



City of East Grand Rapids
Regular City Commission Meeting
Agenda

June 20, 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 and to conduct a periodic personnel evaluation of the City Manager in accordance with Sections 8(h) and 8(a) 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.

Regular Agenda Items

4. Public Safety Awards Presentation (no action requested).
5. Acceptance of artwork donation (approval requested).

Consent Agenda – Approval Requested

6. Receipt of communications.
7. Minutes of the regular and special meetings held June 6, 2016 (approval requested).
8. Report of Finance Committee on disbursement of funds: payroll disbursements of \$215,738.66; county and school disbursements of \$-0-, and total remaining disbursements of \$650,945.45 (approval requested).
9. Advisory board appointments for FY 2016-17 (no action requested).
10. Budget amendments for the quarter ending June 30, 2016 (approval requested).
11. Contract for insurance broker of record (approval requested).
12. Contract for water main projects (approval requested).
13. Contract for road resurfacing projects (approval requested).
14. Public Safety quarterly report for the period ending March 31, 2016 (no action requested).
15. Preliminary minutes of the Planning Commission meeting held May 10, 2016 (no action requested).
16. Preliminary minutes of the Joint Facilities Committee meeting held May 24, 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.



Memorandum

*City of East Grand Rapids
Department of Public Safety*

Date: June 16, 2016

To: Honorable Mayor Amna P. Seibold
City Commissioners

From: Mark A. Herald, *Director of Public Safety*

Subject: **Department of Public Safety Award**

Award Recommendation

The East Grand Rapids Department of Public Safety's Board of Awards recommends that Detective Mark Lindner receive the *Meritorious Service Award* for performing investigative duties in an exemplary manner.

Summary

In 2001, a violent criminal sexual assault occurred in East Grand Rapids. For the next 15 years this case remained unsolved. After the Michigan State Police Crime Lab notified Detective Mark Lindner of a Combined DNA Index System (CODIS) hit, he immediately reopened the "cold case" and began his criminal investigation. After obtaining suspect information, Detective Lindner worked many days and countless hours compiling DNA evidence, statements, reexamined old evidence, and interviewed the victim and suspect in order to obtain an arrest warrant. His effort, commitment and dedication to solving this criminal incident were displayed by building an overwhelming case that the suspect could not overcome. Because of his hard work, thoroughness and professionalism, the suspect entered a guilty plea with no deals offered by the prosecution. As a result, a conviction was secured and a dangerous subject is behind bars.

For exceptional performance in the line of duty, Detective Mark Lindner is hereby granted the Meritorious Service Award for performance of duties in an exemplary manner.



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: June 10, 2016

RE: Pencil Drawing Letter of Understanding

Action Requested: That the City Commission approve a Letter of Understanding with Chris LaPorte to place a life size pencil drawing of the Icebreakers in the East Grand Rapids Community Center.

Background: Artist Chris LaPorte is offering to place his portrait of the Icebreakers in the East Grand Rapids Community Center. The proposed location for the life size drawing is the upper level rotunda area against the library brick wall next to the stairs. The size of the drawing is approximately 12'x 8'.

The attached letter of understanding provides a framework for the placement of the artwork in the Community Center. Specifically, the artist is responsible for fundraising the approximately \$50,000 needed to pay for the artwork, construct a protective case for the drawing, and installation at the Community Center. The City will pay for an engineer to review the design for the case and inspection of the installation in order to meet building and safety codes. The City will also pay for a plaque describing the artwork.

The Letter of Understanding has been reviewed by City Attorney Huff and he found it to be in order. The Finance Committee has also reviewed this request.

BD/kb/9147
Attachments



PROPOSED LOCATION FOR "ICE BREAKERS" DRAWING

Letter of Understanding

East Grand Rapids Ice Breakers Pencil Drawing

I. Artwork Overview

The proposed piece is a life size portrait drawing of the Icebreakers from 1910 (see image below). This monumental piece is a pencil drawing on paper, sized approximately 12 feet by 8 feet (drawn life-size to scale) and drawn consistent with the 2010 ArtPrize winner, Cavalry.



II. Location

The drawing and case will be located in the upper level rotunda area against the library brick wall next to the stairs. A representative from Moore & Bruggink will review this location and the case design and determine if it can safely be displayed there. If the representative determines it cannot be displayed at this location, then the City Manager and Artist will work to find another location in the East Grand Rapids Community Center. If another location is not found or is unacceptable to either party, then the agreement will be terminated.

III. Design and Materials

The aim of the drawing was to bring to life the individual characters of the 1910 Icebreakers, and to bring the viewer “into” the drawing as if they were a part of the moment. The artist was faithful to the image source when possible, and relied on invention and artistic license when necessary--due to the limited information in the source image. The image was drawn using layers of cross hatching, “building” the drawing with visual and psychological depth. The drawing is done in three 4 foot by 8 foot panels that will overlap and be seamed together upon installation.

The life size drawing is done on heavy weight Farbirano Artistico Hot Press, 100% cotton paper. The artist used 2H Staedler pencils to complete the work.

IV. Installation

The installation of Cavalry can be used as a baseline example, however, appropriate installation for this piece will be determined based upon the space in which it will reside. There will be several items to consider when determining proper installation. Some of these items should include:

- Lighting
- Consistent climate control
- Who will assist with the installation alongside the artist
- Security
- Building code restrictions

The completed size after final installation, including the case built around the drawing, will be 13' 4" x 9' 4". The case will come out from the wall approximately 3 ½" and the footer on which the case sits will come out from the wall approximately 10".

V. Ownership

Upon completion of the installation of the drawing at the East Grand Rapids Community Center, the drawing will become the property of the City of East Grand Rapids.

VI. Maintenance

Necessary maintenance and upkeep will be determined by the way in which the drawing is installed and protected. Upon completion of installation all ongoing and necessary maintenance will be the responsibility of the City of East Grand Rapids and will be handled by the individual/team of their choosing. The artist will work with the City of East Grand Rapids after installation to determine proper care and upkeep moving forward.

VII. Budget

1910 Icebreakers life size drawing

Total: \$50,000.00

Installation and framing costs are included in the budget listed above. Fundraising for the cost of the drawing and installation are the responsibility of the artist. Installation can begin when 90% of the total cost has been secured.

VIII. Additional Details

- The artist will share image rights of the final large scale drawing with the City of East Grand Rapids for promotional purposes only.
- The artist retains exclusive reproductive rights of the drawing for the sale of prints.
- The artist is open to participate in any media and/or marketing and promotional opportunities that may benefit the organization.
- The artist is open to the discussion of a time lapse video of the process, to be used upon completion of the project.
- The City will pay for a small plaque to be placed by the drawing. The artist will provide a brief description of the drawing that will be printed on the plaque.

Amna P. Seibold, Mayor

Chris LaPorte, Artist

PROCEEDINGS OF THE CITY COMMISSION
CITY OF EAST GRAND RAPIDS

Regular Meeting Held June 6, 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 Duncan, Hamrick, Miller, Skaggs, Zagel and President Dills

Absent: Mayor Seibold

Also Present: City Attorney Huff; City Manager Donovan; Assistant City Manager LaFave; Public Safety Director Herald; Finance Director Mushong; City Clerk Brower; Zoning Administrator Faasse

2016-51. No public comment was received.

Commissioner Zagel remarked on the many amazing events coming up this summer and urged everyone to make plans for the events and to patronize the businesses in Gaslight Village.

Commissioner Miller thanked the staff and volunteers who planned and assisted with the Reeds Lake Run on Saturday, June 4.

President Dills reminded everyone of the run, parade, events and fireworks coming up on the 4th of July.

Assistant City Manager LaFave gave an update on the construction projects underway in the City.

2016-52. A zoning variance hearing was held regarding the request of Dan & Jill Willey of 2624 Richards to allow the construction of a detached garage with a rear setback of 1.0' instead of the required 3.0,' a side yard setback of 1.3' instead of the required 3.0,' and to allow a nonconforming structure to be reconstructed after significant damage.

Zoning Administrator Faasse explained the request to rebuild a garage that was destroyed by a fallen tree. He noted Consumers Energy has consented to the request to re-use their easement. The garage will use the same foundation and driveway.

Dan Willey, 2624 Richards, was present to explain the request and answer questions.

President Dills opened a public hearing. The following communications were received at City Hall concerning this variance request:

- R. Catherine Giguere, 2628 Richards	In Favor.
- Glenn Hendrix, 2621 Richards	In Favor.
- Jack Greene, 2645 Richards	In Favor.

No other public comment was received. President Dills closed the public hearing.

2016-52-A. Miller-Zagel. That the request of Dan & Jill Willey of 2624 Richards to allow the construction of a detached garage with a rear setback of 1.0' instead of the required 3.0,' a side yard setback of 1.3' instead of the required 3.0,' and to allow a nonconforming structure to be reconstructed after significant damage be approved.

Commissioner Miller felt this was an appropriate request because it was rebuilding on the same spot and finding a different suitable location would be difficult on this lot.

Commissioner Zagel agreed it made sense to use the undamaged driveway and foundation.

Commission Hamrick noted the same type of request was approved next door two years ago.

President Dills agreed it would not be fair to make the homeowners spend additional funds to remove and then rebuild the foundation and garage. He noted this location kept the building separation between the home and garage at the required distance.

Yeas: Dills, Duncan, Hamrick, Miller, Skaggs and Zigel – 6

Nays: -0-

- 2016-53. A zoning variance hearing was held regarding the request of Jeffrey Clark of 528 Cambridge to allow the construction of a detached garage with a building height at the midpoint of the roof of 18.5' instead of the maximum allowed 16.0'.

Zoning Administrator Faasse explained the request to build a new garage with a taller roof line than allowed by ordinance. The new garage would meet all other zoning requirements. He noted the existing attached garage would be converted to living space.

Joel Peterson of J. Peterson Homes stated the roof pitch was designed to more closely match the house and provide storage above the vehicles. He reported the existing garage would be closed off immediately and then remodeled later into a new kitchen and living area.

President Dills opened a public hearing. No other public comment was received. President Dills closed the public hearing.

- 2016-53-A. Duncan-Skaggs. That the request of Jeffrey Clark of 528 Cambridge to allow the construction of a detached garage with a building height at the midpoint of the roof of 18.5' instead of the maximum allowed 16.0' be approved.

Commissioner Duncan stated she felt the garage could be built to meet requirements and the extra height was not necessary.

Commissioner Miller felt this was a difficult request to approve because the garage could be built without a variance. He noted the commission often hears concerns about the height and mass of various buildings.

Commissioner Dills noted the ordinance had been amended in 2011 to raise the allowable height from 12' to 16' due to frequent requests. He stated he was less opposed to a larger garage than to a taller garage.

Commissioner Zigel stated the commission was not in the business of designing aesthetically pleasing structures, but in the business of making sure zoning regulations are followed.

Commissioner Hamrick did not feel the extra height was needed to build a functional garage.

Commissioner Skaggs noted that while he was sympathetic to the reasons behind the request to match the roofline of the home, he felt the property could still be used as intended without a variance.

Yeas: -0-

Nays: Dills, Duncan, Hamrick, Miller, Skaggs and Zigel – 6

- 2016-54. A public hearing was held pertaining to the General Fund budget and the property tax levy for Fiscal Year 2016-17. No public comment was received. President Dills closed the public hearing.

2016-55. A public hearing was held on the special assessment roll of delinquent accounts for placement on the July 1, 2014 tax roll. No public comment was received. President Dills closed the public hearing

2016-55-A. Skaggs-Miller. That the special assessment roll of delinquent accounts totaling \$57,258.20 be certified and placed on the July 1, 2016 tax roll.

Yeas: Dills, Duncan, Hamrick, Miller, Skaggs and Zagel – 6
Nays: -0-

2016-56. Zagel-Miller. To approve the consent agenda as follows:

2016-56-A. To approve the minutes of the regular meeting held May 16, 2016.

2016-56-B. Report of Finance Committee on disbursement of funds: payroll disbursements of \$214,673.55; county and school disbursements of \$-0-, and total remaining disbursements of \$401,798.19.

2016-56-C. The Joint Facilities budget for FY 2016-17 as recommended by the Joint Facilities Committee.

2016-56-D. The appointment of David Bilardello of 703 Bagley to the Interurban Transit Partnership Board for a partial term ending December 31, 2016.

Yeas: Dills, Duncan, Hamrick, Miller, Skaggs and Zagel – 6
Nays: -0-

The meeting adjourned at 6:39 p.m., subject to the call of the Mayor until June 20, 2016.

Karen K. Brower, City Clerk

PROCEEDINGS OF THE CITY COMMISSION
CITY OF EAST GRAND RAPIDS

Special Meeting Held June 6, 2016

Commission President Dills called the meeting to order at 6:40 p.m. in the City Commission Chamber at the Community Center.

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

Absent: Mayor Seibold

Also Present: City Attorney Huff; City Manager Donovan; Assistant City Manager LaFave; Public Safety Director Herald; Finance Director Mushong; City Clerk Brower

2016-57. Consider request to adopt a resolution adopting the FY 2016-17 budget and setting a millage rate for FY 2016-17.

Commissioner Skaggs questioned how the city was handling state road repair funding in relation to the Street & Sidewalk millage approved by voters last year. City Manager Donovan stated city staff recommends waiting to see exactly how much funding is actually received from the state and then reducing the millage rate levied for the following fiscal year rather than attempting to budget for an amount that will fluctuate.

2016-57-A. Miller-Skaggs. That a resolution adopting the FY 2016-17 budget as amended during the budget work sessions and setting the millage rate for FY 2016-17 be adopted as set forth in Exhibit "A" attached hereto.

Yeas: Dills, Duncan, Hamrick, Miller, Skaggs and Zagel – 6

Nays: -0-

The special meeting was adjourned at 6:44 p.m.

Karen K. Brower, City Clerk

Attachments: A – Resolution adopting FY 2016-17 budget.

Attachments listed above are available for inspection at the office of the City Clerk.

RESOLUTION

RESOLVED, that there be levied a tax upon all property subject to taxation by the municipal government of the City of East Grand Rapids in the City's General Fund for FY 2016-17, the total of which said amount and the amount estimated to be necessary for such purposes is hereby declared to be the sum of \$11,080,400 of which the sum of \$8,160,000 is to be raised by such levy; and that tax rate per \$1,000 valuation is hereby determined to be the maximum allowable under Headlee at a rate of 12.8827 mills;

WHEREAS, that there be levied a tax upon all property subject to taxation by the municipal government of the City of East Grand Rapids sufficient, with other resources, to pay the principal and interest on all approved millage related municipal debts for FY 2016-17;

WHEREAS, that there be levied a tax upon all property subject to taxation by the municipal government of the City of East Grand Rapids sufficient, with other resources, to complete projects in accordance with the approved street and sidewalk millage to be raised by such levy; and that tax rate per \$1,000 valuation is hereby determined to be the maximum allowable under Headlee at a rate of 1.9646 mills in FY 2016-17;

WHEREAS, the Commission may adopt general funds and special revenue funds for FY 2016-2017 as presented in the City Commission approved budget by departmental appropriation subtotal:

	<u>Revenues</u>	<u>Expenditures</u>
General Funds:		
GENERAL FUND	\$ 11,080,400	\$ 11,350,400
Special Revenue Funds:		
MAJOR STREET	\$ 1,775,500	\$ 1,948,100
LOCAL STREET	\$ 989,900	\$ 1,085,500
MUNICIPAL STREET	\$ 1,905,800	\$ 1,905,800

WHEREAS, the Commission may adopt the non-general funds for FY 2016-2017 as presented in the City Commission approved budget by fund total:

	<u>Revenues</u>	<u>Expenditures</u>
Other Funds:		
WEALTHY POOL DEBT SERVICE	\$ 137,300	\$ 137,300
STREETSCAPE DEBT SERVICE	\$ 260,000	\$ 260,000
MUNICIPAL COMP DEBT SERVICE	\$ 487,900	\$ 487,900
WATER AND SEWER	\$ 4,225,000	\$ 4,820,400
HEALTH CARE	\$ 1,682,500	\$ 1,632,500
MERF	\$ 741,300	\$ 1,290,900
OPEB TRUST FUND	\$ 150,000	\$ 75,000
SPECIAL ASSESSMENT	\$ 9,000	\$ 9,000

BE IT FURTHER RESOLVED that the City Manager, as the Chief Administrative Officer, is hereby authorized to execute transfers within departmental appropriation subtotals of the City's general funds and special revenue funds without prior authorization of the City Council, as long as each departmental appropriation subtotal authorization is not exceeded. The City Manager is further authorized to execute the line item transfers within other City Funds as long as the total budget appropriated for each fund is not exceeded. This authorization excludes major personnel changes and new capital equipment items over \$5,000 with the exception of emergency purchases. Amendments to the adopted budget will be made quarterly with adequate documentation.



CITY OF EAST GRAND RAPIDS

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AMNA SEIBOLD
MAYOR

MEMORANDUM

TO: City Commissioners
FROM: Amna Seibold, Mayor
DATE: June 14, 2016

RE: Advisory Commission Appointments

Action Requested: Please approve the following appointments:

Planning Commission	Kevin Brant, 2960 Oakwood Tom Getz, 665 Plymouth Mary Mapes, 2405 Oakwood	Three-year terms ending 6/30/19
Parks & Recreation Comm.	Brad Andrzejewski, 3105 Bonnell Dirk Buth, 1900 San Lu Rae Richard Sprague, Jr., 2332 Burchard Stacey Wykoski, 2311 El Dorado Carol Campbell, 2109 Elmwood	One-year terms ending 6/30/17
Library Commission	Micki Benz, 817 Gladstone Betsy Brown, 1410 Sherwood Carol Donovan, 2944 Hall Judy Freeman, 425 Cambridge Azizah Hines, 2244 Hall Ellen Schendel, 429 Briarwood Christopher Smith, 461 Lakeside	One-year terms ending 6/30/17
Board of Review	Paul Howland, 2809 Woodcliff Circle Ann Nowak, 1033 San Lucia Stephen MacGuidwin, 2559 Lake Drive	One-year terms ending 6/30/17
Construction Board Of Appeals	Eric Hughes, 2722 Richards Brian Johnson, 709 Gadstone Nick Nicola, 810 Cambridge	Two-year terms ending 6/30/18

Background: All of the above members have consented to be reappointed for another term. There are currently three vacancies due to retirements: two on the Parks & Recreation Commission and one on the Board of Review. I will have recommendations for filling these vacancies at an upcoming meeting.

I would like to thank Martin Green for his nine years of service on the Board of Review, Judith Baxter for serving on the Parks & Recreation Commission for the last sixteen years, and Pam Witting for her eight years of service on the Parks & Recreation Commission.

AS/kb/9150



CITY OF
EAST GRAND RAPIDS

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KAREN MUSHONG
FINANCE DIRECTOR

MEMORANDUM

TO: Mayor and City Commissioners
FROM: Karen Mushong, Finance Director
DATE: June 8, 2016

RE: 2015-16 Budget Amendments for the Quarter Ending June 30, 2016

Action Requested: That the City Commission approve the resolution amending the FY 2015-16 budget for the quarter ending June 30, 2016.

Background: The City has been adopting amendments each quarter for FY 2015-16. The General Fund and Special Revenue Funds have been detailed by department/category on the worksheets attached to the resolution. The following summary of amendments is as follows:

General Fund – There have been some adjustments between departments and categories for the amendments proposed; overall the General Fund is proposing to use an additional \$10,000 of fund balance. This changes the projected unassigned ending fund balance to be \$2,823,893 or 25.76% of General Fund expenditures.

Street Funds – There have also been some changes between departments and categories for the Street Funds without an overall impact to fund balance. However, there has been an additional \$200,000 proposed in the Municipal Street Fund to cover the work that has been *incurred* on the Lake Drive project. This is an accounting entry to record the work completed; cash flow will not be affected and no payments will be made until after July 1, 2016. Since this project was originally budgeted in FY 2016-17, a budget amendment will be made to remove this portion of the project from FY 2016-17.

Water and Sewer Fund – There have been some updates between departments and categories for the Water and Sewer Fund and there has been an additional \$400,000 proposed to cover the work that has been *incurred* on the Lake Drive project. This project will be substantially complete by June 30, 2016. Since this project was originally budgeted in FY 2016-17, a budget amendment will be made to move this project from FY 2016-17.

MERF – In general, there were two capital purchases pushed out among a few other adjustments reducing the requested amount by \$100,000.

Special Assessment Fund – The revenue and expenditure change is related to the last parcel being paid off early.

Brian Donovan, City Manager

General Info	City Manager	Engineering	Assessor	Parks & Recreation	Public Safety	Streets & Utilities
949-2110	949-2110	940-4817	940-4818	949-1750	949-7010	940-4870
fax 940-4884	fax 940-4884	fax 940-4884	fax 940-4884	fax 831-6144	fax 940-4829	fax 940-4872

RESOLUTION 2015-_____
RESOLUTION AMENDING FY 2015-2016 FISCAL YEAR BUDGET

The following resolution was offered by Commissioner_____, and supported by Commissioner _____;

- WHEREAS, it is necessary to amend the appropriations of the City's budget by making the proper adjustments and transfers where necessary; and
- WHEREAS, that various funds may require a change in appropriations due to a change in unanticipated costs incurred; and
- WHEREAS, departments have reviewed their budget and are proposing the adjustments to be made; and
- WHEREAS, the City Manager has reviewed the amendments and is recommending that the adjustments be made; and
- WHEREAS, the Commission may adopt general funds* and special revenue funds* for FY 2015-2016 by departmental appropriation subtotal as presented in attached information; and
- WHEREAS, the Commission may adopt the non-general funds and non-special revenue funds for FY 2015-2016 by fund total;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of East Grand Rapids that the budget be amended as follows:

		Amended Budget	Proposed Amendments	Proposed Budget
GENERAL FUND*	Revenues	10,950,500	2,000	10,952,500
	Expenditures	10,960,500	12,000	10,972,500
	Fund Balance Change	(10,000)	(10,000)	(20,000)
MAJOR STREET*	Revenues	945,600	212,300	1,157,900
	Expenditures	945,600	212,300	1,157,900
	Fund Balance Change	1,891,200	-	-
LOCAL STREET*	Revenues	1,350,500	8,400	1,358,900
	Expenditures	1,524,200	8,400	1,532,600
	Fund Balance Change	(173,700)	-	(173,700)
MUNICIPAL STREET*	Revenues	1,348,300	53,500	1,401,800
	Expenditures	1,348,300	253,500	1,601,800
	Fund Balance Change	-	(200,000)	(200,000)
WATER AND SEWER	Revenues	3,770,200	14,000	3,784,200
	Expenditures	4,352,300	414,000	4,766,300
	Fund Balance Change	(582,100)	(400,000)	(982,100)
HEALTH CARE	Revenues	1,701,400	20,000	1,721,400
	Expenditures	1,651,400	20,000	1,671,400
	Fund Balance Change	50,000	-	50,000
MERF	Revenues	741,300	27,500	768,800
	Expenditures	1,132,600	(72,500)	1,060,100
	Fund Balance Change	(391,300)	100,000	(291,300)
SPECIAL ASSESSMENT	Revenues	9,500	8,800	18,300
	Expenditures	9,500	8,800	18,300
	Fund Balance Change	-	-	-

AYES:
NAYS:
ABSENT:

I, Karen Brower, the duly appointed Clerk of the City of East Grand Rapids, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the City of East Grand Rapids at a Regular Meeting held _____, in compliance with the Open Meetings Act, Act No. 267 of the Public Acts of Michigan, 1976, as amended, the minutes of the meeting were kept and will be or have been made available as required by said Act.

CITY OF EAST GRAND RAPIDS

BY: _____

Karen K. Brower, City Clerk

CITY OF EAST GRAND RAPIDS

MUNICIPAL STREET FUND PROPOSED AMENDMENTS

	Amended Budget	Proposed Amendments	Proposed Budget
<u>REVENUES</u>			
PROPERTY TAX REVENUE	1,226,300	400	1,226,700
INTEREST AND RENTS	-	100	100
TRANSFERS IN	122,000	53,000	175,000
TOTAL REVENUES	<u>\$ 1,348,300</u>	<u>\$ 53,500</u>	<u>\$ 1,401,800</u>
<u>EXPENDITURES</u>			
STREET CONSTRUCTION	-	33,700	33,700 *
SIDEWALKS	225,000	400	225,400
STORM DRAIN IMPROVEMENTS	124,000	-	124,000
STREET LIGHTING	-	19,400	19,400
TRANSFERS OUT	999,300	200,000	1,199,300 *
TOTAL EXPENDITURES	<u>\$ 1,348,300</u>	<u>\$ 253,500</u>	<u>\$ 1,601,800</u>
 NET CHANGE IN FUND BALANCE	 -	 (200,000)	 (200,000)

* - Street construction activity will be recorded and paid out of this fund. However, at the end of the fiscal year, allowable expenditures will be transferred to the Major or Local Street Fund in order to be accounted for the year-end Act 51 report. The amount showing above related to gravel road improvements of \$33,700.

CITY OF EAST GRAND RAPIDS

GENERAL FUND PROPOSED AMENDMENTS

	Amended Budget	Proposed Amendments	Proposed Budget
<u>REVENUES</u>			
CITY TAXES & PENALTIES	\$ 8,050,000	\$ -	\$ 8,050,000
LICENSES AND PERMITS	65,000	-	65,000
INTERGOVERNMENTAL PROGRAMS	952,700	-	952,700
CHARGES FOR CURRENT SERVICES	467,700	-	467,700
RECREATION REVENUE	1,149,000	-	1,149,000
FINES & FORFEITS	40,000	2,000	42,000
INTEREST AND RENTS	20,000	-	20,000
OTHER REVENUES	165,700	-	165,700
OTHER REVENUES - LIBRARY	40,400	-	40,400
TOTAL REVENUES	\$ 10,950,500	\$ 2,000	\$ 10,952,500

CITY OF EAST GRAND RAPIDS

GENERAL FUND PROPOSED AMENDMENTS

	Amended Budget	Proposed Amendments	Proposed Budget
<u>EXPENDITURES</u>			
GENERAL GOVERNMENT			
CITY COMMISSION	\$ 29,300	\$ -	\$ 29,300
CITY MANAGER	327,800	-	327,800
CITY ATTORNEY	236,000	-	236,000
ELECTIONS	12,500	-	12,500
ASSESSOR	128,700	-	128,700
FINANCE	648,600	-	648,600
GENERAL ADMIN	262,500	-	262,500
TOTAL GENERAL GOVERNMENT	<u>1,645,400</u>	<u>-</u>	<u>1,645,400</u>
PUBLIC SAFETY			
PUBLIC SAFETY	\$ 4,730,000	\$ (700)	\$ 4,729,300
STATE PROGRAMS	5,500	700	6,200
DRUG SEIZURE	8,700	-	8,700
TOTAL PUBLIC SAFETY	<u>4,744,200</u>	<u>-</u>	<u>4,744,200</u>
CITY SERVICES			
CITY BUILDINGS	\$ 752,400	\$ (4,800)	\$ 747,600
ZONING ADMINISTRATION	119,300	300	119,600
STREET LIGHTING	112,800	(1,000)	111,800
WEALTH STREETSCAPE MAINT	89,300	10,500	99,800
WASTE COLLECTION	403,800	12,500	416,300
LAKE RESTORATION	61,000	-	61,000
TREE MAINTENANCE	132,000	(5,500)	126,500
TOTAL CITY SERVICES	<u>1,670,600</u>	<u>12,000</u>	<u>1,682,600</u>
RECREATION			
RECREATION	\$ 739,900	\$ -	\$ 739,900
POOL PROGRAMS	226,400	-	226,400
SPECIAL EVENTS	129,100	-	129,100
RECREATION PROGRAMMING	106,800	-	106,800
GROUNDS MAINTENANCE	346,200	-	346,200
RECREATION SPORTS	225,500	-	225,500
MIDDLE SCHOOL SPORTS	54,200	-	54,200
AQUATIC CLUB (WAVES)	72,200	-	72,200
TOTAL PARKS & RECREATION	<u>1,900,300</u>	<u>-</u>	<u>1,900,300</u>
TOTAL EXPENDITURES	<u>9,960,500</u>	<u>12,000</u>	<u>9,972,500</u>
TRANSFERS			
TRANSFERS TO OTHER FUNDS	1,000,000	-	1,000,000
TOTAL EXPENDITURES & TRANSFERS	<u>\$ 10,960,500</u>	<u>\$ 12,000</u>	<u>\$ 10,972,500</u>

CITY OF EAST GRAND RAPIDS

MAJOR STREET FUND PROPOSED AMENDMENTS

	Amended Budget	Proposed Amendments	Proposed Budget
<u>REVENUES</u>			
INTERGOVERNMENT PROGRAMS	\$ 536,000	\$ 25,300	\$ 561,300
MISCELLANEOUS REVENUE	500	13,300	13,800
INTEREST AND RENTS	2,400	-	2,400
TRANSFERS IN	406,700	173,700	580,400
	\$ 945,600	\$ 212,300	\$ 1,157,900
TOTAL REVNUES	\$ 945,600	\$ 212,300	\$ 1,157,900
<u>EXPENDITURES</u>			
ENGINEERING	\$ 49,600	\$ (1,400)	\$ 48,200
STREET CONSTRUCTION	55,000	204,900	259,900
ROUTINE MAINTENANCE	186,700	(6,700)	180,000
TRAFFIC SERVICES	117,300	(200)	117,100
WINTER MAINTENANCE	201,100	12,700	213,800
STREET ADMINISTRATION	75,900	3,000	78,900
DEBT SERVICE	260,000	-	260,000
	\$ 945,600	\$ 212,300	\$ 1,157,900
TOTAL EXPENDITURES	\$ 945,600	\$ 212,300	\$ 1,157,900
 NET CHANGE IN FUND BALANCE	 -	 -	 -

CITY OF EAST GRAND RAPIDS

LOCAL STREET FUND PROPOSED AMENDMENTS

	Amended Budget	Proposed Amendments	Proposed Budget
<u>REVENUES</u>			
INTERGOVERNMENT PROGRAMS	\$ 222,300	\$ 19,700	\$ 242,000
MISCELLANEOUS REVENUE	-	6,200	6,200
INTEREST AND RENTS	1,600	400	2,000
TRANSFERS IN	1,126,600	(17,900)	1,108,700
TOTAL REVENUES	<u>\$ 1,350,500</u>	<u>\$ 8,400</u>	<u>\$ 1,358,900</u>
<u>EXPENDITURES</u>			
ENGINEERING	\$ 47,100	\$ -	\$ 47,100
STREET CONSTRUCTION	999,300	-	999,300
ROUTINE MAINTENANCE	200,000	(500)	199,500
TRAFFIC SERVICES	26,800	(2,000)	24,800
WINTER MAINTENANCE	178,100	10,900	189,000
STREET ADMINISTRATION	72,900	-	72,900
TOTAL EXPENDITURES	<u>\$ 1,524,200</u>	<u>\$ 8,400</u>	<u>\$ 1,532,600</u>
 NET CHANGE IN FUND BALANCE	 (173,700)	 -	 (173,700)



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: May 26, 2016

RE: Request for approval of insurance agency professional services

Action Requested: That the City Commission approve VanWyk Risk Solutions as the agent of record for the City’s property and casualty insurance program effective July 1, 2016.

Background: The City has historically requested competitive bids for the agent and insurance company (as a package) every five years. The last competitive bid was completed six years ago.

The agent of record is charged with the duty to represent the City in purchasing/bidding the insurance program as well as assisting with risk management and helping to determine the various coverages needed. Bidding the broker and the insurance coverage together focused on only the selection of the insurance coverage. We decided to unbundle the process and only consider the broker and that relationship. In order to do this, the City requested qualifications from ten reputable brokers in West Michigan.

The City received the following five quotes from that request:

AON	\$25,000
Berends Hendricks Stuit	\$17,500
Arthur J. Gallagher & Co.	\$18,500
VanWyk Risk Solutions	\$15,000
MML	no fee

A discussion of each broker is attached.

VanWyk, after the selection has been confirmed by the City Commission, will perform a risk assessment and go to the insurance market on the City’s behalf for our renewal on November 1, 2016.

The Finance Committee reviewed this recommendation and has found it in order.

Brian Donovan

Broker Discussion:

AON - They are a large national firm with extensive municipal experience that offers all types of insurance including health. The original proposal stated a fee of \$25,000. We did not interview them based on the fee submitted.

Berends Hendricks Stuit – BHS is our existing vendor and they were one of the candidates we interviewed. Although they also have extensive municipal experience, we feel it is time for a change. We have experienced a reduction in their service level in the last few years. In addition, there was no value received that was municipal specific.

Arthur J. Gallagher & Co - They are also a large national firm with municipal experience related to school districts and on the health insurance side. They had a program to assist in determining risk management and offered many other good programs. We interviewed them and they were our second choice.

VanWyk Risk Solutions– VanWyk is a smaller firm that specializes in general liability insurance and risk management. They do not have direct municipality experience; however, they have access to carriers that have municipal coverage including our existing carrier. Due to the specialization in general liability insurance, their unique approach to risk management and their smaller size, VanWyk stood out from the others at the interview. In addition, VanWyk will be able to identify areas for savings based on the insurance coverage and risk management review.

Michigan Municipal League (MML) – The MML offers an insurance pool with other municipalities through Meadowbrook Insurance Group. There is no broker fee tied to the MML program. Due to the nature of the program, we requested a quote on their insurance program in order to see if we could realize some savings. The MML quote did have savings in the overall program, however, that was based on our existing coverage before considering the softer market conditions and the potential areas of savings based on having an insurance coverage and risk management review.



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: June 10, 2016

RE: Water Main Bids

Bids for the water line replacements on Conlon Ave. and Rosewood Ave. will be opened on June 15th. Bid information and a recommendation on bid award will be available for the Finance Committee meeting on June 17th and sent to all City Commissioners on that date.

BD/kb/9153



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: 6/13/2016

RE: FY 2016-2017 Streets Projects

Action Requested: That the City Commission award the FY 2016-2017 streets projects to Reith-Riley Construction, INC in the amount of \$259,184.12, with contingency \$285,184.12 and Cape Seal projects to Strawser Construction, INC in the amount of \$20,300 with contingency \$22,300.

Background: For FY 2016-2017 several planned local streets projects require utility work. This year the City met with the Kent County Road Commission to look at ways to bid out the street work portion of the projects. Because the Road Commission does not handle water or sanitary sewer utility project bidding, the recommendation was to approach the low bid contractor from a Kent County Road Commission awarded bid that had higher overall volumes for quantities. City staff has worked with the contract engineer for the utility projects from Moore and Bruggink Engineering to coordinate street related items that will be handled as part of the utility projects and what would be needed from a paving contractor for the street work.

Kent County Road Commission bid contracts 16-52 and 16-30 provide for pricing as follows:

- Cold Milling HMA Surface: \$0.77 per square yard
- Dr Structure Cover, Adj, Case: \$250.00 each
- Dr Structure, Temp Lowering: \$200.00 each
- Adjust Valve Cover: \$200.00 each
- HMA, 3C: \$57.27 per ton
- HMA, 5E1: \$61.27 per ton
- Minor Traffic Control: \$1,650
- Traffic Regulator Control: \$1,000

Local streets projects for FY 16-17:

- Conlon-Berwyk to Oakwood
- Rosewood-Sherman to Robinson
- Manhattan-Reeds Lake Blvd to Cascade
- Gilmour-Kenesaw to Breton

Kent County Road Commission contract 15-06, with the low bid from Strawser Construction INC. is \$4.27 per square yard for cape seals.

Local/major streets cape seal projects for FY 16-17:

- Robinson-Woodmere to Briarwood
- Oxford-End to Englewood

If approved, street work will be coordinated with utility projects. Street construction will take place between July and September. Reith-Riley Construction INC and Strawser Construction INC have successfully completed projects with the City of East Grand Rapids in the past.

Brian Donovan, City Manager



City of East Grand Rapids
Department of Public Safety

1st Quarter Report - 2016
January 1 - March 31, 2016

*“As we look into the future, leaders will
be those that empower others.”*

Bill Gates

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Department Highlights & Accomplishments:

- During the 1st Quarter of 2016, the East Grand Rapids Department of Public Safety was able to:
- Send Sgt. Brian Davis and Sgt. Matt Perez to the Grand Rapids Police Department Leadership Institute where they spent one week a month, for four consecutive months, listening and learning from world renowned speakers on various leadership topics.
- Conduct a scenario based fire training evolution involving a high angle rescue on a pitched roof. The training utilized Paltform-23 and various other rigging elements to perform the rescue.
- Send Officer Evan Stuart to Patrol Rifle Instructor School where he was able to earn certification and become one of the department's certified rifle instructors
- Conduct training on various topics including, but not limited to, Ice Rescue training utilizing the department's air boat, Legal Update, and recertification in LEIN (Law Enforcement Information Network).

*East Grand Rapids Department of Public Safety
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Crime Statistics:

Part I – Violent Crime	Jan 15	Jan 16	% +/-	Feb 15	Feb 16	% +/-	Mar 15	Mar 16	% +/-	YTD 15	YTD 16	% +/-
Aggravated Assault	1	1	0%	0	0	0%	0	0	0%	1	1	0%
Forcible Rape	1	0	-100%	1	0	-100%	0	2	200%	2	2	0%
Murder & Non-Neg. Mansl.	0	0	0%	0	0	0%	0	0	0%	0	0	0%
Robbery	<u>0</u>	<u>0</u>	<u>0%</u>									
<i>Total Violent Crime:</i>	2	1	-50%	1	0	-100%	0	2	200%	3	3	0%

Part I – Property Crime	Jan 15	Jan 16	% +/-	Feb 15	Feb 16	% +/-	Mar 15	Mar 16	% +/-	YTD 15	YTD 16	% +/-
Arson	0	0	0%	0	0	0%	0	0	0%	0	0	0%
Breaking & Entering	0	2	200%	0	1	100%	0	0	0%	0	3	300%
Larceny	2	4	100%	1	3	200%	2	2	0%	5	9	80%
Motor Vehicle Theft	<u>0</u>	<u>0</u>	<u>0%</u>	<u>0</u>	<u>0</u>	<u>0%</u>	<u>1</u>	<u>0</u>	<u>-100%</u>	<u>1</u>	<u>0</u>	<u>-100%</u>
<i>Total Property Crime:</i>	2	6	200%	1	4	300%	3	2	-33%	6	12	100%

Commentary:

No significant trends.

*East Grand Rapids Department of Public Safety
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Part II Crime	Jan 15	Jan 16	% +/-	Feb 15	Feb 16	% +/-	Mar 15	Mar 16	% +/-	YTD 15	YTD 16	% +/-
Assault & Battery	1	1	0%	0	0	0%	1	3	200%	2	4	100%
Bomb Threats	0	0	0%	0	0	0%	0	0	0%	0	0	0%
Disorderly	0	0	0%	0	1	100%	0	1	100%	0	2	200%
Drug Violations	6	2	-67%	7	4	-43%	5	7	40%	18	13	-28%
Embezzlement	1	0	-100%	0	0	0%	0	0	0%	1	0	-100%
Forgery/Counterfeiting	0	1	100%	0	0	0%	0	1	100%	0	2	200%
Fraud	2	3	50%	2	1	-50%	2	7	250%	6	11	83%
Liquor Law Violations	0	1	100%	0	2	200%	2	3	50%	2	6	200%
No Account/NSF Check Viol.	1	0	-100%	0	0	0%	0	0	0%	1	0	-100%
Obscene/Threatening TX Calls	1	0	-100%	2	1	-50%	1	0	-100%	4	1	-75%
Other Fed. St., Local Viol.	0	0	0%	0	0	0%	0	0	0%	0	0	0%
Operating While Impaired	0	1	100%	2	3	50%	5	3	-40%	7	7	0%
Resisting/Obstructing	1	1	0%	0	0	0%	1	0	-100%	2	1	-50%
Sex Offenses/Ind. Exposure	0	1	100%	0	0	0%	0	0	0%	0	1	100%
Stalking/Harassment/Intimid.	0	0	0%	0	0	0%	2	0	-200%	2	0	-200%
Trespassing	0	1	100%	0	0	0%	0	0	0%	0	1	100%
Vandalism/MDOP	4	1	-75%	2	0	-200%	4	2	-50%	10	3	-70%
Weapons Violations	<u>0</u>	<u>0</u>	<u>0%</u>									
<i>Total Part II Crime:</i>	17	13	-24%	15	12	-20%	23	27	17%	55	52	-5%

Commentary:

No significant trends.

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Part III Offenses	Jan 15	Jan 16	% +/-	Feb 15	Feb 16	% +/-	Mar 15	Mar 16	% +/-	YTD 15	YTD 16	% +/-
Animal Offenses												
Animal/Dog Bites	0	0	0%	0	0	0%	0	0	0%	0	0	0%
Animal Viol./Compl.	8	8	0%	7	17	143%	10	4	-60%	25	29	16%
Juvenile Offenses												
Curfew/Loitering	0	0	0%	0	0	0%	0	0	0%	0	0	0%
Juv. Runaway/Miss.	1	1	0%	0	1	100%	0	0	0%	1	2	100%
Misc. Offenses												
Assist Cit./ Other PD	87	87	0%	77	94	22%	67	49	-27%	231	230	0%
Court Viol./War.Arst	4	12	200%	7	7	0%	6	7	17%	17	26	53%
Domestic/Neig. Dispute	7	1	-86%	5	5	0%	7	3	-57%	19	9	-53%
False Alarms	18	21	17%	10	21	110%	21	21	0%	49	63	29%
Misc. Public Compl.	71	64	-10%	64	50	-22%	63	71	13%	198	185	-7%
Open Bldg/Door/etc.	0	1	100%	0	0	0%	1	0	-100%	1	1	0%
Susp. Veh/Person.	54	57	6%	50	59	18%	34	33	-3%	138	149	8%
Voided complaints	4	2	-50%	7	4	-43%	2	3	50%	13	9	-31%
Traffic Activity												
Traffic Accidents	10	13	30%	17	12	-29%	24	22	-8%	51	47	-8%
Traffic Offs., Misc.	11	11	0%	8	13	63%	8	8	0%	27	32	19%
Traffic Haz./Directed	5	8	60%	18	6	-67%	8	29	263%	31	43	39%
Parking Complaints	<u>17</u>	<u>24</u>	<u>41%</u>	<u>12</u>	<u>21</u>	<u>75%</u>	<u>35</u>	<u>24</u>	<u>-31%</u>	<u>64</u>	<u>69</u>	<u>8%</u>
<i>Total Part III Offenses:</i>	297	310	4%	282	310	10%	286	274	-4%	865	894	3%

Commentary:

Part III Offenses include non-criminal activity, court violations, and juvenile status violations.
No significant trends.

*East Grand Rapids Department of Public Safety
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Part I Crime - Arrests:

	Jan 15	Jan 16	% +/-	Feb 15	Feb 16	% +/-	Mar 15	Mar 16	% +/-	YTD 15	YTD 16	% +/-
Part I–Viol. Crime Arrests	15	16	+/-	15	16	+/-	15	16	+/-	15	16	+/-
Aggravated Assault	0	3	300%	0	0	0%	0	1	100%	0	4	400%
Forcible Rape	0	0	0%	0	0	0%	0	0	0%	0	0	0%
Murder & Non-Neg. Mansl.	0	0	0%	0	0	0%	0	0	0%	0	0	0%
Robbery	<u>0</u>	<u>0</u>	<u>0%</u>	<u>0</u>	<u>0</u>	<u>0%</u>	<u>0</u>	<u>0</u>	<u>0%</u>	<u>0</u>	<u>0</u>	<u>0%</u>
<i>Total Violent Crime Arrests:</i>	0	3	300%	0	0	0%	0	1	100%	0	4	400%

	Jan 15	Jan 16	% +/-	Feb 15	Feb 16	% +/-	Mar 15	Mar 16	% +/-	YTD 15	YTD 16	% +/-
Part I–Prop. Crime Arrests	15	16	+/-	15	16	+/-	15	16	+/-	15	16	+/-
Arson	0	0	0%	0	0	0%	0	0	0%	0	0	0%
Breaking & Entering	0	0	0%	0	0	0%	0	0	0%	0	0	0%
Larceny	0	0	0%	0	0	0%	0	0	0%	0	0	0%
Motor Vehicle Theft	<u>0</u>	<u>0</u>	<u>0%</u>	<u>0</u>	<u>0</u>	<u>0%</u>	<u>1</u>	<u>0</u>	<u>-100%</u>	<u>1</u>	<u>0</u>	<u>-100%</u>
<i>Total Property Crime Arrests:</i>	0	0	0%	0	0	0%	1	0	-100%	1	0	-100%

Commentary:

The cumulative arrest totals for each year include both juvenile and adult arrests. When reviewing the figures above, please keep the following in mind: Arrests represent the actual number of individuals arrested. An individual may have been charged with multiple offenses. The reader is cautioned against comparing arrests and offenses, as many times they do not occur in the same quantities.

East Grand Rapids Department of Public Safety
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Part II & Part III Crime - Arrests:

Part II Crime - Arrests	Jan	Jan	%	Feb	Feb	%	Mar	Mar	%	YTD	YTD	%
	15	16	+/-	15	16	+/-	15	16	+/-	15	16	+/-
Assault & Battery	1	3	200%	0	0	0%	0	1	100%	1	4	300%
Bomb Threats	0	0	0%	0	0	0%	0	0	0%	0	0	0%
Disorderly	0	0	0%	0	0	0%	0	0	0%	0	0	0%
Drug Violations	7	3	-57%	9	5	-44%	6	9	50%	22	17	-23%
Embezzlement	0	0	0%	0	0	0%	0	0	0%	0	0	0%
Forgery/Counterfeiting	0	0	0%	0	0	0%	0	0	0%	0	0	0%
Fraud	0	0	0%	0	0	0%	0	0	0%	0	0	0%
Liquor Law Violations	0	1	100%	0	2	200%	2	2	0%	2	5	150%
No Account/NSF Check Viol.	0	0	0%	0	0	0%	0	0	0%	0	0	0%
Obscene Phone Calls	0	0	0%	0	0	0%	0	0	0%	0	0	0%
Other Fed., St., Local Viol.	0	0	0%	0	0	0%	0	0	0%	0	0	0%
Operating While Impaired	0	1	100%	2	3	50%	5	3	-40%	7	7	0%
Resisting/Obstructing	1	0	-100%	0	0	0%	0	0	0%	1	0	-100%
Sex Offenses/Indecent Exp.	0	0	0%	0	0	0%	0	0	0%	0	0	0%
Solicitation	0	0	0%	0	0	0%	0	0	0%	0	0	0%
Stalking/Intimidation	0	0	0%	0	0	0%	0	0	0%	0	0	0%
Threatening/Harassing Compl.	0	0	0%	0	0	0%	1	0	-100%	1	0	-100%
Trespassing	0	0	0%	0	0	0%	0	0	0%	0	0	0%
Vandalism/MDOP	0	0	0%	0	0	0%	0	0	0%	0	0	0%
Weapons Violations	<u>1</u>	<u>0</u>	<u>-100%</u>	<u>0</u>	<u>0</u>	<u>0%</u>	<u>0</u>	<u>0</u>	<u>0%</u>	<u>1</u>	<u>0</u>	<u>-100%</u>
<i>Total Part II Crime Arrests:</i>	10	8	-20%	11	10	-9%	14	15	7%	35	33	-6%

Part III Crime - Arrests	Jan	Jan	%	Feb	Feb	%	Mar	Mar	%	YTD	YTD	%
	15	16	+/-	15	16	+/-	15	16	+/-	15	16	+/-
Court Violations – Misc.	1	3	200%	2	5	150%	3	3	0%	6	11	83%
Parole/Probation Viol.	0	0	0%	0	0	0%	0	0	0%	0	0	0%
Traffic Offenses	9	8	-11%	9	3	-67%	10	9	-10%	28	20	-29%
Curfew & Juv. Runaways	0	0	0%	0	0	0%	0	0	0%	0	0	0%
Miscellaneous Offenses	<u>1</u>	<u>1</u>	<u>0%</u>	<u>0</u>	<u>2</u>	<u>200%</u>	<u>2</u>	<u>0</u>	<u>-200%</u>	<u>3</u>	<u>3</u>	<u>0%</u>
<i>Total Part III Crime Arrests:</i>	11	12	9%	11	10	-9%	15	12	-20%	37	34	-8%

Commentary:

None

East Grand Rapids Department of Public Safety
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Traffic Crash Offenses & Enforcement Activity:

	Jan 15	Jan 16	% +/-	Feb 15	Feb 16	% +/-	Mar 15	Mar 16	% +/-	YTD 15	YTD 16	% +/-
Traffic Crash Offenses												
Fatal	0	0	0%	0	0	0%	0	0	0%	0	0	0%
Non-Fatal Injury	0	2	200%	0	1	100%	2	1	-50%	2	4	100%
Property Damage	8	16	100%	16	14	-13%	7	14	100%	31	44	42%
Hit & Run	4	1	-75%	4	4	0%	0	0	0%	8	5	-38%
Private Property	<u>1</u>	<u>2</u>	<u>100%</u>	<u>1</u>	<u>1</u>	<u>0%</u>	<u>1</u>	<u>1</u>	<u>0%</u>	<u>3</u>	<u>4</u>	<u>33%</u>
<i>Total Traffic Crashes:</i>	13	21	62%	21	20	-5%	10	16	60%	44	57	30%

	Jan 15	Jan 16	% +/-	Feb 15	Feb 16	% +/-	Mar 15	Mar 16	% +/-	YTD 15	YTD 16	% +/-
Traffic Enforcement Activity												
Uniform Law Citations	57	25	-56%	60	30	-50%	72	42	-42%	189	97	-49%
Verbal Warnings	154	103	-33%	125	103	-18%	163	113	-31%	442	319	-28%
<i>Total Enforcement Activity:</i>	211	128	-39%	185	133	-28%	235	155	-34%	631	416	-34%

Parking Enforcement

<i>Parking Citations Issued:</i>	4	6	50%	12	20	67%	40	10	-75%	56	36	-36%
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Commentary:

No significant trends.

East Grand Rapids Department of Public Safety
1st Quarter Report - 2016

Criminal Investigations:

Assigned Cases	Jan	Jan	%	Feb	Feb	%	Mar	Mar	%	YTD	YTD	%
	15	16	+/-	15	16	+/-	15	16	+/-	15	16	+/-
Detective	6	13	117%	11	6	-45%	16	12	-25%	33	31	-6%
School Liaison Officers	<u>0</u>	<u>4</u>	400%	<u>2</u>	<u>1</u>	<u>-50%</u>	<u>2</u>	<u>2</u>	<u>0%</u>	<u>4</u>	<u>7</u>	<u>75%</u>
<i>Total Assigned Cases:</i>	6	17	183%	13	7	-46%	18	14	-22%	37	38	3%

Clearance Status of Assigned Cases	Jan	Jan	%	Feb	Feb	%	Mar	Mar	%	YTD	YTD	%
	15	16	+/-	15	16	+/-	15	16	+/-	15	16	+/-
Open	0	0	0%	0	0	0%	1	3	200%	1	3	200%
Unfounded	0	0	0%	0	0	0%	0	0	0%	0	0	0%
Closed	3	13	333%	10	5	-50%	9	6	-33%	22	24	9%
Otherwise (i.e., victim failed)	0	0	0%	1	0	-100%	3	0	-300%	4	0	-400%
Inactive	0	0	0%	0	0	0%	0	0	0%	0	0	0%
Arrest	1	5	400%	1	2	100%	4	3	-25%	6	10	67%
TOT Other Agency	2	1	-50%	1	0	0%	1	0	-100%	4	1	-75%
Warrant Issued	0	1	100%	0	3	300%	0	5	500%	0	9	900%
Cleared by Citation	<u>0</u>	<u>0</u>	<u>0%</u>	<u>0</u>	<u>0</u>	<u>0%</u>	<u>0</u>	<u>0</u>	<u>0%</u>	<u>0</u>	<u>0</u>	<u>0%</u>
<i>Total Assigned Cases:</i>	6	20	233%	13	10	-23%	18	17	-6%	37	47	27%

Commentary:

Multiple arrests and/or clearance codes may be issued for one criminal complaint resulting in the number of clearance codes being greater than number of assigned cases.

East Grand Rapids Department of Public Safety
1st Quarter Report - 2016

Support Services Division Report:

Year End Report	Jan 15	Jan 16	% +/-	Feb 15	Feb 16	% +/-	Mar 15	Mar 16	% +/-	YTD 15	YTD 16	% +/-
Report Activity												
Accident Report Copy Requests	6	5	-17%	10	3	-70%	5	4	-20%	21	12	-43%
Accident Reports Processed	20	18	-10%	20	16	-20%	9	18	100%	49	52	6%
Bikes Registered	4	0	-400%	0	2	200%	0	1	100%	4	3	-25%
FOIA Requests Processed	7	13	86%	14	9	-36%	6	3	-50%	27	25	-7%
Video Copy Requests	1	2	100%	2	4	100%	2	1	-50%	5	7	40%
Insurance Copy Requests	6	13	117%	6	12	100%	4	13	225%	16	38	138%
Gun Related Processes												
Purchase Permit Applications	0	2	200%	2	5	150%	3	2	0%	5	9	80%
Purchase Permits Issued	0	2	200%	2	5	150%	3	2	0%	5	9	80%
Total Guns Registered	16	25	56%	13	13	0%	17	12	-29%	46	50	9%
Miscellaneous Activity												
Walk-in PBT's	38	1	-97%	34	3	-91%	26	1	-96%	98	5	-95%
Background Checks	20	11	-45%	24	11	-54%	16	12	-25%	60	34	-43%
Sex Offenders Registered	4	4	0%	4	4	0%	4	4	0%	12	12	0%
Vehicle Impounds Processed	5	1	-80%	3	5	67%	7	3	-57%	15	9	-40%
Vehicles Auctioned	0	0	0%	0	0	0%	0	1	100%	0	1	100%
PPO's Processed	0	2	200%	0	1	0%	2	2	0%	2	5	150%
<i>Total SSD Activity:</i>	127	99	-22%	134	93	-31%	104	79	-24%	365	271	-26%
Revenue												
False Alarms	100	50	-50%	100	400	300%	100	150	50%	300	600	100%
Local Checks	20	0	-20%	20	0	-100%	20	0	-2000%	60	0	-100%
OWI Cost Recovery	970	475	-51%	970	610	-37%	970	678	-30%	2910	1763	-39%
Parking Violations	426	460	8%	426	790	85%	426	860	102%	1278	2110	65%
Report/Video Copies	133	0	-133%	133	15	-89%	133	0	-100%	399	15	-96%
Preliminary Breath Tests	<u>176</u>	<u>20</u>	<u>-89%</u>	<u>176</u>	<u>45</u>	<u>-74%</u>	<u>176</u>	<u>15</u>	<u>-91%</u>	<u>528</u>	<u>165</u>	<u>-69%</u>
<i>Total Revenue:</i>	1825	1005	-45%	1825	1860	2%	1825	1703	-7%	5475	4568	-17%

Commentary:

FOIA costs changed on July 1st, 2015.

East Grand Rapids Department of Public Safety
1st Quarter Report - 2016

Medical & Fire Service Report:

	Jan 15	Jan 16	% +/-	Feb 15	Feb 16	% +/-	Mar 15	Mar 16	% +/-	YTD 15	YTD 16	% +/-
Medical Activity												
Medical Resp./Emergency	23	24	4%	27	15	-44%	21	1	-95%	71	40	-44%
Natural Death	0	0	0%	0	0	0%	0	0	0%	0	0	0%
Overdose	0	0	0%	0	0	0%	0	0	0%	0	0	0%
Suicides/Attempts	1	0	-100%	0	0	0%	1	0	-100%	2	0	-200%
<i>Total Medical Activity:</i>	24	24	0%	27	15	-44%	22	1	-95%	73	40	-45%
Fire Service Activity												
Single Family Dwelling	0	2	400%	0	2	500%	1	2	100%	1	6	500%
Multiple Family Dwelling	0	0	0%	0	0	0%	0	0	0%	0	0	0%
Commercial/Other Building	0	2	0%	0	3	0%	0	2	0%	0	7	0%
Vehicles	0	0	0%	0	0	0%	0	0	0%	0	0	0%
Miscellaneous Outdoor	0	0	0%	0	0	0%	0	0	0%	0	0	0%
<i>Fire Runs Total:</i>	0	4	400%	0	5	500%	1	4	300%	1	13	1200%
Other Fire Service Runs												
Smoke Investigation	0	0	0%	0	2	200%	1	0	-100%	1	2	100%
Wires Down	0	3	300%	0	8	800%	1	2	100%	1	13	1200%
Carbon Monoxide Alarms	0	0	0%	0	0	0%	0	2	200%	0	2	200%
False or Unfounded Alarms	7	2	-71%	9	8	-11%	9	10	11%	25	20	-20%
Mutual Aid Given	0	0	0%	0	0	0%	0	0	0%	0	0	0%
Mutual Aid Received	0	0	0%	0	0	0%	0	0	0%	0	0	0%
All Other Runs	0	0	0%	1	0	-100%	1	0	-100%	2	0	-200%
<i>Other Fire Service Runs Total:</i>	7	5	-29%	10	18	80%	12	14	17%	29	37	28%
<i>Total Medical and Fire Activity:</i>	31	33	6%	37	38	3%	35	19	-46%	103	90	-13%

Commentary:

Fire Service Activity includes any calls received where fire apparatus responded.

East Grand Rapids Department of Public Safety
1st Quarter Report - 2016

Internal Affairs Report:

Internal Affairs	Jan	Jan	%	Feb	Feb	%	Mar	Mar	%	YTD	YTD	%
Complaints	15	16	+/-	15	16	+/-	15	16	+/-	15	16	+/-
Abuse of Authority												
Excessive/Use of Force	0	0	0%	0	0	0%	0	0	0%	0	0	0%
Improper Touching/Behavior	0	1	100%	0	0	0%	0	0	0%	0	1	100%
Misuse of Position/Authority	0	0	0%	0	0	0%	0	0	0%	0	0	0%
Racial Profiling/Discrim.	0	0	0%	0	0	0%	0	0	100%	0	0	100%
Tactical Intimidation	0	0	0%	0	0	0%	0	0	0%	0	0	0%
Illegal Activity												
Improper Procedure												
Mishandled Pers. Property	0	0	0%	0	0	0%	0	0	0%	0	0	0%
Enforcement Decision	0	0	0%	0	0	0%	0	0	0%	0	0	0%
Falsification of Documents	0	0	0%	0	0	0%	0	0	0%	0	0	0%
Policy and Procedure Viol.	0	1	100%	0	0	0%	0	0	0%	0	1	100%
Inappropriate Detainment	0	0	0%	0	0	0%	0	0	0%	0	0	0%
Improper Questioning	0	0	0%	0	0	0%	0	0	0%	0	0	0%
Inappropriate Child Interview	0	0	0%	0	0	0%	0	0	0%	0	0	0%
Mishandling Evidence	0	0	0%	0	0	0%	0	0	0%	0	0	0%
Unsafe Vehicle Operation	0	0	0%	0	0	0%	0	0	0%	0	0	0%
Viol. Of Dispatch Procedure	0	0	0%	0	0	0%	0	0	0%	0	0	0%
Unprofessional Conduct												
Rudeness/Threatening	0	0	0%	0	0	0%	0	0	0%	0	0	0%
Inappropriate Statement	0	0	0%	0	0	0%	0	0	0%	0	0	0%
Unprofessional Conduct	<u>0</u>	<u>0</u>	<u>0%</u>	<u>0</u>	<u>0</u>	<u>0%</u>	<u>0</u>	<u>0</u>	<u>0%</u>	<u>0</u>	<u>0</u>	<u>0%</u>
<i>Total Complaints:</i>	0	2	200%	0	0	0%	0	0	0%	0	2	200%
Internal Affairs												
Complaint Dispositions												
Sustained	0	2	200	0	0	0	0	0	0	0	2	200
Sustained in Part	0	0	0	0	0	0	0	0	0	0	0	0
Not Sustained	0	0	0	0	0	0	0	0	0	0	0	0
Exonerated	0	0	0	0	0	0	0	0	0	0	0	0
Exon. in Part/Not Sus. in Part	0	0	0	0	0	0	0	0	0	0	0	0
Unfounded	0	0	0	0	0	0	0	0	0	0	0	0
Unf. in Part/Sustained in Part	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<i>Total Dispositions per Year:</i>	0	2	200	0	2	200						
<i>% Not sustained/Exoner./Unfounded</i>	0	0	0	0	0	0	0	0	0	0	0	0

Commentary:

Both complaints of misconduct stemmed from the same single incident.

*East Grand Rapids Department of Public Safety
1st Quarter Report - 2016*

Selected Community Service Activity:

	Jan 15	Jan 16	% +/-	Feb 15	Feb 16	% +/-	Mar 15	Mar 16	% +/-	YTD 15	YTD 16	% +/-
School/Community Liaison												
School Presentations	1	4	300%	2	1	-50%	0	0	0%	3	5	67%
School Safety Drills	3	2	-33%	3	2	-33%	0	6	600%	6	10	67%
Station Tours	1	0	-100%	2	2	0%	1	0	-100%	4	2	-50%
Car Seat Installations	0	1	100%	0	2	200%	0	5	500%	0	8	800%
Other Community Activity	<u>4</u>	<u>13</u>	<u>225%</u>	<u>1</u>	<u>2</u>	<u>100%</u>	<u>1</u>	<u>11</u>	1000%	<u>6</u>	<u>26</u>	<u>333%</u>
<i>Total Community Activity:</i>	9	20	122%	8	9	13%	2	22	1000%	19	51	168%

Commentary:

New category added to the 2015 report, therefore there is no comparable data for 2014.

*East Grand Rapids Department of Public Safety
1st Quarter Report - 2016*

Search & Seizure:

	Jan 15	Jan 16	% +/-	Feb 15	Feb 16	% +/-	Mar 15	Mar 16	% +/-	YTD 15	YTD 16	% +/-
Search & Seizure Exceptions												
Incident to Arrest	0	8	N/A	0	3	N/A	0	5	N/A	0	16	N/A
P.C. and Exigent	0	9	N/A	0	2	N/A	0	2	N/A	0	13	N/A
Plain View	0	0	N/A									
Consent	0	3	N/A	0	3	N/A	0	4	N/A	0	10	N/A
Stop & Frisk	0	0	N/A									
Veh. Impound & Inventory	0	2	N/A	0	2	N/A	0	1	N/A	0	5	N/A
Emergency	0	0	N/A									
Hot Pursuit	0	0	N/A									
<i>Searches Total:</i>	0	22	N/A	0	10	N/A	0	12	N/A	0	44	N/A

Commentary:

New category added to the 2015 report, therefore there is no comparable data for the 1st quarter of 2016.

Response to Resistance (Use of Force):

	Jan 15	Jan 16	% +/-	Feb 15	Feb 16	% +/-	Mar 15	Mar 16	% +/-	YTD 15	YTD 16	% +/-
Calls for Service:	485	399	-18%	478	377	-21%	459	415	-10%	1422	1191	-16%
Responses to Resistance:	2	0	-200%	2	1	-50%	0	0	0%	4	1	-75%

Commentary:

Officers will generally contact at least one individual during a call for service, but have numerous contacts with citizens that are not documented throughout the course of a 24hr. shift. Calls for service include all contacts with individuals that would involve an arrest or a Response to Resistance.

04/28/2016

REVENUE AND EXPENDITURE REPORT FOR CITY OF EAST GRAND RAPIDS

1st Quarter Report - 2016 (January 1 - March 31, 2016)

% Fiscal Year Completed: 75.14

GL NUMBER	DESCRIPTION	2015-16		YTD BALANCE 03/31/2016	AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL		BALANCE NORMAL		
Fund 101 - GENERAL FUND							
Revenues							
Function: FINES AND FORFEITS							
Dept 655-FINES AND FORFEITS							
101-655-6560.00	POLICE AND COURT FEES	30,000.00		25,951.07	4,048.93		86.50
101-655-6580.00	DRUNK DRIVING (OUIL) CHARGES	10,000.00		5,647.50	4,352.50		56.48
	Total Dept 655-FINES AND FORFEITS	40,000.00		31,598.57	8,401.43		79.00
	Total - Function FINES AND FORFEITS	40,000.00		31,598.57	8,401.43		79.00
Function: OTHER REVENUE							
Dept 671-OTHER REVENUE							
101-671-6740.00	DRUG SEIZURE PROCEEDS-CCCA,84	48,700.00		50,225.54	(1,525.54)		103.13
101-671-6750.00	CONTRIB FROM PRIVATE SOURCES	0.00		500.00	(500.00)		100.00
101-671-6910.00	CABLE COMMUNITY ACCESS EQUIP	52,000.00		26,240.82	25,759.18		50.46
101-671-6931.00	CABLE TOWER RENTAL	65,000.00		61,118.15	3,881.85		94.03
	Total Dept 671-OTHER REVENUE	165,700.00		138,084.51	27,615.49		83.33
	Total - Function OTHER REVENUE	165,700.00		138,084.51	27,615.49		83.33
	TOTAL Revenues	205,700.00		169,683.08	36,016.92		82.49

Expenditures					
Function: PUBLIC SAFETY					
Dept 345-PUBLIC SAFETY					
101-345-7060.00	SALARIES & WAGES - PERMANENT	79,800.00	57,720.00	22,080.00	72.33
101-345-7070.00	SALARIES & WAGES - PART-TIME/TEMP	55,000.00	36,560.17	18,439.83	66.47
101-345-7110.00	SAL. & WAGES - PERM. (NO FICA)	1,958,600.00	1,476,089.07	482,510.93	75.36
101-345-7130.00	SAL. & WAGES - OVT (NO FICA)	230,000.00	177,599.53	52,400.47	77.22
101-345-7150.00	EMPLOYER SOCIAL SECURITY	42,000.00	30,104.02	11,895.98	71.68
101-345-7160.00	WORKERS' COMPENSATION INS.	35,000.00	25,639.36	9,360.64	73.26
101-345-7170.00	HEALTH CARE	689,900.00	442,324.48	247,575.52	64.11
101-345-7190.00	PENSION	1,179,700.00	889,077.93	290,622.07	75.36
101-345-7400.01	UNIFORMS	25,000.00	11,370.41	13,629.59	45.48
101-345-7400.02	SCHOOL PROGRAMS	2,000.00	16.52	1,983.48	0.83
101-345-7400.03	COMMUNITY POLICING	2,500.00	2,619.12	(119.12)	104.76
101-345-7400.04	MEDICAL SUPPLIES	4,500.00	3,667.45	832.55	81.50
101-345-7400.05	CLEANING SUPPLIES	1,300.00	1,077.56	222.44	82.89
101-345-7400.06	OFFICE SUPPLIES	5,000.00	2,958.60	2,041.40	59.17
101-345-7400.07	MISC. OPERATING	8,500.00	6,787.19	1,712.81	79.85
101-345-7400.08	FIRE & RESCUE SUPPLIES	7,000.00	3,744.26	3,255.74	53.49
101-345-7400.09	POLICE EQUIPMENT	7,000.00	4,379.80	2,620.20	62.57
101-345-8010.00	CONTRACTUAL SERVICES	61,900.00	44,092.85	17,807.15	71.23
101-345-8110.00	COUNTY DISPATCH AGREEMENT	69,000.00	34,690.28	34,309.72	50.28
101-345-9300.00	REPAIRS & MAINTENANCE	9,000.00	1,339.37	7,660.63	14.88
101-345-9470.00	AUTO EXPENSE	175,000.00	117,651.58	57,348.42	67.23
101-345-9550.00	MISCELLANEOUS EXPENSE	8,000.00	2,633.89	5,366.11	32.92
101-345-9560.00	DUES & SUBSCRIPTIONS	3,000.00	561.00	2,439.00	18.70
101-345-9570.00	PROFESSIONAL DEVELOPMENT	10,000.00	1,719.38	8,280.62	17.19
101-345-9571.00	INSERVICE TRAINING	12,000.00	4,642.00	7,358.00	38.68
101-345-9700.00	CAPITAL EXPENDITURES	47,200.00	37,491.00	9,709.00	79.43
101-345-9701.00	SMALL CAPITAL	2,100.00	2,091.10	8.90	99.58
Total Dept 345-PUBLIC SAFETY		4,730,000.00	3,418,647.92	1,311,352.08	72.28

Dept 346-PUBLIC SAFETY STATE PROGRAMS
 101-346-9580.00 ST TRNG GRANT-POLICE / PA302
 Total Dept 346-PUBLIC SAFETY STATE PROGRAMS

5,500.00 4,321.77 1,178.23 78.58

 5,500.00 4,321.77 1,178.23 78.58

Dept 347-DRUG SEIZURE
 101-347-9700.00 CAPITAL EXPENDITURES
 101-347-9701.00 SMALL CAPITAL
 Total Dept 347-DRUG SEIZURE

0.00 0.00 0.00 0.00
 8,700.00 1,675.00 7,025.00 19.25

 8,700.00 1,675.00 7,025.00 19.25

Total - Function PUBLIC SAFETY

4,744,200.00 3,424,644.69 1,319,555.31 72.19

TOTAL Expenditures

4,744,200.00 3,424,644.69 1,319,555.31 72.19

Fund 101 - GENERAL FUND:

TOTAL REVENUES

205,700.00 169,683.08 36,016.92 82.49

TOTAL EXPENDITURES

4,744,200.00 3,424,644.69 1,319,555.31 72.19

NET OF REVENUES & EXPENDITURES

(4,538,500.00) (3,254,961.61) (1,283,538.39) 71.72

Overtime Expenditures

Case Investigation 3,397.91
 Court 2,639.31
 Fire Call Back 799.06
 FTO 0.00
 Other 16,708.65
 Special Event 16,454.29
 Staffing 137,067.84
 Training 24,770.75

PROCEEDINGS OF THE PLANNING COMMISSION
City of East Grand Rapids, Michigan

May 12, 2016
East Grand Rapids Community Center – Commission Chambers

Present: Chairman John Barbour, Commissioners John Arendshorst, Kevin Brant, David DeVelder, Tom Getz, Sara Lachman, Mary Mapes and Jeff Olsen

Absent: Commissioner Jeff Dills

Also Present: Assistant City Manager Doug La Fave, City Zoning Administrator Tom Faasse, City Attorney John Huff, City Planner Paul LeBlanc of LSL Planning and Recording Secretary Lynda Taylor

1. CALL TO ORDER

Chairman Barbour called the meeting to order at 5:30 PM.

2. APPROVAL OF MINUTES – January 12, 2016

A motion was made by Commissioner Getz and supported by Commissioner Olsen to approve the minutes as written.

Yeas: Commissioners Arendshorst, Brant, Barbour, DeVelder, Getz, Mapes and Olsen – 7

Nays: -0-

Commissioner Lachman arrived at 5:35 PM.

3. SPECIAL LAND USE APPLICATION (Calvin College)

Chairman Barbour asked Zoning Administrator Tom Faasse to review the special use application submitted by Calvin College. The application is for the portion of the Calvin campus located in East Grand Rapids. The property contains the house known as Ravenswood at 3222 Lake Drive. The college had been using the house for visiting faculty short term housing. Mr. Faasse explained that Calvin College had approached the City about zoning ramifications of using the house as a theme centered student group housing. Because the property is zoned R1, group housing is an unlisted use in the City's zoning code. In the course of analysis and discussion, it came to light that this portion of the campus had never had an approved special land use designation

Mr. Faasse explained that when an unlisted use is requested, the Director of Public Works makes a determination as to whether it is not listed in any zoning district and then makes an interpretation whether the use is similar or closely resembles another listed use. In the case of Calvin College, the determination was made that the most appropriate comparison would be "private or parochial school".

Mr. Faasse emphasized that there were no proposed building projects, overhaul of the campus or planned redevelopment of the property.

Matt Zimmerman, attorney for Calvin College, gave a brief description of what had taken place between the college and the City and said they were happy to cooperate and go through the special use process.

Sarah Visser, Vice-president for Student Life, described the plans for the program that would take place in the house. The program, John Perkins Leadership Fellows Program, is for students at Calvin who are the first in their family to attend a college or university and is intended to support and encourage them to thrive at the college. Eight students and a professional staff mentor would live in the house. The goal is not only for students to be living there, but it would be a place for students to meet as well.

Phil Beezhold, Facilities Manager for Calvin College, gave an overview of the house structure. He said the house has four bedrooms, each with its own bathroom. There is living space that was formerly a garage. The house has a living room, family room, kitchen and another living space which is where the mentor would live. The house also has a basement that can be used for group meetings.

The house parcel has a large circular driveway, a three car detached garage and a parking lot that can hold twelve cars. The property is surrounded by trees and they have been trying to plant additional trees to provide additional natural cover.

Mr. Zimmerman added that what is being proposed for the property would not be disruptive to the neighborhood and fits within the character of the surrounding area. He said that you basically have to go on the campus in order to see it because of the tree cover.

City Planner, Paul LeBlanc reported that this is not an uncommon situation. He said when a zoning ordinance is written, it can't possibly list every use that might ever be conceived, and that is why there is a provision in the use table that allows the director to classify uses that aren't mentioned. He said it is a routine situation. In the discussions, it was determined that "parochial and public schools" was probably the closest fit.

Chairman Barbour mentioned that the property had been in East Grand Rapids since 2007 because of a land trade with Grand Rapids. Mr. Faasse said that the Article 425 agreement occurred because Calvin wanted to expand the Spoelhof Center. The new building would have straddled the city line and force the college to deal with two different governments. To simplify the situation, the proposal was to move the East Grand Rapids land to Grand Rapids. East Grand Rapids, then, acquired the Ravenswood property in the trade.

Commissioner Olsen asked the applicant if the special land use process was affecting the college's schedule or plans. Mr. Zimmerman responded that if it was kept on schedule and they received a favorable response, the plans would be on schedule.

Commissioner DeVelder asked if there were any expansion improvements for the house. Mr. Beezhold said nothing had been planned except for maintenance improvements.

Commissioner DeVelder questioned the large amount of parking space available near the house. Ms. Visser said that very few of the students living in the house had cars. She stated that there would probably be four cars. The parking lot would be used for overflow parking when needed.

Commissioner DeVelder asked if the special land use would affect just the house or the entire piece of property in East Grand Rapids. Mr. Faasse responded that it would affect the entire area.

Commissioner Lachman asked if there was a protection to prevent the house from becoming a fraternity house in the future. Mr. LeBlanc responded that Calvin College had specifically stated the intent and the number of residents located at the house. He added that as part of the Commission's recommendation, they could place a limit on the number of students being housed. Any change to that number would require them to come back and amend the special land use approval.

Commissioner Mapes questioned the number of students per bedroom and if there was a limit. Mr. Beezhold answered that the rooms were big enough for two students per bedroom and that would be the maximum they would allow.

Commissioner Getz asked if the original ordinance would have to be revised. Mr. Faasse stated that staff is obligated to propose to the City Commission an amendment to the ordinance to add the uses.

Chairman Barbour commented that he was pleased with the Commissioners' sensitivity to the timeline for the applicant as well as sensitivity to understanding the whole process.

4. SET PUBLIC HEARING FOR SPECIAL LAND USE APPLICATION (Calvin College)

A motion was made by Commissioner Olsen and supported by Commissioner Arendshorst to schedule a public hearing for June 14, 2016.

Yeas: Commissioners Arendshorst, Barbour, Brant, DeVelder, Getz, Lachman, Mapes and Olsen – 8

Nays: -0-

5. REPORT OF THE CITY COMMISSION

Assistant City Manager Doug La Fave reported the following:

- The annual Reeds Lake Run is scheduled for June 4.
- A lot of work was done this winter on cured-in-place pipe lining of sanitary sewers to try to rehabilitate those before we have to do open cut repairs.
- This year's LED lighting retrofit project has been completed. Gaslight Village gooseneck lights have been done. The Edgemere neighborhood, San Lucia, San Lu Rae and the Municipal Complex were also completed.
- Lake Drive water main replacement will start May 16. The project limits will be Conlon to Bagley. New mast arm traffic signals will be installed at the Lake/Breton/Lakeside intersection.
- Street work coming up this summer includes the lowest passer rated streets which include some long stretches of Conlon from Berwyck to Oakwood and Rosewood from Sherman to Robinson. Grind and resurface will be done on Manhattan Road from Reeds Lake Blvd. to cascade Road. Numerous Cape Seal projects will also be done.

- Sidewalk replacement has been taking place in areas where grinding and cutting was done last summer and fall. Then, we will continue to go back to areas of the City that were last addressed in 2002.
- A new fuel management system is in place. We have partnered with the schools to save them some money as well. Besides saving money it will eliminate vehicles traveling to gas stations outside the City.
- The City is in the midst of wrapping up a tree inventory of all trees in the public right of way – 7,113 trees. Condition assessments have been done on all the trees and we are looking to manage our tree canopy like we do with our utilities by implementing those into GIS format. This includes tree species, initial health ratings, age, etc.

Chairman Barbour asked if we still have a program for homeowners to purchase trees. Mr. La Fave responded that the program is still in place. The City splits the cost 50/50 with residents to plant trees in the right of way.

Commissioner Lachman asked if anything interesting was found when doing the tree inventory. Mr. La Fave said that out of the 7,113 trees only 8 needed to be removed or trimmed because of imminent danger. This tells us that we're being very effective in making sure we have good communication between residents and staff when something is happening that needs to be addressed.

6. NEXT SCHEDULED MEETING DATE – June 14, 2016

7. PUBLIC COMMENT

No public comment was received.

8. ADJOURNMENT

Chairman Barbour adjourned the meeting at 6:10 PM.

Respectfully submitted,

Lynda Taylor
Recording Secretary

EAST GRAND RAPIDS JOINT FACILITIES COMMITTEE

May 24, 2016

Woodcliff Administration Building

16

Present for the Schools: Michelle Rabideau, Mark Hessler, Bob Wolford, Sara Shubel, Kevin Philipps, Patty Temple, Tim Johnston

Present for the City: Amna Seibold, Karey Hamrick, Jeff Dills, Brian Donovan, Fred Bunn, Karen Brower

Bob Wolford called the meeting to order at 7:36 a.m.

1. MINUTES OF MEETING HELD MAY 12, 2016

A motion was made by Mark Hessler and supported by Karey Hamrick to approve the minutes of the meeting held May 12, 2016. The motion passed unanimously.

2. HIGH SCHOOL POOL REPAIRS

Kevin Philips reported the requested two quotes had been received. He explained the different tile costs and square footage prices. Patty Temple noted it would be hard to know exactly how much tile work needed to be done until the pool was empty, but the low bidder had agreed to keep their square footage price the same no matter how much work was needed. Kevin recommended awarding the contracts to the two low bidders. Jeff Dills thanked the school staff for procuring the quotes.

A motion was made by Amna Seibold and supported by Bob Wolford to award contracts to Aquatic Source LLC for the sand filtration system in the amount of \$18,209 and to Welch Tile & Marble in the amount of \$3.46 per square foot for re-grouting of up to 9,500 square feet of pool tiles and expansion joints. The motion passed unanimously. Patty noted the work would start June 13 and be done in 5-6 weeks.

3. MEHNEY FIELD PALYER SEATING/SHELTERS

Tim Johnston reported 13 schools in the EGR playing area have shelters for players at their soccer/lacrosse fields, ranging from portable units to permanent dugouts. He stated Mehney Field is used for soccer, field hockey and lacrosse. He showed photos of backpacks lying on the ground during a rainy game recently. He reported Johnny Mac's Sporting Goods gave him a price of \$20,000 for the two 24-foot portable shelters.

Bob Wolford agreed shelters were needed but struggled with the high cost. He would be more comfortable with some type of partnership with the parents or boosters to raise funds toward the purchase of the shelters. Jeff Dills agreed he was not against purchasing the shelters, just the cost. He felt the shelters were a nice amenity but were not ultimately needed to play the sport.

Amna Seibold questioned whether the Joint Facilities Committee would have to pay to replace these shelters at the end of their useful life. She remained concerned about trash and vandalism and liked the idea of a fundraising partnership. Tim Johnston stated the shelters would be placed against the fence in the winter to protect them. He also stated he would give the parents the challenge of raising funds for the shelters if the Joint Facilities Committee approved the concept of placing them at Mehney Field.

Amna asked if shelters would also be needed at the football field, Manhattan Park, etc. Mr. Johnston stated they would never be requested at these locations because it was a totally different situation.

A motion was made by Amna Seibold and supported by Jeff Dills to approve the placement of portable player shelters at Mehney Field into the FY2016-17 budget if the initial funding is secured by parents and boosters, with the understanding that future replacement of the units will not be automatic but will be decided at a later date. The motion passed unanimously.

4. JOINT FACILITIES AGREEMENT REIEW

Brian Donovan suggested allowing staff to begin the process of updating the agreement by working together to identify areas where procedures have changed over the years or items that could be more clearly addressed in writing. Kevin agreed that staff references the agreement quite frequently and may have ideas for changes. Amna Seibold asked staff to review the dollar amounts used in the agreement for staff approvals. Bob Wolford suggested the school's ability to raise bond funds be addressed in any updates.

Kevin Philips, Brian Donovan and Fred Bunn will meet to review possible changes and will report back to the committee in the fall.

The meeting adjourned at 8:05 am. The next meeting will be scheduled in the fall of 2016.

Respectfully submitted,
Karen Brower

kb/jointmin