1. Agenda

   Documents: 09-02 14 AGENDA.PDF

2. Packet

   Documents: 09-02 14 PACKET.PDF

INKSTER CITY COUNCIL

September 2, 2014 (Tuesday)
26215 Trowbridge, Inkster, MI 48141
(313) 563-4232 www.cityofinkster.com

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	RICHARD MARSH	DAVID JONES
CITY CLERK	CITY MANAGER	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

   A. Agenda Discussion
   B. Medical Marijuana Dispensaries Discussion – McKenna & Associates

3. Public Hearing

4. Public Participation (limit to 3 minutes)

5. 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).

6. Adjournment

September 2, 2014 (Tuesday)

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. Senior Olympic Participant Recognition – Senior Services, Denise Champagne
   B. Building Department Update – McKenna & Associates
   C. FEMA Update - Deputy DPS Director, Jerome Bivins

4. Public Hearing

1. Amendment to the City of Inkster Code of Ordinances addressing sewerage charges and billing periods as amended. **Pg. 1 & 3**

2. Amendment to the City of Inkster Code of Ordinances addressing water billing, collection practices and services as amended. **Pg. 1 & 4**

5. Consent Agenda

   A. August 18, 2014 Regular Council Meeting Minutes. **Pg. 5**

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)

      1. Consider giving a first reading to amend the City of Inkster Code of Ordinances by amending Chapter 54, section 54.09, Charges Billing Periods in accordance with Michigan Public Act 382 of 1972, as amended. **Pg.16 & 18**

2. Consider giving a first reading to amend the City of Inkster Code of Ordinances by amending Chapter 52, section 52.13, Billing and Collection Practices Services in accordance with Michigan Public Act 382 of 1972, as amended. **Pg. 16 & 19**

B. Second Reading(s)

9. New Business

A. Discussion/Action: (Mark Stuhldreher) Consider approval to Publish RFQ/RFP for Assessing Services. **Pg. 20**

B. Discussion/Action: (Jeannie Fields) Consider a sixty (60) day moratorium on development in the Town Center District (TCD) to ensure that the regulations that apply in the TCD are consistent with the Master Plan. **Pg. 26**

C. Discussion/Action: (John Adams) Consider approval to update the current Resolution for mutual aid with the Western Wayne County Fire Department Mutual Aid Association. **Pg. 31**

10. Public Participation (limit to 3 minutes)

11. Mayor and Council Communication

12. City Clerk

13. City Manager

14. 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).

15. Adjournment

Felicia Rutledge
City Clerk

REQUEST FOR COUNCIL ACTION

To: Richard Marsh, City Manager **Date: August 27, 2014**

From: Mark Stuhldreher, City Treasurer **Date for Council's Consideration: 9/2/14**

ACTION REQUESTED: Council to hold a public hearing and offer for first reading an amendment to Chapter 52 and 54 of the code of ordinances to allow for monthly billing of water and sewer invoices from the current practice of quarterly billing.

Current Action __X__ Emergency _____ Future ______

Funds Budgeted: If Yes __X__ Account #__________________ No _____

Treasurer's Approval _____MDS_____________

BACKGROUND:

Currently, water and sewer invoices are generated on a quarterly basis. Section 52.13 states that the billing frequency for water usage is to be set by resolution. Section 54.09 states that the billing frequency for sewer usage is quarterly. To improve cash flow for the water and sewer fund and assist the customers in paying their water/sewer bills, the Administration is recommending that the billing frequency be changed to monthly.

The amendment to the sewer ordinance, Section 54.09, changes the text from quarterly billing to text that states the billing frequency be set by resolution. The amendment also changes the text dealing with shut off notices to customers with delinquent charges. For customers whose bills are unpaid 30 days past the due date, service will be subject to shut off without further notice. A statement to this effect will be placed on the original bill.

Similar to section 54.09, section 52.13 is being amended to indicate that for customers whose bills are unpaid 30 days past the due date, service will be subject to shut off without further notice. A statement to this effect will be placed on the original bill.

To date, two study sessions have been held and a town hall meeting was held to discuss these changes. The water advisory committee supports this recommendation.

SCOPE OF SERVICES:

To facilitate this transition, a review existing quarterly billing policies and practices along with the identification of necessary modifications has been completed. A transition plan has been developed. If approved, a communication program will be put in place to inform the customers of the change

JUSTIFICATION:

Benefits to the customer include:

- Allows for more efficient budgeting
- Provided for more timely account of water usage
- Helps identify leaks and other water usage issues quicker

Benefits to the city include:

- Improves cash flow by reducing delinquency rate
- Faster reaction to abnormal usage such as theft or high night time usage
- Improved customer service

PROJECT IMPROVEMENTS:

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

Goal No. 4 – Develop a plan to address the City's current debt and legacy costs.

COSTS:

NA

PROJECTED TIME TABLE:

Following the first reading, council action is required at the next council meeting to approve the ordinance amendment and to adopt the resolution stating billings will occur on a monthly basis. Once the Ordinance and Resolution are approved, the transition to monthly billing would occur during November and December, 2014.

RESOLUTION:

Resolved by ______________________ Seconded by __________________________

Yes:
No:
Absent:

PROPOSED REVISED ORDINANCE
§ 54.09
CHARGES, BILLING PERIODS.

(A) The schedule for reading of meters, method of billing and delivery of bills for sewerage usage shall be set by resolution of the council.

(B) Payment of Bills. Bills for sewerage usage are payable at the office of the Water Department. Bills paid to any other person, concern or agency are so paid at the risk of the customer.

(C) Collection of Delinquent Accounts. Whenever the rates fixed by the Council or charges made by the Department for services rendered are not paid, the water may be shut off and collection enforced in accordance with the laws of the state and/or by placing said amounts on the city tax roll.

(D) Shut-Off Notice. Customers whose bills are unpaid 30 days past the due date will be subject to shut off without further notice. A statement to this effect will be placed on the original bill. An additional penalty determined by Council resolution will then be charged to the customer and shall be paid together with all unpaid charges before service will be turned on again. If said bill is not paid within 90 days of the due date, said amount shall be placed on the next general tax roll and collected as part of the general city taxes.

PROPOSED REVISED ORDINANCE

§ 52.13

BILLING AND COLLECTION PRACTICES FOR SERVICES.

(A) Schedule of rates. The City Council shall from time to time by resolution set the following rates:

(1) Consumption rates.
(2) Monthly service charge.
(3) Penalty for late payment.
(4) Service connection charges.
(5) Debt service charges.

(B) The schedule for reading of meters, method of billing and delivery of bills shall be set by resolution of the Council.

(C) Payment of bills. Water bills are payable at the office of the Water Department. Bills paid to any other person, concern or agency are so paid at the risk of the customer.

(D) Collection of delinquent accounts. Whenever the rates fixed by the Council or charges made by the Department for services rendered are not paid, the water may be shut off and collection enforced in accordance with the laws of the state and/or by placing said amounts on the city tax roll.

(E) Shut-off notice. Customers whose bills are unpaid 30 days past the due date will be subject to shut off without further notice. A statement to this effect will be placed on the original bill. An additional penalty determined by Council resolution will then be charged to the customer and shall be paid together with all unpaid charges before service will be turned on again. If said bill is not paid within 90 days of the due date, said amount shall be placed on the next general tax roll and collected as part of the general city taxes.

(F) Temporary service connections.

(1) The term temporary service connection is applied to a connection installed to serve an individual, firm or corporation for a definite temporary period for such purposes as supplying water to a construction project or to a temporary structure.

(2) The Department reserves the right to refuse to install a temporary service connection for any reason that it deems sufficient.

August 18, 2014

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 August 18, 2014.

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

Moved by Councilmember Canty, Seconded by Councilmember Williams that Council convenes into a Closed Executive Session at 7:13 p.m. to discuss pending litigation in accordance with MCL 15.286 (e).

Roll Call Vote:

YEAS: 7
NAYS: 0
ABSENT:

Moved by Councilmember Canty, Seconded by Councilmember Moner to adjourn the closed Executive Session at 7:27 p.m. – Motion carried unanimously.

Call Meeting to Order

Mayor Hampton called the meeting to order at 7:40p.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 Moner, Seconded by Councilmember Canty to approve the agenda as amended with added item "B" under Consent Agenda and added item "E" under Presentations.
Resolution 08-14-124R - Motion carried unanimously.

Presentations/Discussion

A. Inkster Police Department – Interim Chief, Vicki Yost
B. Parks and Recreation Update – Mr. Craig Lewis
C. Flood Damage Update – Deputy DPS Director, Jerome Bivins
D. County Wide School of Autism – Garden City Superintendent, Dr. Michelle Cline
E. Community Development Update – Community Development Director, Jeannie Fields

Public Hearings

Consent Agenda

A. August 4, 2014 Regular Council Meeting Minutes.
B. Allen Brother's and Attorney's PLLC Invoice $26,742.32

Moved by Councilmember Moner, Seconded by Councilmember Canty to approve the Consent agenda.
Resolution 08-14-125R – Motion carried.

Boards and Commission

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

Moved by Councilmember Williams, Seconded by Councilmember Shaw to appoint Rochelle Wells to the Aging Commission.
Resolution 08-14-126R – Motion carried.

Moved by Councilmember Williams, Seconded by Mayor Pro-Tem Hendricks to appoint Doris Horne to the Aging Commission.
Resolution 08-14-127R – Motion carried

Previous Business

Ordinance(s)

New Business

A. Discussion/Acton: (Jeannie Fields) Consider entering into a contract with Able Demolition, Blue Star, Inc., DMC Consultants, Inc., Homrich, McMillian Group, Inc., and Van Assche Construction LLC to provide asbestos and hazardous abatement demolition services.

Moved by Councilmember Moner, Seconded by Councilmember Canty
Resolution 08-14-128R – Motion carried.
NAY: (Shaw, Hendricks)

B. Discussion/Action: (Felicia Rutledge) Consider approval of a street closure on Penn Street (between Meadowdale and Beech Daly) on August 30th, 2014 from 7:30 a.m. until 7:30 p.m. for Robichaud all class reunion.

Moved by Councilmember Moner, Seconded by Councilmember Canty
Resolution 08-14-129R – Motion carried.

Public Participation

- **Tammi Warren-** Provided information regarding a fundraiser for the CERT team. She gave her telephone number 313-550-2600, as a contact.
- **Willie Johnson-** Had police issues and asked about Baylor Woodson School and trash dumping on Cherry Street.
- **Gabe Henderson-** Informed residents that the Middle Park Manor Block Club was having an open house. He also stated that Mrs. Kinney will be turning one hundred and will be having a birthday celebration. Further, he thanked the Fire Department for the grass cutting.
- **Mary McClendon**- Stated that Commissioner Richard LeBlanc would be hosting a coffee hour on September 8, 2014 from one until two.
- **Daisy Truss**-Announced upcoming events for Inkster Family Literacy. She said there will be a Back to School Reading Rally a the Inkster Library on August 23, 2014 from twelve until four, McDonalds Literacy Night at the Dearborn Heights McDonalds on August 27, 2014 from four to seven and a Once Upon a Story Time at the Inkster Library from two until three thirty, every Monday.

Mayor and Council Communications

- **Councilman Williams –** Thanked several organizations that included, the AKA Sorority, National Christians in Action, Boys and Girls United Youth Program, the American Red Cross for emergency clean up kits, DPS, Mayor Hampton and Councilman Canty for helping during the flood by manning the pump station. Additionally, he asked residents to support and shop Inkster.
- **Councilman Moner –** Gave tribute to brave Veteran PVT Ricardo Coleman USA.
- **Mayor Pro-Tem Hendricks** – Said he received a letter from an anonymous resident and wanted to let that person know that they have read the letter and will take the concerns pass them along.
- **Councilman Shaw** – Thanked DPS and Administration for their efforts with the flood. He also thanked Kim Sledge for coming into work even when she was sick. Additionally, he asked about tree trimming, lights on Glenwood, the Grant Writer RFP, C-Gap money, response letters getting to citizens and vacant property update.
- **Mayor Hampton** – Asked about the status of the Greenway Phase II project and if a meeting had been set up. He further asked about contracts and he stated he wanted to sign all contracts for the city. He stated that the Senior Olympics was a huge success and he and other members of council attended the event.

City Clerk

- Informed City Council at the request of Human Resources that a special meeting will need to be set up for City Attorney interviews.

City Manager

- Thanked staff during the flood period for their due diligence.
- Thanked City Council for the opportunity to serve.
- Thanked residents.

Closed Session

Adjournment

There being no further business to come before Council, on motion duly made by Councilmember Moner, Seconded by Mayor Pro-Tem Hendricks and carried, the Regular Council meeting of August 18, 2014 was adjourned at 9:47p.m.

Felicia Rutledge, City Clerk
City of Inkster

September 2, 2014

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
Richard Marsh, Jr., Director		Tenure
Denise Champagne, Project Dir. - (Ex-Officio Member)		Tenure
Rochelle Wells		Exp. 08/20/14
April Walton		Exp. 01/18/15
Audrey Jean Searcy		Exp. 06/02/16
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. 08/16/16
Dorothy Gardner		Exp. 06/16/16
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
William S. Miller		Exp. 06/02/15
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. 04/26/16
Enoch Jackson	Exp. 04/26/14
Joe Burton	Exp. 04/26/14
Rev. George Williams (T)	Exp. 04/26/16
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. 05/19/16
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
Elcfernick 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	Exp. 12/31/05
Hersey Bryant, (C)	Exp. 12/31/00
Horace Wells	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 Coller~~	**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~~ - (Commission Appointment)	Exp. 12/04/11

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)		
– 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
Martha Theis		Exp. 01/14/18
Lewis Gregory (Treasurer)		Exp. 09/20/14
Cynthia Adams		Exp. 01/14/18
Tom Costello (VC)		Exp. 10/06/18
Peter Cemot		Exp. 01/21/18
Vacant		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
Vacant		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	Tenure
William Acklin	Exp. 03/17
Ernest Hendricks	Exp. 03/19
James Orr	Exp. 11/13
Ernestine Williams	Exp. 03/19
Vacant	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	Exp. 12/20/12
Vacant		

LIBRARY BOARD **4 year term**

Michael Wells	Exp. 2015
Sandra Markwart	Exp. 2015
Dorothy Gardner	Exp. 2015
Dosys Thompson	Exp. 2015
LaDon Gibbs	Exp. 2015
Paulette Dye	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	Exp. 12/05/13
Vacant	Dist. 3	
Vacant	Dist. 4	
Vacant	Dist. 5	
Vacant	Dist. 6	
Vacant	**Mayoral**	

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	Exp. 11/19/14
Eugene Thompson (VC)	Exp. 11/19/14
Dorothy Gardner	Exp. 11/19/14
Darwin Howard	Exp. 12/15/14
William Howard	Exp. 11/03/15
Cheryl Stinson	Exp. 02/02/16
Vacant	

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 6:00 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)		Exp. 10/15
Robert Thomas (Secretary)		Exp. 10/15
Emmereal Wells		Exp. 01/15
James Garrett		Exp. 08/17
April Walton		Exp. 09/16
Sam Brown (Chairman)		Exp. 10/14
Richard Wooten (Vice Chairman)		Exp. 08/16

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. 02/16
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 Williams	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 6:00 P.M., City Council Chambers]

3 Year Term	7 Members	State Law and Ordinance 277
Dorothy Gray	Dist. 1	Exp. 01/14/17
Clarence Oden, Jr.	Dist. 2	Exp. 01/14/17
James Cross (VC)	Dist. 3	Exp. 07/01/16
Roosevelt Stubbs	Dist. 4	Exp. 05/16/14
Vanola Williams	Dist. 5	Exp. 09/03/16
Norma McDaniel (S)	Dist. 6	Exp. 10/19/15
Richard Wooten (Planning Comm. Appointee)		Exp. 01/14/17

Nankin Transit
[Meetings: Third Thursday of each month at 5:45 p.m., Nankin Transit 37137 Marquette, Westland, MI. 48185]

Michael Canty, Council Appointee	Exp. Tenure
Denise Champagne, Council Appointee	Exp. (Appointed in 2009)

COMMITTEES FORMED BY COUNCIL RESOLUTIONS

TAX INCREMENT FINANCE AUTHORITY

[MEETINGS: Second Thursday of each month at 6:30 P.M., City Hall Council]

6 Year Term | 13 Members | Resolution 85-8-331

Hilliard L. Hampton, II	Tenure
Richard Marsh	Tenure
Bishop Walter L. Starghill, Jr.	Exp. 06/07/16
Herbert Johnson	Exp. 06/07/16
Deborah Walker	Exp. 06/07/16
Vacant	Exp. 06/07/16
Dennis Weislow	Exp. 06/07/19
Cassandra Leonard	Exp. 06/07/16
Mary Weislow	Exp. 06/07/16

TIFA WORKING COMMITTEE FOR THE JUSTICE CENTER

5 Members

Bishop Walter L. Starghill	Exp. 06/07/16
Herbert Johnson	Exp. 06/07/16
Deborah Walker	Exp. 06/07/16
Vacant	Exp. 06/07/16
Vacant	

BROWNFIELD REDEVELOPMENT AUTHORITY

[MEETINGS: Second Tuesday of each month at 5:00 P.M., City Hall Council Chambers]

Terms 1, 2 and 3 years | Up to 9 members | Resolution 02-9-458

Timothy Williams, City Council Representative	Tenure
Richard Marsh, City Manager	**Tenure**
Mark Stuhldreher, Treasurer	Tenure
Community Development Director (VC)	Tenure
Tonia C. Williams (C)	Exp. 6/27/14
Dorothy Gardner	Exp. 10/05/15

CARVER HOMES DISTRICT CITIZENS COUNCIL- *Inactive*

[MEETINGS: Third Thursday of each month at 6:30 P.M., St. Clements Manor]

Velma Hammons
Daniel Henderson
Willie Johnson
Bessie Jones
Melodie Jones
Clara Gray-Joiner
Geneva Lyles
Norma McDaniel
Ramona Rogers
Antonio Shaw
Jacqueline Treadway
Rita Watson
Barbara Whatley
Julius Williams
Glaynda Wright
Chris Yatooma

NOTES:

Vacancies and/or Expired terms | *Has not taken the oath

REQUEST FOR COUNCIL ACTION

To: Richard Marsh, City Manager **Date: August 27, 2014**

From: Mark Stuhldreher, City Treasurer **Date for Council's Consideration: 9/2/14**

ACTION REQUESTED: Council to hold a public hearing and offer for first reading an amendment to Chapter 52 and 54 of the code of ordinances to allow for monthly billing of water and sewer invoices from the current practice of quarterly billing.

Current Action ___X___ Emergency ______ Future _______

Funds Budgeted: If Yes __X__ Account #____________________ No _____

Treasurer's Approval ______MDS_______________

BACKGROUND:

Currently, water and sewer invoices are generated on a quarterly basis. Section 52.13 states that the billing frequency for water usage is to be set by resolution. Section 54.09 states that the billing frequency for sewer usage is quarterly. To improve cash flow for the water and sewer fund and assist the customers in paying their water/sewer bills, the Administration is recommending that the billing frequency be changed to monthly.

The amendment to the sewer ordinance, Section 54.09, changes the text from quarterly billing to text that states the billing frequency be set by resolution. The amendment also changes the text dealing with shut off notices to customers with delinquent charges. For customers whose bills are unpaid 30 days past the due date, service will be subject to shut off without further notice. A statement to this effect will be placed on the original bill.

Similar to section 54.09, section 52.13 is being amended to indicate that for customers whose bills are unpaid 30 days past the due date, service will be subject to shut off without further notice. A statement to this effect will be placed on the original bill.

To date, two study sessions have been held and a town hall meeting was held to discuss these changes. The water advisory committee supports this recommendation.

SCOPE OF SERVICES:

To facilitate this transition, a review existing quarterly billing policies and practices along with the identification of necessary modifications has been completed. A transition plan has been developed. If approved, a communication program will be put in place to inform the customers of the change

JUSTIFICATION:

Benefits to the customer include:

- Allows for more efficient budgeting
- Provided for more timely account of water usage
- Helps identify leaks and other water usage issues quicker

Benefits to the city include:

- Improves cash flow by reducing delinquency rate
- Faster reaction to abnormal usage such as theft or high night time usage
- Improved customer service

PROJECT IMPROVEMENTS:

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

Goal No. 4 – Develop a plan to address the City's current debt and legacy costs.

COSTS:

NA

PROJECTED TIME TABLE:

Following the first reading, council action is required at the next council meeting to approve the ordinance amendment and to adopt the resolution stating billings will occur on a monthly basis. Once the Ordinance and Resolution are approved, the transition to monthly billing would occur during November and December, 2014.

RESOLUTION:

Resolved by ____________________ Seconded by ____________________

Yes:
No:
Absent:

PROPOSED REVISED ORDINANCE
§ 54.09
CHARGES, BILLING PERIODS.

(A) The schedule for reading of meters, method of billing and delivery of bills for sewerage usage shall be set by resolution of the council.

(B) Payment of Bills. Bills for sewerage usage are payable at the office of the Water Department. Bills paid to any other person, concern or agency are so paid at the risk of the customer.

(C) Collection of Delinquent Accounts. Whenever the rates fixed by the Council or charges made by the Department for services rendered are not paid, the water may be shut off and collection enforced in accordance with the laws of the state and/or by placing said amounts on the city tax roll.

(D) Shut-Off Notice. Customers whose bills are unpaid 30 days past the due date will be subject to shut off without further notice. A statement to this effect will be placed on the original bill. An additional penalty determined by Council resolution will then be charged to the customer and shall be paid together with all unpaid charges before service will be turned on again. If said bill is not paid within 90 days of the due date, said amount shall be placed on the next general tax roll and collected as part of the general city taxes.

PROPOSED REVISED ORDINANCE

§ 52.13

BILLING AND COLLECTION PRACTICES FOR SERVICES.

(A) Schedule of rates. The City Council shall from time to time by resolution set the following rates:

(1) Consumption rates.
(2) Monthly service charge.
(3) Penalty for late payment.
(4) Service connection charges.
(5) Debt service charges.

(B) The schedule for reading of meters, method of billing and delivery of bills shall be set by resolution of the Council.

(C) Payment of bills. Water bills are payable at the office of the Water Department. Bills paid to any other person, concern or agency are so paid at the risk of the customer.

(D) Collection of delinquent accounts. Whenever the rates fixed by the Council or charges made by the Department for services rendered are not paid, the water may be shut off and collection enforced in accordance with the laws of the state and/or by placing said amounts on the city tax roll.

(E) Shut-off notice. Customers whose bills are unpaid 30 days past the due date will be subject to shut off without further notice. A statement to this effect will be placed on the original bill. An additional penalty determined by Council resolution will then be charged to the customer and shall be paid together with all unpaid charges before service will be turned on again. If said bill is not paid within 90 days of the due date, said amount shall be placed on the next general tax roll and collected as part of the general city taxes.

(F) Temporary service connections.

(1) The term temporary service connection is applied to a connection installed to serve an individual, firm or corporation for a definite temporary period for such purposes as supplying water to a construction project or to a temporary structure.

(2) The Department reserves the right to refuse to install a temporary service connection for any reason that it deems sufficient.

REQUEST FOR COUNCIL ACTION

To: Richard Marsh, City Manager **Date: August 26, 2014**

From: Mark Stuhldreher, City Treasurer **Date for Council's Consideration: 9/2/14**

ACTION REQUESTED: Council approval to publish the attached Assessing Services Request for Qualifications/Request for Proposals in order to seek qualified firms and/or individuals to provide Assessing Services for the City of Inkster.

Current Action __X__ Emergency _____ Future ______

Funds Budgeted: If Yes _X_ Account #_______________ No ___ N/A _

Treasurer's Approval _____MDS____________

BACKGROUND:

Ms. Robinson, City Assessor, has announced her resignation effective 9/12/14. As part of the FY 2015 budget, the contract for assessing services that had been provided by Wayne County Equalization was eliminated. The effect is that there will be no assessor services provided by the City after 9/12/14

SCOPE OF SERVICES:

The full range of assessing services is being sought and is described in the request for qualifications/request for proposal. This includes limited on site office hours, board of review and Michigan Tax Tribunal defense along with all other services typically provided by the local Assessor.

JUSTIFICATION:

Per the General Property Tax Act, the City Assessor is responsible for performing and maintaining property assessments for the equitable distribution of the property tax burden. The office compiles special assessment rolls, administers the Board of Review and maintains ownership records for the City of Inkster for both real and personal property. The Assessing office also maintains property descriptions and maps for taxing purposes. Assessing provides the City Treasurer with taxable value on all City properties; these values are used to produce annual tax bills.

PROJECT IMPROVEMENTS:

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

Goal No. 4 – Develop a plan to address the City's current debt and legacy costs.

COSTS:

NA

PROJECTED TIME TABLE:

9/3/14 - Approval to publish RFQ/RFP before city council
9/4/14 – RFQ/RFP put out on the "street"
9/24/14 – Deadline for interested parties to submit proposals

REQUEST FOR QUALIFICATIONS

ASSESSING SERVICES FOR THE CITY OF INKSTER, MICHIGAN

INTRODUCTION

The City of Inkster seeks statements of qualifications and management proposals from interested certified assessors to provide assessing services for a municipal corporation. From the submitted statements of qualifications and management proposals, the City may select one or more proponents for interview and may enter into an agreement with a selected proponent.

The City of Inkster is located in Wayne County, Michigan, with a 2013 estimated census population of 24,800. Its 2014 Assessment Roll included 12,007 parcels. This total includes 11,983 Ad Valorem parcels, 2 IFT parcels and 22 Neighborhood Enterprise Zone parcels. The current SEV of the City of Inkster is $262,319,000. The current taxable value of the City of Inkster is $256,865,000.

The City reserves the right, in its absolute discretion, to reject any or all proposals, to waive irregularities, informalities and/or non-conformities in any submission, to select the proponent and proposal deemed to be in the best interests of the City, and to negotiate with the selected proponent(s).

Broad Statement of Services:

The selected firm or individual will be responsible for overall direction and management of the City of Inkster property appraisal program. The selected firm or individual will oversee identifying, inventorying, determining market values and calculating assessed valuation for all properties in accordance with the State Tax Commission regulations, methods and procedures to ensure fair and equitable assessments. Maintains accurate Homestead and property transfer information in compliance with applicable State laws.

Scope of Services

- Proponent must possess and maintain level III certification or higher.
- Proponent must possess and maintain a Personal Property Examiners Certification
- Proponent must possess and maintain proficiency in BS&A/Equalizer.net software.
- Minimum of six (6) business working hours in the Inkster Assessor's office per week based on a mutually agreed upon schedule.
- Plans, supervises, and participates in the appraisal and assessment of all real and personal properties in the City in accordance with state law and the City Charter.
- Perform onsite inspections in order to determine the value of any new construction.
- Maintains all of the City's assessment rolls, including ad valorem, specific tax rolls (IFTs, NEZ, PILTs, TIFs, etc.), and special assessments in order to ensure compliance with state law and the City Charter. Keep the property record field cards up-to-date.
- In consultation with the City's Zoning Administrator, perform land division and combinations as necessary, complying with the State's Land Division Act and County procedures for land divisions. Processes splits and combinations to allocate taxable values.
- Analyze property sales of all property classes within the City to determine property values and appropriate assessment adjustments, including vacant land values.
- Process all Personal Residence Exemptions (PREs), rescissions, and Property Transfer Affidavits and Transfer Deeds.
- Process all poverty exemption and disabled veteran exemption applications.
- Files all necessary State and County reports pertaining to the Assessment and Tax Rolls.
- Maintain complete Apex land and building footprint sketches for all real properties in the City.

- Maintain all pertinent information on all names and address changes made to the database(s).
- Maintain the link between assessment and building department databases to ensure (1) that the assessor can identify and assess all construction activity for which a building permit has been issued; and (2) that the Building Department's database is up-to-date.
- Maintain parcel and tax maps, including any future GIS component to this.
- Process Personal Property Statements, including conducting an annual inspection to ensure an up-to-date list of personal property.
- Meet with taxpayers regarding assessment determinations and to explain appeal procedures.
- Respond to complaints.
- Acts as the City's liaison in communicating with the public, media, and other governmental agencies on assessing issues.
- Provide assessment information to the public similar to how the City currently provides this information on its website.
- Prepares the property assessment roll for presentation to the Board of Review; prepares adjustments of the tax roll directed by the Board of Review; participates in all Board of Review sessions and compiles minutes, results and oversees preparation of letters and reports associated with this process.
- Represent the City in defense of existing and future assessment appeals to the Board of Review, the Small Claims division of the Michigan Tax Tribunal, and the full Michigan Tax Tribunal.
- Coordinate with the City's attorney in the defense of these appeals.
- Prepare changes to the assessment and tax rolls based on decisions of the Board of Review and/or Michigan Tax Tribunal. There are currently five properties under appeal before the MTT.

Interested individuals, firms or entities with experience and proper certification by the State of Michigan are encouraged to respond to this Request for Qualifications and Management Proposals.

SUBMISSION REQUIREMENTS

The City is asking respondents for professional qualifications and proposals. The City intends, using the process described below, to select a firm or individual and may enter into an Assessor Services Agreement with the selected proponent. Following the receipt of proposed qualifications and proposals, the City may select one or more proponents for interviews and selection.

Respondents must submit the following documentation, which will serve as the **Statement of Qualifications and Proposal.**

1. The proponent's name, address, contact person(s) (including the title(s) of such person(s)), telephone contact numbers, facsimile number, and e-mail address.
2. A general description of the proponent's current and past experience in the field of assessing.
3. A description of the scope and nature of municipal assessing experience. Provide a listing of all municipal assessing employment or contracting over the past five years with the following information: name and location of jurisdiction; team members, corporate and individual, actually involved in assessing activities; and name, address and telephone of reference contact for the municipality.
4. Names and resumes of key personnel who will constitute the team working for the City of Inkster.
5. A management proposal including certain information. The following is a brief listing of some of the issues to be addressed in the management proposal:

    - A detailed proposal outlining the proposed fee structure for the services to be provided.
    - An annual calendar indicating the timeline of key tasks and deadlines for those tasks to be performed by the proponent.
    - A description of customer service tasks to be performed and a description of time which will be

spent in the office available to the public for customer service.

The selected proponent will, at no further cost to the City, obtain all certifications, licenses, insurance, corporate authorizations and any approvals from federal, state, county and City agencies as may be required for the project.

The selected proponent will verify that it is not in default to the City, and will not come into default at any time during the term of the management agreement. The proposal shall comply with, and be approved in accordance with, the City's purchasing policy.

The required submission of the **statement of qualifications and proposal** must be submitted in an 8.5 x 11 format. Respondents must submit an original, clearly marked and containing original signatures, along with **4 copies by 4:00 p.m. (local time), September 24, 2014**, without exception, at the following address, to be deemed responsive and eligible for consideration:

Ms. Felicia Rutledge, City Clerk
City of Inkster
26215 Trowbridge
Inkster, Michigan 48141

To assure that the respondent's submittal arrives at the proper place, on time, and to prevent opening by unauthorized individuals, submissions must be clearly identified on the outside, as follows:

Assessing Services RFQ

Faxed or electronic submissions will not be accepted. Once received, submissions will not be returned. Formal communication, such as requests for clarification and/or information concerning this solicitation shall be submitted to Ms. Felicia Rutledge, via email addressed to frutledge@cityofinkster.com.

The anticipated schedule for this Request for Qualifications, selection of Respondent(s) and contract approval is as follows:

RFQ Available September 4, 2014

Submittals Due September 24, 2014

Final Selection of Assessor October 20, 2014

The City reserves the right to modify this timetable.

SELECTION PROCESS

An initial review process will be conducted by City officials to establish responsiveness of each submittal.

The Statements of Qualifications and Management Proposals will be evaluated through consideration of several factors. The review of all documents submitted will be in accordance with the following criteria:

- Experience and expertise in the municipal assessing services.
- Capability and experience of the members of the team; and, determination of availability of all required certifications necessary for performing the services.
- Past performance in municipal assessing services.

- Quality of the proposal in terms of clearly stating work to be performed and terms of payment.
- Ability to provide assessing services in accordance with state law, City policies and in full compliance with all applicable laws, ordinances and regulations.
- Other factors deemed relevant by those involved in the selection process.
- The City reserves the right, in its absolute discretion, to reject any or all proposals, to waive irregularities, informalities and/or non-conformities in any submission, to select the proponent and proposal deemed to be in the best interests of the City, and to negotiate with the selected proponent(s).

The above criteria will be used to evaluate the submittals. Following a review of the submittals, an Assessor will be selected to enter into an assessing services agreement immediately upon notification of selection, with service beginning on or about October 20, 2014.

If for any reason, a management agreement cannot be negotiated on a timely basis, the City will negotiate with other proponents.

The City reserves the right, in its absolute discretion, to reject any or all proposals, to waive irregularities, informalities and/or non-conformities in any submission, to select the proponent and proposal deemed to be in the best interests of the City, and to negotiate with the selected proponent(s).

The respondent warrants that to the best of its knowledge and belief and except as otherwise disclosed it does not have any organizational conflict of interest. Conflict of interest is defined as a situation in which the nature of work under this solicitation and the firm's organizational, financial, contractual or other interests are such that:

1. Respondent may have an unfair competitive advantage; or
2. The respondent's objectivity in performing the work solicited may be impaired. In the event the respondent has an organizational conflict of interest as defined herein, the respondent shall disclose such conflict of interest fully in the proposal submission.

The respondent agrees that if after award he, she or it, discovers an organizational conflict of interest with respect to this solicitation, he she or it, shall make an immediate and full disclosure in writing to the City Manager that shall include a description of the action which the respondent has taken or intends to take to eliminate or neutralize the conflict. The City may, however, disqualify the respondent or if a contract has been entered into with the respondent, terminate said contract, in its sole discretion. In the event the respondent was aware of an organizational conflict of interest before the award of a contract and intentionally did not disclose the conflict to the City Manager the City may disqualify the respondent. *The City shall be the sole arbiter in determining whether any conflict of interest exists.*

INSURANCE

a. Insurance. The proponent shall, upon entering into the assessing services agreement, obtain and maintain during the term of that agreement an insurance policy meeting the following requirements and shall provide to the City a certificate showing the premiums to be fully paid as well as a copy of the applicable policy, including all endorsements.

- General Liability Insurance in the amount of $1,000,000 per occurrence and $1,000,000 aggregate.
- The City, including its officers and employees, shall be named as an additional insured on the policy.

- The successful firm shall furnish to the City a certified copy of the policy or policies covering the work.

b. Waiver. The selected proponent shall not hold the City of Inkster liable for any personal injury incurred by their respective employees, agents or consultant, contractors or subcontractors, the selected proponent agrees to hold the City harmless from and indemnify the City for such claim by its employees, agents, consultants, contractors or subcontractors, unless a court having jurisdiction finds there is gross negligence of an employee of the City while acting within the scope of their employment.

ADDITIONAL FACTORS

The successful firm shall be responsible for maintaining satisfactory standards of its employee's competence, conduct, courtesy, appearance, honesty, and integrity. It shall be responsible for taking such disciplinary action with respect to any of its employees as may be necessary.

The successful firm shall provide adequate competent supervision at all times during the performance of the contract. The firm or designated representative shall be readily available to meet with City personnel. The successful firm shall provide the telephone numbers where its representative(s) can be reached.

The firm shall provide such financial and programmatic information as required by the City to comply with all federal, state and local reporting requirements.

The firm agrees that it will abide by all applicable laws, rules and regulations and with the requirements of all grants and other governmental funding contracts governing equal opportunity and affirmative action.

CONTRACT DOCUMENTS

Written contract documents will be prepared or approved by the City. Modifications may be adopted based on final negotiations and specific requirements of the contract under this particular RFQ.

REQUEST FOR COUNCIL ACTION

To: Richard Marsh, City Manager	**Date: August 26, 2014**
From: M. Jeannie Fields, Manager MJF **Community Development**	**Date for Council Consideration: Sept 2, 2014**

ACTION REQUESTED: Consider a sixty (60) day moratorium on development in the Town Center District (TCD) to ensure that the regulations that apply in the TCD are consistent with the Master Plan.

Current Action __x__ Emergency ______ Future ______

Funds Budgeted: If Yes __x__ Account # 101.721.900.000 No ______ N/A _____

Treasurer's Approval MDS/MJF

BACKGROUND INFORMATION

During the Planning Commission Meeting held August 11, 2014, a recommendation was made by Planning Commissioner Wooten to consider an ordinance amendment in the TCD as a result of an ordinance amendment that was approved September 17, 2012, which allows B-3 District uses, such as used car sales, in the TCD as special conditions uses. A copy of Commissioner Wooten's letter to the Planning Commission is attached. The Planning Commission approved a recommendation to City Council as follows:

- Amend the zoning code for the TCD to restrict uses not compatible in the District.
- Place a sixty (60) day moratorium on TCD applications to allow time to amend the zoning code.

McKenna Associates reviewed the information from the Planning Commission Meeting and recommended that City Council pass a ninety (90) day moratorium on development in the TCD to ensure that the regulations that apply in the TCD are consistent with the Master Plan. A copy of the recommendation letter from McKenna Associates is attached.

SCOPE OF SERVICES

Place a sixty (60) day moratorium on the acceptance of TCD applications and review the zoning ordinance to make necessary amendments to ensure district requirements are consistent with the Master Plan and compatible with the goal of creating a viable Downtown.

JUSTIFICATION

The TCD is intended to provide a "city identity" and include a mixture of retail, office, residential and public uses. The Mater Plan specifically recommends that high traffic and heavy commercial uses such as fast food drive thru restaurants, vehicle repair, parts and sales and similar uses are located outside of the TCD. Several auto-oriented uses permitted in the B-3 District are inconsistent with this purpose including outdoor vehicle sales, car washes, and auto service centers.

PROJECT OR IMPROVEMENT TASKS

1. Revitalize the Michigan Avenue Corridor and the area covered by the DDA.
2. Improve and promote the image of Inkster.

COSTS

Minimum costs will be associated with the ordinance review (example: publication requirements).

PROJECT TIME TABLE

Upon Council approval to remain in effect for sixty (60) days.

RESOLUTION

Resolved by ____________________, Seconded by ______________________, to authorize a sixty (60) day moratorium on development in the Town Center District (TCD) to ensure that the regulations that apply in the TCD are consistent with the Master Plan.

Yes:
No:
Absent:

August 6, 2014

Dear Planning Commission Colleagues,

We have an important issue that we need to take action on as a result of a current application that has exposed potential weaknesses in our current Town Center District (TCD) zoning district. On August 5, 2014, the City had a project review meeting for two proposed projects. One of those projects is for a used car dealership within the Town Center District. The proposed project will be located at 27005 Michigan Avenue. This particular use is allowed because of a zoning code amendment that was approved on September, 2012. This particular amendment allows Special Condition Uses (SCU) of the B-3 District in the TCD district of the City.

The Report from the City's Planning Consultants states the following:

> "Used car sales are a Special Conditions Use in the B-3 district and thus can be approved as a Special Conditions Use in the TCD District."

Used Car Sales was a use that was not allowed in the TCD before the ordinance was amended. The ordinance now allows numerous SCU uses that were not allowed in the past and that are incompatible with a viable downtown district.

In order to address this issue, the Planning Commission will need to initiate the process of creating an ordinance amendment as well as request a moratorium on new projects in the TCD District in order to prevent obnoxious uses that were previously zoned out of the Town Center area. Because of the time needed to satisfy the legal requirements, the commission will need to take action to move forward with an amendment and make the moratorium requests to the City Council at our next meeting on August 11, 2014.

Sincerely,

Richard Wooten
Planning Commissioner Vice-Chair

McKenna Associates COMMUNITY PLANNING AND DESIGN

August 26, 2014

Richard Marsh, City Manager
City of Inkster
26215 Trowbridge
Inkster, MI 48141

Subjects: **1. Planning Commission Proposed Moratorium on Development in the TCD District**
2. Medical Marijuana Dispensaries

Dear Mr. Marsh:

At your request, we have considered the recommendation made by Planning Commission to initiate a moratorium on development in the TCD district to review and potentially amend the Zoning Ordinance.

1. TCD DISTRICT

DESCRIPTION OF THE ISSUE

On September 17, 2012 the TCD zoning district was amended to permit "change of uses to those listed in Section 155.047, B-3, General Business District (D) Uses Subject to Special Conditions (with the exception of (35) Minor Vehicle Repair, which is strictly prohibited)."

At the August 11, 2014 Planning Commission meeting, the Commission voted to recommend that City Council pass a moratorium on development in the TCD district to review the zoning ordinance and make necessary amendment(s) to ensure district requirements are consistent with the Inkster Master Plan and compatible with the goal of creating a viable Downtown.

REASONING

The Town Center District is intended to provide a "city identity" and include a mixture of retail, office, residential and public uses. The Master Plan specifically recommends that "high traffic and heavy commercial uses such as fast-food drive thru, vehicle repair, parts and sales, and similar uses are located outside of the Town Center District." Several auto-oriented uses permitted in B-3 are inconsistent with this purpose, including outdoor vehicle sales, motels, drive thru restaurants, car washes, automobile service centers, and manufactured housing communities.

MASTER PLAN

The Inkster Master Plan was last updated in 2009. The plan includes guidance on the TCD district and the Community Core Area that can be used to update the Zoning ordinance; however, we recommend the City consider updating these sections of the Master Plan in tandem with the zoning amendment.

2. MEDICAL MARIJUANA DISPENSARIES

TEXT AMMENDMENT FOR MEDICAL MARIJUANA DISPENSORIES

McKenna Associates understands that the City is in the process of determining how, if, and where to permit medical marijuana dispensaries. We recommend the City consider developing a zoning amendment for medical marijuana dispensaries parallel to the examination of the TCD district. This will allow the City to use one amendment process for both objectives.

RECOMMENDATION

We recommend that City Council pass a 90 day moratorium on development in the TCD district to ensure that the regulations that apply in the TCD are consistent with the Master Plan, with the following conditions:

1. The moratorium will expire 90 days from the date of enactment, on December 1st, 2014
2. City Manager will authorize McKenna Associates to complete the work per McKenna's August 26, 2014 - "Proposal to Create New Zoning Standards for the Town Center District."

Respectfully submitted,

McKENNA ASSOCIATES

Paul Lippens, AICP
Principal Planner

REQUEST FOR COUNCIL ACTION

To: Richard J. Marsh, Jr., City Manager **Date: 8-21-2014**

From: Assistant Chief John D. Adams **Date for Council Consideration: 9-2-2014**

ACTION REQUESTED: I am requesting to update the current resolution for mutual aid with the Western Wayne County Fire Department Mutual Aid Association.

Current Action *approval required* Emergency Future

Funds Budgeted: If Yes XXX Account # 101-337-801.000 No ____ N/A___

Treasurer's Approval____

BACKGROUND:

The City of Inkster fire department has been a part of this agreement since the inception of this association. This has been a matter of practice when operational changes are added to the by-laws a request for an updated resolution has been made by all cities who participant in the Association.

SCOPE OF SERVICES:

This resolution would allow the City of Inkster to send and receive mutual aid from our surrounding communities.

JUSTIFICATION:

The current cash flow and operational procedures for the City does not allow the staffing of our station to operate independently on large, medium, or even some unique small scale events. The need to have a mutual aid agreement is important for the life safety of our employees.

PROJECT IMPORVEMENTS:

1. Enhance Public Safety.
2. Improve and promote the image of Inkster.

COSTS:

The dues to participate are $4,790.00 a year and is based on population.

PROJECT TIME TABLE:

September Council meeting

RESOLUTION:

A RESOLUTION FOR APPROVAL OF THE INKSTER FIRE DEPARTMENT TO PARTICIPATE IN THE WESTERN WAYNE COUNTY FIRE DEPARTMENT MUTUAL AID ASSOCIATION (MABAS 3203)

Resolution Number: __________________

WHEREAS the City of Inkster has the power, privilege and authority to maintain and operate a fire department providing fire protection, fire suppression, emergency medical services, technical rescue, hazardous incident response, and other emergency response services ("Fire Services"); and

WHEREAS, Fire Services can further be improved by cooperation between political subdivisions during times of public emergency, conflagration or disaster ("Incidents"); and

WHEREAS, the Michigan Constitution of 1963, Article 7, § 28, and the Urban Cooperation Act of 1967, Act No.7 of the Public Acts of 1967, Ex. Sess., being MCL 124.501 et seq. (the "Act"), permit a political subdivision to exercise jointly with any other political subdivision any power, privilege or authority which such political divisions share in common and which each might exercise separately; and

WHEREAS, the Inkster Fire Department desires to enter into an interlocal agreement, pursuant to the Act, to further improve Fire Services; and

WHEREAS, the Mutual Aid Box Alarm System (MABAS), is a mechanism that may be used for deploying personnel and equipment in a multi-jurisdictional or multi-agency emergency mutual aid response; and

WHEREAS, as a result of entering into an interlocal agreement to further improve Fire Services, the Parties are creating the Michigan MABAS Division; and

WHEREAS, City of Inkster Fire Department has the authority to execute this Agreement pursuant to resolution of its governing body; and

WHEREAS, City of Inkster Fire Department desires to commit personnel and equipment to another Party if deemed reasonable upon the request of another Party; and

NOW, THEREFORE BE IT RESOLVED: City of Inkster finds it in the best interest of its citizens from a safety and fiscal standpoint to enter into the Interlocal Agreement creating the Western Wayne County Fire Department Mutual Aid Association and MABAS Division, and agrees to appoint one member to the Association Board.

CERTIFICATION

I hereby certify the above to be a true copy of a Resolution adopted by the _________________City/Township?? Board at a Regular Board Meeting held at the ____________ on the ________ day of ___________ at _______AM/PM, pursuant to the required statutory procedures.

Authorization is hereby given to:

Resolved by: Seconded by:

Yes:

No:

Absent: