

1. Agenda

Documents: [08-05 13 AGENDA.PDF](#)

2. Packet

Documents: [08-05 13 PACKET.PDF](#)



INKSTER CITY COUNCIL AGENDA

August 5, 2013

26215 Trowbridge, Inkster, MI 48141
(313) 563-4232 www.cityofinkster.com

- 1 -

Mayor – Hilliard L. Hampton, II
Mayor Pro Tem – Marcus L. Hendricks, District II

Council Members:

Timothy Williams, District I
Lorenzo A. Moner, Jr., District III
Michael A. Canty, District IV
Kim Howard, District V
Dennard Shaw, District VI

FELICIA RUTLEDGE
CITY CLERK

MARK STUHLBREHER
INTERIM CITY MANAGER

DAVID JONES
CITY ATTORNEY

Council may be addressed during the Regular Meeting by filling out the Public Participation Form. Address Council as a whole through the Mayor. Please state your name and your address for the record prior to providing your comments. Comments are limited to three (3) minutes.

Council Orientation Agenda – 6:00 PM

1. Call to Order
2. Discussion
3. Presentations
4. Public Hearing
5. Review of Council Agenda
6. CLOSED SESSION – Council may enter into Closed Session to discuss contract negotiations, purchase or lease of real property and/or pending litigation in accordance with MCL 15.268 (a), (c), (d), (e) and/or (f).
7. Adjournment

August 5, 2013 Regular City Council Agenda – 7:30 PM

1. Call Meeting to Order

- A. Pledge of Allegiance
- B. Roll Call

2. Approval of Agenda

3. Presentations/Discussion

- A. 11th District Legislative Update - State Representative David Knezek.
- B. Inkster Family Literacy Movement-Tany Upthegrove.
- C. Proclamation honoring Ron Wolkowicz-Mayor Hampton & City Council.

4. Public Hearing

5. Consent Agenda

- A. July 15, 2013 Regular Council Meeting Minutes. **Pg. 1**
- B. July 25, 2013 Special Council Meeting Minutes. **Pg. 6**
- C. Allen Brother's and Attorney's, PLLC Invoice \$ 24,785.75 **Pg. 8**

6. Boards and Commissions

- A. Update of current list of appointments to Boards & Commissions. **Pg. 9**

7. Previous Business

8. Ordinance(s)

- A. First Reading(s)
- B. Second Reading(s)

9. New Business

- A. Discussion/Action: (Mark Lloyd) Consider an approval of offer to purchase (Case # LD13-12) vacant land (4 parcels) which are located on the east side of Inkster Road between Stanford and Colgate and are legally described as Lots 1401, 1402, 1403, and 1404, Watsonia Park Sub No. 2 T2S, R10E, L55, P9 WCR (Property ID #025-02-1401-000, 025-02-1402-000, 025-02-1403-000 and 025-02-1404-000) in the amount of \$800 to Delores Letbetter. **Pg. 16**
- B. Discussion/Action (Mark Lloyd) Consider authorizing the Department of Planning & Economic Development to utilize the contracted services of Giffels Webster to prepare grant applications and secure all available Stormwater, Asset Management, and Wastewater (SAW) grant funds for the City including administering the applicable studies, preparing rehabilitation and asset management plans, and applying for infrastructure rehabilitation funds. This work is free of charge pending grant funding. **Pg.24**

10. Public Participation

11. Mayor and Council Communication

12. City Clerk

13. City Manager

14. Closed Session

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Felicia Rutledge
City Clerk



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15. Adjournment

Felicia Rutledge
City Clerk

July 15, 2013

Regular City Council Meeting – 7:30 PM

The regular meeting of the Council of the City of Inkster, Wayne County, Michigan convened in the Council Chambers, 26215 Trowbridge, on Monday, July 15, 2013

Prior to the Regular Council Meeting: City Council discussed the agenda.

Moved by Councilmember Canty, Seconded by Councilmember Moner that Council convenes into a Closed Executive Session at 7:35 p.m. to discuss pending litigation in accordance with MCL 15.286 (e).

Roll Call Vote:

YEAS: 7
NAYS: 0
ABSENT: 0

Moved by Councilmember Canty, Seconded by Councilmember Williams to adjourn the Closed Executive Session at 7:40 p.m. Motion carried unanimously.

Call Meeting to Order

Mayor Hampton called the meeting to order at 7:50 p.m.

Pledge of Allegiance

City Council and the public in attendance pledged allegiance to the flag of the United States of America.

Roll Call

Mayor Hampton	Present	Councilwoman Howard	Present
Councilman Moner	Present	Councilman Williams	Present
Mayor Pro Tem Hendricks	Present	Councilman Canty	Present
Councilman Shaw	Present		

***A Quorum was present**

Approval of Agenda

Moved by Councilmember Canty, Seconded by Councilmember Moner to approve the agenda as amended with added items "G" and "H" under New Business.

Resolution 07-13-111R - Motion carried.
(Nay: Shaw)

Presentations/Discussion

A. Inkster Public Schools

The Superintendent of Inkster Public Schools discussed the newly submitted proposed Inkster Public Schools deficit plan. She said the new plan focuses on the ABC's of a quality education. Furthermore she stated that a new PSA board has been formed and members chosen. Lastly she encouraged residents to pass on the good news about Inkster Public School and also let everyone that the district is very much open for business.

Public Hearings (N/A)**Consent Agenda**

- A. July 1, 2013 Regular Council Meeting Minutes.
- B. July 5, 2013 Special Meeting Minutes.
- C. Police and Fire Pension.

Moved by Councilmember Hendricks, Seconded by Councilmember Williams to approve the consent agenda.

Resolution 07-13-112R- Motion carried unanimously.

Boards and Commission

- A. Update of current list of appointments to Boards & Commissions

Previous Business**Ordinance(s)****New Business**

- A. Discussion/Action: (Felicia Rutledge) Consider authorizing a street closure on Penn Street (between John Daly and Princess) requested by Kesha Williams for a Block Party on July 20, 2013 from 11:00 a.m. until 9:00 p.m.

Moved by Councilmember Moner, Seconded by Councilmember Cauty to approve a street closure on Penn Street for a Block Club Party.

Resolution 07-13-113R- Motion carried unanimously.

- B. Discussion/Action: (Felicia Rutledge) Consider authorizing a street closure on Colgate Street (between Inkster Rd. and Wellington Ct.) requested by Merlin Burks on July 28, 2013 from 1:00 p.m. until 9:00 p.m. for a Family Reunion.

Moved by Councilmember Moner, Seconded by Councilmember Williams to approve a street closure on Colgate Street for a Family Reunion.

Resolution 07-13-114R- Motion carried unanimously.

- C. Discussion/Action: (Mark Lloyd) Consider authorizing an offer to purchase (Case #LD13-11) vacant residential land which is located on the east side of Spring Hill between Carlyle and Andover and is legally described as Lot 464, Dearborn Acres Sub No. 2 T2S R9E, L33, P79 WCR (Property ID# 009-02-0464-000) in the amount of \$250.00 to Shawn Hayes, Sr..

Moved by Mayor Pro-Tem Hendricks, Seconded by Councilmember Williams to approve an offer to purchase vacant land to Shawn Hayes, Sr.
Resolution 07-13-115R-Motion carried unanimously.

- D. Discussion/Action: (Mark Lloyd) Consider authorizing an offer to purchase (Case# LD13-09) vacant residential land which is located on the east side of Cherry Lane between Cherry Hill and Cherry Lane and is legally described as Lot 16, The Meadows Sub T2S, R10E, L119, P75-78 WCR (Property ID# 016-04-0016-000) in the amount of \$1000.00 to Johnathan Akroush..

Moved by Councilmember Moner, Seconded by Councilmember Shaw to approve an offer to purchase vacant land to Johnathan Akroush.
Resolution 07-13-116R-Motion carried unanimously.

- E. Discussion/Action: (Mark Lloyd) Consider approval of an offer to purchase (Case # LD13-10) vacant residential land located on the east side of Cherry Hill and Cherry Lane and is legally described as Lot 18, The Meadows Sub T2S, R10E, L119, P75-78, WCR (Property ID# 016-04-0018-000) in the amount of \$1000.00 to Nada Fradi.

Moved by Councilmember Shaw, Seconded by Councilmember Moner to approve an offer to purchase vacant land to Nada Fradi.
Resolution 07-13-117R-Motion carried unanimously.

- F. Discussion/Action: (Mark Lloyd) Consider appointing a member of City Council to serve on the 2013- 2014 Wayne County Community Development Block Grant (CDBG) Advisory Council.

Moved by Councilmember Canty, Seconded by Councilmember Moner to approve Councilmember Timothy Williams to the CDBG Advisory Council.
Resolution 07-13-118R-Motion carried unanimously.

- G. Discussion/Action: (City Council) To act in accordance with pending litigation per the vote in closed session.

Moved by Councilmember Canty, Seconded by Councilmember Moner to act in accordance with pending litigation per the vote in closed session.
Resolution 07-13-119R-Motion carried
(NAY: Shaw)

- H. Discussion/Action (City Council) Consider authorizing the Black Mayors annual membership dues in the amount of \$450.00 to be taken from City Council account number 101-101-958-000 dues and memberships.

**Moved by Councilmember Canty, Seconded by Councilmember Shaw
to approve the Black Mayors annual membership dues.
Resolution 07-13-120R-Motion Carried unanimously.**

Public Participation

- **Larry Bonereck**-Had concerns about grass and water.
- **Zara Nasir**-Spoke about the Inkster Literacy movement and the Inkster Task Force. She encouraged residents to participate in both programs.
- **Larry Smith**-Had concerns about grass cutting.
- **Southwest Block Club**-Spoke about the redevelopment of Harrison.

Mayor and Council Communications

- **Councilman Moner**- Displayed his trophy that he won at a golf outing.
- **Councilman Williams**-Thanked the various civic groups and the youth for having peach rallies to stop the violence. He said the city should take note of what the young people are doing and stand behind them.
- **Councilman Moner**-Reiterated the reinstatement of compost pick up.
- **Councilwoman Howard**-Said she had been receiving phone calls about water bill payments taking over thirty days to clear resident's bank accounts.
- **Councilman Shaw**-Asked about the rubbish surcharge and the rubbish fund balance. In addition, he asked about library talks with regards to signing of a lease and training Auxiliary Officers in Code Enforcement ticket writing.
- **Councilman Hendricks**-Encouraged city council to attend library meetings and express concern about the lease signing.
- **Mayor Hampton**-gave is appreciation to the residents and City Council persons that attended the rushed special meeting in regards to the violence in Inkster. He commended the Police Chief for his efforts in handling the situations from a law enforcement perspective. He also thanked residents for taking leadership roles in their respective communities. He asked everyone to pay attention to what is going on in your neighborhood and if you see suspicious behavior to get on the phone and contact police.

City Clerk

None

City Manager

None

Closed Session

Adjournment

There being no further business to come before Council, on motion duly made by Councilmember Moner, Seconded by Councilmember Canty and carried, the Regular Council meeting of July 15, 2013 was adjourned at 9:05 p.m.



Felicia Rutledge, City Clerk
City of Inkster

July 25, 2013

Special City Council Meeting – 7:00 PM

The special meeting of the Council of the City of Inkster, Wayne County, Michigan convened in the Council Chambers, 26215 Trowbridge, on July 25, 2013

Call Meeting to Order

Mayor Hampton called the meeting to order at 7:08p.m.

Roll Call

Mayor Hampton	Present	Councilwoman Howard	Present
Councilman Moner	Present	Councilman Williams	Present
Mayor Pro Tem Hendricks	Excused Absence	Councilman Canty	Present
Councilman Shaw	Excused Absence		

***A Quorum was present**

Public Participation

None

New Business

- A. Review and Discussion of City Manager Contract.
- B. Inkster Public Schools

MOTION:

Moved by Councilmember Moner, Seconded by Councilmember Canty
to direct the City Attorney and City Administration to review and oppose Public Act 96. which dissolved the Inkster Public Schools.

Resolution 07-13-121SP- Motion Carried

Absent: Hendricks, Shaw

Mayor and Council Communications

None

Adjournment

There being no further business to come before Council, on motion duly made by Councilmember Canty, Seconded by Councilmember Moner and carried, the Special Council meeting of July 25, 2013 was adjourned at 8:15 p.m.



Felicia Rutledge, City Clerk
City of Inkster

Allen Brothers
Attorneys & Counselors, PLLC
400 Monroe Street, Suite 220
Detroit, MI 48226-2963

Inkster, City of
26215 Trowbridge Street
Inkster, MI 48141

Attn: City Manager

Page: 1
07/30/2013
Account No: 1897M

BREAKDOWN OF FEES/EXPENSES BY CATEGORY

Category	Fees	Expenses
Flat fee/City Attorney work	\$ 6,000.00	10.56
Municipal Legal Services	\$2,050.00	1.30
Labor	\$1,767.25	0.00
Litigation	\$13,908.00	1048.64

CITY OF INKSTER

Boards & Commissions

[MADE OPERATIVE BY STATE LAW, CITY OF INKSTER CHARTER PROVISION OR CITY OF INKSTER ORDINANCE]

AGING COMMISSION

[MEETINGS: Third Friday of each month at 1:00 p.m., Twin Towers Activity Room]

2 Year Term	9 Members	Ordinances: 414,457 & 508
Ronald Wolkowicz, Director		Tenure
Denise Champagne, Project Dir.		Tenure
- (Ex-Officio Member)		
Rochelle Wells		Exp. 08/20/14
April Walton		Exp. 01/18/15
Audrey Jean Searcy		Exp. 06/02/14
Doris Horne		Exp. 09/07/14
Theola Jones		Exp. 11/15/14
Henry Wade		Exp. 03/07/15
Dorothy M. Moore		Exp. 11/15/15
Nellene Moore		Exp. 08/16/14
Dorothy Gardner		Exp. 06/16/14
Chuck Coleman		Exp. 04/04/15
Gabe Henderson		Exp. 04/04/15

BOARD OF REVIEW

[MEETINGS: March, July and December]

Annual Appointment	3 Members	Charter Provision and State Law
Alfreda Robinson		Clerk of the Board – Non Voting
Gloria Brown		Exp. 12/31/14
Ned Sanders (Alternate)		Exp. 05/02/14
Dante Williams		Exp. 03/19/14
Celeste McDuffie		Exp. 03/19/14

BEAUTIFICATION COMMITTEE

[MEETINGS: Second Monday of each month @ 6:00 p.m., Recreation Center]

2 Year Term	
Toni Bailey	Exp. 04/26/14
Enoch Jackson	Exp. 04/26/14
Joe Burton	Exp. 04/26/14
Rev. George Williams (T)	Exp. 04/26/14
Eunice Williams (C)	Exp. 04/26/14
Wyanetta Motley (S)	Exp. 04/16/14
Horace Jordan	Exp. 04/26/14
Larry Motley (C)	Exp. 04/26/14
Dorothy McClendon	Exp. 05/14*
Dr. Evelyn Clark	Exp. 05/14*
Tommie Jones	Exp. 05/14*
Cephus Thomas	Exp. 04/26/14
Clareese Jordan	Exp. 11/13
LaShawn Westbrook	Exp. 05/14*
Blinda Jones	Exp. 05/14*
Robert Broadnax	Exp. 05/07/14
Minnie Johnson	Exp. 05/14*
Alana Glover	Exp. 05/07/14
Gabe Henderson	Exp. 05/7/14
Shera Johnson	Exp. 05/14*
Demetrius Dalton	Exp. 05/21/14
Henry Wade	Exp. 05/14*

BEAUTIFICATION COMMITTEE (continued)

John W. Gee, Jr.	Exp. 05/14*
Tania James	Exp. 05/14*
Khalisha Nathan	Exp. 05/21/14
Toya Ellis	Exp. 05/14*
Princella Ellis	Exp. 05/21/14
Theresa Lindsey	Exp. 05/21/14
Norma Taylor	Exp. 05/21/14
Alto Baker	Exp. 05/14*
Kent Hudson	Exp. 05/14*
Donna Towns	Exp. 06/04/14
Elcfernack M. Lotman	Exp. 06/14*
Epson Johnson	Exp. 06/14*
Patricia Morgan	Exp. 06/14*
LeVania Henderson	Exp. 06/18/14
DeShandra Motley	Exp. 6/17/15
Denise Motley	Exp. 06/17/15

BUILDING AUTHORITY COMMISSION - Inactive

[MEETINGS: Second Monday in January]

3 Year Term

5 Members

State Law and Resolution 74-1-39

Nathaniel Elcock
 Hersey Bryant, (C)
 Horace Wells

Exp. 12/31/05
 Exp. 12/31/00
 Exp. 12/31/01

CABLE TELEVISION COMMISSION

[MEETINGS: Second Tuesday of each month at 6:00 p.m., Recreation Center]

3 Year Term

9 Members

Ordinances 593 and 609

Timothy Williams Ex-Official		Exp. 11/16/12
Danny Van Schoiack	Dist. 1	Exp. 12/01/11
Vacant	Dist. 2	
Vacant	Dist. 3	
Alfreda Flowers	Dist. 4	Exp. 06/04/15
Vacant	Dist. 5	
Lewis Gregory (C)	Dist. 6	Exp. 01/04/13
George Celler	Mayoral	Exp. 03/16/12
Carmen Mitchell	At-Large	Exp. 02/18/11

CANVASSERS BOARD

[MEETINGS: As Required]

4 Year Term

4 Members

State Law

Deborah Owens (Dem)	Exp. 12/31/15
Gloria Brown (Dem)	Exp. 06/04/16
Courtney Owens (Dem)	Exp. 06/04/16
Eugene Brazeal (Rep)	Exp. 08/06/16

CIVIL SERVICE COMMISSION AND BOARD OF ETHICS

[MEETINGS: Monthly]

3 Year Term

3 Members

Ordinances 237 & 559

Clarence Oden	Exp. 6/18/15
Vacant - (Employee Representative)	
James White	Exp. 12/04/11
- (Commission Appointment)	

CONSTRUCTION BOARD OF APPEALS/DANGEROUS BUILDING BOARD

[MEETINGS: As required]

3 Year Term	3 Members	Ordinance
Theola Jones		Exp. 04/14
Henry Wade		Exp. 05/11
- (Licensed Plumber)		
Kenyatta Mason		Exp. 11/12
- (Licensed Electrician)		
Marcus Hendricks – Temporary Alternative		
- (Licensed Electrician)		
Muzaffar Lakhani – Building Inspector		
- (Licensed Engineer/Inspector)		
Yuri Mayorchak		Exp. 11/13
George A. Chatman		
David Stevens		

DOWNTOWN DEVELOPMENT AUTHORITY

[MEETINGS: Third Tuesday of each month, 6:00 p.m. City Hall Council Chambers]

4 Year Term 12 Members State Law and Ordinances 687 and 741

Hilliard L. Hampton, II	Tenure
Vacant	Exp. 01/18/14
Lewis Gregory (Treasurer)	Exp. 09/20/14
Vacant	Exp. 07/20/13
Tom Costello (VC)	Exp. 10/06/12
Stephanie Taylor (C)	Exp. 11/03/12
Cheryl Brown	Exp. 07/19/14
Andrea Parson	Exp. 08/01/15
Winston Wade(Secretary)	Exp. 12/17/16
Vacant	

ECONOMIC DEVELOPMENT CORPORATION (BOARD OF DIRECTORS)

[MEETINGS: Second Thursday each month, held in the Conference Room, City Hall]

6 Year Term 11 Members State Law and Ordinances 517 and 570

Hilliard L. Hampton, II	
Bishop Walter Starghill, Jr.	Exp. 06/07/16
Vacant	Exp. 06/07/16
Cheryl Stinson	Exp. 06/07/16
Deborah Walker	Exp. 06/07/16
Mary Weislo	Exp. 03/07/17
Cassandra Leonard	Exp. 06/07/16
Herbert Johnson	Exp. 06/07/16
Dennis Weislo	EXP. 06/07/19
Vacant	

ELECTRICAL EXAMINING BOARD

Indefinite Terms 4 Members State Law and Ordinance 616

Walter Bays (Elec. Cont.)
 Andrew Hughes (Adm. Official)
 Carlton Trouteaud (Rep. of Detroit Edison)

HOUSING AND REDEVELOPMENT

[MEETINGS: Third Tuesday of each month at 6:30 p.m., 4500 Inkster Road]

5 Year Term

6 Members

State Law and Ordinance 99

Tony Love, Director & Secretary
 William Acklin
 Ernest Hendricks
 James Orr
 Ernestine Williams
 Delphine Oden

Tenure
 Exp. 03/17
 Exp. 03/13
 Exp. 11/13
 Exp. 03/13
 Exp. 08/14

INKSTER HISTORICAL COMMISSION

[MEETINGS: Third Saturday of each month at 10:30a.m. Library Study Room]

2 Year Term

7 Members

State Law and Ordinance 196

Vacant Dist. 1
 Vacant Dist. 2
 Vacant Dist. 3
 Vacant Dist. 4
 Vacant Dist. 5
 Michael Wells Dist. 6
 Vacant

Exp. 12/20/12

LIBRARY BOARD

4 year term

Michael Wells
 Sandra Markwart
 Dorothy Gardner
 Dosys Thompson
 LeDon Gibbs
 Paulette Dye

Exp. 2015
 Exp. 2015
 Exp. 2015
 Exp. 2015
 Exp. 2015
 Exp. 2015

LOCAL BUSINESS ENTERPRISE ADVISORY COMMITTEE

[MEETINGS: Third Tuesday of every month at 6:30 P.M., Inkster City Hall]

2 Year Term

7 Members

Ordinance: 603

Vacant Dist. 1
 Curtistine Barge Dist. 2
 Vacant Dist. 3
 Vacant Dist. 4
 Vacant Dist. 5
 Vacant Dist. 6
 Vacant Mayoral

Exp. 12/05/13

LOCAL OFFICERS COMPENSATION COMMISSION

[MEETINGS: Minimum of One Meeting Each Odd-Numbered Year.]

7 Year Term

7 Members

State Law and Ordinance 409

Theodore Mimms
 Eugene Thompson (VC)
 Dorothy Gardner
 Darwin Howard
 William Howard
 Cheryl Stinson
 Vacant

Exp. 11/19/14
 Exp. 11/19/14
 Exp. 11/19/14
 Exp. 12/15/14
 Exp. 11/03/15
 Exp. 02/02/16

PARKS AND RECREATION COMMISSION

[MEETINGS: First Tuesday of each month at 7:30 P.M., Recreation Complex]

2 Year Term

9 Members

Ordinances: 493 & 551

Sandra French	Dist. 1	Exp. 04/30/14
Shirley Miller	Dist. 2	Exp. 03/25/14
Shelby Johnson	Dist. 3	Exp. 01/03/14
Vernell Massey	Dist. 4	Exp. 11/04/14
Gloria Mitchell	Dist. 5	Exp. 07/18/13
James Richardson IV	Dist. 6	Exp. 01/03/14
Tonia Williams	Mayoral	Exp. 04/04/13
Sheila Garland	Mayoral	Exp. 05/21/14
Norma McDaniel	Council	Exp. 12/20/14

PARKS AND RECREATION YOUTH COMMISSION

2 Year Term

6 Members

Vacant	Dist. 1	
Vacant	Dist. 2	
Cory Wells	Dist. 3	Exp. 12/05/13
Vacant	Dist. 4	
Vacant	Dist. 5	
Vacant	Dist. 6	
Vacant	Mayoral	

PLANNING COMMISSION

[MEETINGS: Fourth Monday of each month at 7:30 p.m., City Council Chambers]

3 Year Term

9 Members

State Law and Ordinance 33

Marcus Hendricks	Tenure
Hilliard L. Hampton, II	Tenure
Darryl Davis (City appointee) (Vice Chairman)	Exp. 10/15
Robert Thomas (Secretary)	Exp. 10/15
Emmereal Wells	Exp. 01/15
James Garrett	Exp. 02/14
Edward Manier	Exp. 06/13
Sam Brown (Chairman)	Exp. 10/14
Vacant	

POLICE AND FIREMAN RETIREMENT SYSTEM BOARD OF TRUSTEES

[MEETINGS: First Thursday of each month at 6:00 p.m., Fire Station]

2 Year Term

5 Members

Charter

Jean Overman	Mayoral	Exp. 10/14
Barry O'Bryan		Exp. 12/13
Christopher Crawley		Exp. 12/13
Hilliard L. Hampton II	Council	Exp. 12/14
Charles Hines (Pension Board Appt)		Exp. 12/12

WATER REVIEW COMMITTEE

[MEETINGS: Scheduled by Chairman Marcus Hendricks, City Hall TIFA Room]

Sam Brown	App. 01/07/13
Carl Woods	App. 01/07/13
Ann Coleman	App. 01/07/13
Courtney Owens	App. 01/07/13
Councilmember Shaw	App. 02/04/13
Mayor Pro-Tem Hendricks	App. 02/18/13
Dennis Welslo	App. 02/18/13

ZONING BOARD OF APPEALS (ZBA)

[MEETINGS: First Thursday of each month at 7:30 P.M., City Council Chambers]

3 Year Term

7 Members

State Law and Ordinance 277

Vacant	Dist. 1	
Vacant	Dist. 2	
James Cross (VC)	Dist. 3	Exp. 07/01/16
Roosevelt Stubbs	Dist. 4	Exp. 05/16/14
Vanola Williams	Dist. 5	Exp. 08/20/11
Norma McDaniel (S)	Dist. 6	Exp. 10/19/15
Lawrence Chastang PC Rep. (C)		Exp. 08/15/12

Nankin Transit

[Meetings: Third Thursday of each month at 5:30 p.m., Westland City Hall]

Michael Canty, Council Appointee
Denise Champagne

Exp. Tenure

15

REQUEST FOR COUNCIL ACTION

To: Mark Stuhldreher, Interim City Manager

Date: July 24, 2013

From: Mark D. Lloyd, Director
Community Development

Date for Council Consideration: August 5, 2013

ACTION REQUESTED: Consider approval of offer to purchase (Case # LD13-12) vacant land (4 parcels) which are located on the east side of Inkster Road between Stanford and Colgate and are legally described as Lots 1401, 1402, 1403, and 1404, Watsonia Park Sub No. 2 T2S, R10E, L55, P9 WCR (Property ID #025-02-1401-000, 025-02-1402-000, 025-02-1403-000 and 025-02-1404-000) in the amount of \$800 to Delores Letbetter.

Current Action X Emergency Future

Funds Budgeted: If Yes Account # No N/A X

Treasurer's Approval MDS N/A

BACKGROUND INFORMATION

Delores Letbetter has made application to purchase four (4) lots which are located on the east side of Inkster Road between Stanford and Colgate and legally described as Lots 1401, 1402, 1403, and 1404, Watsonia Park Sub No. 2 T2S, R10E, L55, P9 WCR (Property ID #025-02-1401-000, 025-02-1402-000, 025-02-1403-000 and 025-02-1404-000). The property is located at the corner of Inkster Road and Colgate (see attached map). The proposed use for the lot is for the applicant to extend her yard in the future. She is interested in purchasing additional lots that are located between her house and the lots identified above. Per the applicant, these lots are being foreclosed upon, and she expects to purchase them from the City in the near future.

City Reviews

- Code Enforcement: No current violations.
- Planning Division: Approves the proposed use of the property and recommends its sell subject to the applicant entering into a purchase agreement with the City of Inkster.
- Collection Department: No monies are due.

SCOPE OF SERVICES

Preparation and execution of purchase agreement, quit claim deed, property transfer affidavit, and recording the deed. It is highly recommended by the Planning Division that the applicant complete a title search of the property.

JUSTIFICATION

The parcel is located in the B-2 (Community Business) zoning district. Given the configuration and size of the parcels identified (2,000 sq. ft. and/or 2,500 sq. ft.), it is not practical for the lots

to be developed individually. If the applicant becomes interested in developing the lots, she would have to consolidate them which requires site plan approval as well as approval by the Planning Commission and City Council. As a result, the reduced value of the offer for non-buildable lots is justified.

PROJECT OR IMPROVEMENT TASK

Which of the Five (5) Council Goals does this request meet?

1. Develop a plan to address the City's current debt and legacy costs.
2. Improve and promote the image of Inkster.

COST

The applicant has deposited \$100 per lot (total \$400) and is offering the total purchase price of \$800. Staff is recommending the properties be sold for \$800 due to the lots being non-buildable.

RESOLUTION

Authorization is hereby given for the sale of vacant land (4 parcels) which are located on the east side of Inkster Road between Stanford and Colgate and are legally described as Lots 1401, 1402, 1403, and 1404, Watsonia Park Sub No. 2 T2S, R10E, L55, P9 WCR (Property ID #025-02-1401-000, 025-02-1402-000, 025-02-1403-000 and 025-02-1404-000) in the amount of \$800 to Delores Letbetter subject to the following conditions:

- Complete closing on the property within 30 days by paying the balance of the price of sale (\$400), paying the cost of recording the deed (\$18), entering into a purchase agreement, and executing a property transfer affidavit.

Finally, it is highly recommended that the applicant complete a title search of the property.

Resolved by _____

Seconded by _____

Yes:

No:

Absent:



Deposit/Administrative Fee Received _____
Date Received 6/26/13
Case # LD 13-12

CITY OF INKSTER
APPLICATION TO PURCHASE CITY-OWNED PROPERTY

APPLICANT INFORMATION (Please Print Clearly)

Applicant's Name DELORES JEAN LETBETTER
Applicant's Address 4135 INKSTER RD INKSTER, MICHIGAN 48111
Applicant's Phone Number: 313 989 5930
Proposed Owner's Name (as indicated on deed): KIMBERLY Y MAYS AND DELORES JEAN LETBETTER
PROPERTY INFORMATION -- Purchase Offer \$ 200.00

Property Location: on EAST side of INKSTER RD Street/Avenue
Between STANFORD Street/Avenue and COLGATE Street/Avenue
Tax ID, Legal Description, and Address if Structure 44025021401000

LEGAL DESCRIPTION - 31F1401 LOT 1401 WATSONIA PARK
SUB NO. 2 T2S R10E L55 P4 WCR

Parcel Size: 25X100 (Width) 25 X (Length) 100 Current Zoning CH B-2

☐ Additional Parcels/Lots (attach Request for Additional Property Form)

Summary of Proposed Use: Additional land near property.
Use additional sheets as needed

I understand and accept as evidenced by the good-faith deposit of \$ 100 .00 for the offer to purchase city-owned property. I also understand that the offer to purchase is subject to acceptance and approval by the City of Inkster City Council. I further understand that the Council can reject the offer in the best interest of the City, but that acceptance of this offer binds me to the specific use of the property as provided by the codes and ordinances of the City.

NOTE: All City-owned property is sold "AS IS". The City is not responsible for clear title.

Applicant's Signature

Date

Broker's Name



Deposit/Administrative Fee Received _____
Date Received 6/26/13
Case # LD 13-12

CITY OF INKSTER
APPLICATION TO PURCHASE CITY-OWNED PROPERTY

APPLICANT INFORMATION (Please Print Clearly)

Applicant's Name Delores J LetBette
Applicant's Address 4135 INKSTER RD INKSTER, MICHIGAN 48141
Applicant's Phone Number: 313 989 5930
Proposed Owner's Name (as indicated on deed): Kimberly X MALES AND Delores J. LetBette

PROPERTY INFORMATION -- Purchase Offer \$ 200⁰⁰

Property Location: on EAST side of INKSTER RD Street/Avenue
Between STANFORD Street/Avenue and Colgate Street/Avenue
Tax ID, Legal Description, and Address if Structure 14025021402000

31E 1402 LOT 1402 WATSONIA PARK SUB NO 2
T2S R10E L5S P9 WCR

Parcel Size 20 X 100 (Width) 20 X (Length) 100 Current Zoning CAB-2

☐ Additional Parcels/Lots (attach Request for Additional Property Form)

Summary of Proposed Use: Additional land near property
Use additional sheets as needed

I understand and accept as evidenced by the good-faith deposit of \$ 200⁰⁰.00 for the offer to purchase city-owned property. I also understand that the offer to purchase is subject to acceptance and approval by the City of Inkster City Council. I further understand that the Council can reject the offer in the best interest of the City, but that acceptance of this offer binds me to the specific use of the property as provided by the codes and ordinances of the City.

NOTE: All City-owned property is sold "AS IS". The City is not responsible for clear title

Delores J LetBette
Applicant's Signature

06-22-13
Date

Stephen Jiff
Broker's Name



Deposit/Administrative Fee Received _____
Date Received 6/26/13
Case # LD 13-12

CITY OF INKSTER
APPLICATION TO PURCHASE CITY-OWNED PROPERTY

APPLICANT INFORMATION (Please Print Clearly)

Applicant's Name Deborah J LeBette
Applicant's Address 4135 INKSTER RD. INKSTER MICHIGAN 48141
Applicant's Phone Number: 313 989-5930
Proposed Owner's Name (as indicated on deed): Kimberly Y Mays AND Deborah J LeBette

PROPERTY INFORMATION -- Purchase Offer \$ 200⁰⁰

Property Location: on EAST side of INKSTER RD Street/Avenue
Between STANFORD Street/Avenue and Colgate Street/Avenue
Tax ID, Legal Description, and Address if Structure 4402502103000

LEGAL DESCRIPTION - 31E1403 LOT 1403 WILSONIA
PARK SUB NO. 2 T2S R10E L5S P9 WCR

Parcel Size: 20X100 (Width) 20 X (Length) 100 Current Zoning CM B-2

☐ Additional Parcels/Lots (attach Request for Additional Property Form)

Summary of Proposed Use: Additional land near Property
Use additional sheets as needed

I understand and accept as evidenced by the good-faith deposit of \$ 100⁰⁰ for the offer to purchase city-owned property. I also understand that the offer to purchase is subject to acceptance and approval by the City of Inkster City Council. I further understand that the Council can reject the offer in the best interest of the City, but that acceptance of this offer binds me to the specific use of the property as provided by the codes and ordinances of the City.

NOTE: All City-owned property is sold "AS IS". The City is not responsible for clear title.

Deborah J LeBette
Applicant's Signature

06-22-13
Date

Stephanie
Broker's Name



Deposit/Administrative Fee Received _____
Date Received 6/26/13
Case # LD 13-12

CITY OF INKSTER
APPLICATION TO PURCHASE CITY-OWNED PROPERTY

APPLICANT INFORMATION (Please Print Clearly)

Applicant's Name Delores J Letbetter
Applicant's Address 4135 INKSTER RD, INKSTER MICHIGAN 48141
Applicant's Phone Number: 313 989-5930
Proposed Owner's Name (as indicated on deed): Kimberly Y. Mays and Delores J Letbetter
PROPERTY INFORMATION -- Purchase Offer \$ 200,000

Property Location: on EAST side of INKSTER RD Street/Avenue
Between STANFORD Street/Avenue and Colgate Street/Avenue
Tax ID, Legal Description, and Address if Structure 44025021404000

LEGAL DESCRIPTION - 31E1404 LOT 1404 WATSONIA PARK
SUB NO. 2 T2S R10E L55 PG WCR (VACANT LAND)

Parcel Size: 20 (Width) 20 X (Length) 100 Current Zoning CH B-2

☐ Additional Parcels/Lots (attach Request for Additional Property Form)

Summary of Proposed Use: Additional land near Property.
Use additional sheets as needed

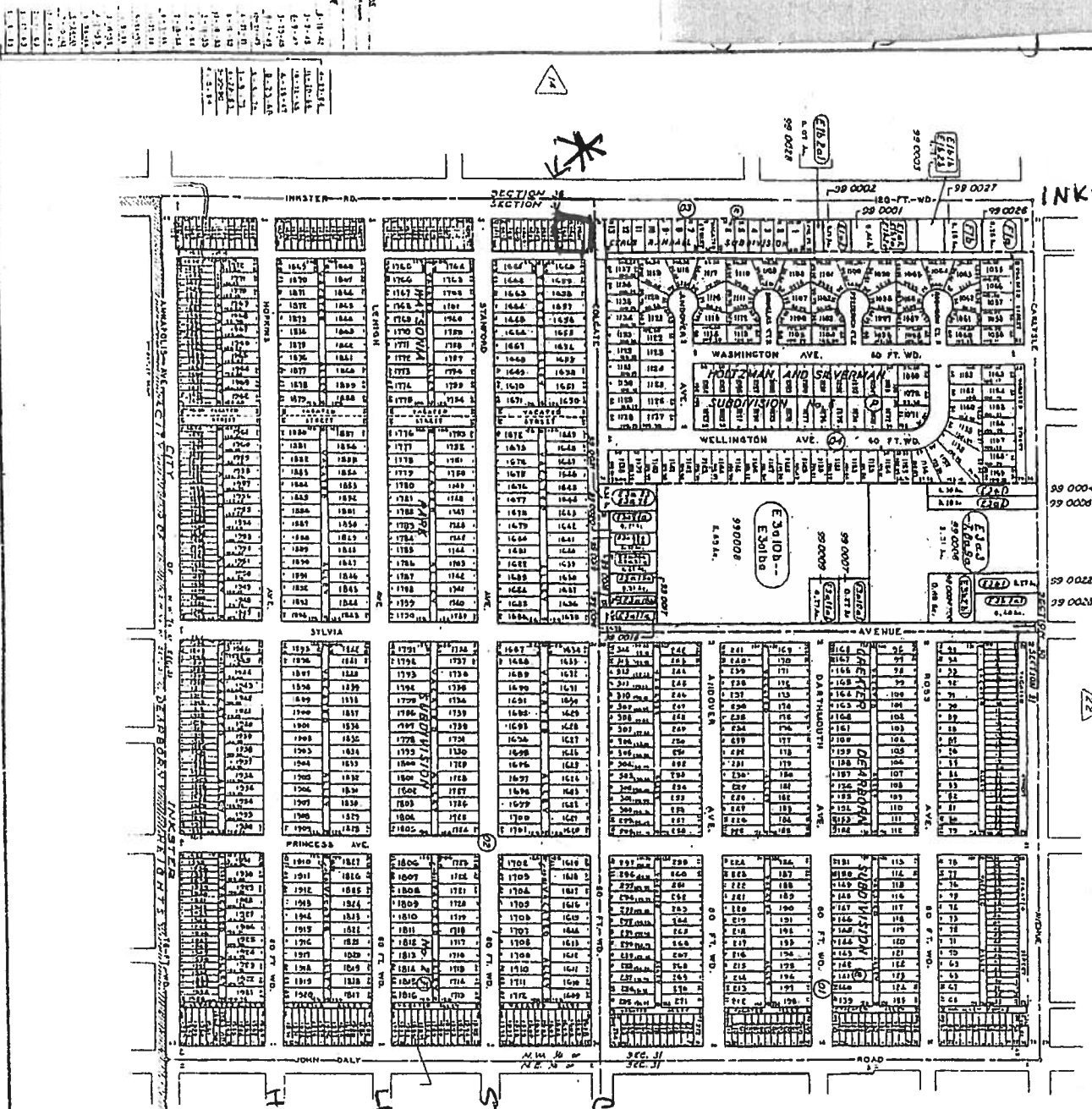
I understand and accept as evidenced by the good-faith deposit of \$ 100⁰⁰.00 for the offer to purchase city-owned property. I also understand that the offer to purchase is subject to acceptance and approval by the City of Inkster City Council. I further understand that the Council can reject the offer in the best interest of the City, but that acceptance of this offer binds me to the specific use of the property as provided by the codes and ordinances of the City.

NOTE: All City-owned property is sold "AS IS". The City is not responsible for clear title.

Delores J Letbetter
Applicant's Signature

06-22-13
Date

Stephanie
Broker's Name



INKSTER RD

COLGATE
STRAUFORD
LEHIGH
HOPKINS

N.W. 1/4 SECTION 31
T. 35. N. 10. E.
RANGE 10 E.
MAYHE COUNTY, MICHIGAN
DEPARTMENT OF MANAGEMENT AND BUDGET
ASSESSMENT AND EQUALIZATION DIVISION
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REQUEST FOR COUNCIL ACTION

To: Mark Stuhldreher, Treasurer/ICM
From: Mark Lloyd, Director
Planning, Building & Economic Development

Date: July 24, 2013
Date for Council Consideration: August 5, 2013

ACTION REQUESTED: Authorize the Department of Planning, Building and Economic Development to utilize the contracted services of Giffels Webster to prepare grant applications and secure all available Stormwater, Asset Management, and Wastewater (SAW) grant funds for the City including administering the applicable studies, preparing rehabilitation and asset management plans, and applying for infrastructure rehabilitation funds. This work is free of charge pending grant funding.

Current Action _____ Emergency _____ Future _____

Funds Budgeted: If Yes _____ Account # _____ No _____ N/A X

Treasurer's Approval MDS

BACKGROUND INFORMATION

In October, 2013, the Michigan Department of Environmental Quality will be rolling out a new grant and loan program, Stormwater, Asset Management, and Wastewater (SAW), for eligible municipalities. Currently, it is estimated that \$97 million in grant funds will be made available through the first wave of funding on a first come first serve basis to municipalities with qualified projects. This project includes a sewer investigation program, asset management plan, and infrastructure mapping for the areas studied based on age and known distresses of sewer infrastructure throughout the City. There will be an estimated \$2,000,000 available in SAW grant funds for the City to cover costs related to qualifying study work, engineering design and project administration costs. An additional \$500,000 will also be available to implement sewer infrastructure remediation measures. Actual costs and grant monies will be determined by the State when the program is finalized in the upcoming months. The final project scope and total cost will be prepared to utilize the maximum amount of grant funds available on a not to exceed basis. As stated in the project scope, all application costs are eligible expenses under the grant. Furthermore, there will be no costs to the City associated with this grant.

As a financially disadvantaged community under the SAW grant program, the City can receive 100% reimbursement on eligible task items as well as up to \$500,000 in grant monies for construction of needed repairs associated with the studies performed. The match portion on the SAW grant and loan will be 0% for all qualified expenses up to the maximum grant amounts formally approved by the State after the applications are reviewed and accepted.

Since receiving preliminary notice of availability of grant funding for this type of project, Giffels Webster has had discussions with the Michigan Department of Environmental Quality (MDEQ) to inquire about qualified projects and expenses through this funding program. Giffels Webster met with City staff familiar with the infrastructure needs of the City and subsequently prepared a SAW grant/loan scope of work proposal to apply for these funds. If funds are procured, Giffels Webster will assist the city in fulfilling the sewer investigation program, asset management and infrastructure evaluation goals in the grant as may be necessary.

SCOPE OF SERVICES

Giffels Webster will dedicate the necessary time and effort to apply for funding from the SAW grant and loan program, including performing the necessary investigations to receive the grant funds, as

well as provide engineering services for remediation measures up to the maximum amount allowed by the grants. A written proposal from Giffels Webster attached with this summary provides a detailed scope of services related to obtaining the SAW grant. This work also includes management and implementation of the tasks that are related to the SAW grant.

JUSTIFICATION

This project would provide valuable, comprehensive information related to the aging sewer infrastructure. This grant provides a unique opportunity to develop an all-encompassing plan to manage and prioritize the improvements to the City's infrastructure. Obtaining grant approval allows the City to utilize grant monies from the State to perform such investigations and repair sewers that are in immediate need of attention.

PROJECT OR IMPROVEMENT TASKS

Which of the Five (5) Council Goals does this request meet?

- (2) Revitalize Michigan Avenue corridor and the area covered by the DDA
- (3) Diversify the tax base to ensure a sustainable budget for Inkster
- (4) Address the City's current and legacy costs
- (5) Improve and promote the image of Inkster

COSTS

No fees will be charged to the City unless grant monies are secured. Any incurred costs related to application preparation, administrative time and research will be eligible for reimbursement once the City is awarded the SAW grant. Giffels Webster has included a proposal where all proposed costs are eligible for grant reimbursement.

PROJECT TIME TABLE

SAW grant applications are scheduled to be due in October, 2013 on a first-come first-serve basis. All research and application materials necessary for preparation of this grant application should be completed prior to this due date.

RESOLUTION

Authorization is hereby given by the Inkster City Council to authorize the Director of Planning, Building and Economic Development to utilize Giffels Webster's existing contracted services to apply and administer projects generated by SAW grant and loan funds from the Michigan Department of Environmental Quality (MDEQ). All grant-related tasks will be based on the scope of work noted in the attached July 19, 2013 proposal from Giffels Webster. No fees will be charged to the City unless grant monies are secured and there will be no duplication of services which may be performed by another consulting firm or individual.

Resolved by _____

Seconded by _____

Yes:

No:

Absent:



July 19, 2013

Mark Lloyd, Director of Planning, Building & Economic Development
City of Inkster
26215 Trowbridge
Inkster, Michigan 48141

Re: **EXHIBIT A**
Professional Engineering Services Contract
Inkster Interceptor and Manhole TV Inspection SAW Grant/Loan Program
Design and Construction Services

Project Number: 18514.00

Dear Mr. Lloyd:

Giffels Webster is pleased to offer our professional services and assemble a team to prepare a Stormwater, Asset Management, and Wastewater (SAW) Grant Application to perform the inspection, assessment and reporting of the manholes and sewer piping within various portions of the City. Giffels Webster will integrate this information into asset management plan that can be used by the City to prioritize future repairs as well as implement funding structures to perform such repairs and future investigations. To our knowledge, no recent detailed inspections have been conducted in the manholes or sewer portions of the City and limited records exist as to size, length, pipe material, and conditions that comprise the system.

Due to age of the pipe and the amount of known collapses as identified by the Department of Public Services, indicating severe structural deficiencies, it is determined that the City's sewer infrastructure may be need of assessment and repair. Unaddressed, these issues create ongoing maintenance problems and could result in costly repairs to the sewer infrastructure as well as potentially leading to significant catastrophic collapses. With condition assessment and implementation of preventative maintenance, the overall life cycle costs may be reduced. Obtaining this detailed information will assist the City of Inkster with the development a comprehensive rehabilitation plan for the sewer network and a means of establishing an operation and maintenance schedule, maximizing effective use of City funds.

The following scope of work has been specifically prepared to prepare grant and loan applications for the City and to perform MACP Level 1 or 2 manhole inspections, PACP evaluation/reporting of all sewer video data, and develop asset management tools for the City to perform a comprehensive analysis of the aforementioned system and move towards implementing the most cost-effective strategies for preserving these critical systems.

SAW Grant Preparation

Giffels Webster will work with the City of Inkster to prepare a SAW Grant Application for these inspection and assessment studies. The needed background information, application material and report preparation will be included as a part of our work. The grant application shall be submitted to the MDEQ for approval and acceptance. Since it is anticipated that the new grant funding will require the formation and implementation of an asset management program to receive grant funds for the majority of this study, the Grant Preparation and Coordination task item will include the integration of this work into an Asset Management Study for the City of Inkster.

Because there is inherent risk with any grant application, and we strive to apply for only those projects with the greatest chance of funding; we attempt to share the risk with the applicant as much as possible. Accordingly, our fees for actual application services are only invoiced if a grant is secured, otherwise, there is no charge to your office. With changes to the Strategic Water Quality Initiative Fund (SWQIF) pending, it is not known exactly what requirements will be in place under a revised SAW grant/loan program that is being developed. We have provided fees for this task assuming that two (2) types of applications may be created. Our assumption is that in order to make the SAW process more accessible, it will be restructured to work more like the current S2 program. The other case would be if a more traditional SRF-like project plan is required. This work is significantly more involved and consequently costs more to produce. Should a grant be secured, these will be invoiced on a "not to exceed" time and material basis applied towards the approved grant amount.

Giffels Webster – SAW Grant

160 Hours

\$19,500

Study Task 1 – Manhole Inspections and Reporting

After performing a detailed review of all available plans and records for the City, we will quantify the number of manholes to be located and inspected within the studied portions of the City. The first step to confirm and record the locations of these manholes will be to obtain horizontal and vertical survey data. This survey information will later be used to assist with importing manhole data into a Geographical Information System (GIS).

All of the located and surveyed manholes will be inspected in detail and include such items as:

- Interior condition
- Signs of corrosion
- Scaling
- Broken, leaking or missing seals
- Visual inspection of leakage
- Chimney condition
- Location of manhole (flood-prone area)
- Other structure-specific condition items.

We will perform National Association of Sewer Service Companies (NASSCO) Manhole Assessment Certification Program (MACP) Level 1 or 2 inspections where needed to gather detailed information and fully document all defects, determine the condition of the manhole, and provide the specific information needed to recommend corrective action.

The final manhole inspection reports will incorporate all the data collected and analyzed in the field. These reports will include recommendations, basis of design, cost effectiveness, and construction costs associated with noting necessary repairs of any structural deficiencies found and recommendations for reducing the inflow / infiltration of clean water into the sanitary sewer system. A cost schedule will be developed and incorporated into the final report taking into consideration the total costs to perform the repairs and remediation. Giffels Webster will prepare a sewer infrastructure map that will depict the entire inventory of inspected manholes. The report will be submitted to the City for review and approval to proceed to the construction phase and SAW Loan process.

Study Task 2 – Videotaping & Reports

Based on grant funding amounts and availability, the City's sewer system will be inspected and videotaped to determine the existing condition of the sewers.

A remotely controlled mechanical video camera module will be inserted into the sewers from manhole to manhole to record the existing conditions of the sewer piping within the City. Where mechanical devices are not necessary or practical, the contractor will inspect and videotape the sewers by manned entry while complying with all local, state, and federal requirements and safety measures for performing such work. A sewer database for all inspected sewer segments under the jurisdiction of the City will be prepared utilizing the NASSCO Pipeline Assessment Certification Program (PACP) format. The database will include manhole numbers, sewer length, type of pipe, current condition, quantification of mineral deposits, root intrusions, cracking recommendations, broken pipe, compromised sewer, and estimated remaining wall thickness, etc. If blockages are encountered during the televising of the sewer, equipment will be relocated to run the televising equipment from the manhole at the opposing end of the sewer.

Upon delivery of the televised sewer tapes, Giffels Webster will commence in the assessment and reporting of the City's sewer segments. Each sewer segment investigated will be assessed based on certain criteria including; root intrusions, mineral deposits, longitudinal cracks, circumference cracks, missing pipe, vertical alignment (sags), horizontal alignment, compromised structural integrity, and service lead connections.

Giffels Webster will prepare a final report that will incorporate all the data collected and assessed and will include the proposed repair recommendation with the type of rehabilitation and preliminary cost estimate for each sewer segment. Sewer statistics will also be prepared depicting certain defining information prepared in a graphic format for viewing certain statistics including the sewer sizes, material type, condition ratings, and repair recommendations.

Study Task 3 – GIS Coordination

Upon completion of the manhole inspections and sewer studies within the City as depicted in Study Tasks 1&2, Giffels Webster will work with the City of Inkster to integrate the findings of the study into a GIS database. Information that will be imported into the GIS database includes:

1. Horizontal coordinate data of all inspected manholes
2. Vertical elevation data of each manhole
3. Links to structure photographs
4. Links to inspection reports and recommendations

Study Task 4 – Traffic Control Implementation

Various manholes will require traffic control to perform necessary inspections. Traffic control plans will be utilized by the contractor to furnish and install all necessary temporary traffic control measures. Giffels Webster will develop and oversee all traffic control measures necessary for any field investigations or construction as part of the grant/loan applications.

Study Task 5 – Cost Estimate

With the manhole inspections and sewer evaluations completed within the identified portions of the City, Giffels Webster will devise a cost estimate for the overall project construction cost. Giffels Webster will also include a 20% contingency within the estimate. This information will be needed for a SAW Project Plan.

SAW Loan Preparation and Coordination

Giffels Webster will work with the City of Inkster to prepare a SAW Loan for repair recommendations based on the problems encountered during the inspection and assessment studies.

Once the City has reviewed and approved the final report, recommendations, and results of these studies, we will be able to create a project plan that will be eligible for SAW funding. We will meet with your staff and MDEQ representatives to review the proposed conceptual project plans and as necessary, make any revisions to that plan or the City's approach prior to formal submission of the SAW Project Plan. Giffels Webster will gather all available data related to the project which will be crucial to presenting the entire picture to the MDEQ in the project plan and application.

Once all of the inspection reports and recommendations have been gathered and a thorough analysis of available alternatives has been completed, an analysis of alternatives will also need to be part of the SAW application submittal. These alternatives shall be compared on a qualitative and quantitative basis. Also, these alternatives must be based on sound engineering design and judgment and are subject to the approval of MDEQ design reviewers. The objective of our team will be to decide upon an alternative that will be most economical and environmentally acceptable.

Public hearings for the SAW Project Plan may be necessary for obtaining SAW Loan approval. Our team will schedule and administer all public hearings on behalf of the City and provide the necessary technical presentations (Powerpoint) and equipment to facilitate these meetings. All input from these hearings will be consolidated and reviewed with the City before being incorporated into the project plan by the Giffels Webster team.

In summary, our plan will include a detailed assessment of the City's manholes and sewer infrastructure into a project plan to address the necessary remediation measures. The recommended remediation techniques, cost estimates, proposed schedule and other methods of financing will be integral parts of the project plan. In order to obtain this funding we must define all positive and negative social and environmental impacts of this project to the MDEQ. The ability to repair this infrastructure and insure long-term sustainability is the fundamental objective for the MDEQ to be considered for SAW funding for these projects.

Furthermore, for financially disadvantaged communities, it is anticipated that the State will offer up to \$500,000 of free monies to perform needed repairs identified by these studies. Giffels Webster will prepare the loan application materials, rehabilitation plans to secure and utilize all available funds, as well as administer the rehabilitation projects that are generated. As stated previously, if no grant or loan monies are received, Giffels Webster will not charge the City any fees for these services related to this grant. Should the grant and loan monies be obtained, our fees to provide these services shall follow the guidelines set forth by this proposal for services.

Giffels Webster – SAW Grant

250 Hours

\$30,000

Asset Management Plan

Under the SAW Grant Program, Giffels Webster will work with the City of Inkster to prepare an asset management plan for the City's infrastructure conditions and needs. Components of the asset management plan developed will incorporate the following studies:

1. Asset Inventory and Condition Assessment (part of sewer investigation study)

2. Level of Service
3. Criticality of Assets
4. Operation and Maintenance (O&M) Strategies/Revenue Structure
5. Long-term Funding/Capital Improvement Planning

Giffels Webster	400 Hours	\$48,000
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Project Administration & Management

Upon development of a plan, Giffels Webster will be involved in the coordination of all meetings, managing inspection crews, compiling videotaping data, generating progress reports, and preparing technical memorandums. Giffels Webster will take the lead as the project coordinator for the inspections and work to facilitate the following tasks:

- Preparation of inspection activities
- Managing schedule of inspections and videotaping
- Scheduling project meetings
- Preparing progress reports
- Managing sub-consultant study tasks
- Devising the final project study report
- Assembling all site data and design to incorporate into a SAW Project Plan
- Submitting all deliverables to the City

Giffels Webster	100 Hours	\$15,000
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SUMMARY OF FEES

1.	SAW Grant Preparation	\$19,500
I.	Study Tasks	
a.	Study Task 1	TBD
b.	Study Task 2	TBD
c.	Study Task 3	TBD
d.	Study Task 4	TBD
e.	Study Task 5	TBD
	STUDY TASK TOTAL	TBD up to \$2,000,000
	(max grant available, including est. 20% engineering cost)	
2.	Loan Preparation and Coordination	\$30,000
3.	Asset Management Plan	\$48,000
4.	Project Administration & Management	\$15,000
	TOTAL	\$112,500

The summary of fees provided is based on a time and material, not to exceed basis if the grant monies are obtained. The actual number of hours and fees may vary from the estimated costs noted in each study task depending on the final scope of services determined. The hourly rate schedules for personnel involved in the project are specified in the attached Exhibit B.

With the quantification of the line items above, we will be submitting grant and loan requests accordingly under the newly established SAW program. As a disadvantaged community, the City can obtain 100% reimbursement through this program.

With the use of the new SAW Grant/Loan program, each municipality has the potential for \$2 million in grant funds available for asset management and sewer investigation programs. It is our intention to apply for and receive funding to cover the maximum allowable funds available to the City for the various items of work, our work plan, and investigation will be determined by the grant funds received.

The final project costs are subject to MDEQ approval and may vary depending on the actual costs applied to each grant/loan study task. This proposal includes the preparation and acceptance of a qualified SAW Grant/Loan project plan, but does not include any costs that may be associated with performing and/or administering the required investigation and rehabilitation work since it is unknown until the study is completed, although it can be estimated that any survey work, engineering, inspection, legal, financial, and administrative fees would be around 20% of the total construction cost. A detailed report will be delivered to the City outlining exact costs once a plan has been established and grant funds have been received.

The SAW Grant/Loan program availability is anticipated for October 2013 on a first come first serve basis, therefore we will only perform the necessary work described herein (Grant Preparation) to secure funds for the proposed projects at this time. Since there are no guarantees of how many funds will be made available for which services at this time, Giffels Webster will not charge the City of Inkster for any tasks if the grant/loan funds are not secured for unless authorized to do so in writing. Once all funds have been secured we will proceed with our services as described herein and develop a defined proposal and investigation plan to utilize the maximum grant funds available to the City. All costs outlined herein are eligible grant costs and will count towards the secured grant amount, up to a maximum of \$2 million.

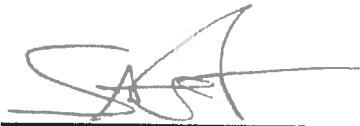
Please accept this explanation of the proposed reimbursement eligible SAW Grant/Loan project costs. We will also provide SAW applications that need to be signed and have a resolution adopted reflecting these costs as the need arises.

Please contact me at (313) 801-0117 with any specific questions related to our explanation of professional services outlined herein.

Sincerely,



Paul Modi, P.E.
Partner



Steve Siklich, P.E.
Project Manager

Attachments: Exhibit B – Schedule of Fees

Cc: Austin Fletcher, P.E., Project Manager

EXHIBIT B – SCHEDULE OF FEES

All work will be billed according to the following minimum fee schedule unless specific Agreement is made in writing with an officer of Giffels Webster for another basis of charges.

GIFFELS WEBSTER PROFESSIONAL SERVICES

Clerical	\$.....	50.00 per hour
Construction Inspector	\$.....	55.00 to 70.00 per hour
Contract Administrator	\$.....	75.00 to 95.00 per hour
Survey Manager	\$.....	95.00 to 120.00 per hour
Survey Technician.....	\$.....	75.00 to 85.00 per hour
Survey Crew.....	\$.....	125.00 to 165.00 per hour
Wetland Specialist.....	\$.....	90.00 to 120.00 per hour
Sampling Engineering Technician.....	\$.....	85.00 to 95.00 per hour
Engineer	\$.....	80.00 to 105.00 per hour
Project Manager.....	\$.....	120.00 per hour
Senior Project Manager	\$.....	135.00 per hour
Project Executive	\$.....	150.00 per hour

Notes to the Schedule of Fees:

1. The assignment of personnel is solely the responsibility of the officers of this firm.
2. These rates are based on work provided within 12 months of the date of the executed Agreement.
3. These rates include charges for computer and survey equipment, local travel, stakes, staff benefits, normal printing costs, telephone, fax and other overhead costs and profit.
4. Progress invoices will be submitted to the Client monthly and a final bill will be submitted upon completion of the services. A detailed separation of charges and back-up data will be provided at Client's request.
5. Each invoice is due upon presentation and is past due 30 days from invoice date.