



Grand Ledge City Council
Regular Meeting Agenda

REGULAR MEETING AGENDA
MONDAY, 14 DECEMBER 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 Rick Lantz, Jamie Malecki, 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, 14 December 2015 City Council consent agenda, as follows:
 - i. Financial transactions and bills.
 - ii. Quarterly amendments to the Annual Budget for the Fiscal Year Ending 2016.
 - iii. Monday, 23 November 2015 regular City Council minutes.
 - iv. Monday, 23 November 2015 Closed Session minutes.
 - v. Monday, 07 December 2015 special City Council minutes.
 - vi. Fiscal Year 2017 Budget Calendar
 - vii. Cancel the Monday, 28 December 2015 regular City Council meeting.
 - viii. No objection to transfer of tax-foreclosed property.

- 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, 14 December 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 and place on file the November 2015 staff reports.
- VIII. UNFINISHED BUSINESS** – The City Council may again debate any item(s) previously debated but not finally disposed of and may or may not act upon the item(s) as indicated below.
- IX. NEW BUSINESS** – The City Council may debate any item(s) under its authority not previously debated and may or may not act upon the item(s) as indicated below.
- A. Ordinance** – To introduce and set a Public Hearing for Monday, 11 January 2016, on an ordinance amending the Grand Ledge City Code Chapter 220, Zoning, Article X, CBD: Central Business District, §220-36, Uses permitted subject to special conditions., to add new subsection F to allow overnight lodging and G to regulate accessory structures.
 - B. Resolution** – To approve a Michigan Natural Resources Trust Fund Declaration and Notice for the property at 603 E. River St.
 - C. Resolution** – To approve and authorize a Bid Award to Guilford's for Department of Public Service Garage roof replacement.
 - D. Motion** – To accept the letter of resignation from Chuck Remenar, Finance Director / Treasurer, effective 31 January 2016.
 - E. Motion** – To hire Cheryl Grice as Finance Director / Treasurer, per the employment offer dated 24 November 2015, and appoint Cheryl Grice as Finance Director / Treasurer, effective 01 February 2016.
 - F. Motion** – To receive the Planning Commission 2015 Annual Report and 2016 Work Plan.
- X. AUDIENCE PARTICIPATION** – Any person(s) attending may comment on any subject. All presentations before the City Council shall be limited to five minutes per individual presentation.

- XI. COMMUNICATIONS FROM THE MAYOR AND COUNCIL** – The Mayor may make appointments and reappointments to boards and committees, may report on subjects referred by Council members, staff and residents, and may comment on any subject. City Council members may comment on any subject.
- XII. CLOSED SESSION** – The Open Meetings Act allows the City Council to discuss certain subjects without the presence of the public. The City Council may request a staff member or any other person the City Council determines to be necessary, by a majority of the Council members present, to attend the closed session. All persons not requested by the City Council to stay must leave the Council chambers. Once the Closed Session has ended, the City Council will resume the regular meeting.
- 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).
- XIII. ADJOURNMENT** – When the City Council has completed all items listed on the approved agenda, it may not take any further action until its next regular meeting or a special meeting. If the time is significantly late and items remain on the approved agenda, the presiding officer may ask for a motion to adjourn the meeting to another specific date, time, and place at which to resume and complete the approved agenda.



Gregory L. Newman, City Clerk

THE GRAND LEDGE CITY COUNCIL WILL HOLD ITS NEXT REGULAR MEETING ON MONDAY, 23 NOVEMBER 2015, AT 7:30 P.M. IN THE COUNCIL CHAMBERS, CITY HALL, 310 GREENWOOD ST., GRAND LEDGE, MICHIGAN

Accounts Payable Checks 12/15/15		
(detail attached)		\$ 214,619.32
CONSUMERS	ADDRESS	auto pay
ENERGY		Nov. 2015
1000 0008 3368	3780 JEFFERSON HWY	6,189.65
1000 0011 7315	TRAFFIC LIGHTS	38.01
1000 0011 7539	RIVER ST PARKING (AREA)	128.52
1000 0011 7810	STREET LIGHTS	7,544.09
1000 2604 0277	429 E RIVER ST	84.37
1000 2604 3289	525 E RIVER ST	93.61
1000 2614 1323	118 E JEFFERSON ST	33.16
1000 2619 7168	301 OAKWOOD ST	120.50
1000 2628 9585	138 W RIVER ST	76.28
1000 2628 9809	138 W RIVER ST concession	90.81
1000 2628 9908	400 WHITNEY	112.21
1000 2632 0208	401 WHITNEY	29.32
1000 2632 9001	3760 FITZGERALD PK	99.64
1000 2652 8974	13253 LAWSON RD	433.69
1000 2669 5781	1000 W JEFFERSON	534.51
1000 2702 7240	318 1/2 E SAGINAW	2,560.12
1000 2702 7455	320 E SAGINAW HWY	450.65
1000 2702 7679	318 E SAGINAW HWY	1,247.81
1000 2712 6430	698 FIELDVIEW DR	1,357.39
1000 2716 1031	301 N BRIDGE ST	228.06
1000 2735 6268	229 W FRONT ST	53.62
1000 2778 5425	33 LOCH CIR	37.15
1000 2796 1646	113 W JEFFERSON ST	177.30
1000 2811 8956	216 W RIVER ST	380.76
1000 2811 9137	204 W RIVER ST	203.22
1000 2927 9278	1174 COMET LN	
1000 2927 9377	4956 BURT AVE	31.62
1000 2935 2018	10850 W EATON HWY	55.94
1000 2940 7374	100 WINSTANLEY BLVD	52.09
1000 2960 7205	16825 WRIGHT RD	24.04
1000 2960 7395	16815 WRIGHT RD	361.51
1000 3582 7383	1288 HANGAR WAY	96.45
1000 3582 7573	1201 HANGAR WAY	24.04
1000 5192 1540	318 E SAGINAW HWY #B	512.01
1000 5644 7632	217 N BRIDGE ST	80.64
1000 6503 2888	137 FITZGERALD PARK DR	42.05
1030 0175 8046	310 GREENWOOD ST	4,399.42
1030 1819 8723	211 S BRIDGE ST	24.55
	Total Consumers Energy	28,008.81
FRONTIER COMMUNICATIONS		auto pay
phone number	location	Nov. 2015
517 627 0905	Booster Station	39.28
517 627 2144	Public Service	84.39
517 627 3001	Iron Removal	98.44
517 627 5512	W River Lift	38.74
517 627 5744	WWTP	270.67
517 627 9152	W Jefferson Lift	38.92
517 627 9780	Airport	41.43
	Total Frontier	611.87
CREDIT CARD CHARGES DUE 11/30/15		
	admin/operations expense	7,522.01
TOTAL PAYMENTS		250,762.01

vendor	description	amount
44 NORTH	HRA/TELEDOC JANUARY 2016	796.80
A MCLEAN & SON TRUCKING, INC.	LIMESTONE TO GARAGE	477.75
ABSOPURE WATER	DISTILLED WATER	122.00
AC & E	RECYCLE/JC PARK/OAK PARK	234.00
AC & E	PORTABLE AT AIRPORT	78.00
AFFORDABLE TIRES & WHEELS, LLC	FIREHAWK TIRES	423.92
AFFORDABLE TIRES & WHEELS, LLC	FIREHAWK TIRES	214.30
ALEXANDER CHEMICAL CORP.	CHLORINE/CONT DEPOSIT	1,890.00
ALEXANDER CHEMICAL CORP.	DEPOSIT REFUND	-700.00
ALEXANDER CHEMICAL CORP.	CHLORINE	460.00
ALEXANDER CHEMICAL CORP.	DEPOSIT REFUND	-200.00
AMBS CALL CENTER	ANS SVC 12/01/15 - 12/31/15	62.40
BADER & SONS CO.	BAT WING MOWER	9,800.00
BARYAMES CLEANERS	UNIFORM CLEANING	241.00
BLUE CROSS BLUE SHIELD	GR 007017086/DIV 0001-JAN 2016	9,093.56
BLUE CROSS BLUE SHIELD	GR 007017086/DIV 0002-JAN 2016	1,842.29
BLUE CROSS BLUE SHIELD	GR 007017086/DIV 0003	7,434.93
BRADFORD PRINTING, INC.	BUSINESS CARDS-RISTOW	35.64
CBI, INC.	COPIER MAINTENANCE	7.58
CGS SAFETY TRAINING INC	FIRST AID/CPR/AED TRAINING	950.00
CHRIS BLIEVERNICHT	REIMBURSE FRO EXPENSE	7.41
CITY OF GRAND LEDGE-GENERAL	400-000-620-010-00	34.84
CITY OF GRAND LEDGE-GENERAL	400-089-000-360-00	0.51
CITY OF GRAND LEDGE-GENERAL	400-044-201-556-00	30.98
CITY OF GRAND LEDGE-GENERAL	400-001-100-020-08	381.96
CITY OF GRAND LEDGE-GENERAL	400-001-100-020-17	4,327.56
CITY OF GRAND LEDGE-WATER	17010700-01	134.13
CITY OF GRAND LEDGE-WATER	WARMING HOUSE - 08000310-00	67.33
CLAUDIA KEETON	OVERPAY FINAL WATER	14.94
COMCAST	ACCT #904814885	246.02
COMCAST CABLE	ACCT #01721 150482-01-8	82.90
COMCAST CABLE	ACCT #01721 424920-01-7	297.40
COMMERCE CONTROLS, INC.	SCADA HARDWARE UPGRADE	5,503.00
COUNTY OF EATON	WORK CREW 11/25/15	300.00
DANIELLE NOWAK	GYM DEPOSIT	100.00
DBI BUSINESS INTERIORS	OFFICE SUPPLIES	128.73
DBI BUSINESS INTERIORS	OFFICE SUPPLIES	14.02
DORNBOS SIGN & SAFETY INC	CUSTOM SIGN	92.50
E T MACKENZIE COMPANY	DISPOSE CANOPY - FORTINO'S	3,900.00
EATON COUNTY DRAIN COMMISSIONR	DRAIN AT LARGE 2015	255.00
EATON COUNTY TREASURER	GRAND OAKS TRLR TAX - DEC 2015	340.00
EATON COUNTY TREASURER	MTT DOCKET #14-002034	8,574.74
EATON COUNTY TREASURER	MTT DOCKET #14-002034	1,048.66
EATON COUNTY TREASURER	2013 IFT CHANGE	4,035.60
EATON FEDERAL SAVINGS BANK	SAFE DEPOSIT BOX	26.00
EJ USA, INC.	EJ BR21R RUB INS/O-RING	28.64
ENG.	GL PHASE II CWA - APR 2015	631.74
ENG.	GL PHASE II COMPL - OCT 2015	631.74
ETNA SUPPLY INC	METERS/SUPPLIES	39,900.00
FASTENAL COMPANY	FASTENERS/WRENCH	150.07
FASTENAL COMPANY	DRILL SET	129.99
GRAND LEDGE AUTO PARTS INC	OIL/OIL FILTERS	50.14
GRAND LEDGE AUTO PARTS INC	LUB 780-05	58.19
GRAND LEDGE AUTO PARTS INC	AIR FILTER	43.19
GRAND LEDGE AUTO PARTS INC	CONDUCTOR CABLE	21.93
GRAND LEDGE AUTO PARTS INC	RAVEN GLOVE	77.48
GRAND LEDGE AUTO PARTS INC	SILVERSTAR BULB	37.99
GRAND LEDGE PUBLIC SCHOOLS	COFFEE ON VOTING DAY	60.00
GRANGER	310 GREENWOOD - ACCT 1065800	70.00

vendor	description	amount
GRANGER	401 WHITNEY - ACCT 1619900	82.35
GRANGER	109 FITZGERALD - ACCT 1586900	62.59
GRANGER	138 W RIVER - ACCT 1064900	72.24
GRANGER	13253 LAWSON RD - ACCT 7078100	63.12
HAVILAND	CHEMICALS	1,500.00
HAVILAND	CONTAINER DEPOSIT REFUND	-140.00
INTERSTATE BILLING SERVICE	DECALS	30.00
JENNIFER LARSEN	COMM RM DEPOSIT	100.00
KIM BARCLAY	CLASS A CDL REIMBURSE	25.00
LANSING ASPHALT	PAVING MATERIAL	518.42
LANSING BOARD OF WATER & LIGHT	LAB SERVICES - SEPT 2015	238.50
LANSING BOARD OF WATER & LIGHT	LAB SERVICES - OCT 2015	225.25
LANSING ICE AND FUEL	ACCT #1-081681	510.34
LANSING ICE AND FUEL	FUEL	1,302.40
LANSING UNIFORM COMPANY	UNIFORMS	257.50
LAWSON PRODUCTS INC	WATERPROOF SANDPAPER	71.98
LEWIS BENDER	WORKSHOP	2,250.00
MAURER'S TEXTILE RENTAL	RUGS	18.51
MAURER'S TEXTILE RENTAL	RUGS	18.24
MENARDS - LANSING WEST	FASTENERS/SUPPLIES	124.28
MENARDS - LANSING WEST	WELDED WIRE	37.99
MICHIGAN ELECTION RESOURCES	PRECINCT SUPPLY KITS	187.69
MICHIGAN.COM	LEGAL NOTICES	937.29
MID MICH BLDG INSPECTIONS, LLC	BLDG PERMIT/INSPECTS 11/25/15	2,230.00
MID MICH BLDG INSPECTIONS, LLC	BLDG PERMITS/INSPECTS 11/20/15	3,314.00
MISS DIG SYSTEM, INC.	ANNUAL FEES	837.05
MODEL FIRST AID SAFETY &	CAN LINERS	90.60
MODEL FIRST AID SAFETY &	SUPPLIES	477.14
MOORE TROSPER CONSTRUCTION CO.	CR #1 DOOR RELOCATE	404.00
MUNICIPAL SUPPLY INC	ECLIPSE SAMPLING STATION	1,933.74
MUZZALL GRAPHICS	W-2 FORMS	138.73
MYERS PLUMBING & HEATING	GENERATOR	384.00
OLD DOMINION BRUSH INC	BEARING WITH COLLAR	653.15
OLD DOMINION BRUSH INC	CIRCUIT BOARD/SWITCH	500.66
ONEIDA CHARTER TOWNSHIP	030-013-200-005-00	3,188.42
ONEIDA CHARTER TOWNSHIP	030-014-100-045-02	11.56
PARAGON LABORATORIES, INC.	MERCURY TESTING	195.00
PIONEER WELDING DESIGN, LLC	FAB REAR DOOR FOR LEAF VAC	320.00
PIONEER WELDING DESIGN, LLC	WELD BASE TO SIGN	160.00
PITNEY BOWES, INC.	MP9G 01/01 - 06/30/16	34.50
PITNEY BOWES, INC.	G900/G9SS 01/01 - 03/31/16	120.00
PITNEY BOWES, INC.	SBTA 01/01 - 06/30/16	223.86
QUILL CORPORATION	OFFICE SUPPLIES	160.94
QUILL CORPORATION	OFFICE SUPPLIES	82.63
RELIANCE STANDARD LIFE	DEC 2015	222.21
REPCO PAPER, BAGS AND MORE	CLEANING SUPPLIES	224.00
SENSUS USA	SUPPORT	1,617.45
SIGNATURE FORD, L-M	2016 FORD POLICE INTERCEPTOR	25,993.00
SIGNS BY LENNY	RECYCLING SIGNS	80.00
STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES	118.26
STAPLES BUSINESS ADVANTAGE	INK CARTRIDGES	129.99
STATE OF MICHIGAN	WATER TESTING	1,016.00
STATE OF MICHIGAN	SOR FEES	30.00
STATE OF MICHIGAN	TRAINING - GATEWOOD	325.00
STATE OF MICHIGAN - MDOT	PROGRESS BILLING	13,758.75
SYNAGRO CENTRAL	PUMP/TRANSP/APP OF LIQ MATER	28,814.50
SYNAGRO CENTRAL	VALVE REPLACEMENT	6,000.00
THRUN LAW FIRM, P.C.	PROSECUTIONS - NOV 2015	941.16
THRUN LAW FIRM, P.C.	FOIA	73.50

vendor	description	amount
THRUN LAW FIRM, P.C.	704 W MAIN	88.20
THRUN LAW FIRM, P.C.	GENERAL	2,516.25
TIM COTE	CLEANING 11/23/15 TO 12/13/15	825.00
TRACTOR SUPPLY PLAN	UNIFORMS	69.99
TRACTOR SUPPLY PLAN	BEARINGS	10.98
TRACTOR SUPPLY PLAN	BEARINGS	5.49
TRACTOR SUPPLY PLAN	CHEMICALS	84.98
TRACTOR SUPPLY PLAN	UNIFORM	119.99
TRACTOR SUPPLY PLAN	HOOK COMBO/MNT PLT	169.98
TRANSUNION RISK AND	PEOPLE SEARCHES - NOV 2015	2.25
TRUE VALUE HARDWARE	HARDWARE/MASONRY BIT	6.59
TRUE VALUE HARDWARE	COAX/SPLITTER	27.48
TRUE VALUE HARDWARE	PLATE	4.99
TRUE VALUE HARDWARE	SLEDGE HAMMER/LAWN & GARDEN	77.98
TRUE VALUE HARDWARE	KEY	3.78
TRUE VALUE HARDWARE	SHIPPING CHARGES	8.53
TRUE VALUE HARDWARE	DIESEL CAN	39.98
TRUE VALUE HARDWARE	LAWN & GARDEN	41.99
TRUE VALUE HARDWARE	CARP TAPE	8.99
TRUE VALUE HARDWARE	WORK GLOVE	7.49
TRUE VALUE HARDWARE	KEYS	9.45
TRUE VALUE HARDWARE	CAULK	3.49
TRUE VALUE HARDWARE	CLEANING SUPPLIES/ENAMEL	15.47
TRUE VALUE HARDWARE	MOUNTING TAPE	8.99
TRUE VALUE HARDWARE	RAGS/SOAP PADS/BRUSH	34.46
TRUE VALUE HARDWARE	DECK SCREWS	8.49
TRUE VALUE HARDWARE	MESH GLOVES	15.99
TRUE VALUE HARDWARE	BAR & CHAIN OIL	17.99
TRUE VALUE HARDWARE	FASTENERS	0.30
TRUE VALUE HARDWARE	RAKE/SHOVEL	45.00
TRUE VALUE HARDWARE	VINYL PLUG	4.49
TRUE VALUE HARDWARE	ORG CONNECTOR	7.49
TRUE VALUE HARDWARE	FASTENERS/SPRING SNAP	28.89
TRUE VALUE HARDWARE	BLADES	33.98
TRUE VALUE HARDWARE	BLADE SHARPENING	5.00
TRUE VALUE HARDWARE	ENAMEL/RAGS	21.97
TRUE VALUE HARDWARE	PLIERS	57.96
TRUE VALUE HARDWARE	LEAF RAKE	31.98
TRUE VALUE HARDWARE	BARREL BOLTS/TOOL RACK	13.57
TRUE VALUE HARDWARE	HANDLE BOLT	8.98
TRUE VALUE HARDWARE	FASTENERS	38.96
TRUE VALUE HARDWARE	SCR ELEMENT/ICE MELT	23.98
TRUE VALUE HARDWARE	BULBS/ELEMENT/SCREWDRIVER	35.96
TRUE VALUE HARDWARE	WRENCH/DRAIN VALVE	14.48
TRUE VALUE HARDWARE	PROPANE	47.88
TRUE VALUE HARDWARE	FASTENERS	7.51
TRUE VALUE HARDWARE	FROG TAPE	8.49
TRUE VALUE HARDWARE	BIT/LEVEL/FASTENERS	20.33
TRUE VALUE HARDWARE	HYDRAULIC CEMENT	33.98
TRUE VALUE HARDWARE	HYDRAULIC CEMENT	50.97
U.S. POSTAL SERVICE	CYCLE 2 WATER BILLS	464.92
USA BLUE BOOK	SOCKET FLANGE	55.99
USA BLUE BOOK	SPADNS REAGENT	43.09
USA BLUE BOOK	IRON FERROVER	86.18
VERIZON WIRELESS	ACCT #380806320-00001	86.47
VERIZON WIRELESS	ACCT #242013090-00001	207.29
WATERWORKS SYSTEMS & EQUIP	RATE VALVE/FLOWMETE ASSEMBLY	501.00
	total	214,619.32

City of Grand Ledge

For the Period: 7/1/2015 to 12/31/2015 Original Bud. Amended Bud. YTD Actual CURR MTH Encumb. YTD UnencBal% Bud

Fund: 101 - GENERAL FUND

Revenues							
GENERAL	2,980,897.00	2,989,033.74	2,211,711.91	397.90	0.00	777,321.83	74.0
RECYCLING	24,850.00	24,850.00	10,920.04	0.00	0.00	13,929.96	43.9
COMPOSTING	24,567.00	24,567.00	3,375.00	175.00	0.00	21,192.00	13.7
CEMETERY	91,840.00	91,840.00	25,833.04	216.00	0.00	66,006.96	28.1
POLICE	53,350.00	53,350.00	22,301.35	1,299.00	0.00	31,048.65	41.8
Revenues	3,175,504.00	3,183,640.74	2,274,141.34	2,087.90	0.00	909,499.40	71.4

Expenditures							
CITY COUNCIL	9,766.00	9,766.00	1,945.69	0.00	0.00	7,820.31	19.9
CITY ADMINISTRATION	198,072.00	198,072.00	67,071.79	0.00	0.00	131,000.21	33.9
ELECTIONS	17,100.00	17,100.00	4,446.93	0.00	0.00	12,653.07	26.0
ASSESSING	63,001.00	63,001.00	19,869.76	0.00	0.00	43,131.24	31.5
ATTORNEY	25,000.00	25,000.00	8,609.48	0.00	0.00	16,390.52	34.4
CLERK'S OFFICE	105,073.00	105,073.00	35,858.38	0.00	0.00	69,214.62	34.1
FINANCE	208,215.00	208,215.00	95,368.75	0.00	0.00	112,846.25	45.8
CITY HALL	268,527.00	272,782.01	80,876.75	0.00	0.00	191,905.26	29.6
RECYCLING	27,745.00	27,745.00	7,843.88	0.00	0.00	19,901.12	28.3
COMPOSTING	27,260.00	27,260.00	17,127.33	0.00	0.00	10,132.67	62.8
CEMETERY	134,153.00	134,153.00	43,096.74	-2,450.55	0.00	91,056.26	32.1
GENERAL GOVERNMENT	156,959.00	159,109.00	54,925.33	0.00	0.00	104,183.67	34.5
SPECIAL PROJECTS	0.00	13,000.00	15,382.22	0.00	0.00	-2,382.22	118.3
POLICE	1,386,266.00	1,383,266.00	458,152.25	0.00	0.00	925,113.75	33.1
BUILDING INSPECTION	96,300.00	96,300.00	51,067.49	0.00	0.00	45,232.51	53.0
PLANNING & ZONING	31,680.00	31,680.00	15,391.61	0.00	0.00	16,288.39	48.6
TRANSFERS OUT	488,000.00	488,000.00	408,000.00	0.00	0.00	80,000.00	83.6
Expenditures	3,243,117.00	3,259,522.01	1,385,034.38	-2,450.55	0.00	1,874,487.63	42.5

Net Effect for GENERAL FUND Change in Fund -67,613.00 -75,881.27 889,106.96 889,106.96 4,538.45 0.00 -964,988.23,171.7

Fund: 202 - MAJOR STREET FUND

Revenues

REVENUE/EXPENDITURE REPORT

City of Grand Ledge

For the Period: 7/1/2015 to 12/31/2015

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

Fund: 202 - MAJOR STREET FUND

Revenues							
MAJOR STREET REVENUES	514,395.00	514,395.00	218,612.01	0.00	0.00	295,782.99	42.5
Revenues	514,395.00	514,395.00	218,612.01	0.00	0.00	295,782.99	42.5
Expenditures							
PRESERVATION STREETS	164,860.00	164,860.00	68,197.16	0.00	0.00	96,662.84	41.4
TRAFFIC SERVICE	22,066.00	23,228.00	6,667.97	0.00	1,162.00	15,398.03	33.7
OPERATING EXPENSES	30,913.00	30,913.00	18,842.75	0.00	0.00	12,070.25	61.0
STATE TRUNKLINE	25,943.00	25,943.00	2,445.39	0.00	0.00	23,497.61	9.4
WINTER MAINTENANCE	77,760.00	77,760.00	16,500.90	0.00	0.00	61,259.10	21.2
ADMINISTRATION	64,501.00	64,501.00	41,448.15	0.00	0.00	23,052.85	64.3
CONSTRUCTION	253,700.00	253,700.00	204,969.09	-38,238.34	0.00	48,730.91	80.8
Expenditures	639,743.00	640,905.00	359,071.41	-38,238.34	1,162.00	280,671.59	56.2
Net Effect for MAJOR STREET FUND	-125,348.00	-126,510.00	-140,459.40	38,238.34	1,162.00	15,111.40	111.9
Change in Fund			-140,459.40				

Fund: 203 - LOCAL STREET FUND

Revenues							
LOCAL STREET REVENUES	582,025.00	656,065.00	507,267.65	0.00	0.00	148,797.35	77.3
Revenues	582,025.00	656,065.00	507,267.65	0.00	0.00	148,797.35	77.3
Expenditures							
PRESERVATION STREETS	296,590.00	296,590.00	142,090.98	0.00	0.00	154,499.02	47.9
TRAFFIC SERVICE	15,796.00	15,796.00	7,316.62	0.00	0.00	8,479.38	46.3
OPERATING EXPENSES	29,479.00	29,479.00	12,928.89	0.00	0.00	16,550.11	43.9
WINTER MAINTENANCE	68,167.00	68,167.00	22,092.94	0.00	0.00	46,074.06	32.4
ADMINISTRATION	79,386.00	79,386.00	56,371.78	0.00	0.00	23,014.22	71.0
CONSTRUCTION	101,250.00	181,948.00	2,268.57	0.00	0.00	179,679.43	1.2
Expenditures	590,668.00	671,366.00	243,069.78	0.00	0.00	428,296.22	36.2
Net Effect for LOCAL STREET FUND	-8,643.00	-15,301.00	264,197.87	0.00	0.00	-279,498.87	726.7
Change in Fund			264,197.87				

Fund: 204 - MUNICIPAL STREET FUND

Revenues							
GENERAL	927,395.00	927,395.00	676,689.31	689.45	0.00	250,705.69	73.0

City of Grand Ledge

For the Period: 7/1/2015 to 12/31/2015	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal%	% Bud
Fund: 204 - MUNICIPAL STREET FUND							
Revenues	927,395.00	927,395.00	676,689.31	689.45	0.00	250,705.69	73.0
Expenditures							
STREET LIGHTING	106,000.00	106,000.00	30,512.94	0.00	0.00	75,487.06	28.8
ADMINISTRATION	702,353.00	702,353.00	701,977.47	0.00	0.00	375.53	99.9
SIDEWALKS	28,987.00	28,987.00	7,247.76	0.00	0.00	21,739.24	25.0
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	5,739.67	0.00	0.00	32,675.33	14.9
Expenditures	882,305.00	882,305.00	746,370.71	0.00	0.00	135,934.29	84.6
Net Effect for MUNICIPAL STREET FUND Change in Fund	45,090.00	45,090.00	-69,681.40 -69,681.40	689.45	0.00	114,771.40	-154.5
Fund: 208 - PARKS & RECREATION FUND							
Revenues							
ADMINISTRATION	145,365.00	145,365.00	145,185.14	-70.16	0.00	179.86	99.9
RECREATION	25,500.00	25,500.00	20,676.81	0.00	0.00	4,823.19	81.1
PARKS AND BUILDINGS	6,500.00	6,500.00	3,287.50	30.00	0.00	3,212.50	50.6
Revenues	177,365.00	177,365.00	169,149.45	-40.16	0.00	8,215.55	95.4
Expenditures							
ADMINISTRATION	31,667.00	31,667.00	26,268.78	0.00	0.00	5,398.22	83.0
RECREATION	29,554.00	29,554.00	22,626.83	0.00	0.00	6,927.17	76.6
PARKS AND BUILDINGS	113,270.00	113,270.00	55,481.06	0.00	0.00	57,788.94	49.0
Expenditures	174,491.00	174,491.00	104,376.67	0.00	0.00	70,114.33	59.8
Net Effect for PARKS & RECREATION FUND Change in Fund	2,874.00	2,874.00	64,772.78 64,772.78	-40.16	0.00	-61,898.78	253.8
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 Change in Fund	0.00	-3,136.74	-3,136.74 -3,136.74	0.00	0.00	0.00	100.0
Fund: 248 - DDA FUND							
Revenues							
GENERAL	680,182.00	680,182.00	456,600.62	0.00	0.00	223,581.38	67.1

REVENUE/EXPENDITURE REPORT

City of Grand Ledge

For the Period: 7/1/2015 to 12/31/2015

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal%	Bud
Fund: 248 - DDA FUND							
Revenues	680,182.00	680,182.00	456,600.62	0.00	0.00	223,581.38	67.1
Expenditures							
ECONOMIC DEVELOPMENT	311,258.00	311,258.00	103,390.42	0.00	0.00	207,867.58	33.2
TRANSFERS OUT	388,050.00	388,050.00	288,050.00	0.00	0.00	100,000.00	74.2
Expenditures	699,308.00	699,308.00	391,440.42	0.00	0.00	307,867.58	56.0
Net Effect for DDA FUND Change in Fund	-19,126.00	-19,126.00	65,160.20 65,160.20	0.00	0.00	-84,286.20	-340.7
Fund: 264 - DRUG FORFEITURE FUND							
Revenues							
POLICE	16.00	16.00	8.78	0.00	0.00	7.22	54.9
Revenues	16.00	16.00	8.78	0.00	0.00	7.22	54.9
Expenditures							
K9 PROGRAM	320.00	320.00	98.97	0.00	0.00	221.03	30.9
Expenditures	320.00	320.00	98.97	0.00	0.00	221.03	30.9
Net Effect for DRUG FORFEITURE FUND Change in Fund	-304.00	-304.00	-90.19 -90.19	0.00	0.00	-213.81	29.7
Fund: 265 - POLICE RESTRICTED FUND							
Revenues							
POLICE	34.00	34.00	18.88	0.00	0.00	15.12	55.5
ACT 302 TRAINING	0.00	0.00	1,544.70	0.00	0.00	-1,544.70	0.0
Revenues	34.00	34.00	1,563.58	0.00	0.00	-1,529.58	598.8
Expenditures							
ACT 302 TRAINING	0.00	0.00	1,141.38	0.00	0.00	-1,141.38	0.0
Expenditures	0.00	0.00	1,141.38	0.00	0.00	-1,141.38	0.0
Net Effect for POLICE RESTRICTED FUND Change in Fund	34.00	34.00	422.20 422.20	0.00	0.00	-388.20	241.8
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							
BOAT LAUNCH TF11-041	0.00	0.00	650.00	0.00	0.00	-650.00	0.0
603 E RIVER ST	0.00	0.00	234,472.11	1,168.11	0.00	-234,472.11	0.0

City of Grand Ledge

For the Period: 7/1/2015 to 12/31/2015

Original Bud. Amended Bud.

YTD Actual

CURR MTH Encumb. YTD

UnencBal% Bud

Fund: 274 - GRANTS FUND

Expenditures	0.00	0.00	235,122.11	1,168.11	0.00	-235,122.11	0.0
Net Effect for GRANTS FUND Change in Fund	0.00	0.00	-77,122.11 -77,122.11	-1,168.11	0.00	77,122.11	0.0

Fund: 295 - AIRPORT FUND

Revenues							
AIRPORT	61,530.00	61,530.00	23,245.55	600.00	0.00	38,284.45	37.8
Revenues	61,530.00	61,530.00	23,245.55	600.00	0.00	38,284.45	37.8
Expenditures							
AIRPORT	65,525.00	65,525.00	52,264.08	0.00	0.00	13,260.92	79.8
Expenditures	65,525.00	65,525.00	52,264.08	0.00	0.00	13,260.92	79.8
Net Effect for AIRPORT FUND Change in Fund	-3,995.00	-3,995.00	-29,018.53 -29,018.53	600.00	0.00	25,023.53	726.4

Fund: 304 - 2004 CAP IMPROV BONDS FUND

Revenues							
GENERAL	200.00	200.00	80.94	0.00	0.00	119.06	40.5
TRANSFERS IN	124,320.00	124,320.00	124,320.00	0.00	0.00	0.00	100.0
Revenues	124,520.00	124,520.00	124,400.94	0.00	0.00	119.06	99.9
Expenditures							
DEBT SERVICE	124,620.00	124,620.00	2,160.00	0.00	0.00	122,460.00	1.7
Expenditures	124,620.00	124,620.00	2,160.00	0.00	0.00	122,460.00	1.7
Net Effect for 2004 CAP IMPROV BONDS FUND Change in Fund	-100.00	-100.00	122,240.94 122,240.94	0.00	0.00	-122,340.94	240.9

Fund: 394 - DDA DEBT FUND

Revenues							
DEBT SERVICE	276,450.00	276,450.00	276,183.98	0.00	0.00	266.02	99.9
Revenues	276,450.00	276,450.00	276,183.98	0.00	0.00	266.02	99.9
Expenditures							
DEBT SERVICE	276,050.00	276,050.00	90,459.35	0.00	0.00	185,590.65	32.8
Expenditures	276,050.00	276,050.00	90,459.35	0.00	0.00	185,590.65	32.8
Net Effect for DDA DEBT FUND Change in Fund	400.00	400.00	185,724.63 185,724.63	0.00	0.00	-185,324.63	431.2

Fund: 397 - ISLAND BRIDGE DEBT FUND

Revenues							
DEBT SERVICE	34,848.00	34,848.00	34,821.10	0.00	0.00	26.90	99.9

REVENUE/EXPENDITURE REPORT

City of Grand Ledge

For the Period: 7/1/2015 to 12/31/2015

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 397 - ISLAND BRIDGE DEBT FUND							
Revenues	34,848.00	34,848.00	34,821.10	0.00	0.00	26.90	99.9
Expenditures							
DEBT SERVICE	34,808.00	34,808.00	4,778.75	0.00	0.00	30,029.25	13.7
Expenditures	34,808.00	34,808.00	4,778.75	0.00	0.00	30,029.25	13.7
Net Effect for ISLAND BRIDGE DEBT FUND Change in Fund	40.00	40.00	30,042.35 30,042.35	0.00	0.00	-30,002.35	105.9
Fund: 494 - DDA CAPITAL PROJECTS FUND							
Revenues							
CAPITAL OUTLAY - PUBLIC IMPROV	100,000.00	100,000.00	175.19	0.00	0.00	99,824.81	0.2
Revenues	100,000.00	100,000.00	175.19	0.00	0.00	99,824.81	0.2
Net Effect for DDA CAPITAL PROJECTS FUND Change in Fund	100,000.00	100,000.00	175.19 175.19	0.00	0.00	99,824.81	0.2
Fund: 495 - LDFA FUND							
Revenues							
GENERAL	8,830.00	8,830.00	7,325.49	0.00	0.00	1,504.51	83.0
CAPITAL OUTLAY - PUBLIC IMPROV	80,000.00	80,000.00	0.00	0.00	0.00	80,000.00	0.0
Revenues	88,830.00	88,830.00	7,325.49	0.00	0.00	81,504.51	8.2
Expenditures							
CAPITAL OUTLAY - PUBLIC IMPROV	89,253.00	89,253.00	20,675.64	0.00	0.00	68,577.36	23.2
Expenditures	89,253.00	89,253.00	20,675.64	0.00	0.00	68,577.36	23.2
Net Effect for LDFA FUND Change in Fund	-423.00	-423.00	-13,350.15 -13,350.15	0.00	0.00	12,927.15	156.1
Fund: 592 - WATER & SEWER FUND							
Revenues							
PUBLIC WORKS-REVENUE	1,000.00	1,000.00	241.22	0.00	0.00	758.78	24.1
WATER-REVENUES	1,535,831.00	1,535,831.00	485,732.43	156,132.94	0.00	1,050,098.57	31.6
SANITARY SEWER -REVENUES	2,051,220.00	2,051,220.00	580,460.21	236,492.54	0.00	1,470,759.79	28.3
Revenues	3,588,051.00	3,588,051.00	1,066,433.86	392,625.48	0.00	2,521,617.14	29.7
Expenditures							
JENNE ST RECONSTRUCTION	128,850.00	128,850.00	122,566.77	38,238.34	0.00	6,283.23	95.1
PUMPING	107,182.00	107,182.00	28,521.77	0.00	0.00	78,660.23	26.6
WATER TREATMENT	100,275.00	110,855.00	26,000.59	0.00	10,580.00	74,274.41	33.0
TRANSMISSION AND DISTRIBUTION	460,374.00	461,894.00	115,838.02	0.00	1,520.00	344,535.98	25.4

REVENUE/EXPENDITURE REPORT

City of Grand Ledge

For the Period: 7/1/2015 to 12/31/2015	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal%	Bud
Fund: 592 - WATER & SEWER FUND							
Expenditures							
WATER-GENERAL EXPENSE	716,166.00	740,126.00	238,407.95	0.00	-1,040.00	502,758.05	32.1
JENNE ST RECONSTRUCTION	191,450.00	191,450.00	190,896.60	0.00	0.00	553.40	99.7
PLANT OPERATION & MAINTENANCE	634,781.00	661,315.12	217,220.39	0.00	26,534.12	417,560.61	36.9
LIFT STATION	57,922.00	57,922.00	23,866.91	0.00	0.00	34,055.09	41.2
SEWERS	307,132.00	283,652.00	177,525.30	0.00	1,520.00	104,606.70	63.1
SEWER GENERAL EXPENSE	813,324.00	815,831.00	236,730.92	0.00	2,507.00	576,593.08	29.3
Expenditures	3,517,456.00	3,559,077.12	1,377,575.22	38,238.34	41,621.12	2,139,880.78	39.9
Net Effect for WATER & SEWER FUND Change in Fund	70,595.00	28,973.88	-311,141.36 -311,141.36	354,387.14	41,621.12	381,736.36	,217.5
Fund: 661 - EQUIPMENT OPERATING FUND							
Revenues							
EQUIPMENT OPERATION	303,935.00	303,935.00	136,690.42	325.54	0.00	167,244.58	45.0
Revenues	303,935.00	303,935.00	136,690.42	325.54	0.00	167,244.58	45.0
Expenditures							
EQUIPMENT OPERATION	273,163.00	273,163.00	129,906.74	0.00	0.00	143,256.26	47.6
Expenditures	273,163.00	273,163.00	129,906.74	0.00	0.00	143,256.26	47.6
Net Effect for EQUIPMENT OPERATING FUND Change in Fund	30,772.00	30,772.00	6,783.68 6,783.68	325.54	0.00	23,988.32	22.0
Fund: 678 - EMPLOYEE BENEFITS FUND							
Revenues							
EMPLOYEE BENEFITS	737,000.00	737,000.00	161,797.83	0.00	0.00	575,202.17	22.0
Revenues	737,000.00	737,000.00	161,797.83	0.00	0.00	575,202.17	22.0
Expenditures							
EMPLOYEE BENEFITS	723,560.00	723,560.00	280,235.85	0.00	0.00	443,324.15	38.7
Expenditures	723,560.00	723,560.00	280,235.85	0.00	0.00	443,324.15	38.7
Net Effect for EMPLOYEE BENEFITS FUND Change in Fund	13,440.00	13,440.00	-118,438.02 -118,438.02	0.00	0.00	131,878.02	-881.2
Grand Total Net	37,693.00	-23,153.13	866,188.90	397,570.65	42,783.12	-846,558.91	



DATE: December 10, 2015
TO: Grand Ledge City Council
FROM: Larry LaHaie, Public Service Director
RE: Invoices requiring City Council approval.

The bills to be paid at the Dec. 14 City Council meeting include two that exceed the \$25,000 spending limit and will require Council approval. Those invoices are:

1. Etna Supply, inv. no. S101649244.001 in the amount of \$39,900.00. Etna Supply is the sole source distributor in Michigan for Sensus water meters. The City's meter reading software is from Sensus and is compatible only with Sensus meters. The purchased equipment is 266 radio transceivers that will be the first step in the conversion of all meters in the system to having radio read capability.
2. Synagro Central LLC, inv. no. 20-125094 in the amount of \$28,814.50. This invoice represents charges for the pumping, transportation, and land application of 715,000 gallons of sludge from the City's wastewater treatment plant in October. Synagro or one of its predecessor companies has been handling biosolids for the City since 1983. Prior to adoption of the new Purchasing Policy this expense was a service and did not require Council approval.

I would recommend that the invoices be approved for payment.



ETNA SUPPLY - GRAND RAPIDS
 529 32ND ST SE
 GRAND RAPIDS MI 49548
 616 241 5414 Fax 616 241 4786

INVOICE

TO VIEW ONLINE GO TO:	etna.billtrust.com
USE THIS ENROLLMENT TOKEN:	FKB DSK PKV
USE THIS ACCOUNT NUMBER:	7420

INVOICE DATE	INVOICE NUMBER
12/01/15	S101649244.001
REMIT TO:	
ETNA SUPPLY 529 32nd St SE PO BOX 897 GRAND RAPIDS MI 49548-2392	
PAGE	1 of 1

BILL TO:

SHIP TO:

CITY OF GRAND LEDGE DEPT PUBLIC SVC
 310 GREENWOOD ST
 GRAND LEDGE MI 48837-1651

CITY OF GRAND LEDGE
 WWTP
 109 FITZGERALD PARK DR
 GRAND LEDGE MI 48837-9766

CUSTOMER NUMBER	PURCHASE ORDER NUMBER	JOB NAME / RELEASE NUMBER	SALESPERSON	
7420	KURT		Alby Villarreal	
WRITER	SHIP VIA	TERMS	SHIP DATE	ORDER DATE
John Gonzales Jr.	LANSING_DAILY	NET 25TH	12/01/15	11/30/15
ORDER QTY	SHIP QTY	DESCRIPTION	UNIT PRICE	EXT PRICE
250	250	SMARTPOINT 510M TC 1-PORT (LEAK); SENSUS MODEL 510M SINGLE PORT M2 METER TRANSCIEVER UNIT NON-PIT VERSION TOUCHCOUPLE INTREGAL TOUCHREAD HOURLY READS LEAK DETECTION 5396353751201MI	150.000E	37500.00
10	10	SMARTPOINT 510M TC 2-PORT (LEAK); SENSUS MODEL 510M DUAL PORT M2 METER TRANSCIEVER UNIT NON-PIT VERSION TOUCHCOUPLE INTREGAL TOUCHREAD HOURLY READS LEAK DETECTION 5396353751203MI	150.000E	1500.00
6	6	SMARTPOINT 510M WU 2-PORT (LEAK); SENSUS MODEL 510M DUAL PORT M2 METER TRANSCIEVER UNIT NON-PIT VERSION WIRED INTREGAL TOUCHREAD HOURLY READS LEAK DETECTION 5396353751204MI	150.000E	900.00
<p>592-591.546-936.003 \$ 39,900.00 </p>				

THANK YOU FOR YOUR BUSINESS

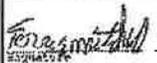
Invoice is due by 01/25/16.

All sales are subject to our Terms and Conditions, which are incorporated herein and can be found at www.etnasupply.com/tcsale

Past due invoices may be subject to a 1.70% Time Price Differential.

Delivery Date: 12/01/15

Signature Information



Printed Name: _____

Title: _____

State: _____

SUBTOTAL	39,900.00
S&H CHARGES	0.00
TAX	0.00
PAYMENTS	0.00
AMOUNT DUE	39,900.00

Synagro Central, LLC
 435 Williams Court, Suite 100
 Baltimore, MD 21220
 (443) 489-9000

Invoice #: 20-125094
 Invoice Date: 10/31/2015
 Page: 1

Bill To:
 Grand Ledge
 310 Greenwood St
 Grand Ledge MI 48837

Please note our new remittance address below

Purchase Order No.	Customer ID	Sales ID	Payment Terms		
OCT 2015	GRA01		Net 30		
Plant	Quantity	Description	U of M	Unit Price	Ext. Price
GRAND LEDGE	715,000.00000	PUMP/TRANSP/ APP OF LIQ MATERIALS	G	0.04030	\$28,814.50

592-592.536-811 \$28,814.50
JJ

Please Remit To:

Synagro Central, LLC
 c/o SYNAGRO TECHNOLOGIES, INC.
 7773 SOLUTION CENTER
 CHICAGO IL 60677-7007

Subtotal: \$28,814.50
Misc: \$0.00
Tax: \$0.00
Total: \$28,814.50

SYNAGRO

For questions regarding this invoice, please contact Jennifer Howley at (443)-489-9198 or e-mail at jhowley@synagro.com.

Current	0-30 Days	31-60 Days	61-90 Days	Balance
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Finance Charges will be applied to Past Due Invoices

Loads By Product Code (BIC)

10/1/2015 Thru 10/31/2015

Project 5854 GRAND LEDGE, MI				Project Total	TRUCK NUM	AMOUNT	Unit
Plant 01 GRAND LEDGE				Plant Total		715,001.00	
Field ID	Item Code	LIQB	PSQ-LIQ-L-G	Date Load	Item Total	715,000.00	
MI-EA-ORO03-0-MC01		LIQB	PSQ-LIQ-L-G	10/05/15	T-711444-1	11,000.00	G
MI-EA-ORO03-0-MC01		LIQB	PSQ-LIQ-L-G	10/05/15	T-711444-2	11,000.00	G
MI-EA-ORO03-0-MC01		LIQB	PSQ-LIQ-L-G	10/05/15	T-711444-3	11,000.00	G
MI-EA-ORO03-0-MC01		LIQB	PSQ-LIQ-L-G	10/05/15	T-711444-4	11,000.00	G
MI-EA-ORO03-0-MC01		LIQB	PSQ-LIQ-L-G	10/05/15	T-711444-5	11,000.00	G
MI-EA-ORO03-0-MC01		LIQB	PSQ-LIQ-L-G	10/05/15	T-711444-6	11,000.00	G
MI-EA-ORO03-0-MC01		LIQB	PSQ-LIQ-L-G	10/05/15	T-711444-7	11,000.00	G
MI-EA-ORO03-0-MC01		LIQB	PSQ-LIQ-L-G	10/05/15	T-711445-1	11,000.00	G
MI-EA-ORO03-0-MC01		LIQB	PSQ-LIQ-L-G	10/05/15	T-711445-2	11,000.00	G
MI-EA-ORO03-0-MC01		LIQB	PSQ-LIQ-L-G	10/05/15	T-711445-3	11,000.00	G
MI-EA-ORO03-0-MC01		LIQB	PSQ-LIQ-L-G	10/05/15	T-711445-4	11,000.00	G
MI-EA-ORO03-0-MC01		LIQB	PSQ-LIQ-L-G	10/05/15	T-711445-5	11,000.00	G
MI-EA-ORO03-0-MC01		LIQB	PSQ-LIQ-L-G	10/05/15	T-711445-6	11,000.00	G
MI-EA-ORO03-0-MC01		LIQB	PSQ-LIQ-L-G	10/05/15	T-711445-7	11,000.00	G
MI-EA-ORO03-0-MC01		LIQB	PSQ-LIQ-L-G	10/05/15	T-711446-1	11,000.00	G
MI-EA-ORO03-0-MC01		LIQB	PSQ-LIQ-L-G	10/05/15	T-711446-2	11,000.00	G
MI-EA-ORO03-0-MC01		LIQB	PSQ-LIQ-L-G	10/05/15	T-711446-3	11,000.00	G
MI-EA-ORO03-0-MC01		LIQB	PSQ-LIQ-L-G	10/06/15	T-711447-1	11,000.00	G
MI-EA-ORO03-0-MC01		LIQB	PSQ-LIQ-L-G	10/06/15	T-711447-2	11,000.00	G
MI-EA-ORO03-0-MC01		LIQB	PSQ-LIQ-L-G	10/06/15	T-711447-3	11,000.00	G
MI-EA-ORO03-0-MC01		LIQB	PSQ-LIQ-L-G	10/06/15	T-711447-4	11,000.00	G
MI-EA-ORO03-0-MC01		LIQB	PSQ-LIQ-L-G	10/06/15	T-711447-5	11,000.00	G
MI-EA-ORO03-0-MC01		LIQB	PSQ-LIQ-L-G	10/06/15	T-711447-6	11,000.00	G
MI-EA-ORO03-0-MC01		LIQB	PSQ-LIQ-L-G	10/06/15	T-711447-7	11,000.00	G
MI-EA-ORO03-0-MC01		LIQB	PSQ-LIQ-L-G	10/06/15	T-711447-8	11,000.00	G
MI-EA-ORO03-0-MC01		LIQB	PSQ-LIQ-L-G	10/06/15	T-711447-9	11,000.00	G
MI-EA-ORO03-0-MC01		LIQB	PSQ-LIQ-L-G	10/06/15	T-711448-1	11,000.00	G
MI-EA-ORO03-0-MC01		LIQB	PSQ-LIQ-L-G	10/06/15	T-711448-2	11,000.00	G
MI-EA-ORO03-0-MC01		LIQB	PSQ-LIQ-L-G	10/06/15	T-711448-3	11,000.00	G
MI-EA-ORO03-0-MC01		LIQB	PSQ-LIQ-L-G	10/06/15	T-711448-4	11,000.00	G
MI-EA-ORO03-0-MC01		LIQB	PSQ-LIQ-L-G	10/06/15	T-711448-5	11,000.00	G
MI-EA-ORO03-0-MC01		LIQB	PSQ-LIQ-L-G	10/06/15	T-711448-6	11,000.00	G
MI-EA-ORO03-0-MC01		LIQB	PSQ-LIQ-L-G	10/06/15	T-711448-7	11,000.00	G
MI-EA-ORO03-0-MC01		LIQB	PSQ-LIQ-L-G	10/06/15	T-711448-8	11,000.00	G
MI-EA-ORO03-0-MC01		LIQB	PSQ-LIQ-L-G	10/06/15	T-711448-9	11,000.00	G
MI-EA-ORO03-0-MC01		LIQB	PSQ-LIQ-L-G	10/06/15	T-711449-1	11,000.00	G
MI-EA-ORO03-0-MC01		LIQB	PSQ-LIQ-L-G	10/06/15	T-711449-2	11,000.00	G
MI-EA-ORO03-0-MC01		LIQB	PSQ-LIQ-L-G	10/06/15	T-711450-1	11,000.00	G
MI-EA-ORO03-0-MC01		LIQB	PSQ-LIQ-L-G	10/07/15	T-711451-1	11,000.00	G

Loads By Product Code (BIC)

10/1/2015 Thru 10/31/2015

MI-EA-ORO03-0-MC01	LIQB	PSQ-LIQ-L-G	10/07/15	T-711451-2	11,000.00	G
MI-EA-ORO03-0-MC01	LIQB	PSQ-LIQ-L-G	10/07/15	T-711451-3	11,000.00	G
MI-EA-ORO03-0-MC01	LIQB	PSQ-LIQ-L-G	10/07/15	T-711451-4	11,000.00	G
MI-EA-ORO03-0-MC01	LIQB	PSQ-LIQ-L-G	10/07/15	T-711451-5	11,000.00	G
MI-EA-ORO03-0-MC01	LIQB	PSQ-LIQ-L-G	10/07/15	T-711451-6	11,000.00	G
MI-EA-ORO03-0-MC01	LIQB	PSQ-LIQ-L-G	10/07/15	T-711451-7	11,000.00	G
MI-EA-ORO03-0-MC01	LIQB	PSQ-LIQ-L-G	10/07/15	T-711452-1	11,000.00	G
MI-EA-ORO03-0-MC01	LIQB	PSQ-LIQ-L-G	10/07/15	T-711452-2	11,000.00	G
MI-EA-ORO03-0-MC01	LIQB	PSQ-LIQ-L-G	10/07/15	T-711452-3	11,000.00	G
MI-EA-ORO03-0-MC01	LIQB	PSQ-LIQ-L-G	10/07/15	T-711452-4	11,000.00	G
MI-EA-ORO03-0-MC01	LIQB	PSQ-LIQ-L-G	10/07/15	T-711452-5	11,000.00	G
MI-EA-ORO03-0-MC01	LIQB	PSQ-LIQ-L-G	10/07/15	T-711452-6	11,000.00	G
MI-EA-ORO03-0-MC01	LIQB	PSQ-LIQ-L-G	10/07/15	T-711453-1	11,000.00	G
MI-EA-ORO03-0-MC01	LIQB	PSQ-LIQ-L-G	10/07/15	T-711453-2	11,000.00	G
MI-EA-ORO03-0-MC01	LIQB	PSQ-LIQ-L-G	10/07/15	T-711453-3	11,000.00	G
MI-EA-ORO03-0-MC01	LIQB	PSQ-LIQ-L-G	10/07/15	T-711455-1	11,000.00	G
MI-EA-ORO03-0-MC01	LIQB	PSQ-LIQ-L-G	10/07/15	T-711455-2	11,000.00	G
MI-EA-ORO03-0-MC01	LIQB	PSQ-LIQ-L-G	10/08/15	T-711456-1	11,000.00	G
MI-EA-ORO03-0-MC01	LIQB	PSQ-LIQ-L-G	10/08/15	T-711456-2	11,000.00	G
MI-EA-ORO03-0-MC01	LIQB	PSQ-LIQ-L-G	10/08/15	T-711456-3	11,000.00	G
MI-EA-ORO03-0-MC01	LIQB	PSQ-LIQ-L-G	10/08/15	T-711457-1	11,000.00	G
MI-EA-ORO03-0-MC01	LIQB	PSQ-LIQ-L-G	10/08/15	T-711457-2	11,000.00	G
MI-EA-ORO03-0-MC01	LIQB	PSQ-LIQ-L-G	10/08/15	T-711457-3	11,000.00	G
MI-EA-ORO03-0-MC01	LIQB	PSQ-LIQ-L-G	10/08/15	T-711458-1	11,000.00	G
MI-EA-ORO03-0-MC01	LIQB	PSQ-LIQ-L-G	10/08/15	T-711458-2	11,000.00	G
MI-EA-ORO03-0-MC01	LIQB	PSQ-LIQ-L-G	10/08/15	T-711458-3	11,000.00	G
Field ID	Item Code	VALVE REPLACEMENT	Date Load	Item Total	1.00	
ZZ-ZZ-ZZZZZZ-Z-ZZZZ		VALVE REPLACEMENT	10/06/15	MI-6715280	1.00	0

CITY OF GRAND LEDGE BUDGET AMENDMENT/APPROPRIATION REQUEST

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>CURRENT BUDGET/ WORKING CAPITAL AT BEGINNING OF FISCAL YEAR</u>	<u>REQUESTED INCREASE (DECREASE)</u>	<u>AMENDED BUDGET APPROPRIATION/ ESTIMATED REVENUE</u>	<u>REASON FOR AMENDMENTS</u>
General Fund					
101-170-253-808-000	Finance - Auditor	23,100	1,620	24,720	GASB 68 implementation
101-000-000-390-000	Working Capital	908,022	(1,620)		
DDA Fund					
248-966-001-999-394	Transfer to DDA Debt Svc Fund	276,050	46,853	322,903	pay off 223 E River St 4.2% loan
248-000-000-390-000	Working Capital	194,554	(46,853)		approved by DDA Board \$3,900 interest savings
DDA Debt Svc Fund					
394-905-906-699-248	Transfer from DDA Fund	276,050	46,853	322,903	pay off 223 E River St loan (net zero)
394-905-906-991-000	Debt - Principal	209,360	46,794	256,154	
394-905-906-995-000	Debt - Interest	66,140	59	66,199	
Parks & Rec Fund					
208-750-801-731-002	Grand Adventure Race	6,000	1,600	7,600	timing difference - revenues less
208-000-000-390-000	Working Capital	51,562	(1,600)		expenditures were \$5,592 in FY 15
Police Restricted Fund					
265-302-000-633-000	Act 302 Revenues	-	1,544.70	1,544.70	appropriate 10/16/15 receipt and
265-000-000-390-000	Working Capital	19,012	(1,474.77)		unexpended balance at 6/30/15
265-302-000-825-000	Act 302 Training		3,019.47	3,019.47	Michigan Justice Training Fund
Airport Fund					
295-170-270-935-000	Runway/Grounds Maintenance	20,000	28,500	48,500	crack filling & FAA required signage -
295-000-000-390-000	Working Capital	161,100	(28,500)		No Trespassing

CITY OF GRAND LEDGE BUDGET AMENDMENT/APPROPRIATION REQUEST

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>CURRENT BUDGET/ WORKING CAPITAL AT BEGINNING OF FISCAL YEAR</u>	<u>REQUESTED INCREASE (DECREASE)</u>	<u>AMENDED BUDGET APPROPRIATION/ ESTIMATED REVENUE</u>	<u>REASON FOR AMENDMENTS</u>
Major Streets Fund					
202-440-501-974-006	Construction	200,700	71,298	271,998	Winstanley Blvd & Comet Lane
202-440-501-974-006	Construction Engineering	53,000	2,500	55,500	
202-000-202-541-001	State Grant Revenue	-	74,040	74,040	PA 84 of 2015 road funding
202-000-000-390-000	Working Capital	158,388	242		net zero
Local Streets Fund					
203-440-501-974-006	Construction	176,448	(71,298)	105,150	reverse budget transfer 8/26/15
203-440-501-974-006	Construction Engineering	5,500	(2,500)	3,000	Major St project vs. Local St.
203-000-203-541-001	State Grant Revenue	74,040	(74,040)	-	
203-000-000-390-000	Working Capital	99,739	(242)		net zero
203-440-501-974-006	Construction	176,448	21,000	197,448	Additional paving Bouck Subdivision
203-440-501-974-006	Construction Engineering	5,500	(3,000)	2,500	
203-000-000-390-000	Working Capital	99,739	(18,000)		

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

**CITY COUNCIL MINUTES – REGULAR MEETING
MONDAY, 23 NOVEMBER 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 Rick Lantz, Jamie Malecki (sworn in at 7:40 p.m.), Thom Sowle
– Council members Sue Roberts and Don Willems were absent
OTHERS PRESENT – Adam Smith, City Administrator; Gregory Newman, City Clerk; Chad Brunton, Street Supervisor;

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, 23 November 2015 City Council consent agenda, as follows:
- i. Financial transactions and bills.
 - ii. Thursday, 05 November 2015 regular City Council minutes.
 - iii. Monday, 09 November 2015 regular City Council minutes.
 - iv. City Council Human Resources Committee recommendation to amend the Personnel Manual.
 - v. Receive Council member Bartholomew's resignation, effective 09 November 2015.

COUNCIL MEMBER LANTZ MOVED, COUNCIL MEMBER SOWLE SECONDED, TO APPROVE THE MONDAY, 23 NOVEMBER 2015 CITY COUNCIL CONSENT AGENDA. MOTION CARRIED UNANIMOUSLY.

Motion – To amend the Rules of City Council to allow for immediate appointment to fill a City Council vacancy.

COUNCIL MEMBER MULDER MOVED, COUNCIL MEMBER LANTZ SECONDED, TO AMEND THE RULES OF CITY COUNCIL TO ALLOW FOR IMMEDIATE APPOINTMENT TO FILL A CITY COUNCIL VACANCY. MOTION CARRIED UNANIMOUSLY.

Motion – To appoint Jamie Malecki to fill the City Council, Ward 2, vacancy, for a term expiring November 2016.

COUNCIL MEMBER MULDER MOVED, COUNCIL MEMBER LANTZ SECONDED, TO APPOINT JAMIE MALECKI TO FILL THE CITY COUNCIL, WARD 2, VACANCY, FOR A TERM EXPIRING NOVEMBER 2016. MOTION CARRIED UNANIMOUSLY.

Oath of Office – For newly appointed Council member.

Gregory Newman, City Clerk, administered the Oath of Office to Jamie Malecki.

Council member Malecki took her seat on Council, representing Ward 2, at 7:40 p.m.

V. APPROVAL OF REGULAR AGENDA

A. Motion – To approve the Monday, 23 November 2015 regular City Council agenda.

COUNCIL MEMBER LANTZ MOVED, COUNCIL MEMBER MULDER SECONDED, TO APPROVE THE MONDAY, 23 NOVEMBER 2015 REGULAR CITY COUNCIL AGENDA.

Adam Smith, City Administrator, requested item IX. E., a resolution to approve and authorize a Bid Award for Department of Public Service Garage Roof Replacement be removed.

COUNCIL MEMBER MULDER MOVED, COUNCIL MEMBER LANTZ SECONDED, TO AMEND THE MONDAY, 23 NOVEMBER 2015, REGULAR CITY COUNCIL AGENDA, BY STRIKING ITEM IX. E., A RESOLUTION TO APPROVE AND AUTHORIZE A BID AWARD FOR DEPARTMENT OF PUBLIC SERVICE GARAGE ROOF REPLACEMENT. MOTION CARRIED UNANIMOUSLY.

MOTION TO APPROVE THE MONDAY, 23 NOVEMBER 2015, REGULAR CITY COUNCIL AGENDA, AS AMENDED BY STRIKING ITEM IX. E., A RESOLUTION TO APPROVE AND AUTHORIZE A BID AWARD FOR DEPARTMENT OF PUBLIC SERVICE GARAGE ROOF REPLACEMENT, CARRIED UNANIMOUSLY.

VI. COMMITTEE AND BOARD REPORTS

VII. STAFF REPORTS

Department of Public Services

Chad Brunton, Street Supervisor, reported on the continuing efforts to pick up leaves.

VIII. UNFINISHED BUSINESS

IX. NEW BUSINESS

A. Motion – To demolish the residential structure at 603 E. River St. in compliance with Michigan Department of Natural Resources Acquisition Project Procedures and Project Agreement TF14-0161.

COUNCIL MEMBER MULDER MOVED, COUNCIL MEMBER LANTZ SECONDED, TO DEMOLISH THE RESIDENTIAL STRUCTURE AT 603 E. RIVER ST. IN COMPLIANCE WITH MICHIGAN DEPARTMENT OF NATURAL RESOURCES ACQUISITION PROJECT PROCEDURES AND PROJECT AGREEMENT TF14-0161.

Adam Smith, City Administrator, explained the recommendation to award the bid, explained the work to investigate options other than demolition, and mentioned the Parks and Recreation Commission recommendation to demolish 603 E. River St.

MOTION TO DEMOLISH THE RESIDENTIAL STRUCTURE AT 603 E. RIVER ST. IN COMPLIANCE WITH MICHIGAN DEPARTMENT OF NATURAL RESOURCES ACQUISITION PROJECT PROCEDURES AND PROJECT AGREEMENT TF14-0161, CARRIED UNANIMOUSLY.

- B. Resolution #65 of 2015** – To approve and authorize a Bid Award to A. McLean & Son Trucking for demolition of structures at 525 and 603 E. River St.

COUNCIL MEMBER MULDER MOVED, COUNCIL MEMBER LANTZ SECONDED, TO ADOPT RESOLUTION #65 OF 2015, TO APPROVE AND AUTHORIZE A BID AWARD TO A. MCLEAN & SON TRUCKING FOR DEMOLITION OF STRUCTURES AT 525 AND 603 E. RIVER ST.

Adam Smith, City Administrator, explained the request for proposals and the bids received.

MOTION TO ADOPT RESOLUTION #65 OF 2015, TO APPROVE AND AUTHORIZE A BID AWARD TO A. MCLEAN & SON TRUCKING FOR DEMOLITION OF STRUCTURES AT 525 AND 603 E. RIVER ST., CARRIED UNANIMOUSLY.

- C. Resolution #66 of 2015** – To approve a proposal from Spicer Group to develop a 2016 - 2020 Parks and Recreation Master Plan.

COUNCIL MEMBER LANTZ MOVED, COUNCIL MEMBER MULDER SECONDED, TO ADOPT RESOLUTION #66 OF 2015, TO APPROVE A PROPOSAL FROM SPICER GROUP TO DEVELOP A 2016 - 2020 PARKS AND RECREATION MASTER PLAN.

Adam Smith, City Administrator, explained the Parks and Recreation Commission recommendation to hire Spicer Group to develop a 2016 - 2020 Parks and Recreation Master Plan.

The City Council debated the expiration of the existing Parks and Recreation Master Plan.

MOTION TO ADOPT RESOLUTION #66 OF 2015, TO APPROVE A PROPOSAL FROM SPICER GROUP TO DEVELOP A 2016 - 2020 PARKS AND RECREATION MASTER PLAN, CARRIED UNANIMOUSLY.

- D. Resolution #67 of 2015** – To approve a Stormwater, Asset Management, and Wastewater grant agreement with the Michigan Department of Environmental Quality and the Michigan Finance Authority.

COUNCIL MEMBER MULDER MOVED, COUNCIL MEMBER LANTZ SECONDED, TO ADOPT RESOLUTION #67 OF 2015, TO APPROVE A STORMWATER, ASSET MANAGEMENT, AND WASTEWATER GRANT AGREEMENT WITH THE MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY AND THE MICHIGAN FINANCE AUTHORITY.

Adam Smith, City Administrator, explained the project costs and match amount.

MOTION TO ADOPT RESOLUTION #67 OF 2015, TO APPROVE A STORMWATER, ASSET MANAGEMENT, AND WASTEWATER GRANT AGREEMENT WITH THE MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY AND THE MICHIGAN FINANCE AUTHORITY, CARRIED UNANIMOUSLY.

X. AUDIENCE PARTICIPATION

XI. COMMUNICATIONS FROM THE MAYOR AND COUNCIL

Council member Mulder mentioned the Christmas Parade.

Mayor Smith appointed Raechel Marks to the Planning Commission for a term expiring 11 January 2016.

COUNCIL MEMBER LANTZ MOVED, COUNCIL MEMBER MULDER SECONDED, TO APPROVE THE MAYOR'S APPOINTMENT OF RAEHEL MARKS TO THE PLANNING COMMISSION FOR A TERM EXPIRING 11 JANUARY 2016. MOTION CARRIED UNANIMOUSLY.

XII. CLOSED SESSION

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

COUNCIL MEMBER LANTZ MOVED, COUNCIL MEMBER MULDER 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 7:58 P.M. MOTION CARRIED UNANIMOUSLY.

COUNCIL MEMBER LANTZ MOVED, COUNCIL MEMBER SOWLE SECONDED, TO RETURN TO THE MONDAY, 23 NOVEMBER 2015, REGULAR CITY COUNCIL MEETING, AT 8:45 P.M. MOTION CARRIED UNANIMOUSLY.

XIII. ADJOURNMENT

COUNCIL MEMBER MULDER MOVED, COUNCIL MEMBER SOWLE SECONDED, TO ADJOURN THE MONDAY, 23 NOVEMBER 2015, REGULAR CITY COUNCIL MEETING, AT 8:45 P.M. MOTION CARRIED UNANIMOUSLY.

Gregory L. Newman, City Clerk

Kalmin D. Smith, Mayor

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

**CITY COUNCIL MINUTES – SPECIAL MEETING
MONDAY, 07 DECEMBER 2015
6:00 P.M.
COUNCIL CHAMBERS, CITY HALL
310 GREENWOOD ST.**

- I. ROLL CALL OF COUNCIL** – Mayor Kalmin Smith; and Council members Rick Lantz, Thom Sowle, and Don Willems
– Mayor Pro-Tem Keith Mulder, and Council members Jamie Malecki and Sue Roberts were absent

OTHERS PRESENT – Adam Smith, City Administrator; Gregory Newman, City Clerk;

II. PLEDGE OF ALLEGIANCE

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

III. AUDIENCE PARTICIPATION

IX. ADJOURNMENT

CONSENSUS TO ADJOURN THE MONDAY, 07 DECEMBER 2015, SPECIAL CITY COUNCIL MEETING, AT 6:08 P.M.

**CITY COUNCIL MINUTES – COMMITTEE OF THE WHOLE
MONDAY, 07 DECEMBER 2015
6:00 P.M.
COUNCIL CHAMBERS, CITY HALL
310 GREENWOOD ST.**

- I. ROLL CALL OF COUNCIL** – Mayor Kalmin Smith; and Council members Rick Lantz, Jamie Malecki (arrived 7:30 p.m.),
Thom Sowle, and Don Willems
– Mayor Pro-Tem Keith Mulder and Council member Sue Roberts were absent

OTHERS PRESENT – Adam Smith, City Administrator; Gregory Newman, City Clerk;

II. STRATEGIC PLANNING

The City Council discussed strategic planning and developed a list of priorities for the 2016 calendar year.

III. ADJOURNMENT

CONSENSUS TO ADJOURN THE MONDAY, 07 DECEMBER 2015, COMMITTEE OF THE WHOLE, AT 9:01 P.M.

Gregory L. Newman, City Clerk

Kalmin D. Smith, Mayor

DRAFT

FISCAL YEAR 2017 BUDGET CALENDAR

November 25, 2015	Distribute budget packages to Department Heads
Wednesday, Dec. 30, 2015	Budget requests from Department Heads due to City Administrator* Budget narratives by Department Heads due to City Administrator
January 4-15, 2016	City Administrator/Finance Director meetings with Department Heads
January 18 – June 3, 2016	Council Finance Committee Discussions with City Administration
Monday, February 22, 2016	Regular Council Meeting – Followed by Budget Session Department Heads required to attend
February 23-March 7, 2016	Adjustments to proposed budget based on February 22 session
Monday, March 14, 2016	Regular Council Meeting - Followed by Budget Session Department Heads required to attend
March 15-21, 2016	Adjustments to proposed budget based on March 14th session
Monday, March 28, 2016	Regular Council Meeting followed by Budget Session (as necessary) Department Heads required to attend (as necessary)
March 29 – April 4, 2016	Adjustments to proposed budget based on March 28 th session (as necessary)
Monday, April 11, 2016	City Administrator submits proposed budget to City Council* Set public hearing date
April 12 – May 2, 2016	Adjustments to proposed budget based on April 11 th session
Monday, April 25, 2016	Regular Council Meeting – Final Budget Discussions (as necessary) Michigan Rural Water Water-Sewer Rate Analysis Presentation
Monday, May 9, 2016	City Council holds a public hearing on the proposed budget*
Monday, May 23, 2016	Regular Council Meeting – Final Budget Discussions (as necessary)
Monday, June 13, 2016	City Council adopts the Fiscal Year 2017 Budget* Set budget and ad-valorem mill levy [Resolution(s)]
Wednesday, July 1, 2016	Fiscal Year 2017 begins

*As required by City Charter



FISCAL YEAR 2017 BUDGET INSTRUCTIONS

The City of Grand Ledge Fiscal Year 2017 will begin on July 1, 2016. As we go through the budgeting process this year, if you have any ideas about streamlining this process, or making it more efficient, please let me know. All ideas are welcome.

Please make note of the Budget Calendar (copy enclosed), and adjust your schedules accordingly. The calendar shows that City Administrator/Department Head preliminary meetings will be **January 4-15, 2016**.

The revenue figures for the City have not been determined as of this date.

Finance Director Remenar will provide three years of budget history, fringe benefits rates, plus the current budget year-to-date actual through September. While you are working through these worksheets, please keep limited and changing revenues in mind, making any necessary adjustments. The worksheets have an area for comments. These sections are for you to make notes explaining how the funds will be utilized; comments from FY16 have been left with a strike through for your reference. Also included is an estimated fund balance worksheet to be completed.

All wages should be budgeted at the same hourly/salary rate as this year plus two-percent (2%) per current collective bargaining agreements with consideration of potential step increases. If you have any expenditures that may require a new account number to be added, please make note of them as well.

Budget narratives are required for each department. Please note that narratives are required along with your budget request this year. The narratives are to include the following:

- A. Summary of the department with activities, employees, and any statistics.
- B. Problems and changes that will affect the department in the upcoming year. Include any Federal or State mandated changes that could impact your department.
- C. Explain any major increases or decreases in your budget.
- D. Any major achievements during the past year.
- E. Recommendations for cost reductions and efficiencies.
- F. Any organizational changes recommended within your department.
- G. Changes in services recommended.
- H. New sources, or ideas for new sources, of revenue.
- I. Detailed explanation of new or expanded programs and associated costs.

Long-Term Plan: We would like you to think long-term; beyond this year's budget. Please put any proposed capital purchases, projects, or major equipment repairs on the attached Long Term Plan Sheet. We will work together to develop a plan for anything that could require a reserve to be set up. If you are considering a major purchase in the upcoming fiscal year, please include it on the budget worksheets. It is our intent to adopt a Capital Improvement Plan with the FY17 Budget. Please ask if you have any questions or concerns.

Please remember that revenues are limited and budget accordingly. Any creative ideas or collaboration concepts with other local municipalities are always welcome.

I am available to answer any questions or to help wherever necessary. We will all work together on this budget process.



STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

RICK SNYDER
GOVERNOR

NICK KHOURI
STATE TREASURER

November 2, 2015

City of Grand Ledge
310 Greenwood St
Grand Ledge, MI 48837-1651

Dear Municipality Clerk:

SUBJECT: Tax-Foreclosed Property Title Transfer

Enclosed please find a list of parcels in your jurisdiction, which were foreclosed upon this year under Public Act 206 of 1893; MCL 211.78. The Michigan Department of Treasury has previously offered these parcels at two separate tax-foreclosed real property auctions, as required by statute, and they remain unsold.

In accordance with Public Act 206 of 1893; MCL 211.78m(6), we are providing the enclosed list to you for your consideration. **Title to the enclosed parcels will transfer to your municipality on December 31, 2015 unless you object, in writing, to any or all of them before then. Your objection must be sent to my attention, via U.S. mail, at the address listed in the final paragraph.** If you do not object one or more of the listed parcels in writing, we will send the title transfer deed directly to your county register of deeds office for recording, and will then forward the recorded deed to you, upon its return from the register of deeds' office.

Please verify your jurisdiction name and address as noted in the address line, as it will be used for the grantee information on the deed, unless corrected by you. If you accept the transfer of title, you may indicate such, in writing, at your earliest convenience, to expedite the transfer.

Objections to the transfer of title must be received, in writing, **on or before December 30, 2015** at the Michigan Department of Treasury, Property Services Division, Foreclosure Services Section, P.O. Box 30760, Lansing, Michigan 48909. If you have any questions regarding this matter, please feel free to contact me at 517-335-3113.

Sincerely,

A handwritten signature in blue ink that reads 'Roxanne L. Harris'.

Roxanne L. Harris
Foreclosure Services Section
Property Services Division

Enclosure

EATON COUNTY, CITY OF GRAND LEDGE

23-400-000-615-090-00

DnrRef: P2041749/L211443

COM 116 FT SW FROM N CORNER OF BLOCK, SW 31 FT, SE 6 RODS, NE 31 FT, NW 6 RODS TO BEG., PART OF LOTS 2, 3, & 7.
O.P. CITY OF GRAND LEDGE BLOCK 15. D.D.A.

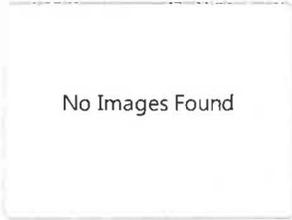
1

End of Listing

23-EATON, C-GRAND LEDGE-806

218 N BRIDGE ST GRAND LEDGE, MI 48837 (Property Address)

Parcel Number: 400-000-615-090-00 [Click here to view local unit data for this parcel](#)



Property Owner: STATE OF MICHIGAN

Summary Information

> Assessed Value: \$10,000 | Taxable Value: \$10,000 > Property Tax Information found

Owner and Taxpayer Information

Owner	STATE OF MICHIGAN 430 W ALLEGAN ST LANSING, MI 48922	Taxpayer	SEE OWNER INFORMATION
--------------	--	-----------------	-----------------------

General Information for Tax Year 2015

Property Class	COMMERCIAL VACANT, 202	Unit	400, GRAND LEDGE CITY
School District	G.L.SCH 23060	Assessed Value	\$10,000
SUB	Not Available	Taxable Value	\$10,000
PA	0	State Equalized Value	\$10,000
SPLITS	Not Available	Date of Last Name Change	08/13/2015
USER ALPHA 3	Not Available	Notes	Not Available
Historical District	Not Available	Census Block Group	Not Available
LOT LINE ADJ	Not Available		

Principal Residence Exemption Information

Homestead Date Not Available

Principal Residence Exemption	June 1st	Final
2015	0.0000 %	0.0000 %

Previous Year Information

Year	MBOR Assessed	Final SEV	Final Taxable
2014	\$10,000	\$10,000	\$10,000
2013	\$10,000	\$10,000	\$10,000
2012	\$10,000	\$10,000	\$10,000

Land Information

Zoning Code	Not Available	Total Acres	0.070
Land Value	Not Available	Land Improvements	\$0
Renaissance Zone	Not Available	Renaissance Zone Expiration Date	Not Available
ECF Neighborhood	Not Available	Mortgage Code	Not Available
Lot Dimensions/Comments	Not Available	Neighborhood Enterprise Zone	No

Lot(s)	Frontage	Depth
No lots found.		
Total Frontage: 0.00 ft		Average Depth: 0.00 ft

Legal Description

COM 116 FT SW FROM N CORNER OF BLOCK, SW 31 FT, SE 6 RODS, NE 31 FT, NW 6 RODS TO BEG., PART OF LOTS 2, 3, & 7, O.P. CITY OF GRAND LEDGE BLOCK 15 D.D.A.

Land Division Act Information

Date of Last Split/Combine	Not Available	Number of Splits Left	4
Date Form Filed	Not Available	Unallocated Div.s of Parent	0
Date Created	Not Available	Unallocated Div.s Transferred	0

Acreeage of Parent
Split Number
Parent Parcel

0.00
0
Not Available

Rights Were Transferred
Courtesy Split

Not Available
Not Available

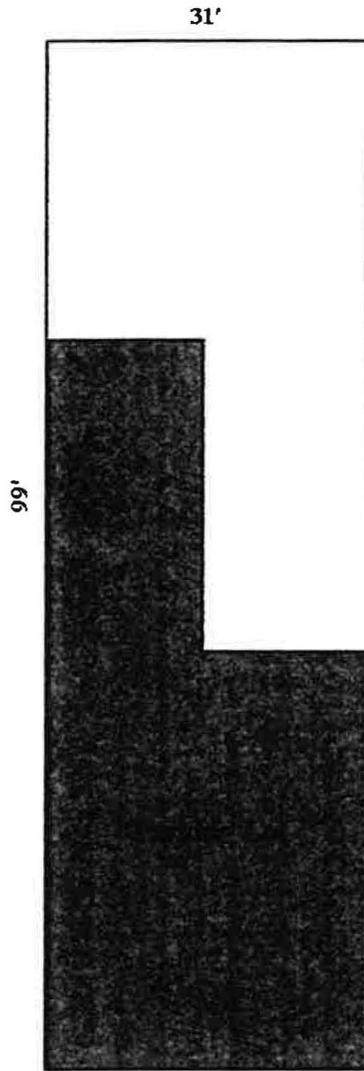
Sale History

Sale Date	Sale Price	Instrument	Grantor	Grantee	Terms of Sale	Liber/Page
07/23/2015	\$0.00	MIS	CUSTOMLINE AUTO BROKERS	STATE OF MICHIGAN	JUDGEMENT / ORDER	2582/1186
03/01/2015	\$1,060.00	MIS	CUSTOMLINE AUTO BROKERS	EATON COUNTY TREASURER	CERT OF FORFEITURE	2559/0387
03/01/2014	\$1,055.00	MIS	CUSTOMLINE AUTO BROKERS	EATON COUNTY TREASURER	CERT OF FORFEITURE	2515/0395
09/10/2013	\$392.00	QCD	AHMADIEH, DANIELLE	CUSTOMLINE AUTO BROKERS	QUIT CLAIM DEED	2496/0868
09/26/2012	\$400.00	QCD	STATE OF MICHIGAN	AHMADIEH, DANIELLE	QUIT CLAIM DEED	2420/0688
03/31/2012	\$0.00	J.D	CHATTERSON, ERIC	STATE OF MICHIGAN	JUDGEMENT / ORDER	2394/1030
03/01/2011	\$871.00	MIS	CHATTERSON, ERIC	EATON COUNTY TREASURER	CERT OF FORFEITURE	2334/0693
01/28/2010	\$0.00	MIS	STATE OF MICHIGAN		MISCELLANEOUS	2269/1069
09/09/2009	\$450.00	QCD	STATE OF MICHIGAN	CHATTERSON, ERIC	QUIT CLAIM DEED	2252/1216
06/22/2009	\$0.00	MIS	EATON COUNTY CIRCUIT COURT	STATE OF MICHIGAN	JUDGEMENT / ORDER	2238/133
03/01/2009	\$0.00	MIS	HOLMES, JOHN EDWARDS C/GAY ANN	EATON COUNTY TREASURER	CERT OF FORFEITURE	2222/227
03/01/2008	\$0.00	MIS	HOLMES, JOHN EDWARDS C/GAY ANN	EATON COUNTY TREASURER	CERT OF FORFEITURE	2171/1276
05/08/2006	\$165,000.00	WD	KARKAU, HERBERT S / ELIZABETH A	HOLMES, JOHN EDWARDS C/GAY ANN	WARRANTY DEED	2042/214
11/01/2005	\$0.00	L/C	KARKAU, HERBERT/KARKAU, ELIZABETH	HOLMES, JOHN EDWARDS/HOLMES, GAY AN	MEMO LAND CONTRACT	1986/0263
09/12/2002	\$0.00	MIS	KARKAU, HERBERT/KARKAU, ELIZABETH	GRAND LEDGE DOWNTOWN DEVELOPMENT AU	EASEMENT	1697/0602
02/27/1998	\$96,000.00	MIS	KARKAU, ELIZABETH A/KARKAU, HERBERT	REPUBLIC BANK	MISCELLANEOUS	1204/0942
02/27/1998	\$70,000.00	WD	FIRST UNITED PENTECOSTAL CHURCH	KARKAU, ELIZABETH A/KARKAU, HERBERT	WARRANTY DEED	1204/0940

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Image/Sketch for Parcel: 400-000-615-090-00



Land

3069.00 sf

Asphalt Parking Lot

1690.00 sf

N. Bridge St.

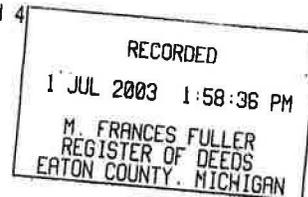
Sketch by Apex Medina™

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Sale No	DESCRIPTION	Minimum Bid
	Eaton County TOWNSHIP OF EATON RAPIDS TOWN 02N RANGE 03W SECTION 14	
89	COM 180 FT W OF SE COR OF N 1/2 OF S 1/2 OF S 1/2 OF NE 1/4, S 50.77 FT, W 34.5 FT, N 50.77 FT, E 34.5 FT TO BEG. SEC.14, T2N,R3W, EATON RAPIDS TWP 1990 23-120-014-200-120-00	\$575.69
	CITY OF GRAND LEDGE Original Plat of Grand Ledge <i>203 W. Main St</i>	
90	LOT 1. O.P. BLOCK 17. CITY OF GRAND LEDGE 23-400-000-617-010-00	\$8,894.32
91	COM 116 FT SW FROM N CORNER OF BLOCK, SW 31 FT, SE 6 RODS, NE 31 FT, NW 6 RODS TO BEG., PART OF LOTS 2, 3, & 7. O.P. CITY OF GRAND LEDGE BLOCK 15. D.D.A. 23-400-000-615-090-00 <i>2-18 N. Bridge St</i>	\$2,963.82
	Supervisor's Plat No. 6	
92	W 6 RODS OF N 10 RODS OF LOT 380. SUPERVISORS PLAT NO. 6 CITY OF GRAND LEDGE 23-400-078-003-800-00 <i>825 W Jefferson St.</i>	\$6,743.01
	TOWNSHIP OF HAMLIN TOWN 01N RANGE 03W SECTION 12	
93	COM E 1/4 COR SEC 12, S 89 DEG 47' 42" W 1320.18 FT TO E LINE OF W 1/2 OF SE 1/4 & POB, S 00 DEG 33' 13" E 464 FT, S 89 DEG 47' 42" W 155 FT, N 00 DEG 33' 13" W 464 FT TO EW 1/4 LINE, N 89 DEG 47' 42" E 155 FT TO BEG. SUBJECT TO EASEMENT FOR PRIVATE RD. SEC. 12 T1N, R3W, HAMLIN TWP. 10-8-99 (APPROVED) PARCEL A 23-160-012-400-025-01	\$7,038.40
	CITY OF LANSING Glenburne No. 3	
94	LOT 189 GLENBURNE NO 3 23-50-40-36-278-091	\$10,096.70
	Glenburne No. 5	
95	LOT 271 GLENBURNE NO 5 23-50-40-36-402-011	\$10,181.43
	Glenburne Sub	
96	LOT 26 GLENBURNE SUB 23-50-40-36-403-491	\$21,321.72
97	LOT 168 GLENBURNE NO 3 23-50-40-36-257-071	\$6,759.42
98	LOT 1 GLENBURNE SUB 23-50-40-36-428-091	\$3,568.63
99	LOT 2 GLENBURNE SUB 23-50-40-36-428-081	\$4,108.43
100	LOT 14 GLENBURNE SUB 23-50-40-36-428-121	\$4,547.45
101	LOT 15 GLENBURNE SUB 23-50-40-36-428-111	\$3,404.30
	River's Edge, a Subdivision on the North 1/2 of Section 36, T4NN R3W	
102	LOT 134 RIVER S EDGE SUB T4N R3W 23-50-40-36-276-011	\$7,507.22
	TOWN 03N RANGE 03W SECTION 01	
103	COM IN CENTER OF WAVERLY RD AT S LINE N 100 AC OF NE FRL 1/4, TH W 250 FT, N 100 FT, E 250 FT, S 100 FT TO BEG; SEC 1 T3N R3W 23-50-80-01-280-051	\$9,410.15

RCPT* 10088, STN 4
\$23.00 MISC DOC



LIBER 1697 PAGE 602

EASEMENT AGREEMENT

THIS AGREEMENT Made this 12 day of September, 2002 by and between Herbert and Elizabeth Karkau, husband and wife, P.O. Box 7, Bath, Michigan 48808-0007, (hereinafter "Grantor"), and the GRAND LEDGE DOWNTOWN DEVELOPMENT AUTHORITY, a Michigan municipal Corporation organized under the laws of the State of Michigan, with office at City Hall Annex, Grand Ledge, Michigan 48837, (hereinafter "DDA").

WITNESSETH:

WHEREAS, Grantor is the owner of that certain parcel of real property located in the City of Grand Ledge, County of Eaton, and State of Michigan, commonly known as 218 North Bridge Street, Grand Ledge, Michigan and more specifically described as :

PARCEL #23-400-000-615-090-00

Commencing 116 feet Southwest of North Corner of Block, Southwest 31 feet, Southeast 6 rods, Northeast 31 feet, Northwest 6 rods to Point of Beginning, Part of Lots 2, 3, and 7, Original Plat of the City of Grand Ledge Block 15.

(Hereinafter "Grantor's Property:).

WHEREAS, the DDA wishes to construct and/or improve existing surface parking areas and walkways, and locate certain underground public and private utilities within the Easement Areas (as hereinafter described) on, over and beneath Grantor's Property; and

WHEREAS, Grantor desires to convey and warrant to DDA an easement for the foregoing purposes, on and beneath the Easement Area (as hereinafter described), and also to convey to the DDA the right to operate and control the Easement Area as a public parking area.

NOW, THEREFORE, it is agreed as follows:

1. In consideration of the sum of One and 00/100 Dollar (\$1.00), the receipt and sufficiency of which is hereby acknowledge, Grantor does hereby grant, warrant and convey to the DDA, its successor and assigns, a perpetual, non-exclusive easement (the "Easement") upon, over, through, under and across the premises lying in the City of Grand Ledge, County of Eaton, State of Michigan, as shown on that certain drawing of Fishbeck, Thompson, Carr & Huber, label "Job No. 94159G" which is incorporated herein by reference, and more particularly

RECEIVED

JUN 30 2003

Eaton County Register of Deeds

described as

PARCEL#23-400-000-615-090-00
ALL OF THE ABOVE DESCRIBED PARCEL.

(The "Easement Area").

2. Said Easement shall be for the limited purposes of preparing, constructing, installing, maintaining, repairing and replacing surface parking areas and walkways, and underground public, private utilities, lighting and other uses ancillary to maintenance and operation of parking areas and walkways. During the term of the Easement, as specified in paragraph 5, below, the Easement Area will become a public parking area operated and controlled by the Downtown Development Authority and the City of Grand Ledge.

3. The DDA shall have the right of ingress and egress to the Easement Area through Grantor's Property, and within the Easement Area for the purposes of preparing, constructing, installing maintaining, repairing or replacing surface parking areas and walkways, and public or private utilities, subject to the following terms and conditions:

- (a) Any construction, maintenance, replacement or repair shall be performed by the DDA so as to not unreasonably interfere with the use of said Easement Area and Grantor's Property by Grantor and its tenants, invitees and guests, and without cost to Grantor.
- (b) Upon completion of the construction, maintenance, replacement or repairs, the DDA will restore Grantor's Property to the same condition, maintenance, replacement or repairs and without cost to the Grantor; provide that the Grantor shall repair damage does to any fixed structures constructed after the date hereof, unless said damage is the result of the negligent acts or omission of the DDA, it's agents, employees, representatives, or contractors, in which case the said restorations shall be made by the DDA. Grantee further represents that it shall use its best efforts to minimize any interference or inconvenience experienced by Grantor, its successor(s), assign(s) and tenant(s) as a result of any action by Grantee DDA or its agent(s) performed in or relating to the Easement. The DDA shall use reasonable care to protect said fixed structures and landscaping on grantor's Property.

4. The Grantor retains all property rights in the Easement Area, which are not inconsistent with those granted to the DDA. The Grantor reserves the right to grant additional easement rights, in the Easement Area; said right being subject to approval by the DDA as to location and size of the proposed easement. Said approval by the DDA shall not be unreasonably withheld or delayed. All such additional easements shall be subject to the prior rights of the DDA, and additional expenses incurred in the construction, maintenance, repair or replacing of





the parking areas, walkways and utilities owned by the DDA, or its successors and assigns, resulting from all such additional easement, shall be assume by the owners of the easement(s) which cause such extra expense.

5. The easement and all ancillary rights granted herein shall cease, terminate and be of no further force and effect only at such time as the DDA, or its successor-in-interest, shall affirmatively notify Grantor if its intent to abandon the Easement Area.

6. This Easement shall run with the land and is binding upon the heirs, successors, assigns, tenants, guests, invitees and personal representatives of the parties hereto.

IN WITNESS WHEREOF, The Grantors executed this instrument as of the day and year first above written.

WITNESS:

[Signature]

GRANTOR:

Herbert Karkau
Elizbeth Karkau

STATE OF MICHIGAN)

)ss

COUNTY OF _____)

The forgoing instrument was acknowledge before me this 12 day of SEPTEMBER, 2002 by Herbert Karkau and Elizebeth Karkau, husband and wife.

LINDAL WEAVER
NOTARY PUBLIC EATON CO, MI
MY COMMISSION EXPIRES Sep 16, 2006

Lindal Weaver
EATON Notary Public
County, Michigan
My commission expires: 9-10-06

This Instrument Prepared by:
Michael H. Rhodes
Loomis, Ewert, Parsley, Davis & Gotting, P.C.
232 Capitol Ave., Suite 1000
Lansing, Michigan 48933
517/492-2400

EASEMENT ACQUISITION

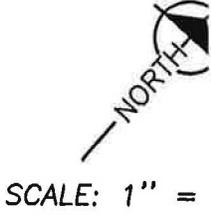
PERMANENT PARCEL NO.:
OWNER (PER CITY ASSESSOR):

23-400-00-615-090-00
HERBERT AND ELIZEBETH KARKAU
P. O. BOX 7
BATH, MICHIGAN 48808-0007
218 N. BRIDGE STREET

PROPERTY ADDRESS:

PROPERTY DESCRIPTION:

COMMENCING 116 FEET SOUTHWEST OF NORTH CORNER OF BLOCK, SOUTHWEST 31 FEET, SOUTHEAST 6 RODS, NORTHEAST 31 FEET, NORTHWEST 6 RODS TO POINT OF BEGINNING, PART OF LOTS 2, 3 AND 7, ORIGINAL PLAT OF THE CITY OF GRAND LEDGE BLOCK 15.



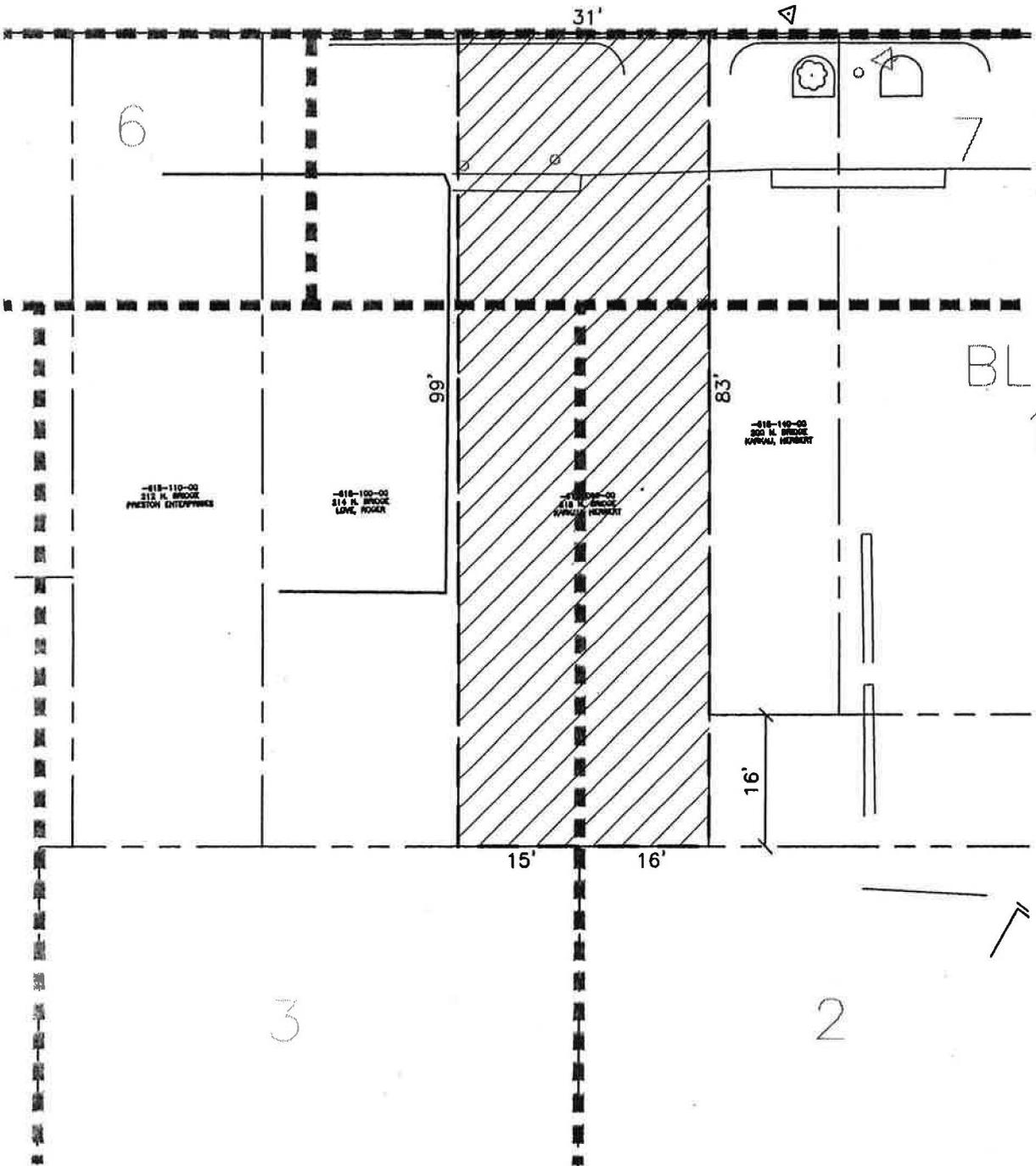
PERMANENT EASEMENT DESCRIPTION:
ALL OF THE ABOVE DESCRIBED PARCEL

N 89° 57' 09" E

☉ NORTH BRIDGE STREET (M-100)
(66' WIDE)



LIBER 1697 PAGE 605



BLOCK
15

LEGEND
PROPOSED EASEMENT

Fishbeck, Thompson, Carr & Huber
Engineers • Scientists • Architects
ftc&h
7402 Westshire Drive
Lansing, Michigan 48917
Phone (517)627-1141



City of Grand Ledge
Downtown Development Authority

**North Side Parking Improvement
Proposed Easement Exhibit**

PROJECT
F99392
FIGURE N

efficient operation of the city. Except as hereinafter provided, all administrative officers of the city shall be appointed by and serve at the pleasure of the Council, and shall have their compensation fixed by the Council.

- B. Except as may be otherwise provided by law, the Council shall establish, by ordinance, such departments of the city as it deems necessary or advisable and shall prescribe therein the functions of each department and the duties, authorities, and responsibilities of the officers of each department.
- C. All personnel employed by the city who are not elected officers of the city or declared to be administrative officers, by or under the authority of this section, shall be deemed to be employees of the city. The head of each department shall have power to hire or discharge the employees of such department. The discharge of an employee shall not be effective until confirmed by the Council.
- D. The Mayor shall have power to suspend any administrative officer from his office and the head of each department shall have power to suspend any employee from his employment, pending action by the Council confirming the suspension of such officer or employee. The suspension of an administrative officer or an employee shall be reported to the Council at the first regular meeting following such suspension and the Council shall act thereon not later than at its next subsequent regular meeting following ten days after the date of such suspension. The confirmation of any such suspension by the Council shall constitute a discharge of the officer or employee concerned from the date of his suspension.
- E. Any administrative officer or employee who has been suspended or discharged may, within ten days thereafter, petition the Council to hear the facts regarding such suspension or discharge, and in any such case, the Council may, at its sole discretion, hold a public hearing and inquire into such facts and may take such action or make such recommendation in the matter as it considers proper. If such petition is made, the Council may delay its action on the suspension or discharge until the second regular Council meeting following its receipt of notice thereof.
- F. If the Council does not confirm the suspension or discharge of an officer or employee, such officer or employee shall not suffer any break or lapse in his office or employment and shall not lose⁴ any salary or compensation payable during the period of his suspension or discharge.

§ C-4.7. Functions and Duties of the Clerk.

- A. The Clerk shall be clerk of the Council and shall attend all meetings of the Council and shall keep a permanent journal, in the English language, of its proceedings.
- B. He shall be custodian of the city seal, and shall affix it to all documents and instruments requiring the seal, and shall attest the same. He shall also be custodian of all papers, documents, and records pertaining to the city, the custody of which is not otherwise provided for. He shall give to the proper department or officials ample notice of the

⁴ Editor's Note: So in original.



December 10, 2015

Adam Smith

Grand Ledge City Administrator

Disciplinary Suspension of D. Spagnuolo

Mr. Smith,

Officer Dan Spagnuolo was put on an indefinite paid suspension today pending a recommendation to council for termination of his employment. This action was based on his continuing inability to meet our expectations concerning his work performance. Specific areas of concern included, but were not limited to, failure to follow Department policy, failure to follow orders from a supervisor, sleeping on duty and general incompetence.

This disciplinary action follows a decade of violations including over 10 disciplinary actions, 5 of them in the last year. After the fourth violation and a 10 day suspension an in-depth Performance Improvement Plan was put in place for Officer Spagnuolo. The plan included weeks of remedial training followed by 7 Months of monthly evaluation and coaching. He failed the plan in the first three months.(Failing the PIP was not a part of the current disciplinary action.)

The current disciplinary actions are a result of Internal Affairs Investigation 2015-3 which determined that Officer Spagnuolo had failed to properly handle evidence in a theft case. The policy (which the officer had been retrained on just 2 months ago) requires that found property and evidence be tagged and secured in the property room upon receiving it. Officer Spagnuolo put it in his locker for a week until asked about it by another officer. Officer Spagnuolo was questioned in writing about his actions and he failed to answer the questions posed by the Supervisor. Questions posed by a supervisor are orders to provide information. Officer Spagnuolo's failure to respond adequately constitutes failing to follow orders.

Finally, last week while the Internal Affairs investigation was ongoing, Officer Spagnuolo was discovered in the squad room by a supervisor with his feet on his desk fast asleep. As a result of his failing to follow policy requirements, orders from a supervisor, and dereliction of duty by sleeping on duty he was found to have violated the following contract and policies:

Non-supervisory collective bargaining agreement Article 25 sec. 2:

Section 2. The bargaining unit agrees that the presently established reasonable rules, regulations, Policies and procedures as outlined in the executive orders and reasonable Police Department Rules and Regulations shall remain in effect and agrees to abide by such rules, regulations, policies and procedures.

City of Grand Ledge Personnel Manual Article VII, Section 7.2 Group I Offences

Section 7.2 B (4) Disregarding job duties by neglect of work.

Section 7.2 B (8) Willful failure, neglect or carelessness in properly completing a required time or production report.

Section 7.2 B (11) Unsatisfactory work and/or failure to maintain required standards of performance.

City of Grand Ledge Personnel Manual Article VII, Section 7.3 Group II Offences

Section 7.3B (1) Sleeping during working hours.

Department Policy 10-01, Employee Conduct, Article II Section P. Respect for Authority

1. Every Department member shall promptly obey every lawful order given to them by superior authority. All orders shall be given in a clear and civil manner. If the order is not understood or in conflict with the other orders, it is the member's responsibility to point out the conflict and to obtain clarification.

Department Policy 10-01, Employee Conduct, Article II Section Q. Compliance with all Official Orders

1. Department members shall comply with orders and directives issued by Department authorities

Department Policy 02-09, Found Property Article III, Section A

III RECOVERED PROPERTY - EVIDENCE

A. All property/evidence, no matter how insignificant, or how little the value, must be tagged with a property sheet including the following:

1. Officer's initials and/or badge number
2. Date of recovery
3. Complaint number
4. Location of recovery

Department Policy 10-01, Employee Conduct, Article II Section G. Competency

1. Department members shall maintain sufficient competency to properly perform their duties and to assume the responsibilities of their positions. Department members shall perform their duty in a manner which will tend to establish and maintain the highest standards of efficiency in carrying out the functions and objectives of the Department.

2. Incompetence may be demonstrated by an unwillingness or inability to perform assigned tasks, the failure to conform to work standards established for the member's rank or position, absence without leave or unnecessary absence from the assigned work area during a tour of duty.

4. In addition to other indicia of incompetence the following will be considered prima facie evidence of incompetence: repeated poor performance evaluations or a written record of repeated infractions of rules and regulations or other directives.

It is important to note that the violations sustained by this investigation include three from City of Grand Ledge Personnel Manual Article VII, Section 7.2 Group I Offences. Those violations are:

Section 7.2 B (4) Disregarding job duties by neglect of work.

Section 7.2 B (8) Willful failure, neglect or carelessness in properly completing a required time or production report.

Section 7.2 B (11) Unsatisfactory work and/or failure to maintain required standards of performance.

The discipline recommendations for these violations are listed in the Personnel Manual in the following section and read as follows:

7.2 Group I Offenses A) Summary of procedures

First offense: Instruction and cautioning, verbal or written.

Second offense: Probation, length determined by seriousness of offense.

Third offense: Two consecutive days off, without pay.

Fourth offense: Immediate suspension with recommendation for dismissal by City Council, based on the City Charter.

In the last year, Officer Spagnuolo has been disciplined for violating this section of the Manual four times, this will be the fifth sixth and seventh violations. These last three violations have been included under a single charge of incompetency. Therefore, Officer Spagnuolo was indefinitely suspended with pay, pending final disciplinary action, and it is my unfortunate responsibility to request from Council that he be terminated.

I have scheduled a disciplinary disposition meeting with Officer Spagnuolo for Dec 15th .



Martin Underhill, Chief of Police

Assistant City Administrator – November Activity Report

Human Resources

- Interviewed 4 candidates for Utilities Operator/Senior Utilities Operator position. There are 2 openings to fill.
- Started HR certification training through Jackson Community College.
- Extended a conditional offer to our top candidate for the Finance Director/Treasurer.

Ongoing projects/tasks

- Finalize new hires for Utilities Operator and/or Senior Utilities Operation.
- Start analysis of Personnel Manual.

Airport Management

- Continued work on well project. The Clinton County health department is requiring us to move the well from where we originally thought it could go.
- Programmed radios and came up with guidelines for use.

Ongoing projects/tasks

- Update GIS system.
- Finalize efforts with Bauer Road owners for removal of trees.

DDA

- Prepared for and attended November meeting. Compiled minutes.
- Demolition of Fortinos canopy was delayed in November due to snow storm and holidays.
- Continued work on Gentilozzi project.

Ongoing projects/tasks

- Continue work on DDA map to ensure 100% accuracy.
- Update façade program guidelines.
- Set up Committee meetings to work on Tier 1 strategies.

Building Management

- Direct on going repairs by part time staff personnel.
- Did tests with boiler and generator. Boiler is now hooked into the generator, however, the univents (blowers) are not, which will need to be added as well.
- Continued progress on the RFP for building maintenance. Jodie is spearheading this project.

Ongoing projects/tasks

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

City Clerk – Monthly Report

November 2015

Election

- Administered the Tuesday, 03 November 2015, City Election.

Information Technology

- Worked with I.T. Right to transfer a workstation to another user and set up a new workstation.
- Worked with I.T. Right and BS&A Software on the conversion of the financial software.

Records Management

- Finalized paperwork and documents approved at the 09 and 23 November 2015 regular City Council meetings:
 - Filed the Monday, 26 October 2015 regular, Thursday, 05 November 2015 regular, and Monday, 09 November 2015 regular City Council minutes.
 - Filed department head reports.
 - Filed Council member Bartholomew's resignation.
 - Filed the bid award to A. McLean & Son Trucking for demolition of structures at 525 and 603 E. River St. and provided a copy to the contractor.
 - Filed the proposal from Spicer Group to develop a 2016 - 2020 Parks and Recreation Master Plan and provided a copy to the contractor.
 - Filed the Stormwater, Asset Management, and Wastewater grant agreement with the Michigan Department of Environmental Quality and the Michigan Finance Authority and provide a copy to the State of Michigan.

Oakwood Cemetery

- Tuesday, 10 November 2015 Board of Cemetery Trustees meeting.

Facility Rental

- Worked with Amee King, Assistant City Administrator, and Stephanie Coté, Deputy Treasurer, on an outline for a facility rental policy.

Communication

- Worked with Visual Entities on additional signage and office designation lettering at City Hall.

CASH TRANSACTIONS REPORT

YEAR: THROUGH NOVEMBER
 City of Grand Ledge

Page: 1
 12/1/2015
 1:22 pm

	Beginning Balance	Debit	Credit	Ending Balance
Fund Type: 100 - GENERAL FUNDS				
Fund:101-GENERAL FUND	854,069.66	2,493,271.47	1,529,904.69	1,817,436.44
Fund Type: 100 - GENERAL FUNDS				
	854,069.66	2,493,271.47	1,529,904.69	1,817,436.44
Fund Type: 200 - SPECIAL REVENUE FUNDS				
Fund:202-MAJOR STREET FUND	91,913.63	292,667.42	404,890.05	-20,309.00
Fund:203-LOCAL STREET FUND	72,225.92	604,797.44	323,085.73	353,937.63
Fund:204-MUNICIPAL STREET FUND	343,182.58	696,018.75	767,280.68	271,920.65
Fund:208-PARKS & RECREATION FUND	60,994.99	172,250.31	116,169.57	117,075.73
Fund:248-DDA FUND	209,568.68	476,485.08	426,339.88	259,713.88
Fund:264-DRUG FORFEITURE FUND	8,905.44	8.78	164.95	8,749.27
Fund:265-POLICE RESTRICTED FUND	19,012.42	1,563.58	1,141.38	19,434.62
Fund:274-GRANTS FUND	77,655.00	158,000.00	233,954.00	1,701.00
Fund:295-AIRPORT FUND	166,622.95	18,495.55	59,236.29	125,882.21
Fund Type: 200 - SPECIAL REVENUE FUNDS				
	1,050,081.61	2,420,286.91	2,332,262.53	1,138,105.99
Fund Type: 300 - DEBT SERVICE FUNDS				
Fund:304-2004 CAP IMPROV BONDS FUND	12,583.24	124,400.94	2,160.00	134,824.18
Fund:394-DDA DEBT FUND	7,195.55	276,183.98	90,459.35	192,920.18
Fund:397-ISLAND BRIDGE DEBT FUND	1,108.21	34,821.10	4,778.75	31,150.56
Fund Type: 300 - DEBT SERVICE FUNDS				
	20,887.00	435,406.02	97,398.10	358,894.92
Fund Type: 400 - CAPITAL PROJECTS				
Fund:494-DDA CAPITAL PROJECTS FUND	175,640.13	175.19	0.00	175,815.32
Fund Type: 400 - CAPITAL PROJECTS				
	175,640.13	175.19	0.00	175,815.32
Fund Type: 500 - ENTERPRISE FUNDS				
Fund:495-LDFA FUND	43,036.81	7,354.18	70,815.01	-20,424.02
Fund:592-WATER & SEWER FUND	299,646.47	1,254,456.09	1,413,427.07	140,675.49
Fund Type: 500 - ENTERPRISE FUNDS				
	342,683.28	1,261,810.27	1,484,242.08	120,251.47
Fund Type: 600 - INTERNAL SERVICE FUND				
Fund:661-EQUIPMENT OPERATING FUND	24,729.69	136,643.01	135,754.25	25,618.45
Fund:678-EMPLOYEE BENEFITS FUND	177,524.44	199,163.31	305,121.51	71,566.24
Fund Type: 600 - INTERNAL SERVICE FUND				
	202,254.13	335,806.32	440,875.76	97,184.69
Fund Type: 700 - TRUST & AGENCY FUNDS				
Fund:701-MISC TAXES FUND	23,382.55	93,281.16	98,430.62	18,233.09
Fund:704-CURRENT TAX FUND	0.00	7,620,258.89	7,594,668.77	25,590.12
Fund:750-PAYROLL CLEARING FUND	0.00	1,167,712.29	1,167,251.79	460.50
Fund Type: 700 - TRUST & AGENCY FUNDS				
	23,382.55	8,881,252.34	8,860,351.18	44,283.71
Grand Totals:	2,668,998.36	15,828,008.52	14,745,034.34	3,751,972.54

Activity	March	April	May	June	July	August	September	October	November	December	Total
Traffic Crash: Public & Private (931a)	11	14	8	15	13	12	11	15	12		111
Traffic Crash: Personal Injury (931b)	2	3	2	0	1	2	1	2	3		16
Crash Totals	13	17	10	15	14	14	12	17	15	0	127
Breaking & Entering (998P)	0	1	1	6	4	0	0	2	5		19
Larceny (2399)	2	6	4	18	4	8	9	7	7		65
Retail Fraud (3073)	2	4	6	6	2	1	1	5	4		31
Bad Checks (2693)	0	0	0	0	0	0	0	0	0		0
Credit Card Fraud (2605)	1	1	1	1	1	5	4	0	1		15
Forgery (2589)	0	1	0	0	1	0	1	0	0		3
Identity Theft (2609)	3	0	1	1	2	0	0	2	0		9
Malicious Destruction of Property (2901 & 2999)	1	2	7	8	1	1	2	2	4		28
Stolen Vehicle (2404)	0	0	0	0	1	1	0	0	0		2
Property Crimes Total	9	15	20	40	16	16	17	18	21	0	172
Domestic Assault (994D)	1	4	0	3	0	2	1	1	2		14
Assault & Battery (1313)	5	1	3	4	3	1	1	1	2		21
Personal Crimes Total	6	5	3	7	3	3	2	2	4	0	35
Reports Taken	82	76	76	87	77	62	90	99	93		742
											0
Civil Infraction Citations (933A)	8	11	10	20	10	39	14	16	11		139
Misdemeanor Citations (5403)	1	2	1	5	1	2	3	3	3		21
OWI (8041)	5	5	4	4	0	4	1	3			26
Traffic Total	14	18	15	29	11	45	18	22	14	0	186

Nov. 2015: GLPD Officers participated in below 100 Training this month. Below 100 is a program to make officers aware of the high number of on duty deaths that occur each year in the US. Over the last 10 years officers in the US averaged 150 on duty deaths annually. Not all deaths are from hostile actions by assailants. In below 100 our officers learned that making seat belt use, vehicle safety, the use of safety vests, proper health care and safety survival practices (complacency kills) priorities can have a significant impact on on-duty deaths. Mandatory use of seat belts, safety vests and following common emergency response protocols alone (all mandatory at GLPD) could by themselves move the number of officers killed annually beneath the 100 mark. While these protocols are mandatory at our department, redundant training of procedures is needed to reinforce them as habits. Programs such as Below 100 are sought out to accomplish this goal.

**MONTHLY ACTIVITY REPORT
DEPARTMENT OF PUBLIC SERVICES
NOVEMBER 2015**

DRINKING WATER

Treated water pumped to system – 17.493 million gallons for the month of November, average daily production was 0.583 million gallons per day. Maximum day was 0.652 million gallons pumped while the minimum day was 0.486 million gallons.

Water was treated with 199.6 lbs. of chlorine gas with an average chlorine residual in the system of 0.38 parts per million (ppm) free chlorine and 0.49 ppm total chlorine. 53.5 lbs of fluoride was also added for the month, measured fluoride in the water system was at 0.80 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.

A total of 1,614 meters were read in Cycle 2 (north side of the City) in November. There were also 28 re-reads of those meters, and 28 final readings collected. There were also 20 requests for turning water off or on, and 9 meter change-outs.

Staff responded to 37 staking requests from the Miss Dig system to locate City water and sewer lines, 7 of those requests were emergencies.

Brian Bodery of KEI Industries, the owner of a firm that specializes in pump control work, spent several days at the Iron Removal Plant working on installing level control equipment and modifying the pumping controls so that the water system will operate with the City's 500,000 gallon elevated storage tank out of service. The water tower will be drained and inspected in December.

The water services to a house at 327 Lamson St. and the Scout Building were excavated and terminated by DPS staff. Both buildings will be demolished.

A fire hydrant at the corner of Emerson St. and West Main St. was hit by a drunk driver and had to be repaired. The hydrant in front of Car-Rite on Saginaw Highway also was hit and required repair.

The water meters were pulled and the lines drained at Marsh Field, the High School football field and the soccer field in preparation for the upcoming winter.

All DPS employees received CPR training on Nov. 4 at Room 106 at City Hall and were recertified. Larry LaHaie attended a one-day training session on new State regulations on coliform bacteria in drinking water and testing requirements in Clare, MI on Nov. 25.

WASTEWATER TREATMENT AND COLLECTION SYSTEM

The wastewater treatment plant treated and discharged 24.661 million gallons to the Grand River, a monthly average of 0.882 million gallons per day. Some of the effluent characteristics were:

- 5 day BOD monthly average = 7 ppm, limit is 25 ppm, plant achieved 97% removal
- Suspended solids, monthly average = 2.9 ppm, limit is 30 mg/l, plant achieved 98% removal
- Phosphorus, monthly average = 0.6 ppm, limit is 1.0 ppm

There were no violations of the City's NPDES permit in November.

Staff spend considerable time on leaf removal at the plant grounds. The abundance of leaves every fall create problems with plugged pumps if not attended to.

On November 25, there was a sewer back-up reported at a home on West Andre Drive. Investigation revealed a cave-in over the sewer line near Sandstone Creek, south of Saginaw Highway. An attempt by staff to jet the sewer and remove the blockage resulted in getting the jet stuck and having to cut the hose. By-pass pumping of the sewage was set up with the assistance of the E.T. MacKenzie company. The cave-in over the plugged sewer was excavated and it was found that an eight-inch natural gas pipeline had been directionally bored through the sewer line back in 2003 and had severed the sewer pipe. It took 12 years for the sewer to fail because the sewer trench had been backfilled with broken concrete pieces when it was constructed in 1986; one of the concrete slabs created a bridge allowing flow under it. Consumers Energy is currently working on altering the gas main to allow the sewer to be repaired. That work is still on-going.

OAKOOD CEMETERY

There were a total of four internments made in the month at Oakwood Cemetery. Two were full burials and two were inurnments of cremains.

The two-man crew at the Cemetery finished up groundskeeping and leaf removal at the Cemetery, cleaned up equipment for the year and stored for the winter. Both employees are seasonal and will soon retire for the winter.

The Oakwood Cemetery Board met and approved a site plan and design for the Korean War Memorial. The goal is that the Memorial will be completed by Memorial Day 2016. It is possible that some site work will be completed yet this year if the weather remains favorable.

STREETS

DPS employees spent the majority of their time during the month of November on leaf pick-up through-out the City. Two leaf vacuums were employed and an older third unit was pressed into service to speed up the operation. A total of 464 tons of leaves were collected this year.

The City received an eight-inch snowfall on November 17-18 which required plowing on all City streets and salting of the main routes.

Lansing Asphalt completed paving on Comet Lane in the Willis Industrial Park on November 5.

The City's annual road salt shipment was received on November 17. The salt was pre-ordered back in March. A total of 400 tons was received at a cost of \$60.25/ton, down from the \$61.81.00/ton cost last year. We will be able to get an additional 400 tons at a locked-in price of \$60.66/ton. As of right now, the salt barn is full.

All equipment used in the summer months, including mowing equipment and the street sweeper were cleaned, serviced and stored for the winter. Conversely, all snow removal equipment has been brought out of storage, prepped, and ready for use.

Staff time was dedicated to putting together applications for Federal matching funds for street improvement projects for the four-year period between 2017-2020. The City will apply for four separate projects on East River/Russell/Taylor Streets, a project on the north end of Jenne St., South Bridge St. between Jefferson and Jenne, and a project on Green St. The applications were due on Dec. 4 with a meeting at Tri-County Regional Planning Commission on January 15, 2016 to select projects.

To: Adam R. Smith, Grand Ledge City Administrator
From: Brian Thelen, Grand Ledge City Assessor
Date: November 25, 2015
Ref: November 2015 Monthly Assessing Department Report

GRAND LEDGE CITY ASSESSOR MONTHLY REPORT
NOVEMBER 2015

Property Transfers and Deeds

- 24 deeds have been processed. The breakdown is as follows:
 - 9 Warranty Deeds
 - 12 Quit Claim Deeds
 - 2 Foreclosures
 - 1 Misc. Deeds

Data Verification

- Performed City wide personal property Canvass, whereas every business in Grand Ledge has been inspected to pick up new personal property accounts and delete those accounts that have moved out of the City or went out of business.

Zoning Administrator - Monthly Report November, 2015

General Activities:

- **Permits:**
10 building permits
2 sign permits

- **Violations:**
Trash/Junk: 7
Front Yard Parking: 2
Junk Vehicles: 4

Zoning Board of Appeals:

- The Zoning Board of Appeals did not meet in November.

Administrative Site Plan Review

- The site plan for the new Speedway station is still not approved. A revised site plan addressing the outstanding issues identified by the City Engineers is anticipated to be received within the next couple of weeks.

- The site plan for the addition to the library is still not approved. We are awaiting receipt of a revised site plan addressing certain building code issues as well as the outstanding issues identified by the City Engineer.

Planning Commission:

- **Meetings:** The Planning Commission met on Thursday, November 5, 2015 to discuss Zoning Ordinance amendments and Master Plan updates. At the December 3, 2015 meeting, the Commission approved its 2015 Annual Report and its 2016 Work Plan, both of which are required to be submitted to the City Council in accordance with the Michigan Municipal Planning Act. In addition, the Planning Commission recommended approval of an amendment Section 220-35 of the Zoning Ordinance to regulate accessory structures and to permit hotels/motels in the Central Business District.

- **Ordinance Amendments:** The Planning Commission will continue working on amendments to Article V, R-LD, R-MD, One Family Residential Districts.

- **Master Plan Update**

The Planning Commission is in 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, 2 and 3 and has begun its review of Chapter 4.

November 2015 Building Permits

Commercial permits

- 669 E. Saginaw Suite #600 – (Grand Ledge Towne Center- Dollar Tree permit) Build Out (in process)
- 615 S. Clinton – partial remodel –Family Video (AT & T)- (In Process)
- 314 S. Bridge (Alley) – remove canopy
- 720 S. Clinton – new business – (Speedway) – (in process)
- 615 E. Saginaw (Little Ceasars) – re-roof

Residential permit

- 855 W. Jefferson lot # 130 – new mobile home
- 855 W. Jefferson lot # 18 –new mobile home
- 817 N. Clinton lot # 107 – new mobile home
- 855 W. Jefferson #112- new mobile home
- 116 E. Lincoln – re-build of house after fire
- 226/228 N. Bridge – back wall replaced- (amended from earlier permit)
- 1100 Middlewoods Way – basement remodel
- 315 Greenwood – new deck
- 245 Walnut – build a covered porch
- 325 Green St. – re-roof house
- 855 W. Jefferson – re-roof clubhouse
- 215 W. Lincoln – re-roof turret
- 321 Spring – re-roof house
- 104 Bouck – re-roof house



MEMO

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

FROM: Susan Stachowiak, Zoning Administrator

DATE: December 9, 2015

RE: Amendments to the Zoning Ordinance
Hotels/Motels and Accessory Structures in the Central Business District (Downtown)

At its December 3, 2015 meeting, the Planning Commission voted unanimously (7-0) to recommended approval of the attached amendments to Section 220-36, Central Business District, Uses Permitted Subject to Special Conditions. The primary purpose of the amendments is to:

1. Permit overnight lodging in the Central Business District, subject to certain conditions.
2. Regulate accessory structures to mitigate any negatively impacts they may cause on other properties in the downtown.

The attached ordinance amendments are being forwarded to you for introduction and scheduling of a public hearing by the City Council.

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

Thank you.

An Ordinance Amending the Grand Ledge City Code Chapter 220, Zoning, Article X, CBD: Central Business District, §220-36, Uses Permitted Subject to Special Conditions., to Add New Subsection F to Allow Overnight Lodging and G to Regulate Accessory Structures.

The City of Grand Ledge Ordains:

Section 1. Change. Chapter 220, Zoning, Article X, CBD: Central Business District, §220-36, Uses permitted subject to special conditions., of the Grand Ledge City Code is amended, as follows:

§ 220-36, Uses permitted subject to special conditions.

- F. Motels/hotels where, by prearrangement and for definite periods of time, transient guests are provided a sleeping room in return for payment, shall be permitted subject to the following conditions:
- (1) At least one parking space is provided for each room either on the site or within 300 feet of the site.
 - (2) 24 hour local management is provided when one or more of the rooms are occupied.
 - (3) No guest shall establish permanent residence at a motel/hotel for more than 60 consecutive days within any calendar year.
 - (4) Motel/hotel rooms may be permitted as a secondary use to a primary permitted use in the central business district.
- G. Accessory structures customarily incidental to the above permitted uses subject to the following conditions:
- (1) Accessory structures are permitted in a rear yard only.
 - (2) An accessory structure must be located directly behind the building containing the principal use to which it's associated.
 - (3) No more than one accessory structure per parcel shall be permitted.
 - (4) Accessory structures may not obstruct or in any way interfere access to a building.
 - (5) Accessory structures cannot be located on or in a trailer or other mobile device.
 - (6) Accessory structures must be completely enclosed, unless they are intended to be used for human occupancy.
 - (7) Accessory structures must be aesthetically compatible with the general character of the central business 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 _____, 2016.

Motion by

Second by

Ayes:

Nays:

Absent:

Adopted by the Grand Ledge City Council this _____ day of _____, 2016.

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 _____, 2016, 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 _____, 2016, subsequent to its adoption.

Gregory L. Newman, City Clerk

Introduced: _____

Public Hearing: _____

Adopted: _____

Published: _____

Effective: _____

Grand Ledge City Council Resolution # ____ of 2015

**A Resolution to Approve a Michigan Natural Resources Trust Fund
Declaration and Notice for the Property at 603 E. River St.**

A resolution adopted by the Grand Ledge City Council, at a regular meeting held on Monday, 14 December 2015, in the Council chambers, City Hall, 310 Greenwood St. Grand Ledge, Michigan.

Whereas, the City of Grand Ledge, Michigan ("City") is a municipal corporation organized under the provisions of the Home Rule City Act, Public Act 279 of 1909, as amended, and is governed by the provisions of the Grand Ledge City Charter adopted 03 January 1963, as amended ("Charter"); and

Whereas, Charter §C-14.1(a) provides:

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

Whereas, the Michigan Natural Resources Trust Fund has provided a Declaration and Notice for the property at 603 E. River St.;

Now, Therefore, it Is Resolved:

1. The City approves the Michigan Natural Resources Trust Fund Declaration and Notice for the property at 603 E. River St., as attached.
2. The Mayor and the Clerk of the City, or their duly authorized agent or representative, are authorized and directed to execute said Declaration and Notice on behalf of the City of Grand Ledge; to do any other act(s) or thing(s) which shall be necessary to execute said Declaration and Notice 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 Declaration and Notice.

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

Gregory L. Newman, City Clerk

DECLARATION AND NOTICE

REQUIRED CONTENT

This Declaration made this _____ day of _____, 20__, by _____ a Michigan municipal corporation, (address), (hereafter called (name)), being the owner of all the property described as (insert legal description) herein after referred to as the Property, attached hereto, located in the (name of local unit, _____ County), Michigan, hereby makes the following declaration regarding uses to which the property may be put.

WITNESSETH:

The declaration contained herein is based on the following factual recitals:

- A. (*Grantee*) purchased the Property, in part, through the grant of money from the Michigan Natural Resources Trust Fund.
- B. As a condition of the grant by the Michigan Department of Natural Resources, (*grantee*) has agreed to impose certain restrictions on the Property purchased.

NOW, THEREFORE, the (*grantee*) hereby declares that the Property is and shall be held, transferred, sold, conveyed, leased, occupied and used subject to the obligation hereinafter set forth, all of which shall run with the land.

The lands included in this deed were acquired by (*grantee*) with funding assistance from the Michigan Natural Resources Trust Fund pursuant to project agreement TF14-0161 between the Michigan Department of Natural Resources and (*grantee*), executed on (*date*). The project agreement describes certain requirements to ensure the long-term conservation of the property and its use for public outdoor recreation. (*Grantee*) is placing this notice on record as confirmation of its obligations as set forth in the project agreement, including the requirement that the consent of the Michigan Department of Natural Resources and the Michigan Natural Resources Trust Fund Board of Trustees is required prior to the conveyance of any rights or interest in the property to another entity, or for the use of the property for purposes other than conservation or public outdoor recreation.

Name of Local Unit

By: _____

(continued on next page)

APPENDIX B: PREPARING A DECLARATION AND NOTICE

REQUIRED FORMAT

Legal Format Requirements for a Declaration and Notice:

- The minimum type size for real estate documents is 10-point type.
- The weight of the paper must be at least 20 pounds.
- The document must be black ink on white paper.
- There is a mandatory 2.5" margin at the top of the first page with ½" margins on the other three sides and ½" minimum margins on attached pages.
- The type, or title, of the document must be identified on the first line of print and only one document type will be indexed per recording.
- The documents and any attachments must be a minimum 8.5" x 11" and maximum 8.5" x 14."

 STEP 3	FORMS NEEDED:
DETERMINING INCIDENTAL COSTS AND INFORMING THE LANDOWNER OF HIS/HER RIGHTS	 SELLER'S WAIVER OF REIMBURSEMENT OF INCIDENTAL EXPENSES (PR 1908-3)

- In a typical real estate transaction, the landowner pays for incidental expenses. Under the MNRTF program, landowners who pay incidental costs are entitled to reimbursement by the grantee, unless the landowner specifically waives this right.
- Prior to the closing, you must inform the landowner that MNRTF procedures require you to pay all incidental closing costs, unless the landowner specifically waives this requirement. If the landowner agrees to pay any of the incidental closing costs, the *Seller's Waiver of Reimbursement of Incidental Expenses* form must be completed by the grantee and signed by the landowner.

 STEP 4	FORMS NEEDED:
CLOSING; RECORDING OF DEEDS	 CLOSING STATEMENT (PR 1908-9)  WARRANTY DEED  DECLARATION AND NOTICE  MINERAL ROYALTY INTEREST DEED

- At the time of closing, the *Closing Statement* document is prepared by you or your agent and is signed by you and the landowner. Alternatives to the *Closing Statement* document may be used if they include the same information.
- Title insurance is required for all acquisitions except those of railroad corridors. At a minimum, a title search is required for railroad purchases.
- The deed for the property must be a warranty deed and may not contain reversionary clauses, covenants, or other restrictions, unless they are required or have been approved by the DNR prior to closing.

- **The following statement must be recorded as a 'Declaration and Notice' after the property warranty deed(s) which indicates that the purchase of the property was acquired with assistance from the Michigan Natural Resources Trust Fund (edit as appropriate for your project):**

The lands included in this deed were acquired by (*grantee*) with funding assistance from the Michigan Natural Resources Trust Fund pursuant to project agreement TF__-__ between the Michigan Department of Natural Resources and (*grantee*), executed on (*date*). The project agreement describes certain requirements to ensure the long-term conservation of the property and its use for public outdoor recreation. (*grantee*) is placing this notice on record as confirmation of its obligations as set forth in the project agreement, including the requirement that the consent of the Michigan Department of Natural Resources and the Michigan Natural Resources Trust Fund Board of Trustees is required prior to the conveyance of any rights or interest in the property to another entity, or for the use of the property for purposes other than conservation or public outdoor recreation.

NOTE: Mineral royalty interest deeds are excluded from this requirement

- The requirements for the format and content of a declaration and notice are included in Appendix B.

Grand Ledge City Council Resolution # ____ of 2015

**A Resolution to Approve and Authorize a Bid Award to Guilford's for
Department of Public Service Garage Roof Replacement.**

A resolution adopted by the Grand Ledge City Council, at a regular meeting held on Monday, 14 December 2015, in the Council chambers, City Hall, 310 Greenwood St. Grand Ledge, Michigan.

Whereas, the City of Grand Ledge, Michigan ("City") is a municipal corporation organized under the provisions of the Home Rule City Act, Public Act 279 of 1909, as amended, and is governed by the provisions of the Grand Ledge City Charter adopted 03 January 1963, as amended ("Charter"); and

Whereas, Charter §C-14.1(a) provides:

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

Whereas, bids for Department of Public Service garage roof replacement were sought and received by the City, and reviewed by staff; and

Whereas, it has been determined the bid for Department of Public Service garage roof replacement be awarded to Guildford's, in the amount of \$24,762.00;

Now, Therefore, it Is Resolved:

1. The City awards the bid for Department of Public Service garage roof replacement to Guilford's, in the amount of \$24,762.00.
2. The bid award is contingent upon the appropriation of the necessary funds in the Annual Budget for the Fiscal Year Ending 30 June 2016.
3. The Mayor and the Clerk of the City, or their duly authorized agent or representative, are authorized and directed to execute said bid award on behalf of the City of Grand Ledge; to do any other act(s) or thing(s) which shall be necessary to execute said bid award on behalf of the City of Grand Ledge; to preserve and protect the rights, duties and obligations of the City thereunder; and to do any act or thing required by statute, Charter, ordinance, rule, regulation or other provision of law in order to execute said bid award.

Motion by

Second by

Ayes:

Nays:

Absent:

Approved:

Kalmin D. Smith, Mayor

I, 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, 14 December 2015; a meeting held in accordance with the Open Meetings Act, Public Act No. 267 of 1976, as amended.

Gregory L. Newman, City Clerk



DATE: December 10, 2015

TO: Grand Ledge City Council

FROM: Larry LaHaie, Public Service Director

RE: DPS Garage Roof Replacement Bids.

Bids were solicited for removal and replacement of the existing roof at the Dept. of Public Service Garage located at 13253 Lawson Road. The work was advertised by notifying local roofing contractors directly of the request for bids and providing specifications.

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

Contractor Name	Contractor Address	Total Bid Amount
Guilford's	Grand Ledge, MI	\$24,762.00
Exteriors of Lansing	Lansing, MI	\$54,672.00

The explanation for the low number of bids received is due to the requirement to install a steel roof, which most roofing contractors are not qualified to install. The two bids that were received have been evaluated and have been found to be in conformance with the provided specifications. Guilford's submitted the lowest bid in the amount of \$24,762.00 and it is the recommendation of staff that their bid be approved.

The expenditure for the roof replacement is budgeted in the FY-2016 Water & Sewer Fund budget, account no. 592-591.546-936.001, Building Maintenance, and in the FY-2016 Equipment Operating Fund budget, account no. 661-440.441-931.000, Building Maintenance.



SEPTEMBER 23, 2015

CITY OF GRAND LEDGE
13253 LAWSON ROAD
GRAND LEDGE, MI, 48837

PROPOSAL

REMOVE ALL EXISTING METAL ROOFING AND SHINGLES AND DISPOSE.
INSTALL NEW PRO RIB METAL WITH EXPOSED FASTNERS ON ENTIRE
ROOF.
INSTALL NEW DRIP EDGE, GABLE RAKE, AND RIDGE VENT WITH ALL
NEW ENCLOSURES.

TOTAL COMPLETE PROJECT MATERIAL & LABOR \$24,762

212 W. Mt. Hope Ave.
 Lansing, Michigan 48910
 8-5 Mon.-Fri.
 (517) 371-3100
 (517) 371-4284 - Fax



PAGE 2 OF 2
 THE SIDING & WINDOW SPECIALISTS
 One of Mid-Michigan's
 Most Trusted Names In
 Home Improvement
 State License No. 2102156082

Public Service Dept GARAGE 13253 LAWSON RD 627-2144
 Owner's Name Job Address Home Phone Business Phone
 City of GRAND LEDGE Zip 49007 County of EATON Michigan

* UL CLASS 2218 CLASS 4 IMPACT RESISTANCE
 UL CLASS 790 CLASS A FIRE RESISTANCE RATING
 UL CLASS 550 CLASS 90 WIND UPLIFT RATING

* Non-prorated warranty on LABOR AND MATERIALS FOR
 YEARS 1-12.

* Prorated warranty on LABOR AND MATERIALS FOR
 YEARS 13-25

Any Questions? PLEASE CALL KC DENNISON 1816
 Cell # 517-785

This instrument contains the entire agreement between contractor & owner and no terms or understandings have been agreed upon or understood except as described above or on a subsequent signed change order form. Contractor shall not be responsible for delay due to causes beyond their reasonable control, or for leakage of previously installed eavestrough, or for electrical or plumbing adjustments needed to facilitate the work unless specified above. Contractor will supply building permit where required, and will clean up job site upon completion and haul away job related trash. Contractor will haul away old windows, door, storms, siding, eavestrough, etc. unless otherwise specified above. All surplus material is the property of the contractor. All labor performed by Exteriors of Lansing is guaranteed to be free from original defects for as long as the owner, named above, continues to own the property. Contractor carries Workmens Compensation and Liability insurance. (Owners Initials) Customer accepts the responsibility for any and all financial obligations for repairs or replacement of property, real or personal damaged during the delivery or the attempt. Customer waives rights to claim damages from Exteriors of Lansing Inc and all affiliates.

NOTICE OF CANCELLATION (Home Solicitation Sales Act)

You may cancel this transaction, without any penalty or obligation, within three business days from the date of this contract.

If you cancel, any property traded in, any payments made by you under the contract sale, and any negotiable instrument executed by you will be returned within 10 business days following receipt by the seller of your cancellation notice, and any security interest arising out of the transaction will be canceled.

To cancel this transaction, mail or deliver a signed and dated copy of this cancellation notice or any other written notice, or send a telegram, to:
EXTERIORS OF LANSING - 212 W. Mt. Hope, Lansing, MI 48910
 not later than midnight of _____ (Date of third business day)
 I hereby cancel this transaction.
 _____ (Date) _____ (Buyer's Signature)

In consideration of the said work to be done by the contractor, the owner agrees to pay the contractor:

The sum of Forty Four Thousand Six Hundred Seventy Two ¹⁰⁰ ⁰⁰ (\$ 54,672) as follows
 Terms \$ 12 As a deposit \$ _____ on start \$ 12 on completion.

If owner fails to pay the contract price, in full, upon completion of the work, owner agrees to pay a time price differential charge of 11/2% per month on the unpaid balance until it is paid in full. In addition, owner agrees to pay all costs of collection, including attorneys fees, incurred by the contractor in collecting any unpaid balance; and owner also agrees to pay all of contractor's costs, including attorneys fee, incurred in defending against litigation, by owner, which does not result in a judgment (entered by a Court of law) against contractor. Finally, contractor reserves the right to place a construction lien, on real property improved by contractor's work, if owner fails to pay the contract price, in full within 30 days after completion of the work. Customer gives Exteriors of Lansing permission to contact at above numbers.

[Signature] 12-7-15
 Contractor's Representative Date Owner Date

Subject to approval by officer of the corporation Owner Date

SPECIFICATIONS FOR BUILDING ROOF REPLACEMENT
CITY OF GRAND LEDGE, MI

GENERAL:

The City of Grand Ledge is soliciting bids for tear off, removal, and replacement of existing roofing materials for the following City-owned building:

1. Department of Public Services garage building, 13253 Lawson Rd., Grand Ledge, Michigan.

Bids must meet or exceed the following specifications.

EXPERIENCE:

The City will consider bids only from contractors who have been regularly engaged in this specified field of business for a period of not less than five years.

CONTACT PERSONS:

Bidders should direct any questions concerning this bid to either Larry LaHaie or Chad Brunton at (517) 627-2144, Monday through Friday, between 7:00 a.m. and 3:30 p.m.

SPECIFICATIONS:

13253 Lawson Rd.

1. Complete tear off and removal of existing roofing materials. Inspection of structure and replacement of any damaged or rotted materials.
2. Complete re-roofing of building with new, single-length Pro-Rib steel, white in color. Screw-type fasteners, white in color, with a neoprene gasket.
3. All perimeter edges of roof covered in new, metal drip edge and gable rake with a baked on enamel finish.
4. Install new, steel ridge vent along entire length of building.
5. New flashing collar installed on all plumbing stacks.
6. Warranty for defects in workmanship and materials, non-prorated for years one through twelve and prorated for years thirteen through twenty-five.

BID PRICE: _____

The Successful bidder must provide a certificate of liability insurance in an amount not less than \$1,000,000 for each occurrence, to cover both bodily injury liability and/or property damage liability. The certificate of insurance must identify the City of Grand Ledge as an additional insured party.

The City of Grand Ledge reserves the right to accept any bid, to reject any or all bids, to waive irregularities and informalities in any bid, and to award the bid in any manner deemed in the best interest of the City.

Sealed bids must be received in an envelope clearly marked "LAWSON RD. ROOF REPLACEMENT BID." Bids must be received by 2:00 p.m. on Friday, October 4, 2015, at Grand Ledge City Hall, with bid opening promptly at that time. The City will award the successful bid at the October 7, 2015 City Council meeting.

Return bids to: GREGORY NEWMAN, CITY CLERK
CITY OF GRAND LEDGE
310 GREENWOOD ST.
GRAND LEDGE MI 48837



Date: 12/7/15

Mayor and City Council
City of Grand Ledge
310 Greenwood St
Grand Ledge MI 48837

Please accept this letter as formal notification of my resignation from the position of Treasurer/Finance Director effective 1/31/16.

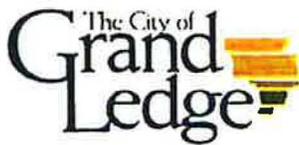
Thank you. It has truly been a pleasure working here. I will treasure the memories.

Sincerely,

A handwritten signature in blue ink that reads "Charles Remenar".

Charles Remenar
Treasurer/Finance Director

cc: Adam Smith, City Administrator



November 24, 2015

Mrs. Cheryl Grice
732 E. Juddville Rd.
Owosso, MI 48867

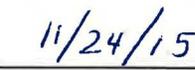
Dear Mrs. Grice:

It has been a pleasure meeting you and we look forward to working with you in the future. Below is the City's conditional offer of employment as our Finance Director/Treasurer. This position is a non-union, at-will position. Please review, sign and return this letter by November 30, 2015. If there are any concerns or items you wish to discuss further, please feel free to contact us.

- Salary \$74,413 (Grade 2 Step 5). Michigan Certified Professional Treasurer (or equivalent) attainment. Please note that this is a three year certification process currently offered only once a year in the spring. We do acknowledge you will not be able to attend in 2016.
- Final aspects of your background check must be completed and cleared.
- Physical/drug screen is completed and cleared.
- City Council approval; tentatively December 14, 2015. Please plan to be in attendance for this City Council meeting.
- Start date of January 4, 2016.
- Maintain Certified Public Accountant (CPA) – registered status.

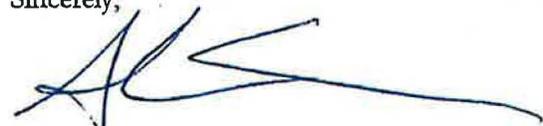
I hereby agree to the above items


Cheryl Grice


Date

We all look forward to having you as part of our management team. Again, please let me know if you have any questions or concerns.

Sincerely,



Adam R. Smith
City Administrator



Notice of Position Opportunity Finance Director/Treasurer Job Posting

Employer: City of Grand Ledge
Population: 7,786
Compensation: \$70 - \$84,000 DOQ plus comprehensive benefits package
Closing Date: Open until filled; Application review begins October 30, 2015

TO APPLY: Submit cover letter, resume, application for employment, work history, and five (5) professional references to: City of Grand Ledge, Attn: Adam Smith, 310 Greenwood Street, Grand Ledge, MI 48837 or electronically to: asmith@grand-ledge.com

JOB SUMMARY: Grand Ledge is a full-service community with a progressive municipal government. Under the general direction of the City Administrator, the Finance Director/Treasurer 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 and the audit process, and assists in the preparation of the annual budget.

QUALIFICATIONS: 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 with some supervisory experience. Experience in a municipal setting preferred. Equivalent combination of education and experience considered.

Thorough knowledge of the principles of municipal finance, budgeting, accounting, debt management and investing, methods and techniques of internal controls and financial reporting, 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, assembling and analyzing financial data, developing operating and capital budgets, preparing comprehensive and accurate reports, effectively communicating ideas and concepts orally and in writing, making presentations in public forums, in the use of office equipment and technology, including related financial software (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, evaluate a variety of municipal financial services, analyze operating issues and establish internal policy and procedural recommendations.

Candidates may be required to pass background investigation, physical and psychological evaluation and drug screen.



MEMO

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

FROM: Susan Stachowiak, Zoning Administrator

DATE: December 9, 2015

RE: Planning Commission 2015 Annual Report & 2016 Work Plan

Attached are the 2015 Annual Report and the 2016 Work Plan, as approved by the Planning Commission at its December 3, 2015 meeting, for submission to the City Council in accordance with the requirements of the Michigan Municipal Planning Act.

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

Thank you.

City of Grand Ledge Planning Commission

2016 Proposed Work Plan

1. Zoning Ordinance Update.

Continued work on updating the Zoning Ordinance with the goal of completing amendments to all of the use district chapters by the end of the year.

(The Commission is currently working on amendments to the Zoning Ordinance to regulate accessory structures and permit hotels/motels in the Central Business District. The Commission is also working on amending the R-MD Section of the Zoning Ordinance which regulates single family development.)

Work with the City Council to get the following pending ordinance amendments adopted:

1. Section 220-63, Recreational Vehicles
2. Section 220-70, Exterior Lighting
3. Article XX, Nonconforming Lots, Structures and Uses
4. Section 220-80, Site Plan Review.

2. Master Plan Update.

Finish updating the Master Plan in its entirety with the goal of having the revised document adopted by the end of the year.

(The Planning Commission has completed updates to Chapters 1, 2 and 3 of the Master Plan and is in the process of reviewing Chapter 4.)

3. Coordinated Planning

Continue to work with the City Council, DDA and Parks and Recreation Commission on all matters of planning and zoning through participation on committees, attendance at meetings and open communication and reporting between Board representatives and liaisons.

(Continued participation on the Joint Planning Committee is essential. Commissioners Kane and Doty have been very active on this Committee)

City of Grand Ledge Planning Commission 2015 Annual Report

1. INTRODUCTION:

The City of Grand Ledge Planning Commission functions under and has its duties set forth by the Michigan Planning Enabling Act (MPEA) (PA 33 of 2008) and the Michigan Zoning Enabling Act (ZEA) (PA 110 of 2006). The Michigan Planning Enabling Act (MPEA) provides for the creation, organization, powers and duties of Planning Commissions. The Michigan Zoning Enabling Act (MZEZA) provides for the adoption of zoning ordinances and the establishment of zoning districts and prescribes powers and duties of certain officials including the Planning Commission.

Section 125.3819(2) states that: "A planning commission shall make an annual written report to the legislative body concerning its operations and the status of planning activities, including recommendations regarding actions by the legislative body related to planning and development."

2. MEMBERSHIP:

The current membership of the Planning Commission is as follows:

Mike Stevens, Chairman
Bob Doty, Vice-Chairman
Jamie Malecki, Secretary
Bill Kane
Eric Morris

Lynne MacDowell
Matt Salmon
Steve Baribeau
Todd Gute

Council Representative: Keith Mulder
Staff: Susan Stachowiak, Zoning Administrator

3. MEETINGS:

The Planning Commission meets at 7:00 p.m. on the first Thursday of each month. Meetings are held in Council Chambers at City Hall, 310 Greenwood Street, Grand Ledge, MI 48837. All meetings are held in compliance with the Open Meetings Act (PA 267 of 1976).

The Planning Commission held eleven (11) meetings in 2015.

4. PLANNING COMMISSION RESPONSIBILITIES:

The Planning Commission's basic duties and responsibilities include the following:

- Perform Site Plan Reviews as required in the Zoning Ordinance.
- Conduct public hearing and make recommendations to the City Council with regard to requests for Special Use Permits and rezonings.
- Conduct public hearings and make recommendations to the City Council on Zoning Ordinance Text/Map Amendments and the Master Plan.
- Update and maintain the Master Plan in accordance with the MPEA.
- Review and comment on any proposed Master Plans or Master Plan amendments for other communities as required by the MPEA.
- Provide recommendations on capital improvements as required by the MPEA.

5 PLANNING COMMISSION ACTIVITY IN 2015:

A. Zoning Ordinance Update

The Planning Commission continued its efforts to update the Zoning Ordinance. This was done with careful consideration of the needs of the community and upholding the integrity of the Master Plan. At this time, there are 2 ordinance amendments pending at the Council level:

1. Section 220-63, Recreational Vehicles
2. Section 220-70, Exterior Lighting

The Planning Commission has also recommended approval of amendments to Article XX, Nonconforming Lots, Structures and Uses and Section 220-80, Site Plan Review. The Commission is currently working on amendments to the Zoning Ordinance to regulate accessory structures and permit hotels/motels in the Central Business District. The Commission is also working on amending the R-MD Section of the Zoning Ordinance which regulates single family development.

The Planning Commission has updated approximately ½ of the Zoning Ordinance at this point and will begin working on updating the various use district sections of the Ordinance.

B. Master Plan Update

The Planning Commission is in 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, 2, 3 and is in the process of reviewing Chapter 4. At this time, the update is approximately 1/3 complete.

C. Rezonings, Special Land Use Permits & Plats

1. Special Land Use Permit – Speedway Gasoline Station – 720 S. Clinton Street

The Planning Commission, at its May 7, 2015 meeting, voted to 7-1 to recommend approval of a Special Land Use permit to allow a gasoline station at 720 S. Clinton Street (former Family Fare site). City Council approved the SLU request at its May 26, 2015 meeting.

2. Gilbert 425 Annexation Property – Zoning

Section 220-9 of the Zoning Ordinance provides that 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 annexed to the City from Oneida Township, commonly referred to as “The Gilbert Property) consists of 4 parcels. At its regular meeting held on October 1, 2015, the Planning Commission 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). The Council approved the zoning designations, as recommended by the Planning Commission, at its October 26, 2015 meeting.

D. Site Plan Review

The Planning Commission reviewed and approved the following site plans in 2015:

1. Meadow Woods Condominiums – Phase 1

At its meeting on April 2, 2015, the Planning Commission voted 9-0 to recommend approval of a site plan for phase 1 (21 condominium sites) of Meadow Woods Condominium, located on the vacant land immediately east of the existing Meadow Woods subdivision. The City Council approved the site plan at its meeting on April 13, 2015. The construction plans for this development have been approved and the project is currently well underway.

2. Speedway Gasoline Station/Retail Center

At its meeting on May 7, 2015, the Planning Commission voted to 7-1 to recommend approval of a site plan to permit the construction of a new Speedway Gasoline Station and conversion of part of the existing building at 720 S. Clinton Street (former Family Fare Supermarket) into a retail center. The site plan was approved by the City Council at its meeting on May 26, 2015. The final engineering plans for the retail center have been approved and that project is currently under construction. The engineering plans for the Speedway project are not approved. The City is awaiting revised site plans to address the issues raised by the City Engineers in their reviews of the original engineering plans.

3. Library Addition

At its meeting on August 6, 2015, the Planning Commission approved a site plan for a 280 square foot second story mezzanine addition and a 1,045 square foot addition to the first floor of the west side of the existing library building at 131 E. Jefferson Street. The City has not received engineering plans for this project.

E. Joint Planning Committee (Planning Commission, Parks & Rec, DDA)

The Planning Commission has 2 representatives on this Committee (Bill Kane & Bob Doty). This Committee was very active in 2015. Mr. Kane and Mr. Doty attended numerous Committee meetings throughout the year and provided monthly reports to the Planning Commission with regard to the following projects:

6. Zoning Board of Appeals

The Zoning Board of Appeals meets on the 3rd Thursday of each month when there is business to be conducted. Lynne MacDowell is the Planning Commission representative to the Zoning Board of Appeals. Ms. MacDowell provides monthly updates to the Commission on the activities of the ZBA.

In 2015, the Zoning Board of Appeals acted upon the following variance requests:

1. Approval of variances to the front and rear yard setback requirements to permit the construction of 3 new storage buildings at 918 W. Jefferson Street (Grand Ledge Comet Mini Storage)
2. Approval of a variance to the side yard setback requirement to permit the construction of a carport on the west side of the house at 222 W. River Street

3. Approval of variances to permit 4 wall signs on the canopy and 8.5 square foot signs on the gas station pumps for the proposed Speedway Gasoline Station at 720 S. Clinton Street.
4. Denial of a variance request to permit an increase in the allowable height for the proposed Speedway Station ground signs at 720 S. Clinton Street.
5. Approval of a variance to permit a 6 foot high, wood privacy fence in the Kent Street front yard of the property at 609 Liberty Street.
6. Approval of a variance to the setback requirement to permit a new ground sign at 100 W. Saginaw Highway

7. Budget

The expenses associated with the Planning Commission and Zoning Board of Appeals (postage, publishing, copying, etc.) are included in the Planning & Zoning budget (Dept. 300-410). The Planning Commission will continue its efforts to update the Zoning Ordinance which will result in costs for public hearing notices.

8. Recommendations

1. Process pending Zoning Ordinance amendments (Exterior Lighting, Recreational Vehicles, Site Plan Review, Nonconformities) so that the overall goal of updating the Zoning Ordinance can be achieved in a timely manner
2. Work with the Planning Commission on matters of public improvements (roads, recreational facilities, etc.) as required by the Municipal Planning Act, Section 125.3861.