



City of East Grand Rapids
Regular City Commission Meeting
Agenda

January 16, 2017 – 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.

Consent Agenda – Approval Requested

4. Receipt of communications.
5. Minutes of the regular meeting held January 3, 2017 (approval requested).
6. Report of Finance Committee on disbursement of funds: payroll disbursements of \$223,746.35; county and school disbursements of \$958,088.54, and total remaining disbursements of \$235,511.49 (approval requested).
7. Changes to employee salary schedule (approval requested).
8. Contract for consulting services for Comprehensive Master Plan (approval requested).
9. Contract for financial auditing services (approval requested).
10. Extension of easement with Consumers Energy for Remington Park project (approval requested).
11. Preliminary minutes of the Joint Facilities Committee meeting held November 10, 2016 (no action requested).
12. Public Safety quarterly report for the period ending June 30, 2016 (no action requested).

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PROCEEDINGS OF THE CITY COMMISSION
CITY OF EAST GRAND RAPIDS

Regular Meeting Held January 3, 2017

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, Miller, Zagel and Mayor Seibold

Absent: Commissioner Hamrick

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

2017-1. No public comment was received.

2017-2. Commissioner Miller thanked the Public Safety Department for providing assistance to the Grand Rapids Police Department in January with a situation involving shots fired at a Grand Rapids officer.

Commissioner Zagel announced that Kilwin's Fudge would be the new tenant in the storefront formerly occupied by Sweetielicious.

City Manager Donovan reminded residents that the City would be picking up Christmas trees and wreaths until Friday, January 13 when placed on the curb next to the roadway.

Mayor Seibold reported she had provided breakfast to the Public Safety officers on duty on New Year's morning as a thank you for all they do to keep our city safe.

2017-3. Lake Drive Sidewalk Special Assessment District.

Assistant City Manager LaFave explained the need to hold a hearing on the necessity of the sidewalk improvement and then adopt a resolution setting the interest rate and setting a final public hearing on the assessment roll.

City Manager Donovan noted that the 2015 Street & Sidewalk millage would be funding 80% of the new sidewalk and residents would pay the remaining 20% according to the frontage on the sidewalk. Property owners will have the option of paying the assessment in one lump sum to avoid any interest charges or setting up a payment plan over 10 years.

Mayor Seibold opened a public hearing. The following people were present to express their opinions:

- | | |
|------------------------------------|--|
| - Alexander Miller, 1350 Woodshire | Voted no because they already have a sidewalk on the Woodshire side of their property and won't ever use the new sidewalk. Felt the new sidewalk would benefit the other property owners and wondered why they had to share the cost of a sidewalk they wouldn't use. |
| - Mary Jane Miller, 1350 Woodshire | Felt that Calvin College should share in the cost as their students would be the ones using it most. City Manager Donovan noted that the other property owners were paying a larger proportional share because the Millers already had a sidewalk on the other frontage. He also stated that Calvin College was not required to participate in the special assessment district because their property did not front on the new sidewalk. |

No other public comment was received. Mayor Seibold closed the public hearing.

2017-3-A. Miller-Dills. That a resolution determining the necessity of the Lake Drive Sidewalk Special Assessment District as a public improvement be adopted as set forth in Exhibit "A" attached hereto.

Yeas: Dills, Duncan, Miller, Zagel and Seibold – 5
Nays: -0-

2017-3-B. Duncan-Miller. That the assessment roll for the Lake Drive Sidewalk Special Assessment District as set forth in Exhibit "B" attached hereto be certified as correct.

Yeas: Dills, Duncan, Miller, Zagel and Seibold – 5
Nays: -0-

2017-3-C. Dills-Zagel. That a resolution setting a hearing on the assessment roll for the Lake Drive Sidewalk Special Assessment District for February 6, 2017 at 6 p.m. be adopted as set forth in Exhibit "C" attached hereto.

Yeas: Dills, Duncan, Miller, Zagel and Seibold – 5
Nays: -0-

2017-4. Final Reading of an ordinance to amend Chapter 31 of Title III of the City Code pertaining to parks general regulations.

2017-4-A. Miller-Dills. That an ordinance to amend Chapter 31 of Title III of the City Code pertaining to parks general regulations be introduced as set forth in Exhibit "D" attached hereto.

Yeas: Dills, Duncan, Miller, Zagel and Seibold – 5
Nays: -0-

2017-5. Final Reading of an ordinance to amend Article I of Chapter 31 of Title III of the City Code pertaining to rules and regulations for public parks.

2017-5-A. Zagel-Miller. That an ordinance to amend Article I of Chapter 31 of Title III of the City Code pertaining to rules and regulations for public parks be introduced as set forth in Exhibit "E" attached hereto.

Yeas: Dills, Duncan, Miller, Zagel and Seibold – 5
Nays: -0-

2017-6. Final Reading of an ordinance to add Chapter 33 to Title III of the City Code pertaining to media production on public property.

2017-6-A. Zagel-Duncan. That an ordinance to add Chapter 33 to Title III of the City Code pertaining to media production on public property be introduced as set forth in Exhibit "F" attached hereto.

Yeas: Dills, Duncan, Miller, Zagel and Seibold – 5
Nays: -0-

2017-7. Final Reading of an ordinance to add Chapter 35 to Title III of the City Code pertaining to the Parks & Recreation Commission.

2017-7-A. Dills-Miller. That an ordinance to add Chapter 35 to Title III of the City Code pertaining to the Parks & Recreation Commission be introduced as set forth in Exhibit "G" attached hereto.

Yeas: Dills, Duncan, Miller, Zagel and Seibold – 5
Nays: -0-

2017-8. Dills-Zagel. To approve the consent agenda as follows:

- 2017-8-A. To approve the minutes of the regular meeting held December 19, 2016.
- 2017-8-B. Report of Finance Committee on disbursement of funds: payroll disbursements of \$217,407.11; county and school disbursements of \$300,104.29, and total remaining disbursements of \$261,578.47.
- 2017-8-C. The purchase of computer hardware from Ocean Inc. in the amount of \$6,588.00.
- 2017-8-D. A contract with RAM Construction Services of Wyoming in the amount of \$8,400.00 for the waterproofing of the elevator hoistway pit at the Community Center.
- 2017-8-E. Contracts for the remodeling of the kitchen at the Public Safety Building as follows: Dave Klomprens Builders for \$5,794.94 for general contractor services; Decker and Sons in the amount of \$5,330.00 for appliances; Flooring America in the amount of \$781.60 for flooring; Rivershores Building Products in the amount of \$3,220.00; Premiere Granite and Stone in the amount of \$2,783.13 for countertops and approval of \$7,090.33 for miscellaneous costs and project contingencies for a grant total not to exceed \$25,000.

Yeas: Dills, Duncan, Miller, Zagel and Seibold – 5

Nays: -0-

The meeting adjourned at 6:24 p.m., subject to the call of the Mayor until January 16, 2017.

Karen K. Brower, City Clerk

Attachments: A – Lake Drive Sidewalk Special Assessment District Resolution Determining Necessity
B – Lake Drive Sidewalk Special Assessment District Certified Assessment Roll
C – Lake Drive Sidewalk Special Assessment District Resolution Setting Haring on Assessment Roll
D – Ordinance amendment to Chapter 31 of Title III
E – Ordinance amendment to Article I of Chapter 31 of Title III
F – Ordinance amendment to Chapter 33 of Title III
G – Ordinance amendment to Chapter 35 of Title III

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



CITY OF EAST GRAND RAPIDS

750 LAKESIDE DRIVE SE • EAST GRAND RAPIDS, MICHIGAN 49506

Resolution Determining Necessity

RESOLVED that the improvement consisting of:

Construction of approximately 720 feet of sidewalk on the north side of Lake Drive from Woodshire Avenue to the City limit.

is a necessary public improvement and that the cost and expense of such improvement shall be paid by special assessment levied upon the lands and premises, except public highways and alleys, benefiting from said improvement, according to front footage. Be it further resolved that the specifications for said improvement as prepared by staff are approved, that the estimated cost thereof is \$114,000, that \$91,200 of said cost shall be paid by the City-at-large and \$22,800 by special assessment payable in ten annual installments with interest at the United States Federal prime rate of 3.75% plus 1% per annum on assessments not paid in full within 30 days of confirmation of the assessment roll. Be it further resolved that the special assessment district upon which special assessments shall be levied is established as consisting of:

<u>Parcel Number</u>	<u>Address</u>
41-18-03-227-028	1350 Woodshire Avenue
41-18-03-227-029	3121 Lake Drive
41-18-03-227-019	3131 Lake Drive
41-18-03-227-023	3155 Lake Drive
41-18-03-227-030	3159 Lake Drive
41-18-03-227-031	3161 Lake Drive
41-18-03-227-026	3157 Lake Drive

and that this Commission deems and declares that all real estate within said district is benefited by said improvement. Be it further resolved that the City Manager prepare or cause to be prepared a special assessment roll in accordance with the determinations of this Commission. Be it further resolved that the City Clerk is directed to maintain a record of all parties who appeared at the public hearing (by letter and/or personal appearance) to protest the necessity of the proposed improvement.

Adopted by the East Grand Rapids City Commission
on January 3, 2017.

Karen K. Brower, City Clerk



CITY OF EAST GRAND RAPIDS

750 LAKESIDE DRIVE SE • EAST GRAND RAPIDS, MICHIGAN 49506

Certificate of Assessment Roll

I certify that the following assessment roll has been made by me or caused to be made by me pursuant to a resolution of the Commission adopted January 3, 2017, and that in making the assessment therein I have, as near as may be according to my best judgment, conformed in all respects to the directions contained in such resolution and to the provisions of the ordinance pertaining thereto.

<u>Parcel Number</u>	<u>Address</u>	<u>Assessment</u>
41-18-03-227-028	1350 Woodshire Avenue	\$2,323.83
41-18-03-227-029	3121 Lake Drive	\$3,707.06
41-18-03-227-019	3131 Lake Drive	\$5,762.15
41-18-03-227-023	3155 Lake Drive	\$1,968.14
41-18-03-227-030	3159 Lake Drive	\$3,643.83
41-18-03-227-031	3161 Lake Drive	\$3,548.98
41-18-03-227-026	3157 Lake Drive	\$1,810.06

City Manager



CITY OF EAST GRAND RAPIDS

750 LAKESIDE DRIVE SE • EAST GRAND RAPIDS, MICHIGAN 49506

Resolution Setting Hearing on Assessment Roll

RESOLVED that the special assessment roll for the improvements consisting of:

Construction of approximately 720 feet of sidewalk on the north side of Lake Drive from Woodshire Avenue to the City limit.

is directed to be filed in the office of the City Clerk for public examination and that the City Commission meet at the City Hall on Monday, February 6, 2017, at 6:00 p.m. for the purpose of reviewing each roll at which time and place all persons interested or who are liable to be assessed for such improvement may appear and be heard in regard to such improvement and assessment roll; and be it further resolved that the City Clerk is instructed to give notice of such hearing in the manner provided by Ordinance Section 1.307(A) at least 10 days prior to the date of said hearing.

Adopted by the East Grand Rapids City Commission
on January 3, 2017

Karen K. Brower, City Clerk

**AN ORDINANCE TO AMEND CHAPTER 31 OF TITLE III
OF THE CODE OF THE CITY OF EAST GRAND RAPIDS**

THE CITY OF EAST GRAND RAPIDS ORDAINS:

Section 1. Chapter 31 of Title III of the Code of the City of East Grand Rapids is amended in its entirety to read as follows:

CHAPTER 31: PARKS; GENERAL REGULATIONS

- 3.1. Rules. The city manager is hereby empowered to make and enforce such rules and regulations, subject to the approval of the city commission, pertaining to the conduct and use of parks and public grounds, as are necessary to administer the same and to protect public property and the safety, health, morals and welfare of the public. (1982 Code §3.5)
- 3.2. Violations. Any person who shall violate any of the provisions of this chapter or any of the rules and regulations promulgated hereunder, shall have committed a civil infraction and may be ordered to pay a civil fine of not more than five hundred dollars (\$500.00). (Ord.,1-31-1992; Ord., 9-14-1996)

Section 2. This Ordinance shall be effective on January 14, 2017.

Section 3. This Ordinance shall be published in full pursuant to the provisions of Chapter VII, Section 7.5 of the Charter of the City of East Grand Rapids.

**AN ORDINANCE TO AMEND ARTICLE I OF CHAPTER 31
OF TITLE III OF THE CODE OF THE CITY OF EAST
GRAND RAPIDS**

THE CITY OF EAST GRAND RAPIDS ORDAINS:

Section 1. Article I of Chapter 31 of Title III of the Code of the City of East Grand Rapids is amended in its entirety to read as follows:

ARTICLE I: RULES AND REGULATIONS FOR PUBLIC PARKS

- Section:
- 3.10. Intent
 - 3.11. Definitions
 - 3.12. Park Hours
 - 3.13. Expulsion
 - 3.14. Motor Vehicles; Other Motorized Items
 - 3.15. Use of Parks
 - 3.16. Athletic Games
 - 3.17. Fires; Grills; Fireworks
 - 3.18. Dogs
 - 3.19. Sound Amplification
 - 3.20. Park Roads and Grounds
 - 3.21. No Hunting
 - 3.22. Alcoholic Beverages
 - 3.23. No Camping
 - 3.24. Injury to or Defacing of Parks
 - 3.25. Golf Prohibition
 - 3.26. In-line Skates; Roller Skates; Motorized and Non-Motorized Scooters; In-Line Skates; Bicycles
 - 3.27. School Rules
 - 3.28. Weapons Prohibited
 - 3.29. Swimming
 - 3.30. Parking and Storage
 - 3.31. Boat Launches
 - 3.32. Feeding Birds and Water Fowl
 - 3.33. Deposit of Garbage and Rubbish

3.10. Intent. The following rules and regulations of this article are issued pursuant to section 3.1 of this title. (Ord., 4-24-1995)

3.11. Definitions. For purposes of these rules and regulations, the term ‘public park’ shall mean any park, recreation facility (including boat launches), or open space owned or controlled by the City of East Grand Rapids, as well as joint facilities properties utilized and improved by both the City and the East Grand Rapids Public Schools (‘schools’), which facilities are as follows:

- A. Remington Park (including baseball field).
- B. The Manhattan Park and adjacent athletic fields, tennis courts, playground, sledding hill, and trail system.
- C. Athletic fields, ball fields, and playgrounds surrounding Breton Elementary, Lakeside Elementary, Wealthy Elementary, Woodcliff Administration Building, the middle school, and the high school ('school buildings').
- D. Canepa community tennis center and all other public courts located within the City.
- E. John Collins Park.
- F. Memorial Field.
- G. Mehney Field.
- H. The lower field adjacent to Memorial Field.
- I. The community track which surrounds the lower field.
- J. Wealthy pool.
- K. High School pool.
- L. Hodenpyl Woods.
- M. Waterfront Park.
- N. Steketee Woods.
- O. Schroeder Park.
- P. Griffiths Lake Park.
- Q. Mary Triangle (old water tower).
- R. Campo Grande (San Lu Rae triangle).

The term 'Recreation Director' shall mean the Parks and Recreation Director for the City of East Grand Rapids. 'Parks and Recreation Commission' shall mean the Parks and Recreation Commission appointed by the Mayor of the City of East Grand Rapids. 'Superintendent' shall mean the Superintendent of the East Grand Rapids Public Schools.

- 3.12. Park Hours. Public parks shall be open to the public during such hours as are established and published by the Parks and Recreation Commission and posted at the park. It shall be unlawful for any person, except those persons authorized by the Parks & Recreation Director or the Superintendent, to enter

upon, cross through or remain within any public park outside of the established hours.

- 3.13. Expulsion. Employees of the City and the schools shall have, and are hereby given, the authority and power to exclude and expel any person or persons from any public park located within the City when such City or school employee believes in their judgment that those person or persons have violated any provisions or requirements of this Chapter, any City Ordinance, or any state law. It shall be unlawful for any person to refuse or fail to leave a public park when ordered to do so by a City or school employee.
- 3.14. Motor Vehicles; Other Motorized Items. All motor vehicles (except authorized City or school vehicles) shall be removed from Manhattan Park, Remington Park and Waterfront Park parking lots before closing. Any motor vehicles left in said parking lots after closing will be ticketed and towed away by the City at the owner's expense. No motor vehicles, motor cycles, mopeds, go-carts, mini-bikes, snowmobiles, ATV's or similar items shall be used in public parks unless the Parks and Recreation Director or Superintendent authorizes such use beforehand except that motor vehicles and motorcycles are allowed as provided in Section 3.19 of this Chapter.
- 3.15. Use of Parks. The scheduling of public parks and the issuance of permits for the use of public parks shall be the responsibility of the Recreation Director or his/her designee (except for special events permits, which shall be issued by the Parks and Recreation Commission). Certain facilities may not be used unless a permit has been obtained as provided by subsections D and E of this section. In addition, a permit is required to reserve any facility. Notwithstanding the above, the scheduling of facilities located in school buildings shall be handled by the Superintendent or his/her designee. Preference for use in scheduling will be given to events of the East Grand Rapids Public Schools and the Parks and Recreation Department. The two (2) types of permits for use of public parks are as follows:
 - A. Facilities Use Permit.
 1. A facilities use permit is issued to a group or event where no entry fee or donation fees are charged for those participating in or watching the event.
 2. The following groups can qualify for a facilities use permit:
 - a. Team practice events involving adults or children. Preference will be given to teams or clubs associated with the East Grand Rapids Public Schools or the Parks and Recreation Department;
 - b. Family reunions;

- c. Block parties;
 - d. Company, firm, organization or group events such as picnics, softball, or touch football.
3. Facilities permits are issued on a per event basis. Permits are issued by the Recreation Director or his/her designee. The applicant will be charged fees for use of the facility as set by the City and/or Joint Facilities Committee. City and school sponsored events will not be charged a fee and do not need to receive a facilities permit, but they do need to be scheduled as provided above.
 4. The Recreation Director can attach reasonable conditions to the granting of a facilities permit.
 5. Prohibition of independent commercial activity in John Collins Park: Only commercial activities which are authorized or controlled by concession or contract with the City or are part of any City-sponsored program shall be allowed the use of John Collins Park. No independent commercial activity undertaken in John Collins Park by an individual, firm, partnership, cooperative, nonprofit membership corporation, joint venture, association, company, corporation, agency, syndicate, group, organization, or combination acting as a unit shall be allowed.
- B. Special Event Permits.
1. Any individual, group, company, firm organization or combination acting as a unit who charges an admission fee or collects donations to watch or participate in an event in a park or who sponsors or conducts any walk, run, competition or non-competition event that is used to raise funds, which walk, run, competition or non-competition event is to occur in a public park and/or on the City right-of-way, must obtain a special event permit from the Parks and Recreation Commission.
 2. An application and permit fee, as determined by the City Commission, must be paid to the City except for City or school-sponsored events.
 3. Special events permits shall evidence the right of the group to occupy the designated portion of the park and right-of-way involved for the approved use. Special event permits shall be subject to the following requirements:

- a. A certificate of insurance may be required by the City from any person or group that wishes to obtain a special event permit. Any required insurance shall be in such amounts and for such times as the recreation director requires.
 - b. Applicants must fill out a proper special event permit application and submit it to the City at least sixty (60) days prior to the proposed event.
 - c. Applicants shall pay the application and permit fee required by Section 3.15B2 at the time the application is submitted. Such fee shall not be refunded, even if the application is denied.
 - d. In addition to the application fee, the applicant shall reimburse the City for all City labor costs (including wages and overtime for City employees and any part time or contracted labor for the event), equipment rental, cleanup costs and damages to the public park or off site property (if any) which are caused by or attributable to the special event. Such costs shall be fully reimbursed to the City within thirty (30) days of the date the applicant receives an invoice for the same from the City. Such costs may be waived in whole or in part by the City Commission in a given case for good cause shown.
 - e. Any other reasonable conditions determined to be appropriate by the Parks and Recreation Commission.
- C. Limited Use Facilities. Because of the need to maintain certain athletic fields in the best possible condition for game play, it is necessary to limit the use of said fields so that they have adequate time to recover between games and seasons. The following list of facilities are to be used only for scheduled events of the East Grand Rapids Schools Athletic Department and the Parks and Recreation Department unless a permit has been obtained from the Parks and Recreation Department prior to use:
1. Swaney Baseball field at Remington Park.
 2. Manhattan official size soccer field number 5.
 3. Manhattan softball field number 3.
- D. Mehney Field and Memorial Field. Mehney Field and Memorial Field have been designed and built as all-weather playing surfaces to be used primarily for events scheduled by the East Grand Rapids Public Schools and the Parks and Recreation Department. Events scheduled by either of these two (2) bodies shall be entitled to

preferential use of the fields. When not in use for such a scheduled event, the fields may be made available for use by other persons and groups who obtain a permit and pay all required fees. Any use by a group, company, league, or other organization can only occur if a facilities rental permit or a special event permit has first been obtained and fees paid in accordance with subsections A and B of this section. Individuals are permitted to use these fields on an informal basis at times when no other use of the field is scheduled, subject to the opening and closing hours posted at the park pursuant to section 3.12 of this article. (Ord., 4-24-1995; Ord., 11-4-1996; Ord., 9-20-1999; Ord. 4-15-2002)

- 3.16. Athletic Games. No baseball, football or softball throwing, or other activities hazardous to others shall take place in any public park, playground or other public place, except in areas designated therefore by the city manager. (1982 Code §3.4)
- 3.17. Fires; Grills; Fireworks. No fire shall be built nor shall any grill be brought into or utilized in any public park, with the exception that grills may be utilized in designated areas within Manhattan Park as approved beforehand by permit issued by the Recreation Director or the director's designee. In addition, grills that have been placed in Manhattan Park by the City may be used without a permit. Any grill approved by the recreation director or the director's designee shall be fueled by gas or propane only; no wood burning or charcoal burning cookers, smokers, or grills shall be brought into Manhattan Park. Charcoal may only be used in grills provided by the City.
- No person shall possess or ignite fireworks, rockets, or sparklers in a public park unless permission, or a fireworks permit, has been obtained beforehand from the recreation director or the director's designee and unless such possession and use complies with Section 9.57E of Chapter 93 of Title IX of this Code.
- 3.18. Dogs. No dogs shall be permitted in any public park unless on a leash, not exceeding six (6) feet in length, controlled by the owner at all times. Owners shall pick up all animal fecal discharges from park property and dispose of in a proper container. No dangerous or vicious dogs shall be permitted in any public park. (Ord., 4-24-1995)
- 3.19. Sound Amplification. Use of sound amplification in the public parks shall not disturb the quiet enjoyment of the park by other park users unless an amplification permit has been obtained from the Parks & Recreation Department.
- 3.20. Park Roads and Grounds. No person shall operate any motor vehicle in any public park except upon established roadways, drives, and parking lots designated by the City. The Parks & Recreation Director or Superintendent

may authorize exceptions to this regulation for service vehicles and during special events.

- 3.21. No Hunting. No hunting or trapping shall occur within a public park or in any waters adjacent thereto unless a permit has been obtained from the Parks & Recreation Director.
- 3.22. Alcoholic Beverages. No alcoholic beverages shall be brought into, possessed or consumed within any public park.
- 3.23. No Camping. No person shall camp in any public park unless a permit has been obtained from the Parks and Recreation Department.
- 3.24. Injury to or Defacing of Parks. No person shall damage or deface any item within a public park. No person shall destroy or damage the surface or sod of any playing field, track, tennis courts, or practice area. There shall be no waxing of areas or equipment located in parks, playgrounds and on streetscape areas. No person shall obstruct any walk or drive in any public park or playground and no person shall injure, mar or damage, in any manner, any monument, ornament, fence, bridge, seat, tree, fountain, shrub, flower, playground equipment, fireplace or other public property within or pertaining to said parks. (1982 Code §3.1)
- 3.25. Golf Prohibition. No person shall play or practice golf in a public park and/or on school property.
- 3.26. In-Line Skates; Roller Skates; Scooters (motorized and nonmotorized); Bicycles. No person shall use a skateboard, roller skates, inline skates, scooter, bicycle, tricycle, or similar item, or apply any wax, on any playground equipment, park or school property furnishings (including, but not limited to, railings, stairs, curbs, benches, concrete walls, bike racks, planters, and trash cans), tennis court, the community track, John Collins Park, Canepa community tennis center, Mehney field, Memorial field, Remington field, or any other athletic field.
- 3.27. School Rules. It is anticipated that the schools will adopt their own rules and regulations pertaining to the use of joint facilities properties by the schools. If that occurs, such rules by the schools shall not negate these rules and any person utilizing any public park will have to comply with both sets of rules.
- 3.28. Weapons Prohibited. Except as provided by law, no person shall possess, transport, shoot, fire, or discharge any firearm, air rifle, air pistol, paint gun, bow and arrow, or any other weapon or instrument which might cause damages to persons or property in any public park.
- 3.29. Swimming. No swimming or wading shall be allowed in the waters immediately adjacent to any public-owned property including John Collins

Park, Waterfront Park, the Community Center / Library / Public Safety Complex, Mehney Field, the East Grand Rapids Middle School, Remington Park, Hodenpyl Woods, and Steketee Woods. Persons shall not enter the water from any publicly-owned property except (a) as is necessary to utilize the boat launch in John Collins park or the canoe/kayak launch behind the Community Center for putting boats into or taking boats out of Reeds Lake or (b) pursuant to a permit issued by the City.

- 3.30. Parking and Storage of Vehicles, Vessels, Seaplanes, Trailers, and Iceboats. No parking or storage of any vehicle, boat, trailer, iceboat, vessel, or sailboard is allowed on park property, except for crew team boats stored in the crew team boathouse. Temporary parking while loading and unloading on the boat launch in John Collins Park is permitted.
- 3.31. Boat Launches. No boat, vessel, seaplanes, or iceboats shall be docked or tied up at Waterfront Park floating boardwalk, or piers, Community Center walls, railings, or canoe/kayak launch, the John Collins Park boat launch, the John Collins Park overlooks, or the crew team boat dock (except for East Grand Rapids High School crew team owned boats once a facility permit is obtained seasonally). This does not prohibit temporarily docking at the boat launch in connection with the loading or unloading of a boat or other vessel from a trailer or vehicle.
- 3.32. Feeding Birds and Water Fowl. No person shall feed or attract any birds or water fowl, including geese and ducks, while that person is in or immediately adjacent to John Collins Park, Waterfront Park, City and School owned lake front property.
- 3.33 Deposit of Garbage and Rubbish. No person shall place or deposit any garbage, glass, tin cans, paper or miscellaneous waste in any public park or playground except in containers provided for that purpose. (1982 Code §3.3)

Section 2. This Ordinance shall be effective on January 14, 2017.

Section 3. Notice of Adoption of this Ordinance shall be published within 10 days after its enactment by a publication of the following digest, summary, or statement of purpose of the ordinance as provided by Chapter VII, Section 7.5 of the Charter of the City of East Grand Rapids:

NOTICE OF ADOPTION OF ORDINANCE BY THE CITY OF EAST GRAND RAPIDS

Notice is hereby given that the City Commission of the City of East Grand Rapids adopted a new Article I to Chapter 31 of Title III of the City Code. The purpose of this ordinance is to include all the rules and regulations which are applicable to public parks within the city. The new ordinance contains a number of existing rules but also adds some new rules. The full text of the new Article I is available for inspection by and distribution to the public at the office of the City of Clerk. No further or additional publication of this chapter is required or contemplated.

City of East Grand Rapids

By _____
Karen K. Brower
City Clerk

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**AN ORDINANCE TO AMEND THE CODE OF THE CITY
OF EAST GRAND RAPIDS BY ADDING A NEW CHAPTER
33 TO TITLE III OF SAID CODE**

THE CITY OF EAST GRAND RAPIDS ORDAINS:

Section 1. A new Chapter 33 entitled "Media Production on Public Property" is hereby added to Title III of the Code of the City of East Grand Rapids to read as follows:

"CHAPTER 33: MEDIA PRODUCTION ON PUBLIC PROPERTY"

3.61. **Definition.** For purposes of this section, 'media production' shall mean any of the following (or any combination of one or more of the following):

1. Photographing, videotaping, producing, or filming of movies, television programs, commercials, print advertisements, and/or other media, whether for commercial, educational, not-for-profit, artistic, or any other purpose.
2. Still photo shoots.

Excluded from this definition of media production is the shooting and/or reporting of actual news events, filming or photographing solely for private-family use, and filming or photographing by students for educational related activity.

3.62 **Permit required; fee.** No person, firm, association, or other entity shall operate or engage in any media production on public property or that impacts public property within the city without applying for and obtaining a permit therefor. Permit applications shall be filed at least five (5) days prior to production date; provided, however, that the director of parks and recreation, or the director's designee, may waive the five (5) day requirement, in his or her discretion, upon receipt of information showing why this requirement cannot be met. The applicant shall also supply evidence of insurance and execute the hold harmless agreement as required by section 3.66 hereof. The application shall be reviewed by the director of parks and recreation, who shall also communicate with the public works director and public safety director or their designees. If the application is found by all reviewers to be in compliance with this chapter and all city code requirements (including meeting the standards contained in section 3.67 hereof), the application shall be approved by the director of parks and recreation. If the director of parks and recreation determines that a media production (pursuant to an application) may have a significant impact on the public property involved, the director of parks and recreation may refer the decision on the permit application to the city

commission to be considered at the next regular city commission meeting. Referral of the application will delay consideration of the permit. A permit fee will be charged for each media production permit application as set by resolution of the city commission.

3.63 **Application form.** The application for a media production permit shall contain all of the following information:

1. Information regarding the applicant including the name, address, and phone number of the applicant.
2. A brief description of the proposed production and the portion involving public property within the city.
3. A precise description of the proposed location(s) including dates, times desired for set up, production and clean-up, type and number of media equipment to be utilized in the production, and number of persons to be involved in the production.
4. A copy of a certificate of insurance as required by section 3.66 below.

3.64 **Condition of premises.** All public property used for or impacted by media production shall be kept neat, safe, and orderly at all times, and shall be maintained in the condition as it existed prior to beginning the media production. Each person operating a media production within the city shall be responsible for any damage to public property resulting from the production.

3.65 **Inspections.** The director of parks and recreation (or his/her designated representative) shall have the right of access to the media production at all reasonable hours for the purpose of inspecting the production to determine compliance with regulations contained herein.

3.66 **Insurance/hold harmless.** No person shall operate any media production on public property or that impacts public property within the city without carrying general liability insurance naming city, its elected officials, officers, corporate authorities, commissions, employees and agents, as additional insured with a minimum limit of at least one million dollars (\$1,000,000.00) and keeping such insurance in effect whenever the media production is in operation. Evidence of such insurance shall be presented to the city at the time an application for permit is filed as required by this section. Furthermore, each person applying for a media production permit

shall sign an agreement with the city holding the city harmless from any claim which may arise as a result of the production.

3.67 **Standards.** No media production application permit shall be issued unless the director of parks and recreation (or city commission, where applicable) finds that the media production will not be detrimental to the public health, safety, or general welfare. The city reserves the right to revoke any permits issued hereunder in the event of noncompliance with this chapter or any city code requirements.

3.68 **Conditions.** The director of parks and recreation (or city commission, where applicable) may attach reasonable conditions to the issuance of any media production permit. Such conditions may include, but are not limited to, limitations on the number, location, duration and configuration of the production.”

Section 2. This Ordinance shall be effective on January 14, 2017.

Section 3. Notice of adoption of this Ordinance shall be published within ten (10) days after enactment by publication of a digest, summary, or statement of purpose of the ordinance as provided in Chapter VII, Section 7.5 of the Charter of the City of East Grand Rapids.

Notice is hereby given that on January 3, 2017, the City Commission of the City of East Grand Rapids adopted an ordinance adding Chapter 33 to Title III of the City Code. The purpose of this ordinance is to regulate media production on public property. The ordinance requires a person who engages in media production on public property or that impacts public property to first obtain a permit from the City and pay the required fee. There is an application to be completed to apply for the permit and restrictions on the condition property must be left in following use. There is also an insurance requirement. The text of the ordinance is available for inspection by and distribution to the public at the office of the city clerk. No further or additional publication of this ordinance is required or contemplated.

City of East Grand Rapids

By _____
Karen K. Brower
City Clerk

**AN ORDINANCE TO AMEND THE CODE OF THE CITY
OF EAST GRAND RAPIDS BY ADDING A NEW CHAPTER
35 TO TITLE III OF SAID CODE**

THE CITY OF EAST GRAND RAPIDS ORDAINS:

Section 1. A new Chapter 35 entitled "Recreation Commission" is hereby added to Title III of the Code of the City of East Grand Rapids to read as follows:

**“CHAPTER 35
PARKS AND RECREATION COMMISSION**

Section 3.225 Parks and Recreation Commission

The City of East Grand Rapids hereby creates a Parks and Recreation Commission consisting of nine (9) members. One member shall be a school board member nominated by the East Grand Rapids School Board. The remaining eight (8) members shall be nominated by the mayor with the approval of the city commission. One of these members shall be a city commissioner. The term of office shall be for one (1) year commencing on July 1. Vacancies in office shall be filled in the manner provided above and shall be for the remainder of the unexpired term.

Section 3.226 Operation of Commission

The Parks and Recreation Commission will adopt its own rules of procedure and shall elect its own chairperson and vice chairperson. The City Manager, Recreation Director, and School Athletic Director shall be ex-officio members of the Parks and Recreation Commission but do not have voting rights.

3.227 Authority of Commission

The Parks and Recreation Commission shall be an advisory body to the City Commission. It shall develop recommendations on policies relative to the operation of the Parks and Recreation Program, and shall make those recommendations to the City Commission.

Section 2. This Ordinance shall be effective on January 3, 2017.

Section 3. Notice of adoption of this Ordinance shall be published within ten (10) days after enactment at publication of a digest, summary, or statement of purpose of the ordinance as provided in Chapter VII, Section 7.5 of the Charter of the City of East Grand Rapids.

Notice is hereby given that on January 3, 2017, the City Commission of the City of East Grand Rapids adopted an ordinance adding Chapter 35 to Title III of the City Code. The purpose of this ordinance is to create a Parks and Recreation Commission and proscribe the duties for that

commission. The text of the ordinance is available for inspection by and distribution to the public at the office of the City Clerk. No further or additional publication of this ordinance is required or contemplated.

City of East Grand Rapids

By _____
Karen K. Brower
City Clerk

10283882_1.DOC



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: January 5, 2017

RE: Classification and Compensation Study Report

Action Requested: That the City Commission approve the classification and compensation updates as included on the attached Non-union Salary and Wage Schedule.

Background: The City of East Grand Rapids hired the Michigan Municipal League (MML) to provide a comprehensive analysis and review of the City's non-union positions, make recommendations on pay and benefits and to update employee job descriptions. Sixteen total cities were surveyed: ten core group and six in the expanded group. The cities in the core group were chosen for comparability when looking at population, square miles, full-time equivalency (FTE) and financial data. The expanded group is cities in our same geographical region that we regularly benchmark against. The study was conducted using the point factoring technique. Questionnaires about job duties were completed by every employee and all duties were assigned points based on their requirements. Positions were then ranked on a scale from most to least points.

The MML report is 77 pages and is not included in the packet, but is available upon request. The surveyed market pay information was averaged and a pay scale was assigned to each position. At the market mid-point the City of East Grand Rapids is about 3% below market looking at only the City's average base pay. It should be noted (except for a few positions that we are recommending changes for) that when we take the benefits that are offered by the City into account, the City slightly leads the market in an overall compensation package.

From the MML report, the Human Resource Manager, City Manager and I reviewed the data and the MML recommendations. The attached (proposed) Non-union Salary and Wage Schedule is the interpretation of the study conducted by the MML taking into account additional factors such as geographical influence, marketability of certain positions and the complexity of the role.

The study also reviewed leave time for non-union staff. Any recommendations regarding leave time will be presented during the union negotiation discussion since any changes could also affect employees in the unions.

The personnel and compensation committee has reviewed this information and has found it to be in order.

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

**City of East Grand Rapids
Non-Union Salary and Wage Schedule
Proposed Changes**

Position	Starting Salary	Maximum Salary
Full-Time Positions		
City Manager	\$ 88,290.79	\$ 125,411.91
Assistant City Manager	81,503.72	104,020.58
Director of Public Safety	81,503.72	104,020.58
Finance Director	77,429.27	98,819.84
Parks & Recreation Director	73,291.18	93,142.89
Public Safety Captain	69,801.13	88,707.51
City Clerk*	49,000.53	62,536.02
Assistant Recreation Director	49,000.53	62,536.02
Public Works Operations Supervisor	49,000.53	62,536.02
City Engineer	49,000.53	62,536.02
Human Resources Manager	49,000.53	62,536.00
IT Specialist	49,000.53	62,536.00
Senior Engineering Technician	41,987.62	53,587.76
Human Resources Administrator/Generalist	40,624.43	51,568.00
Office Manager	40,624.43	51,568.00
Deputy Treasurer/Accountant	40,624.87	51,567.99
Grounds Maintenance Supervisor	40,624.87	51,567.99
Recreation/Sports Supervisor	40,624.87	51,567.99
Facilities Coordinator*	38,395.11	49,001.61
Account Clerk III	36,886.24	47,079.26
Engineering Assistant	36,886.24	47,079.26
Grounds Maintenance Assistant	36,886.24	47,079.26
Administrative Secretary	33,315.38	42,520.16
Public Safety Clerk/Clerk II*	32,065.20	40,925.78
Grounds Maintenance Worker	28,310.33	36,482.00
Part-Time Positions		
Assessor	60,247.81	75,310.57
Recreation/Sports Supervisor	40,624.87	51,567.99
Zoning Administrator - Part-Time	40,624.87	51,567.99
Deputy Assessor - MAAO	36,886.24	47,079.00
Deputy Assessor - MCAO	33,315.38	42,520.00
Assessing Clerk	28,310.33	36,481.76
Administrative Clerk I	28,310.33	36,482.00
CSW Supervisor	28,310.33	36,481.76

All salaries are based on a full-time equivalency.

**Title change only*



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: January 9, 2017

RE: Contract for Planning Services and Master Plan Update

Action Requested: That the City Commission approve a contract with MKSK/PLB Planning Group to provide a City Master Plan update at a cost of \$79,250.

Background: Since 1998 the City has used LSL Planning for planning services and to create/update the City’s Master Plan. This past year the Grand Rapids office of LSL Planning was closed. The City needs to hire another planning firm to provide planning services and to update the City’s Master Plan. The FY 2016-17 City budget contains \$30,000 to update the Master Plan.

City staff created an RFP for Planning Services and updating the Master Plan and sent it to firms in West Michigan. Two planning firms sent back proposals. Attached is a copy of the RFP and the proposals from Williams&Works and MKSK/PLB Planning Group.

Both firms were interviewed by members of the City Commission (Mayor Seibold, Commissioner Dills), Planning Commission (Chair Barbour, Commissioner Getz) and staff (Doug LaFave, Tom Faasse, John Huff and I). The group recommends that the City hire the MKSK/PLB planning group for the City’s Master Plan update and planning services. The consensus of the group is that MKSK will provide the highest level of leadership through the Master Planning process and the leader of the MKSK team, Brad Strader, has the experience of creating the original City Master Plan in 1999.

It is anticipated the Master Plan process will occur over the 12 months of calendar 2017. The cost can be split over 2 fiscal years, with \$30,000 coming from the FY 2016-17 budget and \$10,000 from the general fund ending balance, and the remaining \$40,000 coming from the FY 2017-18 general fund budget.

	<u>Master Plan Total Cost</u>		<u>Planning Services Cost</u>
Williams & Works	\$40,000	David Jirousek (primary contact)	\$ 105/hour
		Lynce Wells	\$ 120/hour
		Andy Moore	\$ 95/hour
		Max Dillivan	\$ 83/hour
MKSK/Paul LeBlanc	\$79,250	Paul LeBlanc (primary contact)	\$ 144/hour

BD/kb/9213
Attachments



**MASTER PLAN UPDATE +
PLANNING CONSULTING
SERVICES**

williams&works



November 2016

williams&works

engineers | surveyors | planners

November 21, 2016
Brian Donovan, City Manager
City of East Grand Rapids
750 Lakeside Dr. SE
Grand Rapids, MI 49506

RE: Proposal for a Master Plan Update and Ongoing Planning Services

Mr. Donovan:

We are pleased to submit our proposal and qualifications for the master plan update and ongoing planning consultation services. The City faces unique challenges ahead, such as development of the few remaining vacant parcels, balancing redevelopment with historic preservation, retention and attraction of families, and expansion and improvement of existing buildings and sites.

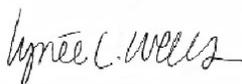
We have a team of skilled planners and designers ready to assist City staff, officials, citizens, and business owners. Our planners have worked with similarly situated communities to ensure that the future envisioned by the public is translated into the plan's vision. That vision will be expressed in concise language, designs, sketches, and ultimately a master plan document that will remain a dynamic and usable guide for future land use and infrastructure decisions.

Just as important as the plan development is its implementation and ongoing administration. We are excited for the possibility of serving in a longer-term capacity. We are prepared to review future development and assist with zoning language and other special assignments to ensure the vision of the plan becomes a reality.

Over the next few pages you will find our proposed approach to master planning and ongoing planning services and the qualifications and background of the Williams & Works planning group. While the entire team is very familiar with the City and its opportunities and challenges, two of our planners can capitalize on direct project and development review experience with the City.

If you have any questions about our services, please feel free to contact us at any time. We truly appreciate the opportunity to be considered for this important role.

Sincerely,
Williams & Works, Inc.



Lynee Wells, AICP
Principal-In-Charge



David M. Jirousek, AICP
Senior Community Planner

williams&works

engineers | surveyors | planners

OUR STORY

Williams & Works is an employee-owned company dedicated to providing the highest level of service to our clients. Many of our clients have been with us for decades, and have come to rely on the professional, honest and thorough level of service we provide. At Williams & Works, we build relationships with our clients and work with them, not for them. We bring a team approach to our assignments and constantly strive to be more efficient and economical in our business practices. Last year, we celebrated 20 years in our current location in Grand Rapids, Michigan.

OUR PURPOSE

We are a multi-generational consulting firm of planners, engineers, surveyors, and other professionals, and we are:

- Dedicated to client service and satisfaction serving a diverse array of needs
- Providers of quality customer experience from project conception to implementation
- Interdisciplinary and holistic in our approach to creative challenges
- Forward-focused with a commitment to sustainable solutions in land use decisions, community development, and economic strategy

CONTACT US

549 Ottawa Ave NW
Suite 310
Grand Rapids, MI 49503

(616) 224 - 1500
contact@williams-works.com

OUR PEOPLE

- Licensed Surveyors
- Civil / Environmental Engineers
- Geological Engineers
- Structural Engineers
- Community Planners
- Design / CAD Technicians
- Construction Inspectors
- Support Staff

OUR SKILLS

- Planning / Economic Development
- Historic Preservation
- Zoning Administration
- Financing / Grantsmanship
- Site Design / Engineering
- Public Participation / Civic Engagement
- Road / Highway Engineering
- Drainage / Storm Water Management
- Bridge / Structural Engineering
- Surveying / High-Definition Scanning

MASTER PLAN UPDATE

UNDERSTANDING OF NEED

East Grand Rapids is a vibrant and strong community with deep roots as a historic streetcar suburb of Grand Rapids. The master planning process will strive to balance new development with the preservation of the long-established community character. The plan will involve significant input from citizens, business owners, educators, healthcare representatives, school children, and City officials to ensure a clear vision for the community. Once that vision is illustrated by text, designs, and sketches, effective strategies and clear policy will be developed to ensure the vision is achieved.

Special attention and focus will be given to the following subareas:

Gaslight Village Subarea.



Through interviews, group meetings, and workshops, we will reassess the recommendations for the Gaslight Village Subarea concerning design and development principles, civic space, signage, building form, use, improvements, and appropriate transition to single-family residential areas. The plan will focus on the future development of the remaining vacant land as well as older retail areas or single-family lots that may redevelop.

A residential market analysis will identify the market potential for new housing choices to be rented or sold. This analysis will be used to identify housing formats supported by both the market and the community. We will also assess the gap between supply and demand for commercial use and the current and future market potential of office, service, and retail uses and the tools to attract businesses and tenants. Overall, this information will allow the City to more effectively and strategically plan for commercial and residential development.

A comprehensive parking study will provide an overview of existing conditions and baseline data that will justify recommendations and policies. Not only will we assess parking demand and location, but the user experience between these facilities and the places attracting visitors. Additionally, the

plan will balance the accommodation of both motorized and non-motorized transportation. Travel by car, bike, bus, and foot will be assessed to ensure the Gaslight Village remains a gathering place for recreation, commerce, and enjoyment.

Blodgett Hospital Subarea.



The hospital subarea will require special attention and collaboration with stakeholders to ensure that the significant planned capital investment is completed in a way that is sensitive to nearby residents. Because the facility is completely surrounded by single-family residential dwellings, the higher-intensity use cannot be “transitioned” by adjacent complementary land uses to single-family residential areas. Therefore, a combination of creative strategies will be assessed: onsite transition, building height limitations, form, placement of buildings, civic space, and landscaping.

What will make our approach both unique and effective is the customized civic engagement approach and a focus on urban design principles and graphics. Public involvement will be essential at key points throughout the process. We recommend public workshops, stakeholder interviews, round-table discussions, and frequent project updates for posting on the City’s website, newsletter, and social media outlets. These options will be tailored to suit the desires of the City. To paint the City’s future, we will do just that- an urban designer will demonstrate subarea and design scenarios throughout the project which will transition into final concept plans and graphics.



Subarea Urban Design Concept - Before



Subarea Urban Design Concept - After

In addition to detailed planning of the subareas, preservation of existing neighborhoods and maintenance of the existing character will be high priorities. Lastly, we will work to ensure that all state-required content is included and that all goals, objectives, and actions remain applicable and relevant.

MASTER PLAN CONSULTING TEAM

Lynee Wells, AICP will serve as co-project manager for the Master Plan update. Ms. Wells will provide expertise in civic engagement, sub-area planning and implementation, placemaking, and overall project strategy.

Time allocation: **30%**

David Jirousek, AICP will serve as co-project manager for the Master Plan update and will be the primary client contact. Mr. Jirousek will provide expertise in stakeholder interviews and steering committee collaboration, planning strategies, and overall plan development.

Time allocation: **30%**

Max Dillivan, AICP will assist with community involvement, GIS mapping, demographic analysis, and project and document support.

Time allocation: **10%**

Nathan Mehmed will assist with the comprehensive parking plan and general support.

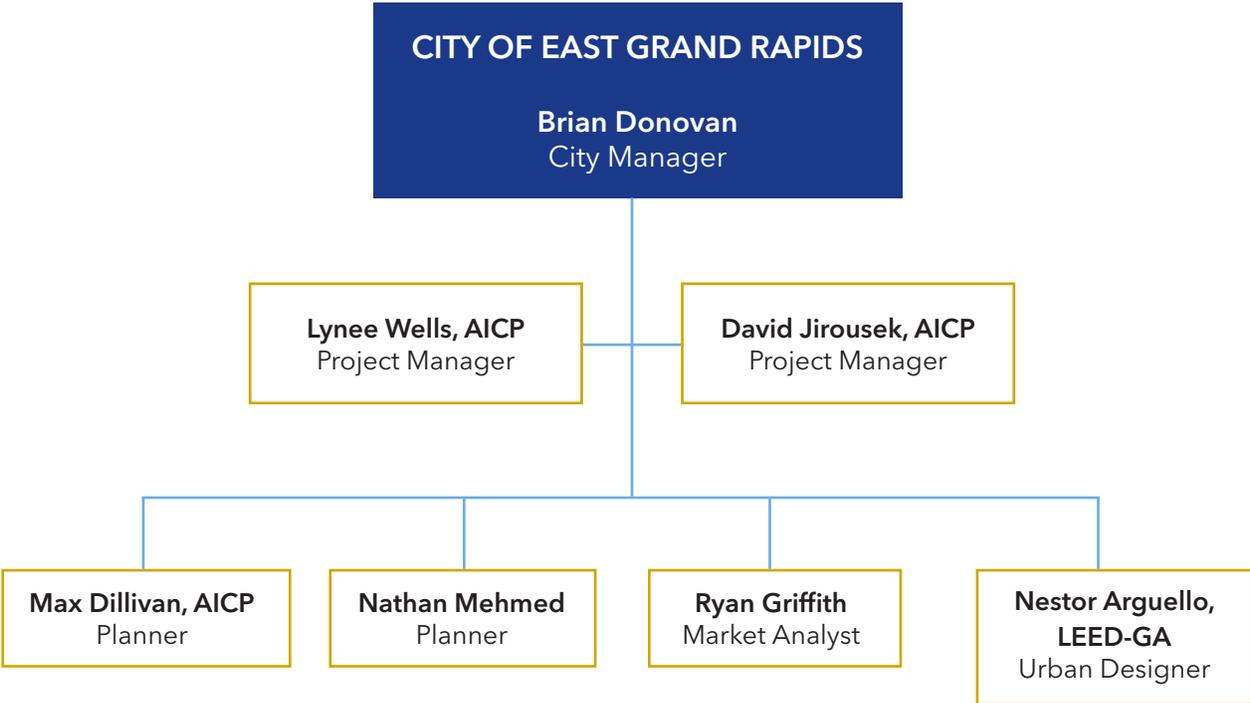
Time allocation: **10%**

Ryan Griffith will provide market analysis expertise and recommendations.

Time allocation: **10%**

Nestor Arguello, LEED-GA will provide urban design consultation, sketches, graphics, and community workshop organization.

Time allocation: **10%**



PROPOSED PROCESS AND SCOPE

PHASE 1 LEARN

The initial step will be to meet with a project Steering Committee designated by the City to confirm project goals and objectives and to discuss the civic engagement efforts. The existing plan will be reviewed as well as the physical conditions of the City and building form. The consulting team and Steering Committee will partake in a “Walk and Talk” around the City to document and discuss existing development patterns, assets, opportunities, and constraints.

Deliverables: Steering Committee meeting and update report.

PHASE 2 LISTEN AND STUDY

Citizen engagement is essential for a successful outcome to any community planning initiative. Not only does public input provide important insights into the nuances of the City, but it also builds a base of constituents committed to the plan, ready to champion its implementation. The consultant team desires input and engagement representing all demographics and interests of the community: young and old, owners and renters, employed and unemployed, and everyone in between.

Our team understands that public engagement - when well planned, meaningful, fun and strategically executed - elevates people’s understanding of planning and design and how the built environment shapes our perceptions of place and ultimately quality of life.

The process will begin with interviews of identified stakeholders (up to eight interviews in one day) and group sessions with downtown business owners, the development community, Blodgett officials, community groups, or other identified groups (up to three sessions in one day).

Further we recommend that an outreach plan will be developed and presented to the Steering Committee. We have many proven methods to gain valuable public input. The outreach plan will be tailored to the City and may include some of the following:

- Community workshop with map exercises, interactive stations, building and modeling with blocks to demonstrate building infill and redevelopment
- Voting and prioritization exercises
- Online community surveying
- Video and photographic documentation
- Project logo and branding
- Digital outreach, interface with the City’s existing website, and social media linkages, such as EGR Freecycle Facebook page
- Tactical demonstrations

Concurrent with this phase will be the comprehensive parking study, demographic analysis, and the market study. The phase will conclude with a Planning Commission and Steering Committee update.

Deliverables: Interviews and stakeholder meetings, outreach plan, Steering Committee meeting, workshops and engagement, Planning Commission progress report meeting.

PHASE 3 **WRITE**

Phase 3 takes the desires of the community and stakeholders, coupled with best planning and design practices, and delivers complete narratives, demographic updates, parking recommendations, market analysis and strategies, subarea concepts, and goals, objectives and implementation. Plans and policies will consider the City as a whole and the specific subareas. Detail-rich, compelling graphics will accompany text making the plan visually appealing and easy to comprehend. The draft will be presented to the Planning Commission during this phase and one round of edits will occur prior to the final phase.

Deliverables: Draft Master Plan Update (digital) and Planning Commission presentation.

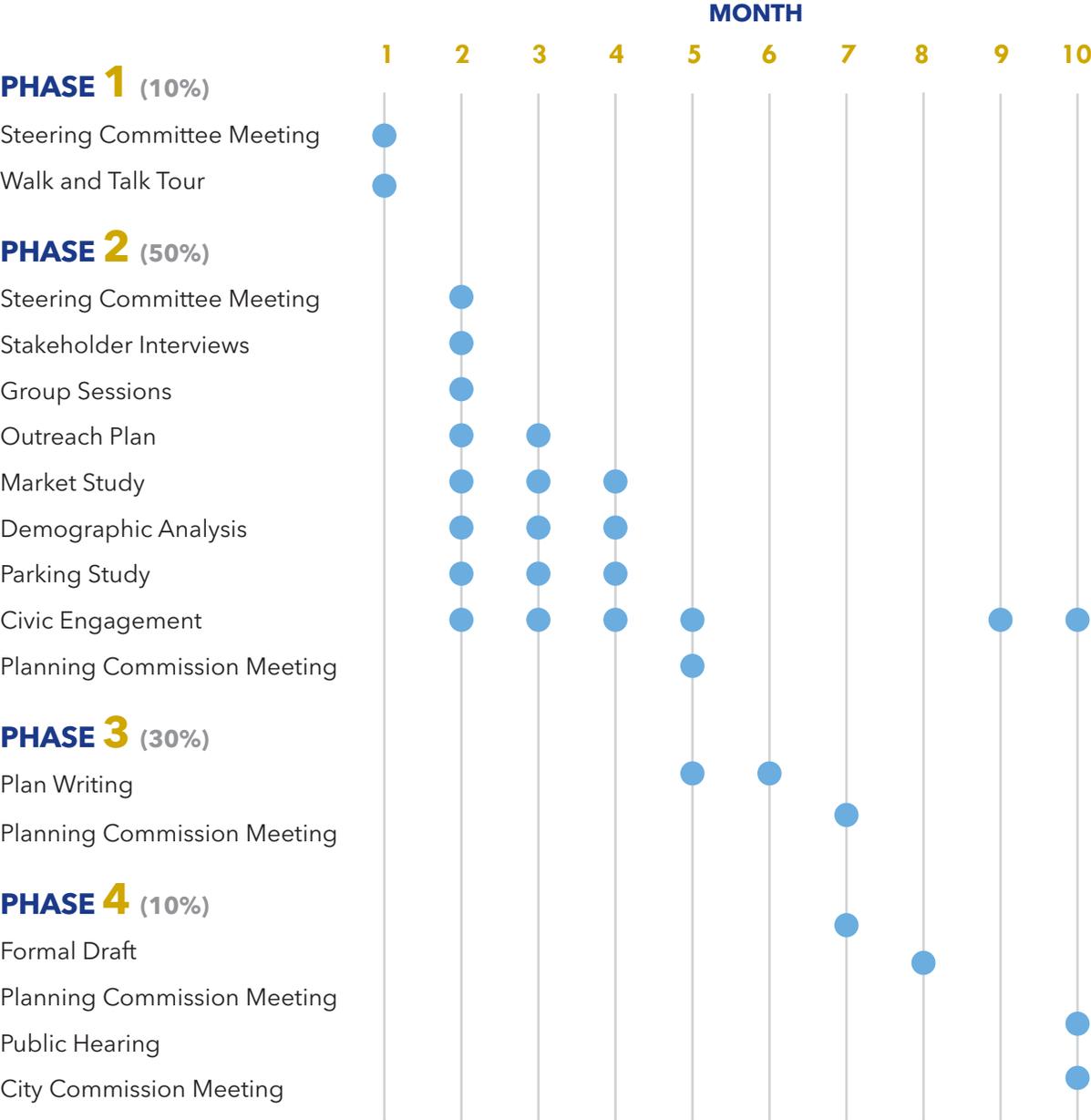
PHASE 4 **ADOPT**

The final phase is the formal review and approval process. The consultant team will review and incorporate comments gathered during Phase 3 and prepare a formal draft for consideration by the Planning Commission. From this point, the Planning Commission will request authorization from the City Commission to distribute the plan for the state-required 42-day review. After the review, the Planning Commission will hold an official public hearing and the consultant team will present the final master plan update to the public. After a recommendation by the Planning Commission, the City Commission will review and approve the plan.

Deliverables: Attend three meetings, provide digital copies of a formal draft, and provide digital copies and 20 color copies of the final draft.

PROPOSED FEE AND TIMELINE

The proposed fee is \$40,000 which will be allocated to the following tasks and include the following assignments during the proposed timeframe. Any changes to the timeframe, or additional meetings, shall be negotiated with the client and mutually agreed upon. The fee includes nine on-site meetings (Steering Committee meetings, "walk and talk," Planning Commission meetings, and City Commission meeting). Additionally, the community engagement process will include a workshop and outreach efforts, to be determined by the Steering Committee.



PARKING STUDY FEE \$4,500 (included as a part of phase 2 and part of the overall proposed fee)

Hours and fees represent a blended billing rate of **\$100/HR.**

Additional meetings, including preparation, are expected to be approximately \$345, assuming one senior-level planner attends and three hours of total time. Cost estimates for additional community workshops will vary depending on the scope desired by the City.

PLANNING CONSULTING SERVICES

UNDERSTANDING OF NEED

Serving as planning consultants, we propose to perform planning and zoning services on an as-needed and as-directed basis. Based on our extensive experience of working with the community, City officials, and the Planning Commission, we are confident that our planning group can provide invaluable assistance to you.

As you know, we also serve many nearby communities with planning services. This presents many opportunities for efficiencies in service. After many years of working in western Michigan, we have working relationships with organizations in the region, and we understand the greater community vision and importance of planned growth. This provides us an unparalleled understanding of the community, results in a high level of service, and an immediate readiness to serve. Additionally, our staff members live and work within walking and biking distance of the Gaslight Village some are parents of Breton Bulldogs.



We propose to perform the following package of services:

- Communicate. Communicate with staff and officials on planning and zoning matters. We will serve City staff and the development community by answering planning and zoning inquiries and by providing counsel concerning the general administration and coordination of day-to-day planning and zoning activities, as needed.
- Attend. Attend Planning Commission, City Commission, and other meetings, as requested. Our role will include professional and technical support and guidance to facilitate effective decision-making.
- Review. Provide written and verbal reviews and recommendations of development-related applications, as requested. This may include, but is not limited to: land division requests, special land use applications, zoning change requests, signs, PUDs, variances, site condominiums, and site plans.
- Assist. Coordinate with City officials and the Planning Commission regarding the preparation of amendments and updates to the Zoning Ordinance, other community plans, or any special studies, as requested (some subject to separate contracts depending upon the scope of the project).
- Map. Assist with general GIS mapping, such as the Official Zoning Map or for other special studies and plans.
- Respond. Provide regular hours for phone consultation for the public and development community, if requested. Attend meetings at the City office and conduct site inspections, as needed.

We can also provide additional services not listed above. Further, the City can elect to have Williams & Works perform as many, or as few, of these tasks as desired.

PLANNING SERVICE CONSULTING TEAM

David Jirousek will serve as project manager for ongoing planning consultation services provided to the City. Serving in support roles will be Lynée Wells, AICP (Principal-In-Charge); Andy Moore, AICP; Max Dillivan, AICP; and Nathan Mehmed.

Please see the attached resumes for a more detailed description of staff expertise.

PROFESSIONAL FEES AND BILLINGS

Billing will be monthly on a time and materials basis. We will provide itemized billings, listing the service provided and project name to facilitate billing to applicant escrow accounts when applicable. Our full planning group hourly billing rates are as follows:

Staff	Billing Rate Per Hour
QA/QC & Principal Planner (Wells)	\$120
Senior Community Planner (Jirousek)	\$105
Project Manager (Moore)	\$95
Community Planner (Dillivan)	\$83
Community Planner (Mehmed)	\$75
Clerical	\$45



LYNEE WELLS, AICP

principal + planner

wells@williams-works.com

Community Planning



Form Based Code



Project Management



Public Engagement Facilitation



Zoning Administration



EDUCATION

M.S., Community and Regional Planning
University of New Mexico

B.A., Geography and Spanish
University of Iowa

REGISTRATIONS AND CERTIFICATIONS

Form Based Code Institute
American Institute of Certified Planners
Certificate of International Business, University of Iowa

PROFESSIONAL AFFILIATIONS

American Planning Association
Michigan Association of Planning
Professional Development Officer
Downtown Grand Rapids Inc., Chairwoman
Alliance for Livability, Board Member
Grand Valley Metro Council
Member, Representing City of Grand Rapids

Lynee Wells is a community planner and project manager working with public and private sector clients. Lynee is a systems-thinker, connecting cause and effect through a shared education and engagement process unique to the time, place, and people involved. Interests include connectivity, livability, roots and culture, multi-generational collaborative places and processes.

Lynee led the public engagement process for the Laker Line Advanced Conceptual Engineering Study leading to a locally-preferred alternative. After completing the Greater Lowell Vision Plan in 2013, her team, together with Viridis Design, completed a Downtown Placemaking Plan. Earlier that year, Lynee organized the City of Grand Rapids' first Build a Better Block on State Street installing the City's first protected bike lane (protected by rolls of sod). Last year, she and a colleague organized GR UrbanExplorers, a multi-modal, urban field day for kids.

Lynee recently completed the downtown Muskegon Form Based Code, a PlacePlan for the City of Niles, a Form Based Code for Traverse City, and an Area Specific Plan for Grandville Avenue.



DAVID JIROUSEK, AICP

senior community planner

jirousek@williams-works.com



EDUCATION

Master of Community Planning
University of Cincinnati

B.A., Environmental Studies
Allegheny College

REGISTRATIONS AND CERTIFICATIONS

American Institute of Certified Planners
Form Based Code Institute

PROFESSIONAL AFFILIATIONS

American Planning Association
Michigan Association of Planning

David is an experienced community planning consultant and a former planning director, working in several capacities in both the private and public sectors over a 14-year career. Currently, David’s responsibilities cover a wide spectrum of the planning profession: master planning, zoning ordinance preparation, development review and zoning administration. Additionally, David has received a certificate from the Form-Based Codes Institute for completion of the specialized training offered by the organization.

David brings practical insights and creative solutions to zoning and master planning projects, as well as a diverse perspective gained from working in communities that have experienced considerable expansion and those facing the challenges of infill growth and redevelopment. David has worked with Suttons Bay (MI) and Kennedale (TX) on full code rewrites with form-based districts, with Cedar Rapids (IA), Coldwater Township (MI) and Marshall Township (MI) on full zoning code updates, and zoning code technical reviews for Wilmington (NC), Bertrand Township (MI) and North Olmsted (OH). Additionally, David has also assisted the City of Plainwell (MI) with their efforts to qualify as a Redevelopment Ready Community®.



ANDY MOORE, AICP

planner + GIS Specialist

moore@williams-works.com



EDUCATION

B.S., Geography
Grand Valley State University

REGISTRATIONS AND CERTIFICATIONS

American Institute of Certified Planners

PROFESSIONAL AFFILIATIONS

American Planning Association
 Michigan Association of Planning
 Kent Career Technical Center
Engineering / Draft Advisory Committee
 Grand Valley State University
*Distinguished Alumnus-in-Residence Geography and
 Planning (2012)*

Andy Moore is a planner and project manager for the Williams & Works planning group. He joined Williams & Works in 2004 after receiving his undergraduate degree from Grand Valley State University. In 2012, he was honored by GVSU's Geography and Planning department as their Distinguished Alumnus-in-Residence. In addition to planning, he also provides GIS services and is one of the company's network administrators. He works with numerous clients in all facets of community planning and zoning, ranging from the development of Master Plans and Zoning Ordinances to assistance with day-to-day planning issues for client communities.

Before joining Williams & Works, Andy worked with Ottawa County GIS, the City of Grand Rapids Planning Department, and The Rapid, the Grand Rapids area mass transit system.



MAX DILLIVAN, AICP

community planner

dillivan@williams-works.com

- Community Planning 
- GIS Mapping 
- Public Engagement Facilitation 
- Transportation Planning 
- 3-D Visualizations / Urban Design 

EDUCATION

Master of Urban and Regional Planning
Ball State University

B.S., Geography
Grand Valley State University

REGISTRATIONS AND CERTIFICATIONS

American Institute of Certified Planners

PROFESSIONAL AFFILIATIONS

- American Planning Association
- Michigan Association of Planning
- Creston Neighborhood Association
- Mayor’s Millennial Advisory Board
(City of Grand Rapids)
- Citizen Labs

With degrees in geography and urban planning, Maxwell brings the latest skills and techniques in the field providing services in planning and design. His focus is on public engagement platforms, graphics and 3-dimensional renderings, and physical mapping projects including creating and customizing GIS datasets and utilizing spatial analytic tools to better inform policy recommendations and decisions.

Maxwell has assisted a wide range of communities and private clients in developing motorized and non-motorized transportation plans, sub-area studies, parks and recreation plans, master (comprehensive) plans, and zoning ordinances. Maxwell recently developed the 2015 Cannon Township (MI) Master Plan and the WestSide Area Specific Plan (Grand Rapids, MI), and is currently assisting on the Byron Township Master Plan (MI), the Pedestrian, Greenway, and Transit Plan for the Kalamazoo (MI) region, and the Kalamazoo to Grand Rapids Non-Motorized Interurban Trail Plan.

Additionally, Max provides planning services in the form of project composition, site plan review, and on-going zoning consultation.



NATHAN MEHMED

assistant planner

mehmed@williams-works.com

- Community Planning 
- GIS Mapping 
- Public Engagement Facilitation 
- Zoning Administration 
- Transportation Planning 

EDUCATION

M.P.A., Urban and Regional Policy and Planning
Grand Valley State University

B.S., Geography and Planning
Grand Valley State University

REGISTRATIONS AND CERTIFICATIONS

Charrette System Certification Training
National Charrette Institute

Zoning Administrator Certificate
Michigan State University

PROFESSIONAL AFFILIATIONS

American Planning Association

Michigan Association of Planning

Michigan Communities Association of Mapping
Professionals

Gamma Theta Upsilon -International Geographic
Honor Society

Pi Alpha Alpha - International Honor Society for
Public Affairs and Administration

As a Community Planner for Williams & Works, Mr. Mehmed’s responsibilities include urban planning for multiple clients, planning support, and GIS mapping utilizing the technical and theoretical knowledge of his diverse educational background. Before joining Williams & Works, Mr. Mehmed worked while pursuing his Master’s Degree in Public Administration, with the West Michigan Regional Planning Commission, MainStreet Planning Company, Allendale Charter Township, and City of Grand Haven Department of Planning and Community Development.

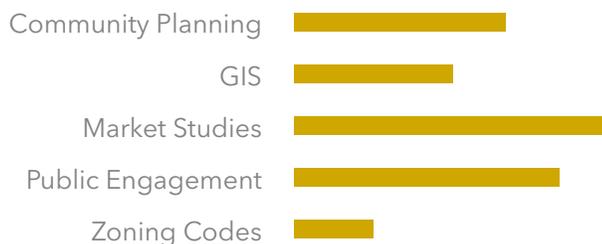
Mr. Mehmed assisted the City of Belding DDA analyzing negative capture through GIS spatial analysis, allowing them to become fiscally robust once again.



RYAN E. GRIFFITH, CFM, NCI

market analyst

growinghomedesign@gmail.com



EDUCATION

M.A., Geography and Community Planning
Appalachian State University

B.A., Environmental Policy
Warren Wilson College

REGISTRATIONS AND CERTIFICATIONS

Association of State Floodplain Managers
National Charrette Institute

PROFESSIONAL AFFILIATIONS

American Planning Association
Form Based Codes Institute
National Trust for Historic Preservation
Michigan Association of Planners
West Michigan Sustainable Business Forum
Eastown Community Association,
Secretary
Development Review Committee,
Chair-member

Ryan Griffith is the founder of Growing Home Design, a consulting firm focused on community and urban planning, market research and analysis, community development strategies, placemaking, and urban food security systems. Ryan’s creative passion for revitalizing downtowns and preserving open-space has led her to work in many regions of the United States and in interdisciplinary fields.

In her 16 years of experience with planning and non-profits, Ryan has accomplished:

- Certification by MSHDA as a contractor on Target Market Analysis (TMA) projects (Michigan).
- Market research and analysis in support of 59 TMA Housing studies throughout the state (Michigan).
- Completion of the first rural sustainability indicator report and target goals (Southeast USA).
- Creation and implementation of a transportation and energy study and strategy in a historically low-income neighborhood (City of Asheville, NC).
- Creation of a steep slopes building ordinance on behalf of an environmental advisory board (North Carolina)
- Implementation for a Greenways Plan on behalf of a County Greenways Commission (North Carolina)
- Spatial analysis and mapping of the downslope hazards of steep slope development and the creation of a stability index as a tool for safety (North Carolina).
- Creation and implementation of an Energy Reduction Plan (City of Anchorage, AK)



NESTOR ARGUELLO

architect + town planer

narguello7@gmail.com

Urban Design 

GIS Mapping 

Community Planning 

Zoning 

Graphics 

EDUCATION

Bachelor of Architecture
University of Miami (FL)

PROFESSIONAL AFFILIATIONS

United States Green Building Council, LEED-Green Associate
Congress for New Urbanism

Nestor has experience in classical and traditional style architecture, historic preservation, environmentally-friendly design, and physical and digital modeling. His combined experience allows for a unique understanding of the planning process including implementation of New Urbanism ideals and experience working with government officials as well as locals to create a cohesive plan.

The important function of public process and integration is central to Nestor’s philosophy. His participation in the 2013 Michigan/Grand River Avenue charrette allowed for opportunities to engage with all stakeholders affected by the project, from sponsors and property owners, to townsfolk and neighborhood residents. Nestor has also worked with Habitat for Humanity, and Kairos Mission Trips in the building and revitalization of affordable housing and orphanages. His work with Kairos Mission trips in Mexico and Honduras and the Sword of the Spirit Communities has allowed him to build single and multi family houses, restore orphanages, and assist in sanitation and land perimeter control. These community service efforts ignited a passion for helping others while building a better, more beautiful future.

MASTER PLANNING

At Williams & Works we make no small plans...we make grand plans and we do so with a visionary approach that is carefully calibrated to local conditions and financial feasibility. It is not enough to gather ideas and present a dream; we must also be stewards of the public good. Being good stewards means that we connect community ideas to a realistic set of implementation steps, including policy alignment, funding strategies and stakeholder education to ensure that plans become action.

Each step in the master planning process is crafted to empower residents, leadership, business owners, and others to understand changing community conditions and recognize the role each person can play in achieving a vision. Master planning has no end, instead it is the springboard to future enhancements within the public and private realms that have the power to galvanize and motivate citizenry. Our plans focus on people, as they are the economic and social influencers who can activate spaces and inhabit the places that we call home.

REFERENCES



GRANDVILLE AVENUE Area Specific Plan - Youth meetings, hands-on design session, and digital engagement were utilized to gather input and feedback into a community master plan for the revitalization of a commercial corridor and neighborhood center in southwest Grand Rapids.

Kristin Turkelson, Assistant Planning Director, City of Grand Rapids (616) 456-3760



CITY OF PLAINWELL Technical Audit and Master Plan- Evaluated the City's previous public involvement and master planning efforts and managed the 2016 City of Plainwell Master Plan Update. The Master Plan update focused on key redevelopment sites, including the former Plainwell Paper Mill.

Erik J. Wilson, City Manager (269) 685-6821



BYRON TOWNSHIP Master Plan - Prepared and facilitated a customized series of public workshops and managed the 2016 Byron Township Master Plan Update. The effort focused on several sub-areas with specific land use plans and design recommendations.

Audrey Nevins Weiss, Township Supervisor (616) 878-1222

COMMUNITY ENGAGEMENT

The Williams & Works public engagement process represents a strategic outreach initiative that is woven through the entire project, culminating when stakeholders take ownership of their ideas and vision and begin implementation.

Since every project and every community is unique, we tailor our engagement processes accordingly. Whether through traditional means such as opinion surveys, focus groups, and stakeholder meetings, or using new modes of technology for on-line polling, video chats, blogs, or virtual town halls, we approach engagement as a design process that focuses on people and their beliefs. Collaboratively, we as the consultant work with our client to design public engagement processes that are an appropriate fit for the local context and stakeholders.

The core principles of our approach to public engagement include:

- Listening and understanding where the conversation and issues are today.
- Taking proactive steps to solve immediate community issues, and then moving to larger issues. This helps build public confidence in the consulting team.
- Unpacking complex planning issues into easy to understand (and relate to) examples and scenarios.
- Providing many, different types of engagement activities that are universally accessible in terms of type, hour/day, location, language/culture, technology and outcome.
- Responding to inquiries and maintaining transparency, which helps build momentum and trust in the process.
- Understanding the mutual benefit to public engagement whereby everyone learns, explores, and develops an understanding of the issues and is empowered to make choices about the direction of the community.
- Crafting flexible solutions to garner a broad array of voices, opinions, and feedback that informs the outcomes of the project.

REFERENCES



BUILD A BETTER BLOCK, RE//STATE Tactical Engagement - A temporary pop-up demonstration project along the State Street corridor in Grand Rapids to engage and demonstrate a revitalized commercial corridor.

Barb Lester, Assistant Director, Heritage Hill Neighborhood (616) 459-8950



THE RAPID LAKER LINE BUS RAPID TRANSIT Multi-format Engagement - On-line engagement, pop-up booth at a bus stop, neighborhood meetings, surveying, stakeholder interviews, and social media.

Nick Monoyios, Laker Line Project Manager (616) 456-7514



LOWELL PLACEMAKING PLAN Multi-generational Engagement - Pop-up input booths at local events (football games, concerts in the park, 4H fair, etc.) staffed by community members, on-line surveying, focus groups with community officials and non-profits, Community Cafés, website/facebook/twitter, and specialized meetings for civic organizations, high school students and business owners.

Liz Baker, Director, Lowell Chamber of Commerce (616) 897-9161

GIS

A geographic information system (GIS) ties tabular data and geography together to create powerful and flexible tools for effective land use planning and decision-making. Williams & Works offers clients highly-skilled staff adept in understanding how to create, acquire, process, edit and refine geographic data from a variety of sources and integrate this information to a powerful and accurate geographic database. Our diverse experience and pragmatic solutions provide clients with successful data development, refinement, and mapping tools.

Our broad client base requires that our GIS staff works closely with many municipalities in many different parts of the State. Therefore we are adept at finding and acquiring data from a variety of sources while keeping costs to our clients at a minimum. Additionally, we are able to work closely with our survey staff when needed to ensure that raw data gathered in the field can be seamlessly integrated into existing mapping assignments. GIS staff is adept at completing assignments ranging from the simple, such as creating a base map, to the complex, such as creating a prioritized matrix of planned non-motorized trail connections in a community with efficiency and accuracy.

GIS APPLICATIONS INCLUDE:

- DDA/TIF district mapping and analysis
- zoning and future land use mapping
- trail systems
- streets and sidewalks
- wayfinding signage and maps
- utility mapping

REFERENCES



OAKLAND TOWNSHIP Analysis - Created a matrix of criteria to assist the Township in determining where non-motorized trail sections should be completed in the community to implement the Township Master Plan. Criteria included safety, proximity to schools, churches, regional trails, and many others.

Mindy Milos Dale, Parks and Recreation Director (248) 651-7810 x402



PLAINFIELD CHARTER TOWNSHIP Master Plan and Update - Prepared numerous illustrative maps using state, local and regional data, including wetlands, watersheds, land use, zoning, utilities, sidewalks and others. Final deliverables were in both printed and electronic formats.

Peter Elam, Senior Planner (616) 364-1190



LINC COMMUNITY REVITALIZATION Mapping - Informed by both quantitative and qualitative data, prepared a series of maps to illustrate where areas within two Grand Rapids neighborhoods were potentially deficient in providing ample opportunity for residents. These maps were used to identify and strategies potential deficient areas that could be redeveloped to provide essential neighborhood services.

Jeremy DeRoo, Co-executive Director (616) 451-9140

DOWNTOWN STRATEGIES

Our local commercial districts face steep competition. Malls, big-box retailers, and on-line shopping have taken a toll on main street communities. Municipal investments are decreasing as communities face budget cuts and less revenue sharing, with fewer dollars and ever-increasing demands. Planning assistance with downtown development strategies can foster a greater sense of place, optimism and efficiency resulting in widespread community benefit. Our downtown strategies are rooted in market studies to identify economic demand, leakage and the potential for increasing local market share.

WILLIAMS & WORKS' DOWNTOWN STRATEGIES ARE FOUNDED IN THE FOLLOWING BEST-PRACTICES:

- A deep respect for local knowledge and expertise
- A desire to bring a diverse set of voices to the process and create an inclusive engagement process
- Connecting capital improvement projects to street space enhancements to foster pedestrianism and mobility
- Testing strategies and prototyping improvements through quick-build or other hands-on, tactical approaches to observe and measure potential success prior to capital outlay
- Linking community vision with policy guidance to ensure alignment across disciplines and municipal departments

REFERENCES



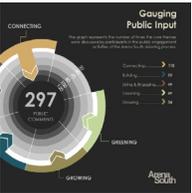
CITY OF NILES Place Plan - A strategic redevelopment plan for three key sites within downtown Niles including urban design solutions to link the downtown to the riverfront. Zoning analysis and place activation priorities for under-utilized spaces like alleys, vacant storefronts, and surface parking lots provided the City immediate action steps. This summer, the City hosted its first Alley Art show to activate this important corridor in the downtown.

Richard Murphy, Michigan Municipal League (734) 669-6329



CITY OF THE VILLAGE OF DOUGLAS Our Douglas Vision - Master Plan for the City of the Village of Douglas included a walkability audit to improve safety and perceptions of connectivity from Lake Michigan to Wade’s Bayou and the Kalamazoo River. The plan includes zoning recommendations that correlate to the need for a more diverse housing stock and attracting and retaining families.

Bill LeFevere, City Manager (616) 836-0042



DOWNTOWN GRAND RAPIDS INC. Arena South Master Plan - Site planning and design for five blocks of surface parking south of Van Andel Arena. The award-winning plan is recognized for its robust and innovative public engagement including a kids Lego build, a brew&do and logo design competition. The plan is being implemented with the new Arena Place mixed use building on Ottawa and Oakes, as well as plans for the downtown movie theater and public plaza space.

Tim Kelly, Vice-President - Planning and Development (616) 690-5277

ONGOING SERVICES

The Williams & Works planning group serves as an extension of community development and planning departments in many communities throughout western Michigan. On an as-needed basis or while serving regular office hours at our client communities, we provide site plan review, zoning administration, and planning consultant services. We help local officials, Planning Commissions, Zoning Boards, and elected officials to understand the implications of land use and zoning decisions and provide expert reviews and detailed analysis concerning development proposals and zoning regulations.

THE CORE AREAS OF ONGOING SERVICES INCLUDE:

- Providing strong, clear, and concise determinations and development review recommendations to the public, the development community, public officials, and the Planning Commission.
- Responding to inquiries from local officials and the public.
- Reviewing and incorporating best zoning practices, assessing pros and cons of options, and drafting concise zoning language to achieve local goals and objectives.
- Developing creative planning processes and solutions to address community needs.
- Reporting on changes to state statutes and the implications of recent case law.
- Advising on historic preservation opportunities and efforts.

REFERENCES



ANTWERP TOWNSHIP Ongoing Services - Provides zoning administration, parks and recreation planning, development review, and general planning and zoning consultant services.

Dan Ruzick, Township Supervisor (269) 668-2615



BYRON TOWNSHIP Ongoing Services - Provides development review, general planning and zoning consultant services, and long-range planning facilitation.

Audrey Nevins Weiss, Township Supervisor (616) 878-1222



CALEDONIA CHARTER TOWNSHIP Ongoing Services - Provides weekly in-office staffing, zoning administration, development review, and consultation services.

Richard Robertson, Township Treasurer (616) 340-2610



LINCOLN CHARTER TOWNSHIP Ongoing Services - Provides on-call planning and zoning consultation, updated Township Zoning Ordinance, Master Plan and Parks and Recreation Plan.

Jim Pheifer, Zoning Administrator (269) 757-1982

ZONING AND LAND DEVELOPMENT REGULATION AUDITS

As authors and administrators of zoning codes and development ordinances, the Williams & Works planning group is in a unique position to understand common zoning practice shortcomings and pitfalls. We know when ordinance language is user-friendly, defensible, and advances a legitimate governmental and public interest. Because we understand and serve in the same capacity as public section planners and officials, we can help to identify areas for improvement and offer options to address community priorities.

The outcome of a technical audit is a starting point for local zoning reassessment. Resulting actions may range from incremental updates of prioritized amendments to a comprehensive zoning overhaul project. Our recommendations help communities to make informed decisions regarding the allocation of time and resources to address code deficiencies and opportunities for improvement.

BEST PRACTICE CONSULTATION INCLUDES:

- Assessing organization, format, and flow of the document.
- Ensuring readability and identifying opportunities for using tables and exhibits.
- Recommending concise language and elimination of “legalese.”
- Identifying overlap and inconsistencies.
- Ensuring predictability of review standards and assessment of processes and procedures.
- Identifying the potential to delegate authority.
- Reviewing against the provisions of the State Zoning Enabling Act and recent court opinions
- Assessing the effectiveness to implement the Master Plan or other subarea plans.

REFERENCES

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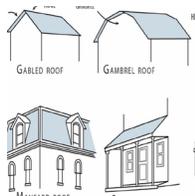
BERTRAND TOWNSHIP Zoning Ordinance Technical Audit - Detailed section-by-section audit and recommendations.

Mark Wagner, Planning Commission Chairman (269) 695-5001



MARSHALL TOWNSHIP Zoning Ordinance - High-level, topic-specific audit and recommendations.

Sue George, Township Clerk (269) 781-7976



SPRING LAKE TOWNSHIP Audit and Zoning Ordinance - Award-winning ordinance with emphasis on sustainable community development standards.

Lukas Hill, Township Planner (616) 844-2110

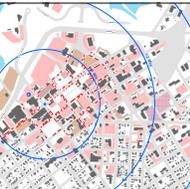
PARKING MANAGEMENT

The issue of parking can be a delicate one. Too little parking can discourage people from visiting a place, while too much parking can lead to disconnection between and within places and contribute to the degradation of a community. The outcomes of many community can be dependent on achieving an appropriate balance between the many modes, including walking, biking and transit, and ensuring that parking can be accommodated without dominating the landscape.

WILLIAMS & WORKS' PARKING STRATEGIES CONSIST OF SEVERAL ELEMENTS, INCLUDING:

- An inventory and analysis of existing parking facilities. This is often accomplished by counting spaces within a specific study area and a determination, based on existing zoning provisions, land uses and parking demand data, if there truly is sufficient parking in the study area.
- Review and analysis of zoning provisions. Many communities contain minimum parking requirements, which often lead a community parking requirements that create an overabundance of supply and stifle growth. Additionally, many communities do not allow for provisions to allow flexibility in parking requirements, such as shared parking, deferred parking, and other
- A projection of parking needs. In order to effectively devise a strategy that serves the community, over the long term, it is critical to project future parking needs based on available land within the study area, existing land use entitlements, and what the likelihood of additional growth and development is.
- The final parking strategy document details and the opportunities associated with future parking facilities and probably occupancy based upon future development and build-out models of the study area.

REFERENCES



CITY OF MUSKEGON Downtown Parking Strategy - Williams & Works was a sub consultant for a downtown parking strategy for the City of Muskegon. By analyzing existing conditions including on-street and off-street parking facilities and comparing the overall square footage of existing uses with parking demand we were able to determine an overabundance of parking which was continuing to a deterioration of the urban form. Recommendations for parking demand management including a focus on place-management and improvements to streetscape and connections to municipal lots and decks, helping to improve the perception of safety and connectedness resulting in users able to park once and walk to multiple destinations.

Mr. Mike Franzak, City of Muskegon (231) 724-6702



CITY OF LOWELL Downtown Parking Strategy - Downtown Lowell struggles to retain small business along its commercial corridor. Citing “lack of parking” as a reason for storefront vacancy, the Lowell DDA requested a parking study to analyze the supply and demand for parking in downtown. The study mapped existing private and municipal parking, calculated square footage of development, compared supply with ordinance standards, reviewed local street space standards, and provided recommendations for parking management.

Susan Ullery, City of Lowell (616) 897-8457

PARKS AND RECREATION

A smart investment with widespread community benefits and economic return are a community's park, recreation and open space assets. As demands for recreational services and facility maintenance are increasing, and communities are seeking unique opportunities to resourcefully enhance quality of life for residents. Leveraging available funding and finding the right partners are a key part of the recreation planning and implementation process.

Williams & Works planners and engineers are adept at securing grant funds for municipal projects. From regional trail systems to small urban parks, Williams & Works has designed a variety of recreational facilities supplemented with funds from a grant that we have prepared. Grant applications developed by Williams & Works planning and design professionals are consistently ranked among the highest by grant coordinator staff. Our understanding of funding resources and grantor requirements, both State and non-profit, enables us to facilitate successful grant application processes for local communities.

OUR PARKS AND RECREATION PLANS INCLUDE:

- Barrier-free and accessibility audits
- Community satisfaction surveys
- Grand feasibility analysis
- Community engagement with diverse mix of user groups
- Cost estimating

REFERENCES



CASCADE CHARTER TOWNSHIP Parks and Recreation Plan - Included three public open houses, site analysis and concept plans.

Sandra Korhorn, DDA/Economic Development Director (616) 949-1500



TAPRC Thornapple Area 5-year Recreation Plan- A coordinated effort with Thornapple Area Schools, Township and the Village of Middleville to envision park and recreation needs for a growing family and youth population.

Catherine Getty, TAPRC Program Director (269) 795-7202



CITY OF GRAND RAPIDS Parks Planning - Park planning for four parks funded by the City's Recreation millage. Effort included bi-lingual community engagement. Plans have been implemented with new splash plazas at Wilcox, Cherry and Roosevelt Park and a community skate park at Westtown Commons.

David Marquardt, Parks and Recreation Director (616) 456-3215



CITY OF EAST GRAND RAPIDS CONSULTING PLANNING SERVICES & MASTER PLAN UPDATE

Primary Contact:

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MKSK

PL
Banning
Group



TABLE OF CONTENTS

Cover Letter

1. Firm Overview
2. Resumes
3. Project Experience
4. Proposal

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405 Massachusetts Avenue, Suite 2A
Indianapolis, Indiana 46204

Lexington: 859.280.3222
163 East Main Street
Lexington, Kentucky 40507

West Lafayette: 317.280.9600
220 South Street, Suite 201
West Lafayette, Indiana 47906

NOVEMBER 21, 2016



BRIAN DONOVAN, CITY MANAGER
CITY OF EAST GRAND RAPIDS
750 LAKESIDE DRIVE SE
EAST GRAND RAPIDS, MI 49506

BRAD STRADER, AICP, PTP
MKSK
4219 WOODWARD AVE, SUITE 305
DETROIT, MI 48201

Re: Request for Proposals - Planning Consulting Services & Master Plan Update

Dear Mr. Donovan and Selections Committee,

MKSK is pleased to provide this proposal to update the City of East Grand Rapids Master Plan and to provide on-going planning consulting services. MKSK has developed award-winning and implementation-focused campus, downtown, and city-wide plans throughout the Great Lakes Region. Our firm offers experts on best practices in placemaking, residential infill, mixed-use development, waterfront planning and design, parking, and multi-modal transportation. To best meet your needs, our team includes Paul LeBlanc from PLB Planning. MKSK and Paul have worked together on several projects over the last decade. Paul will serve as your on-going planner and provide insight in the update of the master plan.

While East Grand Rapids is built-out, local leadership has repeatedly demonstrated a commitment to protecting and enhancing the many assets that make East Grand Rapids an enviable community. Not the least of the City's jewels is the Gaslight Village business district, an area in the heart of the City that has undergone substantial change through public and private investment. Among many other examples are recent redevelopment projects that have intensified residential uses around the district core and are consistent with the vision articulated in the most recent master plan.

Likewise, the continued presence and substantial investment from Spectrum-Blodgett, situated in this prized residential neighborhood, has shown that planning and astute leadership can balance the potentially competing interests of a major institutional employer with surrounding homeowners. With the prospect of more change on the hospital campus, a plan is necessary to ensure the continued viability of the hospital while respecting the integrity of the neighborhood.

The collaboration of our firms will provide the City an unmatched depth of experience and rare perspective. The list below summarizes why we are a great fit for your projects:

Unmatched Experience with the City: The impressive planning and urban design resources of MKSK will support the two senior planning professionals, Brad Strader and Paul LeBlanc, who have led the City's planning efforts through preparation of the past three master plans. Paul has been the City's planning advisor for several years, and Brad fulfilled that role in the years prior. With this combined local experience, we truly understand East Grand Rapids and its planning needs.

Urban Design Focus: Since the City is mature, the design of each new development or public space investment within its surrounding context is important. Our Project Manager will be Joe Nickol. Joe is an urban designer with national experience working on downtown and campus design and development. Joe has successfully designed and implemented downtown neighborhood developments in cities such as Detroit, Michigan; Nashville, Indiana; Indianapolis, Indiana; and Cincinnati, Ohio, through strategic understanding of market forces and residential supply and demand. He will lead the workshops for Gaslight Village and lend his design expertise on recommendations for the hospital district, Reeds Lake Waterfront, and infill design policies.

Small Downtown Experts: This proposal highlights MKSK's experience with other high-quality suburban cities such as Midland, Michigan; Birmingham, Michigan; Dublin, Ohio; Findlay, Ohio; and many others. Through those projects we have gained a reputation for innovative ideas with a focus on implementation and results. We have won numerous national awards for our downtown and waterfront planning and design, including the Scioto Riverfront redevelopment in Columbus, Ohio. We also serve as advisors to the MEDC for their Redevelopment Ready Community program and are frequently sought as speakers on "best practices" for creating and sustaining vibrant, mixed-use downtowns.

Parking Specialists: Parking is one of the factors that influences the scale and types of development that a city can support. Parking demands in East Grand Rapids are complicated by the close proximities of the downtown, high school, community center and lake recreation activities. To help strike the right balance of supply and management, Caitlin Malloy-Marcon will lead the Gaslight Village parking study. She is or has been involved in many parking studies including downtown Traverse City, Michigan; Birmingham, Michigan; Midland, Michigan; Delaware, Ohio; Covington, Kentucky; and Naperville, Illinois.

Hospital Campus Area Planning: Our MKSK team has worked for both health care institutions and cities in planning areas around hospitals, some of which are featured in this proposal. Brad Strader was involved in various campus projects for Blodgett Hospital, thus he is well-acquainted with the particular opportunities and issues of the hospital.

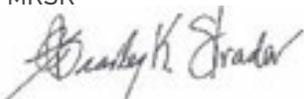
Community Engagement: People in East Grand Rapids lead busy lives. Many may not see the importance of being involved in a master planning process but instead wait until there is a controversial development proposal to attend meetings. To actively engage the community in this entire process, our approach is to explain how the master plan provides the framework for those future developments and public investments in streets, streetscapes, and infrastructure. We will work with the City to gain awareness through its website, traditional and social media, and the City's network of contacts. We have included a variety of engaging opportunities throughout this planning process such as a Best Practices Summit to hear from the community, a Business Roundtable to gather input from businesses, and an informal Open House for the community to review the Draft Plan.

MKSK has a history of successfully assisting prominent communities such as East Grand Rapids to build upon and implement their vision for the future while preserving community character and high quality of life. This experience has resulted in a proven focused yet comprehensive approach to planning and design that enhances the community's existing strengths and assets, addresses identified challenges, excites the community, and encourages the continued vitality of the community into the future.

We look forward to the opportunity to a continuing partnership with the City of East Grand Rapids for its master plan update and further planning needs. Should you have any questions about the content of this response and/or our qualifications, please do not hesitate to reach out.

Respectfully submitted,

MKSK



Brad Strader, AICP, PTP, Senior Associate

bstrader@mkskstudios.com, 248.867.8942





WE INVITE YOU TO EXPLORE THE CHARACTER OF OUR WORK—

Since 1990, MKSK has made an impact on the design and planning fields with creative solutions to a diversity of design challenges. A combination of creative problem solving and technical expertise has resulted in hundreds of built projects. With a studio of gifted professionals and a guiding principle of design excellence, MKSK strives to raise the standard of landscape architecture, land planning, and urban design services.

The firm's success is based on a team of design and planning professionals driven to push each project to a higher level of quality. With backgrounds in landscape architecture, planning, and urban design the staff brings a broad range of skills, creativity and experience to each

project. From concept to construction detailing, strategic planning to implementation, an emphasis on innovation is the hallmark of our design studios.

The diversity of projects and the consistent high-quality design expertise has created a growing sphere of recognition and respect for MKSK in the industry. From urban parks to environmental parks and from campus planning to community planning, the work of MKSK has generated a network of satisfied clients and users throughout the region, the country and abroad. With the goal of meeting new design challenges with fresh ideas, MKSK is at the forefront of the profession, leaving as a legacy the beauty of its craft on the land.

COLUMBUS	614.621.2796
DETROIT	248.867.8942
COVINGTON	859.957.0957
INDIANAPOLIS	317.423.9600
LEXINGTON	859.303.5727
WEST LAFAYETTE	765.250.9209



MKSK's planning approach focuses on helping communities fully realize their potential, by providing plans, collaborative services, design approaches, and policy tools that address each community's specific needs and goals. Our team of highly-qualified planners bring both private practice expertise, as well as a wide range of public planning experience to each project. By continually evolving planning processes and crafting individualized solutions for each community, our planners are able to create plans that clearly communicate effective strategies and facilitate success.

There are three elements that are consistent in our firm's approach:

- A focus on quality design.
- An inclusive, communication-based approach for coordination of community interests into a common goal.
- A strategic approach to implementation that is grounded in reality but innovative in its solutions.

These elements have directly led to renewed investment and improved quality-of-life in the communities in which we have worked.

At MKSK, our planners, landscape architects, and urban designers have the unique ability to work together to bring multidiscipline expertise, high-quality design, and achievable, real-world solutions to all planning efforts. This, combined with our firm's focus on high-quality graphic presentations, enhances the ability of the planning studio to effectively communicate and gain consensus on plan concepts, ideas, and strategies. Our firm's capability in 3D graphics and renderings further support communicating the 'vision'. The end results are thoughtful, meaningful, and implementable plans that spur action and provide a framework for transformational change.

The core of our planning practice is developing strategies to address the long-term impacts of growth and redevelopment in a community, including infrastructure, fiscal impacts, community character and quality of life. It is about arming the elected officials, commission members, staff and the public with the tools and focus to set the community in the right direction. MKSK's planning approach is to provide solutions and strategies that create quality communities that are sustainable for future prosperity.



MKSK has a long history of continued relationships with communities that goes beyond the typical master planning role. With a team of AICP certified planners possessing years of municipal experience, MKSK is in a unique position to serve communities as they implement plans and administer their regulations.

MKSK provides continuing planning services to a number of communities in a wide range of capacities. This can range from serving as the full-support planning staff to the less robust option of project-to-project support for city staff. Specific planning services include staff reports (such as zoning, planning standards, and architectural guidelines review), presentations at public hearings (including planning commissions, architectural review boards, township trustees and city councils), negotiations with developers, as well as creation of independent design alternatives for development

plans. With a background in both municipal and private sector planning and a complete in-house design studio, MKSK is equipped to review small and large scale development plans and provide the counsel that will result in strong retail, office and residential projects that contribute to the quality of each community. MKSK is also able to track project design compliance throughout the construction process.

Depending on the needs of a community, MKSK can tailor a continuing services relationship that matches your community goals and resources.



Public involvement and engagement is a fundamental part of MKSK's community-based urban planning and design approach. The success of the public visioning process is a critical step in building understanding, support, and ownership of focus areas that will ultimately lead to effective implementation across time.

MKSK views the early stages of a planning project as a time for learning and collaboration. It is here that we invite the public and stakeholders to share with us the issues and considerations important within a community. This knowledge, and the relationships built through this process, guides our planning efforts as we develop ideas and strategies to address project issues. The testing of those ideas, through further public engagement, ultimately provides us with a consensus-based direction. Our goal is to form a shared and "living" vision. To reach this goal, we attempt to cast a wide net, which often includes residents, business interests, development community members, key stakeholders, key officials, and public agencies.

Opportunities to engage the public can be in the form of traditional open houses, forums, or focus group sessions. More and more, outreach is occurring online through web-based meetings, surveys, and via social media platforms. MKSK is at the forefront of these emerging methods of collaboration and participation. However, with each project, we work with the client to evaluate methods that are most appropriate for a particular project and community.

MKSK has developed a toolbox of effective project management and public engagement methods through our working experience with many types of communities and many scales of projects. Our public participation toolbox blends traditional methods with fresh approaches adapted to hands-on engagement together with 24-hour community information and dialogue on web-based platforms such as mySidewalk™. The more traditional public participation and engagement opportunities incorporated in this process include Stakeholder Interviews, a Community Design Charrette, Community Event Displays, a Development Tour, and Public Meeting Workshops.



PLB Planning Group, LLC
Paul M. LeBlanc, AICP, Principal
616.581.3978
plbplanninggroup@gmail.com

Decades of experience and the personal attention of a seasoned professional...

- Over 40 years as a city, county, regional and consulting planner
- Dozens of comprehensive plans and zoning regulations
- Urban, suburban and rural clients
- Nationwide perspective
- Expert witness in zoning litigation
- Highly sought lecturer

Specializing in comprehensive planning and land use regulation, the PLB Planning Group brings creative solutions to your community's land use challenges through personal service, attention to detail and broad insights.

While most communities have much in common; each is also unique. Political philosophies, natural features, economic conditions, staffing levels, available resources and local priorities are not the same everywhere. One-size-fits-all solutions don't work. Plans and regulations must be tailored to fit the desires and conditions of each client community, recognizing what is special.

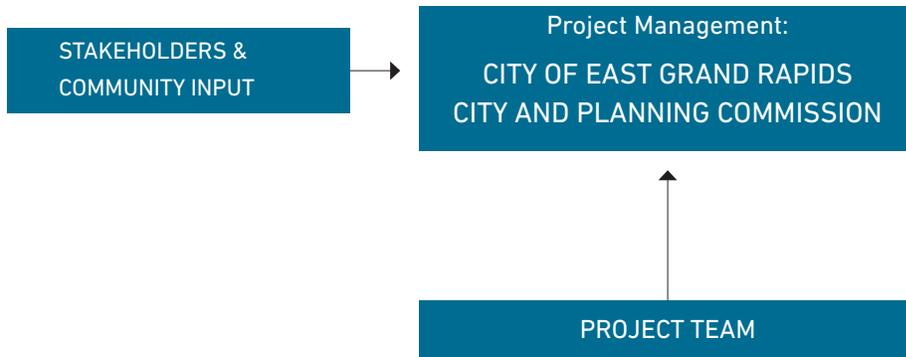
PLB Planning Group understands the individuality of each client and provides services adapted to the specific needs and challenges of the community. This hands-on approach brings consultant and client into collaboration, as partners in progress.

Representative examples of project experience includes:

- Peters Township, PA – Comprehensive Plan
- Park Township, MI – Master Plan
- Stone Mountain, GA – Master Plan
- Algoma Township, MI – Master Plan
- Johnson County, IN – Comprehensive Plan
- Cannon Township, MI – Master Plan and Zoning Ordinance
- Cedar Lake, IN – Comprehensive Plan and Zoning Ordinance
- East Grand Rapids, MI – Master Plan and Zoning Ordinance
- Wilmington, NC – Land Development Regulations Diagnostic & UDO
- Yellow Springs, OH – Zoning Ordinance
- Kodiak Island Borough, AK – Zoning Ordinance
- Richmond Hill, GA – Unified Development Ordinance
- Hilliard, OH – Zoning Ordinance
- Fort Mill, SC – Unified Development Ordinance
- Palmetto, GA – Zoning Ordinance
- Bay Village, OH – Zoning Amendments
- North Olmsted, OH – Zoning Amendments



PROJECT TEAM ORGANIZATIONAL CHART



Brad Strader, AICP, PTP
Senior Associate - MKSK
Principal in Charge
Master Planning Lead



Paul LeBlanc, AICP
Principal - PLB Planning Group, LLC
Planning Consultant



Joseph Nickol, AICP, LEED AP
Senior Associate - MKSK
Project Manager



Caitlin Malloy-Marcon
MKSK
Project Planner, Transportation & Parking



Arin Blair
MKSK
Project Planner, GIS & Graphics

BRAD STRADER, AICP, PTP

Senior Associate



BRAD ADVOCATES LINKING LAND USE WITH MULTI-MODAL TRANSPORTATION AND DESIGN TO CREATE VIBRANT PLACES.

Brad has more than 33 years experience in comprehensive and downtown plans, multi-modal transportation, and development regulations. His experience with transportation and corridor planning, complete streets, land use, codes and parking strategies reaches to communities throughout Michigan, Ohio, Indiana and other states. Brad has been involved in dozens of downtown and district plans, as the project manager or for expertise on transportation, parking, codes and implementation. He is a frequent lecturer on planning and transportation and placemaking topics at state, regional, and national conferences and training webinars and has presented several national seminars on innovative linkages between land use & transportation for ITE and AICP.

RECENT PROJECTS

Triangle District and South Gateway District Plans

Birmingham, Michigan

Farmington Downtown Plan

Farmington, Michigan

Downtown Transportation Plan

Findlay, Ohio

Michigan Street Corridor Plan

Grand Rapids, Michigan

Downtown DDA and 'Central Area' Plans

Midland, Michigan

Hospital Campus Plans for Blodgett, Providence, Crittenton, and Bronson Hospitals

East Grand Rapids, Southfield, Rochester, and Kalamazoo, Michigan

Rapid Transit Master Plan, Metro Grand RTA

Grand Rapids, Michigan

Downtown Plan and Healthy Living Campus District Plan

Kalamazoo, Michigan

Charleston Downtown Plan

Charleston, West Virginia

Downtown Redevelopment Charrettes, DTN Development

East Lansing, Michigan

Downtown Parking Study

Traverse City, Michigan

EDUCATION

Michigan State University,
B.S., with Honors, in Urban Planning, 1983

REGISTRATION

Fellow, Institute of Transportation Engineers (FITE)
ITE Professional Transportation Planner (PTP)
American Institute of Certified Planners

PROFESSIONAL AFFILIATIONS

American Planning Association
Transportation Research Board (TRB) Access Management Committee
ITE: Transportation Planning Council Executive Committee Chair, TOD Parking Task Force, Parking Council, Ped/Bike Council





Paul M. LeBlanc, AICP

Principal, PLB Planning Group, LLC



Experience:

- Since 1971

Education:

- BA, University of Wisconsin
Urban Analysis
- MPA, Western Michigan University, Public Administration

Memberships/Affiliations:

- American Institute of Certified Planners
- American Planning Association
- Michigan Association of Planning
- Trustee, Ada Township, Michigan

Throughout a career that has included both public and private-sector experience, Paul has earned a reputation as an expert in land use planning and zoning. As a county planner and a regional planner, he developed a “big picture” perspective and an appreciation for public issues that transcend municipal boundaries. During his many years as a consultant, Paul has worked with local governments throughout the United States and gained valuable insights regarding the shared challenges among communities, as well as the varied approaches to addressing them.

His knowledge and skill in land use planning and zoning have made Paul a sought-after expert in zoning litigation. In addition, he serves as the consultant to several municipalities, advising local officials regarding development proposals, land use regulation and comprehensive planning. Paul is also a highly rated speaker at state, regional and national conferences and regularly conducts training programs for local planning commissioners and appeals board members.

Representative Experience

Comprehensive and Master Planning:

Peters Township (PA) Comprehensive Plan / Johnson County (IN) Comprehensive Plan / Cannon Township (MI) Master Plan / Stone Mountain (GA) Master Plan / Cedar Lake (IN) Comprehensive Plan / West Side Business District (Grand Rapids, MI) Master Plan / Park Township (MI) Master Plan / Town of Whiteland (IN) Comprehensive Plan

Zoning and Land Development Regulation:

East Grand Rapids (MI) Zoning Ordinance / Yellow Springs (OH) Zoning Ordinance / Kodiak Island Borough (AK) Zoning Code / Richmond Hill (GA) Unified Development Ordinance / Fort Mill (SC) Unified Development Ordinance / Wilmington (NC) Unified Development Ordinance / North Olmsted (OH) Business District Regulations / Rockford (MI) Zoning Ordinance / La Porte County (IN) Joint Zoning Ordinance / Palmetto (GA) Zoning Ordinance

JOSEPH NICKOL, AICP, LEED AP

Senior Associate



JOE IS AN URBAN DESIGN, ARCHITECTURE, AND REAL ESTATE DEVELOPMENT ADVISOR FOCUSED ON REGENERATING OUR CITIES, TOWNS, AND NEIGHBORHOODS

Joe has directed design and implementation for dozens of projects ranging from targeted popup efforts to billion-dollar urban revitalization projects in North America and abroad. He collaborates with multi-disciplinary teams of developers, economists, ecologists, engineers, artists, architects, and planners to successfully complete initiatives for public and private clients. His work and observations have been highlighted in Planning Magazine, Better! Cities and Towns, Planetizen, Sustainable Cities Collective, on PBS, at the American Planning Association National Conferences, and at the Congress for New Urbanism.

RECENT PROJECTS

Walnut Hills Neighborhood Reinvestment Strategy

Cincinnati, Ohio

West Michigan Street

Indianapolis, Indiana

Personal experience:

Detroit East Riverfront

Detroit, Michigan

Revive Cincinnati: Neighborhoods of the

Lower Mill Creek Valley

Cincinnati, Ohio

Neighborhood Form-Based Code Charrette,

College Hill & Madisonville

Cincinnati, Ohio

Tampa Waterfront District

Tampa, Florida

North Station Technology Park

Farmington, Utah

Great Pond Village

Windsor, Connecticut

Unum Redevelopment

Chattanooga, Tennessee

Virginia Beach Strategic Growth Area Plan

Virginia Beach, Virginia

EDUCATION

Bachelor of Architecture, University of Notre Dame, 2005

Rome Studies Program, 2002-2003

South Bend Downtown Design Studio, 2004

CERTIFICATION

American Institute of Certified Planners

LEED Accredited Professional

PROFESSIONAL AFFILIATIONS

American Planning Association

CEOs for Cities

Congress for New Urbanism

Placemaking Leadership Council

Urban Land Institute



CAITLIN MALLOY-MARCON

Associate



CAITLIN PRIDES HERSELF ON TAKING A HOLISTIC APPROACH TO LAND USE AND PLANNING, STRIVING FOR THE ASPIRATIONAL WHILE BALANCING THE REAL-WORLD INTO A COMPLETE VISION AND PLAN.

Caitlin has a well-rounded background in land use planning with over 10 years experience in downtown, comprehensive and subarea plans. Holding a master's degree in urban planning, her specialties are community engagement, community visioning, and land use connectivity, making it a priority to inject creativity and personality into her work. Caitlin's background includes nonprofit, public and private sector experience with a plethora of multi-jurisdictional projects. She brings contemporary tactics and knowledge capital to every project.

RECENT PROJECTS

Downtown Parking Structure Alternatives Analysis and Subarea Plan

Birmingham, Michigan

Downtown Streetscape, Parking, and Non-Motorized Plan

Midland, Michigan

Downtown Parking and Travel Demand Study

Traverse City, Michigan

Downtown Delaware Parking Study

Delaware, Ohio

Downtown Parking and Last Mile Transit Circulator Planning

Naperville, Illinois

Downtown Parking and Structure Study

Covington, Kentucky

Auburn Road Corridor Plan

Rochester Hills, Michigan

South State Street Redesign

Ann Arbor, Michigan

Macomb County Non-Motorized Plan

Macomb County, Michigan

Rapid Transit Analysis, SE Michigan RTA

Ann Arbor/Detroit, Michigan

Shelby Township Town Center Plan

Charter Township of Shelby, Michigan

EDUCATION

Wayne State University,

Master of Arts, Urban Planning, 2008

Bachelor of Arts, Urban Studies, 2006

PROFESSIONAL AFFILIATIONS

American Planning Association

Urban Land Institute

BOARDS AND COMMISSIONS

Live6 Community Advisory Committee

SEMCOG Transportation Coordinating Council



ARIN BLAIR

Planner



ARIN TRANSLATES DETAILED PLAN ANALYSIS AND STRATEGY INTO CLEAR AND EFFECTIVE WRITTEN, SPOKEN AND GRAPHIC COMMUNICATION, WITH A STEADFAST PASSION FOR PLACES AND THE PEOPLE WHO LOVE THEM.

Arin's passion for the urban design and planning of thriving, vibrant places never loses sight of the people who love and care for them. Her combination of written, spoken and graphic communication—including process identity and website development—tells the story of the larger vision while capturing every critical detail. Arin draws from eight years of experience in small business to relate to any audience and gain real understanding of community desires and goals. She approaches complex analysis of the urban environment with diligence and a high attention to detail.

EDUCATION

The Ohio State University,
Master of City and Regional Planning, 2016
The Ohio State University,
Bachelor of Arts in Anthropology, summa cum laude, 2005

PROFESSIONAL AFFILIATIONS

American Planning Association, Ohio Chapter
APA Economic Development Division
Urban Land Institute

RECENT PROJECTS

Lakeside Chautauqua Comprehensive Plan

Lakeside, Ohio

Discovery District Placemaking Plan

Columbus, Ohio

Wyoming Master Plan

Wyoming, Ohio

Green Business & Urban Agriculture Strategic Plan

Columbus, Ohio

OSU Mansfield-NCSC Campus Business District

Mansfield/Ontario, Ohio

Connect Columbus Multimodal Transportation Plan

Columbus, Ohio

Downtown Toledo Master Plan

Toledo, Ohio

Columbus State Community College Hospitality

Management and Culinary Arts

Columbus, Ohio

Southeast RTA Gratiot & Michigan Avenues Transit Studies

Metro Detroit, MI

Previous Experience:

Anderson Township Comprehensive Plan

Anderson Township, Ohio





PAUL W. KRIEGER

GASLIGHT VILLAGE DOWNTOWN

East Grand Rapids, Michigan



DOWNTOWN RECLAIMS ITS PROMINENCE AS A SHOPPING AND ENTERTAINMENT DESTINATION

East Grand Rapids is a classic “streetcar” suburb of Grand Rapids, with great neighborhoods but had a declining downtown, “Gaslight Village”, which was faced with the loss of its anchor uses. A revitalization plan was needed.

Brad Strader first prepared the Gaslight Village Subarea Plan, conducting design charrettes and workshops to elicit merchant and resident opinions about urban design principles, building height, signs, and transitions to adjoining neighborhoods. Following a tour by city officials to other “best practice places”, a new code was crafted to revitalize the area as a key destination.

Once the plan was in place, Brad helped guide a major redevelopment project, replacing a vacated department store building and parking structure with new retail, offices, a store-lined new plaza, and four planned mid-rise condominium buildings. The redevelopment was complemented by an enhanced streetscape and a new City Hall and Library.

Personal experience of Brad Strader

CLIENT City of East Grand Rapids
CONTACT Brian Donovan, City Manager
PHONE 616.949.2110
YEAR 2006

GASLIGHT VILLAGE DOWNTOWN

East Grand Rapids, Michigan

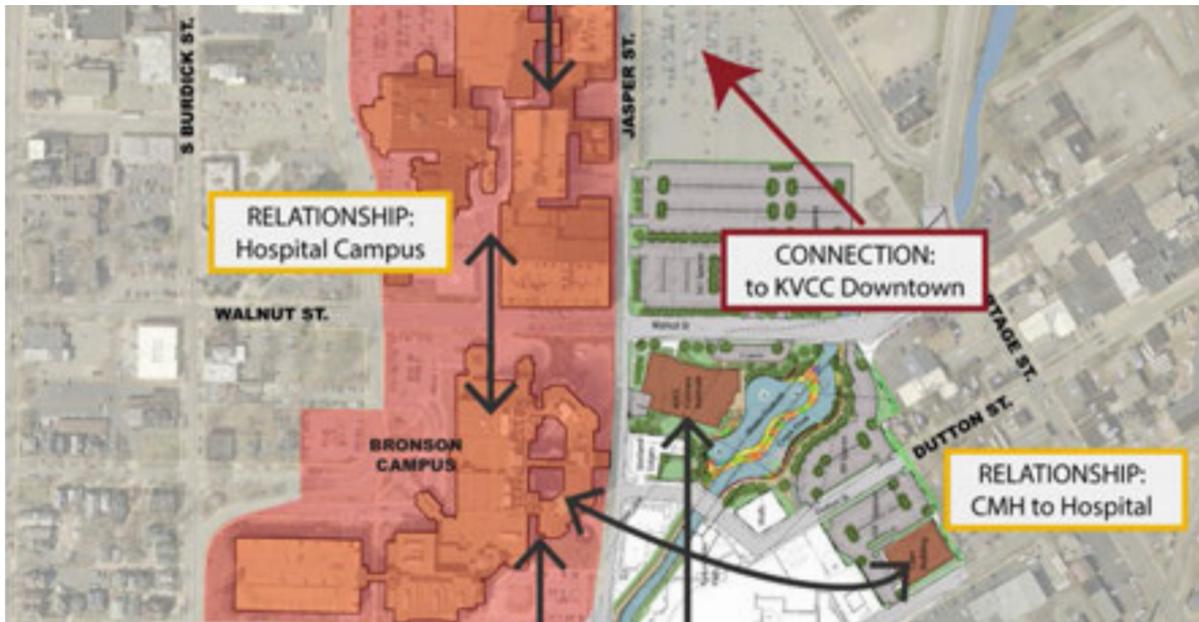


CLIENT City of East Grand Rapids
CONTACT Brian Donovan, City Manager
PHONE 616.949.2110
YEAR 2006

KALAMAZOO COMPREHENSIVE MASTER PLAN, CORRIDOR PLANS, AND HEALTHY LIVING CAMPUS



Kalamazoo, Michigan



CITY REJUVENATES DOWNTOWN PLAN TO PROMOTE A VIBRANT, MIXED-USE CITY CENTER

Kalamazoo is a mid-sized regional center in Southwest Michigan. The city is reaping the benefits of its historic downtown, solid neighborhoods, and many committed institutions and civic leaders. Brad Strader first led a multidisciplinary team to prepare a new comprehensive plan. Consensus was gained through an extensive public involvement and branding process included a range of activities and highly attended public workshops. Implementation strategies were developed that address redevelopment, connecting students with the downtown, multi-modal transportation, jobs, arts and culture, green infrastructure, market trends, and special projects.

Dramatic changes recommended for the transportation system, based on the plan, have started to be implemented.

A spin-off project led to a road diet along a major road. Analysis of changes to the one-way pair state highway is underway as well.

Following a “best practices summit”, a task force was formed to create a “Healthy Living District.” New hospital, community college and Western Michigan University’s new medical school are now centerpieces of a shared urban campus focused on active transportation and serving locally grown food that is processed on the campus. That has led to new curriculums related to food science, brewing, distilleries, and culinary arts. Targets to serve locally grown and produced food were quickly met and new higher targets set.

Personal experience of Brad Strader

CLIENT City of Kalamazoo
CONTACT Rebekah Kik, City Planner
PHONE 269.337.8893
YEAR 2010

KALAMAZOO COMPREHENSIVE MASTER PLAN, CORRIDOR PLANS, AND HEALTHY LIVING CAMPUS



Kalamazoo, Michigan



CLIENT City of Kalamazoo
CONTACT Rebekah Kik, City Planner
PHONE 269.337.8893
YEAR 2010

KALAMAZOO COMPREHENSIVE MASTER PLAN, CORRIDOR PLANS, AND HEALTHY LIVING CAMPUS



Kalamazoo, Michigan



CLIENT City of Kalamazoo
CONTACT Rebekah Kik, City Planner
PHONE 269.337.8893
YEAR 2010

BIRMINGHAM TRIANGLE DISTRICT URBAN DESIGN PLAN, FORM-BASED OVERLAY, AND ON-GOING ADVISING



Birmingham, Michigan



"The creation of the Triangle Plan and the implementation of the form-based code have been instrumental in creating a vision for the area, spurring investment, and transforming an under-utilized part of town into a vital part of the urban fabric of Birmingham."
- Jana Ecker, Planning Director, City of Birmingham

STAKEHOLDER ENGAGEMENT CREATES LONG-TERM VISION AND GUIDELINES FOR URBAN DISTRICT

Brad Strader led a multi-disciplinary team to prepare an urban design plan and form-based code for the downtown edge, known as the Triangle District. This plan and code stimulated a transformation from an underutilized, auto-dominated district into a developing vibrant, mixed-use urban district.

A critical feature of the project was a multi-day design workshop/charrette. City staff, officials, property owners, residents, developers, agencies and organizations participated in focus groups and walking tours, aiding the evolution of ideas into concepts and ultimately

recommendations. One outcome was a new form-based code overlay district.

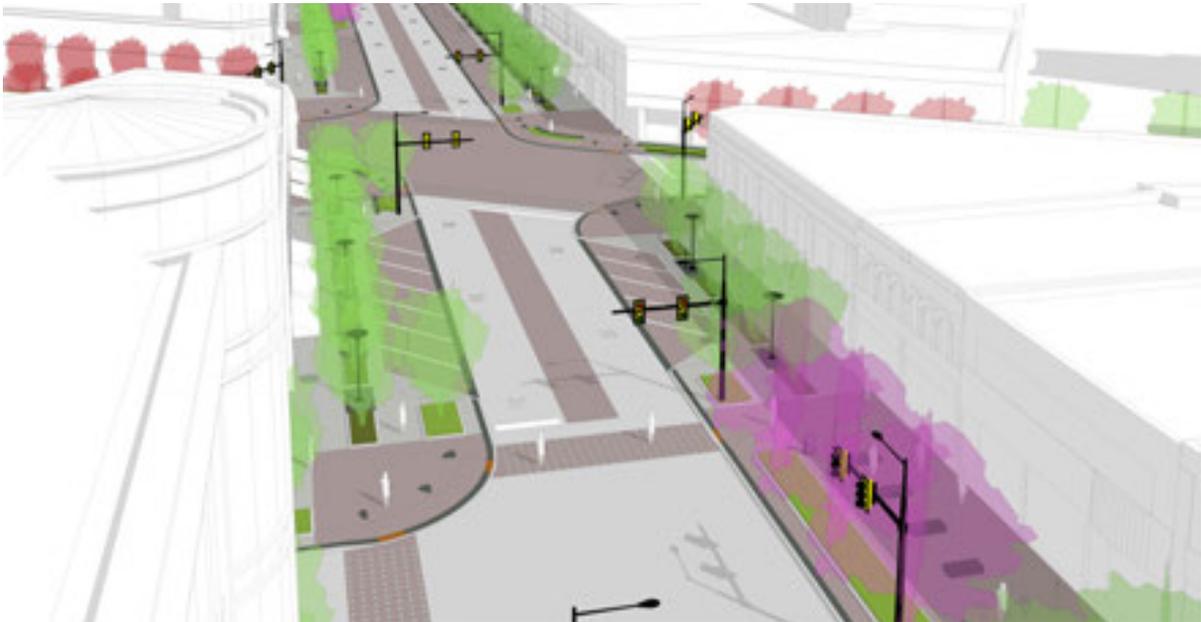
Following completion of the Triangle Plan and Code, Brad helped prepare a tax increment financing plan to help fund improvements. Brad was then engaged to evaluate changes to street design and to update the parking plan including concepts for a new parking structure. Most recently, Brad led a similar plan for the adjacent "South Gateway" district.

Since the plan and code were adopted, several millions of dollars of private development has occurred in and adjacent to the Triangle District.

CLIENT City of Birmingham
CONTACT Jana Ecker, Planning Director
PHONE 248.530.1800
YEAR 2007

OLD WOODWARD AVENUE/MAPLE DRIVE CORRIDOR PLAN

Birmingham, Michigan



COMPREHENSIVE CORRIDOR DESIGN GUIDELINES COMPLEMENT RECENT PLANNING & DEVELOPMENT

MKSK led a multi-disciplinary team to complete the final design phases of the Old Woodward Corridor redevelopment, which includes portions of Old Woodward and Maple Road in the heart of Downtown Birmingham, Michigan. This project seeks to be a culmination of collected input and recent planning and design efforts that are underway by the City of Birmingham to compose a coordinated Comprehensive Corridor Plan as the guideline for construction and development of future of the corridor.

The design process examined street capacity, pedestrian amenities such as crosswalks and sidewalks, bicycle facilities, on-street parking, decorative street lighting and

furnishings, street trees and landscaping, and traffic signage and wayfinding. Intersection improvements focused on pedestrian safety and include flush curbs, guiding bollards, curb radii extensions, and texturized crosswalks.

MKSK and the design team are currently in the final phases of producing the corridor design plan.

CLIENT	City of Birmingham
CONTACT	Jana Ecker, Planning Director
PHONE	248.538.1800
YEAR	2016

OLD WOODWARD AVENUE/MAPLE DRIVE CORRIDOR PLAN

Birmingham, Michigan



CLIENT City of Birmingham
CONTACT Jana Ecker, Planning Director
PHONE 248.538.1800
YEAR 2016

MIDLAND COMPREHENSIVE PLAN

Midland, Michigan



EXTENSIVE PUBLIC ENGAGEMENT PROCESS BRINGS A CITY'S COMPREHENSIVE PLAN UP-TO-DATE

Brad Strader led the publicly-driven comprehensive plan effort for Midland, Michigan; a city of 42,000 and home to the Dow Chemical and Dow Corning Companies. This was the city's first full citywide plan in several decades. Therefore involvement by the city's many committed stakeholders was the key component.

Traditional topical workshops and charrettes were supplemented by Brad Strader's "Public- Workshops-in-a-Box" that engaged nearly 500 residents in 58 sessions, most of whom said they would not have attended a typical public meeting. Volunteers borrowed the workshop "kit", hosted meetings in homes, churches, or halls, and returned the

results. One of many outcomes was siting for a new minor league baseball stadium.

Personal experience of Brad Strader

CLIENT	City of Midland
CONTACT	John Lynch, Midland City Manager
PHONE	989.837.3301
YEAR	2013

MIDLAND DOWNTOWN STREETScape PLAN

Midland, Michigan



STREETSCAPE ENHANCEMENTS IMPROVE CONNECTIVITY BETWEEN THE DOWNTOWN AND RIVERFRONT

MKSK is part of the team to develop a new downtown streetscape plan and circulation plan. Downtown Midland serves as an entertainment and employment hub for the greater Midland Area. The streetscape plan includes many best practices including curbless festival blocks, removal of traffic lights, social public gathering hubs, separated bicycle facilities, and green sustainable infrastructure.

The plan serves as a community connector linking the riverfront, Dow Diamond and Dow headquarters to the downtown. Wider sidewalks allow for better use of the sidewalks for dining and retail sales in the summer and snow storage in winter. The process included an interactive

community engagement process in which the design team was able to fully engagement with the community on many levels. It included stakeholder meetings with seniors, schools, advocacy groups and business leaders, design workshops and pop-up sessions, and community surveys.

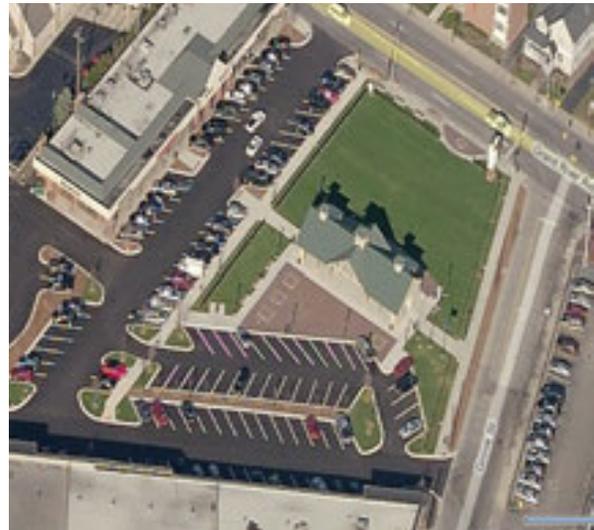
CLIENT	City of Midland
CONTACT	Selina Crosby Tisdale, Dir. of Community Affairs
PHONE	989.837.3304
YEAR	2016

DOWNTOWN MASTER PLAN AND ZONING ORDINANCE

Farmington, Michigan



CENTRAL GREEN- BEFORE



CENTRAL GREEN- AFTER

REJUVENATION OF CITY INCLUDES TWO MASTER PLANS AND ZONING ORDINANCES

The City of Farmington selected Brad Strader to prepared two master plans, the downtown plan and zoning ordinance. The Master Plan focused on protecting the "small-town" character, ensuring the city's sustainability, and retaining a strong tax base. Key issues were: downtown vibrancy, traditional commercial character, neighborhood commercial, housing diversity and design, quality public facilities, and safe and efficient transportation systems including pedestrian and bike systems. Completion of the Plan was followed by an updated zoning ordinance that promotes plan objectives in a user-friendly format.

The revitalization plan for the downtown began even before the dynamic blueprint was completed. Among the success stories from that process was the "central green" that replaced a former parking lot. That space is now the centerpiece for a vibrant downtown core.

Brad has built an effective working relationship with the City staff and officials as the ongoing planning and zoning advisor.

Personal experience of Brad Strader

CLIENT City of Farmington
CONTACT Vince Pastue, City Manager
PHONE 248.474.5500
YEAR 2009 Master Plan

BERKLEY DOWNTOWN PLANNING, PLACEMAKING, AND PARKING STUDY



Berkley, Michigan



PACKAGE OF CHANGE TO TRANSFORM A LINEAR DOWNTOWN

Berkley, Michigan has a linear downtown, along two arterial streets. Characterized by shallow lots along busy roads, motorists easily pass unaware of the variety of shops and restaurants. Redevelopment in the downtown district is challenged by perceptions of limited parking and an auto-oriented design. While at LSL Planning, Brad Strader led the city and Downtown Development Authority (DDA) through a series of 5 projects over a five-year period to improve the downtown.

Following a new downtown master plan, a parking study was prepared for the DDA. The parking utilization and turnover study revealed some surprises to the business community. That led to support for recommendations for new municipal

parking lots, changes to add parking to existing lots, and parking management so prime spaces are available for customers. A new wayfinding system was created to direct patrons to the municipal lots. The next phase was conversion of a four-lane road to three lanes to create a more walkable district. The fifth project was to identify and design a significant public space for events and to create nodes of activity. In conjunction with MML through a Placemaking grant, Brad led the city through a public design process resulting in consensus on a transformative placemaking project and public flex space along a side street.

Personal experience of Brad Strader

CLIENT Berkley Downtown Development Authority
CONTACT Amy Vansen, City Planner
PHONE 248.658.3320
YEAR 2015

MICHIGAN STREET CORRIDOR PLAN

Grand Rapids, Michigan



INNOVATIVE WAYS OF LINKING TRANSPORTATION WITH DEVELOPMENT

Brad Strader led a large team to create a land use and multi-modal transportation plan for the Grand Rapids "Medical Mile" around the Michigan Street corridor on the edge of downtown. This area includes a wide range of uses, including a regional hospital, Michigan State and Grand Valley State University campuses, small business districts and a variety of unique neighborhoods. Through an elaborate community engagement process including focus groups, web-based publicity, walk/bike tours, public forums and a "Quality of Life" board game, different land use and transportation alternatives were identified and vetted.

Using Guiding Principles and HUD performance measures, a preferred land use scenario was identified. Then a variety

of transportation improvement packages were modeled at the subarea and intersection level. Traditional modeling was supplemented with the EPA's Mixed-use Development (MXD) program for mode splits. The Plan provides a series of recommendations for land use, new housing types, bike facilities, numerous pedestrian improvements, travel demand management strategies, long and short range transit options, TOD and POD urban design standards, a green infrastructure plan and a range of street network improvements.

Personal experience of Brad Strader

CLIENT	City of Grand Rapids
CONTACT	Jay D. Steffen, LLA, Assistant Planning Dir.
PHONE	616.456.4308
YEAR	2013

BRIDGE STREET DISTRICT SCIOTO RIVER CORRIDOR FRAMEWORK PLAN



Dublin, Ohio



PLAN TO GUIDE FUTURE DEVELOPMENT OF A CITY'S CIVIC CORE

The Bridge Street District Scioto River Corridor Framework Plan develops the urban design principles for an authentic, urban, mixed-use district in the heart of the city of Dublin. Through several years of strategic planning and community input, the Scioto River and surrounding Historic District were identified as an initial focal area for public investment within the 1,100 acre Bridge Street District. The city's focus on the river corridor complements significant interest and activity from private developers who see long term value in the development of an expanded civic core at the heart of Dublin. MKSK collaborated with the city to develop the Framework Plan which advances recommendations to provide a bold vision for future development of the area.

The Plan considers roadway improvements along the River corridor that would support development of a new riverside park; accommodate traffic growth and regional travel patterns to the district; and connect vehicles, pedestrians, and bicyclists within the developing neighborhood. A new riverfront park and proposed river crossings including a pedestrian bridge would provide a unifying element between districts, a catalyst for private redevelopment, and a civic

amenity for the community. Additionally, multiple private development and redevelopment opportunities on the east and west sides of the river are identified.

The Framework Plan identifies initial catalytic projects for the transformation of the district and has served as a tool to guide the transition from planning concepts to the preliminary phase of design and engineering. MKSK was the prime consultant for preliminary design of the Riverside Drive, Bridge Street Roundabout, Pedestrian Bridge, John Shields Parkway, Riverside Park and an additional 1.5+ miles of roadway on either side of the River that includes public roadways within the proposed redevelopment district on the east side and the historic district on the west side. MKSK is now engaged as the Landscape Architect for several projects in design or under construction:

- Bridge Street Roundabout (SR 161/Riverside Drive)
- Riverside Drive
- John Shields Parkway
- Riverside Park
- Open spaces as part of the new Bridge Park private development

CLIENT	City of Dublin
CONTACT	Terry Foegler, Director of Strategic Initiatives
PHONE	614.410.4660
YEAR	2013, Ongoing

BRIDGE STREET DISTRICT SCIOTO RIVER CORRIDOR FRAMEWORK PLAN



Dublin, Ohio



CLIENT City of Dublin
CONTACT Terry Foegler, Director of Strategic Initiatives
PHONE 614.410.4660
YEAR 2013, Ongoing

BRIDGE STREET DISTRICT SCIOTO RIVER CORRIDOR FRAMEWORK PLAN



Dublin, Ohio



CLIENT City of Dublin
CONTACT Terry Foegler, Director of Strategic Initiatives
PHONE 614.410.4660
YEAR 2013, Ongoing

BRIDGE STREET DISTRICT STREETSCAPE CHARACTER GUIDELINES



Dublin, Ohio



CREATING INVITING STREETS THAT CONTRIBUTE TO THE UNIQUE SENSE OF PLACE IN AN EMERGING MIXED-USE, URBAN CIVIC CORE

The City of Dublin is in the process of expanding its civic center and enhancing its riverfront with the investment in its downtown Historic District and Scioto River corridor. This effort within the Bridge Street District will implement urban design principles to create an authentic, urban, mixed-use district in the heart of the City. MKSK collaborated with the City on the creation of the Bridge Street District Framework Plan, which advanced recommendations to provide a bold vision for future development of this area.

As part of the Bridge Street District planning and design efforts, MKSK examined the role the City's streets play in

the connectivity and creation of a sense of place within the District. The Bridge Street District Streetscape Character Guidelines identify appropriate typologies, materials, and connections throughout the District. This identified appropriate corridor designs that create a well-connected street network and public spaces that encourage pedestrian activity and bicycle travel.

An important idea identified in the Plan was the Greenway System. This system loops through the District, and will be a signature feature. The Greenway system will be anchored by different community destinations, including parks, activity nodes, restaurants, and entertainment spaces. The Greenway System will include a cycle track, the first to be introduced to Dublin. This facility will create a bicycle-designated facility separated from traffic and pedestrian activity. This will allow the Greenway System to provide connections for multiple modes of transportation.

CLIENT	City of Dublin
CONTACT	Terry Foegler, Dir. of Strategic Initiatives
PHONE	614.410.4660
YEAR	2014

CITY OF WYOMING MASTER PLAN

Wyoming, Ohio



LEVERAGING THE STRENGTHS AND CHARACTER OF ONE OF CINCINNATI'S MOST VIBRANT SUBURBS

With its nationally recognized public school system, timeless commercial districts, and historic, pedestrian-scale character, the City of Wyoming, Ohio is a vibrant suburb of Cincinnati with a beloved small-town feel. To continue to preserve this character and promote the vitality of the community, the City has initiated a planning process to update its master plan document, to be completed in 2017.

The City of Wyoming Master Plan will assist the community in understanding regional and national trends and identifying strategic opportunities, taking into account the City's location within the Greater Cincinnati area and its largely built-out nature. It will examine how to best position Wyoming for the

future and how to focus both public investment and private reinvestment within its boundary.

MKSK will identify transformative initiatives and catalytic focus areas that will build upon Wyoming's identified vision and sense of place. This strategic master planning process tailors focused efforts, policies and reinvestment to address existing challenges and leverage opportunities toward a continued, prosperous future.

CLIENT	City of Wyoming
CONTACT	Terry Vanderman, Community Dev. Director
PHONE	513.821.7600
YEAR	On-going

NEW ALBANY VILLAGE CENTER PLAN

New Albany, Ohio



PLANNING TO TRANSFORM A GROWING VILLAGE'S CORE INTO A LIVELY MIXED-USE TOWN CENTER

The Village Center Plan establishes the long-term vision for the village core as an integrated, mixed-use town center with attention to the location of civic uses, the inclusion of high-density residential areas, and the quality of the built environment – buildings, streetscapes and public spaces.

Since the adoption of the Village Center Study a number of the planning recommendations have been accomplished including a revision of the Village Center Design Guidelines and development of a Form-Based Code. Quality development has begun in the Village Center, including institutional uses such as City Hall, the library, and a performing arts center, mixed use development including

Market Square, and traditionally-styled higher density residential developments such as the Keswick Townhomes and Richmond Square.

Outcomes:

- 2006 OCASLA Merit Award

CLIENT	City of New Albany
CONTACT	Joseph Stefanov, City Manager
PHONE	614.855.3913
YEAR	2005

VILLAGE CENTER STRATEGY

New Albany, Ohio



STRATEGY BUILDS ON PAST PLANNING EFFORT TO DEVELOP A CITY'S CENTER

The Village Center Strategy builds on past planning efforts to provide a strategic guide to investment and development within New Albany's core. It takes this strong planning foundation and outlines specific strategies and actionable projects that will transform the Village Center. Principles address sustainability, economic development, arts and culture, health and wellness, and education and technology, providing a guide for future investment in the Village Center. Several projects are being implemented, with the Healthy New Albany project to integrate health and wellness amenities within the Village Center, reconstruction of 3rd Street as a 'green' street, and planning for Founders Park community/event space.

CLIENT	City of New Albany
CONTACT	Joseph Stefanov, City Manager
PHONE	614.855.3913
YEARS	2011

VILLAGE CENTER STRATEGY

New Albany, Ohio



CLIENT City of New Albany
CONTACT Joseph Stefanov, City Manager
PHONE 614.855.3913
YEARS 2011

VILLAGE CENTER STRATEGY

New Albany, Ohio



CLIENT City of New Albany
CONTACT Joseph Stefanov, City Manager
PHONE 614.855.3913
YEARS 2011

UPTOWN WESTERVILLE COMPREHENSIVE PLAN

Westerville, Ohio



PLANNING TO GUIDE COMMUNITY AND PRIVATE DEVELOPMENT FOR A HISTORIC TOWN CENTER

Uptown Westerville represents one of the best preserved and prosperous historic town centers in Central Ohio. Decades of involved community members and active public figures have helped create a unique downtown that other communities in Central Ohio can only attempt to emulate. While, to date, Uptown has been very successful in preserving and fostering Westerville's historic downtown, it lacks a comprehensive document to help guide future growth and development. The 2013 Uptown Westerville Comprehensive Plan provides this by evaluating the district's existing conditions, exemplifying its strengths, and proposing catalytic projects and potential planning tools to address its challenges. By planning for the future, Uptown can ensure its continued success as the community core of the City of Westerville.

The planning process was guided by a Steering Committee of residents, property owners, and business owners. Analysis of the study area resulted in recommendations for new civic spaces, infill development, and streetscape and transportation improvements including a new alley system, dedicated pedestrian vias; and bike improvements including important connections and improved amenities.

In addition to the guidance of the Steering Committee, public input via stakeholder interviews, public meetings, and an interactive public input website helped to ensure that the final plan addresses the immediate concerns and needs of Uptown, while also advancing the interest of those in Uptown and the Westerville community. This plan will serve as a guiding document for city officials, employees, and any future developer of the Uptown area.

CLIENT	City of Westerville
CONTACT	Bassem Bitar, Senior Planner
PHONE	614.901.6658
YEAR	2013

UPTOWN WESTERVILLE COMPREHENSIVE PLAN

Westerville, Ohio



CLIENT City of Westerville
CONTACT Bassem Bitar, Senior Planner
PHONE 614.901.6658
YEAR 2013

WORTHINGTON COMPREHENSIVE PLAN

Worthington, Ohio

MKSK



MATURING SUBURB COMMISSIONS COMPREHENSIVE PLAN TO ADDRESS ITS CHANGING CIRCUMSTANCES

The Worthington Comprehensive Plan focuses on identifying areas for growth and facilitating needed redevelopment of existing areas of the community. As a maturing city, certain places, such as the freeway office areas and the northern High Street commercial corridor, have outlived the value of their earlier developments. In addition, housing options are largely limited to individual lot, single-family homes and have created a situation where it is difficult for residents to “age in place”. Those that want to downsize but also want to stay in the city have limited options.

This plan identifies key focus areas for community redevelopment within the larger land use context. The

strength of Old Worthington is valued, and this plan looks to extend the strong design elements of the city’s nodes further north and south along High Street. In addition, existing commercial nodes are re-imagined with sustainable mixed-use redevelopment approaches, providing long-lasting quality, and a variety of housing options for city residents. This comprehensive planning effort included land use and focus area evaluations, strategic analysis, restructuring of the city’s Design Guidelines, and plan recommendations.

CLIENT	City of Worthington
CONTACT	Lynda Bitar, Development Coordinator
PHONE	614.854.7172
YEAR	2005

NATIONWIDE CHILDREN'S HOSPITAL

Columbus, Ohio



SUSTAINABLE CAMPUS DESIGN IN A PARK-LIKE SETTING

Ranked for five years in a row in U.S. News & World Report's "America's Best Children's Hospitals," Nationwide Children's Hospital embarked on campus expansion building a new 12-story, 700,000 square foot inpatient tower. In collaboration with OLIN, MKSK was the prime consultant for the site infrastructure and site improvements portion of the project, leading a team of engineers, scientists, designers.

The most significant portion of the 6-acre project is a 4-acre Children's Garden which includes a series of special spaces: a moonlight garden and tot lawn, a fragrance maze, the entry bosque, a running lawn, a storyteller's garden, and an interactive play area. Two acres of the Children's Garden is an intensive green roof over a two-level, 430-car subsurface parking garage. The site infrastructure portion of the project includes a series of internal roadways, parking areas, and an extensive network of underground site utilities. A one-million gallon, below-grade cistern captures all the site and building rainwater runoff for use in irrigating the campus.

The district's primary corridors, Livingston and Parsons Avenues were transformed into canopied civic boulevards.

The avenues have been re-graded to introduce bio-filtration rain gardens, which absorb and filter street and sidewalk stormwater runoff. At the intersection, a luminous 'Grove of Light,' consisting of clustered illuminated beacons define the heart of the hospital campus. District landmarks, banners, and other on-campus elements complete the campus.

MKSK developed the Master Plan for the hospital campus. Within a development timeframe spanning into 2025, the MKSK campus master plan includes additional research facilities, a parking garage, and medical office space. The grand opening of the new Nationwide Children's Hospital was held in June of 2012. Rick Espe was Principal-in-Charge overseeing the design and implementation of the site development. Eric Lucas was Project Manager for all site development.

Outcomes:

- 2013 APA-OH Planning Award for Focused Built Project
- 2012 OCASLA Merit Award; 2012 INASLA Merit Award

CLIENT	Nationwide Children's Hospital
CONTACT	Patty McClimon, Sr. V.P. Planning & Facilities
PHONE	614.722.5111
YEAR	2012

THE OHIO STATE UNIVERSITY WEXNER MEDICAL CENTER EXPANSION



Columbus, Ohio



CREATING A WORLD-CLASS MEDICAL CAMPUS FOR TODAY AND TOMORROW

MKSK provided master planning services for The Ohio State University Medical Center. Working in collaboration with Sasaki Associates, the OSU Medical Center, and the University Board of Trustees, MKSK developed a comprehensive growth model for the Medical Center that includes a phased approach to accommodate short term goals and establish long term strategies. As part of the \$1.1 Billion Expansion initiative, MKSK was engaged as the Landscape Architect for the phased implementation of all exterior green space, including the re-imagined Chlois G. Ingram Spirit of Women Park, the new Cancer and Critical Care Tower (CCCT) Forecourt Plaza, and the Phyllis G. Jones Legacy Park and Children's Park. The CCCT was officially unveiled as part of the new Arthur G. James Cancer Hospital and Richard J. Solove Research Institute in Fall 2014, making it the third largest cancer hospital in the nation.

The open spaces featured as part of the new 420-bed Cancer and Critical Care Tower include the Jones Legacy Park and the Forecourt Plaza. Together these prominent spaces

combine to provide the new front door to the Wexner Medical Center Campus. The 1.25-acre Forecourt Plaza, set beneath a dramatic canopy, serves as the main entry to the 'New' James and accommodates the active movements of patient circulation, shuttle buses, and visitor access to the adjoining parking garage. Intricate paving patterns, seating areas and planting, a respite garden, and a performance stage, set within this area, have been designed to provide places of calm for visitors, patients, and staff.

Adjacent to the Forecourt, the 2.4-acre Jones Legacy Park with its great oval lawn, seat walls, and brick paving honor Mrs. Jones' wish to create a restful, peaceful garden where patients, visitors and staff can seek comfort and solace. Within the new Jones Legacy Park, the Gerbig, Snell/Weisheimer Children's Park provides opportunities for outdoor play specially designed for the Wexner Medical Center's younger visitors with custom designed play surfaces and climbing wall and a "sensory garden area."

CLIENT The Ohio State University
CONTACT Paul Lenz
PHONE 614.688.3757
YEAR 2012-2014

UPTOWN DISTRICT AND READING ROAD INNOVATION CORRIDOR IMPLEMENTATION STRATEGY



Cincinnati, Ohio



CREATING SOCIAL AND INFRASTRUCTURE ASSETS TO FOSTER ECONOMIC GROWTH AND CIVIC EXPRESSION FOR THE COMMUNITY

MKSK is currently engaged with the Uptown Consortium, a non-profit community development corporation founded by the chief executive officers of Uptown's largest employers: Cincinnati Children's Hospital, UC Health, TriHealth, University of Cincinnati, and the Cincinnati Zoo. MKSK is assisting with the implementation of a reinvestment strategy and identification of catalytic projects. The plan will leverage the current annual economic impact of over \$3 billion driven by the University of Cincinnati, adjacent hospitals, and health science institutions. In consideration are plans for an \$80 million dollar interchange off of I-71 and a new \$110 million federal research laboratory to anchor a new research and innovation district.

The strategy will identify redevelopment scenarios in identified priority investment areas that align the Uptown Vision with institutional planning, market feasibility, and community context. The redevelopment scenarios will demonstrate site capacity, development feasibility, and economic impact on the district by providing detailed site plans and development data. Preliminary massing and modeling in 3D will be developed to illustrate site potential. Strategic investment scenarios will build on the momentum of a planned interchange along with a previous vision study for the Martin Luther King Drive (MLK)/Reading Road Corridor. The plan will involve significant involvement of all institutional partners along with community participation through a public engagement process.

CLIENT	Uptown Consortium, Inc.
CONTACT	Ms. Beth A. Robinson, CECD, President/CEO
PHONE	513.861.0198
YEAR	On-going

DOWNTOWN CIRCULATION AND PARKING STUDY

Crown Point, Indiana



USING URBAN DESIGN TO IMPROVE DOWNTOWN CONDITIONS FOR BOTH MOTORISTS AND PEDESTRIANS

This urban design project addressed solutions to downtown circulation, parking, and pedestrian environment issues that impede commercial vitality in the Downtown. Recommendations call for parking enhancements, storefronts, signage, and key parcel redevelopment. Implemented improvements included widened sidewalks, curb extensions at major intersections, and cross walks improved for ease of pedestrian traffic movement. A traffic analysis component recommended changes to traffic flow, turning motions, design speeds, and signal timing.

CLIENT	City of Crown Point
CONTACT	Paul LeBlanc, AICP, LSL Planning
PHONE	616.336.7750
YEAR	2005

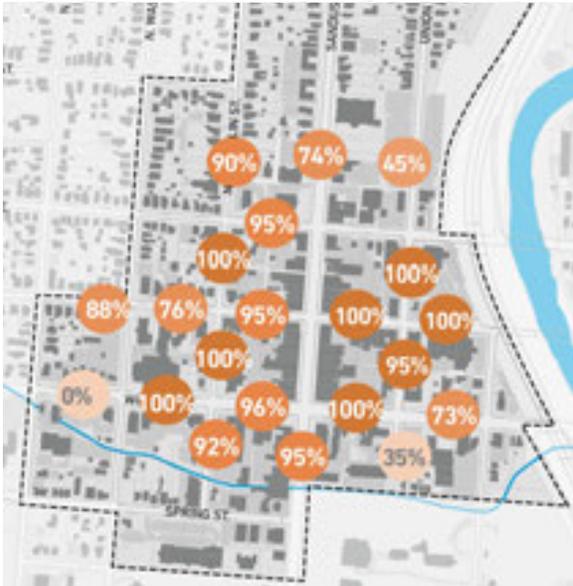
DOWNTOWN DELAWARE PARKING STUDY

Delaware, Ohio



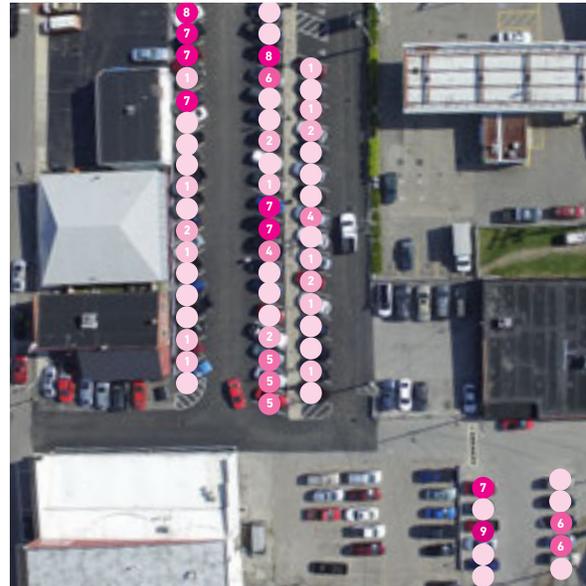
PEAK TIME OCCUPANCY RATES

On-Street Parking % Occupied



TURN OVER & OCCUPANCY ANALYSIS

Hours Parked



STUDY IDENTIFIES OPPORTUNITIES TO IMPROVE EFFICIENCY IN THE EXISTING PARKING SYSTEM

The City of Delaware's historic downtown serves as the heart of a growing community. Downtown retail, dining, community festivals and events continually draw residents and visitors to the area. The success and popularity of Downtown has created a vibrant city core, but has also created challenging parking conditions, with many residents, business owners and visitors perceiving that there is a parking shortage. To address these concerns, and to plan for the provision of adequate parking as Downtown continues to thrive, the city initiated the Downtown Delaware Parking Study.

MKSK utilized a variety of innovative planning techniques to assess both public perception of the system, as well as how it actually functions. This included extensive community outreach with an on-the-street questionnaire and online survey, reaching over 300 community members. MKSK also used aerial drone photography to conduct a detailed analysis of parking occupancy and turnover throughout Downtown in order to establish a comprehensive picture of how the existing parking system is being used today.

The findings demonstrated that although there are peak times during which many parking areas are at capacity, there are also consistently underutilized areas that could be used more efficiently. Key recommendations include:

- Promoting turnover of prime parking spaces by increasing time restrictions in public lots
- Working with property owners to create dedicated employee parking areas
- Reintroducing parking meters or kiosks on Sandusky Street - Delaware's primary shopping corridor
- Upgrading out-dated meters to become more user-friendly
- Improving the pedestrian experience with more direct and aesthetically pleasing connections to storefronts

The recommendations provide a framework of action for Delaware to continually improve upon and expand its downtown parking system for the long-term benefit of businesses, residents and visitors to the community.

CLIENT	City of Delaware
CONTACT	Jackie Walker, Assistant City Manager
PHONE	740.203.1010
YEAR	2016

SHORT NORTH PARKING STUDY

Columbus, Ohio



PARKING IMPROVEMENTS FOR A POPULAR DESTINATION COMMERCIAL AND RESIDENTIAL DISTRICT

MKSK is part of the Engineering-led team, which began in early 2014. As a heavily trafficked and highly-utilized pedestrian and vehicular corridor for downtown Columbus, adequate facilities for parking within the Short North district has become paramount. This study will provide a comprehensive analysis of existing parking conditions and future parking conditions and will recommend solutions to address these existing and future needs.

As part of this City of Columbus project, MKSK has been engaged to assist in stakeholder interviews, assemble existing conditions and development data, and engage the public as part of an intensive interactive input process. Work

to take place this Spring will include future development scenarios, build-out and economic development assessments, zoning code review, and evaluation of potential additional parking locations.

CLIENT	City of Columbus, Dept. of Public Service
CONTACT	Randy Bowman
PHONE	614.645.8376
YEAR	2014



PROJECT APPROACH OVERVIEW & COMMUNITY ENGAGEMENT



As noted in our cover letter, East Grand Rapids is a mature city. From a community planning standpoint, the development and transportation is well established. Still there is always change – home renovations, new infill housing, projects to update parks and facilities, and potential to redesign streets as reconstruction is programmed. A master plan helps provide city staff and officials with guidance to help ensure those investments best complement the city’s character.

In addition, more specific direction is desired for two districts that tend to have the most change – Gaslight Village and the Blodgett/Spectrum East campus area. Our urban design and planning team will refresh the existing goals and policies and sketch plans for those districts.

In addition to the technical work, our process includes several methods to engage the public and stakeholders to gain their thoughts and reactions. Residents and City officials in East Grand Rapids are proud and passionate about their city and have much to offer in conversations about topics such as a desire for a walkable community, building heights, parking, the lakefront, and traffic along major streets and around the hospital.

We envision public and stakeholder engagement as a series of workshops including a “Best Practices” Summit and Design/Business Roundtable sessions focused on the two subareas. In addition, we will assist City staff in use of email blasts, social media, and other methods to give residents and property owners opportunities to review materials and provide constructive comment. Finally, we propose an informal Open House format for the public to review key elements of the Draft Plan and have one-on-one discussions with our team, City staff and possibly interested Planning Commission members.

WORK PLAN

We propose a four-step process as summarized below followed by more detail. Our proposed budget explains the level of effort we anticipate for these tasks.

- 1. Project start-up, review of background information and previous plans:** A review of the previous plans to determine what to retain, refresh, or replace. We will also review the Parks and Recreation plan, the CIP, and other documents and policies that help shape this plan. Project start-up also includes discussion on a multi-pronged community engagement process. We will develop an outline and format for the plan, which we anticipate will be a bit more graphically based than the last plan to make it more enticing to read.
- 2. Visioning, goals, and Planning Framework:** A series of interviews, workshops and meetings to discuss issues to address, ideas to explore and alternative options. This will result in a general planning framework for future land use, the transportation system, and other city-wide plan elements.
- 3. Evaluation and alternatives for the subareas:** We will analyze the existing characteristics and potential for the two subareas. This will include workshops and discussions focused on the hospital district and Gaslight Village/Reeds Lake district as well as its parking situation. Our process will result in new urban design concepts and policies that can be used to guide the City’s decisions on future development proposals and capital improvement investments.
- 4. Review and Adoption:** A Draft Plan will be prepared that will update the previous plan and incorporate elements required by changes to Michigan’s Planning Act since the last plan was adopted (Complete Streets, Zoning Plan, reference to CIP, etc.). This draft will be vetted through a series of review meetings with the Planning Commission and the public, before final adoption by the City Commission.

PROJECT APPROACH OVERVIEW & COMMUNITY ENGAGEMENT



SCOPE OF SERVICES

Project Kick-off: We would start with a Kick-off meeting with City staff to discuss our assumptions, the level of detail for the parking study, and other factors that could impact the schedule and budget. Topics for this meeting will include:

- A critique of the previous master plan, what has been accomplished, needs that are not addressed, and other factors
- City staff will provide us with a briefing on the other plans, CIP, and other projects being contemplated.
- The timing and extent of parking counts needed along with the potential for City staff or students to assist with data collection if more extensive counts than we anticipate are desired. A draft survey about parking will be developed for the City to distribute to current business owners and operators.
- Assist City staff in setting up information about the master plan on the City's website and through the use of social media
- Review of the schedule, meeting dates and meeting logistics
- Distribution of a notice of intent to proceed with the plan update, as required by the Planning Act.

This meeting could be followed by a tour of the two subareas to discuss history and introduce our team to some of the key stakeholders. This could be as a group or we split up for "coffee and concepts" sessions where we have a cup of coffee to discuss plan ideas and then tour the district in smaller groups of City staff, officials, and invited stakeholders.

The first Planning Commission meeting could be held on the same day to review the existing plan and our impression of the focus of this plan. This meeting could also discuss some of the best practice ideas that could be integrated with the new plan.

We anticipate having a similar meeting or phone conference monthly with City staff as we proceed to discuss community engagement, alternatives, emerging issues, and meeting preparation or follow-up.

This Kick-off meeting will cover all the plan topics. We will have a separate but coordinated series of tasks for the four major plan elements described below, then we will bring the various components back together at the end into a single comprehensive Draft Plan and begin the formal review and approval process.

CITY-WIDE MASTER PLAN UPDATE

Using a proven approach, we will refresh the existing plan through technical evaluation integrated with the ideas and priorities identified through our community engagement process. In the end, the City of East Grand Rapids will have a well-thought-out plan update that provides direction and is user friendly. Working together, the plan will have broad support from City staff, appointed and elected boards, the business community, institutions, and the community.

Task 1. Project Framework: From discussions and evaluation conducted with the City and stakeholders, we will prepare a plan outline. This outline will identify elements of the previous plan to retain, refresh, remove, or replace and any additions that are needed. It will also provide a new table of contents and plan format or storyboard to confirm we are on track.

PROJECT APPROACH OVERVIEW & COMMUNITY ENGAGEMENT



Task 2. Data and Information Gathering and Review: We will update the demographics and other information in the current plan using US Census, data from the Grand Valley Metro Council and state agencies, and other readily available data. We also will look for the City to provide us with current traffic counts and trends, along with other data that will be helpful in the evaluation of alternatives or explanation of plan recommendations later in the process.

Task 3. Community Vision and Values: The first Open House is about communicating baseline data and finding out what residents and stakeholders value about the City. We will also use this event to present a Best Practices Summit on some of the best practices other communities are using. This will include downtown placemaking, Complete Streets, new types of housing, infill design, and downtown programming ideas. We could include some of the MEDC's Redevelopment Ready Community guidelines if the City is interested in that certification (we are one of the MEDC's program advisors). We will also look for some priority setting on what is most important. This forum will be instrumental in defining the vision and direction for the plan.

Task 4. Goal and Concepts: Based on Task 3, we will work with City staff and the Planning Commission to refresh the current plan goals. This will include a meeting where we will review the background information with a worksheet to determine which plan goals are still relevant, need to be revised, what needs to be added, and which apply to specific parts of the city. Importantly, we want to also establish which goals are most important so that individual plan goals can be viewed as a package.

Task 5. Future Land Use Plan: We will compare the current land use plan to existing land uses and zoning. We will prepare text with photographs to explain the land uses, general density, and design associated with different categories. We will also work with City staff to identify some of the key recent developments and redevelopment opportunity sites. A working map will be prepared that will illustrate the following:

- Areas that are expected to remain the same (no change in land use, well-established, and thriving)
- Areas where the land use should remain the same generally, but some enhancement is needed (such as wider sidewalks or bike lanes, upgrades to the streetscape, stormwater or low impact design landscape, site design, lighting, etc.)
- Areas that may need to develop or redevelop with a different land use (for example: mixed uses or large lots where splits could be requested to support previous research and the zoning standards)

From this, we will create a future land use map that will also include any goals targeted for specific sites or areas in the city.

Task 6. Transportation: One plan goal is to have a safe and efficient transportation system. Since the last plan was prepared, there is more awareness of how the design in the right-of-way can impact the walkability, bikeability, and general safety for all types of travelers. From that perspective, we will conduct a high-level review of the existing traffic counts and other available data. We also want to review any city plans for underground or street improvements that may provide an opportunity to redesign the streets. Working from current regional non-motorized plans, transit plans, and the Parks and Recreation plan, the MKSK Team will craft a Multi-Modal Transportation Plan that is tailored to the unique challenges and assets of East Grand Rapids.

Task 7. Draft Plan: A plan document will be assembled that includes the above chapters, an introduction, updates to other plan chapters, and the subarea plans. This draft plan will also include an Action Plan or implementation strategies. This will also include a summary of major projects for the city's capital improvement plan. It will also include a Zoning Plan to explain how the plan is supported by the City's zoning map and zoning ordinance.

PROJECT APPROACH OVERVIEW & COMMUNITY ENGAGEMENT



GASLIGHT VILLAGE PARKING STUDY

Our process for the parking study is based on our experience with many downtown parking projects and the methodologies recommended by the National Parking Association and the Institute of Transportation Engineers. We would adapt those guidelines to Gaslight Village based on our familiarity with the district.

Assumptions and Options: Parking projects range in scope and fee. Our budget includes a basic snapshot analysis with one person from our team collecting parking use data over a selected day. Depending upon the City's expectations for the depth of the parking inventory, we would anticipate assistance from either City staff or others (such as business owners or City-managed student interns) to assist in the data collection. For example, if the City desires counts on more than one day, such as during an event at the Community Center, additional weekdays, Saturday(s) or several days in succession, that would be an additional cost. The parking analysis could also be expanded if the City desires to have more turnover analysis (license plate information added to the parking counts), intercept surveys with students and people parking in the district, or a more comprehensive parking management plan. This extent of the work, budget, and availability of City staff or interns to assist will be discussed at the Kick-off meeting and possibly at the Business Roundtable meeting.

Task 1. Survey of business owners/operators and representatives of the City, school, and Community Center: We will develop a short survey for the City to distribute to business owners and operators, along with representatives of other parking users in the district. This will ask questions such as:

- The best day and times to collect representative parking counts
- Where their employees, students or visitors park
- Parking management efforts that have been tried or considered
- Thoughts about how to improve parking in the district

(Note: the work plan includes a Business Roundtable Session for Gaslight Village. This could be timed before the parking counts to gain more insight into the focus for the counts or after the parking counts are taken).

Task 2. Evaluate surveys and organize parking count process: Based on the survey results, a day of the week and times for a parking count will be agreed upon, along with the lots and spaces to be included in the count. During one of the early project meeting days, we would conduct a simple count to determine the time required to inventory use of the public parking spaces to help shape our counting program.

Task 3. Parking counts: We will conduct or oversee parking counts over a "typical" one day period, or other periods selected as noted under "assumptions". While we have occasionally used drones for this work, for the fee quoted, this would be physical counts (also due to parking in the decks not being visible by overhead drone cameras). This will include the number of vehicles parked in public spaces and lots, along with the parking deck. We will also observe general characteristics such circulation and general time spaces are occupied.

Task 4. Parking Analysis: Based on the parking counts and our previous experience, recommendations will be provided. These may include restrictions on parking periods, redesign of parking, opportunities for more parking, wayfinding/signs, valet or other management services, and a threshold where more parking would need to be provided for new businesses. These recommendations would be incorporated into the Gaslight Village Subarea Plan.

PROJECT APPROACH OVERVIEW & COMMUNITY ENGAGEMENT



GASLIGHT VILLAGE SUBAREA PLAN

The MKSK Team will facilitate a Visioning Roundtable Session with business owners and operators. This event would occur over an afternoon and evening and could include specific times for interviews, design workshops and public input. Throughout this event, we will continue to refine the goals and concepts from the previous subarea plan. This will include small or infill projects, renovations to existing sites, parking, public spaces, circulation, parking, and other features.

A final design plan with policies and other recommendations will be provided in a format similar to the current plan. To supplement that format, we anticipate a photo catalog of design guidelines to apply to future development proposals and public projects to advance the quality and vitality of the district.

BLODGETT/SPECTRUM HEALTH EAST CAMPUS SUBAREA PLAN

Similar to the Gaslight Village Subarea Plan, we will update the subarea plan for the hospital campus. This process will be a bit different however. We will begin with a meeting with representatives of the hospital to better understand their recent and potential changes on the campus. Using our campus planning eyes, we will review the campus and its relationship to the surrounding neighborhood. From these discussions and observations, we will develop a general concept for the hospital campus that provides the institution with the necessary flexibility for their continued investment in a way that helps retain or improve compatibility with the surrounding neighborhood and street system.

REVIEW AND ADOPTION PROCESS

We will distribute a Draft Plan for review by City staff, the Planning Commission and the public as outlined in our meeting list below. This will include a Public Open House where materials can be reviewed on an informal basis with one-on-one discussions. We will assist the City in a review process consistent with the specifications in the Planning Act including the required public hearing.

COMMUNITY ENGAGEMENT AND MEETINGS

Our work plan and budget includes the following meetings and events:

1. Kick-off meeting and tour (potentially a Planning Commission or City officials kick-off discussion as well)
2. Business Roundtable Session for Gaslight Village which could also include a meeting with Blodgett/Spectrum East on the same day.
3. Planning Commission "Best Practice" Summit and Vision/Goal setting session open to the public as well. This could be a joint meeting with the City Commission
4. Public workshop ideas and concepts that would include a breakout or separate design session on Gaslight Village and its parking
5. A Planning Commission meeting to review alternative concepts (same day as the public session)
6. Planning Commission meeting for Draft Plan review
7. An informal Public Open House on Draft Plan followed by a Planning Commission meeting to provide comment and forward the draft to the City Commission
8. City Commission meeting to distribute the Draft Plan for public review (per the Planning Act)
9. Planning Commission public hearing
10. City Commission adoption meeting

We would be available for additional meetings as an extra service on a time and materials basis if requested by the City.

PROJECT APPROACH OVERVIEW & COMMUNITY ENGAGEMENT



DELIVERABLES

- Handouts and exhibits for meetings and sessions (boards or powerpoint images). We will also provide text and images for the City to use on the website and any social media outreach
- “Best practices” images worksheet for the workshop
- Parking survey, draft, and one set of revisions
- A parking study including maps (a summary will be included in the master plan)
- A draft document and revisions for the Gaslight Village Subarea Plan and Concept Plan with supporting graphics and photographs
- Draft and revised Subarea Plan for the Blodgett/Spectrum East Campus.
- Draft Plan for review by the Planning Commission. This may be distributed in sections. (Draft #1)
- Full public hearing draft that incorporates revisions from City staff and Planning Commission review (Draft #2). Revisions to this based on public hearing review comments will be included as revised pages or an errata sheet.
- The Final Plan in digital format as outlined in the City’s RFP and 20 bound hard copies.

SCHEDULE

The MKSK Team estimates that a Draft Plan can be completed by mid-2017 so that the public review period could occur in the Fall with adoption before the end of the year. If the City desires to relax that schedule, we can adjust, but we do recommend keeping the process flowing so that we do not lose interest or momentum.

BUDGET

The MKSK Team can complete the Master Plan including the two Subarea Plan and parking study for \$79,250.00, including expenses. Details are shown on the budget worksheet as requested.

Additional meeting cost varies upon if new materials are needed, who attends, etc. (\$500 if Paul LeBlanc attends; \$1,200-\$1,600 if others attend)

Additional costs if additional parking surveys are desired. We suggest the city organize students to help with the counts under our supervision.

ON-GOING PLANNING CONSULTING SERVICES



While updating and refining the Master Plan is the primary focus of the City's project, having access to a consulting resource to support City staff and provide guidance is an important continuing need. As a stable, built-out community, East Grand Rapids doesn't require the services of a planning professional on a regular basis. However, as issues arise or new opportunities present themselves, it is critical that the City have access to a reliable, trusted, and experienced resource to provide needed guidance.

Our team includes Paul LeBlanc who would continue to serve as the City's planning consultant. For several years, Paul LeBlanc has served as the City's trusted go-to planner when those needs have arisen. Paul worked with the City staff, Planning Commission and City Commission to update and modernize the zoning ordinance. Subsequently, he worked to revise the sign ordinance and has assisted with the review of development proposals, as well as making other tweaks to ordinance provisions. He also led the research into potential creation of a historic district within the City.

Prior to Paul having that role, Brad Strader was the City's on-going consultant. Brad will be available as Paul's back-up, or to provide advice on parking, transportation related topics, and major development reviews. Other MKSK professionals would be available to assist with urban design, landscape architecture, wayfinding design, and similar services.

Our on-going team can provide the following support:

- Review proposed developments and significant zoning requests. As an example, the Jade Pig residential development will, at some point, be resurrected and require full review of the PUD. Likewise, some redevelopment of the Spectrum Campus is anticipated and more redevelopment in and around Gaslight Village can be expected.
- Consult with staff or City attorney regarding questions related to interpretation and/or administration of the zoning regulations
- Prepare amendments to regulations in response to specific issues identified by the City Commission or Planning Commission
- Meet with applicants and prospective developers, as requested
- Attend Infrastructure Committee, Planning Commission and City Commission meetings, as requested
- Provide research and insights regarding best practices that could be used by the City
- Advise on programs such as the MEDC Redevelopment Ready Community program (MKSK is currently an MEDC advisor), TAP and other grants, and pursuit of City transportation projects as part of the Grand Rapids Metro Transportation Improvement Plan funding

Fees for the on-going services would be billed on an hourly basis, plus expenses, as is the current practice. The City can charge consultant time to review plans to the applicant through an escrow account. Paul's current hourly rate is \$144. Rates for the MKSK team are included elsewhere in this proposal.

In the alternative, the City may wish to consider a retainer arrangement in which a monthly fee would be paid for a more defined scope of services such as unlimited phone consultation, attendance at commission meetings each month, regular meetings with staff, and other services. While this would ensure more predictable budgeting for planning services and promote routine use of a professional planner, past experience shows that such services may not be necessary in East Grand Rapids.

SCHEDULE



MASTER PLAN (January - July)

	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY
Plan format & outline for what to retain, replace, add	█						
Assist with notice to begin planning process	█						
Assist with setting up City website & social media	█						
Update demographics & other data, graphics, conditions & map							
Refresh goals & policies, identify key issues		█	█				
Draft future land use & development related chapter				█	█		
Draft Transportation Plan Recommendations				█	█		
Summarize CIP & other plans						█	
Draft Action Plan (including required Zoning Plan)							█

GASLIGHT VILLAGE PARKING STUDY (March - July)

	MARCH	APRIL	MAY	JUNE	JULY
Parking inventory & survey of businesses	█				
Review survey results & call to confirm data collection process		█			
Parking counts & turnover observations (1 day)			█		
Summary of findings, maps & best practices				█	
Parking Recommendations					█

GASLIGHT VILLAGE DISTRICT PLAN (February - August)

	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG
Review past plan & identify focus area	█	█					
Develop alternative policies & concepts			█	█			
Integrate parking study results					█		
Final District Plan & Recommendations						█	█

BLODGETT CAMPUS PLAN UPDATE (March - June)

	MARCH	APRIL	MAY	JUNE
Review past plan, campus tour & meeting with hospital staff	█			
Outline issues & develop alternatives (design, traffic, parking, etc.)		█	█	
Draft Plan Recommendations				█

SCHEDULE



REVIEW AND ADOPTION (June - December)

	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Full Draft Plan							
Revisions based on Staff & Planning Commission comments							
Plan distribution, Public Review Period & monitoring comments							
Revisions based on Planning Commission Public Hearing							
City Commission adoption meeting preparation, follow-up & revisions							
Final Plan delivery (including final changes)							

COMMUNITY ENGAGEMENT AND MEETINGS

	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV
#1 Kick-Off Meeting with City Staff, tour, briefing on past plans/issues	X										
#2 Business Roundtable Discussion & interviews			X								
#3 Planning Commission goal setting & Best Practices Summit				X							
#4 Public Workshop (including Gaslight Village Design Session)					X						
#5 Planning Commission meeting to review alternative concepts						X					
#6 Planning Commission meeting for Draft Plan review						X					
#7 Public Open House on Draft Plan & Planning Commission meeting						X					
#8 City Commission meeting to distribute Draft Plan for Public Review								X			
#9 Planning Commission Public Hearing										X	
#10 City Commission adoption meeting											X

FEE FOR SERVICES



	B. Strader	J. Nickol	C. Marcon	P. LeBlanc	Junior Planner & Graphics	Cost
Hourly Rate	\$ 175	\$ 140	\$ 140	\$ 144	\$ 105	
Master Plan						
Plan format & outline for what to retain, replace, add; other plans	2	8			12	
Assist with notice to being plan process (per state law)			2			
Assist with setting up City website & social media			4			
Update demographics/other data, graphics, existing conditions & map	2			4	16	
Refresh goals & policies based on workshop, identify key issues	2	4		4		
Draft future land use & development related chapter				6	8	
Draft Transportation Plan Recommendations	6		2		6	
Summarize CIP & other plans (per amendments to the Act)				2		
Prepare Draft Action Plan (including required Zoning Plan)				4	4	
	12	12	8	20	46	\$ 12,610
Gaslight Village Parking Study						
Parking inventory & survey of businesses			6		4	
Review survey results & call to confirm data collection process	2		4		4	
1 day of parking counts and turnover observations			12		8	
Summary of findings, maps & best practices	8		8		12	
Parking Recommendations	2		8		4	
	12	0	38	0	32	\$ 10,780
Gaslight Village District Plan						
Review past plan & identify focus areas	2	8		4		
Develop alternative policies & concepts	8	24		4	24	
Integrate parking study results			4		6	
Final District Plan & related recommendations	2	8		4	6	
	12	40	4	12	36	\$ 13,768
Blodgett Campus Plan Update						
Review past plan, campus tour & meeting with hospital staff	2	8				
Outline issues & develop alternatives (design, traffic, parking, etc.)	6	12			14	
Draft Plan Recommendations	4	8			6	
	12	28	0	0	20	\$ 8,120
Review and Adoption						
Full Draft Plan	2	8		8	12	
Revisions based on City staff and Planning Commission comments	2	4		6	4	
Plan distribution, public review period, monitoring comments				4		
Revisions from Planning Commission public hearing		8		4	4	
City Commission adoption meeting prep, follow-up, revisions				4		
Final Plan delivery (including final changes)	2	4		8	8	
	6	24	0	34	28	\$ 12,246
Community Engagement and Meetings						
#1 Kick-off meeting with city staff, tour, briefing on past plans/issues	4	10		4		
#2 Business Roundtable Discussion & Interviews		12		8		
#3 Planning Commission goal setting & Best Practices Summit	8	10			6	
#4 Public Workshop (including Gaslight Village Design Session)		12		4	8	
#5 Planning Commission meeting to review alternative concepts		4		2		
#6 Planning Commission meeting for Draft Plan review						
#7 Public Open House on Draft Plan & Planning Commission meeting		10		4	4	
#8 City Commission meeting, distribute Draft Plan for Public Review				4		
#9 Planning Commission public hearing	4	10		4	4	
#10 City Commission adoption meeting				4		
	16	68	0	34	22	\$ 19,526
Total Hours/Staff Costs	70	172	50	100	184	\$ 77,050.00
Expenses	(includes travel, printing, meals, etc.)					\$ 2,200
					TOTAL	\$ 79,250.00



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: January 5, 2016

RE: Contract for Annual Audit

Action Requested: That the City Commission approve a contract with Vredeveld Haefner, LLC for annual audits for the next five years in the amount of \$13,650 for 06/30/2017, \$13,900 for 06/30/2018, \$14,250 for 06/30/2019, \$14,500 for 06/30/2020 and \$14,750 for 06/30/2021. The City also bid the Foundation annual review for five years and Vredeveld Haefner, LLC was the lowest bid per the attached schedule.

Background: The City last went out to bid for audit services seven years ago at which time Vredeveld Haefner, LLC was selected to perform the annual audit under a five year agreement. Two years ago, the City requested Vredeveld Haefner, LLC to hold their fees for an additional two years at the same rate as 06/30/2014, which was \$14,300. The City made this request due to the new pension reporting standards that impacted the City’s financial statements. At the time, the City wanted to retain the current auditors since they were familiar with the City for the implementation of this new standard.

In October 2016, the City sent request for proposals to seven firms and also placed the request for proposal on the City’s website. Two of the firms did not bid, but we had one firm (from Ohio) find the request for proposal on the City’s website. We had a total of six bids; the results are attached. All the firms that submitted a proposal were qualified to perform a governmental audit.

The City Manager and Finance Director met with the audit team from Gabridge & Company, which had the lowest bid. Although they are a relatively new governmental auditing firm, the team seemed qualified and easy to work with. The City checked all five of the references they provided and three others from their client list. For the references we checked, we received six favorable, one neutral and one unfavorable. In addition, some of the references mentioned they did not receive their draft/final audit reports as quickly as they would have preferred and would sometimes have to push to get their reports completed. This firm is growing very quickly due to their low fees and we had some concerns about their ability to maintain the same audit timeline (from start to finish) that we are currently on. Once the audit is complete each year, the City prepares the ACT 51 report (due Oct 31), Municipal Finance Report (due Dec 31), State of MI F-65 (due Dec 31), updates the City’s continuing interest disclosures and begins to prepare for the CVTRS deadline (Dec 1). While an extension can be received for the ACT 51 report, prolonging the completion of our financial reporting is not desirable due to a number of other calendar year-end planning activities taking place in Nov/Dec.

The City has had a positive experience working with Vredeveld Haefner and would like to continue this relationship. Each of the partners has 25 years plus of experience and each staff member has multiple years of experience. In addition, the City receives a draft of the financial report on the last day of the audit and a final report is issued two weeks later. Although the bid came in slightly higher, the City would like to maintain the certainty of the completion timeline.

The Finance Committee has reviewed this information and has found it to be in order.

Brian Donovan, City Manager

2017						
	Gabridge	Vredeveld Haefner	Yeo & Yeo	Abraham Gaffney	Clark Schaefer Hackett	Rehmann
Audit of City	12,285	13,650	15,500	16,500	24,000	21,900
Review of Foundation	<u>3,095</u>	<u>2,250</u>	<u>3,500</u>	<u>5,000</u>	<u>4,500</u>	<u>7,450</u>
Total	<u>15,380</u>	<u>15,900</u>	<u>19,000</u>	<u>21,500</u>	<u>28,500</u>	<u>29,350</u>

Total (2017-2021)						
	Gabridge	Vredeveld Haefner	Yeo & Yeo	Abraham Gaffney	Clark Schaefer Hackett	Rehmann
Audit of City	63,455	71,050	82,500	104,500	124,000	115,100
Review of Foundation	<u>15,475</u>	<u>14,600</u>	<u>18,500</u>	<u>29,000</u>	<u>23,500</u>	<u>39,050</u>
Total	<u>78,930</u>	<u>85,650</u>	<u>101,000</u>	<u>133,500</u>	<u>147,500</u>	<u>154,150</u>



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: 12/29/2016

RE: Consumers Energy-Ramona Substation-Project-Easement Extension

Action Requested: That the City Commission approve an extension of the temporary mobile substation and access easements for Consumers Energy for The Department of Public Works Complex/Remington Park property for the Ramona electric utility substation upgrade project from January 31, 2017 to April 1, 2017.

Background: The Consumers Energy Ramona substation that provides substantial electric utility service to the City of East Grand Rapids was constructed in 1960. With the age of the existing substation and the increase in demand from East Grand Rapids, the now former substation was at or exceeded output capacity over the past 5 years.

In order to meet the current and future electric utility needs for East Grand Rapids, Consumers Energy commenced with the removal/replacement of the Ramona substation this past fall. The new substation will exist fully within the existing Consumer's Energy utility easement which allows for an increased footprint expansion of approximately 20 feet to the east of what existed on site. The substation project is projected to meet the needs of East Grand Rapids for the next 50-60 years.

The City Commission approved temporary easements for the placement of the mobile substation and access easement this past August. As the project commenced Consumer's Energy had several constructions issues, mostly related to soil conditions in the project area that required additional engineering and subsequent construction adjustments. The construction delays have extended the project schedule and the need for extension of the mobile substation and access easements. Though the proposed easement extensions are through April 1, 2017, the construction activities within the confines of the permanent easement are expected to continue into May/June of 2017.

Brian Donovan, City Manager

TEMPORARY EASEMENT FOR ELECTRIC SUBSTATION SITE

41-14-28-476-015

Ramona Substation
SAP #16388959

City of East Grand Rapids, 750 Lakeside Drive, SE, East Grand Rapids, Michigan 49506, Grantor, for good and valuable consideration [exempt from real estate transfer tax pursuant to MCLA 207.505(f) and from State real estate transfer tax pursuant to the provisions of MCLA 207.526(f)] paid to it by Consumers Energy Company, a Michigan corporation, One Energy Plaza, Jackson, Michigan 49201, Grantee, receipt of which Grantor hereby acknowledges, Conveys and Warrants to Grantee, its successors and assigns, the following easements and rights:

Mobile Substation Easement: The easement and right to install, operate, maintain, and remove a temporary mobile electric substation, with associated poles, electric lines and equipment and perimeter fencing (collectively, "the Mobile Substation"), as shown approximately on exhibit A attached, on Grantor's land in the City of East Grand Rapids, County of Kent, and State of Michigan, described as follows:

Part of the East 1/2 of the Southeast 1/4 of Section 28, T7N, R11W, described as: Lot 1 of the Plat of Edgewater, except that part lying Westerly of a line commencing at a point on the northerly line of Lot 3 of the Plat of Edgewater, which is 175 feet Easterly from the Northwest corner thereof and extending Southerly and perpendicular to Robinson Road to a point of ending on the Southerly line of said Lot 1. Part of Tax Parcel ID No. 41-14-28-476-015 (the "Substation Parcel")

Access Easement: The easement and right for access to and from the Mobile Substation on, over, and across the Substation Parcel.

Grantor shall not place any buildings or structures in the Mobile Substation Easement area which interfere with the Mobile Substation or otherwise use the access easement so as to interfere with Grantee's exercise of the above easements.

Consumers Energy shall repair pavement it damages and shall grade and re-seed lawn areas it disturbs.

Consumers Energy shall indemnify and hold Grantor harmless from and against any liability for personal injury or damage to property to the extent proximately caused by Consumers Energy's sole negligence within the Substation Parcel.

This Easement will remain in effect from July 29, 2016 to January 31, 2017 or until the date Grantee removes the Mobile Substation from Grantor's land, whichever is sooner.

IN WITNESS WHEREOF, Grantor has caused this instrument to be executed by it's duly authorized representative this 22nd day of August, 2016.

City of East Grand Rapids, a Michigan
municipal corporation

By Anna Seibold Mayor
By Brian Donovan City Manager

The foregoing instrument was acknowledged before me in Kent County, Michigan, on August 22, 2016, by Anna Seibold, Mayor,
and Brian Donovan, City Manager of the City of East
Grand Rapids, a Michigan municipal corporation, on behalf of said corporation.

Karen H. Brower
Notary public
Ottawa County, Michigan
My commission expires 6-18-18
Acting in ~~the~~ Kent Co.

Prepared by:
William C. Carlson 7-28-2016
Consumers Energy Company
One Energy Plaza
Jackson, MI 49201-2357

Return recorded instrument to:
Debra Dennis, EP7-473
Consumers Energy Company
One Energy Plaza
Jackson MI 49201-2357

FIRST AMENDMENT TO TEMPORARY EASEMENT FOR ELECTRIC SUBSTATION
41-14-28-476-015 Ramona Substation
SAP #16388959

This First Amendment to Temporary Easement is made as of _____, 2016, between City of East Grand Rapids, a Michigan Municipal Corporation of 750 Lakeside Drive, SE, East Grand Rapids, MI 49506 "Grantor", and Consumers Energy Company, a Michigan corporation, One Energy Plaza, Jackson, MI 49201, "Grantee".

Recitals

A. Grantor granted to Grantee a Temporary Easement for Electric Substation dated August 22, 2016 ("the Easement") for certain land in the Southeast ¼ of Section 28, T7N-R11W, Kent County, and State of Michigan ("the Premises"), as described in the Easement.

B. Grantee subsequently wishes to extend the expiration date of the Easement from January 31, 2017 to April 1, 2017.

Amendment

For good and valuable consideration, the receipt of which is hereby acknowledged, Grantor and Grantee agree to amend the Easement as follows:

1. The term of the Easement is extended to April 1, 2017.

The Easement shall remain unchanged and in full force and effect in all other respects.

IN WITNESS WHEREOF, Grantor and Grantee have caused this instrument to be executed by their duly authorized representatives as of the day and year first above written.

City of East Grand Rapids, a Michigan
municipal corporation

Consumers Energy Company, a Michigan
corporation

By: _____
William C. Carlson

Its: Real Estate Acquisitions Project Manager

Acknowledged before me in Kent County, Michigan, on _____, 20____,
by _____ and
_____, of The
City of East Grand Rapids, a Michigan municipal corporation, on behalf of said corporation.

_____, Notary Public
_____ County, Michigan
My Commission Expires _____

Acknowledged before me in Kent County, Michigan, on _____, 20____, by
William C. Carlson, Real Estate Acquisitions Project Manager of Consumers Energy Company, a
Michigan corporation, on behalf of the corporation.

_____, Notary Public
Kent County, Michigan
My Commission Expires _____

Prepared by:
WC Carlson (12-20-16)
Consumers Energy Company
One Energy Plaza
Jackson, MI 49201

EAST GRAND RAPIDS JOINT FACILITIES COMMITTEE
November 10, 2016
Community Center Room 107

Present for the Schools: Michelle Rabideau, Bob Wolford, Sara Shubel, Kevin Philipps, Tim Johnston,
Chris LaMange, Dan Luehrs

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

Amna Seibold called the meeting to order at 7:40 a.m.

1. MINUTES OF MEETING HELD MAY 24, 2016

A motion was made by Michelle Rabideau and supported by Bob Wolford to approve the minutes of the meeting held May 24, 2016. The motion passed unanimously.

2. BUDGET UPDATE

Kevin Philips noted there were no changes in the current budget and the expenses are \$1,500 under budget in the operating fund and \$2,000 under budget in the capital fund. There have been only minor expenses paid so far. The work on the high school pool is done and the tile work was well under the estimate given.

3. REMINGTON FIELD IMPROVEMENTS

Chris LaMange explained the parent group that raised donations for the improvements completed earlier in the year were requesting additional projects be completed with the remaining funds. The first request is to install a 7' x 70' walkway along the left field fence to keep spectators above the sometimes wet conditions. An earlier soil study of the area was used to determine the walkway should be raised 6" above the grade with a subbase and drainage tile to take the water to the detention area.

The second project is a 12'x12' storage barn next to the batting cages to store screens and other equipment when not in use. Also requested is a chain link fence to separate and screen the detention pond from view.

Mr. LaMange reported the group has already raised the \$13,000 total for all three items and would not require any joint facilities funding for these projects.

Fred Bunn stated that VanLaan Concrete has done work at this site before and is aware of the soil and water conditions. Tim Johnston noted the contractor would like to do the work yet this fall before the winter weather settles in.

A motion was made by Michelle Rabideau and supported by Karey Hamrick to approve the request to install a concrete walkway, a storage barn and chain link fence using MetalTech as lead contractor at a total cost of \$13,000 to be paid with donations already collected by the parents. The motion passed unanimously.

4. CANEPA TENNIS CENTER COURT REPAIRS

Kevin Philips outlined the situation with the Canepa Tennis courts in which the reinforced concrete surface began bubbling a few months after completion and have continued to degrade. It appears the concrete was over troweled, trapping air within the concrete, resulting in the delamination of the surface as the air works its way to the top. The recommended fix is to grind off the top 2” and replace the concrete and colored coating. DeYoung Concrete had originally agreed to fix the concrete, but has since backed out of the agreement. OAK is working through their attorneys to try to resolve the issue, but may end up invoking the surety performance bond provided at the beginning of the project.

Amna Seibold questioned whether a concrete expert has look at the situation and given a recommendation. Kevin agreed there was sufficient time to have an outside expert look at the concrete as any work would not be started until next spring or summer. Several committee members agreed that having someone outside the construction firm involved would be helpful. Kevin stated he would have an independent expert look at the site and make a recommendation before any proposal from OAK or DeYoung is accepted. Kevin will continue working on this situation and keep the committee updated.

5. JOINT FACILITIES AGREEMENT - DRAFT

Fred Bunn reported that staff had been looking at the joint facilities agreement and have made a list of proposed changes. He asked that everyone take a few minutes before the next meeting to look over the changes. After the committee votes at the next meeting, the amended agreement will be taken to the city commission and school board for final approval. Fred summarized the changes being suggested:

- Replace all exhibits with up-to-date forms;
- Removed Wealthy Pool locker rooms
- Added a list of capital improvement exclusions that each entity will maintain on their own;
- Increase staff approval limit from \$2,500 to \$5,000;
- Added long-term planning and budget approval timelines;
- Require competitive bids for all projects over \$5,000.

Fred asked that committee members contact him with any suggestions or questions before the next joint facilities meeting so that he can have time to review and draft language.

6. OTHER BUSINESS

Brian Donovan thanked the school administration and middle school staff for their assistance and patience during the Lake Drive construction project over the summer.

Karey Hamrick noted that a light fixture had broken at the pool. Dan Luehrs noted the light had been temporarily fixed and he was working on a permanent repair.

Amna Seibold asked for the school’s help in educating parents and students about the need to use a blinking light when walking or biking to school on dark mornings. Sara Shubel agreed this was an issue they could help with and asked Amna to include adults walking and jogging around the lake in education efforts.

Amna reported the Public Safety Department is now ticketing people violating the “no left turn” into the Middle School off Lake Drive. Sara noted the schools are sending out extra messages to parents about the need to respect the traffic laws or risk getting a ticket.

Brian also thanked the schools for their help with the Presidential election last week that used many school buildings. Sara reported that attendance was down significantly at Breton and Lakeside where parents were concerned about the public being allowed into the buildings during school hours. She thanked the city for providing uniformed officers at those two locations during the time there were children in the buildings.

The meeting adjourned at 8:29 am. The next meeting will be scheduled when needed.

Respectfully submitted,
Karen Brower

kb/jointmin



City of East Grand Rapids
Department of Public Safety

3rd Quarter Report - 2016
July 1 – September 30, 2016

Table of Contents:

Department Highlights & Accomplishments	2
Crime Statistics.....	3-5
Part I Crime Arrests	6
Part II & III Crime Arrests	7
Traffic Offense & Enforcement Activity.....	8
Criminal Investigations.....	9
Support Services Division Report.....	10
Medical & Fire Service Report	11
Internal Affairs Report	12
Overtime Report	13
Selected Community Service Activity & Search & Seizure	14
Response to Resistance (Use of Force).....	15

Department Highlights & Accomplishments:

During the 3rd Quarter of 2016, the East Grand Rapids Department of Public Safety was able to:

- Congratulate Captain Ric Buikema on graduating from the 265th Session of the Federal Bureau of Investigation National Academy. Less than 1% of law enforcement leaders worldwide get to attend this prestigious executive development.
- Hire Alexandra Heid, Taylor Fender, Jose Cruz, and Maxwell Wozniak as Bike Patrol Officers for the summer. This group was conscientious and polite. They served our community in a most professional manner.

*East Grand Rapids Department of Public Safety
3rd Quarter Report – 2016*

Crime Statistics:

Part I – Violent Crime	July '15	July '16	% +/-	Aug '15	Aug 16	% +/-	Sept '15	Sept '16	% +/-	3rd Q '15	3rd Q '16	% +/-
Aggravated Assault	1	0	-100	2	0	-200	0	0	0	3	0	-300
Forcible Rape	0	0	100	0	0	0	0	0	0	0	1	100
Murder & Non-Neg. Mansl.	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
<i>Total Violent Crime:</i>	1	1	0	2	0	-200	0	0	0	3	1	-67

Part I – Property Crime	July '15	July '16	% +/-	Aug '15	Aug 16	% +/-	Sept '15	Sept '16	% +/-	3rd Q '15	3rd Q '16	% +/-
Arson	1	2	100	2	3	50	0	0	0	3	5	67
Breaking & Entering	10	6	-40	7	15	114	8	6	-25	25	27	8
Larceny	1	1	0	0	3	30	8	1	-88	9	5	-44
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
<i>Total Property Crime:</i>	12	9	-25	9	21	133	16	7	-56	37	37	0

Commentary:

No significant trends.

*East Grand Rapids Department of Public Safety
3rd Quarter Report – 2016*

Part II Crime	July '15	July '16	% +/-	Aug '15	Aug 16	% +/-	Sept '15	Sept '16	% +/-	3rd Q '15	3rd Q '16	% +/-
Assault & Battery	1	2	100	2	3	50	1	0	-100	4	5	25
Bomb Threats	0	0	0	0	0	0	0	0	0	0	0	0
Disorderly	3	0	-300	3	3	0	2	1	-50	8	4	-50
Drug Violations	6	13	117	5	10	100	5	13	160	16	36	125
Embezzlement	0	0	0	0	0	0	0	0	0	0	0	0
Forgery/Counterfeiting	0	1	100	0	1	100	0	0	0	0	2	200
Fraud	2	2	0	1	6	500	6	3	-50	9	11	22
Liquor Law Violations	3	5	67	5	2	-60	1	4	300	9	11	22
No Account/NSF Check Viol.	0	0	0	1	0	-100	0	0	0	1	0	-100
Obscene/Threatening TX Calls	2	0	-200	0	2	200	1	0	-100	3	2	-33
Other Fed. St., Local Viol.	0	0	0	0	0	0	0	0	0	0	0	0
Operating While Impaired	2	2	0	5	3	-40	3	1	-67	10	6	-40
Resisting/Obstructing	0	7	700	1	10	900	1	11	1000	2	28	1300
Sex Offenses/Ind. Exposure	0	0	0	1	0	-100	0	0	0	1	0	-100
Stalking/Harassment/Intimid.	0	0	0	0	0	0	0	0	0	0	0	0
Trespassing	2	0	-200	0	1	100	0	1	0	2	2	0
Vandalism/MDOP	3	3	0	2	2	0	8	0	-800	13	5	-62
Weapons Violations	<u>0</u>	<u>1</u>	<u>100</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1</u>	<u>0</u>	<u>-100</u>	<u>1</u>	<u>1</u>	<u>0</u>
<i>Total Part II Crime:</i>	24	41	71	26	48	85	29	39	34	79	128	62

Commentary:

- Patrol officer activity led to increases in resisting/obstructing arrests and drug violation complaints and arrests.

*East Grand Rapids Department of Public Safety
3rd Quarter Report – 2016*

Part III Offenses	July '15	July '16	% +/-	Aug '15	Aug 16	% +/-	Sept '15	Sept '16	% +/-	3rd Q '15	3rd Q '16	% +/-
Animal Offenses												
Animal/Dog Bites	0	0	0	0	1	100	0	0	0	0	1	100
Animal Viol./Compl.	8	8	0	17	10	-41	4	5	25	29	23	-21
Juvenile Offenses												
Curfew/Loitering	0	0	0	0	0	0	0	0	0	0	0	0
Juv. Runaway/Miss.	1	0	-100	0	1	100	0	0	0	1	1	0
Misc. Offenses												
Assist Cit./ Other PD	87	15	-83	94	18	-81	49	13	-73	230	46	-80
Court Viol./War.Arst	12	7	-42	7	10	43	7	12	71	26	29	12
Domestic/Neig. Dispute	1	7	600	5	10	100	3	3	0	9	20	122
False Alarms	21	13	-38	21	27	29	21	21	0	63	61	-3
Misc. Public Compl.	64	97	52	50	136	172	71	107	51	185	340	84
Open Bldg/Door/etc.	1	0	-100	0	0	0	0	1	100	1	1	0
Susp. Veh/Person.	57	58	2	59	55	-7	33	49	48	149	162	9
Voided Complaints	<u>2</u>	<u>2</u>	<u>0</u>	<u>4</u>	<u>2</u>	<u>-50</u>	<u>3</u>	<u>2</u>	<u>-33</u>	<u>9</u>	<u>6</u>	<u>-33</u>
<i>Total Part III Offenses:</i>	254	207	-19	257	270	9	191	213	12	702	690	-2

Commentary:

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

*East Grand Rapids Department of Public Safety
3rd Quarter Report – 2016*

Part I Crime - Arrests

Part I–Viol. Crime Arrests	July '15	July '16	% +/-	Aug '15	Aug 16	% +/-	Sept '15	Sept '16	% +/-	3rd Q '15	3rd Q '16	% +/-
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
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>	0	<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	0	0	0	0	0	0	0	0	0	0	0

Part I–Prop. Crime Arrests	July '15	July '16	% +/-	Aug '15	Aug 16	% +/-	Sept '15	Sept '16	% +/-	3rd Q '15	3rd Q '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	4	0	-400	4	0	-400
Motor Vehicle Theft	<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 Property Crime Arrests:</i>	0	0	0	0	0	0	4	0	-400	4	0	-400

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. No significant trends.

*East Grand Rapids Department of Public Safety
3rd Quarter Report – 2016*

Part II & Part III Crime - Arrests

Part II Crime - Arrests	July '15	July '16	% +/-	Aug '15	Aug 16	% +/-	Sept '15	Sept '16	% +/-	3rd Q '15	3rd Q '16	% +/-
Assault & Battery	0	1	100	0	0	0	1	0	-100	1	1	0
Bomb Threats	0	0	0	0	0	0	0	0	0	0	0	0
Disorderly	0	0	0	0	0	0	1	0	-100	1	0	-100
Drug Violations	6	17	183	0	10	1000	5	11	120	11	38	245
Embezzlement	0	0	0	0	0	0	0	0	0	0	0	0
Forgery/Counterfeiting	0	1	100	0	0	0	0	0	0	0	1	100
Fraud	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations	3	3	0	0	4	400	1	4	300	4	11	175
No Account/NSF Check Violations	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
Operating While Impaired	0	2	200	0	3	300	0	1	100	0	6	600
Resisting/Obstructing	3	8	167	0	6	600	3	7	133	6	21	250
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	0	0	0	0	0	0
Trespassing	0	0	0	0	0	0	0	0	0	0	0	0
Vandalism/MDOP	1	0	-100	0	0	0	0	0	0	1	0	-100
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>0</u>	<u>0</u>	<u>0</u>
<i>Total Part II Crime Arrests:</i>	14	32	129	0	23	2300	11	0	109	25	78	212

Part III Crime - Arrests	July '15	July '16	% +/-	Aug '15	Aug 16	% +/-	Sept '15	Sept '16	% +/-	3rd Q '15	3rd Q '16	% +/-
Court Violations – Misc.	3	0	-300	0	0	0	9	0	-900	12	0	-1200
Parole/Probation Viol.	0	0	0	0	1	100	0	0	0	0	1	100
Traffic Offenses	8	12	50	0	11	1100	15	15	0	23	38	65
Curfew & Juv. Runaways	0	0	0	0	0	0	0	0	0	0	0	0
Miscellaneous Offenses	<u>2</u>	<u>2</u>	<u>0</u>	<u>0</u>	<u>6</u>	<u>600</u>	<u>1</u>	<u>4</u>	<u>300</u>	<u>3</u>	<u>12</u>	<u>300</u>
<i>Total Part III Crime Arrests:</i>	13	14	8	0	18	1800	25	19	-24	38	51	34

Commentary:

Midnight and shift officers active traffic patrols led to increases in drug violation complaints and arrests.

*East Grand Rapids Department of Public Safety
3rd Quarter Report – 2016*

Traffic Crash Offenses & Enforcement Activity:

	July '15	July '16	% +/-	Aug '15	Aug '16	% +/-	Sept '15	Sept '16	% +/-	3 rd Q '15	3 rd Q '16	% +/-
Traffic Crash Offenses												
Fatal	0	0	0	0	0	0	0	0	0	0	0	0
Non-Fatal Injury	1	2	100	1	1	0	2	4	100	4	7	75
Property Damage	8	23	188	9	29	222	18	29	61	35	81	131
Hit & Run	0	1	100	2	5	150	0	3	300	2	9	350
Private Property	<u>3</u>	<u>2</u>	<u>-33</u>	<u>2</u>	<u>1</u>	<u>-50</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>5</u>	<u>3</u>	<u>-40</u>
<i>Total Traffic Crashes:</i>	12	28	133	14	36	157	20	36	80	46	100	117

	July '15	July '16	% +/-	Aug '15	Aug '16	% +/-	Sept '15	Sept '16	% +/-	3 rd Q '15	3 rd Q '16	% +/-
Traffic Enforcement Activity:												
Uniform Law Citations	37	23	-38	48	28	-42	48	24	-50	133	75	-44
Verbal Warnings	<u>139</u>	<u>114</u>	<u>-18</u>	<u>119</u>	<u>124</u>	<u>4</u>	<u>119</u>	<u>132</u>	<u>11</u>	<u>377</u>	<u>370</u>	<u>-2</u>
<i>Total Enforcement Activity:</i>	176	137	-22	167	152	-9	167	156	-7	510	445	-13
Parking Enforcement:												
<i>Parking Citations Issued:</i>	32	5	-84	12	13	8	14	36	157	58	54	-7

Commentary:

The increase in property damage accidents was most likely the result of the City's extensive road construction and detour routes along with the closing of Lake Drive for a majority of this time frame.

*East Grand Rapids Department of Public Safety
3rd Quarter Report – 2016*

Criminal Investigations:

Assigned Cases:	July '15	July '16	% +/-	Aug '15	Aug 16	% +/-	Sept '15	Sept '16	% +/-	3rd Q '15	3rd Q '16	% +/-
Detective	15	14	-7	10	22	120	10	12	20	35	48	37
School Liaison Officers:	<u>0</u>	<u>0</u>	<u>0</u>	<u>1</u>	<u>0</u>	<u>-100</u>	<u>1</u>	<u>1</u>	<u>0</u>	<u>2</u>	<u>1</u>	<u>-50</u>
<i>Total Assigned Cases:</i>	15	14	-7	11	22	100	11	13	18	37	49	32

Clearance Status of Assigned Cases:	July '15	July '16	% +/-	Aug '15	Aug 16	% +/-	Sept '15	Sept '16	% +/-	3rd Q '15	3rd Q '16	% +/-
Open	0	0	0	0	0	0	2	0	-200	2	0	-200
Unfounded	0	0	0	0	0	0	0	0	0	0	0	0
Closed	9	8	-11	0	9	900	4	5	25	13	22	69
Otherwise (i.e., victim failed to cooperate)	1	0	-100	0	0	0	4	0	-400	1	0	-100
Inactive	0	0	0	0	0	0	0	0	0	0	0	0
Arrest	4	3	-25	0	3	300	2	9	350	6	15	150
TOT Other Agency	1	0	-100	0	2	200	0	1	100	1	3	200
Warrant Issued	0	2	200	1	10	900	1	4	300	2	16	700
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>	15	13	-13	1	24	2300	9	23	111	25	56	124

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
3rd Quarter Report – 2016*

Support Services Division Report:

2nd Quarter Report:

	July '15	July '16	% +/-	Aug '15	Aug 16	% +/-	Sept '15	Sept '16	% +/-	3 rd Q '15	3 rd Q '16	% +/-
Report Activity:												
Accident Report Copy Requests	6	5	-17	8	7	-13	5	5	0	19	17	-11
Accident Reports Processed	7	13	86	9	20	122	6	17	183	22	50	127
Bikes Registered	35	11	-69	181	133	-27	18	34	89	234	178	-24
FOIA Requests Processed	10	13	30	8	10	25	15	7	-53	33	30	-9
Video Copy Requests	0	0	0	1	0	-100	5	0	500	6	0	-100
Insurance Copy Requests	4	0	-400	5	1	-80	6	5	-17	15	6	-60
Gun Related Processes:												
Purchase Permits Issued	3	4	33	3	1	-67	3	1	-67	9	6	-33
Total Guns Registered	22	18	-18	21	15	-29	31	15	-52	74	48	-35
Miscellaneous Activity:												
Walk-in PBT's	15	0	-1500	1	0	-100	4	5	25	20	5	-75
Background Checks	12	9	-25	17	15	-12	41	19	-54	70	43	-39
Sex Offenders Registered	4	4	0	4	4	0	4	4	0	12	12	0
Vehicle Impounds Processed	0	3	300	0	3	300	0	5	500	0	11	1100
Vehicles Auctioned	0	1	100	0	0	0	0	0	0	0	1	100
PPO's Processed	<u>2</u>	<u>1</u>	<u>-50</u>	<u>1</u>	<u>0</u>	<u>-100</u>	<u>4</u>	<u>0</u>	<u>-400</u>	<u>7</u>	<u>1</u>	<u>-86</u>
<i>Total SSD Activity:</i>	120	82	-32	259	209	-19	142	117	-18	521	408	-22
Revenue:												
False Alarms	100	0	-100	150	0	-100	100	0	-100	350	0	-350
Local Checks	0	0	0	20	0	-2000	0	0	0	20	0	-2000
OWI Cost Recovery	30	357	1090	1422	8	-99	450	95	-79	1902	460	-76
Parking Violations	2185	1315	-40	1080	1335	24	835	1645	97	4100	4295	5
Report/Video Copies	190	80	-58	125	149	19	121	24	-80	436	253	-42
Preliminary Breath Tests	<u>130</u>	<u>70</u>	<u>-100</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>35</u>	<u>75</u>	<u>114</u>	<u>165</u>	<u>75</u>	<u>-55</u>
<i>Total Revenue:</i>	2635	1752	-34	2797	1492	-47	1541	1839	19	6973	5083	-27

Commentary:

FOIA costs changed on July 1, 2015.

*East Grand Rapids Department of Public Safety
3rd Quarter Report – 2016*

Medical & Fire Service Report:

	July '15	July '16	% +/-	Aug '15	Aug 16	% +/-	Sept '15	Sept '16	% +/-	3 rd Q '15	3 rd Q '16	% +/-
Medical Activity												
Medical Resp./Emergency	20	22	10	15	25	67	1	27	2600	36	74	106
Natural Death	0	0	0	0	0	0	0	1	100	0	1	100
Overdose	0	0	0	0	0	0	0	0	0	0	0	0
Suicides/Attempts	<u>0</u>	<u>2</u>	<u>200</u>	<u>0</u>	<u>1</u>	100	<u>3</u>	<u>1</u>	<u>-67</u>	<u>3</u>	<u>4</u>	<u>33</u>
<i>Total Medical Activity:</i>	20	24	20	15	26	73	4	29	625	39	79	103
Fire Service Activity:												
Single Family Dwelling	1	2	100	5	0	-500	1	0	-100	7	2	-71
Multiple Family Dwelling	0	0	0	0	0	0	0	0	0	0	0	0
Commercial/Other Building	0	0	0	0	0	0	0	0	0	0	0	0
Vehicles	0	0	0	0	1	100	0	0	0	0	1	100
Miscellaneous Outdoor	<u>0</u>	<u>1</u>	<u>100</u>	<u>0</u>	<u>1</u>	<u>100</u>	<u>0</u>	<u>1</u>	<u>100</u>	<u>0</u>	<u>3</u>	<u>300</u>
<i>Fire Runs Total:</i>	1	3	200	5	2	-60	1	1	0	7	6	-14
Other Fire Service Runs:												
Smoke Investigation												
Wires Down	10	4	-60	4	9	125	2	3	50	16	16	0
Carbon Monoxide Alarms	0	1	100	0	3	300	0	0	0	0	4	400
False or Unfounded Alarms	4	9	125	6	10	67	6	5	-17	16	24	50
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	<u>0</u>	<u>1</u>	<u>100</u>	<u>0</u>	<u>1</u>	<u>100</u>	<u>0</u>	<u>1</u>	<u>100</u>	<u>0</u>	<u>3</u>	<u>300</u>
<i>Other Fire Service Runs Total:</i>	14	15	7	10	23	130	8	9	13	32	47	47
<i>Total Medical and Fire Activity:</i>	35	42	20	30	51	70	13	39	200	78	132	69

Commentary:

No significant activity.

Note: Fire service activity includes any calls received where fire apparatus responded.

*East Grand Rapids Department of Public Safety
3rd Quarter Report – 2016*

Internal Affairs Report:

Internal Affairs Complaints:	July '15	July '16	% +/-	Aug '15	Aug 16	% +/-	Sept '15	Sept '16	% +/-	3 rd Q '15	3 rd Q '16	% +/-
Abuse of Authority												
Excessive/Use of Force	0	0	0	0	0	0	0	0	0	0	0	0
Improper Touching/Behavior	0	0	0	0	0	0	0	0	0	0	0	0
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	1	0	-100	1	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
Rules & Regulation Violation	0	0	0	0	1	0	0	0	0	0	0	0
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	0	0	0	0	0	0	0	0	0	0	1	100
<i>Total Complaints:</i>	0	0	0	0	1	0	1	0	-100	1	1	0

Internal Affairs Complaint Dispositions:	July '15	July '16	% +/-	Aug '15	Aug 16	% +/-	Sept '15	Sept '16	% +/-	3 rd Q '15	3 rd Q '16	% +/-
Sustained	0	0	0	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	1	100	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	0	0	0	0	0	0	0	0	0	0	0	0
<i>Total Dispositions per Quarter:</i>	0	0	0	0	0	0	0	1	100	0	1	100
<i>% Not sustained/Exoner./Unfounded:</i>	0	0	0	0	0	0	0	1	100	0	1	100

Commentary: None.

*East Grand Rapids Department of Public Safety
3rd Quarter Report – 2016*

Overtime

1st Quarter - FY 16/17:

Fund 101-345-7130 Permanent Employees	1 st Quarter FY 16/17 (July, Aug., Sept.) Expenditures	% of O.T. Spent to Date by Category
Court	\$227.00	.3%
Emergency Callback	\$264.49	.35%
Extended Leave	\$9,508.20	12.7%
Field Training Officer (FTO)	1,532.77	2%
Honor Guard	\$751.81	1%
KANET	\$1,042.92	1.4%
Other	\$7,972.37	10.7%
Reports/Late Calls	\$954.46	1.3%
Short Shift	\$21,569.48	28.9%
Sick	\$2,851.09	3.8%
Staffing	\$0.00	-
Special Events – City Run	\$7,477.72	10%
Special Events – Private/Schools	\$3,948.93	5.3%
Training	\$2,492.69	3.3%
Training Coverage	\$7,000.56	9.4%
Vacation	<u>\$7,142.06</u>	9.6%
<i>Total:</i>	\$74,736.55	% of Approved O.T. Budget Spent to Date
<i>FY 16/17 Approved Budget:</i>	\$215,000.00	34.8%

Commentary: Overtime costs increased due to:

- One officer retiring creating an additional short shift;
- One officer terminated creating an additional short shift;
- Two officers intermittently on FMLA;
- One officer on personal extended medical leave;
- Hiring process and background investigations for a new hire;
- High vacation usage months.

Note: The categories for overtime have been significantly altered beginning with this report to more accurately track and monitor overtime.

*East Grand Rapids Department of Public Safety
3rd Quarter Report – 2016*

Selected Community Service Activity:

	July '15	July '16	% +/-	Aug '15	Aug '16	% +/-	Sept '15	Sept '16	% +/-	3 rd Q '15	3 rd Q '16	% +/-
School/Community Liaison:												
School Presentations	0	0	0	0	0	0	0	0	0	0	0	0
School Safety Drills	0	1	100	0	0	0	1	3	200	1	4	300
Station Tours	6	0	-600	2	0	-200	0	1	100	8	1	-88
Car Seat Installations	2	0	-200	3	1	-67	0	1	100	5	2	-60
Other Community Activity	<u>1</u>	<u>1</u>	<u>0</u>	<u>3</u>	<u>0</u>	<u>-300</u>	<u>10</u>	<u>3</u>	<u>-70</u>	<u>14</u>	<u>4</u>	<u>-71</u>
<i>Total Community Activity:</i>	9	2	-78	8	1	-88	11	8	-27	28	11	-61

Commentary:

No significant trends.

Search & Seizure:

	July '15	July '16	% +/-	Aug '15	Aug '16	% +/-	Sept '15	Sept '16	% +/-	3 rd Q '15	3 rd Q '16	% +/-
Search & Seizure Exceptions												
Incident to Arrest	14	6	-57	11	0	-1100	4	0	-400	29	4	-86
P.C. & Exigent Circumstances	5	3	-40	5	1	-80	0	1	100	10	5	-50
Plain View	1	0	100	0	0	0	0	0	0	1	0	-100
Consent	23	7	-69	15	1	-93	13	6	-54	51	14	-72
Stop & Frisk	0	0	0	0	0	0	0	0	0	0	0	0
Veh. Impound & Inventory	7	1	-85	3	0	300	1	0	100	11	0	1100
Emergency	1	0	100	0	0	0	0	0	0	1	0	100
Hot Pursuit	<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>Searches Total:</i>	51	17	-66	34	2	-94	18	7	-61	103	23	77

Commentary:

No significant trends.

Response to Resistance (Use of Force):

	July '15	July '16	% +/-	Aug '15	Aug 16	% +/-	Sept '15	Sept '16	% +/-	3 rd Q '15	3 rd Q '16	% +/-
Calls for Service:	529	370	-30	487	492	1	460	373	-19	1476	1235	-16
Responses to Resistance:	0	1	100	0	0	0	0	0	0	0	1	100

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 24 hour shift. Calls for service include all contacts with individuals that generate a report. This includes all incidents involving an arrest or response to resistance.
- Use of force by a public safety officer to respond to a subject’s resistance is an extremely rare occurrence in East Grand Rapids. Officers only use force that is objectively reasonable when necessary. During this quarter, force requiring a “*Response to Resistance*” report was only required once. This means that an individual’s chance of force being used against him or her on a routine call for service was **.08%**. More importantly, when force was used in the one response to resistance incident, it was reasonable and justified. It is a national, state and local misconception that officers misuse force on a regular basis.