
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 weeks' 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, DECEMBER 2, 2013
7:30 P.M.**

AMENDED

I. CALL TO ORDER.

II. ROLL CALL.

III. INVOCATION/PLEDGE OF ALLEGIANCE.

IV. PRESENTATION.

Presentation by Plante Moran of the June 30, 2013 Audited Financial Statements.

V. PUBLIC HEARING.

264 Public hearing to receive and review comments on the Amended 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 428 South Monroe Street. There are no comments on file in writing in the Clerk-Treasurer's Office.

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

A. Approval of the Minutes of the Council Work Session held on Wednesday, November 13, 2013 and the Minutes of the Special Council Meeting Held on Monday, November 18, 2013 and the Minutes of the Regular Council Meeting held on Monday, November 18, 2013.

B. Approval of payments to vendors in the amount of \$_____.
Action: Bills be allowed and warrants drawn on the various accounts for their payment.

264 Benesh Opt Certificate (3-12-0023) for 428 South Monroe Street (29-00191-000).

1. Communication from the City Assessor, submitting a proposed resolution to uncap the property taxable value for 428 South Monroe Street (29-00191-000), Benesh Opt Certificate (3-12-0023), and recommending that Council adopt the resolution approving the amended 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 428 South Monroe Street; following consideration of any comments received at the public hearing.
2. Supporting documents.
3. Action: Accept, place on file and the resolution be adopted.

265 Post Retirement Healthcare Trust Fund Investment Policy.

1. Communication from the Finance Director, submitting the Post Retirement Health Care Trust Fund Investment Policy, and recommending that Council adopt the attached Statement of Investment Policies and Objectives as the investment policy for the City of Monroe Post Retirement Health Care Trust Fund.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

266 River Raisin Dam Remediation – Phase One – Consultant Change Order.

1. Communication from the Director of Engineering & Public Services, submitting a change order to Phase One of the River Raisin Dam Remediation project, and recommending that an increase in the professional services award to Cardno JFNew from City Council on July 19, 2010 of \$69,547 be authorized, and that the Director of Engineering & Public Services or his designee be authorized to execute any necessary documents on behalf of the City.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

267 Appointments Resolution.

1. Communication from the Mayor's Office, submitting a proposed resolution for an appointment to the Board of Review where there is a vacancy, and recommending that Council approve the proposed Resolution making appointment to the Board of Review.
2. Supporting documents.
3. Action: Accept, place on file and the resolution be adopted.

VII. MAYOR'S COMMENTS.

VIII. COUNCIL COMMENTS.

IX. CITY MANAGER COMMUNICATION.

X. CITIZEN COMMENTS.

XI. CLOSED EXECUTIVE SESSION TO DISCUSS PENDING LITIGATION.

XII. ADJOURNMENT.

**CITY OF MONROE
COUNCIL WORK SESSION
WEDNESDAY, NOVEMBER 13, 2013**

Work Session of the City Council of the City of Monroe, Michigan held on Wednesday, November 13, 2013 at 6:00 p.m. in the City Council Chambers.

Present: Council Members Kansier, Beneteau, Hensley, McKart, Molenda and Mayor Clark.

Absent: Council Member Hall.

Also Present: George Brown, City Manager
Tom Ready, City Attorney
Ed Sell, Finance Director
Tim Lake, Monroe County Business Development Corporation
Michele LaVoy, Newly Elected Clerk-Treasurer
John Iacoangeli, Newly Elected Precinct Two
Kelly Vining, Newly Elected Precinct Three
Gloria Rafko, Newly Elected Precinct Five
William Sisk, Newly Elected Precinct Six

Tim Lake, Monroe County Business Development Corporation gave a presentation about "Moving Monroe Forward Together."

Ed Sell, Finance Director gave a presentation about the fire damage, insurance compensation, alterations and restoration at the Sawyer House. He also gave brief presentation on the Monroe Multi-Sports Complex budget and the City's budget status and projection update.

Following discussion, it was moved by Council Member McKart and seconded by Council Member Molenda that the meeting adjourn at 7:30 p.m.

Ayes: 6 Nays: 0

Motion carried.

Sharon C. Malotky
Deputy City Clerk

Robert E. Clark
Mayor

CITY OF MONROE
SPECIAL COUNCIL MEETING
MONDAY, NOVEMBER 18, 2013

Special meeting of the City Council of the City of Monroe, Michigan held on Monday, November 18, 2013 at 6:00 p.m. in the City Hall Council Chambers.

Present: Council Members Kansier, Beneteau, Hensley, Molenda and Mayor Clark.

Excused: Council Member McKart.

Absent: Council Member Hall.

It was moved by Council Member Kansier and seconded by Council Member Molenda that Council go into Closed Executive Session at 6:02 p.m., to discuss Potential Property Acquisition.

Ayes: 5 Nays: 0

Motion carried.

It was moved by Council Member Kansier and seconded by Council Member Hensley that Council reconvene to open session at 6:52 p.m.

Ayes: 5 Nays: 0

Motion carried.

Adjournment.

It was moved by Council Member Kansier and seconded by Council Member Molenda that the meeting adjourn at 6:56 p.m.

Ayes: 5 Nays: 0

Motion carried.

Charles D. Evans
City Clerk-Treasurer

Robert E. Clark
Mayor

**CITY OF MONROE
REGULAR COUNCIL MEETING
MONDAY, NOVEMBER 18, 2013**

Regular meeting of the City Council of the City of Monroe, Michigan held on Monday, November 18, 2013 at 7:30 p.m. in the City Hall Council Chambers.

Present: Council Member Kansier, Beneteau, Hensley, Hall, Molenda and Mayor Clark.

Excused: Council Member McKart.

Charles D. Evans, City Clerk-Treasurer, gave the invocation.

Mayor Clark led the Pledge of Allegiance.

Presentation.

Presentation by Beckett & Reader regarding the River Raisin Corridor Plan.

Mayor Clark introduced Kristy Sommers, Principal Landscape Architect, Beckett & Reader.

Kristy Sommers, Principal Landscape Architect, Beckett & Reader gave a presentation on behalf the River Raisin Corridor Master Plan.

Council Action.

This item was tabled at the November 4, 2013 Council Meeting.

A. Approval of the Minutes of the Council Work Session held on October 21, 2013 and the Minutes of the Regular Council Meeting held on October 21, 2013. It was moved by Council Member McKart and seconded by Council Member Hall that item A, the Minutes of the Council Work Session held on October 21, 2013 and the Minutes of the Regular Council Meeting held on October 21, 2013 be tabled until the next regular Council Meeting.

It was moved by Council Member Hall and seconded by Council Member Hensley that item A be removed from the table and placed on the floor for discussion.

Ayes: 6 Nays: 0

Motion carried.

It was moved by Council Member Hall and seconded by Council Member Hensley that item A, be accepted, placed on file and the recommendation be carried out.

Ayes: 6 Nays: 0

Motion carried.

Consent Agenda. (All items listed under the Consent Agenda are considered to be routine by Mayor and Council and may be approved by one motion. Any item may be removed for separate discussion by a Councilperson or citizen.)

A. Approval of the Minutes of the Regular Council Meeting held on November 4, 2013 and the Minutes of the Special Council Meeting held on November 7, 2013.

B. Approval of payments to vendors in the amount of \$1,091,334.70.
Action: Bills be allowed and warrants drawn on the various accounts for their payment.

252 Additional Costs for Sanitary Sewer Repairs – South Monroe Street.

1. Communication from the Director of Engineering & Public Services, submitting a change order to the 2013 Water Main Replacement Program to cover additional costs for repairs to the South Monroe Street Sanitary Sewer, and recommending that Council award an additional change order to the 2013 Water Main Replacement Program contract (Location A) to Salenbien Trucking & Excavating, for the repairs to the sanitary sewer along South Monroe Street in the amount of \$22,818.46 (total costs less previous \$20,000 authorization), 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. Action: Accept, place on file and the recommendation be carried out.

253 Bond Authorizing Resolution – 2013 Capital Improvement Bond.

1. Communication from the Finance Director, submitting a proposed resolution authorizing the 2013 Capital Improvement Bond, and recommending that Council approve the Resolution Authorizing 2013 Capital Improvement Bonds.
2. Supporting documents.
3. Action: Accept, place on file and the resolution be adopted.

254 Professional Services for the Fiscal Year 2013-14 Cross Connection Inspection Program.

1. Communication from the Director of Water & Wastewater Utilities, reporting back on proposals received for Professional Services for the Fiscal Year 2013-14 Cross Connection Inspection Program, and recommending that a purchase order in the amount of \$12,504 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 November 12, 2013, and further recommending that the Director of Water & Wastewater Utilities or his designee be authorized to sign all necessary documents on behalf of the City of Monroe.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

255 Leaf Collection Award.

1. Communication from the Director of Engineering & Public Services, reporting back on the leaf collection contract, and recommending that Council authorize the Department of Public Services to contract with Gasper Recycling of Willis, Michigan for removal of leaves at a price of \$8.00 per

cubic yard, up to a maximum award of \$10,000, and further recommending that the Director of Engineering & Public Services be authorized to execute any necessary agreement on behalf of the City of Monroe.

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

256 M-125 (Monroe Street) Resurfacing Funding Contract with MDOT.

1. Communication from the Director of Engineering & Public Services, submitting a proposed resolution approving the contract with the Michigan Department of Transportation (MDOT) to perform the resurfacing of M-125 (Monroe Street) through the City of Monroe beginning in April 2014, and recommending that the attached resolution be approved, and that the local share of the costs be appropriated as detailed in the financial information below.
2. Supporting documents.
3. Action: Accept, place on file and the resolution be adopted.

257 CDBG Sub-recipient Agreement with Oaks of Righteousness for Warming Shelter.

1. Communication from the Director of Economic & Community Development, submitting a sub-recipient agreement with the Oaks of Righteousness for assistance in funding its Warming Shelter for the 2013-14 winter, and recommending that Council approve the proposed CDBG sub-recipient agreement with the Oaks of Righteousness and authorize the City Manager to execute the agreement.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

258 Request from the Friends of the River Raisin Battlefield to Hold Their Annual Commemoration of the Battles of the River Raisin on January 18, 2014.

1. Communication from the City Manager's Office, submitting a request from the Friends of the River Raisin Battlefield to hold the annual Commemoration of the Battles of the River Raisin on January 18, 2014, specifically: 1. to allow the use of the field on the corner of N. Dixie Highway and E. Elm Avenue for a military tactical demonstration from 8:30 a.m. to 11:30 a.m., as well as the parking lot at the Monroe Multi Sports Complex, 2. March up to fifty (50) re-enactors, plus spectators, to the Battlefield Visitor Center to the demonstration area along the Heritage bike path, 3. Allow additional parking along Detroit Avenue and East Elm Avenue, and 4. Snow clearance from sidewalks, parking lots, etc., as may be necessary and within jurisdiction of the city, and recommending that Council approve the request contingent upon item being met as outlined by the administration, subject to Council adopted policy and communication with the Monroe Multi Sports Complex management, insurance requirements being met, and that the City Manager be granted authority to alter/amend the event due to health and/or safety reasons.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

259 SAW Grant Application and Resolution – Monroe Metropolitan Wastewater System Energy Conservation Improvements.

1. Communication from the Director of Water & Wastewater Utilities, submitting a proposed resolution authorizing an application to apply for the SAW Grant for Monroe Metropolitan Wastewater System Energy Conservation Improvements, and recommending that Council adopt the proposed Resolution in order to meet the December 2, 2013 SAW Grant program submittal deadline.
2. Supporting documents.
3. Action: Accept, place on file and the resolution be adopted.

260 Vehicle Auction Authorization.

1. Communication from the Director of Engineering & Public Services, submitting a request for authorization to hold a public vehicle auction for two (2) vehicles that have been replaced with other units, and recommending that Council authorize the Department of Public Services to place these items into a public auction hosted by Rollo A. Juckett Auctioneer and/or Brad Neuhart, Auctioneer, and to allow them to secure a 10% commission on all items sold, and further recommending that all items on the attached spreadsheet be sold to the highest bidder at the auction.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

261 Wastewater Treatment Plant Energy Conservation Improvements Financing.

1. Communication from the Director of Water & Wastewater, submitting a proposed resolution and contract for the Wastewater Treatment Plant Energy Conservation improvements financing, and recommending that Council approve the resolution and contract referenced for the financing of Wastewater Treatment Plant Energy Conservation Improvements.
2. Supporting documents.
3. Action: Accept, place on file and the resolution be adopted.

262 Zinc Orthophosphate Tanks Removal and Replacement – Water Treatment Plant Bids.

1. Communication from the Director of Water & Wastewater, reporting back on bids received for the Zinc Orthophosphate Tanks removal and replacement at the Water Treatment Plant and recommending that Council approve a purchase order in the amount of \$39,047 and a total amount for \$43,000 be encumbered to include a 10% contingency, be awarded to Gratton Construction out of Monroe for the Removal and Replacement of the two Zinc Orthophosphate Tanks at the WTP as part of the fiscal year 2012-13 CIP project in accordance with the bid specifications.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

263 Cost Sharing with the Monroe County Treasurer for the Demolition of 914 East First Street.

1. Communication from the Director of Economic & Community Development, submitting an amendment to the Cost Sharing with the Monroe County Treasurer for the Demolition of 914 East First Street, and recommending that Council allocate \$7,900 from the City's demolition service

budget to cost share with the Monroe County Treasurer for the demolition of 914 East First Street; in accordance with the low bid received by the Treasurer's Office from Earthworks Concrete & Excavation, LLC, and further recommending that City Council allocate an additional \$5,600 to cover a portion of the cost of removal and disposal of the Asbestos Containing Materials (ACM) and debris in accordance with the estimates received by the Treasurer's Office; resulting in a total City cost share of \$13,500.

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

It was moved by Council Member Molenda and seconded by Council Member Beneteau that items 252, 253, 254, 255, 256, 258, 259, 260, 261, 262, and, 263 of the Consent Agenda be approved as indicated and that item 257 be removed and considered separately.

Ayes: 6 Nays: 0

Motion carried.

257 The communication from the Director of Economic & Community Development, submitting a sub-recipient agreement with the Oaks of Righteousness for assistance in funding its Warming Shelter for the 2013-14 winter, and recommending that Council approve the proposed CDBG sub-recipient agreement with the Oaks of Righteousness and authorize the City Manager to execute the agreement.

Council Member Hall noted that he pulled this item to say thank you to the city and to Oaks of Righteousness for the compassion that they've shown in the community. He noted that homelessness is a serious issue and especially in this weather.

It was moved by Council Member Hall and seconded by Council Member Molenda that item 257 be accepted, placed on file and the recommendation be carried out.

Mayor Clark noted that CDBG sub-recipient grant and the use of these funds help support homelessness and that we have a County 10 year plan to help end homelessness.

Following comment, a vote was taken on the motion.

Ayes: 6 Nays: 0

Motion carried.

Council Comments.

Council Member Molenda said Happy Thanksgiving to everyone.

Mayor's Comments.

Mayor Clark announced that on Saturday, November 23 the Chamber of Commerce Holiday Parade and the DDA Christmas tree lighting and activities will begin at 4:00 p.m. and conclude with the tree lighting ceremony at 7:30 p.m. He noted that on that same day, the "Stuff the Bus" holiday food drive will be held, initiated by My 98.3, with 2 locations to drop off donations. The locations are Go Mad Fitness on Jones Avenue and at the Monroe Super Store on South Monroe Street and they will accept donations throughout the day. He commented on the War of 1812, the Gent table and the re-enactment of the events that school students have created. He said, on November 19 – 21 from 4:00 p.m. – 7:00 p.m. City Hall will be open to

those who want to view the table and to speak with someone about the Treaty of Gent and what the table signifies.

City Manager's Comments.

George Brown, City Manager announced that the distribution of leaf bags is over for the season and that yard waste pickup will continue through the week of December 2nd and will resume in the spring.

Mayor Clark noted that there were 70,000 leaf bags distributed to residents that came in to request them this season.

Citizens Comments.

Adam Yeager, 1833 South Custer Road asked when the city will pave Western Avenue.

Mayor Clark said that staff did an assessment in October and that is what they do every fall. He said that from that assessment projects are proposed for the following spring.

Patrick Lewis, Director of Engineering & Public Services said that the work will begin next spring, around March, when the weather breaks.

Adjournment.

It was moved by Council Member Hall and seconded by Council Member Hensley that the meeting adjourn at 7:58 p.m. until the next Regular Meeting on Monday, December 2, 2013 at 7:30 p.m.

Ayes: 6 Nays: 0

Motion carried.

Charles D. Evans
City Clerk-Treasurer

Robert E. Clark
Mayor



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Benesh OPT Certificate (3-12-0023) for 428 South Monroe Street (Tax ID # 29-00191-000)

DISCUSSION: Ownership of property transferred upon February 11, 2010 death of Kathryn Benesh, and taxable value should have been “uncapped” for 2011 and subsequent tax years. However, this uncapping did not occur which resulted in an erroneous “frozen” taxable on the OPT application and certificate. In order to correct this erroneous value, the application, notice, and hearing procedure under the Michigan obsolete property rehabilitation act must be redone. Amended application e-mailed by applicant (see attached). Hard copy of amended application placed in regular mail by applicant. Also, see draft resolution (attached).

IT IS RECOMMENDED that City Council adopt the resolution approving the amended 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 428 South Monroe Street; following consideration of any comments received at the public hearing.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: December 2, 2013.

REASON FOR DEADLINE: Timely staff preparation for placement on the December 2, 2013 Council Agenda.

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N/A

INITIATED BY: Assessing

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: Planning, Clerk/Treasurer

FINANCES

COST AND REVENUE PROJECTIONS:

Cost of Total Project: MAILING AND NOTICES

Cost of This Project Approval: MAILING AND NOTICES

Related Annual Operating Cost \$0

Increased Revenue Expected/Year \$1,150

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

Budget Approval: _____

FACT SHEET PREPARED BY: Sam Guich, Assessor *SG*

DATE: 11-5-13

REVIEWED BY:

DATE: 11-27-13

COUNCIL MEETING DATE: December 2, 2013

R E S O L U T I O N

1 WHEREAS, the State of Michigan Obsolete Property
2 Rehabilitation Act (MCL [Michigan Compiled Laws] 125.2781 to
3 125.2797, inclusive) provides for the abatement of property taxes
4 for rehabilitation of obsolete commercial property; and

5 WHEREAS, the trustee of the Peter Benesh Trust and the
6 Kathryn Benesh Trust filed an application (ref.: Attachment 1 of
7 7) during 2012 for such abatement on property located at 428 South
8 Monroe Street, Monroe, Michigan (ref.: Attachment 2 of 7 for
9 legal description) for a duration of twelve (12) years with the
10 City of Monroe; and

11 WHEREAS, the City of Monroe assessor provided on said
12 application a taxable value of \$71,880 and state equalized value
13 of \$141,290 for the 2012 tax year, which taxable value became the
14 basis for the "frozen" component of the obsolete properties tax
15 determined under MCL 125.2790(2)(a); and

16 WHEREAS, the City of Monroe by Resolution Number R12-61
17 (ref.: Attachment 3 of 7), and Michigan State Tax Commission by
18 Certificate Number 3-12-0023 (ref.: Attachment 4 of 7), approved
19 such application for a duration of five (5) years with said
20 taxable value provided by the City of Monroe assessor; and

21 WHEREAS, despite that a transfer of ownership of the subject
22 property occurred upon the February 11, 2010 death of Kathryn
23 Benesh, taxable values for 2011 and subsequent tax years were not
24 "uncapped" as provided by MCL 211.27a(3); and

25 WHEREAS, said failure to "uncap" said taxable values resulted
26 in an erroneous taxable value on said application; and

27 WHEREAS, MCL 125.2786(6) provides for the correction of
28 errors or mistakes discovered after the legislative body of the
29 qualified local governmental unit has approved the application or
30 after the commission has issued a certificate for the
31 application; and

32 WHEREAS, the trustee of the Peter Benesh Trust and the
33 Kathryn Benesh Trust filed an amended subject property application
34 (ref.: Attachment 5 of 7) which corrects said error by including
35 the proper "uncapped" taxable value of \$141,290 provided by the
36 assessor; and

37 WHEREAS, said corrected taxable value of \$141,290 is the
38 proper basis for the "frozen" component of the obsolete properties
39 tax determined under MCL 125.2790(2)(a); and

40 WHEREAS, the clerk/treasurer of the City of Monroe has
41 notified in writing (ref.: Attachment 6 of 7) the assessor of
42 the City of Monroe, and the legislative body of each taxing unit
43 that levies ad valorem property taxes in the City of Monroe; and

44 WHEREAS, the City of Monroe has held a public hearing (ref.:
45 Attachment 7 of 7) on the amended application and given public
46 notice to the applicant, the assessor, a representative of the
47 affected taxing units, and the general public;

48 NOW THEREFORE BE IT RESOLVED, that the City Council of the
49 City of Monroe hereby approves said amended application; and

50 BE IT FURTHER RESOLVED, that the clerk/treasurer shall
51 forward a copy of said amended application and this resolution to
52 the Michigan State Tax Commission for approval.

Application for Obsolete Property Rehabilitation Exemption Certificate

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

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

Applicant (Company) Name (applicant must be the OWNER of the facility) 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) 5005 Woodhurst Lane, Minnetonka, MN 55345-4645		
Location of obsolete facility (No. and street, City, State, ZIP Code) 428 S. Monroe Street and 50 W. 5th Street, Monroe MI 48161		
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 146 of 2000 may be in jeopardy.

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

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

Name of Company Officer (no authorized agents) Eve K. Benesh, T.T.E.E.	Telephone Number (612) 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 <i>[Handwritten Signature]</i>	Date application received 06/19/12
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FOR STATE TAX COMMISSION USE		
Application Number	Date Received	LUCI Code

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: <u>October 15, 2012</u>		
<input checked="" type="checkbox"/> Exemption Approved for <u>8</u> Years, ending December 30, <u>2020</u> (not to exceed 12 years)		
<input type="checkbox"/> Denied		
Date District Established	LUCI Code	School Code
March 5, 2001	58203	58010

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

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

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

	Taxable Value	State Equalized Value (SEV)
Building(s)	\$ 71,880	\$ 141,290
Name of Governmental Unit	Date of Action on application	Date of Statement of Obsolescence
City of Monroe	October 15, 2012	September 11, 2012

PART 4: CLERK CERTIFICATION

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

Name of Clerk	Clerk Signature	Date
Charles D. Evans		10/26/12
Clerk's Mailing Address	City	State
	120 East First Street	Monroe
	Telephone Number	Fax Number
	(734) 384-9137	(734) 243-2027
	Email Address	
	charles.evans@monroemi.g	

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

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

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

ATTACHMENT A
GENERAL DESCRIPTION OF THE OBSOLETE FACILITY(s)

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, (58-55-29-00190-000) 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

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

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: 29-00191-000

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

RESOLUTIONObsolete Property Rehabilitation Exemption Certificate
428 S. Monroe Street

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

WHEREAS, 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 and revitalize an urban area; and

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

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

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

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

1. The total investment amount of three hundred forty four thousand one hundred eight dollars (\$344,108.00) is expended and the scope of work outlined in the application is completed no later than December 31, 2014.
2. The applicant documents the creation of at least ten (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 fifty percent (50%) occupancy within thirty six (36) months from approval by City Council and maintains at least fifty percent (50%) occupancy for the duration of the initial term of the abatement.

BE IT FURTHER RESOLVED, that the City of Monroe hereby states being fully advised that the granting of this Obsolete Property Rehabilitation Exemption Certificate to 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, and more particularly described in Exhibit B, shall not have the effect of substantially impeding the operation of the City of Monroe or impairing the financial soundness of a taxing unit which levies ad valorem taxes in the City of Monroe.

EXHIBIT A

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

EXHIBIT B

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

Motion: Council Member Molenda
Seconded by: Council Member Beneteau
Ayes: 6 Nays: 0
Motion Carried.

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 15th, day of October, 2012.



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

Charles D. Evans
City Clerk-Treasurer



Obsolete Property Rehabilitation Exemption Certificate

Certificate No. 3-12-0023

Pursuant to the provisions of Public Act 146 of 2000, as amended, the State Tax Commission hereby issues an Obsolete Property Rehabilitation Exemption Certificate for the commercial property, as described in the approved application, owned by **Kathryn Benesh Declaration of Trust and Peter Benesh Declaration of Trust, Eve K. Benesh, Sole Successor Trustee**, and located at **428 S Monroe Street, City of Monroe**, County of Monroe, Michigan.

This certificate provides the authority for the assessor to exempt the commercial property for which this Obsolete Property Rehabilitation Exemption Certificate is in effect, but not the land on which the rehabilitated facility is located or the personal property, from ad valorem taxation. This certificate further provides the authority to levy a specific tax known as the Obsolete Properties tax.

This certificate, unless revoked as provided by Public Act 146 of 2000, as amended, shall remain in force for a period of **5** year(s);

Beginning December 31, 2012, and ending December 30, 2017.

The real property investment amount for this obsolete facility is **\$344,108**.

The frozen taxable value of the real property related to this certificate is **\$71,880**.

The State Treasurer **has excluded** from the specific tax **one-half of the mills levied for local school operating purposes and one-half of the state education tax** to be levied for this certificate for a period of five years, beginning **December 31, 2012** and ending **December 30, 2017**.

This Obsolete Property Rehabilitation Exemption Certificate is issued on **December 13, 2012**.



Handwritten signature of Douglas B. Roberts.

Douglas B. Roberts, Chairperson
State Tax Commission

A TRUE COPY
ATTEST:

Handwritten signature of Heather Cole.

Heather Cole
Michigan Department of Treasury



STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

RICK SNYDER
GOVERNOR

ANDY DILLON
STATE TREASURER

January 18, 2013

Eve K. Benesh, T.T.E.E.
Kathryn Benesh Declaration of Trust and
Peter Benesh Declaration of Trust, Eve K. Benesh,
Sole Successor Trustee
5005 Woodhurst Lane
Minnetonka, MN 55345-4645

Dear Sir or Madam:

The State Tax Commission, at their December 13, 2012 meeting, considered and approved your application for an obsolete property rehabilitation project, in accordance with Public Act 146 of 2000, as amended. Enclosed is certificate number 3-12-0023, issued to Kathryn Benesh Declaration of Trust and Peter Benesh Declaration of Trust, Eve K. Benesh, Sole Successor Trustee for the project located at 428 S Monroe Street, City of Monroe, Monroe County.

If you have any questions regarding this exemption please contact the Property Services Division at (517) 373-2408.

Sincerely,

A handwritten signature in cursive script that reads "Kelli Sobel".

Kelli Sobel, Executive Secretary
State Tax Commission

Enclosure
By Certified Mail
cc: Samuel J. Guich, Assessor, City of Monroe
Clerk, City of Monroe

RECEIVED

JAN 28 2013

CITY OF MONROE
ASSESSORS OFFICE

AMENDED

Michigan Department of Treasury
3674 (Rev. 05-13)

Application for Obsolete Property Rehabilitation Exemption Certificate

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

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

Applicant (Company) Name (applicant must be the OWNER of the facility) 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) 5005 Woodhurst Lane, Minnetonka, MN 55345-4645		
Location of obsolete facility (No. and street, City, State, ZIP Code) 428 S. Monroe Street, Monroe, MI 48161		
City, Township, Village (specify which) Monroe	County Monroe	School District where facility is located (include state code) 58010
Date of Commencement of Rehabilitation (mm/dd/yyyy) 09/01/2012	Planned date of Completion of Rehabilitation (mm/dd/yyyy) 11/01/2013	Number of years exemption requested 12 years
Estimated Cost of Rehabilitation \$344,108.00	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 26 additional reductions of both the school operating and state education taxes for a period not to exceed six years. Check the following box if you wish to be considered for this exclusion.		
<input checked="" type="checkbox"/>		

APPLICANT'S CERTIFICATION

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

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

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

Name of Company Officer (no authorized agents) Eve K. Benesh, T.T.E.E.	Telephone Number (612) 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</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
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FOR STATE TAX COMMISSION USE

Application Number	Date Received	LUCI Code
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AMENDED

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: <u>9/11/12</u>		
<input type="checkbox"/> Exemption Approved for _____ Years, ending December 30, _____ (not to exceed 12 years)		
<input type="checkbox"/> Denied		
Date District Established	LUCI Code	School Code

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

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

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

	Taxable Value	State Equalized Value (SEV)	
Building(s)	\$141,290	\$141,290	
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 146 of 2000 may be in jeopardy.

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

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

If you have any questions, call (517) 373-2408.

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

**PUBLIC HEARING NOTICE
CITY OF MONROE**

On Monday, December 2, 2013 at 7:30 P.M. EST, the Monroe City Council will conduct a public hearing at Monroe City Hall, 120 East First Street, Monroe, Michigan for the purpose of reviewing and hearing comments on the following:

Amended application for an Obsolete Property Rehabilitation Tax Exemption Certificate pursuant to Public Act 146 of 2000, as amended, from the Kathryn Benesh Declaration of Trust and Peter Benesh Declaration of Trust, Eve K. Benesh, Sole Successor Trustee, for the property located at 428 S. Monroe Street, Monroe, Michigan, Parcel # 29-00191-000.

Further information can be obtained by contacting the Department of Economic and Community Development at (734) 384-9134. Written comments received before 12:00 noon, Monday, December 2, 2013 will also be considered and should be sent to the Attn. of the Clerk/Treasurer at the Monroe City Hall address.

Dan Swallow
Director of Economic and Community Development



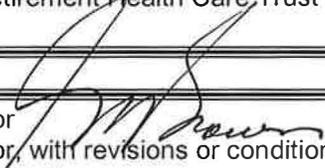
CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Post Retirement Healthcare Trust Fund Investment Policy

DISCUSSION: The Trust Agreement that was adopted in December 2012 for the Post Retirement Health Care Trust Fund requires the Board of Trustees to "Invest the assets of the Trust Fund in accordance with the written Investment Policy Statement that shall be adopted by Council ..." The Board of Trustees met on November 13, 2013 and recommended that the City Council adopt the attached **STATEMENT OF INVESTMENT POLICIES AND OBJECTIVES**. The Board of Trustees had been operating under an investment policy that was adopted by the City Council in 1999.

It is recommended that the Mayor and City Council adopt the attached **STATEMENT OF INVESTMENT POLICIES AND OBJECTIVES** as the investment policy for the City of Monroe Post Retirement Health Care Trust Fund.

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: Post-Retirement Health Care Fund Board of Trustees

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: Post-Retirement Health Care Program

FINANCES			
COST AND REVENUE PROJECTIONS:			
		Cost of Total Project	\$ N/A
		Cost of This Project Approval	\$ N/A
		Related Annual Operating Cost	\$ N/A
		Increased Revenue Expected/Year	\$ N/A
SOURCE OF FUNDS:	<u>City</u>	Account Number	Amount
			\$ N/A
	<u>Other Funds</u>		\$ N/A
			\$ N/A
			\$ N/A
			\$ N/A
Budget Approval: _____			

FACT SHEET PREPARED BY: Edward Sell, Finance Director  **DATE:** 11/25/13
REVIEWED BY:  **DATE:** 11-25-13
COUNCIL MEETING DATE: December 2, 2013

**CITY OF MONROE EMPLOYEES POST RETIREMENT
HEALTH FUND
STATEMENT OF INVESTMENT POLICIES AND OBJECTIVES**

GENERAL:

The purpose of this statement is to identify a set of general investment policies, which the Board of Trustees considers appropriate for the City of Monroe Employees Post Retirement Health Fund, and to provide guidance to the investment advisors retained by the Board to implement these policies.

Unless more restrictive standards are established herein, all investments shall conform to the limits and standards set forth in Act 314 of the Public Acts of 1965, as amended, this being the Michigan Statute governing the investments of public pension funds. Any investment manager responsible for assets of the plan shall bear a fiduciary responsibility as set forth in Act 314 of the Public Acts of 1965, as amended, and shall act solely in the interest of the participants and beneficiaries of the plan.

The investment managers appointed by the Trustees will be held responsible for making all investment decisions regarding the assets of the plan assigned to them and will be held accountable for the goals and policies stated herein. The overall investment objectives and goals should be achieved by the use of a diversified portfolio of stocks, bonds, real estate, and cash equivalents.

Policy guidelines will be fixed from time to time by the Trustees after consideration of the advice and recommendation of the investment managers, the consultant and others, as may be appropriate. All modifications of policy guidelines shall be in writing and signed by the Trustees.

In addition to the general policies and guidelines established for the total fund, specific and more detailed policies and guidelines shall be established in writing to guide individual managers in the investment of the assets assigned to them.

The Trustees recognize that occasional losses are inevitable. However, both realized and unrealized losses should be kept to a minimum by an ongoing thorough analysis of the securities purchased and held, the economy, interest rate trends and the fundamental and technical outlook for the financial markets

ASSET ALLOCATION:

The Trustees have determined that the overall asset mix of the fund, measured by market value, shall be as follows:

Maximum	70% Equities
Minimum	45% Equities
Maximum	50% Fixed Income
Minimum	30% Fixed Income
Maximum	20% Cash Equivalents
Minimum	0% Cash Equivalents

Each investment manager appointed by the Trustees shall be given additional written asset allocation guidelines for the assets assigned to them. This is to assure the efforts of various managers coordinate and keep the total plan within these stated limits.

Based on the Board of Trustees responses to the Investment Questionnaire and the results of the Asset Allocation Study provided by Wells Fargo Advisors, it has been determined that the optimal asset allocation should be as follows:

28.0%	Large Cap Stocks
10.0%	Mid Cap Stocks
7.0%	Small Cap Stocks
20.0%	International Stocks
35.0%	Intermediate Bonds

INVESTMENT PROFILES

EQUITY INVESTMENTS:

Common stock investments should be made in good quality companies. Stocks may be purchased from The New York and American Stock Exchanges as well as the Principal Regional Exchanges and the Over-The-Counter Market with the requirement that such stocks have adequate market liquidity relative to the size of the investment made. In addition, International Equity Managers may purchase unregistered ADR's and equities traded on exchanges outside the United States and issued in non-United States currency.

The standard deviation (risk) of the total equity portfolio should not exceed the standard deviation of the Standards and Poor's 500 Index by more than 5 percentage points over a complete market cycle. Specific risk parameters shall be established for each investment manager permitted to invest in equities. Such risk levels shall be consistent with the manager's investment style and assigned role in achieving the overall goals of the plan.

The total return for equities should exceed the total return of the S & P 500 Index, net of fees, over a complete market cycle. Specific targets shall be established for individual managers.

Within the limitations of Act 314 of the Public Acts of 1965, as amended, common and preferred stocks held in the portfolio should be reasonably diversified across industrial sectors and within industrial groupings.

An equity manager shall not invest in more than 15% of the outstanding stock of any one corporation.

FIXED INCOME INVESTMENTS:

The Fixed Income Portfolios should be diversified by maturity, and, with the exception of direct obligations of the U.S. Government or obligations of its agencies or instrumentality's, by industry and issuer; provided that the portfolio hold not more than 5% of the outstanding obligations of any one issuer or invest more than 5% of the system's assets in the obligations of any one issuer. All investments shall be of investment grade as defined in Act 314 of the Public Acts of 1965, as amended.

Changes in the portfolio should be made to adjust maturity and/or quality when yield curve, yield spreads and interest rate changes are anticipated.

The standard deviation (risk) and duration of the fixed income portfolio should not exceed the standard deviation and duration for the Lehman Brothers Intermediate Government /Corporate Bond Index by more than 2 percentage points over a market cycle.

Duration. The weighted average duration of the portfolio must remain within +/-25% of the benchmark (approximately +/- 1 year).

Over a market cycle, the performance of the fixed income portfolio should exceed, net of fees, the Barclay's Capital Intermediate Government/Corporate Bond Index.

CASH AND CASH EQUIVALENTS:

Cash balances maintained and generated as part of the normal course of business may be invested in a money market fund maintained by the custodian or a money market fund as directed by the investment manager of such balances.

Cash equivalents (i.e. securities with maturities under one year) may be used as a primary investment vehicle during a portfolio restructuring between equities and longer term fixed income, or when short term interest rates represent a significant yield advantage over other market sectors and instruments. The investment manager shall direct the buying and selling of these investment vehicles as appropriate for the management of the account.

In addition to the standards established by Act 314 of the Public Acts of 1965, as amended, the following shall apply to cash equivalent instruments:

- A. Balances held in commercial accounts, certificates of deposit or depository receipts issued by a bank, trust, company, savings and loan association or credit union shall not exceed 1% of the system's assets in any one institution.
- B. Commercial Paper ratings shall be restricted to A-1 ratings of Standard and Poor's and P-1 by Moody's.
- C. Repurchase agreements shall be limited to REPO's involving direct obligations of the United States Government or its agencies and instrumentality's as collateral; provided, that the market value of the collateral is maintained in an amount equal to or greater than the face value of the REPO. The securities pledged as collateral shall be physically held by a third party and evidenced by the issuance of a safekeeping receipt.

GOALS, OBJECTIVES AND DESIRED RATES OF RETURN:

Objectives:

Investment Objectives: The fund is a balanced portfolio composed of equity, fixed income and cash equivalent securities and, as such, is intended to be more aggressive than fixed income oriented portfolios and less aggressive than equity oriented portfolios. In this context, "aggressive" relates to such issues as investment vehicles, diversification among economic and industry sectors and individual securities, and expected long-term rates of return and return volatility. Within this framework, the investment objectives for the Fund are stated below in order of importance.

1. Long-Term Growth of Capital – It is recognized that short-term fluctuations may result in the loss of capital earned on occasion (i.e. negative rates of return). However, in the absence of contributions and withdrawals, the asset value of the fund should grow in the long run and earn rates of return greater than those of a balanced market index (see blended index) while avoiding excessive risk.
2. Preservation of Purchasing Power – Asset growth, exclusive of contributions and withdrawals, should exceed the rate of inflation in order to preserve purchasing power of the Fund's assets.
3. Target Return Requirement – Asset growth, exclusive of contributions and withdrawals should meet or exceed the Fund's actuarial interest rate assumption.
4. Preservation of Capital – Over the investment time horizon, capital gains are to be protected. A positive return must be experienced over the investment time horizon.

Over a full market cycle the annualized rate of return for the fund is expected to be within the range of 7% to 9%.

A second absolute return objective shall be to maintain a rate of return 5 percentage points above the inflation rate as represented by the annualized rate of the consumer price index.

On a relative performance basis the total fund should be measured against a blended index which reflects the percentages allocated for each asset class specified in the Asset Allocation section of this policy statement. The total portfolio should exceed its composite index return, net of fees, over a complete market cycle. The standard deviation (risk) of the total portfolio should not exceed the standard deviation of the composite portfolio index by more than four (4) percentage points over a complete market cycle.

On a short-term basis the Trustees wish to minimize the likelihood of sharp declines in asset value (more than 5-10%) in any one year due to steep market declines. The possibility of a moderate decline in asset value (5% or less) is a risk the Board of Trustees willingly accepts in order to achieve superior long-term results.

At least two of the four foregoing investment goals (A, B, C, and D) are expected to be achieved over a three to five year time period.

GENERAL INVESTMENT POLICIES:

The following are prohibited unless specific written permission is received from the Board of Trustees:

- A. Short Sales
- B. Put and Call Option strategies, except as already defined
- C. Margin Purchases
- D. Commodities (future)
- E. Securities of the investment manager's corporation or parent corporation
- F. Direct Investment in tangible assets such as real estate, oil and gas, precious metals.
- G. Private Placements with exception to Regulation S or S.E.C. exempt from registration securities.
- H. Letter stock

Although Act 314 treats convertible bonds as fixed income and preferred and convertible preferred stocks as equities for asset limitation purposes, convertible bonds shall be reclassified as equities and preferred stocks shall be reclassified as fixed income for performance evaluation purposes only, in keeping with industry standards.

TRUSTEE-INVESTMENT MANAGER RELATIONS:

- A. At regular intervals (at least quarterly) the investment manager shall present to the Board of Trustees a written report on the fund's status, results of previous activity, changes in investment philosophy, economic outlook and other pertinent details. The report shall also provide a listing of assets with cost and market value comparisons. Should any reports from the investment managers or the investment consultant indicate the investments of the system exceed any of the limitations prescribed by Act 314 of the Public Acts of 1965, as amended, the Trustees shall take appropriate action to restore compliance.

- B. The investment manager shall report promptly any changes of significance in the ownership of the firm, and any potential changes in the operating makeup of the firm that might result in a conflict of interest, a change in the firms' investment philosophy, or otherwise alter the management of the plan's assets. The investment manager shall furnish the Board of Trustees with a copy of the form ADV Part II filed annually with the Securities and Exchange Commission.
- C. The investment manager shall maintain and furnish on request such records as may be needed to allow the Board of Trustees or parties designated by them to create performance measurement reports to evaluate the success or failure of the manager in meeting the investment objectives and policies as stated in this document.
- D. The Board of Trustees shall annually review this statement of investment objectives to determine if it is still appropriate for the needs of the plan and current market conditions. Any changes will be transmitted to the investment managers in writing. The Board of Trustees shall be given written notice if an investment manager believes these objectives cannot be met or that these guidelines constrict their ability to perform, given the manager's investment philosophy or changing market conditions.
- E. Equity managers shall be responsible for the voting of all proxies on behalf of the Board of Trustees. When applicable, shareholder resolutions on initiatives proposing the adoption of The MacBride Principles or efforts to end employment discrimination as contained in the Anglo-Irish Agreement shall be supported in conformance with Section 13a of Act 314 of the Public Acts of 1965, as amended.

CRITERIA FOR FIRING A MANAGER

While the Trustees intend to fairly evaluate the portfolio performance over the agreed period of evaluation, Trustees reserve the right to change the investment manager if there is:

1. Non-adherence to Investment Policy Statement
2. Unacceptable justification for poor results
3. Lack of responsiveness to the Trustees' overall concern about the market, or inflexibility of approach.
4. Failure to meet Trustees' communication and reporting requirements.
5. In the Trustees' sole judgement, a change of investment manager would be beneficial to the Fund.

OBJECTIVES FOR INTERNATIONAL EQUITY MANAGER

The following additional criteria and standards shall apply to any international equity manager assigned a portion of the assets of the City of Monroe Employees Post Retirement Health Fund:

1. In addition to American Depository Receipts registered on a National Securities Exchange regulated under Title I of the Securities and Exchange Act of 1934, or on the National Association of Securities Dealers automated quotation system, the manager may purchase unregistered ADR's and equities traded on exchanges outside the United States and issued in non-United States currency. Stocks held in the portfolio should be reasonably diversified across industrial sectors and within industrial groupings, as well as across national markets.
2. A manager shall not invest in more than 5% of the outstanding Foreign securities of any one issuer, nor invest more than 5% of the plan's assets in the Foreign Securities of any one issuer.
3. While a fully invested portfolio of equities is preferred, cash may be used as a risk control strategy when the manager believes that market conditions require caution or otherwise warrant a temporary pull back from a fully invested position. A portfolio will be deemed fully invested if it is at or above 95% equities. At a maximum, cash should not exceed 20% of the portfolio, even as a risk control strategy.
4. The standard deviation (risk) of the portfolio should approximate the standard deviation of the Morgan Stanley EAFE Index-GDP weighted, over a complete market cycle.
5. Portfolio performance should exceed the Morgan Stanley EAFE Index-GDP weighted, net of fees, over a complete market cycle.

OBJECTIVES FOR A FIXED INCOME MANAGER

The following additional criteria and standards shall apply to any fixed income manager assigned a portion of the assets of the City of Monroe Employees Post Retirement Health Fund:

1. While a fully invested portfolio of bonds is preferred, cash may be used as a risk control strategy when the manager believes that market conditions require caution or otherwise warrant a temporary pull back from a fully invested position. A portfolio will be deemed fully invested if it is at or above 95% bonds. At a maximum, cash should not exceed 20% of the portfolio, even as a risk control measure. The manager shall not invest in more than 5% of the outstanding obligations of any one issuer, nor invest in more than 5% of the portfolio's assets in the debt of any one corporation, with the exception of the U.S. Government and any of its agencies.
2. The standard deviation (risk) and duration of the fixed income portfolio should approximate the standard deviation and duration for the Barclay's Capital Intermediate Government /Corporate Bond Index over a market cycle. Changes in the portfolio should be made to adjust maturity and/or quality when yield curve, yield spreads and interest rate changes are anticipated.
3. Duration. The weighted average duration of the portfolio must remain within +/- 25% of the benchmark (approximately +/- 1 year).
4. Fixed income total rates of return should exceed, net of fees, the Barclay's Capital Intermediate Government /Corporate Bond Index over a complete market cycle.

OBJECTIVES FOR A LARGE CAPITALIZATION GROWTH MANAGER

The following additional criteria and standards shall apply to any large capitalization growth manager assigned a portion of the assets of the City of Monroe Employees Post Retirement Health Fund.

1. Common and preferred stocks held in the portfolio should be reasonably diversified across industrial sectors and within industrial groupings. Stock selection should favor companies considered to have medium to large capitalization. At a minimum, 70% of stocks selected should be limited to companies with a market capitalization consistent with those represented in the Russell 1000 Growth index. Stock characteristics shall include high EPS growth, higher P/E multiples, higher price to book value ratios, higher price/cash flow multiples, usually lower dividend yields and other factors generally associated with the growth style of management. The manager shall not invest in more than 15% of the outstanding stock of any one corporation, or invest more than 15% of the portfolio's assets in the stock of any one corporation. American Depository Receipts or other foreign securities shall not exceed 20% of the equity portion measured by market value.
2. While a fully invested portfolio of equities is preferred, cash may be used as a risk control strategy when a manager believes that market conditions require caution or otherwise warrant a temporary pull back from a fully invested position. A portfolio will be deemed fully invested if it is at or above 95% equities. At a maximum, cash should not exceed 20% of the Portfolio, even as a risk control strategy.
3. The standard deviation (risk) of the portfolio should not exceed the standard deviation of the Russell 1000 Growth Index by more than 6 percentage points over a complete market cycle.
4. The performance of the portfolio should exceed the performance of the Standard and Poor's 500, net of fees, over a complete market cycle. On a relative basis, performance should exceed the Russell 1000 Growth Index, net of fees, over a complete market cycle.

OBJECTIVES FOR A LARGE CAPITALIZATION VALUE MANAGER

The following additional criteria and standards shall apply to any large capitalization value manager assigned a portion of the assets of the City of Monroe Employees Post Retirement Health Fund.

1. Common and preferred stocks held in the portfolio should be diversified across industrial sectors and within industrial groupings. Stock selection should favor companies considered to have medium to large capitalization. At a minimum, 70% of stocks selected should be limited to companies with a market capitalization consistent with those represented in the Russell 1000 Value Index. Stock characteristics shall include lower P/E Multiples, lower price to book value ratios, lower price/cash flow multiples, usually higher dividend yields and other factors generally associated with the value style of management. The manager shall not invest in more than 5% of the outstanding stock of any one corporation, or invest more than 5% of the portfolio's assets in the stock of any one corporation. American Depository Receipts or other foreign securities shall not exceed 10% of the equity portion of the portfolio measured by market value.
2. While a fully invested portfolio of equities is preferred, cash may be used as a risk control strategy when a manager believes that market conditions require caution or otherwise warrant a temporary pull back from a fully invested position. A portfolio will be deemed fully invested if it is at or above 95% equities. At a maximum, cash should not exceed 20% of the portfolio, even as a risk control strategy.
3. The standard deviation (risk) of the equity portfolio should not exceed the standard deviation of the Russell 1000 Value Index by more than 6 percentage points over a complete market cycle.
4. The performance of the portfolio should exceed the performance of the S&P, net of fees, over a complete market cycle. On a relative basis, performance should exceed the Russell 1000 Value Index by, net of fees, over a complete market cycle.

OBJECTIVES FOR A MIDDLE CAPITALIZATION MANAGER

The following additional criteria and standards shall apply to any middle capitalization equity manager assigned a portion of the assets of the City of Monroe Employees Post Retirement Health Fund:

1. Common and preferred stocks held in the portfolio should be reasonably diversified across industrial sectors and within industrial groupings. Stock selection should be limited to companies with a market capitalization consistent with those represented in the Russell Mid Cap Growth Index.
2. While a fully invested portfolio of equities is preferred, cash may be used as a risk control strategy when the manager believes that market conditions require caution or otherwise warrant a temporary pull back from a fully invested position. A portfolio will be deemed fully invested if it is at or above 95% equities. At a maximum, cash should not exceed 20% of the portfolio, even as a risk control strategy.
3. Over a complete market cycle, the standard deviation (risk) of the portfolio should not exceed the standard deviation of the Russell Mid Cap Growth Index by more than four (4) percentage points.
4. Portfolio performance should exceed the Russell Mid Cap Growth Index, net of fees, over a complete market cycle.
5. The manager shall not invest in more than 5% of the outstanding stock of any one corporation, or invest more than 5% of the portfolio's assets in the stock of any one corporation. American Depository Receipts or other foreign securities shall not exceed 10% of the middle capitalization portfolio valued at market.

OBJECTIVES FOR A SMALL CAPITALIZATION EQUITY MANAGER

The following additional criteria and standards shall apply to any small capitalization equity manager assigned a portion of the assets of the City of Monroe Employees Post Retirement Health Fund:

- 1 Common and preferred stocks held in the portfolio should be reasonably diversified across industrial sectors and within industrial groupings. Stock selection should be limited to companies with a market capitalization consistent with those represented in the Russell 2500 Value Index.
- 2 While a fully invested portfolio of equities is preferred, cash may be used as a risk control strategy when the manager believes that market conditions require caution or otherwise warrant a temporary pull back from a fully invested position. A portfolio will be deemed fully invested if it is at or above 95% equities. At a maximum, cash should not exceed 20% of the portfolio, even as a risk control strategy.
- 3 The standard deviation (risk) of the portfolio should not exceed the standard deviation of the Russell 2500 Value Index by more than four (4) percentage points over a complete market cycle.
- 4 Portfolio performance should exceed the Russell 2500 Value Index, net of fees, over a complete market cycle.
- 5 The manager shall not invest in more than 5% of the outstanding stock of any one corporation, or invest more than 5% of the portfolio's assets in the stock of any one corporation. American Depository Receipts or other foreign securities shall not exceed 10% of the small capitalization portfolio valued at market.



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: RIVER RAISIN DAM REMEDIATION – PHASE ONE – CONSULTANT CHANGE ORDER

DISCUSSION: Over the past three years, Cardno JFNew, a consulting firm on behalf of the City of Monroe, along with substantial assistance and support from the Monroe County Drain Commissioner and citizen members of the Commission on Water Quality and the Environment, has been completing work in accordance with the terms of two different grants through the United States Environmental Protection Agency (EPA) under their Great Lakes Restoration Initiative (GLRI) for improvements in fish passage along the River Raisin. The first phase of this project, substantially completed in fall 2012, included complete removal of Dam #2 (west of the Macomb Street bridge) and Dam #3 (adjacent to St. Mary's Park), and installation of rock arches at Dam #1 (adjacent to Water Filtration plant) and Dam #6 (east of Winchester Street). Phase Two, which should be substantially completed in the next few weeks, includes modifications to the remaining low head dams (#4, west of St. Mary's Park and #5, east of Roessler Street) in the River Raisin, along with a bypass channel for the Waterloo Dam and modifications to the mill race at Grape Dam in Raisinville Township. This overall project concept has been specifically listed as a target project in the River Raisin Area of Concern (AOC) report, as it would eliminate a significant Beneficial Use Impairment (BUI), and in conjunction with other area projects, may result in the eventual delisting of the River Raisin as an AOC. Grant funding for Phase One totaled \$1,466,400, whereas the Phase Two grant is for \$1,495,000, for a total funding between phases of \$2,961,400. Fortunately, the City of Monroe has not had to contribute any out of pocket costs, and has been able to satisfy the local share through the value of staff time and a pricing discount from Stoneco as a part of Phase One.

The terms of both grant agreements require that the City of Monroe enter into all contracts with vendors, and the City has entered into two (2) separate contracts with Cardno JFNew, for a total of \$678,100, approved by the City Council on July 19, 2010 (Phase One - \$342,600) and November 7, 2011 (Phase Two - \$335,500). While these fees are higher than the typical percentage of construction normally associated with engineering work, this project is highly unusual, and in this case, in addition to the normal design and on-site inspection, also involved hundreds of iterations of various models to ensure that there would be no rise in water elevation, and significantly higher field review and analysis during construction. City staff has been aware for some time that the allocated consultant fees were exceeded for Phase One, though the consulting firm had graciously delayed any requests for additional compensation until the overall project neared completion. After review of the remaining unused project budget for Phase One, our representative from the United States Environmental Protection Agency (EPA) has approved of a grant amendment to accommodate their request for \$69,547 in additional compensation, and the summary of these additional costs has been attached. It should be noted that again this change does not require any contribution from the City, and did not require scaling back of any work contemplated by the grant. As such, City staff has no objection to the granting of this request, which does require us to execute a change order to this effect.

IT IS RECOMMENDED that an increase in the professional services award to Cardno JFNew from City Council on July 19, 2010 of \$69,547 be authorized, and that the Director of Engineering and Public Services or his designee be authorized to execute any necessary documents on behalf of the City.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: As soon as possible

REASON FOR DEADLINE: Costs have already been expended by the consulting firm

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N/A

INITIATED BY: Department of Engineering and Public Services and Commission on Environment and Water Quality

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: City Council, Engineering and Public Services Department, Water and Wastewater Utilities Department, various advocacy groups, River Raisin users, various fish species

FINANCES

COST AND REVENUE PROJECTIONS:	Cost of Total Project	\$2,961,400*
	Cost of This Project Approval	\$69,547**
	Related Annual Operating Cost	\$ N/A
	Increased Revenue Expected/Year	\$ N/A

*Includes total grant authorization for both phases.

**Includes additional consultant authorization.

SOURCE OF FUNDS:	<u>City</u>	Account Number	Amount
	<u>Other Funds</u>		
	Great Lakes Restoration Initiative (EPA)		\$69,547
	Tracked through 401-95.449-818.020 11C09		

Budget Approval:



FACT SHEET PREPARED BY: Patrick M. Lewis, P.E., Dir. of Engineering & Public Services

DATE: 11/26/13

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

DATE:

COUNCIL MEETING DATE: December 2, 2013





Scope Change Order Form

Project Name: River Raisin Dam Remediation Phase One

Project Number / Phase: 0912068.01

Date: November 15, 2013

Change Order Number (1, 2, 3, etc.): 1

Prepared By: Michelle LaRose

Project Manager: Michelle LaRose

Change Requested (describe in detail):

Task 4: Fish Passage Structure Design/Permitting

Due to the limited capabilities of the one-dimensional HEC-RAS model to simulate the three-dimensional hydraulics of dams and rock arch rapids, Cardno JFNew spent a significant, out of scope effort to design and model the rock arch rapids so that there was no demonstrable increase in the 100-yr water surface elevations, as required by MDEQ and FEMA. Several hundred HEC-RAS model/design alternatives were evaluated. In addition, we extensively investigated using other software and even physical models to demonstrate that the planned structures would have no impact on flood elevations. We conferred with outside resources, Army Corps personnel, USEPA and FEMA. The ultimate solution required hundreds of design iterations in which Cardno JFNew adjusted the rock ramp grade, stone gradation, roughness factors, etc. This final design was able to limit water surface elevation increases to the immediate area around the dam. Lastly, Cardno JFNew had to also undertake an encroachment analysis to demonstrate no impact to immediately adjacent structures in the area with the local water surface rise. The encroachment analysis was outside of the original project scope.

Task 4 amount requested: \$14,465

Task 5: Construction

Cardno JFNew spent significantly more time on construction inspection/construction management than was originally proposed. An inspector had to be onsite full-time so that field adjustments could be made in regards to stone sizing and placement in order to get optimal spacing, elevations, velocities, etc. for fish passage, and to verify that the project was constructed in compliance with the regulatory requirements defined in the permit. This was nearly 50% more effort for inspection services than had originally been proposed.

Task 5 amount requested: \$35,482

Task 6: Post-Removal Assessment

Cardno JFNew will be conducting a post-construction ecological survey in Spring, 2014. This survey will include an evaluation of both the phase 1 and phase 2 fish passage projects as recommended by MDEQ and USEPA. Therefore, Cardno JFNew would like to request that the budget allocated for the phase 2 post-construction survey be added to the phase 1 contract.

Task 6 amount requested: \$19,600

Resulting Change(s) to Project Schedule: Schedule extended to June 30, 2014 to complete post-construction ecological survey and grant closeout reporting in accordance with the grant requirements.

Resulting Budget Change (adjusted fee for change): \$69,547

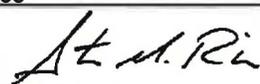
Change Approved By:

Signature

Patrick Lewis, Director of Engineering and Public Services
Printed Name/Title

City of Monroe
Company

Authorization Date



Steve Rice, Principal, Cardno JFNew



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Appointment to the Board of Review

DISCUSSION: The attached Resolution recommends appointment to the Board of Review where there is a vacancy.

Therefore, it is recommended, that City Council approve the proposed Resolution making appointment to the Board of Review.

CITY MANAGER RECOMMENDATION:

- For *[Signature]*
 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: City Operations

FINANCES

COST AND REVENUE PROJECTIONS:

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

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

Budget Approval: _____

FACT SHEET PREPARED BY: Mayor's Office

DATE: 11/27/13

REVIEWED BY: Robert E. Clark, Mayor 

DATE: 11-27-13

COUNCIL MEETING DATE: 12/2/13

RESOLUTION

WHEREAS, there are terms on various Boards, Commissions, and Committees which have vacancies; and

WHEREAS, a diligent effort has been made to fill these appointments;

THEREFORE BE IT RESOLVED that the following person is hereby appointed to the office and the term hereinafter indicated, December 2, 2013

BOARD OF REVIEW

Joseph Lybik fill an unexpired term to January 13, 2014