



## Grand Ledge City Council

**REGULAR MEETING AGENDA  
MONDAY, 12 SEPTEMBER 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, 12 September 2016 City Council consent agenda, as follows:
    - i. Financial transactions and bills.
    - ii. Monday, 22 August 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, 12 September 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 August 2016 staff reports.

**Charter Commission Report**

- VIII. **UNFINISHED BUSINESS** – The City Council may again debate any item(s) previously debated but not finally disposed of and may or may not act upon the item(s) as indicated.
- A. **Public Hearing** – On an Industrial Facility Exemption Application by Capitol Bedding Company, Inc.
- 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 an Application for Industrial Facilities Tax Exemption Certificate from Capitol Bedding Company, Inc.
- B. **Resolution** – To approve a bid award to E. T. MacKenzie Company for 704 W. Main St. demolition.
- C. **Resolution** – To approve Contract Modification #01 for the E. River St. and Russell St. Reconstruction project.
- 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.

  
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Gregory L. Newman, City Clerk

09/08/2016 CITY COUNCIL INVOICE REPORT FOR 09/12/16		
VENDOR NAME	DESCRIPTION	AMOUNT
ABSOPURE WATER	COOLER	12.00
ABSOPURE WATER	DISTILLED WATER	15.50
AC & E	PORTABLES AT RECYCLE/JC PARK/OAK PARK	234.00
ACE HARDWARE	SHOP VAC FILTER	39.99
ACE HARDWARE	WASP/HORNET KILLER	5.99
ACE HARDWARE	WET/DRY VAC	32.99
ACE HARDWARE	HARDWARE/FASTENERS	27.54
ACE HARDWARE	LEVEL	9.99
ALEXANDER CHEMICAL CORP.	CHLORINE	481.00
ALEXANDER CHEMICAL CORP.	CHLORINE/CONTAINER DEPOSIT	1,974.00
ALEXANDER CHEMICAL CORP.	CONTAINER DEPOSIT REFUND	(200.00)
ALEXANDER CHEMICAL CORP.	CONTAINER DEPOSIT REFUND	(730.00)
ALRO STEEL CORPORATION	USABLE DROPS - CARBON STEEL	45.05
AMBS CALL CENTER	ANS SERVICE SEPT 2016	72.48
AYLES TREE SERVICE, INC	REMOVE LOW LIMB ON COTTONWOOD	200.00
AYLES TREE SERVICE, INC	REMOVE 2 TREES AND HAUL	750.00
BADER & SONS CO.	SPARK PLUGS/OIL/HANDLE/MOTO MIX	56.08
BADER & SONS CO.	TOP HANDLE SAW	271.96
BELL EQUIPMENT COMPANY	DRAG SHOE/BROOM	577.96
BELL EQUIPMENT COMPANY	DIRT SHOE SUPPORT	380.03
BIG L CORP	TREATED LUMBER	56.60
BIG L CORP	WOOD SHIMS	2.95
BIG L CORP	STEEL DOOR	226.55
BOBCAT OF LANSING	MUD BUCKET RENTAL	110.00
BS & A SOFTWARE	INTERNET SUPPORT TAX AND ASSESSING	5,483.00
CALIFORNIA CONTRACTORS	SORBENT PADS	119.80
CAPITAL CITY INT'L. TRUCKS	TRUCK REPAIR	399.82
CAPITAL IMAGING	PLAQUE FOR HUHN SCULPTURE	69.56
CARRINGTON TITLE SERVICES, LLC	OVERPAY TAX 400-063-600-580-00	13.84
CHESTER CHRIS	REIMBURSE EXPENSES	66.72
CITY OF GRAND LEDGE-GENERAL	400-078-003-370-00 W MAIN ST	490.24
CITY OF GRAND LEDGE-GENERAL	400-002-300-046-00 704 W MAIN	1,976.27
CITY OF GRAND LEDGE-WATER	ISLAND SPRINKLER - 0800060000	210.32
CITY OF GRAND LEDGE-WATER	WARMING HOUSE - 0800031000	191.50
CITY OF GRAND LEDGE-WATER	137 FITZGERALD PARK DR - 0801810001	38.21
CL TRUCKING & EXCAVATING, LLC	EST NO. 1 - JENNE ST	211,851.62
CLINTON COUNTY TREASURER	SUMMER 2016 TAX DIST	180.46
CMP DISTRIBUTORS	SECURE MAGAZINE POUCH	36.80
COMCAST CABLE	ACCT 01721 426570-01-8 PD	4.24
COMCAST CABLE	01721 424920-01-7	293.47
COMPASS MINERALS	EARLY SALT	16,241.71
CONSUMERS ENERGY	REPAYMENT OF SALES TAX	181.26
HOWARD CRYSTAL	PARTIAL REFUND FOR PARKING PERMIT	20.00
DACE K-13 METAL ART	STAINLESS STEEL PLAQUE PEDESTAL	200.00
ABBRUZZESE	REFUND FOR PEASTONE BASE	103.68

DORNBOS SIGN & SAFETY INC	SIGN POSTS	81.00
DORNBOS SIGN & SAFETY INC	SIGN POSTS	463.00
WALDROP DOUG	REIMBURSE CDL	25.00
EAGLE TOWNSHIP	ACT 425 TAX SHARING - 2016	512.04
EATON COUNTY CLERKS OFFICE	AUTOMARK/M100 PROGRAMMING	500.00
EATON COUNTY TREASURER	GL WATER SUPPLY & SEWAGE SYSTEM	47,503.13
EATON COUNTY TREASURER	GRAND OAKS TRLR TAX - AUGUST 2016	335.00
EATON COUNTY TREASURER	SUMMER 2016 - SET/COUNTY TAX DIST	218,447.36
EATON COUNTY TREASURER	LEDGEWAY TRLR TAX - JULY 2016	405.00
EATON RESA	SUMMER 2016 TAX DIST	41,308.39
EJ USA, INC.	MANHOLE COVER	130.69
ENG.	E RIVER/RUSSELL - JULY 2016	7,440.00
ENG.	E RIVER/FRANKLIN - JULY 2016	1,560.00
ETNA SUPPLY INC	WOODEN WATERMAIN PLUG	98.00
ETNA SUPPLY INC	METER AND FLANGE SET	1,400.00
ETNA SUPPLY INC	FLEX COUPLINGS/BUCKET CADDY	130.22
ETNA SUPPLY INC	METER TRANSCEIVER	150.00
FASTENAL COMPANY	HAMMER DRILL KIT	233.99
FASTENAL COMPANY	FASTENERS	(106.50)
FASTENAL COMPANY	FASTENERS	25.59
FASTENAL COMPANY	FASTENERS	73.67
FASTENAL COMPANY	RETURN CREDIT	(29.29)
FASTENAL COMPANY	GLOVES	12.92
FASTENAL COMPANY	FASTENERS	271.31
FASTENAL COMPANY	FASTENERS	93.76
FELZKE FARMS	CRUSHED CONCRETE	800.00
FERGUSON WATERWORKS	VALVE BOXES/SUPPLIES	1,256.00
FLEETPRIDE	BATTERY	343.70
GRAINGER WW INC	SAFETY YELLOW ENAMEL	153.04
GRAINGER WW INC	COIN CELL BATTERY	4.48
GRAINGER WW INC	COIN CELL BATTERIES	13.44
GRAND LEDGE AREA DISTRICT LIBRARY	SUMMER 2016 TAX DIST	20,092.13
GRAND LEDGE AUTO PARTS INC	OIL/OIL FILTERS	54.06
GRAND LEDGE AUTO PARTS INC	BRACKET KIT/STEP BOARDS	393.53
GRAND LEDGE AUTO PARTS INC	OIL FILTER/BLUE TOWELS	32.90
GRAND LEDGE AUTO PARTS INC	HEATER HOSE	2.40
GRAND LEDGE AUTO PARTS INC	BALL MOUNT/TRAILER BALL	42.26
GRAND LEDGE AUTO PARTS INC	TAIL LIGHT ASSEMBLY	79.73
GRAND LEDGE AUTO PARTS INC	TRANSMISSION LUBE	12.52
GRAND LEDGE AUTO PARTS INC	BARRICADE HOSE/HOSE CLAMP	82.80
GRAND LEDGE AUTO PARTS INC	BARRICADE HOSE/HOSE CLAMP	73.80
GRAND LEDGE PUBLIC SCHOOLS	COFFEE AND BOX LUNCHES FOR AUG ELECTION	96.00
GRAND LEDGE PUBLIC SCHOOLS	SUMMER 2016 TAX DIST	200,278.86
GRANGER	RECYCLING	707.00
GRANGER	401 WHITNEY - TRASH REMOVAL	82.35
HACH COMPANY	REACTOR/AMMONIA/SPECTROPHOTOMETER	5,249.60
HACH COMPANY	WWTP SUPPLIES	158.51
HACKS KEY SHOP	REKEY BLDS AT CEMETERY	161.00
HAMMOND FARMS	PROSOIL	444.00
HURLESS MACHINE SHOP, INC.	WEST RIVER PUMP SHAFTS	414.00

HYDROCORP	CROSS CONNECTION PROGRAM - AUG 2016	832.00
LANSING BOARD OF WATER & LIGHT	LAB SERVICES - JUL;Y 2016	212.00
LANSING COMMUNITY COLLEGE	SUMMER 2016 TAX DIST	66,266.31
LANSING ICE AND FUEL	ACCT #1-081681 - DPS FUEL	1,293.47
LANSING ICE AND FUEL	ACCT #1-081681 - DPS FUEL	910.31
LANSING UNIFORM COMPANY	NAME TAGS/COLLAR BRASS	46.00
LANSING UNIFORM COMPANY	BADGES	175.00
LEAGUE OF WOMAN VOTERS	REFUND FOR CANCELLATION	190.00
LOCAL COMM. STABILATION AUTHORITY	REVENUE SHARE OVERPAYMENT	6,804.05
MAURER'S TEXTILE RENTAL	RUGS	19.30
MENARDS - LANSING WEST	BALLASTS	134.94
MENARDS - LANSING WEST	LUMBER/RECIP BLADES/PIPE/ADJ COLUMNS	212.93
MENARDS - LANSING WEST	BI-METAL HOLE SAW	15.99
MENARDS - LANSING WEST	TOOLS/SUPPLIES	307.56
MENARDS - LANSING WEST	MOP REFILL/SUPPLIES	36.25
MI MUNICIPAL RISK MGMT	TRAINING	570.00
MICHIGAN ELECTION RESOURCES	"I VOTED" STICKERS	46.00
MICHIGAN RURAL WATER ASSOCIAT	MEMBERSHIP JULY 2016 - JUNE 2017	840.00
MICHIGAN.COM	LEGAL NOTICES	64.93
MICHIGAN.COM	LEGAL NOTICES	373.93
MID MICH BLDG INSPECTIONS, LLC	BLDG PERMITS/INSPECTS 08/19/16	1,906.00
MID MICH BLDG INSPECTIONS, LLC	BLDG PERMITS/INSPECTS 08/26/16	1,700.00
MID MICH BLDG INSPECTIONS, LLC	BLDG PERMITS/INSPECTS 09/02/16	1,190.00
MILLER'S REDI-MIX, INC.	CONCRETE	612.00
MILLER'S REDI-MIX, INC.	CONCRETE	700.00
MILLER'S REDI-MIX, INC.	CONCRETE	408.00
MOHRE SOFT WATER, LLC	SOFTENER CLEANER/SVC CALL	100.00
NORTH CENTRAL LABORATORIES	DPD SULFATE/DETERGENT/MILLIPORE BROTH	617.98
NORTH CENTRAL LABORATORIES	DOOR KNOB FOR MILLIPORE DRY BATH	22.08
OLD DOMINION BRUSH INC	HYD CYLINDER UP/DOWN	251.43
ONEIDA CHARTER TOWNSHIP	INTERLOCAL TAX SHARING	28,558.66
OVERHEAD DOOR OF LANSING	GARAGE DOORS	1,001.48
OVERHEAD DOOR OF LANSING	CABLES AND INSTALL	209.98
PARAGON LABORATORIES, INC.	MERCURY TESTING	195.00
QUILL CORPORATION	OFFICE SUPPLIES	90.67
RED WING SHOES	BOOTS	182.74
RELIANCE STANDARD LIFE	SEPT. 2016	227.22
REPCO PAPER, BAGS AND MORE	BUNGEE CORDS FOR TRASH CANS	117.00
REPCO PAPER, BAGS AND MORE	ROLL TOWEL FOR DISPENSERS/TRASH CAN LINERS	212.25
REPCO PAPER, BAGS AND MORE	TRASH CAN LINERS/SPONGES	93.50
RICHARDSON BUSINESS MACHINES	ID CARDS	55.00
RIGHTER'S AUTO REPAIR, LLC	CAR REPAIR	398.10
SENIOR CARE OF MICHIGAN LLC	COMMUNITY ROOM DEPOSIT	100.00
SHELL FLEET PLUS	ACCT #065 270 068 - PD FUEL	1,292.22
SOURCE MEDIA, INC.	LEGAL AD FOR BOND SALE	1,535.00
SPARROW HEALTH SYSTEM	VACCINE	53.00
SPARROW HEALTH SYSTEM	PHYSICAL	124.00
SPICER GROUP	MASTER PLAN WORK	740.35
SPRINT	PD CELLS	10.99
STATE OF MICHIGAN	MI2343500-20160613-S10009557-POWS	30.00



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

**CITY COUNCIL MINUTES – REGULAR MEETING**  
**MONDAY, 22 AUGUST 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, and Thom Sowle  
– Council member Don Willems was absent  
**OTHERS PRESENT** – Adam Smith, City Administrator; Gregory Newman, City Clerk; Larry LaHaie, Director of Public Services; Susan Stachowiak, Zoning Administrator;

**II. PLEDGE OF ALLEGIANCE**

Rodney VanDeCastele, Interim Fire Chief, led those in attendance in the Pledge of Allegiance.

**III. AUDIENCE PARTICIPATION**

Rodney VanDeCastele, Interim Fire Chief, introduced himself and expressed his desire to develop an ongoing positive relationship with the City.

**IV. APPROVAL OF CONSENT AGENDA**

- A. Motion (from staff)** – To approve the Monday, 22 August 2016 City Council consent agenda, as follows:

- i. Financial transactions and bills.
- ii. Monday, 08 August 2016 regular City Council minutes.
- iii. Amendments to the Annual Budget for the Fiscal Year Ending 2017.
- iv. Local Governing Body Resolution for Charitable Gaming Licenses for the Grand Ledge Football Boosters.

COUNCIL MEMBER LANTZ MOVED, COUNCIL MEMBER SOWLE SECONDED, TO APPROVE THE MONDAY, 22 AUGUST 2016 CITY COUNCIL CONSENT AGENDA. MOTION CARRIED UNANIMOUSLY.

**V. APPROVAL OF REGULAR AGENDA**

- A. Motion** – To approve the Monday, 22 August 2016 regular City Council agenda.

COUNCIL MEMBER MULDER MOVED, COUNCIL MEMBER MALECKI SECONDED, TO APPROVE THE MONDAY, 22 AUGUST 2016 REGULAR CITY COUNCIL AGENDA. MOTION CARRIED UNANIMOUSLY.

**VI. COMMITTEE AND BOARD REPORTS**

**VII. STAFF REPORTS**

**Administrator's Office**

Adam Smith, City Administrator, commented on the Safe Routes to School initiative between the City and the Grand Ledge Public Schools.

**VII. UNFINISHED BUSINESS**

**IX. NEW BUSINESS**

**A. Resolution #32 of 2016** – To approve a bid award to Asphalt Restoration, Inc., for crack sealing.

COUNCIL MEMBER LANTZ MOVED, COUNCIL MEMBER MULDER SECONDED, TO ADOPT RESOLUTION #32 OF 2016, TO APPROVE A BID AWARD TO ASPHALT RESTORATION, INC., FOR CRACK SEALING.

Adam Smith, City Administrator, mentioned the \$1.29 per pound price based on 2015 prices and the work will include the non-motorized pathway.

MOTION TO ADOPT RESOLUTION #32 OF 2016, TO APPROVE A BID AWARD TO ASPHALT RESTORATION, INC., FOR CRACK SEALING, CARRIED UNANIMOUSLY.

**B. Resolution #33 of 2016** – To approve the 2016-2017 Eaton County Solid Waste Alternatives Grant Program Agreement.

COUNCIL MEMBER MULDER MOVED, COUNCIL MEMBER LANTZ SECONDED, TO ADOPT RESOLUTION #33 OF 2016, TO APPROVE THE 2016-2017 EATON COUNTY SOLID WASTE ALTERNATIVES GRANT PROGRAM AGREEMENT.

Adam Smith, City Administrator, explained the \$21,000 grant amount, mentioned the expected contribution from Oneida Township, and reported the grant and contribution will allow the Recycling Center to operate for another year.

MOTION TO ADOPT RESOLUTION #33 OF 2016, TO APPROVE THE 2016-2017 EATON COUNTY SOLID WASTE ALTERNATIVES GRANT PROGRAM AGREEMENT, CARRIED UNANIMOUSLY.

**C. Resolution #34 of 2016** – To recognize the Michigan Local Government Management Association is now Michigan Municipal Executives.

COUNCIL MEMBER MULDER MOVED, COUNCIL MEMBER LANTZ SECONDED, TO ADOPT RESOLUTION #34 OF 2016, TO RECOGNIZE THE MICHIGAN LOCAL GOVERNMENT MANAGEMENT ASSOCIATION IS NOW MICHIGAN MUNICIPAL EXECUTIVES.

Adam Smith, City Administrator, explained the organization's name change is part of a multi-year rebranding effort to increase visibility of the municipal executive career field.

MOTION TO ADOPT RESOLUTION #34 OF 2016, TO RECOGNIZE THE MICHIGAN LOCAL GOVERNMENT MANAGEMENT ASSOCIATION IS NOW MICHIGAN MUNICIPAL EXECUTIVES, CARRIED UNANIMOUSLY.

**D. Resolution #35 of 2016** – To set a Public Hearing on an Industrial Facility Exemption Application by Capitol Bedding Company, Inc.

COUNCIL MEMBER MULDER MOVED, COUNCIL MEMBER LANTZ SECONDED, TO ADOPT RESOLUTION #35 OF 2016, TO SET A PUBLIC HEARING ON AN INDUSTRIAL FACILITY EXEMPTION APPLICATION BY CAPITOL BEDDING COMPANY, INC.

Adam Smith, City Administrator, explained Capital Bedding Company, Inc., has applied for an Industrial Facility Exemption and the requirement to hold a public hearing on the application.

MOTION TO ADOPT RESOLUTION #35 OF 2016, TO SET A PUBLIC HEARING ON AN INDUSTRIAL FACILITY EXEMPTION APPLICATION BY CAPITOL BEDDING COMPANY, INC., CARRIED UNANIMOUSLY.

**E. Motion** – To distribute the proposed Master Plan for review and comment.

COUNCIL MEMBER MULDER MOVED, COUNCIL MEMBER SOWLE SECONDED, TO DISTRIBUTE THE PROPOSED MASTER PLAN FOR REVIEW AND COMMENT.

Susan Stachowiak, Zoning Administrator, explained the Planning Commission's work to update the Master Plan, and the requirement to distribute the proposed Master Plan and allow 63 days for comment.

MOTION TO DISTRIBUTE THE PROPOSED MASTER PLAN FOR REVIEW AND COMMENT, CARRIED UNANIMOUSLY.

**X. AUDIENCE PARTICIPATION**

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

Mayor Smith explained the resignations from City boards of Charter Commissioners, and appointed Tom Jancek and Keith Mulder to the Planning Commission for terms expiring January 2018.

COUNCIL MEMBER SOWLE MOVED, COUNCIL MEMBER LANTZ SECONDED, TO APPROVE THE MAYOR'S APPOINTMENT OF TOM JANCEK AND KEITH MULDER TO THE PLANNING COMMISSION FOR TERMS EXPIRING JANUARY 2018. MOTION CARRIED UNANIMOUSLY.

**XII. CLOSED SESSION**

**XIII. ADJOURNMENT**

COUNCIL MEMBER MALECKI MOVED, COUNCIL MEMBER SOWLE SECONDED, TO ADJOURN THE MONDAY, 22 AUGUST 2016, REGULAR CITY COUNCIL MEETING, AT 7:48 P.M. MOTION CARRIED UNANIMOUSLY.

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Gregory L. Newman, City Clerk

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Kalmin D. Smith, Mayor



## **Assistant City Administrator – August Activity Report**

### **Human Resources**

- Interviewed candidates for the Planning and Communications Coordinator position. This is a new part time non-union position. Hannah Bowman will begin on September 20<sup>th</sup>.
- Interviewed candidates for the Public Works Supervisor position. Joe VanDommelen will begin on September 19<sup>th</sup>.

### **Ongoing projects/tasks**

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

### **Airport Management**

- Work continued on tree removal in the airport approach area in accordance with the FAA 20:1 letter. Ayles is scheduled to remove several trees from one property.
- Prepared board packets for the September Board meeting.

### **Ongoing projects/tasks**

- Continue with inspections of runway and maintenance items.

### **DDA**

- Prepared for and attended August Board meeting.
- Researched information on the addition of fountains by Island Park. This item was discussed at the DDA board meeting and referred to the DDA Design Committee.
- Received bids for engineering services for the library parking lot project. The bids will be reviewed by the Economic Restructuring Committee.

### **Ongoing projects/tasks**

- Update façade program guidelines.
- Entrances to Parking Lot #10 (Preston's) will be repaired by current contractor working on River Street. Drains will be installed, which are similar to the library parking lot.
- Continued work on railing replacement behind Fortino's. The contractor has been unresponsive. Staff is looking into other contractors.

### **Building Management**

- Met with Myers Plumbing and Heating to discuss a plan for maintenance in City Hall.
- Had our electrical contractor complete minor repairs on interior lights.
- Compiled and distributed an RFP for Cleaning Services for City Hall. Held a walk through with potential contractors. Bids are due on September 12<sup>th</sup>.

### **Ongoing projects/tasks**

- Complete staff training on fire alarm system.

### **Miscellaneous**

- Worked with our Landscape Contractor to complete the landscaping at the new art sculpture.

# City Clerk – Monthly Report

## August 2016

### Charter Commission

- Held first meeting for organizational matters (administered Oath of Office, filled vacancy, set schedule of meetings for the first and third Wednesday of every month at 5:30 p.m.)

### Elections

- Administered 02 August 2016 Primary

### Information Technology

- Worked with Council member Lantz and I.T. Right on email issues

### Professional Development

- Completed Secretary of State post-election online education requirements

### Public Relations

- Responded to telephone calls, in-person visits, and Concern Forms on Union St.
- Worked with Grand Ledge High School German teacher for German exchange student tour of City Hall

### Records Management

- Finalized paperwork and documents approved at the 08 and 22 August 2016 regular City Council meetings.
  - Filed paperwork and documents, forwarded appropriate documents to respective management team members, and published legal notices.
- Processed Freedom of Information Act requests
- Provided Notary Public services for two documents

Bank Code Fund	Description	Beginning Balance 08/01/2016	Total Debits	Total Credits	Ending Balance 08/31/2016
CHASC	CHASE CHECKING				
101	GENERAL FUND	708,686.44	697,332.49	225,539.35	1,180,479.58
202	MAJOR STREET FUND	17,661.01	43,172.06	52,176.91	8,656.16
203	LOCAL STREET FUND	89,215.99	3.35	77,460.92	11,758.42
204	MUNICIPAL STREET FUND	436,783.37	717.78	28,254.80	409,246.35
208	PARKS & RECREATION FUND	36,081.14	100.00	57,997.81	(21,816.67)
248	DDA FUND	159,093.63	24.61	73,447.97	85,670.27
264	DRUG FORFEITURE FUND	9,763.80	2.75	32.99	9,733.56
265	POLICE RESTRICTED FUND	2,108.85	0.32	990.00	1,119.17
274	GRANTS FUND	123,235.71	0.00	0.00	123,235.71
295	AIRPORT FUND	145,740.27	3,440.15	7,871.94	141,308.48
305	2016 CAP IMPROV BONDS FUND	0.00	1,223.78	500.00	723.78
394	DDA DEBT FUND	7,291.54	2.06	0.00	7,293.60
397	ISLAND BRIDGE DEBT FUND	921.03	0.26	0.00	921.29
410	CAPITAL PROJECTS FUND	2,579,553.46	0.00	22,827.13	2,556,726.33
494	DDA CAPITAL PROJECTS FUND	276,616.11	78.31	0.00	276,694.42
495	L DFA FUND	172,487.93	46.93	6,818.96	165,715.90
592	WATER & SEWER FUND	465,866.21	302,781.32	439,591.55	329,055.98
661	EQUIPMENT OPERATING FUND	93,641.40	37,893.26	41,879.44	89,655.22
678	EMPLOYEE BENEFITS FUND	75,937.42	9,866.75	61,462.09	24,342.08
701	MISC TAXES FUND	0.00	921.97	337.50	584.47
704	CURRENT TAX FUND	0.00	1,564,961.27	336,065.68	1,228,895.59
	CHASE CHECKING	5,400,685.31	2,662,569.42	1,433,255.04	6,629,999.69
	TOTAL - ALL FUNDS	5,400,685.31	2,662,569.42	1,433,255.04	6,629,999.69

09/02/2016 11:13 AM ACCOUNT BALANCE REPORT FOR CITY OF GRAND LEDGE  
 User: cgrice  
 DB: Grand Ledge PERIOD ENDING 08/31/2016

GL NUMBER	DESCRIPTION	BALANCE DEBIT
410-000.000-003.000	CERTIFICATES OF DEPOSIT	1,710,000.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF GRAND LEDGE

PERIOD ENDING 08/31/2016

GL NUMBER	DESCRIPTION	2016-17		YTD BALANCE 08/31/2016 NORM (ABNORM)	ACTIVITY FOR MONTH 08/31/16 INCR (DECR)	AVAILABLE BALANCE		
		ORIGINAL BUDGET	2016-17 AMENDED BUDGET			NORM (ABNORM)	% BDGT USED	
Fund 101 - GENERAL FUND								
170.101-GENERAL		3,062,499.00	3,062,499.00	535,050.21	520,878.24	2,527,448.79		17.47
170.272-RECYCLING		25,020.00	25,020.00	6,006.57	5,725.50	19,013.43		24.01
170.274-COMPOSTING		25,814.00	25,814.00	925.00	375.00	24,889.00		3.58
170.276-CEMETERY		57,350.00	57,350.00	8,469.86	3,027.72	48,880.14		14.77
300.301-POLICE		42,100.00	42,100.00	6,740.99	3,432.10	35,359.01		16.01
TOTAL Revenues		3,212,783.00	3,212,783.00	557,192.63	533,438.56	2,655,590.37		17.34
100.101-CITY COUNCIL		19,766.00	19,766.00	10.07	0.00	19,755.93		0.05
170.172-CITY ADMINISTRATION		204,477.00	204,477.00	18,440.57	11,842.25	186,036.43		9.02
170.191-ELECTIONS		20,100.00	20,100.00	4,663.35	4,637.12	15,436.65		23.20
170.209-ASSESSING		64,716.00	64,716.00	28.78	27.47	64,687.22		0.04
170.210-ATTORNEY		25,000.00	25,000.00	0.00	0.00	25,000.00		0.00
170.215-CLERK'S OFFICE		104,330.00	104,330.00	9,885.79	6,260.93	94,444.21		9.48
170.253-FINANCE		208,620.00	208,620.00	34,804.69	28,650.91	173,815.31		16.68
170.265-CITY HALL		281,384.00	281,384.00	20,556.59	12,813.23	260,827.41		7.31
170.272-RECYCLING		25,020.00	25,020.00	2,727.39	1,480.06	22,292.61		10.90
170.274-COMPOSTING		30,378.00	30,378.00	1,171.64	722.04	29,206.36		3.86
170.276-CEMETERY		83,179.00	83,179.00	9,472.39	5,064.41	73,706.61		11.39
170.292-GENERAL GOVERNMENT		199,917.00	199,917.00	53,041.40	5,904.31	146,875.60		26.53
300.301-POLICE		1,401,478.00	1,401,478.00	207,668.70	68,643.17	1,193,809.30		14.82
300.371-BUILDING INSPECTION		105,755.00	105,755.00	15,643.00	7,876.00	90,112.00		14.79
300.410-PLANNING & ZONING		50,015.00	50,015.00	5,201.84	3,401.39	44,813.16		10.40
966.001-TRANSFERS OUT		155,450.00	155,450.00	0.00	0.00	155,450.00		0.00
TOTAL Expenditures		2,979,585.00	2,979,585.00	383,316.20	157,323.29	2,596,268.80		12.86
Fund 101 - GENERAL FUND:								
TOTAL REVENUES		3,212,783.00	3,212,783.00	557,192.63	533,438.56	2,655,590.37		17.34

PERIOD ENDING 08/31/2016

GL NUMBER	DESCRIPTION	2016-17		YTD BALANCE 08/31/2016 NORM (ABNORM)	ACTIVITY FOR MONTH 08/31/16 INCR (DECR)	AVAILABLE BALANCE		
		ORIGINAL BUDGET	2016-17 AMENDED BUDGET			NORM (ABNORM)	% BDGT USED	
<b>Fund 101 - GENERAL FUND</b>								
<b>TOTAL EXPENDITURES</b>								
NET OF REVENUES & EXPENDITURES		2,979,585.00	2,979,585.00	383,316.20	157,323.29	2,596,268.80	12.86	
		233,198.00	233,198.00	173,876.43	376,115.27	59,321.57	74.56	
<b>Fund 202 - MAJOR STREET FUND</b>								
000.202-MAJOR STREET REVENUES		554,349.00	554,349.00	111.93	117.24	554,237.07	0.02	
<b>TOTAL Revenues</b>								
		554,349.00	554,349.00	111.93	117.24	554,237.07	0.02	
<b>Fund 203 - LOCAL STREET FUND</b>								
440.102-PRESERVATION STREETS		146,537.00	146,537.00	11,239.46	6,694.08	135,297.54	7.67	
440.103-TRAFFIC SERVICE		30,208.00	30,208.00	4,508.34	2,209.96	25,699.66	14.92	
440.456-OPERATING EXPENSES		27,309.00	27,309.00	2,883.36	1,115.69	24,425.64	10.56	
440.459-STATE TRUNKLINE		18,873.00	18,873.00	858.84	447.04	18,014.16	4.55	
440.492-WINTER MAINTENANCE		72,640.00	72,640.00	1,604.62	328.37	71,035.38	2.21	
440.495-ADMINISTRATION		67,489.00	67,489.00	36,518.27	34,489.79	30,970.73	54.11	
440.501-CONSTRUCTION		163,050.00	163,050.00	6,889.22	6,889.22	156,160.78	4.23	
<b>TOTAL Expenditures</b>								
		526,106.00	526,106.00	64,502.11	52,174.15	461,603.89	12.26	
<b>Fund 202 - MAJOR STREET FUND:</b>								
<b>TOTAL REVENUES</b>								
TOTAL EXPENDITURES		554,349.00	554,349.00	111.93	117.24	554,237.07	0.02	
NET OF REVENUES & EXPENDITURES		526,106.00	526,106.00	64,502.11	52,174.15	461,603.89	12.26	
		28,243.00	28,243.00	(64,390.18)	(52,056.91)	92,633.18	227.99	
<b>Fund 203 - LOCAL STREET FUND</b>								
000.203-LOCAL STREET REVENUES		438,277.00	438,277.00	198.45	123.35	438,078.55	0.05	
<b>TOTAL Revenues</b>								
		438,277.00	438,277.00	198.45	123.35	438,078.55	0.05	
<b>Fund 203 - LOCAL STREET FUND:</b>								
440.102-PRESERVATION STREETS		247,114.00	247,114.00	20,783.70	15,379.78	226,330.30	8.41	
440.103-TRAFFIC SERVICE		37,831.00	37,831.00	15,797.76	4,602.18	22,033.24	41.76	
440.456-OPERATING EXPENSES		29,914.00	29,914.00	3,374.97	1,133.31	26,539.03	11.28	
440.492-WINTER MAINTENANCE		89,550.00	89,550.00	3,197.31	985.06	86,352.69	3.57	
440.495-ADMINISTRATION		88,064.00	88,064.00	57,093.05	55,064.69	30,970.95	64.83	
<b>TOTAL Expenditures</b>								
		492,473.00	492,473.00	100,246.79	77,165.02	392,226.21	20.36	
<b>Fund 203 - LOCAL STREET FUND:</b>								

REVENUE AND EXPENDITURE REPORT FOR CITY OF GRAND LEDGE

PERIOD ENDING 08/31/2016

GL NUMBER	DESCRIPTION	2016-17		YTD BALANCE 08/31/2016 NORM (ABNORM)	ACTIVITY FOR MONTH 08/31/16 INCR (DECR)	AVAILABLE BALANCE/ NORM (ABNORM)	% BDDT USED
		ORIGINAL BUDGET	2016-17 AMENDED BUDGET				
<b>Fund 203 - LOCAL STREET FUND</b>							
TOTAL REVENUES		438,277.00	438,277.00	198.45	123.35	438,078.55	0.05
TOTAL EXPENDITURES		492,473.00	492,473.00	100,246.79	77,165.02	392,226.21	20.36
NET OF REVENUES & EXPENDITURES		(54,196.00)	(54,196.00)	(100,048.34)	(77,041.67)	45,852.34	184.60
<b>Fund 204 - MUNICIPAL STREET FUND</b>							
000.000-GENERAL		714,958.00	964,958.00	250,913.22	(238.83)	714,044.78	26.00
TOTAL Revenues		714,958.00	964,958.00	250,913.22	(238.83)	714,044.78	26.00
440.448-STREET LIGHTING		92,500.00	92,500.00	6,928.50	6,928.50	85,571.50	7.49
440.495-ADMINISTRATION		758,080.00	758,080.00	11,952.98	11,632.00	746,127.02	1.58
440.503--SIDEWALKS		80,808.00	80,808.00	3,137.81	2,506.43	77,670.19	3.88
440.506-PROPERTY TAX & DEBT SERVICE		6,900.00	6,900.00	895.53	0.00	6,004.47	12.98
590.590--STORM SEWER GENERAL		45,973.00	45,973.00	10,475.37	6,831.26	35,497.63	22.79
TOTAL Expenditures		984,261.00	984,261.00	33,390.19	27,898.19	950,870.81	3.39
<b>Fund 204 - MUNICIPAL STREET FUND:</b>							
TOTAL REVENUES		714,958.00	964,958.00	250,913.22	(238.83)	714,044.78	26.00
TOTAL EXPENDITURES		984,261.00	984,261.00	33,390.19	27,898.19	950,870.81	3.39
NET OF REVENUES & EXPENDITURES		(269,303.00)	(19,303.00)	217,523.03	(28,137.02)	(236,826.03)	1,126.89
<b>Fund 208 - PARKS &amp; RECREATION FUND</b>							
750.752-ADMINISTRATION		148,736.00	148,736.00	(92.22)	(124.91)	148,828.22	(0.06)
750.801-RECREATION		3,000.00	3,000.00	0.00	0.00	3,000.00	0.00
750.902-PARKS AND BUILDINGS		7,000.00	7,000.00	80.00	0.00	6,920.00	1.14
TOTAL Revenues		158,736.00	158,736.00	(12.22)	(124.91)	158,748.22	(0.01)
750.752-ADMINISTRATION		29,105.00	29,105.00	17,899.69	16,634.48	11,205.31	61.50
750.801-RECREATION		50,000.00	50,000.00	25,000.00	25,000.00	25,000.00	50.00
750.902-PARKS AND BUILDINGS		76,533.00	76,533.00	33,362.80	13,910.37	43,170.20	43.59
TOTAL Expenditures		155,638.00	155,638.00	76,262.49	55,544.85	79,375.51	49.00
<b>Fund 208 - PARKS &amp; RECREATION FUND:</b>							
TOTAL REVENUES		158,736.00	158,736.00	(12.22)	(124.91)	158,748.22	0.01
TOTAL EXPENDITURES		155,638.00	155,638.00	76,262.49	55,544.85	79,375.51	49.00
NET OF REVENUES & EXPENDITURES		3,098.00	3,098.00	(76,274.71)	(55,669.76)	79,372.71	2,462.06

PERIOD ENDING 08/31/2016

GL NUMBER	DESCRIPTION	2016-17		YTD BALANCE 08/31/2016 NORM (ABNORM)	ACTIVITY FOR MONTH 08/31/16 INCR (DECR)	AVAILABLE	
		ORIGINAL BUDGET	2016-17 AMENDED BUDGET			NORM (ABNORM)	% BDT USED
Fund 248 - DDA FUND							
000.000-GENERAL		675,179.00	675,179.00	164.97	(15.39)	675,014.03	0.02
TOTAL Revenues		675,179.00	675,179.00	164.97	(15.39)	675,014.03	0.02
170.173-ECONOMIC DEVELOPMENT		304,648.00	304,648.00	77,757.96	72,883.05	226,890.04	25.52
905.906-DEBT SERVICE		276,160.00	276,160.00	0.00	0.00	276,160.00	0.00
966.001-TRANSFERS OUT		150,000.00	150,000.00	0.00	0.00	150,000.00	0.00
TOTAL Expenditures		730,808.00	730,808.00	77,757.96	72,883.05	653,050.04	10.64
Fund 248 - DDA FUND:							
TOTAL REVENUES		675,179.00	675,179.00	164.97	(15.39)	675,014.03	0.02
TOTAL EXPENDITURES		730,808.00	730,808.00	77,757.96	72,883.05	653,050.04	10.64
NET OF REVENUES & EXPENDITURES		(55,629.00)	(55,629.00)	(77,592.99)	(72,898.44)	21,963.99	139.48
Fund 264 - DRUG FORFEITURE FUND							
300.301-POLICE		13.00	13.00	10.96	2.75	2.04	84.31
TOTAL Revenues		13.00	13.00	10.96	2.75	2.04	84.31
300.304-K9 PROGRAM		320.00	320.00	0.00	0.00	320.00	0.00
TOTAL Expenditures		320.00	320.00	0.00	0.00	320.00	0.00
Fund 264 - DRUG FORFEITURE FUND:							
TOTAL REVENUES		13.00	13.00	10.96	2.75	2.04	84.31
TOTAL EXPENDITURES		320.00	320.00	0.00	0.00	320.00	0.00
NET OF REVENUES & EXPENDITURES		(307.00)	(307.00)	10.96	2.75	(317.96)	3.57
Fund 265 - POLICE RESTRICTED FUND							
300.301-POLICE		25.00	25.00	2.16	0.32	22.84	8.64
TOTAL Revenues		25.00	25.00	2.16	0.32	22.84	8.64
302.000-ACT 302		0.00	0.00	990.00	990.00	(990.00)	100.00
TOTAL Expenditures		0.00	0.00	990.00	990.00	(990.00)	100.00
Fund 265 - POLICE RESTRICTED FUND:							
TOTAL REVENUES		25.00	25.00	2.16	0.32	22.84	8.64
TOTAL EXPENDITURES		0.00	0.00	990.00	990.00	(990.00)	100.00
NET OF REVENUES & EXPENDITURES		25.00	25.00	(987.84)	(989.68)	1,012.84	3,951.36

PERIOD ENDING 08/31/2016

GL NUMBER	DESCRIPTION	2016-17 ORIGINAL BUDGET	2016-17 AMENDED BUDGET	YTD BALANCE 08/31/2016 NORM (ABNORM)	ACTIVITY FOR MONTH 08/31/16 INCR (DECR)	AVAILABLE BALANCE / NORM (ABNORM)	% BDTG USED
<b>Fund 295 - AIRPORT FUND</b>							
170.270-AIRPORT		68,571.00	68,571.00	11,719.05	8,190.15	56,851.95	17.09
TOTAL Revenues		68,571.00	68,571.00	11,719.05	8,190.15	56,851.95	17.09
170.270-AIRPORT		141,990.00	141,990.00	11,394.32	7,521.95	130,595.68	8.02
TOTAL Expenditures		141,990.00	141,990.00	11,394.32	7,521.95	130,595.68	8.02
<b>Fund 295 - AIRPORT FUND:</b>							
TOTAL REVENUES		68,571.00	68,571.00	11,719.05	8,190.15	56,851.95	17.09
TOTAL EXPENDITURES		141,990.00	141,990.00	11,394.32	7,521.95	130,595.68	8.02
NET OF REVENUES & EXPENDITURES		(73,419.00)	(73,419.00)	324.73	668.20	(73,743.73)	0.44
<b>Fund 305 - 2016 CAP IMPROV BONDS FUND</b>							
000.000-GENERAL		0.00	0.00	723.78	723.78	(723.78)	100.00
931.001-TRANSFERS IN		483,500.00	483,500.00	500.00	500.00	483,000.00	0.10
TOTAL Revenues		483,500.00	483,500.00	1,223.78	1,223.78	482,276.22	0.25
905.906-DEBT SERVICE		483,500.00	483,500.00	500.00	500.00	483,000.00	0.10
TOTAL Expenditures		483,500.00	483,500.00	500.00	500.00	483,000.00	0.10
<b>Fund 305 - 2016 CAP IMPROV BONDS FUND:</b>							
TOTAL REVENUES		483,500.00	483,500.00	1,223.78	1,223.78	482,276.22	0.25
TOTAL EXPENDITURES		483,500.00	483,500.00	500.00	500.00	483,000.00	0.10
NET OF REVENUES & EXPENDITURES		0.00	0.00	723.78	723.78	(723.78)	100.00
<b>Fund 394 - DDA DEBT FUND</b>							
905.906-DEBT SERVICE		265,160.00	265,160.00	8.44	2.06	265,151.56	0.00
TOTAL Revenues		265,160.00	265,160.00	8.44	2.06	265,151.56	0.00
905.906-DEBT SERVICE		264,160.00	264,160.00	0.00	0.00	264,160.00	0.00
TOTAL Expenditures		264,160.00	264,160.00	0.00	0.00	264,160.00	0.00
<b>Fund 394 - DDA DEBT FUND:</b>							
TOTAL REVENUES		265,160.00	265,160.00	8.44	2.06	265,151.56	0.00
TOTAL EXPENDITURES		264,160.00	264,160.00	0.00	0.00	264,160.00	0.00
NET OF REVENUES & EXPENDITURES		1,000.00	1,000.00	8.44	2.06	991.56	0.84
<b>Fund 397 - ISLAND BRIDGE DEBT FUND</b>							
905.906-DEBT SERVICE		33,660.00	33,660.00	1.07	0.26	33,658.93	0.00

PERIOD ENDING 08/31/2016

GL NUMBER	DESCRIPTION	2016-17		YTD BALANCE 08/31/2016 NORM (ABNORM)	ACTIVITY FOR MONTH 08/31/16 INCR (DECR)	AVAILABLE		
		ORIGINAL BUDGET	2016-17 AMENDED BUDGET			NORM (ABNORM)	BALANCE % BDGT USED	
Fund 397 - ISLAND BRIDGE DEBT FUND								
TOTAL Revenues		33,660.00	33,660.00	1.07	0.26	33,658.93	0.00	
905.906-DEBT SERVICE		33,610.00	33,610.00	0.00	0.00	33,610.00	0.00	
TOTAL Expenditures		33,610.00	33,610.00	0.00	0.00	33,610.00	0.00	
Fund 397 - ISLAND BRIDGE DEBT FUND:								
TOTAL REVENUES		33,660.00	33,660.00	1.07	0.26	33,658.93	0.00	
TOTAL EXPENDITURES		33,610.00	33,610.00	0.00	0.00	33,610.00	0.00	
NET OF REVENUES & EXPENDITURES		50.00	50.00	1.07	0.26	48.93	2.14	
Fund 410 - CAPITAL PROJECTS FUND								
900.906-E RIVER STREET		1,667,000.00	1,667,000.00	1,759,200.00	0.00	(92,200.00)	105.53	
900.907-PARKING LOT - LIBRARY		1,718,000.00	1,718,000.00	1,710,000.00	0.00	8,000.00	99.53	
900.908-EATON COUNTY MILLAGE PROJECTS		1,000,000.00	1,000,000.00	1,034,000.00	0.00	(34,000.00)	103.40	
TOTAL Revenues		4,385,000.00	4,385,000.00	4,503,200.00	0.00	(118,200.00)	102.70	
000.000-GENERAL		0.00	250,000.00	250,000.00	0.00	0.00	100.00	
900.906-E RIVER STREET		1,667,000.00	1,667,000.00	(27,434.08)	(31,554.08)	1,694,434.08	(1.65)	
900.907-PARKING LOT - LIBRARY		1,718,000.00	1,718,000.00	0.00	0.00	1,718,000.00	0.00	
900.908-EATON COUNTY MILLAGE PROJECTS		1,000,000.00	1,000,000.00	0.00	0.00	1,000,000.00	0.00	
TOTAL Expenditures		4,385,000.00	4,635,000.00	222,565.92	(31,554.08)	4,412,434.08	4.80	
Fund 410 - CAPITAL PROJECTS FUND:								
TOTAL REVENUES		4,385,000.00	4,385,000.00	4,503,200.00	0.00	(118,200.00)	102.70	
TOTAL EXPENDITURES		4,385,000.00	4,635,000.00	222,565.92	(31,554.08)	4,412,434.08	4.80	
NET OF REVENUES & EXPENDITURES		0.00	(250,000.00)	4,280,634.08	31,554.08	(4,530,634.08)	1,712.25	
Fund 494 - DDA CAPITAL PROJECTS FUND								
900.901-CAPITAL OUTLAY - PUBLIC IMPROV		150,000.00	150,000.00	320.29	78.31	149,679.71	0.21	
TOTAL Revenues		150,000.00	150,000.00	320.29	78.31	149,679.71	0.21	
966.001-TRANSFERS OUT		196,100.00	196,100.00	0.00	0.00	196,100.00	0.00	
TOTAL Expenditures		196,100.00	196,100.00	0.00	0.00	196,100.00	0.00	

PERIOD ENDING 08/31/2016

GL NUMBER	DESCRIPTION	2016-17		YTD BALANCE 08/31/2016 NORM (ABNORM)	ACTIVITY FOR MONTH 08/31/16 INCR (DECR)	AVAILABLE BALANCE		
		ORIGINAL BUDGET	2016-17 AMENDED BUDGET			NORM (ABNORM)	% BDC'T USED	
Fund 494 - DDA CAPITAL PROJECTS FUND								
Fund 494 - DDA CAPITAL PROJECTS FUND:								
TOTAL REVENUES		150,000.00	150,000.00	320.29	78.31	149,679.71	0.21	
TOTAL EXPENDITURES		196,100.00	196,100.00	0.00	0.00	196,100.00	0.00	
NET OF REVENUES & EXPENDITURES		(46,100.00)	(46,100.00)	320.29	78.31	(46,420.29)	0.69	
Fund 495 - LDFA FUND								
000.000-GENERAL								
		9,650.00	9,650.00	0.00	0.00	9,650.00	0.00	
900.901-CAPITAL OUTLAY - PUBLIC IMPROV								
		189,062.00	189,062.00	0.00	0.00	189,062.00	0.00	
TOTAL Revenues		198,712.00	198,712.00	0.00	0.00	198,712.00	0.00	
900.901-CAPITAL OUTLAY - PUBLIC IMPROV								
		316,452.00	316,452.00	7,189.18	6,721.37	309,262.82	2.27	
TOTAL Expenditures		316,452.00	316,452.00	7,189.18	6,721.37	309,262.82	2.27	
Fund 495 - LDFA FUND:								
TOTAL REVENUES		198,712.00	198,712.00	0.00	0.00	198,712.00	0.00	
TOTAL EXPENDITURES		316,452.00	316,452.00	7,189.18	6,721.37	309,262.82	2.27	
NET OF REVENUES & EXPENDITURES		(117,740.00)	(117,740.00)	(7,189.18)	(6,721.37)	(110,550.82)	6.11	
Fund 592 - WATER & SEWER FUND								
000.440-PUBLIC WORKS-REVENUE								
		600.00	600.00	9,907.14	9,469.77	(9,307.14)	1,651.19	
000.591-WATER-REVENUES								
		1,954,540.00	1,954,540.00	235,173.93	131,085.75	1,719,366.07	12.03	
000.592-SANITARY SEWER -REVENUES								
		2,173,191.00	2,173,191.00	283,468.31	151,816.67	1,889,722.69	13.04	
TOTAL Revenues		4,128,331.00	4,128,331.00	528,549.38	292,372.19	3,599,781.62	12.80	
591.011-E RIVER/RUSSELL								
		88,845.00	88,845.00	0.00	0.00	88,845.00	0.00	
591.012-JENNE ST RECONSTRUCTION								
		5,100.00	5,100.00	0.00	0.00	5,100.00	0.00	
591.013-JONES ST RECONSTRUCTION								
		107,800.00	107,800.00	0.00	0.00	107,800.00	0.00	
591.014-E RIVER / FRANKLIN ST								
		172,620.00	172,620.00	0.00	0.00	172,620.00	0.00	
591.544-PUMPING								
		104,568.00	104,568.00	10,850.21	10,186.67	93,717.79	10.38	
591.545-WATER TREATMENT								
		95,668.00	95,668.00	6,814.77	4,638.31	88,853.23	7.12	
591.546-TRANSMISSION AND DISTRIBUTION								
		464,757.00	464,757.00	43,782.89	29,886.42	420,974.11	9.42	
591.548-WATER-GENERAL EXPENSE								
		775,606.00	775,606.00	170,373.33	146,330.90	605,232.67	21.97	
592.011-E RIVER/RUSSELL								
		74,065.00	74,065.00	0.00	0.00	74,065.00	0.00	
592.012-JENNE ST RECONSTRUCTION								
		154,675.00	154,675.00	1,455.96	1,455.96	153,219.04	0.94	

PERIOD ENDING 08/31/2016

GL NUMBER	DESCRIPTION	2016-17		YTD BALANCE 08/31/2016 NORM (ABNORM)	ACTIVITY FOR MONTH 08/31/16 INCR (DECR)	AVAILABLE BALANCE	
		ORIGINAL BUDGET	2016-17 AMENDED BUDGET			NORM (ABNORM)	% BDCGT USED
<b>Fund 592 - WATER &amp; SEWER FUND</b>							
592.013	JONES ST RECONSTRUCTION	34,650.00	34,650.00	0.00	0.00	34,650.00	0.00
592.014	E RIVER / FRANKLIN ST	219,925.00	219,925.00	0.00	0.00	219,925.00	0.00
592.015	SEWER ASSET MGMT	0.00	0.00	10,410.00	10,410.00	(10,410.00)	100.00
592.536	PLANT OPERATION & MAINTENANCE	631,057.00	645,057.00	69,725.34	48,159.93	575,331.66	10.81
592.538	LIFT STATION	48,067.00	48,067.00	4,329.65	2,782.23	43,737.35	9.01
592.539	SEWERS	176,915.00	176,915.00	13,704.47	10,929.54	163,210.53	7.75
592.542	SEWER GENERAL EXPENSE	823,275.00	823,275.00	180,970.38	157,053.48	642,304.62	21.98
<b>TOTAL Expenditures</b>		<b>3,977,593.00</b>	<b>3,991,593.00</b>	<b>512,417.00</b>	<b>421,833.44</b>	<b>3,479,176.00</b>	<b>12.84</b>
<b>Fund 592 - WATER &amp; SEWER FUND:</b>							
TOTAL REVENUES		4,128,331.00	4,128,331.00	528,549.38	292,372.19	3,599,781.62	12.80
TOTAL EXPENDITURES		3,977,593.00	3,991,593.00	512,417.00	421,833.44	3,479,176.00	12.84
NET OF REVENUES & EXPENDITURES		150,738.00	136,738.00	16,132.38	(129,461.25)	120,605.62	11.80
<b>Fund 661 - EQUIPMENT OPERATING FUND</b>							
440.441	EQUIPMENT OPERATION	365,342.00	365,342.00	24,193.42	24,193.42	341,148.58	6.62
<b>TOTAL Revenues</b>		<b>365,342.00</b>	<b>365,342.00</b>	<b>24,193.42</b>	<b>24,193.42</b>	<b>341,148.58</b>	<b>6.62</b>
440.441	EQUIPMENT OPERATION	413,346.00	413,346.00	48,598.09	41,461.33	364,747.91	11.76
<b>TOTAL Expenditures</b>		<b>413,346.00</b>	<b>413,346.00</b>	<b>48,598.09</b>	<b>41,461.33</b>	<b>364,747.91</b>	<b>11.76</b>
<b>Fund 661 - EQUIPMENT OPERATING FUND:</b>							
TOTAL REVENUES		365,342.00	365,342.00	24,193.42	24,193.42	341,148.58	6.62
TOTAL EXPENDITURES		413,346.00	413,346.00	48,598.09	41,461.33	364,747.91	11.76
NET OF REVENUES & EXPENDITURES		(48,004.00)	(48,004.00)	(24,404.67)	(17,267.91)	(23,599.33)	50.84
<b>Fund 678 - EMPLOYEE BENEFITS FUND</b>							
850.852	EMPLOYEE BENEFITS	849,552.00	849,552.00	5,379.63	2,680.02	844,172.37	0.63
<b>TOTAL Revenues</b>		<b>849,552.00</b>	<b>849,552.00</b>	<b>5,379.63</b>	<b>2,680.02</b>	<b>844,172.37</b>	<b>0.63</b>
850.852	EMPLOYEE BENEFITS	941,352.00	941,352.00	319,136.30	51,160.09	622,215.70	33.90
<b>TOTAL Expenditures</b>		<b>941,352.00</b>	<b>941,352.00</b>	<b>319,136.30</b>	<b>51,160.09</b>	<b>622,215.70</b>	<b>33.90</b>

PERIOD ENDING 08/31/2016

GL NUMBER	DESCRIPTION	2016-17		YTD BALANCE 08/31/2016 NORM (ABNORM)	ACTIVITY FOR MONTH 08/31/16		AVAILABLE BALANCE		% BGT USED
		ORIGINAL BUDGET	2016-17 AMENDED BUDGET		INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED	
Fund 678 - EMPLOYEE BENEFITS FUND									
Fund 678 - EMPLOYEE BENEFITS FUND:									
TOTAL REVENUES		849,552.00	849,552.00	5,379.63	2,680.02	844,172.37		0.63	
TOTAL EXPENDITURES		941,352.00	941,352.00	319,136.30	51,160.09	622,215.70		33.90	
NET OF REVENUES & EXPENDITURES		(91,800.00)	(91,800.00)	(313,756.67)	(48,480.07)	221,956.67		341.78	
TOTAL REVENUES - ALL FUNDS		16,682,148.00	16,932,148.00	5,883,177.16	862,043.28	11,048,970.84		10.75	
TOTAL EXPENDITURES - ALL FUNDS		17,022,294.00	17,286,294.00	1,858,266.55	941,622.65	15,428,027.45		10.75	
NET OF REVENUES & EXPENDITURES		(340,146.00)	(354,146.00)	4,024,910.61	(79,579.37)	(4,379,056.61)		1,136.51	

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

## ***GRAND LEDGE CITY ASSESSOR MONTHLY REPORT***

***August 2016***

### **Property Transfers and Deeds**

- 23 deeds have been processed. The breakdown is as follows:
  - 13 Warranty Deeds
  - 5 Quit Claim Deeds
  - 5 Misc. Deeds

### **Data Verification**

- To date, assessing department staff have inspected 73 parcels in the following neighborhoods:
  - Wood Creek Condos
  - Kennington Estates

Before Appraisers perform an on-site inspection the following questionnaire is sent to each homeowner.



September 1, 2016

REAPPRAISAL/DATA VERIFICATION

CITY OF GRAND LEDGE

310 GREENWOOD STREET  
GRAND LEDGE MI 48837

Parcel #            23 400-047-001-010-00

Property address or location:            310 GREENWOOD

Dear            CITY OF GRAND LEDGE

The City of Grand Ledge Assessing Department is continuing the process of updating individual property record cards on all homes within the City. It is important to periodically review all properties within a neighborhood at the same time to help ensure that all our properties are fairly assessed. Also, the State Tax Commission requires site inspections of 20% of all properties each year. To accomplish this project, appraisers will be conducting on-site inspections in order to obtain new exterior pictures, review exterior features and measurements, and inspect the interiors of each home. We plan on going from property to property within your neighborhood beginning September 14, 2016 until the project is completed.

Appraisers will be visiting your home during the hours of 9 am and 3 pm. If we are unable to find anyone home, we will verify exterior measurements & features and leave a door hanger indicating that we visited your home. We ask that you please respond by calling our office & scheduling a convenient time when our appraisers may revisit your home to complete the appraisal. If an interior inspection is not possible, a phone interview would be very helpful.

You are not required to allow the appraiser to inspect the interior of your home. However, it is very important that we have accurate information for our records. If you choose to not allow an interior inspection, we hope that you would be willing to answer our questions at the door.

Each appraiser has a picture identification card issued by the City of Grand Ledge that will be available to you when the inspections are made and drive clearly marked township cars.

Please call 517-323-8520 with any questions or concerns. Thank you for your cooperation.

Regards,

Peggy Lidgard

Delta Township Appraiser II

Dear Property Owner: We will be in your area to measure the exterior of the improvements on your property. This process WILL NOT affect your property taxes unless you purchased your home this year or if there is new or missed construction. The purpose of this process is to update our records with sketches and pictures as required by the State of Michigan. Current information is critical in calculating a fair, accurate, and up-to-date value of each property. Please fill out this form with your information and return it by regular mail, scan & email to [plidgard@deltami.gov](mailto:plidgard@deltami.gov) or put it in the drop box at City Hall or Delta Township. If you have any questions/concerns, please call the Assessing Department @ (517)323-8520. Thank you for your cooperation.

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PLEASE EMAIL, MAIL OR PUT IN DROP BOX AT CITY OR TOWNSHIP HALL

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DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

PARCEL NUMBER

400-047-001-010-00

310 GREENWOOD

BUILDING TYPE

- SINGLE FAMILY
- CONDO
- TOWN HOME
- DUPLEX
- BILEVEL/TRILEVEL

YEAR BUILT REMODELED

ROOM COUNT

- \_\_\_\_\_ BASEMENT
- \_\_\_\_\_ FIRST FLOOR
- \_\_\_\_\_ SECOND FLOOR
- \_\_\_\_\_ BEDROOMS

PLUMBING # OF EACH

- \_\_\_\_\_ # OF 3 FIXTURE BATH
- \_\_\_\_\_ # OF 2 FIXTURE BATH
- \_\_\_\_\_ GENERATOR
- \_\_\_\_\_ EXTRA TOILETYEAR BLT
- \_\_\_\_\_ EXTRA SINKCAR CAPACITY

SEPARATE SHOWERFINISHED INTERIOR

ANY FINISHED BASEMENT AREA

- NO
- YES, PLEASE FILL OUT BELOW
- \_\_\_\_\_ SQUARE FOOTAGE COMPLETE OR
- \_\_\_\_\_ % COMPLETE
- \_\_\_\_\_ # WALKOUT DOORS

BUILT-INS

- COOK TOP
- DISHWASHER
- GARBAGE DISPOSAL
- JACUZZI TUB
- OVEN BLT IN WALL
- MICROWAVE
- SAUNA

FLOOR COVERING

- \_\_\_\_\_ KITCHEN
- \_\_\_\_\_ OTHER
- \_\_\_\_\_ OTHER

FIREPLACES

- INTERIOR CHIMNEY
- EXTERIOR CHIMNEY
- PREFAB
- 2ND FP SAME STACK
- TWO SIDED
- DIRECT VENT GAS
- WOOD STOVE

HEATING/COOLING

- FORCED AIR
- HOT WATER
- ELECTRIC BASEBOARD
- WALL HEAT
- FORCED HEAT & AC
- HEAT PUMP
- NONE
- EXTERIOR WOOD FUEL

GARAGE

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_ SIZE/KILOWATTS

OUTBUILDINGS #1

WHAT YOU CALL THE BUILDING

\_\_\_\_\_ YEAR BUILT

TYPE OF CONSTRUCTION

- POLE
- FRAME

HEAT & TYPE

- WOOD
- GAS
- NONE

SIZE (LENGTH X WIDTH X HEIGHT)

\_\_\_\_\_ L \_\_\_\_\_ W \_\_\_\_\_ H

SWIMMING POOL

\_\_\_\_\_ YEAR BUILT

SIZE (LENGTH X WIDTH)

\_\_\_\_\_ X \_\_\_\_\_

PLEASE LIST ANY IMPROVEMENTS YOU HAVE MADE TO YOUR PROPERTY IN THE LAST 5 YEARS.

# Zoning Administrator - Monthly Report

## August, 2016

### General Activities:

- **Permits:**

13 building permits  
4 fence permits  
2 sign permits

- **Violations:**

Tall Grass/Weeds:	12
Trash/Junk:	3
Junk Vehicles	2
Illegal Parking	1
Other	4

### Zoning Board of Appeals:

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

### Planning Commission

- The site plan for a new O'Reilly Auto Parts store at 608 S. Clinton Street (site of the former McDonald's) was tabled at the August 4<sup>th</sup> meeting as it did not include all of the required information necessary for approval. A revised site plan that fully complies with all requirements of the Zoning Ordinance has been received and is on the September 8<sup>th</sup> Planning Commission meeting agenda for approval.
- A final draft of the updated Master Plan was forwarded to the City Council for distribution to the entities required to receive a copy of the draft Master Plan as provided for by Public Act 33 of 2008. The Council approved the distribution at its August 22, 2016 meeting and staff has fulfilled the requirements of the statute. The Planning Commission will hold a public hearing on the updated Master Plan at its November 3, 2016, after which the Commission will approve the Plan and forwarded it to City Council for its approval/endorsement as well.
- An application to rezone the property at 205 W. Scott Street (vacant church building) from R-MD, Single Family Residential to CBD, Central Business District has been received. The Planning Commission will hold a public hearing on this request at its September 8, 2016 meeting. Notice of a public hearing has been published in the newspaper and sent to all property owners/occupants within 300 feet of the subject property. The Planning Commission's recommendation will be forwarded to the City Council which has the final decision on rezoning

requests. Since the rezoning must be approved via ordinance, the City Council must hold a public hearing on the request prior to taking action. Notice of the public hearing must be published in the newspaper and sent to all property owners and occupants within 300 feet of the site at least 15 days prior to the date of the hearing.

- The Zoning Ordinance amendment to permit higher density single family residential development is on the September 8, 2016 Planning Commission meeting agenda. The Commission must hold a public hearing on this amendment prior making a recommendation and forwarding it to the City Council for final action.
- The Commission will begin reviewing architectural guidelines for commercial/office buildings at its October 6, 2016 meeting.

### **Other**

- According to representatives of Speedway, they will begin placing top soil and seed on the future gas station site at the intersection of Saginaw and Clinton by the end of this week, after having been notified that the site, in its current condition, violates numerous City ordinance provisions. The project will be delayed until the 2017 construction season. Speedway has been made aware that the site plan approval will expire at the end of September which means that it will have to be reapproved by the Planning Commission before construction can proceed.



## July 2016 BUILDING PERMITS

### Commercial Permits

100 W. Saginaw- access ramp

651 E. Saginaw- new business

### Residential Permits

213 E. Scott - new garage

1127 DeGroff - addition

414 Pleasant - addition

1021 Tulip - change garage doors

302 E. Jefferson - basement dry system

207 Queens Ct. - renovate basement

855 W. Jefferson Lot# 24 - ramp

926 DeGroff -new deck

824 Jenne - demo & rebuild deck

976 Pennine Ridge Way - 2nd floor deck

426 Jackson St. - outside stairway & 2nd floor deck

319 Franklin - remodel & re-roof

1219 Willow St. - re-roof

314 West - re-roof

1117 Pine - re-roof

108 Howell - re-roof

301 Clark - re-roof

234 Elizabeth - re-roof

855 W. Jefferson Lot# 72 - re-roof



**Grand Ledge City Council Resolution # \_\_\_\_\_ of 2016**

**A Resolution to Approve an Application for Industrial Facilities Tax Exemption  
Certificate from Capitol Bedding Company, Inc.**

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

**Whereas**, Capitol Bedding Company, Inc., has filed an application for an Industrial Facilities Tax Exemption Certificate with respect to investing \$1,700,000 in real property improvements, retaining seventeen existing jobs and creating an additional two to three new jobs located within the LDFA Industrial Development District; and

**Whereas**, before acting on said application, the City Council held a public hearing on 12 September 2016 at the City Hall, 310 Greenwood St., Grand Ledge MI 48837, at 7:30 p.m., at which hearing the applicant, the Assessor, and representatives of the affected taxing units were given written notice and were afforded an opportunity to be heard on said application; and

**Whereas**, construction of the real property improvements had not begun earlier than six months before 25 April 2016, the date of the acceptance of the application for the Industrial Facilities Tax Exemption Certificate; and

**Whereas**, the real property improvements are calculated to and will at the time of issuance of the certificate have the reasonable likelihood to retain, create, or prevent the loss of employment in the City; and

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

**Now, Therefore, It Is Resolved:**

1. The City finds and determines the granting of the Industrial Facilities Tax Exemption Certificate, considered together with the aggregate amount of certificates previously granted and currently in force under Act No. 198 of the Public Acts of 1974 and Act No. 255 of the Public Acts of 1978, shall not have the effect of substantially impeding the operation of the City, or impairing the financial soundness of a taxing unit which levies ad valorem property taxes in the City.
2. The application of Capitol Bedding Company, Inc., for an Industrial Facilities Tax Exemption Certificate with respect to investing \$1,700,000 in real property improvements, retaining seventeen existing jobs and creating an additional two to three new jobs located at the following described parcel of real property situated within the LDFA Industrial Development District, to wit:

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

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

Motion by

Second by

Ayes:

Nays:

Absent:

Approved:

---

Kalmin D. Smith, Mayor

I, Gregory L. Newman, City Clerk, certify this is Resolution #\_\_\_\_\_ of 2016, adopted by the Grand Ledge City Council at a regular meeting held on Monday, 12 September 2016; a meeting held in accordance with the Open Meetings Act, Public Act No. 267 of 1976, as amended.

Gregory L. Newman, City Clerk

RECEIVED

APR 25 2016

# Application for Industrial Facilities Tax Exemption Certificate

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

CITY OF GRAND LEDGE  
ASSESSORS OFFICE

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

To be completed by Clerk of Local Government Unit	
Signature of Clerk 	Date Received by Local Unit 25 Apr 2016
STC Use Only	
Application Number	Date Received by STC

## APPLICANT INFORMATION

All boxes must be completed.

1a. Company Name (Applicant must be the occupant/operator of the facility) CAPITOL BEDDING CO., INC.		1b. Standard Industrial Classification (SIC) Code - Sec. 2(10) (4 or 6 Digit Code)	
1c. Facility Address (City, State, ZIP Code) (real and/or personal property location) 320 WINSTANLEY BLVD		1d. City/Township/Village (indicate which) GRAND LEDGE	1e. County EATON
2. Type of Approval Requested <input checked="" type="checkbox"/> New (Sec. 2(5)) <input type="checkbox"/> Transfer <input type="checkbox"/> Speculative Building (Sec. 3(8)) <input type="checkbox"/> Rehabilitation (Sec. 3(6)) <input type="checkbox"/> Research and Development (Sec. 2(10)) <input type="checkbox"/> Increase/Amendment		3a. School District where facility is located GRAND LEDGE	
4. Amount of years requested for exemption (1-12 Years)			

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

SEE ATTACHED

6a. Cost of land and building improvements (excluding cost of land) * Attach list of improvements and associated costs. * Also attach a copy of building permit if project has already begun.	▶ 1,700,000.00 Real Property Costs
6b. Cost of machinery, equipment, furniture and fixtures * Attach itemized listing with month, day and year of beginning of installation, plus total	▶ _____ Personal Property Costs
6c. Total Project Costs * Round Costs to Nearest Dollar	▶ 1,700,000.00 Total of Real & Personal Costs

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

	<u>Begin Date (M/D/Y)</u>	<u>End Date (M/D/Y)</u>	
Real Property Improvements ▶ _____			▶ <input checked="" type="checkbox"/> Owned <input type="checkbox"/> Leased
Personal Property Improvements ▶ _____			▶ <input type="checkbox"/> Owned <input type="checkbox"/> Leased

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

9. No. of existing jobs at this facility that will be retained as a result of this project. 17	10. No. of new jobs at this facility expected to create within 2 years of completion. 2-3
---	--

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

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

12a. Check the type of District the facility is located in:  
 Industrial Development District       Plant Rehabilitation District

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

**APPLICANT CERTIFICATION - complete all boxes.**

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

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

13a. Preparer Name William J. Beuerle	13b. Telephone Number 517-321-3932	13c. Fax Number 517-321-6729	13d. E-mail Address billbeuerle@hotmail.com
14a. Name of Contact Person William J. Beuerle	14b. Telephone Number	14c. Fax Number	14d. E-mail Address
▶ 15a. Name of Company Officer (No Authorized Agents) William J. Beuerle			
15b. Signature of Company Officer (No Authorized Agents) <i>William J. Beuerle</i>		15c. Fax Number	15d. Date
▶ 15e. Mailing Address (Street, City, State, ZIP Code) 2238 N. Grand River Lansing, MI. 48906		15f. Telephone Number	15g. E-mail Address

**LOCAL GOVERNMENT ACTION & CERTIFICATION - complete all boxes.**

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

▶ 16. Action taken by local government unit <input type="checkbox"/> Abatement Approved for _____ Yrs Real (1-12), _____ Yrs Pers (1-12) After Completion <input type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Denied (Include Resolution Denying)	16b. The State Tax Commission Requires the following documents be filed for an administratively complete application: <b>Check or Indicate N/A if Not Applicable</b> <input type="checkbox"/> 1. Original Application plus attachments, and one complete copy <input type="checkbox"/> 2. Resolution establishing district <input type="checkbox"/> 3. Resolution approving/denying application. <input type="checkbox"/> 4. Letter of Agreement (Signed by local unit and applicant) <input type="checkbox"/> 5. Affidavit of Fees (Signed by local unit and applicant) <input type="checkbox"/> 6. Building Permit for real improvements if project has already begun <input type="checkbox"/> 7. Equipment List with dates of beginning of installation <input type="checkbox"/> 8. Form 3222 (if applicable) <input type="checkbox"/> 9. Speculative building resolution and affidavits (if applicable)
16a. Documents Required to be on file with the Local Unit <b>Check or Indicate N/A if Not Applicable</b> <input type="checkbox"/> 1. Notice to the public prior to hearing establishing a district. <input type="checkbox"/> 2. Notice to taxing authorities of opportunity for a hearing. <input type="checkbox"/> 3. List of taxing authorities notified for district and application action. <input type="checkbox"/> 4. Lease Agreement showing applicants tax liability.	
16c. LUCI Code	16d. School Code
17. Name of Local Government Body	▶ 18. Date of Resolution Approving/Denying this Application

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

19a. Signature of Clerk	19b. Name of Clerk	19c. E-mail Address
19d. Clerk's Mailing Address (Street, City, State, ZIP Code)		
19e. Telephone Number	19f. Fax Number	

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

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

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

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

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

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

City of Grand Ledge ("City") agrees to award Capitol Bedding Company, Inc. ("Company") a 12 year Industrial Facilities Exemption Certificate (otherwise known as a tax abatement or an IFT), as provided herein, which shall serve as a new agreement, as described in the Company's application dated and received April 25, 2016. Located in the LDFA Industrial Development District pursuant to P.A. 198 legally described as:

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

In return, the Company agrees to make a monetary investment of \$1,700,000 in Real property improvements and to employ at its facility in the City 17-20 (full-time equivalent) employees.

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

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

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

In the event the City Administrators review discloses the Company has not reached or maintained its stated goal of engaging 17-20 full time employees in the City, the City Council will be advised and the City Council may consider repeal or partial repeal of the tax abatement certificate. If the City Council moves to conduct such a revocation proceeding, the Company will have an opportunity for a public hearing during which time the City Council will consider variables which may have negatively affected the ability of the Company to meet the employment goals stated in this agreement. Such factors shall include poor conditions, the overall economy, a specifically poor sector of the economy, the economic condition of the Company's primary customers, or other unforeseen competitive factors which may have handicapped the Company's ability to fulfill its employment obligations to this IFT contract agreement. There may be other legitimate factors that may or may not be considered by the City Council. Good faith efforts by the Company to fulfill employment requirements shall be taken into consideration by the City Council.

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

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

During the life of the tax abatement:                      100%

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

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

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

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

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



**Grand Ledge City Council Resolution # \_\_\_\_\_ of 2016**

**A Resolution to Approve a Bid Award to E. T. MacKenzie Company for 704 W. Main St. Demolition.**

A resolution adopted by the Grand Ledge City Council, at a regular meeting held on Monday, 12 September 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**, bids for 704 W. Main St. demolition were sought and received by the City, and reviewed by staff; and

**Whereas**, it has been determined the bid for 704 W. Main St. demolition be awarded to E. T. MacKenzie Company;

**Now, Therefore, It Is Resolved:**

1. The City approves the bid for 704 W. Main St. demolition to E. T. MacKenzie Company.
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:

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Kalmin D. Smith, Mayor

I, Gregory L. Newman, City Clerk, certify this is Resolution # \_\_\_\_\_ of 2016, adopted by the Grand Ledge City Council at a regular meeting held on Monday, 12 September 2016; a meeting held in accordance with the Open Meetings Act, Public Act No. 267 of 1976, as amended.

Gregory L. Newman, City Clerk

**DATE:** September 9, 2016  
**TO:** Grand Ledge City Council  
**FROM:** Adam Smith, City Administrator  
**RE:** **Contractor Selection Process for the Demolition of 704 W. Main Street**

On August 19, 2016, the City released a Request for Proposals (RFP) to remove the structures at 704 W. Main Street in Grand Ledge. The City advertised the RFP on the website, [www.cityofgrandledge.com/How Do I/Find/Bid Postings and Information](http://www.cityofgrandledge.com/How%20Do%20I%20Find%20Bid%20Postings%20and%20Information), and sent it directly to four (4) identified demolition vendors:

- E.T. MacKenzie Company
- Michigan Demolition & Excavation
- Dunigan Bros., Inc.
- Pitsch Companies

At the RFP due date of September 7, 2016, the City received two (2) bids:

- E. T. MacKenzie Company for \$17,870.00
- Pitsch Companies for \$19,000.00

The City identified E. T. MacKenzie Company as the lowest, qualified bidder and recommends awarding them a contract in the amount of \$17,870.00.

Please find attached to this memo a copy of the full RFP, list of vendors, and recommended bid response.



# REQUEST FOR PROPOSALS

## 2016 CITY OF GRAND LEDGE STRUCTURAL REMOVAL - 704 W. MAIN STREET

DATE:	<b>August 19, 2016</b>
REVISION DATE:	<b>August 23, 2016</b>

PROPOSAL DUE DATE: **Wednesday, September 7, 2016 at 12:00 P.M.**

PROPOSAL DELIVERY LOCATION: **City of Grand Ledge  
ATTN: Larry LaHaie, Public Service Director  
310 Greenwood Street, Grand Ledge, Michigan  
48837**

CONTACT: **Larry LaHaie, Public Service Director  
517-627-2149 Ext. 114  
[llahaie@cityofgrandledge.com](mailto:llahaie@cityofgrandledge.com)  
310 Greenwood Street, Grand Ledge, Michigan 48837**

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## Request for Proposal (RFP)

2016 CITY OF GRAND LEDGE STRUCTURAL REMOVAL – 704 W. MAIN STREET

### Introduction

The City of Grand Ledge will accept proposals for the demolition of all structures at the following location:

Property: 704 W. Main Street, Grand Ledge, Michigan

Property ID Number: 400-002-003-046-00

Property Description:

E 3 A. OF THAT PART LYING N OF CEN. OF HWY OF LOTS NO. 4 & 5 OF ESTATE OF DIANA B. HARRIS, SEC.2, T4N,R4W EXCEPT COM. IN CENTER OF W.MAIN ST. 116 FEET NWLY FROM E LINE OF LOT 4 N 23DEG E 63 FEET, N 5DEG E 320 FEET, W 74.8 FEET, S 350 FEET ALONG W LINE OF SAID 3 ACRES TO CENTER OF MAIN ST., SELY 42.5 FEET TO BEG. SEC.2,T4N,R4W,CITY OF GRAND LEDGE

Demolition to include review of the Asbestos-Containing Materials Inspection and the Limited Lead Paint Assessment reports prepared by Triterra and dated August 17, 2016. Abatement of environmental concerns detailed in the reports, including asbestos removal found to exist on the property. All rubbish to be removed from site and be properly disposed of with certifying logs/documents to be submitted with payment request. Site to be filled, leveled, graded with clean fill material as approved by City, and seeded.

Companies with demonstrated experience in demolition with an interest in making their services available to the City of Grand Ledge are invited to respond to this RFP. The submitted proposals will be used as a basis for awarding the work

### Selection Timetable

Release RFP	Friday, August 19, 2016
Deadline for RFP Questions	Friday, September 2, 2016 at 5:00 P.M.
<b>RFP Due Date</b>	<b>Wednesday, September 7, 2106 at 12:00 P.M.</b>

Tentative Bid Award	September 12, 2016
---------------------	--------------------

## Submittal of Proposal

**Deadline: Wednesday, September 7, 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 Demolition – 704 W Main Street." Faxed or electronic submission will not be accepted.

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

Larry LaHaie, Public Service Director  
310 Greenwood Street, Grand Ledge, Michigan 48837  
517-627-2149 Ext. 114  
[Lahaie@cityofgrandledge.com](mailto:Lahaie@cityofgrandledge.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 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.

## Minimum Qualifications:

1. **Corporate Profile:** Describe on one page the background of your company and why it is qualified to provide the requested services for the City of Grand Ledge.
2. **Understanding of the Project:** Describe in two pages or less your understanding of the project including a brief overview of your plan on accomplishing the services being requested by the City of Grand Ledge.
3. **Project Team:** A list of all personnel within your organization who will be involved with the project, in what capacity, the geographic office location of each, and an estimate of the number of hours of involvement each will have. A summary of the qualifications of those individuals, including years of experience, must be included. Resumes for key person(s) are required.
4. **Experience:** Provide evidence of similar, past experience that demonstrates your ability to successfully provide the services being requested in this RFP. Include names and contact information from three (3) past projects for reference purposes.
5. **Cost:** A fee structure must be submitted with a not-to-exceed amount for the services as indicated above.

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

In addition, 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. Selection is subject to public review and approval by the Grand Ledge City Council. A final selection will be 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
- Experience and references
- Proposed cost
- 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 competitive rates for the noted services. Demonstrated familiarity with local building codes and construction techniques and materials is essential.

The City Administrator and Public Service Director will review submissions and select vendor. Selection is subject to public review and approval by the Grand Ledge City Council.

Proposals will be evaluated through consideration of several factors. The review of all documents submitted will be in accordance with the following criteria:

- Experience and references of contractor
- Proposed cost
- Ability to execute contract in accordance with City policies and in full compliance with all applicable laws, ordinances, and regulations
- The proponent's familiarity with the City and Tri-County area
- Other factors deemed relevant by the City Administrator and Public Service Director
- The City reserves the right, in its absolute discretion, to reject any or all proposals, to waive irregularities, informalities and/or non-conformities in any submission, to select the proponent and proposal deemed to be in the best interests of the City, and to negotiate with the selected proponent(s).

The above criteria will be used to evaluate the submittals. Following a review of the submittals, a firm will be selected and a recommendation will be transferred to the City Council immediately.

If for any reason, a proponent cannot commence demolition activities within 30 days of the contract being executed, the City may unilaterally terminate the contract and negotiate with other proponents.

The respondent warrants that to the best of its knowledge and belief and except as otherwise disclosed it does not have any organizational conflict of interest. Conflict of interest is defined as a situation in which the nature of work under this solicitation and the firm's organizational, financial, contractual or other interests are such that:

1. Respondent may have an unfair competitive advantage; or
2. The respondent's objectivity in performing the work solicited may be impaired. In the event the respondent has an organizational conflict of interest as defined herein, the respondent shall disclose such conflict of interest fully in the proposal submission.
  - a. The respondent agrees that if after award it discovers an organizational conflict of interest with respect to this solicitation it shall make an immediate and full disclosure in writing to the City Administrator that shall include a description of the action which the respondent has taken or intends to take to eliminate or neutralize the conflict. The City may, however, disqualify the respondent or if a contract has been entered into with the respondent, terminate said contract, in its sole discretion.
  - b. In the event the respondent was aware of an organizational conflict of interest before the award of a contract and intentionally did not disclose the conflict to the City Administrator the City may disqualify the respondent.

## 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. It is understood and agreed by naming the City of Grand Ledge as additional insured, coverage afforded is considered to be primary and any other insurance the City of Grand Ledge may have in effect shall be considered secondary and/or excess.

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.

## Proof of Liability Insurance

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.

## General Notes

1. 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.
2. The successful firm shall provide adequate competent supervision at all times during the performance of the contract. The firm or designated representative shall be readily available to meet with City personnel.
3. The successful firm shall provide the contact telephone numbers of where its representative(s) can be reached.

## Type of Contract

The City of Grand Ledge contemplates award of a firm, a fixed-price contract.

## Project Description

The project is expected to consist of the following specific improvements:

1. House and attached structure removal located at 704 W. Main St
2. Foundation demolition and removal located at 704 W. Main St
3. Restoration and grading of all areas distributed by house, attached structure, and foundation removal

## Scope of Work

Proposals should be based on performing the specific demolition services as outlined below. Costs associated with scope of work items should be included in total bid amount.

### Pre-Demolition:

1. Obtain proper permits:
  - a. Demolition Permit, City of Grand Ledge
  - b. Soil Erosion Permit, Eaton County
  - c. Others, as required by jurisdictional authority (i.e., Michigan Department of Environmental Quality)
2. Disconnect utilities:
  - a. Water and Sewer, City of Grand Ledge
  - b. Electric and Natural Gas, Consumers Energy
3. Review Asbestos and Lead Paint Assessment Inspection report
  - a. On file at the City of Grand Ledge
  - b. Properly remove all asbestos and/or lead materials identified in the report to adhere to Michigan Department of Environmental Quality standards, prior to demolition

### Demolition:

1. Mobilize and site all services
2. Install soil erosion measures, per permit
3. Demolish and remove structure
4. Demolish and remove sub-grade/basement walls, floors, and footings
5. Properly dispose of demolition debris at landfill
6. Dispose/recycle all building concrete

### Site Restoration:

1. Backfill site with clean fill
2. Spread 2" screened, clean topsoil, grass seed, and mulch, to eliminate any bare soil



# E. T. MACKENZIE COMPANY

4248 WEST SAGINAW HIGHWAY · GRAND LEDGE, MICHIGAN 48837 · (517) 627-8408 · FAX: (517) 622-3799

E-MAIL: PEMMONS@MACKENZIECO.COM

September 7, 2016

Mr. Larry LaHaie  
City of Grand Ledge, City Hall  
310 Greenwood Street  
Grand Ledge, Michigan 48837

Re: Demolition quotation for a house located at 704 W. Main Street, Grand Ledge, Michigan.

E.T. MacKenzie Company is pleased to submit the following quotation for removal and disposal of the house located at 704 W. Main Street, Grand Ledge, Michigan. This demolition quotation is based on a site inspection and August 17, 2016 Asbestos Survey Report prepared by Tri-Terra. The report indicates there is asbestos containing material contained in the building that must be properly handled / disposed and abated by a State of Michigan licensed asbestos contractor. See the attached MDEQ / USEPA correspondence concerning vermiculite and a MDEQ contact sheet for persons familiar with this type of project. E. T. MacKenzie Company is a State of Michigan licensed asbestos contractor who is knowledgeable concerning asbestos rules propagated by the MDEQ. The estimated cost to remove the building, properly dispose of the building materials, backfill the building area to surrounding grade and restore the area to natural conditions is: **Seventeen Thousand, Eight Hundred – Seventy Dollars and No Cents (\$17,870.00).**

The above price includes the following:

## Pre-Demolition Activities

- City of Grand Ledge Demolition Permit
- City of Grand Ledge Water and Sewer Disconnect Fees
- MDEQ 10-Day Notification of Demolition
- Eaton County Soil Erosion Permit, If Required

## Demolition

- Mobilization and site services.
- Demolition and removal of the structure.
- Demolition and removal of sub-grade / basement walls, floors and footings.
- Proper disposal of demolition debris at a landfill as Asbestos Containing Material.

- Disposal / recycle of all building concrete.

Site Restoration

- Backfill with Class III granular material.
- Topsoil, grass seed and mulch.

Thank you for considering E. T. MacKenzie Company and we look forward to working with you on this project.

Sincerely,

**E. T. MacKenzie Company**

A handwritten signature in cursive script, appearing to read "Phillips C. Emmons, Jr.", written in black ink.

**Phillips C. Emmons, Jr., CPG**  
Project Manager / Environmental Site Superintendent

**Grand Ledge City Council Resolution #\_\_\_\_\_ of 2016**

**A Resolution to Approve Contract Modification #01 for the E. River St. and Russell St. Reconstruction Project.**

A resolution adopted by the Grand Ledge City Council, at a regular meeting held on Monday, 12 September 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 previously approved a contract for E. River St. and Russell St. Reconstruction project with TCI, Inc. of Michigan, in an amount not to exceed \$543,455.60; and

**Whereas**, additional item quantities not anticipated in the original scope of work are now needed;

**Now, Therefore, It Is Resolved:**

1. The City approves Contract Modification #01 to the contract for the E. River St. and Russell St. Reconstruction project with TCI, Inc. of Michigan, in the amount of \$7,944.67.
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:

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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, 12 September 2016; a meeting held in accordance with the Open Meetings Act, Public Act No. 267 of 1976, as amended.

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Gregory L. Newman, City Clerk



Date: September 3, 2016

To: Grand Ledge City Council

From: Larry LaHaie, Public Service Director

RE: East River St./Russell St. Reconstruction - Contract Modification No. 1.

Attached is contract modification no. 1 to the contract between the City of Grand Ledge and TCI of Michigan for the East River St./Russell St. reconstruction project. This contract modification would authorize an additional expenditure of \$7,944.67 for the project. It will fund differences of item quantities than was covered in the original project bid.

The increase in the contract amount is due to several items that were not anticipated in the original scope of work which include an additional 8" water main valve (\$2,300.00), a larger 2" water service to the Frontier building (\$3,476.45), lost time while the contractor was shut down for a funeral (\$1,460.00), lost time while a sewer service was located (\$3,072.00), and the replacement of curb in the 300 block of Taylor St. (\$6,582.40). These additional costs were partially offset by a reduction in costs (\$10,004.18) for items that were included in the original contract.

City Council approval of this contract modification will be necessary for payment of application no. 4, amounting to \$264,483.14, which is included with the bills to be paid at the Sept. 12 meeting. The additional expenses of the contract modification are included with those charges.

A copy of contract modification no. 1 is attached.



# Contract Modification

Eng.

8/19/2016 10:43 AM

FieldManager 5.1a

Contract: **\_14012.00, East River Street / Russell Street Reconstruction**

<b>Cont. Mod. Number</b> 1	<b>Revision Number</b>	<b>Cont. Mod. Date</b> 8/19/2016	<b>Electronic File Created</b> No	<b>Net Change</b> \$7,944.67	<b>Awarded Contract Amount</b> \$543,455.60
<b>Route</b>		<b>Managing Office</b> City of Grand Ledge		<b>District</b> 0	<b>Entered By</b> Erik Morris
<b>Contract Location</b> City of Grand Ledge					

### Short Description

Balancing Contract Modification

### Description of Changes

Balancing all quantities placed and adding the following pay items:

- Gate Valve and Box, 8 inch Modified
- Water Service, 2 inch
- 2 inch Saddle, Corp, Curb Stop and Box
- Dr Structure Cover, 36 inch Low Profile
- Lost Time Shut Down for Funeral
- Lost Time Searching for 218 Russell St. San Sewer
- Hand set curb and gutter on Taylor St. and Ferguson St.

### Increases / Decreases

Item Description	Item Code	Prop. Line	Proj. Line	Project	Catg.	Item Type	Quantity Change	Unit	Unit Price	Dollar Value
_ Tree, Rem. 6 inch to 18 inch	8507050	0003	0015	14012.00	1	Original	4.000	Ea	450.00000	\$1,800.00
_ Dr Structure, Rem	8507050	0004	0020	14012.00	1	Original	-1.000	Ea	350.00000	\$-350.00
_ Sewer, Rem, Less than 24 inch	8507001	0005	0025	14012.00	1	Original	-93.000	Ft	12.50000	\$-1,162.50
_ Curb and Gutter, Rem	8507001	0007	0035	14012.00	1	Original	24.000	Ft	3.25000	\$78.00
_ Pavt. Rem, Modified	8507011	0009	0045	14012.00	1	Original	139.000	Syd	1.25000	\$173.75



# Contract Modification

Eng.

8/19/2016 10:43 AM

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## Increases / Decreases

Item Description	Item Code	Prop. Line	Proj. Line	Project	Catg.	Item Type	Quantity Change	Unit	Unit Price	Dollar Value
_ Excavation, Rock	8507021	0010	0050	14012.00	1	Original	0.500	Cyd	45.00000	\$22.50
_ Subgrade Undercutting, Type II	8507021	0011	0055	14012.00	1	Original	-238.000	Cyd	25.36000	-\$6,035.68
_ Machine Grading, Modified	8507002	0012	0060	14012.00	1	Original	1.000	Sta	3,616.38000	\$3,616.38
_ Subgrade Undercutting, Special	8507011	0013	0065	14012.00	1	Original	-250.000	Syd	18.12000	-\$4,530.00
_ Subbase, CIP	8507021	0016	0080	14012.00	1	Original	-139.000	Cyd	13.72000	-\$1,907.08
_ Aggregate Base, 2.5 inch	8507011	0017	0085	14012.00	1	Original	5.000	Syd	2.26000	\$11.30
_ Aggregate Base, 8 inch	8507011	0018	0090	14012.00	1	Original	-330.000	Syd	6.73000	-\$2,220.90
_ Sewer, C76 IV RCP, 12 inch, Tr Det B	8507001	0019	0095	14012.00	1	Original	-47.000	Ft	60.41000	-\$2,839.27
_ Sewer, C76 III RCP, 15 inch, Tr Det B	8507001	0020	0100	14012.00	1	Original	-6.000	Ft	62.58000	-\$375.48
_ Sanitary Sewer Lead, 6 inch, PVC SDR 26	8507001	0022	0110	14012.00	1	Original	8.500	Ft	73.46000	\$624.41



# Contract Modification

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## Increases / Decreases

Item Description	Item Code	Prop. Line	Proj. Line	Project	Catg.	Item Type	Quantity Change	Unit	Unit Price	Dollar Value
_ Sanitary Sewer, 8 inch, PVC SDR 26	8507001	0023	0115	14012.00	1	Original	-3.000	Ft	108.03000	\$-324.09
_ Sanitary Sewer, Spot Repair	8507001	0024	0120	14012.00	1	Original	7.500	Ft	471.94000	\$3,539.55
_ Sewer Bulkhead, 12 inch	8357050	0027	0135	14012.00	1	Original	3.000	Ea	350.00000	\$1,050.00
_ Dr Structure Cover, Type B	8357050	0030	0150	14012.00	1	Original	1.000	Ea	595.64000	\$595.64
_ Hand Patching	8507031	0034	0170	14012.00	1	Original	-5.000	Ton	152.90000	\$-764.50
_ HMA 13A	8507031	0035	0175	14012.00	1	Original	46.000	Ton	65.91000	\$3,031.86
_ HMA Approach	8357031	0036	0180	14012.00	1	Original	-8.000	Ton	79.68000	\$-637.44
_ Detectable Warning Surface	8507001	0037	0185	14012.00	1	Original	-31.000	Ft	37.40000	\$-1,159.40
_ Driveway, Nonreinf Conc, 6 inch	8507011	0038	0190	14012.00	1	Original	31.400	Syd	37.82000	\$1,187.55
_ Curb and Gutter, Conc, Det F4	8507001	0039	0195	14012.00	1	Original	125.000	Ft	14.60000	\$1,825.00



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## Increases / Decreases

Item Description	Item Code	Prop. Line	Proj. Line	Project	Catg.	Item Type	Quantity Change	Unit	Unit Price	Dollar Value
_ Curb and Gutter, Conc, Det E4	8507001	0040	0200	14012.00	1	Original	8.000 Ft		26.40000	\$211.20
_ Curb and Gutter, Inverted	8507001	0041	0205	14012.00	1	Original	-42.000 Ft		14.60000	\$-613.20
_ Sidewalk, Conc, 4 inch	8507010	0042	0210	14012.00	1	Original	204.000 Sft		3.43000	\$699.72
_ Sidewalk, Conc, 6 inch	8507010	0043	0215	14012.00	1	Original	-309.000 Sft		4.20000	\$-1,297.80
_ Sidewalk, Conc, Thickened Edge	8507010	0044	0220	14012.00	1	Original	-96.000 Sft		6.27000	\$-601.92
_ Sidewalk Ramp, Conc, 4 inch	8507010	0045	0225	14012.00	1	Original	-98.000 Sft		6.32000	\$-619.36
_ Pavt Mrkg, Waterborne, 4 inch, Yellow	8507001	0046	0230	14012.00	1	Original	-7.000 Ft		1.10000	\$-7.70
_ Pavt Mrkg, W.B., 2nd App, 4 inch, Yellow	8507001	0047	0235	14012.00	1	Original	-231.000 Ft		1.10000	\$-254.10
_ Dust Palliative, Applied	8357031	0052	0260	14012.00	1	Original	-30.000 Ton		300.00000	\$-9,000.00
_ Slope Restoration, Modified	8507011	0057	0285	14012.00	1	Original	398.000 Syd		4.74000	\$1,886.52



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## Increases / Decreases

Item Description	Item Code	Prop. Line	Proj. Line	Project	Catg.	Item Type	Quantity Change	Unit	Unit Price	Dollar Value
_ Gate Box, Adj	8357050	0058	0290	14012.00	1	Original	-1.000	Ea	200.00000	\$-200.00
_ Water Main, DI, 6 inch, Tr Det G, Mod	8507001	0060	0300	14012.00	1	Original	7.000	Ft	68.47000	\$479.29
_ Water Main, DI, 8 inch, Tr Det G, Mod	8507001	0061	0305	14012.00	1	Original	-15.000	Ft	75.00000	\$-1,125.00
_ Water Service, 1 inch	8507001	0062	0310	14012.00	1	Original	98.000	Ft	43.94000	\$4,306.12
_ Curb Stop and Box	8357050	0063	0315	14012.00	1	Original	5.000	Ea	176.49000	\$882.45

Total Dollar Value: **\$-10,004.18**

## New Items

Item Description	Item Code	Prop. Line	Proj. Line	Project	Catg.	ItemType	Proposed Quantity	Unit	Unit Price	Dollar Value
_ Gate Valve and Box, 8 inch Modified Reason: River St. / Franklin St. project	2057050	0076	0360	14012.00	1	Extra	1.000	Ea	2,300.00000	\$2,300.00
_ Water Service, 2 inch Reason: 2 inch service to Frontier	2057001	0081	0365	14012.00	1	Extra	41.000	Ft	51.45000	\$2,109.45
_ Saddle, Corp, Curb Stop and Box, 2 inch Reason: 2 inch service at Frontier	2057050	0086	0370	14012.00	1	Extra	1.000	Ea	1,367.00000	\$1,367.00



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## New Items

Item Description	Item Code	Prop. Line	Proj. Line	Project	Catg.	ItemType	Proposed Quantity	Unit	Unit Price	Dollar Value
_ Dr Structure Cover, 36 inch Low Profile	2057050	0091	0375	14012.00	1	Extra	1.000	Ea	1,058.00000	\$1,058.00

Reason: Zero adjustment on existing communications vault

_ Lost Time, Shut Down for Funeral	7147051	0096	0380	14012.00	1	Extra	1.000	LS	1,460.00000	\$1,460.00
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Reason: Funeral at church

_ Lost Time, Searching for 218 Russell San	7147051	0101	0385	14012.00	1	Extra	1.000	LS	3,072.00000	\$3,072.00
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Reason: Marked in wrong location

_ Hand Set Curb and Gutter, Taylor St.	8357001	0106	0390	14012.00	1	Extra	352.000	Ft	18.70000	\$6,582.40
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Reason: Additional work on Taylor St. and Ferguson St.

**Total Dollar Value: \$17,948.85**

## Project / Category Summary

Project/Catg	Project/Category Description	Federal Number	Project Status	Finance System	Control Section	Dollar Value
14012.00		0	CNST			
1	100%City					\$7,944.67
<b>Total:</b>						<b>\$7,944.67</b>

**Total Net Change Amount: \$7,944.67**



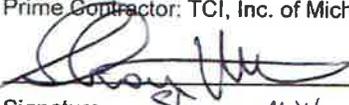
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If authorized, the contractor agrees to do the work outlined above under the direction of the Engineer, and to accept as payment in full the basis of payment as indicated. Prime Contractor, you are authorized and instructed as the contractor to do the work described herein in accordance with the terms of your contract.

Prime Contractor: TCI, Inc. of Michigan  Signature <u>Shawn Mills Project Manager</u> Date <u>8/19/16</u>	Kalmin Smith, Mayor  Signature _____ Date _____
Prepared by Project Engineer: Michael J. Dyer, P.E., Eng., Inc.  Signature _____ Date <u>8/19/16</u>	