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**RULE OF THE CHAMBER**

Any person wishing to address City Council shall step up to the lectern, state their name and address in an audible tone of voice for the record, and unless further time is granted by the presiding officer, shall limit their address to three (3) minutes. A person may not give up or relinquish all or a portion of their time to the person having the floor or another person in order to extend a person's time limit in addressing the Council.

Any person who does not wish to address Council from the lectern, may print their name, address and comment/question which he/she would like brought before Council on a card provided by the Clerk/Treasurer and return the card to the Clerk/Treasurer before the meeting begins. The Clerk/Treasurer will address the presiding officer at the start of Citizen Comments on the Agenda, notifying him of the card comment, and read the card into the record for response.

Those who want to use audio and image recording equipment in Council Chambers that requires a monopod, tripod or other auxiliary equipment for the audio and image devices shall notify the City Clerk before the meeting begins. Arrangements will be made to accommodate the request in a manner that minimizes the possibility of disrupting the meeting. No additional illuminating lights may be used in Council Chambers unless a majority of City Council members consent. Additionally, cell phones and pagers should be set to vibrate or silent mode when inside Council Chambers.

Should any person fail or refuse to comply with any Rules of the Chamber, after being informed of such noncompliance by the presiding officer, such a person may be deemed by the presiding officer to have committed a breach of the peace by disrupting the public meeting, and the presiding officer may then order such person excluded from the public meeting under Section 3 (6) of Open Meetings Act, Act 267 of 1976.

You will notice a numbering system under each heading. There is significance to these numbers. Each agenda item is numbered consecutively beginning in January and continues through December of each calendar year.

The City of Monroe will provide necessary reasonable auxiliary aids and services to individuals with disabilities at the meeting/hearing upon one week's notice to the City Clerk/Treasurer. Individuals with disabilities requiring auxiliary aids or services should contact the City of Monroe by writing or calling: City of Monroe, City Clerk/Treasurer, 120 E. First St., Monroe, MI 48161, (734) 384-9136. The City of Monroe website address is [www.monroemi.gov](http://www.monroemi.gov).

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**AGENDA - CITY COUNCIL REGULAR MEETING  
MONDAY, MAY 3, 2010**

**I. CALL TO ORDER.**

**II. ROLL CALL.**

**III. INVOCATION/PLEDGE OF ALLEGIANCE.**

**IV. PROCLAMATIONS.**

87 Motorcycle Awareness Month – May, 2010.

88 National Nurses Week – May 6-12, 2010.

89 Founders Day – May 8, 2010.

**V. PUBLIC HEARINGS.**

72 Public hearing to hear public comments on Proposed Ordinance No. 10-004, an ordinance to amend Sections 570-26, 570-84, and 570-85 of Chapter 570, Sewers, Part 2, of the Code of Monroe, MI. There are no comments on file in writing in the Clerk-Treasurer's Office.

90 Public hearing to hear public comments on FY 2009-2010 Community Development Block Grant (CDBG) Budget Amendment.

91 Public hearing to hear public comments on the Annual Action Plan for FY 2010-2011 of its Community Development Block Grant (CDBG) funding.

**VI. COUNCIL ACTION.**

72 Proposed Ordinance No. 10-004, an ordinance to amend Sections 570-26, 570-84, and 570-85 of Chapter 570, Sewers, Part 2, of the Code of Monroe, MI., up for its final reading.

**VII. CONSENT AGENDA.** (All items listed under the Consent Agenda are considered to be routine by Mayor and Council and will be approved by one motion, unless a Council member or citizen requests that an item be removed and acted on as a separate agenda item)

A. Approval of the Minutes of the Regular Meeting held on Monday, April 19, 2010.

- B. Approval of payments to vendors in the amount of \$\_\_\_\_\_.  
Action: Bills be allowed and warrants drawn on the various accounts for their payment.
- 90 Amendment to FY 2009 Consolidated Plan for Community Development Block Grant. (CDBG)
1. Communication from the Interim Director of Planning & Recreation, submitting a proposed amendment to the FY 2009 CDBG budget that comes from receiving more funds (\$541,000) than was originally anticipated (\$518,000), and recommending that upon completion of the public hearing, the amended FY 2009 Annual Action Plan budget be accepted and the Planning Department be allowed to carry out the activities described therein.
  2. Supporting documents.
  3. Action: Accept, place on file and the recommendation be carried out.
- 91 FY 2010 Community Development Block Grant Annual action Plan.
1. Communication from the Interim Director of Planning & Recreation, submitting the Community Development Block Grant Annual Action Plan for Fiscal Year 2010 as required by the Department of Housing and Urban Development (HUD), and recommending that a public hearing on the attached Annual Action Plan be scheduled for Monday, May 17, 2010 in the City Council Chambers at the Regular Council Meeting starting at 7:30 p.m.
  2. Supporting documents.
  3. Action: Accept, place on file and the recommendation be carried out.
- 92 Request for a burn permit in accordance with Ordinance 09-005.
1. Communication from the Chief of Fire, submitting a request from the River Raisin Marina & Campground, for a burn permit, for a campfire at 30 individual campsites, and recommending that Council grant this request for a burn permit in accordance with Ordinance 09-005.
  2. Supporting documents.
  3. Action: Accept, place on file and the recommendation be carried out.
- 93 Demolition Bid – 1031 E. Elm Avenue.
1. Communication from the Building Official, reporting back on bids received for the demolition of a property located at 1031 E. Elm Avenue, and recommending that the award be made to McBee Trucking for a total cost of \$14,394, and further recommending that the Mayor and Clerk-Treasurer be authorized to sign the contract on behalf of the City of Monroe.
  2. Supporting documents.
  3. Action: Accept, place on file and the recommendation be carried out.
- 94 Request of a New SDM License Request – 1560 E. Elm Avenue.
1. Communication from the City Manager's Office, reporting back on a request from Moody River Ventures, LLC (William J. Gross), for a new SDM license to be located at 1560 E. Elm Avenue, Monroe, and recommending that Council not approve or endorse this request until payment of personal property taxes, subject to all police, fire, building code and zoning reviews and that the City Manager be authorized to approve the request after all delinquent taxes are paid and a final inspection by the Building Department has occurred.
  2. Supporting documents.
  3. Action: Accept, place on file and the recommendation be carried out.

95 Request of a New Resort SDD License Request – 906 W. Front Street.

1. Communication from the City Manager's Office, reporting back on a request from Riverside Mini Mart, LLC, and (Bruce Spinale), for a new resort SDD license to be issued in conjunction with an existing 2009 SDM license located at 906 W. Front Street, Monroe, and recommending that Council not approve or endorse this request until payment of personal property taxes, subject to all police, fire, building code and zoning reviews and that the City Manager be authorized to approve the request after all delinquent taxes are paid and a final inspection by the Building Department has occurred.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

**VIII. MAYOR'S COMMENTS.**

**IX. CITY MANAGER COMMUNICATION.**

**X. COUNCIL COMMENTS.**

**XI. CITIZEN COMMENTS**

**XII. ADJOURNMENT.**

## PROCLAMATION

**WHEREAS,** the month of May is the nationally recognized month motorcycles become more prevalent on our streets; the need to be aware of their presence is of the utmost urgency; and

**WHEREAS,** Motorcycle Awareness Month is designed to increase public awareness about motorcycles; encourage their safe and proper use among motorcycle riders; is worth special recognition; and

**WHEREAS,** the inclusion of motorcycle awareness as a distinct part of driver education curriculum and motorcycle rider education programs will help promote safe driving and motorcycle riding practices; and

**WHEREAS,** the City of Monroe has many citizens who are concerned about motorcycle safety for touring, recreation, and economical transportation; and

**THEREFORE,** it is in the best interest of our community and the citizens to note the increase in the amount of motorcycle traffic, as we enter the warm weather months, to enable the reduction of accidents and injuries involving motorcyclists.

**NOW, THEREFORE,** I, Robert E. Clark, Mayor of the City of Monroe, with the full support of City Council, do hereby proclaim May 2010 as “**MOTORCYCLE AWARENESS MONTH**” in Monroe, and we call this observance to the attention of our citizens and we encourage all motorists and motorcyclists to drive safely.

IN WITNESS WHEREOF, We have hereunto set our hands and caused the Seal of the City of Monroe to be affixed this 3rd day of May 2010.

\_\_\_\_\_  
Robert E. Clark, Mayor

Council Members:

\_\_\_\_\_  
Jeffery A. Hensley, Precinct 1

\_\_\_\_\_  
Edward F. Paisley, Precinct 2

\_\_\_\_\_  
Christopher M. Bica, Precinct 3

\_\_\_\_\_  
Jeremy J. Molenda, Precinct 4

\_\_\_\_\_  
Mary V. Conner, Precinct 5

\_\_\_\_\_  
Brian P. Beneteau, Precinct 6

## PROCLAMATION

- WHEREAS,** there are nearly 3.1 million registered nurses in the United States; and
- WHEREAS,** nurses provide the most direct and continuous care to populations of every age and in every environment of care; and
- WHEREAS,** nursing has been proven to be an indispensable component in the delivery of safe, effective, quality care of patients in virtually every setting; and
- WHEREAS,** National Nurses Week, begins each year on May 6<sup>th</sup> and ends on May 12<sup>th</sup>, Florence Nightingale's birthday, and provides an excellent opportunity to extend our appreciation and gratitude to the nurses of Michigan who serve twenty-four hours a day, seven days a week; and
- WHEREAS,** the nursing profession has been supported and promoted by the American Nurses Association since 1896; and
- WHEREAS,** the 2010 theme for National Nurses Week is: *Caring Today for a Healthier Tomorrow*; and
- WHEREAS,** long term care nurses develop relationships with their residents and become their extended family; and
- WHEREAS,** it is a privilege and honor that the City Council has been given this opportunity to show our appreciation for the contributions made by nurses each and every day.

**NOW, THEREFORE,** I, Robert E. Clark, Mayor of the City of Monroe, with the full support of City Council, do hereby proclaim May 6 – 12, 2010, as “**NATIONAL NURSES WEEK**” in Monroe, and we ask all residents to join us in honoring all nurses for their tireless commitment 365 days a year.

IN WITNESS WHEREOF, We have hereunto set our hands and caused the Seal of the City of Monroe to be affixed this 3rd day of May 2010.

\_\_\_\_\_  
Robert E. Clark, Mayor

Council Members:

\_\_\_\_\_  
Jeffery A. Hensley, Precinct 1

\_\_\_\_\_  
Edward F. Paisley, Precinct 2

\_\_\_\_\_  
Christopher M. Bica, Precinct 3

\_\_\_\_\_  
Jeremy J. Molenda, Precinct 4

\_\_\_\_\_  
Mary V. Conner, Precinct 5

\_\_\_\_\_  
Brian P. Beneteau, Precinct 6

**PROCLAMATION**

- WHEREAS,** it is an honor and privilege that the Mayor and City Council have been given this opportunity to pay tribute to Monroe’s Founding Fathers; and
- WHEREAS,** on May 8, 2010, the 3<sup>rd</sup> Annual Founder’s Day will be observed at the historic Sawyer Homestead; and
- WHEREAS,** the purpose of Founder’s Day is to raise awareness of the Bicentennial era and to recognize and honor the first settlers who were crucial in the development of Frenchtown, St. Antoine, River Raisin, Sargent Township or the Erie District of the Michigan Territory from 1780 to 1816; and
- WHEREAS,** historic observances enrich the lives of all of our citizens by providing a deeper understanding of the diversity of our unique Monroe heritage; and
- WHEREAS,** it is important to recognize and celebrate Monroe’s earliest ancestors; and
- WHEREAS,** this year’s honorees are all participants; particularly *The Native Americans and Local Traditions.*

**NOW, THEREFORE,** I, Robert E. Clark, Mayor of the City of Monroe, with the full support of City Council, do hereby proclaim May 8, 2010, as “**FOUNDER’S DAY**” in Monroe, and we encourage all citizens to participate in Founder’s Day activities and to reflect upon the past and recognize the importance of preservation to our heritage, to ourselves, and to our future.

IN WITNESS WHEREOF, we have hereunto set our hands and caused the Seal of the City of Monroe to be affixed this 3<sup>rd</sup> day of May 2010.

Council Members:	_____
	Robert E. Clark, Mayor
_____	_____
Jeffery A. Hensley, Precinct 1	Edward F. Paisley, Precinct 2
_____	_____
Christopher M. Bica, Precinct 3	Jeremy J. Molenda, Precinct 4
_____	_____
Mary V. Conner, Precinct 5	Brian P. Beneteau, Precinct 6



# CITY COUNCIL AGENDA FACT SHEET

**RELATING TO:** Amendment to FY 2009 Consolidated Plan for Community Development Block Grant (CDBG)

**DISCUSSION:** The City of Monroe is a recipient of federal funds in the form of the Community Development Block Grant. It is eligible for these funds as an entitlement community, a status it gained by being considered the principal city in Monroe County. To gain access to these funds, Monroe must submit an application each year that includes a detailed description of how they will be used. To make a substantial amendment to the allocation of these funds, according to Federal statute 24 CFR 91.100, the City of Monroe must make the amendment available for a 30-day comment period, post a public notice of the changes and hold a public hearing.

The City of Monroe has completed a 30-day comment period to amend its FY2009 Consolidated Plan for its CDBG funds. The proposed amendment would involve re-programming dollars to allow for the continued improvements to city sidewalks and curbs to ensure ADA compliance (\$40,000), as well as design work for future projects at the Arthur Lesow Community Center (\$60,000). There were also funds added to the FIX Program (\$187,000) in order to meet increased demand for that service and assistance to a women's transitional shelter. Finally, funds were set aside to facilitate additional building code enforcement (\$8,000).

The amended budget comes from receiving more funds (\$541,000) than was originally anticipated (\$518,000) and having more accurate estimates of the amount of funds that would be carried over from the previous program year. The budget was originally set at \$675,000 and it is now known that a budget of \$980,000 more accurately reflects available spending in this program year.

The amended budget for the FY 2009 CDBG Annual Action Plan is as follows:

Sidewalk Improvements – Compliance with ADA standards	\$240,000
Sidewalk and Alley Upgrades near Salvation Army Facilities – Improve access to this agency's shelters	\$30,000
Navarre Library – Make needed repairs and improvements at this low- and moderate-income neighborhood library	\$50,000
Arthur Lesow Community Center – Improvements to the center and design work for future projects at the site	\$160,000
FIX Program – Rehabilitate homes for income eligible residents	\$337,000
Lead-based Paint Remediation – Cooperate with the State of Michigan and the Monroe County Health Department to offer lead-based paint remediation to families with children shown to have elevated levels of lead in their blood	\$25,000
Foreclosure Prevention Counseling – Hire agency to provide counseling to families in danger of losing their homes	\$10,000
Paula's House Repairs/Upgrades and Services – Make needed repairs to this transitional shelter for women and assist with program costs associated with running a transitional shelter for women	\$20,000
Code enforcement – Increase efforts at code enforcement in low- and moderate-income areas of the City of Monroe	\$8,000
Planning and Administration – Fund staffing, complete Five Year Plan and maintain Fair Housing activities	\$100,000
<b>Total CDBG Funds</b>	<b>\$980,000</b>

No comments were received during the 30-day comment period. The amended Action Plan will be on file and available upon request.

IT IS RECOMMENDED that upon completion of the public hearing, the amended FY 2009 Annual Action Plan budget be accepted and the Planning Department be allowed to carry out the activities described therein.

**CITY MANAGER RECOMMENDATION:**

- For
- For, with revisions or conditions
- Against
- No Action Taken/Recommended

**APPROVAL DEADLINE:** May 3, 2010

**REASON FOR DEADLINE:** Allow activities in the budget to be carried out with the newly proposed funding

**STAFF RECOMMENDATION:**           X For                    Against

**REASON AGAINST:** N/A

**INITIATED BY:** Department of Planning and Recreation

**PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED:** Dept. of Planning and Recreation, Dept. of Engineering, Building Department, City Council, Citizens Planning Commission, Monroe citizens as a whole and especially its elderly and disabled.

## FINANCES

<b>COST AND REVENUE PROJECTIONS:</b>	Cost of Total Project	\$ 980,000
	Cost of This Project Approval	\$ 980,000
	Related Annual Operating Cost	\$ N/A
	Increased Revenue Expected/Year	\$ *

\*Exact revenue is unknown, as it depends largely on future increases in valuation to homes assisted with CDBG programs

<b>SOURCE OF FUNDS:</b>	<u>City</u>	Account Number	Amount
			\$ N/A
	<u>Other Funds</u>	Community Development Block Grant	\$ 980,000

Budget Approval: \_\_\_\_\_

**FACT SHEET PREPARED BY:** Matt Wallace, City Planner 

**DATE:** April 27, 2010

**REVIEWED BY:** Jeffrey Green, AICP, Interim Director of Planning and Recreation 

**DATE:** April 27, 2010

**COUNCIL MEETING DATE:** May 3, 2010

**City of Monroe**  
**PY2009 One Year Action Plan**

## ***Executive Summary [91.220(b)]***

### **Purpose of the Consolidated Plan and One Year Action Plan**

The City of Monroe has completed its Consolidated Plan in accordance with Title I of the National Affordable Housing Act as a prerequisite for application for direct assistance under the Community Development Block Grant Entitlement Program of the U.S. Department of Housing and Urban Development (HUD). The consolidated plan is a collaborative process where a community establishes a unified vision for community development. This action plan develops comprehensive strategies covering both housing and non-housing needs in the community. Ultimately, both plans will be used to guide the strategic use of the City's allocation of Community Development Block Grant (CDBG) Funds.

### **Objectives and Outcomes**

The objectives detailed in this plan are the result of planning, committee meetings, assessment of past performance and public input. In the past, the main focus of CDBG funds has been infrastructure improvement and repairs and improvements to public facilities. Activities chosen to meet these goals have included improvements to city curbs, sidewalks and parking lots that attempt to maximize handicap accessibility. There have also been substantial amounts spent to improve city facilities serving low- and moderate-income populations such as the Arthur Lesow Community Center (ALCC) and the Dorsch Memorial Library. Housing improvements and rehabilitation were the next main goal in prior years and other activities attempted to address other needs which could be addressed as CDBG eligible projects.

Going forward, the City of Monroe decided to use these past projects to build on successes and attempt to address problems or deficiencies that had arisen. For example, instead of doing small scale housing rehab as the city had done in its first five years as a CDBG Entitlement community it was decided a large scale program would better serve the community. Another area that was determined to need more attention was an effort to assist the homeless and as a result this year's funds will provide foreclosure prevention counseling as well as repairs and funding for services to Paula's House. As mentioned, the City of Monroe will continue to complete projects that work toward prior goals such as repairs to the ALCC, the Navarre Library and ADA sidewalk repairs. The City of Monroe feels this approach is an efficient use of its CDBG funds.

### **Citizen Participation**

The City convened several public meetings, the first meeting was held with the Steering Committee on March 3, 2009. This meeting was organized to discuss overall plan objectives and project milestones. A second meeting of the Steering Committee took place on March 31 and the draft plan was first made available for public comment on April 1, 2009.

Apart from Steering Committee meetings, two focus group sessions were held on March 10, 2009 and March 12, 2009 to solicit public input. One session centered on housing and homeless needs and the other session was on community development, economic development and infrastructure needs. Also, on March 12, a meeting was held with stakeholders of the Orchard East Neighborhood to provide the opportunity for specific dialog about the needs of this important area of Monroe.

As required by HUD, a 30 day comment period was also held between April 1, 2009 and May 1, 2009. An electronic copy of the plan was made available for review on the City web site at: [www.ci.monroe.mi.us](http://www.ci.monroe.mi.us) and hard copies at the following six locations:

- City of Monroe/Dept. of Planning and Recreation  
120 East First Street  
Monroe Michigan 48161-2169  
Ph: 734-240-7375
  
- Monroe County Planning Department  
125 East Second Street  
Monroe, Michigan 48161  
Ph: 734-240-7380
  
- Monroe Housing Commission  
20 North Roessler Street  
Monroe, Michigan 48161  
Ph: 734-242-5880
  
- Monroe County Chamber of Commerce  
1645 North Dixie, Suite 2  
Monroe, Michigan 48162  
Ph: 734-242-3366
  
- Monroe County Library System & Branches  
3700 South Custer Road  
Monroe, Michigan 48161  
Ph: 734-241-5277
  
- Arthur Lesow Community Center  
120 Eastchester Street  
Monroe, Michigan 48161  
Ph: 734-241-4313

On Monday, May 18, 2009 the Monroe City Council conducted a public hearing for the purpose of review and hearing comments on approval of the Annual Action Plan and this Consolidated Plan. No comments on the proposed use of funds were heard. Subsequently, the Monroe City Council voted to accept the staff recommendation and approve both the Annual Action Plan and this Consolidated Plan.

On March 11, 2010 the City of Monroe placed a public notice in the Monroe Evening News requesting comments on an amendment to the Annual Action Plan. This was the beginning of the required 30-day comment period. After this comment period and a second public notice, the proposed amendment was put before City Council for approval at the April 19<sup>th</sup> Council meeting.

### **Deadline for Submission of Plan**

The Consolidated Plan will be submitted to HUD in May 2009.

### **Program Fiscal Year**

The City's Program Fiscal year for the CDBG program is from July 1 through June 30.

### **Administering Agency**

The City's Department of Planning and Recreation is the administering agency for the CDBG Program and other related HUD programs as outlined in the City's Consolidated Plan.

## ***Elements of the Strategic Plan for PY 2009-2010 [91.220(c)(3)]***

The City of Monroe has developed the following goals, strategies and activities to address housing, homelessness, community and economic development needs for the 2009-2010 plan year.

### ***Housing Goals:***

**Housing Conditions** - City of Monroe residents will live in safe, decent, and sanitary housing that, at minimum, meets local codes.

The City will expand the existing home repair program to provide a more complete owner-occupied housing rehabilitation program. Assistance will be available City-wide, but the priority ranking system developed will favor applicants from the Orchard East Neighborhood.

1. The City will continue to support the efforts of local non-profit organizations operating housing rehabilitation assistance programs. Where possible, the City will seek partnership opportunities with existing programs offering weatherization assistance in order to stretch resources.
2. The City will use CDBG resources to participate in efforts to remove vacant vandalized houses that have been declared public nuisances.

**Housing Affordability** - Monroe residents will have the opportunity to live in housing that is affordable (not costing more than 30% of their household's gross income).

3. Encourage creation of affordable housing of all types, with financial institutions, developers and non-profit agencies.
4. Support opportunities for distribution of additional Section 8 vouchers to provide more affordable housing.
5. Support non-profit agencies that create affordable housing units in the City and County.
6. Collaborate with the Monroe Housing Commission and Habitat for Humanity to develop affordable housing in targeted areas.
7. In conjunction with the Health Department and MCOP continue to educate the public about lead-based paint hazards.

**Housing Choice** - Residents of Monroe will be able to live where they want and in housing that meets their household needs.

8. Continue to work with local fair housing organizations to ensure access to all available housing options by all residents of the City.
9. Encourage developers to create well-designed, mixed income developments.

**Home Ownership** - City of Monroe residents will have increased opportunities to own a home.

10. Encourage employer-assisted housing in select areas. Explore opportunities to support down payment assistance programs with local lenders and non-profit organizations.
11. Support non-profit organizations with new housing construction.
12. Encourage and support efforts to initiate the Section 8 voucher/ homebuyer assistance program.
13. Encourage homebuyer education programs to enable LMI households to pursue home purchases.

## **Homelessness:**

**Planning & Coordination** - The City will continue to address homelessness in a comprehensive manner through its participation in the local "continuum of care" network.

14. The City becomes a more active participant of the Network on Homelessness and in updating the continuum of care strategy.
15. Support capital improvement projects related to facilities serving the homeless population.

**Shelter & Related Services** – There will be an adequate number of shelter beds and related services for the City's homeless population.

16. Support capital improvement projects related to facilities that provide shelter and related services such as Paula's House.
17. Support new options for shelters serving single women.
18. Support agencies providing emergency homeless services.
19. Explore opportunities to increase capacity of the existing agencies providing supported housing.
20. Support homeless prevention programs and services such as, emergency housing and utility assistance.
21. Support other programs such as credit counseling, job training, and GED completion to break cycle of poverty and to prevent homelessness.

## **Non Housing Goals:**

**Special Needs** - Adequate services will be available for City residents with special needs involving housing, health, safety, and related services.

22. Stay engaged in various community efforts to improve the quality of life for senior citizens.
23. Support efforts to co-locate community services that benefit seniors.
24. Work with the Monroe County Mental Health Authority to ensure that the City's mentally ill receive adequate services.
25. Support substance abuse program so that Monroe residents can receive adequate treatment.
26. Continue support for advocacy programs that assist women and children that are victims of domestic violence, abuse and/or neglect.
27. Support Programs that assist LMI individuals with limited English language skills.
28. Work with health department and local advocacy groups to address needs of LMI individuals that have HIV/AIDS.

**Education Assistance, Job Training and General Work Force Development** - There will be adequate assistance available for residents of Monroe to complete their high school education and to receive training in technical job skills.

29. Encourage local businesses to work with Michigan Works, local schools, Monroe County Community College and other educational institutions to promote specialized training and job enhancement skills.
30. Encourage continued cooperation among the various City and County social service agencies to advance the Welfare to Work Plan.
31. Support the ongoing development of the Learning Bank.

**Commercial/Industrial Assistance/Economic Development** - There will be economic incentives available for the redevelopment of underutilized industrial buildings and sites and incentives for the rehabilitation of deteriorated downtown and neighborhood commercial properties to eliminate blight and to spur revitalization efforts.

32. Support historic preservation of downtown and the Main Street Program.

33. Conduct additional studies of business development opportunities in the Winchester Street Corridor and Orchard East Neighborhood (See Section 6).
34. Explore the feasibility of developing a small business Revolving Loan Fund (RLF) Program to help encourage small business start-ups – especially in the Orchard East Neighborhood (See Section 6).
35. Encourage demolition of vacant and vandalized commercial and industrial structures.
36. Explore the feasibility of creating a business incubator to support small business start-ups.

**Community Services and Public Facilities** - There will be adequate public services, facilities, and suitable infrastructure to meet the needs of the residents of the City.

37. Complete ADA curb, sidewalk, intersection, and public facility improvements throughout the City.
38. Support Development of the Arthur Lesow Community Center (See also #34).
39. Continue to support the development or improvement of community facilities such as libraries and parks that serve low and moderate income populations.

**Planning** - The City will undertake specialized planning and community economic development studies to facilitate proper development and to maximize public resources.

40. Further study options for the development of Hellenberg Park and the River Raisin Corridor in the Orchard East Neighborhood (See Section 6).
41. Undertake gateway beautification improvements along East Front Street from I-75 to East First Street and related efforts to help frame and define the Orchard East Neighborhood (See Section 6).
42. Facilitate planning for redevelopment of selected industrial sites.
43. Maintain and develop sustained planning efforts for the Orchard East Neighborhood.

## 2009-2010 One-year Action Plan [91.220(d)]

The following objectives and activities are projected to be carried out during FY 2009-2010 using the City of Monroe's Community Development Block Grant (CDBG) entitlement allocation. The City received \$541,000 of CDBG Funds in FY 2009.

Project	Funding
<b>Housing</b>	
1. The City will establish an owner-occupied housing rehabilitation program. Assistance will be available City-wide, but the priority ranking system developed will favor seniors and applicants from the Orchard East Neighborhood in support of the NRSA.....	\$337,000
2. Lead Based Paint Hazard Abatement.....	\$25,000
<b>Homelessness</b>	
1. Paula's House Repairs/Upgrades.....	\$10,000
<b>Community Services and Public Facilities</b>	
1. ADA Curb Ramp Improvements.....	\$240,000
2. Improvements at Arthur Lesow Community Center.....	\$160,000
3. Improvements at Navarre Library.....	\$50,000
4. Sidewalks & Alley Upgrades near East End Salvation Army Facility.....	\$30,000
5. Homelessness Prevention Counseling .....	\$10,000
6. Funding for services at Paula's House .....	\$10,000
7. Code enforcement.....	\$8,000
<b>Planning and Administration</b>	
1. CDBG Program Administration & Consolidated Plan & Fair Housing.....	\$100,000
	<b>Total</b>
	<b>\$980,000</b>
FY2009 Allocation = \$541,000, FY 2008 Carryover= \$439,000, Total Available = \$980,000	

### Specific Strategies & Project Ranking

In the City of Monroe Consolidate Plan, a ranking system developed by the City's Planning Department was employed. Using this system, it was determined the activities listed below would either be funded in the 2009-2010 plan year or the city would work toward achieving the goals by means other than direct funding.

**High Need (H) - 5 Points** -Activity will be funded by City CDBG or other City Funds

**Medium Need (M) - 3 Points.** If funds are available, activity may be funded by the City with CDBG or other City Funds. Additionally, the City will take other actions to identify and locate other resources or funds.

**Lower Need (L) - 1 Point.** The City will not fund this activity this year, but may consider support of other entities' application for Federal Assistance.

**Minimal Need (N) - 0 Points.** The City has determined that there is no such need for CDBG funding or that this need is already substantially addressed by other funding sources. No "Certification of Consistency" to the City's Consolidated Plan will be considered.

## Housing Goals:

**Housing Conditions** - City of Monroe residents will live in safe, decent, and sanitary housing that, at minimum, meets local codes.

ACTIVITY	Funding Priority
Activity 1: The City will expand the existing home repair program to provide a more complete owner-occupied housing rehabilitation program. Assistance will be available City-wide, but the priority ranking system developed will favor applicants from the Orchard East Neighborhood.	5
Activity 2: The City will continue to support the efforts of local non-profit organizations operating housing rehabilitation assistance programs. Where possible, the City will seek partnership opportunities with existing programs offering weatherization assistance in order to stretch resources.	5
Activity 3: The City will use CDBG resources to participate in efforts to removal of vacant vandalized houses that have been declared public nuisances.	4
Activity 4: The City will use CDBG resources to help seniors stay in private residences. Efforts may include preferences given to seniors applying for housing rehabilitation assistance involving ADA modifications and/or general housing improvements that would make the unit more safe, economical and livable for a senior.	5

**Housing Affordability** - Monroe residents will have the opportunity to live in housing that is affordable (not costing more than 30% of their household's gross income).

ACTIVITY	Funding Priority
Activity 5: Encourage creation of affordable housing of all types, with financial institutions, developers and non-profit agencies.	3
Activity 6: Support non-profit agencies that create affordable housing units in the City and County.	3
Activity 7: Collaborate with the Monroe Housing Commission and Habitat for Humanity to develop Affordable Housing in targeted areas.	3
Activity 8: In conjunction with the Health Department and MCOP continue to educate the public about lead-based paint hazards.	3

**Housing Choice** - Residents of Monroe will be able to live where they want and in housing that meets their household needs.

ACTIVITY	Funding Priority
Activity 9: Continue to work with local fair housing organizations to ensure access to all available housing options by all residents of the City.	2
Activity 10: Encourage developers to create well-designed mixed income developments.	2

**Home Ownership** - City of Monroe residents will have increased opportunities to own a home.

ACTIVITY	Funding Priority
Activity 11: Explore opportunities to support downpayment assistance programs with local lenders and non-profit organizations.	3.5
Activity 12: Support non-profit organizations with new housing construction.	3
Activity 13: Encourage homebuyer education programs to enable LMI households with homebuyer opportunities.	3

## Homelessness

**Planning & Coordination** - The City will continue to address homelessness in a comprehensive manner through its participation in the local "continuum of care" network.

ACTIVITY	Funding Priority
Activity 14: The City becomes a more active participant of the Network on Homelessness and in updating the continuum of care strategy.	3
Activity 15: Support capital improvement projects related to facilities serving the homeless population.	5

**Shelter & Related Services** - There will be an adequate number of shelter beds and related services for the City's homeless population.

ACTIVITY	Funding Priority
Activity 16: Support capital improvement projects related to facilities that provide shelter and related services such as Paula's House.	5
Activity 17: Support new options for shelters serving single women.	2
Activity 18: Support agencies providing emergency homeless services.	2
Activity 19: Explore opportunities to increase capacity of the existing agencies providing supported housing.	2.5
Activity 20: Support homeless prevention programs and services such as emergency housing and utility assistance.	2.5
Activity 21: Support other programs such as credit counseling, job training, and GED completion to break cycle of poverty and to prevent homelessness	2.5

## Non Housing Goals:

**Special Needs** - Adequate services will be available for City residents with special needs involving housing, health, safety, and related activities.

ACTIVITY	Funding Priority
Activity 22: Stay engaged in various community efforts to improve the quality of the lives of senior citizens	5
Activity 23: Support efforts to co-locate community services that benefit seniors.	5
Activity 24: Support substance abuse program so that Monroe residents can receive adequate treatment.	2
Activity 25: Continue support for advocacy programs that assist women and children that are victims of domestic violence, abuse and/or neglect.	2

**Education Assistance, Job Training and General Work Force Development** - There will be adequate assistance available for residents of Monroe to complete their high school education and to receive training in technical job skills.

ACTIVITY	Funding Priority
Activity 26: Encourage local businesses to work with Michigan Works, local schools, Monroe Community College and other educational institutions to promote specialized training and job enhancement skills.	3
Activity 27: Encourage continued cooperation among the various City and County social service agencies to advance the Welfare to Work Plan.	2
Activity 28: Support the ongoing development of the Learning Bank.	5

**Commercial/Industrial Assistance/Economic Development** - There will be economic incentives available for the redevelopment of underutilized industrial buildings and sites and incentives for the rehabilitation of deteriorated downtown and neighborhood commercial properties to eliminate blight and to spur revitalization efforts.

ACTIVITY	Funding Priority
Activity 29: Support historic preservation of Downtown through the Main Street Program.	3
Activity 30: Conduct additional studies of business development opportunities in the Orchard East Neighborhood.	5
Activity 31: Explore the feasibility of developing a small business Revolving Loan Fund (RLF) Program to help encourage small business start-ups – especially in the Orchard East Neighborhood (See Section 6).	3.5
Activity 32: Encourage demolition of vacant and vandalized commercial and industrial structures.	3.5
Activity 33: Explore the feasibility of creating a business incubator to support small business start-ups	4

**Community Services and Public Facilities** - There will be adequate public services, facilities, and suitable infrastructure to meet the needs of the residents of the City.

ACTIVITY	Funding Priority
Activity 34: Complete ADA curb, sidewalk, intersection, and public facility improvements throughout the City.	5
Activity 35: Support Development of the Arthur Lesow Community Center	5
Activity 36: Continue to support the development or improvement of community facilities such as libraries and parks that serve low and moderate income populations.	4

**Planning-** The City will undertake specialized planning and community economic development studies to facilitate proper development and to maximize public resources.

ACTIVITY	Funding Priority
Activity 37: Further study options for the development of Hellenberg Park and the River Corridor in the Orchard East Neighborhood.	5

ACTIVITY	Funding Priority
Activity 38: Undertake gateway beautification improvements along Front Street from I-75 to First Street and related efforts to help frame and define the Orchard East Neighborhood.	4
Activity 39: Facilitate planning for redevelopment of key industrial sites.	2.5
Activity 40: Maintain and develop sustained planning efforts for the Orchard East Neighborhood	5

### ***Strategic Plan [91.220(e)]***

For its five year consolidated plan period and its one year action plan, the City of Monroe established four broad goals: housing conditions, housing affordability, housing choice, and homeownership and plans to undertake the strategies and activities outlined to address these needs. The numbers ranging from 3.5 to 5 (with 5 being the highest priority need) denote the higher priority items. These priorities were based on the focus group meetings held by the City during the course of the Plan's preparation, housing data, input from the Consolidated Plan Steering Committee and from pertinent City staff. The City's housing programs will generally be provided on a citywide basis to eligible LMI persons/households with a priority given to the Orchard East Neighborhood.

The City doesn't foresee any major obstacles (apart from limited resources) in carrying out these housing goals. The City has an active Habitat for Humanity Organization, other special need organizations, a public housing organization- the Monroe Housing Commission, a countywide community action agency- the Monroe County Opportunity Program (MCOP) and a City Department of Planning and Recreation. It is fair to state, that the City's delivery system is in place and is being further developed to provide these housing activities in both this play year and over the five-year Consolidated Plan period.

The City will be using some of its Federal CDBG funds and other federal funds to undertake housing assistance programs and to encourage additional housing development in the City. City CDBG funds will be used for a housing rehabilitation program and the City and local partners are investigating the potential to apply for NSP dollars to help address the substantial problem of foreclosures. Applications are due in late April 2009. Lastly, the City will continue to work with the local private sector (banks, mortgage companies and credit unions) to encourage homeownership opportunities and home improvement activity specifically targeting LMI households. The City has also received State HOME funds which will be used to rehabilitate ten rental units for residents making less than 60% of the area median income.

Based on the 2000 HUD CHAS Data, local information, and input from the Steering Committee and City staff, there were 2,145 LMI households with indications of some type of housing deficiency. Undoubtedly, this number of households with housing needs has grown from the indications provided from 2000 census data with the current economic problems that exist in 2009. Hypothetically however, if \$15,000 per unit could alleviate the deficiencies indicated by the 2000 data, the City would need about \$32.2 million in housing assistance.

The following table denotes the planned one-year outcomes of activities which have specific quantitative expectations. The City will focus its efforts to assisting the extremely low, very low, and lower income households whenever possible.

## ***Housing Goals:***

**Housing Conditions** - City of Monroe residents will live in safe, decent, and sanitary housing that, at minimum, meets local codes.

<b>ACTIVITY</b>	<b>Units to be Assisted</b>
Activity 1: The City will expand the existing home repair program to provide a more complete owner-occupied housing rehabilitation program. Assistance will be available City-wide, but the priority ranking system developed will favor applicants from the Orchard East Neighborhood.	10
Activity 2: The City will continue to support the efforts of local non-profit organizations operating housing rehabilitation assistance programs. Where possible, the City will seek partnership opportunities with existing programs offering weatherization assistance in order to stretch resources.	10
Activity 3: The City will use CDBG resources to participate in efforts to removal of vacant vandalized houses that have been declared public nuisances.	2
Activity 4: The City will use CDBG resources to help seniors stay in private residences. Efforts may include preferences given to seniors applying for housing rehabilitation assistance involving ADA modifications and/or general housing improvements that would make the unit more safe, economical and livable for a senior.	2

**Housing Affordability** - Monroe residents will have the opportunity to live in housing that is affordable (not costing more than 30% of their household's gross income).

<b>ACTIVITY</b>	<b>Units to be Assisted</b>
Activity 5: Support non-profit agencies that create affordable housing units in the City and County.	2
Activity 6: Collaborate with the Monroe Housing Commission and Habitat for Humanity to develop Affordable Housing in targeted areas.	2

**Home Ownership** - City of Monroe residents will have increased opportunities to own a home.

<b>ACTIVITY</b>	<b>Units to be Assisted</b>
Activity 7: Support non-profit organizations with new housing construction.	2

## ***Homelessness [91.220(i)]***

Lack of affordable housing is one of the many causes of homelessness. In order to better address the homelessness issue in a comprehensive manner, HUD developed the use of the homeless housing continuum as a planning tool. The homeless continuum outlines the process of moving homeless individuals/families from temporary emergency shelter situations to permanent affordable housing. The Network on Homelessness is the lead agency in preparation of the Continuum of Care plan for the City of Monroe and Monroe County.

In order to help individuals and families from becoming homeless, the City of Monroe will be supporting and/or undertaking the following activities:

- The City becomes a more active participant of the Network on Homelessness and in updating the continuum of care strategy.
- Support capital improvement projects related to facilities serving the homeless population.
- Support capital improvement projects related to facilities that provide shelter and related services such as Paula's House.
- Support new options for shelters serving single women.
- Support agencies providing emergency homeless services.
- Explore opportunities to increase capacity of the existing agencies providing supported housing.
- Support homeless prevention programs and services such as emergency housing and utility assistance.
- Support other programs such as credit counseling, job training, and GED completion to break cycle of poverty and to prevent homelessness

### ***Non Housing Community Development Plan [91.220(k)]***

The Non Housing Community Development Plan seeks to address community-wide investment opportunities, improvement needs, and reinvestment strategies for low and moderate income (LMI) populations and limited clientele/special need groups (i.e., the unemployed, the underemployed, the elderly, the disabled, people with HIV/AIDS, and the homeless) that meet the eligibility requirements of HUDs CDBG programs and one of the three following CDBG National Objectives:

- Benefitting low and moderate income (LMI) persons (directly or as part of a limited clientele group), and/or by area benefit (whereby 51% of the households in the project area are LMI).
- Prevention or elimination of slums or blight (e.g., historic preservation activities and demolition of substandard buildings).
- Meeting other community development needs having a particular urgency that poses a threat to the health and general welfare of the community (e.g., flood or tornado damage).

Concentrations of LMI populations have been identified as being at least 51% LMI to meet the National Objective of benefiting persons of low and moderate income. Once a service area is deemed 51% LMI through the US Census, it becomes eligible for a variety of CDBG-eligible activities.

The following is a very general list of activities eligible for CDBG funding: Acquisition of land and buildings; acquisition and rehabilitation for housing programs; rehabilitation of centers for the handicapped; clearance (demolition of substandard and hazardous units); code enforcement; curbs and sidewalks; home repair (in conjunction with existing housing programs); fire protection facilities and equipment; neighborhood facilities improvements serving LMI areas; equipment for public facilities serving LMI populations; off-site infrastructure (waterlines, sewers, etc.); public parking facilities serving LMI populations; parks and recreation facilities; planning studies; public service activities; public utilities; removal of architectural barriers and ADA modifications; senior center improvements; public solid waste disposal facilities; street improvements; water and sewer facilities; and historic preservation.

The City's Non housing Community Development Plan includes five broad goals that include:

- Special Needs - Adequate services will be available for City residents with special needs involving housing, health, safety, and related services.
- Education Assistance, Job Training and General Work Force Development - There will be adequate assistance available for residents of Monroe to complete their high school education and to receive training in technical job skills.
- Commercial/Industrial Assistance/Economic Development - There will be economic incentives available for the redevelopment of underutilized industrial buildings and sites and incentives for the rehabilitation of deteriorated downtown and neighborhood commercial properties to eliminate blight and to spur revitalization efforts.
- Community Services and Public Facilities - There will be adequate public services, facilities, and suitable infrastructure to meet the needs of the residents of the City.
- Planning - The City will undertake specialized planning and Community economic development studies to facilitate proper development and to maximize public resources.

### ***Special Needs***

Adequate services are needed for City residents with special needs involving housing, health, safety, and related services. Future activities will be designed to address such services and will be considered to meet the LMI benefit objective should they benefit a "limited clientele" population (rather than all the residents of a particular area). Limited clientele groups are considered 100% LMI and include: abused children, battered spouses, severely disabled adults, homeless persons, illiterate adults, migrant farm workers, elderly persons, persons living with AIDS, or programs with eligibility requirements that limit the benefits of an activity to LMI persons. Those activities that are qualified by limited clientele are limited only to that particular activity serving that particular limited clientele group. The City has identified the following strategies to address those needs:

- Stay engaged in various community efforts to improve the quality of the lives of senior citizens
- Support efforts to co-locate community services that benefit seniors.
- Work with the Monroe County Mental Health Authority to ensure that the City's mentally ill receive adequate services.
- Support substance abuse program so that Monroe residents can receive adequate treatment.
- Continue support for advocacy programs that assist women and children that are victims of domestic violence, abuse and/or neglect.
- Support Programs that assist LMI individuals with limited English language skills.

Work with health department and local advocacy groups to address needs of LMI individuals that have HIV/AIDS.

### ***Other Special Needs***

The City of Monroe has a high number of elderly (531) and frail elderly population (2,913). The City intends to support senior services to improve the quality of life of these elderly groups. The City also has a high number of individuals with severe mental illness (1,197). The City will continue its work with the Monroe County Mental Health Authority to ensure that the Community's mentally ill receive adequate services.

The City population includes 1,794 residents with physical disabilities. To address the needs of the physically disabled population, the City intends to complete various ADA curb, sidewalk, intersection, and public facility improvements throughout the City. This project began with FY 2004 CDBG funding and is nearly complete. In addition, the City's proposed housing rehabilitation program will help seniors and other LMI households with ramps and ADA modifications.

### ***Education Assistance, Job Training and General Work Force Development***

The City of Monroe has identified a need to assist residents in completion of their high school education and technical job skills training. The City recognizes a need to ensure that its existing and potential workforce is appropriately educated and trained to develop its local economy and to stave off poverty.

The Michigan Works! Monroe County Employment and Training Department (MCETD) formerly administered the Job Training Partnership Act (JTPA). As of July 1, 2000, JTPA was replaced with the Workforce Investment Act 1998. MCETD also receives state funding for the operation of Welfare Reform programs. Monroe County Employment and Training Department provides employers, workers and job seekers a "One Stop" system that eliminates the confusion and burden of multiple agencies by co-locating services from workforce development programs in one place. Both Employment Services and services under the Workforce Investment Act are offered at the Michigan Works!, Monroe Service Center. The City of Monroe is committed to coordination with Monroe County to address the needs of its residents, and has identified the following strategies to address those needs:

- Encourage local businesses to work with Michigan Works, local schools, Monroe Community College and other educational institutions to promote specialized training and job enhancement skills.
- Encourage continued cooperation among the various City and County social service agencies to advance the Welfare to Work Plan.
- Support the ongoing development of the Learning Bank.

### ***Commercial/Industrial Assistance/Economic Development***

The City of Monroe is committed to encouraging and promoting business and commerce with the hope of bringing greater prosperity to the area, increasing the tax base and economic stability. Monroe has identified a need to provide economic incentives for the redevelopment of underutilized industrial buildings and sites, and incentives for the rehabilitation of deteriorated downtown and neighborhood commercial properties to eliminate blight and spur revitalization efforts. Goals for the encouragement and support of economic development in the Monroe area include:

- Support historic preservation of Downtown through the Main Street Program.
- Conduct additional studies of business development opportunities in the Orchard East Neighborhood.
- Explore the feasibility of developing a small business Revolving Loan Fund (RLF) Program to help encourage small business start-ups – especially in the Orchard East Neighborhood.
- Encourage demolition of vacant and vandalized commercial and industrial structures.
- Explore the feasibility of creating a business incubator to support small business start-ups

Additional policies regarding redevelopment of various downtown sites are included in Chapter 7 of the City of Monroe's Master Plan. In 2003, the County of Monroe established a Community Economic Development

Taskforce to promote economic growth in an effort to strengthen the economy, help create new jobs, recruit new businesses and employment opportunities, and encourage planned residential development. Additional goals and objectives for other relevant economic development organization throughout the City of Monroe and Monroe County may be found in the 2003 Monroe County Comprehensive Economic Development Strategy as described in Section I, Subsection A. and Economic Development Initiatives.

The City of Monroe will continue its strategy of assisting existing companies with some of the incentives. Future CDBG funds may be used for economic development planning activities to attract additional or retain existing industries and employment to the community.

## ***Community Services and Public Facilities***

Housing development and economic growth have become a challenge for the existing infrastructure of Monroe. The City is committed to the provision of new public infrastructure and upgrading existing antiquated infrastructure.

Concentrations of LMI populations have been identified as being at least 51% LMI to meet the National Objective of benefiting persons of low and moderate income (See Section I, Subsection D and Map #). Once a service area is deemed 51% LMI through the US Census, it becomes eligible for a variety of CDBG-eligible activities. These designations will enable the City to use its CDBG funds for a variety of projects. Public facilities, upgrades to conform with ADA requirements, emergency service facility improvements, sanitary and storm sewers, streets and sidewalks, curbs and gutters, parks and recreation, and bridges amongst many others are eligible for improvement under CDBG programs. The City has identified a need to provide adequate public services, facilities, and suitable infrastructure to meet the needs of the residents of the City. The following strategies have been identified to meet those needs:

- Complete ADA curb, sidewalk, intersection, and public facility improvements throughout the City.
- Support Development of the Arthur Lesow Community Center.
- Continue to support the development or improvement of community facilities such as libraries and parks that serve low and moderate income populations.

## ***Planning***

To encourage economic diversity and job creation that are compatible with Monroe's physical character, the City feels that planning goals and strategies are important. The City is committed to undertaking specialized planning and community economic development studies to facilitate proper development and to maximize public resources. Some land use goals were developed as part of a countywide economic development strategy set forth in the 2003 Monroe County Comprehensive Economic Development Strategy to maintain consistency among different organizations involved in local economic development. Goals for the encouragement and support of economic development in the Monroe area, and specifically the aforementioned development and redevelopment areas, include:

- Rezone vacant or underutilized property in and near neighborhoods to encourage redevelopment that is compatible in use and intensity with the existing neighborhood.
- Facilitate economic development activities that will strengthen neighborhoods, provide educational training and employment opportunities, and provide necessary support systems.
- Diversify the City's transportation network to support multiple methods to transport commerce.
- Provide economic opportunities in certain development and redevelopment areas.

- Place a priority on infrastructure and transportation improvements and pursue alternative methods of funding.
- Develop specific policies for certain development and redevelopment areas as part of the City's economic development program.

In order to meet the aforementioned goals, the City of Monroe has proposed the following planning strategies:

- Further study options for the development of Hellenberg Park and the River Corridor in the Orchard East Neighborhood (See Section 6).
- Undertake gateway beautification improvements along Front Street from I-75 to First Street and related efforts to help frame and define the Orchard East Neighborhood (See Section 6).
- Facilitate planning for redevelopment of key industrial sites.
- Maintain and develop sustained planning efforts for the Orchard East Neighborhood

### ***Steps to Removing Barriers to Affordable Housing [91.220(g)]***

In the past several years, the subject of housing has attracted considerable attention from local community leaders. The Monroe area, like many areas in Michigan and the Midwest, experienced a residential building boom throughout much of the 1990s and into the new millennium. In many ways, this boom was a promising sign of potential prosperity and community growth. However, there has also been a growing uneasiness about a number of housing-related issues and the current housing crisis has put housing issues into a new light. Among these issues are the concerns over housing affordability for moderate and lower income residents and available housing choices for all residents. The City of Monroe has identified the need for its residents to have the opportunity to live in housing that is affordable (not costing more than 30% of their household's gross income). The following strategies are set forth in Section V, Strategies Table to address that need:

- Encourage creation of affordable housing of all types, with financial institutions, developers and non-profit agencies.
- Explore opportunities for distribution of additional section 8 vouchers to provide more affordable housing.
- Support non-profit agencies that build new affordable houses in the City.
- Collaborate with the Monroe Housing Commission to develop affordable housing in targeted areas.
- In conjunction with the Health Department and MCOP continue to educate the public about lead-based paint hazards.

The City also recognizes that the residents of Monroe should be able to live where they want and in housing that meets their household needs. The following strategies are set forth in Section V, Strategies Table (see page 102 of Five Year Consolidated Plan) to address the need for residents' housing choice:

- Work with local fair housing organizations to assure access to all available housing options throughout the City by all residents of Monroe.
- Provide incentives to developers to encourage mixed income developments throughout the City.

Additionally, the City of Monroe has identified a need within the community for residents to have increased opportunities to own a home. The following strategies are set forth in Section V, Strategies Table (see page 102 of Consolidated Plan) to address the need for residents to have increased opportunities to own a home:

- Encourage employer assisted housing in select areas.
- Support downpayment assistance programs with local lenders and non-profit organizations.
- Support Habitat for Humanity and other non-profit agencies with new housing construction.
- Collaborate with the Monroe Housing Commission to initiate the Section 8 voucher/homebuyer Assistance Program.
- Encourage homebuyer education programs to enable LMI households with homebuyer opportunities.

In developing the strategies for this Consolidated Plan, the City of Monroe assessed the barriers to affordable housing within its community. Any public policy or regulatory barriers that may negatively impact opportunities for affordable housing must be mitigated to ensure that all residents and specifically those of low-to-moderate income have access and opportunity to affordable housing.

### ***Public Administration Policies***

The City of Monroe has determined that existing public policies are not a barrier to affordable housing within the community. City administrative policies, procedures, and practices concerning community development and housing activities have not been found to negatively affect the availability of affordable housing for LMI families and individuals, nor impact the opportunities of LMI households to select housing inside or outside areas of LMI concentration in a negative way.

Monroe has developed policies, plans, and administrative procedures geared toward equalization of municipal services and revitalization of declining and deteriorated neighborhoods that should deter displacement from such areas and strengthen small business enterprises to enhance the viability of low and moderate income neighborhoods.

Programs focusing on job creation, training and other job related initiatives can link jobs and housing to increase housing choice and employment for lower income households. Policies, procedures, and practices in the City of Monroe do not negatively impact the location of public housing and other publicly assisted housing, nor do they encourage displacement. Monroe's public policies do not negatively affect local property taxes.

### ***Zoning Code, Building Code, and Other Land Use Policies***

Zoning and housing regulations are other possible barriers to affordable housing. Zoning may be viewed as exclusionary for affordable housing by restricting permitted residential densities and dwelling sizes. Zoning and other land-use regulations can diminish the availability of good quality, low-cost dwelling units.

The City of Monroe's Zoning Code was reviewed for any openly exclusionary or obviously restrictive residential requirements. It was found that the City's Zoning Code was not necessarily structured as an exclusionary document, nor has the City used its code to restrict or prohibit affordable housing. To the contrary, the City has quite a few affordable housing projects and has taken deliberate steps to encourage affordable housing through land use regulations.

The City's 2003 Comprehensive Plan encourages and recommends various strategies and housing programs that develop affordable housing in the City of Monroe. Recommended strategies include:

- Encourage home ownership and reinvestment to bolster community stewardship and pride (see also the aforementioned Home Ownership strategies).
- Promote property maintenance to promote the health and safety of neighborhoods and the community as a whole (see also the strategies set forth in Section V., Strategies Table under Housing Conditions).
- Encourage historic preservation in areas and on sites with historic significance to enhance the community's character and to ensure that aging parts of the community are cared for in a manner consistent with the accepted level of quality redevelopment (See also the strategies set forth in Section V., Strategies Table under Commercial/Industrial Assistance/Economic Development).
- Elevate code enforcement to ensure that the adopted land use policies are implemented and the appropriate level of quality housing and infrastructure is maintained (See also the strategies set forth in Section V., Strategies Table under Housing Conditions).
- Encourage new construction in-fill development through existing effective housing programs such as the Monroe Housing Commission's senior and LMI housing programs, the "Home Builder" program, and Habitat for Humanity (see also the Aforementioned Housing Affordability strategies).

## ***Environmental Barriers***

There are some areas in the City where development is limited by natural features. Federal guidelines and requirements for sensitive environmental conditions that exist in these areas may make development infeasible. While these barriers to affordable housing may be nonnegotiable, alternatives such as in-fill development and brownfield redevelopment must be implemented to overcome such limiting obstacles.

Much of Monroe's land area available for redevelopment is brownfield sites. These sites have had a substantial economic impact on the community and continue to hamper redevelopment efforts. The City has identified redevelopment of brownfields as an important factor in its ability to provide effective services and affordable housing to residents.

The City of Monroe is recognized as one of Michigan's leaders in the redevelopment of brownfields. The City is a charter member and lead agency of the Down-river Area Brownfields Consortium, which manages a successful Brownfields Assessment Pilot and has supported numerous regional redevelopment projects. The City of Monroe's policies regarding brownfield redevelopment have proved successful in the past and future strategies include building upon recent success and expanding existing programs that have proven positive impacts within the community. The City of Monroe currently participates in the Brownfield Cleanup Revolving Loan Fund (BCRLF) Pilot Program to facilitate the redevelopment of eligible properties, foster reuse in areas with established infrastructure, provide for job and tax base creation, prevent urban sprawl, and preserve existing open space. The City of Monroe is committed to the continued redevelopment of brownfield sites within the community to offer increased opportunities for affordable housing.

Both the State of Michigan and the Federal Government continue to support a brownfield approach for urban property redevelopment. These policies encourage the redevelopment of abandoned, idle, under-used, or contaminated industrial and commercial sites, and have allowed the City to return a number of properties to productive use through commercial, industrial, and residential redevelopment.

## ***Cost of Land Development***

According to the City of Monroe Building Department, the cost of land in the City varies by buildable parcel. Acquiring a building permit for new construction and substantial modifications to existing construction requires a fee for both the permit and plan review. This fee is determined by a sliding scale that fluctuates with the estimated value of the proposed improvement. Water and sewer tap-ins are also required for new

construction or extension of the water and sewer lines to previously un-served areas. These water and sewer tap-ins have fees associated with them as well. The City of Monroe has determined that these fees and the overall cost of land is not a prohibitive factor in the community, nor do these costs inhibit resident's opportunity and access to affordable housing.

In the past, the City has provided grant assistance to local non-profit developers to defray predevelopment costs, permit and tap-in fees, and to assist with acquisition costs. Dependent on funding levels, the City intends to continue this assistance.

### ***Lead-Based Paint Hazards***

As depicted previously, there are an estimated 821 units of housing occupied by low and moderate income households that may have lead-based paint. As the City develops its housing rehabilitation program it will adhere to the HUD notification and rehabilitation requirements. All interested households will be provided information regarding the dangers of lead-based paint, specifically the EPA booklet "Protect Your Family From Lead in your Home". Depending on the level of funding for each unit, the City will undertake the required stipulations required by HUD such as performing lead-based paint risk assessments and lead clearances after completion of the rehabilitation work to ensure that the lead-based paint has been removed. The City will also meet periodically with the Monroe County Health Department to inform them of the City's home repair program and to obtain information on the number of individuals (especially children) that have been tested for lead-based paint poisoning and that have high levels of lead.

### ***Anti-Poverty Strategy***

Since poverty-level designation is an income issue, improved earning capability can address this problem. The City of Monroe's strategy to address economic independency for all income groups including poverty level households is set forth in Section V, Strategy Table, Commercial/Industrial Assistance/Economic Development and in Section I, A., Economic Development Initiatives.

Additionally, the City of Monroe has identified a need to assist residents in completion of their high school education and technical job skills training. The City recognizes a need to ensure that its existing and potential workforce is appropriately educated and trained to develop its local economy and to stave off poverty.

These goals and strategies address one of the major causes of housing need as well as the symptoms addressed by the other recommended strategies. It is a key component not only to increasing housing affordability and prevention of homelessness, but also overall reduction of community poverty.

In addition to increasing residents earning capabilities and improving their level of income, the City recognizes a need to lower resident's costs to stave off poverty. Housing affordability (housing costs not exceeding 30% of their household's gross income) for moderate and lower income residents has been identified as a need for residents of the City of Monroe. The following strategies are set forth in Section V, Strategies Table to address that need:

- Encourage creation of affordable housing of all types, with financial institutions, developers and non-profit agencies.
- Explore opportunities for distribution of additional section 8 vouchers to provide more affordable housing.
- Support non-profit agencies that build new affordable houses in the City.
- Collaborate with the Monroe Housing Commission to develop affordable housing in targeted areas.

- In conjunction with the Health Department and MCOP continue to educate the public about lead-based paint hazards.

The City also recognizes a need within the community for residents to have increased opportunities to own a home as a continuation of its anti-poverty strategy. Homeownership allows the residents of Monroe to build equity and move towards financial stability and eventually prosperity. The following strategies are set forth in Section V, Strategies Table to address the need for residents to have increased opportunities to own a home:

- Encourage employer assisted housing in select areas.
- Support downpayment assistance programs with local lenders and non-profit organizations.
- Support Habitat for Humanity and other non-profit agencies with new housing construction.
- Collaborate with the Monroe Housing Commission to initiate the Section 8 voucher/homebuyer Assistance Program.
- Encourage homebuyer education programs to enable LMI households with homebuyer opportunities.

In 2009, the City will also be undertaking a Housing Rehabilitation Program that will provide assistance to LMI owner-occupied households to bring housing units to applicable standards.

## ***Institutional Structure***

The City of Monroe relies on its own departmental initiatives, non-profit organizations, County, State and Federal agencies, and for-profit organizations such as banks and corporations to address the housing, homeless, economic & community development and infrastructure needs of the community. This institutional structure is appropriate for meeting these needs in Monroe and is comparable to support structures in much larger urban areas. This indicates a community that values its residents and the quality of life they enjoy. There is no need to improve on the existing coordination and interrelationships. Many of the area organizations that are part of the institutional structure are listed below along with their purpose and part in implementing the strategy.

### **Private Sector**

- Financial Institutions. Banks and lenders have been a part of various housing programs to date, including work with the City. Financing of housing projects will not occur without their involvement.
- Industry. Some recommended activities in this document will require direct involvement by area companies and economic potential for households depend on this sector.
- Area Realtors. Area realtors are familiar with housing availability and costs. This sector has previously been involved in housing development and their continued participation will be needed.
- Monroe Chamber of Commerce. This document notes the Chamber as a participant in the economic development of the community.

### **Non-Profit Organizations**

- Habitat for Humanity. Provides newly constructed housing for low-income families using self-help, volunteers and other resources. Community Paint Program offers low-cost paint for low-income households to repair their housing.

- Arthur Lesow Community Center.
- United Way.
- Monroe County Industrial Development Corporation.
- Monroe County Opportunity Program.
- Monroe Council of Churches.
- Monroe County Community Mental Health Authority.
- The Veteran's Service Center.
- St. Vincent DePaul.
- United Way.
- Heartbeat of Monroe.
- The Family Counseling and Shelter Services.
- The Salvation Army.
- Philadelphia House.
- Fairview.
- Family Circle.
- The Monroe County Food Bank.
- Monroe County Network on Homelessness.

**Government**

- City of Monroe. The City is responsible for implementing the goals, strategies and activities involving rehabilitation, inspections, CDBG funds, and through administrative and planning as described in the Consolidated Plan. The City has been the lead agency regarding the Consolidated Plan.
- Monroe County. The City of Monroe is in Monroe County, and therefore coordination and cooperation with the Health Departments, Social Services Departments and Community Action Agencies of the County are needed to meet special needs and rehabilitation activities.
- Monroe County Planning Department.
- Board of Commissioners' Community Economic Development Taskforce.
- Monroe County Economic Review Committee.

- State of Michigan. MSHDA is directly involved in activities such as new construction, rehabilitation, 1st time homebuyer assistance, neighborhood housing grants and more.
- Family Independence Agency.
- United States Federal Government. The City is utilizing CDBG funds as a major resource for this plan. Procurement of additional grant funding is a part of plan implementation.

Interagency cooperation is continuing to improve through the regular meetings now occurring. The City of Monroe is working to build cooperation with the County, surrounding Townships, and the aforementioned agencies in addressing area-wide problems including housing, transportation, solid waste, and other issues.

### **Local Public Housing Agency**

Since 1966, the City of Monroe has been served by the Monroe Housing Commission. Currently, the PHA owns and operates 293 units of public housing. It does not administer any Section 8 vouchers and has not applied nor does it intend to apply for HOPE VI Grants. The Section 8 voucher Program is handled through private contractors under the auspices of MSHDA. The Monroe Housing Commission has been designated as a high performing agency by HUD. Its five member board is appointed by the Mayor of the City with confirmation by council. It is the opinion of the City that no institutional gap(s) exist in regards to the provision of public housing units within the City.

### ***Coordination***

The City of Monroe has created the following boards and commissions that provide advice and community input to the mayor, city manager, council and department heads.

- Airport Advisory Board
- Brownfield Redevelopment Authority
- Citizen Planning Commission
- Downtown Development Authority
- Historic District Commission
- Local Development Financing Authority
- Parks and Recreation Commission
- Port Commission
- Zoning Board of Appeals

Additionally, the City of Monroe meets periodically with the following entities: the Monroe Housing Commission staff whose organization provides public housing in the community; the Monroe County Opportunity Program (MCOP) representatives whose agency provides staff assistance to the Monroe County Network on Homelessness (MCNH) and also provides housing and weatherization assistance (using MSHDA funds); the local United Way organization; and numerous economic development groups. Work on the Consolidated Plan occurred just after the City completed its Master Plan Update, which the City Council adopted in January 2003. Many relationships that developed during that planning process continued over

into the Consolidated Plan planning activities. Currently underway, the City has embarked into a planning process to better market itself. This project, called "Imagine Monroe" is looking at strategies to better position the City for competitiveness. Monroe is located between two larger urban markets, Toledo and Detroit and as a result is sometimes ignored by the media and economic development opportunities. Additionally, the City has just started work on updating and rewriting its zoning code.

In regards to regional issues such as land use, transportation, utilities, water and sewer, the City meets periodically with the Monroe County Planning Department, and is a member of the Southeast Michigan Council of Governments (SEMCOG) and the Toledo Metropolitan Area Council of Governments (TMACOG). Monroe currently provides water and sewer services to adjoining communities and townships. This has enabled the City to work with these governmental entities in regards to future land use issues, joint economic development and transportation projects.

### ***Public Housing Resident Initiatives [91.220(h)]***

The local public housing agency in the City of Monroe is the Monroe Housing Commission (MHC). For the past five years, MHC has had a Resident Advisory Board comprised of fourteen (14) resident members, four of whom are Black, one Hispanic and the remainder White. One member of the Resident Advisory Board sits on the MHC governing board. This person is selected yearly on a voluntary basis. The predominant role of the Advisory Board is to assist MHC staff prepare its five (5) year HUD PHA Plan and review the Annual Plan. MHC does not administer any Section 8 Vouchers. It owns and operates 293 units of public housing. When residents become over-income they are referred to MCOP, local apartment complexes, Habitat for Humanity, and the Monroe County Section 8 contractors that work with MSHDA.

### ***Resources Available for Carrying Out Activities [91.220(c)(1,2)]***

#### **Federal Funds**

The City of Monroe receives approximately \$541,000 in CDBG entitlement funds for its 2009-2010 plan year and has planned to expend those funds as well as \$349,000 in unspent previous grant funds on activities detailed in this one year action plan. The City of Monroe, as an entitlement community, will also receive approximately \$140,000 in CDBG Recovery funds, which will be used to further work toward meeting goals detailed in its Five Year Consolidated Plan.

Furthermore, the City of Monroe entered into a partnership with surrounding townships and the Monroe County Opportunity Program to submit an application for Neighborhood Stabilization Program funds with a goal of using these funds (an application was submitted for \$750,000) to rehabilitate foreclosed homes and demolish abandoned homes which are believed to be beyond repair.

#### **Non-Federal Funds**

The City of Monroe submitted an application to use State of Michigan HOME funds to initiate a Downtown Monroe Rental Rehab Program. If this application is accepted, the City of Monroe would use \$150,000 in grant funds to rehabilitate ten (10) downtown rental units which would all have tenants making less than 60% of the area median income.



# CITY COUNCIL AGENDA FACT SHEET

**RELATING TO:** FY 2010 Community Development Block Grant Annual Action Plan

**DISCUSSION:**

The City of Monroe has been informed by the Department of Housing and Urban Development (HUD) that its expected award in Community Development Block Grant (CDBG) funds for the upcoming fiscal year is \$579,414. In addition, the city will be re-programming approximately \$207,086 in unused funds from the previous fiscal year (July 1, 2009 – June 30, 2010).

As is required by HUD, the City of Monroe has prepared an Annual Action Plan detailing how the City proposes to spend the funds described above. Each chosen activity complies with federal regulations established by HUD and follows the strategies and goals set forth in the Five Year (2010-2014) Consolidated Plan that has been previously approved.

This agenda item is being submitted to allow for review of the 2010 Annual Action Plan for the City of Monroe’s CDBG Program and establish a public hearing date. The public hearing at tonight’s meeting and the hearing scheduled for the May 17<sup>th</sup> meeting are required by HUD.

The activities proposed and funding allocations are as follows:

Sidewalk improvements – Bring sidewalks into compliance with ADA standards	\$60,000
Arthur Lesow Community Center – Continue improvements in this valuable public facility	\$262,500
Almyra Avenue Street Resurfacing – Resurface this road after replacing the sanitary sewer	\$30,000
FIX Program – Rehabilitate homes for income eligible residents	\$250,000
Lead-based Paint Remediation – Cooperate with the State and the Monroe County Health Department in the remediation of lead hazards in homes with young children who have been tested to show elevated levels of lead in their blood	\$25,000
Paula’s House Improvements – Make a second round of repairs to this facility providing shelter for women	\$10,000
Paula’s House Services – Assist this facility with the program costs of a transition shelter for women	\$10,000
Foreclosure Prevention Counseling – Assist income eligible families in avoiding foreclosure on their homes	\$10,000
Fair Housing Testing – Contract with a regional Fair Housing Center to provide complaint-based testing	\$15,000
Code Enforcement – Increase efforts to eliminate blight in the city’s low- and moderate-income neighborhoods	\$50,000
Planning and Administration – Fund staff required to carry out the activities described in this plan	\$64,000
<b>Total CDBG Funds</b>	<b>\$786,500</b>

IT IS RECOMMENDED that a public hearing on the attached Annual Action Plan be scheduled for Monday, May 17, 2010 in the City Council Chambers at the council meeting starting at 7:30.

**CITY MANAGER RECOMMENDATION:**

- For
- For, with revisions or conditions
- Against
- No Action Taken/Recommended

**APPROVAL DEADLINE:** May 17, 2010

**REASON FOR DEADLINE:** Plan must be approved no more than 60 days before start of fiscal year

**STAFF RECOMMENDATION:**       For       Against

**REASON AGAINST:** N/A

**INITIATED BY:** Department of Planning and Engineering

**PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED:** Dept. of Planning and Recreation, Building Department, City Council, Citizens Planning Commission, Low/moderate Income residents as well as citizens of Monroe as a whole, Arthur Lesow Community Center

## FINANCES

<b>COST AND REVENUE PROJECTIONS:</b>	
Cost of Total Project	\$ 786,500
Cost of This Project Approval	\$ 786,500
Related Annual Operating Cost	\$ N/A
Increased Revenue Expected/Year	\$ *

\*Exact revenue is unknown, as it depends largely on future increases in valuation to homes assisted with CDBG programs

<b>SOURCE OF FUNDS:</b>	City	Account Number	Amount
			\$ N/A
	<u>Other Funds</u>	Community Development Block Grant	\$ 786,500

Budget Approval: \_\_\_\_\_

**FACT SHEET PREPARED BY:** Matt Wallace, City Planner

**DATE:** April 27, 2010

**REVIEWED BY:** Jeffrey Green, AICP, Interim Director of Planning and Recreation

**DATE:** April 27, 2010

**COUNCIL MEETING DATE:** May 3, 2010



# First Program Year Action Plan

The CPMP F Annual Action Plan includes the SF 424 and Narrative Responses to Action Plan questions that CDBG, HOME, HOPWA, and ESG grantees must respond to each year in order to be compliant with the Consolidated Planning Regulations. The Executive Summary narratives are optional.

## Narrative Responses

### GENERAL

#### **Executive Summary**

The Executive Summary is required. Include the objectives and outcomes identified in the plan and an evaluation of past performance.

First Program Year Action Plan Executive Summary:

The City of Monroe has completed its Consolidated Plan in accordance with Title I of the National Affordable Housing Act as a prerequisite for application for direct assistance under the Community Development Block Grant Entitlement Program of the U.S. Department of Housing and Urban Development (HUD). The consolidated plan is a collaborative process where a community establishes a unified vision for community development. This action plan develops comprehensive strategies covering both housing and non-housing needs in the community. Ultimately, both plans will be used to guide the strategic use of the City's allocation of Community Development Block Grant (CDBG) Funds. The purpose of these activities is to provide funding and assistance to address a variety of needs the Community Development Block Grant program is intended to address, including housing, community development, poverty and homelessness issues.

The objectives detailed in this plan are the result of planning, committee meetings, assessment of past performance and public input. In the past, the main focus of CDBG funds has been infrastructure improvement and repairs and improvements to public facilities. Activities chosen to meet these goals have included improvements to city curbs, sidewalks and parking lots that attempt to maximize handicap accessibility. There have also been substantial amounts spent to improve city facilities serving low- and moderate-income populations such as the Arthur Lesow Community Center (ALCC), the Navarre Library and the Dorsch Memorial Library. Housing improvements and rehabilitation were the next main goal in prior years and other activities attempted to address other needs which could be addressed as CDBG eligible projects.

Going forward, the City of Monroe decided to use these past projects to build on successes and attempt to address problems or deficiencies that had arisen. Efforts have been increased to assist the city's homeless population. As mentioned, the City

of Monroe will continue to complete projects that work toward prior goals such as continued repairs to the ALCC, the Navarre Library and ADA sidewalk repairs. It will also continue its "augmented" FIX Program, which will continue to offer \$25,000 to low- and moderate-income homeowners needing repairs in their home. The City of Monroe feels this approach is an efficient use of its CDBG funds.

In the past program year, the City of Monroe made a conscious effort to try to aggressively use its CDBG funds with a goal of limiting dollars that would need to be "rolled over" into the next fiscal year. This goal would have the double benefit of facilitating record-keeping and infusing the city with money to stimulate the local economy.

To achieve this goal, the city evaluated its program funding and realized the estimates it made in April and May of the previous year did not take full advantage of the funds available. Therefore the city added funds to its FIX Program (home rehab), added funding to complete design work for its planned improvements to the ALCC and also added funding to allow work to continue on ADA sidewalk improvements throughout the city. The city also added program funds to assist a local transition shelter, Paula's House, with their program costs. The result of this will be a significantly smaller portion of funds carried over from one program year to the next.

## General Questions

1. Describe the geographic areas of the jurisdiction (including areas of low income families and/or racial/minority concentration) in which assistance will be directed during the next year. Where appropriate, the jurisdiction should estimate the percentage of funds the jurisdiction plans to dedicate to target areas.
2. Describe the basis for allocating investments geographically within the jurisdiction (or within the EMSA for HOPWA) (91.215(a)(1)) during the next year and the rationale for assigning the priorities.
3. Describe actions that will take place during the next year to address obstacles to meeting underserved needs.
4. Identify the federal, state, and local resources expected to be made available to address the needs identified in the plan. Federal resources should include Section 8 funds made available to the jurisdiction, Low-Income Housing Tax Credits, and competitive McKinney-Vento Homeless Assistance Act funds expected to be available to address priority needs and specific objectives identified in the strategic plan.

First Program Year Action Plan General Questions response:

1. A number of the city's planned programs for the 2010 fiscal year aren't limited to certain geographical areas, but will be offered city-wide. However, in the case of city-wide housing programs, they are for the benefit of low- and moderate-income residents and it is therefore likely funds put into the city's lead-based paint program (\$25,000), code enforcement (\$50,000), foreclosure prevention counseling (\$10,000) and its home rehab program (\$250,000) will tend to be concentrated in low and moderate income neighborhoods.

The city's funds going toward improving ADA accessibility in the city are another example of funds not necessarily being targeted to low and moderate income areas of the city but benefit populations – elderly and disabled – assumed to be low- and moderate-income. Similarly, the funds designated to Paula's House are going to an area that isn't necessarily low- and moderate-income, but the beneficiaries are low- and moderate-income women at risk of homelessness while struggling with substance abuse issues after release from prison or incarceration.

The funds dedicated to specific locations - Arthur Lesow Community Center - are within the city's lowest income neighborhood, which also has the highest concentration of minorities.

2. The city's primary basis for the geographical distribution is need. The Orchard East neighborhood is an area struggling the most with the conditions the City of Monroe faces in the current economic climate, and the city is therefore interested in helping the situation in whatever ways it can. Providing funds to help public facilities in that neighborhood are part of those efforts.

Another way this neighborhood's problems are being considered is to give applicants to the FIX Program who live within this neighborhood's boundaries a small "bonus" when considering whether they will be selected as recipients. Since the city went to a more substantial rehab program, it cannot provide rehabilitation services to every applicant and therefore an application period is established and all applicants are scored based on the urgency of the requested repairs, their income relative to eligibility and their location. Sixty-five percent (65%) of their score comes from the urgency of the repairs. Thirty percent (30%) of their score is based on income relative to the program threshold (i.e. an income that is a lower ratio compared to eighty percent (80%) of the area median income earns a higher score). The final five percent (5%) is awarded based on whether or not they live within the boundaries of the Orchard East neighborhood, which were described when an NRSA was established in the previous program year.

3. The major obstacles to addressing underserved needs of residents in the community are the availability of funds and community opposition. The City of Monroe is currently facing budget constraints and funds to expand services within the city are not readily available. The City of Monroe is trying to combat this problem in a number of ways. First, the city is remaining diligent in its efforts to gain access to whatever external funds are available. Another way the city is trying to handle this problem is to use what funds are currently available in the most efficient manner possible, without duplicating services that are provided by local agencies and non-profit organizations. Finally, the city makes every effort to stay in constant communication with these local agencies so that it can offer whatever assistance possible to facilitate their own efforts to meet underserved needs.

Efforts to minimize community opposition to programs that address underserved needs are being made as well. One such effort is to locate and design these programs in such a way that they will have as little effect as possible on the existing fabric or their surroundings. This effort is complemented by allowing the public ample opportunity to express concerns so that developers or service providers can adequately address them.

4. The funds that are expected to be made available in the coming year will be discussed in detail elsewhere in this plan. They include federal assistance from HUD

in the form of CDBG, public housing assistance to the Monroe Housing Commission, and Section 8 assistance for Monroe County that will provide housing assistance to approximately 475 households in the county.

The city is also making concerted efforts to cooperate with local agencies to apply for available funds. A joint application for NSP funds was made with Frenchtown township and the Monroe County Opportunity Program and resulted in an award of approximately \$450,000 that will be used to demolish or rehabilitate and resell abandoned and foreclosed homes. The City of Monroe also gave input to the Monroe County Opportunity Program as they applied for and received approximately \$250,000 in Neighborhood Preservation Program funds from the Michigan State Housing Development Authority to further benefit a 16-block area in the Orchard East neighborhood.

Further funding is coming from the State of Michigan's Downtown Rental Rehabilitation Program, \$150,000, which will be used to create nine (9) downtown rental units and rehabilitate one (1) for tenants making less than sixty percent (60%) of the area median income.

### **Managing the Process**

1. Identify the lead agency, entity, and agencies responsible for administering programs covered by the consolidated plan.
2. Identify the significant aspects of the process by which the plan was developed, and the agencies, groups, organizations, and others who participated in the process.
3. Describe actions that will take place during the next year to enhance coordination between public and private housing, health, and social service agencies.

First Program Year Action Plan Managing the Process response:

The City of Monroe is the lead agency responsible for the development of the Annual Action Plan, and for the administration of funds received from HUD. Other entities responsible for activities detailed in this plan include Monroe County, Monroe Housing Commission, Monroe County Opportunity Program, members and participants in the Continuum of Care and Monroe County Human Services Collaborative Network.

The city relies on its Citizen Participation Plan to dictate how each year's action plan is developed. The process involved is to contact each of the city's departments for activities in the upcoming year that may be eligible for CDBG funds and at the same time contact a comprehensive list of local agencies and non-profits who are stakeholders in the types of activities for which CDBG funds are used. These agencies include the Monroe County Health Department, the Monroe Housing Commission, Habitat for Humanity, Monroe County United Way, Monroe County Salvation Army, and other local service providers and non-profits. The first hearing allowing for public comment is held concurrently with this research.

Recommendations that come from this procedure are considered and compared to priorities established in the Five Year Consolidated Plan. Factors in deciding whether an activity will receive funds in a given year are the activity's urgency and likelihood of requiring funds in the next fiscal year. Commonly, the city is made aware of

pending projects that are not likely to require funds until the following fiscal year when other fund sources and further details will be solidified. Once a draft plan has been established, a second public hearing is held and the plan is made available at various locations for the required 30 day comment period.

Finally, any public comments received are taken into proper consideration, the plan is adjusted accordingly, and city council is asked to review the plan. Upon their approval it is submitted to HUD. As the program year progresses, if new needs arise that can be funded with CDBG money, amendments to the Action Plan are considered. If such changes are considered minor, the changes are handled administratively and noted in the performance report. Major changes require a 30 day public comment period, public notice and a public hearing. The following changes are considered major: change in allocation priorities, change in allocation method, moving funds from one activity to another, the addition or deletion of an activity in the Action Plan, or the change in an activity's funding that exceeds 10% of the total grant amount.

### **Citizen Participation**

1. Provide a summary of the citizen participation process.
2. Provide a summary of citizen comments or views on the plan.
3. Provide a summary of efforts made to broaden public participation in the development of the consolidated plan, including outreach to minorities and non-English speaking persons, as well as persons with disabilities.
4. Provide a written explanation of comments not accepted and the reasons why these comments were not accepted.

First Program Year Action Plan Citizen Participation response:

The City of Monroe has prepared a Citizen Participation Plan as is required by HUD, and is committed to following the established plan closely. In the initial planning stages, the City engages local agencies to determine possible uses of CDBG funds as well as inform these agencies of past uses. During this process, and once a very preliminary plan for uses is established, the city holds an initial public hearing.

The purpose of this first meeting is to inform the public of past uses, explain the types of projects the CDBG funds can be used for, and discuss projects that have been proposed to that point for the coming project year. Once this discussion has taken place, the floor is opened to the citizens for their own comments, concerns and suggestions. From this meeting, and ongoing conversations among the city staff and local agencies, a first draft of the Annual Action Plan is formed. This first draft is presented to council and a public hearing is held to solicit comments on the plan. It is also posted at key sites throughout the city where it will be visible to expected beneficiaries for the entirety of the 30-day comment period. In addition to these meetings and the public comment period, the City of Monroe attempts to make its plans known to as many possible beneficiaries as possible.

The final stage of the comment period is to present the plan at a city council meeting, allow one last chance for public comment, and have the plan approved by

city council. City Council meetings are televised on a local public access channel, and this allows those who are unable to attend council meetings a chance to gain knowledge of the Annual Action Plan. There were no public comments made about the Action Plan other than to ask questions about how the various programs and funding function.

## **Institutional Structure**

1. Describe actions that will take place during the next year to develop institutional structure.

First Program Year Action Plan Institutional Structure response:

The City of Monroe has continued its attempts to develop its institutional structure. Past changes to the department structure, which involved combining the Building and Planning departments, were undone but the two departments continue to work closely just as they had before. One instance of their close ties is a newly arranged relationship where it is expected city inspectors will be used to put together specs and estimates for rehab projects that take place in the city. The Building Department will also be using CDBG funds to increase enforcement of issues related to blight and code violations in the city's low- and moderate-income neighborhoods.

Beyond the city's own internal structure, the City of Monroe has continued to try to maximize the resources available to accomplish set goals. One example of this is the city's cooperation with Monroe County and the Michigan Economic Development Corporation for economic development in the city's downtown. The City of Monroe is also an active participant in the Monroe County Network on Homelessness which has representatives from nearly every local service agency and non-profit, allowing the city to be kept aware of issues that may exist or arise for the city's homeless and special needs communities. There is also a new non-profit in the city called City of Hope, which is a group intending to help revitalize the Orchard East neighborhood.

So, while the City of Monroe constantly grapples with budget concerns shared at the local, county, state and federal levels, it has been successful in cooperating with these entities to improve, maintain and maximize the city's services and opportunities.

## **Monitoring**

1. Describe actions that will take place during the next year to monitor its housing and community development projects and ensure long-term compliance with program requirements and comprehensive planning requirements.

First Program Year Action Plan Monitoring response:

With the procurement of any contract that will receive federal grant funds, the information pertinent to bidding parties is included in the contract and reiterated on a regular basis as the project continues. This information includes instructions on reporting, applicable Federal regulations, wage requirements dictated by Davis-Bacon and the local Living Wage ordinance, and interested parties are instructed to contact the City of Monroe for clarification.

For rehabilitation projects, the Planning Office is responsible for conducting on-site inspections, ensuring contractors have proper licensing and insurance, verifying participant income and ensuring any other compliance issues that may arise on each individual job.

City staff makes every effort to attend HUD-sponsored training sessions intended to keep administrators abreast of program requirements. In addition to these efforts, the city subscribes to a variety of applicable publications and regularly consults with HUD representatives and the HUD website. These efforts combined with HUD's own monitoring procedures will ensure that the City of Monroe remains compliant with all CDBG program requirements.

### **Lead-based Paint**

1. Describe the actions that will take place during the next year to evaluate and reduce the number of housing units containing lead-based paint hazards in order to increase the inventory of lead-safe housing available to extremely low-income, low-income, and moderate-income families, and how the plan for the reduction of lead-based hazards is related to the extent of lead poisoning and hazards.

First Program Year Action Plan Lead-based Paint response:

The City of Monroe will be continuing a Lead Based Paint Reduction Project that had been added to its CDBG Program for the 2006 Program Year. The new program will supplement an existing State program currently used to remediate homes with lead hazards and children under six who have shown elevated levels of lead in their blood. This State program removes lead hazards, but the city's assistance would allow further work that would serve to eliminate conditions potentially contributing to future lead hazards (e.g. repair a leaky roof that is not covered under the State program but would cause future lead hazards when paint started to peel as a result). This work would be done by the same contractors hired by the State to do the remediation, and clearly all work would comply to HUD standards for safe practices when dealing with lead-based paint. Past years suggest the demand for the State's program should be between one to three homes, and the program is being funded at a level, \$25,000 that should provide the intended service to that number of homes.

In addition to this project, the City has a home rehabilitation program (FIX Program) that, by HUD rules, must follow lead safe work practices and remediation rules based upon the amount of funding being received. Each home receiving funds as part of this program will have a lead-based paint hazard assessment completed and remediation of these hazards will be built into the proposed work on the home, allowing the property to pass a lead clearance test once work has been completed. The funding level of the program suggests ten homes will be made lead safe.

The City feels that these combined efforts of education and lead-based paint reduction will make a significant impact on this problem in the City of Monroe.

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## **HOUSING**

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## Specific Housing Objectives

\*Please also refer to the Housing Needs Table in the Needs.xls workbook.

1. Describe the priorities and specific objectives the jurisdiction hopes to achieve during the next year.
2. Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by this Action Plan.

First Program Year Action Plan Specific Objectives response:

One priority the City of Monroe has set for its use of CDBG funds is to improve housing conditions such that "City of Monroe residents will live in safe, decent and sanitary housing". The major initiative the City of Monroe has taken to attain this goal is the FIX Program, which meets **Activity No. 1** under the Five Year Consolidated Plan's Housing Goals, which was to "expand the existing home repair program to provide a more complete owner-occupied housing rehabilitation program."

The FIX Program is a home rehabilitation program that offers recipients no interest deferred loans of up to \$25,000 to make repairs to their home. The loans are forgivable after five years if the residents retain ownership of their home. A lien equal to twenty percent (20%) of the loan amount will be maintained for the first five years of the loan.

The City of Monroe will be committing \$250,000 to the FIX Program in the upcoming program year, which should provide sufficient funds to allow needed repairs to ten (10) homes in the city. The program is open to home-owners, and the distribution of recipients will depend on the applications received. Past applications to this program suggest that approximately half the recipients will be elderly, and twenty to thirty percent (20-30%) will make homes more accessible for handicapped residents. All repairs will bring the part of the home receiving repairs up to local building codes and will be performed in compliance with the lead safe housing rule. The city will make efforts to coordinate this program with programs offered by MCOP, such as weatherization, and this will meet **Activity No. 2** which states that "the City will seek partnership opportunities with existing programs...in order to stretch resources". The fact that these efforts commonly assist elderly homeowners will also make strides toward **Activity No. 4**, which gives a goal to "use CDBG resources to help seniors stay in private residences".

Another program the city has planned will use \$10,000 in CDBG funds to provide counseling to prevent home foreclosures. This program would contract a third party as counselors to families who are in danger of having their home foreclosed. The families assisted under this program would need to qualify as LMI and there would be no minimum to their income. This activity meets the goal of **Activity No. 23**, which is to "support homeless prevention programs".

The Lead-Based Paint Reduction program will also have a positive effect toward the city's overall goal of improving its housing stock, as making participants' homes lead safe for their children will commonly involve major home repairs and improvements. More specifically, this program will assist in meeting **Activity No. 9** in the city's Five

Year Consolidated Plan, which is to "educate the public about lead-based paint hazards." As stated above, past needs suggest this program will help improve one to three homes, which is in addition to the homes improved as part of the FIX Program.

In addition to these efforts made directly by the city, the Monroe County Opportunity Program (MCOP) is also a key contributor to improving housing conditions in the City of Monroe. Their weatherization program is open to residents who are up to 150% of poverty level. This program helps contribute to the city's stated affordability goal, which is that "Monroe residents will have the opportunity to live in housing that is affordable." This helps to further the city's goals stated in **Activity Nos. 2 and 4**, mentioned above. As was previously mentioned, MCOP also received funds for a Neighborhood Preservation Program in a sixteen (16) block area in the Orchard East neighborhood. These funds will enable a focused home rehab program and will serve as a major step toward reaching the city's goals.

### **Needs of Public Housing**

1. Describe the manner in which the plan of the jurisdiction will help address the needs of public housing and activities it will undertake during the next year to encourage public housing residents to become more involved in management and participate in homeownership.
2. If the public housing agency is designated as "troubled" by HUD or otherwise is performing poorly, the jurisdiction shall describe the manner in which it will provide financial or other assistance in improving its operations to remove such designation during the next year.

First Program Year Action Plan Public Housing Strategy response:

The Monroe Housing Commission (MHC) is the agency responsible for the administration of public housing in the City of Monroe. This agency is not designated as "troubled" by HUD and regularly scores well in its ratings.

The MHC is currently in the process of rehabilitating the Greenwood Development. The planned project doesn't involve much city assistance other than issuing permits, but the City of Monroe will continue to cooperate with the MHC and lend its services and support to its initiatives and goals as has been the case in the past. The activities described meet with **Activity No. 8** in the Five Year Consolidated Plan, which is to "collaborate with the Monroe Housing Commission to develop affordable housing in targeted areas."

### **Barriers to Affordable Housing**

1. Describe the actions that will take place during the next year to remove barriers to affordable housing.

First Program Year Action Plan Barriers to Affordable Housing response:

The city is taking a number of steps in the attempt to remove barriers to affordable housing. One major barrier to affordable housing is the current high costs of utilities.

This is a problem that goes beyond the city's boundaries and is largely out of the city's control. However, the city's FIX Program and MCOP's Weatherization program will allow city residents to make improvements to their homes that will increase their energy efficiency and consequently reduce utility bills. In addition to these programs, the city has also received a grant to finance its Downtown Rental Rehab Program which will create nine (9) rental units and rehabilitate another for tenants making less than sixty percent (60%) of the area median income. This will ensure ten (10) additional units in the city's downtown will be affordable for residents in this income range for at least the next five years.

The City of Monroe is also in the process of updating the zoning code and part of the directive of that project is to "facilitate adequate and cost ineffective infrastructure systems and protect the substantial public investment in those systems, including transportation, sewage disposal, safe and adequate water supply, education and recreational facilities." The accomplishment of this goal will allow for efficient investment of public funds minimizing the cost to taxpayers.

Another major barrier to affordable housing in the city is the fact that a majority of the available space in the city has already been developed. This makes new development costly, and consequently poses a significant barrier to the development of additional affordable housing. The housing programs detailed in the "Specific Housing Objectives" of this plan are an effort by the city and city agencies to help alleviate this problem.

Finally, Monroe County has recently received additional funding that has allowed an expansion of Section 8 recipients in the county from 450 to approximately 475. This represents another advance in a program that is one of the leading tools in the city for the allowance of affordable housing.

### **HOME/ American Dream Down payment Initiative (ADDI)**

1. Describe other forms of investment not described in § 92.205(b).
2. If the participating jurisdiction (PJ) will use HOME or ADDI funds for homebuyers, it must state the guidelines for resale or recapture, as required in § 92.254 of the HOME rule.
3. If the PJ will use HOME funds to refinance existing debt secured by multifamily housing that is that is being rehabilitated with HOME funds, it must state its refinancing guidelines required under § 92.206(b). The guidelines shall describe the conditions under which the PJ will refinance existing debt. At a minimum these guidelines must:
  - a. Demonstrate that rehabilitation is the primary eligible activity and ensure that this requirement is met by establishing a minimum level of rehabilitation per unit or a required ratio between rehabilitation and refinancing.
  - b. Require a review of management practices to demonstrate that disinvestments in the property has not occurred; that the long-term needs of the project can be met; and that the feasibility of serving the targeted population over an extended affordability period can be demonstrated.

- c. State whether the new investment is being made to maintain current affordable units, create additional affordable units, or both.
  - d. Specify the required period of affordability, whether it is the minimum 15 years or longer.
  - e. Specify whether the investment of HOME funds may be jurisdiction-wide or limited to a specific geographic area, such as a neighborhood identified in a neighborhood revitalization strategy under 24 CFR 91.215(e)(2) or a Federally designated Empowerment Zone or Enterprise Community.
  - f. State that HOME funds cannot be used to refinance multifamily loans made or insured by any federal program, including CDBG.
4. If the PJ is going to receive American Dream Down payment Initiative (ADDI) funds, please complete the following narratives:
- a. Describe the planned use of the ADDI funds.
  - b. Describe the PJ's plan for conducting targeted outreach to residents and tenants of public housing and manufactured housing and to other families assisted by public housing agencies, for the purposes of ensuring that the ADDI funds are used to provide down payment assistance for such residents, tenants, and families.
  - c. Describe the actions to be taken to ensure the suitability of families receiving ADDI funds to undertake and maintain homeownership, such as provision of housing counseling to homebuyers.

First Program Year Action Plan HOME/ADDI response:

Not applicable

## HOMELESS

### Specific Homeless Prevention Elements

\*Please also refer to the Homeless Needs Table in the Needs.xls workbook.

1. Sources of Funds—Identify the private and public resources that the jurisdiction expects to receive during the next year to address homeless needs and to prevent homelessness. These include the McKinney-Vento Homeless Assistance Act programs, other special federal, state and local and private funds targeted to homeless individuals and families with children, especially the chronically homeless, the HUD formula programs, and any publicly-owned land or property. Please describe, briefly, the jurisdiction's plan for the investment and use of funds directed toward homelessness.
2. Homelessness—In a narrative, describe how the action plan will address the specific objectives of the Strategic Plan and, ultimately, the priority needs identified. Please also identify potential obstacles to completing these action steps.
3. Chronic homelessness—The jurisdiction must describe the specific planned action steps it will take over the next year aimed at eliminating chronic homelessness by 2012. Again, please identify barriers to achieving this.

4. Homelessness Prevention—The jurisdiction must describe its planned action steps over the next year to address the individual and families with children at imminent risk of becoming homeless.
5. Discharge Coordination Policy—Explain planned activities to implement a cohesive, community-wide Discharge Coordination Policy, and how, in the coming year, the community will move toward such a policy.

First Program Year Action Plan Special Needs response:

Local organizations participating in the local Continuum of Care will be providing most of the programs assisting the homeless and homelessness prevention. Funds available are provided through a mix of grants and millages at the federal, state and local level. Included in these funds are enough funds for the Monroe Housing Commission to provide approximately 475 Section 8 vouchers for Monroe County residents. Monroe County Community Mental Health has the PATH program which is made available with federal funds. The Monroe County Office on Aging is funded through a county millage which generally generates approximately \$2.6 million.

The City of Monroe's current projects address some needs of the homeless and homelessness prevention. With the planned improvements to the Arthur Lesow Community Center, the city will be bettering a facility that is used for both community meals and counseling that can provide useful in the fight against homelessness. The city's housing efforts also combat homelessness by allowing for safe and livable housing, efforts to relieve financial strains by improving a home's efficiency and providing home ownership to eligible families.

As is always the case, the city's main obstacles to further improving the standing of its homeless are the lack of available funds and the lack of available developable land. Expansion of existing shelters and especially the creation of a new shelter are often prohibitively expensive, and project costs generally dwarf even the city's entire CDBG allotment. This challenge is further compounded by the small supply of space available should funds come available. In a struggling local economy, the limited amount of open space is generally viewed as an opportunity to expand the tax base and goals such as provision of shelter for the homeless often lose out to these market conditions.

The ending of chronic homelessness and the implementation of a common discharge policy that protects those receiving services from becoming homeless are both priority goals for the Continuum of Care and the Ten Year Plan to End Homelessness. However, addressing both problems requires identifying the extent of the problem, the needs of the populations, planning for solutions, and finally funding those solutions. Each problem is currently in the planning stages and plans of action have not been accomplished at present. The community has recently established a Homelessness Management Information System (HMIS), which is viewed as vital in helping to reach all the goals discussed herein.

### **Emergency Shelter Grants (ESG)**

(States only) Describe the process for awarding grants to State recipients, and a description of how the allocation will be made available to units of local government.

First Program Year Action Plan ESG response:

Not applicable

## COMMUNITY DEVELOPMENT

### Community Development

\*Please also refer to the Community Development Table in the Needs.xls workbook.

1. Identify the jurisdiction's priority non-housing community development needs eligible for assistance by CDBG eligibility category specified in the Community Development Needs Table (formerly Table 2B), public facilities, public improvements, public services and economic development.
2. Identify specific long-term and short-term community development objectives (including economic development activities that create jobs), developed in accordance with the statutory goals described in section 24 CFR 91.1 and the primary objective of the CDBG program to provide decent housing and a suitable living environment and expand economic opportunities, principally for low- and moderate-income persons.

\*Note: Each specific objective developed to address a priority need, must be identified by number and contain proposed accomplishments, the time period (i.e., one, two, three, or more years), and annual program year numeric goals the jurisdiction hopes to achieve in quantitative terms, or in other measurable terms as identified and defined by the jurisdiction.

First Program Year Action Plan Community Development response:

The City of Monroe has made great efforts in the way of community development. A major initiative taken by the city has been to increase the accessibility of its public facilities for the handicapped and elderly. Efforts made in this regard include sidewalk improvements throughout the city that have updated curbs to assure ADA compliance that have totaled approximately \$1,300,000. In this same vein, ADA accessibility improvements have been made at eight public parking lots (\$20,000), the city's River Walk (\$46,000) and the city's downtown St. Mary's Park (\$21,000). It is the city's belief that these changes have almost certainly benefited the entire handicapped and elderly community as they have attempted to traverse the city and make use of its public facilities. ADA improvements were also made at the city's Boyd Park, but that was only one facet of the improvements made to that low-moderate income neighborhood park (CDBG funded \$85,000 of this \$130,000 project). Picnic tables were added along with new play equipment, a shelter for Tot Lot activities, and permanent seating for public plays and performances. These efforts coincide directly with Non-Housing goals stated in the city's Five Year Consolidated Plan, specifically **Activity No. 40**: "Complete ADA curb, sidewalk, intersection and public facility improvements throughout the city."

Another major initiative taken by the City of Monroe meant to directly impact community development and encourage similar improvements has been the historically sensitive improvements to the Dorsch Memorial Library (\$152,000 in CDBG funds for the \$270,000 first phase and \$419,600 for the project's second

phase and \$140,000 for the final phase). The completed improvements along with those planned have not only revitalized the appearance of this key historic building, but will also make the building more comfortable and efficient for its predominantly low-moderate income service area. The city then turned similar attention to its Navarre Library, which received repairs (\$50,000) to its gutters, HVAC system, lights and entry doors. These undertakings are meant to address **Activity No. 42** of the Five Year Consolidated Plan's Non-Housing goals, to "support the development or improvement of community facilities...that serve low- and moderate-income".

Additional activities scheduled include continued improvements to the Arthur Lesow Community Center (**Activity No. 41** in the city's Five Year Consolidated Plan Non-Housing goals), as well as those planned (\$262,500) for the coming year. The ALCC is a key community meeting point that provides after-school activities, recreation opportunities, senior activities, free meals and rooms used for civic activities, counseling, etc. all for a low-moderate income neighborhood with a high concentration of minority residents. The facility has already had its gym area refurbished and windows replaced and future funding will enable a complete mechanical and electrical upgrade.

Other efforts in the city that have addressed community development issues have been in the area of economic development. The city has made excellent use of Brownfield legislation to encourage companies to locate in Monroe, and these efforts will continue in the coming year. The city was successful in converting an industrial site into a national park that is expected to bring millions of dollars in visitor expenditures and community investment. This is in addition to the announcement of a wind turbine tower plant to be built in the city which will put 150 Michigan residents to work in cooperation with the local community college's education and training programs. It is expected that these activities and the establishment of a NRSA in the Orchard East neighborhood last year will have a substantial impact on the city as a whole.

### **Antipoverty Strategy**

1. Describe the actions that will take place during the next year to reduce the number of poverty level families.

First Program Year Action Plan Antipoverty Strategy response:

The city has taken an aggressive approach toward economic development to encourage economic growth within the city. The City of Monroe feels that the best tool in limiting poverty is the creation and provision of jobs to the city's residents. This belief is why the city continues to actively and creatively make use of all possible resources to not only retain the job opportunities that exist, but to create new opportunities as much as possible.

In addition to these economic efforts, the City of Monroe also realizes another valuable wealth-building tool for families that are low-moderate income is home ownership. For this reason, the city has given special attention to programs that allow existing homeowners to make repairs to their homes that will maintain and even increase their homes' values and consequently their equity in those homes.

These efforts along with programs offered by local organizations that offer housing cost assistance, job training and continued education represent what the city feels is a comprehensive strategy to reduce poverty in the City of Monroe.

## NON-HOMELESS SPECIAL NEEDS HOUSING

### **Non-homeless Special Needs (91.220 (c) and (e))**

\*Please also refer to the Non-homeless Special Needs Table in the Needs.xls workbook.

1. Describe the priorities and specific objectives the jurisdiction hopes to achieve for the period covered by the Action Plan.
2. Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by this Action Plan.

First Program Year Action Plan Specific Objectives response:

The City of Monroe has a large elderly and frail elderly population. Activities planned to help this community include home rehabilitations and the removal of barriers to accessibility through the city's FIX Program, accessibility improvements at city sidewalks and parks, and improvements to public facilities that serve the elderly. These efforts will be made in conjunction with those by the Monroe County Area Office on Aging, which receives approximately \$2.6 million through local millages. This group's has activities that include home care, counseling, meal service, errand service and other activities that improve the quality of life of area seniors. Monroe County also uses its Emergency Shelter Grant, expected to be \$155,000 to provide services to the elderly.

The city also has a significant mentally ill population and the city will continue past efforts to cooperate with Monroe County Community Mental Health to provide needed services to this population. Finally, the City of Monroe has a large population with physical disabilities and continued improvements to the city's infrastructure will help address the needs of this community, as will home rehabilitation efforts through the city's FIX Program.

### **Housing Opportunities for People with AIDS**

\*Please also refer to the HOPWA Table in the Needs.xls workbook.

1. Provide a Brief description of the organization, the area of service, the name of the program contacts, and a broad overview of the range/ type of housing activities to be done during the next year.
2. Report on the actions taken during the year that addressed the special needs of persons who are not homeless but require supportive housing, and assistance for persons who are homeless.



## Proposed Budget for FY 2010

CDBG Activities	\$786,500
Administration	\$79,000
Infrastructure Improvements	\$90,000
Public Facilities	\$262,500
Housing Rehab	\$275,000
Homelessness Prevention	\$30,000
Code enforcement	\$50,000

### Administration

**Fair Housing Testing** **\$15,000**

These funds will pay for contracting with a local Fair Housing Center to provide complaint-based testing to ensure fair housing within the city.

**Performance Measurements**

Provide testing in response to 20 complaints, in addition to education

**General Administration** **\$64,000**

These funds will pay for the general administration of the programs located in this year's action plan.

### Infrastructure Improvements

**Sidewalk Improvements** **\$60,000**

These funds will be used to bring the remaining sidewalks and curbs throughout the city into compliance with ADA standards

**Performance Measurements**

Approximately 50 curbs in the city will be made ADA compliant

**Almyra Avenue Street Resurfacing** **\$30,000**

These funds will be used to finish road resurfacing related to a sewer replacement project started with CDBG-R funds

**Performance Measurements**

This activity will help improve 1400' of street in a low- and moderate-income neighborhood of 1400 residents

### Public Facilities

**Arthur Lesow Community Center**

**\$262,500**

Complete further improvements to this community center serving a low-moderate income neighborhood with a high minority concentration

**Performance Measurements**

Improved appearance and functionality of a facility serving a low-moderate income area  
Improved facility serving approximately 1400 city residents

**Housing Rehab**

**FIX Program**

**\$250,000**

Offer grants of up to \$25,000 to low- and moderate-income residents for necessary repairs to their homes

**Performance Measurements**

10 units will be rehabilitated

**Lead-Based Paint Reduction**

**\$25,000**

Homes of low-moderate income residents with children who are found to have elevated levels of lead in their blood will be made lead safe. CDBG funds will be used to address potential hazards in the home which cannot be addressed with state funds.

**Performance Measurements**

3 homes will be made lead safe for low-moderate income families

**Homelessness Prevention**

**Foreclosure Prevention Counseling**

**\$10,000**

For the second year, the city will be working with a local nonprofit to fund counseling for low- and moderate-income families in danger of losing their homes to foreclosure

**Performance Measurements**

It is anticipated 10 families will be assisted through this service

**Paula's House Improvements**

**\$10,000**

Make a second round of repairs (furnace and hot water heater) to this facility providing shelter for women at risk of homelessness as they transition from incarceration and deal with substance abuse issues

**Paula's House Services**

**\$10,000**

Assist with the staffing costs and services provided by this facility providing shelter for women at risk of homelessness as they transition from incarceration and deal with substance abuse issues

**Performance Measurements**

6 women will be allowed to avoid homelessness

**Code Enforcement**

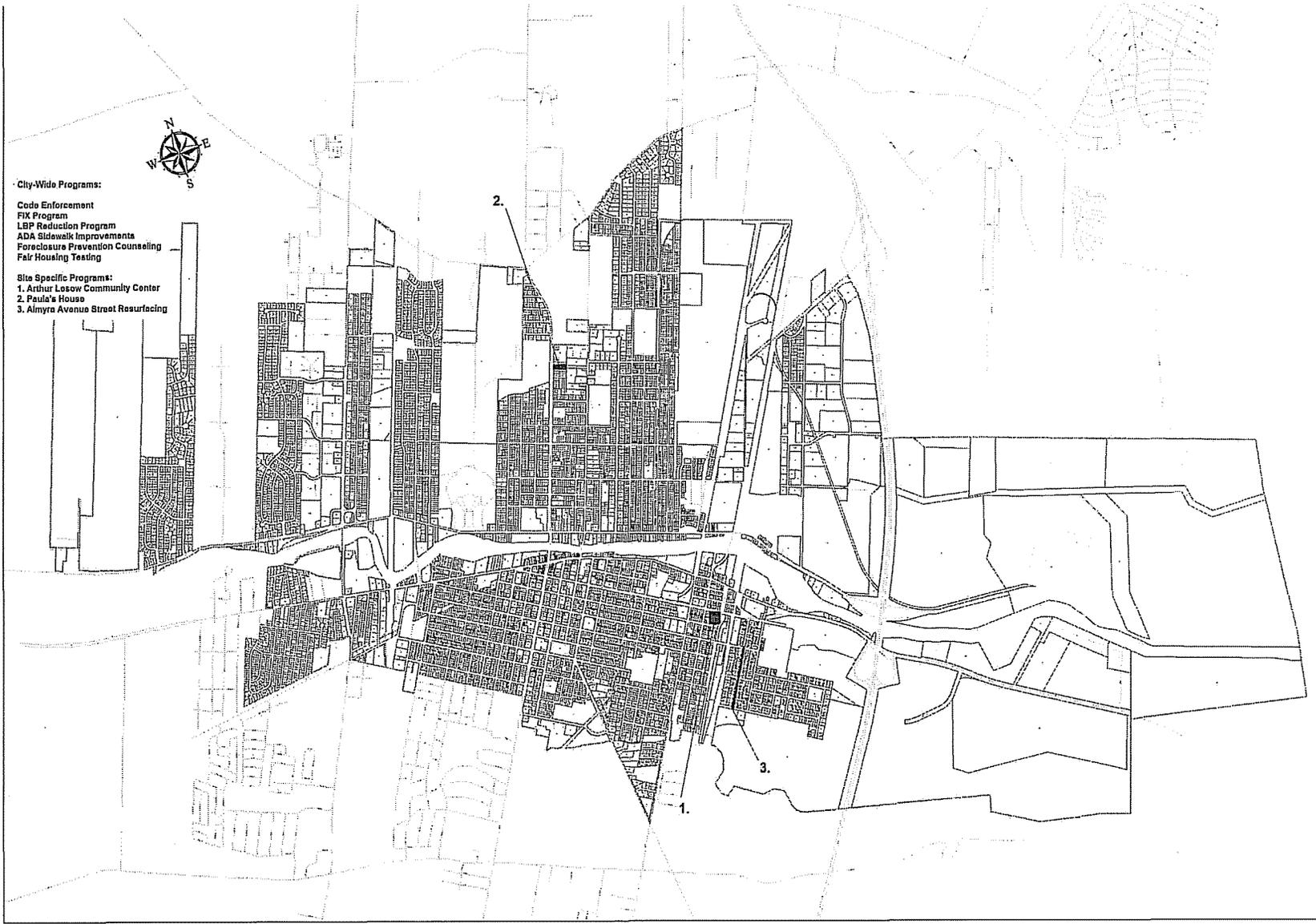
**Code Enforcement**

**\$50,000**

The city's Building Department will be increasing efforts to arrest deterioration of low- and moderate-income areas within the city by taking an aggressive approach to eliminate blight and code violations that negatively impact the city

**Performance Measurements**

48% (approximately 10,000 residents) of the city's population is located within low- and moderate-income areas and it is expected neighborhood conditions will be improved for this population





# CITY COUNCIL AGENDA FACT SHEET

**RELATING TO:** Request for a burn permit in accordance with Ordinance 09-005

**DISCUSSION:** The River Raisin Marina & Campground, 2502 E. Elm Avenue, has submitted a request for a burn permit in accordance with Ordinance 09-005. Veronica and John Meyers have obtained a permit from the State of Michigan for a Marina and Campground for 30 individual campsites. This request would allow a small camp fire at each of the 30 camp sites by using a 30 inch by 12 inch galvanized burn enclosure. Veronica and John Meyers have satisfied the requirements of the Fire Chief and the Fire Department is ready to sign off on the permit.

I recommend the Monroe City Council grant this request for a burn permit in accordance with Ordinance 09-005.

**CITY MANAGER RECOMMENDATION:**

- For
- For, with revisions or conditions
- Against
- No Action Taken/Recommended

**APPROVAL DEADLINE:** N/A

**REASON FOR DEADLINE:** N/A

**STAFF RECOMMENDATION:**  For  Against

**REASON AGAINST:** N/A

**INITIATED BY:** Joseph R. Mominee, Chief of Fire

**PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED:** Fire Department.

## FINANCES

<b>COST AND REVENUE PROJECTIONS:</b>		
	Cost of Total Project	\$ N/A
	Cost of This Project Approval	\$ N/A
	Related Annual Operating Cost	\$ N/A
	Increased Revenue Expected/Year	\$ N/A

<b>SOURCE OF FUNDS:</b>	<u>City</u>	Account Number	Amount
			\$ N/A
	<u>Other Funds</u>		\$ N/A
			\$ N/A
			\$ N/A
			\$ N/A

Budget Approval: \_\_\_\_\_

**FACT SHEET PREPARED BY:** Joseph R. Mominee

**DATE:** 4/26/10

**REVIEWED BY:** Joseph Mominee, Chief of Fire

**DATE:** 4/26/10

**COUNCIL MEETING DATE:** Monday, May 3, 2010



## CITY COUNCIL AGENDA FACT SHEET

**RELATING TO:** Bids received for the demolition of 1031 East Elm Avenue.

**DISCUSSION:** Council approved a contract to demolish the structure at 1031 East Elm Avenue on April 19, 2010 to McBee Trucking and Excavating for \$10,490.00. According to the City of Monroe demolition specifications the contractor is to provide approval from the DEQ on asbestos abatement if required. The Contractor had an asbestos survey completed and the results revealed that there are four asbestos containing materials. The abatement of asbestos was not included in the original specifications or in the original bid. The contractor received a proposal from Probe Environmental to abate the asbestos for \$3,904.00.

After review of the abatement proposal and discussion with the second lowest bidder (Earth Works Excavating \$16,500.00) that the cost of abatement was not included in their bid it is recommended that Council award a contract with McBee Trucking at a total cost of \$14,394.00. It is further recommended that the Mayor or Clerk/Treasurer be authorized to sign the contract on behalf of the City of Monroe.

**CITY MANAGER RECOMMENDATION:**

- For
- For, with revisions or conditions
- Against
- No Action Taken/Recommended

**APPROVAL DEADLINE:** May 3, 2010

**REASON FOR DEADLINE:** Council Meeting on this date.

**STAFF RECOMMENDATION:** X For  Against

**REASON AGAINST:** N/A

**INITIATED BY:** Building/Zoning Department

**PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED:** City Council,

## FINANCES

**COST AND REVENUE PROJECTIONS:**

Cost of Total Project	\$ 14,394.00
Cost of This Project Approval	\$ 14,394.00
Related Annual Operating Cost	\$ N/A
Increased Revenue Expected/Year	\$ N/A

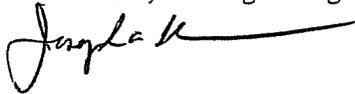
<b><u>SOURCE OF FUNDS:</u></b>	<u>City</u>	<u>Account Number</u>	<u>Amount</u>
	Demolition Service	10165805818030	\$ 14,394.00

Budget Approval: \_\_\_\_\_

**FACT SHEET PREPARED BY:** Joseph A. Lehmann, Building/Zoning Director

**DATE:** 4/28/10

**REVIEWED BY:**



**COUNCIL MEETING DATE:** 5/3/10

# City of Monroe

Building Department  
(734) 384-9186  
Fax: (734) 384-9108

# DEMOLITIONS

July 2, 2008

## 1. OBTAIN PERMIT TO DEMOLISH

- a. Building shall be removed in its entirety.
- b. Foundation shall be removed to 24 inches below finish grade.
- c. Final grade to be as level as possible, proper means being provided to prevent run-off of surface water from flowing onto the adjacent properties.
- d. provide approval from DEQ on asbestos abatement if required.
- e. Job shall be completed within thirty (30) days from date of the issuance of permit.

## 2. OBTAIN PERMIT TO PLUG SEWER

- a. Sewer shall be cut off at the property line.
- b. Sewer shall be plugged with concrete or to the satisfaction of the Plumbing Inspector.

## 3. WATER SERVICE

### TOTALS

### WATER MAIN NOT IN PAVEMENT

Labor and equipment

\$1120.00

### WATER MAIN IN PAVEMENT

Major Roads:

Labor, equipment and materials

\$2235.00

Local Roads:

Labor, equipment and materials

\$1930.00

### CONTRACTOR/OWNER DIG & WE ABANDON

Labor and equipment

\$ 175.00

RIGHT-OF-WAY PERMITS SHALL BE OBTAINED BEFORE  
WORK CAN COMMENCE.

### CONTRACTOR/OWNER DIG & ABANDON

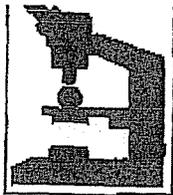
NO CHARGE, BUT WORK SHALL BE INSPECTED BEFORE BACKFILLING IS DONE.  
RIGHT-OF-WAY PERMITS SHALL BE OBTAINED BEFORE WORK CAN COMMENCE.

### WE ABANDON AT CURB STOP (NOT IN PAVEMENT, COPPER ONLY)

Labor and equipment

\$ 280.00

4. Proof of termination of utility service is required prior to permit being issued. Proof of termination of sanitary sewer is required before final approval.
5. Contractor is required to carry adequate insurance coverage and name of City of Monroe as Additional Insured. Certificate of Insurance must indicate whether contractor has Worker's Compensation Insurance for his employees. Contractor is also required to indemnify the City and hold it harmless from any possible liability.
6. Valid Sate Builders License is required for all residential demolition (not required for commercial or industrial).
7. Each structure is to be treated to bring about the extermination of all rodents and insects. Before demolition begins, written verification of extermination shall be required.
8. When applicable: Adequate protection to pedestrian traffic is required while demolition is in progress.
9. The contractor shall be responsible for maintaining the City sidewalks in an acceptable condition. If the City sidewalk is damaged during demolition, the contractor is responsible for its replacement.
10. Demolition site shall be seeded with grass seed and straw placed after topsoil has been graded smooth.



# PROBE

## Environmental Inc.

447D Jackson Road, Suite 200  
Ann Arbor MI 48103  
Phone 734-663-4423  
FAX 734-665-4177

2727 Second Avenue  
Suite 314-C  
Detroit MI 48210  
Phone/FAX 313-863-1625

April 26, 2010

McBee Trucking & Excavating  
2767 North Telegraph Road  
Monroe, MI 48162  
Attn: Mr. Jeff McBee, Owner

### ASBESTOS ABATEMENT PROPOSAL



RE: Project A-100408, *ASBESTOS ABATEMENT PROPOSAL*  
Site Re: Commercial Property; 1031 E. Elm Avenue, Monroe, MI 48162.  
Inspection/Survey Date: April 20, 2010

Dear Mr. McBee:

As per your request, Probe has prepared this proposal and price quote for Asbestos Abatement and Air Final Clearance Testing of the Asbestos Containing Materials (ACMs) identified at the structure located at 1031 E. Elm Avenue, Monroe, MI 48162, which is scheduled for demolition.

The four (4) ACMs identified were 160 S.F. of 12" x 12" Floor Tile, 120 S.F. of 9" x 9" Floor Tile and associated Mastic Adhesive and 400 S.F. of Asbestos Joint Compound on Drywall within the Garage.

As discussed, all Asbestos Containing Materials (ACM) carry a potential for creating a significant health hazard; thus, abatement actions are frequently warranted and recommended. These actions consist of removal of damaged Asbestos materials, decontamination of suspected Asbestos Contaminated Surfaces and Final Air Testing using recommended work practices.

This price quote will be limited to Asbestos abatement of the identified materials as noted here-in. The work will be conducted by trained, licensed, certified and experienced personnel in accordance with all applicable regulations, work practices and procedures.

#### SCOPE OF WORK (DRYWALL JOINT COMPOUND)

1. Action will be taken to eliminate the release of Asbestos fibers throughout the duration of the project by employing the use of HEPA equipped Air Filtration Devices and Wet Abatement methods.
2. The Exterior Walls (27' x 15') of Store Room #2 where the Asbestos Drywall Joint compound was identified will be enclosed as the work spaces or "Regulated Work Area" and will be converted into a Full Negative Pressure Enclosure (FNPE) with plastic sheeting, ceiling to floor.
3. The HEPA Air Filtration Devices will create a negative pressure within the Full Negative Pressure Enclosure (FNPE).
4. All abatement will be undertaken within the Full Negative Pressure Enclosure with HEPA vacuuming and wet methods.
5. The "Regulated Work Areas" will be demarcated by posting warning signs and banner tape.
6. Asbestos Abatement workers will don personal protective equipment (PPE), including HEPA Filtered Respirators and Protective Suits before entering and while working in the FNPE.
7. The Required Asbestos-Containing materials (Drywall and Joint Compound) will be removed for disposal.

[www.probeenv.com](http://www.probeenv.com)

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Asbestos • Lead • Radon • Mold • Inspections • Environmental Compliance & Management • Indoor Air Quality • Training

Unauthorized Use Prohibited. Copyright ©2004 Probe Environmental, Inc. MTC. Z:\Proposal Files\Asbestos Abatement\2010\1031 E. Elm Ave., Monroe, MI 48162 - NESHAP Demo-DWJC-F.T. Mastic Prop 04-26-10.doc

8. Upon completion of abatement of the Asbestos materials, the enclosure will be cleaned and decontaminated via HEPA vacuum and wet wiping.
9. Once abatement is completed, the Probe Foreman or On-Site Industrial Hygienist will conduct a visual inspection of the completed work and work surfaces to insure the work area has been properly decontaminated and cleaned properly.
10. Once approved, the work area surfaces and FNPE will be Encapsulated with an EPA-registered Fiber-Locking Asbestos Sealant.
11. Upon completion of decontamination activities, Probe personnel will conduct a Post-Abatement Visual Inspection, Post abatement Air Testing and conduct Site Decommissioning.
12. All project debris and waste will be properly disposed of at a landfill.

#### SCOPE OF WORK (FLOOR TILE & MASTIC)

1. Action will be taken to eliminate the release of Asbestos fibers throughout the duration of the project by employing the use of HEPA equipped Air Filtration Devices and Wet Abatement methods.
2. The 12" x 12" & 9" x 9" Floor Tile and Mastic in the Front Office and Store Room #2 will be enclosed with critical barriers as the work spaces or "Regulated Work Area" and will be converted into a Negative Pressure Enclosure (NPE) with plastic sheeting at the doors.
  1. The HEPA Air Filtration Devices will create a negative pressure within the Negative Pressure Enclosure (FNPE).
  2. All abatement will be undertaken within the Negative Pressure Enclosure with HEPA vacuuming and wet methods.
  3. The "Regulated Work Areas" will be demarcated by posting warning signs and banner tape.
  4. Asbestos Abatement workers will don personal protective equipment (PPE), including HEPA Filtered Respirators and Protective Suits before entering and while working in the FNPE.
  5. The Required Asbestos-Containing materials (Floor Tile and Mastic) will be removed for disposal.
  6. Upon completion of abatement of the Asbestos materials, the enclosure will be cleaned and decontaminated via HEPA vacuum.
  7. Once abatement is completed, the Probe Foreman or On-Site Industrial Hygienist will conduct a visual inspection of the completed work and work surfaces to insure the work area has been properly decontaminated and cleaned properly.
  8. Once approved, the work area surfaces and NPE will be Encapsulated with an EPA-registered Fiber-Locking Asbestos Sealant.
  9. Upon completion of decontamination activities, Probe personnel will conduct a Post-Abatement Visual Inspection and conduct Site Decommissioning.
  10. All project debris and waste will be properly disposed of at a landfill.

#### REGULATORY NOTIFICATION PERIOD

*Note:* As required by Michigan State law, "Any Asbestos abatement project greater than 10 Linear Feet or 15 Square Feet of Asbestos-containing material, requires a mandatory ten (10) Calendar day notification period to regulatory agencies prior to start of work, and quantities greater than 160 Square Feet and 260 Linear Feet requires a mandatory ten (10) Business days notification period to regulatory agencies prior to start of work."

#### AREAS OF ASBESTOS ABATEMENT

- Office (160 S.F.)
- Store Room #2 (120 S.F.)
- Store Room #2 Exterior Walls (400 S.F.)

#### AIR MONITORING WORK

*PCM Post-Abatement Testing/Certification (Required by law for negative pressure enclosures [NPEs]).* Utilized to verify project completion work area air quality. After a visual inspection of the abatement areas, Probe's Industrial Hygienist will conduct an on-site final clearance air test and will certify the area for re-occupancy, utilizing the AHERA standard for post-abatement clearance testing. Must be undertaken at the completion of the job.



## TERMS AND CONDITIONS

**Additional Remediation/Services:** If additional remediation is undertaken or other services required, these totals may vary. Removal (pulling) of any sub-floor/base-floor nails and staples will be an additional cost. Demolition of walls or cabinets to access floor tile will be an additional cost.

**Confidentiality:** Probe will not disclose any details, information or test results obtained pursuant to this agreement to any person or institution without consent of our clients.

**Completion of Work /Clearance Criteria:** Probe reserves the sole rite to determine when the contractually agreed upon project objectives have been satisfied. When applicable, clearance criteria will be established in writing prior to the commencement of work. Only EPA, MIOSHA, and MDLRC established clearance standards will be permitted. Due to the microscopic nature of Asbestos fibers Probe cannot and will not guarantee an Asbestos-free environment.

**Notes Concerning Floor Tile and Mastic Removal:** The process of floor tile abatement or mastic removal on wood substrates can potentially cause gouging, delamination, staining or damage to sub flooring. Additionally, for the process of floor tile mastic removal on porous concrete substrates, some inremovable residual mastic will remain on floor. In some extreme cases the entire wood sub floor or entire slab floor must be removed or resurfaced to facilitate total abatement. These potential issues can only be determined at the time of abatement.

**Payment Conditions:** For first time clients or non-purchase order contracts the **FULL BALANCE IS DUE AT THE COMPLETION OF WORK**. Normal terms include a late charge of 1.5% per month (18% annually) or \$15.00 which ever is greater on account balances past due after thirty days, plus all costs of collection, suits and reasonable attorney fees.

✦ **Price Guarantee Promotion:** Discount of up to -10% of original service quote. Maximum discount of up to \$500.00 below lowest competitors quote. Client must provide a copy of competitors predated service quote to receive price guarantee promotion. Price Guarantee Promotion can not be combined with any other offer.

**Visa & MasterCard Payments:** Service fees may be paid by Visa or MasterCard credit card over the phone or in person at the Ann Arbor, MI office. A transaction fee of 1.69% may be added to Credit Card transactions occurring at our Ann Arbor, MI office. Transaction fees of 2.39% may be added to Credit Card transactions occurring over the telephone.

**Notice of Lien:** In the event of non-payment Probe Environmental Inc. hereby notifies client that it intends to utilize all available lien rights it may have in connection with its provision of services under this agreement. In order to perfect any construction lien in favor of Probe, client agrees to provide if applicable, a "Notice of Commencement", or any other notice required by the Michigan Construction Lien Act, MCL 570.00 et seq.

**Insurance:** Probe is fully insured for Asbestos related activities. Probe's insurance provides our clients maximum insurance coverage in the form of General Liability, Professional Liability (Errors & Omissions), Worker's Compensation and Employer Liability coverage.

**Limitation of Liability:** Probe Environmental, Inc. will complete all work in a "workmanship like manner". Some Asbestos containing materials may not be addressed due to inaccessibility (i.e. within walls, chases, beneath flooring, or inaccessible structural elements), indistinguishable appearance (i.e. staining, discoloring, rusting, camouflaging), material condition (i.e. deterioration of woods, concretes and substrates), and equipment/sampling/scientific limitations. Any suspect materials discovered subsequent to the abatement process should be sampled and analyzed to determine Asbestos content and to initiate appropriate responses. Probe is not responsible for cracks in plaster or dry wall surfaces resulting from normal deflection of attic rafters, trusses or structural members. Probe is not responsible for actual or incidental damages if client request probes assistance in the moving of furniture, stored items or appliances. Probe is not responsible for leaks in plumbing systems resulting from normal movement during the abatement process. Probe reserves the right to expand the work schedule as necessary to complete the project safely. It is expressly agreed that the client's maximum recovery against Probe relating to the professional services performed hereunder, whether in contract, tort or otherwise, is the amount of Probe's fee and that an award of damages not to exceed such fee is client's sole and exclusive remedy against Probe. Under no circumstance shall Probe be liable for client's loss of profits, delay damages, or for any special, incidental, or consequential loss or damage of any nature arising at any time or from any cause whatsoever. The client and, if the client is acting for a principal in ordering work from Probe, then also the said principal, agrees to indemnify and hold Probe, its officers, employees, and agents harmless from any and all claims, suits, costs and expenses, including attorneys' fees, which are attributable to the negligence of the client, its successors, employees, agents or invitees, or which are related to this Agreement or the work to be performed by Probe for which Probe is not expressly responsible hereunder.



# CITY COUNCIL AGENDA FACT SHEET

**RELATING TO:** Bids for demolition of 1031 East Elm Avenue.

**DISCUSSION:** Bids were opened on Friday, April 9, 2010, for the demolition of a property located at 1031 East Elm Avenue, Monroe. Bids were received from McBee Trucking & Excavating (\$10,490.00), Earth Works Excavating (\$16,500.00) and D & S Construction Services LLC (\$19,980.00).

After review of the bids it is recommended that the award be made to McBee Trucking & Excavating at a total cost of \$10,490.00. It is further recommended that the Mayor and Clerk Treasure be authorized to sign the contract on behalf of the City of Monroe.

**CITY MANAGER RECOMMENDATION:**

- For *[Signature]*  
 For, with revisions or conditions  
 Against  
 No Action Taken/Recommended

**APPROVAL DEADLINE:** April 19, 2010

**REASON FOR DEADLINE:** Council meeting on this date

**STAFF RECOMMENDATION:** Award to McBee Trucking & Excavating for \$10,490.00.

**REASON AGAINST:** N/A

**INITIATED BY:** Building Department

**PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED:** City Council

## FINANCES

**COST AND REVENUE PROJECTIONS:**

Cost of Total Project	\$10,490.00
Cost of This Project Approval	\$10,490.00
Related Annual Operating Cost	\$
Increased Revenue Expected/Year	\$

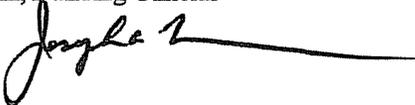
**SOURCE OF FUNDS:**

<u>City</u>	<u>Account Number</u>	<u>Amount</u>
Demolition Service	10165805 818030	\$ 10,490.00
		\$
		\$
		\$
<u>Other Funds</u>		\$ N/A
		\$ N/A
		\$ N/A
		\$ N/A

Budget Approval: 

**FACT SHEET PREPARED BY:** Joseph A. Lehmann, Building Official

**DATE:** 04/14/10

**REVIEWED BY:** 

**DATE:**

**COUNCIL MEETING DATE:** 04/19/10

BIDS RECEIVED LIST FOR DEMOLITION OF STRUCTURE AT 1031 EAST ELM AVENUE. BID REQUESTS MAILED 03/29/10. BIDS DUE FRIDAY, APRIL 9, 2010.

	<u>BID AMOUNT</u>
HOMRICH INC 200 MATLIN RD CARLETON MI 48117 ATTN: MICHAEL T BRANT	\$21,800.00 (BID BOND)
ERIE DEMOLITION & SALVAGE INC 1918 LAKESIDE DR ERIE MI 48133 ATTN: KENNY RODGERS	NO BID
MCBEE TRUCKING & EXCAVATING 2767 N TELEGRAPH RD MONROE MI 48162	\$10,490.00 (CHECK)
DAVID C HOFFMAN INC 593 BATES LANE MONROE MI 48162-3511	NO BID
EARTH WORKS EXCAVATING 10510 DOTY MAYBEE MI 48159	\$16,500.00 (MONEY ORDER)
SPECIALTY SERVICES PO BOX 133 DUNDEE MI 48131	NO BID
JOHN FOWLER EXCAVATING 5550 W DUNBAR RD MONROE MI 48161	NO BID
ZEILER EXCAVATING 125 SUBSTATION RD TEMPERANCE MI 48182	\$45,000.00 (BID BOND)
MUNSON AND SONS 2909 W STEIN RD LASALLE MI 48145	NO BID
SALENBIEN TRUCKING & EXCAVATING 18419 MILWAUKEE RD DUNDEE MI 48140	NO BID

SCHUMAKER BROTHERS CONSTRUCTION      NO BID  
2661 LEWIS AVE  
IDA MI 48140

ZINK/COVELL EXCAVATING      NO BID  
1761 SAMARIA RD  
SAMARIA MI 48177

LYLE TRUCKING INC      \$19,990.00  
4860 S HURON RIVER DR      (CHECK)  
FLAT ROCK MI 48134

D&S CONSTRUCTION SERVICES LLC      \$19,980.00  
1028 MAYA CT      (BID BOND)  
TROY MI 48085



# CITY COUNCIL AGENDA FACT SHEET

**RELATING TO: REQUEST FROM MOODY RIVER VENTURES, LLC FOR A NEW SDM LICENSE TO BE LOCATED AT 1560 E. ELM AVE., MONROE**

**DISCUSSION:** The City received a request from Moody River Ventures, LLC (William J. Gross), for a new SDM license to be located at 1560 E. Elm Avenue, Monroe.

The request was reviewed by the administrative staff and there were objections / concerns from the Clerk Treasurer because the business has \$792.80 of 2008 & 2009 unpaid, delinquent property taxes.

The Building Official has given approval of the license transfer contingent upon final inspection and subject to all building code and zoning reviews/approvals being met.

Inspections were conducted by the Police and Fire Departments and there were no code violations.

Therefore, it is recommended, that City Council not approve or endorse this request until payment of personal property taxes, subject to all police, fire, building code and zoning reviews and that the City Manager be authorized to approve the request after all delinquent taxes are paid and a final inspection by the Building Department has occurred.

**CITY MANAGER RECOMMENDATION:**

- For *[Signature]*
- For, with revisions or conditions
- Against
- No Action Taken/Recommended

**APPROVAL DEADLINE:** August 17, 2009

**REASON FOR DEADLINE:** Liquor Control Commission guidelines

**STAFF RECOMMENDATION:**  For  Against

**REASON AGAINST:**

**INITIATED BY:**

**PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED:**

## FINANCES

**COST AND REVENUE PROJECTIONS:**

Cost of Total Project	\$ NA
Cost of This Project Approval	\$
Related Annual Operating Cost	\$
Increased Revenue Expected/Year	\$

**SOURCE OF FUNDS:**

City

Account Number

Amount

\$ NA

\$

\$

\$

\$

Other Funds

\$

\$

\$

\$

Budget Approval: \_\_\_\_\_

**FACT SHEET PREPARED BY:** City Manager's Office

**DATE:** 4/28/10

**REVIEWED BY:** George A. Brown, City Manager

**DATE:**

**COUNCIL MEETING DATE:** 5/3/10



Michigan Department of Energy, Labor & Economic Growth  
**MICHIGAN LIQUOR CONTROL COMMISSION (MLCC)**  
 7150 Harris Drive, P.O. Box 30005  
 Lansing, Michigan 48909-7505

**LOCAL GOVERNMENT 15-DAY NOTICE**  
 [Authorized by R 436.1105 (2d) and (3)]

April 6, 2010

MONROE CITY COUNCIL  
 ATTN: CLERK  
 120 E FIRST ST  
 MONROE, MI 48161-9986

Request ID #: 556810

RECEIVED  
 CHARLES D. EVANS  
 APR 14 9 27 AM '10

The Michigan Liquor Control Commission has received an application from MOODY RIVER VENTURES LLC REQUESTING NEW SDM LICENSE TO BE LOCATED AT 1560 E ELM, MONROE, MI 48162, MONROE COUNTY.

**MEMBER:**

WILLIAM J. GROSS, 4000 LAKESHORE DR, NEWPORT, MI 48166, PHONE: (734)289-4004

Specially Designated Merchant (SDM) licenses permit the sale of beer and wine for consumption off the premises only. Specially Designated Distributor (SDD) licenses permit the sale of alcoholic liquor, other than beer and wine under 21 per cent alcohol by volume, for consumption off the premises only.

For your information, part of the investigation of the application is conducted by the local law enforcement agency and investigative forms will be released to them either in person or by mail.

Although local governing body approval is not required by the Michigan Liquor Control Code, Rules and Related Laws for off-premise licenses, the local governing body, or its designee, may notify the Commission at the above address within 15 days of receipt of this letter if the applicant location will not be in compliance with all appropriate state and local building, plumbing, zoning, fire, sanitation and health laws and ordinances, or if the applicant is considered ineligible due to other factors.

All conditions of non-compliance must be outlined in detail, indicating the applicable laws and ordinances. A copy of the law and/or ordinance may be submitted with the notification.

If you have any questions, please contact Unit 3 of the Retail Licensing Division at (517) 636-0204.

smg

**RECEIVED**  
 APR 14 2010  
 MAYOR'S OFFICE

LC-3104 (Rev. 09/05)  
 Authority: R436.1105(2d) and (3)  
 Completion: Mandatory  
 Penalty: No License

The Department of Labor & Economic Growth will not discriminate against any individual or group on the basis of race, sex, religion, national origin, color, marital status, disability, or political beliefs. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this agency.

# CITY OF MONROE INTERDEPARTMENT ACTIVITY FORM

**ADMINISTRATIVE ACTIVITY:** Request from Moody River Ventures, LLC for a new SDM license to be located at 1560 E. Elm, Monroe, MI 48162

**INITIATING DEPARTMENT:** City Manager's Office

**DATE:** 4/15/10      **SUSPENSE:** A.S.A.P.

**DEPARTMENT ROUTING:**

DEPARTMENT	ACTIVITY REQUIRED	DATE RECEIVED	DATE TRANSMITTED	DEPARTMENT SIGNATURE
✓ C. Evans	Review and Comment	4-15-10	4-16-10	
J. Mominee	Review and Comment			
T. Moore	Review and Comment			
J. Lehmann	Review and Comment			
P. Lewis	Review and Comment			
T. Ready	Review and Comment			
E. Sell	Review and Comment			
G. Brown	Review and Comment			

**SUMMARY:**

*Unpaid Personal property TAX. Renewment denial*



04/16/10

CITY OF MONROE  
DELINQUENT PERSONAL PROPERTY TAX NOTICE

<p>CITY OF MONROE 120 E FIRST ST MONROE, MI 48161</p> <p>RIVER FRONT STORE</p> <p>1560 E ELM MONROE MI 48162</p>	<p style="text-align: center;">DELINQUENT TAXES DUE</p> <table border="1"> <thead> <tr> <th>TAX YEAR</th> <th>TOTAL DUE</th> </tr> </thead> <tbody> <tr> <td>2009</td> <td>600.29</td> </tr> <tr> <td>2008</td> <td>192.51</td> </tr> </tbody> </table>	TAX YEAR	TOTAL DUE	2009	600.29	2008	192.51
TAX YEAR	TOTAL DUE						
2009	600.29						
2008	192.51						
<p style="text-align: center;"><b>PROPERTY INFORMATION</b></p> <p>Property Number: 58-01114-000 School Dist: MONROE Property Address: 1560 E ELM AVE MONROE MI 48162</p> <p>LEGAL DESCRIPTION:</p> <p>PERSONAL PROPERTY LOCATED IN THE CITY OF MONROE</p>	<p style="text-align: center;"><u>DELINQUENT TAXES - PLEASE PAY IMMEDIATELY</u></p> <p>TOTAL <span style="float: right;">792.80</span></p>						
<p>THIS TAX BILL IS FOR DELINQUENT PERSONAL PROPERTY TAXES</p> <p>IF YOU HAVE QUESTIONS CONCERNING THIS BILL CONTACT THE TREASURER AT (734) 384-9140.</p>							

Pay this tax to: **PLEASE RETURN THIS PORTION WITH YOUR PAYMENT. THANK YOU.**

CITY OF MONROE  
120 E FIRST ST  
MONROE, MI 48161

Delinquent Tax for Property Number:  
58-01114-000

TAXPAYER NOTE: Are your name & mailing address correct?  
If not, please notify the Assessor's Office @ (734) 243-0700. Thank You.

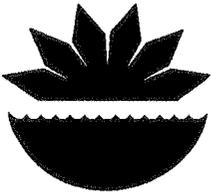
Property Address:  
1560 E ELM AVE  
MONROE MI 48162

Make check payable to:  
CITY OF MONROE

Amount Due: 792.80

RIVER FRONT STORE  
1560 E ELM  
MONROE  
MI 48162





# CITY COUNCIL AGENDA FACT SHEET

**RELATING TO:** REQUEST FROM RIVERSIDE MINI MART, LLC, (BRUCE SPINALE) FOR A NEW RESORT SDD LICENSE TO BE ISSUED UNDER R 436.1531(5), TO BE HELD IN CONJUNCTION WITH AN EXISTING 2009 SDM LICENSE LOCATED AT 906 W. FRONT ST., MONROE

**DISCUSSION:** The City received a request from Riverside Mini Mart, LLC, and (Bruce Spinale), for a new resort SDD license to be issued in conjunction with an existing 2009 SDM license located at 906 W. Front Street, Monroe.

The request was reviewed by the administrative staff and there were objections / concerns from the Clerk Treasurer because the business has \$534.93 of 2008 & 2009 unpaid, delinquent property taxes.

The Building Official has given approval of the license transfer contingent upon final inspection and subject to all building code and zoning reviews/approvals being met.

Inspections were conducted by the Police and Fire Departments and there were no code violations.

Therefore, it is recommended, that City Council not approve or endorse this request until payment of personal property taxes, subject to all police, fire, building code and zoning reviews and that the City Manager be authorized to approve the request after all delinquent taxes are paid and a final inspection by the Building Department has occurred.

**CITY MANAGER RECOMMENDATION:**

- For *MT Spina*  
 For, with revisions or conditions  
 Against  
 No Action Taken/Recommended

**APPROVAL DEADLINE:** August 17, 2009

**REASON FOR DEADLINE:** Liquor Control Commission guidelines

**STAFF RECOMMENDATION:**  For  Against

**REASON AGAINST:**

**INITIATED BY:**

**PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED:**

## FINANCES

**COST AND REVENUE PROJECTIONS:**

Cost of Total Project	\$ NA
Cost of This Project Approval	\$
Related Annual Operating Cost	\$
Increased Revenue Expected/Year	\$

<b>SOURCE OF FUNDS:</b>	City	Account Number	Amount
			\$ NA
			\$
			\$
			\$
			\$
	<u>Other Funds</u>		\$
			\$
			\$
			\$

Budget Approval: \_\_\_\_\_

**FACT SHEET PREPARED BY:** City Manager's Office

**DATE:** 4/28/10

**REVIEWED BY:** George A. Brown, City Manager

**DATE:**

**COUNCIL MEETING DATE:** 4/28/10



Michigan Department of Energy, Labor & Economic Growth  
**MICHIGAN LIQUOR CONTROL COMMISSION (MLCC)**

7150 Harris Drive, P.O. Box 30005  
Lansing, Michigan 48909-7505

**LOCAL GOVERNMENT 15-DAY NOTICE**

[Authorized by R 436.1105 (2d) and (3)]

RECEIVED  
CHARLES D. EVANS  
APR 5 9 42 AM '10

APRIL 1, 2010

MONROE CITY COUNCIL  
ATTN: CLERK  
120 E. FIRST STREET  
MONROE, MI 48161-9986

Request ID #: 557587

The Michigan Liquor Control Commission has received an application RIVERSIDE MINI MART, LLC, REQUESTS NEW RESORT SDD LICENSE, TO BE ISSUED UNDER MCL 436.1531(5), TO BE HELD IN CONJUNCTION WITH EXISTING 2009 SDM LICENSE, TO BE LOCATED AT 906 W. FRONT, MONROE, MI 48162, MONROE COUNTY.

Home address and telephone number:

BRUCE SPINALE, 906 W. FRONT, MONROE, MI 48162, B (734) 242-1101

Specially Designated Merchant (SDM) licenses permit the sale of beer and wine for consumption off the premises only. Specially Designated Distributor (SDD) licenses permit the sale of alcoholic liquor, other than beer and wine under 21 per cent alcohol by volume, for consumption off the premises only.

For your information, part of the investigation of the application is conducted by the local law enforcement agency and investigative forms will be released to them either in person or by mail.

Although local governing body approval is not required by the Michigan Liquor Control Code, Rules and Related Laws for off-premise licenses, the local governing body, or its designee, may notify the Commission at the above address within 15 days of receipt of this letter if the applicant location will not be in compliance with all appropriate state and local building, plumbing, zoning, fire, sanitation and health laws and ordinances, or if the applicant is considered ineligible due to other factors.

All conditions of non-compliance must be outlined in detail, indicating the applicable laws and ordinances. A copy of the law and/or ordinance may be submitted with the notification.

If you have any questions, please contact Unit 3 of the Retail Licensing Division at (517) 636-0204.

rlb

**RECEIVED**

APR - 5 2010

**MAYOR'S OFFICE**

LC-3104(Rev. 09/05)  
Authority: R436.1105(2d) and (3)  
Completion: Mandatory  
Penalty: No License

The Department of Labor & Economic Growth will not discriminate against any individual or group because of race, sex, age, national origin, color, marital status, disability, or political beliefs. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this agency.

# CITY OF MONROE INTERDEPARTMENT ACTIVITY FORM

**ADMINISTRATIVE ACTIVITY:** Request from Riverside Mini Mart, LLC, (Bruce Spinale), for a new resort SDD license to be held w/existing 2009 SDM license, at 906 W. Front St., Monroe, MI 48162

**INITIATING DEPARTMENT:** City Manager's Office

**DATE:** 4/6/10                      **SUSPENSE:** A.S.A.P.

**DEPARTMENT ROUTING:**

DEPARTMENT	ACTIVITY REQUIRED	DATE RECEIVED	DATE TRANSMITTED	DEPARTMENT SIGNATURE
✓ C. Evans	08 & 09 delg. tax is Review and Comment	4/6/10	4/6/10	<i>[Signature]</i> see att.
J. Green	Review and Comment			
J. Lehmann	Review and Comment			
P. Lewis	Review and Comment			
J. Mominee	Review and Comment			
T. Moore	Review and Comment			
T. Ready	Review and Comment			
E. Sell	Review and Comment			
G. Brown	Review and Comment			

**SUMMARY:**

04/07/10

CITY OF MONROE  
DELINQUENT PERSONAL PROPERTY TAX NOTICE

CITY OF MONROE  
120 E FIRST ST  
MONROE, MI 48161

DELINQUENT TAXES DUE

TAX YEAR	TOTAL DUE
2009	280.42
2008	254.51

EDDIE'S MINI-MART  
SPINALE BRUCE & BETH  
422 AVE DE LAFAYETTE  
MONROE  
MI 48162

PROPERTY INFORMATION

Property Number: 48-01072-000  
School Dist: MONROE  
Property Address:  
906 W FRONT ST  
MONROE MI 48161

LEGAL DESCRIPTION:

PERSONAL PROPERTY LOCATED IN THE CITY OF MONROE

DELINQUENT TAXES - PLEASE PAY IMMEDIATELY

TOTAL 534.93

THIS TAX BILL IS FOR DELINQUENT PERSONAL  
PROPERTY TAXES

IF YOU HAVE QUESTIONS CONCERNING THIS BILL  
CONTACT THE TREASURER AT (734) 384-9140.

Pay this tax to: **PLEASE RETURN THIS PORTION WITH YOUR PAYMENT. THANK YOU.**

CITY OF MONROE  
120 E FIRST ST  
MONROE, MI 48161

Delinquent Tax for Property Number:  
48-01072-000

TAXPAYER NOTE: Are your name & mailing address correct?  
If not, please notify the Assessor's Office @ (734)  
243-0700. Thank You.

Property Address:  
906 W FRONT ST  
MONROE MI 48161

Make check payable to:  
CITY OF MONROE

Amount Due: 534.93

EDDIE'S MINI-MART  
SPINALE BRUCE & BETH  
422 AVE DE LAFAYETTE  
MONROE  
MI 48162

