER & SEWER FUND							
Expenditures							
SEWERS	307,132.00	308,652.00	159,947.53	17,214.07	1,520.00	147,184.47	52.3
SEWER GENERAL EXPENSE	813,324.00	815,831.00	217,884.27	204,674.38	2,507.00	595,439.73	27.0
Expenditures	3,517,456.00	3,559,077.12	961,086.24	651,199.51	41,621.12	2,556,369.76	28.2
Net Effect for WATER & SEWER FUND	70,595.00	28,973.88	-787,529.74	-320,076.37	41,621.12	858,124.74	2,861.7
Change in Fund			-787,529.74				
Fund: 661 - EQUIPMENT OPERATING FUND							
Revenues							
EQUIPMENT OPERATION	303,935.00	303,935.00	79,496.67	79,205.78	0.00	224,438.33	26.2
Revenues	303,935.00	303,935.00	79,496.67	79,205.78	0.00	224,438.33	26.2
Expenditures							
EQUIPMENT OPERATION	273,163.00	273,163.00	65,222.58	43,657.52	1,950.00	205,990.42	24.6
Expenditures	273,163.00	273,163.00	65,222.58	43,657.52	1,950.00	205,990.42	24.6
Net Effect for EQUIPMENT OPERATING FUND	30,772.00	30,772.00	14,274.09	35,548.26	1,950.00	18,447.91	40.0
Change in Fund			14,274.09				
Fund: 678 - EMPLOYEE BENEFITS FUND							
Revenues							
EMPLOYEE BENEFITS	737,000.00	737,000.00	156,419.82	152,250.78	0.00	580,580.18	21.2
Revenues	737,000.00	737,000.00	156,419.82	152,250.78	0.00	580,580.18	21.2
Expenditures							
EMPLOYEE BENEFITS	723,560.00	723,560.00	161,768.12	56,784.22	0.00	561,791.88	22.4
Expenditures	723,560.00	723,560.00	161,768.12	56,784.22	0.00	561,791.88	22.4
Net Effect for EMPLOYEE BENEFITS FUND	13,440.00	13,440.00	-5,348.30	95,466.56	0.00	18,788.30	-39.8
Change in Fund			-5,348.30				
Grand Total Net	37,693.00	-23,153.13	-187,644.83	731,980.91	51,633.12	216,124.82	

Activity	March	April	May	June	July	August	September	October	November	December	Total
Traffic Crash: Public & Private (931a)	11	14	8	15	13	12	11				84
Traffic Crash: Personal Injury (931b)	2	3	2	0	1	2	1				11
Crash Totals	13	17	10	15	14	14	12	0	0	0	95
Breaking & Entering (998P)	0	1	1	6	4	0	0				12
Larceny (2399)	2	6	4	18	4	8	9				51
Retail Fraud (3073)	2	4	6	6	2	1	1				22
Bad Checks (2693)	0	0	0	0	0	0	0				0
Credit Card Fraud (2605)	1	1	1	1	1	5	4				14
Forgery (2589)	0	1	0	0	1	0	1				3
Identity Theft (2609)	3	0	1	1	2	0	0				7
Malicious Destruction of Property (2901 & 2999)	1	2	7	8	1	1	2				22
Stolen Vehicle (2404)	0	0	0	0	1	1	0				2
Property Crimes Total	9	15	20	40	16	16	17	0	0	0	133
Domestic Assault (994D)	1	4	0	3	0	2	1				11
Assault & Battery (1313)	5	1	3	4	3	1	1				18
Personal Crimes Total	6	5	3	7	3	3	2	0	0	0	29
Reports Taken	82	76	76	87	77	62	90				550
											0
Civil Infraction Citations (933A)	8	11	10	20	10	39	14				112
Misdemeanor Citations (5403)	1	2	1	5	1	2	3				15
OWI (8041)	5	5	4	4	0	4	1				23
Traffic Total	14	18	15	29	11	45	18	0	0	0	150

September Activity of interest

This September the Grand Ledge VFW nominated Officer Dick Clark as VFW Police officer of the Year. Chief Underhill was asked to supply a letter of support Which follows:

Tom Dingler, Chaplain
VFW Post 3293
731 N. Clinton
Grand Ledge MI 48837

September 22, 2015

Dear Chaplain Dingler,

It is with a great deal of pleasure that that I write to endorse your nomination of Officer Richard "Dick" Clark as the VFW Police Officer of the Year. Officer Clark is a 25 year veteran of the Grand Ledge Police Department. Dick is native son of Grand Ledge and has a long professional history of service to the community and its citizens.

Among his many accomplishments, he served for over a decade as the Department's K9 officer with his K9 partners Comet and Blazer. During that time Officer Clark received over a dozen letters of commendation. He was also awarded the Department's Meritorious Service Award. This award is our highest honor and is presented for disregard of personal safety and welfare in the performance of duty. It was awarded to Officer Clark for his role in the capture of a kidnap suspect despite violent opposition by the suspect and two accomplices. His personnel file also reflects a significant drug arrest, the capture of burglary suspects and the single handed tracking of a sniper suspect involved in an attempted mass murder in an adjacent jurisdiction.

Officer Clark's service continues into the present having just yesterday identified and provided intelligence that resulted in the arrest of a bank robbery suspect wanted in a string of robberies in Southeast Michigan. Along with his work as a law enforcement officer, Dick has demonstrated his willingness to be a good neighbor and friend to members of our community. He is a recognized throughout the community by those he grew up with and by their children from his years in the schools and at public events with his two K9 partners.

I enthusiastically endorse your nomination and thank you for taking the time to recognize this fine public servant.

Yours Truly
Martin Underhill, Chief
Grand Ledge Police Department

MONTHLY ACTIVITY REPORT
DEPARTMENT OF PUBLIC SERVICES
SEPTEMBER 2015

DRINKING WATER

Treated water pumped to system – 21.468 million gallons for the month of Septemeber, average daily production was 0.716 million gallons per day. Maximum day was 1.090 million gallons pumped while the minimum day was 0.606 million gallons.

Water was treated with 156.1 lbs. of chlorine gas with an average chlorine residual in the system of 0.25 parts per million (ppm) free chlorine and 0.30 ppm total chlorine. 69.5 lbs of fluoride was also added for the month, measured fluoride in the water system was at 0.78 ppm for the month.

Sixteen 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 were no positive tests.

In addition, samples were collected from the two entry points of water into the distribution system (the iron removal plant tap and well no. 2 on E. River St.) and and tested for a number of constituents including volitile organic compounds, cyanide, pesticides, herbicides, carbamates, and radium 226 & 228. Testing for the these compounds is required every three years. Annual testing was also completed for disinfection by-products (specifically trihalomethanes and haloacetic acids) from one location in the distribution system.

A total of 993 meters were read in Cycle 3 (north side of the Grand River) in September. There were also 55 re-reads of those meters, and 48 final readings. There were also 10 requests for turning water off or on, and 14 meter change-outs.

Staff responded to 42 staking requests from the Miss Dig system to locate City water and sewer lines, 13 of those requests were emergencies.

On Sept. 10 there was a broken water main on Union St. between Church St. and Whitney St. In the course of the repair, water pressure was lost. Residents of that section of Union St. were advised to boil any water used for consumption until tests could confirm that the water was not contaminated, a two day process. Tests came back good and those residents were notified that their water was safe to use on Sept. 14.

A new hot water pipe thawing machine was delivered on Sept. 17. The new equipment will be used in the event of water service freeze-ups this winter.

Kurt Ristow started his new duties as Utilities Supervisor on Sept. 14.

The MDEQ District Engineer made an inspection of the City's drinking water production wells on Sept. 29. She was satisfied with the facilities.

Requests for bids for an overhaul and re-building of the the pump at well no. 6 was sent to four area contractors that specialize in well maintenance The request was sent out late in the month. Well no. 6 is the City's largest production well and was last overhauled in 2007.

Fall flushing of the water system through hydrants was started on September 28 and continued into October.

WASTEWATER TREATMENT AND COLLECTION SYSTEM

The wastewater treatment plant treated and discharged 30.333 million gallons to the Grand River, a monthly average of 1.011 million gallons per day. 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 = 3.7 ppm, limit is 30 mg/l, plant achieved 98% removal
- Phosphorus, monthly average = 0.8 ppm, limit is 1.0 ppm
- Mercury = 2.22 nanograms per liter

Phosphorus levels returned to normal after much higher than normal levels were recorded in August. There were no violations of the City's NPDES permit in September.

Plant staff worked on refinishing the metal railings around the aeration tanks.

Tours of the WWTP were conducted on four dates with classes from Lansing Community College.

OAKOOD CEMETERY

In addition to the normal grounds keeping activities conducted during Septemeber, there were a total of eight internments made in the month at Oakwood Cemetery. Two were full burials and six were inurnments of cremains.

The two-man Cemetery grounds crew continued the removal of overgrown bushes in August and worked on the trimming of the lower branches of trees in the Cemetery.

The Cemetery Board met on September 29. Present were a group from the American Legion and the location of a planned Koream War Memorial was discussed. It was agreed that the Memorial will be located at a site west of the office, between that building and Morley St.

STREETS

Routine street maintenance was completed in September that included patching pot holes, cleaning the tops of catch basins, and restoration of yards where eighteen trees had been removed and the stumps gound in August.

DPS crews spent considerable time removing and replacing bad sections of concrete curb on Elizabeth, Howell, and Fleming StreetsA water main repair on Union St. was paved by DPS crews. Additional time was also spent on Comet Lane adjusting the height of storm and sanitary manholes. This work was in preparation for paving of those streets early in October.

Asphalt Restoration Inc. of Kalamazoo, MI started crack sealing work on numerous City streets and parking lots. This work is intended to preserve and extend the life of street currently in good condition, typically the streets which were reconstructed over the last fifteen years.

New pedestrian crossing signs were installed on Jenne St., some of the final work from the reconstruction project completed in August.

Rob Betts started employment with the City on Sept. 28 as an Equipment Operator. He fills the vacancy from Jack Phinney's retirement at the end of July.

DPS took delivery of a new John Deere 654 HP loader tractor on Sept. 25. The tractor will be used for a variety of jobs including snow removal, mowing, and leaf pick-up.

2,400 cubic yards of composted leaves, collected in the fall of 2012 and 2013, were hauled to various farms and gardens to make room at the Compost Center for leaves which will be picked up in 2015.

PARKS AND RECREATION

Recreation

The Flag Football program is underway.

The Grand Adventure race was held on September 27. The race and was centered in Jaycee Park and the course took in a large area of the City.

Parks

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

STATE OF MICHIGAN

RICK SNYDER
GOVERNOR

DEPARTMENT OF HEALTH AND HUMAN SERVICES
LANSING

NICK LYON
DIRECTOR

September 2015

Larry Lahaie
Director of PS
City of Grand Ledge
200 East Jefferson Street
Grand Ledge, MI 48837

Mr. Lahale:

The Michigan Department of Health and Human Services (MDHHS) is pleased to present you with the 2014 Water Fluoridation Quality Award. The Centers for Disease Control and Prevention (CDC) identifies community water fluoridation as one of the 10 great public health achievements of the 20th century and presents this award to your community water system for maintaining a consistent level for 11-12 consecutive months of optimally fluoridated water for the 2014 calendar year.

CDC initiated the Water Fluoridation Quality Awards in 2002 to recognize outstanding performance in fluoridation management by public water systems.

In Michigan, statistics demonstrate that children, as well as adults, receiving the benefits of community water fluoridation have less dental decay. The benefits of optimal community water fluoridation last throughout the life span. The MDHHS-Oral Health Program commends you on maintaining optimal levels of fluoride in your water system.

If you would like to promote this prestigious award, we have attached a press release to use and send in for media use.

Sincerely,

Christine Farrell, RDH, BSDH, MPA
Oral Health Program Director
MDHHS- Oral Health Program
P.O. Box 30195
Lansing, MI 48909
farrellc@michigan.gov
517 335-8388

Susan Deming RDH, RDA, B.S
Education/FluoridationCoordinator
MDHHS- Oral Health Program
P.O. Box 30195
Lansing, MI 48909
demings@michigan.gov
517 373-3624

WFRS
Water Fluoridation
Reporting System

2014

Water Fluoridation Quality Award

GRAND LEDGE

STATE OF MICHIGAN

The Centers for Disease Control and Prevention commends this water system for its consistent and professional adjustment of the water fluoride content to the optimum level for oral health for 12 consistent months. Consistent, high-quality water fluoridation practice, as demonstrated by this water system, is a safe and effective method to prevent tooth decay, improving the oral health of community residents of all ages.

Presented by the
Centers for Disease Control and Prevention
United States Department of Health & Human Services

Centers for Disease Control and Prevention
National Center for Chronic Disease Prevention and Health Promotion

National Fluoridation Engineer, Division of Oral Health
National Center for Chronic Disease Prevention
and Health Promotion

To: Adam R. Smith, Grand Ledge City Administrator

From: Brian Thelen, Grand Ledge City Assessor

Date: October 5, 2015

Ref: September 2015 Monthly Assessing Department Report

GRAND LEDGE CITY ASSESSOR MONTHLY REPORT

SEPTEMBER 2015

Property Transfers and Deeds

- 53 deeds have been processed. The breakdown is as follows:
  - 38 Warranty Deeds
  - 11 Quit Claim Deeds
  - 4 Misc.

Data Verification

- 342 parcels inspected
- 262 parcels were updated in the assessing program

Michigan Tax Tribunal Activity

- Email communications with the Attorney for Lowes Warehouse, working on settlement

AMAR (State Audit of Assessing Records)

- Received results of audit. Grand Ledge received a perfect score on the Audit.

Other activities 1/1/15 through 8/31/15

- Input building permits into the assessing database.
- Processed lot splits and added parcels into the assessing database for the new Meadow Woods East development.
- Working on setting up office hours at City Hall. Preliminarily looking at Tuesday and Thursdays.

Zoning Administrator - Monthly Report
September, 2015

General Activities:

- **Permits:**

  12 building permits
  1 fence permit

- **Violations:**

  Sent out 34 new violation notices:

Trash/Junk:	10
Tall Grass /Weeds:	6
Front Yard Parking:	5
Temporary Signs:	1
Junk Vehicles:	8
Other:	4

Administrative Plan Reviews:

1. The engineering plans for the new retail center at the site of the former Family Fare building was approved on October 6, 2015.

2. The engineering plans for the new Speedway station at 720 S. Clinton Street have been revised to address the city engineers concerns and are in the process of being reviewed.

3. The final engineering plans for the addition to the library have not yet been received.

Zoning Board of Appeals:

- The Zoning Board of Appeals approved a variance request to permit a 6 foot high wood privacy fence in the Kent Street front yard of the property at 609 Liberty Street at its September 17th meeting.

Planning Commission:

- **Meetings:**

  * The Planning Commission held a public hearing at its regular meeting on October 1, 2015 on the future zoning of the Gilbert 425 Annexation property. Following the public hearing, the Commission voted unanimously to recommend R-MD, Single Family Residential zoning for the 2 parcels on the south side of Old Saginaw Highway (comprising 152.28 acres) and B-1, Highway Service district zoning for the 2 parcels between Saginaw Highway and Old Saginaw Highway (approximately 7 acres). The information related to this recommendation has been forwarded to the City Clerk for placement on the City Council agenda to introduce an ordinance to amendment the Zoning Map and schedule a public hearing.

- **Ordinance Amendments:**

  * The Planning Commission is in the process of considering amendments to the following sections of the Zoning Ordinance.

    1. Section 220-80, Site Plan Review
    2. Article V, R-LD, R-MD, One Family Residential Districts
    3. Article X, Central Business District (accessory structures and lodging/boarding houses)

- **Master Plan Update**

  The Planning Commission has begun the process of updating the City Master Plan in accordance with the requirements of the Michigan Municipal Planning Act. This Act requires that the Commission either amend or adopt a new master plan every five years after the plan was initially adopted. The Commission has completed its review of Chapters 1 and 2 and will review Chapter 3 at its November meeting.

September 2015 Building Permits

Commercial Permits

669 E. Saginaw – Dollar Tree Build Out - (in progress)
669 E. Saginaw – Foundation
400 ½ S. Bridge St.- interior remodel

Residential Permits

348 W. Jefferson - Addition 3 story tower
660 Jenne St. – Deck addition
603 E. Jefferson – new dormer over exiting attic
816 Greenwich – new house – Dible Builders
652 Jenne – re-roof garage
120 N. Clinton – re-roof house
220 Union St. – re-roof house
1132 Seymour St. – re-roof house
325 Kennedy – re-roof house
118 W. Front St. – re-roof house

The City of Grand Ledge

CITY HALL
310 Greenwood St. • Grand Ledge MI 48837
Ph: 517.627.2149 • Fax: 517.627.9796 • www.grand-ledge.com

To: City Council

CC: Adam Smith, City Administrator

From: Gregory Newman, City Clerk

Re: 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.

At its Thursday, 08 October 2015, meeting, the City Council Finance and Policy Committee recommended changing the 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, to allow an accumulation of three inches of material instead of one inch, but retain the twenty-four hour time-frame instead of increasing it to seventy-two hours.

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.

_____

Gregory L. Newman, City Clerk

Introduced:	28 September 2015
Public Hearing:	12 October 2015
Adopted:	_____
Published:	_____
Effective:	_____

Application for Industrial Facilities Tax Exemption Certificate

Issued under authority of Public Act 198 of 1974, as amended. Filing is mandatory.

INSTRUCTIONS: File the original and two copies of this form and the required attachments (three complete sets) with the clerk of the local government unit. The State Tax Commission (STC) requires two complete sets (one original and one copy). One copy is retained by the clerk. If you have any questions regarding the completion of this form, call (517) 373-3302.

To be completed by Clerk of Local Government Unit	
Signature of Clerk	▸ Date Received by Local Unit 28 Sep 2015
STC Use Only	
▸ Application Number	▸ Date Received by STC

APPLICANT INFORMATION

All boxes must be completed.

▸ 1a. Company Name (Applicant must be the occupant/operator of the facility) NorthStar Cooperative Inc	▸ 1b. Standard Industrial Classification (SIC) Code - Sec. 2(10) (4 or 6 Digit Code) 0752, 8731	
▸ 1c. Facility Address (City, State, ZIP Code) (real and/or personal property location) 1163 Comet Lane	▸ 1d. City/Township/Village (indicate which) Grand Ledge	▸ 1e. County Eaton
▸ 2. Type of Approval Requested ☐ New (Sec. 2(5)) ☐ Transfer ☐ Speculative Building (Sec. 3(8)) ☐ Rehabilitation (Sec. 3(6)) ☒ Research and Development (Sec. 2(10)) ☐ Increase/Amendment	▸ 3a. School District where facility is located Grand Ledge	▸ 3b. School Code 23060
	4. Amount of years requested for exemption (1-12 Years) 12	

5. Per section 5, the application shall contain or be accompanied by a general description of the facility and a general description of the proposed use of the facility, the general nature and extent of the restoration, replacement, or construction to be undertaken, a descriptive list of the equipment that will be part of the facility. Attach additional page(s) if more room is needed.

See attached.

6a. Cost of land and building improvements (excluding cost of land) * Attach list of improvements and associated costs. * Also attach a copy of building permit if project has already begun.	▸	Real Property Costs
6b. Cost of machinery, equipment, furniture and fixtures * Attach itemized listing with month, day and year of beginning of installation, plus total	▸ $368,203	Personal Property Costs
6c. Total Project Costs * Round Costs to Nearest Dollar	▸ $368,203	Total of Real & Personal Costs

7. Indicate the time schedule for start and finish of construction and equipment installation. Projects must be completed within a two year period of the effective date of the certificate unless otherwise approved by the STC.

	Begin Date (M/D/Y)	End Date (M/D/Y)	
Real Property Improvements ▸	4/27/15	11/1/15	▸ ☒ Owned ☐ Leased
Personal Property Improvements ▸	4/27/15	11/1/15	▸ ☒ Owned ☐ Leased

▸ 8. Are State Education Taxes reduced or abated by the Michigan Economic Development Corporation (MEDC)? If yes, applicant must attach a signed MEDC Letter of Commitment to receive this exemption. ☐ Yes ☒ No

▸ 9. No. of existing jobs at this facility that will be retained as a result of this project. 15	▸ 10. No. of new jobs at this facility expected to create within 2 years of completion. 4

11. Rehabilitation applications only: Complete a, b and c of this section. You must attach the assessor's statement of SEV for the entire plant rehabilitation district and obsolescence statement for property. The Taxable Value (TV) data below must be as of December 31 of the year prior to the rehabilitation.

a. TV of Real Property (excluding land) .....
b. TV of Personal Property (excluding inventory) .....
c. Total TV .....

▸ 12a. Check the type of District the facility is located in:

☒ Industrial Development District ☐ Plant Rehabilitation District

▸ 12b. Date district was established by local government unit (contact local unit)	▸ 12c. Is this application for a speculative building (Sec. 3(8))? ☐ Yes ☒ No

APPLICANT CERTIFICATION - complete all boxes.

The undersigned, authorized officer of the company making this application certifies that, to the best of his/her knowledge, no information contained herein or in the attachments hereto is false in any way and that all are truly descriptive of the industrial property for which this application is being submitted.

It is further certified that the undersigned is familiar with the provisions of P.A. 198 of 1974, as amended, being Sections 207.551 to 207.572, inclusive, of the Michigan Compiled Laws; and to the best of his/her knowledge and belief, (s)he has complied or will be able to comply with all of the requirements thereof which are prerequisite to the approval of the application by the local unit of government and the issuance of an Industrial Facilities Exemption Certificate by the State Tax Commission.

13a. Preparer Name	13b. Telephone Number	13c. Fax Number	13d. E-mail Address
Todd Byrem	517.908.0502	517.351.5610	byremt@antelbio.com
14a. Name of Contact Person	14b. Telephone Number	14c. Fax Number	14d. E-mail Address
Todd Byrem	517.908.0502	517.351.5610	byremt@antelbio.com
▶ 15a. Name of Company Officer (No Authorized Agents)			
Chad Rensi			
15b. Signature of Company Officer (No Authorized Agents)		15c. Fax Number	15d. Date
		517.351.5610	9/28/15
▶ 15e. Mailing Address (Street, City, State, ZIP Code)		15f. Telephone Number	15g. E-mail Address
4200 Forest Road, Lansing, MI 48910		517.908.0482	

LOCAL GOVERNMENT ACTION & CERTIFICATION - complete all boxes.

This section must be completed by the clerk of the local governing unit before submitting application to the State Tax Commission. Check items on file at the Local Unit and those included with the submittal.

▶ 16. Action taken by local government unit

☐ Abatement Approved for _____ Yrs Real (1-12), _____ Yrs Pers (1-12)

After Completion ☐ Yes ☐ No

☐ Denied (Include Resolution Denying)

16a. Documents Required to be on file with the Local Unit

Check or Indicate N/A if Not Applicable

☐ 1. Notice to the public prior to hearing establishing a district.
☐ 2. Notice to taxing authorities of opportunity for a hearing.
☐ 3. List of taxing authorities notified for district and application action.
☐ 4. Lease Agreement showing applicants tax liability.

16b. The State Tax Commission Requires the following documents be filed for an administratively complete application:

Check or Indicate N/A if Not Applicable

☐ 1. Original Application plus attachments, and one complete copy
☐ 2. Resolution establishing district
☐ 3. Resolution approving/denying application.
☐ 4. Letter of Agreement (Signed by local unit and applicant)
☐ 5. Affidavit of Fees (Signed by local unit and applicant)
☐ 6. Building Permit for real improvements if project has already begun
☐ 7. Equipment List with dates of beginning of installation
☐ 8. Form 3222 (if applicable)
☐ 9. Speculative building resolution and affidavits (if applicable)

16c. LUCI Code	16d. School Code
	23060
17. Name of Local Government Body	▶ 18. Date of Resolution Approving/Denying this Application
City of Grand Ledge	

Attached hereto is an original application and all documents listed in 16b. I also certify that all documents listed in 16a are on file at the local unit for inspection at any time, and that any leases show sufficient tax liability.

19a. Signature of Clerk	19b. Name of Clerk	19c. E-mail Address
	Gregory Newman	gnewman@grand-ledge.com
19d. Clerk's Mailing Address (Street, City, State, ZIP Code)		
310 Greenwood St		
19e. Telephone Number	19f. Fax Number	
(517) 627-2149	(517) 627-9796	

State Tax Commission Rule Number 57: Complete applications approved by the local unit and received by the State Tax Commission by October 31 each year will be acted upon by December 31. Applications received after October 31 may be acted upon in the following year.

Local Unit: Mail one original and one copy of the completed application and all required attachments to:

Michigan Department of Treasury
State Tax Commission
PO Box 30471
Lansing, MI 48909

(For guaranteed receipt by the STC, it is recommended that applications are sent by certified mail.)

STC USE ONLY				
▶ LUCI Code	▶ Begin Date Real	▶ Begin Date Personal	▶ End Date Real	▶ End Date Personal

NOTICE OF PUBLIC HEARING
CITY OF GRAND LEDGE

Please take notice that the Grand Ledge City Council will hold a public hearing on a request for approval of a new Industrial Facilities Exemption Certificate for NorthStar Cooperative, Inc. pursuant to P.A. 198 on October 12, 2015 at 7:30 p.m. at Grand Ledge City Hall 310 Greenwood St. Grand Ledge MI 48837. The purpose of this public hearing is to provide the applicant, assessor, representatives of the affected taxing authorities and interested residents and taxpayers an opportunity to comment on the request by NorthStar Cooperative Inc. to approve an Industrial Facility Exemption Certificate. A copy of the application to be approved is on file with the Grand Ledge City Clerk.

NorthStar Cooperative Inc. is located in the LDFA Industrial Development District approved by the Grand Ledge City Council on April 10, 2000 pursuant to P.A. 198 legally described as:

> Com at W ¼ cor sec 1 City Grand Ledge, thence N 00 deg 9 min 28 sec e 633.80 ft., s 89 deg 50 min 32 sec E 311.60 ft., N 00 deg 9 min 28 sec e 175 ft., N 89 deg 50 min 32 sec W 311.60 ft., N 00 deg 9 min 28 sec E 514.64 ft., N 89 deg 48 min 1 sec e 468.20 ft., N 00 deg 9 min 28 sec E 1489.82 ft., S 89 deg 36 min 47 sec E 975.03 ft., S 00 deg 45 min 5 sec W 466.70 ft., S 89 deg 36 min 47 sec E 466.70 ft., N 00 deg 46 min 5 sec E 166.70 ft., S 89 deg 36 min 47 sec E 768 ft., S 00 deg 46 min 5 sec W 1168.16 ft., N 89 deg 43 min 43 sec E 1331.58 ft., S 00 deg 56 min 41 sec W 977.24 ft., to the North ROW of CSX RR, S 63 deg 38 min 16 sec W 1489.29 ft. along RR ROW, N 00 deg 13 min 27 sec E 308.37 ft., S 89 deg 49 min 21 sec W 2648.21 ft., to POB Containing 183.73 acres more or less T4N, R4W, City of Grand Ledge, Eaton County, MI

Persons with disabilities needing accommodations for effective participation in the meeting should contact the Grand Ledge City Clerk at 517-627-2149 a week in advance to request mobility, visual, hearing, or other assistance. All interested persons are invited to attend and offer comments orally at the public hearing. Interested persons unable to attend this hearing may submit written comments to Adam R. Smith, Grand Ledge City Administrator.

City of Grand Ledge Ordinance #_____

An Ordinance Amending the Grand Ledge City Code Chapter 220, Zoning, Article IV, Zoning Districts, §220-6, Zoning District Map.

The City of Grand Ledge Ordains:

Section 1. Change. Chapter 220, Zoning, Article IV, Zoning Districts, §220-6, Zoning District Map, of the Grand Ledge City Code is amended, as follows:

> To change the property described as Parcel #030-011-300-055-00 and Parcel #030-011-300-060-00 from AG, Agricultural District to R-MD, Single Family Residential District; and the property described as Parcel #030-015-200-001-14 and Parcel #030-014-100-004-04 from AG, Agricultural District to B-1, Highway Service District.

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.

_____
Gregory L. Newman, City Clerk

Introduced: _____

Public Hearing: _____

Adopted: _____

Published: _____

Effective: _____

The City of Grand Ledge

Kalmin D. Smith – Mayor | Adam R. Smith – City Administrator

Planning & Zoning • 310 Greenwood St. • Grand Ledge MI 48837
Ph: 517.622.7928 • Fax: 517.627.9796 • www.grand-ledge.com

MEMO

TO: Adam Smith, City Administrator
Gregory Newman, City Clerk

FROM: Susan Stachowiak
Zoning Administrator

DATE: October 6, 2015

RE: Gilbert 425 Annexation Property – Rezoning

According to Section 220-9 of the Zoning Ordinance, any area annexed to the City is automatically zoned AG Agricultural District, until a zoning map for said area has been adopted by the City Council, after review and recommendation by the Planning Commission.

The property that was recently annexed to the City from Oneida Township consists of 4 parcels. The Planning Commission, at its regular meeting held on October 1, 2015, voted unanimously (6-0) to recommend R-MD, Single Family Residential zoning for the 2 parcels on the south side of Old Saginaw Highway (comprising 152.28 acres) and B-1, Highway Service district zoning for the 2 parcels between Saginaw Highway and Old Saginaw Highway (approximately 7 acres).

This request is being forwarded to you for introduction of an ordinance and scheduling of a public hearing by the City Council.

Please contact me at 810-287-2743 if I can answer any questions, or provide additional information.

General Information

PROPERTY OWNER:	Eric & Sondra Gilbert 4072 Tall Oaks Drive Grand Ledge, MI 48837
REQUESTED ACTION:	Rezone the 4 parcels included in the 425 Annexation Agreement between the City and Oneida Township (see attached map)
EXISTING LAND USE:	Vacant
EXISTING ZONING:	"Ag" Agricultural District
PROPOSED ZONING:	"R-MD" Single Family Residential & "B-1" Highway Service Districts
PROPERTY SIZE & SHAPE:	See attached map
SURROUNDING LAND USES:	N: Single Family Residential, Agricultural, GL Public Schools Athletic Field S: Single Family Residential & Agricultural E: Single Family Residential W: Single Family Residential & Agricultural
SURROUNDING ZONING:	N: "Ag" Agricultural (City Zoning), "A-1" Agricultural & "R2-A" Medium Density Residential (Township Zoning) S: "A-1" Agricultural (Township Zoning) E: "R2-A" Medium Density Residential (Township Zoning) W: "A-1" Agricultural (Township Zoning)
MASTER PLAN DESIGNATION:	The City of Grand Ledge Master plan designates the subject properties for single family residential land use.

SPECIFIC INFORMATION

The subject properties were recently annexed into the City from Oneida Township via a 425 annexation agreement. A 425 agreement is a temporary (up to 50 years) transfer of property from one jurisdiction to another that includes revenue sharing between the 2 affected municipalities. In this case, the agreement is for a term of 50 years and requires that the City annually remit 1 mill on all real and personal property generated by the annexed property to Oneida Township.

Section 220-9 of the Zoning Ordinance states:

> "Any area annexed to the City of Grand Ledge shall, immediately upon such annexation, be automatically classified as an AG Agricultural District, until a zoning map for said area has been adopted by the City Council. The Planning Commission shall recommend appropriate zoning for such area within three months after the matter is referred by the City Council."

There is no specific development plan for the property at this time. The owner of the property has informally requested R-MD, Single Family Residential zoning for the 2 parcels on the south side of Old Saginaw Highway (comprising 152.28 acres) and B-1, Highway Service district zoning for the 2 parcels between Saginaw Highway and Old Saginaw Highway (approximately 7 acres).

ANALYSIS

FUTURE DEVELOPMENT

The current owner of the property anticipates that the 2 parcels on the south side of Old Saginaw Highway will be a single family residential development. The appropriate zoning for this use is R-MD, Single Family Residential, which is what all other existing single family residential neighborhoods in the City are zoned. This zoning is also consistent with the land use patterns being advanced in the Master Plan for the subject property. This can be accomplished by one of two means (site condominium or subdivision plan). In either case, the following minimum development standards will apply:

Minimum Lot Size:	8,450 square feet
Minimum Lot Width:	65 feet
Minimum Building Setbacks:	Front: 25 feet
	Rear: 35 feet
	Sides: At least 5 feet on one side and a total of 15 feet for both sides
Minimum House Size:	500 square feet (ground floor area)
	960 square feet (total minimum floor area)
Lot coverage:	30% maximum (buildings)
Building height:	25 feet & 2 stories maximum

In addition, both site condominium and subdivision developments must conform to all standards of Article V, Design Standards, and Article VI, Improvements, of Chapter 182 of the City of Grand Ledge Subdivision Ordinance. This includes, but is not limited to:

> "66-foot right-of-way, 27-foot bituminous or concrete pavement with integral curb measured from outside of curb to outside of curb, ten-and-one-half-foot separation strip and five-foot concrete sidewalk on each side of roadway, and one foot of space between sidewalk and right-of-way line on each side."

Curb and gutter, street lights, street trees, fire hydrants, utilities and concrete sidewalks on both sides of the street will be required and must comply with all applicable City Ordinances.

With respect to the 2 parcels between new and old Saginaw Highway, the owner of the property is requesting "B-1" Highway Service zoning, although no uses for the property have been determined at this point. The closest nonresidential zoning to the subject property is the "B-1" district for the Bader & Sons property at the northwest and northeast corners of Saginaw & Old Mill Pond Road. Since there is already a presence of "B-1" zoning in the area, the request to rezone parcels A and B on the attached aerial photographs for "B-1" zoning as well seems to have merit. The primary uses permitted in the "B-1" zoning district are retail and office uses, restaurants, gas stations, car washes, light automobile repair facilities and financial institutions.

COMPLIANCE WITH MASTER PLAN

The City's Master Plan designates the subject property for low density residential land use. While until recently the subject property has been located in Oneida Township, it is typical for municipalities to master plan areas located contiguous to its borders as the use of those parcels has a direct impact on the City from both a planning and an infrastructure standpoint. In fact, Section 125.3831 of the Michigan Municipal Planning Act specifically authorizes municipalities to do so:

> "For a township that on September 1, 2008 had a planning commission created under former 1931 PA 285, or for a city or village, the planning jurisdiction may include any areas outside of the municipal boundaries that, in the planning commission's judgment, are related to the planning of the municipality."

Zoning the properties identified on the attached aerial photographs as parcels C & D to R-MD, Single Family Residential is consistent with the Master Plan in all respects. While the proposed "B-1" zoning for parcels A & B is not consistent with specific designation contained in the City Master Plan, it is consistent with some of its goals which are to concentrate commercial uses along principal arterials, particularly in areas where they will have minimal impact on existing and future residential developments. In this case, the area requested for "B-1" zoning will directly adjoin one single family residential parcel to the west and 2 existing single family residential uses located on the south side of Old Saginaw Highway. While some of the uses permitted under the "B-1" district could produce additional noise in the area and traffic along Old Saginaw Highway, any negative impacts on the surrounding residential uses could be significantly mitigated through landscape, screening and buffering and proper access management. Development of the site(s) will require site plan review and approval by the Planning Commission at which time all of the matters will be considered. The Zoning Ordinance contains noise restrictions, will require that lighting is shielded to prevent glare across property lines and will require landscape, screening and buffering is required along all property lines adjacent to a public right-of-way and all property lines adjacent to residential uses.

OTHER

Direct access from the site to M-43 will require approval from the Michigan Department of Transportation.

The Planning Commission must hold a public hearing before making its recommendation to the City Council. By the terms of the 425 Agreement, Oneida Township is to be provided notice and given an opportunity to comment at all public hearings regarding zoning matters involving the subject property.

RECOMMENDATION

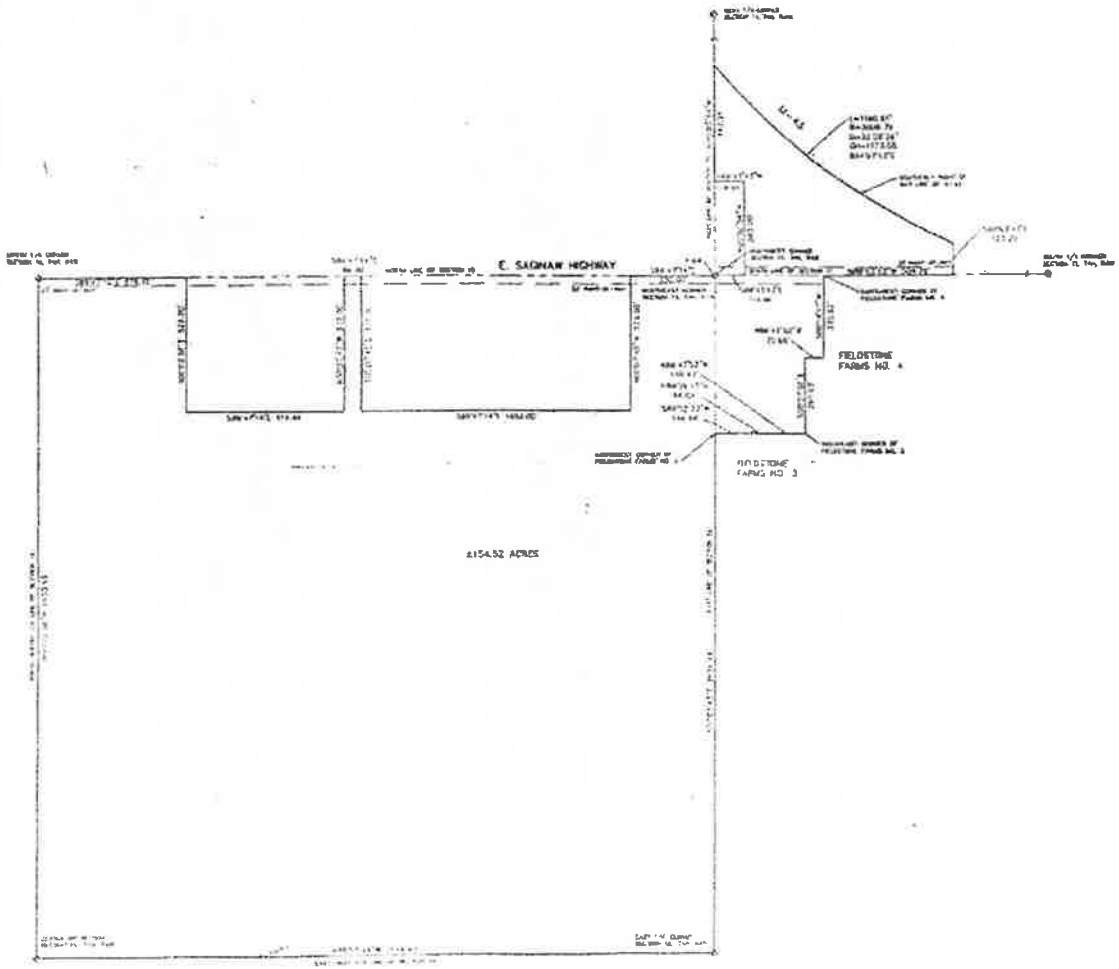
Staff recommends that the Parcels identified as "A" & "B" on the attached aerial photograph be rezoned from "Ag" Agricultural to "B-1" Highway Service and that Parcels "C" & "D" be rezoned from "Ag" Agricultural to "R-MD" Single Family Residential.

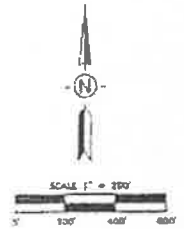
Respectfully Submitted,

Susan Stachowiak
Zoning Administrator

PLOT PLAN

EXHIBIT "B"





Rezone to B-1 Highway Service

Rezone to R-MD Single Family Residential

- 159.28 acres total – includes right-of-way (acreage shown was taken from Oneida Township Assessor's records)
- The parcel labels (A-D) are only for use in identifying the parcels for zoning purposes and do not correspond to parcel labels that may be contained in any other documents relative to the subject properties

North

030-015-200-001-14
139.280 acres
Proposed "R-MD" Single family Residential Zoning
Parcel D
STONE BLUFF DR

North

Grand Ledge City Council Resolution #____ of 2015

A Resolution to Confirm Traffic Control Order #2015-02.

A resolution adopted by the Grand Ledge City Council, at a regular meeting held on Monday, 12 October 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, the Chief of Police issued Traffic Control Order #2015-02 pursuant to City Code §205-37; and

Whereas, the City Council has reviewed Traffic Control Order #2015-02 and desires to confirm said Order in accordance with City Code §205-37;

Now, Therefore, it Is Resolved:

1. The City confirms Traffic Control Order #2015-02, issued by the Chief of Police, as attached.

2. A copy of this Resolution and Traffic Control Order #2015-02 shall be filed in the City of Grand Ledge Traffic Control Order Book, and shall be filed with the Eaton County Clerk.

Motion by

Second by

Ayes:

Nays:

Absent:

Approved:

_____

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, 12 October 2015; a meeting held in accordance with the Open Meetings Act, Public Act No. 267 of 1976, as amended.

_____

Gregory L. Newman, City Clerk

GRAND LEDGE POLICE DEPARTMENT

TRAFFIC CONTROL ORDER # 15-02

To: Greg Newman, City Clerk

From: Martin Underhill, Chief of Police

Date: July 31, 2015

Subject of order: One way traffic on Greenwood St. between Washington St. and Main St.

I hereby authorize the following traffic controls

Nature of order: Greenwood St. will be one way, west bound, from Washington St. to Main St.

This order is authorized pursuant to the Uniform Traffic Code and per Article X, chapter 205-40 of the Grand Ledge City Code.
Any traffic control orders heretofore made with respect to the foregoing are hereby rescinded and superseded.

This order becomes effective when signs giving notice of same have been erected.

Martin Underhill, Chief
Grand Ledge Police Department

Approve by Council ____/____/____

Copy to Police Chief ____/____/____

Copy to D.P.W. Dir. ____/____/____

Grand Ledge City Council Resolution #____ of 2015

A Resolution to Approve an Industrial Facilities Exemption Certificate from NorthStar Cooperative, Inc.

A resolution adopted by the Grand Ledge City Council, at a regular meeting held on Monday, 12 October 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, pursuant to P.A. 198 of 1974, M.C.L. 207.551 et seq., after a duly noticed public hearing held on 10 April 2000, the City established the LDFA Industrial Development District as requested; and

Whereas, NorthStar Cooperative, Inc., has filed an application for an Industrial Facilities Exemption Certificate with respect to investing $368,203 in personal property, retaining 15 existing jobs, and creating an additional 4 jobs located within the LDFA Industrial Development District; and

Whereas, before acting on said application, the City held a public hearing on 12 October 2015, at City Hall, 310 Greenwood St., Grand Ledge MI 48837, at 7:30 p.m., at which hearing the applicant, the Assessor, and a representative of the affected taxing units were given written notice and were afforded an opportunity to be heard on said application; and

Whereas, installation of new machinery and equipment had not begun earlier than six (6) months before 28 September 2015, the date of the acceptance of the application for the Industrial Facilities Exemption Certificate; and

Whereas, installation of the personal property is calculated to, and will at the time of issuance of the certificate, have the reasonable likelihood to retain, create, or prevent the loss of employment in the City; and

Whereas, the aggregate SEV of real and personal property exempt from ad valorem taxes within the City, after granting this certificate, will not exceed 5% of an amount equal to the sum of the SEV of the unit, plus the SEV of personal property thus exempted; and

Whereas, the granting of the Industrial Facilities Exemption Certificate, considered together with the aggregate amount of certificates previously granted and currently in force under Act No. 198 of the Public Acts of 1974 and Act No. 255 of the Public Acts of 1978, shall not have the effect of substantially impeding the operation of the City, or impairing the financial soundness of a taxing unit which levies ad valorem property taxes in the City;

Now, Therefore, it Is Resolved:

1. The City approves the application of NorthStar Cooperative, Inc., for an Industrial Facilities Exemption Certificate with respect to investing $368,203 in personal property, retaining 15 existing jobs, and creating an additional 4 jobs located at the following described parcel of real property situated within the LDFA Industrial Development District, to wit:

   Com at W ¼ cor sec 1 City Grand Ledge, thence N 00 deg 9 min 28 sec e 633.80 ft., s 89 deg 50 min 32 sec E 311.60 ft., N 00 deg 9 min 28 sec e 175 ft., N 89 deg 50 min 32 sec W 311.60 ft., N 00 deg 9 min 28 sec E 514.64 ft., N 89 deg 48 min 1 sec e 468.20 ft., N 00 deg 9 min 28 sec E 1489.82 ft., S 89 deg 36 min 47 sec E 975.03 ft., S 00 deg 45 min 5 sec W 466.70 ft., S 89 deg 36 min 47 sec E 466.70 ft., N 00 deg 46 min 5 sec E 166.70 ft., S 89 deg 36 min 47 sec E 768 ft., S 00 deg 46 min 5 sec W 1168.16 ft., N 89 deg 43 min 43 sec E 1331.58 ft., S 00 deg 56 min 41 sec W 977.24 ft., to the North ROW of CSX RR, S 63 deg 38 min 16 sec W 1489.29 ft. along RR

ROW, N 00 deg 13 min 27 sec E 308.37 ft., S 89 deg 49 min 21 sec W 2648.21 ft., to POB
Containing 183.73 acres more or less T4N, R4W, City of Grand Ledge, Eaton County, MI

2. The Industrial Facilities Exemption Certificate when issued shall be and remain in force and effect for a period of 12 years after completion.

3. The Mayor and the Clerk of the City, or their duly authorized agent or representative, are authorized and directed to execute said Certificate on behalf of the City of Grand Ledge; to do any other act(s) or thing(s) which shall be necessary to execute said Certificate 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 Certificate.

Motion by

Second by

Ayes:

Nays:

Absent:

Approved:

_____
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, 12 October 2015; a meeting held in accordance with the Open Meetings Act, Public Act No. 267 of 1976, as amended.

_____
Gregory L. Newman, City Clerk

INDUSTRIAL FACILITIES EXEMPTION APPLICATION

AFFIDAVIT OF FEES

In accordance with State Tax Commission Bulletin No. 3 dated January 1998, the Local Unit and Applicant for an Industrial Facilities Exemption Certificate do hereby swear and affirm that no payment of any kind, whether they be referred to as "fees," " payments in lieu of taxes," "donations" or by other like terms. Such payments are contrary to the legislative intent of Act 198 that exemption certificates have the effect of abating all ad valorem property taxes levied by taxing units within the unit of local government which approves the certificate.

We do swear and affirm by our signatures below that "no payment of any kind in excess of the fee allowed, as amended by Public Act 323 of 1996 has been made or promised in exchange for favorable consideration of an exemption certificate application."

Furthermore, the City of Grand Ledge currently does not charge an application fee.

City of Grand Ledge

Signed: _____

Print Name: Gregory Newman

Title: City of Grand Ledge Clerk

Date: _____

NorthStar Cooperative Representative

Signed: Chad M Rensi

Print Name: Chad M Rensi

Title: Finance Director / Asst. Sec/Treas.

Date: 10/7/2015

AS OF DECEMBER 31, 1993, THE STATE OF MICHIGAN REQUIRES THAT ALL INDUSTRIAL FACILITIES EXEMPTION CERTIFICATES (TAX ABATEMENT) APPLICATIONS BE ACCOMPANIED BY A WRITTEN AGREEMENT BETWEEN THE RECIPIENT OF THE TAX ABATEMENT AND THE LOCAL MUNICIPALITY.

October 6, 2015

City of Grand Ledge ("City") agrees to award NorthStar Cooperative ("Company") a 12 year Industrial Facilities Exemption Certificate (otherwise known as a tax abatement or an IFT), as provided herein, which shall serve as a new agreement, as described in the Company's application dated and received September 28, 2015. Located in the LDFA Industrial Development District pursuant to P.A. 198 legally described as:

Com at W ¼ cor sec 1 City Grand Ledge, thence N 00 deg 9 min 28 sec e 633.80 ft., s 89 deg 50 min 32 sec E 311.60 ft., N 00 deg 9 min 28 sec e 175 ft., N 89 deg 50 min 32 sec W 311.60 ft., N 00 deg 9 min 28 sec E 514.64 ft., N 89 deg 48 min 1 sec e 468.20 ft., N 00 deg 9 min 28 s :c E 1489.82 ft., S 89 deg 36 min 47 sec E 975.03 ft., S 00 deg 45 min 5 sec W 466.70 ft., S 89 deg 36 min 47 sec E 466.70 ft., N 00 deg 46 min 5 sec E 166.70 ft., S 89 deg 36 min 47 sec E 768 ft., S 00 deg 46 min 5 sec W 1168.16 ft., N 89 deg 43 min 43 sec E 1331.58 ft., S 00 deg 56 min 41 sec W 977.24 ft., to the North ROW of CSX RR, S 63 deg 38 min 16 sec W 1489.29 ft. along RR ROW, N 00 deg 13 min 27 sec E 308.37 ft., S 89 deg 49 min 21 sec W 2648.21 ft., to POB Containing 183.73 acres more or less T4N, R4W, City of Grand Ledge, Eaton County, MI

In return, the Company agrees to make a monetary investment of $368,203 in personal property improvements and to employ at its facility in the City 10-15 (full-time equivalent) employees.

Pursuant to the mandates of the Michigan State Tax Commission, the Company agrees that it will verify with the State Tax Commission and the City Assessor in the manner required by the State Tax Commission the exact amount of the cost of the project as stated in its' application for the IFT Certificate. If, within two (2) years from the date of issuance of the Certificate the Company does not install at least ninety percent (90%) of the equipment and furnishings as described in the IFT Certificate, the City Council may consider repeal or partial repeal of the tax abatement. This two-year period for completion of the investment may be extended one additional year by the City with the consent of the State Tax Commission pursuant to STC Rule 209.53.

In the event that the Company requests an extension of time for the investment or the City Council commences proceedings to repeal the Certificate because the Company has failed to meet the stated goals, the burden of proof will reside with the Company, however, the City Council shall consider good faith efforts by the Company to fulfill the investment requirement prior to acting upon a revocation or request for extension.

Upon completion of construction of the initial project and annually thereafter, the City Administrator may conduct a review of the Company to determine whether the employment goals set forth above have been met.

In the event the City Administrators review discloses the Company has not reached or maintained its stated goal of engaging 10-15 full time employees in the City, the City Council will be advised and the City Council may consider repeal or partial repeal of the tax abatement certificate. If the City Council moves to conduct such a revocation proceeding, the Company will have an opportunity for a public hearing during which time the City Council will consider variables which may have negatively affected the ability of the Company to meet the employment goals stated in this agreement. Such factors shall include poor conditions, the overall economy, a specifically poor sector of the economy, the economic condition of the Company's primary customers, or other unforeseen competitive factors which may have handicapped the Company's ability to fulfill its employment obligations to this IFT contract agreement. There may be other legitimate factors that may or may not be considered by the City Council. Good faith efforts by the Company to fulfill employment requirements shall be taken into consideration by the City Council.

If a review is requested by the City Administrator, the Company will cooperate fully to provide all records and documents necessary to assist the City in its review and analysis to determine if the Company's stated goals with respect to monetary investment and employment have been met. All documents and records submitted by the Company to the City for review shall, to the extent permitted by law, be received by the City under a promise of confidentiality authorized by the City Administrator and treated as proprietary commercial or financial information not disclosable to the public.

The Company shall remain within the City of Grand Ledge during the period of time for which this abatement has been approved. In the event that the Company moves, relocates, sells, leases, changes management, changes ownership, ceases manufacturing operations, changes production techniques or product, or for any other applicable reason which would cause the Company to materially alter its existence per the time of this agreement, the City reserves the right to repeal the tax abatement and/or request the Company to pay the City an amount of all those real and or personal property taxes it would have paid each year to all taxing jurisdictions had this abatement not been in effect as follows:

During the life of the tax abatement: 100%

If a change in ownership occurs, substantial and material changes in the use of the buildings will be a primary factor in determining if this tax abatement should be repealed. A transfer of ownership of the plant or equipment by the Company to an entity owned and/or controlled by Company, or to an unaffiliated group of companies qualified for filing a consolidated return under IRC § 1501, will not be deemed a sale or change of ownership for purposes of repeal under this agreement.

If any abated taxes are repaid pursuant to the paragraph above, such payments shall be distributed to the taxing jurisdictions in the same proportions as industrial facilities taxes are distributed during the term of the exemption certificate. If any such abated taxes are not repaid to the City within 30 days after revocation of the Certificate, the City may add the amount due to the next property tax statement of the owner of the property described in the IFT Certificate, and the amount shall be a lien against the property and shall be collected in the same manner as provided for general personal property tax liens pursuant to the General Property Tax Act.

The Company shall follow all Michigan air emissions standards or any other relevant regulations that pertain to the control or regulation of odors or air emissions that may emit, at any time at any level, from the facility. The City reserves the right to, at any time during the life of this tax abatement agreement, re-examine and/or analyze odors emitting or other nuisance originating from the facility. The City Council may, after seeking thorough input from the Company, the Michigan DEQ, and citizens, through a public hearing process, revoke all or part of this tax abatement agreement if odor or other air emissions concerns are not satisfactorily met by the Company within a reasonable amount of time as set by the City Council.

The Company agrees that all of its delivery trucks or vehicles related to the regular delivery of product or related business at the facility, with the exception of those vehicles making local deliveries, shall use designated truck routes within the City of Grand Ledge.

The Company represents that it is in no way delinquent on any tax within the State of Michigan, and agrees to pay each year of the industrial facilities tax assessed on personal property within the time required by law for payment personal property taxes without penalty. Should any such taxes remain delinquent for sixty (60) days following service by the Treasurer of a notice and demand for payment, the IFT Certificate as to such property shall automatically be terminated, and the amount of the unpaid industrial facilities tax shall automatically be a lien against the personal property assessed and be collected in the same manner as provided for general property tax liens pursuant to the General Property Tax Act. The provisions of this paragraph establishing an automatic lien shall be nonexclusive, and nothing therein shall prohibit the Treasurer from establishing an earlier lien by the filing of a jeopardy assessment or certificate of nonpayment as provided by MCL 207.562(2) and MCL 207.563(1).

All parties agree to fully follow all State of Michigan laws and guidelines with regards to IFT Certificate tax abatement. In addition, the Company shall conform and comply with all City of Grand Ledge ordinances, codes, rules and regulations, all State of Michigan laws and regulations, and all laws and regulations of the United States. In case of any substantial and material violation thereof by the Company, the City reserves the right to repeal the number of years of this tax abatement by an amount to be determined by the City Council, or to repeal this tax abatement entirely.

Kalmin Smith, Mayor Date
City of Grand Ledge

Chad Rensi, Assistant Sec/Tres Date
NorthStar Cooperative

Gregory Newman, Clerk Date
City of Grand Ledge

Adam R. Smith, City Administrator Date
City of Grand Ledge

Grand Ledge Area
Emergency Service Authority

500 N. Clinton Street, Grand Ledge, Michigan 48837
Phone (517) 627-1157 • Fax (517) 627-0417

August 21, 2015

Mr. Adam Smith, City Administrator
Grand Ledge City Hall
Grand Ledge, MI 48837

Dear Adam,

This letter is to memorialize our conversation of Tuesday August 18, 2015 concerning the Authority's interest in using the former scout building as a training opportunity prior to the city's intended demolition of the building.

Often times we try and take advantage of structures such as this to train our personnel in victim search and rescue evolutions, roof ventilation, fire fighter self- rescue, rapid intervention fire fighter rescue, forcible entry, breaching of walls and floors along with occasional water and hose practices. We have no intentions of live fire training or of burning the building down.

Our understanding is that the city will offer the building up for movement or dismantling first to any interested parties and that if no one comes forward with a proposal as such the city council and yourself will entertain a motion to allow the Emergency Services Authority full use of the building for training purposes prior to the city's intention to then demolish the building. It is our intention to use the building for training purposes and when finished it will not be usable or habitable for any purpose except demolition. We will place barrier tape around the area while training which we expect to be completed by any schedule set by council for demolition.

On behalf of the Authority I would like to take this premature opportunity to thank you, Mayor Smith and the entire city council for your consideration and approval of our request.

Sincerely Yours,

Casey Godlewski
Fire Chief

Cc: Authority Board

AFFIDAVIT OF PUBLICATION
LSJ MEDIA
120 East Lenawee, Lansing 48919
State of Michigan, County of Ingham

IN THE MATTER OF: NOTICE-LSJ-1210244

CITY OF GRAND LEDGE ATTN: GREG

Being duly sworn, says that he/she is authorized by the publisher of Lansing State Journal, to swear that a certain notice, a copy of which is annexed here to, was published in the following publication:

1. Published in the English language for the dissemination of general and/or legal news, and
2. Has a bonfide list of paying customers or has been published at least once a week in the same community without interruption for at least 2 years, and
3. Has been established, published and circulated at least once a week without interruption for at least one (1) year in the community where the publication is to occur.

Lansing State Journal, 9/12/2015

Amy Schmidt
AMY SCHMIDT

SUBSCRIBED AND SWORN TO BEFORE ME THIS 17th DAY OF September 2015

Shelli Adams

SHELLI ADAMS, NOTARY PUBLIC, STATE OF MICHIGAN, COUNTY OF IONIA, MY COMMISION EXPIRES MARCH, 12TH, 2022, ACTING IN THE County of Ingham

0001210244-01, L13877

LSJ Legals::

REQUEST FOR PROPOSALS
FOR
STRUCTURAL REMOVAL
CITY OF GRAND LEDGE

Proposals for the Removal of Structures will be received by the City of Grand Ledge at City Hall, 310 Greenwood St. Grand Ledge, Michigan, until 3:00 p.m. local time, Friday, October 2, 2015.

Proposals may identify the City as either the payee or payor for structure removal (i.e. sale of structure vs. demolition cost). The principal items of proposal consist of the following:

Site #1

- House and garage removal located at 603 E. River St. (i.e. move, relocate, demolish)
- Foundation demolition and removal located at 603 E. River St.
- Restoration and grading of all areas distributed by house, garage, and foundation removal

and/or

Site #2 (adjacent to Site #1)

- Single story building removal located at 525 E. River St. (i.e. move, relocate, demolish)
- Foundation demolition and removal located at 525 E. River St.
- Restoration and grading of all areas distributed by building and foundation removal

The intent of the City of Grand Ledge is to award no more than one (1) Contract per site. The successful Bidder will be required to furnish bonds and insurance as requested. The City of Grand Ledge reserves the right to accept any Proposal, to reject any or all Proposals, or to waive formalities in the best interest of the City.

LSJ-1210244 9/12/15