



City of East Grand Rapids
Regular City Commission Meeting
Agenda

April 18, 2016 – 6:00 p.m.
(EGR Community Center – 750 Lakeside Drive)

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

Regular Agenda Items

4. Zoning variance hearing on the request of Michael Bosscher of 524 Gladstone to allow the construction of a detached garage with a rear yard setback of 1.0' instead of the required 3.0' (action requested – 54 notices sent).
5. Resolution setting water/sewer rates for FY 2016-17 (action requested).

Consent Agenda – Approval Requested

6. Receipt of communications.
7. Minutes of the regular meeting held March 28, 2016 (approval requested).
8. Report of Finance Committee on disbursement of funds: payroll disbursements of \$408,140.34; county and school disbursements of \$-0-, and total remaining disbursements of \$183,339.44 (approval requested).
9. Contract for yard waste disposal (approval requested).
10. Contract for HVAC maintenance (approval requested).
11. Contract for water line replacement on Lake Drive (approval requested).

FY 2016-17 Budget

12. Budget Overview Presentation (no action requested).

* * *



CITY OF
EAST GRAND RAPIDS

750 LAKESIDE DRIVE SE • EAST GRAND RAPIDS, MICHIGAN 49506

THOMAS A. FAASSE
ZONING ADMINISTRATOR

Memorandum

TO: Honorable Mayor and City Commissioners
Board of Zoning Appeals
FROM: Tom Faasse, Zoning Administrator
DATE: April 5, 2016

**RE: Request for Variance – 524 Gladstone, SE
Zoned – R-3 Single Family Residential**

ACTION REQUESTED:

That the Commission conducts a public hearing and votes on the application of the owner of 524 Gladstone Avenue, SE, for a zoning variance at that address, according to the plans presented, for relief from the East Grand Rapids Zoning Ordinance, as follows:

- **Section 5.70A7, to allow an east /rear detached garage setback of 1.0 feet instead of 3.0 feet, a variance of 2.0 feet.**

BACKGROUND:

This property is situated in the R-3 zone, on the east side of Gladstone Avenue, just south of Lake Drive. Michael H. Bosscher, the owner of 524 Gladstone Avenue, SE, has applied for a zoning variance at that address in order to construct a new 14- by 21-foot detached garage in the approximate location of a now-demolished, somewhat smaller garage. The previous garage, like most of the older garages in this neighborhood, sat one foot from the rear lot line and two feet from the side lot line, adjacent to the neighbor's garage which is *on* the common lot line between the properties. These neighbors have a shared driveway which flares out to the two garage areas once past the houses. Although the applicant is able to comply with the current zoning requirement for a 3-foot setback on the side, he is requesting that the rear be placed where the previous one was, 1.0 feet instead of 3.0 feet from the rear/east property line, a variance of 2.0 feet. His arguments are listed in his narrative statement. They are based primarily on the difficulty of maneuvering vehicles past each other and into the garages for both home owners, if he must comply.

The footprint size of the proposed garage, 294 square feet, is within zoning limits, and the proposal meets all other zoning rules.

Brian Donovan, City Manager



Request for Zoning Ordinance Variance

Date: 10 MARCH 2016

Note to Applicant: Please pay careful attention to answer the questions in this application as accurately and completely as possible. This will give you the best possibility of your application appearing on the earliest agenda for action and for approval by the Board of Zoning Appeals.

All requests for a zoning variance are subject to a public hearing. The applicant will be advised of the hearing date, time and location and is requested to present a verbal summary of the request to the Board of Zoning Appeals prior to the public hearing. In addition, the City Services Office shall publish notice of the public hearing in a newspaper of general circulation in the local unit of government, as well as, provide notice of the public hearing to all property owners within a 300 foot radius of the subject property not less than fifteen (15) days before the date the application will be considered for approval.

A non-refundable filing fee of \$250.00 must accompany your application.

Applicant Name: MICHAEL H AND MARGARET M BOSSCHER

Address: 524 GLADSTONE AVENUE SE

Property Address (if different than above):

Daytime Phone: 616.710.7357

Legal Description of Property**: Lot 50 and the South 5 feet of Lot 51 of T.E Reed Addition to the Village of East Grand Rapids, ~~West~~ COUNTY, MICHIGAN
**(Use Attachments if Necessary)

Permanent Parcel (Tax) Number: 41-14-33-107-004

Briefly State the Requested Variance (Citing the specific section(s) of the Zoning Ordinance from which you are seeking a variance):**

Relief from Section 570.A7 for a rear (east) side detached garage setback of 1 (one) ~~fe~~ instead of 3 (three) feet; a variance of 2 (two) feet from the current standard.
**(Use Attachments if Necessary)

Please check all the items below which are applicable to your request for variance:

- a. The situation which causes you to seek a variance does not result from any action of yours.
- b. A grant of the variance would do substantial justice to you as well as to other property owners and will not be of substantial detriment to neighboring properties.

X c. The request for variance is based upon conditions and circumstances described on the attached sheet which are unique to your property and not generally applicable to others in your neighborhood.

X d. Compliance with the Zoning Ordinance would unreasonably prevent you from using the property or would be unnecessarily burdensome.

Narrative Statement:

Please attach a narrative statement setting forth:

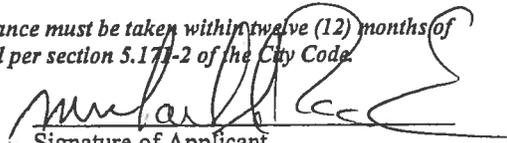
- a. What you wish to do with the property.
- b. Why you need the variance.
- c. The specific decision you seek
- d. The reason your project cannot be accomplished within the requirements of the zoning ordinance.

Site Plan:

Two (2) copies of a detailed, *scaled* site plan and elevation drawing showing the nature of the variance request, including, but not limited to: property boundaries, existing and proposed structures, the distance from the property lines of each existing building or structure and of each proposed building or structure, height of all proposed structures, and show and label abutting street(s). *Additional information may be required by the Zoning Administrator.*

The Board of Zoning Appeals may attach conditions to the granting of a variance.

Please be advised that substantial steps toward effecting the variance must be taken within twelve (12) months of approval of a variance, or the variance will become null and void per section 5.171-2 of the City Code.


Signature of Applicant

Michael H Bosscher
Print Name

Signature of Property Owner
(If Different from Applicant)

Print Name



City of East Grand Rapids
City Services
750 Lakeside Dr. SE, East Grand Rapids, MI 49506
Phone 616.940.4817 FAX 616.831-6121

We intent to construct a detached garage in rear of our property at the end of a driveway that is shared with the adjacent property.

We are requesting the variance for three reasons.

The first is to enable us to safely and without difficulty maneuver an automobile into and out of the proposed garage and out the shared, single-wide driveway without running into our house or hitting the neighbor's vehicle parked in front of their garage.

Second, granting of the variance will allow us to park a second vehicle in front of the proposed garage without blocking the entrance to and egress from the neighboring portion of the shared driveway. Compliance with the current requirement would cause an extra two foot projection of the new garage west down the driveway which would cause the end of most any vehicle that was parked in front of the proposed garage to extend beyond the center of the shared driveway and obstruct access to the neighboring garage and parking pad.

Third, of lesser importance but certainly a significant aesthetic consideration, granting the variance will substantially reduce the appearance of the mismatch of the garage fronts between the existing neighboring garage and the proposed new structure—a view shared not only for the residents of 520 and 524 Gladstone but also by passersby from the sidewalk and street.

524 Gladstone SE
Bosscher Variance App.
Mar 10, 2016



HOUSE AND PROPOSED ADDITION 1327 SQ. FT.
 PROPOSED GARAGE 294 SQ. FT.
 TOTAL BUILDING AREA 1621 SQ. FT.

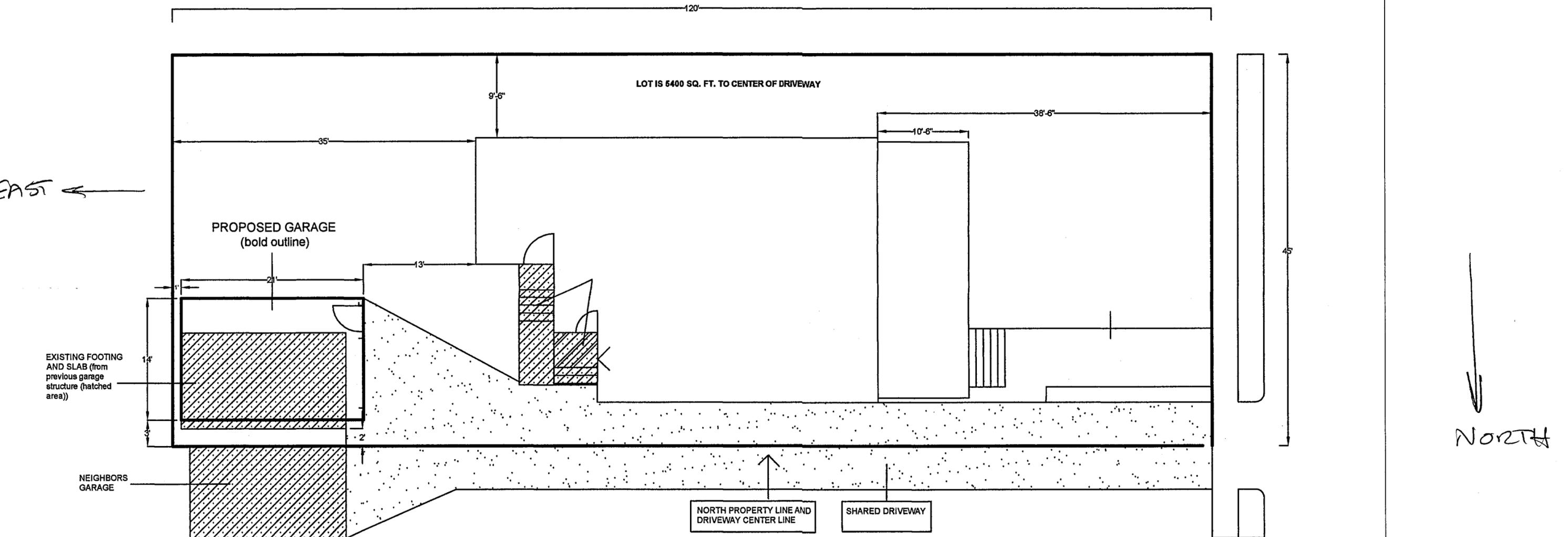
RATIO OF BLDG. AREA TO LOT SIZE 30%
 (Title V code maximum allowed 35%)

LOT SIZE 5,400 SQ. FT.
 TOTAL IMPERVIOUS: 2,618 SQ. FT. (NO SIDEWALK, INCLUDES
 NEW GARAGE AND ADDITION)

RATIO OF COVERAGE 48%
 (Title V code maximum allowed 50%)

MAXIMUM ACCESSORY BLDG. SQUARE FOOTAGE

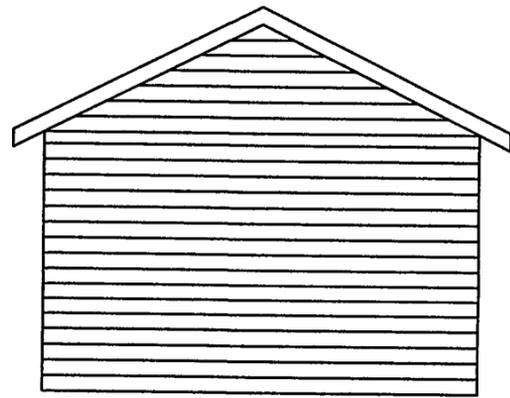
REAR YARD SQ. FOOTAGE 1680 SQ. FT.
 BLDG. MAX--25% OF REAR YARD SQ. FT. 420 SQ. FT.
 PROPOSED GARAGE 14' X 21' 294 SQ. FT.



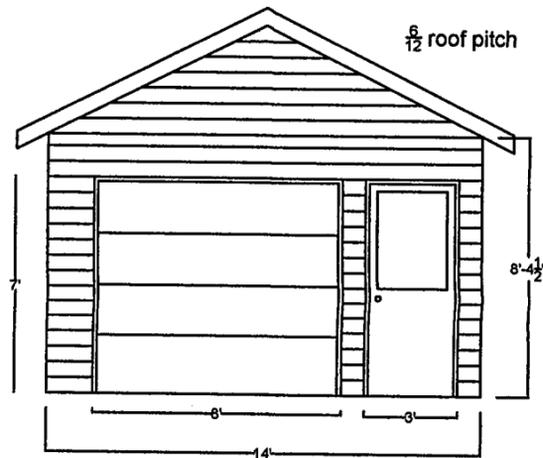
MasterWorks Fine
 Home Renovations
 901 Fuller Ave. S.E.
 Grand Rapids, MI 49506
 (616) 340-8662

BOSSCHER RESIDENCE
 524 GLADSTONE SE
 GRAND RAPIDS, MI

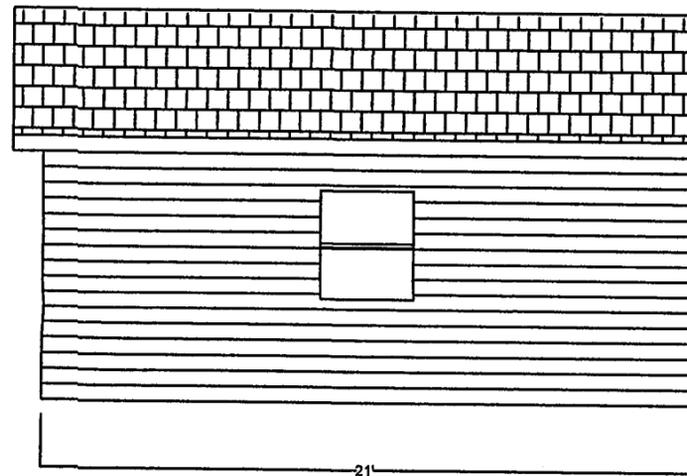
SHEET 1 OF 6
 SITE PLAN



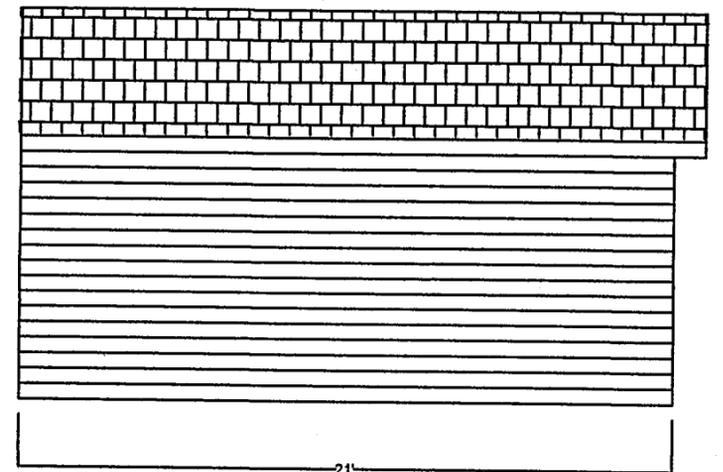
WEST ELEVATION



EAST ELEVATION



NORTH ELEVATION



SOUTH ELEVATION

Karen Brower

From: Shellie Jeffries <shellie.jeffries@gmail.com>
Sent: Sunday, April 10, 2016 1:00 PM
To: Karen Brower
Subject: Comment on Michael Bosscher request for a zoning variance at 524 Gladstone

Dear City Clerk,

I am writing to express my support of granting a zoning variance to Michael Bosscher so he can construct a detached garage at 524 Gladstone. I encourage the City Commission to approve his request for the zoning variance.

Shellie Jeffries
556 Gladstone Ave SE
East Grand Rapids, MI 49506



City of East Grand Rapids, Michigan

CITY OF EAST GRAND RAPIDS NOTICE OF PUBLIC HEARING

A public hearing will be held at the date, time and place listed below on the application of Michael H. Bosscher, the owner of 524 Gladstone Avenue, SE. He has applied for a zoning variance at that address in order to construct a new 14- by 21-foot detached garage in the approximate location of the previous garage. The request is for relief from the East Grand Rapids Zoning Ordinance, as follows: Section 5.70A7, to allow an east (rear) detached garage setback of 1.0 feet instead of 3.0 feet, a variance of 2.0 feet. The proposal otherwise complies with all zoning regulations.

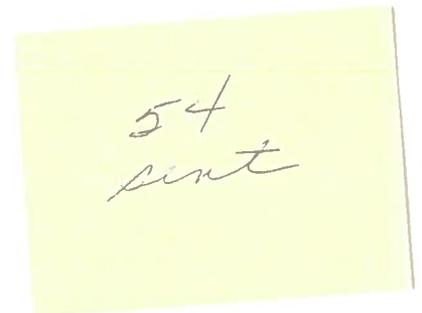
The application and plans may be viewed in the Public Works Administration office at the Community Center, or by linking from this notice at www.eastgr.org/notices.

The City Commission welcomes your comments on this matter. You may comment in person at the public hearing or by writing to the Mayor and City Commission at 750 Lakeside Drive, SE, East Grand Rapids, Michigan 49506, or by email to the City Clerk at kbrower@eastgr.org. To be included in the hearing, written communications must contain the sender's name and address.

If you have any questions regarding this request, please contact the undersigned at 940-4817, or tfaasse@eastgr.org.

DATE: Monday, April 18, 2016
TIME: 6:00 p.m.
PLACE: East Grand Rapids Community Center Commission
Chambers
750 Lakeside Drive, SE,
East Grand Rapids, Michigan 49506

Thomas A. Faasse
Zoning Administrator

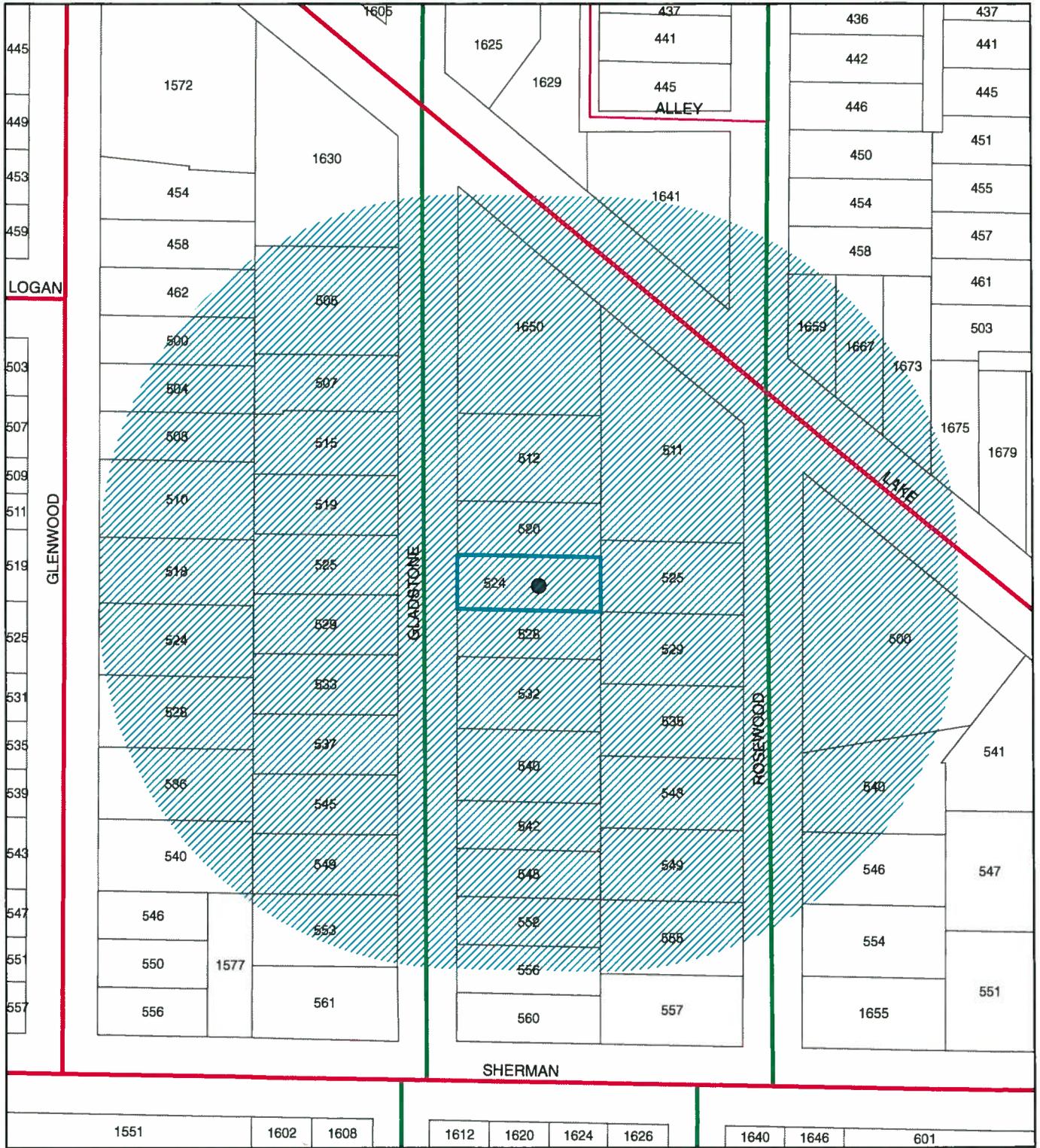


PUBLIC WORKS DEPARTMENT – ENGINEERING DIVISION

750 Lakeside Drive, SE • East Grand Rapids, Michigan 49506
Telephone (616) 940-4817 Fax (616) 831-6121 www.eastgr.org

Partners with





Variance
 524 Gladstone Avenue, S. E.
 EastGrand Rapids, MI





CITY OF
EAST GRAND RAPIDS

750 LAKESIDE DRIVE SE • EAST GRAND RAPIDS, MICHIGAN 49506

KAREN MUSHONG
FINANCE DIRECTOR

MEMORANDUM

TO: Mayor and City Commissioners
FROM: Karen Mushong, Finance Director
DATE: March 18, 2016

Action Requested: The City Commission approve the attached resolution to set the water/sewer rates for July 1, 2016 - June 30 2017.

Background: The Water and Sewer Fund is an enterprise fund which establishes a separate accounting and financial reporting mechanism to account for water and sewer related activities. This fund receives no property tax revenue and provides water and sewer services based on a user rate. The City's main goals in setting the user rates are equitable cost sharing among residents and to charge what is required to operate and maintain the system in good working order.

With aging water and sewer infrastructure it is important for the City to keep pace with the capital projects that are necessary for reliable system operations. A significant amount of our underground infrastructure is nearing the end of its useful life. Over the last 20 years the City has been investing significant funds each year the City has been budgeting \$600,000 per year for capital improvements.

City staff is recommending that we commit an additional \$400,000 to the repair and replacement of water and sewer infrastructure in order to eliminate some of the most serious problems. In addition, before investing funds on a major road repair, the water and sewer infrastructure needs to be addressed on some of the road projects.

Fixed Readiness-to-Serve (RTS) Rates are charged to all customers for operations and for the maintenance, repair and replacement of the water and sewer infrastructure. The proposed monthly rates will raise the RTS rate from \$31.67 to \$36.00 for residential and will proportionally increase the RTS rates for non-residential. In addition, the proposed rates will raise the RTS premium for each 1,000 gallons over 7,000 gallons from \$2.50 to \$3.00 for residential properties and add a premium of \$3.00 per 1,000 gallons for non-residential properties using over 500,000 gallons. The RTS rate has not been adjusted since FY 2011/2012.

Variable Commodity Usage Rates cover the cost of purchasing the water and treating the sewer, which is passed on from the City of Grand Rapids. The amount billed to a user is based on the amount of actual water used and a yearly average for sewer. The proposed rate per 1,000 gallons of water equals \$2.70 and for sewer equals \$3.10. However, this includes a \$1.00 premium (\$0.50 each service) to the variable rate for each 1,000 gallons of water used and 1,000 gallons sewer treated. This is a change in philosophy in how the rates have been historically calculated, however, this change allows the City to keep the RTS rate at a lower level.

Although the rates charged by the City of Grand Rapids have gone up and down over the last 5 years, no variable rate adjustment has been passed on to City of East Grand Rapids users since FY 2011/2012. This is due to the City hedging against rate increases and decreases from the City of Grand Rapids in order to keep rates steady for our customers.

Multi-unit Charge is a new rate being requested for approval. Currently, billing for multi-units is not consistent; some complexes are set up as residential and some as non-residential. Per review of the various complexes, the City has determined that setting all of the complexes up as residential and charging the RTS charge plus a rate of \$10 per unit, the City will equitably charge these users while not significantly increasing their monthly utility bills.

Following this memo, calculations of residential monthly bill examples and a *Fact Sheet* have been included.

A presentation will be made at the Commission meeting to discuss the overall water and sewer rate changes in more detail.

Brian Donovan

RESOLUTION ADOPTING WATER/SEWER RATES

WHEREAS Section 2.83 and 2.83-1 of the City Code provides that the City Commission shall by resolution establish a consumption rate and readiness-to-serve charge for water and sewer service.

BE IT RESOLVED that for the period from July 1, 2016 through June 30, 2017 water and sewer rates shall be as follows:

Residential		Non-Residential	
READINESS-TO-SERVE:		READINESS-TO-SERVE:	
<u>Average Monthly Consumption</u>	<u>Readiness-to-Serve Monthly Charge</u>	<u>Meter Size</u>	<u>Readiness-to-Serve Monthly Charge</u>
0 - 7,000	\$36.00	3/4"	36.00
7,001 and up	\$36.00 + \$3.00 per thousand gallons of usage over 7,000	1"	48.00
Multi-units	\$36.00 plus \$10 per unit	1-1/4"	75.00
		1-1/2"	108.00
		2"	192.00
		3"	432.00
		4"	765.00
		6"	2,304.00
	<u>Yard Meters Flat Fee:</u>		
	\$25.20 per month (plus usage)	500,000 and up (gallons per month)	Add \$3.00 per thousand gallons of usage over 500,000
	<u>Sewer Only Flat Fee:</u>		
	\$32.50 per month (no usage charge)		
COMMODITY:		COMMODITY:	
WATER:	\$2.70 per 1,000 gallons	WATER:	\$2.70 per 1,000 gallons
SEWER:	\$3.10 per 1,000 gallons	SEWER:	\$3.10 per 1,000 gallons

City of East Grand Rapids

Example Rate Calculations - Monthly

Residential

	<u>Current</u>	<u>Proposed</u>
Water Usage	2.45	2.70
Sewer Usage	2.55	3.10
RTS > 7,000 Gallons of Usage	2.50	3.00
RTS	<u>31.67</u>	<u>36.00</u>
Cost Per Month for 1,000 gallons	36.67	41.80
Percent Increase		14%
Cost Per Month for 4,000 gallons	51.67	59.20
Percent Increase		15%
Cost Per Month for 7,000 gallons	66.67	76.60
Percent Increase		15%
Cost Per Month for 10,000 gallons	89.17	103.00
Percent Increase		16%
Cost Per Month for 15,000 gallons	126.67	147.00
Percent Increase		16%
Cost Per Month for 20,000 gallons	164.17	191.00
Percent Increase		16%
Cost Per Month for 25,000 gallons	201.67	235.00
Percent Increase		17%
Cost Per Month for 30,000 gallons	239.17	279.00
Percent Increase		17%

PROCEEDINGS OF THE CITY COMMISSION
CITY OF EAST GRAND RAPIDS

Regular Meeting Held March 28, 2016

Mayor Seibold 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, Duncan, Hamrick, Miller, Skaggs, Zagel and Mayor Seibold

Absent: None

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

- 2016-35. Ryan Minkus, 2114 Wealthy, thanked the Public Works crews for keeping the roads and sidewalks passable during the winter months. He also thanked staff for taking the time to research creative ways to save money, such as the upcoming pavement marking contract.
- 2016-36. Commissioner Dills wished everyone a safe and happy spring break.
- 2016-37. Duncan-Zagel. To approve the consent agenda as follows:
- 2016-37-A. To approve the minutes of the regular meeting held March 21, 2016.
- 2016-37-B. 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.
- 2016-37-C. A contract with Michigan Pavement Marking LLC in the amount of \$18,000 to perform lane striping, arrows, crosswalks and other markings on city streets.
- 2016-37-D. A fireworks permit application from Great Lakes Fireworks for a private fireworks show on June 25, 2016.
- 2016-37-E. The preliminary minutes of the Parks & Recreation Commission meeting held March 14, 2016.
- Yeas: Dills, Duncan, Hamrick, Miller, Skaggs, Zagel and Seibold – 7
Nays: -0-
- 2016-37-F. Skaggs-Miller. Motion to enter into an executive session to discuss an attorney's opinion in accordance with Section 8(h) of the Open Meetings Act. A roll call vote was taken.
- Yeas: Dills, Duncan, Hamrick, Miller, Skaggs, Zagel and Seibold – 7
Nays: -0-

The meeting adjourned at 6:03 p.m., subject to the call of the Mayor until April 18, 2016.

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: Yard Waste Disposal Contract 2016

Action Requested: That the City Commission award a renewal of the yard waste disposal contract to Spurt Industries, LLC of Zeeland, MI through December 31, 2016 at a rate of \$3.45 per cubic yard with 2,000 cubic yards disposed of at no charge.

Background: The City has contracted with Spurt Industries of Zeeland, MI since 2010 for transportation and disposal of yard waste materials. The last time the contract was bid out in 2013, only Spurt Industries, LLC submitted a proposal of a total of five solicited companies. This March staff discussed yard waste disposal costs with other Grand Rapids area communities. The City of Grand Rapids is under contract with Spurt Industries, LLC as well at a cost of \$5.94 per cubic yard and the City of Wyoming is under contract with Renewed Earth at a cost of \$9.78 per cubic yard. The current East Grand Rapids rate is \$3.45 per cubic yard and the contractor is willing to extend the contract at this rate through December 31, 2016. Factors that benefit East Grand Rapids are that East Grand Rapids public works staff loads trucks for the vendor and the proximity to the composting facility.

The City has received satisfactory service from Spurt Industries, LLC since 2010.

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

Brian Donovan, City Manager



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: 3/22/2016

RE: Community Center Cooling System Maintenance Agreement

Action Requested: That the City Commission approve a 3-year renewal of the Community Center cooling system for a total amount of \$7,632 per year with Pluene Service Company of Grand Rapids, MI.

Background: The City of East Grand Rapids has been under a preventative maintenance service contract with Pluene Service Company since 2010. In 2010 the bid results were:

- Pluene Service Company: \$6,504
- Johnson Controls: \$14,809
- Hurst Mechanical: \$14,900

In 2013 a 3-year contract with Pluene Service Company was renewed at \$6,696 per year. Pluene has proposed a 3-year contract renewal for \$7,632 per year over the next 3 years. Some of the work performed in the contract includes, but is not limited to, verification and check of all operating and safety controls, electrical component inspections, brush/C02/power washing condenser coils, lab oil analysis performed each spring, service calls for repairs including parts, and spring start up and fall shut down.

The City has received satisfactory service from Pluene Service Company since 2010.

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

Brian Donovan, City Manager



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: 4/5/2016

RE: 2016 Lake Drive Water Main Replacement Project

Action Requested: That the City Commission award the Lake Drive water main replacement project to Hoffman Brothers, Inc., of Battle Creek, MI, in the amount of \$340,356.

Background: The City will begin construction of the MDOT Lake Drive Project (between Conlon and Bagley) on June 13, 2016. One key aspect to this project is to address the 16 inch transmission water main on Lake Drive between Conlon and Breton/Lakeside.

Engineers from Moore and Bruggink estimated the project would cost \$371,700. By coordinating with the same contractor for both the water main replacement and the MDOT street project there is a project savings. Cost savings beyond the construction work that are not included in the numbers noted above would also be realized from staff time and additional engineering services.

Project coordination with respect to the timeline will also be crucial to the success of the overall project. Staff and engineers believe that working with the same contractor on both projects will allow the water main project to be completed on the front end of the MDOT project, commencing on May 16, 2016. If the project is bid out an additional 2-3 weeks would be needed and this would shift the MDOT project start date out further than the June 13, 2016 start date which would push the project out into the fall instead of completion by September 3, 2016. Working with the same contractor will also eliminate potential disputes related to project coordination.

Brian Donovan, City Manager



MOORE & BRUGGINK, INC.
consulting engineers

April 4, 2016

Re: Lake Drive Water Main Improvements
Project No. 150164.01

Mr. Doug La Fave, Assistant City Manager
City of East Grand Rapids
750 Lakeside Drive SE
East Grand Rapids, Michigan 49506

Dear Mr. La Fave,

We are writing with regards to the 16-inch diameter water main replacement as a change order to the City's 2016 MDOT Local Agency Lake Drive Reconstruction project. The low bid contractor for the road reconstruction is Hoffman Bros., Inc.

The City recently planned to separately rehabilitate the 16 inch water main with a cast-in-place liner. Unfortunately, the pricing obtained for the cast-in-place liner was much higher than anticipated. On behalf of the City, Moore & Bruggink solicited pricing from Hoffman Bros., Inc., for open cut replacement of the water main prior to the start of the road reconstruction. Hoffman Bros., Inc.'s proposal to complete the work totaled \$340,356 and we estimated this work at \$371,700.

We recommend a change order to award this water main work to Hoffman Bros., Inc., for the following reasons:

1. The price is reasonable – the proposal from Hoffman Bros., Inc., is \$31,344 less than estimated.
2. Provides best option for construction schedule – awarding the water main work to Hoffman Bros., Inc., would extend the overall Lake Drive construction duration approximately four weeks, moving the start date for the work from June 13, 2016, to May 16, 2016. If the water main work is bid out, a 6- to 7-week duration would need to be provided to ensure the work is completed prior to the start of the MDOT Local Agency work. A separate bid process could also delay the start of the MDOT Local Agency work, pushing the completion date, which would impact the start of school this fall.
3. Eliminates duplicate construction efforts and costs – if the water main work is bid out and a contractor other than Hoffman Bros., Inc., performs the work, additional mobilization costs will be incurred and duplicate construction costs will arise.

Mr. Doug La Fave
April 4, 2016
Page 2

4. Maintains single company responsibility for construction – a second contractor on site would complicate work schedules and allow for disputes regarding contract requirements between the contractors.
5. Eliminates administrative and engineering costs of bidding the work – if the water main work is bid out, increased administrative and engineering costs would be incurred for the bidding process, additional coordination, and extended construction duration.

For your reference we have enclosed the proposal from Hoffman Bros. Inc. and our engineer's estimate. If you have any questions or would like to discuss this further, please let me know.

Sincerely,



Ryan Arends, P.E.
Project Engineer

Enclosures



CITY OF
EAST GRAND RAPIDS

750 LAKESIDE DRIVE SE • EAST GRAND RAPIDS, MICHIGAN 49506

BRIAN DONOVAN
CITY MANAGER

MEMORANDUM

TO: Mayor and City Commissioners
FROM: Brian Donovan, City Manager
DATE: April 11, 2016

RE: Budget Overview Session

At the end of the City Commission meeting Finance Director Karen Mushong will give a brief overview of the upcoming budget process and highlight some of the issues facing the City in the future.

The Capital Improvement Plan booklet and the City Manager Recommended Budget are included with your agenda materials; however, you will not need either booklet at this meeting. This session will be an overview to frame the issues that will be discussed during the upcoming worksessions:

Monday, May 2 nd – 6:00 pm	Capital Improvement Plan
Monday, May 16 th – 6:00 pm	Budget Worksession

Both worksessions will take place after the end of the regular City Commission meetings. We will adjourn the meeting, take a short break and move downstairs to a separate room for the budget sessions. A light dinner will be provided at both the May 2nd and May 16th worksessions.

Note: The budget schedule also contains a worksession on Monday, May 23rd at 6:00 pm. This session will be held only if needed. If all items are settled to the commission's satisfaction at the May 16th worksession, there will be no need to hold the meeting on May 23rd. Please keep this on your calendar for the time being.

BD/kb/9127
Attachments