



Grand Ledge City Council
Regular Meeting Agenda

REGULAR MEETING AGENDA

MONDAY, 11 JANUARY 2016

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, 11 January 2016 City Council consent agenda, as follows:
 - i. Financial transactions and bills.
 - ii. Monday, 14 December 2015 regular City Council minutes.
 - iii. Resolution to approve an ICMA Retirement Corporation Governmental Money Purchase Plan and Trust Adoption Agreement.

- 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, 11 January 2016 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 December 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.

- A. **Public Hearing** – 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. **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.

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.

- A. **Resolution** – To propose a general revision of the City Charter.

- B. **Resolution** – To call for the election of a Charter Commission.

- C. **Motion** – To adopt the 2016-2017 City Council Priorities.

- D. **Motion** – To _____ the request from Fairview Adult Foster Care regarding the water capital investment fee.

- E. **Motion** – To _____ the request from Logan McAnallen for the use of public right-of-way.

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. Once the Closed Session has ended, the City Council will resume the regular meeting.
- XIII. ADJOURNMENT** – When the City Council has completed all items listed on the approved agenda, it may not take any further action until its next regular meeting or a special meeting. If the time is significantly late and items remain on the approved agenda, the presiding officer may ask for a motion to adjourn the meeting to another specific date, time, and place at which to resume and complete the approved agenda.



Gregory L. Newman, City Clerk

THE GRAND LEDGE CITY COUNCIL WILL HOLD ITS NEXT REGULAR MEETING ON MONDAY, 25 JANUARY 2016, AT 7:30 P.M. IN THE COUNCIL CHAMBERS, CITY HALL, 310 GREENWOOD ST., GRAND LEDGE, MICHIGAN.

| Accounts Payable Checks 12/29/15 | | |
|---|-------------------------------|---------------------|
| (detail attached) | | \$ 92,197.79 |
| Accounts Payable Checks 1/12/16 | | |
| (detail attached) | | \$ 44,005.73 |
| CONSUMERS | ADDRESS | auto pay |
| ENERGY | | Dec. 2015 |
| 1000 0008 3368 | 3780 JEFFERSON HWY | |
| 1000 0011 7315 | TRAFFIC LIGHTS | 38.20 |
| 1000 0011 7539 | RIVER ST PARKING (AREA) | 129.06 |
| 1000 0011 7810 | STREET LIGHTS | 7,649.57 |
| 1000 2604 0277 | 429 E RIVER ST | 164.79 |
| 1000 2604 3289 | 525 E RIVER ST | 51.42 |
| 1000 2614 1323 | 118 E JEFFERSON ST | 34.30 |
| 1000 2619 7168 | 301 OAKWOOD ST | 243.16 |
| 1000 2628 9585 | 138 W RIVER ST | |
| 1000 2628 9809 | 138 W RIVER ST concession | 95.54 |
| 1000 2628 9908 | 400 WHITNEY | 131.44 |
| 1000 2632 0208 | 401 WHITNEY | 30.86 |
| 1000 2632 9001 | 3760 FITZGERALD PK | 385.85 |
| 1000 2652 8974 | 13253 LAWSON RD | 774.75 |
| 1000 2669 5781 | 1000 W JEFFERSON | 767.71 |
| 1000 2702 7240 | 318 1/2 E SAGINAW | 2,888.62 |
| 1000 2702 7455 | 320 E SAGINAW HWY | 617.41 |
| 1000 2702 7679 | 318 E SAGINAW HWY | 1,285.96 |
| 1000 2712 6430 | 698 FIELDVIEW DR | 1,323.00 |
| 1000 2716 1031 | 301 N BRIDGE ST | 288.41 |
| 1000 2735 6268 | 229 W FRONT ST | 45.95 |
| 1000 2778 5425 | 33 LOCH CIR | 41.25 |
| 1000 2796 1646 | 113 W JEFFERSON ST | 285.51 |
| 1000 2811 8956 | 216 W RIVER ST | 405.80 |
| 1000 2811 9137 | 204 W RIVER ST | 110.75 |
| 1000 2927 9278 | 1174 COMET LN | |
| 1000 2927 9377 | 4956 BURT AVE | |
| 1000 2935 2018 | 10850 W EATON HWY | |
| 1000 2940 7374 | 100 WINSTANLEY BLVD | |
| 1000 2960 7205 | 16825 WRIGHT RD | |
| 1000 2960 7395 | 16815 WRIGHT RD | |
| 1000 3582 7383 | 1288 HANGAR WAY | |
| 1000 3582 7573 | 1201 HANGAR WAY | |
| 1000 5192 1540 | 318 E SAGINAW HWY #B | 900.07 |
| 1000 5644 7632 | 217 N BRIDGE ST | 94.01 |
| 1000 6503 2888 | 137 FITZGERALD PARK DR | 33.91 |
| 1030 0175 8046 | 310 GREENWOOD ST | 4,704.30 |
| 1030 1819 8723 | 211 S BRIDGE ST | 23.50 |
| | | |
| | Total Consumers Energy | 23,545.10 |
| FRONTIER COMMUNICATIONS | | |
| phone number | location | auto pay |
| | | Dec. 2015 |
| 517 627 0905 | Booster Station | 38.71 |
| 517 627 2144 | Public Service | 111.24 |
| 517 627 3001 | Iron Removal | 98.27 |
| 517 627 5512 | W River Lift | 38.71 |
| 517 627 5744 | WWTP | 270.42 |
| 517 627 9152 | W Jefferson Lift | 38.71 |
| 517 627 9780 | Airport | 41.40 |
| | Total Frontier | 637.46 |
| CREDIT CARD CHARGES DUE 12/28/15 | | |
| | admin/operations expense | 3,140.38 |
| | | |
| TOTAL PAYMENTS | | 163,526.46 |

User: scote

EXP CHECK RUN DATES 01/12/2016 - 01/12/2016

DB: Grand Ledge

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

| INVOICE NUMBER | VENDOR NAME | DESCRIPTION | AMOUNT |
|----------------|-----------------------|-----------------------------------|-----------|
| 82853631 | ABSOPURE WATER | DISTILLED WATER | 134.20 |
| 113198 | AC & E | PORTABLE AT AIRPORT | 78.00 |
| 151210672 | AMBS CALL CENTER | ANS SERVICE 01/01/16 - 01/31/16 | 63.30 |
| 1555818 | BADER & SONS CO. | PUMP/OIL/CARB KIT | 180.01 |
| 155818 | BADER & SONS CO. | HY-GARD/COOL GARD | 59.32 |
| 155819 | BADER & SONS CO. | 3/8" PICCO 12" | 24.00 |
| 155823 | BADER & SONS CO. | BLOWER BACK | 499.95 |
| 02-1000921-00 | BIG L CORP | CONCRETE MIX | 4.79 |
| 121715 | BRIGHT START EARLY L | DEPOSIT REFUND | 100.00 |
| 010716 | CAMCA | ANNUAL DUES/LUNCHEON | 30.00 |
| 117851 | CBI, INC. | COPY MAINTENANCE | 13.81 |
| 122815 | COMCAST CABLE | 01721 424920-01-7 | 287.90 |
| 121415 | COMCAST CABLE | ACCT 01721 150482-10-8 | 92.40 |
| 010816 | CORELOGIC | WIN TAX REFUND 400-078-001-290-00 | 654.48 |
| 4395 | CRAIG ELECTRIC | REPAIR LIGHT POLE | 268.00 |
| 03I28245 | DBI BUSINESS INTERIOR | DESK | 866.51 |
| 03JA1881 | DBI BUSINESS INTERIOR | OFFICE SUPPLIES | 77.71 |
| 01-1188 | FREDRICKSON SUPPLY, L | PARTS/SHIPPING | 242.74 |
| 5692-251321 | GRAND LEDGE AUTO PART | BATTERIES | 125.32 |
| 5692-249820 | GRAND LEDGE AUTO PART | FUEL FILTERS | 14.74 |
| 121815 | GREGORY BROOKS | REIMBURSEMENT | 199.99 |
| 122115 | GREGORY NEWMAN | REIMBURSEMENT | 116.66 |
| 01-06-2016 F | INDEPENDENT BANK | Win Tax Refund 400-061-661-025-00 | 383.62 |
| 340711 | INTERSTATE BILLING SE | COVERING | 69.52 |
| 122415 | JIM WESSELER | REIMBURSE CDL | 95.00 |
| 01-06-2016 D | JOHN LUND | Sum Tax Refund 400-078-003-340-00 | 1,052.62 |
| 01-06-2016 C | LADD, CHRIS L JR & JE | Sum Tax Refund 400-065-800-140-00 | 1,547.12 |
| 114381 | LANSING BOARD OF WATE | LAB SERVICES - DEC 2015 | 212.00 |
| 121515 | LANSING ICE AND FUEL | ACCT 1-081681 | 1,224.95 |
| 71571 | MARK'S LOCK SHOP, INC | DROP KEY FOR LOCK BOX | 19.50 |
| 01-06-2016 B | MCKINLEY, RICHARD & J | Sum Tax Refund 400-063-600-150-00 | 126.63 |
| 122815 | MICHAEL MAGUIRE | GYM DEPOSIT | 100.00 |
| 010516 | MID MICH BLDG INSPECT | BLDG PERMITS/INSPECTS 12/30/15 | 3,001.00 |
| 753 | MID MICHIGAN EMERGENC | LIGHT BAR | 1,629.00 |
| L0552163 | MIDWEST AIR FILTER, I | METAL FILTERS | 273.04 |
| 77967 | MUZZALL GRAPHICS | WINDOW ENVELOPES | 1,140.00 |
| 12096 | OVERHEAD DOOR OF LANS | TRANSMITTER | 60.00 |
| 39396-89716 | PARAGON LABORATORIES, | MERCURY TESTING | 720.00 |
| 39396-89715 | PARAGON LABORATORIES, | MERCURY TESTING | 195.00 |
| 122415 | REBECCA CAMPBELL | DEPOSIT REFUND | 100.00 |
| 121615 | RELIANCE STANDARD LIF | PREMIUM - JANUARY 2016 | 220.32 |
| 2077 | REPCO PAPER, BAGS AND | CLEANING SUPPLIES | 103.19 |
| 2076 | REPCO PAPER, BAGS AND | SUPPLIES | 73.08 |
| 2078 | REPCO PAPER, BAGS AND | OFFICE SUPPLIES | 148.80 |
| 480795 | SHAHEEN CHEVROLET | PARTS | 129.76 |
| 476967 | SHAHEEN CHEVROLET | FITTINGS/HOSE | 371.19 |
| 01-06-2016 E | SHAW, JOYCE & RICHARD | Sum Tax Refund 400-089-000-260-00 | 18.23 |
| 331131 | SOLDAN'S FEEDS & PET | K-9 EXPENSE | 32.99 |
| 3284523134 | STAPLES BUSINESS ADVA | OFFICE SUPPLIES | 159.99 |
| 16-1001 | TIM COTE | CLEANING 12/18/15 TO 01/10/16 | 550.00 |
| 668 | TRI COUNTY REGIONAL P | GLRC DUES - 2016 | 6,287.50 |
| A448300 | TRUE VALUE HARDWARE | IVY DPLX RECEPACLE | 1.98 |
| A447235 | TRUE VALUE HARDWARE | COUPLING/GORRILLA GLUE | (7.01) |
| A447222 | TRUE VALUE HARDWARE | FOIL/COUPLING | 38.95 |
| A448248 | TRUE VALUE HARDWARE | FASTENERS | 4.99 |
| A448048 | TRUE VALUE HARDWARE | FLAT BASE/BRUSH/PAINT | 29.46 |
| A448054 | TRUE VALUE HARDWARE | BATTERIES | 29.95 |
| A450670 | TRUE VALUE HARDWARE | KEY | 3.78 |
| 825619 | USA BLUE BOOK | WIRE/PAINT | 488.89 |
| 97569591 | VERIZON WIRELESS | ACCT 242013090-0001 | 165.07 |
| 01-06-2016 | WELLS FARGO HOME MORT | SUM TAX REFUND 400-078-001-100-00 | 2,147.36 |
| 01-06-2016 A | WELLS FARGO HOME MORT | Sum Tax Refund 400-046-600-490-00 | 2,213.32 |
| 010716 | WESTVIEW CAPITAL, LLC | INSPECTION ESCROW REFUND | 14,609.50 |
| 5493427 | WINZER CORPORATION | WIRE TIES | 101.61 |
| | | | 44,005.73 |

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

**CITY COUNCIL MINUTES – REGULAR MEETING
MONDAY, 14 DECEMBER 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, Sue Roberts, Thom Sowle, and Don Willems
OTHERS PRESENT – Adam Smith, City Administrator; Gregory Newman, City Clerk; Martin Underhill, Chief of Police; Susan Stachowiak, Zoning Administrator; Ameer King, Assistant City Administrator; 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, 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.
 - ix. City Charter § C-4.6C compliance.

COUNCIL MEMBER ROBERTS MOVED, COUNCIL MEMBER LANTZ SECONDED, TO APPROVE THE MONDAY, 14 DECEMBER 2015 CITY COUNCIL CONSENT AGENDA.

COUNCIL MEMBER MULDER MOVED, COUNCIL MEMBER LANTZ SECONDED, TO AMEND THE MONDAY, 14 DECEMBER 2015 CITY COUNCIL CONSENT AGENDA, BY INSERTING AS ITEM IX. CITY CHARTER § C-4.6C COMPLIANCE. MOTION CARRIED UNANIMOUSLY.

MOTION TO APPROVE THE MONDAY, 14 DECEMBER 2015 CITY COUNCIL CONSENT AGENDA, AS AMENDED BY INSERTING AS ITEM IX. CITY CHARTER § C-4.6C COMPLIANCE, CARRIED UNANIMOUSLY.

V. APPROVAL OF REGULAR AGENDA

A. Motion – To approve the Monday, 14 December 2015 regular City Council agenda.

COUNCIL MEMBER WILLEMS MOVED, COUNCIL MEMBER ROBERTS SECONDED, TO APPROVE THE MONDAY, 14 DECEMBER 2015 REGULAR CITY COUNCIL AGENDA. MOTION CARRIED UNANIMOUSLY.

VI. COMMITTEE AND BOARD REPORTS

VII. STAFF REPORTS

Administrator's Office

Adam Smith, City Administrator, mentioned the Oak Park expansion project.

Amee King, Assistant City Administrator, reported on the Utilities Operator hiring process, her Human Resources education progress, the Fortion's canopy removal, and the City Hall generator testing and the need to add additional HVAC equipment to the generator.

Clerk's Department

Gregory Newman, City Clerk, reported on the Tuesday, 04 November 2014 Regular Election, the facility rental policy development, and the generator and the IT room.

Finance Department - Revenue / Expenditure Report

Adam Smith, City Administrator, mentioned the revenue / expenditure report.

Police Department

Martin Underhill, Chief of Police, reported on the Police Department's volunteer activities in the community and mentioned approved traffic safety projects with the Michigan Department of Transportation.

Department of Public Services

Chad Brunton, Street Supervisor, reported on improvements to the water supply system to better accommodate inspections and maintenance, the 25 November 2015 sewer back-up on Andre Dr. due to a pipe damaged by Consumers Energy, Oakwood Cemetery activities are finished for the season, leaf pick-up is completed for the season, and four street projects were submitted for 2017 – 2020.

Assessing Department

Adam Smith, City Administrator, reported on the City Assessor's report included in the packet.

Planning and Zoning Department

Susan Stachowiak, Zoning Administrator, reported on the Planning Commission recommendation to amend the Zoning Ordinance to regulate accessory structures and allow overnight lodging, mentioned the Planning Commission Annual

Report and Work Plan for City Council approval, and mentioned discussions to allow smaller lot sizes and home sizes in some residential districts.

Building Department

Adam Smith, City Administrator, mentioned the building permit summary in the packet.

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

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

VIII. UNFINISHED BUSINESS

IX. NEW BUSINESS

- 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.

COUNCIL MEMBER LANTZ MOVED, COUNCIL MEMBER WILLEMS SECONDED, 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. MOTION CARRIED UNANIMOUSLY.

- B. Resolution #68 of 2015** – To approve a Michigan Natural Resources Trust Fund Declaration and Notice for the property at 603 E. River St.

COUNCIL MEMBER MULDER MOVED, COUNCIL MEMBER LANTZ SECONDED, TO ADOPT RESOLUTION #68 OF 2015, TO APPROVE A MICHIGAN NATURAL RESOURCES TRUST FUND DECLARATION AND NOTICE FOR THE PROPERTY AT 603 E. RIVER ST.

Adam Smith, City Administrator, explained part of purchasing 603 E. River St. is the requirement to certify the property will be used for recreational purposes.

MOTION TO ADOPT RESOLUTION #68 OF 2015, TO APPROVE A MICHIGAN NATURAL RESOURCES TRUST FUND DECLARATION AND NOTICE FOR THE PROPERTY AT 603 E. RIVER ST., CARRIED UNANIMOUSLY.

- C. Resolution #69 of 2015** – To approve and authorize a Bid Award to Guilford's for Department of Public Service Garage roof replacement.

COUNCIL MEMBER ROBERTS MOVED, COUNCIL MEMBER LANTZ SECONDED, TO ADOPT RESOLUTION #69 OF 2015, TO APPROVE AND AUTHORIZE A BID AWARD TO GUILFORD'S FOR DEPARTMENT OF PUBLIC SERVICE GARAGE ROOF REPLACEMENT.

Adam Smith, City Administrator, explained the need to replace the Department of Public Services garage roof and reported staff recommends awarding the bid to Guildford's.

MOTION TO ADOPT RESOLUTION #69 OF 2015, TO APPROVE AND AUTHORIZE A BID AWARD TO GUILFORD'S FOR DEPARTMENT OF PUBLIC SERVICE GARAGE ROOF REPLACEMENT, CARRIED UNANIMOUSLY.

- D. Motion** – To accept the letter of resignation from Chuck Remenar, Finance Director / Treasurer, effective 31 January 2016.

COUNCIL MEMBER ROBERTS MOVED, COUNCIL MEMBER LANTZ SECONDED, TO ACCEPT THE LETTER OF RESIGNATION FROM CHUCK REMENAR, FINANCE DIRECTOR / TREASURER, EFFECTIVE 31 JANUARY 2016.

Adam Smith, City Administrator, explained the Finance Director / Treasurer's pending retirement.

MOTION TO ACCEPT THE LETTER OF RESIGNATION FROM CHUCK REMENAR, FINANCE DIRECTOR / TREASURER, EFFECTIVE 31 JANUARY 2016, CARRIED UNANIMOUSLY.

- 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.

COUNCIL MEMBER LANTZ MOVED, COUNCIL MEMBER WILLEMS SECONDED, 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.

Adam Smith, City Administrator, explained the Finance Director / Treasurer transfer of duties on 01 February 2016 and the 04 January 2016 hire date to allow for transition time.

Cheryl Grice introduced herself.

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, CARRIED UNANIMOUSLY.

- F. Motion** – To receive the Planning Commission 2015 Annual Report and 2016 Work Plan.

COUNCIL MEMBER MULDER MOVED, COUNCIL MEMBER LANTZ SECONDED, TO RECEIVE THE PLANNING COMMISSION 2015 ANNUAL REPORT AND 2016 WORK PLAN.

Adam Smith, City Administrator, thanked the Planning Commission for its work during 2015.

Susan Stachowiak, Zoning Administrator, explained the 2016 Work Plan and the 2015 Annual Report.

MOTION TO RECEIVE THE PLANNING COMMISSION 2015 ANNUAL REPORT AND 2016 WORK PLAN, CARRIED UNANIMOUSLY.

X. AUDIENCE PARTICIPATION

Joseph Frazier, Fairview Adult Foster Care & Assisted Living, 11656 Hartel Rd., mentioned the expansion of his business, the costs of hooking up to the City water / sewer system, and the City Administrator authorizing a partial payment to cover the sewer system hook-up, and requested the City allow a twenty-year payment plan for the remaining hook-up fees.

XI. COMMUNICATIONS FROM THE MAYOR AND COUNCIL

Council member Mulder wished everyone a Merry Christmas.

Mayor Smith appointed Rick Lantz, Kalmin Smith and Thom Sowle to the Local Development Finance Authority for terms expiring 13 January 2020, appointed Robert Doty and Keith Mulder to the Local Development Finance Authority for terms expiring 14 January 2019, appointed David Jonas and Bruce MacDowell to the Local Development Finance Authority for terms expiring 08 January 2018, reappointed William Kane and Matthew Salmon to the Planning Commission for terms expiring 14 January 2019, reappointed Mike Stevens, Dennis Woodworth, and Rodney Young to the Construction Board of Appeals for terms expiring 14 January 2019, reappointed Gary Cypher and Greg Minshall to the Construction Board of Appeals for terms expiring 08 January 2018, reappointed Don Willems to the Grand Ledge Area Emergency Services Authority for a term expiring 30 June 2018, appointed Kalmin Smith to the Election Commission for a term expiring 31 December 2016, and appointed Council member Malecki to the City Council Human Resources Committee, as an alternate member to the Abrams Municipal Airport Advisory Commission for a term expiring 31 December 2016, to the Public Art Committee, and as City Council liaison to the Zoning Board of Appeals.

COUNCIL MEMBER WILLEMS MOVED, COUNCIL MEMBER ROBERTS SECONDED, TO APPROVE THE MAYOR'S APPOINTMENT OF RICK LANTZ, KALMIN SMITH AND THOM SOWLE TO THE LOCAL DEVELOPMENT FINANCE AUTHORITY FOR TERMS EXPIRING 13 JANUARY 2020, ROBERT DOTY AND KEITH MULDER TO THE LOCAL DEVELOPMENT FINANCE AUTHORITY FOR TERMS EXPIRING 14 JANUARY 2019, AND DAVID JONAS AND BRUCE MACDOWELL TO THE LOCAL DEVELOPMENT FINANCE AUTHORITY FOR TERMS EXPIRING 08 JANUARY 2018. MOTION CARRIED UNANIMOUSLY.

COUNCIL MEMBER WILLEMS MOVED, COUNCIL MEMBER ROBERTS SECONDED, TO APPROVE THE MAYOR'S REAPPOINTMENT OF WILLIAM KANE AND MATTHEW SALMON TO THE PLANNING COMMISSION FOR TERMS EXPIRING 14 JANUARY 2019. MOTION CARRIED UNANIMOUSLY.

COUNCIL MEMBER MULDER MOVED, COUNCIL MEMBER WILLEMS SECONDED, TO APPROVE THE MAYOR'S REAPPOINTMENT OF MIKE STEVENS, DENNIS WOODWORTH, AND RODNEY YOUNG TO THE CONSTRUCTION BOARD OF APPEALS FOR TERMS EXPIRING 14 JANUARY 2019, AND GARY CYPHER AND GREG MINSHALL TO THE CONSTRUCTION BOARD OF APPEALS FOR TERMS EXPIRING 08 JANUARY 2018. MOTION CARRIED UNANIMOUSLY.

COUNCIL MEMBER MULDER MOVED, COUNCIL MEMBER LANTZ SECONDED, TO APPROVE THE MAYOR'S REAPPOINTMENT OF DON WILLEMS TO THE GRAND LEDGE AREA EMERGENCY SERVICES AUTHORITY FOR A TERM EXPIRING 30 JUNE 2018. MOTION CARRIED UNANIMOUSLY.

COUNCIL MEMBER LANTZ MOVED, COUNCIL MEMBER ROBERTS SECONDED, TO APPROVE THE MAYOR'S APPOINTMENT OF KALMIN SMITH TO THE ELECTION COMMISSION FOR A TERM EXPIRING 31 DECEMBER 2016. MOTION CARRIED UNANIMOUSLY.

COUNCIL MEMBER ROBERTS MOVED, COUNCIL MEMBER MULDER SECONDED, TO APPROVE THE MAYOR'S APPOINTMENT OF COUNCIL MEMBER MALECKI TO THE CITY COUNCIL HUMAN RESOURCES COMMITTEE, AS AN ALTERNATE MEMBER TO THE ABRAMS MUNICIPAL AIRPORT ADVISORY COMMISSION FOR A TERM EXPIRING 31 DECEMBER 2016, TO THE PUBLIC ART COMMITTEE, AND AS CITY COUNCIL LIAISON TO THE ZONING BOARD OF APPEALS. 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 WILLEMS MOVED, COUNCIL MEMBER LANTZ 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 8:22 P.M. MOTION CARRIED UNANIMOUSLY.

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

XIII. ADJOURNMENT

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

Gregory L. Newman, City Clerk

Kalmin D. Smith, Mayor

DRAFT

Grand Ledge City Council Resolution # ____ of 2016

A Resolution to Approve an ICMA Retirement Corporation Governmental Money Purchase Plan and Trust Adoption Agreement.

A resolution adopted by the Grand Ledge City Council, at a regular meeting held on Monday, 11 January 2016, in the Council chambers, City Hall, 310 Greenwood St. Grand Ledge, Michigan.

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

Whereas, Charter §C-14.1(a) provides:

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

Whereas, the City has previously adopted resolutions #35 of 2007 and #61 of 2012, establishing a Money Purchase Plan and Trust in the form of the ICMA Retirement Corporation Governmental Money Purchase Plan and Trust; and

Whereas, the City desires to adopt a new Money Purchase Plan and Trust in the form of the ICMA Retirement Corporation Governmental Money Purchase Plan and Trust;

Now, Therefore, it Is Resolved:

1. The City approves an ICMA Retirement Corporation Governmental Money Purchase Plan & Trust Adoption Agreement, 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 Agreement on behalf of the City of Grand Ledge; to do any other act(s) or thing(s) which shall be necessary to execute said Agreement 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 Agreement.

Motion by

Second by

Ayes:

Nays:

Absent:

Approved:

Kalmin D. Smith, Mayor

I, Gregory Newman, Grand Ledge City Clerk, certify this is Resolution # ____ of 2016, adopted by the Grand Ledge City Council at a regular meeting held on Monday, 11 January 2016; a meeting held in accordance with the Open Meetings Act, Public Act No. 267 of 1976, as amended.

Gregory L. Newman, City Clerk

ICMA RETIREMENT CORPORATION

**GOVERNMENTAL MONEY PURCHASE PLAN & TRUST
ADOPTION AGREEMENT**



**ICMA RETIREMENT CORPORATION
GOVERNMENTAL MONEY PURCHASE PLAN & TRUST
ADOPTION AGREEMENT**

Plan Number 106462

The Employer hereby establishes a Money Purchase Plan and Trust to be known as CITY OF GRAND LEDGE
(the "Plan") in the form of the ICMA Retirement Corporation Governmental Money Purchase Plan and Trust.

This Plan is an amendment and restatement of an existing defined contribution money purchase plan.

Yes No

If yes, please specify the name of the defined contribution money purchase plan which this Plan hereby amends and restates:

CITY OF GRAND LEDGE

I. Employer: CITY OF GRAND LEDGE

II. Effective Dates

1. **Effective Date of Restatement.** If this document is a restatement of an existing plan, the effective date of the Plan shall be January 1, 2007 unless an alternate effective date is hereby specified: _____

(Note: An alternate effective date can be no earlier than January 1, 2007.)

2. **Effective Date of New Plan.** If this is a new Plan, the effective date of the Plan shall be the first day of the Plan Year during which the Employer adopts the Plan, unless an alternate Effective Date is hereby specified:

3. **Special Effective Dates.** Please note here any elections in the Adoption Agreement with an effective date that is different from that noted in 1. or 2. above.

(Note provision and effective date.)

III. Plan Year will mean:

The twelve (12) consecutive month period which coincides with the limitation year. (See Section 5.03(f) of the Plan.)

The twelve (12) consecutive month period commencing on _____ and each anniversary thereof.

IV. Normal Retirement Age shall be age 65.0 (not to exceed age 65).

Important Note to Employers: Normal Retirement Age is significant for determining the earliest date at which the Plan may allow for in-service distributions. Normal Retirement Age also defines the latest date at which a Participant must have a fully vested right to his/her Account. There are IRS rules that limit the age that may be specified as the Plan's Normal Retirement Age. The Normal Retirement Age cannot be earlier than what is reasonably representative of the typical retirement age for the industry in which the covered workforce is employed. An age under 55 is presumed not to satisfy this requirement, unless the Commissioner of Internal Revenue determines that the facts and circumstances show otherwise.

Whether an age between 55 and 62 satisfies this requirement depends on the facts and circumstances, but an Employer's good

Whether an age between 55 and 62 satisfies this requirement depends on the facts and circumstances, but an Employer's good faith, reasonable determination will generally be given deference. A special rule, however, applies in the case of a plan where substantially all of the participants in the plan are qualified public safety employees within the meaning of section 72(t)(10)(B) of the Code, in which case an age of 50 or later is deemed not to be earlier than the earliest age that is reasonably representative of the typical retirement age for the industry in which the covered workforce is employed.

V. ELIGIBILITY REQUIREMENTS

1. The following group or groups of Employees are eligible to participate in the Plan:

- All Employees
- All Full Time Employees
- Salaried Employees
- Non union Employees
- Management Employees
- Public Safety Employees
- General Employees
- Other Employees (Specify the group(s) of eligible employees below. Do not specify employees by name. Specific positions are acceptable.) All Full Time except police hired after 9/30/07

The group specified must correspond to a group of the same designation that is defined in the statutes, ordinances, rules, regulations, personnel manuals or other material in effect in the state or locality of the Employer. The eligibility requirements cannot be such that an Employee becomes eligible only in the Plan Year in which the Employee terminates employment. **Note:** As stated in Sections 4.07 and 4.08, the Plan may, however, provide that Final Pay Contributions or Accrued Leave Contributions are the only contributions made under the Plan.

2. The Employer hereby waives or reduces the requirement of a twelve (12) month Period of Service for participation. The required Period of Service shall be (write N/A if an Employee is eligible to participate upon employment) N/A.

If this waiver or reduction is elected, it shall apply to all Employees within the Covered Employment Classification.

3. A minimum age requirement is hereby specified for eligibility to participate. The minimum age requirement is N/A (not to exceed age 21. Write N/A if no minimum age is declared.)

VI. CONTRIBUTION PROVISIONS

1. **The Employer shall contribute as follows:** (Choose all that apply, but at least one of Options A or B. If Option A is not selected, Employer must pick up Participant Contributions under Option B.)

Fixed Employer Contributions With or Without Mandatory Participant Contributions. (If Option B is chosen, please complete section C.)

A. Employer Contributions. The Employer shall contribute on behalf of each Participant 5 % of Earnings or \$ _____ for the Plan Year (subject to the limitations of Article V of the Plan).
Mandatory Participant Contributions

are required are not required

to be eligible for this Employer Contribution.

B. Mandatory Participant Contributions for Plan Participation.

Required Mandatory Contributions. A Participant is required to contribute (subject to the limitations of Article V of the Plan) the specified amounts designated in items (i) through (iii) of the Contribution Schedule below:

Yes No

Employee Opt-In Mandatory Contributions. Each Employee eligible to participate in the Plan shall be given the opportunity to irrevocably elect to participate in the Mandatory Participant Contribution portion of the Plan by electing to contribute the specified amounts designated in items (i) through (iii) of the Contribution Schedule below for each Plan Year (subject to the limitations of Article V of the Plan):

Yes No

Contribution Schedule.

- (i) _____% of Earnings,
- (ii) \$ _____, or
- (iii) a whole percentage of Earnings between the range of _____ (insert range of percentages between 1% and 20% inclusive (e.g., 3%, 6%, or 20%; 5% to 7%)), as designated by the Employee in accordance with guidelines and procedures established by the Employer for the Plan Year as a condition of participation in the Plan. A Participant must pick a single percentage and shall not have the right to discontinue or vary the rate of such contributions after becoming a Plan Participant.

Employer "Pick up". The Employer hereby elects to "pick up" the Mandatory Participant Contributions¹ (pick up is required if Option A is not selected).

Yes No ("**Yes**" is the default provision under the Plan if no selection is made.)

C. Election Window (Complete if Option B is selected):

Newly eligible Employees shall be provided an election window of _____ days (no more than 60 calendar days) from the date of initial eligibility during which they may make the election to participate in the Mandatory Participant Contribution portion of the Plan. Participation in the Mandatory Participant Contribution portion of the Plan shall begin the first of the month following the end of the election window.

An Employee's election is irrevocable and shall remain in force until the Employee terminates employment or ceases to be eligible to participate in the Plan. In the event of re-employment to an eligible position, the Employee's original election will resume. In no event does the Employee have the option of receiving the pick-up contribution amount directly.

2. The Employer may also elect to contribute as follows:

A. Fixed Employer Match of Voluntary After-Tax Participant Contributions. The Employer shall contribute on behalf of each Participant _____% of Earnings for the Plan Year (subject to the limitations of Article V of the Plan) for each Plan Year that such Participant has contributed _____% of Earnings or \$ _____. Under this option, there is a single, fixed rate of Employer contributions, but a Participant may decline to make the required Participant contributions in any Plan Year, in which case no Employer contribution will be made on the Participant's behalf in that Plan Year.

B. Variable Employer Match of Voluntary After-Tax Participant Contributions. The Employer shall contribute on behalf of each Participant an amount determined as follows (subject to the limitations of Article V of the Plan):

_____ % of the Voluntary Participant Contributions made by the Participant for the Plan Year (not including Participant contributions exceeding _____% of Earnings or \$ _____);

¹ Neither an IRS advisory letter nor a determination letter issued to an adopting Employer is a ruling by the Internal Revenue Service that Participant contributions that are "picked up" by the Employer are not includable in the Participant's gross income for federal income tax purposes. Pick-up contributions are not mandated to receive private letter rulings; however, if an adopting employer wishes to receive a ruling on pick-up contributions they may request one in accordance with Revenue Procedure 2012-4 (or subsequent guidance).

PLUS _____% of the contributions made by the Participant for the Plan Year in excess of those included in the above paragraph (but not including Voluntary Participant Contributions exceeding in the aggregate _____% of Earnings or \$ _____).

Employer Matching Contributions on behalf of a Participant for a Plan Year shall not exceed \$ _____ or _____% of Earnings, whichever is _____ more or _____ less.

3. Each Participant may make a voluntary (unmatched), after tax contribution, subject to the limitations of Section 4.05 and Article V of the Plan:

Yes No (*"No" is the default provision under the Plan if no selection is made.*)

4. Employer contributions for a Plan Year shall be contributed to the Trust in accordance with the following payment schedule (no later than the 15th day of the tenth calendar month following the end of the calendar year or fiscal year (as applicable depending on the basis on which the Employer keeps its books) with or within which the particular Limitation year ends, or in accordance with applicable law):

MONTHLY

5. Participant contributions for a Plan Year shall be contributed to the Trust in accordance with the following payment schedule (no later than the 15th day of the tenth calendar month following the end of the calendar year or fiscal year (as applicable depending on the basis on which the Employer keeps its books) with or within which the particular Limitation year ends, or in accordance with applicable law):

MONTHLY

6. In the case of a Participant performing qualified military service (as defined in Code section 414(u)) with respect to the Employer:

- A. Plan contributions will be made based on differential wage payments:

Yes No (*"Yes" is the default provision under the Plan if no selection is made.*)

If yes is selected, this is effective beginning January 1, 2009 unless another later effective date is filled in here:

- B. Participants who die or become disabled will receive Plan contributions with respect to such service:

Yes No (*"No" is the default provision under the Plan if no selection is made.*)

If yes is selected, this is effective for participants who died or became disabled while performing qualified military service on or after January 1, 2007, unless another later effective date is filled in here:

VII. EARNINGS

Earnings, as defined under Section 2.09 of the Plan, shall include:

- 1. Overtime
 Yes No
- 2. Bonuses
 Yes No
- 3. Other Pay (specifically describe any other types of pay to be included below)

VIII. ROLLOVER PROVISIONS

- 1. The Employer will permit rollover contributions in accordance with Section 4.12 of the Plan:
 Yes No (*"Yes" is the default provision under the Plan if no selection is made.*)
- 2. Direct rollovers by non-spouse beneficiaries are effective for distributions after 2006 unless the Plan delayed making them available. If the Plan delayed making such rollovers available, check the box below and indicate the later effective date in the space provided.
 Effective Date is _____.
(Note: Plans must offer direct rollovers by non-spouse beneficiaries no later than plan years beginning after December 31, 2009.)

IX. LIMITATION ON ALLOCATIONS

If the Employer maintains or ever maintained another qualified plan in which any Participant in this Plan is (or was) a participant or could possibly become a participant, the Employer hereby agrees to limit contributions to all such plans as provided herein, if necessary in order to avoid excess contributions (as described in Section 5.02 of the Plan).

- 1. If the Participant is covered under another qualified defined contribution plan maintained by the Employer, the provisions of Section 5.02(a) through (e) of the Plan will apply unless another method has been indicated below.
 Other Method. (Provide the method under which the plans will limit total Annual Additions to the Maximum Permissible Amount, and will properly reduce any excess amounts, in a manner that precludes Employer discretion.)
- 2. The Limitation Year is the following 12 consecutive month period: 07/01
- 3. Unless the Employer elects a delayed effective date below, Article 5 of the Plan will apply to limitations years beginning on or after July 1, 2007. _____
(The effective date listed cannot be later than 90 days after the close of the first regular legislative session of the legislative body with authority to amend the plan that begins on or after July 1, 2007.)

X. VESTING PROVISIONS

The Employer hereby specifies the following vesting schedule, subject to (1) the minimum vesting requirements and (2) the concurrence of the Plan Administrator. (For the blanks below, enter the applicable percent – from 0 to 100 (with no entry after the year in which 100% is entered), in ascending order.)

| Period of Service Completed | Percent Vested |
|-----------------------------------|-------------------|
| Zero | 0 % |
| One | 20 % |
| Two | 40 % |
| Three | 60 % |
| Four | 80 % |
| Five | 100 % |
| Six | 100 % |
| Seven | 100 % |
| Eight | 100 % |
| Nine | 100 % |
| Ten | 100 % |

XI. WITHDRAWALS AND LOANS

1. In-service distributions are permitted under the Plan after a participant attains (select one of the below options):
 - Normal Retirement Age
 - Age 70½ (***“70½” is the default provision under the Plan if no selection is made.***)
 - Alternate age (after Normal Retirement Age): _____
 - Not permitted at any age

2. A Participant shall be deemed to have a severance from employment solely for purposes of eligibility to receive distributions from the Plan during any period the individual is performing service in the uniformed services for more than 30 days.
 - Yes
 - No (***“Yes” is the default provision under the plan if no selection is made.***)

3. Tax-free distributions of up to \$3,000 for the direct payment of qualifying insurance premiums for eligible retired public safety officers are available under the Plan.
 - Yes
 - No (***“No” is the default provision under the Plan if no selection is made.***)

4. In-service distributions of the Rollover Account are permitted under the Plan, as provided in Section 9.07.
 - Yes
 - No (***“No” is the default provision under the Plan if no selection is made.***)

5. Loans are permitted under the Plan, as provided in Article XIII of the Plan:
 - Yes
 - No (***“No” is the default provision under the Plan if no selection is made.***)

XII. SPOUSAL PROTECTION

The Plan will provide the following level of spousal protection (select one):

- 1. Participant Directed Election. The normal form of payment of benefits under the Plan is a lump sum. The Participant can name any person(s) as the Beneficiary of the Plan, with no spousal consent required.
- 2. Beneficiary Spousal Consent Election (Article XII). The normal form of payment of benefits under the Plan is a lump sum. Upon death, the surviving spouse is the Beneficiary, unless he or she consents to the Participant's naming another Beneficiary. (*"Beneficiary Spousal Consent Election" is the default provision under the Plan if no selection is made.*)
- 3. QJSA Election (Article XVII). The normal form of payment of benefits under the Plan is a 50% qualified joint and survivor annuity with the spouse (or life annuity, if single). In the event of the Participant's death prior to commencing payments, the spouse will receive an annuity for his or her lifetime. (If C is selected, the spousal consent requirements in Article XII also will apply.)

XIII. FINAL PAY CONTRIBUTIONS

The Plan will provide for Final Pay Contributions if either 1 or 2 below is selected.

The following group of Employees shall be eligible for Final Pay Contributions:

- All Eligible Employees
- Other: _____

Final Pay shall be defined as (select one):

- A. Accrued unpaid vacation
- B. Accrued unpaid sick leave
- C. Accrued unpaid vacation and sick leave
- D. Other (*insert definition of Final Pay – must be leave that Employee would have been able to use if employment had continued and must be bona fide vacation and/or sick leave*):

- 1. **Employer Final Pay Contribution.** The Employer shall contribute on behalf of each Participant _____ % of Final Pay to the Plan (subject to the limitations of Article V of the Plan).
- 2. **Employee Designated Final Pay Contribution.** Each Employee eligible to participate in the Plan shall be given the opportunity at enrollment to irrevocably elect to contribute ____ % (insert fixed percentage of final pay to be contributed) or up to _____% (insert maximum percentage of final pay to be contributed) of Final Pay to the Plan (subject to the limitations of Article V of the Plan).

Once elected, an Employee's election shall remain in force and may not be revised or revoked.

XIV. ACCRUED LEAVE CONTRIBUTIONS

The Plan will provide for accrued unpaid leave contributions annually if either 1 or 2 is selected below.

The following group of Employees shall be eligible for Accrued Leave Contributions:

- All Eligible Employees
- Other: _____

Accrued Leave shall be defined as (select one):

- A. Accrued unpaid vacation
- B. Accrued unpaid sick leave
- C. Accrued unpaid vacation and sick leave
- D. Other (insert definition of accrued leave that is bona fide vacation and/or sick leave):

1. **Employer Accrued Leave Contribution.** The Employer shall contribute as follows (choose one of the following options):

- For each Plan Year, the Employer shall contribute on behalf of each Eligible Participant the unused Accrued Leave in excess of _____ (insert number of hours/days/weeks (circle one)) to the Plan (subject to the limitations of Article V of the Plan).
- For each Plan Year, the Employer shall contribute on behalf of each Eligible Participant _____% of unused Accrued Leave to the Plan (subject to the limitations of Article V of the Plan).

2. **Employee Designated Accrued Leave Contribution.**

Each eligible Participant shall be given the opportunity at enrollment to irrevocably elect to contribute _____% (insert fixed percentage of accrued unpaid leave to be contributed) or up to _____% (insert maximum percentage of accrued unpaid leave to be contributed) of Accrued Leave to the Plan (subject to the limitations of Article V of the Plan). Once elected, an Employee's election shall remain in force and may not be revised or revoked.

XV. The Employer hereby attests that it is a unit of state or local government or an agency or instrumentality of one or more units of state or local government.

XVI. The Employer understands that this Adoption Agreement is to be used with only the ICMA Retirement Corporation Governmental Money Purchase Plan and Trust. This ICMA Retirement Corporation Governmental Money Purchase Plan and Trust is a restatement of a previous plan, which was submitted to the Internal Revenue Service for approval on April 2, 2012, and received approval on March 31, 2014.

The Plan Administrator hereby agrees to inform the Employer of any amendments to the Plan made pursuant to Section 14.05 of the Plan or of the discontinuance or abandonment of the Plan. The Employer understands that an amendment(s) made pursuant to Section 14.05 of the Plan will become effective within 30 days of notice of the amendment(s) unless the Employer notifies the Plan Administrator, in writing, that it disapproves of the amendment(s). If the Employer so disapproves, the Plan Administrator will be under no obligation to act as Administrator under the Plan.

XVII. The Employer hereby appoints the ICMA Retirement Corporation as the Plan Administrator pursuant to the terms and conditions of the ICMA RETIREMENT CORPORATION GOVERNMENTAL MONEY PURCHASE PLAN & TRUST.

The Employer hereby agrees to the provisions of the Plan and Trust.

XVIII. The Employer hereby acknowledges it understands that failure to properly fill out this Adoption Agreement may result in disqualification of the Plan.

XIX. An adopting Employer may rely on an advisory letter issued by the Internal Revenue Service as evidence that the Plan is qualified under section 401 of the Internal Revenue Code to the extent provided in applicable IRS revenue procedures and other official guidance.

In Witness Whereof, the Employer hereby causes this Agreement to be executed on this _____ day of _____, 2015.

EMPLOYER

ICMA RETIREMENT CORPORATION
777 North Capitol St., NE Suite 600
Washington, DC 20002
800-326-7272

By: Kalmin Smith

By: _____

Print Name: Kalmin Smith

Print Name: _____

Title: Mayor

Title: _____

Attest: Gregory Newman

Attest: _____

ICMA-RC Plan Number 106462 Addendum

VI. CONTRIBUTION PROVISIONS

Variable Employer Match of Voluntary Participant Contributions.

The Employer shall contribute on behalf of each Participant an amount determined as follows (subject to the limitations of Article V of the Plan):

All Employees hired prior to 7/1/2012:

A matching contribution of a dollar (\$1.00) for every dollar (\$1.00) that an Employee contributes to the 457 Deferred Compensation Plan to a maximum of 5% of the employee's annual pay will be made. The Employer will also pay an additional dollar (\$1.00) for every two dollars (\$2.00) above the 5% of the employee's annual pay which the employee contributes to the 457 Deferred Compensation Plan up to the next 10% of the employees annual pay. This translates to a maximum possible matching contribution of 10% of Compensation for each Employee.

All Employees hired after 6/30/2012:

A matching contribution of a dollar (\$1.00) for every dollar (\$1.00) that an Employee contributes to the 457 Deferred Compensation Plan to a maximum of 5% of the employee's annual pay will be made. This translates to a maximum possible matching contribution of 5% of Compensation for each Employee.

X. VESTING PROVISIONS

The Employer hereby specifies the following vesting schedule, subject to (1) the minimum vesting requirements and (2) the concurrence of the Plan Administrator.

| Period of Service Completed | Percent Vested |
|------------------------------------|-----------------------|
| Zero | 0% |
| One | 20% |
| Two | 40% |
| Three | 60% |
| Four | 80% |
| Five | 100% |

The vesting provision for the City Administrator shall be in accordance with the City Administrator Employment Agreement.

Assistant City Administrator – December Activity Report

Human Resources

- Extended conditional offers of employment to a Utilities Operator and Senior Utilities Operator. Completed necessary background checks on all candidates.

Ongoing projects/tasks

- Analysis of Personnel Manual.
- Streamline other HR components.

Airport Management

- Prepared for January 5th board meeting.
- Worked on AGIS system. The Airports Surveying Geographic Information System (Airports GIS) helps the Federal Aviation Administration (FAA) collect airport and aeronautical data to meet the demands of the Next Generation National Airspace System. Guided by Advisory Circulars, the airport sponsor (the City) or proponents are key links in the information chain. We are able to use the Airports GIS web application to access airport data and submit changes matching defined business rules.

Ongoing projects/tasks

- Complete the well project.
- Update the website with additional airport information.

DDA

- Demolition of Fortinos canopy is complete!

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.
- In the spring we will replace the railing behind Fortinos.

Building Management

- Direct on going repairs by part time staff personnel and contractors as needed. For example this month there were on going sewer smells, minor leaks in the roof, and minor lock issues.
- 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 in case of my absence.
- Educate additional staff on building maintenance.

City Clerk – Monthly Report

December 2015

Elections

- Assisted the Eaton County Clerk with test ballot quantities and procedures.
 - o Michigan Election Law requires standardized testing of all ballot marking and tabulating equipment. The Eaton County Clerk contacted me requesting I review the printer's quote for test ballot quantities, which I found inadequate. Due to the number of candidates on the Tuesday, 08 March 2016, Presidential Primary ballot, I recommended the Eaton County Clerk request the printer provide 170 – 200 Republican test ballots and 50 – 75 Democratic test ballots for each precinct.
 - o The Eaton County Clerk also requested I review several jurisdictions' individual ballot orders for adequate testing quantities.

- Placed ballot order for the Tuesday, 08 March 2016, Presidential Primary.
 - o Based on the voter turnout for the last comparable Presidential Primary and the expected voter turnout for the Tuesday, 08 March 2016, Presidential Primary, I ordered:

| | Republican | Democratic |
|------------|------------|------------|
| Precinct 1 | 1250 | 1250 |
| Precinct 2 | 1150 | 1150 |
| Precinct 3 | 850 | 850 |
| Precinct 4 | 600 | 600 |

This allows for a 65% voter turnout for each political party in each precinct.

Information Technology

- Worked with I.T. Right to set up the new Finance Director / Treasurer's workstation.
 - o We are providing all new management team members with the option of mobile computers to facilitate increased productivity. Cheryl has a Surface Pro 4 with a mobile keyboard and mouse for flexibility in her work environment, and a docking station providing a full-sized keyboard and mouse, and an additional monitor, when she is in her office.
 - o Cheryl is currently working in the Executive Conference room and will move into the Finance Director / Treasurer's office in February.

- Worked with I.T. Right to set up a workstation for the BS&A trainers.
 - o We provided BS&A training staff with a workstation in the empty front office cubicle to eliminate any possible difficulty in training in existing work areas.

Records Management

- Finalized paperwork and documents approved at the 14 December 2015 regular City Council meeting.
 - o Filed paperwork and documents, forwarded appropriate documents to respective management team members, and published legal notices.

- Developed a draft facility use policy for City Hall community rooms.
 - o With the increased use of the community rooms and the gymnasium at City Hall, we need a formal use policy to establish the rights and responsibilities of the City and the users, and to protect the City's investment.

Communication

- Created meeting calendars for City Council, and all other City boards and commissions.
 - o Each City board and commission annually adopts a schedule of regular meetings for posting at City Hall.

- Created electronic, shared, in-house calendar for City Hall facility use.
 - o One of the benefits of the Exchange Server at City Hall is global calendars accessible to anyone with an account on the City's computer network. This allows access to schedules and provides front office staff with current information for visitors and customers at City Hall.

CASH TRANSACTIONS REPORT

YEAR: THROUGH DECEMBER
City of Grand Ledge

Page: 1
1/6/2016
3:16 pm

| | Beginning Balance | Debit | Credit | Ending Balance |
|--|-------------------|---------------|---------------|----------------|
| Fund Type: 100 - GENERAL FUNDS | | | | |
| Fund:101-GENERAL FUND | 854,069.66 | 2,644,082.92 | 1,841,782.23 | 1,656,370.35 |
| Fund Type: 100 - GENERAL FUNDS | | | | |
| | 854,069.66 | 2,644,082.92 | 1,841,782.23 | 1,656,370.35 |
| Fund Type: 200 - SPECIAL REVENUE FUNDS | | | | |
| Fund:202-MAJOR STREET FUND | 91,913.63 | 378,584.43 | 451,230.00 | 19,268.06 |
| Fund:203-LOCAL STREET FUND | 72,225.92 | 629,145.11 | 384,205.15 | 317,165.88 |
| Fund:204-MUNICIPAL STREET FUND | 343,182.58 | 698,388.01 | 785,006.71 | 256,563.88 |
| Fund:208-PARKS & RECREATION FUND | 60,994.99 | 172,990.39 | 146,123.56 | 87,861.82 |
| Fund:248-DDA FUND | 209,568.68 | 476,536.16 | 506,019.58 | 180,085.26 |
| Fund:264-DRUG FORFEITURE FUND | 8,905.44 | 11.23 | 164.95 | 8,751.72 |
| Fund:265-POLICE RESTRICTED FUND | 19,012.42 | 1,569.02 | 1,141.38 | 19,440.06 |
| Fund:274-GRANTS FUND | 77,655.00 | 158,000.00 | 235,331.91 | 323.09 |
| Fund:295-AIRPORT FUND | 166,622.95 | 30,234.00 | 60,190.20 | 136,666.75 |
| Fund Type: 200 - SPECIAL REVENUE FUNDS | | | | |
| | 1,050,081.61 | 2,545,458.35 | 2,569,413.44 | 1,026,126.52 |
| Fund Type: 300 - DEBT SERVICE FUNDS | | | | |
| Fund:304-2004 CAP IMPROV BONDS FUND | 12,583.24 | 124,438.70 | 2,160.00 | 134,861.94 |
| Fund:394-DDA DEBT FUND | 7,195.55 | 323,104.14 | 90,459.35 | 239,840.34 |
| Fund:397-ISLAND BRIDGE DEBT FUND | 1,108.21 | 34,829.82 | 4,778.75 | 31,159.28 |
| Fund Type: 300 - DEBT SERVICE FUNDS | | | | |
| | 20,887.00 | 482,372.66 | 97,398.10 | 405,861.56 |
| Fund Type: 400 - CAPITAL PROJECTS | | | | |
| Fund:494-DDA CAPITAL PROJECTS FUND | 175,640.13 | 224.43 | 0.00 | 175,864.56 |
| Fund Type: 400 - CAPITAL PROJECTS | | | | |
| | 175,640.13 | 224.43 | 0.00 | 175,864.56 |
| Fund Type: 500 - ENTERPRISE FUNDS | | | | |
| Fund:495-LDFA FUND | 43,036.81 | 7,354.18 | 75,624.14 | -25,233.15 |
| Fund:592-WATER & SEWER FUND | 299,646.47 | 1,630,301.44 | 1,681,956.96 | 247,990.95 |
| Fund Type: 500 - ENTERPRISE FUNDS | | | | |
| | 342,683.28 | 1,637,655.62 | 1,757,581.10 | 222,757.80 |
| Fund Type: 600 - INTERNAL SERVICE FUND | | | | |
| Fund:661-EQUIPMENT OPERATING FUND | 24,729.69 | 161,767.98 | 164,168.59 | 22,329.08 |
| Fund:678-EMPLOYEE BENEFITS FUND | 177,524.44 | 398,233.00 | 359,574.26 | 216,183.18 |
| Fund Type: 600 - INTERNAL SERVICE FUND | | | | |
| | 202,254.13 | 560,000.98 | 523,742.85 | 238,512.26 |
| Fund Type: 700 - TRUST & AGENCY FUNDS | | | | |
| Fund:701-MISC TAXES FUND | 23,382.55 | 96,564.92 | 115,298.02 | 4,649.45 |
| Fund:704-CURRENT TAX FUND | 0.00 | 8,847,908.15 | 7,656,330.44 | 1,191,577.71 |
| Fund:750-PAYROLL CLEARING FUND | 0.00 | 1,386,787.71 | 1,386,327.20 | 460.51 |
| Fund Type: 700 - TRUST & AGENCY FUNDS | | | | |
| | 23,382.55 | 10,331,260.78 | 9,157,955.66 | 1,196,687.67 |
| Grand Totals: | 2,668,998.36 | 18,201,055.74 | 15,947,873.38 | 4,922,180.72 |

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: 101 - GENERAL FUND

Revenues

| | | | | | | | |
|------------|--------------|--------------|--------------|------------|------|------------|------|
| GENERAL | 2,980,897.00 | 2,989,033.74 | 2,344,774.47 | 133,460.46 | 0.00 | 644,259.27 | 78.4 |
| 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 | 3,525.00 | 325.00 | 0.00 | 21,042.00 | 14.3 |
| CEMETERY | 91,840.00 | 91,840.00 | 27,018.67 | 1,401.63 | 0.00 | 64,821.33 | 29.4 |
| POLICE | 53,350.00 | 53,350.00 | 24,188.87 | 3,186.52 | 0.00 | 29,161.13 | 45.3 |

Revenues 3,175,504.00 3,183,640.74 2,410,427.05 138,373.61 0.00 773,213.69 75.7

Expenditures

| | | | | | | | |
|---------------------|--------------|--------------|------------|------------|------|------------|-------|
| CITY COUNCIL | 9,766.00 | 9,766.00 | 3,883.42 | 1,937.73 | 0.00 | 5,882.58 | 39.8 |
| CITY ADMINISTRATION | 198,072.00 | 198,072.00 | 94,705.17 | 27,633.38 | 0.00 | 103,366.83 | 47.8 |
| ELECTIONS | 17,100.00 | 17,100.00 | 5,513.68 | 1,066.75 | 0.00 | 11,586.32 | 32.2 |
| 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 | 11,624.63 | 3,015.15 | 0.00 | 13,375.37 | 46.5 |
| CLERK'S OFFICE | 105,073.00 | 105,073.00 | 48,131.13 | 12,272.75 | 0.00 | 56,941.87 | 45.8 |
| FINANCE | 208,215.00 | 209,835.00 | 113,805.74 | 18,436.99 | 0.00 | 96,029.26 | 54.2 |
| CITY HALL | 268,527.00 | 272,782.01 | 91,630.73 | 10,753.98 | 0.00 | 181,151.28 | 33.6 |
| RECYCLING | 27,745.00 | 27,745.00 | 8,656.57 | 812.69 | 0.00 | 19,088.43 | 31.2 |
| COMPOSTING | 27,260.00 | 27,260.00 | 18,540.57 | 1,413.24 | 0.00 | 8,719.43 | 68.0 |
| CEMETERY | 134,153.00 | 134,153.00 | 50,439.79 | 4,892.50 | 0.00 | 83,713.21 | 37.6 |
| GENERAL GOVERNMENT | 156,959.00 | 159,109.00 | 63,603.52 | 8,678.19 | 0.00 | 95,505.48 | 40.0 |
| 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 | 637,725.10 | 179,572.85 | 0.00 | 745,540.90 | 46.1 |
| BUILDING INSPECTION | 96,300.00 | 96,300.00 | 62,192.49 | 11,125.00 | 0.00 | 34,107.51 | 64.6 |
| PLANNING & ZONING | 31,680.00 | 31,680.00 | 18,444.56 | 3,052.95 | 0.00 | 13,235.44 | 58.2 |
| 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 3,261,142.01 1,672,149.08 284,664.15 0.00 1,588,992.93 51.3

Net Effect for GENERAL FUND -67,613.00 -77,501.27 738,277.97 -146,290.54 0.00 -815,779.24 -952.6
Change in Fund 738,277.97

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 514,395.00 588,435.00 266,450.62 47,838.61 0.00 321,984.38 45.3

Revenues 514,395.00 588,435.00 266,450.62 47,838.61 0.00 321,984.38 45.3

Expenditures

PRESERVATION STREETS 164,860.00 164,860.00 88,958.30 20,761.14 0.00 75,901.70 54.0

TRAFFIC SERVICE 22,066.00 23,228.00 7,240.61 572.64 0.00 15,987.39 31.2

OPERATING EXPENSES 30,913.00 30,913.00 21,496.77 2,654.02 0.00 9,416.23 69.5

STATE TRUNKLINE 25,943.00 25,943.00 4,189.31 1,743.92 0.00 21,753.69 16.1

WINTER MAINTENANCE 77,760.00 77,760.00 18,992.48 2,491.58 0.00 58,767.52 24.4

ADMINISTRATION 64,501.00 64,501.00 45,888.73 4,440.58 0.00 18,612.27 71.1

CONSTRUCTION 253,700.00 327,498.00 218,727.84 -24,479.59 0.00 108,770.16 66.8

Expenditures 639,743.00 714,703.00 405,494.04 8,184.29 0.00 309,208.96 56.7

Net Effect for MAJOR STREET FUND Change in Fund -125,348.00 -126,268.00 -139,043.42 39,654.32 0.00 12,775.42 110.1
-139,043.42

Fund: 203 - LOCAL STREET FUND

Revenues

LOCAL STREET REVENUES 582,025.00 582,025.00 503,246.10 14,507.61 0.00 78,778.90 86.5

Revenues 582,025.00 582,025.00 503,246.10 14,507.61 0.00 78,778.90 86.5

Expenditures

PRESERVATION STREETS 296,590.00 296,590.00 170,090.65 27,999.67 0.00 126,499.35 57.3

TRAFFIC SERVICE 15,796.00 15,796.00 9,704.86 2,388.24 0.00 6,091.14 61.4

OPERATING EXPENSES 29,479.00 29,479.00 15,568.87 2,639.98 0.00 13,910.13 52.8

WINTER MAINTENANCE 68,167.00 68,167.00 27,503.77 5,410.83 0.00 40,663.23 40.3

ADMINISTRATION 79,386.00 79,386.00 60,606.00 4,234.22 0.00 18,780.00 76.3

CONSTRUCTION 101,250.00 108,150.00 2,268.57 0.00 0.00 105,881.43 2.1

Expenditures 590,668.00 597,568.00 285,742.72 42,672.94 0.00 311,825.28 47.8

Net Effect for LOCAL STREET FUND Change in Fund -8,643.00 -15,543.00 217,503.38 -28,165.33 0.00 -233,046.38 399.4
217,503.38

Fund: 204 - MUNICIPAL STREET FUND

Revenues

GENERAL 927,395.00 927,395.00 673,972.70 -2,027.16 0.00 253,422.30 72.7

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: 204 - MUNICIPAL STREET FUND | | | | | | | |
| Revenues | 927,395.00 | 927,395.00 | 673,972.70 | -2,027.16 | 0.00 | 253,422.30 | 72.7 |
| Expenditures | | | | | | | |
| STREET LIGHTING | 106,000.00 | 106,000.00 | 38,162.51 | 7,649.57 | 0.00 | 67,837.49 | 36.0 |
| 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 | 7,592.76 | 345.00 | 0.00 | 21,394.24 | 26.2 |
| PROPERTY TAX & DEBT SERVICE | 6,550.00 | 6,550.00 | 4,336.29 | 3,443.42 | 0.00 | 2,213.71 | 66.2 |
| STORM SEWER GENERAL | 38,415.00 | 38,415.00 | 7,251.29 | 1,511.62 | 0.00 | 31,163.71 | 18.9 |
| Expenditures | 882,305.00 | 882,305.00 | 759,320.32 | 12,949.61 | 0.00 | 122,984.68 | 86.1 |
| Net Effect for MUNICIPAL STREET FUND | 45,090.00 | 45,090.00 | -85,347.62 | -14,976.77 | 0.00 | 130,437.62 | -189.3 |
| Change in Fund | | | -85,347.62 | | | | |
| Fund: 208 - PARKS & RECREATION FUND | | | | | | | |
| Revenues | | | | | | | |
| ADMINISTRATION | 145,365.00 | 145,365.00 | 144,629.79 | -625.51 | 0.00 | 735.21 | 99.5 |
| 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 | 3,307.50 | 50.00 | 0.00 | 3,192.50 | 50.9 |
| Revenues | 177,365.00 | 177,365.00 | 168,614.10 | -575.51 | 0.00 | 8,750.90 | 95.1 |
| Expenditures | | | | | | | |
| ADMINISTRATION | 31,667.00 | 31,667.00 | 27,935.14 | 1,666.36 | 0.00 | 3,731.86 | 88.2 |
| RECREATION | 29,554.00 | 31,154.00 | 47,626.83 | 25,000.00 | 0.00 | -16,472.83 | 152.9 |
| PARKS AND BUILDINGS | 113,270.00 | 113,270.00 | 57,453.10 | 1,972.04 | 0.00 | 55,816.90 | 50.7 |
| Expenditures | 174,491.00 | 176,091.00 | 133,015.07 | 28,638.40 | 0.00 | 43,075.93 | 75.5 |
| Net Effect for PARKS & RECREATION FUND | 2,874.00 | 1,274.00 | 35,599.03 | -29,213.91 | 0.00 | -34,325.03 | 794.3 |
| Change in Fund | | | 35,599.03 | | | | |
| Fund: 209 - CEMETERY FUND | | | | | | | |
| Expenditures | | | | | | | |
| CEMETERY | 0.00 | 3,136.74 | 3,136.74 | 0.00 | 0.00 | 0.00 | 100.0 |
| Expenditures | 0.00 | 3,136.74 | 3,136.74 | 0.00 | 0.00 | 0.00 | 100.0 |
| Net Effect for CEMETERY FUND | 0.00 | -3,136.74 | -3,136.74 | 0.00 | 0.00 | 0.00 | 100.0 |
| Change in Fund | | | -3,136.74 | | | | |
| Fund: 248 - DDA FUND | | | | | | | |
| Revenues | | | | | | | |
| GENERAL | 680,182.00 | 680,182.00 | 456,651.70 | 51.08 | 0.00 | 223,530.30 | 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 | 456,651.70 | 51.08 | 0.00 | 223,530.30 | 67.1 |
| Expenditures | | | | | | | |
| ECONOMIC DEVELOPMENT | 311,258.00 | 311,258.00 | 136,217.12 | 32,826.70 | 0.00 | 175,040.88 | 43.8 |
| TRANSFERS OUT | 388,050.00 | 434,903.00 | 334,903.00 | 46,853.00 | 0.00 | 100,000.00 | 77.0 |
| Expenditures | 699,308.00 | 746,161.00 | 471,120.12 | 79,679.70 | 0.00 | 275,040.88 | 63.1 |
| Net Effect for DDA FUND | -19,126.00 | -65,979.00 | -14,468.42 | -79,628.62 | 0.00 | -51,510.58 | 21.9 |
| Change in Fund | | | -14,468.42 | | | | |

Fund: 264 - DRUG FORFEITURE FUND

| | | | | | | | |
|--|----------------|----------------|---------------|-------------|-------------|----------------|-------------|
| Revenues | | | | | | | |
| POLICE | 16.00 | 16.00 | 11.23 | 2.45 | 0.00 | 4.77 | 70.2 |
| Revenues | 16.00 | 16.00 | 11.23 | 2.45 | 0.00 | 4.77 | 70.2 |
| 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 | -304.00 | -304.00 | -87.74 | 2.45 | 0.00 | -216.26 | 28.9 |
| Change in Fund | | | -87.74 | | | | |

Fund: 265 - POLICE RESTRICTED FUND

| | | | | | | | |
|--|--------------|------------------|-----------------|-------------|-------------|------------------|--------------|
| Revenues | | | | | | | |
| POLICE | 34.00 | 34.00 | 24.32 | 5.44 | 0.00 | 9.68 | 71.5 |
| ACT 302 TRAINING | 0.00 | 1,544.70 | 1,544.70 | 0.00 | 0.00 | 0.00 | 100.0 |
| Revenues | 34.00 | 1,578.70 | 1,569.02 | 5.44 | 0.00 | 9.68 | 99.4 |
| Expenditures | | | | | | | |
| ACT 302 TRAINING | 0.00 | 3,019.47 | 1,141.38 | 0.00 | 0.00 | 1,878.09 | 37.8 |
| Expenditures | 0.00 | 3,019.47 | 1,141.38 | 0.00 | 0.00 | 1,878.09 | 37.8 |
| Net Effect for POLICE RESTRICTED FUND | 34.00 | -1,440.77 | 427.64 | 5.44 | 0.00 | -1,868.41 | -29.7 |
| Change in Fund | | | 427.64 | | | | |

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 | 234,681.91 | 1,377.91 | 0.00 | -234,681.91 | 0.0 |

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: 274 - GRANTS FUND | | | | | | | |
| Expenditures | 0.00 | 0.00 | 235,331.91 | 1,377.91 | 0.00 | -235,331.91 | 0.0 |
| Net Effect for GRANTS FUND Change in Fund | 0.00 | 0.00 | -77,331.91 -77,331.91 | -1,377.91 | 0.00 | 77,331.91 | 0.0 |
| Fund: 295 - AIRPORT FUND | | | | | | | |
| Revenues | | | | | | | |
| AIRPORT | 61,530.00 | 61,530.00 | 24,884.00 | 2,238.45 | 0.00 | 36,646.00 | 40.4 |
| Revenues | 61,530.00 | 61,530.00 | 24,884.00 | 2,238.45 | 0.00 | 36,646.00 | 40.4 |
| Expenditures | | | | | | | |
| AIRPORT | 65,525.00 | 94,025.00 | 53,217.99 | 953.91 | 0.00 | 40,807.01 | 56.6 |
| Expenditures | 65,525.00 | 94,025.00 | 53,217.99 | 953.91 | 0.00 | 40,807.01 | 56.6 |
| Net Effect for AIRPORT FUND Change in Fund | -3,995.00 | -32,495.00 | -28,333.99 -28,333.99 | 1,284.54 | 0.00 | -4,161.01 | 87.2 |
| Fund: 304 - 2004 CAP IMPROV BONDS FUND | | | | | | | |
| Revenues | | | | | | | |
| GENERAL | 200.00 | 200.00 | 118.70 | 37.76 | 0.00 | 81.30 | 59.4 |
| 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 | 124,438.70 | 37.76 | 0.00 | 81.30 | 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 | 122,278.70 122,278.70 | 37.76 | 0.00 | -122,378.70 | 278.7 |
| Fund: 394 - DDA DEBT FUND | | | | | | | |
| Revenues | | | | | | | |
| DEBT SERVICE | 276,450.00 | 323,303.00 | 323,104.14 | 46,920.16 | 0.00 | 198.86 | 99.9 |
| Revenues | 276,450.00 | 323,303.00 | 323,104.14 | 46,920.16 | 0.00 | 198.86 | 99.9 |
| Expenditures | | | | | | | |
| DEBT SERVICE | 276,050.00 | 322,903.00 | 90,459.35 | 0.00 | 0.00 | 232,443.65 | 28.0 |
| Expenditures | 276,050.00 | 322,903.00 | 90,459.35 | 0.00 | 0.00 | 232,443.65 | 28.0 |
| Net Effect for DDA DEBT FUND Change in Fund | 400.00 | 400.00 | 232,644.79 232,644.79 | 46,920.16 | 0.00 | -232,244.79 | 161.2 |
| Fund: 397 - ISLAND BRIDGE DEBT FUND | | | | | | | |
| Revenues | | | | | | | |
| DEBT SERVICE | 34,848.00 | 34,848.00 | 34,829.82 | 8.72 | 0.00 | 18.18 | 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 | 34,829.82 | 8.72 | 0.00 | 18.18 | 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 | 30,051.07 30,051.07 | 8.72 | 0.00 | -30,011.07 | 127.7 |
| Fund: 494 - DDA CAPITAL PROJECTS FUND | | | | | | | |
| Revenues | | | | | | | |
| CAPITAL OUTLAY - PUBLIC IMPROV | 100,000.00 | 100,000.00 | 224.43 | 49.24 | 0.00 | 99,775.57 | 0.2 |
| Revenues | 100,000.00 | 100,000.00 | 224.43 | 49.24 | 0.00 | 99,775.57 | 0.2 |
| Net Effect for DDA CAPITAL PROJECTS FUND Change in Fund | 100,000.00 | 100,000.00 | 224.43 224.43 | 49.24 | 0.00 | 99,775.57 | 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 | 25,484.77 | 4,809.13 | 0.00 | 63,768.23 | 28.6 |
| Expenditures | 89,253.00 | 89,253.00 | 25,484.77 | 4,809.13 | 0.00 | 63,768.23 | 28.6 |
| Net Effect for LDFA FUND Change in Fund | -423.00 | -423.00 | -18,159.28 -18,159.28 | -4,809.13 | 0.00 | 17,736.28 | 293.0 |
| Fund: 592 - WATER & SEWER FUND | | | | | | | |
| Revenues | | | | | | | |
| PUBLIC WORKS-REVENUE | 1,000.00 | 1,000.00 | 330.03 | 88.81 | 0.00 | 669.97 | 33.0 |
| WATER-REVENUES | 1,535,831.00 | 1,535,831.00 | 494,450.29 | 164,850.80 | 0.00 | 1,041,380.71 | 32.2 |
| SANITARY SEWER -REVENUES | 2,051,220.00 | 2,051,220.00 | 581,089.50 | 237,121.83 | 0.00 | 1,470,130.50 | 28.3 |
| Revenues | 3,588,051.00 | 3,588,051.00 | 1,075,869.82 | 402,061.44 | 0.00 | 2,512,181.18 | 30.0 |
| 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 | 33,468.60 | 4,946.83 | 0.00 | 73,713.40 | 31.2 |
| WATER TREATMENT | 100,275.00 | 110,855.00 | 35,906.91 | 9,906.32 | -1,030.00 | 75,978.09 | 31.5 |
| TRANSMISSION AND DISTRIBUTION | 460,374.00 | 461,894.00 | 194,450.22 | 78,612.20 | 0.00 | 267,443.78 | 42.1 |

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: 592 - WATER & SEWER FUND | | | | | | | |
| Expenditures | | | | | | | |
| WATER-GENERAL EXPENSE | 716,166.00 | 740,126.00 | 251,519.77 | 13,111.82 | -1,040.00 | 489,646.23 | 33.8 |
| 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 | 298,824.22 | 81,603.83 | -1,500.00 | 363,990.90 | 45.0 |
| LIFT STATION | 57,922.00 | 57,922.00 | 26,783.36 | 2,916.45 | 0.00 | 31,138.64 | 46.2 |
| SEWERS | 307,132.00 | 283,652.00 | 196,950.77 | 19,425.47 | 0.00 | 86,701.23 | 69.4 |
| SEWER GENERAL EXPENSE | 813,324.00 | 815,831.00 | 254,293.60 | 17,562.68 | 2,507.00 | 559,030.40 | 31.5 |
| Expenditures | 3,517,456.00 | 3,559,077.12 | 1,605,660.82 | 266,323.94 | -1,063.00 | 1,954,479.30 | 45.1 |
| Net Effect for WATER & SEWER FUND | 70,595.00 | 28,973.88 | -529,791.00 | 135,737.50 | -1,063.00 | 557,701.88 | 824.8 |
| Change in Fund | | | -529,791.00 | | | | |
| Fund: 661 - EQUIPMENT OPERATING FUND | | | | | | | |
| Revenues | | | | | | | |
| EQUIPMENT OPERATION | 303,935.00 | 303,935.00 | 161,786.35 | 25,421.47 | 0.00 | 142,148.65 | 53.2 |
| Revenues | 303,935.00 | 303,935.00 | 161,786.35 | 25,421.47 | 0.00 | 142,148.65 | 53.2 |
| Expenditures | | | | | | | |
| EQUIPMENT OPERATION | 273,163.00 | 273,163.00 | 158,312.80 | 28,406.06 | 0.00 | 114,850.20 | 58.0 |
| Expenditures | 273,163.00 | 273,163.00 | 158,312.80 | 28,406.06 | 0.00 | 114,850.20 | 58.0 |
| Net Effect for EQUIPMENT OPERATING FUND | 30,772.00 | 30,772.00 | 3,473.55 | -2,984.59 | 0.00 | 27,298.45 | 11.3 |
| Change in Fund | | | 3,473.55 | | | | |
| Fund: 678 - EMPLOYEE BENEFITS FUND | | | | | | | |
| Revenues | | | | | | | |
| EMPLOYEE BENEFITS | 737,000.00 | 737,000.00 | 360,867.52 | 199,069.69 | 0.00 | 376,132.48 | 49.0 |
| Revenues | 737,000.00 | 737,000.00 | 360,867.52 | 199,069.69 | 0.00 | 376,132.48 | 49.0 |
| Expenditures | | | | | | | |
| EMPLOYEE BENEFITS | 723,560.00 | 723,560.00 | 334,688.60 | 54,452.75 | 0.00 | 388,871.40 | 46.3 |
| Expenditures | 723,560.00 | 723,560.00 | 334,688.60 | 54,452.75 | 0.00 | 388,871.40 | 46.3 |
| Net Effect for EMPLOYEE BENEFITS FUND | 13,440.00 | 13,440.00 | 26,178.92 | 144,616.94 | 0.00 | -12,738.92 | 194.8 |
| Change in Fund | | | 26,178.92 | | | | |
| Grand Total Net | 37,693.00 | -103,200.90 | 510,959.36 | 60,870.27 | -1,063.00 | -615,223.26 | |

| 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 | 14 | 125 |
| Traffic Crash: Personal Injury (931b) | 2 | 3 | 2 | 0 | 1 | 2 | 1 | 2 | 3 | 2 | 18 |
| Crash Totals | 13 | 17 | 10 | 15 | 14 | 14 | 12 | 17 | 15 | 16 | 143 |
| Breaking & Entering (998P) | 0 | 1 | 1 | 6 | 4 | 0 | 0 | 2 | 5 | 3 | 22 |
| Larceny (2399) | 2 | 6 | 4 | 18 | 4 | 8 | 9 | 7 | 7 | 5 | 70 |
| Retail Fraud (3073) | 2 | 4 | 6 | 6 | 2 | 1 | 1 | 5 | 4 | 4 | 35 |
| Bad Checks (2693) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Credit Card Fraud (2605) | 1 | 1 | 1 | 1 | 1 | 5 | 4 | 0 | 1 | 0 | 15 |
| Forgery (2589) | 0 | 1 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 3 |
| Identity Theft (2609) | 3 | 0 | 1 | 1 | 2 | 0 | 0 | 2 | 0 | 0 | 9 |
| Malicious Destruction of Property (2901 & 2999) | 1 | 2 | 7 | 8 | 1 | 1 | 2 | 2 | 4 | 5 | 33 |
| Stolen Vehicle (2404) | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 2 |
| Property Crimes Total | 9 | 15 | 20 | 40 | 16 | 16 | 17 | 18 | 21 | 17 | 189 |
| Domestic Assault (994D) | 1 | 4 | 0 | 3 | 0 | 2 | 1 | 1 | 2 | 2 | 16 |
| Assault & Battery (1313) | 5 | 1 | 3 | 4 | 3 | 1 | 1 | 1 | 2 | 1 | 22 |
| Personal Crimes Total | 6 | 5 | 3 | 7 | 3 | 3 | 2 | 2 | 4 | 3 | 38 |
| Reports Taken | 82 | 76 | 76 | 87 | 77 | 62 | 90 | 99 | 93 | 82 | 824 |
| Civil Infraction Citations (933A) | 8 | 11 | 10 | 20 | 10 | 39 | 14 | 16 | 11 | 15 | 154 |
| Misdemeanor Citations (5403) | 1 | 2 | 1 | 5 | 1 | 2 | 3 | 3 | 3 | 5 | 26 |
| OWI (8041) | 5 | 5 | 4 | 4 | 0 | 4 | 1 | 3 | 0 | 3 | 29 |
| Traffic Total | 14 | 18 | 15 | 29 | 11 | 45 | 18 | 22 | 14 | 23 | 209 |

The holidays went smoothly in Grand Ledge during December. The Christmas parade was a success, and the four day Christmas and New year's weekends also were notable for not being notable in terms of poor behavior. If one looks at the activity data for December and compares it with the rest of the year it is very much like all the rest of the months, except people had a much better time. The new SUV interceptor has been delivered and should be detailed and in the garage by mid Jan.

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

DRINKING WATER

Treated water pumped to system – 18.171 million gallons for the month of December, average daily production was 0.586 million gallons per day. Maximum day was 0.928 million gallons pumped while the minimum day was 0.397 million gallons.

Water was treated with 147.10 lbs. of chlorine gas with an average chlorine residual in the system of 0.20 parts per million (ppm) free chlorine and 0.26 ppm total chlorine. 170.5 lbs of fluoride was also added for the month, measured fluoride in the water system was at 0.60 ppm for the month.

Twenty-one 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 1,103 meters were read in Cycle 3 in December. There were also 38 re-reads of those meters, and 36 final readings collected. There were also 15 requests for turning water off or on, and 1 meter change-out.

Staff responded to 31 staking requests from the Miss Dig system to locate City water and sewer lines, 5 of those requests were emergencies.

WASTEWATER TREATMENT AND COLLECTION SYSTEM

The wastewater treatment plant treated and discharged 27.195 million gallons to the Grand River, a monthly average of 0.877 million gallons per day. Some of the effluent characteristics were:

- 5 day BOD monthly average = 9 ppm, limit is 25 ppm, plant achieved 97% removal
- Suspended solids, monthly average = 4.9 ppm, limit is 30 mg/l, plant achieved 98% removal
- Phosphorus, monthly average = 0.8 ppm, limit is 1.0 ppm. Mercury was 1.86 nanograms/liter.

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

Staff spend time servicing all lawn equipment, servicing sludge pumps and primary tank flight drive gearbox. Both tanks were cleaned and all three chlorine contact chambers drained, fire hosed and put back in service. Sump pump repairs were made in the valve building and Whitney Street lift station had replacement made of the air compressor. Staff also finished lab testing for the City of Olivet for 2015.

The 8" natural gas pipeline that had been directionally bored through the sanitary sewer on W. Andre Drive has been repaired by E.T. MacKenzie Company. Consumers Energy will incur all

costs associated with the damage done by their directional boring.

The air compressor system for the sewage level controls on Whitney Street lift station was replaced along with the Well #2 communication system.

A curb stop was replaced on Kennedy Place and crews have begun televising sanitary sewers for upcoming construction projects.

OAKOOD CEMETERY

There were a total of two internments made in December at Oakwood Cemetery. One was a full burial and one was an internment of cremains. Both were residents of the city.

The two-man crew at the Cemetery finished up for the season in the first week of December. One employee remains working part-time as the handyman for City Hall until further notice.

STREETS

DPS employees spent the majority of their time during the month of December on surface maintenance related projects; filling pot holes, grading local streets, sweeping and cleaning up a fuel spill under the traffic light at M43 & M100. A manhole structure was rebuilt on N. Clinton Street in front of the City Hall employee parking lot.

The City received a two-inch snowfall on December 29th which required plowing and salting of the main routes throughout the City.

Crews prepared for the annual Christmas parade by hauling in and setting up a beautiful pine tree in Bridge Street Plaza. Barricades were also set out before the parade and picked up the following Monday. Monday was also a day for several crew member to clean the downtown area and bridge from left over parade debris.

A sidewalk winter maintenance schedule has been put into place to assure that routine snow clearing and salting takes place after significant snowfall. The sidewalk on-call person will be notified by the street duty person when the need arises. The sidewalk on-call person will complete clearing and salting all walkways/entrances and steps surrounding City Hall by no later than 8:00am. Once that has been completed, the employee will move on to the downtown business district weekdays as needed. Finally, on weekdays only, the employee will move on to the Riverwalk and the M43 wide walk. Currently, this is a four-man rotation.

To: Adam R. Smith, Grand Ledge City Administrator
From: Brian Thelen, Grand Ledge City Assessor
Date: January 8, 2016
Ref: December 2015 Monthly Assessing Department Report

GRAND LEDGE CITY ASSESSOR MONTHLY REPORT

December 2015

Property Transfers and Deeds

- 7 deeds have been processed. The breakdown is as follows:
 - 5 Warranty Deeds
 - 2 Quit Claim Deeds

Data Verification

- 7 Building Permits inspected

Michigan Tax Tribunal Activity

- Reviewed MTT Petitions filed by Gregg Simmer and James Winstanley for their parcels of property located at the airport containing airport hangers.

2016 December Board of Review

- Conducted the December Board of Review on 12/15/15, the following items were acted on;
 - 4 Principal Resident Exemptions granted
 - 1 real property value correction
 - 2 veteran exemptions updated
 - 2 personal property accounts updated
 - 2 special assessments removed from winter tax roll

Other activities

- Assisted and provided reports to the City Treasurer regarding the Small Business Personal Property Exemption, LDFA and DDA information.
- There is pending legislation to move the Veteran Exemption to an Income Tax credit verses a property tax exemption.



DECEMBER 2015 BUILDING PERMITS

Commercial permits

615 E. Saginaw (Little Caesars) – Interior remodel

Residential permits

1214 Jenne – re-roof back side of house

855 W. Jefferson #100 – re-roof

327 Lampson – demo house

914 Timber Creek Dr. #15 – fire damage repair

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 14th day of December, 2015.

Motion by **Lantz**

Second by **Willems**

Ayes: Lantz, Malecki, Mulder, Roberts, Smith, Sowle, Willems

Nays: None

Absent: None

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: 14 December 2015

Public Hearing: _____

Adopted: _____

Published: _____

Effective: _____

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.

Grand Ledge City Council Resolution # _____ of 2016

A Resolution to Propose a General Revision of the City Charter.

A resolution adopted by the Grand Ledge City Council, at a regular meeting held on Monday, 11 January 2016, in the Council chambers, City Hall, 310 Greenwood St. Grand Ledge, Michigan.

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

Whereas, the current Charter was originally approved by the Governor on 26 March 1963 and adopted by the City on 01 April 1963, and has been amended on several occasions; and

Whereas, the City Council believes that as our community changes in various ways over time, the Charter needs to change with it, because an outdated Charter hinders the ability of the local government to serve the needs of our City and its residents properly; and

Whereas, the Home Rule City Act establishes the procedures to be followed for amending or revising a city charter; and

Whereas, the Home Rule City Act, Section 18 (MCL 117.18), provides that when the legislative body of a city declares by a 3/5 vote of its members elect that there shall be a general revision of a city charter, the question of having a general revision of a city charter shall be submitted to the electors of the city for adoption or rejection at the next general or municipal election; and

Whereas, the next general election is the 02 August 2016 election; and

Whereas, the Michigan Election Law, 1954 PA 116, codified at MCL 168.1, et seq., as amended, governs the elections within the State of Michigan, and provides the time-frame for when ballot wording for local ballot proposals must be submitted to the City Clerk and the County Clerk [Section 646a of the Michigan Election Law (MCL 168.646a)]; and

Whereas, the Michigan Secretary of State has advised the ballot wording for local ballot proposals to be voted on at the 02 August 2016 election must be certified and filed by not later than 4:00 p.m. on Tuesday, 10 May 2016, with the local clerk providing the ballot wording to the County Clerk within two days; and

Whereas, the City Council has determined is in the best interests of the citizens of the City to submit to the electors of the City a proposal for a general revision of the Charter, and desires to have the issue placed on the ballot for the 02 August 2016 election;

Now, Therefore, it Is Resolved:

1. An election of the electors of the City shall be called and held at the next general election on Tuesday, 02 August 2016. The proposition to be voted on at that election shall be stated on the ballots in substantially the form as set forth below:

GENERAL REVISION OF CITY CHARTER PROPOSAL

Shall there be a general revision of the Grand Ledge City Charter?

Yes _____
No _____

2. The City Clerk is authorized and directed to file this resolution with the respective County Clerks for the County of Eaton and the County of Clinton, not later than 4:00 p.m. on Tuesday, 10 May 2016.
3. All resolutions and parts of this resolution that conflict with the provisions of this resolution are rescinded.

Motion by

Second by

Ayes:

Nays:

Absent:

Approved:

Kalmin D. Smith, Mayor

I, Gregory Newman, Grand Ledge City Clerk, certify this is Resolution # ____ of 2016, adopted by the Grand Ledge City Council at a regular meeting held on Monday, 11 January 2016; a meeting held in accordance with the Open Meetings Act, Public Act No. 267 of 1976, as amended.

Gregory L. Newman, City Clerk

Grand Ledge City Council Resolution #_____ of 2016

A Resolution to Call for the Election of a Charter Commission.

A resolution adopted by the Grand Ledge City Council, at a regular meeting held on Monday, 11 January 2016, in the Council chambers, City Hall, 310 Greenwood St. Grand Ledge, Michigan.

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

Whereas, the current Charter was originally approved by the Governor on 26 March 1963 and adopted by the City on 01 April 1963, and has been amended on several occasions; and

Whereas, the City Council believes that as our community changes in various ways over time, the Charter needs to change with it, because an outdated Charter hinders the ability of the local government to serve the needs of our City and its residents properly; and

Whereas, the Home Rule City Act establishes the procedures to be followed for amending or revising a city charter; and

Whereas, pursuant to the Home Rule City Act, Section 18 (MCL 117.18), the City Council has adopted a resolution declaring there shall be a general revision to the Charter, which ballot proposition will be submitted to the electors of the City for adoption or rejection at the next general election, which is the 02 August 2016 election; and

Whereas, pursuant to the Home Rule City Act, Section 18 (MCL 117.18), in the event the electors of the City shall declare by a majority vote in favor of such revision, a Charter Commission shall be elected consisting of nine electors of the City, each of whom have established residence within the City for at least three years, and no City officer or employee, whether elected or appointed, shall be eligible to be on the Charter Commission; and

Whereas, the Home Rule City Act, Section 18 (MCL 117.18), authorizes the City Council, by a 3/5 vote of its members elect, to declare the members of the Charter Commission shall be selected at the same election at which the proposition to revise the Charter is submitted to the electors of the City; and

Whereas, the City Council has determined it would be most cost-effective to have the Charter Commission selected at the same election at which the proposition to revise the Charter is submitted to the electors of the City; and

Whereas, the Home Rule City Act, Section 19 (MCL 117.19), requires the City Council to fix in advance of the election of the Charter Commission the place of the Charter Commission meetings, the compensation of Charter Commission members, the money for the Charter Commission expenses, and, if need be, provide the ballots for the election; and

Whereas, the City Council has carefully considered these matters and has determined to initiate the process of revising the Charter by adopting a resolution to put the matter before the electors of the City at the next general election, which is the 02 August 2016 election;

Now, Therefore, it Is Resolved:

1. The nine members of the Charter Commission shall be selected by the electors of the City at the next general election, which is the 02 August 2016 election, provided the electors of the City declare in favor of the general revision of the Charter by a majority vote at that election.
2. The Charter Commission shall meet at City Hall, 310 Greenwood St., Grand Ledge, Michigan.
3. The members of the Charter Commission shall not receive compensation.
4. Persons interested in serving on the Charter Commission shall seek the nomination in accordance with State law and current Charter provisions, as applicable.
5. The City Council shall budget \$10,000 for the expenses of the Charter Commission.

- 6. If necessary, the City will provide the ballots for the election.
- 7. The City Clerk is authorized and directed to file this resolution with the respective County Clerks for the County of Eaton and the County of Clinton, not later than 4:00 p.m. on Tuesday, 10 May 2016.
- 8. All resolutions and parts of this resolution that conflict with the provisions of this resolution are rescinded.

Motion by

Second by

Ayes:

Nays:

Absent:

Approved:

Kalmin D. Smith, Mayor

I, Gregory Newman, Grand Ledge City Clerk, certify this is Resolution #____ of 2016, adopted by the Grand Ledge City Council at a regular meeting held on Monday, 11 January 2016; a meeting held in accordance with the Open Meetings Act, Public Act No. 267 of 1976, as amended.

Gregory L. Newman, City Clerk

2016-2017 City Council Priorities

Adopted January ##, 2016

Tier 1 Priorities

- 10 Year Street Plan [PASER Rating/Preventative Maintenance/Resurfacing & Reconstruction Project Identification/Funding]
- E. River Street Reconstruction [addressing area storm water runoff]
Consistent with Jaycee Park Master Plan
- City Charter Revision
- Cooperative Development Agreement for the Future Growth of the Grand Ledge Community
Between the City and Oneida Charter Township in Concurrence with a Revised “Agreement
for Sanitary Sewage Service and Water Supply”
- Economic Development Advancement [Industrial/Commercial/Residential]

Tier 2 Priorities

- Placemaking/Public Space Initiatives [wayfinding/“front lawn” signage]
- Jaycee Park Master Plan Implementation
- Drinking Water Quality Improvements
- Sanitary Sewer Inflow and Infiltration Reduction
- Asset Management Plan [Capital Improvement Plan]

Tier 3 Priorities

- Walkability/Complete Streets/Sidewalks
- Widewalk/Riverwalk Loop
- Future Land Development with the Grand River as Focal Point
- Second Bridge Over the Grand River
- Seven Islands Dam
- Public/Private and Public/Public Partnerships to Improve and/or Sustain Services
- Marketing

Gregory Newman

From: Adam Smith
Sent: Monday, 04 January 2016 03:37 PM
To: FwdContact.Smith; 'Keith Mulder'; 'Don Willems'
Cc: Gregory Newman; Gordon W. VanWieren; Larry LaHaie; Chuck Remenar
Subject: FW: Fairview Development Project - Oneida Township

Mayor and Public Service/Facilities Committee, good afternoon.

Please find below, Mr. Frazier's proposal in contrast to my "financing recommendation" of a 6 year special assessment on the property (ballpark cost around \$10-12k annually for 6 yrs). This request will appear on your proposed Council agenda next week. Legal is also providing advice regarding the same that will be included in your Council packet. Thanks. Enjoy your day. AS

Adam Smith, City Administrator
City of Grand Ledge
310 Greenwood Street
Grand Ledge, MI 48837
517.627.2149. ext. 111
asmith@grand-ledge.com

-----Original Message-----

From: support@dnnblue.itright.biz [mailto:support@dnnblue.itright.biz]
Sent: Saturday, December 19, 2015 5:21 PM
To: Adam Smith
Subject: Grand Ledge Website City Administrator Contact

A response has been sent from the following website: www.grand-ledge.com

Your Name (Required): Joseph Frazier- Frazier Holdings LLC Your Address (Required): 11656 Hartel Rd., Grand Ledge, MI 48837 Your Email (Required): jf19662000@hotmail.com Subject (Required): Water & Sewer Fees for Fairview Building Project 2015-2016 Message (Required): Dear Mr. Smith,

After much consideration, I am respectfully requesting that I be allowed to pay the previously discussed capital gains assessment fee over a period of 20 years. As I had explained, I am not pointing fingers or making accusations but the drastic figure between what I had originally been given as an "estimate " and the actual figure was a 220% disparity that I do not currently have the financial ability to pay. If I had been given an accurate initial estimate, I would have had the financial burden of this fee broken up into 240 payments over a period of 20 years. I am not asking the city to take any responsibility for this error but I am asking the City of Grand Ledge to show sincere integrity and honor by allowing me to pay this additional monies over the same period of time and not make my financial burden any greater than it would have been had I been allowed to have financed it with my commercial loan. \$64,000 @ 3.75 % over 240 monthly payments would be \$379.00 per month. Any pay plan of less than the 240 payments I am proposing would in fact be a financial burden to a business that is providing not only 15 full time jobs and 35 part time jobs to the Greater Grand Ledge Community, but also 20 additional rooms for our beloved local seniors. I respectfully request this proposal be presented to the Grand Ledge City Council for a vote at your January meeting as we discussed. Should you have any further questions I would be glad to receive your call.

Sincerely,

Joseph Frazier,

Fairview AFC Owner
517-290-3107

December 2, 2015

Mr. Joseph Frazier
Fairview
11656 Hartel Road
Grand Ledge, MI 48837

Dear Mr. Frazier:

We are in receipt of your letter dated November 25, 2015. Thank you for your investment and the services you provide to the greater Grand Ledge community.

You are correct in that on May 29, 2013 the City of Grand Ledge issued a “PRELIMINARY” Water/Sewer Connection Charges estimate to Fred Motz Builder in the amount of \$53,334.00 (attached). It is important to note that the 2013 preliminary cost estimate did not include at that time the Water Capital Investment Fee as required in the legal Agreement for Sanitary Sewage Service and Water Supply between Oneida Township and the City of Grand Ledge (excerpt attached). Please note that the still preliminary cost estimate issued nearly two years later on April 8, 2015 again to Fred Motz Builder did include the legally required Water Capital Investment Fee (attached). The most recent preliminary cost estimate issued on November 13, 2015 once again to Fred Motz Builder included the legally required Water Capital Investment Fee (attached) as well and the “Final” City of Grand Ledge Department of Public Services Water/Sewer Connection Charges issued today December 2, 2015 in the total amount of \$117,581.00 reflects the same.

Please note that difference of \$253.00 per Residential Equivalent Unit (R.E.U.) associated with the Water Capital Investment Fee (4/8/15 preliminary estimate vs. that of 11/13/15) is a result of the annual capital investment by the City as established with the City of Grand Ledge Fiscal Year 2015 Audit. The R.E.U. is adjusted annually per the Agreement for Sanitary Sewage Service and Water Supply. This annual increase has occurred on three occasions since the May 29, 2013 preliminary estimate.

Please feel free to contact me with any questions or concerns. Mayor Smith, Public Services Director LaHaie, and I are happy to sit down with you to discuss further. Thank you for your time and consideration. We wish you all the success in your expansion project.

Sincerely,



Adam R. Smith
City Administrator

CITY OF GRAND LEDGE - DEPT. OF PUBLIC SERVICES
 WATER/SEWER CONNECTION CHARGES
Fairview Home for the Aged - 11656 S. Hartel
13-Nov-15

PRELIMINARY

Addition to foster care facility, 20 residents, 20 beds.
 Number of R.E.U.'s calculated from the Residential Equivalent Unit chart for
 a convalescent home: 1.00 plus .25 per bedroom = 6 R.E.U.'s.

Current Township calculation.

| | | | |
|--|-----------|---------------------|----------------------------|
| Water Tap Fee | | | |
| Tap size = 2 inch | | AMOUNT | _____ |
| NO TAP | | | |
| Water Meter Fee - BASED ON 2015 PRICES | | | |
| 2" meter with radio read capability + flanges | | AMOUNT | _____ \$ 1,615.00 |
| Water Capital Investment Fee | | | |
| \$10,507.00 per R.E.U. | | AMOUNT | _____ \$ 63,042.00 |
| Sanitary Sewer Tap Fee - BASED ON 8 METER EQUIVALENTS | | | |
| 1st meter equivalent | \$ 330.00 | | |
| Each additional meter equivalent | \$ 250.00 | | |
| | | AMOUNT | _____ \$ 2,080.00 |
| Sewer Separation Fee | | | |
| \$2,000 per R.E.U. | | | |
| Calculated at 6 REU | | AMOUNT | _____ \$ 12,000.00 |
| Sanitary Sewer Capital Investment Fee | | | |
| \$6,474.00 per R.E.U. | | AMOUNT | _____ \$ 38,844.00 |
| | | | |
| | | TOTAL AMOUNT | _____ \$ 117,581.00 |

Special considerations.

1. Township water rates apply to this property per the requirements of the 1980 Township water/sewer agreement.
2. Water Meter Fee priced here with a 2" meter. Actual size of meter to be installed to be determined by owner.

PRELIMINARY

CITY OF GRAND LEDGE - DEPT. OF PUBLIC SERVICES

WATER/SEWER CONNECTION CHARGES

Fairview Home for the Aged - 11656 S. Hartel

PRELIMINARY

8-Apr-15

Addition to foster care facility, 20 residents, 20 beds.

Number of R.E.U.'s calculated from the Residential Equivalent Unit chart for a convalescent home: 1.00 plus .25 per bedroom = 6 R.E.U.'s.

Current Township calculation.

| | |
|--|----------------------------|
| Water Tap Fee | |
| Tap size = 2 inch | AMOUNT <u>\$ 1,830.00</u> |
| Water Meter Fee - BASED ON 2015 PRICES | |
| 2" meter with radio read capability + flanges | AMOUNT <u>\$ 1,615.00</u> |
| Water Capital Investment Fee | |
| \$10,254.00 per R.E.U. | AMOUNT <u>\$ 61,524.00</u> |
| Sanitary Sewer Tap Fee - BASED ON 8 METER EQUIVALENTS | |
| 1st meter equivalent | \$ 330.00 |
| Each additional meter equivalent | \$ 250.00 |
| | AMOUNT <u>\$ 1,580.00</u> |
| Sewer Separation Fee | |
| \$2,000 per R.E.U. | |
| Calculated at 11 REU | AMOUNT <u>\$ 12,000.00</u> |
| Sanitary Sewer Capital Investment Fee | |
| \$6,365.00 per R.E.U. | AMOUNT <u>\$ 38,190.00</u> |

TOTAL AMOUNT \$ 116,739.00

Special considerations.

1. Township water rates apply to this property per the requirements of the 1980 Township water/sewer agreement.
2. Water Meter Fee priced here with a 2" meter. Actual size of meter to be installed to be determined by owner.

CITY OF GRAND LEDGE - DEPT. OF PUBLIC SERVICES
WATER/SEWER CONNECTION CHARGES

Josh Knight, Motz Builders - 11656 Hartel Road
May 29, 2013

PRELIMINARY

Proposed foster care facility, 20 residents. Assumes 20 bedrooms.
Number of R.E.U.'s calculated from the Residential Equivalent Unit chart for
a convalescent home: 1.00 plus .25 per bedroom = 6 R.E.U.'s.

Current Township calculation.

| | | | |
|--|--------|----------|---------------------------|
| Water Tap Fee | | | |
| Tap size = 2 inch (estimated) | AMOUNT | | <u>\$1,830.00</u> |
| Water Meter Fee - BASED ON 2012 PRICES | | | |
| 2" meter with radio read capability | AMOUNT | | <u>\$1,630.00</u> |
| 1" irrigation meter | | | |
| Water Capital Investment Fee | | | |
| \$9,650.00 per R.E.U. (over 8 R.E.U.) | AMOUNT | | <u>\$0.00</u> |
| Sanitary Sewer Tap Fee - BASED ON 6 METER EQUIVALENTS | | | |
| 1st meter equivalent | | \$330.00 | |
| Each additional meter equivalent | | \$250.00 | |
| | AMOUNT | | <u>\$1,580.00</u> |
| Sewer Separation Fee | | | |
| \$2,000 per R.E.U. | | | |
| Calculated at 6 REU | AMOUNT | | <u>\$12,000.00</u> |
| Sanitary Sewer Capital Investment Fee | | | |
| \$6,049.00 per R.E.U. | AMOUNT | | <u>\$36,294.00</u> |
| TOTAL AMOUNT | | | <u>\$53,334.00</u> |

Special considerations.

1. Township water rates apply to this property per the requirements of the 1980 Township water/sewer agreement.
2. Water Meter Fee priced here with a 2" meter. Actual size of meter to be installed to be determined by owner.

PRELIMINARY

AGREEMENT FOR SANITARY SEWAGE

SERVICE AND WATER SUPPLY

This Agreement made and entered into this 27th day of October, 1980, by and between ONEIDA TOWNSHIP, Eaton County, Michigan, hereinafter called the "TOWNSHIP", and the CITY OF GRAND LEDGE, Michigan, hereinafter called the "CITY".

WHEREAS, CITY presently operates facilities to provide sanitary sewer service and treatment and potable water supply for CITY residents, and

WHEREAS, the facilities operated by CITY have sufficient operating capacity to provide sanitary sewer service and treatment and potable water supply for the anticipated needs of that area of TOWNSHIP defined as the Sanitary Sewer Boundary Area in CITY'S approved Official Pollution Control Plan on file with the State of Michigan Department of Natural Resources, said area being designated on "Exhibit C" and "Exhibit D", attached hereto and made a part hereof, said area being hereinafter referred to as the "Designated Service Area", and

WHEREAS, TOWNSHIP and CITY have determined that an extension of such services will be of mutual benefit,

NOW, THEREFORE, in consideration of the promises and undertakings of the parties hereto, IT IS AGREED AS FOLLOWS:

1. That this Agreement shall continue in force for a period of forty (40) years from and after the date above written.

of the meter on the private water system. All TOWNSHIP users coming into existence after such time as sanitary sewers and water mains are available at their location shall be required to hook up to both sewer and water systems prior to the issuance of an Occupancy Permit. Existing TOWNSHIP users other than single family residences and multiple family residences and apartments not exceeding eight (8) units shall be required to hook up to both sewer and water systems and begin service within thirty (30) days after notification that such systems are available for their use. TOWNSHIP agrees to take such official or legal action as may be required to compel hook up to the system and payment of the requisite fees and charges by any potential user who has not paid said fees and charges and hooked up to the system within forty-five (45) days following notification as hereinbefore provided.

15. Any TOWNSHIP user other than single family residences and multiple family residences and apartments not exceeding eight (8) units shall pay to CITY a "Water Capital Investment Fee", in an amount determined by CITY on the basis of the formula and method demonstrated in "Exhibit B", attached hereto and made a part hereof. The "Water Capital Investment Fee" shall be payable to CITY at the time that the user obtains a Tap Permit according to the procedure then in effect for issuance of a Tap Permit by CITY. The "Water Capital Investment Fee" for the period July 1, 1979 through June 30, 1980 shall be in the amount of \$580.00 for each residential equivalent of service to be provided. The "Water Capital Investment Fee" shall be revised effective July 1, 1980 and July 1 of each year thereafter. It is understood by the parties hereto that the audited water capital investment figures

the close of that fiscal year. Accordingly, for proposed users required to pay the "Water Capital Investment Fee" for an effective date after the commencement of a new fiscal year but before the audited water capital investment figures are available, the "Water Capital Investment Fee" for the previous effective year shall be collected with the understanding that the additional "Water Capital Investment Fee" required will be paid as soon as the audited water capital investment information is available to compute the actual effective "Water Capital Investment Fee".

16. CITY shall not be responsible for any costs of construction or maintenance of the individual sewer house leads or water services from the user's building to and including the connection with the sewer and/or water main located in the street or within an easement.

17. TOWNSHIP shall furnish to CITY, care of Superintendent, Waste Water Treatment Plant, Grand Ledge, Michigan, copies of all building permits issued by TOWNSHIP from the effective date of this Agreement, said copies to be furnished within five (5) days of the issuance of each said building permit. Remodeling or expansion of premises other than single family residential shall require payment of additional "Sanitary Sewer Capital Investment Fee" or "Water Capital Investment Fee" to the extent that additional residential equivalents or major fraction thereof are determined by CITY to be created by such expansion or remodeling. Changes in the use of premises or the intensity of a given use of premises shall result in payment of additional "Sanitary Sewer Capital Investment Fee" and "Water Capital Investment Fee" to the extent that additional residential equivalents or major fraction thereof are determined by CITY to be created by said change in use or change in intensity of use. Such

an occupancy permit in the case of expansion or remodeling, and in any event within thirty (30) days following notification by CITY of the requirement for said payment. Residential equivalents for uses other than single family residences shall be determined according to the terms and provisions of the then effective Ordinances of CITY. Disputes as to whether sanitary sewer and water mains are "available" for use of any particular parcel shall be determined by the City of Grand Ledge Water and Waste Water Committee which shall also be empowered to grant exceptions to the requirement for hook up to the water system as herein provided upon a finding of extreme hardship by said Committee. Said Committee shall also be empowered to determine disputes as to any given parcel of the determination by CITY of the number of residential equivalents for purposes of this Agreement. Premises being served by CITY sewer and/or water service prior to the date of this Agreement shall have the option of continuing said service at rates determined according to the present multiplier or paying the appropriate fees and charges as provided under this Agreement and being entitled to the rates established in accordance with this Agreement.

18. CITY shall from time to time, at such intervals as it deems practical, notify TOWNSHIP Clerk or such other agent as TOWNSHIP may designate, of the delinquency in payment of any user for services, fees, permit, collection fees or interest or penalty outstanding and unpaid for a period of thirty (30) days or more from the due date thereof. Upon receipt of such notification, TOWNSHIP shall certify all such unpaid amounts to the Tax Roll of TOWNSHIP for collection in accordance with the methodology found in Section 21 of the Revenue Bond Act, being Act 94 of the Michigan Public Acts of 1933, as amended,

EXHIBIT B

WATER CAPITAL INVESTMENT FEE

Formula used to compute Water Capital Investment Fee:

Capital Investment by CITY, cumulative through year ending June 30, 1978, and annually each year thereafter, as established by audit, in water system, multiplied by two (2) and divided by the number of Residential Equivalents served by the water system.

| <u>Year Ending June 30</u> | <u>Capital Investment, Per Audit, Multiplied by 2</u> | <u>Residential Equivalents</u> | <u>\$/R.E.</u> | <u>Accumulative Investment Fee</u> |
|--------------------------------|---|------------------------------------|----------------|--|
| 1978 | \$ 1,201,124.24 | 2232 | \$ 538.00 | \$ 538.00 |
| 1979 | \$ 100,748.68 | 2420 | \$ 42.00 | \$ 580.00 |

Gregory Newman

From: Adam Smith
Sent: Monday, 04 January 2016 01:47 PM
To: FwdContact.Smith; 'Keith Mulder'; 'Don Willems'
Cc: Gregory Newman; Martin Underhill; Chad Brunton; Larry LaHaie; Susan Stachowiak
Subject: FW: City Council Request & License Agreement
Attachments: Grand Ledge Request.pdf; 609 Liberty License Agreement.pdf

Mayor and Public Service/Facilities Committee, happy Monday and happy New Year!

This is the gentleman at 609 Liberty St. that would like to construct a new fence within the City street right-of-way; please note that this is in addition to the ZBA variance that he had received for a 6' high wood privacy fence in the E. Kent Street "front yard" (vs. 3' zoning ordinance maximum front yard height). I have shared with him that my standard staff recommendation is not to allow such (i.e. the retaining wall that was just removed on the corner of E. Jefferson and Franklin), however he has the option to request such use of ROW from City Council. To that extent he has submitted the attached documents for Council's consideration next week.

Should Council be inclined to allow such, it would be important to consider legal review/draft of a standard license agreement for the City (vs. the one he has provided), conducting a property ROW survey, and passing such costs on to Mr. McAnallen (for reference the survey and legal costs were passed onto Mr. Mike Coll for their 10 year garage ROW agreement on Ingersol St.).

Thanks. Enjoy your day. AS

Adam Smith, City Administrator
City of Grand Ledge
310 Greenwood Street
Grand Ledge, MI 48837
517.627.2149. ext. 111
asmith@grand-ledge.com



From: Logan McAnallen [mailto:LMcAnallen@naimidmichigan.com]
Sent: Monday, January 4, 2016 12:00 PM
To: Adam Smith
Subject: City Council Request & License Agreement

Hi Adam,

I hope you had a great new year! Please see attachments for the letter and license agreement.

Let me know if there is anything else you need. Please provide receipt of this email.

Thanks,

Logan McAnallen
Commercial Real Estate Specialist

lmcanallen@naimidmichigan.com

NAI Mid-Michigan/TMN Commercial

2149 Jolly Road
Suite 200
Okemos, MI 48864 USA
naimidmichigan.com

Mobile +1 517 282 2861
Main +1 517 487 9222
Fax +1 517 487 9202



NAI Global is the single largest, most powerful global network of owner-operated commercial real estate brokerage firms. NAI Global Member firms, leaders in their local markets, are actively managed to work in unison and provide clients with exceptional solutions to their commercial real estate needs. NAI Global has more than 375 offices strategically located throughout North America, Latin America, Europe and Asia Pacific, with over 6,700 local market professionals, managing over 380 million square feet of property.

Logan McAnallen
609 Liberty Street
Grand Ledge, MI 48837
January 4, 2016

Mayor Kalmin Smith & Grand Ledge City Council
310 Greenwood Street
Grand ledge, MI 48837

Mayor Kalmin Smith & Grand Ledge City Council:

I am hereby requesting an item of discussion to be included on the agenda for the next Grand Ledge City Council meeting on January 11, 2016. My request is in regards to the construction of a fence in the back yard of my personal residence at 609 Liberty Street. Due to the uniqueness of the lot, the fence would partially be constructed in the road right-of-way. I have obtained a zoning variance, which will allow for a six foot privacy fence to be built.

I understand any construction in the road right-of-way is a concern, and I have included a License Agreement which addresses this concern. I am more than willing to discuss/alter this document to achieve an agreement. Specifically, it is my intent that the Termination Clause (Section 7) will address any concerns with the fence being "in the way" of future Kent Street road construction and utility work.

The reasons for the fence are simply for privacy and to provide a safe play area for pets and children.

If you are unfamiliar with 609 Liberty Street, I ask that you visit the property and take the uniqueness of the lot into consideration prior to our discussion. Your time on this matter is greatly appreciated.

Sincerely,

Logan McAnallen

Non-City document provided by Logan McAnallen

LICENSE AGREEMENT

THIS LICENSE AGREEMENT is entered into this ____ day of November, 2015, between the City of Grand Ledge, a Michigan municipal corporation with offices at 310 Greenwood Street, Grand Ledge, Michigan 48837 (the "Licensor") and Brittany N. Vlahakis, whose address is 609 Liberty Street, Grand Ledge, Michigan 48837 (the "Licensee").

WHEREAS, the Licensor is the holder of the public road right-of-way within the City of Grand Ledge, including the right-of-way for Kent Street adjacent to the rear yard of the property located at 609 Liberty Street, Grand Ledge, Michigan; and

WHEREAS, the Licensee is the owner of the property located at 609 Liberty Street, Grand Ledge, Michigan;

WHEREAS, the Licensee desires to place and maintain a privacy fence for the property at 609 Liberty Street within a portion of the adjacent public road right-of-way, for Kent Street, which is described as follows:

Commencing at the southernmost corner of the existing detached garage for 609 Liberty Street, running thence East, North of and adjacent to the existing public sidewalk on the North side of Kent Street approximately ____ feet; thence running Northwesterly to the Easternmost corner of the existing residential dwelling at 609 Liberty Street (the "Property"); and

WHEREAS, the Licensor has agreed to allow the Licensee to place and maintain a privacy fence for 609 Liberty Street within the Kent Street right-of-way; and

WHEREAS, the Licensor and the Licensee are prepared to enter into a License Agreement to define the terms and conditions under which the Licensee is to be allowed to place and maintain the privacy fence for 609 Liberty Street within the Kent Street right-of-way;

THEREFORE, in consideration of the above recitals and for other good and valuable consideration, the receipt and adequacy of which is acknowledged, the Licensor and the Licensee agree as follows:

1. License. The Licensor hereby grants a license to the Licensee for the placement and maintenance of a privacy fence for 609 Liberty Street within the Property, as shown in

Exhibit A, under the terms and conditions set forth in this Agreement. More specifically, this license shall be for the installation, repair, maintenance and replacement of a 6 foot tall wooden privacy fence.

2. Indemnification and Waiver. The Licensee, for herself and her heirs, successors and assigns of 609 Liberty Street, agrees to indemnify, defend and hold the Licensor, its elected and appointed officials, employees, and others working on behalf of the Licensor, harmless, from and against, and shall be totally responsible for satisfying, any suit, demand, judgment, loss, cost, expense, damage, liability, or obligation of every kind or nature, including without limitation, reasonable attorney's fees and litigation costs, that the Licensor may suffer or incur for any reason, arising out of this License Agreement and/or the use of the Property by the Licensee, its agents, guests, or invitees. The Licensee also waives any right of recovery Licensee has now, or may acquire in the future, against the Licensor for any loss or damage arising out of the use of the Licensor's Property.

3. Insurance. The Licensee shall obtain and maintain comprehensive general liability insurance in an amount not less than One Hundred Thousand and 00/100 Dollars (\$100,000.00) combined single limit liability, with an insurance carrier licensed and in good standing with the state of Michigan. The Licensee further agrees to reimburse the Licensor for any deductible costs or claims expenses arising from any claims or suits filed against the Licensor arising out of this License. These requirements should not be interpreted as limiting the liability of the Licensee under this Agreement.

4. Easements. The Licensee understands and acknowledges that there are or may be utility easements in the licensed area. The Licensee agrees that should any additions, repairs or corrections be required to be made to any utility located within said right-of-way, all costs or expenses concomitant with the removal and replacements associated with the encroachment shall be borne by the Licensee. It is further agreed and understood that the Licensor or its agents shall be allowed to make any and all emergency repairs to the utilities located upon or within such right-of-way without advance notice is given to the Licensee.

5. Maintenance. The Licensee is responsible for the installation, repair, and maintenance of the privacy fence as required by the Licensor's City Code, including removal and repair of said privacy fence and all restoration in accordance with the Licensor's ordinances and standards should it be necessary to access the right-of-way.

6. Damage to Property. The Licensee agrees to repair and/or replace any damage to any portion of the licensed area as a result of the installation, maintenance and/or removal of the privacy fence. All costs for such repair or replacement and all work performed shall be the responsibility of the Licensee. The Licensor's City Engineer shall have the sole discretion to determine when the licensed area is in need of repair or replacement.

7. Termination. The Licensee agrees that this License Agreement may be terminated by Licensor upon not less than ninety (90) days prior written notice to the Licensee in the event that the Property is needed by Licensor for any lawful purpose. Upon termination of this Agreement, the Licensee shall remove the privacy fence and restore the Property to its original condition.

8 Covenant. This License shall be deemed a covenant running with the land and shall be binding upon the successors and assigns of the parties hereto.

9. Governing Law. This Agreement shall be governed by and interpreted under the laws of the State of Michigan.

10. Effective Date. This License Agreement shall become effective on the date first above written.

CITY OF GRAND LEDGE

, Mayor

, City Clerk

STATE OF MICHIGAN)
)SS.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this ____ day of November, 2015 by _____, Mayor and _____, City Clerk of the City of Grand Ledge, respectively, on behalf of the City of Grand Ledge, Michigan.

Notary Public

County, Michigan
Acting in _____ County, Michigan
My Commission Expires: _____

Brittany N. Vlahakis

STATE OF MICHIGAN)
)SS.
COUNTY OF _____)

Subscribed and sworn to before me this _____ day of November, 2015, by Brittany N. Vlahakis.

Notary Public

County, Michigan
Acting in _____ County, Michigan
My Commission Expires: _____

Approved as to form:

, City Attorney

Drafted By and When Recorded Return To:

Brent A. Titus
Foster, Swift, Collins & Smith, P.C.
313 S. Washington Square
Lansing, MI 48933

99999:BTITUS:2442035-1