



Grand Ledge City Council

**REGULAR MEETING AGENDA
MONDAY, 26 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, 26 September 2016 City Council consent agenda, as follows:
 - i. Financial transactions and bills.
 - ii. Monday, 12 September 2016 regular City Council minutes.
 - iii. Right-of-Way Use Applications from the Grand Ledge Area Chamber of Commerce for the 2016 Color Cruise and Island Festival.

- 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, 26 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.

- VIII. **UNFINISHED BUSINESS** – The City Council may again debate any item(s) previously debated but not finally disposed of and may or may not act upon the item(s) as indicated.

- IX. NEW BUSINESS** – The City Council may debate any item(s) under its authority not previously debated and may or may not act upon the item(s) as indicated.
- A. Ordinance (Introduction)** – To introduce and set a public hearing for 10 October 2016 on an ordinance amending the Grand Ledge City Code Chapter 39, Purchasing, to add a new §39-2, Selling Policy.
- B. Resolution** – To approve a contract for cleaning services with Tim Coté.
- X. AUDIENCE PARTICIPATION** – Any person(s) attending may comment on any subject. All presentations before the City Council shall be limited to five minutes per individual presentation.
- XI. COMMUNICATIONS FROM THE MAYOR AND COUNCIL** – The Mayor may make appointments and reappointments to boards and committees, may report on subjects referred by Council members, staff and residents, and may comment on any subject. City Council members may comment on any subject.
- XII. CLOSED SESSION** – The Open Meetings Act allows the City Council to discuss certain subjects without the presence of the public. The City Council may request a staff member or any other person the City Council determines to be necessary, by a majority of the Council members present, to attend the closed session. Once the Closed Session has ended, the City Council will resume the regular meeting.
- XIII. ADJOURNMENT** – When the City Council has completed all items listed on the approved agenda, it may not take any further action until its next regular meeting or a special meeting. If the time is significantly late and items remain on the approved agenda, the presiding officer may ask for a motion to adjourn the meeting to another specific date, time, and place at which to resume and complete the approved agenda.



Gregory L. Newman, City Clerk

THE GRAND LEDGE CITY COUNCIL WILL HOLD ITS NEXT REGULAR MEETING ON MONDAY, 10 OCTOBER 2016, AT 7:30 P.M. IN THE COUNCIL CHAMBERS, CITY HALL, 310 GREENWOOD ST., GRAND LEDGE, MICHIGAN.

09/22/2016

CUSTOM INVOICE REPORT FOR CITY OF GRAND LEDGE

VENDOR NAME	DESCRIPTION	AMOUNT
44 NORTH	HRA/TELEDOC - AUG 2016	647.40
56-2 DISTRICT COURT	BOND	100.00
56-2 DISTRICT COURT	BOND	100.00
ABRAHAM'S TROPHY & GIFT SHOP	NAME SIGNS	40.80
ABSOPURE WATER	DISTILLED WATER	15.00
ABSOPURE WATER	DISTILLED WATER	170.80
ACE HARDWARE	CINCH STRAP	4.59
ACE HARDWARE	TAPE RULE/SCREWDRIVERS/WRENCHES	304.88
ACE HARDWARE	SPRAYPAINT/PROPANE FILL	39.47
ACE HARDWARE	KEYS	3.78
ACE HARDWARE	HARDWARE/FASTENERS	15.96
ACE HARDWARE	POSTHOLE DIGGER	39.99
ACE HARDWARE	GARDEN SPADE	24.99
ACE HARDWARE	WASP SPRAY/TEKK HEARING PROTECTION	66.92
ACE HARDWARE	PAINT SUPPLIES	26.83
ACE HARDWARE	PAINT SUPPLIES	80.98
ACE HARDWARE	PLUMBING SUPPLIES/GALV FITTINGS	21.07
ACE HARDWARE	KEYS	3.78
ACE HARDWARE	KEYS	3.78
ACE HARDWARE	CLIP STRIPS	7.98
ACE HARDWARE	CLIP STRIPS	7.98
ACE HARDWARE	SHOVEL	24.99
ACE HARDWARE	ROUNDUP/BRASS FITTINGS	92.71
ACE HARDWARE	MARKING PAINT	14.98
ACE HARDWARE	WASP SPRAY/ROUNDUP	15.98
ACE HARDWARE	CONCRETE MIX	13.18
ACE HARDWARE	STRAW BALE	15.00
ACE HARDWARE	THOMPSON WOOD PROTECT	94.99
ACE HARDWARE	BRUSH WHEEL	5.99
ACE HARDWARE	SPRAY ENAMEL/SHOP TOWELS	71.45
ACE HARDWARE	LEVEL	12.99
ACE HARDWARE	BATTERIES/FASTENERS	48.84
ACE HARDWARE	FASTENERS	8.07
ACE HARDWARE	SPRAY ENAMEL	29.99
ACE HARDWARE	TIRE CLEANER/ARMOR ALL	21.57
ACE HARDWARE	HOSE MENDER/BANDAIDS	7.99
ACE HARDWARE	GARDEN SPRAYER	14.99
ACE HARDWARE	SHOVELS	65.96
ACE HARDWARE	BIT/BIBB HOSE	14.58
ACE HARDWARE	WASP SPRAY	6.49
ACE HARDWARE	2 CYCLE OIL	9.99
ACE HARDWARE	SPRAY ENAMEL	28.99
ACE HARDWARE	DRILL BIT/LAWNBAGS/WIPING CLOTHS	50.35

ACE HARDWARE	WASP SPRAY/SLEDGE HAMMER	34.48
ACE HARDWARE	TOOL/BLADE SHARPENING	21.00
ACE HARDWARE	PAINT/PAINT SUPPLIES	51.26
ACE HARDWARE	BRUSH/PAINT TRAY/LINER	14.85
ACE HARDWARE	CLEANING SUPPLIES	22.48
ACE HARDWARE	CLEANING SUPPLIES	17.86
ACE HARDWARE	MOPHEAD/MOP HANDLE/WAVEBRAKE MOP BUCKET	91.97
ALLDATA	REPAIRS	1,000.00
BADER & SONS CO.	DEPTH GAUGE/BLADE/OIL	89.55
BADER & SONS CO.	BLADE	58.35
BARYAMES CLEANERS	UNIFORM CLEANING	242.35
BOYNTON FIRE SAFETY SERVICE	FIRE SYSTEM - 310 GREENWOOD	1,838.00
CAPITAL IMAGING	DEDICATION FLYERS	17.96
CITY OF GRAND LEDGE-WATER	310 GREENWOOD WATER - 1701070001	124.12
CL TRUCKING & EXCAVATING, LLC	E RIVER/FRANKLIN - EST NO. 2	166,594.54
COMCAST	CITY HALL PHONE ACCT 904814885	246.56
COMCAST CABLE	ACCT 01721 150482-01-8 - DPS	82.90
COMCAST CABLE	ACCT 01721 426570-01-8 - PD CABLE	4.24
COUNTY OF EATON	ROAD CREW SERVICES	900.00
CRAIG ELECTRIC	REPAIR AT AIRPORT	375.00
CRAIG ELECTRIC	TREE RECEPT REPAIR AT 202 S BRIDGE	375.20
GUTCHESS DAVID	REIMBURSE FOR UNIFORM	134.82
DBI BUSINESS INTERIORS	OFFICE SUPPLIES	153.12
STANLEY DON	REIMBURSE FOR UNIFORM	96.97
EATON COUNTY TREASURER	SUMMER 2016 PROPERTY TAX - SET/COUNTY	284,342.88
EATON RESA	SUMMER 2016 PROPERTY TAX DISTRIBUTION	50,704.73
ELHORN ENGINEERING COMPANY	CHEMICALS	263.00
DONALDSON ELIZABETH	OVERPAY FOR PERMIT	10.00
ENG.	E RIVER/FRANKLIN ST - AUG 2016	14,492.50
ETNA SUPPLY INC	PIPE WRENCHES/PENTAGON KEY/TORCH	422.67
ETNA SUPPLY INC	TRANSCEIVERS	1,959.38
FISHBECK THOMPSON CARR	REL STUDY UPDATE THROUGH AUG 2016	3,921.50
FLEETPRIDE	REPAIR PARTS	460.96
FLUID CONNECTIONS, INC.	FITTINGS	44.76
GRAINGER WW INC	AIR CONTROL VALVE/CONNECTOR COIL	95.02
GRAND LEDGE AREA DISTRICT LIBRARY	SUMMER 2016 PROPERTY TAX DISTRIBUTION	28,607.60
GRAND LEDGE AUTO PARTS INC	FUSES	7.80
GRAND LEDGE AUTO PARTS INC	GEAR OIL	23.24
GRAND LEDGE AUTO PARTS INC	OIL/FILTER	27.47
GRAND LEDGE AUTO PARTS INC	MINI BULB	66.46
GRAND LEDGE PUBLIC SCHOOLS	SUMMER 2016 PROPERTY TAX DISTRIBUTION	338,992.86
GRANGER	138 W RIVER TRASH - AUG 2016	138.24
GRANGER	310 GREENWOOD TRASH - SEPT 2016	72.80
GRANGER	RECYCLING SEPT/OCT/NOV 2016	48.00
GRANGER	109 FITZGERALD PARK DR - TRASH SEPT 2016	62.59
GRANGER	13253 LAWSON ROAD TRASH - SEPT 2016	63.12
HACH COMPANY	AMMONIA /PHSPHORUS	1,768.25
HACH COMPANY	CABLE/BENCHTOP METER	2,154.39
HASSELBRING CLARK	COPY CHARGES	626.97

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

**CITY COUNCIL MINUTES – REGULAR MEETING
MONDAY, 12 SEPTEMBER 2016
7:30 P.M.
COUNCIL CHAMBERS, CITY HALL
310 GREENWOOD ST.**

- I. ROLL CALL OF COUNCIL** – Mayor Kalmin Smith; Mayor Pro-Tem Keith Mulder; and Council members Tom Jancek, Rick Lantz, Jamie Malecki, Thom Sowle, and Don Willems
OTHERS PRESENT – Adam Smith, City Administrator; Gregory Newman, City Clerk; Cheryl Grice, Finance Director / Treasurer; Susan Stachowiak, Zoning Administrator; Ameer King, Assistant City Administrator; Chris Blievernicht, Lieutenant;

II. PLEDGE OF ALLEGIANCE

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

III. AUDIENCE PARTICIPATION

Donald Love, 1202 Jenne St., expressed concerns about removing parking on Jenne St., and requested limiting parking hours but allowing parking at night and on the weekend.

IV. APPROVAL OF CONSENT AGENDA

- A. Motion (from staff)** – 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.

COUNCIL MEMBER MULDER MOVED, COUNCIL MEMBER WILLEMS SECONDED, TO APPROVE THE MONDAY, 12 SEPTEMBER 2016 CITY COUNCIL CONSENT AGENDA. MOTION CARRIED UNANIMOUSLY.

V. APPROVAL OF REGULAR AGENDA

- A. Motion** – To approve the Monday, 12 September 2016 regular City Council agenda.

COUNCIL MEMBER LANTZ MOVED, COUNCIL MEMBER WILLEMS SECONDED, TO APPROVE THE MONDAY, 12 SEPTEMBER 2016 REGULAR CITY COUNCIL AGENDA. MOTION CARRIED UNANIMOUSLY.

VI. COMMITTEE AND BOARD REPORTS

A. Planning Commission

Council member Mulder reported the Planning Commission approved the O'Reilly's Auto Parts site plan.

B. Public Art Committee

Council member Malecki reported on the successful public art dedication today.

VII. STAFF REPORTS

Administrator's Office

Amee King, Assistant City Administrator, reported on personnel interviews, Abrams Municipal Airport maintenance, engineering services bids for the Library parking lot project, and the City Hall maintenance plan.

Clerk's Department

Gregory Newman, City Clerk, reported on the successful 02 August 2016 election.

Finance Department – Revenue / Expenditure Report

Cheryl Grice, Finance Director / Treasurer, reported on the Fiscal Year Ending 2016 audit and ongoing 2016 tax collections and distribution.

Police Department

Chris Blievernicht, Lieutenant, reported on the Safe Routes to Schools initiative and reported Officer Jill Fewer is the new Quartermaster.

Department of Public Services

Adam Smith, City Administrator, mentioned the Director of Public Services' vacation and presented the Director of Public Services' August 2016 report.

Assessing Department

Adam Smith, City Administrator, presented the City Assessor's August 2016 report.

Planning and Zoning Department

Susan Stachowiak, Zoning Administrator, reported on the Planning Commission's approval of the O'Reilly's Auto Parts site plan, the rezoning application for 205 W. Scott St., and ongoing communications with Speedway.

The City Council discussed the O'Reilly's Auto Parts façade change.

Building Department

A. Motion – To receive and place on file the August 2016 staff reports.

COUNCIL MEMBER LANTZ MOVED, COUNCIL MEMBER WILLEMS SECONDED, TO RECEIVE AND PLACE ON FILE THE AUGUST 2016 STAFF REPORTS. MOTION CARRIED UNANIMOUSLY.

Charter Commission Report

Robert Doty, Charter Commission Chair, reported on the organizational and procedural work at the first two meetings, mentioned the meeting schedule, and reviewed the membership.

The Council discussed the Charter Commission page on the City website.

VII. UNFINISHED BUSINESS

A. Public Hearing – On an Industrial Facility Tax Exemption Application by Capitol Bedding Company, Inc.

Adam Smith, City Administrator, explained the Capitol Bedding Company, Inc., request for an Industrial Facility Tax Exemption Application, and presented a report on the City's history of granting applications and encouraging industrial development.

William Beuerle, Capitol Bedding Company, Inc., President, explained the company's history in Lansing and their desire to move to Grand Ledge, and explained the tax exemption allows the business to establish in Grand Ledge and stay long enough to pay full taxes.

The Council discussed tax exemptions and the timing of requesting the tax exemption after construction to avoid changes to the project requiring a new application.

MAYOR SMITH OPENED THE PUBLIC HEARING ON AN INDUSTRIAL FACILITY TAX EXEMPTION APPLICATION BY CAPITOL BEDDING COMPANY, INC., AT 8:06 P.M.

Robert Doty, 635 Maple St., expressed his support of the Industrial Facility Tax Exemption Application.

MAYOR SMITH OPENED THE PUBLIC HEARING ON AN INDUSTRIAL FACILITY TAX EXEMPTION APPLICATION BY CAPITOL BEDDING COMPANY, INC., AT 8:07 P.M.

IX. NEW BUSINESS

A. Resolution #36 of 2016 – To approve an Application for Industrial Facilities Tax Exemption Certificate from Capitol Bedding Company, Inc.

COUNCIL MEMBER LANTZ MOVED, COUNCIL MEMBER WILLEMS SECONDED, TO ADOPT RESOLUTION #36 OF 2016, TO APPROVE AN APPLICATION FOR INDUSTRIAL FACILITIES TAX EXEMPTION CERTIFICATE FROM CAPITOL BEDDING COMPANY, INC.

Adam Smith, City Administrator, presented the application and agreement, and commented on the estimated \$336,000 in tax revenue.

MOTION TO ADOPT RESOLUTION #36 OF 2016, TO APPROVE AN APPLICATION FOR INDUSTRIAL FACILITIES TAX EXEMPTION CERTIFICATE FROM CAPITOL BEDDING COMPANY, INC., CARRIED UNANIMOUSLY.

B. Resolution #37 of 2016 – To approve a bid award to E. T. MacKenzie Company for 704 W. Main St. demolition.

COUNCIL MEMBER MULDER MOVED, COUNCIL MEMBER MALECKI SECONDED, TO ADOPT RESOLUTION #37 OF 2016, TO APPROVE A BID AWARD TO E. T. MACKENZIE COMPANY FOR 704 W. MAIN ST. DEMOLITION.

Adam Smith, City Administrator, explained the final formal step to demolish the structure at 704 W. Main St. and mentioned the ongoing fire training exercises.

MOTION TO ADOPT RESOLUTION #37 OF 2016, TO APPROVE A BID AWARD TO E. T. MACKENZIE COMPANY FOR 704 W. MAIN ST. DEMOLITION, CARRIED UNANIMOUSLY.

- C. Resolution #38 of 2016** – To approve Contract Modification #01 for the E. River St. and Russell St. Reconstruction project.

COUNCIL MEMBER WILLEMS MOVED, COUNCIL MEMBER MALECKI SECONDED, TO ADOPT RESOLUTION #38 OF 2016, TO APPROVE CONTRACT MODIFICATION #01 FOR THE E. RIVER ST. AND RUSSELL ST. RECONSTRUCTION PROJECT.

Adam Smith, City Administrator, explained the modification covers Michigan Department of Environmental Quality compliance for sewer overflow valves.

MOTION TO ADOPT RESOLUTION #38 OF 2016, TO APPROVE CONTRACT MODIFICATION #01 FOR THE E. RIVER ST. AND RUSSELL ST. RECONSTRUCTION PROJECT, CARRIED UNANIMOUSLY.

X. AUDIENCE PARTICIPATION

XI. COMMUNICATIONS FROM THE MAYOR AND COUNCIL

Council member Jancek mentioned the 9/11 service at Emmanuel Lutheran Church.

Mayor Smith mentioned the 10 September 2016 Caring Neighbor Day, the 9/11 service at Immanuel Lutheran Church, today's public art dedication, and the 15 September 2016 tribute to Marilyn Smith at the Grand Ledge Opera House.

XII. CLOSED SESSION

XIII. ADJOURNMENT

COUNCIL MEMBER MALECKI MOVED, COUNCIL MEMBER WILLEMS SECONDED, TO ADJOURN THE MONDAY, 12 SEPTEMBER 2016, REGULAR CITY COUNCIL MEETING, AT 8:20 P.M. MOTION CARRIED UNANIMOUSLY.

Gregory L. Newman, City Clerk

Kalmin D. Smith, Mayor



RECEIVED

JUN 29 2016

Right-of-Way Use Application

CITY OF GRAND LEDGE

Event Name Color Cruise + Island Festival

Organization (if any) Grand Ledge Area Chamber of Commerce

Person Responsible Karla Chamberlain

Address 220 S. Bridge
Grand Ledge MI 48837

Phone 627-2383

Description of activity (Use the attached map to highlight the street, sidewalk or other public right-of-way requested to be used.):
River Street from Bridge Street to Jefferson for horse drawn wagon rides - boarding area in front of Masonic Temple; turn around area on River Street

Earliest date and time the right-of-way is needed (consider preparation and set-up for the event):
10 / 14 / 2016 6:00 a.m. / p.m.

Latest date and time the right-of-way is needed (consider clean up from the event):
10 / 16 / 2016 5:00 a.m. / p.m.

Describe plans to provide parking for participants, traffic control for the event, security, and crowd control:
Parking - no special area - part of festival; Traffic control provided by Traffic Committee of festival; no security or crowd control necessary

Describe plans to provide refuse disposal, sanitation facilities, noise control, and private property protection and restoration: This is part of the Color Cruise Festival.

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

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

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

Karla Chamberlain
Signature

5-22-16
Date

Karla Chamberlain
Printed Name

627-2383
Daytime Phone

Required Reviews

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

Council Action

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



RECEIVED

JUN 29 2016

CITY OF GRAND LEDGE

Right-of-Way Use Application

Event Name Color Cruise & Island Festival

Organization (if any) Grand Ledge Area Chamber of Commerce

Person Responsible Karla Chamberlain / Mike Ivey

Address 220 S Bridge
Grand Ledge, MI 48837

Phone 627-2383

Description of activity (Use the attached map to highlight the street, sidewalk or other public right-of-way requested to be used.): Vintage Vehicle Display

Bridge Street from Jefferson south to Scott Street - then onto Scott if needed. Mike Ivey coordinates with GLPD and city for barricades and exact parking

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

10 / 15 / 16 6:00 a.m. / p.m.

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

10 / 15 / 16 3:00 a.m. / p.m.

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

Capitol City Old Car Club provide their own security and crowd control;

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

Extra trash barrels and port-a-john provided by Chamber

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

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

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

Karla Chamberlain
Signature

5-22-16
Date

Karla Chamberlain
Printed Name

627-2383
Daytime Phone

Required Reviews

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

Council Action

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

City of Grand Ledge Ordinance # _____
An Ordinance Amending the Grand Ledge City Code Chapter 39, Purchasing, to
Add a New §39-2, Selling Policy.

The City of Grand Ledge Ordains:

Section 1. **Change.** Chapter 39, Purchasing, of the Grand Ledge City Code, is amended, as follows:

§ 39-2, Selling Policy.

All sales of personal property and goods shall be made as per the Selling Policy set by the City Council.

Section 2. Severability. The provisions of this ordinance are severable, and if any section, sub-section, paragraph, sentence, clause, phrase or portion of this ordinance is, for any reason, held invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of all remaining sections, sub-sections, paragraphs, sentences, clauses, phrases or portions of this ordinance.

Section 3. Section Headings. The section headings used in this ordinance are for convenience only and are not a part of this ordinance.

Section 4. Effective Date. This ordinance shall take effect seven days after it has been adopted by the Grand Ledge City Council.

Introduced by the Grand Ledge City Council this 26th day of September, 2016.

Motion by

Second by

Ayes:

Nays:

Absent:

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

Motion by

Second by

Ayes:

Nays:

Absent:

Approved:

Kalmin D. Smith, Mayor

I, Gregory Newman, Grand Ledge City Clerk, certify this is Ordinance # _____ adopted by the Grand Ledge City Council at a meeting held the ____ day of _____, 2016, a meeting held according to the Open Meetings Act, Public Act No.

267 of 1976, as amended. I further certify Ordinance #___ was published in the Grand Ledge Independent, a newspaper of general circulation in the City of Grand Ledge, the ____ day of _____, 2016, subsequent to its adoption.

Gregory L. Newman, City Clerk

Introduced:

Public Hearing:

Adopted:

Published:

Effective:



TO: GRAND LEDGE CITY COUNCIL
FROM: MARTIN UNDERHILL
RE: REQUEST FOR ORDINANCE
DATE AUGUST 31 2016

The Police Department is preparing to sell items from its property room that are either unclaimed found property or surplus City property. In the past, we have relied on auction sales. This year, the officers who are preparing the items for sale have suggested a GLPD "Garage Sale". The purpose would be twofold. The first would be to dispose of the unwanted items in return for some modest income to the City. The second would be to use the sale as an outreach to the our Grand Ledge residents; specifically our local surrounding neighborhood.

The officers are suggesting that the sale be held in conjunction with the Color Cruise celebration in October. They have mentioned the possibility of the event to several of our neighbors and received positive responses. I am inclined to support their initiative. While admittedly items sell for higher prices at auctions, the "garage sale" approach would eliminate the percentage taken by the auctioneer. Personnel costs would remain the same. The side benefit would be the increased contact between the community and the officers in a "non-law enforcement" setting.

I am requesting that we be allowed to run at least a pilot program for evaluation. The city Charter allows this type of sale if it is supported by a City ordinance. Therefore, we are requesting that Council pass such an ordinance at its earliest convenience (to meet the Color Cruise time line). I propose that the ordinance allow sale of City owned property and "found" property items with values of less than \$500.00 in an open sales setting. A copy of the proposed Ordinance is provided with this document.

Thank you for your consideration of this request

MJU

Grand Ledge City Council Resolution # _____ of 2016

A Resolution to Approve a Contract for Cleaning Services with Tim Coté.

A resolution adopted by the Grand Ledge City Council, at a regular meeting held on Monday, 26 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 solicited proposals for cleaning services at City Hall; and

Whereas, the staff recommends the City approve the contract for cleaning services with Tim Coté;

Now, Therefore, It Is Resolved:

1. The City approves the Contract for Cleaning Services with Tim Coté, as attached.
2. The City directs the City Administrator and Finance Director / Treasurer to appropriate the funds necessary to implement said contract.
3. The Mayor and the Clerk of the City, or their duly authorized agent or representative, are authorized and directed to execute said contract on behalf of the City of Grand Ledge; to do any other act(s) or thing(s) which shall be necessary to execute said contract on behalf of the City of Grand Ledge; to preserve and protect the rights, duties and obligations of the City thereunder; and to do any act or thing required by statute, Charter, ordinance, rule, regulation or other provision of law in order to execute said contract.

Motion by

Second by

Ayes:

Nays:

Absent:

Approved:

Kalmin D. Smith, Mayor

I, Gregory L. Newman, Grand Ledge City Clerk, certify this is Resolution # _____ of 2016, adopted by the Grand Ledge City Council at a special meeting held on Monday, 26 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

CITY OF GRAND LEDGE
Contract for Services

This agreement is made and entered into this 1st day of October, 2016, by and between the CITY OF GRAND LEDGE, MICHIGAN, a Municipal Corporation whose office is located at 310 Greenwood Street, Grand Ledge, Michigan 48837 ("City") and TIM COTE, whose address is 1219 Willow Street, Grand Ledge, Michigan 48837 ("Contractor").

WHEREAS, it is the intent of the City to retain the services of the Contractor for cleaning at 310 Greenwood Street, Grand Ledge, Michigan, and

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

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

1. Services. Unless directed by the City Administrator or Assistant City Administrator, the Contractor shall provide the following services.

The Contractor shall, twice a week,

- a. Empty trash cans in all areas. All trash to be taken to dumpster which is located in parking lot.
- b. Vacuum and wipe all surfaces in all offices, two main hallways and main building entrances as needed.
- c. Clean bathrooms in the hallway (3) Police Department (3), and locker rooms in police department (2) which includes mopping floors, cleaning surfaces, fixtures, toilets, stall doors, mirrors and sinks.
- d. Clean breakrooms in Administration and Police Department, wipe surfaces and sinks as needed.
- e. Clean entryway glass at three main entrances.

The Contractor shall, once a week

- a. Empty recycling bins. Recycling curbies are located in the parking lot.
- b. Vacuum and/or mop all community areas, wipe surfaces (excluding gym).
- c. Clean bathrooms in community areas (3) which includes mopping floors, cleaning surfaces, fixtures, toilets, stall doors, mirrors and sinks.
- d. Ensure exterior entrances (3) are free of debris, such as leaves, trash, etc.

The Contractor shall, monthly

- a. High dust for cobwebs.
- b. Dust wood trim and picture frames in main hallways and in City Council Room.
- c. Dust mop gym floor and if needed wet mop.

The Contractor shall, quarterly

- a. Interior glass cleaning including City Hall, Police Department and Community Areas.
- b. Clean glass in display cases located in hallway.

The Contractor shall, bi-annually

- a. Exterior glass cleaning, including inside and outside of all windows.

- b. Vacuum, mop, wipe surfaces in areas not commonly used, 2 kitchen areas and 3 storage areas.
2. Compensation. The City shall pay the Contractor in the amount of \$1,386.00 per month. This contract shall remain in effect for a period of three years, October 1, 2016 to September 30, 2019. This fee shall be revisited should the City change the scope of the work required.
3. Payment. The Contractor shall provide timely, written invoice(s) to the City for services actually rendered pursuant to this Agreement. The City shall remit payment to the contractor within 30 calendar days after receiving the invoice.
4. Supplies. The City shall provide all supplies and equipment to perform work stated and necessary paper goods, soap/soap refills and trash can liners.
5. Status. The parties understand that the Contractor is not and shall not be considered an employee of the City. The parties hereto acknowledge and agree that the City shall not withhold any amounts for federal, state or local income taxes, Medicare taxes, or social security taxes from the fees paid pursuant to this Agreement.
6. Indemnification. The Contractor agrees to indemnify and hold the City harmless from any and all liability arising out of this agreement, including but not limited to the payment of any amounts for federal, state and local taxes and/or social security and Medicare taxes.
7. Termination. Either party to this agreement may terminate this contract upon 30 days written notice to the other party. This right on cancellation shall be exercisable at the sole discretion of the cancelling party and requires no just cause or other reason.
8. Understanding and Binding Effect. This agreement represents the entire understanding and agreement between parties, and all prior understandings and agreements are specifically merged in this Agreement. This Agreement shall inure to the benefit of and be binding upon the parties and their respective heirs, personal representatives, members, assigns, and successors.
9. Notices and Mailings. All notices and other documents to be served or transmitted shall be in writing and addressed to the respective parties at the addresses stated within this Agreement or such other address or addresses as shall be specified by the parties from time to time, and may be served or transmitted in person or by ordinary or certified mail properly addressed with sufficient postage.
10. Severability. If any section or provision of this Agreement is unenforceable for any reason, the unenforceability shall not impair the remainder of this Agreement, which shall remain in full force and effect.
11. Authority. The respective signatures below expressly acknowledge that this Agreement is made and entered into with the full authority of the City of Grand Ledge City Council, and that the person/s executing this Agreement on behalf of the respective parties have been duly authorized and empowered to make and enter into this Agreement.

12. Insurances. The 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. 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. Insurance 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. 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. 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.

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

City of Grand Ledge

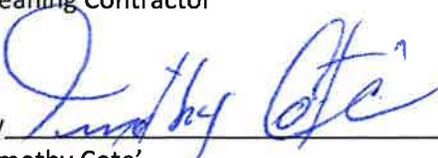
By _____
Adam Smith, City Administrator

Date _____

By _____
Gregory Newman, City Clerk

Date _____

Cleaning Contractor

By  _____
Timothy Cote

Date 09/29/16



TO: Mayor and City Council

FROM:  Anee King, Assistant City Administrator

RE: Cleaning Services for City Hall

DATE: September 20, 2016

We recently sent out a request for proposals for City Hall cleaning services. We direct mailed the RFP to eight cleaning companies which included our current provider Tim Cote. We received two bids. The first was from Felpausch Cleaning Services in the amount of \$1,490.00 per month. The second from Tim Cote in the amount of \$1,386.00 per month.

My recommendation is to enter into a 3 year contract with Tim Cote in the amount of \$1,386.00 per month. Tim has done a great job for us over the years and has always been willing to do little extras without additional charges. Please let me know if you have any questions.

Cleaning Services Proposal

Prepared for

The City of Grand Ledge
310 Greenwood Street
Grand Ledge, MI 48837

Submitted By:
Tim Cote
1219 Willow Street
Grand Ledge, MI 48837
517.505.6428
timlcote@gmail.com

Tim Cote
1219 Willow Street
Grand Ledge, MI 48837

September 12, 2016

Amee King, Assistant City Administrator
City of Grand Ledge
310 Greenwood Street
Grand Ledge, MI 48837

Dear Ms. King:

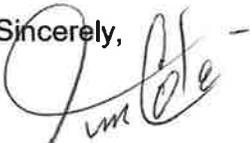
Subject: Cleaning Services Proposal for the City of Grand Ledge

Thank you for the opportunity to provide a cleaning services proposal for the City of Grand Ledge's consideration. I know it takes considerable time and effort to show any potential contractor your facility and to provide them with the necessary information. So again, thanks!

As the current vendor for the cleaning services, I would like to point out a few highlights:

- I have been the vendor for the cleaning services at City Hall and the Police Department for over 13 years. In that time I believe I have proven myself a trustworthy and capable contractor. I pride myself in helping choose appropriate cleaning supplies that perform well, and also help save the City money. I do not use paper towels for general wiping and cleaning, but microfiber towels that can be laundered, and I make sure they are laundered on a regular basis. Additionally, I ensure the wet mops used in the Police Department and the dust mops used on the tiled floors and the gym floor are laundered on a regular basis, so that they last longer and have to be purchased new less frequently.
- I try to keep an eye on the light bulbs in the building, and change them when I am able, frequently eliminating the need to have another contractor come in and change them.
- Although it is not on the list of duties required, I have always emptied the garbage in the Police Department garage, as I walk right by it on the way to the dumpster twice a week.

I look forward to the opportunity of continuing as the City's trusted and valued partner in improving and maintaining the appearance of your building. Please call if you have any questions or need additional information as you review my proposal.

Sincerely,


Tim Cote
517.505.6428
timlcote@gmail.com

City of Grand Ledge
Cleaning Services Proposal

~~~~~  
**General**

Tim Cote (Contractor) is prepared to provide all labor necessary to assure performance of the specified cleaning services for the City of Grand Ledge (City) This shall include all services described in the written specifications attached. The Contractor agrees to provide such cleaning services for a period of three (3 ) years. The dates yet to be agreed upon.

~~~~~

Compensation

Two (2) times a week cleaning services - \$1,386.00 per month.

Invoicing will be done on a bi-weekly or monthly basis, to be agreed upon by both parties, and will be Net 15 days.

~~~~~

**Special Services**

Cleaning after special events – Price quoted upon request.

~~~~~

Service Schedule

Cleaning services described in this comprehensive program will be performed two (2) times per week.

The Contractor will observe holidays observed by the City.

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**Supplies and Equipment**

The City will furnish all consumable products, inclusive of but not limited to toilet tissue, towels, trash can liners , hand soap and cleaning products. The City will also furnish all equipment necessary to perform the specified cleaning services.

~~~~~

Insurance

The Contractor, as a Sole Proprietor, will furnish all insurance required and shall maintain for the length of the contract.

- Comprehensive General Liability
 - Property Damage
- ~~~~~

Cancellation

This agreement may be terminated or cancelled at any time with a minimum of thirty (30) days written notice from either party.

This Cleaning Services Proposal submitted this 12th day of September, 2016, to The City of Grand Ledge, 310 Greenwood Street, Grand Ledge, MI, 48837.

By,

A handwritten signature in black ink, appearing to read "Tim Cote", is written over a horizontal line.

Tim Cote

1219 Willow Street

Grand Ledge, MI 48837

517.505.6428

timlcote@gmail.com



REQUEST FOR PROPOSALS

2016 CITY OF GRAND LEDGE CLEANING SERVICES FOR CITY HALL

DATE:	August 19, 2016
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PROPOSAL DUE DATE: **Monday, September 12, 2016 at 12:00 P.M.**

PRE-BID MEETING/BUILDING WALK-THROUGH: **Wednesday, August 31 2016 at 3:00 P.M.** at
Grand Ledge City Hall, Council Chambers, 310
Greenwood, Grand Ledge, Michigan 48837

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

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

CONTACT: Ameer King, Assistant City Administrator
517-622-7925
aking@cityofgrandledge.com

Request for Proposal (RFP)

2016 CITY OF GRAND LEDGE CLEANING SERVICES FOR CITY HALL

Introduction

The City of Grand Ledge is requesting sealed bid proposals for cleaning services for City Hall, located in 310 Greenwood Street. The City seeks to engage a qualified Contractor for these services for one (1) base year and two (2) additional 1-year periods.

The goals of the project are to:

- Provide a single source for cleaning services which include the Administrative offices, Police Department and Community areas.

Building History and Existing Conditions

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

Companies with demonstrated experience in cleaning services with an interest in making their services available to the City of Grand Ledge are invited to respond to this RFP.

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

Pre-Proposal Meeting

A pre-proposal meeting and building walk-through will be held on Wednesday, August 31, 2016, at 3:00 P.M. in the Council Chambers of City Hall, 310 Greenwood Street, Grand Ledge, Michigan 48837.

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

Selection Timetable

Release RFP	Friday, August 19, 2016
Pre-proposal Meeting/Building Walk-Through	Wednesday, August 31, 2016 at 3:00 P.M.
Deadline for RFP Questions	Thursday, September 8, 2016 at 5:00 P.M.
RFP Due Date	Monday, September 12, 2016 at 12:00 P.M.
Tentative Bid Award	Monday September 26, 2016

Submittal of Proposal

Deadline: Monday, September 12, 2016 at 12:00 P.M.

Respondents shall submit three (3) paper copies of RFP response. Proposals shall be sealed and clearly labeled "RFP – 2016 Cleaning Services for City Hall".

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

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

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

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

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

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

Qualifications of the Firm

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

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

The City of Grand Ledge reserves the right to:

- reject any or all proposals
- modify the proposal
- establish evaluation criteria determined to be in the best interest of the city
- issue a subsequent RFP
- conduct interviews of potential firms 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 City representatives. The evaluation committee may schedule interviews with finalists to clarify information provided in the proposals. The City Administrator will make a final selection based upon the evaluation committee recommendations and such other factors as the City Administrator deems to be in its best interest of the City of Grand Ledge in accordance with the City's Purchasing Policy.

Labor Laws and Equal Employment Opportunity

The selected firm 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. Additionally, the selected firm shall be responsible for any payment to other consultants/Contractors to correct work arising from 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.

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. Insurance 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. 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.

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. By State Law, NO SMOKING shall be allowed on the project site. Personnel caught smoking will be removed from the project.
2. Contractor's personnel are expected to maintain a high quality professional attitude while on site. Contractors shall be subject to such rules and regulations for the conduct of the work as the City of Grand Ledge may establish. Possession or consumption of alcoholic beverages or drugs or noxious behavior on site is strictly prohibited. Violations of any of the above will result in removal of the individual and employer from the project and they will be held liable for any damages which may result due to their actions.
3. All personnel will be required to provide identifying information at all times while on site.
4. Given access to the Police Department, all personnel must be lien certified (on line course), provide fingerprints through Live Scan fingerprinting, and are subject to a background investigation.

Type of Contract

The City of Grand Ledge contemplates award of a fixed-price contract to be billed on a monthly basis.

Scope of Work

Provide all labor necessary to provide cleaning services at City Hall located at 310 Greenwood Street, Grand Ledge, Michigan. Equipment and supplies to be provided by the City.

Twice Weekly

- Empty trash cans in all areas. All trash to be taken to dumpster which is located in parking lot.
- Vacuum and wipe all surfaces in all offices, two main hallways and main building entrances as needed.
- Clean bathrooms in the hallway (3) Police Department (3), and locker rooms in police department (2) which includes mopping floors, cleaning surfaces, fixtures, toilets, stall doors, mirrors and sinks.
- Clean breakrooms in Administration and Police Department, wipe surfaces and sinks as needed.
- Clean entryway glass at three main entrances.

Weekly

- Empty recycling bins. Recycling curbies are located in the parking lot.
- Vacuum and/or mop all community areas, wipe surfaces (excluding gym).
- Clean bathrooms in community areas (3) which includes mopping floors, cleaning surfaces, fixtures, toilets, stall doors, mirrors and sinks.
- Ensure exterior entrances (3) are free of debris, such as leaves, trash, etc.

Monthly

- High dust for cobwebs.
- Dust wood trim and picture frames in main hallways and in City Council Room.
- Dust mop gym floor and if needed wet mop.

Quarterly

- Interior glass cleaning including City Hall, Police Department and Community Areas.
- Clean glass in display cases located in hallway.

Bi-Annually

- Exterior glass cleaning, including inside and outside of all windows.
- Vacuum, mop, wipe surfaces in areas not commonly used, (2) kitchen areas and (3) storage areas.