



## Grand Ledge City Council

**REGULAR MEETING AGENDA  
MONDAY, 23 MARCH 2026 – 7:00 P.M.  
COUNCIL CHAMBERS, CITY HALL  
310 GREENWOOD ST., GRAND LEDGE MI 48837**

- I. ROLL CALL OF CITY COUNCIL** – Mayor Keith Mulder; Mayor Pro-Tem Rick Lantz; and Council Members Brett Gillespie, Tom Jancek, Dave Logel, Lynne MacDowell, and Don Willems
  
- II. PLEDGE OF ALLEGIANCE** – Any person(s) attending may participate in reciting the Pledge of Allegiance to the American Flag. The Mayor may choose to designate, with their consent, a Council Member or a person attending to lead the Pledge of Allegiance. The City Council shall not require any Council Member(s) or person(s) attending to recite the Pledge of Allegiance.
  
- III. PRESENTATION**
  - A. Michigan Law Enforcement Accreditation Commission – Matthew Silverthorn, Accreditation Program Director, Michigan Association of Chiefs of Police.**
  
- IV. AUDIENCE PARTICIPATION** – Any person(s) attending may comment on any subject. All presentations before the City Council shall be limited to five minutes per individual presentation. The Rules of City Council prohibit the City Council from debating or discussing issues with the public. The City Council requests county, state, and federal elected or appointed government officials address the City Council during Item VI, to allow for interaction.
  
- V. APPROVAL OF CONSENT AGENDA** – The City Council approves items listed on the consent agenda by a single roll call vote without debate. If any Council Member desires to debate any item listed on the consent agenda, they may remove the item and place it on the regular agenda for consideration in due order.
  - A. Motion** – To approve the Monday, 23 March 2026 City Council consent agenda, as follows:
    - i. Financial transactions and bills.
    - ii. Monday, 09 March 2026 City Council minutes.
    - iii. Resolution for decertification/vacation of a portion of Jones St. from W. Lincoln St. to Spring St.
    - iv. Resolution to rescind Resolution #08 of 2026, to approve a bid award and authorize a contract for Oakwood Cemetery Grounds Maintenance with Woodbury Lawn Snow, LLC, and to approve a bid

award and authorize a contract for Oakwood Cemetery Grounds Maintenance with Lansing Real Green Lawn Care, Inc.

- v. Wastewater Treatment Plant Supervisor job description.
- vi. Parade Permit Application from Cole-Briggs Post 48, American Legion, for the 23 May 2026 Memorial Day Parade.

**VI. REGULAR AGENDA** – The City Council may remove any item from or add any item to the regular agenda or approve the agenda without changes.

**A. Motion** – To approve the Monday, 23 March 2026 regular City Council agenda.

**VII. COMMITTEE AND BOARD REPORTS** – Council Members and staff may report on discussions and actions of committees and boards. The City Council invites county, state, and federal elected or appointed government officials to address the City Council at this time, to allow for interaction.

**Board of Cemetery Trustees**

**Downtown Development Authority**

**Water and Sewer Disputes Committee**

**VIII. STAFF REPORTS** – The City Council may receive reports from various department heads.

**Manager's Office**

**Clerk's Department**

**Finance Department**

**Police Department**

**Planning and Zoning Department**

**A. Motion** – To receive and place on file the February 2026 staff reports from the Clerk's Department, Finance Department, Police Department, and Planning and Zoning Department.

**IX. UNFINISHED BUSINESS** – The City Council may again debate any item(s) under its authority previously debated but not finally disposed of and may or may not act upon the item(s) as indicated.

**A. Public Hearing** – On a grant application to the Michigan Natural Resources Trust Fund (MNRTF) for the Grand Ledge Ball Park Phase III development project.

**B. Resolution** – Resolution of Authorization Local Unit of Government Match Without Donated Funds.

- C. Public Hearing** – On an ordinance to repeal Article VI – Noxious Weeds of City Code, Chapter 16 – Environment, and replace with Article VI – Titled Prohibited Vegetation, to Establish Purpose, Prohibited Vegetation Definitions, Notice, Civil Infraction, Abatement and Costs, and an Effective Date.
  - D. Ordinance** – To repeal Article VI – Noxious Weeds of City Code, Chapter 16 – Environment, s and Replace with Article VI – Titled Prohibited Vegetation, to Establish Purpose, Prohibited Vegetation Definitions, Notice, Civil Infraction, Abatement and Costs, and an Effective Date.
  - E. Resolution** – To adopt a City of Grand Ledge Support Emergency Operations Plan.
  - F. Resolution** – To appoint Sergeant Sean Read as Deputy Coordinator, per City Code Chapter 14 – Emergencies, Article I – In General
- X. NEW BUSINESS** – The City Council may debate any item(s) under its authority not previously debated and may or may not act upon the item(s) as indicated.
- A. Resolution** – FY2027 Congressionally Directed Spending Funding Request, U.S. Senator Elissa Slotkin, Resolution of Authorization – Local Unit of Government Match.
  - B. Resolution** – FY2027 Congressionally Directed Spending Funding Request, U.S. Senator Gary Peters, Resolution of Authorization – Local Unit of Government Match.
  - C. Resolution** – To authorize a Spring 2026 leaf collection on 06-10 April 2026 due to the impact of Fall 2025 winter weather conditions.
- XI. AUDIENCE PARTICIPATION** – Any persons attending may comment on any subject. All presentations before the City Council shall be limited to five minutes per individual presentation. The Rules of City Council prohibit the City Council from debating or discussing issues with the public.
- XII. COMMUNICATIONS FROM THE MAYOR AND COUNCIL** – The Mayor may make appointments and reappointments to boards and committees, may report on subjects referred by Council Members, staff, and residents, and may comment on any subject. Council Members may report on subjects referred by residents and may comment on any subject.
- XIII. CLOSED SESSION** – The Open Meetings Act allows the City Council to discuss certain subjects without the presence of the public. The City Council may request a staff member or any other person the City Council determines to be necessary, by a majority of the Council Members present, to attend the Closed Session. Once the Closed Session has ended, the City Council will resume the regular meeting.

- XIV. ADJOURNMENT** – When the City Council has completed all items listed on the approved agenda, the presiding officer may ask for a motion to adjourn the meeting. If the time is significantly late and items remain on the approved agenda, the presiding officer may ask for a motion to adjourn the meeting to another specific date, time, and place at which to resume and complete the approved agenda.

The meeting will be held in person, per the Open Meetings Act, and will also be livestreamed via Zoom for informational purposes only. The public is invited to attend in person to participate and offer comments. Written comments can also be submitted to the City Clerk at 310 Greenwood St., Grand Ledge MI 48837, or [cityhall@cityofgrandledge.com](mailto:cityhall@cityofgrandledge.com).

Join from PC, Mac, iPad, or Android:

<https://us02web.zoom.us/j/86312595953>

Phone one-tap:

+13052241968,,86312595953# US, +13092053325,,86312595953# US

Join via audio:

+1 305 224 1968 US, +1 309 205 3325 US, +1 312 626 6799 US (Chicago), +1 646 876 9923 US (New York), +1 646 931 3860 US, +1 301 715 8592 US (Washington DC), +1 564 217 2000 US, +1 669 444 9171 US, +1 669 900 6833 US (San Jose), +1 689 278 1000 US, +1 719 359 4580 US, +1 253 205 0468 US, +1 253 215 8782 US (Tacoma), +1 346 248 7799 US (Houston), +1 360 209 5623 US, +1 386 347 5053 US, +1 408 638 0968 US (San Jose), +1 507 473 4847 US

Webinar ID: 863 1259 5953

International numbers available: <https://us02web.zoom.us/j/86312595953>

**COMMITTEE OF THE WHOLE AGENDA  
MONDAY, 23 MARCH 2026  
COUNCIL CHAMBERS, CITY HALL  
310 GREENWOOD ST., GRAND LEDGE MI 48837**

- I. ROLL CALL OF CITY COUNCIL** – Mayor Keith Mulder; Mayor Pro-Tem Rick Lantz; and Council Members Brett Gillespie, Tom Jancek, Dave Logel, Lynne MacDowell, and Don Willems
- II. FISCAL PEAR 2027 ANNUAL BUDGET**

  
\_\_\_\_\_  
Gregory Newman, City Clerk

**THE GRAND LEDGE CITY COUNCIL WILL HOLD ITS NEXT REGULAR MEETING ON MONDAY, 13 APRIL 2025, AT 7:00 P.M., IN THE COUNCIL CHAMBERS, CITY HALL, 310 GREENWOOD ST., GRAND LEDGE MI 48837.**

To: City Council

From: Adam Smith, City Manager

Date: March 20, 2026

Re: Michigan Law Enforcement Accreditation Commission - GLPD

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The City Council adopted Police Department and Public Safety Initiatives with their 2022 & 2023 City Council Priorities, as approved on January 10, 2022, with emphasis on accreditation. On September 20, 2023, Interim Chief of Police Jim Wolf initiated the accreditation process with the Michigan Association of Chiefs of Police (MACP) – Michigan Law Enforcement Accreditation Commission (MLEAC). The city was successful in receiving a \$2,600 grant from MACP to begin the MLEAC process. An additional grant, from the city's municipal insurer, assisted in funding the accreditation process as well. On July 22, 2024, City Council approved a proposal from the Rossow Group for consulting and accreditation services.

Chief Erickson, Lieutenant Juras, and department personnel worked with the Rossow Group in 2024 and 2025 to labor through the accreditation process. An on-site accreditation assessment occurred in December 2025 by an MLEAC Assessment Team. At a February 4, 2026, hearing with the MLEAC, Chief Erickson and Lt. Juras, serving as our Accreditation Manager, the GLPD was approved for accreditation.

Matt Silverthorn, Accreditation Program Director, Michigan Association of Chiefs of Police, will present the formal Accreditation Certificate at the March 23, 2026, City Council meeting. There will be a brief recess for City Council and GLPD photographs following the presentation.

Attachments:

- Chief Erickson Accreditation Executive Summary
- MLEAC Final Assessment Report



### **Accreditation Executive Summary**

The Grand Ledge Police Department has successfully achieved accreditation through the Michigan Association of Chief's of Police (MACP) for the first time. This accomplishment represents a significant organizational milestone and reflects the department's commitment to professional excellence, accountability, and best practices in law enforcement.

#### **Significance of Accreditation**

MACP accreditation is a voluntary, rigorous process that evaluates a law enforcement agency's policies, procedures, operations, and overall performance against established best practice standards. Achieving accreditation indicates that the department:

- Meets or exceeds statewide standards for policing practices.
- Demonstrates a commitment to transparency and public trust.
- Maintains comprehensive, up-to-date policies aligned with current legal and professional expectations.
- Engages in continuous improvement and risk management.

There are currently less than one hundred accredited agencies in the state of Michigan, this designation places the department among a select group that has met these high standards.

#### **Process and Effort**

The accreditation process required extensive preparation over multiple years, including:

- Development and revision of departmental policies and procedures.
- Internal audits and documentation of compliance across all operational areas.
- Staff training and organizational alignment with accreditation standards.
- A formal on-site assessment conducted by MACP assessors.
- A hearing with the MACP- Michigan Law Enforcement Accreditation Commission.

#### **Community Impact**

Accreditation enhances the department's ability to serve the residents of Grand Ledge by:

- Strengthening public confidence in local law enforcement.
- Promoting consistent, high-quality service delivery.
- Reducing liability risks through adherence to best practices.
- Supporting officer safety and operational effectiveness.



### **Ongoing Commitment**

Accreditation is not a one-time achievement but an ongoing commitment. The department will be required to:

- Maintain compliance with MACP standards.
- Submit periodic reviews and re-accreditation assessments.
- Continuously evaluate and improve policies and practices.
- Apply for re-accreditation in February of 2029.

### **Conclusion**

The initial accreditation of the Grand Ledge Police Department represents a noteworthy accomplishment for the City. It underscores the department's dedication to excellence and reinforces its role as a trusted, professional public safety organization.

Michigan Association of Chiefs of Police  
MICHIGAN LAW ENFORCEMENT ACCREDITATION PROGRAM



# Onsite Initial Accreditation Final Report

Grand Ledge Police Department

December 10-11, 2025

Team Leader: Stacy Hayne

Team Member: Thomas Sarasin

**A. Agency Name, CEO and AM:**

Grand Ledge Police Department  
310 Greenwood St.  
Grand Ledge, MI 48837

Ron Erickson, Chief of Police  
Office: (517) 627-2115  
Email: [rerickson@cityofgrandledge.com](mailto:rerickson@cityofgrandledge.com)

Accreditation Manager

David Juras, Lieutenant  
Office: (248)437-4193  
[djuras@cityofgrandledge.com](mailto:djuras@cityofgrandledge.com)



**B. Dates of the On-Site Assessment:**

December 10-11, 2025

**C. Assessment Team:**

Team Leader: Stacy Hayne, Lieutenant  
Livonia Police Department  
15050 Farmington Rd.  
Livonia, MI 48154  
[stacy.hayne@livoniapd.com](mailto:stacy.hayne@livoniapd.com)  
(734) 466-2363

Team Member: Thomas Sarasin, Lieutenant  
White Lake Police Department  
7525 Highland Rd.  
White Lake, MI 48383  
[tsarasin@whitelakepolice.com](mailto:tsarasin@whitelakepolice.com)  
(248)698-4400

**D. Community and Agency Profile:**

The history of Grand Ledge, Michigan, is defined by its namesake geological formations, the "ledges," which are ancient sandstone cliffs that rise about 40 feet above the Grand River. Early Indigenous peoples utilized the area, followed by European American settlers who were drawn to the river for its scenic beauty and the potential for resources. The city was officially settled in the mid-19th century, and its growth was connected to the Grand River and the surrounding fertile land, leading to the development of agriculture and, later, small industries.

One notable feature of Grand Ledge is the area called The Ledges. These rock

formations were formed about 300 million years ago and are made of sandstone and shale. The Ledges are a popular tourist spot for hiking and nature activists. The city was named for the river's rocky ledges that span the area.

As time went on the city grew as a center for agriculture due to its fertile land along the Grand River being productive. The river was also crucial for transportation and trade in the region. As the settlement grew, it attracted various small industries as well due to its agriculture and natural resources.

Grand Ledge has developed into a suburb of the state's capital, Lansing, Michigan. It is densely populated with a high rate of home ownership. According to a 2023 census, the city has a population of 7,797. The City of Grand Ledge is four square miles.

## 1. Agency Profile

The City of Grand Ledge Police Department is a full-service law enforcement agency that operates 24 hours a day, seven days a week, within the City of Grand Ledge. The department is led by Chief Ron Erickson, who is supported by a Lieutenant responsible for overseeing the department's daily operations. The agency is staffed by one full-time Detective Sergeant, two road patrol Sergeants, eight road officers, two School Resource officers, one K-9 officer, and a part-time Police Officer that manages the front desk operations. Road Sergeants oversee the daily operations of their assigned platoons. Most departmental training is conducted by in-house instructors who are certified in their respective fields of instruction.

The Grand Ledge Police Department is guided by the following Mission Statement, Vision Statement, and Core Values:

### **Mission Statement**

The mission of the Grand Ledge Police Department is to use every resource available to make Grand Ledge residents safe in their businesses and homes.

### **Vision Statement**

In policing, like any organization, the actions of its employees and its method of operation should always be based on a common vision of how that organization operates. The Grand Ledge Police Department bases its operations on the Vision Statement Police and Community building together.

### **Core Values**

- **Integrity:** This is the foundation of community trust; therefore, we will conduct ourselves in an honest, consistent, ethical, and uncompromising manner.
- **Courage:** Selfless devotion to duty; acting in the face of danger and having the mental or moral strength to persevere.
- **Professionalism:** We hold ourselves to a higher level of standard in our ethical behavior, competence, communication skills, and accountability to keep the respect and trust of those we serve.
- **Leadership:** We entrust our members to lead ethically and responsibly within our organization and in the community.

- **Justice:** We will serve our community in an unbiased manner by treating every person fairly and impartially with concern and compassion to reduce crime and the fear of crime within our community, while applying equal protection to all under the law.

### Community Outreach Initiatives

The agency carries out a variety of community outreach and engagement initiatives throughout the year, including the following:



- DEA National Drug Take Back
- Bridge Street Trick or Treat
- No Child Without Christmas Holiday Collection Drive
- Holiday Night of Lights Parade
- Homecoming Parade
- BBQ Cook Off
- Designated Safe Routes to Schools
- Grand Ledge Yankee Doodle Day
- Hope Not Handcuffs

## 2. CEO Biography

### Chief of Police Ron Erickson



Ron Erickson is originally from Lake Orion, MI. Chief Erickson attended Lake Superior State University in Sault Ste. Marie, Michigan, where he obtained his Bachelor of Science Degree in Criminal Justice Law Enforcement. Chief Erickson started his career as a patrol officer with the Adrian Police Department in Adrian, MI where he worked for two years. In January 1995, he laterally transferred to the Rock Island County Sheriff's Office in Illinois. He retired from the Sheriff's Office in December 2023 as the Operation's Commander-Captain. Ron was hired as the Chief of Police with the City of Grand Ledge on January 3, 2024. Chief Erickson's professional career consisted of the following duties and assignments:  
Patrol Officer and Deputy Sheriff

Special Agent with the Quad City Metropolitan Enforcement Group (Undercover Narcotics Unit)  
Field Training Officer  
Emergency Services Team Member and Assistant Team Leader  
Clandestine Laboratory Enforcement Team/Site Safety Officer (Methamphetamine)  
Illinois Law Enforcement Alarm System (ILEAS)  
Weapons of Mass Destruction Team Operator  
Patrol Sergeant  
Investigations Sergeant, Investigations Lieutenant – Chief Investigator  
Lieutenant in the Office of Professional Standards  
Jail Administrator Captain and Captain as the Operator's Commander  
Graduate of FBI National Academy in Quantico, VA, Session #281.



### 3. Accreditation Manager Biography

#### Lieutenant David Juras

Lieutenant David Juras joined the Grand Ledge Police Department (GLPD) in February of 2025. Chief Erickson immediately assigned him to assess department procedures and identify areas of deficiency to ensure the GLPD met or exceeded best policing practices. David's extensive experiences within patrol operations, investigative bureaus, and support services have cultivated a thorough understanding of proper police procedures and accredited policy. David previously served the Canton Police Department for 26 ½ years, where he attained the position of Lieutenant. David holds a bachelor's degree from Lake Superior State University and is a graduate of the Eastern Michigan University

School of Police Staff & Command.

### 4. Future Issues

Chief of Police Ron Erickson identified two primary challenges facing the Grand Ledge Police Department.

**Building Security:** The current Police Department building has an open front desk area with no enclosure or bullet proof glass, offering no security to the sole person operating the front desk.

**Increased Staffing:** Like many law enforcement agencies nationwide, recruiting is one of the most significant challenges facing the department and has the potential to impact staffing levels. With agencies competing for a limited pool of qualified applicants, the City of Grand Ledge recognizes the need for a proactive and aggressive hiring strategy. The department identifies its competitive benefits package and strong, positive relationship with the community as key factors in attracting and retaining qualified candidates.

#### **E. Public Information Activities:**

Public notice and input are cornerstones of democracy and the Michigan Law Enforcement Accreditation Commission (MLEAC) process. This section reports on the community's opportunity to comment on their law enforcement agency and to bring matters to the attention of the commission that otherwise may be overlooked.

#### 1. Telephone Contacts

The public telephone line was active on December 11, 2025, from 09:00 a.m. to 11:00 a.m., during which time the assessment team fielded multiple calls.

Robert Doty – Resident, Secretary of Grand Ledge Historical Society

Robert Doty is a longtime resident of Grand Ledge, having lived here for 78 years, and he currently serves as the Secretary for the Grand Ledge Historical Society. Mr. Doty stated that he is retired, but previously worked at Ace Hardware and Home Depot. Mr. Doty's experience with the Grand Ledge Police Department has been outstanding—perfect in every way. He went on to say that he couldn't ask for a better chief than Chief Erickson; he is actively introducing himself to the community, wants to be involved in the city, and even participates with the historical society. Mr. Doty stated that he thoroughly enjoys working with the Chief and has a great respect for the entire department. Over the years, the officers have always been top notch, and he's known many of the police officers personally. Mr. Doty stated that he is familiar with the accreditation process and believes it is important. Moving forward, Mr. Doty stated that he would like to see the department continue the strong training efforts they are currently doing and ensure that equipment and police vehicles are well maintained.

#### Joan Kane – Resident of Grand Ledge

Joan Kane has been a resident of Grand Ledge since 1957 and has had excellent experiences with the Grand Ledge Police Department. Whenever she has needed assistance, the department has been there for her. She describes Chief Erickson as terrific and notes that Officer Fewer is especially helpful with Historical Society events as well as the Caring Neighbors program. Any officer who has assisted her has always been responsive and courteous. She is very supportive of the accreditation process and fully supports whatever Chief Erickson feels is necessary for the department. Looking ahead, she believes the department, like many others, may be in need of additional officers. She also shared a meaningful experience from several years ago when her husband was having difficulty breathing: an officer arrived before the ambulance, ensured the situation was under control, secured her home, and notified neighbors, which she greatly appreciated.

#### Nina Smith- Manger, Grand Ledge Mobile Home Park

Ms. Smith is a non-resident but manages the Grand Ledge Mobile Home Park. Ms. Smith advised that she has been the manager at the Grand Ledge Mobile Home Park for the past year. Ms. Smith advised that she calls the Grand Ledge Police Department when there are problems in the mobile home park. Ms. Smith advised that there was recently a fire that the Grand Ledge Police Department responded to and kept the homeowner and park management updated on the process and followed up with the welfare of the homeowner. Ms. Smith stated that the Grand Ledge Police Department always responds immediately when the mobile home park needs them. Ms. Smith stated that she mostly interacts with "Jill" from the police department and that she does not even remember the officers name as they are on a first name basis, which feels very personable. Ms. Smith advised that she does not ever hear complaints from her residents about the Grand Ledge Police Department. Ms. Smith stated that the Grand Ledge Police Department does a great job and she does not see anything that they need to improve upon for their community.

## **2. Correspondence**

The assessors received one correspondence regarding the accreditation process from

Eaton Rapids Police Chief Larry Weeks. Chief Weeks wrote:

*On behalf of the Eaton Rapids Police Department, we have enjoyed our partnership with the Grand Ledge Police Department. Although routine interaction at the patrol level is rare, Chief Erickson and I often communicate. Working cooperatively to improve policing in our communities and Eaton County as a whole. Examples of that include recent rewrites to the countywide mutual aid agreement and a major crimes task for collaboration. We have also partnered on training for animal control and meet routinely as county chiefs to discuss varied issues impacting our agencies.*

*As a demonstration of their commitment to collaboration and planning, Chief Erickson shares his large event details and operational plans with us so we are more operational ready in the event of a large-scale event.*

*Thank you for this opportunity to provide comment.*

## Media Interest

Although the department issued a press release regarding the on-site, there were no inquiries from the media.

### **3. Interviews**

#### Adam Smith- City Manager

Adam Smith has lived in Grand Ledge since 2014 and has served as City Manager for a total of 25 years. Prior to returning to Grand Ledge, he held city manager positions in Jonesville and Mackinac, serving in Mackinac for several years before moving back to Grand Ledge to take on the role of City Manager, which has been his sole position with the city. He describes the relationship between the community and the Grand Ledge Police Department as very supportive, noting that public safety is a critical factor in making Grand Ledge a desirable place to live. The police and fire departments also maintain a strong working relationship, which is somewhat unique given that the city fire department now serves as an authority for both the City of Grand Ledge and Oneida Township. He is most proud of the city's reputation as a safe community. Looking ahead, he identifies recruitment and retention as major challenges, citing a limited candidate pool, a lack of available talent, and high dropout rates associated with free police academies. He notes that City Council maintains a close relationship with the Police Department, particularly with command staff, and that council members know every officer by name, including their families. While union negotiations can be tense at times, they are consistently handled with courtesy and respect; however, he expressed concern that current wage increases of 5% annually are unsustainable. He is very supportive of the accreditation process, which was initiated in October 2023 as part of the city's commitment to demonstrating and maintaining high professional standards.

#### Kelly Shumway- Vice Principal, Beagle Middle School

Kelly Shumway has worked in the Grand Ledge School District for eight years and has lived in Grand Ledge for the past eleven years, having also grown up in the surrounding

area. She currently serves as the Vice Principal at Beagle Middle School and previously taught 8th grade science for five years. She describes a very positive relationship between the community and the Grand Ledge Police Department, highlighting the strong presence of School Resource Officer Brown at Beagle Middle School. The SRO is regularly visible in the hallways during passing times and lunches, assists with educational efforts such as vaping prevention classes, and helps students understand that police officers are there to support and help them. She feels the department is effective in assisting with certain cases and notes that she is not aware of many issues in the city, stating that she feels completely safe in the community. She also observes a good working relationship between the Police Department and the full-time Fire Department. Kelly is most proud of the strong sense of community in Grand Ledge, citing events such as parades, the welcoming and “homey” downtown, and activities like the chili cookoff between the Police and Fire Departments. Looking ahead, she acknowledges staffing challenges but emphasizes that even when short-staffed, the Police Department remains responsive. She does not see a need for improvements at this time and hopes the strong partnership between the schools and the Police Department continues, noting that SROs typically remain in their assignment for about three years. She supports the accreditation process and believes it is a great idea for the department to participate in.

#### William Barnes- Grand Ledge School Superintendent

William Barnes has lived in the Grand Ledge area for nearly his entire life, about 37 years, and currently serves as the School Superintendent, a position he has held for four years after serving three years as Assistant Superintendent. Prior to his work in Grand Ledge, he was a high school principal in Charlotte for eight years and also taught in Charlotte and at Eastern High School. He describes the relationship between the schools, the community, and the Grand Ledge Police Department as outstanding, calling it a truly integrated partnership. The district works closely with two School Resource Officers, and police officers regularly assist with school and community events. He greatly appreciates Chief Erickson, noting that he values partnerships and community engagement. Barnes also highlights the strong relationship between the Police and Fire Departments, crediting Fire Chief Roman as being instrumental in implementing Stop the Bleed kits and emphasizing that Chief Roman, Chief Erickson, and the SROs work as clear and committed partners. He shares a personal connection to law enforcement, as his father was a police officer who recently retired, giving him a deep appreciation for the positive impact policing can have when done well. He believes Grand Ledge has an excellent approach to policing and has seen it continue to grow under Chief Erickson’s leadership over the past year, with officers consistently demonstrating care for building community. Looking ahead, he acknowledges that staffing challenges affect all human service industries but notes that the Police Department prioritizes its relationship with the schools and does everything possible to mitigate those challenges. He does not see areas needing improvement, stating that the department is professional, dependable, and treats people well, and that he can consistently count on them, even noticing a police presence in his own subdivision. He strongly supports the accreditation process, valuing accountability and data, and believes it reflects a growth mindset and authentic engagement that will ultimately make the agency even stronger.

### Kayla Roosa – Local Pastor

Kayla Roosa is a local Pastor at United Methodist Church in Grand Ledge. Pastor Roosa has been working with the Grand Ledge Police Department since June of 2014 while in the area of Delta Mills and Grand Ledge. Pastor Roosa stated that Grand Ledge has a “small town” feel, which attracted her to the area. Pastor Roosa advised that she works with the Grand Ledge Police Department as a clergy. I observed prior to speaking with Pastor Roosa that several officers interacted with her in a friendly manner when she was walking into the Grand Ledge Police Department for our interview.

Pastor Roosa stated that she spoke with Chief Erickson in a meeting at the United Methodist Church regarding Houses of Worship Safety Training. Pastor Roosa advised that Chief Erickson’s guidance was welcomed and reassuring as to the plan feedback that he provided and the safe practices that put the members at ease knowing that the Grand Ledge Police Department has a plan to protect the church. Pastor Roosa also explained the positive feedback from church members after the Trunk-or-Treat event, in which the Grand Ledge Police Department participated, and parked a vehicle in the church parking lot. Pastor Roosa explained the positive community engagement that took place from that event, and she hopes the Grand Ledge Police Department will participate in the United Methodist Church area of the Trunk-or-Treat next year, due to the number of members that provided her positive feedback from their presence at the event.

Pastor Roosa stated that she is very satisfied with the Grand Ledge Police Department and their working relationship. Pastor Roosa stated that she interacts mostly with Lt. Juras and Chief Erickson but has not had any negative encounters with any of the police officers at the Grand Ledge Police Department. Pastor Roosa stated that she does not know how the Grand Ledge Police Department can improve, as she has only had positive encounters with the police department.

### Karl Gardner Jr. – Local Business Owner

Karl Gardner Jr. has been a local business owner at Sanctuary Spirits in Grand Ledge since 2013. Mr. Gardner stated that he has been a resident of Grand Ledge for over 25 years. Mr. Gardner stated that he currently holds a Federal Firearms License (FFL) and mostly interacts with the Grand Ledge Police Department through his dealing with registering firearms and updating paperwork. Mr. Gardner stated that there have only been a few incidents while he owned his business that he had to call the Grand Ledge Police Department for unruly customers at Sanctuary Spirits. Mr. Gardner stated that every time he has dealt with the Grand Ledge Police department has been professional. Mr. Gardner stated that he has a friendly relationship with the police officers and Chief Erickson.

Mr. Gardner stated that he does not know what the Grand Ledge Police Department could improve upon, as they are always involved and friendly with the community. Mr. Gardner stated that the Grand Ledge Police Department is “great” and there is nothing but great things to say about them as a resident and business owner. Mr. Gardner stated that he has seen police officers in his business on occasions and Chief Erickson competed against the Fire Chief for a hot wing eating challenge, which had rave reviews after the event. Mr. Gardner stated that Chief Erickson appears to be completely entrenched with

the community, which makes the community members feel welcomed and safe.

#### Officer Art Morrison – Patrol Officers Union Representative

Officer Art Morrison is a police officer and property officer at the Grand Ledge Police Department. Officer Morrison is also the Patrol Officers Union Representative at the police department. Officer Morrison has been a police officer at the Grand Ledge Police Department for 9 years. Officer Morrison has been the alternate union representative for 2 years and recently became the main union representative for the patrol officer's union. Officer Morrison stated that Chief Erickson has an open-door policy with him. Officer Morrison advised that he meets with Chief Erickson monthly to review some of the grievances of the union. Officer Morrison stated that most of the issues that the patrol officer's union has are with the City, not with Chief Erickson. Officer Morrison reiterated several times that the City Manager and Finance seem to be out of touch with what the patrol officers want, or need, and often get incorrect paychecks. Officer Morrison stated that the patrol officer's union is currently discussing the vacancy of the detective position at the patrol level. Officer Morrison explained that the detective bureau has a Sergeant position filled within the detective bureau but has a vacancy for a patrol officer position that they wish to see filled before placing other officers into specialty assignments that are not currently in the contract.

#### **4. Ride Along**

Assessor Sarasin went on a ride-along during the assessment with Officer Zach Schneider.

#### Officer Zach Schneider

Officer Zach Schneider has been employed with the Grand Ledge Police Department for the past 10 years. Officer Schneider showed me the borders of Grand Ledge, and took me to several areas of frequent activity, parks, schools, and the downtown area. Officer Schneider stated that he was originally from Cadillac and moved to the Grand Ledge area when he became employed by the Grand Ledge Police Department. Officer Schneider stated that he was assigned to the Tri-county Narcotics Unit for the past 4 years and wants to apply for the vacant detective bureau position. Officer Schneider stated that he wishes to stay at the Grand Ledge Police Department for the remainder of his career and wants to pursue promotions.

Officer Schneider advised that Chief Erickson has brought reinvigoration to the Grand Ledge Police department. Officer Schneider stated that their equipment, technology, and morale was low when Chief Erickson took the vacant Chief of Police position. Officer Schneider stated that the officers seem happier and the equipment was almost immediately upgraded upon Chief Erickson taking over the department. Officer Schneider stated that the Tasers are new, updated computer systems, well-maintained vehicles, new body camera technology, new vest carriers for comfort and easier access of tools, recruiting more proactively, and will be purchasing new guns soon. Officer Schneider stated that they recently got a good contract in negotiations with more pay. Officer Schneider stated that Chief Erickson has an open-door policy, and the officers do not feel intimidated or uncomfortable talking to Chief Erickson or command.

Officer Schneider stated that the citizens in the community support the police department and the officers. Officer Scheider stated that Grand Ledge has a small-town feel and the officers get to connect with the community on a personal level. Officer Schneider advised that he is satisfied with the operation of the Grand Ledge Police department and sees a positive future for the department.

## **5. Community Involvement**

The Grand Ledge Police Department is deeply committed to fostering strong community relationships through extensive outreach and active participation in local events. Officers engage with residents across all ages, notably through school programs led by the School Resource Officers and involvement in events such as high school sports games, district tournaments and Prom to name a few.

The department also plays a key role in supporting citywide events, providing traffic and logistics for events such as: Bridge Street Trick or Treat, Holiday Night of Lights Parade, Yankee Doodle Day and many more events.

The department supports various community needs by assisting with holiday food distributions, traffic control for special events, and collaborating with local businesses.

## **F. Essential Services:**

### **Chapter 1 – The Administrative Function**

#### **1.1 Direction of Personnel**

The Chief of Police, or his designee, has the authority to issue, modify, and approve agency written directives. The agency has a written directive system. The overall written directive system was clear and understandable. The directives were constructed in a logical manner with employee duties and responsibilities clearly defined, including constraints on employee actions and expectations.

#### **1.2 Fiscal Control**

The agency maintains a cash box in the department with a beginning balance of \$100 cash in a locked and secure cash box for the purpose of financial transactions. The part-time desk officer has the primary responsibility of maintaining the cash box. Only desk officers and Sergeants are authorized by the Chief of Police to receive or disburse from cash accounts. This cash box is used for purchased reports, PBT's, purchase permits, etc.

The Agency does not have a petty cash account. All cash accounts are reviewed quarterly by the City Treasurer and the part-time desk officer. The cash box is deposited weekly and documented in the server.

Credit cards are issued to the Chief of Police. Limits are put on the cards to ensure expenditures over \$500 cannot be completed.

The cash box process of tracking balances is lacking ease of understanding and will need some updates to follow the process easier. The cash box process will be changing in 2026.

### 1.3 Internal Affairs

Internal Affairs is the responsibility of the Office of the Chief of Police. The Chief is responsible for the direction and control of the investigation of citizen complaints and the department's internal affairs function. If assigned an internal affairs investigation, the command officer will have the authority to report directly to the Chief of Police.

The department accepts and investigates all complaints against the agency or its employees, including anonymous complaints. When the investigation is concluded, the disposition will be categorized as unfounded, exonerated, not sustained or sustained. The Chief makes final determinations of all internal complaint investigations. All internal investigation files are properly secured with limited access.

A supervisor may relieve an employee from duty in severe cases. Examples of situations where such action may be deemed appropriate would be the arrest of an employee for a serious criminal offense, or a determination by the supervisor that the employee is so unfit for duty that such action is necessary. The decision rests with the supervisor in charge at the time of the incident, based on the circumstances.

The agency did not identify a need to change policy, training or equipment needs. The agency uses training and counseling in lieu of discipline when appropriate. The department conducted 1 Internal Investigation in 2025, which was unfounded.

The annual analysis lacked specificity and will need to be more comprehensive moving forward.

### 1.4 Disciplinary Procedures

The agency's written directive system details the rules, regulations and expectations for employee conduct. Supervisors have discretion to place employees on administrative leave when it is in the best interest of the individual or department. The agency is well-disciplined and has procedures to apply training and counseling in lieu of punitive employee discipline. The agency has an appropriate appeal and grievance process in place with established timelines. There were no grievances in during this assessment period. Only the Chief of Police can authorize dissemination of agency disciplinary actions.

### 1.5 Organization

All sworn personnel take, sign and subsequently abide by an oath of office to enforce the law and uphold the Constitution of the United States and the Constitution of the State of Michigan. Bias-influenced policing is strictly prohibited by the agency. There is a clear definition for bias-influenced policing, including but not limited to race and ethnic status or characteristics. No accusations of bias-influenced policing were made.

The agency also prohibits unlawful workplace discrimination and harassment, including sexual harassment. The written directive outlines a proper reporting mechanism in the chain of command, including an alternate reporting process for any conflict of interest. The directive requires employees to report any type of harassment and requires investigations to be conducted. There were no reports of workplace harassment during this assessment period.

The agency also has access to supervisory personnel on a 24-hour basis; there is always a supervisor on-call. In the absence of the Chief of Police, appoints a designee to act in the Chief's absence.

The Police Department organizational structure is the Chief of Police commanding the Grand Ledge Police Department. Below the Chief of Police is a Lieutenant. Below the Lieutenant are Sergeants. Patrol has (2) Sergeants and there is (1) Detective Sergeant. Under the Detective Sergeant are (2) School Resource Officers and (1) vacant detective position. Under the Patrol Sergeants are (8) Patrol Officers.

### 1.6 Agency Equipment and Property

Agency personnel are responsible for all equipment issued to them or physically under their control. It is the responsibility of the employee to maintain all law enforcement related equipment in an operational state and report any malfunctions, damage, or loss of equipment immediately to their supervisor. The wearing of body armor is mandatory for all sworn personnel, and there are additional requirements to wear body armor while engaged in pre-planned and high-risk operations. All sworn personnel are responsible for the maintenance of agency-issued equipment. A Personal Appearance Standards policy addresses uniform and grooming standards.

### 1.7 Public Information

The Chief of Police or his "designee" is the departments' Public Information Officer (P.I.O.) and handles media contacts and releases. When the Chief is not available, the responsibility is given to the Lieutenant or his designee which can include shift supervisors.

### 1.8 Agency Records and Computers

The agency has a detailed written directive system describing field reporting, follow-up investigations, and the approval of reports by supervision. The department controls access to agency records electronically with records management passwords. Any hard copies of reports are stored in cabinets where only records staff have access. Juvenile records are kept separate, and there are extra security measures for non-public records. Freedom of information requests are handled by the Sergeants and the agency abides by the state retention and disposal requirements in accordance with Michigan Statute and Records Management.

The agency has procedures to protect its central records. The data is stored and backed up electronically and is password-protected. Annual security audits and password audits were performed during the assessment period. There were no breaches in security during the assessment period.

### 1.9 Agency Training

The agency training records are current and are being maintained in accordance with applicable retention schedules. Training course content is outlined, and lesson plans are utilized. In-house instructors are properly trained and experienced. New sworn personnel are required to complete an extensive training program. Officers in field training rotate shifts and assigned field training officers to expose newly hired officers to all shifts. Field training officers are properly selected and trained through a documented process. The field training program is properly supervised by a supervisor. Newly promoted personnel receive supervisory and leadership training consistent with new responsibilities and tasks. The agency has a remedial training policy. During the assessment period the agency provided remedial training.

### 1.10 Authorization and Use of Agency Weapons and Ammunition

The Chief of Police is the authorizing authority for weapons and ammunition, including specialized weapons. Handguns are purchased by the department and issued to sworn personnel. Only rifles authorized by the Chief may be purchased for use on duty. The department has a comprehensive list of firearms that are allowed as secondary and off-duty weapons. The agency uses certified/qualified staff for armorer inspections, repair and replacement. Records of weapons are properly maintained with written guidelines for storage. Specific procedures for remedial training are listed for personnel who are unable to qualify. The written directive for LEOSA compliance is adequate.

## **Chapter 2 – The Personnel Function:**

### 2.1 Personnel Benefits and Responsibilities

The agency has a written directive outlining an employee assistance program, line-of-duty injury and death circumstance policy, and an employee collision and review process. The agency uses a third-party provider (Telus Health) for the Employee Assistance Program (EAP), which is run through the city. During the assessment period, there were no serious line of duty injury or death incidents. The agency has a comprehensive exposure control and reporting policy. Off duty employment is allowed with approval from the CEO.

### 2.2 Performance Evaluations

The performance evaluation system written directive was comprehensive and meaningful. Employees are provided a copy of the evaluation which is tracked electronically. Training for evaluators is documented, and the evaluations are maintained according to the department's retention schedule. The evaluation system has a clear appeal process. Evaluations are conducted annually, which corresponds with shift bids/changes.

The agency has an established early warning system. Supervisors use the system consistently and effectively.

### 2.3 Promotion of Sworn Personnel

The promotional process is outlined in the collective bargaining agreements. Requirements for promotion are established by the Chief of Police and conveyed to interested parties in a memorandum when the process is announced. During the promotional process, employee performance evaluations, training, and other requisite qualifications for promotions are listed and considered when deciding on advancement of personnel.

### 2.4 Recruitment of Sworn Personnel

The recruitment plan contains a clear statement that the agency is committed to equal opportunity. The stated goals and objectives for recruitment are clear and understandable. The main desire of the agency is to locate, attract, hire, and retain highly qualified candidates. The agency is dedicated to creating a work force that is representative of the diversity of the community. Recruitment activities include outreach to the local police academies, community service organizations, schools, social media, and other media outlets.

### 2.5 Selection of Personnel

The agency has a complete written process for the selection of new full-time personnel, which includes a thorough background investigation, as well as a medical and psychological exam. Background investigations are contracted through Fifer Investigations or done in house. The Chief makes the final decision on selection of new personnel. The agency is in compliance with all rules and laws for certifying police officers through the Michigan Commission on Law Enforcement Standards.

### 2.6 Reserve Officers and Civilian Volunteers

The agency does not have a reserve police officer program. The agency does have a Chaplain program with civilian volunteers, who are properly trained and vetted by the department.

## **Chapter 3 – The Operations Function:**

### 3.1 Arrest, Search and Seizure

The Grand Ledge Police Department is a full-service agency with arrest powers. The agency and its policies follow the United States Constitution in relation to arrest, search and seizure. The agency recognizes the foundation set forth in the Fourth Amendment.

Agency policy outlines the warrantless search exceptions and the need for a court authorized search warrant, when applicable. The Grand Ledge Police Department takes in-custody arrests to the Eaton County Jail facility for processing and will lodge prisoners at the Eaton County Jail.

Persons arrested or detained for a felony may be strip searched with authorization from a command officer; restrictions for misdemeanor or civil infractions listed in the written

directives. By policy, strip searches shall only be conducted by a person of the same sex as the prisoner being searched. Body cavity searches are conducted by a licensed physician, or nurse under the direction of and in the absence of the doctor, with a search warrant.

### 3.2 Interview and Interrogation

The Grand Ledge Police Department has established procedures for compliance with contemporary criminal procedural requirements related to interviews, investigative detention interviews, and interrogations. The agency is equipped with interview rooms for custodial and non-custodial interviews and interrogations. Non-custodial interviews are conducted in a room which does not lock. Both areas have audio and video recording capabilities. The recording device in the soft interview room is started by pressing a button on the wall prior to going into the interview. The interview rooms are under constant audio and video surveillance.

Officers conducting an interview will have a radio with them and notify another officer prior to going into the interview, so they can monitor the radio. While using the custodial and non-custodial interview rooms, investigators can lock their weapons in gun lockers.

### 3.3 Use of Force

In 2024, The Grand Ledge Police Department reported (3) Response to Resistance incidents. Of those (3), (1) were while making an arrest, (2) were during juvenile mental health complaints. Of the (3) incidents, (2) incidents involved juveniles; both of which were mental health related. There was (1) deployment of the Taser and no instances of chemical agent usage. The agency reports all (3) of the resisting subjects had minor complaints of pain from the response to resistance, and there was only (1) minor injury to two officers that responded to (1) of the incidents.

In 2024, officers were provided Response to Resistance training as well as Taser and OC Spray Training. Additionally, officers received annual stress recognition training.

The agency completed a meaningful review of their use of force incidents for 2024. For 2024, meaningful reviews have not located any policy, training, equipment, or disciplinary issues. The agency has not had any incidents of an officer being removed from duty due to a use of force incident.

The agency complies with the DOJ/FBI National Use of Force Data Collection program.

### 3.4 Communications

The Grand Ledge Police Department utilizes Eaton County Central Dispatch for all dispatch services.

All recordings are kept for (90) days. If a recording is requested, it can be sent to the requesting officer.

The Eaton County Central Dispatch center does have a backup generator on site. This generator has a full load test performed monthly.

### 3.5 Field Activities

The Grand Ledge Police Department policy allows for vehicle pursuits when an officer can articulate that the perpetrator poses a significant threat to the lives and safety of others OR if the officer can articulate that the need for apprehension of the perpetrator is greater than the risk of the pursuit itself. Roadblocks and boxing techniques are not permitted.

During 2024, the Grand Ledge Police Department was involved in (1) vehicle pursuit and no foot pursuits.

All agency personnel receive entry level training on dealing with emotionally impaired persons; refresher training is provided annually.

The Grand Ledge Police Department has in-car computers available in each patrol vehicle, accessible to each patrol officer. All videos follow the agency's retention guidelines.

The Grand Ledge Police Department allows foot pursuits and has written directives guidelines and procedures in place regarding them. Policies and training practices were reviewed and there were no recommended changes. The agency did not complete meaningful reviews of their pursuits for 2023 and 2024, but they are prepared to meaningfully review any pursuits in 2025 and beyond.

The agency has performed an annual analysis for this assessment period for all vehicle/foot pursuit incidents.

All occupants in Grand Ledge Police Department vehicles shall follow Michigan restraint laws.

The agency has a K-9 program, a policy is in place, and the agency provided records documenting training and qualifications for the department's K-9 and assigned handler. Provisions are in place for 24-hour care and maintenance of the K-9, and deployment of the department's K-9, is documented, and reported, including use of force in accordance with the standards

### 3.6 Traffic Safety and Enforcement

The Grand Ledge Police Department maintains comprehensive policies governing traffic violation enforcement, enforcement options, offender handling, and traffic direction and control. These directives establish clear procedures for conducting motor vehicle stops, including high-risk stops. Authorized enforcement options include warnings, citations, and arrest when appropriate.

Officers are required to wear high-visibility safety apparel when serving as traffic regulators. Specifically, a reflectorized vest must be worn when directing traffic, investigating traffic crashes, managing lane closures or obstructed roadways,

responding to disasters, or performing other traffic-related duties to ensure officer safety.

### 3.7 Homeland Security/Critical Incidents

The Grand Ledge Police Department maintains written directives governing its critical incident management system that are fully compliant with applicable standards. The department regularly participates in a variety of special events throughout the year and has established comprehensive planning procedures for these operations. Its critical incident planning clearly defines all required functions, including command, operations, planning, logistics, and fiscal responsibilities. Additionally, the department's special event plans address all elements required by accreditation standards.

## **Chapter 4 – The Investigative Function:**

### 4.1 Criminal Investigation

Grand Ledge Police Officers take initial reports. If follow-up is necessary, a supervisor makes the determination on who shall conduct the follow-up.

No live lineups or show-up identifications occurred during this assessment period. Photo lineups were administered with witness instructions provided and confidence statements obtained.

### 4.2 Crime Scene Processing

The Grand Ledge Police Department has detectives, evidence techs, and accident investigators available 24-hours a day. An on-duty supervisor will respond to the scene to determine whether patrol officers or evidence technicians should process the scene. If an agency evidence tech is not available, Grand Ledge Police Department utilizes the services from Michigan State Police and the Michigan State Police Crime Lab. All evidence collected will be submitted to the evidence room as soon as possible, but prior to the end of the submitting employee's shift.

The Grand Ledge Police Department allows patrol officers to process crime scenes involving assaults, burglaries, recovered stolen vehicles, traffic crashes and other offenses at the on-duty or on-call supervisor's discretion.

If an Accident Investigator is needed, the Grand Ledge Police Department utilizes the services from Michigan State Police.

For lab submissions, Grand Ledge Police Department identifies the person(s) responsible for evidence submissions, document all transmitting and receiving transactions, and document lab results.

### 4.3 Storage of Evidence and Property

The Grand Ledge Police Department controls property through a records management system.

Appropriate policies are in place for property processing and evidence collection. The

agency has a well-organized property room. Only the evidence custodian (Officer Morrison), assistant evidence custodian, and the Lieutenant have access to the room. The door has electronic access with a camera inside the property room that is recording. There are several two-way lockers for officers to put larger pieces of evidence into along with smaller lockers in which evidence is placed and secured until the property officer comes in. The agency has a large storage area that is locked and secured to limit access. Larger items that do not fit in lockers may require a phone call to the property officer to come in and make arrangements to store it appropriately. The agency has lockable areas within the property room available for narcotics, valuable jewelry, guns, and money. The valuable items and large sums of money are locked in a safe.

Evidence that needs lab submission is sent to the Michigan State Police Lab in Lansing. Appropriate policies for transmission and chain of custody are in place. Upon packaging an item, it is secured in a temporary locker.

The property officer will retrieve the items and transfer them to the long-term storage property room.

Time sensitive inspections, audits and inventories were conducted; No irregularities were identified.

Appropriate policy is in place for the possession, transfer and destruction of property.

#### 4.4 Juvenile Matters

The Grand Ledge Police Department has established policies regarding juvenile status offenses, including runaway cases, unidentified adults and children, and the safe delivery of newborns.

Grand Ledge Police Department policies ensure the protection of juvenile's constitutional rights. The agency processes juveniles at their station and ensures sight/sound separation from adults.

The agency has a policy on the safe delivery of newborns.

#### 4.5 Special Investigations and Operations

The Grand Ledge Police Department has a special investigations policy. The written directives comply with standards.

There were no incidents where the agency needed to use Amber Alerts during this assessment period.

Grand Ledge Police Department policies meet all standards as they relate to processing complaints of missing adults or juveniles. Proof of compliance was observed.

## **Chapter 5 – The Arrestee/Detainee/Prisoner Handling Function**

### 5.1 Transporting/Processing/Holding of Arrestees/Detainees/Prisoners

The Grand Ledge Police Department has established procedures for the transportation of arrested subjects, to include searching vehicles prior to the beginning of each shift, prior to and following any transport, and the securing of arrested subjects in restraints during transport. Their patrol vehicles are properly equipped with secure rear seats for prisoners.

All custodial arrests are lodged and processed at the Eaton County Jail. The Grand Ledge Police Department does not have a processing room nor temporary detention.

### 5.2 Processing of Arrestees, Detainees, and Prisoners

The Grand Ledge Police Department does not have a policy for processing arrestees, detainees, or prisoners.

All custodial arrests are lodged and processed at the Eaton County Jail. The Grand Ledge Police Department does not have a processing room, Breathalyzer, nor temporary detention.

### 5.3 Holding of Arrestees, Detainees, and Prisoners

The Grand Ledge Police Department does not have a policy for holding arrestees, detainees, or prisoners.

All custodial arrests are lodged and processed at the Eaton County Jail. The Grand Ledge Police Department does not have a processing room nor temporary detention.

## **G. Applied Discretion Compliance Discussion:**

This section provides specific information on those standards found to be in compliance after on-site adjustments were made. Adjustments may include modifying agency policies and directives, creating documentation and alteration of the physical plant. The agency had one standard held as an applied discretion:

### *Standard 1.2.1 Fiscal Control*

The initial balance, cash received, cash disbursed, and balance needed further explanation and updated proof at the on-site for clarification of the process and standards compliance.

## **H. Waivers of Standards:**

This section provides specific information on those standards which qualified for waivers. Waivers are available to agencies when it is impossible to comply with a specific standard. A request to waive standard compliance must be made to the Michigan Association of Chiefs of Police Accreditation Program Director in writing, on official agency letterhead, signed by the CEO. The following standards were granted non-applicable waivers:

*Standard 2.6.1 Reserve/Auxiliary Officers Program*  
*Standard 2.6.2 Civilian Volunteer Program*  
*Standard 4.5.3 Using Confidential Sources*  
*Standard 5.2.1 Processing Procedures*  
*Standard 5.3.1 Temporary Detention Defined*  
*Standard 5.3.2 Security Protocols*  
*Standard 5.3.3 Training*  
*Standard 5.3.4 Evacuation/Hazard Protocols*  
*Standard 5.3.5 Inspections*  
*Chapter 6 – Campus Security and Policing*

**I. Standards Noncompliance Discussion:**

The agency had no standards in noncompliance.

**J. Future Performance / Review Issues:**

Moving forward, Chief Erickson has stated the department will better utilize Accreditation Manager, Lieutenant David Juras, with the Assessment process. Chief Erickson stated that the agency is currently researching a more effective and efficient way to handle cash transactions.

**K. Summary and Recommendation:**

Although modest in size, the Grand Ledge Police Department exhibits a high degree of professionalism and a strong dedication to serving its community. The department has cultivated a service-driven culture grounded in community engagement, trust, and accountability. Under the leadership of Chief Erickson—who has been positively embraced by both department personnel and community members—the agency continues to progress and strengthen its operations while remaining firmly committed to its core values. Officers and staff clearly take pride in their work and in the community they serve, demonstrating a consistent commitment to ethical policing and public safety.

The department also benefits from strong community support. Input from community stakeholders, along with observations made during the on-site assessment, confirm a positive relationship characterized by mutual respect, open communication, and transparency.

A comprehensive assessment was completed, including file reviews, direct observation, and interviews with personnel. The agency was found to be in full compliance with all applicable accreditation standards. Based on these findings, accreditation is recommended.

Stacy Hayne, Team Leader  
Thomas Saarasin, Team Member  
Date: December 30, 2025

Reviewed and approved to be scheduled for a hearing before the MLEAC.

A handwritten signature in blue ink, appearing to read 'M. Silverthorn', with a long horizontal flourish extending to the right.

Program Director Matthew Silverthorn  
Date: January 8, 2026

03/20/2026

## INVOICE REPORT FOR CITY OF GRAND LEDGE

VENDOR NAME	DESCRIPTION	AMOUNT
56A DISTRICT COURT *	PROFESSIONAL SERVICE	482.00
AC & E	SUPPLIES	141.00
ACE HARDWARE *	SUPPLIES	58.17
ALRO STEEL CORPORATION	SUPPLIES	65.05
ANSWER UNITED	PROFESSIONAL SERVICE	305.50
BARYAMES CLEANERS *	UNIFORMS	518.48
BELINDA JOHNSON	RENTAL REFUND	100.00
BUCKS ALLREPAIR SERVICE & SALES LLC	PROFESSIONAL SERVICE	440.25
CAPITOL COMMUNICATIONS GROUP, LLC	IT	140.00
CATHEY COMPANY	SUPPLIES	179.58
CINTAS *	UNIFORMS AND SUPPLIES	734.87
CMP DISTRIBUTORS	SUPPLIES	1,113.00
CONNER CRANK	RENTAL REFUND	100.00
CORE & MAIN LP *	SUPPLIES	47,704.50
DELTA DENTAL	PROFESSIONAL SERVICE	4,846.75
ETNA SUPPLY INC	PROFESSIONAL SERVICE	2,307.52
FASTENAL COMPANY *	SUPPLIES	307.65
FISHBECK, INC.	PROFESSIONAL SERVICES	3,500.00
FLUID CONNECTIONS, INC.	SUPPLIES	147.36
GIFFELS WEBSTER	PROFESSIONAL SERVICE	27,420.90
GRAINGER WW INC *	SUPPLIES	725.87
GRAND LEDGE AUTO PARTS INC *	SUPPLIES	1,812.35
GRANGER *	PROFESSIONAL SERVICE	976.92
GRANGER	PROFESSIONAL SERVICE	131.86
HACH COMPANY	SUPPLIES	247.85
HIGH POINT TREE SERVICE, LLC *	PROFESSIONAL SERVICE	10,600.00
HUTSON, INC. *	SUPPLIES	625.47
JAMES BAILEY	RENTAL REFUND	100.00
JON LOPEZ	RENTAL REFUND	100.00
JONS TO GO *	PROFESSIONAL SERVICE	390.00
JUVENILE JUSTICE ASSOC OF MICH	PROFESSIONAL SERVICE	150.00
KCI, INC	PROFESSIONAL SERVICE	1,921.80
KEUSCH TIRE AND AUTO - EAGLE	PROFESSIONAL SERVICE	89.99
LAFONTAINE FORD OF LANSING	SUPPLIES	285.91
LANSING ICE AND FUEL	PROFESSIONAL SERVICE	1,809.15
LANSING SANITARY SUPPLY, INC.	SUPPLIES	165.79
MCGINTY, HITCH, PERSON, ANDERSON	PROFESSIONAL SERVICE	4,805.00
MEAD & HUNT	PROFESSIONAL SERVICE	2,216.64
MENARDS - LANSING WEST *	SUPPLIES	1,476.35
MERRITT PRESS, INC.	SUPPLIES	155.00
MICH ASSOC OF MUNICIPAL CLERKS	PROFESSIONAL SERVICE	50.00

MICHIGAN CAT	SUPPLIES	149.77
NEWKIRK ELECTRIC ASSOCIATES	PROFESSIONAL SERVICE	7,811.17
NORTH CENTRAL LABORATORIES	SUPPLIES	746.81
OVERHEAD DOOR OF LANSING *	SUPPLIES	2,672.55
PITNEY BOWES, INC.	PROFESSIONAL SERVICE	21.00
PPLSI	PROFESSIONAL SERVICE	325.15
RELIANCE STANDARD LIFE *	PROFESSIONAL SERVICE	1,229.54
ROSSOW GROUP CONSULTING	PROFESSIONAL SERVICE	10,000.00
SPECTRUM PRINTERS, INC.	SUPPLIES	129.83
STATE OF MICHIGAN - EGLE	PROFESSIONAL SERVICE	72,912.86
TELADOC HEALTH, INC.	PROFESSIONAL SERVICE	550.20
TELUS HEALTH (US) LTD	HEALTH CARE	195.12
TIM SIMMONS	UNIFORM CLOTHING/BOOTS	250.00
TRACE ANALYTICAL LABORATORIES, INC.	SUPPLIES	859.50
TRI COUNTY CIT	POLICE TRAINING	120.00
UM HEALTH - SPARROW OCC. HEALTH	PROFESSIONAL SERVICE	530.00
VC3, INC. *	IT	5,076.18
WALTERS-DIMMICK PETROLEUM, INC.	PROFESSIONAL SERVICE	150.00
WILLS PROPERTY MANAGEMENT	UTILITY BILLING REFUND	100.00
TOTAL		<u><u>223,278.21</u></u>

TAX

VENDOR NAME	DESCRIPTION	AMOUNT
EATON COUNTY TREASURER *	TAX DISBURSEMENT	109,232.70
EATON RESA	TAX DISBURSEMENT	53,320.15
GRAND LEDGE AREA DISTRICT LIBRARY	TAX DISBURSEMENT	26,734.03
GRAND LEDGE AREA EMERGENCY	TAX DISBURSEMENT	109,616.60
GRAND LEDGE PUBLIC SCHOOLS *	TAX DISBURSEMENT	81,274.47
LANSING COMMUNITY COLLEGE	TAX DISBURSEMENT	2,703.40
ABOOD LAW FIRM	2025 Win Tax Refund	402.11
ANTHONY M CISSEL	2025 Sum Tax Refund	1,263.31
CARLEVOIX DRIVE CONDO LLC	2025 Win Tax Refund	124.36
TOTAL		<u><u>384,671.13</u></u>

MARCH ACH PAYMENTS

VENDOR NAME	DESCRIPTION	AMOUNT
CHASE	CREDIT SERVICES	13,629.33
CONSUMER'S ENERGY	UTILITY BILLS	34,497.37
COMCAST	UTILITY BILLS	2,560.65
FRONTIER	UTILITY BILLS	69.53
HEALTH EQUITY	EMPLOYEE FSA DISBURSEMENTS	3,358.16
TOTAL		<u><u>54,115.04</u></u>

GRAND TOTAL 662,064.38

\* MULTIPLE INVOICES

To: City Council

From: Kurt Ristow, Public Works Superintendent

Date: 2/3/2026

Re: Purchase Distribution System Repair Parts

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Background: The City of Grand Ledge solicited price proposals from Etna Supply, Ferguson Waterworks, and Core & Main for distribution system materials required for emergency repairs. These materials include ductile iron pipe, valves, repair and cut-in sleeves, repair clamps, valve boxes, and Mega-Lug bolt kits.

Issues and Questions Specified: Core & Main submitted the lowest overall price for most items. Ferguson Waterworks and Etna Supply offered the lowest pricing on selected items; those items will be purchased from those vendors accordingly. The proposed purchase is the minimum quantity required to replenish materials for emergency repairs to the distribution system.

Financial Impact: The total cost of the purchase is \$61,010.76, to be allocated between the following accounts:

- 592-546-776 - Maintenance Supplies
- 592-546-936-005 - Maintenance of Mains


Recommendation: Approve the purchase of distribution system repair parts in the amount of \$61,010.76.

Attachments: Pricing quote spreadsheet, Emergency repair parts purchase summary.

Approved by City Council on 2/9/2026.



TO: Mayor and City Council Members

FROM:  Ameer King, Assistant City Manager

RE: Invoice for ADA Observation Platform

Date: March 16, 2026

Included in your bills to be paid is an invoice for professional services from Giffels Webster for the ADA Observation Platform, for work performed through February 28, 2026, for the ADA Observation Platform. City Council approved a contract with Giffels Webster on July 28, 2025, in the amount of \$88,000.

Attachment: Giffels Webster Invoice in the amount of \$27,420.90.  
\$26,845.40 to be paid from line item 407-274-721-974  
\$575.50 to be paid from line item 248-728-817-000



28 W. Adams, Suite 1200  
 Detroit, MI 48226  
 (313) 962-4442

CITY OF GRAND LEDGE  
 310 GREENWOOD STREET  
 GRAND LEDGE, MI 48837  
 RICH MORRISON

Invoice number 137087  
 Date 03/06/2026  
 Project No. 2035601

Project: JAYCEE PARK OBSERVATION PLATFORM

For professional services through February 28, 2026

Description	Contract Amount	Fee Basis	Percent Complete	Total Complete	Previously Invoiced	Due This Invoice
Permitting	\$600.00	Lump Sum	100%	\$600.00	\$600.00	\$0.00
Bidding	\$6,675.00	Lump Sum	100%	\$6,675.00	\$6,675.00	\$0.00
Construction Administration	\$8,365.00	Time & Expense		\$7,062.04	\$6,022.54	\$1,039.50
Construction Inspection	\$55,624.00	Time & Expense		\$26,525.90	\$720.00	\$25,805.90
Material Testing	\$15,975.00	Time & Expense		\$0.00	\$0.00	\$0.00
Miscellaneous Review	\$750.00	Lump Sum	100%	\$750.00	\$750.00	\$0.00
ASR 1 - ADA Sidewalk Design	\$2,500.00	Time & Expense		\$2,425.00	\$2,425.00	\$0.00
ASR 2 - EGLE Permit Application	\$1,600.00	Time & Expense		\$1,605.45	\$1,605.45	\$0.00
ASR 3 - Bridge/Jefferson Intersection Analysis	\$1,955.50	Time & Expense		\$1,955.50	\$1,380.00	\$575.50
<b>Total</b>	<b>\$94,044.50</b>			<b>\$47,598.89</b>	<b>\$20,177.99</b>	<b>\$27,420.90</b>

\$ 26,845.40 — 407-274-721-974  
 575.50 — 248-728-817-000

Due This Invoice **\$27,420.90**

**Outstanding Invoices**

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
136645	01/08/2026	720.00		720.00			
137087	03/06/2026	27,420.90	27,420.90				
<b>Total</b>		<b>28,140.90</b>	<b>27,420.90</b>	<b>720.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

To: City Council

From: Brad Rizzo – Finance Director/Treasurer

Date: 3/23/26

Re: **EGLE Repayment**

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In the bills to be paid at the March 23, 2026, Council meeting is an invoice received from the Michigan Department of Energy Great Lakes and Environment in the amount of \$72,912.86. This amount is a refund of a portion of the grant received for the recently completed raw water main project due to the project being under budget.

The project carried an original budget of \$3,600,000, consisting of a \$900,000 ARP-SRF grant and a \$2,700,000 bond. The grant had a clause to only cover up to 25% of the project costs. Actual project costs were \$3,357,660. As this project came in below budget, we are required to return the proportional share to the grantor. The net grant proceeds for the project will amount to \$827,087.14.



MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY  
 Office of Financial Management  
 WATER INFRASTRUCTURE PROGRAM

**INVOICE**

Issued under authority of MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY.  
 Failure to submit payment by the date due will result in a penalty as prescribed by law.

CITY OF GRAND LEDGE  
 SMITH, ADAM  
 310 GREENWOOD ST  
 GRAND LEDGE, MI 48837  
 US

<b>Invoice Number:</b>	<b>761-11409548</b>
Customer Id:	487649
Invoice Date:	March 05, 2026
<b>Total Due:</b>	<b>\$72,912.86</b>

CITY OF GRAND LEDGE  
 310 GREENWOOD ST  
 GRAND LEDGE, MI 48837  
 US

Invoice Item	Qty	Unit Cost	Sales Tax	Total Cost
03/05/2026 OVERPAYMENT OF PROJECT #A7735-01 DWSRF	1.00	\$72,912.860	\$0.00	\$72,912.86

**Total Invoice:** **\$72,912.86**

Payment Due: April 04, 2026

404-095-528.000  
 B

*Handwritten signature*

REMIT PAYMENT TO: **STATE OF MICHIGAN**  
 TO ENSURE PROPER CREDIT, SEND THIS PORTION WITH PAYMENT TO:  
**EGLE**  
**CASHIERS OFFICE**  
**PO BOX 30657**  
**LANSING, MI 48909-8157**

<b>INVOICE NUMBER</b> <b>761-11409548</b> OFM WIP
---------------------------------------------------------

(Please note or make any address corrections below.)


CITY OF GRAND LEDGE  
 SMITH, ADAM  
 310 GREENWOOD ST  
 GRAND LEDGE, MI 48837  
 US

City of Grand Ledge			
Winter 2025 Tax Disbursement Due to Eaton County Treasurer			
Feb 16-March 3, 2026			
<u>Tax Distribution Amounts/Description</u>		<u>City of Grand Ledge Account Number</u>	
\$15,657.06	Real and Personal- Eaton County Jail	703-000-222.000	
\$21,269.56	Real and Personal- Eaton County 911	703-000-222.000	
\$5,589.07	Real and Personal - Eaton County EATRAN	703-000-222.000	
\$7,835.83	Real and Personal - Eaton County Juvenile	703-000-222.000	
\$2,792.84	Real and Personal - Eaton County Medical Ca	703-000-222.000	
\$33,552.90	Real and Personal- Eaton County Roads	703-000-222.000	
\$11,194.80	Real and Personal- Eaton County Parks	703-000-222.000	
\$0.00	IFT - Eaton County Jail	703-000-222.000	
\$0.00	IFT - Eaton County 911	703-000-222.000	
\$0.00	IFT - Eaton County EATRAN	703-000-222.000	
\$0.00	IFT - Eaton County Juvenile	703-000-222.000	
\$0.00	IFT - Eaton County Medical Care	703-000-222.000	
\$0.00	IFT - Eaton County Roads	703-000-222.000	
\$0.00	Real - Eaton County Parks	703-000-222.000	
\$0.00	Special Assessment - Deer	703-000-220.000	
\$2,357.43	Special Assessment - John Earl	703-000-220.000	
\$0.00	Special Assessment - John Earl Supple	703-000-220.000	
\$0.00	Special Assessment - Lumbert	703-000-220.000	
\$0.00	Special Assessment - Pingel Branch IC	703-000-220.000	
\$0.00	Special Assessment - Reed IC	703-000-220.000	
\$0.00	Special Assessment - Willow Hills Blvd.	703-000-220.000	
\$0.00	Special Assessment - Waldo Drain	703-000-220.000	
\$0.00	Special Assessment - Waldo No. 2	703-000-220.000	
\$0.00	Special Assessment - Whitney	703-000-220.000	
\$0.00	Special Assessment - Woodview Drain	703-000-220.000	
\$931.02	Special Assessment - Woodview Estates	703-000-220.000	
\$0.00	Special Assessment - Russell Drain	703-000-220.000	
\$0.00	Special Assessment - Beasore and Maie	703-000-220.000	
\$0.00	Special Assessment - Husted - Landenb	703-000-220.000	
	Interest	704-000-000-221-103	
<b>\$101,180.51</b>	<b>Total Due To (From)</b>		



BL  
3/17/26 AS

**City of Grand Ledge**  
**Winter 2025 Tax Disbursement Due to Eaton RESA**  
**Feb 16-March 3, 2026**


<u>Tax Distribution Amounts/Description</u>		<u>City of Grand Ledge Account Number</u>
1,976.73	Real and Personal - Allocated	703-000-234.000
39,777.53	Real and Personal- Special Education	703-000-234.000
9,910.03	Real and Personal - Vocational Education	703-000-234.000
0.00	IFT - Allocated	703-000-234.000
0.00	IFT - Special Education	703-000-234.000
0.00	IFT - Vocational Education	703-000-234.000
0.00	Clinton County - Operating	703-000-234.000
0.00	Clinton County - Spec. Ed.	703-000-234.000
0.00	Clinton County - Voc Ed	703-000-234.000
<u>0.00</u>	Interest	703-000-221.103
<b>\$ 51,664.29</b>	<b>Total Due To (From)</b>	

BL  
3/17/26  


CITY OF GRAND LEDGE						
Winter 2025 Tax Disbursement Due To Grand Ledge District Library						
Feb 16-March 3, 2026						
<u>Tax Distribution Amounts/Description</u>				<u>City of Grand Ledge Account Number</u>		
26,734.03	Real & Personal - District Library			703-000-223.001		
0.00	IFT Taxes			703-000-223.001		
0.00	Clinton County Real			703-000-223.001		
\$ -	Interest			703-000-221-103		
26,734.03	Total Due To (From)					

  
 3/17/26  


<b>City of Grand Ledge</b>		
<b>Winter 2025 Tax Disbursement Due to Grand Ledge Area Emergency Services Authority</b>		
<b>Feb 16-March 3, 2026</b>		
<u><b>Tax Distribution Amounts/Description</b></u>	<u><b>City of Grand Ledge Account Number</b></u>	
109,616.60	Real & Personal- GLAESA Voted	703-000-230-001
-	Clinton County	703-000-230-001
-	IFT -	703-000-230-001
-	Interest & Penalty	703-000-221-103
<b>109,616.60</b>	<b>Total Due To (From)</b>	

B  
 3/17/26  


CITY OF GRAND LEDGE					
Winter 2025 Tax Disbursement Due to Grand Ledge Public Schools					
Feb 16-March 3, 2026					
<u>Tax Distribution Amounts/Description</u>			<u>City of Grand Ledge Account Number</u>		
\$63,120.00	Real and Personal - School Debt		703-000-225.001		
\$8,849.42	Real and Personal- School Bldg. & Site		703-000-225.001		
\$0.00	IFT - School Debt		703-000-225.001		
\$0.00	IFT - School School Bldg. & Site		703-000-225.001		
\$0.00	Clinton Co. Real - School Debt		703-000-225.001		
\$0.00	Clinton Co. Real - School Sinking		703-000-225.001		
	Interest		703-000-221.103		
\$71,969.42	Total Due To (From)				

BA  
 3/17/26  
 ABS

**GRAND LEDGE CITY COUNCIL**  
**310 GREENWOOD ST.**  
**GRAND LEDGE MI 48837**  
**(517) 627-2149**

**CITY COUNCIL MINUTES – REGULAR MEETING**  
**MONDAY, 09 MARCH 2026 – 7:00 P.M.**  
**COUNCIL CHAMBERS, CITY HALL**  
**310 GREENWOOD ST., GRAND LEDGE MI 48837**

- I. ROLL CALL OF COUNCIL** – Mayor Keith Mulder; and Council Members Brett Gillespie, Tom Jancek, Dave Logel, Lynne MacDowell, and Don Willems  
– Council Member Rick Lantz was excused
- OTHERS PRESENT** – Adam Smith, City Manager; Ameer King, Assistant City Manager; Gregory Newman, City Clerk; Brad Rizzo, Finance Director/City Treasurer; Ron Erickson, Chief of Police; Rich Morrison, Community Development Director; Dave Gutches, Public Services Superintendent; Kurt Ristow, Public Works Superintendent

**II. PLEDGE OF ALLEGIANCE**

Mayor Mulder led those in attendance in the Pledge of Allegiance.

**III. AUDIENCE PARTICIPATION**

Mike Roman, Grand Ledge Area Emergency Services Authority Fire Chief, commented on the proposed millage at the 05 May 2026 special election, participation at events in local schools, the “Heart Safe Community” initiative, and the Authority’s 14 March 2026 open house.

**IV. APPROVAL OF CONSENT AGENDA**

- A. Motion** – To approve the Monday, 09 March 2026 City Council consent agenda, as follows:
- i. Financial transactions and bills.
  - ii. Monday, 23 February 2026 City Council minutes.

COUNCIL MEMBER LOGEL MOVED, COUNCIL MEMBER MACDOWELL SECONDED, TO APPROVE THE MONDAY, 09 MARCH 2026 CITY COUNCIL CONSENT AGENDA. MOTION CARRIED UNANIMOUSLY.

**V. APPROVAL OF REGULAR AGENDA**

- A. Motion** – To approve the Monday, 09 March 2026 City Council regular agenda.

COUNCIL MEMBER GILLESPIE MOVED, COUNCIL MEMBER LOGEL SECONDED, TO APPROVE THE MONDAY, 09 MARCH 2026 CITY COUNCIL REGULAR AGENDA. MOTION CARRIED UNANIMOUSLY.

## **VI. COMMITTEE AND BOARD REPORTS**

### **Abrams Municipal Airport Advisory Commission**

Adam Smith, City Manager, reported the Abrams Municipal Airport Advisory Commission met on 03 March 2026 and recommended its Fiscal Year 2027 Annual Budget.

### **Parks and Recreation Commission**

Adam Smith, City Manager, reported the Parks and Recreation Commission met on 26 February 2026 and recommended an application to the Michigan Natural Resources Trust Fund (MNRTF) for the Grand Ledge Ball Park Phase III development project.

### **Planning Commission**

Adam Smith, City Manager, reported the Planning Commission met on 05 March 2026.

## **VII. STAFF REPORTS**

### **Manager's Office**

Amee King, Assistant City Manager, reported on personnel interviews and hirings, job postings, Abrams Municipal Airport taxiway lighting repairs from a lightning strike, the Jaycee Park ADA Observation Platform, the Veteran Banner Program, and Riverview Park restroom repairs.

### **Community Development Office**

Rich Morrison, Community Development Director, reported on the Planning Commission discussion of the Master Plan and proposed prohibited vegetation ordinance, work on a grant to replace the water main crossing, and the Parks and Recreation Commission discussion of a replacement pavilion at Jaycee Park.

### **Department of Public Services**

Dave Gutchess, Public Services Superintendent, reported on Wastewater Treatment Plant statistics, the Wastewater Treatment Plant and Collection System Improvements CWSRF Project #5825-01, street maintenance, and repair work on the Public Services Garage.

Kurt Ristow, Public Works Superintendent, reported on the rebid for Well No. 11 Wellhouse Construction, a water main break, and the Iron Removal Plant.

The City Council discussed the Iron Removal Plant.

### **Assessing Department**

Adam Smith, City Manager, mentioned the Assessing Department monthly report is included in the packet of supporting material.

### **Building Department**

Adam Smith, City Manager, mentioned the Building Department monthly report is included in the packet of supporting material.

- A. Motion** – To receive and place on file the February 2026 staff reports from the Manager’s Office, Community Development Office, Department of Public Services, Assessing Department, and Building Department.

COUNCIL MEMBER MACDOWELL MOVED, COUNCIL MEMBER LOGEL SECONDED, TO RECEIVE AND PLACE ON FILE THE FEBRUARY 2026 STAFF REPORTS FROM THE MANAGER’S OFFICE, COMMUNITY DEVELOPMENT OFFICE, DEPARTMENT OF PUBLIC SERVICES, ASSESSING DEPARTMENT, AND BUILDING DEPARTMENT. MOTION CARRIED UNANIMOUSLY.

## **VIII. UNFINISHED BUSINESS**

- A. Resolution #12 of 2026** – To approve a Five-Year Extension and Amendment of the City Manager Employment Agreement with Adam Smith, as presented.

COUNCIL MEMBER GILLESPIE MOVED, COUNCIL MEMBER LOGEL SECONDED, TO ADOPT RESOLUTION #12 OF 2026, TO APPROVE A FIVE-YEAR EXTENSION AND AMENDMENT OF THE CITY MANAGER EMPLOYMENT AGREEMENT WITH ADAM SMITH, AS PRESENTED.

Adam Smith, City Manager, thanked the City Council for the opportunity to continue serving as City Manager.

Mayor Mulder mentioned the Human Resources Committee recommends approving the Five-Year Extension and Amendment of the City Manager Employment Agreement with Adam Smith.

MOTION TO ADOPT RESOLUTION #12 OF 2026, TO APPROVE A FIVE-YEAR EXTENSION AND AMENDMENT OF THE CITY MANAGER EMPLOYMENT AGREEMENT WITH ADAM SMITH, AS PRESENTED, CARRIED UNANIMOUSLY.

## **IX. NEW BUSINESS**

- A. Motion** – To schedule a public hearing for the 23 March 2026 City Council meeting on an application to the Michigan Natural Resources Trust Fund (MNRTF) for the Grand Ledge Ball Park Phase III development project.

COUNCIL MEMBER GILLESPIE MOVED, COUNCIL MEMBER LOGEL SECONDED, TO SCHEDULE A PUBLIC HEARING FOR THE 23 MARCH 2026 CITY COUNCIL MEETING ON AN APPLICATION TO THE MICHIGAN NATURAL RESOURCES TRUST FUND (MNRTF) FOR THE GRAND LEDGE BALL PARK PHASE III DEVELOPMENT PROJECT.

Adam Smith, City Manager, presented an updated memorandum detailing the estimated project costs of \$587,827 with project matching funds of \$187,832, 31% of the estimated total project costs, and explained the Phase II construction schedule and Phase III calendar.

MOTION TO SCHEDULE A PUBLIC HEARING FOR THE 23 MARCH 2026 CITY COUNCIL MEETING ON AN APPLICATION TO THE MICHIGAN NATURAL RESOURCES TRUST FUND (MNRTF) FOR THE GRAND LEDGE BALL PARK PHASE III DEVELOPMENT PROJECT, CARRIED UNANIMOUSLY.

**B. Resolution #13 of 2026** – To assert the right of City Council to approve or reject the Master Plan.

COUNCIL MEMBER GILLESPIE MOVED, COUNCIL MEMBER LOGEL SECONDED, TO ADOPT RESOLUTION #13 OF 2026, TO ASSERT THE RIGHT OF CITY COUNCIL TO APPROVE OR REJECT THE MASTER PLAN.

Adam Smith, City Manager, explained Public Act 33 of 2008 requires the City Council adopt a resolution asserting its right to approve or reject the Master Plan.

MOTION TO ADOPT RESOLUTION #13 OF 2026, TO ASSERT THE RIGHT OF CITY COUNCIL TO APPROVE OR REJECT THE MASTER PLAN, CARRIED UNANIMOUSLY.

**C. Motion** – To introduce and set a public hearing for the 23 March 2026 City Council meeting on an ordinance repealing City Code, Chapter 16 – Environment, Article VI – Noxious Weeds and replacing it with Article VI – Prohibited Vegetation.

COUNCIL MEMBER GILLESPIE MOVED, COUNCIL MEMBER LOGEL SECONDED, TO INTRODUCE AND SET A PUBLIC HEARING FOR THE 23 MARCH 2026 CITY COUNCIL MEETING ON AN ORDINANCE REPEALING CITY CODE, CHAPTER 16 – ENVIRONMENT, ARTICLE VI – NOXIOUS WEEDS AND REPLACING IT WITH ARTICLE VI – PROHIBITED VEGETATION.

Adam Smith, City Manager, explained the proposed ordinance is subject to legal review.

Rich Morrison, Community Development Director, reviewed the City Council's request for the Planning Commission to review the City Code for "No Mow May" and the Planning Commission's recommendation to leave the City Code as-is, and explained the development of a replacement ordinance to address prohibited vegetation.

The City Council debated the proposed ordinance addressing dandelions and addressing vacant lots.

MOTION TO INTRODUCE AND SET A PUBLIC HEARING FOR THE 23 MARCH 2026 CITY COUNCIL MEETING ON AN ORDINANCE REPEALING CITY CODE, CHAPTER 16 –

ENVIRONMENT, ARTICLE VI – NOXIOUS WEEDS AND REPLACING IT WITH ARTICLE VI – PROHIBITED VEGETATION, CARRIED UNANIMOUSLY.

**X. AUDIENCE PARTICIPATION**

The public did not comment.

**XI. COMMUNICATIONS FROM THE MAYOR AND COUNCIL**

Council Member Gillespie commented on a resident concern about trucks at the Bridge/Jefferson Streets intersection and possible City Council action supporting the Grand Ledge Area Emergency Services Authority bond proposal.

Mayor Mulder mentioned the 14 May 2026 St. Patrick's Day Parade and festivities.

**XII. CLOSED SESSION**

**XIII. ADJOURNMENT**

COUNCIL MEMBER LOGEL MOVED, COUNCIL MEMBER GILLESPIE SECONDED, TO ADJOURN THE MONDAY, 09 MARCH 2026 CITY COUNCIL REGULAR MEETING, AT 7:35 P.M. MOTION CARRIED UNANIMOUSLY.

**COMMITTEE OF THE WHOLE AGENDA  
MONDAY, 09 MARCH 2026  
COUNCIL CHAMBERS, CITY HALL  
310 GREENWOOD ST., GRAND LEDGE MI 48837**

**I. ROLL CALL OF CITY COUNCIL** – Mayor Keith Mulder; Mayor Pro-Tem Rick Lantz; and Council Members Brett Gillespie, Tom Jancek, Dave Logel, Lynne MacDowell, and Don Willems

**II. FISCAL YEAR 2027 ANNUAL BUDGET**

Adam Smith, City Manager, commented on the improved budget process utilizing BS&A, and reviewed the Fiscal Year 2027 Budget Calendar, the 2026 and 2027 City Council Priorities, and the General Fund, Major Streets Fund, Local Streets Fund, Municipal Streets Fund, Parks and Recreation Fund, Drug Forfeiture Fund, Police Restricted Fund, Grants Fund, and Equipment Operating Fund.

Brad Rizzo, Finance Director/City Treasurer, explained new accounting rules for lease agreements.

The City Council discussed the Fiscal Year 2027 Annual Budget General Fund, Major Streets Fund, Local Streets Fund, Municipal Streets Fund, Parks and Recreation Fund, Drug Forfeiture Fund, Police Restricted Fund, Grants Fund, and Equipment Operating Fund.

MAYOR MULDER ADJOURNED THE MONDAY, 09 MARCH 2026 CITY COUNCIL  
COMMITTEE OF THE WHOLE, AT 9:50 P.M.

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Gregory L. Newman, City Clerk

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Keith O. Mulder, Mayor

DRAFT

**Grand Ledge City Council Resolution # \_\_\_\_\_ of 2026**

**A Resolution for Decertification/Vacation of a Portion of Jones St.  
from W. Lincoln St. to Spring St.**

A resolution adopted by the Grand Ledge City Council, at a regular meeting held on Monday, \_\_\_\_\_ 2026, in the Council Chambers, City Hall, 310 Greenwood St., Grand Ledge MI 48837, in compliance with the Open Meetings Act, as amended.

**Whereas**, the City of Grand Ledge, Michigan (“City”) is a municipal corporation organized under the provisions of the Home Rule City Act, Public Act 279 of 1909, as amended, and is governed by the provisions of the Grand Ledge City Charter adopted 07 August 2018, as amended (“Charter”); and

**Whereas**, the City previously reconstructed and realigned a portion of Jones St. from W. Lincoln St. to Spring St.;

**Now, Therefore, It Is Resolved:**

1. The City decertifies/vacates a portion of Jones St., from W. Lincoln St. to Spring St. for a total length of seventy feet, as attached.
2. The City directs the City Manager and Finance Director / Treasurer to appropriate the funds necessary to implement said decertification/vacation.
3. The City authorizes and directs the City Manager, or their duly authorized agent or representative, to act as agent on behalf of the City to implement said decertification/vacation on behalf of the City; to do any other act(s) or thing(s) which shall be necessary to implement said decertification/vacation on behalf of the City; to preserve and protect the rights, duties, and obligations of the City thereunder; and to do any act or thing required by Charter, ordinance, regulation, rule, statute, or other provision of law in order to implement said decertification/vacation.

**Motion by**  
**Second by**

**Ayes:**

**Nays:**

**Absent:**

Approved:

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Keith O. Mulder, Mayor

I, Gregory L. Newman, Grand Ledge City Clerk, certify this is Resolution # \_\_\_\_\_ of 2026, adopted by the Grand Ledge City Council at a regular meeting held on Monday, \_\_\_\_\_ 2026; in the Council

Chambers, City Hall, 310 Greenwood St., Grand Ledge MI 48837, in compliance with the Open Meetings Act, as amended.

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Gregory L. Newman, City Clerk





To: City Council

From: Kurt Ristow, Public Works Superintendent

Date: 3/16/2026

Re: Mowing and Maintenance Services/ Oakwood Cemetery

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**Background:** On December 1, 2025, the city issued a request for proposals for mowing and maintenance services at Oakwood Cemetery. Bids were due on January 28, 2026.

City Council awarded the contract for mowing and maintenance services to the low bidder, Woodbury Lawn and Snow, LLC, on February 23, 2026. Woodbury Lawn and Snow, LLC, have since declined to execute the contract.

**Financial Impact:**

Oakwood Cemetery- **\$1,012.00** per mow/ **\$26, 312.00** per season based on 26 mows.

**Recommendation:**

After conducting reference checks and soliciting and reviewing contractor equipment lists staff recommends rescinding the award to Woodbury Lawn and Snow, LLC, and awarding the contract to Lansing Real Green Lawn Care, the next lowest responsive bidder. Lansing Real Green Lawn Care, was also awarded the city's "Parks, Greenspaces and Parcels" contracts on 2/23/26.

**Grand Ledge City Council Resolution #\_\_\_\_\_ of 2026**

**A Resolution to Rescind Resolution #08 of 2026, to Approve a Bid Award and Authorize a Contract for Oakwood Cemetery Grounds Maintenance with Woodbury Lawn Snow, LLC, and to Approve a Bid Award and Authorize a Contract for Oakwood Cemetery Grounds Maintenance with Lansing Real Green Lawn Care, Inc.**

A resolution adopted by the Grand Ledge City Council, at a regular meeting held on Monday, 23 March 2026, in the Council Chambers, City Hall, 310 Greenwood St., Grand Ledge MI 48837, in compliance with the Open Meetings Act, as amended.

**Whereas**, the City of Grand Ledge, Michigan (“City”) is a municipal corporation organized under the provisions of the Home Rule City Act, Public Act 279 of 1909, as amended, and is governed by the provisions of the Grand Ledge City Charter adopted 07 August 2018, as amended (“Charter”); and

**Whereas**, Charter §13.1A provides:

“The power to make and to authorize the making of contracts on behalf of the City is vested in the City Council and shall be exercised in accordance with the provisions of law”; and

**Whereas**, the City previously adopted Resolution #08 of 2026, to approve a bid award and authorize a contract for Oakwood Cemetery Grounds Maintenance with Woodbury Lawn Snow, LLC; and

**Whereas**, Woodbury Lawn Snow, LLC, has declined to execute the contract for Oakwood Cemetery Grounds Maintenance; and

**Whereas**, staff recommends rescinding Resolution #08 of 2026, to approve a bid award and authorize a contract for Oakwood Cemetery Grounds Maintenance with Woodbury Lawn Snow, LLC, and to approve a bid award and authorize a contract for Oakwood Cemetery Grounds Maintenance with Lansing Real Green Lawn Care, Inc.;

**Now, Therefore, It Is Resolved:**

1. The City rescinds Resolution #08 of 2026, to approve a bid award and authorize a contract for Oakwood Cemetery Grounds Maintenance with Woodbury Lawn Snow, LLC.
2. The City approves a bid award and authorizes a contract for Oakwood Cemetery Grounds Maintenance with Lansing Real Green Lawn Care, Inc., as attached.
3. The City directs the City Manager and Finance Director / Treasurer to appropriate the funds necessary to implement said contract.
4. The City authorizes and directs the City Manager, or their duly authorized agent or representative, to act as agent on behalf of the City to implement said contract on behalf of the City; to do any other act(s) or thing(s) which shall be necessary to implement said contract on behalf of the City; to preserve and protect the rights, duties, and obligations of the City thereunder; and to do any act or thing required by Charter, ordinance, regulation, rule, statute, or other provision of law in order to implement said contract.

**Motion by**

**Second by**

**Ayes:**

**Nays:**

**Absent:**

Approved:

---

Keith O. Mulder, Mayor

I, Gregory L. Newman, Grand Ledge City Clerk, certify this is Resolution #\_\_\_\_\_ of 2026, adopted by the Grand Ledge City Council at a regular meeting held on Monday, 23 March 2026; in the Council Chambers, City Hall, 310 Greenwood St., Grand Ledge MI 48837, in compliance with the Open Meetings Act, as amended.

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Gregory L. Newman, City Clerk



## Bidders Proposal City of Grand Ledge 2026 Oakwood Cemetery Mowing & Maintenance Services

All work shall be completed in accordance with the City of Grand Ledge Specifications for work. The contractor receiving the bid award shall provide proof of insurance in the amount shown in the RFP guidelines prior to commencement of work. Insurance shall be kept current and in full force throughout the duration of the work. Contractors show satisfactory evidence that they have performed similar work previously, and that they have adequate equipment and labor to perform the work in a timely fashion.

A.	Cost per mowing (includes all items included in specifications)	\$ 1,012.00
----	-----------------------------------------------------------------	-------------

This bid is submitted in response to the City of Grand Ledge RFP for 2026 Oakwood Cemetery Mowing & Maintenance Services by:	
<b>Business Name</b>	Lansing Real Green Lawn Care
<b>Authorized Signature</b>	
<b>Print Name</b>	Crystal Gomez-Johnson
<b>Title</b>	President
<b>Business Address</b>	7845 E Vermontville Hwy , Dimondale, MI 48821
<b>Business Phone</b>	517-887-4989
<b>Date</b>	January 27, 2026



2026 CITY OF GRAND LEDGE

## OAKWOOD CEMETERY MOWING & MAINTENANCE SERVICES

### Company Information:

Business Name: Lansing Real Green Lawn Care Inc. – (517) 887-4989

Address: 7845 E Vermontville Hwy, Dimondale, MI 48821

Mailing Address: PO Box 80843, Lansing, MI 48908-0843

### Experience:

Lansing Real Green Lawn Care (LRGLC) has been in business since 2013. We currently hold similar mowing contracts with the City of Lansing-MDOT, City of Lansing-Public Service, City of Charlotte-Code enforcement grass cutting, City of Lansing – Fire Department, and Apartment Services Co – Chapel Hill Memorial & East Lawn Memorial Gardens Cemeteries. We have many years of experience with similar work.

### References:

- Apartment Services Co Inc - Miles Korte C: (734) 765-7723, [mkorte@apartmentservicescompany.net](mailto:mkorte@apartmentservicescompany.net)
- City of Lansing- MDOT - Irene Cahill, C: (517) 388-4402, [irene.cahill@lansingmi.gov](mailto:irene.cahill@lansingmi.gov), 601 E South St, Lansing, MI 48910
- City of Lansing - Waste Water Treatment Plants, Public Service, Guard Rails, FEMA, Nathan Arnold, C: (517) 256-7444, [Nathan.Arnold@lansingmi.gov](mailto:Nathan.Arnold@lansingmi.gov), 601 E South St, Lansing, MI 48910
- City of Lansing – Fire Stations, Chief Jwan Randle, (517) 582-5906, [Jwan.Randle@lansingmi.gov](mailto:Jwan.Randle@lansingmi.gov)
- City of Charlotte – Code enforcement grass cutting, Dan Daly, (517) 543-0241, [ddaly@charlottemi.org](mailto:ddaly@charlottemi.org)
- City of Owosso - Code enforcement grass cutting, Tanya Buckelew, (989) 725-0540, [tanya.buckelew@ci.owosso.mi.us](mailto:tanya.buckelew@ci.owosso.mi.us) (contract ended October 2025)

### Services Offered:

- Complete Lawncare and landscape maintenance services.
- Snow and Ice Removal.

### Equipment Storage Capabilities:

All our equipment is housed/stored at 7845 E Vermontville Hwy in Dimondale, MI 48821, where our office is located as well. Office hours are 9 a.m.-6 p.m. for site walk through scheduling.

- LRGLC have 3 Pole Barns: 2- 40'x80', 1 – 30'x60' on 15 acres. We have more than enough space to service the size and scope of this contract.
- LRGLC also has a small engine repair shop on site, a nursery on site and landscape supplies on site as well.

**Equipment List:**

See attached Equipment List in bid.

**Photo Equipment:**

We use 10<sup>th</sup> generation iPads for all photos and work orders.

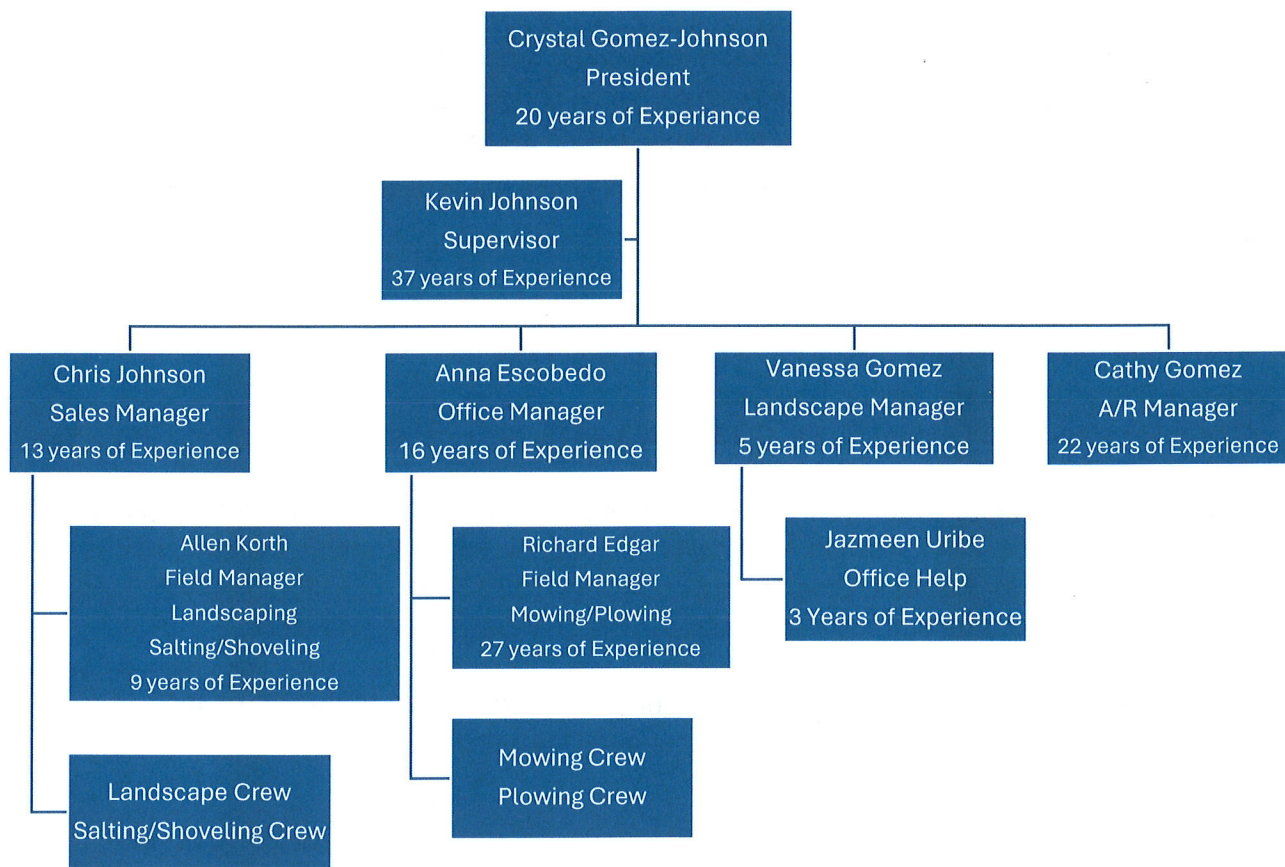
**Contact List:**

Kevin Johnson – Supervisor: 517-303-2922 (Emergency Contact), realgreenlawncareinc@gmail.com

Crystal Gomez-Johnson – President: 517-505-0986 (Emergency Contact),  
realgreenlawncareinc@gmail.com

Anna Escobedo – Office Manager: 517-887-4989, realgreenlawncareinc@gmail.com

Vanessa Gomez – Landscape Manager: 517-887-4989, realgreenlawncareinc@gmail.com



**3 crews assigned to this project:**

Damian Redman (Crew 1) – 8 Years of Experience in professional lawn care maintenance.

Abram Ahola (Crew 1) – 7 Years of Experience in professional lawn care maintenance.

Quincy Jones (Crew 2) – 19 Years of Experience in professional lawn care maintenance.

Joseph Webster (Crew 2) - 18 Years of Experience in professional lawn care maintenance.

Kevin Myers (Crew 3) – 24 Years of Experience in professional lawn care maintenance.

James Moncada (Crew 3) – 16 Years of Experience in professional lawn care maintenance.

**Alternate Crew if needed:**

Taylor Duncan – 11 Years of Experience in professional lawn care maintenance.

Saryna Hernandez – 3 Years of professional lawn care maintenance.

**Anticipated Fee Structure #1:**

Weekly mowing cost (approximate 26 mows including fall clean up):

Seasonal Cost:

Oakwood Cemetery Mowing: \$26,312.00

Starting April 1, 2026

Monthly cost approximately \$4,385.33 (May-October 2026)

**Anticipated Fee Structure #2:**

Bi-weekly mowing Cost (approximate 13 mows including fall clean up):

Seasonal Cost:

Oakwood Cemetery Mowing: \$13,156.00

Starting April 1, 2026

Monthly cost approximately \$2,192.67 (May-October 2026)

We understand that the City of Grand Ledge has the option to choose whether they want services provided weekly, bi-weekly, or monthly.

**Addendum Acknowledgement:**

"I, Crystal Gomez-Johnson, confirm I have received and reviewed Addendum #1, dated December 1st, 2026, regarding 2026 City of Grand Ledge Oakwood Cemetery Mowing & Maintenance Services."





# Real Green

## Lawn Care & Landscaping

<u>Type of Equipment/QTY</u>	<u>Manufacturer</u>	<u>Model/year/size</u>
TRUCK - FULL SIZE 4X4 (7)	GMC	SIERRA/2016/2500 HD
TRUCK - FULL SIZE 4X4 (7)	CHEVY	SILVERADO/2008/2500 HD
TRUCK - W/ LANDSCAPE BODY AND DOVE TAIL (8)	GMC	C5500/2005-2006
TRUCK - W/LANDSCAPE BODY AND DOVE TAIL (4)	ISUZU	2010
DUMP TRUCK (4)	FORD F450 AND FORD F550	2003 AND 2005 12 CUBIC YARD CAPACITY
ENCLOSED TRAILER (1)	UNITED EXPRESS	20FT/2014
TRAILER (2) - 20 FT TANDEM AXLE 14,000 GVW 2015		
DUMP TRAILER (1) - 16 FT TANDEM AXLE DUMP TRAILER W/6FT SIDES 2018		
SKID STEER/TRACTOR TRAILER (1) - 20 FT TANDEM AXLE		
TRACTOR 4WD W/BRUSH HOG (1)	KUBOTA	L3901/2020/TRACTOR WITH LOADER
ZERO TURN MOWER (20)	EXMARK	2015/60" FINISH MOWER
ZERO TURN MOWER (21)	EXMARK	2018/60" FINISH MOWER
ZERO TURN MOWER (6)	EXMARK	2016-2020/52" FINISH MOWER
STAND ON MOWER (2)	EXMARK	2020/60" COMMERCIAL STAND ON
WALK BEHIND MOWER (6)	TORO	2015/30" WALK BEHIND
STAND ON MOWER (3)	TORO	GRAND STAND 60"
TRIMMERS (53)	ECHO	SRM3020T/2019 TRIMMER
GROUNDS MASTER MOWER (2)	TORO	16 FT GROUNDS MASTER MOWER
BLOWERS - BACKPACK (31)	STIHL	BR600/2017 BACKPACK BLOWER
STAND ON BLOWER (4)	HURRICANE	STAND-ON BLOWER
CHAINSAWS (2)	STIHL	029/2016/18" CHAINSAW
CHAINSAWS (2)	STIHL	MS193T/2017/16" CHAINSAW
CHAINSAW (1)	STIHL	MS441/2014/34" CHAINSAW
CHAINSAW TRIMMER (3)	ECHO	PPT2620/2014/ 18' EXTENSION POLE STRING PULL TRIMMER
EDGER (4)	ATOM	2020
BARK & MULCH BLOWER	BB-5 SERIES FINN	2023
HYDRO SEEDER	FINN	2018

You are welcome anytime to inspect our equipment and facility.

City of Grand Ledge  
Contract for Oakwood Cemetery Grounds Maintenance

THIS AGREEMENT (this “Agreement”) is made and entered into this 23<sup>rd</sup> day of March, 2026, by and between the **CITY OF GRAND LEDGE, MICHIGAN**, a Municipal home rule city, whose office is located at 310 Greenwood Street, Grand Ledge, Michigan 48837 (“City”), and Lansing Real Green Lawn Care, Inc., a Michigan profit corporation, whose address is 7845 E. Vermontville Hwy., Dimondale MI 48821 (“Contractor”).

RECITALS

WHEREAS, it is the intent of the City to retain the services of the Contractor for Oakwood Cemetery Grounds Maintenance; and

WHEREAS, the Contractor represents to the City that it has the ability to timely and properly perform the services and other obligations described in this Agreement; and

WHEREAS, the parties wish by this Agreement to define their respective rights and obligations among other things during the term of this Agreement;

NOW THEREFORE, for and in consideration of the mutual promises, terms, conditions, and covenants expressed in this Agreement, the parties agree as follows:

1. **Services.** Unless directed by the City Manager or their designee, the Contractor shall provide the following services. The Contractor shall provide necessary administrative, supervisory, management and labor responsibilities, including the use of their own equipment, to carry out the delivery of mowing and maintenance services at Oakwood Cemetery, as described in Exhibit A, attached hereto and made a part hereof (the “Services”). The Services shall be timely and properly performed without the supervision by the City. If City supervision is required, the Contractor shall reimburse the City for the costs of supervision based on the City staffs’ hourly rates and benefits.
2. **Compensation.** The City shall pay the Contractor in the amount of \$953.50 per mowing and maintenance service.
3. **Payment.** The Contractor shall provide timely and accurate written invoices to the City for services actually rendered pursuant to this Agreement. The City shall remit payment to the Contractor within thirty days after confirming the invoice is accurate. The Contractor’s failure to timely or accurately provide any required invoices shall constitute a breach of this Agreement.
4. **Contractor Responsibilities.** The Contractor shall, at its sole cost and expense, be responsible for acquiring, maintaining, and insuring all equipment and materials necessary for the Contractor to perform the services identified in this Agreement. All contractor personnel performing work under this Agreement must wear attire clearly identifying them as contractors of the City. The Contractor shall, at its sole cost and expense, secure and maintain appropriate insurance for general liability and worker’s compensation and provide the City with a copy of the certificates of insurance.

The Contractor shall, at its sole cost and expense, secure and maintain the following insurance coverage from a company or companies licensed to sell insurance in Michigan with an A+ A.M. best rating, or

equivalent: Worker's Compensation in compliance with Michigan law; Comprehensive General Liability Insurance in the amount of one million and 00/100 dollars (\$1,000,000.00) each occurrence for Bodily Injury Liability and Property Damage Liability. The insurance required shall be written for the greater of limits not less than the limits of liability specified or required by law OR primary coverage of one million and 00/100 dollars (\$1,000,000.00) per occurrence. Insurance on an occurrence basis shall be maintained without interruption from the date of commencement of operation under the contract until the date herein specified that coverage is no longer required. It is understood and agreed by naming the City of Grand Ledge as additional insured in the amount of one million and 00/100 dollars (\$1,000,000.00) per occurrence, the coverage afforded is considered to be primary and any other insurance the City of Grand Ledge may have in effect shall be considered secondary and/or excess.

All certificates of insurance must be forwarded to the City of Grand Ledge prior to the commencement of any work. Required insurance policies shall not be changed or canceled without ninety (90) days prior written notice to the City of Grand Ledge.

5. **Status.** The parties understand the Contractor is not and shall not be considered an employee of the City. The parties acknowledge and agree the City shall not withhold any amounts for federal, state, or local income taxes, Medicare taxes, or social security taxes from the fees paid pursuant to this Agreement.
6. **Non-Exclusivity.** The parties agree this Agreement shall be non-exclusive. The City reserves the right to use any other means it may desire or determine to accomplish the services identified in this Agreement. The City also reserves the right to supplement the services of the Contractor as the City may choose. The City makes no guarantees as to the total amount of compensation the Contractor may earn per this Agreement and reserves the right to limit the amount of services the City requests the Contractor provide under this Agreement. The Contractor reserves the right to provide services to other clients and customers as it sees fit.
7. **Term.** The term of this Agreement shall be from April 1, 2026, through November 30, 2026, with an option to renew for up to two additional years. This Agreement can only be renewed by the mutual written Agreement of the parties.
8. **Indemnification.** The Contractor agrees to indemnify and hold harmless from any and all liability the City and their officers, employees, and agents from all liability, loss, or damage as a result of claims, actions, suits, causes of action, proceedings, costs, expenses, judgments, and liabilities of any kind whatsoever arising out of this agreement and the Contractor's performance of the contractual work, including but not limited to the payment of any amounts for federal, state, and local taxes, and/or social security and Medicare taxes. It is further agreed that the Contractor shall have the responsibility to the City for the proper performance of its professional services in conformity with the customary and usual. As a result of the failure of such performance provided such damages suffered by the City as a result are caused by the Contractor's error, omission, or negligent act, or the error, omission, or negligent act of its officers, agents, or employees, no compensation will be paid to the Contractor for the services required to correct work arising out of the Contractor's errors or omissions. Additionally, the Contractor shall be responsible for any payment to other consultants/Contractors to correct work arising from the Contractor's errors and omissions.

9. **Labor Laws and Equal Employment Opportunity.** The Contractor and/or subcontractors must abide by federal, state, and local regulations pertaining to equal employment and shall obey and abide by all the laws of the State of Michigan relating to the employment of labor and public work including all ordinances and requirements of the City regulating or applying to public improvements.
10. **Termination.** Either party to this Agreement may terminate this Agreement upon thirty days' written notice to the other party. This right of cancellation shall be exercisable at the sole discretion of the cancelling party and requires no just cause or other reason.
11. **Breach.** In the event of a material breach of this Agreement by either party, it is agreed the non-defaulting party shall be permitted to recovery, in addition to any other remedy available to it, at law or at equity, all reasonable attorney's fees and costs, and damages incurred as a direct result or consequence of such breach. Specifically and without limitation, in the event of a breach by the Contractor the City shall be entitled to recover all out-of-pocket costs incurred to obtain the Services by another contractor.
12. **Jurisdiction.** Any proceeding claim, or cause of action, at law or equity, arising under this Agreement or as a result of a breach thereof, shall be brought only in the appropriate court for Eaton County, Michigan. This Agreement has been executed in the State of Michigan and therefore shall be construed, interpreted, and applied on only according to the laws of the State of Michigan.
13. **Understanding and Binding Effect.** This Agreement represents the entire understanding and agreement between the parties, and all prior understandings and agreements are specifically merged in this Agreement. This Agreement shall inure to the benefit of and be binding upon the parties and their respective heirs, personal representatives, members, assigns, and successors.
14. **Notices and Mailings.** All notices and other documents to be served or transmitted shall be in writing and addressed to the respective parties at the addresses stated on Page 1 of this Agreement or such other address or addresses as shall be specified by the parties from time to time and may be served or transmitted in person or by ordinary or certified mail properly addressed with sufficient postage.
15. **Severability.** If any section or provision of this Agreement is unenforceable for any reason, the unenforceability shall not impair the remainder of this Agreement, which shall remain in full force and effect.
16. **Captions.** The captions in this Agreement are for convenience only and shall not be considered as part of this Agreement or in any way amplifying or modifying its terms and provisions.
17. **Authority.** The respective signatures below expressly acknowledge this Agreement is made and entered into with the full authority of the City of Grand Ledge and the person/s executing this Agreement on behalf of the respective parties have been duly authorized and empowered to make and enter into this Agreement.

**IN WITNESS WHEREOF** we have executed this Agreement on the date and year first above written.

**CITY OF GRAND LEDGE,**  
a Michigan home rule city

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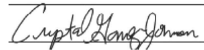
By: Adam Smith

Date

Its: City Manager

**Lansing Real Green Lawn Care, Inc.**  
a Michigan profit corporation

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By: Crystal Gomez-Johnson

By: President



# REQUEST FOR PROPOSALS

2026 CITY OF GRAND LEDGE

OAKWOOD CEMETERY MOWING & MAINTENANCE SERVICES

DATE:	<b>December 1, 2025</b>
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**PROPOSAL DUE DATE & BID OPENING:**

**Wednesday, January 28, 2026, at 1:00 P.M.**

**PROPOSAL DELIVERY LOCATION:**

City of Grand Ledge  
ATTN: Kurt Ristow, Public Works Superintendent  
310 Greenwood Street, Grand Ledge, Michigan 48837

**CONTACT:**

Kurt Ristow, Public Works Superintendent  
517-627-2149  
[kristow@cityofgrandledge.com](mailto:kristow@cityofgrandledge.com)

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## Request for Proposal (RFP)

2026 CITY OF GRAND LEDGE – OAKWOOD CEMETERY MOWING & MAINTENANCE SERVICES

### Introduction:

The City of Grand Ledge is requesting sealed bid proposals for mowing and maintenance services at Oakwood Cemetery. The contractor will be engaged as an independent business and should be currently involved in commercial lawn mowing and grounds maintenance activities. The City of Grand Ledge shall not be the contractor's sole and only client or customer.

Companies with demonstrated experience in commercial lawn maintenance services with an interest in making their services available to the City of Grand Ledge are invited to respond to the RFP. The submitted proposals will be used as a basis for awarding work.

### Selection Timetable:

<b>Release RFP</b>	Monday, December 1, 2025
<b>RFP Due Date &amp; Bid Opening</b>	Wednesday, January 28, 2026, at 1:00 P.M.
<b>Tentative Bid Award</b>	Monday, February 9, 2026

### Submittal of Proposal:

Respondents shall submit one (1) paper copy of the RFP response in a package that is sealed and clearly labeled "RFP – 2026 Oakwood Cemetery Mowing & Maintenance Services." Or RFP responses may be emailed as one (1) document saved as a PDF to [kristow@cityofgrandledge.com](mailto:kristow@cityofgrandledge.com) with "RFP – 2026 Oakwood Cemetery Mowing & Maintenance Services" in the subject line.

Proposals and any questions related to the RFP may be directed to:

Kurt Ristow, Public Works Superintendent  
310 Greenwood Street, Grand Ledge, Michigan 48837  
517-627-2149 | [kristow@cityofgrandledge.com](mailto:kristow@cityofgrandledge.com)

The bidding price shall not include an allowance for State Sales Taxes or Federal Excise Tax. The City, upon request, will provide the successful bidder with properly executed tax exemption certificates or tax exemption numbers. All other taxes required by law shall be paid by the successful Contractor.

Any proposal may be withdrawn or modified by written request, provided such request is received by the City at the above address prior to the date and time established for receipt of proposals. Proposals not so withdrawn shall constitute a firm offer to provide the services contained therein and shall remain firm for acceptance for sixty (60) days.

The cost of preparing a response to this RFP, including site visits, is the Contractor's sole responsibility and will not be reimbursed by the City of Grand Ledge.

The City reserves the right to reject any or all proposals, to award the contract to other than the low bidder, to accept any or all alternatives, to waive irregularities and/or informalities and, in general, to make the award in any manner deemed by it, in its sole discretion, to be in the best interest of the owner.

### Minimum Qualifications:

1. **Eligibility:** Bidders must be able to demonstrate at least five (5) years of satisfactory experience working in commercial lawn maintenance, providing similar services as outlined in the following specifications. As an independent business, the contractor shall declare that it has complied with all federal, state, and local laws and policies regarding business permits, insurance coverage, and licenses of any kind that may be required to carry out the said business and the tasks to be performed under this maintenance contract.
2. **Corporate Profile:** Describe on one page the background of your company and why it is qualified to provide the services requested for the City of Grand Ledge.
3. **Experience:** Provide evidence of similar experience that demonstrates your ability to successfully provide the services being requested in this RFP. Include names and contact information from three (3) past projects for reference purposes.
4. **Cost:** An anticipated fee structure must be submitted.

### Specifications:

The following bid specification is an outline of duties and is intended as a guideline for the maintenance contractor at Oakwood Cemetery. In practice, it may be necessary to modify these duties or add to them. Major deviations from these guidelines are not anticipated.

- A. During Spring, Summer, and Fall growing periods of each year, lawn mowing, and grounds maintenance will include the following tasks at a minimum:
  1. Maintain the cemetery's appearance by raking, mowing, and trimming as necessary to maintain the cemetery in a condition which will be acceptable to the City of Grand Ledge. Grass and weeds will be maintained at a height of three (3) inches.
  2. Areas adjacent to headstones are to be trimmed; grass clippings are to be safely removed from the monument and foundation areas at each mowing, without damage to monuments
  3. Trim and remove tree limbs and other landscaping as necessary to ensure a safe and attractive environment.  
Note: Significant tree maintenance and tree and/or stump removal services are not part of this contract.
  4. Remove and dispose of all litter and trash from Cemetery grounds.
  5. Inform the Public Works Superintendent of any problems or concerns encountered.
  6. Special attention should be given to maintaining the cemetery in a safe condition.
  7. See Attachment A – Oakwood Cemetery: Property Boundaries & Location
- B. Oakwood Cemetery maintenance contractor will provide all labor, equipment, and supplies necessary to perform all required work.

## Delivery of Services:

- A. Mowing and maintenance services shall be performed during the spring, summer, and fall growing period of each year; Cemetery maintenance is to be performed on a regular basis to maintain the grounds as outlined in the specifications.
- B. The City of Grand Ledge intends to regularly monitor the appearance and general condition of Oakwood Cemetery. Any area found to be in serious non-compliance with any of the provisions as outlined in this RFP shall result in the maintenance contractor receiving written notification of all concerns.
  1. Failure to resolve problems following written notification will result in the city taking appropriate action.
  2. If the maintenance contractor fails to correct the stated deficiency(ies) within 48 hours, the City of Grand Ledge shall then correct the stated deficiency(ies) with its own work forces and will deduct the cost of said corrections from payment due to the contractor under the next invoice submitted by the contractor.

## Qualifications of the Firm:

The City of Grand Ledge may award the Oakwood Cemetery Mowing and Maintenance Services contract to the individual or firm that, in its sole opinion, is the most capable of providing the range of services described and anticipated by this RFP and is in the long-term best interests of the city and its residents.

The City of Grand Ledge reserves the right to:

- Investigate the qualifications of all firms under consideration, including any information furnished by potential candidates
- Reject any or all proposals
- Modify the proposal
- Establish evaluation criteria determined to be in the best interest of the city
- Issue a subsequent RFP
- Conduct interviews with potential firms prior to selection

Note: This RFP does not commit the City of Grand Ledge to negotiate a contract, nor does it obligate payment for any cost incurred in the preparation and submission of the proposal.

## Evaluation Process:

Proposals will be evaluated through consideration of several factors. The review of all documents submitted will be in accordance with the following criteria:

- Experience and references of the contractor
- Proposed cost
- Ability to execute contract in accordance with City policies and in full compliance with all applicable laws, ordinances, and regulations
- The proponent's familiarity with the City and Tri-County area
- Other factors deemed relevant by the City Manager and Public Works Superintendent
- The City reserves the right, in its absolute discretion, to reject any or all proposals, to waive irregularities, informalities, and/or non-conformities in any submission, to select the proponent

and proposal deemed to be in the best interests of the City, and to negotiate with the selected proponent(s).

The above criteria will be used to evaluate the submittals. Following a review of the submittals, a firm will be selected, and a recommendation will be given to the City Council.

The Contractor must demonstrate its ability to deliver competitive rates for the noted services. If for any reason, a proponent cannot commence activities within 30 days of the contract being executed, the City may unilaterally terminate the contract and negotiate with other proponents.

### Conflict of Interest:

The respondent warrants that to the best of its knowledge and belief, and except as otherwise disclosed, it does not have any organizational conflict of interest. Conflict of interest is defined as a situation in which the nature of work under this solicitation and the firm’s organizational, financial, contractual, or other interests are such that:

1. Respondent may have an unfair competitive advantage, or
2. The respondent’s objectivity in performing the work solicited may be impaired. In the event the respondent has an organizational conflict of interest as defined herein, the respondent shall disclose such conflict of interest fully in the proposal submission.
  - a. The respondent agrees that if, after award, it discovers an organizational conflict of interest with respect to this solicitation, it shall make an immediate and full disclosure in writing to the City Manager that shall include a description of the action which the respondent has taken or intends to take to eliminate or neutralize the conflict. The City may, however, disqualify the respondent or if a contract has been entered into with the respondent, terminate said contract, in its sole discretion.
  - b. In the event the respondent was aware of an organizational conflict of interest before the award of a contract and intentionally did not disclose the conflict to the City Manager, the City may disqualify the respondent.

### Subcontracting:

Subcontracting for duties outlined in the RFP specifications will not be permitted unless authorized in writing by the city. The contractor must be independently able to provide all tasks identified in the attached specification in their entirety.

If subcontracting is authorized by the city, the selected firm will be fully responsible to the City of Grand Ledge for the acts and omissions of subcontractors and of all people, whether directly or indirectly employed by the selected firm. Nothing in the contract shall create any contractual relationship between any subcontractor and the City of Grand Ledge. The selected firm shall not assign, transfer, convey, or otherwise dispose of the contract, or any part thereof, or the firm’s right, title, or interest in the same or any part thereof, without the previous written consent of the City of Grand Ledge. The selected firm shall not assign any of the money due or to become due and payable under the contract without the previous written consent of the City of Grand Ledge.

## Labor Laws and Equal Employment Opportunity:

The selected firm and subcontractors must abide by Federal, State, and local regulations pertaining to equal employment, and shall obey and abide by all the laws of the State of Michigan relating to the employment of labor and public work, and all ordinances and requirements of the City of Grand Ledge regulating or applying to public improvements.

## Indemnification and Hold Harmless:

The selected firm agrees to indemnify and hold harmless the City of Grand Ledge and their officers, employees, and agents from any and all liability, loss, or damage as a result of claims, actions, suits, causes of action, proceedings, costs, expenses, judgments and liabilities of any kind whatsoever arising out of selected firm's performance of the contractual work. It is further agreed that the selected firm shall have the responsibility to the City of Grand Ledge for the proper performance of its professional services in conformity with the customary and usual result of the failure of such performance, provided such damages suffered by the City of Grand Ledge as a result of the failure of such performance, provided such damages are caused by the selected firm's error, omission or negligent act, or the error, omission or negligent act of its officers, agents, or employees. No compensation will be paid to the selected firm for the services required to correct work arising out of the selected firm's errors or omissions. Additionally, the selected firm shall be responsible for any payment to other consultants/Contractors to correct work arising from the selected firm's errors and omissions.

## Insurances:

The selected firm shall procure and maintain during the life of the contract the following insurance coverage from a company or companies licensed to sell insurance in Michigan with an A+ A.M. Best rating, or equivalent:

- Workers' Compensation in compliance with Michigan law
- Comprehensive General Liability Insurance in the amount of \$1,000,000 each occurrence for Bodily Injury Liability and Property Damage Liability

The insurance required shall be written for the greater of limits not less than the limits of liability specified or required by the law, OR primary coverage of \$1,000,000 per occurrence. Insurance on an occurrence basis coverage shall be maintained without interruption from the date of commencement of operations under the contract until the date herein specified that coverage is no longer required. It is understood and agreed that by naming the City of Grand Ledge as additional insured, coverage afforded is considered to be primary, and any other insurance the City of Grand Ledge may have in effect shall be considered secondary and/or excess.

All certificates of insurance must be forwarded to the City of Grand Ledge prior to commencement of any work. Required insurance policies shall not be changed or canceled without 90 days prior written notice to the City of Grand Ledge.

## General Notes:

1. NO SMOKING shall be allowed on any project site. Personnel caught smoking will be removed from the project.

2. Contractor’s personnel are expected to maintain a high-quality professional attitude while on site. Contractors shall be subject to such rules and regulations for the conduct of the work as the City of Grand Ledge may establish. Possession or consumption of alcoholic beverages or drugs or noxious behavior on site is strictly prohibited. Violations of any of the above will result in the removal of the individual and employer from the project and they will be held liable for any damages that may result due to their actions.
3. All personnel will be required to always provide identifying information while on site.
4. The City of Grand Ledge reserves the right to supplement the operations of the maintenance contractor in whole or in part with City employees or volunteers.

### Contract Type/Term:

The City of Grand Ledge contemplates award of a per-service rate contract to be billed on a monthly basis. The contract will be for a one (1) base year beginning April 1, 2026, with an option to renew for up to two (2) additional years. The City makes no guarantees as to the total amount of compensation that the Contractor may earn and reserves the right to limit the amount of services the City requests the Contractor provide. The City reserves the right to use any other means it may desire or determine for the purpose of grounds maintenance services throughout the City.

1. The Contractor is not and shall not be considered an employee of the City. Any response to this RFP is an acknowledgement that the City shall not withhold any amounts for federal, state, or local income taxes, Medicare taxes, or Social Security taxes from the fees paid to the Contractor.

### Billing Process:

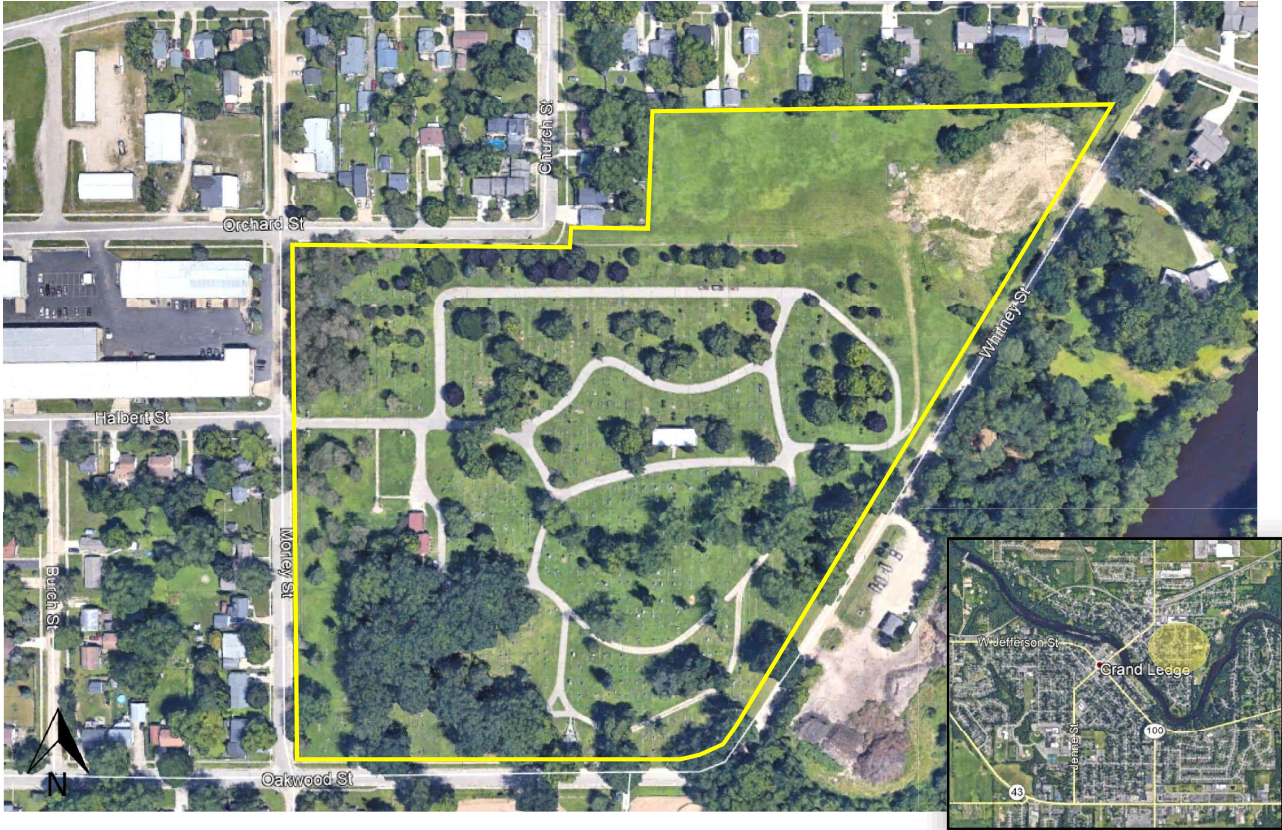
Payment for services rendered will be made within 30 days upon invoices received.

**EXCEPTION:** Non-routine maintenance costs exceeding \$2,000.00 must be approved by the Public Works Superintendent PRIOR to any service being performed. Payment will not be made under this contract for such services unless prior approval is obtained.

### Existing Conditions:

Entities with demonstrated experience in commercial lawn maintenance services with an interest in making their services available to the City of Grand Ledge are invited to respond to this RFP. “Contractor” means the companies or individuals that submit proposals in response to this RFP. It is understood that the selected Contractor, acting as an individual, partnership, corporation, or other legal entity, is state licensed and certified in accordance with title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 (FIRREA) (12 U.S.C. 3331 et seq.) and capable of providing the specified services. The Contractor shall be financially solvent, and each of its members, if a joint venture, its employees, agents, or sub-consultants of any tier shall be competent to perform the services required under this RFP document.

**Attachment A - Oakwood Cemetery: Property Boundaries & Location**  
**Estimated Acreage: 20.36**





**Bidders Proposal**  
**City of Grand Ledge**  
**2026 Oakwood Cemetery Mowing & Maintenance Services**

All work shall be completed in accordance with the City of Grand Ledge Specifications for work. The contractor receiving the bid award shall provide proof of insurance in the amount shown in the RFP guidelines prior to commencement of work. Insurance shall be kept current and in full force throughout the duration of the work. Contractors show satisfactory evidence that they have performed similar work previously, and that they have adequate equipment and labor to perform the work in a timely fashion.

A.	<b>Cost per mowing</b> (includes all items included in specifications)	<b>\$</b>
----	------------------------------------------------------------------------	-----------

This bid is submitted in response to the City of Grand Ledge RFP for 2026 Oakwood Cemetery Mowing & Maintenance Services by:	
<b>Business Name</b>	
<b>Authorized Signature</b>	
<b>Print Name</b>	
<b>Title</b>	
<b>Business Address</b>	
<b>Business Phone</b>	
<b>Date</b>	



# ADDENDUM NO. 1

CITY OF GRAND LEDGE

## Request for Proposals – OAKWOOD CEMETERY MOWING MAINTENANCE

**Date Issued: December 1, 2025**

**Subject: ADDITION OF FALL LEAF COLLECTION**

**Purpose:**

This Addendum forms part of the Request for Proposals (RFP) issued on December 1, 2025, for Oakwood Cemetery Mowing Maintenance by adding requirements for fall leaf collection within the cemetery grounds.

---

### **1. Scope Addition – Fall Leaf Collection**

The Contractor shall provide **fall leaf collection services** within all maintained areas of the cemetery. These services are to be performed in addition to mowing and grounds maintenance activities outlined in the original RFP.

### **2. Leaf Collection Requirements**

**a. Seasonal Period:**

Leaf collection shall take place during the fall season, generally between **[October 15 through December 15]**, or as otherwise directed by the City.

**b. Methods of Collection:**

Contractor shall rake, blow, vacuum, or otherwise gather fallen leaves from all turf areas, grave sites, road edges, landscaped areas, and any other maintained portions of the cemetery.

**c. Leaf Disposal Location:**

All collected leaves shall be transported and deposited at the **designated leaf disposal area within the cemetery**, as specified by City staff.

The Contractor **shall not remove leaves from the cemetery property** unless specifically instructed by the City.

**d. City Collection:**

City staff will handle the final removal and disposal of leaves from the designated leaf disposal area. The contractor is only responsible for gathering and transporting leaves to this location.

**3. Frequency**

Leaf collection shall be performed as needed throughout the fall season to maintain the cemetery's appearance and prevent excessive leaf accumulation. The City reserves the right to request additional leaf collection visits as conditions require.

**4. Compensation**

Payment for fall leaf collection services will be included in the Contractor's proposal pricing. Contractors shall itemize costs for this service as a separate line item in their proposal response.

**5. All Other Terms Unchanged**

Except as modified by this Addendum, all terms, conditions, and specifications of the original RFP remain in full force and effect.

**NOTE: Bidders must acknowledge receipt of Addendum No. 1 in their proposal submission.**

# City of Grand Ledge Job Description

## Wastewater Treatment Plant Supervisor (Exempt)

**Supervised By:** Public Services Superintendent and/or Public Works Superintendent  
**Supervises:** Department of Public Services (DPS) staff and others as assigned.

### **General Summary:**

Under the general direction of the Public Services Superintendent, directs and facilitates the work, planning, scheduling, laboratory, and record keeping of the Wastewater Treatment Plant (WWTP). Manages and directs the operation and maintenance of the City's WWTP to meet all State and Federal regulatory criteria. Supervises, plans, and coordinates the operation, maintenance, and repair of the facility along with the lift stations. Plans and coordinates work schedules, prioritizes projects, and communicates effectively with employees, contractors, regulatory agencies, and the general public. Supervises assigned employees. Serves in an on-call status, facilitating and supervising the emergency operations of the WWTP in conjunction with other supervisory personnel.

### **Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties that the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Plans, coordinates, and supervises daily operations of the Wastewater Treatment Plant. Develops and implements procedures to ensure the efficient operation, maintenance, and repair of WWTP equipment and lift stations. Receives and prioritizes work orders, assigns tasks to staff, and coordinates activities with other divisions within Public Services as needed. Assists with planning, directing, coordinating, and evaluating all aspects of wastewater treatment and helps develop and implement policies and procedures in accordance with departmental directives, City policy, and all applicable State and Federal rules and regulations.
2. Instructs, trains, supervises, evaluates, and assists in recruiting and hiring assigned personnel. Ensures employees are properly trained in operations and safety procedures. Inspects work projects to ensure compliance with specifications, codes, and practices while assuring deadlines are met. Provides information, feedback, and assistance to others within the department to refine work outputs and resolve problems. Provides technical advice and assistance to employees on complex or unusual work assignments.
3. Plans, supervises, facilitates, and records all facility-related activities. Coordinates work with utility companies, contractors, and other City departments.
4. Assists in preparing budget figures and objectives for the WWTP and lift stations.
5. Prepares usage, flow, and other related reports for City, County, State, and Federal agencies. Ensures compliance with applicable State, Federal, and local regulations regarding municipal wastewater treatment. Oversees laboratory analysis, data collection, and records management. Compiles regular reports on operations.
6. Conducts research, compiles information, and prepares reports at the request of the Public Services Superintendent. Represents the Department of Public Services at various meetings and makes

presentations as assigned.

7. Assists in assessing the need for private contracting of special projects and services, participates in the contracting process, and provides project oversight and quality control as directed.
8. Operates light and heavy equipment, tools, and vehicles in support of various projects associated with the department or other departments as needed. Performs snow removal activities as assigned, including emergency snow removal.
9. Coordinates work with the Assistant Public Services Superintendent and provides project assistance as needed.
10. Availability to respond to weather and infrastructure emergencies, and wastewater alarms as situations may dictate. Provides on-call duty as necessary.
11. May be assigned temporarily to other divisions to perform duties that utilize the individual employee's skills and abilities. In this situation, the employee may perform duties specified in any Public Services Department job description.
12. Performs related duties and special projects as needed.
13. These examples do not include all of the duties that the employee may be expected to perform.

**Required Knowledge, Skills, Abilities, and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodation may be provided to enable individuals with disabilities to perform the job.

- Educational requirements include a high school diploma or equivalent; a college degree is preferred in an applicable field.
- Experience requirements include five years of progressively responsible experience in public works functions, wastewater treatment plant operations, including supervisory experience.
- A State of Michigan Class B wastewater treatment certificate is required. Consideration given to obtaining a State of Michigan Class B wastewater treatment certificate within one (1) year.
- A valid Michigan driver's license and the obtainment of a Michigan Commercial Driver's License Class A with air brake endorsement within one (1) year.
- Ability to exercise good judgement, initiative, and resourcefulness in dealing with the public, elected officials, community leaders, and other professionals.
- Knowledge of the machines, equipment, materials, technologies, safety precautions, and operating practices of modern wastewater systems and related equipment.
- Ability to respond to emergencies and perform job functions during non-standard business hours.

- Ability to effectively train, lead, motivate, evaluate, and discipline employees under emergency and non-emergency conditions.
- Ability to work effectively as part of a team and individually.
- Ability to maintain accurate records and prepare comprehensive reports on the operations of the WWTP and lift stations.
- Ability to establish effective working relationships with employees, contractors, other governmental agencies, and the public.
- Substantial knowledge of electronic controllers and electric circuits as it related to WWTP and lift stations.
- Knowledge of Supervisory Control and Data Acquisition (SCADA) Systems and how they operate.
- Ability to effectively communicate and present ideas and concepts orally and in writing.
- Ability to critically assess situations and solve problems, and to work effectively under stress, within deadlines, and with changes in work priorities.
- Knowledge of the Clean Water Act of 1972.
- Ability to perform a broad range of diagnosis, maintenance, and repair functions as it relates to WWTP and lift stations.
- Knowledge of National Pollutant Discharge Elimination System Permits (NPDES).
- Ability to organize work, set priorities, meet critical deadlines, and follow up on assignments with minimal direction.

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate with others in person, via phone calls, text, and email, review and produce written and electronic documents and drawings, and attend meetings at locations throughout the City. The employee is frequently required to inspect work in progress at locations throughout the City and occasionally required to lift and/or move objects of moderate to heavy weight, operate hand and power tools, traverse uneven ground, and perform work at varying heights and in all light conditions.

While performing the duties of this job, the employee is regularly exposed to high-pressure water systems, sanitary sewer, fumes or airborne particles, and toxic or caustic chemicals. The employee is frequently exposed to wet and/or humid conditions; high, precarious places; moving mechanical parts and/or heavy

equipment; outside weather conditions; vibration; and risk of electrical shock. The noise level in the work environment ranges from moderate to very loud.

**Application:**

This class specification is intended merely to identify the class and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all the duties whose performance may ever be required of such employees or to limit the nature and extent of assignments such an individual may be given.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

March 23, 2026

\*\*In addition to the regular vacation accrual, this position will receive an additional forty (40) hours of vacation time per year, in accordance with section 4.8 of the Personnel Manual.

DRAFT

## City of Grand Ledge Job Description

### ~~Wastewater Treatment Plant Supervisor – Exempt~~

~~Supervised By: Public Services Director~~

~~Supervises: Wastewater Treatment Plant staff and others as assigned.~~

#### General Summary:

~~Under the general direction of the City Administrator and Public Services Director, plans and manages the operations and maintenance of the City's Wastewater Treatment Plant and component units. Supervises and evaluates assigned personnel. Supervises and participates in the activities of the divisions, stays current of pertinent statutes and regulations, and develops recommendations for the efficient and effective operations of all division functions.~~

#### Essential Job Functions:

~~An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.~~

- ~~1. Plans, directs, coordinates, and evaluates all aspects of the waste water treatment plant and component units, including personnel management, budgeting, general administration and capital needs assessment. Develops, recommends and implements policies and procedures in accordance with departmental directives, policies, procedures, regulations, and City guidelines.~~
- ~~2. Participates in the recruitment and hiring of department personnel. Supervises personnel, evaluates performance, and oversees training. Takes disciplinary action according to established procedures and participates in labor relations activities as directed.~~
- ~~3. Maintains operational and service records and prepares reports for submission to State agencies as well as City officials.~~
- ~~4. Directs the daily activities of the WWTP division staff, by preparing schedules, assigning and supervising work, monitoring performance, and determining priorities. Oversees the routine maintenance, standard operations and special projects associated with the WWTP.~~
- ~~5. Implements and provides oversight of an industrial pre-treatment program in accordance with City, State and Federal guidelines.~~
- ~~6. Implements safety awareness programming in accordance with departmental policy and City, State and Federal guidelines. Instructs employees on safety standards, precautionary procedures, and departmental policies and procedures.~~
- ~~7. Coordinates the needs of the City with the DPS Director, engineers, regulatory officials, contractors and developers. Recommends and oversees the expansion of and improvements to the WWTP and other component units. Develops specifications for equipment and capital improvements.~~

8. ~~Assists in the preparation of and ensures adherence to the department's annual operating budget. Develops annual budget requests covering operations and construction and monitors budget expenditures. Oversees the purchase of supplies, equipment, and materials utilized in wastewater treatment.~~
9. ~~Acts as liaison between the Department and citizens, news media, governmental agencies, and contractors. Responds to service complaints, problems and other calls from residents.~~
10. ~~Responds to changing regulations and technology regarding water and wastewater treatment, public and employee health, and safety through review of technical materials and professional education.~~
11. ~~Coordinates work with other Public Services divisions and provides project assistance as needed.~~
12. ~~Availability to respond to alarms and emergencies as situations may dictate. Provides on-call duty if necessary.~~
13. ~~May be assigned temporarily to other departments to perform duties that utilize the individual employee's skills and abilities. In this situation, the employee may perform duties specified in any Public Service Department job description.~~
14. ~~Performs related duties as required and special projects as needed.~~
15. ~~These examples do not include all of the duties which the employee may be expected to perform.~~

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- ~~Educational requirements include a high school diploma degree or equivalent.~~
- ~~Experience requirements include five years of experience in wastewater treatment plant operation and maintenance.~~
- ~~A State of Michigan Class "B" wastewater treatment certificate is required.~~
- ~~Knowledge of the machines, equipment, materials, safety precautions, and operating practices of modern water and wastewater systems and related facilities.~~
- ~~Knowledge in the chemical and physical processes involved in the extraction, distribution, collection and treatment of municipal water and wastewater.~~

- ~~A valid Michigan driver's license and the ability to obtain a Michigan Commercial Driver's License A with air brake and tanker endorsements.~~
- ~~Ability to plan, supervise and inspect the work of others.~~
- ~~Ability to maintain accurate records and prepare comprehensive reports on the operations of the wastewater treatment plant.~~
- ~~Ability to establish effective working relationships with employees, contractors, other governmental agencies, and the public.~~
- ~~Ability to exercise good judgement, initiative and resourcefulness in dealing with the public, elected officials, community leaders, and other professionals.~~
- ~~Ability to effectively communicate and present ideas and concepts orally and in writing.~~
- ~~Ability to read and interpret construction drawings and maps of wastewater treatment systems.~~
- ~~Ability to work effectively under stress and changes in work priorities.~~
- ~~Ability to perform a broad range of maintenance and repair functions.~~
- ~~A State of Michigan Stormwater Certificate.~~

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

While performing the duties of this job, the employee is regularly required to communicate with others in person and on the phone, review and produce written and electronic documents and drawings and attend meetings at locations throughout the City. The employee is frequently required to inspect work in progress at locations throughout the City and occasionally required to lift and/or move objects of moderate to heavy weight, operate hand and power tools, traverse uneven ground and perform work at varying heights and in all light conditions.

While performing the duties of this job, the employee is regularly exposed to high pressure water systems, fumes or airborne particles, and toxic or caustic chemicals. The employee is frequently exposed to wet and/or humid conditions; high, precarious places; moving mechanical parts and/or heavy equipment; outside weather conditions; vibration; and risk of electrical shock. The noise level in the work environment ranges from moderate to very loud.

**Application:**

~~This class specification is intended merely to identify the class and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all the duties whose performance may ever be required of such employees or to limit the nature and extent of assignments such an individual may be given.~~

~~The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.~~

~~Consideration given to obtain certificates/licenses within one (1) year of employment.~~

November 13, 2017



RECEIVED  
MAR 02 2026  
Grand Ledge City Clerk

# Parade Permit Application

Revised: September 27, 2021

**NOTE:** Any person, or entity, planning to hold a parade within the City of Grand Ledge is required to obtain a permit by completing the enclosed application 30 to 60 days prior to the event to ensure adequate approval time. Applications should be filed with the Grand Ledge City Clerk at 310 Greenwood St. Grand Ledge, MI 48837 or via email at [gnewman@cityofgrandledge.com](mailto:gnewman@cityofgrandledge.com).

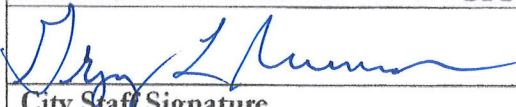
**Non-Refundable Application Fee of \$100.00 is required to process application request.**

Upon receipt of this completed application and \$100.00 non-refundable application fee, the City will review the request and calculate the total rental fee, including the \$500.00 deposit and any additional rental fees or permit fees. The City may charge additional fees for other services not listed. Rental deposit fees must be paid in full to secure a reservation. The City will not hold a park or facility based on partial payment of deposit fees. The applicant will be contacted with results of the review within seven (7) business days. Cancellations must be made at least 14 days before the rental date in order to receive a refund of the rental and deposit fees.

By signing below, you agree to follow all rules, regulations, and laws concerning the use of City of Grand Ledge parks and facilities; and acknowledge if you do not you will forfeit said use and your deposit; and also certify the statements made and the information provided in this application for use of City of Grand Ledge parks and facilities are true, accurate, and complete. The rental must comply with all Michigan Department of Health and Human Services Epidemic Orders. Failure to do so will result in immediate termination of the rental.

**This application will be reviewed by City staff utilizing the following criteria:**

- Security requirements
- Environmental issues/effects on surrounding areas
- Special permits required
- Amount of City equipment and/or services requested
- Compliance with City Ordinances
- Availability of space requested

OFFICE USE ONLY				
			02 Mar 2026	
City Staff Signature			Date	
<input checked="" type="checkbox"/> Requested Parade Date(s) Available	<input checked="" type="checkbox"/> Resident <input type="checkbox"/> Non-Resident	<input checked="" type="checkbox"/> 501(c) documents attached <input checked="" type="checkbox"/> N/A	<input checked="" type="checkbox"/> Application filled out completely	<input type="checkbox"/> Non-Refundable Application \$100 Fee Paid

Today's Date: 2/23/2026

## Host Organization/Applicant Information

Organization Name (if any) Cole-Briggs Post 48, American Legion

**Check if organization is a Non-Profit (must attach valid IRS Code 501(c)3 certification to be considered)**

Name of Person Responsible Larry Fennell, Commander

Address 731 N. Clinton Street

Daytime Phone 517-930-0738

Grand Ledge, MI 48837

Evening Phone 517-930-0738

Email: LNSfennell@yahoo.com

Website (if applicable) \_\_\_\_\_

## Parade Information

Name of parade: Grand Ledge Memorial Day Parade

Has this event been held in the past?  No  Yes – If Yes, when and where:

Downtown Grand Ledge for the last 50-60 years

Elements of the parade (check all that apply):

<input type="checkbox"/> Festival or Community Event	<input type="checkbox"/> Concert/Performance	<input type="checkbox"/> Run/Walk/Cycling Event/Race	<input type="checkbox"/> Kayak Event/Race
<input type="checkbox"/> Wedding	<input type="checkbox"/> Fireworks	<input type="checkbox"/> Fundraiser	<input type="checkbox"/> Private Party
<input type="checkbox"/> Other (please specify)*			

\*NOTE: Special Events must complete a Special Event Rental Application, not a Parade Permit.

## Date(s) and Time(s) of Parade

<b>ONE TIME EVENT</b>	
<b>PARADE DATE and TIME:</b> (mo/day/yr) (start and end time of parade)	
<u>May 23, 2026</u>	<u>11:00 am to 12:00 pm</u>
<b>RECURRING EVENT</b>	
<b>PARADE DATES and TIMES:</b> Please include all event dates. (mo/day/yr) (start and end times of parades)	

## Admission & Attendance

Is the event:  Open to the public  Private  Invitation only

Is there an admission/entry fee:  No  Yes\* (please provide amount) \$ \_\_\_\_\_

**\*NOTE: All events with admission fee require City Council approval which may take four (4) weeks to receive.**

Estimated attendance for actual event:

Day 1 500 - 700

Day 2 (if applicable) \_\_\_\_\_

Day 3 (if applicable) \_\_\_\_\_

## Water & Restrooms

**NOTE: If attendance is over 100 persons, rental of porta-johns is required.** A copy of the executed rental agreement must be submitted to the City seven (7) days prior to event or event will be subject to cancellation. Placement of the porta-johns must be in designated areas only (See map.).

Will your event require portable toilets? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes*	Estimated Attendance	Porta-John Rental Requirements
	100 – 250 persons	2 handicap accessible, porta-johns
	250 - 500 persons	3 handicap accessible, porta-johns
	500+ persons	4 handicap accessible, porta-johns

\*If yes, total number of toilets:

Will your event require access to the City's potable water?  No  Yes

**NOTE:** City water hook up is \$50.00 and only available at the following facilities: Fitzgerald Ball Field, Island Park (including Gazebo or Lookout), and Jaycee Park Pavilion.

## Parade Components

As applicable, the Parade Organizer is responsible for obtaining any and all applicable event permits, inspections, licenses and certifications through the appropriate City Departments and/or county and state agencies.

**Please check all that apply to the proposed event:**

**NOTE:** Additional permits/inspections/fees may be required.

<input type="checkbox"/> Stage (other than Performance Shelter stage)	<input type="checkbox"/> Ticketing*	<input type="checkbox"/> Food Truck(s)/Food or Merch. Vendor(s)*	<input type="checkbox"/> Video Screen(s)	<input type="checkbox"/> Fencing
<input type="checkbox"/> Parking/Shuttle	<input type="checkbox"/> Live Entertainment*	<input type="checkbox"/> Amusement Rides	<input type="checkbox"/> Media Stations	<input type="checkbox"/> Sound System*
<input type="checkbox"/> Fireworks/Pyrotechnics*	<input type="checkbox"/> Tents/Canopies*	<input type="checkbox"/> Portable Toilets	<input type="checkbox"/> Handwashing Stations	<input type="checkbox"/> Alcohol*
<input type="checkbox"/> Security Coordinator <b>Add Name/Phone:</b>		<input type="checkbox"/> Trash/Clean Up		
<input type="checkbox"/> Other (please specify)				
<input checked="" type="checkbox"/> If none of these apply to your event, please initial here: _____				

## Sanitation

The Parade Organizer is responsible for leaving the venue clean and clear of debris (trash, gray water, grease disposal). City trash receptacles must be emptied at conclusion of event, bags replaced, and all garbage disposed of off-site. Please describe your plan for cleanup and removal of waste, recyclable goods, and garbage **during and after** the event:

---

---

<b>Sanitation/Recycling Company, if applicable:</b>			
Contact Name			
Contact Email		Contact Phone	

## Entertainment

Are there musical entertainment or microphone/speaker features related to your event?

No  Yes

If yes, what type of music will be performed/played or what type of microphone/speaker will be used?

<input type="checkbox"/> Live Acoustic (no electricity)	<input type="checkbox"/> Live Amplified*	<input type="checkbox"/> D.J. only*
<input type="checkbox"/> Other (please specify) _____		
<b>*NOTE: All amplified events require City Council approval which may take four (4) weeks to receive.</b>		

Please list all bands, emcees, speakers, etc. that are scheduled to appear, or please attach the event schedule/program with details on the artist line up. (Check one.)
<input type="checkbox"/> Schedule/Program is Attached
<input type="checkbox"/> List of all bands/emcees/speakers/etc.:
_____
_____
_____

## Food/Beverage/Alcohol

Will food be sold or given away?  No  Yes\*

Please list all food vendors:

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Will there be food trucks at the event?  No  Yes\*

Please list all food truck vendors:

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**\*NOTE: No pre-cooked food is allowed to be distributed. Parade Organizer must provide name and contact information for all food vendors no later than 30 days prior to event, as well as a copy of the Barry/Eaton Health Department Food License, which must also be available on-site on the event dates. All vending permits need approval from City Clerk and are subject to associated permit fees. Approved vendors will be issued a permit within ten business days from the day of application being submitted. Fire extinguishers are required at each cooking site.**

Will alcoholic beverages be served?  No  Yes\*

**\*NOTE:**

1. **Per City ordinance, sale and consumption of alcohol on City of Grand Ledge property requires prior approval of City Council which may take four (4) weeks.**
2. *A State of Michigan permit will be required if selling alcoholic beverages; a copy of the permit must be submitted to the City Clerk. No glass bottles are allowed to be sold or given for any beverage. Liquid must be poured into plastic cups. Small, commemorative glassware may be allowed with prior approval from City Council which may take four (4) weeks.*

Please describe your **security plan** to ensure the safe sale or distribution of alcohol at your event:

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## PARKING, SHUTTLING & ROUTING

Please explain the parking, shuttle bus, and/or pedestrian routing plans for your event:

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## PARADE ROUTES\*

Please check which City pre-approved parade route you be using:

<input type="checkbox"/>	<b>Route 1</b>	Start at 514 N. Clinton St/N. Bridge St (Fire Station), heading south ending at W. Scott St/S. Bridge St <b>[Route 1 Parades: Night Lights Holiday Parade]</b>
<input type="checkbox"/>	<b>Route 2</b>	Start at 514 N. Clinton St/N. Bridge St (Fire Station), heading south to Jenne St, and ending at W. South St – near Grand Ledge High School <b>[Route 2 Parades: GLPS Homecoming Parade]</b>
<input type="checkbox"/>	<b>Route 3</b>	Start at Jenne St/Park St (Sawdon Administration Building), heading west on Jenne St then north on S. Bridge St, ending at 514 N. Clinton St (Fire Station) <b>[Route 3 Parades: St. Patrick Day Parade, Yankee Doodle Days Parade]</b>
<input checked="" type="checkbox"/>	Alternate Route	If requesting an alternate parade route, detailed description of the route including staging areas and disbursing procedures along with a detailed map are required to be attached to this application. Please allow an additional 3-4 weeks processing when seeking alternate route approval.

**\*NOTE:** Requested routes may not be possible based on other events, road construction, or safety concerns.

If making of pavement is necessary, all parade organizers must only use approved non-permanent chalk ([Tectors Spray Chalk](#)) for any markings.

## AMUSEMENT ACTIVITIES

Will there be any type of amusement activities as part of your event, i.e. bounce house, live animals, dunk tank, etc.?  No  Yes      Inflatable  No  Yes      Mechanical  No  Yes

Describe the activities for your event:

---



---

<b>Contractor for activity, if applicable:</b>			
Contact Name			
Contact Email		Contact Phone	

<b>Staffing/Activity Supervisors:</b>			
Contact Name			
Contact Email		Contact Phone	

## PROFESSIONAL FIREWORK/PYROTECHNIC DISPLAY

(ONLY available at Island Park)

Will your event include fireworks or other pyrotechnics?  No  Yes\*

<b>Company name:</b>			
Contact Name			
Contact Email		Contact Phone	

Describe the exact location at Island Park for setting off the display and where the display will be viewed:

---



---

**\*NOTE:** All firework/pyrotechnic displays require City Council approval which may take four (4) weeks to receive in addition to State of Michigan approval with a copy of the Non-Consumer Fireworks Permit attached to this application.

## TENTS/CANOPIES

Are there tents or canopies for this event?  No  Yes\*

Company name:			
Contact Name			
Contact Email		Contact Phone	

**\*NOTE:** All tents are required to be weighed down. **NO COMMERCIAL STAKES** are allowed in any City park or facility. All tents must be in compliance with all applicable laws, City ordinances and regulations, including but not limited to City fire code. All tents *may* be required to obtain a permit and allow for an inspection by the fire department.

## CITY SUPPORT SERVICES REQUESTED

Are you requesting any City services for the event, including police or DPS staff and/or equipment?

No  Yes If yes, please describe: Street barricades at the streets marked with an X on our

map. We will have a person at each barricade. We also require a police escort to lead the

Honor Guard in the parade as well as police cars to stop traffic at both ends of the parade route.

**NOTE:** Some City support services, like the use of barricades and safety cones, may be mandated for safety at an additional charge.

**Additional Permits and Fees.** Depending on event components, additional permits and fees may be required.

**Marking on Public Property is Prohibited.** Parade Organizer is responsible to ensure that public property is not permanently marked with the use ONLY of non-permanent chalk ([Testors Spray Chalk](#)) to mark parade routes or event highlights.

**Refundable Deposit.** All parade permits require a refundable \$500.00 deposit to cover damage, clean-up, or time used in addition to reservation. The City may charge additional fees for other services not listed. Parade permit deposit fees must be paid in full to secure a reservation. The City will not hold a parade permit based on partial payment of deposit fees.

**Cancellations.** Cancellations must be made in writing at least 14 days before the parade date in order to receive a refund of the permit fee (if any) and deposit fees.

**Exemptions.** The following events are exempt from facility rental fees but are required to complete the rental application and/or parade permit application and pay any permit or deposit fees related to the event: Grand Ledge Area Chamber of Commerce events, Relay for Life, and Victorian Days.

**Insurance.** The Host Organization shall, at its sole cost and expense, secure and maintain appropriate insurance for general liability, and provide the City with a copy of the certificate of insurance. The City to be listed as an additional insured on the Host Organization's policy or policies of comprehensive general liability insurance in the amount of one million and 00/100 dollars (\$1,000,000.00) per occurrence and provide City with current certificates of insurance evidencing the Host Organization's compliance. All certificates of insurance must be forwarded to the City of Grand Ledge prior to the rental date. Required insurance policies shall not be changed or cancelled without ninety (90) days prior written notice to the City of Grand Ledge.

**Affidavit of Applicant & Hold-Harmless Acknowledgement.** By signing this application, you are certifying that you understand the information in this application to be true and correct to the best of your knowledge, and that you agree to comply with the City of Grand Ledge and all City rules, regulations and policies. Should the City grant approval and a permit be issued, you also agree to comply with any other rules and requirements provided by law under the condition that the responsibilities of the applicant shall not be transferred, assigned, or conveyed without the written consent of the City. **Non-compliance may result in the revocation of permit.**

In consideration of the privileges that may be granted in issuance of this permit, the Host Organization shall, to the fullest extent permitted by law, indemnify, defend, and hold harmless the City, and all officials, agents and employees of the City, from and against all claims which may result from allowing Organizer to utilize the public right-of-way or City-owned property. "Claim" as used in this agreement means any financial loss, claim, suit, action, damage, or expense, including but not limit to attorney's fees, attributable for bodily injury, sickness, disease or death, or injury to or destruction of tangible property including loss of use resulting there from.

The Host Organization's obligation to indemnify, defend, and hold harmless includes any claim by Host Organization's agents, employees, volunteers, representatives or any subcontractor or its employees. Said indemnification shall not include claims resulting solely from the act, omission, negligence, or other fault on the part of the City, its official, agents, or employees. The City of Grand Ledge assumes no liability for the selection, background screening of non-City event management, staff, volunteers, and others.

I further certify that I, on behalf of the Host Organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the event to the City of Grand Ledge.

Larry Fennell

Commander

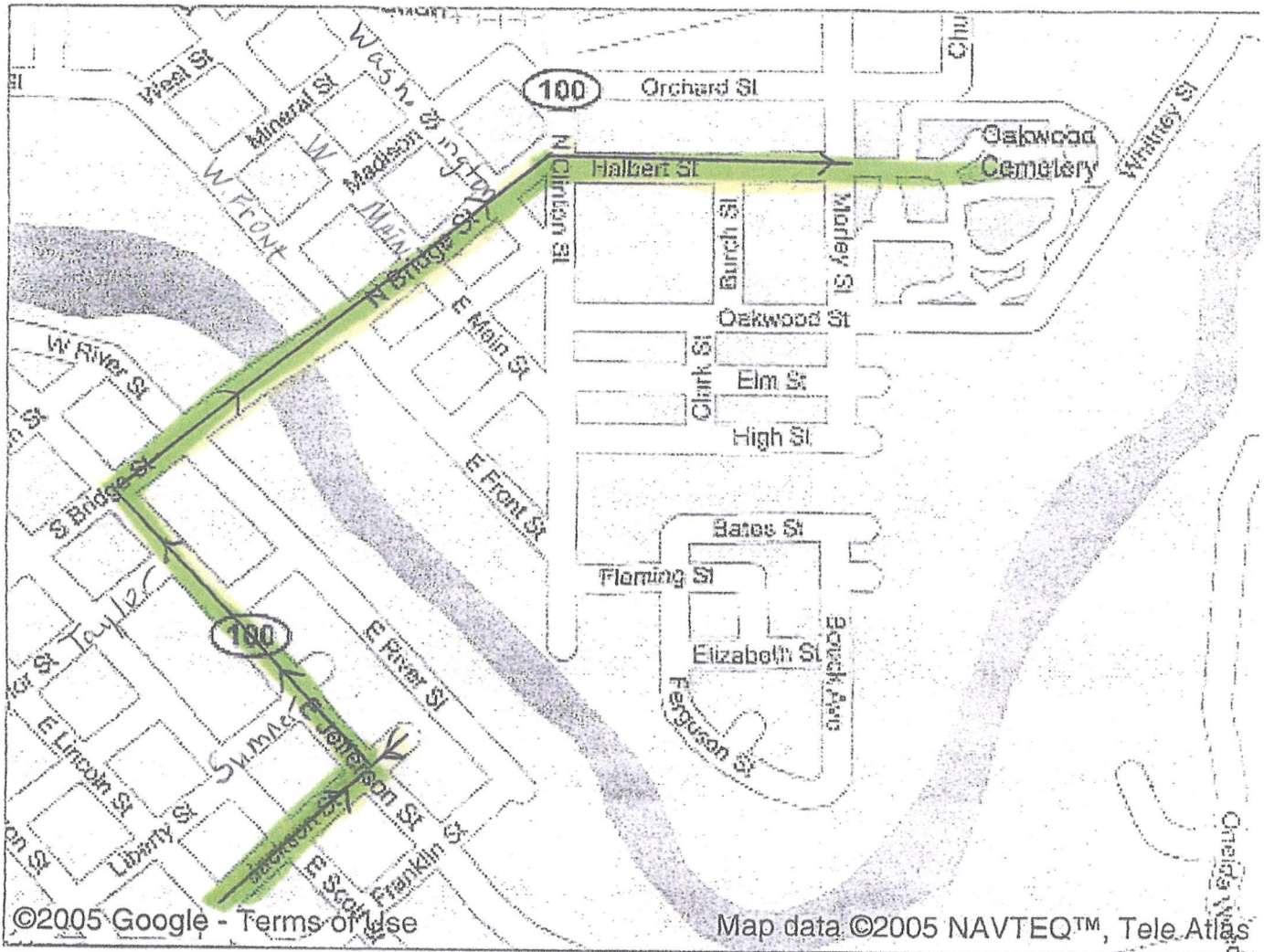
2/23/2026

Printed Name

Title

Date

X   
Signature



1. The staging point for the Memorial Day Parade is on Jackson Street.
2. The parade proceeds left on Jefferson Street to the library where we have the WWII Memorial.
3. Then we proceed down Jefferson Street to Bridge Street and turn right and proceed to the middle of the bridge for a brief tribute to our Fallen Sailors.
4. The parade then proceeds down Bridge Street to Halbert Street and on to the cemetery for our Ceremony of Remembrance.

City support services requested: A police escort, barricades for Sumner Street, Taylor Street, W. River Street, E. and W. Front Street, E. and W. Main Street and E. and W. Washington Street.

We will have personnel to man each barricade.



**GRAND LEDGE BOARD OF CEMETERY TRUSTEES**  
**310 GREENWOOD ST.**  
**GRAND LEDGE MI 48837**  
**(517) 627-2149**

**BOARD OF CEMETERY TRUSTEES MINUTES – MEETING**  
**THURSDAY, 12 MARCH 2026 – 4:00 P.M.**  
**COUNCIL CHAMBERS, CITY HALL,**  
**310 GREENWOOD ST.,**  
**GRAND LEDGE MI 48837**

- I. ROLL CALL OF BOARD OF CEMETERY TRUSTEES** – Chair Robin Bessette; and Trustee Tim McClung  
– Trustees Tiffini Gee and Penni McNamara were absent  
**OTHERS PRESENT** – Gregory Newman, City Clerk; Kurt Ristow, Public Works Superintendent, Nikki  
Hendrickson, Public Services Administrative Assistant

NO QUORUM.

**II. PLEDGE OF ALLEGIANCE**

**III. AUDIENCE PARTICIPATION**

**IV. APPROVAL OF AGENDA**

- A. Motion** – To approve the Thursday, 12 March 2026 Board of Cemetery Trustees agenda.

**V. APPROVAL OF MINUTES**

- A. Motion** – To approve the Tuesday, 16 December 2025 Board of Cemetery Trustees minutes.  
**B. Motion** – To approve the Tuesday, 23 December 2025 Board of Cemetery Trustees minutes.  
**C. Motion** – To approve the Tuesday, 30 December 2025 Board of Cemetery Trustees minutes.

**VI. STAFF REPORTS**

**Public Works Superintendent**

**VII. UNFINISHED BUSINESS**

**VIII. NEW BUSINESS**

- A. **Discussion** – Of monument and marker cleaning.
- B. **Discussion** – Of Oakwood Cemetery Rules and Regulations.

**IX. AUDIENCE PARTICIPATION**

**X. COMMUNICATIONS FROM BOARD OF CEMETERY TRUSTEES MEMBERS**

**XI. ADJOURNMENT**

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Gregory L. Newman, City Clerk

DRAFT

**DOWNTOWN DEVELOPMENT AUTHORITY  
310 GREENWOOD ST.  
GRAND LEDGE, MI 48837**

**MINUTES – REGULAR MEETING  
WEDNESDAY, MARCH 11, 2026 - 6:00 P.M.  
COUNCIL CHAMBERS, CITY HALL  
310 GREENWOOD ST., GRAND LEDGE MI 48837**

**ROLL CALL OF BOARD** – Authority Members Present: Chairman Bruce MacDowell, Spencer Bye, Mayor Keith Mulder, Vicki Paski, Michael Fredericks, Lise Mitchell, and Chris Fata

**Members Absent** – Authority Members Absent, Terrance Augustine, Dana Beattie, Andrew Archer, and Natalia Clough

**Others Present** – Amee King, Assistant City Manager

**I. PLEDGE OF ALLEGIANCE** –

**II. AUDIENCE PARTICIPATION** – Chief Mike Roman from GLAESA invited everyone to their open house Saturday from 3-5.

**III. APPROVAL OF REGULAR AGENDA**

**A. Motion** – To approve the Wednesday, March 11, 2026, regular DDA agenda.

AUTHORITY MEMBER MITCHELL MOVED, AUTHORITY MEMBER PASKI SECONDED, TO APPROVE THE MARCH 11, 2026, REGULAR MEETING AGENDA AS PRESENTED. MOTION CARRIED UNANIMOUSLY.

**IV. APPROVAL OF MINUTES**

**A. Motion** – To approve the Wednesday, February 11, 2026, regular meeting minutes.

AUTHORITY MEMBER FREDERICKS MOVED, AUTHORITY MEMBER MITCHELL SECONDED, TO APPROVE THE FEBRUARY 11, 2026, REGULAR MEETING MINUTES AS PRESENTED. MOTION CARRIED UNANIMOUSLY.

**V. COMMITTEE REPORTS** – None.

**VI. STAFF REPORTS**

**A. Financial Transactions and Bills** – Mrs. King reviewed the financial transactions and bills.

AUTHORITY MEMBER BYE MOVED, AUTHORITY MEMBER PASKI SECONDED, TO ACKNOWLEDGE PAYMENT OF THE FINANCIAL TRANSACTIONS AND BILLS IN THE AMOUNT OF \$7,990.66. MOTION CARRIED UNANIMOUSLY.

**B. Monthly financial statement** – Mrs. King reviewed the financial statements.

AUTHORITY MEMBER FREDERICKS MOVED, AUTHORITY MEMBER MITCHELL SECONDED, TO ACCEPT AND PLACE ON FILE THE FINANCIAL STATEMENTS. MOTION CARRIED UNANIMOUSLY.

**C. ADA Observation Platform** – Mrs. King indicated that the project began February 2<sup>nd</sup>. Blocks for the retaining wall are almost complete, with other components being worked on for completion of the wall. The deck component is next with the pier footings for the columns, the lower slab of concrete. The beam and slab on the top and the stairs will be last. We have encountered several items that will cause additional funds necessary.

**VII. UNFINISHED BUSINESS** –

**VIII. NEW BUSINESS** –

**IX. AUDIENCE PARTICIPATION** – Dave Logel, 1064 Brookside Drive, and Council Member Ward 1, indicated that he appreciates everyone of you for giving up your Wednesday nights, beautifying downtown, contributions to the parks, and the relationship you have with staff, chamber, and everyone.

**X. COMMUNICATIONS FROM MEMBERS** – Authority member Fredericks indicated that Friday evening at the opera house, will be a St Patricks day celebration. The Pub Runners and irish dancers will be there with food and beverages available. Tickets can be purchased at the opera house.

Authority member Mitchell indicated that the library is hosting a pre-parade pary with Lucky Leprikan. March is reading month. Artwork from the schools will be at the library, with a reception on March 19<sup>th</sup> at 5:30 pm. The artwork is displayed for 2 weeks and includes kids from all age groups. There will be a speaker at the library, tomorrow to provide information on irish warriers.

Authority member Paski indicated that her son, Michael Paski is having an album release show at the Green Door on April 3<sup>rd</sup>. Advance tickets are \$10, and all are invited.

Mayor Mulder thanked everyone for their service and indicated there are currently two vacancies on this board.

**XI. ADJOURNMENT** –

AUTHORITY MEMBER FREDERICKS MOVED, AUTHORITY MEMBER BYE SECONDED, TO ADJOURN THE MEETING AT 6:25 P.M. MOTION CARRIED UNANIMOUSLY.

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Spencer Bye, Vice Chairman

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Vicki Paski, Secretary

# City Clerk – Monthly Report

## February 2026

### Boards and Commissions

- Prepared agendas and packets for, and attended City Council meetings, and processed and filed paperwork and documents.

### Elections

- Prepared election calendar for the 2026 Election Cycle.
- Received bond proposal filing from the Grand Ledge Area Emergency Services Authority for the 05 May 2026 special election.

### Information Technology

- Worked with vendors on Police Department monitor issues, remote access, cybersecurity assessment, and Channel 12 broadcast equipment replacement.
- Prepared network and building access credentials for new employee.
- Assisted management employees with multi-factor reset.
- Attended Windows Server 2016 End-of-Life webinar.

### Professional Development / Training

- Completed required election training.

### Records Management

- Arranged Notary Commission for Deputy Finance Director / Deputy Treasurer.
- Developed Fiscal Year 2027 Annual Budget for City Clerk, Elections, and Information Technology.
- Published March Board of Review notice.
- Published Well No. 11 Wellhouse Construction bid.
- Worked with Chief of Police on the Support Emergency Operations Plan.
- Processed fourteen Freedom of Information Act requests.



## Finance/Treasurer Department – February Activity Report

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### **Taxes**

- Summer and winter taxes were collected through March 1<sup>st</sup>.
- Annual Settlement Process with Eaton and Clinton counties has begun.

### **Budget**

- Fiscal Year 2026 financial reports are included in the council packet.
- Fiscal Year 2027 budget process on schedule.
- Michigan Rural Water Rate Study Draft is completed.

### **Other**

- Attended online training classes for data analysis in Microsoft Excel and Microsoft PowerBI.

REVENUE AND EXPENDITURE REPORT FOR CITY OF GRAND LEDGE  
 PERIOD ENDING 02/28/2026

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGDG USED
		AMENDED BUDGET	02/28/2026 NORMAL (ABNORMAL)	MONTH 02/28/2026 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
000 - GENERAL		4,491,663.00	3,859,216.05	189,255.04	632,446.95	85.92
301 - POLICE		255,342.00	179,812.04	395.00	75,529.96	70.42
529 - RECYCLING		20,000.00	5,492.42	1,221.88	14,507.58	27.46
531 - COMPOSTING		20,000.00	6,550.00	1,040.00	13,450.00	32.75
567 - CEMETERY		62,929.00	44,174.00	4,807.00	18,755.00	70.20
702 - PLANNING & ZONING		0.00	686.25	0.00	(686.25)	100.00
TOTAL REVENUES		<u>4,849,934.00</u>	<u>4,095,930.76</u>	<u>196,718.92</u>	<u>754,003.24</u>	<u>84.45</u>
101 - CITY COUNCIL		9,765.00	3,875.40	0.00	5,889.60	39.69
172 - CITY ADMINISTRATION		377,097.00	240,998.18	20,676.90	136,098.82	63.91
215 - CLERK'S OFFICE		156,813.00	97,056.87	8,480.59	59,756.13	61.89
253 - FINANCE		358,243.00	219,644.60	14,869.55	138,598.40	61.31
257 - ASSESSING		202,178.00	122,901.24	11,738.73	79,276.76	60.79
262 - ELECTIONS		12,600.00	3,728.15	0.00	8,871.85	29.59
265 - CITY HALL		408,137.00	116,000.56	4,624.55	292,136.44	28.42
266 - ATTORNEY		60,000.00	11,786.50	504.00	48,213.50	19.64
272 - GENERAL GOVERNMENT		641,229.00	336,303.73	51,639.23	304,925.27	52.45
301 - POLICE		2,370,038.00	1,309,937.37	115,578.65	1,060,100.63	55.27
371 - BUILDING INSPECTION		1,000.00	6,877.81	0.00	(5,877.81)	687.78
529 - RECYCLING		68,411.00	26,761.16	2,214.42	41,649.84	39.12
531 - COMPOSTING		35,313.00	14,907.52	1,420.02	20,405.48	42.22
567 - CEMETERY		181,008.00	94,750.55	4,697.43	86,257.45	52.35
702 - PLANNING & ZONING		77,115.00	45,177.39	5,303.51	31,937.61	58.58
965 - TRANSFERS OUT		9,800.00	0.00	0.00	9,800.00	0.00
TOTAL EXPENDITURES		<u>4,968,747.00</u>	<u>2,650,707.03</u>	<u>241,747.58</u>	<u>2,318,039.97</u>	<u>53.35</u>

Fund 101 - GENERAL FUND:

PERIOD ENDING 02/28/2026

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/28/2026 NORMAL (ABNORMAL)	MONTH 02/28/2026 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
TOTAL REVENUES		4,849,934.00	4,095,930.76	196,718.92	754,003.24	84.45
TOTAL EXPENDITURES		4,968,747.00	2,650,707.03	241,747.58	2,318,039.97	53.35
NET OF REVENUES & EXPENDITURES		(118,813.00)	1,445,223.73	(45,028.66)	(1,564,036.73)	1,216.39
Fund 202 - MAJOR STREET FUND						
000 - GENERAL		772,575.00	481,204.40	65,937.37	291,370.60	62.29
TOTAL REVENUES		772,575.00	481,204.40	65,937.37	291,370.60	62.29
450 - PRESERVATION STREETS		238,108.00	109,323.77	10,722.90	128,784.23	45.91
451 - TRAFFIC SERVICE		51,892.00	13,205.01	318.67	38,686.99	25.45
456 - OPERATING EXPENSES		74,148.00	38,901.62	1,922.73	35,246.38	52.46
459 - STATE TRUNKLINE		43,809.00	32,551.34	14,218.48	11,257.66	74.30
492 - WINTER MAINTENANCE		133,137.00	95,018.42	52,703.27	38,118.58	71.37
495 - ADMINISTRATION		38,162.00	21,486.94	2,017.22	16,675.06	56.30
501 - CONSTRUCTION		115,300.00	20,390.57	0.00	94,909.43	17.68
965 - TRANSFERS OUT		270,000.00	270,000.00	0.00	0.00	100.00
TOTAL EXPENDITURES		964,556.00	600,877.67	81,903.27	363,678.33	62.30
Fund 202 - MAJOR STREET FUND:						
TOTAL REVENUES		772,575.00	481,204.40	65,937.37	291,370.60	62.29
TOTAL EXPENDITURES		964,556.00	600,877.67	81,903.27	363,678.33	62.30
NET OF REVENUES & EXPENDITURES		(191,981.00)	(119,673.27)	(15,965.90)	(72,307.73)	62.34
Fund 203 - LOCAL STREET FUND						
000 - GENERAL		858,605.00	756,238.44	27,523.32	102,366.56	88.08
TOTAL REVENUES		858,605.00	756,238.44	27,523.32	102,366.56	88.08
450 - PRESERVATION STREETS		434,789.00	209,632.76	14,069.73	225,156.24	48.21
451 - TRAFFIC SERVICE		47,309.00	14,295.37	394.31	33,013.63	30.22
456 - OPERATING EXPENSES		54,372.00	37,890.88	1,940.93	16,481.12	69.69
492 - WINTER MAINTENANCE		108,675.00	83,006.82	38,293.56	25,668.18	76.38
495 - ADMINISTRATION		17,477.00	8,309.76	775.86	9,167.24	47.55
501 - CONSTRUCTION		255,000.00	90,316.25	0.00	164,683.75	35.42

PERIOD ENDING 02/28/2026

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/28/2026 NORMAL (ABNORMAL)	MONTH 02/28/2026 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 203 - LOCAL STREET FUND						
	TOTAL EXPENDITURES	917,622.00	443,451.84	55,474.39	474,170.16	48.33
Fund 203 - LOCAL STREET FUND:						
	TOTAL REVENUES	858,605.00	756,238.44	27,523.32	102,366.56	88.08
	TOTAL EXPENDITURES	917,622.00	443,451.84	55,474.39	474,170.16	48.33
	NET OF REVENUES & EXPENDITURES	(59,017.00)	312,786.60	(27,951.07)	(371,803.60)	529.99
Fund 204 - MUNICIPAL STREET FUND						
	000 - GENERAL	905,860.00	530,965.71	0.00	374,894.29	58.61
	TOTAL REVENUES	905,860.00	530,965.71	0.00	374,894.29	58.61
	445 - STORM SEWER GENERAL	81,884.00	59,183.57	4,911.37	22,700.43	72.28
	448 - STREET LIGHTING	85,000.00	31,072.12	0.00	53,927.88	36.56
	456 - OPERATING EXPENSES	20,000.00	10,350.00	0.00	9,650.00	51.75
	495 - ADMINISTRATION	849,126.00	763,576.62	3,711.27	85,549.38	89.93
	503 - SIDEWALKS	146,140.00	84,689.63	578.34	61,450.37	57.95
	506 - PROPERTY TAX & DEBT SERVICE	28,000.00	0.00	0.00	28,000.00	0.00
	TOTAL EXPENDITURES	1,210,150.00	948,871.94	9,200.98	261,278.06	78.41
Fund 204 - MUNICIPAL STREET FUND:						
	TOTAL REVENUES	905,860.00	530,965.71	0.00	374,894.29	58.61
	TOTAL EXPENDITURES	1,210,150.00	948,871.94	9,200.98	261,278.06	78.41
	NET OF REVENUES & EXPENDITURES	(304,290.00)	(417,906.23)	(9,200.98)	113,616.23	137.34
Fund 208 - PARKS & RECREATION FUND						
	000 - GENERAL	0.00	17.00	0.00	(17.00)	100.00
	752 - ADMINISTRATION	218,372.00	211,691.21	390.00	6,680.79	96.94
	756 - PARKS AND BUILDINGS	2,000.00	1,510.00	(360.00)	490.00	75.50
	TOTAL REVENUES	220,372.00	213,218.21	30.00	7,153.79	96.75
	752 - ADMINISTRATION	60,648.00	23,608.01	4,523.79	37,039.99	38.93
	756 - PARKS AND BUILDINGS	200,778.00	95,297.27	6,130.01	105,480.73	47.46
	TOTAL EXPENDITURES	261,426.00	118,905.28	10,653.80	142,520.72	45.48

Fund 208 - PARKS & RECREATION FUND:

PERIOD ENDING 02/28/2026

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/28/2026	MONTH 02/28/2026	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 208 - PARKS & RECREATION FUND						
TOTAL REVENUES		220,372.00	213,218.21	30.00	7,153.79	96.75
TOTAL EXPENDITURES		261,426.00	118,905.28	10,653.80	142,520.72	45.48
NET OF REVENUES & EXPENDITURES		(41,054.00)	94,312.93	(10,623.80)	(135,366.93)	229.73
Fund 248 - DDA FUND						
000 - GENERAL		1,485,815.00	1,212,689.50	0.00	273,125.50	81.62
TOTAL REVENUES		1,485,815.00	1,212,689.50	0.00	273,125.50	81.62
728 - ECONOMIC DEVELOPMENT		660,493.00	337,019.52	47,833.19	323,473.48	51.03
965 - TRANSFERS OUT		921,405.00	921,405.00	0.00	0.00	100.00
TOTAL EXPENDITURES		1,581,898.00	1,258,424.52	47,833.19	323,473.48	79.55
Fund 248 - DDA FUND:						
TOTAL REVENUES		1,485,815.00	1,212,689.50	0.00	273,125.50	81.62
TOTAL EXPENDITURES		1,581,898.00	1,258,424.52	47,833.19	323,473.48	79.55
NET OF REVENUES & EXPENDITURES		(96,083.00)	(45,735.02)	(47,833.19)	(50,347.98)	47.60
Fund 265 - DRUG FORFEITURE FUND						
301 - POLICE		4.00	20.41	0.00	(16.41)	510.25
303 - K9 PROGRAM		1,500.00	1,500.00	0.00	0.00	100.00
TOTAL REVENUES		1,504.00	1,520.41	0.00	(16.41)	101.09
303 - K9 PROGRAM		2,800.00	1,440.71	0.00	1,359.29	51.45
TOTAL EXPENDITURES		2,800.00	1,440.71	0.00	1,359.29	51.45
Fund 265 - DRUG FORFEITURE FUND:						
TOTAL REVENUES		1,504.00	1,520.41	0.00	(16.41)	101.09
TOTAL EXPENDITURES		2,800.00	1,440.71	0.00	1,359.29	51.45
NET OF REVENUES & EXPENDITURES		(1,296.00)	79.70	0.00	(1,375.70)	6.15
Fund 266 - POLICE RESTRICTED FUND						
301 - POLICE		14,002.00	12,647.63	0.00	1,354.37	90.33
302 - ACT 302		3,195.00	2,515.20	0.00	679.80	78.72
TOTAL REVENUES		17,197.00	15,162.83	0.00	2,034.17	88.17
301 - POLICE		14,000.00	4,889.45	0.00	9,110.55	34.92
302 - ACT 302		6,400.00	5,529.77	4,456.70	870.23	86.40
TOTAL EXPENDITURES		20,400.00	10,419.22	4,456.70	9,980.78	51.07

PERIOD ENDING 02/28/2026

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/28/2026 NORMAL (ABNORMAL)	MONTH 02/28/2026 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 266 - POLICE RESTRICTED FUND						
Fund 266 - POLICE RESTRICTED FUND:						
	TOTAL REVENUES	17,197.00	15,162.83	0.00	2,034.17	88.17
	TOTAL EXPENDITURES	20,400.00	10,419.22	4,456.70	9,980.78	51.07
	NET OF REVENUES & EXPENDITURES	(3,203.00)	4,743.61	(4,456.70)	(7,946.61)	148.10
Fund 274 - GRANTS FUND						
	721 - JAYCEE PARK PUBLIC GATHERING SPACE	321,103.00	0.00	0.00	321,103.00	0.00
	722 - FITZGERALD PARK BALLFIELD #1	0.00	134,700.00	0.00	(134,700.00)	100.00
	723 - FITZGERALD PARK BALLFIELD #2	346,500.00	0.00	0.00	346,500.00	0.00
	TOTAL REVENUES	667,603.00	134,700.00	0.00	532,903.00	20.18
	721 - JAYCEE PARK PUBLIC GATHERING SPACE	767,206.00	32,914.49	0.00	734,291.51	4.29
	722 - FITZGERALD PARK BALLFIELD #1	0.00	11,239.49	0.00	(11,239.49)	100.00
	723 - FITZGERALD PARK BALLFIELD #2	495,500.00	0.00	0.00	495,500.00	0.00
	TOTAL EXPENDITURES	1,262,706.00	44,153.98	0.00	1,218,552.02	3.50
Fund 274 - GRANTS FUND:						
	TOTAL REVENUES	667,603.00	134,700.00	0.00	532,903.00	20.18
	TOTAL EXPENDITURES	1,262,706.00	44,153.98	0.00	1,218,552.02	3.50
	NET OF REVENUES & EXPENDITURES	(595,103.00)	90,546.02	0.00	(685,649.02)	15.22
Fund 295 - AIRPORT FUND						
	595 - AIRPORT	97,366.00	77,215.49	11,993.45	20,150.51	79.30
	TOTAL REVENUES	97,366.00	77,215.49	11,993.45	20,150.51	79.30
	595 - AIRPORT	134,981.00	60,617.40	5,347.68	74,363.60	44.91
	TOTAL EXPENDITURES	134,981.00	60,617.40	5,347.68	74,363.60	44.91
Fund 295 - AIRPORT FUND:						
	TOTAL REVENUES	97,366.00	77,215.49	11,993.45	20,150.51	79.30
	TOTAL EXPENDITURES	134,981.00	60,617.40	5,347.68	74,363.60	44.91
	NET OF REVENUES & EXPENDITURES	(37,615.00)	16,598.09	6,645.77	(54,213.09)	44.13
Fund 305 - 2016 CAP IMPROV BONDS FUND						
	000 - GENERAL	1,602.00	4,753.34	0.00	(3,151.34)	296.71
	930 - TRANSFERS IN	254,556.00	254,556.00	0.00	0.00	100.00
	TOTAL REVENUES	256,158.00	259,309.34	0.00	(3,151.34)	101.23

PERIOD ENDING 02/28/2026

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/28/2026 NORMAL (ABNORMAL)	MONTH 02/28/2026 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 305 - 2016 CAP IMPROV BONDS FUND						
905 - DEBT SERVICE		255,055.00	18,277.50	0.00	236,777.50	7.17
TOTAL EXPENDITURES		<u>255,055.00</u>	<u>18,277.50</u>	<u>0.00</u>	<u>236,777.50</u>	<u>7.17</u>
Fund 305 - 2016 CAP IMPROV BONDS FUND:						
TOTAL REVENUES		256,158.00	259,309.34	0.00	(3,151.34)	101.23
TOTAL EXPENDITURES		<u>255,055.00</u>	<u>18,277.50</u>	<u>0.00</u>	<u>236,777.50</u>	<u>7.17</u>
NET OF REVENUES & EXPENDITURES		1,103.00	241,031.84	0.00	(239,928.84)	1,852.39
Fund 306 - 2019 CAP IMPROV BONDS FUND						
000 - GENERAL		2,183.00	4,687.36	0.00	(2,504.36)	214.72
930 - TRANSFERS IN		567,151.00	567,151.00	0.00	0.00	100.00
TOTAL REVENUES		<u>569,334.00</u>	<u>571,838.36</u>	<u>0.00</u>	<u>(2,504.36)</u>	<u>100.44</u>
905 - DEBT SERVICE		567,650.00	487,575.00	0.00	80,075.00	85.89
TOTAL EXPENDITURES		<u>567,650.00</u>	<u>487,575.00</u>	<u>0.00</u>	<u>80,075.00</u>	<u>85.89</u>
Fund 306 - 2019 CAP IMPROV BONDS FUND:						
TOTAL REVENUES		569,334.00	571,838.36	0.00	(2,504.36)	100.44
TOTAL EXPENDITURES		<u>567,650.00</u>	<u>487,575.00</u>	<u>0.00</u>	<u>80,075.00</u>	<u>85.89</u>
NET OF REVENUES & EXPENDITURES		1,684.00	84,263.36	0.00	(82,579.36)	5,003.76
Fund 394 - DDA DEBT FUND						
905 - DEBT SERVICE		472,517.00	476,449.91	0.00	(3,932.91)	100.83
TOTAL REVENUES		<u>472,517.00</u>	<u>476,449.91</u>	<u>0.00</u>	<u>(3,932.91)</u>	<u>100.83</u>
905 - DEBT SERVICE		299,494.00	76,746.88	0.00	222,747.12	25.63
965 - TRANSFERS OUT		172,911.00	172,911.00	0.00	0.00	100.00
TOTAL EXPENDITURES		<u>472,405.00</u>	<u>249,657.88</u>	<u>0.00</u>	<u>222,747.12</u>	<u>52.85</u>
Fund 394 - DDA DEBT FUND:						
TOTAL REVENUES		472,517.00	476,449.91	0.00	(3,932.91)	100.83
TOTAL EXPENDITURES		<u>472,405.00</u>	<u>249,657.88</u>	<u>0.00</u>	<u>222,747.12</u>	<u>52.85</u>
NET OF REVENUES & EXPENDITURES		112.00	226,792.03	0.00	(226,680.03)	12,492.88
Fund 401 - CAPITAL PROJECT FUND						
000 - GENERAL		0.00	4,743.27	0.00	(4,743.27)	100.00
TOTAL REVENUES		<u>0.00</u>	<u>4,743.27</u>	<u>0.00</u>	<u>(4,743.27)</u>	<u>100.00</u>

PERIOD ENDING 02/28/2026

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/28/2026	MONTH 02/28/2026	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	
Fund 401 - CAPITAL PROJECT FUND						
Fund 401 - CAPITAL PROJECT FUND:						
	TOTAL REVENUES	0.00	4,743.27	0.00	(4,743.27)	100.00
	TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00
	NET OF REVENUES & EXPENDITURES	0.00	4,743.27	0.00	(4,743.27)	100.00
Fund 403 - 2023 IRP CAPITAL PROJECT FUND						
	000 - GENERAL	0.00	46,238.36	0.00	(46,238.36)	100.00
	TOTAL REVENUES	0.00	46,238.36	0.00	(46,238.36)	100.00
	545 - WATER TREATMENT	910,363.00	859,294.87	803,713.92	51,068.13	94.39
	TOTAL EXPENDITURES	910,363.00	859,294.87	803,713.92	51,068.13	94.39
Fund 403 - 2023 IRP CAPITAL PROJECT FUND:						
	TOTAL REVENUES	0.00	46,238.36	0.00	(46,238.36)	100.00
	TOTAL EXPENDITURES	910,363.00	859,294.87	803,713.92	51,068.13	94.39
	NET OF REVENUES & EXPENDITURES	(910,363.00)	(813,056.51)	(803,713.92)	(97,306.49)	89.31
Fund 404 - 2023 RAW WATER MAIN CAPITAL PROJECT FUND						
	000 - GENERAL	0.00	68,405.21	0.00	(68,405.21)	100.00
	TOTAL REVENUES	0.00	68,405.21	0.00	(68,405.21)	100.00
	548 - WATER-GENERAL EXPENSE	75,796.00	89,521.86	0.00	(13,725.86)	118.11
	TOTAL EXPENDITURES	75,796.00	89,521.86	0.00	(13,725.86)	118.11
Fund 404 - 2023 RAW WATER MAIN CAPITAL PROJECT FUND:						
	TOTAL REVENUES	0.00	68,405.21	0.00	(68,405.21)	100.00
	TOTAL EXPENDITURES	75,796.00	89,521.86	0.00	(13,725.86)	118.11
	NET OF REVENUES & EXPENDITURES	(75,796.00)	(21,116.65)	0.00	(54,679.35)	27.86
Fund 405 - 2023 WWTP CAPITAL PROJECTS FUND						
	000 - GENERAL	53,674,752.00	6,846,038.96	0.00	46,828,713.04	12.75
	TOTAL REVENUES	53,674,752.00	6,846,038.96	0.00	46,828,713.04	12.75
	542 - SEWER GENERAL EXPENSE	53,674,752.00	9,465,040.88	2,960,979.37	44,209,711.12	17.63
	TOTAL EXPENDITURES	53,674,752.00	9,465,040.88	2,960,979.37	44,209,711.12	17.63
Fund 405 - 2023 WWTP CAPITAL PROJECTS FUND:						
	TOTAL REVENUES	53,674,752.00	6,846,038.96	0.00	46,828,713.04	12.75
	TOTAL EXPENDITURES	53,674,752.00	9,465,040.88	2,960,979.37	44,209,711.12	17.63

PERIOD ENDING 02/28/2026

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/28/2026 NORMAL (ABNORMAL)	MONTH 02/28/2026 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 405 - 2023 WWTP CAPITAL PROJECTS FUND						
	NET OF REVENUES & EXPENDITURES	0.00	(2,619,001.92)	(2,960,979.37)	2,619,001.92	100.00
Fund 407 - 2023 CAPITAL PROJECTS FUND - DDA PROJECT						
	000 - GENERAL	0.00	469.49	0.00	(469.49)	100.00
	TOTAL REVENUES	0.00	469.49	0.00	(469.49)	100.00
	728 - ECONOMIC DEVELOPMENT	6,582.00	6,582.00	0.00	0.00	100.00
	TOTAL EXPENDITURES	6,582.00	6,582.00	0.00	0.00	100.00
Fund 407 - 2023 CAPITAL PROJECTS FUND - DDA PROJECT:						
	TOTAL REVENUES	0.00	469.49	0.00	(469.49)	100.00
	TOTAL EXPENDITURES	6,582.00	6,582.00	0.00	0.00	100.00
	NET OF REVENUES & EXPENDITURES	(6,582.00)	(6,112.51)	0.00	(469.49)	92.87
Fund 409 - CAPITAL PROJECTS FUND						
	000 - GENERAL	0.00	336,790.32	0.00	(336,790.32)	100.00
	TOTAL REVENUES	0.00	336,790.32	0.00	(336,790.32)	100.00
	900 - CAPITAL OUTLAY	0.00	1,103,958.71	0.00	(1,103,958.71)	100.00
	TOTAL EXPENDITURES	0.00	1,103,958.71	0.00	(1,103,958.71)	100.00
Fund 409 - CAPITAL PROJECTS FUND:						
	TOTAL REVENUES	0.00	336,790.32	0.00	(336,790.32)	100.00
	TOTAL EXPENDITURES	0.00	1,103,958.71	0.00	(1,103,958.71)	100.00
	NET OF REVENUES & EXPENDITURES	0.00	(767,168.39)	0.00	767,168.39	100.00
Fund 494 - DDA CAPITAL PROJECTS FUND						
	900 - CAPITAL OUTLAY	450,000.00	458,456.43	0.00	(8,456.43)	101.88
	TOTAL REVENUES	450,000.00	458,456.43	0.00	(8,456.43)	101.88
	503 - SIDEWALKS	0.00	436.46	0.00	(436.46)	100.00
	900 - CAPITAL OUTLAY	450,000.00	0.00	0.00	450,000.00	0.00
	TOTAL EXPENDITURES	450,000.00	436.46	0.00	449,563.54	0.10
Fund 494 - DDA CAPITAL PROJECTS FUND:						
	TOTAL REVENUES	450,000.00	458,456.43	0.00	(8,456.43)	101.88
	TOTAL EXPENDITURES	450,000.00	436.46	0.00	449,563.54	0.10
	NET OF REVENUES & EXPENDITURES	0.00	458,019.97	0.00	(458,019.97)	100.00

PERIOD ENDING 02/28/2026

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/28/2026 NORMAL (ABNORMAL)	MONTH 02/28/2026 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 495 - LDFA FUND						
000 - GENERAL		47,274.00	32,092.10	0.00	15,181.90	67.89
TOTAL REVENUES		<u>47,274.00</u>	<u>32,092.10</u>	<u>0.00</u>	<u>15,181.90</u>	<u>67.89</u>
900 - CAPITAL OUTLAY		43,773.00	6,293.02	0.00	37,479.98	14.38
TOTAL EXPENDITURES		<u>43,773.00</u>	<u>6,293.02</u>	<u>0.00</u>	<u>37,479.98</u>	<u>14.38</u>
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Fund 495 - LDFA FUND:						
TOTAL REVENUES		47,274.00	32,092.10	0.00	15,181.90	67.89
TOTAL EXPENDITURES		<u>43,773.00</u>	<u>6,293.02</u>	<u>0.00</u>	<u>37,479.98</u>	<u>14.38</u>
NET OF REVENUES & EXPENDITURES		3,501.00	25,799.08	0.00	(22,298.08)	736.91
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Fund 592 - WATER & SEWER FUND						
000 - GENERAL		86,926.00	135,624.38	212.00	(48,698.38)	156.02
591 - WATER-REVENUES		3,517,356.00	2,153,830.16	6,487.96	1,363,525.84	61.23
592 - SANITARY SEWER -REVENUES		5,034,737.00	2,846,296.92	2,358.04	2,188,440.08	56.53
TOTAL REVENUES		<u>8,639,019.00</u>	<u>5,135,751.46</u>	<u>9,058.00</u>	<u>3,503,267.54</u>	<u>59.45</u>
536 - PLANT OPERATION & MAINTENANCE		878,746.00	429,621.73	34,560.10	449,124.27	48.89
538 - LIFT STATION		212,186.00	48,056.73	8,631.24	164,129.27	22.65
539 - SEWERS		580,034.00	181,638.49	23,287.72	398,395.51	31.32
542 - SEWER GENERAL EXPENSE		3,068,929.00	437,949.02	9,057.48	2,630,979.98	14.27
544 - PUMPING		176,204.00	110,991.67	1,070.46	65,212.33	62.99
545 - WATER TREATMENT		292,270.00	228,387.47	21,209.69	63,882.53	78.14
546 - TRANSMISSION AND DISTRIBUTION		1,377,646.00	539,154.01	69,660.15	838,491.99	39.14
548 - WATER-GENERAL EXPENSE		1,436,723.00	992,967.48	11,065.91	443,755.52	69.11
554 - WATER PROJECT - WELL 11		610,000.00	0.00	0.00	610,000.00	0.00
TOTAL EXPENDITURES		<u>8,632,738.00</u>	<u>2,968,766.60</u>	<u>178,542.75</u>	<u>5,663,971.40</u>	<u>34.39</u>
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Fund 592 - WATER & SEWER FUND:						
TOTAL REVENUES		8,639,019.00	5,135,751.46	9,058.00	3,503,267.54	59.45
TOTAL EXPENDITURES		<u>8,632,738.00</u>	<u>2,968,766.60</u>	<u>178,542.75</u>	<u>5,663,971.40</u>	<u>34.39</u>
NET OF REVENUES & EXPENDITURES		6,281.00	2,166,984.86	(169,484.75)	(2,160,703.86)	4,500.63
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Fund 661 - EQUIPMENT OPERATING FUND						

PERIOD ENDING 02/28/2026

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/28/2026 NORMAL (ABNORMAL)	MONTH 02/28/2026 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 661 - EQUIPMENT OPERATING FUND:						
524 - EQUIPMENT OPERATION		447,703.00	548,059.71	110,477.87	(100,356.71)	122.42
TOTAL REVENUES		447,703.00	548,059.71	110,477.87	(100,356.71)	122.42
524 - EQUIPMENT OPERATION		671,198.00	401,143.65	23,257.62	270,054.35	59.77
TOTAL EXPENDITURES		671,198.00	401,143.65	23,257.62	270,054.35	59.77
Fund 661 - EQUIPMENT OPERATING FUND:						
TOTAL REVENUES		447,703.00	548,059.71	110,477.87	(100,356.71)	122.42
TOTAL EXPENDITURES		671,198.00	401,143.65	23,257.62	270,054.35	59.77
NET OF REVENUES & EXPENDITURES		(223,495.00)	146,916.06	87,220.25	(370,411.06)	65.74
Fund 678 - EMPLOYEE BENEFITS FUND:						
271 - EMPLOYEE BENEFITS		1,396,980.00	839,711.89	3,136.78	557,268.11	60.11
TOTAL REVENUES		1,396,980.00	839,711.89	3,136.78	557,268.11	60.11
271 - EMPLOYEE BENEFITS		1,396,980.00	875,554.33	26,841.76	521,425.67	62.67
TOTAL EXPENDITURES		1,396,980.00	875,554.33	26,841.76	521,425.67	62.67
Fund 678 - EMPLOYEE BENEFITS FUND:						
TOTAL REVENUES		1,396,980.00	839,711.89	3,136.78	557,268.11	60.11
TOTAL EXPENDITURES		1,396,980.00	875,554.33	26,841.76	521,425.67	62.67
NET OF REVENUES & EXPENDITURES		0.00	(35,842.44)	(23,704.98)	35,842.44	100.00
TOTAL REVENUES - ALL FUNDS		75,830,568.00	23,143,200.56	424,875.71	52,687,367.44	30.52
TOTAL EXPENDITURES - ALL FUNDS		78,482,578.00	22,669,972.35	4,449,953.01	55,812,605.65	28.89
NET OF REVENUES & EXPENDITURES		(2,652,010.00)	473,228.21	(4,025,077.30)	(3,125,238.21)	17.84



Activity	January	February	March	April	May	June	July	August	September	October	November	December	Total
Traffic Crash: Public & Private (931a)	24	9											
Traffic Crash: Personal Injury (931b)	2	3											
<b>Crash Totals</b>	<b>26</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
Breaking & Entering (998P)	2	2											
Larceny (2399)	5	2											
Retail Fraud (3073)	2	4											
Bad Checks (2693)	0	0											
Credit Card Fraud (2605)	0	0											
Forgery (2589)	0	0											
Identity Theft (2609)	0	0											
Malicious Destruction of Property (2901)	1	2											
Stolen Vehicle / UDAA (2404 & 2411)	2	0											
<b>Property Crimes Total</b>	<b>12</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
Domestic Assault (994D)	8	7											
Assault & Battery (1313)	2	3											
<b>Personal Crimes Total</b>	<b>25</b>	<b>22</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Calls for Service</b>	<b>456</b>	<b>426</b>											
<b>Reports Taken(using the reported on date)</b>	<b>67</b>	<b>58</b>											
Traffic Contacts (933a, 933b & 5403)	78	92											
OWI (8041 & 8042)	1	0											
<b>Traffic Total</b>	<b>79</b>	<b>92</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

Michigan Association of Chief's of Police Accreditation Director Matt Silverthorn will attend our March, 23, 2026, council meeting for an accreditation presentation.

Training for the month of February included the following: Lt. Juras and Chief Erickson attended the Michigan Association of Chief's of Police Training Conference. Lt. Juras attended High Risk Unified Command training. Sgt. Gatewood attended Security in Places of Worship. Officer Czaika attended a train the trainer for Reunification (after an active violence incident). Sgt. Gatewood attended a Tik-Tok for Youth Safety course. All officers took Bomb Threats in Schools and Firearms Tactics training. The March 14, 2026, St. Patrick's day parade went well with no reported

# EATON COUNTY 911

## Events by Nature Code by Agency

Agency: GLPD, Event date/Time range: 02/01/2026 00:00:00 - 02/28/2026 23:59:59

Agency Code	Nature Code	Rpt Only	Self Init	CFS	Total	% Total	Avg Disp Time	Avg Resp Time	Avg Scene Time	Total Call Time	Avg Call Time
GLPD	911 ABANDONED	0	0	3	3	1%	0:00:41	0:06:41	0:09:58	0:35:13	0:11:44
	911 UNKNOWN CALL	0	0	7	7	2%	0:02:50	0:05:21	0:33:07	4:12:19	0:36:03
	ABANDONED VEHICLE	0	0	1	1	0%	0:07:52	0:04:55	0:06:59	0:19:46	0:19:46
	ALARM ALL	0	0	4	4	1%	0:01:35	0:04:27	0:03:30	0:33:01	0:08:15
	ANIMAL CRUELTY	0	0	3	3	1%	0:08:42	0:12:45	0:08:09	1:28:49	0:29:36
	ARGUMENT OR VERBAL ALTERCATION	0	0	1	1	0%	0:03:31	0:07:26	0:35:27	0:46:24	0:46:24
	ASSAULT	0	1	2	3	1%	0:05:52	0:00:00	0:15:34	4:26:42	1:28:54
	ASSIST CITIZEN	0	4	11	15	4%	0:03:27	0:08:04	0:15:53	5:25:44	0:21:43
	ASSIST OTHER POLICE DEPT	0	0	1	1	0%	0:01:41	0:14:27	0:14:46	0:30:54	0:30:54
	ASSIST PROTECTIVE SERVICES	0	3	2	5	1%	0:03:55	0:31:37	2:00:46	8:55:03	1:47:01
	BARKING DOG	0	0	1	1	0%	0:02:45	0:19:37	0:05:06	0:27:28	0:27:28
	BREAKING AND ENTERING	0	0	2	2	0%	0:04:45	0:05:31	0:46:51	1:54:14	0:57:07
	CARDIAC OR RESP ARREST	0	0	1	1	0%	0:00:00	0:05:09	0:21:46	0:26:55	0:26:55
	CHECK WELLBEING	0	0	5	5	1%	0:05:47	0:09:03	0:19:15	2:50:32	0:34:06
	CHILD ABUSE OR NEGLECT	0	0	1	1	0%	0:02:44	0:00:00	0:00:00	1:17:30	1:17:30
	CIVIL COMPLAINT	0	0	7	7	2%	0:05:03	0:25:35	0:27:27	6:06:17	0:52:20
	CRIMINAL SEXUAL CONDUCT REPORT	0	0	3	3	1%	0:03:14	0:06:57	3:43:17	8:40:20	2:53:27
	DISORDERLY PERSON OR SUBJECT	0	0	3	3	1%	0:01:51	0:05:18	1:26:13	4:40:08	1:33:23
	DOG RUNNING LOOSE	0	0	1	1	0%	0:01:49	0:00:00	0:00:00	0:44:52	0:44:52
	DOMESTIC DISPUTE	0	0	7	7	2%	0:03:34	0:07:57	0:57:55	8:06:00	1:09:26
	DRUG OFFENSE	0	1	1	2	0%	0:02:11	0:06:23	0:11:41	0:31:57	0:15:59
	EMS ASSIST	0	0	4	4	1%	0:00:59	0:04:19	0:22:36	1:13:03	0:18:16
	FIRE DEPT ASSIST	0	0	1	1	0%	0:00:08	0:32:30	1:09:21	1:41:59	1:41:59

Agency Code	Nature Code	Rpt Only	Self Init	CFS	Total	% Total	Avg Disp Time	Avg Resp Time	Avg Scene Time	Total Call Time	Avg Call Time
	FOLLOWUP OF ANY KIND	0	14	12	26	6%	0:02:37	0:04:46	0:35:43	13:35:47	0:31:23
	FOUND PROPERTY	0	1	1	2	0%	0:00:57	0:00:00	0:00:42	0:21:29	0:10:45
	FRAUD RETAIL EMBEZZLEMENT	0	2	4	6	1%	0:02:53	0:05:19	0:29:23	2:50:54	0:28:29
	HARASSMENT	0	0	3	3	1%	0:04:52	0:05:19	0:27:45	1:31:26	0:30:29
	LARCENY	0	1	1	2	0%	0:04:49	0:00:00	1:59:37	2:13:17	1:06:39
	LOCKOUT	0	1	6	7	2%	0:04:04	0:04:29	0:10:09	2:04:47	0:17:50
	LOST PROPERTY	0	0	2	2	0%	0:04:26	0:00:00	0:00:00	0:50:12	0:25:06
	LOUD NOISE	0	0	1	1	0%	0:25:03	0:00:00	0:00:00	0:58:01	0:58:01
	MAN WITH A GUN	0	0	1	1	0%	0:00:00	0:00:00	0:00:00	1:20:52	1:20:52
	MDOP	0	0	2	2	0%	0:01:46	0:06:09	0:09:16	0:34:20	0:17:10
	MENTAL SUBJECT	0	0	5	5	1%	0:05:26	0:06:24	0:07:57	1:43:33	0:20:43
	MESSAGE FOR OFFICER	0	0	1	1	0%	0:02:09	0:00:00	0:00:00	0:21:17	0:21:17
	MISCELLANEOUS ANIMAL	0	0	2	2	0%	0:01:45	0:02:55	0:06:28	0:12:09	0:06:05
	MISCELLANEOUS INCIDENT	0	2	1	3	1%	0:00:01	0:00:00	0:46:18	2:18:56	0:46:19
	PARKING VIOLATIONS	0	14	0	14	3%	0:00:01	0:00:00	0:03:43	0:52:09	0:03:44
	PERSONAL INJURY CRASH	0	0	2	2	0%	0:01:14	0:03:02	0:33:10	1:14:51	0:37:26
	PERSONAL INJURY HIT & RUN	0	0	1	1	0%	0:04:18	0:05:27	0:35:32	0:45:17	0:45:17
	PPO VIOLATION	0	0	2	2	0%	0:04:53	0:00:00	0:00:00	2:13:15	1:06:38
	PRISONER TRANSPORT	0	0	4	4	1%	4:00:18	0:44:41	2:24:16	28:37:03	7:09:16
	PRIVATE PROPERTY DAMAGE CRASH	0	0	3	3	1%	0:02:53	0:10:23	0:03:09	0:38:28	0:12:49
	PROPERTY CHECK	0	92	0	92	22%	0:00:01	0:00:00	0:03:04	4:43:35	0:03:05
	PROPERTY DAMAGE CRASH	0	1	6	7	2%	0:02:26	0:07:34	1:50:34	13:53:59	1:59:08
	PROPERTY DAMAGE HIT AND RUN	0	0	3	3	1%	0:04:55	0:08:52	0:10:34	2:17:08	0:45:43
	PUBLIC RELATIONS	0	2	0	2	0%	0:00:01	0:00:00	0:16:21	0:32:43	0:16:22
	RAILROAD GATE DOWN	0	0	1	1	0%	0:01:33	0:00:00	0:00:00	0:08:04	0:08:04
	ROAD RAGE	0	0	1	1	0%	0:02:31	0:00:00	0:00:00	0:13:44	0:13:44
	STALKING COMPLAINT	0	0	2	2	0%	0:05:22	0:00:00	0:00:00	0:58:41	0:29:21

Agency Code	Nature Code	Rpt Only	Self Init	CFS	Total	% Total	Avg Disp Time	Avg Resp Time	Avg Scene Time	Total Call Time	Avg Call Time
	STRAY DOG	0	0	1	1	0%	0:02:51	0:09:13	0:10:25	0:22:29	0:22:29
	SUICIDAL THRT OR ATTEMPT	0	0	5	5	1%	0:03:22	0:06:12	0:25:54	2:45:11	0:33:02
	SUSPICIOUS SITUATION	0	1	15	16	4%	0:04:03	0:05:54	0:09:22	4:30:28	0:16:54
	SUSPICIOUS SUBJECT	0	2	2	4	1%	0:03:00	0:07:56	0:31:57	1:50:29	0:27:37
	SUSPICIOUS VEHICLE	0	3	2	5	1%	0:01:55	0:02:38	0:38:38	2:40:46	0:32:09
	TELEPHONE HARASSMENT	0	0	1	1	0%	0:06:08	0:02:46	0:06:23	0:15:17	0:15:17
	THREATS	0	0	4	4	1%	0:03:39	0:05:37	0:25:06	2:17:37	0:34:24
	TRAFFIC HAZARD	0	0	4	4	1%	0:02:01	0:04:12	0:10:47	1:08:44	0:17:11
	TRAFFIC STOP	0	90	0	90	21%	0:00:01	0:10:32	0:09:59	15:41:43	0:10:28
	TRAFFIC VIOLATION	0	0	2	2	0%	0:00:00	0:00:00	0:00:00	0:05:46	0:02:53
	TRESPASSING	0	2	1	3	1%	0:00:00	0:05:17	0:25:29	0:56:37	0:18:52
	UNKNOWN PROBLEM	0	0	1	1	0%	0:02:28	0:01:18	0:11:33	0:15:19	0:15:19
	UNWANTED SUBJECT	0	0	1	1	0%	0:03:58	0:07:40	0:22:20	0:33:58	0:33:58
	VACATION CHECK	0	8	0	8	2%	0:00:01	0:00:00	0:03:32	0:28:25	0:03:33
	VEHICLE INSPECTION	0	0	1	1	0%	0:01:18	0:06:43	0:11:27	0:19:28	0:19:28
	WARRANT ATTEMPT PICKUP	0	1	1	2	0%	0:10:56	0:06:15	0:17:03	0:34:58	0:17:29
	<b>Subtotals for No Summary Code</b>	<b>0</b>	<b>246</b>	<b>180</b>	<b>426</b>	<b>100%</b>	<b>0:07:17</b>	<b>0:08:58</b>	<b>0:32:10</b>	<b>188:48:22</b>	<b>0:42:31</b>
	<b>Subtotals for GLPD</b>	<b>0</b>	<b>246</b>	<b>180</b>	<b>426</b>	<b>100%</b>	<b>0:07:17</b>	<b>0:08:58</b>	<b>0:32:10</b>	<b>188:48:22</b>	<b>0:42:31</b>

# Zoning Administrator Report

## February 2026

### General Activities:

### Permits/Zoning Approvals:

- Fence Permit (1)

### Code Enforcement:

- No Notice of Violation letters were issued in February.
  - An audit was completed within BS&A to identify all open enforcement cases. Of the (37) identified, (6) were able to be closed. The remaining (31) require further investigation and possible further enforcement action.
- Removed (33) signs from the public right-of-way.
- Addressed (2) resident-submitted Concern Forms.

### Zoning Board of Appeals:

The Zoning Board of Appeals did not meet in February 2026.

### Planning Commission:

At its March 5, 2026, meeting, the Planning Commission reviewed the proposed “Prohibited Vegetation Ordinance.” Following discussion, the Commission voted unanimously to recommend that City Council adopt the ordinance, subject to review by the City Attorney.

Following the Planning Commission’s recommendation for approval, the proposed “Prohibited Vegetation Ordinance” was reviewed by the City Attorney. The updates are primarily legal in nature, focusing on clarity, structure, and enforceability, while the substantive provisions and overall intent of the ordinance remain unchanged.

The Commission did not meet in February.

### Professional Development / Training

Currently approximately 70% complete with Michigan State University’s Citizen Planner Program, with anticipated completion by the end of the month.

### Other:

A site plan application has been submitted for the proposed renovation of the former Tim Hortons restaurant to accommodate a Lake Trust Credit Union within the existing building and site. The application is under review and is expected to be brought before the Planning Commission at its next meeting.



**CITY OF GRAND LEDGE  
NOTICE OF PUBLIC HEARING**

The City Council will hold a public hearing during its regular meeting at 7:30 p.m., on Monday, 23 March 2026, to consider and receive public input on a grant application to the Michigan Natural Resources Trust Fund (MNRTF) for the Grand Ledge Ball Park Phase III development project. The grant application is available for review on the City's website at [www.cityofgrandledge.com](http://www.cityofgrandledge.com) and at the City Clerk's office, 310 Greenwood St., Grand Ledge, Michigan, between 8:00 a.m. and 5 p.m., Monday through Friday.

The meeting will be held in the Council Chambers, City Hall, 310 Greenwood St., Grand Ledge MI 48837, in compliance with the Open Meetings Act, as amended, and will also be livestreamed via Zoom for informational purposes only. The online stream can be accessed at <https://www.zoom.us> with the Meeting ID: 863 1259 5953, or by calling +1 305 224 1968, +1 309 205 3325, +1 312 626 6799 (Chicago), +1 646 876 9923 (New York), +1 646 931 3860, +1 301 715 8592 (Washington DC), +1 564 217 2000, +1 669 444 9171, +1 669 900 6833 (San Jose), +1 689 278 1000, +1 719 359 4580, +1 253 205 0468, +1 253 215 8782 (Tacoma), +1 346 248 7799 (Houston), +1 360 209 5623, +1 386 347 5053, +1 408 638 0968 (San Jose), +1 507 473 4847 with Meeting ID: 863 1259 5953.

The City Council invites anyone interested to attend in person and offer comments at the public hearing. Written comments can be mailed or delivered to Elected or Appointed Officials at 310 Greenwood St., Grand Ledge, MI 48837, placed in the drop box in front of City Hall, or emailed to [cityhall@cityofgrandledge.com](mailto:cityhall@cityofgrandledge.com). All written comments will be considered if received by 5:00 p.m. the day of the hearing. Please call (517) 627-2149 or email [cityhall@cityofgrandledge.com](mailto:cityhall@cityofgrandledge.com) for further information or to request accommodations for disabilities.

Gregory Newman, City Clerk

**CP#26-106**



**RESOLUTION OF AUTHORIZATION  
LOCAL UNIT OF GOVERNMENT MATCH WITHOUT DONATED FUNDS**

WHEREAS, City of Grand Ledge supports the submission of an application titled, “Phase III Ball Park Development” to the Michigan Natural Resources Trust Fund (grant program) for development (acquisition/development) of ball fields (project description) at adjacent to Fitzgerald Park (location or park name); and,

WHEREAS, the proposed application is supported by the Community’s 5-Year Approved Parks and Recreation Plan; and,

WHEREAS, City of Grand Ledge is hereby making a financial commitment to the project in the amount of \$ 187,832 matching funds, in cash and/or force account; and,

NOW THEREFORE, BE IT RESOLVED that City of Grand Ledge hereby authorizes submission of a Michigan Natural Resources Trust Fund (grant program) Application for \$ 400,000, and further resolves to make available its financial obligation amount of \$ 187,832 (31%) of a total \$ 587,827 project cost, during the 20 26 -20 27 fiscal year.

AYES:

NAYES:

ABSENT:

MOTION \_\_\_\_\_.

I HEREBY CERTIFY, that the foregoing is a Resolution duly made and passed by City Council of City of Grand Ledge at their regular meeting held on 23 March 20 26 , at 7:30 p.m. in Council Chambers, with a quorum present.

\_\_\_\_\_  
Clerk

Dated: \_\_\_\_\_

# Status of Grand Ledge Ball Park Project

## Phase I

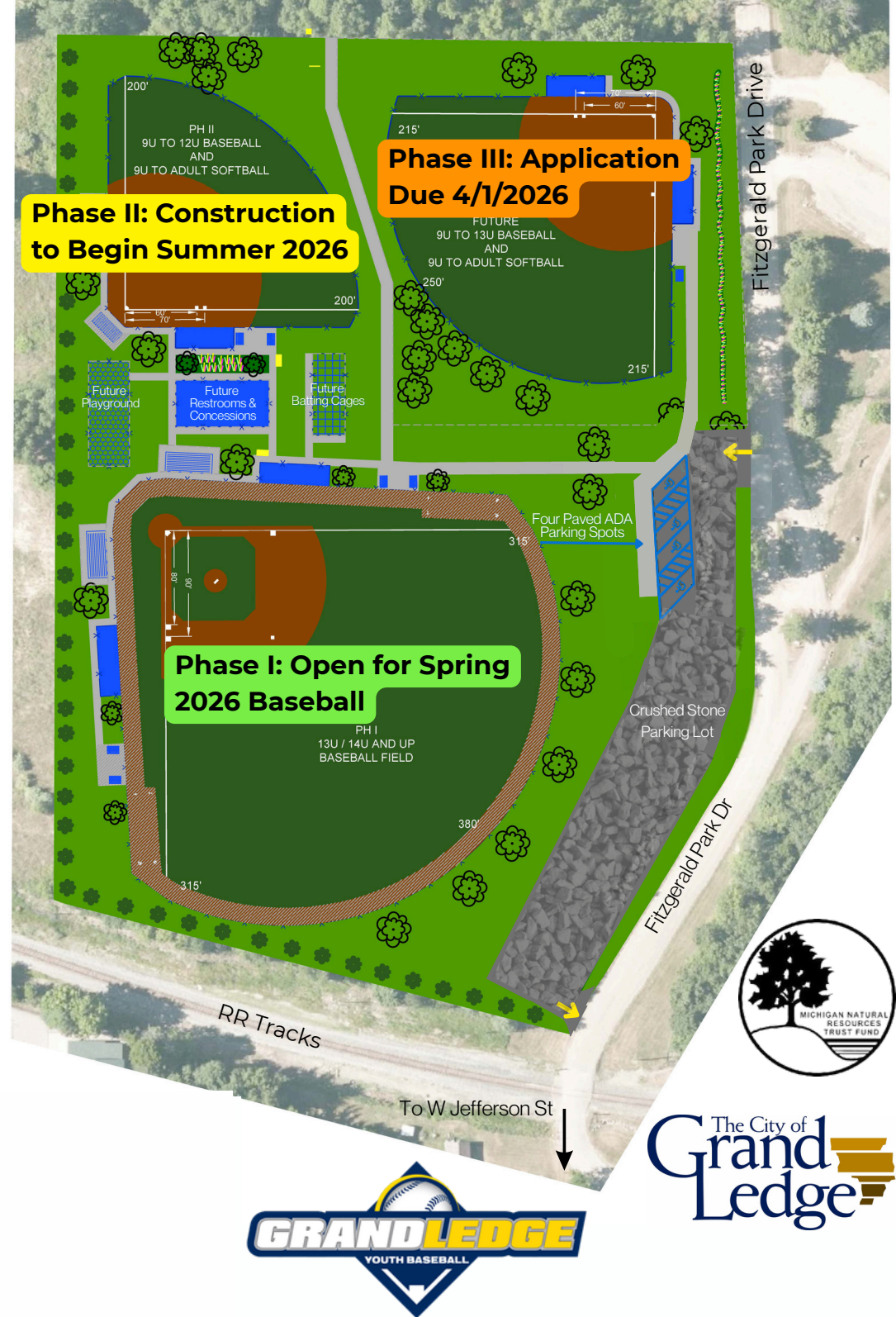
- Ribbon-Cutting Ceremony held in June 2025
- Field is open for spring 2026 baseball
- Ongoing grounds improvement

## Phase II

- Received a Michigan Natural Resources Trust Fund (MNRTF) grant agreement in November 2025
- Soliciting for construction bids this spring, 2026
- Construction is estimated to begin this summer, 2026

## Phase III

- MNRTF applications are due April 1, 2026
- If successful, a grant would be received by December 2027, with construction completed in 2028



**GRAND LEDGE PARKS AND RECREATION COMMISSION  
CITY HALL, 310 GREENWOOD STREET  
GRAND LEDGE, MI 48837  
(517) 627-2149**

**PARKS AND RECREATION COMMISSION REGULAR  
MEETING  
February 26, 2026**

Call to Order – 7:00 pm.

**I. Roll Call of Parks and Recreation Commission -**

<b>COMMISSIONERS</b>	<b>PRESENT</b>	<b>ABSENT</b>
Ruthann Jaquette, Chair	X	
Teri Langley, Vice Chair		X
Bill Barnes – Grand Ledge Public Schools	X	
Chris Klaver	X	
Michael Krombeen	X	
Raechel Marks	X	
Casey McDonnell	X	
Amber Slocum	X	
Thomas Steinbis	X	
<b>OTHERS</b>		
Dave Logel, City Council Liaison	X	
Rich Morrison, Community Development Director	X	
Kurt Ristow, Public Works Superintendent		
Mayor Keith Mulder	X	

**II. Pledge of Allegiance**

**III. Approval of Agenda**

MOTION TO APPROVE THE PARKS & RECREATION COMMISSION REGULAR MEETING AGENDA FOR FEBRUARY 26, 2026. MOVED BY COMMISSIONER KROMBEEN, SECONDED BY COMMISSIONER MARKS. MOTION CARRIED UNANIMOUSLY.

**IV. Approval of Meeting Minutes**

**A. Approval of January 22, 2026, Regular Meeting Minutes**

MOTION TO APPROVE THE PARKS & RECREATION COMMISSION MINUTES FROM JANUARY 22, 2026, REGULAR MEETING AS PRESENTED. MOVED BY COMMISSIONER KROMBEEN, SECONDED BY COMMISSIONER SLOCUM. MOTION CARRIED UNANIMOUSLY.

**V. Public Comment**

None.

**VI. Committee Reports – Earth Day Subcommittee**

Commissioner Marks reported on the Earth Day Subcommittee meeting held prior to the Feb 26 regular meeting. The subcommittee discussed a number of items discussed in the subcommittee meeting. She asked Commissioners to volunteer for activities for Earth Day. The Earth Day Flyer and Passports were discussed by the Commission

**VII. Staff Reports**

Staff reported that the construction start for the ADA Observation Platform in Jaycee Park is underway and reported on Ballfield Phase II and Phase III. Rich Morrison invited Mayor Mulder to the podium to discuss a replacement picnic shelter/pavilion for Jaycee Park. After discussion, a MOTION TO SUPPORT THE CONSTRUCTION OF A 30'x48' PAVILION AT JAYCEE PARK WAS MADE BY COMMISSIONER KLAVER, SECONDED BY COMMISSIONER KROMBEEN. MOTION CARRIED UNANIMOUSLY.

**VIII. Unfinished Business****IX. New Business****A. Master Plan Follow Ups:**

- i- Develop stakeholder list: Commissioners identified groups and organizations to participate in the stakeholder meetings with ROWE. Staff will compile the list and route it to the Commission to identify contacts for the groups/organizations. The list will be forwarded to ROWE..
- ii- Review Master Plan action plan progress: The Commission reviewed the list of projects included in the packet. Staff suggested that Earth Day activities be sent to ROWE as accomplishments as well as the action plan progress document. The Commission noted that funds and capacity were the primary limiting factors for why more action plan progress has not been made. It was also noted that the DDA is a major funder of projects within the DDA district, but that many of the city parks are not in the DDA district.

**B. Earth Day 2026**

No discussion took place

**C. Recommendation to support grant application for Ballfield Phase III**

MOTION TO SUPPORT THE SUBMISSION OF A GRANT APPLICATION FOR BALLFIELD PHASE III AS OUTLINED STAFF MEMO DATED FEB 23,2026. MOVED BY COMMISSIONER STEINBIS. SECONDED BY COMMISSIONER SLOCUM. MOTION CARRIED UNANIMOUSLY.

**X. Public Comment –**

Council Liaison Dave Logel asked to speak to the Earth Day Subcommittee.

**XI. Commission Comments –**

Commissioners commented on the Master Plan process and Earth Day.

**XII. Adjournment: 8:30pm**

Submitted by:

Rich Morrison, Community Development Director

DRAFT

**RESOLUTION OF AUTHORIZATION  
LOCAL UNIT OF GOVERNMENT MATCH WITHOUT DONATED FUNDS**

WHEREAS, City of Grand Ledge supports the submission of an application titled, “ Phase III Ball Park Development ” to the Michigan Natural Resources Trust Fund (grant program) for development (acquisition/development) of ball fields (project description) at adjacent to Fitzgerald Park (location or park name); and,

WHEREAS, the proposed application is supported by the Community’s 5-Year Approved Parks and Recreation Plan; and,

WHEREAS, City of Grand Ledge is hereby making a financial commitment to the project in the amount of \$ 187,832 matching funds, in cash and/or force account; and,

NOW THEREFORE, BE IT RESOLVED that City of Grand Ledge hereby authorizes submission of a Michigan Natural Resources Trust Fund (grant program) Application for \$ 400,000, and further resolves to make available its financial obligation amount of \$ 187,832 (31 %) of a total \$ 587,827 project cost, during the 20 26 -20 27 fiscal year.

AYES:

NAYES:

ABSENT:

MOTION APPROVED.

I HEREBY CERTIFY, that the foregoing is a Resolution duly made and passed by City Council of City of Grand Ledge at their regular meeting held on 23 March 20 26 , at 7:30 p.m. in Council Chambers, with a quorum present.

\_\_\_\_\_  
Clerk

Dated: \_\_\_\_\_

**CITY OF GRAND LEDGE  
NOTICE OF PUBLIC HEARING**

The Grand Ledge City Council will hold a public hearing during its regular meeting at 7:30 p.m. on Monday, 23 March 2026, to consider and receive public input on a proposed ordinance repealing City Code, Chapter 16 – Environment, Article VI – Noxious Weeds and replacing it with Article VI – Prohibited Vegetation. The proposed ordinance is available for review on the City’s website at [www.cityofgrandledge.com](http://www.cityofgrandledge.com) and at the City Clerk’s office, 310 Greenwood St., Grand Ledge, Michigan, between 8:00 a.m. and 5 p.m., Monday through Friday.

The meeting will be held in the Council Chambers, City Hall, 310 Greenwood St., Grand Ledge MI 48837, in compliance with the Open Meetings Act, as amended, and will also be livestreamed via Zoom for informational purposes only. The online stream can be accessed at <https://www.zoom.us> with the Meeting ID: 863 1259 5953, or by calling +1 305 224 1968, +1 309 205 3325, +1 312 626 6799 (Chicago), +1 646 876 9923 (New York), +1 646 931 3860, +1 301 715 8592 (Washington DC), +1 564 217 2000, +1 669 444 9171, +1 669 900 6833 (San Jose), +1 689 278 1000, +1 719 359 4580, +1 253 205 0468, +1 253 215 8782 (Tacoma), +1 346 248 7799 (Houston), +1 360 209 5623, +1 386 347 5053, +1 408 638 0968 (San Jose), +1 507 473 4847 with Meeting ID: 863 1259 5953.

The City Council invites anyone interested to attend in person and offer comments at the public hearing. Written comments can be mailed or delivered to Elected or Appointed Officials at 310 Greenwood St., Grand Ledge, MI 48837, placed in the drop box in front of City Hall, or emailed to [cityhall@cityofgrandledge.com](mailto:cityhall@cityofgrandledge.com). All written comments will be considered if received by 5:00 p.m. the day of the hearing. Please call (517) 627-2149 or email [cityhall@cityofgrandledge.com](mailto:cityhall@cityofgrandledge.com) for further information or to request accommodations for disabilities.

Gregory Newman, City Clerk

**CP#26-107**



TO: Mayor and City Council

FROM: Nicholas Montry, Zoning Administrator

RE: Adoption of Draft Ordinance – Prohibited Vegetation (Repeal and Replace of Chapter 16, Article VI)

DATE: March 23, 2026

## **BACKGROUND**

As previously communicated to City Council, the proposed “Prohibited Vegetation Ordinance” was undergoing review by the City Attorney. That review has since been completed.

Following the Planning Commission’s recommendation, revisions have been incorporated and are included in the Council packet. These updates are primarily legal in nature, focusing on clarity, structure, and enforceability, while the substantive provisions and overall intent of the ordinance remain unchanged.

## **STAFF RECOMMENDATION:**

Staff recommends that the City Council repeal Chapter 16, Article VI – Noxious Weeds and adopt the proposed ordinance titled “Prohibited Vegetation,” inclusive of the revisions provided by the City Attorney.

## **CITY COUNCIL ACTION REQUESTED**

Following the public hearing scheduled for the March 23, 2026 meeting, adopt an ordinance to repeal and replace Chapter 16, Article VI of the City Code, currently titled “Noxious Weeds,” with the revised ordinance titled “Prohibited Vegetation,” as presented.

### Attachments:

Proposed “Prohibited Vegetation Ordinance” (Final Draft Incorporating City Attorney Review)  
Proposed “Prohibited Vegetation Ordinance” (City Attorney Review - Tracked Changes)

City of Grand Ledge Ordinance # \_\_\_\_\_

An Ordinance ~~to Repealing Article VI – Noxious Weeds of~~ City Code, Chapter 16 – Environment, ~~Article VI – Noxious Weeds~~ and Replacing it with Article VI – Titled Prohibited Vegetation, to Establish Purpose, Prohibited Vegetation Definitions, Notice, Civil Infraction, Abatement and Costs, and an Effective Date.

The City of Grand Ledge Ordains:

~~Section 1. Section 1. Title; Purpose. Change.~~ The Title of this Ordinance is “Prohibited Vegetation Ordinance”. The purpose of this Ordinance is as follows: ~~The City Code, Chapter 16 – Environment, Article VI – Noxious Weeds, is repealed and replaced with Article VI – Prohibited Vegetation, as follows:~~

**Purpose:**

The purpose of this ordinance is to protect public health, safety, and neighborhood appearance by regulating overgrown or harmful vegetation. Overgrown, unmanaged, or invasive vegetation can create fire hazards, obstruct sidewalks and sightlines, contribute to pest harborage, impair drainage, and create conditions associated with neighborhood blight and property deterioration. Such conditions negatively impact surrounding properties and are detrimental to public health, safety, and general welfare.

~~The authority to regulate Noxious Weeds and vegetation deemed to be Noxious Weeds is provided by PA 359 of 1941, as amended.~~

**Section 2. Applicability.**

This Article regulates prohibited vegetation as defined herein. Trees are not regulated under this Article and shall be subject to Grand Ledge City Code Chapter 16, Article V, Division 2.

**Section 3. Prohibited Vegetation Definition.**

Prohibited Vegetation means any plant growth that meets one or more of the following:

- (1) Grass, flowering and nonflowering weeds, **including but not limited to: dandelion, annual ragweed, pokeweed, giant foxtail, lambsquarters, goldenrod, and burdock**, scrub vegetation (**nuisance woody plants or shrubs**), or similar vegetation over ten (10) inches in height.
- (2) Any plant listed as a noxious weed under the Michigan Seed Law (Act 329 of 1965) and regulations, and the Noxious Weeds law (Act 359 of 1941), MCL 247.61, et. seq., as amended.
- (3) Any vegetation that is dead, diseased, invasive, or harmful to public health or safety.
- (4) Any vegetation that obstructs sidewalks, streets, traffic visibility, or drainage.

~~**Applicability.**~~

~~This Article regulates prohibited vegetation as defined herein. Trees are not regulated under this Article and shall be subject to Grand Ledge City Code Chapter 16, Article V, Division 2.~~

**Section 4. Nuisance Declared.**

Vegetation that meets the definition of Prohibited Vegetation under this Article constitutes a public nuisance. It shall be unlawful for any owner, occupant, or person in control of property to permit Prohibited Vegetation to grow or remain on such property.

**Section 5. Notice of Violation; Municipal Civil Infraction.**

If Prohibited Vegetation exists, the City Manager or their authorized designee shall issue a written Notice of Violation to the property owner, occupant, or person in control of the property.

The notice may be delivered by one or more of the following methods:

- (1) First-class mail to the owner of record.
- (2) Posting the notice on the property.
- (3) Personal service.

The Notice of Violation shall include:

- (1) A description of the violation.
- (2) The required corrective action.
- (3) The deadline for compliance.
- (4) A statement that failure to comply may result in city abatement.

Failure to receive or accept notice does not prevent enforcement if the city has made reasonable efforts to provide notice.

Municipal Civil Infraction. In addition, the designated City Official may issue a Municipal Civil Infraction to an owner or tenant who refuses to destroy noxious weeds as provided in this Article to a fine of not more than \$100.00.

**Section 6. Time to Correct.**

The owner, occupant, or person in control of the property shall correct the violation within three (3) business days after the date of notice.

If the City Manager or their authorized designee determines that Prohibited Vegetation creates an immediate hazard to public safety, such as obstructing traffic visibility, blocking sidewalks, creating fire risk, or harboring dangerous conditions, the city may require correction within a shorter time or may immediately abate the violation without further notice.

**Section 7. City Abatement; Costs; Legal Proceedings.**

If the violation is not corrected within the timeframe specified in the Notice of Violation, the City Manager or their authorized designee may enter upon the property and remove or otherwise abate the Prohibited Vegetation to protect the public health, safety, and welfare.

All costs incurred by the city in connection with the abatement, including administrative expenses as established by the city's adopted fee schedule, shall be the responsibility of the property owner. The city shall provide written notice to the property owner of the total costs incurred and shall demand payment within thirty (30) days of the date of such notice.

If the costs are not paid in full within thirty (30) days, the unpaid amount shall be placed on the tax rolls as a lien against the property involved and collected in the same manner provided for collection of real property taxes, plus interest as provided for delinquent property taxes.

[Legal Proceedings. In addition to the imposition of the Notice of violation, civil infraction, and the penalties herein described, the Code Official is authorized to institute appropriate legal action to enforce this Ordinance, to prevent prohibited vegetation or to restrain, correct or abate a nuisance violation.](#)

### **Section 8. Exceptions.**

- (1) The provisions of this Article shall not apply to:
  - (a) Land actively devoted to agricultural use or maintained in a fallow state as part of a bona fide agricultural operation.
  - (b) Stormwater detention or retention facilities constructed and maintained in accordance with an approved site plan or applicable engineering standards.
  - (c) Mature wooded areas.
  - (d) Public parks.
  - (e) Areas adjacent to or within natural waterways, including rivers, streams, creeks, ponds, and wetlands.
  - (f) Steep slopes or protected natural areas where vegetation is necessary to prevent erosion.
  - (g) Trees, which are regulated separately under Grand Ledge City Code Chapter 16, Article V, Division 2.
- (2) Underdeveloped parcels of land that are at least one acre in size and/or directly adjoin a natural waterway, railroad right-of-way, mature wooded area, undeveloped area, or field for growing crops, whether actively being farmed or in a fallow state are only required to be maintained in compliance with this chapter to a depth of twenty (20) feet, beginning from the edge of the street(s) upon which the parcel is located or to an existing wooded area, whichever is lesser.
- (3) In addition to the foregoing exemptions, the City Manager or their designee may grant a written exemption from the requirements of this Article for specific areas where such exemption is necessary for erosion control, protection of urban forestry, preservation of community character, or the protection of native flora or fauna.

~~Section 2. Severability.~~ The provisions of this ordinance are severable, and if any section, sub-section, paragraph, sentence, clause, phrase or portion of this ordinance is, for any reason, held invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of all remaining sections, sub-sections, paragraphs, sentences, clauses, phrases or portions of this ordinance.

~~Section 9. Section Headings.~~ The section headings used in this ordinance are for convenience only and are not a part of this ordinance. Savings Clause. All proceedings pending and all rights and liabilities existing or incurred at the time this amendatory Ordinance takes effect are saved and may be consummated according to the law enforced when they were commenced. This amendatory Ordinance shall not be construed to affect any prosecution pending or initiated before the effective date of this amendatory Ordinance for an offense committed before that date.

Section 10. Conflicting Ordinances Repealed. Except as to prosecution and legal actions pending and saved pursuant to Savings Clause, any City Ordinances or parts of Ordinances in conflict with or inconsistent with any of the provisions of this Ordinance are repealed. Article VI – Noxious Weeds is hereby expressly repealed except for the Savings Clause.

Section 11. Severability. The provisions of this Ordinance are severable, and if any section, sub-section, paragraph, sentence, clause, phrase, or portion of this ordinance is, for any reason, held invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of all remaining sections, sub-sections, paragraphs, sentences, clauses, phrases, or portions of this Ordinance.

Section 12. Section Headings. The section headings used in this Ordinance are for convenience only and are not a part of this Ordinance.

Section 13. Code Edits. The editors of the Grand Ledge City Code are hereby authorized, subject to approval of the City Manager, or designee, to update and revise code section numbers to effectuate the provisions of this Ordinance

~~Section 3.~~Section 14. The authority to regulate Noxious Weeds and vegetation deemed to be Noxious Weeds is provided by PA 359 of 1941, et. seq., as amended.

~~Section 4.~~Section 15. Effective Date. This ordinance shall take effect seven days after it has been adopted by the City Council.

Introduced by the City Council this 09<sup>th</sup> day of March, 2026.

**Motion by** Gillespie

**Second by** Logel

**Ayes:** Gillespie, Jancek, Logel, MacDowell, Mulder, Willems

**Nays:** None

**Absent:** Lantz

Adopted by the City Council this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**Motion by**

**Second by**

**Ayes:**

**Nays:**

**Absent:**

Approved:

\_\_\_\_\_  
Keith O. Mulder, Mayor

I, Gregory Newman, City Clerk, certify this is Ordinance #\_\_\_\_\_ adopted by the City Council at a meeting held the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, a meeting held according to the Open Meetings Act, Public Act No. 267 of 1976, as amended. I further certify Ordinance #\_\_\_\_\_ was published in the Grand Ledge Independent, a newspaper of general circulation in the city, the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, subsequent to its adoption.

\_\_\_\_\_  
Gregory L. Newman, City Clerk

Introduced:

Public Hearing:

Adopted:

Published:

Effective:

City of Grand Ledge Ordinance # \_\_\_\_\_

**An Ordinance to Repeal Article VI – Noxious Weeds of City Code, Chapter 16 – Environment, and Replace with Article VI – Titled Prohibited Vegetation, to Establish Purpose, Prohibited Vegetation Definitions, Notice, Civil Infraction, Abatement and Costs, and an Effective Date.**

**The City of Grand Ledge Ordains:**

**Section 1. Title; Purpose.** The Title of this Ordinance is “Prohibited Vegetation Ordinance”. The purpose of this Ordinance is as follows: The purpose of this ordinance is to protect public health, safety, and neighborhood appearance by regulating overgrown or harmful vegetation. Overgrown, unmanaged, or invasive vegetation can create fire hazards, obstruct sidewalks and sightlines, contribute to pest harborage, impair drainage, and create conditions associated with neighborhood blight and property deterioration. Such conditions negatively impact surrounding properties and are detrimental to public health, safety, and general welfare.

**Section 2. Applicability.**

This Article regulates prohibited vegetation as defined herein. Trees are not regulated under this Article and shall be subject to Grand Ledge City Code Chapter 16, Article V, Division 2.

**Section 3. Prohibited Vegetation Definition.**

Prohibited Vegetation means any plant growth that meets one or more of the following:

- (1) Grass, flowering and nonflowering weeds, **including but not limited to: dandelion, annual ragweed, pokeweed, giant foxtail, lambsquarters, goldenrod, and burdock**, scrub vegetation (**nuisance woody plants or shrubs**), or similar vegetation over ten (10) inches in height.
- (2) Any plant listed as a noxious weed under the Michigan Seed Law (Act 329 of 1965) and regulations, and the Noxious Weeds law (Act 359 of 1941), MCL 247.61, *et. seq.*, as amended.
- (3) Any vegetation that is dead, diseased, invasive, or harmful to public health or safety.
- (4) Any vegetation that obstructs sidewalks, streets, traffic visibility, or drainage.

**Section 4. Nuisance Declared.**

Vegetation that meets the definition of Prohibited Vegetation under this Article constitutes a public nuisance. It shall be unlawful for any owner, occupant, or person in control of property to permit Prohibited Vegetation to grow or remain on such property.

**Section 5. Notice of Violation; Municipal Civil Infraction.**

If Prohibited Vegetation exists, the City Manager or their authorized designee shall issue a written Notice of Violation to the property owner, occupant, or person in control of the property.

The notice may be delivered by one or more of the following methods:

- (1) First-class mail to the owner of record.
- (2) Posting the notice on the property.
- (3) Personal service.

The Notice of Violation shall include:

- (1) A description of the violation.
- (2) The required corrective action.
- (3) The deadline for compliance.
- (4) A statement that failure to comply may result in city abatement.

Failure to receive or accept notice does not prevent enforcement if the city has made reasonable efforts to provide notice.

**Municipal Civil Infraction.** In addition, the designated City Official may issue a Municipal Civil Infraction to an owner or tenant who refuses to destroy noxious weeds as provided in this Article to a fine of not more than \$100.00.

**Section 6. Time to Correct.**

The owner, occupant, or person in control of the property shall correct the violation within three (3) business days after the date of notice.

If the City Manager or their authorized designee determines that Prohibited Vegetation creates an immediate hazard to public safety, such as obstructing traffic visibility, blocking sidewalks, creating fire risk, or harboring dangerous conditions, the city may require correction within a shorter time or may immediately abate the violation without further notice.

**Section 7. City Abatement; Costs; Legal Proceedings.**

If the violation is not corrected within the timeframe specified in the Notice of Violation, the City Manager or their authorized designee may enter upon the property and remove or otherwise abate the Prohibited Vegetation to protect the public health, safety, and welfare.

All costs incurred by the city in connection with the abatement, including administrative expenses as established by the city's adopted fee schedule, shall be the responsibility of the property owner. The city shall provide written notice to the property owner of the total costs incurred and shall demand payment within thirty (30) days of the date of such notice.

If the costs are not paid in full within thirty (30) days, the unpaid amount shall be placed on the tax rolls as a lien against the property involved and collected in the same manner provided for collection of real property taxes, plus interest as provided for delinquent property taxes.

**Legal Proceedings.** In addition to the imposition of the Notice of violation, civil infraction, and the penalties herein described, the Code Official is authorized to institute appropriate legal action to enforce this Ordinance, to prevent prohibited vegetation or to restrain, correct or abate a nuisance violation.

**Section 8. Exceptions.**

- (1) The provisions of this Article shall not apply to:
  - (a) Land actively devoted to agricultural use or maintained in a fallow state as part of a bona fide agricultural operation.
  - (b) Stormwater detention or retention facilities constructed and maintained in accordance with an approved site plan or applicable engineering standards.
  - (c) Mature wooded areas.
  - (d) Public parks.
  - (e) Areas adjacent to or within natural waterways, including rivers, streams, creeks, ponds, and wetlands.
  - (f) Steep slopes or protected natural areas where vegetation is necessary to prevent erosion.
  - (g) Trees, which are regulated separately under Grand Ledge City Code Chapter 16, Article V, Division 2.
- (2) Underdeveloped parcels of land that are at least one acre in size and/or directly adjoin a natural waterway, railroad right-of-way, mature wooded area, undeveloped area, or field for growing crops, whether actively being farmed or in a fallow state are only required to be maintained in compliance with this chapter to a depth of twenty (20) feet, beginning from the edge of the street(s) upon which the parcel is located or to an existing wooded area, whichever is lesser.
- (3) In addition to the foregoing exemptions, the City Manager or their designee may grant a written exemption from the requirements of this Article for specific areas where such exemption is necessary for erosion control, protection of urban forestry, preservation of community character, or the protection of native flora or fauna.

**Section 9. Savings Clause.** All proceedings pending and all rights and liabilities existing or incurred at the time this amendatory Ordinance takes effect are saved and may be consummated according to the law enforced when they were commenced. This amendatory Ordinance shall not be **construed to affect any prosecution pending or initiated before the effective date of this amendatory** Ordinance for an offense committed before that date.

**Section 10. Conflicting Ordinances Repealed.** Except as to prosecution and legal actions pending and saved pursuant to Savings Clause, any City Ordinances or parts of Ordinances in conflict with or inconsistent with any of the provisions of this Ordinance are repealed. **Article VI – Noxious Weeds** is hereby expressly repealed except for the Savings Clause.

**Section 11. Severability.** The provisions of this Ordinance are severable, and if any section, sub-section, paragraph, sentence, clause, phrase, or portion of this ordinance is, for any reason, held invalid or

unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of all remaining sections, sub-sections, paragraphs, sentences, clauses, phrases, or portions of this Ordinance.

**Section 12.** Section Headings. The section headings used in this Ordinance are for convenience only and are not a part of this Ordinance.

**Section 13.** Code Edits. The editors of the Grand Ledge City Code are hereby authorized, subject to approval of the City Manager, or designee, to update and revise code section numbers to effectuate the provisions of this Ordinance

**Section 14.** The authority to regulate Noxious Weeds and vegetation deemed to be Noxious Weeds is provided by PA 359 of 1941, *et. seq.*, as amended.

**Section 15. Effective Date.** This ordinance shall take effect seven days after it has been adopted by the City Council.

Introduced by the City Council this 09<sup>th</sup> day of March, 2026.

**Motion by** Gillespie

**Second by** Logel

**Ayes:** Gillespie, Jancek, Logel, MacDowell, Mulder, Willems

**Nays:** None

**Absent:** Lantz

Adopted by the City Council this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**Motion by**

**Second by**

**Ayes:**

**Nays:**

**Absent:**

Approved:

\_\_\_\_\_  
Keith O. Mulder, Mayor

I, Gregory Newman, City Clerk, certify this is Ordinance # \_\_\_\_\_ adopted by the City Council at a meeting held the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, a meeting held according to the Open Meetings Act,

Public Act No. 267 of 1976, as amended. I further certify Ordinance #\_\_\_\_\_ was published in the Grand Ledge Independent, a newspaper of general circulation in the city, the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, subsequent to its adoption.

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Gregory L. Newman, City Clerk

Introduced:            09 March 2026

Public Hearing:        23 March 2026

Adopted:

Published:

Effective:

## ***ARTICLE VI. NOXIOUS WEEDS<sup>1</sup>***

### **Sec. 16-452. Reserved.**

Ord. No. 590, § 1, adopted Aug. 23, 2021, repealed former § 16-452, which pertained to appointment of commissioner; term of office, and derived from the 2002 Code § 124-6.

### **Sec. 16-453. Reserved.**

Ord. No. 590, § 1, adopted Aug. 23, 2021, repealed former § 16-453, which pertained to duties of commissioner, and derived from the 2002 Code § 124-7.

### **Sec. 16-454. Responsibility of owner for removal; cost of removal by city to become lien.**

Noxious weeds, as defined in section 28-54, shall be eradicated or cut by the owner of the land upon which the weeds are found growing. The city shall notify, by mail or by posting a notice on the premises, the owner of any land on which noxious weeds are found growing. The notice shall describe the provisions of this article to which there exists a violation. Failure to give such notice shall not, however, constitute a defense to any action to enforce the payment of any penalty provided for or debt created under this chapter. If the owner fails to correct the violation, the city shall enter upon the land to abate the violation and achieve compliance with the provisions of this article. Any expense incurred in the destruction or cutting of weeds shall be paid by the owner of the land, and the city shall have a lien against the land for the amount of the expense, which lien shall be enforced in the manner now provided by law for the enforcement of mechanics' liens. The city may cut or eradicate weeds as many times as is necessary to achieve compliance with the provisions of this article and charge the cost to the property owner.

(Code 2002, § 124-8; Ord. No. 590, § 1, 8-23-2021)

### **Sec. 16-455. Reserved.**

Ord. No. 590, § 1, adopted Aug. 23, 2021, repealed former § 16-455, which pertained to maximum expenditure by commissioner, and derived from the 2002 Code § 124-9.

### **Sec. 16-456. Reserved.**

Ord. No. 590, § 1, adopted Aug. 23, 2021, repealed former § 16-456, which pertained to commissioner to report violations, and derived from the 2002 Code § 124-10.

### **Sec. 16-457. Reserved.**

Ord. No. 590, § 1, adopted Aug. 23, 2021, repealed former § 16-457, which pertained to annual report by commissioner, and derived from the 2002 Code § 124-11.

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<sup>1</sup>State law reference(s)—Commissioner of noxious weeds, MCL 247.61 et seq.

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**Sec. 16-458. Exceptions.**

- (a) The provisions of this chapter shall not apply to:
- (1) Weeds in fields devoted to growing any small grain crops, whether actively being farmed or in a fallow state, such as wheat, oats, barley, or rye.
  - (2) Stormwater retention and detention facilities developed in accordance with an approved site plan.
  - (3) Areas adjacent to and within a reasonable distance from rivers, creeks, ponds, and other open waterways.
  - (4) Steep slopes subject to erosion.
  - (5) Parcels used for public parks.
  - (6) Underdeveloped parcels owned by a governmental agency.
  - (7) Mature wooded areas.
- (b) Underdeveloped parcels of land that are at least one acre in size and/or directly adjoin a natural waterway, railroad right-of-way, maturely wooded area, undeveloped area or field for growing crops, whether actively being farmed or in a fallow state are only required to be maintained in compliance with this chapter to a depth of 20 feet, beginning from the edge of the street(s) upon which the parcel is located or to an existing wooded area, whichever is lesser.
- (c) The City Manager, or his or her designee, may grant exemption in certain areas, for the control of erosion, the protection of urban forestry, the preservation of community character, and flora or fauna.

(Code 2002, § 124-12; Ord. No. 590, § 1, 8-23-2021)

**Secs. 16-459—16-480. Reserved.**



To: City Council

From: Adam Smith, City Manager

Date: March 20, 2026

Re: City of Grand Ledge Support Emergency Operations Plan

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The Emergency Management Act (Public Act 390 of 1976), MCL 30.401 *et. seq.*, authorizes jurisdictions with more than a 10,000 population to appoint their own emergency management coordinator and jurisdictions with less than a 10,000 population may appoint only an emergency management coordinator who serves at the direction of the county emergency management coordinator. The city has consulted with Eaton County Emergency Management to develop a City of Grand Ledge Support Emergency Operations Plan (SEOP) to supplement the Eaton County Emergency Operations Plan. The need for a City SEOP was made apparent following the August 2023 Declaration of Emergency.

The City's SEOP outlines how the city will coordinate resources, personnel, and communication during emergencies and highlights the specific functions that keep emergency response operating effectively and efficiently. Activation of the SEOP contributes to the city's eligibility for federal and state assistance when a State of Emergency is declared by the Governor.

I recommend City Council approve the City of Grand Ledge Support Emergency Operations Plan as presented. After approval, the SEOP will become an official support plan of the Eaton County Emergency Operations Plan, while guiding the city in future declarations of emergency. The SEOP requires the Mayor's signature on the promulgation statement page if approved. Upon adoption, the SEOP, in its entirety, will be available on the city's website.

Attachments:

- Support Emergency Operations Plan (all attachments available upon request)
- City Charter excerpt
- City Code Chapter 14 – Emergencies, Article I – In General
- Emergency Management Act (Public Act 390 of 1976), MCL 30.401 *et. seq.*

**Grand Ledge City Council Resolution # \_\_\_\_\_ of 2026**

**A Resolution to Adopt a City of Grand Ledge Support Emergency Operations Plan.**

A resolution adopted by the Grand Ledge City Council, at a regular meeting held on Monday, 23 March 2026, in the Council Chambers, City Hall, 310 Greenwood St., Grand Ledge MI 48837, in compliance with the Open Meetings Act, as amended.

**Whereas**, the City of Grand Ledge, Michigan (“City”) is a municipal corporation organized under the provisions of the Home Rule City Act, Public Act 279 of 1909, as amended, and is governed by the provisions of the Grand Ledge City Charter adopted 07 August 2018, as amended (“Charter”); and

**Whereas**, the Emergency Management Act (Public Act 390 of 1976), MCL 30.401 *et. seq.*, provides, in part, that a municipality with a population of 10,000 or more may appoint an emergency management coordinator for the municipality and a municipality having a population of less than 10,000 may appoint an emergency management coordinator who shall serve at the direction of the county emergency management coordinator; and

**Whereas**, the local municipalities having a population less than 10,000 may adopt a Support Emergency Operations Plan for their jurisdiction and submit to the county emergency management coordinator; and

**Whereas**, the City has consulted with Eaton County Emergency Management to develop a City of Grand Ledge Support Emergency Operations Plan;

**Now, Therefore, It Is Resolved:**

1. The City adopts a City of Grand Ledge Support Emergency Operations plan, as attached in substantial form.
2. The City authorizes and directs the City Manager, or their duly authorized agent or representative, to act as agent on behalf of the City to implement said plan on behalf of the City; to do any other act(s) or thing(s) which shall be necessary to implement said plan on behalf of the City; to preserve and protect the rights, duties, and obligations of the City thereunder; and to do any act or thing required by Charter, ordinance, regulation, rule, statute, or other provision of law in order to implement said plan.

**Motion by**

**Second by**

**Ayes:**

**Nays:**

**Absent:**

Approved:

---

Keith O. Mulder, Mayor

I, Gregory L. Newman, Grand Ledge City Clerk, certify this is Resolution #\_\_\_\_\_ of 2026, adopted by the Grand Ledge City Council at a regular meeting held on Monday, 23 March 2026; in the Council Chambers, City Hall, 310 Greenwood St., Grand Ledge MI 48837, in compliance with the Open Meetings Act, as amended.

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Gregory L. Newman, City Clerk



City of Grand Ledge  
Support Emergency  
Operations Plan

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#### Key:

~~Red Font~~ – current language in Grand Ledge City Code Chapter 14 – Emergencies, Article I – In General

Blue Font – revised language for Grand Ledge City Code Chapter 14 – Emergencies, Article I – In General, subject to City Council action

## Promulgation Statement

As Mayor of the City of Grand Ledge, I hereby promulgate this Support Emergency Operations Plan (SEOP) to the Eaton County Emergency Operations Plan (EOP) as the official framework guiding our response to emergencies and disasters within our jurisdiction. This plan assigns authority and responsibility to organizations tasked with specific functions, ensuring a coordinated and effective response.

It is imperative that all agencies and organizations identified in this SEOP prepare and maintain their own procedures and guidelines consistent with their assigned roles; and, furthermore, that these agencies and organizations are committed to conducting necessary training, exercises, and plan maintenance to ensure readiness and effectiveness in times of crisis.

By endorsing this SEOP, the City Council and Administrative Officers affirm their unwavering support for emergency management efforts. Together, we stand ready to protect and serve the residents of the city during times of need.

Mayor's Signature:	Date
	Click or tap to enter a date.

## **Approval and Implementation**

This document is a Support Plan to the EOP and was developed with input from all applicable departments, organizations, and stakeholders. Upon completion, it is presented and reviewed by applicable stakeholders and is then presented to the City Council with a recommendation for approval. Upon review and approval by the City Council, this document becomes an official support plan to the EOP.

## **Plan Development and Maintenance**

To ensure that this SEOP addresses the needs of the city and is consistent with the EOP, this document was developed in a cooperative effort between the city, the local community, and Eaton County Emergency Management using the steps outlined in the National Planning System. This SEOP is updated after every update to the EOP and after any update to City Code Chapter 14, Article I, in accordance with the City Charter. After the plan is adopted by resolution of City Council, it is forwarded to Eaton County Emergency Management and kept on file. This SEOP will be implemented, tested through exercises in cooperation with county officials, and maintained in concurrence and accordance with the EOP.

This SEOP has been provided to all city departments, local elected officials, Eaton County Emergency Management and all agencies tasked within the document. It includes this Basic Plan that provides an overview of the municipality's preparedness and response strategies, and functional annexes that describe the actions, roles and responsibilities of participating agencies.



# Base Plan

A grayscale photograph of a rocky cliffside. The cliff face is composed of layered rock formations, with some horizontal bedding planes visible. In the foreground, there are large, dark, angular rock boulders. To the right, several tall, thin trees with sparse foliage stand against the cliff. In the background, a body of water is visible, reflecting the sky. The overall scene is a natural, rugged landscape. The text "Base Plan" is overlaid in the top left corner in a white, serif font.

## Section 1. Definitions

Consistent with the City Charter, City Code Chapter 14 Article 1 Section 14-1 and Acronyms

### 1.1 Definitions

*Agency* – a government element with a specific function offering a particular kind of assistance.

*Administrative Officers* – the administrative officers of the city are the City Manager, City Clerk, City Treasurer, City Assessor, City Attorneys, Chief of Police, Fire Chief, and Public Services Director.

*Deputy ~~Emergency Management~~ Coordinator* – the person appointed by the city to act as liaison between the city and the county emergency management coordinator.

*Disaster* – an occurrence or threat of widespread or severe damage, injury, or loss of life or property resulting from natural or human-made cause, including, but not limited to, fire, flood, snowstorm, ice storm, tornado, windstorm, wave action, hazardous material spill, water contamination, utility failure, hazardous peacetime radiological incident, major transportation accident, oil spill, epidemic, air contamination, blight, drought, infestation, explosion, or hostile military action or paramilitary action, or similar occurrences resulting from terrorist activities, riots, or civil disorders.

*Disaster Relief Force* – all agencies of county and municipal government, private and volunteer personnel, public officers and employees, and all other persons or groups of persons in the county emergency operation plan as having duties to perform or those called into duty or working at the direction of a party identified in the plan to perform specific disaster or emergency-related task during a local state of emergency.

*District coordinator* – the department of state police district emergency management coordinator currently known as the Michigan State Police- Emergency Management and Homeland Security Division. The district coordinator serves as liaison between local emergency management programs and the state police emergency management division in all matters pertaining to the mitigation, preparedness, response and recovery, and disaster situations.

*Emergency* – any incident, whether natural, technological, or human-caused, that requires immediate response actions to protect life, property, or the environment. Emergencies are often of limited scope and duration, and they can usually be managed with local resources.

*Emergency Management Coordinator* – the person appointed to coordinate all matters pertaining to emergency management within the municipality. The emergency management coordinator for the city is the Eaton County Emergency Manager.

*Emergency management program* – a program established to coordinate mitigation, preparedness, response and recovery activities for all emergency or disaster situations within the city. Such a program has an appointed emergency management coordinator and meets the program standards and requirements as established by the department of state police emergency management division. The city has elected to be part of the county emergency management program.

*Emergency Operations Plan* – the plan developed and maintained by the county and political subdivisions included in the Eaton County Emergency Management Program area for the purpose of responding to all emergency or disaster situations by identifying and organizing the disaster relief force.

*Governor's state of disaster* – an executive order or proclamation by the governor that implements the disaster and recovery aspects of the emergency management plan and applicable local plans of the county or municipal programs affected.

*Governor's state of emergency* – an executive order or proclamation by the governor that implements the emergency response and recovery aspects of the state emergency management plan and applicable plans of the county or municipal programs affected.

*Local state of emergency* means a declaration by the mayor or city administrator or other officials designated. This declaration implements the response and recovery aspects of the county emergency operations plan and authorizes certain actions as described in this article.

## 1.2 Acronyms

EOC – Eaton County Emergency Operations Center

EOP – Eaton County Emergency Operations Plan

ESF – Emergency Support Functions

HIRA – Hazard Identification and Risk Assessment

MAA – Mutual Aid Agreement

MOA – Memorandum of Agreement

MOU – Memorandum of Understanding

MSP/EMHSD – Michigan State Police, Emergency Management and Homeland Security Division *formerly known as the Department of State Police District Emergency Management Coordinator.*

NIMS – National Incident Management System

SEOP – City of Grand Ledge Support Emergency Operations Plan

SOP – Standard Operating Procedures

## Section 2. Purpose, Scope, and Planning Assumptions

### 2.1 Purpose

The city has elected to integrate into the Eaton County Emergency Management Program. As partners in the five phases of emergency management, the city and the Eaton County Emergency Management Program share joint responsibilities. This SEOP has been developed to identify these responsibilities. It is to be used in concurrence with the EOP.

Activation of the EOP supports coordination and may contribute to eligibility for state assistance when a State of Emergency or Disaster is declared by the Governor.

In accordance with Section 19 of the Michigan Emergency Management Act (1976 PA 390), as amended, activation of the EOP at the beginning of a disaster or emergency also establishes eligibility to receive state assistance for disaster related expenses incurred during a State of Emergency or Disaster declared by the Governor, for which federal assistance is unavailable.

### 2.2 Scope

This SEOP is an adaptable document that can be applied to all hazards. Due to the unique nature of emergencies, it may become necessary to deviate from the contents of the plan when responding to an incident. Agencies that have been assigned supporting roles in this SEOP have developed and will maintain SOP that provide systematic instructions for accomplishing their assigned functions. The city conducts additional activities to support emergency preparedness, mitigation, and response efforts. To facilitate efficient emergency management operations, the city continues to implement the NIMS in accordance with Eaton County Resolution #05-06-73, Authorizing the Implementation of the NIMS as the Basis for all incident management in Eaton County, including the city

### 2.3 Planning Assumptions

1. The proper implementation of this SEOP will result in saved lives, incident stabilization, and property protection.
2. Some incidents occur with enough warning that necessary notification can be issued to ensure the appropriate level of preparation. Other incidents occur with no advanced warning.
3. Depending upon the severity and magnitude of the situation, local resources may not be adequate to deal with an incident. It may be necessary to request assistance through volunteer organizations, the private sector, MAAs/ MOUs, and county, state, and federal sources. This assistance will supplement, not substitute for, relief provided by local jurisdictions.

4. All emergency response agencies within the city that have been tasked in the plan are considered to be available to respond to emergency incidents. Agencies will work to save lives, protect property, relieve human suffering, sustain survivors, stabilize the incident, repair essential facilities, restore services, and protect the environment.
5. When a jurisdiction receives a request to assist another jurisdiction, reasonable actions will be taken to provide the assistance as requested, in accordance with any applicable MAA/MOUs.
6. Planning for emergencies and disasters is a work-in-progress and this SEOP is consistently reviewed and updated.
7. During an emergency or disaster, parts of the plan may need to be improvised or modified, if necessary, based on the situation.

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### Section 3. Situation Overview

The city has taken various preparedness and incident management steps to enhance capabilities in responding to incidents including:

1. Identification of emergency response agencies and mechanisms that will protect life and property before, during, and after an emergency.
2. Tasking agencies, organizations, and individuals with specific functions and responsibilities relative to emergency operations. Assigned tasks are explained in further detail under Section 5. Organization and Assignment of Responsibilities.
3. Integration with the EOP and Michigan Emergency Management Plan.

#### 3.1 Community Profile

The city lies mostly within Eaton County, though the city's Abrams Municipal Airport extends into Clinton County to the north. According to the United States Census Bureau, as of 2025 the community has a population of 7,784 residents. The median household income in the city is \$71,179. 5.9% of the city's population lives in poverty. The city is 94.5% White alone, 1.1% Black or African American alone, 0.1% American Indian and Alaska Native alone, 0.2% Asian alone, 3.9% Two or More Races, and 4.6% Hispanic or Latino.

Roughly 13% of the city's residents are identified as individuals with Access and Functional Needs, aligning closely with statistics reported by the Pew Research Center and U.S. Census Bureau for the prevalence of disability among Americans in 2021. These needs encompass various challenges, such as mobility issues (e.g., difficulty walking or climbing stairs), cognitive impairments (e.g., serious difficulty concentrating, remembering, or making decisions), limitations in independent living (e.g., difficulty running errands alone), hearing impairments (e.g., deafness or significant difficulty hearing), visual impairments (e.g., blindness or severe difficulty seeing), and difficulties in self-care (e.g., challenges with dressing or bathing).

**Schools:** The Grand Ledge Public School District has four schools within the city limits. The Grand Ledge High School, Beagle Middle School, Holbrook Elementary and the Neff Early Childhood Center. There are approximately 3,600 students and staff members at these schools on any given school day, increasing the city's daily population city.

**Highways:** The City of Grand Ledge has two major highway systems, M-100 which runs north and south and crosses the Grand River, and M-43 which runs east and west through the city. Both are high-volume state trunklines. M-43 is part of the National Truck Network and M-100 is designated as an all-season truck route.

**River:** The Grand River is a major waterway in the city. The river generally flows east to west. It bisects the city with one bridge crossing within the city limits on highway M-100. The next closest bridge that crosses the Grand River is over 6.5 miles away.

**Railroad:** The CSX railroad travels through the city mainly north of the Grand River. The rail line crosses the river in the western part of town on a trestle bridge constructed in 1904. The CSX line is active but not heavily used. A rail spur connects the Archer Daniels Midland grain facility to the CSX line and another spur connects the Lowe's Distribution Center in the Grand Ledge Willis Industrial Park.

**Airport:** The Abrams Municipal Airport is owned by the city and is one of ten busiest general utility airports in Michigan, averaging over thirty flights per day. The airport is in Clinton County.

**National Guard:** The Grand Ledge Army Aviation Support Facility and Armory are adjacent to the airport. It provides training and maintenance for the various aviation units that support the Michigan Army National Guard.

### 3.2 Hazard Identification and Risk Assessment (HIRA)

The city is susceptible to a multitude of natural, technological, and human-caused hazards that may require the activation of this SEOP. These hazards, depending on their scope and magnitude, have the ability to damage government facilities, reduce the available workforce, and cause equipment and systems failure. The web-based, publicly accessible HIRA (see Attachment H) identifies and ranks hazards, serving as a fundamental toolkit in planning efforts.

## Section 4. Concept of Operations

Activation of this SEOP and the declaration of a local state of emergency is in accordance with City Code Chapter 14, Article 1.

### 1. Appointment of Emergency Management Coordinator

Per the City Code, the county emergency management coordinator is the emergency management coordinator for the city.

Per the City Code, a line of succession for the county emergency management coordinator has been established and is listed in the Eaton County Continuity of Government Plan [\[Emergency Manager → Emergency Management Specialist → Eaton County Central Dispatch 911 Director\]](#).

### 2. Duties of Emergency Management Coordinator [\[\(the Eaton County Emergency Manager is an employee of Eaton County\)\]](#)

Per the City Code, the emergency management coordinator shall comply with the standards and requirements as established by the ~~[department of state police, emergency management division]~~ [Michigan State Police, Emergency Management and Homeland Security Division](#), under the authority of the ~~[Act]~~ [Michigan Emergency Management Act \(1976 PA 390\), as amended](#)], in accomplishing the following:

- a. Directing and coordinating the development of the county emergency operations plan, which shall be consistent in content with the state emergency management plan.
- b. Specifying departments or agencies which must provide an annex to the plan or otherwise cooperate in its development.
- c. Identifying departments and agencies to be included in the emergency operations plan as part of the relief force.
- d. Developing and maintaining a county resource manual.
- e. Coordinating the recruitment, appointment, and utilization of volunteer personnel.
- f. Assuring that the emergency management program meets eligibility requirements for state and federal aid.
- g. Coordinating or conducting training and exercise programs for the disaster relief force within the county and testing the adequacy of the emergency management plan.
- h. Through public information programs, educating the population on actions necessary for the protection of life and property in an emergency or disaster.
- i. Assisting in the development of mutual aid plans.
- j. Assisting the ~~[city]~~ deputy ~~[emergency management]~~ coordinator ~~[liaison]~~ with the development of municipal standard operating procedures which are consistent with the county emergency operations plan.

- k. Overseeing the implementation of all functions necessary during an emergency or disaster in accordance with the emergency operations plan.
- l. Coordinating county emergency management activities with those of municipalities included in the county emergency management program, other municipalities, the state, and adjacent counties.
- m. Coordinating all preparedness activities, including maintaining primary and alternate emergency operations centers.
- n. Identifying mitigation opportunities within the county and encouraging departments/agencies to implement mitigation measures.

### 3. Deputy Coordinator

Per the City Code, the City Council shall appoint a ~~liaison~~ deputy coordinator, from the Police Department Command Staff, for the purpose of assisting the county emergency management coordinator in coordinating the emergency management activities within the city. The Deputy Coordinator will serve as the primary liaison between the Emergency Management Coordinator and the city, and coordinate closely with the Emergency Management Coordinator. The duties of the ~~liaison~~ (deputy coordinator) are as follows:

- a. To coordinate municipal emergency management activities with those of the county and adjacent jurisdictions.
- b. To assist the county emergency management coordinator with the development of the county emergency operations plan and the incorporation of municipal resources to the plan.
- c. To ~~identify~~ assist the county emergency management coordinator in identifying municipal departments and agencies to be included in the emergency operations plan as part of the disaster relief force.
- d. To ~~identify~~ assist the county emergency management coordinator in identifying municipal resources and forward information to the county emergency management coordinator for inclusion in the county resource manual.
- e. To coordinate [with the county emergency management coordinator] the recruitment, appointment, and utilization of volunteer services.
- f. To assist the county emergency management coordinator with administering training programs.
- g. To coordinate municipal participation in exercises conducted by the county.
- h. To assist [the county emergency management coordinator] in the development of mutual aid agreements.
- i. To assist [the county emergency management coordinator] in educating the population as to actions necessary for the protection of life and property in an emergency or disaster.
- j. To encourage departments/agencies within the city to identify and implement procedures to mitigate the effects of potential disasters.

- k. To assist [\[the county emergency management coordinator\]](#) in the assessment of the nature and scope of the emergency or disaster and collect damage assessment information and forward it to the county.
- l. To assist [\[the county emergency management coordinator\]](#) in the coordination of the vital records protection program.
- m. To [\[coordinate with the county emergency management coordinator to\]](#) develop municipal standard operating procedures for disaster response which are consistent with the county emergency operations plan.
- n. To assist as liaison to the county emergency management coordinator at disasters, hazardous materials incidents, fires, floods, ice storms, tornadoes, and other disasters.

In the event of the absence or unavailability of the ~~[municipal liaison (deputy coordinator)]~~, a line of succession to the position of ~~[municipal liaison deputy coordinator]~~ shall be as follows:

- 1. Police chief.
- 2. Fire chief.

When circumstances within the city indicate that the occurrence or threat of occurrence of widespread or severe damage, injury, or loss of life or property from natural or human-made causes exists, the Mayor ~~[City Manager, or other designated official]~~ may declare a local state of emergency. Such a declaration shall be promptly filed with the county emergency management office, which shall forward it to the ~~[department of state police, emergency management division]~~ [Michigan State Police, Emergency Management and Homeland Security Division](#). This declaration shall not be continued or renewed for a period in excess of seven days, except with the consent of the City Council.

If the Mayor ~~[or City Manager or other designated person]~~ invokes such power and authority, he shall, as soon as is reasonably expedient, convene the City Council for one or more emergency meetings in accordance with the Open Meetings Act to perform its normal legislative and administrative duties as the situation demands and will report to the body relative to emergency activities. Nothing in this article shall be considered as abridging or curtailing the powers of the City Council unless specifically provided herein.

The ~~[Mayor or]~~ City Manager or ~~[other]~~ [\[their\]](#) designated official may do one or more of the following under a local state of emergency:

- 1. Direct the emergency management coordinator to implement the emergency operations plan.
- 2. Issue directives as to travel restrictions on local roads within the municipality.
- 3. Relieve city employees of normal duties and temporarily reassign them to other duties.
- 4. Activate mutual aid agreements.
- 5. Direct the municipal disaster relief effort in accordance with the county emergency operations plan and municipal [\[support emergency\]](#) operations plan.

6. Notify the public of the situation and recommend in-place or evacuation protective measures.
7. When obtaining normal approvals would result in further injury or damage, until the City Council convenes, waive procedures and formalities otherwise required pertaining to the following:
  - a. For a period of up to seven days, send municipal employees and resources to the aid of other communities as provided by mutual aid agreements.
  - b. For a period of up to seven days, appropriate and expend funds from the Disaster Contingency Fund.
  - c. For a period of up to seven days, make contracts and obtain and distribute equipment, materials, and supplies for disaster purposes.
  - d. Employ temporary workers.
  - e. Purchase and distribute supplies, materials, and equipment.
  - f. Make, amend, or rescind ordinances or rules necessary for emergency management purposes that supplement a rule, order, or directive issued by the governor or a state agency. Such an ordinance or rule shall be temporary and, upon the governor's declaration that a state of disaster or state of emergency is terminated, shall no longer be in effect.
  - g. If a state of disaster or emergency is declared by the governor, assign and make available for duty the employees, property, or equipment of the city within or without the physical limits of the city as ordered by the governor or the director of the department of state police in accordance with the ~~Act~~ [Michigan Emergency Management Act \(1976 PA 390\), as amended](#)].

#### 4. County Assistance

If the emergency is beyond local control, municipal resources become exhausted, or special resources are needed, county assistance is requested through the Emergency Management Coordinator.

If county assistance is requested, the Emergency Management Coordinator assesses the situation and makes recommendations on the type and level of assistance. The county will also take the following steps:

- a. Activate the EOC and EOP.
- b. Respond with county resources.
- c. Activate MAA/MOUs to supplement county resources.
- d. Notify the MSP/EMHSD First District Coordinator.
- e. Make available incident information to MSP/EMHSD and statewide agencies via the MI CIMS online platform, by submitting and maintaining applicable MI CIMS boards and logs.

If county resources and capabilities are exhausted, the county requests the governor to declare a State of Emergency or State of Disaster in accordance with procedures set forth in the Michigan Emergency Management Act (1976 PA 390), as amended. If the emergency occurs solely within the confines of the municipality, the county shall not request state assistance or the declaration of a State of Disaster or Emergency unless requested to do so by the City Manager.

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## Section 5. Organization and Assignment of Responsibilities

### 5.1 Organization

The city is responsible for conducting activities in response to emergencies and disasters within the community. Additional activities are provided at the county level. All Administrative Officers are responsible for implementing pre-disaster readiness activities for the hazards the city is vulnerable to. These activities include:

1. Preparing policies and SOPs.
2. Training and education.
3. The design, development, conduct, evaluation, and improvement planning of exercises.
4. Entering into pre-disaster contracts.
5. Activating MAAs or MOUs/MOAs.

### 5.2 Assignment of Responsibilities

The following responsibilities have been assigned to each Administrative Officer that has been assigned responsibility in this SEOP:

1. Assist in the development, review and maintenance of the EOP and this SEOP.
2. Participate in scheduled training and exercises.
3. Build capabilities and develop/maintain SOPs for specific functions or actions identified in the plan. Continuously review and update procedures.
4. Maintain a list of resources available through the departments.
5. Establish MAA/MOU/MOAs and contracts with other jurisdictions and organizations to supplement municipal resources.
6. Activate MAA/MOU/MOAs and contracts with other organizations to supplement response activities when local resources become exhausted.
7. Train personnel in emergency management functions and NIMS/Incident Command System concepts.
8. Protect vital records and other resources deemed essential for continuing government functions and each Administrative Officers emergency operations in accordance with procedures and policies.
9. Ensure compliance with the EOP and this SEOP, and any pertinent procedures and documents that impact the provision of emergency services in the municipality.

The functional annexes included in this SEOP further describe associated responsibilities for local and county departments during the response to an emergency or disaster.

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# Functional Annexes

A grayscale photograph of a rocky cliffside with trees and a body of water in the background, overlaid with a semi-transparent dark gray rectangle containing the text 'Functional Annexes'.

## Section 6. Functional Annexes

The functional annexes attached to this SEOP describe emergency and disaster response functions and include the roles and responsibilities that each responsible agency should consider during an emergency for which this SEOP has been activated. Each functional annex contains: the agencies and individuals responsible for carrying out a function, their assigned tasks, and the concept of operations.

The functional annexes attached to this SEOP include the following agencies:

1. Annex A: Mayor/City Council
2. Annex B: City Manager
3. Annex C: Finance Director/City Treasurer
4. Annex D: Police Department
5. Annex E: Department of Public Services
6. Annex F: Grand Ledge Area Emergency Services Authority
7. Annex G: Barry-Eaton District Health Department
8. Annex H: Eaton County Central Dispatch
9. Annex I: Eaton County Emergency Management

## Annex A: Mayor and City Council

The City Council is the governing body of the city. It is a seven-member board made up of the Mayor and six Council Members. The Mayor is elected at large to a four-year term. Council members are elected to four-year terms, two from each ward.

The City Council will synchronize its emergency management and response activities with the EOC when it is activated to support an emergency or disaster that affects the city.

### Response Activities

1. Per the City Charter Section 3.7a, the Mayor may declare a local state of emergency.
2. The City Council may consent to the renewal of the local state of emergency if the emergency extends beyond seven days.
3. The City Council shall constitute the legislative and governing body of the City and shall have the power and authority to adopt such ordinances and resolutions, as it shall deem proper in the exercise of its power.

## Annex B: City Manager

The City Manager provides the overall direction, control, and coordination of the Administrative Officers and all city resources.

The City Manager will synchronize the city's emergency management and response activities with the EOC when it is activated to support an emergency or disaster that affects the city.

### Response Activities

1. Support resource prioritization and allocation.
2. Make cooperative multi-agency decisions.
3. Enable decision making among elected and appointed officials and the Incident Commander/Unified Command (established per the National Incident Management System) responsible for managing the incident.

## **Annex C: City Treasurer/Finance Director**

The City Treasurer/Finance Director coordinates and performs the financial, accounting, and treasury functions of the city.

### **Response Activities**

1. Ensure limited resources are prioritized, funded, tracked, and used effectively.
2. Monitor expenditures and compile all administrative and cost analysis aspects of the emergency or disaster.
3. Develop and provide a financial summary to appropriate stakeholders.
4. Provide estimated costs to date and anticipated total costs to appropriate stakeholders.

## Annex D: Police Department

The Police Department employs a two-pronged approach to its community policing philosophy, encompassing both Community Building and Law Enforcement initiatives.

1. **Community Building:** Working with the community to identify quality-of-life issues that could lead to crime and using government and community resources to address those issues.
2. **Law Enforcement:** Educating the community about the requirements of the law, enforcing the law, and investigating violations of the law.

The Police Department will synchronize its emergency management and response activities with the EOC when it is activated to support an emergency or disaster that affects the city. Relevant annexes outlined in the EOP include the following ESF:

1. ESF #13 – Public Safety and Security

### Response Activities

1. Facilitate the coordination of public safety and security activities within their response capabilities.
2. Activate mutual aid resources when lives, property, or the environment are threatened by natural, technological, or human-caused hazards.
3. Assist with evacuations.
4. Assist in damage assessment operations.
5. Conduct thorough investigations into incidents and furnish pertinent intelligence to relevant local, state, and federal authorities.

## Annex E: Grand Ledge Department of Public Services

The City's Department of Public Services (DPS) is responsible for the city's infrastructure and operating all equipment that supports maintenance functions.

DPS will synchronize its emergency management and response activities with the EOC when it is activated to support an emergency or disaster that affects the city. Relevant annexes outlined in the EOP include the following ESF:

1. ESF #3 – Public Works

### Response Activities

1. Debris management and debris clearance from public property and rights-of-way.
2. Assist in damage assessment operations.
3. Sanitary sewer system and wastewater treatment maintenance.
4. Stormwater management.
5. Safe Drinking Water
6. Generator Prioritization
7. City Hall Community Shelter
8. Traffic Management

## Annex F: Grand Ledge Area Emergency Services Authority

The Grand Ledge Area Emergency Services Authority (GLAESA) is dedicated to detecting and extinguishing wildland, rural, and urban fires, including those arising from incident responses or occurring simultaneously. Moreover, GLAESA fulfills the role of providing advanced life support services for the city, encompassing the Emergency Medical Services (EMS) function.

GLAESA will synchronize its emergency management and response activities with the EOC when it is activated to support an emergency or disaster that affects the city. Relevant annexes outlined in the EOP include the following ESF:

1. ESF #4 – Fire/EMS
2. ESF #9 – Search and Rescue
3. ESF #10 – Oil and Hazardous Materials

### Response Activities

1. Facilitate the coordination of fire/EMS, search and rescue, and hazardous materials activities within their response capabilities.
2. Activate mutual aid using the Mutual Aid Box Alarm System when lives, property, or the environment are threatened by natural, technological, or human-caused hazards to deploy additional fire resources, emergency medical services, technical rescue teams, hazardous materials teams, and other special rescue operations when needed.
3. Assist with evacuations.
4. Assist in damage assessment operations.
5. Assist in salvage operations and debris clearance.

## **Annex G: Barry-Eaton District Health Department**

The Barry-Eaton District Health Department (BEDHD) protects and enhances health by promoting and providing innovative and community-based programs and initiatives.

BEDHD will synchronize its emergency management and response activities with the EOC when it is activated to support an emergency or disaster that affects the city. Relevant annexes outlined in the EOP include the following ESF:

1. ESF #8 – Public Health and Healthcare Facilities
2. ESF #11 – Agriculture and Natural Resources

### **Response Activities**

1. Surveillance and assessment of health and medical needs.
2. Mass prophylaxis.
3. Coordination of medical equipment and supplies.
4. Environmental health and safety.
5. Public notification for public health issues.
6. Access and functional needs support.
7. Coordination of mental health services.
8. Mass fatality support.

## Annex H: Eaton County Central Dispatch

Eaton County Central Dispatch is the only 911 facility for Eaton County and is responsible for dispatching and tracking all fire, EMS, and law enforcement units in the county. Eaton County Central Dispatch is also responsible for providing emergency alerts, warnings, and notifications to the public, including people with visual and hearing impairments, low literacy skills, and/or non-English speaking.

Eaton County Central Dispatch will synchronize its emergency management and response activities with the EOC when it is activated to support an emergency or disaster that affects the City of Grand Ledge. Relevant annexes outlined in the EOP include the following ESF:

1. ESF #2 – Communications

### Response Activities

1. Support communication activities.
2. Address communications challenges.
3. Coordinate with private sector telecommunications partners.

## Annex I: Eaton County Emergency Management

The mission of Eaton County Emergency Management is to eliminate disparities in disaster readiness, response, and resilience through whole community engagement, deliberate planning, impactful training, and purposeful exercises in ways that are relevant and meaningful for communities.

Eaton County Emergency Management will synchronize its emergency management and response activities with the EOC when it is activated to support an emergency or disaster that affects the city. Relevant annexes outlined in the EOP include the following ESF:

1. ESF #5 – Information and Planning
2. ESF #7 – Logistics and Resource Support
3. ESF #14 – Cross-Sector Business and Infrastructure

### Response Activities

1. Collect, process, and disseminate information through the EOC.
2. Provide situational awareness and monitoring for potential hazards.
3. Intelligence gathering and sharing.
4. Coordinating plans and determining current and future needs.
5. Support resource prioritization and allocation.

## Section 7. Authorities/Attachments

### 7.1 Local

1. [Grand Ledge City Charter](#)
2. [Grand Ledge City Code Chapter 14, Article I](#)
3. Mutual Aid Box Alarm System Association Agreement with Grand Ledge Area Emergency Services Authority – 2019
4. City Council Resolution #xx of 2026 appointing Sergeant Read as Deputy Coordinator

### 7.2 County

1. [Eaton County Emergency Operations Base Plan](#)
2. [Eaton County Emergency Operations Plan Functional Annexes](#)
3. [Eaton County Emergency Operations Plan Support Annexes](#)
4. [Eaton County Hazard Identification and Risk Assessment](#)
5. Eaton County Board of Commissioners Resolution #05-06-1973, Authorizing the Implementation of the National Incident Management System (NIMS) as the Basis for all Incident Management in Eaton County
6. Eaton County Board of Commissioners Resolution #23-9-104, amending the Emergency Management Program Policy for Eaton County
7. Eaton County Law Enforcement Mutual Assistance Agreement

### 7.3 State

1. [Emergency Management Act – 1976 PA 390](#)
2. [Support Emergency Operations Plan Guide - MSP Publication 204](#)

### 7.4 Federal

1. [National Incident Management System Third Edition - FEMA - 2017-10](#)
2. [National Planning System - FEMA - 2016](#)

# Templates

A grayscale photograph of a rocky cliffside with trees and a body of water in the background, overlaid with a semi-transparent dark gray filter. The word "Templates" is written in a white serif font in the upper left corner.

# Template A: Template for Declaration for a Local “State of Emergency”

## Copy and Paste to Official Letterhead

Mayoral Order **YEAR-NUMBER**  
**DATE**  
Declaration of Public Emergency

By virtue of the authority vested in the Mayor under City Charter 3.7A and City Code Chapter 14, it is hereby ordered:

### I. FINDINGS AND DECLARATION – **NATURE OF PUBLIC EMERGENCY**

A. This Order is issued in response to sustained, widespread, and severe personal and property damage and injury caused by **NATURE OF PUBLIC EMERGENCY** on **DATE**.

### B. **DESCRIPTION OF PUBLIC EMERGENCY**.

C. By this Order, a public emergency is declared in the City of Grand Ledge, effective immediately.

### II. EMERGENCY MEASURES AND REQUIREMENTS

A. The Eaton County Emergency Management Coordinator is the Emergency Management Coordinator for the City and will act for and at the direction of the Mayor and City Manager.

B. The City Manager, in consultation with Eaton County Emergency Management, is authorized to implement any measures as may be necessary or appropriate to protect persons and property in the City of Grand Ledge from the impacts of the severe weather. Such measures may include:

- i. Actions authorized under the City Code, including requesting federal, state, and local disaster assistance; and
- ii. Taking measures under the Eaton County emergency management plan to the extent necessary or appropriate to effectuate the relief contemplated by this Order.

C. The City Manager shall, if necessary, deploy personnel in the interest of public safety, health, and welfare, and may designate employees as essential at any time, or delegate such designation responsibilities to department heads.

D. Department heads shall track employees' time worked in response to the severe weather in accordance with guidance from the City Manager and may authorize overtime for activities directly related to the response.

E. Notwithstanding the City Code or any other law governing contracts, grants, partnerships, or the incurring of obligations, the City Manager and Finance Director/City Treasurer are authorized to approve disbursement of all appropriations for disaster purposes in accordance with Section 10 of the Emergency Management Act.

F. The City Manager, in coordination with Eaton County Emergency Management and the Finance Director/City Treasurer, is authorized to apply for financial assistance through any federal, state, private, or nonprofit disaster relief and recovery organization(s), and any other appropriate federal or state agencies to recoup expenditures incurred or obtain funding needed to carry out necessary actions under this Order.

- G. Department heads are authorized to activate, implement, and coordinate any applicable mutual aid agreements between the City of Grand Ledge and federal, state, or local jurisdictions, as needed to assist in the City's response.
- H. The City Manager shall issue administrative orders, in consultation with the Mayor, and may issue updates during the period of this emergency, notwithstanding any other laws or rules to the contrary.
- I. This Order shall apply to all departments, agencies, and instrumentalities of the City as necessary or appropriate to implement this Order

### III. DURATION OF ORDER

This Order shall remain in effect through **DATE**, unless earlier rescinded or superseded by the Mayor's order, and may be extended by supplemental Order.

### IV. EFFECTIVE DATE

This Order shall take immediate effect on **DATE**.

#### **Submittal Instructions**

1. This declaration must be promptly forwarded to Eaton County Emergency Management.
2. This declaration will be uploaded to the Michigan Critical Incident Management System (MI-CIMS) for documentation purposes.
3. A copy of this declaration shall be kept on file with the City Clerk. A copy will also be available within the MI-CIMS, as a back-up.



Charter

of the

City of Grand Ledge

Chapter 3 – Organization of Government

Section 3.7 – Mayoral Powers and Duties

### Section 3.7 MAYORAL POWERS AND DUTIES

- A. The Mayor shall preside at all meetings of the City Council. The Mayor shall be a full voting member of the City Council but shall have no veto power. They shall be the chief executive officer of the City insofar as required by law and for all ceremonial purposes. The Mayor shall be the conservator of the peace and shall have the powers conferred by law upon sheriffs in times of emergency to suppress disorder, preserve the public peace, and the health and safety of persons and property, and shall have other emergency powers as permitted by law. They shall authenticate by signature, such instruments as may be required under the provisions of law. The Mayor shall do all acts required of them by law. The Mayor shall have no other authority except that which is specifically authorized to them by City Council when the City Manager position is vacant.
  
- B. The Mayor Pro-Tem shall act in place of the Mayor in the absence or disability of the Mayor and serve as Mayor on an interim basis in the case of a vacancy in that office until the Mayor returns to office or the vacancy is filled pursuant to provisions of Section 5.9.



City Code

of the

City of Grand Ledge

Chapter 14 – Emergencies

Article I – In General

## ARTICLE I. - IN GENERAL

### Sec. 14-1. - Definitions.

The following words, terms, and phrases, when used in this chapter all have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Act* means the Michigan Emergency Management Act, No. 390 of the Public Acts of 1976, as amended (MCL 30.401 et seq.).

*Deputy emergency management coordinator* means a person appointed by the city to act as liaison between the city and the county emergency management coordinator.

*Disaster* means an occurrence or threat of widespread or severe damage, injury, or loss of life or property resulting from natural or human-made cause, including, but not limited to, fire, flood, snowstorm, ice storm, tornado, windstorm, wave action, hazardous material spill, water contamination, utility failure, hazardous peacetime radiological incident, major transportation accident, oil spill, epidemic, air contamination, blight, drought, infestation, explosion, or hostile military action or paramilitary action, or similar occurrences resulting from terrorist activities, riots, or civil disorders.

*Disaster relief force* means all agencies of county and municipal government, private and volunteer personnel, public officers and employees, and all other persons or groups of persons in the county emergency operation plan as having duties to perform or those called into duty or working at the direction of a party identified in the plan to perform specific disaster or emergency-related task during a local state of emergency.

*District coordinator* means the department of state police district emergency management coordinator. The district coordinator serves as liaison between local emergency management programs and the state police emergency management division in all matters pertaining to the mitigation, preparedness, response and recovery, and disaster situations.

*Emergency management coordinator* means the person appointed to coordinate all matters pertaining to emergency management within the municipality. The emergency management coordinator for the city is the county emergency management coordinator.

*Emergency management program* means a program established to coordinate mitigation, preparedness, response and recovery activities for all emergency or disaster situations within the city. Such a program has an appointed emergency management coordinator and meets the program standards and requirements as established by the department of state police emergency management division. The city has elected to be part of the county emergency management program.

*Emergency operations plan* means the plan developed and maintained by the county and political subdivisions included in the emergency management program area for the purpose of responding to all emergency or disaster situations by identifying and organizing the disaster relief force.

*Governor's state of disaster* means an executive order or proclamation by the governor that implements the disaster and recovery aspects of the emergency management plan and applicable local plans of the county or municipal programs affected.

*Governor's state of emergency* means an executive order or proclamation by the governor that implements the emergency response and recovery aspects of the state emergency management plan and applicable plans of the county or municipal programs effected.

*Local state of emergency* means a declaration by the mayor or city administrator or other officials designated. This declaration implements the response and recovery aspects of the county emergency operations plan and authorizes certain actions as described in this article.

(Code 2002, § 17-7)

Sec. 14-2. - Appointment of emergency management coordinator.

- (a) By the authority of this article, the city hereby appoints the county emergency management coordinator as the emergency management coordinator for the city. In addition to acting for and at the direction of the chairperson of the county board of commissioners, the emergency management coordinator will also act for and at the direction of the mayor or city administrator.
- (b) A line of succession for the county emergency management coordinator has been established and is listed in the county emergency operation plan.

(Code 2002, § 17-8)

Sec. 14-3. - Duties of emergency management coordinator.

The emergency management coordinator shall comply with the standards and requirements as established by the department of state police, emergency management division, under the authority of the Act, in accomplishing the following:

- (1) Directing and coordinating the development of the county emergency operations plan, which shall be consistent in content with the state emergency management plan.
- (2) Specifying departments or agencies which must provide an annex to the plan or otherwise cooperate in its development.
- (3) Identifying departments and agencies to be included in the emergency operations plan as part of the relief force.
- (4) Developing and maintaining a county resource manual.

- (5) Coordinating the recruitment, appointment, and utilization of volunteer personnel.
- (6) Assuring that the emergency management program meets eligibility requirements for state and federal aid.
- (7) Coordinating or conducting training and exercise programs for the disaster relief force within the county and testing the adequacy of the emergency management plan.
- (8) Through public information programs, educating the population on actions necessary for the protection of life and property in an emergency or disaster.
- (9) Assisting in the development of mutual aid plans.
- (10) Assisting the city deputy emergency management coordinator liaison with the development of municipal standard operating procedures which are consistent with the county emergency operations plan.
- (11) Overseeing the implementation of all functions necessary during an emergency or disaster in accordance with the emergency operations plan.
- (12) Coordinating county emergency management activities with those of municipalities included in the county emergency management program, other municipalities, the state, and adjacent counties.
- (13) Coordinating all preparedness activities, including maintaining primary and alternate emergency operations centers.
- (14) Identifying mitigation opportunities within the county and encouraging departments/agencies to implement mitigation measures.

(Code 2002, § 17-9)

Sec. 14-4. - Deputy coordinator.

- (a) By the authority of this article, the City Council shall appoint a liaison for the purpose of assisting the county emergency management coordinator in coordinating the emergency management activities within the city. The duties of the liaison (deputy coordinator) are as follows:
  - (1) To coordinate municipal emergency management activities with those of the county and adjacent jurisdictions.
  - (2) To assist the county emergency management coordinator with the development of the county emergency operations plan and the incorporation of municipal resources to the plan.
  - (3) To identify municipal departments and agencies to be included in the emergency operations plan as part of the disaster relief force.
  - (4) To identify municipal resources and forward information to the county emergency management coordinator for inclusion in the county resource manual.
  - (5) To coordinate the recruitment, appointment, and utilization of volunteer services.

- (6) To assist the county emergency management coordinator with administering training programs.
  - (7) To coordinate municipal participation in exercises conducted by the county.
  - (8) To assist in the development of mutual aid agreements.
  - (9) To assist in educating the population as to actions necessary for the protection of life and property in an emergency or disaster.
  - (10) To encourage departments/agencies within the city to identify and implement procedures to mitigate the effects of potential disasters.
  - (11) To assist in the assessment of the nature and scope of the emergency or disaster and collect damage assessment information and forward it to the county.
  - (12) To assist in the coordination of the vital records protection program.
  - (13) To develop municipal standard operating procedures for disaster response which are consistent with the county emergency operations plan.
  - (14) To assist as liaison to the county emergency management coordinator at disasters, hazardous materials incidents, fires, floods, ice storms, tornadoes, and other disasters.
- (b) In the event of the absence or unavailability of the municipal liaison (deputy coordinator), a line of succession to the position of municipal liaison shall be as follows:
- (1) Police chief.
  - (2) Fire chief.

(Code 2002, § 17-10)

Sec. 14-5. - Performance and plan review; declaration of state of emergency.

- (a) On an annual basis, the mayor and city administrator shall review the eligibility and performance of the county emergency management coordinator and make recommendations to the City Council.
- (b) The mayor, city administrator, or other designated person shall review the effectiveness of the county emergency operations plan as the plan relates to the municipality once every two years. With the assistance of the municipal liaison, he shall make recommendations to the county emergency management coordinator of any changes which may be needed. After this review and incorporation of necessary changes, the mayor or city administrator shall certify the plan to be current and adequate for the city for the ensuing two years.
- (c) When circumstances within the city indicate that the occurrence or threat of occurrence of widespread or severe damage, injury, or loss of life or property from natural or human-made cause exists, the mayor, city administrator, or other designated official may declare a local state of emergency. Such a declaration shall be promptly filed with the county emergency management

office, which shall forward it to the department of state police, emergency management division. This declaration shall not be continued or renewed for a period in excess of seven days, except with the consent of the City Council.

- (d) If the mayor or city administrator or other designated person invokes such power and authority, he shall, as soon as is reasonably expedient, convene the City Council for one or more emergency meetings in accordance with the Open Meetings Act to perform its normal legislative and administrative duties as the situation demands and will report to the body relative to emergency activities. Nothing in this article shall be considered as abridging or curtailing the powers of the City Council unless specifically provided herein.
- (e) The mayor or city administrator or other designated official may do one or more of the following under a local state of emergency:
  - (1) Direct the emergency management coordinator to implement the emergency operations plan.
  - (2) Issue directives as to travel restrictions on local roads within the municipality.
  - (3) Relieve city employees of normal duties and temporarily reassign them to other duties.
  - (4) Activate mutual aid agreements.
  - (5) Direct the municipal disaster relief effort in accordance with the county emergency operations plan and municipal operations plan.
  - (6) Notify the public of the situation and recommend in-place or evacuation protective measures.
  - (7) When obtaining normal approvals would result in further injury or damage, until the City Council convenes, waive procedures and formalities otherwise required pertaining to the following:
    - a. For a period of up to seven days, send municipal employees and resources to the aid of other communities as provided by mutual aid agreements.
    - b. For a period of up to seven days, appropriate and expend funds from the Disaster Contingency Fund.
    - c. For a period of up to seven days, make contracts and obtain and distribute equipment, materials, and supplies for disaster purposes.
    - d. Employ temporary workers.
    - e. Purchase and distribute supplies, materials, and equipment.
    - f. Make, amend, or rescind ordinances or rules necessary for emergency management purposes which supplement a rule, order, or directive issued by the governor or a state agency. Such an ordinance or rule shall be temporary and, upon the governor's declaration that a state of disaster or state of emergency is terminated, shall no longer be in effect.

- g. If a state of disaster or emergency is declared by the governor, assign and make available for duty the employees, property, or equipment of the city within or without the physical limits of the city as ordered by the governor or the director of the department of state police in accordance with the Act.

(Code 2002, § 17-11)

Sec. 14-6. - Request for governor's declaration of state of emergency.

If a disaster or emergency occurs that has not yet been declared to be a state of disaster or a state of emergency by the governor and the mayor or city administrator or other designated official determines that the situation is beyond the control of the municipality, he may request the governor to declare that a state of disaster or state of emergency exists in the municipality in accordance with the Act. This shall be done by immediately contacting the county emergency management coordinator. The emergency management coordinator shall immediately contact the district coordinator. The district coordinator, in conjunction with the emergency management coordinator and the municipal deputy coordinator, shall assess the nature and scope of the disaster or emergency, and they shall recommend state personnel, services, and equipment that will be required for its prevention, mitigation, or relief.

(Code 2002, § 17-12)

Sec. 14-7. - Appointment of volunteers.

Each municipal department, commission, board, or other agency of municipal government is authorized to appoint volunteers to augment its personnel in time of emergency to implement emergency functions assigned in the appropriate county plan . Such individuals are part of the disaster relief force and shall be subject to the rules and operational control set forth by the respective department, commission, board, or agency through which the appointment was made and shall be reimbursed for all actual and necessary travel and subsistence expenses.

(Code 2002, § 17-13)

Sec. 14-8. - Rights of disaster relief force personnel.

In accordance with the Act, personnel of the disaster relief force, while on duty, shall have the following rights:

- (1) If they are employees of the municipality or other governmental agency, regardless of where serving, the powers, duties, rights, privileges, and immunities and the compensation incidental to their employment.
- (2) If they are not employees of the municipality or other governmental agency, the same rights and immunities as provided for by law.

(Code 2002, § 17-14)

**State Law reference**— Similar provisions, MCL 30.411.

Sec. 14-9. - Temporary seat of government.

The City Council shall provide for the temporary movement and reestablishment of essential government offices in the event that existing facilities cannot be used.

(Code 2002, § 17-15)

Sec. 14-10. - Liability.

As provided for in the Act and this article, the municipality, or the agents or representatives of a municipality, shall not be liable for personal injury or property damage sustained by the disaster relief force engaged in disaster relief activity. No person shall be liable in a civil action for damages resulting from an act or omission arising out of and in the course of the person's good faith rendering of that activity, unless the person's act or omission was the result of that person's gross negligence or willful conduct. The right of a person to receive benefits or compensation to which he may otherwise be entitled to under the Workers' Compensation Law, any pension law or act of Congress will not be affected as a result of said activity. As provided for in the Act, any person owning or controlling real estate or other premises who voluntarily and without compensation grants the municipality the right to inspect, designate, and use the whole or any part of such real estate or premises for the purpose of sheltering persons or for any other disaster-related function during a declared local state of emergency or during an authorized practice disaster exercise shall not be civilly liable for the death of or injury to any person on or about such real estate or premises under such license, privilege or other permission or for loss of or damage to the property of such person.

(Code 2002, § 17-16)

Sec. 14-11. - Violations and penalties.

It shall be unlawful for any person willfully to obstruct, hinder, or delay any emergency services forces in the enforcement or accomplishment of any rule or regulation issued pursuant to this article or to do any act forbidden by any rule or regulation issued pursuant to the authority contained in this article. It shall likewise be unlawful for any person to wear, carry, or display an emblem, insignia, or other means of identification as a member of the emergency services forces of the city unless authority to do so has been granted to such person by proper officials. Any violation of this article shall be punishable as a misdemeanor as provided in chapter 1 of this Code.

(Code 2002, § 17-17)

Secs. 14-12—14-41. - Reserved.

## EMERGENCY MANAGEMENT ACT

### Act 390 of 1976

AN ACT to provide for planning, mitigation, response, and recovery from natural and human-made disaster within and outside this state; to create the Michigan emergency management advisory council and prescribe its powers and duties; to prescribe the powers and duties of certain state and local agencies and officials; to prescribe immunities and liabilities; to provide for the acceptance of gifts; and to repeal acts and parts of acts.

**History:** 1976, Act 390, Imd. Eff. Dec. 30, 1976 ;-- Am. 1990, Act 50, Imd. Eff. Apr. 6, 1990 ;-- Am. 2006, Act 267, Imd. Eff. July 7, 2006

*The People of the State of Michigan enact:*

#### 30.401 Short title.

##### Sec. 1.

This act shall be known and may be cited as the "emergency management act".

**History:** 1976, Act 390, Imd. Eff. Dec. 30, 1976 ;-- Am. 1990, Act 50, Imd. Eff. Apr. 6, 1990

**Compiler's Notes:** For transfer of authority, powers, duties, functions, and responsibilities of the Michigan Emergency Management Advisory Council from the Department of State Police to the Director of State Police, as head of the Department of State Police, and the abolishment of the Michigan Emergency Management Advisory Council, see E.R.O. No. 1993-15, compiled at MCL 28.702 of the Michigan Compiled Laws.

#### 30.402 Definitions.

##### Sec. 2.

As used in this act:

- (a) "Chief executive official" means:
  - (i) In the case of a county with an elected county executive, the county executive.
  - (ii) In the case of a county without an elected county executive, the chairperson of the county board of commissioners, or the appointed administrator designated by appropriate enabling legislation.
  - (iii) In the case of a city, the mayor or the individual specifically identified in the municipal charter.
  - (iv) In the case of a township, the township supervisor.
  - (v) In the case of a village, the village president or the individual specifically identified in the village charter.
- (b) "Council" means the Michigan emergency management advisory council.
- (c) "Department" means the department of state police.
- (d) "Director" or "state director of emergency management" means the director of the department of state police or his or her designee.
- (e) "Disaster" means an occurrence or threat of widespread or severe damage, injury, or loss of life or property resulting from a natural or human-made cause, including, but not limited to, fire, flood, snowstorm, ice storm, tornado, windstorm, wave action, oil spill, water contamination, utility failure, hazardous peacetime radiological incident, major transportation accident, hazardous materials incident, epidemic, air contamination, blight, drought, infestation, explosion, or hostile military action or paramilitary action, or similar occurrences resulting from terrorist activities, riots, or civil disorders.
- (f) "Disaster relief forces" means all agencies of state, county, and municipal government, private and volunteer personnel, public officers and employees, and all other persons or groups of persons having duties or responsibilities under this act or pursuant to a lawful order or directive authorized by this act.
- (g) "District coordinator" means the state police emergency management division district coordinator.
- (h) "Emergency" means any occasion or instance in which the governor determines state assistance is needed to supplement local efforts and capabilities to save lives, protect property and the public health and safety, or to lessen

or avert the threat of a catastrophe in any part of the state.

(i) "Emergency management coordinator" means a person appointed pursuant to section 9 to coordinate emergency management within the county or municipality. Emergency management coordinator includes a civil defense director, civil defense coordinator, emergency services coordinator, emergency program manager, or other person with a similar title and duties.

(j) "Local state of emergency" means a proclamation or declaration that activates the response and recovery aspects of any and all applicable local or interjurisdictional emergency operations plans and authorizes the furnishing of aid, assistance, and directives under those plans.

(k) "Michigan emergency management plan" means the plan prepared and maintained by the emergency management division of the department and signed by the governor.

(l) "Municipality" means a city, village, or township.

(m) "Person" means an individual, partnership, corporation, association, governmental entity, or any other entity.

(n) "Political subdivision" means a county, municipality, school district, or any other governmental unit, agency, body, board, or commission which is not a state department, board, commission, or agency of state government.

(o) "Rule" means a rule promulgated pursuant to the administrative procedures act of 1969, Act No. 306 of the Public Acts of 1969, being sections 24.201 to 24.328 of the Michigan Compiled Laws.

(p) "State of disaster" means an executive order or proclamation that activates the disaster response and recovery aspects of the state, local, and interjurisdictional emergency operations plans applicable to the counties or municipalities affected.

(q) "State of emergency" means an executive order or proclamation that activates the emergency response and recovery aspects of the state, local, and interjurisdictional emergency operations plans applicable to the counties or municipalities affected.

**History:** 1976, Act 390, Imd. Eff. Dec. 30, 1976 ;-- Am. 1990, Act 50, Imd. Eff. Apr. 6, 1990

### **30.403 Responsibility of governor; executive orders, proclamations, and directives; declaration, duration, and termination of state of disaster or state of emergency; contents and dissemination of executive order or proclamation.**

#### Sec. 3.

(1) The governor is responsible for coping with dangers to this state or the people of this state presented by a disaster or emergency.

(2) The governor may issue executive orders, proclamations, and directives having the force and effect of law to implement this act. Except as provided in section 7(2), an executive order, proclamation, or directive may be amended or rescinded by the governor.

(3) The governor shall, by executive order or proclamation, declare a state of disaster if he or she finds a disaster has occurred or the threat of a disaster exists. The state of disaster shall continue until the governor finds that the threat or danger has passed, the disaster has been dealt with to the extent that disaster conditions no longer exist, or until the declared state of disaster has been in effect for 28 days. After 28 days, the governor shall issue an executive order or proclamation declaring the state of disaster terminated, unless a request by the governor for an extension of the state of disaster for a specific number of days is approved by resolution of both houses of the legislature. An executive order or proclamation issued pursuant to this subsection shall indicate the nature of the disaster, the area or areas threatened, the conditions causing the disaster, and the conditions permitting the termination of the state of disaster. An executive order or proclamation shall be disseminated promptly by means calculated to bring its contents to the attention of the general public and shall be promptly filed with the emergency management division of the department and the secretary of state, unless circumstances attendant upon the disaster prevent or impede its prompt filing.

(4) The governor shall, by executive order or proclamation, declare a state of emergency if he or she finds that an emergency has occurred or that the threat of an emergency exists. The state of emergency shall continue until the governor finds that the threat or danger has passed, the emergency has been dealt with to the extent that emergency conditions no longer exist, or until the declared state of emergency has been in effect for 28 days. After 28 days, the governor shall issue an executive order or proclamation declaring the state of emergency terminated, unless a request by the governor for an extension of the state of emergency for a specific number of days is approved by resolution of both houses of the legislature. An executive order or proclamation issued pursuant to this subsection shall indicate the nature of the emergency, the area or areas threatened, the conditions causing the emergency, and the conditions permitting the termination of the state of emergency. An executive order or

proclamation shall be disseminated promptly by means calculated to bring its contents to the attention of the general public and shall be promptly filed with the emergency management division of the department and the secretary of state, unless circumstances attendant upon the emergency prevent or impede its prompt filing.

**History:** 1976, Act 390, Imd. Eff. Dec. 30, 1976 ;-- Am. 1990, Act 50, Imd. Eff. Apr. 6, 1990 ;-- Am. 2002, Act 132, Eff. May 1, 2002

### **30.404 Effect of executive order or proclamation of state of disaster or state of emergency; federal assistance; reciprocal aid agreement or compact; appropriation.**

#### Sec. 4.

(1) An executive order or proclamation of a state of disaster or a state of emergency shall serve to authorize the deployment and use of any forces to which the plan or plans apply and the use or distribution of supplies, equipment, materials, or facilities assembled or stockpiled pursuant to this act.

(2) Upon declaring a state of disaster or a state of emergency, the governor may seek and accept assistance, either financial or otherwise, from the federal government, pursuant to federal law or regulation.

(3) The governor may, with the approval of the state administrative board, enter into a reciprocal aid agreement or compact with another state, the federal government, or a neighboring state or province of a foreign country. A reciprocal aid agreement shall be limited to the furnishing or exchange of food, clothing, medicine, and other supplies; engineering services; emergency housing; police services; the services of the national guard when not mobilized for federal service or state defense force as authorized by the Michigan military act, Act No. 150 of the Public Acts of 1967, as amended, being sections 32.501 to 32.851 of the Michigan Compiled Laws, and subject to federal limitations on the crossing of national boundaries by organized military forces; health, medical, and related services; fire fighting, rescue, transportation, and construction services and equipment; personnel necessary to provide or conduct these services; and other necessary equipment, facilities, and services. A reciprocal aid agreement shall specify terms for the reimbursement of costs and expenses and conditions necessary for activating the agreement. The legislature shall appropriate funds to implement a reciprocal aid agreement.

**History:** 1976, Act 390, Imd. Eff. Dec. 30, 1976 ;-- Am. 1990, Act 50, Imd. Eff. Apr. 6, 1990

### **30.405 Additional powers of governor; prohibition; disobeying or interfering with rule, order, or directive as misdemeanor.**

#### Sec. 5.

(1) In addition to the general authority granted to the governor by this act, the governor may, upon the declaration of a state of disaster or a state of emergency do 1 or more of the following:

(a) Suspend a regulatory statute, order, or rule prescribing the procedures for conduct of state business, when strict compliance with the statute, order, or rule would prevent, hinder, or delay necessary action in coping with the disaster or emergency. This power does not extend to the suspension of criminal process and procedures.

(b) Utilize the available resources of the state and its political subdivisions, and those of the federal government made available to the state, as are reasonably necessary to cope with the disaster or emergency.

(c) Transfer the direction, personnel, or functions of state departments, agencies, or units thereof for the purpose of performing or facilitating emergency management.

(d) Subject to appropriate compensation, as authorized by the legislature, commandeer or utilize private property necessary to cope with the disaster or emergency.

(e) Direct and compel the evacuation of all or part of the population from a stricken or threatened area within the state if necessary for the preservation of life or other mitigation, response, or recovery activities.

(f) Prescribe routes, modes, and destination of transportation in connection with an evacuation.

(g) Control ingress and egress to and from a stricken or threatened area, removal of persons within the area, and the occupancy of premises within the area.

(h) Suspend or limit the sale, dispensing, or transportation of alcoholic beverages, explosives, and combustibles.

(i) Provide for the availability and use of temporary emergency housing.

(j) Direct all other actions which are necessary and appropriate under the circumstances.

(2) Subsection (1) does not authorize the seizure, taking, or confiscation of lawfully possessed firearms or ammunition.

(3) A person who willfully disobeys or interferes with the implementation of a rule, order, or directive issued by the governor pursuant to this section is guilty of a misdemeanor.

**History:** 1976, Act 390, Imd. Eff. Dec. 30, 1976 ;-- Am. 1990, Act 50, Imd. Eff. Apr. 6, 1990 ;-- Am. 2006, Act 545, Imd. Eff. Dec. 29, 2006

### **30.406 Obligation of person within state; compensation for services or property; record; claims; exceptions.**

#### Sec. 6.

(1) All persons within this state shall conduct themselves and manage their affairs and property in ways that will reasonably assist and will not unreasonably detract from the ability of the state and the public to cope with the effects of a disaster or an emergency. This obligation includes appropriate personal service and the use or restriction of the use of property in time of a disaster or an emergency. This act neither increases nor decreases these obligations but recognizes their existence under the state constitution of 1963, the statutes, and the common law. Compensation for services or for the taking or use of property shall be paid only if obligations recognized herein are exceeded in a particular case and only if the claimant has not volunteered his or her services or property without compensation.

(2) Personal services may not be compensated by the state, or a subdivision or agency of the state, except pursuant to statute, local law, or ordinance.

(3) Compensation for property shall be paid only if the property is taken or otherwise used in coping with a disaster or emergency and its use or destruction is ordered by the governor or the director. A record of all property taken or otherwise used under this act shall be made and promptly transmitted to the office of the governor.

(4) A person claiming compensation for the use, damage, loss, or destruction of property under this act shall file a claim with the emergency management division of the department in the form and manner prescribed by the division.

(5) If a claimant refuses to accept the amount of compensation offered by the state, a claim may be filed in the state court of claims which court shall have exclusive jurisdiction to determine the amount of compensation due the owner.

(6) This section does not apply to or authorize compensation for either of the following:

(a) The destruction or damaging of standing timber or other property to provide a firebreak.

(b) The release of waters or the breach of impoundments to reduce pressure or other danger from actual or threatened flood.

**History:** 1976, Act 390, Imd. Eff. Dec. 30, 1976 ;-- Am. 1990, Act 50, Imd. Eff. Apr. 6, 1990

### **30.407 Powers and duties of director.**

#### Sec. 7.

(1) The director shall implement the orders and directives of the governor in the event of a disaster or an emergency and shall coordinate all federal, state, county, and municipal disaster prevention, mitigation, relief, and recovery operations within this state. At the specific direction of the governor, the director shall assume complete command of all disaster relief, mitigation, and recovery forces, except the national guard or state defense force, if it appears that this action is absolutely necessary for an effective effort.

(2) If the governor has issued a proclamation, executive order, or directive under section 3 regarding state of disaster or state of emergency declarations, section 5 regarding actions directed by the governor, or section 21 regarding heightened state of alert, the director may, with the concurrence of the governor, amend the proclamation or directive by adding additional counties or municipalities or terminating the orders and restrictions as considered necessary.

(3) The director shall comply with the applicable provisions of the Michigan emergency management plan in the performance of the director's duties under this act.

(4) The director's powers and duties shall include the administration of state and federal disaster relief funds and money; the mobilization and direction of state disaster relief forces; the assignment of general missions to the national guard or state defense force activated for active state duty to assist the disaster relief operations; the receipt, screening, and investigation of requests for assistance from county and municipal governmental entities; making recommendations to the governor; and other appropriate actions within the general authority of the director.

(5) In carrying out the director's responsibilities under this act, the director may plan for and utilize the assistance of any volunteer group or person having a pertinent service to render.

(6) The director may issue a directive relieving the donor or supplier of voluntary or private assistance from liability for other than gross negligence in the performance of the assistance.

**History:** 1976, Act 390, Imd. Eff. Dec. 30, 1976 ;-- Am. 1990, Act 50, Imd. Eff. Apr. 6, 1990 ;-- Am. 2002, Act 132, Eff. May 1, 2002

### **30.407a Emergency management division; establishment; purpose; employees; emergency management plan; grants; powers of division; definition.**

#### Sec. 7a.

(1) The department shall establish an emergency management division for the purpose of coordinating within this state the emergency management activities of county, municipal, state, and federal governments. The department shall provide the division with professional and support employees as necessary for the performance of its functions.

(2) The division shall prepare and maintain a Michigan emergency management plan that is a comprehensive plan that encompasses mitigation, preparedness, response, and recovery for this state.

(3) The division shall receive available state and federal emergency management and disaster related grants-in-aid and shall administer and apportion the grants according to appropriately established guidelines to the agencies of this state and local political subdivisions.

(4) The division may do 1 or more of the following:

(a) Promulgate rules that establish standards and requirements for the appointment, training, and professional development of emergency management coordinators.

(b) Promulgate rules that establish standards and requirements for local and interjurisdictional emergency management programs.

(c) Periodically review local and interjurisdictional emergency operations plans.

(d) Promulgate rules that establish standards and requirements for emergency training and exercising programs and public information programs.

(e) Make surveys of industries, resources, and facilities within this state, both public and private, necessary to carry out the purposes of this act.

(f) Prepare, for issuance by the governor, executive orders, proclamations, and regulations as necessary or appropriate in coping with disasters and emergencies.

(g) Provide for 1 or more state emergency operations centers to provide for the coordination of emergency response and disaster recovery in this state.

(h) Provide for the coordination and cooperation of state agencies and departments with federal and local government agencies and departments in emergency management activities.

(i) Cooperate with the federal government and any public or private agency or entity in achieving any purpose of this act and in implementing programs for disaster mitigation, preparation, response, and recovery.

(j) Propose and administer statewide mutual aid compacts and agreements.

(k) Do other activities necessary, incidental, or appropriate for the implementation of this act.

(5) For purposes of this section, the judicial branch of this state is considered a department of state government.

(6) As used in this section, "division" means the emergency management division of the department.

**History:** Add. 1990, Act 50, Imd. Eff. Apr. 6, 1990 ;-- Am. 2002, Act 132, Eff. May 1, 2002

### **30.407b Stockpiling of medical supplies by department of health and human services; coordination and**

**distribution during state of disaster or state of emergency; inventory list; use of appropriations; definitions.**

Sec. 7b.

(1) Beginning on the effective date of the amendatory act that added this section, the department of health and human services shall, subject to annual appropriation, stockpile medical supplies that are necessary to respond to a state of disaster or a state of emergency within this state.

(2) The department of health and human services shall do all of the following, subject to annual appropriation:

(a) Coordinate and maintain medical supplies that may be necessary to respond to a state of disaster or a state of emergency. The department of health and human services shall use its discretion in implementing this section and shall work with other state departments to maintain the stockpiled medical supplies.

(b) Rotate the stockpiled medical supplies to avoid continued stockpiling of expired medical supplies.

(c) Sell the rotated medical supplies before their expiration date or donate the rotated expired medical supplies to a nonprofit organization, a public safety agency, a long-term care facility or other congregate living health facility, a public health laboratory, or an educational program.

(3) The medical supplies stockpiled by the department of health and human services under subsection (1) must be enough to respond to a state of disaster or a state of emergency for not more than 2 months.

(4) The emergency management division established under section 7a shall assist the department of health and human services with the coordination and distribution of the medical supplies stockpiled under subsection (1) during a state of disaster or a state of emergency within this state.

(5) The department of health and human services shall display a list of the medical supplies inventory, including quantities and expiration dates, on a website that is fully accessible to the public at no cost. The department of health and human services shall maintain the list required under this subsection regardless of whether money is appropriated under this section.

(6) The list of the medical supplies inventory stockpiled under subsection (1) is subject to disclosure under the freedom of information act, 1976 PA 442, MCL 15.231 to 15.246.

(7) Money appropriated to implement this section must not be used to purchase foreign goods or services if competitively priced and comparable quality American goods or services are available. Preference must first be given to goods or services manufactured or provided by Michigan businesses that are owned and operated by veterans or goods or services that are manufactured or provided by Michigan businesses, if the goods or services are competitively priced and of comparable quality.

(8) As used in this section:

(a) "Medical personnel" means a health professional, hospital staff, a first responder, or a mortuary science professional, or an individual who works in a medical laboratory or mortuary or provides pathology, histology, necropsy, or autopsy services.

(b) "Medical supplies" means equipment or supplies necessary for the proper and timely implementation of universal or standard precautions by medical personnel in response to the specific medical situation presented in that setting.

(c) "Public safety agency" means a functional division of this state, a public agency, or a county that provides fire fighting, law enforcement, ambulance, medical, or other emergency services.

**History:** Add. 2021, Act 95, Eff. Mar. 30, 2022

**30.408 Emergency management coordinator; employment or appointment; duties; annexes to emergency management plan; cooperation of state agencies.**

Sec. 8.

(1) The director of each department of state government, and those agencies of state government required by the Michigan emergency management plan to provide an annex to that plan, shall serve as emergency management coordinator for their respective departments or agencies. Each director may appoint or employ a designated representative as emergency management coordinator, provided that the representative shall act for and at the direction of that director while functioning in the capacity of emergency management coordinator upon the activation of the state emergency operations center, or the declaration of a state of disaster or emergency. Each department or agency emergency management coordinator shall act as liaison between his or her department or agency and the emergency management division of the department in all matters of emergency management, including the activation of the Michigan emergency management plan. Each department or agency of state

government specified in the Michigan emergency management plan shall prepare and continuously update an annex to the plan providing for the delivery of emergency management activities by that agency or the department. The annexes shall be in a form prescribed by the director. The emergency management coordinator shall represent the agency or department head in the drafting and updating of the respective agency's or the department's emergency management annex and in coordinating the agency's or department's emergency management efforts with those of the other state agencies as well as with county and municipal governments.

(2) Upon the declaration of a state of disaster or a state of emergency by the governor, each state agency shall cooperate to the fullest possible extent with the director in the performance of the services that it is suited to perform, and as described in the Michigan emergency management plan, in the prevention, mitigation, response to, or recovery from the disaster or emergency. For purposes of this section, the judicial branch of this state is considered a department of state government and the chief justice of the Michigan supreme court is considered the director of that department.

**History:** 1976, Act 390, Imd. Eff. Dec. 30, 1976 ;-- Am. 1990, Act 50, Imd. Eff. Apr. 6, 1990 ;-- Am. 2002, Act 132, Eff. May 1, 2002

### **30.409 Emergency management coordinator; appointment; duties; eligibility.**

#### Sec. 9.

(1) The county board of commissioners of each county shall appoint an emergency management coordinator. In the absence of an appointed person, the emergency management coordinator shall be the chairperson of the county board of commissioners. The emergency management coordinator shall act for, and at the direction of, the chairperson of the county board of commissioners in the coordination of all matters pertaining to emergency management in the county, including mitigation, preparedness, response, and recovery. In counties with an elected county executive, the county emergency management coordinator may act for and at the direction of the county executive. Pursuant to a resolution adopted by a county, the county boards of commissioners of not more than 3 adjoining counties may agree upon and appoint a coordinator to act for the multicounty area.

(2) A municipality with a population of 25,000 or more shall either appoint a municipal emergency management coordinator or appoint the coordinator of the county as the municipal emergency management coordinator pursuant to subsection (7). In the absence of an appointed person, the emergency management coordinator shall be the chief executive official of that municipality. The coordinator of a municipality shall be appointed by the chief executive official in a manner provided in the municipal charter. The coordinator of a municipality with a population of 25,000 or more shall act for and at the direction of the chief executive official of the municipality or the official designated in the municipal charter in the coordination of all matters pertaining to emergency management, disaster preparedness, and recovery assistance within the municipality.

(3) A municipality with a population of 10,000 or more may appoint an emergency management coordinator for the municipality. The coordinator of a municipality shall be appointed by the chief executive official in a manner provided in the municipal charter. The coordinator of a municipality with a population of 10,000 or more shall act for and at the direction of the chief executive official or the official designated by the municipal charter in the coordination of all matters pertaining to emergency management, disaster preparedness, and recovery assistance within the municipality.

(4) A municipality having a population of less than 10,000 may appoint an emergency management coordinator who shall serve at the direction of the county emergency management coordinator.

(5) A public college or university with a combined average population of faculty, students, and staff of 25,000 or more, including its satellite campuses within this state, shall appoint an emergency management coordinator for the public college or university. Public colleges or universities with a combined average population of faculty, students, and staff of 10,000 or more, including its satellite campuses within this state, may appoint an emergency management coordinator for the public college or university.

(6) A person is not ineligible for appointment as an emergency management coordinator, or as a member of a county or municipal emergency services or emergency management agency or organization, because that person holds another public office or trust, and that person shall not forfeit the right to a public office or trust by reason of his or her appointment as an emergency management coordinator.

(7) A county coordinator may be appointed a municipal coordinator for any municipality within the county and a municipal coordinator may be appointed a county coordinator.

**History:** 1976, Act 390, Imd. Eff. Dec. 30, 1976 ;-- Am. 1990, Act 50, Imd. Eff. Apr. 6, 1990 ;-- Am. 2002, Act 132, Eff. May 1, 2002

**30.410 Powers of county and municipality; mutual aid or reciprocal aid agreements or compacts; assistance of emergency management coordinator.**

Sec. 10.

(1) Each county and municipality that has appointed an emergency management coordinator under section 9 may do 1 or more of the following:

(a) Direct and coordinate the development of emergency operations plans and programs in accordance with the policies and plans established by the appropriate federal and state agencies. Each department or agency of a county or municipality specified in the emergency operations plan to provide an annex to the plan shall prepare and continuously update the annex providing for emergency management activities, including mitigation, preparedness, response, and recovery, by the department or agency and those other emergency activities the department or agency is specified to coordinate. Emergency operations plans and programs developed under this subsection shall include provisions for the dissemination of public information and local broadcasters shall be consulted in developing such provisions. Emergency operations plans and programs developed under this subdivision shall include local courts.

(b) Declare a local state of emergency if circumstances within the county or municipality indicate that the occurrence or threat of widespread or severe damage, injury, or loss of life or property from a natural or human-made cause exists and, under a declaration of a local state of emergency, issue directives as to travel restrictions on county or local roads. This power shall be vested in the chief executive official of the county or municipality or the official designated by charter and shall not be continued or renewed for a period in excess of 7 days except with the consent of the governing body of the county or municipality. The declaration of a local state of emergency shall be promptly filed with the emergency management division of the department, unless circumstances attendant upon the disaster prevent or impede its prompt filing.

(c) Appropriate and expend funds, make contracts, and obtain and distribute equipment, materials, and supplies for disaster purposes.

(d) Provide for the health and safety of persons and property, including emergency assistance to the victims of a disaster.

(e) Direct and coordinate local multi-agency response to emergencies within the county or municipality.

(f) Appoint, employ, remove, or provide, with or without compensation, rescue teams, auxiliary fire and police personnel, and other disaster workers.

(g) Appoint a local emergency management advisory council.

(h) If a state of disaster or emergency is declared by the governor, assign and make available for duty the employees, property, or equipment of the county or municipality relating to fire fighting; engineering; rescue; health, medical, and related services; police; transportation; construction; and similar items or service for disaster relief purposes within or without the physical limits of the county or municipality as ordered by the governor or the director.

(i) In the event of a foreign attack upon this state, waive procedures and formalities otherwise required by law pertaining to the performance of public work, entering into contracts, the incurring of obligations, the employment of permanent and temporary workers, the utilization of volunteer workers, the rental of equipment, the purchase and distribution with or without compensation of supplies, materials, and facilities, and the appropriation and expenditure of public funds.

(2) For the purpose of providing assistance during a disaster or emergency, municipalities and counties may enter into mutual aid or reciprocal aid agreements or compacts with other counties, municipalities, public agencies, federally recognized tribal nations, or private sector agencies, or all of these entities. A compact entered into pursuant to this subsection is limited to the exchange of personnel, equipment, and other resources in times of emergency, disaster, or other serious threats to public health and safety. The arrangements shall be consistent with the Michigan emergency management plan.

(3) The emergency management coordinator may assist in the development or negotiation, or both, of a mutual aid or reciprocal aid agreement or compact made pursuant to section 4(3) and shall carry out the agreement or compact.

**History:** 1976, Act 390, Imd. Eff. Dec. 30, 1976 ;-- Am. 1990, Act 50, Imd. Eff. Apr. 6, 1990 ;-- Am. 2002, Act 132, Eff. May 1, 2002

**30.411 Powers and duties of personnel of disaster relief forces; liability for personal injury or property damage; right to benefits or compensation; disaster relief workers; immunity; liability and legal obligation of persons owning or controlling real estate or other premises used for shelter; "gross negligence" defined.**

Sec. 11.

(1) Personnel of disaster relief forces while on duty are subject to all of the following provisions:

(a) If they are employees of this state, they have the powers, duties, rights, privileges, and immunities of and receive the compensation incidental to their employment.

(b) If they are employees of a political subdivision of this state, regardless of where serving, they have the powers, duties, rights, privileges, and immunities and receive the compensation incidental to their employment.

(c) If they are not employees of this state or a political subdivision of this state, they are entitled to the same rights and immunities as provided by law for the employees of this state. All personnel of disaster relief forces shall, while on duty, be subject to the operational control of the authority in charge of disaster relief activities in the area in which they are serving, and shall be reimbursed for all actual and necessary travel and subsistence expenses.

(2) This state, any political subdivision of this state, or the employees, agents, or representatives of this state or any political subdivision of this state are not liable for personal injury or property damage sustained by any person appointed or acting as a member of disaster relief forces. This act does not affect the right of a person to receive benefits or compensation to which he or she may otherwise be entitled to under the worker's disability compensation act of 1969, 1969 PA 317, MCL 418.101 to 418.941, any pension law, or any act of congress.

(3) This state or a political subdivision of this state engaged in disaster relief activity is not liable for the death of or injury to a person or persons, or for damage to property, as a result of that activity. The employees, agents, or representatives of this state or a political subdivision of this state and nongovernmental disaster relief force workers or private or volunteer personnel engaged in disaster relief activity are immune from tort liability to the extent provided under section 7 of 1964 PA 170, MCL 691.1407. As used in this section, "disaster relief activity" includes training for or responding to an actual, impending, mock, or practice disaster or emergency.

(4) A person licensed to practice medicine or osteopathic medicine and surgery or a licensed hospital, whether licensed in this or another state or by the federal government or a branch of the armed forces of the United States, or an individual listed in subsection (6), who renders services during a state of disaster declared by the governor and at the express or implied request of a state official or agency or county or local coordinator or executive body, is considered an authorized disaster relief worker or facility and is not liable for an injury sustained by a person by reason of those services, regardless of how or under what circumstances or by what cause those injuries are sustained. The immunity granted by this subsection does not apply in the event of an act or omission that is willful or gross negligence. If a civil action for malpractice is filed alleging an act or omission that is willful or gross negligence resulting in injuries, the services rendered that resulted in those injuries shall be judged according to the standards required of persons licensed in this state to perform those services.

(5) An individual listed in subsection (6), during a state of disaster declared by the governor, may practice, in addition to the authority granted by other statutes of this state, the administration of anesthetics; minor surgery; intravenous, subcutaneous, or intramuscular procedure; or oral and topical medication; or a combination of these under the supervision of a member of the medical staff of a licensed hospital of this state, and may assist the staff member in other medical and surgical proceedings.

(6) Subsections (4) and (5) apply to all of the following individuals:

(a) Any of the following, if licensed in this or another state or by the federal government or a branch of the armed forces of the United States:

(i) A registered nurse.

(ii) A practical nurse.

(iii) A nursing student acting under the supervision of a licensed nurse.

(iv) A dentist.

(v) A veterinarian.

(vi) A pharmacist.

(vii) A pharmacist intern acting under the supervision of a licensed pharmacist.

(viii) A paramedic.

(b) A medical resident undergoing training in a licensed hospital in this or another state.

(7) A person owning or controlling real estate or other premises who voluntarily and without compensation grants to this state or a political subdivision of this state a license or privilege, or otherwise permits this state or a political subdivision of this state to inspect, designate, and use the whole or any part or parts of the real estate or other premises for the purpose of sheltering persons during an actual, impending, mock, or practice disaster, together with his or her successors in interest, if any, is not civilly liable for negligently causing the death of or injury to any person on or about the real estate or premises under the license, privilege, or permission or for loss or damage to the property of the person.

(8) A person owning or controlling real estate or other premises who has gratuitously granted the use of the real estate or other premises for the purposes stated in this section is legally obligated to make known to the licensee any hidden dangers or safety hazards that are known to the owner or occupant of the real estate or premises that might possibly result in the death or injury or loss of property to a person using the real estate or premises.

(9) As used in this section, "gross negligence" means conduct so reckless as to demonstrate a substantial lack of concern for whether an injury results.

**History:** 1976, Act 390, Imd. Eff. Dec. 30, 1976 ;-- Am. 1990, Act 50, Imd. Eff. Apr. 6, 1990 ;-- Am. 2002, Act 132, Eff. May 1, 2002 ;-- Am. 2005, Act 321, Imd. Eff. Dec. 27, 2005

**Admin Rule:** R 30.1 et seq. of the Michigan Administrative Code.

### **30.411a Disaster or emergency relief assistance provided by state employee; unpaid leave of absence; leave of absence with pay; conditions; limitation.**

Sec. 11a.

(1) A state employee who is not in the state classified civil service and who is skilled in emergency relief assistance and certified as a disaster services volunteer by the American Red Cross may be granted an unpaid leave of absence from his or her state employment to provide disaster or emergency relief assistance in this state.

(2) A state employee in the state classified civil service who is skilled in emergency relief assistance and certified as a disaster services volunteer by the American Red Cross may be granted a leave of absence from his or her classified employment to provide disaster or emergency relief assistance in this state as authorized by the civil service commission.

(3) In addition to unpaid leave under subsection (1) or (2), an employee of an agency in any branch of state government who is skilled in emergency relief assistance and certified as a disaster services volunteer by the American Red Cross may be granted leave from work with pay for not more than 10 days in any 12-month period to participate in specialized disaster relief services within or outside of this state if all of the following circumstances are present:

(a) The governor or the president of the United States has declared the disaster.

(b) The American Red Cross has requested the services of the employee.

(c) The employee's department head has approved the leave.

(d) If the services are rendered outside the state by an employee in the executive branch, the governor has approved the leave.

(e) If the employee is in the state classified civil service, the civil service commission has approved the leave.

(4) Not more than 50 state employees shall be granted paid leave under subsection (3) during the fiscal year. The governor may increase the limit on the number of state employees who may be granted paid disaster leave during the fiscal year by executive order.

(5) This state shall not penalize or otherwise take adverse employment action against a state employee because the employee takes a leave of absence authorized under this section to provide disaster or emergency relief assistance. However, the state shall recover payment for paid disaster leave from an employee who is granted paid leave under subsection (3) if the employee does not use the leave time for the approved purpose.

**History:** Add. 2006, Act 267, Imd. Eff. July 7, 2006

### **30.412 Disaster or emergency occurring in county or municipality; procedure; ordinances or rules.**

Sec. 12.

(1) If a disaster or an emergency occurs in a county or municipality and is beyond the control of local public or private agencies, the chief executive official of the county or municipality may request the governor to declare that a state of disaster or state of emergency exists in the county or municipality, utilizing the procedure set forth in section 14. The director may order the disaster relief forces of a county or municipality to aid the community. The chief executive official of the municipality or the governing body of the county shall comply with the order of the director and cooperate with the director in matters of emergency management.

(2) A county, municipality, or other agency designated or appointed by the governor may make, amend, and rescind ordinances or rules necessary for emergency management purposes and supplementary to a rule, order, or directive issued by the governor or a state agency exercising a power delegated to it by the governor. The ordinance or rule shall be temporary and, upon the governor's declaration that a state of disaster or state of emergency is terminated, shall no longer be in effect.

**History:** 1976, Act 390, Imd. Eff. Dec. 30, 1976 ;-- Am. 1990, Act 50, Imd. Eff. Apr. 6, 1990

**30.413 Repealed. 1990, Act 50, Imd. Eff. Apr. 6, 1990.**

**Compiler's Notes:** The repealed section pertained to foreign attack on state.

**30.414 Assessment of disaster or emergency; findings and recommendations; notice; temporary assistance; action by governor.**

Sec. 14.

(1) In the event a disaster or emergency occurs that has not yet been declared to be a state of disaster or a state of emergency by the governor, and the disaster or emergency is considered by the chief executive official of the municipality or the governing body or the county in which it occurs to be beyond the control of the county or municipality, the emergency management coordinator shall immediately contact the district coordinator. The chief executive official of a county shall not request state assistance or a declaration of a state of disaster or a state of emergency for an emergency which has occurred or is occurring solely within the confines of a township, city, or village within the county unless requested to do so by the chief executive official of the affected township, city, or village. The district coordinator, in conjunction with the county or municipal coordinator, shall assess the nature and scope of the disaster or emergency, and they shall recommend the personnel, services, and equipment that will be required for its prevention, mitigation, or relief.

(2) Upon completing the assessment, the district coordinator shall forthwith notify the director of the findings and recommendations. The director shall immediately notify the governor. If the director determines that immediate action is essential to the preservation of life and property, the director may initiate temporary assistance to the affected area as necessary and compatible with the policies and procedures of the Michigan emergency management plan.

(3) The director shall advise the governor of the magnitude of the disaster or emergency. The governor may take the necessary action he or she considers appropriate to mitigate the disaster or emergency. This act shall not be construed to restrain the governor from exercising on his own initiative any of the powers set forth in this act.

**History:** 1976, Act 390, Imd. Eff. Dec. 30, 1976 ;-- Am. 1990, Act 50, Imd. Eff. Apr. 6, 1990

**30.415 Repealed. 2002, Act 132, Eff. May 1, 2002.**

**Compiler's Notes:** The repealed section pertained to Michigan emergency management advisory council.

**30.416 Declaration of emergency or major disaster by president; federal grants; agreement pledging state's share.**

Sec. 16.

After the president of the United States declares an emergency or a major disaster, as defined in the disaster relief act of 1974, Public Law 93-288, 88 Stat. 143, to exist in this state, the governor may apply for, accept, and disburse grants from the federal government pursuant to the disaster relief act of 1974. To implement and administer the grant program and to make financial grants, the governor may enter into an agreement with the federal government or any officer, or agency of the federal government, pledging the state's share for the financial grants.

**History:** 1976, Act 390, Imd. Eff. Dec. 30, 1976 ;-- Am. 1990, Act 50, Imd. Eff. Apr. 6, 1990

**30.417 Construction of act.**

Sec. 17.

This act shall not be construed to do any of the following:

- (a) Interfere with the course or conduct of a labor dispute. However, actions otherwise authorized by this act or other laws may be taken when necessary to forestall or mitigate imminent or existing danger to public health or safety.
- (b) Interfere with the dissemination of news or comment on public affairs. However, any communications facility or organization, including radio and television stations, wire services, and newspapers, may be requested to transmit or print public service messages furnishing information or instructions in connection with a disaster or emergency.
- (c) Affect the jurisdiction or responsibilities of law enforcement agencies, fire fighting forces, and units or personnel of the armed forces of the United States when on active duty. However, state, local, and interjurisdictional emergency operations plans shall place reliance upon the forces available for performance of functions related to disasters or emergencies.
- (d) Limit, modify, or abridge the authority of the governor to proclaim a state of emergency pursuant to Act No. 302 of the Public Acts of 1945, being sections 10.31 to 10.33 of the Michigan Compiled Laws, or exercise any other powers vested in him or her under the state constitution of 1963, statutes, or common law of this state independent of, or in conjunction with, this act.
- (e) Relieve any state or local official, department head, or agency of its normal responsibilities.
- (f) Limit or abridge the power, duty, or responsibility of the chief executive official of a county or municipality to act in the event of a disaster or emergency except as expressly set forth in this act.

**History:** 1976, Act 390, Imd. Eff. Dec. 30, 1976 ;-- Am. 1990, Act 50, Imd. Eff. Apr. 6, 1990

**30.418 Disaster and emergency contingency fund; creation; administration; accounting; appropriation; carrying forward unexpended and unencumbered funds; expenditures; reimbursement; declaration; investment.**

Sec. 18.

(1) A disaster and emergency contingency fund is created and shall be administered by the director. An annual accounting of expenditures under this act shall be made to the legislature and the legislature shall annually appropriate sufficient funds to maintain the fund at a level not to exceed \$10,000,000.00 and not less than \$2,500,000.00. Unexpended and unencumbered funds remaining in the disaster and emergency contingency fund at the end of the fiscal year shall not lapse to the general fund and shall be carried forward and be available for expenditure in subsequent fiscal years.

(2) The director may expend money from the disaster and emergency contingency fund upon appropriation for the purpose of paying necessary and reasonable overtime, travel, and subsistence expenses incurred by an employee of an agency of this state acting at the direction of the director in a disaster or emergency related operation, and, with the concurrence of the governor or the governor's designated representative, for other needs required for the mitigation of the effects of, or in response to, a disaster or emergency.

(3) The director may place directly in the disaster and emergency contingency fund a reimbursement for expenditures out of the fund received from the federal government, or another source.

(4) If a state of major disaster or emergency is declared by the President of the United States, and when authorized by the governor, an expenditure from the fund may be made by the director upon appropriation to pay the state's matching share of grants as provided by the disaster relief act of 1974, Public Law 93-288, 88 Stat 143.

(5) The state treasurer shall direct the investment of the disaster and emergency contingency fund. The state treasurer shall credit to the disaster and emergency contingency fund interest and earnings from fund investments.

**History:** 1976, Act 390, Imd. Eff. Dec. 30, 1976 ;-- Am. 1990, Act 50, Imd. Eff. Apr. 6, 1990 ;-- Am. 2013, Act 109, Imd. Eff. Sept. 24, 2013 ;-- Am. 2016, Act 220, Imd. Eff. June 23, 2016 ;-- Am. 2018, Act 263, Imd. Eff. June 28, 2018

### **30.419 Disaster and emergency contingency fund; expenditures when federal assistance unavailable; application for grant; resolution; rules.**

Sec. 19.

(1) Under extraordinary circumstances, upon the declaration of a state of disaster or a state of emergency by the governor and subject to the requirements of this subsection, the governor may authorize an expenditure from the disaster and emergency contingency fund to provide state assistance to counties and municipalities when federal assistance is not available. If the governor proclaims a state of disaster or a state of emergency, the first recourse for disaster related expenses shall be to funds of the county or municipality. If the demands placed upon the funds of a county or municipality in coping with a particular disaster or emergency are unreasonably great, the governing body of the county or municipality may apply, by resolution of the local governing body, for a grant from the disaster and emergency contingency fund. The resolution shall certify that the affected county or municipality emergency operations plan was implemented in a timely manner. The resolution shall set forth the purpose for which the assistance is sought, the extent of damages sustained, and certify an exhaustion of local efforts. The assistance under this subsection is to provide grants, excluding reimbursement for capital outlay expenditures, in mitigation of the extraordinary burden of a county or municipality in relation to its available resources. Assistance grants under this section shall not exceed the following amounts or 10% of the total annual operating budget for the preceding fiscal year of the county or municipality, whichever is less:

(a) For a county or municipality with a population under 25,000 according to the most recent federal decennial census, \$250,000.00.

(b) For a county or municipality with a population of 25,000 or more and less than 75,000 according to the most recent federal decennial census, \$500,000.00.

(c) For a county or municipality with a population of 75,000 or more according to the most recent federal decennial census, \$1,000,000.00.

(2) The director shall promulgate rules governing the application and eligibility for the use of the state disaster and emergency contingency fund. Rules that have been promulgated prior to December 31, 1988 to implement this section shall remain in effect until revised or replaced. The rules shall include, but not be limited to, all of the following:

(a) Demonstration of exhaustion of local effort.

(b) Evidence that the applicant is a county that actively maintains an emergency management program, reviewed by and determined to be current and adequate by the emergency management division of the department, before the disaster or emergency for which assistance is being requested occurs. If the applicant is a municipality with a population of 10,000 or more, evidence that the municipality either maintains a separate emergency management program, reviewed by and determined to be current and adequate by the emergency management division of the department, before the disaster or emergency for which assistance is being requested or occurs, or the municipality is incorporated in the county emergency management program.

(c) Evidence that the applicable county or municipal emergency operations plan was implemented in a timely manner at the beginning of the disaster or emergency.

(d) Reimbursement for expenditures shall be limited to public damage and direct loss as a result of the disaster or emergency, or expenses incurred by the applicant for reimbursing employees for disaster or emergency related activities which were not performed as a part of their normal duties, or for other needs required specifically for the mitigation of the effects, or in response to the disaster or emergency.

(e) A disaster assessment team established by the emergency management division of the department has substantiated the damages claimed by the applicant. Damage estimates submitted by the applicant shall be based upon a disaster assessment carried out by the applicant according to standard procedures recommended by the

emergency management division.

**History:** 1976, Act 390, Imd. Eff. Dec. 30, 1976 ;-- Am. 1990, Act 50, Imd. Eff. Apr. 6, 1990 ;-- Am. 2013, Act 110, Imd. Eff. Sept. 24, 2013 ;-- Am. 2018, Act 264, Imd. Eff. June 28, 2018

**Admin Rule:** R 30.1 et seq. of the Michigan Administrative Code.

### **30.420 Repeal of MCL 30.221 to 30.233.**

Sec. 20.

Act No. 154 of the Public Acts of 1953, as amended, being sections 30.221 to 30.233 of the Compiled Laws of 1970, and Act No. 14 of the Public Acts of 1973, are repealed.

**History:** 1976, Act 390, Imd. Eff. Dec. 30, 1976

### **30.421 Heightened state of alert; cause; powers of governor; violation as misdemeanor; penalty; civil action; definitions.**

Sec. 21.

(1) If good cause exists to believe that terrorists or members of a terrorist organization are within this state or that acts of terrorism may be committed in this state or against a vital resource, the governor may by executive order or proclamation declare a heightened state of alert and subsequently exercise the authority provided in section 3(2) and section 5(1)(b), (c), (e), (f), (g), (h), (i), and (j) in an effort to safeguard the interests of this state or a vital resource, to prevent or respond to acts of terrorism, or to facilitate the apprehension of terrorists or members of a terrorist organization and those acting in concert with them. However, in exercising the authority under section 5(1)(h), the governor shall not suspend or limit the sale, dispensing, or transportation of alcoholic beverages under this section. Within 7 days after declaring a heightened state of alert, the governor shall notify the majority leader and minority leader of the senate and the speaker and minority leader of the house of representatives of the declaration. The governor may utilize the services, facilities, and resources available under this act under a declared state of disaster or emergency. The exercise of those powers shall be consistent with the provisions of the state constitution of 1963 and the federal constitution and may continue until the heightened state of alert is no longer in effect. The heightened state of alert shall continue until the governor finds that the threat or danger has passed, the heightened state of alert has been dealt with to the extent that the heightened state of alert conditions no longer exist, or until the heightened state of alert has been in effect for 60 days. After 60 days, the governor shall terminate the heightened state of alert, unless a request by the governor for an extension of the heightened state of alert for a specific number of days is approved by resolution of both houses of the legislature.

(2) A person shall not willfully disobey or interfere with the implementation of a rule, order, or directive issued by the governor under this section. A person who violates this section is guilty of a misdemeanor punishable by imprisonment for not more than 90 days or a fine of not more than \$100.00, or both. Notwithstanding any provision in this section, a prosecuting agency shall not prosecute any person or seize any property for conduct presumptively protected by the first amendment to the constitution of the United States in a manner that violates any constitutional provision.

(3) The attorney general or a prosecuting attorney may bring a civil action for damages or equitable relief to enforce the provisions of this act and the orders, rules, or regulations made in conformity with this act.

(4) As used in this section:

(a) "Act of terrorism" and "terrorist" mean those terms as defined in section 543b of the Michigan penal code, 1931 PA 328, MCL 750.543b.

(b) "Terrorist organization" means that term as defined in section 543c of the Michigan penal code, 1931 PA 328, MCL 750.543c.

(c) "Vital resource" means a public or private building, facility, property, function, or location, the protection of which is considered necessary to the public health, safety, and welfare and which the governor has designated, in writing, as a vital resource of this state.

**History:** Add. 2002, Act 132, Eff. May 1, 2002

**Grand Ledge City Council Resolution # \_\_\_\_\_ of 2026**

**A Resolution to Appoint Sergeant Sean Read as Deputy Emergency Management Coordinator, per City Code Chapter 14 – Emergencies, Article I – In General.**

A resolution adopted by the Grand Ledge City Council, at a regular meeting held on Monday, 23 March 2026, in the Council Chambers, City Hall, 310 Greenwood St., Grand Ledge MI 48837, in compliance with the Open Meetings Act, as amended.

**Whereas**, the City of Grand Ledge, Michigan (“City”) is a municipal corporation organized under the provisions of the Home Rule City Act, Public Act 279 of 1909, as amended, and is governed by the provisions of the Grand Ledge City Charter adopted 07 August 2018, as amended, effective 01 January 2019 (“Charter”); and

**Whereas**, City Code Chapter 14 – Emergencies, Article I – In General, requires the appointment of a Deputy Emergency Management Coordinator (“Deputy Coordinator”) to act as liaison between the city and the County Emergency Management Coordinator; and

**Whereas**, the Deputy Emergency Management Coordinator shall be properly trained and certified in Emergency Management;

**Now, Therefore, It Is Resolved:**

1. The City appoints Sergeant Sean Read as Deputy Emergency Management Coordinator, per City Code Chapter 14 – Emergencies, Article I – In General.

**Motion by**

**Second by**

**Ayes:**

**Nays:**

**Absent:**

Approved:

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Keith O. Mulder, Mayor

I, Gregory L. Newman, Grand Ledge City Clerk, certify this is Resolution # \_\_\_\_\_ of 2026, adopted by the Grand Ledge City Council at a regular meeting held on Monday, 23 March 2026; in the Council Chambers, City Hall, 310 Greenwood St., Grand Ledge MI 48837, in compliance with the Open Meetings Act, as amended.

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Gregory L. Newman, City Clerk

## ARTICLE I. - IN GENERAL

### Sec. 14-1. - Definitions.

The following words, terms, and phrases, when used in this chapter all have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Act* means the Michigan Emergency Management Act, No. 390 of the Public Acts of 1976, as amended (MCL 30.401 et seq.).

*Deputy emergency management coordinator* means a person appointed by the city to act as liaison between the city and the county emergency management coordinator.

*Disaster* means an occurrence or threat of widespread or severe damage, injury, or loss of life or property resulting from natural or human-made cause, including, but not limited to, fire, flood, snowstorm, ice storm, tornado, windstorm, wave action, hazardous material spill, water contamination, utility failure, hazardous peacetime radiological incident, major transportation accident, oil spill, epidemic, air contamination, blight, drought, infestation, explosion, or hostile military action or paramilitary action, or similar occurrences resulting from terrorist activities, riots, or civil disorders.

*Disaster relief force* means all agencies of county and municipal government, private and volunteer personnel, public officers and employees, and all other persons or groups of persons in the county emergency operation plan as having duties to perform or those called into duty or working at the direction of a party identified in the plan to perform specific disaster or emergency-related task during a local state of emergency.

*District coordinator* means the department of state police district emergency management coordinator. The district coordinator serves as liaison between local emergency management programs and the state police emergency management division in all matters pertaining to the mitigation, preparedness, response and recovery, and disaster situations.

*Emergency management coordinator* means the person appointed to coordinate all matters pertaining to emergency management within the municipality. The emergency management coordinator for the city is the county emergency management coordinator.

*Emergency management program* means a program established to coordinate mitigation, preparedness, response and recovery activities for all emergency or disaster situations within the city. Such a program has an appointed emergency management coordinator and meets the program standards and requirements as established by the department of state police emergency management division. The city has elected to be part of the county emergency management program.

*Emergency operations plan* means the plan developed and maintained by the county and political subdivisions included in the emergency management program area for the purpose of responding to all emergency or disaster situations by identifying and organizing the disaster relief force.

*Governor's state of disaster* means an executive order or proclamation by the governor that implements the disaster and recovery aspects of the emergency management plan and applicable local plans of the county or municipal programs affected.

*Governor's state of emergency* means an executive order or proclamation by the governor that implements the emergency response and recovery aspects of the state emergency management plan and applicable plans of the county or municipal programs effected.

*Local state of emergency* means a declaration by the mayor or city administrator or other officials designated. This declaration implements the response and recovery aspects of the county emergency operations plan and authorizes certain actions as described in this article.

(Code 2002, § 17-7)

Sec. 14-2. - Appointment of emergency management coordinator.

- (a) By the authority of this article, the city hereby appoints the county emergency management coordinator as the emergency management coordinator for the city. In addition to acting for and at the direction of the chairperson of the county board of commissioners, the emergency management coordinator will also act for and at the direction of the mayor or city administrator.
- (b) A line of succession for the county emergency management coordinator has been established and is listed in the county emergency operation plan.

(Code 2002, § 17-8)

Sec. 14-3. - Duties of emergency management coordinator.

The emergency management coordinator shall comply with the standards and requirements as established by the department of state police, emergency management division, under the authority of the Act, in accomplishing the following:

- (1) Directing and coordinating the development of the county emergency operations plan, which shall be consistent in content with the state emergency management plan.
- (2) Specifying departments or agencies which must provide an annex to the plan or otherwise cooperate in its development.
- (3) Identifying departments and agencies to be included in the emergency operations plan as part of the relief force.
- (4) Developing and maintaining a county resource manual.

- (5) Coordinating the recruitment, appointment, and utilization of volunteer personnel.
- (6) Assuring that the emergency management program meets eligibility requirements for state and federal aid.
- (7) Coordinating or conducting training and exercise programs for the disaster relief force within the county and testing the adequacy of the emergency management plan.
- (8) Through public information programs, educating the population on actions necessary for the protection of life and property in an emergency or disaster.
- (9) Assisting in the development of mutual aid plans.
- (10) Assisting the city deputy emergency management coordinator liaison with the development of municipal standard operating procedures which are consistent with the county emergency operations plan.
- (11) Overseeing the implementation of all functions necessary during an emergency or disaster in accordance with the emergency operations plan.
- (12) Coordinating county emergency management activities with those of municipalities included in the county emergency management program, other municipalities, the state, and adjacent counties.
- (13) Coordinating all preparedness activities, including maintaining primary and alternate emergency operations centers.
- (14) Identifying mitigation opportunities within the county and encouraging departments/agencies to implement mitigation measures.

(Code 2002, § 17-9)

Sec. 14-4. - Deputy coordinator.

- (a) By the authority of this article, the City Council shall appoint a liaison for the purpose of assisting the county emergency management coordinator in coordinating the emergency management activities within the city. The duties of the liaison (deputy coordinator) are as follows:
  - (1) To coordinate municipal emergency management activities with those of the county and adjacent jurisdictions.
  - (2) To assist the county emergency management coordinator with the development of the county emergency operations plan and the incorporation of municipal resources to the plan.
  - (3) To identify municipal departments and agencies to be included in the emergency operations plan as part of the disaster relief force.
  - (4) To identify municipal resources and forward information to the county emergency management coordinator for inclusion in the county resource manual.
  - (5) To coordinate the recruitment, appointment, and utilization of volunteer services.

- (6) To assist the county emergency management coordinator with administering training programs.
  - (7) To coordinate municipal participation in exercises conducted by the county.
  - (8) To assist in the development of mutual aid agreements.
  - (9) To assist in educating the population as to actions necessary for the protection of life and property in an emergency or disaster.
  - (10) To encourage departments/agencies within the city to identify and implement procedures to mitigate the effects of potential disasters.
  - (11) To assist in the assessment of the nature and scope of the emergency or disaster and collect damage assessment information and forward it to the county.
  - (12) To assist in the coordination of the vital records protection program.
  - (13) To develop municipal standard operating procedures for disaster response which are consistent with the county emergency operations plan.
  - (14) To assist as liaison to the county emergency management coordinator at disasters, hazardous materials incidents, fires, floods, ice storms, tornadoes, and other disasters.
- (b) In the event of the absence or unavailability of the municipal liaison (deputy coordinator), a line of succession to the position of municipal liaison shall be as follows:
- (1) Police chief.
  - (2) Fire chief.

(Code 2002, § 17-10)

Sec. 14-5. - Performance and plan review; declaration of state of emergency.

- (a) On an annual basis, the mayor and city administrator shall review the eligibility and performance of the county emergency management coordinator and make recommendations to the City Council.
- (b) The mayor, city administrator, or other designated person shall review the effectiveness of the county emergency operations plan as the plan relates to the municipality once every two years. With the assistance of the municipal liaison, he shall make recommendations to the county emergency management coordinator of any changes which may be needed. After this review and incorporation of necessary changes, the mayor or city administrator shall certify the plan to be current and adequate for the city for the ensuing two years.
- (c) When circumstances within the city indicate that the occurrence or threat of occurrence of widespread or severe damage, injury, or loss of life or property from natural or human-made cause exists, the mayor, city administrator, or other designated official may declare a local state of emergency. Such a declaration shall be promptly filed with the county emergency management

office, which shall forward it to the department of state police, emergency management division. This declaration shall not be continued or renewed for a period in excess of seven days, except with the consent of the City Council.

- (d) If the mayor or city administrator or other designated person invokes such power and authority, he shall, as soon as is reasonably expedient, convene the City Council for one or more emergency meetings in accordance with the Open Meetings Act to perform its normal legislative and administrative duties as the situation demands and will report to the body relative to emergency activities. Nothing in this article shall be considered as abridging or curtailing the powers of the City Council unless specifically provided herein.
- (e) The mayor or city administrator or other designated official may do one or more of the following under a local state of emergency:
  - (1) Direct the emergency management coordinator to implement the emergency operations plan.
  - (2) Issue directives as to travel restrictions on local roads within the municipality.
  - (3) Relieve city employees of normal duties and temporarily reassign them to other duties.
  - (4) Activate mutual aid agreements.
  - (5) Direct the municipal disaster relief effort in accordance with the county emergency operations plan and municipal operations plan.
  - (6) Notify the public of the situation and recommend in-place or evacuation protective measures.
  - (7) When obtaining normal approvals would result in further injury or damage, until the City Council convenes, waive procedures and formalities otherwise required pertaining to the following:
    - a. For a period of up to seven days, send municipal employees and resources to the aid of other communities as provided by mutual aid agreements.
    - b. For a period of up to seven days, appropriate and expend funds from the Disaster Contingency Fund.
    - c. For a period of up to seven days, make contracts and obtain and distribute equipment, materials, and supplies for disaster purposes.
    - d. Employ temporary workers.
    - e. Purchase and distribute supplies, materials, and equipment.
    - f. Make, amend, or rescind ordinances or rules necessary for emergency management purposes which supplement a rule, order, or directive issued by the governor or a state agency. Such an ordinance or rule shall be temporary and, upon the governor's declaration that a state of disaster or state of emergency is terminated, shall no longer be in effect.

- g. If a state of disaster or emergency is declared by the governor, assign and make available for duty the employees, property, or equipment of the city within or without the physical limits of the city as ordered by the governor or the director of the department of state police in accordance with the Act.

(Code 2002, § 17-11)

Sec. 14-6. - Request for governor's declaration of state of emergency.

If a disaster or emergency occurs that has not yet been declared to be a state of disaster or a state of emergency by the governor and the mayor or city administrator or other designated official determines that the situation is beyond the control of the municipality, he may request the governor to declare that a state of disaster or state of emergency exists in the municipality in accordance with the Act. This shall be done by immediately contacting the county emergency management coordinator. The emergency management coordinator shall immediately contact the district coordinator. The district coordinator, in conjunction with the emergency management coordinator and the municipal deputy coordinator, shall assess the nature and scope of the disaster or emergency, and they shall recommend state personnel, services, and equipment that will be required for its prevention, mitigation, or relief.

(Code 2002, § 17-12)

Sec. 14-7. - Appointment of volunteers.

Each municipal department, commission, board, or other agency of municipal government is authorized to appoint volunteers to augment its personnel in time of emergency to implement emergency functions assigned in the appropriate county plan . Such individuals are part of the disaster relief force and shall be subject to the rules and operational control set forth by the respective department, commission, board, or agency through which the appointment was made and shall be reimbursed for all actual and necessary travel and subsistence expenses.

(Code 2002, § 17-13)

Sec. 14-8. - Rights of disaster relief force personnel.

In accordance with the Act, personnel of the disaster relief force, while on duty, shall have the following rights:

- (1) If they are employees of the municipality or other governmental agency, regardless of where serving, the powers, duties, rights, privileges, and immunities and the compensation incidental to their employment.
- (2) If they are not employees of the municipality or other governmental agency, the same rights and immunities as provided for by law.

(Code 2002, § 17-14)

**State Law reference**— Similar provisions, MCL 30.411.

Sec. 14-9. - Temporary seat of government.

The City Council shall provide for the temporary movement and reestablishment of essential government offices in the event that existing facilities cannot be used.

(Code 2002, § 17-15)

Sec. 14-10. - Liability.

As provided for in the Act and this article, the municipality, or the agents or representatives of a municipality, shall not be liable for personal injury or property damage sustained by the disaster relief force engaged in disaster relief activity. No person shall be liable in a civil action for damages resulting from an act or omission arising out of and in the course of the person's good faith rendering of that activity, unless the person's act or omission was the result of that person's gross negligence or willful conduct. The right of a person to receive benefits or compensation to which he may otherwise be entitled to under the Workers' Compensation Law, any pension law or act of Congress will not be affected as a result of said activity. As provided for in the Act, any person owning or controlling real estate or other premises who voluntarily and without compensation grants the municipality the right to inspect, designate, and use the whole or any part of such real estate or premises for the purpose of sheltering persons or for any other disaster-related function during a declared local state of emergency or during an authorized practice disaster exercise shall not be civilly liable for the death of or injury to any person on or about such real estate or premises under such license, privilege or other permission or for loss of or damage to the property of such person.

(Code 2002, § 17-16)

Sec. 14-11. - Violations and penalties.

It shall be unlawful for any person willfully to obstruct, hinder, or delay any emergency services forces in the enforcement or accomplishment of any rule or regulation issued pursuant to this article or to do any act forbidden by any rule or regulation issued pursuant to the authority contained in this article. It shall likewise be unlawful for any person to wear, carry, or display an emblem, insignia, or other means of identification as a member of the emergency services forces of the city unless authority to do so has been granted to such person by proper officials. Any violation of this article shall be punishable as a misdemeanor as provided in chapter 1 of this Code.

(Code 2002, § 17-17)

Secs. 14-12—14-41. - Reserved.

# EMERGENCY MANAGEMENT ACT (EXCERPT)

## Act 390 of 1976

### 30.409 Emergency management coordinator; appointment; duties; eligibility.

#### Sec. 9.

(1) The county board of commissioners of each county shall appoint an emergency management coordinator. In the absence of an appointed person, the emergency management coordinator shall be the chairperson of the county board of commissioners. The emergency management coordinator shall act for, and at the direction of, the chairperson of the county board of commissioners in the coordination of all matters pertaining to emergency management in the county, including mitigation, preparedness, response, and recovery. In counties with an elected county executive, the county emergency management coordinator may act for and at the direction of the county executive. Pursuant to a resolution adopted by a county, the county boards of commissioners of not more than 3 adjoining counties may agree upon and appoint a coordinator to act for the multicounty area.

(2) A municipality with a population of 25,000 or more shall either appoint a municipal emergency management coordinator or appoint the coordinator of the county as the municipal emergency management coordinator pursuant to subsection (7). In the absence of an appointed person, the emergency management coordinator shall be the chief executive official of that municipality. The coordinator of a municipality shall be appointed by the chief executive official in a manner provided in the municipal charter. The coordinator of a municipality with a population of 25,000 or more shall act for and at the direction of the chief executive official of the municipality or the official designated in the municipal charter in the coordination of all matters pertaining to emergency management, disaster preparedness, and recovery assistance within the municipality.

(3) A municipality with a population of 10,000 or more may appoint an emergency management coordinator for the municipality. The coordinator of a municipality shall be appointed by the chief executive official in a manner provided in the municipal charter. The coordinator of a municipality with a population of 10,000 or more shall act for and at the direction of the chief executive official or the official designated by the municipal charter in the coordination of all matters pertaining to emergency management, disaster preparedness, and recovery assistance within the municipality.

(4) A municipality having a population of less than 10,000 may appoint an emergency management coordinator who shall serve at the direction of the county emergency management coordinator.

(5) A public college or university with a combined average population of faculty, students, and staff of 25,000 or more, including its satellite campuses within this state, shall appoint an emergency management coordinator for the public college or university. Public colleges or universities with a combined average population of faculty, students, and staff of 10,000 or more, including its satellite campuses within this state, may appoint an emergency management coordinator for the public college or university.

(6) A person is not ineligible for appointment as an emergency management coordinator, or as a member of a county or municipal emergency services or emergency management agency or organization, because that person holds another public office or trust, and that person shall

not forfeit the right to a public office or trust by reason of his or her appointment as an emergency management coordinator.

(7) A county coordinator may be appointed a municipal coordinator for any municipality within the county and a municipal coordinator may be appointed a county coordinator.

**History:** 1976, Act 390, Imd. Eff. Dec. 30, 1976 ;-- Am. 1990, Act 50, Imd. Eff. Apr. 6, 1990 ;-- Am. 2002, Act 132, Eff. May 1, 2002

TO: Mayor Mulder and Members of the City Council  
 FROM: Adam Smith, City Manager  
 DATE: March 17, 2026

RE: FY27 Congressionally Directed Spending Funding Request for the Grand Ledge Drinking Water Infrastructure Resiliency Project

In accordance with the adopted 2026 & 2027 City Council Priorities, the city is preparing FY27 Congressionally Directed Spending (CDS) Funding Requests to U.S. Senator Elissa Slotkin and U.S. Senator Gary Peters to support the Grand Ledge Drinking Water Infrastructure Resiliency Project. This project proposes the replacement of the over 118-year-old elevated water tower on W. Front Street and the associated water main crossing from the tower, under the Grand River, to the parking lot area of Island Park. Additionally, to create critical redundancy, the replacement of a currently broken water main crossing from E. Front Street, under the Grand River, and into a portion of Jaycee Park is part of this project. The total cost of this project is estimated at \$6,124,000.

Within the CDS program guidelines, the Grand Ledge Drinking Water Infrastructure Resiliency Project falls under the funding category of Interior, Environment, and Related Agencies – EPA STAG: Drinking Water SRF, which requires a minimum 20% non-federal cost share/local match. Additionally, both FY27 CDS funding requests require the applicant to provide a certified resolution committing to the matching funds.

Staff recommends that the City Council adopt redundant resolutions of support for both Senators, noting that the city would commit to \$1,224,800 (20%) in matching funds in requesting \$4,899,200 from the FY27 CDS for this \$6,124,000 project, or an amount equivalent to 20% of the non-federal cost share/local match to recognize that the scope of the project may be scaled to the amount of federal funding received.

Item	Est. Cost
Replace 118 year old Elevated Water Storage Tank	\$ 4,045,000.00
Replace 118 year old Water Main River Crossing near Bridge St	\$ 1,011,000.00
Replace Broken Water Main River Crossing through Jaycee Park	\$ 1,068,000.00
<b>Est. Total Project Cost</b>	<b>\$ 6,124,000.00</b>
<b>Est. City 20% Match</b>	<b>\$ 1,224,800.00</b>
<b>Est. FY27 CDS Request</b>	<b>\$ 4,899,200.00</b>

**FY27 CDS Deadlines**

- March 27, 2026– Sen. Peters CDS due.
- March 31, 2026 – Sen. Slotkin CDS due.
- Late May 2026 – CDS Project Status Updates Provided.
- Mid-Late 2027 – Successful CDS Project Funds Awarded.




**Attached:**

- Illustration Map of the Grand Ledge Drinking Water Infrastructure Resiliency Project

## Grand Ledge Drinking Water Infrastructure Resiliency Project



Island Park

-  Replace 118 yr old Elevated Water Storage Tank
-  Replace 118 yr old Water Main River Crossing
-  Replace Broken Water Main River Crossing



**Grand Ledge City Council Resolution # \_\_\_\_\_ of 2026**

**FY2027 Congressionally Directed Spending Funding Request  
U.S. Senator Elissa Slotkin  
Resolution of Authorization – Local Unit of Government Match**

A resolution adopted by the Grand Ledge City Council, at a regular meeting held on Monday, 23 March 2026, in the Council Chambers, City Hall, 310 Greenwood St., Grand Ledge MI 48837, in compliance with the Open Meetings Act, as amended.

**Whereas**, the City of Grand Ledge, Michigan (“City”) is a municipal corporation organized under the provisions of the Home Rule City Act, Public Act 279 of 1909, as amended, and is governed by the provisions of the Grand Ledge City Charter adopted 07 August 2018, as amended (“Charter”); and

**Now, Therefore, It Is Resolved:**

1. The City accept the terms of the FY2027 Congressionally Directed Spending (CDS) Funding Request as received from the Office of U.S. Senator Elissa Slotkin, and specifically agrees, but not by way of limitation, as follows:
  - a. To appropriate all funds necessary to complete the project during the project period and to provide one million, two hundred twenty-four thousand, eight hundred (\$1,224,800) dollars to match the four million, eight hundred ninety-nine thousand, two hundred (\$4,899,200) grant authorized by the DEPARTMENT, or an amount equivalent to 20% of the non-federal cost share/local match to recognize that the scope of the project may be scaled to the amount of federal funding.
  - b. To maintain satisfactory financial accounts, documents, and records to make them available to the DEPARTMENT for auditing at reasonable times in perpetuity.
  - c. To construct the project and provide such funds, services, and materials as may be necessary to satisfy the terms of said Agreement.
  - d. To regulate the use of the facility constructed and reserved under this Agreement to assure the use thereof by the public on equal and reasonable terms.
  - e. To comply with any and all terms of said Agreement, including all terms not specifically set forth in the foregoing portions of this Resolution.

**Motion by**

**Second by**

**Ayes:**

**Nays:**

**Absent:**

Approved:

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Keith O. Mulder, Mayor

I, Gregory L. Newman, Grand Ledge City Clerk, certify this is Resolution #\_\_\_\_\_ of 2026, adopted by the Grand Ledge City Council at a regular meeting held on Monday, 23 March 2026; in the Council Chambers, City Hall, 310 Greenwood St., Grand Ledge MI 48837, in compliance with the Open Meetings Act, as amended.

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Gregory L. Newman, City Clerk

**Grand Ledge City Council Resolution # \_\_\_\_\_ of 2026**

**FY2027 Congressionally Directed Spending Funding Request  
U.S. Senator Gary Peters  
Resolution of Authorization – Local Unit of Government Match**

A resolution adopted by the Grand Ledge City Council, at a regular meeting held on Monday, 23 March 2026, in the Council Chambers, City Hall, 310 Greenwood St., Grand Ledge MI 48837, in compliance with the Open Meetings Act, as amended.

**Whereas**, the City of Grand Ledge, Michigan (“City”) is a municipal corporation organized under the provisions of the Home Rule City Act, Public Act 279 of 1909, as amended, and is governed by the provisions of the Grand Ledge City Charter adopted 07 August 2018, as amended (“Charter”); and

**Now, Therefore, It Is Resolved:**

1. The City accept the terms of the FY2027 Congressionally Directed Spending (CDS) Funding Request as received from the Office of U.S. Senator Elissa Slotkin, and specifically agrees, but not by way of limitation, as follows:
  - a. To appropriate all funds necessary to complete the project during the project period and to provide one million, two hundred twenty-four thousand, eight hundred (\$1,224,800) dollars to match the four million, eight hundred ninety-nine thousand, two hundred (\$4,899,200) grant authorized by the DEPARTMENT, or an amount equivalent to 20% of the non-federal cost share/local match to recognize that the scope of the project may be scaled to the amount of federal funding.
  - b. To maintain satisfactory financial accounts, documents, and records to make them available to the DEPARTMENT for auditing at reasonable times in perpetuity.
  - c. To construct the project and provide such funds, services, and materials as may be necessary to satisfy the terms of said Agreement.
  - d. To regulate the use of the facility constructed and reserved under this Agreement to assure the use thereof by the public on equal and reasonable terms.
  - e. To comply with any and all terms of said Agreement, including all terms not specifically set forth in the foregoing portions of this Resolution.

**Motion by**

**Second by**

**Ayes:**

**Nays:**

**Absent:**

Approved:

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Keith O. Mulder, Mayor

I, Gregory L. Newman, Grand Ledge City Clerk, certify this is Resolution #\_\_\_\_\_ of 2026, adopted by the Grand Ledge City Council at a regular meeting held on Monday, 23 March 2026; in the Council Chambers, City Hall, 310 Greenwood St., Grand Ledge MI 48837, in compliance with the Open Meetings Act, as amended.

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Gregory L. Newman, City Clerk

**Grand Ledge City Council Resolution # \_\_\_\_\_ of 2026**

**A Resolution to Authorize a Spring 2026 Leaf Collection on 06-10 April 2026 Due to the Impact of Fall 2025 Winter Weather Conditions.**

A resolution adopted by the Grand Ledge City Council, at a regular meeting held on Monday, 23 March 2026, in the Council Chambers, City Hall, 310 Greenwood St., Grand Ledge MI 48837, in compliance with the Open Meetings Act, as amended.

**Whereas**, the City of Grand Ledge, Michigan (“City”) is a municipal corporation organized under the provisions of the Home Rule City Act, Public Act 279 of 1909, as amended, and is governed by the provisions of the Grand Ledge City Charter adopted 07 August 2018, as amended (“Charter”); and

**Whereas**, the Fall 2024 leaf collection was interrupted by winter weather conditions; and

**Whereas**, the leaves left on the ground in the Fall 2025 are now causing storm water drainage issues and the potential of flooding;

**Now, Therefore, It Is Resolved:**

1. The City authorizes a Spring 2026 leaf collection on 06-10 April 2026 due to Fall 2025 winter weather conditions.
2. The City directs the City Manager and Finance Director / Treasurer to appropriate the funds necessary to implement said leaf collection.
3. The City authorizes and directs the City Manager, or their duly authorized agent or representative, to act as agent on behalf of the City to implement said leaf collection on behalf of the City; to do any other act(s) or thing(s) which shall be necessary to implement said leaf collection on behalf of the City; to preserve and protect the rights, duties, and obligations of the City thereunder; and to do any act or thing required by Charter, ordinance, regulation, rule, statute, or other provision of law in order to implement said leaf collection.

**Motion by**

**Second by**

**Ayes:**

**Nays:**

**Absent:**

Approved:

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Keith O. Mulder, Mayor

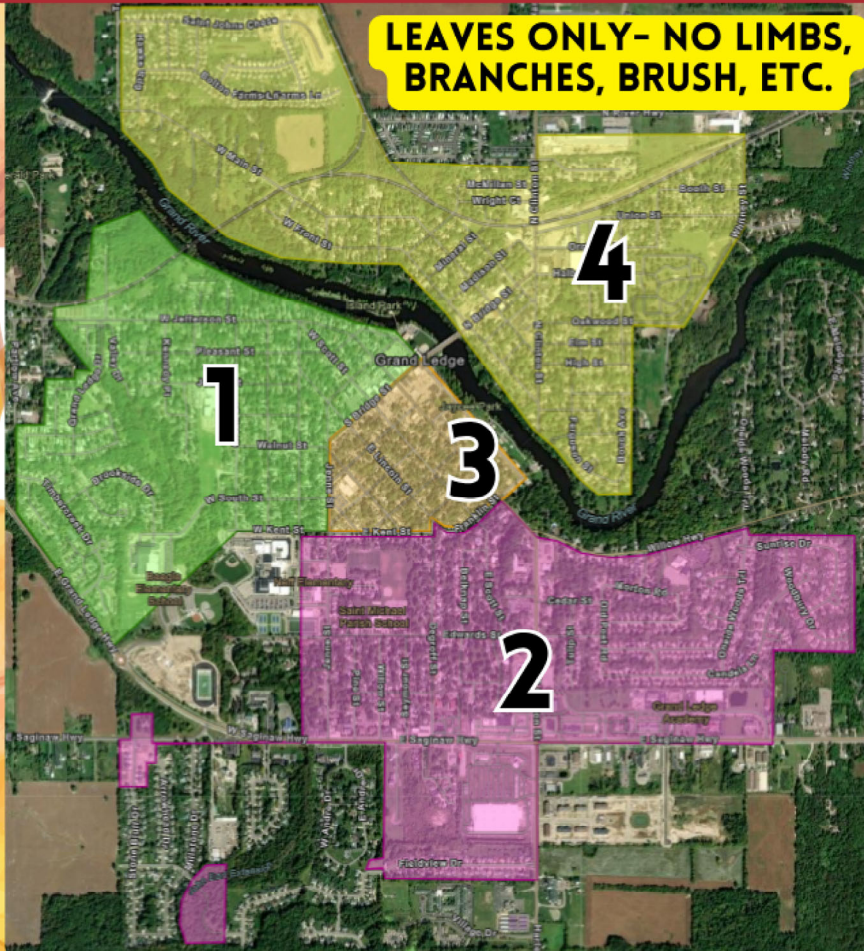
I, Gregory L. Newman, Grand Ledge City Clerk, certify this is Resolution #\_\_\_\_\_ of 2026, adopted by the Grand Ledge City Council at a regular meeting held on Monday, 23 March 2026; in the Council Chambers, City Hall, 310 Greenwood St., Grand Ledge MI 48837, in compliance with the Open Meetings Act, as amended.

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Gregory L. Newman, City Clerk

# 2026 LIMITED CITY-WIDE LEAF COLLECTION

Leaves should be **raked to the grassy area between the sidewalk and piled close to the curb** so equipment can reach the leaves. **Please DO NOT push leaves into the street** as it is a public safety hazard and impedes storm water runoff. No brush such as sticks or branches will be picked and should not be mixed with the leaves.



**LEAVES ONLY- NO LIMBS,  
BRANCHES, BRUSH, ETC.**

This leaf pick-up has been scheduled due to the fall 2025 leaf collection not being completed as a result of weather conditions.

**PLEASE BE ADVISED**

**City crews will go down each public street only ONE time.**

To ensure your leaves are collected, please have them raked to the curb and ready for pickup **no later than 8:00 a.m. on Monday, April 6.** Collection will begin in Zone 1 on April 6 and will proceed through Zones 2, 3, and 4 until

City wide leaf collection is provided for residential properties only, leaves from commercial properties will not be collected.