



City of East Grand Rapids
Regular City Commission Meeting
Agenda

YouTube Livestream:
<https://bit.ly/3s8WgQY>

Begins at 6 pm.

April 23, 2024 – 6:00 p.m.

(EGR Community Center – 750 Lakeside Drive)

1. Call to Order.
2. Pledge of Allegiance.
3. Approval of Agenda.
4. Public Comment.
5. Report of Mayor, City Commissioners and City Manager, including committee liaison reports.

Regular Agenda Items

6. Consider approving a resolution placing the street & sidewalk millage renewal on the August 6, 2024, ballot at 2.0 mills for a ten-year period. *(no hearing required; approval requested)*
7. Consider approval of a four-year contract (2024-2028) for yard waste transportation and composting services at \$6.25 per cubic yard with subsequent increases tied to the U.S. Bureau of Labor Statistics-Consumers Price Index (CPI) relative to the associated 12-month contract periods. *(no hearing required; approval requested)*
8. Consider approving a permit agreement with DTE Energy for their natural gas renewal program. *(no hearing required; approval requested)*
9. Consider approval of a Performance Resolution, as required by MDOT, for issuance of an “Individual Permit for Use of State Highway Right of Way”. *(no hearing required; approval requested)*
10. Consider authorization of funding for the Manhattan Park improvement project for the base contract amount of \$2,871,000 with a 5% project contingency of \$143,550 for a total of \$3,014,550. *(no hearing required; approval requested)*

Consent Agenda Items *(no hearing required; approval requested unless noted).*

11. Minutes of the regular meeting held April 8, 2024.
12. Disbursement of funds: payroll disbursements of \$ 272,521.08; county and school disbursements of \$0, and total remaining disbursements of \$481,528.58.
13. Quarterly financials and budget adjustments.
14. Consider adopting an updated procedure for handling grievances filed by community members under the Americans with Disabilities Act.
15. Consider adopting an updated policy for the solicitation of legal advice from the City Attorney’s office.
16. Consider approval of the renewal of the City’s membership with the Michigan Municipal League along with the Legal Defense Fund

Work Session

17. Budget Overview.

* * *

*Public hearings will be held if noted in each agenda item. If no hearing is noted, comments should be made during “Public Comment” in Item 3.
The City will provide reasonable auxiliary aids for individuals requiring them for effective communication in programs and services of the City.
Notice must be made to the City five (5) days prior to the program or service requesting the specific auxiliary aid.*



CITY OF
EAST GRAND RAPIDS

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SHEA CHARLES
CITY MANAGER

MEMORANDUM

TO: Honorable Mayor and City Commissioners
FROM: Shea Charles, City Manager
DATE: April 18, 2024

RE: Street & Sidewalk Millage Resolution

Action Requested: That the City Commission consider approving a resolution placing the street & sidewalk millage renewal on the August 6, 2024, ballot at 2.0 mills for a ten-year period.

Background: During the March 4th meeting, the City Commission came to consensus ask East Grand Rapids voters to renew & restore the City’s Street & Sidewalk millage at 2.0 mills for a ten-year period. The attached resolution, prepared by Mary Kay Shaver of Varnum Riddering, has revised millage ballot language and is ready for City Commission consideration.

In 2015, the City of East Grand Rapids voters approved a ten-year property tax levy of 2.0 mills, which commenced on July 1, 2015, and will expire with the July 1, 2024, levy. The projected 2024 millage rate is 1.7307 mills and will generate \$1.671 million for the 2024-2025 fiscal year.

Millage Rate History

July 1	Street Millage Levy		July 1	Street Millage Levy
2015	2.0000		2020	1.8346
2016	1.9646		2021	1.7988
2017	1.9339		2022	1.7567
2018	1.8074		2023	1.7567
2019	1.7587		2024	1.7307

If the voters approve the millage request at 2.0 mills it will generate a projected \$1.9 million in the first year. As the request is being made in August 2024, the 2.0 mills would be subject to any rollbacks, which have averaged 1.59% over the last ten years. Background on the street millage’s original approval is attached.

Shea Charles, City Manager

CITY OF EAST GRAND RAPIDS

**RESOLUTION AUTHORIZING MILLAGE PROPOSAL
FOR STREET IMPROVEMENTS**

At a meeting of the City Commission (the "Commission") of the City of East Grand Rapids (the "City") held on the 23rd day of April, 2024, there were:

PRESENT: _____

ABSENT: _____

The following resolution was offered by Commissioner _____ and supported by Commissioner _____:

WHEREAS, the City Charter authorizes the City to levy up to 20 mills for general municipal purposes subject to reduction from time to time due to the Headlee tax rate limitations;

WHEREAS, in 2015, the qualified electors of the City approved an increase within the City Charter 20-mill limit of 2.00 mills for a period of ten (10) years for street and sidewalk improvements;

WHEREAS, the 2.00 mills has been reduced due to Headlee reductions and expires with the July 1, 2024 tax levy;

WHEREAS, the Commission desires to submit to the qualified electors of the City at an election to be held on Tuesday, August 6, 2024 a millage proposal to renew the expiring street and sidewalk millage and restore it to 2.00 mills for a period of ten (10) years (such millage being within the City Charter 20-mill limit); and

WHEREAS, it is necessary to certify the ballot language on or before 4:00 p.m. on Tuesday, May 14, 2024.

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of East Grand Rapids:

1. The millage proposal set forth on the attached Exhibit A shall be submitted to a vote of the qualified electors of the City at a special election to be held on the regular election date of Tuesday, August 6, 2024.

2. The Commission hereby approves and certifies the millage proposal set forth on the attached Exhibit A for submission to the qualified electors of the City and inclusion on the ballot on August 6, 2024.

3. The City Clerk is hereby authorized and directed to file a copy of this resolution no later than 4:00 p.m. on Tuesday, May 14, 2024.

4. The City Clerk is authorized and directed to cause all notices for such election as are required by law to be published and to take all other action required by law in connection with such election.

5. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same hereby are rescinded.

Adopted this 23rd day of April, 2024.

YEAS: _____

NAYS: _____

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Commission of the City of East Grand Rapids at a meeting held on April 23, 2024, the original of which is on file in my office and available to the public. Public notice of said meeting was given pursuant to and in compliance with the Open Meetings Act, Act No. 267 of the Michigan Public Acts of 1976, including in the case of a special or rescheduled meeting, notice by posting at least 18 hours prior to the time set for said meeting.

Dated: April __, 2024

Lori Parmenter
City Clerk

#22,634,165

EXHIBIT A

City of East Grand Rapids

Street and Sidewalk Millage Proposal

This millage will allow the City of East Grand Rapids to levy 2.00 mills to provide funds for the improvement, repair, maintenance and construction of public roads, streets, sidewalks, storm drains and right-of-ways and renews 1.7307 mills expiring with the 2024 tax levy and restores 0.2693 mill lost as a result of “Headlee” reductions.

Shall the limitation on the amount of taxes which may be levied against all taxable property in the City of East Grand Rapids, County of Kent, Michigan, be increased by 2.00 mills (\$2.00 per \$1,000 of taxable valuation) for a period of ten (10) years, 2025 through 2034, inclusive, to provide funds for the improvement, repair, maintenance and construction of public roads, streets, sidewalks, storm drains and right-of-ways within the City of East Grand Rapids (such new additional millage is estimated to provide revenues of approximately \$1,962,090 when first levied in 2025 and restores a portion of the City Charter millage lost as a result of "Headlee" reductions)?

Yes

No

TO: City of East Grand Rapids

FROM: Varnum LLP

RE: Ballot Proposal Issues

DATE: February 15, 2024

You have asked us to provide a summary of the applicable requirements for millage proposals as you consider different options for renewal of the existing street millage and a new millage for lead service lines. Please review the following and let us know if you have any questions.

FACTS

In 2015, the voters approved a partial Headlee override in the amount of 2.0 mills for a period of ten years, commencing with the July 1, 2015 tax levy. The ballot language dedicated this millage to the improvement, repair, maintenance and construction of public roads, streets, sidewalks, storm drains and right-of-ways within the City. This millage has been reduced to 1.7567 mills due to Headlee and expires with the July 1, 2024 tax levy. Assuming that the street millage was not expiring, it is expected to be further reduced by Headlee to 1.7309 mills, although this amount will not be finalized until March.

The City would like advice on the following:

1. Renewing the existing street millage;
2. Increasing the existing street millage to the original 2.0 mills to account for reductions under Headlee; and
3. Increasing the existing operating millage by 0.25 mill to be used to replace lead service lines, potentially as part of the renewal of the street millage

The City seeks to put the millage proposals before the electors at the August, 6, 2024 regular election date.

SUMMARY OF APPLICABLE LAW

Ballot Language Requirements - MCL 211.24f(1) and (2), MCL 211.203(3)

The ballot proposal must contain all of the following:

1. The millage rate to be authorized.
2. The estimated amount of revenue that will be collected in the first year that the millage is authorized and levied.
3. The duration of the millage in years.
4. A clear statement of the purpose for the millage.

5. A clear statement indicating whether the proposed millage is a renewal of a previously authorized millage or the authorization of a new additional millage.
6. A disclosure of each local unit of government to which the revenue from that millage will be disbursed. "Local unit of government" means a county, city, village, township, school district, intermediate school district, community college district, public library, or local authority created under state law.
7. The amount in dollars per thousand dollars of taxable value by which it is proposed the total tax rate limitation be increased (____ mills per \$1,000 of taxable value)

Renewal vs New Millage - MCL 211.203(3), MCL 211.34d(11) and MCL 211.24f(5)

- Renewal or continuation is for the exact amount expiring as reduced by the millage reduction fraction (MRF) or a lesser amount
 - o In determining a renewal amount, the expiring millage must be reduced as provided in MCL 211.34d
- Millage which has been lost as a result of Headlee must be considered new additional millage.

Combining Renewals and New Millages in One Ballot Question - MCL 211.24f(5)

- May combine a renewal and new additional millage of ≤ 0.5 mill into one ballot question
 - o The ballot must refer separately to the renewal and the new additional millage
- Must have two ballot questions if a renewal and new additional millage of > 0.5 mill

Millage Reduction - MCL 211.34d(9) and (11)

- Millage authorized on or before April 30 must be reduced by MRF in that year
- Millage authorized after April 30 must be reduced by MRF in the following year
- A renewal requires the renewed amount to be calculated with the MRF
 - o If the election occurs before June 1, the reduction is based on the immediately preceding year's MRF
 - o If the election occurs after May 31, the reduction is based on the current year's MRF assuming the millage had not expired

Deadline for Submitting Certified Resolution to County Clerk

- 12th Tuesday before the election
 - o May 14 for the August 6, 2024 election

Notice of Election - Statement of Voted Increase- MCL 211.203(3)

- The notice of an election for an election at which a proposal for an increase in the total tax rate limitation is to be voted upon must include a statement that includes the amount in dollars per thousand dollars of taxable value by which it is proposed under the proposal that the total tax rate limitation on property in the local unit be increased and the number of years for which it is proposed that the increase will be effective

APPLICATION TO FACTS

1. Proposal for renewal of existing street millage

The City can seek to renew the existing street millage. The ballot language can use the term "renewal" so long as (a) the amount is identical to the expiring amount, as reduced by the MRF for this year since the election will occur after May 31, and (b) the purpose remains the same. Currently, it is estimated that the street millage as reduced by this year's MRF will be 1.7309 mills. This amount needs to be finalized. Until finalized, we will use "[1.7309]".¹

In addition, the approved millage will need to be reduced by next year's MRF prior to levy since the election is after April 30. While this cannot change the ballot language if you want to describe this as a renewal, it may impact the amount the City seeks as new additional millage (see below).

Any amount over the expiring amount as reduced by the MRF for this year will be a new or additional millage. You have flexibility in the amount (subject to the 20 mill cap for all millages) and the purposes (see below).

2. Combine renewal of existing street millage with new additional millage for streets in one ballot proposal

If the City desires to return to 2.0 mills for streets, it can combine the renewal of the existing millage with a new additional millage since the new amount would be less 0.50 mills.

1.7309 renewal
+ 0.2691 new
2.0000 total

¹ For purposes of this memorandum, we will provide examples assuming the 1.7309 mills is finalized.

As mentioned above, the approved millages (both renewal and new) will be reduced by next year's MRF prior to levy. As such, the City may want to seek more than 0.2691 as new additional millage to give cushion for next year's MRF reductions. The City can approve new additional millage of up to 0.50 mill (or 0.2309 more than our initial example above) in the same ballot question as the renewal. Even with the additional approval, the City can limit the actual levy to 2.00 mills.

1.7309 renewal
+ 0.5000 new
2.2309 total

3. Combine new additional millage for streets with new additional millage for lead service lines in one ballot proposal

The City can combine the new additional millage for streets with the new additional millage for lead service lines into one ballot proposal; however, even if the request amount is less than or equal to 0.50 mill, this cannot be combined with the renewal of the street millage. This would need to be a separate ballot question from the renewal since the purpose is changing.

If combined, the millage amount would be an aggregate amount with both purposes listed. The proposal would not state separate amounts for each purpose.

You have flexibility in the amount (subject to the 20 mill cap for all millages). We would suggest requesting an amount that is higher than needed to account for the Headlee reductions next year and the following years.

4. Separate proposals for new additional millage for streets and new additional millage for lead service lines

The City can proceed with separate questions for the new additional millage for the streets and the new additional millage for lead service lines. You have flexibility in the amount (subject to the 20 mill cap for all millages). We would suggest requesting amounts that are higher than needed to account for the Headlee reductions next year and the following years.

#22,402,261

Headlee Rollback and Headlee Override

Introduction

The term “Headlee Rollback” became part of municipal finance lexicon in 1978 with the passage of the Headlee Amendment to Michigan’s Constitution. In a nutshell, Headlee requires a local unit of government to reduce its millage when annual growth on existing property is greater than the rate of inflation. As a consequence, the local unit’s millage rate gets “rolled back” so that the resulting growth in property tax revenue, community-wide, is no more than the rate of inflation. A “Headlee override” is a vote by the electors to return the millage to the amount originally authorized via charter, state statute, or a vote of the people, and is necessary to counteract the effects of the “Headlee Rollback.”

Impact of Headlee Amendment

Since the passage of the Headlee Amendment, units of government are required to annually calculate a Headlee rollback factor. The annual factor is then added to Headlee rollback factors determined in prior years resulting in a cumulative Headlee rollback factor sometimes referred to as the “millage reduction fraction.” This total “millage reduction fraction” is then applied to the millage originally authorized by charter, state statute, or a vote of the people. In summary, the actual mills available to be levied by a unit of local government is the product of the authorized millage rate times the total millage reduction fraction. This is known as the “Headlee maximum allowable millage.”

Impact of Proposal A

Prior to Proposal A legislation passed in 1994, local governments were allowed to “roll up” their millage rates when growth on existing property was less than inflation. “Roll ups” were a self-correcting mechanism that allowed local governments to naturally recapture taxing authority lost due to Headlee rollbacks in prior years. A local government could only “roll up” its millage rate to the amount originally authorized by charter, state statute, or a vote of the people.

Additions to taxable value (such as newly constructed property) are typically excluded (or exempt) from the Headlee rollback calculation. The 1994 General Property Tax Act changes did not specifically define “uncapped values” (increases resulting primarily from property transfers) as exempt.

Result

Although it might appear that a community with an annual increase in uncapped property values would benefit monetarily, uncapped values are treated as growth on existing property and trigger Headlee rollbacks. For local governments levying at their Headlee maximum authorized millage, rolling back the maximum authorized millage rate reduces the revenue that would have been generated from these increased property values. The increase in the taxable value of property not transferred is capped at the lesser of inflation or five percent. Even though the taxable value of a particular piece of property increases at the rate of inflation, the millage rate for the entire community is “rolled back” as a result of the increase in the total taxable value of the community. The net result—a less than inflationary increase in the actual dollars received from property taxes. Consequently, the 1994 change to the General Property Tax Act has prevented local governments from being able to share the benefits of any substantial market growth in existing property values.

Based on System Failure: Michigan’s Broken Municipal Finance Model. Prepared for the Michigan Municipal League by Plante and Moran, PLLC



STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

GRETCHEN WHITMER
GOVERNOR

RACHAEL EUBANKS
STATE TREASURER

Bulletin 17 of 2022
Inflation Rate Multiplier
November 15, 2022

TO: Assessors and Equalization Directors

FROM: Michigan State Tax Commission

SUBJECT: Inflation Rate Multiplier for use in the 2023 capped value formula and the "Headlee" Millage Reduction Fraction (MRF) formula

The calculation of the Inflation Rate Multiplier is set in statute in MCL 211.34d:

(l) "Inflation rate" means the ratio of the general price level for the state fiscal year ending in the calendar year immediately preceding the current year divided by the general price level for the state fiscal year ending in the calendar year before the year immediately preceding the current year.

(f) "General price level" means the annual average of the 12 monthly values for the United States consumer price index for all urban consumers as defined and officially reported by the United States Department of Labor, Bureau of Labor Statistics.

Calculation of 2023 Inflation Rate Multiplier

Based on the statutory requirements in MCL 211.34d, the calculation of the inflation rate multiplier for 2023 is as follows:

1. The 12 monthly values for October 2020 through September 2021 are averaged.
2. The 12 monthly values for October 2021 through September 2022 are averaged.
3. The ratio is calculated by dividing the average of column 2 by the average of column 1.

The specific numbers from the US Department of Labor, Bureau of Labor Statistics are as follows:

CPI Data used to Calculate Inflation Rate Ratio for 2023 Property Taxes

	<u>FY 2020 - 2021</u>		<u>FY 2021 - 2022</u>
Oct 2020	260.388	Oct 2021	276.589
Nov 2020	260.229	Nov 2021	277.948
Dec 2020	260.474	Dec 2021	278.802
Jan 2021	261.582	Jan 2022	281.148
Feb 2021	263.014	Feb 2022	283.716
Mar 2021	264.877	Mar 2022	287.504
Apr 2021	267.054	Apr 2022	289.109
May 2021	269.195	May 2022	292.296
Jun 2021	271.696	Jun 2022	296.311
Jul 2021	273.003	Jul 2022	296.276
Aug 2021	273.567	Aug 2022	296.171
Sep 2021	<u>274.310</u>	Sep 2022	<u>296.808</u>
Average	266.616	Average	287.723
		Ratio	1.079
		% change	7.9%

Important: Local units **cannot** develop or adopt or use an inflation rate multiplier other than 1.05 in 2023. It is not acceptable for local units or assessors to indicate to taxpayers that they do not know how the multiplier is developed.

Inflation Rate Multiplier (IRM) Used in the 2023 Capped Value Formula

The inflation rate, expressed as a multiplier, to be used in the 2023 Capped Value Formula is 1.05.

2023 CAPPED VALUE = (2022 Taxable Value – LOSSES) X 1.05 + ADDITIONS

- The formula above includes 1.05 because the inflation rate multiplier of 1.079 is higher than 1.05.

Inflation Rate Multiplier Used in 2023 “Headlee” Calculations

The inflation rate multiplier of 1.079 must be used in the calculation of the 2023 “Headlee” Millage Reduction Fraction required by Michigan Compiled Law (MCL) 211.34d.

The formula for calculating the 2023 “Headlee” Millage Reduction Fraction (MRF) is:

2023 MRF = $\frac{(2022 \text{ Taxable Value} - \text{LOSSES}) \times 1.079}{2023 \text{ Taxable Value} - \text{ADDITIONS}}$

Historical Inflation Rate Multipliers

The following is a listing of the inflation rate multipliers used in the Capped Value and "Headlee" calculations since the start of Proposal A.

Year	IRM
1995	1.026
1996	1.028
1997	1.028
1998	1.027
1999	1.016
2000	1.019
2001	1.032
2002	1.032
2003	1.015
2004	1.023
2005	1.023
2006	1.033
2007	1.037
2008	1.023
2009	1.044

Year	IRM
2010	0.997
2011	1.017
2012	1.027
2013	1.024
2014	1.016
2015	1.016
2016	1.003
2017	1.009
2018	1.021
2019	1.024
2020	1.019
2021	1.014
2022	1.033
2023	1.05 (Capped Value) 1.079 (Headlee)



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DOUG LAFAVE
DEPUTY CITY MANAGER

MEMORANDUM

TO: Honorable Mayor and City Commissioners
FROM: Doug La Fave, Deputy City Manager
DATE: April 16, 2024

RE: Yard Waste Transportation and Composting Services

Action Requested: That the City Commission consider approval of a four-year contract (2024-2028) for yard waste transportation and composting services with Cannonsburg Wood Products of Rockford, MI at \$6.25 per cubic yard with subsequent increases tied to the U.S. Bureau of Labor Statistics-Consumers Price Index (CPI) relative to the associated 12-month contract periods.

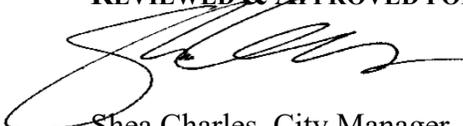
Background: The City of East Grand Rapids collects about 16,000-25,000 cubic yards of yard waste material from the weekly/seasonal yard waste service provided to all properties in the city from April into December every year. After yard waste is collected and compacted it is temporarily stored at the Department of Public Works Complex until it is transferred to a state registered composting facility under Part 115, Solid Waste Management, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended. Composting facilities are locations where composting of yard clippings or other organic materials occurs using mechanical handling techniques such as physical turning, windrowing, or aeration or using other management techniques approved by the Director of Environment, Great Lakes, and Energy (EGLE).

The current four-year contract with Cannonsburg Wood Products is set to expire at the end of April 2024. Recently the city advertised a request for quotes (RFQ) with Kent County Purchasing. Five bids were submitted with respect to the cubic yard unit pricing for transportation and composting services. The bid tab and associated submittals are included with materials. The qualified low bid is Cannonsburg Wood Products at \$6.25 per cubic yard for the first year with subsequent increases tied to the U.S. Bureau of Labor Statistics-Consumers Price Index (CPI) relative to the associated 12-month contract periods. The city has had an excellent experience working with Cannonsburg Wood Products over the past four years. Reference checks indicated other vendors have also had similar experiences.

In terms of environmental considerations, Cannonsburg Wood Products commercially sells soil from its composting operation, including to the City of East Grand Rapids, which the Department of Public Works utilizes for construction and operations related restorations as well as agricultural operations in West Michigan as a natural alternative to synthetic fertilizers.

The estimated cost per year ranges between \$115,000 and \$125,000. The proposed FY 2024/2025 budget accounts for this expenditure

REVIEWED & APPROVED FOR SUBMISSION:


Shea Charles, City Manager

Kent County Purchasing Division
 RFQ 5630: Yard Waste Transportation and Composting - City of East Grand Rapids
 Due: 4/9/2024 at 2pm

<u>Description</u>	<u>Cubic Yard Containers</u>	<u>Vendor</u>	<u>Price per Cubic YD</u>	<u>Percentage Increase</u>
2024-2025 (2) Cubic yard Containers	30	Arrowaste Inc.	\$16.60	
Percentage Increase for Year 2	30	Arrowaste Inc.		4%
Percentage Increase for Year 3	30	Arrowaste Inc.		4%
Percentage Increase for Year 4	30	Arrowaste Inc.		4%
2024-2025 (2) Cubic yard Containers	40 or 120	Cannonsburg Wood Products	\$6.25	
Percentage Increase for Year 2	40 or 120	Cannonsburg Wood Products		based on CPI
Percentage Increase for Year 3	40 or 120	Cannonsburg Wood Products		based on CPI
Percentage increase for Year 4	40 or 120	Cannonsburg Wood Products		based on CPI
2024-2025 (2) Cubic yard Containers	40	Cocoa Trucking LLC	\$15.00	
Percentage Increase for Year 2	40	Cocoa Trucking LLC		5%
Percentage Increase for Year 3	40	Cocoa Trucking LLC		5%
Percentage Increase for Year 4	40	Cocoa Trucking LLC		5%
2024-2025 (2) Cubic yard Containers	40	GFL Environmental	\$18.33	
Percentage Increase for Year 2	40	GFL Environmental		4%
Percentage Increase for Year 3	40	GFL Environmental		4%
Percentage Increase for Year 4	40	GFL Environmental		4%
2024-2025 (2) Cubic yard Containers	30	Waste Management	\$19.28	
Percentage Increase for Year 2	30	Waste Management		5%
Percentage Increase for Year 3	30	Waste Management		5%
Percentage Increase for Year 4	30	Waste Management		5%

Note: This document shall not be construed as a comment on the responsiveness and is subject to change during the review process. This information is not an indicator of award.

RFQ 5630 Solicitation - Vendor Submission

Vendor Information

Company Name: Arrowwaste Inc.
Contact Name: Jim Huisenga
Contact Title: Representative
Address: 1296 Chicago Dr
City: Georgetown Twp
State: MI
Zip Code: 49428
Other:
Email: jhuisenga@arrowwaste.com
Phone: (616) 729-2971
Business Type:

Addenda

X - The following addenda was received:

Addendum#1

Terms

After receipt of a Kent County purchase order, this order will be complete within: **1**

Bid prices are firm for Kent County's acceptance until: **60 days**

Invoice Terms: **30 days**

Attachments

 [Arrowwaste Inc. RFQ5630_1 Fri Mar 22 16:43:45 EDT 2024.pdf](#)

Additional Vendor Comments: RFQ 5630 Proposal Form and References

Proposal Form

I/We hereby offer to provide yard waste transportation and composting services in complete accordance with the specifications, terms, and conditions of City of East Grand Rapids Request for Proposals.

Factors other than price may be taken into consideration when making a recommendation for award of contract.

The bidder hereby agrees to perform all work described in this quotation for the sum as described below.

2024-2025: \$ 16.60 per cubic yard for two ~~40~~³⁰ yard containers or \$ _____ per cubic yard for 120 cubic yard walking floor trailer.

Or Other: 30 yd

Percentage Increase for Year 2 of the contract: 4%

Percentage Increase for Year 3 of the contract: 4%

Percentage Increase for Year 4 of the contract: 4%

****Consumers Price Index noted may be an option****

By: Name and Title (please print) Jim Huisenga Sales Manager

Signature Jim Huisenga

Vendor Address 1296 Chicago Dr.
Jenison MI 49428

Contact (please print) Jim Huisenga

Phone 616-310-0353

Fax _____

E-mail jhuisenga@arrowaste.com

RFQ 5630 Solicitation - Vendor Submission

Vendor Information

Company Name: Cannonsburg Wood Products
Contact Name: David Powers
Contact Title:
Address: 10251 Northland Drive NE
City: Rockford
State: MI
Zip Code: 49341
Other:
Email: info@cannonsburgwoodproducts.com
Phone: (616) 866-4459
Business Type:

Addenda

X - The following addenda was received:

Addendum#1

Terms

After receipt of a Kent County purchase order, this order will be complete within: **30**

Bid prices are firm for Kent County's acceptance until: **90**

Invoice Terms: **30 days**

Attachments

 [Cannonsburg Wood Products_RFQ5630_1_Thu Apr 04 11:38:13 EDT 2024.pdf](#)

Additional Vendor Comments:

Proposal Form

I/We hereby offer to provide yard waste transportation and composting services in complete accordance with the specifications, terms, and conditions of City of East Grand Rapids Request for Proposals.

Factors other than price may be taken into consideration when making a recommendation for award of contract.

The bidder hereby agrees to perform all work described in this quotation for the sum as described below.

2024-2025: \$6.25 per cubic yard for two 40 yard containers or \$6.25 per cubic yard for 120 cubic yard walking floor trailer.

Or Other: _____

Percentage Increase for Year 2 of the contract: __% * based on CPI

Percentage Increase for Year 3 of the contract: __% * based on CPI

Percentage Increase for Year 4 of the contract: __% * based on CPI

****Consumers Price Index noted may be an option** (CPI)**

By: Name and Title (please print) David Powers, Owner

Signature 

Vendor Address 10251 Northland Drive NE
Rockford, MI 49341

Contact (please print) David Powers

Phone 616-866-4459

Fax 616-866-7090

E-mail info@cannonsburgwoodproducts.com

RFQ 5630 Solicitation - Vendor Submission

Vendor Information

Company Name: Cocoa Trucking LLC
Contact Name: Adam Brent
Contact Title: CEO
Address: 4368 60th Street
City: Holland
State: MI
Zip Code: 49423
Other:
Email: abrent@cocoatrucking.com
Phone: (773) 386-0126
Business Type:

Addenda

X - The following addenda was received:

Addendum#1

Terms

After receipt of a Kent County purchase order, this order will be complete within: **1 day**

Bid prices are firm for Kent County's acceptance until: **30 days**

Invoice Terms: **net 30**

Attachments

 [Cocoa Trucking LLC_RFQ5630_1_Tue Apr 02 10:48:22 EDT 2024.pdf](#)

Additional Vendor Comments: Yardwaste materials will be composted in accordance with Michigan laws at Cocoa Compost, 4368 60th Street, Holland, MI

Proposal Form

I/We hereby offer to provide yard waste transportation and composting services in complete accordance with the specifications, terms, and conditions of City of East Grand Rapids Request for Proposals.

Factors other than price may be taken into consideration when making a recommendation for award of contract.

The bidder hereby agrees to perform all work described in this quotation for the sum as described below.

2024-2025: \$ 15.00 per cubic yard for two 40 yard containers or \$ _____ per cubic yard for 120 cubic yard walking floor trailer.

Or Other: _____

Percentage Increase for Year 2 of the contract: 5 %

Percentage Increase for Year 3 of the contract: 5 %

Percentage Increase for Year 4 of the contract: 5 %

****Consumers Price Index noted may be an option****

By: Name and Title (please print) Adam Brent, CEO

Signature _____

Vendor Address Cocoa Trucking, LLC 4368 60th Street

Holland, MI 49423

Contact (please print) Adam Brent

Phone 773-386-0126

Fax _____

E-mail abrent@cocoatrucking.com

RFQ 5630 Solicitation - Vendor Submission

Vendor Information

Company GFL Environmental
Name:
Contact Name: Joe Munem
Contact Title: Director - Government Affairs
Address: 5826 Aldan Nash Ave. SE
City: Lowell
State: MI
Zip Code: 49331
Other:
Email: jmunem@gflenv.com
Phone: 5863542352
Business Type:

Addenda

X - The following addenda was received:

Addendum#1

Terms

After receipt of a Kent County purchase order, this order will be complete within: **30 days**

Bid prices are firm for Kent County's acceptance until: **45 days**

Invoice Terms: **Net 30**

Attachments

 [GFL Environmental_RFQ5630_1_Tue Apr 09 09:22:57 EDT 2024.pdf](#)

Additional Vendor Comments:

GFL Environmental USA, Inc.

Proposal Form

I/We hereby offer to provide yard waste transportation and composting services in complete accordance with the specifications, terms, and conditions of City of East Grand Rapids Request for Proposals.

Factors other than price may be taken into consideration when making a recommendation for award of contract.

The bidder hereby agrees to perform all work described in this quotation for the sum as described below.

2024-2025: \$ 18.33 per cubic yard for two 40 yard containers or \$ N/A per cubic yard for 120 cubic yard walking floor trailer.

Or Other: _____

Percentage Increase for Year 2 of the contract: 4%

Percentage Increase for Year 3 of the contract: 4%

Percentage Increase for Year 4 of the contract: 4%

****Consumers Price Index noted may be an option****

By: Name and Title (please print) Josh Arnett - General Manager, GFL Environmental USA, Inc.

Signature _____

Vendor Address GFL Environmental USA, Inc., 5862 Aldan Nash Ave. SE, Lowell, MI 48331

Contact (please print) Josh Arnett

Phone 616.826.2488

Fax _____

E-mail joshuaarnett@gflenv.com

RFQ 5630 Solicitation - Vendor Submission

Vendor Information

Company Waste Management
Name:
Contact Name: Shannon Bradford
Contact Title: Senior Account Executive
Address: 1668 Porter Street SW
City: Grand Rapids
State: MI
Zip Code: 49509
Other:
Email: swells7@wm.com
Phone: (616) 265-9518
Business Type:

Addenda

X - The following addenda was received:

Addendum#1

Terms

After receipt of a Kent County purchase order, this order will be complete within: **TBD**

Bid prices are firm for Kent County's acceptance until: **Minimum of 30 days**

Invoice Terms: **Net 30**

Attachments

 [Waste Management_RFQ5630.1_Mon Apr 08 13:20:05 EDT 2024.pdf](#)

Additional Vendor Comments:

Proposal Form

I/We hereby offer to provide yard waste transportation and composting services in complete accordance with the specifications, terms, and conditions of City of East Grand Rapids Request for Proposals.

Factors other than price may be taken into consideration when making a recommendation for award of contract.

The bidder hereby agrees to perform all work described in this quotation for the sum as described below.

2024-2025: \$ 19.28 per cubic yard for two ^{30 Yard} ~~40~~ yard containers or \$ NO BID per cubic yard for 120 cubic yard walking floor trailer.

Or Other: _____

Percentage Increase for Year 2 of the contract: 5 %

Percentage Increase for Year 3 of the contract: 5 %

Percentage Increase for Year 4 of the contract: 5 %

****Consumers Price Index noted may be an option****

By: Name and Title (please print) Shannon Bradford

Signature Shannon Wells

Vendor Address 1668 Porter St SW, Grand Rapids MI 49519

Contact (please print) Shannon Bradford

Phone 616-265-9518

Fax None

E-mail swells7@wm.com



Composting Facility Registration

Department of Environment, Great Lakes, and Energy, Materials Management Division

Showing data collected for: 2022

This composting facility registration is issued under Part 115, Solid Waste Management, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended, to register a composting facility in the state of Michigan. Compliance obligations can be found in 115(55) and 115(68). This registration does not obviate the necessity of obtaining other authorizations as may be required by law. For additional information, contact the Michigan Department of Environment, Great Lakes, and Energy; Materials Management Division, Solid Waste Section, at EGLE-MMD-SW@Michigan.gov or 517-899-5594.

FACILITY INFORMATION	
Legal Name of Company:	Cannonsburg Wood Products
Site Specific Name:	Cannonsburg Wood Products
WDS Number:	443289
Michigan Corpotate ID Number:	800056468
Mailing Address:	10251 Northland Drive, Rockford, Michigan 49341
Physical Address:	10251 Northland Drive, Rockford, Michigan 49341 (Kent)
Latitude:	43.151156
Longitude:	-85.555632
Facility Owner Name:	David Powers
Facility Contact Name:	Jamie Davies
Property Owner Name:	David Powers
OPERATING INFORMATION	
Composting Method:	Windrow
Facility accepts food waste:	We do not accept food waste
Date Facility began accepting compostable material:	Mar 2, 2019
Area of composting facility where active composting activities are occurring (Acres):	9.0
Total area of composting facility, including the area not involved in composting operations (Acres):	34.0
FOR DEPARTMENT USE	
Date of Issuance:	Jan 18, 2022
Expiration Date of Registration:	Jan 18, 2025



PURCHASING DIVISION
Joni Laming, Manager
(616) 632-7720
purchasing@kentcountymi.gov

SOLICITATION

Solicitation Type	Request for Quotation (RFQ)
Solicitation Number	5630
Description	Yard Waste Transportation and Composting – City of East Grand Rapids
Date of Issuance	3/20/2024
Inquiries Deadline Date & Time (local)	4/5/2024, 2 PM
Due Date & Time (local)	4/9/2024, 2 PM
Buyer Name	Underhill

INTRODUCTION

The Kent County Purchasing Division is soliciting quotations for yard waste transportation and composting for the City of East Grand Rapids

SOLICITATION DOCUMENTS

This Solicitation is distributed by Kent County for the benefit of the named local agency and County registered bidders through distribution of this request. The Kent County Purchasing Division will assist but does not authenticate the Solicitation documents or award processes for the Solicitation.

SPECIFICATIONS

See attached East Grand Rapids Specification and Proposal Form. The proposal form must be submitted with the vendor’s response.

The [Kent County Standard Submission Terms](#) posted on the Bid Opportunities page of the Kent County Purchasing Division website are incorporated by reference and shall be deemed to have the same force and effect as if fully set forth herein.

INQUIRIES

Any and all communication regarding this Solicitation shall be on the Kent County Purchasing Division Inquiry Blog via the [Bid Opportunities](#) page or during pre-proposal meetings. Kent County reserves the right to determine the response format or not respond, at its sole discretion.

REFERENCES

Provide 3 references of current/past customers who can verify the quality of products and/or services of similar size and scope your company provides. References may not include any current/past Kent County employees.

INVITATION FOR BID/RFQ SUBMISSION

Complete submissions must be received in the Kent County Purchasing Division on or before the due date/time specified by the designated clock (local time). Late, faxed, or emailed responses will NOT be considered.

Submissions may be submitted electronically on the Bid Opportunities page of the Kent County Purchasing Division's website. Respondent must include a complete submission as 1 non-password protected PDF document.

Respondent shall submit the Submission Form ("Bid Form" "Response Form") posted on the [Bids Opportunities](#) page of the Kent County Purchasing Division's website. Click the Submit Online icon to submit electronically.

- Respondent must submit the attached **Proposal Form** as (1) PDF with response.

The time required to upload a submission may vary. Respondent assumes all risks associated with electronic submission, including all technological difficulties, and deems the County and its service provider harmless and without fault. Successful electronic submissions are confirmed via Respondent's email. Respondent shall view the link in the confirmation email to determine accuracy prior to due date/time.

Submissions that deviate from the Solicitation specifications will only be considered if the deviations are clearly detailed and noted within the submission. In case of a dispute regarding the true intent and meaning of the specifications, the County's interpretation will prevail. When a Solicitation states no alternates, no deviations are permitted.

Kent County is not liable for cost incurred prior to award. A submission shall constitute an irrevocable offer for a period of 45 days from the due date/time. In the event the notification of award is not made within 45 days from the due date/time, the Respondent may withdraw or provide a written extension of their submission.

Submissions may only be withdrawn by written request if the request is received before the due date/time. Withdrawals after opening shall be subject to [Kent County Fiscal Policy – Centralized Purchasing 5\(i\)\(2\)](#).

NO BID

Please provide [feedback](#) if you are electing not to participate in this Solicitation.



INVITATION TO BID

Yard Waste Transportation/Composting Service

City of East Grand Rapids
750 Lakeside Drive
East Grand Rapids, MI 49506

NOTICE-INVITATION TO BID

Notice is hereby given that the City of East Grand Rapids, MI will be accepting proposals for yard waste transportation/composting service.

Bids for yard waste transportation and composting service will be received until 2:00 PM on Tuesday, April 9, 2024, via electronic submittal to Kent County Purchasing.

The City of East Grand Rapids reserves the right to reject or accept any proposal or to waive any irregularities in any proposal deemed to be in the best interest of the City of East Grand Rapids.

Introduction:

The City of East Grand Rapids is soliciting quotations for a four (4) year contract for transportation/composting services for the city.

Specifications:

- Transport and process/compost/repurpose yard waste from the City's Public Works Complex, located at 2310 Reeds Lake Blvd. Yard waste consists of grass clippings, leaves, shrub clippings, weeds, general yard and garden waste materials, wood chips, branches, twigs, tree limbs, logs and stumps.
- The City of EGR will be responsible for loading yard waste materials into contractor's vehicles/trailers.
- All work performed on city property shall be between the hours of 7:00am and 3:30pm, Monday-Friday (Holidays excluded).
- Contractor will respond to requests for removal of yard waste within one day and will be on site to pick up yard waste materials no later than two days from the city when a request is made.
- Contractor shall provide sufficient transportation vehicles or increase frequency of transport to accommodate the volume of yard waste collected by the city based on limited available on-site storage (example: fall leaf season, storm clean up events).
- Contractor shall comply with all applicable city, county, state, or federal laws, licensing requirements, ordinances and regulations. Furthermore, Contractor shall process/compost/repurpose yard waste in full compliance with all applicable laws in effect at the locations where such items are disposed.

Contact:

Doug La Fave, Deputy City Manager-Director of Public Works.

Phone: 616-940-4817

E-Mail: dlafave@eastgr.org

Proposal Form

I/We hereby offer to provide yard waste transportation and composting services in complete accordance with the specifications, terms, and conditions of City of East Grand Rapids Request for Proposals.

Factors other than price may be taken into consideration when making a recommendation for award of contract.

The bidder hereby agrees to perform all work described in this quotation for the sum as described below.

2024-2025: \$_____ per cubic yard for two 40 yard containers or \$_____ per cubic yard for 120 cubic yard walking floor trailer.

Or Other: _____

Percentage Increase for Year 2 of the contract: ___%

Percentage Increase for Year 3 of the contract: ___%

Percentage Increase for Year 4 of the contract: ___%

Consumers Price Index noted may be an option

By: Name and Title (please print) _____

Signature _____

Vendor Address _____

Contact (please print) _____

Phone _____

Fax _____

E-mail _____

References

Please list three (3) references. The City reserves the right to contact the references set forth below and references other than, and/or in addition to, those being furnished below.

1. Company and Contact Name: _____

Address: _____

Phone/E-Mail: _____

2. Company and Contact Name: _____

Address: _____

Phone/E-Mail: _____

3. Company and Contact Name: _____

Address: _____

Phone/E-Mail: _____

Independent Contractor

It is expressly understood that the Contractor is an independent contractor and not the agent, partner, or employee of the City. Contractor and Contractor's workers, if any, are not employees of the City and are not entitled to tax withholdings, Workers' Compensation, unemployment compensation, or any employee benefits, statutory or otherwise by the City. Contractor shall not have the authority to enter into any contract or agreement to bind the City and shall not represent to anyone that the Contractor has such authority. Contractor represents and warrants to the City that in performing the Services, Contractor will not be in breach of any agreement with a third party. Contractor agrees that he/she is subject to City ordinances and regulations, laws of the United States and of the State of Michigan, and that, in the event of violation of these, or behavior that is considered to be detrimental to the general public or the City, the City shall have the right to dismiss Contractor without prior notice.

Bid Bond

No Bid Bond is required if Respondent's offer is less than \$500,000.

Performance and Payment Bond

Each construction contract over \$50,000 must be accompanied by a Performance Bond and a Payment Bond, each payable to the Owner (City of East Grand Rapids) and each in the amount of 100% of the contract price with a corporate surety approved by the funding agency, for the faithful performance of the contract.

Insurance

The following requirements are applicable to all contracts entered into by the City:

The Contractor shall continuously maintain, during the life of the contract, insurance coverage of the type and amount specified below:

- **General Liability:** Comprehensive form, including premises/operations, independent contractors, and contractual liability insurance, and explosion and collapse, underground (only if excavation or tunneling involved), and products/completed operations hazards. Minimum Amounts: \$1,000,000 per occurrence bodily injury, \$1,000,000 per occurrence property damage.
- **Automobile:** Michigan "no-fault" coverage, residual automobile liability, comprehensive form, covering owned, hired and non-owned automobiles. Minimum Amounts: "No-fault" coverage - statutory. Residual liability \$1,000,000 combined single limit.

- Worker's Compensation and Employer's Liability. Minimum Amounts: Worker's Compensation - statutory. Employer's Liability: \$100,000.

These coverages shall protect the Contractor, subcontractors, the City and its employees, agents and representatives against claims arising out of the work performed. Certificates evidencing the above coverage, with a 20-day cancellation clause, shall be filed with City Services for the City before the described work begins. New certificates must be supplied if the policy(ies) represented by a filed certificate are canceled, reduced, not renewed, or in any way allowed to lapse.

In case of cancellation of any required insurance during the term of the contract, the Contractor shall cease operations as of the date of termination and shall not resume operations until new insurance is in force.

All of the insurance specified above is to be furnished unless the reference thereto is deleted, and the deletion initialed by the City Liaison or authorized designee.

The Owner's Protective Liability policy as specified shall be written to include the City of East Grand Rapids, Michigan, as named insured.

EAST GRAND RAPIDS STANDARD SERVICE PROVIDER AGREEMENT

This Agreement is made by and between the City of East Grand Rapids, a constitutional body of the State of Michigan "City" and [REDACTED] "Contractor".

For good and valuable consideration, the parties agree as follows:

1. General Purpose. The general purpose of this Agreement is to engage the professional services of Contractor for [REDACTED] "Services". The Work, Scope, Timetable, Compensation, and list of Contractor's Personnel are more fully set forth in the attached schedules A, B, C, and D, and incorporated herein. The City will assign a representative "City Liaison(s)", as named here [REDACTED]. Only directives from the City Liaison shall be recognized by the Contractor.
2. General Duties of the Contractor. Contractor shall perform in conformance with the attached schedules, A, B, C and D incorporated herein and agrees to perform such professional services with the standard of professional care and skill customarily provided in the performance of such services. Contractor agrees to perform these services to the satisfaction of the City from time to time during the term of this Agreement.
3. Term. The term of this Agreement shall be from [REDACTED].
4. Timetable. The timetable set forth in the attached Schedule B shall be adhered to unless such period is otherwise extended by the City. Contractor shall be responsible to the City for any damage caused by the failure by Contractor to comply with the timetable. Time is of the essence in this Agreement.
5. Contractor's Capacity and Responsibilities. It is expressly understood that the Contractor is an independent contractor and not the agent, partner, or employee of the City. Contractor and Contractor's workers, if any, are not employees of the City and are not entitled to tax withholdings, Workers' Compensation, unemployment compensation, or any employee benefits, statutory or otherwise by the City. Contractor shall not have the authority to enter into any contract or agreement to bind the City and shall not represent to anyone that the Contractor has such authority. Contractor represents and warrants to the City that in performing the Services, Contractor will not be in breach of any agreement with a third party. Contractor agrees that he/she is subject to City ordinances and regulations, laws of the United States and of the State of Michigan, and that, in the event of violation of these, or behavior that is considered to be detrimental to the general public or the City, the City shall have the right to dismiss Contractor without prior notice.
6. Confidentiality of Information. Contractor agrees to keep confidential and not to disclose to third parties any information provided by the City pursuant to this Agreement unless the Contractor has received prior written consent of the City to make such disclosure. This obligation of confidentiality does not extend to any information that: (1) Was in the possession of the Contractor at the time of disclosure by the City, directly or indirectly;

(2) Is or shall become, through no fault of the Contractor, available to the general public; or (3) Is independently developed and hereafter supplied to Contractor by a third party without restriction or disclosure. This provision shall survive expiration and termination of this Agreement.

7. Suspension or Termination of Contract. The City reserves the right to suspend indefinitely or terminate the contract and the Contract Services to be rendered by Contractor upon oral or written notice to Contractor for any reason within 30 days' notice. In the event of termination prior to completion of all Services described in section 1 and Schedule A, the amount of the total fee to be paid Contractor shall be determined by the City on the basis of portion of the total work actually completed up to the time of such termination.
8. Insurance. The following requirements are applicable to all contracts entered into by the City:

The Contractor shall continuously maintain, during the life of the contract, insurance coverage of the type and amount specified below:

- General Liability: Comprehensive form, including premises/operations, independent contractors, and contractual liability insurance, and explosion and collapse, underground (only if excavation or tunneling involved), and products/completed operations hazards. Minimum Amounts: \$1,000,000 per occurrence bodily injury, \$1,000,000 per occurrence property damage.
- Automobile: Michigan "no-fault" coverage, residual automobile liability, comprehensive form, covering owned, hired and non-owned automobiles. Minimum Amounts: "No-fault" coverage - statutory. Residual liability \$1,000,000 combined single limit.
- Worker's Compensation and Employer's Liability. Minimum Amounts: Worker's Compensation - statutory. Employer's Liability: \$100,000.

These coverages shall protect the Contractor, subcontractors, the City and its employees, agents and representatives against claims arising out of the work performed. Certificates evidencing the above coverage, with a 20-day cancellation clause, shall be filed with City Services for the City before the described work begins. New certificates must be supplied if the policy(ies) represented by a filed certificate are canceled, reduced, not renewed, or in any way allowed to lapse.

In case of cancellation of any required insurance during the term of the contract, the Contractor shall cease operations as of the date of termination and shall not resume operations until new insurance is in force.

All of the insurance specified above is to be furnished unless the reference thereto is deleted and the deletion initialed by the City Liaison or authorized designee.

The Owner's Protective Liability policy as specified shall be written to include the City of East Grand Rapids, Michigan, as named insured.

9. Bond Requirements: **Applicable: Yes/No.**

A bid bond in the amount of 5% payable to the City of East Grand Rapids is required as a guarantee of good faith. If the Contractor is the successful low bidder and fails to enter into a contract or to furnish satisfactory bonds and certificates of insurance to the City of East Grand Rapids within 7 days after being furnished with a contract, the said bond shall be forfeited to the City of East Grand Rapids as liquidated damages.

If this Agreement is for a public improvement construction project costing \$50,000 or more, performance and payment bonds in an amount equal to the Agreement amount are required and must be provided before starting any of the Services.

A payment bond is required for the project total noted in Schedule C shall be submitted utilizing American Institute of Architects AIA Document 312.

A performance bond is for the project total noted in Schedule C shall be submitted utilizing American Institute of Architects AIA Document 312.

10. Indemnification and Hold Harmless. Contractor agrees that any personal injury to Contractor or third parties or any property damage incurred in the course of performance of the Services shall be the responsibility of Contractor to the extent such damages are caused by Contractor. Contractor agrees to indemnify the City, its governing board, officers, employees and agents from and against all costs, losses, damages, liabilities, expenses, demands, and judgements, including court costs and attorney's fees, which may arise out of Contractor's performance of the Services, except to the extent such are caused by the sole fault or negligence of the City.

11. Notice. Any notice to either party hereunder must be in writing signed by the party giving it and shall be served either personally or by registered or certified mail addressed as follows:

To the City:
City of East Grand Rapids
750 Lakeside Dr. SE
East Grand Rapids, MI 49506

To the Contractor:

Or to such other addresses as may be hereafter designated by written notice. All such notices shall be effective only when received by the addressee.

12. Entire Agreement; Modification. This Agreement (and its attachments, if any) constitutes the entire understanding between the parties with respect to the subject matter

hereof and may not be amended except by and agreement signed by Contractor and an authorized representative of the City.

13. Severability. The terms of this Agreement are severable such that if any term or provision is declared by a court of competent jurisdiction to be illegal, void, or unenforceable the remainder of the provisions shall continue to be valid and enforceable.
14. Governing Law and Compliance. This Agreement shall be governed by and construed under the laws of the State of Michigan which shall be the forum for any lawsuits arising from or incident to this Agreement. Each party will be individually responsible for compliance with all laws, including anti-discrimination laws, which may be applicable to their respective activities under this Agreement.
15. Non-Waiver. The delay of failure of either party to exercise any of its rights under this Agreement for breach thereof shall not be deemed to be a waiver of such rights, nor shall the same be deemed to be a waiver of any subsequent breach, either of the same provision or otherwise.
16. Assignment. Contractor may not assign the rights of obligations under this Agreement without the City's prior written consent.
17. Authority. The parties warrant that they have the authority to enter in to this Agreement and that entering onto this Agreement is not restricted or prohibited by any existing agreement to which they are parties.

IN WITNESS WHEREOF, the authorized representatives of the parties have executed this Agreement on this ___ day of _____, 20__.

City of East Grand Rapids:

Signature: _____

Title: Mayor _____

Signature: _____

Title: City Clerk _____

Contractor:

Signature: _____

Title: _____

SERVICE PROVIDER AGREEMENT SCHEDULE

Detail and Explanation of the Agreement between “City” and Contractor”

SCHEDULE A: WORK SCOPE

Project Description:

Initials City: _____ Initials Contractor: _____

SCHEDULE B: TIMETABLE

Start Date:

Completion Date:

Initials City: _____ Initials Contractor: _____

SCHEDULE C: COMPENSATION

Payment Amount and Schedule:

Initials City: _____ Initials Contractor: _____

SCHEDULE D: CONTRACTOR’S PERSONNEL

List of Personnel:

Initials City: _____ Initials Contractor: _____



PURCHASING DIVISION
Joni Laming, Manager
(616) 632-7720
purchasing@kentcountymi.gov

ADDENDUM

Solicitation Type	Request for Quotation (RFQ)
Solicitation Number	5630
Description	Yard Waste Transportation and Composting - City of East Grand Rapids
Addendum Date	3/22/2024
Addendum Number	1

Additional information:

The City of East Grand Rapids sends out 16,000-25,000 cubic yards of yard waste material annually.



SHEA CHARLES
CITY MANAGER

CITY OF
EAST GRAND RAPIDS

8

750 LAKESIDE DRIVE SE • EAST GRAND RAPIDS, MICHIGAN 49506

(616) 940-4817

www.eastgr.org

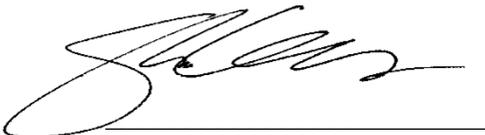
MEMORANDUM

TO: Honorable Mayor and City Commissioners
FROM: Shea Charles, City Manager
DATE: April 18, 2024

RE:

Action Requested: That the City Commission consider approving a permit agreement with DTE Energy for their natural gas renewal program.

Background: DTE Energy has begun a renewal program of their natural gas system in East Grand Rapids and is expected to take until 2025. The City Commission awarded an engineering services contract with Hubbell, Roth & Clark (HRC) to assist city staff in overseeing the project for an estimated \$250,000. Working with DTE staff we have come to an agreement that DTE will pay the City a one-time permit fee for the entire project of \$110,000. These funds will be used to offset City costs to oversee the project. The attached agreement has been reviewed and approved by City Attorney John Huff. Information on the DTE project is also attached.



Shea Charles, City Manager

PERMIT AGREEMENT

THIS PERMIT AGREEMENT (referred to herein as this "Agreement") is made this 15th day of April 2024 between DTE Gas Company, a Michigan Corporation with offices located at One Energy Plaza, Detroit, Michigan 48226 (referred to herein as "Contractor"), and the City of East Grand Rapids, a Michigan municipal corporation with offices located at 750 Lakeside Dr. Grand Rapids, MI 49506 (referred to herein as "City").

RECITALS

WHEREAS Contractor plans to implement a natural gas main renewal project (referred to hereinafter as the "Project") in the City, wherein gas mains will be replaced with new infrastructure, and

WHEREAS, the City approves Contractor's request, subject to the City's ordinances and subject to certain conditions, one of which is the execution of this Agreement, and

NOW, THEREFORE, in consideration of the respective covenants, agreements and representations and warranties set forth herein, the parties to this Agreement, intending to be legally bound, agree as follows:

1. Establishment of Permit Fees.

- (a) Deposit of Permit Fees. Simultaneously with the execution hereof, in accordance with this Agreement, Contractor shall deposit One Hundred Ten Thousand and no/100 Dollars (\$110,000.00) ("Permit Fees") in immediately available funds with City. The monies shall be used at the City's discretion in accord with the terms of this Agreement. In no event shall Contractor be liable to pay any fees in addition to the Permit Fees for any 2024 or 2025 planned Gas Renewal Projects.

2. Use of Permit Fees.

- (a) Project Administration. A portion of the Permit Fees may be used for permit review, correspondence, and project administration.
- (b) Field Inspection. Another portion of the Permit Fees may be used by the City for monitoring and testing of sidewalk and street restoration. The City may complete this work in-house or hire a third-party contractor to do the work.

3. Miscellaneous.

- (a) Term. This Agreement shall expire 180 days after Contractor completes the Project, unless otherwise extended by mutual written agreement of the parties. Below is a tentative schedule.

1. Construction schedule tentatively starts February 2024, and continues until August 2025. Contractor will provide a schedule to the City one (1) week prior to the start of construction.
 2. Temporary restoration and permanent restoration are dependent on weather conditions. Contractor will provide a construction and restoration schedule to the City prior to the start of the restoration work.
- (b) Extension of Time. Contractor will inform the City one (1) week in advance of any need for an extension.
- (c) Notice with Respect to Right-of-Way Restoration. After Project installation is complete, City agrees to notify Contractor of the locations where right-of-way restoration for the Project remains uncompleted. Contractor agrees to complete restoration within ten (10) business days (weather permitting) of the notification.
- (d) Remedy for Damages. The Parties to this Agreement shall provide immediate notification of any agreed upon damages to their corresponding assets caused by the Project. The City shall follow the Contractor's damage claim process to remedy damages.
- (e) Authority. City represents and warrants that the person signing this Agreement below has full legal authority to sign this document on behalf of City and to bind City to the terms herein.

IN WITNESS WHEREOF, the parties have duly caused this Agreement to be executed.

CONTRACTOR:

DTE GAS COMPANY

Name: Kevin Mills

Title: Gas Operations Manager

CITY:

CITY OF EAST GRAND RAPIDS

Name: Katie Favale

Title: Mayor

CITY:

CITY OF EAST GRAND RAPIDS

Name: Lori Parmenter

Title: City Clerk



SHEA CHARLES
CITY MANAGER

CITY OF
EAST GRAND RAPIDS

9

750 LAKESIDE DRIVE SE • EAST GRAND RAPIDS, MICHIGAN 49506

(616) 940-4817

www.eastgr.org

MEMORANDUM

TO: Honorable Mayor and City Commissioners
FROM: Shea Charles, City Manager
DATE: September 27, 2023

RE: DTE Gas Renewal Engineering Assistance

Action Requested: That the City Commission consider retaining HRC (Hubbel, Roth & Clark) for engineering assistance during DTE's 2023-2024 Gas Renewal Project.

Background: During City Commission's March 28, 2023, meeting general approval was given to DTE Energy to proceed with a major gas renewal program within a single construction season. During the discussion city staff identified the need for outside engineering assistance given the scope of the project. We have reached out to area engineering firms to see if they can provide such assistance and HRC has indicated they can support the project.

The attached HRC proposal is for a time and materials contract for approximately \$230,000 to provide 40 hours of support for 52 weeks. We do not anticipate using the full amount but provides the high end of the cost spectrum. HRC will provide on-site oversight of DTE subcontractors, identify & mitigate resident issues, and assure restoration is completed to our standards, this is usually done by city engineering staff. Given the scope of DTE's work the engineering team will not be able to manage that project and our normal workload.

We are still in discussions with DTE on a cost reimbursement model for this project. DTE has proposed an escrow account approach in which the City would be reimbursed on a time and material basis up to roughly \$100,000. We are still working with DTE on this agreement, it has been delayed due to their staff turnover. DTE plans to begin the project in October 2023 and work as long as the weather permits, then begin again in spring 2024. Retaining HRC now enables us to integrate them with our team before the project begins.

There are no funds specifically budgeted at this time, but there are sufficient reserves within the General Fund's fund balance to support this effort.

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

Shea Charles, City Manager



September 13, 2023

City of East Grand Rapids
750 Lakeside Dr SE
Grand Rapids, MI 49506

HRC 20230408

Via e-mail: scharles@eastgr.org; dlafave@eastgr.org

Attn: Mr. Shea Charles – City Manager
Mr. Doug La Fave – Deputy City Manager
Re: DTE Gas Renewal Program – Construction Engineering Services Proposal

Dear Mr. Charles and Mr. La Fave:

Hubbell, Roth & Clark, Inc. (HRC) is pleased to provide this construction engineering (CE) proposal. DTE is scheduled to renew a vast area of their existing gas mains throughout 40-50% of the City limits. It is anticipated that DTE will have multiple crews working at the same time along several streets throughout the project. Sidewalks (including ADA ramps) and lawns will be restored to their original condition once the gas main and service replacements are all completed. The sequence of events of the construction will lead to certain areas being excavated multiple times, which we understand will lead to confusion among the residents. We anticipate that the residents along the effected streets will have requests and concerns throughout the entire process. HRC will work diligently to address all resident requests and concerns as well as work with the DTE crews and subcontractors to prevent foreseeable problems. For this project, we anticipate time needed for project start up to document any important items along the proposed areas of work in the project as well as verifying as-built records provided by DTE for increased accuracy.

Our proposal includes full time observation for this project. The scope of our proposal includes the following:

- ≡ Assumes construction in 2023 and 2024.
- ≡ Construction oversight of all DTE activities
- ≡ Assumes 40 hour weeks for 1 year (52 weeks)
- ≡ Assisting in resident service requests
- ≡ Coordinating with on-site DTE representative of all activities and issues
- ≡ Providing DTE with periodic lists of items to address throughout the project.
- ≡ Verifying as-built records provided by DTE
- ≡ Daily progress emails to City of East Grand Rapids staff
- ≡ Project Start Up & Closeout

Services do NOT include the following:

- ≡ Contract administration
- ≡ Construction layout
- ≡ Material Testing
- ≡ Full project file management

Engineering costs and hours are shown in Attachment A. The not to exceed effort for the tasks noted above is **\$229,980**.

Items that are not specifically called out in the scope of work are considered out of scope, even if not specifically noted as such. If additional services are requested, HRC will provide an amendment prior to beginning work.

We appreciate this opportunity to be of service to the City of East Grand Rapids. Please feel free to contact Eric Lipon at (517) 525-7825 if you have any questions.

Very truly yours,

HUBBELL, ROTH & CLARK, INC.



Eric Lipon, PE
Manager



Nancy M.D. Faight, PE
Executive Vice President

Attachment A: Hours and Costs
pc: HRC; File

ATTACHMENT A
City of East Grand Rapids
Hours / Costs for Construction Engineering Services - September 13, 2023
DTE Gas Renewal Program

	Hours	Billable	Direct Cost
Partner / Vice President (N. Faught)	0	\$ 165.00	\$ -
Construction Engineer (E. Lipon)	52	\$ 119.50	\$ 6,214.00
Construction Inspector (K. Warner)	2162	\$ 103.50	\$ 223,767.00
	2214		HRC Construction Engineering Subtotal \$ 229,981.00
TOTAL Construction Engineering Costs			<u>\$ 229,981.00</u>



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SHEA CHARLES
CITY MANAGER

MEMORANDUM

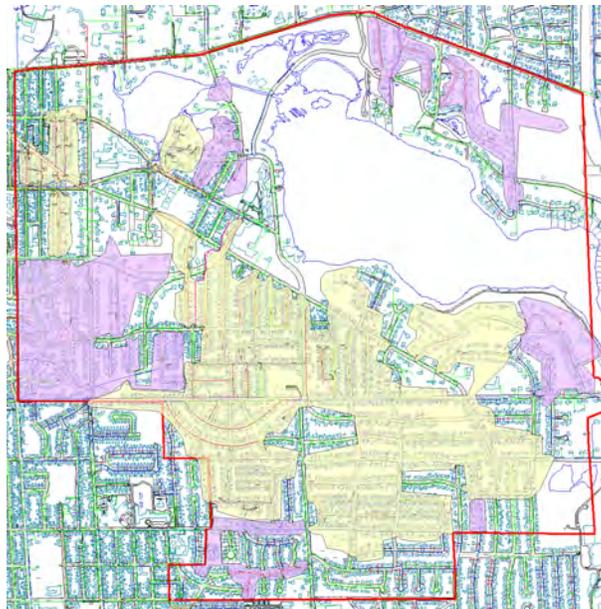
TO: Honorable Mayor and City Commissioners
FROM: Shea Charles, City Manager
DATE: March 23, 2023

RE: 2024 DTE Gas Renewal Program

Action Requested: That the City Commission discuss the pending DTE Gas Renewal Program to occur in 2024.

Background: DTE has identified a need to “renew” their natural gas distribution system in East Grand Rapids and would like to undertake this work in 2024. In 2018 DTE began a \$3.5 Billion system wide investment to update their natural gas infrastructure and uses a predictive model to prioritize their efforts. Much of DTE’s system within East Grand Rapids was installed in the 1910’s & 1920’s and their modeling shows it needs to be replaced in two phases.

Phase 1 has installation of ~20 miles of new main installation with ~17 miles of legacy main retirement. (yellow highlighted area).



Phase 2, to be done later, includes installation of ~8 miles of new main installation with ~7 miles of legacy main retirement. (purple highlighted area). DTE has not finalized their design, so these amounts and areas may change.

The renewal program is multi-step that includes installation of new pipe, connecting & charging, then replacing existing property owner connections, and relocating meters outside (if currently inside the structure). Residents will see DTE contractors digging up the same area multiple times as they progress with the project with restoration coming at the end. Given the amount of proposed work DTE has committed to an on-site project manager during construction.

DTE has offered to break Phase 1 into multiple years but prefers to complete the project within one year and is seeking City feedback. The staff has been reviewing the options and while it will cause significant community disruption as well as straining staff resources, we are recommending approving the one-year approach. The advantages of this approach are DTE will be here for only one versus multiple years and this amount of work will constitute 50% of their work in the region, assuring there are adequate resources for timely completion. This recommendation is based on the information we have at this time.

With the one-year approach city resources will need to be augmented through outside engineering assistance. We have initiated contact with local firms to get cost estimates, we would prefer DTE bear this expense, but may not be able to require it.

Attached is a DTE presentation provided to staff at a recent meeting. Regardless of the project length staff will be coordinating resident/property owner communications with DTE before, during, and after the project.

A handwritten signature in black ink, appearing to read 'Shea Charles', written in a cursive style.

Shea Charles, City Manager



City of East Grand Rapids Gas Infrastructure Renewal

March 20, 2023

Agenda

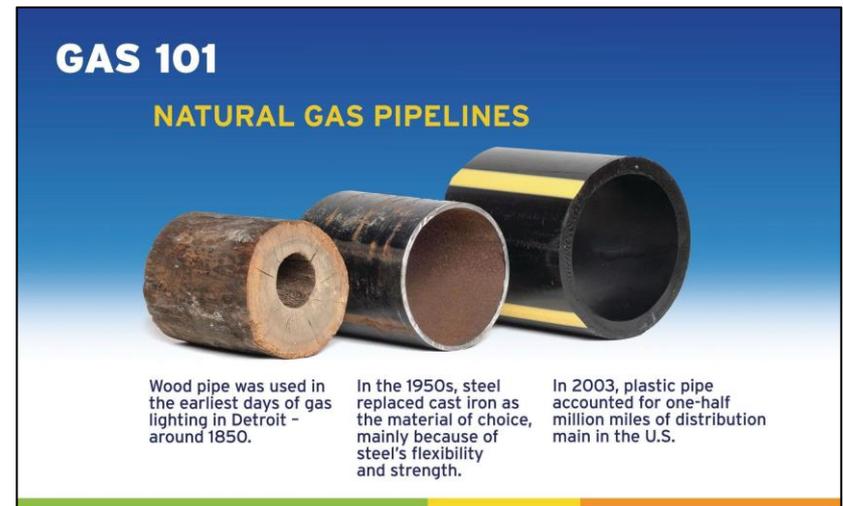
- Introductions
- Purpose: Gas Upgrade Benefits / Probabilistic Risk Model Explanation
- Scope: East Grand Rapids Overview
- Construction Process
- Communications for East Grand Rapids residents
- Next Steps and Timeline

Program Introduction and Benefits

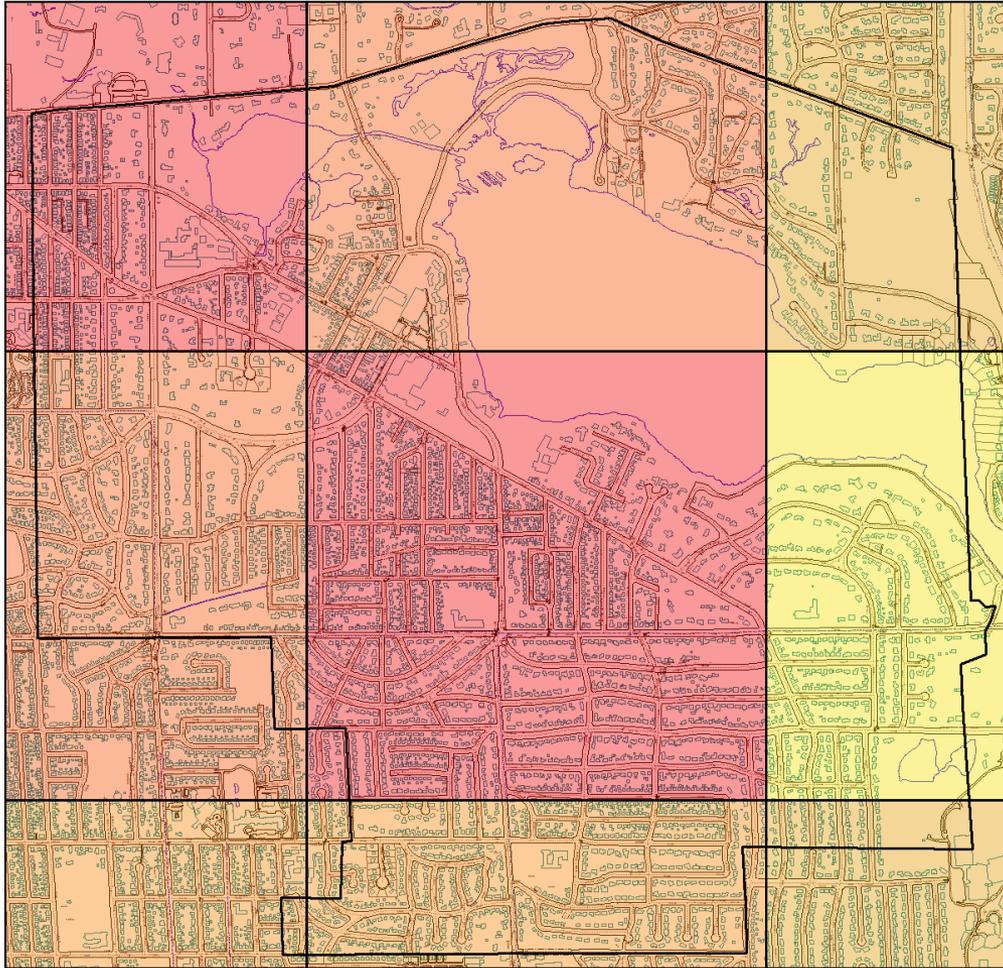
- \$3.5 billion investment over 18 years to update our natural gas infrastructure and improve safety and reliability.
- Upgrades include new distribution main and service lines, meter relocation from inside to outside of the building and installation of new, advanced natural gas meters.

Program Benefits

- New and improved polyethylene plastic pipe and materials to minimize the risk of gas leaks
- Minimizes estimated meter reads
- Eliminates the need for DTE to enter the home for maintenance
- Facilitates more frequent, comprehensive inspections and maintenance



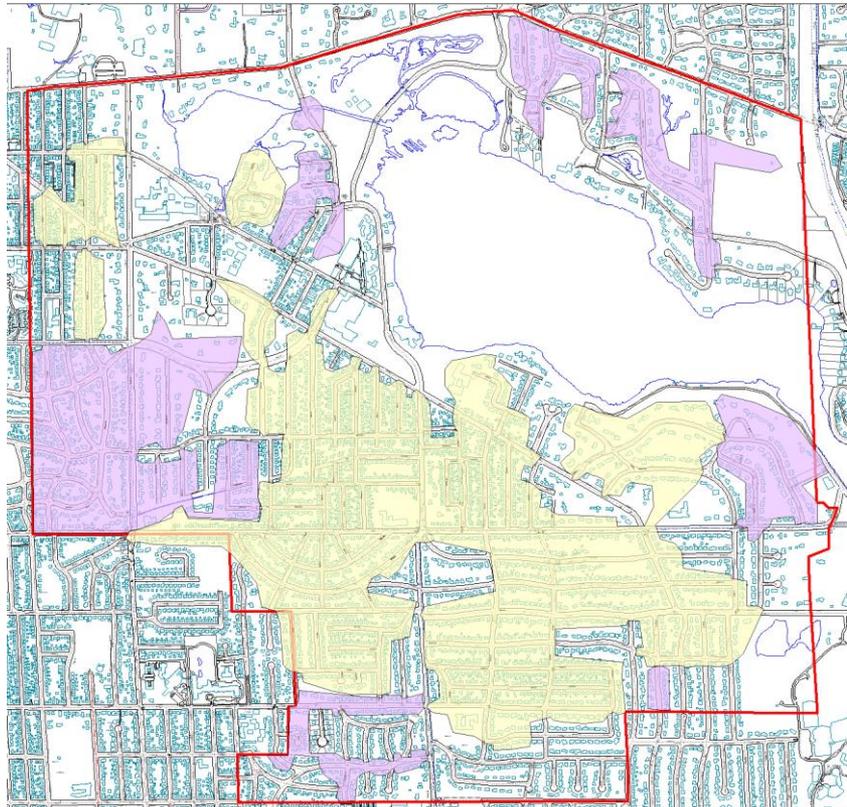
DTE has identified East Grand Rapids as one of our top priorities for renewal and upgrade



City of East Grand Rapids

- East Grand Rapids has our 6th highest ranked project overall in 2024
- East Grand Rapids projects have been identified as a high priority for the next few years
- Project priority is established by risk assessment but we also take into consideration existing operating pressures and supply, pipe materials for tie-ins, extended community impacts, and leak history from the surrounding areas
- Within East Grand Rapids, DTE Gas has a need to upgrade:
 - ~25 miles of legacy distribution main retirement
 - ~2,500 residential/commercial services
 - ~850 inside meters

DTE Gas recommends a concentrated renewal of main in central East Grand Rapids in 2024, followed by smaller pockets of work on the periphery



EGR 2024

- ~20 miles of new main installation / ~17 miles of legacy main retirement
- ~1,800 services / ~650 inside meters (in EGR)



Remaining EGR

- ~8 miles of new main installation / ~7 miles of legacy main retirement
- ~650 services / ~200 inside meters (in EGR)

Our construction process is made up of several different activities that can occur concurrently

Gas Renewal Construction Process

Sewer Inspection

Pre-fit Customer Appointment

Inside meters only

Main Installation

Service Installation

Final-fit Customer Appointment

Inside meters only

Soft Surface Restoration

Main Abandonment

Old Service Separation

Hard Surface Restoration

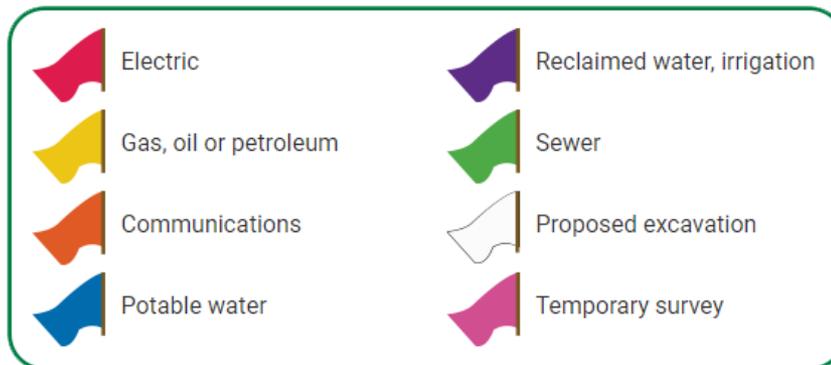
The design and planning phase for large projects would normally to take place 9-12 months prior to construction

Locating and marking of underground infrastructure occurs before construction

Prior to construction, DTE follows the MISS DIG process to protect underground infrastructure by:

- Locating and marking existing underground utilities (electric, water, gas, sewer, comm)
- Performing periodic staking of the road right-of-way boundaries
- Inspecting and locating privately-owned sewer service lines (may require home entry*)

*During a sewer inspection, a contractor may ask to enter the property to insert a special camera into the sewer line. This step helps ensure that our work doesn't interfere with existing underground pipes



DTE

SORRY WE MISSED YOU!

It's Time for Your Safety Inspection

Dear Neighbor,

A DTE contractor stopped by today to set up your routine gas safety inspection, including a video camera look into the sewer lines inside your home or business. This step helps ensure that our work doesn't interfere with existing underground pipes.

Please call the number below to set up your inspection. Someone who is at least 18 years old must be there to let our team member inside.

Call now to set up your safety inspection!

Questions? Call: 616.551.2621

Renters: Please contact your landlord about this notice so they can set up the inspection.

Thanks for your cooperation!

COVID-19 Safety
DTE crew members comply with current health and safety guidelines.

2599022MA114/1022

DTE will communicate with customers before, during, and after construction via multiple channels and would welcome the opportunity to add communication to EGR municipal outreach

1) Initial Notice – Direct Mail Flyer

2) Reminder – Postcard

3) Door Hangers

- Schedule Meter Appointment
- Schedule Relight Appointment
- Property Restoration Process/Care
- Schedule Sewer Camera Inspection

4) Paid and Organic Social Media (i.e. Nextdoor, Facebook)

5) Property Restoration

- Property Restoration process/care doorhangers
- Backlog flyer, November - April
- Website page and videos: dteenergy.com/repairs

6) Website

- About Natural Gas Upgrades: dteenergy.com/natural-gas-upgrades
- Program Status Map: dteenergy.com/gas-map

Initial Customer Communication - Direct Mail Flyer

- Mailed approximately 30 days prior to start of main installation
- QR Code links to website



Coming Soon to
Your Neighborhood!

Upgrades to Your
Natural Gas Delivery.

Dear Neighbor,

DTE crews will be working in your neighborhood soon to ensure safe, reliable and more environmentally-friendly natural gas delivery.

We'll start by upgrading the pipes that run under the street and to your property with more efficient, longer-lasting materials. Next, we'll replace your indoor gas meter with an outdoor meter that we can read and maintain without having to enter your home or business.

Here are a few details you should know:

- During construction you may see stakes or flags; please do not move them. They mark boundaries and underground utilities and help promote efficiency and safety.
- An approved DTE contractor may ask to come inside to inspect your sewer line and confirm its location. This step helps ensure that our work doesn't interfere with existing underground pipes.
- DTE crew members and contractors comply with current state health and safety COVID-19 guidelines. We also require that they wear a mask when entering your home or business.

If you have questions, please call 616.551.2621 or email us at: gasrenewalscheduling@dteenergy.com

Thanks for your cooperation!



Kevin Mills
Manager, Gas Operations, DTE Energy

What to expect

PHASE 1: Communication Begins

- Construction may begin as early as two to three weeks after you receive this letter.
- During the upgrades, we will communicate with door hangers, phone calls, in person or on Nextdoor.com.
- You can get info and check your status at: dteenergy.com/gasrenewalmaps



PHASE 2: New Gas Lines Installed

- We will install new gas lines under the street and upgrade the pipes that run to your home or business.



PHASE 3: Inside Meters Moved Out

- DTE will call or knock on your door to set up a time for your meter move.
- Indoor gas meters will be moved outside where the gas line enters your property.
- The move will take two to three hours and your gas service will be temporarily turned off.
- If your meter is already outside, DTE will only enter your home to relight your appliances when work is completed.



PHASE 4: Property Repaired

We repair anything we disturb.

- For work done May-October, we will permanently repair affected sidewalks, driveways, landscaping and lawns within 30 days of project completion.
- For work done November-April, we'll put in a temporary repair to take you safely through the winter. We'll return to make final repairs when weather allows and finish them by June 30.



Reminder Postcard

- Mailed approximately 2 weeks following initial customer communications
- QR Code links to website



Coming soon to your neighborhood!

Upgrades to your natural gas delivery.

The safe, reliable and affordable natural gas you depend on is about to get even better.



Upgrades improve gas service now and for future generations

You should already have received a letter about upcoming work in your neighborhood. Here's a reminder of what to expect:

- We're upgrading the pipes that run under the street and to your property to ensure safe, reliable and more environmentally-friendly natural gas delivery.
- Next, we'll replace your indoor gas meter with an outdoor meter that we can read and maintain without having to enter your home or business.

Learn more about natural gas upgrades and track work and timing for your property at dteenergy.com/gasrenewal and dteenergy.com/gasrenewalmaps.

Questions?

Visit: dteenergy.com/gasrenewal
Call: 616.551.2621
Monday - Friday 8 a.m. to 4 p.m.
Please leave a message if you call after hours, and we will return your call within two business days

Watch a short video for more info:

1. Scan this code with your phone's camera.
2. Click on the link at the top of your screen.

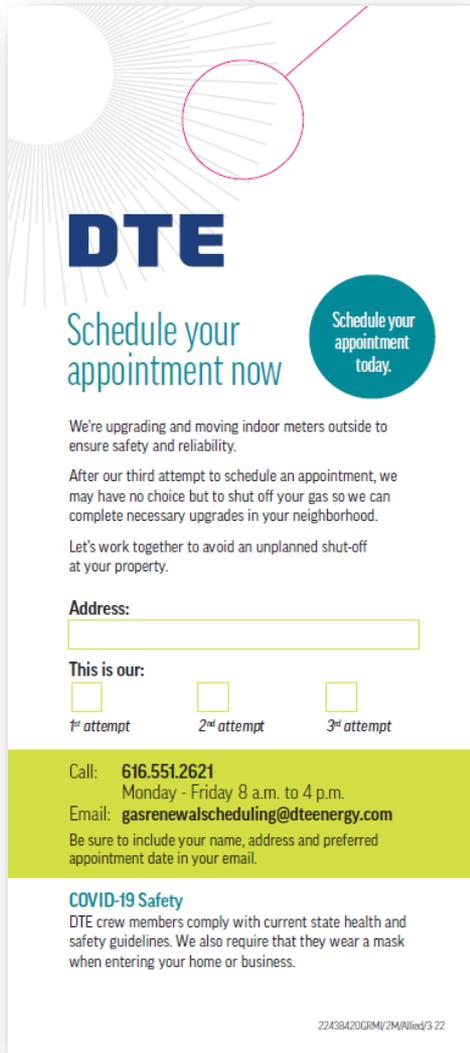


DTE One Energy Plaza
Detroit, MI 48226-1279

PRESORT STD
U.S. POSTAGE
PAID
DETROIT, MI
PERMIT NO. 724

21249839/Lesnau4.2M4-21

Door Hangers



DTE

Schedule your appointment now

Schedule your appointment today.

We're upgrading and moving indoor meters outside to ensure safety and reliability.

After our third attempt to schedule an appointment, we may have no choice but to shut off your gas so we can complete necessary upgrades in your neighborhood.

Let's work together to avoid an unplanned shut-off at your property.

Address:

This is our:

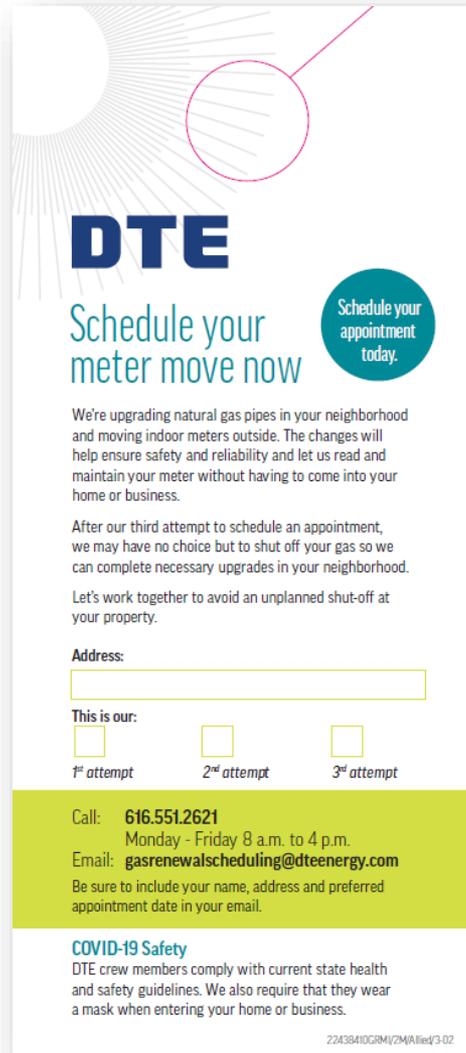
1st attempt 2nd attempt 3rd attempt

Call: **616.551.2621**
Monday - Friday 8 a.m. to 4 p.m.
Email: gasrenewalscheduling@dteenergy.com

Be sure to include your name, address and preferred appointment date in your email.

COVID-19 Safety
DTE crew members comply with current state health and safety guidelines. We also require that they wear a mask when entering your home or business.

22438420GRM(2M)lited/3-22



DTE

Schedule your meter move now

Schedule your appointment today.

We're upgrading natural gas pipes in your neighborhood and moving indoor meters outside. The changes will help ensure safety and reliability and let us read and maintain your meter without having to come into your home or business.

After our third attempt to schedule an appointment, we may have no choice but to shut off your gas so we can complete necessary upgrades in your neighborhood.

Let's work together to avoid an unplanned shut-off at your property.

Address:

This is our:

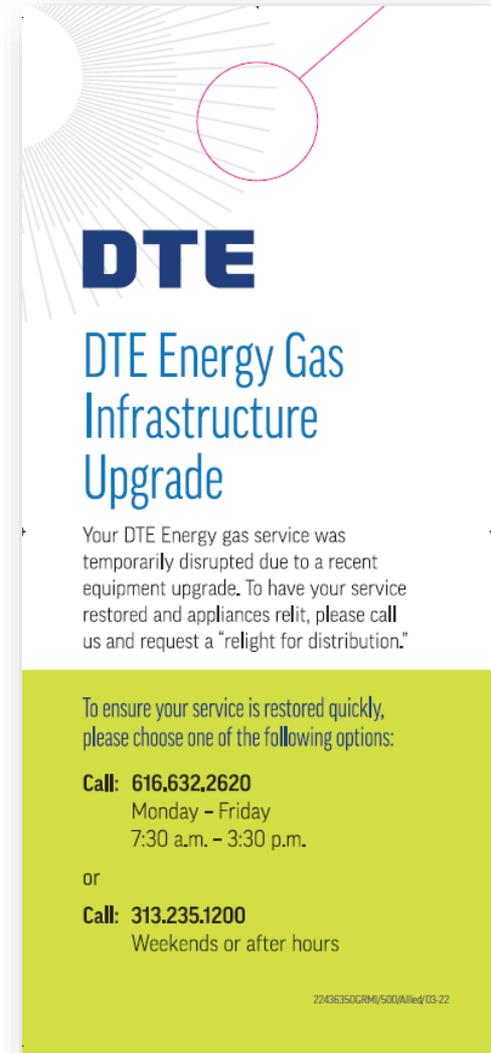
1st attempt 2nd attempt 3rd attempt

Call: **616.551.2621**
Monday - Friday 8 a.m. to 4 p.m.
Email: gasrenewalscheduling@dteenergy.com

Be sure to include your name, address and preferred appointment date in your email.

COVID-19 Safety
DTE crew members comply with current state health and safety guidelines. We also require that they wear a mask when entering your home or business.

22438410GRM(2M)lited/3-02



DTE

DTE Energy Gas Infrastructure Upgrade

Your DTE Energy gas service was temporarily disrupted due to a recent equipment upgrade. To have your service restored and appliances relit, please call us and request a "relight for distribution."

To ensure your service is restored quickly, please choose one of the following options:

Call: **616.632.2620**
Monday - Friday
7:30 a.m. - 3:30 p.m.

or

Call: **313.235.1200**
Weekends or after hours

22436350GRM(500)lited/03-22

Property Restoration Communications



Your gas upgrades are done! Next, we repair your property

Thank you for your patience while we made upgrades to natural gas delivery in your neighborhood. We know that our work may have disturbed your property, and we already have plans to return your driveway, sidewalk or lawn to its original condition. In fact, you're on our schedule and crews will simply show up and get to work!



Scan this code to learn more about repairs and timing.

We do repairs in stages

Step 1: Temporary repairs keep you safe

Immediately following construction, we put in temporary sidewalk and driveway patches.



We use two types of materials for temporary repairs. Both are tightly packed to create a surface you can walk and drive on.

Step 2: Permanent repairs return your property to its original condition

We do system upgrade construction year-round, but we can only pour concrete and plant grass when weather permits.

November-April

Temporary repairs are left in place until spring.

- When weather warms, we replace your patched sidewalk or driveway with new, long-lasting concrete.
- After concrete dries (usually seven days), we return to repair lawns.
- If you have temporary patches over the winter, you can expect permanent repairs to be finished by the end of June.



New sidewalks and driveways look great and last a long time.

May-October

During warmer months, we complete permanent repairs within 30 days after finishing construction on your street.

- We start with concrete repairs to sidewalks and driveways.
- After concrete dries (usually seven days), we return to repair lawns.



When temperatures are warm enough, we grade disturbed lawn areas, add rich, black dirt and spread grass seed. Then, we cover the area with a reusable and biodegradable straw blanket to keep seeds in place and hold in moisture.

How to care for your permanent repairs

Concrete

- Don't walk or put things on new concrete for 48 hours.
- Don't drive or park on it for seven days.
- Expect us to return to remove our wood forms and repair the grass around fresh concrete.

Lawns

- Water twice daily to help your grass take root and grow strong and healthy.
- Do not walk or drive on the new grass.
- Do not cut grass until it is at least four inches high.



Scan this code to learn how to care for your property repairs.

Questions?

Visit: dteenergy.com/repairs
Call: 616.226.6913
Mon. - Fri., 8:00 a.m. - 4:00 p.m.
Please leave a message after hours, and we'll return your call within two business days.

20180729DTE/NA/001 02/22



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DOUG LAFAVE
DEPUTY CITY MANAGER

MEMORANDUM

TO: Honorable Mayor and City Commissioners
FROM: Doug La Fave, Deputy City Manager
DATE: April 16, 2024

RE: Michigan Department of Transportation (MDOT)-Performance Resolution

Action Requested: That the City Commission consider approval of a Performance Resolution, as required by MDOT, for issuance of an “Individual Permit for Use of State Highway Right of Way”.

Background: MDOT requires a Performance Resolution be approved by local units of government via form 2207B with respect to claims, associated liability and insurance requirements related to collaborative construction projects for the issuance of the noted permit. Specific to the City of East Grand Rapids, there are no State Highway Right-of-Ways within the city, however for various street and utility maintenance and construction projects, advance warning signage related to adjacent State Highway Right-of-Ways, namely the East Beltline, requires placement of temporary traffic control signage within State Highway Right-of-Way. MDOT advised that a Previous Resolution has expired and requested the city consider action for future permitting. Approval of the Performance Resolution will allow city staff to apply and secure permits related to street and utility maintenance and construction projects.

REVIEWED & APPROVED FOR SUBMISSION:

Shea Charles
City Manager

PERFORMANCE RESOLUTION FOR MUNICIPALITIES

This Performance Resolution (Resolution) is required by the Michigan Department of Transportation for purposes of issuing to a Municipality an "Individual Permit for Use of State Highway Right of Way", and/or an "Annual Application and Permit for Miscellaneous Operations within State Highway Right of Way".

RESOLVED WHEREAS, the _____
(County, City, Village, Township, etc.)

hereinafter referred to as the "MUNICIPALITY," periodically applies to the Michigan Department of Transportation, hereinafter referred to as the "DEPARTMENT," for permits, referred to as "PERMIT," to construct, operate, use and/or maintain utilities or other facilities, or to conduct other activities, on, over, and under State Highway Right of Way at various locations within and adjacent to its corporate limits;

NOW THEREFORE, in consideration of the DEPARTMENT granting such PERMIT, the MUNICIPALITY agrees that:

1. Each party to this *Resolution* shall remain responsible for any claims arising out of their own acts and/or omissions during the performance of this *Resolution*, as provided by law. This *Resolution* is not intended to increase either party's liability for, or immunity from, tort claims, nor shall it be interpreted, as giving either party hereto a right of indemnification, either by Agreement or at law, for claims arising out of the performance of this Agreement.
2. If any of the work performed for the MUNICIPALITY is performed by a contractor, the MUNICIPALITY shall require its contractor to hold harmless, indemnify and defend in litigation, the State of Michigan, the DEPARTMENT and their agents and employee's, against any claims for damages to public or private property and for injuries to person arising out of the performance of the work, except for claims that result from the sole negligence or willful acts of the DEPARTMENT, until the contractor achieves final acceptance of the MUNICIPALITY Failure of the MUNICIPALITY to require its contractor to indemnify the DEPARTMENT, as set forth above, shall be considered a breach of its duties to the DEPARTMENT.
3. Any work performed for the MUNICIPALITY by a contractor or subcontractor will be solely as a contractor for the MUNICIPALITY and not as a contractor or agent of the DEPARTMENT. The DEPARTMENT shall not be subject to any obligations or liabilities by vendors and contractors of the MUNICIPALITY, or their subcontractors or any other person not a party to the PERMIT without the DEPARTMENT'S specific prior written consent and notwithstanding the issuance of the PERMIT. Any claims by any contractor or subcontractor will be the sole responsibility of the MUNICIPALITY.
4. The MUNICIPALITY shall take no unlawful action or conduct, which arises either directly or indirectly out of its obligations, responsibilities, and duties under the PERMIT which results in claims being asserted against or judgment being imposed against the State of Michigan, the Michigan Transportation Commission, the DEPARTMENT, and all officers, agents and employees thereof and those contracting governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract. In the event that the same occurs, for the purposes of the PERMIT, it will be considered as a breach of the PERMIT thereby giving the State of Michigan, the DEPARTMENT, and/or the Michigan Transportation Commission a right to seek and obtain any necessary relief or remedy, including, but not by way of limitation, a judgment for money damages.
5. The MUNICIPALITY will, by its own volition and/or request by the DEPARTMENT, promptly restore and/or correct physical or operating damages to any State Highway Right of Way resulting from the installation construction, operation and/or maintenance of the MUNICIPALITY'S facilities according to a PERMIT issued by the DEPARTMENT.

- 6. With respect to any activities authorized by a PERMIT, when the MUNICIPALITY requires insurance on its own or its contractor's behalf it shall also require that such policy include as named insured the State of Michigan, the Transportation Commission, the DEPARTMENT, and all officers, agents, and employees thereof and those governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract.
- 7. The incorporation by the DEPARTMENT of this *Resolution* as part of a PERMIT does not prevent the DEPARTMENT from requiring additional performance security or insurance before issuance of a PERMIT.
- 8. This *Resolution* shall continue in force from this date until cancelled by the MUNICIPALITY or the DEPARTMENT with no less than thirty (30) days prior written notice provided to the other party. It will not be cancelled or otherwise terminated by the MUNICIPALITY with regard to any PERMIT which has already been issued or activity which has already been undertaken.

BE IT FURTHER RESOLVED that the following position(s) are authorized to apply to the DEPARTMENT for the necessary permit to work within State Highway Right of Way on behalf of the MUNICIPALITY.

Title and/or Name:

I HEREBY CERTIFY that the foregoing is a true copy of a resolution adopted by

the _____
 (Name of Board, etc.)
 of the _____ of _____
 (Name of MUNICIPALITY) (County)
 at a _____ meeting held on the _____ day
 of _____ A.D. _____.

Signed

Title

Print Signed Name



CITY OF
EAST GRAND RAPIDS

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(616) 949-2110 www.eastgr.org

DEREK MELVILLE
PARKS & RECREATION DIRECTOR

MEMORANDUM

TO: Honorable Mayor and City Commissioners
FROM: Derek Melville, Parks & Recreation Director
DATE: April 18, 2024
RE: Manhattan Park Improvement Project Contract Award

Action Requested: That the City Commission consider authorization of funding for the Manhattan Park improvement project in the amount of \$3,014,550, including awarding the bid to Katerberg VerHage of Grand Rapids, MI for the base contract of \$2,871,000 with a 5% project contingency of \$143,550.

Background:

In March of 2024, the City Commission directed staff to move forward with the Manhattan Park Improvement Project bidding process which includes renovations to existing items and the addition of new site amenities (splash pad, restroom building, new pavilion, dedicated pickleball courts, shared tennis/pickleball courts, volleyball courts, new playground) with a target project budget of approximately \$2.9 Million

The project bidding period opened on March 29, and bids were due April 17. We received three bids for the project as outlined in the table below.

Bidder	Katerberg VerHage	Apex Contractors	Artisan Builders*
Total Base Bid	\$2,871,000	\$2,898,000	\$1,798,950
Deduct Alternate #1	\$24,000	(\$10,000)	(\$50,000)
Deduct Alternate #2	(\$29,000)	(\$20,200)	(\$175,000)
Add Alternate #1	\$30,000	\$40,700	\$22,000
Add Alternate #2	\$9,500	\$9,000	\$11,000

* This bid submission included math errors. When the errors were resolved, the cost exceeded the next lowest bid price.

Deduct Alternate #1 Price deduction amount was requested to switch from post tensioned concrete to regular concrete courts.

Deduct Alternate #2 Price deduction amount was requested to switch from post tensioned concrete to asphalt courts.

Add Alternate #1 Price for 2 year landscape maintenance/establishment was requested for lawns, plant beds, trees, etc.

Add Alternate #2 Price for installation of electrical line from utility pole to restroom building was requested. This will only be required if Consumers Electric does not include as part of their installation process.

As noted on the bid tabulation table, Artisan Builders was the low bidder at the time of submission, but through a post bid analysis, it was determined there were math errors within their calculations. As a result of the errors in the Artisan Builders bid submission, their bid has not been accepted and Katerberg VerHage is now considered the low qualified bidder.

With a base construction price of \$2,871,000, including a project contingency of 5% is recommended to help cover unforeseen circumstances or necessary change orders for the project that are identified after a construction contract is signed. A contingency of 5% of the base construction price is \$143,550, which brings the project total to \$3,014,550. Any amount of project contingency that is unused will be returned to the City, and only approved change orders will be drawn against the contingency balance.

Katerberg VerHage has significant local experience constructing park sites for the City of Wyoming, the City of Kentwood and the City of Grand Rapids with positive references. Additionally, Katerberg VerHage was the selected contractor for the joint playground renovation project between the City and EGRPS last summer, and their work has yielded positive results and a good working relationship with City staff. The City leadership team and Viridis Design Group Staff have closely reviewed the bid results, and the leadership team is recommending that Katerberg VerHage be awarded the contract due to the combination of their low price and history of successfully completing similar playground projects.

As discussed throughout the design process, some pricing alternates were received separately from the base bid for the project. Bid Deduct Alternate #1 and #2 represent differences in pricing for the tennis and pickleball courts as compared to the base bid price. The base bid price included the surfacing material to be post tension concrete, which is considered the highest quality surface option with the longest lifespan and the least amount of maintenance costs.

For Bid Deduct Alternate #1, based on the bid submission from Katerberg VerHage, for the City to switch from post tension concrete to regular concrete for the sport courts, it would actually increase the construction price by \$24,000. This is a result that was not expected and was due to the concrete subcontractor by Katerberg VerHage being very experienced in installing post tension concrete sports courts and has refined their process with efficiencies that cannot be realized by using regular concrete. For Bid Deduct Alternate #2, Katerberg VerHage offered a price decrease of \$29,000 off the total project price to switch from post tension concrete to asphalt courts. Based on the longer lifespan and minimal maintenance required of post tension concrete as compared to asphalt courts, it is recommended to not accept the Bid Deduct #2 and to construct the courts with post tension concrete.

In addition to bid deduct alternates, we requested pricing for two Bid Alternates for project additions that may be desirable. Bid Alternate #1 is a price for a two-year maintenance program for watering and other maintenance needs due to the large amount of vegetation (trees, plants, shrubs, turf) that is being included in this process. The price addition for this alternate offered by Katerberg VerHage is \$30,000. This item can wait to be selected until the project is further along and a better understanding of how much of the project contingency will be used, so it is recommended that it be considered closer to project completion.

Bid Alternate #2 was added due to unfinished design work by Consumers Energy related to a new electrical service to support the new site amenities. The work performed under this bid alternate may be required to be installed by our contractor, or potentially it may be performed by Consumers Energy and included with other electric connection costs that will be directly billed to the City. The bid process requested pricing if Consumers will not be self-performing the installation services for this bid alternate. The City will be responsible for the cost of the work whether it be performed by Consumers or our construction contractor, so this bid alternate will only be awarded if Consumers does not self-perform the work.

If the City Commission authorizes the contract with Katerberg VerHage to be signed, the City will work with Katerberg VerHage to finalize a schedule for the project. As part of the bidding process, each contractor was required to agree that all work will be substantially complete by May 30, 2025 with final completion on or before June 20, 2025.

City staff is seeking City Commission review of the bid results and the recommendation to award the construction contract to Katerberg VerHage.

REVIEWED AND APPROVED FOR SUBMISSION:

A handwritten signature in black ink, appearing to read 'Shea Charles', written in a cursive style.

Shea Charles
City Manager

PROCEEDINGS OF THE CITY COMMISSION
CITY OF EAST GRAND RAPIDS

Regular Meeting Held April 8, 2024

Mayor Favale 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 Groff-Blaszak, Hunter, Schwartz, Wessely and Mayor Favale.

Absent: Commissioners Burdick and Schulz.

Also Present: City Manager Charles; Deputy City Manager La Fave; City Attorney Huff; Parks and Recreation Director Melville; Public Safety Captain Ric Buikema; Zoning Administrator Gianotti; City Clerk Parmenter.

2024-58. The agenda was approved.

2024-59. Public comment: None.

2024-60. Mayor and City Commission comments, including committee liaison reports.

Commissioner Wessely spoke briefly about the eclipse.

Mayor Favale welcomed everyone back from spring break.

City manager Charles noted that the budget books would come out tomorrow.

2024-61. Kent District Library Community Report.

Karla Moyer-Hotz, Board of Directors, reviewed the report.

Jennifer DeVault, Director of Library Operations, reviewed the services offered and awards that have been received.

Scott Ninemeier, Library Manager, noted that 60% of households have library cards.

2024-62. Consider introduction of a conditional rezoning request at 469 Greenwood Ave. SE/505 Lakeside Dr. SE from R-3 Single Family Residential to C-1 Commercial (conditional).

Zoning Administrator Gianotti reviewed the request.

Commissioner Schwartz questioned the rules for signage. Zoning Administrator Gianotti stated the C-1 regulations would apply.

Commissioner Groff-Blaszak asked if additional variances would have to go to the ZBA. City Attorney Huff said that the building would be grandfathered in.

Tim Dudley, Attorney for Ms. Stein, clarified that there are five parking spaces at the address and that the proposed zoning map should not be relevant in this decision. He also noted that it would only be able to be used for specific businesses in the future.

Katie Stein, owner of the property, spoke about aspects of the house that have history in East and stated that this was not the first home she has redone.

Anthony Maurer, 421 Lakeside Dr., is against the commercial rezoning. It takes housing away and this was not the best use for the property.

Theodora Walschots, 427 Lakeside Dr., wants the integrity of the neighborhood kept and is against the rezoning.

Wendy Scott, 435 Lakeside Dr., is opposed to rezoning and noted that property is surrounded by owner occupied residences and also has concerns about traffic.

Diane Lange, 2150 Lansing, opposed the zoning change because East needs more housing.

Francis Maurer, 421 Lakeside Dr., is against the rezoning.

Stephanie O’Laughlin, 323 Gracewood Dr., said that it is unfair to say that realtors and construction workers are more unsafe. The current zoning makes it a free-for-all with hours a retail store could be open. Ms. Stein has put restrictions in place to prevent that. She is in favor of the request.

Scott Damon, 625 Bridge NW, is against the rezoning.

Paul LeBlanc, City Planner, stated that any rezoning can be challenged and also limits the use of the property with standards set by the applicant. The parking requirements have to meet the standards for square footage and employee count. Three-story structure is not possible unless someone could add a third story on the current building.

2024-62-A. Wessely-Hunter. To accept an introduction of a conditional rezoning request at 469 Greenwood Ave. SE/505 Lakeside Dr. SE from R-3 Single Family Residential to C-1 Commercial (conditional).

Commissioner Schwartz is not sure if the proposed request meets the standards and has reservations about signage. She is opposed to the rezoning.

Mayor Favale is concerned about what comes after the real estate office and does not feel that it meets standard A. She also has concerns about signage. Commissioner Wessely questioned why the request was in front of the Commission rather than the ZBA. City Manager Charles said that the applicant chose this approach rather than a zoning variance from the ZBA.

City Attorney Huff stated that this can't meet the standards for a zoning variance.

Commissioner Wessely did note that it passed through the Planning Commission.

Commissioner Groff-Blaszak does not think that it meets standard A and that it is taking away housing which does not align with the Master Plan.

Commissioner Hunter has no huge concerns with the request.

Kate Stein stated that they are only hearing negative from one Planning Commission member.

Mayor Favale stated that they have reviewed the notes from the Planning Commission meeting.

City Attorney Huff stated that the applicant can revise the conditions.

Yeas: Wessely – 1

Nays: Groff-Blaszak, Hunter, Schwartz and Favale – 4

Motion failed.

- 2024-63. Consider approval of the proposed City operated Farmers Market and the associated seasonal part-time Farmer's Market Manager position.

Parks and Recreation Director Melville reviewed the request.

- 2024-63-A. Schwartz-Groff-Blaszak. To approve the proposed City operated Farmers Market and the associated seasonal part-time Farmer's Market Manager position.

Yeas: Groff-Blaszak, Hunter, Schwartz, Wessely and Favale – 5

Nays: None.

- 2024-64. Consider extending the t-shirt printing services agreement with Source One Digital/Trophy House for fiscal year 2024-2025 in the amount of \$58,041.83.

Parks and Recreation Director Melville reviewed the request.

- 2024-64-A. Hunter-Wessely. To approve extending the t-shirt printing services agreement with Source One Digital/Trophy House for fiscal year 2024-2025 in the amount of \$58,041.83.

Yeas: Groff-Blaszak, Hunter, Schwartz, Wessely and Favale – 5
Nays: None.

- 2024-65. Consider accepting the TMF LSLR grant from EGLE in the amount up to \$536,440 and authorize city staff to execute requirements of the grant.

Deputy City Manager La Fave reviewed the grant information.

- 2024-65-A. Schwartz-Wessely. To approve the TMF LSLR grant from EGLE in the amount up to \$536,440 and authorize city staff to execute requirements of the grant.

Yeas: Groff-Blaszak, Hunter, Schwartz, Wessely and Favale – 5
Nays: None.

- 2024-66. Consider approving a resolution placing the street & sidewalk millage renewal on the August 6, 2024 ballot at 2.0 mills for a ten-year period.

City Manager Charles reviewed the millage information.

Commissioner Hunter questioned if the money coming in grew each year even with the rollback. City Manager Charles stated that it did but not as much.

Mayor Favale said that she is struggling with the language in the first line. She also wondered if it was possible to explain that we were going for the 2.0 mills because of the rollback.

Commissioner Wessely said the we should put how much was lost due to the rollback.

- 2024-67. Wessely-Schwartz. To approve the consent agenda as follows:

- 2024-67-A. Minutes of the regular meeting held March 18, 2024.
2024-67-B. Disbursement of funds: payroll disbursements of \$ 308,992.05; county and school disbursements of \$0, and total remaining disbursements of \$722,537.25.
2024-67-C. Parks and Recreation Commission meeting minutes from the February 26, 2024 meeting.

Yeas: Groff-Blaszak, Hunter, Schwartz, Wessely and Favale – 5
Nays: None.

The meeting adjourned at 8:06 p.m., subject to the call of the Mayor until April 23, 2024.

Lori A Parmenter, City Clerk

City of East Grand Rapids
Agenda of the City Commission
Voucher Run Summary April 23, 2024
CHECKS #137946-138002 ACH #708009-708068

12

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 GENERAL FUND					
Dept 000					
101-000-0380.00	ACCOMMODATION PURCHASES	61ST DISTRICT COURT	CASH BOND/JOSIE E BLUNTSO	\$ 300.00	137946
101-000-0380.00	ACCOMMODATION PURCHASES	MI CORPORATIONS DIVISION	EGRCF CORP FILING	\$ 10.00	708032
101-000-0380.00	ACCOMMODATION PURCHASES	17TH CIRCUIT COURT	CASH BOND/CEDRIC ORR/24-1595	\$ 500.00	137985
101-000-0380.00	ACCOMMODATION PURCHASES	62A DISTRICT COURT	CA BOND/24-1492/ANGEL LUIS CRUZ-SANTOS	\$ 647.97	137986
101-000-0380.00	ACCOMMODATION PURCHASES	59TH DISTRICT COURT	CASH BOND/TIFFANY BRIDGEOFORTH-COLE	\$ 260.00	138002
101-000-2460.00	FLOWER FUND PAYABLE	WATER'S EDGE FLORAL	FLOWERS/C FORD	\$ 108.08	708032
101-000-2465.00	EMPLOYEE APPRECIATON FUND	STAPLES	SUPPLIES DPW & COFFEE CUPS	\$ 63.11	137966
		Total For Dept 000		\$ 1,889.16	
Dept 101 CITY COMMISSION					
101-101-9560.05	MISCELLANEOUS	BAGEL KITCHEN	STRATEGIC PLANNING FOOD	\$ 58.32	708032
101-101-9560.05	MISCELLANEOUS	BIG BOB'S PIZZA	FOOD/STRATEGIC PLANNING	\$ 230.00	708032
		Total For Dept 101 CITY COMMISSION		\$ 288.32	
Dept 172 CITY MANAGER					
101-172-8010.22	EMPLOYEE SERVICE AWARDS	ZONDERVAN RECOGNITION LLC	EMP SERVICE AWARDS/2024	\$ 1,475.00	138001
101-172-8010.23	OFF-SITE STORAGE	VITAL RECORDS CONTROL	OFFSITE STOR + REMOVAL OF BOXES	\$ 703.92	138000
101-172-9550.14	MISCELLANEOUS	STATE OF MICHIGAN,LARA	COMM FOUNDATION LARA	\$ 210.00	708032
101-172-9560.15	MISCELLANEOUS DUES & SUBSCRIP	ZOOM VIDEO COMMUNICATIONS IN	ZOOM SUBSCRIPTION/ANNUAL	\$ 169.49	708032
101-172-9570.11	MME ANNUAL CONFERENCE	MICHIGAN MUNICIPAL LEAGUE	MML CAPITAL CONF/S CHARLES	\$ 460.00	708032
		Total For Dept 172 CITY MANAGER		\$ 3,018.41	
Dept 192 ELECTIONS					
101-192-7400.00	OPERATING SUPPLIES	JIMMY JOHN'S #1157	ELECTION WORKER FOOD	\$ 137.78	708032
101-192-7400.00	OPERATING SUPPLIES	PRINTING SYSTEMS INC	POSTCARDS/PRECINCT CONS	\$ 1,168.51	708032
101-192-7400.00	OPERATING SUPPLIES	SPARTAN STORES LLC	COOKIES FOR ELECTION WORKERS	\$ 19.76	708032

101-192-7400.00	OPERATING SUPPLIES	PRINTING SYSTEMS INC	AV APP ENVELOPES/SECRECY SLEEVES	\$ 952.13	708067
		Total For Dept 192 ELECTIONS		\$ 2,278.18	
Dept 209 ASSESSOR					
101-209-7400.00	OPERATING SUPPLIES	ROBIN CHRISTOFFERSEN	FOOD/MARCH BD OF REVIEW	\$ 18.71	708011
101-209-7400.00	OPERATING SUPPLIES	MLIVE MEDIA GROUP	PUB NOTICE/BD OF REVIEW	\$ 69.05	137991
		Total For Dept 209 ASSESSOR		\$ 87.76	
Dept 210 CITY ATTORNEY					
101-210-7080.00	CONTRACTUAL WAGES	VARNUM LLP	LEGAL SERVICES/469 GREENWOOD	\$ 1,364.00	137968
101-210-7080.00	CONTRACTUAL WAGES	VARNUM LLP	LEGAL SERVICES/ORDIN ENF	\$ 98.40	137968
101-210-7080.00	CONTRACTUAL WAGES	VARNUM LLP	LEGAL SERVICES/GASLIGHT INV	\$ 421.60	137968
101-210-7080.00	CONTRACTUAL WAGES	VARNUM LLP	LEGAL SERVICES/ELINOR LN	\$ 198.40	137968
101-210-7080.00	CONTRACTUAL WAGES	VARNUM LLP	LEGAL SERVICES/CITY CODE	\$ 2,232.00	137968
101-210-7080.00	CONTRACTUAL WAGES	VARNUM LLP	LEGAL SERVICES/MONTHLY RETAINER	\$ 15,250.00	137984
		Total For Dept 210 CITY ATTORNEY		\$ 19,564.40	
Dept 260 FINANCE					
101-260-7400.00	OPERATING SUPPLIES	AMAZON	OFFICE SUPPLIES	\$ 145.03	708032
101-260-7400.00	OPERATING SUPPLIES	AMAZON	OFFICE SUPPLIES	\$ 70.30	708032
101-260-7400.00	OPERATING SUPPLIES	AMAZON	OFFICE SUPPLIES	\$ 48.85	708032
101-260-7400.00	OPERATING SUPPLIES	IDVILLE	ID PRINTER RIBBON	\$ 119.54	708032
101-260-7400.00	OPERATING SUPPLIES	KONICA MINOLTA BUSINESS SOLUTI	COPIER SUPPLIES/SVC	\$ 177.38	708032
101-260-7400.00	OPERATING SUPPLIES	INTEGRITY BUSINESS SOLUTIONS	COPY PAPER	\$ 304.94	137977
101-260-7410.00	POSTAGE	PITNEY BOWES GLOBAL FIN SVCS LL	POSTAGE MACHINE LEASE	\$ 432.87	708032
101-260-8010.00	CONTRACTUAL SERVICES	COMCATE INC	COMCATE QTRLY/9.2023-11.2023	\$ 1,475.00	708012
101-260-8010.00	CONTRACTUAL SERVICES	COMCATE INC	COMCATE QTRLY/12.2022 - 02.2024	\$ 1,475.00	708012
101-260-8010.00	CONTRACTUAL SERVICES	CORPORATE TECHNOLOGIES LLC	PROTECT BACKUP SVC	\$ 550.00	708013
101-260-8010.00	CONTRACTUAL SERVICES	EVERSTREAM SOLUTIONS LLC	PRIMARY FIBER INTERNET SVC	\$ 600.00	708016
101-260-8010.00	CONTRACTUAL SERVICES	AMAZON	PC SPEAKERS	\$ 46.98	708032
101-260-8010.00	CONTRACTUAL SERVICES	AT&T	SECONDARY FIBER INTERNET SVC	\$ 128.45	708032
101-260-8010.00	CONTRACTUAL SERVICES	AT&T	PUBLIC WIFI HOTSPOTS	\$ 138.69	708032
101-260-8010.00	CONTRACTUAL SERVICES	PDQ.COM CORP	PDQ DEPLOY & INV LICENSE	\$ 1,351.50	708032
101-260-8010.00	CONTRACTUAL SERVICES	I3 BUSINESS SOLUTIONS LLC	IT MONITORING	\$ 1,286.62	137976
101-260-8010.00	CONTRACTUAL SERVICES	ORACLE AMERICA INC	TALEO/QTRLY	\$ 865.08	708039

101-260-8010.00	CONTRACTUAL SERVICES	ACCURATE EMPLOYMENT SCREENIN	PRE EMPLOY BG CK	\$ 29.76	708040
101-260-9320.00	COMPUTER REPAIR	AMAZON	VIDEO EXTENDER/REC TV	\$ 36.25	708032
101-260-9320.00	COMPUTER REPAIR	I3 BUSINESS SOLUTIONS LLC	ADDITIONAL VPN LICENSES	\$ 92.97	137976
101-260-9320.00	COMPUTER REPAIR	CDW GOVERNMENT INC	DISPATCH/MONITOR CHARGING BLOCK	\$ 73.73	708043
101-260-9550.00	MISCELLANEOUS EXPENSE	MEIJER	FOOD/STRATEGIC PLANNING	\$ 63.80	708032
101-260-9570.00	PROFESSIONAL DEVELOPMENT	CHRISTINA BERG	ELECTION TRAINING MAMC	\$ 133.25	708060
		Total For Dept 260 FINANCE		\$ 9,645.99	
Dept 265 CITY BUILDINGS					
101-265-7400.00	OPERATING SUPPLIES	AMAZON	HAND DRYER	\$ (539.98)	708032
101-265-7400.00	OPERATING SUPPLIES	GREAT LAKES ACE	SUPPLIES	\$ 16.98	708032
101-265-7400.00	OPERATING SUPPLIES	KONICA MINOLTA BUSINESS SOLUTI	COPIER SUPPLIES/SVC	\$ 50.32	708032
101-265-7400.00	OPERATING SUPPLIES	KONICA MINOLTA BUSINESS SOLUTI	COPIER SUPPLIES/SVC	\$ 77.14	708032
101-265-7400.00	OPERATING SUPPLIES	ATCO INTERNATIONAL COMPANY	HORNET SPRAY	\$ 167.15	137972
101-265-7400.00	OPERATING SUPPLIES	INTEGRITY BUSINESS SOLUTIONS	COPY PAPER	\$ 234.95	137977
101-265-7400.00	OPERATING SUPPLIES	LOWE'S	SAND/STREETSCAPE REPAIR	\$ 4.83	137989
101-265-7400.05	CLEANING SUPPLIES	ACTION CHEMICAL INC	CLEANING/JANITORIAL SUPPLIES	\$ 1,189.56	708010
101-265-7400.05	CLEANING SUPPLIES	ACTION CHEMICAL INC	CLEANING/JANITORIAL SUPPLIES	\$ 1,239.26	708041
101-265-7400.06	OFFICE SUPPLIES	STAPLES	FILE PROJ SUPPLIES	\$ 52.35	137966
101-265-7400.06	OFFICE SUPPLIES	STAPLES	SUPPLIES	\$ 91.30	137966
101-265-7400.06	OFFICE SUPPLIES	STAPLES	SUPPLIES DPW & COFFEE CUPS	\$ 13.47	137966
101-265-7400.06	OFFICE SUPPLIES	STAPLES	SUPPLIES	\$ 49.72	137981
101-265-7400.06	OFFICE SUPPLIES	PRINTING PRODUCTIONS INK	NOTICE CARDS/VALVE FLUSHING	\$ 80.66	137996
101-265-7400.06	OFFICE SUPPLIES	STAPLES	SUPPLIES	\$ 22.87	137998
101-265-7400.11	EMPLOYEE SAFETY GEAR	GREAT LAKES ACE	WINTER GEAR/E LUCHIES	\$ 45.98	708032
101-265-7400.11	EMPLOYEE SAFETY GEAR	INDUSTRIAL SAFETY GEAR	GLOVES & HARDHATS	\$ 53.92	708032
101-265-8010.02	UNIFORMS	MODEL COVERALL SERVICE INC	UNIFORM RENTAL/DPW	\$ 44.32	708064
101-265-8010.02	UNIFORMS	MODEL COVERALL SERVICE INC	UNIFORM RENTAL/DPW	\$ 42.04	708064
101-265-8010.02	UNIFORMS	MODEL COVERALL SERVICE INC	UNIFORM RENTAL/DPW	\$ 26.94	708064
101-265-8010.04	ELEVATOR SRV MAINT AGREEMENT	ELEVATOR SERVICE	STATE REQ TESTING/ANNUAL	\$ 1,980.00	137951
101-265-8010.05	HVAC PM AGREEMENT	PLEUNE SERVICE COMPANY INC	HVAC PREV MAINT CONTRACT	\$ 1,701.25	708027
101-265-8010.05	HVAC PM AGREEMENT	PLEUNE SERVICE COMPANY INC	HVAC PREV MAINT CONTRACT	\$ 528.75	708027
101-265-8010.05	HVAC PM AGREEMENT	PLEUNE SERVICE COMPANY INC	HVAC PREV MAINT CONTRACT	\$ 758.88	708054
101-265-8010.05	HVAC PM AGREEMENT	PLEUNE SERVICE COMPANY INC	HVAC PREV MAINT CONTRACT	\$ 477.13	708066
101-265-8010.31	LIGHTING - R/M	GR ELECTRIC INC	LIGHTING REPAIRS	\$ 975.00	708019

101-265-8010.33	WEALTHY POOL	PLEUNE SERVICE COMPANY INC	HVAC PREV MAINT CONTRACT	\$ 1,048.62	708054
101-265-8010.33	WEALTHY POOL	PLEUNE SERVICE COMPANY INC	AIR HANDLER/W POOL	\$ 749.50	708066
101-265-8010.35	GENERAL BUILDING/COM CENTER/L	NORTHWEST KENT MECHANICAL CC	DISCHARGE VALVE/PS GARAGE	\$ 688.16	137963
101-265-8010.35	GENERAL BUILDING/COM CENTER/L	NORTHWEST KENT MECHANICAL CC	VALVE REPAIR/FIRE SUPPRESSION SYS	\$ 275.40	137963
101-265-8010.35	GENERAL BUILDING/COM CENTER/L	NORTHWEST KENT MECHANICAL CC	PIPE LEAK REPAIR	\$ 1,731.42	137963
101-265-8010.35	GENERAL BUILDING/COM CENTER/L	THE FLYING LOCKSMITHS - W MI	DOOR REPAIR/CC	\$ 1,540.31	137967
101-265-8010.35	GENERAL BUILDING/COM CENTER/L	CREATIVE ICE RENTALS	ICE MACHINE CLEANING	\$ 108.00	137974
101-265-8010.35	GENERAL BUILDING/COM CENTER/L	FIRE PROS INC	EXTINGUISHER MAINTENANCE/DPW	\$ 113.50	708046
101-265-8040.00	JANITORIAL SERVICE	JO CLEANING SERVICE	CLEANING SERVICES/MONTHLY	\$ 11,297.00	137987
101-265-9210.00	GAS SERVICE	DTE ENERGY	GAS BILLING-2.22.24-3.21.24	\$ 3,981.59	708038
101-265-9220.00	ELECTRIC SERVICE	CONSUMERS ENERGY	ELECTRIC SERVICE-2.14.24-3.13.24	\$ 8,532.10	708044
101-265-9230.00	WATER SERVICE	CITY OF EAST GRAND RAPIDS/WTR B	WATER BILLING/MONTHLY	\$ 2,092.99	708009
101-265-9240.00	TELEPHONE SERVICE + CELL	AT&T	ELEVATOR FAX LINES	\$ 122.43	708032
101-265-9240.00	TELEPHONE SERVICE + CELL	AT&T	PHONES/W POOL	\$ 120.27	708032
101-265-9240.00	TELEPHONE SERVICE	VERIZON (3)	FIBER CONNECTION TO PW	\$ 504.34	708032
101-265-9240.00	TELEPHONE SERVICE + CELL	COMCAST BUSINESS	PS FAX LINE	\$ 91.08	137973
101-265-9240.00	TELEPHONE SERVICE + CELL	CDW GOVERNMENT INC	PHONE CASE	\$ 36.89	708043
101-265-9240.00	TELEPHONE SERVICE + CELL	NEXVORTEX	MSIP PHONE SERVICE	\$ 587.89	708051
101-265-9240.00	TELEPHONE SERVICE + CELL	NEXVORTEX	MSIP PHONE SERVICE	\$ 588.58	708051
101-265-9700.00	CAPITAL EXPENDITURES	GRAINGER INC	FAUCETS/PARKS BATHROOM PROJ	\$ 892.24	137954
101-265-9700.00	CAPITAL EXPENDITURES	LOWE'S	REPAIRS/PARK BATHROOM UPGRADE	\$ 164.54	137989
101-265-9700.00	CAPITAL EXPENDITURES	TEKTON HOME IMPROVEMENTS LLC	MANHATTAN RESTROOM FLOOR	\$ 4,780.00	137999
		Total For Dept 265 CITY BUILDINGS		\$ 49,431.64	
Dept 345 PUBLIC SAFETY					
101-345-7400.01	UNIFORMS	ON DUTY GEAR LLC	UNIFORMS/PATCHES	\$ 365.00	708026
101-345-7400.01	UNIFORMS	ON DUTY GEAR LLC	UNIFORMS/BOOTS	\$ 419.95	708052
101-345-7400.04	MEDICAL SUPPLIES	AED SUPERSTORE	AED PEDIATRIC PADS	\$ 1,064.40	708032
101-345-7400.04	MEDICAL SUPPLIES	INTEGRITY BUSINESS SOLUTIONS	COPY PAPER	\$ 93.98	137977
101-345-7400.06	OFFICE SUPPLIES	FIRST CHOICE COFFEE SERVICES	COFFEE ORDER	\$ 509.95	708017
101-345-7400.06	OFFICE SUPPLIES	AMAZON	OFFICE SUPPLIES	\$ 24.98	708032
101-345-7400.07	MISC. OPERATING	AMAZON	BATTERIES	\$ 25.97	708032
101-345-7400.07	MISC. OPERATING	GREAT LAKES ACE	PROPANE REFILL	\$ 32.00	708032
101-345-7400.07	MISC. OPERATING	ULINE INC	BOXES FOR MED DROP	\$ 188.08	137983
101-345-7400.07	MISC. OPERATING	NICK PINDER	#203 FUEL PURCHASE	\$ 30.86	708065

101-345-7400.09	POLICE EQUIPMENT	AMAZON	POLICE EQUIPMENT	\$ 145.84	708032
101-345-8010.00	CONTRACTUAL SERVICES	COMCAST CABLE	CABLE/MONTHLY	\$ 85.28	137949
101-345-8010.00	CONTRACTUAL SERVICES	MI ASSOCIATION OF CHIEFS OF POL	ACCREDITATION RENEWAL/ANNUAL	\$ 1,000.00	137959
101-345-8010.00	CONTRACTUAL SERVICES	COMCAST CABLE	CABLE BILL/MONTHLY	\$ 85.28	708032
101-345-8010.00	CONTRACTUAL SERVICES	KONICA MINOLTA BUSINESS SOLUTI	COPIER SUPPLIES/SVC	\$ 44.49	708032
101-345-8010.00	CONTRACTUAL SERVICES	COREWELL HEALTH OCCUPATIONAL	EMP SCREEN/K MCBURNEY	\$ 48.00	708045
101-345-8010.00	CONTRACTUAL SERVICES	SHELDON CLEANERS INC	PUBLIC SAFETY DRY CLEANING-MARCH	\$ 195.25	137997
101-345-8010.00	CONTRACTUAL SERVICES	VITAL RECORDS CONTROL	OFFSITE STORAGE-PS APRIL	\$ 180.83	138000
101-345-9550.00	MISCELLANEOUS EXPENSE	GREAT LAKES ACE	KITCHEN OUTLET	\$ 8.99	708032
101-345-9560.00	DUES & SUBSCRIPTIONS	FBI NATIONAL ACADEMY ASSOCIATE	FBINAA DUES/CITY OF EGR	\$ 115.00	137952
101-345-9560.00	DUES & SUBSCRIPTIONS	LERMA INC	LERMA DUES	\$ 75.00	708032
101-345-9570.00	PROFESSIONAL DEVELOPMENT	LIFE EMS INC	MED FIRST RESP CLASS	\$ 1,060.00	708032
101-345-9570.00	PROFESSIONAL DEVELOPMENT	CAROLINE FORD	ADMIN CONF MACP	\$ 161.58	708062
101-345-9571.00	INSERVICE TRAINING	MI ASSOCIATION OF CHIEFS OF POL	TRAINING/E SMITH	\$ 1,295.00	137959
		Total For Dept 345 PUBLIC SAFETY		\$ 7,255.71	
Dept 371 ZONING ADMINISTRATION					
101-371-8010.00	CONTRACTUAL SERVICES	TRIMBLE	SKETCH SUBSCRIPTION/PLANNING/2023	\$ 119.00	708032
101-371-8010.00	CONTRACTUAL SERVICES	TRIMBLE	SKETCH SUBSCRIPT/PLANNING/ZONING	\$ 119.00	708032
101-371-8010.00	CONTRACTUAL SERVICES	PLB PLANNING GROUP LLC	PLANNING SVS/MASTER PLAN UPDATE	\$ 4,527.48	708053
		Total For Dept 371 ZONING ADMINISTRATION		\$ 4,765.48	
Dept 447 CITY ENGINEERING					
101-447-8010.00	CONTRACTUAL SERVICES	HUBBELL, ROTH & CLARK INC	HRC/DTE OBSERVATION	\$ 21,653.20	137975
		Total For Dept 447 CITY ENGINEERING		\$ 21,653.20	
Dept 448 STREET LIGHTING					
101-448-9220.00	ELECTRIC SERVICE	CONSUMERS ENERGY	ELECTRIC SERVICE-2.14.24-3.13.24	\$ 8,240.08	708044
		Total For Dept 448 STREET LIGHTING		\$ 8,240.08	
Dept 485 GASLIGHT VILLAGE BUSINESS DISTRICT					
101-485-9210.00	GAS SERVICE	DTE ENERGY	GAS BILLING-2.22.24-3.21.24	\$ 4,337.63	708038
101-485-9220.00	ELECTRIC SERVICE	CONSUMERS ENERGY	ELECTRIC SERVICE-2.14.24-3.13.24	\$ 442.53	708044
101-485-9230.00	WATER SERVICE	CITY OF EAST GRAND RAPIDS/WTR B	WATER BILLING/MONTHLY	\$ 62.81	708009
		Total For Dept 485 GASLIGHT VILLAGE BUSINESS DISTRICT		\$ 4,842.97	

Dept 528 YARD WASTE COLLECTION/REFUSE/COMPOST					
101-528-8010.00	CONTRACTUAL SERVICES	ARROWASTE INC	TRASH REMOVAL/DPW	\$ 406.25	708032
101-528-8010.00	CONTRACTUAL SERVICES	ARROWASTE INC	TRASH REMOVAL/CITY HALL	\$ 364.72	708032
		Total For Dept 528 YARD WASTE COLLECTION/REFUSE/COMPOST		\$ 770.97	
Dept 751 RECREATION					
101-751-7400.00	OPERATING SUPPLIES	AMAZON	OFFICE SUPPLIES	\$ 41.70	708032
101-751-7400.00	OPERATING SUPPLIES	AMAZON	CHAIRS	\$ 32.99	708032
101-751-7400.00	OPERATING SUPPLIES	AMAZON	OFFICE SUPPLIES	\$ 14.19	708032
101-751-7400.00	OPERATING SUPPLIES	AMAZON	OFFICE SUPPLIES	\$ 48.02	708032
101-751-7400.00	OPERATING SUPPLIES	AMAZON	RETURN REFUND	\$ (32.99)	708032
101-751-7400.00	OPERATING SUPPLIES	SWEETWATER SOUND	MIC FOR RM 101	\$ 199.99	708032
101-751-7400.00	OPERATING SUPPLIES	INTEGRITY BUSINESS SOLUTIONS	COPY PAPER	\$ 140.97	137977
101-751-7400.00	OPERATING SUPPLIES	INTEGRITY BUSINESS SOLUTIONS	OFFICE SUPPLIES	\$ 103.24	137977
101-751-8010.00	CONTRACTUAL SERVICES	EAST GRAND RAPIDS HIGH SCHOOL	YEARBOOK AD	\$ 175.00	137950
101-751-8010.00	CONTRACTUAL SERVICES	WHEN I WORK	TIME CLOCK/POOLS	\$ 140.00	708032
101-751-9300.00	REPAIRS & MAINTENANCE	KONICA MINOLTA BUSINESS SOLUTI	COPIER SUPPLIES/SVC	\$ 153.13	708032
		Total For Dept 751 RECREATION		\$ 1,016.24	
Dept 756 POOL PROGRAMS					
101-756-7400.00	OPERATING SUPPLIES	AMAZON	SUPPLIES/W POOL	\$ 59.67	708032
101-756-8010.00	CONTRACTUAL SERVICES	PREIN & NEWHOF	WATER TEST/WP	\$ 20.00	708055
101-756-9210.00	GAS SERVICE	DTE ENERGY	GAS BILLING-W POOL 2.22.24-3.21.24	\$ 867.55	708038
101-756-9230.00	WATER SERVICE	CITY OF EAST GRAND RAPIDS/WTR B	WATER BILLING/W POOL	\$ 793.64	708009
		Total For Dept 756 POOL PROGRAMS		\$ 1,740.86	
Dept 771 TREE MAINTENANCE AND REMOVAL					
101-771-7400.00	OPERATING SUPPLIES	GREAT LAKES ACE	AIR FILTER/CHAINSAW	\$ 29.13	708032
		Total For Dept 771 TREE MAINTENANCE AND REMOVAL		\$ 29.13	
Dept 775 SPECIAL EVENTS					
101-775-7400.00	OPERATING SUPPLIES	BLICK ART MATERIALS	CRAFTS/SWEETHEART DANCE	\$ 373.66	708032
101-775-7400.00	OPERATING SUPPLIES	LITTLE CAESAR'S PIZZA	VOLUNTEER FOOD/SPORTS NT OUT	\$ 53.36	708032
101-775-7400.00	OPERATING SUPPLIES	SPARTAN STORES LLC	FOOD/SPORTS NT OUT	\$ 47.51	708032

		Total For Dept 775 SPECIAL EVENTS		\$ 474.53	
Dept 777 RECREATION PROGRAMMING					
101-777-7400.00	OPERATING SUPPLIES	KINDERMUSIK INTERNATIONAL	KINDERMUSIK SUPPLIES	\$ 18.39	708032
101-777-8010.00	CONTRACTUAL SERVICES	CULTIVATE	ART CLASSES/MARCH	\$ 1,345.00	708014
101-777-8010.00	CONTRACTUAL SERVICES	SRNB DANCE ACADEMY LLC	IRISH DANCE/WINTER	\$ 580.00	708030
101-777-8010.00	CONTRACTUAL SERVICES	PIATT BRICKZ LLC	BRICKS 4 KIDZ CLASSES	\$ 1,506.67	137979
		Total For Dept 777 RECREATION PROGRAMMING		\$ 3,450.06	
Dept 778 GROUNDS MAINTENANCE					
101-778-7400.00	OPERATING SUPPLIES	AMAZON	DOG WASTE BAGS	\$ 439.96	708032
101-778-7400.00	OPERATING SUPPLIES	MODEL COVERALL SERVICE INC	UNIFORM RENTAL/GROUNDS MAINT	\$ 11.30	708064
101-778-7400.00	OPERATING SUPPLIES	MODEL COVERALL SERVICE INC	UNIFORM RENTAL/GROUNDS MAINT	\$ 11.30	708064
101-778-7400.00	OPERATING SUPPLIES	MODEL COVERALL SERVICE INC	UNIFORM RENTAL/GROUNDS MAINT	\$ 11.30	708064
101-778-8080.00	GROUNDS MAINTENANCE	EASTERN FLORAL	PLANTSCAPE-MONTHLY	\$ 105.00	708032
101-778-8080.00	GROUNDS MAINTENANCE	THORNAPPLE INC	MONTHLY LAWN CARE-7 OF 12	\$ 4,197.67	708032
101-778-8080.00	GROUNDS MAINTENANCE	THORNAPPLE INC	MONTHLY LAWN CARE-8 OF 12	\$ 4,197.67	708032
101-778-8080.00	GROUNDS MAINTENANCE	THORNAPPLE INC	MONTHLY LAWN CARE-9 OF 12	\$ 4,197.67	708032
		Total For Dept 778 GROUNDS MAINTENANCE		\$ 13,171.87	
Dept 779 RECREATION SPORTS					
101-779-7400.00	OPERATING SUPPLIES	TH BRANDS	7/8 BASEBALL SHIRTS	\$ 985.10	137982
101-779-7400.00	OPERATING SUPPLIES	TH BRANDS	YOUTH SOCCER SHIRTS	\$ 7,383.00	137982
		Total For Dept 779 RECREATION SPORTS		\$ 8,368.10	
Dept 781 MIDDLE SCHOOL SPORTS					
101-781-7400.00	OPERATING SUPPLIES	AMAZON	TENNIS BALLS	\$ 119.98	708032
101-781-7400.00	OPERATING SUPPLIES	TH BRANDS	MS GIRLS TENNIS SHIRTS	\$ 327.60	137982
		Total For Dept 781 MIDDLE SCHOOL SPORTS		\$ 447.58	
Dept 783 AQUATIC CLUB (WAVES)					
101-783-9210.00	GAS SERVICE	DTE ENERGY	GAS BILLING-W POOL 2.22.24-3.21.24	\$ 337.37	708038
101-783-9230.00	WATER SERVICE	CITY OF EAST GRAND RAPIDS/WTR B	WATER BILLING/W POOL	\$ 308.63	708009
		Total For Dept 783 AQUATIC CLUB (WAVES)		\$ 646.00	

		Total For Fund 101 GENERAL FUND		\$ 163,076.64	
Fund 202 MAJOR STREET FUND					
Dept 463 ROUTINE MAINTENANCE					
202-463-7400.11	EMPLOYEE SAFETY GEAR	GREAT LAKES ACE	WINTER GEAR/E LUCHIES	\$ 46.00	708032
202-463-7400.11	EMPLOYEE SAFETY GEAR	INDUSTRIAL SAFETY GEAR	GLOVES & HARDHATS	\$ 53.93	708032
202-463-7400.27	MISC MATERIALS AND TOOLS	GREAT LAKES ACE	SPRAYERS/ROAD MAINT	\$ 23.99	708032
202-463-7400.27	MISC MATERIALS AND TOOLS	MICHIGAN CAT	NEW BUCKET/#755	\$ 950.00	137990
202-463-8010.02	UNIFORMS	MODEL COVERALL SERVICE INC	UNIFORM RENTAL/DPW	\$ 93.82	708064
202-463-8010.02	UNIFORMS	MODEL COVERALL SERVICE INC	UNIFORM RENTAL/DPW	\$ 42.04	708064
202-463-8010.02	UNIFORMS	MODEL COVERALL SERVICE INC	UNIFORM RENTAL/DPW	\$ 26.95	708064
		Total For Dept 463 ROUTINE MAINTENANCE		\$ 1,236.73	
Dept 474 TRAFFIC SERVICES					
202-474-7400.14	SIGNS, POSTS, BARRICADES	DORNBOS SIGN & SAFETY INC	TRAFFIC SVC PARTS	\$ 166.00	708015
202-474-8010.12	GR, KENT CNTY, CONSUMERS, SIGNA	VERIZON WIRELESS	TRAFFIC SIGNAL WIRELESS	\$ 175.14	137969
202-474-8010.12	GR, KENT CNTY, CONSUMERS, SIGNA	CONSUMERS ENERGY	ELECTRIC SERVICE-2.14.24-3.13.24	\$ 1,071.42	708044
		Total For Dept 474 TRAFFIC SERVICES		\$ 1,412.56	
		Total For Fund 202 MAJOR STREET FUND		\$ 2,649.29	
Fund 203 LOCAL STREET FUND					
Dept 447 CITY ENGINEERING					
203-447-8010.00	CONTRACTUAL SERVICES	SEILER INSTRUMENT & MANUFACTU	ESRI FIELD MAPS/TRAINING	\$ 331.68	708028
		Total For Dept 447 CITY ENGINEERING		\$ 331.68	
Dept 463 ROUTINE MAINTENANCE					
203-463-7400.11	EMPLOYEE SAFETY GEAR	GREAT LAKES ACE	WINTER GEAR/E LUCHIES	\$ 46.00	708032
203-463-7400.11	EMPLOYEE SAFETY GEAR	INDUSTRIAL SAFETY GEAR	GLOVES & HARDHATS	\$ 53.93	708032
203-463-7400.27	MISC. MATERIALS AND TOOLS	GREAT LAKES ACE	SPRAYERS/ROAD MAINT	\$ 23.99	708032
203-463-7400.27	MISC. MATERIALS AND TOOLS	MICHIGAN CAT	NEW BUCKET/#755	\$ 950.00	137990
203-463-8010.02	UNIFORMS	MODEL COVERALL SERVICE INC	UNIFORM RENTAL/DPW	\$ 93.82	708064
203-463-8010.02	UNIFORMS	MODEL COVERALL SERVICE INC	UNIFORM RENTAL/DPW	\$ 42.05	708064
203-463-8010.02	UNIFORMS	MODEL COVERALL SERVICE INC	UNIFORM RENTAL/DPW	\$ 26.95	708064
203-463-9700.00	CAPITAL EXPENDITURES	GROUNDHAWG EXCAVATING & LANI	WATER SERVICE REPL/LSL	\$ 15,998.97	708047

		Total For Dept 463 ROUTINE MAINTENANCE		\$ 17,235.71	
Dept 474 TRAFFIC SERVICES					
203-474-7400.14	SIGNS, POSTS, BARRICADES	DORNBOS SIGN & SAFETY INC	TRAFFIC SVC PARTS	\$ 270.08	708015
		Total For Dept 474 TRAFFIC SERVICES		\$ 270.08	
		Total For Fund 203 LOCAL STREET FUND		\$ 17,837.47	
Fund 204 MUNICIPAL STREET FUND					
Dept 444 SIDEWALKS					
204-444-9350.02	NEW SIDEWALKS EXP	PREIN & NEWHOF	NEW SIDEWALK/PATH ROBINSON/CASCADE	\$ 25,403.45	708055
		Total For Dept 444 SIDEWALKS		\$ 25,403.45	
		Total For Fund 204 MUNICIPAL STREET FUND		\$ 25,403.45	
Fund 408 PARKS CAPITAL PROJECT FUND					
Dept 785 PARKS PLAYGROUND PROJECTS					
408-785-9700.00	CAPITAL EXPENDITURES	KATERBERG-VERHAGE INC	PLAYGROUND CONSTRUCTION #13	\$ 173,762.62	137956
		Total For Dept 785 PARKS PLAYGROUND PROJECTS		\$ 173,762.62	
		Total For Fund 408 PARKS CAPITAL PROJECT FUND		\$ 173,762.62	
Fund 592 WATER & SEWER FUND					
Dept 000					
592-000-0180.00	Water, Residential	LUSSIER, KIM	UB refund for account: LAKE-002885-0000-	\$ 7.15	137970
592-000-0180.00	Water, Residential	MCDONALD, JOHN	UB refund for account: GREE-000469-0000-	\$ 11.13	137971
		Total For Dept 000		\$ 18.28	
Dept 542 MAINS AND HYDRANTS					
592-542-7400.00	OPERATING SUPPLIES	AMAZON	MISS DIG SUPPLIES	\$ 94.94	708032
592-542-7400.11	EMPLOYEE SAFETY GEAR	GREAT LAKES ACE	WINTER GEAR/E LUCHIES	\$ 46.00	708032
592-542-7400.11	EMPLOYEE SAFETY GEAR	INDUSTRIAL SAFETY GEAR	GLOVES & HARDHATS	\$ 53.93	708032
592-542-7400.18	WATER MAIN MTRL AND ACCES	CANNON MACHINE INC	WATER PARTS	\$ 4,320.00	137948
592-542-7400.18	WATER MAIN MTRL AND ACCES	MICHIGAN PIPE & VALVE	WATER PARTS	\$ 216.50	137961
592-542-7400.18	WATER MAIN MTRL AND ACCES	PURITY CYLINDER GASES INC	PROPANE & CO2 FOR GARAGE	\$ 31.71	137965

592-542-7400.18	WATER MAIN MTRL AND ACCES	GASKET WHOLESale	GASKET MATERIAL/WATER	\$ 129.45	708032
592-542-7400.18	WATER MAIN MTRL AND ACCES	GR ELECTRIC INC	GROUND WIRE	\$ 486.00	708063
592-542-7400.22	SPOILS	LAKESIDE AGGREGATE LLC	SPOILS	\$ 656.25	137958
592-542-7400.22	SPOILS	LAKESIDE AGGREGATE LLC	SPOILS DISPOSAL	\$ 225.00	137958
592-542-7400.22	SPOILS	LAKESIDE AGGREGATE LLC	SPOILS HAULED OUT	\$ 787.50	137988
592-542-7400.23	STAKING, SAMPLES, SMALL EQUIP, M	FERGUSON ENTERPRISES LLC #3326	WATER TOOL	\$ 468.85	137953
592-542-7400.23	STAKING, SAMPLES, SMALL EQUIP, M	AMAZON	CAMERA/MISS DIG	\$ 49.99	708032
592-542-7400.23	STAKING, SAMPLES, SMALL EQUIP, M	AMAZON	CROWBAR TOOL/WATER	\$ 44.21	708032
592-542-7400.23	STAKING, SAMPLES, SMALL EQUIP, M	GEMPLER'S	STAKING FLAGS	\$ 211.86	708032
592-542-7400.23	STAKING, SAMPLES, SMALL EQUIP, M	GREAT LAKES ACE	WATER SAMPLE TOOLS	\$ 17.18	708032
592-542-7400.23	STAKING, SAMPLES, SMALL EQUIP, M	HARBOR FREIGHT TOOLS	WATER/SEWER SUPPLIES	\$ 64.73	708032
592-542-7400.23	STAKING, SAMPLES, SMALL EQUIP, M	PREIN & NEWHOF	WATER SAMPLES	\$ 700.00	708055
592-542-7400.23	STAKING, SAMPLES, SMALL EQUIP, M	LOWE'S	WATER PARTS/LSL	\$ 156.90	137989
592-542-7400.23	STAKING, SAMPLES, SMALL EQUIP, M	MICHIGAN CAT	NEW BUCKET/#755	\$ 950.00	137990
592-542-8010.00	CONTRACTUAL SERVICES	SEILER INSTRUMENT & MANUFACTU	ESRI FIELD MAPS/TRAINING	\$ 331.66	708028
592-542-8010.00	CONTRACTUAL SERVICES	HYDROCORP	CROSS CONNECT CONTROL PROG-MONTHLY	\$ 380.00	708048
592-542-8010.00	CONTRACTUAL SERVICES	PREIN & NEWHOF	WATER RELIABILITY STUDY	\$ 4,481.50	708055
592-542-8010.00	CONTRACTUAL SERVICES	NORTHWEST KENT MECHANICAL CC	SVC FOR 560 GLADSTONE METER HOOKUP	\$ 212.50	137995
592-542-8010.02	UNIFORMS	MODEL COVERALL SERVICE INC	UNIFORM RENTAL/DPW	\$ 93.83	708064
592-542-8010.02	UNIFORMS	MODEL COVERALL SERVICE INC	UNIFORM RENTAL/DPW	\$ 42.04	708064
592-542-8010.02	UNIFORMS	MODEL COVERALL SERVICE INC	UNIFORM RENTAL/DPW	\$ 26.95	708064
592-542-9560.00	DUES & SUBSCRIPTIONS	MRWA (MI RURAL WATER ASSOCIATI	MRWA WATER S1 & S2/D NORDHOF	\$ 360.00	137992
592-542-9560.00	DUES & SUBSCRIPTIONS	MRWA (MI RURAL WATER ASSOCIATI	MRWA WATER S1/S2/D DANNAH	\$ 360.00	137992
592-542-9560.00	DUES & SUBSCRIPTIONS	MRWA (MI RURAL WATER ASSOCIATI	MRWA WATER S1/S2/T CRAPSER	\$ 360.00	137992
592-542-9570.00	PROFESSIONAL DEVELOPMENT	STATE OF MICHIGAN	WATER TESTING APP/DARREN	\$ 70.00	708032
592-542-9570.00	PROFESSIONAL DEVELOPMENT	STATE OF MICHIGAN	WATER TESTING APP/DAN	\$ 70.00	708032
592-542-9570.00	PROFESSIONAL DEVELOPMENT	STATE OF MICHIGAN	WATER TEST APP/TIM C	\$ 70.00	708032
592-542-9570.00	PROFESSIONAL DEVELOPMENT	STATE OF MICHIGAN	WATER LICENSE TEST/BRIAN B	\$ 70.00	708032
592-542-9700.36	LEAD SERVICE LINE (LSL)	GROUNDHAWG EXCAVATING & LANI	WATER SERVICE REPL/LSL	\$ 47,996.90	708047
		Total For Dept 542 MAINS AND HYDRANTS		\$ 64,636.38	
Dept 543 METERS					
592-543-7400.00	OPERATING SUPPLIES	LOWE'S	METER CLAMPS	\$ 42.63	137989
		Total For Dept 543 METERS		\$ 42.63	

Dept 545 METER READING AND COLLECTING					
592-545-8010.00	CONTRACTUAL SERVICES	HALVERSON ENGINEERING LLC	WATER METER READS/FEB	\$ 5,055.70	708020
592-545-8010.00	CONTRACTUAL SERVICES	HALVERSON ENGINEERING LLC	WATER METER READS/MAR	\$ 5,063.50	708020
592-545-8010.00	CONTRACTUAL SERVICES	BADGER METER	CELLULAR METER UNITS	\$ 46.06	708042
		Total For Dept 545 METER READING AND COLLECTING		\$ 10,165.26	
Dept 550 SEWER EXPENDITURES					
592-550-7400.00	OPERATING SUPPLIES	HARBOR FREIGHT TOOLS	WATER/SEWER SUPPLIES	\$ 89.99	708032
592-550-7400.11	EMPLOYEE SAFETY GEAR	GREAT LAKES ACE	WINTER GEAR/E LUCHIES	\$ 46.00	708032
592-550-7400.11	EMPLOYEE SAFETY GEAR	INDUSTRIAL SAFETY GEAR	GLOVES & HARDHATS	\$ 53.92	708032
592-550-7400.25	SEWER MAIN MTRL & ACCESS	MICHIGAN CAT	NEW BUCKET/#755	\$ 950.00	137990
592-550-8010.00	CONTRACTUAL SERVICES	SEILER INSTRUMENT & MANUFACTU	ESRI FIELD MAPS/TRAINING	\$ 331.66	708028
592-550-8010.02	UNIFORMS	MODEL COVERALL SERVICE INC	UNIFORM RENTAL/DPW	\$ 93.83	708064
592-550-8010.02	UNIFORMS	MODEL COVERALL SERVICE INC	UNIFORM RENTAL/DPW	\$ 42.04	708064
592-550-8010.02	UNIFORMS	MODEL COVERALL SERVICE INC	UNIFORM RENTAL/DPW	\$ 26.95	708064
592-550-9210.00	GAS SERVICE	DTE ENERGY	GAS BILLING-2.22.24-3.21.24	\$ 63.99	708038
592-550-9300.11	LIFT STATION REPAIRS	KENNEDY INDUSTRIES INC	BRIARWOOD LIFT STATION	\$ 434.00	137957
		Total For Dept 550 SEWER EXPENDITURES		\$ 2,132.38	
		Total For Fund 592 WATER & SEWER FUND		\$ 76,994.93	
Fund 677 HEALTH CARE FUND					
Dept 852 HEALTH CARE ADMINISTRATION					
677-852-8010.00	CONTRACTUAL SERVICES	MICHIGAN PLANNERS INC	1095 PREPARATION	\$ 1,543.90	708025
677-852-8310.00	LIFE AND AD&D INS. PREMIUM	MADISON NATIONAL LIFE INS CO INC	LTD & LIFE INS PREMIUMS-APRIL	\$ 1,906.28	708050
677-852-8370.00	LTD INSURANCE PREMIUMS	MADISON NATIONAL LIFE INS CO INC	LTD & LIFE INS PREMIUMS-APRIL	\$ 1,414.96	708050
		Total For Dept 852 HEALTH CARE ADMINISTRATION		\$ 4,865.14	
		Total For Fund 677 HEALTH CARE FUND		\$ 4,865.14	
Fund 692 MOTOR EQUIPMENT REVOLVING FUND					
Dept 570 MOTOR EQUIPMENT EXPENDITURES					
692-570-7510.00	OP. SUP - TIRES	ALMA TIRE SVC INC	FOAM FILL/#130-430	\$ 2,200.00	137947
692-570-7530.00	OP. SUP - OIL	J&H OIL COMPANY	BULK OIL	\$ 2,133.12	137955
692-570-7540.00	OP. SUP - PARTS	MICHIGAN CAT	#130 PARTS	\$ 483.57	137960

692-570-7540.00	OP. SUP - PARTS	NAPA AUTO PARTS	PS #274 LIGHTS	\$ 199.80	137962
692-570-7540.00	OP. SUP - PARTS	NAPA AUTO PARTS	#274 LED SWITCHOVER LIGHTS	\$ 47.98	137962
692-570-7540.00	OP. SUP - PARTS	NAPA AUTO PARTS	#274 LED LIGHTS	\$ 371.78	137962
692-570-7540.00	OP. SUP - PARTS	NAPA AUTO PARTS	#274 LED LIGHTS	\$ 149.71	137962
692-570-7540.00	OP. SUP - PARTS	NAPA AUTO PARTS	#274/LED LIGHTS	\$ 141.24	137962
692-570-7540.00	OP. SUP - PARTS	NAPA AUTO PARTS	OIL FILTERS STOCK	\$ 85.20	137962
692-570-7540.00	OP. SUP - PARTS	NAPA AUTO PARTS	#274/CREDIT TO REM TAX	\$ (149.71)	137962
692-570-7540.00	OP. SUP - PARTS	PURITY CYLINDER GASES INC	PROPANE & CO2 FOR GARAGE	\$ 35.56	137965
692-570-7540.00	OP. SUP - PARTS	JACK DOHENY COMPANIES INC	PARTS FOR #137	\$ 738.39	708021
692-570-7540.00	OP. SUP - PARTS	PARTS PLUS	#295.1718 ASSY	\$ 144.93	137978
692-570-7540.00	OP. SUP - PARTS	LAWSON PRODUCTS INC	SHOP SUPPLIES	\$ 18.27	708049
692-570-7540.00	OP. SUP - PARTS	NAPA AUTO PARTS	#274 SEAL	\$ 26.22	137993
692-570-7540.00	OP. SUP - PARTS	NAPA AUTO PARTS	295.1718 PARTS	\$ 150.44	137993
692-570-7550.00	OP. SUP - STEEL	ALRO STEEL CORPORATION	STEEL/BULK	\$ 626.64	708059
692-570-7550.00	OP. SUP - STEEL	ALRO STEEL CORPORATION	STEEL/BULK	\$ 76.23	708059
692-570-7550.00	OP. SUP - STEEL	ALRO STEEL CORPORATION	STEEL/BULK	\$ 471.01	708059
692-570-7560.00	OP. SUP - SM. TOOLS	PAYPAL	BATTERY CHARGER	\$ 40.17	708032
692-570-7560.00	OP. SUP - SM. TOOLS	SNAP-ON INDUSTRIAL	MECH TOOLS	\$ 276.64	137980
692-570-7560.00	OP. SUP - SM. TOOLS	NAPA AUTO PARTS	MECH TOOLS	\$ 28.79	137993
692-570-7590.00	OP. SUP - GARAGE	NAPA AUTO PARTS	SHOP SUPPLIES	\$ 101.99	137962
692-570-7590.00	OP. SUP - GARAGE	PARTS PLUS	WASHER SOLVENT	\$ 93.60	137964
692-570-7590.00	OP. SUP - GARAGE	FIRST CHOICE COFFEE SERVICES	COFFEE ORDER	\$ 253.19	708017
692-570-7590.00	OP. SUP - GARAGE	LAWSON PRODUCTS INC	SHOP SUPPLIES	\$ 43.65	708024
692-570-7590.00	OP. SUP - GARAGE	LAWSON PRODUCTS INC	SHOP SUPPLIES	\$ 353.25	708024
692-570-7590.00	OP. SUP - GARAGE	LAWSON PRODUCTS INC	SHOP SUPPLIES	\$ 171.49	708024
692-570-7590.00	OP. SUP - GARAGE	NAPA AUTO PARTS	SHOP SUPPLIES	\$ 78.64	137993
692-570-7620.00	OP. SUP - UL GAS	FLYERS ENERGY LLC	FUEL PURCHASE/PS	\$ 47.31	708018
692-570-7620.00	OP. SUP - UL GAS	VAN MANEN PETROLEUM GROUP	FUEL/CITY VEHICLES	\$ 1,319.93	708031
692-570-7620.00	OP. SUP - UL GAS	VAN MANEN PETROLEUM GROUP	FUEL/CITY VEHICLES	\$ 1,250.30	708057
692-570-7620.00	OP. SUP - UL GAS	FLYERS ENERGY LLC	FUEL PURCHASE/PS	\$ 207.86	708061
692-570-7620.00	OP. SUP - UL GAS	VAN MANEN PETROLEUM GROUP	FUEL/CITY VEHICLES	\$ 1,394.09	708068
692-570-7630.00	OP. SUP - DIESEL FUEL	VAN MANEN PETROLEUM GROUP	FUEL/CITY VEHICLES	\$ 1,085.47	708031
692-570-7630.00	OP. SUP - DIESEL FUEL	VAN MANEN PETROLEUM GROUP	FUEL/CITY VEHICLES	\$ 1,166.10	708057
692-570-8010.00	CONTRACTUAL SERVICES	SMART PLANET SOFTWARE LLC	GPS TRACING/MONTHLY	\$ 105.00	708029
692-570-8010.00	CONTRACTUAL SERVICES	STATE OF MI/MI DEPT OF MGMT &BU	MIDEAL ANNUAL 2024	\$ 230.00	708032

692-570-8010.00	CONTRACTUAL SERVICES	SMART PLANET SOFTWARE LLC	GPS TRACKING/MONTHLY	\$ 385.00	708056
692-570-8010.00	CONTRACTUAL SERVICES	VERIZON CONNECT	GPS UNITS/ACCT#100000161949	\$ 259.70	708058
692-570-9300.00	REPAIRS & MAINTENANCE	NEAL'S TRUCK PARTS INC	#102.1718 CENTER BEARING	\$ 94.95	137994
		Total For Dept 570 MOTOR EQUIPMENT EXPENDITURES		\$ 16,937.50	
		Total For Fund 692 MOTOR EQUIPMENT REVOLVING FUND		\$ 16,937.50	
Fund 701 TAX FUND					
Dept 000					
701-000-2222.00	DELQ PERS-DUE TO COUNTY	KENT COUNTY TREASURER	DLPP TAX 3.1.24-3.15.24	\$ 0.97	708022
701-000-2232.00	DELQ PERS-DUE TO KDL	KENT DISTRICT LIBRARY	DLPP TAX 3.1.24-3.15.24	\$ 0.55	708023
701-000-2233.00	TAX PENALTIES DUE TO KDL	KENT DISTRICT LIBRARY	DLPP TAX 3.1.24-3.15.24	\$ 0.02	708023
		Total For Dept 000		\$ 1.54	
		Total For Fund 701 TAX FUND		\$ 1.54	
		Fund Totals:			
			Fund 101 GENERAL FUND	\$ 163,076.64	
			Fund 202 MAJOR STREET FUND	\$ 2,649.29	
			Fund 203 LOCAL STREET FUND	\$ 17,837.47	
			Fund 204 MUNICIPAL STREET FUND	\$ 25,403.45	
			Fund 408 PARKS CAPITAL PROJECT FUND	\$ 173,762.62	
			Fund 592 WATER & SEWER FUND	\$ 76,994.93	
			Fund 677 HEALTH CARE FUND	\$ 4,865.14	
			Fund 692 MOTOR EQUIPMENT REVOLVING FUND	\$ 16,937.50	
			Fund 701 TAX FUND	\$ 1.54	
		Total For All Funds:		\$ 481,528.58	

City of East Grand Rapids
Agenda of the City Commission
Voucher Run Summary April 23, 2024
CHECKS #137946-138002 ACH #708009-708068

Finance Cmte Date	Commission Member	Voucher Total	Approval Signatures:		
4/23/2024	Marc Schulz	\$481,528.58			
	Laura Schwartz				
	Brad Hunter				
Alternate:					
Alternate:					



CITY OF
EAST GRAND RAPIDS

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750 LAKESIDE DRIVE SE • EAST GRAND RAPIDS, MICHIGAN 49506

(616) 940-4817

www.eastgr.org

SHARLA SEATH
FINANCE DIRECTOR

MEMORANDUM

TO: Mayor and City Commissioners
FROM: Sharla Seath, Finance Director/Treasurer
DATE: April 16, 2024

RE: Financial reports nine-month period ended March 31, 2024

The following reports represent the City's financial standing for the nine-month period ending March 31, 2024. Refer to proceeding documents for detailed information.

GENERAL FUND

As presented, General Fund revenues are \$12,992,175 of the \$14,106,020 budget which equates to 92% of expected revenues for FY 2023-2024. The City has collected 100% of its budgeted tax roll, which is 73% of total revenue. The City's other main source of revenue is State revenue sharing, which is received in quarterly payments that start in October after the State's fiscal year commences. The City has received approximately 52% of the revenue sharing allocated by the state as of 03/31/2024.

Expenditures through the 3rd quarter of the year should be approximately 75% of the budget. In total expenditures in the general fund are showing expensed at 70% of the budget. Two main areas have led to this number being lower than expected. Many of the projects budgeted for in the City buildings (approximately \$500,000 will be completed this summer. The Parks and Recreation department in total is currently 63% expensed because many of their expenses such as ground maintenance, recreation sports and special events happen at the end of the year, so these will be expensed towards the end of the Fiscal Year.

MAJOR, LOCAL & MUNICIPAL STREET FUND

These funds are summarized in the following worksheets through March 31, 2024. Revenue in these funds has been received through the 3rd quarter is as to be expected. Major and Local Funds receive revenue from the State paid in monthly payments. They also receive funding from the Municipal Street fund which is where the Road Millage taxes are captured. The transfers to the Major and Local funds from the Municipal fund are not completed until the end of the year when an exact expenditure funding need is known. The Local Fund also receives a \$500,000 of the \$1 million transfer from the General Fund. The other \$500,000 is transferred to the Municipal Fund and used to cover the expenditures in the Major and Local Fund. The main revenue source in the Municipal Fund is the Road Millage taxes which is then dispersed to the Major and Local Funds. There are very few projects that are managed and expensed out of the Municipal Fund.

Expenditures in these funds are currently within budget. Major streets is showing at 77.4% of budgeted expenditures which is consistent with projects completed and past years use of budget through 3/31/2024. Local streets is at 37.4% which is again consistent with past years based on most of the construction projects are completed in the spring and summer months.

WATER AND SEWER FUND

Revenues billed for Water, Sewer, and Readiness to Serve through March 31, 2024, are \$3,461,130. This reflects the invoices that have been billed to customers through February 2024. Customer invoices for usage are a month behind throughout the year and are accrued back in June for year-end revenue recognition. Currently revenue is at 67.9% of the \$5,169,870 adopted budget amount for the fiscal year.

Expenditures in the water and sewer fund are in three main categories. The first is the water and sewer usage from the City of Grand Rapids that are billed monthly and are set by the Water/Sewer annual rate study completed by the City of Grand Rapids. The second category is capital expenditures. These are projects such as the CIPP and LSL and other approved water and sewer projects. Many of these projects are completed like the street projects during the spring and summer months, but with the mild winter this year the projects are progressing quicker than when the winter lingers. Lastly there are the operating expenditures related to the maintenance of the current water and sewer systems. These are mainly personnel costs and costs of supplies for day-to-day operation. All the expenditure categories through the 3rd quarter are well in line with budget.

Also included in this report is the 3rd Quarter Cash Summary by fund.

REVIEWED & APPROVED FOR SUBMISSION

A handwritten signature in black ink, appearing to read 'Shea Charles', written in a cursive style.

Shea Charles, City Manager

Cash and Investments by Fund Quarter Ended March 31, 2024

	Special Revenue					Debt Service		Capital Projects	Enterprise	Internal Service					TOTAL	
	General	Major Street	Local Street	Municipal Street	Drug Seizure	FED ARPA	Parks Milage DS	Municipal Complex	Parks Captial Fund	Water and Sewer	Health Insurance	MERF	Retirement	OPEB		Special Assessment
101/701/099	202	203	204	265	286	308	372	408	592	677	692	731	736	810		
CHECKING ACCOUNTS																
Fifth Third	\$ (8,813,587)	\$ 607,695	\$ 288,030	\$ 2,621,565	\$ 42,170	\$ 24,282	\$ 5,589	\$ 18,804	\$ 2,611,654	\$ 1,664,897	\$ 761,951	\$ 630,733	\$ 16,658	\$ (288,771)	\$ 10,996	\$ 202,664
Total Checking Accounts	\$ (8,813,587)	\$ 607,695	\$ 288,030	\$ 2,621,565	\$ 42,170	\$ 24,282	\$ 5,589	\$ 18,804	\$ 2,611,654	\$ 1,664,897	\$ 761,951	\$ 630,733	\$ 16,658	\$ (288,771)	\$ 10,996	\$ 202,664
INVESTMENTS																
Kent County Investment Pool	\$ 2,643,310	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,643,310
Michigan Class Invesment Pool	\$ 13,833,079					\$ 734,294		\$ 752,850								
Total Investments:	16,476,388	-	-	-	-	734,294	-	-	752,850	-	-	-	-	-	-	17,963,532
Investment with Trustee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,479,777	\$ 1,806,886	\$ -	\$ -	\$ 14,286,662
Total Investments	\$ 16,476,388	\$ -	\$ -	\$ -	\$ -	\$ 734,294	\$ -	\$ -	\$ 752,850	\$ -	\$ -	\$ 12,479,777	\$ 1,806,886	\$ -	\$ -	\$ 32,250,195
Total Checking and Investments	\$ 7,662,801	\$ 607,695	\$ 288,030	\$ 2,621,565	\$ 42,170	\$ 758,576	\$ 5,589	\$ 18,804	\$ 3,364,504	\$ 1,664,897	\$ 761,951	\$ 630,733	\$ 12,496,434	\$ 1,518,115	\$ 10,996	\$ 32,452,859

CITY OF EAST GRAND RAPIDS
 3rd QUARTER REVENUE AND EXPENDITURE REPORT FY2023-2024 Thru 03/31/2024
 with comparison through 03/31/2023

	Original Budget 2023-2024	Adopted Budget 2023- 2024	YTD Thru 03/31/2024	% of Budget	Difference 2024 to 2023	Adopted Budget 2022- 2023	YTD Thru 03/31/2023	% of Budget
Revenue								
Taxes	10,359,900	10,359,900	10,317,760	100%	597,290	9,751,960	9,720,470	100%
Intergovernmental	1,395,320	1,466,450	815,996	56%	79,340	1,386,680	736,657	53%
Charges for Services	490,600	593,000	366,217	62%	(109,134)	641,700	475,351	74%
Parks & Recreation	1,024,770	1,015,770	769,574	76%	(50,456)	1,021,930	820,030	80%
Public Safety	27,000	27,000	12,916	48%	43	28,000	12,873	46%
Licenses & Permits	90,000	90,000	49,035	54%	(29,872)	75,000	78,907	105%
Interst	275,000	500,000	620,252	124%	346,065	100,000	274,187	274%
Other Revenue	53,900	53,900	40,425	75%	3,364	47,100	37,061	79%
Total Revenue	13,716,490	14,106,020	12,992,175	92%	836,639	13,052,370	12,155,537	93%
Expenditures								
GENERAL GOVERNMENT								
City Commission	30,200	30,200	14,470	48%	(808)	28,970	15,278	53%
City Manager	421,710	421,710	319,791	76%	2,463	451,390	317,328	70%
Elections	34,500	34,500	40,491	117%	7,730	40,900	32,762	80%
Assessor	148,860	148,860	117,238	79%	13,010	146,400	104,228	71%
City Attorney	300,000	300,000	165,989	55%	14,185	280,000	151,804	54%
Finance	701,200	701,200	518,100	74%	22,168	763,860	495,932	65%
General Administration	1,476,700	1,476,700	1,500,274	102%	37,841	1,502,270	1,462,434	97%
TOTAL GENERAL GOVERNMENT	3,113,170	3,113,170	2,676,354		96,587	3,213,790	2,579,767	
CITY SERVICES								
City Buildings	1,291,440	1,660,210	775,663	47%	59,789	1,474,500	715,874	49%
Zoning Administration	187,900	187,900	98,579	52%	10,604	127,400	87,975	69%
City Engineering	-	223,000	39,770	18%	-	-	-	#DIV/0!
Street Lighting	105,100	106,100	64,919	61%	9,816	110,100	55,103	50%
Gaslight Village Busniess District	218,010	297,680	213,740	72%	93,497	208,000	120,244	58%
Waste Collection	508,200	508,200	326,683	64%	(10,926)	518,700	337,610	65%
Lake Treatment	22,000	22,000	2,683	12%	(7,411)	60,000	10,094	17%
Tree Manintenance & Removal	190,700	190,700	113,489	60%	26,354	186,000	87,135	47%
TOTAL CITY SERVICES	2,523,350	3,195,790	1,635,526		181,723	2,684,700	1,414,033	
PUBLIC SAFETY								
Public Safety	4,971,830	5,043,830	3,498,315	69%	293,751	4,556,020	3,204,564	70%
Public Safety State Programs	5,500	5,500	9,953	181%	5,191	5,500	4,762	87%
TOTAL PUBLIC SAFETY	4,977,330	5,049,330	3,508,268		298,942	4,561,520	3,209,326	
PARKS & RECREATION								
Recreation	832,680	1,093,480	760,336	70%	159,040	802,450	601,296	75%
Pool Programs	274,290	274,290	190,748	70%	36,577	218,490	154,171	71%
Special Events	150,010	150,010	79,173	53%	3,456	150,900	75,717	50%
Recreation Programming	97,300	97,300	76,974	79%	5,137	98,400	71,837	73%
Grounds Maintenance	426,950	435,550	256,391	59%	50,243	410,500	206,148	50%
Recreation Sports	228,340	228,340	129,750	57%	(5,121)	180,960	134,871	75%
Middle School Sports	70,010	66,150	48,428	73%	(804)	69,440	49,231	71%
Acquatic Club (Waves)	133,670	133,670	62,873	47%	(1,649)	127,860	64,522	50%
TOTAL PARKS & RECREATION	2,213,250	2,478,790	1,604,673		246,881	2,059,000	1,357,792	
TRANSFERS OUT	1,070,000	1,070,000	1,070,000	100%		1,070,000	1,070,000	100%
Total Expenditures	13,897,100	14,907,080	10,494,821	70%		13,589,010	9,630,918	71%
Total (Use) Gain of Fund Balance	(180,610)	(801,060)	2,497,354			(536,640)	2,524,619	

Major Street Fund

	Original Budget	Amended Budget	Actual	Percent of Budget
Revenues:				
State Funding	1,061,330	1,061,330	727,462	68.5%
Interest and rents	-	-	2,554	#DIV/0!
Other Revenue	-	-	-	0.0%
Transfers In	380,170	380,170	-	0.0%
Total Revenues	1,441,500	1,441,500	730,016	50.6%
Expenditures				
City Engineering	82,300	117,500	101,559	86.4%
Street Construction	226,900	191,900	172,934	90.1%
Routine Maintenance	403,200	367,200	287,674	78.3%
Traffic Services	384,100	403,800	344,147	85.2%
Winter Maintenance	240,000	256,100	142,246	55.5%
Street Administration	105,000	105,000	67,355	64.1%
Total Expenditures	1,441,500	1,441,500	1,115,914	77.4%
Total Gain (Use) of Fund Balance	-	-	(385,898)	

Municipal Street Fund

	Original Budget	Amended Budget	Actual	Percent of Budget
Revenues:				
Taxes & Penalties	1,578,500	1,578,500	1,572,466	99.6%
Interest and rents	5,000	5,000	8,993	179.9%
Transfers In	510,500	510,500	500,000	97.9%
Total Revenues	2,094,000	2,094,000	2,081,459	99.4%
Expenditures				
Sidewalks	200,000	200,000	75,875	37.9%
Storm Drains	456,250	456,250	95,201	20.9%
Routine Maintenance	5,000	5,000	-	0.0%
Transfers Out	1,924,940	1,924,940	-	0.0%
Total Expenditures	2,586,190	2,586,190	171,075	6.6%
Total Gain (Use) of Fund Balance	(492,190)	(492,190)	1,910,384	

Local Street Fund

	Original Budget	Amended Budget	Actual	Percent of Budget
Revenues:				
State Funding	397,930	397,930	295,056	74.1%
Interest and rents	-	-	66	#DIV/0!
Transfers In	2,044,770	2,044,770	500,000	24.5%
Total Revenues	2,442,700	2,442,700	795,122	32.6%
Expenditures				
City Engineering	80,700	88,600	60,885	68.7%
Street Construction	1,325,100	1,399,100	339,672	24.3%
Routine Maintenance	637,400	628,100	318,424	50.7%
Traffic Services	45,800	40,600	20,040	49.4%
Winter Maintenance	240,400	252,000	136,543	54.2%
Street Administration	113,300	113,300	67,350	59.4%
Total Expenditures	2,442,700	2,521,700	942,914	37.4%
Total Gain (Use) of Fund Balance	-	(79,000)	(147,792)	

Water and Sewer Fund

	Original Budget	Amended Budget	Actual	Percent of Budget
Revenues:				
Charges for services:				
Readiness-to-Serve	2,902,620	2,902,620	1,945,500	67.0%
Metered Water	885,000	885,000	622,770	70.4%
Sewage Disposal	1,317,250	1,317,250	892,860	67.8%
Other	20,000	20,000	12,410	62.1%
Fines and forfeits	45,000	45,000	37,320	82.9%
Investment Earnings	-	-	-	#DIV/0!
Total Revenues	5,169,870	5,169,870	3,510,860	67.9%
Expenses:				
Supply and usage charges:				
Water	883,500	883,500	585,400	66.3%
Sewer	1,316,000	1,316,000	747,830	56.8%
Operating expenses	2,977,980	2,977,980	1,898,460	63.7%
Depreciation	560,000	560,000	-	0.0%
Total Expenditures	5,737,480	5,737,480	3,231,690	56.3%
Total Gain (Use) of Fund Balance	(567,610)	(567,610)	279,170	



CITY OF
EAST GRAND RAPIDS

750 LAKESIDE DRIVE SE • EAST GRAND RAPIDS, MICHIGAN 49506

MEMORANDUM

TO: Mayor and City Commissioners
FROM: Sharla Seath, Finance Director
DATE: April 16, 2024
RE: FY 2023-24 Budget Amendments

Action Requested: That the City Commission approve the attached resolution amending the FY 2023-24 budget.

Background: The General Fund and Special Revenue Funds have been detailed by department/category on the worksheets attached to the resolution due to their budget level being approved by department subtotal. The current budget adjustments for the 3rd quarter are to realign the budget in certain departments to actuals that are estimated through 06/30/24. The General Fund revenue had various revenue and expenditure changes that brought the use of fund balance from \$801,060 to \$667,370, which is mainly due to the interest that the City has been earning on its investments. Major, Local and Municipal Street funds had no changes of appropriations, and any changes are related to realigning of expenses based on projects.

The City increased revenue received from interest in the General Fund, ARPA Fund and Parks Capital Fund.

General Fund: Some changes that were specific to the General Fund are listed below:

1. Grants received from the State of Michigan (EGLE, PA302 & MCOLES)
2. Reimbursement for insurance claims, offsetting expenditure.
3. Salary adjustments in various departments to move positions, account for comp time payouts, and realign salaries to close to estimated actuals.
4. Election expenditures passed through from the County for outsourcing of services related to the election.
5. Decrease in expenditure line in various departments for gas and electricity budgeted based on winter usage.

REVIEWED & APPROVED FOR SUBMISSION:

Shea Charles, City Manager

RESOLUTION 2023 - _____
RESOLUTION AMENDING FY 2023-2024 FISCAL YEAR BUDGET

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

- WHEREAS, it is necessary to amend the appropriations of the City's budget by making the proper adjustments and transfers where necessary; and
- WHEREAS, that various funds may require a change in appropriations due to a change in unanticipated
- WHEREAS, departments have reviewed their budget and are proposing the adjustments to be made; and
- WHEREAS, the City Manager has reviewed the amendments and is recommending that the adjustments be
- WHEREAS, the Commission may adopt general funds* and special revenue funds* for FY 2023-2024 by departmental appropriation subtotal as presented in attached information; and
- WHEREAS, the Commission may adopt the non-general funds and non-special revenue funds for FY 2023-2024 by fund total; and

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

		Adopted Budget	Proposed Amendments	Proposed Budget
GENERAL FUND*	Revenues	14,106,020	306,100	14,412,120
	Expenditures	14,907,080	172,410	15,079,490
	Fund Balance Change	<u>(801,060)</u>	<u>133,690</u>	<u>(667,370)</u>
MAJOR STREET*	Revenues	1,441,500	-	1,441,500
	Expenditures	1,441,500	-	1,441,500
	Fund Balance Change	<u>-</u>	<u>-</u>	<u>-</u>
LOCAL STREET*	Revenues	2,442,700	-	2,442,700
	Expenditures	2,521,700	-	2,521,700
	Fund Balance Change	<u>(79,000)</u>	<u>-</u>	<u>(79,000)</u>
MUNICIPAL STREET*	Revenues	2,094,000	-	2,094,000
	Expenditures	2,586,190	-	2,586,190
	Fund Balance Change	<u>(492,190)</u>	<u>-</u>	<u>(492,190)</u>
ARPA FUND	Revenues	30,000	443,500	473,500
	Expenditures	-	473,500	473,500
	Fund Balance Change	<u>30,000</u>	<u>(30,000)</u>	<u>-</u>
PARKS CAPITAL PROJECT	Revenues	1,123,580	1,121,420	2,245,000
	Expenditures	3,423,000	687,000	4,110,000
	Fund Balance Change	<u>(2,299,420)</u>	<u>434,420</u>	<u>(1,865,000)</u>

AYES:
NAYS:
ABSENT:

I, Lori Parmenter, the duly appointed Clerk of the City of East Grand Rapids, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the City of East Grand Rapids at a Regular Meeting held April 23, 2024, in compliance with the Open Meetings Act, Act No. 267 of the Public Acts of Michigan, 1976, as amended, the minutes of the meeting were kept and will be or have been made available as required by said Act.

CITY OF EAST GRAND RAPIDS

BY: _____

Lori Parmenter, City Clerk

CITY OF EAST GRAND RAPIDS

GENERAL FUND PROPOSED AMENDMENTS

	Adopted Budget	Proposed Amendments	Proposed Budget
REVENUES			
CITY TAXES & PENALTIES	\$ 10,359,900	-	10,359,900
LICENSES AND PERMITS	90,000	-	90,000
INTERGOVERNMENTAL PROGRAMS	1,466,450	33,800	1,500,250 (1)
CHARGES FOR CURRENT SERVICES	568,000	67,300	635,300 (2)
RECREATION REVENUE	1,015,770	-	1,015,770
FINES & FORFEITS	27,000	-	27,000
INTEREST AND RENTS	553,900	200,000	753,900 (3)
OTHER REVENUES	25,000	5,000	30,000 (4)
TOTAL REVENUES	<u>14,106,020</u>	<u>306,100</u>	<u>14,412,120</u>

- (1) State Revenue for EGLE recycling grant \$4,990, PA 302 grant \$4,940 & MCOLES grant for 2 recruits through GRCC \$48,000
- (2) Reflect funds received for insurance claims, offsetting expense
- (3) Increasing interest revenue based on current earnings YTD
- (4) Increase Misc revenue to reflect actuals

CITY OF EAST GRAND RAPIDS

GENERAL FUND PROPOSED AMENDMENTS

	Adopted Budget	Proposed Amendments	Proposed Budget
EXPENDITURES			
GENERAL GOVERNMENT			
CITY COMMISSION	\$ 30,200	500	\$ 30,700 (1)
CITY MANAGER	421,710	41,930	463,640 (2)
CITY ATTORNEY	300,000	(20,000)	280,000 (3)
ELECTIONS	34,500	22,500	57,000 (4)
ASSESSOR	148,860	14,980	163,840 (5)
FINANCE	701,200	28,500	729,700 (6)
GENERAL ADMIN	1,476,700	114,100	1,590,800 (7)
TOTAL GENERAL GOVERNMENT	3,113,170	202,510	3,315,680
PUBLIC SAFETY			
PUBLIC SAFETY	\$ 5,043,830	57,510	\$ 5,101,340 (8)
STATE PROGRAMS	5,500	4,500	10,000 (9)
TOTAL PUBLIC SAFETY	5,049,330	62,010	5,111,340
CITY SERVICES			
CITY BUILDINGS	\$ 1,660,210	(82,430)	\$ 1,577,780 (10)
ZONING ADMINISTRATION	187,900	(39,070)	148,830 (11)
CITY ENGINEERING	223,000	-	223,000
STREET LIGHTING	106,100	(12,100)	94,000 (10)
GAS LIGHT VILLAGE BUSINESS DISTRICT	297,680	(11,680)	286,000 (10)
WASTE COLLECTION	508,200	-	508,200
LAKE RESTORATION	22,000	-	22,000
TREE MAINTENANCE	190,700	-	190,700
TOTAL CITY SERVICES	3,195,790	(145,280)	3,050,510
RECREATION			
RECREATION	\$ 1,093,480	\$ 7,070	\$ 1,100,550 (10)
POOL PROGRAMS	274,290	33,150	307,440 (12)
SPECIAL EVENTS	150,010	-	150,010
RECREATION PROGRAMMING	97,300	-	97,300
GROUNDS MAINTENANCE	435,550	15,760	451,310 (10)
RECREATION SPORTS	228,340	-	228,340
MIDDLE SCHOOL SPORTS	66,150	800	66,950 (13)
AQUATIC CLUB (WAVES)	133,670	(3,610)	130,060 (14)
TOTAL PARKS & RECREATION	2,478,790	53,170	2,531,960
TOTAL EXPENDITURES	13,837,080	172,410	14,009,490
TRANSFERS			
TRANSFERS TO OTHER FUNDS	1,070,000	-	1,070,000
TOTAL EXPENDITURES & TRANSFERS	\$ 14,907,080	\$ 172,410	\$ 15,079,490

- (1) History room expenditures increase
- (2) Increase for comp time payout and part time temporary position
- (3) Attorney fees budgeting closer to actuals
- (4) New election costs charged by the County, outsourcing bill back to municipalities
- (5) Moving Deputy Assessor fully to the Assesing budget and comp time payout
- (6) Increase for Front Desk position full time and comp time payouts
- (7) Increase for additional amount for pension ARC & expenses for insurance claims (offsetting revenue)
- (8) Adjusting for additional overtime for recruit training and staffing shortages
- (9) Use of revenue received in prior years
- (10) Decrease in budget for gas & electric to align closer to actuals
- (11) Moved partial expenses for Master Plan to 2024-2025, decreased budget for 2023-2024
- (12) Increase for additional life guard usage for various pool programs, revenues will be adjusted next qtr
- (13) Increase for additional staff for Middle Schools, revenues will be adjusted next qtr
- (14) Decrease for life guard cost in this program

CITY OF EAST GRAND RAPIDS

MAJOR STREET FUND PROPOSED AMENDMENTS

	Adopted Budget	Proposed Amendments	Proposed Budget
<u>REVENUES</u>			
INTERGOVERNMENT PROGRAMS	1,061,330	-	1,061,330
MISCELLANEOUS REVENUE	-	-	-
INTEREST AND RENTS	-	-	-
TRANSFERS IN	380,170	-	380,170
TOTAL REVENUES	<u>\$ 1,441,500</u>	<u>\$ -</u>	<u>\$ 1,441,500</u>
<u>EXPENDITURES</u>			
ENGINEERING	117,500	4,130	121,630
STREET CONSTRUCTION	191,900	-	191,900
ROUTINE MAINTENANCE	367,200	20,770	387,970
TRAFFIC SERVICES	403,800	-	403,800
WINTER MAINTENANCE	256,100	(24,900)	231,200
STREET ADMINISTRATION	105,000	-	105,000
TRANSFERS OUT/DEBT SERVICE	-	-	-
TOTAL EXPENDITURES	<u>\$ 1,441,500</u>	<u>\$ -</u>	<u>\$ 1,441,500</u>
 NET CHANGE IN FUND BALANCE	 -	 -	 -

No Changes in Budget Appropriations

CITY OF EAST GRAND RAPIDS

LOCAL STREET FUND PROPOSED AMENDMENTS

	Adopted Budget	Proposed Amendments	Proposed Budget
<u>REVENUES</u>			
PROPERTY TAX REVENUE	-	-	-
INTERGOVERNMENT PROGRAMS	397,930	-	397,930
MISCELLANEOUS REVENUE	-	-	-
INTEREST AND RENTS	-	-	-
TRANSFERS IN	2,044,770	-	2,044,770
TOTAL REVENUES	<u>\$ 2,442,700</u>	<u>\$ -</u>	<u>\$ 2,442,700</u>
<u>EXPENDITURES</u>			
ENGINEERING	80,700	7,900	88,600
STREET CONSTRUCTION	1,404,100	(5,000)	1,399,100
ROUTINE MAINTENANCE	631,900	(3,800)	628,100
TRAFFIC SERVICES	45,800	(5,200)	40,600
WINTER MAINTENANCE	245,900	6,100	252,000
STREET ADMINISTRATION	113,300	-	113,300
TOTAL EXPENDITURES	<u>\$ 2,521,700</u>	<u>\$ -</u>	<u>\$ 2,521,700</u>
 NET CHANGE IN FUND BALANCE	 (79,000)	 -	 (79,000)

No Changes in Budget Appropriations

CITY OF EAST GRAND RAPIDS

MUNICIPAL STREET FUND PROPOSED AMENDMENTS

	Adopted Budget	Proposed Amendments	Proposed Budget
REVENUES			
PROPERTY TAX REVENUE	1,578,500	-	1,578,500
INTEREST AND RENTS	5,000	-	5,000
TRANSFERS IN	510,500	-	510,500
TOTAL REVENUES	\$ 2,094,000	\$ -	\$ 2,094,000
EXPENDITURES			
SIDEWALKS	200,000	-	200,000
STORM DRAINS	22,250	-	22,250
CAPITAL EXPENDITURE	439,000	-	439,000
TRANSFERS OUT	1,924,940	-	1,924,940
TOTAL EXPENDITURES	\$ 2,586,190	\$ -	\$ 2,586,190
NET CHANGE IN FUND BALANCE	(492,190)	-	(492,190)

No Changes in Budget Appropriations

CITY OF EAST GRAND RAPIDS

ARPA PROPOSED AMENDMENTS

	Adopted Budget	Proposed Amendments	Proposed Budget
REVENUES			
FEDERAL ARPA FUNDS	-	433,500	433,500 (2)
INTEREST AND RENTS	30,000	10,000	40,000 (1)
TOTAL REVENUES	\$ 30,000	\$ 443,500	\$ 473,500
 EXPENDITURES			
TRANSFER TO WATER/SEWER FUND	-	250,000	250,000 (3)
TRANSFER TO MERF FUND	-	223,500	223,500 (4)
TOTAL EXPENDITURES	\$ -	\$ 473,500	\$ 473,500
 NET CHANGE IN FUND BALANCE	 30,000	 (30,000)	 -

(1) Increasing interest revenue based on current earnings YTD

(2) Moving funds from deferred revenue to account for expenditures in the Fund

(3) Budget for the Commission approved transfer to the Water/Sewer Fund for LSL

(4) Budget for the Commission approved transfer to the MERF Fund for electric vehicles

CITY OF EAST GRAND RAPIDS

PARKS CAPITAL PROJECTS PROPOSED AMENDMENTS

	Adopted Budget	Proposed Amendments	Proposed Budget
REVENUES			
INTEREST AND RENTS	10,000	115,000	125,000 (1)
CONTRIBUTION FROM OTHER SOURCES	1,043,580	1,006,420	2,050,000 (2)
TRANSFER FROM GENERAL FUND	70,000	-	70,000
TRANSFER FROM ARPA FUND	-	-	-
TOTAL REVENUES	<u>\$ 1,123,580</u>	<u>\$ 1,121,420</u>	<u>\$ 2,245,000</u>
EXPENDITURES			
CONTRACTED SERVICES	93,000	117,000	210,000 (3)
CAPITAL PROJECTS	2,630,000	570,000	3,200,000 (3)
EQUIPMENT	700,000	-	700,000 (3)
TOTAL EXPENDITURES	<u>\$ 3,423,000</u>	<u>\$ 687,000</u>	<u>\$ 4,110,000</u>
 NET CHANGE IN FUND BALANCE	 (2,299,420)	 434,420	 (1,865,000)

(1) Increasing interest revenue based on current earnings YTD

(2) Increase revenue for EGRPS reimbursement for projects expenditures

(3) Realign budget to actual expenditure



SHEA CHARLES
CITY MANAGER

CITY OF
EAST GRAND RAPIDS

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750 LAKESIDE DRIVE SE • EAST GRAND RAPIDS, MICHIGAN 49506

(616) 949-2110

www.eastgr.org

MEMORANDUM

TO: Honorable Mayor and City Commissioners
FROM: Shea Charles, City Manager
DATE: April 3, 2024

RE: Americans With Disabilities Act (ADA)
Grievance Procedure

Action Requested: That the City Commission adopt an updated procedure for handling grievances filed by community members under the Americans with Disabilities Act.

Background: During our review of the administrative policies and procedures manual, it was noted that updates were needed to the procedure for staff to process any grievance filed alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits of the City. The document was updated to reflect changes to the Act, to direct complaints to the City Manager's office, and remove specific gender references.

Shea Charles, City Manager

GRIEVANCE PROCEDURE FOR RESOLUTION OF COMPLAINTS UNDER THE AMERICANS WITH DISABILITIES ACT

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the City of East Grand Rapids. The City's Personnel Policy governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available upon request for persons with disabilities.

The complaint should be submitted by the grievant and/or their designee as soon as possible but no later than 60 calendar days after the alleged violation to:

**City Manager/ADA Coordinator
City of East Grand Rapids Municipal Offices
750 Lakeside Drive SE, East Grand Rapids, MI 49506**

Within 15 calendar days after receipt of the complaint, the City Manager or their designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the City Manager or their designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the City of East Grand Rapids and offer options for substantive resolution of the complaint.

If the response the City Manager or their designee does not satisfactorily resolve the issue, the complainant and/or the complainant's designee may appeal the decision within 15 calendar days after receipt of the response to the Mayor.

Within 15 calendar days after receipt of the appeal, the Mayor will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Mayor will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by the City Manager or their designee, appeals to the Mayor or their designee, and responses from these two offices will be retained by the City of East Grand Rapids for at least three years.

Adopted by the East Grand Rapids City Commission
At their meeting held _____

GRIEVANCE PROCEDURE FOR RESOLUTION
OF COMPLAINTS UNDER THE A.D.A.

This grievance procedure is established to meet the requirements of the Americans with Disabilities Act. It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in employment practices and policies or the provision of services, activities, programs or benefits of the City of East Grand Rapids.

The complaint should be in writing and contain detailed information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative methods of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant or his/her designee as soon as possible but no later than 56 calendar days after the alleged violation to:

ADA COORDINATOR
William Baragar, Director of City Services
750 Lakeside Dr SE
East Grand Rapids, MI 49506
(616) 940-4817

Within 14 calendar days after receipt of the complaint, the Director of City Services or his/her designee will meet with the complainant to discuss the complaint and possible resolutions. Within 14 calendar days after the meeting, the Director of City Services or his/her designee will respond in writing, and, where appropriate, in format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of The City of East Grand Rapids and offer options for substantive resolution of the complaint.

If the response by the Director of City Services or his/her designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision of the ADA Coordinator within 14 calendar days after receipt of the response to the City Manager or his/her designee.

Within 14 calendar days after receipt of the appeal, the City Manager or his/her designee will meet with the complainant to discuss the complaint and possible resolutions. Within 14 calendar days after the meeting, the City Manager or his/her designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by the Director of City Services or his/her designee, appeals to the City Manager or his/her designee will be kept by the City of East Grand Rapids for at least three years.



SHEA CHARLES
CITY MANAGER

CITY OF
EAST GRAND RAPIDS

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(616) 949-2110

www.eastgr.org

MEMORANDUM

TO: Honorable Mayor and City Commissioners
FROM: Shea Charles, City Manager
DATE: April 3, 2024
RE: Solicitation of Legal Advice Policy

Action Requested: That the City Commission adopt an updated policy for the solicitation of legal advice from the City Attorney's office.

Background: As part of our review of the various policies and procedures adopted by the City Commission, we have updated the guidance for staff and elected officials regarding the use of the City Attorney's office. This policy outlines basic practices that allow the City Manager to properly disseminate the information being requested and provide financial oversight of the billing statements that result.

The policy has been updated to include the current billing system whereby staff and officials can contact the attorney with basic questions covered by the monthly retainer but requires prior approval for significant research or new projects.

Shea Charles, City Manager

POLICY DECISION BY THE CITY COMMISSION

TITLE: SOLICITATION OF LEGAL ADVICE

As prescribed in the City's Charter, the City Attorney is appointed directly by the City Commission to serve as chief legal counsel in all city matters and represent the city in legal proceedings. The City Attorney reports to and is under the direct supervision of the City Commission to perform any duties necessary by law, ordinance or direction of the City Manager.

The City's contract with the City Attorney's law firm contains a retainer arrangement that allows staff to consult with the attorney when necessary to conduct ongoing operations and provides separate billing provisions for larger issues or time-consuming matters.

To respect the attorney's time and to allow proper oversight of monthly billing statements, staff must communicate with the City Manager prior to contacting the City Attorney with any matter that will require research or involve more than one conversation.

Elected Officials should contact the City Manager with questions for the City Attorney to avoid duplication of matters already researched and so that information can be disseminated to all officials instead of just one member of the commission. This section should not be interpreted as usurping the Commission's oversight role of the City Attorney.

Advisory Boards and committees must refer legal questions and requests for attorneys to be present at meetings to the City Manager for approval.

Members of the public seeking to speak with the City Attorney should be referred to the City Manager or City Clerk for an explanation of the City Attorney's role as advisor to the city as an entity and not to individual residents.

Adopted by the City Commission



CITY OF
EAST GRAND RAPIDS

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(616) 949-2110 www.eastgr.org

Lori Parmenter
City Clerk

MEMORANDUM

TO: Mayor and City Commissioners
FROM: Lori Parmenter
DATE: April 18, 2024
RE: MML Membership Renewal Invoice

Action Requested: That the City Commission approve the renewal of the City's membership with the Michigan Municipal League along with the Legal Defense Fund.

Background: the City of East Grand Rapids has been a member of the Michigan Municipal league for a number of years. The City has benefited throughout our membership by utilizing their different resources available and training opportunities. This is a yearly expenditure that is accounted for in the current fiscal year budget.

Shea Charles, City Manager



michigan municipal league

MICHIGAN MUNICIPAL LEAGUE
MEMBERSHIP RENEWAL INVOICE

2023 - 2024

East Grand Rapids

ID: 139

Date: 04/01/2024

Membership Period: 06/01/2024 - 05/31/2025

Current Balance

* MML Dues	5,366.00
** Legal Defense Fund	537.00
	<u>\$5,903.00</u>

**Total Due by June 01, 2024:
\$5,903.00**

Please sign, date and return one invoice copy with your payment.

Make checks payable to the Michigan Municipal League and mail to the address below. Thank you.

(Signature)

(Date)

* MML dues include annual subscriptions to *The Review* for your officials at \$12.00 per subscription, which is 50% of the regular subscription rate.

** The Legal Defense Fund is an optional charge. The purpose of the Fund is to provide specialized legal assistance to member municipalities in cases that have significant statewide impact.

See what the League can do for you by visiting www.mml.org

Michigan Municipal League
P.O. Box 7409
Ann Arbor, MI 48107-7409
800-653-2483

Membership Benefits at a Glance

Legislative Advocacy

Legislative Advocacy: Expert advocacy and dedicated representation at the state and federal levels on municipal issues, utilizing Live with the League, and a legislative blog to keep members informed.

New Coalition Formed: Under the League's leadership, the Coalition for a Strong and Prosperous Michigan was formed to propose a bold vision for Michigan to invest nearly \$6 billion in American Rescue Plan funding. The coalition created The Michigan Prosperity Roadmap that lays out ambitious goals to invest these resources. Learn more at miroadmap.com.

Legal Advocacy

Legal Advocacy: Legal assistance on community issues, and advocacy for the interests of municipalities in the courts.

Legal Defense Fund: Advocacy program for municipalities in the state and federal appellate courts (member rates apply).

Placemaking and Community Development Assistance

Redevelopment Ready Communities® Support: Assistance navigating the RCC program through support from Michigan Economic Development Corporation.

Housing: New tools to help local leaders address housing needs in their communities, including the *Pattern Book Homes for the 21st Century* resource guide containing free drawings for multi-family infill development. Coming soon: A new Michigan housing data portal.

Michigan Green Communities Network: A sustainability networking and benchmarking program that shares resources and knowledge around environmental sustainability, clean energy, and more.

Development Code Reform: Project resources for communities that want to make tactical, incremental changes to their code ordinances in support of better development.

Information, Resources, & Consulting

ServeMICity: Resources and hands-on assistance for our communities in their post-COVID recovery efforts. Think of it as a personal concierge to help navigate new state and federal funding programs.

Local Government Primers: *Ethics Handbook for Michigan Municipalities; Handbook for General Law Village Officials; Handbook for Municipal Officials.*

Fact Sheets: One-page summaries of common municipal topics available online.

Sample Documents: Contracts, ordinances, policies, resolutions, Request for Proposals (RFPs), and more available on our website.

Inquiry Service: Information and custom research on your municipal questions.

Directory of Michigan Municipal Officials: Annual listing of elected and key appointed city, village, and urban township officials.

The Review: Bi-monthly magazine geared specifically to the municipal audience.

Wage and Salary Database: Searchable database of 163 titles, available to respondents of the annual online survey.

Executive Search Service: Recruit the League to facilitate your executive search process.

Consulting Services: Draw on the League's expertise for your management consulting.

Education & Events

Elected Officials Academy: Certification program designed to help elected officials lead in the 21st century.

Seminars and Workshops: Onsite and online training opportunities.

Convention and Capital Conference: Gain tools to improve your community and receive the latest Lansing updates.



We love where you live.

800.653.2483

 michigan municipal league

mml.org

Membership Benefits at a Glance, continued...

Insurance & Employee Benefits *(premiums apply)*

League Workers' Compensation Fund: Group self-insurance fund offering affordable workers' compensation coverage.

League Liability and Property Pool: Covers community property and offers liability protection against most municipal exposures.

League Sponsored BCBSM Program: Provides access to BCBS health insurance for our member communities of under 100 employees.

Unemployment Compensation Fund: Helps members deal more effectively with unemployment claims.

Leadership & Professional Development Opportunities

League Leadership Positions: Opportunity to hold a League leadership position or serve on a board for the Elected Officials Academy, insurance programs, or the Michigan Municipal League Foundation.

Committees: Serve on a committee or taskforce.

Affiliate Organizations: Join one of several tailored organizations for leadership, networking, and training.

Voting Privileges: Voting Privileges at the League's annual business meeting *(full members only)*.

Savings, Vendor, & Additional Services

Telecommunications: Cut telecom costs by partnering with Abilita, a telecommunications consulting leader.

CDL Drug and Alcohol Testing Consortium: Random testing program in accordance with DOT regulations.

Classified Ads: Municipal job openings, as well as items for sale, on the League's website.

Business Alliance Program: Vendors providing services to the municipal market.

RFP Sharing Service: Access the companies in the League's Business Alliance Program to help get your RFPs to more prospective bidders.

MML Foundation

Vision: Local leaders with the drive to make their community better will have access to the tools and resources needed to act on that opportunity.

Mission: To create and cultivate resources, partnerships, and opportunities that Michigan communities need to thrive.

FOUNDATION HIGHLIGHTS

Leadership Support: The Foundation offers support for elected and appointed officials and students to attend League trainings.

MI Water Navigator Helpdesk: This is a one-stop shop to help public municipal water systems and private water utilities identify funding opportunities to improve water quality for all Michiganders. Get started at miwaternavigator.org.

Bridge Builders Microgrants: This program offers small grants in League member communities looking to make local change for the better. The program supports placemaking and collaborations between individuals, elected officials, artists, business owners, and more!

See more at mmlfoundation.org



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APRIL 2023



CITY OF EAST GRAND RAPIDS

2024-2025 Proposed Budget

2023-2024 Budget Review

- Adopted Budget was to use \$180,300 of General Fund's Fund Balance.
- Projected budget indicates expenses will exceed revenues by \$400,000, with addition of DTE permit fees.
- The increase use of Fund Balance is due to deferred projects from 2022-2023 and other unanticipated projects.
- Last fiscal year the General Fund's fund balance increased by almost \$1 million, well over projections to \$6.2 million.
- The use of fund balance may be lower as interest earnings continue to be strong.

2023-2024 Budget Review

Unbudgeted Activities (including carryovers)	Overage
Kayak Rental Unit Purchase	\$26,700
PSO Recruit salaries	\$52,000
Increase in salaries and staff, higher pension	\$55,000
Wealthy Pool durability study	\$55,000
Pension Payment	\$80,000
Snow Melt System Boiler Replacement (Carry Over)	\$80,500
Fred Bunn Trail (Carry Over)	\$177,400
Miscellaneous projects (HVAC, Furniture Replacement, Flooring, Boardwalk Replacement) (Carry Over)	\$368,800
Total	\$895,400

2023-2024 Budget Review

Unbudgeted Revenues	Difference
Aerial Fire Truck Insurance Reimbursement	+\$66,300
State Grants for Public Safety Recruits	+\$96,000
Fred Bunn Trail – Fund Raising	+\$102,400
Interest Earnings	+\$425,000
Total	+\$689,700

2023-2024 Budget Review

Street Funds

- \$2.5 million in projects for the fiscal year.

Project	Cost
Mill/Overlay Project	\$1,928,940 including contingency
Mill/Overlay Joint Project (Robinson Road) with Grand Rapids	\$105,450 plus 20% contingency
Pavement Preservation-Cape Seal Projects	\$290,381
Pavement Preservation-HMA Sealant Project	\$42,000
Pavement Preservation-Microsurface Joint Project - Cascade Rd. (E. Beltline to Robinson Rd.).	\$195,571
Total Project Costs	\$2,572,886

2023-2024 Budget Review

Water/Sewer Fund

- Fund will increase cash reserves by \$241,000 to \$1.6 million.
- 200 Lead Service Lines (LSL) are being removed this year at a cost \$1 million. (\$500,000 water/sewer fund, \$250,000 American Rescue Plan Act funds, \$250,000 General Fund)

2023-2024 Budget Review

American Rescue Plan Act (ARPA) Funding

- All ARPA Funds have been committed or spent. Some projects are coming in under budget all will be allocated to Lead Service Line Replacements.

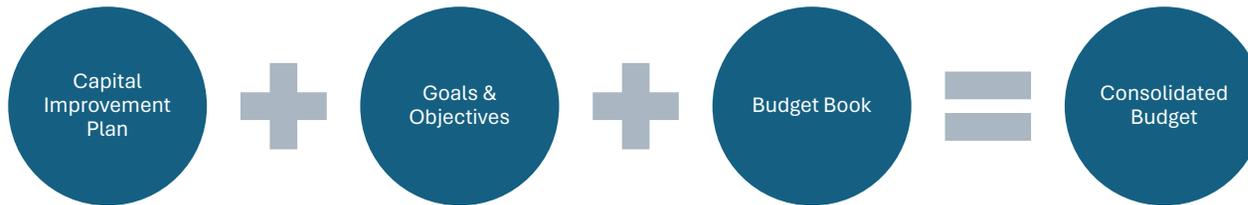
ARPA Commitments		
Total ARPA payment	1,256,440.72	
Total Interest earned	73,077.84	
COVID 19 one-time employee payments	35,520	Expensed
Community Center & PS roofs	241,927	Expensed
Playgrounds	300,000	Expensed
Electric vehicles	223,500	Committed
Lead Service Line Replacement (FY 23-24)	250,000	Committed
Lead Service Line Replacement (FY 24-25)	191,071.56	Committed
Pool scoreboard	87,500	Committed
Total Committed/Spent	1,329,518	



2024-2025 Proposed Budget

2024-2025 Proposed Budget

- Budget book includes three sections.
 - Goals & Objectives, Capital Improvement Plan, Budget Book.



2024-2025 Proposed Budget

- The Mayor & City Commission along with senior city staff held a facilitated Strategic Planning Session on February 10, 2024. The group met to set the City's Strategic Priorities along with guiding principals.

Key Strategic Goal Areas

- City Operations/Administration
- Parks and Recreation
- Public Safety
- Infrastructure
- Community Development

Implementation will be guided by:

- Financial Stewardship
- Environmental Sustainability
- Intergovernmental Cooperation

Priority Definitions:

1. Essential – High priority, as soon as practical
2. Desirable – High priority if funding is available
3. Acceptable – Worthwhile if funding is available
4. Deferrable – Lower priority at this time

2024-2025 Proposed Budget

- Budget continues focus on various capital investments and high-quality services.
- All Fund Proposed Budget Expenditure is \$37,839,110.
- Proposed General Fund Budget uses \$523,500 of Fund Balance.*
 - Reduces Fund Balance to 34%
 - Target Fund Balance is 25%

* Previous published version incorrectly stated \$1.5 million.

2024-2025 Proposed Budget

Revenues

- Operating Millage being reduced by 1.5%
- Property Tax Revenues increasing by 6.1% (\$625,000)
- State Revenue Sharing anticipated to be flat.

Expenditures - Increase/Reductions

- Heavy focus on Capital expenditures
- Annual Pension System Payment reduced to \$1.1 million from \$1.3 million
- Addition of one Parks & Recreation employee, no other staffing changes.

General Fund Capital Projects

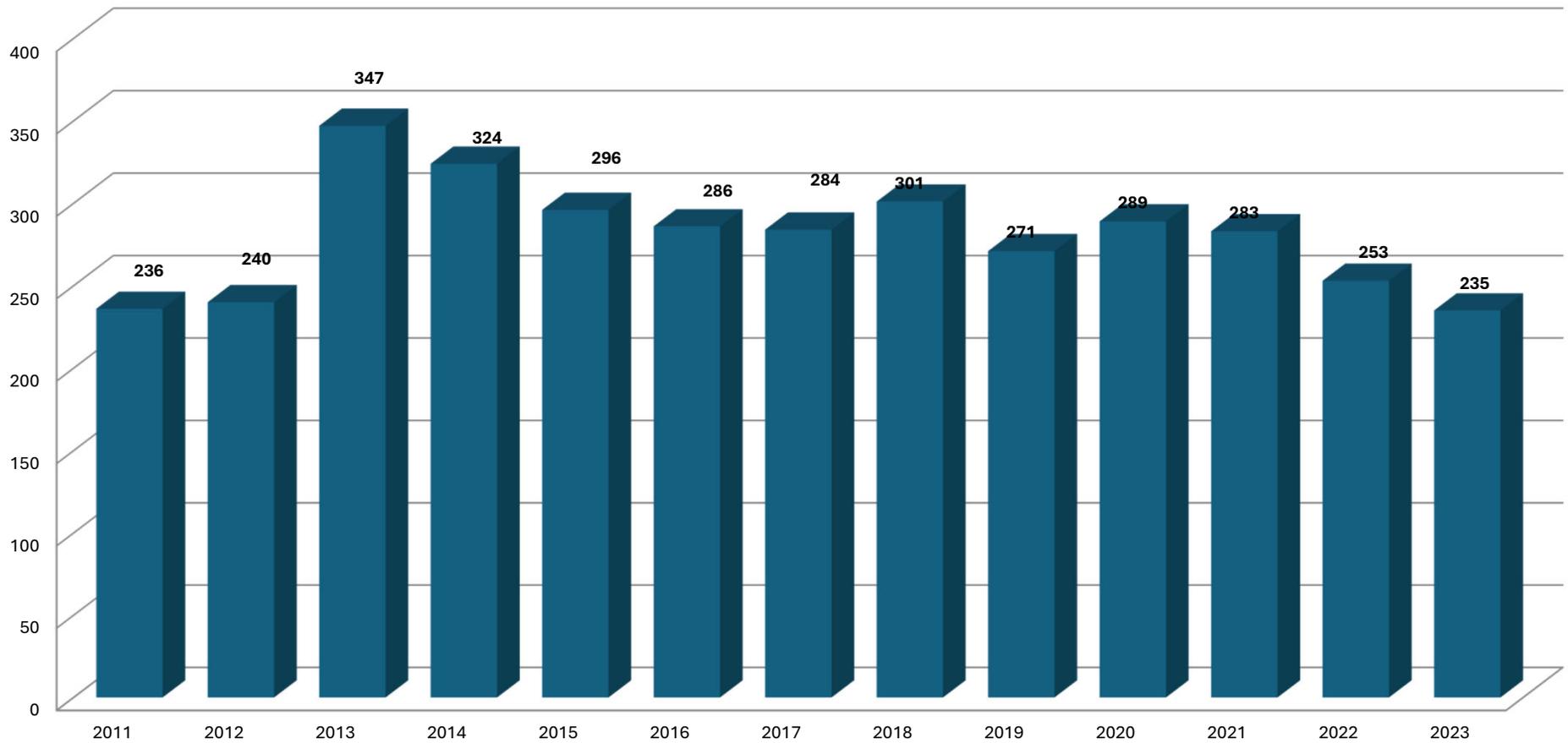
Project	Cost
Computer Replacements	21,500
Turn Out Gear	17,600
Airboat Replacement	100,000
Community Center Carpet Replacement	10,000
Furniture Chair Seat replacement	20,000
Community Center HVAC Updates	184,500
Flooring Replacement	100,000
Commission Chambers Mini Splits	24,000
Community Complex Lighting Control System	75,000
Salt and Storage Facility Improvement	350,000
Boiler 1 - Gaslight Snowmelt System	115,000
Total	1,017,600

2024-2025 Proposed Budget

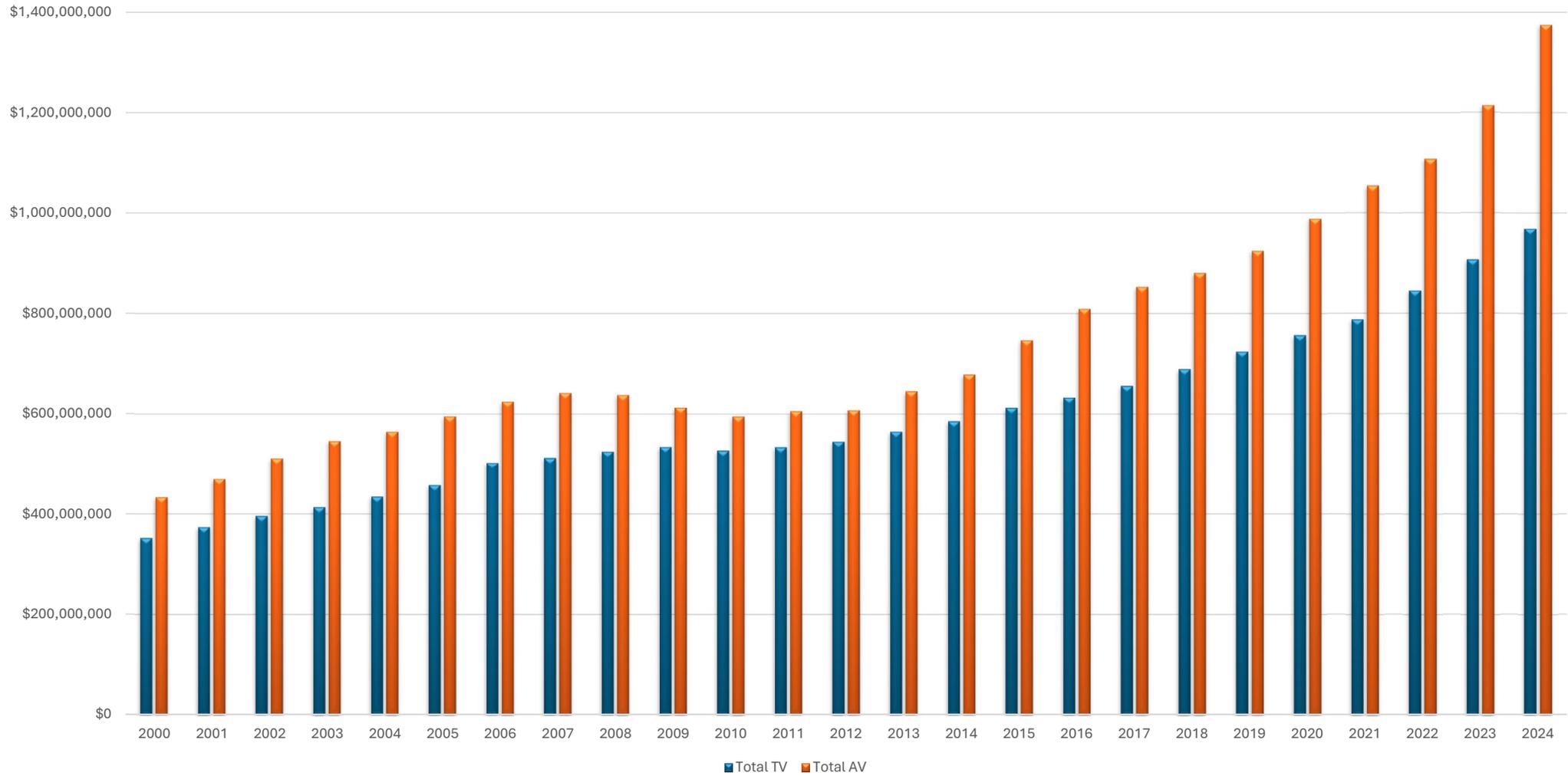
- 2024 Assessments were developed using a two-year sales study – April 1, 2021, through March 31, 2023
- Residential class Assessment Values increased 13% overall. Changes ranged from -2% to +13%
- Commercial class Assessment Values increased 1% overall.

Assessing Information

Number of Properties Transferred



Taxable Value vs Assessed Value



Proposal A Impacts

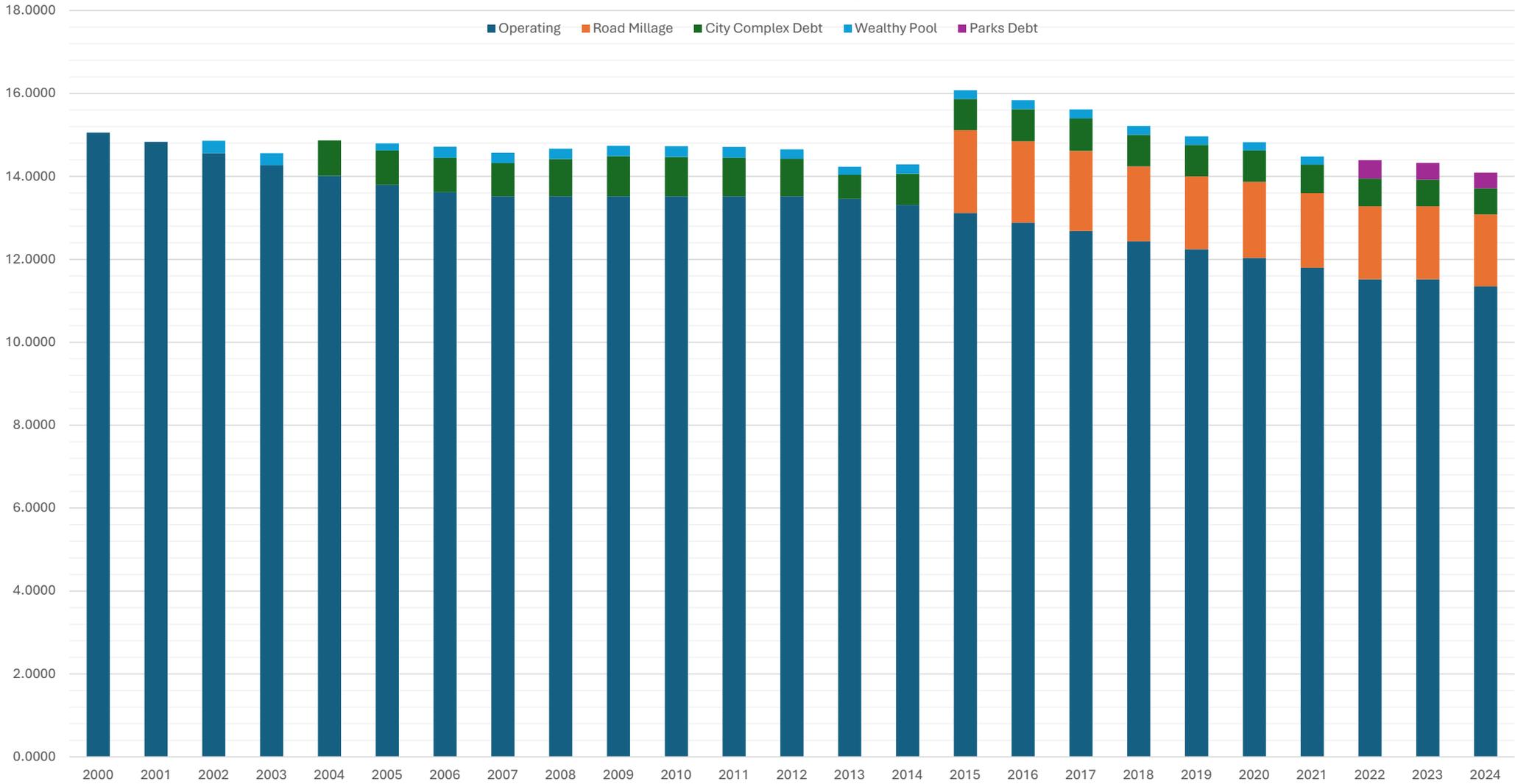
- Pursuant to Proposal A Taxable Value can only increase by the rate of inflation or 5%, whichever is less
 - 2023 Rate of Inflation 5.1%
- A property's taxable value is reset to assessed value when it is sold. The "uncapping" is treated as growth on existing property in the millage reduction calculation.

City of East Grand Rapids

Change in City Taxes 2015-2024

Year	City Operating Millage	Street Millage	Community Center Debt	Wealthy Pool Debt	Parks Debt Millage	Total City Millages
2015	13.1149	2.0000	0.7532	0.2110		16.0791
2016	12.8827	1.9646	0.7729	0.2164		15.8366
2017	12.6817	1.9339	0.7830	0.2160		15.6146
2018	12.4331	1.8074	0.7615	0.2137		15.2157
2019	12.2428	1.7587	0.7580	0.2054		14.9649
2020	12.0322	1.8346	0.7575	0.2007		14.8250
2021	11.7975	1.7988	0.6874	0.1955		14.4792
2022	11.5215	1.7567	0.6677		0.4438	14.3897
2023	11.5215	1.7567	0.6440		0.4050	14.3272
2024	11.3508	1.7307	0.6309		0.3748	14.0872

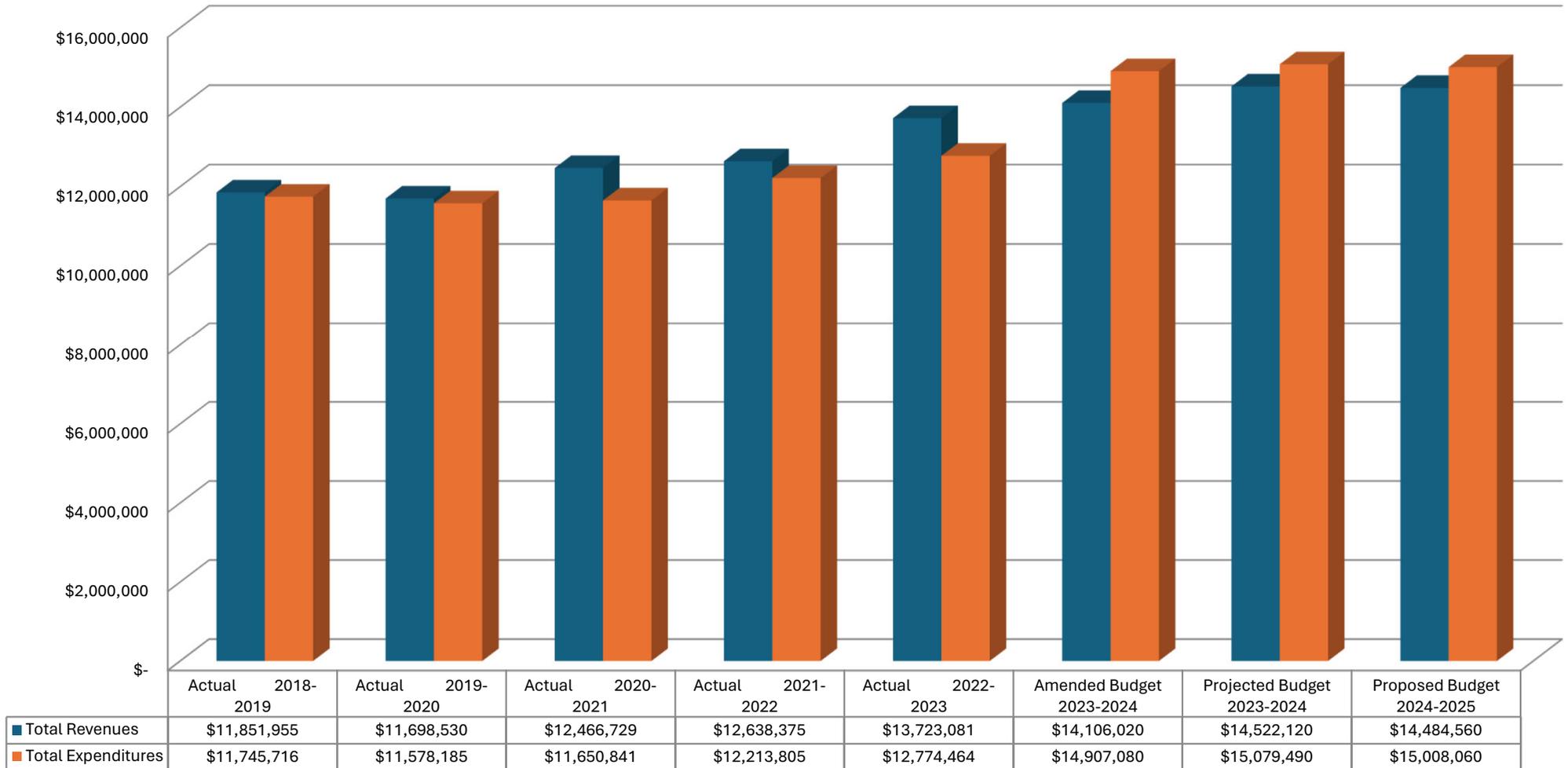
East Grand Rapids Millage History



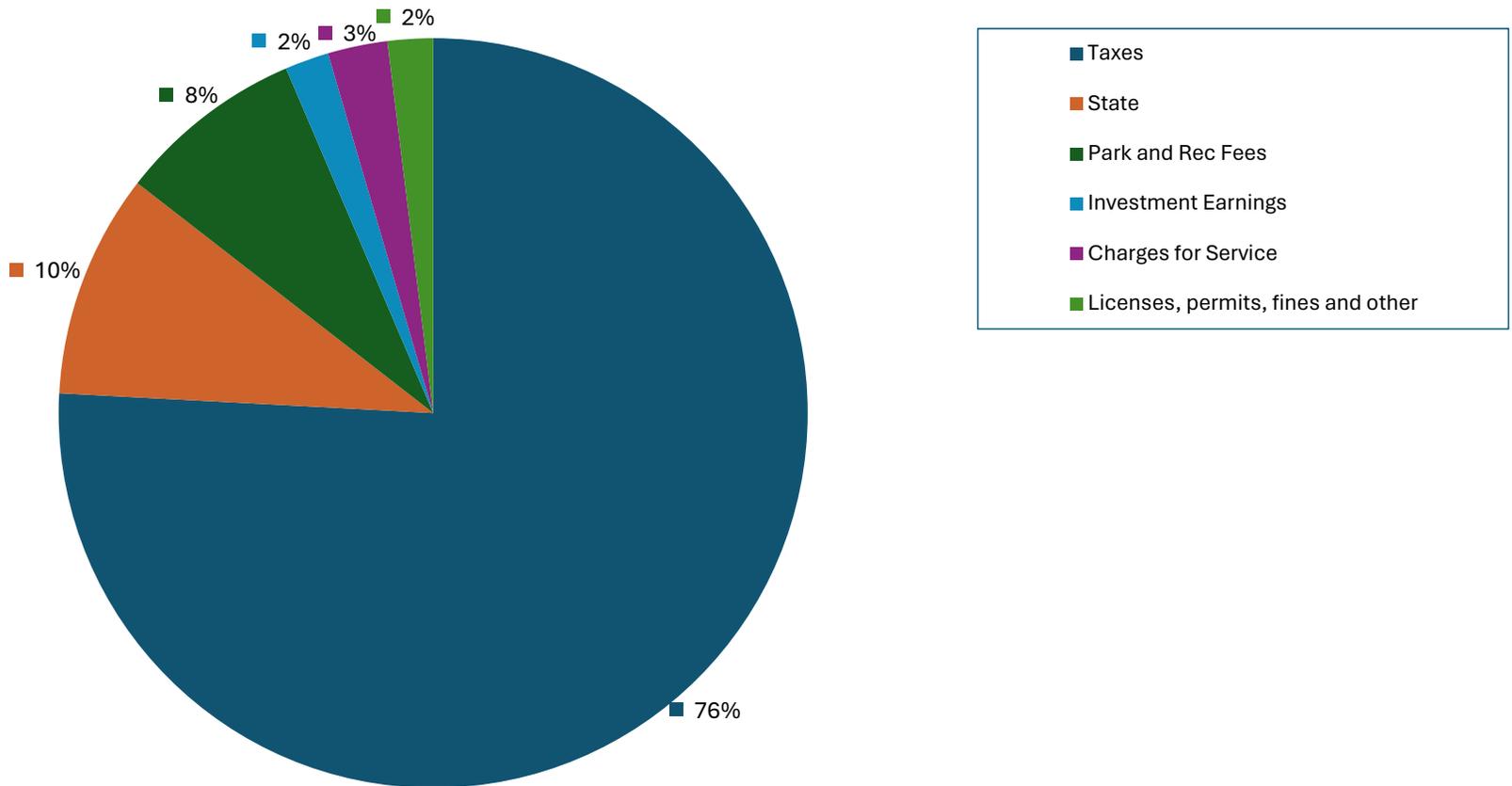
History of City Taxes since 2015

Year	CPI	Taxable Value	Total City Taxes	Percentage Change	City Operating Millage only	Percentage Change
2014	1.016	300,000	\$4,287		\$3,994	
2015	1.016	304,800	\$4,901	14.33%	\$3,997	0.10%
2016	1.003	305,714	\$4,841	-1.21%	\$3,938	-1.48%
2017	1.009	308,466	\$4,817	-0.51%	\$3,912	-0.67%
2018	1.021	314,944	\$4,792	-0.51%	\$3,916	0.10%
2019	1.024	322,502	\$4,826	0.71%	\$3,948	0.83%
2020	1.019	328,630	\$4,872	0.95%	\$3,954	0.15%
2021	1.014	333,231	\$4,825	-0.97%	\$3,931	-0.58%
2022	1.033	344,227	\$4,953	2.66%	\$3,966	0.88%
2023	1.05	361,439	\$5,178	4.54%	\$4,164	5.00%
2024	1.05	379,511	\$5,346	3.24%	\$4,308	3.44%
	Total % increase since 2015		9.09%	0.91%	7.76%	0.78%

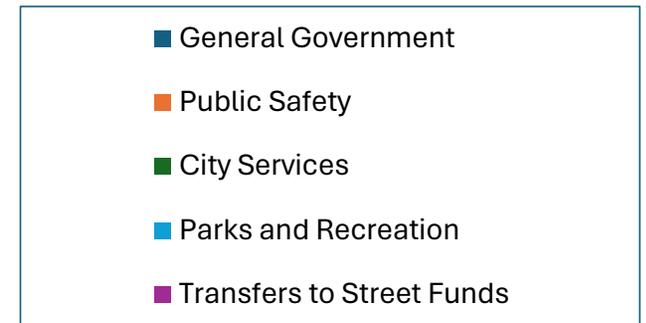
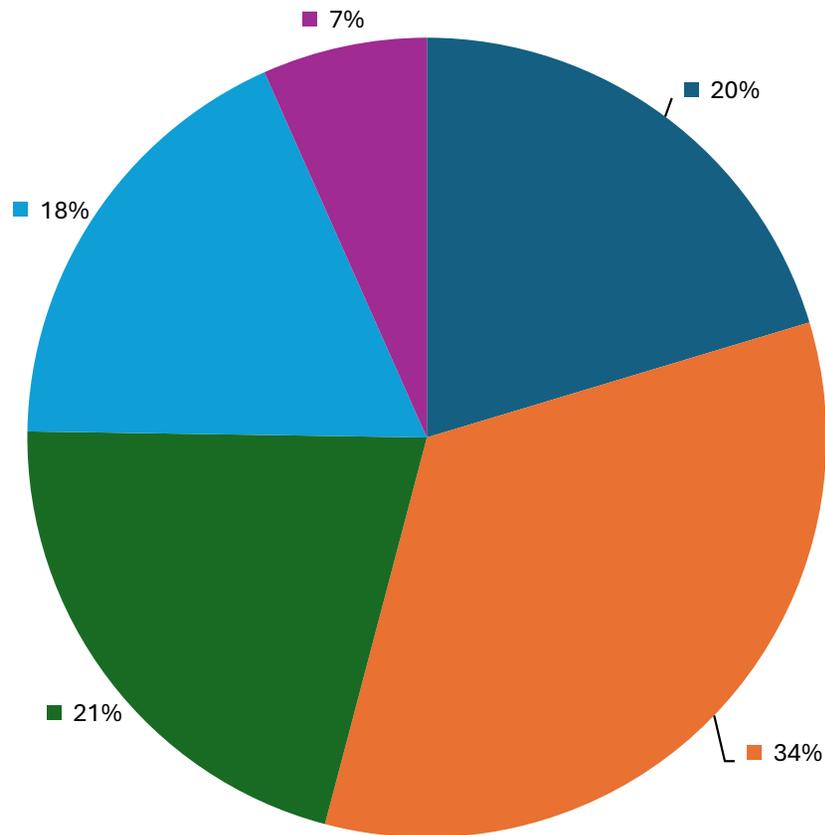
2024-2025 Proposed Budget



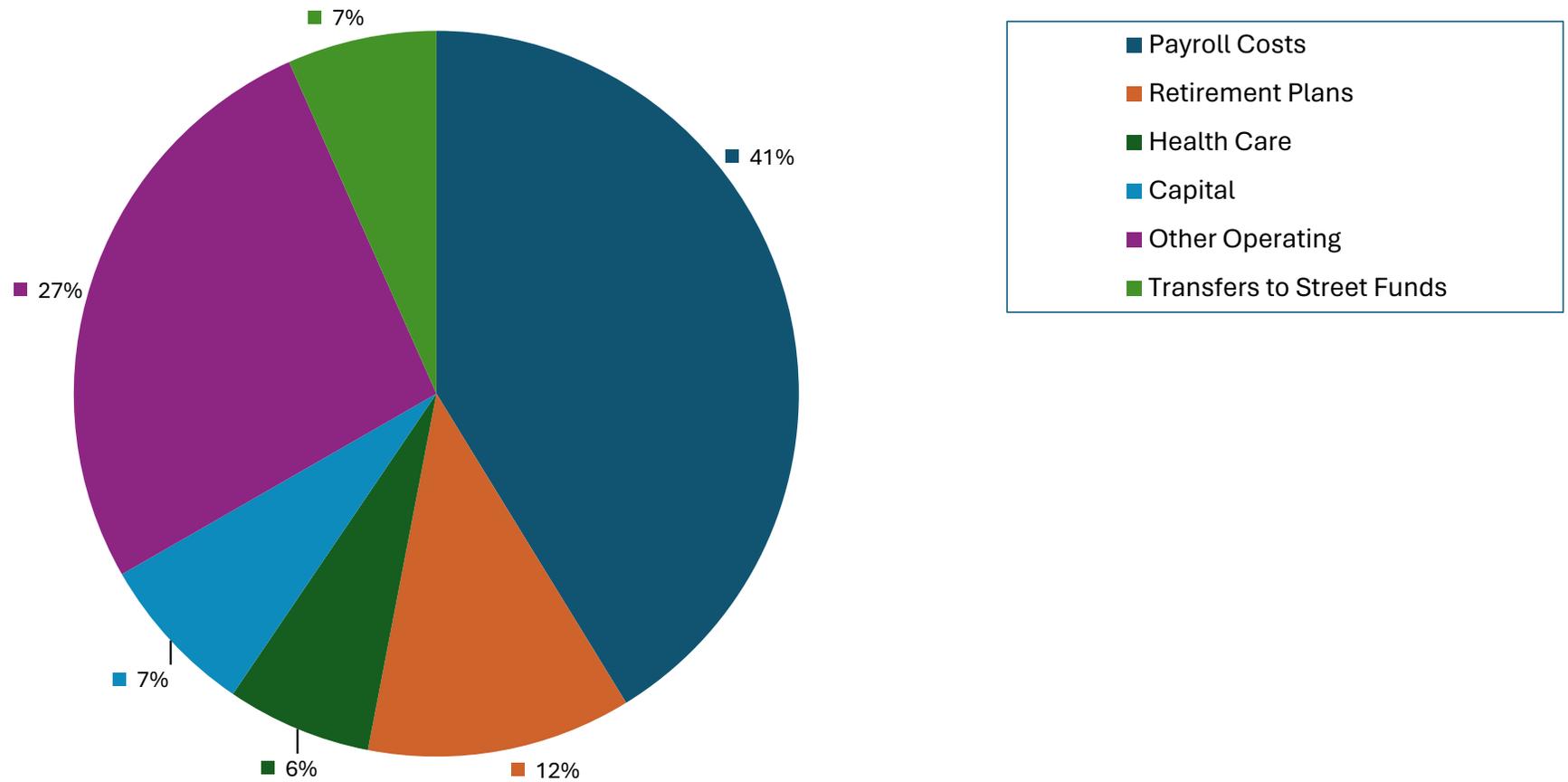
General Fund Revenue



General Fund Expenditures



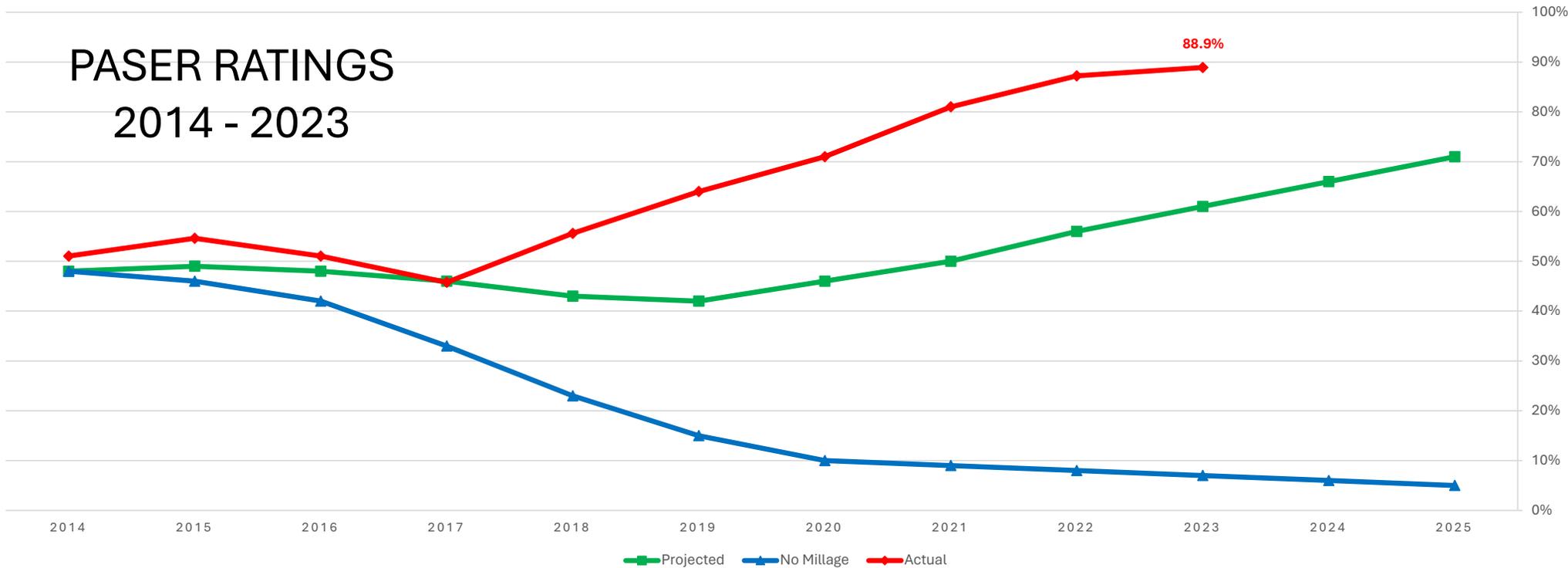
General Fund Expenditure



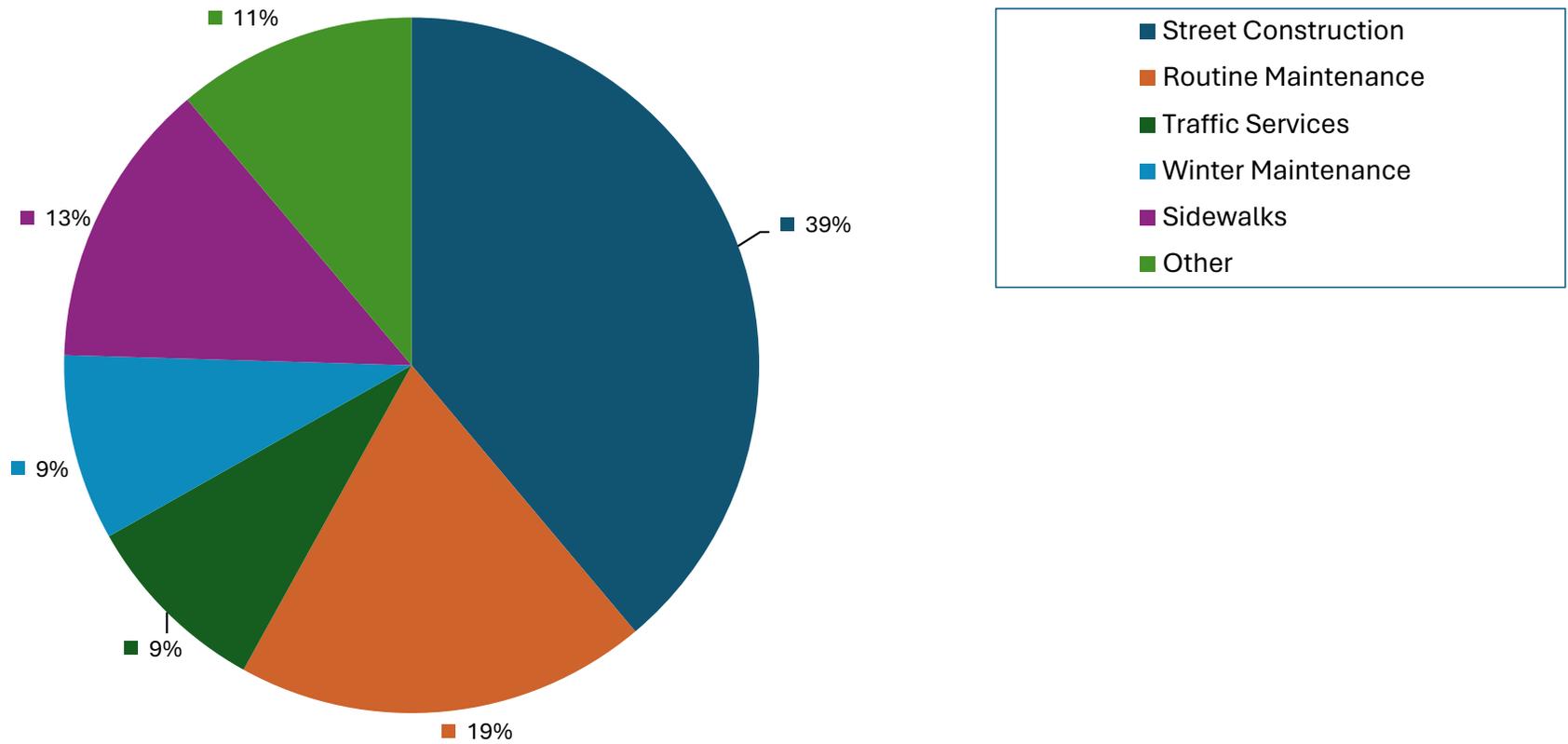
Street Funds

- Proposed Budget included \$3.5 million for various projects.
 - Funding \$1 million General Fund transfer, Act 51 revenues, and street & sidewalk millage.
 - Last Year of 2015 Street & Sidewalk Millage

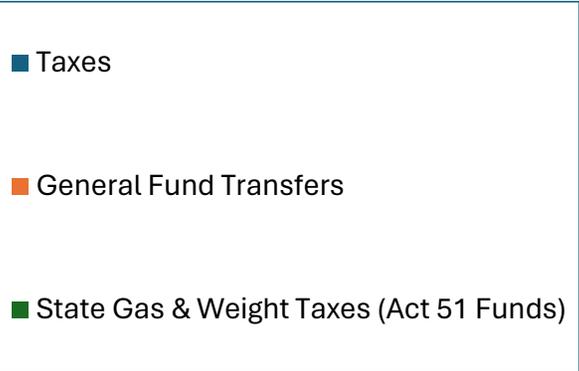
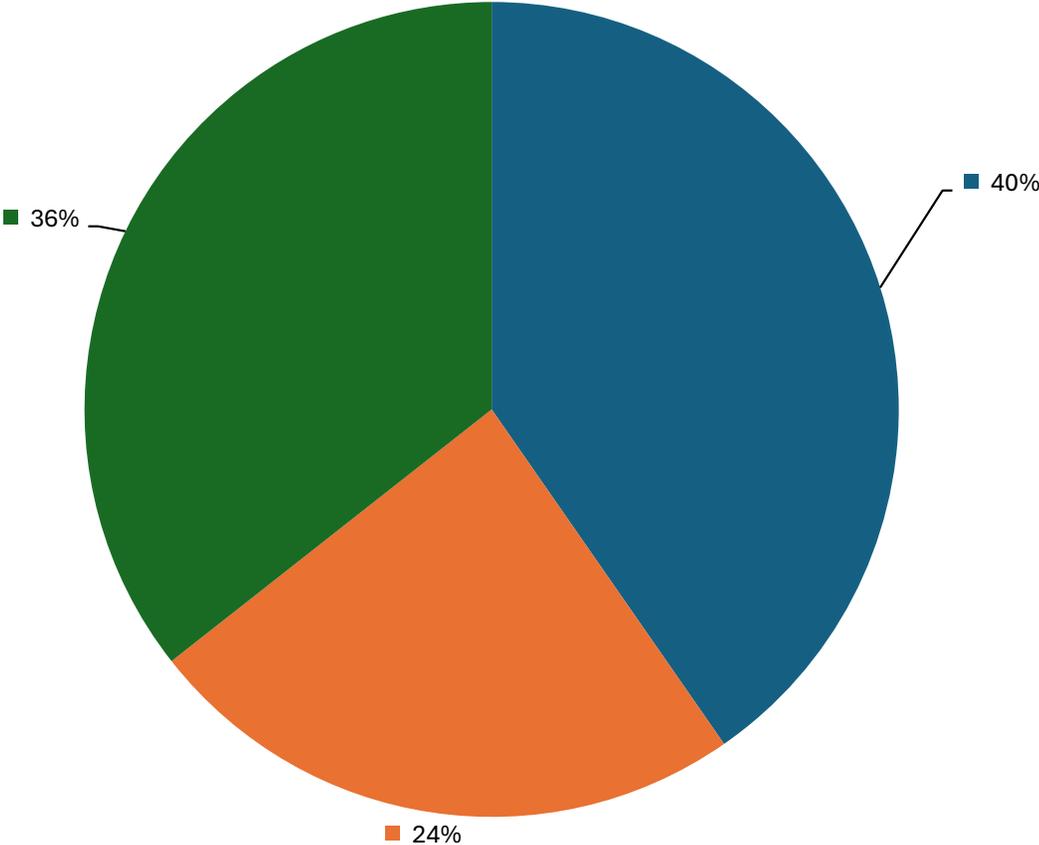
PASER RATINGS 2014 - 2023



Street Expenditures



Street Funding



Water/Sewer Fund

- No rate change in proposed budget
- Includes funding to replace approximately 200 lead service lines.

WATER AND SEWER FUND

WATER DEPARTMENT

Watermain Projects	762,000
Hydrant Upgrade Program	20,000
LSL Replacements	680,000
Valve Replacement Program	20,000
Meter Replacement Program	51,000
Subtotal Water System	<u>1,533,000</u>

SEWER DEPARTMENT

Sanitary Sewer CIPP	<u>300,000</u>
Subtotal Sewer System	<u>300,000</u>

TOTAL WATER AND SEWER FUND	<u><u>\$1,833,000</u></u>
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2024-2025 Proposed Budget

Date	Action
April 23, 2024	<ul style="list-style-type: none">• Finance Committee reviews vehicle replacements.
April 23, 2024	<ul style="list-style-type: none">• City Commission Budget Overview at City Commission meeting
May 6, 2024	<ul style="list-style-type: none">• City Commission CIP work session following City Commission meeting• Fee Schedule Review
May 20, 2024	<ul style="list-style-type: none">• City Commission to hold a budget work session following City Commission meeting Set water/sewer rates
May 29, 2024 (or other date as determined by the City Commission)	<ul style="list-style-type: none">• City Commission to hold a budget work session at 6:00 pm. (if needed)
June 3, 2024	<ul style="list-style-type: none">• City Commission to conduct public hearing on budget• City Commission to conduct special meeting following regular City Commission meeting to adopt the budget, fee schedule and to set the millage rate



CITY OF EAST GRAND RAPIDS

2024-2025 Budget Summary



SHEA CHARLES
CITY MANAGER

CITY OF
EAST GRAND RAPIDS

750 LAKESIDE DRIVE SE • EAST GRAND RAPIDS, MICHIGAN 49506

(616) 940-4817

www.eastgr.org

MEMORANDUM

TO: Honorable Mayor and City Commissioners
FROM: Shea Charles, City Manager
DATE: April 23, 2024

RE: Commissioner Marc Schulz Resignation

Action Requested: That the City Commission accept the resignation of Ward 1 Commissioner Marc Schulz effective April 23, 2024.

Background: Ward 1 City Commissioner Marc Schulz and his family recently moved out of the City of East Grand Rapids. Commissioner shared the following message with Mayor Favale.

“To the Mayor and City Commissioners.

Due to the reason that my family has moved outside of the East Grand Rapids limits, I must submit my resignation from the East Grand Rapids City Commission effective April 23rd.”

Upon acceptance of Commissioner Schulz resignation, the City will have 90 days to fill the vacancy pursuant to City Charter.

(b) Filling of vacancies. Any vacancy in the Commission shall be filled by the concurring vote of at least four (4) remaining members of the Commission within ninety (90) days after the vacancy occurs. The appointee shall serve until the next regular city election following the appointment, at which election a successor shall be elected for the unexpired term or, if none, for a new term. If the Commission fails to fill the vacancy within ninety (90) days, the Election Commission shall call a special election to fill the vacancy, which election shall be held not sooner than ninety days and not later than one hundred twenty days following the occurrence of the vacancy.

I have enclosed a November 2022 memorandum discussing the process used for filling the last Commission vacancy. Staff will be seeking feedback at the next City Commission meeting on how they would like to proceed with filling the vacancy, which must be done by July 22, 2024.

Shea Charles, City Manager



SHEA CHARLES
CITY MANAGER

CITY OF
EAST GRAND RAPIDS

8

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MEMORANDUM

TO: Honorable Mayor and City Commissioners
FROM: Shea Charles, City Manager
DATE: November 29, 2022
RE: 1st Ward City Commission Vacancy

Action Requested: That the City Commission discuss and determine a process for filling the upcoming vacancy in the 1st ward commission seat.

Background: The recent election of City Commissioner Pachla to the Kent County Commission will create a vacancy in the 1st ward city commission position for the remainder of the term ending December 6, 2023.

Per Section 3.10(b) of the City Charter:

Filling of Vacancies. Any vacancy in the commission shall be filled by the concurring vote of at least four (4) remaining members of the commission within ninety (90) days after the vacancy occurs. The appointee shall serve until the next regular city election following the appointment, at which election a successor shall be elected for the unexpired term or, if none, for a new term. If the commission fails to fill the vacancy within ninety (90) days, the election commission shall call a special election to fill the vacancy, which election shall be held not sooner than ninety days and not later than one hundred twenty days following the occurrence of the vacancy.

The City last filled a vacancy in 2019 with the following process (dates have been updated):

- Position publicized on City's website, Facebook page, etc. starting December 7.
- Applications and cover letters accepted through Friday, January 6th.
- All applications to be reviewed by a subcommittee formed by the Mayor.
- Subcommittee will narrow down applications, invite selected candidates to meet the committee, then further narrow down to three finalists.
- Final three candidates will interview before the full City Commission, followed by public comment.
- City Commission will vote on the candidates at the next City Commission meeting following the interviews.

Whoever is appointed to fill the vacancy will serve through the remainder of the term and will have the option of running for election to the same seat in the November 2023 election.

Shea Charles, City Manager