



City of East Grand Rapids  
Regular City Commission Meeting  
Agenda

**March 28, 2016 – 6:00 p.m.**  
(EGR Community Center – 750 Lakeside Drive)

Note: An executive session is scheduled to follow the meeting to discuss an attorney's opinion in accordance with Section 8(h) of the Open Meetings Act.

1. Call to Order and Pledge of Allegiance.
2. Public Comment by persons in attendance.
3. Report of Mayor and City Commissioners.

Consent Agenda – Approval Requested

4. Receipt of communications.
5. Minutes of the regular meeting held March 21, 2016 (approval requested).
6. Report of Finance Committee on disbursement of funds: payroll disbursements of \$-0-; county and school disbursements of \$-0-, and total remaining disbursements of \$157,510.15 (approval requested).
7. Contract for pavement marking services (approval requested).
8. Permit application for private fireworks show (approval requested).
9. Preliminary minutes of the Parks & Recreation Commission meeting held March 14, 2016 (no action requested).

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*The City will provide reasonable auxiliary aids for individuals requiring them for effective communication in programs and services of the City. Notice must be made to the City five (5) days prior to the program or service requesting the specific auxiliary aid.*

PROCEEDINGS OF THE CITY COMMISSION  
CITY OF EAST GRAND RAPIDS

**Regular Meeting Held March 21, 2016**

Commission President Dills called the meeting to order at 6:00 p.m. in the City Commission Chambers at the East Grand Rapids Community Center and led the audience in the Pledge of Allegiance.

Present: Commissioners Dills, Hamrick, Miller, Skaggs and Zagel

Absent: Commissioner Duncan and Mayor Seibold

Also Present: City Attorney Huff; City Manager Donovan; Assistant City Manager LaFave; Parks & Recreation Director Bunn; Finance Director Mushong; City Clerk Brower

2016-30. No public comment was received.

2016-31. Commissioner Zagel reported that Governor Snyder had spoken at the Economic Club luncheon earlier in the day and presented some of his plans for addressing the issues in Flint and other areas.

Commissioner Skaggs commended the voters of East Grand Rapids for the 53% turnout in the March 8 election and thanked the staff and election workers who put in a long day at the polls.

Commissioner Miller stated the Irish Jig event on March 19 was well attended and well run by the organizers. He thanked the Public Safety Department for all their work to keep the participants and spectators safe.

President Dills announced the city had added a lead information sheet to the website. He also announced that two information sessions would be held in April prior to the discussion on a proposed water/sewer rate increase.

2016-32. Public Safety Director Herald presented the Public Safety Department's Annual Report for 2015 and answered questions from the City Commission. He highlighted the department's new partnership with the EGR Community Foundation to promote bike safety and the low crime rates in East over the years.

City Manager Donovan also noted that medical assistance is a very important part of the Public Safety Department's daily operations.

2016-33. Zagel-Miller. To approve the consent agenda as follows:

2016-33-A. To approve the minutes of the regular meeting held March 7, 2016.

2016-33-B. Report of Finance Committee on disbursement of funds: payroll disbursements of \$211,535.43; county and school disbursements of \$43,162.64, and total remaining disbursements of \$510,403.84.

2016-33-C. A contract with Davey Resource Group of Kent, Ohio in the amount of \$30,750 for an inventory and condition report of trees in the public right-of-way with partial funding coming from a Department of Natural Resources grant of \$15,000.00.

2016-33-D. A contract with Lodestar Construction of Grand Rapids in the amount of \$135,000 for the replacement of sidewalk sections as specified by the Public Works Department.

2016-33-E. A change order for the contract with Corby Energy Services of Belleville, Michigan in the amount of \$83,211 for lining of additional sections of sanitary sewer.

2016-33-F. A five-year contract with PLM Lake and Land Management of Caledonia for annual water quality testing and periodic treatment of weeds and algae at an annual cost of \$12,000 to \$16,000, depending on the amount of treatment needed.

2016-33-G. The Public Safety Department's quarterly report for the period ended December 31, 2015.

2016-33-H. The preliminary minutes of the Parks & Recreation Commission meeting held February 8, 2016.

Yeas: Dills, Hamrick, Miller, Skaggs and Zageł – 5  
Nays: -0-

2016-34. City Manager Donovan and the department directors presented highlights of the 2016-17 Goals & Objectives booklet and answered questions from the City Commission.

The meeting adjourned at 6:57 p.m., subject to the call of the Mayor until March 28, 2016.

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Karen K. Brower, City Clerk



# CITY OF EAST GRAND RAPIDS

750 LAKESIDE DRIVE SE-EAST GRAND RAPIDS, MICHIGAN 49506

DOUG LA FAVE  
ASSISTANT CITY MANAGER

## MEMORANDUM

TO: Honorable Mayor and City Commissioners  
FROM: Doug La Fave, Assistant City Manager  
DATE: 3/15/2016  
  
RE: Pavement Marking Contract for 2016

Action Requested: That the City Commission award the spring 2016 pavement marking contract to Michigan Pavement Marking, LLC of Byron Center, MI in the amount of \$18,000 (including contingency).

Background: Pavement marking services are for solid yellow and white lines, turn lane arrows, legends, crosswalks, bike lane symbols and parking shift markings on City streets. Since 2011 the City has renewed the low bid contract for pavement marking services with M and M Pavement Marking of Grand Blanc, MI. This February staff was reviewing neighboring jurisdiction bids for pavement marking services to seek out possible collaborative pricing. M and M Pavement Marking was the low bid for the City of Grand Rapids pavement marking for this spring. East Grand Rapids contacted M and M Pavement Marking and inquired about offering the low bid quantity pricing from the Grand Rapids contract to East Grand Rapids. M and M Pavement Marking advised that they would renew the existing contract pricing (from 2011) with East Grand Rapids but could not extend Grand Rapids pricing to East Grand Rapids. Staff reached out to the low bid contractor for pavement marking services with the Kent County Road Commission, which is Michigan Pavement Markings, LLC, and they advised that they would extend the low bid pricing for quantities in the Kent County Road Commission contract to East Grand Rapids.

The low bid pricing for quantities for the City of East Grand Rapids based off of the Kent County Road Commission quantity pricing is \$16,200. The contract recommendation is for \$18,000 which would include contingency. In 2015 pavement marking cost \$26,000.

This has been reviewed by the Finance Committee and found to be in order.

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Brian Donovan, City Manager



### MEMORANDUM

TO: Mayor and City Commissioners  
FROM: Fred S. Bunn, Director of Parks and Recreation  
DATE: March 23, 2016  
  
RE: Saur Wedding Fireworks Display

**ACTION REQUESTED:** That the City Commission approve the Permit for Fireworks submitted by Great Lakes Fireworks on behalf of Mark and Lisa Saur located at 2727 Darby Ave.

**BACKGROUND:** Great Lakes Fireworks LLC have been contracted by the Saur's to provide a fireworks display for a wedding on June 25, 2016. The Michigan Department of Licensing & Regulatory Affairs requires the governing body to approve a "Permit for Fireworks Other Than Consumer or Low Impact" allowing the vendor (Great Lakes Fireworks) to transport, set up and display fireworks. Upon Commission approval the Mayor or designee will sign the permit and copies will be sent to Great Lakes Fireworks for their file.

It is my understanding the private fireworks display will include firework shells less than three inches in diameter and will go no higher than 150 feet into the air when fired. The display will be discharged from a floating pontoon system comprised of 4 feet by 8 feet floating pontoon sections combined to make one large pontoon. The show will be fired with a wireless controller from the shoreline. There will be no personnel on the pontoon system while the display is fired. The pontoon system will be 210 feet out from the Saur residence beachfront on Reeds Lake. The show will be scheduled to be fired around 10:00 pm and will last approximately 10-12 minutes. Great Lakes Fireworks along with assistance from the DNR will monitor the safety zone with watercraft to keep other vessels at a safe distance. The City will require two Public Safety vehicles close down access to the lower dirt road at both ends prior to the show to stop all vehicular traffic from entering the site. Following the show the roadway will reopen for normal use.

The Saur's or their designee will communicate with property owners within 500 feet of their property and all lakefront property owners.

The information has been reviewed by the Finance Committee and found to be in order.

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Brian Donovan, City Manager

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### MUNICIPAL OFFICES

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**EAST GRAND RAPIDS  
PARKS & RECREATION COMMISSION MEETING  
EGR COMMUNITY CENTER  
COMMISSION CHAMBERS  
6:00 PM  
MONDAY, MARCH 14, 2016**

The regular meeting of the Parks and Recreation Commission was held in the City Commission Chambers in the East Grand Rapids Community Center.

Stacey Wykoski called the meeting to order at 6:04 pm.

PRESENT: Brad Andrzejewski, Judith Baxter, Carol Campbell, Rick Sprague, Pam Witting and Stacey Wykoski

ABSENT: Dirk Buth, Mark Hessler, and Brian Miller

STAFF: Fred Bunn, Susan Perry and Diane Ritzke

Report of Commissioners

Carol Campbell - none

Judith Baxter – none

Rick Sprague - none

Brad Andrzejewski - none

Pam Witting – Inquired about whether the City has a Civilian Active Shooter Training. She mentioned as a volunteer at the Zoo she has been asked to take this training. Fred reported administrative staff will be taking an Active Shooter Training put on by EGR Public Safety. He will inquire if this training will or should be offered to volunteers as well.

Stacey Wykoski – none

Minutes for the February 8, 2016 Parks and Recreation Commission meeting were presented for approval. A motion was made to approve the minutes for the February 8, 2016 Parks and Recreation Commission meeting.

MOTION: Judith Baxter

SUPPORT: Pam Witting

YES: Andrzejewski, Baxter, Campbell, Sprague, Witting and Wykoski (6)

NO: (0)

Special Event Permit Applications were submitted for approval for the following events:

- a. Aveda Walk for Water, May 15, 2016
- b. Inaugural Tutu Trot-ALS Benefit, July 30, 2016
- c. Kisscross Events Race, October 30, 2016

A motion was made to approve the Special Event Permit for the Aveda Walk for Water on May 15, 2016.

MOTION: Judith Baxter

SUPPORT: Rick Sprague

Fred Bunn commented he spoke with Tracy Brooks, representative for the event, as he was concerned with the event time listed on the application of 11am-5pm. She responded the event would end at 2pm but some participants might want to stay at the park until 5pm. Fred noted this in the Comment section of the application.

A vote was taken to approve the Aveda Walk for Water on May 15, 2016

YES: Andrzejewski, Baxter, Campbell, Sprague, Witting and Wykoski (6)

NO: (0)

A motion was made to approve the Special Event Permit for the Inaugural Tutu Trot-ALS Benefit on July 30, 2016.

MOTION: Judith Baxter

SUPPORT: Brad Andrzejewski

Fred Bunn commented with this event the organizers originally wanted to host the event in John Collins Park but Fred recommended they move to Manhattan Park which would have more parking, picnic tables, pavilion and a playground. Stacey Wykoski asked that if speakers are used during this event that they are directed in the direction of the East Beltline and not the homes in the neighborhood.

A vote was taken to approve the Inaugural Tutu Trot – ALS Benefit on July 30, 2016.

YES: Andrzejewski, Baxter, Campbell, Sprague, Witting and Wykoski (6)

NO: (0)

A motion was made to approve the Special Event Permit for the Kisscross Event on October 30, 2016.

MOTION: Judith Baxter

SUPPORT: Brad Andrzejewski

Fred Bunn commented the organizers of this event work hard to ensure the park is used in a proper manner, repairs are made and is in good shape after the event.

A vote was taken to approve the Kisscross event on October 30, 2016.

YES: Andrzejewski, Baxter, Campbell, Sprague, Witting and Wykoski (6)

NO: (0)

Commissioners congratulated Fred on being named Male Master Duathlete of the Year by the USAT.

#### Director's Report

Fred Bunn, Director of Parks and Recreation reported on the following:

- The Irish Jig is scheduled for Saturday, March 19, 2016
- Summer Program guide will be mailed out March 30, 2016.
- Kent District Library will start a new program this year and will be checking out bikes.
- Reported Parks and Recreation Commissioner Dirk Buth has been absent due to medical reasons.

Carol Campbell inquired about the Special Event policy and whether any events are denied. Fred explained the current policy and what happens when someone inquiries about hosting a new event.

The meeting was adjourned @ 6:30 pm.

MOTION: Judith Baxter

SUPPORT: Brad Andrzejewski

YES: Andrzejewski, Baxter, Campbell, Sprague, Witting and Wykoski (6)

NO: (0)