



## Grand Ledge City Council

**REGULAR MEETING AGENDA  
MONDAY, 10 OCTOBER 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, 10 October 2016 City Council consent agenda, as follows:
    - i. Financial transactions and bills.
    - ii. Monday, 26 September 2016 regular City Council minutes.
    - iii. Fiscal Year 2017 budget amendment.
- 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, 10 October 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** – will be provided 10 October 2016

**Assessing Department**

**Planning and Zoning Department**

**Building Department**

- A. **Motion** – To receive and place on file the September 2016 staff reports.
- VIII. **UNFINISHED BUSINESS** – The City Council may again debate any item(s) previously debated but not finally disposed of and may or may not act upon the item(s) as indicated.
- A. **Ordinance (Public Hearing and Adoption)** – On an ordinance amending the Grand Ledge City Code Chapter 39, Purchasing, to add a new §39-2, Selling Policy.
- 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. **Motion** – To receive the Audit of the Fiscal Year Ending 30 June 2016 and place it on file.
- 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, 24 OCTOBER 2016, AT 7:30 P.M. IN THE COUNCIL CHAMBERS, CITY HALL, 310 GREENWOOD ST., GRAND LEDGE, MICHIGAN.**

10/07/2016

## CUSTOM INVOICE REPORT FOR CITY OF GRAND LEDGE

VENDOR NAME	DESCRIPTION	AMOUNT
ABSOPURE WATER	DISTILLED WATER	91.50
ABSOPURE WATER	COOLER	12.00
ACE HARDWARE	SUPPLIES	575.42
AGILE SAFETY	GASALERT QUATTRO/OXYGEN SENSOR	302.91
ALEXANDER CHEMICAL CORP.	CHLORINE	481.00
ALEXANDER CHEMICAL CORP.	CHLORINE/CONTAINER DEPOSIT	1,974.00
AMBS CALL CENTER	ANS SVC 10/01/16 - 10/31/16	62.40
KING AMEE	MILEAGE TO TRAINING	81.00
AMERIFIRST HOME MORTGAGE	SUMMER TAX OVERPAY 400-061-659-048-00	2,454.62
BARYAMES CLEANERS	UNIFORM CLEANING	235.15
BOBCAT OF LANSING	SNOW BLADE/RUBBER CUTTING	1,891.00
CALIBER HOME LOANS	SUMMER TAX OVERPAY 400-000-647-090-00	1,815.33
CAPITAL IMAGING	LETTERING	147.78
CAPITOL COMMUNICATIONS	NEW PHONE	245.00
ROSE CASSANDRA	ISLAND GAZEBO DEPOSIT	100.00
CGS, INC.	OSHA COMPLIANCE TRAINING	980.00
CHASE HOME MORTGAGE	SUMMER TAX OVERPAY 400-073-606-030-00	2,480.31
CHIEF CART	GOLF CART RENTAL	500.00
BLIEVERNICHT CHRIS	REIMBURSE FOR EXPENSE	10.00
CITY OF GRAND LEDGE-WATER	AIRPORT WATER 1502700000	43.73
CITY OF GRAND LEDGE-WATER	310 GREENWOOD WATER - 1701070001	138.59
CITY SERVICES INCORPORATED	LEAK DETECTION SVCS	400.00
CMP DISTRIBUTORS	MAGAZINE SPRING	48.00
CMP DISTRIBUTORS	HOLSTER	205.95
COMCAST CABLE	ACCT 01721 424920-01-7 - CITY HALL	293.47
CONSUMERS ENERGY	5564 E SAGINAWY HWY	17.28
CORELOGIC	SUMMER TAX OVERPAY 400-046-600-540-00	2,199.44
CORELOGIC	SUMMER TAX OVERPAY 400-055-605-016-00	1,726.66
CORELOGIC	SUMMER TAX OVERPAY 400-089-000-010-00	2,725.33
DBI BUSINESS INTERIORS	OFFICE SUPPLIES	27.77
DELTA CHARTER TOWNSHIP	QTRLY ASSESSING/SUPPLIES	14,978.43
DEWITT FENCE & SECURITY INC	CHAIN LINK FENCE REPAIR AT WWTP	1,685.00
MACKENZIE COMPANY E T	WATER MAIN REPAIR	24,597.32
EATON COUNTY TREASURER	LEDGEWAY TRAILER TAX - SEPT 2016	395.00
EBLING AND SON, INC.	RUBBER EDGE SNOW PUSHER/BUCKET CLAMP	7,495.00
ETNA SUPPLY INC	BOLT AND GASKET SET	16.23
ETNA SUPPLY INC	BOLT AND GASKET SET	22.52
ETNA SUPPLY INC	METER TRANSCEIVERS	1,700.00
FASTENAL COMPANY	FASTENERS	50.63
FERGUSON WATERWORKS	FITTINGS	1,272.00
FERGUSON WATERWORKS	SNAP TEEES/COUPLING/PERF PIPE	799.00
FIFTH THIRD BANK	SUMMER TAX OVERPAY 400-061-662-025-00	1,633.23

FLUID CONNECTIONS, INC.	FITTINGS	72.23
FLUID CONNECTIONS, INC.	FITTINGS/O-RING/GASKET	387.75
FLUID CONNECTIONS, INC.	ASSEMBLY	133.07
FREEDOM MORTGAGE	Sum Tax Refund 400-061-660-010-00	1,631.49
FREEDOM MORTGAGE	Sum Tax Refund 400-000-642-030-00	2,629.31
GOODYEAR COMMERCIAL TIRE & SVC CTR	ROAD SERVICE/REPAIR	4,911.81
GRAINGER WW INC	IN LINE VALVE	15.99
GRAINGER WW INC	LANTERN BATTERY	138.24
GRAINGER WW INC	CREDIT FOR RETURN	95.02
GRAINGER WW INC	CREDIT	(95.02)
HAVILAND	HYDROFLUOSILICIC ACID	676.00
HYDROCORP	CROSS CONNECTION - SEPT 2016	832.00
GALLAGHER, PHD. JEROME J.	JUNE SERVICES	375.00
LITCHFIELD KEITH L	MOWING AT AIRPORT - SEPT 2016	2,750.00
RISTOW KURT	REIMBURSE FOR EXPENSE	4.99
LA CROSSE SEED	GRADE A LAWN MIX	205.00
LANSING SANITARY SUPPLY, INC.	ROLL TOWELS	70.97
M FRENCH CONCRETE CONSTRUCTION LLC	ADA RAMPS	8,700.00
UNDERHILL MARTIN	REIMBURSE FOR EXPENSE	22.44
MENARDS - LANSING WEST	GLOVES	11.94
MENARDS - LANSING WEST	LIGHT BULB CHANGER SET/BULBS	21.41
MENARDS - LANSING WEST	INSULATION	81.97
MENARDS - LANSING WEST	VACUUM/CLIPCASE	150.46
MICHIGAN.COM	LEGAL NOTICES	157.30
MID MICHIGAN EMERGENCY EQUIP	REMOVE/REPLACE POWER CABLE	60.00
MIRACLE RECREATION EQUIP CO.	BLACK MATS - JC PARK	1,067.00
MIRACLE RECREATION EQUIP CO.	WALL ENCLOSURE/SLASHPROOF SEATS/SWING CHAIRS	1,615.00
MORTGAGE CENTER	SUMMER TAX OVERPAY 400-044-200-960-00	3,932.76
MYERS PLUMBING & HEATING	BALLASTS/WIRE MOLD AT CITY HALL	943.49
HAMILTON NATHAN R AND JESSICA	SUMMER TAX OVERPAY 400-078-000-330-00	1,293.36
NORTHERN SAFETY CO., INC.	HAND SANITIZER	130.38
PARAGON LABORATORIES, INC.	MERCURY TESTING	195.00
PRECISION LAWN & SNOW	MOW 5 OF 7 - AUG 2016/LANDSCAPE AT SCULPTURE	3,302.14
PRECISION LAWN & SNOW	MOW 6 OF 7 - SEPT 2016/RETAINING WALL	3,749.14
QUALITY TIRE, INC.	TIRES/BALANCING	615.20
QUICKEN LOANS, INC.	SUMMER TAX OVERPAY 400-000-629-050-00	2,100.35
QUILL CORPORATION	OFFICE SUPPLIES	189.02
QUILL CORPORATION	OFFICE SUPPLIES	68.99
REHMANN ROBSON	PMT #2, REPORT ISSUANCE	3,600.00
RELIANCE STANDARD LIFE	LIFE INS - OCT 2016	188.82
JACKSON ROBERT	MOWING FOR ZONING ADMIN 09/03/16	450.00
ROOFING INNOVATIONS, LLC	REPAIR EDGE OF ROOF AT LEDGE CRAFT	210.00
SENSUS USA	SOFTWARE SUPPORT NOV. 2016 - NOV. 2017	1,893.15
SIGNS BY LENNY	MAIN ST DETOUR SIGNS	90.00
SPARROW HEALTH SYSTEM	VACCINE	41.00
SPRINT	ACCT 925230661 -PD CELLS	27.59
STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES	192.79

STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES	4.88
STAPLES BUSINESS ADVANTAGE	BINDERS/HANGING FOLDERS	49.75
STATE OF MICHIGAN	WINDSOCK AND CONES AT AIRPORT	190.00
STATE OF MICHIGAN - MDOT	AIRPORT LICENSE FEE	50.00
COTE STEPHANIE	REIMBURSE FOR MILEAGE	19.44
SUPERIOR SERVICES R.S.H. INC	RECOVER ROOF AT WWTP	13,660.00
THRUN LAW FIRM, P.C.	GENERAL - SEPT 2016	70.40
THRUN LAW FIRM, P.C.	PROSECUTIONS - SEPT 2016	905.36
THRUN LAW FIRM, P.C.	EMPLOYMENT/HR - SEPT 2016	211.20
COTE TIM	CLEANING 09/26/16 - 09/30/16	275.00
VERIZON WIRELESS	ACCT 242013090-00001 - DPS CELLS	227.29
WINTER EQUIPMENT CO	UNIVERSAL CURB RUNNER	95.77
	GRAND TOTAL:	142,603.64
<b>Sep 16</b>	<b>City of Grand Ledge</b>	
	<b>Automatic Payments</b>	
<b>Vendor Name</b>	<b>Description</b>	<b>Amount</b>
Chase Credit Card	DPS, Police, City Hall -- Operating Expenses	2,416.17
Consumers Energy	City Wide Utilities	30,917.74
Frontier	DPS Phone	761.14
	Total Payments	34,095.05

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

**CITY COUNCIL MINUTES – REGULAR MEETING  
MONDAY, 26 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 Rick Lantz, Jamie Malecki, Thom Sowle, and Don Willems  
– Council member Tom Jancek was absent  
**OTHERS PRESENT** – Gregory Newman, City Clerk; Larry LaHaie, Public Services Director; Ameer King, Assistant City Administrator;

**II. PLEDGE OF ALLEGIANCE**

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

**III. AUDIENCE PARTICIPATION**

Rodney VanDeCastele, Interim Fire Chief, invited everyone to the 11 October 2016 Grand Ledge Area Emergency Services Authority open house at the Meijer parking lot and the 22 October 2016 smoke detector installation blitz.

**IV. APPROVAL OF CONSENT AGENDA**

- A. Motion (from staff)** – 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.

COUNCIL MEMBER WILLEMS MOVED, COUNCIL MEMBER MULDER SECONDED, TO APPROVE THE MONDAY, 26 SEPTEMBER 2016 CITY COUNCIL CONSENT AGENDA.

COUNCIL MEMBER LANTZ MOVED, COUNCIL MEMBER MULDER SECONDED, TO AMEND THE MONDAY, 26 SEPTEMBER 2016 CITY COUNCIL CONSENT AGENDA, BY INSERTING AS ITEM IV. A RIGHT-OF-WAY USE APPLICATION FROM THE GRAND LEDGE HIGH SCHOOL FOR THE 30 SEPTEMBER 2016 HOMECOMING PARADE. MOTION CARRIED UNANIMOUSLY.

MOTION TO APPROVE THE MONDAY, 26 SEPTEMBER 2016 CITY COUNCIL CONSENT AGENDA, AS AMENDED BY INSERTING AS ITEM IV. A RIGHT-OF-WAY USE APPLICATION FROM THE GRAND LEDGE HIGH SCHOOL FOR THE 30 SEPTEMBER 2016 HOMECOMING PARADE, CARRIED UNANIMOUSLY.

**V. APPROVAL OF REGULAR AGENDA**

- A. Motion** – To approve the Monday, 26 September 2016 regular City Council agenda.

COUNCIL MEMBER LANTZ MOVED, COUNCIL MEMBER WILLEMS SECONDED, TO APPROVE THE MONDAY, 26 SEPTEMBER 2016 REGULAR CITY COUNCIL AGENDA. MOTION CARRIED UNANIMOUSLY.

**VI. COMMITTEE AND BOARD REPORTS**

**VII. STAFF REPORTS**

**Department of Public Services**

Larry LaHaie, Public Services Director, reported on ongoing construction and repaving projects, reported on the water main break and subsequent Boil Water advisory for affected customers on 23 September 2016 as a proactive measure, and reported all testing samples returned negative and there was no contamination.

The Council discussed the water main break and the Jenne St. reconstruction project.

**VII. UNFINISHED BUSINESS**

**IX. NEW BUSINESS**

- 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.

COUNCIL MEMBER WILLEMS MOVED, COUNCIL MEMBER LANTZ SECONDED, 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.

Larry LaHaie, Public Services Director, explained the ordinance provides the ability to sell unused, unwanted items without auction or bid to reduce the City's costs.

The Council discussed the opportunity to save money and create a positive community interaction with the Police Department.

MOTION 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, CARRIED UNANIMOUSLY.

- B. Resolution #39 of 2016** – To approve a contract for cleaning services with Tim Coté.

COUNCIL MEMBER MULDER MOVED, COUNCIL MEMBER WILLEMS SECONDED, TO ADOPT RESOLUTION #39 OF 2016, TO APPROVE A CONTRACT FOR CLEANING SERVICES WITH TIM COTÉ.

Amee King, Assistant City Administrator, reported on the request for proposals for cleaning services and the bids received, and recommended the proposal from Tim Coté.

MOTION TO ADOPT RESOLUTION #39 OF 2016, TO APPROVE A CONTRACT FOR CLEANING SERVICES WITH TIM COTÉ, CARRIED UNANIMOUSLY.

**X. AUDIENCE PARTICIPATION**

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

Mayor Smith asked for suggestions to fill vacancies on several boards and commissions, appointed Rodney VanDeCastele to the Planning Commission for a term expiring 09 January 2017, and reappointed Lisa Reed to the Water Appeals Board for a term expiring 14 January 2019.

COUNCIL MEMBER LANTZ MOVED, COUNCIL MEMBER WILLEMS SECONDED, TO APPROVE THE MAYOR'S APPOINTMENT OF RODNEY VANDECASTEELE TO THE PLANNING COMMISSION FOR A TERM EXPIRING 09 JANUARY 2017. MOTION CARRIED UNANIMOUSLY.

COUNCIL MEMBER MULDER MOVED, COUNCIL MEMBER WILLEMS SECONDED, TO APPROVE THE MAYOR'S REAPPOINTMENT OF LISA REED TO THE WATER APPEALS BOARD FOR A TERM EXPIRING 14 JANUARY 2019. MOTION CARRIED UNANIMOUSLY.

**XII. CLOSED SESSION**

**XIII. ADJOURNMENT**

COUNCIL MEMBER MALECKI MOVED, COUNCIL MEMBER WILLEMS SECONDED, TO ADJOURN THE MONDAY, 26 SEPTEMBER 2016, REGULAR CITY COUNCIL MEETING, AT 7:45 P.M. MOTION CARRIED UNANIMOUSLY.

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Grégory L. Newman, City Clerk

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Kalmin D. Smith, Mayor



DATE: October 8, 2016  
TO: Grand Ledge City Council  
FROM: Larry LaHaie, Public Service Director  
RE: E.T. MacKenzie invoice.

The bills to be paid at the October 10 City Council meeting include an invoice from the E.T. MacKenzie Co. in the amount of \$24,597.00. That invoice represents the charges for repair of an eight-inch water main on West River St. which broke on Sunday, Sept. 4, 2016. The repair of the water main was very difficult due to the location of the break (adjacent to the Masonic Temple) and the depth of the water main (due to filling over the main since its construction in 1909). The City does not have the equipment which was necessary to make the repair and was required to utilize the MacKenzie Co.

Please contact if you should have any additional questions related to this matter.

**CITY OF GRAND LEDGE BUDGET AMENDMENTS/APPROPRIATION REQUEST**

Quarter Ending 9/30/16

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>CURRENT BUDGET/ WORKING CAPITAL AT BEGINNING OF FISCAL YEAR</u>	<u>REQUESTED INCREASE (DECREASE)</u>	<u>AMENDED BUDGET APPROPRIATION/ ESTIMATED REVENUE</u>	<u>REASON FOR AMENDMENTS</u>
<b>General Fund</b>					
101-170.292-923.000	Property Taxes & Assessments	-	2,467	2,467	Property taxes for 704 W Main St and lot on W Main St
101-170.292-931.000	Building Maintenance	1,000	22,533	23,533	Demolition and property maintenance of 704 W Main St
101-000.000-390.000	Working Capital	Est 780,679	(25,000)	758,385	To record costs for county-foreclosed property
<b>Water and Sewer Fund</b>					
592-591.546-936.005	Maintenance of Mains	15,500	24,597	40,097	To record ET MacKenzie Co. emergency repair on water main
592-000.000-390.000	Working Capital	Est 210,000	(24,597)	185,403	8 inch cross-river water main on Sept 4, 2016

## Assistant City Administrator – October Activity Report

### Human Resources

- Hannah Bowman began on September 21. Hannah is our Planning and Communications Coordinator, which is a part time position.
- Joe VanDommelen began on September 19<sup>th</sup>. Joe is our Public Works Supervisor. This is a full time non-union position.
- Interviewed for Recycling Specialists. We are still looking for one additional employee.
- Advertised, both internally and externally, for a Utilities Operator position. October 3<sup>rd</sup> is the deadline for applications.
- Advertised for a seasonal employee to help with lawn mowing and leaf pick up. One of our seasonal employees took a full time position elsewhere. These positions are open until filled.

### Ongoing projects/tasks

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

### Airport Management

- Prepared for and attend the September Board meeting.
- Attended Airport Management 101 training in Mt. Pleasant.
- Toured our own airport with Charlotte Airport Manager.
- Inspected our airport with our Public Works Supervisor, and took care of several minor issues including tall weeds around lights, replacement of cones, and replacement of runway lights.

### Ongoing projects/tasks

- Continue with inspections of runway and maintenance items.
- Update the fixed aircraft at our airport.
- Continue 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.

### DDA

- Prepared for and attended September Board meeting.
- Met with DDA Design Committee regarding fountains. We will continue gathering information and working with the Design Committee.
- The DDA Board approved a contract for engineering services for the library parking lot project with c2ae. Staff met with the project leader from c2ae.

### 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. Staff is going to make the railings and install. This project should be completed by the end of October.

### **Building Management**

- We had 2 plumbing problems in the building, which were promptly repaired by Myers Heating and Plumbing.
- There is a problem with the fire alarm system. Boynton has been on site three times and they believe they discovered the issue and will fix this upcoming month. The problem stems from the frequency of the police radios interfering with the computer chips in the devices such as smoke detectors and pull down alarms.

### **Ongoing projects/tasks**

- Complete staff training on fire alarm system. The police command staff training is scheduled for October 6<sup>th</sup>.

### **Miscellaneous**

- Worked with the entire team to assist in disseminating information and answering questions with the boil water alert.
- Moved Amy Wynalda, Administrative Assistant for Public Services, into our front desk area.

# City Clerk – Monthly Report

## September 2016

### Charter Commission

- Held meetings for a presentation by the Michigan Municipal League on Charter Commissions and charter revisions, and to discuss methods to move forward and begin the review process.

### Elections

- Held a voter registration drive at Grand Ledge High School.
- Mailed absent voter ballot applications to permanent list.
- Received and proofed ballots.
- Created testing material and conducted administrative accuracy test of election equipment and ballots.
- Began mailing absent voter ballots.

### Information Technology

- Set up computer for Public Communications Coordinator.

### Professional Development

- Attended election equipment demonstration.

### Public Relations

- Conducted tour of City Hall for Grand Ledge High School German teacher and German exchange students.

### Records Management

- Finalized paperwork and documents approved at the 12 and 26 September 2016 regular City Council meetings.
  - Filed paperwork and documents, forwarded appropriate documents to respective management team members, and published legal notices.
- Processed four Freedom of Information Act requests.
- Provided Notary Public services for four documents.

Bank Code Fund	Description	Beginning Balance 09/01/2016	Total Debits	Total Credits	Ending Balance 09/30/2016
CHASC	CHASE CHECKING				
101	GENERAL FUND	1,180,479.58	393,940.47	325,921.27	1,248,498.78
202	MAJOR STREET FUND	8,656.16	62,226.72	52,115.53	18,767.35
203	LOCAL STREET FUND	11,758.42	26,850.92	42,490.65	(3,881.31)
204	MUNICIPAL STREET FUND	409,246.35	103,996.56	13,327.11	499,915.80
208	PARKS & RECREATION FUND	(21,816.67)	40,496.57	11,162.08	7,517.82
248	DDA FUND	85,670.27	491,401.38	4,715.45	572,356.20
264	DRUG FORFEITURE FUND	9,733.56	1.76	65.98	9,669.34
265	POLICE RESTRICTED FUND	1,119.17	0.10	570.00	549.27
274	GRANTS FUND	123,235.71	0.00	5,795.00	117,440.71
295	AIRPORT FUND	141,308.48	3,092.35	3,070.31	141,330.52
305	2016 CAP IMPROV BONDS FUND	723.78	344.21	0.00	1,067.99
394	DDA DEBT FUND	7,293.60	1.33	0.00	7,294.93
397	ISLAND BRIDGE DEBT FUND	921.29	0.17	0.00	921.46
410	CAPITAL PROJECTS FUND	2,556,726.33	2,313.30	666,421.80	1,892,617.83
494	DDA CAPITAL PROJECTS FUND	276,694.42	50.30	0.00	276,744.72
495	IDFA FUND	165,715.90	9,176.99	2,202.91	172,689.98
592	WATER & SEWER FUND	329,055.98	431,321.43	276,690.42	483,686.99
661	EQUIPMENT OPERATING FUND	89,655.22	25,048.20	22,525.16	92,178.26
678	EMPLOYEE BENEFITS FUND	24,342.08	160,107.37	53,389.46	131,059.99
701	MISC TAXES FUND	584.47	458.36	740.00	302.83
704	CURRENT TAX FUND	1,228,895.59	5,295,137.70	2,342,068.92	4,181,964.37
750	PAYROLL CLEARING FUND	0.00	120,135.28	119,692.52	442.76
	CHASE CHECKING	6,629,999.69	7,166,101.47	3,942,964.57	9,853,136.59
	TOTAL - ALL FUNDS	6,629,999.69	7,166,101.47	3,942,964.57	9,853,136.59

PERIOD ENDING 09/30/2016

GL NUMBER	DESCRIPTION	2016-17		YTD BALANCE 09/30/2016 NORM (ABNORM)	ACTIVITY FOR MONTH 09/30/16 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDTG USED
		ORIGINAL BUDGET	2016-17 AMENDED BUDGET				
Fund 101 - GENERAL FUND							
170.101-GENERAL		3,062,499.00	3,062,499.00	871,746.83	336,696.62	2,190,752.17	28.47
170.272-RECYCLING		25,020.00	25,020.00	6,006.57	0.00	19,013.43	24.01
170.274-COMPOSTING		25,814.00	25,814.00	1,500.00	575.00	24,314.00	5.81
170.276-CEMETERY		57,350.00	57,350.00	15,601.59	7,131.73	41,748.41	27.20
300.301-POLICE		42,100.00	42,100.00	16,981.73	10,240.74	25,118.27	40.34
<b>TOTAL Revenues</b>		<b>3,212,783.00</b>	<b>3,212,783.00</b>	<b>911,836.72</b>	<b>354,644.09</b>	<b>2,300,946.28</b>	<b>28.38</b>
100.101-CITY COUNCIL		19,766.00	19,766.00	1,988.59	1,978.52	17,777.41	10.06
170.172-CITY ADMINISTRATION		204,477.00	204,477.00	47,248.36	28,807.79	157,228.64	23.11
170.191-ELECTIONS		20,100.00	20,100.00	5,710.59	1,047.24	14,389.41	28.41
170.209-ASSESSING		64,716.00	64,716.00	4,537.59	4,508.81	60,178.41	7.01
170.210-ATTORNEY		25,000.00	25,000.00	809.60	809.60	24,190.40	3.24
170.215-CLERK'S OFFICE		104,330.00	104,330.00	23,795.79	13,910.00	80,534.21	22.81
170.253-FINANCE		208,620.00	208,620.00	54,392.92	19,588.23	154,227.08	26.07
170.265-CITY HALL		281,384.00	281,384.00	31,179.71	10,623.12	250,204.29	11.08
170.272-RECYCLING		25,020.00	25,020.00	4,934.52	2,207.13	20,085.48	19.72
170.274-COMPOSTING		30,378.00	30,378.00	4,221.13	3,049.49	26,156.87	13.90
170.276-CEMETERY		83,179.00	83,179.00	26,068.45	16,596.06	57,110.55	31.34
170.292-GENERAL GOVERNMENT		199,917.00	199,917.00	66,960.04	13,918.64	132,956.96	33.49
170.294-SPECIAL PROJECTS		0.00	0.00	287.52	287.52	(287.52)	100.00
300.301-POLICE		1,401,478.00	1,401,478.00	359,613.87	151,945.17	1,041,864.13	25.66
300.371-BUILDING INSPECTION		105,755.00	105,755.00	27,915.00	12,272.00	77,840.00	26.40
300.410-PLANNING & ZONING		50,015.00	50,015.00	9,895.72	4,693.88	40,119.28	19.79
966.001-TRANSFERS OUT		155,450.00	155,450.00	0.00	0.00	155,450.00	0.00
<b>TOTAL Expenditures</b>		<b>2,979,585.00</b>	<b>2,979,585.00</b>	<b>669,559.40</b>	<b>286,243.20</b>	<b>2,310,025.60</b>	<b>22.47</b>

REVENUE AND EXPENDITURE REPORT FOR CITY OF GRAND LEDGE

PERIOD ENDING 09/30/2016

GL NUMBER	DESCRIPTION	2016-17		YTD BALANCE 09/30/2016 NORM (ABNORM)	ACTIVITY FOR MONTH 09/30/16 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDT USED
		ORIGINAL BUDGET	2016-17 AMENDED BUDGET				
<b>Fund 101 - GENERAL FUND</b>							
<b>Fund 101 - GENERAL FUND:</b>							
TOTAL REVENUES		3,212,783.00	3,212,783.00	911,836.72	354,644.09	2,300,946.28	28.38
TOTAL EXPENDITURES		2,979,585.00	2,979,585.00	669,559.40	286,243.20	2,310,025.60	22.47
NET OF REVENUES & EXPENDITURES		233,198.00	233,198.00	242,277.32	68,400.89	(9,079.32)	103.89
<b>Fund 202 - MAJOR STREET FUND</b>							
<b>000.202-MAJOR STREET REVENUES</b>							
TOTAL Revenues		554,349.00	554,349.00	31,966.82	31,854.89	522,382.18	5.77
440.102-PRESERVATION STREETS		146,537.00	146,537.00	17,033.42	5,793.96	129,503.58	11.62
440.103-TRAFFIC SERVICE		30,208.00	30,208.00	8,656.34	4,148.00	21,551.66	28.66
440.456-OPERATING EXPENSES		27,309.00	27,309.00	4,624.66	1,741.30	22,684.34	16.93
440.459-STATE TRUNKLINE		18,873.00	18,873.00	1,358.22	499.38	17,514.78	7.20
440.492-WINTER MAINTENANCE		72,640.00	72,640.00	7,884.28	6,279.66	64,755.72	10.85
440.495-ADMINISTRATION		67,489.00	67,489.00	41,280.36	4,762.09	26,208.64	61.17
440.501-CONSTRUCTION		163,050.00	163,050.00	35,444.67	28,555.45	127,605.33	21.74
TOTAL Expenditures		526,106.00	526,106.00	116,281.95	51,779.84	409,824.05	22.10
<b>Fund 202 - MAJOR STREET FUND:</b>							
TOTAL REVENUES		554,349.00	554,349.00	31,966.82	31,854.89	522,382.18	5.77
TOTAL EXPENDITURES		526,106.00	526,106.00	116,281.95	51,779.84	409,824.05	22.10
NET OF REVENUES & EXPENDITURES		28,243.00	28,243.00	(84,315.13)	(19,924.95)	112,558.13	298.53
<b>Fund 203 - LOCAL STREET FUND</b>							
<b>000.203-LOCAL STREET REVENUES</b>							
TOTAL Revenues		438,277.00	438,277.00	15,541.15	15,342.70	422,735.85	3.55
440.102-PRESERVATION STREETS		247,114.00	247,114.00	37,001.80	16,218.10	210,112.20	14.97
440.103-TRAFFIC SERVICE		37,831.00	37,831.00	20,044.44	4,246.68	17,786.56	52.98
440.456-OPERATING EXPENSES		29,914.00	29,914.00	5,117.22	1,742.25	24,796.78	17.11
440.492-WINTER MAINTENANCE		89,550.00	89,550.00	16,820.54	13,623.23	72,729.46	18.78
440.495-ADMINISTRATION		88,064.00	88,064.00	61,854.94	4,761.89	26,209.06	70.24
TOTAL Expenditures		492,473.00	492,473.00	140,838.94	40,592.15	351,634.06	28.60

PERIOD ENDING 09/30/2016

GL NUMBER	DESCRIPTION	2016-17		YTD BALANCE 09/30/2016 NORM (ABNORM)	ACTIVITY FOR MONTH 09/30/16		AVAILABLE BALANCE NORM (ABNORM)	% BDC USED
		ORIGINAL BUDGET	2016-17 AMENDED BUDGET		INCR (DECR)			
<b>Fund 203 - LOCAL STREET FUND</b>								
<b>Fund 203 - LOCAL STREET FUND:</b>								
TOTAL REVENUES		438,277.00	438,277.00	15,541.15	15,342.70		422,735.85	3.55
TOTAL EXPENDITURES		492,473.00	492,473.00	140,838.94	40,592.15		351,634.06	28.60
NET OF REVENUES & EXPENDITURES		(54,196.00)	(54,196.00)	(125,297.79)	(25,249.45)		71,101.79	231.19
<b>Fund 204 - MUNICIPAL STREET FUND</b>								
000.000-GENERAL		714,958.00	964,958.00	354,909.78	103,996.56		610,048.22	36.78
TOTAL Revenues		714,958.00	964,958.00	354,909.78	103,996.56		610,048.22	36.78
440.448-STREET LIGHTING		92,500.00	92,500.00	13,924.69	6,996.19		78,575.31	15.05
440.495-ADMINISTRATION		758,080.00	758,080.00	11,952.98	0.00		746,127.02	1.58
440.503-SIDEWALKS		80,808.00	80,808.00	5,573.50	2,435.69		75,234.50	6.90
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	14,370.60	3,895.23		31,602.40	31.26
TOTAL Expenditures		984,261.00	984,261.00	46,717.30	13,327.11		937,543.70	4.75
<b>Fund 204 - MUNICIPAL STREET FUND:</b>								
TOTAL REVENUES		714,958.00	964,958.00	354,909.78	103,996.56		610,048.22	36.78
TOTAL EXPENDITURES		984,261.00	984,261.00	46,717.30	13,327.11		937,543.70	4.75
NET OF REVENUES & EXPENDITURES		(269,303.00)	(19,303.00)	308,192.48	90,669.45		(327,495.48)	1,596.60
<b>Fund 208 - PARKS &amp; RECREATION FUND</b>								
750.752-ADMINISTRATION		148,736.00	148,736.00	33,920.98	34,013.20		114,815.02	22.81
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	530.00	450.00		6,470.00	7.57
TOTAL Revenues		158,736.00	158,736.00	34,450.98	34,463.20		124,285.02	21.70
750.752-ADMINISTRATION		29,105.00	29,105.00	19,509.80	1,610.11		9,595.20	67.03
750.801-RECREATION		50,000.00	50,000.00	25,082.30	82.30		24,917.70	50.16
750.902-PARKS AND BUILDINGS		76,533.00	76,533.00	37,049.10	3,686.30		39,483.90	48.41
TOTAL Expenditures		155,638.00	155,638.00	81,641.20	5,378.71		73,996.80	52.46
<b>Fund 208 - PARKS &amp; RECREATION FUND:</b>								
TOTAL REVENUES		158,736.00	158,736.00	34,450.98	34,463.20		124,285.02	21.70

PERIOD ENDING 09/30/2016

GL NUMBER	DESCRIPTION	2016-17		YTD BALANCE 09/30/2016 NORM (ABNORM)	ACTIVITY FOR MONTH 09/30/16 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
		ORIGINAL BUDGET	2016-17 AMENDED BUDGET				
<b>Fund 208 - PARKS &amp; RECREATION FUND</b>							
<b>TOTAL EXPENDITURES</b>							
	NET OF REVENUES & EXPENDITURES	155,638.00	155,638.00	81,641.20	5,378.71	73,996.80	52.46
		3,098.00	3,098.00	(47,190.22)	29,084.49	50,288.22	1,523.25
<b>Fund 248 - DDA FUND</b>							
	000.000-GENERAL	675,179.00	675,179.00	491,566.35	491,401.38	183,612.65	72.81
	TOTAL Revenues	675,179.00	675,179.00	491,566.35	491,401.38	183,612.65	72.81
	170.173-ECONOMIC DEVELOPMENT	304,648.00	304,648.00	82,473.41	4,715.45	222,174.59	27.07
	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	82,473.41	4,715.45	648,334.59	11.29
<b>Fund 248 - DDA FUND:</b>							
	TOTAL REVENUES	675,179.00	675,179.00	491,566.35	491,401.38	183,612.65	72.81
	TOTAL EXPENDITURES	730,808.00	730,808.00	82,473.41	4,715.45	648,334.59	11.29
	NET OF REVENUES & EXPENDITURES	(55,629.00)	(55,629.00)	409,092.94	486,685.93	(464,721.94)	735.40
<b>Fund 264 - DRUG FORFEITURE FUND</b>							
	300.301-POLICE	13.00	13.00	12.72	1.76	0.28	97.85
	TOTAL Revenues	13.00	13.00	12.72	1.76	0.28	97.85
	300.304-K9 PROGRAM	320.00	320.00	65.98	65.98	254.02	20.62
	TOTAL Expenditures	320.00	320.00	65.98	65.98	254.02	20.62
<b>Fund 264 - DRUG FORFEITURE FUND:</b>							
	TOTAL REVENUES	13.00	13.00	12.72	1.76	0.28	97.85
	TOTAL EXPENDITURES	320.00	320.00	65.98	65.98	254.02	20.62
	NET OF REVENUES & EXPENDITURES	(307.00)	(307.00)	(53.26)	(64.22)	(253.74)	17.35
<b>Fund 265 - POLICE RESTRICTED FUND</b>							
	300.301-POLICE	25.00	25.00	2.26	0.10	22.74	9.04
	TOTAL Revenues	25.00	25.00	2.26	0.10	22.74	9.04
	302.000-ACT 302	0.00	0.00	1,560.00	570.00	(1,560.00)	100.00
	TOTAL Expenditures	0.00	0.00	1,560.00	570.00	(1,560.00)	100.00

PERIOD ENDING 09/30/2016

GL NUMBER	DESCRIPTION	2016-17		YTD BALANCE		ACTIVITY FOR		AVAILABLE	
		ORIGINAL BUDGET	2016-17 AMENDED BUDGET	09/30/2016 NORM (ABNORM)	09/30/2016 NORM (ABNORM)	MONTH 09/30/16 INCR (DECR)	BALANCE	NORM (ABNORM)	% BDGT USED
Fund 265 - POLICE RESTRICTED FUND									
Fund 265 - POLICE RESTRICTED FUND:									
TOTAL REVENUES		25.00	25.00	2.26	0.10	22.74	9.04		
TOTAL EXPENDITURES		0.00	0.00	1,560.00	570.00	(1,560.00)	100.00		
NET OF REVENUES & EXPENDITURES		25.00	25.00	(1,557.74)	(569.90)	1,582.74	6,230.96		
Fund 274 - GRANTS FUND									
750.904-BOAT LAUNCH TFl1-041									
TOTAL Expenditures		0.00	0.00	5,795.00	5,795.00	(5,795.00)	100.00		
Fund 274 - GRANTS FUND:									
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00	0.00		
TOTAL EXPENDITURES		0.00	0.00	5,795.00	5,795.00	(5,795.00)	100.00		
NET OF REVENUES & EXPENDITURES		0.00	0.00	(5,795.00)	(5,795.00)	5,795.00	100.00		
Fund 295 - AIRPORT FUND									
170.270-AIRPORT									
TOTAL Revenues		68,571.00	68,571.00	14,811.40	3,092.35	53,759.60	21.60		
TOTAL Expenditures		141,990.00	141,990.00	14,464.63	3,070.31	127,525.37	10.19		
NET OF REVENUES & EXPENDITURES		(73,419.00)	(73,419.00)	346.77	22.04	(73,765.77)	0.47		
Fund 295 - AIRPORT FUND:									
TOTAL REVENUES		68,571.00	68,571.00	14,811.40	3,092.35	53,759.60	21.60		
TOTAL EXPENDITURES		141,990.00	141,990.00	14,464.63	3,070.31	127,525.37	10.19		
NET OF REVENUES & EXPENDITURES		(73,419.00)	(73,419.00)	346.77	22.04	(73,765.77)	0.47		
Fund 305 - 2016 CAP IMPROV BONDS FUND									
000.000-GENERAL									
TOTAL Revenues		483,500.00	483,500.00	1,567.99	344.21	481,932.01	0.32		
TOTAL Expenditures		483,500.00	483,500.00	500.00	0.00	483,000.00	0.10		
NET OF REVENUES & EXPENDITURES		0.00	0.00	1,067.99	344.21	(1,067.99)	100.00		
Fund 305 - 2016 CAP IMPROV BONDS FUND:									
TOTAL REVENUES		483,500.00	483,500.00	1,567.99	344.21	481,932.01	0.32		
TOTAL EXPENDITURES		483,500.00	483,500.00	500.00	0.00	483,000.00	0.10		
NET OF REVENUES & EXPENDITURES		0.00	0.00	1,067.99	344.21	(1,067.99)	100.00		
Fund 394 - DDA DEBT FUND									

REVENUE AND EXPENDITURE REPORT FOR CITY OF GRAND LEDGE  
 PERIOD ENDING 09/30/2016

GL NUMBER	DESCRIPTION	2016-17		YTD BALANCE 09/30/2016 NORM (ABNORM)	ACTIVITY FOR MONTH 09/30/16		AVAILABLE BALANCE NORM (ABNORM)	% BODT USED
		ORIGINAL BUDGET	2016-17 AMENDED BUDGET		INCR (DECR)			
Fund 394 - DDA DEBT FUND								
905.906-DEBT SERVICE		265,160.00	265,160.00	9.77	1.33	265,150.23	0.00	
TOTAL Revenues		265,160.00	265,160.00	9.77	1.33	265,150.23	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	
Fund 394 - DDA DEBT FUND:								
TOTAL REVENUES		265,160.00	265,160.00	9.77	1.33	265,150.23	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	9.77	1.33	990.23	0.98	
Fund 397 - ISLAND BRIDGE DEBT FUND								
905.906-DEBT SERVICE		33,660.00	33,660.00	1.24	0.17	33,658.76	0.00	
TOTAL Revenues		33,660.00	33,660.00	1.24	0.17	33,658.76	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	1.24	0.17	33,658.76	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	1.24	0.17	48.76	2.48	
Fund 410 - CAPITAL PROJECTS FUND								
900.906-E RIVER STREET		1,667,000.00	1,667,000.00	1,857,313.30	98,113.30	(190,313.30)	111.42	
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	4,601,313.30	98,113.30	(216,313.30)	104.93	
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	638,987.72	666,421.80	1,028,012.28	38.33	
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	888,987.72	666,421.80	3,746,012.28	19.18	

PERIOD ENDING 09/30/2016

GL NUMBER	DESCRIPTION	2016-17	2016-17	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDTG USED
		ORIGINAL BUDGET	2016-17 AMENDED BUDGET	09/30/2016 NORM (ABNORM)	MONTH 09/30/16 INCR (DECR)	BALANCE NORM (ABNORM)	
<b>Fund 410 - CAPITAL PROJECTS FUND</b>							
<b>Fund 410 - CAPITAL PROJECTS FUND:</b>							
TOTAL REVENUES		4,385,000.00	4,385,000.00	4,601,313.30	98,113.30	(216,313.30)	104.93
TOTAL EXPENDITURES		4,385,000.00	4,635,000.00	888,987.72	666,421.80	3,746,012.28	19.18
NET OF REVENUES & EXPENDITURES		0.00	(250,000.00)	3,712,325.58	(568,308.50)	(3,962,325.58)	1,484.93
<b>Fund 494 - DDA CAPITAL PROJECTS FUND</b>							
<b>900.901-CAPITAL OUTLAY - PUBLIC IMPROV</b>							
TOTAL Revenues		150,000.00	150,000.00	370.59	50.30	149,629.41	0.25
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
<b>Fund 494 - DDA CAPITAL PROJECTS FUND:</b>							
TOTAL REVENUES		150,000.00	150,000.00	370.59	50.30	149,629.41	0.25
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)	370.59	50.30	(46,470.59)	0.80
<b>Fund 495 - LDFA FUND</b>							
<b>000.000-GENERAL</b>							
900.901-CAPITAL OUTLAY - PUBLIC IMPROV		9,650.00	9,650.00	9,145.59	9,145.59	504.41	94.77
TOTAL Revenues		198,712.00	198,712.00	9,145.59	9,145.59	189,566.41	4.60
900.901-CAPITAL OUTLAY - PUBLIC IMPROV		316,452.00	316,452.00	9,360.69	2,171.51	307,091.31	2.96
TOTAL Expenditures		316,452.00	316,452.00	9,360.69	2,171.51	307,091.31	2.96
<b>Fund 495 - LDFA FUND:</b>							
TOTAL REVENUES		198,712.00	198,712.00	9,145.59	9,145.59	189,566.41	4.60
TOTAL EXPENDITURES		316,452.00	316,452.00	9,360.69	2,171.51	307,091.31	2.96
NET OF REVENUES & EXPENDITURES		(117,740.00)	(117,740.00)	(215.10)	6,974.08	(117,524.90)	0.18
<b>Fund 592 - WATER &amp; SEWER FUND</b>							
<b>000.440-PUBLIC WORKS-REVENUE</b>							
000.591-WATER-REVENUES		600.00	600.00	10,004.36	97.22	(9,404.36)	1,667.39
000.592-SANITARY SEWER -REVENUES		1,954,540.00	1,954,540.00	469,804.29	234,630.36	1,484,735.71	24.04
TOTAL Revenues		2,173,191.00	2,173,191.00	504,684.48	221,216.17	1,668,506.52	23.22
000.591-E RIVER/RUSSELL		4,128,331.00	4,128,331.00	984,493.13	455,943.75	3,143,837.87	23.85
591.012-JENNE ST RECONSTRUCTION		88,845.00	88,845.00	0.00	0.00	88,845.00	0.00
TOTAL Revenues		5,100.00	5,100.00	7,964.35	7,964.35	(2,864.35)	156.16

REVENUE AND EXPENDITURE REPORT FOR CITY OF GRAND LEDGE

PERIOD ENDING 09/30/2016

GL NUMBER	DESCRIPTION	2016-17		YTD BALANCE 09/30/2016 NORM (ABNORM)	ACTIVITY FOR MONTH 09/30/16 INCR (DECR)	AVAILABLE	
		ORIGINAL BUDGET	2016-17 AMENDED BUDGET			NORM (ABNORM)	BALANCE USED
<b>Fund 592 - WATER &amp; SEWER FUND</b>							
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	17,713.20	6,862.99	86,854.80	16.94
591.545-WATER TREATMENT		95,668.00	95,668.00	12,348.28	5,533.51	83,319.72	12.91
591.546-TRANSMISSION AND DISTRIBUTION		464,757.00	464,757.00	101,209.46	57,426.57	363,547.54	21.78
591.548-WATER-GENERAL EXPENSE		775,606.00	775,606.00	210,138.65	39,765.32	565,467.35	27.09
591.599-WATER SYSTEM CONSTRUCTION		0.00	0.00	(333.33)	(333.33)	333.33	100.00
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	0.00	153,219.04	0.94
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	0.00	(10,410.00)	100.00
592.536-PLANT OPERATION & MAINTENANCE		631,057.00	645,057.00	143,229.24	73,503.90	501,827.76	22.20
592.538-LIFT STATION		48,067.00	48,067.00	12,515.02	8,185.37	35,551.98	26.04
592.539-SEWERS		176,915.00	176,915.00	28,916.76	15,212.29	147,998.24	16.35
592.542-SEWER GENERAL EXPENSE		823,275.00	823,275.00	244,361.71	63,391.33	578,913.29	29.68
592.599-SEWER SYSTEM CONSTRUCTION		0.00	0.00	(333.34)	(333.34)	333.34	100.00
<b>TOTAL Expenditures</b>		<b>3,977,593.00</b>	<b>3,991,593.00</b>	<b>789,595.96</b>	<b>277,178.96</b>	<b>3,201,997.04</b>	<b>19.78</b>
<b>Fund 592 - WATER &amp; SEWER FUND:</b>							
TOTAL REVENUES		4,128,331.00	4,128,331.00	984,493.13	455,943.75	3,143,837.87	23.85
TOTAL EXPENDITURES		3,977,593.00	3,991,593.00	789,595.96	277,178.96	3,201,997.04	19.78
NET OF REVENUES & EXPENDITURES		150,738.00	136,738.00	194,897.17	178,764.79	(58,159.17)	142.53
<b>Fund 661 - EQUIPMENT OPERATING FUND</b>							
440.441-EQUIPMENT OPERATION		365,342.00	365,342.00	49,224.83	25,031.41	316,117.17	13.47
<b>TOTAL Revenues</b>		<b>365,342.00</b>	<b>365,342.00</b>	<b>49,224.83</b>	<b>25,031.41</b>	<b>316,117.17</b>	<b>13.47</b>
440.441-EQUIPMENT OPERATION		413,346.00	413,346.00	71,106.46	22,508.37	342,239.54	17.20

REVENUE AND EXPENDITURE REPORT FOR CITY OF GRAND LEDGE

PERIOD ENDING 09/30/2016

GL NUMBER	DESCRIPTION	2016-17		YTD BALANCE 09/30/2016 NORM (ABNORM)	ACTIVITY FOR MONTH 09/30/16 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDT USED
		ORIGINAL BUDGET	2016-17 AMENDED BUDGET				
<b>Fund 661 - EQUIPMENT OPERATING FUND</b>							
TOTAL Expenditures							
		413,346.00	413,346.00	71,106.46	22,508.37	342,239.54	17.20
<b>Fund 661 - EQUIPMENT OPERATING FUND:</b>							
TOTAL REVENUES							
		365,342.00	365,342.00	49,224.83	25,031.41	316,117.17	13.47
TOTAL EXPENDITURES							
		413,346.00	413,346.00	71,106.46	22,508.37	342,239.54	17.20
NET OF REVENUES & EXPENDITURES							
		(48,004.00)	(48,004.00)	(21,881.63)	2,523.04	(26,122.37)	45.58
<b>Fund 678 - EMPLOYEE BENEFITS FUND</b>							
850.852-EMPLOYEE BENEFITS							
		849,552.00	849,552.00	157,937.97	152,558.34	691,614.03	18.59
TOTAL Revenues							
		849,552.00	849,552.00	157,937.97	152,558.34	691,614.03	18.59
850.852-EMPLOYEE BENEFITS							
		941,352.00	941,352.00	357,790.00	38,653.70	583,562.00	38.01
TOTAL Expenditures							
		941,352.00	941,352.00	357,790.00	38,653.70	583,562.00	38.01
<b>Fund 678 - EMPLOYEE BENEFITS FUND:</b>							
TOTAL REVENUES							
		849,552.00	849,552.00	157,937.97	152,558.34	691,614.03	18.59
TOTAL EXPENDITURES							
		941,352.00	941,352.00	357,790.00	38,653.70	583,562.00	38.01
NET OF REVENUES & EXPENDITURES							
		(91,800.00)	(91,800.00)	(199,852.03)	113,904.64	108,052.03	217.70
<b>TOTAL REVENUES - ALL FUNDS</b>							
TOTAL REVENUES - ALL FUNDS							
		16,682,148.00	16,932,148.00	7,659,162.59	1,775,985.43	9,272,985.41	45.23
TOTAL EXPENDITURES - ALL FUNDS							
		17,022,294.00	17,286,294.00	3,276,738.64	1,418,472.09	14,009,555.36	18.96
NET OF REVENUES & EXPENDITURES							
		(340,146.00)	(354,146.00)	4,382,423.95	357,513.34	(4,736,569.95)	1,237.46

Activity	January	February	March	April	May	June	July	August	September	October	November	December	Total
Traffic Crash: Public & Private (931a)	24	14	10	13	10	18	4	14	16				123
Traffic Crash: Personal Injury (931b)	1	2	0	0	0	2	1	0	1				7
<b>Crash Totals</b>	<b>25</b>	<b>16</b>	<b>10</b>	<b>13</b>	<b>10</b>	<b>20</b>	<b>5</b>	<b>14</b>	<b>17</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>130</b>
Breaking & Entering (998P)	2	2	4	1	0	0	1	1	2				13
Larceny (2399)	6	4	3	18	12	4	5	7	8				67
Retail Fraud (3073)	3	3	3	6	1	3	1	2	2				24
Bad Checks (2693)	1	0	0	0	1	0	0	1	0				3
Credit Card Fraud (2605)	0	1	0	1	1	1	0	1	2				7
Forgery (2589)	0	0	0	1	1	0	0	0	0				2
Identity Theft (2609)	0	3	0	2	0	0	0	1	1				7
Malicious Destruction of Property (2901 & 2999)	2	3	2	2	5	5	3	1	3				28
Stolen Vehicle (2404)	0	0	0	0	1	0	0	1	0				2
<b>Property Crimes Total</b>	<b>14</b>	<b>16</b>	<b>12</b>	<b>31</b>	<b>22</b>	<b>13</b>	<b>10</b>	<b>15</b>	<b>18</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>151</b>
Domestic Assault (994D)	0	0	1	2	4	2	1	1	2				13
Assault & Battery (1313)	2	1	5	4	3	2	2	0	2				21
<b>Personal Crimes Total</b>	<b>2</b>	<b>1</b>	<b>6</b>	<b>6</b>	<b>7</b>	<b>4</b>	<b>3</b>	<b>1</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>34</b>
<b>Reports Taken</b>	<b>84</b>	<b>80</b>	<b>86</b>	<b>102</b>	<b>100</b>	<b>78</b>	<b>67</b>	<b>96</b>	<b>90</b>				<b>783</b>
Civil Infraction Citations (933A)	20	26	23	10	18	29	28	37	21				212
Misdemeanor Citations (5403)	5	2	1	5	0	3	5	4	1				26
OWI (8041)	2	2	1	1	5	1	1	2	3				18
<b>Traffic Total</b>	<b>27</b>	<b>30</b>	<b>25</b>	<b>16</b>	<b>23</b>	<b>33</b>	<b>34</b>	<b>43</b>	<b>25</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>256</b>

In September all officers completed joint training with other Tri-County departments on Active Violence Incidents (i.e. active shooters, bombings, etc.) where we also trained with area EMS on how to protect them in ongoing incidents where they can provide life saving treatment before the incident is complete.

Det. Kirk Dewitt also completed a 40 hour Basic Detective training to further enhance his skills in his role as the primary investigator on major cases.

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

The holidays went smoothly in Grand Ledge during December. The Christmas parade was a success, and the four day Christmas and New year's weekends also were notable for not being notable in terms of poor behavior.

If one looks at the activity data for December and compares it with the rest of the year it is very much like all the rest of the months, except people had a much better time. The new SUV intersceptor has been delevered and should be detailed and in the garage by mid Jan.

Remember: Complacency Kills

To: Adam R. Smith, Grand Ledge City Administrator  
From: Brian Thelen, Grand Ledge City Assessor  
Date: October 3, 2016  
Ref: September 2016 Monthly Assessing Department Report

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

***September 2016***

### **Property Transfers and Deeds**

- 45 deeds have been processed. The breakdown is as follows:
  - 29 Warranty Deeds
  - 13 Quit Claim Deeds
  - 3 Misc. Deeds

### **Data Verification**

- Assessing Department staff continue data verification in the following Neighborhoods:
  - Wood Creek Condos
  - Kennington Estates
  - Woods Hollow

### **Michigan Tax Tribunal**

- Settled Michigan Tax Tribunal Appeal with Auto Zone for a commercial retail building located at 876 East Saginaw Hwy.
- Settled Michigan Tax Tribunal Appeal with Richard Martzke for a commercial medical office building located at 311 Harrison St.
- Settled Michigan Tax Tribunal Appeal with 713 Maple GL, LLC for a commercial apartment building located at 713 Maple St
- Will be attending the Michigan Tax Tribunal hearing for a residential property located at 201 South Street.

### **Other Activities**

- Filed all of the completed Capitol Bedding IFT documents with the State Tax Commission prior the October 31<sup>st</sup> deadline.
- Prepared and submitted the annual IFT Report that is required to be filed on or before October 15<sup>th</sup> with the Department of Treasury.

# Zoning Administrator - Monthly Report September, 2016

## General Activities:

- **Permits:**

- 27 building permits
- 2 fence permits
- 2 sign permits
- 1 zoning permit

- **Violations:**

Tall Grass/Weeds:	5
Trash/Junk:	6
Junk Vehicles	4
Illegal Parking	4
Other	2

## Zoning Board of Appeals:

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

## Planning Commission

- The site plan for a new O'Reilly Auto Parts store at 608 S. Clinton Street was approved by the Planning Commission at its September 8<sup>th</sup> meeting. There are still some engineering issues that need to be addressed before a building permit can be issued.
- At its October 6<sup>th</sup> meeting, the Planning Commission voted unanimously to recommend approval of the request to rezone the property at 205 W. Scott Street (vacant church building) from R-MD, Single Family Residential to CBD, Central Business District. This matter will be on the October 24<sup>th</sup> City Council meeting agenda. The City Council must hold a public hearing before taking action on the request.
- The Planning Commission held a public hearing on the proposed ordinance amendment to permit higher density single family residential development. No one attended the public hearing. There are still a few details that need to be addressed before the Planning Commission can forward this ordinance to the City Council for its consideration.
- The Planning Commission reviewed a set of architectural guidelines for commercial/office buildings at its October 6, 2016 meeting. Since this will be an amendment to the Zoning Ordinance, the Commission must hold a public hearing before forwarding this matter to the City Council for its consideration.

## Other

- Weather permitting, construction of the Speedway Gas Station will begin on Monday, October 10<sup>th</sup>.



## **August 2016 BUILDING PERMITS**

### **Commercial Permits**

200 E. Jefferson - remodel for Brickhaven Brewing

902 E. Saginaw - addition - (in process)

### **Residential Permits**

404 W. Jefferson - new house - (in process)

972 Pennine Ridge Way - new house

1127 DeGroff - addition to house

414 Pleasant St. - addition to house

968 E. Saginaw - demo of house

812 W. Main - screened porch

402 N. Clinton - addition to deck

812 Ledge Moor Blvd. - demo & build new screened porch

315 Green St.- roof over deck

855 W. Jefferson Lot#24 -new ramp

319 Franklin - remodel & re-roof

234 Elizabeth - re-roof

72 Bouck Ave. - re-roof

126/128 Marsh Dr. - re-roof

520 W. Jefferson- re-roof

1010 Flickerham - re-roof

420 Union St. - re-roof

## September 2016 BUILDING PERMITS

### Commercial Permits

109 Fitzgerald Park - roof

### Residential Permits

404 W. Jefferson - new house - (permit canceled)

213 High St. - new house

961 Pennine Ridge Way - new house

964 Pennine Ridge Way- new house

208 High St. - demo house- ( in process)

1099 Brookside -addition to house & garage

401 Pleasant- new garage

313 W. Front - new deck

437 Union - new deck

802 Greenwich- in ground pool

926 Morton - demo pool

900 McDiarmid- widen door

437 Union - re-roof

809 Ledge-Moore Blvd.- re-roof

942 DeGroff - re-roof

1118 Pine St. - re-roof

916 McDiarmid - re-roof

225 W. Scott St. - re-roof

819 DeGroff - re-roof

304 E. Main - re-roof

634 Pleasant - re-roof

134 Perry - re-roof



**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 26<sup>th</sup> day of September, 2016.

Motion by Willems

Second by Lantz

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

Nays: None

Absent: Jancek

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: 26 September 2016

Public Hearing: 10 October 2016

Adopted:

Published:

Effective:

# City of Grand Ledge Selling Policy

**Effective Date: 11 October 2016**

**Revision Date: n/a**

**General Purpose:** The purpose of this policy is to ensure the efficient sale of appropriate goods at appropriate prices. In addition, our residents expect this policy to ensure accountability, transparency, and ethical behavior.

**Summary Statement of Policy:** This policy is designed to serve as a guide for all sales by City employees and elected officials on behalf of the City of Grand Ledge.

## **Actual Policy as Written:**

The City shall attempt to sell its property, and “found” and unclaimed property at the appropriate price. In this process, the City shall serve as an equal opportunity seller, favoring local purchasers only when all other factors are equal.

All sales are ultimately the responsibility of the City Administrator. Department Heads shall be responsible for selling goods for their departments, except as detailed below. All sales must be properly documented in accordance with this policy. This selling policy is based on dollar thresholds.

## **Authorization to Sell**

**Sales less than \$500:** Department Heads are authorized to sell property valued at less than \$500.00 in an open sale format, without bids. Department Heads must provide notice of the date and time of the sale, and are encouraged to coordinate the sale with the date and time of a City-wide event or festival, if reasonably feasible.

**Sales \$500 or more:** Sales in this category are required to be competitively bid. It is the practice of the City to provide purchasers fair and equal opportunities to compete in the bidding process. Publication or communication of proper notice of the need for bids shall be arranged for in a manner, which will bring the information to the attention of the greatest number of potential purchasers. Bid specifications may be published on the City website, posted at City Hall, and sent to specific, approved purchasers. All bids must be received at City Hall no later than the time indicated by the bid advertisement. All bids received at City Hall will be time/date stamped when received. All bids must be sealed when received. Bids will be opened at the place and time described in the bid advertisement. Once the bid opening process is complete, the Department Head will prepare a recommendation for the City Administrator and City Council. Once awarded by the City Council, the Department Head will inform the winning bidder. The City reserves the right to reject any and all bids and waive technicalities.

**Electronic Bidding:** In lieu of a formal bidding process, the City Administrator may choose to use an electronic bidding process for the sale of any property valued over \$500.

**Cooperative Contracts:** Should the City be able to sell quality products at favorable prices by joining with other local units of government, by participating in a federal or state government sales program, or auction, the City Administrator may waive the formal bidding process.

**Documentation:** Once approved, all receipts for sales shall be returned to the Finance Department for processing.



**Rehmann Robson**

675 Robinson Rd.  
Jackson, MI 49203  
Ph: 517.787.6503  
Fx: 517.788.8111  
rehmann.com

## INDEPENDENT AUDITORS' COMMUNICATION WITH THOSE CHARGED WITH GOVERNANCE

September 28, 2016

To the Honorable Mayor and  
Members of the City Council  
City of Grand Ledge  
Grand Ledge, Michigan

We have audited the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the *City of Grand Ledge* (the "City") as of and for the year ended June 30, 2016, and have issued our report thereon date September 28, 2016. Professional standards require that we advise you of the following matters relating to our audit.

### Our Responsibility in Relation to the Financial Statement Audit

As communicated in our engagement letter dated May 13, 2016, our responsibility, as described by professional standards, is to form and express opinions about whether the financial statements that have been prepared by management with your oversight are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of the City solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

Our findings regarding internal control over financial reporting, compliance, and other matters noted during our audit are included in Attachment A to this letter.

### Planned Scope and Timing of the Audit

We performed the audit according to the planned scope and timing previously communicated to you in our engagement letter and in our meeting about planning matters on August 22, 2016.

### Compliance with All Ethics Requirements Regarding Independence

The engagement team, others in our firm, as appropriate, and our firm has complied with all relevant ethical requirements regarding independence.

## Qualitative Aspects of the City's Significant Accounting Practices

### *Significant Accounting Policies*

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the City is included in Note 1 to the financial statements.

There have been no initial selections of accounting policies and no changes in significant accounting policies or their application during the year.

No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

### *Significant Accounting Estimates*

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments.

The most sensitive accounting estimates affecting the financial statements were:

- Management's estimate of the useful lives of depreciable capital assets is based on the length of time it is believed that those assets will provide some economic benefit in the future.
- Management's estimate of the accrued compensated absences is based on current hourly rates and policies regarding payment of sick and vacation banks.
- The assumptions used in the actuarial valuations of the pension and other postemployment benefits plans are based on historical trends and industry standards.

We evaluated the key factors and assumptions used to develop these estimates and determined that they are reasonable in relation to the basic financial statements taken as a whole and in relation to the applicable opinion units.

### Significant Difficulties Encountered During the Audit

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

### Uncorrected and Corrected Misstatements

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole and each applicable opinion unit. In addition, professional standards require us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures. We did not identify any misstatements during our audit.

**Disagreements with Management**

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the City's financial statements or the auditors' report. No such disagreements arose during the course of the audit.

**Representations Requested from Management**

We have requested certain written representations from management, which are included in Attachment C to this letter.

**Management's Consultations with Other Accountants**

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

**Other Significant Matters, Findings, or Issues**

In the normal course of our professional association with the City, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, operating and regulatory conditions affecting the entity, and operational plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as the City's auditors.

**Other Information in Documents Containing Audited Financial Statements**

Our responsibility for the supplementary information accompanying the financial statements, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole. We made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

**Upcoming Changes in Accounting Standards**

Generally accepted accounting principles (GAAP) are continually changing in order to promote the usability and enhance the applicability of information included in external financial reporting. While it would not be practical to include an in-depth discussion of every upcoming change in professional standards, Attachment B to this letter contains a brief overview of recent pronouncements of the Governmental Accounting Standards Board (GASB) and their related effective dates. Management is responsible for reviewing these standards, determining their applicability, and implementing them in future accounting periods.

This information is intended solely for the use of the governing body and management of the **City of Grand Ledge** and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

