



# Grand Ledge City Council

## REGULAR MEETING AGENDA

MONDAY, 22 FEBRUARY 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, 22 February 2016 City Council consent agenda, as follows:
    - i. Financial transactions and bills.
    - ii. Friday, 05 February 2016 special City Council minutes.
    - iii. Monday, 08 January 2016 regular City Council minutes.
- V. **APPROVAL OF REGULAR AGENDA** – The City Council may remove any item from or add any item to the regular agenda.
  - A. **Motion** – To approve the Monday, 22 February 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.

**Assessing Department**

- 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.
- 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.
- 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.

**COMMITTEE OF THE WHOLE  
MONDAY, 22 FEBRUARY 2016  
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. ANNUAL BUDGET FOR THE FISCAL YEAR ENDING 30 JUNE 2017**

  
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Gregory L. Newman, City Clerk

**THE GRAND LEDGE CITY COUNCIL WILL HOLD ITS NEXT REGULAR MEETING ON MONDAY, 22 FEBRUARY 2016, AT 7:30 P.M. IN THE COUNCIL CHAMBERS, CITY HALL, 310 GREENWOOD ST., GRAND LEDGE, MICHIGAN.**

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

**CITY COUNCIL MINUTES – SPECIAL MEETING  
FRIDAY, 05 FEBRUARY 2016  
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, Thom Sowle, and Don Willems  
– Council member Sue Roberts was absent  
**OTHERS PRESENT** – Adam Smith, City Administrator; Gregory Newman, City Clerk;
- II. PLEDGE OF ALLEGIANCE**  
Mayor Smith led those in attendance in the Pledge of Allegiance.
- III. AUDIENCE PARTICIPATION**
- VII. UNFINISHED BUSINESS**
- IX. NEW BUSINESS**
- A. Resolution #05 of 2016** – To approve and authorize a Partial Discharge of Mortgage Between the Grand Ledge Local Development Financing Authority, as mortgagor, and the City of Grand Ledge, as mortgagee.
- COUNCIL MEMBER MULDER MOVED, COUNCIL MEMBER WILLEMS SECONDED, TO ADOPT RESOLUTION #05 OF 2016, TO APPROVE AND AUTHORIZE A PARTIAL DISCHARGE OF MORTGAGE BETWEEN THE GRAND LEDGE LOCAL DEVELOPMENT FINANCING AUTHORITY, AS MORTGAGOR, AND THE CITY OF GRAND LEDGE, AS MORTGAGEE.
- Adam Smith, City Administrator, explained the need to take action prior to the closing and the planned action to fully release the mortgage to avoid this step in the future.
- The City Council debated the size of the manufacturing and office space in the building and the planned future action to eliminate the need to release the mortgage for each sale of land in the Grand Ledge Willis Industrial Park.
- MOTION TO ADOPT RESOLUTION #05 OF 2016, TO APPROVE AND AUTHORIZE A PARTIAL DISCHARGE OF MORTGAGE BETWEEN THE GRAND LEDGE LOCAL DEVELOPMENT FINANCING AUTHORITY, AS MORTGAGOR, AND THE CITY OF GRAND LEDGE, AS MORTGAGEE, CARRIED UNANIMOUSLY.
- X. AUDIENCE PARTICIPATION**
- XI. COMMUNICATIONS FROM THE MAYOR AND COUNCIL**

**XII. CLOSED SESSION**

**XIII. ADJOURNMENT**

COUNCIL MEMBER MALECKI MOVED, COUNCIL MEMBER WILLEMS SECONDED, TO ADJOURN THE FRIDAY, 05 FEBRUARY 2016, SPECIAL CITY COUNCIL MEETING, AT 4:53 P.M. MOTION CARRIED UNANIMOUSLY.

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Gregory L. Newman, City Clerk

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Kalmin D. Smith, Mayor

DRAFT

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

**CITY COUNCIL MINUTES – REGULAR MEETING**  
**MONDAY, 08 FEBRUARY 2016**  
**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; Cheryl Grice, Finance Director / Treasurer; Larry LaHaie, Public Service Director; Eugene Heyl, Sergeant; Susan Stachowiak, Zoning Administrator;

**II. PLEDGE OF ALLEGIANCE**

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

**III. AUDIENCE PARTICIPATION**

**IV. APPROVAL OF CONSENT AGENDA**

- A. Motion (from staff)** – To approve the Monday, 08 February 2016 City Council consent agenda, as follows:

- i. Financial transactions and bills.
- ii. Monday, 25 January 2016 regular City Council minutes.
- iii. Right-of-Way Use Application from the Grand Ledge St. Patrick's Parade Association for the 12 March 2016 St. Patrick's Day Parade.
- iv. List of surplus equipment to be sold.
- v. Traffic Control Order #16-1, No Parking (to corner) 400 block, S. Bridge St.

COUNCIL MEMBER ROBERTS MOVED, COUNCIL MEMBER WILLEMS SECONDED, TO APPROVE THE MONDAY, 08 FEBRUARY 2016 CITY COUNCIL CONSENT AGENDA.

COUNCIL MEMBER MALECKI MOVED, COUNCIL MEMBER ROBERTS SECONDED, TO AMEND THE MONDAY, 08 FEBRUARY 2016 CITY COUNCIL CONSENT AGENDA, BY STRIKING ITEM V., TRAFFIC CONTROL ORDER #16-1, NO PARKING (TO CORNER) 400 BLOCK S. BRIDGE ST., AND INSERTING IT AS ITEM IX. E. MOTION CARRIED UNANIMOUSLY.

MOTION TO APPROVED THE MONDAY, 08 FEBRUARY 2016 CITY COUNCIL CONSENT AGENDA, AS AMENDED BY STRIKING ITEM V., TRAFFIC CONTROL ORDER #16-1, NO PARKING (TO CORNER) 400 BLOCK S. BRIDGE ST., AND INSERTING IT AS ITEM IX. E., CARRIED UNANIMOUSLY.

**V. APPROVAL OF REGULAR AGENDA**

- A. Motion** – To approve the Monday, 08 February 2016 regular City Council agenda.

COUNCIL MEMBER MULDER MOVED, COUNCIL MEMBER WILLEMS SECONDED, TO APPROVE THE MONDAY, 08 FEBRUARY 2016 REGULAR CITY COUNCIL AGENDA. MOTION CARRIED UNANIMOUSLY.

**VI. COMMITTEE AND BOARD REPORTS**

**A. Planning Commission**

Council member Willems reported the Planning Commission continues its work on the Master Plan and various ordinances.

**B. Public Art Committee**

Council member Malecki reported on the Public Art Committee decision to place a public art piece on the corner of W. Jefferson and Harrison streets at the location of the old Huhn Chevrolet.

**VII. STAFF REPORTS**

**Administrator's Office**

Adam Smith, City Administrator, reported on upcoming Fiscal Year Ending 30 June 2017 budget meetings.

Amee King, Assistant City Administrator, reported on new hirings, Abrams Municipal Airport activity, and Fiscal Year Ending 30 June 2017 budget work.

**Clerk's Department**

Gregory Newman, City Clerk, reported on the Tuesday, 08 March 2016, Presidential Primary, and explained the Charter Commission nomination and election processes.

**Finance Department – Revenue / Expenditure Report**

Cheryl Grice, Finance Director / Treasurer, reported on transition work from the previous Finance Director / Treasurer.

**Police Department**

Eugene Heyl, Sergeant, reported on Police Department activities.

**Department of Public Services**

Larry LaHaie, Public Service Director, reported on his medical leave of absence during January, new hires, and the annual water quality report.

Adam Smith, City Administrator, reported staff is developing an informational flyer about efforts to keep lead out of the City's water supply.

**Assessing Department**

Adam Smith, City Administrator, reported on assessing activities at the Abrams Municipal Airport and for NorthStar Cooperative, Inc.

### **Planning and Zoning Department**

Susan Stachowiak, Zoning Administrator, reported on building permits and zoning violations, the Planning Commission's approval of a site plan for an addition at 403 N. Clinton St., and the receipt of two site-plans for Capital Bedding in the Grand Ledge Willis Industrial Park and Fieldview Subdivision Phase 5 in the recent 425 Agreement transfer property.

### **Building Department**

Adam Smith, City Administrator, mentioned the building report.

- A. Motion** – To receive and place on file the January 2016 staff reports.

COUNCIL MEMBER ROBERTS MOVED, COUNCIL MEMBER MALECKI SECONDED, TO RECEIVE AND PLACE ON FILE THE JANUARY 2016 STAFF REPORTS. MOTION CARRIED UNANIMOUSLY.

### **VII. UNFINISHED BUSINESS**

### **IX. NEW BUSINESS**

- A. Resolution #06 of 2016** – To approve a proposal and authorize a contract for E. River St. and Franklin St. Reconstruction Project design and construction engineering services.

COUNCIL MEMBER LANTZ MOVED, COUNCIL MEMBER MULDER SECONDED, TO ADOPT RESOLUTION #06 OF 2016, TO APPROVE A PROPOSAL AND AUTHORIZE A CONTRACT FOR E. RIVER ST. AND FRANKLIN ST. RECONSTRUCTION PROJECT DESIGN AND CONSTRUCTION ENGINEERING SERVICES.

Adam Smith, City Administrator, mentioned the Tier 1 priority to improve E. River and Franklin streets.

Larry LaHaie, Public Service Director, reported the pricing reflects total reconstruction of surface and infrastructure, and reported the pricing is the same as the 2014 bid.

MOTION TO ADOPT RESOLUTION #06 OF 2016, TO APPROVE A PROPOSAL AND AUTHORIZE A CONTRACT FOR E. RIVER ST. AND FRANKLIN ST. RECONSTRUCTION PROJECT DESIGN AND CONSTRUCTION ENGINEERING SERVICES, CARRIED UNANIMOUSLY.

- B. Resolution #07 of 2016** – To approve Contract Modification #2 to the contract with the Michigan Department of Transportation for the Jenne St. Reconstruction Project.

COUNCIL MEMBER MULDER MOVED, COUNCIL MEMBER ROBERTS SECONDED, TO ADOPT RESOLUTION #07 OF 2016, TO APPROVE CONTRACT MODIFICATION #2 TO THE CONTRACT WITH THE MICHIGAN DEPARTMENT OF TRANSPORTATION FOR THE JENNE ST. RECONSTRUCTION PROJECT.

Larry LaHaie, Public Service Director, reported this modification reduces the project costs due to less than expected bid quantities.

MOTION TO ADOPT RESOLUTION #07 OF 2016, TO APPROVE CONTRACT MODIFICATION #2 TO THE CONTRACT WITH THE MICHIGAN DEPARTMENT OF TRANSPORTATION FOR THE JENNE ST. RECONSTRUCTION PROJECT, CARRIED UNANIMOUSLY.

- C. Resolution #08 of 2016** – To approve a Municipal Collaboration Contract for Services with Eaton County for grounds maintenance at City parks.

COUNCIL MEMBER MULDER MOVED, COUNCIL MEMBER WILLEMS SECONDED, TO ADOPT RESOLUTION #08 OF 2016, TO APPROVE A MUNICIPAL COLLABORATION CONTRACT FOR SERVICES WITH EATON COUNTY FOR GROUNDS MAINTENANCE AT CITY PARKS.

Adam Smith, City Administrator, explained the contract covers grounds maintenance at City parks to save the City costs and enhance services at City parks, and mentioned the Parks and Recreation Commission recommends the one-year contract.

The City Council debated the possibility of adding grounds maintenance in the Downtown Development District.

MOTION TO ADOPT RESOLUTION #08 OF 2016, TO APPROVE A MUNICIPAL COLLABORATION CONTRACT FOR SERVICES WITH EATON COUNTY FOR GROUNDS MAINTENANCE AT CITY PARKS, CARRIED UNANIMOUSLY.

- D. Resolution #09 of 2016** – To approve a proposal and authorize a lease agreement for crop farming at Abrams Municipal Airport.

COUNCIL MEMBER MULDER MOVED, COUNCIL MEMBER LANTZ SECONDED, TO ADOPT RESOLUTION #09 OF 2016, TO APPROVE A PROPOSAL AND AUTHORIZE A LEASE AGREEMENT FOR CROP FARMING AT ABRAMS MUNICIPAL AIRPORT.

Adam Smith, City Administrator, explained the need to change lessees, reported on the bid received, and recommended approval of the lease with Clark.

MOTION TO ADOPT RESOLUTION #09 OF 2016, TO APPROVE A PROPOSAL AND AUTHORIZE A LEASE AGREEMENT FOR CROP FARMING AT ABRAMS MUNICIPAL AIRPORT, CARRIED UNANIMOUSLY.

- E. Motion** – To approve Traffic Control Order #16-1, No Parking (to corner) 400 block, S. Bridge St.

COUNCIL MEMBER ROBERTS MOVED, COUNCIL MEMBER MULDER SECONDED, TO APPROVE TRAFFIC CONTROL ORDER #16-1, NO PARKING (TO CORNER) 400 BLOCK, S. BRIDGE ST.

Adam Smith, City Administrator, explained the traffic order prohibits parking to allow a bus pick-up and drop-off location for the Eaton County Community Mental Health services.

The City Council debated the extent of the no-parking order, the possibility of prohibiting parking during certain hours to allow after-hours parking, and the ability to remove the traffic control device if Eaton County Mental Health leaves the location.

MOTION TO APPROVE TRAFFIC CONTROL ORDER #16-1, NO PARKING (TO CORNER) 400 BLOCK, S. BRIDGE ST., CARRIED UNANIMOUSLY.

**X. AUDIENCE PARTICIPATION**

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

Council member Willems thanked City staff for proactively working on a lead education effort.

Council member Sowle thanked City staff on its quick work on Tier 1 priorities.

Council member Mulder mentioned the 11 - 13 February 2016 Fun on the Rocks activities.

**XII. CLOSED SESSION**

**XIII. ADJOURNMENT**

COUNCIL MEMBER ROBERTS MOVED, COUNCIL MEMBER WILLEMS SECONDED, TO ADJOURN THE MONDAY, 08 FEBRUARY 2016, REGULAR CITY COUNCIL MEETING, AT 8:19 P.M. MOTION CARRIED UNANIMOUSLY.

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Gregory L. Newman, City Clerk

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Kalmin D. Smith, Mayor

DRAFT

02/19/2016

## CUSTOM INVOICE REPORT FOR CITY OF GRAND LEDGE

VENDOR

SORT

NAME

DESCRIPTION

AMOUNT

BANK CODE: CHASC

CHECK TYPE: PAPER CHECK

NAME	DESCRIPTION	AMOUNT
44 NORTH	HRA/TELEDOC - FEB 2016	722.10
A MCLEAN & SON TRUCKING, INC.	SNOW REMOVAL - DECEMBER 2015	1,095.00
A MCLEAN & SON TRUCKING, INC.	SNOW REMOVAL - JANUARY 2016	7,225.00
ABSOPURE WATER	DISTILLED WATER	288.20
AC & E	PORTABLE AT RECYCLE/JC PARK/OAK P/	234.00
AGILE SAFETY	WINCH ANNUAL CERTIFICATION	718.28
KING AMEE	REIMBURSE MILEAGE	50.72
AYLES TREE SERVICE, INC	GRIND AND REMOVE TREES	575.00
BADER & SONS CO.	BAR OIL	31.21
BIG L CORP	CONCRETE MIX	9.58
BLUE CROSS BLUE SHIELD	GR 007017086 DIV 0000 - MARCH 2016	7,243.88
BLUE CROSS BLUE SHIELD	GR 007017086 DIV 0001 - MARCH 2016	5,969.16
BLUE CROSS BLUE SHIELD	GR 007017086 DIV 0002 - MARCH 2016	1,842.29
BLUE CROSS BLUE SHIELD	GR 007017086 DIV 0003 - MARCH 2016	14,224.41
BS & A SOFTWARE	CEMETERY MGMT TRAINING	850.00
CITY OF GRAND LEDGE-WATER	310 GREENWOOD - 1701070001	121.89
COMCAST CABLE	ACCT #01721 426570-01-8	4.24
CRAIG ELECTRIC	STREET LIGHT REPAIR	1,304.00
GUTCHESS DAVID	REIMBURSE FOR PARKING	6.00
DBI BUSINESS INTERIORS	OFFICE SUPPLIES	76.17
DORNBOS SIGN & SAFETY INC	JUMBO CROSSPIECE BRACKET EXTENTIC	265.00
ELHORN ENGINEERING COMPANY	SUPPLIES	220.25
ETNA SUPPLY INC	WATER GATE TOOL	62.81
FASTENAL COMPANY	DPIMP SET	92.98
FASTENAL COMPANY	FASTENERS	78.48
FASTENAL COMPANY	WRENCH AND DRIVER KITS	697.98
FASTENAL COMPANY	BURR SET/FASTENERS	215.39
FIRST ADVANTAGE LNS OCC.	CLINIC COLLECTION	20.34
FLUID CONNECTIONS, INC.	ELBOW	17.60
FRED PRYOR SEMINARS	TRAINING - GATEWOOD	99.00
FRED PRYOR SEMINARS	TRAINING - BLIEVERNICHT	99.00
FULTON ELECTRONIC SUPPLY	SUPPLIES	73.39
GRAINGER WW INC	DC POWER SUPPLY	54.30
GRAND LEDGE AUTO PARTS INC	DIESELE EXHAUST	25.78
GRAND LEDGE AUTO PARTS INC	SPARK PLUG/OUTLET/THERMOSTAT	55.38
GRAND LEDGE AUTO PARTS INC	U-JOINT	42.82
GRAND LEDGE AUTO PARTS INC	GEAR OIL	58.19
GRAND LEDGE AUTO PARTS INC	BOOSTER PAC	129.99
GRAND LEDGE AUTO PARTS INC	FILTER/OIL	47.10
GRAND LEDGE AUTO PARTS INC	IGNITION SWITCH	17.90

GRAND LEDGE AUTO PARTS INC	OIL/FILTER	74.46
GRANGER	310 GREENWOOD - TRASH REMOVAL	70.00
GRANGER	138 W RIVER - TRASH REMOVAL	72.24
GRANGER	13253 LAWSON RD - TRASH REMOVAL	63.12
GRANGER	109 FITZGERALD PARK DR - TRASH REM	62.59
GRANGER	401 WHITNEY ST - TRASH REMOVAL	82.35
IT RIGHT	DEP TREAS COMPUTER	979.00
IT RIGHT	VIDEO CARDS	100.00
JETT PUMP AND VALVE, LLC	GASKET/O-RING/STRAIN BOLT/PRESSUR	2,201.46
FITZ JOANN	COMMUNITY ROOM DEPOSIT	100.00
JUVENILE JUSTICE ASSOC OF MICHIGAN	CHESTER - TRAINING	75.00
LANSING BOARD OF WATER & LIGHT	LAB SERVICES - DECEMBER 2015	238.50
LANSING ICE AND FUEL	ACCT #1-081681	387.05
LANSING ICE AND FUEL	FUEL OIL	651.73
LOWE'S DISTRIBUTION	REIMBURSE TAX OVERPAY	45,734.05
MARK'S LOCK SHOP, INC.	CABINET LOCK	12.00
MAURER'S TEXTILE RENTAL	RUGS	19.57
MAURER'S TEXTILE RENTAL	RUGS	38.99
MAURER'S TEXTILE RENTAL	RUGS	38.99
MENARDS - LANSING WEST	CLEANING SUPPLIES	26.00
MENARDS - LANSING WEST	CEILING TILES	58.56
MENARDS - LANSING WEST	CONDUIT/ADAPTERS/BUSHINGS/TUBIN	107.03
MENARDS - LANSING WEST	BLUE TOTES	33.82
MENARDS - LANSING WEST	GLOVES/CEMENT	32.36
MI MUNICIPAL RISK MGMT	POLICY M0001123	53,377.00
MI MUNICIPAL RISK MGMT	POLICY R0001123	3,500.00
MICHIGAN PIPE & VALVE	PIPE GASKET/COUPLING	473.40
MICHIGAN PIPE & VALVE	RETURN	(142.00)
MID MICH BLDG INSPECTIONS, LLC	BLDG PERMITS/INSPECTS 02/10/16	6,078.00
MID MICHIGAN EMERGENCY EQUIP	GRAPHICS ON VEHICLE	750.00
OLD DOMINION BRUSH INC	FLANGE BEARING/GEAR MOTOR	1,519.63
OVERHEAD DOOR OF LANSING	ADJUST HANGER DOOR	210.44
PARAGON LABORATORIES, INC.	MERCURY TESTING	195.00
PHYSIO CONTROL, INC.	BATTERY	280.00
PRODUCTION TOOL SUPPLY, CO	DIE STOCK/ADJ RND DIE	58.60
QUALITY TIRE, INC.	TIRES	218.62
SAFETY KLEEN CORP	PARTS WASHER SERVICE	235.08
SHAYLESLEIE CORP	AP CHECK PRINTING	302.47
SHELL FLEET PLUS	ACCT #065 270 068	898.12
SPICER GROUP	5-YR PARK AND REC MASTER PLAN	617.95
COTE STEPHANIE	TREASURER'S MEETING	29.50
TASER INTERNATIONAL, INC.	CARTRIDGES/BATTER PACK	393.27
MITCHELL TERRY	REIMBURSE FOR TEST	70.00
THRUN LAW FIRM, P.C.	PROSECUTIONS - DEC 2015	470.58
COTE TIM	CLEANING 02/08/16 - 02/21/16	550.00
COTE TIM	CLEANUP AFTER INDOOR MARKET 02/1	125.00
TRUE VALUE HARDWARE	SHIPPING CHARGES	28.48
TRUE VALUE HARDWARE	HOSE HANGER/FASTENERS	48.94
TRUE VALUE HARDWARE	PRESSURE SWITCH	25.99

UNION MORTGAGE  
USA BLUE BOOK  
VERIZON WIRELESS

OVERPAY 400-055-605-016-00  
CHART PENS/PAPER/SUPPLIES  
ACCT #380806320-00001

393.68  
285.54  
84.16

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TOTAL BANK CODE: CHASC

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167,301.13



310 Greenwood Street  
Grand Ledge, MI 48837

# INVOICE

Customer #: 0002  
 Invoice Number: 0000000003  
 Service Date: 12/31/2015  
 Invoice Date: 02/12/2016  
 Terms: NET 30 DAYS  
 Due Date: 03/14/2016  
**Balance Due: \$108,372.36**

**CONSUMERS ENERGY COMPANY  
 TOM BARNHILL, JSC-173  
 1955 W. PARNELL ROAD  
 JACKSON, MI 49201**

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
1.000	SEWER - SALARIES	1,643.38	\$1643.38
1.000	SEWER - EQUIP RENTAL	1,158.30	\$1158.30
1.000	SEWER - REIM OPER SUPPLY	2,649.02	\$2649.02
1.000	SEE ATTACHED INVOICE COPY	102,921.66	\$102921.66

**NOTES:**

PLEASE MAKE CHECKS PAYABLE TO: CITY OF GRAND LEDGE

**Total Invoice: \$108372.36**  
**Credits Applied: \$0.00**  
**Payments Applied: \$0.00**  
**Invoice Balance: \$108,372.36**

Please keep top portion for your records  
 Please detach bottom portion and return with payment

**REMIT PAYMENT TO:  
 CITY OF GRAND LEDGE  
 310 GREENWOOD STREET  
 GRAND LEDGE, MI 48837**

**CUSTOMER:  
 CONSUMERS ENERGY COMPANY  
 INVOICE DESCRIPTION:  
 SEE ATTACHED INVOICE COPY**

Customer ID: 0002  
 Invoice Number: 0000000003  
 Service Date: 12/31/2015  
 Invoice Date: 02/12/2016  
 Terms: NET 30 DAYS  
 Due Date: 03/14/2016  
**Balance Due: \$108,372.36**



AMOUNT PAID

# Invoice



**MACKENZIE**  
companies

**From :** **E. T. MacKenzie Company**  
4248 W Saginaw Hwy  
Grand Ledge, MI 48837  
(517) 627.8408

**Bill to:** **City of Grand Ledge**  
Attn: Larry LaHaie  
310 Greenwood  
Grand Ledge, MI 48837

Cust #	Description	Invoice #	Invoice Date	Due Date	Contract
706	Sanitary Sewer Repair	17197	12/23/2015	1/22/2016	Lansing Time & Material Proj

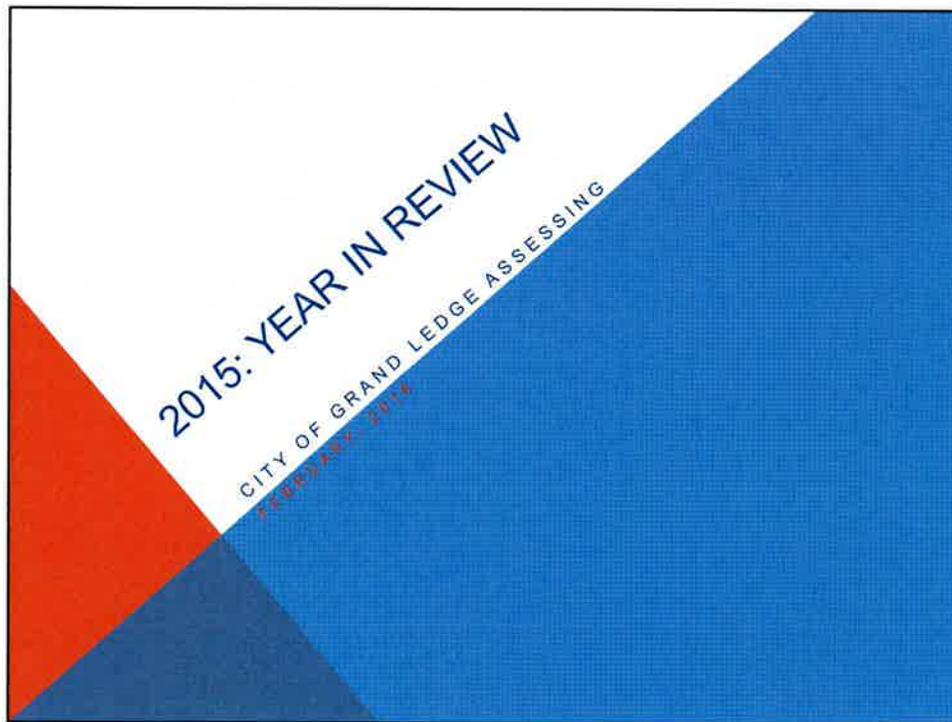
Line	Description	Amount
1	Labor and Equipment	95,630.00
2	Trucking and Disposal	3,636.25
3	Materials	3,474.15

**Notes:**

Please see attached for cost break down.

Subtotal	\$102,740.40
Sales Tax	181.26
Less Retainage	
<b>Total Due</b>	<b>\$102,921.66</b>

101-0.0-040.001



### PERCENTAGE CHANGE IN ASSESSED VALUES

Tax Year	Residential Class	County Avg	Commercial Class	County Avg	Industrial Class	County Avg
2016	+4.1%	3.5%	+1.4%	2.3%	-2.3%	3.6%
2015	5.6%		2.5%		14.7%	
2014	2.3%		2.0%		-2.3%	
2013	-1%		-1%		8%	
2012	-2%		-3%		-3%	
2011	-4%		-8%		-8%	

**DEEDS, OWNERSHIP TRANSFERS**

	<u>2015</u>
Various Deeds Processed:	311
Warranty Deeds Processed:	194
Quit Claim Deeds Processed:	87
Sherriff Deeds Processed:	16
Misc. Deeds Processed:	14

**SALES USED IS SALES STUDY**

**96 SALES USED FOR AN AVERAGE SALE  
PRICE OF**

**\$127,270**

### TAXABLE VALUE CHANGE

Tax Year	Township Total Taxable Value
2016	+1.01%
2015	+3.4%
2014	+1%

~ CPI for 2016 is 1.03% ~

### VARIOUS ASSESSING DEPARTMENT ACTIVITIES

Data Verifications: 580

Building Permits: 136 + revisits from previous year

Personal Property: Added 34 accounts  
Deleted 17 accounts

### **VARIOUS ASSESSING DEP. DUTIES CONTINUED**

- **PREPARED SUMMER AND WINTER TAX ROLLS**
- **PRINTED AND MAILED SUMMER AND WINTER TAX BILLS**
- **ASSISSTED WITH INDUSTRIAL FACILITES EXMEPTION APPLICATION PROCESS**
- **PROCESSED ALL LOT SPLITS AND ADDED THE NEW PARCELS FOR MEADOW WOODS EAST SUBDIVISIONS AND THE GILBERT 425 AREA.**
- **PREPARED AND FILED THE REQUIRED MISC REPORTS WITH THE STATE TAX COMMISSION AND EATON COUNTY**

### **VARIOUS FACTS & INFORMATION**

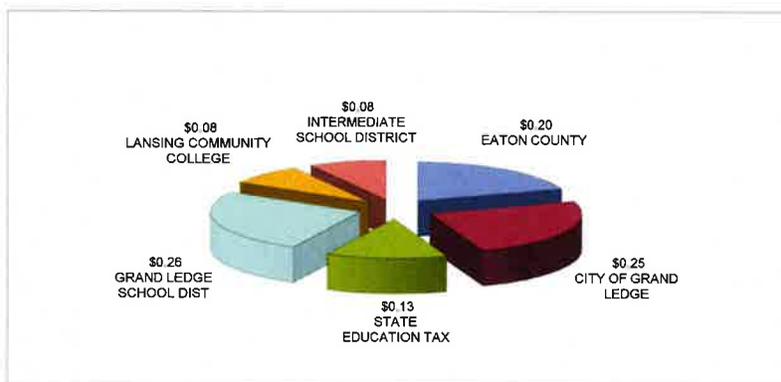
- **Summer Tax Roll: \$7,969,165**
- **Winter Tax Roll: \$2,389,766**
- **Total: \$10,358,931**

### TAX DOLLAR BREAKDOWN

- CITY OF GRAND LEDGE OPERATING .....\$2,307,178
- EATON COUNTY.....\$1,857,225
- GRAND LEDGE SCHOOL DISTRICT.....\$2,438,364
- EATON INTERMEDIATE SCHOOL DIST.....\$792,241
- STATE EDUCATION TAX.....\$1,217,638
- LANSING COMMUNITY COLLEGE.....\$777,980



### HOW IS MY TAX DOLLAR SPENT



## MICHIGAN TAX TRIBUNAL

**4 Cases Settled in 2015\*\*\***

**3 Cases Currently Pending**

**\*\*\*All settled in house with no appraisal or attorney fee's**

## THE DISABLED VETERAN'S EXEMPTION

- ❖ **An exemption from property taxes is available to qualified disabled veterans or their unmarried, surviving spouse who claims the home as their homestead.**
- ❖ **The disabled veteran or the surviving spouse must be a Michigan resident.**
- ❖ **The Act requires an Affidavit be filed annually, along with qualifying proof from the Department of Veteran Affairs.**
  - ❖ **Any disabled veteran exemption is granted by the Board of Review.**
  - ❖ **In 2015, Grand Ledge had 7 parcels that qualified.**

## **PERSONAL PROPERTY – FORM 5076**

**The Affidavit of Owner Eligible Personal Property Claiming Exemption from Collection of Taxes (form 5076) provides an exemption from personal property for commercial/industrial entities with a true cash value of less than \$80,000. The number of annual elections received:**

**2015 – 231 parcels filed for loss of \$356,400 TCV**

**2016 – 207 parcels filed for loss of \$543,800 TCV**

## **ELIGIBLE MANUFACTURING PERSONAL PROPERTY (EMPP)**

- **Phase out of EMPP until fully implemented in 2023**
- **Starting in 2016 Equipment placed into service after 2012 and 2005 or earlier is reported to the State and pay's an Essential Services Assessment which is to be used to reimburse Municipalities for Fire and Police.**
- **All equipment that does not meet the above criteria is reported to the City.**
- **In 2017, 2012 equipment is exempt until all equipment is phased out in 2023.**

## AMAR

The State of Michigan audit , AMAR (Audit of Minimum Assessing Requirements) is a continuous audit of assessing practices on a county by county rotation. Eaton County was recently selected for review in 2015.

The City of Grand Ledge received a perfect score!

## AMAR LETTER

5102 (Rev. 04-15)



STATE OF MICHIGAN  
DEPARTMENT OF TREASURY  
LANSING

RICK SNYDER  
GOVERNOR

NICK A. KHOURI  
STATE TREASURER

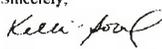
September 11, 2015

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

Dear Mr. Smith:

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

Sincerely,

  
Kelli Sobel  
Department of Treasury

Cc: City Clerk  
Equalization Director  
Field Supervisor

Enclosure: 2014 AMAR Review

## 2015 BOARD OF REVIEW

### MARCH

Organizational Meeting was held March 10<sup>th</sup>  
Hearings were held the 24<sup>th</sup> and 25<sup>th</sup>  
24 Cases were heard

### JULY

Hearings were held July 21<sup>st</sup>  
7 Cases were heard

### DECEMBER

Hearings were held December 15<sup>th</sup>  
11 Cases were heard

## 2016 ASSESSMENT NOTICES

### City of Grand Ledge:

- To be mailed on or about March 1<sup>st</sup>
- Notices will be printed in-house and mailed by Aldinger, Inc.
- Board of Review will be:
  - Tuesday March 29<sup>th</sup> 9:00 – 5:00 p.m.
  - Wednesday March 30<sup>th</sup> 1:00 – 9:00 p.m.

**QUESTIONS ?????**

