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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, DECEMBER 20, 2010  
7:30 P.M.**

**I. CALL TO ORDER.**

**II. ROLL CALL.**

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

**IV. PRESENTATION.**

Presentation by David Eby regarding the Adopt-a-Park proposal at Soldiers and Sailors Park.

**V. PROCLAMATION.**

269 December 20<sup>th</sup>, 2010 as "St. Mary Catholic Central High School Volleyball Day".

**VI. PUBLIC HEARING.**

270 Public hearing for the purpose of reviewing and hearing comments on an Obsolete Property Rehabilitation Tax Exemption Certificate pursuant to Public Act 146 of 2000, as amended, from West Front Street Development, LLC for the properties located at 114 and 116 West Front Street. There are no comments on file in writing in the Clerk-Treasurer's Office.

**VII. COUNCIL ACTION.**

219 Tabled at the October 18, 2010 meeting.

Proposed Ordinance No. 10-006, as amended, an Ordinance to amend chapter 114, Purchasing and Contracts, of the Code of the City of Monroe, as amended, up for its final reading. It was moved by Council Member Molenda and seconded by Council Member Bica that Ordinance No. 10-006 be tabled in favor of a work session

265 Postponed at the December 6, 2010 meeting.

Communication from the Building Official, reporting back on bids received for the demolition of a property located at 369 Armitage Drive, and recommending that Council award the contract to Earth Works Excavating, in the amount of \$8,300 and that a total of \$13,300 be encumbered to

include a contingency of \$5,000 for the abatement of asbestos if identified, and further recommending that the Mayor or Clerk-Treasurer be authorized to sign the contract on behalf of the City of Monroe. It was moved by Council Member Beneteau and seconded by Council Member Hensley that item 265 be postponed until the next meeting on December 20<sup>th</sup> to allow the Building Inspector time to do a full inspection on the property and a compliance plan be put together with the property owner.

**VIII. 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 Council Meeting held on Monday, December 6, 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.
- 270 Obsolete Property Rehabilitation Certificate Application – 114-116 West Front Street.
- 1. Communication from the Interim Director of Planning & Recreation, submitting an application for Obsolete Property Rehabilitation Tax Exemption from West Front Development, LLC for the buildings at 114 and 116 West Front Street, and recommending that Council delay action on this item until its meeting on January 18, 2011 in order to draft the terms of the above referenced agreement and to address outstanding issues pertaining to property maintenance code compliance.
  - 2. Supporting documents.
  - 3. Action: Delay action on this item until January 18, 2011.
- 271 Farming Lease Extension.
- 1. Communication from the Finance Director, submitting an extension request and amendment to the 2007 Farming Lease, and recommending that Council approve the attached Amendment and extension of Lease between Mark Fetterly and the City of Monroe. The lease is extended through December 31, 2013 and the per acre rental fee is increased from \$50 to \$55 per acre.
  - 2. Supporting documents.
  - 3. Action: Accept, place on file and the recommendation be carried out.
- 272 Arthur Lesow Community Center - Resolution.
- 1. Communication from the City Manager's Office, submitting a proposed resolution to recognize the Arthur Lesow Community Center as a non-profit organization in the Monroe community, and recommending that the Resolution be adopted.
  - 2. Supporting documents.
  - 3. Action: Accept, place on file and the resolution be adopted.
- 273 Demolition Bid – 114 and 116 West Front Street.
- 1. Communication from the Building Official, reporting back on bids received for the demolition of a property located at 114 and 116 West Front Street, and recommending that Council table this action until January 18, 2011 Council meeting in order to draft terms of an agreement to renovate the

structures and further recommending that if an agreement cannot be reached the structure be demolished.

2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

274 Emergency Purchase – Boiler Heating Coils at Wastewater Treatment Plant.

1. Communication from the Director of Water & Wastewater, submitting a proposal to purchase new coils for the boiler heating system at the Wastewater Treatment Plant, and recommending that Council confirm the administrative decision to perform an emergency direct purchase of boiler stainless steel heating coils for the Wastewater Treatment Plant and that the purchase be allowed to proceed as scheduled.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

275 Sale of Fire Department Surplus Property and Equipment.

1. Communication from the Director of Engineering & Public Services, reporting back on the sale of the Fire Department's five (5) items of surplus property, and recommending that Council authorize the sale of a 1989 Fire Truck in the amount of \$1,555.75 to Jack's Lawn Service, a 1997 Wells Cargo trailer in the amount of \$3,387 to Peter Demray, and a 2006 Wells Cargo trailer in the amount of \$5,487 to Peter Demray, and further recommending that the Director of Engineering and Public Services and/or his designee be authorized to perform any transactions necessary to complete these sales..
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

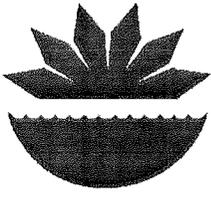
**IX. MAYOR'S COMMENTS.**

**X. CITY MANAGER COMMUNICATION.**

**XI. COUNCIL COMMENTS.**

**XII. CITIZEN COMMENTS**

**XIII. ADJOURNMENT.**



# CITY COUNCIL AGENDA FACT SHEET

**RELATING TO:** Purchasing Ordinance Amendment

**DISCUSSION:** The Purchasing Ordinance Amendment public hearing was held on October 18, 2010 and following the hearing, the item was tabled until a work session could be held to discuss the item further. A work session was held on November 15, 2010. Following that work session, the following changes were made to the original amendment that was presented:

1. The amount at which sealed bids are required was recommended to be increased to \$10,000. This has been removed and the amount will stay at \$5,000.
2. That amount at which the City Manager was authorized to sell personal property was recommended to increase to \$5,000. This has been removed and the amount will stay at \$500.00.
3. A provision was added to allow the City Manager to increase the total amount of a contract that had been initially approved by the City Council by up to \$5,000. This language was revised to clarify that the City Manager may not increase the amount of a contract approved by the City Council.

All other provisions that were previously recommended have remained in the ordinance amendment. I have attached the previous fact sheet and the current version of the ordinance.

It is recommended that the Mayor and City Council remove item 219 purchasing ordinance amendment from the table and adopt the revised version of ordinance 10-006 as attached.

**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:** Edward Sell, Finance Director

**PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED:** All city departments and programs

### FINANCES

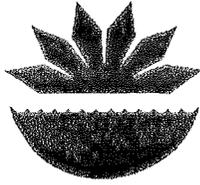
<b>COST AND REVENUE PROJECTIONS:</b>			
		Cost of Total Project	\$ N/A
		Cost of This Project Approval	\$ N/A
		Related Annual Operating Cost	\$ N/A
		Increased Revenue Expected/Year	\$ N/A

<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:** Edward Sell, Finance Director *ES* **DATE:** 12/3/2010  
**REVIEWED BY:** *Edward Sell* **DATE:** 12-3-10  
**COUNCIL MEETING DATE:** December 20, 2010



# CITY COUNCIL AGENDA FACT SHEET

**RELATING TO:** Purchasing Ordinance Amendment

**DISCUSSION:** The City of Monroe Purchasing Ordinance was last acted on by the City Council in 1993. In order to modernize the ordinance and allow for some new technology in purchasing that might be available; a process for reviewing the ordinance was undertaken earlier this year. All department heads have had a chance to provide input and an amendment is now ready for the City Council's action. It is attached here as proposed Ordinance 10-006. Some of the more important changes in the ordinance are as follows:

1. Specifically allows for the publishing of bid requests on the internet or through another on line bid notification system.
2. Eliminate the Office of the Purchasing Assistant. This is now done in the Finance Department.
3. Increases the dollar amount at which sealed bidding is required to \$10,000 from \$5,000.
4. Increase the dollar amount at which the City Manager may sell personal property from \$500 to \$5,000.
5. Allows for the sale of personal property via on line auction.
6. Allows the City Manager to increase the total amount of a contract by the lesser of \$5,000 or 5% of the original contract.

We have been using the Michigan Intergovernmental Trade Network (MITN) to advertise our bids on line for almost a year now.

There are very few purchases that fall between \$5,000 and \$10,000. There were 440 purchase orders issued for fiscal year 2010. Twenty (20) of them were between \$5,000 and \$10,000. Of those twenty (20), only eight (8) required the sealed bid process.

I intend to use the MITN auction feature to sell some of our personal property. For example, we requested bids on a fire truck last fall and received none. It is hoped that an online auction of this sort might generate more interest.

The item to allow the City Manager to increase the total amount of a contract is requested because many times a contract will go just a little over the original contract approval and funds are available in the budget to pay for the increased contract cost. In these cases, the added cost must first be approved by the City Council, even though it is relatively small. This item would allow the City Manager to approve those smaller increases.

I have enclosed a document provided by the City Attorney regarding the purchasing function. It is recommended that ordinance number 10-006 be placed on the floor for its first reading on October 4, 2010 and that the public hearing on the ordinance be scheduled for the October 18, 2010 City Council meeting.

**CITY MANAGER RECOMMENDATION:**

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

*AS PREVIOUSLY SUBMITTED - FYT*

APPROVAL DEADLINE: N/A

REASON FOR DEADLINE: N/A

STAFF RECOMMENDATION:       For       Against

REASON AGAINST: N/A

INITIATED BY: Edward Sell, Finance Director

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: All city departments and programs

## FINANCES

COST AND REVENUE PROJECTIONS:

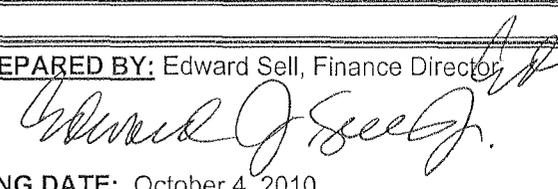
Cost of Total Project	\$ N/A
Cost of This Project Approval	\$ N/A
Related Annual Operating Cost	\$ N/A
Increased Revenue Expected/Year	\$ N/A

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

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

FACT SHEET PREPARED BY: Edward Sell, Finance Director

DATE: 9/27/2010

REVIEWED BY: 

DATE: 9/27/10

COUNCIL MEETING DATE: October 4, 2010

**ORDINANCE NO. 10-006  
AS AMENDED**

1           An Ordinance to amend Chapter 114, Purchasing and Contracts, of the Code of the City of  
2 Monroe.

3 **THE CITY OF MONROE ORDAINS.**

4 SECTION 1.           AMENDMENT OF CHAPTER 114 OF THE CODE OF THE CITY OF  
5                                   MONROE.

6           Chapter 114 shall be amended to read as follows:

7 **§ 114-1 Definitions.**

8           As used in this chapter, the following terms shall have the meanings indicated:

9           BUSINESS - Any corporation, partnership, individual, sole proprietorship, joint-stock  
10 company, joint venture or any other private legal entity.

11           CONTRACT - All types of City agreements, regardless of what they may be called, for  
12 the procurement of supplies, services, equipment or construction.

13           ~~EMPLOYEE — An individual who receives compensation from the City, whether~~  
14 ~~elected or not, and a noncompensated individual performing personal services for the City or~~  
15 ~~any department, commission, board or committee established by the executive or legislative~~  
16 ~~branch of the City.~~

17           E-PUBLISHING – The process of publishing electronically on the internet directly or  
18 through a bid notification system such as the Michigan Intergovernmental Trade Network  
19 (MITN) e-procurement initiative or similar internet site.

20

21 FINANCIAL INTEREST

- 22 A. Ownership of any interest or involvement in any relationship from which, or as a result of  
23 which, a person within the past year has received, or is presently or in the future entitled to  
24 receive, more than \$1,000 per year, or its equivalent;
- 25 B. Ownership of 10% or more of any property or business; or
- 26 C. Holding a position in a business such as officer, director, trustee, partner, employee or  
27 the like, or holding any position of management.

28 GRATUITY - A payment, loan, subscription, advance, deposit of money, service or  
29 anything of more than nominal value, present or promised, unless consideration of  
30 substantially equal or greater value is received.

31 LOCAL - Located within the municipal boundaries of the City of Monroe.

32 LOWEST QUALIFIED BIDDER - The lowest bidder having qualifications to perform  
33 the work which are satisfactory to the City Council.

34 MATERIALS AND SUPPLIES - Any and all articles, equipment or things, or a  
35 combination thereof, which shall be furnished to or used by any officer or department of the  
36 City for any governmental purposes and which are made by a single requisition form.

37 PROCUREMENT - The buying, purchasing, renting, leasing or otherwise acquiring of  
38 any supplies, services, equipment or construction. The term also includes all functions that  
39 pertain to the obtaining of any supply, service, equipment or construction, including a  
40 description of the requirements, selection and solicitation of sources, the preparation and  
41 award of contracts, and all phases of contract administration.

42 SERVICES - Any and all services, other than contractual services or collective  
43 bargaining agreements, of any type, whether or not including the furnishing of materials or

44 supplies as a part thereof or incident thereto, for which a consideration in money is paid by the  
45 City.

46 ~~§ 114-2 Office of Purchasing Assistant.~~

47 ~~The Office of Purchasing Assistant under the direction and control of the City Manager~~  
48 ~~as heretofore established is hereby continued.~~

49 § 114-3 Purchasing policy generally.

50 The procurement of supplies, equipment and services for the City of Monroe shall be  
51 accomplished under the following guidelines:

- 52 A. To procure for the City materials, supplies, equipment and contractual services of the highest  
53 quality and at the least expense to the City;
- 54 B. To endeavor to obtain as full and open competition as possible on all purchases and sales;
- 55 C. To exploit the possibility of buying in sufficient substantial quantities as to take full  
56 advantage of available discounts;
- 57 D. To act so as to procure for the City all tax exemptions to which it is entitled;
- 58 E. To promote local supplies and contractual services by identifying local suppliers and  
59 contractors, and providing notice and opportunity to bid to local suppliers and contractors in  
60 the City bid process. Nothing in this guideline, however, shall be interpreted to be in conflict  
61 with Act 196 of the Public Acts of 1973, as amended.
- 62 F. To join with other units of government in cooperative purchase plans when the best interests  
63 of the City would be served thereby.
- 64 G. To declare vendors who default on their quotations irresponsible bidders and to disqualify  
65 them from receiving any business from the City for a stated period of time.

66 H. To authorize the ~~Purchasing Assistant~~ Finance Department, consistent with this chapter, and  
67 with the approval of the City Manager to adopt operational procedures relating to the  
68 execution of cost effective procurement for the City of supplies and services.

69 **§ 114-4 Requisition procedure.**

70 The City Manager, with the concurrence of the Director of Finance, shall adopt  
71 implement any necessary rules respecting requisitions and purchase orders.

72 **§ 114-5 Authority of City Manager regarding purchases and sales.**

73 A. Purchases and contracts under \$5,000. The City Manager, subject to budgetary  
74 appropriations, is authorized to make purchases and contracts in an amount not to exceed  
75 \$5,000 without further approval of the City Council. Such purchases or contracts shall be  
76 made consistent with the authority elsewhere granted the City Manager in this chapter.

77 B. Sale of personal property valued at under \$500. Personal property not exceeding \$500 in  
78 value may be sold for cash by the City Manager after receiving competitive quotations  
79 therefore, for the best price obtainable, or may be traded to the vendor of new equipment  
80 replacing it. Sale of personal property may be made via online auction. City Council shall  
81 approve the sale of personal property in excess of \$500.

82 **§ 114-6. Sealed bids required; exceptions; alternative procedures; inspections.**

83 A. All purchases of, and all contracts for acquisition or delivery of, durable goods, equipment,  
84 replacement parts and components, consumable tools or commodities, fuel materials,  
85 supplies and consumer items, and supplies, and all sales of personal property which may  
86 have become obsolete or unusable, shall, except as specifically provided herein, be based  
87 upon competitive bids as provided in Subsection B hereof and administrative regulations  
88 issued by the City Manager implementing the same, or, within the limitations hereinafter

89 stated, shall be based upon alternative price quotation procedures as provided in Subsection  
90 C hereof.

91 (1) When competitive bids are so obtained, the sale or purchase shall be approved by the  
92 City Council and sealed bids shall be obtained in accordance with the detailed  
93 procedures established by this chapter. An exception may be made where the Council  
94 shall determine by a two-thirds majority vote ~~of those present at the meeting~~ that the  
95 public interest will be best served by joint purchase with, or purchase from, another unit  
96 of government. No sale or purchase shall be divided for the purpose of circumventing  
97 the limitation established by this chapter. The City Council may authorize the making  
98 of public improvements or the performance of any City work ~~by any City~~  
99 ~~administration~~ without need of competitive bidding.

100 (2) Purchases shall be made from the lowest qualified bidder meeting specifications, unless  
101 the City Council shall determine that the public interest will be better served by  
102 accepting a higher bid. Sales shall be made to the bidder whose bid is most  
103 advantageous to the City. In any case where a bid other than the lowest is accepted, the  
104 City Council shall set forth its reason or reasons therefore in its motion or resolution  
105 accepting such bid. City Council shall not set forth as its reason local preference, except  
106 as provided in section 114-13(C). The City Council shall have the right to reject all  
107 bids.

108 (3) In case no sealed bids are received or all bids are rejected, the ~~City Council~~ Manager  
109 may, ~~after stating the reason therefor, as a part of its motion or resolution therefor,~~  
110 order that further bids be solicited or ~~that the City Manager,~~ with specific authorization  
111 of City Council, purchase the materials, supplies, equipment or services concerned in

112 the open market, or, if practicable, secure the performance of services concerned by an  
113 appropriate officer or department of the City.

114 (4) Professional service contracts shall be authorized and regulated under certain guidelines  
115 to be established by the City Manager and maintained in the office of the  
116 Clerk/Treasurer. Nothing in the professional service contract guidelines shall be taken  
117 to authorize cost-plus or percentage contracts for professional services.

118 B. Any expenditure for supplies, materials, equipment, construction or maintenance contracts  
119 obligating the City, where the amount of the City's obligation is in excess of \$5,000, shall be  
120 governed by the following, except as otherwise stated in this chapter.

121 (1) Such expenditure shall be made the subject of a written contract. A purchase order shall  
122 be a sufficient written contract only in cases where the expenditure is in the usual and  
123 ordinary course of the City's affairs, and in no case shall it be sufficient for the  
124 construction of public works or the contracting for supplies, equipment or services over  
125 any period of time where the quality of the goods or materials or the scope of the  
126 services bargained for is not wholly standardized.

127 (2) Notice inviting ~~sealed competitive bids shall be published in a newspaper of general~~  
128 ~~circulation in the City at least five days before the final date for submitting bids~~  
129 ~~thereon. Such notice shall give briefly the specifications of the supplies, materials or~~  
130 ~~equipment, or of the construction project or other matter to be contracted for, and shall~~  
131 ~~state the amount of security to be given with the bid, and the amount of bond or other~~  
132 ~~security to be given with the contract. The notice shall state the time limit, the place of~~  
133 ~~filing bids and the time of opening bids and shall also state that the right is reserved to~~  
134 ~~reject any or all bids. Any other conditions of award of the contract shall also be stated~~

135 ~~in general terms.~~ competitive bids shall be solicited through traditional sealed bid  
136 procedure, or alternative means, including but not limited to E-Publishing and  
137 electronic submission or reverse auction methods providing the method used preserves  
138 the integrity of the competitive bid process and in accordance with the guidelines  
139 established by the City Manager and approved by City Council. Such notice shall  
140 either explain where to get information, or provide information, regarding the  
141 specification or the items to be purchased. The notice shall state the bid security  
142 required, the bond or other security to be required by the contract, time limits, the place  
143 of filing bids, the time of opening and other conditions of award. The notice shall also  
144 state that the right is reserved to reject any and all bids.

145 (3) ~~The Purchasing Assistant~~ Finance Department shall also solicit bids from a reasonable  
146 number of such qualified prospective bidders as are known to him or her by sending  
147 each a copy of the notice requesting bids, ~~and notice thereof shall be posted in the City~~  
148 ~~Hall.~~

149 (4) Unless prescribed by the City Council, the City Manager shall prescribe the amount of  
150 any security to be deposited with any bid, which deposit shall be in the form of a  
151 certified or cashier's check or bond written by a surety company authorized to do  
152 business in the state. The amount of such security shall be expressed in terms of a  
153 percentage of the bid submitted. Unless fixed by the City Council, the City Manager  
154 shall fix the amount of the performance bond and, in the case of construction contracts,  
155 the amount of the labor and material bond to be required of the successful bidders.

156 (5) Bids shall be opened in public, at the time and place designated in the notice requesting  
157 bids, in the presence of the Clerk/Treasurer, ~~the Purchasing Assistant~~ a representative

158 of the Finance Department and, when possible, the head of the department most closely  
159 concerned with the subject of the contract. The bids shall thereupon be carefully  
160 examined and tabulated and reported to the City Council with the recommendation of  
161 the City Manager at the earliest possible scheduled City Council meeting unless the  
162 City Manager rejects all bids. After tabulation, all bids may be inspected by the  
163 competing bidders.

164 (6) When such bids are submitted to the City Council, if City Council shall find any of the  
165 bids to be satisfactory, it shall award the contract to the ~~lowest~~ qualified bidder  
166 submitting the low cost bid and shall authorize ~~execution of the contract upon execution~~  
167 of the contract by the successful bidder and the filing of any bonds which may have  
168 been required, which bonds shall first be approved by the City Attorney as to form and  
169 content. Such award may be by motion, resolution or ordinance. City Council retains  
170 any other rights provided for in this chapter in the awarding or rejecting of bids.

171 (7) At the time the contract is executed, the contractor shall file a bond, if required in the  
172 bid request, executed by a surety company authorized to do business in Michigan, in  
173 favor of the City, conditioned upon the performance of said contract, and further  
174 conditioned upon payment of all laborers, mechanics, subcontractors and materialmen,  
175 as well as all just debts, dues and demands incurred in the performance of such work.  
176 The contractor shall, for all contracts other than for materials, supplies and equipment,  
177 also file evidence of public liability insurance naming the City as an additional insured  
178 in an amount satisfactory to the City Attorney, and agree to save the City harmless from  
179 loss or damage caused to any person or property by reason of the contractor's  
180 negligence.

181 (8) All bids and deposits of certified or cashier's checks may be retained in the office of the  
182 ~~Clerk/Treasurer~~ Finance Director until the contract is awarded and signed or until they  
183 are released by the ~~City Manager~~ Finance Director. If any successful bidder fails or  
184 refuses to enter into the contract awarded to him or her within 15 days after the same  
185 has been awarded, or to file the bond required within the same time, the deposit  
186 accompanying his or her bid shall be forfeited to the City, and the City Council may, in  
187 its discretion, award the contract to the next lower qualified bidder, or the contract may  
188 be re-advertised.

189 C. Purchases of supplies, materials or equipment, the cost of which is \$5,000 or less, may be  
190 made in the open market, but such purchases shall, where practicable, be based on at least  
191 three competitive bids or quotes and shall be awarded to the lowest qualified bidder. The  
192 ~~Purchasing Assistant~~ Finance Department may solicit bids or quotes ~~verbally or by~~  
193 ~~telephone, or may contact prospective bidders by written communication~~ by the most  
194 efficient method. A record shall be kept of all open market orders and the bids or quotes  
195 submitted thereon, which records shall be available for public inspection. Any or all bids or  
196 quotes may be rejected. Purchases costing \$5,000 or less may be made without the prior  
197 approval of the City Council under the authority granted the City Manager in this chapter.

198 D. The responsibility for the inspection and acceptance of all materials, supplies and equipment  
199 shall rest with the ordering department.

200 E. The City Manager shall not have the authority to increase the amount of an awarded contract  
201 approved by Council.

202

203 **§ 114-7. Sole source procurement.**

204 A contract may be awarded without competition when the City Manager determines in  
205 writing, after he or she or the ~~Purchasing Assistant~~ Finance Department has conducted a good  
206 faith review of available sources, that there is only one source for the required supply, service or  
207 construction item. The ~~Purchasing Assistant~~ Finance Department or other appropriate designee  
208 of the City Manager shall conduct negotiations, as appropriate and under the supervision of the  
209 City Manager, as to price, delivery and terms. A record of sole source procurement shall be  
210 maintained as a public record and shall list each contractor's name, the amount and type of each  
211 contract, a listing of the items procured under each contract and the date of the contract.

212 **§ 114-8. Emergency direct purchase procedure.**

213 In case of an actual emergency, any officer or department head may make direct purchase  
214 of materials, supplies, equipment or services, where the immediate procurement thereof is  
215 essential to the conduct of his or her office or department and the delay caused by following  
216 established purchasing procedures would vitally affect the public health, safety or welfare,  
217 provided that a purchase order therefor shall be filed with and approved by the City Manager as  
218 to the existence of the emergency and shall be likewise approved by the Director of Finance as to  
219 the sufficiency of funds for such purchase, and provided, further, that the City Manager shall  
220 advise Council at its next regular meeting after the emergency purchase of the circumstances for  
221 and terms of said procurement.

222 **§ 114-9. Purchases from petty cash.**

223 All departmental petty cash funds shall be authorized and approved by the City Manager.  
224 The City Manager shall establish, with the concurrence of the Director of Finance, a policy and  
225 guidelines for the administration of a departmental petty cash fund. Purchases from petty cash

226 shall not individually exceed ~~\$25~~ \$100. Departmental petty cash funds shall be reconciled with  
227 the City.

228 **§ 114-10. Debarment.**

229 A. After reasonable notice to the ~~person~~ business involved and reasonable opportunity for that  
230 ~~person~~ business to be heard, the City Manager, after consulting with the City Attorney, is  
231 authorized to debar a ~~person~~ business for cause from consideration for award of contracts.  
232 The debarment shall be for a period of not more than ~~one~~ two years. The causes for  
233 debarment include:

234 (1) A violation of contract provisions, as set forth herein, of a character which is regarded  
235 by the City Manager to be so serious as to justify debarment action, such as:

236 (a) Deliberate failure, without good cause, to perform in accordance with the  
237 specifications or within the time limit provided in the contract; or

238 (b) A recent record of failure to perform or of unsatisfactory performance in  
239 accordance with the terms of one or more contracts, provided that failure to perform  
240 or unsatisfactory performance caused by acts beyond the control of the contractor  
241 shall not be considered to be a basis for debarment.

242 (2) A violation of the provisions of this chapter or any other City policy, regulation or law.

243 B. The City Manager shall issue a written decision to debar. The decision shall state the reasons  
244 for the action taken and inform the debarred ~~person~~ business ~~involved~~ of ~~his or her~~ their  
245 rights concerning administrative or judicial review. A copy of the decision shall be mailed or  
246 otherwise furnished upon the rendering of a decision by the City Manager to the debarred  
247 ~~person~~ business. A decision to debar shall be final and conclusive, unless the debarred ~~person~~

248 business, within 10 days after receipt of the decision, takes an appeal to the City Council or  
249 commences a timely action in court in accordance with applicable law.

250 **§ 114-11. Bid protests.**

251 A. Any actual or prospective bidder, offeror or contractor who is aggrieved in connection with  
252 the solicitation or award of a contract may protest to the City Council. Protestors are directed  
253 to seek resolution of their complaints initially with the City Manager. A protest with respect  
254 to an invitation for bids or request for proposals shall be submitted in writing prior to the  
255 opening of bids or the closing date of proposals, unless the aggrieved ~~person~~ business did not  
256 know and should not have known of the facts giving rise to such protest prior to bid opening  
257 or the closing date for proposals. The protest shall be submitted within 10 days after such  
258 aggrieved ~~person~~ business knows or should have known of the facts giving rise thereto.

259 B. In the event of a timely protest under this section, the ~~Purchasing Agent~~ Finance Department  
260 shall not proceed further with the solicitation or award of the contract until all administrative  
261 and judicial remedies have been exhausted or until the City Council makes a determination  
262 on the record that the award of a contract without delay is necessary to protect a substantial  
263 interest of the City.

264 **§ 114-12. Notice of federal and state public policy requirements; notice of City policy**  
265 **requirements.**

266 A. For any contract that is subject to one or more federal, state or municipal public policy  
267 requirements, whether or not such contract is being funded in whole or in part by assistance  
268 from a federal or state agency, the ~~Purchasing Agent~~ Finance Department shall include  
269 contract provisions giving the contractor notice of these requirements, and, where

270 appropriate, shall include in those contract provisions the requirement that the contractor give  
271 a similar notice to all of its subcontractors.

272 B. Construction contracts with the City shall include contract provisions giving the contractor  
273 notice of ~~the City Local Labor Employment Policy~~ any labor standards or polices enacted by  
274 the City Council.

275 **§ 114-13. Local business enterprises.**

276 A. The City Manager and the ~~Purchasing Assistant~~ Finance Department shall take affirmative  
277 steps to assure that local businesses are utilized when possible as sources of supplies,  
278 equipment, services and construction items.

279 B. Affirmative steps to be taken shall include:

280 (1) Including qualified local businesses on solicitation lists;

281 (2) Assuring that local businesses are solicited whenever they are potential sources;

282 (3) When economically feasible, dividing total requirements into smaller tasks or quantities  
283 so as to permit maximum participation;

284 (4) Where the requirements permit, establishing delivery schedules which will encourage  
285 local business participation.

286 C. Preference shall be given to local businesses in awarding contracts if the lowest responsible  
287 bids are for the same amount and each bidder is equally qualified.

288 **§ 114-14. Records; public access.**

289 A. The ~~Purchasing Assistant~~ Finance Department shall keep a record of all purchases of  
290 materials, supplies, equipment and services, and of all bids and the manner in which such  
291 bids were procured, which he or she shall forward to the Clerk/Treasurer when each

292        respective material or supply is purchased or service is provided. All such records shall be  
293        public.

294        B. All procurement records shall be retained and disposed of by the City in accordance with  
295        records retention guidelines and schedules established by the Clerk/Treasurer.

296        **§ 114-15. Conflicts of interest.**

297               It shall be unethical for any City employee to participate directly or indirectly in a  
298        procurement contract, except as provided in Act 317 of the Public Acts of the 1968, as amended.

299        **§ 114-16. Gratuities; sanctions.**

300        A. It shall be unethical for any person to offer, give or agree to give any City employee or  
301        officer or former City employee or officer, or for any City employee or officer or former City  
302        employee or officer to solicit, demand, accept or agree to accept from another person a  
303        gratuity or an offer of employment in connection with any decision, approval, disapproval,  
304        recommendation or preparation of any part of a program requirement or a purchase request,  
305        influencing the content of any specification or procurement standard, rendering of advice,  
306        investigating or auditing, or in any other advisory capacity in any proceeding or application,  
307        request for ruling determination, claim or controversy, or other particular matter, pertaining  
308        to any program requirement, contract or subcontract, or to any solicitation or proposal  
309        therefor.

310        B. The prohibition against gratuities prescribed in this section shall be conspicuously set forth in  
311        every contract and solicitation therefor.

312        C. The City Manager may impose sanctions on a City employee for violations of this section  
313        consistent with governing employee contract provisions, if applicable.

314 D. The City Manager may debar a business for violations of this section pursuant to § 114-  
315 10, Debarment.

316 **§ 114-17. Authorized expenses of Mayor and Council.**

317 The Mayor and members of Council recognize that high moral and ethical standards among  
318 City officials are essential to the proper conduct of City affairs and the proper management of  
319 City resources. Thus, to promote and strengthen faith and confidence of the people of the City in  
320 their governing body, the Mayor and members of Council shall strictly abide by the following  
321 provisions:

322 A. The Mayor and members of Council shall comply with the City's policies and procedures  
323 for reimbursement of expenses. The Mayor and members of Council when seeking  
324 reimbursement shall, at a minimum, provide a receipt and indicate the date and purpose  
325 of the expense.

326 B. The Mayor and members of Council shall not, at any time, seek payment or  
327 reimbursement for the traveling expenses of spouses, friends, family members or other  
328 third parties traveling with the Mayor or member of Council on City business.

329 C. The Mayor, members of Council and all City employees shall not, at any time or on any  
330 occasion, pay for or seek reimbursement for alcoholic beverages with City funds.

331 D. The Mayor and members of Council shall not accept gifts of membership in fraternal or  
332 social organizations.

333 E. The City of Monroe shall not lease or buy a motorized vehicle for the Mayor or for any  
334 member of Council. However, the Mayor and City Council shall be entitled to mileage  
335 reimbursement at the same rate as other City employees.

336 F. The Mayor and members of Council shall not accept anything of value, ~~in excess of \$50,~~  
337 which may tend to influence them in the discharge of their duties.

338 SECTION 2. SAVINGS CLAUSE.

339 All proceedings pending and all rights and liabilities existing, acquired or incurred under  
340 Chapter 114 of the Code of the City of Monroe, at the time this ordinance takes effect are saved  
341 and may be consummated according to the law in force when they are/were commenced.

342 SECTION 3. SEVERABILITY.

343 The various parts, portions, sections and clauses of this Ordinance are hereby declared to  
344 be severable. If any part, sentence, paragraph, section, phrase or clause is adjudged  
345 unconstitutional or invalid by a court of competent jurisdiction, the remainder of the Ordinance  
346 shall not be affected thereby.

347 SECTION 4. EFFECTIVE DATE.

348 This Ordinance shall become effective 20 days after its passage and publication.

## PROCLAMATION

- WHEREAS,** it is an honor and privilege that the Mayor and City Council have been given this opportunity to pay tribute to St. Mary Catholic Central High School's Volleyball Team; and
- WHEREAS,** on November 20, 2010, SMCC's Volleyball Team made history once again by capturing the school's third state championship in volleyball by defeating St. Louis 25-14, 29-27, 25-16 in the Class C state championship game in Battle Creek; and
- WHEREAS,** SMCC's volleyball team's record for the season was 40-12-4, and the team earned All-State Academic honors with a team grade point average of 3.34; and
- WHEREAS,** the lady Kestrels Team members are: Sydney Maddux, Ashley Dazel, Alexis Thompson, McKenzie Todd, Katie Johnson, Kelsey Dimeff, Sarah Brent, Michelle DeMarco, Kara Olson, Bailey Windham, Tia Keeler, Taylor Vuich, Misha Levandoski, Megan Satterfield, and Libby Monarch; and
- WHEREAS,** Head Coach Diane Tuller and Assistants Sarah Beaudrie and Kim Windham have instilled in their players the importance of teamwork, discipline, dedication and sportsmanship; and
- WHEREAS,** the lady Kestrels played the game like true champions and represented exemplary sportsmanship; and
- WHEREAS,** their family, friends, and the entire community are proud of the team's personal accomplishments and we are extremely pleased and honored to have **ST. MARY CATHOLIC CENTRAL HIGH SCHOOL VOLLEYBALL TEAM** represent the City of Monroe; and
- WHEREAS,** the Mayor and Council recognize the importance of youth sports and recreation programs for the contribution to the shaping of today's youth and future community leaders.

**NOW, THEREFORE,** I, Robert E. Clark, Mayor of the City of Monroe, with the full support of City Council, do hereby proclaim December 20, 2010, as "**ST. MARY CATHOLIC CENTRAL HIGH SCHOOL VOLLEYBALL TEAM DAY**" in Monroe, and we commend the team and coaches, as well as the parents and families members, for their support and encouragement of these fine young athletes and we congratulate them on their outstanding achievement.

IN WITNESS WHEREOF, We have hereunto set our hands and caused the Seal of the City of Monroe to be affixed this 20<sup>th</sup> day of December 2010.

Council Members:

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

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

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

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

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

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

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



# CITY COUNCIL AGENDA FACT SHEET

**RELATING TO:** Obsolete Property Rehabilitation Certificate Application – 114-116 West Front Street

**DISCUSSION:**

On November 5, 2010, the City Clerk/Treasurer received an Application for Obsolete Property Rehabilitation Tax Exemption from West Front Development, LLC for the buildings at 114 and 116 West Front Street. As noted on the application, the request is for an Obsolete Property Rehabilitation Tax Exemption for \$419,090 in property improvements for a period of twelve (12) years.

On November 23, 2010, the Economic Development Review Committee (EDRC) met and made a recommendation on the original application. Following discussion on the request, the EDRC moved to recommend that City Council consider a twelve (12) year abatement on the property improvements as requested. This recommendation for approval is contingent upon the applicant and the City of Monroe executing an agreement detailing the required terms of this recommendation. (Please see attached Draft EDRC meeting minutes.)

On December 5, 2010, the Planning Office distributed notice of the public hearing to the affected taxing jurisdictions, the City Assessor, the City Clerk/Treasurer and the applicant. A general public hearing notice was also published in the December 5, 2010, edition of the *Monroe Evening News*.

It is recommended that, having completed the scheduled public meeting to consider this request, Council delay action on this item until its meeting on January 18, 2011 in order to draft the terms of the above referenced agreement and to address outstanding issues pertaining to property maintenance code compliance.

**CITY MANAGER RECOMMENDATION:**

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

**APPROVAL DEADLINE:** n/a

**REASON FOR DEADLINE:**

**STAFF RECOMMENDATION:**  For  Against

**REASON AGAINST:** N/A

**INITIATED BY:** West Front Development, LLC

**PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED:** Planning, Assessor, EDRC, Taxing Jurisdictions, DDA

## FINANCES

**COST AND REVENUE PROJECTIONS:**

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

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

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

**DATE:** 12-14-10

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

**DATE:** 12-14-10

**COUNCIL MEETING DATE:** December 20, 2010

**Economic Development Review Committee  
Meeting Minutes  
Tuesday, November 23, 2010  
1<sup>st</sup> Floor Conference Room  
Monroe City Hall**

**1. Roll Call**

**Present:** Robert E. Clark, Mayor  
George Brown, City Manager  
Brian Beneteau, City Councilperson  
Jeffrey Green, Interim Director of Planning and Recreation Department  
Sam Guich, City Assessor  
Tom Ready, City Attorney

**Staff:** Matt Wallace, Planner

**Guests:** Gregory Adanin, President, Ventower, Inc.  
Andy Kapusta, Engineer for Ventower, Inc.  
James Jacobs, Architect for West Front Development, LLC

**2. Consent Agenda**

Mr. Ready moved to accept the consent agenda as presented.

Mr. Guich seconded the motion.

*Motion Carried Unanimously*

**3. New Business**

**A. Application for an Obsolete Properties Rehabilitation Tax Exemption  
Certificate at 114 and 116 West Front Street by West Front Development, LLC**

Mr. Jacobs made a presentation discussing the project, its schedule and the expected timeline. Mr. Jacobs explained this timeline will be partly driven by other incentives being pursued such as brownfield tax credits and a façade grant from the Downtown Development Authority.

Mr. Ready explained that he would abstain from voting due to one of the principals being a client.

After further discussion, Mr. Green made the motion that the committee recommend to City Council approval of a twelve (12) year abatement on taxes related to improvements at 114 and 116 West Front Street subject to the execution of an agreement prepared by

city staff which will identify specific conditions, discussed by the Economic Development Review Committee at its meeting on November 23, 2010, which must be met. These conditions will include but may not be limited to: 1) verification applicant is current on taxes; 2) completion of a timeline for restoration; and 3) adhering to project drawings and specifications presented in application.

Mr. Beneteau seconded the motion.

*Motion carried unanimously (Ready abstained)*

#### **4. Old Business**

##### **A. Review of Industrial Facilities Tax agreement with Great Lakes Towers, LLC (d/b/a Ventowers, LLC)**

Mr. Adanin made a presentation showing progress that has been made in the Ventower site's development.

Mr. Ready gave an opinion on proposed revisions to the IFT agreement by Ventower, LLC.

City staff and Mr. Adanin agreed to draft an agreement that would comply with conditions drafted in the resolution that recommended approval of Ventower's IFT application.

#### **5. Adjournment**

Mr. Green moved to adjourn the meeting.

Mr. Clark seconded the motion:

*Motion Carried Unanimously*

*December 14, 2010/mew*



47  
48 WHEREAS, completion of the rehabilitated facility is calculated to, and will at  
49 the time of issuance of the certificate have the reasonable likelihood to, increase  
50 commercial activity, retain employment and revitalize an urban area; and  
51

52 WHEREAS, the rehabilitation includes improvements aggregating 10% or more  
53 of the true cash value of the property at commencement of the rehabilitation as provided  
54 by section 2(l) of Public Act 146 of 2000.  
55

56 NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of  
57 Monroe hereby approves the application of West Front Development, LLC, dated  
58 November 5, 2010, for an Obsolete Property Rehabilitation Exemption Certificate for  
59 properties located at 114 and 116 West Front Street, Monroe, Michigan and more  
60 particularly described in Exhibit A, which is attached hereto and made a part hereof, for  
61 the sum of four hundred nineteen thousand ninety (\$419,090) dollars for a period of  
62 twelve (12) years and subject to the following conditions:  
63

- 64 1. That West Front Development, LLC shall invest a sum not less than either  
65 four hundred nineteen thousand ninety (\$419,090) dollars or the actual cost of  
66 the materials, supplies and labor described in Exhibit A for certain property  
67 improvements to be located at 114 and 116 West Front Street, which is more  
68 particularly identified in its Application for Obsolete Property Rehabilitation  
69 Exemption Certificate dated November 5, 2010;  
70
- 71 2. That it is understood by and between the parties that the City of Monroe shall  
72 withdraw the abatement if West Front Development, LLC fails to complete  
73 the improvements at the specified location;  
74
- 75 3. That West Front Development, LLC shall complete the rehabilitation work  
76 described in the application, dated November 5, 2010, for an Obsolete  
77 Property Rehabilitation Exemption Certificate for properties located at 114  
78 and 116 West Front Street, Monroe, Michigan in an acceptable amount of  
79 time, considered by the City of Monroe to be no later than December 31,  
80 2011; and  
81

82 BE IT FURTHER RESOLVED, that the City of Monroe hereby states being  
83 fully advised that the granting of this Obsolete Property Rehabilitation Exemption  
84 Certificate to West Front Development, LLC for the properties located at 114 and 116  
85 West Front Street, Monroe, Michigan, and more particularly described in Exhibit A, shall  
86 not have the effect of substantially impeding the operation of the City of Monroe or  
87 impairing the financial soundness of a taxing unit which levies ad valorem taxes in the  
88 City of Monroe.  
89

90 **EXHIBIT A**

91 (Please see attachment)

**RESOLUTION**

**R2001-013**

**WHEREAS**, Monroe Downtown Development Authority has requested establishment of an Obsolete Property Rehabilitation District under Act 146 of 2000; and

**WHEREAS**, due notice has been given in writing as well as publication, to the property owners with the proposed district; and

**WHEREAS**, a public meeting was set and held at the City Council Chambers, Monroe City Hall, 120 E. First Street, Monroe, Michigan, March 5, 2001, at 7:30 P.M. for the property owners, residents/taxpayers of the City of Monroe, and the City Assessor, and representatives of the affected taxing units;

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Monroe hereby establishes an Obsolete Property Rehabilitation District, the legal description as taken from the City Tax Rolls as follows:

Commencing at the intersection of the west right-of-way line of North Monroe Street and the north right-of-way line of West Elm Avenue; thence **NORTHERLY** along the west right-of-way line of North Monroe Street to the south right-of-way line of West Willow Street; thence **WESTERLY** along said right-of-way line to the southerly extension of the east property line of parcel 69-00493-000; thence **NORTHERLY** across West Willow Street along said property line extension to the north right-of-way line of West Willow Street, along the east property line of parcels 69-00493-00 and 69-00499-000 to the south right-of-way line of West Vine Street, and across West Vine Street along the northerly extension of the east property line of parcel 69-00499-000 to the north right-of-way line of West Vine Street; thence **EASTERLY** along said right-of-way line to the east property line of parcel 69-00506-000; thence **NORTHERLY** along the east property line of parcels 69-00506-00 and 69-00513-000 to the south right-of-way line of West Noble Avenue; thence **EASTERLY** along said right-of-way line to the east right-of-way line of North Monroe Street; thence **SOUTHERLY** along said right-of-way line to the south right-of-way line of East Vine Street; thence **EASTERLY** along said right-of-way line to the west property line of parcel 69-00051-000; thence **SOUTHERLY** along the west property line of parcels 69-00051-000 and 69-00052-000 to the north right-of-way line of East Willow Street; thence **SOUTHERLY** across East Willow Street along the southerly extension of the west property line of parcel 69-00052-000 to the south right-of-way line of East Willow Street; thence **WESTERLY** along said right-of-way line to the east right-of-way line of North Monroe Street; thence **SOUTHERLY** along said right-of-way line to the south property line of parcel 69-01317-000; thence **EASTERLY** along the south property line of parcel 69-01317-000; to the east property line of parcel 69-01316-000; thence **SOUTHERLY** along the east property line of parcels 69-01316-000, 69-01315-000, 69-01314-000, and 69-01311-000 to the north property line of parcel 69-01310-000; thence **EASTERLY** along the north property line of parcel 69-01310-000 to the east property line of parcel 69-01310-000; thence **SOUTHERLY** along the east property line of parcel 69-01310-000 to the south property line of parcel 69-01310-000; thence **WESTERLY** along the south property line of 69-01310-000 to the east property line of parcel 69-01309-000; thence **SOUTHERLY** along the east property line of parcels 69-01309-000, 69-01308-000, and 69-01307-000 to the north right-of-way line of East Elm Avenue; thence **EASTERLY** along said right-of-way line to the northerly extension of the east property line of parcel 69-01305-000; thence **SOUTHERLY** along said property line extension, across East Elm Avenue, and along the east property line of parcel 69-01305-000 to the north property line of parcel 69-01304-000; thence **EASTERLY** along the north property line of parcel 69-01304-000 to the east property line of parcel 69-01304-000; thence

SOUTHERLY along the east property line of parcel 69-01304-000 to the north bank of the River Raisin; thence EASTERLY along said bank to the east property line of parcel 69-01512-000; thence NORTHERLY along the east property line of parcel 69-01512-000 to the south property line of parcel 69-01511-000; thence EASTERLY along the south property line of parcel 69-01511-000 to the east property line of parcel 69-01511-000; thence NORTHERLY along the east property line of parcel 69-01511-000 to the south right-of-way line of East Elm Avenue; thence EASTERLY along said right-of-way line to the east property line of parcel 59-01846-000; thence SOUTHERLY along the east property line of parcel 59-01846-000 to the north bank of the River Raisin; thence EASTERLY along said bank to the northerly extension of the east property line of parcel 39-00160-000; thence SOUTHERLY along said property line extension, across the River Raisin, along the east property line of parcel 39-00160-000 to the north right-of-way line of East Front Street, and across East Front Street along the southerly extension of the east property line of parcel 39-00160-000 to the south right-of-way line of East Front Street; thence WESTERLY along said right-of-way line to the east right-of-way line of Scott Street; thence SOUTHERLY along said right-of-way line to the easterly extension of the north property line of parcel 39-00330-000; thence WESTERLY across Scott Street along the easterly extension of the north property line of parcel 39-00330-000 to right-of-way line of Scott Street; thence NORTHERLY along said right-of-way line to the south right-of-way line of East Front Street; thence WESTERLY along said right-of-way line to the west property line of parcel 39-00332-000; thence SOUTHERLY along the west property line of parcels 39-00332-000 and 39-00331-000 to the north property line of parcel 39-00330-000; thence WESTERLY along the north property line of parcel 39-00330-000 to the east property line of parcel 39-00242-000; thence SOUTHERLY along the east property line of parcel 39-0242-000 to the south property line of parcel 39-00242-000; thence WESTERLY along the south property line of parcel 39-0242-000 to the east property line of parcel 39-00243-001; thence NORTHERLY along the east property line of parcel 39-00243-001 to the north property line of parcel 39-00243-001; thence WESTERLY along the north property line of parcel 39-00243-001 to the east right-of-way line of South Macomb Street; thence SOUTHERLY along said right-of-way line to the north property line of parcel 39-00244-000; thence EASTERLY along the north property line of parcel 39-00244-000 to the east property line of parcel 39-00244-000; thence SOUTHERLY along the east property line of parcels 39-00244-000, 39-00245-000, and 39-00246-000 to the north property line of parcel 39-00247-000; thence EASTERLY along the north property line parcel of 39-00247-000 to the west property line of parcel 39-00327-000; thence SOUTHERLY along the west property line of parcels 39-00327-000, 39-00326-000, and 39-00325-000 to the north property line of parcel 39-00253-000; thence EASTERLY along the north property line of parcel 39-00253-000 to the west right-of-way line of Scott Street; thence SOUTHERLY along said right-of-way line across East First Street to the north property line of parcel 39-00323-000; thence WESTERLY along the north property line of parcel 39-00323-000 to the east property line of parcel 39-00261-000 thence NORTHERLY along the east property line of parcel 39-00261-000 to the south property line of parcel 39-00259-000; thence WESTERLY along the south property line of parcel 39-00259-000 to the east right-of-way line of South Macomb Street; thence SOUTHERLY along said right-of-way line to the north right-of-way line of East Second Street; thence WESTERLY along said right-of-way line to the north right-of-way line across South Macomb Street to the east right-of-way line of Washington Street; thence SOUTHERLY along said right-of-way line across East Second Street to the south right-of-way line of East Third Street; thence WESTERLY along said right-of-way line across Washington Street to the west property line of parcel 29-00137-000; thence SOUTHERLY along the west property line of parcels 29-00137-000, 29-00136-000, and 29-00135-000 to the northerly extension of the west property line of parcel 29-00134-000; thence SOUTHERLY along said property line extension, across East Fourth Street along the west property line of parcels 29-00134-000, 29-00133-000, 29-00132-000 and 29-00131-000 to the

north right-of-way line of East Fifth Street, and across East Fifth Street along the southerly extension of the west property line of parcel 39-00131-000 to the south right-of-way line of East Fifth Street; thence WESTERLY along said right-of-way line to the east right-of-way line of South Monroe Street; thence SOUTHERLY along said right-of-way line to the south right-of-way line of East Sixth Street; thence EASTERLY along said right-of-way line to the west property line of parcel 29-00122-000; thence SOUTHERLY along the west property line of parcels 29-00122-000, 29-00121-000, 29-00120-000, 29-00119-000, and 29-00117-000 to the north right-of-way line of East Seventh Street; thence SOUTHERLY across East Seventh Street along the southerly extension of the west property line of parcel 29-00117-000 to the south right-of-way line of East Seventh Street; thence WESTERLY along said right-of-way line to the east right-of-way line to South Monroe Street; thence SOUTHERLY along said right-of-way line to the north property line of parcel 29-00460-000; thence EASTERLY along the north property line of parcel 29-00460-000 to the east property line of parcel 29-00460-000; thence SOUTHERLY along the east property line of parcels 29-00460-000 and 29-00461-000 to the north property line of parcel 29-00463-000; thence WESTERLY along the north property line of parcel 29-00463-000 to the east right-of-way line of South Monroe Street; thence SOUTHERLY along said right-of-way line to the south property line of parcel 29-00463-000; thence EASTERLY along the south property line of parcel 29-00463-000 to the east property line of parcel 29-00464-000; thence SOUTHERLY along the east property line of parcels 29-00464-000 and 29-00465-000 to the north property line of parcel 29-00467-000; thence EASTERLY along the north property line of parcel 29-00467-000 to the east property line of parcel 29-00467-000; thence SOUTHERLY along the east property line of parcels 29-00467-000, 29-00468-000, and 29-00512-000 to the north property line of parcel 29-00522-000; thence EASTERLY along the north property line of parcel 29-00522-000 to the east property line of parcel 29-00522-000; thence generally SOUTHERLY, WESTERLY, and SOUTHERLY along the east property line of parcels 29-00522-000 and 29-00521-000 to the north property line of parcel 29-00521-000; thence EASTERLY along the north property line of parcel 29-00521-000 to the west right-of-way line of Washington Street; thence SOUTHERLY along said right-of-way line to the north property line of 29-00517-000; thence generally WESTERLY, NORTHERLY, and WESTERLY along the north property line of parcel 29-00517-000 to the east property line of parcel 29-00519-000; thence SOUTHERLY along the east property line of parcel 29-00519-000 to the north right-of-way line of Jones Avenue; thence SOUTHERLY across Jones Avenue along the southerly extension of the east property line of parcel 29-00519-000 to the south right-of-way line of Jones Avenue; thence EASTERLY along said right-of-way to the west property line of parcel 39-00615-000; thence SOUTHERLY along the west property line of parcel 39-00615-000 to the south property line of parcel 39-00615-000; thence EASTERLY along the south property line of parcel 39-00615-000 to the east property line of parcel 39-00615-000; thence NORTHERLY along the east property line of parcel 39-00615-000 to the south right-of-way line of Jones Avenue; thence EASTERLY along the south right-of-way line of Jones Avenue to the east property line of parcel 39-00612-000; thence SOUTHERLY along the east property line of parcel 39-00612-000 to the south property line of parcel 39-00610-000; thence EASTERLY along the south property line of parcel 39-00610-000 to the City line; thence SOUTHERLY along the City line to the southeast corner of parcel 29-00511-000; thence generally WESTERLY, NORTHERLY, and WESTERLY along the City line to the east right-of-way line of South Monroe Street; thence generally NORTHERLY, WESTERLY, and NORTHERLY along the City line on the center line of South Monroe Street to the easterly extension of the south property line of parcel 29-00484-000; thence WESTERLY along said property line extension, across South Monroe Street, and along the south property line of parcel 29-00484-000 to the west property line of parcel 29-00484-000; thence NORTHERLY along the west property line of parcels 29-00484-000, 29-00485-000, 29-00487-000, and 29-00488-000 to the south right-of-way line of West Eighth

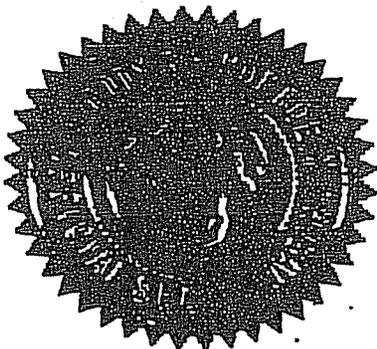
Street; thence NORTHERLY across West Eighth Street along the northerly extension of the west property line of parcel 29-00488-000 to the west property line of parcel 29-00050-000; thence NORTHERLY along the west property line of parcel 29-00050-000 to the south property line of parcel 29-00049-000; thence EASTERLY along the south property line of parcel 29-00049-000 to the west right-of-way line of South Monroe Street; thence NORTHERLY along said right-of-way line to the south property line of parcel 29-0047-000; thence NORTHERLY along the west property line of parcels 29-0047-000 and 29-00046-000 to the south property line of parcel 29-00045-000; thence EASTERLY along the south property line of parcel 29-00045-000 to the west right-of-way line of South Monroe Street; thence NORTHERLY along said right-of-way line to the south right-of-way line of West Seventh Street; thence WESTERLY along said right-of-way line to the southerly extension of the west property line of parcel 29-00197-000; thence NORTHERLY along said property line extension, across West Seventh Street, and along the west property line of parcels 29-00197-000 and 29-00196-000 to the southerly extension of parcel 29-00195-000; thence NORTHERLY along said property line extension, across West Sixth Street, and along the west property line of parcels 29-00195-000, 29-00194-000, 29-00193-000, and 29-00192-000 to the south right-of-way line of West Fifth Street; thence WESTERLY along said right-of-way line to the east right-of-way line of Cass Street; thence NORTHERLY along said right-of-way line across West Fifth Street to the north property line of parcel 29-00190-000; thence EASTERLY along the north property line of parcel 29-00190-000 to the east property line of parcel 29-00215-000; thence NORTHERLY along the east property line of parcel 29-00215-000 to the south right-of-way of West Fourth Street; thence NORTHERLY across West Fourth Street along the northerly extension of the east property line of parcel 29-00215-000 to the north right-of-way line of West Fourth Street; thence EASTERLY along said right-of-way line to the west property line of parcel 29-00189-000; thence NORTHERLY along the west property line of parcel 29-00189-000 to the south property line of 29-00187-000; thence EASTERLY along the south property line of 29-00187-000 to the west right-of-way line of South Monroe Street; thence NORTHERLY along said right-of-way line to the south right-of-way line of West Third Street; thence WESTERLY along said right-of-way line to the southerly extension of the west property line of parcel 29-00184-000; thence NORTHERLY along said property line extension across West Third Street along the west property line of parcels 29-00184-000, 29-00183-000, 29-00182-000, and 29-00181-000 to the south right-of-way line of West Second Street; thence NORTHERLY across West Second Street along the northerly extension of the west property line of parcel 29-00181-000 to the north right-of-way line of West Second Street; thence WESTERLY along said right-of-way line to the west right-of-way line of Cass Street; thence NORTHERLY along said right-of-way line to the north property line of parcel 29-00254-000; thence generally WESTERLY, SOUTHERLY, and WESTERLY along the north property line of parcel 29-00254-000 to the west property line of parcel 29-00254-000; thence SOUTHERLY along the west property line of parcels 29-00254-000 and 29-00255-000 to the north property line of parcel 29-00258-000; thence EASTERLY along the north property line of parcel 29-00258-000 to the west property line of parcel 29-00257-000; thence SOUTHERLY along the west property line of parcel 29-00257-000 to the north right-of-way line of West Second Street; thence WESTERLY along said right-of-way line to the west right-of-way line of Harrison Street; thence NORTHERLY along said right-of-way line to the north property line of parcel 29-00330-000; thence WESTERLY along the north property line of parcels 29-00330-000, 29-00331-000, and 29-00332-000 to the west property line of 29-00332-000; thence SOUTHERLY along the west property line of parcel 29-00332-000 to the north right-of-way line of West Second Street; thence WESTERLY along said right-of-way line of Smith Street; thence SOUTHERLY along said right-of-way line to the north property line of parcel 29-00404-028; thence WESTERLY along the north property line of parcel 29-00404-028 to the west property line of parcel 29-00404-028; thence SOUTHERLY along the west property line of parcel 29-00404-028 to the south property line of parcel 29-

00404-029; thence WESTERLY along the south property line of parcel 29-00404-029 to the west property line of parcel 29-00404-029; thence NORTHERLY along the west property line of parcel 29-00404-029 to the south property line of parcel 29-00404-031; thence generally SOUTHWESTERLY along the south property line of parcel 29-00404-031 to the east right-of-way line of Hubble Street; thence NORTHERLY, WESTERLY, and SOUTHERLY along the northern terminus of Hubble Street to the north property line of parcel 29-00060-001; thence generally SOUTHWESTERLY along the north property line of 29-00060-001 to the east property line of parcel 29-00404-039; thence NORTHERLY along the east property line of parcels 29-00404-039, 29-00494-038, and 29-00404-037 to the north property line of parcel 29-00404-37; thence WESTERLY along the north line of parcel 29-00404-037 to the east right-of-way line of Adams Street; thence NORTHERLY along said right-of-way line to the south right-of-way line of West Front Street; thence generally NORTHEASTERLY along said right-of-way line to the southerly extension of the west property line of parcel 29-00452-000; thence NORTHERLY along said property line extension, across West Front Street, and along the west property line of parcel 29-00452-000 to the south bank of the River Raisin; thence EASTERLY along said bank to the southerly extension of the west property line of St. Mary's Parking Lot; thence NORTHERLY along said property line extension, across the River Raisin, and along the west property line of St. Mary's Parking Lot to the south right-of-way line of West Elm Avenue; thence NORTHERLY across West Elm Avenue along the northerly extension of the west property line of St. Mary's Parking Lot to the north right-of-way line of West Elm Avenue; thence EASTERLY along said right-of-way line to the west right-of-way line of North Monroe Street to the point of beginning.

Motion by: Councilman Worrell  
Supported by: Councilwoman Hall  
Ayes: 7 Nays: 0

**RESOLUTION DECLARED ADOPTED**

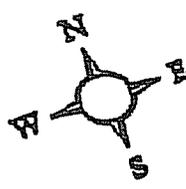
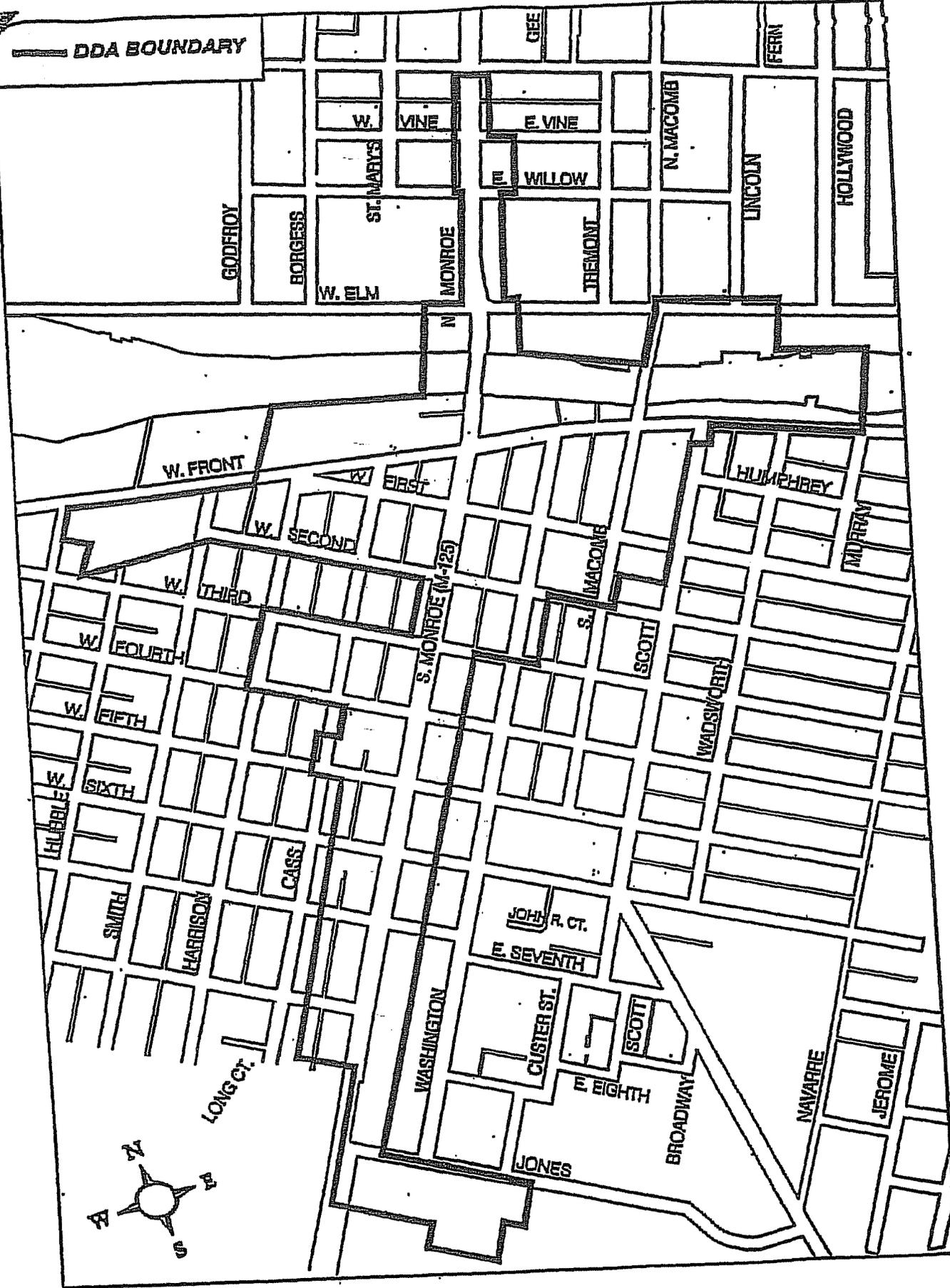
I, Charles D. Evans, City Clerk-Treasurer of the City of Monroe, County of Monroe, State of Michigan, do hereby certify that the foregoing is an exact copy of a Resolution adopted by the City Council of said City, at a regular meeting thereof held on the 5<sup>th</sup> Day of March 2001.



A handwritten signature in black ink, appearing to read "Charles D. Evans", written over a horizontal line.

Charles D. Evans  
City Clerk-Treasurer

DDA BOUNDARY



## Application for Obsolete Property Rehabilitation Exemption Certificate

This form is issued as provided by Public Act 146 of 2000, as amended. This application should be filed after the district is established. This project will not receive tax benefits until approved by the State Tax Commission. Applications received after October 31 may not be acted upon in the current year. This application is subject to audit by the State Tax Commission.

**INSTRUCTIONS:** File the original and two copies of this form and the required attachments with the clerk of the local government unit. (The State Tax Commission requires two copies of the Application and attachments. The original is retained by the clerk.) Please see State Tax Commission Bulletin 9 of 2000 for more information about the Obsolete Property Rehabilitation Exemption. The following must be provided to the local government unit as attachments to this application: (a) General description of the obsolete facility (year built, original use, most recent use, number of stories, square footage); (b) General description of the proposed use of the rehabilitated facility, (c) Description of the general nature and extent of the rehabilitation to be undertaken, (d) A descriptive list of the fixed building equipment that will be a part of the rehabilitated facility, (e) A time schedule for undertaking and completing the rehabilitation of the facility, (f) A statement of the economic advantages expected from the exemption. A statement from the assessor of the local unit of government, describing the required obsolescence has been met for this building, is required with each application. Rehabilitation may commence after establishment of district.

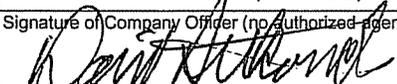
Applicant (Company) Name (applicant must be the OWNER of the facility) <b>West Front Development, LLC</b>		
Company Mailing address (No. and street, P.O. Box, City, State, ZIP Code) <b>P.O. Box 88, 104 West Front Street, Monroe, MI 48161</b>		
Location of obsolete facility (No. and street, City, State, ZIP Code) <b>114 &amp; 116 West Front Street, Monroe, MI 48161</b>		
City, Township, Village (Indicate which) <b>City of Monroe</b>		County <b>Monroe</b>
Date of Commencement of Rehabilitation (mm/dd/yyyy) <b>12-01-10</b>	Planned date of Completion of Rehabilitation (mm/dd/yyyy) <b>8-01-11</b>	School District where facility is located (include school code) <b>Monroe - Code</b>
Estimated Cost of Rehabilitation <b>\$419,090.00</b>	Number of years exemption requested <b>Twelve (12)</b>	Attach Legal description of Obsolete Property on separate sheet
Expected project likelihood (check all that apply):		
<input checked="" type="checkbox"/> Increase Commercial activity	<input type="checkbox"/> Retain employment	<input checked="" type="checkbox"/> Revitalize urban areas
<input checked="" type="checkbox"/> Create employment	<input type="checkbox"/> Prevent a loss of employment	<input checked="" type="checkbox"/> Increase number of residents in the community in which the facility is situated
Indicate the number of jobs to be retained or created as a result of rehabilitating the facility, including expected construction employment <b>154</b>		
Each year, the State Treasurer may approve 25 additional reductions of half the school operating and state education taxes for a period not to exceed six years. Check the following box if you wish to be considered for this exclusion. <input checked="" type="checkbox"/>		

### APPLICANT'S CERTIFICATION

The undersigned, authorized officer of the company making this application certifies that, to the best of his/her knowledge, no information contained herein or in the attachments hereto is false in any way and that all of the information is truly descriptive of the property for which this application is being submitted. Further, the undersigned is aware that, if any statement or information provided is untrue, the exemption provided by Public Act 146 of 2000 may be in jeopardy.

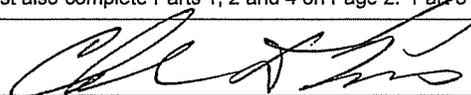
The applicant certifies that this application relates to a rehabilitation program that, when completed, constitutes a rehabilitated facility, as defined by Public Act 146 of 2000, as amended, and that the rehabilitation of the facility would not be undertaken without the applicant's receipt of the exemption certificate.

It is further certified that the undersigned is familiar with the provisions of Public Act 146 of 2000, as amended, of the Michigan Compiled Laws; and to the best of his/her knowledge and belief, (s)he has complied or will be able to comply with all of the requirements thereof which are prerequisite to the approval of the application by the local unit of government and the issuance of an Obsolete Property Rehabilitation Exemption Certificate by the State Tax Commission.

Name of Company Officer (no authorized agents) <b>David Petkovich</b>	Telephone Number <b>(734) 242-0108</b>	Fax Number <b>(734) 243-5503</b>
Mailing Address <b>104 West Front Street, Monroe, MI 48161</b>		Email Address <b>jack@piedmonte.com</b>
Signature of Company Officer (no authorized agents) 		Title <b>Managing Member</b>

### LOCAL GOVERNMENT UNIT CLERK CERTIFICATION

The Clerk must also complete Parts 1, 2 and 4 on Page 2. Part 3 is to be completed by the Assessor.

Signature 	Date application received <b>NOV 5 4 02 PM '10</b>
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FOR STATE TAX COMMISSION USE	
Application Number	Date Received <b>RECEIVED CHARLES D. EVANS</b>

### LOCAL GOVERNMENT ACTION

This section is to be completed by the clerk of the local governing unit before submitting the application to the State Tax Commission. Include a copy of the resolution which approves the application and Instruction items (a) through (f) on page 1, and a separate statement of obsolescence from the assessor of record with the State Assessor's Board. All sections must be completed in order to process.

#### PART 1: ACTION TAKEN

Action Date: _____		
<input type="checkbox"/> Exemption Approved for _____ Years, ending December 30, _____ (not to exceed 12 years)		
<input type="checkbox"/> Denied		
Date District Established	LUCI Code	School Code

#### PART 2: RESOLUTIONS (the following statements must be included in resolutions approving)

<p>A statement that the local unit is a Qualified Local Governmental Unit.</p> <p>A statement that the Obsolete Property Rehabilitation District was legally established including the date established and the date of hearing as provided by section 3 of Public Act 146 of 2000.</p> <p>A statement indicating whether the taxable value of the property proposed to be exempt plus the aggregate taxable value of property already exempt under Public Act 146 of 2000 and under Public Act 198 of 1974 (IFT's) exceeds 5% of the total taxable value of the unit.</p> <p>A statement of the factors, criteria and objectives, if any, necessary for extending the exemption, when the certificate is for less than 12 years.</p> <p>A statement that the application was approved at a public hearing as provided by section 4(2) of Public Act 146 of 2000 including the date of the hearing.</p> <p>A statement that the applicant is not delinquent in any taxes related to the facility.</p> <p>If it exceeds 5% (see above), a statement that exceeding 5% will not have the effect of substantially impeding the operation of the Qualified Local Governmental Unit or of impairing the financial soundness of an affected taxing unit.</p> <p>A statement that all of the items described under "Instructions" (a) through (f) of the Application for Obsolete Property Rehabilitation Exemption Certificate have been provided to the Qualified Local Governmental Unit by the applicant.</p>	<p>A statement that the application is for obsolete property as defined in section 2(h) of Public Act 146 of 2000.</p> <p>A statement that the commencement of the rehabilitation of the facility did not occur before the establishment of the Obsolete Property Rehabilitation District.</p> <p>A statement that the application relates to a rehabilitation program that when completed constitutes a rehabilitated facility within the meaning of Public Act 146 of 2000 and that is situated within an Obsolete Property Rehabilitation District established in a Qualified Local Governmental Unit eligible under Public Act 146 of 2000 to establish such a district.</p> <p>A statement that completion of the rehabilitated facility is calculated to, and will at the time of issuance of the certificate, have the reasonable likelihood to, increase commercial activity, create employment, retain employment, prevent a loss of employment, revitalize urban areas, or increase the number of residents in the community in which the facility is situated. The statement should indicate which of these the rehabilitation is likely to result in.</p> <p>A statement that the rehabilitation includes improvements aggregating 10% or more of the true cash value of the property at commencement of the rehabilitation as provided by section 2(l) of Public Act 146 of 2000.</p> <p>A statement of the period of time authorized by the Qualified Local Governmental Unit for completion of the rehabilitation.</p>
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#### PART 3: ASSESSOR RECOMMENDATIONS

Provide the Taxable Value and State Equalized Value of the Obsolete Property, as provided in Public Act 146 of 2000, as amended, for the tax year immediately preceding the effective date of the certificate (December 31st of the year approved by the STC).

	Taxable Value	State Equalized Value (SEV)
Building(s) (2010)	29-00448-000 17,990	17,990
	29-00449-000 21,010	21,010
Name of Governmental Unit	Date of Action on application	Date of Statement of Obsolescence
City of Monroe		

#### PART 4: CLERK CERTIFICATION

The undersigned clerk certifies that, to the best of his/her knowledge, no information contained herein or in the attachments hereto is false in any way. Further, the undersigned is aware that if any information provided is untrue, the exemption provided by Public Act 146 of 2000 may be in jeopardy.

Name of Clerk	Clerk Signature	Date	
Clerk's Mailing Address	City	State	ZIP Code
	Telephone Number	Fax Number	Email Address

Mail completed application and attachments to: State Tax Commission  
 Michigan Department of Treasury  
 P.O. Box 30471  
 Lansing, Michigan 48909-7971

If you have any questions, call (517) 373-3272.

For guaranteed receipt by the State Tax Commission, it is recommended that applications and attachments are sent by certified mail.

## ATTACHMENT A GENERAL DESCRIPTION OF THE OBSOLETE FACILITY

The subject properties are located at 114 and 116 West Front Street, within a prominent block of one of downtown Monroe's oldest blocks, fronting both on West Front Street and the Raisin River, and is located within the Old Village Plat. Vehicle access is off West Front Street and the drive located to the west of the building. The subject parcel's size is rectangular and measured at 36 feet by 158 feet, with an additional rectangular area wrapping the back side of the building and measured at 28 feet by 115 feet. The main entrance to the buildings is on the south from West Front Street.

The buildings were originally constructed on or about 1850. They are significant both as part of the block's ensemble and on their own merit as one of the earliest commercial structures still existing in the historic fabric of this block within the City of Monroe.

The current West Front Street façade and storefront detail appears to date back as far as the early 1900's. Currently vacant, the retail space, known as 114 and 116 West Front Street, was utilized for a number of different business types but was last occupied by Handler's Cleaners and later converted to Holiday Cleaners around 1963. These buildings form a continuous downtown block and would leave a hole in the downtown fabric and history if they are not restored or preserved.

The building layout of approximately 3720 square feet contains two (2) above grade floors and a basement at the front portion of the building, and one (1) above grade floor and a basement at the rear portion of the building. No alterations have been made to these buildings since 2002 and they have remained vacant for quite some time. At one time the first floor was utilized as commercial space while the second floor was utilized as commercial/residential tenant space. The basement space has been used exclusively for mechanical systems and storage.

An assessment of the structure's qualifying factors and finding of functional obsolescence has been conducted and follows this page. The two facades have structural concerns and will need to be rebuilt (north wall 114, south wall 116). The remaining structure appears to be of usable condition with some minor repairs to correct from past user abuse. Interior finishes are non-existent or damaged beyond use and required total revamping. These finishes were in this condition at the time of purchase by the present owner. Heating, ventilation and air conditioning systems are non-existent along with the electrical distribution systems. Building access is not accessibility-compliant. Based on these factors, the structure would be in violation of the present Michigan Building, Energy, Electrical, Plumbing and Mechanical codes, and must be modified to comply for occupancy of any kind.

It should be noted that several buildings in this block have been demolished as dangerous buildings and the resulting vacant land utilized as parking lots. The condition of these buildings is such that it could face a similar fate if renovations are not pursued that preserve/restore these urban architectural structures thus, further deteriorating the fabric of this prominent block of downtown Monroe.

ATTACHMENT B  
GENERAL DESCRIPTION OF THE PROPOSED USE OF THE  
REHABILITATED FACILITY

West Front Development, LLC will rehabilitate the exterior of the buildings to create a weather tight structure, and also, attempt to re-create the original West Front Street façade to its 1900 appearance. The upper stories (one over each building) will be rehabilitated for use as a commercial residential property which is permitted by-right within the downtown area, as indicated by the City of Monroe Zoning Regulations. The grade level spaces will be rehabilitated into commercial property retail space.

Drawings under final preparation by the applicant show the west façade of building 116 reconstructed and rehabilitated to its 1900 appearance by adding the storefront detail along the grade level and adding three (3) new arched-top punched openings trimmed by a corbelled course of stacked bond, stretcher bond, stretcher brick with wood double hung, four over four divided light operable sashes, and natural stone sills. The top of the wall will be capped by corbelled brick segmented entablature and stone coped parapet wall. The west façade of building 114 will be cleaned and tuck pointed with new wood double hung windows in the existing openings and the grade level storefront rehabilitated. The east façade of building 116 will be reconstructed and rehabilitated by removing the existing windows and block filled openings and providing new wood double hung, four over four divided light operable sashes, and natural stone sills. The upper portion of the wall will be removed as necessary and rebuilt up to the level of the front façade. The top of the wall will be capped with a stone coping. The rear façade of building 116 will be reconstructed and rehabilitated by removing the existing window and doors and providing new doors and wood double hung, four over four divided light operable sashes, and natural stone sill. The existing deteriorated wood stairs will be removed and new wood stairs and landing will be added meeting all local codes. The rear façade of building 114 will be removed and a new two (2) story addition will be added which will come out flush with building 116. A new roof will be installed on all levels along with new metal gutters and downspouts. Floor plans show the future layout to be designed as "shell" retail space on the grade levels approximately 1200 square feet. The second floor is designed as two (2) commercial/residential units ranging from 800 – 1200 square feet. The building's interior and access shall be constructed to meet accessibility guidelines.

The building's physical constraints, extremely high rehabilitation cost, and presence of asbestos and lead combine to place the risk of rehabilitation at higher-than-normal levels. Thus the proposed rehabilitation cannot be undertaken without the financial benefit which would accrue from approval and receipt of the requested Obsolete Property Rehabilitation Act certificate from the City of Monroe and State tax Commission.

ATTACHMENT C  
DESCRIPTION OF THE GENERAL NATURE AND EXTENT  
OF THE REHABILITATION TO BE UNDERTAKEN

<b>Building Rehabilitation</b>	<b>Amount</b>
114 W. Front Street Façade Restoration (South)	\$15,000.00
114 W. Front Street Façade Restoration (North) Demolition	\$8,000.00
116 W. Front Street Façade Restoration (South)	\$50,000.00
116 W. Front Street Façade Restoration (West)	\$20,000.00
116 W. Front Street Façade Restoration (North)	\$5,000.00
114 W. Front Street demo of one story block walls at back	\$5,000.00
114 & 116 West Front North Deck	\$10,000.00
114 W. Front St. renovate first floor into "shell" for retail @ \$38/sf x 1,065 sf	\$40,470.00
114 W. Front St. renovate second floor into apartment @ \$75/sf x 766	\$57,450.00
116 W. Front St. renovate first floor into "shell" for retail @ \$38/sf x 1,222 sf	\$46,436.00
116 W. Front St. renovate second floor into apartment @ \$75/sf x 666	\$49,950.00
114 W. Front St. 28'x17' two-story addition onto back @ \$120/sf x 476sf	\$57,120.00
<b>Sub Total</b>	<b>\$364,426.00</b>
15% Contingency	\$54,664.00
<b>Probable Building Rehab Construction Budget</b>	<b>\$419,090.00</b>

**ATTACHMENT D**  
**DESCRIPTIVE LIST OF FIXED BUILDING EQUIPMENT THAT WILL BE PART OF**  
**THE REHABILITATION TO BE UNDERTAKEN**

The present structures have no fixed building equipment that will remain as part of the rehabilitation to be undertaken. In general the following fixed building equipment is assumed to be included in the estimated construction costs noted above as new equipment.

- Heating Ventilation and Cooling systems
- Electrical service and meter
- Electrical distribution system
- Electrical lighting, phone, and data systems
- Natural Gas service and distribution system
- Counters and cabinetry (Built-in only)
- Plumbing fixtures and distribution system

**ATTACHMENT E - PROJECTED PROJECT DEVELOPMENT TIME-LINE FOR:**

West Front Development, LLC – 114 & 116 West Front Street Properties

Date revised: November 5, 2010

**Emergency repair projected timeline for south wall reconstruction of 116 West Front Street – (This is based on the premise that the façade can be isolated as a separate project to preserve the ability to receive any eligible incentive programs.)**

<b>Task</b>	<b>Date started</b>	<b>Date complete</b>	<b>Controlling Party</b>
Determine if reconstruction of the south façade as an isolated project hampers or disqualifies the remaining improvements from any eligible incentive programs	10-28-10	TBD	Matt Wallace – City of Monroe
Complete exterior renovation construction drawings for South wall of 116 West Front Street	Upon City Acceptance of Proposal	1-2 weeks	West Front Development & Jacobs Architects
Obtain final bids for 116 south wall renovation work	11-01-10	11-15-10	West Front Development
Apply for 2010 DDA Façade Grant if available	11-15-10	12-01-10	DDA
Apply for City of Monroe Site Plan Review	11-15-10	11-30-10	City of Monroe
Apply for building permit for the South façade renovation work only on 116 West Front Street	11-22-10	2-3 weeks	Contractor or West Front Development
South wall construction of 116	12-13-10 (As soon as permits are issued, if this doesn't jeopardize the ability to obtain the incentives sought)	2-4 weeks	Contractor or West Front Development
<b>Projected overall timeline</b>	<b>10-28-10</b>	<b>2-3 months</b>	

**ATTACHMENT E - PROJECTED PROJECT DEVELOPMENT TIME-LINE FOR:**

West Front Development, LLC – 114 & 116 West Front Street Properties

Date revised: November 5, 2010

**Projected timeline for the incentive application and review process for the remaining development of 114 and 116 West Front Street**

<b>Task</b>	<b>Date started</b>	<b>Date complete</b>	<b>Controlling Party</b>
Conduct building assessment with the Michigan Economic Development Corporation representative to determine eligibility for Brownfield incentives	10-28-10 (Request made)	TBD	City of Monroe & MEDC
Submit Obsolete Property Tax Abatement application to the City of Monroe	11-05-10	11-05-10	West Front Development
Approval of Obsolete Property Tax Abatement application	11-05-10	30-60 days	City of Monroe
Prepare Brownfield application and submit for consideration to the City of Monroe and Michigan Economic Development Corporation	10-28-10	1-2 weeks (After approval to proceed from the walk through assessment noted above)	West Front Development, City of Monroe, & Owner's consultant
Approval of the Brownfield application	TBD	90-120 days	City of Monroe & MEDC
Apply for DDA façade grants for 116 West Front Street's South, West, and North façades	As soon as the 2011 application is available (Historically March 2011)	90 days (Historically awarded by May 2011)	West Front Development
Apply for DDA façade grants for 114 West Front Street's South and North façades	As soon as the 2011 application is available (Historically March 2011)	90 days (Historically awarded by May 2011)	West Front Development
Complete exterior and interior renovation and addition construction drawings for 114 and 116 West Front Street	Upon City Acceptance of Proposal	1-2 weeks	West Front Development & Jacobs Architects
Obtain final bids for remaining exterior renovation and addition work for 114 and 116 West Front Street	11-01-10	12-31-10	West Front Development
Submit for City of Monroe site plan review for both 114 & 116 West Front Street – If necessary as a separate submittal from the emergency work noted above	11-29-10	1-2 weeks	Jacobs Architects
Submit for building permit for the completion of the	Upon	1 week	Contractor or

**JAMES S JACOBS ARCHITECTS, PLLC**

25 Washington Street  
Monroe, Michigan 48161

**ATTACHMENT E - PROJECTED PROJECT DEVELOPMENT TIME-LINE FOR:**

West Front Development, LLC – 114 & 116 West Front Street Properties

Date revised: November 5, 2010

exterior renovation and addition work on 114 and 116 West Front Street	approval of the Brownfield Credits		West Front Development
Submit for building permit for the completion of the interior renovation work on 114 and 116 West Front Street	Upon approval of the Brownfield Credits	1 week	Contractor or West Front Development
<b>Projected overall timeline</b>	<b>10-28-10</b>	<b>90-120 days</b>	

**ATTACHMENT E - PROJECTED PROJECT DEVELOPMENT TIME-LINE FOR:**  
 West Front Development, LLC – 114 & 116 West Front Street Properties  
 Date revised: November 5, 2010

**Projected construction timeline for remaining exterior renovations for 114 and 116 West Front Street - (The following timeline is based on the premise that all incentive approvals are in place by March 01, 2011. Should this be delayed the schedule would be pushed to the point of approval.)**

<b>Task</b>	<b>Date started</b>	<b>Date complete</b>	<b>Controlling Party</b>
North wall & addition construction for 114	4-01-11 pending approval of the incentives sought	60-90 days	Contractor
West, North and East façade cleaning/stripping of paint, re-pointing/repair and sealing of masonry wall, extension of uppermost parapet wall, installation of new windows and doors, construction of a new north exit stair and landing, roof replacement and new coping on parapet walls for 116 West Front	4-01-11 pending approval of the incentives sought	2-4 weeks	Contractor
South wall cleaning, re-pointing/repair and sealing of masonry wall, demolition of North wall construction of two-story addition to North flush with North wall of 116, installation of new windows and doors, construction of a new north exit stair and landing, roof replacement and new coping on parapet walls for 114 West Front	4-01-11 pending approval of the incentives sought	2-3 weeks	Contractor
<b>Projected overall timeline</b>	<b>10-28-10</b>	<b>8-10 months</b>	

**Projected construction timeline for interior renovations for 114 and 116 West Front Street - (The following timeline is based on the premise that all incentive approvals are in place by March 01, 2011. Should this be delayed the schedule would be pushed to the point of approval.)**

<b>Task</b>	<b>Date started</b>	<b>Date complete</b>	<b>Controlling Party</b>
Construction of 114 West Front 1 <sup>st</sup> floor "white box" shell commercial space for speculative tenant occupancy	3-01-11	60-90 days	Contractor
Construction of 114 West Front 2 <sup>nd</sup> floor apartment	3-01-11	Above	Contractor
Construction of 116 West Front 1 <sup>st</sup> floor "white box" shell commercial space for speculative tenant occupancy	3-01-11	Above	Contractor
Construction of 116 West Front 2 <sup>nd</sup> floor apartment	3-01-11	Above	Contractor
<b>Projected overall timeline</b>	<b>10-28-10</b>	<b>8-10 months</b>	

Grantee	Grantee	Sale Price	Sale Date	Ir. Type	Terms of Sale	Liber & Page	Verified by	Prct Trans
AS REALTY, LLC	WEST FRONT DEVELOPMENT, LLC	70,000	05/23/2006	LC	LAND CONTRACT	3114-0051	SELLER	100.0
SIEB, RICHARD & MARGE	RAS REALTY, LLC	1	04/30/2002	WD	WARRANTY DEED	2223-0810	SELLER	0.0
MATTON, ALBERT	SIEB, RICHARD & MARJORIE	13,500	10/17/1984	WD	WARRANTY DEED	0915-0453	SELLER	0.0

Property Address 114 W FRONT ST	Class: 201 I	Zoning: CBD	Building Permit(s)	Date	Number	Status
Owner's Name/Address WEST FRONT DEVELOPMENT, LLC ATTN: DAVE PETKOVICH 13295 LULU RD IDA MI 48140	School: 01 MONROE PUBLIC SCHOOLS					
Taxpayer's Name/Address WEST FRONT DEVELOPMENT, LLC ATTN: DAVE PETKOVICH 13295 LULU RD IDA MI 48140	P.R.E. 0%					
	MAP #: RETAIL/WARE, STOR/45					
	2009 Est TCY Tentative					

Legal Description PART OF PC #425, S OF RIVER RAISIN, DESCRIBED AS FOLLOWS: COM 194.87 FT S 77 D 20 M EAST & 35.04 FT N 32 D 19 M EAST FROM A MONUMENT AT INT OF THE CENTERLINE OF HARRISON ST & W FRONT ST, PROCEEDING TH N 32 D 19 M EAST 128.13 FT; TH S 77 D 20 M EAST 18 FT; TH S 32 D 19 M W 128.13 FT; TH N 77 D 20 M WEST 18 FT TO POB	<input checked="" type="checkbox"/> Improved <input type="checkbox"/> Vacant Public Improvements Dirt Road Gravel Road <input checked="" type="checkbox"/> Paved Road <input checked="" type="checkbox"/> Storm Sewer <input checked="" type="checkbox"/> Sidewalk <input checked="" type="checkbox"/> Water <input checked="" type="checkbox"/> Sewer <input checked="" type="checkbox"/> Electric <input checked="" type="checkbox"/> Gas <input checked="" type="checkbox"/> Curb Street Lights Standard Utilities Underground Utils.	Land Value Estimates for Land Table 00102.102 CBD NON-OFFICE * Factors *						
		Description Frontage Depth Front Depth Rate %Adj. Reason Value DOWNTOWN CBD W FRONT 18.00 127.40 1.0000 0.0000 0 100* 15,938 * denotes lines that do not contribute to the total acreage calculation. 18 Actual Front Feet, 0.05 Total Acres Total Est. Land Value = 15,938						
Comments/Influences	Topography of Site <input checked="" type="checkbox"/> Level <input type="checkbox"/> Rolling <input type="checkbox"/> Low <input type="checkbox"/> High <input type="checkbox"/> Landscaped <input type="checkbox"/> Swamp <input type="checkbox"/> Wooded <input type="checkbox"/> Pond <input type="checkbox"/> Waterfront <input type="checkbox"/> Ravine <input type="checkbox"/> Wetland <input type="checkbox"/> Flood Plain	Agricultural Local Cost Land Improvements Description Rate CountyMult. Size %Good Cash Value						
		Year	Land Value	Building Value	Assessed Value	Board of Review	Tribunal/ Other	Taxable Value
The Equalizer. Copyright (c) 1999 - 2000. Licensed to: City of Monroe, Monroe County	Who When What HK 08/21/1995 INSPECTE	2009	Tentative	Tentative	Tentative		Tentative	
		2008	7,970	19,240	27,210		27,210S	
		2007	7,970	20,900	28,870		28,870S	
		2006	7,970	20,170	28,140		10,1100	

Parcel Number: 1-29-00448-000

Jurisdiction: CITY OF MONROE

County: MONROE

Printed on 10/15/2008

Grantee	Grantee	Sale Price	Sale Date	Li. Type	Terms of Sale	Liber & Page	Verified by	Prcnt Trans
RAS REALTY, LLC	WEST FRONT DEVELOPMENT, LLC	70,000	05/23/2006	LC	LAND CONTRACT	3114-0051	SELLER	100.0
SIEB, RICHARD & MARGE	RAS REALTY, LLC	1	04/30/2002	WD	WARRANTY DEED	2223-0810	SELLER	0.0
PATTON, ALBERT	SIEB, RICHARD & MARJORIE	13,500	10/17/1984	WD	WARRANTY DEED	0915-0453	SELLER	0.0

Property Address	Class: 201 I	Zoning: CBD	Building Permit(s)	Date	Number	Status
114 W FRONT ST						
Owner's Name/Address	School: 01 MONROE PUBLIC SCHOOLS					
WEST FRONT DEVELOPMENT, LLC ATTN: DAVE PETKOVICH 13295 LULU RD IDA MI 48140	P.R.E. 0%					
	MAP #: RETAIL/WARE, STOR/45					
	2009 Est TCV Tentative					

Taxpayer's Name/Address	Improved	Vacant	Land Value Estimates for Land Table 00102.102 CBD NON-OFFICE				
WEST FRONT DEVELOPMENT, LLC ATTN: DAVE PETKOVICH 13295 LULU RD IDA MI 48140	X		* Factors *				
	Public Improvements		Description	Frontage	Depth	Front Depth	Rate %Adj. Reason Value
			DOWNTOWN CBD W FRONT	18.00	127.40	1.0000 0.0000	0 100*
				2293 Sqft		6.95 100	15,938
			* denotes lines that do not contribute to the total acreage calculation.				
			18 Actual Front Feet, 0.05 Total Acres Total Est. Land Value = 15,938				

Legal Description	Agricultural Local Cost Land Improvements						
PART OF PC #425, S OF RIVER RAISIN, DESCRIBED AS FOLLOWS: COM 194.87 FT S 77 D 20 M EAST & 35.04 FT N 32 D 19 M EAST FROM A MONUMENT AT INT OF THE CENTERLINE OF HARRISON ST & W FRONT ST, PROCEEDING TH N 32 D 19 M EAST 128.13 FT; TH S 77 D 20 M EAST 18 FT; TH S 32 D 19 M W 128.13 FT; TH N 77 D 20 M WEST 18 FT TO POB	X	Dirt Road					
	X	Gravel Road					
	X	Paved Road					
	X	Storm Sewer					
	X	Sidewalk					
	X	Water					
	X	Sewer					
	X	Electric					
	X	Gas					
	X	Curb					
	X	Street Lights					
	X	Standard Utilities					
	X	Underground Utils.					

Comments/Influences	Topography of Site	Year	Land Value	Building Value	Assessed Value	Board of Review	Tribunal/Other	Taxable Value
	X Level	2009	Tentative	Tentative	Tentative			Tentative
	X Rolling	2008	7,970	19,240	27,210			27,210
	X Low	2007	7,970	20,900	28,870			28,870
	X High	2006	7,970	20,170	28,140			10,110
	X Landscaped							
	X Swamp							
	X Wooded							
	X Pond							
	X Waterfront							
	X Ravine							
	X Wetland							
	X Flood Plain							
	XA							
	Who When What							
	HK 08/21/1995 INSPECTE							

Desc. of Bldg/Location: 1ST FLOOR  
 Calculator Occupancy: Store, Retail

Segregated Cost Computations						
Costs taken from Segregated Cost Section 3: Stores & Commercials						
Item Description	Cost Col.	Rate	# or SqFt	Height Adj.	Storys Adj.	Base Cost
(1) Excavation/Site Preparation: Site Prep	1 U	0.17	1065	1.000	1.000	181
(2) Foundation: Class C, Bearing Walls	1 U	2.44	1831	0.960	1.000	4282
(4) Floor Structure: Wood Joists and Sheathing	1 U	3.85	766	1.000	1.000	2949
Concrete, On Ground	1 U	2.53	299	1.000	1.000	756
(5) Floor Cover: Hardwood	1 U	5.60	1065	1.000	1.000	5964
(6) Ceiling: Embossed Metal	1 U	3.75	1065	1.000	1.000	3994
(7) Interior: Frame, Retail Store	1 U	4.75	1065	0.900	1.000	4553
(8) Plumbing: Typical, Retail Stores	1 U	1.25	1065	1.000	1.000	1331
(10) Heating & Cooling: Forced Air	1 U	2.55	1065	0.940	1.000	2553
(11) Electric & Lighting: Typical, Retail Stores, Class C,D & S	1 U	3.14	1065	1.000	1.000	3344
Few Outlets, Non-Metallic	1 U	2.74	766	1.000	1.000	2099
(13) Roof Structure: Wood Joists, Wood or Composition						
ECF (102 CBD NON-OFFICE)						
0.510 => TCV of Bldg: 1 = 26,431						
Replacement Cost/Floor Area= 110.59 Est. TCV/Floor Area= 24.82						

Class: C  
 Floor Area: 1,065  
 Stories Above Grd: 1  
 Average Sty Hght : 10  
 Bsmnt Wall Hght : 6

Construction Cost

High	Above Ave.	Ave.	Low
------	------------	------	-----

\*\* \*\* Calculator Cost Data \*\* \*\*  
 Quality: Low Cost Adj: %+0 \$/SqFt:0.00  
 Heat#1: Forced Air Furnace 100%  
 Heat#2: Zoned A.C. Warm & Cooled Air 0%  
 Ave. SqFt/Story: 1065  
 Ave. Perimeter: 161  
 Has Elevators:

1893 Year Built  
 1903 Remodeled

10 Overall Bldg Height

\*\*\* Basement Info \*\*\*  
 Area: 766  
 Perimeter: 123  
 Type: Finished/Office  
 Heat: Forced Air Furnace

Comments:  
 BASEMENT HAS DIRT FLOOR

\* Mezzanine Info \*  
 Area #1:  
 Type #1: Office  
 Area #2:  
 Type #2: Office

\* Sprinkler Info \*  
 Area:  
 Type: Low

(1) Excavation/Site Prep: 1065 SqFt Site Prep	(7) Interior: 1065 SqFt, Frame, Retail Store	(11) Electric and Lighting: 1065 SqFt, Typical, Retail Stores, 766 SqFt, Few Outlets, Non-Metallic	(39) Miscellaneous:
(2) Foundation: <input checked="" type="checkbox"/> Footings	(8) Plumbing:	Outlets:	Fixtures:
<input checked="" type="checkbox"/> Poured Conc. <input checked="" type="checkbox"/> Brick/Stone <input type="checkbox"/> Block	<input type="checkbox"/> Many Above Ave. <input type="checkbox"/> Average Typical <input type="checkbox"/> Few None	<input checked="" type="checkbox"/> Few Average Many Unfinished Typical	<input checked="" type="checkbox"/> Few Average Many Unfinished Typical
1831 SqFt, Class C, Bearing Walls	Total Fixtures: 3-Piece Baths 2-Piece Baths Shower Stalls Toilets Urinals Wash Bowls Water Heaters Wash Fountains Water Softeners	<input type="checkbox"/> Flex Conduit Rigid Conduit Armored Cable <input checked="" type="checkbox"/> Non-Metallic Bus Duct	<input checked="" type="checkbox"/> Incandescent Fluorescent Mercury Sodium Vapor Transformer
(3) Frame:	1065 SqFt, Typical, Retail Stores	(13) Roof Structure: Slope=0 299 SqFt, Wood Joists, Wood or Comp	(40) Exterior Wall: 12 Thickness Bsmnt Insul. 1090 SqFt, Brick, Common, 12" 530 SqFt, Block, Concrete, 12' 1620 SqFt, Concrete or Masonry Wall 750 SqFt, Stone Masonry
(4) Floor Structure: 766 SqFt, Wood Joists and Sheathing 299 SqFt, Concrete, On Ground	(9) Sprinklers:	(14) Roof Cover: 299 SqFt, Built-Up Composite 299 SqFt, Roof Insulation	
(5) Floor Cover: 1065 SqFt, Hardwood	(10) Heating and Cooling: <input checked="" type="checkbox"/> Gas Oil <input type="checkbox"/> Coal Stoker <input type="checkbox"/> Hand Fired Boiler		
(6) Ceiling: 1065 SqFt, Embossed Metal	1065 SqFt, Forced Air		

... and reliable but not guaranteed\*\*

Desc. of Bldg/Section: 2ND FLOOR  
 Calculator Occupancy: Warehouse, Storage

Class: C  
 Floor Area: 766  
 Stories Above Grd: 1  
 Average Sty Hght : 10  
 Bsmnt Wall Hght :

Depr. Table : 2.5%  
 Effective Age : 32  
 Physical %Good: 44  
 Func. %Good : 90  
 Economic %Good: 100

1893	Year Built Remodeled
10	Overall Bldg Height

Comments:  
 FUNC = 2ND FL ACCESS

**Construction Cost**

High	Above Ave.	Ave.	X	Low
------	------------	------	---	-----

\*\* \*\* Calculator Cost Data \*\* \*\*  
 Quality: Low Cost Adj: %+0 \$/SqFt:0.00  
 Heat#1: Forced Air Furnace 100%  
 Heat#2: Package Heating & Cooling 0%  
 Ave. SqFt/Story: 766  
 Ave. Perimeter: 123  
 Has Elevators:

\*\*\* Basement Info \*\*\*  
 Area:  
 Perimeter:  
 Type: Finished/Office (No Rates)  
 Heat: No Heating or Cooling

\* Mezzanine Info \*  
 Area #1:  
 Type #1: Office (No Rates)  
 Area #2:  
 Type #2: Office (No Rates)

\* Sprinkler Info \*  
 Area:  
 Type: Low

<<<< Segregated Cost Computations >>>>  
 Costs taken from Segregated Cost Section 4: Garages, Industrials, Warehouses

Item Description	Cost Col.	Rate	# or SqFt	Height Adj.	Storys Adj.	Base Cost
(2) Foundation: Class C, Bearing Walls	1 U	2.45	766	0.920	1.000	1725
(4) Floor Structure: Wood Joists and Sheathing	1 U	3.64	766	1.000	1.000	2788
(5) Floor Cover: Hardwood	1 U	5.30	766	1.000	1.000	4060
(7) Interior: Frame, Warehouses, Storage	1 U	0.26	766	0.800	1.000	159
(8) Plumbing: Typical, Warehouses, Storage	1 U	0.61	766	1.000	1.000	467
(10) Heating & Cooling: Forced Air	1 U	2.60	766	0.880	1.000	1753
(11) Electric & Lighting: Typical, Warehouses, Storage	1 U	0.98	766	1.000	1.000	751
(13) Roof Structure: Wood Joists, Wood or Composition Deck	1 U	2.34	766	1.000	1.000	1792
(14) Roof Cover: Built-Up Composite	1 U	1.08	766	1.000	1.000	827
Roof Insulation	1 U	0.61	766	1.000	1.000	467
(40) Exterior Wall: Brick, Common, 12"	1 U	20.16	1286	1.000	1.000	25926
Concrete or Masonry Wall Insulation	1 U	0.45	1250	1.000	1.000	562
ECF (102 CBD NON-OFFICE)		0.510 =>	TCV of Bldg: 2 =			12,042
Replacement Cost/Floor Area= 77.84						Est. TCV/Floor Area= 15.72

(1) Excavation/Site Prep: X Site Prep	(7) Interior: 766 SqFt, Frame, Warehouses, Storage	(11) Electric and Lighting: 766 SqFt, Typical, Warehouses, Storage	(39) Miscellaneous:
(2) Foundation: X Footings	(8) Plumbing:	Outlets:	Fixtures:
Poured Conc. X Brick/Stone Block	Many Above Ave. Average Typical Few None	X Few Average Many Unfinished Typical	X Few Average Many Unfinished Typical
766 SqFt, Class C, Bearing Walls	Total Fixtures 3-Piece Baths 2-Piece Baths Shower Stalls Toilets	Urinals Wash Bowls Water Heaters Wash Fountains Water Softeners	(40) Exterior Wall:
(3) Frame:	766 SqFt, Typical, Warehouses, Storage	X Flex Conduit Rigid Conduit Armored Cable Non-Metalic Bus Duct	X Incandescent Fluorescent Mercury Sodium Vapor Transformer
(4) Floor Structure: 766 SqFt, Wood Joists and Sheathing	(9) Sprinklers:	(13) Roof Structure: Slope=0 766 SqFt, Wood Joists, Wood or Comp	12 Thickness Bsmnt Insul. 1286 SqFt, Brick, Common, 12" 1250 SqFt, Concrete or Masonry Wall
(5) Floor Cover: 766 SqFt, Hardwood	(10) Heating and Cooling: X Gas Oil Coal Stoker Hand Fired Boiler	(14) Roof Cover: 766 SqFt, Built-Up Composite 766 SqFt, Roof Insulation	
(6) Ceiling:	766 SqFt, Forced Air		

# SKETCH/AREA TABLE ADDENDUM

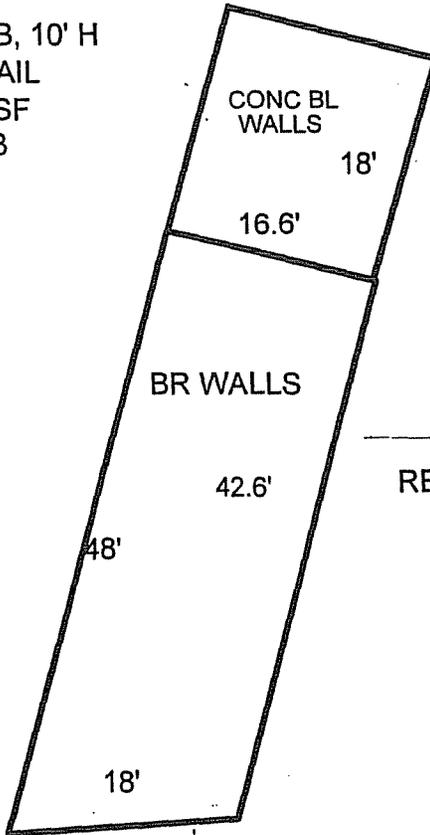
File No 29-00448-000

Property Address 114 W FRONT ST  
 City MONROE County MONROE State MI Zip 48161  
 Owner WEST FRONT DEVELOPMENT, LLC  
 Client  
 Appraiser Name

29-00448-000

IMPROVEMENTS SKETCH

1-S SLAB, 10' H  
 RETAIL  
 299 SF  
 1903



2-S BSMT, 20' H  
 RETAIL/WARE, STORG  
 766 SF/766 SF  
 1893

2' PARAPET 18 LF

TFA 1,831 SF

Scale: 1" = 15'

AREA CALCULATIONS

## AREA CALCULATIONS SUMMARY

Code	Description	Factor	Net Size	Perimeter	Net Totals
GBA1	1-S SLAB	1.00	298.7	69.2	1065.0
	2-S BSMT	1.00	766.3	125.5	

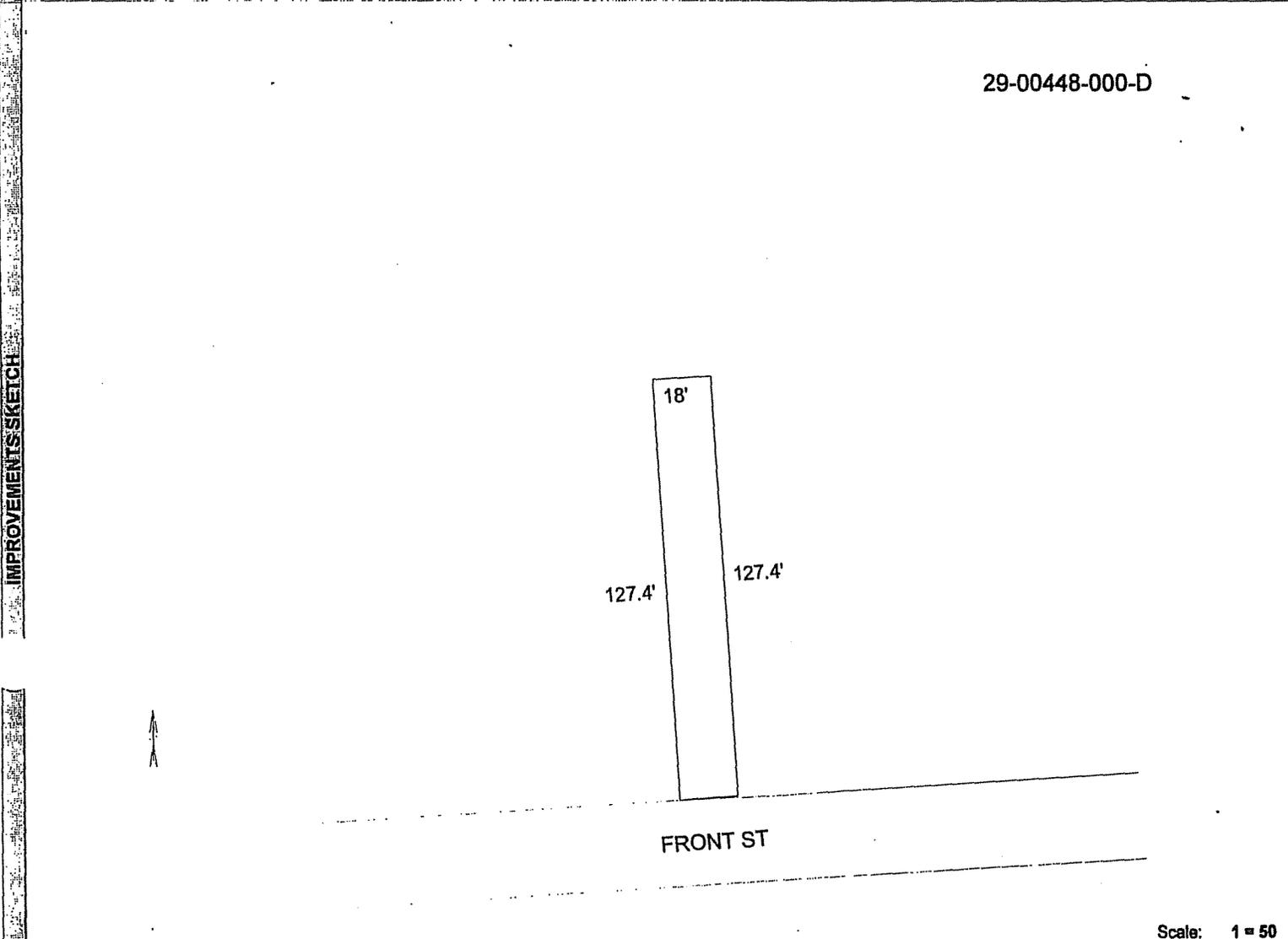
Net BUILDING Area (rounded w/ factors) 1065


# SKETCH/AREA TABLE ADDENDUM

File No 29-00448-000

SUBJECT	Property Address 114 W FRONT ST		
	City MONROE	County MONROE	State MI Zip 48161
	Owner WEST FRONT DEVELOPMENT, LLC		
	Client		
Appraiser Name			

29-00448-000-D



Scale: 1" = 50'

AREA CALCULATIONS SUMMARY					
Code	Description	Factor	Net Size	Perimeter	Net Totals
LAND	29-00448-000-D	1.00	2293.2	290.8	2293.2

Granto.	Grantee	Sale Price	Sale Date	In. Type	Terms of Sale	Liber &Page	Verified by	Prcnt Trans
GUSTAVE JANSSENS LIVING TRU	WEST FRONT DEVELOPMENT, LLC	75,000	05/09/2003	LC	INVALID ECF STUDY	2467-0112	SELLER	100.0
EIGHMEY, NEIL RAY	GUSTAVE JANSSENS LIVING TRU	75,000	06/26/2002	IV	PAYOFF LC	2249-0575	SELLER	0.0
EIGHMEY, NEIL R (LC)	GUSTAVE JANSSENS LIVING TRU	75,000	07/17/2001	LC	INVALID ECF STUDY	2064-0037	SELLER	100.0

Property Address	Class: 201 I	Zoning: CBD	Building Permit(s)	Date	Number	Status
116 W FRONT ST						
Owner's Name/Address	School: 01 MONROE PUBLIC SCHOOLS		COM OR INDUST MISCELLANEOU	06/26/2007	PBD-07-0850	FINAL
WEST FRONT DEVELOPMENT, LLC	P.R.E. 0%		DEMOLITION	01/17/2006	PBD-06-0493	FINAL
Taxpayer's Name/Address	MAP #: RETAIL/MULTI RESD/		DEMOLITION	09/03/2003	PBD-04-0359	EXPIRED
104 W FRONT STREET MONROE MI 48161	2009 Est TCV Tentative		RES MISCELLANEOUS	02/26/2002	PBD-02-0890	EXPIRED

Legal Description	Public Improvements	Land Value Estimates for Land Table 00102.102 CBD NON-OFFICE
LOT COM AT A PT ON N LI OF W FRONT ST 176.63 FT S 77D 20M E AND 35.04 FT N 32D 19M E FR INT OF CL OF SD W FRONT ST WITH CL W FRONT ST WITH CL OF HARRISON ST; TH N 32D 19M E 157.99 FT; TH S 77D 20M E 115.40 FT; TH S 13D 19M W 28.21 FT; TH N 77D 20M W 107.07 FT; TH S 32D 19M W 6.90 FT; TH S 57D 23M E 0.23 FT; TH S 32D 37M W 45.FT; TH S 32D 19M W 75.87 FT; TH N 77D 20M W 18.24 FT TO POB. PC 414; 425	<input checked="" type="checkbox"/> Improved <input type="checkbox"/> Vacant <input checked="" type="checkbox"/> Dirt Road <input checked="" type="checkbox"/> Gravel Road <input checked="" type="checkbox"/> Paved Road <input checked="" type="checkbox"/> Storm Sewer <input checked="" type="checkbox"/> Sidewalk <input checked="" type="checkbox"/> Water <input checked="" type="checkbox"/> Sewer <input checked="" type="checkbox"/> Electric <input checked="" type="checkbox"/> Gas <input checked="" type="checkbox"/> Curb <input checked="" type="checkbox"/> Street Lights <input checked="" type="checkbox"/> Standard Utilities <input checked="" type="checkbox"/> Underground Utils.	* Factors * Description Frontage Depth Front Depth Rate %Adj. Reason Value 18.24 127.40 1.0000 0.0000 0 100* 'B' FRONTAGE 107.07 29.70 1.0000 0.0000 0 100* DOWNTOWN 0 5503 SqFt 0.00 70 60% RL @ 50% Flat Value: 35,768 * denotes lines that do not contribute to the total acreage calculation. 125 Actual Front Feet, 0.13 Total Acres Total Est. Land Value = 35,768

Comments/Influences	Topography of Site	Agricultural Local Cost Land Improvements
	Level Rolling Low High Landscaped Swamp Wooded Pond Waterfront Ravine Wetland Flood Plain	Description Rate CountyMult. Size %Good Cash Value

Year	Land Value	Building Value	Assessed Value	Board of Review	Tribunal/ Other	Taxable Value
2009	Tentative	Tentative	Tentative			Tentative
2008	17,880	22,470	40,350			40,350S
2007	17,880	23,880	41,760			41,760S
2006	17,880	32,430	50,310			47,350C

\*\*\*Information herein deemed reliable but not guaranteed\*\*\*



Desc. of Bldg./ion: MIDDLE SECTION OF BLDG Calculator Occupancy: Warehouse, Storage		<<<<< Segregated Cost Computations >>>>> Costs taken from Segregated Cost Section 4: Garages, Industrials, Warehouses						
Class: C Floor Area: 556 Stories Above Grd: 1 Average Sty Hght : 14 Bsmnt Wall Hght : 7	Construction Cost					Item Description (1) Excavation/Site Preparation: Site Prep (2) Foundation: Class C, Bearing Walls (4) Floor Structure: Concrete, On Ground Wood Joists and Sheathing (6) Ceiling: Gypsum Board, Taped and Painted (7) Interior: Masonry, Warehouses, Storage (8) Plumbing: Typical, Warehouses, Storage (10) Heating & Cooling: Package Heating/Cooling, Short Ducts (11) Electric & Lighting: Typical, Warehouses, Storage Few Outlets, Non-Metallic (13) Roof Structure: Wood Joists, Wood or Composition Deck (14) Roof Cover: ECF (102 CBD NON-OFFICE) Replacement Cost/Floor Area= 104.01	Cost Col. Rate # or Height SqFt Adj. Storys Adj. Base Cost	
	High	Above Ave.	Ave.	X Low	** ** Calculator Cost Data ** ** Quality: Low Cost Adj: %+0 \$/SqFt:0.00 Heat#1: Space Heaters, Gas with Fan 100% Heat#2: Space Heaters, Gas with Fan 0% Ave. SqFt/Story: 556 Ave. Perimeter: 67 Has Elevators:			1 U 0.17 556 1.000 1.000 95 1 U 2.44 556 1.000 1.000 1354 1 U 2.53 556 1.000 1.000 1407 1 U 3.85 556 1.000 1.000 2141 1 U 1.41 556 1.000 1.000 784 1 U 0.25 556 1.000 1.000 139 1 U 0.61 556 1.000 1.000 339 1 U 4.70 556 1.000 1.000 2613 1 U 0.98 556 1.000 1.000 545 1 U 2.74 556 1.000 1.000 1523 1 U 3.20 556 1.000 1.000 1779 0.510 => TCV of Bldg: 2 = 14,746 Est. TCV/Floor Area= 26.52
Depr. Table : 2.5% Effective Age : 27 Physical %Good: 50 Func. %Good : 100 Economic %Good: 100	*** Basement Info *** Area: 556 Perimeter: 83 Type: Finished/Office (No Rates) Heat: No Heating or Cooling					(7) Interior: 556 SqFt, Masonry, Warehouses, Storage	(11) Electric and Lighting: 556 SqFt, Typical, Warehouses, Sto 556 SqFt, Few Outlets, Non-Metallic	(39) Miscellaneous:
Year Built Remodeled	* Mezzanine Info * Area #1: Type #1: Office (No Rates) Area #2: Type #2: Office (No Rates)					(8) Plumbing: Many Above Ave. Average Typical Few None Total Fixtures 3-Piece Baths Urinals 2-Piece Baths Water Heaters Shower Stalls Wash Fountains Toilets Water Softeners 556 SqFt, Typical, Warehouses, Storage	Outlets: Fixtures: X Few Average X Few Average Many Unfinished Many Unfinished Typical Typical X Flex Conduit X Incandescent Rigid Conduit Fluorescent Armored Cable Mercury Non-Metallic Sodium Vapor Bus Duct Transformer	(40) Exterior Wall: 8 Thickness Bsmnt Insul. 971 SqFt, Brick, Common, 8" 971 SqFt, Concrete or Masonry Wall 378 SqFt, Stone Masonry
14 Overall Bldg Height	* Sprinkler Info * Area: Type: Low					(9) Sprinklers:	(13) Roof Structure: Slope=0 556 SqFt, Wood Joists, Wood or Compo	(14) Roof Cover: 556 SqFt, Elastomeric, Hypalon-Neopr 556 SqFt, Roof Insulation
Comments:						(10) Heating and Cooling: X Gas Oil Coal Stoker Hand Fired Boiler	(6) Ceiling: 556 SqFt, Gypsum Board, Taped and Pai	

(1) Excavation/Site Prep: 556 SqFt Site Prep	(7) Interior: 556 SqFt, Masonry, Warehouses, Storage	(11) Electric and Lighting: 556 SqFt, Typical, Warehouses, Sto 556 SqFt, Few Outlets, Non-Metallic	(39) Miscellaneous:
(2) Foundation: X Footings Poured Conc. X Brick/Stone Block	(8) Plumbing: Many Above Ave. Average Typical Few None Total Fixtures 3-Piece Baths Urinals 2-Piece Baths Water Heaters Shower Stalls Wash Fountains Toilets Water Softeners 556 SqFt, Typical, Warehouses, Storage	Outlets: Fixtures: X Few Average X Few Average Many Unfinished Many Unfinished Typical Typical X Flex Conduit X Incandescent Rigid Conduit Fluorescent Armored Cable Mercury Non-Metallic Sodium Vapor Bus Duct Transformer	(40) Exterior Wall: 8 Thickness Bsmnt Insul. 971 SqFt, Brick, Common, 8" 971 SqFt, Concrete or Masonry Wall 378 SqFt, Stone Masonry
(3) Frame: 556 SqFt, Class C, Bearing Walls	(9) Sprinklers:	(13) Roof Structure: Slope=0 556 SqFt, Wood Joists, Wood or Compo	
(4) Floor Structure: 556 SqFt, Concrete, On Ground 556 SqFt, Wood Joists and Sheathing	(10) Heating and Cooling: X Gas Oil Coal Stoker Hand Fired Boiler	(6) Ceiling: 556 SqFt, Gypsum Board, Taped and Pai	
(5) Floor Cover:	(14) Roof Cover: 556 SqFt, Elastomeric, Hypalon-Neopr 556 SqFt, Roof Insulation		

\*\*\*Information herein deemed reliable but not guaranteed\*\*\*

Desc. of Bldg/ Section: N PORTION OF BLDG DEMO 2006 Calculator Occupancy: Store, Retail				Segregated Cost Computations Costs taken from Segregated Cost Section 3: Stores & Commercials			
Class: C Floor Area: 752 Stories Above Grd: 1 Average Sty Hght : 12 Bsmnt Wall Hght :		Construction Cost High   Above Ave.   Ave.   X Low		Item Description (1) Excavation/Site Preparation: Site Prep	Cost Col. Rate # or Height SqFt Adj. Adj. Base Cost	>>>>	
Depr. Table : 2.5% Effective Age : 27 Physical %Good: 50 Func. %Good : 50 Economic %Good:		** ** Calculator Cost Data ** ** Quality: Low Cost Adj: %+0 \$/SqFt:0.00 Heat#1: Package Heating & Cooling 100% Heat#2: Zoned A.C. Warm & Cooled Air 0% Ave. SqFt/Story: 752 Ave. Perimeter: 107 Has Elevators:		Class C, Bearing Walls (4) Floor Structure: Concrete, On Ground (8) Plumbing: Typical, Retail Stores (10) Heating & Cooling: Package Heating/Cooling, Short Ducts	1 U 0.17 752 1.000 1.000 128 1 U 2.03 765 1.000 1.000 1553 1 U 2.53 752 1.000 1.000 1903 1 U 1.25 752 1.000 1.000 940 1 U 4.70 752 1.000 1.000 3534		
Year Built Remodeled	*** Basement Info *** Area: Perimeter: Type: Finished/Office Heat: Forced Air Furnace		(11) Electric & Lighting: Typical, Retail Stores, Class C,D & S		1 U 3.14 752 1.000 1.000 2361		
12 Overall Bldg Height	* Mezzanine Info * Area #1: Type #1: Office Area #2: Type #2: Office		(13) Roof Structure: Wood Joists, Wood or Composition Deck (14) Roof Cover: Elastomeric, Hypalon-Neoprene, Silicone		1 U 3.20 752 1.000 1.000 2406 1 U 2.15 752 1.000 1.000 1617 1 U 0.62 752 1.000 1.000 466		
Comments: FUNC = LIMITED UTILITY	* Sprinkler Info * Area: Type: Low		(40) Exterior Wall: Block, Concrete, 8"		1 U 13.45 1374 1.000 1.000 18480	<<<<< Computations Too Long. Print on separate sheet. >>>>>	

(1) Excavation/Site Prep: 752 SqFt Site Prep			(7) Interior:			(11) Electric and Lighting: 752 SqFt, Typical, Retail Stores,			(39) Miscellaneous:		
(2) Foundation:		X Footings	(8) Plumbing:			Outlets:			Fixtures:		
X Poured Conc.	Brick/Stone	Block	Many Above Ave.	Average Typical	Few None	X Few Average	X Few Average				
765 SqFt, Class C, Bearing Walls			Total Fixtures 3-Piece Baths 2-Piece Baths Shower Stalls Toilets			Urinals Wash Bowls Water Heaters Wash Fountains Water Softeners			X Many Unfinished Typical		
(3) Frame:			752 SqFt, Typical, Retail Stores			X Flex Conduit Rigid Conduit Armored Cable Non-Metallic Bus Duct			X Incandescent Fluorescent Mercury Sodium Vapor Transformer		
(4) Floor Structure: 752 SqFt, Concrete, On Ground			(9) Sprinklers:			(13) Roof Structure: Slope=0 752 SqFt, Wood Joists, Wood or Compo			(40) Exterior Wall:		
(5) Floor Cover:			(10) Heating and Cooling:						8 Thickness Bsmnt Insul.		
(6) Ceiling:			X Gas Oil	Coal Stoker	Hand Fired Boiler	(14) Roof Cover: 752 SqFt, Elastomeric, Hypalon-Neopr 752 SqFt, Roof Insulation			1374 SqFt, Block, Concrete, 8" 1284 SqFt, Concrete or Masonry Wall		

\*\*\*Information herein deemed reliable but not guaranteed\*\*\*

Desc. of Bldg, Location: MULTI RESD, 2ND FLOOR Calculator Occupancy: Warehouse, Storage		Segregated Cost Computations Costs taken from Segregated Cost Section 4: Garages, Industrials, Warehouses					
Class: C Floor Area: 667 Stories Above Grd: 1 Average Sty Hght : 12 Bsmnt Wall Hght :	Construction Cost					Item Description (2) Foundation: Class C, Bearing Wall (4) Floor Structure: Wood Joists and Sheathing (6) Ceiling: Plaster on Lath, Standard (7) Interior: Frame, Warehouses, Storage (8) Plumbing: Typical, Warehouses, Storage (10) Heating & Cooling: Forced Air (11) Electric & Lighting: Typical, Warehouses, Storage (13) Roof Structure: Wood Joists, Wood or Composition Deck (14) Roof Cover: Elastomeric, Hypalon-Neoprene, Silicone Roof Insulation (40) Exterior Wall: Brick, Common, 8" ECF (102 CBD NON-OFFICE)	
	High    Above Ave.    Ave.    X Low	** ** Calculator Cost Data ** ** Quality: Low Cost Adj: %+0 \$/SqFt:0.00 Heat#1: Space Heaters, Gas with Fan 100% Heat#2: Space Heaters, Gas with Fan 0% Ave. SqFt/Story: 667 Ave. Perimeter: 1 Has Elevators:					Cost Col.    Rate    # or Height SqFt    Adj.    Adj.    Base Cost
Depr. Table : 2.5% Effective Age : 24 Physical %Good: 54 Func. %Good : 90 Economic %Good: 100	*** Basement Info *** Area: Perimeter: Type: Finished/Office (No Rates) Heat: No Heating or Cooling					1 U    2.71    667    0.960    1.000    1737 1 U    3.75    667    1.000    1.000    2501 1 U    2.39    667    1.000    1.000    1594 1 U    0.26    667    0.900    1.000    156 1 U    0.61    667    1.000    1.000    407 1 U    2.45    667    0.940    1.000    1536 1 U    0.98    667    1.000    1.000    654 1 U    3.09    667    1.000    1.000    2061 1 U    2.05    667    1.000    1.000    1367 1 U    0.64    667    1.000    1.000    427 1 U    18.55    1292    1.000    1.000    23967 0.510 => TCV of Bldg: 4 = 13,234 Replacement Cost/Floor Area= 80.05    Est. TCV/Floor Area= 19.84	
Year Built Remodeled	* Mezzanine Info * Area #1: Type #1: Office (No Rates) Area #2: Type #2: Office (No Rates)						
12 Overall Bldg Height	* Sprinkler Info * Area: Type: Low						
Comments: FUNC = ACCESS TO 2ND FL APT							

(1) Excavation/Site Prep: X Site Prep		(7) Interior: 667 SqFt, Frame, Warehouses, Storage			(11) Electric and Lighting: 667 SqFt, Typical, Warehouses, Storage		(39) Miscellaneous:			
(2) Foundation: X Footings		(8) Plumbing:			Outlets:		Fixtures:			
Poured Conc.	X Brick/Stone	Block	Many Above Ave.	Average Typical	Few None	X Few Average	X Few Average			
667 SqFt, Class C, Bearing Wall		Total Fixtures 3-Piece Baths 2-Piece Baths Shower Stalls Toilets			Urinals Wash Bowls Water Heaters Wash Fountains Water Softeners		X Many Unfinished Typical	X Many Unfinished Typical		
(3) Frame:		667 SqFt, Typical, Warehouses, Storage			Flex Conduit Rigid Conduit Armored Cable Non-Metallic Bus Duct		X Incandescent Fluorescent Mercury Sodium Vapor Transformer	(40) Exterior Wall:		
(4) Floor Structure: 667 SqFt, Wood Joists and Sheathing		(9) Sprinklers:			(13) Roof Structure: Slope=0 667 SqFt, Wood Joists, Wood or Comp		8 Thickness    Bsmnt Insul. 1292 SqFt, Brick, Common, 8" 1292 SqFt, Single Wall Insulation			
(5) Floor Cover:		(10) Heating and Cooling:			(14) Roof Cover: 667 SqFt, Elastomeric, Hypalon-Neoprene 667 SqFt, Roof Insulation					
(6) Ceiling: 667 SqFt, Plaster on Lath, Standard		X Gas Oil	Coal Stoker	Hand Fired Boiler						

\*\*\*\*Information herein deemed reliable but not guaranteed\*\*\*

Desc. of Bldg. Location: BLDG AT REAR OF PROP DEMO 2006 Calculator Occupancy: Warehouse, Storage		<<<<< Segregated Cost Computations >>>>> Costs taken from Segregated Cost Section 4: Garages, Industrials, Warehouses		
Class: C Floor Area: 231 Stories Above Grd: 1 Average Sty Hght: 10 Bsmnt Wall Hght:	Construction Cost			Item Description
	High	Above Ave.	Ave.	X Low
Depr. Table : 2.5% Effective Age : 36 Physical %Good: 40 Func. %Good : 15 Economic %Good:	** ** Calculator Cost Data ** ** Quality: Average Adj: %+0 \$/SqFt:0.00 Heat#1: Space Heaters, Gas with Fan 100% Heat#2: Space Heaters, Gas with Fan 0% Ave. SqFt/Story: 231 Ave. Perimeter: 64 Has Elevators:			(1) Excavation/Site Preparation: Site Prep 1 U 0.17 231 1.000 1.000 39 (2) Foundation: Class C, Bearing Walls 1 U 2.04 231 0.920 1.000 434 (4) Floor Structure: Concrete, On Ground 1 U 2.41 231 1.000 1.000 557 (11) Electric & Lighting: Typical, Warehouses, Storage 1 U 0.98 231 1.000 1.000 226 (13) Roof Structure: Wood Joists, Wood or Composition Deck 1 U 2.34 231 1.000 1.000 541 (14) Roof Cover: Elastomeric, Hypalon-Neoprene, Silicone 1 U 1.95 231 1.000 1.000 450 (40) Exterior Wall: Block, Concrete, 8" 1 U 12.20 662 1.000 1.000 8076
	1954 Year Built Remodeled	*** Basement Info *** Area: Perimeter: Type: Finished/Office (No Rates) Heat: No Heating or Cooling		
10 Overall Bldg Height	* Mezzanine Info * Area #1: Type #1: Office (No Rates) Area #2: Type #2: Office (No Rates)			
Comments: FUNC = MINIMAL UTILITY	* Sprinkler Info * Area: Type: Low			

(1) Excavation/Site Prep: 231 SqFt Site Prep		(7) Interior:		(11) Electric and Lighting: 231 SqFt, Typical, Warehouses, Sto		(39) Miscellaneous:	
(2) Foundation: X Footings		(8) Plumbing:		Outlets: Fixtures:			
X Poured Conc.	Brick/Stone	Block	Many Above Ave.	Average Typical	Few None	X Few Average Many Unfinished Typical	X Few Average Many Unfinished Typical
231 SqFt, Class C, Bearing Walls		Total Fixtures 3-Piece Baths 2-Piece Baths Shower Stalls Toilets		Urinals Wash Bowls Water Heaters Wash Fountains Water Softeners		(40) Exterior Wall:	
(3) Frame:				X Flex Conduit Rigid Conduit Armored Cable Non-Metalic Bus Duct		X Incandescent Fluorescent Mercury Sodium Vapor Transformer	
(4) Floor Structure: 231 SqFt, Concrete, On Ground		(9) Sprinklers:		(13) Roof Structure: Slope=0 231 SqFt, Wood Joists, Wood or Compo		8 Thickness Bsmnt Insul. 662 SqFt, Block, Concrete, 8"	
(5) Floor Cover:		(10) Heating and Cooling:		(14) Roof Cover: 231 SqFt, Elastomeric, Hypalon-Neopr			
(6) Ceiling:		X Gas Oil	Coal Stoker	Hand Fired Boiler			

\*\*\*Information herein deemed reliable but not guaranteed\*\*\*

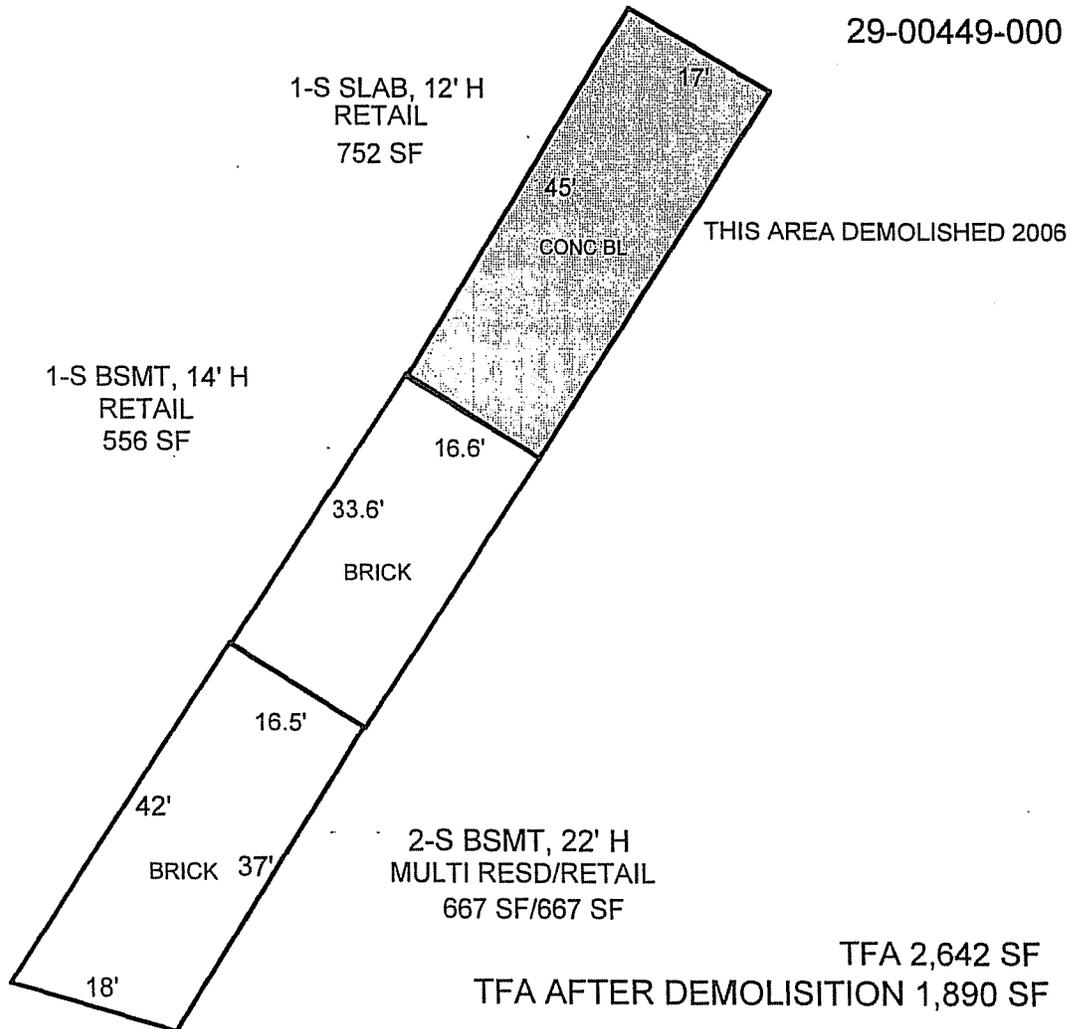
# SKETCH/AREA TABLE ADDENDUM

File No 29-00449-000

SUBJECT

Property Address 116 W FRONT ST  
 City MONROE County MONROE State MI Zip 48161  
 Owner WEST FRONT DEVELOPMENT, LLC  
 Client  
 Appraiser Name

IMPROVEMENTS SKETCH



29-00449-000

TFA 2,642 SF  
 TFA AFTER DEMOLISATION 1,890 SF

Scale: 1 = 20

AREA CALCULATIONS

### AREA CALCULATIONS SUMMARY

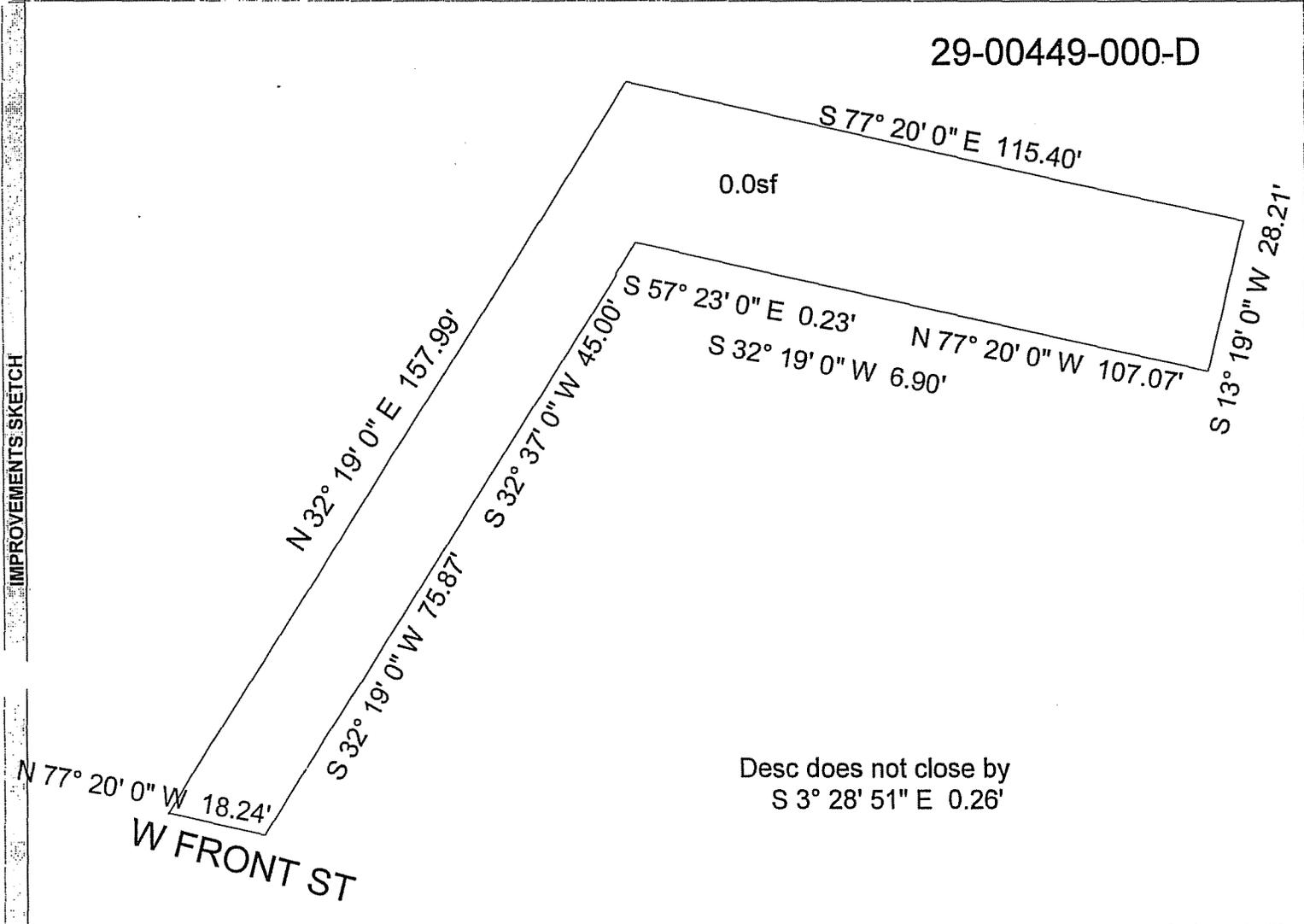
Code	Description	Factor	Net Size	Perimeter	Net Totals
GBA1	2-S BSMT	1.00	666.5	113.5	
	1-S BSMT	1.00	556.1	100.3	
	1-S SLAB	1.00	751.7	123.4	1974.3

Net BUILDING Area (rounded w/ factors) 1974

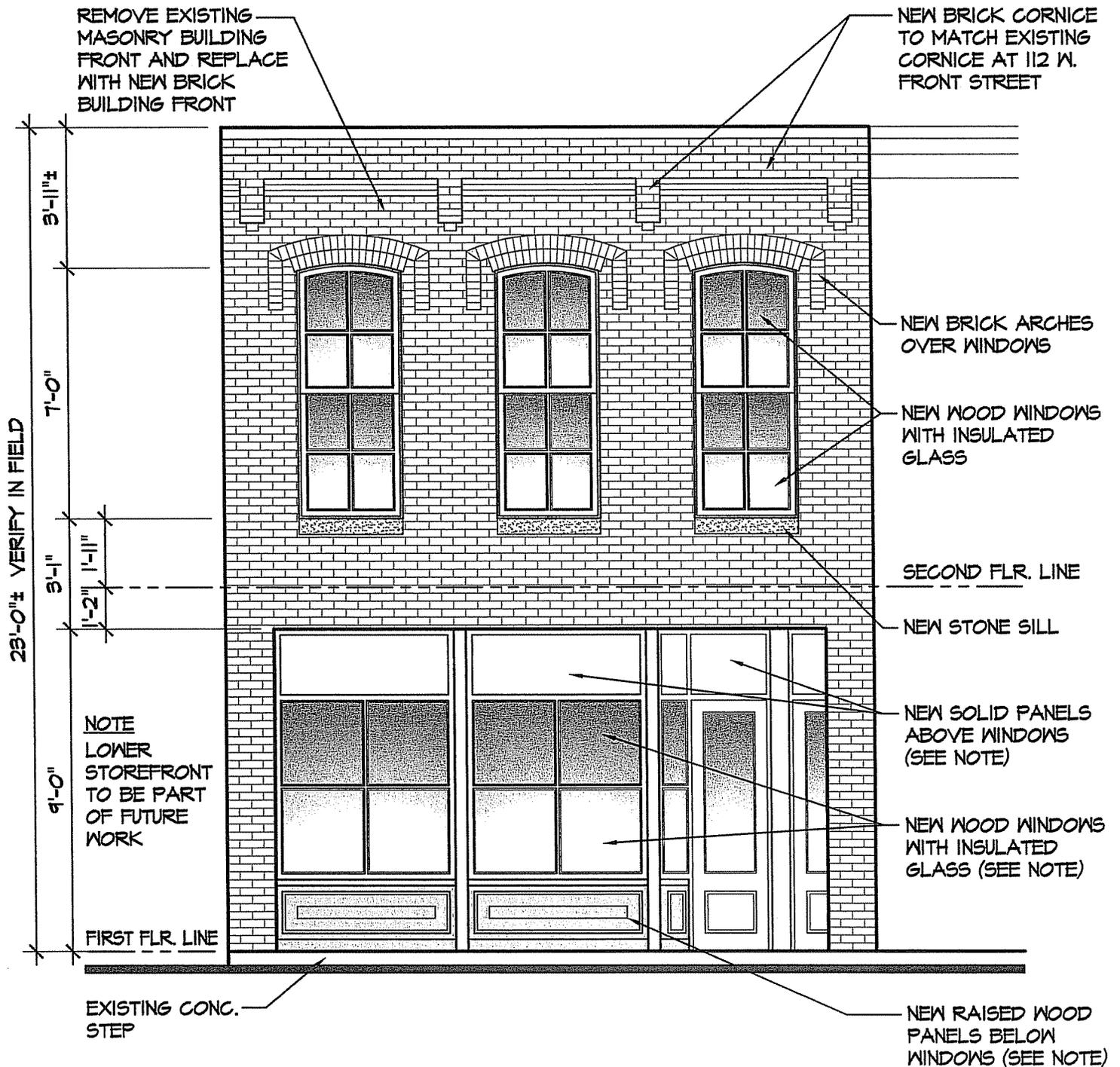
# SKETCH/AREA TABLE ADDENDUM

File No 29-00449-000

SUBJECT	Property Address 116 W FRONT ST
	City MONROE County MONROE State MI Zip 48161
	Owner WEST FRONT DEVELOPMENT, LLC
	Client
Appraiser Name	



SURVEY DESCRIPTION	Subject Site
	N 32° 19' 0" E 157.99 sf
	S 77° 20' 0" E 115.40 sf
	S 13° 19' 0" W 28.21 sf
	N 77° 20' 0" W 107.07 sf
	S 32° 19' 0" W 6.90 sf
	S 57° 23' 0" E 0.23 sf
	S 32° 37' 0" W 45.00 sf
	S 32° 19' 0" W 75.87 sf
	N 77° 20' 0" W 18.24 sf
S 3° 28' 51" E 0.26 sf to POB	
0.00 acres ± (0.00 sf)	
Perimeter = 555.17 sf	
No significant error of closure.	



## PROPOSED SOUTH ELEVATION

SCALE: 1/4" = 1'-0"

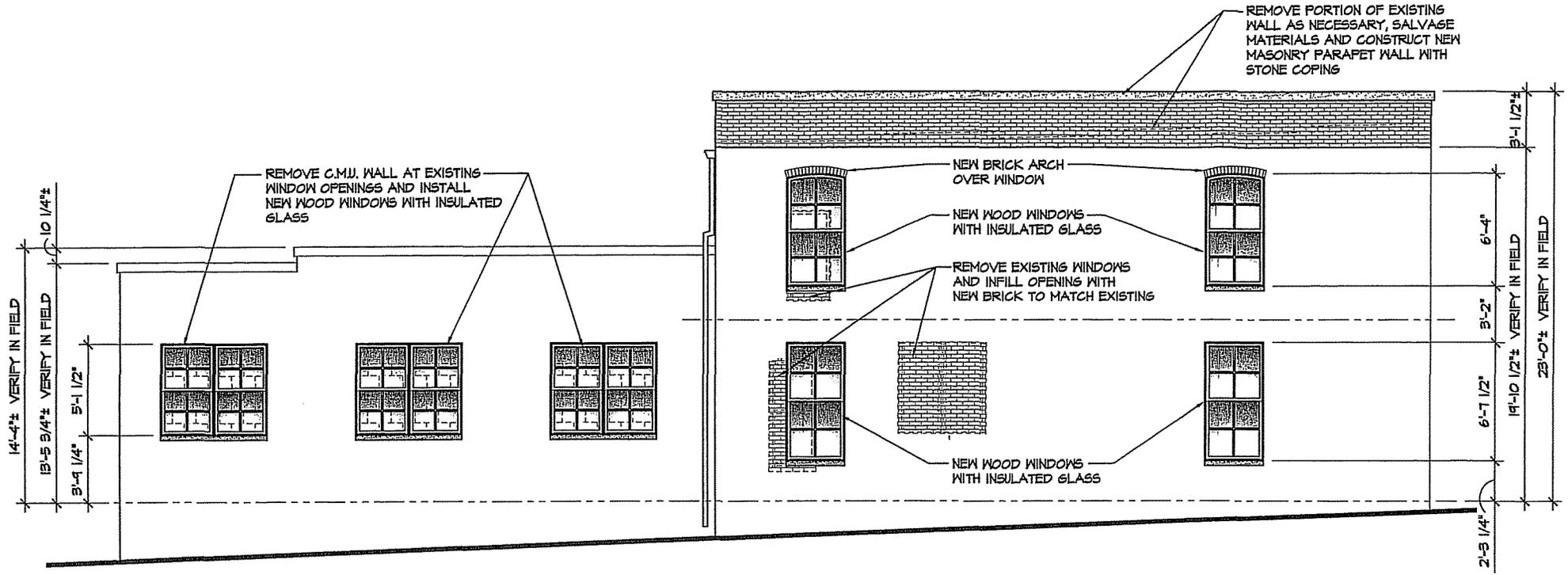
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DATE: 11-04-10 ISSUED FOR:
PROJECT#  200817-2

<p><b>WEST FRONT STREET CONDOS – PIEDMONT/PETKOVICH</b> 116 WEST FRONT STREET, MONROE, MI 48161</p>
---

<p><b>JAMES S. JACOBS ARCHITECTS, PLLC</b> 25 WASHINGTON STREET MONROE, MICHIGAN 48161 TELE.: (734) 241-7933 FAX.: (734) 241-1181</p>
---

SKA-01
DRAWING REFERENCE: -----
10F3



**PROPOSED WEST ELEVATION**

SCALE: 3/16" = 1'-0"

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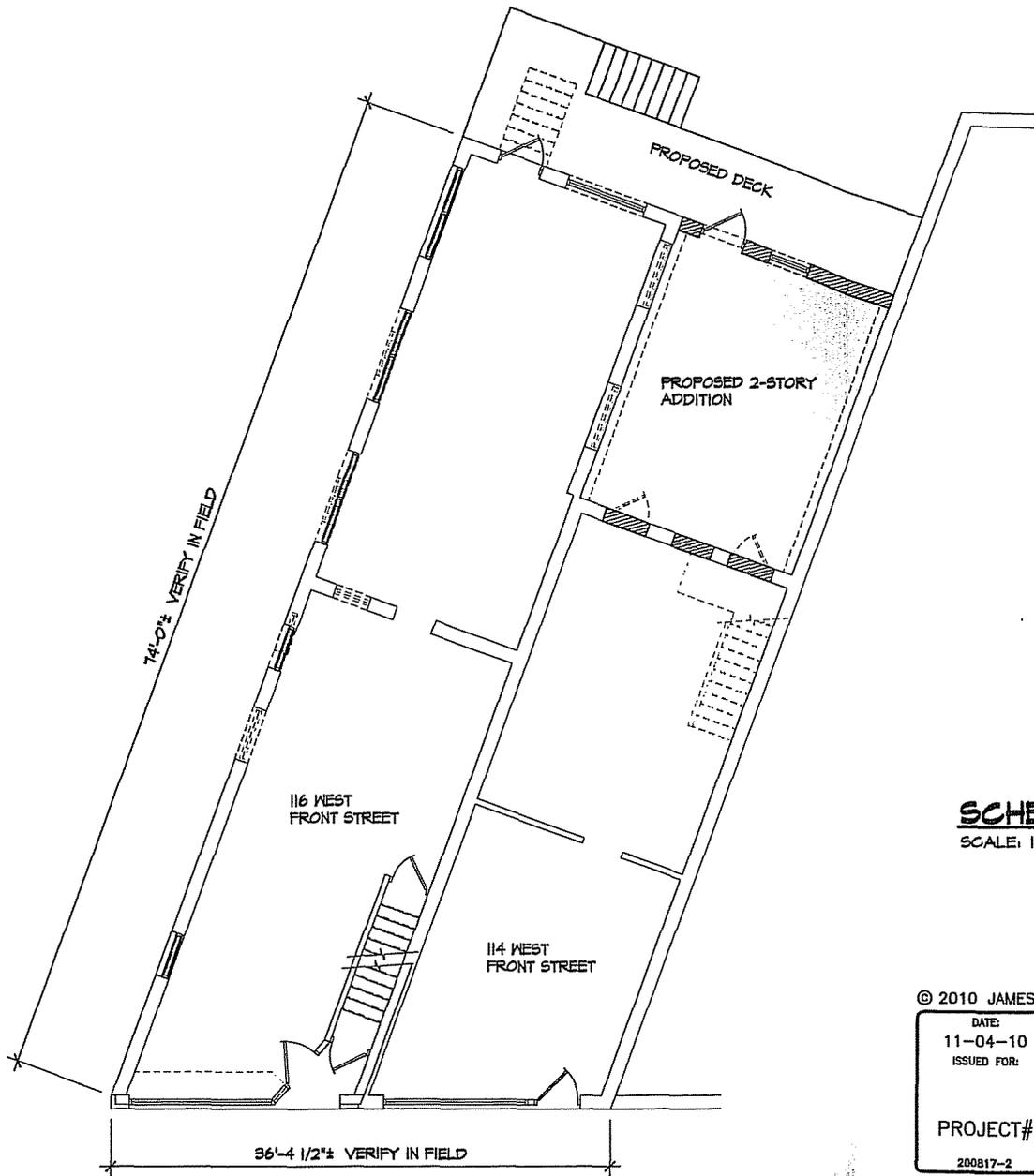
DATE:  
11-04-10  
ISSUED FOR:

PROJECT#  
200817-2

WEST FRONT STREET CONDOS - PIEDMONT/PETKOVICH  
116 WEST FRONT STREET, MONROE, MI 48161

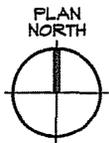
**JAMES S. JACOBS ARCHITECTS, PLLC**  
25 WASHINGTON STREET MONROE, MICHIGAN 48161  
TELE.: (734) 241-7833 FAX.: (734) 241-1181

**SKA-02**  
DRAWING REFERENCE:  
-----  
2 OF 3



**SCHEMATIC FIRST FLOOR PLAN**

SCALE: 1/8" = 1'-0"



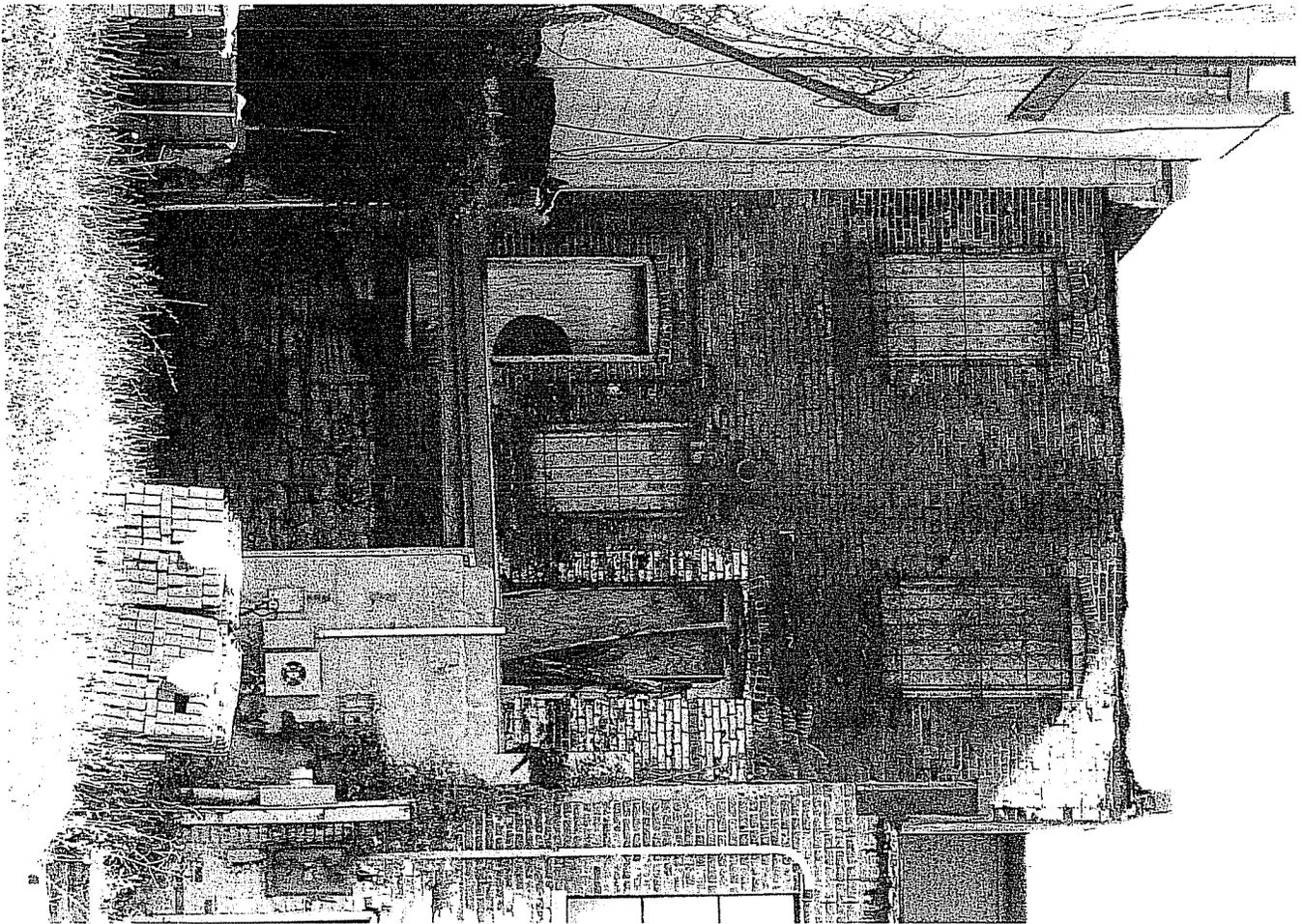
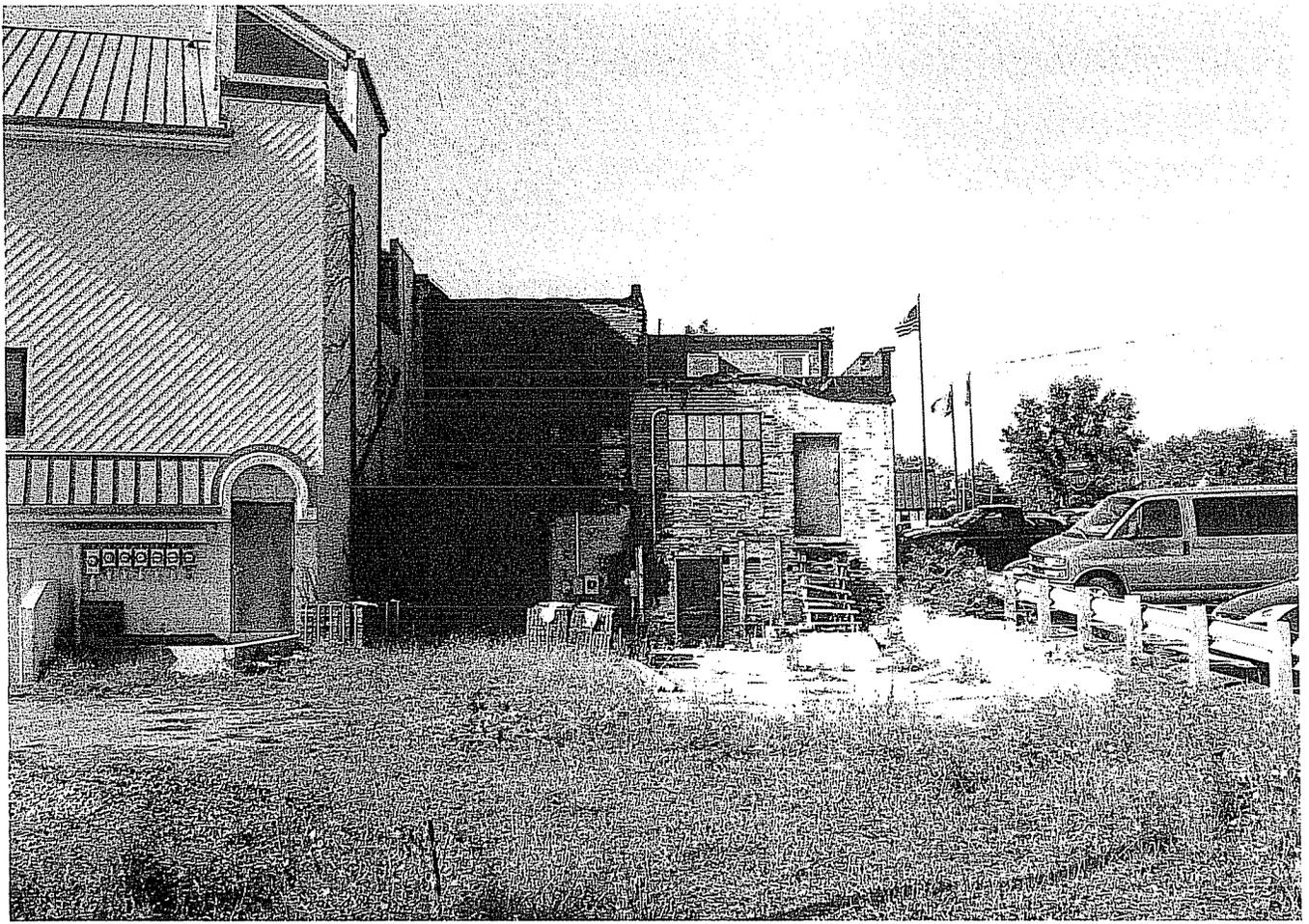
© 2010 JAMES S. JACOBS, A.I.A.

DATE:  
11-04-10  
ISSUED FOR:  
  
PROJECT#  
200817-2

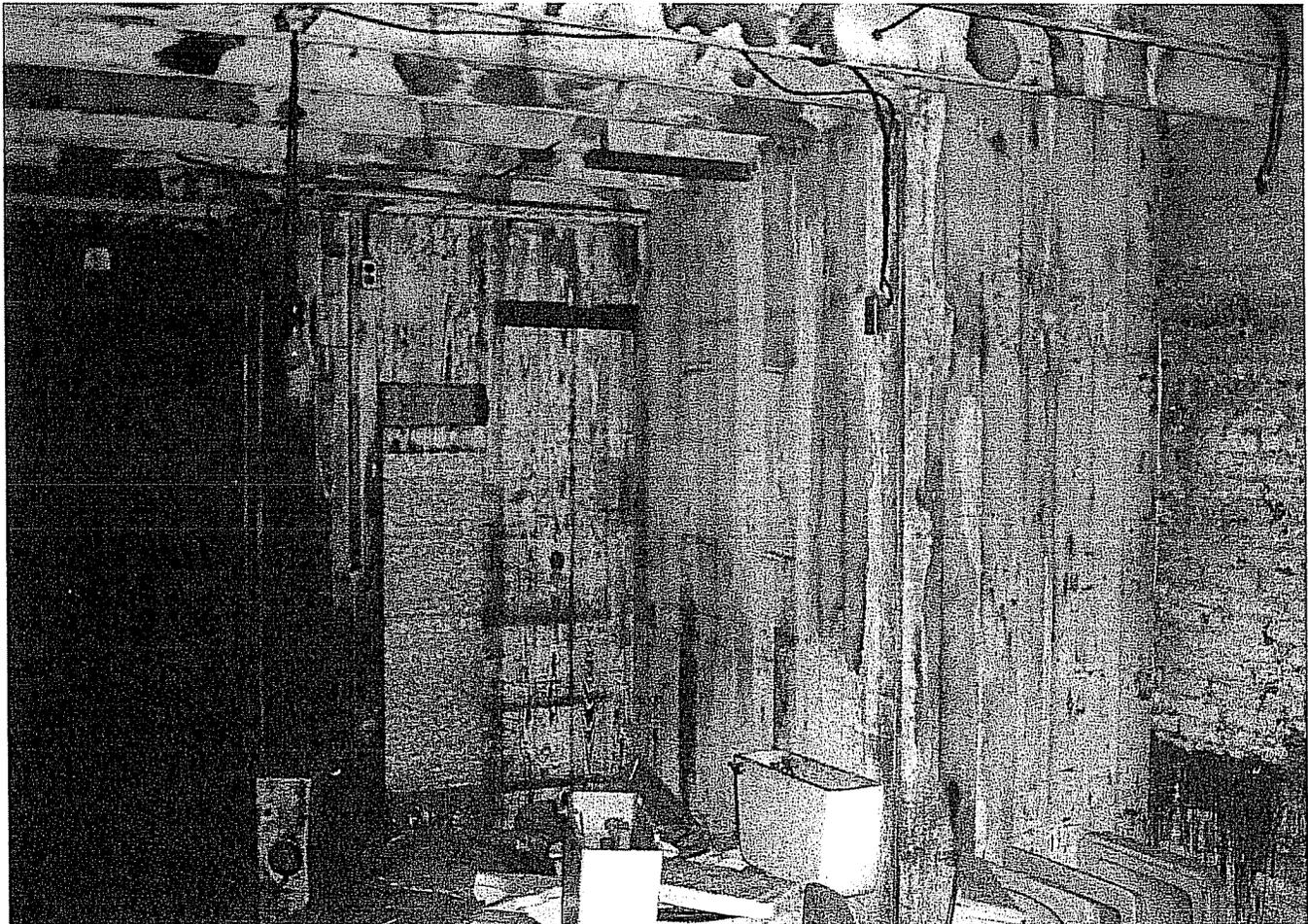
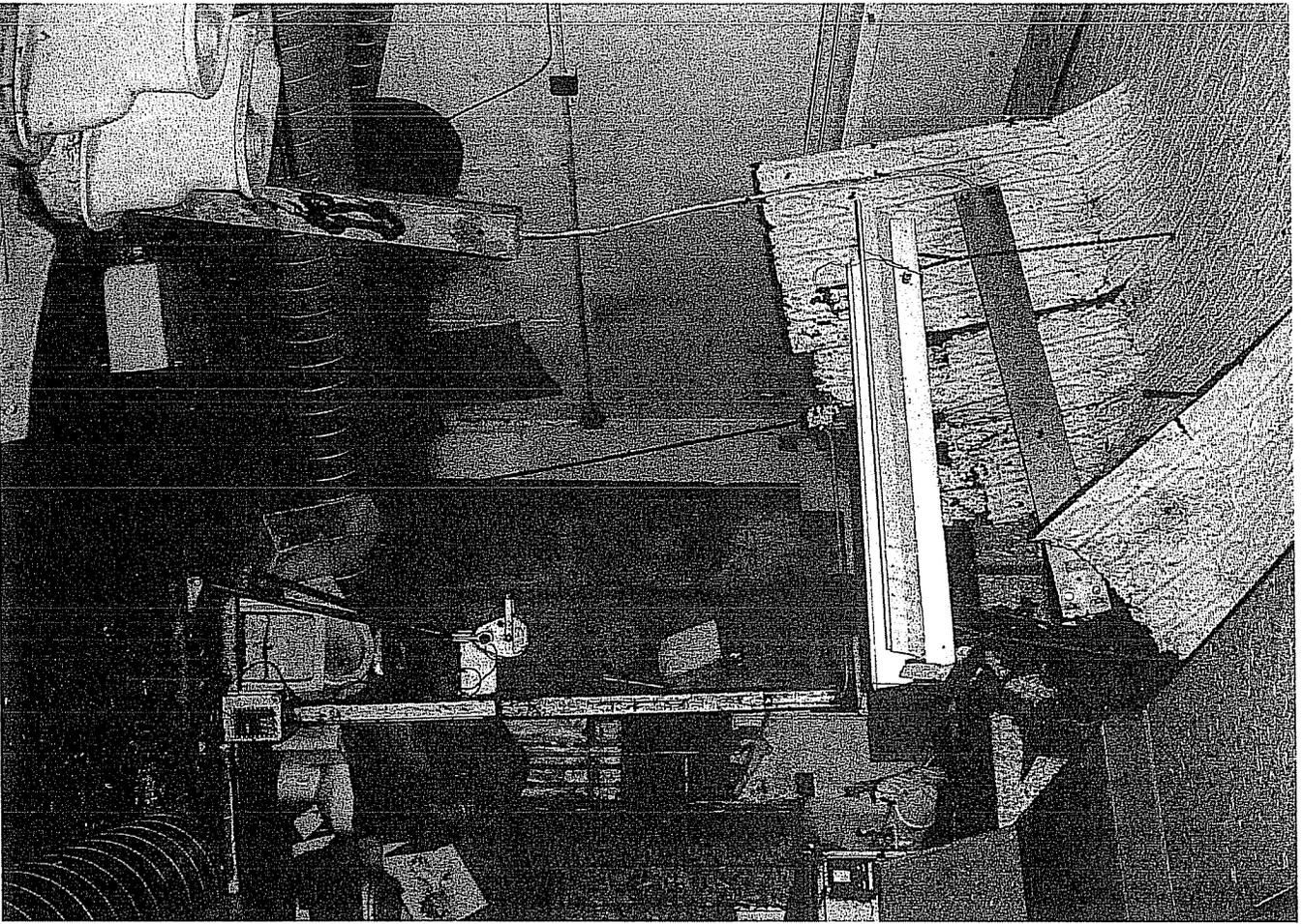
WEST FRONT STREET CONDOS - PIEDMONT/PETKOVICH  
116 WEST FRONT STREET, MONROE, MI 48161

**JAMES S. JACOBS ARCHITECTS, PLLC**  
25 WASHINGTON STREET MONROE, MICHIGAN 48161  
TELE: (734) 241-7033 FAX: (734) 241-1181

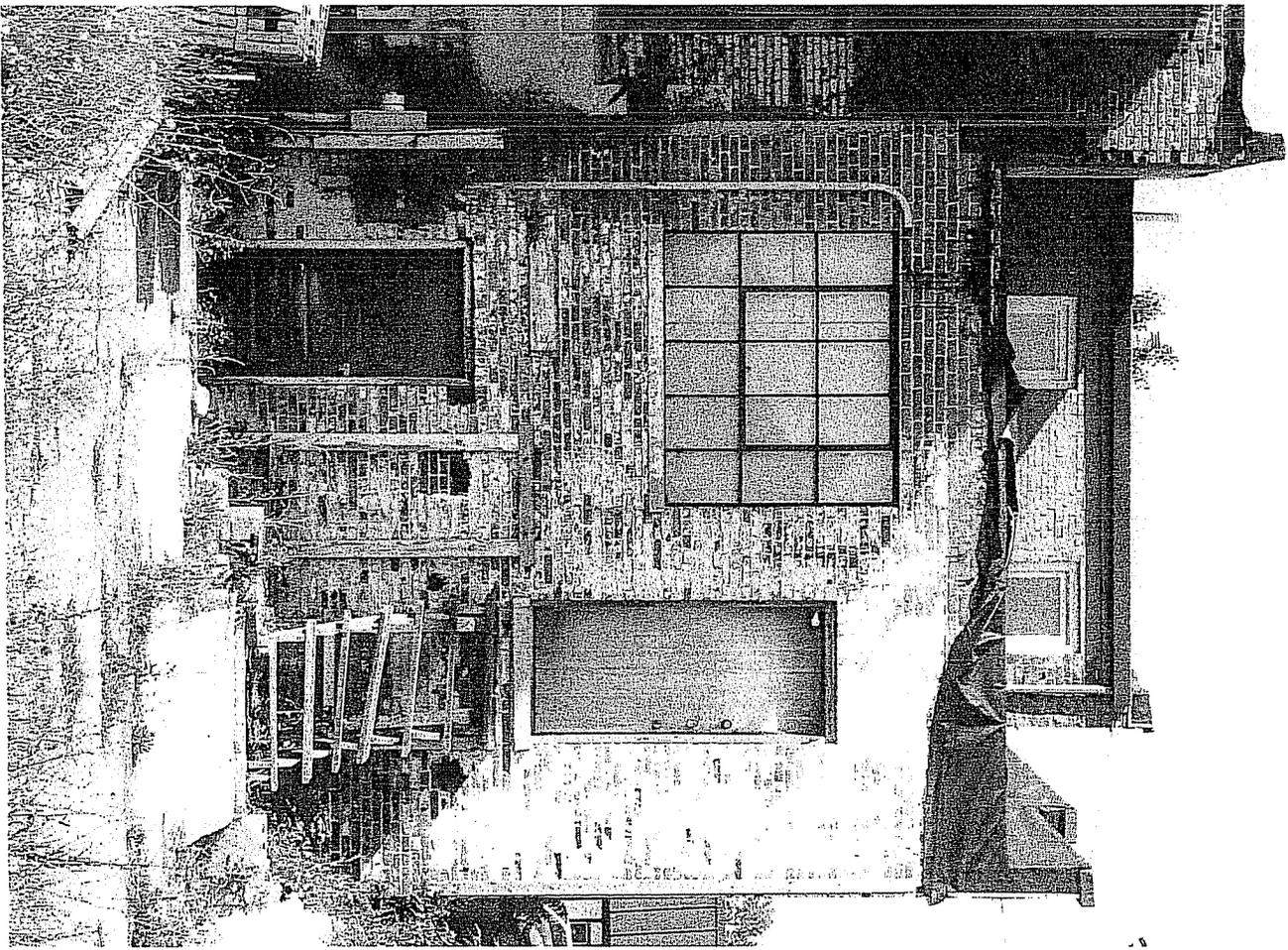
SKA-03  
DRAWING REFERENCE:  
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30F3

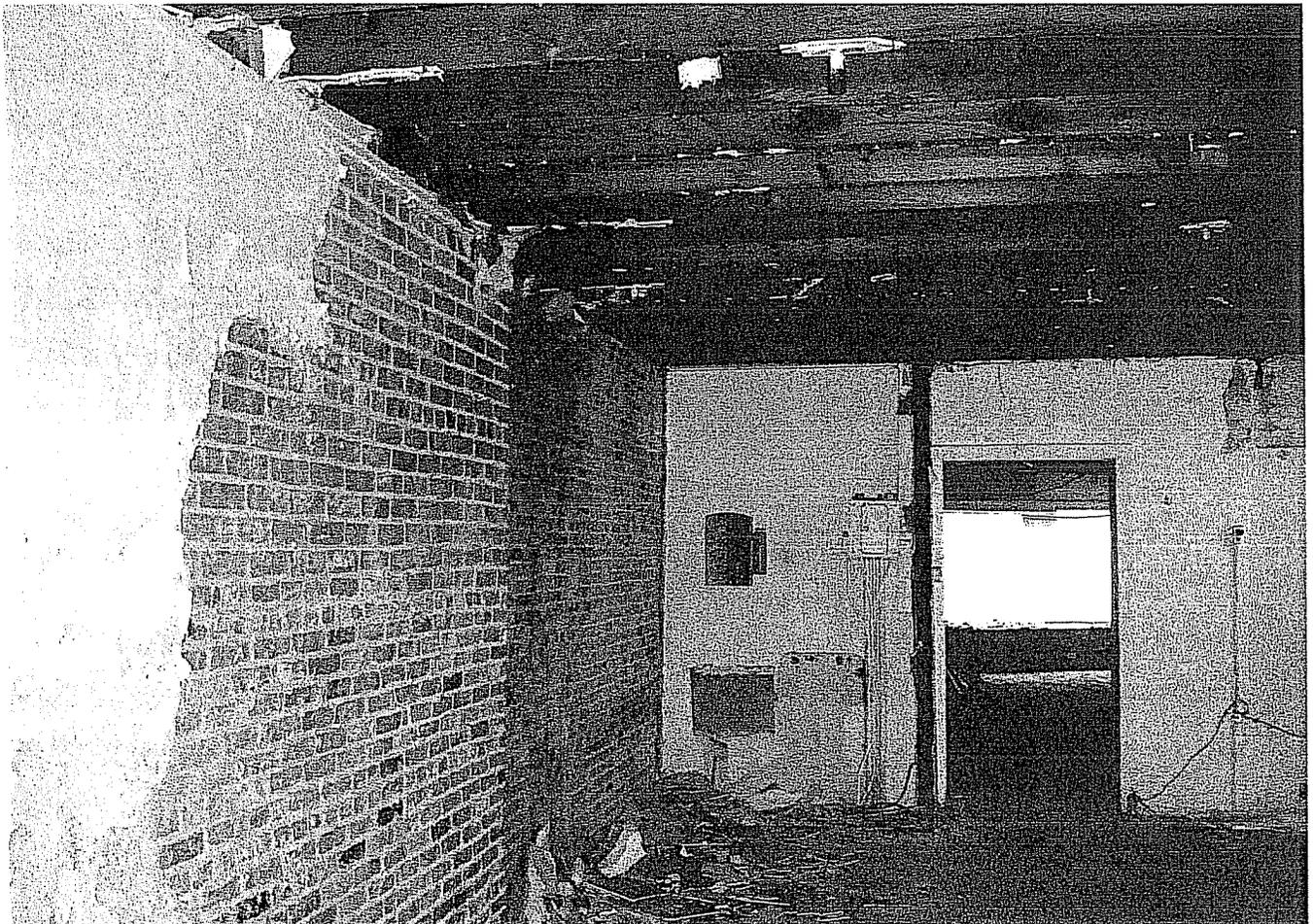


114 WEST FRONT STREET - 1<sup>ST</sup> FLOOR INTERIOR



114 WEST FRONT STREET - 2<sup>ND</sup> FLOOR INTERIOR





116 WEST FRONT STREET - 1<sup>st</sup> FLOOR INTERIOR



# CITY COUNCIL AGENDA FACT SHEET

**RELATING TO:** Farming Lease Extension

**DISCUSSION:** The City of Monroe currently leases approximately 134.3 acres to Mark Fetterly for "the purpose of planting, growing and harvesting crops." The land consists of property around Custer Airport and a portion of the Hy Property. The lease was originally entered into in 1999 and was extended in 2003 and again in 2007. The lease is set to expire at the end of 2010. The initial lease rate was set at \$43.00 per acre and stayed at that rate until 2008 when it was increased to \$50.00 per acre. The land is assessed property taxes and under the lease, Mr. Fetterly pays the summer taxes and the City of Monroe pays the winter taxes.

Mr. Fetterly has asked that the lease be extended for another three years. The lease extension that is presented to you for your approval extends the lease for three years and increases the per acre rent to \$55.00 per acre. The per acre rate was calculated by applying a 3% cost of living adjustment from 2008 through 2010. The initial rental rate under the lease was generated via a bid process and that process would ultimately set the market rate.

It is recommended that the Mayor and City Council approve the attached Amendment and Extension of Lease between Mark Fetterly and the City of Monroe. The lease is extended through December 31, 2013 and the per acre rental fee is increased from \$50.00 to \$55.00 per acre.

**CITY MANAGER RECOMMENDATION:**

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

APPROVAL DEADLINE: February 28, 2011

REASON FOR DEADLINE: Preparation for 2011 growing season

STAFF RECOMMENDATION:  For  Against

REASON AGAINST: N/A

INITIATED BY: Edward Sell, Finance Director

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: Airport

## FINANCES

COST AND REVENUE PROJECTIONS:

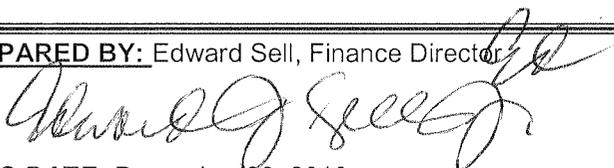
Cost of Total Project	\$ 0
Cost of This Project Approval	\$ 0
Related Annual Operating Cost	\$ 0
Increased Revenue Expected/Year	\$ 671.50

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

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

FACT SHEET PREPARED BY: Edward Sell, Finance Director

DATE: Dec. 3, 2010

REVIEWED BY: 

DATE: 12-3-10

COUNCIL MEETING DATE: December 20, 2010

AMENDMENT AND EXTENSION OF LEASE

WHEREAS, the City of Monroe, a Michigan Municipal Corporation, of 120 E. First Street, Monroe, Michigan 48161 (Lessor), and Mark S. Fetterly, of 4608 N. Custer Road, Monroe, Michigan 48162 (Lessee), entered into a lease agreement on May 20, 1999, an Amendment to Lease dated December 15, 2003, an Amendment and Extension of Lease dated December 15, 2003 and an Amendment and Extension of Lease dated October 20, 2007; and

WHEREAS, the parties wish to extend and amend the lease;

NOW, THEREFORE, the parties agree that the lease entered into on May 20, 1999 and amended as worded above shall be extended and amended as follows:

The real property which is the subject of this lease (the Premises) is described in Exhibit A, attached hereto.

1. The term of this amendment and extension shall be from January 1, 2011 through December 31, 2013.
2. The rent amount paid by the Lessee shall be \$55.00 per acre.

In all other respects, the terms of the lease of May 20, 1999, as amended, are hereby ratified, approved and confirmed.

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

WITNESSES:

CITY OF MONROE  
LESSOR

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_  
Charles D. Evans, Clerk/Treasurer

LESSEE

\_\_\_\_\_

\_\_\_\_\_  
Mark S. Fetterly

EXHIBIT A

PARCEL 1

FARM PARCELS: CUSTER AIRPORT

Commencing at a point located 402.50 feet N. 23° 55' E., from the southeast corner of Lot #11 of Supervisor's Plat#1 as recorded in the Monroe County Register of Deeds Office, Liber 8, Pages 37 to 51; thence, N. 23° 55' E., 1697.5 feet; thence, S. 66° 01' 45" E., 400.0 feet; thence, S. 23° 55' W., 1697.5 feet; thence, N. 66° 01' 45" W., 400.0 feet to the Point of Beginning and containing approximately 15.6 AC+.

PARCEL 2

FARM PARCELS: CUSTER AIRPORT

Commencing at a point located 485.0 feet N.  $66^{\circ} 01' 45''$  W. from the southeast corner of Lot #11 of Supervisor's Plat#1 as recorded in the Monroe County Register of Deeds Office, Liber 8, Pages 37 to 51; thence, N.  $23^{\circ} 55'$  E., 750.0 feet; thence, N.  $66^{\circ} 01' 45''$  W., 125.0 feet; thence, N.  $23^{\circ} 55'$  E., 852.0 feet to the approximate center line of Mason Run Drain; thence, downstream along said center line, N.  $75^{\circ} 59' 20''$  E., 260.09 feet; thence on said center line, S.  $84^{\circ} 42' 15''$  E., 135.08 feet; thence on said center line N.  $69^{\circ} 39' 00''$  E., 226.04 feet; thence on said center line N.  $75^{\circ} 09' 50''$  E., 125.21 feet; thence on said center line S.  $84^{\circ} 31' 20''$  E., 18.26 feet; thence, S.  $23^{\circ} 55' 00''$  W., 1645.01 feet; thence, N.  $66^{\circ} 01' 45''$  W., 379.04 feet; thence, S.  $24^{\circ} 03' 00''$  W., 402.45 feet; thence, N.  $66^{\circ} 01' 45''$  W., 105.05 feet to the Point of Beginning and containing 19.8 AC+.

Parcel 3

**NORTHSIDE CONSOLIDATED & HY INDUSTRIAL  
FARMING PARCELS**

**Parcel A-Northside Consolidated Farming Parcel**

Commencing at the intersection of the northerly right-of-way line of East Noble Avenue and the easterly right-of-way line of Michigan Avenue, thence 150.00 feet S 65D47'46" E, thence a distance of 1078.83 feet more or less N 23D58'45" E, thence 60.00 feet more or less S 66D01'15" E, thence 450 feet more or less, S 66D 1'15" E. to the Point of Beginning

Thence N 23D58'45" E a distance of 287.86 feet more or less;

Thence S 65D48'15" E a distance of 684.28 feet more or less;

Thence S 34D23'06" W a distance of 294.20 feet more or less;

Thence N 65D45'49" W a distance of 630.58 feet more or less to the Point of Beginning. Containing 4.35 acres more or less.

Parcel 4

**Parcel B-Hy Industrial Farming Parcel**

Commencing at the intersection of the northerly right-of-way line of East Noble Avenue and the easterly right-of-way line of Michigan Avenue, thence 150.00 feet S 65D47'46" E, thence a distance of 1398.52 feet more or less N 23D58'45" E, thence 25.00 feet more or less S 66D01'15" E to the Point of Beginning;

Thence N 23D58'45" E a distance of 950.00 feet more or less;

Thence N 26D59'46" E a distance of 475.00 feet more or less;

Thence N 51D29'14" E a distance of 150.00 feet more or less;

Thence N 23D56'08" E a distance of 70.00 feet more or less;

Thence N 60D48'20" E a distance of 50.00 feet more or less;

Thence S 74D15'24" E a distance of 490.00 feet more or less;

Thence N 23D56'08" E a distance of 180.00 feet more or less;

Thence N 67D18'58" W a distance of 465.00 feet more or less;  
Thence N 40D15'58" W a distance of 50.00 feet more or less;  
Thence N 23D56'08" E a distance of 160.00 feet more or less;  
Thence S 67D08'44" E a distance of 530.00 feet more or less;  
Thence N 23D56'08" E a distance of 100.00 feet more or less;  
Thence N 66D03'52" W a distance of 540.00 feet more or less;  
Thence N 23D56'08" E a distance of 550.00 feet more or less;  
Thence S 66D03'52" E a distance of 550.00 feet more or less;  
Thence N 30D03'21" E a distance of 665.00 feet more or less;  
Thence S 66D03'52" E a distance of 140.00 feet more or less;  
Thence N 23D56'08" E a distance of 198.00 feet more or less;  
Thence S 66D03'52" E a distance of 115.00 feet more or less;  
Thence N 23D56'08" E a distance of 113.84 feet more or less;  
Thence S 65D16'47" E a distance of 772.87 feet more or less;  
Thence S 22D32'30" W a distance of 250.55 feet more or less;  
Thence S 33D41'45" W a distance of 755.81 feet more or less;  
Thence N 61 D48'15" W a distance of 420.53 feet more or less;  
Thence N 77D12'25" W a distance of 235.00 feet more or less;  
Thence N 60D05'44" W a distance of 308.00 feet more or less;  
Thence S 41 D51'59" W a distance of 101.29 feet more or less;  
Thence S 57D18'15" E a distance of 985.00 feet more or less;  
Thence S 33D41'45" W a distance of 2529.26 feet more or less;  
Thence N 65D48'15" W a distance of 724.42 feet more or less;  
Thence N 24D11'45" E a distance of 730.00 feet more or less;  
Thence N 65D48'15" W a distance of 60.00 feet more or less;  
Thence S 24D11'45" W a distance of 730.00 feet more or less;  
Thence N 65D48'15" W a distance of 390.00 feet more or less to the Point of  
Beginning. Containing 98.90 acres more or less.



# CITY COUNCIL AGENDA FACT SHEET

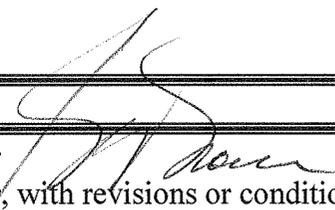
**RELATING TO: PROPOSED RESOLUTION TO THE ARTHUR LESOW COMMUNITY CENTER,  
AS A NON-PROFIT ORGANIZATION**

**DISCUSSION:** The Arthur Lesow Community Center has requested that they be officially recognized as a non-profit organization in the Monroe community. The Resolution of official recognition is necessary in order to apply for a charitable gaming license from the State of Michigan Lottery Division.

The proposed Resolution is presented for your review and approval.

It is recommended that the Resolution be adopted.

**CITY MANAGER RECOMMENDATION:**

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

**APPROVAL DEADLINE:**

**REASON FOR DEADLINE:**

**STAFF RECOMMENDATION:**

For

Against

**REASON AGAINST:**

**INITIATED BY:**

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

## FINANCES

**COST AND REVENUE PROJECTIONS:**

Cost of Total Project \$

Cost of This Project Approval \$

Related Annual Operating Cost \$

Increased Revenue Expected/Year \$

**SOURCE OF FUNDS:**

City

Account Number

Amount

\$

\$

\$

\$

\$

Other Funds

\$

\$

\$

\$

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

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

**DATE:** 12/10/10

**REVIEWED BY:**

**DATE:**

**COUNCIL MEETING DATE:** 12/20/10

## RESOLUTION

**WHEREAS**, the Arthur Lesow Community Center has determined that it may be necessary or appropriate to conduct raffles or similar fund-raising activities as part of its future fundraising efforts in order to continue its service to the Monroe community; and

**WHEREAS**, the Michigan Bureau of State Lottery requires organizations seeking licenses or registering for future licensing to be recognized by resolution adopted by the city in which the organization conducts its principal activities as a "local civic organization"; and

**WHEREAS**, the Arthur Lesow Community Center has requested that the City Council of the City of Monroe pursuant to regulations of the Michigan Bureau of State Lottery formally recognize the Arthur Lesow Community Center as a nonprofit organization operating in the community for the purpose of obtaining a gaming license issued by the Michigan Lottery.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Monroe hereby formally recognizes the Arthur Lesow Community Center as a nonprofit organization operating in the community for the purpose of obtaining a gaming license issued by the Michigan Bureau of State Lottery.

**BE IT FURTHER RESOLVED**, that a certified copy of this Resolution be provided to the Arthur Lesow Community Center so that they may file with the Michigan Bureau of State Lottery.



## Arthur Lesow Community Center

120 Eastchester • Monroe, Michigan 48161 • (734) 241-4313

November 15, 2010

The Honorable Mayor Clark  
and City Council Members  
City of Monroe  
120 E. First Street  
Monroe, MI 48161

Your Honor and City Council Members,

Per a component of ALCC's resource development strategy for the upcoming calendar year, it is our intent to launch a "Queen of Hearts" raffle. As such, we need to acquire a Charitable Gaming License from the State of Michigan. I understand we need a Resolution from the City of Monroe which recognizes ALCC as a non-profit agency. Per my conversation with Pat Weaver this morning, I have attached a copy of the Resolution from the State of Michigan along with our Articles of Incorporation and IRS Determination Letter for your review.

Should you need more information, please contact me at your earliest convenience.

On behalf of the underserved youth and families we serve, thank you for your time and consideration of this request.

Sincerely,

A handwritten signature in cursive script that reads "Tracy Palm". The signature is written in black ink and extends across the right side of the page.

Tracy Palm  
Executive Director  
734.241.4313

**RECEIVED**

NOV 23 2010

MAYOR'S OFFICE



Charitable Gaming Division  
 Box 30023, Lansing, MI 48909  
 OVERNIGHT DELIVERY:  
 101 E. Hillside, Lansing MI 48933  
 (517) 335-5780  
 www.michigan.gov/cg

**LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES**  
 (Required by MCL 432.103(K)(ii))

At a \_\_\_\_\_ meeting of the \_\_\_\_\_  
REGULAR OR SPECIAL TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD

called to order by \_\_\_\_\_ on \_\_\_\_\_  
DATE

at \_\_\_\_\_ a.m./p.m. the following resolution was offered:  
TIME

Moved by \_\_\_\_\_ and supported by \_\_\_\_\_

that the request from \_\_\_\_\_ of \_\_\_\_\_  
NAME OF ORGANIZATION CITY

county of \_\_\_\_\_, asking that they be recognized as a  
COUNTY NAME

nonprofit organization operating in the community for the purpose of obtaining charitable

gaming licenses, be considered for \_\_\_\_\_  
APPROVAL/DISAPPROVAL

APPROVAL	DISAPPROVAL
Yeas: _____	Yeas: _____
Nays: _____	Nays: _____
Absent: _____	Absent: _____

I hereby certify that the foregoing is a true and complete copy of a resolution offered and  
 adopted by the \_\_\_\_\_ at a \_\_\_\_\_  
TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD REGULAR OR SPECIAL  
 meeting held on \_\_\_\_\_  
DATE

SIGNED: \_\_\_\_\_  
TOWNSHIP, CITY, OR VILLAGE CLERK

\_\_\_\_\_  
PRINTED NAME AND TITLE

\_\_\_\_\_  
ADDRESS

COMPLETION: Required.  
 PENALTY: Possible denial of application.  
 BSL-CG-1153(R6/09)

Internal Revenue Service

Date: February 6, 2006

ARTHUR LESOW COMMUNITY CENTER  
120 EASTCHESTER  
MONROE MI 48161-1922

Department of the Treasury  
P. O. Box 2508  
Cincinnati, OH 45201

**Person to Contact:**

Richard E. Owens 31-07974  
Customer Service Representative

**Toll Free Telephone Number:**

877-829-5500

**Federal Identification Number:**

38-1716520

Dear Sir or Madam:

This is in response to your request of February 6, 2006, regarding your organization's tax-exempt status.

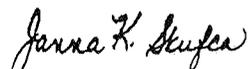
In April 1969 we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records indicate that your organization is also classified as a public charity under sections 509(a)(1) and 170(b)(1)(A)(vi) of the Internal Revenue Code.

Our records indicate that contributions to your organization are deductible under section 170 of the Code, and that you are qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Internal Revenue Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,



Janna K. Skufca, Director, TE/GE  
Customer Account Services

DEPARTMENT OF ENERGY, LABOR & ECONOMIC GROWTH  
NONPROFIT CORPORATION INFORMATION UPDATE



2010

Due October 1, 2010 File Online at [www.michigan.gov/fileonline](http://www.michigan.gov/fileonline)

Identification Number <b>727170</b>	Corporation name ARTHUR LESOW COMMUNITY CENTER
Resident agent name and mailing address of the registered office  JANET JETT 120 EASTCHESTER MONROE MI 48161	
RECEIVED OCT 01 2010 \$20 Dept. of LEG	
FILED OCT 20 2010 By Department Bureau of Commercial Services	
The address of the registered office  120 EASTCHESTER ST MONROE MI 48161	

I certify that the board consists of 3 or more directors, and further certify that all directors' names and addresses are previously filed with the Department, and that no changes have occurred in required information since the last filed report.  
If you checked the box, proceed to item 6.

1. Mailing address of registered office in Michigan (may be a P.O. Box)	2. Resident Agent
3. The address of the registered office in Michigan (a P.O. Box may not be designated as the address of the registered office)	

4. Describe the purpose and activities of the corporation during the year covered by this report:  
**Drop in recreation Center**

5.	NAME	BUSINESS OR RESIDENCE ADDRESS
	President (Required)	Willie Hall 415 Mason Run Monroe, MI 48162
If different than President	Secretary (Required)	Thomas Beady 204 S. Alacomb Monroe, MI 48161
	Treasurer (Required)	Edward Paistey 420 E Fourth Monroe, MI 48161
	Vice President	
Required 3 or more directors (3 different individuals)	Director (Required)	Florence Mentel 1731 Roman Dr. Monroe, MI 48161
	Director (Required)	Chris Bica 1402 Michigan Ave Monroe, MI 48162
	Director (Required)	Dave Roberts 406 Broadway Monroe, MI 48162

6. Report due October 1, 2010.  
**Filing fee \$20.00.**

If report is certifying no changes occurred, it must be signed by the chairperson or vice-chairperson of the board or the president or vice-president.

Please make your check or money order payable to the State of Michigan. Include payment with completed report in the same envelope.  
Return to: Department of Energy, Labor & Economic Growth  
Bureau of Commercial Services, Corporation Division  
P.O. Box 30767  
Lansing, MI 48909  
(517) 241-6470

Signature of authorized officer or agent 	Title Admin Assn	Date 9/27/10	Phone (Optional) 434 241 4313
--	---------------------	-----------------	----------------------------------

If more space is needed additional pages may be included. Do not staple any items to report. This report is required by Section 911, Act 162, Public Acts of 1982, as amended. Failure to file this report may result in the dissolution of the corporation.

DEPARTMENT OF ENERGY, LABOR & ECONOMIC GROWTH  
NONPROFIT CORPORATION INFORMATION UPDATE

2009



du 5903 10/12/09 \$20

GA007200 71315/6800

Due October 1, 2009 File Online at [www.michigan.gov/fileonline](http://www.michigan.gov/fileonline)

Identification Number <b>727170</b>	Corporation name <b>ARTHUR LESOW COMMUNITY CENTER</b>
Resident agent name and mailing address of the registered office <b>JANET JETT 120 EASTCHESTER MONROE MI 48161</b>	
<p><b>FILED</b></p> <p>JAN -5 2010</p> <p>by Department Bureau of Commercial Services</p>	
The address of the registered office <b>120 EASTCHESTER ST MONROE MI 48161</b>	

I certify that the board consists of 3 or more directors, and further certify that all directors' names and addresses are previously filed with the Department, and that no changes have occurred in required information since the last filed report.  
If you checked the box, proceed to item 6.

1. Mailing address of registered office in Michigan (may be a P.O. Box)	2. Resident Agent
3. The address of the registered office in Michigan (a P.O. Box may not be designated as the address of the registered office)	

4. Describe the purpose and activities of the corporation during the year covered by this report:  
**Drop In Recreation Center**

5.	NAME	BUSINESS OR RESIDENCE ADDRESS
If different than President	President (Required)	<b>Willie Hall 415 Mason Run Monroe, MI 48162</b>
	Secretary (Required)	<b>Thomas Ready 2045. Macomb Monroe, MI 48161</b>
	Treasurer (Required)	<b>Edward Paisley 31 1/2 E Front St. Monroe, MI 48161</b>
	Vice President	
Required 3 or more directors (3 different individuals)	Director (Required)	<b>Dave Roberts 706 Broadway Monroe MI 48162</b>
	Director (Required)	<b>Florene Metel 1731 Roman Dr. Monroe MI 48161</b>
	Director (Required)	<b>Aaron Lavender 428 Almyra Monroe MI 48161</b>

6. Report due October 1, 2009.  
Filing fee \$20.00.  
If report is certifying no changes occurred, it must be signed by the chairperson or vice-chairperson of the board or the president or vice-president.

Please make your check or money order payable to the State of Michigan.  
Return to: Department of Energy, Labor & Economic Growth  
Bureau of Commercial Services, Corporation Division  
P.O. Box 30767  
Lansing, MI 48909  
(517) 241-6470

Signature of authorized officer or agent 	Title <b>Admin Asst</b>	Date <b>9/28/09</b>	Phone (Optional) <b>734-241-4313</b>
--	----------------------------	------------------------	---

(Non-Profit)

# ARTICLES OF INCORPORATION

These Articles of Incorporation were signed and acknowledged by the incorporators for the purpose of forming a non-profit corporation under the provisions of Act No. 107 of the Public Acts of 1931 as amended as follows:

*NPC00524*

## ARTICLE I

The name of the corporation is **Monroe Community Center**

For the purpose of this document

## ARTICLE II

The purpose or purposes for which the corporation is formed are as follows:

The purpose or purposes of this Center are as follows: to associate together in the interest of a better community life, to promote the well-being of all our neighbors regardless of race, creed or color, to meet community problems in the spirit of democratic discussion and action in order that effective public service may be rendered for the social, educational, cultural and recreational development of the whole community.

## ARTICLE III

Local office: 100 Eastchester Street, Monroe, Michigan, 48161

Parish office: 222 Eastchester Street, Monroe, Michigan, 48161

## ARTICLE IV

The name of the corporation is **Article Captured III**

## ARTICLE V

basis

per share

into the quan-

of equal value with some and some with the increasing value set forth in the following:

The assets of the stock and equipment proceeds are:

Fixed property: *None*

Movable property: *Cycaration equipment and furniture - value \$5,000.00*

Grants: *received from City of Monroe Recreation Department and fund raising activities.*

\*(Give description and value of none, insert "none")

Said corporation is to be divided under the following general plan:

ARTICLE VI

The names and home or business address of each of the incorporators and (if a corporation organized upon a stock share basis) the number of shares of stock subscribed for by each are as follows:

(All these names required)

Please type or print following information if possible:

NAME(S)	RESIDENTIAL OR BUSINESS ADDRESS			NUMBER OF SHARES
	NO.	STREET	CITY	
Martha W. Becker	104	West Noble Avenue	Monroe, Michigan	
Mrs. L. V. Covington	325	Almyra Avenue	Monroe, Michigan	
Karl W. Daube	102	E. Grove Street	Monroe, Michigan	
Dr. Clifton H. DeGraff	603	Scottwood	Monroe, Michigan	
John C. Hoffman	902	Smith Street	Monroe, Michigan	
George McManon	631	Hollywood Drive	Monroe, Michigan	
Dora Keldinger	6236	Sterling, Pointe Aux Peaux Farms,	Monroe, Michigan	
Edward J. O'Leary	772	South Monroe Street	Monroe, Michigan	
James Rostash	1458	South Custer Road	Monroe, Michigan	
Arthur Washlow	13826	Lake Dr., Bolles Harbor	Monroe, Michigan	
Robert Sawyer	770	Hollywood Drive	Monroe, Michigan	
George Taylor	100	Almyra Avenue	Monroe, Michigan	

ARTICLE VII

The names and home or business address of the promoters are as follows:

NAME	ADDRESS

The term of this instrument is perpetual XXXX

ARTICLE IX

They shall pay the said and their successors, authorized by the Act

We, the incorporators, sign our names this

15th day of February 1965

All parties appearing under Article IX are required to sign and acknowledge

*James Rostash*  
*Edward J. O'Leary*  
*Arthur Rushlow*  
*John C. Hoffman*  
*George McMahon*  
*Martha W. Barker*  
*Robert Sawyer*

STATE OF MICHIGAN  
COUNTY OF Monroe

On this 15th day of February 1965

before me personally appeared Martha W. Barker, Mr. L. V. Covington, Karl W. Daume, Dr. Clifton H. DeGraff, John C. Hoffman, George McMahon, Gora Heidinger, Edward J. O'Leary, James Rostash, Arthur Rushlow, Robert Sawyer, George Taylor

to the knowledge of me, the undersigned, and who executed the foregoing instrument, and I acknowledged that they executed the same as their free and lawful deed

*Catherine P. O'Leary*  
Catherine P. O'Leary

Notary Public in and for the County of Monroe, Michigan  
My commission expires 1966  
I have also deposited this acknowledgment taken out of my files



# CITY COUNCIL AGENDA FACT SHEET

**RELATING TO:** Bids for demolition of 114 and 116 West Front Street.

**DISCUSSION:** Bids were opened on Friday, November 5, 2010, for the demolition of a property located at 114 and 116 West Front Street, Monroe. The three lowest bids were received from Earth Works Excavating (\$18,900.00), Ahearn Contracting Inc. (\$19,490.00) and David C. Hoffman Inc. (\$20,450.00).

After discussions with the property owners and their wish to repair the structures it is recommended that the City Council table this action until the January 18, 2011 Council meeting in order to draft terms of an agreement to renovate the structures. If an agreement cannot be reached it will be recommended that the structures be demolished.

**CITY MANAGER RECOMMENDATION:**

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

**APPROVAL DEADLINE:** 12/20/10

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

**STAFF RECOMMENDATION:** For

**REASON AGAINST:** N/A

**INITIATED BY:** Building Department

**PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED:** City Council and Building Department

**FINANCES**

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

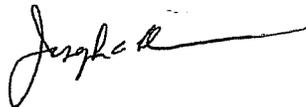
<b><u>SOURCE OF FUNDS:</u></b>	<u>City</u>	Account Number	Amount
	Demolition Service		\$
			\$
			\$
			\$
	<u>Other Funds</u>		\$ N/A
			\$ N/A
			\$ N/A
			\$ N/A

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

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

**DATE:** 12/13/10

**REVIEWED BY:**



**COUNCIL MEETING DATE** December 20, 2010



# CITY OF MONROE

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Department of Building & Zoning

June 23, 2008

WEST FRONT DEVELOPMENT, LLC  
104 W FRONT STREET  
MONROE, MI 48161

Re: 116 W FRONT ST

Dear WEST FRONT DEVELOPMENT, LLC

Due to a complaint, the structure at 116 W FRONT ST was inspected according to the 2003 International Property Maintenance Code.

## **NOTICE AND ORDER**

The following is a brief and concise description of conditions or defects that were found to deem this structure to be unsafe.

1/ Unsafe structure per section 108.1.1.  
Exterior stair assembly on rear of building deteriorated and failing.  
No guardrails or handrail on stairs.

2/ Structure unfit for human occupancy per section 108.1.3  
Structure is in disrepair. Roof covering coming off rear of building.

In respect to these unsafe conditions, it is my duty to declare the aforementioned structure unsafe.

## **ACTION TO BE TAKEN**

It is, therefore, required that the conditions described above be repaired or improvements made to abate the unsafe condition and that you contact us within 14 calendar days to secure all required building permits, the work must show progress within 30 days after issuance of the permit and all work shall be completed within 180 days from the date of this order.

Page 2  
West Front Development  
116 W Front Street

Any person directly affected by a decision of the code official or a notice or order issued under this code shall have the right to appeal to the Construction Board of Appeals, provided that a written application for appeal is filed within 20 days after the day the decision, notice or order was served. An application for appeal shall be based on a claim that the true intent of this code or the rules legally adopted there under have been incorrectly interpreted, the provisions of this code do not fully apply, or the requirements of this code are adequately satisfied by other means, or that the strict application of any requirement of this code would cause an undue hardship.

Please be advised that if the notice of violation is not complied with, the code official shall institute the appropriate proceeding at law or in equity to restrain, correct or abate such violation, or to require the removal or termination of the unlawful occupancy of the structure in violation of the provisions of this code or of the order or direction made pursuant thereto. Any action taken by the authority having jurisdiction on such premises shall be charged against the real estate upon which the structure is located and shall be a lien upon such real estate.

If you have any questions, please feel free to contact this office at (734) 384-9186.

Sincerely,



Randy A. Harris  
Building Inspector

cc: File



# CITY OF MONROE

**FILE COPY**

Department of Building & Zoning

Wednesday, May 19, 2010

WEST FRONT DEVELOPMENT, LLC  
104 W FRONT STREET  
MONROE, MI 48161

Re: 116 W FRONT ST

Dear WEST FRONT DEVELOPMENT, LLC:

**Notice and Order**

Due to the present condition and the failure to repair the structure at 116 W FRONT ST it has become so old, dilapidated and out of repair as to be dangerous, unsafe, unsanitary, or otherwise unfit for human habitation or occupancy, and such that it is unreasonable to repair that the structure be demolished and removed. (**Section 110 of the 2006 International Property Maintenance Code**).

**ACTION TO BE TAKEN**

It is, therefore, required that you shall secure the required demolition permit within 20 days of Wednesday, May 19, 2010, and demolition completed within 30 days of issuance. That should you fail to comply with this order within the time prescribed, I shall cause the structure to be demolished per the City of Monroe demolition specifications and the cost of such demolition and removal shall be charged against the real estate upon which the structure is located and shall be a lien upon such real estate. The cost shall also be the personal obligation of the property owner which may be collected by the use of any and all appropriate legal remedies.

Any person directly affected by a decision of the code official, the Building Official or a notice or order issued under this code shall have the right to appeal to the Construction Board of Appeals, provided that a written application for appeal is filed within 21 days after the day the decision, notice or order was served and with a filing fee of four hundred dollars (\$400.00). An application for appeal shall be based on a claim that the true intent of this code or the rules legally adopted there under have been incorrectly interpreted, the provisions of this code do not fully apply, or the requirements of this code are adequately satisfied by other means or that the strict application of any requirement of this code would cause an undue hardship.

If you have any questions, please feel free to contact this office.

Sincerely,

Joseph A. Lehmann  
Building Official  
City of Monroe



## CITY OF MONROE

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Department of Building & Zoning

Wednesday, May 19, 2010

WEST FRONT DEVELOPMENT, LLC  
13295 LULU RD  
IDA, MI 48140

RE: 114 W FRONT ST

DEAR WEST FRONT DEVELOPMENT, LLC

An inspection was conducted at this property on 05/19/2010. At the time of inspection, the following is a list of violations according to the 2006 International Property Maintenance Code.

**302.1 Sanitation.** All exterior property and premises shall be maintained in a clean, safe and sanitary condition. The occupant shall keep that part of the exterior property which such occupant occupies or controls in a clean and sanitary condition.

**304.2 Exterior protective treatment.** All exterior surfaces, including but not limited to, doors, door and window frames, cornices, porches, trim, balconies, decks and fences shall be maintained in good condition. Exterior wood surfaces, other than decay-resistant woods, shall be protected from the elements and decay by painting or other protective covering or treatment. Peeling, flaking and chipped paint shall be eliminated and surfaces repainted. All siding and masonry joints as well as those between the building envelope and the perimeter of windows, doors, and skylights shall be maintained weather resistant and water tight. All metal surfaces subject to rust or corrosion shall be coated to inhibit such rust and corrosion and all surfaces with rust or corrosion shall be stabilized and coated to inhibit future rust and corrosion. Oxidation stains shall be removed from exterior surfaces. Surfaces designed for stabilization by oxidation are exempt from this requirement.

**304.4 Structural members.** All structural members shall be maintained free from deterioration, and shall be capable of safely supporting the imposed dead and live loads.

**304.5 Foundation walls.** All foundation walls shall be maintained plumb and free from open cracks and breaks and shall be kept in such condition so as to prevent the entry of rodents and other pests.

**304.6 Exterior walls.** All exterior walls shall be free from holes, breaks, and loose or rotting materials; and maintained weatherproof and properly surface coated where required to prevent deterioration.

**304.7 Roofs and drainage.** The roof and flashing shall be sound, tight and not have defects that admit rain. Roof drainage shall be adequate to prevent dampness or deterioration in the walls or interior portion of the structure. Roof drains, gutters and downspouts shall be maintained in good repair and free from obstructions. Roof water shall not be discharged in a manner that creates a public nuisance.

**304.10 Stairways, decks, porches.** Every exterior stairway, deck porch and balcony, and all appurtenances attached thereto, shall be maintained structurally sound, in good repair, with proper anchorage and capable of supporting the imposed loads.

**304.13 Window, skylight and door frames.** Every window, skylight, door and frame shall be kept in sound condition, good repair and weather tight.

**304.15 Doors.** All exterior doors, door assemblies and hard-ware shall be maintained in good condition. Locks at all entrances to dwelling units and sleeping units shall tightly secure the door. Locks on means of egress doors shall be in accordance with Section 702.3.

**304.16 Basement hatchways.** Every basement hatchway shall be maintained to prevent the entrance of rodents, rain and surface drainage water.

**304.18 Building security.** Doors, windows or hatchways for dwelling units, room units or housekeeping units shall be provided with devices designed to provide security for the occupants and property within.

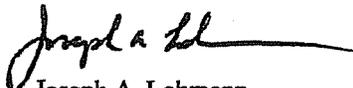
It is, therefore, required that the conditions described above be repaired or improvements made to abate the unsafe condition and that you contact us within 14 calendar days (June 2, 2010), to secure all required permits, the work must show progress within 30 days after issuance of the permit and all work shall be completed within 180 days from the date of this order.

Any person directly affected by a decision of the code official or a notice or order issued under this code shall have the right to appeal to the Construction Board of Appeals, provided that a written application for appeal is filed within 20 days after the day the decision, notice or order was served and with a filing fee of four hundred dollars (\$400.00). An application for appeal shall be based on a claim that the true intent of this code or the rules legally adopted there under have been incorrectly interpreted, the provisions of this code do not fully apply, or the requirements of this code are adequately satisfied by other means.

Please be advised that if the notice of violation is not complied with, the code official shall institute the appropriate proceeding at law or in equity to restrain, correct or abate such violation, or to require the removal or termination of the unlawful occupancy of the structure in violation of the provisions of this code or of the order or direction made pursuant thereto. Any action taken by the authority having jurisdiction on such premises shall be charged against the real estate upon which the structure is located and shall be a lien upon such real estate.

Your Cooperation in this matter is appreciated.

Respectfully,



Joseph A. Lehmann  
Building/Zoning Director

Cc: File



# CITY OF MONROE

Department of Building & Zoning

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Monday, June 15, 2010

**WEST FRONT DEVELOPMENT, LLC  
104 W FRONT STREET  
MONROE, MI 48161**

**RE: 114 & 116 W FRONT ST**

**DEAR Mr. Jack Piedmont (WEST FRONT DEVELOPMENT, LLC).**

**This letter is in response to the conversation we had concerning the structures at 114 and 116 West Front Street. It was discussed about whether the two structures could be restored or if they should be demolished. If you would like to restore the structures we request that you put together a plan with a time line on how you plan to do that. This plan shall include the immediate repair of the front façade of 116 west front and the securing of both structures. Please respond with your intentions by July 1, 2010.**

Thank you

**Joseph A. Lehmann  
Building/Zoning Director**



**CITY OF MONROE**  
**BUILDING DEPARTMENT**  
120 East First Street  
Monroe, Michigan 48161-2169  
734-384-9186

Friday, August 27, 2010

WEST FRONT DEVELOPMENT, LLC  
13295 LULU RD  
IDA, MI 48140

Re: 114 W FRONT ST

Dear WEST FRONT DEVELOPMENT, LLC:

**Notice and Order**

Due to the present condition and the failure to repair the structure at 114 W FRONT ST it has become so old, dilapidated and out of repair as to be dangerous, unsafe, unsanitary, or otherwise unfit for human habitation or occupancy, and such that it is unreasonable to repair that the structure be demolished and removed. (Section 110 of the 2006 International Property Maintenance Code).

**ACTION TO BE TAKEN**

It is, therefore, required that you shall secure the required demolition permit within 20 days of Friday, August 27, 2010, and demolition completed within 30 days of issuance. That should you fail to comply with this order within the time prescribed, I shall cause the structure to be demolished per the City of Monroe demolition specifications and the cost of such demolition and removal shall be charged against the real estate upon which the structure is located and shall be a lien upon such real estate. The cost shall also be the personal obligation of the property owner which may be collected by the use of any and all appropriate legal remedies.

Any person directly affected by a decision of the code official, the Building Official or a notice or order issued under this code shall have the right to appeal to the Construction Board of Appeals, provided that a written application for appeal is filed within 21 days after the day the decision, notice or order was served and with a filing fee of four hundred dollars (\$400.00). An application for appeal shall be based on a claim that the true intent of this code or the rules legally adopted there under have been incorrectly interpreted, the provisions of this code do not fully apply, or the requirements of this code are adequately satisfied by other means or that the strict application of any requirement of this code would cause an undue hardship.

If you have any questions, please feel free to contact this office.

Sincerely,

Joseph A. Lehmann  
Building Official  
City of Monroe

RECEIVED

OCT 04 2010

BUILDING DEPARTMENT  
City of Monroe, Mich.

*WEST FRONT DEVELOPMENT  
P.O. BOX 88  
104 WEST FRONT STREET  
MONROE, MICHIGAN 48161*

FILE COPY

Mr. Joseph Lehmann  
City of Monroe  
Building Department  
120 East First Street  
Monroe, MI 48161

Re: 114 and 116 West Font Street

Dear Joe,

We are writing this letter in response to your recent letters regarding the above referenced 114 West Front and 116 West Front St. and our various follow up telephone conversations.

First let me begin by stating that we understand the city's concerns regarding the condition of the buildings, especially 116 West Front St. As we discussed in a telephone call earlier this week, we plan to begin correct the situation immediately by either renovating the buildings or by demolishing them. Our desire is to renovate the buildings, if at all possible.

We have been in serious discussions with potential purchasers of other buildings that we own in the same block of West Front and are in the process of negotiating a sale or entering into a joint venture relationship whereby all of buildings would be renovated. We believe our plans would greatly enhance the West Front area and are working diligently to conclude an agreement. As I mentioned to you, the terms of an agreement could also impact whether it would be most advantageous to either renovate or demolish #114 and #116. We are would ask for your patience for a little longer in order to finalize an agreement.

We want to be clear that renovating (preferred) or demolishing the buildings is not dependent upon making an agreement with a third-party. As you have expressed, the City of Monroe wants this situation to be unresolved before winter, and we will do so. Regarding the #116 West Front building, West Front Development has already purchased all of the windows and brick at a significant cost. We expect final bids next week, so we can begin renovation immediately.

We will be meeting with possible purchasers again over the next few days. In any event, we will have a firm proposal to the city by the end of next week. As I mentioned to you, we would be happy to meet with you and/or the City Manager and/or Mayor at your/their convenience.

We would like to thank you for your patience in this matter and we will work diligently to get this concluded.

Sincerely,

A handwritten signature in black ink, appearing to read "David Petkovich", written over a horizontal line.

David Petkovich  
West Front Development

***WEST FRONT DEVELOPMENT  
P.O. BOX 88  
104 WEST FRONT STREET  
MONROE, MICHIGAN 48161***

November 4, 2010

Mr. Joseph Lehmann  
City of Monroe  
Building Department  
120 East First Street  
Monroe, MI 48161

Re: Building #114 and #116 West Font Street

Dear Joe,

We are writing this letter to follow-up our recent conversations and the meeting with you and Matt Wallace on October 28, 2010.

We are well aware of the City of Monroe's desire to resolve the current status of the above referenced buildings located at #114 and #116 West Front and we understand that you have been directed by the City Council to demolish the buildings if progress is not made to renovate them. Renovating the buildings has been, and remains, our intention. While we have conveyed this to you in the past, we also recognize that progress towards that end has probably not been evident from the perspective of the City.

As you know, West Front also owns the buildings that include the addresses of #100-#104 West Front, #106-#112 West Front, and the Lauer Building (#82 West Front). Combined with above referenced #114 and #116 buildings, almost an entire block of West Front Street is represented.

Several years ago, we were the first to make improvements to this area of West Front Street with the renovations of the #100-104 and #106-#112 buildings. We did so without the benefit of several tax incentive programs that are now available to assist with the financial commitment necessary to renovate historic buildings. We believe these renovations provided, at least in part, the impetus for the development that is now beginning to occur in this area of the downtown.

We bring this to your attention not to advocate for some sort of entitlement or special consideration, but as a back ground for what we have been attempting to accomplish and which we believe will greatly benefit the appearance and activity in the downtown. Our original plan was to continue upgrading the area with renovations to the Lauer Building and the two buildings currently being discussed (#114 and #116 West Front) by finding a partner to participate in these projects, and we have been working diligently to do so. Our goal was to keep all of the buildings under common ownership, complete building

renovations, and beautify the land behind the building with new parking and landscaping. As I think you are aware, the surveys for the various parcels are not very well conceived and we believed that having common ownership would be the best way to facilitate the plan.

While we have been unsuccessful in keeping the building under common ownership, we believe we now can accomplish the same goals differently. As discussions have evolved, potential partners expressed their desire to participate in the purchase and/or renovation of one or more of the buildings, but not participate in the entire project. Therefore, we (West Front Development) are now proceeding with two sales. West Front Development has accepted a firm offer from one party to purchase the Lauer Building and is in the process of finalizing the sale of buildings #100-#104 and #106-#112 with a second party. The party that will be purchasing the Lauer Building plans to proceed with renovations immediately. Although renovations are not needed to #100-#104 and #106-#112, the purchaser has renovated several other properties in the downtown area and we believe is a developer with whom the City will be more than comfortable. Further, the purchasers and West Front Development have a very good working relationship and intend to work together and, with the cooperation of the City, improve the parking and beautify the area.

This situation now affords us the opportunity to begin renovating the #114 and #116 West Front buildings. In fact, we actually began the process some time ago, but needed the purchase negotiations referenced above to mature. We have already spent a significant amount of money by purchasing windows and brick for #116 West Front and have architectural drawings almost complete. In addition, we have spent time and money applying for and receiving acceptance of a Phase I application for Historical Preservation Grants for both buildings.

After reviewing the construction limitations and cost impacts to restore the buildings to comply with the requirements to receive the historic grants, we have now decided to proceed without the potential benefits of the tax credits that would come with the grant. We will, however, do all we can to retain the historic appearance of the buildings, and the windows and brick that we have purchased fit that goal.

Although we have decided to forego the Historic Preservation Grant referred above, our development plan will include applying for Obsolete Property tax abatements and Michigan Brownfield tax credits and respectfully request the City's assistance and support in this effort. While the City is not directly involved in Façade grants through the Downtown Development Authority (DDA), our plan also includes applying for one or more of these. Our development schedule is designed to begin work to secure the building immediately, but allow for the time to process these applications before fully developing the properties.

The specific detail of our development plan can be found on the attached spread sheet. We are also attaching sketches of the exterior work to be performed on the #116 building.

As an overview, we plan to immediately renovate the West Front Street façade/wall (south wall) of building #116 with new brick and windows that have already been purchased. The goal is to keep an historic appearance. Concurrently, we will apply for the various grants referred to in the body of this letter and, upon approval of the grants, begin the remaining exterior and interior work. Given the time table for processing the

grants that were discussed at our meeting, we would anticipate that all of the exterior work will be completed in mid-spring and the interior by late summer.

The buildings are in an area of the downtown that has ample parking and we do not believe it makes sense to demolish them resulting in other vacant lots within the downtown area. We would hope that you would agree and will work with us to accomplish what should be another beneficial addition to the downtown area.

Thanks you for considering this proposal.

Sincerely,

A handwritten signature in cursive script, appearing to read "David Petkovich", with a long horizontal line extending to the right from the end of the signature.

David Petkovich  
West Front Development



**CITY OF MONROE**  
**BUILDING DEPARTMENT**  
120 East First Street  
Monroe, Michigan 48161-2169  
734-384-9186

Monday, December 13, 2010

WEST FRONT DEVELOPMENT, LLC  
13295 LULU RD  
IDA, MI 48140

RE: 114 and 116 W FRONT ST

DEAR WEST FRONT DEVELOPMENT, LLC

Due to your failure to comply with the demolition order on **8/27/10**. According to the 2006 International Property Maintenance Code, Section 110, **Demolition**.

If the owner of a premises fails to comply with a demolition order within the time prescribed, the code official shall cause the structure to be demolished and removed, either through an available public agency or by contract or arrangement with private persons, and the cost of such demolition and removal shall be charged against the real estate upon which the structure is located and shall be a lien upon such real estate.

If you would like to show cause to why this should not be carried out, the authorization to award a contract for demolition will be brought in front of Monroe City Council on **December 20, 2010 at 7:30 pm** in the City of Monroe, Council Chambers.

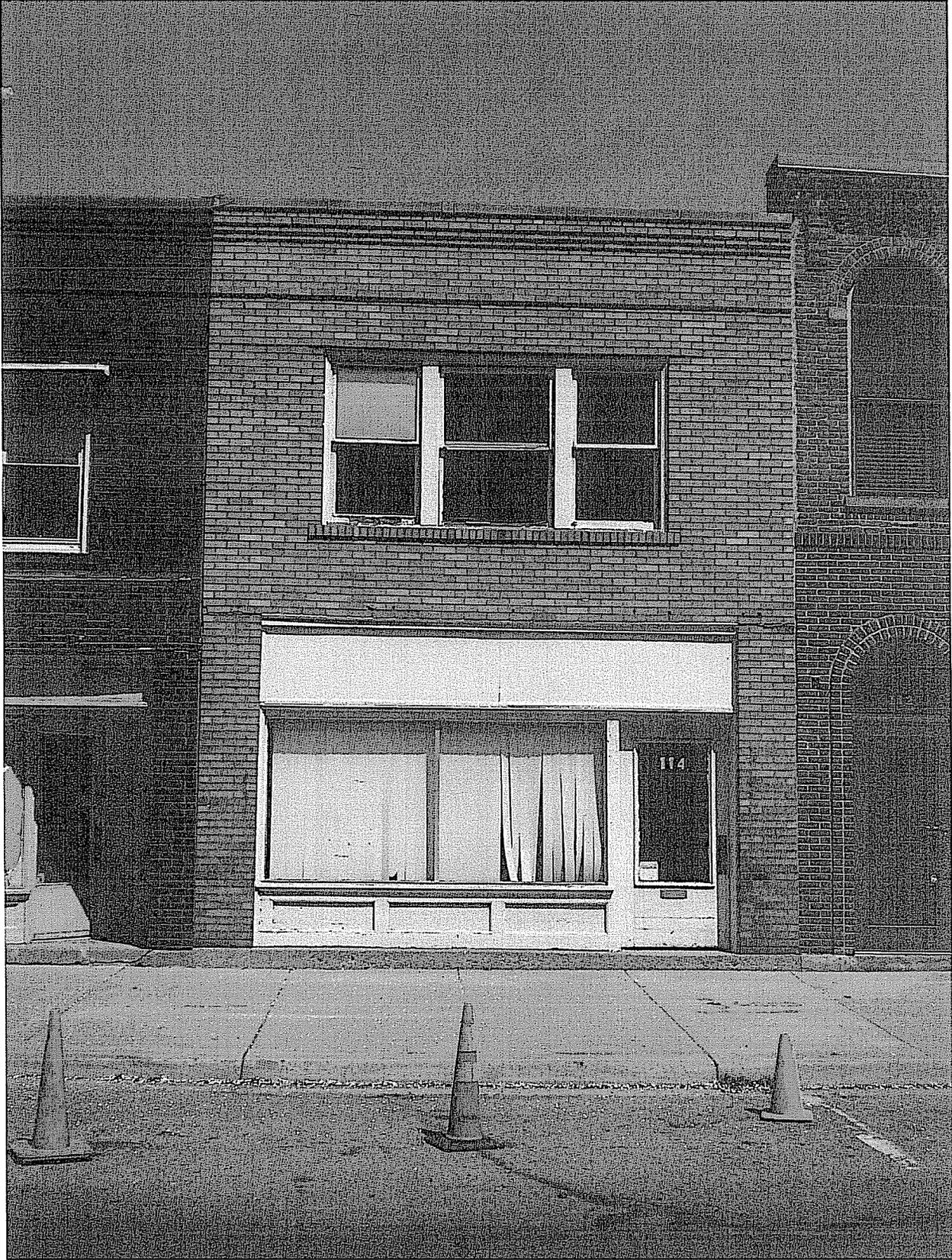
If you have any questions please feel free to contact me at (734) 384-9186.

Thank You

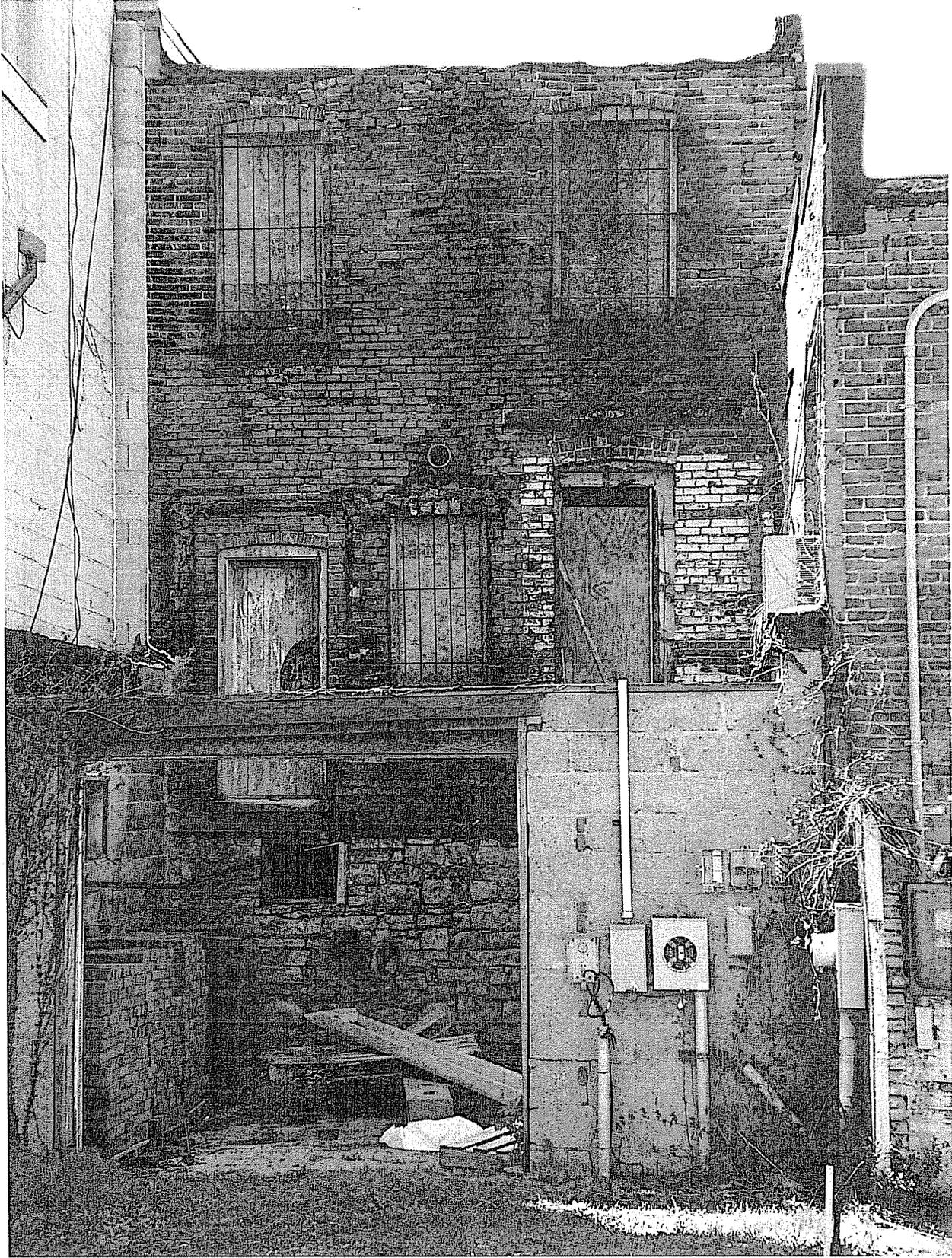
A handwritten signature in black ink, appearing to read "Joseph A. Lehmann".

Joseph A. Lehmann  
Building Official  
City of Monroe

114 W Front

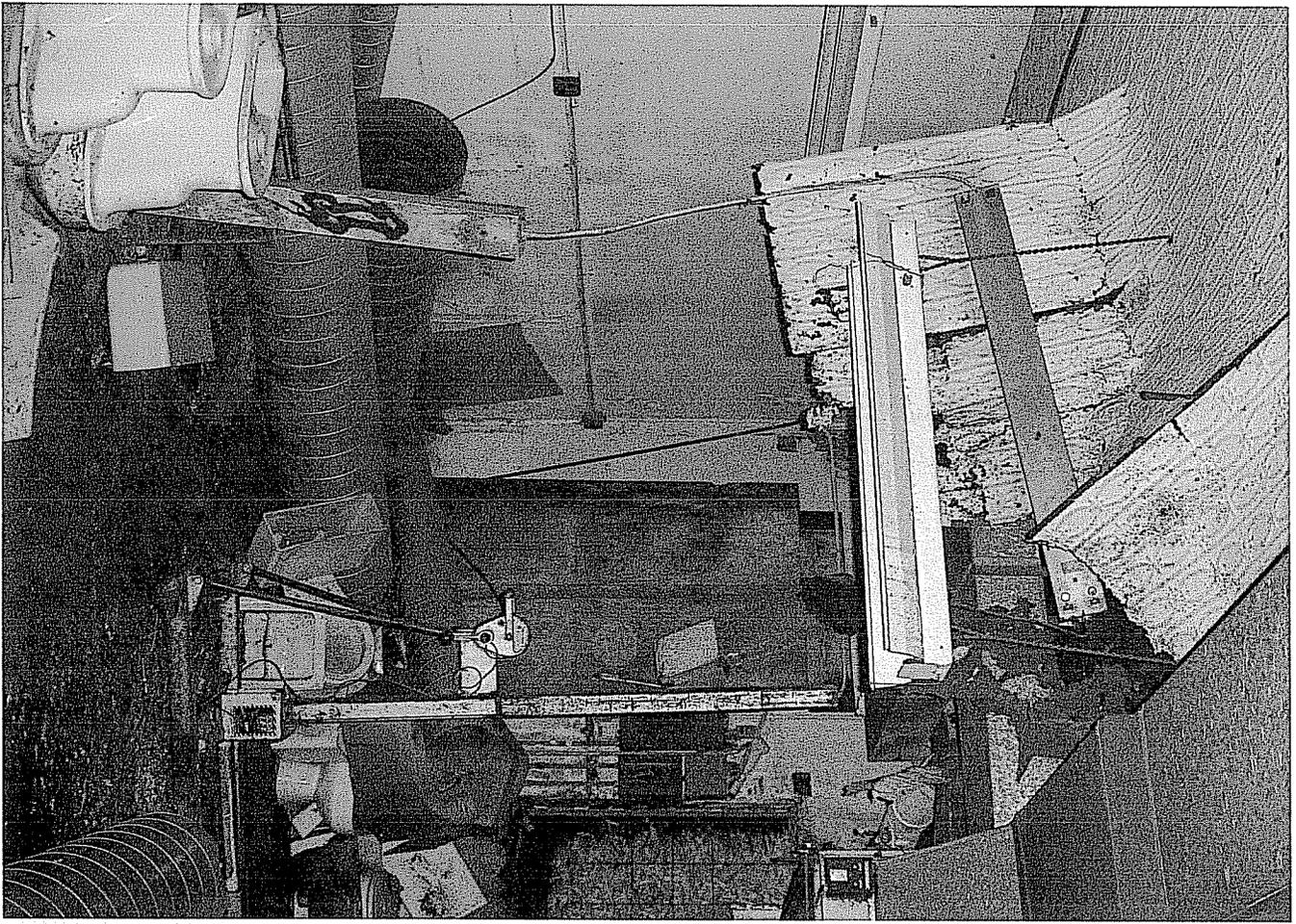


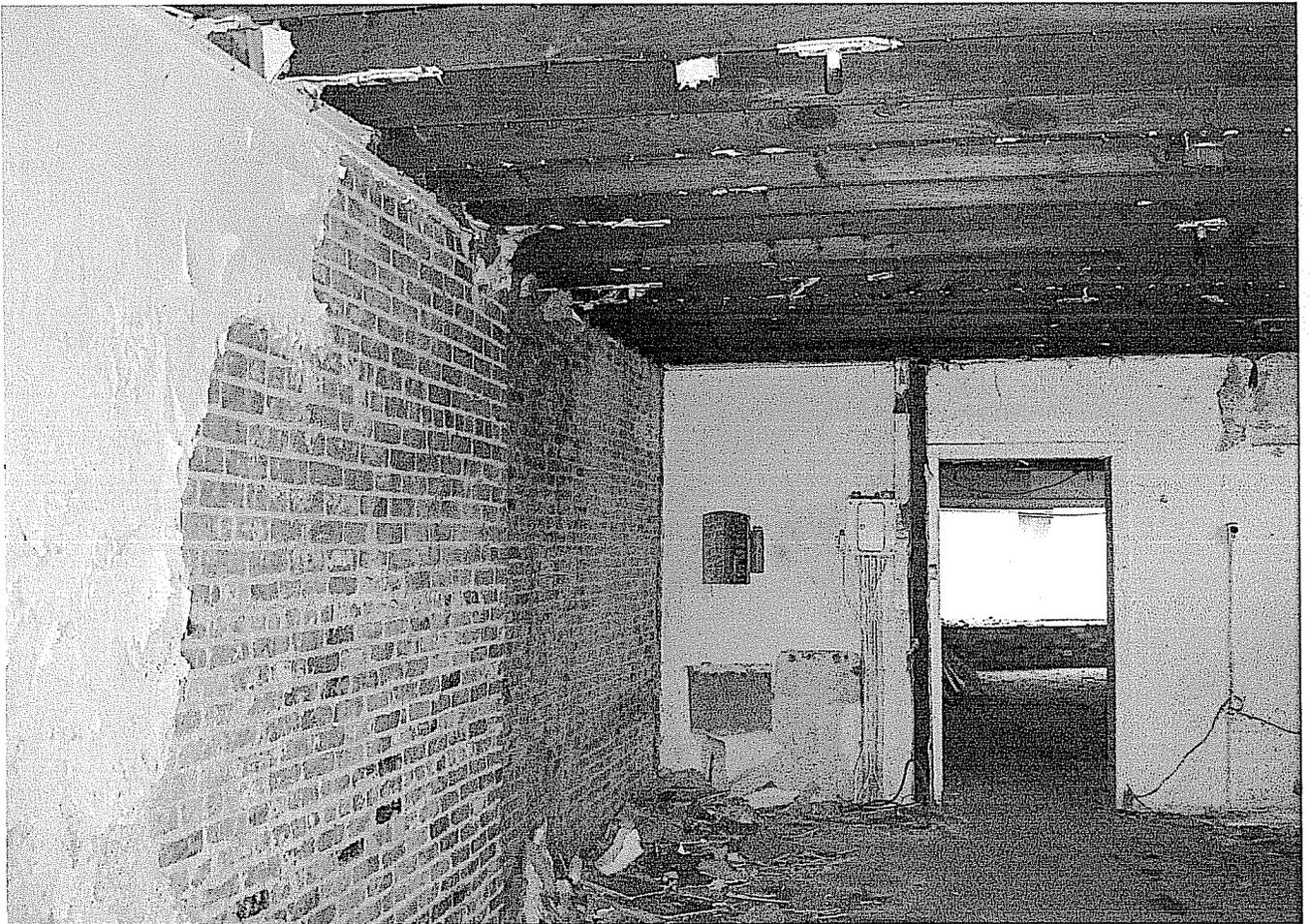
114 W Front



114 W Front





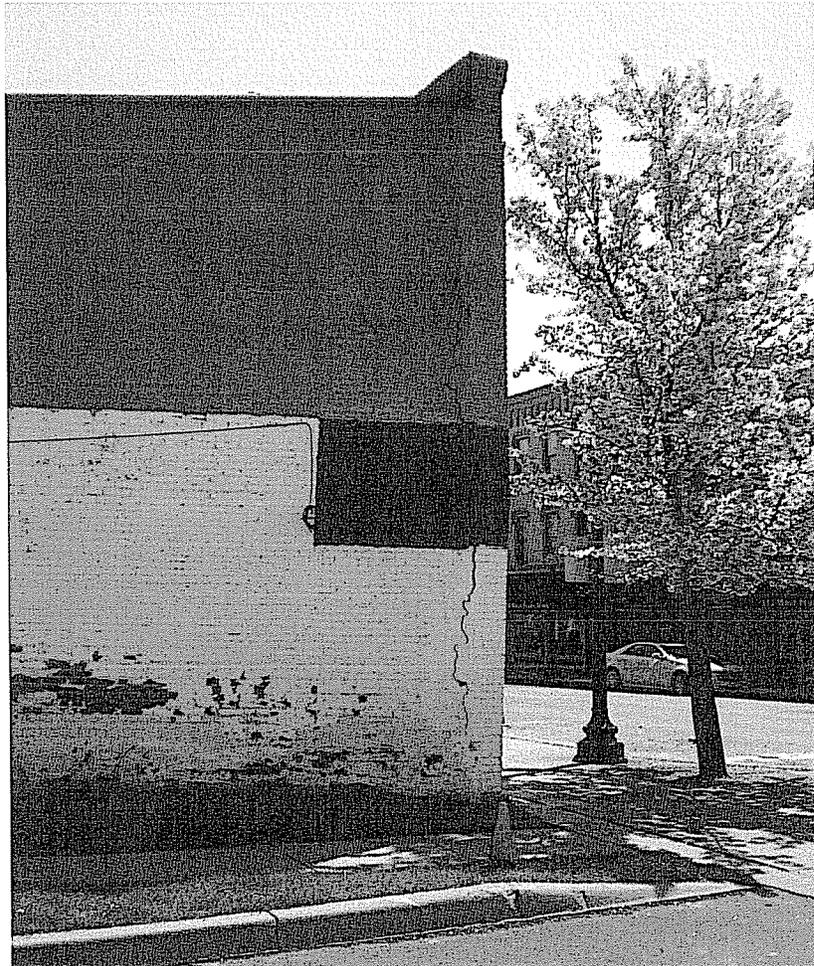


116

116 W Front



116 W Front





# CITY COUNCIL AGENDA FACT SHEET

**RELATING TO:** EMERGENCY PURCHASE - BOILER HEATING COILS AT WASTEWATER TREATMENT PLANT

**DISCUSSION:** The Wastewater Treatment Plant (WWTP) Secondary Building and Galleries are serviced with heat via a boiler heating system. The heating system includes a boiler, circulation lines, three (3) heating coils, and other system appurtenances. The overall system is over 35 years old such that several recent repairs have been made to keep the system operational.

As you recall, two of the three heating coils failed in 2009 causing a large demand on the last heating coil and reduced system redundancy. That issue had become an emergency situation since the building must be heated during winter months to avoid equipment and piping from failing / freezing. In 2009 the heating coils were replaced with copper heating coils as recommended by the Trane (manufacturer). The week of 12-13-10, it was noticed during staff inspections that the 2009 heating coils were failing and has since then caused the entire system to stop functioning. The heating coils failed due to the corrosive environment in which the equipment is located. This equipment failure has caused the Secondary Building and Galleries to not be fully heated, resulting in an emergency situation. The buildings must be heated during the winter months to avoid freezing and catastrophic equipment / piping failure. Alternative materials and vendors have been investigated by staff such that a proposal to purchase new non-corrosive heating coils was solicited from TSI Temperature Services, Inc (TSI) out of Livonia, MI. Two alternative materials for the coils were investigated (e-coating – option #1 and stainless steel coils – option #2). Stainless steel coils (option #2) will last at least 25 years compared to 5~7 years for e-coated coils (option #1). The vendor's price to supply the applicable stainless steel heating coils (option #2) is \$10,348.00. For the small increase in price it is recommended to replace the coils with stainless steel so as to observe an overall system savings based on the expected service life of the equipment. This emergency purchase will allow staff the ability to replace the failed heating coils so as to fully heat the WWTP Secondary Building and Galleries. Currently residual equipment heat, smaller boiler heating units along with temporary space heaters is being used to maintain the temperature above freezing. In order to perpetually maintain heating requirements of the WWTP Secondary Building and Galleries, the City Manager has granted permission to make a direct emergency purchase for the stainless steel heating coils (option #2). Once the heating coils are received, they will be installed by WWTP staff. TSI has worked on several WWTP HVAC projects in the past and has performed admirably. We have considered this purchase an emergency direct purchase where further delay would vitally affect the public health, safety, or welfare of the facility and employees by not maintaining heat within the WWTP Secondary Building and Galleries. The proposal is attached for your reference.

IT IS RECOMMENDED that the City Council confirm the administrative decision to perform an emergency direct purchase of boiler stainless steel heating coils for the Wastewater Treatment Plant and that the purchase be allowed to proceed as scheduled.

**CITY MANAGER RECOMMENDATION:**

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

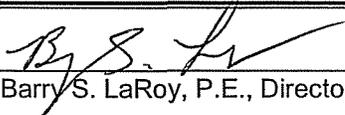
**APPROVAL DEADLINE:** ASAP

**REASON FOR DEADLINE:** Replace the boiler heating coils to maintain heat with the WWTP Secondary Building and Galleries.

**STAFF RECOMMENDATION:**  For  Against

**REASON AGAINST:** N/A

**INITIATED BY:**

  
Barry S. LaRoy, P.E., Director of Water & Wastewater Utilities

**PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED:** City Council, Wastewater Department and Customers, City Employees

## FINANCES

**COST AND REVENUE PROJECTIONS:**

Cost of Total Project	\$ 10,348.00
Cost of This Project Approval	\$ 10,348.00
Related Annual Operating Cost	\$ N/A
Increased Revenue Expected/Year	\$ N/A

**SOURCE OF FUNDS:**

City	Account Number	Amount
Maintenance-Equipment	590-75.527-933.000	\$ 10,348.00
<u>Other Funds</u>		

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

**FACT SHEET PREPARED BY:** Barry S. LaRoy, P.E., Director of Water & Wastewater Utilities **DATE:** December 14, 2010

**REVIEWED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**COUNCIL MEETING DATE:** December 20, 2010

# **TSI** TEMPERATURE SERVICES, INC.

**HEATING-AIR CONDITIONING-REFRIGERATION**

**37107 SCHOOLCRAFT, LIVONIA, MI 48150**

**Phone: (734)838-3200; Fax: (734)838-3205**

December 14, 2010

Mr. Randy Sommers  
City of Monroe  
Waste Water Treatment Plant  
2205 E. Front Street  
Monroe, MI 48161-1972

Dear Mr. Sommers:

Please allow this letter to serve as our quotation to provide and deliver three hot water replacement coils.

Option #1      Provide three hot water coils with e-coating per customer provided specs.

Cost: \$7,467.00

Option #2      Provide three hot water coils with stainless steel tubes and aluminum fins per customer provided specs.

Cost: \$10,348.00

- Note: 1.      Price includes delivery to plant.  
2.      Coils to be installed by others.  
3.      Lead time is 10 days plus shipping. Add approximately five days to lead time for e-coating process.

Please review and feel free to contact me with any questions or concerns.

Sincerely,

Michael D. McKay

cw



# CITY COUNCIL AGENDA FACT SHEET

**RELATING TO:** SALE OF FIRE DEPARTMENT SURPLUS PROPERTY AND EQUIPMENT

**DISCUSSION:** The Department of Public Services Stores and Equipment Section typically handles the sale or disposition of vehicles in the City's fleet. While the Fire Department vehicles are not owned by Stores and Equipment, from time to time we perform certain services on them, and have agreed to assist them in sale of five (5) items of surplus property. Two (2) of these are ambulances in good condition that are no longer being used due to the cessation of this service by the City, one is a 1989 Fire Truck no longer used, and two (2) are 10,000 pound capacity trailers.

The City's Purchasing Ordinance requires that any assets of value greater than \$500 must be sold through public bidding or auction. The Public Services Department is intending to conduct an auction in April or May, however, since the ambulances and fire truck are thought to be specialty items, we felt it was best to solicit sealed bids now, with direct mailing to those parties thought to be interested locally, advertisement in the Monroe Evening News, and posting on the Michigan Municipal League's website. The bid advertisement, bid forms, and a copy of the direct mailing listing have all been attached for your reference. Based on an appraisal provided to the Fire Chief (attached), minimum bids were set for each item. Bids were advertised for three (3) weeks, and were opened on Monday, December 13, 2010. A bid tabulation has been provided for your review.

Unfortunately, the City received no bids for either of the ambulances, but at least one bid was received for each of the other items, all over the required minimum bid, and all supplying the required bid security. It appears to be in the City's best interest to award items 3, 4, and 5 to the high bidder at this time. We are still investigating another method of sale for the ambulances. They could potentially be included in the City auction in the Spring, or we could contract with some type of specialty broker to shop them around to other municipalities. When a decision is made on the method of disposal, City Council approval will again be sought.

**IT IS RECOMMENDED** that the City Council authorize the sale of a 1989 Fire Truck in the amount of \$1,555.75 to Jack's Lawn Service, a 1997 Wells Cargo trailer in the amount of \$3,387.00 to Peter Demray, and a 2006 Wells Cargo trailer in the amount of \$5,587.00 to Peter Demray. **IT IS FURTHER RECOMMENDED** that the Director of Engineering and Public Services and / or his designee be authorized to perform any transactions necessary to complete these sales.

**CITY MANAGER RECOMMENDATION:**

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

**APPROVAL DEADLINE:** As soon as possible

**REASON FOR DEADLINE:** Bids are only good for thirty (30) days and it is preferred to dispose of this property as soon as possible to prevent further degradation in its condition.

**STAFF RECOMMENDATION:**           X For                    Against

**REASON AGAINST:** N/A

**INITIATED BY:** Department of Engineering and Public Services

**PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED:** City Council, Public Services Department, Fire Department

## FINANCES

**COST AND REVENUE PROJECTIONS:**

Cost of Total Project	\$(10,529.75)*
Cost of This Project Approval	\$(10,529.75)
Related Annual Operating Cost	\$ N/A
Increased Revenue Expected/Year	\$ N/A

\*Sum of high bids for each vehicle.

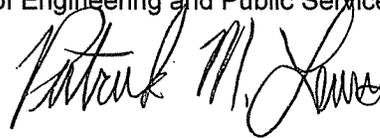
**SOURCE OF FUNDS:**

<u>City</u>	<u>Account Number</u>	<u>Amount</u>
General Fund	101-80.100-673.000	\$(10,529.75)
<u>Other Funds</u>		

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

**FACT SHEET PREPARED BY:** Patrick M. Lewis, P.E., Director of Engineering and Public Services   **DATE:** 12/15/10

**REVIEWED BY:**



**DATE:**

**COUNCIL MEETING DATE:** December 20, 2010

**City of Monroe Fire Dept. Surplus Property & Equipment**

**BID TABULATION**

**BIDS DUE: Monday, December 13, 2010**

**Page 1 of 1**

No.	Item	Harrington Jr. Enterprises Inc. Amount	Peter Demray Amount	Jack's Lawn Service Amount	Rebecca & Kenn Allenbaugh Amount
1	2004 AEV TraumaHawk M-2 Ambulance	NO BID	NO BID	NO BID	NO BID
2	2000 AEV TraumaHawk FL60 Ambulance	NO BID	NO BID	NO BID	NO BID
3	1989 FMC Fire Truck	\$710.00	\$687.00	<b>\$1,555.75</b>	\$1,000.00
4	Trailer 1 - 1997 Wells Cargo	NO BID	<b>\$3,387.00</b>	\$3,219.99	NO BID
5	Trailer 2 - 2006 Wells Cargo	NO BID	<b>\$5,587.00</b>	NO BID	NO BID

## ADVERTISEMENT FOR BIDS

Sealed bids for the sale of:

### **CITY OF MONROE FIRE DEPARTMENT SURPLUS PROPERTY AND EQUIPMENT**

will be received by the City Clerk-Treasurer in the City Hall at 120 East First Street, Loranger Square, Monroe, Michigan 48161, until 3:00 P.M., LOCAL TIME, Monday, the 13th day of December, 2010. The bids will be publicly opened and read aloud by the City Clerk at 3:00 P.M., LOCAL TIME, the same day, in the City Clerk's Office. Bids will be accepted for one or more vehicles per bidder, and awards will be made separately at the maximum price submitted for each vehicle. The following stipulations will apply:

- A bid bond or certified check made payable to the City of Monroe in the amount of not less than 25% of the bid price for each item must be submitted at time of bid opening.
- All items will be sold in "as is" condition. Items are available for inspection at the Department of Public Services, 222 Jones Avenue, on December 6, and 7 from 8:00 A.M. to 11:30 A.M. and from 1:00 P.M. to 3:00 P.M. Contact Shana Hayter at 734-241-2024 to schedule an appointment. During business hours (7:30 A.M. to 3:30 P.M. Monday through Friday), the exteriors only of all items may be reviewed unassisted at any time beginning on Monday, November 22.
- While the City of Monroe still retains the right to award or not award in its best interest, minimum bids have been delineated on the bid forms, and the City will not entertain sale of the items in any event for less than the minimum price stated.
- Bidder must take delivery no later than 21 days following City Council award, which is expected to be December 20, 2010. If this does not occur, City reserves the right to award to the second-highest bidder, and this will be grounds for sacrificing the bid security.
- No bidder may withdraw his bid within thirty days after the actual date of the opening thereof, but may withdraw it at any time prior to the scheduled closing time for receipts of bids.
- Final payment will be accepted in the form of cash, certified check, or money order only. No personal checks will be accepted.

Any bid must be submitted on designated bid form which is available by contacting Dan Malotky at the City Finance Department at 734-384-9177, or if unavailable, the Finance Department office number of 734-384-9180.

ROBERT E. CLARK  
Mayor

CHARLES D. EVANS  
City Clerk-Treasurer

PATRICK M. LEWIS, P.E.  
Director of Engineering and Public Services

# CITY OF MONROE FIRE DEPARTMENT SURPLUS PROPERTY AND EQUIPMENT SALES BID FORM

<u>ITEM NO.</u>	<u>DESCRIPTION OF VEHICLE</u>	<u>AMOUNT</u>
1.	2004 AEV TraumaHawk Type I Freightliner M-2 class Ambulance , VIN 4MLS10-1FVACWCTX4HN13059, Mileage <u>56,531.7</u> <b>MINIMUM BID: \$20,000</b>	
	_____ DOLLARS	_____ CENTS \$ _____ \$ _____
2.	2000 AEV TraumaHawk Type I Freightliner FL60 class Ambulance , VIN YMLK98-1FV3GFBC2YHA49093, Mileage <u>65,350.1</u> <b>MINIMUM BID: \$13,000</b>	
	_____ DOLLARS	_____ CENTS \$ _____ \$ _____
3.	1989 FMC Fire Truck with 1250 gallons per minute pump, 1000 gallon tank, VIN 1FDYD80U9KVA23139, Mileage <u>34,632.1</u> <b>MINIMUM BID: \$500</b>	
	_____ DOLLARS	_____ CENTS \$ _____ \$ _____
4.	Trailer 1 – 1997 Wells Cargo, 24-foot length, red, 10,000 pounds capacity, Model #AW242, No serial number available <b>MINIMUM BID: \$3,000</b>	
	_____ DOLLARS	_____ CENTS \$ _____ \$ _____

# CITY OF MONROE FIRE DEPARTMENT SURPLUS PROPERTY AND EQUIPMENT SALES BID FORM

<u>ITEM NO.</u>	<u>DESCRIPTION OF VEHICLE</u>	<u>AMOUNT</u>
5.	Trailer 2 – 2006 Wells Cargo, 24-foot length, red, 10,000 pounds capacity, Model #EW2424, Serial #1WC20062261115589 <b>MINIMUM BID: \$5,000</b>	
_____ DOLLARS		_____ CENTS \$ _____ \$ _____

\_\_\_\_\_  
Bidder's Signature

\_\_\_\_\_  
Company Name (Please Print) – if applicable

\_\_\_\_\_  
Bidder's Name (Please Print)

\_\_\_\_\_  
Street Address

( ) \_\_\_\_\_  
Telephone Number                      Fax Number - if applicable

\_\_\_\_\_  
City                                      State                                      Zip

\_\_\_\_\_  
Email address – if applicable

CITY OF MONROE  
SURPLUS VEHICLES  
PLANHOLDER'S LIST

Jim's Towing  
1012 Franklin  
Monroe Michigan 48161  
242-4500-ph  
242-4530-fax  
Faxed 11/5/08

Tim Feaganes  
1977 Waterworks Road  
Monroe, Michigan 48161  
734-770-7563

George J. Ducsay  
GJD Ent, Inc.  
518 E. Avel  
Newberry, Michigan 49868  
906-293-3107-ph  
734-320-0741-cell

Doug Mehki  
3500 Yargerville Road  
LaSalle, Michigan 48144  
734-925-2941

Jack Sturn  
Jack's Lawn Service  
855 Woodville Avenue  
Monroe, Michigan 48161  
243-3382-ph  
243-3370-fax

George Andrzejewski  
Jonathan's Greenhouse  
51303 Sylvia Drive  
Belleville, Michigan 48111  
734-485-1718

James Cuykendall  
13192 Lulu Road  
Ida, Michigan 48140  
734-777-8909

Stanley Kachar  
Kachar's Used Cars, Inc.  
15033 S. Telegraph Road  
Monroe, Michigan 48161  
734-241-5551-ph  
734-241-0681-fax

Jason Wright  
Wright's Excavating  
2905 Foster Lane  
LaSalle, Michigan 48145  
734-777-8586

Gerald Bruck  
9795 Stone Road  
Maybee, Michigan 48159  
734-587-2084-ph

Rick Milner  
2684 Lewis  
Ida, Michigan 48140  
834-735-0939-ph

Derek Hurst  
Trumbull Auto Sales  
12853 Levan  
Livonia, MI 48150

Rolland Specialty Vehicles &  
Products Inc.  
P.O. Box 6888  
Toledo, OH 43612  
419-269-7787-ph  
419-269-1977-fax

Kelly & Sons Trailer  
Tim Kelly  
12620 Telegraph Road  
Carleton, MI 48117  
734-783-6464-ph

Rebecca Allenbaugh  
3763 Cousino Road  
Erie, MI 48133  
734-790-1214-ph

Brad Barron  
Barron insurance & Financial  
Services Agency  
9041 Lewis Avenue  
Temperance, MI 48182  
734-847-3831

Chip Harrington  
Harbor Marine  
13930 Bridge Drive  
Monroe, MI 48161  
734-241-2833-ph

William Bert  
315 Wooded Place  
Monroe, MI 48162