



Grand Ledge City Council

**REGULAR MEETING AGENDA
MONDAY, 24 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, 24 October 2016 City Council consent agenda, as follows:
 - i. Financial transactions and bills.
 - ii. Monday, 10 October 2016 regular City Council minutes.
 - iii. Rehmann Robson letter of apology.
- 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, 24 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.
- 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 24 October 2016 on an ordinance amending the Zoning District Map referred to in Grand Ledge City Code Chapter 220, Zoning, Article IV, Zoning Districts and Map, §220-6, Zoning District Map.
- B. Resolution** – To approve Contract Modification #01 for the E. River St. and Franklin St. reconstruction project.
- C. Resolution** – To approve Change Order #01 for the Jaycee Park Boat Launch Project.
- X. AUDIENCE PARTICIPATION** – Any person(s) attending may comment on any subject. All presentations before the City Council shall be limited to five minutes per individual presentation.
- XI. COMMUNICATIONS FROM THE MAYOR AND COUNCIL** – The Mayor may make appointments and reappointments to boards and committees, may report on subjects referred by Council members, staff and residents, and may comment on any subject. City Council members may comment on any subject.
- XII. CLOSED SESSION** – The Open Meetings Act allows the City Council to discuss certain subjects without the presence of the public. The City Council may request a staff member or any other person the City Council determines to be necessary, by a majority of the Council members present, to attend the closed session. Once the Closed Session has ended, the City Council will resume the regular meeting.
- XIII. ADJOURNMENT** – When the City Council has completed all items listed on the approved agenda, it may not take any further action until its next regular meeting or a special meeting. If the time is significantly late and items remain on the approved agenda, the presiding officer may ask for a motion to adjourn the meeting to another specific date, time, and place at which to resume and complete the approved agenda.



Gregory L. Newman, City Clerk

THE GRAND LEDGE CITY COUNCIL WILL HOLD ITS NEXT REGULAR MEETING ON MONDAY, 14 NOVEMBER 2016, AT 7:30 P.M. IN THE COUNCIL CHAMBERS, CITY HALL, 310 GREENWOOD ST., GRAND LEDGE, MICHIGAN.

10/21/2016

CUSTOM INVOICE REPORT FOR CITY OF GRAND LEDGE

VENDOR NAME	DESCRIPTION	AMOUNT
44 NORTH	HRA/TELEDOC - OCT 2016	672.30
56-2 DISTRICT COURT	BOND	200.00
713 MAPLE GL, LLC	MTT REFUND 400-056-601-060-00	1,678.13
ABSOPURE WATER	DISTILLED WATER	44.00
ABSOPURE WATER	DISTILLED WATER	97.60
AC & E	PORTABLE - RECYCLE/JC PARK/OAK PARK	234.00
ACE HARDWARE	POLY FILM	69.99
ACE HARDWARE	SHIPPING CHARGES	15.61
ACE HARDWARE	PADLOCKS	25.98
ACE HARDWARE	COMP INSERT/CONNECTOR/BALL VALVE	26.99
ACE HARDWARE	KEYS/KEY RING	19.92
ACE HARDWARE	SHIPPING/BUBBLE WRAP	115.86
ACE HARDWARE	TANK SPRAYER	25.99
ACE HARDWARE	KEYS	5.97
ACE HARDWARE	PAINT/BRUSH	37.48
ACE HARDWARE	PLUMBING/HEATING	0.58
ACE HARDWARE	HARDWARE/FASTENERS	15.24
ACE HARDWARE	SHIPPING/BUBBLE WRAP	193.31
ACE HARDWARE	MASKING TAPE	23.96
SMITH ADAM	REIMBURSE CONFERENCE EXPENSE	159.19
MORRISON ART	REIMBURSEMENT	68.70
AUTOZONE AND LAW OFFICES OF FRED	MTT REFUND 16-002069	3,274.69
BADER & SONS CO.	SPUR GEAR	13.10
BIG L CORP	WOOD	10.26
BIG L CORP	TREATED LUMBER	9.99
BLUE CROSS BLUE SHIELD	GR 007017086 DIV 0000 - NOV 2016	5,172.11
BLUE CROSS BLUE SHIELD	GR 007017086 DIV 0001 - NOV 2016	8,746.58
BLUE CROSS BLUE SHIELD	GR 007017086 DIV 0002 - NOV 2016	3,080.49
BLUE CROSS BLUE SHIELD	GR 007017086 DIV 0003 - NOV 2016	10,192.89
BLIEVERNICHT CHRIS	REIMBURSE EXPENSES	6.35
HAZEN CHRIS	HAND RAIL COUPLING	980.00
CITY OF GRAND LEDGE-WATER	WATER 1403110000	66.11
CITY OF GRAND LEDGE-WATER	CEMETERY WATER - 1402530000	63.51
CITY OF GRAND LEDGE-WATER	DEPOSIT - FINAL WATER AT 325 S BRIDGE	48.62
CL TRUCKING & EXCAVATING, LLC	E RIVER/FRANKLIN - EST NO. 3	55,845.00
COMCAST	ACCT #904814885 - CITY HALL	245.96
COMCAST CABLE	ACCT #01721 426570-01-8	4.24
COMCAST CABLE	ACCT #01721 150482-01-8 - DPS GARAGE	82.90
D HILL ENVIRONMENTAL	WASTE WATER EXAM PREP	150.00
GUTCHESS DAVID	REIMBURSE FOR CLASS A	47.00
DBI BUSINESS INTERIORS	OFFICE SUPPLIES	32.92

DEWITT FENCE & SECURITY INC	REPAIRS AT WWTP	450.00
BATTIN DIXIE	REIMBURSE FOR EXPENSES	4.24
EATON COUNTY TREASURER	GRAND OAKS TRAILER TAX - SEPT 2016	347.50
ETNA SUPPLY INC	BOLT AND GASKET SET	22.52
FERGUSON WATERWORKS	ADJUSTABLE VALVE/VALVE BOX	348.00
FISHBECK THOMPSON CARR	REL STUDY UPDATE THROUGH 09/23/16	2,932.50
GANNON GROUP PC	APPRAISAL REPORT	3,200.00
GRAINGER WW INC	TIME DELAY RELAY/RELAY SOCKET	64.27
GRAND LEDGE AREA CHAMBER OF	ISLAND GAZEBO DEPOSIT	100.00
GRAND LEDGE AUTO PARTS INC	ALTERNATOR	254.22
GRAND LEDGE AUTO PARTS INC	AIR FILTER	11.06
GRAND LEDGE AUTO PARTS INC	ANTI-FREEZE TESTER	39.17
GRAND LEDGE AUTO PARTS INC	GASKET/NEOFORM	39.95
GRAND LEDGE AUTO PARTS INC	GASKET	2.80
GRAND LEDGE AUTO PARTS INC	ADHESIVE KIT	12.76
GRAND LEDGE AUTO PARTS INC	24 EXACT FIT	21.20
GRAND LEDGE AUTO PARTS INC	NIF GLOVES	47.25
GRAND LEDGE AUTO PARTS INC	OIL FILTERS	82.72
GRAND LEDGE AUTO PARTS INC	SOCKET IMPACT ADAPTOR	12.39
GRAND LEDGE AUTO PARTS INC	TOGGLE/WIRE TIES	28.88
GRAND LEDGE FORD LINCOLN	EXHAUST PIPE	181.54
GRAND LEDGE FORD LINCOLN	REPAIR	110.24
GRANGER	310 GREENWOOD TRASH	72.80
GRANGER	RECYCLING	789.50
GRANGER	STREET REFUSE	192.50
GRANGER	TRASH AT RECYCLING CENTER - 401 WHITNEY	82.35
GRANGER	109 FITZGERALD PARK DR - TRASH	62.59
GRANGER	138 W RIVER ST - TRASH	72.24
GRANGER	13253 LAWSON ROAD - TRASH	63.12
GRE CAR TRUCKING, INC.	GRINDING AT COMPOST CENTER	4,162.50
H. TERRY HANKS, TRUSTEE	INCIDENTAL EXPENSES	1,520.95
H. TERRY HANKS, TRUSTEE	605 W FRONT ST	49,365.61
HAMMOND FARMS	PROSOIL DELIVERED	428.00
HASSELBRING CLARK	COPIER AT DPS GARAGE	299.00
INTERSTATE BILLING SERVICE	LOADER	13,499.61
FEWER JILL	REIMBURSE FOR SUPPLIES	127.00
KAR LABORATORIES	WATER TESTING	660.00
KENNEDY INDUSTRIES INC	IMPELLER/BEARING/SEAL/O-RING	1,002.49
KEUSCH TIRE AND TOWING	TIRES/INSTALLED	750.00
BARCLAY KIM	REIMBURSE FOR CLASS A	47.00
LANSING BOARD OF WATER & LIGHT	LAB SERVICES - SEPT 2016	750.50
LANSING BOARD OF WATER & LIGHT	LAB SERVICES - AUG 2016	436.00
LANSING ICE AND FUEL	ACCT #1-081681 - DPS FUEL	625.32
LANSING SANITARY SUPPLY, INC.	SUPPLIES FOR WWTP	187.51
LANSING UNIFORM COMPANY	UNIFORMS	179.95
MAURER'S TEXTILE RENTAL	RUGS	19.30
MECHANICAL RUBBER & TRANS., INC.	BALL BEARINGS/OIL SEALS	169.70

MENARDS - LANSING WEST	CONCRETE MIX	97.65
MERITAIN HEALTH COMPANY	FLEX/DENTAL/SHORT TERM - NOV 2016	171.90
MID MICH BLDG INSPECTIONS, LLC	BLDG PERMITS/INSPECTS 10/17/16	4,064.00
MID MICH BLDG INSPECTIONS, LLC	BLDG PERMITS/INSPECTS 10/07/16	8,902.00
MID MICHIGAN EMERGENCY EQUIP	LIGHT BAR	1,450.00
MIDWEST LIFESAVERS, INC.	DEPOSIT FOR 325 S BRIDGE	201.38
MILLER ANIMAL CLINIC	K-9 SUPPLIES	78.90
MILLER'S REDI-MIX, INC.	CONCRETE	561.00
MUNICIPAL SUPPLY INC	PENTAGON KEY	110.00
MYERS PLUMBING & HEATING	TOILET REPAIR	149.27
MYERS PLUMBING & HEATING	CONDENSATION CHECK	127.50
OUDBIER INSTRUMENT CO	PROGRAMMING/TOUICH SCREEN DISPLAY/POINT TO POINT W	10,370.00
PETERS AND MURRAY FUNERAL HOME	REFUND FOR FOUNDATION DIFFERENCE	108.00
QUILL CORPORATION	OFFICE SUPPLIES	211.98
MARTZKE RICHARD AND CHRISTINA	MTT REFUND 400-000-632-110-00	412.24
RZ TRENCHING & MORE	TRENCHING SERVICES	21,500.00
SHELL FLEET PLUS	ACCT #065 270 068 - PD FUEL	1,324.30
SIGNATURE FORD, L-M	2016 FORD INTERCEPTOR	30,543.00
SIGNS BY LENNY	CITY GOLF CART LOGOS	40.00
SOLDAN'S FEEDS & PET SUPPLIES	K-9 SUPPLIES	32.99
SOLDAN'S FEEDS & PET SUPPLIES	K-9 SUPPLIES	32.99
SOLDAN'S FEEDS & PET SUPPLIES	K-9 SUPPLIES	32.99
SPARROW OCCUPATIONAL HEALTH	PHYSICAL	99.50
STATE OF MICHIGAN - MDOT	WEATHER OBS JULY - SEPT 2016	103.50
TCI, INC. OF MICHIGAN	BOAT LAUNCH - APP NO. 1	118,630.89
TRANSNATION TITLE AGENCY OF	TITLE WORK	7.25
TRANSNATION TITLE AGENCY OF	OVERPAY WATER 1086 BROOKSIDE	101.55
TRANSUNION RISK AND	BACKGROUND CHECKS - SEPT 2016	25.00
EDWARDS TRICIA	GYM DEPOSIT	100.00
TRUCK & TRAILER SPECIALTIES	IDLER SHAFT/FLANGE BEARING/SPROCKET	722.66
USA BLUE BOOK	FLUORIDE POCKET COLORIMTR	583.89
USA BLUE BOOK	NUTRIENT BUFFER	130.48
VERIZON WIRELESS	ACCT #380806320-00001 - PD CELLS	86.21
WINZER CORPORATION	BATTERY BOLT/FUSE/GREASE/CLEANER	140.95
ZIEMNICK FOSTER ENG., LLC	JENNE STREET - SEPT 2016	12,500.00
ZIEMNICK FOSTER ENG., LLC	JC PARK BOAT LAUNCH - SEPT 2016	2,580.00
	TOTAL	392,016.24
<u>TAX DISBURSEMENT 10/14/16</u>		
CLINTON COUNTY TREASURER	SUMMER 2016 TAX - COUNTY/SET	246.06
EATON COUNTY TREASURER	SUMMER 2016 TAX - COUNTY/SET	1,257,644.99
EATON RESA	SUMMER 2016 TAX	217,899.61
GRAND LEDGE AREA DISTRICT LIBRARY	SUMMER 2016 TAX	129,667.36
GRAND LEDGE PUBLIC SCHOOLS	SUMMER 2016 TAX	798,435.20

LANSING COMMUNITY COLLEGE	SUMMER 2016 TAX	427,658.48
STATE OF MICHIGAN	SUMMER 2016 IFTS - SET/SCHOOL	4,909.00
	TOTAL TAXES PAID	2,836,460.70

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

**CITY COUNCIL MINUTES – REGULAR MEETING
MONDAY, 10 OCTOBER 2016
7:30 P.M.
COUNCIL CHAMBERS, CITY HALL
310 GREENWOOD ST.**

- I. ROLL CALL OF COUNCIL** – Mayor Kalmin Smith; Mayor Pro-Tem Keith Mulder; and Council members Tom Jancek, Rick Lantz, Jamie Malecki, and Thom Sowle
– Council member Don Willems was absent
OTHERS PRESENT – Adam Smith, City Administrator; Gregory Newman, City Clerk; Cheryl Grice, Finance Director / City Treasurer; Martin Underhill, Chief of Police; Larry LaHaie, Public Services Director; Ameer King, Assistant City Administrator; Susan Stachowiak, Zoning Administrator;

II. PLEDGE OF ALLEGIANCE

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

III. AUDIENCE PARTICIPATION

Kathryn Burkholder, Consumers Energy, presented information on the Smart Energy meter replacement program.

Shirley Bobryk, District Court Judge candidate, introduced herself and explained her qualifications.

IV. APPROVAL OF CONSENT AGENDA

- A. Motion (from staff)** – To approve the Monday, 10 October 2016 City Council consent agenda, as follows:

- i. Financial transactions and bills.
- ii. Monday, 12 September 2016 regular City Council minutes.
- iii. Fiscal Year 2017 budget amendment.

COUNCIL MEMBER LANTZ MOVED, COUNCIL MEMBER MALECKI SECONDED, TO APPROVE THE MONDAY, 10 OCTOBER 2016 CITY COUNCIL CONSENT AGENDA. MOTION CARRIED UNANIMOUSLY.

V. APPROVAL OF REGULAR AGENDA

- A. Motion** – To approve the Monday, 10 October 2016 regular City Council agenda.

COUNCIL MEMBER MULDER MOVED, COUNCIL MEMBER MALECKI SECONDED, TO APPROVE THE MONDAY, 10 OCTOBER 2016 REGULAR CITY COUNCIL AGENDA. MOTION CARRIED UNANIMOUSLY.

VI. COMMITTEE AND BOARD REPORTS

VII. STAFF REPORTS

Administrator's Office

Amee King, Assistant City Administrator, reported on personnel hirings, training, a library parking lot project meeting, and City Hall fire alarm system.

Clerk's Department

Gregory Newman, City Clerk, reported on the 08 November 2016 election, a voter registration drive at Grand Ledge High School, and the German exchange student tour of City Hall.

Finance Department – Revenue / Expenditure Report

Cheryl Grice, Finance Director / City Treasurer, reported on the Fiscal Year 2017 audit presentation tonight.

Police Department

Martin Underhill, Chief of Police, reported on the 22 October 2016 prescription drug take-back event, expected delivery of new vehicle, new lock-out tools, ongoing search for substitute crossing guards, and two new full-time officers hired from existing part-time officers.

Department of Public Services

Larry LaHaie, Public Services Director, reported on water main breaks, the 21 – 23 September 2016 boil water advisory, new Wastewater Treatment Plant lab equipment, ongoing street projects, the Jaycee Park boat launch project, and crack sealing.

Adam Smith, City Administrator, thanked the City staff that worked on the boil water advisory to ensure residents' safety, reported on a meeting to review the City's actions and improve plans for future emergencies, reported on new protocols reducing sanitary sewer overflows enacted by the new Wastewater Treatment Plant Supervisor, and mentioned a \$33,000.00 change order for the Jaycee Park boat launch for the 24 October 2016 City Council agenda.

Assessing Department

Adam Smith, City Administrator, reported on the report in the packet.

Planning and Zoning Department

Susan Stachowiak, Zoning Administrator, reported on permits and violations, the Planning Commission's approval of the O'Reilly Autoparts, the Planning Commission's approval of a rezoning request for office and overnight lodging, mentioned the rezoning request on the 24 October 2016 City Council agenda, and reported on construction at the Speedway, ongoing development of architectural guidelines, and the ongoing comment period for the Master Plan.

Building Department

Adam Smith, City Administrator, reported on the report in the packet.

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

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

VII. UNFINISHED BUSINESS

- A. Ordinance #557 (Public Hearing and Adoption)** – On an ordinance amending the Grand Ledge City Code Chapter 39, Purchasing, to add a new §39-2, Selling Policy.

Adam Smith, City Administrator, explained the City Charter provides for an ordinance providing an alternative to selling City property and found property by bid.

MAYOR SMITH OPENED THE PUBLIC HEARING ON AN ORDINANCE AMENDING THE GRAND LEDGE CITY CODE CHAPTER 39, PURCHASING, TO ADD A NEW §39-2, SELLING POLICY, AT 8:17 P.M.

No public comment.

MAYOR SMITH CLOSED THE PUBLIC HEARING ON AN ORDINANCE AMENDING THE GRAND LEDGE CITY CODE CHAPTER 39, PURCHASING, TO ADD A NEW §39-2, SELLING POLICY, AT 8:18 P.M.

COUNCIL MEMBER LANTZ MOVED, COUNCIL MEMBER MALECKI SECONDED, TO ADOPT ORDINANCE #557, AMENDING THE GRAND LEDGE CITY CODE CHAPTER 39, PURCHASING, TO ADD A NEW §39-2, SELLING POLICY. MOTION CARRIED UNANIMOUSLY.

IX. NEW BUSINESS

- A. Motion** – To receive the Audit of the Fiscal Year Ending 30 June 2016 and place it on file.

COUNCIL MEMBER MULDER MOVED, COUNCIL MEMBER MALECKI SECONDED, TO RECEIVE THE AUDIT OF THE FISCAL YEAR ENDING 30 JUNE 2016 AND PLACE IT ON FILE.

Adam Smith, City Administrator, introduced Mark Kettner, Rehmann Robson.

Mark Kettner, Rehmann Robson, presented the Fiscal Year 2016 financial audit with an unqualified opinion, the highest level of assurance the city can receive.

MOTION TO RECEIVE THE AUDIT OF THE FISCAL YEAR ENDING 30 JUNE 2016 AND PLACE IT ON FILE, CARRIED UNANIMOUSLY.

X. AUDIENCE PARTICIPATION

XI. COMMUNICATIONS FROM THE MAYOR AND COUNCIL

Council member Mulder mentioned the 14 and 15 October 2016 Color Cruise and Island Festival.

Mayor Smith appointed Paul Viles and Stephen Rivet to the Planning Commission for terms expiring 09 January 2017 and 08 January 2018, respectively, and reappointed Kalmin Smith to the Grand Ledge Area Emergency Services Authority for a term expiring 30 June 2019.

COUNCIL MEMBER MULDER MOVED, COUNCIL MEMBER SOWLE SECONDED, APPROVED THE MAYOR'S APPOINTMENT OF PAUL VILES AND STEPHEN RIVET TO THE PLANNING COMMISSION FOR TERMS EXPIRING 09 JANUARY 2017 AND 08 JANUARY 2018, RESPECTIVELY. MOTION CARRIED UNANIMOUSLY.

COUNCIL MEMBER MALECKI MOVED, COUNCIL MEMBER MULDER SECONDED, TO APPROVE THE MAYOR'S REAPPOINTMENT OF KALMIN SMITH TO THE GRAND LEDGE AREA EMERGENCY SERVICES AUTHORITY FOR A TERM EXPIRING 30 JUNE 2019. MOTION CARRIED UNANIMOUSLY.

XII. CLOSED SESSION

XIII. ADJOURNMENT

COUNCIL MEMBER SOWLE MOVED, COUNCIL MEMBER JANCEK SECONDED, TO ADJOURN THE MONDAY, 10 October 2016, REGULAR CITY COUNCIL MEETING, AT 8:47 P.M. MOTION CARRIED UNANIMOUSLY.

Gregory L. Newman, City Clerk

Kalmin D. Smith, Mayor

DRAFT

City of Grand Ledge Ordinance # _____
An Ordinance Amending the Zoning District Map Referred to in Grand Ledge City Code Chapter 220, Zoning, Article IV, Zoning Districts and Map, §220-6, Zoning District Map.

The City of Grand Ledge Ordains:

Section 1. Change. The Zoning District Map referred to in Grand Ledge City Code Chapter 220, Zoning, Article IV, Zoning Districts and Map, §220-6, Zoning District Map, is amended to change the property at 205 W. Scott St., legally described below, from R-MD, Single Family Residential to CBD, Central Business District:

Lot 3 and the Northeast 99 feet of Lots 1 & 2, Original Plat, Block 40, City of Grand Ledge

With the condition that the allowable uses at this location are limited to the following:

1. Churches
2. Business, professional, and medical offices, not including emergency medical clinics
3. Motels / Hotels as regulated by Grand Ledge City Code § 220-36(G)
4. Single family residential use or upper level multiple family residential use as regulated by Grand Ledge City Code § 220-36(D)
5. Personal service establishments, including barber, beauty, nail, and tanning salons
6. Studios for professional work or teaching of interior decorating, photograph, music, drama, or dancing
7. Art galleries
8. Libraries and museums
9. Child care centers as regulated by Grand Ledge City Code § 220-36(F)
10. Small-animal veterinary office, pet shops, and pet grooming establishments, provided animals are kept inside the building at all times

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 24th day of October, 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:

MEMO

TO: Adam Smith, City Administrator
Gregory Newman, City Clerk

FROM: Susan Stachowiak, Zoning Administrator

DATE: October 12, 2016

RE: 205 W. Scott Street -- Request for Rezoning

The Planning Commission, at its regular meeting held on October 6, 2016, voted unanimously (6-0) to recommend approval of the request by Ann Duchene of SGL Holdings, LLC, to rezone the property at 205 W. Scott Street from R-MD, Single Family Residential to CBD, Central Business District, with the condition that the allowable uses at this location will be limited to the following:

1. Churches,
2. Business, professional and medical offices, not including emergency medical clinics,
3. Motels/Hotels as regulated by Section 220-36(G) of the Zoning Ordinance,
4. Single family residential use or upper level multiple family residential use as regulated by Section 220-36(D) of the Zoning Ordinance,
5. Personal service establishments including barber, beauty, nail and tanning salons,
6. Studios for professional work or teaching of interior decorating, photography, music, drama or dancing,
7. Art galleries,
8. Libraries and museums,
9. Child care centers as regulated by Section 220-36(F) of the Zoning Ordinance, and
10. Small-animal veterinary office, pet shops and pet grooming establishments, provided that animals are kept inside the building at all times.

This request is being forwarded to you for placement on the City Council agenda for introduction of an ordinance and scheduling of a public hearing.

Please contact me at 810-287-2743 if I can answer any questions, or provide additional information.

Thank you.

General Information

- APPLICANT/OWNER: Ann Duchene
SGL Holdings, LLC
10445 S. Wright Road
Eagle, MI 48822
- REQUESTED ACTION: Rezone the property at 205 W. Scott Street from “R-MD” Single Family Residential to “CBD” Central Business District
- EXISTING LAND USE: Vacant Church Building
- EXISTING ZONING: “R-MD” Single Family District
- PROPOSED ZONING: “CBD” Central Business District
- PROPERTY SIZE & SHAPE: “L” Shaped Property – 23,958 square feet (.55 acres)
- SURROUNDING LAND USES: N: Single Family Residential
S: Single Family Residential
E: Methodist Church
W: Single Family Residential
- SURROUNDING ZONING: N: “R-MD” Medium Density Residential District
S: “R-MD” Medium Density Residential District
E: “R-MD” Medium Density Residential District
W: “R-MD” Medium Density Residential District
- MASTER PLAN DESIGNATION: The current Master Plan designates the subject property for institutional land use (churches, schools, public facilities). The proposed Master Plan designates the subject property for “Central Business District”.

SPECIFIC INFORMATION

This is a request by Ann Duchene, on behalf of SGL Holdings, LLC, to rezone the property at 205 W. Scott Street, legally described as:

Lot 3 & the Northeast 99 Feet of Lots 1 & 2, Original Plat, Block 40, City of Grand Ledge from “R-MD” Single Family Residential district to “CBD” Central Business District. The application states:

“Immediately, we would use the administrative offices for our business office. In future, I plan to renovate the historic church into a small, local inn.”

Background Information

The church building at 205 W. Scott Street was constructed in 1879. In 2003, the building was sold by the Church of God to Mid-Michigan Tutoring Center, LLC and was used as a home schooling facility until 2013. The building has been vacant since that time. The applicant purchased the property on August 15, 2016.

ANALYSIS

COMPATIBILITY WITH SURROUNDING LAND USE

The subject property is primarily surrounded by “R-MD” Single Family Residential zoning. The “CBD” Central Business district, however, begins on the property just to the northeast of the subject property, at the same intersection. Therefore, the proposal will not result in a “spot zone” which is typically considered to be an unacceptable planning practice. The “CBD” district would still allow the property to be used for a church but would also allow other uses that would be appropriate at this location, given the surrounding zoning and land patterns. Much like the subject property, most of the buildings in the downtown either adjoin or are located in very close proximity to residences. To that end, the uses allowed in the “CBD” district are restricted to relatively low impact uses that do not generate a great deal of noise, fumes, dust, vibrations and other nuisances that could diminish the quality of life for residents in the area. Allowable uses in the “CBD” district include:

- | | |
|---------------------------------------|--------------------------------|
| * Offices | * Retail |
| * Hair/Nail/Tanning Salons | * Restaurants |
| * Overnight Lodging Facilities | * Single Family Residential |
| * Upper Floor Multi-Family Res. Units | * Churches |
| * Child Care Centers | * Theaters |
| * Photography Studios | * Commercial Recreational Uses |
| * Performing Art Schools | * Financial Institutions |

Since the subject property does not have direct exposure from Bridge or Jefferson Streets, many of the uses listed above would not be practical at this location. Given its location, the site would be most appropriate for destination type uses such as offices, overnight lodging, photography studios and child care centers rather than the type of uses that depend on pass-by traffic for its customer base. The uses listed above that would be practical for the subject property are also the type of uses that would be most compatible with the surrounding residential land uses as they are quiet and do not generate much traffic. In order to further protect the surrounding neighborhood from any negative impacts, the applicant has agreed to a conditional rezoning (see attached conditional zoning agreement) wherein only a limited number of uses would be permitted on the subject property. Conditional zoning agreements run with the land and are binding upon future owners of the property.

COMPLIANCE WITH MASTER PLAN

The existing Master Plan designates the subject property for institutional land use. When the current Master Plan was developed, the subject property was still owned by the Church of God and therefore, it was likely anticipated that it would either remain a church or become some other type of institutional use such as a school. The building has been vacant for quite some time and is falling into a significant

state of deterioration. The applicant is requesting that the property be rezoned to “Central Business District”, which is consistent with the future land use designation being advanced in the proposed Master Plan, for the purpose of converting the building to offices and eventually, a boutique inn. Not only is the requested zoning designation consistent with the proposed future land use plan, it will also allow for the preservation and adaptive reuse of a building that has historical and architectural value in the community, which is one of the primary goals of the Master Plan.

VEHICULAR AND PEDESTRIAN TRAFFIC

Primary access to the site is from W. Scott Street which is classified as a collector road/minor arterial that is designed to carry a relatively high volume of traffic. There is a secondary access to the site from Harrison Street. The uses permitted in the Central Business District do not typically generate a high volume of traffic. This is particularly true in this case because the site is not located on a commercial corridor and therefore, its future uses will likely be limited to destination uses such as offices or lodging facilities, rather than those that depend on pass-by traffic for a customer base. Depending on the future use of the site, there may be an increase in pedestrian traffic in the area, which typically has a positive impact on residential neighborhoods.

PARKING

The “CBD” Central Business District has no on-site parking requirements, regardless of the use. The reason for eliminating the parking requirement in this district is that most of the lots in the downtown area are so small that it would be impossible for them to provide on-site parking. In addition, it is assumed that most people will either walk to these businesses or utilize City parking lots and on-street parking. In this case, there are approximately 35 on-site parking spaces on the subject property, which, although not required, should be more than adequate to accommodate any future use of the building that would be permitted under the CBD district. Thus, any future use of the property should not place a burden on the on-street or off-street parking system in the area.

ENVIRONMENTAL IMPACT

No negative environmental impacts are anticipated to result from this request. The uses allowed in the “CBD” district, and as further limited by the conditional zoning agreement, typically generate a very low volume of traffic and do not produce much noise and other nuisances that could impact the peaceful enjoyment of the surrounding residential neighborhood. In terms of the physical environment, the applicant is not proposing to construct any new buildings or parking areas on the site.

IMPACT ON FUTURE PATTERNS OF DEVELOPMENT

The proposed rezoning will not set a negative precedent for future rezoning requests in the area. The area surrounding the subject property to the south, north and west is entirely residential and would not be appropriate for rezoning to the “CBD” Central Business District. The proposed rezoning allows for adaptive reuse of an existing building that otherwise may continue to sit vacant, thus resulting in further deterioration. In its current state, the building detracts rather than contributes to the area in which it is located. If the building deteriorates to the extent that it has to be demolished, reuse of the site, particularly under the current residential zoning, may be very difficult from an economic standpoint as

the uses allowed under the current zoning are very limited (single family residential home, church, school, child care center).

SUMMARY

This is a request by Ann Duchene, on behalf of SGL Holdings, LLC, to rezone the property at 205 W. Scott Street, legally described as:

Lot 3 & the Northeast 99 Feet of Lots 1 & 2, Original Plat, Block 40, City of Grand Ledge
from “R-MD” Single Family Residential district to “CBD” Central Business District.

The proposed rezoning is consistent with the future land use plan being advanced in the proposed Master Plan. In addition, no negative impacts on traffic, the environment or future patterns of development are anticipated to result from approval of the request.

RECOMMENDATION

Staff recommends approval of the request to rezone the property at 205 W. Scott Street from “R-MD” Single Family Residential to “CBD” Central Business District, based on the findings of fact as outlined in this staff report, with the condition that the allowable uses at this location, as agreed to by the applicant, are limited to the following:

1. Churches,
2. Business, professional and medical offices, not including emergency medical clinics,
3. Motels/Hotels as regulated by Section 220-36(G) of the Zoning Ordinance,
4. Single family residential use or upper level multiple family residential use as regulated by Section 220-36(D) of the Zoning Ordinance,
5. Personal service establishments including barber, beauty, nail and tanning salons,
6. Studios for professional work or teaching of interior decorating, photography, music, drama or dancing,
7. Art galleries,
8. Libraries and museums,
9. Child care centers as regulated by Section 220-36(F) of the Zoning Ordinance, and
10. Small-animal veterinary office, pet shops and pet grooming establishments, provided that animals are kept inside the building at all times.

Respectfully Submitted,

**Susan Stachowiak
Zoning Administrator**

Conditional Zoning Agreement – 205 W. Scott Street

City of Grand Ledge, Michigan
In care of Grand Ledge Planning Commission & City Council

The undersigned represents, offers, agrees and consents that if the rezoning to CBD, Central Business District is granted for the property located at 205 W. Scott Street, legally described as:

Lot 3 & the Northeast 99 feet of Lots 1 & 2, Original Plat, Block 40, City of Grand Ledge the allowable uses for the property will be limited to:

1. Churches,
2. Business, professional and medical offices, not including emergency medical clinics,
3. Motels/Hotels as regulated by Section 220-36(G) of the Zoning Ordinance,
4. Single family residential use or upper level multiple family residential use as regulated by Section 220-36(D) of the Zoning Ordinance,
5. Personal service establishments including barber, beauty, nail and tanning salons,
6. Studios for professional work or teaching of interior decorating, photography, music, drama or dancing,
7. Art galleries,
8. Libraries and museums,
9. Child care centers as regulated by Section 220-36(F) of the Zoning Ordinance, and
10. Small-animal veterinary office, pet shops and pet grooming establishments, provided that animals are kept inside the building at all times.

The undersigned further represents, offers, agrees and consents that the restrictions on the allowable uses for the property at 205 W. Scott Street, as listed above, shall run with the land and be binding upon successor owners of the land:

Ann E. Duchene 10-6-16
Ann Duchene Date

The foregoing instrument was acknowledged before me this 6 day of Oct, 2016, by Ann Duchene, on behalf of SGL Holdings, LLC, who is personally known to me or who has produced MI Dr. Lic as identification.

Notary Public, Perla Dunn, County Eaton Michigan

My commission expires: 9/30/2019

PERLA DUNN
NOTARY PUBLIC - STATE OF MICHIGAN
COUNTY OF INGHAM
My Commission Expires Sept. 30, 2019
Acting in the County of Ingham

Eaton



Rezoning Application

For Office Use Only

Fee Paid _____

Date Received: _____

Petitioner(s) ANN DUCHENE (FOR SGL HOLDINGS, LLC)

Address 10446 S. WRIGHT RD.
EAGLE, MI 48822

Daytime Phone 517-749-0320

Evening Phone —

Interest in Property (check one)

Owner

Represent Owner

Other I AM BUYING THE PROPERTY. CURRENT OWNER WILL ALSO SIGN APP.

Option to buy

Lessee

Complete address of property requested to be rezoned 205 W. SCOTT STREET
GRAND LEDGE, MI 48837

Owner Name(s) LAND HOLDINGS, LLC

Address 201 W. BEAVER ROAD, STE. #125
TROY, MI 48084

Daytime Phone —

Evening Phone —

Legal Description (indicate attached if needed): LOT 3 AND NE 99 FEET OF LOTS
1 AND 2. O.P. BLOCK 40. CITY OF GRAND LEDGE 1973.

2 LOTS — IRREGULAR - SEE SITE MAP
Lot size: Width _____ Length _____ Area 23,958

Current zoning: R-MD

Proposed zoning CBD

Proposed use of rezoned property IMMEDIATELY, WE WOULD USE THE ADMINISTRATIVE OFFICES
FOR OUR BUSINESS OFFICE. IN FUTURE, I PLAN TO RENOVATE THE HISTORIC CHURCH
INTO A SMALL, LOCAL INN.

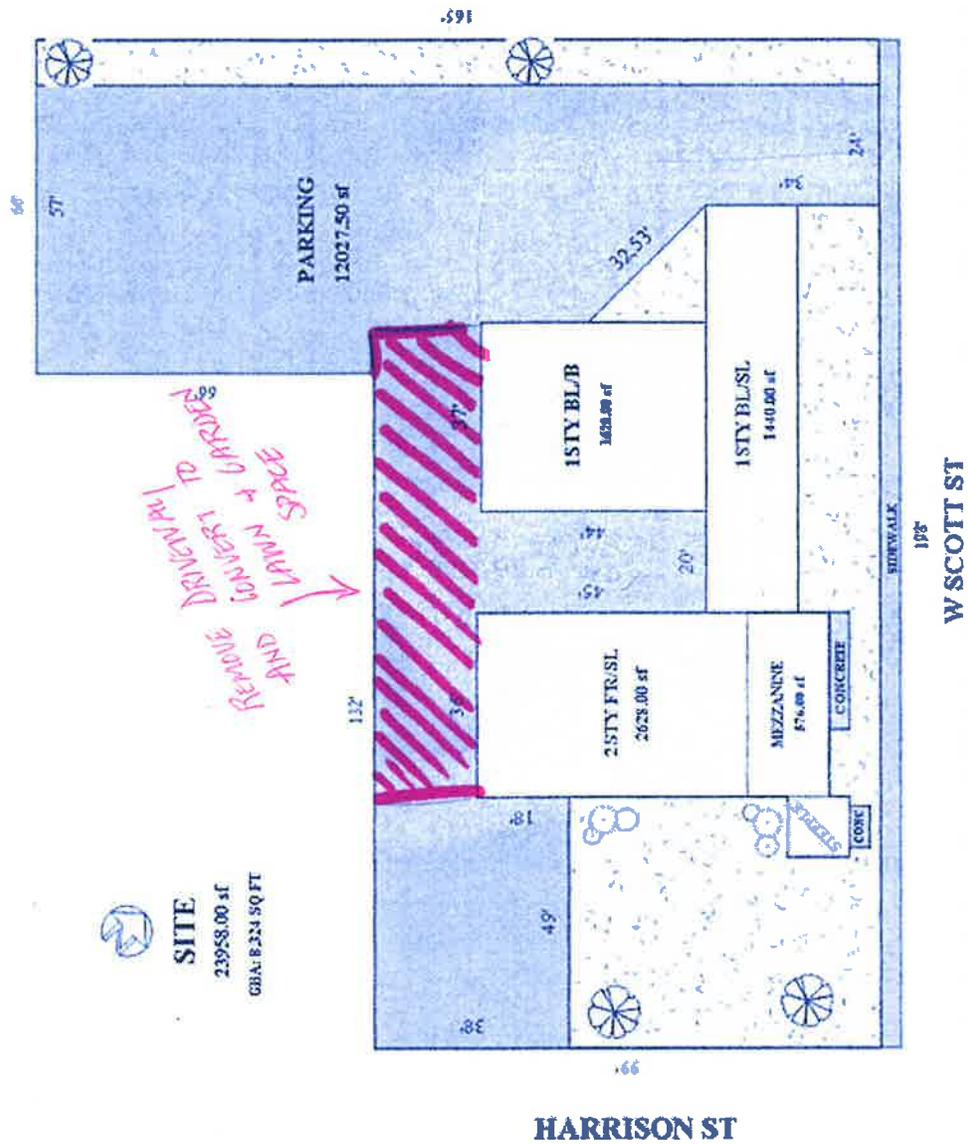
Explain what changes or conditions make this proposed rezoning necessary CURRENTLY ZONED AS
RESIDENTIAL (R-MD) AND WE WANT TO USE IT IN COMMERCIAL CAPACITY. THE
EXTERIOR OF THE PROPERTY WILL NOT CHANGE MUCH, EXCEPT FOR A SMALLER
PARKING LOT AND ENHANCED LANDSCAPING AND HISTORIC ARCHITECTURAL DETAIL.
OUR PLANS WILL BE MUCH QUIETER IN THE NEIGHBORHOOD THAN CHURCH / SCHOOL.

Image/Sketch for Parcel: 400-000-640-015-00

City of Grand Ledge

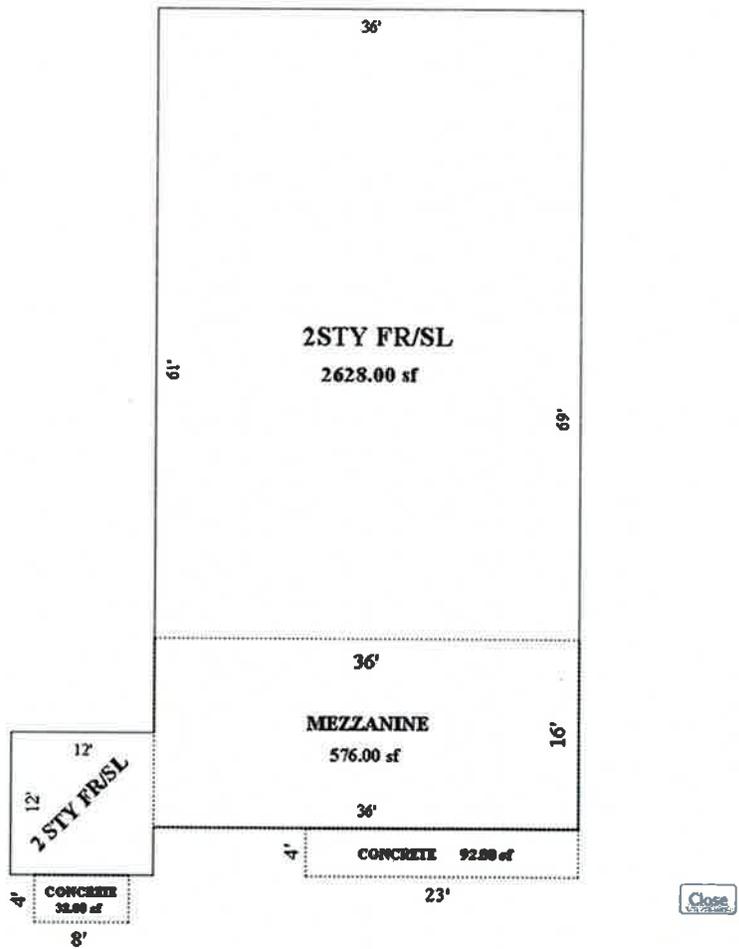
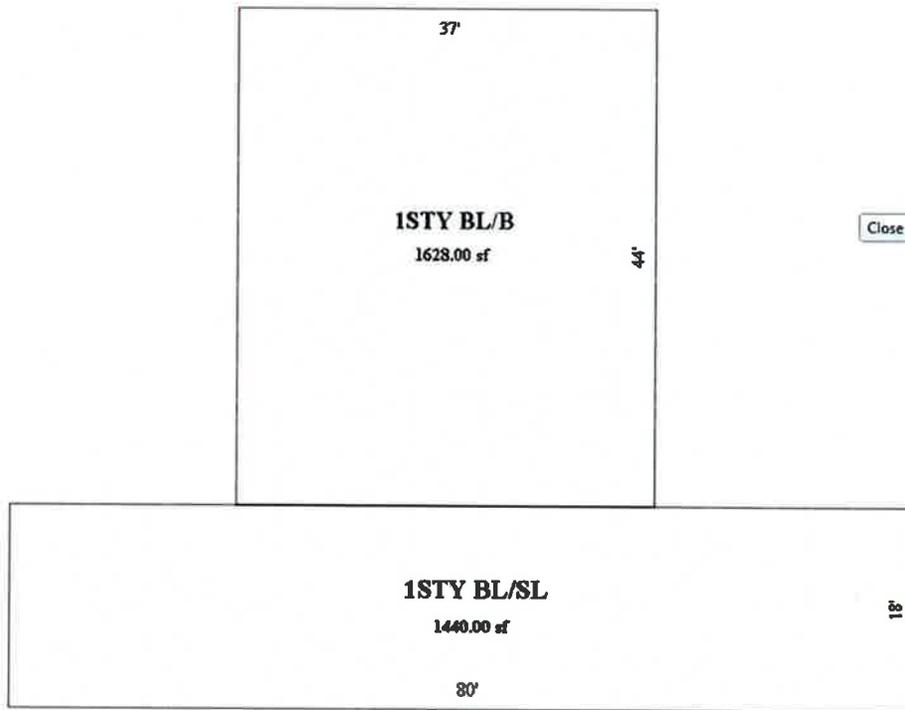
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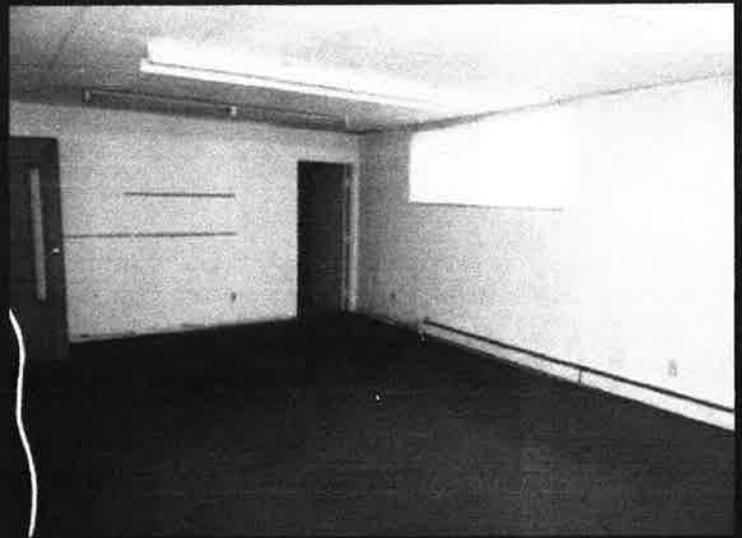
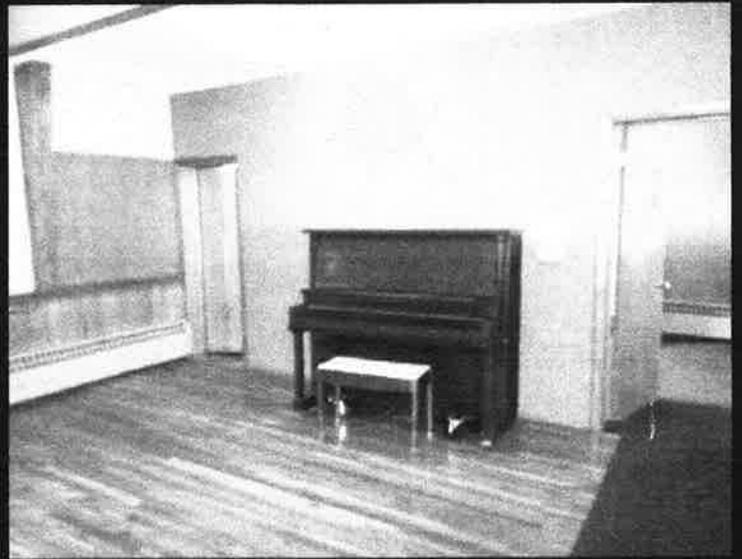
****Disclaimer:** BSA Software provides this Web Site as a way for municipalities to display information online and is not responsible for the content or accuracy of the data herein. This data is provided for reference only and WITHOUT WARRANTY of any kind, expressed or inferred. Please contact your local municipality if you believe there are errors in the data.

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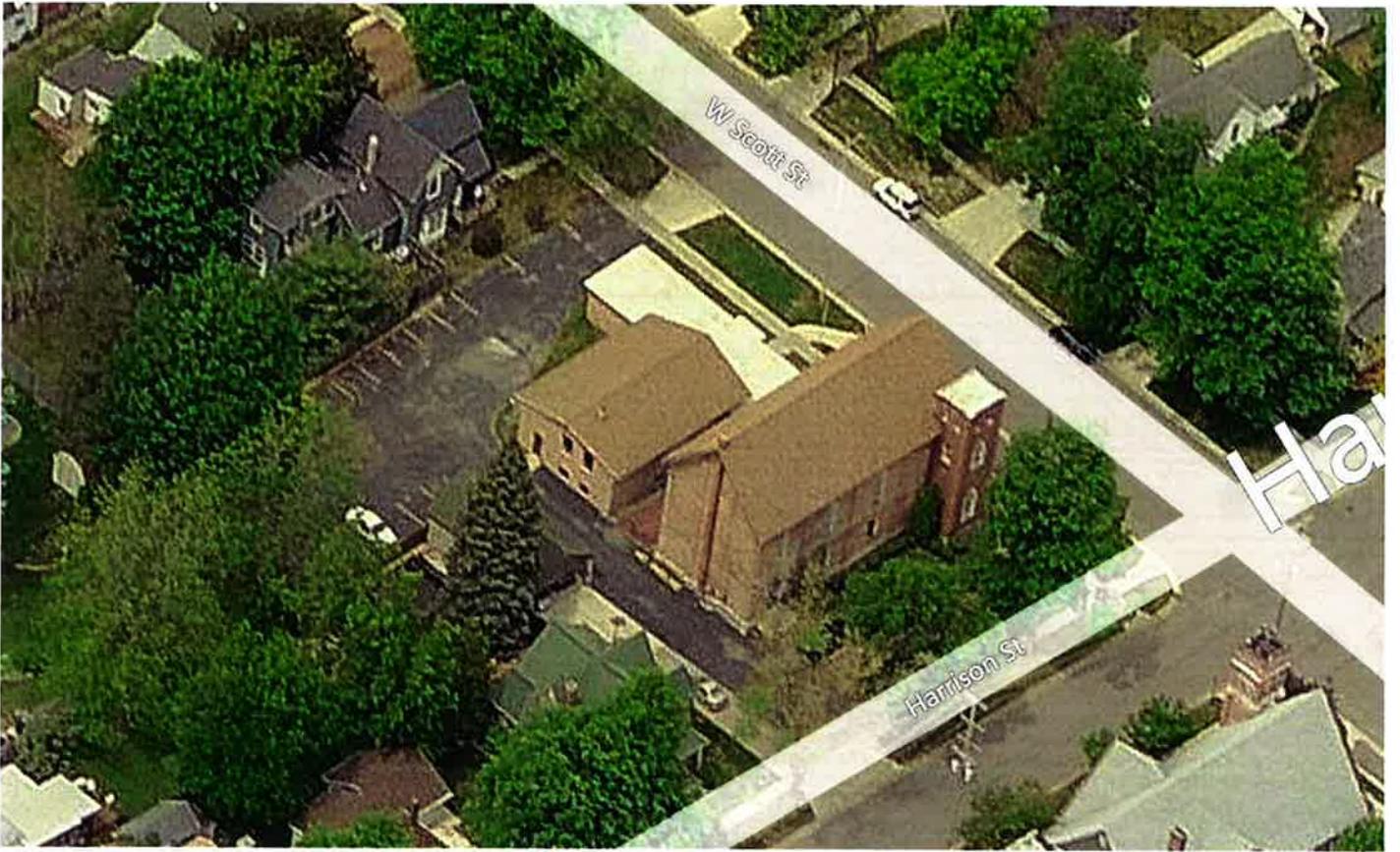




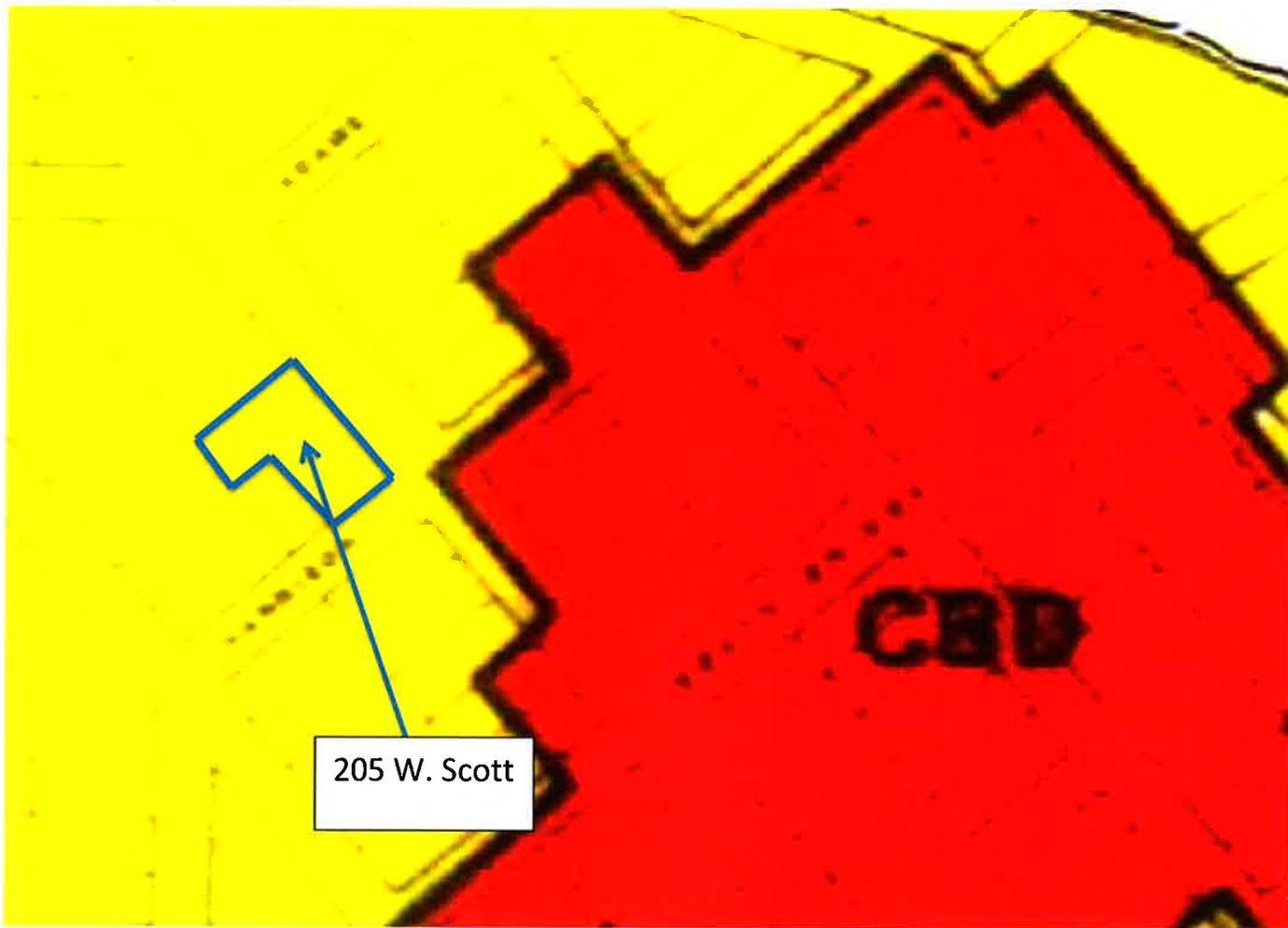
ADDITIONAL PHOTOS



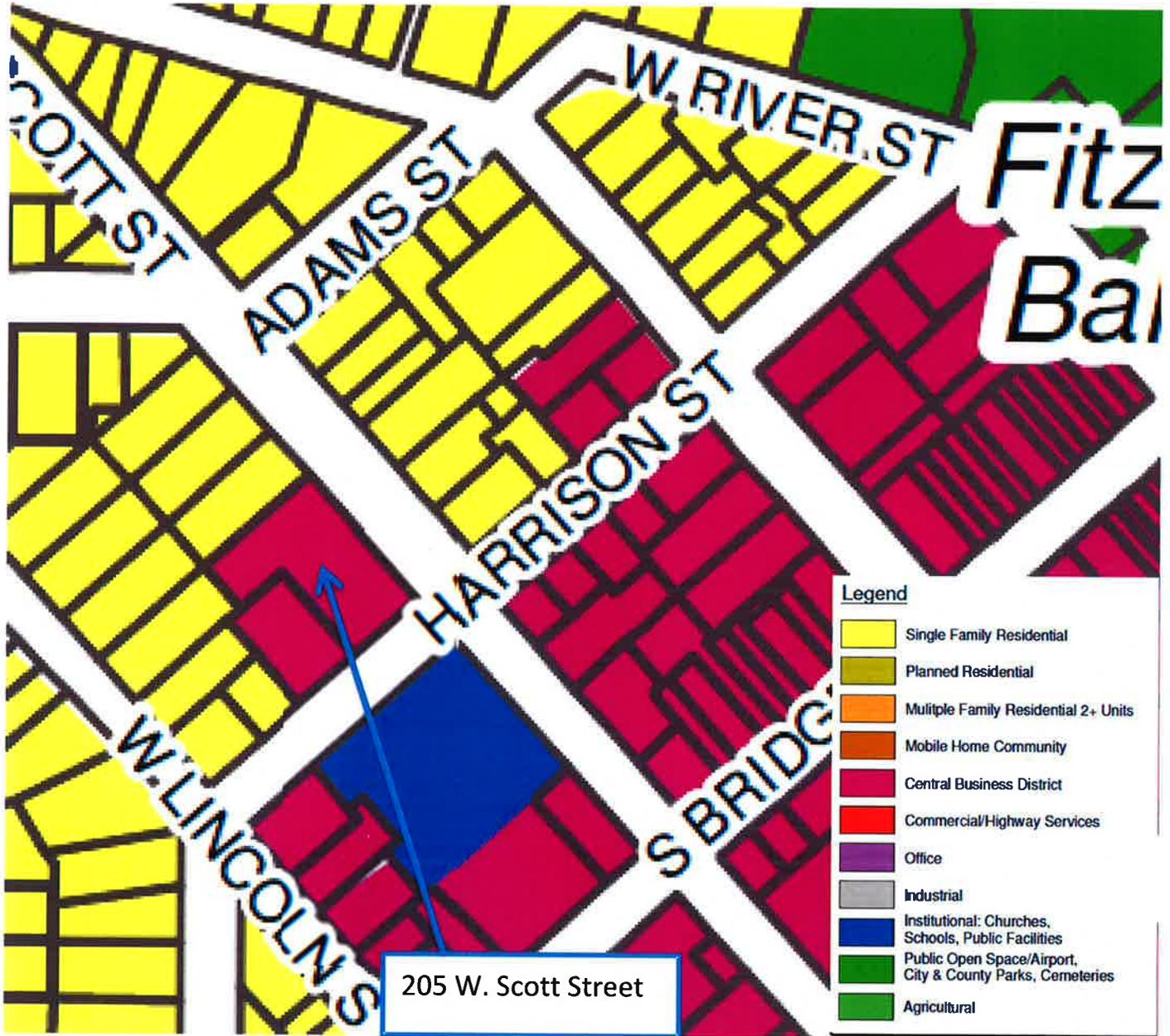
For more information regarding this property or our other listings, please visit our website,
www.mshapirorealestate.com



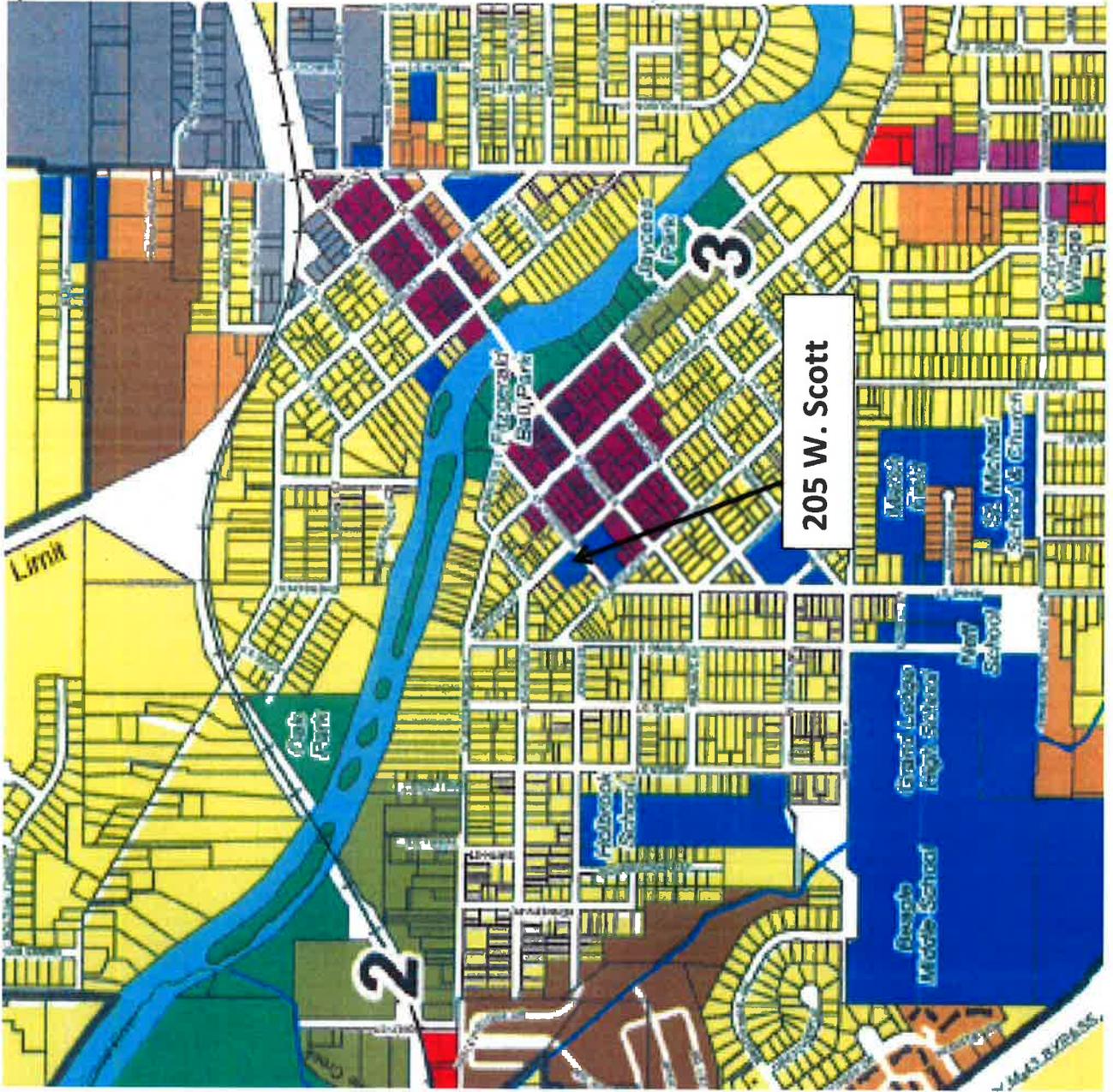
Zoning Map



Proposed Master Plan – Future Land Use Map



Existing Master Plan – Future Land Use Map



Map 4

Future Land Use Grand Ledge Master Plan City of Grand Ledge, Michigan

Legend

- Single Family Residential
- Planned Residential
- Multiple Family Residential 2+ Units
- Mobile Home Community
- Central Business District
- Commercial/Highway Services
- Office
- Industrial
- Institutional: Churches, Schools, Public Facilities
- Public Open Space/Airport, City & County Parks, Cemeteries
- Agricultural

Grand Ledge City Council Resolution #_____ of 2016

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

A resolution adopted by the Grand Ledge City Council, at a regular meeting held on Monday, 24 October 2016, in the Council chambers, City Hall, 310 Greenwood St. Grand Ledge, Michigan.

Whereas, the City of Grand Ledge, Michigan (“City”) is a municipal corporation organized under the provisions of the Home Rule City Act, Public Act 279 of 1909, as amended, and is governed by the provisions of the Grand Ledge City Charter adopted 03 January 1963, as amended (“Charter”); and

Whereas, Charter §C-14.1(a) provides:

“That the power to make and to authorize the making of contracts on behalf of the City is vested in the Council and shall be exercised in accordance with the provisions of law.”; and

Whereas, the City previously approved a contract for E. River St. and Franklin St. Reconstruction project with CL Trucking & Excavating, LLC, in an amount not to exceed \$1,094,733.75; and

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

Now, Therefore, It Is Resolved:

1. The City approves Contract Modification #01 to the contract for the E. River St. and Franklin St. Reconstruction project with CL Trucking & Excavating, LLC, in the amount of \$20,225.00;
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, 24 October 2016; a meeting held in accordance with the Open Meetings Act, Public Act No. 267 of 1976, as amended.

Gregory L. Newman, City Clerk

Date: October 21, 2016

To: Grand Ledge City Council

From: Larry LaHaie, Public Service Director

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

Attached is contract modification no. 1 to the contract between the City of Grand Ledge and CL Trucking for the East River St./Franklin St. reconstruction project. This contract modification would authorize an additional expenditure of \$20,225.00 for the project. It will fund additional pay items than were included in the original project bid.

The increase in the contract amount is due to several items that were not anticipated in the original scope of work, which include:

1. Construction of a 16" sanitary overflow pipe at an additional cost of \$16,125.00. This will replace a previously abandoned pipe and is designed to safeguard residences from sewage back-ups. It was approved by the Michigan Dept. of Environmental Quality, is required to be closely monitored, and will be used only during high flow events due to periods of heavy precipitation.
2. Unanticipated use of an 8-inch sleeve to connect the new 8-inch water main on East River St. to the existing 12-inch main on Franklin St. The additional cost was \$1,000.00.
3. A 60-inch concrete drainage structure (manhole) was required on the new East River St. storm sewer instead of one of the 48-inch structures in the design. The cost of the 60-inch structure is \$3,100.00, however, it will be partially offset by there not being a \$2,000 charge for the 48-inch structure.

City Council approval of this contract modification will be necessary for payment of application no. 3, amounting to \$80,460.60, which is included with the bills to be paid at the Oct. 24 meeting. The additional expenses of the contract modification are included with those charges.



Contract Modification

10/6/2016 9:34 AM
FieldManager 5.1a

Contract: 16006.00, East River Street / Franklin Street Reconstruction

Cont. Mod. Number 1	Revision Number	Cont. Mod. Date 10/5/2016	Electronic File Created No	Net Change \$20,225.00	Awarded Contract Amount \$1,094,733.75
Route		Managing Office Eng., Inc.		District 0	Entered By Erik Morris
Contract Location City of Grand Ledge					

Short Description

16 inch Sanitary Overflow System

Description of Changes

Adding the following pay items:

- 16 Inch DI Sanitary Overflow - 1 LS
- Water Main Fitting, 8 inch Sleeve - 1 EA
- Dr Structure, 60 inch dia - 1 EA

New Items

Item Description	Item Code	Prop. Line	Proj. Line	Project	Catg.	ItemType	Proposed Quantity	Unit	Unit Price	Dollar Value
_ Sanitary Overflow, DI, 16 Inch	2047051	0085	0405	16006.00	1	Extra	1.000	LS	16,125.00000	\$16,125.00
Reason: City Request										
_ Water Main Fitting, 8 Inch Sleeve	7077050	0090	0410	16006.00	1	Extra	1.000	Ea	1,000.00000	\$1,000.00
Reason: Additional Item										
_ Dr Structure, 60 inch dia	7077050	0095	0415	16006.00	1	Extra	1.000	Ea	3,100.00000	\$3,100.00
Reason: Replacing 48 Inch dia										

Total Dollar Value: \$20,225.00

Project / Category Summary

Project/Catg	Project/Category Description	Federal Number	Project Status	Finance System	Control Section	Dollar Value
16006.00	East River Street / Russell Street Reconstruction	0	CNST			
1	100%City					\$20,225.00



Contract Modification

10/5/2016 9:34 AM

FieldManager 5.1a

Project / Category Summary

Project/Catg	Project/Category Description	Federal Number	Project Status	Finance System	Control Section	Dollar Value
16006.00	East River Street / Russell Street Reconstruction	0	CNST			
1	100%City					\$20,225.00
Total:						\$20,225.00

Total Net Change Amount: \$20,225.00

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

Prime Contractor: CL Trucking & Excavating, LLC Signature _____ Date <u>10/10/16</u>	Kalmin Smith, Mayor _____ Signature _____ Date _____
Prepared by Project Engineer: Michael J. Dyer, P.E. Signature _____ Date <u>10/5/16</u>	

Grand Ledge City Council Resolution #_____ of 2016

A Resolution to Approve Change Order #01 for the Jaycee Park Boat Launch Project.

A resolution adopted by the Grand Ledge City Council, at a regular meeting held on Monday, 24 October 2016, in the Council chambers, City Hall, 310 Greenwood St. Grand Ledge, Michigan.

Whereas, the City of Grand Ledge, Michigan (“City”) is a municipal corporation organized under the provisions of the Home Rule City Act, Public Act 279 of 1909, as amended, and is governed by the provisions of the Grand Ledge City Charter adopted 03 January 1963, as amended (“Charter”); and

Whereas, Charter §C-14.1(a) provides:

“That the power to make and to authorize the making of contracts on behalf of the City is vested in the Council and shall be exercised in accordance with the provisions of law.”; and

Whereas, the City previously approved a contract for Jaycee Park Boat Launch project with TCI, Inc., of Michigan, in an amount not to exceed \$203,115.00; and

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

Now, Therefore, It Is Resolved:

1. The City approves Change Order #01 to the contract for the Jaycee Park Boat Launch project with TCI, Inc., of Michigan, in the amount of \$32,428.84;
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, 24 October 2016; a meeting held in accordance with the Open Meetings Act, Public Act No. 267 of 1976, as amended.

Gregory L. Newman, City Clerk



Date: October 21, 2016

To: Grand Ledge City Council

From: Larry LaHaie, Public Service Director

RE: Jaycee Park Boat Launch Redevelopment – Change Order No. 1.

Attached is Change Order No. 1 to the contract between the City of Grand Ledge and TCI Inc. of Michigan for the Jaycee Park Boat Launch project. This change order would authorize an increased expenditure of \$32,428.84 in the contract amount. All of the added expenses are related to measures that were determined to be necessary to stabilize the sub-base and create a solid foundation under the boat launch ramp and the paved vehicle turnaround area. A detailed summary of those measures is described in the attached Bulletin No. 1 provided by the project engineer.

If approved, these charges will be included in a future payment application from the contractor. The charges are not included in Pay Application No. 1 which has been submitted for City Council approval at the October 24 meeting.

5501CHANGE ORDER
PAGE 1 OF 1

CONTRACT FOR: Jaycee Park Boat Launch Redevelopment CHANGE ORDER NO. 1
DATE: 09/29/2016
Contractor: TCI Inc. of Michigan Engineer: Ziemnick Foster Engineering, LLC
5501 East Clinton Trail 12350 Oneida Road
Eaton Rapids, MI 48827 Grand Ledge, MI 49945

You are directed to make the following changes in the Contract Documents:

1. Install Bid Alternate 1 per Addendum No. 1 for an ADD of \$16,400. See SME Field Observation Report dated 09/07/2016 and email by ZFE dated 09/07/16 to Adam Smith of the City of Grand Ledge
2. Install Additional 1x3 stone for stone stabilization below precast concrete planks for boat launch. See Bulletin No. 1
3. Install geosynthetic material Terra Grid RX1200 by Hanes Geo Components at the mid-point of the 10" 21AA base material across the parking lot stabilized subbase material. See Bulletin No. 1
4. Install additional 6" of MDOT 21AA stone to replace the original detail design section MDOT 6" of 6A stone following subgrade soil stabilization. See Bulletin No. 1.

Attachments: Bulletin No. 1
Stone 1x3 Delivery Tickets from Crandell Bros. Trucking
In-Field Measurement Sketch, Geogrid Installation Area
SME Field Observation Report Dated 09/07/16
ZFE Email to the City of Grand Ledge dated 09/07/16

CHANGE IN CONTRACT PRICE:		CHANGE IN CONTRACT TIMES:	
Original Contract Price:		Original Contract time:	<u>5 weeks from starting project</u>
\$203,115		Substantial Completion:	<u>October 8, 2016</u>
		Ready for final payment:	<u>October 8, 2016</u>
			<i>Date</i>
Previous Change Order No. <u>None</u>		Net change from previous Change Orders:	<u>None</u>
\$0	<i>Increase (Decrease)</i>	<u>0</u> Days	<i>Increase (Decrease)</i>
Contract Price prior to this Change Order:		Contract Time prior to this Change Order:	
\$ 203,115		Substantial Completion:	<u>October 8, 2016</u>
		Ready for final payment:	<u>October 8, 2016</u>
			<i>Date</i>
Net increase of this Change Order:		Net increase (decrease) of this Change Order:	
\$32,428.84		<u>6</u> Days	

Contract Price with all approved Change Orders:

\$235,543.84

Contract Time with all approved Change Orders:

Substantial Completion:
Ready for final payment:

October 15, 2016

October 15, 2016

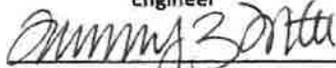
Date

RECOMMENDED

APPROVED

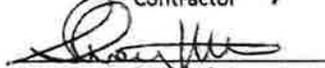
APPROVED

By: Ziemnick Foster Engineering, LLC
Engineer



Name and Title of Signatory
Date: Tammy Foster, Engineer
September 29, 2016

By: TCI Inc of Michigan
Contractor



Name and Title of Signatory
Date: Shawn Mills Project Manager
SEPT. 29/16

By: City of Grand Ledge
Owner

Name and Title of Signatory
Date: _____

END OF CHANGE ORDER NO. 1

BULLETIN No. 1
PAGE 1 OF 2

CONTRACT FOR: Jaycee Park Boat Launch Redevelopment
Engineer: Ziemnick Foster Engineering, LLC
Contractor: TCI Inc. of Michigan
5501 East Clinton Trail
Eaton Rapids, MI 48827
Engineer: Ziemnick Foster Engineering, LLC
12350 Oneida Road
Grand Ledge, MI 49945

BULLETIN NO. 1
DATE: September 9, 2016
DUE DATE: September 16, 2016

DRAWING REVISION NO.: Not Applicable
SHEETS ISSUED HEREWITH: None.
SPECIFICATION SECTIONS ISSUED HEREWITH: None.
SKETCHES ISSUED HEREWITH: None.
DISTRIBUTION: Contractor; Engineer
Larry LaHaie - City of Grand Ledge Public Service Director

The items below are being considered as possible changes to the Contract Documents for this Project. Contractor is requested to submit changes in cost, if any, for each item and indicate whether it is an addition to or deduction from the Contract Price. Include all labor, materials, overhead and profit. After reviewing the effects of those changes in the Work, Engineer may issue a Change Order specifying which changes are to be incorporated in the Work, if any.

This Bulletin is not a Change Order and is not to be deemed authorization to proceed with the changes listed.

Additional work or materials, where proposed, shall meet the requirements of the Contract Documents, except where noted.

Contractor will be responsible for notifying Engineer, in writing, concerning any revision or clarification which causes a change in the Contract Documents, but are not specifically mentioned as a cost item in this Bulletin.

Each proposed change has been described briefly with additional information provided concerning detailed changes as required. Only one total cost figure has been requested for each item on the Bulletin; however, a complete breakdown is required for each item as supporting documentation. This will allow Engineer to more easily evaluate the proposed cost changes. It is Contractor's responsibility to ensure that all work for each item has been included in the total cost figure provided to Engineer.

BULLETIN No. 1
PAGE 2 OF 2

ITEM NO. 1: Additional Aggregate Base Material MDOT 21AA measured by the Cubic Yard (CYD)

Section 02230 -Base Courses

Additional aggregate base material, MDOT 21AA may be installed to replace the 6" sub-base material specified as a part of Addendum No. 1 following chemical sub-grade stabilization. Provide pricing for installation and material costs for project use of additional MDOT 21AA material. Pricing to be provided in price per CYD of material delivered and installed. Total Quantity paid will be based on in-field measurements taken by the Engineer prior to chemical sub-grade stabilization and also measured after chemical sub-grade stabilization. Contractor will be invited to be present during in-field measurements. Contractor to allow time after chemical sub-grade stabilization for measurements to be accurately made.

MDOT 21AA Unit Price/CYD \$ 36.51

ITEM NO. 2: Additional 1x3 stone used for soil stabilization below precast concrete planks for boat launch.

Section 02230 -Base Courses

Additional unsuitable soil stabilization may be required below the precast concrete planks for the boat launch. Provide pricing for installation and material costs for project use and additional excavation of sub-grade materials for placement of additional 1x3 stone material. Pricing to be provided in price per TON of material delivered and installed. Total Quantity paid will be based on aggregate delivery tickets provided by the Contractor and Engineer observation.

1x3 Stone Unit Price/Ton \$ 31.53

Price includes excavation and removal from site the excess material also.

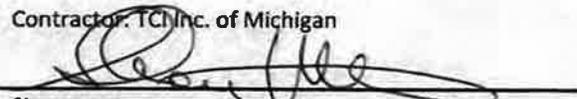
ITEM NO. 3: Installation of geosynthetic material Terra Tex N08 by Hanes Geo Components above chemically stabilized sub-grade. Quantity required for installation is within the parking lot area adjacent to the boat launch or an area of approximately 8,815 square-feet (SF). Provide pricing for material and installation, per project specifications, costs for project use. Pricing to be provided in price per SF of material installed. Total quantity paid for installed material will be based on in-field measurement by the Engineer after installation.

Geosynthetic Terra Tex N08 Unit Price/SF: \$ 0.16

ITEM NO. 4: Installation of geosynthetic material Terra Grid RX1200 by Hanes Geo Components above chemically stabilized sub-grade and within the MDOT 21AA base course material. Quantity required for installation is within the parking lot area adjacent to the boat launch or an area of approximately 8,815 square-feet (SF). Provide pricing for material and installation, per project specifications, costs for project use. Pricing to be provided in price per SF of material installed. Total quantity paid for installed material will be based on in-field measurement by the Engineer after installation.

Geosynthetic Terri Grid RX1200 Unit Price/SF: \$ 0.29

Contractor: TCI Inc. of Michigan


Signature

Shawn Mills Project Manager/Estimator

Name and Title of Signatory

9/12/16

Date

END OF BULLETIN No. 1

GRANDELL BROS. TRUCKING CO. ①
 800 Island Hwy.
 Charlotte, MI 48813 454592
 (517) 543-2930

Customer Name TGI		Date 9-2-16
Address Grand Lodge		
Driver Don	Truck 30-A	Per Bellevue Stone
<input type="checkbox"/> Class 2 Sand <input type="checkbox"/> Class 3 Sand <input type="checkbox"/> 22A <input type="checkbox"/> 23A <input type="checkbox"/> Other	<input type="checkbox"/> 21AA Limestone <input type="checkbox"/> 21AA Cr Concrete <input checked="" type="checkbox"/> 1X3 <input type="checkbox"/> Peastone	<input type="checkbox"/> Red Dirt <input type="checkbox"/> Fill Sand <input type="checkbox"/> Screened Topsoil <input type="checkbox"/> Unscreened Topsoil <input type="checkbox"/> Haul Out
<input type="checkbox"/> Ton <input checked="" type="checkbox"/> Cubic Yard <input type="checkbox"/> Hourly		
Load Size	No. of Loads	Total Qty.
Start Time	Stop Time	Total Hours
		Load Time
		Net Tons 48.68
Driver's Signature <i>[Signature]</i>		
Customer's Signature <i>[Signature]</i>		Sign Out Time

DELIVERY RECEIVED DRAWN BY: CUSTOMER ASSUMES ALL RISKS OF DAMAGE TO WALKS, DRIVEWAYS, BUILDINGS, TREES, CURBS, FENCES AND UNDERGROUND CABLES, PIPES, WIRES, ETC.

WHITE OFFICE YELLOW CUSTOMER COPY PINK OFFICE GOLD OFFICE

②

LANUCH ZIE 12033
 GRANDELL BROS. TRUCKING CO. 451973
 800 Island Hwy.
 Charlotte, MI 48813
 (517) 543-2930

Time	Date 1/24/16
Driver's Signature <i>[Signature]</i>	
Truck 21A Truck	Per Bellevue Stone
<input type="checkbox"/> Sand <input type="checkbox"/> 21AA Limestone <input type="checkbox"/> 21AA Cr Concrete <input checked="" type="checkbox"/> 1X3 <input type="checkbox"/> Peastone	<input type="checkbox"/> Red Dirt <input type="checkbox"/> Fill Sand <input type="checkbox"/> Screened Topsoil <input type="checkbox"/> Unscreened Topsoil <input type="checkbox"/> Haul Out
<input type="checkbox"/> Ton <input checked="" type="checkbox"/> Cubic Yard <input type="checkbox"/> Hourly	
No. of Loads	Total Qty. 9.112
Stop Time	Total Hours
	Load Time
	Net Tons 48.44
Driver's Signature <i>[Signature]</i>	Sign Out Time

DELIVERY RECEIVED DRAWN BY: CUSTOMER ASSUMES ALL RISKS OF DAMAGE TO WALKS, DRIVEWAYS, BUILDINGS, TREES, CURBS, FENCES AND UNDERGROUND CABLES, PIPES, WIRES, ETC.

YELLOW CUSTOMER COPY PINK OFFICE GOLD OFFICE

2001 CRANFORD 216 12053 (3)
CRANFORD BROS. TRUCKING CO.
 800 Island Pkwy.
 Cranford, NJ 07016
 (973) 543-2820

451974

Customer Name TCL		Date 7/2/16
Job Name Project - Great Lakes		
Driver Quinn		
Truck 211 T10	Pay Collective Stone	
<input type="checkbox"/> Class 2 Sand	<input type="checkbox"/> 21AA limestone	<input type="checkbox"/> Red Dirt
<input type="checkbox"/> Class 3 Sand	<input type="checkbox"/> 21AA Cr Concrete	<input type="checkbox"/> Fill Sand
<input type="checkbox"/> 22A	<input checked="" type="checkbox"/> 1X3	<input type="checkbox"/> Screened Topsoil
<input type="checkbox"/> 23A	<input type="checkbox"/> Peastone	<input type="checkbox"/> Unscreened Topsoil
<input type="checkbox"/> Other		<input type="checkbox"/> Haul-Out
<input checked="" type="checkbox"/> Ton	<input type="checkbox"/> Cubic Yard	<input type="checkbox"/> Hourly
Load Size	No. of Loads	Total Qty 145.05
Start Time	Stop Time	Total Hours
		Load Time
		Net Tons 47.93
Drivers Signature 		
Customer Signature 		Sign-Out Time

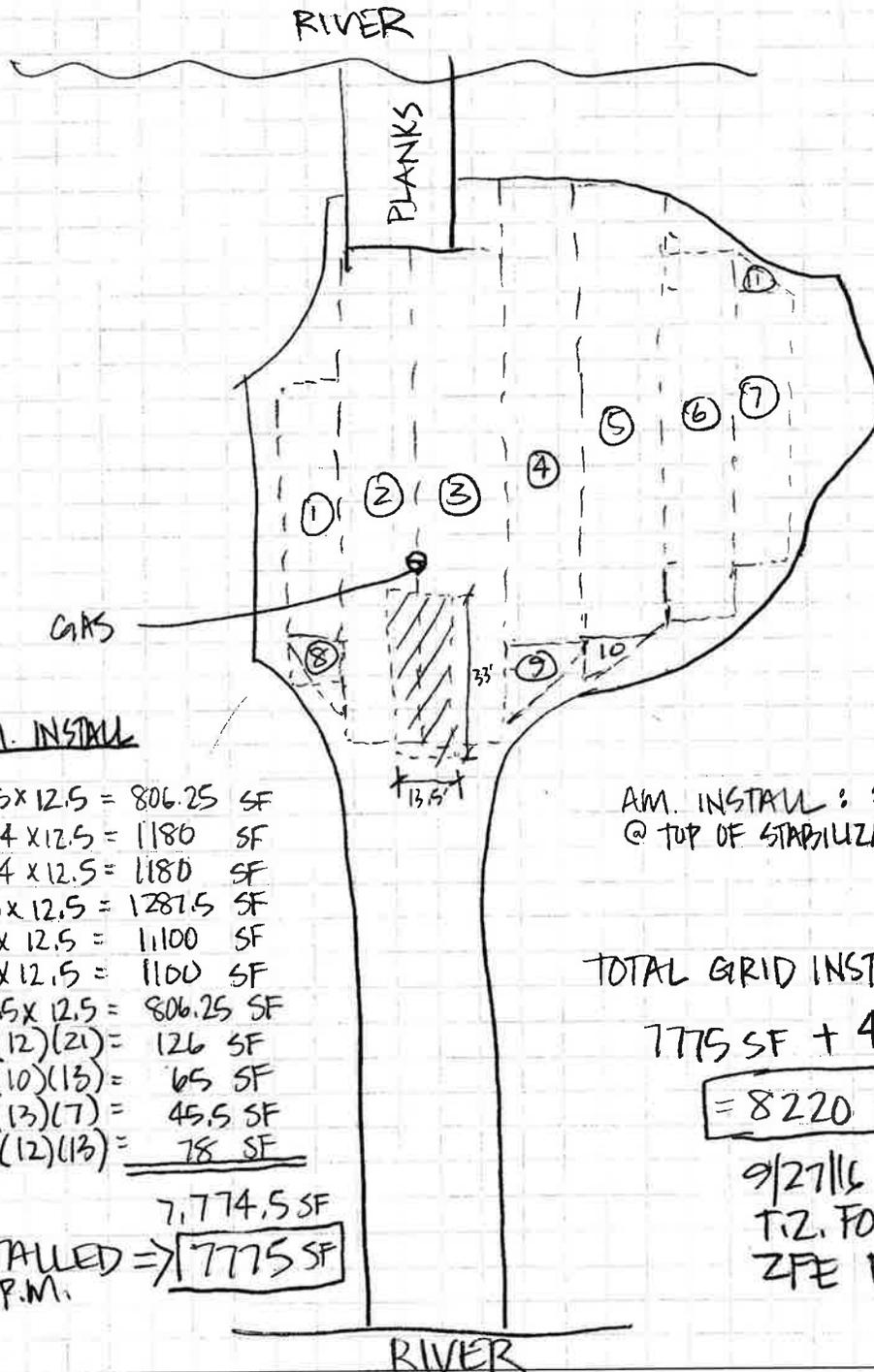
IF DELIVERY REQUIRES DRIVING UNDER CURB, CUSTOMER ASSUMES ALL RISKS OF DAMAGE TO WALKS, DRIVEWAYS, BUILDINGS, TREES, LAWN, FENCES, AND UNDERGROUND CABLES, PIPES, WIRES, ETC.

WHITE OFFICE YELLOW CUSTOMER COPY PINK OFFICE GOLD OFFICE

Project Name: JAYCEE PARK BOAT	Project No.: 12033	By: TZF	Date: 09.27.16
Location: LAUNCH			Sheet No. 1 of 1

GEOGRID INSTALLATION MEASUREMENTS

13.5' WIDE ROLL
1' OVERLAP AVG.
AVG. WIDTH 12.5'



P.M. INSTALL

- ① $64.5 \times 12.5 = 806.25$ SF
- ② $94.4 \times 12.5 = 1180$ SF
- ③ $94.4 \times 12.5 = 1180$ SF
- ④ $103 \times 12.5 = 1287.5$ SF
- ⑤ $88 \times 12.5 = 1100$ SF
- ⑥ $88 \times 12.5 = 1100$ SF
- ⑦ $64.5 \times 12.5 = 806.25$ SF
- ⑧ $\frac{1}{2}(12)(21) = 126$ SF
- ⑨ $\frac{1}{2}(10)(13) = 65$ SF
- ⑩ $\frac{1}{2}(13)(7) = 45.5$ SF
- ⑪ $\frac{1}{2}(12)(13) = 78$ SF

7,774.5 SF

INSTALLED => **7775 SF**
P.M.

AM. INSTALL: $33' \times 13.5' = 445.5$ SF
@ TOP OF STABILIZATION

TOTAL GRID INSTALLED

7775 SF + 445.5 SF

= 8220 SF

9/27/16

T.Z. FOSTER
ZFE FIELD SKETCH



Observation Report

Project No.: 074418.01
Report No.: OBS:16-18476-01

<p>Client: Ziemnick Foster Engineering cc:</p> <p>Project: Jaycee Park Boat Launch Redevelopment</p> <p style="text-align: center;">East River Street Grand Ledge MI 48837</p> <p>Contractor: TCI</p>	<p><small>This report represents conditions at specific locations, therefore, conditions might vary away from those locations. No one except our client may rely on our findings/opinions, or reproduce this report. SME is not responsible for site safety on this project.</small></p> <p style="text-align: center;"></p> <p>Reviewed By: Megan S. Jacobs, PE</p>
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Date: Sep 07, 2016 **Reported By:** Charles A. Pakkala
Type of Service: Subgrade Evaluation

Summary of Observations

SME was on-site to evaluate the subgrade conditions in the new vehicle turn around area. SME was informed that the design pavement cross section consists of a layer of non-woven geofabric and geogrid over the existing sub-grade followed by a 6" thick layer of MDOT 6A aggregate followed by a layer of geogrid then a 10" thick layer of MDOT 21AA limestone with a layer of geogrid sandwiched within the 10" thick layer of aggregate base. A 4" thick layer of asphalt pavement is planned.

SME observed 2 to 2.5 foot deep ruts in the subgrade where the contractor previously attempted to drive a front end loader. Based on the depth of the ruts and the boring logs provided in SME's transmittal letter reports dated July 9, 2012 and May 19, 2016, it is our opinion that the design pavement cross section would not result in adequate support for the pavement and would result in reduced pavement service life. The following subgrade improvement options should be considered:

- Remove 2 to 3 feet of the unsuitable subgrade materials and backfill with a 1 to 3 inch diameter crushed aggregate followed by the design pavement cross section. This option could result in frost jacking issues caused by the historical high water elevation of 791' (±) and the design top of pavement elevation of 792'.
- Use cement/lime stabilization methods to treat the existing saturated, unsuitable subgrade soils. We anticipate the treatment zone will extend about 24 inches below the design subgrade elevation. An experienced stabilization contractor should be retained to perform the stabilization work. The contractor should provide the design treatment depth, the mix design and application rate. ZFE should review thier pavement design. It may be feasible to eliminate the MDOT 6A and geofabric/geogrid once the subgrade is treated.

Ms. Tammy Foster, PE and Mr. Jim Foster, PE with ZFE and Mr. Randon Gould with TCI were aware of the above information.

Tammy Foster

From: Tammy Foster [tzfoster@zfengineering.com]
Sent: Wednesday, September 07, 2016 5:52 PM
To: 'Adam Smith'
Cc: Larry LaHaie (llahaie@grand-ledge.com); 'kristow@grand-ledge.com'; Amee King (aking@grand-ledge.com)
Subject: Jaycee Park Boat Launch: Subgrade Stabilization
Attachments: C008ADD-Details.pdf

Adam,

The parking lot subgrade for the boat launch project was identified to have poor soil conditions through the onsite soil borings taken during design. The designed pavement section incorporated geo-fabric and geo-grid stabilization together with stone below the asphalt pavement section in order to provide a stabilized base for the pavement installation. I have attached the construction document detail for the designed pavement section for your reference. It is labeled, "Bituminous Pavement - Parking Lot". The detail is shown on the right side of the attached sheet. In anticipation of unsuitable sub-grade material, even with the designed pavement section specified for poor soil conditions, an alternate was taken as part of the original Contractor's bid in order to provide for sub-grade chemical stabilization (through impregnating the sub-grade material with lime) in lieu of a portion of the designed pavement section in anticipation of unsuitable sub-grade conditions. This alternate price was included within the Contractor's bid.

SME, Inc's technician, Charlie Pakkala, the geotechnical engineer for the project, was on site this afternoon together with myself, Randon Gould, TCI Inc's foreman, and Kurt from the City to observe the in-place and uncovered sub-grade material below the parking lot surface. Charlie observed that the sub-grade, as anticipated, is unsuitable as a stable base for the pavement section. Charlie recommended that the soil stabilization called for in the alternate to the Contractor's bid be used to provide a stabilized base for construction. As bid, this is an additional \$16,400 to the contract price.

However, the soil condition was worse than was originally expected because once the Contractor began removal of the in-place soil, several rain events have saturated the sub-grade material further. Therefore, Charlie has recommended that some additional measures be implemented that will impact the Contractor's original alternate bid amount. SME's verbal recommendation is below. (We are awaiting the written recommendation from SME).

1. Remove the 6" of 6A Stone in the bituminous pavement detail
2. Remove one layer of the geo-fabric and geo-grid stabilization per the bituminous pavement detail
3. Keep current sub-grade elevation as it is in the field today.
4. Once the sub-grade is lime stabilized, the lime stabilization procedure actually "fluffs" up the sub-grade and will raise the elevation of the sub-grade slightly.
5. Replace the difference in depth between the removed 6" of 6A stone with the specified MDOT 21AA gravel base to the sub-grade elevation which exists after lime stabilization.
6. Proof-roll the sub-grade after lime stabilization.
7. Upon SME's review of proof-roll results, determine whether geo-fabric and geo-grid installation within the pavement section is required.

The original contract alternate bid at \$16,400 stipulated that by implementation of the lime stabilization, the following would be included in the alternate price. Removal of 6" of subgrade material, geosynthetic fabric and geogrid in base bid.

Based on SME's current recommendation, pricing modifications to the as-bid alternate would be required for the additional 21AA material needed to fill the depth difference between the lime stabilized sub-grade and the originally bid design section bottom of 21AA, and the inclusion, if the proof roll shows the need, for one layer of both geo-fabric and geo-grid installation.

We look forward to further discussing this with you at tomorrow's 9 a.m. meeting.



Ziemnick Foster Engineering

Tammy Z. Foster, PE, LEED AP

Civil Engineer / Owner

12350 Oneida Road

Grand Ledge, MI 48837

P: (517) 627.8086 M: (517) 930.0438

tzfoster@zfenineering.com www.zfenineering.com

ZFE is certified by MDOT as a Disadvantaged Business Enterprise (DBE)

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Randall R. Rupp, CPA
Chief Executive Officer

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October 14, 2016

The Honorable Mayor Kalmin Smith
and the City Council of the City of Grand Ledge
310 Greenwood Street
Grand Ledge, MI 48837

Dear Mr. Smith:

I am writing to offer our Firm's and my personal apologies for the events that took place during the presentation of your annual audit on October 10, 2016.

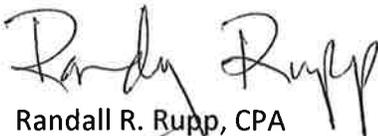
We were contacted by City Administrator Adam Smith and made aware that members of the Council and staff found Mr. Kettner's demeanor and behavior disrespectful and unprofessional. After having personally reviewed the video-taped session of the presentation of your audit, I can assure you that this is not representative of our Firm's commitment to exhibiting the highest of professional standards and behaviors. And, after a long career in serving cities and counties across our great state, this is certainly not representative of how Mr. Kettner has conducted business historically. On behalf of Mr. Kettner, I'd also like to offer his sincere apology for the manner in which he presented the results of your recent audit.

Since 2005, we have proudly served the City of Grand Ledge with our independent audit services. Mr. Smith appropriately reminded us of the various client service awards that we have won recently and make sure we publish. We are committed to taking the necessary actions to regain your confidence.

Based on our interactions with Mr. Smith, we were pleased to learn that he believes that the team on site worked very well with city staff during the audit and that the quality of the report met your high standards. We are working with your city administrator to identify a plan to ensure that the City of Grand Ledge receives only the best client experience moving forward. We are committed to your total satisfaction.

Please reach out to me personally if you would like to discuss this matter further or if you would like me to have additional information.

Kind regards,



Randall R. Rupp, CPA
Chief Executive Officer