



# Grand Ledge City Council

**REGULAR MEETING AGENDA  
MONDAY, 14 NOVEMBER 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, 14 November 2016 City Council consent agenda, as follows:
    - i. Financial transactions and bills.
    - ii. Monday, 24 October 2016 regular City Council minutes.
    - iii. Right-of-Way Use Application from the Grand Ledge Area Chamber of Commerce for the 02 December 2016 Christmas Parade.
- 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, 14 November 2016 regular City Council agenda.
- VI. **COMMITTEE AND BOARD REPORTS** – Council members and staff may report on discussions and actions of committees and boards.
- VII. **STAFF REPORTS** – The City Council may receive reports from various department heads.

**Administrator's Office**

**Clerk's Department**

**Finance Department – Revenue / Expenditure Report**

**Police Department**

**Department of Public Services**

**Assessing Department**

**Planning and Zoning Department**

**Building Department**

- A. **Motion** – To receive and place on file the October 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. **Public Hearing** – 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.
- 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.
- X. **AUDIENCE PARTICIPATION** – Any person(s) attending may comment on any subject. All presentations before the City Council shall be limited to five minutes per individual presentation.
- XI. **COMMUNICATIONS FROM THE MAYOR AND COUNCIL** – The Mayor may make appointments and reappointments to boards and committees, may report on subjects referred by Council members, staff and residents, and may comment on any subject. City Council members may comment on any subject.
- XII. **CLOSED SESSION** – The Open Meetings Act allows the City Council to discuss certain subjects without the presence of the public. The City Council may request a staff member or any other person the City Council determines to be necessary, by a majority of the Council members present, to attend the closed session. Once the Closed Session has ended, the City Council will resume the regular meeting.
- XIII. **ADJOURNMENT** – When the City Council has completed all items listed on the approved agenda, it may not take any further action until its next regular meeting or a special meeting. If the time is significantly late and items remain on the approved agenda, the presiding officer may ask for a motion to adjourn the meeting to another specific date, time, and place at which to resume and complete the approved agenda.

  
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Gregory L. Newman, City Clerk

**THE GRAND LEDGE CITY COUNCIL WILL HOLD ITS NEXT REGULAR MEETING ON MONDAY, 28 NOVEMBER 2016, AT 7:30 P.M. IN THE COUNCIL CHAMBERS, CITY HALL, 310 GREENWOOD ST., GRAND LEDGE, MICHIGAN.**

11/10/2016

## CUSTOM INVOICE REPORT FOR CITY OF GRAND LEDGE

VENDOR NAME	DESCRIPTION	AMOUNT
44 NORTH	HRA/TELEDOC - OCT 2016	747.00
ABRAHAM'S TROPHY & GIFT SHOP	NAME SIGNS	23.40
ABSOPURE WATER	COOLER	12.00
ACE HARDWARE	SUPPLIES	265.05
ALEXANDER CHEMICAL CORP.	CONTAINER DEPOSIT	(800.00)
ALEXANDER CHEMICAL CORP.	CONTAINER DEPOSIT	(200.00)
ALEXANDER CHEMICAL CORP.	HYDRATED LIME	6,915.00
ALRO STEEL CORPORATION	SAW CUTTING/HEX 7/8 / STEEL	33.47
ALRO STEEL CORPORATION	STEEL	1,754.13
AMBS CALL CENTER	ANS SERVICE 11/01/16 - 11/30/16	63.60
GARFIELD ANGELA	COMM ROOM DEPOSIT	100.00
ASC SECURITY	REPAIR	622.00
BADER & SONS CO.	3/8 PICCO 12"/BAR	55.96
BADER & SONS CO.	WHEEL/BUSHING/GASKET/CAP	18.73
BADER & SONS CO.	TUBE	5.42
BARYAMES CLEANERS	UNIFORM CLEANING	230.55
BIG L CORP	CONCRETE MIX	4.70
BIG L CORP	TREATED LUMBER	9.99
BIG L CORP	TREATED LUMBER	119.89
BRIGHT START EARLY LEARNING CENTER	RENT DEPOSIT REFUND	14.58
THERRIAN BRUCE	DEPOSIT - 341 E FRONT ST	169.69
BS & A SOFTWARE	SUPPORT - DOG LICENSING/DEL PERSONAL PROPER	616.00
CALIFORNIA CONTRACTORS	BOOSTER CABLE/JERSEY GLOVES	103.78
CAPITOL COMMUNICATIONS	MOVE EXTENSION	165.00
TORRES CHEYANA	DEPOSIT REFUND 922-25 TIMBER CREEK	66.53
CITY OF GRAND LEDGE-WATER	5564 E SAGINAW 0301520002	15.22
CITY OF GRAND LEDGE-WATER	5564 E SAGINAW FINAL - 0301520001	92.17
CITY OF GRAND LEDGE-WATER	FINAL 3642 W JEFFERSON - 0802130001	100.00
CITY OF GRAND LEDGE-WATER	FINAL AT 341 E FRONT ST	80.31
CITY OF GRAND LEDGE-WATER	FINAL - 922-25 TIMBER CREEK 0904630001	183.47
CITY OF GRAND LEDGE-WATER	FINAL AT 1118 JENNE - 0602630004	146.08
CITY OF GRAND LEDGE-WATER	FINAL AT 315 S BRIDGE - 0411740000	41.77
CITY OF GRAND LEDGE-WATER	FINAL AT 205 HIGH ST	168.41
CITY OF GRAND LEDGE-WATER	310 GREENWOOD - 1701070001	192.20
CL TRUCKING & EXCAVATING, LLC	E RIVER/FRANKLIN - EST NO. 4	307,278.13
CL TRUCKING & EXCAVATING, LLC	TAYLOR STREET PAVE	7,887.50
CL TRUCKING & EXCAVATING, LLC	COLONIAL DRIVE	16,747.50
COMCAST	ACCT 904814885 - CITY HALL	245.96
COMCAST CABLE	ACCT #01721 424920-01-7 - CITY HALL	293.35
CONSUMERS ENERGY	5564 E SAGINAW - 1000 4345 6555	131.48
GROTH CORRIE	GYM DEPOSIT	100.00
CUMMINS BRIDGEWAY, LLC	GENERATOR REPAIR	229.64

D HILL ENVIRONMENTAL	TRAINING	325.00
CRABTREE DANIEL	REIMBURSE FUEL	11.43
GUTCHESS DAVID	REIMBURSE EXPENSES/MILEAGE	287.11
DBI BUSINESS INTERIORS	OFFICE SUPPLIES	130.75
DBI BUSINESS INTERIORS	OFFICE SUPPLIES	280.40
DORNBOS SIGN & SAFETY INC	POSTS AND SIGNS	4,827.00
MACKENZIE COMPANY E T	DEMO OF 704 W MAIN ST	17,870.00
EATON COUNTY TREASURER	LEDGEWAY TRAILER TAX	395.00
EATON COUNTY TREASURER	GRAND OAKS TRAILER TAX	350.00
EATON FEDERAL SAVINGS BANK	OVERPAY ON TAX 400-073-606-065-00	6.35
ENG.	E RIVER/FRANKLIN - SEPT 2016	18,760.00
ETNA SUPPLY INC	WATERMAIN PLUG	238.00
ETNA SUPPLY INC	IPERL METER	130.00
FASTENAL COMPANY	FASTENERS	418.79
FERGUSON WATERWORKS	VALVE BOXES	88.00
FIRST PLACE SPORTS INC	UNIFORMS	337.92
RUTTMAN FRANK	REIMBURSE MILEAGE	120.96
GRAINGER WW INC	FITTING SAVER KIT	175.20
GRAND LEDGE AUTO PARTS INC	SUPPLIES	1,456.41
GRANGER	RECYCLING	624.50
GRANGER	401 WHITNEY - TRASH	82.35
GRANGER	310 GREENWOOD - TRASH	72.80
HAJOCA CORPORATION	CURB BOX/GASKET KITS/JOINT RESTRAINT	1,477.49
HAMMERSMITH EQUIPMENT CO	GLOVES/HANDLE/BROOM/SAFETY GLASSES	145.25
HASSELBRING CLARK	COPIER AT GARAGE	1,315.00
HAZEN RESEARCH, INC.	SUPPLIES	195.00
HUNTINGTON NAT'L BANK	PAYING AGENT FEE	250.00
HUNTINGTON NAT'L BANK	PAYING AGENT FEE	250.00
HYDROCORP	CROSS CONNECTION PROGRAM	832.00
ICMA MEMBERSHIP RENEWALS	CITY ADMIN RENEWAL	827.64
INTERSTATE BILLING SERVICE	EXTENSION TUBE/O-RING/BOOM HOSE	3,204.65
INTERSTATE BILLING SERVICE	EXTENSION TUBE/O-RING	1,165.82
INTERSTATE BILLING SERVICE	WATER PUMP REPAIR + PARTS	1,575.97
WESSELER JIM	UNIFORM REIMBURSE	49.99
ELLSWORTH JOHN	GYM DEPOSIT	100.00
RUSHBROOK	DEPOSIT REFUND - 1118 JENNE	103.92
LITCHFIELD KEITH L	MOWING AT AIRPORT - OCT 2016	2,250.00
KENNEDY INDUSTRIES INC	O-RING	36.62
KENNEDY INDUSTRIES INC	O-RINGS	111.91
GULLEY KENNETH	ISLAND GAZEBO DEPOSIT	100.00
KEUSCH TIRE AND TOWING	TIRE	173.00
DEWITT KIRK	REIMBURSE EXPENSES	60.82
DEWITT KIRK	REIMBURSE EXPENSES	44.13
DEWITT KIRK	REIMBURSE TRAINING EXPENSE	9.69
LA CROSSE SEED	LAWN MIX	215.00
LANSING ICE AND FUEL	FUEL FILL	784.76
LANSING ICE AND FUEL	ACCT #1-081681 - DPS FUEL	766.52

LANSING ICE AND FUEL	ACCT #1-081681 - DPS FUEL	923.56
LANSING SANITARY SUPPLY, INC.	CLEANING SUPPLIES	119.75
LANSING SANITARY SUPPLY, INC.	CLEANING SUPPLIES	50.47
LANSING SANITARY SUPPLY, INC.	CLEANING SUPPLIES	126.80
LIFELOC TECHNOLOGIES	EASYTAB MOUTHPIECES	70.00
GROVE LYDIA	ISLAND GAZEBO DEPOSIT	100.00
MARK'S LOCK SHOP, INC.	VEHICLE KEY/PADLOCK	42.00
MAURER'S TEXTILE RENTAL	RUGS	19.30
MAURER'S TEXTILE RENTAL	RUGS	41.72
TUTHILL MEGAN	UTILITY DEPOSIT - 205 HIGH ST	81.59
GONGALSKI	UTILITY DEPOSIT - 315 S BRIDGE	208.23
MENARDS - LANSING WEST	HALIDE BULBS	49.96
MENARDS - LANSING WEST	BRASS PLUGS	12.96
MENARDS - LANSING WEST	DRILL BIT/ANGLE LOCATOR/CASTER	52.85
MENARDS - LANSING WEST	HOSE CLAMPS/SOCKET SET	145.28
MID MICH BLDG INSPECTIONS, LLC	BLDG PERMITS/INSPECTS 11/09/16	5,570.00
MID MICH BLDG INSPECTIONS, LLC	BLDG PERMITS/ INSPECTS 10/21/16	3,328.00
MID MICH BLDG INSPECTIONS, LLC	BLDG PERMITS/INSPECTS 10/28/16	1,707.00
MID MICH BLDG INSPECTIONS, LLC	BLDG PERMITS/INSPECTS 11/08/16	1,535.00
MID MICHIGAN EMERGENCY EQUIP	NEW CAR ADDS	6,206.00
MML WORKERS' COMP FUND	PREMIUM 07/01/16 - 01/01/17	10,302.00
MUNICODE	RECODIFICATION CONTRACT 1 OF 3	4,000.00
MYERS PLUMBING & HEATING	CHILLER WORK	127.50
MYERS PLUMBING & HEATING	SOLENOID VALVE REPLACE	387.18
OUDBIER INSTRUMENT CO	TROUBLESHOOT/REPLACE GAS DETECT UNIT	840.50
OVERHEAD DOOR OF LANSING	RESET BREAKER/ADJUST AND TEST DOOR	150.00
PARAGON LABORATORIES, INC.	WATER TESTING	195.00
PARAGON LABORATORIES, INC.	WATER TESTING	506.00
PARAGON LABORATORIES, INC.	WATER TESTING	650.00
PITNEY BOWES, INC.	METER RENTAL	223.31
PRECISION LAWN & SNOW	MOWING - 7 OF 7 OCT 2016	3,357.14
QUILL CORPORATION	OFFICE SUPPLIES	63.99
RELIANCE STANDARD LIFE	LIFE - NOVEMBER 2016	213.42
REPCO PAPER, BAGS AND MORE	CAN LINERS	52.50
RIETH-RILEY CONSTRUCTION CO.	PAVING MATERIAL	608.09
SCHULTZ FARMS NURSERY	MOVE CRABAPPLES	300.00
SOIL & MATERIALS ENGINEERS INC	SANITARY SEWER REPAIR	513.00
STATE OF MICHIGAN	UNDERGROUND STORAGE REGISTRATION	200.00
STATE OF MICHIGAN - MDOT	JOB #127373A	255,438.58
STATE OF MICHIGAN -MDEQ	WSSN: 02770 PERMIT	3,037.09
STATE OF MICHIGAN -MDEQ	LAB SERVICES	256.00
SUPERIOR ASPHALT, INC.	MILLING/GRADING/TRAFFIC CONTROL	589,914.07
THRUN LAW FIRM, P.C.	PROSECUTIONS - SEPT 2016	859.32
THRUN LAW FIRM, P.C.	MTT #16-000026	88.00
THRUN LAW FIRM, P.C.	MTT #16-000025	88.00
THRUN LAW FIRM, P.C.	AGREEMENT	880.00
THRUN LAW FIRM, P.C.	HUMAN RESOURCES	1,390.40

THRUN LAW FIRM, P.C.	GENERAL	534.20
COTE TIM	CLEANING AT 310- GREENWOO - OCT 2016	1,386.00
TRANSNATION TITLE AGENCY OF	TITLE WORK - LIBRARY PARKING LOT	5,500.00
TRANSUNION RISK AND	BACKGROUND CHECKS - OCT 2016	25.00
TRI COUNTY TITLE AGENCY, LLC	OVERPAY FINAL AT 204 W MAIN	87.46
TRI COUNTY TITLE AGENCY, LLC	OVERPAY FINAL AT 11864 E ANDRE DR	26.90
TRI COUNTY TITLE AGENCY, LLC	OVERPAY FINAL AT 319 FRANKLIN ST	52.51
TRI COUNTY TITLE AGENCY, LLC	OVERPAY FINAL AT 500 SRPING	110.68
TRI COUNTY TITLE AGENCY, LLC	OVERPAY AT 128 HIGH ST	144.51
USA BLUE BOOK	GROUNDING ROD	52.70
VERIZON WIRELESS	ACCT #380806320-00001 - PD CELLS	150.48
VERIZON WIRELESS	ACCT #242013090-00001 - DPS CELLS	229.77
		1,311,414.58
<b>Checks written after 10/25/16</b>		
U.S. POSTAL SERVICE	CYCLE ONE WATER BILLS	297.15
MERITAIN HEALTH	VISION/DENTAL/LIFE/STDIS	166.20
LOCAL TAXING UNITS	SUMMER 2016 TAX DISTRIBUTIONS 10/27/16	500,907.43
LOCAL TAXING UNITS	SUMMER 2016 TAX DISTRIBUTIONS 11/04/16	27,275.34
		<b>528,646.12</b>
<b>Oct 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	11,322.85
Consumers Energy	City Wide Utilities	25,653.11
Frontier	DPS LAND LINES	787.36
	Total Payments	37,763.32

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

**CITY COUNCIL MINUTES – REGULAR MEETING  
MONDAY, 24 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 Rick Lantz, Jamie Malecki, and Thom Sowle  
– Council members Tom Jancek and Don Willems was absent  
**OTHERS PRESENT** – Adam Smith, City Administrator; Gregory Newman, City Clerk; Larry LaHaie, Public Services Director; Susan Stachowiak, Zoning Administrator;

**II. PLEDGE OF ALLEGIANCE**

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

**III. AUDIENCE PARTICIPATION**

Jill Sambaer, Barry Eaton Health Department, reported on current and ongoing health initiatives and programs.

**IV. APPROVAL OF CONSENT AGENDA**

- A. Motion (from staff)** – 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.

COUNCIL MEMBER MALECKI MOVED, COUNCIL MEMBER MULDER SECONDED, TO APPROVE THE MONDAY, 24 OCTOBER 2016 CITY COUNCIL CONSENT AGENDA. MOTION CARRIED UNANIMOUSLY.

**V. APPROVAL OF REGULAR AGENDA**

- A. Motion** – To approve the Monday, 24 October 2016 regular City Council agenda.

COUNCIL MEMBER MULDER MOVED, COUNCIL MEMBER SOWLE SECONDED, TO APPROVE THE MONDAY, 24 OCTOBER 2016 REGULAR CITY COUNCIL AGENDA. MOTION CARRIED UNANIMOUSLY.

**VI. COMMITTEE AND BOARD REPORTS**

**VII. STAFF REPORTS**

**Clerk's Department**

Gregory Newman, City Clerk, reported on the Charter Commission.

**VII. UNFINISHED BUSINESS**

**IX. NEW BUSINESS**

- A. Ordinance (Introduction)** – To introduce and set a public hearing for 14 November 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.

COUNCIL MEMBER MULDER MOVED, COUNCIL MEMBER MALECKI SECONDED, TO INTRODUCE AND SET A PUBLIC HEARING FOR 14 NOVEMBER 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.

Susan Stachowiak, Zoning Administrator, reported on the rezoning request for 205 W. Scott St. from R-MD, Single Family Residential District to CBD, Central Business District, and on the Planning Commission's approval of the request with conditions of allowed uses.

The Council debated the property's location adjacent to existing CBD, Central Business District.

MOTION TO INTRODUCE AND SET A PUBLIC HEARING FOR 14 NOVEMBER 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, CARRIED UNANIMOUSLY.

- B. Resolution #40 of 2016** – To approve Contract Modification #01 for the E. River St. and Franklin St. reconstruction project.

COUNCIL MEMBER MULDER MOVED, COUNCIL MEMBER MALECKI SECONDED, TO ADOPT RESOLUTION #40 OF 2016, TO APPROVE CONTRACT MODIFICATION #01 FOR THE E. RIVER ST. AND FRANKLIN ST. RECONSTRUCTION PROJECT.

Larry LaHaie, Public Services Director, explained the contract modification covers items not originally covered, including a sanitary sewer overflow pipe and valve, a water main fitting, and a 60-inch concrete drainage structure to replace a 48-inch structure included in the original bid.

Adam Smith, City Administrator, recommended approving the contract modification.

The Council debated the timeline for completing the E. River St. and Franklin St. reconstruction project.

MOTION TO ADOPT RESOLUTION #40 OF 2016, TO APPROVE CONTRACT MODIFICATION #01 FOR THE E. RIVER ST. AND FRANKLIN ST. RECONSTRUCTION PROJECT, CARRIED UNANIMOUSLY.

- C. Resolution #41 of 2016** – To approve Change Order #01 for the Jaycee Park Boat Launch Project.

COUNCIL MEMBER MALECKI MOVED, COUNCIL MEMBER LANTZ SECONDED, TO ADOPT RESOLUTION #41 OF 2016, TO APPROVE CHANGE ORDER #01 FOR THE JAYCEE PARK BOAT LAUNCH PROJECT.

Larry LaHaie, Public Services Director, explained the change order covers the costs for stabilizing the soil under the turn-around area and boat launch ramp.

The Council debated the timeline of completing the Jaycee Park Boat Launch project.

MOTION TO ADOPT RESOLUTION #41 OF 2016, TO APPROVE CHANGE ORDER #01 FOR THE JAYCEE PARK BOAT LAUNCH PROJECT, CARRIED UNANIMOUSLY.

**X. AUDIENCE PARTICIPATION**

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

Council member Sowle thanked the Barry Eaton Health Department for its report and announced the Grand Ledge Public School is offering flu shots for its employees.

Mayor Smith appointed Vicki Paski to the Downtown Development Authority for a term expiring 01 August 2018, and mentioned the 150<sup>th</sup> Anniversary of the Grand Ledge Masonic Lodge and the official closing on the 3.4 acre addition to Oak Park.

COUNCIL MEMBER SOWLE MOVED, COUNCIL MEMBER LANTZ SECONDED, APPROVED THE MAYOR'S APPOINTMENT OF VICKI PASKI TO THE DOWNTOWN DEVELOPMENT AUTHORITY FOR A TERM EXPIRING 01 AUGUST 2018. MOTION CARRIED UNANIMOUSLY.

**XII. CLOSED SESSION**

**XIII. ADJOURNMENT**

COUNCIL MEMBER MALECKI MOVED, COUNCIL MEMBER LANTZ SECONDED, TO ADJOURN THE MONDAY, 24 OCTOBER 2016, REGULAR CITY COUNCIL MEETING, AT 7:57 P.M. MOTION CARRIED UNANIMOUSLY.

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Gregory L. Newman, City Clerk

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Kalmin D. Smith, Mayor



## Schedule of Regular Meetings Calendar Year 2017

### City Council

Second and Fourth Mondays at 7:30 p.m.

Council chambers, City Hall, 310 Greenwood St., Grand Ledge MI 48837

January	09   23
February	13   27
March	13   27
April	10   24
May	08   22
June	12   26
July	10   24
August	14   28
September	11   25
October	09   23
November	09 (5:00 p.m.) 13   27
December	11   27 (Wednesday)



### Right-of-Way Use Application

Event Name Annual Christmas Parade

Organization (if any) GL Chamber of Commerce

Person Responsible Ethan Childs, Shawn Van Steeland & Lynne MacDowell

Address 310 Greenwood Street  
Grand Ledge MI 48837

Phone 627-2383

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Earliest date and time the right-of-way is needed (consider preparation and set-up for the event):  
12/2/2014 3:00 a.m./(p.m.)

Latest date and time the right-of-way is needed (consider clean up from the event):  
12/2/2014 9:00 a.m./(p.m.)

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

attached

Describe plans to provide refuse disposal, sanitation facilities, noise control, and private property protection and restoration: 2

\_\_\_\_\_  
\_\_\_\_\_

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

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

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

Shawn Van Steeland  
Signature

11/09/16  
Date

Shawn Van Steeland  
Printed Name

517-410-6409  
Daytime Phone

Required Reviews

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

Council Action

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

Parade Route

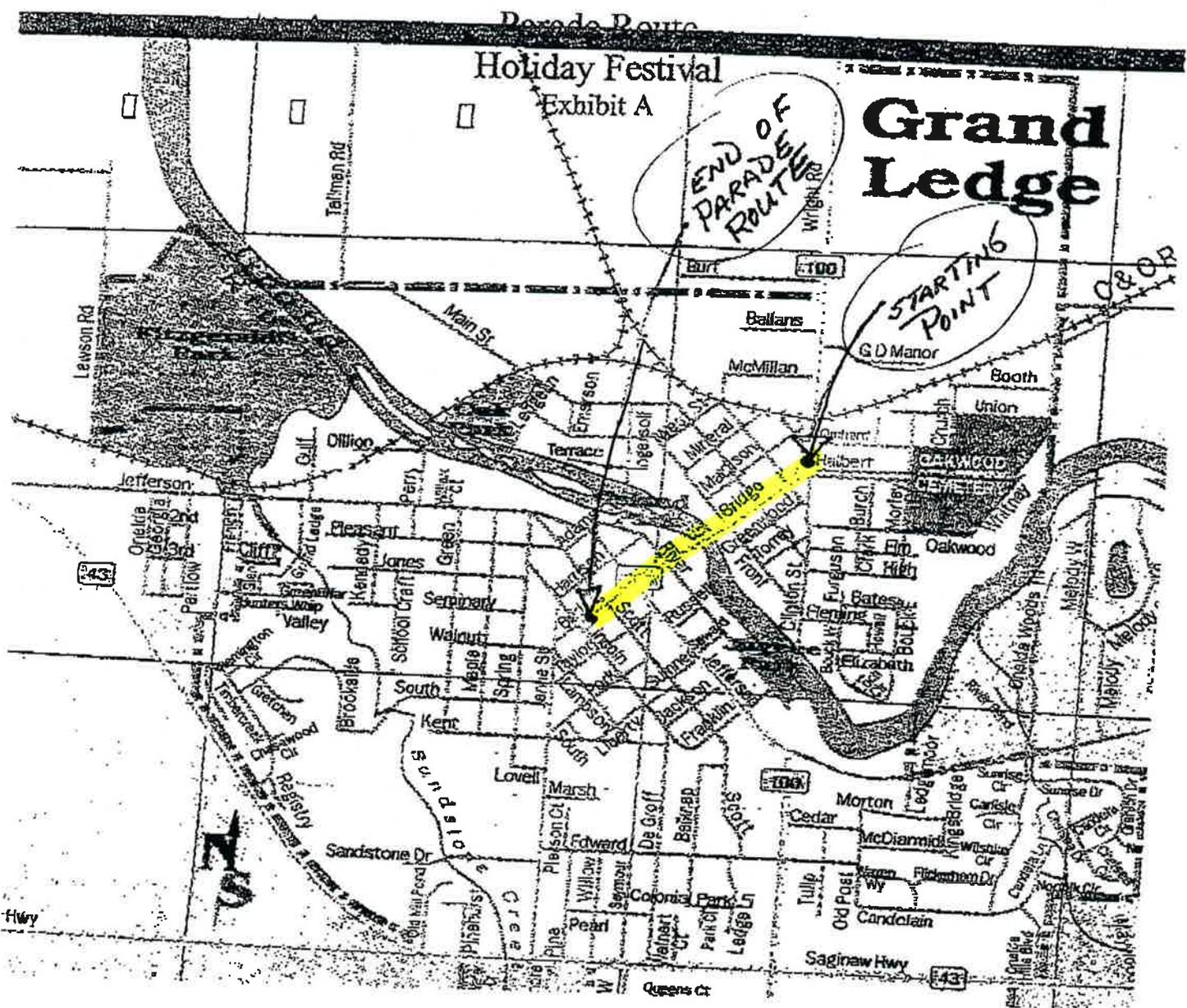
Holiday Festival

Exhibit A

# Grand Ledge

END OF PARADE ROUTE

STARTING POINT



Street Crossing

Christmas Parade: 7:00pm

The Chamber will provide street crossing blockade volunteers for the following streets:

Washington	Keith Mulder:	242-2756
Main	Eric & Chris Dean:	449-0590
Front	Ethan Childs:	627-7070
River	Melissa Marshall:	627-7070
Scott	Karla Chamberlain:	749-4979
Lincoln	Lynn MacDowell:	627-9400
Cone Line	Mark Mitchell:	719-2415
	Justin Berklund:	719-2415

The Chamber will provide volunteers to be present at 6:45 pm through the conclusion of the parade.

The Chamber will provide the final list of volunteer names one week prior to the parade.

## Assistant City Administrator – October Activity Report

### Human Resources

- Interviewed seven candidates for the Utilities Operator position along with Dave Gutchess, Kurt Ristow, and Joe VanDommelen. Completed background checks on candidates, and provided conditional offers of employment to three candidates. All three have accepted positions as Utilities Operator's and will begin working for the City in November.

### Ongoing projects/tasks

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

### Airport Management

- Attended our annual meeting with MDOT officials to review and approve our 5 year capital improvement plan for the airport. This plan includes compliance with the 20:1 air obstruction issue, along with engineering and repaving the runway.
- Compiled airport packets for the November 1<sup>st</sup> board meeting.
- Met with our fixed base operator, Pete Kamarainen, and our Public Works Supervisor, Joe VanDommelen, at the airport to discuss the snow removal plan for the upcoming season.

### 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 October Board meeting.
- Met with c2ae to begin work on library parking lot project.
- Met with Economic Restructuring Committee to discuss library parking lot project.
- Met with Stephen Woods who is an arborist to discuss options for tree maintenance in the DDA area.
- Worked with entire Public Service team on snow removal plan for the DDA parking lots.

### 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 November.
- Continue gathering information on fountain project. Our intern, Joe Frey, is assisting with this project.

### **Building Management**

- The police command staff has been trained on the buildings fire alarm system. This will help alleviate minor issues such as a “trouble” alarm that does not require immediate attention.
- The gym lighting has decreased over time with several fixtures completely out. We are currently researching options through MiDeal to replace all fixtures with LED lighting. This should be completed in November.

### **Ongoing projects/tasks**

# City Clerk – Monthly Report

## October 2016

### Charter Commission

- Reviewed and decided on Chapters 1 – Name and Boundaries, 2 – General Municipal Powers, and 3 – Organization of Government.

### Elections

- Held voter registration and absent voter ballot event at Independence Village.
- Attended Eaton County pre-election meeting.
- Spoke to leadership class students at Grand Ledge High School.
- Held Precinct Inspector training at City Hall and Grand Ledge High School.
- Completed mailing of 1,042 absent voter ballots, roughly twice the normal amount.
- Conducted preliminary and public accuracy testing of election equipment.
- Prepared paperwork and forms, and computer voter lists for election day.
- Election Day statistics:
  - City-wide – 69% turnout
  - Ward 1 (south of Grand River and west of Jenne/Bridge streets) – 66% turnout
  - Ward 2 (north of Grand River) – 65% turnout
  - Ward 3 (south of Grand River and east of Jenne/Bridge streets) – 74% turnout
  - Maximum wait time – 30 minutes (between 7:00 a.m. and 8:30 a.m.)
  - Average wait time – 15 minutes

### Information Technology

- Worked with I.T. Right to fix remote access issues for City Assessor.
- Provided computer peripherals and office space for Department of Public Services supervisors at City Hall.
- Arranged Comcast relocation of cable television services from IT Room to City Hall lobby.

### Records Management

- Finalized paperwork and documents approved at the 10 and 24 October 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 one document.

Bank Code Fund	Description	Beginning Balance 10/01/2015	Total Debits	Total Credits	Ending Balance 10/31/2015
CHASC	CHASE CHECKING				
101	GENERAL FUND	923,403.76	1,191,339.88	269,368.18	1,845,375.46
202	MAJOR STREET FUND	120,259.31	30,656.53	81,248.36	69,667.48
203	LOCAL STREET FUND	426,051.02	53,587.91	71,957.07	407,681.86
204	MUNICIPAL STREET FUND	(8,976.31)	296,482.12	9,481.80	278,024.01
208	PARKS & RECREATION FUND	59,337.08	99,789.98	18,188.04	140,939.02
248	DDA FUND	296,874.51	1,984.71	24,771.08	274,088.14
264	DRUG FOREITURE FUND	8,844.23	1.40	0.00	8,845.63
265	POLICE RESTRICTED FUND	18,206.23	1,547.58	0.00	19,753.81
274	GRANTS FUND	232,910.00	0.00	1,175.00	231,735.00
295	AIRPORT FUND	140,006.63	7,971.97	9,589.01	138,389.59
304	2004 CAP IMPROV BONDS FUND	136,921.59	21.65	0.00	136,943.24
394	DDA DEBT FUND	283,275.09	44.79	83,795.35	199,524.53
397	ISLAND BRIDGE DEBT FUND	13,109.93	2.07	4,778.75	8,333.25
494	DDA CAPITAL PROJECTS FUND	175,734.98	27.79	0.00	175,762.77
495	LDEA FUND	36,592.00	4,214.62	60,054.37	(19,247.75)
592	WATER & SEWER FUND	5,048.71	243,876.27	158,509.88	90,415.10
661	EQUIPMENT OPERATING FUND	33,636.82	30,302.80	14,975.08	48,964.54
678	EMPLOYEE BENEFITS FUND	193,312.96	2,618.50	61,525.60	134,405.86
701	MISC TAXES FUND	16,524.70	29,618.79	732.50	45,410.99
704	CURRENT TAX FUND	3,963,782.01	622,127.07	4,534,783.27	51,125.81
750	PAYROLL CLEARING FUND	65.88	306,625.09	306,230.47	460.50
	CHASE CHECKING	7,074,921.13	2,922,841.52	5,711,163.81	4,286,598.84
	TOTAL - ALL FUNDS	7,074,921.13	2,922,841.52	5,711,163.81	4,286,598.84

PERIOD ENDING 10/31/2016

GL NUMBER	DESCRIPTION	2016-17 ORIGINAL BUDGET	2016-17 AMENDED BUDGET	YTD BALANCE 10/31/2016 NORM (ABNORM)	ACTIVITY FOR MONTH 10/31/16 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 101 - GENERAL FUND							
170.101-GENERAL		3,062,499.00	3,062,499.00	2,110,736.09	1,238,989.26	951,762.91	68.92
170.272-RECYCLING		25,020.00	25,020.00	6,260.79	254.22	18,759.21	25.02
170.274-COMPOSTING		25,814.00	25,814.00	1,850.00	350.00	23,964.00	7.17
170.276-CEMETERY		57,350.00	57,350.00	23,469.09	7,867.50	33,880.91	40.92
300.301-POLICE		42,100.00	42,100.00	20,285.75	3,304.02	21,814.25	48.18
<b>TOTAL Revenues</b>		<b>3,212,783.00</b>	<b>3,212,783.00</b>	<b>2,162,601.72</b>	<b>1,250,765.00</b>	<b>1,050,181.28</b>	<b>67.31</b>
100.101-CITY COUNCIL		19,766.00	19,766.00	2,003.59	15.00	17,762.41	10.14
170.172-CITY ADMINISTRATION		204,477.00	204,477.00	62,537.95	15,289.59	141,939.05	30.58
170.191-ELECTIONS		20,100.00	20,100.00	5,939.95	229.36	14,160.05	29.55
170.209-ASSESSING		64,716.00	64,716.00	19,516.02	14,978.43	45,199.98	30.16
170.210-ATTORNEY		25,000.00	25,000.00	880.00	70.40	24,120.00	3.52
170.215-CLERK'S OFFICE		104,330.00	104,330.00	30,276.69	6,480.90	74,053.31	29.02
170.253-FINANCE		208,620.00	208,620.00	68,582.81	14,189.89	140,037.19	32.87
170.265-CITY HALL		281,384.00	281,384.00	66,209.48	35,029.77	215,174.52	23.53
170.272-RECYCLING		25,020.00	25,020.00	7,000.84	2,066.32	18,019.16	27.98
170.274-COMPOSTING		30,378.00	30,378.00	9,631.54	5,410.41	20,746.46	31.71
170.276-CEMETERY		83,179.00	83,179.00	31,851.78	5,783.33	51,327.22	38.29
170.292-GENERAL GOVERNMENT		199,917.00	224,917.00	74,715.45	7,755.41	150,201.55	33.22
170.294-SPECIAL PROJECTS		0.00	0.00	1,924.52	1,637.00	(1,924.52)	100.00
300.301-POLICE		1,401,478.00	1,401,478.00	463,094.96	103,481.09	938,383.04	33.04
300.371-BUILDING INSPECTION		105,755.00	105,755.00	40,881.00	12,966.00	64,874.00	38.66
300.410-PLANNING & ZONING		50,015.00	50,015.00	12,799.22	2,903.50	37,215.78	25.59
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>3,004,585.00</b>	<b>897,845.80</b>	<b>228,286.40</b>	<b>2,106,739.20</b>	<b>29.88</b>

PERIOD ENDING 10/31/2016

GL NUMBER	DESCRIPTION	2016-17		YTD BALANCE 10/31/2016 NORM (ABNORM)	ACTIVITY FOR MONTH 10/31/16 INCR (DECR)	AVAILABLE BALANCE	
		ORIGINAL BUDGET	2016-17 AMENDED BUDGET			NORM (ABNORM)	% BDGT USED
Fund 101 - GENERAL FUND							
Fund 101 - GENERAL FUND:							
TOTAL REVENUES		3,212,783.00	3,212,783.00	2,162,601.72	1,250,765.00	1,050,181.28	67.31
TOTAL EXPENDITURES		2,979,585.00	3,004,585.00	897,845.80	228,286.40	2,106,739.20	29.88
NET OF REVENUES & EXPENDITURES		233,198.00	208,198.00	1,264,755.92	1,022,478.60	(1,056,557.92)	607.48
Fund 202 - MAJOR STREET FUND							
000.202-MAJOR STREET REVENUES							
		554,349.00	554,349.00	232,801.71	200,834.89	321,547.29	42.00
TOTAL Revenues		554,349.00	554,349.00	232,801.71	200,834.89	321,547.29	42.00
440.102-PRESERVATION STREETS		146,537.00	146,537.00	19,935.19	2,901.77	126,601.81	13.60
440.103-TRAFFIC SERVICE		30,208.00	30,208.00	9,940.73	1,284.39	20,267.27	32.91
440.456-OPERATING EXPENSES		27,309.00	27,309.00	6,989.32	2,364.66	20,319.68	25.59
440.459-STATE TRUNKLINE		18,873.00	18,873.00	2,604.04	1,245.82	16,268.96	13.80
440.492-WINTER MAINTENANCE		72,640.00	72,640.00	8,283.46	399.18	64,356.54	11.40
440.495-ADMINISTRATION		67,489.00	67,489.00	43,411.42	2,131.06	24,077.58	64.32
440.501-CONSTRUCTION		163,050.00	163,050.00	33,452.04	(1,992.63)	129,597.96	20.52
TOTAL Expenditures		526,106.00	526,106.00	124,616.20	8,334.25	401,489.80	23.69
Fund 202 - MAJOR STREET FUND:							
TOTAL REVENUES		554,349.00	554,349.00	232,801.71	200,834.89	321,547.29	42.00
TOTAL EXPENDITURES		526,106.00	526,106.00	124,616.20	8,334.25	401,489.80	23.69
NET OF REVENUES & EXPENDITURES		28,243.00	28,243.00	108,185.51	192,500.64	(79,942.51)	383.05
Fund 203 - LOCAL STREET FUND							
000.203-LOCAL STREET REVENUES							
		438,277.00	438,277.00	323,388.10	307,846.95	114,888.90	73.79
TOTAL Revenues		438,277.00	438,277.00	323,388.10	307,846.95	114,888.90	73.79
440.102-PRESERVATION STREETS		247,114.00	247,114.00	41,213.47	4,211.67	205,900.53	16.68
440.103-TRAFFIC SERVICE		37,831.00	37,831.00	20,443.62	399.18	17,387.38	54.04
440.456-OPERATING EXPENSES		29,914.00	29,914.00	7,481.80	2,364.58	22,432.20	25.01
440.492-WINTER MAINTENANCE		89,550.00	89,550.00	18,071.79	1,251.25	71,478.21	20.18
440.495-ADMINISTRATION		88,064.00	88,064.00	63,985.92	2,130.98	24,078.08	72.66
TOTAL Expenditures		492,473.00	492,473.00	151,196.60	10,357.66	341,276.40	30.70

GL NUMBER	DESCRIPTION	2016-17		YTD BALANCE 10/31/2016 NORM (ABNORM)	ACTIVITY FOR MONTH 10/31/16 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BGD USED
		ORIGINAL BUDGET	2016-17 AMENDED BUDGET				
<b>Fund 203 - LOCAL STREET FUND</b>							
<b>Fund 203 - LOCAL STREET FUND:</b>							
TOTAL REVENUES		438,277.00	438,277.00	323,388.10	307,846.95	114,888.90	73.79
TOTAL EXPENDITURES		492,473.00	492,473.00	151,196.60	10,357.66	341,276.40	30.70
NET OF REVENUES & EXPENDITURES		(54,196.00)	(54,196.00)	172,191.50	297,489.29	(226,387.50)	317.72
<b>Fund 204 - MUNICIPAL STREET FUND</b>							
<b>000.000-GENERAL</b>							
TOTAL Revenues		714,958.00	964,958.00	670,512.65	315,602.87	294,445.35	69.49
440.448-STREET LIGHTING		92,500.00	92,500.00	21,181.04	7,256.35	71,318.96	22.90
440.495-ADMINISTRATION		758,080.00	758,080.00	757,400.98	745,448.00	679.02	99.91
440.503-SIDEWALKS		80,808.00	80,808.00	16,315.40	10,741.90	64,492.60	20.19
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	14,897.14	526.54	31,075.86	32.40
TOTAL Expenditures		984,261.00	984,261.00	810,690.09	763,972.79	173,570.91	82.37
<b>Fund 204 - MUNICIPAL STREET FUND:</b>							
TOTAL REVENUES		714,958.00	964,958.00	670,512.65	315,602.87	294,445.35	69.49
TOTAL EXPENDITURES		984,261.00	984,261.00	810,690.09	763,972.79	173,570.91	82.37
NET OF REVENUES & EXPENDITURES		(269,303.00)	(19,303.00)	(140,177.44)	(448,369.92)	120,874.44	726.20
<b>Fund 208 - PARKS &amp; RECREATION FUND</b>							
<b>750.752-ADMINISTRATION</b>							
TOTAL Revenues		158,736.00	158,736.00	139,191.91	104,740.93	19,544.09	87.69
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	1,010.00	480.00	5,990.00	14.43
TOTAL Revenues		158,736.00	158,736.00	139,191.91	104,740.93	19,544.09	87.69
750.752-ADMINISTRATION		29,105.00	29,105.00	19,864.29	354.49	9,240.71	68.25
750.801-RECREATION		50,000.00	50,000.00	25,082.30	0.00	24,917.70	50.16
750.902-PARKS AND BUILDINGS		76,533.00	76,533.00	63,989.22	26,940.12	12,543.78	83.61
TOTAL Expenditures		155,638.00	155,638.00	108,935.81	27,294.61	46,702.19	69.99
<b>Fund 208 - PARKS &amp; RECREATION FUND:</b>							
TOTAL REVENUES		158,736.00	158,736.00	139,191.91	104,740.93	19,544.09	87.69

PERIOD ENDING 10/31/2016

GL NUMBER	DESCRIPTION	2016-17		YTD BALANCE 10/31/2016 NORM (ABNORM)	ACTIVITY FOR MONTH 10/31/16 INCR (DECR)	AVAILABLE	
		ORIGINAL BUDGET	2016-17 AMENDED BUDGET			BALANCE NORM (ABNORM)	% BDGT USED
<b>Fund 208 - PARKS &amp; RECREATION FUND</b>							
TOTAL EXPENDITURES							
NET OF REVENUES & EXPENDITURES		155,638.00	155,638.00	108,935.81	27,294.61	46,702.19	69.99
		3,098.00	3,098.00	30,256.10	77,446.32	(27,158.10)	976.63
<b>Fund 248 - DDA FUND</b>							
000.000-GENERAL		675,179.00	675,179.00	491,718.01	151.66	183,460.99	72.83
TOTAL Revenues		675,179.00	675,179.00	491,718.01	151.66	183,460.99	72.83
170.173-ECONOMIC DEVELOPMENT		304,648.00	304,648.00	87,743.72	5,270.31	216,904.28	28.80
905.906-DEBT SERVICE		276,160.00	276,160.00	264,160.00	264,160.00	12,000.00	95.65
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	351,903.72	269,430.31	378,904.28	48.15
<b>Fund 248 - DDA FUND:</b>							
TOTAL REVENUES		675,179.00	675,179.00	491,718.01	151.66	183,460.99	72.83
TOTAL EXPENDITURES		730,808.00	730,808.00	351,903.72	269,430.31	378,904.28	48.15
NET OF REVENUES & EXPENDITURES		(55,629.00)	(55,629.00)	139,814.29	(269,278.65)	(195,443.29)	251.33
<b>Fund 264 - DRUG FORFEITURE FUND</b>							
300.301-POLICE		13.00	13.00	15.28	2.56	(2.28)	117.54
TOTAL Revenues		13.00	13.00	15.28	2.56	(2.28)	117.54
300.304-K9 PROGRAM		320.00	320.00	571.32	505.34	(251.32)	178.54
TOTAL Expenditures		320.00	320.00	571.32	505.34	(251.32)	178.54
<b>Fund 264 - DRUG FORFEITURE FUND:</b>							
TOTAL REVENUES		13.00	13.00	15.28	2.56	(2.28)	117.54
TOTAL EXPENDITURES		320.00	320.00	571.32	505.34	(251.32)	178.54
NET OF REVENUES & EXPENDITURES		(307.00)	(307.00)	(556.04)	(502.78)	249.04	181.12
<b>Fund 265 - POLICE RESTRICTED FUND</b>							
300.301-POLICE		25.00	25.00	2.41	0.15	22.59	9.64
302.000-ACT 302		0.00	0.00	1,533.75	1,533.75	(1,533.75)	100.00
TOTAL Revenues		25.00	25.00	1,536.16	1,533.90	(1,511.16)	6,144.64
302.000-ACT 302		0.00	0.00	1,560.00	0.00	(1,560.00)	100.00
TOTAL Expenditures		0.00	0.00	1,560.00	0.00	(1,560.00)	100.00

PERIOD ENDING 10/31/2016

GL NUMBER	DESCRIPTION	2016-17		YTD BALANCE 10/31/2016	ACTIVITY FOR MONTH 10/31/16	AVAILABLE BALANCE	% BDC USED
		ORIGINAL BUDGET	2016-17 AMENDED BUDGET				
<b>Fund 265 - POLICE RESTRICTED FUND</b>							
<b>Fund 265 - POLICE RESTRICTED FUND:</b>							
TOTAL REVENUES		25.00	25.00	1,536.16	1,533.90	(1,511.16)	6,144.64
TOTAL EXPENDITURES		0.00	0.00	1,560.00	0.00	(1,560.00)	100.00
NET OF REVENUES & EXPENDITURES		25.00	25.00	(23.84)	1,533.90	48.84	95.36
<b>Fund 274 - GRANTS FUND</b>							
<b>750.904-BOAT LAUNCH TF11-041</b>							
		0.00	0.00	127,005.89	121,210.89	(127,005.89)	100.00
<b>750.906-OAKPARK EXPANSN TF15-0195</b>							
		0.00	0.00	54,093.81	54,093.81	(54,093.81)	100.00
TOTAL Expenditures		0.00	0.00	181,099.70	175,304.70	(181,099.70)	100.00
<b>Fund 274 - GRANTS FUND:</b>							
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	181,099.70	175,304.70	(181,099.70)	100.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	(181,099.70)	(175,304.70)	181,099.70	100.00
<b>Fund 295 - AIRPORT FUND</b>							
<b>170.270-AIRPORT</b>							
		68,571.00	68,571.00	25,809.48	10,998.08	42,761.52	37.64
TOTAL Revenues		68,571.00	68,571.00	25,809.48	10,998.08	42,761.52	37.64
170.270-AIRPORT		141,990.00	141,990.00	17,645.93	3,181.30	124,344.07	12.43
TOTAL Expenditures		141,990.00	141,990.00	17,645.93	3,181.30	124,344.07	12.43
<b>Fund 295 - AIRPORT FUND:</b>							
TOTAL REVENUES		68,571.00	68,571.00	25,809.48	10,998.08	42,761.52	37.64
TOTAL EXPENDITURES		141,990.00	141,990.00	17,645.93	3,181.30	124,344.07	12.43
NET OF REVENUES & EXPENDITURES		(73,419.00)	(73,419.00)	8,163.55	7,816.78	(81,582.55)	11.12
<b>Fund 305 - 2016 CAP IMPROV BONDS FUND</b>							
<b>000.000-GENERAL</b>							
		0.00	0.00	1,068.28	0.29	(1,068.28)	100.00
<b>931.001-TRANSFERS IN</b>							
		483,500.00	483,500.00	284,400.00	283,900.00	199,100.00	58.82
TOTAL Revenues		483,500.00	483,500.00	285,468.28	283,900.29	198,031.72	59.04
905.906-DEBT SERVICE		483,500.00	483,500.00	30,347.45	29,847.45	453,152.55	6.28
TOTAL Expenditures		483,500.00	483,500.00	30,347.45	29,847.45	453,152.55	6.28
<b>Fund 305 - 2016 CAP IMPROV BONDS FUND:</b>							
TOTAL REVENUES		483,500.00	483,500.00	285,468.28	283,900.29	198,031.72	59.04
TOTAL EXPENDITURES		483,500.00	483,500.00	30,347.45	29,847.45	453,152.55	6.28
NET OF REVENUES & EXPENDITURES		0.00	0.00	285,468.28	283,900.29	198,031.72	59.04

PERIOD ENDING 10/31/2016

GL NUMBER	DESCRIPTION	2016-17 ORIGINAL BUDGET	2016-17 AMENDED BUDGET	YTD BALANCE 10/31/2016 NORM (ABNORM)	ACTIVITY FOR MONTH 10/31/16 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDTG USED
<b>Fund 305 - 2016 CAP IMPROV BONDS FUND</b>							
<b>TOTAL EXPENDITURES</b>							
	NET OF REVENUES & EXPENDITURES	483,500.00	483,500.00	30,347.45	29,847.45	453,152.55	6.28
		0.00	0.00	255,120.83	254,052.84	(255,120.83)	100.00
<b>Fund 394 - DDA DEBT FUND</b>							
	905.906-DEBT SERVICE	265,160.00	265,160.00	264,171.72	264,161.95	988.28	99.63
	<b>TOTAL Revenues</b>	265,160.00	265,160.00	264,171.72	264,161.95	988.28	99.63
	905.906-DEBT SERVICE	264,160.00	264,160.00	23,725.64	23,725.64	240,434.36	8.98
	<b>TOTAL Expenditures</b>	264,160.00	264,160.00	23,725.64	23,725.64	240,434.36	8.98
<b>Fund 394 - DDA DEBT FUND:</b>							
	TOTAL REVENUES	265,160.00	265,160.00	264,171.72	264,161.95	988.28	99.63
	TOTAL EXPENDITURES	264,160.00	264,160.00	23,725.64	23,725.64	240,434.36	8.98
	NET OF REVENUES & EXPENDITURES	1,000.00	1,000.00	240,446.08	240,436.31	(239,446.08)	24,044.6
<b>Fund 397 - ISLAND BRIDGE DEBT FUND</b>							
	905.906-DEBT SERVICE	33,660.00	33,660.00	21,611.49	21,610.25	12,048.51	64.21
	<b>TOTAL Revenues</b>	33,660.00	33,660.00	21,611.49	21,610.25	12,048.51	64.21
	905.906-DEBT SERVICE	33,610.00	33,610.00	1,076.67	1,076.67	32,533.33	3.20
	<b>TOTAL Expenditures</b>	33,610.00	33,610.00	1,076.67	1,076.67	32,533.33	3.20
<b>Fund 397 - ISLAND BRIDGE DEBT FUND:</b>							
	TOTAL REVENUES	33,660.00	33,660.00	21,611.49	21,610.25	12,048.51	64.21
	TOTAL EXPENDITURES	33,610.00	33,610.00	1,076.67	1,076.67	32,533.33	3.20
	NET OF REVENUES & EXPENDITURES	50.00	50.00	20,534.82	20,533.58	(20,484.82)	41,069.6
<b>Fund 410 - CAPITAL PROJECTS FUND</b>							
	000.000-GENERAL	0.00	0.00	4,369.37	4,369.37	(4,369.37)	100.00
	900.906-E RIVER STREET	1,667,000.00	1,667,000.00	1,857,313.30	0.00	(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
	<b>TOTAL Revenues</b>	4,385,000.00	4,385,000.00	4,605,682.67	4,369.37	(220,682.67)	105.03
	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	694,832.72	55,845.00	972,167.28	41.68
	900.907-PARKING LOT - LIBRARY	1,718,000.00	1,718,000.00	0.00	0.00	1,718,000.00	0.00

PERIOD ENDING 10/31/2016

GL NUMBER	DESCRIPTION	2016-17 ORIGINAL BUDGET	2016-17 AMENDED BUDGET	YTD BALANCE 10/31/2016 NORM (ABNORM)	ACTIVITY FOR MONTH 10/31/16 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BCGT USED
<b>Fund 410 - CAPITAL PROJECTS FUND</b>							
900.908-EATON COUNTY MILLAGE PROJECTS							
	TOTAL Expenditures	1,000,000.00	1,000,000.00	0.00	0.00	1,000,000.00	0.00
		4,385,000.00	4,635,000.00	944,832.72	55,845.00	3,690,167.28	20.38
<b>Fund 410 - CAPITAL PROJECTS FUND:</b>							
	TOTAL REVENUES	4,385,000.00	4,385,000.00	4,605,682.67	4,369.37	(220,682.67)	105.03
	TOTAL EXPENDITURES	4,385,000.00	4,635,000.00	944,832.72	55,845.00	3,690,167.28	20.38
	NET OF REVENUES & EXPENDITURES	0.00	(250,000.00)	3,660,849.95	(51,475.63)	(3,910,849.95)	1,464.34
<b>Fund 494 - DDA CAPITAL PROJECTS FUND</b>							
900.901-CAPITAL OUTLAY - PUBLIC IMPROV							
	TOTAL Revenues	150,000.00	150,000.00	444.45	73.86	149,555.55	0.30
		150,000.00	150,000.00	444.45	73.86	149,555.55	0.30
	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	444.45	73.86	149,555.55	0.30
	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)	444.45	73.86	(46,544.45)	0.96
<b>Fund 495 - LDFA FUND</b>							
000.000-GENERAL							
	TOTAL Revenues	9,650.00	9,650.00	14,764.99	5,619.40	(5,114.99)	153.01
		189,062.00	189,062.00	0.00	0.00	189,062.00	0.00
	TOTAL Revenues	198,712.00	198,712.00	14,764.99	5,619.40	183,947.01	7.43
	900.901-CAPITAL OUTLAY - PUBLIC IMPROV	316,452.00	316,452.00	33,111.31	23,750.62	283,340.69	10.46
	TOTAL Expenditures	316,452.00	316,452.00	33,111.31	23,750.62	283,340.69	10.46
<b>Fund 495 - LDFA FUND:</b>							
	TOTAL REVENUES	198,712.00	198,712.00	14,764.99	5,619.40	183,947.01	7.43
	TOTAL EXPENDITURES	316,452.00	316,452.00	33,111.31	23,750.62	283,340.69	10.46
	NET OF REVENUES & EXPENDITURES	(117,740.00)	(117,740.00)	(18,346.32)	(18,131.22)	(99,393.68)	15.58
<b>Fund 592 - WATER &amp; SEWER FUND</b>							
000.440-PUBLIC WORKS-REVENUE							
	TOTAL Revenues	600.00	600.00	10,186.76	182.40	(9,586.76)	1,697.79
	000.591-WATER-REVENUES	1,954,540.00	1,954,540.00	616,601.37	146,797.08	1,337,938.63	31.55
	000.592-SANITARY SEWER -REVENUES	2,173,191.00	2,173,191.00	672,207.02	167,522.54	1,500,983.98	30.93

REVENUE AND EXPENDITURE REPORT FOR CITY OF GRAND LEDGE  
 PERIOD ENDING 10/31/2016

GL NUMBER	DESCRIPTION	2016-17		YTD BALANCE 10/31/2016 NORM (ABNORM)	ACTIVITY FOR MONTH 10/31/16 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
		ORIGINAL BUDGET	2016-17 AMENDED BUDGET				
Fund 592 - WATER & SEWER FUND							
TOTAL Revenues		4,128,331.00	4,128,331.00	1,298,995.15	314,502.02	2,829,335.85	31.47
591.011-E RIVER/RUSSELL		88,845.00	88,845.00	0.00	0.00	88,845.00	0.00
591.012-JENNE ST RECONSTRUCTION		5,100.00	5,100.00	7,964.35	0.00	(2,864.35)	156.16
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	20,817.11	3,103.91	83,750.89	19.91
591.545-WATER TREATMENT		95,668.00	95,668.00	18,920.02	6,571.74	76,747.98	19.78
591.546-TRANSMISSION AND DISTRIBUTION		464,757.00	489,354.00	148,016.23	46,806.77	341,337.77	30.25
591.548-WATER-GENERAL EXPENSE		775,606.00	775,606.00	228,413.81	18,275.16	547,192.19	29.45
591.599-WATER SYSTEM CONSTRUCTION		0.00	0.00	(333.33)	0.00	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	4,213.46	2,757.50	150,461.54	2.72
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	192,653.12	49,423.88	452,403.88	29.87
592.538-LIFT STATION		48,067.00	48,067.00	15,456.03	2,941.01	32,610.97	32.16
592.539-SEWERS		176,915.00	176,915.00	34,581.32	5,664.56	142,333.68	19.55
592.542-SEWER GENERAL EXPENSE		823,275.00	823,275.00	247,703.80	3,342.09	575,571.20	30.09
592.599-SEWER SYSTEM CONSTRUCTION		0.00	0.00	(333.34)	0.00	333.34	100.00
TOTAL Expenditures		3,977,593.00	4,016,190.00	928,482.58	138,886.62	3,087,707.42	23.12
Fund 592 - WATER & SEWER FUND:							
TOTAL REVENUES		4,128,331.00	4,128,331.00	1,298,995.15	314,502.02	2,829,335.85	31.47
TOTAL EXPENDITURES		3,977,593.00	4,016,190.00	928,482.58	138,886.62	3,087,707.42	23.12
NET OF REVENUES & EXPENDITURES		150,738.00	112,141.00	370,512.57	175,615.40	(258,371.57)	330.40
Fund 661 - EQUIPMENT OPERATING FUND							

REVENUE AND EXPENDITURE REPORT FOR CITY OF GRAND LEDGE

PERIOD ENDING 10/31/2016

GL NUMBER	DESCRIPTION	2016-17 ORIGINAL BUDGET	2016-17 AMENDED BUDGET	YTD BALANCE 10/31/2016 NORM (ABNORM)	ACTIVITY FOR MONTH 10/31/16 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 661 - EQUIPMENT OPERATING FUND							
440.441-EQUIPMENT OPERATION							
	TOTAL Revenues	365,342.00	365,342.00	49,224.83	0.00	316,117.17	13.47
	TOTAL Expenditures	413,346.00	413,346.00	107,922.24	36,815.78	305,423.76	26.11
	NET OF REVENUES & EXPENDITURES	(48,004.00)	(48,004.00)	(58,697.41)	(36,815.78)	10,693.41	122.28
Fund 678 - EMPLOYEE BENEFITS FUND							
850.852-EMPLOYEE BENEFITS							
	TOTAL Revenues	849,552.00	849,552.00	160,635.24	2,697.27	688,916.76	18.91
	TOTAL Expenditures	941,352.00	941,352.00	396,397.91	38,607.91	544,954.09	42.11
	NET OF REVENUES & EXPENDITURES	(91,800.00)	(91,800.00)	(235,762.67)	(35,910.64)	143,962.67	256.82
Fund 678 - EMPLOYEE BENEFITS FUND:							
	TOTAL REVENUES	849,552.00	849,552.00	160,635.24	2,697.27	688,916.76	18.91
	TOTAL EXPENDITURES	941,352.00	941,352.00	396,397.91	38,607.91	544,954.09	42.11
	NET OF REVENUES & EXPENDITURES	(91,800.00)	(91,800.00)	(235,762.67)	(35,910.64)	143,962.67	256.82
Fund 661 - EQUIPMENT OPERATING FUND:							
	TOTAL REVENUES	365,342.00	365,342.00	49,224.83	0.00	316,117.17	13.47
	TOTAL EXPENDITURES	413,346.00	413,346.00	107,922.24	36,815.78	305,423.76	26.11
	NET OF REVENUES & EXPENDITURES	(48,004.00)	(48,004.00)	(58,697.41)	(36,815.78)	10,693.41	122.28
Fund 678 - EMPLOYEE BENEFITS FUND:							
	TOTAL REVENUES - ALL FUNDS	16,682,148.00	16,932,148.00	10,748,573.84	3,089,411.25	6,183,574.16	63.48
	TOTAL EXPENDITURES - ALL FUNDS	17,022,294.00	17,335,891.00	5,111,961.69	1,835,223.05	12,223,929.31	29.49
	NET OF REVENUES & EXPENDITURES	(340,146.00)	(403,743.00)	5,636,612.15	1,254,188.20	(6,040,355.15)	1,396.09

## Memo

To: Grand Ledge City Council

From: Cheryl Grice, Finance Director/Treasure

Date: November 14, 2016

Re: Online credit card payments

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The City of Grand Ledge has engaged the credit card vendor Point & Pay to implement an online credit card payment option to the City's website. We will be accepting on-line property tax payments and utility bill payments as of November 15, 2016.

The city will incur no costs associated with this activity. The fees will be paid by the customer. There is a 3 day turnaround on collection of funds.

Point & Pay is a preferred partner with BS&A, our software vendor, to offer the option to pay a bill by credit card online. They specialize in payment processing for governments.

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	13			136
Traffic Crash: Personal Injury (931b)	1	2	0	0	0	2	1	0	1	4			11
<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>17</b>	<b>0</b>	<b>0</b>	<b>147</b>
Breaking & Entering (998P)	2	2	4	1	0	0	1	1	2	0			13
Larceny (2399)	6	4	3	18	12	4	5	7	8	10			77
Retail Fraud (3073)	3	3	3	6	1	3	1	2	2	2			26
Bad Checks (2693)	1	0	0	0	1	0	0	1	0	0			3
Credit Card Fraud (2605)	0	1	0	1	1	1	0	1	2	1			8
Forgery (2589)	0	0	0	1	1	0	0	0	0	0			2
Identity Theft (2609)	0	3	0	2	0	0	0	1	1	0			7
Malicious Destruction of Property (2901 & 2999)	2	3	2	2	5	5	3	1	3	1			27
Stolen Vehicle (2404)	0	0	0	0	1	0	0	1	0	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>14</b>	<b>0</b>	<b>0</b>	<b>165</b>
Domestic Assault (994D)	0	0	1	2	4	2	1	1	2	1			14
Assault & Battery (1313)	2	1	5	4	3	2	2	0	2	3			24
<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>4</b>	<b>0</b>	<b>0</b>	<b>38</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>97</b>			<b>880</b>
Civil Infraction Citations (933A)	20	26	23	10	18	29	28	37	21	22			234
Misdemeanor Citations (5403)	5	2	1	5	0	3	5	4	1	4			30
OWI (8041)	2	2	1	1	5	1	1	2	3	2			20
<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>28</b>	<b>0</b>	<b>0</b>	<b>284</b>

Members of the Police Department met with School officials this month regarding the Homecoming parade and the subsequent issues of litter and participant safety. As a result of that meeting, School officials will preclude dispersing candy during the Homecoming parade. The Department agreed to oversee parade route preparation management. This will entail baracade requests and extending the set up and dispersal areas for floats and participants. School and police staff also agreed on the drafting of a list of do's and don't's to be shared with participants prior to the parade to promote safety during the event.

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

**DRINKING WATER**

Treated water pumped to system – 17.356 million gallons for the month of October, average daily production was 0.561 million gallons per day. Maximum day was 0.625 million gallons pumped while the minimum day was 0.491 million gallons.

Water was treated with 243.3 lbs. of chlorine gas with an average chlorine residual in the system of 0.59 parts per million (ppm) free chlorine and 0.76 ppm total chlorine. 50.5 lbs of fluoride was also added during the month, measured fluoride in the water system was at 0.60 ppm for the month.

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

A total of 1,074 meters were read in Cycle 3 (norh side of town, north of the river) in October. There were also 20 re-reads of those meters, and 50 final readings collected. Staff also responded to 13 requests for water shut-offs or turn-ons. During October there were 7 water meters replaced, all of which were out of order meters.

Staff responded to 84 staking requests from the Miss Dig system to locate City water and sewer lines, 20 of those requests were emergencies. DPS was responsible for calling in only 5 of the requests.

Outside of normal operational duties, other work was limited by short number of available staff. Water services were abandoned at buildings to be demolished at 5564 Saginaw Hwy. and 208 High St. while the sewer service was dug up and abandoned at 704 W. Main St. Available staff also assisted with leaf pick-up.

**WASTEWATER TREATMENT AND COLLECTION SYSTEM**

The wastewater treatment plant treated and discharged 27.9 million gallons to the Grand River, a monthly average of 0.901 million gallons per day. Some of the effluent characteristics were:

- 5 day BOD monthly average = 7 ppm, limit is 25 ppm, plant achieved 98% removal
- Suspended solids, monthly average = 3.4 ppm, limit is 30 mg/l, plant achieved 99% removal
- Phosphorus, monthly average = 0.5 ppm, limit is 1.0 ppm
- Fecal coliform bacteria = 24 counts per 100 ml, the limit is 200 counts per 100 ml.

There were no monthly violations of the City's NPDES permit in October, the quality of the water discharged from the plant was excellent. Flows were near the annual monthly average.

The plant is an observation station for the National Weather Service and recorded a total of 3.94 inches of precipitation for the month with the highest daily amount of 0.91 inches measured on Oct. 27.

The City contracts with Synagro to pump, transport, and land apply biosolids (sludge) produced at the treatment plant. On five days in October, the company transported a total of 682,000 gallons and land applied to approved farmland located to the northwest of town. The sludge is typically pumped and hauled twice annually, in the spring and again in the fall

Catch basins were cleaned by DPS as time permitted during the month.

The five emergency electrical generators used at the WWTP and the City's water and sewage pumping facilities received annual service and inspection from Bridgeway Power, who contracts with the City to perform that service. No major problems were found.

One staff member from the WWTP 592 assisted with leaf pick-up operations which began on October 24.

## **OAKOOD CEMETERY**

There were seven interments made during the month at Oakwood Cemetery. Three of the interments were full burials, the remainder were interments of cremains. The two seasonal staff members kept busy mowing, yard repair, and worked on leveling and straightening head stones in the oldest section the the cemetery.

## **STREETS**

General street maintenance performed during the month included grading of unimproved streets, filling of potholes, removal of debris from the tops of catch basins, weekly trash pick-up at City parks and downtown, asphalt repairs, and grounds maintenance activities.

Barricades were delivered and removed for the annual Color Cruise at Island Park, the car show on S. Bridge St., and the Band Exhibition.

Full-time staff performed mowing at City-owned properties during the month which included the City well field, industrial park, the detention basin in Meadow Woods subdivision, and several others.

DPS staff replaced several sections of concrete curb and driveway sections in front of the Fire Station and patched asphalt along the Halbert St. side of the building.

Leaf pick-up started in the City on October 24 and required all available personnel until the end of the month and through most of November. In the last week of October, 430.5 cubic yards that totaled 43.5 tons of leaves were collected.

The contractor for the East River/Franklin St. reconstruction project, CL Trucking, continued work throughout the month. The work completed during October included completion of the new storm sewer, road construction including excavation and building of the street base, curb installation and paving of the asphalt base layer. Another crew was added to the job and it will be completed in mid-November.

The new boat launch at Jaycee Park was completed in October with paving and landscaping completed during the week of October 10.

The project to resurface several City streets was completed with the milling and resurfacing of West Main St., the 500 block of West Front St., the 1000 block of Candela Dr., Fieldview Dr., Timbercreek Dr., Pennington Circle, Burlington Dr., Charlevoix Dr., Manistique Dr., Torch Dr., Bouck Ave., Loch Circle, the 300 block of Orchard St., and the 600 block of Church St., the 300 block of Taylor St. and West Colonial Park Dr. All paving was completed by the end of the day on October 12.

To: Adam R. Smith, Grand Ledge City Administrator  
From: Brian Thelen, Grand Ledge City Assessor  
Date: November 2, 2016  
Ref: October 2016 Monthly Assessing Department Report

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

***October 2016***

### **Property Transfers and Deeds**

- 18 deeds have been processed. The breakdown is as follows:
  - 11 Warranty Deeds
  - 6 Quit Claim Deeds
  - 1 Misc. Deeds

### **Data Verification**

- Assessing Department staff finalized the 2016 data verification program by inspecting The required 20% of the City of Grand Ledge parcels. 550 parcels were Inspected/updated.

### **Michigan Tax Tribunal**

- Attending the Michigan Tax Tribunal hearing for a residential property located at 201 South Street.

### **Other Activities**

- Analyzing sales used to set 2017 values. Preliminary indications is a 5% increase in residential values.
- The 2017 Consumer Price Index used in setting Taxable Values is .09%. This means that the Taxable Value which is used to compute property taxes will be go up less than 1%.
- Working on preparing the 2016 Winter Tax Roll.

# Zoning Administrator - Monthly Report October, 2016

## General Activities:

- **Permits/Applications:**

- 11 building permits
- 2 fence permits
- 2 sign permits
- 2 zoning permit
- 1 lot split application

- **Violations:**

- Tall Grass/Weeds: 1
- Trash/Junk: 8
- Junk Vehicles 3
- Illegal Parking 1
- Other 4

Removed 22 signs from the public right-of-way

## Zoning Board of Appeals:

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

## Planning Commission

- At its October 6<sup>th</sup> meeting, the Planning Commission voted unanimously to recommend approval of an application to rezone the property at 205 W. Scott Street (vacant church building) from R-MD, Single Family Residential to CBD, Central Business District, with conditions restricting the allowable uses. The City Council has scheduled a public hearing on this request for its November 14<sup>th</sup> meeting. A public hearing notice has been published in the newspaper and sent to all property owners/occupants within 300 feet of the subject property.
- A request for approval of Phase 2 of Meadow Woods East site condominiums has been received and will be on the December 1<sup>st</sup> Planning Commission agenda for a public hearing and a recommendation to the City Council. Phase 2 consist of 21 units (same number of units as Phase 1) and will be located at the east end of Bolton Farms Lane. A public hearing notice has been published in the newspaper and sent to all property owners/occupants within 300 feet of the subject property. The Planning Commission's recommendation will be forwarded to the City Council for final action on this request.
- A request for preliminary plat approval of Phase 5 of Fieldstone Estates has been received and will be on the December 1<sup>st</sup> Planning Commission agenda for a public hearing and a recommendation to the City Council. This preliminary plat will replace the one that was approved in March of 2016. The revised plan is for 14 lots which is 2 more than what was

originally approved. The additional lots are needed to fund the infrastructure costs. A public hearing notice has been sent to all property owners/occupants within 300 feet of the subject property. The Planning Commission's recommendation will be forwarded to the City Council for final action on this request.

- The Planning Commission will review the comments that have been received on the draft master plan at its December 1<sup>st</sup> meeting and will likely schedule a public hearing for its January meeting. Once the Commission has approved the plan, it will be forwarded to the City Council for its approval/endorsement.
- The Planning Commission continues to work on developing architectural guidelines for commercial buildings and an ordinance to permit higher density single family residential condominium developments.

### **Other**

- The Zoning Administrator is finalizing a draft ordinance to replace the existing noxious weeds ordinance. The primary change is a provision regulating the extent to which vacant lots need to be mowed. The draft will be reviewed by the City Administrator and Public Service Committee, after which it will be forwarded to the City Council for scheduling of a public hearing.
- There are 3 Zoning Ordinance amendments pending that have been recommended for approval by the Planning Commission:
  1. Section 220-70, Exterior Lighting
  2. Section 220-63, Recreational Vehicles
  3. Section 220-80, Site Plan Review

## **October 2016 BUILDING PERMITS**

### **Commercial Permits**

902 E. Saginaw - remodel restrooms

### **Residential Permits**

949 Pennine Ridge Way - new house  
704 W. Main - demo house  
219 W. Jefferson - exterior hand rail  
321 Lamson - exterior landing & stairs  
326 W. Main - re-build front porch  
1129 Pine St.- re-roof  
226 Elizabeth - re-roof  
1075 Brookside - re-roof  
473 Union - re-roof  
931 DeGroff - re-roof  
114 E. Scott - re-roof  
321 Lamson - re-roof  
1007 Candela - re-roof  
953 E. Scott - re-roof  
855 W. Jefferson #81 - re-roof

**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, photography, 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 24<sup>th</sup> day of October, 2016.

Motion by Mulder

Second by Malecki

Ayes: Lantz, Malecki, Mulder, Smith, Sowle

Nays: None

Absent: Jancek, Willems

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: 24 October 2016

Public Hearing: 14 November 2016

Adopted:

Published:

Effective: