
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) 384-9138. The City of Monroe website address is www.monroemi.gov.

AGENDA - CITY COUNCIL REGULAR MEETING

MONDAY, OCTOBER 15, 2012

7:30 P.M.

AMENDED

I. CALL TO ORDER.

II. ROLL CALL.

III. INVOCATION/PLEDGE OF ALLEGIANCE.

IV. PUBLIC HEARINGS.

194 Public hearing for the purpose of reviewing and receiving comments on proposed Ordinance No. 12-006, an ordinance to amend Section 570-26 of Chapter 570, Sewers, Part 2, of the Code of Monroe, Michigan. There are no comments on file in writing in the Clerk-Treasurer's Office.

195 Public hearing for the purpose of reviewing and receiving comments on proposed Ordinance No. 12-007, an ordinance to amend §127-49 and §127-51 of Chapter 127, Retirement, Article I, Municipal Employees' Retirement System, of the Code of the City of Monroe. There are no comments on file in writing in the Clerk-Treasurer's Office.

201 Public hearing for the purpose of reviewing and receiving comments on the Proposed Sidewalk Installation on South Side of North Dixie Highway Between Detroit Avenue and Ternes Drive – Special Assessment Resolution Number 4 – Sidewalk Special Assessment District Number 19. There are no comments on file in the Clerk-Treasurer's Office.

205 Public hearing for the purpose of reviewing and receiving comments on the Proposed Sidewalk Special Assessment Project – Brick Paver Area on North Side of West Front Street at Cass Street – Special Assessment Resolution Number 4. There are no comments on file in writing in the Clerk-Treasurer's Office.

209 Public hearing for the purpose of reviewing and receiving comments on the Establishment of an Industrial Development District pursuant to Public Act 198 of 1974, as amended, for the property located at 810 W. Front Street, Monroe, Michigan, parcel #19-00275-000. There are no comments on file in writing in the Clerk-Treasurer's Office.

- 210 Public hearing for the purpose of reviewing and receiving comments on an Industrial Facilities Exemption Certificate for Monroe Environmental Corporation for its facility located at 810 W. Front Street. There are no comments on file in writing in the in the Clerk-Treasurer's Office.
- 211 Public hearing for the purpose of reviewing and receiving comments on an application for Obsolete Property Rehabilitation Tax Exemption Certificates submitted by Kathryn Benesh Declaration of Trust and Peter Benesh Declaration of Trust, eve K. Benesh, Sole Successor Trustee, for their properties located at 50 W. Fifth Street and 428 S. Monroe Street, Monroe, Michigan. There are no comments on file in writing in the in the Clerk-Treasurer's Office.
- 224 Public hearing for the purpose of reviewing and receiving comments on an amendment to Five Year Consolidated Plan and FY 2012 Annual Action Plan for Community Development Block Grant (CDBG). There are no comments on file in writing in the Clerk-Treasurer's Office.

VI. COUNCIL ACTION.

- 194 Proposed Ordinance No. 12-006, an ordinance to amend Section 570-26 of Chapter 570, Sewers, Part 2, of the Code of Monroe, Michigan, up for its final reading.
- 195 Proposed Ordinance No. 12-007, an ordinance to amend §127-49 and §127-51 of Chapter 127, Retirement, Article I, Municipal Employees' Retirement System, of the Code of the City of Monroe, up for its final reading.
- 200 Postponed at the October 1, 2012 meeting.

The communication from the Building Official, reporting back on bids received for the demolition of a property located at 528 Winchester Street, and recommending that Council award the above contract in the amount of \$5,900 to McBee Trucking & Excavating Inc., and that a total of \$10,900 be encumbered to include a contingency of \$5,000 for any unforeseen costs associated with the demolition, 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 Kansier that item 200 be postponed until the next Regular Council Meeting to allow the owners time to provide a performance bond and allow the administration to work out the details on a proposed plan, not to exceed 60 day.

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

- A. Approval of the Minutes of Regular City Council Meeting held on October 1, 2012.
- B. Approval of payments to vendors in the amount of \$_____.
Action: Bills be allowed and warrants drawn on the various accounts for their payment.
- 209 Establishment of an Industrial Development District – 810 West Front Street.
 - 1. Communication from the Director of Economic & Community Development, submitting a resolution to approve the establishment of an Industrial Development District for the industrial zoned property at the northeast corner of West Front Street and South Roessler Street, commonly known as 810 West Front Street, and recommending that following consideration of any comments received at the public hearing; that Council adopt the resolution to approve an Industrial Development District for the industrial zoned property located at the northeast corner of West Front Street and South

Roessler Street, which is commonly known as 810 West Front Street, as provided for in the Plant Rehabilitation and Industrial Development Act, Act 198 of the Public Acts of 1974, as amended.

2. Supporting documents.
 3. Accept, place on file and the resolution be adopted.
- 210 Industrial Facilities Property Tax Exemption Application – Monroe Environmental Corporation.
1. Communication from the Director of Economic & Community Development, submitting an application for an Industrial Facilities Property Tax Exemption for Monroe Environmental Corporation for their facility located at 810 West Front Street, and recommending that following consideration of any comments received at the public hearing; that Council adopt the resolution to approve the Industrial Facilities Exemption for Monroe Environmental Corporation for their facility located at 810 West Front Street for a period of 12-years, and authorize the Mayor and Clerk-Treasurer to complete the requisite documentation and execute the proposed Agreement.
 2. Supporting documents.
 3. Accept, place on file and the resolution.
- 211 Obsolete Property Rehabilitation Tax Exemption Certificates – 428 South Monroe Street & 50 West Fifth Street.
1. Communication from the Director of Economic & Community Development submitting an application for Obsolete Property Rehabilitation Tax Exemption Certificates submitted by Kathryn Benesh Declaration of Trust and Peter Benesh Declaration of Trust, Eve K. Benesh, Sole Successor Trustee, for their properties located at and 428 S. Monroe Street and 50 W. Fifth Street, Monroe, Michigan, and recommending that following consideration of any comments received at the public hearing; that Council adopt the resolution approving the application for an Obsolete Property Rehabilitation Act Exemption Certificate submitted by the Kathryn Benesh Declaration of Trust and Peter Benesh Declaration of Trust, Eve K. Benesh, Sole Successor Trustee, for the property located at 428 South Monroe Street, for a period of eight (8) years, and further recommending that following consideration of any comments received at the public hearing; that Council adopt the resolution approving the application for Obsolete Property Rehabilitation Act Exemption Certificate submitted by the Peter Benesh Family Trust, Eve K. Benesh, Sole Successor Trustee, for the property located at 50 West Fifth Street, for a period of five (5) years.
 2. Supporting documents.
 3. Action: Accept, place on file and the resolution be adopted.
- 212 Sidewalk Installation Special Assessment District Number 18 – Brick Paver area on North Side of West Front Street at Cass Street – Special Assessment Resolution Number 5 and District Confirmation.
1. Communication from the Director of Engineering & Public Services, submitting Resolution No. 5, confirming the Sidewalk Installation Special Assessment roll for Brick Paver area on North Side of West Front Street at Cass Street, Special Assessment District Number 18, and recommending that the attached Resolution 5 be adopted, and that Sidewalk Special Assessment District Number 18 be confirmed, and further recommending that Council authorize an extension of up to 180 days for the first installment, if work cannot be completed until Spring 2013.
 2. Supporting documents.
 3. Accept, place on file and the resolution be adopted.

- 213 Approval of Surplus Items for Sale.
1. Communication from the Director of Engineering & Public Services, submitting a request for approval to sell surplus assets of value greater than \$500 at auction, and recommending that Council authorize the department of Public services to dispose of all assets shown on the attached spreadsheet to the highest bidder at the auction.
 2. Supporting documents.
 3. Accept, place on file and the recommendation be carried out.
- 214 Public Service Department Parking Lot Paving – Change Order Award.
1. Communication from the Director of Engineering & Public Services, submitting a change order to the Public Service Department parking lot paving as part of the 2012 Concrete Paving Program, and recommending that Council award a change order to the 2012 Concrete Paving Program to G.V. Cement Contract Co. in the amount of up to \$101,000.00 for the paving of portions of Department of Public Services Parking Lot, and further recommending that the Director of Engineering & Public Services be authorized to sign the change order on behalf of the City of Monroe.
 2. Supporting documents.
 3. Accept, place on file and the recommendation be carried out.
- 215 South Roessler Street Sanitary Sewer – West Seventh Street to the City Line – Change Order.
1. Communication from the Director of Engineering & Public Services, submitting a change order to the South Roessler Street Sanitary Sewer, West Seventh Street to the City Line for extra costs, and recommending that the authorization for the contract to Salenbien Trucking & Excavating be increased to \$87,442.80, and further recommending that the Finance Director be authorized to make any necessary transfers to cover the above funding shortfalls in both the contractual and engineering accounts from the Wastewater Fund reserves or other existing Wastewater Fund account deemed appropriate.
 2. Supporting documents.
 3. Accept, place on file and the recommendation be carried out.
- 216 2012 Downtown Sidewalk Replacement Program Bids.
1. Communication from the Director of Engineering & Public Services, reporting back on bids received for the 2012 Downtown Sidewalk Replacement Program, and recommending that Council award an amended contract for the 2012 Downtown Sidewalk Replacement Program to Dominic Gaglio Construction, Inc., in the amount of \$92,398.75 and that a total of \$106,258.55 be encumbered to include a 15% project contingency, and further recommending that the Mayor and Clerk-Treasurer be authorized to sign the contracts on behalf of the City of Monroe.
 2. Supporting documents.
 3. Accept, place on file and the recommendation be carried out.
- 217 Sidewalk Installation on South Side of North Dixie Highway Between Detroit Avenue and Ternes Drive – Sidewalk Special Assessment District Number 19 – Resolution 5 and District Confirmation.
1. Communication from the Director of Engineering & Public Services, submitting Resolution No. 5, confirming the Sidewalk Installation Special Assessment Roll on the south side of North Dixie Highway between Detroit Avenue and Terns Drive, Special Assessment District Number 19, and recommending that the attached Resolution 5 be adopted, and that Sidewalk Special Assessment

District Number 19 be confirmed, and further recommending that a change order for the work be awarded to G.V. Cement Contracting Co. in the amount of \$42,848.75, that a total of \$49,276.06 be allocated to include a 15% contingency, and that the Director of Engineering & Public Services be authorized to execute it on behalf of the City, and further recommending that the Finance Director be authorized to make any necessary funding transfers.

2. Supporting documents.
3. Accept, place on file and the resolution be adopted.

218 Relay For Life – Banner Request.

1. Communication from the City Manager's Office, submitting a request from Chris Sims on Behalf of the Relay for Life of Monroe for permission to display a banner across Monroe Street from May 13 – June 2, 2013 announcing the Monroe Relay for Life on June 1-2, 2013, and recommending approval of the request subject to meeting qualifications outlined in the banner policy.
2. Supporting documents.
3. Accept, place on file and the recommendation be carried out.

219 Annual Holiday Season Kick-Off and Christmas Tree Lighting.

1. Communication from the City Manager's Office, reporting back on a request from the Downtown Development Authority to hold the annual Holiday Season Kick-off and Christmas Tree Lighting on November 10, 2012 from 4:00 p.m. – 8:00 p.m., for electrical access for the pavilion and all electrical needs for the entertainment and tree lighting, horse carriage/wagon rides, reserve parking spaces, and to close East First Street between South Monroe and South Macomb Street to vehicular traffic, as well as Washington Street between East Second and West Front Street due to the high volume of pedestrian traffic and reduced lighting in the area, and recommending that Council approve this request contingent upon items being met as outlined by the administration, subject to insurance requirements being met, emergency vehicle access being maintained, and that the City Manager be granted authority to alter/amend the event due to health and/or safety reasons.
2. Supporting documents.
3. Accept, place on file and the recommendation be carried out.

220 West High Service #8 and Primary Waste Washwater Motor & Pump Repairs – Water Treatment Plant.

1. Communication from the Director of Water & Wastewater Utilities, reporting back on bids received for completing repairs on West High Service #8 and the Primary Waste Washwater Motors & Pumps at the Water Treatment Plant (WTP), and recommending that a purchase order in the amount of \$52,346.29 and a total amount of \$62,800.00 be encumbered to include a 20% contingency, be awarded to Hydrodynamics, Inc. out of Waterford, MI for completing repairs on West High Service #8 and the Primary Waste Washwater Motors & Pumps as part of the fiscal year 2012-2013 CIP project in accordance with the bid specifications.
2. Supporting documents.
3. Accept, place on file and the recommendation be carried out.

221 Demolition Bid – 803 East Elm Avenue.

1. Communication from the Building Official, reporting back on bids received for the demolition of a property located at 803 East Elm Avenue, and recommending that Council award the above contract in the amount of \$7,800 to Pranam Globaltech, Inc. and that a total of \$12,800 be

encumbered to include a contingency of \$5,000 for any unforeseen costs associated with the demolition, and further recommending that the Mayor or Clerk-Treasurer be authorized to sign the contract on behalf of the City of Monroe, and further recommending that execution of the contract with Pranam Globaltech, Inc. be suspended for 30 days to allow the City Attorney to investigate alternatives to demolition, and to rescind the bid award if an acceptable alternative is found.

2. Supporting documents.
 3. Accept, place on file and the recommendation be carried out.
- 222 Water Department Fiscal Year 2012-13 Cross Connection Inspection Proposals.
1. Communication from the Director of Water & Wastewater Utilities, reporting back on proposals for professional services for the fiscal year 2012-13 Cross Connection Inspection Program, and recommending that a purchase order in the amount of \$12,600 for professional services to assist with implementation of the City's annual cross-connection control / backflow prevention program be awarded to Hydro Designs, Inc. in accordance with their proposal dated October 3, 2012, and further recommending that the Director of Water & Wastewater or his designee be authorized to sign all necessary documents on behalf of the City of Monroe.
 2. Supporting documents.
 3. Accept, place on file and the recommendation be carried out.
- 223 Resolution of Support for the Establishment of a Renaissance Zone for the La-Z-Boy World Headquarters Project.
1. Communication from the Director of Economic & Community Development, submitting a resolution of support for the establishment of a Renaissance Zone for the La-Z-Boy World Headquarters project, and recommending that Council adopt the resolution of support for the establishment of a Renaissance Zone south of Stewart Road in the City of Monroe for the La-Z-Boy World Headquarters project for term of nine (9) years; and authorize the Mayor to execute the Renaissance Zone application and any other necessary documentation for the establishment of the Renaissance Zone, and further recommending that Council hereby acknowledges and supports that if the Renaissance Zone designation is granted, persons and property within the Renaissance Zone are exempt from taxes levied by the City for the term of the exemption as provided in the Michigan Renaissance Zone Act.
 2. Supporting documents.
 3. Accept, place on file and the resolution be adopted.
- 224 Amendment to Five Year Consolidated Plan and FY 2012 Annual Action Plan for Community Development Block Grant (CDBG).
1. Communication from the Director of Economic & Community Development, submitting an amendment to the Five Year Consolidated Plan and FY 2012 Annual Action Plan for Community Development Block Grant (CDBG), and recommending that upon completion of the public hearing, City Council schedules a second public hearing for its November 5th meeting.
 2. Supporting documents.
 3. Accept, place on file and the recommendation be carried out.
- 225 2013 Water Main Projects – Consultant Design Award.
1. Communication from the Director of Engineering & Public Services, reporting back on the 2013 Water Main Projects Consultant Design Award, and recommending that Council award a contract for design services for the above projects to the Mannik & Smith Group in the amount of up to

\$99,100, and further recommending that the Director of Engineering & Public Services be authorized to sign the attached proposal on behalf of the City of Monroe.

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

226 Memorial Place Floral Display.

1. Communication from the Director of Engineering & Public Services, reporting back on proposals for the Memorial Place Floral Display for the 2013 season, and recommending that a purchase order be issued to Moose and Squirrel Horticultural Resources for the 2013 season in an amount of \$5,645.00.
2. Supporting documents.
3. Accept, place on file and the recommendation be carried out.

227 Monroe County Chamber of Commerce – Banner Request.

1. Communication from the City Manager's Office, submitting a request from Michelle Dugan on behalf of the Monroe County Chamber of Commerce for permission to display a banner across Monroe Street from October 29 – November 13, 2012, announcing the Holiday Parade on November 10, 2012, and recommending approval of the request subject to meeting qualifications outlined in the banner policy.
2. Supporting documents.
3. Accept, place on file and the recommendation be carried out.

228 Purchase of In-Car Dash Cam Video System for Police Squad Cars.

1. Communication from the Chief of Police, submitting a quote to purchase In-Car Dash Cam Video Systems for 14 squad cars, and recommending that the quote for the Flashback 2 In-Car Video System from L-3 Mobile Vision for the fleet, \$77,365, be approved and further recommending that this purchase will necessitate an additional future purchase of a sever and wireless download antenna which will be purchased through the County I.T. Department at a significantly reduced rate.
2. Supporting documents.
3. Accept, place on file and the recommendation be carried out.

VII. MAYOR'S COMMENTS.

VIII. CITY MANAGER COMMUNICATION.

IX. COUNCIL COMMENTS.

X. CITIZEN COMMENTS

XI. ADJOURNMENT.



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Consider establishment of an Industrial Development District for the industrial zoned property at the northeast corner of West Front Street and South Roessler Street, commonly known as 810 West Front Street

DISCUSSION: Monroe Environmental Corporation is in the planning stages for a significant expansion of their offices directly attached to their manufacturing operation at 810 West Front Street. The proposed expansion will provide approximately 4,376 square feet (2 floors of 2,188 s.f. each) of additional office space to house Monroe Environmental's administration, engineering and sales operations. This additional space is critical for the company's continued operations at this location. The project will also provide for a desirable upgrade to the appearance of the building from West Front Street, improving the compatibility with the surrounding neighborhood. The estimated level of investment to complete the project is \$459,000, which includes the office addition and the necessary equipment to outfit the facility and site improvements. The application also includes a few upgrades to the manufacturing side of the operation, including six (6) welders. The proposed investment is anticipated to lead the creation of fifteen (15) new jobs at the site.

The Department of Economic and Community Development has been working with Monroe Environmental on how the City could assist in making the proposed expansion project affordable, including review of possible property tax incentives that are available for this type of project. The Plant Rehabilitation and Industrial Development Act, Act 198 of the Public Acts of 1974, as amended, provides for the establishment of Industrial Development Districts and the exemption of certain ad valorem property taxes for facilities located within such districts for the purpose of assisting industrial enterprises in locating, constructing and equipping manufacturing facilities within the State of Michigan.

In order for Monroe Environmental to be eligible for a PA 198 property tax exemption, its facilities must first be located in an Industrial Development District. The District must be established prior to commencement of the facility improvements. Based on this requirement, the Department of Economic and Community Development initiated the process for establishment of the District as provided for in PA 198. The proposed District would encompass the industrial zoned property located at the northeast corner of West Front Street and South Roessler Street, which is commonly known as 810 West Front Street. The property within the proposed District is currently held entirely by Monroe Environmental Corporation.

The Economic Development Review Committee reviewed the proposed District at its September 25, 2012 meeting and recommended to City Council that they establish the District for the property at 810 West Front Street. In accordance with PA 198, all the property owners within the proposed District were notified in advance of the establishment of the District and offered an opportunity to comment at or prior to the public hearing, which was scheduled for this meeting. The public hearing was also advertised in the Monroe Evening News for residents or members of the public that may wish to comment.

IT IS RECOMMENDED following consideration of any comments received at the public hearing; that City Council adopt the resolution to approve an Industrial Development District for the industrial zoned property located at the northeast corner of West Front Street and South Roessler Street, which is commonly known as 810 West Front Street, as provided for in the Plant Rehabilitation and Industrial Development Act, Act 198 of the Public Acts of 1974, as amended.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: October 15, 2012

REASON FOR DEADLINE: State Tax Commission cut-off of October 31, 2012 for consideration of applications for the 2013 tax year.

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N.A.

INITIATED BY: Department of Economic and Community Development

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: Department of Economic and Community Development, Assessing Department, Monroe Environmental Corporation.

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	\$ 0*

* New tax revenues may be reduced by approval of subsequent tax exemptions.

SOURCE OF FUNDS:	<u>City</u>	Account Number	Amount
	<u>Other Funds</u>		

Budget Approval: _____

FACT SHEET PREPARED BY: Dan Swallow, Director of Economic and Community Development **DATE:** 10/09/12

REVIEWED BY: George Brown, City Manager



DATE:

COUNCIL MEETING DATE: October 15, 2012

**CITY OF MONROE
RESOLUTION**

1 **WHEREAS**, the Plant Rehabilitation and Industrial Development Act, Act 198 of
2 the Public Acts of 1974, as amended, provides for the establishment of Industrial
3 Development Districts and exemption from certain ad valorem property taxes for facilities
4 located within such Districts for the purpose of assisting industrial enterprises in locating,
5 constructing and equipping manufacturing facilities within the State of Michigan; and

6 **WHEREAS**, the City of Monroe Department of Economic and Community
7 Development initiated the establishment of an Industrial Development District in
8 accordance with the provisions of Act 198 for the industrial zoned property located at the
9 northeast corner of West Front Street and South Roessler Street, commonly known as
10 810 West Front Street; and

11 **WHEREAS**, the City of Monroe finds and has made a determination that not less
12 than 50% of the state equalized valuation of the industrial property within the proposed
13 District is obsolete; and

14 **WHEREAS**, the construction, acquisition, alteration or installation of the
15 proposed facility improvements had not commenced at the time of establishment of the
16 District; and

17 **WHEREAS**, the City's Economic Development Review Committee reviewed the
18 proposed District at its September 25, 2012 meeting, and recommends to City Council
19 the establishment of an Industrial Development District for said property; and

20 **WHEREAS**, written notice has been given by mail to all owners of real property
21 located within the District and to the public by newspaper advertisement in the Monroe
22 Evening News of the hearing on the establishment of the proposed District; and

23 **WHEREAS**, on October 15, 2012, a public hearing was held at which all owners
24 of real property within the proposed District and all residents and taxpayers of the City of
25 Monroe were afforded an opportunity to be heard thereon; and

26 **WHEREAS**, the City Council deems it to be in the public interest of the City of
27 Monroe to establish the Industrial Development District as proposed.

28 **NOW, THEREFORE BE IT RESOLVED**, that the City Council of the City of Monroe,
29 hereby establishes an Industrial Development District pursuant to the provisions of Act
30 198 of the Public Acts of 1974, as amended, encompassing the following parcel of land
31 located at the northeast corner of West Front Street and South Roessler Street:
32

33 PART OF FISHBURN PLAT DESCRIBED AS COMMENCING AT THE SOUTHEAST
34 CORNER OF LOT 1 OF FISHBURN PLAT FOR POINT OF BEGINNING; THENCE
35 NORTH 77D 48M 00S WEST 147.44 FEET; THENCE 99.81 FEET ALONG THE ARCH
36 OF A CURVE TO THE RIGHT WITH A RADIUS OF 61.24 FT AND A CENTRAL ANGLE
37 OF 93D 22M 54S; CHORD BEARING NORTH 31S 06M 42S WEST 89.12 FEET;
38 THENCE NORTH 15D 34M 30S EAST 83.71 FEET; THENCE NORTH 58S 52M 02S
39 EAST 14.55 FEET; THENCE NORTH 77D 48M 00S WEST 10.00 FEET; THENCE
40 NORTH 15D 34M 30S EAST 23.90 FEET; THENCE SOUTH 77D 48M 00S EAST 10.00
41 FEET; THENCE NORTH 31D 05M 34S WEST 13.72 FEET; THENCE NORTH 15D 34M
42 30S EAST 92.00 FEET; THENCE NORTH 73D 51M 21S EAST 272.39 FEET; THENCE
43 SOUTH 06D 08M 56S WEST 130.05 FEET; THENCE SOUTH 16D 13M 03S WEST
44 125.99 FEET; THENCE SOUTH 77D 48M 00S EAST 6.73 FEET; THENCE SOUTH 31D
45 34M 36S WEST 2.96 FEET; THENCE SOUTH 77D 48M 00S EAST 79.86 FEET;
46 THENCE SOUTH 31D 42M 13S WEST 165.07 FEET; THENCE NORTH 77D 48M 00S
47 WEST 79.47 FEET TO POINT OF BEGINNING. CONTAINING APPROXIMATELY 2.22
48 ACRES.

49
50 Motion:
51 Seconded By:
52
53 Ayes:
54 Nays:
55 Absent:

56
57 **RESOLUTION DECLARED ADOPTED**

58
59 I, Charles D. Evans, City Clerk-Treasurer of The City of Monroe, County of Monroe,
60 State of Michigan, do hereby certify that the foregoing is an exact copy of a Resolution
61 adopted by the City Council of said City, at a regular meeting thereof held on the 15th
62 day of October 2012.

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Charles D. Evans
City Clerk-Treasurer

CITY OF MONROE
ECONOMIC DEVELOPMENT REVIEW COMMITTEE
MEETING MINUTES
TUESDAY, SEPTEMBER 25, 2012
FIRST FLOOR CONFERENCE ROOM
MONROE CITY HALL

The meeting was called to order by George Brown, Chairperson at 9:05 AM

1. Roll Call

Present: Robert E. Clark, Mayor; George Brown, City Manager; Sam Guich; City Assessor, Tom Ready, City Attorney; Dan Swallow, Director of Economic and Community Development; James Kansier, City Councilman.

Excused: Brian Beneteau, City Councilman.

Others: Pat Weaver (City of Monroe), Otto Alvarado (Gerdau MacSteel), William Lievens (Gerdau MacSteel), Gary Pashaian (Monroe Environmental), Adam Pashaian (Monroe Environmental).

2. Consent Agenda

A. Approval of the Agenda

B. Approval of the Minutes from August 29, 2012 – Deferred to next Meeting.

Motion by Mr. Ready, seconded by Mayor Clark “to approve the consent agenda including the proposed meeting agenda and to defer the minutes to the next meeting.”

The motion passed unanimously.

3. Unfinished Business

A. Consider Approval of an Industrial Facilities Exemption (IFE) under Public Act 198 of 1974, Plant Rehabilitation and Industrial Development Districts, for the Rolling Mill Rehabilitation at MacSteel Monroe, Inc. (a.k.a. Gerdau MacSteel, 3000 E. Front Street)

Director Swallow gave a brief overview of the proposed application. He stated the company is preparing for “Phase II” of the improvements at the steel mill facility which include Furnace and Rolling Mill building improvements and equipment replacements. He said the value of the new installations is estimated at up to \$22,952,388 in real property and

\$65,547,328 in personal property, for a total investment of \$88,499,716. He said this investment will lead to the creation of 30 additional jobs at the Monroe facility. Mr. Swallow stated since there is already an Industrial Development District (IDD) in place in the Port of Monroe, which includes all of the Monroe MacSteel facility, formation of a new district is not necessary. He said an IFE would exempt 50% of the new real and personal property investment from property taxes for a term of up to 12-years. The proposed investment (\$88.5 million) and the significant job creation of 30 jobs, the company is requesting the IFE for the maximum of 12-years. The length of the abatement is subject to review and approval of the local unit of government in which the facility is located and final certification by the State Tax Commission.

After a brief discussion by the Committee, Chairman Brown asked for a motion. A Motion was made by Mr. Ready, seconded by Mr. Guich, "to recommend to City Council approval of a 12-year Industrial Facilities Exemption (IFE) under Public Act 198 of 1974, for the Rolling Mill Rehabilitation at MacSteel Monroe, Inc (aka. Gerdau Mac Steel)."

The motion passed unanimously.

- B. Consider Approval of an Obsolete Properties Rehabilitation Act (OPRA) exemption for 428 S. Monroe Street and 50 W. Fifth Street (a.k.a. Benesh Building)

Director Swallow gave a brief overview of the proposed application. He stated that at the Committee's direction, the applicant has submitted an updated application that includes both the improvements to the adjacent office building (428 S. Monroe St/Building A) and the renovations to the proposed garage (50 W. Fifth Street/Building B.) Mr. Swallow said the rehabilitation of Building A involves interior demolition and storefront adjustment to reconfigure the spaces into efficient square footages and create 4 new retail spaces; masonry roof and elevator repairs; and complete refinishing of the walls to create "shell" commercial spaces ready for leasing. He said the investment will lead to the creation of at least 10 new full-time jobs. He also said to encourage that these properties remain and function as a single business operation; staff has recommended that this be a requirement for any future application for extension of the abatement; and a shorter term of the abatement for Building B. Mr. Swallow said the current application includes approximately \$492,608 in new investment that will address functional obsolescence in the buildings by repurposing and reconfiguring the space in both the office building (Building A) and the garage (Building B).

After a brief discussion by the Committee, Chairman Brown asked for a motion. A Motion was made by Mr. Ready, seconded by Councilman

Kansier, "to recommend to City Council Approval of an 8-year Obsolete Properties Rehabilitation Act (OPRA) exemption for 428 S. Monroe Street (a.k.a. Benesh Building) with the following conditions: a. The total investment amount is expended and the scope of work outlined in the application is completed within 24 months from approval by City Council, b. The applicant documents the creation of at least 10 new full-time equivalent jobs that were a direct result of the investment in the properties, and c. The office/retail building at 428 S. Monroe Street achieves at least 50% occupancy within 36-months from approval by City Council and maintains at least 50% occupancy for the duration of the initial term of the abatement, with later extension up to 12 years dependent on conditions met.

And a 5-year OPRA exemption for 50 W. Fifth Street with the following conditions: a. The total investment amount is expended and the scope of work outlined in the application is completed within 24 months from approval by City Council, and b. The two properties at 428 S. Monroe Street and 50 W. Fifth Street continue to function as a single operational entity and are not separated into independent business operations, with later extension up to 12 years dependent on conditions met."

The motion passed unanimously.

4. New Business

- A. Consider formation of an Industrial Development District (IDD) under Public Act 198 of 1974, for parcel 19-00275-000, commonly known as 810 W. Front Street (Monroe Environmental)

Director Swallow gave a brief overview of the proposed application. He said Monroe Environmental Corporation is in the planning stages for a significant expansion of their offices directly attached to their manufacturing operation and have requested to establish an Industrial Development District and requests a 12-year Industrial Facilities Exemption. Monroe Environmental manufactures liquid clarification and air/gas cleaning systems. He said the proposed expansion will provide approximately 4,376 square feet (2 floors of 2,188 s.f. ea.) of additional office space to house Monroe Environmental's administration, engineering and sales operations with an additional parking area on W. Front Street. Mr. Swallow said the investment to complete the project is \$459,000, which includes the office addition and the necessary equipment to outfit the facility and site improvements. The proposed investment is anticipated to lead to the creation of 15 new jobs at the site with hourly rates exceeding \$15/hr plus benefits. He also said the expansion will greatly improve the aesthetics of the building, improving its relationship with the surrounding neighborhood.

After a brief discussion by the Committee, Chairman Brown asked for a motion. A Motion was made by Mr. Guich, seconded by Mayor Clark, "to recommend to City Council the establishment of an Industrial Development District (IDD) under Public Act 198 of 1974, for parcel 19-00275-000, commonly known as 810 W. Front Street (Monroe Environmental)."

The motion passed unanimously.

- B. Consider Approval of an Industrial Facilities Exemption (IFE) under Public Act 198 of 1974, Plant Rehabilitation and Industrial Development Districts, for the Monroe Environmental Office Expansion Project (810 W. Front Street)

Director Swallow continued his overview of the proposed application.

Mr. Adam Pashaian gave a brief presentation to the Committee on Monroe Environmental's application. He said Monroe Environmental has been operating in Monroe for the past 41 years and they design, manufacture, and supply parts to automotive companies, as well as Water and Wastewater treatment facilities. He further stated that the proposed building expansion and parking lot are keys to their future success.

Councilman Kansier asked if the alley would be vacated to accommodate the parking lot. Mr. Swallow responded that the alley had already been vacated and that the Zoning Board of Appeals has approved a variance to the front yard setback for the building design.

Mr. Guich said after reviewing Mr. Swallow's analysis of the application he felt that Monroe Environmental would qualify as a candidate for a 12-year Industrial Facilities Exemption.

After a brief discussion by the Committee, Chairman Brown asked for a motion. A Motion was made by Mr. Guich, seconded by Mayor Clark, "to recommend to City Council approval of a 12-year Industrial Facilities Exemption (IFE) under Public Act 198 of 1974, for the Monroe Environmental Office Expansion Project (810 W. Front Street)."

The motion passed unanimously.

5. Communications

- A. Anticipated application for a Personal Property Tax Exemption (PA 328 of 1998) for Hanwha L&C, for investment at 1530 E. Front Street

Mr. Swallow briefed the Committee on the recent events at Hanwha and stated the company's Chairman was removed and the company cannot approve large capital projects until a new Chairman is in place. He further stated that the Committee won't see this project until next year.

- B. Anticipated designation of Geographical Renaissance Zone (PA 376 of 1996) for proposed La-Z-Boy headquarters project.

Mr. Swallow briefed the Committee on the public informational meetings held by La-Z-Boy on Monday evening. He said the meetings went well and the renaissance zone application is being worked on with the consultant. He further stated that this item will go before the City Council at the October 15th council meeting, as the application wasn't ready.

6. Adjournment

There being no other business, a motion was made by Mr. Guich, supported by Mayor Clark, "to adjourn the meeting."

The motion passed unanimously.

**CITY OF MONROE
RESOLUTION**

1 **WHEREAS**, the Plant Rehabilitation and Industrial Development Act, Act 198 of
2 the Public Acts of 1974, as amended, provides for the establishment of Industrial
3 Development Districts and exemption from certain ad valorem property taxes for facilities
4 located within such Districts for the purpose of assisting industrial enterprises in locating,
5 constructing and equipping manufacturing facilities within the State of Michigan; and

6 **WHEREAS**, the City of Monroe Department of Economic and Community
7 Development initiated the establishment of an Industrial Development District in
8 accordance with the provisions of Act 198 for the industrial zoned property located at the
9 northeast corner of West Front Street and South Roessler Street, commonly known as
10 810 West Front Street; and

11 **WHEREAS**, the City of Monroe finds and has made a determination that not less
12 than 50% of the state equalized valuation of the industrial property within the proposed
13 District is obsolete; and

14 **WHEREAS**, the construction, acquisition, alteration or installation of the
15 proposed facility improvements had not commenced at the time of establishment of the
16 District; and

17 **WHEREAS**, the City's Economic Development Review Committee reviewed the
18 proposed District at its September 25, 2012 meeting, and recommends to City Council
19 the establishment of an Industrial Development District for said property; and

20 **WHEREAS**, written notice has been given by mail to all owners of real property
21 located within the District and to the public by newspaper advertisement in the Monroe
22 Evening News of the hearing on the establishment of the proposed District; and

23 **WHEREAS**, on October 15, 2012, a public hearing was held at which all owners
24 of real property within the proposed District and all residents and taxpayers of the City of
25 Monroe were afforded an opportunity to be heard thereon; and

26 **WHEREAS**, the City Council deems it to be in the public interest of the City of
27 Monroe to establish the Industrial Development District as proposed.

28 **NOW, THEREFORE BE IT RESOLVED**, that the City Council of the City of Monroe,
29 hereby establishes an Industrial Development District pursuant to the provisions of Act
30 198 of the Public Acts of 1974, as amended, encompassing the following parcel of land
31 located at the northeast corner of West Front Street and South Roessler Street:
32

33 PART OF FISHBURN PLAT DESCRIBED AS COMMENCING AT THE SOUTHEAST
34 CORNER OF LOT 1 OF FISHBURN PLAT FOR POINT OF BEGINNING; THENCE
35 NORTH 77D 48M 00S WEST 147.44 FEET; THENCE 99.81 FEET ALONG THE ARCH
36 OF A CURVE TO THE RIGHT WITH A RADIUS OF 61.24 FT AND A CENTRAL ANGLE
37 OF 93D 22M 54S; CHORD BEARING NORTH 31S 06M 42S WEST 89.12 FEET;
38 THENCE NORTH 15D 34M 30S EAST 83.71 FEET; THENCE NORTH 58S 52M 02S
39 EAST 14.55 FEET; THENCE NORTH 77D 48M 00S WEST 10.00 FEET; THENCE
40 NORTH 15D 34M 30S EAST 23.90 FEET; THENCE SOUTH 77D 48M 00S EAST 10.00
41 FEET; THENCE NORTH 31D 05M 34S WEST 13.72 FEET; THENCE NORTH 15D 34M
42 30S EAST 92.00 FEET; THENCE NORTH 73D 51M 21S EAST 272.39 FEET; THENCE
43 SOUTH 06D 08M 56S WEST 130.05 FEET; THENCE SOUTH 16D 13M 03S WEST
44 125.99 FEET; THENCE SOUTH 77D 48M 00S EAST 6.73 FEET; THENCE SOUTH 31D
45 34M 36S WEST 2.96 FEET; THENCE SOUTH 77D 48M 00S EAST 79.86 FEET;
46 THENCE SOUTH 31D 42M 13S WEST 165.07 FEET; THENCE NORTH 77D 48M 00S
47 WEST 79.47 FEET TO POINT OF BEGINNING. CONTAINING APPROXIMATELY 2.22
48 ACRES.

49

50 Motion:

51 Seconded By:

52

53 Ayes:

54 Nays:

55 Absent:

56

57 **RESOLUTION DECLARED ADOPTED**

58

59 I, Charles D. Evans, City Clerk-Treasurer of The City of Monroe, County of Monroe,
60 State of Michigan, do hereby certify that the foregoing is an exact copy of a Resolution
61 adopted by the City Council of said City, at a regular meeting thereof held on the 15th
62 day of October 2012.

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Charles D. Evans
City Clerk-Treasurer



CITY COUNCIL AGENDA FACT SHEET

Public Hearing

RELATING TO: Approval of an Industrial Facilities Property Tax Exemption for Monroe Environmental Corporation for their facility located 810 West Front Street

Monroe Environmental Corporation is in the planning stages for a significant expansion of their offices directly attached to their manufacturing operation at 810 W. Front Street. The proposed expansion will provide approximately 4,376 square feet (2 floors of 2,188 s.f. each) of additional office space to house Monroe Environmental's administration, engineering and sales operations. This additional space is critical for the company's continues operations at this location. The project will also provide for a desirable upgrade to the appearance of the building from W. Front Street, improving the compatibility with the surrounding neighborhood.

The estimated level of investment to complete the project is \$507,000, which includes the office addition and the necessary equipment to outfit the facility and site improvements. The application also includes a few upgrades to the manufacturing side of the operation, including six (6) welders. The proposed investment is anticipated to lead the creation of fifteen (15) new jobs at the site.

The Plant Rehabilitation and Industrial Development Act, Act 198 of the Public Acts of 1974, as amended, provides for 50% abatement on real and personal property for a period of 1 to 12 years. The length of the abatement is subject to review and approval of the local unit of government in which the facility is located and final certification by the State Tax Commission. When determining the term of the abatement, the local unit should take into consideration factors such as the following:

Level of Investment- The total investments at the facility includes approximately \$507,000 in investment, a majority of which is to facilitate the construction of a 4,376 s.f. office addition. This investment is relatively modest when compared to other significant industrial projects that have occurred recently in the City and received consideration for an IFE. Nevertheless, the project make the current site viable for Monroe Environmental and significantly improve the appearance of the building relative to the neighborhood.

Type of Investment: The majority of proposed investment is in a fixed office facility, which keeps the business viable in this location.

Number of jobs retained or created: The application indicates this project will create 15 new jobs, and retain the existing jobs at the facility. Without the addition, the risk of the company needing to find a new facility and moving out of the City of Monroe is greatly increased.

Pay scale of the jobs retained and/or created: A majority of the new jobs created will be in sales and engineering/design, with hourly rates exceeding \$15/hr plus benefits. These wage rates exceed the benchmarks set by the City in our living wage ordinance. Most of the jobs will be in the higher pay scale sales and engineering positions, which will provide significant benefit in terms of payroll added in the City.

Type of Business: The company utilizes the latest technologies in manufacturing air and water quality devices, making it a high value and advantageous company within the City of Monroe.

Potential for secondary benefits: The higher wage scale jobs at the facility create significant secondary benefits by supporting commercial development and providing buyers for the surrounding residential market. Additionally, the maintenance services needed at this large of a facility augment the business of local building, trades and service contractors. The on-going diversification of the business could further develop a new specialized industry in the Monroe area.

Impacts on community infrastructure and environment: The current facility relies on convenient access to Roessler Street for delivery and shipment of materials and products. This site is zoned and planned to support general industrial uses with reliance on truck routes and enhanced public infrastructure. The proposed expansion will greatly improve the aesthetics of the building, improving its relationship with the surrounding neighborhood. There will be an additional parking area on W. Front Street, which will need to be designed to conform to Zoning Ordinance standards to protect the neighbors. The company has already submitted preliminary plans in order to work with the City staff on minimizing these impacts. Therefore, the proposed expansion will only incrementally increase the impact on public infrastructure.

The Economic Development Review Committee reviewed the proposed project and investment at its September 25, 2012 meeting and recommended a 12-year exemption based on the level of investment and significant job creation relative to the company's size. In accordance with PA 198, all the taxing jurisdictions that may be impacted by a property tax exemption were notified in advance of the proposed exemption and offered an opportunity to comment at or prior to the public hearing, which was scheduled for this meeting. The public hearing was also advertised in the Monroe Evening News for residents or members of the public that may wish to comment.

IT IS RECOMMENDED following consideration of any comments received at the public hearing; that the City Council adopt the resolution to approve the Industrial Facilities Exemption for Monroe Environmental Corporation for their facility located at 810 West Front Street for a period of 12-years, and authorize the Mayor and Clerk/Treasurer to complete the requisite documentation and execute the proposed Agreement.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: October 15, 2012

REASON FOR DEADLINE: October 31 submittal deadline to State Tax Commission for the 2013 tax year.

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N.A.

INITIATED BY: Monroe Environmental Corporation, Department of Economic and Community Development

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: Assessing Department, Clerk/Treasurer's Office, Department of Economic and Community Development, Other Taxing Jurisdictions (LET, Monroe Public Schools, ISD, Library, Monroe County, and Community College)

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, Year 1:	\$(2,987.00)*
	Year 12:	\$(1,906.00)*
	Total for ALL 12-Years	\$(27,403.00)*

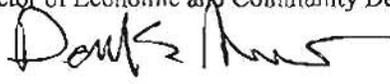
* **ESTIMATED** difference between projected property tax revenues with and without the abatement. Based on type and value of improvements submitted by the applicant. Personal property depreciates during the term of the abatement.

SOURCE OF FUNDS:	City	Account Number	Amount
	Other Funds		

Budget Approval: _____

FACT SHEET PREPARED BY: Dan Swallow, Director of Economic and Community Development **DATE:** 10/09/12

REVIEWED BY: George Brown, City Manager



DATE:

COUNCIL MEETING DATE: October 15, 2012

**CITY OF MONROE
RESOLUTION**

1 **WHEREAS**, an Application for Industrial Facilities Exemption Certificate,
2 pursuant to Act No. 198 of the Public Acts of 1974, as amended, was filed by Monroe
3 Environmental Corporation for property located at 810 West Front Street, Monroe,
4 Michigan, within a designated Industrial Development District more particularly described
5 in Exhibit A; and

6 **WHEREAS**, the City of Monroe Economic Development Review Committee
7 reviewed the application and recommended approval of the application for real and
8 personal property improvements requested for a period of twelve (12) years; and

9 **WHEREAS**, a Public Hearing was held by Monroe City Council at its regular
10 meeting on October 15, 2012 at Monroe City Hall, for property owners, taxpayers, the
11 City Assessor, the applicant and representatives of the affected taxing units on the
12 granting of an Industrial Facilities Exemption Certificate for Monroe Environmental
13 Corporation and no comments were made supporting and no comments were made
14 objecting to the request; and

15
16 **WHEREAS**, the aggregate SEV of real and personal property exempt from ad
17 valorem taxes within the City of Monroe, after granting this certificate, will not exceed 5%
18 of an amount equal to the sum of the SEV of the unit, plus the SEV of personal and real
19 property thus exempted.

20 **NOW, THEREFORE BE IT RESOLVED**, that the City Council of the City of Monroe
21 hereby approves the application from Monroe Environmental Corporation, dated July 18,
22 2012 for an Industrial Facilities Exemption Certificate for property located at 810 West
23 Front Street, Monroe, Michigan and more particularly described in its Application for
24 Industrial Facilities Exemption Certificate dated July 18, 2012 for real property
25 improvements in the amount of three hundred fifty thousand dollars (\$350,000.00) and
26 personal property improvements in the amount of one hundred fifty seven thousand
27 dollars (\$157,000.00), for a combined investment of five hundred and seven thousand
28 dollars (\$507,000.00), for a period of twelve (12) years and subject to the following
29 conditions which are to be enumerated in a separate Agreement by and between the
30 City of Monroe and Monroe Environmental Corporation to be executed pursuant to Act
31 No. 334 of the Public Acts of 1993, Section 22:

- 32 1. That Monroe Environmental Corporation shall invest a sum not less than
33 five hundred seven thousand dollars (\$507,000.00) for certain real and
34 personal property improvements located at 810 West Front Street, which
35 is more particularly identified in its Application for Industrial Facilities
36 Exemption Certificate dated July 18, 2012;
- 37 2. That Monroe Environmental shall create not less than fifteen (15) new
38 jobs at this site within two years of project completion;

- 39 3. That Monroe Environmental Corporation shall pay their employees a
40 "living wage" as outlined in City of Monroe Ordinance 04-016;
41
42 4. That it is understood by and between the parties that the City of Monroe
43 shall request withdrawal of the abatement by the State Tax Commission if
44 Monroe Environmental Corporation fails to complete the improvements at
45 the specified location;
- 46 5. That it is understood by and between the parties that the abatement be
47 subject to periodic review to assure compliance with the terms of the
48 Agreement to be executed by the parties pursuant to Public Act 334 of
49 1993, Section 22, as authorized by this Resolution of City Council; and
- 50 6. That it is understood by and between the parties that should a periodic
51 review identify any non-compliance with the terms and conditions of said
52 Agreement, Monroe Environmental Corporation shall be given a period of
53 thirty (30) days to bring itself into compliance or the City of Monroe will
54 request the withdrawal of the abatement by the State Tax Commission.

55 **BE IT FURTHER RESOLVED**, that the City of Monroe hereby finds and determines that
56 the granting of this Industrial Facilities Exemption Certificate to Monroe Environmental
57 Corporation for the property located at 810 West Front Street, Monroe, Michigan, and
58 more particularly described in its Application for Industrial Facilities Exemption Certificate
59 dated July 18, 2012, together with the aggregate amount of certificates previously
60 granted and currently in force under Act No. 198 of the Public Acts of 1974 and Act No.
61 255 of the Public Acts of 1978, as amended, shall not have the effect of substantially
62 impeding the operation of the City of Monroe or impairing the financial soundness of a
63 taxing unit which levies ad valorem taxes in the City of Monroe.

64 **BE IT FURTHER RESOLVED**, that the Mayor and Clerk/Treasurer be authorized to
65 execute an Agreement of the parties pursuant to Public Act 334 of 1993 and that a copy
66 of said Agreement be filed by the Clerk/Treasurer with the Michigan Department of
67 Treasury.

68 **EXHIBIT A**

69 (Please see attached Resolution dated October 15, 2012 establishing the Industrial
70 Development District)

71
72 Motion:

73 Seconded By:

74

75 Ayes:

76 Nays:

77 Absent:

78

79

80 **RESOLUTION DECLARED ADOPTED**

81

82 I, Charles D. Evans, City Clerk-Treasurer of the City of Monroe, County of Monroe, State
83 of Michigan, do hereby certify that the foregoing is an exact copy of a Resolution
84 adopted by the City Council of said City, at a regular meeting thereof held on the 15th
85 day of October 2012.

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Charles D. Evans
City Clerk-Treasurer

**CITY OF MONROE
RESOLUTION**

1 **WHEREAS**, the Plant Rehabilitation and Industrial Development Act, Act 198 of
2 the Public Acts of 1974, as amended, provides for the establishment of Industrial
3 Development Districts and exemption from certain ad valorem property taxes for facilities
4 located within such Districts for the purpose of assisting industrial enterprises in locating,
5 constructing and equipping manufacturing facilities within the State of Michigan; and

6 **WHEREAS**, the City of Monroe Department of Economic and Community
7 Development initiated the establishment of an Industrial Development District in
8 accordance with the provisions of Act 198 for the industrial zoned property located at the
9 northeast corner of West Front Street and South Roessler Street, commonly known as
10 810 West Front Street; and

11 **WHEREAS**, the City of Monroe finds and has made a determination that not less
12 than 50% of the state equalized valuation of the industrial property within the proposed
13 District is obsolete; and

14 **WHEREAS**, the construction, acquisition, alteration or installation of the
15 proposed facility improvements had not commenced at the time of establishment of the
16 District; and

17 **WHEREAS**, the City's Economic Development Review Committee reviewed the
18 proposed District at its September 25, 2012 meeting, and recommends to City Council
19 the establishment of an Industrial Development District for said property; and

20 **WHEREAS**, written notice has been given by mail to all owners of real property
21 located within the District and to the public by newspaper advertisement in the Monroe
22 Evening News of the hearing on the establishment of the proposed District; and

23 **WHEREAS**, on October 15, 2012, a public hearing was held at which all owners
24 of real property within the proposed District and all residents and taxpayers of the City of
25 Monroe were afforded an opportunity to be heard thereon; and

26 **WHEREAS**, the City Council deems it to be in the public interest of the City of
27 Monroe to establish the Industrial Development District as proposed.

28 **NOW, THEREFORE BE IT RESOLVED**, that the City Council of the City of Monroe,
29 hereby establishes an Industrial Development District pursuant to the provisions of Act
30 198 of the Public Acts of 1974, as amended, encompassing the following parcel of land
31 located at the northeast corner of West Front Street and South Roessler Street:
32

33 PART OF FISHBURN PLAT DESCRIBED AS COMMENCING AT THE SOUTHEAST
34 CORNER OF LOT 1 OF FISHBURN PLAT FOR POINT OF BEGINNING; THENCE
35 NORTH 77D 48M 00S WEST 147.44 FEET; THENCE 99.81 FEET ALONG THE ARCH
36 OF A CURVE TO THE RIGHT WITH A RADIUS OF 61.24 FT AND A CENTRAL ANGLE
37 OF 93D 22M 54S; CHORD BEARING NORTH 31S 06M 42S WEST 89.12 FEET;
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40 NORTH 15D 34M 30S EAST 23.90 FEET; THENCE SOUTH 77D 48M 00S EAST 10.00
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42 30S EAST 92.00 FEET; THENCE NORTH 73D 51M 21S EAST 272.39 FEET; THENCE
43 SOUTH 06D 08M 56S WEST 130.05 FEET; THENCE SOUTH 16D 13M 03S WEST
44 125.99 FEET; THENCE SOUTH 77D 48M 00S EAST 6.73 FEET; THENCE SOUTH 31D
45 34M 36S WEST 2.96 FEET; THENCE SOUTH 77D 48M 00S EAST 79.86 FEET;
46 THENCE SOUTH 31D 42M 13S WEST 165.07 FEET; THENCE NORTH 77D 48M 00S
47 WEST 79.47 FEET TO POINT OF BEGINNING. CONTAINING APPROXIMATELY 2.22
48 ACRES.

49
50 Motion:
51 Seconded By:
52
53 Ayes:
54 Nays:
55 Absent:

56
57 **RESOLUTION DECLARED ADOPTED**

58
59 I, Charles D. Evans, City Clerk-Treasurer of The City of Monroe, County of Monroe,
60 State of Michigan, do hereby certify that the foregoing is an exact copy of a Resolution
61 adopted by the City Council of said City, at a regular meeting thereof held on the 15th
62 day of October 2012.

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Charles D. Evans
City Clerk-Treasurer

INDUSTRIAL FACILITIES EXEMPTION CERTIFICATE AGREEMENT

City of Monroe, Michigan – Monroe Environmental Corporation

This agreement between the City of Monroe, Monroe County, Michigan, a Michigan municipal corporation whose address is 120 East First Street, Monroe, Michigan 48161, and Monroe Environmental Corporation, whose address is 810 W. Front Street, Monroe, Michigan 48161, is entered into by and between the parties to comply with the provisions of P.A. No. 334 of the Public Acts of 1993.

The City Council of the City of Monroe by resolution adopted October 15, 2012, approves the granting of an Industrial Facilities Exemption Certificate to Monroe Environmental Corporation for a twelve (12) year period for real and personal property components at their facility located at 810 W. Front Street, which is identified with particularity in its Application for Industrial Facilities Exemption Certificate dated July 18, 2012, and incorporated by reference, subject to the terms and conditions hereinafter stated. In accepting the Industrial Facilities Exemption Certificate, Monroe Environmental Corporation agrees to the following terms and conditions:

IMPROVEMENTS: INVESTMENT COSTS TO PROPERTY

1. That Monroe Environmental Corporation shall invest a sum not less than five hundred seven thousand dollars (\$507,000.00), for the installation of certain real and personal property improvements at the site, more particularly described in its Application for Industrial Facilities Exemption Certificate;

IMPROVEMENTS: COMPLIANCE

2. That the City of Monroe shall have the right to request that the State Tax Commission withdraw the abatement if Monroe Environmental Corporation fails to install certain real and personal property improvements as stated in its Application for Industrial Facilities Exemption Certificate. Within six (6) months following the completion of the installation of the real and personal property improvements as set out in the Application, the applicant shall provide the City of Monroe Assessor's Office with proof of the actual costs of the improvements. If the costs of the construction of the real and personal property improvements are less than the amount set out herein, the City of Monroe may request that the State Tax Commission revoke or change the terms of the Industrial Facilities Exemption Certificate after a hearing;

JOB RETENTION / CREATION

3. That Monroe Environmental Corporation shall retain at minimum forty two (42) existing jobs and shall create at minimum fifteen (15) new jobs at this site and that it shall maintain the positions retained and created for the remainder of the abatement period. Demonstration by Monroe Environmental Corporation of the need for reduction of jobs due to non-controllable economic or casualty conditions may be considered an exemption from this requirement subject to provisions found in Section 6;

LIVING WAGE

4. That Monroe Environmental Corporation will receive tax abatements from the City of Monroe, and therefore shall pay their employees a "living wage" as outlined in Ordinance 04-016 of the City of Monroe (Attachment A). Monroe Environmental Corporation shall pay each of its employees no less than a living wage as established, herein:
 - (a) For a Contractor or Grantee that provides employee Health Benefits to its Employees, the living wage shall be \$9.06 an hour or the adjusted amount established in Section 4(d).
 - (b) For a Contractor or Grantee that does not provide Health Benefits to its Employees, the Living Wage shall be \$10.56 an hour, or the adjusted amount hereinafter established under 4(d).
 - (c) In order to qualify to pay the Living Wage rate for Contractors or Grantees providing Employee Health Benefits, a Contractor or Grantee shall furnish proof of said Employee Health Care Benefits and the payment therefore to the City Manager or his/her designee.
 - (d) The amount of the Living Wage established herein shall be adjusted on January 1 annually to coincide with the federal poverty guidelines for a family of four as published by the United States Department of Health and Human Services. Notice of adjustments shall be posted conspicuously by the City, Contractors and Grantees.

LOCATION OF FACILITY

5. That Monroe Environmental Corporation shall maintain its facility within the boundaries of the City of Monroe during the entire period of time contemplated by the Industrial Facilities Exemption Certificate. Should Monroe Environmental Corporation fail to do so, they shall agree to pay the taxing units affected by the Industrial Facilities Exemption Certificate an amount equal to the sum abated under the terms of the agreement as well as any required administrative fees. Demonstration by Monroe Environmental Corporation of the need for closure of the facility due to non-controllable economic or casualty conditions may be considered an exemption from this requirement subject to provisions found in Section 7;

VALUATIONS BY THE CITY OF MONROE ASSESSOR'S OFFICE

6.
 - A. That Monroe Environmental Corporation shall file personal property statements with the City of Monroe no later than February 20 of each year relative to the personal property component of the property which is the subject of this abatement as well as other personal property acquired by Monroe Environmental Corporation in the City of Monroe.
 - B. That during the period of this abatement, Monroe Environmental Corporation shall not appeal the valuations placed by the City of Monroe on the personal property component of the property which is the subject of this abatement providing the City of Monroe applies Michigan State Tax Commission personal property multipliers to respective acquisition costs new to arrive at such valuations. Should the Michigan Legislature amend the personal property tax law to eliminate the taxation of the personal property referenced herein, Monroe Environmental Corporation shall pay the letter of the abated value or the values as determined by any new law enacted subsequent to the execution of this Agreement.
 - C. That during the period of this abatement, Monroe Environmental Corporation shall not appeal the valuation placed by the City of Monroe on the real property component of the property which is the subject of this abatement on the basis that such real property suffers from any form of obsolescence.

PERIODIC REVIEW / NON-COMPLIANCE HEARING

7. That the City of Monroe shall have the right to periodically review the business and facilities of Monroe Environmental Corporation to assure compliance with the terms of this Agreement. Should any such review identify any non-compliance with the terms of this Agreement, the City of Monroe reserves the right to request that the State Tax Commission amend the Industrial Facilities Exemption Certificate or revoke it in its entirety after a hearing is conducted by the City of Monroe Economic Development Review Committee. The hearing will provide the opportunity to explain why there may be non-compliance with the terms of this Agreement.

It is agreed by and between the parties that the above conditions shall remain in effect for the life of the tax abatement.

In witness hereof, the parties have thus caused this Agreement to be properly executed as of the ____ day of _____ 2012.

WITNESSES:

CITY OF MONROE

By: _____
Robert E. Clark, Mayor

By: _____
Charles D. Evans, City Clerk/Treasurer

WITNESSES:

Monroe Environmental Corporation

By: _____
Gary Pashaian, President

INDUSTRIAL FACILITIES EXEMPTION CERTIFICATE
AFFIDAVIT OF FEES

In accordance with the State Tax Commission Bulletin No. 3 dated January 1998, the Local Unit and Applicant for Industrial Facilities Exemption Certificate do hereby swear and affirm that no payment of any kind, whether they be referred to as "fees," "payments in lieu of taxes," "donations," or other like terms, such payments are contrary to the legislative intent of Act 198 that exemption certificates have the effect of abating all ad valorem property taxes levied by taxing units with the unit of local government which approves the certificate.

We do swear and affirm by our signatures that "no payment of any kind in excess of the fee allowed, as amended by Public Act 323 of 1996, has been made or promised in exchange for favorable consideration of an exemption certificate application."

Local Unit: City of Monroe

By: _____
Robert E. Clark, Mayor

By: _____
Charles D. Evans, City Clerk/Treasurer

Applicant: Monroe Environmental Corporation

By: _____
Gary Pashaian, President

CITY OF MONROE
ECONOMIC DEVELOPMENT REVIEW COMMITTEE
MEETING MINUTES
TUESDAY, SEPTEMBER 25, 2012
FIRST FLOOR CONFERENCE ROOM
MONROE CITY HALL

The meeting was called to order by George Brown, Chairperson at 9:05 AM

1. Roll Call

Present: Robert E. Clark, Mayor; George Brown, City Manager; Sam Guich; City Assessor, Tom Ready, City Attorney; Dan Swallow, Director of Economic and Community Development; James Kansier, City Councilman.

Excused: Brian Beneteau, City Councilman.

Others: Pat Weaver (City of Monroe), Otto Alvarado (Gerdau MacSteel), William Lievense (Gerdau MacSteel), Gary Pashaian (Monroe Environmental), Adam Pashaian (Monroe Environmental).

2. Consent Agenda

A. Approval of the Agenda

B. Approval of the Minutes from August 29, 2012 – Deferred to next Meeting.

Motion by Mr. Ready, seconded by Mayor Clark “to approve the consent agenda including the proposed meeting agenda and to defer the minutes to the next meeting.”

The motion passed unanimously.

3. Unfinished Business

A. Consider Approval of an Industrial Facilities Exemption (IFE) under Public Act 198 of 1974, Plant Rehabilitation and Industrial Development Districts, for the Rolling Mill Rehabilitation at MacSteel Monroe, Inc. (a.k.a. Gerdau MacSteel, 3000 E. Front Street)

Director Swallow gave a brief overview of the proposed application. He stated the company is preparing for “Phase II” of the improvements at the steel mill facility which include Furnace and Rolling Mill building improvements and equipment replacements. He said the value of the new installations is estimated at up to \$22,952,388 in real property and

\$65,547,328 in personal property, for a total investment of \$88,499,716. He said this investment will lead to the creation of 30 additional jobs at the Monroe facility. Mr. Swallow stated since there is already an Industrial Development District (IDD) in place in the Port of Monroe, which includes all of the Monroe MacSteel facility, formation of a new district is not necessary. He said an IFE would exempt 50% of the new real and personal property investment from property taxes for a term of up to 12-years. The proposed investment (\$88.5 million) and the significant job creation of 30 jobs, the company is requesting the IFE for the maximum of 12-years. The length of the abatement is subject to review and approval of the local unit of government in which the facility is located and final certification by the State Tax Commission.

After a brief discussion by the Committee, Chairman Brown asked for a motion. A Motion was made by Mr. Ready, seconded by Mr. Guich, "to recommend to City Council approval of a 12-year Industrial Facilities Exemption (IFE) under Public Act 198 of 1974, for the Rolling Mill Rehabilitation at MacSteel Monroe, Inc (aka. Gerdau Mac Steel)."

The motion passed unanimously.

- B. Consider Approval of an Obsolete Properties Rehabilitation Act (OPRA) exemption for 428 S. Monroe Street and 50 W. Fifth Street (a.k.a. Benesh Building)

Director Swallow gave a brief overview of the proposed application. He stated that at the Committee's direction, the applicant has submitted an updated application that includes both the improvements to the adjacent office building (428 S. Monroe St/Building A) and the renovations to the proposed garage (50 W. Fifth Street/Building B.) Mr. Swallow said the rehabilitation of Building A involves interior demolition and storefront adjustment to reconfigure the spaces into efficient square footages and create 4 new retail spaces; masonry roof and elevator repairs; and complete refinishing of the walls to create "shell" commercial spaces ready for leasing. He said the investment will lead to the creation of at least 10 new full-time jobs. He also said to encourage that these properties remain and function as a single business operation; staff has recommended that this be a requirement for any future application for extension of the abatement; and a shorter term of the abatement for Building B. Mr. Swallow said the current application includes approximately \$492,608 in new investment that will address functional obsolescence in the buildings by repurposing and reconfiguring the space in both the office building (Building A) and the garage (Building B).

After a brief discussion by the Committee, Chairman Brown asked for a motion. A Motion was made by Mr. Ready, seconded by Councilman

Kansier, "to recommend to City Council Approval of an 8-year Obsolete Properties Rehabilitation Act (OPRA) exemption for 428 S. Monroe Street (a.k.a. Benesh Building) with the following conditions: a. The total investment amount is expended and the scope of work outlined in the application is completed within 24 months from approval by City Council, b. The applicant documents the creation of at least 10 new full-time equivalent jobs that were a direct result of the investment in the properties, and c. The office/retail building at 428 S. Monroe Street achieves at least 50% occupancy within 36-months from approval by City Council and maintains at least 50% occupancy for the duration of the initial term of the abatement, with later extension up to 12 years dependent on conditions met.

And a 5-year OPRA exemption for 50 W. Fifth Street with the following conditions: a. The total investment amount is expended and the scope of work outlined in the application is completed within 24 months from approval by City Council, and b. The two properties at 428 S. Monroe Street and 50 W. Fifth Street continue to function as a single operational entity and are not separated into independent business operations, with later extension up to 12 years dependent on conditions met."

The motion passed unanimously.

4. New Business

- A. Consider formation of an Industrial Development District (IDD) under Public Act 198 of 1974, for parcel 19-00275-000, commonly known as 810 W. Front Street (Monroe Environmental)

Director Swallow gave a brief overview of the proposed application. He said Monroe Environmental Corporation is in the planning stages for a significant expansion of their offices directly attached to their manufacturing operation and have requested to establish an Industrial Development District and requests a 12-year Industrial Facilities Exemption. Monroe Environmental manufactures liquid clarification and air/gas cleaning systems. He said the proposed expansion will provide approximately 4,376 square feet (2 floors of 2,188 s.f. ea.) of additional office space to house Monroe Environmental's administration, engineering and sales operations with an additional parking area on W. Front Street. Mr. Swallow said the investment to complete the project is \$459,000, which includes the office addition and the necessary equipment to outfit the facility and site improvements. The proposed investment is anticipated to lead to the creation of 15 new jobs at the site with hourly rates exceeding \$15/hr plus benefits. He also said the expansion will greatly improve the aesthetics of the building, improving its relationship with the surrounding neighborhood.

After a brief discussion by the Committee, Chairman Brown asked for a motion. A Motion was made by Mr. Guich, seconded by Mayor Clark, "to recommend to City Council the establishment of an Industrial Development District (IDD) under Public Act 198 of 1974, for parcel 19-00275-000, commonly known as 810 W. Front Street (Monroe Environmental)."

The motion passed unanimously.

- B. Consider Approval of an Industrial Facilities Exemption (IFE) under Public Act 198 of 1974, Plant Rehabilitation and Industrial Development Districts, for the Monroe Environmental Office Expansion Project (810 W. Front Street)

Director Swallow continued his overview of the proposed application.

Mr. Adam Pashaian gave a brief presentation to the Committee on Monroe Environmental's application. He said Monroe Environmental has been operating in Monroe for the past 41 years and they design, manufacture, and supply parts to automotive companies, as well as Water and Wastewater treatment facilities. He further stated that the proposed building expansion and parking lot are keys to their future success.

Councilman Kansier asked if the alley would be vacated to accommodate the parking lot. Mr. Swallow responded that the alley had already been vacated and that the Zoning Board of Appeals has approved a variance to the front yard setback for the building design.

Mr. Guich said after reviewing Mr. Swallow's analysis of the application he felt that Monroe Environmental would qualify as a candidate for a 12-year Industrial Facilities Exemption.

After a brief discussion by the Committee, Chairman Brown asked for a motion. A Motion was made by Mr. Guich, seconded by Mayor Clark, "to recommend to City Council approval of a 12-year Industrial Facilities Exemption (IFE) under Public Act 198 of 1974, for the Monroe Environmental Office Expansion Project (810 W. Front Street)."

The motion passed unanimously.

5. Communications

- A. Anticipated application for a Personal Property Tax Exemption (PA 328 of 1998) for Hanwha L&C, for investment at 1530 E. Front Street

Mr. Swallow briefed the Committee on the recent events at Hanwha and stated the company's Chairman was removed and the company cannot approve large capital projects until a new Chairman is in place. He further stated that the Committee won't see this project until next year.

- B. Anticipated designation of Geographical Renaissance Zone (PA 376 of 1996) for proposed La-Z-Boy headquarters project.

Mr. Swallow briefed the Committee on the public informational meetings held by La-Z-Boy on Monday evening. He said the meetings went well and the renaissance zone application is being worked on with the consultant. He further stated that this item will go before the City Council at the October 15th council meeting, as the application wasn't ready.

6. Adjournment

There being no other business, a motion was made by Mr. Guich, supported by Mayor Clark, "to adjourn the meeting."

The motion passed unanimously.

**CITY OF MONROE
RESOLUTION**

1 **WHEREAS**, an Application for Industrial Facilities Exemption Certificate,
2 pursuant to Act No. 198 of the Public Acts of 1974, as amended, was filed by Monroe
3 Environmental Corporation for property located at 810 West Front Street, Monroe,
4 Michigan, within a designated Industrial Development District more particularly described
5 in Exhibit A; and

6 **WHEREAS**, the City of Monroe Economic Development Review Committee
7 reviewed the application and recommended approval of the application for real and
8 personal property improvements requested for a period of twelve (12) years; and

9 **WHEREAS**, a Public Hearing was held by Monroe City Council at its regular
10 meeting on October 15, 2012 at Monroe City Hall, for property owners, taxpayers, the
11 City Assessor, the applicant and representatives of the affected taxing units on the
12 granting of an Industrial Facilities Exemption Certificate for Monroe Environmental
13 Corporation and no comments were made supporting and no comments were made
14 objecting to the request; and

15
16 **WHEREAS**, the aggregate SEV of real and personal property exempt from ad
17 valorem taxes within the City of Monroe, after granting this certificate, will not exceed 5%
18 of an amount equal to the sum of the SEV of the unit, plus the SEV of personal and real
19 property thus exempted.

20 **NOW, THEREFORE BE IT RESOLVED**, that the City Council of the City of Monroe
21 hereby approves the application from Monroe Environmental Corporation, dated July 18,
22 2012 for an Industrial Facilities Exemption Certificate for property located at 810 West
23 Front Street, Monroe, Michigan and more particularly described in its Application for
24 Industrial Facilities Exemption Certificate dated July 18, 2012 for real property
25 improvements in the amount of three hundred fifty thousand dollars (\$350,000.00) and
26 personal property improvements in the amount of one hundred fifty seven thousand
27 dollars (\$157,000.00), for a combined investment of five hundred and seven thousand
28 dollars (\$507,000.00), for a period of twelve (12) years and subject to the following
29 conditions which are to be enumerated in a separate Agreement by and between the
30 City of Monroe and Monroe Environmental Corporation to be executed pursuant to Act
31 No. 334 of the Public Acts of 1993, Section 22:

- 32 1. That Monroe Environmental Corporation shall invest a sum not less than
33 five hundred seven thousand dollars (\$507,000.00) for certain real and
34 personal property improvements located at 810 West Front Street, which
35 is more particularly identified in its Application for Industrial Facilities
36 Exemption Certificate dated July 18, 2012;
- 37 2. That Monroe Environmental shall create not less than fifteen (15) new
38 jobs at this site within two years of project completion;

80 **RESOLUTION DECLARED ADOPTED**

81

82 I, Charles D. Evans, City Clerk-Treasurer of the City of Monroe, County of Monroe, State
83 of Michigan, do hereby certify that the foregoing is an exact copy of a Resolution
84 adopted by the City Council of said City, at a regular meeting thereof held on the 15th
85 day of October 2012.

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Charles D. Evans
City Clerk-Treasurer



CITY COUNCIL AGENDA FACT SHEET

Public Hearing

RELATING TO: Applications for Obsolete Property Rehabilitation Exemption Certificates for 428 South Monroe Street and 50 West Fifth Street

DISCUSSION: In March 2012, the Peter Benesh Family Trust applied for an Obsolete Property Rehabilitation Act (OPRA) property tax exemption under Public Act 146 of 2000 for property located at 50 W. Fifth Street. That application was for renovation the existing manufacturing facility into covered parking. This building was previously used in part as a tool and die shop and storage, and large portions of the building are vacant or underutilized for temporary storage. The proposal is to create a parking garage to service the offices in the adjacent building. At that time, the applicant reported they had tentative plans to rehabilitate the adjacent office building at 428 S. Monroe Street.

At its April 10, 2012 Economic Development Review Committee (EDRC) meeting, the Committee members voted to postpone action on the application, with the direction that the applicant submit an amended application that included the anticipated renovations at the adjacent office building located at 428 S. Monroe Street. The guidance from the Committee was that the office building renovation would generate the more significant economic development opportunities and lead to the potential increases in employment. The Committee felt that despite the "planned" rehabilitation of the office building, the garage renovations alone did not warrant granting of a tax exemption.

At the Committee's direction, the applicant re-submitted amended applications dated June 19, 2012, that included BOTH the improvements to the adjacent office building (428 S. Monroe Street/Building A) and the renovations to the proposed garage (50 W. Fifth Street/Building B). The proposed investment more than tripled from an estimated \$148,500 to a combined \$492,608. The applicant submitted two separate application forms because the owner and taxpayer names are recorded differently; despite the fact that ownership of both properties involve the same individuals.

The rehabilitation of 428 S. Monroe Street or "Building A" involves interior demolition and storefront adjustment to reconfigure the spaces into efficient square footages and create 4 new retail spaces; masonry, roof and elevator repairs; and complete refinishing of the walls to create "shell" commercial spaces ready for leasing. Additionally, the building will require upgrades to the mechanical and utilities systems including gas, water, sanitary sewer, electricity, phone, and cable to make the spaces up-to-date for existing and potential new tenants. Most of these improvements are designed to address the functional obsolescence of the building including inefficient design and upgrades to incorporate current technologies.

As noted previously, the improvements to 50 W. Fifth Street or "Building B" as described in the application include significant site and building reconstruction needed to create a covered parking garage capable of parking 21 vehicles. The building as it was originally developed for a small tool & die operation is no longer a practical use of the property and suffered from inefficient design and inadequate utilities. As a parking garage, the property will serve as an asset for the adjacent office building.

At its September 25, 2012 meeting, the Economic Development Review Committee recommended approval of an 8-year OPRA property tax exemption for the 428 South Monroe Street property (Building A), with the provision that the applicant could apply for an extension up to a total of 12 years if the following criteria were met:

1. The total investment amount is expended and the scope of work outlined in the application is completed within 24 months from approval by City Council.
2. The applicant documents the creation of at least 10 new full-time equivalent jobs that were a direct result of the investment of the properties.
3. The office/retail building at 428 S. Monroe Street achieves at least 50% occupancy within 36-months from approval by City Council and maintains

The Committee further recommended approval of a 5-year OPRA property tax exemption for the 50W. Fifth Street property (Building B), with the provision that the applicant could apply for an extension up to a total of 12 years if the following criteria were met:

1. The total investment amount is expended and the scope of work outlined in the application is completed within 24 months from approval by City Council.
2. The two properties at 428 S. Monroe Street and 50 W. Fifth Street continue to function as a single operational entity and are not separated into independent business operations.

IT IS RECOMMENDED following consideration of any comments received at the public hearing; that City Council adopt the resolution approving the application for an Obsolete Property Rehabilitation Act Exemption Certificate submitted by the Kathryn Benesh Declaration of Trust and Peter Benesh Declaration of Trust, Eve K. Benesh, Sole Successor Trustee, for the property located at 428 South Monroe Street, for a period of eight (8) years.

IT IS FURTHER RECOMMENDED following consideration of any comments received at the public hearing; that City Council adopt the resolution approving the application for an Obsolete Property Rehabilitation Act Exemption Certificate submitted by the Peter Benesh Family Trust, Eve K. Benesh, Sole Successor Trustee, for the property located at 50 West Fifth Street, for a period of five (5) years.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: October 15, 2012

REASON FOR DEADLINE: October 31, 2012 State Tax Commission deadline for 2013 tax year.

STAFF RECOMMENDATION: For Against

REASON AGAINST: N/A

INITIATED BY: Peter Benesh Family Trust, Eve K. Benesh, Sole Successor Trustee

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: Dept. of Economic and Community Development, Assessing Department, Taxing Jurisdictions, DDA

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 Year 1: (\$4,112.00)*

Year 8: (\$2,890.00)*

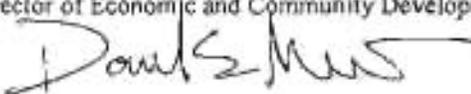
Total for all 8-years: (\$29,235.00)*

*ESTIMATED difference between projected property tax revenues with and without the exemption. 50W, Fifth Street exemption drops off after Year 5. Based on type and value of improvements submitted by the applicant.

<u>SOURCE OF FUNDS:</u>	<u>City</u>	<u>Account Number</u>	<u>Amount</u>
			\$ 0
	<u>Other Funds</u>		\$ 0

Budget Approval: _____

FACT SHEET PREPARED BY: Dan Swallow, Director of Economic and Community Development **DATE:** 10/09/12

REVIEWED BY: George Brown, City Manager  **DATE:**

COUNCIL MEETING DATE: October 15, 2012

CITY OF MONROE
RESOLUTION

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4 **WHEREAS**, an application for an Obsolete Property Rehabilitation Exemption
5 Certificate, pursuant to the Obsolete Property Rehabilitation Act (OPRA), Act 146 of the
6 Public Acts of 2000, as amended, was filed on June 19, 2012 by the Kathryn Benesh
7 Declaration of Trust and Peter Benesh Declaration of Trust, Eve K. Benesh, Sole
8 Successor Trustee, for the property located at 428 South Monroe Street, Monroe,
9 Michigan, within a designated Obsolete Property Rehabilitation District more particularly
10 described in Exhibit A; and

11 **WHEREAS**, a Public Hearing on the proposed exemption was set and held on
12 October 15, 2012 for property owners, taxpayers, the City Assessor, the applicant and
13 representatives of the affected taxing units on the granting of an Obsolete Property
14 Rehabilitation Exemption Certificate for the Kathryn Benesh Declaration of Trust and
15 Peter Benesh Declaration of Trust, Eve K. Benesh, Sole Successor Trustee, and no
16 objections were filed; and

17 **WHEREAS**, pursuant to Act 146 of the Public Acts of 2000, the City of Monroe is
18 designated a Qualified Governmental Unit eligible to establish one or more OPRA
19 Districts; and

20 **WHEREAS**, an Obsolete Property Rehabilitation District was legally established
21 on March 5, 2001, after a Public Hearing was conducted on the same date; and

22 **WHEREAS**, if the taxable value of the property proposed to be exempt plus the
23 aggregate taxable value of property already exempt under P.A. 146 of 2000 and under
24 P.A. 198 of 1974 exceeds 5% of the total taxable value of the unit; it will not substantially
25 impede the operation of the City of Monroe or impair the financial soundness of an
26 affected taxing unit; and

27 **WHEREAS**, the applicant is not delinquent in any taxes related to the subject
28 property; and

29 **WHEREAS**, the applicant, the Kathryn Benesh Declaration of Trust and Peter
30 Benesh Declaration of Trust, Eve K. Benesh, Sole Successor Trustee, has provided all
31 of the items described under "Instructions" (a) through (f) of the Application for Obsolete
32 Property Rehabilitation Exemption Certificate to the City of Monroe; and

33 **WHEREAS**, the application is for obsolete property as defined in section 2(h) of
34 Public Act 146 of 2000; and

35 **WHEREAS**, the rehabilitation of this facility, as covered by the this exemption,
36 had not begun prior to March 5, 2001, the date the OPRA District was established; and

37 **WHEREAS**, the application relates to a rehabilitation program that when
38 completed constitutes a rehabilitated facility with the meaning of Public Act 146 of 2000
39 and it is situated within an Obsolete Property Rehabilitation District established in a

40 Qualified Local Governmental Unit eligible under Public Act 146 of 2000 to establish
41 such a district; and

42 **WHEREAS**, completion of the rehabilitated facility is calculated to, and will at the
43 time of issuance of the certificate have the reasonable likelihood to, increase commercial
44 activity, create employment, retain employment and revitalize an urban area; and

45 **WHEREAS**, the rehabilitation includes improvements aggregating 10% or more
46 of the true cash value of the property at commencement of the rehabilitation as provided
47 by section 2(l) of Public Act 146 of 2000.

48 **NOW THEREFORE, BE IT RESOLVED**, that the City Council of the City of Monroe
49 hereby approves the application for an Obsolete Property Rehabilitation Exemption
50 Certificate from the Kathryn Benesh Declaration of Trust and Peter Benesh Declaration
51 of Trust, Eve K. Benesh, Sole Successor Trustee, dated June 19, 2012, for property
52 located at 428 South Monroe Street, Monroe, Michigan and more particularly described
53 in Exhibit B, which is attached hereto and made a part hereof, for the sum of three
54 hundred forty four thousand one hundred eight dollars (\$344,108.00) for a period of five
55 (5) years and subject to the following conditions:

- 56 1. That applicant shall invest a sum not less than three hundred forty four thousand
57 one hundred eight dollars (\$344,108.00) or the actual cost of the materials,
58 supplies and labor described in Exhibit B for certain property improvements to be
59 located 50 West Street, which is more particularly identified in its Application for
60 Obsolete Property Rehabilitation Exemption Certificate dated June 19, 2012;
- 61 2. That it is understood by and between the parties that the City of Monroe shall
62 request that the State Tax Commission withdraw the abatement if the applicant
63 fails to complete the improvements at the specified location; and
- 64 3. That the applicant shall complete the rehabilitation work described in the
65 application, dated June 19, 2012, for an Obsolete Property Rehabilitation
66 Exemption Certificate for the property located at 428 South Monroe Street,
67 Monroe, Michigan in an acceptable amount of time, considered by the City of
68 Monroe to be no later than December 31, 2014.

69 **BE IT FURTHER RESOLVED**, should the Kathryn Benesh Declaration of Trust and
70 Peter Benesh Declaration of Trust, Eve K. Benesh, Sole Successor Trustee, seek an
71 extension of the proposed Obsolete Property Rehabilitation Exemption Certificate for the
72 property located at 428 South Monroe Street, Monroe, Michigan, for a period not to
73 exceed a total of twelve (12) years, they must first comply with the following criteria:

- 74 1. The total investment amount of three hundred forty four thousand one hundred eight
75 dollars (\$344,108.00) is expended and the scope of work outlined in the application is
76 completed no later than December 31, 2014.
- 77 2. The applicant documents the creation of at least ten (10) new full-time equivalent jobs
78 that were a direct result of the investment of the properties.
- 79 3. The office/retail building at 428 S. Monroe Street achieves at least fifty percent (50%)
80 occupancy within thirty six (36) months from approval by City Council and maintains
81 at least fifty percent (50%) occupancy for the duration of the initial term of the
82 abatement.

83 **BE IT FURTHER RESOLVED**, that the City of Monroe hereby states being fully advised
84 that the granting of this Obsolete Property Rehabilitation Exemption Certificate to the

85 Kathryn Benesh Declaration of Trust and Peter Benesh Declaration of Trust, Eve K.
86 Benesh, Sole Successor Trustee, for the property located at 428 South Monroe Street,
87 Monroe, Michigan, and more particularly described in Exhibit B, shall not have the effect
88 of substantially impeding the operation of the City of Monroe or impairing the financial
89 soundness of a taxing unit which levies ad valorem taxes in the City of Monroe.

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EXHIBIT A

92 (Resolution # R2001-013 dated March 5, 2001, establishing an Obsolete Property
93 Rehabilitation District under Public Act 146 of 2000)

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EXHIBIT B

96 (Application for Obsolete Property Rehabilitation Exemption Certificate from the Kathryn
97 Benesh Declaration of Trust and Peter Benesh Declaration of Trust, Eve K. Benesh,
98 Sole Successor Trustee, for 428 South Monroe Street, Monroe, Michigan)

99

100 Motion:
101 Seconded By:
102
103 Ayes:
104 Nays:
105 Absent:

106

107 **RESOLUTION DECLARED ADOPTED**

108

109 I, Charles D. Evans, City Clerk-Treasurer of the City of Monroe, County of Monroe, State
110 of Michigan, do hereby certify that the foregoing is an exact copy of a Resolution
111 adopted by the City Council of said City, at a regular meeting thereof held on the 15th
112 day of October 2012.

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Charles D. Evans
City Clerk-Treasurer

CITY OF MONROE
RESOLUTION

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4 **WHEREAS**, an application for an Obsolete Property Rehabilitation Exemption
5 Certificate, pursuant to the Obsolete Property Rehabilitation Act (OPRA), Act 146 of the
6 Public Acts of 2000, as amended, was filed on June 19, 2012 by the Peter Benesh
7 Family Trust, Eve K. Benesh, Sole Successor Trustee, for the property located at 50
8 West Fifth Street, Monroe, Michigan, within a designated Obsolete Property
9 Rehabilitation District more particularly described in Exhibit A; and

10 **WHEREAS**, a Public Hearing on the proposed exemption was set and held on
11 October 15, 2012 for property owners, taxpayers, the City Assessor, the applicant and
12 representatives of the affected taxing units on the granting of an Obsolete Property
13 Rehabilitation Exemption Certificate for the Peter Benesh Family Trust, Eve K. Benesh,
14 Sole Successor Trustee, and no objections were filed; and

15 **WHEREAS**, pursuant to Act 146 of the Public Acts of 2000, the City of Monroe is
16 designated a Qualified Governmental Unit eligible to establish one or more OPRA
17 Districts; and

18 **WHEREAS**, an Obsolete Property Rehabilitation District was legally established
19 on March 5, 2001, after a Public Hearing was conducted on the same date; and

20 **WHEREAS**, if the taxable value of the property proposed to be exempt plus the
21 aggregate taxable value of property already exempt under P.A. 146 of 2000 and under
22 P.A. 198 of 1974 exceeds 5% of the total taxable value of the unit; it will not substantially
23 impede the operation of the City of Monroe or impair the financial soundness of an
24 affected taxing unit; and

25 **WHEREAS**, the applicant is not delinquent in any taxes related to the subject
26 property; and

27 **WHEREAS**, the applicant, the Peter Benesh Family Trust, Eve K. Benesh, Sole
28 Successor Trustee, has provided all of the items described under "Instructions" (a)
29 through (f) of the Application for Obsolete Property Rehabilitation Exemption Certificate
30 to the City of Monroe; and

31 **WHEREAS**, the application is for obsolete property as defined in section 2(h) of
32 Public Act 146 of 2000; and

33 **WHEREAS**, the rehabilitation of this facility, as covered by the this exemption,
34 had not begun prior to March 5, 2001, the date the OPRA District was established; and

35 **WHEREAS**, the application relates to a rehabilitation program that when
36 completed constitutes a rehabilitated facility with the meaning of Public Act 146 of 2000
37 and it is situated within an Obsolete Property Rehabilitation District established in a
38 Qualified Local Governmental Unit eligible under Public Act 146 of 2000 to establish
39 such a district; and

40 **WHEREAS**, completion of the rehabilitated facility is calculated to, and will at the
41 time of issuance of the certificate have the reasonable likelihood to, increase commercial
42 activity, create employment, retain employment and revitalize an urban area; and

43 **WHEREAS**, the rehabilitation includes improvements aggregating 10% or more
44 of the true cash value of the property at commencement of the rehabilitation as provided
45 by section 2(l) of Public Act 146 of 2000.

46 **NOW THEREFORE, BE IT RESOLVED**, that the City Council of the City of Monroe
47 hereby approves the application for an Obsolete Property Rehabilitation Exemption
48 Certificate from the Peter Benesh Family Trust, Eve K. Benesh, Sole Successor Trustee,
49 dated June 19, 2012, for property located at 50 West Fifth Street, Monroe, Michigan and
50 more particularly described in Exhibit B, which is attached hereto and made a part
51 hereof, for the sum of one hundred forty eight thousand five hundred dollars
52 (\$148,500.00) for a period of five (5) years and subject to the following conditions:

- 53 1. That applicant shall invest a sum not less than one hundred forty eight thousand
54 five hundred dollars (\$148,500.00) or the actual cost of the materials, supplies
55 and labor described in Exhibit B for certain property improvements to be located
56 50 West Street, which is more particularly identified in its Application for Obsolete
57 Property Rehabilitation Exemption Certificate dated June 19, 2012;
- 58 2. That it is understood by and between the parties that the City of Monroe shall
59 request that the State Tax Commission withdraw the abatement if the applicant
60 fails to complete the improvements at the specified location; and
- 61 3. That the applicant shall complete the rehabilitation work described in the
62 application, dated June 19, 2012, for an Obsolete Property Rehabilitation
63 Exemption Certificate for the property located at 50 West Fifth Street, Monroe,
64 Michigan in an acceptable amount of time, considered by the City of Monroe to
65 be no later than December 31, 2014.

66 **BE IT FURTHER RESOLVED**, should the Peter Benesh Family Trust, Eve K. Benesh,
67 Sole Successor Trustee, seek an extension of the proposed Obsolete Property
68 Rehabilitation Exemption Certificate for the property located at 50 West Fifth Street,
69 Monroe, Michigan, for a period not to exceed a total of twelve (12) years, they must first
70 comply with the following criteria:

- 71 1. The total investment amount of one hundred forty eight thousand five hundred dollars
72 (\$148,500.00) is expended and the scope of work outlined in the application is
73 completed no later than December 31, 2014.
- 74 2. The two properties located at 50 West Fifth Street and 428 South Monroe Street
75 continue to function as a single operation entity and are not separated into
76 independent business operations.

77 **BE IT FURTHER RESOLVED**, that the City of Monroe hereby states being fully advised
78 that the granting of this Obsolete Property Rehabilitation Exemption Certificate to the
79 Peter Benesh Family Trust, Eve K. Benesh, Sole Successor Trustee, for the property
80 located at 50 West Fifth Street, Monroe, Michigan, and more particularly described in
81 Exhibit B, shall not have the effect of substantially impeding the operation of the City of
82 Monroe or impairing the financial soundness of a taxing unit which levies ad valorem
83 taxes in the City of Monroe.

85

EXHIBIT A

86 (Resolution # R2001-013 dated March 5, 2001, establishing an Obsolete Property
87 Rehabilitation District under Public Act 146 of 2000)

88

89

EXHIBIT B

90 (Application for Obsolete Property Rehabilitation Exemption Certificate from the Peter
91 Benesh Family Trust, Eve K. Benesh, Sole Successor Trustee, for 50 West Fifth Street,
92 Monroe, Michigan)

93

94 Motion:

95 Seconded By:

96

97 Ayes:

98 Nays:

99 Absent:

100

RESOLUTION DECLARED ADOPTED

101

102

103 I, Charles D. Evans, City Clerk-Treasurer of the City of Monroe, County of Monroe, State
104 of Michigan, do hereby certify that the foregoing is an exact copy of a Resolution
105 adopted by the City Council of said City, at a regular meeting thereof held on the 15th
106 day of October 2012.

107

108

109

110

111

Charles D. Evans
City Clerk-Treasurer

RESOLUTION

R2081-013

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 8, 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, 69-01316-000, 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 39-00242-000 to the south property line of parcel 39-00242-000; thence WESTERLY along the south property line of parcel 39-00242-000 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 of parcel 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 28-00122-000, 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

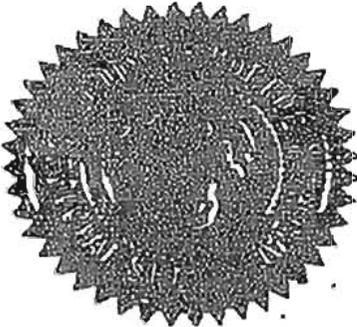
Street; thence NORTHERLY across West Eighth Street along the northerly extension of the west property line of parcel 29-00488-000 to the west property line of parcel 29-00050-000; thence NORTHERLY along the west property line of parcel 29-00050-000 to the south property line of parcel 29-00049-000; thence 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 29-00404-037; 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

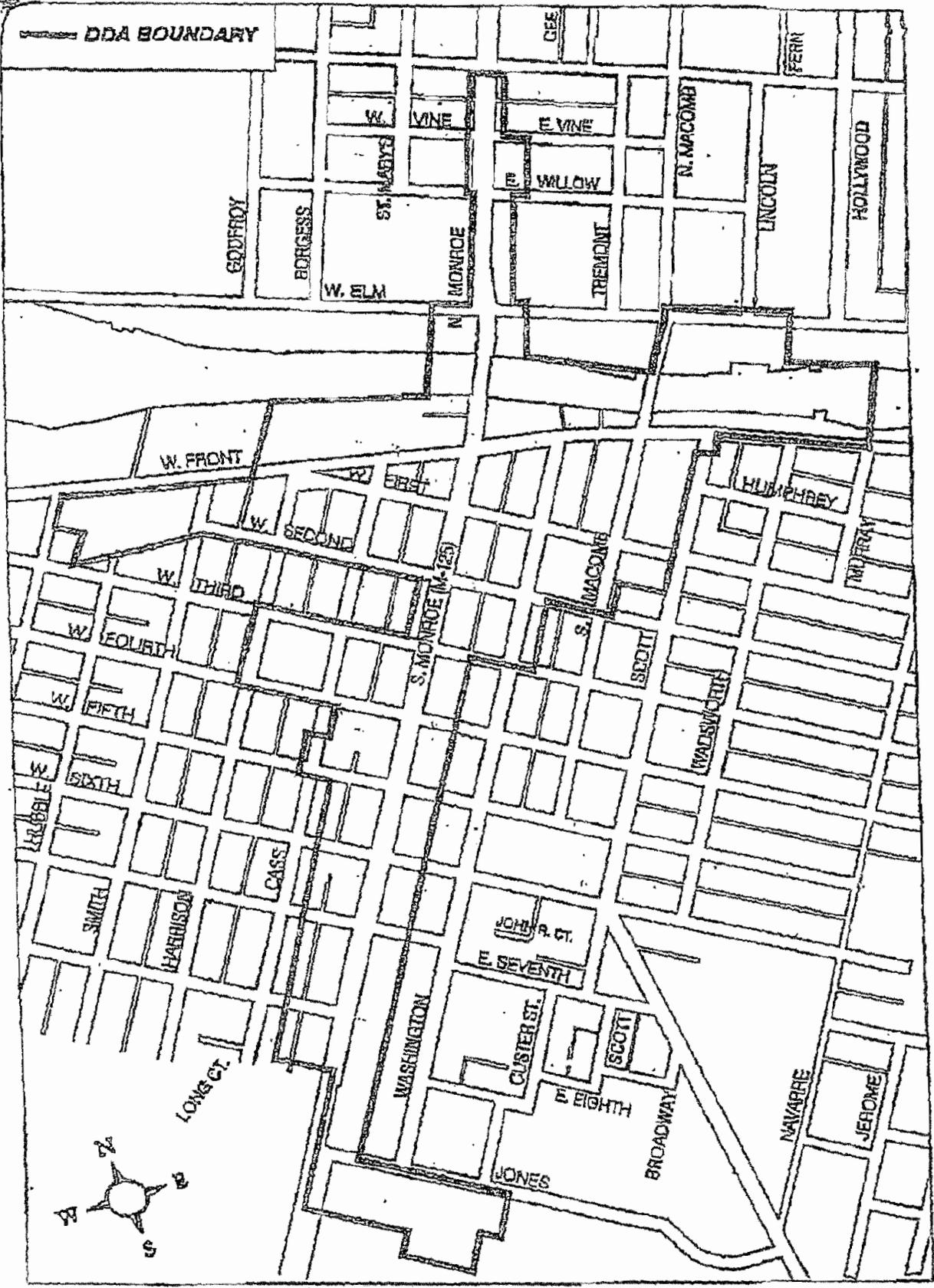
RESOLUTION DECLARED ADOPTED

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 5th Day of March 2001.



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

Charles D. Evans
City Clerk-Treasurer



Application for Obsolete Property Rehabilitation Exemption Certificate

This form is issued as provided by Public Act 148 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 8 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) Kathryn Benesh Declaration of Trust and Peter Benesh Declaration of Trust, Eve K. Benesh, Sole Successor Trustee		
Company Mailing address (No. and street, P.O. Box, City, State, ZIP Code) 5006 Woodhurst Lane, Minnetonka, MN 55345-4845		
Location of obsolete facility (No. and street, City, State, ZIP Code) 428 S. Monroe Street and 50 W. 5th Street, Monroe MI 48181		
City, Township, Village (Indicate which) Monroe		County Monroe
Date of Commencement of Rehabilitation (mm/dd/yyyy) 09/01/2012	Planned date of Completion of Rehabilitation (mm/dd/yyyy) 11/01/2013	School District where facility is located (include school code) 58010
Estimated Cost of Rehabilitation \$344,108.00	Number of years exemption requested 12 years	Attach Legal description of Obsolete Property on separate sheet
Expected project likelihood (check all that apply):		
<input checked="" type="checkbox"/> Increase Commercial activity	<input checked="" type="checkbox"/> Retain employment	<input checked="" type="checkbox"/> Revitalize urban areas
<input checked="" type="checkbox"/> Create employment	<input checked="" type="checkbox"/> Prevent a loss of employment	<input 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 _____		
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 148 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 148 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 148 of 2000, as amended, of the Michigan Compiled Laws; and to the best of his/her knowledge and belief, (s)he has compiled 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) Eve K. Benesh, T.T.E.E.	Telephone Number (612) 918-0829	Fax Number (734) 242-4243
Mailing Address 5006 Woodhurst Lane, Minnetonka, MN 55345-4845	Email Address ebanesh@comcast.net	
Signature of Company Officer (no authorized agents) <i>Eve K. Benesh, T.T.E.E.</i>		Title Sole Successor Trustee

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 <i>[Handwritten Signature]</i>	Date application received 06/19/12
---	--

FOR STATE TAX COMMISSION USE

Application Number	Date Received	LUCI Code
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29-00191-000
428 S. MONROE

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: _____

Exemption Approved for _____ Years, ending December 30, _____ (not to exceed 12 years)

Denied

Date District Established	LUIC Code	Behavior 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 148 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 148 of 2000 and under Public Act 189 of 1974 (IFTA) 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 148 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" (e) 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 148 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 148 of 2000 and that is situated within an Obsolete Property Rehabilitation District established in a Qualified Local Governmental Unit eligible under Public Act 148 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(i) of Public Act 148 of 2000.</p> <p>A statement of the period of time authorized by the Qualified Local Governmental Unit for completion of the rehabilitation.</p>
---	---

PART 3: ASSESSOR RECOMMENDATIONS

Provide the Taxable Value and State Equalized Value of the Obsolete Property, as provided in Public Act 148 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)	71,880	141,290	
Name of Governmental Unit	CITY OF MONROE	Date of Action on application	Date of Statement of Obsolescence
		9-11-12	9-11-12

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 148 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.



CITY OF MONROE

Office of City Assessor

OBSELESCENCE STATEMENT FROM ASSESSOR

(for Obsolete Properties Tax property as required by Michigan State Tax Commission General Rule R 209.91 (3))

Parcel code number: 29-00191-000

Property address: 428 South Monroe Street

MCL (Michigan Compiled Laws) 125.2782(h)(iii) defines obsolete property as being commercial property or commercial housing property which is functionally obsolete. MCL 125.2782(f), which incorporates by reference MCL 125.2652(r), defines functionally obsolete as meaning the property is unable to be used to adequately perform the function for which it was intended due to a substantial loss in value resulting from factors such as overcapacity, changes in technology, deficiencies or superadequacies in design, or other similar factors that affect the property itself or the property's relationship with other surrounding property.

The 29,872 square foot subject structure consists of 6,472 square feet retail/office space and 8,400 square feet warehouse space on the first floor, and 8,112 square feet office space, 3,304 square feet warehouse space, and 3,584 square feet residential space on the second floor. The subject structure is estimated to have been built in the early 1900s, and is believed to have been originally constructed as an automotive dealership facility. Until the 1970s, the subject structure was utilized for vocational classes by the Monroe Public Schools, after which time and partial demolition in the late 1980s it evolved into its current multi-use, multi tenant configuration, although substantially vacant or utilized for storage.

From an appraisal standpoint, the approximately 110 year old subject structure suffers a substantial loss in value due to varying degrees of physical deterioration, functional obsolescence, and locational obsolescence. Relative to MCL 125.2782(f), high ceiling heights or lack of ceilings, inadequate demising, and deficient plumbing, wiring, and HVAC cause the entire first floor and warehouse portion of the second floor to be functionally obsolete in an amount estimated to be \$52,000 based on December 31, 2011 market value, or 2012 assessed value doubled.

Signed: Sam Guich
Sam Guich, Assessor,
City of Monroe

Dated: September 11, 2012

Application for Obsolete Property Rehabilitation Exemption Certificate

This form is issued as provided by Public Act 148 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 B 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) Peter Benesh Family Trust, Eve K. Benesh, Sole Successor Trustee		
Company Mailing address (No. and street, P.O. Box, City, State, ZIP Code) 5005 Woodhurst Lane, Minnetonka, MN 55345-4645		
Location of obsolete facility (No. and street, City, State, ZIP Code) 50 W. 5th Street, Monroe MI 48181		
City, Township, Village (Indicate which) Monroe		County Monroe
Date of Commencement of Rehabilitation (mm/dd/yyyy) 04-01-12	Planned date of Completion of Rehabilitation (mm/dd/yyyy) 07-01-12	School District where facility is located (include school code) 58010
Estimated Cost of Rehabilitation \$148,500.00	Number of years exemption requested 12 years	Attach Legal description of Obsolete Property on separate sheet
Expected project likelihood (check all that apply):		
<input checked="" type="checkbox"/> Increase Commercial activity	<input checked="" type="checkbox"/> Retain employment	<input checked="" type="checkbox"/> Revitalize urban areas
<input checked="" type="checkbox"/> Create employment	<input checked="" type="checkbox"/> Prevent a loss of employment	<input 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 85		
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 148 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 148 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 148 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 prerequisites to the approval of this 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) Eve K. Benesh, T.T.E.E.	Telephone Number (812) 916-0629	Fax Number (734) 242-4243
Mailing Address 5005 Woodhurst Lane, Minnetonka, MN 55345-4645	Email Address ebenesh@comcast.net	
Signature of Company Officer (no authorized agents) <i>Eve K. Benesh T.T.E.E.</i>		Title Sole Successor Trustee

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
-----------	---------------------------

FOR STATE TAX COMMISSION USE		
Application Number	Date Received	LUCI Code

29-00190-000
50 W. FIFTH

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: _____

Exemption Approved for _____ Years, ending December 30, _____ (not to exceed 12 years)

Denied

Date District Established	LUGI 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 148 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 148 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 148 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 148 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 148 of 2000 and that is situated within an Obsolete Property Rehabilitation District established in a Qualified Local Governmental Unit eligible under Public Act 148 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(i) of Public Act 148 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 148 of 2000, as amended, for the tax year immediately preceding the effective date of the certificate (December 31st of the year approved by the BTC).

Building(s)	Taxable Value	State Equalized Value (SEV)	
	35,520	83,760	
Name of Governmental Unit	Date of Action on application	Date of Statement of Obsolescence	
CITY OF MONROE	9-11-12	9-11-12	

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 148 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.



CITY OF MONROE

Office of City Assessor

OBSOLESCENCE STATEMENT FROM ASSESSOR

(for Obsolete Properties Tax property as required by Michigan State Tax Commission General Rule R 209.91 (3))

Parcel code number: 29-00190-000

Property address: 50 West Fifth Street

MCL (Michigan Compiled Laws) 125.2782(h)(iii) defines obsolete property as being commercial property or commercial housing property which is functionally obsolete. MCL 125.2782(f), which incorporates by reference MCL 125.2652(r), defines functionally obsolete as meaning the property is unable to be used to adequately perform the function for which it was intended due to a substantial loss in value resulting from factors such as overcapacity, changes in technology, deficiencies or superadequacies in design, or other similar factors that affect the property itself or the property's relationship with other surrounding property.

The one-story subject structure consists of 10,425 square feet of light industrial/warehouse space. A 51 FT x 115 FT portion of the subject structure was built in 1957, and the remainder is estimated to have been built within 5 to 10 years of that time.

From an appraisal standpoint, the approximately 55 year old subject structure suffers a substantial loss in value due to varying degrees of physical deterioration, functional obsolescence, and locational obsolescence. Relative to MCL 125.2782(f), an interior wall, which appears to be a former 115 FT exterior wall, bisects the interior resulting in an inefficient floor plan for single-user occupancy. This deficiency causes the subject structure to be functionally obsolete in an amount estimated to be \$30,000 based on December 31, 2011 market value, or 2012 assessed value doubled.

Signed: Sam Guich
Sam Guich, Assessor,
City of Monroe

Dated: September 11, 2012

**ATTACHMENT A
GENERAL DESCRIPTION OF THE OBSOLETE FACILITY(a)**

Following are descriptions of the physical appearance and a statement of significance that serve as our basis for the assessment of the structure's qualifying factors and finding of functional obsolescence.

Description of Physical Appearance for Buildings A and B:

428 South Monroe Street: (Building A)

The subject property consists of a two-story brick building, on the NW corner of South Monroe Street and West 5th Street (Land size 100' x 158'). Because of its unique structural strength and poured concrete construction, it has great flexibility to be customized in various layouts fitting many uses. It was built in 1920 and is located in the Old Village Plat of Monroe, five blocks from the City of Monroe's Central Business District. For many years it was an auto dealership and, just prior to the most recent renovation in 1988, it had been owned by the Monroe Public Schools and was used for classroom space. The property is commonly known as The Benesh Building and was purchased by the current owners' parents from the Monroe Public Schools in 1985. The building was in fair to poor condition at the time of purchase. All of the most recent renovations were completed in 1988, except for the new rubber roof, which was installed in 2001. The building has high visibility and distinctive character that is highly desirable for commercial tenants.

The subject property is a mixed use property consisting of about 14,872 SF of space on the main floor that is divided into 7,900 SF of Light Industrial use (until recently a tool and die shop) on the rear of the main floor, which includes two small offices and a freight elevator plus about 500 SF of common area in the extreme SW corner of the building; about 4,772 SF of office space across the front of the main floor of the building along South Monroe Street and about 1,700 SF of common area (hallways and toilet rooms and elevator and staircase) between the tool and die shop and the office areas. The 2nd floor has 15,000 SF and consists of one large loft type two bedroom apartment having about 2,300 SF of area; a professional office suite having about 2,200 SF; offices, studio and storage for the local public access cable television station having about 1,800 SF; unfinished area in the NE corner of the building having about 3,300 SF; unfinished area in the NW section of the building having about 2,440 SF; plus about 2,960 SF of common area including the freight elevator and the passenger elevator, hallways and stairwells and mechanical closets.

The subject building occupies all but the rear 8 feet of the site which was a vacated alley. The building is accessible from South Monroe Street and West Fifth Street sides. There are 4 entranceways across the front of the building along South Monroe Street, all enter into what was to be 4 separate office or retail spaces. However, due to the limited parking, demand for all but the corner office space has been limited and the most recent tenant opened these units into one large unit and occupied all of the space. Like many of the downtown properties, the building lacks adequate parking for retail and

office and, like many of the downtown buildings, due to the limited parking, has limited demand and the owner has experienced excess vacancies. The only parking available for this building is along the West Fifth Street side of the building where there is terrace parking for about 15 vehicles, which is not adequate for a multi tenant building of this size.

LEGAL DESCRIPTION: Premises situated in the City of Monroe, County of Monroe, and State of Michigan, (58-55-28-00190-000) containing .36 acres more or less to wit: Lot 14 of the Old Village Plat West of Monroe Street together with that part of vacated alley located along the westerly property line being 8 feet East and West and 100 feet North and South

Dates of alterations: 1996 – A/C, 1998 - Roof

50 West 5th Street: (Building B)

The subject property consists of a one story brick shop/storage building purchased by the present owners' parents in 1990 from Modern Packaging Corporation and until recently was used as a tool and die shop and for storage. The building is an estimated 55 - 60 years old having been constructed between 1957-1952 and has approximately 10,425 SF of area. The building is situated on a 23,300 SF parcel of land on the NE corner of West Fifth Street and Cass Street in the City of Monroe. The subject fronts along a side street about a half block off South Monroe Street. While there is no street parking available in front of this building, there is considerable on-site parking. The subject property is currently zoned C-2 General Commercial, but is utilized for a legal non-conforming light industrial use. The subject parcel abuts public streets to the west (Cass Street) and south (W. 5th Street). The land use zoning on the opposite side of each of these streets is R-2 two-family residential. The land use zoning for the north abutting parcels is C-2 general commercial, lot 415 contains a legal non-conforming one-story light industrial shop and storage structure while lot 25 is vacant. The land use zoning to the east is also C-2 general commercial which is where the Benesh Building (428 South Monroe Street) is sited. The subject site has 158 feet of frontage along West Fifth Street and 150 feet of frontage along Cass Street.

The subject building occupies about 44.7% of the total land area. The balance of the land area is used for driveway and parking areas with an asphalt parking lot along the west side of the building. The site is improved with the following: 5,500 SF of asphalt surfaced drive and parking to the west of the building; 5,060 SF of concrete drive and parking to the rear of the building; and 2,315 SF of gravel surface drive to the north of the building and the area over the former truck well. The easterly 8 feet are part of a vacated alley shared with the Benesh Building. The site is accessible via a driveway access from Fifth Street to the asphalt parking lot as well as to the shared driveway and driveway leading to overhead doors on the West Fifth Street side of the building.

LEGAL DESCRIPTION: Premises situated in the City of Monroe, County of Monroe, and State of Michigan, (Parcel no. 58-55-29-00190-000) containing .54 acres more or

less to wit: Lot 27 and the Southwesterly 50 feet of Lot 28 of the Old Village Plat West of Monroe Street together with that part of vacated alley located along the easterly property line being 8 feet East and West and 100 feet North and South

Dates of alterations: 1999 - Roof, 2002 - Roof, 2007 - Misc., 2010 - Electrical

Functional Obsolescence

"Functionally obsolete" means that the property is unable to be used to adequately perform the function for which it was intended due to a substantial loss in value resulting from factors such as overcapacity, changes in technology, deficiencies or super inadequacies in design, or other similar factors that affect the property itself or the property's relationship with other surrounding property.

- Non-conforming use based on local zoning contained within both structures
- Layout and Design of both structures no longer practical
- Electrical, Mechanical and Plumbing systems within both structures are outdated and in need of upgrade
- Adequate ventilation will be provided in building "B" along with lighting and overhead door improvements
- Continued current (industrial) use of building "B" will adversely impact the adjacent "A" building. By converting the "B" building to a parking structure it will lessen the use density and improve a compromised parking problem adding to the buildings marketability as retail/commercial rental space.

Statement of Significance:

428 South Monroe Street (Building A)

This Urban Architecture, 1890-1920 Commercial style building with Art Deco influence is located on a prominent block within the gateway corridor to the City of Monroe's Downtown Central Business District. It is significant both as a part of this urban commercial gateway ensemble and on its own merits as an industrial age commercial structure still existent in the fabric of Monroe's downtown architecture which has remained virtually unchanged since its construction over ninety (90) years ago.

This building fronts both on South Monroe Street and West 5th Street and is located within the Old Village Historic district. This building occupies half a block on both streets and creates a visual street presence helping to establish the main street corridor to the Downtown area.

The block that contains this industrial age Architecture dates from the original Old Village Plat which was recorded December 1, 1817, Liber D Page One (1). Re-recorded October 2, 1911 and listed in the National Register of Historic Places May 6, 1982.

The remainder of the block, which originally housed Modern Packaging and a similar style zero lot line building, was demolished and re-built as a non-historical modern commercial structure which has since been remodeled for its present use as a Tim Horton's restaurant while other portions of this block resulted in vacant land and surface parking lots. This non-historical modern construction fashion development is breaking down the urban street feel and historical esthetic of this crucial gateway to downtown Monroe thus placing even greater importance on the historical character of this structure. The condition of this building is such that it could face a similar fate if renovations are not pursued that preserve/restore this urban architectural structure thus, further deteriorating the fabric of this prominent block of downtown Monroe.

The detail contained in the exterior façade details, materials as described above, document a quality, and level of construction that has withstood the test of time to this date but without renovations is in danger of being lost to history.

The present owners inherited the building in its present deteriorating state and have plans to restore/renovate the structure, maintaining the urban architectural character of this anchor building within this gateway block of Monroe's downtown streetscape.

50 West Fifth Street: (Building B)

The brick façade, expansive windows, door openings' and antique fixtures offer a unique opportunity to create an upgraded parking facility in the downtown area.

Architecturally speaking, this building is somewhat non-descript in style and detail. However, the unique opportunity to convert this structure from its present legal non-conforming light industrial use to an accessory-parking garage for 428 South Monroe Street gives it significance. Converting this structure will maintain the structure while providing much needed parking and prevent the further decay of the urban architecture character of this block.

This conversion also satisfies specific goals and objectives found within the City of Monroe's Master and Downtown plans; the main goal or objective being, conversion of the current legal non-conforming light industrial use to an approved use as accessory parking. Should the owners be unable to undertake these improvements, they would continue the use as is. Additionally, by keeping the structure in lieu of surface parking, the downtown density and character desired can be maintained while providing adequate off street parking opportunities to ensure better success in maintaining a viable occupied main street structure.

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

Description of Proposed use for Buildings A and B;

428 South Monroe Street: (Building A)

The building is a mixed-use property consisting of about 14,872 SF of space on the main floor and 15,000 SF of space on the second floor. The building is accessible from the South Monroe Street and West Fifth Street sides, and occupies all but the rear 8 feet of the site which has a vacated alley now used as an access drive.

The main floor is currently divided into rental office space on the easterly side and light industrial space on the westerly side. Because of changes to the zoning ordinance throughout the years, light industrial space is no longer an allowed use in this zoning district therefore eventually the entire main level will be renovated into retail commercial space. There are (4) existing entranceways across the front of the building along South Monroe Street that could be utilized depending on tenant and layout of the retail spaces. Existing rental space walls will be removed and new walls will be built to create a more efficient and leasable space. All units will be finished and designed as a "shell" space including finish-ready exterior walls, rough-in electrical service, rough-in mechanical systems, and rough-in plumbing for a single occupancy uni-sex ADA compliant toilet.

These renovations will be completed in multiple phases. Presently the work would consist of remodeling of the first floor common areas, creating "Shell" lease space out of the 4,569 SF of the first floor commercial spaces along Monroe Street, and creating a second floor "Shell" space for completion and occupancy of approximately 3,224 SF of commercial space in the southeast corner for MPACT, relocating and expanding their present use.

Depending on the success of the initial improvements, the remaining areas of the building would be improved over time as the building generates interest and income from the stated improvements. The owners expect this to be over a period of five to ten (5-10) years.

50 West Fifth Street: (Building B)

The building consists of about 10,425 SF of area situated on the NE corner of West Fifth Street and Cass Street. The building is situated on a 23,300 SF parcel of land and is adjacent to 428 South Monroe Street (Building A).

The one story building is currently used as a tool and die shop and for storage. This building will be renovated into a parking garage that will be utilized for additional parking for 428 South Monroe Street. The building will provide an additional 21 parking spaces for the adjacent business. Adequate ventilation will be provided along with lighting and other building improvements. The existing surface parking around the exterior of the

building will be improved providing 18 to 20 parking spaces. These site improvements also include adding landscaping and decorative screening along Cass Street.

Conclusion:

The functional obsolescence of buildings "A" and "B", the deteriorated state of the surface parking lot, and lack of adequate parking for building "A", 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
BUILDING "A"**

Site Development	Amount
Filling of coal seller & concrete apron repair	\$5,000.00
Sidewalk repairs (Front & Side)	\$1,500.00
Site Lighting (Reconditioning of existing fixtures)	\$2,500.00
Utilities (Gas, water, sanitary sewer, electricity, phone, & cable)	\$15,000.00
Building Signage	\$5,000.00
Sub Total 1 =	\$29,000.00
10% Contingency	\$2,900.00
Probable Site Development Budget	\$31,900.00

Building Rehabilitation	Amount
Masonry repairs	\$5,000.00
Storefront adjustments and repairs	\$10,000.00
Roof repairs & maintenance	\$1,500.00
Elevator maintenance	\$2,500.00
First floor "Shell" renovations @ \$25/SF x 4,569 sf	\$114,225.00
Second floor "Shell" renovations @ \$25/sf x 3,224 sf	\$80,600.00
Common area finish upgrades and stair renovations (2 floors & stairs)	\$50,000.00
Interior demolition	\$20,000.00
Sub Total	\$283,825.00
10% Contingency	\$28,383.00
Probable Building Rehab Construction Budget	\$312,208.00

Construction Cost Subtotal	Amount
Probable Site Development Budget	\$31,900.00
Probable Building Rehab Construction Budget	\$312,208.00
Total Estimate of Probable Construction Costs =	\$344,108.00

**ATTACHMENT C
DESCRIPTION OF THE GENERAL NATURE AND EXTENT
OF THE REHABILITATION TO BE UNDERTAKEN
BUILDING "B"**

Site Development	Amount
Repair/repave existing parking	\$40,000.00
Concrete Drive apron	\$5,000.00
Remove/Repair existing retaining wall	\$5,000.00
Landscaping	\$5,000.00
Site Lighting	\$2,500.00
Signage/Stripping	\$2,500.00
Screenwall	\$10,000.00
Utilities (Gas, water, sanitary sewer, electricity, phone, & cable)	\$2,500.00
Curb / wheel stops	\$2,500.00
Sub Total 1 =	\$75,000.00
10% Contingency	\$7,500.00
Probable Site Development Budget	\$82,500.00

Building Rehabilitation	Amount
Remove metal stair structure from the alley	\$1,500.00
Ventilation	\$15,000.00
Overhead Doors	\$9,500.00
Man Door for Egress	\$1,000.00
Floor Leveling	\$5,000.00
Signage/Stripping	\$1,000.00
Bumpers/Guardrails	\$5,000.00
Electrical - interior/exterior lighting & power	\$10,000.00
Selective Demolition – Doors, Walls, & Venting	\$8,000.00
Infill – existing door wall	\$2,000.00
Window repairs/replacements	\$2,000.00
Sub Total	\$60,000.00
10% Contingency	\$6,000.00
Probable Building Rehab Construction Budget	\$66,000.00

Construction Cost Subtotal	Amount
Probable Site Development Budget	\$82,500.00
Probable Building Rehab Construction Budget	\$66,000.00
Total Estimate of Probable Construction Costs =	\$148,500.00

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

The present structures have some fixed building equipment that will remain as part of the rehabilitation to be undertaken. In general the following fixed building equipment is assumed included in the estimated construction costs noted above as new equipment.

428 South Monroe Street: (Building A)

- Heating Ventilation and Cooling systems
- Electrical service and meter improvements
- Electrical distribution system improvements
- Electrical lighting, upgrades & replacement
- Natural Gas service and distribution system modifications
- Plumbing fixtures and improvements/repairs to the distribution system

50 West Fifth Street (Building B):

- Ventilation
- Electrical service and meter improvements
- Electrical distribution system improvements
- Electrical lighting system upgrades & replacement
- Overhead door operator additions and upgrades

**ATTACHMENT E
TIME SCHEDULE FOR UNDERTAKING AND COMPLETING
THE REHABILITATION OF THE FACILITY**

(For Phase one work defined in Attachment "C" for buildings "A" & "B")

Project Commencement:	January 3, 2012
Anticipated Start of Construction:	June 1, 2012
Controlling factors: (January 3 through May 31)	
• Approval of this application	
• City of Monroe Site plan approval	
• Completion of Construction Drawings	
• Bidding and selection of a contractor	
• Issuance of building permits	
Building "A":	
Exterior Improvements/repairs	Sept. – Nov. 2012 (3 - 6 weeks)
Interior modifications to create retail "shell" space including HVAC, Plumbing, and Electrical systems for the work defined in the cost estimate.	Sept. 2012 – Nov. 2013
Completion of first and second floor "Shell" space	2-5 years
Building "B":	
Building Improvements and conversion for use as a parking structure	June – August 2012 (4 – 6 weeks)
Site Improvements	June – August 2012 (3-4 weeks)
Anticipated Project Completion: (Phase 1 - Both buildings) (12-18 months after construction commences)	November 1, 2013

**ATTACHMENT F
STATEMENT OF THE ECONOMIC ADVANTAGES EXPECTED
FROM THE EXEMPTION**

The following benefits will accrue because of granting the requested exemption:

1. Creation of 5-10 new full-time equivalent middle-income degreed positions.
2. Creation of 5-10 new part-time equivalent minimum wage non-degreed positions.
3. Creation of 20-30 new part-time, skilled trades' temporary construction jobs.
4. Increased household incomes from temporary and permanent job creation.
5. Expansion of economic influence for the Downtown/Central Business district within the Monroe Trade Area.
6. Satisfaction of specific goals and objectives found within the City of Monroe's Master and Downtown plans.
7. Provision of opportunity for increasing disposable income expenditures in the Monroe trade area.
8. Preserve a structure that will continue to generate tax revenue at a higher and better rate at the termination of this exemption.
9. Creation of off street parking to improve rental opportunities for the main building.
10. Contributes to help offset the higher than normal renovation costs to redevelop an existing structure as opposed to development on a Greenfield site or newer building.

**CITY OF MONROE
RESOLUTION**

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WHEREAS, an application for an Obsolete Property Rehabilitation Exemption Certificate, pursuant to the Obsolete Property Rehabilitation Act (OPRA), Act 146 of the Public Acts of 2000, as amended, was filed on June 19, 2012 by the Peter Benesh Family Trust, Eve K. Benesh, Sole Successor Trustee, for the property located at 50 West Fifth Street, Monroe, Michigan, within a designated Obsolete Property Rehabilitation District more particularly described in Exhibit A; and

WHEREAS, a Public Hearing on the proposed exemption was set and held on October 15, 2012 for property owners, taxpayers, the City Assessor, the applicant and representatives of the affected taxing units on the granting of an Obsolete Property Rehabilitation Exemption Certificate for the Peter Benesh Family Trust, Eve K. Benesh, Sole Successor Trustee, and no objections were filed; and

WHEREAS, pursuant to Act 146 of the Public Acts of 2000, the City of Monroe is designated a Qualified Governmental Unit eligible to establish one or more OPRA Districts; and

WHEREAS, an Obsolete Property Rehabilitation District was legally established on March 5, 2001, after a Public Hearing was conducted on the same date; and

WHEREAS, if the taxable value of the property proposed to be exempt plus the aggregate taxable value of property already exempt under P.A. 146 of 2000 and under P.A. 198 of 1974 exceeds 5% of the total taxable value of the unit; it will not substantially impede the operation of the City of Monroe or impair the financial soundness of an affected taxing unit; and

WHEREAS, the applicant is not delinquent in any taxes related to the subject property; and

WHEREAS, the applicant, the Peter Benesh Family Trust, Eve K. Benesh, Sole Successor Trustee, has provided all of the items described under "Instructions" (a) through (f) of the Application for Obsolete Property Rehabilitation Exemption Certificate to the City of Monroe; and

WHEREAS, the application is for obsolete property as defined in section 2(h) of Public Act 146 of 2000; and

WHEREAS, the rehabilitation of this facility, as covered by the this exemption, had not begun prior to March 5, 2001, the date the OPRA District was established; and

WHEREAS, the application relates to a rehabilitation program that when completed constitutes a rehabilitated facility with the meaning of Public Act 146 of 2000 and it 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; and

40 **WHEREAS**, completion of the rehabilitated facility is calculated to, and will at the
41 time of issuance of the certificate have the reasonable likelihood to, increase commercial
42 activity, create employment, retain employment and revitalize an urban area; and

43 **WHEREAS**, the rehabilitation includes improvements aggregating 10% or more
44 of the true cash value of the property at commencement of the rehabilitation as provided
45 by section 2(l) of Public Act 146 of 2000.

46 **NOW THEREFORE, BE IT RESOLVED**, that the City Council of the City of Monroe
47 hereby approves the application for an Obsolete Property Rehabilitation Exemption
48 Certificate from the Peter Benesh Family Trust, Eve K. Benesh, Sole Successor Trustee,
49 dated June 19, 2012, for property located at 50 West Fifth Street, Monroe, Michigan and
50 more particularly described in Exhibit B, which is attached hereto and made a part
51 hereof, for the sum of one hundred forty eight thousand five hundred dollars
52 (\$148,500.00) for a period of five (5) years and subject to the following conditions:

- 53 1. That applicant shall invest a sum not less than one hundred forty eight thousand
54 five hundred dollars (\$148,500.00) or the actual cost of the materials, supplies
55 and labor described in Exhibit B for certain property improvements to be located
56 50 West Street, which is more particularly identified in its Application for Obsolete
57 Property Rehabilitation Exemption Certificate dated June 19, 2012;
- 58 2. That it is understood by and between the parties that the City of Monroe shall
59 request that the State Tax Commission withdraw the abatement if the applicant
60 fails to complete the improvements at the specified location; and
- 61 3. That the applicant shall complete the rehabilitation work described in the
62 application, dated June 19, 2012, for an Obsolete Property Rehabilitation
63 Exemption Certificate for the property located at 50 West Fifth Street, Monroe,
64 Michigan in an acceptable amount of time, considered by the City of Monroe to
65 be no later than December 31, 2014.

66 **BE IT FURTHER RESOLVED**, should the Peter Benesh Family Trust, Eve K. Benesh,
67 Sole Successor Trustee, seek an extension of the proposed Obsolete Property
68 Rehabilitation Exemption Certificate for the property located at 50 West Fifth Street,
69 Monroe, Michigan, for a period not to exceed a total of twelve (12) years, they must first
70 comply with the following criteria:

- 71 1. The total investment amount of one hundred forty eight thousand five hundred dollars
72 (\$148,500.00) is expended and the scope of work outlined in the application is
73 completed no later than December 31, 2014.
- 74 2. The two properties located at 50 West Fifth Street and 428 South Monroe Street
75 continue to function as a single operation entity and are not separated into
76 independent business operations.

77 **BE IT FURTHER RESOLVED**, that the City of Monroe hereby states being fully advised
78 that the granting of this Obsolete Property Rehabilitation Exemption Certificate to the
79 Peter Benesh Family Trust, Eve K. Benesh, Sole Successor Trustee, for the property
80 located at 50 West Fifth Street, Monroe, Michigan, and more particularly described in
81 Exhibit B, shall not have the effect of substantially impeding the operation of the City of
82 Monroe or impairing the financial soundness of a taxing unit which levies ad valorem
83 taxes in the City of Monroe.

85

EXHIBIT A

86 (Resolution # R2001-013 dated March 5, 2001, establishing an Obsolete Property
87 Rehabilitation District under Public Act 146 of 2000)

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89

EXHIBIT B

90 (Application for Obsolete Property Rehabilitation Exemption Certificate from the Peter
91 Benesh Family Trust, Eve K. Benesh, Sole Successor Trustee, for 50 West Fifth Street,
92 Monroe, Michigan)

93

94 Motion:

95 Seconded By:

96

97 Ayes:

98 Nays:

99 Absent:

100

101 **RESOLUTION DECLARED ADOPTED**

102

103 I, Charles D. Evans, City Clerk-Treasurer of the City of Monroe, County of Monroe, State
104 of Michigan, do hereby certify that the foregoing is an exact copy of a Resolution
105 adopted by the City Council of said City, at a regular meeting thereof held on the 15th
106 day of October 2012.

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Charles D. Evans
City Clerk-Treasurer

**CITY OF MONROE
RESOLUTION**

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WHEREAS, an application for an Obsolete Property Rehabilitation Exemption Certificate, pursuant to the Obsolete Property Rehabilitation Act (OPRA), Act 146 of the Public Acts of 2000, as amended, was filed on June 19, 2012 by the Kathryn Benesh Declaration of Trust and Peter Benesh Declaration of Trust, Eve K. Benesh, Sole Successor Trustee, for the property located at 428 South Monroe Street, Monroe, Michigan, within a designated Obsolete Property Rehabilitation District more particularly described in Exhibit A; and

WHEREAS, a Public Hearing on the proposed exemption was set and held on October 15, 2012 for property owners, taxpayers, the City Assessor, the applicant and representatives of the affected taxing units on the granting of an Obsolete Property Rehabilitation Exemption Certificate for the Kathryn Benesh Declaration of Trust and Peter Benesh Declaration of Trust, Eve K. Benesh, Sole Successor Trustee, and no objections were filed; and

WHEREAS, pursuant to Act 146 of the Public Acts of 2000, the City of Monroe is designated a Qualified Governmental Unit eligible to establish one or more OPRA Districts; and

WHEREAS, an Obsolete Property Rehabilitation District was legally established on March 5, 2001, after a Public Hearing was conducted on the same date; and

WHEREAS, if the taxable value of the property proposed to be exempt plus the aggregate taxable value of property already exempt under P.A. 146 of 2000 and under P.A. 198 of 1974 exceeds 5% of the total taxable value of the unit; it will not substantially impede the operation of the City of Monroe or impair the financial soundness of an affected taxing unit; and

WHEREAS, the applicant is not delinquent in any taxes related to the subject property; and

WHEREAS, the applicant, the Kathryn Benesh Declaration of Trust and Peter Benesh Declaration of Trust, Eve K. Benesh, Sole Successor Trustee, has provided all of the items described under "Instructions" (a) through (f) of the Application for Obsolete Property Rehabilitation Exemption Certificate to the City of Monroe; and

WHEREAS, the application is for obsolete property as defined in section 2(h) of Public Act 146 of 2000; and

WHEREAS, the rehabilitation of this facility, as covered by the this exemption, had not begun prior to March 5, 2001, the date the OPRA District was established; and

WHEREAS, the application relates to a rehabilitation program that when completed constitutes a rehabilitated facility with the meaning of Public Act 146 of 2000 and it is situated within an Obsolete Property Rehabilitation District established in a

40 Qualified Local Governmental Unit eligible under Public Act 146 of 2000 to establish
41 such a district; and

42 **WHEREAS**, completion of the rehabilitated facility is calculated to, and will at the
43 time of issuance of the certificate have the reasonable likelihood to, increase commercial
44 activity, create employment, retain employment and revitalize an urban area; and

45 **WHEREAS**, the rehabilitation includes improvements aggregating 10% or more
46 of the true cash value of the property at commencement of the rehabilitation as provided
47 by section 2(l) of Public Act 146 of 2000.

48 **NOW THEREFORE, BE IT RESOLVED**, that the City Council of the City of Monroe
49 hereby approves the application for an Obsolete Property Rehabilitation Exemption
50 Certificate from the Kathryn Benesh Declaration of Trust and Peter Benesh Declaration
51 of Trust, Eve K. Benesh, Sole Successor Trustee, dated June 19, 2012, for property
52 located at 428 South Monroe Street, Monroe, Michigan and more particularly described
53 in Exhibit B, which is attached hereto and made a part hereof, for the sum of three
54 hundred forty four thousand one hundred eight dollars (\$344,108.00) for a period of five
55 (5) years and subject to the following conditions:

- 56 1. That applicant shall invest a sum not less than three hundred forty four thousand
57 one hundred eight dollars (\$344,108.00) or the actual cost of the materials,
58 supplies and labor described in Exhibit B for certain property improvements to be
59 located 50 West Street, which is more particularly identified in its Application for
60 Obsolete Property Rehabilitation Exemption Certificate dated June 19, 2012;
- 61 2. That it is understood by and between the parties that the City of Monroe shall
62 request that the State Tax Commission withdraw the abatement if the applicant
63 fails to complete the improvements at the specified location; and
- 64 3. That the applicant shall complete the rehabilitation work described in the
65 application, dated June 19, 2012, for an Obsolete Property Rehabilitation
66 Exemption Certificate for the property located at 428 South Monroe Street,
67 Monroe, Michigan in an acceptable amount of time, considered by the City of
68 Monroe to be no later than December 31, 2014.

69 **BE IT FURTHER RESOLVED**, should the Kathryn Benesh Declaration of Trust and
70 Peter Benesh Declaration of Trust, Eve K. Benesh, Sole Successor Trustee, seek an
71 extension of the proposed Obsolete Property Rehabilitation Exemption Certificate for the
72 property located at 428 South Monroe Street, Monroe, Michigan, for a period not to
73 exceed a total of twelve (12) years, they must first comply with the following criteria:

- 74 1. The total investment amount of three hundred forty four thousand one hundred eight
75 dollars (\$344,108.00) is expended and the scope of work outlined in the application is
76 completed no later than December 31, 2014.
- 77 2. The applicant documents the creation of at least ten (10) new full-time equivalent jobs
78 that were a direct result of the investment of the properties.
- 79 3. The office/retail building at 428 S. Monroe Street achieves at least fifty percent (50%)
80 occupancy within thirty six (36) months from approval by City Council and maintains
81 at least fifty percent (50%) occupancy for the duration of the initial term of the
82 abatement.

83 **BE IT FURTHER RESOLVED**, that the City of Monroe hereby states being fully advised
84 that the granting of this Obsolete Property Rehabilitation Exemption Certificate to the

85 Kathryn Benesh Declaration of Trust and Peter Benesh Declaration of Trust, Eve K.
86 Benesh, Sole Successor Trustee, for the property located at 428 South Monroe Street,
87 Monroe, Michigan, and more particularly described in Exhibit B, shall not have the effect
88 of substantially impeding the operation of the City of Monroe or impairing the financial
89 soundness of a taxing unit which levies ad valorem taxes in the City of Monroe.

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91

EXHIBIT A

92 (Resolution # R2001-013 dated March 5, 2001, establishing an Obsolete Property
93 Rehabilitation District under Public Act 146 of 2000)

94

95

EXHIBIT B

96 (Application for Obsolete Property Rehabilitation Exemption Certificate from the Kathryn
97 Benesh Declaration of Trust and Peter Benesh Declaration of Trust, Eve K. Benesh,
98 Sole Successor Trustee, for 428 South Monroe Street, Monroe, Michigan)

99

100 Motion:
101 Seconded By:

102

103 Ayes:

104 Nays:

105 Absent:

106

107 **RESOLUTION DECLARED ADOPTED**

108

109 I, Charles D. Evans, City Clerk-Treasurer of the City of Monroe, County of Monroe, State
110 of Michigan, do hereby certify that the foregoing is an exact copy of a Resolution
111 adopted by the City Council of said City, at a regular meeting thereof held on the 15th
112 day of October 2012.

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Charles D. Evans
City Clerk-Treasurer



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: SIDEWALK SPECIAL ASSESSMENT DISTRICT NUMBER 18 – BRICK PAVER AREA ON NORTH SIDE OF WEST FRONT STREET AT CASS STREET – SPECIAL ASSESSMENT RESOLUTION NUMBER 5 AND DISTRICT CONFIRMATION

DISCUSSION: In recent years, the condition of the brick sidewalks at various intersection corners throughout the downtown areas has been deteriorating fairly rapidly. Many of these were installed between 1982 and 1984 as a part of the City's "Streetscape" program which intended to beautify the downtown area and create visual contrast with the pavement areas and surrounding standard concrete sidewalk sections in the mid-block areas. Due to the age of the brick sidewalks (which actually consist of a section of 1-1/4" brick over a 3/4" asphalt setting bed and 4" concrete base) and the fact that they would need to be patched back due to water main activities in any event, it was recommended that the City replace entire corners at one time. The first grouping of these were replaced in 2010, and replaced with a new design, where the accessible route for disabled individuals is constructed in standard concrete at 2% or less cross slope, and the remaining areas are designed in stamped concrete at slopes that can be higher since they are considered "non-walking" areas. This model has still allowed for the color contrast, but can better provide for the required ADA-compliant slopes and clearly delineate the accessible route that we are designating for disabled individuals. The Engineering Department has now received bids for five (5) additional locations where funding was previously provided by the Water Fund and the Downtown Development Authority (DDA), but work was delayed for completion of water main work in the area.

One additional location not immediately scheduled for replacement is the large brick walk area along the north side of West Front Street at the intersection of Cass Street, which was originally placed in 1995. However, due to extensive renovations being made at 78 West Front Street (the former Steve's Tavern property), it is now necessary for the front doorway of that building to be made flush with the sidewalk to provide for a fully compliant entrance. Due to the internal structure of the building, the required modifications will have to be made on the exterior, which would involve raising the brick walk grade nearly 6 inches at that doorway. As might be expected, it will be exceedingly difficult to make these modifications without impacting a majority of the brick area including two additional properties to the west, one of whose doorways also are not presently considered to be accessible (see attached photos). Based on direction from the City Manager, the City will contribute a substantial sum to the project that would include all of the "bumped out" part of the area protruding past the normal curb line, crosswalk ramps, tree grate replacement, and the differential cost between stamped concrete and standard grey concrete in other areas, whereas the property owners (including again the City for our parking lot) would be responsible for a front foot cost of the standard grey walk between the building face and running curb line. The City Charter provides for both the installation of and replacement of sidewalks at the discretion of the City Council and provides for recovery of most of the cost by a Special Assessment against the benefiting properties, and this project was declared to be a public necessity. Unfortunately, as the attached bid tabulation for the overall project and revised cost estimates illustrate, due to the addition of a previously-omitted pay item for the required modification of the doorway at 86 West Front, and the overall low bid pricing being higher than estimated, the front foot cost has risen from the estimate of \$105.1267 to \$142.5407. While the Engineering Department will still recommend proceeding with the overall contract award for the 2012 Downtown Sidewalk Replacement Program (see another item on this Council agenda for discussion on the overall contract), this will increase the assessed costs to the benefitting properties. The next and final step in this process is Resolution 5, which is attached for your approval and confirms the assessment roll for the project. Since this is classified as a City-Council initiated project, any action would have to be by a 5-2 vote of City Council. It should be further noted that the possibility exists that this work may not occur now until Spring 2013, as a quality installation of the colored concrete has more susceptibility to cold temperatures. As such, we are also recommending that the Clerk-Treasurer be authorized to postpone the due date of the first installment for up to 180 days following district confirmation. Award of the contract will be made by separate award on this Council agenda.

IT IS RECOMMENDED that the attached Resolution 5 be adopted, and that Sidewalk Special Assessment District Number 18 be confirmed. **IT IS FURTHER RECOMMENDED** that Council authorize an extension of up to 180 days for the first installment, if work cannot be completed until Spring 2013.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: As soon as possible

REASON FOR DEADLINE: 78 West Front Street will require an accessible entrance to open for business, and we would like to award a contract to lock in pricing, even if work cannot occur until 2013.

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N/A

INITIATED BY: Department of Engineering and Public Services

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: City Council, Engineering Department, Downtown Development Authority, adjacent property owners and residents

FINANCES

COST AND REVENUE PROJECTIONS:	Cost of Total Project	\$40,078.16*
	Cost of This Project Approval	\$N/A
	Related Annual Operating Cost	\$N/A
	Increased Revenue Expected/Year	\$N/A

*Includes "as bid" construction costs, 15% engineering, and 15% contingencies.

SOURCE OF FUNDS:	City	Account Number	Amount
	Brick Paver Replacement	401-95.449-818.020 and 825.005 12C03	\$12,959.79*
	Contingencies	101-95.941-998.000	\$15,512.71*
	<u>Other Funds</u>		
	Property Owner Assessments (non-City)		\$11,605.66*

*All appropriations include "as bid" construction costs, 15% engineering, and 15% contingencies. Allocations on this fact sheet duplicate those made for the overall 2012 Downtown Sidewalk Replacement Program contract on this Council agenda, as this project is a subset of the larger contract.

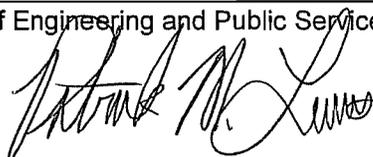
Budget Approval: _____

FACT SHEET PREPARED BY: Patrick M. Lewis, P.E., Director of Engineering and Public Services **DATE:** 10/09/12

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: October 15, 2012



RESOLUTION NO. 5

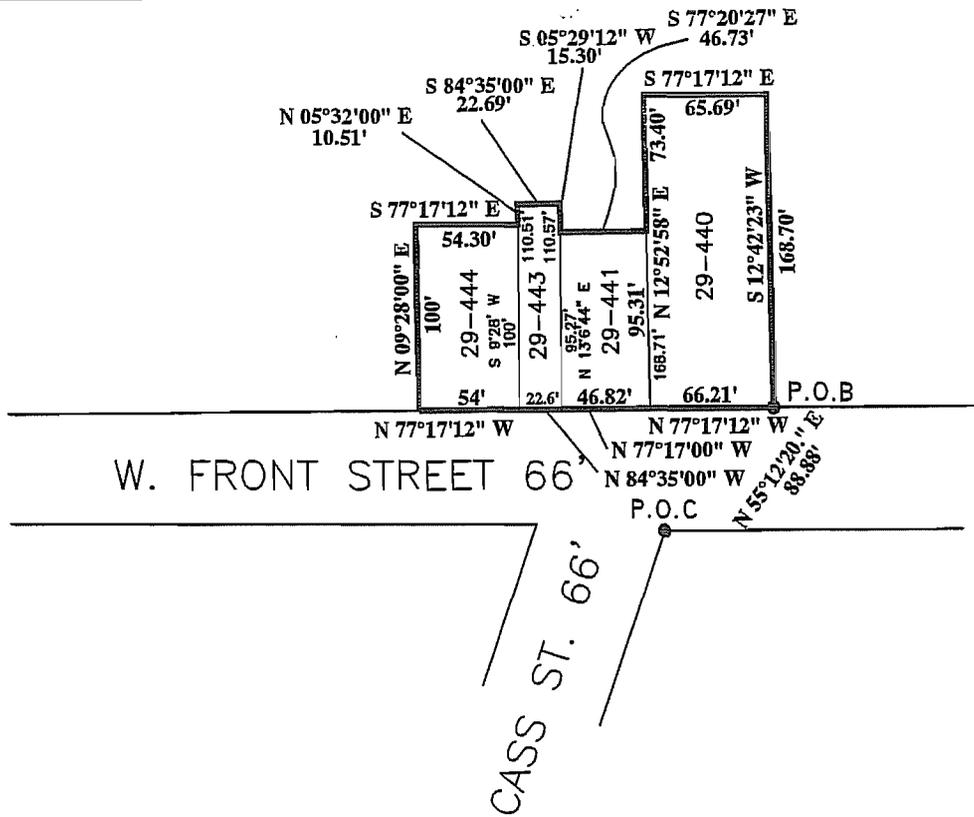
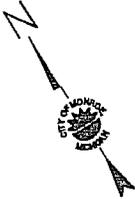
WHEREAS, October 15, 2012 is the date set for the public hearing and consideration of objections and suggestions on the assessment roll for the replacement of the existing brick paver sidewalk located on the north side of West Front Street across from the intersection with Cass Street, including some or all of the frontage on properties at 66 West Front Street, 78 West Front Street, 86 West Front Street, and 102 West Front, known and designated as Sidewalk Special Assessment District 18, in which there is levied against the property abutting said street, the sum of \$17,104.88, and the City Clerk-Treasurer reporting no objections on file in writing to date; and

WHEREAS, affected property owners shall have the opportunity to provide verbal and written comments to the City Council regarding the assessment roll at said public hearing; therefore be it

RESOLVED, that said roll be and hereby is confirmed in all aspects, and be it further;

RESOLVED, that said roll be divided into ten (10) equal installments, the first installment being due and payable now; the second installment due and payable One (1) year from the date; the third installment due and payable Two (2) years from the date; the fourth installment due and payable Three (3) years from the date; the fifth installment due and payable Four (4) years from the date; the sixth installment due and payable Five (5) years from the date; the seventh installment due and payable Six (6) years from the date; the eighth installment due and payable Seven (7) year from the date; the ninth installment due and payable Eight (8) years from the date; and the tenth installment due and payable Nine (9) years from the date together with interest on such installment at the rate of 2.75% per annum, payable therefrom, from the date of confirmation of said special assessment roll, and be it further;

RESOLVED, that the City Clerk-Treasurer be and hereby is directed to attach his warrant to said roll, pursuant to the provisions of the Charter, and that the City Clerk-Treasurer be instructed in said warrant to make his return upon each installment within Sixty (60) days from the time the same shall be delivered for his collection.



SIDEWALK ASSESSMENT DISTRICT NO. 18
 Commencing at the easterly right-of-way of Cass St. (66' R/W) and the southerly right-of-way West Front St. (66' R/W);
 thence N 55°12'20" E 88.88 feet to the point of beginning;
 thence N 77°17'12" W 66.21 feet;
 thence N 77°17'00" W 46.82 feet;
 thence N 84°35'00" W 22.6 feet;
 thence N 77°17'12" W 54.00 feet;
 thence N 09°28'00" E 100.00 feet;
 thence S 77°17'12" E 54.30 feet;
 thence N 05°32'00" E 10.51 feet;
 thence S 84°35'00" E 22.69 feet;
 thence S 05°29'12" W 15.30 feet;
 thence S 77°20'27" E 46.73 feet;
 thence N 12°52'58" E 73.40 feet;
 thence S 77°17'12" E 65.69 feet;
 thence S 12°42'23" W 168.70 feet to the point of beginning.

REVISIONS		
NO.	DRAWN BY:	DATE:
DWG. OF RECORD		
DATE: _____		

CITY OF MONROE, MICHIGAN
 ENGINEERING DEPARTMENT
 W FRONT ST. PROPOSED
 SIDEWALK REPLACEMENT
 SPECIAL ASSESSMENT DISTRICT NO.18

SCALE: 1"=100'

FILE NO. A-XXX

DATE: JUNE., 2012

SHEET NO. 1 OF 1

APPROVED: _____

CITY ENGINEER

Brick Paver Replacement - West Front at Cass
Total Project Costs (All Quantities)

No.	Item	# units	Units	Low Bid Costs	
				Unit Price	Amt.
1	R & D Existing Tree Grate	3.00	EA	200.00	600.00
2	R & D Existing Brick Pavers	2072.00	SFT	1.20	2,486.40
3	R & D Concrete Sidewalk	137.00	SFT	1.80	246.60
5	R & D Banner Pole Foundation	1.00	EA	400.00	400.00
6	Subgrade Manipulation	2209.00	SFT	0.60	1,325.40
9	F & I 6" Concrete ADA Sidewalk (Main Portion)	892.00	SFT	5.55	4,950.60
9	F & I 6" Concrete ADA Sidewalk (End Transitions)	137.00	SFT	5.55	760.35
9	F & I 6" Concrete ADA Sidewalk (Crosswalk Ramps)	120.00	SFT	5.55	666.00
10	F & I 6" Stamped Colored Conc. Sidewalk (All)	1060.00	SFT	9.90	10,494.00
11	F & I ADA Compliant Tree Grate	3.00	EA	1,800.00	5,400.00
12	Modify Doorway Entrance	1.00	EA	2,000.00	2,000.00
14	Traffic Control	1.00	LS	1,500.00	1,500.00
Construction Costs Total					30,829.35
Engineering (15%) and Contingencies (15%)					9,248.81
Total Project Costs					40,078.16

City Enhancement Areas Costs

No.	Item	# units	Units	Low Bid Costs	
				Unit Price	Amt.
1	R & D Existing Tree Grate	3.00	EA	200.00	600.00
2	R & D Existing Brick Pavers	656.00	SFT	1.20	787.20
3	R & D Concrete Sidewalk	137.00	SFT	1.80	246.60
5	R & D Banner Pole Foundation	1.00	EA	400.00	400.00
6	Subgrade Manipulation	793.00	SFT	0.60	475.80
9	F & I 6" Concrete ADA Sidewalk (End Transitions)	137.00	SFT	5.55	760.35
9	F & I 6" Concrete ADA Sidewalk (Crosswalk Ramps)	120.00	SFT	5.55	666.00
10A	Stamped Area - incremental over grey cost	524.00	SFT	4.35	2,279.40
10	F & I 6" Stamped Colored Conc. Sidewalk (Bump Out)	536.00	SFT	9.90	5,306.40
11	F & I ADA Compliant Tree Grate	3.00	EA	1,800.00	5,400.00
14	Traffic Control	0.50	LS	1,500.00	750.00
Construction Costs Total					17,671.75
Engineering (15%) and Contingencies (15%)					5,301.53
Total Project Costs					22,973.28

Assessable Costs

No.	Item	# units	Units	Low Bid Costs	
				Unit Price	Amt.
1	R & D Existing Tree Grate	0.00	EA	200.00	0.00
2	R & D Existing Brick Pavers	1416.00	SFT	1.20	1,699.20
3	R & D Concrete Sidewalk	0.00	SFT	1.80	0.00
6	Subgrade Manipulation	1416.00	SFT	0.60	849.60
9	F & I 6" Concrete ADA Sidewalk (Main Portion)	892.00	SFT	5.55	4,950.60
10A	Stamped Area - cost if done in grey concrete instead	524.00	SFT	5.55	2,908.20
10	F & I 6" Stamped Colored Conc. Sidewalk	0.00	SFT	9.90	0.00
11	F & I ADA Compliant Tree Grate	0.00	EA	1,800.00	0.00
12	Modify Doorway Entrance	1.00	EA	2,000.00	2,000.00
14	Traffic Control	0.50	LS	1,500.00	750.00
Construction Costs Total					13,157.60
Engineering (15%) and Contingencies (15%)					3,947.28
Total Project Costs					17,104.88
Front Footage Cost (based on 120.00 front feet)					142.5407

PARCEL ID	PROPERTY ADDRESS	OWNER NAME	OWNER MAILING ADDRESS	OWNER CITY , STATE, ZIP	FRONTAGE	ASSESSMENT
29-441	78 W. FRONT ST.	JDK, LLC	862 WILL CARLETON DR.	CARLETON, MI 48117	46.82	\$6,673.76
29-443	86 W. FRONT ST.	JAMES A. REILLY	6303 GEIGER RD.	IDA, MI 48140	22.60	\$3,221.42
29-444*	102 W. FRONT ST.	STEWARD HOLDINGS, LLC	17 WASHINGTON ST.	MONROE, MI 48161	12.00	\$1,710.49
29-440**	66 W. FRONT ST.	MONROE BUILDING AUTHORITY	120 E. FIRST ST.	MONROE, MI 48161	38.58	\$5,499.22
TOTAL FOR ALL PARCELS						\$17,104.88

COST PER FRONT FOOT = \$142.5407

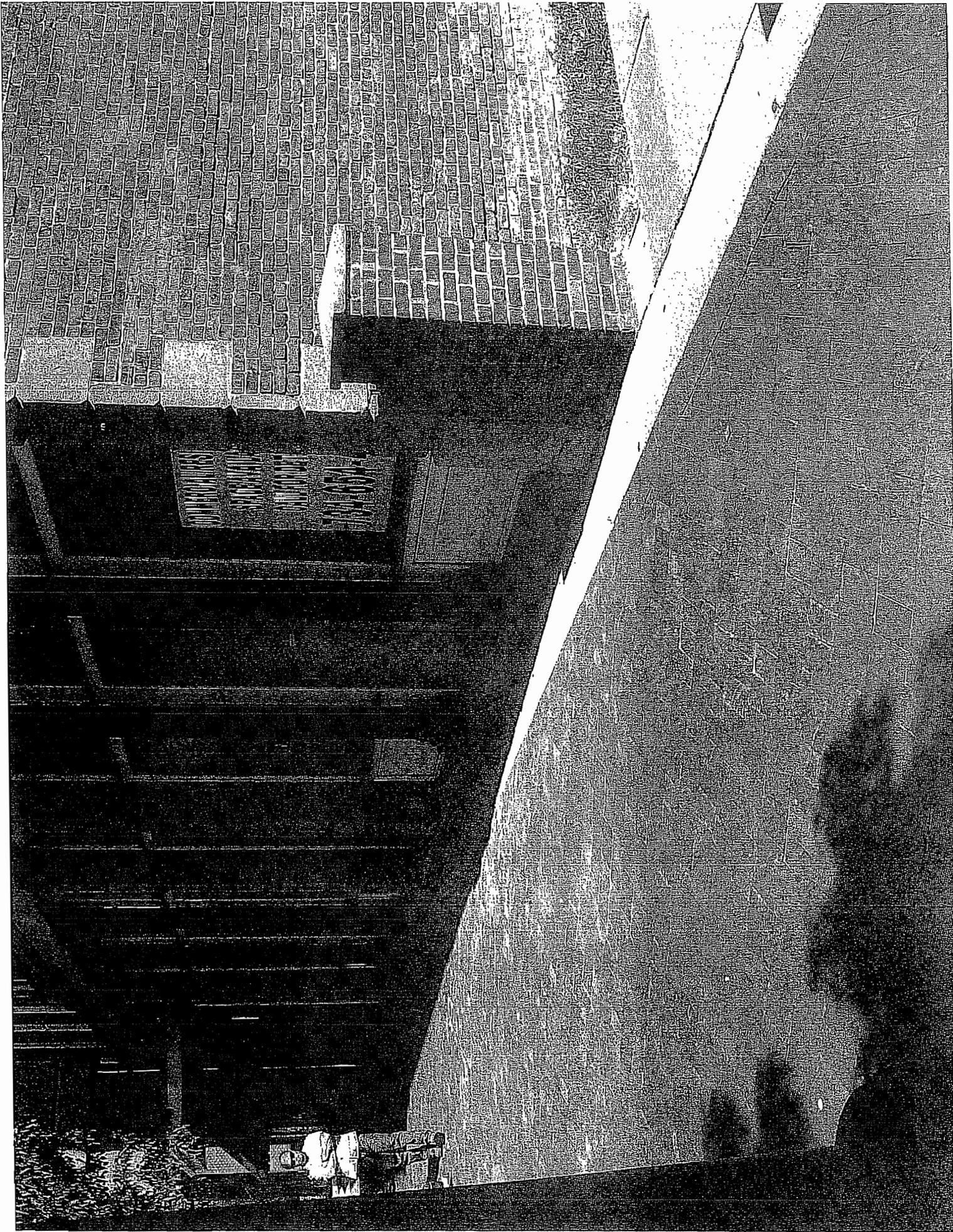
*Only 12 feet is being assessed, as existing brick area only includes a portion of the entire property frontage on West Front Street

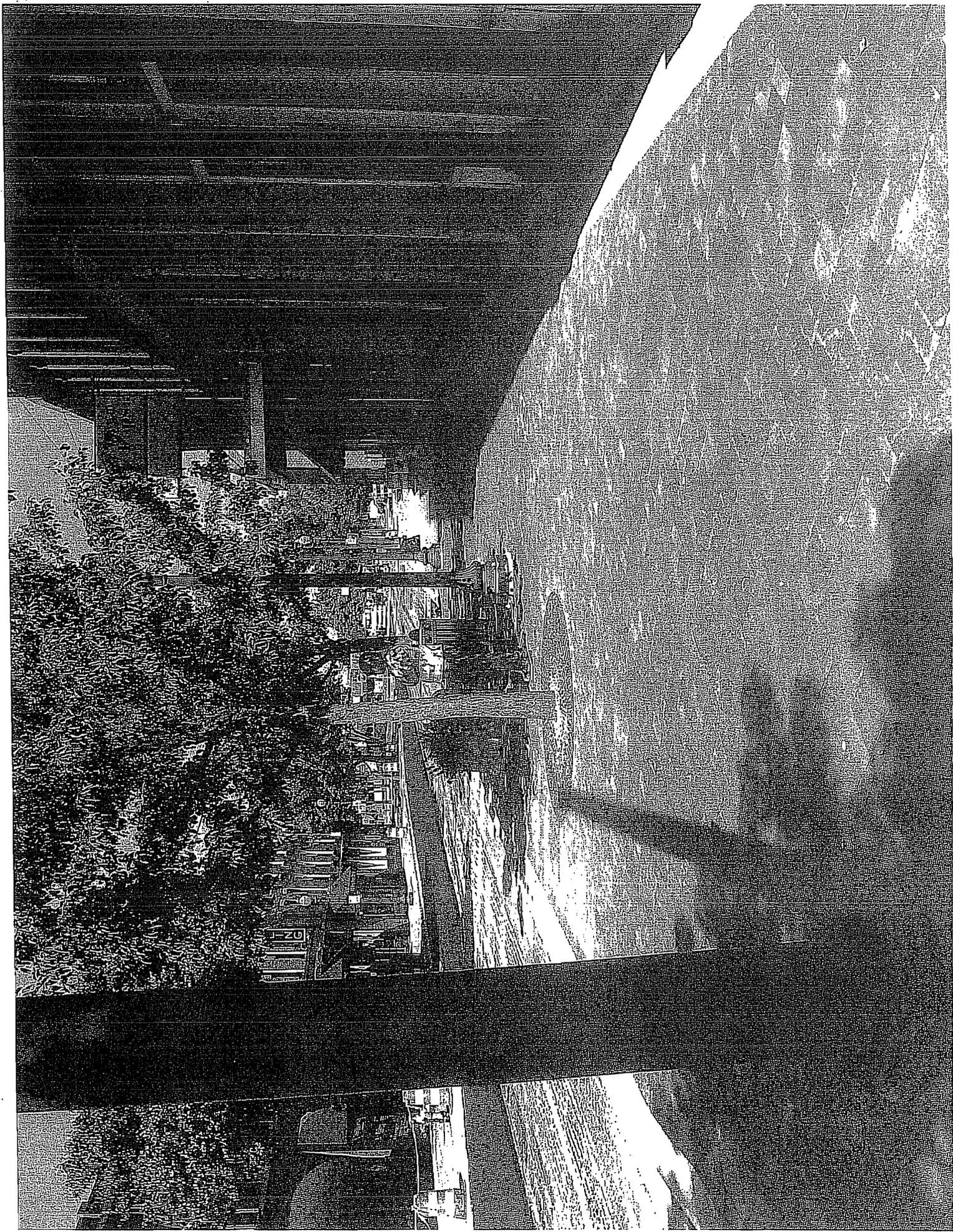
**City's frontage cost only, City is also liable for additional costs for enhancements in area

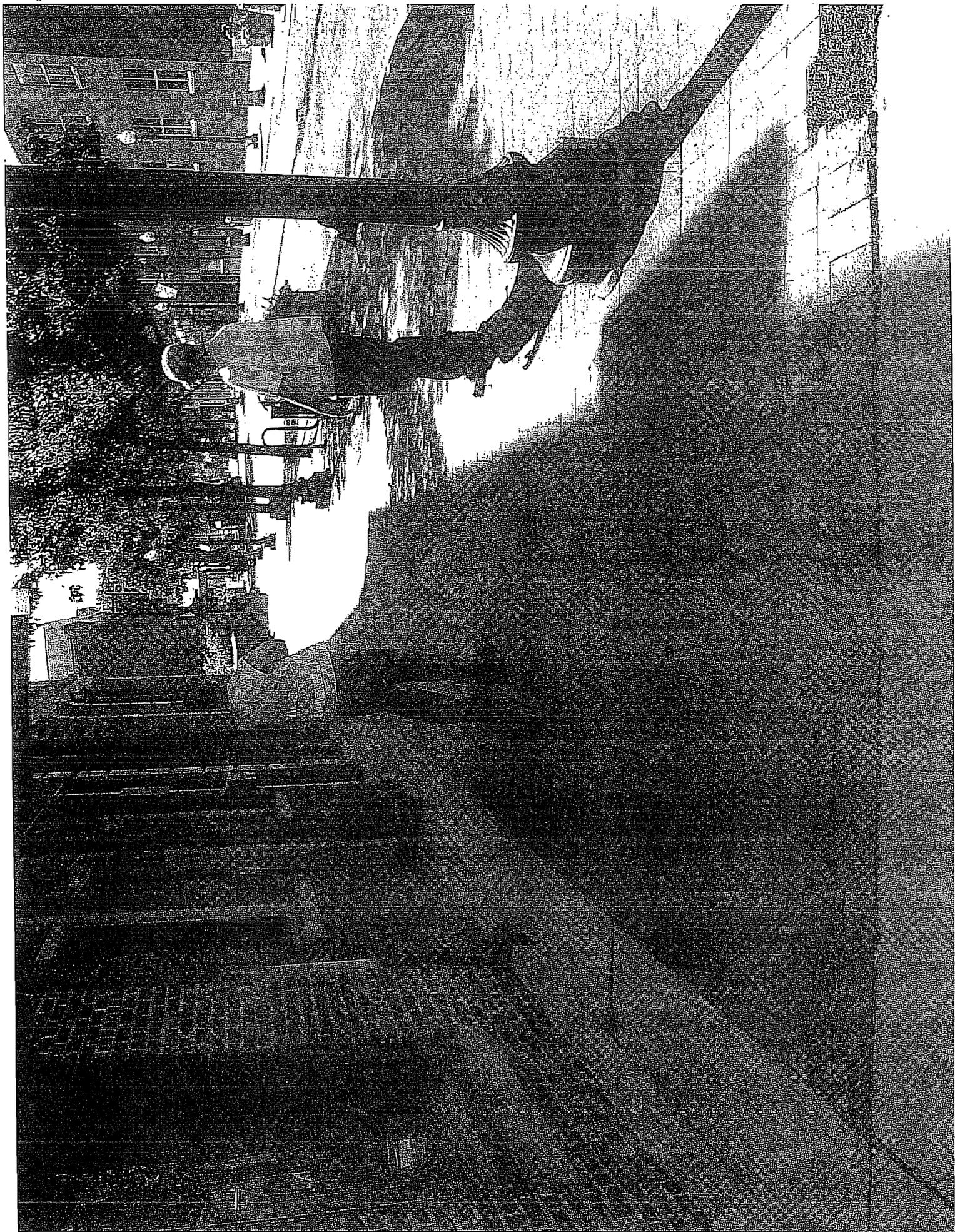
2012 DOWNTOWN SIDEWALK REPLACEMENT PROGRAM BID TABULATION				ENGINEER'S ESTIMATE		1 - DOMINIC GAGLIO CONSTRUCTION, INC.		2 - S & A CONCRETE CONSTRUCTION, INC.	
ITEM NO.	DESCRIPTION	NO. OF UNITS	UNITS	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST
1	R & S EXISTING TREE GRATE	8.0	EA	\$150.00	\$ 1,200.00	\$ 200.00	\$ 1,600.00	\$ 500.00	\$ 4,000.00
2	R & D EXISTING BRICK PAVERS	6,514.0	SFT	\$1.00	\$ 6,514.00	\$ 1.20	\$ 7,816.80	\$ 4.00	\$ 26,056.00
3	R & D CONCRETE SIDEWALK	957.0	SFT	\$1.50	\$ 1,435.50	\$ 1.80	\$ 1,722.60	\$ 1.00	\$ 957.00
4	R & D EXISTING CURB AND GUTTER	12.0	LFT	\$20.00	\$ 240.00	\$ 22.00	\$ 264.00	\$ 18.00	\$ 216.00
5	R & D BANNER POLE FOUNDATION	1.0	EA	\$250.00	\$ 250.00	\$ 400.00	\$ 400.00	\$ 1,000.00	\$ 1,000.00
6	SUBGRADE MANIPULATION	3,029.0	SFT	\$0.50	\$ 1,514.50	\$ 0.60	\$ 1,817.40	\$ 3.00	\$ 9,087.00
7	F & I CURB AND GUTTER, MODIFIED MDOT	12.0	LFT	\$20.00	\$ 240.00	\$ 22.00	\$ 264.00	\$ 28.00	\$ 336.00
8	F & I CURB RETAINING WALL AT BUILDING	20.0	LFT	\$50.00	\$ 1,000.00	\$ 75.00	\$ 1,500.00	\$ 38.00	\$ 760.00
9	F & I 6" CONCRETE SIDEWALK ADA COMPLIANT	2,265.0	SFT	\$5.00	\$ 11,325.00	\$ 5.55	\$ 12,570.75	\$ 7.50	\$ 16,987.50
10	F & I 6" STAMPED COLORED SIDEWALK	5,242.0	SFT	\$7.00	\$ 36,694.00	\$ 9.90	\$ 51,895.80	\$ 16.75	\$ 87,803.50
11	F & I ADA TREE GRATE WITH FRAME	8.0	EA	\$2,200.00	\$ 17,600.00	\$ 1,800.00	\$ 14,400.00	\$ 2,300.00	\$ 18,400.00
12	MODIFY DOORWAY ENTRANCE	1.0	EA	\$1,000.00	\$ 1,000.00	\$ 2,000.00	\$ 2,000.00	\$ 1,800.00	\$ 1,800.00
13	TRAFFIC CONTROL - MONROE / FRONT LOCATIONS (3)	1.0	LS	\$3,000.00	\$ 3,000.00	\$ 4,000.00	\$ 4,000.00	\$ 5,000.00	\$ 5,000.00
14	TRAFFIC CONTROL - WEST FRONT AT CASS LOCATION	1.0	LS	\$1,000.00	\$ 1,000.00	\$ 1,500.00	\$ 1,500.00	\$ 2,500.00	\$ 2,500.00
15	TRAFFIC CONTROL - WEST FRONT AT WEST FIRST / HARRISON LOCATION	1.0	LS	\$1,000.00	\$ 1,000.00	\$ 1,500.00	\$ 1,500.00	\$ 2,500.00	\$ 2,500.00
16	TRAFFIC CONTROL - MONROE STREET BRIDGE LOCATION	1.0	LS	\$1,000.00	\$ 1,000.00	\$ 3,500.00	\$ 3,500.00	\$ 2,500.00	\$ 2,500.00
17	SEALER - ALL DOWNTOWN LOCATIONS	1.0	LS	\$5,000.00	\$ 5,000.00	\$ 18,000.00	\$ 18,000.00	\$ 4,000.00	\$ 4,000.00
			TOTAL		\$ 90,013.00		\$ 124,751.35		\$ 183,903.00

*Note: Bold items reflect difference from "as read" numbers.

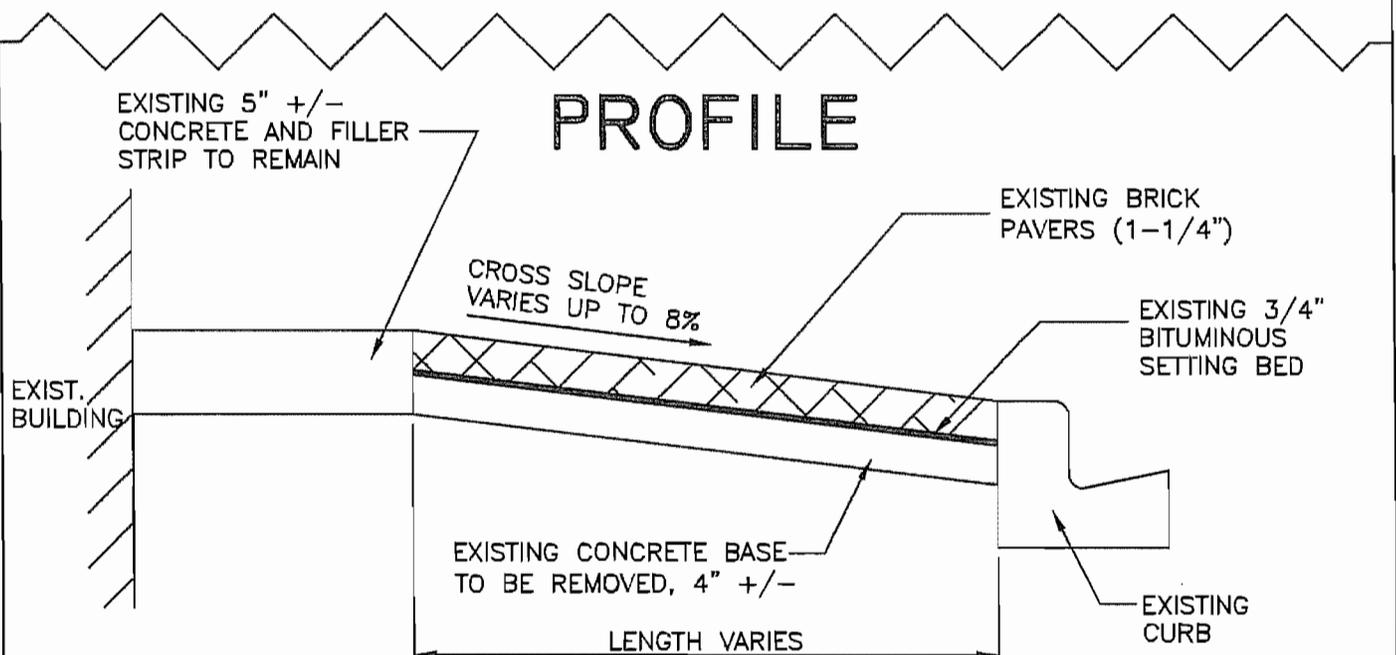
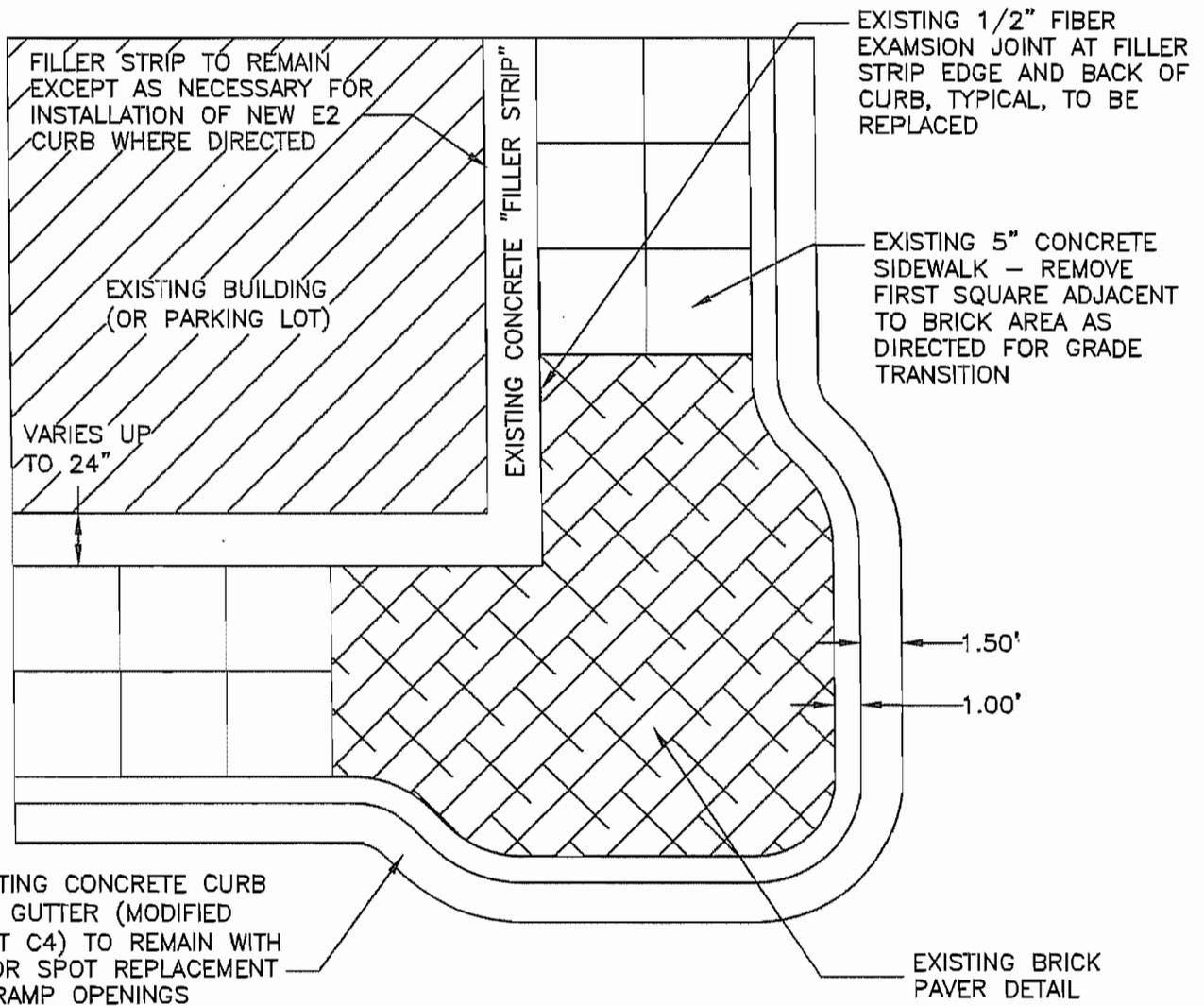
2012 DOWNTOWN SIDEWALK REPLACEMENT PROGRAM - BREAKDOWN OF PAY ITEMS PER LOCATION												
ITEM DESCRIPTIONS AND PRICING				PROJECT COSTS								
ITEM NO.	DESCRIPTION	UNIT PRICE	UNITS	NE FRONT / MONROE	SE FRONT / MONROE	NW FRONT / MONROE	MONROE BRIDGE W. SIDE	N SIDE FRONT / CASS	ISLAND FRONT / FIRST	PROVIS- IONAL	TOTAL ALL LOCATIONS	
1	R & S EXISTING TREE GRATE	\$200.00	EA	\$200.00	\$200.00	\$200.00	\$400.00	\$600.00	\$0.00	\$0.00	\$1,600.00	
2	R & D EXISTING BRICK PAVERS	\$1.20	SFT	\$1,300.80	\$1,362.40	\$1,804.80	\$842.40	\$2,486.40	\$0.00	\$0.00	\$7,816.80	
3	R & D CONCRETE SIDEWALK	\$1.80	SFT	\$0.00	\$0.00	\$0.00	\$0.00	\$246.60	\$1,476.00	\$0.00	\$1,722.60	
4	R & D EXISTING CURB AND GUTTER	\$22.00	LFT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$264.00	\$0.00	\$264.00	
5	R & D BANNER POLE FOUNDATION	\$400.00	EA	\$0.00	\$0.00	\$0.00	\$0.00	\$400.00	\$0.00	\$0.00	\$400.00	
6	SUBGRADE MANIPULATION	\$0.60	SFT	\$0.00	\$0.00	\$0.00	\$0.00	\$1,325.40	\$492.00	\$0.00	\$1,817.40	
7	F & I CURB AND GUTTER, MODIFIED MDOT C4	\$22.00	LFT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$264.00	\$0.00	\$264.00	
8	F & I CURB RETAINING WALL AT BUILDING	\$75.00	LFT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00	\$1,500.00	
9	F & I 6" CONCRETE SIDEWALK ADA COMPLIANT	\$5.55	SFT	\$1,487.40	\$1,132.20	\$2,375.40	\$1,198.80	\$6,376.95	\$0.00	\$0.00	\$12,570.75	
10	F & I 6" STAMPED COLORED SIDEWALK	\$9.90	SFT	\$8,078.40	\$9,741.60	\$10,652.40	\$4,811.40	\$10,494.00	\$8,118.00	\$0.00	\$51,895.80	
11	F & I ADA TREE GRATE WITH FRAME	\$1,800.00	EA	\$1,800.00	\$1,800.00	\$1,800.00	\$3,600.00	\$5,400.00	\$0.00	\$0.00	\$14,400.00	
12	MODIFY DOORWAY ENTRANCE	\$2,000.00	EA	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	
13	TRAFFIC CONTROL - MONROE / FRONT LOCATIONS (3)	\$4,000.00	LS	\$1,333.33	\$1,333.33	\$1,333.33	\$0.00	\$0.00	\$0.00	\$0.00	\$4,000.00	
14	TRAFFIC CONTROL - WEST FRONT AT CASS LOCATION	\$1,500.00	LS	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	
15	TRAFFIC CONTROL - WEST FRONT AT WEST FIRST / HARRISON LOCATION	\$1,500.00	LS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00	
16	TRAFFIC CONTROL - MONROE STREET BRIDGE LOCATION	\$3,500.00	LS	\$0.00	\$0.00	\$0.00	\$3,500.00	\$0.00	\$0.00	\$0.00	\$3,500.00	
17	SEALER - ALL DOWNTOWN LOCATIONS	\$18,000.00	LS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18,000.00	\$18,000.00	
				\$14,199.93	\$15,569.53	\$15,165.93	\$14,352.60	\$30,829.35	\$12,114.00	\$19,500.00	\$124,751.35	
				TOTAL SELECTED PROJECT AREAS ONLY								\$92,398.75
				Note: Grey shaded areas will be completed under this award.								



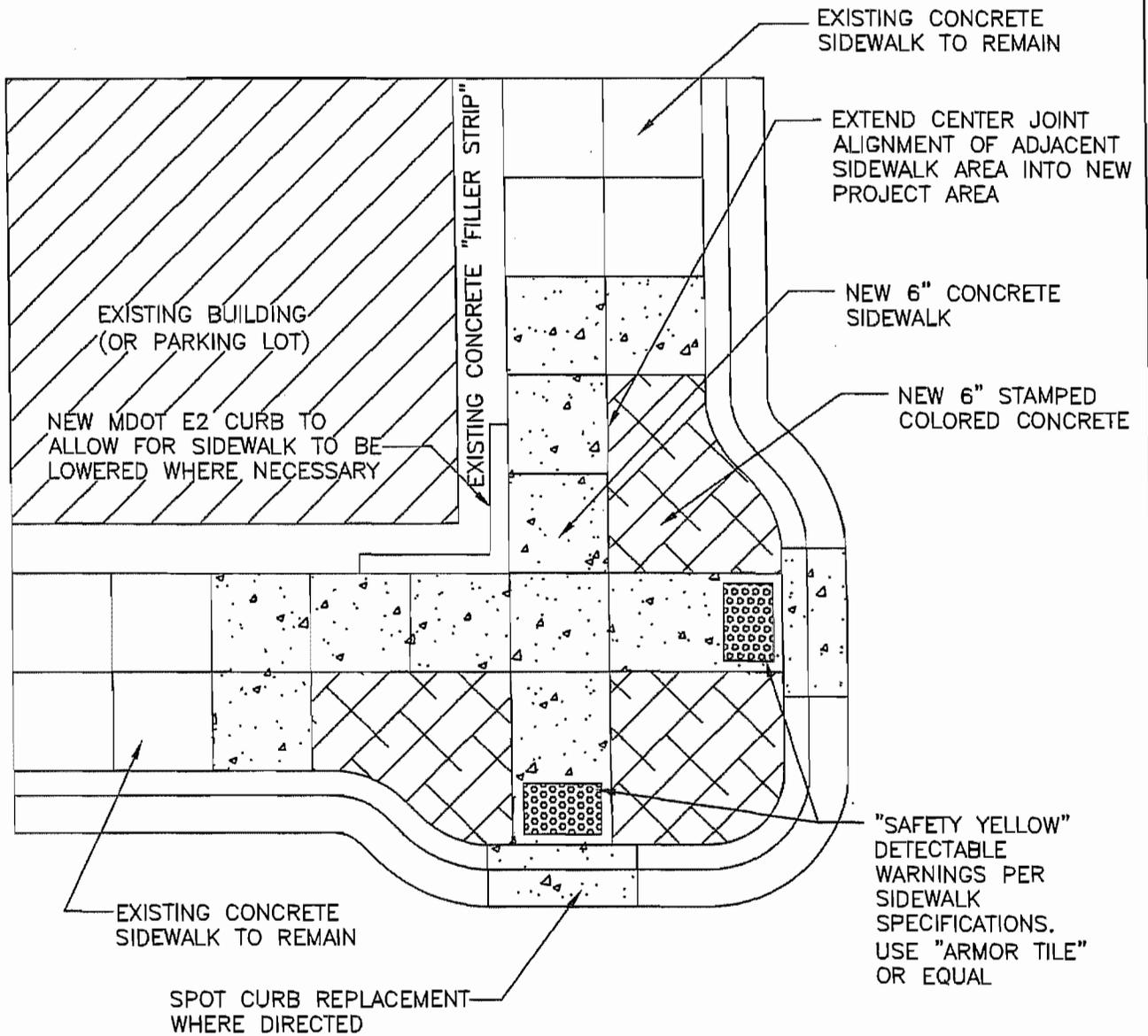




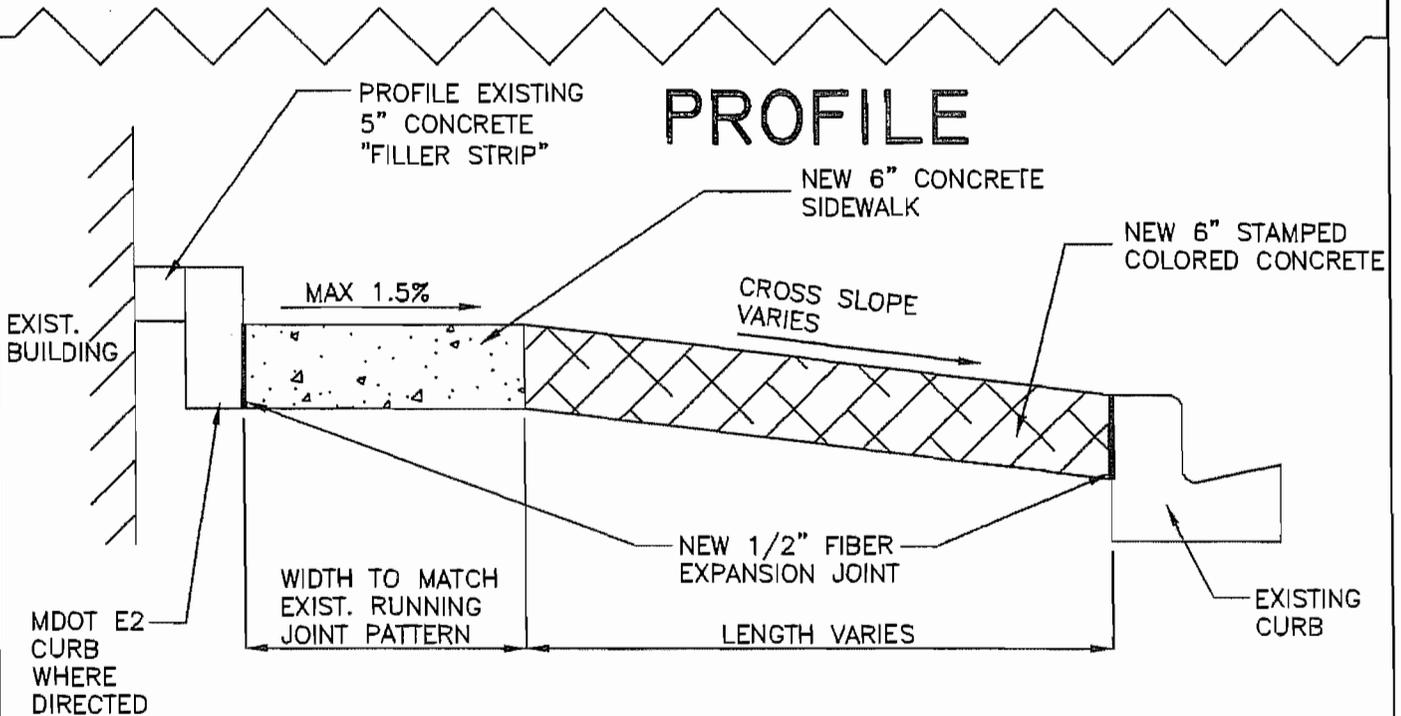
EXISTING / REMOVAL DETAIL



PROPOSED DETAIL



PROFILE





CITY COUNCIL AGENDA FACT SHEET

RELATING TO: APPROVAL OF SURPLUS ITEMS FOR SALE

DISCUSSION: At the August 20, 2012 City Council meeting, a contract was awarded for auction services. This auction will be conducted by Rollo A. Juckette, Auctioneer, on Saturday, November 10 at 222 Jones Avenue from 10 A.M. to 1 P.M. Monroe Code Section 114-5B requires that sale of any assets of value greater than \$500 must be approved by the City Council, and since they will be auctioned off rather than sold through sealed bids, approval must occur prior to the date of sale. We have now assembled what we believe to be the complete list of items over \$500 from the Stores and Equipment Section and those that have been provided by other departments for sale. In addition, we will be selling numerous pieces of unused furniture from City Hall valued far below \$500, including miscellaneous chairs, desks, cubicle pieces, and other items. Since these have already been authorized for sale by the City Manager, they have not been nor do they need to be itemized here. The attached list includes 69 vehicles and pieces of equipment in total.

IT IS RECOMMENDED that the City Council authorize the Department of Public Services to dispose of all assets shown on the attached spreadsheet to the highest bidder at the auction.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: N/A

REASON FOR DEADLINE:

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N/A

INITIATED BY: Department of Engineering and Public Services

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: City Council, Department of Public Services, Police Department, other City Departments submitting auction items

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	\$30,000+*

*Present Stores and Equipment budget for sale of assets, other departments will collect revenue from sale as well.

<u>SOURCE OF FUNDS:</u>	<u>City</u>	Account Number	Amount
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Other Funds

Budget Approval: _____

FACT SHEET PREPARED BY: Patrick M. Lewis, P.E., Director of Engineering and Public Services **DATE:** 10/09/12

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: October 15, 2012





City of Monroe
 Department of Public Services
 Stores and Equipment Division

Out of Service
 Vehicle Inventory

UNIT #	YEAR	COLOR	MAKE	MODEL	VIN	DEPT.
P007	2000	Black	Ford	Crown Victoria	2FAFP71W7YX174930	DPS
P009	2002	Blue	Ford	Explorer	1FMZU72E92UC23870	DPS
P013	1998	Silver	Pontiac	Bonneville	1G2HX52K1WH224659	DPS
P025	1998	Blue	Pontiac	Bonneville	1G2HX52K7WH224570	DPS
2	2002	Gray	Ford	Taurus SE	1FAFP53UX2G199026	DPS
11	2005	Black	Ford	Explorer 4x4	1FMZU72K65UB51097	DPS
22	2006	Black	Ford	Crown Victoria	2FAHP71W46X153197	DPS
23	2001	Maroon	Chevy	Lumina	2G1WL52J811270743	DPS
27	2000	Silver	Dodge	Stratus	1B3EJ56HXYN239214	DPS
206	2006	Black	Ford	Crown Victoria	2FAHP71W26X153196	DPS
207	2007	Black	Ford	Crown Victoria	2FAHP71W77X152644	DPS
208	2006	Black	Ford	Crown Victoria	2FAHP71W06X153195	DPS
209	2005	Black	Ford	Crown Victoria	2FAHP71W75X163107	DPS
210	2008	Black	Ford	Crown Victoria	2FAHP71V08X102578	DPS
211	2008	Black	Ford	Crown Victoria	2FAHP71V98X102577	DPS
212	2008	Black	Ford	Crown Victoria	2FAHP71V28X102579	DPS
216	2005	Black	Cushman	Gas Utility Cart	2350954	DPS
272	1987	Yellow	GMC	Top Kick	1GDM7D1YOHV510092	WTR
295	1984	Gold	Case	Backhoe	9872283-580SE	DPS
578			Allied	Impactor/Breaker & Ditch Bkt.		DPS
328	1999	White	Ford	Ranger	1FTYR10C2XPB91575	DPS
329	1999	White	Ford	Ranger	1FTYR10C4XPB91576	DPS
331	1999	White	Ford	Ranger	1FTYR10C8XPB91578	DPS
332	1999	White	Ford	Ranger	1FTYR10CXXPB91579	DPS
333	1999	White	Ford	Ranger	1FTYR10C6XPB91580	DPS
334	1999	White	Ford	Ranger	1FTYR10C8XPB91581	DPS
335	1999	White	Ford	Ranger	1FTYR10CXXPB91582	DPS
336	1999	White	Ford	Ranger	1FTYR10C1XPB91583	DPS
337	1999	White	Ford	Ranger	1FTYR10C3XPB91584	DPS
338	1999	White	Ford	Ranger	1FTYR10C5XPB91585	DPS
552	1989	Red	Ford	F-250	2FTFF25Y8KCA33973	DPS
557	1991	Red	Dodge	3/4T Pick-up	1B7JE26Y6MS367915	DPS
601	1982	Gold	Case	Skidsteer	Serial 95855569, Model 1835	DPS
602	1982	Gold	Case	Skidsteer	Serial 9857107, Model 1835	DPS

**OUT OF SERVICE
VEHICLE INVENTORY**

UNIT #	YEAR	COLOR	MAKE	MODEL	VIN	DEPT.
643	2004		King Kutter	Rotary Mower	1000658729	DPS
645	2004		Woods 7144RD	Mower	943856	DPS
647	1995		Woods	Rotary Mower	508653 (RM990)	DPS
663	1992	Green	Club Car	Golf Cart	AG9224286752	DPS
677	1990		Bolens	Snow Blower	0302801G	DPS
691	1989		Nomanco	Trailer	7810WE-00183	DPS
753	1986		Doolittle	Trailer	5658	DPS
761	2002		Woods	Mower	840288	DPS
783	2002		John Deere	Walk-behind Mower	TC4420x025983	DPS
785	1995		John Deere	Pusher Mower	GX1330X041383	DPS
803	1979		Joy	Compressor	G1500P-Gas-162006	DPS
804	1979		Joy	Compressor	165142-Gas	DPS
819	2003	36"	Wacker	Motorized Trowel	5325339	DPS
835	1986	96"	Ford	Landscape Rake	WD06741	DPS
858	1978		McLane	Edger/Trimmer	9177817	DPS
861	2004	16'	Haulrite	Tandem Trailer	5CCTU16234T022169	DPS
862	2000	16'	Fabricated	Tandem Trailer	4NFA1621YS007012	DPS
864	1995	12'	Fabricated	Tandem Trailer	A168037	DPS
871	1983		Tag-A-Long	Trailer	8M24D0	DPS
892	2001		Linear Dynamics	Pavement Marker	Model 160, Serial 1429	DPS
992	2001	Purple	Minute Man	Sidewalk Sweeper	Model 3339000/Serial 12535091	DPS
1021	2000	White	Ford	Utility	3FDNF6581YMA36399	WTR
1026	2000	White	Dodge	Ram 2500	3B7KC23Z81G227567	WTR
n/a	unknown	Blue	Blue Bird	Sod Cutter	Easy Scape Model SC18	DPS
6560	2000	White	Dodge	Caravan	2B4GP253XYR874640	WW
6568	2000	White	GMC	Van	2B7HB11Y5YK180321	WW
6565	2000	White	Ford	F-450, 4x4 Utility	1FDAF57R38EE31480	WW

POLICE DEPARTMENT FORFEITURE VEHICLES

N/A	1995	Green	Ford	Escort	1FASP11J4SW278603	MPD
N/A	1994	Green	Chevrolet	Cavalier	1G1JC1448R7204234	MPD
N/A	2001	White	Dodge	Neon	1B3ES46C61D218612	MPD
N/A	1982	Black	GMC	Pickup	1GTDC14C3CJ514328	MPD
N/A	1995	Black	Lincoln	Continental	1LNLM81W2SY613806	MPD
N/A	2003	Tan	Chevrolet	Impala	2G1WF52E639231728	MPD
N/A	1995	Black	Pontiac	Grand Prix	1G2WJ12X7SF312053	MPD
N/A	1992	Blue	Ford	Ranger	1FTCR10A6PUD14689	MPD



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: PUBLIC SERVICE DEPARTMENT PARKING LOT PAVING – CHANGE ORDER AWARD

DISCUSSION: As a part of the 2009-10 and 2011-12 Capital Improvements Programs, a total of \$101,000 was allocated to begin incrementally paving portions of the Department of Public Services Lot at 222 Jones Avenue. The area around the primary building is largely surfaced in stone at present, though in some cases there is underlying asphalt pavement that is in poor condition. Smaller areas of the site have been paved for specific purposes in the 20-plus years the City has been using the facility, such as the apron for the salt storage building and Police Department evidence and impound building, and most recently for the building expansion at the north end to provide the required paved disabled parking for the main facility.

If this facility were to be constructed today, all drive aisles and outdoor vehicle parking would be required to be paved by the provisions of our Zoning Ordinance. In recent years the Engineering Department has been advocating for, and the City Council has been providing funding to, gradually bring City facilities in compliance with our Zoning Ordinance. While the funding provided to date is not nearly enough to pave all those portions of the site that are used for primary circulation, it is sufficient to address the northwest part of the site, which sees the most traffic from our forestry operations, and our primary salt / plow trucks and cold patching vehicles. This area is also used annually for staging of parade units for both the Monroe County Fair Parade and Holiday Parade. Particularly during rainy and snowy seasons, Public Services staff often must perform re-grading of the existing stone in this area at least every other week, and often must apply calcium chloride for dust control during dry seasons, so there is a definite cost savings to paving this area from a maintenance standpoint. For long-term durability, and due to the fact that there are heavy turning movements over much of this area, 8" thick concrete is being proposed for the entire paving area rather than bituminous (asphalt) pavement.

Since the exact quantity of pavement underlying the stone surface that must be removed is unknown (and could be substantial), we cannot be sure how much more of the existing site can be paved beyond the base project until removals begin. As such, we are still refining the exact area to be paved, as this will depend on how much of the "contingency" type items are used in the base project, which would pave all of the site on the west side of the building to at least the first vehicle bay entrance south of the office area. The contractor on the 2012 Concrete Paving Program, G.V. Cement Contracting Co., Inc. is willing to hold their unit pricing from the base contract, along with a negotiated fee for site restoration and traffic control, as well as any other minor new items that might arise. The bid tabulation from the original bidding is attached for the purposes of your review of the unit prices. In order to allow for the flexibility to add a few other portions of the site to the paving project if funding allows, we are requesting the authority to expend up to the full amount of the budget at this time.

IT IS RECOMMENDED that the City Council award a change order to the 2012 Concrete Paving Program to G.V. Cement Contracting Co. in the amount of up to \$101,000.00 for the paving of portions of Department of Public Services Parking Lot. **IT IS FURTHER RECOMMENDED** that the Director of Engineering and Public Services be authorized to sign the change order on behalf of the City of Monroe.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: As soon as possible

REASON FOR DEADLINE: Work should be completed this construction season, if possible, and contractor will likely be available to start prior to next City Council meeting.

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N/A

INITIATED BY: Department of Engineering and Public Services

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: City Council, Engineering and Public Services Department, Special Events users of site

FINANCES

COST AND REVENUE PROJECTIONS:	Cost of Total Project	\$101,000.00
	Cost of This Project Approval	\$101,000.00
	Related Annual Operating Cost	\$ (5,000.00)*
	Increased Revenue Expected/Year	\$ N/A

*Approximate annual savings due to staff time in grading stone, plus occasional application of calcium chloride dust control.

SOURCE OF FUNDS:	<u>City</u>	<u>Account Number</u>	<u>Amount</u>
	DPS Parking Lot	401-95.449-818.020 10C02	\$101,000
	<u>Other Funds</u>		

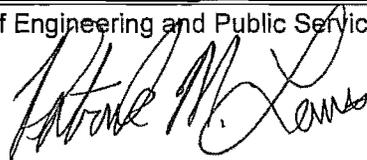
Budget Approval: _____

FACT SHEET PREPARED BY: Patrick M. Lewis, P.E., Director of Engineering and Public Services **DATE:** 10/08/12

REVIEWED BY:

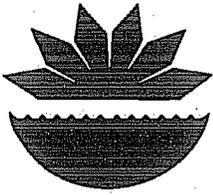
DATE:

COUNCIL MEETING DATE: October 15, 2012



2012 CONCRETE PAVING PROGRAM BID TABULATION				ENGINEER'S ESTIMATE		1 - G.V. CEMENT CONTRACTING CO.		2 - CENTURY CEMENT CO., INC.	
ITEM NO.	DESCRIPTION	NO. OF UNITS	UNITS	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST
1	R & D SIDEWALK	2,989.3	SFT	\$1.00	\$ 2,989.30	\$ 1.10	\$ 3,288.23	\$ 1.00	\$ 2,989.30
2	R & D PAVEMENT & APPROACH	8,614.4	SYD	\$12.00	\$ 103,372.80	\$ 7.50	\$ 64,608.00	\$ 8.00	\$ 68,915.20
3	SUBGRADE MANIPULATION	7,952.6	SYD	\$3.00	\$ 23,857.80	\$ 4.50	\$ 35,786.70	\$ 2.50	\$ 19,881.50
4	EARTH EXCAVATION	175.0	SYD	\$9.00	\$ 1,575.00	\$ 4.50	\$ 787.50	\$ 3.00	\$ 525.00
5	SUBGRADE UNDERCUTTING	200.0	CYD	\$20.00	\$ 4,000.00	\$ 7.00	\$ 1,400.00	\$ 1.00	\$ 200.00
6	ADJUST VALVE BOX	3.0	EA	\$300.00	\$ 900.00	\$ 150.00	\$ 450.00	\$ 250.00	\$ 750.00
7	ADJUST, CLEAN, & PLASTER STRUCTURE	16.0	EA	\$500.00	\$ 8,000.00	\$ 180.00	\$ 2,880.00	\$ 500.00	\$ 8,000.00
8	RECONSTRUCT STRUCTURE	1.0	EA	\$750.00	\$ 750.00	\$ 1,300.00	\$ 1,300.00	\$ 500.00	\$ 500.00
9	ABANDON STRUCTURE	1.0	EA	\$400.00	\$ 400.00	\$ 450.00	\$ 450.00	\$ 50.00	\$ 50.00
10	F & I 2' DIA. STRUCTURE	1.0	EA	\$1,250.00	\$ 1,250.00	\$ 1,100.00	\$ 1,100.00	\$ 1,000.00	\$ 1,000.00
11	F & I 12" RCP STORM SEWER	26.0	LFT	\$50.00	\$ 1,300.00	\$ 55.00	\$ 1,430.00	\$ 50.00	\$ 1,300.00
12	TAP EXISTING STRUCTURE	1.0	EA	\$250.00	\$ 250.00	\$ 350.00	\$ 350.00	\$ 300.00	\$ 300.00
13	F & I #1040 WATERTIGHT EJ CASTING	1.0	EA	\$600.00	\$ 600.00	\$ 430.00	\$ 430.00	\$ 500.00	\$ 500.00
14	F & I #1040 EJ CASTING	2.0	EA	\$500.00	\$ 1,000.00	\$ 430.00	\$ 860.00	\$ 350.00	\$ 700.00
15	F & I #7045 EJ CASTING	14.0	EA	\$500.00	\$ 7,000.00	\$ 480.00	\$ 6,720.00	\$ 380.00	\$ 5,320.00
16	F & I 6" CONCRETE PAVEMENT & APPROACH	667.8	SYD	\$30.00	\$ 20,034.00	\$ 30.00	\$ 20,034.00	\$ 29.00	\$ 19,366.20
17	F & I 8" CONCRETE PAVEMENT W/INTEGRAL CURB	7,952.6	SYD	\$35.00	\$ 278,341.00	\$ 30.50	\$ 242,554.30	\$ 34.00	\$ 270,388.40
18	F & I HAND PATCH	25.0	TON	\$150.00	\$ 3,750.00	\$ 170.00	\$ 4,250.00	\$ 10.00	\$ 250.00
19	F & I 6" CONCRETE ADA RAMP	1,545.8	SFT	\$10.00	\$ 15,458.00	\$ 12.00	\$ 18,549.60	\$ 8.00	\$ 12,366.40
20	F & I 4" CONCRETE SIDEWALK	1,362.5	SFT	\$4.00	\$ 5,450.00	\$ 2.85	\$ 3,883.13	\$ 3.00	\$ 4,087.50
21	F & I MDOT 21A STONE	31.2	TON	\$30.00	\$ 936.00	\$ 18.00	\$ 561.60	\$ 18.00	\$ 561.60
22	F & I CONTROLLED DENSITY BACKFILL	20.0	CYD	\$75.00	\$ 1,500.00	\$ 18.00	\$ 360.00	\$ 10.00	\$ 200.00
23	RECONNECT ROOF DRAIN	2.0	EA	\$150.00	\$ 300.00	\$ 300.00	\$ 600.00	\$ 100.00	\$ 200.00
24	TRAFFIC CONTROL - DIVISION A	1.0	LS	\$1,500.00	\$ 1,500.00	\$ 1,000.00	\$ 1,000.00	\$ 3,750.00	\$ 3,750.00
25	SITE RESTORATION - DIVISION A	1.0	LS	\$2,000.00	\$ 2,000.00	\$ 1,500.00	\$ 1,500.00	\$ 3,750.00	\$ 3,750.00
26	TRAFFIC CONTROL - DIVISION B	1.0	LS	\$2,000.00	\$ 2,000.00	\$ 1,000.00	\$ 1,000.00	\$ 2,750.00	\$ 2,750.00
27	SITE RESTORATION - DIVISION B	1.0	LS	\$2,500.00	\$ 2,500.00	\$ 1,500.00	\$ 1,500.00	\$ 2,750.00	\$ 2,750.00
			TOTAL		\$ 491,013.90		\$ 417,633.06		\$ 431,351.10

*Note: Bold items reflect difference from "as read" numbers.



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: SOUTH ROESSLER STREET SANITARY SEWER - WEST SEVENTH STREET TO THE CITY LINE –
CHANGE ORDER FOR EXTRA COSTS

DISCUSSION: On July 16, 2012, the City Council approved Sanitary Sewer Special Assessment District 231, which provided for the installation of a new public sanitary sewer to replace a shared private line serving the adjacent properties. This work has now been completed and the new line is in service. At the time of award, \$84,446.57 was allocated to the construction contract (including 15% contingencies) for Salenbien Trucking and Excavating, Inc., and \$11,014.77 was allocated for engineering costs, with roughly two-thirds of the total cost paid by the Wastewater Fund and remainder by the benefitting property owners.

As was indicated during the hearing process by the Engineering Department, one of the complicating factors that led to this project being generally more expensive than similar projects of this type is the large number of utilities in the right-of-way of West Seventh Street. Unfortunately, after much of the sanitary sewer within West Seventh Street had been laid, there were conflicts discovered with other underground utilities that required the sanitary sewer to be completely re-laid, and caused excessive contractor "down time", for which they have sought compensation. The Engineering and Wastewater Departments agreed upon a lump sum of \$10,000 for this work, which was roughly half of that sought by the contractor, and the utility crews self-performed some of the work as well. Since this was still within the \$11,014.77 in project contingencies, it was believed that additional funds would not need to be sought for the project. However, one pay item in particular (hand patching of asphalt pavement) also ran over the original estimate by \$3,460.00, due to the installation of one service lead requiring a longer run through a paved parking lot. As such, additional funds are now required to complete the contractual funding for the project. The final contract amount is believed to be \$87,442.80, which is \$2,996.23 over the Council-allocated amount. Unfortunately, we have found that, due to multiple design iterations, project delays, and other the Engineering Department costs have also greatly exceeded the original budget, and now stand at \$25,707.93.

While the City Council could elect to re-open the Special Assessment process to proportionally assess the additional costs, both contractual and engineering, this has generally not been done in recent years. As such, we would recommend that the additional costs be allocated from the Wastewater Fund reserves, or another project account that the Finance Director may deem appropriate.

IT IS RECOMMENDED that the authorization for the contract to Salenbien Trucking & Excavating be increased to \$87,442.80. **IT IS FURTHER RECOMMENDED** that the Finance Director be authorized to make any necessary transfers to cover the above funding shortfalls in both the contractual and engineering accounts from the Wastewater Fund reserves or other existing Wastewater Fund account deemed appropriate.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: As soon as possible.

REASON FOR DEADLINE: The contractor has completed all work, and once waivers of liens are submitted, will be requesting final payment.

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N/A

INITIATED BY: Department of Engineering and Public Services

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: City Council, Engineering Department, Wastewater Department, adjacent property owners

FINANCES

COST AND REVENUE PROJECTIONS:	Cost of Total Project	\$113,150.73*
	Cost of This Project Approval	\$17,689.39**
	Related Annual Operating Cost	\$N/A
	Increased Revenue Expected/Year	\$N/A

*Includes previous authorization and increase in costs described in this fact sheet.

**Cost increase from original authorization

SOURCE OF FUNDS:	<u>City</u>	<u>Account Number</u>	<u>Amount</u>
	Wastewater Fund		\$17,689.39
	<u>Other Funds</u>		

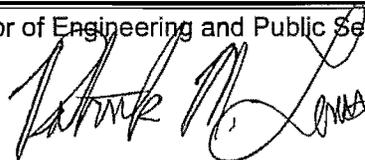
Budget Approval: _____

FACT SHEET PREPARED BY: Patrick M. Lewis, P.E., Director of Engineering and Public Services **DATE:** 10/08/12

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: October 15, 2012





CITY COUNCIL AGENDA FACT SHEET

RELATING TO: 2012 DOWNTOWN SIDEWALK REPLACEMENT PROGRAM – REPORT ON BIDS RECEIVED

DISCUSSION: In recent years, the condition of the brick sidewalks at various intersection corners throughout the downtown areas has been deteriorating fairly rapidly. Many of these were installed between 1982 and 1984 as a part of the City's "Streetscape" program which intended to beautify the downtown area and create visual contrast with the pavement areas and surrounding standard concrete sidewalk sections in the mid-block areas. Due to the age of the brick sidewalks (which actually consist of a section of 1-1/4" brick over a 3/4" asphalt setting bed and 4" concrete base) and the fact that they would need to be patched back due to water main activities in any event, it was recommended that the City replace entire corners at one time. The first grouping of these were replaced in 2010, and replaced with a new design, where the accessible route for disabled individuals is constructed in standard concrete at 2% or less cross slope, and the remaining areas are designed in stamped concrete at slopes that can be higher since they are considered "non-walking" areas. This model has still allowed for the color contrast, but can better provide for the required ADA-compliant slopes and clearly delineate the accessible route that we are designating for disabled individuals. The Engineering Department has now received bids for five (5) locations where funding was previously provided by the Water Fund and the Downtown Development Authority (DDA), but work was delayed for completion of water main work in the area, and one (1) location at West Front Street and Cass Street that is planned for inclusion as a part of Sidewalk Special Assessment District (SAD) 18 (see another fact sheet on this Council agenda for full narrative).

The Engineering Department opened bids for the project, titled the 2012 Downtown Sidewalk Replacement Program, on Monday, September 24, 2012. There were only two (2) bidders, and a bid tabulation is attached for your review, along with a breakdown of the work between locations. The low bidder on the project is Dominic Gaglio Construction, Inc. of Southgate, Michigan. Their low bid of \$124,751.35 is 38.6% above the Engineer's Estimate of \$90,013.00, though when the bid item for sealing all of the existing and new locations is omitted (\$5,000 estimate versus \$18,000 bid), this drops to 25.5%. Dominic Gaglio has performed a number of concrete projects for the City in the past, including the 2010 Downtown Sidewalk Replacement Program contract for the previously-completed work downtown, as well as the 2007 Concrete Paving Program, which was extended into 2008 and 2009 due to favorable pricing. We feel they are an exceptional contractor, and while their bid pricing is higher than estimated, we feel that they will bring good value to the project. It is difficult to ascertain whether or not we would be able to obtain more favorable pricing in Spring 2013, however, if the lack of interest by other contractors in this specialty-type work and the spread between the low and second-low bids is any indication, pricing appears to be quite volatile in general. Given the recent volatility in fuel prices (one of the key construction cost indicators) and the fact that this bidding has resulted in a qualified contractor, the Engineering Department recommends that award be approved now. It should be further noted that the possibility exists that this work may not occur now until Spring 2013, as a quality installation of the colored concrete has more susceptibility to cold temperatures. As expected, the contractor is willing to hold their unit prices through 2013 if the Engineering Department determines it to be advantageous, both from this standpoint and that of traffic maintenance on Monroe Street, due to the Macomb Street bridge still being closed. In order to accommodate most of the proposed work within the budget, as well as to provide some funding to the City share of the work for SAD #18, we are recommending that the work on the southwest corner of the Monroe Street Bridge be deleted from the award, as well as the proposed maintenance sealing. Funding will be requested for these items in a future Capital Improvements Program or departmental budget request. An attached spreadsheet shows the proposed contract work in grey, and the funding detail on the following page includes that also detailed as a part of the Fact Sheet for Sidewalk SAD #18, also on this agenda for approval.

IT IS RECOMMENDED that the City Council award an amended contract for the 2012 Downtown Sidewalk Replacement Program to Dominic Gaglio Construction, Inc. in the amount of \$92,398.75, and that a total of \$106,258.55 be encumbered to include a 15% project contingency. **IT IS FURTHER RECOMMENDED** that the Mayor and Clerk-Treasurer be authorized to sign the contracts on behalf of the City of Monroe.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: As soon as possible

REASON FOR DEADLINE: 78 West Front Street (part of Sidewalk SAD #18) will require an accessible entrance to open for business, and we would like to award a contract to lock in pricing, even if work cannot occur until 2013.

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N/A

INITIATED BY: Department of Engineering and Public Services

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: City Council, Engineering Department, Downtown Development Authority, adjacent property owners and residents

FINANCES

COST AND REVENUE PROJECTIONS:	Cost of Total Project	\$120,118.36*
	Cost of This Project Approval	\$N/A
	Related Annual Operating Cost	\$N/A
	Increased Revenue Expected/Year	\$N/A

*Includes "as bid" construction costs, 15% engineering, and 15% contingencies.

SOURCE OF FUNDS:	<u>City</u>	<u>Account Number</u>	<u>Amount</u>
	Brick Paver Repl. (SAD 18)	401-95.449-818.020 and 825.005 12C03	\$12,959.79
	Brick Paver Repl. (Others)	401-95.449-818.020 and 825.005 12C03	\$80,040.20
	Contingencies	101-95.941-998.000	\$15,512.71*
	<u>Other Funds</u>		
	Property Owner Assessments (non-City) – Sidewalk SAD #18		\$11,605.66

Note: All appropriations include "as bid" construction costs, 15% engineering, and 15% contingencies. Allocations on this fact sheet include those made for Sidewalk Special Assessment District #18 also on this Council agenda.

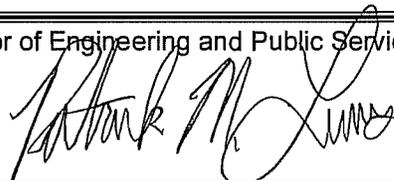
Budget Approval: _____

FACT SHEET PREPARED BY: Patrick M. Lewis, P.E., Director of Engineering and Public Services **DATE:** 10/09/12

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: October 15, 2012

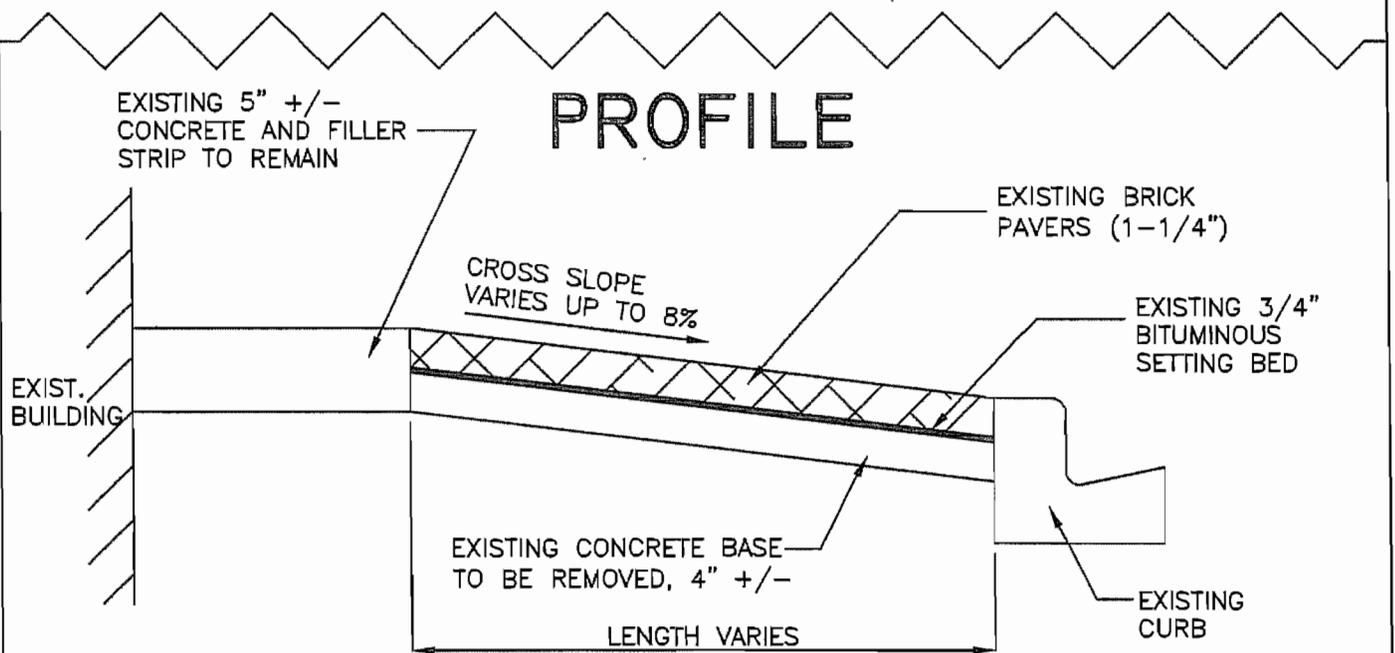
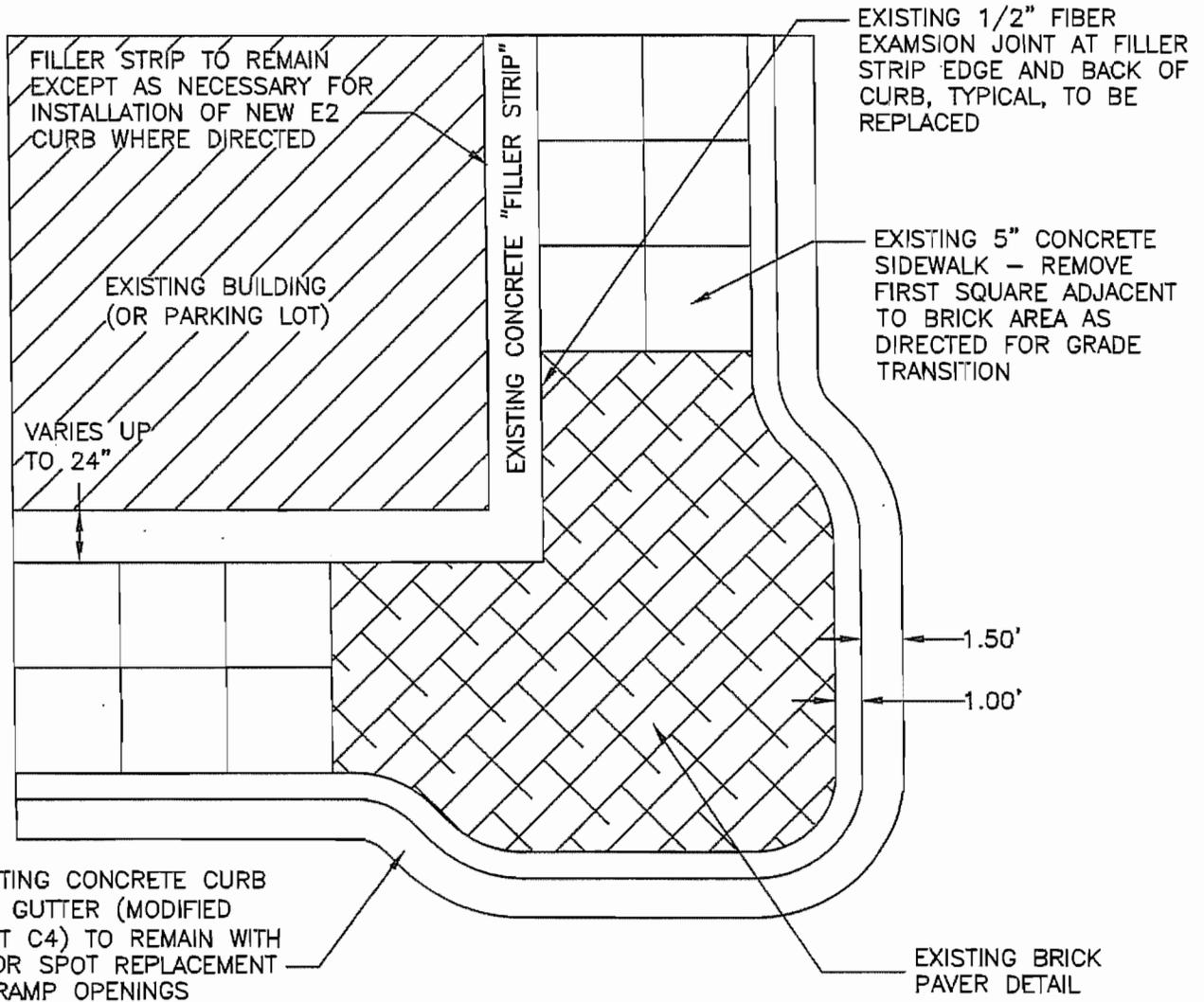


2012 DOWNTOWN SIDEWALK REPLACEMENT PROGRAM BID TABULATION				ENGINEER'S ESTIMATE		1 - DOMINIC GAGLIO CONSTRUCTION, INC.		2 - S & A CONCRETE CONSTRUCTION, INC.	
ITEM NO.	DESCRIPTION	NO. OF UNITS	UNITS	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST
1	R & S EXISTING TREE GRATE	8.0	EA	\$150.00	\$ 1,200.00	\$ 200.00	\$ 1,600.00	\$ 500.00	\$ 4,000.00
2	R & D EXISTING BRICK PAVERS	6,514.0	SFT	\$1.00	\$ 6,514.00	\$ 1.20	\$ 7,816.80	\$ 4.00	\$ 26,056.00
3	R & D CONCRETE SIDEWALK	957.0	SFT	\$1.50	\$ 1,435.50	\$ 1.80	\$ 1,722.60	\$ 1.00	\$ 957.00
4	R & D EXISTING CURB AND GUTTER	12.0	LFT	\$20.00	\$ 240.00	\$ 22.00	\$ 264.00	\$ 18.00	\$ 216.00
5	R & D BANNER POLE FOUNDATION	1.0	EA	\$250.00	\$ 250.00	\$ 400.00	\$ 400.00	\$ 1,000.00	\$ 1,000.00
6	SUBGRADE MANIPULATION	3,029.0	SFT	\$0.50	\$ 1,514.50	\$ 0.60	\$ 1,817.40	\$ 3.00	\$ 9,087.00
7	F & I CURB AND GUTTER, MODIFIED MDOT	12.0	LFT	\$20.00	\$ 240.00	\$ 22.00	\$ 264.00	\$ 28.00	\$ 336.00
8	F & I CURB RETAINING WALL AT BUILDING	20.0	LFT	\$50.00	\$ 1,000.00	\$ 75.00	\$ 1,500.00	\$ 38.00	\$ 760.00
9	F & I 6" CONCRETE SIDEWALK ADA COMPLIANT	2,265.0	SFT	\$5.00	\$ 11,325.00	\$ 5.55	\$ 12,570.75	\$ 7.50	\$ 16,987.50
10	F & I 6" STAMPED COLORED SIDEWALK	5,242.0	SFT	\$7.00	\$ 36,694.00	\$ 9.90	\$ 51,895.80	\$ 16.75	\$ 87,803.50
11	F & I ADA TREE GRATE WITH FRAME	8.0	EA	\$2,200.00	\$ 17,600.00	\$ 1,800.00	\$ 14,400.00	\$ 2,300.00	\$ 18,400.00
12	MODIFY DOORWAY ENTRANCE	1.0	EA	\$1,000.00	\$ 1,000.00	\$ 2,000.00	\$ 2,000.00	\$ 1,800.00	\$ 1,800.00
13	TRAFFIC CONTROL - MONROE / FRONT LOCATIONS (3)	1.0	LS	\$3,000.00	\$ 3,000.00	\$ 4,000.00	\$ 4,000.00	\$ 5,000.00	\$ 5,000.00
14	TRAFFIC CONTROL - WEST FRONT AT CASS LOCATION	1.0	LS	\$1,000.00	\$ 1,000.00	\$ 1,500.00	\$ 1,500.00	\$ 2,500.00	\$ 2,500.00
15	TRAFFIC CONTROL - WEST FRONT AT WEST FIRST / HARRISON LOCATION	1.0	LS	\$1,000.00	\$ 1,000.00	\$ 1,500.00	\$ 1,500.00	\$ 2,500.00	\$ 2,500.00
16	TRAFFIC CONTROL - MONROE STREET BRIDGE LOCATION	1.0	LS	\$1,000.00	\$ 1,000.00	\$ 3,500.00	\$ 3,500.00	\$ 2,500.00	\$ 2,500.00
17	SEALER - ALL DOWNTOWN LOCATIONS	1.0	LS	\$5,000.00	\$ 5,000.00	\$ 18,000.00	\$ 18,000.00	\$ 4,000.00	\$ 4,000.00
			TOTAL		\$ 90,013.00		\$ 124,751.35		\$ 183,903.00

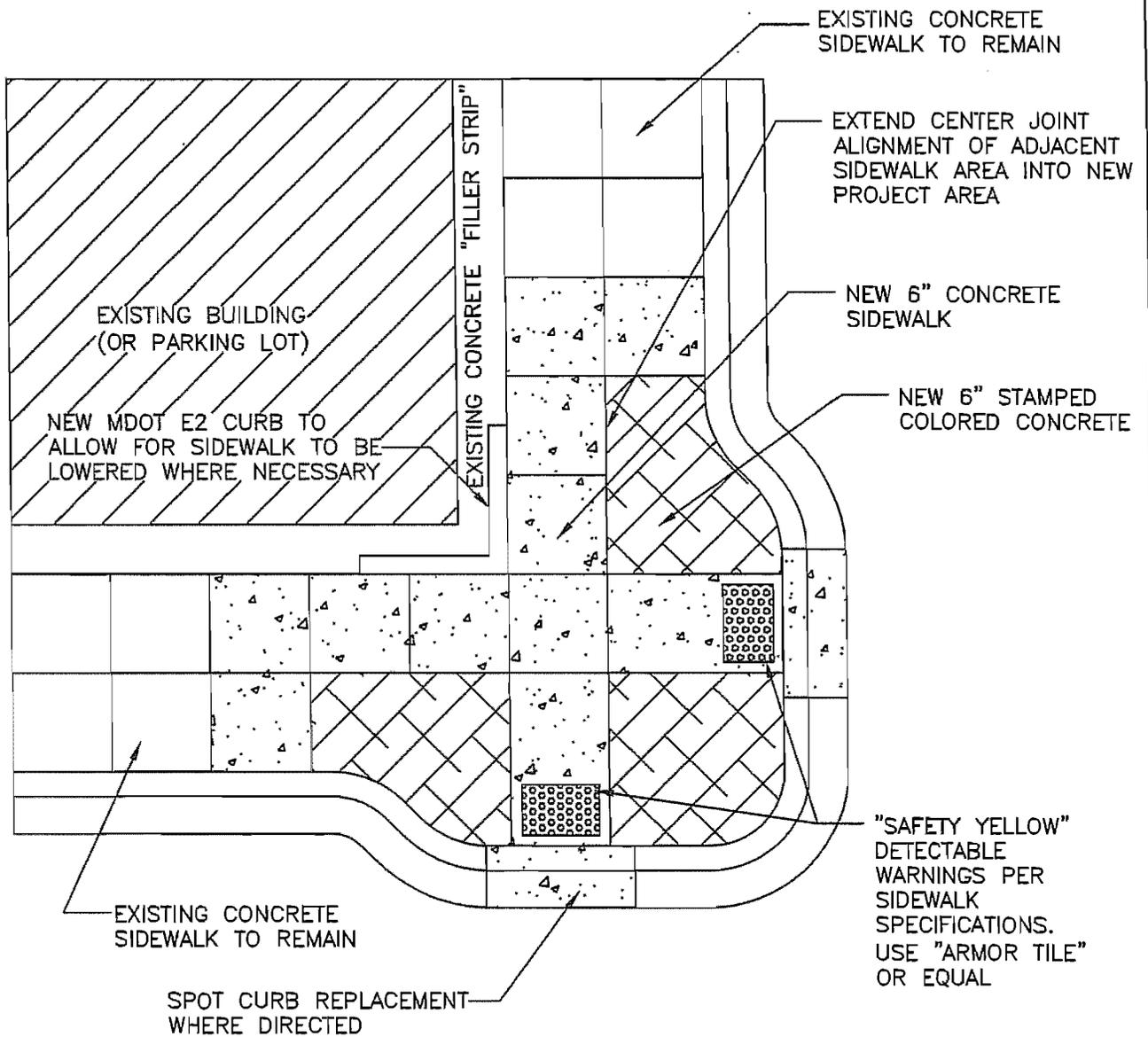
*Note: Bold items reflect difference from "as read" numbers.

2012 DOWNTOWN SIDEWALK REPLACEMENT PROGRAM - BREAKDOWN OF PAY ITEMS PER LOCATION												
ITEM DESCRIPTIONS AND PRICING				PROJECT COSTS								
ITEM NO.	DESCRIPTION	UNIT PRICE	UNITS	NE FRONT / MONROE	SE FRONT / MONROE	NW FRONT / MONROE	MONROE BRIDGE W. SIDE	N SIDE FRONT / CASS	ISLAND FRONT / FIRST	PROVIS- IONAL	TOTAL ALL LOCATIONS	
1	R & S EXISTING TREE GRATE	\$200.00	EA	\$200.00	\$200.00	\$200.00	\$400.00	\$600.00	\$0.00	\$0.00	\$1,600.00	
2	R & D EXISTING BRICK PAVERS	\$1.20	SFT	\$1,300.80	\$1,382.40	\$1,804.80	\$842.40	\$2,486.40	\$0.00	\$0.00	\$7,816.80	
3	R & D CONCRETE SIDEWALK	\$1.80	SFT	\$0.00	\$0.00	\$0.00	\$0.00	\$246.60	\$1,476.00	\$0.00	\$1,722.60	
4	R & D EXISTING CURB AND GUTTER	\$22.00	LFT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$264.00	\$0.00	\$264.00	
5	R & D BANNER POLE FOUNDATION	\$400.00	EA	\$0.00	\$0.00	\$0.00	\$0.00	\$400.00	\$0.00	\$0.00	\$400.00	
6	SUBGRADE MANIPULATION	\$0.60	SFT	\$0.00	\$0.00	\$0.00	\$0.00	\$1,325.40	\$492.00	\$0.00	\$1,817.40	
7	F & I CURB AND GUTTER, MODIFIED MDOT C4	\$22.00	LFT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$264.00	\$0.00	\$264.00	
8	F & I CURB RETAINING WALL AT BUILDING	\$75.00	LFT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00	\$1,500.00	
9	F & I 6' CONCRETE SIDEWALK ADA COMPLIANT	\$5.55	SFT	\$1,487.40	\$1,132.20	\$2,375.40	\$1,198.80	\$6,376.95	\$0.00	\$0.00	\$12,570.75	
10	F & I 6" STAMPED COLORED SIDEWALK	\$9.90	SFT	\$8,078.40	\$9,741.60	\$10,652.40	\$4,811.40	\$10,494.00	\$8,118.00	\$0.00	\$51,895.80	
11	F & I ADA TREE GRATE WITH FRAME	\$1,800.00	EA	\$1,800.00	\$1,800.00	\$1,800.00	\$3,600.00	\$5,400.00	\$0.00	\$0.00	\$14,400.00	
12	MODIFY DOORWAY ENTRANCE	\$2,000.00	EA	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	
13	TRAFFIC CONTROL - MONROE / FRONT LOCATIONS (3)	\$4,000.00	LS	\$1,333.33	\$1,333.33	\$1,333.33	\$0.00	\$0.00	\$0.00	\$0.00	\$4,000.00	
14	TRAFFIC CONTROL - WEST FRONT AT CASS LOCATION	\$1,500.00	LS	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	
15	TRAFFIC CONTROL - WEST FRONT AT WEST FIRST / HARRISON LOCATION	\$1,500.00	LS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00	
16	TRAFFIC CONTROL - MONROE STREET BRIDGE LOCATION	\$3,500.00	LS	\$0.00	\$0.00	\$0.00	\$3,500.00	\$0.00	\$0.00	\$0.00	\$3,500.00	
17	SEALER - ALL DOWNTOWN LOCATIONS	\$18,000.00	LS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18,000.00	\$18,000.00	
				\$14,199.93	\$15,589.53	\$18,165.93	\$14,352.60	\$30,829.35	\$12,114.00	\$19,500.00	\$124,751.35	
				TOTAL SELECTED PROJECT AREAS ONLY								\$92,398.75
				Note: Grey shaded areas will be completed under this award.								

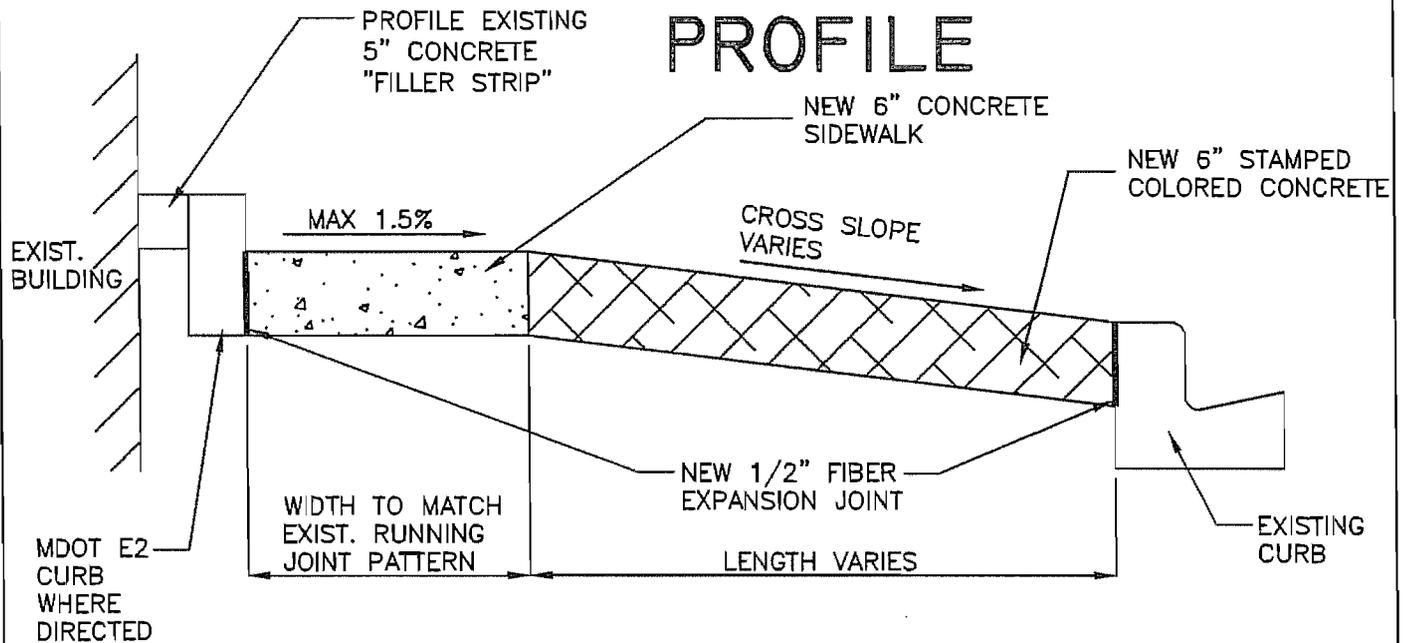
EXISTING / REMOVAL DETAIL



PROPOSED DETAIL



PROFILE





CITY COUNCIL AGENDA FACT SHEET

RELATING TO: SIDEWALK INSTALLATION ON SOUTH SIDE OF NORTH DIXIE HIGHWAY BETWEEN DETROIT AVENUE AND TERNES DRIVE – SIDEWALK SPECIAL ASSESSMENT DISTRICT NUMBER 19 – RESOLUTION 5 AND DISTRICT CONFIRMATION

DISCUSSION: As a part of the 2012-13 Capital Improvements Program, the Engineering Department proposed, and the City Council approved, the installation of sidewalks along the southerly frontage of North Dixie Highway between Detroit Avenue and Ternes Drive. The four (4) properties fronting this section of roadway are not presently served by any non-motorized facility, though our existing ordinances would require construction of same were these businesses to be constructed or substantially improved today. The River Raisin Heritage Trail completion along Elm Avenue from the National Park to Sterling State Park, combined with the construction of a 10-foot-wide dedicated bicycle lane on Detroit Avenue between Elm Avenue and North Dixie Highway that will be striped for use very shortly, provides linkage to this proposed project. In addition, it has been found to be feasible to convert North Dixie Highway from the present four (4) to three (3) lanes with bike shoulders from Elm Avenue to Detroit Avenue, further building momentum for a much more complete non-motorized linkage to this historically under-served area. While this conversion is moving through the public notification / input process and has not yet been given Council approval, should it move forward the southerly bicycle lane would be designed to connect directly to the proposed sidewalk contemplated in this project. Given that these businesses, all of which have a food service component to them, would stand to benefit from additional non-motorized traffic from the City's tourist destinations, this project seems very appropriate.

The City Charter provides for both the installation of public sidewalks at the discretion of the City Council and provides for recovery of most of the cost by a Special Assessment against the benefiting properties, typically on a front foot basis. While there is no specific charter or ordinance requirement for City participation, usually the City has paid the costs for ADA-compliant ramps at adjacent streets (such as the corner ramps at Detroit Avenue and Ternes Drive). Based on the proposed Federal ADA guidelines, we believe that any new sections of sidewalk should now be 5 feet wide, so the project has been designed on that basis. In addition, we have determined that in order to provide ADA ramps at Ternes Drive for future sidewalk extensions, widening of the intersection throat is necessary and desirable due to truck overruns, so this work will be at City cost as well. While this project could be publicly bid as a separate contract if desired by the City Council, we are recommending that instead it be added to our 2012 Concrete Paving Program as a Change Order, in order to cut a month off the usual Special Assessment confirmation time and allow for completion this season. The breakdown of costs and proportioning of the assessable amount between properties is attached with this Fact Sheet, and this has been revised from the previous meeting to reflect the submitted quotation from the contractor. It should be noted that the overall costs have increased somewhat from the estimated costs presented previously, though only \$567.75 is related to the difference in item quotes versus our estimate, whereas \$3,400.00 is related to the addition of traffic control and site restoration pay items, which were erroneously omitted from the original estimate. However, we feel that the submitted quotation is still quite reasonable. Some additional costs were shifted to City responsibility, as we determined that additional pay items should have been attributed to the roadway work at Ternes Drive, so the property owner assessments have actually decreased slightly from the original estimates presented. As such, the private property assessments now range from a low of \$5,627.86 to a high of \$12,813.14, and can be spread over a 10-year period. Resolution 4, which scheduled the public hearing on the assessment roll, was approved at the October 1 Council meeting. The next and final step in this process is Resolution 5, which is attached for your approval and confirms the assessment roll for the project. Confirmation of the district requires a 5-2 vote of City Council, since the project was not petitioned by a majority of benefitting frontage.

IT IS RECOMMENDED that the attached Resolution 5 be adopted, and that Sidewalk Special Assessment District Number 19 be confirmed. **IT IS FURTHER RECOMMENDED** that a Change Order for the work be awarded to G.V. Cement Contracting Co. in the amount of \$42,848.75, that a total of \$49,276.06 be allocated to include a 15% contingency, and that the Director of Engineering and Public Services be authorized to execute it on behalf of the City. **IT IS FURTHER RECOMMENDED** that the Finance Director be authorized to make any necessary funding transfers.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: As soon as possible

REASON FOR DEADLINE: In order for work to be completed this season, an award should be made at this Council meeting if possible.

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N/A

INITIATED BY: Department of Engineering and Public Services

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: City Council, Engineering Department, adjacent property owners, pedestrians and other non-motorized users at large

FINANCES

COST AND REVENUE PROJECTIONS:	Cost of Total Project	\$55,703.38*
	Cost of This Project Approval	\$N/A
	Related Annual Operating Cost	\$N/A
	Increased Revenue Expected/Year	\$N/A

*Includes expected construction costs, 15% contingency, and 15% engineering.

SOURCE OF FUNDS:	City	Account Number	Amount
	N. Dixie Hwy. Sidewalk	401-95.449-818.020 and 825.005 13C11	\$10,000.00*
	Local St. Surf. Maintenance	203-60.464-818.020	\$10,378.80**
	Other Funds		
	Property Owner Assessments		\$35,324.58

*Total amount of City funding allocated through the 2012-13 Capital Improvements Program (CIP).

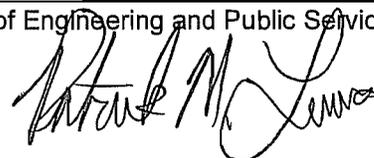
**Should be transferred into Project Code 13C11, increase in funding is to be drawn from this account due to additional pavement replacement needed on Ternes Drive in vicinity of project.

Note: Following award and funds transfer, the project contractual account (401-95.449-818.020 13C11) should contain \$49,276.06, and the project engineering account (401-95.449-825.005 13C11) should contain \$6,427.31, appropriated from the above sources.

Budget Approval: _____

FACT SHEET PREPARED BY: Patrick M. Lewis, P.E., Director of Engineering and Public Services **DATE:** 10/08/12

REVIEWED BY:



DATE:

COUNCIL MEETING DATE: October 15, 2012

RESOLUTION NO. 5

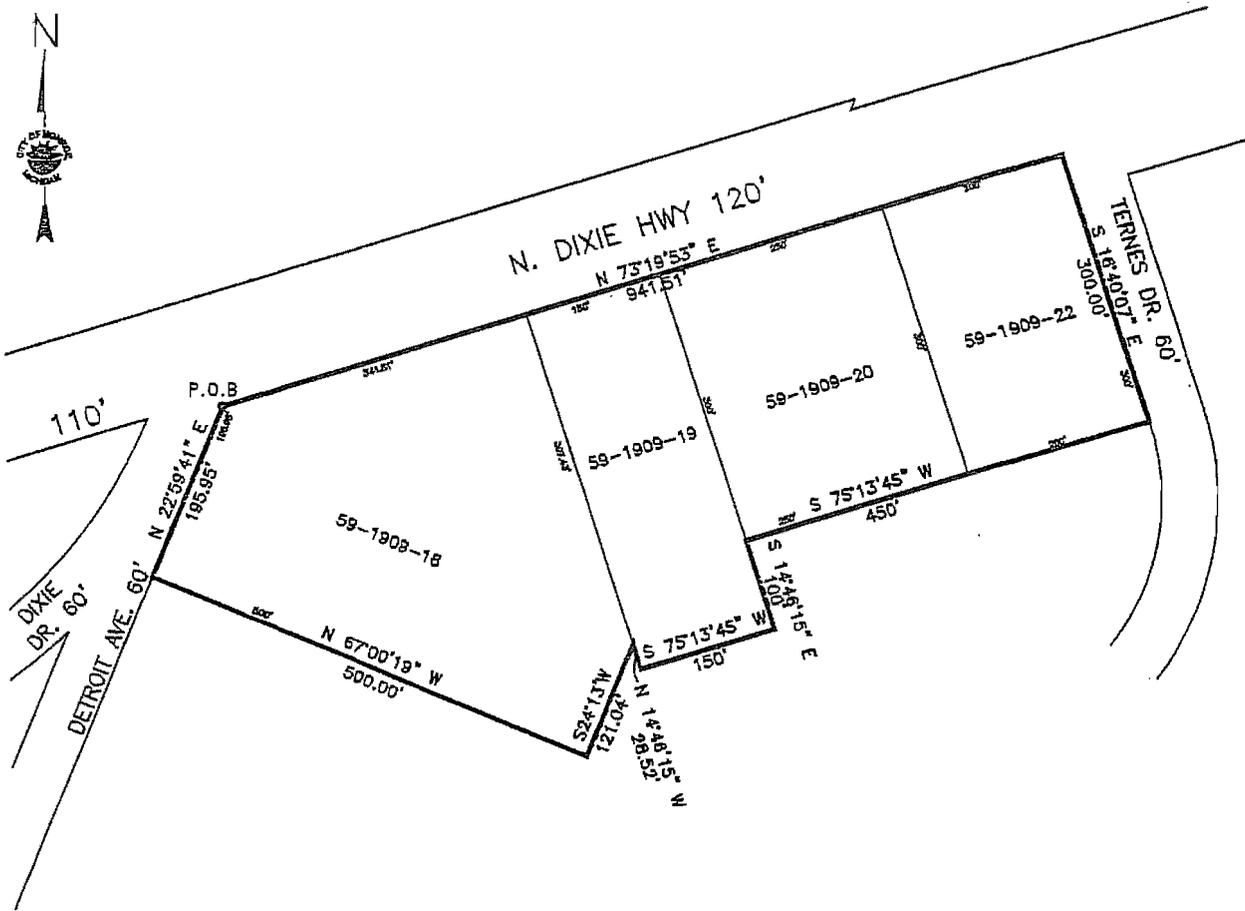
WHEREAS, October 15, 2012 is the date set for the public hearing and consideration of objections and suggestions on the assessment roll for the construction of public sidewalks to service the properties on the southerly frontage of North Dixie Highway between Detroit Avenue and Ternes Drive, known and designated as Sidewalk Special Assessment District 19, in which there is levied against the property abutting said street, the sum of \$35,324.58, and the City Clerk-Treasurer reporting no objections on file in writing to date; and

WHEREAS, affected property owners shall have the opportunity to provide verbal and written comments to the City Council regarding the assessment roll at said public hearing; therefore be it

RESOLVED, that said roll be and hereby is confirmed in all aspects, and be it further;

RESOLVED, that said roll be divided into ten (10) equal installments, the first installment being due and payable now; the second installment due and payable One (1) year from the date; the third installment due and payable Two (2) years from the date; the fourth installment due and payable Three (3) years from the date; the fifth installment due and payable Four (4) years from the date; the sixth installment due and payable Five (5) years from the date; the seventh installment due and payable Six (6) years from the date; the eighth installment due and payable Seven (7) year from the date; the ninth installment due and payable Eight (8) years from the date; and the tenth installment due and payable Nine (9) years from the date together with interest on such installment at the rate of 2.75% per annum, payable therefrom, from the date of confirmation of said special assessment roll, and be it further;

RESOLVED, that the City Clerk-Treasurer be and hereby is directed to attach his warrant to said roll, pursuant to the provisions of the Charter, and that the City Clerk-Treasurer be instructed in said warrant to make his return upon each installment within Sixty (60) days from the time the same shall be delivered for his collection.



PROPOSED N. DIXIE HWY. SIDEWALK INSTALLATION S.A.D NO. 19

Commencing at the easterly right-of-way line of Detroit Ave. (60' R/W) and the southerly right-of-way line of N. Dixie Hwy. (120' R/W);

- thence N 73°19'53" E 941.51 feet;
- thence S 16°40'07" E 300.00 feet;
- thence S 75°13'45" W 450.00 feet;
- thence S 14°46'15" E 100.00 feet;
- thence S 75°13'45" W 150.00 feet;
- thence N 14°46'15" W 28.52 feet;
- thence S 24°13'00" W 121.04 feet;
- thence N 67°00'19" W 500.00 feet;
- thence N 22°59'41" E 195.95 feet to the point of beginning.

REVISIONS		
NO.	DRAWN BY:	DATE:

CITY OF MONROE, MICHIGAN
 ENGINEERING DEPARTMENT
 N. DIXIE HWY. SIDEWALK INSTALLATION
 SOUTH SIDE – DETROIT TO TERNES
 SIDEWALK S.A.D. NO. 19

SCALE: 1"=100' FILE NO. A-XXX
 DATE: JULY, 2012 SHEET NO. 1 OF 1

DWG. OF RECORD
 DATE: _____

APPROVED: _____
 CITY ENGINEER

N. Dixie Hwy Sidewalk Installation - Detroit Avenue to Ternes Drive (south side)

Quoted Costs - All Project Costs

No.	Item	# units	Units	Quotation	
				Unit Price	Amt.
1	Remove & Dispose Conc. Drive Approach	385.60	SYD	7.50	2,892.00
2	Remove & Dispose Curb & Gutter	435.00	LFT	7.50	3,262.50
3	Furnish & Install Curb & Gutter	425.00	LFT	17.00	7,225.00
4	Furnish & Install 4" Concrete Flatwork	3245.00	SFT	2.85	9,248.25
5	Furnish & Install 6" Concrete ADA Ramps	647.00	SFT	12.00	7,764.00
6	Furnish & Install 6" Conc. Pav't & Approach	40.80	SYD	30.00	1,224.00
7	Subgrade Preparation for New Walk	3892.00	SFT	0.80	3,113.60
8	Furnish & Install 9" Concrete w/Integral Curb	47.80	SYD	49.00	2,342.20
9	Furnish & Install Bituminous Hand Patching	5.00	TON	170.00	850.00
10	Furnish & Install 12" RCP Storm Sewer	8.00	LFT	55.00	440.00
11	Earth Excavation	10.60	CYD	12.00	127.20
12	Remove & Dispose Structure	1.00	EA	450.00	450.00
13	Adjust, Clean, and Plaster Structure	2.00	EA	180.00	360.00
14	Adjust Valve Box	1.00	EA	150.00	150.00
15	Traffic Control	1.00	LS	900.00	900.00
16	Site Restoration	1.00	LS	2,500.00	2,500.00
	Subtotal				42,848.75
	Engineering (15%)				6,427.31
	Contingencies (15%)				6,427.31
	Total				55,703.38

N. Dixie Hwy Sidewalk Installation - Detroit Avenue to Ternes Drive (south side)

Cost Estimate - City Costs

No.	Item	# units	Units	Estimated Costs	
				Unit Price	Amt.
2	Remove & Dispose Curb & Gutter	130.00	LFT	7.50	975.00
3	Furnish & Install Curb & Gutter	130.00	LFT	17.00	2,210.00
5	Furnish & Install 6" Concrete ADA Ramps	647.00	SFT	12.00	7,764.00
7	Subgrade Preparation for New Walk	647.00	SFT	0.80	517.60
8	Furnish & Install 9" Concrete w/Integral Curb	47.80	SYD	49.00	2,342.20
9	Furnish & Install Bituminous Hand Patching	5.00	TON	170.00	850.00
10	Furnish & Install 12" RCP Storm Sewer	8.00	LFT	55.00	440.00
11	Earth Excavation	10.60	CYD	12.00	127.20
12	Remove & Dispose Structure	1.00	EA	450.00	450.00
	Subtotal				15,676.00
	Engineering (15%)				2,351.40
	Contingencies (15%)				2,351.40
	Total				20,378.80

N. Dixie Hwy Sidewalk Installation - Detroit Avenue to Ternes Drive (south side)

Property Owner Costs (Remaining)

Total	35,324.58
Front Footage of adjacent properties	941.51
Per Front Foot Assessment	\$ 37.5191

PARCEL ID	PROPERTY ADDRESS	OWNER NAME	OWNER MAILING ADDRESS	OWNER CITY , STATE, ZIP	FRONTAGE	ASSESSMENT
59-1909-18	1100 North Dixie Highway	SSA Delaware, LLC	c/o Pilot Travel Centers, P.O. Box 54470	Lexington, KY 40555	341.51	\$12,813.14
59-1909-19	1180 North Dixie Highway	McDonald's Corporation	c/o Jeffrey Stanton, 572 Chester	Birmingham, MI 48009	150.00	\$5,627.86
59-1909-20	1224 North Dixie Highway	Denny's of Monroe	c/o Rash #200-22-1635, P.O. Box 260888	Plano, TX 75026-0888	250.00	\$9,379.77
59-1909-22	1240 North Dixie Highway	Dixie Highway Land	1240 North Dixie Highway	Monroe, MI 48162	200.00	\$7,503.81
TOTAL FOR ALL PARCELS						\$35,324.57

COST PER FRONT FOOT = \$37.519065



CITY COUNCIL AGENDA FACT SHEET

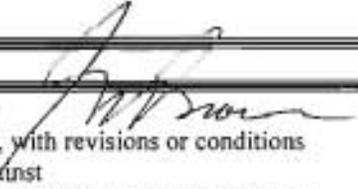
RELATING TO: REQUEST FROM THE RELAY FOR LIFE OF MONROE FOR PERMISSION TO DISPLAY A BANNER ACROSS MONROE STREET FROM MAY 13 – JUNE 2, 2013

DISCUSSION: The City received a request from Chris Sims on behalf of the Relay for Life of Monroe for permission to display a banner. Specifically the request is to display a banner across Monroe Street from May 13 – June 2, 2013 announcing the Monroe Relay for Life on June 1 – 2, 2013.

The request has been sent to the various departments for their review and there were no objections. After Council approval, advance notification will be sent to MDOT.

Manager: The City Manager recommends approval of the request subject to meeting qualifications outlined in the banner policy.

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	\$

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

Budget Approval: _____

FACT SHEET PREPARED BY: City Manager's Office

DATE: 10/8/12

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: 10/15/12

WEB BANNER 26 FEET BY 3 FEET HIGH LOGO IN THE MIDDLE

the logo would be two-sided



Dates for 2013 are June 1 & 2



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: REQUEST FROM THE DOWNTOWN DEVELOPMENT AUTHORITY TO HOLD THE ANNUAL HOLIDAY SEASON KICK-OFF AND CHRISTMAS TREE LIGHTING

DISCUSSION: The City received a request from the Downtown Development Authority for permission to hold the annual Holiday Season Kick-off and Christmas Tree Lighting in conjunction with the Holiday Parade on Saturday, November 10, 2012 from 4:00 p.m. – 8:00 p.m. Specifically the request is for electrical access for the pavilion and all electrical needs for the entertainment and tree lighting, assistance in decorating and permission to light the tree in front of the County Courthouse, free horse carriage/wagon rides around the central business district, reserve parking spaces for loading/unloading passengers on the west side of Washington Street at East First Street, and trash pick-up prior to the event, and to close **East First Street between South Monroe and South Macomb Street to vehicular traffic, as well as Washington Street between East Second and West Front Street due to the high volume of pedestrian traffic and reduced lighting in the area.**

The Holiday Parade / Tree Lighting was approved by the City Council on March 5, 2012. This matter is a follow-up to the original request for specific city services not mentioned in the previous communication, as well as the street closures for the horse drawn carriage rides.

The request was reviewed by the administrative staff and there were no objections to the request subject to insurance requirements being met, and that emergency vehicle access being maintained.

The Department of Public Services has no objection to the event. Engineering has reserved the overhead banner location on Monroe Street for holiday decorations starting Nov. 1. Public Service crews will provide barricading, and will staff lighting ceremony as needed. After City Council approval, advance notification will be sent to MDOT.

The Police Department will staff the ceremony with one officer to assist with traffic and crowd control. The estimated cost incurred by the Monroe Police Department for coverage should be approximately \$216.25. The event has never been an issue for the Police Department and the officers enjoy working this detail, as it is a family-oriented affair.

Therefore, it is recommended, that City Council approve this request contingent upon items being met as outlined by the administration, subject to insurance requirements being met, emergency vehicle access being maintained, and that the City Manager be granted authority to alter/amend the event due to health and/or safety reasons.

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: City Manager's Office

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: D.P.S., Police, Engineering, Fire, Finance, Planning, and Manager

FINANCES

COST AND REVENUE PROJECTIONS:

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

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

Budget Approval: _____

FACT SHEET PREPARED BY: City Manager's Office

DATE: 10/8/12

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: 10/15/12



September 24, 2012

City of Monroe
Attn: Honorable Mayor Clark and City Council
120 East First Street
Monroe, Michigan 48161

Dear Mayor and Council:

The Downtown Development Authority respectfully requests your support and assistance for the purpose of hosting the annual Holiday Season Kick-off and Christmas Tree Lighting in conjunction with the Holiday Parade with the Monroe County Chamber of Commerce Saturday, November 10, 2012 from 4:00 p.m. to 8:00 p.m.

From the D.P.S. we request electrical access for the pavilion and the Washington St. that all electrical needs be prepared no later than 3:00 p.m. We request that the D.P.S. decorate the tree in front of the County Courthouse as in years past. We have already received permission from the County.

We would also like to invite area service groups to joining our celebration by setting up tables along Washington Street Sidewalk for various fundraising or informational efforts.

We are asking for permission for East First St. closure for the horse drawn carriage rides. The route will be Washington Street, East Front Street, South Monroe Street, East First Street. Thank you for your consideration.

Sincerely,


Sherry Brown
DDD. Manager

Janet Berns
Chairperson, DDA

RECEIVED

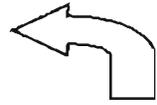
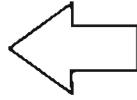
SEP 26 2012

MAYOR'S OFFICE

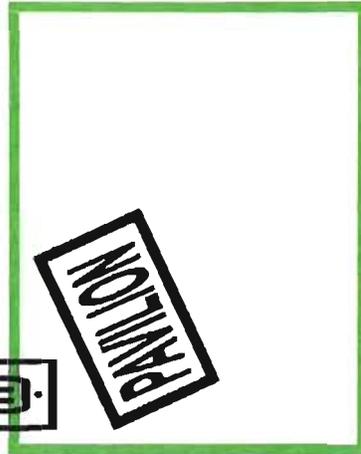
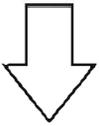
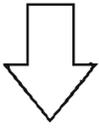
E. FRONT ST.

WASHINGTON ST.

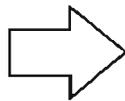
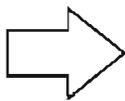
E. FIRST ST.



Loading &
Unloading
CANOPY



S. MONROE ST.





CITY COUNCIL AGENDA FACT SHEET

RELATING TO: REQUEST FROM THE MONROE COUNTY CHAMBER OF COMMERCE TO HOLD THE ANNUAL HOLIDAY PARADE

DISCUSSION: The City received a request from the Monroe County Chamber of Commerce for permission to hold the annual Holiday Parade in conjunction with the DDA's Tree Lighting Ceremony on **Saturday, November 10, 2012** at 4:00 p.m. (**revised date**).

Specifically the request is to close the affected streets along the parade route (the corner of Jones Avenue/Monroe Street, Monroe Street between Jones Avenue and Elm Avenue and W. Front Street from Monroe Street to the Laurel-Finzel parking lot, where the parade will disband). **The parade will begin promptly at 4:00 p.m. and end by 5:15 p.m.**

The request was reviewed by the administrative staff and there were no objections to the request subject to insurance requirements being met, a parade permit, and that emergency vehicle access being maintained.

The Department of Public Services has no objection to the event or **rescheduled date**. Engineering has reserved the overhead banner location on Monroe Street for holiday decorations starting Nov. 1. Public Service crews will provide barricading, and will staff lighting ceremony as needed. Expected costs for event above advance decorating are likely in \$2,000 range, similar to past years. After City Council approval, advance notification will be sent to MDOT.

The Police Department will coordinate with DPS, the Monroe County Sheriff Department, and Engineering Department to assure that all safety aspects are covered. The estimated cost incurred by the Monroe Police Department for parade coverage should be approximately \$1,025.

Therefore, it is recommended, that City Council approve this request contingent upon items being met as outlined by the administration, subject to insurance requirements being met, a parade permit, emergency vehicle access being maintained, and that the City Manager be granted authority to alter/amend the event due to health and/or safety reasons.

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: City Manager's Office

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: D.P.S., Police, Engineering, Fire, Finance, Planning, and Manager

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: 2/28/12

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: 3/5/12

Leading Businesses.
Leading Communities.™

monroecountychamber.com



MONROE COUNTY
CHAMBER OF COMMERCE

February 14, 2012

Mayor Robert Clark
City of Monroe
120 East First Street
Monroe, MI 48161

Dear Honorable Mayor Clark and City Council Members:

The Monroe County Chamber of Commerce requests permission to hold our annual Holiday Parade in conjunction with the DDA's Tree Lighting Ceremony on Saturday, November 10, 2012, at 4:00 p.m.

The proposed parade route: Begins at the corner of Jones Avenue and Monroe Street, proceeds North on Monroe Street to Front Street, heads west on Front Street and will disband in the Laurel Finzel Parking Lot (turn off West Front Street before K of C Hall).

We are requesting that traffic be stopped at the appropriate time (to be determined by City Police) on Monroe Street between Jones Avenue and Elm Avenue for the purpose of organizing the parade in that area. The parade will begin promptly at 4:00 p.m. and end by 5:15 p.m.

After the Parade Santa will be going from the parade to the Monroe Bank & Trust Lobby at 10 Washington Street to visit with the children.

Thank you for your consideration in this matter. We appreciate your support and exceptional cooperation which allows us to host this annual community event. We request that trash containers on Washington, Front and First Streets be emptied before the parade if full.

If more information is needed please contact Michelle Dugan, Executive Director at The Chamber at (734) 384-3368.

Michelle Dugan
Executive Director

RECEIVED

FEB 15 2012

MAYOR'S OFFICE

Memorandum

To: Thomas C. Moore III, Chief of Police
From: Lt. Gregory N. Morgel
CC: Patricia Weaver, Executive Secretary to the Mayor/Manager City of Monroe, file
Date: February 17, 2012
Re: **Staff Study – 2012 Holiday Parade and Tree Lighting Ceremony**

The annual Holiday Parade is scheduled for Saturday, November 10, 2012 at 4:00 pm. This year's parade will again be held on a Saturday at 4:00 pm with the withheld the 20th annual "Christmas Tree Lighting Ceremony" (Holiday Season Kick-off event) to be held right after the parade. The Chamber of Commerce will sponsor the parade and the "DDA" will sponsor the Tree Lighting ceremony

The parade is an annual event and is normally well organized. Last year's parade consisted of 71 units and approximately the same amount of units are expected to participate this year. The parade normally is approximately one hour in duration. The parade route is the usual route. It will begin at Jones Avenue, then travel northbound on South Monroe Street, to westbound on West Front Street, and head to the Laurer-Finzel parking lot where the parade units will disband.

The Parade Event Coordinator, Michelle Dugan, advised that Santa Claus will be at the Monroe Bank Trust headquarters' lobby immediately after the parade. The "Christmas Tree Lighting Ceremony" will begin at 6:30 pm and run until 9:00 pm, with the tree lighting at 7:30 pm.

Last year's event cost \$847.33 to staff. Ten officers were involved in last year's parade. The optimum number of officers to staff this parade is twelve. This amount will vary somewhat due to different pay scales and not yet knowing which grade of officers will be assigned to it. The approximate cost incurred by Monroe Police Department for parade coverage should be approximately \$1,025.00.

The Christmas Tree is actually in front of the Courthouse at the southeast corner of Washington Street & East First Street, however various other activities are held in the nearby area of Loranger Square, the Dorsch Library and at various downtown businesses. Free horse drawn carriage rides are once again planned as they have been the past several years.

I recommend once again that East First Street is closed to vehicular traffic between South Monroe Street and South Macomb Street due to the high volume of pedestrian traffic, coupled with the reduced lighting in the area. A large amount of attendees gather in the street just prior to the lighting causing a hazardous situation when vehicles are allowed

through. This closure would also close Washington Street between East Second Street and West Front Street.

The Tree Lighting ceremony normally goes smoothly and is well organized. Last year's event was staffed with one officer on an overtime basis. The officer is utilized for public relations and to provide a sense of security for those attending, as well as traffic control. I would recommend staffing the event again with one officer. With the implemented road closures, one officer should be able to handle any traffic problems that arise and can always call on the "6p-6a shift" for any problems requiring additional assistance. The cost coverage for one officer on overtime would be approximately \$129.98. The cost could vary slightly depending on the pay grade of the assigned officer.

I will contact DPS to coordinate the placement of barricades for the street closures for both the parade and the tree lighting ceremony. I will coordinate with the Monroe County Sheriff's Office for traffic assistance, as well as the Engineering Department concerning the temporary closure of State Route "M-125."

As always, I am available for any questions, comments, or concerns you may have.

EVENT COORDINATORS: Michelle Dugan (Chamber of Commerce) 734-384-3368

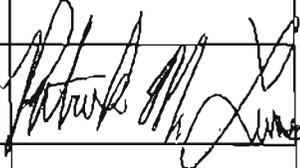
CITY OF MONROE INTERDEPARTMENT ACTIVITY FORM

ADMINISTRATIVE ACTIVITY: Request from the Monroe County Chamber of Commerce for permission to hold the annual Holiday Parade in conjunction with the DDA's Christmas Tree Lighting Ceremony on November 10, 2012 at 4:00 p.m., and to close the affected streets (see attached)

INITIATING DEPARTMENT: City Manager's Office

DATE: 2/17/12 **SUSPENSE:** A.S.A.P.

DEPARTMENT ROUTING:

DEPARTMENT	ACTIVITY REQUIRED	DATE RECEIVED	DATE TRANSMITTED	DEPARTMENT SIGNATURE
M. Hoskins	Review and Comment			
B. LaRoy	Review and Comment			
✓ P. Lewis	Review and Comment	02/17/12	02/21/12	
J. Mominee	Review and Comment			
T. Moore	Review and Comment			
E. Sell	Review and Comment			
D. Swallow	Review and Comment			
G. Brown	Review / Approve			

SUMMARY: No objections to event or rescheduled date. Engineering has reserved overhead banner location on Monroe Street for holiday decorations starting November 1. Expected costs for event preparation are not exactly known, since much of this cost is in actual decorating alone, which would be done in any case. Public Services crews will provide barricading, and will staff lighting ceremony as needed. Expected costs for event above advance decorating are likely in \$2,000 range, similar to past years. Due to the extensive decorating that occurs each year, some will appear in late October to ensure timely completion.



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: WEST HIGH SERVICE #8 AND PRIMARY WASTE WASHWATER MOTOR & PUMP REPAIRS – WATER TREATMENT PLANT

DISCUSSION: Five (5) bids were received for completing repairs on West High Service #8 and the Primary Waste Washwater Motors & Pumps at the Water Treatment Plant (WTP). The WTP has 11 High Service Pumps (HSP) that are used for pumping potable water into the water distribution system where 5 are located in the West High Service Building. The WTP has a Primary Waste Washwater Pump (WWP) and a backup. This Primary WWP pumps debris to the sanitary sewer system after water has been filtered. All HSPs and WWPs are an integral function to the WTP being able to maintain the treatment and to pump water into the distribution system for maintaining flow demands and system pressure requirements. The materials and environment the WWP are subjected to are harsh such that keeping them in optimal operating condition is difficult to maintain, but necessary to allow the WTP to treat water efficiently. The HSP are subjected to multiple pump combinations and run cycles that result in high hours of use where keeping them in optimal operating condition is necessary to allow the WTP to function efficiently. Loss of any WWP or HSP leaves the WTP without adequate redundancy to treat and or pump water as required per the 10 State Standards and reduces the WTP capacity rating.

The motor & pump repairs are part of an overall approved fiscal year 2012-2013 Capital Improvement Program (CIP) project to repair / upgrade several WTP motors & pumps to extend their respective service lives. The lowest bidder meeting all bid specifications is from Hydrodynamics, Inc out of Waterford, MI for \$52,346.29. Attached is bid tabulation for reference.

The Primary WWP and HSP #8 recently came into disrepair such that staff inspected and consulted with pump vendors on the scope needed to remove, clean, inspect, repair and put them back into service to extend their service life. Staff developed the work scope to complete the work which should extend the service life for at least 15~20 years. The scope is considered normal wear and tear on the motor & pump equipment, however it is out of the staff's abilities to complete the repairs due to the specialty equipment required to remove, inspect, clean, repair, balance and reinstall the motors & pumps. The repairs will provide adequate redundancy to treat and or pump water as required per the 10 State Standards and maintain the WTP capacity rating. This CIP project has adequate funding budgeted for the project.

Hydrodynamics, Inc out of Waterford, MI has worked for the City previously on several projects with excellent results such that we are confident they perform adequately again.

IT IS RECOMMENDED that a purchase order in the amount of \$52,346.29 and a total amount of \$62,800.00 be encumbered to include a 20% contingency, be awarded to Hydrodynamics, Inc out of Waterford, MI for completing repairs on West High Service #8 and the Primary Waste Washwater Motors & Pumps as part of the fiscal year 2012-2013 CIP project in accordance with the bid specifications.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: November 7, 2012

REASON FOR DEADLINE: Bids are good for thirty (30) days.

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, Water Department and Customers

FINANCES

COST AND REVENUE PROJECTIONS:

Cost of Total Project	\$ 65,000.00
Cost of This Project Approval	\$ 62,800.00
Related Annual Operating Cost	\$ N/A
Increased Revenue Expected/Year	\$ N/A

SOURCE OF FUNDS:

City	Account Number	Amount
Operating Equipment	591-40.537-977.000 13W07	\$ 62,800.00
<u>Other Funds</u>		

Budget Approval: _____

FACT SHEET PREPARED BY: Barry S. LaRoy, P.E., Director of Water & Wastewater Utilities **DATE:** October 8, 2012

REVIEWED BY:

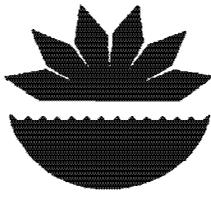
DATE:

COUNCIL MEETING DATE: October 15, 2012

**BIDS RECEIVED LIST FOR PRIMARY WASTE WASHWATER &
WEST HIGH SERVICE #8 MOTOR / PUMP REPAIR SERVICES
FOR THE WATER DEPARTMENT. BID REQUESTS
DISTRIBUTED 9/19/2012.**

BIDS DUE MONDAY, OCTOBER 8, 2012.

	<u>BID AMOUNT</u>
HYDRODYNAMICS, INC. WATERFORD, MI	\$52,346.29
ARROW MOTOR & PUMP, INC. WYANDOTTE, MI	\$57,088.80
PROSEAL SERVICE GROUP PONTIAC, MI	\$71,938.00
CORE ELECTRIC/MICHIGAN PUMP MELVINDALE, MI	\$76,045.00
O'LAUGHLIN CONSTRUCTION CO. BRIGHTON, MI	\$93,805.00



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Bids for the Demolition of the structure at 803 East Elm Ave.

DISCUSSION: Bids were opened on September 10, 2012, for the demolition of the structure located at 803 East Elm Ave. The three lowest bids were received from Pranam Globaltech Inc. (\$7,800.00), McBee Trucking & Excavating (\$7,900.00), and Universal Consolidated Enterprises (\$8,900.00).

After review of the bids it is recommended that the City Council award the above contact in the amount of \$7,800.00 to Pranam Globaltech Inc. and that a total of \$12,800 be encumbered to include a contingency of \$5000.00 for any unforeseen costs associated with the demolition. It is further recommended that the Mayor or Clerk/Treasurer be authorized to sign the contract on behalf of the City of Monroe.

It is further recommended that execution of the contract with Pranam Globaltech Inc. be suspended for 30 days to allow the City Attorney to investigate alternatives to demolition, and to rescind the bid award if an acceptable alternative is found.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: 10/15/12

REASON FOR DEADLINE: Council Meeting on this date.

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N/A

INITIATED BY: Building Department

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

FINANCES

COST AND REVENUE PROJECTIONS:

Cost of Total Project	\$12,800.00
Cost of This Project Approval	\$12,800.00
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>
	Demolition Service	10165805818030	\$12,800.00 \$ N/A \$ N/A
	<u>Other Funds</u>		\$ N/A \$ N/A \$ N/A \$ N/A

Budget Approval: _____

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

DATE: 10/9/12

REVIEWED BY: Joseph A. Lehmann, Building Official



COUNCIL MEETING DATE: 10/15/12

**BIDS RECEIVED LIST FOR DEMOLITION SERVICES FOR THE
BUILDING DEPARTMENT. BID REQUESTS DISTRIBUTED
8/27/2012. BIDS DUE MONDAY, SEPTEMBER 10, 2012.**

		<u>BID AMOUNT</u>
HOMRICH, INC.		
CARLETON, MI	803 EAST ELM	\$12,300.00
	528 WINCHESTER	\$10,900.00
		(BID BOND)
UNIVERSAL CONSOLIDATED ENTERPRISES		
ROSEVILLE, MI	803 EAST ELM	\$8,900.00
	528 WINCHESTER	\$7,029.00
		(BID BOND)
BLUESTAR, INC.		
WARREN, MI	803 EAST ELM	\$14,900.00
	528 WINCHESTER	\$11,700.00
		(BID BOND)
LYLE TRUCKING & EXCAVATING		
FLAT ROCK, MI	803 EAST ELM	\$13,800.00
	528 WINCHESTER	\$ 9,950.00
		(BID CHECK)
W. CLOSE & SONS EXCAVATING		
ERIE, MI	803 EAST ELM	\$10,150.00
	528 WINCHESTER	\$ 6,950.00
		(BID CHECK)
EARTHWORKS CONCRETE & EXCAVATING		
CARLETON, MI	803 EAST ELM	\$10,999.00
	528 WINCHESTER	\$ 7,999.00
		(BID CHECK)
MCBEE TRUCKING & EXCAVATING		
MONROE, MI	803 EAST ELM	\$7,900.00
	528 WINCHESTER	\$5,900.00
		(BID CHECK)
PRANAM GLOBALTECH, INC.		
LIVONIA, MI	803 EAST ELM	\$7,800.00
	528 WINCHESTER	\$7,000.00
		(BID BOND)



803 E Elm Ave. 10/13/10





CITY COUNCIL AGENDA FACT SHEET

RELATING TO: REPORT BACK ON PROPOSALS RECEIVED FOR PROFESSIONAL SERVICES FOR THE FISCAL YEAR 2012-13 CROSS CONNECTION INSPECTION PROGRAM

DISCUSSION: The Water Department received one proposal for professional services to assist with the implementation of the City's annual cross-connection control / backflow prevention program. The proposal received is based on an RFP sent out to qualified consultants in the region (see attached analysis). The Water Department is required to perform / institute a cross-connection program within the City water system in accordance with MDEQ requirements. For all industrial, commercial, institutional facilities and miscellaneous water users cross-connection compliance is required in an effort to prevent backflows from occurring within the City water system.

The proposal's general scope includes performing 125 initial inspection / compliance / re-inspections, provide various comprehensive & MDEQ reporting, review and recommend cross-connection ordinance updates, inventorying and documenting facility and testing data, performing oversight on all related work activities to contact / gain access / inspect individual facilities per the facility list provided by the Water Department, and establish / maintain a community wide public relations program for awareness of cross-connections. This type of work is considered a professional service due to it being a specialty service. Only a few available consultants within our region perform this type of work.

Attached are responses to the RFP sent out however only one provided a proposal. The proposal received is from Hydro Designs, Inc out of Troy, MI. The proposal schedule is to complete all fiscal year 2012-2013 inspection services by June 30, 2013, and finalizing all remaining contract obligations by August 31, 2013. The consultant submitting the proposal can perform the work based on the fact that they have completed several past cross connection / backflow prevention programs including inspections & training for the City of Monroe Water Department the last several years. They are familiar with the water system customer base and the existing City's cross-connection control / backflow prevention ordinance. In an effort to assist the City of Monroe with the amount of water system cross-connection / backflow inspections required and to ensure compliance with the Water Supply Cross-Connection Rules of the MDEQ it is recommended to award Hydro Designs, Inc the work based on their proposal. The cost is included in the Water Department's fiscal year 2012-2013 budget where adequate funding has been budgeted.

The proposal and service agreement has been reviewed by Tom Ready, City Attorney such that he is familiar with the documents language.

IT IS RECOMMENDED that a purchase order in the amount of \$12,600.00 for professional services to assist with implementation of the City's annual cross-connection control / backflow prevention program be awarded to Hydro Designs, Inc in accordance with their proposal dated October 3, 2012. IT IS FURTHER RECOMMENDED to authorize the Director of Water and Wastewater or his designee to be authorized to sign all necessary documents on behalf of the City of Monroe.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: ASAP

REASON FOR DEADLINE: Complete required cross-connection inspections for FY 2012-13.

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: Water Department, Water Customers

FINANCES

COST AND REVENUE PROJECTIONS:	Cost of Total Project	\$ 12,600.00
	Cost of This Project Approval	\$ 12,600.00
	Related Annual Operating Cost	\$ N/A
	Increased Revenue Expected/Year	\$ N/A

SOURCE OF FUNDS:	<u>City</u>	<u>Account Number</u>	<u>Amount</u>
	General Contract Services	591-40.540-818.020	\$ 12,600.00
	<u>Other Funds</u>		

Budget Approval: _____

FACT SHEET PREPARED BY: Barry S. LaRoy, P.E., Director of Water & Wastewater Utilities **DATE:** October 9, 2012

REVIEWED BY: _____ **DATE:** _____

COUNCIL MEETING DATE: October 15, 2012

FY 2012-2013 CROSS-CONNECTION
PROPOSAL ANALYSIS

CONSULTANT	PRICE	MEETS RFP REQ'TS
HYDRO DESIGNS, INC	\$ 12,600.00	YES
BACKFLOW SOLUTIONS, INC	NO BID	YES
M.E. SIMPSON	NO RESPONSE	YES

Corporate Headquarters

5700 Crooks Rd., Ste. 100
Troy, MI 48098
800.690.6651 toll free
248.250.5000 phone
248.786.1789 fax

Wisconsin Office

2665 S. Moorland Rd., Ste. 209
New Berlin, WI 53151
800.315.4305 toll free
262.264.6402 phone
262.784.6106 fax



www.hydrodesignsinc.com

October 3, 2012

Kevin Armstrong
Water Superintendent
City of Monroe
120 East First St.
Monroe, MI 48161

Dear Kevin,

Based on your current Cross Connection Control (CCC) Program, we have prepared a program that will continue to meet your specific Cross-Connection Control Program needs. Also, included within this package is our standard Professional Services Agreement. For your convenience, this presentation has been divided into four sections. They include:

- ◆ Background
- ◆ Executive Summary
- ◆ Staff Capabilities
- ◆ Professional Services Agreement

This proposal is based upon completing a total of **125** initial inspections, compliance inspections/re-inspections of your commercial, industrial & institutional facilities on an annual basis.

This proposal is based on a period of 10 months with all proposal elements being completed by August 31, 2013. High hazard facilities will be re-inspected on an annual basis with all the remaining low hazard facilities being inspected on a five-year re-inspection frequency. HDI has assessed the degree of hazard of each facility and determined the re-inspection frequency during the initial inspection of each facility.

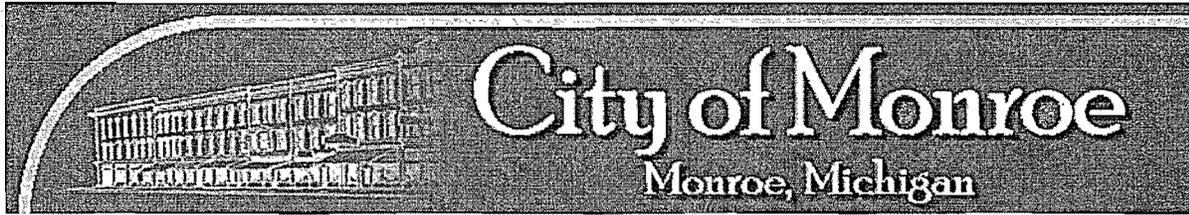
If you have any questions please feel free to contact me at 248-250-5022. We look forward to working with you and the City of Monroe again on this project.

Sincerely,

Paul Patterson

Paul Patterson
Hydro Designs, Inc.
ppatterson@hydrodesignsinc.com

Proposal



October 3, 2012

Kevin Armstrong
Water Superintendent
City of Monroe
120 East First Street
Monroe, MI 48161

Hydro Designs, Inc. Background

Executive Summary

Professional Service Agreement

Appendix

2 - 8

9

“Our Goal is Cost Effective Compliance”

Executive Summary

Program Recommendations

Based on your current program, HDI will provide the following services to the City of Monroe. This project is a continued effort for an on going compliant Cross-Connection Control Program and will provide the City of Monroe with the necessary data and information to keep your community in compliance with the Michigan Department of Environmental Quality (DEQ). Once this project has been approved and accepted by the City of Monroe and HDI, you may expect completion of the following elements by August 31, 2013. The components of the project include:

1. Perform **125** initial inspections and re-inspections at individual industrial, commercial, institutional facilities and miscellaneous water users within the City of Monroe served by the public water supply for cross-connections. Inspections will be conducted in accordance with the DEQ Water Bureau Cross Connection Control regulations. One "compliance inspection" or "follow up" inspection if needed for the above facilities will be completed at no cost to the utility. (See Section 2.2 for inspection definitions.)
2. Generate and document the required program data for the facilities using the HDI Software Data Management Program.
3. Submit comprehensive management reports on a quarterly basis.
4. Conduct an annual review meeting to discuss overall program status and recommendations.
5. Provide up to six- (6) ASSE approved hose bibb vacuum breakers or anti-frost hose bibb vacuum breakers, (i.e. combination) per facility as required, in order to place a facility into immediate compliance at the time of inspection.
6. Prepare the annual State of Michigan, DEQ Water Bureau Cross Connection Report.
7. Continue to assist the City of Monroe with a community wide public relations program including general awareness brochures and web site cross connection control program overview content and resources.
8. Provide ongoing support via phone, fax, internet or email.

The above services will be provided for:

Monthly Amount: \$1,260.00	Contract Amount: \$12,600.00
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Contract Amount is based upon a 10 month period. HDI will invoice in 10 equal amounts of \$1,260.00

PROFESSIONAL SERVICE AGREEMENT

This agreement, made and entered into this October 15, 2012 by and between the City of Monroe, organized and existing under the laws of the State of Michigan, referred to as "Utility," and Hydro-Designs, Inc. a Michigan Corporation, referred to as "HDI".

WHEREAS, the Utility supplies potable water throughout its geographic boundaries to property owners; and desires to enter into a professional services contract for cross connection control program inspection, reporting and management services.

WHEREAS, HDI is experienced in and capable of supplying professional inspection of potable water distribution systems and cross connection control program management to the Utility and the Utility desires to engage HDI to act as its independent contractor in its cross connection control program.

WHEREAS, the Utility has the authority under the laws of the State of Michigan and its local governing body to enter into this professional services contract.

NOW THEREFORE, in consideration of the mutual agreements herein contained, and subject to the terms and conditions herein stated, the parties agree as follows:

ARTICLE I. Purpose

During the term of this Agreement, the Utility agrees to engage HDI as an independent contractor to inspect its potable water distribution system in public, commercial and industrial facilities within the community and document its findings. Each party to this agreement agrees that it will cooperate in good faith with the other, its agents, and subcontractors to facilitate the performance of the mutual obligations set forth in this Agreement. Both Parties to this agreement recognize and acknowledge that the information presented to them is complete and accurate, yet due to the inaccessible nature of water piping or due to access constraints within water user's facilities, complete and accurate data is not always available.

ARTICLE II. Scope of Services

The scope of services to be provided by HDI under this Agreement will include the inspections, compliance, preparation of quarterly management reports, and annual cross connection reports with respect to the Facilities to the extent specifically set forth in this Article II (hereinafter the "Scope of Service"). Should other reports be included within the scope of services, the same shall be appended to this Agreement as Exhibit 1.

2.1 PROGRAM REVIEW. HDI will review for the Utility Cross Connection Control Program. Items for review include the following:

- Review state & local regulations
- Review wording and timeliness for program notifications including:
 - Inspection Notice
 - Compliance Notice
 - Non-Compliance Notices 1-2, Penalty Notices
- Special Program Notices
- Prioritize Inspections
- Review procedures and protocol for addressing specific hazards
- Review program reporting procedures
- Review educational and public awareness brochures
- Obtain updated facility listing and address information
- Establish facility inspection schedule
- Review high hazard and large industrial facility inspection/containment procedures

2.2 INSPECTIONS. HDI will perform initial inspections, compliance inspections, and re-inspections at individual industrial, commercial, institutional facilities and miscellaneous water users within the utility served by the public water supply for cross-connections. Inspections will be conducted in accordance with Michigan Department of Department of Environmental Quality– Water Bureau Cross Connection Control Rules.

- *Initial Inspection* – the first time an HDI representative inspects a facility for cross connections. Degree of Hazard is assigned to facility. The Degree of Hazard will dictate future re-inspection frequency/schedule of facility, (facility will be either compliant or non-compliant after this inspection).
- *Compliance Inspection* – subsequent visit by an HDI representative to a facility that was non-compliant during the *Initial Inspection* to verify that corrective action was completed and meets the program requirements.
- *Re-Inspection* – Revisit by an HDI representative to a facility that was previously inspected. The re-inspection frequency/schedule is based on the degree of hazard assigned to the facility during the initial inspection (one or five year re-inspection cycle).

2.3 INSPECTION SCHEDULE. HDI shall determine and coordinate the inspection schedule. Inspection personnel will check in/out on a daily basis with the Utility designated contact person. Initial check in to include a list of inspections scheduled. An exit interview will include a list of inspections completed.

2.4 PROGRAM DATA. HDI will generate and document the required program data for the facilities listed below (in 2.10) using the HDI Software Data Management Program. Program Data shall remain property of the Utility; however, the HDI Software Data Management program shall remain the property of HDI. Data Services to include:

- Prioritizing and scheduling of inspections
- Notify users of inspections, backflow device installation and testing requirements
- Monitor inspection and testing compliance
- Maintenance of program to comply with all DNRE regulations

2.5 MANAGEMENT REPORTS. HDI will submit comprehensive management reports on a quarterly & annual basis to the Utility, which will include the following:

- Report format to include electronic updates and/or hard copy
- Electronic reports will be available in a downloadable format
- Number of facilities inspected
- Number of facilities compliant/non-compliant

2.6 REVIEW OF CROSS-CONNECTION CONTROL ORDINANCE. HDI will review the current cross-connection control ordinance and cross-connection control plan. Items for review include:

- Code adoption references, standard operational procedures, program notice documentation, reporting procedures and preference standards.
- Re-inspection frequency for all facilities.
- Backflow prevention assembly testing requirements.

2.7 VACUUM BREAKERS. Provide up to six- (6) ASSE approved hose bibb vacuum breakers or anti-frost hose bibb vacuum breakers per facility as required, in order to place a facility into immediate compliance at the time of inspection.

2.8 PUBLIC RELATIONS PROGRAM. HDI will continue to assist the Utility with a community wide public relations program including general awareness brochures and web site cross connection control program overview content and resources.

2.9 SUPPORT. HDI will provide ongoing support via phone, fax, internet or email for the contract period.

2.10 FACILITY TYPES. The facility types included in the program are as follows:

- Industrial
- Institutional
- Commercial
- Miscellaneous Water users

Complex Facilities. The primary responsibility of the water utility through the State of Michigan Cross-Connection Rules is to protect the public water supply distribution against the entrance of contaminants and/or pollutants. When the water utility is faced with a facility, (i.e., complex piping or potentially hazardous systems) whose internal piping system is difficult or too complex to follow or is subject to frequent unauthorized changes, service line protection or "containment" of the premises should be required. It is the responsibility of the owner of the property to provide adequate protection of the internal plumbing system from cross connections.

2.11 INSPECTION TERMS. HDI will perform **125** total inspections over the contract period. The total inspections include all initial inspections, compliance and re-inspections. Inspections shall be completed by June 30, 2013, all contract elements shall be completed by August 31, 2013.

2.12 COMPLIANCE WITH DEPARTMENT OF ENVIRONMENTAL QUALITY & MICHIGAN ADMINISTRATIVE CODE. HDI will assist in compliance with DEQ and Michigan Administrative Code cross connection control program requirements for all commercial, industrial, institutional and public authority facilities.

2.13 POLICY MANUAL. HDI will review the comprehensive cross connection control policy manual/plan.

2.14 INVENTORY. HDI shall inventory all accessible (ground level) backflow prevention assemblies and devices. Information for testable assemblies to include: location, size, make, model and serial number if applicable.

2.15 DATA MANAGEMENT. HDI shall provide data management and program notices for all inspection services throughout the contract period.

2.16 ANNUAL YEAR END REVIEW. HDI will conduct an on-site annual year-end review meeting to discuss overall program status and specific program recommendations.

2.17 CROSS CONNECTION CONTROL BROCHURES. HDI will provide approximately 200 cross-connection control educational brochures annually.

2.18 INSURANCE. HDI will provide all required copies of general liability, workers compensation and errors and omissions insurance naming the Utility as an additional insured if required.

ARTICLE III. Responsibilities of the Utility

- 3.1 UTILITY'S REPRESENTATIVE.** On or before the date services are to commence under this Agreement, the Utility shall designate an authorized representative ("Authorized Representative") to administer this Agreement.
- 3.2 COMPLIANCE WITH LAWS.** The Utility, with the technical and professional assistance of HDI, shall comply with all applicable local, state, and federal laws, codes, ordinances, and regulations as they pertain to the water inspection and testing and shall pay for any capital improvements needed to bring the water treatment and delivery system into compliance with the aforementioned laws.
- 3.3 NOTICE OF LITIGATION.** In the event that the Utility or HDI has or receives notice of or undertakes the prosecution of any actions, claims, suits, administrative or undertakes the prosecution of any actions, claims, suits, administrative or arbitration proceedings, or investigations in connection with this agreement, the party receiving such notice or undertaking such prosecution shall give the other party timely notice of such proceedings and will inform the other party in advance of all hearings regarding such proceedings.
- 3.4 FACILITY LISTING.** The Utility will provide HDI a complete updated list of facilities to be inspected in Microsoft Excel format. Information to include facility name, address, contact person, and phone number, (if available).
- 3.5 LETTERHEAD/LOGO.** The Utility will provide HDI with an electronic file copy of the utility logo or utility letterhead and all envelopes for the mailing of all official program correspondence only.

ARTICLE IV. Term

- 4.1 TERM AND TERMINATION TERM.** Services by HDI under this Agreement shall commence on October 15, 2012 and end on August 31, 2013, unless this Agreement is renewed or terminated as provided herein. The terms of this Agreement shall be valid only upon the execution of this agreement within 90 days of its receipt. Failure to execute this Agreement within the 90-day period shall deem the proposed terms void.
- 4.2 RENEWAL.** Upon the expiration of this Agreement, HDI will continue to provide services as specified in this Agreement and the Agreement will automatically continue on a month-to-month basis at the same monthly contract dollar amount unless either party notifies the other in writing prior to sixty (60) calendar days before the end of this Agreement.
- 4.3 TERMINATION.** The Utility or HDI may terminate this Agreement at any time and on any date in the initial and renewal terms of this Agreement, with or without any cause, by giving written notice of such intent to terminate to the other party at least thirty (30) days prior to the effective date of termination. Notice of the intent to terminate shall be given in writing by personal service, by an authorized agent, or by certified mail, return receipt requested. The Utility shall pay the balance of any outstanding accounts of work performed by HDI.
- 4.4 BASE COMPENSATION.** From October 15, 2012 the Utility shall pay HDI as compensation ("Base Compensation") for labor, equipment, material, supplies, and utilities provided and the services performed pursuant to this Agreement, the sum of **\$1,260.00** per month for the contract period totaling **\$12,600.00**.
- 4.5 PAYMENT OF INVOICES.** Upon presentation of invoices by HDI, all payments including base and other compensation shall be due and payable on the first day of each month (due date) for which services will be or have been rendered. All such payments shall be made no later than thirty (30) days after the due date. Failure to pay shall be deemed a default under this agreement. For any payment to HDI which is not made within thirty (30) calendar days after the due date, HDI shall receive interest at one and one-half (1½) percent per month on the unpaid balance.
- 4.6 CHANGES IN SCOPE OF SERVICES.** In the event that the Utility request and HDI consents to perform additional work or services involving the consulting, management, operation, maintenance, and repair of the Utility's water delivery system where such services or work exceeds or changes the Scope of Services contemplated under this Agreement, HDI shall be provided additional compensation. Within thirty (30)

calendar days from the date of notice of such additional work or services, the parties shall mutually agree upon an equitable sum for additional compensation. This amount shall be added to the monthly sum effective at the time of change in scope. Changes in the Scope of Service include, but are not limited to, requests for additional service by the Utility, additional costs incurred in (a) treating Abnormal or Biological Toxic Materials; (b) disposing of process residue; (c) meeting new or changed government regulations or reporting requirements, including changed effluent or potable water standards which increase the cost of operating the Facilities; (d) arising from construction or modification of the Facilities, or (e) expenditures for Capital Improvement and Capital Repairs.

4.7 CLIENT CONFIDENTIALITY. All communications between HDI and the Utility regarding business practices and other methods and forms of doing business will be considered confidential, subject to the requirements of the Freedom of Information Act.

4.8 ACCESSIBILITY. Backflow prevention device information will be completed in full only when the identifying information (i.e. data plate, brass tag, etc.) is accessible and visible from ground level or from a fixed platform/mezzanine.

4.9 CONFINED SPACES – HDI personnel will not enter into confined spaces.

ARTICLE V. Risk Management

5.1 INFORMATION. Both Parties to this agreement recognize and acknowledge that the information presented to them is complete and accurate, yet due to the inaccessible nature of water piping, complete accurate data is not always available.

5.2 INDEMNIFICATION. HDI agrees to and shall hold the Utility, its elected and appointed officers, and employees harmless from any liability for claims or damages for personal injury or property damage which is caused by or arises from the sole negligence of HDI in the performance of its services under this Agreements. The Utility agrees to and shall hold HDI, its officers, and employees harmless from any liability for claims or damages for personal injury or property damage which is caused by, or arises from, the sole negligence of the Utility. In the event that both HDI and the Utility are found by a fact finder to be negligent and the negligence of both is a proximate cause of such claim for damage, then in such event each party shall be responsible for the portion of the liability equal to its comparative share of the total negligence. HDI’s liability to the Utility for any loss, damage, claim, or expense of any kind or nature caused directly or indirectly by the performance or non-performance of obligations pursuant to this Agreement shall be limited to general money damages in an amount not exceed or within the limits of the insurance coverage provided hereunder. HDI shall in no event be liable for indirect or consequential damages, including but not limited to, loss of profits, loss of revenue, or loss of facilities, based upon contract, negligence, or any other cause of action.

5.3 HDI INSURANCE. HDI currently maintains the following insurance coverage’s and limits:

	Occurrence	Aggregate
Comprehensive General Liability	\$1 Million	\$2 Million
Excess Umbrella Liability	\$5 Million	\$5 Million
Automobile Liability (Combined Single Limit)	\$1 Million	
Worker’s Compensation/ Employer’s Liability	\$1 Million	
Errors and Omissions	\$2 Million	\$2 Million

Within thirty (30) calendar days of the start of the project, HDI shall furnish the Utility with satisfactory proof of such insurance, and each policy will require a 30-day notice of cancellation to be given to the Utility while this Agreement is in effect. These policies will be in effect at the time HDI takes possession of the Facilities. The Utility shall be named as an additional insured according to its interest under the general liability policy during the term of this Agreement.

5.4 UTILITY INSURANCE. The Utility will maintain liability insurance on an all risk basis and including extended coverage for matters set forth in this agreement. The Utility and HDI agree that with respect to insurance

coverage carried by either party in connection with the Facilities, such insurance will provide for the waiver by the insurance carrier of any subrogation rights against the Utility or against HDI as the case may be.

- 5.5 RELATIONSHIP.** The relationship of HDI to the Utility is that of independent contractor and not one of employment. None of the employees or agents of HDI shall be considered employees of the Utility. For the purposes of all state, local, and federal laws and regulations, the Utility shall exercise primary management, and operational and financial decision-making authority.
- 5.6 ENTIRE AGREEMENT AMENDMENTS.** This Agreement contains the entire Agreement between the Utility and HDI, and supersedes all prior or contemporaneous communications, representations, understandings, or agreements. This Agreement may be modified only by a written amendment signed by both parties.
- 5.7 HEADINGS, ATTACHMENTS, AND EXHIBITS.** The heading contained in this Agreement is for reference only and shall not in any way affect the meaning or interpretation of this Agreement. The Attachments and Exhibits to this Agreement shall be construed as an integral part of this Agreement.
- 5.8 WAIVER.** The failure on the part of either party to enforce its rights as to any provision of this Agreement shall not be construed as a waiver of its rights to enforce such provisions in the future.
- 5.9 ASSIGNMENT.** This Agreement shall not be assigned by either party without the prior written consent of the other unless such assignment shall be to the affiliate or successor of either party.
- 5.10 REIMBURSABLE EXPENSES.** For the purpose of this Agreement, employee reimbursable expenses shall comply with the published Federal guidelines.
- 5.11 FORCE MAJEURE.** A party's performance under this Agreement shall be excused if, and to the extent that, the party is unable to perform because of actions due to causes beyond its reasonable control such as, but not limited to, Acts of God, the acts of civil or military authority, loss of potable water sources, water system contamination, floods, quarantine restrictions, riot, strikes, commercial impossibility, fires explosions, bombing, and all such interruptions of business, casualties, events, or circumstances reasonably beyond the control of the party obligated to perform, whether such other causes are related or unrelated, similar or dissimilar, to any of the foregoing. In the event of any such force majeure, the party unable to perform shall promptly notify the other party of the existence of such force majeure and shall be required to resume performance of its obligations under this Agreement upon the termination of the aforementioned force majeure.
- 5.12 AUTHORITY TO CONTRACT.** Each party warrants and represents that it has power authority to enter into this Agreement and to perform the obligations, including any payment obligations, under this Agreement.
- 5.13 GOVERNING LAW AND VENUE.** This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan, regardless of the fact that any of the parties hereto may be or may become a resident of a different state or jurisdiction. Any suit or action arising shall be filed in a court of competent jurisdiction within the State of Michigan, venue by Monroe County. The parties hereby consent to the personal jurisdiction of said court within the State of Michigan.

5.14 COUNTERPARTS. This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original and all of which together shall be deemed to be one and the same instrument.

5.15 NOTICES. All notices, requests, demands, payments and other communications which are required or may be given under this Agreement shall be in writing and shall be deemed to have been duly given if delivered personally, telecopied or sent by nationally recognized overnight carrier, or mailed by certified mail, postage prepaid, return receipt requested, as follows:

If to HDI:

Hydro Designs, Inc.
c/o John Hudak
5700 Crooks Road, Ste. 100
Troy, MI 48098
(248) 250-5005
(248) 789-1789 fax

If to City:
Kevin Armstrong
Water Superintendent
City of Monroe
120 East First Street
Monroe, MI 48161

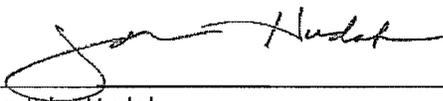
5.16 SEVERABILITY. Should any part of this Agreement for any reason, be declared invalid or void, such declaration will not affect the remaining portion, which will remain in full force and effect as if the Agreement has been executed with the invalid portion eliminated.

IN WITNESS WHEREOF, the parties have duly executed this Agreement effective as of the date first above written.

City of Monroe

By:
Its:

Hydro-Designs, Inc.



By: John Hudak
Its: President/COO

Laroy, Barry

From: Doug Eisenhauer [deisenhauer@backflow.com]
Sent: Wednesday, October 03, 2012 12:51 PM
To: Armstrong, Kevin
Subject: RE: Cross Connection Bid 2012

*
Hello Kevin, after an internal discussion here in our office. We would like to take a pass on this proposal. Our firm will not be submitting a bid. We sincerely thank you for the opportunity and we wish you success with your program. At the end of the day, we are always glad to hear and see communities with a strong backflow program that helps protect the integrity of the drinking water. Thanks again and best of luck.

Doug Eisenhauer
BSI Online
National Marketing Director
800.414.4990

-----Original Message-----

From: Armstrong, Kevin [mailto:kevin.armstrong@monroemi.gov]
Sent: Tuesday, October 02, 2012 2:23 PM
To: Doug Eisenhauer
Subject: RE: Cross Connection Bid 2012

No problem Doug. Thanks Kevin
Sent from my LG phone

Doug Eisenhauer <deisenhauer@backflow.com> wrote:

Great, thank you very much Kevin.

Doug

From: Armstrong, Kevin [mailto:kevin.armstrong@monroemi.gov]
Sent: Tuesday, October 02, 2012 12:48 PM
To: Doug Eisenhauer
Subject: RE: Cross Connection Bid 2012

Hi Doug,

Yes currently we a program using both a combination of in house and a third party vender which is Hydro Designs. We have been using them I think for about 4 years now.

Thanks,

Kevin Armstrong

BSI



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Resolution of Support for the Establishment of a Renaissance Zone for the La-Z-Boy World Headquarters Project.

DISCUSSION: La-Z-Boy was founded 85 years ago in 1927, near its current location on Telegraph Road, within the City of Monroe. La-Z-Boy's corporate headquarters is still based here in Monroe; and the company now has five U.S. manufacturing plants, four distribution centers and nearly 70 company-owned retail stores. La-Z-Boy employs more than 5,000 people nationwide with nearly 500 based in Monroe.

Company representatives have reported that the existing facilities located on Telegraph Road, no longer provide the necessary office environment to keep the company as competitive as possible. In order to project a successful corporate image, enhance productivity, and retain and attract new talent, the company has proposed developing a new headquarters building and corporate campus south of Stewart Road, in the City of Monroe. A portion of the campus would also fall in Frenchtown Township, similar to the existing facility. While the company is exploring options outside the community and state, the current strategy is to keep the headquarters in Monroe.

The proposed project would involve the construction a 150,000-200,000 square foot headquarters building (Preliminary site plan attached). While only preliminary cost estimates have been developed to date, the cost of the land, building, computers, and furniture and fixtures on the site is expected to be in excess of \$50 million. Infrastructure improvement projects are expected to include road, water, sewer, electric, and natural gas facilities. The City understands the investment will include \$51.5 million in capital investment and the creation of at least 60 new jobs over 3 years. The City has consistently offered property tax abatements for similar commitments in new jobs and investment. The Renaissance Zone proposal has been discussed with the Michigan Economic Development Corporation (MEDC) and La-Z-Boy representatives, and a preliminary offer of a 9-year Renaissance Zone has been made; subject to further review and approval by the Monroe City Council.

A Renaissance Zone, which is authorized under Public Act 376 of 1996, allows for a 100% exemption from property taxes (real and personal) for all new investments in the designated zone. There is a phase out period at the end of the term, which brings back 25% of the property value onto the tax rolls in each of the final 3-years of the exemption period (i.e. 25%, 50%, and 75%). After the expiration of the Renaissance Zone, the property comes back onto the ad-valorem tax rolls at its full assessed value. Based on the proposed investment, we have calculated an *ESTIMATED* tax savings for the company, which would be the amount of new taxes the City and other local taxing jurisdictions would forego during the exemption period (Attached spreadsheet). However, it is unlikely that the assessed and taxable values will be solely based on the investment amount. There are economic condition factors that the Assessor will take into consideration when assigning the actual assessed and taxable values for the property.

Assuming that the City Council recommends, and the Michigan Strategic Fund Board approves, a 9-year Renaissance Zone, the *ESTIMATED* taxes that the local taxing jurisdictions will forego during the exemption period are \$1,102,930 in the first year, and \$312,144 in the ninth year for a total estimated tax savings of \$9,243,057 over nine years. As the City of Monroe's portion makes up 29% of the total millage rate, the City would forego an estimated \$319,850 in the first year, and \$90,522 in the ninth year, for a total estimated City property tax savings of \$2,680,487 over nine years.

It should be noted that Section 12 of the Renaissance Zone Act (MCL 125.2692) provides for reimbursement of the intermediate school district, local school districts, community college districts, public libraries, and the school aid fund. While the reimbursements are subject to budget appropriations at the state level, the schools and library should be made whole by the state if this property tax exemption is granted.

The City of Monroe Economic Development Review Committee (EDRC) reviewed the proposal for Renaissance Zone designation at its October 8, 2012 meeting. Based on the high level of investment, the above average wage rates, the high technology aspects of a corporate headquarters facility, the significant potential for secondary benefits, and minimal impact on the City's infrastructure and environment, the Committee recommended that City Council support a 9-year Renaissance Zone for the development of the La-Z-Boy World Headquarters facility.

IT IS RECOMMENDED that City Council adopt the resolution of support for the establishment of a Renaissance Zone south of Stewart Road in the City of Monroe for the La-Z-Boy World Headquarters project for term of nine (9) years; and authorize the Mayor to execute the Renaissance Zone application and any other necessary documentation for the establishment of the Renaissance Zone.

IT IS FURTHER RECOMMENDED the City Council hereby acknowledges and supports that if the Renaissance Zone designation is granted, persons and property within the renaissance zone are exempt from taxes levied by the City for the term of the exemption as provided in the Michigan Renaissance Zone Act.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: October 15, 2012

REASON FOR DEADLINE: Submittal to Michigan Strategic Fund Board for its October 24, 2012 meeting.

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N.A.

INITIATED BY: Department of Economic and Community Development

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: La-Z-Boy Incorporated, Department of Economic and Community Development, Assessing Department.

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 Year 1: (\$ 319,850.00)*

Year 9: (\$ 90,522.00)*

Total for all 9-years: (\$2,680,487.00)*

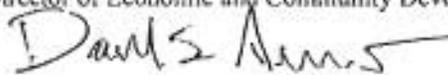
* *ESTIMATED difference between projected property tax revenues with and without the exemption. Based on type and value of improvements submitted by the applicant.*

<u>SOURCE OF FUNDS:</u>	<u>City</u>	<u>Account Number</u>	<u>Amount</u>
	<u>Other Funds</u>		

Budget Approval: _____

FACT SHEET PREPARED BY: Dan Swallow, Director of Economic and Community Development **DATE:** 10/10/12

REVIEWED BY: George Brown, City Manager



DATE:

COUNCIL MEETING DATE: October 15, 2012

**CITY OF MONROE
RESOLUTION**

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WHEREAS, La-Z-Boy Incorporated was founded 85 years ago in 1927, near its current location on Telegraph Road, within the City of Monroe, and La-Z-Boy's corporate headquarters is still based in the City of Monroe; and

WHEREAS, La-Z-Boy employs more than 5,000 people nationwide with nearly 500 based in Monroe, and company now has 5 U.S. manufacturing plants, 4 distribution centers and nearly 70 company-owned retail stores; and

WHEREAS, La-Z-Boy representatives have reported that the existing facilities located on Telegraph Road, no longer provide the necessary office environment to keep the company as competitive as possible; and

WHEREAS, in order to project a successful corporate image, enhance productivity, and retain and attract new talent, La-Z-Boy has proposed developing a new headquarters building and corporate campus off Stewart Road, in the City of Monroe; and

WHEREAS, the proposed La-Z-Boy World Headquarters project would involve the construction a 150,000-200,000 square foot headquarters building and the cost of the land, infrastructure improvements, building, equipment, and furnishings is expected to be in excess of \$50 million; and

WHEREAS, the State of Michigan has offered to establish a Renaissance Zone pursuant to the Michigan Renaissance Zone Act, Act 376 of the Public Acts of 1996, as amended, which provides tax exemption benefits to offset private investment; and

WHEREAS, the purpose of the Renaissance Zone Act is to foster economic opportunities in this state; to facilitate economic development; to stimulate industrial, commercial, and residential improvements; and to prevent physical and infrastructure deterioration of geographic areas in this state; and

WHEREAS, the City of Monroe is a qualified local governmental unit under the Michigan Renaissance Zone Act; and

WHEREAS, the City of Monroe desires to support the development of the proposed La-Z-Boy World Headquarters to help La-Z-Boy succeed with their business model, retain jobs within the City of Monroe, and encourage the proposed investment within the City.

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Monroe hereby supports the establishment of a Renaissance Zone south of Stewart Road in the City of Monroe for the La-Z-Boy World Headquarters project, pursuant to the Michigan Renaissance Zone Act, Act 376 of the Public Acts of 1996, as amended, for a term of nine (9) years.

39 **BE IT FURTHER RESOLVED**, the City Council hereby acknowledges and supports that if
40 the Renaissance Zone designation is granted, persons and property within the
41 renaissance zone are exempt from taxes levied by the City as provided in the Michigan
42 Renaissance Zone Act for the term of the exemption.

43

44

45 Motion:

46 Seconded By:

47

48 Ayes:

49 Nays:

50 Absent:

51

52 **RESOLUTION DECLARED ADOPTED**

53

54 I, Charles D. Evans, City Clerk-Treasurer of the City of Monroe, County of Monroe, State
55 of Michigan, do hereby certify that the foregoing is an exact copy of a Resolution
56 adopted by the City Council of said City, at a regular meeting thereof held on the 15th
57 day of October 2012.

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Charles D. Evans
City Clerk-Treasurer

MICHIGAN RENAISSANCE ZONE PROGRAM

**Application for Creating a
Michigan Strategic Fund (MSF) Designated
Renaissance Zone**

MICHIGAN STRATEGIC FUND

June 2011

MICHIGAN RENAISSANCE ZONE PROGRAM

MSF Designated Renaissance Zone

Application Contents / Instructions

APPLICATION PROCESS

The application for a MSF Designated Renaissance Zone consists of 3 parts and required attachments. The required attachments include: Authorizing Resolution(s), Firm Financial Commitment(s), Geographic Map, Property Parcel Map and Site Plan, if applicable. All portions of the application must be completed and provided for consideration. If the application is deemed complete by Renaissance Zone staff, a Development Agreement will be prepared by the MEDC staff in consultation with the Department of Attorney General. The Development Agreement is prepared from the information contained in the application. Before the project will be presented to the Michigan Strategic Fund (MSF) Board for consideration, the Company/Owner must sign off on the Development Agreement.

The applicant is to be the "qualified local governmental unit" which is either of the following:

- A County
- A City, Village or Township that contains an eligible distressed area and as defined in Sec. 11, of the State Housing Development Authority Act of 1966, 1966 PA 346, MCL 125.1411 "Distressed Unit".

Authorizing Resolution(s):

- If the Applicant is the County, authorizing resolutions will be required from the County and the Local Governmental Unit.
- If the Applicant is the Distressed Unit, as defined in Sec. 11, of the State Housing Development Authority Act of 1966, 1966 PA 346, MCL 125.1411, an authorizing resolution is only required from the Local Governmental Unit.

Taxes still due are those mandated by the federal government, local bond obligations, school sinking fund or special assessments. Speak with your local Treasurer if there are any questions as to whether they apply to your property tax bill. Companies and individuals are also not exempt from paying Michigan sales and use tax. You will be required to pay these taxes.

Taxes shall be abated as defined in the Michigan Renaissance Zone Act, Act 376 of 1996, Sec. 125.2689.

Application Fee

The Application Fee must be made payable to the Michigan Strategic Fund, is due upon receipt of the application. The fees are as followed:

- \$5,000 if more than 50 employees
- \$2,500 if less than 50 employees

NOTE: This application, including any attachments, contains information from the Renaissance Zone Program of the Michigan Strategic Fund. This information is intended for use only by the project to which it is released. If you are not the intended recipient of this application, be advised that any dissemination, distribution, or use of the contents of this application is strictly prohibited.

MICHIGAN RENAISSANCE ZONE PROGRAM

MSF Designated Renaissance Zone

Application Checklist / Submission Instructions

APPLICATION CHECKLIST

- Completed Application and any extended attachments
- Authorizing Resolution(s) from the qualified local governmental unit agreeing to forego the pertinent taxes. If the county is the applicant, then a resolution is also required from the local unit of government.
The resolution(s) must have original signatures or be a certified copy including the number of years they are willing to waive taxes (up to 15)
- Firm Financial Commitment(s) for project. Submit one or all of the following:
(dollar values must be included)
 - Firm monetary commitment letter from Financial Institution(s).
 - Two (2) years of Audited Annual Financial Statements.
 - Proof of Financial Assets to be used for project.
- A Geographic map of the local governmental unit showing the proposed MSF Designated Renaissance Zone.
- A Property Parcel map including boundaries, parcel numbers and acreage.
- A Site Plan of the Project (if applicable)
- Copies of the two (2) most recent real property tax bills.
- Application Fee

APPLICATION SUBMISSION

The completed original application should be mailed to the address below.

**Michigan Renaissance Zone Program
Michigan Economic Development Corporation
300 North Washington Square
Lansing, Michigan 48913**

MICHIGAN RENAISSANCE ZONE PROGRAM

MSF Designated Renaissance Zone Part 1 – Application Form

A. COMPLETE THIS SECTION ONLY IF COUNTY IS APPLICANT-CONTACT/SIGNATORY INFORMATION

Contact Person Name:			Title:				
County Name(s):							
Telephone:			E-mail:				
Street Address / PO Box:							
City:			State:			ZIP Code:	
Elected County Executive/Authorized Officer:							
Title:							
Street Address / PO Box:							
City:			State:			ZIP Code:	
Telephone:			E-mail:				
Signature:			Title:			Date:	

B. COMPLETE THIS SECTION ONLY IF DISTRESSED UNIT IS APPLICANT (PER PA 346) – CONTACT/SIGNATORY INFORMATION

Contact Person's Name: Dan Swallow			Title: Director of Economic & Community Development				
City: Monroe			State: MI			ZIP Code: 48161-2169	
Telephone: 734-384-9134			E-mail: dan.swallow@monroemi.gov				
Local Unit Name(s): Monroe							
Street Address / PO Box: 120 East First Street							
City: Monroe			State: MI			ZIP Code: 48161-2169	
Telephone: 734-384-9134			E-mail: dan.swallow@monroemi.gov				
Mayor Name (if City)/Authorized Officer: Robert Clark							
Title: Mayor							
Street Address / PO Box: 120 East First Street							
City: Monroe			State: MI			Zip Code: 48161	
Telephone: 734-384-9143			E-mail: robert.clark@monroemi.gov				
Signature:			Title:			Date:	

C. COMPANY INFORMATION

Name of Company: La-Z-Boy Incorporated							
Street Address / PO Box: 1284 North Telegraph Road							
City: Monroe			State: MI			ZIP Code: 48162	
Contact Name: Rand Tucker			Title: Vice President and General Counsel				
Telephone: 734-384-4854			E-mail: rtucker@la-z-boy.com				
Signatory's Name: Kurt Darrow			Title: Chief Executive Officer				
Street Address / PO Box: 1284 North Telegraph Road							
City: Monroe			State: MI			Zip: 48162	
Telephone: 734-384-4854			Email: kurt.darrow@la-z-boy.com				

D. PROPERTY INFORMATION

Owner Name & Title: Multiple Owners-See Attached							
Street Address:							
City:			State:			Zip Code:	
Telephone:			E-Mail:				
Total Acres to be included within zone: Approximately 94.3 acres							
Number of years applying for a MSF Designated Renaissance Zone: 9 years (Note: Not to exceed 15 years)							

MICHIGAN RENAISSANCE ZONE PROGRAM

MSF Designated Renaissance Zone Part 2 – Description of the Project

A. Describe in detail the history and background of the company.

La-Z-Boy has been one of the world's leading residential furniture producers for 85 years. The company, founded in Monroe, Michigan, manufactures a full line of comfortable products for the living room and family room, including the company's world-famous recliners, reclining sofas and love seats, sleep sofas, modular furniture and leather upholstery, as well as stationary sofas, love seats and chairs. La-Z-Boy's corporate headquarters is based in Monroe, Mich.; the Company has five U.S. manufacturing plants, four distribution centers and nearly 70 company-owned retail stores. La-Z-Boy employs more than 5,000 people nationwide with nearly 500 in Monroe, Michigan, in the pursuit of comfortable, long-lasting furniture.

B. Is the Company who is obligating itself to the investment and/or job creation, registered with Michigan's *Department of Licensing & Regulatory Affairs (DLARA)*, to conduct business in the State of Michigan? *(If not, the Company will need to be registered in order for consideration of the Renaissance Zone)*. Please make sure all representation of the Company is exactly as the registration with DLARA, including correct punctuation, etc.

No or Yes

C. Describe the Project, equipment to be purchased, type of building to be constructed or purchased and any necessary infrastructure improvements, etc.

The proposed project would involve the construction a 150,000-200,000 square foot headquarters building. Although only preliminary cost estimates have been developed to date, the cost of the land, building, computers, and furniture and fixtures on the site is expected to be in the range of \$50 million. Projected infrastructure improvement projects are yet to be determined, but are expected to include water, sewer, electric, road and natural gas.

D. Identify the types of activities that will occur in the proposed MSF Designated Renaissance Zone.

Corporate Headquarters

E. What is the expected total private dollar investment?
(building and equipment, etc.)

\$50,000,000

F. When will investment for this project be completed?

December 2015

<i>Investment Per Year</i>					
	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year
Real – New Construction	\$30,750,000	\$10,250,000	\$	\$	\$
Real – Bldg Improvements	\$	\$	\$	\$	\$
New Personal Property	\$	\$4,500,000	\$4,500,000	\$	\$
TOTAL	\$30,750,000	\$14,750,000	\$4,500,000	\$	\$

MICHIGAN RENAISSANCE ZONE PROGRAM

MSF Designated Renaissance Zone Part 2 – Description of the Project - Continued

G. Will you be able to commence the project within one (1) year from when the MSF Designated Renaissance Zone is designated?						<input checked="" type="checkbox"/> Yes or <input type="checkbox"/> No
H. How many new jobs will be created at the facility?						60
I. By what date will all of the proposed jobs be created?						12/31/15
	First Year of Operation		Third Year of Operation		Fifth Year of Operation	
	Year Ending:		Year Ending:		Year Ending:	
Job Category (add categories that reflect your company)	New Full Time Jobs Created	Avg Weekly Wage	New Full Time Jobs Created	Avg Weekly Wage	New Full Time Jobs Created	Avg Weekly Wage
Mgmt/Prof	7	58,000	40	61,532	40	63,378
Technical/Sales	10	30,000	20	31,827	30	32,782
Clerical/Service						
Skilled/Unskilled						
TOTAL	17	44,000	60	46,680	70	48,080
J. What is your current workforce at the facility?			491			
K. Describe the benefit package provided to the employees: Employee benefits include medical, dental, vision, disability, life insurance, 401K, and paid vacations/holidays.						
L. Does Company have Ownership or Control of the Property? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No						
M. Is the Property a single Contiguous Geographic Area? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No						
N. Property Parcel ID#(s): See Attached						
O. Legal Description of the property to be included in the MSF Designated Renaissance Zone. See Attached- Mannik & Smith Survey Dated:						
P. What will be the anticipated economic impact on the community?						
La-Z-Boy has been one of the largest employers in City of Monroe for the last 85 years. The proposed project will retain nearly 500 employees in the City of Monroe. In addition, La-Z-Boy will continue to contribute to the tax revenues to the City of Monroe and Monroe County.						

MICHIGAN RENAISSANCE ZONE PROGRAM

MSF Designated Renaissance Zone Part 2 – Description of the Project - Continued

Q. Please indicate what type, quantity and what percentage of Michigan commodities/raw materials will be purchased for use in the MSF Designated Renaissance Zone.

N/A Corporate Headquarters

R. What percentage of commodities/raw materials will be purchased out-of-state?

N/A Corporate Headquarters

S. If purchasing commodities outside the state, please explain why that is necessary.

N/A Corporate Headquarters

T. Identify all public programs, public funding sources and public incentives that will be utilized.

Renaissance Zone, Michigan Business Development Program, Community Development Block Grant, Transportation Economic Development Program

U. List the State and Local permits required for the project.

Local: Zoning Approval (City), Site Plan Approval (City), Building Permit (City), Trade Permits (City), Road Right-of-Way Improvement Permit (County Road Commission), Site Plan Review & Drain Modifications (County Drain Commission), and Soil Erosion and Sedimentation Control (County Drain Commission), Electrical Permit (City), Mechanical Permit (City), Plumbing Permit (City), Zone Compliance Permit (City), Fence Permit (City), Sign Permit (City)

State: Waterway Crossing/ Part 301 Permit (MDEQ) and Storm Water Discharge Notice of Coverage (MDEQ), Boiler Permit, Elevator Permit

Project is in design phase. Therefore, no permit application have been submitted to date.

V. List any permits that are outstanding.

Permit:	Agency:	Anticipated Receipt Date:
N/A		
Permit:	Agency:	Anticipated Receipt Date:
Permit:	Agency:	Anticipated Receipt Date:

W. Identify any infrastructure and/or physical needs of the MSF Designated Renaissance Zone that need to be implemented to make the zone viable.

Projected infrastructure improvement projects are yet to be determined, but are expected to include water, sewer, electric, road and natural gas.

MICHIGAN RENAISSANCE ZONE PROGRAM

MSF Designated Renaissance Zone Part 2 – Description of the Project - Continued

X. Why is this important to Michigan?

The proposed project would retain the corporate headquarters of a publicly traded company that has been located in Michigan for 85 years. La-Z-Boy provides a large number of direct and indirect benefits to the State of Michigan; retaining the headquarters would allow for the retention of jobs and tax revenues associated with the company. The project would also allow for new job creation in Michigan.

The La-Z-Boy headquarters currently employees nearly 500 people and supports an additional 900 jobs in the State of Michigan. The proposed project will result in 70 full-time jobs over a five year period which supports an additional 130 jobs in the State of Michigan. Estimated annual tax and fee collections by the state and local governments resulting from the commercial activity associated with, and the earned income of the employment supported by, LZB's current operations totals \$9,800,000.

Y. Can this facility be located in an existing renaissance zone? Yes No (If No, Explain below)

There are no existing renaissance zones near the proposed project location.

MICHIGAN RENAISSANCE ZONE PROGRAM

MSF Designated Renaissance Zone Part 3 – Tax Information

A. FOREGONE MICHIGAN BUSINESS TAX

You can access the following website to help estimate the company's MBT liability:
<https://treas-secure.state.mi.us/MBTEstimator/MBTEstimator-start.asp>

Estimated annual savings of Michigan Business Tax for the Company after Renaissance Zone designation	\$N/A
--	-------

B. FOREGONE PROPERTY TAXES

Estimated annual savings of property taxes for the Company after Renaissance Zone designation	\$1,232,874
---	-------------

C. SEV AND TV ON THE PROPERTY

SEV Year:	TV Year:	
Real Property-LAND	SEV: \$	TV: \$
Real Property-BUILDING	SEV: \$	TV: \$
Personal Property	SEV: \$	TV: \$
TOTALS	SEV: \$	TV: \$

D. TOTAL MILLAGE RATE

Total Non-Principal Residence Exemption Millage Rate for ALL taxing jurisdictions	55.2981
---	---------

E. PLEASE PROVIDE A BREAKOUT OF MILLAGE(S) LEVIED FOR THE FOLLOWING:

Debt Service (local bond obligations)	
School Sinking Fund	
Special Assessment(s)	
TOTAL	

F. ADDITIONAL INFORMATION

Are Taxes Current? Yes No Explain:

School District Code (Speak with your Treasurer if you do not know your 5-digit School District Code)	58203
---	-------

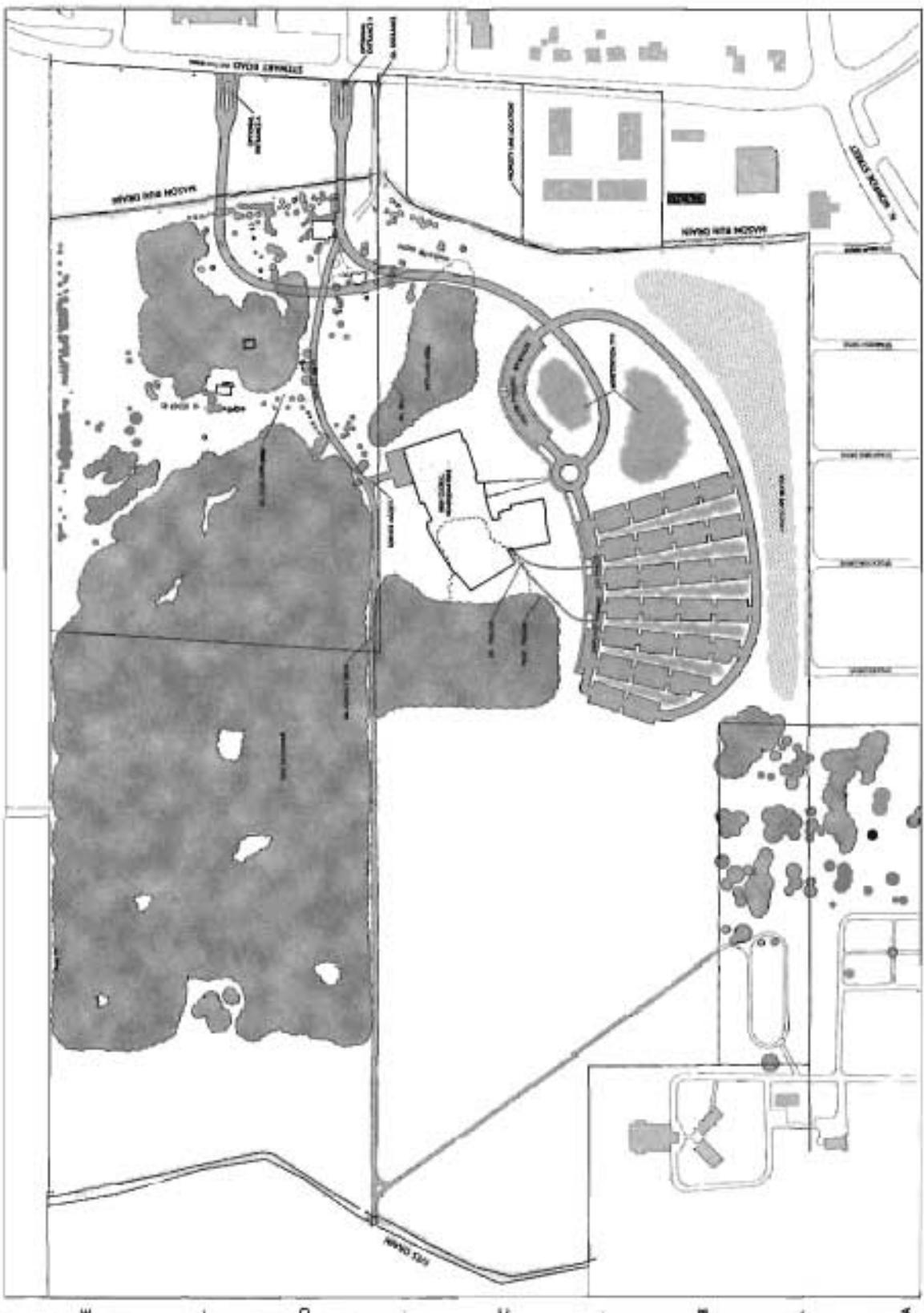
Company's Federal Employer Identification Number (FEIN)	38-0751137
---	------------

Senator's Name:Randy Richardville	Senate District:17
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Representative's Name:Dale Zorn	House District:56
---------------------------------	-------------------

Identify all the affected local governmental unit(s).

City of Monroe, Frenchtown Township, Monroe County



COLLABORATIVE
 ARCHITECTURE
 10000 RIVER ROAD
 SUITE 100
 WASHINGTON, DC 20032
 TEL: 202.295.1000
 WWW.COLLABORATIVEARCHITECTURE.COM

Development/Architecture

PROJECT NO.
NEW GLOBAL HEADQUARTERS
A B O Y
 WASHINGTON, DC

DATE: 11.14.11
SITE PLAN

Scale: 1" = 100'-0"
 NORTH
 106025
SD1.0





Customized Tax Estimate for La-Z-Boy, Inc. in Monroe

September 17, 2012

REPORT CONTENTS

- 1. Data Inputs**
- 2. Property Tax Estimate**



Michigan Economic Development Corporation

PAGE 1: Data Inputs

La-Z-Boy, Inc.

Capital Investment

City of Monroe

	2013	2014	2015	2016	2017	Total
Land Costs	\$ 3,500,000	\$ -	\$ -	\$ -	\$ -	\$3,500,000
Building - New Construction	\$ 37,500,000	\$ -	\$ -	\$ -	\$ -	\$37,500,000
Building - Renovations	\$ -	\$ -	\$ 1,500,000	\$ -	\$ -	\$1,500,000
Furniture & Fixtures	\$ -	\$ 4,000,000	\$ -	\$ -	\$ -	\$4,000,000
Computers	\$ -	\$ 5,000,000	\$ -	\$ -	\$ -	\$5,000,000
Total Capital Investment	\$ 41,000,000	\$ 9,000,000	\$ 1,500,000	\$ -	\$ -	\$51,500,000

Incentive Package

Property Taxes

9 Renaissance Zone Term

Other Information

55.2981 Non-Homestead Millage Rate

Commercial Property Classification

1 Debt Millage Rate

Note:

* The figures contained in this report do not have the force of law nor should they be construed as an incentive offer from the MEDC or any other entity.

* These estimates are based on a rule-of-thumb. Actual tax liability and incentives will vary according to a company's specific tax filing, property assessments and other factors.

* The cost of land and real property leases are generally not eligible for incentives. Rules differ in Renaissance Zones. Leased personal property is treated differently under certain Incentive programs.

PAGE 2: Renaissance Zone Real Property Tax Estimate

Abatement Term:	17-Sep-12 9
Building - New Constructic	\$37,500,000
Building - Purchase of Exri	\$0
Building - Renovations:	\$1,500,000
Millage Rate:	55.2981
SET Mills Abated:	6.0000
School Mills Abated:	12.0000
Debt Mills:	1.0000

La-Z-Boy, Inc. City of Monroe

Year		Calculations			Estimated Taxes			Estimated Incentive			Total
		Estimated Market Value of All Property	After Depreciation	Taxable Value (50%)	Tax on Land (With Abatement)	Total Tax without Incentive	Total Tax with Incentive	State Education Tax Abatement	Local School Millage Abatement	Local Non-School Abatement	Value of Abatement
1	2014	\$ 41,000,000	\$ 40,625,000	\$ 20,312,500	\$ 1,750	\$ 1,123,243	\$ 20,313	\$ 121,875	\$ 243,750	\$ 737,305	\$ 1,102,930
2	2015	\$ 41,375,000	\$ 40,238,750	\$ 20,119,375	\$ 1,750	\$ 1,112,583	\$ 20,119	\$ 120,718	\$ 241,433	\$ 730,295	\$ 1,092,444
3	2016	\$ 43,253,750	\$ 41,708,600	\$ 20,854,300	\$ 1,750	\$ 1,153,203	\$ 20,854	\$ 125,126	\$ 250,252	\$ 756,971	\$ 1,132,349
4	2017	\$ 43,651,288	\$ 41,287,680	\$ 20,643,830	\$ 1,750	\$ 1,141,565	\$ 20,644	\$ 123,863	\$ 247,726	\$ 749,332	\$ 1,120,921
5	2018	\$ 44,052,800	\$ 41,260,009	\$ 20,630,004	\$ 1,750	\$ 1,140,800	\$ 20,630	\$ 123,780	\$ 247,560	\$ 748,830	\$ 1,120,170
6	2019	\$ 44,458,328	\$ 40,818,442	\$ 20,409,221	\$ 1,750	\$ 1,128,591	\$ 20,409	\$ 122,455	\$ 244,911	\$ 740,816	\$ 1,108,182
7	2020	\$ 44,867,912	\$ 40,777,948	\$ 20,388,974	\$ 25,505	\$ 1,127,472	\$ 297,160	\$ 91,750	\$ 183,501	\$ 555,081	\$ 830,312
8	2021	\$ 45,281,591	\$ 40,717,146	\$ 20,358,573	\$ 49,261	\$ 1,125,790	\$ 573,074	\$ 61,076	\$ 122,151	\$ 369,489	\$ 552,716
9	2022	\$ 45,699,407	\$ 40,281,252	\$ 20,130,826	\$ 73,016	\$ 1,113,185	\$ 839,922	\$ 30,196	\$ 60,392	\$ 182,676	\$ 273,264
Total					\$ 255,054	\$ 11,277,977	\$ 2,944,690	\$ 920,837	\$ 1,841,675	\$ 5,570,775	\$ 8,333,287

Note:

These tax estimates represent general approximations, and are not meant as precise projections of tax liability. These estimates do not have the force of law, nor should they be construed as an incentive offer from MEDC. Further consultation with a private tax attorney and/or a certified public accountant is highly recommended to firms considering location or expansion in Michigan.

Ren Zone

PAGE 3: Renaissance Zone Personal Property Tax Estimate

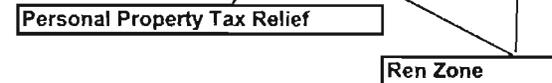
Abatement Term:	17-Sep-2012
	9
Leasehold Improvements:	\$0
New M&E:	\$0
New F&F:	\$4,000,000
New Computers:	\$5,000,000
New OM/Elec/Test:	\$0
Millage Rate:	55.2981
SET Mills Abated:	6.0000
School Mills Abated:	12.0000
Abated Millage Rate:	1.0000

La-Z-Boy, Inc. City of Monroe

Year		Calculations			Estimated Taxes		Estimated Incentive			Total
		Estimated Market Value of All Property	After Depreciation	Taxable Value (50%)	Total Tax without Incentive	Total Tax with Incentive	State Education Tax Exemption	Local School Millage Exemption	Local Non-School Abatement	Value of Abatement
1	2014	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2	2015	\$ 9,000,000	\$ 6,640,000	\$ 3,320,000	\$ 183,590	\$ 3,320	\$ 19,920	\$ 39,840	\$ 120,510	\$ 180,270
3	2016	\$ 9,000,000	\$ 5,400,000	\$ 2,700,000	\$ 149,305	\$ 2,700	\$ 16,200	\$ 32,400	\$ 98,005	\$ 146,605
4	2017	\$ 9,000,000	\$ 4,360,000	\$ 2,180,000	\$ 120,550	\$ 2,180	\$ 13,080	\$ 26,160	\$ 79,130	\$ 118,370
5	2018	\$ 9,000,000	\$ 3,640,000	\$ 1,820,000	\$ 100,643	\$ 1,820	\$ 10,920	\$ 21,840	\$ 66,063	\$ 98,823
6	2019	\$ 9,000,000	\$ 5,120,000	\$ 2,560,000	\$ 141,563	\$ 2,560	\$ 15,360	\$ 30,720	\$ 92,923	\$ 139,003
7	2020	\$ 9,000,000	\$ 4,080,000	\$ 2,040,000	\$ 112,808	\$ 20,552	\$ 12,240	\$ 24,480	\$ 55,536	\$ 92,256
8	2021	\$ 9,000,000	\$ 3,280,000	\$ 1,640,000	\$ 90,689	\$ 31,404	\$ 9,840	\$ 19,680	\$ 29,764	\$ 59,284
9	2022	\$ 9,000,000	\$ 2,680,000	\$ 1,340,000	\$ 74,099	\$ 37,820	\$ 8,040	\$ 16,080	\$ 12,160	\$ 36,280
10	2023	\$ 9,000,000	\$ 4,320,000	\$ 2,160,000	\$ 119,444	\$ 80,564	\$ 12,960	\$ 25,920	\$ -	\$ 38,880
Total					\$ 1,092,690	\$ 182,920	\$ 118,560	\$ 237,120	\$ 554,090	\$ 909,770

Note:

These tax estimates represent general approximations, and are not meant as precise projections of tax liability. These estimates do not have the force of law, nor should they be construed as an incentive offer from MEDC. Further consultation with a private tax attorney and/or a certified public accountant is highly recommended to firms considering location or expansion in Michigan.



**CITY OF MONROE
RESOLUTION**

WHEREAS, La-Z-Boy Incorporated was founded 85 years ago in 1927, near its current location on Telegraph Road, within the City of Monroe, and La-Z-Boy's corporate headquarters is still based in the City of Monroe; and

WHEREAS, La-Z-Boy employs more than 5,000 people nationwide with nearly 500 based in Monroe, and company now has 5 U.S. manufacturing plants, 4 distribution centers and nearly 70 company-owned retail stores; and

WHEREAS, La-Z-Boy representatives have reported that the existing facilities located on Telegraph Road, no longer provide the necessary office environment to keep the company as competitive as possible; and

WHEREAS, in order to project a successful corporate image, enhance productivity, and retain and attract new talent, La-Z-Boy has proposed developing a new headquarters building and corporate campus off Stewart Road, in the City of Monroe; and

WHEREAS, the proposed La-Z-Boy World Headquarters project would involve the construction a 150,000-200,000 square foot headquarters building and the cost of the land, infrastructure improvements, building, equipment, and furnishings is expected to be in excess of \$50 million; and

WHEREAS, the State of Michigan has offered to establish a Renaissance Zone pursuant to the Michigan Renaissance Zone Act, Act 376 of the Public Acts of 1996, as amended, which provides tax exemption benefits to offset private investment; and

WHEREAS, the purpose of the Renaissance Zone Act is to foster economic opportunities in this state; to facilitate economic development; to stimulate industrial, commercial, and residential improvements; and to prevent physical and infrastructure deterioration of geographic areas in this state; and

WHEREAS, the City of Monroe is a qualified local governmental unit under the Michigan Renaissance Zone Act; and

WHEREAS, the City of Monroe desires to support the development of the proposed La-Z-Boy World Headquarters to help La-Z-Boy succeed with their business model, retain jobs within the City of Monroe, and encourage the proposed investment within the City.

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Monroe hereby supports the establishment of a Renaissance Zone south of Stewart Road in the City of Monroe for the La-Z-Boy World Headquarters project, pursuant to the Michigan Renaissance Zone Act, Act 376 of the Public Acts of 1996, as amended, for a term of nine (9) years.

39 **BE IT FURTHER RESOLVED**, the City hereby acknowledges and supports that if the
40 Renaissance Zone designation is granted, persons and property within the renaissance
41 zone are exempt from taxes levied by the City as provided in the Michigan Renaissance
42 Zone Act for the term of the exemption.

43

44

45 Motion:

46 Seconded By:

47

48 Ayes:

49 Nays:

50 Absent:

51

52 **RESOLUTION DECLARED ADOPTED**

53

54 I, Charles D. Evans, City Clerk-Treasurer of the City of Monroe, County of Monroe, State
55 of Michigan, do hereby certify that the foregoing is an exact copy of a Resolution
56 adopted by the City Council of said City, at a regular meeting thereof held on the 15th
57 day of October 2012.

58

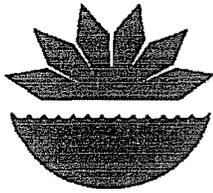
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Charles D. Evans
City Clerk-Treasurer



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Amendment to Five Year Consolidated Plan and FY 2012 Annual Action Plan for Community Development Block Grant (CDBG)

DISCUSSION: The City of Monroe is a recipient of federal funds in the form of the Community Development Block Grant (CDBG). This Council approved the city's Annual Action Plan on May 21, 2012. This plan details how the city intends to make use of its CDBG funds. The plan set forth, however, may be changed when a situation arises where the city would prefer to use its CDBG funds in a different way and must use them before the next program year. In this instance, the City of Monroe intends to amend its CDBG budget in order to allow a contribution to the installation of infrastructure at the proposed La-Z-Boy World Headquarters. Such an amendment to the budget can be completed after two public hearings and a 30-day comment period. The comment period for the proposed amendment was initiated on October 5th and will be completed the same day as the November 5th Council meeting, when with this Council's approval, a second public hearing to solicit comments on the amended plan will be held.

In addition to amending this year's Annual Action Plan, the City of Monroe must also amend the Five Year Consolidated Plan the city completed for its CDBG program. The Five Year Consolidated Plan was drafted in 2009 and is intended to lay out the city's goals for its CDBG funds over the next five years. Any activity the city chooses to fund with its CDBG allocation must address a stated goal in the Five Year Consolidated Plan. Since there is currently no stated goals in the Five Year Consolidated Plan that align with the city's planned assistance to the La-Z-Boy project, the Five Year Consolidated Plan must be amended as well. The amendment process for the Five Year Consolidated Plan is the same as the process for amending the Annual Action Plan.

The proposed amendment to the Five Year Consolidated Plan consists simply of adding a goal within the "Community/Industrial Assistance/Economic Development" portion of the plan. In the general goals, it is noted that "when possible, CDBG funds will be used to make road, infrastructure and other public improvements in coordination with projects offering potential jobs to LMI residents." The proposed amendment would also add a specific goal to offer "Infrastructure support for economic development projects as necessary to help a job-creating project move forward." The proposed amendment to the Annual Action Plan would redistribute \$25,000 that had been budgeted for a sixth home rehabilitation to the La-Z-Boy World Headquarters project.

The following is the Annual Action Plan budget for the amended FY 2012 CDBG funds upon approval:

Arthur Lesow Community Center – Continue improvements to this public facility	\$150,000
FIX Program – Rehabilitate five (5) homes for income eligible residents	\$125,000
La-Z-Boy World Headquarters – Install infrastructure required for this job-creating projects	\$25,000
Vacant Building Demolition – Demolish vacant, deteriorated residences in the City of Monroe	\$15,000
Hellenberg Field Plan - Contract with a firm to design Hellenberg Field to maximize its utility for neighborhood residents and to make it cohesive with the River Raisin National Battlefield Park	\$8,500
Paula's House Services – Assist this facility with the program costs of a transition shelter for women	\$7,500
Salvation Army Warming Shelter – Assist this facility with staff costs at a shelter for the homeless	\$7,500
Foreclosure and Homelessness Prevention – Contract with Legal Services of South Central Michigan to provide legal counsel to city residents faced with homelessness through foreclosure or eviction	\$7,500
Lead-based Paint Remediation – Cooperate with the State and the Monroe County Health Department in the remediation of lead hazards in homes with young children who have been tested to show elevated levels of lead in their blood	\$5,000
Fair Housing Testing – Contract with a regional Fair Housing Center to provide complaint-based testing	\$5,000
Recreation Services – Fund recreation services for low- and moderate-income children	\$2,000

Code Enforcement – Increase efforts to eliminate blight in the city’s low- and moderate-income neighborhoods	\$50,000
Planning and Administration – Fund staff required to carry out the activities described in this plan	\$50,000
Section 3 Compliance – Contract with MCOP who will provide services to ensure compliance with this federal program intended to ensure CDBG funds economically impact low- and moderate- income residents	\$3,000
Total CDBG Funds	\$461,000

IT IS RECOMMENDED that upon completion of the public hearing, City Council schedules a second public hearing for its November 5th meeting.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: November 5, 2012

REASON FOR DEADLINE: Amendment must be approved before purchase agreement for La-Z-Boy property is executed

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N/A

INITIATED BY: Department of Economic and Community Development

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: Dept. of Economic and Community Development, City Council, Citizens Planning Commission, Monroe citizens as a whole.

FINANCES

COST AND REVENUE PROJECTIONS:	Cost of Total Project	\$ 461,000
	Cost of This Project Approval	\$ 461,000
	Related Annual Operating Cost	\$ N/A
	Increased Revenue Expected/Year	\$ *

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

SOURCE OF FUNDS:	City	Account Number	Amount
			\$ N/A
	<u>Other Funds</u>	Community Development Block Grant	\$ 461,000

Budget Approval: _____

FACT SHEET PREPARED BY: Matt Wallace, Planner

DATE: October 9, 2012

REVIEWED BY: Dan Swallow, AICP, Director of Economic and Community Development

DATE: October 9, 2012

COUNCIL MEETING DATE: October 15, 2012



Executive Summary

This Executive Summary provides an overview of the City of Monroe's Consolidated Plan and provides a summary of objectives and outcomes, along with an evaluation of past performance.

Purpose of the Consolidated Plan

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

Elements of the Consolidated Plan

As mandated by HUD, the plan must contain the following four (4) elements:

1. **Citizen Participation:** The Consolidated Plan had an effective citizen participation process, which included two focus group meetings, one neighborhood planning meeting, and a 30 day comment period on the plan before this plan was considered by the Monroe City Council. As required by HUD, a summary of citizen comments and views on the plan is included.
2. **Community Needs Assessment:** This section of the plan outlines various housing, homeless, special population and other non-housing community development needs in the City of Monroe. The information for this section has been accumulated from a variety of sources which include City Departments, County sources, and local non-profit

housing, social service, community and economic development agencies.

3. **Housing and Community Development Priorities and Strategies:** Prioritizing the needs in the community and developing applicable strategies constitutes an important section of the overall document. HUD requires preparation of a strategic plan for the period designated by the jurisdiction, which in this case will be five years (from July 2009 -June 2014). Strategies in this report are drawn from two focus group meetings, interviews with community leaders and public hearings. Many of the homeless strategies emanated from the previous Homeless Continuum of Care Strategy prepared for Monroe County by the Monroe County Network on Homelessness, and discussions with local institutions, and non-profit agencies.
4. **Action Plan:** The Action Plan section of the document will be updated yearly and includes the programs and projects that the City intends to pursue in their upcoming fiscal year. This section is based on the priorities in the strategic plan section. This section lists the activities that the City will undertake to address priority needs and objectives with funds received during the upcoming program year under the CDBG program (and other applicable HUD programs) to meet local housing and community development objectives.

Citizen Participation

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

Apart from Steering Committee meetings, two focus group sessions were held on March 10, 2009 and March 12, 2009 to solicit public input. One session centered on housing and homeless needs and the other session was on community development, economic development and infrastructure needs. Also, on March 12, a meeting was held with

stakeholders of the Orchard East Neighborhood to provide the opportunity for specific dialog about the needs of this important area of Monroe.

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

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

On Monday, May 18, 2009 the Monroe City Council conducted a public hearing for the purpose of review and hearing comments on approval of the Annual Action Plan and this Consolidated Plan. Subsequently, the Monroe City Council voted to accept the staff recommendation and approve both the Annual Action Plan and this Consolidated Plan.

Deadline for Submission of Plan

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

Program Fiscal Year

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

Administering Agency

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

Five-Year Strategic Plan

The City of Monroe has developed the following goals, strategies and activities to address housing, homelessness, community and economic development needs over the next five years.

Housing Goals:

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

1. The City will expand the existing home repair program to provide a more complete owner-occupied housing rehabilitation program. Assistance will be available City-wide, but the priority ranking system developed will favor applicants from the Orchard East Neighborhood.
2. The City will continue to support the efforts of local non-profit organizations operating housing rehabilitation assistance programs. Where possible, the City will seek partnership opportunities with existing programs offering weatherization assistance in order to stretch resources.
3. The City will use CDBG resources to participate in efforts to remove vacant vandalized houses that have been declared public nuisances.

4. The City will use CDBG resources to help seniors stay in private residences. Efforts may include preferences given to seniors applying for housing rehabilitation assistance involving ADA modifications and/or general housing improvements that would make the unit more safe, economical and livable for a senior.

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

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

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

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

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

12. Encourage employer-assisted housing in select areas.

13. Explore opportunities to support down payment assistance programs with local lenders and non-profit organizations.
14. Support non-profit organizations with new housing construction.
15. Encourage and support efforts to initiate the Section 8 voucher/ homebuyer assistance program.
16. Encourage homebuyer education programs to enable LMI households to pursue home purchases.

Homelessness:

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

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

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

19. Support capital improvement projects related to facilities that provide shelter and related services such as Paula's House.
20. Support new options for shelters serving single women.
21. Support agencies providing emergency homeless services.
22. Explore opportunities to increase capacity of the existing agencies providing supported housing.
23. Support homeless prevention programs and services such as, emergency housing and utility assistance.

24. Support other programs such as credit counseling, job training, and GED completion to break cycle of poverty and to prevent homelessness.

Non Housing Goals:

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

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

Education Assistance, Job Training and General Work

Force Development - There will be adequate assistance available for residents of Monroe to complete their high school education and to receive training in technical job skills.

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

34. Support the ongoing development of the Learning Bank.

Commercial/Industrial Assistance/Economic

Development - There will be economic incentives available for the redevelopment of underutilized industrial buildings and sites and incentives for the rehabilitation of deteriorated downtown and neighborhood commercial properties to eliminate blight and to spur revitalization efforts. When possible, CDBG funds will be used to make road, infrastructure and other public improvements in coordination with projects offering potential jobs to LMI residents.

35. Support historic preservation of downtown and the Main Street Program.
36. Conduct additional studies of business development opportunities in the Winchester Street Corridor and Orchard East Neighborhood (See Section 6).
37. Explore the feasibility of developing a small business Revolving Loan Fund (RLF) Program to help encourage small business start-ups – especially in the Orchard East Neighborhood (See Section 6).
38. Encourage demolition of vacant and vandalized commercial and industrial structures.
39. Explore the feasibility of creating a business incubator to support small business start-ups.
40. Infrastructure support for economic development projects as necessary to help a job-creating projects move forward.

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

41. Complete ADA curb, sidewalk, intersection, and public facility improvements throughout the City.
42. Support Development of the Arthur Lesow Community Center (See also #34).

- 43. Continue to support the development or improvement of community facilities such as libraries and parks that serve low and moderate income populations.

- 45. Undertake gateway beautification improvements along East Front Street from I-75 to East First Street and related efforts to help frame and define the Orchard East Neighborhood (See Section 6).

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

- 46. Facilitate planning for redevelopment of selected industrial sites.

- 44. Further study options for the development of Hellenberg Park and the River Raisin Corridor in the Orchard East Neighborhood (See Section 6).

- 47. Maintain and develop sustained planning efforts for the Orchard East Neighborhood.

2009-2010 One-year Action Plan

The following objectives and activities are projected to be carried out during FY 2009-2014 using the City of Monroe's Community Development Block Grant (CDBG) entitlement allocation. It is anticipated that the City will receive \$518,000 of CDBG Funds in FY 2009.

Project	Funding
Housing	
1. The City will establish an owner-occupied housing rehabilitation program. Assistance will be available City-wide, but the priority ranking system developed will favor seniors and applicants from the Orchard East Neighborhood in support of the NRSA.....	\$150,000
2. Lead Based Paint Hazard Abatement.....	\$25,000
Homelessness	
1. Paula's House Repairs/Upgrades.....	\$10,000
Community Services and Public Facilities	
1. ADA Curb Ramp Improvements.....	\$200,000
2. Improvements at Arthur Lesow Community Center.....	\$100,000
3. Improvements at Navarre Library.....	\$50,000
4. Sidewalks & Alley Upgrades near East End Salvation Army Facility.....	\$30,000
5. Homelessness Prevention Counseling	\$10,000
Planning and Administration	
1. CDBG Program Administration & Consolidated Plan & Fair Housing.....	\$100,000
Total	\$675,000
FY2009 Allocation = \$518,000, FY 2008 Carryover= \$157,000, Total Available = \$675,000	

Development of the Consolidated Plan

The City of Monroe has completed this Consolidated Plan in accordance with Title I of the National Affordable Housing Act as a prerequisite for application for direct assistance under the Community Development Block Grant (CDBG) Entitlement Program of the U.S. Department of Housing and Urban Development (HUD). The Consolidated Plan covers the time period from July 1, 2009 through June 30, 2014. This Consolidated Plan represents an effort to not only meet the required content specified for this document, but also to take advantage of the unique opportunity to better define and develop meaningful strategies to address housing and community needs.

Purpose of the Consolidated Plan

The specific purpose of this Consolidated Plan is to guide the community through a process to create new strategies aimed toward providing all residents with decent housing, a suitable living environment, and expanded economic opportunities. Utilizing a collaborative approach to involve City leaders, agencies and citizens, this plan is intended to establish a unified vision that will effectively coordinate and utilize available public, private and non-profit resources to achieve the local goals.

Development of the Consolidated Plan

To accomplish the purpose of the plan an open and participatory process was used to involve City departments, agencies and citizens in the development of the plan. This process involved the appointment of a nine member Consolidated Plan Steering Committee to oversee the formulation of the plan. The following list includes members of the Steering Committee.

This Steering Committee met two times with City staff and with the City's planning consultant, Poggemeyer Design Group, Inc. To solicit public input during the development of this plan, two focus group meetings were held on March 10 and March 12, 2009. The first meeting was focused on matters related to economic development needs and the other toward housing and neighborhood issues. Additionally, separate one-on-

one discussions occurred with key individuals representing various sectors w/within the community.

At the last meeting of the Steering Committee, a draft Consolidated Plan was completed and made available for public comment on April 2, 2009. This draft document was available for review until May 3, 2009, and was then forwarded to the Monroe City Council for consideration on May 18, 2009.

City Council meeting minutes and sign-in sheets of the public hearings, focus group sessions, and steering committee meetings are included in the appendix. The identified projects and activities have been prioritized by the Monroe City Council based on the citizen participation process and are consistent with the 5-year strategy for making efficient use of available CDBG funding to address community needs. Broader strategies provided in this plan are also intended to be a guide for local organizations, agencies, City departments and citizens to consider when proposing uses for Community Development Block Grant Funds, Community Social Service Funds and other public and private funding.

Steering Committee Membership	
Name	Organization
Connie Carroll	United Way
Jeffrey Green, AICP	Department of Planning & Recreation
Tim Lake	Industrial Development Corp.
Stephanie Kasprzak	Monroe Co. Opportunity Program
Michele Dugan	Monroe Co. Chamber of Commerce
Nancy Wain	Monroe Housing Commission
Deborah Wykes	Habitat for Humanity
Royce Maniko, AICP	Monroe County Planning
Aaron Simonton	Monroe Center for Healthy Aging
Matt Wallace	Department of Planning & Recreation



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: 2013 WATER MAIN PROJECTS – CONSULTANT DESIGN AWARD

DISCUSSION: The Engineering Department has had two (2) relatively complex water main projects that have been funded for construction prior to 2012, but that we have been unable to fit into our schedule to date. One of these is the replacement of two separate sections of 8" water main on Monroe Street from a location just north of Front Street to a location just south of Elm Avenue, not including the existing river crossing pipe that is to remain. The areas both north and south of these sections were completely replaced in 2010 and 2011, respectively, but the middle portion was deferred due to its complexity, and the fact that the Macomb Street bridge is presently out of service, making lane restrictions on Monroe Street undesirable this season. The second location is the replacement of the existing 8" water main along the east side of Telegraph Road between Custer Drive and the La-Z-Boy headquarters building. This work was originally funded in the 2006-07 Capital Improvements Program, but has continued to be deferred year after year for various reasons. 2013 appears to be the opportune time to complete this work, as MDOT has planned traffic restrictions on US-24 north of Stewart due to roadway widening that will likely divert some traffic to M-125, even in this section.

While the Engineering Department generally performs most of our own routine design work, especially given the delays in these two projects to date and our commitments through the end of 2012, it was determined that we should enlist the assistance of a consulting firm to keep both projects on schedule. As such, we have solicited the attached proposal from The Mannik and Smith Group of Frenchtown Township for both of these projects. They were the primary consulting firm utilized to assist our Engineering Department with peak design workload on various water main projects from 2009 to 2011, and they performed very well. Therefore, we did not perform a widespread selection process this time as we did prior to their work in those years. Their present staff that will be assigned to this project is very familiar with our standards, and the project manager is planned to be Donald Link, P.E., the Monroe City Engineer from 1981 to 2004, who obviously has an excellent grasp on our water system.

During preliminary scoping meetings on the Monroe Street and Telegraph Road projects with staff, discussion was also held regarding the possibility of incorporating the City's expected design for the replacement of water main on Borgess Avenue (and its extension to the south) from Stedman Drive to Ives Drain into this professional services award as well. The Mannik and Smith Group is expected to be performing site survey and civil design for the proposed La-Z-Boy headquarters project, and therefore they will be able to include our expected water main project into their overall site design at less cost than otherwise would be possible were that work to be undertaken as an individual project. While this was intended to be a 2013-14 Capital Improvements Program project, the Utilities Director has identified available funding that can be used to advance the design work at this time.

The total design fee for the above three (3) projects is \$99,100, and it has been broken down by project location. While the exact construction costs have not been determined for any of the projects due to their somewhat variable scope (which the design process will further refine), in none of the locations does it appear to exceed 10% of the construction costs, well within industry standards. Furthermore, since permits are likely required for the Monroe and Telegraph projects from MDOT, and the MDEQ for the connections to the river crossing at Monroe Street (as well as required MDEQ pipe permits for all locations), inclusion of the preparatory work for these permits in the proposal illustrates the additional value brought by the submitted quotation. All design work is expected to be completed by February 15, 2013, certainly adequate time for the work to be completed in 2013.

IT IS RECOMMENDED that the City Council award a contract for design services for the above projects to The Mannik and Smith Group in the amount of up to \$99,100. **IT IS FURTHER RECOMMENDED** that the Director of Engineering and Public Services be authorized to sign the attached proposal on behalf of the City of Monroe.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: As soon as possible

REASON FOR DEADLINE: There is significant lead time with the various permits needed for these projects.

STAFF RECOMMENDATION: For Against

REASON AGAINST: N/A

INITIATED BY: Department of Engineering and Public Services

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: City Council, Engineering Department, Water Department, traveling public at large, adjacent residents and businesses

FINANCES

COST AND REVENUE PROJECTIONS:

Cost of Total Project	\$TBD*
Cost of This Project Approval	\$99,100
Related Annual Operating Cost	\$ N/A
Increased Revenue Expected/Year	\$ N/A

*Total project costs likely exceed \$1,000,000

SOURCE OF FUNDS:

<u>City</u>	<u>Account Number</u>	<u>Amount</u>
Telegraph Road Water Main	591-40.538-818.020 07W04	\$47,355.00
Water Sys. Impr. (Monroe)	591-40.538-818.020 11W01	\$31,518.00*
Borgess Avenue Water Main	591-40.538-818.020 13W10	\$20,227.00**

Other Funds

*Project is being funded from earlier bond proceeds since the Monroe Street component was originally included in the list of bond projects.

**Finance Director to set up new project code and chart of accounts.

Budget Approval: _____

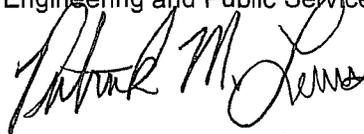
FACT SHEET PREPARED BY: Patrick M. Lewis, P.E., Director of Engineering and Public Services

DATE: 10/11/12

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: October 15, 2012



October 10, 2012

Mr. Patrick Lewis, PE
Director of Engineering & Public Services
City of Monroe
120 East First Street
Monroe, Michigan 48161

Re: 2013 Water Main Replacement Projects

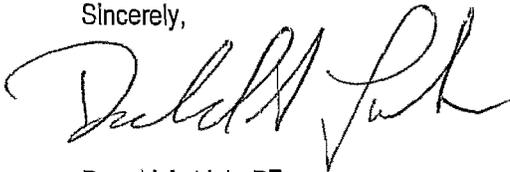
Dear Mr. Lewis:

In accordance with your request I have broken down the proposed costs for engineering services for the 2013 Water Main Replacement Projects by Street:

1. Telegraph Road from Custer Drive to the south property line of La-Z-Boy	\$47,355.00
2. Monroe Street from Front Street to Elm Avenue	\$31,518.00
3. Borgess Avenue from Ives Drain to Stedman Drive	\$20,227.00
Total	\$99,100.00

As mentioned in the proposal, these fees include soil borings and one boundary survey and easement. The Monroe Street project includes structural details, permit drawings and permit applications that as you know can be quite time consuming. Hopefully it will not take as much time as estimated and some cost saving can be realized. Please feel free to call me if you have any questions.

Sincerely,



Donald A. Link, PE
Special Project Engineer

Mannik & Smith Group, Inc.

1771 N. Dixie Highway * Monroe, Michigan 48162
P: 734-289-2200 * F: 734-289-2345
www.MannikSmithGroup.com

AGREEMENT FOR PROFESSIONAL SERVICES

MSG Proposal No.: OP121330
Date: October 10, 2012

CLIENT: City of Monroe

CLIENT CONTACT: Patrick M. Lewis, PE, Director of Engineering & Public Services

ADDRESS: 120 E. First Street

CITY, STATE ZIP: Monroe, MI 48161

PHONE: (734) 384-9126 FAX: (734) 384-9108

PROJECT NAME: City of Monroe 2013 Watermain Projects

SCOPE OF WORK FOR MSG:

Provide professional engineering services as described in the attached 'Scope of Services'.

FEE SCHEDULE:

TIME AND MATERIALS (NOT TO EXCEED) LUMP SUM

PROJECT FEE \$ 99,100 (includes \$6,000 for soil borings and \$1800 for survey and preparation of easement)
RETAINER \$ _____ (to be applied to final invoice)

SCHEDULE:

The above detailed work will be completed according to the following schedule:

1. Routing plans by 1/8/2013 2. Permit plans by 2/15/2013

Assumes authorization to proceed by October 16, 2012.

AGREEMENT:

By execution of this Agreement, the Client authorizes The Mannik & Smith Group, Inc. to provide the services described above according to the attached Terms and Conditions. No terms or conditions other than those stated within the attached, and no agreement or understanding oral or written, in any way purporting to modify these terms and conditions whether contained in Client's purchase order or elsewhere, shall be binding on MSG and its subcontractors unless hereafter made in writing and signed by an authorized representative of MSG. All proposals, negotiations, and representations, if any, made prior to, and referenced hereto, are merged herein. In the event Client directs The Mannik & Smith Group, Inc. to proceed with the work, even if not signed below, the Terms & Conditions are considered accepted by the Client.

CITY OF MONROE

THE MANNIK & SMITH GROUP, INC.

SIGNED: _____

SIGNED: 

PRINTED: _____

PRINTED: Barry A. Buschmann, PE

TITLE: _____

TITLE: Senior Vice President

DATE: _____

DATE: October 10, 2012

The Mannik & Smith Group, Inc.
Standard Terms and Conditions

Services The Mannik & Smith Group, Inc. (MSG) will perform services for the Project as set forth in the MSG proposal and in accordance with these Terms & Conditions. MSG has developed the Project scope of service, schedule, and compensation based on available information and various assumptions. The Client acknowledges that adjustments to the schedule and compensation may be necessary based on the actual circumstances encountered by MSG in performing their services.

Additional Services The Client and MSG acknowledge that additional services may be necessary for the Project to address issues that may not be known at Project initiation or that may be required to address circumstances that were not foreseen. In that event, MSG shall notify the Client of the need for additional services and the Client shall pay for such additional services in an amount and manner as the parties may subsequently agree.

Cost Estimates or Opinions MSG shall prepare cost estimates or opinions for the Project based on historical information that represents the judgment of a qualified professional. The Client and MSG acknowledge that actual costs may vary from the cost estimates or opinions prepared and that MSG offers no guarantee related to the Project cost.

Defects in Service The Client shall promptly report to MSG any defects or suspected defects in service. The Client further agrees to impose a similar notification requirement on all contractors in its Client/Contractor agreement and shall require all subcontracts at any level to contain a like provision. Failure by the Client and Client's contractors and subcontractors to notify MSG shall relieve MSG of the costs of remedying the defects above the sum such remedy would have cost had prompt notification been given when such defects were first discovered.

Dispute Resolution Any claim or dispute between the Client and MSG will be submitted to non binding mediation, subject to the parties agreeing to a mediator.

Governing Law The terms of agreement shall be governed by the laws of the state where the services are performed provided that nothing contained herein shall be interpreted in such a manner as to render it unenforceable under the laws of the state in which the Project resides.

Indemnification MSG agrees, to the fullest extent permitted by law, to indemnify and hold the Client harmless from any damage, liability or cost to the extent caused by MSG's negligent acts, errors or omissions in the performance of professional services under this Agreement and those of his or her subconsultants or anyone for whom MSG is legally liable. The Client agrees, to the fullest extent permitted by law, to indemnify and hold MSG harmless from any damage, liability or cost to the extent caused by the Client's negligent acts, errors or omissions and those of his or her contractors, subcontractors or consultants or anyone for whom the Client is legally liable, and arising from the project that is the subject of this Agreement. Neither party is obligated to indemnify the other in any manner whatsoever for the other's own negligence.

Insurance MSG will maintain General Liability, Professional Liability, Automobile Liability and Workers Compensation Insurance during the period of service if such coverage is reasonably available at commercially affordable premium.

Lien Rights MSG may file a lien against the Client's property in the event that the Client does not make payment within the time prescribed in this agreement. The Client agrees that services by MSG are considered property improvements and the Client waives the right to any legal defense to the contrary.

Limitation of Liability In recognition of the relative risks and benefits of the project to both the Client and MSG, the Client agrees, to the fullest extent permitted by law, to limit MSG's total liability to the Client or anyone making claims through the Client, for any and all damages or claim expenses arising out of this agreement, from any and all causes, to \$50,000 or the fee realized by MSG for the Project, whichever is greater.

Ownership of Documents Documents prepared by MSG for the Project are instruments of services and shall remain the property of MSG. Record documents of service shall be based on the printed copy. If specified in the MSG proposal, MSG will furnish documents electronically; however, the client releases MSG from any liability that may result from documents used in this form. MSG shall be defended and indemnified for reuse of documents for any purpose other than those intended under the Project.

Payment Terms MSG shall submit monthly invoices for services performed and Client shall pay the full invoice amount within 30 calendar days of the invoice date. Invoices will be considered correct if not questioned in writing within 10 calendar days of the invoice date. MSG shall be entitled to a 1.5% per month administrative charge in the event of payment delay. Client payment to MSG is not contingent on arrangement of project financing. Invoice payment delayed beyond 60 calendar days shall give MSG the right to suspend services until payments are made.

Project Requirements The Client shall confirm the objectives, requirements, constraints, and criteria for the Project at its inception. If the Client has established design standards, they shall be furnished to MSG at Project inception. MSG will review the Client design standards and may recommend alternate standards considering the standard of care provision.

Safety MSG shall be responsible solely for the safety precautions or programs of its employees and no other party. In no event will MSG be responsible for construction methods, means, techniques or sequences of construction, which are solely the responsibility of the Contractor.

Site Access The Client shall obtain all necessary approvals for MSG to access the Project site(s).

Standard of Care Services provided by MSG will be performed with the care and skill ordinarily exercised by members of the same profession practicing under similar circumstances. The standard of care shall exclusively be judged as of the time the services are rendered and not according to later standards.

Revised January 2011

CITY OF MONROE
2013 WATER MAIN PROJECTS
OCTOBER 10, 2012



SCOPE OF SERVICES

- Provide Engineering services to complete plans and specifications to the City of Monroe for the following water line replacement and or installation projects:
 1. North Telegraph Road water main replacement from Custer Drive to La-Z-Boy's south property line.
 2. Monroe Street water main replacement between Front Street and Elm Avenue.
 3. Borgess Avenue from Ives Drain to Stedman Drive. Pipe bursting to be used south of Sylvan Drive.

SURVEY

- Using the City's processed, digital survey information provided by the City Engineering Department, download, process and revise the plans to the City of Monroe's plan, format the east side of North Telegraph Road from Custer Drive to La-Z-Boy's property line. The City to provide and mark control points. After the City Water Department marks the water main, valves, curb stops and water service, pick up additional survey as needed to complete plan.
- Using MDOT digital survey information provided by the City Engineering Department, download, process and revise the plans to the City of Monroe's plan, format the east side of Monroe Street from Front Street to Elm Avenue. After the City Water Department marks the water main, valves, curb stops and water services, pick up additional survey as needed to complete plan.
- Using The Mannik & Smith Group, Inc.'s (MSG) survey completed in conjunction with the new La-Z-Boy Headquarters building, revise plans to the City of Monroe's plan, format Borgess Avenue between Ives Drain and Stedman Drive. After the City Water Department marks the water main, valves, curb stops and water services, pickup additional survey as needed to complete plan and tie in water mains for all streets.
- Using as-built information, both electronic and hard copy (to be supplied by the Engineering Department) check the existing as-built plan information against collected survey data and correct plans as necessary.
- Perform 10 soil borings, 15 feet deep, to refusal to establish rock elevation and water table.
- Franchise utility information will be shown on the drawings from information furnished by the utilities or the City of Monroe.
- Propose routing for all water main projects listed above. The routing planned for the Monroe Street water main is shallow (5-6 feet) then penetration the east wing walls of the Monroe Street Bridge, then descending into the river to connect with the existing HDPE pipe under the river. An alternate will be shown on the plans to replace and encase the existing HDPE pipe under the river. If an alternate route is required by either MDOT, MDEQ or the City such as a deep directional bore or extensive shoring at the bridge this is beyond the current scope of services.
- The plan and profit sheets shall provide:
 - 22" X 34" sheet size.
 - One inch to twenty foot horizontal and one inch to two foot vertical scale.
 - Auto Cad format.
 - Similar format to the DWRP water main projects completed in last several years.
 - Routing of the water mains shall be in the terrace or under the sidewalks where possible. At a minimum the main must be located 3 feet back of any curb and 3 feet from utility poles and other franchise utilities. A 10 foot horizontal separation must be maintained between the water main and

the sanitary sewer and storm sewer if possible. The separation between the water main and storm sewer may be reduced to as little as three feet under special conditions.

- Call out on the plan section all fittings on the water main, including size and type of fitting, station of the fitting and the distance right or left of the street pavement centerline.
- Call out on the profile all fittings on the water main, including size and type of fitting, station, distance right or left of street pavement centerline. Provide pipe slope and grades where possible.
- Pavement and/or sidewalk removals will be shown by cross hatch.
- Water main trench details for street crossings will be noted on the plan sheet.
- Pay quantities will be shown on each page and in a general quantity sheet by project (Divisions).
- Restrained joints will be called out in the profile where required.
- The size, pipe material and lengths of each water main section between each fitting will be called out in the profile.
- Water main pipe deflections to the route under or over existing utilities will be shown in the profile including the minimum clearance dimension (18").
- The City will need to provide bench mark information for MSG to include on the plans.
- Water services will be shown on the plan view after the City Water Department has field staked and marked the services.
- The plans will indicate the water services to be replaced from the new main to the curb stop utilizing City Water Department standards.
- The plans will indicate where the existing water main will be abandoned in place and where the main will need to be cut and plugged to accomplish the abandonment. All existing fire hydrants, valve boxes and valve manholes on the existing main to be abandoned in place will be called out to be removed with appropriate details shown on the plans.
- Existing water mains shall be left in service until testing is satisfactorily completed, and all services are tied over to the new main.
- The City of Monroe will prepare the title sheet. Each sheet prepared by the consultant will contain the City title block with a separate block for MSG to sign and seal.
- Final plan set will include:
 1. Title Sheet prepared by the City
 2. Quantity Sheet prepared by MSG
 3. Special Notes Sheet(s) prepared by MSG
 4. Plan & Profile Sheets prepared by MSG
 5. Detail Sheet(s) prepared by MSG
 6. Plan & Profile Sheets for four other City designed projects
 7. City Standard Detail Sheets (consisting of two plan sheets)
 8. Traffic Control Sheets
 9. No Soil Erosion and Sedimentation Control Sheet (to be covered in division K under Special Provision)
- Provide phasing plans for construction. These will be in written form to be included in the special provisions.
- Perform boundary survey, prepare description and drawing for a water main easement across the former Masonic Temple property at the north east corner of Monroe Street and the River Raisin.
- Provide final cost estimate prior to bidding.
- The City of Monroe's contract documents and standard specifications will be used. MSG will provide special provisions for inclusion by the City Engineering Department in their bid documents.
- Complete application and provide required plans for the MDOT permits for construction on Telegraph Road and on Monroe Street.
- Complete application for MDEQ Drinking Water construction permit.
- Complete application and provide required plans for MDEQ joint permit.

- MSG will furnish final design plans in ACAD 2010 electronic format. Final cost estimates will be furnished in MS Excel format and special provisions will be furnished in MS Word format. One hard copy on bond paper of each of the preceding items will also be furnished.

The Mannik & Smith Group, Inc. will perform this work on a time and material basis with a not-to-exceed maximum cost. The billing rates to be charged are included on the attached document titled Mannik & Smith Fee Schedule Effective January 1, 2012. MSG cost not-to-exceed figure does not include any consideration of inspection or construction management. It is anticipated that MSG will be authorized to proceed with this work after the City Council meeting scheduled for October 15, 2012. Routing plans will be submitted to the City of Monroe by January 8, 2013; preliminary plans for permit submissions will be completed by February 15, 2013. This scope of work does not include any property surveys beyond that at the former Masonic Temple property or environmental studies.



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: MEMORIAL PLACE FLORAL DISPLAY RECOMMENDATION – 2013 SEASON

DISCUSSION: The Department of Public Services has historically been responsible for the purchase and installation of the tropical red and green Alternanthera plants utilized in the block "MONROE" sign in Memorial Place that is visible to traffic on South Monroe Street from late May through early October. These plants, which are highly sensitive to frost, are cultivated from the previous year's plantings, and have been supplied in the past by North Monroe Greenhouse of Frenchtown Township. Their present three-year contract, awarded by the City Council in September 2009, has expired this year, and this contract called for the winter cultivation of these plants and supply to the City at a cost of \$4,800 per year. Labor costs for Public Services personnel to install, remove, and maintain this display typically approximate \$4,000 to \$5,000 each year. The most recent contract was awarded after a thorough selection process allowing for a variety of floral, planting, and hardscape options, and ultimately the City Council decided to continue with the same display as has been in existence for many decades at this location.

Since cuttings from the current year's plants are required for cultivation of next year's plants, they must be removed shortly due to likely frost conditions (this may even occur prior to the Council meeting due to projected weather conditions), and we would expect to be responsible for at least some costs to start the cultivation process regardless of our intentions for the 2013 season in order to keep our options open. At this point, the Department of Public Services is not prepared to offer alternatives to the present display, and we would recommend that a professional landscape architect be engaged if Council desires additional future options. If this is indeed the preference of Council, we will request additional funds for this purpose as a part of the 2013-14 Capital Improvements Program. Public Services staff had been working with the new owners of North Monroe Greenhouse to determine their costs, but due to the structure fire that damaged the main business building, this is not believed to be a viable option at this time.

Due to the need to award this work in a very short time frame, the Public Services Department first solicited assistance from Four Star Greenhouse of Carleton, a large firm with a national client base. While they were unable to provide this service, they did recommend Moose and Squirrel Horticultural Services (formerly Miering's Greenhouse), also in Carleton. We were also contacted by Don Staelgraeve of Baker's Ace Hardware, expressing interest in assisting us for 2013. Since the Staelgraeve family has a long ownership history of North Monroe Greenhouse, we believe that he would be qualified to assist us as well. We obtained the attached proposals from both Moose and Squirrel (\$5,645.00) and Baker's Ace Hardware (\$5,832.00). Since we do not have any direct history with either firm for this specific task, we are somewhat reliant upon the reputation of the respective firms / individuals in recommending an award. While ordinarily formal bids would be advertised for this work, given the compressed time frame and the limited number of potential vendors, this does not seem to be reasonable here, and we would ask that the competitive bidding process be waived by the Council in this case. Based on the information we have at this time, either firm appears to be acceptable to the City, so generally we will recommend award based on the lowest responsible bid.

IT IS RECOMMENDED that a purchase order be issued to Moose and Squirrel Horticultural Resources for the 2013 season in an amount of \$5,645.00.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: October 15, 2012

REASON FOR DEADLINE: DPS staff needs to remove plantings to avoid frost immediately, and if these need to be cultivated, a commitment should be made prior to expending funds on greenhouse activities.

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, citizens of and visitors to Monroe

FINANCES

COST AND REVENUE PROJECTIONS:		
	Cost of Total Project	\$5,645.00*
	Cost of This Project Approval	\$5,645.00*
	Related Annual Operating Cost	\$5,000.00**
	Increased Revenue Expected/Year	\$ N/A

*2013 purchase price, including cultivation

**Additional estimated cost to maintain plantings by DPS staff, absorbed in general operating costs

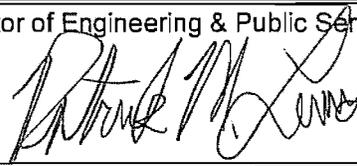
SOURCE OF FUNDS:	City	Account Number	Amount
	DPS Operating Supplies	101-60.441-750.000	\$5,645.00

Other Funds

Budget Approval: _____

FACT SHEET PREPARED BY: Patrick M. Lewis, P.E., Director of Engineering & Public Services **DATE:** 10/11/12

REVIEWED BY:



DATE:

COUNCIL MEETING DATE: October 15, 2012



Horticultural Resources
 1000 Indian Trail Rd.
 Carleton, MI 48117
 PH (734) 654-6046 * FX (734) 654-3750

Facsimile Transmission

Date	October 10, 2012
To:	Bill
Company:	City of Monroe
Fax:	(734) 241-5856
From:	Lee Steffensky (Email: lsteffensky@moosesquirrelhort.com)
Company:	Moose & Squirrel
Pages:	1 , including cover sheet
Re:	Quote for Storage

108 flats - Alternanthera (Red)

108 flats - Alternanthera (Green)

Storage & Maintenance:

Approximately 400^{'2} heated greenhouse space for approx. 30 weeks.

Includes general care & maintenance for plant material

\$5645.00 total

FAX * FAX *** FAX *** FAX**



Baker's Gas & Welding Supplies, INC.

DBA: Baker's ACE Hardware

905 North Dixie Hwy.

Monroe, MI 48162

TEL: 734-241-8959

FAX: 734-241-6805

TO: BILL WATERS

FROM: DON STAELGRAEVE

SUBJECT: RED + GREEN ALTERNANTHERA PLANTS

DATE: FOR MONROE SIGN

of pages: _____

COMMENTS: 108 FLATS OF EACH @ \$27.00 EA

FOR A TOTAL OF \$5832

CITY WILL PROVIDE STOCK PLANTS



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: REQUEST FROM THE MONROE COUNTY CHAMBER OF COMMERCE FOR PERMISSION TO DISPLAY A BANNER ACROSS MONROE STREET FROM OCTOBER 29 – NOVEMBER 13, 2012

DISCUSSION: The City received a request from Michelle Dugan on behalf of the Monroe County Chamber of Commerce for permission to display a banner. Specifically the request is to display a banner across Monroe Street from October 29 – November 13, 2012, announcing the Holiday Parade on November 10, 2012.

The request has been sent to the various departments for their review and there were no objections. After Council approval, advance notification will be sent to MDOT.

Manager: The City Manager recommends approval of the request subject to meeting qualifications outlined in the banner policy.

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	\$

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

Budget Approval: _____

FACT SHEET PREPARED BY: City Manager's Office

DATE: 10/10/12

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: 10/15/12

Leading Businesses.
Leading Communities.™

monroecountychamber.com



MONROE COUNTY
CHAMBER OF COMMERCE

October 10, 2012

City of Monroe
120 E. First Street
Monroe, MI 48161

Dear Honorable Mayor Clark and City Council Members,

The Monroe County Chamber of Commerce (The Chamber) is requesting permission for a banner to be placed across Monroe Street for the purpose of advertising the Holiday Season Kick Off.

This event is a partnership between The Chamber and the Downtown Development Authority (DDA). A series of activities will be held on Saturday, November 10 beginning at 4:00 p.m. with the parade and culminating at 7:30 p.m. with the Tree Lighting Ceremony.

A description of the banner is attached to reference. Please contact me if you need additional information. We have submitted the Banner Application to the Engineering Department.

With Warm Regards,

Michelle S. Dugan
Executive Director

RECEIVED

OCT 11 2012

CITY MANAGER'S OFFICE



CITY OF MONROE, MICHIGAN BANNER APPLICATION

Name of Applicant Michelle Dugan
 Name of Organization Monroe County Chamber of Commerce
 Applicant's Affiliation with Organization Executive Director
 Applicant's Home Address P.O. Box 624 Monroe MI 48114
 Mailing Address (if different) _____
 Day Phone 734-384-3364 Evening Phone 734-777-1516

Type of Banner **Overhead Banner (\$150)**

Overhead Banner Locations: (List as 1 for first choice, 2 for second...)

E. Front St. Dates Requested October 29, 2012 -
 W. First St. November 19, 2012
 Monroe St. (Banner is in production now)

Type of Banner **Vertical Pole Banner (\$25/banner)**

Vertical Pole Banner Locations: (List the total number of banners to be displayed and choice of placement location.) Dates Requested _____

No. of Banners: Monroe St. (42) Spring (March-May)
 Elm Ave. (8) Summer (June-Aug.)
 First St. (8) Fall (Sept.-Nov.)
 Macomb St. (8) Winter (Dec.-Feb.)

Company Fabricating Banners: _____

Please provide a sketch complete with banner specifications and message to be displayed for City Council Review. Applications will be accepted up to eleven (11) months in advance and no later than four (4) weeks prior to proposed installation date.

On behalf of the organization listed above, I, as applicant, hereby acknowledge receipt of the Banner Policy of the City of Monroe.

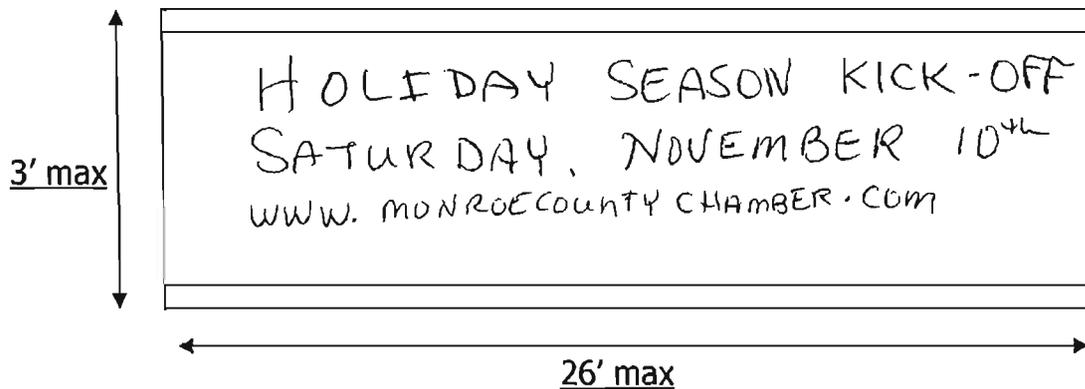
Applicant covenants and agrees to hold harmless from, indemnify and defend the City, its agents, officers and employees against all suits, demands, claims, judgments, liens, cost of repair or replacement of any damaged poles or electrical equipment, costs, attorney fees and expenses which may arise out of, result from or be caused by Applicant's banner installation.

Applicant covenants and agrees to strictly comply with all terms and conditions of the Banner Policy, and further understands and agrees that the City Council, in its sole and absolute discretion, may approve, deny or set any conditions or limitations on any banner(s) which may be approved, or may at any time alter, amend, modify, rescind or revoke any approval, all without recourse or remedy by the Applicant, or liability of the City.

Applicant _____

Date 10-10-12

CITY OF MONROE
OVERHEAD BANNER SPECIFICATIONS



Banners still have a top and bottom hem with grommets spaced not more than 5' on center. Grommets shall have a minimum 1/2" ID hole.

All unlettered areas shall be of a netting type material

Corners of banners shall be reinforced.

Banners must be lettered on both sides for placement on Monroe St.

Banners shall be delivered to Engineering/DPS, 120 E. First Street three (3) business days prior to scheduled installation date.

Banners must be picked up within one (1) week of being taken down.

2012 HOLIDAY SEASON KICK-OFF

PARADE • FREE FAMILY ACTIVITIES • TREE LIGHTING

Saturday, November 10, 2012

4:00 – 7:30 p.m.

D O W N T O W N M O N R O E

ALL
FREE
ACTIVITIES

PARADE

4:00 p.m. starting
at Jones Avenue
and travels north
on Monroe Street.

SANTA VISITS WITH CHILDREN

5:30-7:30 p.m.
in the MB&T lobby
10 Washington St.

CARRIAGE RIDES

5:30-7:00 p.m.

NON PROFIT BOOTHS

TREE LIGHTING

Loranger Square
7:00 p.m.

DTE Energy



PLATINUM SPONSORS

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M·O·N·R·O·E
Downtown Development Authority

Downtown Development
Authority (DDA)

120 E. First St.

734-384-9172, 734-241-2665

www.downtownmonroeml.com



Monroe County Chamber of Commerce, 1645 N. Dixie Hwy., Suite 2 734-384-3366

www.monroecountychamber.com



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Purchase of In-Car Dash Cam Video Systems for Police Squad Cars

DISCUSSION: The Monroe City Police Department is requesting the purchase of In-Car Dash Cam Video Systems for 14 squad cars. Our present system (Watch Guard) now nearly eight years old has essentially become obsolete. The microphones on the Watch Guard system are no longer produced. A conversion kit comes at a cost of \$500.00 per unit, or \$7500.00 to convert the fleet. Due to the age of the system, we can no longer purchase an annual maintenance program. Based on previous costs, the annual maintenance cost at the present rate of failure would run at approximately \$6,000.00 to \$7,000.00. The proposed system, L-3 Mobile Vision's (Flashback 2 System) annual maintenance costs will be \$250.00 per unit at a total cost of \$3,500.00 for the fleet. L-3 Mobile Vision has offered to waive the cost of the first two years of the maintenance as an incentive to purchase the Dash Cam system from them. The Watch Guard system requires compatible DVD's specific to the Watch Guard System. The DVD cost is increasing from \$3200.00 to \$4600.00 per year. These specialized DVD's are increasingly difficult to find. The Flashback 2 system, unlike Watch Guard, has no moving parts and will not require warm-up time to start the system. Additionally, Flashback 2 is automatically uploaded to the server and requires no cost for DVD's. We have tested this system against several others and have concluded that the L-3 system best fit the needs of the Division of Public Safety. Based upon our findings, the Division of Public Safety recently purchased two units for the Fire Department and one for the Police Supervisor vehicle that have been in use for about two months. In an effort to maintain consistency within the Public Safety Division, we are proposing the purchase of the same system (L-3) to replace the current system (Watch Guard).

The quote for the Flashback 2 In-Car Video System from L-3 Mobile Vision for the fleet is \$77,365.00. Funding for this purchase will be taken from the Drug Forfeiture Fund which is adequately funded.

Therefore I am recommending the purchase of the L-3 Mobile Vision's (Flashback 2 System), increasing the forfeiture equipment line item to \$77,365.00. and that the bid process be waived due to the fact that this pricing is offered under the State bid contract.

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:

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED:

FINANCES

COST AND REVENUE PROJECTIONS:

Cost of Total Project	\$ 77,365.00
Cost of This Project Approval	\$ N/A
Related Annual Operating Cost	\$ N/A
Increased Revenue Expected/Year	\$ N/A

SOURCE OF FUNDS:

City

Account Number
265-50.301-977.000

Amount
\$ 77,365.00
\$ N/A
\$ N/A
\$ N/A
\$ N/A
\$ N/A
\$ N/A
\$ N/A

Other Funds

Budget Approval: _____

FACT SHEET PREPARED BY: Chief Thomas Moore

DATE: 10/10/12

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: 10/21/12