

AGENDA FOR THE COMMITTEE OF THE WHOLE AND REGULAR SESSION
MONDAY, APRIL 14th, 2014 7:00 PM
PRESIDING: THE HONORABLE MAYOR PRO-TEM LAWRENCE STEC
CHAIRPERSON OF THE EVENING: THE HONORABLE SHERI M. FRICKE

ROLL CALL: FRICKE, GALESKI, MICIURA, SABUDA, SCHULTZ, STEC

PRESENTATIONS:

PRESENTATION BY THE
DOWNRIVER COMMUNITY BAND
OF VIP TICKETS TO THE MAYOR AND CITY COUNCILMEMBERS
IN APPRECIATION FOR THEIR SUPPORT OVER THE
LAST 25 YEARS

PRESENTATION BY BRIAN CONAWAY
OF WASTE MANAGEMENT RELATIVE TO
THEIR SERVICE TO THE
CITIZENS OF WYANDOTTE
AS IT RELATES TO TRASH PICK-UP

PRESENTATION BY POUND PALS DOWNRIVER
PROVIDING AN UPDATE ON THE PROGRAM THAT
PROVIDES ASSISTANCE TO ANIMALS

COMMUNICATIONS MISCELLANEOUS:

1. Communication from Albert Starzec regarding the ongoing construction of gas mains and feed lines to residences in his area and the repairs of damage done to streets and sidewalks.

PERSONS IN THE AUDIENCE:

COMMUNICATIONS FROM CITY AND OTHER OFFICIALS:

2. Communication from the City Administrator submitting the Downriver Central Animal Control (DCACA) Budget Amendments.
3. Communication from the Superintendent of Recreation submitting the Bishop Park Concession Stand Lease Agreement for 2014.
4. Communication from the Superintendent of CATV regarding WMS Homes per Node Reduction internet Bandwidth Capacity Project.
5. Communication from the City Administrator relative to the Community Development Block Grant (CDBG) Program.
6. Communication from the City Administrator regarding guidelines for Metal Detecting on vacant city-owned property.
7. Communication from the City Engineer requesting an extension of a leave of absence for an employee.

8. Communication from the City Engineer relative to the purchase of additional 96 Gallon Toters.

9. Communication from the City Engineer relative to the 2014 Street Projects.

10. Communication from the City Engineer regarding quality assurance testing and reporting for the MDOT Oak Street Concrete Repair Project.

11. Communication from the City Engineer regarding the 2014 Concrete Street Program.

12. Communication from the City Engineer relative to the Neighborhood Stabilization Homes (NSP2) Sales Price.

13. Communication from the City Engineer regarding the demolition of 210 Bennett.

14. Communication from the City Engineer relative to Environmental Consulting Services.

15. Communication from the Deputy Treasurer/Assistant Finance Director submitting various 2014 Fiscal Year Budget Amendments.

CITIZENS PARTICIPATION:

HEARING:

NOTICE OF HEARING OF OBJECTIONS TO THE
PROPOSED VACATING AND ABOLISHING OF AN
ALLEY IN THE CITY OF WYANDOTTE
(EAST-WEST PUBLIC ALLEY SOUTH OF
GOODELL STREET BETWEEN BIDDLE AVENUE AND THE
PUBLIC ALLEY WEST OF BIDDLE AVENUE)
IN THE CITY OF WYANDOTTE
WAYNE COUNTY MICHIGAN

FIRST READING OF ORDINANCES:

AN ORDINANCE ENTITLED
AN ORDINANCE SETTING THE SALARY FOR
THE DEPARTMENT OF LEGAL AFFAIRS

AN ORDINANCE ENTITLED
AN ORDINANCE TO AMEND THE CITY OF WYANDOTTE
ZONING ORDINANCE TO REZONE THE PROPERTY KNOWN AS 2101 GROVE
FROM ONE FAMILY RESIDENTIAL DISTRICT (RA) TO PLANNED DEVELOPMENT
DISTRICT (PD)

REPORTS AND MINUTES:

Design Review Committee	April 8, 2014
Municipal Service Commission	April 2, 2014
Fire Fighter's Civil Service Commission	March 24, 2014

City of Wyandotte, County of Wayne
2014 March Board of Review/Assessment Roll
Corrections.

OFFICIALS

William R. Griggs
CITY CLERK

Todd M. Browning
CITY TREASURER

Thomas R. Woodruff
CITY ASSESSOR



JOSEPH PETERSON
MAYOR

COUNCIL

Sheri M. Sutherby-Fricke
Daniel E. Galeski
Ted Miciura Jr.
Leonard T. Sabuda
Donald C. Schultz
Lawrence S. Stec

PRESENTATION

BY THE DOWNRIVER COMMUNITY BAND

OF VIP TICKETS

TO THE MAYOR

AND CITY COUNCIL MEMBERS

IN APPRECIATION FOR THEIR

SUPPORT OVER THE

LAST 25 YEARS

OFFICIALS

William R. Griggs
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PRESENTATION

BY BRIAN CONAWAY

OF WASTE MANAGEMENT

RELATIVE TO THEIR

SERVICE TO THE

CITIZENS OF WYANDOTTE

AS IT RELATES TO

TRASH PICK-UP



c/o 14341 Berkshire
Riverview, MI 48193

* PRESENTATION *

March 31, 2014

City of Wyandotte
3200 Biddle Ave
Wyandotte, MI 48192

Dear Mayor Peterson and Wyandotte City Council Members,

Our non-profit has assisted the Wyandotte Animal Shelter in significantly reducing euthanasia rates the past nine years. We now have a year of data since the merger of several cities to create Downriver Central Animal Control. We would like to briefly update the council and community at Monday's city council meeting on shelter statistics, recent developments, and how the program has adapted to assist more animals in finding permanent homes.

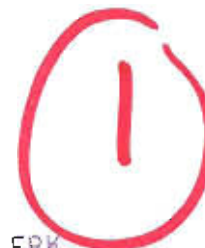
Sincerely,

Kim Skidmore *KT*

Kim Skidmore
Pound Pals Downriver
EIN#20-4530815
wacvolunteers@gmail.com

City Clerk and the
Wyandotte City Council
3200 Biddle Avenue
Wyandotte, MI. 48192

April 3, 2014



WYANDOTTE CITY CLERK

Re: Recent installment of gas lines in Wyandotte

2014 APR - 7 P 12: 52

Honorable Mayor Peterson and members of the City Council:

My name is Al Starzec, a City resident at 1804 Cora. I am a retired construction worker and retired Vice- President of the former Jerome Construction Company.

I am writing to express my concerns and also to make the City administration aware of my observations.

The ongoing construction of installing gas mains and feed lines to residences in the area has been underway since December and continued through one of the harshest winters of all time. The area of concern is the corner neighbors at Cora and Davis who have had handicap approaches and sidewalks reconstructed last summer.

In addition the City had installed new street drains and replaced broken underground sewers, and installed new curbs, street paving and gutters in front of 1804 and 1805 Cora.

The recent thaw has revealed my concerns, and they are these:

The new street concrete poured last summer has a severe break, where the gas excavation was done in front of 1805 Cora as well as the new sidewalk concrete approach being chipped.


My question is: WILL THIS STREET REPAIR BE MADE BY THE CONTRACTOR? The contractor cannot possibly know if the street was cracked before they started, however we know it was brand new last summer.

My previous experience has been that contractors have always been held responsible to leave the construction site in the same or better state as before the work had commenced. I sincerely hope the City administration will oversee that this is done. Wyandotte's budget constraints and millage shortages make financing any re-work clearly not in the best interest of the City taxpayers.

It may be too early to question work that hasn't been a problem yet, but I believe that forewarned is forearmed. The information is here and hopefully the utility company will do what is necessary.

Thank you your time to listen to my concerns and thank you for all you do for the betterment of our great City of Wyandotte.

Sincerely and respectfully;


Albert Starzec


Cc: Mark A. Kowalewski, P.E. City Engineer
Gregory J. Mayhew, P.E. Assistant City Engineer

CITY OF WYANDOTTE
REQUEST FOR COUNCIL ACTION

MEETING DATE: April 14, 2014

AGENDA ITEM # 2

ITEM: Downriver Central Animal Control (DCACA) – Budget Amendments

PRESENTER: Todd A. Drysdale, City Administrator 

INDIVIDUALS IN ATTENDANCE: N/A

BACKGROUND: The Downriver Central Animal Control Authority (DCACA) met on April 2, 2014. Per the attached minutes, a budget amendment was adopted to increase certain fees and amend the budget to provide for a part-time shelter attendant for the summer months.

STRATEGIC PLAN/GOALS: To be financially responsible.

ACTION REQUESTED: The undersigned recommends the City Council approve the budget amendments as authorized by the DCACA board.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: See Attachment 1

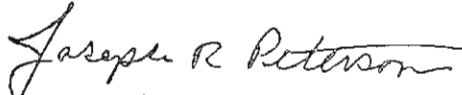
IMPLEMENTATION PLAN: The Department of Administration will coordinate the hiring of the part-time attendant and the fee structure will be modified at the shelter facilities.

COMMISSION RECOMMENDATION: N/A

CITY ADMINISTRATOR'S RECOMMENDATION: Concur

LEGAL COUNSEL'S RECOMMENDATION: N/A

MAYOR'S RECOMMENDATION:



LIST OF ATTACHMENTS:

1. Proposed Budget Amendment
2. Minutes of DCACA Meeting – April 2, 2014

MODEL RESOLUTION:

RESOLVED by the City Council that Council hereby CONCURS in the recommendation of the City Administrator and APPROVES the budget amendment

City of Wyandotte
Attachment 1
Budget Amendments
April 4, 2014

2014 Fiscal Year

Fund	Account	Account Description	Current Budget Amount	Amended Budget Amount	Amendment/ Change
General Fund	101-303-725-115	Salary-PT (DCACA)	\$26,808.00	\$32,632.00	\$5,824.00
	101-303-725-150	FICA (DCACA)	\$7,569.00	\$8,015.00	\$446.00
	101-303-925-998	DCACA Shelter Revenue	\$0.00	(\$10,000.00)	(\$10,000.00)
	101-000-611-008	Reimbursements-DCACA	\$125,959.00	\$123,377.00	(\$2,582.00)
Total Increase/(Decrease) in Expenses/(Revenues)					<u>(\$6,312.00)</u>

Increase budget for part-time shelter attendant (26 weeks x 28 hours/wk x \$8.00/hr) offset by

2015 Biddle Ave.
Wyandotte, MI
Police Conference Room

A special meeting of the Downriver Central Animal Control Authority was held on April 2, 2014 at 3200 Biddle Ave. Wyandotte, MI and called to order by Brandon Fournier at 10:01 A.M.

Present- Brandon Fournier, Todd Drysdale

Absent- Karen Folks

Also Present- Chief Animal Control Officer Aaron Bertera and Thomas Abraham of Downriver Pound Pals

2013-2014 Budget Amendment:

Tom Abraham discussed a proposal to allow for the hiring of a part time staffer at the Southgate facility.

Motion by Fournier, supported by Drysdale that the DCACA Board hereby amends the 2013-2014 budget to allow for the hiring of a part time seasonal shelter attendant at the rate of \$8.00 per hour. Motion carried unanimously.

Changes to the Fee Schedule:

Chief ACO Bertera submitted proposed changes to the fee schedule (attached). The revenue increases will be used to cover costs associated with the addition of a part-time maintenance position.

Motion by Drysdale, supported by Fournier that the DCACA Board hereby adopt the proposed fee schedule as presented. Motion carried unanimously.

Two Seven Oh Inc Construction Grant:

Motion by Fournier, supported by Drysdale that the DCACA Board hereby accepts the grant contract and direct Chairman Drysdale to sign on behalf of the Authority. Motion carried unanimously.

Construction Contract, Phoenix Contractors Inc:

Motion by Fournier, supported by Drysdale that the DCACA Board hereby awards the facility expansion contract to Phoenix Contractor's Inc of Ypsilanti Michigan not to exceed \$35,000

be it further resolved that the Southgate Downtown Development Authority shall serve as the Authority's agent in fact during the course of the project. Motion carried unanimously.

Proposed Ordinance Amendments:

Chief ACO Bertera proposed amendments to our current ordinances.

Motion by Fournier, supported by Drysdale that the proposed ordinance amendments be submitted to counsel for review and adoption. Motion carried unanimously.

Motion by Fournier, seconded by Drysdale to adjourn the meeting at 10:25 am.

____ BF _____

Brandon Fournier
Recording Secretary
4/4/2014



DOWNRIVER CENTRAL ANIMAL CONTROL

*Serving the communities of:
Allen Park, Lincoln Park, Southgate and Wyandotte*

Intake for Stray Animals

(Dogs, Cats and Ferrets)

1 st Offence:	\$20 with current animal license*
	\$30 without license*
2 nd Offence:	\$40 warning or C.I. ticket
3 rd Offence:	\$80 mandatory C.I. ticket (within 6 months)
Dead Animal Intake:	\$15 if owner brings to shelter
	\$20 if animal control picks up

Surrenders

Owner Surrender:	\$20 if licensed with the city*
	\$30 if not licensed or shots up to date
Not in Patrolled area:	\$50
All other animal surrenders:	\$10 (excluding birds, rats, hamsters, etc.)

Picking up/Chasing

Pick up by Animal Control:	\$15
Animal pick up (no shelter in city):	\$100
Animal Control chasing:	\$15 per half an hour

Traps

Trap Rental (one week):	\$20 deposit \$5 rental fee +\$1 per day after five days
Resident Trap Pick Up fee:	\$5

Lodging/quarantine

Lodging:	\$7 per 24 hr period
Quarantine:	\$120 at shelter
	\$20 if approved for home quarantine inspection

ADOPTIONS

Adoptions	Unfixed Cats, dogs	\$15-45
Required \$25 refundable deposit.		

Adoptions: Fixed animals, Puppies, pure breeds \$55-95

Medical Services

Tranquilizing Fee:	\$30 if dog is running at large
Euthanasia:	\$30-\$50 (up to 50 lbs) \$50-\$120 (over 50 lbs)
Vaccinations:	*call for details* -depends on vaccine
DHLPP Vaccine (For dogs Distemper, Parvo)	\$10* Required for all intakes of dogs
Medical Care:	Owner will reimburse The City of Southgate Animal Shelter or its affiliates for any and all medical expenses while in our care.

Misc

Pet Shops Inspection:	\$200
Private Cremations	Varies depending on weight
Temperament Test (Improves Adoption for dogs)	\$10

*All dogs must be current on Distemper/Parvo otherwise an additional \$10 Fee will apply

* Additional Surrender/RTO fee of \$5 will go to hiring and paying a cleaner

**MAIN OFFICE and
ADOPTION CENTER**

14300 REAUME PARKWAY
Southgate MI. 48195
Office: 734-246-1328
Fax: 734-284-4715
WWW.DCACAPETFINDER.ORG

SUPERVISOR

THOMAS A. COOMBS

ANIMAL CONTROL OFFICERS

Aaron Bertera- Chief ACO
Chuck Gillenwater- ACO
Emily Gorkiewicz- ACO

**WYANDOTTE PREMIER
ADOPTION CENTER**

1170 Grove St
Wyandotte MI. 48192
Office: 734-324-4445
Fax: 734-324-4444
WWW.WACSHelter.COM

CITY OF WYANDOTTE
REQUEST FOR COUNCIL ACTION

MEETING DATE: April 14th, 2014

AGENDA ITEM # 3

ITEM: Bishop Park Concession Stand Lease Agreement 2014

PRESENTER: Justin N. Lanagan, Superintendent of Recreation

INDIVIDUALS IN ATTENDANCE: Justin N. Lanagan

BACKGROUND: The Recreation Department solicited bids for the operation of the Bishop Park Concession Stand through the MITN Bid System and the News-Herald. Sixty three vendors were notified through the MITN Bid System. We received no formal bids.

The tenant from last year, Mohamed Ali, contacted us and expressed interest in the returning this year. He said he was out of the State for several months when bid information went out and missed the bid deadline. He has stated that he will pay the same amount he paid last year (\$2,625), which is more than the minimum bid of \$2,000. He also stated that he will pay the amount due in one payment due May 1st.

The importance of the restrooms being opened on a daily basis (weather permitting) and keeping them in a clean and satisfactory condition were stressed. Mr. Ali was informed that the Recreation Department would be performing random checks on the cleanliness. Mr. Ali said the restrooms would be kept clean. Mr. Ali was informed that failure to do so could result in termination of the rental agreement.

STRATEGIC PLAN/GOALS: To provide the finest services and quality of life.

ACTION REQUESTED: Adopt a resolution concurring with the Superintendent of Recreation's recommendation to have the Mayor and City Clerk sign the attached contract.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: \$2,625 will be deposited into 101-000-651-610-030 (Bishop Park Concession)

IMPLEMENTATION PLAN: The resolutions and all necessary documents will be forwarded to the Mayor and City Clerk to sign.

COMMISSION RECOMMENDATION: The Recreation Commission approved this agreement at their April 8th, 2014 meeting.

CITY ADMINISTRATOR'S RECOMMENDATION: *J. Dwyer*

LEGAL COUNSEL'S RECOMMENDATION: Approved by Legal Affairs 2/10/14

MAYOR'S RECOMMENDATION: *Joseph R. Peterson*

LIST OF ATTACHMENTS: 1) Copies of Three Bishop Park Concession Contracts

RESOLUTION:

Wyandotte, Michigan
Date: April 14th, 2014

RESOLUTION by Councilman _____

RESOLVED BY MAYOR AND COUNCIL that Council hereby concurs in the recommendation of the Superintendent of Recreation and the Recreation Commission to award the 2014 Bishop Park Concession Stand Lease to Mohamed Ali, 13800 Wellesley, Dearborn, MI 48216, in the amount of \$2,625. AND BE IT FURTHER RESOLVED that the Council authorizes the Mayor and City Clerk to sign the lease agreement.

I move the adoption of the foregoing resolution.

MOTION by

Councilmen _____

Supported by Councilman _____

YEAS

COUNCIL

NAYS

Fricke
Galeski
Miciura Jr.
Sabuda
Schultz
Stec

**AGREEMENT BETWEEN THE
CITY OF WYANDOTTE & MOHAMED ALI
FOR THE 2014 OPERATION OF THE BISHOP
PARK CONCESSION-RESTROOM FACILITY**

AGREEMENT made and entered into this 14th day of **April, 2014**, by and between the **City of WYANDOTTE**, a Municipal Corporation in the County of Wayne, State of Michigan, hereinafter designated FIRST PARTY, and **Mohamed Ali**, hereinafter designated SECOND PARTY.

WITNESSETH:

WHEREAS, First Party owns and maintains a public municipal park commonly referred to as Bishop Park; and

WHEREAS, First Party is desirous of permitting a refreshment concession and restrooms to be operated by Second Party at said Bishop Park for the period of April 15 through October 5, 2014. Said period may be altered by the mutual agreement of both parties.

NOW, THEREFORE, in consideration of the mutual promises of the parties hereto,

IT IS AGREED, as follows:

1. First Party agrees to permit Second Party to operate a refreshment concession and maintain the restrooms by cleaning and monitoring said within the building provided by the City of Wyandotte in Bishop Park at such reasonable hours of business as are fixed by the Department of Recreation of the City of Wyandotte, and must comply with

the health and sanitation regulations of the City of Wyandotte and/or Wayne County Health Department.

2. Second Party agrees to furnish all necessary equipment and materials to operate said concession.

3. Second Party agrees to furnish labor only for the cleaning of the restrooms and concession.

4. Second Party will furnish at his/her own expense all necessary and required City and County Licenses and will comply with all health ordinances.

5. First Party will be responsible for paying all utilities (including electricity, water, & gas).

6. It is the desire of the First Party that the prices charged for merchandise shall not be more than those prevailing for similar merchandise in this area. Price list shall be subject to the approval of the Recreation Superintendent. Approved list shall be posted in a conspicuous place.

7. The term of the lease shall be April 15, 2014, to October 20, 2014. The concession/restrooms will be operated April 19 through October 5, 2014, weather permitting, and dates to be confirmed and set by the Superintendent of Recreation.

8. Second Party promises to pay to the First Party the total sum of \$2,625, due in full on May 1, 2014.

9. Second Party hereby agrees to maintain the concession stand and restrooms in a sanitary condition in accordance with the regulations of the Departments of Public Service and Recreation at all times. Restrooms to be opened and operating by 9 am each day weather permitting and closed by 9 pm each day, except during special events.

10. Second Party shall not assign, transfer or sublet the above concession and shall personally operate said concession under their supervision and control, and shall be personally held responsible for the performance of all the covenants and conditions as herein set forth.

11. Second Party further agrees that any beverages sold in glass bottles shall be emptied into paper cups. No glass bottles may be used for drinking purposes. Alcoholic beverages shall be prohibited from sale.

12. The City reserves the right to add other concession stands for any special events.

13. Second Party agrees he/she shall forthwith procure, at their own expense, and shall maintain during the term of this lease, public liability insurance in the amount of \$1,000,000.00 Bodily Injury, \$1,000,000.00 Personal Injury and \$500,000 Property Damage, the policies of said insurance to provide ten (10) days advance written notice to the First Party prior to cancellation, termination or material change. Second Party shall furnish certificates of the aforesaid insurance coverage. The City of Wyandotte shall be named additional insured and the policies delivered to the City before opening.

14. Second Party agrees that it shall indemnify and save harmless the First Party and its officers, elected officials, commissions, agents, or representatives for and from all claims, demands, payments, suits, actions, recoveries, and judgments, or every type and nature, brought or recovered against it or either/or any of them for or on account of any personal injuries or damages to property received or sustained by any person or persons by reason of or arising out of or in connection with Second Party's conduct, carrying out his responsibilities under this agreement, and use and occupation of the premises under this agreement.

15. The parties hereto mutually agree that this Agreement may be terminated by either party, without cause, by first giving 30 days written notice to the other party of the terminating party's intent to terminate this Agreement.

16. The parties mutually agree that the First Party may terminate this Agreement on three days notice if the Second Party is in default of any provision of this Agreement for more than five days.

IN WITNESS WHEREOF, the parties hereto, by authority of the representative officials of the First Party and the Second Party have caused these presents to be signed and sealed the day and year set forth.

CITY OF WYANDOTTE
Authorized by

Joseph Peterson, Mayor

William R. Griggs, City Clerk
FIRST PARTY

SECOND PARTY

I hereby certify that the within document
is correct as to legality and form,
subject to receipt of proper insurance.

Name William R. Griggs

Date 2-10-14


CITY OF WYANDOTTE
REQUEST FOR COUNCIL ACTION

MEETING DATE: April 14, 2014

AGENDA ITEM # 4

ITEM: WMS Homes per Node Reduction Internet Bandwidth Capacity Project

***BID SPECIFICATIONS AND BID INFORMATION ON FILE IN THE CITY CLERK'S OFFICE**

PRESENTER: Steve Timcoe, Superintendent.-CATV 

INDIVIDUALS IN ATTENDANCE: Rod Lesko, General Manager 

BACKGROUND: Wyandotte Municipal Services currently operates a 750 MHz Hybrid Fiber/Coax cable telecommunications plant that was designed at approximately 1000 home passing's per node and was built in 1999. We have reached the point at which the increased demand for bandwidth related to our internet service offerings will soon exceed the capacity of the plant within its current architecture. All cable plant is now designed at 500/250 home passing's per node average or less and most cable operators have altered their architecture such that the homes per node average is now 500, 250, 125 or less. WMS must make technical (equipment) and architectural alterations to our plant to accommodate the increased demand for bandwidth. Failure to do so will result in the inability to meet these capacity needs and the degradation of internet service operations will occur. This request is for the completion of the 1st phase and partial completion of the 2nd phase, as proposed in the ARRIS's bid to make the necessary upgrades and address the current capacity restrictions of our cable plant.

STRATEGIC PLAN/GOALS: Providing the public with friendly, responsive, reliable and customer-focused services that are fiscally responsible.

ACTION REQUESTED: Concur with the resolution from the Wyandotte Municipal Service Commission to authorize the General Manager to accept the proposal from the lowest qualified bidder, ARRIS for the WMS Homes per Node Reduction Project (bid file # 4618) as recommended by WMS Management for an amount not to exceed \$ 401,045.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: This project was approved as part of the FY2014 Cable Telecommunications Capital Budget (project # 1046CA). The approved capital budget total is \$401,045. It is planned that \$116,830 be dedicated to phase 1 which will allow for the necessary plant equipment upgrades (segmented nodes) and \$284,215 will be dedicated to partial completion of Phase 2 which will allow for head end equipment and wiring architecture upgrades to address the nodes that require immediate attention to alleviate the cable plants capacity restrictions. As further upgrades become necessary WMS management will propose funding as part of future fiscal year cable telecommunication budget requests when required.

IMPLEMENTATION PLAN: Award bid to ARRIS as the lowest qualified bidder. Plan and execute project as detailed in the ARRIS Homes Per Node Reduction Bid/Project Response.

COMMISSION RECOMMENDATION: WMS Cable Telecommunications Homes per Node Reduction Internet Bandwidth Capacity project was approved by the Municipal Services Commission at the April 2, 2014 Municipal Services Commission meeting.

MAYOR'S RECOMMENDATION:

ARP

CITY ADMINISTRATOR'S RECOMMENDATION:

SDunlap

LEGAL COUNSEL'S RECOMMENDATION: N/A

LIST OF ATTACHMENTS

- Approved WMS Commission Resolution 04-2014-01
- Public Bid WMS HOMES PER NODE REDUCTION PROJECT (Partial)
 - WMS Homes Per Node Reduction Project letter & Q&A addendum letter
 - Public Bid File Project info
 - Project Description and Scope
 - Note: full document on file
- ARRIS – Homes Per Node Reduction Project Response (Partial)
 - Bid File #4618 Summary
 - General Comments-Proprietary Notice-Terms & Conditions
 - Arris Key Contacts
 - Executive Summary
 - Arris Phase 1, Phase 2 & Phase 3 Quote Detail
 - Draft Summary of Work
 - Note: Full document on file
- WMS Homes Per Node Reduction Project Bid Summary

MODEL RESOLUTION:

BE IT RESOLVED by the City Council that Council Concurs with the Wyandotte Municipal Service Commission in the following resolution.

A Resolution approving the WMS Homes Per Node Reduction Internet Bandwidth Capacity project as recommended by WMS Management to authorize the WMS General Manager to award the Homes Per Node Reduction Internet Bandwidth Capacity project to the lowest qualified bidder, ARRIS, for an amount not to exceed \$ 401,045.

I move the adoption of the foregoing resolution.

MOTION by

Councilmen _____

Supported by Councilman _____

YEAS

COUNCIL

NAYS

Stec

Sabuda

Sutherby-Fricke

Galeski

Schultz


Miciura Jr

CITY OF WYANDOTTE – Department of Municipal Services
REQUEST FOR COMMISSION ACTION

MEETING DATE: 4/2/2014

RESOLUTION # 04-2014-01

ITEM: 'WMS Homes Per Node Reduction' Internet Bandwidth Capacity Project

PRESENTER: Steve Limcoe-CATV Superintendent 

INDIVIDUALS CONSULTED: RL Rod Lesko-General Manager, PLM Paul LaManes-Assistant GM

BACKGROUND: Wyandotte Municipal Services currently operates a 750 MHz Hybrid Fiber/Coax cable telecommunications plant that was designed at approximately 1000 home passing's per node and was built in 1999. We have reached the point at which the increased demand for bandwidth related to our internet service offerings will soon exceed the capacity of the plant within its current architecture. All cable plant is now designed at 500/250 home passing's per node average or less and most cable operators have altered their architecture such that the homes per node average is now 500, 250, 125 or less. WMS must make technical (equipment) and architectural alterations to our plant to accommodate the increased demand for bandwidth. Failure to do so will result in the inability to meet these capacity needs and the degradation of internet service operations will occur. This request is for the completion of the 1st phase and partial completion of the 2nd phase, as proposed in ARRIS's bid to make the necessary upgrades and address the current capacity restrictions of our cable plant.

STRATEGIC PLAN/GOALS: Providing the public with friendly, responsive, reliable and customer-focused services that are fiscally responsible.

ACTION REQUESTED: Authorize the General Manager to accept the proposal from the lowest qualified bidder, ARRIS for the WMS Homes per Node Reduction Project (bid file # 4618) as recommended by WMS Management.

BUDGET IMPLICATIONS: This project was approved as part of the FY2014 Cable Telecommunications Capital Budget (project # 1046CA). The approved capital budget total is \$401,045. It is planned that \$116,830 be dedicated to phase 1 which will allow for the necessary plant equipment upgrades (segmented nodes) and \$284,215 will be dedicated to partial completion of Phase 2 which will allow for head end equipment and wiring architecture upgrades to address the nodes that require immediate attention to alleviate the cable plants capacity restrictions. As further upgrades become necessary WMS management will propose funding as part of future fiscal year cable telecommunication budget requests when required.

IMPLEMENTATION PLAN: Award bid to ARRIS as the lowest qualified bidder. Formal agreement per terms and conditions will be generated for execution by ARRIS and reviewed by WMS legal. Plan and execute project as detailed in the ARRIS Homes per Node Reduction Bid/Project Response.

MAYOR'S RECOMMENDATION:

CITY ADMINISTRATOR REVIEW:

LEGAL COUNSEL REVIEW: Per the Terms and Conditions of the bid, upon award of the bid, ARRIS will, in good faith, negotiate the terms and conditions of a definitive, written agreement mutually satisfactory to both parties and reviewed by the City Attorney. Resolution notes required review and approval by WMS legal of this agreement.

LIST OF ATTACHMENTS

- Public Bid WMS HOMES PER NODE REDUCTION PROJECT (Partial)
 - o WMS Homes Per Node Reduction Project letter & Q&A addendum letter
 - o Public Bid File Project info
 - o Project Description and Scope
 - o Note: full document on file
- ARRIS - Homes Per Node Reduction Project Response (Partial)
 - o Bid File #4618 Summary
 - o General Comments-Proprietary Notice-Terms & Conditions
 - o Arris Key Contacts
 - o Executive Summary
 - o Arris Phase 1, Phase 2 & Phase 3 Quote Detail
 - o Draft Summary of Work
 - o Note: Full document on file
- WMS Homes Per Node Reduction Project Bid Summary

RESOLUTION:

RESOLUTION AUTHORIZING THE GENERAL MANAGER TO AWARD THE WMS HOMES PER NODE REDUCTION PROJECT TO THE LOWEST QUALIFIED BIDDER - ARRIS.

BE IT ORDAINED BY THE MUNICIPAL SERVICES COMMISSION OF THE CITY OF WYANDOTTE, STATE OF MICHIGAN:

WHEREAS, the City of Wyandotte, ("MUNICIPALITY") owns and operates a cable telecommunications system for the sale of cable telecommunications (cable TV, internet & phone services) for the benefit of its citizens and taxpayers; and

WHEREAS, Wyandotte Municipal Services currently operates a 750 MHz hybrid fiber/coax cable plant that was originally designed and built at approximately 1000 home passing's per node, and

WHEREAS, the upgrade of this cable plant is necessary to accommodate the increased demand for bandwidth associated with our internet service offerings, and

WHEREAS, this project will accommodate the necessary equipment and architectural upgrades necessary, in effect, to strategically reduce the number of home passing's per node to provide the capacity necessary to meet the customers increased demand for bandwidth, and

WHEREAS, Wyandotte Municipal Services is interested in awarding the project to the lowest qualified bidder, ARRIS,

NOW, THEREFORE, BE IT RESOLVED by the Municipal Services Commission of the Municipality of Wyandotte, Michigan, that:

SECTION 1. The General Manager is hereby authorized to award the WMS Homes Per Node Reduction

Project to ARRIS per ARRIS's submission of their 'Wyandotte Municipal Services Homes Per Node Reduction Project Response' for an amount not to exceed \$ 401,045 for WMS Cable Telecommunications Plant infrastructure and equipment upgrades contingent upon the parties reaching a mutually satisfactory written agreement on all terms and conditions approved by the City Attorney.

I move the adoption of the foregoing resolution.

MOTION by Commissioner

JERAL COLE

Supported by Commissioner

LESLIE LUPO

YEAS

COMMISSIONER

NAYS

✓

✓

✓

FIGURSKI

SADOMSKI

LUPO

DELSIE

COLE

ADOPTED this

✓

ATTEST:

WYANDOTTE MUNICIPAL SERVICE COMMISSION

By:

James J. Figurski
President

By:

[Signature]
Secretary

Municipal Service Commission
Gerald P. Cole
Frederick C. DeLisle
James Figurski
Michael Sadowski
Leslie G. Lupo



Electric, Steam, Water
Cable Television and High Speed Internet
Service since 1889

Melanie L. McCoy
General Manager and Secretary
3200 Biddle Avenue, Suite 200
Wyandotte, MI. 48192-0658
Telephone: (734) 324-7100
Fax: (734) 556-3173

June 13, 2013

To Whom It May Concern:

Subject: Public Bid
WMS Homes Per Node Reduction Project

Wyandotte Municipal Services (WMS) is soliciting bids for a Home Per Node Reduction project. The result of this will project will be the reduction of internet and VoIP modems and their associated traffic reporting back on a single transportation stream so that WMS can effectively manage the ever increasing demand for bandwidth related to internet data traffic. The successful bidder will provide comprehensive information detailing design, architecture, engineering, equipment, process, timeline, labor (head end and plant), prints, training, price and other pertinent information related to the implementation of this project. **This is a turnkey project and bid should include pricing for ALL aspects of project in its entirety.**

It is understood that there may be a variety of solutions to accomplish the goals of this project and the bids will be analyzed and a decision made based on what is determined to be in the best interest of Wyandotte Municipal Service from both a technical & cost perspective.

WMS owns & operates a full service 750 MHz, hybrid fiber coax (HFC) cable telecommunications plant. WMS makes available Cable TV, High Speed Internet & Digital Phone service to all homes & businesses within the geographic boundaries of the City of Wyandotte, Michigan. In addition, WMS also provides cable & data services to all WMS departments, the City of Wyandotte & Wyandotte Public Schools via this infrastructure. WMS also owns and operates an electric power plant and water/filter plant providing both commercial and residential electric and water services.

Bids must be submitted to:

Wyandotte Municipal Services:
3200 Biddle Avenue Suite 200
Wyandotte, Michigan 48192
Attention: Steve Timcoe, Superintendent - CATV

Proposals must be received by July 9, 2013 - 3:00 pm EST.

Municipal Service Commission
Gerald P. Cole
Frederick C. DeLisle
James Figurski
Michael Sadowski
Leslie G. Lupo



Electric, Steam, Water
Cable Television and High Speed Internet
Service since 1889

Rod Lesko
Acting General Manager
3200 Biddle Avenue, Suite 200
Wyandotte, MI. 48192-0658
Telephone: (734) 324-7100
Fax: (734) 324-7119

June 25, 2013

Wyandotte Municipal Services
3200 Biddle Avenue
Suite 200
Wyandotte, Mich 48192

Re: Addendum - Public Bid/RFP # 4618 - WMS Homes Per Node Reduction Project
This Addendum will become part of the Public Bid/RFP # 4618

To Potential Bidders.

The Submission Deadline for Public Bid/RFP # 4618 – WMS HOMES PER NODE REDUCTION PROJECT has been extended from July 9, 2013 @ 3:00 pm to July 18, 2013 @ 3:00 pm.

The following questions/request for additional information have been submitted regarding Wyandotte Municipal Services Public Bid # 4618 – WMS Homes Per Node Reduction Project

- 1) Is a Bid Bond required? YES
- 2) When would you guys be looking to have the equipment available for install if we were to win the RFP? This is a TURN KEY project and all aspects of the project are expected to be accounted for in any proposal submitted. The equipment would be expected to be available when the installation of equipment is scheduled by WMS successful bidder.
- 3) This appears to be an optics only RFP. Are there any needs for RF? All current WMS telecommunications services currently offered (Cable TV (all analog & digital signals), **Internet**, VoIP, **VOD**) must be considered into the project proposal. If any additional equipment/engineering/architectural, etc. changes are necessary for the continued operations of any/all of these services they must be accounted for in the proposal. If you require additional information regarding any aspects of these services (Cable TV (all analog & digital signals), **Internet**, VoIP, **VOD**), technical or otherwise, please submit your request for information to Steve Timcoe @ sttimcoe@wyan.org. This is a TURN KEY project.
- 4) Are System Prints available? Yes, a disc with electronic system prints can be made available upon request.

- 5) Should all aspects of the Internet (CMTS, line cards, etc.) and VOD (service groups, equipment, etc.) be factored into proposal. YES
- 6) Below are additional questions submitted regarding technical aspects of our Head End/Plant and the associated answers
 - 1) How many dark fibers do you have to each node that we can use on the design?
Right now we have 6 fibers to the node; 3 each way on the ring. 1-Primary, 1-Redundant, 1-Spare.
 - 2) Path redundant with internal optical switch or full equipment redundant? External switch – equipment is modular.
 - 3) **250HP/ node segment or 125HP/Node segment? Given that overall cost is one priority of this project it is recommended by WMS that alternate bids be submitted proposing solutions & associated costs for Homes per Node reduction to any/all of 500HP, 250HP and/or 125HP. The alternate solutions/cost for each of these scenario's may be submitted under a single proposal (just provide the cost & detail for each option). This can be submitted as primary bid, alternate #1, alternate # 2, etc.**
 - 4) Please provide the Forward Tx optical power Outputs. They range from 4db to 7db
 - 5) Do you see the need to have a requirement to offer services to business customers, (Ethernet Commercial Services), via fiber fed directly from the node? No

Additional questions:

- A. How many nodes does an existing TX now feed? 1
- B. What are the downstream and upstream wavelengths now used? 1310
- C. What manufacturer optical TX now used and model #? C-Cor 1310 FW Transmitter
- D. How many RF output ports do current nodes have? 4
- E. Are the existing homes per node relatively balanced among these RF output ports – i.e. 4-RF ports, each port having approximately 250 homes passed? Some but not all
- F. What is the maximum RF amplifier cascade from the node? Most have 3, a few are extended to 4.
- G. What are the RF input and output levels for each amplifier type at 750 and 50 MHz? Output 750=+49 db / 50= +38 db – See equipment specifications.
- H. What is the required performance measured at the nodes Optical Receiver -- CNR, CTB, CSO? Industry Standard
- I. What is the RF output level of the node launch amp at 750 and 50MHz? 750=+49 db / 50= +38 db
- J. Can you provide a channel map for: analog BC, digital BC and digital NC channels and frequency line-up? Yes, this can be made available upon request.
- K. What is the active reverse frequency band? 5Mhz to 42Mhz

Public Bid

Sealed proposals identified on the outside of the envelope, will be received by the Wyandotte Municipal Service Commission, 3200 Biddle Avenue, Suite 200, Wyandotte, MI 48192 until 3:00 p.m., local time, July 9, 2013 at which time and place they will be opened and read aloud to furnish:

BID FILE # 4618 PROJECT TITLE: WMS Homes Per Node Reduction Project

Instruction to bidders and bidding forms may be obtained from the Department of Municipal Service, 3200 Biddle Avenue, Suite 200, Wyandotte, MI 48192. Wyandotte Municipal Services reserves the right to reject any or all bids, to waive irregularities therein, and to accept that bid which will best serve its interests.

WMS Homes Per Node Reduction Project
Bid File # 4618
Summary

<u>Bidder</u>	<u>Alternate 1</u>	<u>Alternate 2</u>	<u>Alternate 3</u>	<u>Total Qualified Bid</u>
ACI Communications, Inc	\$ 601,426	\$ 688,604	\$ 1,326,279	\$ 1,326,279
	Not Qualified Bids			
				<u>Total Qualified Bid</u>
Arris	\$ 116,830	\$ 568,430	\$ 581,184	\$ 1,266,444
			FY16 & FY17	

Approved Homes Per Node Capital Project Budget for FY14:

Phase I	\$ 116,830
1/2 of Phase II	284,215
Total Approved Budget	<u>\$ 401,045</u>

Arris Phase II Breakdown:

1/2 of Phase II - FY2014	\$ 284,215
1/2 of Phase II - FY2015	284,215
	<u>\$ 568,430</u>

Note: In addition to having been Published this Bid was sent directly to Fifteen (15) cable industry companies/contractors

CITY OF WYANDOTTE
REQUEST FOR COUNCIL ACTION

MEETING DATE: April 14, 2014

AGENDA ITEM # 5

ITEM: COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

PRESENTER: Todd A. Drysdale, City Administrator *Drysdale*

INDIVIDUALS IN ATTENDANCE: N/A

BACKGROUND: Based on Wyandotte's population the City receives Community Development Block Grant (CDBG) dollars through Wayne County. The County receives grant dollars via the Housing Urban Development (HUD). In 2012, the City was awarded \$20,000 which was programmed to be used for housing rehabilitation. To date, this funding has remained unspent due to program limitations.

Thus, the City has worked with Wayne County to allow for the use of CDBG funds to defray the cost of our participation in the Downriver Central Dispatch (DCD). This is an allowable expenditure with the guidelines of the grant. The City's share of the DCD is approximately \$191,000 and the approval of reprogramming of these funds will defray \$20,000 of the cost in the current fiscal year. It is hoped that the use of CDBG funding for this purpose will become an annual program that will assist in relieving financial pressures to the City's General Fund.

Thus, in order to comply with the Federal guidelines, it is necessary to hold a public hearing relative to the reprogramming of these funds.

STRATEGIC PLAN/GOALS: To be financially responsible.

ACTION REQUESTED: Adopt a Resolution concurring with the City Administrator to set a public hearing for April 28, 2014.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: The use of \$20,000 in CDBG funding to defray eligible costs of the dispatch center will provide a like amount of financial resources to become available in the City's General Fund.

IMPLEMENTATION PLAN: Hold public hearing on April 28, 2014 and complete revised application for submission to Wayne County.

COMMISSION RECOMMENDATION: N/A

CITY ADMINISTRATOR'S RECOMMENDATION: Concur

LEGAL COUNSEL'S RECOMMENDATION: N/A

MAYOR'S RECOMMENDATION:

Joseph R. Peterson

LIST OF ATTACHMENTS: Notice of Public Hearing

MODEL RESOLUTION:

RESOLUTION

Wyandotte, Michigan

Date: April 14, 2014

RESOLUTION by Councilperson _____

BE IT RESOLVED BY THE CITY COUNCIL that Council concurs with the City Administrator regarding Community Development Block Grant (CDBG) Funds; AND

BE IT FURTHER RESOLVED that Council has set a Public Hearing for April 28, 2014, to hear public comments on the proposed distribution of Community Development Block Grant (CDBG) Funds.

I move the adoption of the foregoing resolution.

MOTION by Councilperson _____

Supported by Councilperson _____

<u>YEAS</u>	<u>COUNCIL</u>	<u>NAYS</u>
_____	Fricke	_____
_____	Galeski	_____
_____	Miciura	_____
_____	Sabuda	_____
_____	Schultz	_____
_____	Stec	_____

CITY OF WYANDOTTE
NOTICE OF PUBLIC HEARING
AND
STATEMENT OF OBJECTIVES & PROPOSED USE OF FUNDS

A Public Hearing will be held immediately following the regular session of the Mayor and Council on Monday, April 28, 2014, at 7:00 P.M. in the Council Chambers of the Wyandotte City Hall, 3200 Biddle Avenue, Wyandotte, Michigan. Purpose of the Hearing is to receive written and verbal comments regarding the reprogramming of 2012 Community Development Block Grant funds as follows:

<u>LOCATION BY CENSUS TRACT/BLOCK GROUP</u>	<u>ACTIVITY</u>	<u>AMOUNT</u>
Service provided to "Income Qualified Residents"	From: Housing Rehabilitation	\$20,000
	To: City of Wyandotte- Downriver Central Dispatch	\$20,000

William R. Griggs, City Clerk

P.O. No. _____
Publish: April 24, 2014
The News Herald

PLEASE SUPPLY US WITH AN AFFIDAVIT OF NOTICE OF PRINTING.

Posted on Community Board from 04/15/14 – 04/28/14
Run on City Wide Information Channel 04/15/14-04/28/14

CITY OF WYANDOTTE
REQUEST FOR COUNCIL ACTION

MEETING DATE: April 14, 2014

AGENDA ITEM # 6

ITEM: Metal Detecting – Vacant City Property

PRESENTER: Todd A. Drysdale, City Administrator *Drysdale*

INDIVIDUALS IN ATTENDANCE: N/A

BACKGROUND: The City recently received a request from a resident seeking permission to search vacant City lots with a metal detector. In consultation with the City Engineer and Department of Legal Affairs, this request is acceptable provided that the attached Hold Harmless Agreement and Release. The Engineering Department will provide each requestor with a list of properties which can be searched and keep the requestor's apprised of any changes in eligible properties via email.

STRATEGIC PLAN/GOALS: Committed to enhancing the community's quality of life.

ACTION REQUESTED: The undersigned recommends the City Council authorize the approval of any request to search vacant City lots with metal detectors provided the appropriate Hold Harmless and Release is filed with the Engineering Department.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: None

IMPLEMENTATION PLAN: The Engineering Department will maintain the required paperwork on file and communicate the eligible properties to authorized parties.

COMMISSION RECOMMENDATION: N/A

CITY ADMINISTRATOR'S RECOMMENDATION: Concur

LEGAL COUNSEL'S RECOMMENDATION:

MAYOR'S RECOMMENDATION:

Joseph R. Peterson

LIST OF ATTACHMENTS:

1. Request for Access to Properties
2. Hold Harmless Agreement and Release

MODEL RESOLUTION:

RESOLVED by the City Council that Council hereby CONCURS in the recommendation of the City Administrator and APPROVES the procedure to grant access to requesting parties who

desire to exercise the hobby of metal detection on city-owned property held for resale provided that the necessary Hold Harmless and Release is signed and filed with the Engineering Department and

Further instructs the Engineering Department to continually update the parties with a list of properties eligible to be used for this purpose.

Todd Drysdale

From: Mayor [mayor@wyan.org]
Sent: Wednesday, April 02, 2014 8:37 AM
To: 'Todd Drysdale'
Subject: FW: Metal Detecting Wyandotte

Please advise.

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

From: Eric Turner [mailto:Eric@Quantum-Labs.com]
Sent: Tuesday, April 01, 2014 8:48 PM
To: mayor@wyan.org
Subject: Metal Detecting Wyandotte

J. Eric Turner
444 Riverbank St.
Wyandotte, MI 48192

Dear Mayor Peterson,

I am a new resident to Wyandotte and have enjoyed living here the last few months. My hobby is metal detecting and I engage in it at every opportunity and I am always looking for new and different places to detect. I was wondering if I could get permission to search some of the vacant lots that the city has for sale. I always respect the property that I am allowed to search and leave it in the same condition that I found it. I remove any trash items that I recover. I do no noticeable digging. A screwdriver is my main tool with occasional use of a garden trowel to cut a small plug, which will be replaced as to leave no noticeable damage to the city's property. I assume all responsibility and liability for any accident that may occur while on your property. I also agree to abide by any restrictions or stipulations that you may make in regards to accessibility and access to the area. The metal detecting community has developed a Code of Ethics that I strictly follow.

I certainly understand if you wish to refuse this request. Whatever you decide please understand that I appreciate your time and trouble.

Sincerely,

Eric Turner




American Made Since 1950

Call Us: 1.800.547.6911

0 YOUR CART
\$0
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[FINDS](#)
[KNOWLEDGE BASE](#)
[TREASURE HUNTING AMERICA](#)
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Home » The Hobby » Knowledge Base » Code of Ethics

Code of Ethics for Metal Detecting

Tweet 0

Be a good ambassador for other detectorists by following this code of ethics for respecting nature, history, and property owners.

1. I will respect private property and will not metal detect without the property owner's permission.
2. I will not destroy property, buildings, or what is left of ghost towns and deserted structures.
3. I will never litter, always pack out what I take in, and remove all trash found.
4. I will leave all gates and other accesses to land as found.
5. I will not damage natural resources, wildlife habitats, or any private property.
6. I will use thoughtfulness, consideration, and courtesy at all times.
7. I will abide by all laws, ordinances, or regulations that may govern my search or the area I will be in.
8. I will fill all holes, regardless of how remote the location, and never dig in a way that will damage, be damaging to, or kill any vegetation.
9. I will report the discovery of items of significant historical value to a local historian or museum in accordance with the latest legislation.
10. I will be an ambassador for the metal detecting hobby.

Be polite and informative to those who inquire about your hobby — you are the ambassador of a pastime we want to preserve, and other detectorists will be judged by how you act and respond.

Find a Dealer

Enter your ZIP code to find the White's Metal Detector dealer nearest you.

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Receive your FREE full-color White's catalog and money-saving in-store offers.

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Current Metal Prices

Calculate the value of rare coins and precious metals.

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Every White's Metal Detector is made by American workers in Sweet Home, Oregon, USA.

SEE MORE

Find a Dealer

Enter your ZIP code to find the White's Metal Detector dealer nearest you.

GO

Request a Catalog

Receive your FREE full-color White's Metal Detector catalog, including exclusive money-saving offers!

REQUEST A CATALOG

Call Us Today

Talk to your regional White's Metal Detector expert to find out more.

1.800.547.6911

CITY OF WYANDOTTE
REQUEST FOR COUNCIL ACTION

MEETING DATE: April 14, 2014

AGENDA ITEM # 7

ITEM: Leave of Absence Request of Giacomo Sclafani

PRESENTER: Mark A. Kowalewski, City Engineer

Mark Kowalewski 4-7-14

INDIVIDUALS IN ATTENDANCE: Mark A. Kowalewski, City Engineer

BACKGROUND: Under Article 11.1 of the Agreement between the City of Wyandotte and American Federation of State, County and Municipal Employees (AFSCME) Local #894 states,

“A regular employee may be granted, at the discretion of the City Council, a leave without pay for any of the following reasons, except that in the case of physical or mental disability of the employee, the Council shall grant approval for a leave of absence without pay upon written recommendation of the City Engineer to the City Council and in accordance with the terms of the federal Family and Medical Leave Act, where application:

- A. Physical or mental disability of the employee.
- B. Election or appointment to any public office, except to the office of Mayor and Councilman in the City of Wyandotte
- C. Reasons sufficient in the opinion of the Council to warrant such leave of absence.”

Mr. Sclafani was granted a leave of absence on September 30, 2013, which is due to expire on April 10, 2014. Mr. Sclafani is requesting his leave of absence be extended. I recommend his leave be extended an additional six (6) months to October 10, 2014, in accordance with Item A above.

STRATEGIC PLAN/GOALS: n/a

ACTION REQUESTED: Concur with the City Engineer to approve the request for extending the leave of absence by Giacomo Sclafani.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: n/a

IMPLEMENTATION PLAN: Authorize extending the leave of absence to Giacomo Sclafani.

COMMISSION RECOMMENDATION: n/a

CITY ADMINISTRATOR'S RECOMMENDATION: *Shirley Dale*

LEGAL COUNSEL'S RECOMMENDATION:

MAYOR'S RECOMMENDATION:

Jaroslav R. Peterson

LIST OF ATTACHMENTS: Letter from Giacomo Sclafani

OFFICIALS

William R. Griggs
CITY CLERK

Todd M. Browning
CITY TREASURER

Thomas R. Woodruff
CITY ASSESSOR



JOSEPH PETERSON
MAYOR

COUNCIL

Sheri M. Sutherby-Fricke
Daniel E. Galeski
Ted Miciura Jr.
Leonard T. Sabuda
Donald C. Schultz
Lawrence S. Stec

October 1, 2013

RESOLUTION

Mark A. Kowalewski
City Engineer
3200 Biddle Avenue
Wyandotte, Michigan 48192

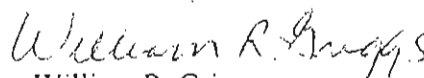
By Councilman Leonard Sabuda
Supported by Councilman Daniel E. Galeski

RESOLVED by the City Council that the request to extend the leave of absence for the Department of Public Service employee Giacomo Sciafani as submitted by the City Engineer is hereby APPROVED for an additional six (6) month period to April 10, 2014.

YEAS: Councilmembers Fricke Galeski Miciura Sabuda Schultz Stec
NAYS: None

RESOLUTION DECLARED ADOPTED

I, William R. Griggs, City Clerk for the City of Wyandotte, do hereby certify that the foregoing is a true and exact copy of a resolution adopted by the Mayor and Council of the City of Wyandotte, at the regular meeting held on September 30, 2013.


William R. Griggs
City Clerk

CC: City Administrator, Finance, Administration

MODEL RESOLUTION:

RESOLUTION

Wyandotte, Michigan

Date: April 14, 2014

RESOLUTION by Councilperson _____

BE IT RESOLVED BY MAYOR AND CITY COUNCIL that the request to extend the leave of absence for Giacomo Sclafani is hereby approved for an additional six (6) month period to October 10, 2014.

I move the adoption of the foregoing resolution.

MOTION by Councilperson _____

Supported by Councilperson _____

YEAS

COUNCIL

NAYS

Fricke
Galeski
Miciura
Sabuda
Schultz
Stec

CITY OF WYANDOTTE
REQUEST FOR COUNCIL ACTION

MEETING DATE: April 14, 2014

AGENDA ITEM # 8

ITEM: Purchase Additional 96 Gallon Toters

PRESENTER: Mark A. Kowalewski, City Engineer

Mark Kowalewski 4-9-14

INDIVIDUALS IN ATTENDANCE: Mark A. Kowalewski, City Engineer

BACKGROUND: The City offers residents to rent 96 gallon toters for \$48 for a two (2) year term. On February 1, 2014, the City's new ordinance regarding the use of a metal, durable plastic, or an approved container of equal material to be used for the collection of solid waste was effective. Therefore, the demand for leasing toters has increased. The Department of Public Service (DPS) desires to purchase an additional 144 toters from Cascade Engineering of Grand Rapids, Michigan to meet this demand. Cascade Engineering has supplied the previous carts to the City. The cost of \$6,730.56 (144 x \$46.74) to purchase these toters will be funded from the Solid Waste Fund. These carts will be black with the City of Wyandotte logo stamped on the container.

STRATEGIC PLAN/GOALS: The City is committed to creating fiscal stability, streamlining government operations; make government more accountable and transparent to its citizens and making openness, ethics and customer service the cornerstones of our City government.

ACTION REQUESTED: Approve the DPS to purchase 144- ninety-six gallon carts at a cost of \$6,730.56 from Cascade Engineering.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: 290-448-850-770-540

IMPLEMENTATION PLAN: Place order with Cascade Engineering of Grand Rapids, Michigan

COMMISSION RECOMMENDATION: N/A

CITY ADMINISTRATOR'S RECOMMENDATION: *Staupale*

LEGAL COUNSEL'S RECOMMENDATION: N/A

MAYOR'S RECOMMENDATION:

Joseph R Peterson

LIST OF ATTACHMENTS: None

MODEL RESOLUTION:

RESOLUTION

Wyandotte, Michigan
Date: April 14, 2014

RESOLUTION by Councilperson _____

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL that Council concurs with the recommendation of the City Engineer to purchase 144 – Ninety-Six Gallon Carts from Cascade Engineering of Grand Rapids, Michigan in the amount of \$6,730.56 from account no. 290-448-850-770-540; each cart to be black with the City of Wyandotte’s logo, imprinted serial numbers and include a standard ten (10) year warranty.

I move the adoption of the foregoing resolution.

MOTION by Councilperson _____

Supported by Councilperson _____

<u>YEAS</u>	<u>COUNCIL</u>	<u>NAYS</u>
_____	Fricke	_____
_____	Galeski	_____
_____	Miciura	_____
_____	Sabuda	_____
_____	Schultz	_____
_____	Stec	_____

CITY OF WYANDOTTE
REQUEST FOR COUNCIL ACTION



MEETING DATE: April 14, 2014

AGENDA ITEM # 9

ITEM: Department of Engineering – 2014 Street Projects

PRESENTER: Mark A. Kowalewski, City Engineer

Mark Kowalewski - 4-7-14

INDIVIDUALS IN ATTENDANCE: Mark A. Kowalewski, City Engineer

BACKGROUND:

The Department of Engineering has reviewed the needs of the City's streets and the street funds available and has made the selection of streets and work to be performed as shown on the attached 2014 Street Repair, Resurfacing and Reconstruction Projects.

STRATEGIC PLAN/GOALS:

This work is consistent with the Goals and Objectives of the City of Wyandotte Strategic Plan in the continuing effort to enhance the quality of life for residents and the maintenance of infrastructure.

ACTION REQUESTED:

Approve the attached proposed 2014 Street Repair, Resurfacing and Reconstruction Projects.

BUDGET IMPLICATIONS & ACCOUNT NUMBER:

The work will be funded from: \$514,400 Major Street Fund Account #202-440-825.460; \$506,000 Local Street Account #203-440-825.460; \$185,000 TIFA Street Resurfacing Account #492-200-825.460; and, \$98,621 from the 2013 Block Grant Program Funds.

IMPLEMENTATION PLAN:

If approved by Council, authorize the City Engineer to proceed with the recommended work.

COMMISSION RECOMMENDATION:

CITY ADMINISTRATOR'S RECOMMENDATION: *Support*

LEGAL COUNSEL'S RECOMMENDATION: *W/ foot*

MAYOR'S RECOMMENDATION: *Joseph R. Peterson*

LIST OF ATTACHMENTS:

Proposed Resolution

2014 Street Repair, Resurfacing and Reconstruction Projects

**2014 STREET REPAIR, RESURFACING
AND RECONSTRUCTION PROJECTS**

APRIL 4, 2014

ESTIMATED COSTS

PROJECT/LOCATION	MAJOR STREET 202-440-825.460	LOCAL STREET 203-440-825.460	TIFA STREET 492-200-825.460	BLOCK GRANT 283-200-875.684	FAC GRANT
<u>RESURFACING (\$334,000)</u>					
LABADIE - 2ND TO BIDDLE	\$59,000				
23RD - OAK TO VINE		\$100,000			
ELM ST - 15TH TO 17TH		\$80,000			
LINDBERGH - ALKALI TO ANTOINE			\$95,000		
<u>BITUMINOUS STREET JOINT SEALING (\$170,000)</u>					
LOCAL STREETS 2.11 MILES		\$27,000			
MAJOR STREETS 6.43 MILES	\$77,000				
TIFA STREETS 6.00 MILES			\$66,000		
<u>BLOCK GRANT RESURFACING (\$105,021)</u>					
McKINLEY - ALKALI TO ANTOINE	\$6,400			\$98,621	
<u>CONCRETE REPAIR & RECONSTRUCTION (\$583,000)</u>					
ANTOINE - 7TH TO 6TH RECON	\$155,000				
CORA - GODDARD TO BONDIE			\$24,000		
19TH - WALNUT TO FORD		\$64,000			
BAUMEY - ELECTRIC TO 13TH		\$6,500			
ANTOINE - ELECTRIC TO 7TH		\$6,500			
GROVE - 11TH TO FORT	\$25,000				
11TH - PINE TO GROVE	\$15,000				
16TH - PENN TO EUREKA		\$47,000			
15TH - PENN TO MARSHALL		\$14,000			
ST. IGNACE AND MARSHALL		\$10,500			
21ST - GROVE TO PINE		\$20,500			
20TH - GROVE TO PINE		\$67,000			
19TH - ORCHARD TO PINE		\$19,000			
10TH - HUDSON TO ANTOINE		\$7,500			
SUPERIOR - 11TH TO 10TH		\$5,000			
ELM - 17TH TO 20TH		\$9,000			
12TH - EUREKA TO FORD	\$50,000				
VINEWOOD - 15TH TO 22ND	\$15,000				
18TH - FORD TO VINE		\$19,000			
17TH - FORD TO VINE		\$3,500			
<u>MDOT/FAC HMA RESURFACING</u>					
FORT ST. RECONSTRUCTION	\$55,000				
OAK - FORT TO 11TH - REPAIR, <u>2014</u>	\$57,000				\$169,200
JOINT SEAL AND ADA					
TOTAL ESTIMATED COST	\$514,400	\$506,000	\$185,000	\$98,621	\$169,200

**2014 STREET REPAIR, RESURFACING
AND RECONSTRUCTION PROJECTS**

APRIL 4, 2014

ESTIMATED COSTS

PROJECT/LOCATION	MAJOR STREET 202-440-825.460	LOCAL STREET 203-440-825.460	TIFA STREET 492-200-825.460	BLOCK GRANT 283-200-875.684	FAC GRANT
ACCOUNT BALANCE AS OF 3/6/14	\$140,908	\$106,526	\$207,260	\$98,621	
TRANSFER FROM FUND BALANCE	\$437,324	\$462,035			
AVAILABLE FUNDS 2014	\$578,232	\$568,561	\$207,260		
ESTIMATED COST FOR 2014	\$514,400	\$506,000	\$185,000	\$98,621	
BALANCE: COST - AVAILABLE	\$63,832	\$62,561	\$22,260		
ANTICIPATED 2013 CARRY-OVER	\$27,000	\$250,000	\$300,000		
ADJUSTED AVAILABLE FUNDS	\$90,832	\$312,561	\$322,260		

**ADDITIONAL PROPOSED WORK
IF BUDGET ALLOWS**

RESURFACING

14TH FORD - ALKALI	\$82,500.00	
DAVIS ST. - 20TH TO 18TH	\$72,000.00	
17TH ST. - FORD TO GODDARD (PATCH)	\$45,000.00	
ALKALI ST. - 15TH TO 13TH	\$58,000.00	
HIGHLAND ST. - 6TH TO ALFRED		\$178,000.00
CLINTON ST. - 6TH TO ALFRED		\$157,000.00
RIVERBANK - 4TH TO ALFRED		\$74,000.00
BALANCE	\$55,061.00	-\$86,740.00

MODEL RESOLUTION:

RESOLUTION

Wyandotte, Michigan

Date: April 14, 2014

RESOLUTION by Councilperson _____

RESOLVED by the City Council that Council hereby concurs in the recommendation of the City Administrator and City Engineer to approve the 2014 Street Repair, Resurfacing and Reconstruction Projects list, and directs the City Engineer to proceed with said recommended work, and

FURTHER, approves the funding of the work from the Major Street Fund Account #202-440-825.460 in the amount of \$514,000, the Local Street Fund Account #203-440-825.460 in the amount of \$506,000, the TIFA Street Resurfacing Fund Account #492-200-825.460 in the amount of \$185,000, and, the 2013 Block Grant Program in the amount of \$98,621,

FURTHER, this recommendation is consistent with the Goals and Objectives of the City of Wyandotte Strategic Plan in the continuing effort to enhance the quality of life for residents and the maintenance of infrastructure.

I move the adoption of the foregoing resolution.

MOTION by Councilperson _____

Supported by Councilperson _____

YEAS

COUNCIL

NAYS

Fricke

Galeski

Miciura, Jr.

Sabuda

Schultz

Stec

CITY OF WYANDOTTE
REQUEST FOR COUNCIL ACTION

MEETING DATE: April 14, 2014

AGENDA ITEM # 10

ITEM: Department of Engineering – Quality Assurance Testing and Reporting for the MDOT Oak Street Concrete Repair Project

PRESENTER: Mark A. Kowalewski, City Engineer

Mark Kowalewski 4-4-14

INDIVIDUALS IN ATTENDANCE: Mark A. Kowalewski, City Engineer

BACKGROUND:

The Department of Engineering has solicited quotes from several local concrete testing companies for the testing of concrete work to be performed during the referenced Michigan Department of Transportation funded project. The testing work would encompass a certified concrete technician performing on-site slump, temperature, and air content testing; constructing compressive strength test cylinders; performing compressive strength tests on the cylinders; providing daily reports and compressive strength testing reports to the City; and, providing a Quality Assurance Plan meeting MDOT requirements.

Copies of the proposals received are attached. The undersigned recommends acceptance of the proposal from Testing Engineers & Consultants, Inc., Troy, Michigan, in the amount of \$8,120.00 as being the best proposal received.

STRATEGIC PLAN/GOALS:

This work is consistent with the Goals and Objectives of the City of Wyandotte Strategic Plan in the continuing effort to enhance the quality of life for residents and the maintenance of infrastructure.

ACTION REQUESTED:

Approve award of contract to Testing Engineers & Consultants, Inc.

BUDGET IMPLICATIONS & ACCOUNT NUMBER:

The work will be funded from the Major Street Fund Account 202-440-825.460 (\$8,120.00).

IMPLEMENTATION PLAN:

If approved by Council, enter into an agreement with Testing Engineers & Consultants, Inc.

COMMISSION RECOMMENDATION: *N/A*

CITY ADMINISTRATOR'S RECOMMENDATION: *independant*

LEGAL COUNSEL'S RECOMMENDATION: *Wootch*

MAYOR'S RECOMMENDATION:

Joseph R Peterson

LIST OF ATTACHMENTS:

Proposed Resolution

Proposals From: Testing Engineers & Consultants, Inc.; Somat Engineering, Inc., and, Soils and Materials Engineers, Inc.

PROPOSAL TO PERFORM QUALITY ASSURANCE TESTING AND REPORTING

MDOT PROJECT #121406
CONCRETE PAVEMENT REPAIR – OAK ST., FORT TO 11TH
WYANDOTTE, MICHIGAN

Provide on-site technician to perform testing of temperature, slump, air content, construct compressive strength cylinders, prepare and submit to the City Daily Reports.

128 Hours @ \$ 38.00 /Hour Total \$ 4,864.00

Provide project management services for project scheduling and over-site, and preparing and reviewing reports.

16 Hours @ \$ 90.00 /Hour Total \$ 1,440.00

Make concrete cylinders, perform compression tests at three (3) days and seven (7) days, and submit test reports to the City.

56 Each @ \$ 13.00 /Each Total \$ 728.00

Store, pick-up, and transport concrete cylinders.

32 Hours @ \$ 34.00 /Hour Total \$ 1,088.00

Prepare and provide a Quality Assurance Plan for the City of Wyandotte meeting MDOT requirements.

1 Each @ \$ 0 /Each Total \$ 0

PROVIDED AT NO COST PER MR. RAMOS *ARM* 4/3/14

Total Proposal \$ 8,120.00

SIGNED: 

BY: Ruben E. Ramos, PE, Vice President & Principal
(Printed Name and Title)

COMPANY: Testing Engineers & Consultants, Inc.

ADDRESS: 1343 Rochester Road, Troy, Michigan 48063

PHONE NO: (248) 588-6200

EMAIL: rramos@tectest.com

PROPOSAL TO PERFORM QUALITY ASSURANCE TESTING AND REPORTING

MDOT PROJECT #121406
CONCRETE PAVEMENT REPAIR OAK ST., FORT TO 11TH
WYANDOTTE, MICHIGAN

Provide on-site technician to perform testing of temperature, slump, air content, construct compressive strength cylinders, prepare and submit to the City Daily Reports.

128 Hours @ \$ 45.00 /Hour Total \$ 5760.00

Provide project management services for project scheduling and over-site, and preparing and reviewing reports.

16 Hours @ \$ 80.00 /Hour Total \$ 1280.00

Make concrete cylinders, perform compression tests at three (3) days and seven (7) days, and submit test reports to the City.

56 Each @ \$ 50.00 /Each Total \$ 2800.00

Store, pick-up, and transport concrete cylinders.

32 Hours @ \$ 45.00 /Hour Total \$ 1440.00

Prepare and provide a Quality Assurance Plan for the City of Wyandotte meeting MDOT requirements.

1 Each @ \$ 320.00 /Each Total \$ 320.00

Total Proposal \$ 11,600

SIGNED: Steven Drummond

BY: Steven Drummond
(Printed Name and Title)

COMPANY: Somat Engineering, Inc.

ADDRESS: 26445 Northline Road

PHONE NO: 734-946-4966

EMAIL: sdrummond@somateng.com

PROPOSAL TO PERFORM QUALITY ASSURANCE TESTING AND REPORTING

MDOT PROJECT #121406
CONCRETE PAVEMENT REPAIR – OAK ST., FORT TO 11TH
WYANDOTTE, MICHIGAN

Provide on-site technician to perform testing of temperature, slump, air content, construct compressive strength cylinders, prepare and submit to the City Daily Reports.

128 Hours @ \$ 52.⁰⁰ /Hour Total \$ 6,656.⁰⁰

Provide project management services for project scheduling and over-site, and preparing and reviewing reports.

16 Hours @ \$ 145.⁰⁰ /Hour Total \$ 2,320.⁰⁰

Make concrete cylinders, perform compression tests at three (3) days and seven (7) days, and submit test reports to the City.

56 Each @ \$ 14.⁰⁰ /Each Total \$ 784.⁰⁰

Store, pick-up, and transport concrete cylinders.

32 Hours @ \$ 42.⁰⁰ /Hour Total \$ 1,344.⁰⁰

Prepare and provide a Quality Assurance Plan for the City of Wyandotte meeting MDOT requirements.

1 Each @ \$ 800.⁰⁰ /Each Total \$ 800.⁰⁰

Total Proposal \$ 11,904.⁰⁰

SIGNED: 

BY: CASEY COFFIN, MATERIALS TECHNICIAN
(Printed Name and Title)

COMPANY: SOIL AND MATERIALS ENGINEERS, INC.

ADDRESS: 43980 PLYMOUTH OAKS BLVD., PLYMOUTH, MI 48170

PHONE NO: (734) 454-9900

EMAIL: COFFIN @ SME-USA.COM

MODEL RESOLUTION:

RESOLUTION

Wyandotte, Michigan
Date: April 17, 2014

RESOLUTION by Councilperson _____

RESOLVED by the City Council that Council hereby concurs in the recommendation of the City Administrator and City Engineer to accept the proposal from Testing Engineers & Consultants, Inc., Troy, Michigan, in the amount of \$8,120.00 as being the best proposal received for the testing of concrete work performed during the MDOT funded Oak Street Concrete Repair Project.

FURTHER, this recommendation is consistent with the Goals and Objectives of the City of Wyandotte Strategic Plan in the continuing effort to enhance the quality of life for residents and the maintenance of infrastructure.

FURTHER RESOLVED THAT the work will be funded from the Major Street Fund Account 202-440-825.460 (\$8,120.00).

I move the adoption of the foregoing resolution.

MOTION by Councilperson _____

Supported by Councilperson _____

<u>YEAS</u>	<u>COUNCIL</u>	<u>NAYS</u>
_____	Fricke	_____
_____	Galeski	_____
_____	Miciura, Jr.	_____
_____	Sabuda	_____
_____	Schultz	_____
_____	Stec	_____

CITY OF WYANDOTTE
REQUEST FOR COUNCIL ACTION

MEETING DATE: April 14, 2014

AGENDA ITEM # 11

ITEM: Department of Engineering – 2014 Concrete Street Program

PRESENTER: Mark A. Kowalewski, City Engineer

Mark Kowalewski 4-7-14

INDIVIDUALS IN ATTENDANCE: Mark A. Kowalewski, City Engineer

BACKGROUND:

The Department of Engineering has met with G. V. Cement Contracting Co. regarding extension of their contract for concrete street repair and reconstruction work at various locations in the City of Wyandotte. Mr. Vince Vitale, President of G.V. Cement, has indicated that G. V. Cement can perform the 2014 Concrete Street Repair and Reconstruction Program at the unit rates set forth in the contract with the City for the 2012 Concrete Street and Alley Repair and Reconstruction Program, File #4595. The conditions of the contract extension would be as set forth in the attached Amendment to Contract.

STRATEGIC PLAN/GOALS:

This work is consistent with the Goals and Objectives of the City of Wyandotte Strategic Plan in the continuing effort to enhance the quality of life for residents and the maintenance of infrastructure.

ACTION REQUESTED:

Approve contract extension.

BUDGET IMPLICATIONS & ACCOUNT NUMBER:

The work will be funded from the TIFA Street Fund Account 492-200.825.460 (\$24,000), Major Street Fund Account 202-440-825.460 (\$260,000) and Local Street Fund Account 203-440-825.460 (\$299,000).

IMPLEMENTATION PLAN:

If approved by Council, authorize Mayor and Clerk to sign said Amendment to Contract.

COMMISSION RECOMMENDATION:

CITY ADMINISTRATOR'S RECOMMENDATION: *JDwydale*

LEGAL COUNSEL'S RECOMMENDATION: *we foot*

MAYOR'S RECOMMENDATION:

Joseph R Peterson

LIST OF ATTACHMENTS:

Proposed Resolution

Amendment to Contract 2012 Concrete Street and Alley Repair and Reconstruction Program,
File #4595

Letter from Mr. Vince Vitale, President, G. V. Cement Contracting Co.

**AMENDMENT TO CONTRACT
2012 CONCRETE STREET AND ALLEY REPAIR
AND RECONSTRUCTION PROGRAM
FILE #4595**

ARTICLES OF AGREEMENT, made and entered into this _____ day of April, 2014, by and between the CITY OF WYANDOTTE, party of the first part, and G.V. Cement Contracting Co., Brownstown Twp., County of Wayne, State of Michigan, party of the second part, to-wit:

1. To the contract dated September 12, 2012, shall be added the repair and/or reconstruction of the following concrete streets:

Reconstruction

Antoine Street – 7th Street to 6th Street, Reconstruction (\$155,000)
19th Street – Walnut Street to Ford Avenue, Partial Reconstruction (\$64,000)

Repair

16th Street – Pennsylvania to Eureka Avenue, Repair (\$47,000)
15th Street – Pennsylvania to Marshall Street, Repair (\$14,000)
St. Ignace Street and Marshall Street – 18th Street to 15th Street, Repair (\$10,500)
Grove Street – Fort Street to 11th Street, Repair (\$25,000)
21st Street – Grove Street to Pine Street, Repair (\$20,500)
20th Street – Grove Street to Pine Street, Repair (\$67,000)
19th Street – Orchard Street to Pine Street, Repair (\$19,000)
11th Street – Grove Street to Pine Street, Repair (\$15,000)
Elm Street – 20th Street to 17th Street, Repair (\$9,000)
Superior Blvd. – 11th Street to 10th Street, Repair (\$5,000)
Vinewood Avenue – 22nd Street to 15th Street, Repair (\$15,000)
18th Street – Vinewood Avenue to Ford Avenue, Repair (\$19,000)
17th Street – Vinewood Avenue to Ford Avenue, Repair (\$3,500)
12th Street – Eureka Avenue to Ford Avenue, Repair (\$50,000)
10th Street – Hudson Street to Antoine Street, Repair (\$7,500)
Antoine Street – Electric Blvd. to 7th Street, Repair (\$6,500)
Baumey Street – 13th Street to Electric Blvd., Repair (\$6,500)
Cora Street – Goddard Road to Bondie Street, Repair (\$24,000)

2. This contract shall be increased by the estimated amount of \$583,000.
3. Completion date for this additional work shall be September 30, 2014.
4. The unit prices and contract conditions will remain the same as in the original contract.
5. Insurance Policies and Certificates will be submitted by the party of the second part to the City of Wyandotte to cover the extended period of time.

IN WITNESS THEREOF, said parties have hereunto set their hands and seals, in duplicate, the day and year first above written.

PARTY OF THE FIRST PART

CITY OF WYANDOTTE

Joseph R. Peterson, Mayor

William R. Griggs, City Clerk

PARTY OF THE SECOND PART

G.V. CEMENT CONTRACTING CO.

WITNESS



20000 Dix-Toledo Highway • Brownstown, Michigan 48183 • (734) 479-2180 • Fax: (734) 479-0022

February 4, 2014

Mr. Mark Kowalewski, City Engineer
City of Wyandotte
3131 Biddle Ave.
Wyandotte, MI 48192

Re: City of Wyandotte
Concrete Street Repair and Reconstruction Project - File # 4595

Dear Mr. Kowalewski:

With respect to the Concrete Street Repair and Reconstruction Project, I am requesting an extension of our contract to cover the work that will be completed in the 2014 construction season. The project would be done using the current unit prices.

I look forward to continue working with you and the City of Wyandotte. Please contact me if you would like to discuss this further or if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'V. Vitale', is written over the word 'Sincerely,'.

Vincent Vitale
President

VV:mm

cc: Greg Mayhew

MODEL RESOLUTION:

RESOLUTION

Wyandotte, Michigan

Date: April 14, 2014

RESOLUTION by Councilperson _____

RESOLVED by the City Council that Council hereby concurs in the recommendation of the City Administrator and City Engineer to amend the 2012 Concrete Street and Alley Repair and Reconstruction Program, File #4595 contract with G. V. Cement Contracting Co. to include the 2014 Concrete Street Repair and Reconstruction Program as set forth in the Amendment To Contract for this work, and further, authorizes the Mayor and City Clerk to sign said amendment;

FURTHER, this recommendation is consistent with the Goals and Objectives of the City of Wyandotte Strategic Plan in the continuing effort to enhance the quality of life for residents and the maintenance of infrastructure.

FURTHER RESOLVED THAT the work will be funded from the TIFA Street Fund Account 492-200.825.460 (\$24,000), Major Street Fund Account 202-440-825.460 (\$260,000) and Local Street Fund Account 203-440-825.460 (\$299,000).

I move the adoption of the foregoing resolution.

MOTION by Councilperson _____

Supported by Councilperson _____

<u>YEAS</u>	<u>COUNCIL</u>	<u>NAYS</u>
_____	Fricke	_____
_____	Galeski	_____
_____	Miciura, Jr.	_____
_____	Sabuda	_____
_____	Schultz	_____
_____	Stec	_____

CITY OF WYANDOTTE
REQUEST FOR COUNCIL ACTION

MEETING DATE: April 14, 2014

AGENDA ITEM # 12

ITEM: Neighborhood Stabilization Homes (NSP2) - Sales Price

PRESENTER: Mark A. Kowalewski, City Engineer



BACKGROUND: On, February 25, 2013, the City held the Lottery Drawing for the sale of the 451 Ford Avenue and 459 Ford Avenue. At that time, no offers were received on 459 Ford Avenue. On February 10, 2014, Your Honorable Body approved the reduction in the sale price for 459 Ford Avenue from \$108,000 to \$97,200. As of the date of this communication, no offers have been received for 459 Ford Avenue. Therefore, the Engineering Department is requesting to reduce the sales price of this unit by 10% or from \$97,200 to \$87,480.00, which is in accordance with the NSP2 Single-Family Sales Program Guidelines, Adjustment in Asking Price.

STRATEGIC PLAN/GOALS: By fostering the revitalization and preservation of older areas of the City as well as developing, redeveloping new areas. Ensuring that all new developments will be planned and designed consistent with the city's historic and visual standards; have a minimum impact on natural areas; and, have a positive impact on surrounding areas and neighborhoods. Also by promoting the finest in design, amenities and associated infra-structure improvements in all new developments

ACTION REQUESTED: Adopt a resolution approving the listing of the home at 459 Ford Avenue with Downriver Real Estate Group for \$87,480.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: N/A

IMPLEMENTATION PLAN: Continue to advertise homes at a reduced sales price with Downriver Real Estate Group.

COMMISSION RECOMMENDATION: N/A

CITY ADMINISTRATOR'S RECOMMENDATION:



LEGAL COUNSEL'S RECOMMENDATION: N/A



MAYOR'S RECOMMENDATION:

LIST OF ATTACHMENTS: NSP2 Single-Family Sales Program Guidelines



NSP2 SINGLE-FAMILY SALES PROGRAM GUIDELINES

Purpose

The purpose of this Manual is to govern the sales of single-family homes being carried out under Neighborhood Stabilization Program 2 (NSP2). This Manual includes policies and procedures to be followed regarding intake/applications, counseling and sales control mechanisms.

Definitions

Applicant: A person or persons who have applied to the City for approval of an NSP2 home purchase and homeowner financial assistance. Eligible applicants must be low- moderate-, or middle- income (LMM) household (households with incomes at or below 120% of area median income. NPS2 also requires that 25% of funding go to households that are low income at or below 50% of the area median income).

NSP2: The Department of Housing and Urban Development (HUD)'s Neighborhood Stabilization Program, established by the Housing and Economic Recovery Act of 2008, and authorized by Title XII of Division A of the American Recovery and Reinvestment Act of 2009. The purpose of these funds is to stabilize neighborhoods whose viability has been and continues to be damaged by the economic effects of properties that have been foreclosed upon and abandoned. For more information. See the NSP2 website

<http://hud.gov/offices/cpd/landBankdevelopment/programs/neighborhoodspq/>

Housing Counselor: Light House of Oakland County

NSP2 Buyer: The buyer of an NSP2 Home

NSP2 Property: A property that is rehabilitated or newly constructed with NSP2 Funding

NSP2 Home: An NSP2 property that is being sold to an owner-occupant.

Project Funding: Any and all governmental funds used to pay for the costs to carry out the redevelopment of a particular NSP2 assisted property

Selling Agent: Downriver Real Estate Group



Pricing of Homes

As required by the Grant Agreement the City will set an asking price for NSP2 homes that is the lesser of the after-construction and or rehabilitation market value, or total development cost.

- a. **After Construction and Rehabilitation Market Value**
The City will obtain an after-construction/rehabilitation appraisal from *Silverwood Appraisal Services*. The appraised value will be the asking price for the home unless it is higher than the estimated total development cost of the home, in which case the price will be the same amount as the total development cost. Total development cost includes all acquisition, rehabilitation/construction and soft costs.
- b. **Adjustment in Asking Price**
If no qualified offer is received within 60 days of first marketing a home, the City may reduce the asking price by 10%. If no qualified offer is received after an additional 60 days of best efforts in marketing a home, City may reduce the original asking price by up to an additional 10% including previous adjustments, if any. City may make additional price reductions only with the written approval by the City Council. In any case, city may reduce asking prices only after making diligent and continuous efforts to market and sell a home.

Homebuyer Application and Prequalification

City is responsible for the prequalification tasks for a prospective buyer.

- a. **Application for NSP2 Assistance**
Before a prospective buyer is referred to counseling or to execute a sales agreement for an NSP2 assisted property, the buyer must complete the Application for NSP2 Assistance attached as Appendix A. The information obtained in the application will be used- along with verifications- to determine a buyer's eligibility to purchase an NSP2 home and to receive NSP2 Homeowner Assistance. A minimum credit score of 640 is required. **If no proposals are received during the Lottery Selection then the minimum credit score will be waived. (See Page 6) Added 1/23/12**
- b. **Homebuyer Education**
If the applicant meets initial thresholds for assistance, and has not been through the required homebuyer education and counseling, then the City will refer the applicant to the selected homebuyer counselor: Lighthouse of Oakland County. 4615 Woodward Avenue , Pontiac, MI 48342. 248-920-6000. www.lighthouseoakland.org



c. Pre-approval for First Mortgage Loan

Once the applicant, with the assistance of the housing counselor, has obtained pre-approval for a first mortgage loan, they will return to City. The first mortgage must be a 30 year fixed-rate mortgage from a reputable lending institution, and the annual percentage rate and closing costs must be reasonable. The lending institution must create and service an escrow account for the receipt of property tax and insurance payments for the buyer. The homebuyer shall obtain a standard homeowners insurance policy in the amount of the full replacement costs of the home and include general liability coverage as required by the lender. The housing counselor will assist in this process.

d. Certifying the Income Eligibility of Prospective Buyers

The City will obtain the income eligibility documentation from the housing counselor. All income calculations are to be conducted utilizing the (24 CFR Part 5, IRS Form 1040) method.

If more than six months has elapsed since the income was initially verified, or if the income documentation is weak or calculations are incorrect, then the income should be re-verified by the City. Required documentation (copies of driver's licenses, pay stubs, etc) will be kept in City's files. The income certification may be no more than six months old at the time that the buyer and City enter into a purchase agreement. If older, the buyer must be recertified. An Applicant whose application fails to meet the NSP2 eligibility requirements will be given a written notice of denial.

Income requirements are as follows:

2011 Area Median Income: Wayne County, Michigan

Low-Income Limit (50%)

1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
\$23,250	\$26,600	\$29,900	\$33,200	\$35,900	\$35,550	\$41,200	\$43,850

Moderate-Income Limit (120%)

1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
\$55,800	\$63,840	\$71,760	\$79,680	\$86,160	\$92,520	\$98,880	\$105,240

This chart may change on an annual basis.

e. Prequalifying for NSP2 Homeowner Financial Assistance

Once applicants (prospective homebuyers) have received counseling, are prequalified by a financial institution and have been certified as income eligible, the applicant is eligible to enter into the Cities lottery for an NSP2 home.



f. Mortgage Buy Down Assistance

The NSP2 Program will offer mortgage buy downs which reduce the sales price of the home to a value which is affordable to the low or moderate income buyer. This buy down will be eligible to all NSP2 home buyers. The current maximum mortgage buy down is thirty thousand dollars (\$30,000). The program will offer a **minimum** of 17.5% off the sales price. Buy downs exceeding thirty thousand dollars (\$30,000) must be presented to MSHDA for approval.

Potential homebuyers on the Qualified Homebuyer List (QHL) may submit proposals that require more than the \$30,000 mortgage buy down assistance if the City's Homebuyer Counselor recommends more than \$30,000. If a proposal exceeds \$30,000 mortgage buy down assistance then MSHDA shall approve the amount before the offer to purchase is approved by the City. If MSHDA recommends a different mortgage amount at its discretion and the potential buyer does not agree to this new amount the offer to purchase will be denied by the City

Homebuyer Assistance	Affordability Period	Amount Forgiven
Less than \$15,000 per unit	5 years	1/5 of homebuyer assistance amount per year over five years
\$15,000 - \$40,000 per unit	10 years	1/10 of homebuyer assistance amount per year over 10 years
More than \$40,000 per unit	15 years	1/15 of homebuyer assistance amount per year over 15 years
*homebuyer assistance totaling more than \$30,000 will be presented to MSHDA for approval.		

Homebuyer Counseling and Education

Each homebuyer will be required to complete at least eight (8) hours of home counseling from a HUD-certified home counseling agency before making an offer on and purchasing a home. Wyandotte has procured Lighthouse of Oakland County to perform these services. The housing counselors will screen potential new homeowners for NSP2 homes and provide the tools and skills necessary to maintain mortgages. In addition, they will provide support services to help at-risk families remain stably housed. Specific classroom and one-on-one counseling may include pre-purchase education, credit education, budgeting concepts, mortgage products, real estate closing process, foreclosure prevention, etc.



Post-Purchase Counseling

The Buyers will be required to attend post-purchase counseling with the Housing Counselor

Submitting Proposals for NSP2 Home

Upon meeting income requirements, qualifying for a mortgage product and completing the required amount of housing counseling by October 1, 2012, each homebuyer will be placed on the City's Qualified Homebuyer List (QHL). Each homebuyer on the QHL may then submit a proposal with the price that they can afford to purchase the NSP2 home for. This will happen each time a home becomes listed on the real estate market. The City will then select a proposal by drawing randomly. This ensures that the City and all parties involved follow the fair housing opportunity guidelines. Only one proposal per household may be submitted on any prospective property. "Household" includes all persons residing at the current residence or persons living at the current residence during the twelve (12) months prior to filing an application. Any proposal submissions exceeding one (1) per household will be disqualified.

When the City has more NSP2 homes under construct than there are potential QHL buyers then additional buyers will be added to the QHL based on the chronological date that the potential buyer completed the requirements contained in this Policy. There will be separate lists for low income and moderate income buyers.

Example of homebuyer assistance:

If a family of seven (7) has a total household income of \$42,000 per year, they are considered low-income. They are income-eligible to purchase an NSP2 home. They have completed eight (8) hours of home counseling and qualified for a mortgage because they also have good credit and reliable income.

The next step is for the housing counselor to determine the price per month the family can afford to spend on housing payments. MSHDA requires that the home buyer's Principal, Interest, Taxes and Insurance (PITI) not exceed 30% of the household monthly income. For this particular low-income family, that means that PITI cannot exceed \$1,050 per month. Working backwards with estimated taxes and insurance at \$291.66 and \$66.66 per month respectively, the housing counselor concludes that \$691.68 is the most this family can allocate for principal and interest on a mortgage. On a thirty-year mortgage at 5% they can afford to purchase the home for \$120,000 because the monthly principal and interest payment will be \$644.19. Monthly PITI will come to \$1,002.52 which is under their limit of \$1,050.

The particular home this family is purchasing costs \$180,000 to build and is appraised for \$125,000. The listing price was the lower of the two (\$125,000), as per NSP2 requirements. The minimum home buyer assistant is 17.5% or 21,875.00. The family will have a ten (10) year lien on the home in the amount of \$21,875.00 which will dissolve after they have lived in the home for ten (10) years. If the family should move out or sell prior to this, a percentage of the lien is due to MSHDA at the time of closing. Further Purchaser must sign the Homebuyer Certification and Program Agreement which outline the terms and conditions which will remain in effect for the full affordability period, even if the lien is discharged due to early repayment. This document is an attachment to the Purchase Agreement. Add 05/21/12.



The purchaser is required to provide one (1) percent of the sales price at closing as a down payment. This would be \$1,250 in the above example. Other closing costs may be eligible for subsidies as well. Additionally, purchaser will be required to pay fee for housing counseling which is estimated to be \$247.00 (\$35.00 Credit Report and \$212.00 Housing Counseling).

Advertising of NSP2 Homes

The City has selected Downriver Real Estate Group as the Seller Agent. The NSP2 home will be placed in the Multiple Listing Service (MLS) for a minimum of seven (7) days before receiving any proposals. There will be a minimum of two (2) open houses for each house being sold. Open houses shall take place on either a Saturday or a Sunday and last at least three (3) hours each. The two open houses shall not be on the same weekend.

Sealed proposals will be received by the City Clerk. They will be publicly drawn in the Council Chambers on Mondays at 2:00 pm.

The Selling Agent directs any interested party to prepare sealed proposals in accordance with the Standard Purchase Agreement (Appendix B). The City reserves the right to modify and update this Standard Purchase Agreement. Proposals as a minimum shall include the following:

- Completed Standard Purchase Agreement
- Certificate of Completion of Home Counseling from Lighthouse of Oakland County
- Affidavit attesting to Prospective Purchaser's income level
- Listing of all current family members and their ages
- Contact information regarding Prospective Purchaser's current employment as well as any family members' employment information who is 18 years of age and older
- Pre-approved mortgage letter from financial institution
- Ability to provide a minimum deposit of 1% of sales price within 24 hours of City's request before City accepts offer. It is not necessary to include deposit with offer being submitted.

The City will randomly select a sealed proposal. If the sealed proposal includes all of the requested information and interested homebuyer can meet all requirements to purchase the home within one (1) month of bid opening and proposal acceptance, the real estate agent shall prepare the necessary documents to close. If the first selected proposal cannot meet the requirements then the second sealed proposal and so on will be selected if necessary until documentation is prepared and all purchase requirements are met.

If no sealed proposals are selected, the real estate agent shall bring offers to the City as they are received. There is no minimum credit score required for these proposals. *Added 9/20/11*

Conflict of Interest

THE CITY RESERVES THE RIGHT TO REJECT a Response if the Respondent has a contract or other relationship with a client that is determined by the City to be a legal or business conflict that is unwaivable or that the City, as its sole discretion, is unwilling to waive.





Appeals Process

Any potential Homebuyer who feels he/she has been unfairly rejected from participating in the NSP2 Homebuyer Program can appeal in writing stating name, date of application, and reason for appeals to Mark Kowalewski, 3131 Biddle Avenue, Wyandotte, Michigan 48192. Complete complaint procedure is Appendix C.

CITY OF WYANDOTTE
REQUEST FOR COUNCIL ACTION

MODEL RESOLUTION:

RESOLUTION

Wyandotte, Michigan

Date: April 14, 2014

RESOLUTION by Councilperson _____

RESOLVED BY THE MAYOR AND CITY COUNCIL that Council concurs with the City Engineer to reduce the listing price for the NSP2 property at 459 Ford Avenue to \$87,480.00 in accordance with the NSP2 Single Family Sales Program Guidelines. All buyers also receive a minimum of 17.5% or \$15,309.00 in homebuyer subsidy. Therefore, the maximum required mortgage amount would be \$72,171.00.

I move the adoption of the foregoing resolution.

MOTION by Councilperson _____

Supported by Councilperson _____

YEAS

COUNCIL

NAYS

Fricke
Galeski
Miciura
Sabuda
Schultz
Stec

CITY OF WYANDOTTE
REQUEST FOR COUNCIL ACTION

MEETING DATE: April 14, 2014

AGENDA ITEM # 13

ITEM: DEMOLITION OF 210 Bennett

PRESENTER: Mark Kowalewski – City Engineer



INDIVIDUALS IN ATTENDANCE: Mark Kowalewski – City Engineer

BACKGROUND: The City of Wyandotte owns the house at 210 Bennett which Homrich was awarded the demolition work. However, during investigation asbestos material was found. Therefore, the Engineering Department has solicited three (3) bids for the removal of this asbestos and Homrich was determined to be the best bid received in the amount of \$15,430.00. See attached bid summary.

STRATEGIC PLAN/GOALS: NA

ACTION REQUESTED: Adopt a resolution concurring with the City Engineer selecting Homrich as the contractor of record for the removal of asbestos materials at 210 Bennett.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: Expense the work form Account No. 492-200-850-519.

IMPLEMENTATION PLAN: The resolutions and all necessary documents will be forwarded to Homrich directing them to begin ACM abatement and demolition.

CITY ADMINISTRATOR'S RECOMMENDATION: *S. Dwyer*

LEGAL COUNSEL'S RECOMMENDATION: N/A

MAYOR'S RECOMMENDATION:



LIST OF ATTACHMENTS: Summary of bids

SUMMARY OF BIDS
ASBESTOS REMOVAL AT 210 BENNETT

<u>Contractor</u>	<u>Bid Amount</u>
Homrich Carleton, Michigan	\$15,430.00
Pro Excavation, Inc. Wyandotte, Michigan	\$27,800.00
Next Generation Services Group Ypsilanti, Michigan	No Bid

MODEL RESOLUTION:

RESOLUTION

Wyandotte, Michigan

Date: April 14, 2014

RESOLUTION by Councilman_____

BE IT RESOLVED by the City Council that Council concurs with the recommendation of the City Engineer regarding the removal of asbestos containing materials at 210 Bennett; AND

BE IT FURTHER RESOLVED that Council accepts the bid of Homrich, Carleton, Michigan in the amount of \$15,430.00.

I move the adoption of the foregoing resolution.

MOTION by Councilmen_____

Supported by Councilman_____

<u>YEAS</u>	<u>COUNCIL</u>	<u>NAYS</u>
_____	Fricke	_____
_____	Galeski	_____
_____	Miciura	_____
_____	Sabuda	_____
_____	Schultz	_____
_____	Stec	_____

CITY OF WYANDOTTE
REQUEST FOR COUNCIL ACTION

MEETING DATE: April 14, 2014

AGENDA ITEM # 14

ITEM: Environmental Consulting Services

PRESENTER: Mark A. Kowalewski, City Engineer



INDIVIDUALS IN ATTENDANCE: Mark A. Kowalewski, City Engineer

BACKGROUND: The City has entered into a Purchase Agreement with the Archdiocese of Detroit for the acquisition of 140 Superior for \$90,000. The demolition/Phase I Environmental Survey at 353 Elm Street and construction of a surfaced parking lot are improvements the City has agreed to complete as a Project.

The Archdiocese has agreed to reimburse the City up to \$90,000 of the cost to complete the Project, provided that if the cost to complete the Project, determined prior to commencement of the Project, exceeds \$90,000, either party may elect to terminate the Agreement.

The Phase I and Hazardous Material Survey is \$4,500. (See attached proposals from SME).

STRATEGIC PLAN/GOALS: The City is committed to a three-pronged economic development strategy: 1. Commercial expansion in the Downtown and Fort Street; 2. By being a "Good Neighbor" to BASF and other current and prospective industries; and 3. Expansion and "Good Neighbor" to the city's growing Medical and Health complex along Biddle surrounding Wyandotte Henry Ford Hospital by; a. Seeking out industrial opportunities which build on the new leadership position of the State of Michigan, as well as the growing strengths of Wyandotte and the Detroit Metro region in clean technology (especially renewable energy manufacturing and servicing). This is an emerging industry that could benefit from Wyandotte's traditional industrial strengths and highly skilled workforce; b. Developing a plan for increasing professional, scientific and technical service jobs, which include occupations such as attorneys, accountants, software developers, architects, engineers and health care workers. These professions represent key opportunities for growth, especially along the Biddle corridor; c. Focusing economic development efforts on increasing commercial and industrial developments. This would result in an increase in the ratio of commercial/industrial assessed valuation to residential valuation, increase local employment and further develop a healthy business climate in the City and d. Creating an Economic Development Commission to serve as advisors to the City Council on opportunities for improving the business climate.

ACTION REQUESTED: Authorize the acceptance of SME proposal in the amount of \$4,500 for the Phase 1 and Hazardous Material Survey.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: TIFA 492-200-850-519 acquisition.

IMPLEMENTATION PLAN: Hire SME to perform the Phase 1 and Hazardous Material Survey at 353 Maple, Wyandotte.

COMMISSION RECOMMENDATION: N/A

CITY ADMINISTRATOR'S RECOMMENDATION: 

LEGAL COUNSEL'S RECOMMENDATION: N/A

MAYOR'S RECOMMENDATION:

Joseph R Peterson

LIST OF ATTACHMENTS: Proposals from SME

MODEL RESOLUTION:

RESOLUTION

Wyandotte, Michigan

Date: April 14, 2014

RESOLUTION by Councilperson _____

BE IT RESOLVED by City Council that Council authorizes the hiring of SME to perform the Phase I and Hazardous Material Survey in the amount of \$4,500 from account no. 492-200-850-519 for the property known as 353 Elm.

I move the adoption of the foregoing resolution.

MOTION by Councilperson _____

Supported by Councilperson _____

<u>YEAS</u>	<u>COUNCIL</u>	<u>NAYS</u>
_____	Fricke	_____
_____	Galeski	_____
_____	Miciura	_____
_____	Sabuda	_____
_____	Schultz	_____
_____	Stec	_____



Soft and Materials Engineers, Inc.
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Plymouth, MI 48170-2584

tel (734) 454-8800
fax (734) 454-0828

www.sme-usa.com

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Chuck A. Gamayel, PE
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Cheryl A. Kehres-Dietrich, CGWP
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Timothy J. Mitchell, PE
Robert C. Rabaler, PE
Daniel O. Roeser, PG

Christopher R. Byrum, PhD, PE
Daniel R. Cassidy, CPG
John E. Dingeldein, PE
Sheryl K. Fountain, SPHR
Dwaine J. Hurlburt, PE
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Laurel M. Johnson, PE
Jeffery M. Krusings, PE, GE
Jeffrey R. Lanier, PE
Michael M. Meddock, PE
Louis J. Northouse, PE
Rohan W. Perera, PhD, PE
Joel W. Rinkel, PE
Jason A. Schwarzenberger, PE
Larry W. Shook, PE
Thomas H. Skotzke
Michael J. Thelen, PE
Anthony B. Thomas, PE
Keith D. Toro, PE
John C. Zarzecki, CET, CDT, NDE

April 9, 2014

Mark A. Kowalewski, PE
City Engineer
City of Wyandotte
3200 Biddle, suite 200
Wyandotte, MI 48192

Sent via email: mkowalewski@wyandotte.net

RE: Proposal for Hazardous Materials Assessment Services
353 Elm Street
Wyandotte, Michigan
SME Proposal No.: P00864.14

Dear Mr. Kowalewski:

As you requested, we prepared this proposal to conduct a Phase I Environmental Site Assessment (ESA) and Hazardous Materials Assessment of the above referenced property (Property) in Wyandotte, Michigan. The Property is developed with an approximate 6,200-square foot rectory and detached garage structure. We understand the City of Wyandotte intends to purchase the Property and demolish the two structures.

The Phase I ESA was requested by you (Phase I ESA User) to partially satisfy the requirements for All Appropriate Inquiry (AAI) under CERCLA prior to purchase of the Property. We understand that City of Wyandotte will rely upon the professional opinions and representations contained in the report in accordance with agreed upon terms and conditions for this project. This reliance is not to be construed as a warranty or guarantee on our part.

Please note that the prospective purchaser is the sole party responsible for complying with AAI requirements for Landowner Liability Protections (LLPs) under CERCLA. LLPs include the Bona Fide Prospective Purchaser (BFPP), Contiguous Property Owner, or Innocent Landowner defense to CERCLA liability. Satisfying AAI is one component of the requirements for a Prospective Purchaser to qualify for the Bona Fide Prospective Purchaser (BFPP), Contiguous Property Owner, or Innocent Landowner defense to CERCLA liability. For properties known at time of purchase, or subsequently determined, to be contaminated with hazardous substances, or petroleum, the Prospective Purchaser also must comply with the CERCLA Continuing Obligations to maintain the LLP to CERCLA.

OFFICES
Indiana
Michigan
Ohio

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consultants in the geosciences, materials, and the environment

SCOPE OF SERVICE

TASK 1 – Phase I ESA

The Phase I ESA will be conducted in conformance with the requirements of the ASTM International Standard on Environmental Site Assessments for Commercial Real Estate, designation E 1527-13 (Standard), which by rule (40 CFR 312) satisfies the CERCLA AAI requirements. The Phase I ESA will be conducted under the supervision of an Environmental Professional (EP) as defined in the Standard. Upon completion of the Phase I ESA, we will prepare a report to document our assessment activities and findings. The findings, opinions, and conclusions will be based upon observed conditions, the results of our records review, interviews, and User-supplied information.

TASK 2 – Hazardous Materials Assessment

The Hazardous Materials Assessment will assist in complying with the United States Environmental Protection Agency (USEPA) requirements for inspection of commercial buildings prior to renovation and demolition under the National Emissions Standards for Hazardous Air Pollutants (NESHAP 40 CFR Part 61). The assessment will also assist in complying with the requirements of the Occupational Safety and Health Administration (OSHA) Asbestos Construction Standard (29 CFR Part 1926.1101), the OSHA Lead Exposure in Construction Standard (29 CFR 1926.62), and the OSHA Cadmium Construction Standard (29 CFR 1926.1127). Our Hazardous Materials Assessment services will include the following

- SME staff trained in accordance with USEPA requirements and accredited by the Michigan Department of Licensing and Regulatory Affairs (MDLRA) as Inspectors will review and assess the structures on the property for suspected asbestos-containing materials (ACMs).
- Based upon the visual assessment of the structure, we will develop a sampling plan and collect samples of suspect homogenous areas of ACMs in accordance with the USEPA Asbestos Hazard Emergency Response Act (AHERA) assessment protocol (40 CFR Part 763), which is also referenced by the OSHA regulations.
- SME staff will conduct a visual inspection to identify the painted structural surfaces within the buildings, select random sample locations, and collect chip samples of suspected lead-bearing paints and cadmium bearing paints.
- We will submit the building materials samples to an accredited laboratory for analysis via Polarized Light Microscopy (PLM) to determine those materials that contain one percent (1%) or more asbestos by the visual estimation method. Samples found to contain less than 10 percent (10%) asbestos via the visual estimation method of PLM will be further verified via the "Point Count Method" as defined by the AHERA regulation.
- We will submit the paint chip samples to an accredited laboratory for atomic absorption spectrophotometry (AAS) analysis to determine if lead and cadmium are present in a sample and in what percentages if lead and cadmium are detected.
- SME staff will walk through the structures and assess suspected polychlorinated biphenyl (PCB) articles, items, containers, equipment, and transformers. We will assess a representative portion of fluorescent light fixture ballasts within the structures, if present, for labels or markings indicating PCB content. We will also note equipment suspected to contain mercury, radioactive sources found in facility equipment such as smoke detectors and self-illuminated exit signs, and potential biological hazards such as areas with



accumulations of bird excrement. The scope of the assessment will not include mold or fungi.

- Upon completion of the assessment, we will prepare a report summarizing the assessment services. The report will include: a list of homogeneous areas of suspect ACMs and locations where each was observed in the buildings; chain-of-custody forms with sample descriptions and locations for samples collected during the assessment; the laboratory analytical data for samples collected during the assessment, estimates of the quantities and descriptions of the locations of visible, accessible, friable, and nonfriable areas of asbestos; descriptions and locations of lead-bearing paints; descriptions and locations of cadmium-bearing paints; an inventory of equipment with suspected PCBs, mercury, and radioactive sources; and an inventory of potential biological hazards noted during the assessment. The summary report will also include recommendations for abatement and/or work practices prior to and/or during demolition to address materials of concern identified by the assessment.

USER RESPONSIBILITIES

As part of AAI the User acquiring a property has the statutory responsibility to provide information about the following issues in support of all appropriate inquiry into environmental conditions on the Property:

- Reason for this Phase I ESA;
- Environmental cleanup liens and activity/use limitations (AULs) recorded for the Property;
- Specialized knowledge and experience of the User indicative of potential RECs associated with the Property;
- Relationship of purchase price to market value;
- Commonly known or reasonably ascertainable information about environmental conditions on the Property; and
- Legal/administrative proceedings related to hazardous substances, petroleum products, or environmental compliance issues in, on or emanating from the Property.

Information collected/documented by the User to satisfy the above AAI responsibilities will be incorporated into the Phase I ESA report. If all the required information is not provided to the EP for evaluation and inclusion in the Phase I ESA report, or is not complete, the Phase I ESA report by itself likely will not be sufficient to establish an LLP to CERCLA. Instead, it will be one component of the elements the prospective purchaser may use to establish the LLP.



PROFESSIONAL FEES

The Lump Sum Fee for the proposed environmental services is \$6,250 (\$2,250 for Task 1 and \$4,000 for Task 2). We understand that \$1,750 of the proposed assessment will be funded by the Downriver Community Conference (DCC) USEPA Assessment Grant Funds. Our total estimated project fee minus the appropriated funds from the DCC is **\$4,500**. Our fee estimate assumes the following:

- The City of Wyandotte will provide site access at the pre-scheduled time of the assessment. If unanticipated conditions, such as restricted access, are encountered or if site conditions or project specifics differ from the information and assumptions presented herein, we will notify you of the change in conditions and additional fees will be required.
- The number of building material samples submitted for laboratory analysis is dependent upon the number of suspect ACMs observed. The actual number of samples is determined in accordance with USEPA sampling requirements. The number of paint chip samples collected is dependent upon the number of uniquely painted surfaces encountered during the assessment. We have included fees for up to 74 suspect ACM samples (141 asbestos analyses due to multiple layers of some building materials) and 10 paint chip samples as well as expenses for field activities such as travel, equipment, and supplies related to the performance of the proposed scope of services. This fee is based on a five-day turnaround time for laboratory analysis of samples collected during the assessment. If more than the estimated number of samples is necessary to complete the assessment, we will contact you to discuss the additional sampling necessary and additional fees will be required.
- The proposed scope of services include limited destructive testing of interstitial spaces such as wall cavities, ceiling spaces, floor spaces, or roofing surfaces. Our proposed fee and scope of services does not include patching or repairing wall and ceiling surfaces impacted by the limited destructive assessment activities. If you do not desire limited destructive assessment, please notify us of your desire to exclude destructive assessment at the time of authorization to proceed. If ceilings or other materials are located greater than 12 feet above the floor and need to be assessed, the client will provide access to these materials via appropriate ladders or lifts if they are available on site. If no such lifts or ladders are available at the site, we will arrange to acquire an appropriate lift or ladder to access those materials for an additional fee.
- Confined space entry is not included in the scope of services. If confined spaces are encountered during the assessment, appropriate confined space entry procedures will be necessary. We will notify you prior to implementing such procedures and additional fees will be required.
- Our proposed fees and scopes of services do not include responding to comments by third parties, preparation of draft reports, or extending reliance to third parties.



AUTHORIZATION AND GENERAL COMMENTS

We will provide the proposed services in accordance the previously agreed upon terms and conditions for the project and our General Conditions and General Notes, which are an integral part of this proposal. Please sign the attached General Conditions (GC: 1/09) where space is provided and return to us a signed copy.

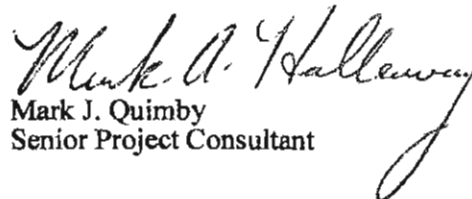
We appreciate the opportunity to be of service to you on this project. Should you have questions concerning this proposal or other SME services, please contact us.

Sincerely,

SOIL AND MATERIALS ENGINEERS, INC.



Jason C. Lafayette
Senior Environmental Specialist

for 
Mark J. Quimby
Senior Project Consultant

Attachments: General Conditions (1/09)
General Notes (1/06)



SME GENERAL CONDITIONS

1. In this Agreement, the party agreeing to have the services performed is the "Client." The Client's client shall be referred to as the "Owner." Unless expressly stated otherwise, Soil and Materials Engineers, Inc., its employees, agents, subconsultants and subcontractors, are collectively referred to as "SME."
2. SME will submit invoices to Client monthly and a final bill upon completion of services. Payment is due upon presentation of invoice to the Client and is past due 30 days from date of the invoice. Client agrees to pay a service charge of 1-1/2% per month, or the maximum rate allowed by law, whichever is greater, on past due accounts.
3. All reports, field data, field notes, laboratory test data, calculations, estimates, and other documents prepared by SME in connection with this Project shall be considered instruments of service, and shall remain the property of SME. SME grants Client and Owner a limited license to use such instruments of service for the purpose of designing, constructing, maintaining or repairing work that is part of this Project. Any reuse of SME's instruments of service for any purpose other than the limited license granted herein is prohibited and SME shall have no responsibility to Client, Owner or third parties for unauthorized use of its instruments of service.
4. SME will retain pertinent records relating to the services performed for Client for a period of time consistent with SME's File Management Plan, a copy of which will be provided to Client upon request. During that period, the records will be made available to the Client at reasonable times. At the end of the retention period indicated in SME's File Management Plan, SME may, in its sole discretion, dispose of all such records.
5. **SME MAKES NO WARRANTY, EXPRESS OR IMPLIED, WITH REGARDS TO ITS SERVICES.**
6. Either party may terminate this Agreement upon at least 7 days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof. Such termination will not be effective if that substantial failure is remedied before expiration of the period specified in the written notice. This Agreement shall also be automatically terminated upon a suspension of the project for more than 3 months. In the event of termination, Client will pay SME for services performed to the termination notice date plus reasonable termination expenses. In the event of termination, or suspension, prior to completion of all reports contemplated by this Agreement, SME may complete such analyses and records as are necessary to complete the files and may also complete a report on the services performed to the date of notice of termination or suspension. The expenses of termination or suspension include all direct costs of completing such analyses, records, and reports.
7. If any dispute arising out of or relating to this Agreement, or its breach, is not settled through direct discussions, the parties agree that as a condition precedent to litigation, they will endeavor for 30 days following written notice by one party to the other of a dispute or breach, to settle the dispute by mediation with the assistance of a neutral mediator. In any litigation or arbitration, if applicable, the parties agree that the prevailing party is entitled to recover all reasonable costs incurred in defense or prosecution of the claim, including its staff time, court costs, attorney's fees, and other claim-related expenses. Notwithstanding, SME has no obligation to mediate with Client prior to litigation when collecting fees legally owed by Client.
8. If Client gives SME other-than-written authorization to proceed with services after receiving SME's written proposal, Client agrees to accept the proposal, including these General Conditions, as the Agreement governing SME's services and the relationship between the parties. Such acceptance based on other-than-written authorization is effective except for those provisions that Client objects to in writing within 7 days following the other-than-written authorization.
9. SME and its staff are protected by worker's compensation insurance and SME has coverage under General Liability and Professional Liability insurance policies. SME will provide Client with evidence of such policies upon written request. SME is not responsible for any loss, damage or liability arising from acts of Client, its agents, staff, and other consultants employed by Client.
10. In consideration for SME's undertaking to perform services at the rates set forth on the Fee Schedule attached to SME's proposal or the lump sum fee provided, Client agrees to limit all potential liability of SME to Client, its employees, agents, successors and assigns, for any and all claims, losses, breaches, damages or expenses arising from, or relating to SME's performance of services on this Project, such that SME's total aggregate liability to Client, its employees, agents, successors and assigns shall not exceed \$50,000 or SME's total fee for the services rendered on the project, whichever is greater. The Client understands that it may negotiate a higher limit of liability in exchange for an appropriate increase in SME's fee.
 - a) Client further agrees that it will require all of its contractors and consultants on this project and their respective subcontractors and subconsultants, be bound by an identical limitation of SME's aggregate liability in their agreements for work on this project.
 - b) Client further agrees that it will require all of its contractors and subcontractors defend and indemnify Client and SME from any and all loss or damage, including bodily injury or death, arising from contractor or subcontractors performance of work on this project, regardless of whether or not such claim, damage, loss or expense is caused in part by SME provided however, that this obligation shall not apply to claims, damage, loss or expense caused by the sole negligence or fault of SME.
11. To the fullest extent permitted by law, Client shall defend and indemnify SME from and against all claims, damages, losses and expense, including reasonable attorney fees, arising out of the performance of SME's services or the materials of others in connection with the project regardless of whether or not such claim, damage, loss or expense is caused in part by SME; provided however, that this obligation shall not apply to claims, damage, loss or expense caused by the sole negligence of SME.
12. Notwithstanding any period of limitations that might otherwise apply, the parties agree that no action, claim or proceeding of any kind, whether in tort, contract or equity arising out of SME's services may be brought against SME more than two years after the first to occur of the following events: (i) the date of Client's acceptance, use or occupancy of the Project that is the subject of this engagement, or (ii) the date of SME's last service in connection with this Project.
13. If SME provides services at the request of Client, in addition to those described in the scope of work contained in SME's proposal, Client agrees that these general conditions including the general notes on the fee schedules shall apply to all such additional services.
14. In the event any provision of this Agreement is held invalid or unenforceable, the other provisions will remain in full force and effect, and binding upon the parties. All obligations arising prior to the termination of this Agreement and all provisions of this Agreement allocating responsibility or liability between Client and SME will survive the completion of the services and the termination of this Agreement. This Agreement cannot be assigned by either party without the written consent of the other party. This Agreement includes SME's Fee Schedule(s), and any notes thereon, these General Conditions and other documents incorporated herein. This Agreement constitutes the entire Agreement between the parties and cannot be changed except by a written instrument signed by both parties. All preprinted Terms and Conditions on Client's Purchase Order(s) or acknowledgement forms are inapplicable to this Agreement. The parties agree that this Agreement shall be governed in all respects by the laws of the State of Michigan.

PROPOSAL ACCEPTED BY:

BILLING ADDRESS

Signature

Date

Street

Printed Name

Title

City / State

Company

Zip Code



SME General Conditions - Commercial (1/09)

consultants in the geosciences, materials, and the environment

GENERAL NOTES

1. SME General Conditions govern all the work performed.
2. Discussion, interpretation, and consultation are charged at appropriate hourly rates.
3. SME representatives may provide observation and field-testing. The scope of services does not include job or site safety, supervision, or direction of the actual work of the contractor. The presence of SME on the job site should not be construed to relieve the contractor in any way of his obligations and responsibilities under the construction contract.
4. The Owner grants right of entry from time to time to SME, its agents, staff, and contractors or subcontractors, for the purpose of performing and with the right to perform all acts, studies, and research including without limitation the making of tests and evaluations, pursuant to the agreed services. Client represents that he possesses all necessary permits and licenses required for activities at the site.
5. Client agrees to provide SME with accurate legal description and property survey.
6. Client agrees to advise us upon execution of this Agreement of any hazardous substances including subsurface contaminants and biological pollutants (mold, spores, bacteria, fungi and other by products of biological organisms), environmental violations, or any condition existing in, on or near the site presenting a potential danger to human health, the environment, or equipment. Client agrees to provide continuing information as it becomes available to the attention of Client in the future. By virtue of entering into this Agreement or of providing services hereunder, we do not assume control of or responsibility for reporting to any federal, state, or local public agencies any conditions at the site that may present a potential danger to health, safety, or the environment. Client agrees to notify the appropriate federal, state or local public agencies as required by law, or otherwise to disclose, in a timely manner, any information that may be necessary to prevent any danger to health, safety, or the environment. In connection with hazardous waste, Client/Owner agrees to the maximum extent permitted by law to defend, hold harmless and indemnify SME from and against any and all claims and liabilities resulting from: Client's/Owner's violation of any federal, state or local statute, regulation or ordinance relating to the disposal of hazardous substances or constituents; Client's/Owner's undertaking of or arrangement for the handling, removal, treatment, storage, transportation or disposal of hazardous substances or constituents found or identified at the site; changed conditions or hazardous substances or constituents introduced at the site by Client/Owner or third persons before or after the completion of services herein; allegations that SME is a handler, generator, operator, treater or storer, transporter, or disposer under the Resource Conservation and Recovery Act of 1976 as amended or any other similar federal, state, or local regulation or law.
7. Client recognizes that it is Client's responsibility to inform the property owner of the discovery of unanticipated hazardous materials or suspected hazardous materials. Client also recognizes that any such discovery may result in a significant reduction of the property's value, and this may spur the property's owner to institute action against SME. Accordingly, in such situations, Client waives any claim against SME, and agrees to defend, indemnify and save SME harmless from any claim or liability for injury or loss of any type arising from SME's discovery of unanticipated hazardous materials or suspected hazardous materials on a site not owned by Client.
8. It is possible this assessment may fail to reveal the presence of contaminants (including subsurface contaminants, hazardous materials and biological pollutants [mold, spores, bacteria, fungi and other byproducts of biological organisms] and all other types of environmental contamination collectively referred to as "Contaminants") at sites where contaminants are assumed, or expected to exist or contaminants are inaccessible or unobservable. Client understands that SME's failure to discover contaminants does not guarantee that contaminants do not exist at the site. Similarly, a site which in fact is unaffected by contaminants at the time of SME's study, may later, due to natural phenomena or human intervention, become contaminated. Client agrees that it would be unfair to hold SME liable for failing to discover contaminants whose exact location is impossible to foretell due to the site or building conditions, or for failing to discover contaminants, which, in fact, did not exist at specific sampling locations at the time such samples were taken. Accordingly, Client waives any claim against SME, and agrees to defend, indemnify and save SME harmless from any claims or liability for injury or loss arising from SME's failure to detect the presence of contaminants through techniques commonly employed for the purpose, except to the extent caused by SME's sole negligence.



GENERAL NOTES (Continued)

9. If during the performance of services, unforeseen hazardous substances or constituents; biological pollutants or other unforeseen conditions or occurrences are encountered which, in our sole judgment significantly affect or may affect the services, the risk involved in providing the services, or the recommended scope of services, we will notify Client thereof. Subsequent to the notification, SME may: if practicable, in our sole judgment, complete the original scope of services in accordance with the procedures originally intended in the proposal; agree with Client to modify the Scope of Services and the estimate of charges to include study of the previously unforeseen conditions or occurrences, such revision to be in writing and signed by the parties and incorporated herein; or terminate the services effective on the date specified by SME in writing.
10. Client also agrees to compensate SME for any time spent and expenses incurred by SME in defense of any claims (related to Items 6, 7, and 8 above), with such compensation to be based upon SME's prevailing fee schedule and expense reimbursement policy.



CITY OF WYANDOTTE
REQUEST FOR COUNCIL ACTION

MEETING DATE: April 10, 2014

AGENDA ITEM # 15

ITEM: 2014 Fiscal Year Budget Amendments

PRESENTER: Robert J. Szczechowski, Deputy Treasurer/Assistant Finance Director *RFH*

INDIVIDUALS IN ATTENDANCE: N/A

BACKGROUND: Budget amendments are required to meet General Fund and Special Revenue Fund obligations.

STRATEGIC PLAN/GOALS: To comply with all the requirements of our laws and regulations. The budget amendments keep the City in compliance with Public Act 621 of 1978.

ACTION REQUESTED: Adopt the resolution concurring with the Deputy Treasurer/Assistant Finance Director's recommendation of the 2014 Fiscal Year budget amendments.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: See attachment A.

IMPLEMENTATION PLAN: N/A

COMMISSION RECOMMENDATION: N/A

CITY ADMINISTRATOR'S RECOMMENDATION: Concur with recommendation. *Wynodal*

LEGAL COUNSEL'S RECOMMENDATION: N/A

MAYOR'S RECOMMENDATION: Concur with recommendation.

LIST OF ATTACHMENTS:

1. Budget amendments (attachment A)
2. Department requests/information

MODEL RESOLUTION:

RESOLVED BY CITY COUNCIL that Council hereby concurs in the recommendations of the Deputy Treasurer/Assistant Finance Director and approves the necessary 2014 Fiscal Year Budget amendments as outlined in this communication dated April 10, 2014.

City of Wyandotte
Attachment A
Budget Amendments
April 10, 2014

2014 Fiscal Year

Fund	Account	Account Description	Current Budget Amount	Amended Budget Amount	Amendment/ Change
DDA-TIF	499-200-925-801	Business Assistance Program	\$40,000.00	\$44,000.00	\$4,000.00
	499-200-926-790	Miscellaneous	\$5,000.00	\$7,499.00	\$2,499.00
	499-200-925-804	Marketing	\$26,500.00	\$28,000.00	\$1,500.00
	499-000-655-040	Miscellaneous Revenue	(\$9,000.00)	(\$10,500.00)	(\$1,500.00)
Total Increase/(Decrease) in Expenses/(Revenues)					<u>\$6,499.00</u>
Amend line items related to 2013 Business Assistance Grants not paid until the 2014 FY, Downtown Strategic PI and WBA donation for Christmas lights (attachments).					
TIFA Consolidated	492-200-825-330	Legal Fees	\$0.00	\$1,250.00	\$1,250.00
Total Increase/(Decrease) in Expenses/(Revenues)					<u>\$1,250.00</u>
Budget amount for legal proceedings related to TIF districts capture of Detroit Zoo Millage (attachment),					
General Fund	101-448-725-120	Overtime-DPS	\$80,000.00	\$105,000.00	\$25,000.00
	101-448-750-221	Meal Tickets-DPS	\$800.00	\$1,800.00	\$1,000.00
	101-448-750-261	Garage-Gasoline & Oil	\$560,000.00	\$534,000.00	(\$26,000.00)
	101-440-825-390	Copier	\$4,300.00	\$2,300.00	(\$2,000.00)
	101-440-925-720	Education	\$2,500.00	\$4,500.00	\$2,000.00
Solid Waste Fund	290-448-850-540	Other Equipment	\$33,100.00	\$123,100.00	\$90,000.00
	290-000-650-011	Solid Waste	(\$15,000.00)	(\$105,000.00)	(\$90,000.00)
Total Increase/(Decrease) in Expenses/(Revenues)					<u>\$0.00</u>

Amend line items per City Engineer requests (attachments).

OFFICIALS

William R. Griggs
CITY CLERK

Todd Browning
CITY TREASURER

Thomas Woodruff
CITY ASSESSOR



MAYOR
Joseph Peterson

COUNCIL
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Daniel E. Galeski
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Leonard T. Sabuda
Donald Schultz
Lawrence S. Stec

NATALIE RANKINE
DIRECTOR
DOWNTOWN DEVELOPMENT AUTHORITY

Meeting Minutes
Tuesday, October 8th, 2013
3200 Biddle Avenue Wyandotte, MI. 48192

MEMBERS PRESENT – Mayor Peterson, John Jarjosa, Gerry Lucas, Peter Rose, Patt Slack, Leo Stevenson, Norm Walker, Dr. Patrick VanDeHay

OTHERS PRESENT – Natalie Rankine

MEMBERS EXCUSED – Greg Gilbert

PUBLIC COMMENT – None

APPROVAL OF AGENDA –

Motion by Mayor Peterson supported by G. Lucas to approve of the agenda for the October 8th meeting. All in favor, motion carried.

APPROVAL OF MINUTES –

Peter Rose noted that the minutes from the September meeting should reflect that the project's parking would only handle the needs of the residents, and provide no new parking for downtown. Also that the DDA should be actively involved in the decision for the type of tenants and assisting the developer with selection and courting of new tenants for this important new development.

Motion by G. Lucas, supported by Mayor Peterson to approve of the September 10th meeting minutes with the additions noted above by Peter Rose. All in favor, motion carried.

INFORMATION TO RECEIVE AND PLACE ON FILE

Motion by G. Lucas, supported by Mayor Peterson to receive and place on file the monthly Beautification Commission Minutes, Third Friday Plan & Adopted Master Plan from the Planning Commission.

MONTHLY FINANCE REPORT –

Leo Stevenson noted that despite the economic downturn and less revenue being captured that the DDA was able to come in under budget and complete a lot this year.

Motion by M. Peterson, supported by P. Slack to approve the monthly finance report for month of October 2013. Roll call, all in favor. Motion carried.

OFFICIALS

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CITY CLERK

Todd Browning
CITY TREASURER

Thomas Woodruff
CITY ASSESSOR



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Donald Schultz
Lawrence S. Stec

NATALIE RANKINE
DIRECTOR
DOWNTOWN DEVELOPMENT AUTHORITY

ONGOING PROJECTS & BUSINESS –

1) 3061 & 3063 Biddle Avenue – Update

N. Rankine updated the board regarding the closing date for the Sterling Hotel at 3061/3063 Building. The buyer's bank (MBT) has not given us a final closing date, but the Michigan Economic Development Corporation (MEDC) has presented MBT with the final paperwork regarding the grant. MBT is still awaiting one last piece of information from the Small Business Administration (SBA), which has been closed due to the government shutdown. N. Rankine indicated that she would notify the board as soon as a date is known.

N. Rankine also indicated that Ken Wickenheiser met with the Engineering and Building Department on Monday to talk about city requirements for architectural drawings and is eager to get started on the project.

2) Wyandotte Farmers Market – Update

N. Rankine updated the board on success of the Wyandotte Farmers Market this season: The market had more visitors, vendors and sales than in years past. The market is now closed for the season and will re-open on June 5th. Rankine will work with the market manager to create programming for the 2014 season.

3) Christmas Plan – Downtown Lights

N. Rankine met with the Department of Public Services (DPS) regarding the DDA's proposal and plan to hang the lights in a different manner. The DPS was very receptive to this approach and did a sample tree for the DDA to view. They will begin working on hanging the lights next week and work until the 3rd Friday in November to complete the downtown before Third Friday in November. N. Rankine indicated that although the plan costs more than budgeted, that the DDA will plan on doing these things over the course of a number of years. She also indicated that they would be taking down the lights in January and storing them until next year. This may cut down on the number of lights that they will need to install next year. N. Rankine thanked P. Slack for her ideas and assistance on this project.

4) Vacant property updates

N. Rankine provided the board with the following vacant property updates:

2656 Biddle

The Downriver Actor's Guild is applying for a grant to renovate the old Robert Hall building at 2656 Biddle. They are proposing an addition of 1,200 square feet to the building. They plan to open in late Spring/Summer of 2014.

OFFICIALS

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CITY TREASURER

Thomas Woodruff
CITY ASSESSOR



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NATALIE RANKINE
DIRECTOR
DOWNTOWN DEVELOPMENT AUTHORITY

2011 Biddle

Yogurttown has signed a lease for this property. They anticipate opening in late Spring/Summer of 2014.

142 Maple

I spoke with Todd Szymczak of Farbman and the Mason's have backed out of their agreement to purchase this property.

LTB Property

The Engineering and Building Department had a Show Cause Hearing with the owners of LTB and council has granted them until February of 2014 to demolish the existing building and submit new plans for review.

3233 Biddle (former Lichee Gardens)

This property is being purchased by Al Fritz of Gizzmos and he is scheduled to close on this property late next week. Al does not know if he will expand Gizzmos or renovate the property for lease. Either way, he is planning a complete renovation of the façade and will be applying to the DDA for a façade grant for this property.

3002 First Street (Former Madelyn's)

This property is going to be leased by two retail shops: Abundant Living Gallery (retail home/gifts) owned by Pam Riley and Now 'n Then owned by Noreen Rivere. Both shops plan to open in late November for the Holiday season.

NEW BUSINESS –

5) Grants – Rankine explained that there were a total of 5 grant submissions.

1. Downriver Actor's Guild: The Downriver Actor's Guild is requesting funding for the renovation of the property at 2956 Biddle Avenue. The subcommittee recommended grant funding in the amount of \$5,000.00.

Motion by Mayor Peterson, second by L. Stevenson to award the Downriver Actor's Guild \$5,000.00 for the renovation of the property at 2956 Biddle Avenue. Roll called. All in favor.

2. Abundant Living Gallery: The gallery/retail store will host a collection of fine crafting and art and is requesting funding to renovate 113 Elm Street. The subcommittee recommends to the DDA Board that the business receive \$2,000.00 in grant funding.

OFFICIALS

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CITY CLERK

Todd Browning
CITY TREASURER

Thomas Woodruff
CITY ASSESSOR



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NATALIE RANKINE
DIRECTOR

DOWNTOWN DEVELOPMENT AUTHORITY

Motion by Mayor Peterson, second by L. Stevenson to award Abundant Living Gallery in the amount of \$2,000.00 for the renovation of the property at 113 Elm Street. Roll called. All in favor.

3. Yogurttown: Yogurttown is requesting funding for the renovation of the long-time vacant property located at 2913 Biddle Avenue. The company plans an investment of \$97,350.00 toward the project. The subcommittee recommends to the DDA Board that the business receive a grant in the amount of \$5,000.00 in grant funding.

Motion by L. Stevenson second by G. Lucas to award Yogurttown a grant in the amount of \$5,000.00 for the renovation of the property at 113 Elm Street. Roll called. All in favor.

4. Now n Then: This business is requesting funding for the renovation of 3002 First Street. The group agreed to recommend to the DDA Board that the business receive a grant in the amount of \$1,000.00 in grant funding.

Motion by L. Stevenson, second by Mayor Peterson to award the Now n Then in the amount of \$1,000.00 for the renovation of the property at 113 Elm Street. Roll called. All in favor.

5. Bishop Brighton Bed & Breakfast: The B & B is a prominent historic building in the downtown district. The owners are requesting \$5,000.00 toward the cost of re-painting the exterior to a historic color scheme. The group agreed to recommend to the DDA Board that the business receive a grant in the amount of \$2,500.00 in grant funding.

Motion by Mayor Peterson, supported by L. Stevenson to award a grant in the amount of \$2,500.00 to Bishop Brighton Bed & Breakfast. Roll called, G. Lucas abstained from voting. All others in favor. Motion carried.

N. Rankine explained that there was one grant rollover for The Candy Store that has yet to be completed to be carried over from the 2013 Fiscal Year, totaling \$4,000.00.

Motion by Mayor Peterson, supported by P. Slack to carry over \$4,000.00 from the Business Assistance account number 499-200-925-730-801 from the 2013 Fiscal Year to the 2014 Fiscal Year. Roll called. All in favor. Motion carried.

6. Members of the Design & Promotions committee presented an outline of the holiday activities N. Rankine indicated that the DDA Guidebook letters had been sent and that the guidebook was scheduled to be complete and distributed for late November of this year.

OFFICIALS

William R. Griggs
CITY CLERK

Todd Browning
CITY TREASURER

Thomas Woodruff
CITY ASSESSOR



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NATALIE RANKINE
DIRECTOR
DOWNTOWN DEVELOPMENT AUTHORITY

7. Parking Lot: Update/design schedule

N. Rankine indicated that she would be working in conjunction with the Engineering and Building Department to draft a plan for the reconstruction of the parking lot at Oak and First Streets. They should have a plan drafted by December or January.

8. DDA Strategic Plan

N. Rankine indicated that the Downtown Strategic Plan was something that the Finance/Futuring Committee had discussed in the past. Leo Stevenson noted that it was something that the DDA needed to undertake to ensure that we are on the right path. Mayor Peterson agreed and elaborated on the importance of having a plan in place when previously earmarked DDA funding becomes available again.

Motion by Mayor Peterson, supported by Leo Stevenson to take \$2,499.00 from Fund Balance to the Miscellaneous account 499.200.926.790 to fund the Downtown Strategic Plan for the 2014 Fiscal Year. Roll called. All in favor.



NEXT REGULAR MEETING – December 10th, 2013

ADJOURNMENT -

Motion by Mayor Peterson, supported by N. Walker to adjourn at 6:50 pm. All in favor, motion carried.

Respectfully submitted,

Natalie Rankine
DDA Director

OFFICIALS

William R. Griggs
CITY CLERK

Todd Browning
CITY TREASURER

Thomas Woodruff
CITY ASSESSOR



MAYOR
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NATALIE RANKINE
DIRECTOR
DOWNTOWN DEVELOPMENT AUTHORITY

Meeting Minutes Tuesday, November 12th, 2013 3200 Biddle Avenue Wyandotte, MI. 48192

MEMBERS PRESENT – Mayor Peterson, John Jarjosa, Gerry Lucas, Peter Rose, Patt Slack, Leo Stevenson, Norm Walker, Dr. Patrick VanDeHay

OTHERS PRESENT – Natalie Rankine, Jody Serafin

MEMBERS EXCUSED – Greg Gilbert, Patt Slack

PUBLIC COMMENT – Jody Serafin introduced himself and stated that he is available to work on the trolley as the “Town Crier”, making announcements and talking about Wyandotte History on Festive Fridays.

APPROVAL OF AGENDA –

Motion by Mayor Peterson supported by G. Lucas to approve of the agenda for the October 8th meeting. All in favor, motion carried.

APPROVAL OF MINUTES –

Motion by M. Peterson supported by Mayor Peterson to approve of the November 12th meeting agenda as written. All in favor, motion carried.

INFORMATION TO RECEIVE AND PLACE ON FILE

Peter Rose inquired as to what the status of the hanging basket project was. N. Rankine indicated that hanging baskets from the pedestrian light poles was not possible, due to the design of the poles. She also explained that the commission was exploring other options for this. Mayor Peterson mentioned that there would also have to be provisions made and funding for watering the plants 7 days a week.

Motion by G. Lucas, supported by Mayor Peterson to receive and place on file the monthly Beautification Commission Minutes and the Grant Subcommittee Meeting Minutes. All in favor, motion carried.

MONTHLY FINANCE REPORT –

Motion by Mayor Peterson, supported by G. Lucas to approve the monthly finance report for month of November 2013. Roll call, all in favor. Motion carried.

OFFICIALS

William R. Griggs
CITY CLERK

Todd Browning
CITY TREASURER

Thomas Woodruff
CITY ASSESSOR



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Joseph Peterson

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Lawrence S. Stec

NATALIE RANKINE
DIRECTOR
DOWNTOWN DEVELOPMENT AUTHORITY

ONGOING PROJECTS & BUSINESS –

1) 3061 & 3063 Biddle Avenue – Update

N. Rankine updated the board regarding the closing date for the Sterling Hotel at 3061/3063 Building. MBT is still awaiting one last piece of information from the Small Business Administration (SBA). N. Rankine indicated that she would notify the board as soon as a date is known.

2) Holiday Season:

N. Rankine presented the board with the plans for the upcoming Holiday season as worked on by the Design & Promotions committee: The WBA and the DDA will be working together on Small Business Saturday and Festive Friday Nights to bring a variety of activities to downtown for these special dates. They include: Visits with Santa at White Furniture, Horse & Carriage rides, trolley rides, Joe Bucks Giveaways, complimentary gift wrap and reindeer. They will also be working together to create comprehensive maps of the specials and promotions each business in the district is offering.

N. Rankine also mentioned how bright the new Christmas lights indicated that the WBA pledged an additional \$1,500.00 to be used for decorations at the new City Hall. Mayor Peterson thanked the WBA for their additional support. N. Rankine indicated that the DDA would have to do a budget amendment increasing the current revenue by \$1,500.00 and the Marketing account by \$1,500.00.

Motion by Peter Rose, supported by Mayor Peterson to increase the DDA Revenue by \$1,500.00 and increase the Marketing account number 499.200.925.804 by \$1,500.00 . Roll call, all in favor. Motion carried.

3) Art Bike Racks:

N. Rankine updated the board regarding the installation of the two artistic bike racks at City Hall. Mayor Peterson complimented the designs. P. Rose stressed the importance of installing more of these. N. Rankine indicated that this was not put in the current budget and that a budget amendment would have to be made to include these this year. G. Gilbert suggested that the board revisit this issue in the Spring.

4) 2014 DDA Guidebook

N. Rankine showed the board a sample and indicated that the 2014 DDA Guidebook was on track to be delivered on Monday, November 25th. The books would be distributed prior to Small Business Saturday as originally planned.

NEW BUSINESS –

OFFICIALS

William R. Griggs
CITY CLERK

Todd Browning
CITY TREASURER

Thomas Woodruff
CITY ASSESSOR



MAYOR
Joseph Peterson

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NATALIE RANKINE
DIRECTOR
DOWNTOWN DEVELOPMENT AUTHORITY

1) Airstream in Wyandotte: John Truitt

John Truitt presented the DDA Board with a proposal for his organization to bring AirStream trailers to Downtown Wyandotte for a weekend. Mayor Peterson suggested that Mr. Truitt have a meeting with the Special Events office, the Mayor's office and the DDA Director to talk about the logistics and requirements for hosting an event on city property. He was instructed to contact the Mayor's office to set up a meeting. Mr. Truitt was also referred to bring his plan to the WBA for possible collaboration and City Council once he had a plan for approval.

2) Zagster Bike Rental: Proposal

Michael Paschke presented a plan for placement of Zagster Bike Rack rental in Downtown Wyandotte. N. Rankine indicated that the DDA did not have authority to approve this kind of thing. Mr. Paschke was referred to City Council for approval.

3) New business: Abundant Living Gallery, Now n Then

N. Rankine indicated that two new businesses: Abundant Living Gallery located at 113 Elm Street and Now n Then located 3002 First. Abundant Living will open the Third Friday in November, November 15th and Now n Then will open on Black Friday, November 29th.

NEXT REGULAR MEETING – January 14th, 2013

ADJOURNMENT -

Motion by Mayor Peterson, supported by G. Lucas to adjourn at 6:40 pm. All in favor, motion carried.

Respectfully submitted,

Natalie Rankine
DDA Director

CITY OF WYANDOTTE

MINUTES OF THE TAX INCREMENT FINANCE AUTHORITY (TIFA)

The meeting of the Board of Directors of the TIFA was called to order at by Chairman Charles Mix on Tuesday, November 26, 2013 at 8:35 A.M. in the City of Wyandotte Council Chambers, 3200 Biddle Avenue, Wyandotte, Michigan. Roll call produced the following:

BOARD MEMBERS PRESENT: Stephanie Badalamenti, Todd Drysdale, Larry Garmo, Paul LaManes, Joe Maher, Greg Mayhew, Charles Mix, Michael Sadowski, Alfred Sliwinski

BOARD MEMBERS ABSENT: None.

OTHERS PRESENT: Joe Voszatka, Smooth Development

Minutes of Previous Meeting (August 20, 2013)

The minutes of the meeting of August 20, 2013, were reviewed by the Board and were approved, received and placed on file through a motion by Member Sadowski, supported by Member Badalamenti. The motion passed with no objections.

Presentations/Persons in Attendance

There were no presentations or persons in attendance who approached the Board at this time.

Communications

- a. Council Resolution dated September 10, 2013, regarding a budget amendment to fund the City's share of legal costs to defend the appeal by the Zoological Authority. Mr. Drysdale explained that the cities were successful in the first court proceeding to keep the tax increments captured from the Zoo Millage, now the Zoological Authority is appealing the ruling. Because of the involvement of other cities, the legal cost share of the City of Wyandotte is very small and should not exceed \$1,250.00. Motion by Member Sliwinski to receive and place this communication on file and approve the TIFA budget amendment in an amount not to exceed \$1,250.00, to fund the defense of the legal appeal by the Zoological Authority. Roll Call vote as follows: Yea: Badalamenti, Drysdale, Garmo, LaManes, Maher, Mayhew, Mix, Sadowski, Sliwinski. Nay: None. Motion passed.
- b. Council Resolution dated September 10, 2013, regarding the purchase of 1757 8th, 430 Maple and 313/315 Superior Blvd, and, a late item, Council Resolution dated November 19, 2013, regarding the purchase of 1828 8th with TIFA Funds was reviewed by the Board. Motion by Member Sadowski to receive and place the Council Resolutions on file was supported by Member Maher and passed without objection.

- c. Communication to the Wyandotte City Council dated November 25, 2013, from the City Engineer regarding sale of 313/315 Superior, purchased with TIFA funds, to the Wyandotte Community Alliance (WCA) for rehabilitation of the dwelling. Chairman Mix discussed the proposed project, and the successful history of the WCA in rehabilitating property for residential use. The Wyandotte City Council approved this proposal at the Council Meeting last night, Monday, November 25, 2013. Motion by Member Sadowski, supported by Member Sliwinski, to receive and place the Council Resolution on file and approve the sale of the TIFA property at 313/315 Superior Blvd to the Wyandotte Community Alliance for rehabilitation. The motion passed without objection.

Other/Old Business

Chairman Mix provided an update on the Vinewood Village Condominium Association. Sales had proceeded to the point that now that 75% of the dwellings are owner occupied, it was time to transition from a TIFA run board to a co-owner board. The transition meeting was held Wednesday, September 4, 2013, at 6:30 pm, in the City Hall Council Chambers and a new condominium board consisting of co-owners was elected.

Next Meeting

The next meeting of the TIFA Board will be held Tuesday, December 17, 2013, at 8:30 A.M.

Adjournment

The TIFA meeting was adjourned at 8:48A.M. thru a motion by Member Mayhew, supported by Member Sadowski. Motion passed.



Gregory J. Mayhew, Secretary

bob szczechowski

From: mkowalewski mkowalewski <mkowalewski@wyandotte.net>
Sent: Tuesday, February 04, 2014 4:54 PM
To: bszczechowski@wyan.org
Cc: Gary Ellison; tdrysdale@wyan.org; engineering1@wyan.org
Subject: RE: overtime budget amendment

Bob,

Please process a budget amendment as follows:

101-448-725-120 DPS overtime increase by \$25,000 to \$105,000

101-448-750-221 DPS meal tickets increase by \$1,000 to \$1,800

101-448-750-261 DPS Garage-Gasoline & Oil decrease by \$26,000 to \$534,000

Thanks,

Mark A. Kowalewski, PE
City Engineer
City of Wyandotte
3200 Biddle, suite 200
Wyandotte, MI 48192
1-734-324-4554

From: Gary Ellison [mailto:gellison@wyan.org]
Sent: Tuesday, February 04, 2014 10:56 AM
To: mkowalewski mkowalewski
Subject: overtime budget

Mark,

As of last Monday we have used 70% of our \$80,000 overtime budget. We are already eating away at the remaining 30%. We had the guys come this past Thursday to salt. We also had crews in this past weekend both Saturday and Sunday to salt. Needless to say we may need a budget amendment to cover us through the rest of this winter and any other unforeseeable emergency's down the road, plus a holiday parade. The budget gets updated next Tuesday.

Gary

bob szczechowski

From: mkowalewski mkowalewski <mkowalewski@wyandotte.net>
Sent: Wednesday, March 05, 2014 11:12 AM
To: bszczechowski@wyan.org
Cc: engineering1@wyan.org
Subject: Budget amendment

Bob,

Please process the following budget amendment:

Account # 101-440-825-760-390 Engineering copier -\$2,000.00
Account # 101-440-925-760-720 Engineering education +\$2,000.00

Thanks,

Mark A. Kowalewski, PE
City Engineer
City of Wyandotte
3200 Biddle, suite 200
Wyandotte, MI 48192
1-734-324-4554

bob szczechowski

From: mkowalewski mkowalewski <mkowalewski@wyandotte.net>
Sent: Thursday, April 10, 2014 2:33 PM
To: bszczechowski@wyan.org
Cc: tdrysdale@wyan.org; dlrothermal@wyan.org; gellison@wyan.org; kroberts@wyan.org; engineering1@wyan.org
Subject: FW: Budget Amendment Solid Waste Fund For Toters

Bob,

We continue to see a high demand for the leasing toters so please process the following additional budget amendments:

290-000-650-651-011 Solid Waste Fund Revenue : Increase previous request by an additional \$40,000 from \$65,000 to \$105,000.

290-448-850-770-540 DPS Other Equipment Expenditure : Increase previous request by an additional \$40,000 From \$83,100 to \$123,100.

Thanks,

Mark A. Kowalewski, PE
City Engineer
City of Wyandotte
3200 Biddle,suite 200
Wyandotte, MI 48192
1-734-324-4554

From: mkowalewski mkowalewski [mailto:mkowalewski@wyandotte.net]
Sent: Wednesday, February 05, 2014 11:28 AM
To: 'bszczechowski@wyan.org'
Cc: tdrysdale@wyan.org; Dave Rothermal(dlrothermal@wyan.org); gellison@wyan.org; kroberts@wyan.org; engineering1@wyan.org
Subject: Budget Amendment Solid Waste Fund For Toters

Bob,

Monday I will be ordering an additional 522 toters because of the demand with the adoption of the City's new ordinance requiring a trash can for collection. Please process the following budget amendments;

290-000-650-651-011 Solid Waste Fund Revenue : Increase current budget of \$15,000 by \$50,000 to \$65,000.

290-448-850-770-540 DPS Other Equipment Expenditure : Increase current budget of \$33,100 by \$50,000 to \$83,100.

Thanks,

Mark A. Kowalewski, PE
City Engineer
City of Wyandotte
3200 Biddle,suite 200
Wyandotte, MI 48192
1-734-324-4554

RESOLUTION
Wyandotte, Michigan

Date: _____

RESOLUTION by Councilperson _____

Supported by Councilperson _____

At a regular session of the City Council of the City of Wyandotte.

RESOLVED BY THE CITY COUNCIL OF THE CITY OF WYANDOTTE

WHEREAS, this Council by resolution has deemed it advisable and necessary for the health, welfare, comfort and safety of the people of the City of Wyandotte, to vacate and abolish the hereinafter described land in the City of Wyandotte, County of Wayne, State of Michigan, as a public alley, more particularly described as:

The fifteen (15) foot wide east-west public alley south of Goodell Street between Biddle Avenue and the public alley west of Biddle Avenue abutting Lot 19 "Noah LeBlanc's Biddle Ave. Sub." of Part of Fractional Sects. 20 and 21, T. 3 s, R., 11 E., City of Wyandotte, Wayne Co. Michigan as recorded in Liber 56 of Plats, Page 87, Wayne County Records.

WHEREAS, due notice has been given of the hearing of objections to said vacation and abolishment; and

WHEREAS, said hearing having taken place in accordance with such notice, and objections having been offered, and this Council still being of the opinion that said vacation and abolishment is advisable; now, therefore,

BE IT RESOLVED that the above described alley shall be and the same is hereby declared VACATED AND ABOLISHED as a public alley,

I move adoption of the following Resolution.

COUNCILPERSON _____

SUPPORTED BY _____

YEAS

COUNCILPERSON

NAYS

Fricke
Galeski
Miciura
Sabuda
Schultz
Stec
Absent _____

First Reading

AN ORDINANCE ENTITLED

**AN ORDINANCE SETTING THE SALARY FOR THE
DEPARTMENT OF LEGAL AFFAIRS**

THE CITY OF WYANDOTTE ORDAINS:

Section 1. Salary for Department of Legal Affairs

The salary for the law firm of Look, Makowski and Look, P.C. as the Department of Legal Affairs for the City of Wyandotte shall be at a yearly salary of Seventy-Eight Thousand and no100 (\$78,000.00) Dollars to cover the period from April 16, 2014 to April 15, 2016. In addition, the law firm shall be reimbursed for miscellaneous costs and expenses incurred when acting as legal counsel for the City of Wyandotte.

Section 2. Severability.

All Ordinances or parts of Ordinances in conflict herein are hereby repealed, only to the extent necessary to give this Ordinance full force and effect.

Section 3. Effective Date.

This Ordinance shall take effect fifteen (15) days from the date of its passage by the Wyandotte City Council and the Ordinance or its summary shall be published in a newspaper generally circulated in the City of Wyandotte within ten (10) days after adoption. A copy of this Ordinance may be inspected or obtained at the City of Wyandotte Clerk's Office, 3131 Biddle Avenue, Wyandotte, Michigan.

On the question, "SHALL THIS ORDINANCE NOW PASS?", the following vote was recorded:

YEAS	COUNCILMEN	NAYS
_____	Fricke	_____
_____	Galeski	_____
_____	Miciura	_____
_____	Sabuda	_____
_____	Schultz	_____
_____	Stec	_____
		Absent: _____

I hereby approve the adoption of the foregoing ordinance this ____ day of _____, 2014.

CERTIFICATE

We, the undersigned, JOSEPH R. PETERSON and WILLIAM R. GRIGGS, respectively the Mayor and City Clerk of the City of Wyandotte, do hereby certify that the foregoing Ordinance was duly passed by the Council of the City of Wyandotte, at a regular session thereof on Monday, the ____ day of _____, 2014.

Dated _____, 2014

JOSEPH R. PETERSON, Mayor

WILLIAM R. GRIGGS, City Clerk

First Reading

AN ORDINANCE ENTITLED

AN ORDINANCE TO AMEND THE CITY OF WYANDOTTE ZONING
ORDINANCE TO REZONE THE PROPERTY KNOWN AS
2101 GROVE FROM ONE FAMILY RESIDENTIAL DISTRICT (RA)
TO PLANNED DEVELOPMENT DISTRICT (PD)

THE CITY OF WYANDOTTE ORDAINS:

Section 1. Rezoning of Property:

The following described property located in the City of Wyandotte, County of Wayne, State of Michigan, and described as follows:

Lots 5, 6, 7, & 8 except the north 20 feet including vacated alleys adjacent thereto, also including vacated 21st Street adjacent thereto and the northerly ½ vacated Marshall Avenue adjacent thereto, of the Detroit River Land Co's Subdivision.

Known as: 2101 Grove, Wyandotte, Michigan

be and is hereby rezoned from One Family Residential District (RA) to Planned Development District (PD).

Section 2. Amendment of Zoning Map.

The zoning Map of the City of Wyandotte be and is hereby amended in accordance with the provisions of this Ordinance as set forth in Zoning Map. No. 278

Section 3. Severability.

All Ordinances or parts of Ordinances in conflict herein are hereby repealed, only to the extent to give this Ordinance full force and effect.

Section 4. Effective Date.

This ordinance shall be published along with the notice of adoption in a newspaper generally circulated in the City of Wyandotte within ten (10) days after adoption and shall take effect fifteen (15) days after its adoption or seven (7) days after publication whichever is later. The notice of adoption shall include the text of the amendment, the effective date of the Ordinance, and the place and time where a copy of the Ordinance may be purchased or inspected.

On the question, "SHALL THIS ORDINANCE NOW PASS?", the following vote was recorded:

YEAS	COUNCILMEN	NAYS
_____	Fricke	_____
_____	Galeski	_____
_____	Miciura	_____
_____	Sabuda	_____
_____	Schultz	_____
_____	Stec	_____

Absent: _____

I hereby approve the adoption of the foregoing ordinance this _____ day of _____, 2014.

CERTIFICATE

We, the undersigned, JOSEPH R. PETERSON and WILLIAM R. GRIGGS, respectively the Mayor and City Clerk of the City of Wyandotte, do hereby certify that the foregoing Ordinance was duly passed by the Council of the City of Wyandotte, at a regular session thereof on Monday, the ____ day of _____, 2014.

Dated _____, 2014

JOSEPH R. PETERSON, Mayor

WILLIAM R. GRIGGS, City Clerk

Gveq

OFFICIALS

William R. Griggs
CITY CLERK

Todd M. Browning
CITY TREASURER

Thomas R. Woodruff
CITY ASSESSOR



JOSEPH PETERSON
MAYOR

COUNCIL

Sheri M. Sutherby-Fricke
Daniel E. Galeski
Ted Miciara Jr.
Leonard T. Sabuda
Donald C. Schultz
Lawrence S. Stec

April 8, 2014

RESOLUTION

Elizabeth A. Krimmel
Chairperson Planning Commission
3200 Biddle Avenue
Wyandotte, Michigan 48192

By Councilman Donald Schultz
Supported by Councilman Leonard Sabuda

RESOLVED by the City Council that the communication from the Planning Commission regarding the rezoning of the property known as 2101 Grove Street, Wyandotte is hereby received and placed on file. AND BE IT FURTHER RESOLVED that Council CONCURS with the recommendation of the Planning Commission and hereby APPROVES the rezoning of the property at 2101 Grove Street, Wyandotte, Michigan; AND BE IT FURTHER RESOLVED that this resolution be forwarded to the Department of Legal Affairs to prepare the proper ordinance.

YEAS: Councilmembers Fricke Sabuda Schultz Stec

NAYS: None

RESOLUTION DECLARED ADOPTED

I, William R. Griggs, City Clerk for the City of Wyandotte, do hereby certify that the foregoing is a true and exact copy of a resolution adopted by the Mayor and Council of the City of Wyandotte, at the regular meeting held on April 7, 2014.

William R. Griggs
William R. Griggs
City Clerk

CC: Department of Legal Affairs

CITY OF WYANDOTTE
REQUEST FOR COUNCIL ACTION

2014 MAR 27 12:16
2014 MAR 27 12:16

MEETING DATE: March 31, 2014

AGENDA ITEM # _____

ITEM: Rezoning of the property known as 2101 Grove Street (Former Madison School Building), Wyandotte

PRESENTER: Elizabeth A. Krimmel, Chairperson

INDIVIDUALS IN ATTENDANCE: Mark A. Kowalewski, City Engineer

BACKGROUND: Paragon Support Systems, Inc., 2101 Grove Street, Owner, requested the rezoning of the property at 2101 Grove from Residential District (RA) to Plan Development District (PD). This requested was referred to the Planning Commission to hold the required public hearing.

The hearing was held on March 20, 2014, and the Commission Resolution was to approve the request to rezone the property at 2101 Grove to Plan Development District (PD). The rezoning as requested is consistent with the Master Plan.

STRATEGIC PLAN/GOALS: The City is committed to enhancing the community's quality of life by, fostering the revitalization and preservation of older areas of the City as well as developing, redeveloping new areas, ensuring that all new developments will be planned and designed consistent with the city's historic and visual standards; have a minimum impact on natural areas; and, have a positive impact on surrounding areas and neighborhoods, promoting the finest in design, amenities and associated infra-structure improvements in all new developments

ACTION REQUESTED: Concur with recommendation of the Planning Commission.

BUDGET IMPLICATIONS & ACCOUNT NUMBER: n/a

IMPLEMENTATION PLAN: n/a

COMMISSION RECOMMENDATION: March 20, 2014

CITY ADMINISTRATOR'S RECOMMENDATION: *Support*

LEGAL COUNSEL'S RECOMMENDATION: n/a

MAYOR'S RECOMMENDATION:

Joseph R. Peterson

LIST OF ATTACHMENTS: Minutes of the Planning Commission

City of Wyandotte
PLANNING COMMISSION
Minutes of the Thursday, March 20, 2014, Meeting
MINUTES AS RECORDED

The meeting was called to order by Chairperson Elizabeth A. Krimmel at 6:30 p.m.

COMMISSIONERS PRESENT: Adamczyk, Benson, Booms, Duran, Krimmel, Lupo, Parker, Pasko, Tavernier

COMMISSIONERS EXCUSED: None

ALSO PRESENT: Charles Leman, City Planner
Ben Tallerico, City Planner
Kelly Roberts, Recording Secretary

COMMUNICATIONS:

1. MOTION BY COMMISSIONER PASKO, supported by Commissioner Lupo to receive and place on file all communications. MOTION PASSED
YES: Adamczyk, Benson, Booms, Duran, Krimmel, Lupo, Parker, Pasko, Tavernier
NO: None
ABSENT: None
MOTION PASSED

APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING:

MOTION BY COMMISSIONER TAVERNIER, supported by Commissioner Benson to approve the minutes of the Meeting of January 16, 2014. MOTION PASSED. (Note, no meeting was held in February.)

OLD BUSINESS:

None

NEW BUSINESS:

1. **PUBLIC HEARING** ~ 021814 Request from Paragon Support Systems, Inc. 2101 Grove Street, Wyandotte, (Owner and Appellant) to rezone the property at 2101 Grove Street, (Former Madison School Building), City of Wyandotte, County of Wayne, State of Michigan. Lot Size: 6.67 Acres

1st MOTION BY COMMISSIONER PASKO, Supported by Commissioner Lupo to recommend to the City Council that the rezoning of the property at 2101 Grove, Wyandotte (Lots 5, 6, 7 & 8 except the north 20 feet, including vacated alleys adjacent thereto, also including vacated 21st Street, adjacent thereto and the northerly ½ of vacated Marshall Avenue adjacent thereto, of the Detroit River Land Co's Subdivision) from Single Family Residential District (RA) to Plan Development District (PD) be APPROVED.

The rezoning of this property generally conforms to the Adopted Master Plan for the City of Wyandotte.

Meeting March 20, 2014

FURTHER the Commission approves the following uses:

- Offering small business and/or organizations the opportunity to rent classroom space and/or gym and stage
- Personal Trainer
- Certified Nursing Assistant Classes
- Overnight respite and after school programs, and a possible future daycare for employees as well as the community.

YES: Adamczyk, Benson, Booms, Duran, Krimmel, Lupo, Parker, Pasko, Tavernier

NO: None ABSENT: None

MOTION PASSED

NOTE: The City Engineer informed the Commission that approving the uses along with the rezoning was premature and the Applicant should apply for the proposed uses after the City Council approves the Rezoning. The Commission amended the 1st Resolution as follow:

2nd MOTION BY COMMISSIONER PASKO, supported by Commissioner Lupo to amend the 1st Resolution to recommend approval of the requested rezoning only.

YES: Adamczyk, Benson, Booms, Duran, Krimmel, Lupo, Parker, Pasko, Tavernier

NO: None ABSENT: None

MOTION PASSED

BILLS AND ACCOUNT:

MOTION BY COMMISSIONER TAVERNIER, supported by Commissioner Duran to:

Pay Beckett & Raeder for Planning Consultant fee for February and March in the amount of \$1,400.00
Hours for Secretarial Services: 12/19/13 – 03/04/14 10 Total Hours

YES: Adamczyk, Benson, Booms, Duran, Krimmel, Lupo, Parker, Pasko, Tavernier

NO: None ABSENT: None

MOTION PASSED

MOTION TO ADJOURN:

MOTION BY COMMISSIONER LUPO, supported by Commissioner Tavernier to adjourn the meeting at 8:15 p.m.

PUBLIC HEARING – 021814 Request from Paragon Support Systems, Inc. 2101 Grove Street, Wyandotte, (Owner and Appellant) to rezone the property at 2101 Grove Street, (Former Madison School Building), City of Wyandotte, County of Wayne, State of Michigan. Lot Size: 6.67 Acres

Chairperson Krimmel opened the Public Hearing and asked if there was anyone present who wished to speak about this public hearing.

Valeria Kaiser, Executive Director, Paragon Support System, Inc., present.

Ms. Kaiser indicated that Paragon Support Systems is a 501C3 entity and they purchased the building in 2012 and they are doing some renovation to the building. Ms. Kaiser indicated that they have some funding challenges and they would like to offer the classrooms for rent to small business and social workers. Further, they would also like to be allowed to rent the gym. Ms. Kaiser indicated that she has had requests from small businesses to rent the rooms.

Ms. Kaiser indicated that they are in the final stage to have the entire building sprinkled per the City requirements. Ms. Kaiser further indicated that they have fixed up the exterior, including the landscaping and also offers a community garden.

Ms. Kaiser stated that their use and the proposed future uses would be less traffic than the public school which was the previous owners use. Ms. Kaiser indicated that the building has a lot to offer.

Commissioner Lupo asked about the request for the overnight respite.

Ms. Kaiser stated that they currently do not offer this program, but there is a need in the downriver area for it. Ms. Kaiser indicated that it is their goal within the next year to offer this program.

Ms. Kaiser indicated that they would like to offer daycare for the employees, as well as the community.

Commissioner Lupo asked if Ms. Kaiser would request the overnight respite at a later time.

Ms. Kaiser stated yes, they will be working towards it

Mr. Ben Tallerico, City Planner, explained the Plan Development zoning and the process that occurs when the property is zoned PD.

Commissioner Booms asked if the property is rezoned when it sells would the property stay PD.
Mr. Tallerico indicated that once the property is rezoning it stay PD.

Commissioner Benson asked about the overnight respite.

Ms. Kaiser indicated that it would be offered to kids up to 26 years old.

Mr. Gerald Gnida, 4084 22nd Street, Wyandotte, Michigan. Mr. Gnida indicated that he has lived in this area for 30 years and wants to know if the Jo Brighton School is also being rezoned and if it is not why does this need to be rezoned when they are doing the same thing in this building.

Chairperson Krimmel indicated that the Old Madison School and property is all that is being rezoned. Chairperson Krimmel continued that Ms. Kaiser would like to lease out space and in order to do that the property must be rezoned. The Commission reviewed the area to be rezoned with the residents.

Mr. Gnida indicated that in the past they have had traffic problems and he does not want to start up again.

Member Tavernier indicated that he was at the Council Meeting when the traffic issue was there and Member Tavernier indicated that this current use would have less traffic than a public school.

Mr. Gnida asked if they were going to build on the vacant property around the school.

Chairperson Krimmel indicated that at this time there is nothing before the Commission indicating they were going to build onto the building.

Mr. Gnida asked if his taxes would be affected by the rezoning.

Chairperson Krimmel indicated no, the rezoning has no effect on taxes.

Another resident came to the podium and stated that she moved there because of the open view and she did not want to see any building on the vacant land.

Commissioner Benson indicated that the PD zoning would allow building, but if they did any construction, the neighbors would be notified.

Mr. Luciani, 4114 22nd Street, Wyandotte. Mr. Luciani asked if the parking lot was going to be expanded.

Chairperson Krimmel indicated that they have adequate parking for their current use, but if they expand it, it would need the Planning Commission and City Council's approval.

Mr. Luciani indicated that whoever plows the parking lot has made a mess of the grass adjacent to the sidewalk.

Ms. Kaiser indicated that she is aware of that and they are going to fix when the weather gets better.

Chairperson Krimmel asked if there was anyone else present who wished to speak about this public hearing.

There being no further questions, the public hearing was closed.

No communications were received regarding this hearing.

NOTE: The City Engineer informed the Commission that approving the uses along with the rezoning was premature and the Applicant should apply for their proposed uses after the City Council approves the Rezoning. The Commission amended their 1st Resolution.

MODEL RESOLUTION:

RESOLUTION

Wyandotte, Michigan
Date: March 31, 2014

RESOLUTION by Councilperson _____

RESOLVED BY THE MAYOR AND CITY COUNCIL that the communication from the Planning Commission regarding the rezoning of the property known as 2101 Grove Street, Wyandotte is hereby received and placed on file; AND

BE IT FURTHER RESOLVED that Council concur with the recommendation of the Planning Commission and hereby approves the rezoning of the property at 2101 Grove Street, Wyandotte, Michigan; AND

BE IT FURTHER RESOVLED that this is forward to the Department of Legal Affairs to prepare the proper ordinance.

I move the adoption of the foregoing resolution.

MOTION by Councilperson _____

Supported by Councilperson _____

<u>YEAS</u>	<u>COUNCIL</u>	<u>NAYS</u>
_____	Fricke	_____
_____	Galeski	_____
_____	Miciura	_____
_____	Sabuda	_____
_____	Schultz	_____
_____	Stec	_____