City of East Grand Rapids  
Regular City Commission Meeting  
Agenda  

October 7, 2013 – 6:00 p.m.  
(EGR Community Center – 750 Lakeside Drive)

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

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

Regular Agenda Items

4. Zoning variance hearing on the request of Phil & Elizabeth Skaggs of 2615 Hall Street to allow the construction of a covered front porch creating a front yard setback of 35.4’ from the front property line instead of the required 40.1’ (enclosed – 45 notices sent).

Consent Agenda – Approval Requested

5. Receipt of communications.
6. Minutes of the regular meeting held September 16, 2013 (enclosed – approval requested).
7. Report of Finance Committee on disbursement of funds: payroll disbursements of $197,581.85; county and school disbursements of $145,172.81, and total remaining disbursements of $481,395.06.
8. Consider request to adopt a resolution approving an amendment to the Grand Valley Metropolitan Council Articles of Incorporation (enclosed – approval requested).
9. Consider request to approve the purchase of a module upgrade for the building department software (enclosed – approval requested).
10. Consider request to approve the purchase of new firewall software (enclosed – approval requested).
11. Consider request to award a contract for installation of the statue of President Ford at the Community Center (enclosed – approval requested).

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

TO: Honorable Mayor and City Commissioners
   Board of Zoning Appeals
FROM: Tom Faasse, Zoning Administrator
DATE: September 26, 2013
RE: Request for Variance – 2615 Hall Street, SE
   Zoned – A-2 Single Family Residential

ACTION REQUESTED:
That the Commission conducts a public hearing, and votes on the application of the owner of 2615 Hall Street, SE, for a zoning variance at that address, for relief from the following zoning ordinance:

- Section 5.82 B 1 – to allow a 5 foot by 7.5 foot covered front porch to be constructed with a setback of 35.4 feet from the front property line instead of the required 40.1 feet, a variance of 4.7 feet.

BACKGROUND:
Steve Hunderman of J&S Siding, Inc. representing Philip and Elizabeth Skaggs, the owners of 2615 Hall Street, SE, has applied for a zoning variance at that address. The purpose of the request is to replace the existing front porch, an unroofed concrete stoop, with a 5 foot by 7.5 foot covered porch having a setback of 35.4 feet from the front property line instead of the average setback of 40.1 feet, a variance of 4.7 feet. This is part of a larger remodeling project that includes new siding and windows. The proposed porch is described in the building permit application as having a gable, fluted columns, and a barrel-beaded ceiling.

Setbacks are measured at the narrowest point between the property line and any roofed portion of the building. Section 5.82B1 of the East Grand Rapids Zoning Ordinance requires that the minimum front yard setback in established residential districts shall be the average of the front yards established by the principal structures located on lots on the same side of the street that are within 200 feet of the subject property on the same block. The standard front setback in the A-2 zoning district is 58 feet from the center of the right-of-way. On an 80-foot right-of-way like Hall Street, which is a divided roadway in this area, that translates to 18 feet from the front lot line. The homes in this area, however, were all built approximately 40 feet back. The calculated average setback in this case includes only the two houses to the west situated between Eastwood and Conlon.

In all other aspects, the proposed home complies with the East Grand Rapids Zoning Ordinance.

____________________________
Brian Donovan, City Manager
Date: 8/9/2013

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

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

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

Applicant Name: Haddenham / J+S siding Inc.
Address: P.O. Box 544 Byron Center, MI 49315

Property Address (if different than above):
2615 Hall St. SE Grand Rapids, MI 49506

Daytime Phone: 616-262-1959

Legal Description of Property**: LOT 15 EX N 10FT * LAKE DRIVE MANOR ADD

**(Use Attachments if Necessary)

Permanent Parcel (Tax) Number: 41-14-34-376-031

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

**F ** **(Use Attachments if Necessary)

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

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

   (over)
Narrative Statement.

a. Home owner desires to enhance the appeal of the home by adding a front porch.
b. A variance is required by Section 5.82B of the Zoning Ordinance.
c. We seek approval to install a front porch.
d. The reason the project cannot be accomplished within the requirements of the zoning ordinance is the setback does not meet the average setback in the neighborhood.
New Front Porch

Existing house

7'10"

3'

5'

1/4" Scale

Concrete porch

Fluted columns

Light

Fiber cement siding

Raked ceiling
A public hearing will be held at the request of Steve Hunderman of J&S Siding, Inc., on behalf of Philip and Elizabeth Skaggs, the owners of 2615 Hall Street, SE, to consider a zoning variance at that address. The purpose of the request is to replace the existing unroofed front stoop with a 5-foot by 7.5-foot covered porch, having a setback of 35.4 feet from the front property line instead of the average setback of 40.1 feet, a variance of 4.7 feet. The setback is measured at the narrowest point between the property line and any roofed portion of the building. Section 5.82B1 of the East Grand Rapids Zoning Ordinance requires that the minimum front yard setback in established residential districts shall be the average of the front yards of the principal structures located on lots on the same side of the street that are within 200 feet of the subject property on the same block.

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

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

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

DATE: Monday, October 7, 2013
TIME: 6:00 p.m.
PLACE: East Grand Rapids Community Cen
Commission Chambers
750 Lakeside Drive, SE,
East Grand Rapids, Michigan 495

Thomas A. Faasse
Zoning Administrator
Variance Request
2615 Hall Street, S.E.
East Grand Rapids, MI
Mayor Seibold called the meeting to order at 6:01 p.m. in the City Commission Chamber at the Community Center and led the audience in the Pledge of Allegiance.

Present: Commissioners Dills, Goebel, Graham, Miller, Skaggs and Mayor Seibold

Absent: Commissioner Johnson

Also Present: City Attorney Huff; Public Works Director Feldt; Finance Director Mushong; Public Safety Director Herald; City Clerk Brower

2013-100. No public comment was received.

2013-101. Commissioner Dills congratulated all the athletes that participated in the Reeds Lake Triathlon on Saturday, September 7th and commended the staff and volunteers who spent so much time and effort to make the event a success. Commissioner Skaggs agreed the event went very well and thanked all those involved.

Commissioners Miller and Goebel noted the shooting at the Navy facility in Washington DC and offered condolences for the families of those killed.

Commissioner Graham noted he had volunteered for the Reeds Lake Triathlon and enjoyed watching athletes and spectators.

2013-102. Mayor Seibold presented a plaque dedicating the Public Works Complex to former Mayor Cindy Bartman. She stated the Public Works Complex was a very fitting tribute because of Mayor Bartman’s commitment to the employees and to the infrastructure needs of the citizens.

Commissioner Graham thanked Ms. Bartman for her dedication and noted the plaque was a very fitting honor because she was a constant champion for the renovation project.

2013-103. Consider request to approve the purchase of patrol rifles and accessories for the Public Safety Department.

Public Safety Director Herald stated the two new rifles would be used as spares in case other rifles were out of service due to maintenance or training. The new rifles will have noise suppressors to protect the hearing of officers firing the weapon. He noted additional suppressors may be requested for the other patrol rifles in the future. Chief Herald offered to speak with anyone who has questions or concerns about this purchase.

2013-103-A. **Miller-Skaggs.** To approve the purchase of two patrol rifles and related accessories from Michigan Police Equipment in the amount of $5,073.90.

   Yeas: Dills, Goebel, Graham, Miller, Skaggs and Seibold – 6
   Nays: -0-

2013-104. **Graham-Miller.** Motion to approve the consent agenda as follows:

2013-104-A. Minutes of the regular meeting held September 3, 2013.

2013-104-B. Payroll disbursements of $204,662.42; county and school disbursements of $79,022.51, and total remaining disbursements of $208,907.63.
2013-104-C. The refurbishment of the City’s entry signs from Alberda Signs Inc. in the amount of $4,475.00.

2013-104-D. The services of Genzink Appraisal Company in the amount of $4,950.00 for an appraisal of 638, 644 and 652 Lovett for an upcoming Michigan Tax Tribunal hearing.

2013-104-E. A requisition for road salt through the Kent County Road Commission in the amount of $52.07 per ton from Detroit Salt Company for pre-winter supply and from North American Salt Company for $64.77 per ton for the remaining supply.

2013-104-F. A contract with Owen Ames and Kimball in the amount of $224,194.00 for improvements to the Remington Park baseball complex to be paid for with Joint Facilities Funding and private donations.

Yeas: Dills, Goebel, Graham, Miller, Skaggs and Seibold – 6
Nays: -0-

The meeting adjourned at 6:13 p.m., subject to the call of the Mayor until September 16, 2013.

Karen K. Brower, City Clerk
MEMORANDUM

TO: Mayor and City Commissioners
FROM: Karen Brower, City Clerk
DATE: September 26, 2013

RE: Change to GVMC Articles of Incorporation

Action Requested: That the City Commission adopt the attached resolution approving changes to the Grand Valley Metro Council Articles of Incorporation.

Background: Attached are a letter from Gayle McCrath of the GVMC explaining the change and a resolution for the City Commission to adopt approving the addition of Ada Township to the Grand Valley Metro Council. Amendments require approval of all member units before taking affect.

______________________________
Brian Donovan, City Manager

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Attachments
RESOLUTION TO APPROVE AMENDMENT NO. 37 IN
THE ARTICLES OF INCORPORATION OF
GRAND VALLEY METROPOLITAN COUNCIL

WHEREAS, the members of Grand Valley Metropolitan Council ("Metro Council") have by
majority vote approved Amendment No. 37 (Addition of the Village of Sand Lake) in the Articles of
Incorporation of Grand Valley Metropolitan Council; and

WHEREAS, the amendments have now been submitted for approval by the legislative bodies
of the local governmental units that belong to Metro Council; and

WHEREAS, the ___________________________ of the ___________________________ of
____________________________ has considered Amendment No. 37 in the Articles of
Incorporation of Metro Council.

NOW, THEREFORE, RESOLVED:

1. Amendment No. 37 in the Articles of Incorporation of Grand Valley Metropolitan
Council is hereby APPROVED.

ADOPTED this ______ day of ________________________, 2013, by the
_________________________ of the ___________________________ of
____________________________, by a
vote of ____________ members voting in favor thereof and ____________ members voting against.
September 12, 2013

To: Clerks of all Local Governmental Members of
Grand Valley Metropolitan Council

As you may know, on September 5, 2013, the Grand Valley Metropolitan Council adopted Amendment No. 37 to its Articles of Incorporation. Amendment No. 37 will add Ada Township as a GVMC member.

Amendments in the Articles must be approved by all of the local governmental units that have representatives on Metro Council. Please submit this amendment, as soon as possible, to the members of your legislative body for their vote of approval.

Enclosed for your convenience is a descriptive narrative of Amendment No. 37 for your Board to review and a sample form resolution for your Board to adopt.

After your legislative body has taken action on the amendment, please arrange for the resolution to be signed and returned to me showing the date of adoption.

If I can assist you in any way, please let me know and I will be pleased to respond to any questions. Thank you.

Yours Truly,

Gayle L. McCrath
Director of Administration and Human Resources
Grand Valley Metropolitan Council

encls.
AMENDMENT NO. 37

To Add The Village of Sand Lake as Members

1. The first paragraph of the Articles of Incorporation is hereby amended to read in its entirety as follows:

ARTICLES OF INCORPORATION
GRAND VALLEY METROPOLITAN COUNCIL

These Articles of Incorporation are adopted and executed by the incorporating units ("Units"), the City of Grand Rapids, the City of Kentwood, the City of East Grand Rapids, the City of Grandville, the City of Rockford, the City of Hudsonville, the City of Cedar Springs, Byron Township, Plainfield Township, Alpine Township, Gaines Township, Kent County, Grand Rapids Township, Algoma Township, City of Coopersville, City of Greenville, City of Ionia, City of Walker, Courtland Township, City of Wayland, City of Hastings, Village of Middleville, Tallmadge Township, Georgetown Township, Ottawa County, Caledonia Township, Cannon Township, Allendale Township, Cascade Township, the City of Wyoming, the City of Lowell, the City of Belding, Ada Township, and the Village of Sand Lake for the purpose of constituting a Metropolitan Council pursuant to the provisions of Act No. 292 of the Michigan Public Acts of 1989 (the "Act").
At a regular meeting of Grand Valley Metropolitan Council, held on September 5, 2013, 8:30 a.m., in Grand Rapids, Michigan. A quorum of the members of the Council was present.

It was moved by DeVries and seconded by Donovan that the Articles of Incorporation of Grand Valley Metropolitan Council be amended as follows:

**Amendment No. 37**

To Add the Village of Sand Lake as Members.

1. The first paragraph of the Articles of Incorporation is hereby amended to read in its entirety as follows:

   ARTICLES OF INCORPORATION
   GRAND VALLEY METROPOLITAN COUNCIL

These Articles of Incorporation are adopted and executed by the incorporating units ("Units"), the City of Grand Rapids, the City of Kentwood, the City of East Grand Rapids, the City of Grandville, the City of Rockford, the City of Hudsonville, the City of Cedar Springs, Byron Township, Plainfield Township, Alpine Township, Gaines Township, Kent County, Grand Rapids Township, Algoma Township, City of Coopersville, City of Greenville, City of Ionia, City of Walker, Courtland Township, City of Wayland, City of Hastings, Village of Middleville, Tallmadge Township, Georgetown Township, Ottawa County, Caledonia Township, Cannon Township, Allendale Township, Cascade Township, the City of Wyoming, the City of Lowell, the City of Belding, Ada Township, and the Village of Sand Lake for the purpose of constituting a Metropolitan Council pursuant to the provisions of Act No. 292 of the Michigan Public Acts of 1989 (the "Act").

The motion to approve the above-stated Amendment No. 37 in the Articles of Incorporation of Grand Valley Metropolitan Council was thereupon adopted.

I hereby certify that the foregoing is a true and complete copy of Amendment No. 37 in the Articles of Incorporation of Grand Valley Metropolitan Council, duly voted upon and adopted at the meeting of Grand Valley Metropolitan Council held September 5, 2013, and I further certify that public notice of such meeting was given as provided by law.

These amendments in the Articles of Incorporation are published by order of Grand Valley Metropolitan Council, by the County of Kent, such county being the largest participating local unit of Grand Valley Metropolitan Council.

Dated: September 5, 2013  
John W. Weiss, Executive Director  
Grand Valley Metropolitan Council
MEMORANDUM

TO: Mayor and City Commissioners
FROM: Gary Veldhof, Information Technology and Financial Analyst
DATE: August 21, 2013

RE: Purchase of Building Department.NET Upgrade

Action Requested: The City Commission approve the purchase of computer software and training from BS&A Software in the amount of $7,765. The 2013-2014 budget includes $7,700.00 for the purchase of the upgrade.

Background: Included in the 2013-2014 budget is $7,700.00 for the purchase of the Building Department.NET program update, installation and training from BS&A Software. The current program was purchased more than 6 years ago.

Attached for your review is a quotation from BS&A Software for the application, installation and training. The purchase will bring the Building Department program up to the current version and allow it to interface directly with other .Net applications from BS&A used by the City. The City currently uses several applications from BS&A software and the quality and support has been excellent.

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

Brian Donovan, City Manager
MEMORANDUM

TO: Honorable Mayor and City Commissioners
FROM: Gary Veldhof, Information Technology and Financial Analyst
DATE: August 21, 2013
RE: Network Firewall Upgrade

**Action Requested:** The City Commission approve the purchase of a WatchGuard XTM 515 Network Firewall and 3 year Support/Service contract from Trivalent Group in the amount of $2,932.00. $3,000.00 has been budgeted for this purchase in the 2013-14 Capital Improvement Program.

**Background:** The City's current WatchGuard x750e was purchased in August 2009 and is nearing end of support from WatchGuard. The expected life of the unit was 4 years. The new WatchGuard XTM 515 features better performance, improved security features and more advanced reporting.

Attached for your review is a quotation from Trivalent for the XTM 515 Firewall and support options. The pricing reflects WatchGuard’s ‘Trade-Up’ special allowing users of devices being retired to upgrade to a current device at a lower cost. The 3 year option is recommended as annual support renewals are approximately $1,100 resulting in savings of $1,100.

The City has used WatchGuard firewalls for over ten years and functionality, reliability and support have been excellent. In addition I am familiar with using and configuring WatchGuard products. Trivalent Group also sells similar firewalls from Cisco and Barracuda Networks and strongly recommends the XTM 515 for our environment. The trade-up special also makes the pricing much lower. Comparative pricing on devices and support from SonicWALL and Fortinet were $4,935.00 and $4,101.39 respectively.

The City has purchased hardware from Trivalent Group in the past. There have been no major problems with the items purchased from them, and they have a good relationship with the city.

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

Brian Donovan, City Manager
MEMORANDUM

TO: Mayor and City Commissioners
FROM: Fred Bunn, Director of Parks & Recreation
DATE: October 1, 2013

RE: Ford Sculpture Site Improvement and Installation

Action Requested: The City Commission approve the low bid from Katerberg Verhage for the site improvements and installation of the President Ford Sculpture in the amount of $9,936.

Background: The City of East Grand Rapids has accepted a bronze statue of President Ford to be placed in the circular courtyard outside the old entrance to the library. The estimated project cost was $15,895. We did make a change to the scope of the project by removing the dark color pavers located at the edges of the proposed site. This removal would allow for a uniform look as we install the new Dark Ironspot pavers throughout the project site. The change increased the estimate by $1,440 raising the total estimate to $17,335. The revised estimate includes all materials, construction and installation. Because of the bid dollar amount the City will not require a bid bond for this project. We opened bids on Tuesday, October 1 at 9:00 am. The results of the bid opening are listed below along with the materials purchased by the City.

Marty and Sue Allen have generously offered and will be paying for the site improvements and installation costs for this project. The City will be paying for the architectural fees associated with the project.

**Construction Bids:**
- Katerberg Verhage Inc. $9,936.00
- Apex Contractors Inc. $14,980.06

**Project materials purchased by the City:**
- Dark Ironspot pavers $2,065.00
- Lighting of sculpture from spotlight on existing streetlight $772.48 +SH
- Limestone sculpture base $2,870.00
- Granite base at surface level below limestone base $2,500.00

**Total Project Cost:** $18,143.48

Brian Donovan, City Manager