



Grand Ledge City Council

**REGULAR MEETING AGENDA
MONDAY, 11 JULY 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 Tom Jancek, Rick Lantz, Jamie Malecki, 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 July 2016 City Council consent agenda, as follows:
 - i. Financial transactions and bills.
 - ii. Monday, 27 June 2016 regular City Council minutes.
 - iii. Amendments to the Annual Budget for the Fiscal Year Ending 2016.
 - iv. Right-of-Way Use Application from Carl Bartlett for a 16 July 2016 block party on Schoolcraft St.
- 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 July 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 June 2016 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.
- 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 approve a Building Maintenance Services Contract with Myers Plumbing & Heating, Inc.
- 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 JULY 2016, AT 7:30 P.M.
IN THE COUNCIL CHAMBERS, CITY HALL, 310 GREENWOOD ST., GRAND LEDGE, MICHIGAN.**

07/08/2016

CUSTOM INVOICE REPORT FOR CITY OF GRAND LEDGE

VENDOR NAME	DESCRIPTION	AMOUNT
56-2 DISTRICT COURT	BOND #15-0864	100.00
ABSOPURE WATER	DISTILLED WATER	134.20
AC & E	WELDING GAS	42.10
ACE HARDWARE	FASTENERS	29.52
AEROSPACE RISK MGMT GROUP	AIRPORT POLICY 07/01/16 - 07/01/17	1,937.00
AGILE SAFETY	GASALERT QUATTRO PREVENTATIVE	327.86
AGILE SAFETY	OXYGEN SENSOR	293.00
ALERUS FINANCIAL	MERS RHFV DIV CONTRIBUTION	150,000.00
ALLDATA	DATA SUBSCRIPTION 08/04/16 - 08/03/17	500.00
ALRO STEEL CORPORATION	ANGLE/SAW CUTTING	62.61
AMBS CALL CENTER	ANSWERING SVC 07/01/16 -7/31/16	63.90
BADER & SONS CO.	PUSH PULL	65.04
BADER & SONS CO.	AUTOCUT	19.95
BADER & SONS CO.	1/2 LB LINE	7.95
BADER & SONS CO.	BLADE	69.36
BARYAMES CLEANERS	UNIFORM CLEANING	399.60
BIG L CORP	TREATED LUMBER/FASTENERS	60.11
BIG L CORP	WOOD - SIDEWALK FORMS	74.16
BOYNTON FIRE SAFETY SERVICE	FIRE ALARM SYSTEM INSTALL	14,929.00
CBI, INC.	COPIER CHARGES	26.95
BLIEVERNICHT CHRIS	REIMBURSE EXPENSES	38.00
CHROUCH COMMUNICATIONS, INC.	PORTABLE KEYPAD/LCD DISPLAY - PD	119.70
CHROUCH COMMUNICATIONS, INC.	DISPLAY	570.00
CITY OF GRAND LEDGE-WATER	WATER - ORCHARD 1403110000	31.83
CITY OF GRAND LEDGE-WATER	WATER - CEMETERY 1402530000	34.87
CITY OF GRAND LEDGE-WATER	WATER - AIRPORT 1502700000	30.69
CITY OF GRAND LEDGE-WATER	WATER - 310 GREENWOOD 1701070001	109.65
COMCAST CABLE	01721 426570-01-8 - PD	4.24
COMCAST CABLE	ACCT #01721 424920-01-7 - CITY HALL PHONE	293.23
CSX TRANSPORTATION	ANNUAL CROSSING FEE - DOT234452H	1,978.00
CUMMINS BRIDGEWAY, LLC	GENERATOR MAINTENANCE 06/01/16 - 05/31/17	3,841.31
CYCLESAFE	CUSTOM BIKE RACK W/HARDWARE	1,379.00
DARLING BUILDERS SUPPLY, INC.	SUPPLIES FOR CATCH BASINS	213.75
DBI BUSINESS INTERIORS	OFFICE SUPPLIES	157.90
DBI BUSINESS INTERIORS	OFFICE SUPPLIES	197.94
DBI BUSINESS INTERIORS	SHREDDER	1,324.66
DELTA CHARTER TOWNSHIP	QUARTERLY ASSESSING APRIL - JUNE 2016	13,062.38
DORNBOS SIGN & SAFETY INC	U-CHANNEL POST	123.90
EATON COUNTY	SOIL EROSION PERMIT - FRANKLIN ST	4,120.00
EATON COUNTY TREASURER	GRAND OAKS TRLR TAX - MAY 2016	332.50
EATON COUNTY TREASURER	LEDGEWAY TRLR TAX - JUNE 2015	382.50
EATON COUNTY TREASURER	W MAIN AND 704 W MAIN	12,093.52
ENG.	E RIVER/FRANKLIN ST - MAY 2016	1,512.50
ENG.	E RIVER/RUSSELL ST - MAY 2016	7,136.25
ETNA SUPPLY INC	MALE ADAPTER/COUPLING	21.83
ETNA SUPPLY INC	SOLDER SLEEVES	213.20
ETNA SUPPLY INC	FLEX COUPLINGS/PIPE/TORQUE WRENCH	166.30
FELZKE FARMS	SAND	240.00
FIRST PLACE SPORTS INC	UNIFORMS	79.00
RUTTMAN FRANK	REIMBURSE FOR UNIFORM	78.94
GRAINGER WW INC	RUST PREVENTATIVE SPRAY	50.28
GRAND LEDGE AREA CHAMBER OF	MOVIE IN THE PARK - 2016	500.00

GRAND LEDGE AREA CHAMBER OF HYDROCORP	MUSIC IN THE PARK - 2016	2,500.00
IT RIGHT	CROSS CONNECTION - JUNE 2016	832.00
BARBER JUSTIN	SVC CONTRACT 08/01/16 - 07/31/17	13,200.00
RISTOW KURT	REIMBURSE FOR K-9 COSTS	464.00
RISTOW KURT	REIMBURSE MILEAGE	28.08
LANSING BOARD OF WATER & LIGHT UNDERHILL MARTIN	REIMBURSE FOR CDL RENEW	65.00
MAURER'S TEXTILE RENTAL	LAB SERVICES - MARCH 2016	198.75
MENARDS - LANSING WEST	REIMBURSE EXPENSES	115.50
MENARDS - LANSING WEST	RUGS	19.30
MENARDS - LANSING WEST	CLEANING SUPPLIES	38.31
MERITAIN HEALTH COMPANY	PICTURE SHELF	17.98
MERS OF MICHIGAN	PADDLE GRINDER/HOSE/ANGLE GRINDER	238.47
MICHIGAN CAT	FLEX/DENTAL/VISION - JULY 2016	175.45
MICHIGAN CAT	PREPAY MERS CONTRIBUTION FY17	139,824.00
MICHIGAN ELECTION RESOURCES	RETAINER/PIN	35.52
MICHIGAN PIPE & VALVE	ADAPTER	38.00
MICHIGAN.COM	PETITIONS/CANDIDATE DECLARATIONS/MASTER CARDS	167.39
MID MICH BLDG INSPECTIONS, LLC	BOLT PACK/SOLID SLEEVE	434.00
NAPCH	LEGAL NOTICE	213.88
NAPCH	BLDG PERMITS/INSPECTS 07/01/16	3,493.00
PITNEY BOWES, INC.	MEMBERSHIP RENEWAL - K-9	25.00
PITNEY BOWES, INC.	K-9 CERTIFICATION SEMINAR	400.00
PURITY CYLINDER INC	METER SCALE RENTAL 07/01/16 - 12/31/16	256.44
RELIANCE STANDARD LIFE	METER RENTAL 07/01/16 - 12/31/16	120.00
REPCO PAPER, BAGS AND MORE	WELDING GASES AND SUPPLIES	198.09
REPCO PAPER, BAGS AND MORE	LIFE INS - JULY 2016	211.02
REPCO PAPER, BAGS AND MORE	MULTIFOLD TOWELS/HANDWASH SUPPLIES	100.25
ROBERTS SINTO CORPORATION	LAUNDRY DETERGENT	308.75
SHELL FLEET PLUS	PLATE	17.85
SMART HOMES	ACCT #065 270 068 - PD FUEL	350.00
SMART HOMES	TV WALL MOUNTS	1,143.08
SOURCE MEDIA, INC.	TV'S PURCHASE AND INSTALL	119.00
STATE OF MICHIGAN	LEGAL AD FOR BOND SALE	3,474.73
HUBBARD STEPHEN	TOKEN FEE 04/01/16 - 06/30/16 MI2343500	1,535.00
TCI, INC. OF MICHIGAN	COMMUNITY ROOM/GYM DEPOSIT	99.00
TCI, INC. OF MICHIGAN	PMT NO 1 - E RIVER/RUSSELL ST	110.00
TCI, INC. OF MICHIGAN	PMT NO 2 - E RIVER/RUSSELL ST	74,674.38
FREUND TERESA	PMT NO. 3 - E RIVER/RUSSELL STREET	77,183.76
MITCHELL TERRY	UTILITY DEPOSIT - 728 JENNE ST	132,128.60
THRUN LAW FIRM, P.C.	REIMBURSE FOR CLASS D	14.38
THRUN LAW FIRM, P.C.	GENERAL	70.00
COTE TIM	LABOR/EMPLOYMENT/HUMAN RESOURCES	2,044.00
COTE TIM	CLEANING AT MUNICIPAL BLDG 06/27/16 - 07/03/16	633.60
TRACTOR SUPPLY PLAN	CLEANING AT MUNICIPAL BLDG 07/04/16 - 07/10/16	275.00
USA BLUE BOOK	HOSE/FUNNEL/RAIN CAP	275.00
	SENSORS	100.45
		70.84
	TOTAL CHECK TYPE: PAPER CHECK	677,617.03

June 2016

City of Grand Ledge
Automatic Payments

Vendor Name	Description	Amount
Chase Credit Card	DPS, Police, City Hall -- Operating Expenses	1,690.36
Consumers Energy	City Wide Utilities	28,935.25
Frontier	DPS Phone	759.80
	Total Payments	<u>31,385.41</u>

TOTAL FOR PAPER CHECKS AND AUTOMATIC PAYS **709,002.44**

Memo

To: City Council
From: Cheryl Grice, City Treasurer
Date: July 11, 2016
Re: Prepayment of FY17 Fringe Liabilities

As discussed with the approval of the FY17 budget, the payment of the total FY17 fringe liability is being prepaid. Below is an analysis of the prepayment of the MERS defined benefit annual liability and prepayment of the MERS Retiree Healthcare Funding Vehicle (RHFV).

What prepayment means:

Increased financial return with MERS pooled investments vs traditional banking investments.

5% average MERS return

.5% traditional investment return

Financial Benefit to the City: Additional compounded annual return of \$13,804

\$150,000 RHFV invested:

- Traditional banking return \$752
- Return with MERS \$7,674

\$139,824 prepaid defined benefit invested:

- Traditional banking return \$747
- Return with MERS \$7,629



DATE: July 8, 2016
TO: Grand Ledge City Council
FROM: Larry LaHaie, Public Service Director
RE: E. River/Russell St. Payment Applications

There are three Construction Pay estimates from TCI, Inc. of Michigan included with the bills to be paid at the July 11 City Council meeting. These are the first three payment applications for work completed to date on the East River St./Russell St. reconstruction project. The three together represent a total of \$315,640.81, amounting to 58% of the total contract amount of \$543,455.60.

Funded by these billings are the majority of the costs associated with construction of the new water main and sanitary sewer, removal of the existing street surface, curb, and sidewalk, construction of the storm sewer between East River St. and the Grand River, and start of the road base and curb. Remaining to be billed is the work involved with installation of the trench drains at the Library parking lot, storm sewer on E. River St., curb and sidewalk, road base and grading, new asphalt, and project restoration and clean-up.

Work started on the project on May 16 and is expected to be completed on July 15.

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

**CITY COUNCIL MINUTES – REGULAR MEETING
MONDAY, 27 JUNE 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 Tom Jancek, Rick Lantz, Jamie Malecki, Thom Sowle, and Don Willems
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

Steve Vagnosi, Michigan Association of Railroad Passengers and Michigan By Rail, presented the Coast-to-Coast Passenger Rail Ridership and Cost Estimate Study to establish passenger rail service between Detroit-Lansing-Grand Rapids.

IV. APPROVAL OF CONSENT AGENDA

- A. Motion (from staff)** – To approve the Monday, 27 June 2016 City Council consent agenda, as follows:

- i. Financial transactions and bills.
- ii. Monday, 13 June 2016 regular City Council minutes.
- iii. Quarterly amendments to the Annual Budget for the Fiscal Year Ending 2016.

COUNCIL MEMBER MULDER MOVED, COUNCIL MEMBER MALECKI SECONDED, TO APPROVE THE MONDAY, 27 JUNE 2016 CITY COUNCIL CONSENT AGENDA. MOTION CARRIED UNANIMOUSLY.

V. APPROVAL OF REGULAR AGENDA

- A. Motion** – To approve the Monday, 27 June 2016 regular City Council agenda.

COUNCIL MEMBER WILLEMS MOVED, COUNCIL MEMBER LANTZ SECONDED, TO APPROVE THE MONDAY, 27 JUNE 2016 REGULAR CITY COUNCIL AGENDA. MOTION CARRIED UNANIMOUSLY.

VI. COMMITTEE AND BOARD REPORTS

VII. STAFF REPORTS

VII. UNFINISHED BUSINESS

IX. NEW BUSINESS

- A. Resolution #25 of 2016** – To approve a Contract with the Michigan Department of Transportation for the Jenne St. Reconstruction Project from Edwards St. to M-43.

COUNCIL MEMBER MULDER MOVED, COUNCIL MEMBER WILLEMS SECONDED, TO ADOPT RESOLUTION #25 OF 2016, TO APPROVE A CONTRACT WITH THE MICHIGAN DEPARTMENT OF TRANSPORTATION FOR THE JENNE ST. RECONSTRUCTION PROJECT FROM EDWARDS ST. TO M-43.

Adam Smith, City Administrator, explained the contract covers the second phase of the Jenne St. Reconstruction Project from Edwards St. to M-43, and mentioned additional safety improvements to the project and the expected July – October timeframe.

The City Council debated the addition of a new traffic signal for pedestrian crossing at Jenne St. and M-43.

MOTION TO ADOPT RESOLUTION #25 OF 2016, TO APPROVE A CONTRACT WITH THE MICHIGAN DEPARTMENT OF TRANSPORTATION FOR THE JENNE ST. RECONSTRUCTION PROJECT FROM EDWARDS ST. TO M-43, CARRIED UNANIMOUSLY.

- B. Resolution #26 of 2016** – To exercise the City's Right of First Refusal on Eaton County tax foreclosed properties.

COUNCIL MEMBER MULDER MOVED, COUNCIL MEMBER LANTZ SECONDED, TO ADOPT RESOLUTION #26 OF 2016, TO EXERCISE THE CITY'S RIGHT OF FIRST REFUSAL ON EATON COUNTY TAX FORECLOSED PROPERTIES.

Adam Smith, City Administrator, explained the properties included in the City's right of first refusal.

The City Council debated the properties included in the City's right of first refusal.

COUNCIL MEMBER LANTZ MOVED, COUNCIL MEMBER WILLEMS SECONDED, TO AMEND RESOLUTION #26 OF 2016, TO SPECIFY THE CITY WILL EXERCISE ITS RIGHT OF FIRST REFUSAL ON PARCELS #400-078-003-370-00 AND #400-002-300-046-00. MOTION CARRIED UNANIMOUSLY.

MOTION TO ADOPT RESOLUTION #26 OF 2016, AS AMENDED TO SPECIFY THE CITY WILL EXERCISE ITS RIGHT OF FIRST REFUSAL ON PARCELS #400-078-003-370-00 AND #400-002-300-046-00, CARRIED UNANIMOUSLY.

- C. Motion** – To amend the Personnel Manual, sections 4.14 Cell Phone Stipend and 4.8 Vacation Days.

COUNCIL MEMBER LANTZ MOVED, COUNCIL MEMBER WILLEMS SECONDED, TO AMEND THE PERSONNEL MANUAL, SECTIONS 4.14 CELL PHONE STIPEND AND 4.8 VACATION DAYS.

Adam Smith, City Administrator, explained the amendments address a technical clarification to designate employees to which the provisions apply.

MOTION TO AMEND THE PERSONNEL MANUAL, SECTIONS 4.14 CELL PHONE STIPEND AND 4.8 VACATION DAYS, CARRIED UNANIMOUSLY.

X. AUDIENCE PARTICIPATION

XI. COMMUNICATIONS FROM THE MAYOR AND COUNCIL

Council member Willems wished everyone a happy and safe Independence Day, and encouraged safety and courtesy when using fireworks.

Council member Jancek mentioned the Grand Ledge Independent article on 16 July 2016 recycling day for hazardous waste.

XII. CLOSED SESSION

XIII. ADJOURNMENT

COUNCIL MEMBER MALECKI MOVED, COUNCIL MEMBER WILLEMS SECONDED, TO ADJOURN THE MONDAY, 27 JUNE 2016, REGULAR CITY COUNCIL MEETING, AT 7:54 P.M. MOTION CARRIED UNANIMOUSLY.

Gregory L. Newman, City Clerk

Kalmin D. Smith, Mayor

CITY OF GRAND LEDGE BUDGET AMENDMENTS/APPROPRIATION REQUEST

Month Ending 7/31/16

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>CURRENT BUDGET/ WORKING CAPITAL AT BEGINNING OF FISCAL YEAR</u>	<u>REQUESTED INCREASE (DECREASE)</u>	<u>AMENDED BUDGET APPROPRIATION/ ESTIMATED REVENUE</u>	<u>REASON FOR AMENDMENTS</u>
Municipal Streets					
204-000-000-699.410	Transfer from Capital Improvement Fund	-	250,000	250,000	To Record repayment for construction costs for E. River St. In Anticipation of Bond Proceeds FY16
204-000.000-390.000	Working Capital	136,101	250,000	386,101	
410-000.000-999.204	Transfer to Municipal Street Fund	-	250,000	250,000	
410-000.000-390.000	Working Capital	250,000	(250,000)	-	

**City of GRAND LEDGE
Job Description**

PUBLIC COMMUNICATIONS COORDINATOR - Exempt

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

General Summary:

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

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

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

Essential Job Functions:

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

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

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

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position.

Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Educational requirements include an Associate's degree in business, public administration or related field. A Bachelor's degree is preferred.
- Experience requirements include three or more years related job experience. Preferably in a local government setting.
- Ability to understand and follow instructions, including maintaining confidential and sensitive information.
- Knowledge of public administration techniques involved in public relations, personnel administration, planning, zoning, community and economic development.
- Skill in responding to public inquiries and internal requests with a high degree of accuracy and professionalism.
- Skill in assembling and analyzing data, and in preparing comprehensive and accurate reports.
- Skill in effectively communicating ideas and concepts orally and in writing, and in making presentations in public forums.
- Skill in the use of office equipment and technology, including computers, social media, website editing, graphic design and related software, and the ability to master new technologies.
- Ability to critically assess situations and solve problems, and to work effectively under stress, within deadlines and changes in work priorities.
- Ability to establish effective working relationships and use good judgement, initiative and resourcefulness when dealing with employees, elected officials, the media, vendors, professional contacts, and the public.
- A valid Michigan driver's license is required.

Physical Demands and Work Environment:

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

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

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

Right-of-Way Use Application

RECEIVED

JUN 27 2016

CITY OF GRAND LEDGE

Event Name Schoolcraft REUNION

Organization (if any) _____

Person Responsible Carl Bantlett

Address 477 Schoolcraft
Grand Ledge 48837

Phone 627-6381

Description of activity (Use the attached map to highlight the street, sidewalk or other public right-of-way requested to be used.): Block off Schoolcraft St fr. 3:00 PM TO 8:PM
FOR Schoolcraft Reunion

Earliest date and time the right-of-way is needed (consider preparation and set-up for the event):

6/1 Jul 1 2016 3:00 a.m./(p.m.)

Latest date and time the right-of-way is needed (consider clean up from the event):

6/1 Jul 1 2016 11:00 a.m./(p.m.)

Describe plans to provide parking for participants, traffic control for the event, security, and crowd control:

Parking in school parking lot. Golf carts for transportation
if necessary.

Describe plans to provide refuse disposal, sanitation facilities, noise control, and private property protection and restoration:

We will provide cans for disposal
and clean up afterwards.

Applicants must provide a list of persons assigned as Marshalls at each intersection along a parade route. Applications will not be approved by the Chief of Police or the Fire Chief, or submitted to the City Council until said list is provided.

Applicants must also provide a certificate of insurance listing the City of Grand Ledge as an additional insured. A certificate listing the City of Grand Ledge as a certificate holder IS NOT acceptable. Applications will not be submitted to the City Council until said certificate of insurance is provided.

I certify the statements made and the information provided in this application for use of a public right-of-way are true, accurate, and complete.

Carl Bartlett
Signature

June 27, 2016
Date

CARL BARTLETT
Printed Name

627-6381
Daytime Phone

Required Reviews

	Approve Request	Deny Request	Initials
<input checked="" type="checkbox"/> Chief of Police	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>ngc</u>
<input checked="" type="checkbox"/> Fire Chief	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input checked="" type="checkbox"/> Public Service Director	<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/> Certificate of Insurance provided			_____

Council Action

	Date of Action Taken	City Clerk's Signature
<input type="checkbox"/> Approved	_____	_____
<input type="checkbox"/> Denied	_____	_____

SCHOOLCRAFT ST

PRESENTS

A BLOCK PARTY

427

SCHOOLCRAFT ST

2:00PM

till

3:30PM



**JULY 16,
2016**

1963 Reunion Picture @4:00pm
(if you are in the above picture please be there by 3:45 so you can be in the reunion photo)
WHAT TO BRING: Dish to pass and your favorite drink & Chairs.

The **SCHOOLCRAFT ST** Reunion Committee will provide Plates, plastic ware, napkins cups and ice.

Ball gloves and baseball shoes- Carl and David Bartlett will organize a softball game.

Right of Way Use Application

We the undersigned do agree to block off Schoolcraft Street from Jones St to Seminary St. For the purpose of a Schoolcraft Reunion. On July 16th, from 3:00 PM to 8:PM.

Address	Signature
423 SCHOOLCRAFT	[Signature]
416 Schoolcraft st.	[Signature]
723 Jones St	[Signature]
427 Schoolcraft	Carl Bartlett
419 SCHOOLCRAFT	[Signature]
424 Schoolcraft	[Signature]
410 Schoolcraft - (no one home)	Carl Bartlett

427-6381

Assistant City Administrator – June Activity Report

Human Resources

- Participated in the interview panel for the hiring of a part time police officer. We interviewed 9 candidates.
- Coordinated and attended employee luncheon on the current health care plan.

Ongoing projects/tasks

- Analysis of Personnel Manual.
- Compile policies and procedures to help stream line all departments.

Airport Management

- Prepared for and attended the June 28th Airport Board meeting, which did not have a quorum.
- Continued correspondence with residents near airport for tree removal.
- Leased 2 additional T-Hangars. There are currently 4 open hangars out of 21 that we rent.

Ongoing projects/tasks

- Tree removal in the airport approach area in accordance with the FAA 20:1 letter.

DDA

- Attended the Local Leader Academy hosted by LEAP
- Prepared for and attended June Board meeting, which did not have a quorum.
- Began work on railing replacement behind Fortino's.
- Began work on options for repairing entrance to Parking Lot #10 (Preston's)

Ongoing projects/tasks

- Update façade program guidelines.

Building Management

- Direct on going repairs by part time staff personnel and contractors as needed. Had a contractor place new mulch around the building including the playground area.

Ongoing projects/tasks

- Continue work on a building maintenance information book to be used by all staff.
- Educate additional staff on building maintenance.

City Clerk – Monthly Report

June 2016

Elections

- Conducted training sessions for Precinct Inspectors.
- Published legal notices required by Michigan Election Law.
- Conducted preliminary equipment testing required by Michigan Election Law.
- Arranged Polling Place Accessibility Checklist compliance review.

Records Management

- Finalized paperwork and documents approved at the 13 and 27 June 2016 regular City Council meetings.
 - Filed paperwork and documents, forwarded appropriate documents to respective management team members, and published legal notices.

Professional Development

- Attended Michigan Association of Municipal Clerks 2016 conference.
 - Freedom of Information Act training
 - Open Meetings Act training
 - Parliamentary training
 - Elections training

Board of Cemetery Trustees

- Researched water system and spigot location in Oakwood Cemetery.
- Provided access to Mausoleum for family of deceased.
- Scheduled and held a Board of Cemetery Trustees meeting to discuss cemetery management and rules.

Tree Board

- Scheduled and held a Tree Board meeting to discuss tree in front of Sun Theater.

Public Relations

- Conducted tours of City Hall for Willow Ridge Elementary 2nd Graders.

Activity	January	February	March	April	May	June	July	August	September	October	November	December	Total
Traffic Crash: Public & Private (931a)	24	14	10	13	10	18							89
Traffic Crash: Personal Injury (931b)	1	2	0	0	0	2							5
Crash Totals	25	16	10	13	10	20	0	0	0	0	0	0	94
Breaking & Entering (998P)	2	2	4	1	0	0							9
Larceny (2399)	6	4	3	18	12	4							47
Retail Fraud (3073)	3	3	3	6	1	3							19
Bad Checks (2693)	1	0	0	0	1	0							2
Credit Card Fraud (2605)	0	1	0	1	1	1							4
Forgery (2589)	0	0	0	1	1	0							2
Identity Theft (2609)	0	3	0	2	0	0							5
Malicious Destruction of Property (2901 & 2999)	2	3	2	2	5	5							19
Stolen Vehicle (2404)	0	0	0	0	1	0							1
Property Crimes Total	14	16	12	31	22	13	0	0	0	0	0	0	108
Domestic Assault (994D)	0	0	1	2	4	2							9
Assault & Battery (1313)	2	1	5	4	3	2							17
Personal Crimes Total	2	1	6	6	7	4	0	0	0	0	0	0	26
Reports Taken	84	80	86	102	100	78							530
Civil Infraction Citations (933A)	20	26	23	10	18	29							126
Misdemeanor Citations (5403)	5	2	1	5	0	3							16
OWI (8041)	2	2	1	1	5	1							12
Traffic Total	27	30	25	16	23	33	0	0	0	0	0	0	154

The Yankee Doodle days celebration came off with little or no issues reported to the police department. There were two notable calls for service last month though. Officer Justin Barber and K-9 D'ash joined several other K-9 teams in the successful search for three bank robbers. That story was in the news and was a great example of all area agencies working together. One story that did not hit the news was the theft of a motorcycle from Grand Ledge. Det Kirk DeWitt was able to develop information that identified the thief and subsequently allowed another jurisdiction to apprehend the suspect and return the motorcycle to its owner. Good work by both officers and two fine examples of inter-agency cooperation

**MONTHLY ACTIVITY REPORT
DEPARTMENT OF PUBLIC SERVICES
JUNE 2016**

DRINKING WATER

Treated water pumped to system – 26.877 million gallons for the month of June, average daily production was 0.896 million gallons per day. Maximum day was 1.218 million gallons pumped while the minimum day was 0.540 million gallons. Its worth noting that the gallons pumped in June was the most for any month since August 2012, no doubt due to the dry conditions we are currently experiencing.

Water was treated with 336.6 lbs. of chlorine gas with an average chlorine residual in the system of 0.56 parts per million (ppm) free chlorine and 0.68 ppm total chlorine. 60.4 lbs of fluoride was also added during the month, measured fluoride in the water system was at 0.69 ppm for the month.

Sixteen routine water samples were collected during the month from the distribution system, wells, and storage tanks and tested for total coliform bacteria by the Board of Water & Light lab. There were no positive tests.

A total of 1,040 meters were read in Cycle 3 (north side of town, north of the river) in June. There were also 28 re-reads of those meters, and 49 final readings collected. Staff also responded to 9 requests for water shut-offs or turn-ons. During June there were 36 water meters replaced as part of the ongoing effort to replace all water meters that have been in service over 10 years. 163 meters have been replaced since the project started in February.

Staff responded to 73 staking requests from the Miss Dig system to locate City water and sewer lines, 9 of those requests were emergencies. DPS was responsible for calling in 6 of the requests, primarily for excavating hazardous sidewalks.

Installation of the new 8-inch and 6-inch water main on East River St. and Russell St. and services to each of the homes was completed. The main passed all the required pressure and bacteriological tests and was connected to the City's water system. Until now, all the homes on Russell St. were served with individual services running from East Jefferson St.

There was a water main break in front of the home at 43 Ferguson St. on the afternoon of Thursday June 23. There was a large hole in the pipe which caused considerable loss of water and the removal of 40 feet of curb and sidewalk on the street. The main was repaired by DPS and service restored in the neighborhood by 9:00 PM in the evening.

The City's annual water quality report was made available by the end of the month, as required by State and Federal regulations. The report was posted on the City's website on June 23 and postcard notices were mailed to every individual water customer. Printed copies are available at City Hall and the Library.

Staff is investigating adding phosphates to the City's drinking water for additional corrosion control in order to prevent the leaching of metals from building plumbing (primarily lead and copper) into the water provided by the City.

WASTEWATER TREATMENT AND COLLECTION SYSTEM

The wastewater treatment plant treated and discharged 27.742 million gallons to the Grand River, a monthly average of 0.825 million gallons per day. Some of the effluent characteristics were:

- 5 day BOD monthly average = 6 ppm, limit is 25 ppm, plant achieved 98% removal
- Suspended solids, monthly average = 3.3 ppm, limit is 30 mg/l, plant achieved 99% removal
- Phosphorus, monthly average = 0.7 ppm, limit is 1.0 ppm

There were no monthly violations of the City's NPDES permit in June, the quality of the water discharged from the plant was excellent. Daily flows dropped off considerably from the previous month due to dry conditions.

The plant is an observation station for the National Weather Service and recorded a total of only 0.48 inches of precipitation for the month.

In addition to the normal routine maintenance at the plant, work continued on painting the metal railings around the outside tanks.

Ten spruce trees were planted inside the plant fence along the park roadway to provide a natural buffer for Fitzgerald Park visitors.

Terry Mitchell successfully passed the examination for the Michigan Class D Wastewater Operator certification and David Gutchess passed the state exam for Stormwater Operator.

Regular routine cleaning of the City's sanitary sewer system continued during the month. The annual goal is to annually clean ¼ of the City's collection system.

OAKOOD CEMETERY

There were a total of eight interments made during the month at Oakwood Cemetery. Four were full burials while four were cremains. Two of the deceased were residents

The Eaton County jail crew was used on two full days during the month. Due to the dry weather, the growth of the lawn has slowed dramatically and the two full-time seasonal employees got caught up on mowing and trimming duties and have had time to fill in and seed many areas that have settled and needed attention for years. Trimming of trees and shrubs has been ongoing.

Peter Newman, son of City Clerk Greg Newman, has been working as a seasonal employee at the Cemetery and has been scraping and repainting the Cemetery office.

STREETS

General street maintenance performed during the month included grading and application of chloride to unimproved streets for dust control, filling of potholes, removal of debris from catch basins, and street sweeping in the downtown area in preparation for the Yankee Doodle Days activities. Work for Yankee Doodle Days also included the delivery, set-up, and removal of for barricades for side streets along the parade route.

DPS staff removed an existing downtown tree adjacent to the Sun Theatre and replaced it with a smaller Ginkgo tree. The existing tree was blocking the theatre marquee.

The replacement of sections of sidewalk with trip hazards caused by the roots of trees in the street right-of-way continued in June. The replacement of those sections of sidewalk has been completed on the north side of town and has moved across the river. The work involves removal of the damaged sections, cutting and removing the roots, grading, and replacing the concrete sidewalk. The work will continue through this year all over town.

The contractor for the East River/Russell St. reconstruction project, TCI of Eaton Rapids, MI, continued work on the project through the month. Good progress has been made and work completed thus far includes demolition of the existing street surface, replacement of the water main on both East River and Russell Streets, installation of a new sanitary sewer on Russell St, and construction of a storm sewer along East River Street and its outlet at the Grand River. The new street base has been constructed and new curb and sidewalk has been installed. The remaining work to be completed includes installation of the trench drains at the entrance to the Library parking lot and paving of both streets, tentatively scheduled for July 12. The project is expected to be completed on July 15.



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF ENVIRONMENTAL QUALITY
LANSING



KEITH CREAGH
DIRECTOR

June 17, 2016

Kurt D. Ristow 17085
212 E. Kent Street
Grand Ledge MI 48837

Dear Kurt D. Ristow :

SUBJECT: Notification of Examination Results

Congratulations! We are pleased to notify you that you have passed the written examination(s) for certification as a drinking water operator in Michigan. Your certificate is enclosed or will be mailed to you in the near future.

A score of 70 percent has been established as passing. Your score was 89.6 percent in the S-2 classification.

In addition to receiving this letter, we are encouraging you to go to our Web site to print out or review additional documentation that is essential for you as a drinking water operator regarding certification renewal and continuing education credit requirements. Go to <http://www.michigan.gov/deqoperatortraining> and look for the link called "Certification Renewal Information" under the Drinking Water label near the bottom of the Web page.

If you have any questions, please contact the Operator Training and Certification Program at 517-284-6544 to be directed to a staff person; or Department of Environmental Quality, Office of Drinking Water and Municipal Assistance, P.O. Box 30241, Lansing, Michigan 48909-7741.

Sincerely,

Kristen S. Philip, Chief
Technical Support Unit
Office of Drinking Water and Municipal Assistance

Enclosure

To: Adam R. Smith, Grand Ledge City Administrator
From: Brian Thelen, Grand Ledge City Assessor
Date: July 1, 2016
Ref: June 2016 Monthly Assessing Department Report

GRAND LEDGE CITY ASSESSOR MONTHLY REPORT

June 2016

Property Transfers and Deeds

- 32 deeds have been processed. The breakdown is as follows:
 - 21 Warranty Deeds
 - 10 Quit Claim Deeds
 - 1 Foreclosure

Michigan Tax Tribunal

- Completed Respondents Answer form to Petitions filed by AutoZone, Grand Manor Apartments and UFS LLC (old Doty floral building)
- Received notice of hearing scheduled for October 4, 2016 for the following MTT Appeals;
 - 713 Maple GL LLCApartment Building
 - Richard Markie.....Office Building
 - Brenda Taylor.....Residential House
 - AutoZone.....Commercial Retail

Other activities

- Preparing the 2016 summer tax roll.
- Printing the 2016 summer tax bills

Zoning Administrator - Monthly Report June, 2016

General Activities:

- **Permits:**

- 10 building permits
- 4 fence permits
- 1 zoning permit
- 1 lot split application

- **Violations:**

Tall Grass/Weeds:	15
Trash/Junk:	4
Junk Vehicles	2
Illegal Parking	1
Other:	3

Zoning Board of Appeals:

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

Planning Commission

- At its June 2, 2016 meeting, the Planning Commission held a community workshop/charrette to receive input from the community on a proposed ordinance to permit higher density single family residential development. Only 2 members of the public attended the meeting. The Planning Commission intends to finalize the proposed ordinance at its August meeting and begin the adoption process.
- The Planning Commission has completed its review and update of the Master Plan – a draft of the revised Plan is being assembled so that the adoption process can begin.

Site Plan Review:

- A site for a new O'Reilly Auto Parts store at 608 S. Clinton Street (site of the former McDonald's) has been received and is in the process of being reviewed at the staff level. The site plan will be on the August Planning Commission meeting agenda for approval.
- A revised site plan for an addition to the office building at 403 S. Clinton Street is in the process of being reviewed.

Grand Ledge City Council Resolution # _____ of 2016

A Resolution to Approve a Building Maintenance Services Contract with Myers Plumbing & Heating, Inc.

A resolution adopted by the Grand Ledge City Council, at a regular meeting held on Monday, 11 July 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 solicited proposals for building maintenance and staff reviewed the received proposals; and

Whereas, the staff recommends the City approve the building maintenance services contract with Myers Plumbing & Heating, Inc.;

Now, Therefore, It Is Resolved:

1. The City approves the Building Maintenance Services Contract with Myers Plumbing & Heating, Inc., as attached.
2. The City directs the City Administrator and Finance Director / Treasurer to appropriate the funds necessary to implement said contract.
3. The Mayor and the Clerk of the City, or their duly authorized agent or representative, are authorized and directed to execute said contract on behalf of the City of Grand Ledge; to do any other act(s) or thing(s) which shall be necessary to execute said contract 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 contract.

Motion by

Second by

Ayes:

Nays:

Absent:

Approved:

Kalmin D. Smith, Mayor

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

Gregory L. Newman, City Clerk

TO: Mayor and City Council members

FROM:  Ameer King, Assistant City Administrator

RE: Building Maintenance Services Contract

DATE: July 8, 2016

On April 25, 2016 we solicited 15 companies with our Request for Proposals – 2016 City of Grand Ledge Building Maintenance Services for City Hall (see attached). We held a pre-bid meeting/building walk through on May 10, 2016, and had representatives from 5 companies participate. We received 2 bids on May 27, 2016. Below is a breakdown of the bids.

Myers Plumbing & Heating, Inc. - Mechanical, Plumbing, General Maintenance hourly rate of \$85.00 and electrical hourly rate of \$95.00.

ATI Group – Mechanical, Plumbing, General Maintenance, and electrical hourly rate of \$108.00.

My recommendation is to enter into a service contract with Myers Plumbing & Heating, Inc. on an hourly rate plus time and materials. Their hourly rate is less and their knowledge and experience of this building is extensive.

City of Grand Ledge
Contract for Services
(Independent Contractor)

THIS AGREEMENT is made and entered into this 11 day of July, 2016, by and between the CITY OF GRAND LEDGE, MICHIGAN, a Municipal corporation whose office is located at 310 Greenwood Street, Grand Ledge, Michigan 48837 (“City”), and Myers Plumbing & Heating Inc., whose address is 16825 Industrial Parkway, Lansing, MI 48906 (“Contractor”).

RECITALS

WHEREAS, it is the intent of the City to retain the services of the Contractor for Building Maintenance Services for City Hall; and

WHEREAS, the parties wish by this agreement to define their respective rights and obligations among other things during the term of this Agreement.

NOW THEREFORE, for and in consideration of the mutual promises, terms, conditions, and covenants expressed in this Agreement, the parties agree as follows.

1. **Services.** Unless directed by the City Administrator or Assistant City Administrator, the Contractor shall provide the following services. The Contractor shall be responsible for general maintenance including repairs of mechanical, plumbing, HVAC, and electrical for City Hall as outlined in the Building Maintenance Services for City Hall Request for Proposals (exhibit A).
2. **Compensation.** The City shall pay the Contractor in the amount of \$85.00 per hour for general maintenance including mechanical, plumbing, and HVAC repairs and \$95.00 per hour for electrical repairs, plus actual parts and materials costs for all repairs.
3. **Payment.** The Contractor shall timely provide a written invoice to the City for services actually rendered pursuant to this Agreement. The City shall remit payment to the Contractor within 30 calendar days after receiving the invoice.
4. **Contractor Responsibilities.** The Contractor shall, at its sole cost and expense, be responsible for acquiring, maintaining, and insuring all equipment and materials necessary for the Contractor to perform the services identified in this Agreement. The Contractor shall, at its sole cost and expense, secure and maintain appropriate insurance for general liability and worker’s compensation, and provide the City with a copy of the certificates of insurance.
5. **Status.** The parties understand that the Contractor is not and shall not be considered an employee of the City. The parties hereto acknowledge and agree that the City shall not withhold any amounts for federal, state or local income taxes, Medicare taxes, or social security taxes from the fees paid pursuant to this Agreement.
6. **Non-Exclusivity.** The parties agree this Agreement shall be non-exclusive. The City reserves the right to use any other means it may desire or determine for the purpose of Building Maintenance Services for City Hall. The City also reserves the right to supplement the services of the Contractor as the City may chose. The City makes no guarantees as to the total amount of compensation that the Contractor may earn per this Agreement, and reserves the right to limit the amount of Services the City requests the Contractor to provide under this Agreement. The Contractor reserves the right to provide services to other clients and customers as it sees fit.
7. **Term.** The term of this agreement shall be from July 12, 2016 through June 30, 2017. This Agreement can only be renewed by the mutual written agreement of the parties.
8. **Indemnification.** The Contractor agrees to indemnify and hold the City harmless from any and all liability arising out of this agreement, including but not limited to the payment of any amounts for federal, state and local taxes, and/or social security and Medicare taxes.

9. **Termination.** Either party to this agreement may terminate this contract upon 30 days' written notice to the other party. This right of cancellation shall be exercisable at the sole discretion of the cancelling party and requires no just cause or other reason.
10. **Breach.** In the event of a material breach of the Agreement by either party, it is agreed that the non-defaulting party shall be permitted to recovery, in addition to any other remedy that may be available to it, at law or at equity, all reasonable attorney's fees and costs, and damages incurred as a direct result or consequence of such breach.
11. **Jurisdiction.** Any proceeding claim, or cause of action, at law or equity, arising under this Agreement or as a result of a breach thereof, shall be brought only in the appropriate court for Eaton County, Michigan. This agreement has been executed in the State of Michigan, and therefore shall be construed, interpreted and applied on only according to the laws of the State of Michigan.
12. **Understanding and Binding Effect.** This Agreement represents the entire understanding and agreement between parties, and all prior understandings and agreements are specifically merged in this Agreement. This Agreement shall inure to the benefit of and be binding upon the parties and their respective heirs, personal representatives, members, assigns, and successors.
13. **Notices and Mailings.** All notices and other documents to be served or transmitted shall be in writing and addressed to the respective parties at the addresses stated on Page 1 of this Agreement or such other address or addresses as shall be specified by the parties from time to time, and may be served or transmitted in person or by ordinary or certified mail properly addressed with sufficient postage.
14. **Severability.** If any section or provision of this Agreement is unenforceable for any reason, the unenforceability shall not impair the remainder of this Agreement, which shall remain in full force and effect.
15. **Captions.** The captions in this Agreement are for convenience only and shall not be considered as part of this Agreement or in any way amplifying or modifying its terms and provisions.
16. **Authority.** The respective signatures below expressly acknowledge that this Agreement is made and entered into with the full authority of the City of Grand Ledge City Council, and that the person/s executing this Agreement on behalf of the respective parties have been duly authorized and empowered to make and enter into this Agreement.

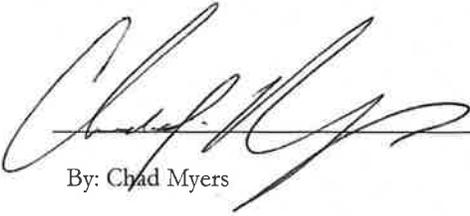
IN WITNESS WHEREOF we have executed this Agreement on the date and year first above written.

City of Grand Ledge

By: Adam R. Smith

Its: City Administrator

Myers Plumbing & Heating Inc.



By: Chad Myers

Its: Vice President



REQUEST FOR PROPOSALS

2016 CITY OF GRAND LEDGE BUILDING MAINTENANCE SERVICES FOR CITY HALL

DATE:	April 25, 2016
-------	-----------------------

PROPOSAL DUE DATE: **Friday, May 27, 2016 at 12:00 P.M.**

PRE-BID MEETING/BUILDING WALK-THROUGH: **Tuesday, May 10, 2016 at 9:00 A.M.** at Grand Ledge City Hall, Council Chambers, 310 Greenwood, Grand Ledge, Michigan 48837

NOTE: This is the only opportunity Bidders will have to walk through the building. No other walk-through appointments will be scheduled.

PROPOSAL DELIVERY LOCATION: City of Grand Ledge
ATTN: Ameer King, Assistant City Administrator
310 Greenwood Street, Grand Ledge, Michigan 48837

CONTACT: Ameer King, Assistant City Administrator
517-622-7925
aking@grand-ledge.com
310 Greenwood Street, Grand Ledge, Michigan 48837

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Request for Proposal (RFP)

2016 CITY OF GRAND LEDGE BUILDING MAINTENANCE SERVICES FOR CITY HALL

Introduction

The City of Grand Ledge is requesting sealed bid proposals for the maintenance services including the management, supervision, labor, materials, supplies, and equipment (except as otherwise provided) to ensure effective operations of City Hall, located in 310 Greenwood Street. The City seeks to engage a qualified Contractor for these services for one (1) base year and two (2) additional 1-year periods.

The goals of the project are to:

- Provide a single source for comprehensive services which include the maintenance of HVAC, electrical, mechanical, and plumbing systems key to ensure the uninterrupted operation of City Hall
- Provide reliable maintenance and accurate reporting of operating systems to enhance the overall efficiency of operations
- Incorporate energy and maintenance cost savings

Building History and Existing Conditions

Greenwood Elementary School was built in 1950 and closed by the Grand Ledge Public School District in 2010. In July 2012 the City took title of the property to repurpose the building into highly-functional City Hall, including a Police Department and Community Center space. The building houses approximately 70 staff. While the City Hall administrative offices are generally open Monday through Friday, 8:00am – 5:00pm, the Community Center space is often utilized after hours and the Police Department space is open 7 days a week, 24 hours a day. The building is approximately 66 years old, and with the recent rehabilitation is in good condition.

The building consists of a membrane roofed, steel framed, brick sided building that includes office and community space of approximately 25,000 square feet within a single-story building. Core areas, including corridors and some internal rooms, are served by forced air, single-zone, heating and cooling systems. Central equipment for these systems includes 20 roof mounted gas/electric heating/cooling units.

Maintenance is defined as the periodic performance of various construction tasks, minor repair and maintenance associated with interior and exterior upkeep for HVAC, plumbing, and electrical systems to ensure local code requirements are met and threats to health and human safety are mitigated. See Attachment A – Labor and Materials Cost.

For purposes of this RFP, it should be noted that a separate contract is in place to address the use and maintenance of the generator installed at City Hall.

Companies with demonstrated experience in maintenance of public facilities and with an interest in making their services available to the City of Grand Ledge are invited to respond to this RFP. “Respondents” means the companies or individuals that submit proposals in response to this RFP. It is understood that the selected Respondent acting as an individual, partnership, corporation or other legal entity, is state licensed and certified in accordance with title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 (FIRREA) (12 U.S.C. 3331 et seq.) and capable of providing the specified services. The Respondent shall be financially solvent and each of its members if a joint venture, its employees, agents or sub-consultants of any tier shall be competent to perform the services required under this RFP document.

Pre-Proposal Meeting

A pre-proposal meeting and building walk-through will be held on Tuesday, May 10th 2016, at 9:00 A.M. in the Council Chambers of City Hall, 310 Greenwood Street, Grand Ledge, Michigan 48837.

The meeting will include a walk-through of the entire City Hall building. This is the only opportunity to view the building. No other visits will be scheduled.

Selection Timetable

Release RFP	Monday, April 25, 2016
Pre-proposal Meeting/Building Walk-Through	Tuesday, May 10, 2016 at 9:00 A.M.
Deadline for RFP Questions	Friday, May 13, 2016 at 5:00 P.M.
RFP Due Date	Friday, May 27, 2106 at 12:00 P.M.
Bid Opening	Friday, May 27, 2016 at 12:00 P.M.
Tentative Bid Award	June 13, 2016

Submittal of Proposal

Deadline: Friday, May 27, 2106 at 12:00 P.M.

Respondents shall submit three (3) paper copies of RFP response. Proposals shall be sealed and clearly labeled “RFP – 2016 Building Maintenance for City Hall”.

Proposals, and any questions related to the RFP, may be directed to:

Amee King, Assistant City Administrator
310 Greenwood Street, Grand Ledge, Michigan 48837
517-622-7925
aking@grand-ledge.com

The bid price shall not include an allowance for State Sales Taxes or Federal Excise Tax. The City, upon request, will provide the successful bidder with properly executed tax exemption certificates or tax exemption numbers. All other taxes required by law shall be paid by the successful Contractor.

Any proposal may be withdrawn or modified by written request, provided such request is received by the City at the above address prior to the date and time established for receipt of proposals. Proposals not so withdrawn shall constitute a firm offer to provide the services contained therein and shall remain firm for acceptance for sixty (60) days.

The cost of preparing a response to this RFP, including site visits, are the Contractor's sole responsibility and will not be reimbursed by the City of Grand Ledge.

The City reserves the right to reject any or all proposals, to award the contract to other than the low bidder, to accept any or all alternatives, to waive irregularities and/or informalities and, in general, to make the award in any manner deemed by it, in its sole discretion, to be in the best interest of the owner.

Qualifications of the Firm

The City of Grand Ledge may award the maintenance contract to the firm that, in its sole opinion, is the most capable of providing the range of services described and anticipated by this RFP, and is in the long term best interest of the city and its residents.

To be considered for this project, a provider must demonstrate knowledge and experience in providing similar services.

The City of Grand Ledge reserves the right to investigate the qualifications of all firms under consideration including any information furnished by potential candidates.

The City of Grand Ledge reserves the right to:

- reject any or all proposals
- modify the proposal
- establish evaluation criteria determined to be in the best interest of the city
- issue a subsequent RFP
- approve or disapprove the use of a particular manufacturer's equipment, supplies, or subcontractor's services
- conduct interviews of potential firms and their listed subcontractors prior to selection

Note: This RFP does not commit the City of Grand Ledge to negotiate a contract, nor does it obligate payment for any cost incurred in the preparation and submission of the proposal.

Evaluation Process

All proposals will be evaluated by a committee composed of City representatives. The evaluation committee may schedule interviews with finalists to clarify information provided in the proposals. The City Council will make a final selection based upon the evaluation committee recommendations and such other factors as the City Council deems to be in its best interest of the City of Grand Ledge.

Proposals will be evaluated on the basis of the following criteria:

- Qualification of the respondent
- Technical approach
- Financial projections
- Track record and references
- Other offerings and services

Contractors will be required to verify and ensure that employees and sub-contractors providing services are using environmentally sound cleaning products wherever practical and reserves the right to inspect products on demand.

The Contractor must demonstrate its ability to deliver very competitive rates for the noted services. Of particular interest to the City is the ability of the firm to demonstrate pro-active management of City assets by assisting in the development of annual upgrade and maintenance projects with appropriate budgets. Further, the City seeks a firm capable of providing project management support for more complex repair and upgrade projects. Demonstrated familiarity with local building codes and construction techniques and materials is essential.

Subcontracting

In the execution of the Contract it may be necessary for the selected firm to sublet part of the work to others. The selected firm will be fully responsible to the City of Grand Ledge for the acts and omissions of subcontractors and of all persons whether directly or indirectly employed by the selected firm. Nothing in the contract shall create any contractual relationship between any subcontractor and the City of Grand Ledge. The selected firm shall not assign, transfer, convey, or otherwise dispose of the contract, or any part thereof, or the firm's right, title, or interest in the same or any part thereof, without the previous written consent of the City of Grand Ledge. The selected firm shall not assign any, of the moneys due or to become due and payable under the contract, without previous written consent of the City of Grand Ledge.

Labor Laws and Equal Employment Opportunity

The selected firm and subcontractors must abide by Federal, State and local regulations pertaining to equal employment, and shall obey and abide by all the laws of the State of Michigan relating to the employment of labor and public work and all ordinances and requirements of the City of Grand Ledge regulating or applying to public improvements.

Indemnification and Hold Harmless

The selected firm agrees to indemnify and hold harmless the City of Grand Ledge and their officers, employees, and agents from any and all liability, loss, or damage as a result of claims, actions, suits, causes of action, proceedings, costs, expenses, judgments and liabilities of any kind whatsoever arising out of selected firm's performance of the contractual work. It is further agreed that the selected firm shall have the responsibility to the City of Grand Ledge for the proper performance of its professional services in conformity with the customary and usual result of the failure of such performance, provided such damages suffered by the City of Grand Ledge as a result of the failure of such performance, provided such damages are caused by the selected firm's error, omission or negligent act, or the error, omission or negligent act of its officers, agents, or employees. No compensation will be paid to the selected firm for services required to correct work arising out of the selected firm's errors or omissions; however, the selected firm shall be responsible for any payment to other consultants/Contractors to correct work arising from RFP Building Maintenance Services for the City Hall the selected firm's errors and omissions. A representative of the selected firm shall sign and submit Hold Harmless Agreement as evidence prior to commencement of the contractual work.

Insurances

The selected firm shall procure and maintain during the life of the contract the following insurance coverage from a company or companies licensed to sell insurance in Michigan with an A+ A.M. Best rating, or equivalent: Workers Compensation in compliance with Michigan law; Comprehensive General Liability Insurance in the amount of \$1,000,000 each occurrence for Bodily Injury Liability and Property Damage Liability. In addition, the successful Contractor will procure and maintain an Umbrella Liability policy in the amount of \$2,000,000. Such insurance will protect the Contractor and shall name the City of Grand Ledge and the Project site(s) as additional or co-insured's, but only to the extent of any negligence of Contractors and consistent with the terms and conditions of Contractors' insurance policies.

The insurance required shall be written for the greater of limits not less than the limits of liability specified or required by the law OR primary coverage of \$1,000,000 per occurrence on an occurrence basis coverage shall be maintained without interruption from date of commencement of operations under the contract until the date herein specified that coverage is no longer required.

All certificates of insurance must be forwarded to the City of Grand Ledge prior to commencement of any work. Required insurance policies shall not be changed or canceled without ninety (90) days prior written notice to the City of Grand Ledge.

Requirements

The Contractor shall coordinate any needed inspections with the Assistant City Administrator, or their delegate, for the City of Grand Ledge.

General Notes

1. By State Law, NO SMOKING shall be allowed on the project site. Personnel caught smoking will be removed from the project.
2. Contractor's personnel are expected to maintain a high quality professional attitude while on site. Contractors and subcontractors shall be subject to such rules and regulations for the conduct of the work as the City of Grand Ledge may establish. Possession or consumption of alcoholic beverages or drugs or noxious behavior on site is strictly prohibited. Violations of any of the above will result in removal of the individual and employer from the project and they will be held liable for any damages which may result due to their actions.
3. All personnel will be required to provide identifying information and wear an identification badge at all times while on site.
4. General interactions with community members by Contractor employees is prohibited. At no time shall any personnel address community members unless for safety reasons or there is imminent danger.

Type of Contract

The City of Grand Ledge contemplates award of a firm, a fixed-price contract with a pre-authorized cost-reimbursement component.

Scope of Work

Provide all labor, tools, equipment, lifts, and all other necessary equipment and supplies to provide regular maintenance at City Hall located at 310 Greenwood Street, Grand Ledge, Michigan.

Other Fee Related Services

Review the building assets annually and provide a list for budgeting and planning purposes, of special maintenance projects which will maintain the integrity of the building and improve its life cycle with particular emphasis on energy efficient performance.

Mechanical/Heating, Venting, Air-Conditioning (HVAC)

The Contractor shall possess and maintain a working knowledge of the Facility's mechanical systems and provide the required maintenance and repairs for uninterrupted operation.

The work will consist of filter changes, belt changes, equipment lubrication, documentation of the above maintenance, and chiller system start-up and shutdown. Procure as necessary resources to perform major repairs and replacements to motors, controls and associated drive mechanisms.

It is the intent of these specifications to describe the inspection, service, and repair services including, but not limited to, checking and cleaning coils, supply and replace filters, change belts as needed and approved, checking wiring and pressures for HVAC systems. All parts and services which are necessary in order to provide the services required by this bid and the equipment ready for operation, shall be included in the bid and shall conform in strength, quality of workmanship and material to that which is usually provided the trade in general. Any variance from the specifications or standards of quality must be clearly pointed out in writing by the bidder.

Air Handlers

Equipment Type	Air Handlers	
Number in Operation	5	
Building Area	Entire Building	
Months in Service	12, January - December	
Annual Proposed Maintenance		
	Task	Frequency
	Change filters	Every 4 months
	Clean lower micro filters	Every 4 months
	Clean cooling coils	Twice annually
	Clean A/C drains	Annually, beginning of cooling season
	Check operation of electric motors	Annually
	Visually inspect the entire unit	Annually

Unit Ventilators

Equipment Type	Unit Ventilators	
Number in Operation	14	
Building Area	Entire Building	
Months in Service	12, January - December	
Annual Proposed Maintenance		
	Task	Frequency
	Replace filter	Quarterly
	Inspect drain pan	Quarterly
	Clean drain pan	Quarterly
	Remove fan board and clean coils	Annually
	Lubricate fan shaft	Twice annually

Wall-Mounted Unit Heaters

Equipment Type	Wall-Mounted Unit Heaters	
Number in Operation	12	
Building Area	Entire Building	
Months in Service	7, October - May	
Annual Proposed Maintenance		
	Task	Frequency
	Clean unit	Annually
	Visually inspect the unit	Annually

Ceiling-Hung Unit Heaters

Equipment Type	Ceiling-Hung Unit Heater	
Number in Operation	3	
Building Area	City Hall and Police Dept.	
Months in Service	12, January - December	
Annual Proposed Maintenance		
	Task	Frequency
	Clean unit of dirt and dust accumulation	Monthly
	Visually inspect for leaks	Annually
	Clean casing, fan, diffuser, and coil	Twice annually
	Heatsink temperature check and cleaning	Twice annually
	Main cooling fan replacement	Every 5 years
	Internal enclosure cooling fan	Every 3 years

Air Compressor

Equipment Type	Air Compressor	
Number in Operation	1	
Building Area	Entire Building	
Months in Service	12, January - December	
Annual Proposed Maintenance		
	Task	Frequency
	Inspect	Quarterly

Chiller

Equipment Type	Chiller	
Number in Operation	20	
Building Area	Rooftop	
Months in Service	12, January – December	
Annual Proposed Maintenance		
	Task	Frequency
	Start-up Maintenance	April
	Clean coils	July
	Check glycol levels	November
	Check evaporator refrigerant pressure and condenser refrigerant pressure on the display	Monthly
	Check liquid line sight glasses per manufacturer's instructions	Monthly
	Measure and record the system superheat	Monthly
	Measure and record the system sub-cooling	Monthly
	Manually rotate condenser fans	Monthly
	Check oil level and refrigerant charge	Annually
	Have qualified laboratory perform a compressor oil analysis to determine moisture content and acid level	Annually
	Leak test the chiller, checking operating and safety controls and inspect electrical components	Annually
	Inspect all piping components for leakage or damage and clean out any inline strainers	Annually
	Clean and repaint any areas that show signs of corrosion	Annually
	Clean condenser coils	Annually
	Clean condenser fans, check for proper clearance in fan openings and for motor shaft misalignment, abnormal end-play, vibration and noise	Annually
	Manually rotate condenser fans	Weekly
	Check oil level and refrigerant charge	Weekly

Boilers

Equipment Type	Boilers	
Number in Operation	2	
Building Area	City Hall	
Months in Service	7, October - May	
Annual Proposed Maintenance		
	Task	Frequency
	Visually inspect for leaks and wear	Annually
	Check backflow valve	Annually
	Clean burners	Annually
	Clean H+ Exchange	Annually
	Mid-Season visual inspection: Feb - Mar	Monthly
	Annual CSD-1 inspections	Annually
	Certify with State of Michigan	Every 3 years

Coils

Equipment Type	Coils	
Number in Operation	7	
Building Area	City Hall and Police Dept.	
Months in Service	12, January – December	
Annual Proposed Maintenance		
	Task	Frequency

Pumps

Equipment Type	Boiler Pumps	
Number in Operation		
Building Area	City Hall	
Months in Service	12, January – December	
Annual Proposed Maintenance		
	Task	Frequency
	Greased	Quarterly
	Ensure green and white pumps each run every other day	Quarterly
	Visually inspect for leaks and wear	Quarterly

Furnace Unit #7

Equipment Type	Furnace Unit #7	
Number in Operation	1	
Building Area	Rooftop	
Months in Service	7, October - May	
Annual Proposed Maintenance		
	Task	Frequency
	Visually inspect the unit	Annually
	Check operation of electric motors	Annually
	Clean or replace filter	Twice Annually

Energy Recovery #21

Equipment Type	Energy Recovery #21	
Number in Operation	1	
Building Area	Rooftop	
Months in Service	12, January - December	
Annual Proposed Maintenance		
	Task	Frequency
	Visually inspect the unit	Annually
	Check operation of electric motors	Annually
	Clean or replace filter	Twice Annually

Plumbing

Includes faucet washer replacements, clearing plumbing blockages within the confines of the building perimeter with plunger or snake devices. Procure necessary resources to clear major blockages, replacement of fixtures and valves.

Kitchen Sinks and Faucets

Equipment Type	Kitchen Sinks and Faucets	
Number in Operation	7	
Building Area	Entire Building	
Months in Service	12, January - December	
Annual Proposed Maintenance		
	Task	Frequency
	Inspect	Monthly
	Clean screens in faucet	Twice Annually
	Check for drips/General Maintenance	Monthly

Drinking Fountains

Equipment Type	Drinking Fountains	
Number in Operation	3	
Building Area	Entire Building	
Months in Service	12, January - December	
Annual Proposed Maintenance		
	Task	Frequency
	General Maintenance	Annually

Bathrooms

Equipment Type	Bathrooms	
Number in Operation	10	
Building Area	Entire Building	
Months in Service	12, January - December	
Annual Proposed Maintenance		
	Task	Frequency
	Inspect for drips/General Maintenance	Monthly
	Clean screens in faucet	Twice Annually

General Maintenance

The Contractor shall possess and maintain a working knowledge of the Facility's general operational needs and provide the required maintenance and repairs for uninterrupted operation.

Floor Drains

Equipment Type	Floor Drains	
Number in Operation		
Building Area	Entire Building	
Months in Service	12, January - December	
Annual Proposed Maintenance		
	Task	Frequency
	Flush drains with 2 gallons of water: Jun - Sept	Monthly
	Fill traps with enzyme cleaner: Oct - May	Monthly
	NOTE: Install Sure Seal trap seals where applicable and will meet code	Annually

Water Softener

Equipment Type	Water Softener	
Number in Operation	2	
Building Area	City Hall	
Months in Service	12, January – December	
Annual Proposed Maintenance		
	Task	Frequency
	Visually inspect for leaks and wear	Annually
	Check brine and add salt as needed	Monthly

Roof Drains

Equipment Type	Roof Drains	
Number in Operation	4	
Building Area	Rooftop	
Months in Service	12, January - December	
Annual Proposed Maintenance		
	Task	Frequency
	Clean debris from drain	November
	Clean debris from drain	June

Exhaust Fans

Equipment Type	Exhaust Fans: #2,3,4,5,6,8,9,10,11,12,13,14,15,16,17,18,19,20,22, and 23	
Number in Operation	20	
Building Area	Rooftop	
Months in Service	12, January – December	
Annual Proposed Maintenance		
	Task	Frequency
	Inspect bolts and setscrews for tightness	Twice annually
	Inspect belt wear, tension, and alignment	Twice annually
	Inspect bearings	Twice annually
	Clean exterior surface	Twice annually
	Check operation of electric motors	Twice annually

Electrical

The Contractor shall furnish all labor, parts and material, perform all work, furnish all accessories and do everything that is necessary to ensure all lamps and ballasts are in good working order, utilizing materials of like design and composition to those originally supplied and installed with accurate workmanship, skillfully fitted and properly connected.

Light Bulbs – Indoor

Equipment Type	Light Bulbs – Indoor	
Number in Operation		
Building Area	Entire Building	
Months in Service	12, January - December	
Annual Proposed Maintenance		
	Task	Frequency
	Inspect	Monthly
	Replace failed light bulbs with new light bulbs with the same temperature and color	Monthly

Light Bulbs – Outdoor

Equipment Type	Light Bulbs – Outdoor	
Number in Operation		
Building Area	Exterior	
Months in Service	12, January - December	
Annual Proposed Maintenance		
	Task	Frequency
	Inspect	Monthly
	Replace failed light bulbs with new light bulbs with the same temperature and color	Monthly

Ballasts

Equipment Type	Ballasts	
Number in Operation		
Building Area		
Months in Service	12, January - December	
Annual Proposed Maintenance		
	Task	Frequency
	Inspect	Monthly
	Replace failed ballasts with new ballasts	Monthly