

1. Agenda And Packet

Documents:

[7-17-17 PACKET.PDF](#)

[REVSIED AGENDA 7-17-17.PDF](#)

July 3, 2017
Regular City Council Meeting – 7:00 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 3, 2017

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

- A. Agenda Discussion
- B GIS Mapping Demonstration – Jacob Blind and Kate Keeley
- C. Introduction of the New City Planner – Adrianna Jordan

Moved by Councilmember Mayor Pro-Tem Williams, Seconded by Councilmember Oden to go into Executive Session 6:30 p.m. to discuss pending litigation, personnel and land sales in accordance with MCL 15.286 (e). Motion carried unanimously

Moved by Councilmember Howard, Seconded by Councilmember Oden to adjourn the closed Executive Session at 7:00 p.m. – Motion carried unanimously.

Call Meeting to Order

Mayor Nolen called the meeting to order at 7:23 p.m.

Pledge of Allegiance

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

Prayer

Prayer was led by Pastor John Herman, Jr.

Roll Call

Mayor Nolen	Present	Councilwoman Howard	Present
Councilwoman Watley	Present	Mayor Pro-Tem Williams	Present
Councilman Oden	Present	Councilman Chisholm	Present
Councilwoman Mitchell	Present		

Approval of Agenda

Moved by Councilmember Mitchell, Seconded by Councilmember Oden to approve the agenda. with the addition of item "B" under consent. 7-17-150R - Motion carried.

Presentations/Discussion

- A. Introduction of the New City Planner – Adrianna Jordan
- B. Introduction of the New Inkster Housing Director, Linda Bernard – Carolyn Smith, Housing Chair

Public Hearings

- A. A public hearing to amend the existing ordinance to adopt by reference the Water Supply Cross Connection Rules of the Michigan Department of Environmental Quality, being R325.11401 to R325.11407 of the Michigan Administrative Code. The proposed amended ordinance will add provisions to require the installation and testing of backflow assemblies, and to establish penalties for violations of the ordinance

Moved by Councilmember Pro-Tem Williams, Seconded by Councilmember Oden to OPEN the public hearing to amend the existing ordinance to adopt by reference the Water Supply Cross Connection Rules of the Michigan Department of Environmental Quality, being R325.11401 to R325.11407 of the Michigan Administrative Code. The proposed amended ordinance will add provisions to require the installation and testing of backflow assemblies, and to establish penalties for violations of the ordinance.

Resolution 7-17-151R – Motion carried.

Moved by Councilmember Pro-Tem Williams, Seconded by Councilmember Oden to CLOSE the public hearing to amend the existing ordinance to adopt by reference the Water Supply Cross Connection Rules of the Michigan Department of Environmental Quality, being R325.11401 to R325.11407 of the Michigan Administrative Code. The proposed amended ordinance will add provisions to require the installation and testing of backflow assemblies, and to establish penalties for violations of the ordinance.

Resolution 7-17-152R – Motion carried.

- B. A public hearing to amend the Medical Marijuana Business License to include a additional licenses in three categories: Transportation of Medical Marijuana, Distribution of Medical Marijuana and Testing of Medical Marijuana.

Moved by Councilmember Pro-Tem Williams, Seconded by Councilmember Howard to OPEN the public hearing to amend the Medical Marijuana Business License to include additional licenses in three categories: Transportation of Medical Marijuana, Distribution of Medical Marijuana and Testing of Medical Marijuana.

Resolution 7-17-153R – Motion carried.

Moved by Councilmember Pro-Tem Williams, Seconded by Councilmember Howard to CLOSE the public hearing to amend the Medical Marijuana Business License to include additional licenses in three categories: Transportation of Medical Marijuana, Distribution of Medical Marijuana and Testing of Medical Marijuana.

Resolution 7-17-154R – Motion carried.

Consent Agenda

- A. June 19, 2017 Regular City Council Meeting Minutes.
- B. Allen Brother's and Attorney's PLLC Invoice \$40,742.44

Moved by Councilmember Pro-Tem Williams, Seconded by Councilmember Oden to approve the Consent Agenda.
Resolution 7-17-155R – Motion carried.

Boards and Commission

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

Moved by Councilmember Pro-Tem Williams Seconded by Councilmember Chisolm to appoint Octavia Smith to the Cable Commission.
Resolution 7-17-156R – Motion carried.

Moved by Councilmember Howard, Seconded by Councilmember Oden to table appointment of Winston Wade to the DDA.
Resolution 7-17-157R – Motion carried.

Nominations:

- 1. Octavia Smith- Cable Commission
- 2. Winston Wade - DDA

Previous Business

Ordinance(s)

- A. First Reading(s)

1. A ***first*** reading to amend the existing ordinance to adopt by reference the Water Supply Cross Connection Rules of the Michigan Department of Environmental Quality, being R325.11401 to R325.11407 of the Michigan Administrative Code. The proposed amended ordinance will add provisions to require the installation and testing of backflow assemblies, and to establish penalties for violations of the ordinance.

2. A ***first*** reading to amend the Medical Marijuana Business License to include a additional licenses in three categories: Transportation of Medical Marijuana, Distribution of Medical Marijuana and Testing of Medical Marijuana.

- B. Second Reading(s)

New Business

- A. Discussion/Action: (Felicia Rutledge) Consideration and approval of a street closure request of Florence Street between Sylvia and Princess on July 22, 2017 for a Block Party from 12:00 p.m. until 10:00 p.m. (Donna and Vincent Lawrence)

Moved by Councilmember Howard, Seconded by Councilmember Williams to approve of a street closure request of Florence Street between Sylvia and Princess on July 22, 2017 for a Block Party from 12:00 p.m. until 10:00 p.m. (Donna and Vincent Lawrence)

Resolution 7-17-158R – Motion carried.

- B. Discussion/Action (Felicia Rutledge) Consideration and approval of a street closure request of Meadowdale Street between Kitch and Penn on July 29, 2017 for a Family Reunion from 4:00 p.m. until 10:00 p.m. (Mary Carter-Murray)

Moved by Councilmember Howard, Seconded by Councilmember Pro-Tem Williams to approve of a street closure request of Meadowdale Street between Kitch and Penn on July 29, 2017 for a Family Reunion from 4:00 p.m. until 10:00 (Mary Carter-Murray)

Resolution 7-17-159R – Motion carried.

- C. Discussion/Action: (Jeannie Fields) Consider approval of an offer to purchase (Case # LD 17-06) 26301 Carlisle which is located on the south side of Carlisle at the corner of Carlisle and Bayhan and is legally described as E 70 FT OF LOT 256 ROBT M. GRINDLEYS SUB NO.10 OF LITTLE FARMS T2S R10E L39 P70 WCR (Property ID #44-023-01-0256-001) and 1463 Magnolia which is located on the east side of Magnolia at the corner of Magnolia and Center Dr. and is legally described as LOT 529 DEARBORN HILLS MANOR T2S R9E L52 P93 WCR (Property ID #44-006-01-0529-000) in the total amount of \$4,000.00 (\$2,000.00 per property) to Platinum Real Estate Holdings LLC (Anthony Rea).

Moved by Councilmember Oden, Seconded by Councilmember Pro-Tem Williams to approve of an offer to purchase (Case # LD 17-06) 26301 Carlisle which is located on the south side of Carlisle at the corner of Carlisle and Bayhan and is legally described as E 70 FT OF LOT 256 ROBT M. GRINDLEYS SUB NO.10 OF LITTLE FARMS T2S R10E L39 P70 WCR (Property ID #44-023-01-0256-001) and 1463 Magnolia which is located on the east side of Magnolia at the corner of Magnolia and Center Dr. and is legally described as LOT 529 DEARBORN HILLS MANOR T2S R9E L52 P93 WCR (Property ID #44-006-01-0529-000) in the total amount of \$4,000.00 (\$2,000.00 per property) to Platinum Real Estate Holdings LLC (Anthony Rea).

Resolution 7-17-160R – Motion carried

- D. Discussion/Action: (Adrianna Jordan) Consider approval of a Special Conditions Use (SCU 16-29) to allow a Medical Marijuana cultivation facility located at 2640 Princess in the M-1, Light Industrial District, per the recommendation of the Planning Commission the applicant is Hilliard Hampton III.

Moved by Councilmember Oden, Seconded by Councilmember Pro-Tem Williams to approve of a Special Conditions Use (SCU 16-29) to allow a Medical Marijuana cultivation facility located at 2640 Princess in the M-1, Light Industrial District, per the recommendation of the Planning Commission the applicant is Hilliard Hampton III.

Resolution 7-17-161R – Motion carried.

- E. Discussion/Action: (Felicia Rutledge) Consider approving the request for Fireworks other than Consumer or Low Impact for a Special Event request for; Inkster Summerfest to be held July 8th and July 9th, 2017. (The applicant is the Inkster Summerfest Committee) for American Fireworks company, **and the Carnival approval and closing of Inkster Rd. to West St. Thursday 3:00 pm.**

Moved by Councilmember Howard, Seconded by Councilmember Mitchell to approve the request for Fireworks other than Consumer or Low Impact for a Special Event request for Inkster Summerfest to be held on July 8th and July 9th, 2017. (The applicant is the Inkster Summerfest Committee) for American Fireworks company.
Resolution 7-17-160R – Motion carried.

F. Discussion/Action: Consideration and approval of a contract for FY2017 Audit.

Moved by Councilmember Pro-Tem Williams, Seconded by Councilmember Chisholm approve a contract for FY2017 Audit.
Resolution 7-11-163R – Motion carried.

Public Participation

Toni Bailey- Stated concerns with Dumpsters, cleanup day, flowers and welcome sign.

Mable P. Stroman- Announced St. James UMC on Annapolis in collaboration with Inkster LeMoyne Gardens Educational Enrichment Boot Camp every T-TH 8:30 am-12:00 pm in July. Free Breakfast and Lunch.

LeWanna Abney-Mitchell- Wants to use Inkster Park on 7/22/2017 for Inkster Bengals Football Team Family Picnic asking that the application fee to be waived or reduced.

Tov Pavling- Stated concerns about Westwood Park cleanup, possible speed bump on his street, trash in front of houses, Dearborn re-districting, how many police officers on patrol in their city and how many officers in the city total.

Carolyn Smith-Shared information about Starfish University Summer Semester and Financial Fitness event with Flagstar, Starfish and City of Inkster.

Father Clifton- Shared information about Boy Scouts, Breakfast and Camp.

Octavia Smith- Shared information about Chamber of Commerce and a comedy show Laugh Till it Hurts.

Gabe Henderson- He stated that he loves Inkster and Thank you from the Inkster Goodfellow.

City Clerk

City Treasurer

Mayor and Council

Closed Session

Adjournment

There being no further business to come before Council, on a motion duly made by Councilmember Pro-Tem Williams, Seconded by Councilmember Chisholm and carried, the Regular Council meeting of July 3, 2017 was adjourned at 8:37 p.m.



Felicia Rutledge, City Clerk
City of Inkster

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

Denise Champagne, Project Dir.

- (Ex-Officio Member)

Rochelle Wells

Audrey Jean Searcy

Doris Horne

Henry Wade

Toni Bailey

Dorothy Gardner

Chuck Coleman

Gabe Henderson

Jean Liddell

Patricia Donald

Iris Love

Tenure

Exp. 02/16/17

Exp. 01/17/19

Exp. 02/16/17

Exp. 02/01/18

Exp. 07/06/17

Exp. 01/17/20

Exp. 02/01/18

Exp. 02/01/18

Exp. 05/15/19

Exp. 07/06/17

Exp. 01/17/20

BOARD OF REVIEW

[MEETINGS: March, July and December]

Annual Appointment

3 Members

Charter Provision and State Law

WCA Assessing

William Miller

Gina Triplett (Alternate)

Lenoria Warmack

Celeste McDuffie

Clerk of the Board – Non Voting

Exp. 02/06/2018

Exp. 03/06/18

Exp. 01/17/18

Exp. 02/06/18

BEAUTIFICATION COMMITTEE

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

2 Year Term

Toni Bailey

Kathleen Gibbs

Gabe Henderson

Avis Love

Exp. 05/16/18

Exp. 02/06/19

Exp. 05/16/18

Exp. 03/16/17

Vacant

Vacant

Vacant

Vacant

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Vacant

Vacant

Vacant

Vacant

Vacant

Vacant

Vacant

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

Troy Seaton Dist. 1

Exp. 01/17/20

Leon Houston Dist. 2

Exp. 06/19/22

Charmaine Kennedy Dist. 3

Exp. 01/17/20

Octavia Smith Dist. 4

Exp. 07/03/20

Thelma Jean Overman Dist. 5

Exp. 02/06/20

Dist. 6

Exp. 01/04/19

Sandra Watley **Mayoral**

Exp. 01/03/20

Steven Chisholm At-Large

Exp. 01/17/20

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/PROPERTY MAINTENANCE BOARD

[MEETINGS: As required]

3 Year Term	3 Members	Ordinance
Henry Wade		Exp. 12/17
- (Licensed Plumber)		
Stephen Lawrence		Exp. 12/17
Tiara Jones		Exp. 10/17
Kenyatta Mason		Exp. 10/17
- (Licensed Electrician)		
Marcus Hendricks –		Exp. 12/17
- (Licensed Electrician)		
- Tom Michelini		Exp. 04/19
– Building Inspector		
- (Licensed Engineer/Inspector)		

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
Connie R. Mitchell		Tenure
Martha Theis		Exp. 01/14/18
Vacant		
Cynthia Adams (Secretary)		Exp. 01/14/18
Brittini Abiolu (Vice Chair)		Exp. 05/18/19
Peter Cimeot		Exp. 01/21/18
Akindele Akinyemi (Chair)		Exp. 02/16/19
Val Ogbonaya		Exp. 07/20/19
Winston Wade		Exp. 12/17/16
Rerhi Onomake (Treasurer)		Exp. 3/16/19
Uche Ndubuisi		Exp. 7/20/19

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
Byron Nolen		Tenure
Bishop Walter Starghill, Jr.		Exp. 06/07/16
Winnie Nwankwo		Exp. 05/18/21
Akindele Akinyemi		Exp. 05/18/21
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
Charmaine Kennedy		Exp. 01/17/23
Connie R. Mitchell		Exp. 02/06/23

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)		

ELECTION COMMISSION

[Per the City Charter; Chapter 4; Section 4.1]
4 Year Term

Council Member (most votes)

City Attorney

Tenure

City Clerk

Tenure

Catherine Morris (Mayor and Council appointee)

Vacant (Mayor and Council appointee)

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

Caroline Smith

Exp. 12/21

Mable Stroman

Exp. 12/21

Ellis Clifton

Exp. 12/21

DaSalla Scott

Exp. 01/22 (Resident Housing)

George Williams

Exp. 12/21

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

Theola Jones

Dist. 1

Exp. 02/06/19

Rhoda Littles

Dist. 2

Exp. 02/06/19

Ruth E. Williams

Dist. 3

Exp. 02/06/19

Vacant

Dist. 4

Vacant

Dist. 5

Vacant

Dist. 6

Vacant

LIBRARY BOARD

4 year term

Michael Wells

Exp. 2019

Akidele Akinyemi

Exp. 2019

DeAndra Crystal-Rikay Watley

Exp. 2019

Dosye A. Thompson

Exp. 2019

Emmereal Shawn Wells

Exp. 2019

Ruth E. Williams

Exp. 2019

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

Nell Harrison

Dist. 1

Exp. 3/21/18

Curtistine Barge

Dist. 2

Exp. 1/20/18

Brittni Abiolu

Dist. 3

Exp. 3/7/18

Olubisi B. Ajetunmobi

Dist. 4

Exp. 1/20/18

Vacant

Dist. 5

Barbara Cooper

Dist. 6

Exp. 5/2/18

Marie Jenkins

Mayoral

Exp. 1/20/18

July 17, 2017

LOCAL OFFICERS COMPENSATION COMMISSION

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

7 Year Term

7 Members

State Law and Ordinance 409

Lenoria Warmack

Exp. 10/17/2023

Thelma Jean Overman

Exp. 10/17/2023

Debra Owens

Exp. 10/17/2023

Ann Gross

Exp. 12/5/2023

Ronald Johnson

Exp. 12/19/2023

George Williams

Exp. 12/19/2023

Aaron Sims

Exp. 01/03/2024

July 17, 2017

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

John White	Dist. 1	Exp. 03/20/19
Deborah Owens	Dist. 2	Exp. 03/25/16
Shelby Johnson	Dist. 3	Exp. 09/15/16
Vernell Massey	Dist. 4	Exp. 12/01/16
Lenardo Gambrio	Dist. 5	Exp. 10/15/16
James Richardson IV	Dist. 6	Exp. 09/15/16
Tonia Williams	Mayoral	Exp. 02/20/19
Shirley Hankerson	Mayoral	Exp. 05/01/19
Yolanda Lockett	Council	Exp. 01/20/17

PARKS AND RECREATION YOUTH COMMISSION

2 Year Term

6 Members

Alisa Todd	Dist. 1	Exp. 3/7/18
Katrina Coats	Dist. 2	Exp. 3/7/18
Zeavean Johnson	Dist. 3	Exp. 3/7/18
William Grubbs	Dist. 4	Exp. 3/7/18
Taylor Todd	Dist. 5	Exp. 3/7/18
Demon Zimmerman	Dist. 6	Exp. 3/7/18
Tiwaïn Smith	Mayoral	Exp. 3/7/18

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 (Council appointee)	Exp. 12/18
Byron Nolen (Mayor)	Tenure
Darryl Davis (City appointee)	Exp. 10/18
Timothy Williams (Mayor Pro-Tem)	Exp. 7/19
Mack Willis	Exp. 2/20
James Garrett	Exp. 08/17
William Ratliff (Vice-Chair)	Exp. 04/19
Lynette Cain (Secretary)	Exp. 05/19
Steven Chishoim (Chair)	Exp. 04/19

POLICE AND FIREMAN RETIREMENT SYSTEM BOARD OF TRUSTEES

[MEETINGS: First Thursday of each month at 1:00 p.m., TIFA Room]

2 Year Term

5 Members

Charter

Lorenzo A. Moner, Jr.	Mayoral	Exp. 12/17
Barry O'Bryan	Police Rep	
Jason Kaye	Fire Rep	
Sandra K.Watley	City Council Rep	Exp. 06/19
Velma Overman	Board of Trustee Rep	

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
Marcus Hendricks	App. 02/18/13
Dennis Welslo	App. 02/18/13

July 17, 2017



Vacancies and/or Expired terms

*Has not taken the oath

REQUEST FOR COUNCIL ACTION

To: Byron Nolen, Mayor

Date: July 10, 2017

From: Jerome Bivins, DPS Director

Date for Council's Consideration: July 17, 2017

ACTION REQUESTED: Council to offer a second reading and consider approval to amend the City of Inkster Code of Ordinance Sections 52.25 thru 52.32 pertaining to Water Supply Cross Connections;

Current Action ☒ X _____ Emergency _____ Future _____

Funds Budgeted: If Yes _____ Account # _____ No _____ N/A _____
Mayor's Approval _____

BACKGROUND:

Amend the existing ordinance to adopt by reference the Water Supply Cross Connection Rules of Michigan Department of Environmental Quality, being R325.11401 to R325.11407 of Michigan Administrative Code.

SCOPE OF SERVICES:

The proposed amended ordinance will add provisions to require the installation and testing of backflow assemblies, and to establish penalties for violation of the ordinance.

JUSTIFICATION:

To bring the city ordinance regarding water supply cross connections into compliance with existing Michigan Department of Environmental Quality regulations.

PROJECT IMPROVEMENTS:

Enhance Public Safety

COSTS:

N/A

PROJECTED TIME TABLE:

Second reading of the text amendment will be held during the Council meeting on July 17, 2017, and presented for council approval at July 17, 2017 council meeting. If approved by Council, the amendment will be published and posted and become effective after thirty (30) days.

RESOLUTION:

Authorization is hereby given to amend the City of Inkster Code of Ordinance Sections 52.25 thru 52.32 pertaining to Water Supply Cross Connections.

Resolved by _____

Seconded by _____

Yes:

No:

Absent:

CHAPTER 52: WATER

WATER SUPPLY CROSS CONNECTIONS

§ 52.25 WATER SUPPLY CROSS CONNECTION RULES. ADOPTION BY REFERENCE OF STATE HEALTH DEPARTMENT RULES.

The city adopts by reference the Water Supply Cross Connection Rules of the Michigan Department of ~~Public Health~~ Environmental Quality, being R325.~~431~~ 11401 to R325.~~440~~ 11407 of the Michigan Administrative Code.

('68 Code, § 7-109) (Ord. 505, passed 4-5-76)

§ 52.26 PROVISIONS TO BE SUPPLEMENTAL.

This subchapter does not supercede the State Plumbing Code and §§ 150.080 through 150.083, but is supplementary to them.

('68 Code, § 7-114) (Ord. 505, passed 4-5-76)

§ 52.27 INSPECTION OF POSSIBLE CROSS CONNECTIONS.

It shall be the duty of the city to cause inspections to be made of all properties served by the public water supply where cross connections with the public water supply is deemed possible. The frequency of inspections and reinspections based on potential health hazards involved shall be as established by the City Water Department and as approved by the ~~State Department of Public Health~~ Michigan Department of Environmental Quality.

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('68 Code, § 7-110) (Ord. 505, passed 4-5-76)

§ 52.28 RIGHT OF ENTRY FOR PURPOSE OF INSPECTION; REFUSAL OF INFORMATION.

The representative of the City Water Department shall have the right to enter at any reasonable time any property served by a connection to the public water supply system of the city for the purpose of inspecting the piping system or systems thereof for cross connections. On request, the owner, lessees or occupants of any property so served shall furnish to the City Water Department any pertinent information regarding the piping system or systems on such property. The refusal of such information or

refusal of access, when requested, shall be deemed evidence of the presence of cross connections.

('68 Code, § 7-111) (Ord. 505, passed 4-5-76)

§ 52.29 DISCONTINUANCE OF WATER SERVICE.

The City Water Department is hereby authorized and directed to discontinue water service after reasonable notice to any property wherein any connection in violation of this subchapter exists, and to take such other precautionary measures deemed necessary to eliminate any danger of contamination of the public water supply system. Water service to such property shall not be restored until the cross connection has been eliminated in compliance with the provisions of this subchapter.

('68 Code, § 7-112) (Ord. 505, passed 4-5-76)

§ 52.30 LABELING OF WATER OUTLETS.

The potable water supply made available on the properties served by the public water supply shall be protected from possible contamination as specified by this subchapter and by the state and city plumbing code. Any water outlet which could be used for potable or domestic purposes and which is not supplied by the potable system must be labeled in a conspicuous manner as:

WATER UNSAFE
FOR DRINKING

('68 Code, § 7-113) (Ord. 505, passed 4-5-76)

52.31 BACKFLOW PREVENTION ASSEMBLY TESTING

That all testable backflow prevention assemblies shall be tested initially upon installation to be sure that the assembly is working properly. Subsequent testing of assemblies shall be on an annual basis as required by the City of Inkster and in accordance with Michigan Department of Environmental Quality requirements. Residential water customers shall receive testing notices every 3 years or every 5 years for non-chemically treated lawn irrigation systems. Only individuals that are approved by the city and State of Michigan certified shall be qualified to perform such testing. That individual(s) shall certify the results of his/her testing.

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52.32 PENALTY

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That any person or customer found guilty of violating any of the provisions of this ordinance or any written order of the City Water Department, in pursuance thereof, shall be deemed guilty of a misdemeanor and upon conviction thereof shall be punished by a fine of not more than \$500 and the costs of prosecution or by imprisonment for not more than 90 days, or both, such fine and imprisonment in the discretion of the court for each violation. Each day upon which a violation of the provisions of this act shall occur shall be deemed a separate and additional violation for the purpose of this ordinance.

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REQUEST FOR COUNCIL ACTION

To: Byron Nolen – Mayor

Date: July 12, 2017

From: Felicia Rutledge, City Clerk

Date for Council Consideration: July 17, 2017

ACTION REQUESTED: Consideration and approval of a second reading on an amendment to City of Inkster Code of Ordinances for Medical Marijuana Business Licenses additions per State Law PA 281-283.

Current Action ☒ Emergency ☐ Future ☐

Funds Budgeted: If Yes ☐ Account # ☐ No ☐ N/A ☒

Mayor's Approval ☐

BACKGROUND INFORMATION

On September 21, 2016 Governor Snyder signed a package of bills (2016 PA 281-283) that significantly expanded the types of Medical Marijuana facilities permitted under state law, and establishes a licensing factor thru the State of Michigan. Under the new ACT, the requirements legalize the use of Marijuana infused products, commonly known as edibles and now requires annual licenses for growers, processors, provisioning centers, secure transporters and safety compliance facilities. The City of Inkster will be adding three additional license types per the State of Michigan new state law.

SCOPE OF SERVICES

The following text amendments to the City of Inkster Code of Ordinances; Medical Marijuana Business Licenses:

- Add three additional licenses for processors, secure transporters and safety compliance facilities.

JUSTIFICATION

The MMMA legalizes certain specific activities, in addition to growers and provisioning centers to include the following:

1. Processors - licenses that purchase marijuana from a grower and extract resin from the marijuana in the quantities often used to produce edibles.
2. Secure Transporters – license that store medical marijuana and transport between facilities for a fee.
3. Safety Compliance – licenses that receive medical marijuana from a facility or primary caregiver and test it for contaminants and other substances.

PROJECT OR IMPROVEMENT TASKS

Develop a plan to address the City's current debt and legacy costs.

COSTS

N/A

PROJECT TIME TABLE

RESOLUTION

Approval of a second reading on an amendment to City of Inkster Code of Ordinances for Medical Marijuana Business Licenses additions per State Law PA 281-283.

Resolved by _____

Seconded by _____

Yes:

No:

Absent:



ORDINANCE 8586

Medical Marijuana Business License

THE CITY OF INKSTER ORDAINS:

Section 1: Purpose

- A. The purpose of this Chapter is to establish standards and procedures for the issuance, renewal and/or revocation of licenses for ~~a Medical Marijuana Facility (Provisioning Center and/or Cultivation Facility)~~ Facilities in order to:
1. Serve and protect the health, safety and welfare of the general public;
 2. Establish a set of rules and regulations which are fair and equitable for those interested in ~~establishing a Medical Marijuana Facility~~ operating a Medical Marijuana Facility in compliance with the Michigan Medical Marihuana Act, Medical Marihuana Facilities Licensing Act and State of Michigan regulations;
 3. To provide reasonable regulation pursuant to the City's general police power granted to cities by the Michigan Constitution of 1963 and the Home Rule City Act, MCL § 117.1 et seq., as amended.
- B. Nothing in this Chapter, or in any companion regulatory provision adopted in any other provision of the Code of Inkster, is intended to grant, nor shall they be construed as granting, immunity from criminal prosecution for growing, sale, consumption, use, distribution, or possession of marijuana not in strict compliance with the Code of Inkster and State and Federal laws. The provisions provided herein do not protect users, caregivers or the owners/operators of a Medical Marijuana Facility where the medical use of marijuana is occurring from federal prosecution, or from having their property seized by federal authorities under the Federal Control Substances Act.

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Section 2: Adoption of State Rules and Regulations.

All activities related to medical marijuana shall be in compliance with the General Rules of the Michigan Department of Community Health and the Michigan Medical Marihuana Act, Initiated Law 1 of 2008, MCL § 333.26421 et seq.

Section 3: License Required for the Operation of a Medical Marijuana Facility

A. Each operator of a Medical Marijuana Facility shall apply for a license with the Inkster City Clerk ("Clerk"). An annual fee schedule for the initial license and annual renewal fees shall be set by City Council and such fees shall be reasonably calculated to reimburse the City for the costs associated with the enforcement of this ordinance and the continued regulation of establishments licensed hereunder.

~~B. Licenses are non-transferrable and shall only apply to the person/entity listed on the license at the address listed on the application. Licensees in good standing with the City, have no code violations and/or unpaid taxes or fees, are permitted to transfer licenses to new addresses or locations provided all necessary City approvals are obtained prior to requesting the transfer. Any Medical Marijuana Facility opened prior to the adoption of this ordinance must file for a license immediately following adoption of this ordinance. Licenses will only be issued to businesses who have obtained City approval.~~

~~C.B. The City will accept applications on November 5, 2015 from 8:30 a.m. through 12:00 p.m., and/or until fifteen (15) Medical Marijuana Facility applications have been received (whichever occurs first).~~

~~D. Licenses are non-transferrable and shall only apply to the person/entity listed on the license at the address listed on the application. Licensees in good standing with the City, have no code violations and/or unpaid taxes or fees, are permitted to transfer licenses to new addresses or locations provided all necessary City approvals are obtained prior to requesting the transfer.~~

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~~E.C. Licenses shall expire at the end of each calendar year on December 31st from the date of issuance.~~

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~~F.D. Applications to renew a license to operate a Medical Marijuana Facility shall be filed at least 30 days prior to the date of expiration. Such renewal shall be annual and shall be accompanied by the annual fee and any other fee(s) required under this Chapter. All provisions and requirements of this Chapter apply to renewals in the same manner as the original application.~~

~~G.E. The license requirements set forth in this Chapter shall be in addition to, and not in lieu of, any other licensing and permitting requirements imposed by any other Federal, State or local law.~~

~~H.F. The issuance of any license pursuant to this Chapter does not create an exception, defense or immunity to any person in regard to any potential criminal liability the person may have for production, distribution or possession of marijuana, possession of drug paraphernalia or presence in a place where drugs are being used, stored or kept.~~

~~I.G. Applications for a license required by this Chapter shall be made with forms provided by the Clerk, which shall be signed and verified under oath by the applicant, if an individual, or by the authorized agent for any firm, partnership, association, corporation,~~

company or organization and shall set forth and/or provide at a minimum, the following information and documentation:

1. If the applicant is an individual he/she must provide their: name, address and telephone number, master driving record and criminal complaint history (CCH). If the individual intends to operate an unincorporated individual proprietorship, they must also obtain a general business license as provided for under the Inkster City Code;
2. If the applicant is a partnership, or an employee, it must provide: the name of the organization and each partner, residential and business address and telephone number of each partner and the business, and each partner's CCH and master driving record, along with a copy of the partnership's City of Inkster business license;
3. If the applicant is a corporation, it must provide: the name of the organization, date of organization and certificate of good standing from the state under which the corporation was organized, a copy of the corporation's City of Inkster business license, the names of the principal officers, directors and local representatives of their organization, their residential and business addresses, telephone numbers, their CCH and master driving record;
4. The length of time for which the right to do business as a Medical Marijuana Facility is sought;
5. A recent color photograph of the applicant or the agent for the applicant who is to do the actual assessments and/or certification for the Medical Marijuana Facility. The photograph shall be two inches by two inches showing head and shoulders of applicant or agent and shall be supplied by the applicant or agent;
6. A brief description of the product, products or services involved at the Medical Marijuana Facility;
7. The name, address and telephone number of the organization's registered agent or the party that has the full power and authority to accept service of process for and on behalf of applicant in respect to any matters connected with or arising out of the business transacted under said license with full acknowledgement that service on said agent shall be valid when personally served on him/her.
8. The location and mailing address and all telephone numbers where the Medical Marijuana Facility will be located.
9. The operator of the Medical Marijuana Facility shall be required to submit proof, in a form acceptable to the Clerk, of ownership of the property where the Medical Marijuana Facility is to be operated. If the location/property/premises of the Medical Marijuana Facility to be licensed hereunder is not owned by the operator

of the Medical Marijuana Facility, the operator shall submit alternate written proof in a form acceptable to the Clerk that the titled owner of the location/property/premises to be licensed has given notarized written consent to the operator to use the premises for the licensed use.

10. A copy of approvals from the City Planning and Building Department including: Special Conditions Use, Site Plan and Building Permits.
11. A copy of the certificate of occupancy from the City for the location of the Medical Marijuana Facility.
12. Proof that all fees imposed hereunder have been paid in full and that the applicant is not otherwise indebted to the City or in default of any other provision of the Inkster City Code.
13. A signed release from the applicant permitting the police department to perform a criminal background check to ascertain whether the applicant and operator named on the application have been convicted of a felony.
14. A binding release of liability and agreement to hold harmless the City of Inkster from any liability arising out of the operation of the Medical Marijuana Facility.
15. Proof of insurance providing coverage for fire and loss liability and claims arising out of conditions, activities, structures and facilities maintained in relation to the Medical Marijuana Facility, in an amount of no less than one million dollars umbrella coverage.
16. A copy of the applicant's computerized criminal history (CCH).
17. A History of the applicant's ordinance and state law license and permit revocation and ordinance violations.

J.H. The Clerk may not issue a license under this Chapter until the applicant has completed the application, provided all the information and documentation required herein and paid all fees.

Section 4: Definitions and Legislative Findings and Intent

- A. Any term set forth herein shall have the meaning assigned to it by §10.05 of the Inkster City Code. The legislative findings and intent of this Chapter shall be identical to those set forth in §10.02 of the Inkster City Code.

~~B. Provisioning Center is defined as a commercial entity that acquires, possesses, delivers, transfers, or transports medical marijuana and sells, supplies, or provides to registered qualifying patients, directly or through the patients' registered primary~~

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caregiver, to the extent that is authorized by State of Michigan regulations. Provisioning center includes any commercial property where medical marijuana is sold to registered qualifying patients or registered primary caregivers. A noncommercial location used by a primary caregiver to assist a qualifying patient connected to the caregiver in accordance with State of Michigan regulations is excluded from this definition.

C.B. Cultivation Facility is defined as a facility for the cultivation, manufacturing, and processing of medical marijuana into a usable form by primary caregivers who are legally registered by the Michigan Department of Community Health (MDCH) in accordance with the Michigan Medical Marijuana Act, as amended. Consistent with a manufacturing and wholesaling facility, primary caregivers who are legally registered by the MDCH may lawfully assist qualifying patients who are also legally registered by the MDCH with the medical use of marijuana in accordance with the Michigan Medical Marijuana Act, as amended. An annual license is required for any of the following entities to operate a marijuana facility:

(1) Growers – licensees that cultivate, dry, trim, or cure and package marijuana for sale to a processor or provisioning center. Registered patients and primary caregivers who lawfully cultivate marijuana in the quantities and for the purposes permitted under the Michigan Marijuana Act are not considered “growers” under the new legislation.

(2) Processors – licensees that purchase marijuana from a grower and extract resin from the marijuana or create a marijuana-infused product for sale and transfer in packaged form to a provisioning center.

(3) Provisioning Centers – licensees that purchase marijuana from a grower or processor and sell, supply, or provide marijuana to patients, directly or through the patient’s caregiver.

(4) Secure Transporters – licensees that store marijuana and transport it between marijuana facilities for a fee.

(5) Safety Compliance Facilities – licensees that receive marijuana from a marijuana facility or primary caregiver and test it for contaminants and other substances.

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Section 5: Issuance of License

- A. The Clerk shall issue a license hereunder to the applicant unless the Clerk finds a reason for denial, as stated in subsection C, below. The license shall be for no more than one (1) year in length.
- B. In the event a licensee does not commence operations within 180 days after being issued a license, the license shall be deemed forfeited and the business may not commence operations.
- C. There shall not be more than ~~two (2) Cultivation Facility and~~ three (3) Provisioning Center licenses issued by the City at any given time.
- D. The standards for denial of a license are as follows:
 - 1. The application is not completely filled out or information is not provided as required by the prior Sections herein.
 - 2. The applicant's CCH shows a conviction or convictions for activities that pose a threat or a danger to the residents of the City should a license be granted including, but not limited to: drunk driving, disturbing the peace, assault and battery, domestic violence, theft, dishonesty or deception, fraud, criminal sexual conduct, felonious assault, murder, and violations of the Controlled Substance Act.
 - 3. Verification of any of the information required by Section (3) shows the information provided by the applicant to be fraudulent, a misrepresentation, or a false statement.
 - 4. An investigation through the City Police Department or any other law enforcement agency that shows a pattern and history of conduct which would justify a revocation of the applicant's permit under Section (8).
 - 5. The applicant or any of the proposed employees/partners/members of the applicant have a habitual history of business license/permit violations, revocations, or a habitual history of ordinance violations.
 - 6. Failure to pay the nonrefundable licensing application fee herein or the application fee.
 - 7. No license shall be issued to any applicant until such applicant shall have obtained the age of twenty-one (21) years.
 - 8. The applicant's Medical Marijuana Facility license has previously been revoked.
 - 9. The building/premises where the Medical Marijuana Facility is to be located is in violation of any City building, fire, electrical or health codes.

10. The applicant and/or business has outstanding taxes, fines, fees or liens owed to the City.
11. Failure to comply with the Inkster Zoning Ordinance or any other Inkster City Codes.
12. Any other competent, material and substantial evidence indicating the applicant or any of the applicant's proposed employees/partners/members pose an apparent danger to the health, safety and welfare of the people of the City and/or the activity proposed to be permitted constitutes an apparent danger to the health, safety and welfare of the people of the City.
13. The designated maximum number of licenses: ~~(2 Cultivation and 3 Provisioning)~~ have already been granted by the City.

Section 6: Appeal of Clerk's Denial

- A. Any applicant for a license to operate a Medical Marijuana Facility under this Chapter may appeal the clerk's denial of the license to the ~~City Manager~~ Mayor, provided however that:
 1. the applicant has paid all permitting, licensing and application fees related to the operation of a Medical Marijuana Facility pursuant to Section 7, below;
 2. Within seven days of the applicant's receipt of the clerk's denial, the applicant made a written objection of the Clerk's denial to the ~~City Manager~~ Mayor that;
 - i. Has a valid and verifiable date of service of process;
 - ii. Sets forth with particularity the grounds on which the objection is based;
 - iii. Seeks consideration of the appeal to the ~~City Manager~~ Mayor.
- B. Should the ~~City Manager~~ Mayor deny the applicant's Appeal, the Applicant may appeal to the City Council and the Council shall:
 1. Allow the applicant or its representative an opportunity to speak and present any affidavits and documentary evidence in support of the appeal so long as the presentation shall be reasonably limited in time;
 2. Sustain the Clerk's determination unless it finds the Clerk's denial of the license to have been an abuse of discretion hereunder;
 3. Issue a formal written Resolution deciding the appeal within 30 days of the hearing set forth herein;

- C. The Mayor shall preside over any appellate hearing and employ a relaxed evidentiary standard for the admission of evidence.

Section 7: Fees

A. The City shall assess fees as follows:

1. Each applicant for a license to operate a Medical Marijuana Facility shall pay an application fee which shall be fixed annually by resolution of the Inkster City Council as part of its statutory budgeting process and at such other times as the City Council, in its discretion and by resolution, believes is necessary to defray the costs associated with the licensing regulation and enforcement activities contemplated hereunder.
2. In addition and the same manner, Inkster City Council shall impose an annual licensing fee by resolution as part of its statutory budgeting process and at such other times as the City Council, in its discretion and by resolution, believes is necessary to defray the costs associated with the licensing regulation and enforcement activities contemplated hereunder.

Section 8: Non-renewal or Revocation

The operation of a medical marijuana facility shall be a revocable privilege and not a right in the City; the City may choose not to renew or to revoke a license based on any of the following:

1. Failure to meet or maintain the conditions and requirements established by this Chapter or any related provisions of Inkster City Code or State, Federal or local laws.
2. One or more violations of any City ordinance on the premises;
3. Nuisance or blight violations on the premises;
4. A demonstrated history of excessive calls for public safety (police, fire, and EMS) originating from the premises, being three or more calls in any 30-day period; or
5. Nonpayment of real or personal property taxes, fines, fees or liens owed to the City;
6. Any fraud, misrepresentation, or false statement contained in the application for a license;
7. Any fraud misrepresentation, or false statement made in connection with services and / or merchandise;
8. Conviction of the licensee of a felony;

9. Conducting business in an unlawful manner or in such a manner as to constitute a breach of peace.

Section 9: Civil Forfeiture

Any marijuana or drug paraphernalia used, sold or possessed with intent to sell in violation of this Chapter shall be seized and forfeited to the City of Inkster along with any proceeds received from any such illegal sales.

Section 10: Criminal Penalty

Any violations of this Chapter shall be punishable in accordance with §10.99 of the Inkster Code of Ordinances.

Section 11: Repealer

Any section of the Inkster City Code that is in conflict with this Chapter is hereby repealed.

Section 12: Severability

If any word, clause, sentence, paragraph or provision of this Chapter is deemed to be invalid by a court of competent jurisdiction, such word, clause, sentence, paragraph or provision so designated shall be deemed severable and the remaining provisions of the Chapter shall be deemed fully enforceable.

Section 13: License Not Transferable

Any license granted hereunder may not be sold or otherwise transferred from the person or entity that made the application to any other person or entity.

Section 14: Effective Date.

The terms and provisions of this Chapter shall take effect after its passage, approval and publication in accordance with the law.

Section 15: Hours of Operation.

Permissible hours of operation for a Medical Marijuana Facility shall be:

Monday – Friday:	9am through 9pm
Saturdays:	9am through 6pm
Sundays:	10am through 6pm

§ 155.146 MEDICAL MARIJUANA ~~Cultivation~~ FACILITIES.

(A) The medical use of marijuana shall comply at all times and in all circumstances with the Michigan Medical Marihuana Act, Medical Marihuana Facilities Licensing Act, State of Michigan regulations for the transfer of medical marijuana, and the General Rules of the Michigan Department of Community Health, and all other state laws as they may be amended from time to time.

(B) A state license and local business license is required for all medical marijuana facilities.

(C) An annual license is required for any of the following entities to operate a marijuana facility:

(1) Growers—licensees that cultivate, dry, trim, or cure and package marijuana for sale to a processor or provisioning center. Registered patients and primary caregivers who lawfully cultivate marijuana in the quantities and for the purposes permitted under the Medical Marihuana Act are not considered “growers” under the new legislation.

(2) Processors—licensees that purchase marijuana from a grower and extract resin from the marijuana or create a marijuana-infused product for sale and transfer in packaged form to a provisioning center.

(3) Provisioning centers—licensees that purchase marijuana from a grower or processor and sell, supply, or provide marijuana to patients, directly or through the patient’s caregiver.

(4) Secure transporters—licensees that store marijuana and transport it between marijuana facilities for a fee.

(5) Safety compliance facilities—licensees that receive marijuana from a marijuana facility or primary caregiver and test it for contaminants and other substances.

(C) Facilities shall have a minimum three hundred foot radius, measured as the shortest distance from building to building, to any structure in residentially zoned districts, and a minimum 500 foot radius, measured as the shortest distance from building to building to any library, church, child care center, licensed day care facility, preschool program center, primary, intermediate or secondary school, or like facility.

~~Hours of operations permitted: Monday—Saturday: 9:00 a.m.—9:00 p.m.; Sunday: 10:00 a.m.—9:00 p.m.~~

(D) Smoking and/or use of medical marijuana shall be prohibited at medical marijuana facilities.

(E) All activity related to the provisioning center shall be done indoors.

(F) All Permit Holders must ensure that any water emanating from the permitted facility meets or exceeds all applicable state and local environmental standards.

(G) A security plan approved by the City Police Chief.

(H) Exterior lighting shall be required for security purposes, but in accordance with the provisions of the Zoning Ordinance.

(I) The premises shall be open for inspection upon request by the Building Official the Fire Department and law enforcement officials for compliance with all applicable laws and rules, during the stated hours of operation/use and as such other times as anyone is present on the premises.

(J) Quarterly inspections may be made by the City Official’s designee to confirm the provisioning center facility is operating in accordance with applicable laws including, but not limited to, State Law and City Ordinances.

(K) Any medical marijuana facilities shall not have exterior signage using the word “marihuana” and/or “marijuana” or any other word, phrase or picture commonly understood to refer to marijuana. Neon signs and non-functional decorative lighting shall be prohibited. Sign(s) shall be posted stating that “No loitering is permitted” on such property.

(L) If the medical marijuana facility ceases operation for a length of time of six months or greater, the Special Land Use shall expire.

~~Medical marijuana drive-through facilities shall be prohibited.~~

~~All medical marijuana shall be contained within the main building in an enclosed, locked facility.~~

Application for a Medical Marijuana Facilities License shall be made to the City Clerk upon application forms provided by the Clerk for Medical Marijuana Facilities License and signed by the applicant verifying the truth and accuracy of all information and representations in the application. Applications including information and documentation provided pursuant to an application shall be subject to the confidentiality rules under the Act. In addition to information and submittals, the application shall include payment of application fee in an amount set by the City Council.

~~(A) Three hundred foot radius of a residentially zoned district, or within a 500 foot radius of any library, church, child care center, licensed day care facility, preschool program center, primary, intermediate or secondary school, or like facility.~~

~~(B) Minimum distance from other similar uses: 500 feet.~~

~~(C) A state registered and local business license is required for all facilities and primary caregivers. If the primary caregiver is not the owner of the premises then consent must be obtained in writing from the property owner to ensure the owner's knowledge of the use.~~

~~(D) The marijuana will be kept in an enclosed, locked facility that permits access only by a registered primary caregiver or registered qualified patient.~~

~~(E) The facility shall be subject to quarterly inspections to confirm compliance in accordance with applicable laws, including, but not limited to, state law and city ordinances.~~

~~(F) Hours of operations permitted: Monday— Friday: 9:00 a.m.— 9:00 p.m.; Saturday: 9:00 a.m.— 6:00 p.m.; Sunday: 10:00 a.m.— 6:00 p.m.~~

~~(G) Drive-through facilities shall be prohibited.~~

~~(H) Security cameras shall be installed, maintained and approved by the City Police Chief. All security cameras shall have at least 120 concurrent hours of digitally recorded documentation. The security cameras shall be in operation 24 hours a day, seven days a week, and shall be set to maintain the record of the prior 120 hours of continuous operation. An alarm system is required that is operated and monitored by a recognized security company.~~

~~(I) A conspicuous sign(s) shall be posted stating that "No loitering is permitted" on such property.~~

~~(J) Exterior lighting shall be required for security purposes, but in accordance with the provisions of this chapter.~~

~~(Ord. 852, passed 3-16-15)~~

REQUEST FOR COUNCIL ACTION

To: Byron H. Nolen, Mayor

Date: July 12, 2017

From: M. Jeannie Fields *WJF*
Director of Special Projects

Date for Council Consideration: July 17, 2017

ACTION REQUESTED: Consider approval of the acquisition of properties under the Wayne County Treasurer's 2017 First Right of Refusal and transfer of the properties along with one (1) city-owned property to selected developers to participate in the Inkster Neighborhood Stabilization Program (INSP).

Current Action ☒ Emergency ☐ Future ☐

Funds Budgeted: If Yes ☐ Account # ☐ No ☐ N/A ☒

Mayor's Approval ☐

BACKGROUND INFORMATION

On June 5, 2017, Council authorized the City to enter into development agreements with selected developers to participate in the Inkster Neighborhood Stabilization Program (INSP). Six (6) developers were chosen to participate in the program as follows:

- 1) Citi Asset Management, LLC (Dearborn)
- 2) Heights Realty Group (Dearborn Heights)
- 3) Home Team Holdings, Inc.; d.b.a. Home Team Inkster, LLC (Detroit)
- 4) HP Snap Investment LLC (Redford)
- 5) TEAM Cares Inc. (Dearborn)
- 6) Vestco Management, Inc. (Bloomfield Hills)

The developer will collaborate in a reinvestment program through acquisition, redevelopment and resale of tax-foreclosed, single-family residential structures and selected commercial or vacant properties. These properties are to be acquired from the Wayne County Treasurer's Office through the City's First Right of Refusal (FROR). A list will be provided. The current city-owned property is located at 3103 Harrison. It is a duplex located next to 3105 Harrison which is on the current FROR list (picture attached). Both properties will be sold to a developer as part of the program.

SCOPE OF SERVICES

The City will select properties from the FROR list and notify the Wayne County Treasurer's office no later than the deadline of July 21, 2017, of the properties selected. Developers will enter into an Agreement with the City for the program and provide payment for the properties they will acquire for redevelopment. All rehabilitation work and sales transactions must be completed within twelve (12) months of the Agreement end date.

JUSTIFICATION

Redevelopment of tax foreclosed property to assist in eliminating blight, improving the quality of life, bringing individuals and families back to the City and placing properties back on the tax rolls.

PROJECT OR IMPROVEMENT TASKS

1. Develop a plan to diversify the tax base to ensure a sustainable budget for Inkster.
2. Develop a plan to address the City's current debt and legacy costs.
3. Improve and promote the image of Inkster.

COSTS

None. The developer is responsible for all payments related to purchasing the tax foreclosed property and recording of all deeds. A \$1,000 administrative fee will be accessed for each property sale.

PROJECT TIME TABLE

Upon receipt of the Wayne County Quit Claim Deeds, properties will be transferred to the developers and program Agreements will be executed within thirty (30) days. Developers have twelve (12) months to complete all rehabilitation work and sales transactions.

RESOLUTION

Authorization is hereby given for the acquisition of properties under the Wayne County Treasurer's 2017 First Right of Refusal and transfer of the properties along with one (1) city-owned property to selected developers to participate in the Inkster Neighborhood Stabilization Program (INSP).

Resolved by _____

Seconded by _____

Yes:

No:

Absent:



44 010 01 0077 001

3103 HARRISON

5-4-2015

REQUEST FOR COUNCIL ACTION

To: Byron Nolen, Mayor

Date: July 12, 2017

From: Felicia Rutledge, City Clerk

Date for Council's Consideration: July 17, 2017

ACTION REQUESTED: Special Event; Commission on Aging Annual Picnic from 11:30 a.m. until 2:30p.m. August 4, 2017 at Wheatley Park.

Current Action X Emergency Future

Funds Budgeted: If Yes Account # No N/A

Treasurer's Approval

BACKGROUND:

The Commission on Aging host a Senior Picnic annually in the Wheatley Park. The Commission on Aging representatives have met with City Administration regarding this event. It is the City's recommendation that whatever city service provision costs incurred be waived. The reasoning is that we consider the Commission on Aging to be a quasi city department and it makes little sense to charge ourselves. As to the provision of city services for the event, the bathrooms will need to be opened, cleaned and closed at the end of the event. If they don't currently exist, trash receptacles should be placed and then picked up/emptied at the conclusion of the event. The event is scheduled for Friday, August 4, 2017.

SCOPE OF SERVICES:

A Special Event application was completed.

JUSTIFICATION:

City Council adopted a Special Events Policy for events that will be held in the city. This policy is to notify administration and essential departments of "Special Events" so that the city is abreast and able to respond if necessary.

PROJECT IMPROVEMENTS:

COSTS:

PROJECTED TIME TABLE:

August 4, 2017 from 11:30 a.m. until 2:30 p.m. in Wheatley Park

RESOLUTION:

Authorization is hereby given to allow the Commission on Aging to host their Annual Senior Picnic; in Wheatley Park on August 4, 2017 from 11:30 a.m. until 2:30 p.m.

Resolved by

Seconded by

Yes:



City of Inkster, Michigan

Application Packet For Class 1 and Class 2 Events

Received: 7/5/17

NOTICE OF INTENT TO APPLY FOR AN EVENT PERMIT

The first page of this packet implies your intent to hold an event, reserve a park, or close a street in the city of Inkster. The due date for the Notice of Intent can be found on the next page under your event class. In order to reserve a date and location, please fill out this first page and mail or email it to:

City Clerk's Office
26215 Trowbridge Rd. Inkster, MI. 48141
Office: (313) 563-9770; Fax: (313) 563-7378
E-Mail: frutledge@cityofinkster.com
www.cityofinkster.com

Event Title: Commission On Aging

Type of Event: Senior Picnic

Estimated Class Level (please circle): Class 1 Class 2

Event Date (s): 8-4-17 Event Hours: 11:30 AM - 2:30 PM

Park Name and Location (if only interested in a portion of a park, please specify the portion):

Wheatley Park

***Additional days for set up: _____ ***Additional days for clean-up: _____

***Please note, the rental rate allows for set up to begin after 5:00 pm the day prior and clean up to end by 10:00AM following your event. If this does not allow you enough time, please discuss with the Clerk's Office.

Please name the person(s) principally responsible for this event (applicant):

Name: Denise Champagne E-mail Address: dchampagne@cityofinkster.com

Phone 1: 313-561-2383 (work/home/cell) Phone 2: 313-570-2444 (work/home/cell) Fax: _____

Legal name of applicant's organization: City of Inkster Commission On Aging

Form of ownership:

☐ Doing Business As

☐ Corporation

☒ Non-Profit

**City of Inkster
Event Permit**

☐ Individual

☐ Association

☐ Partnership

Applicant organization is:

☒ Resident or located in the City (proof of residency is required) ☐ Non-resident

Legal address: 2000 Inkster Road, Inkster MI 48141

Mailing address: 2000 Inkster Road

City: Inkster State: MI Zip: 48141

Phone: 313-561-2382 Fax: _____ E-mail: dchampagne@cityofinkster.com

The permit shall not be issued until the application (pages 8-13) has been reviewed and approved by the Clerk's Office, DPW, Police Department, Fire Department, City Mayor, and City Council.

CLASSES/CATEGORIES

Alcohol is strictly prohibited in any City Street and/or any Public Property pursuant to the Inkster City Code.

	Pre-event meeting	Security Deposit Req.	City services Requirement	Notice of intent due	Applicable sections
Class 1 event: - Any street closure or park reservation that is not open to the public - Neighborhood association block parties. - Family reunion or private organization park reservation. - Less than 500 people in attendance at any one time. - No alcoholic beverages sold, served, or consumed. - Single day event.	May be Required	\$300	May require DPW services post-event.	30 days prior to event	1, 2, 5, 6, 8, 9, 10, 11, 12, 13, 14
Class 2 event: - Any event, street closure or park reservation that is <u>open</u> to the public - Less than 1,000 people in attendance at any one time. - No alcoholic beverages sold, served, or consumed.	Determined by City Event Organizer	\$300	May require DPW services post-event.	30 days prior to event	1, 2, 5, 6, 8, 9, 10, 11, 12, 13, 14

Please note your Security Deposit will be returned to you upon completed payment of your invoice. Fees are based on services provided.

DEADLINES

Class 1 Permit Deadlines

30 Days Prior to Event Date:

- Notice of Intent
- Application Fee

30 Days Prior to Event Date:

- Application
- Copy of insurance rider (if necessary).
- Security Deposit

Class 2 Permit Deadlines

30 Days Prior to Event Date:

- Notice of Intent
- Application Fee

30 Days Prior to Event Date:

- Application
- Copy of insurance rider.
- Pre-event meeting scheduled (if necessary).
- Security Deposit

INSURANCE REQUIREMENTS

TIP: Check with your own insurance carriers (business, organization, auto, renters, home owners, etc.) to see if they will extend your coverage to cover the event before starting from scratch.

Please submit only the Certificate of Liability Insurance page of the policy with your application if your event class requires it.

Class 1 Insurance requirements

Insurance will be required for all Class 1 Events in the amount of \$250,000 per occurrence, naming the City of Inkster as additionally insured **if any of the following instances are planned:**

- Planned/Organized athletic event.
- Any commercial service being provided, including but not limited to:
 - Setting up of tents/canopies, such as family reunions, weddings, etc.
 - A hired act – magician, animal rides, band, etc.
 - A hired service, such as caterers, portable toilets, moonwalks, rides, etc.

Class 2 Insurance requirements

Insurance will be required for all Class 2 Events in the amount of \$250,000 per occurrence, naming the City of Inkster as additionally insured.

FEES

The City of Inkster provides a variety of public services for events. Event permit holders shall reimburse the City for 100% of the cost of services provided. The fees and rates below do not constitute a written or implied contract. The need for services and cost estimates will be determined at the pre-event meeting between the event permit applicant and City staff.

Fees paid via cash, check, credit card or money order payable to "City of Inkster" should be submitted with the application. If you wish to pay your application fee via credit card, please complete the Credit Card Authorization Form. **Only MasterCard and Visa can be accepted for payment and a 3% fee is associated with using a credit card.** If the actual costs differ from the amount paid, the City of Inkster or the permit holder must refund or pay the difference within 30 days after the event. Penalties and interest will be charged for late payments. The penalty for late payments is 3.0% of the outstanding balance. The interest charge for late payments is 0.5% of the outstanding balance each month until paid in full.

These rates are subject to change without notice on July 1.

Park key fee

To ensure that you have access to the park during the hours on the approved application, you can pick up a key for your event at the DPW office anytime Monday through Thursday between 9a – 4p for a \$20 key deposit. The deposit is 100% refundable after the key is returned.

Application Fee (non-refundable)

- Payable to "City of Inkster"

	<u>Application Fee</u>	
Class 1 Resident	\$75	
Class 1 Non-Resident	\$150	
Class 2 Resident	\$100	
Class 2 Non-Resident	\$200	

Security Deposit (refundable minus any costs incurred)

- Class 1 Event: \$300
- Class 2 Event: \$300
- Paid via check or money order or credit card payable to "City of Inkster"

Inkster Police Department Service Fees/Auxiliary

Labor Rates: These rates change annually on July 1 and are subject to change at any time

- Uniformed police officer: \$45/hour
- Uniformed sergeant: \$67/hour
- Uniformed lieutenant: \$69/hour
- Volunteer Service Corps: The Police Department's Volunteer Service Corps (VSC) is designed to supplement or substitute uniformed police personnel when appropriate. However, the Police Department has the sole authority to determine the level of use and deployment, if any, of the VSC for an event. In other words, some events may have VSC service and others events may not – the decision lies solely with the Police Department and its evaluation of event service needs. Although VSC members are volunteers, event permit holders are charged for a Sergeant's time to organize and schedule VSC members (1 hour for every 4 VSC members).
 - 1-4 VSC members \$67/Per Day
 - 5-8 VSC members \$134/Per Day
 - 9-12 VSC members \$201/Per Day

Equipment Rates:

- Mobile command post \$11.44/hour
- Police cruiser \$8.09/hour

Department of Public Works Service Fees

Labor Rates:

- Park worker (Straight Time): \$18.48/hour
- Park worker (Overtime): \$27.72/hour
- Crew Chief (straight time) \$20.76/hour
- Crew Chief (overtime) \$31.14/hour

Fire Department Rates

- Firefighter (Straight Time):\$ 38.00 /hour
(Rescue Vehicle)

Equipment Rates

- Trailer \$75.00/hour
- Pick Up Truck \$420.00/hour
- Stake Truck \$75.00/hour
- Weed Whip 4.16/hour
- Mower 26.43/hour
- Sweeper \$150.00/hour
- Loader \$150.00/hour

INVOICE EXAMPLES FROM PREVIOUS YEARS

Department of Public Works (DPW)

This is a common invoice for trash removal. Four of Republics trash boxes (55 gallons each) are equal to one cubic yard of trash. So the example below shows disposal of 18 boxes of trash.

Qty	Description	Unit Price	Total
2.5 hrs.	DPW Crew Chief Employee	\$20.76	\$51.90
2.5 hrs.	DPW Employee	\$18.48	\$46.20
.5 hrs.	Pick-up Truck	\$ 20.00	\$ 10.00
.5 hrs.	Loader	\$150.00	\$75.00
1 hrs.	Stake Truck	\$75.00	\$75.00
.5 hrs.	Trailer	\$50.00	\$25.00
4.5 cubic yards	Trash removal	\$20 per cubic yard (1 Republic Management box = 55 gallon trash bag = 1/4 a cubic yard. i.e. 4 55 gallon trash bags = \$20	\$85.00

Received: _____

EVENT PERMIT

Please note Event Organizer (s) is responsible for notifying vendors and attendees: Of the No Alcohol Policy/Ordinance.

Event Title: Commission On Aging Senior Picnic

Location: Wheatley Park

Estimated Class Level (please circle): Class 1 Class 2

Event Date/time (s):

Date: 8-4-17 Start: 11:30 AM/PM End: 2:30 AM/PM

Please name the person (s) principally responsible for this event (applicant):

Name: Denise Champagne E-mail Address: dchampagne@cityofinkster.com

Mailing address: 2000 Inkster

City: Inkster State: MI Zip: 48141

Day Phone: 313-561-2383 Evening Phone: 313-274-2659

Cell Phone: 313-570-2444 Fax: _____

Names and addresses of all officers and directors (attach separate sheet if necessary):

President: Charles Coleman Secretary: Denise M. Champagne

Vice President: _____ Treasurer: _____

+++++

Were there any changes to event date/location/time/structure/etc. since the Notice of Intent was submitted?
If yes, please describe and explain:

No

**City of Inkster
Event Permit**

Section
requirement
by class

1, 2

Please read and check the boxes stating that you are aware of the following.

1a. Ordinance inclusion on Promotional Materials

Please check the box to indicate you have read and understood this section.

The City of Inkster **highly encourages** adding the following information on all promotional materials, fliers, websites, etc. because people violating this ordinance will be asked to leave the premises:

☒ "The City's event ordinance prohibits the allowance of Alcoholic Beverages on premises.

1b. Ordinance inclusion on Signage:

☒ The City does not allow posting of flyers on any poles (utility or otherwise) within the City limits, nor does it allow posting of signs in any public right of way (space between street and sidewalk) without express permission (please attach copies of written authorization).

Please note that the event organizer is responsible for informing vendors and other participants of these ordinances.

1, 2

2. Attendance:

Please estimate the number of people you expect to attend the event: 150 - 175

1, 2
DPW

3. Utilities:

Does this event require any utilities? (Electricity in the parks may need to be requested in order to be turned on; not all parks are equipped with electricity).

☒ Yes (see below) ☒ No

☐ Electricity ☒ Water ☐ Other _____

Are the necessary utilities available at the location?

☒ Yes ☐ No (see below)

If not, how do you propose supplying the required utilities?

**City of Inkster
Event Permit**

Section
requirement
by class

1, 2
DPW

4. Street closures:

Does your event require street closures: ☐ Yes (see below) ☒ No

Michigan Ave., is considered a State Trunklines. MDOT must be notified of any closings of these streets. If you are listing a state trunkline, please put a Y in the trunkline column.

Please list all streets that will be closed, including their intersecting streets on either end.

EXAMPLE:

Street to close	From	To	Date	Time	Trunkline?
Penn	9/1/13	9/5/13	8/30/13	Noon-3p	N

Street to close	From	To	Date	Time	Trunkline?

(Please be sure to include enough time for event set up and clean up. Please attach additional sheets as necessary).

Will you require the use of City owned barricades to close the street(s)? Yes ☐ No ☐
If no, by what means will you close the street? _____

If yes, please provide the name and address of the person who will take responsibility for the barricades during the course of the event. (Barricades can be picked up at the Inkster Police Department the day before your event. Barricades should be returned to the Inkster Police Department upon completion of your event or a fee will be incurred.
If it's the same as the applicant, please write SAME in the name field.

Name: _____ Address: _____ Phone: _____

Describe the means by which you intend to inform residents of the street closing.

Will you permit local residential traffic street access during the event? Yes ☐ No ☐
If no, how do you intend to accommodate residents? _____

*****Must have an entrance and exit for Emergency Vehicles.**

**City of Inkster
Event Permit**

Section
requirement
by class

1, 2

5. Food Permit:

Will any food be prepared, distributed, or sold at event?

☐ Yes (see below)

☒ No

Catered box lunch

If food will be prepared on site, distributed or sold each vendor must apply for and receive a permit from the City Clerk's Office/Wayne County. ****

Please note that the Wayne County Health Department must be contacted and advised of event date (s), times, and event organizer contact information in case they have any questions.

1, 2

6. Restrooms:

***Wheatley Park has Restrooms.**

Does your event require restroom facilities?

☒ Yes (see below)

☐ No

How many portable restrooms are you supplying? 0

1, 2
IPD

7. Noise Permit:

Does your event require a noise permit: ☐ Yes (see below) ☒ No

Type of sound at this event:

☐ P.A. system ☐ live band ☐ stereo equipment ☒ other: *Blue tooth speaker for cake walk*

Event coordinators are responsible for monitoring noise levels and ensuring compliance with the stated noise policy for park events.

1. Permissible Noise Levels – Maximum decibel levels shall not exceed 80 dB (A) from the hours of 10 am thru 10 pm. Maximum decibel levels shall not exceed 75 dB (A) from the hours of 10 pm thru 10 am. These measurements shall be taken from the ROW along the perimeters of the parks. Parties in violation will be given (1) warning to correct violations. If a second violation occurs, then the event will be shut down. Event holders are responsible for any cost incurred to the IPD in this respect.
2. No obscene language or racial epithets shall be allowed during stage productions.
3. The IPD reserve the right to cancel any production for any violation of item (1) or (2). No refunds shall be given and additional costs may be deducted from the security deposit.

Please state the days and times that music or P.A. system will be used:

Date:	Time from:	Time to:
<i>8-4-17</i>	<i>11:30 AM</i>	<i>12:30 PM</i>

Please attach a scaled layout/set up for the event

Section

**City of Inkster
Event Permit**

requirement
by class

1, 2
DPW

8. Temporary Apparatus:
Will your event include any of the following?

☐ Yes (see below) ☒ No

If yes, check all that apply and include placement of each on event site plan:
(Note that the city can only supply bleachers and picnic tables)

☐ Tent (s) ☐ Portable toilet (s)*** ☐ Inflatable
devices***

☐ Portable lights ☐ Other _____

☐ Bleacher (s) Number requested from the City _____

☐ Picnic Table (s) Number requested from the City _____

*****Please see page 4 for insurance requirements if these are utilized.**

1, 2
DPW

9. Trash:
How many trash receptacles (with liners) do you intend to
provide 3

How do you intend to dispose of the trash following your event? Haul away from
site if necessary.

Republic sells event trash boxes (55 gallons each, 1box is equal to ¼ cubic yard). You
can contact them at 877-264-5544

1, 2
DPW

10. Site Restoration:
**Site restoration and equipment removal are required by 10:00 am the morning
following your event.**

What date do you agree to restore the location to the condition in which you found it?

8-4-17 by 4 PM

**City of Inkster
Event Permit**

Event Title: Commission On Aging
Event Date(s): 8-4-17 Event Hours: 11:30 AM - 2:30 PM

ATTESTATION

As applicable to event, applicant understands and agrees to comply with City ordinances and rules governing events and agrees to make final payment within thirty (30) days after the scheduled event invoice is received for any additional services required. Failure to comply within thirty (30) days shall place the applicant in default status. Further, it is understood that in the event a permit holder is placed in default status, the permit holder will be denied any other event permit (s) for a period of at least eighteen (18) months from the date of final payment and/or default resolution.

I hereby agree to comply with all Federal and State Statutes and with all City of Inkster Ordinances, including the curfew and noise ordinances. I understand and agree that in the event any nuisance or disturbances are caused by the individuals attending the event, the use of the location may be terminated without prior notice by the Police Chief or the City Mayor or their designee. I authorize the Fire Chief to determine the maximum number of persons who may attend this event based on available space. Further, I understand and agree to abide by any additional City requirements that may be deemed necessary to safely operate the proposed event.

This application represents my intent for the proposed event to the best of my knowledge. I am authorized to sign on behalf of the organization:

Denise M. Champagne Denise M. Champagne 6-28-17
Applicant Name (printed) Signature Date

City of Inkster Approvals

<u>Department Approval</u>	<u>Name (printed)</u>	<u>Approved?</u>	<u>Date</u>
City Council	Resolution Number		
Public Works	Jerome Bivins		
Inkster Fire Dept.	Chief Hubbard		
Inkster Police	Chief Riley		
City Mayor	Byron Nolen		
City Clerk	Felicia Rutledge		

A permit shall not be issued until all information has been submitted, application and security deposit fees paid and approved by all departments.

REQUEST FOR COUNCIL ACTION

To: Byron H. Nolen, Mayor

Date: July 11, 2017

From: M. Jeannie Fields 
Director of Special Projects

Date for Council Consideration: July 17, 2017

ACTION REQUESTED: Authorize staff to continue future contracts with Able Demolition, Blue Star, Inc, DMC Consultants, Inc, Homrich, McMillian Group, Inc, and VanAssche Construction LLC to provide asbestos and hazardous abatement and demolition services for up to two (2) years upon a successful bid award.

Current Action ☒ Emergency ☐ Future ☐

Funds Budgeted: If Yes ☒ Account # CDBG – 241.728.801.350 No ☐ N/A ☐
Fire Insurance PA 495- 701.000.286.000

Mayor's Approval _____

BACKGROUND INFORMATION

On August 18, 2014, City Council gave authorization to enter into future contracts with Able Demolition, Blue Star, Inc, DMC Consultants, Inc, Homrich, McMillian Group, Inc, and VanAssche Construction LLC to provide asbestos and hazardous abatement and demolition services for up to three (3) years upon a successful bid award. This approval was based on a Request for Qualifications (RFQ) that was released July 17, 2014, to seek qualified contractors to perform Asbestos and Hazardous Material Abatement and Demolition Services. Per Wayne County guidelines, grant recipients are required to procure all contractors who perform services with federal funds.

The RFQ was due July 30, 2014, and seven (7) companies responded. The RFQ's were reviewed by McKenna staff and department staff. It was determined that six (6) of the seven (7) applicants were qualified to perform the work. Qualification results are attached. During the past three (3) years, two (2) contracts were executed to demolish seven (7) residential properties in 2013 (Van Ash Construction) and one (1) commercial property in 2016 (McMillian Group, Inc). Additional residential properties (121) have and are being demolished via a partnership with the State of Michigan Land Bank who utilized their own demolition companies.

SCOPE OF SERVICES

Continue to use the contractors identified in a previous RFQ to provide asbestos and hazardous material abatement and demolition services for commercial and residential property.

JUSTIFICATION

Eliminate blighted structures within our neighborhoods to improve the quality of life of residents and increase housing values by eliminating neighborhood eyesores. Eliminate blight to encourage development where applicable.

PROJECT OR IMPROVEMENT TASKS

Improve and promote the image of Inkster.

COSTS

All costs will be covered via federal grant funds or Public ACT 495 funds. The City receives an annual allocation of Community Development Block Grant (CDBG) funds from the County whereby demolition has been identified as an activity under the grant. The County receives these funds from the U.S. Department of Housing and Urban Development (HUD). The identified contractors will also be used to demolish properties under Public Act 495 – Fire Insurance funds.

PROJECT TIME TABLE

Contracts will be awarded as needed based on the release and results of an official bid.

RESOLUTION

Authorization is hereby given to continue future contracts with Able Demolition, Blue Star, Inc, DMC Consultants, Inc, Homrich, McMillian Group, Inc, and VanAssche Construction LLC to provide asbestos and hazardous abatement and demolition services for up to two (2) years upon a successful bid award.

Resolved by _____

Seconded by _____

Yes:

No:

Absent:

Bid Transmittal/Tabulation

Bidding Information for the following (General Contractors): Asbestos and Hazardous Material Abatement & Demolition Services

Date of Transmittal: 7/17/14 Due Date: 7/30/14 Date of Tabulation: 7/31/14

Contractor Information			Subcontract		Licensed/ Minority		Miscellaneous	Qualified
Contractor Information	Exp	Family Owned	Abatement – Professional Asbestos Service (Detroit)	Abatement – Professional Asbestos Service (Detroit)	Yes/No	Yes/No	Most work done in Metro Detroit Worked: State of MI, Cities, ATF, FBI, Genesee Cty	Yes
Able Demolition, Inc (Shelby Twp)		18+ yrs						
Blue Star, Inc (Warren)		35 + yrs	Abatement – BDS Environmental (Warren)		Yes/No	Yes/No	Worked: Det & MI Land Bank & Cities Demo'd Industrial	Yes
DMC Consultants, Inc (Detroit)		2005	None		Yes/Yes	Yes/Yes	Worked: Cities, Det., Wayne Cty & MI Land Banks Woman, Small, Minority Business	Yes
Homrich (Carleton)		50 yrs	None		Yes/No	Yes/No	Owens licensed waste facility Worked: Michigan Land Bank & Det Housing Comm.	Yes
McMillian Group, Inc (Detroit)		2011	Transport – Alexander Transport (Inkster) Abatement – Professional Asbestos Service (Detroit)		Yes/Yes – Sub Alex. Trans	Yes/Yes	Worked: Cities Worked as sub for Farrow, Homrich & Adamo since 2011 (included MI Land Bank)	Yes
Simply Construction & Excavating LLC (Southfield)		2008	None identified				Information requested was not provided	No
VanAssche Construction (Romulus)		Family Owned 50 yrs	Abatement – Environmental Maintenance Engineers (Inkster)		Yes/No	Yes/No	Worked: Inkster (\$400,000+), Cities & Washtenaw Cty Held contract for abate/demo for Wayne Cty Airport Authority	Yes

REQUEST FOR COUNCIL ACTION

To: Byron H. Nolen, Mayor

Date: July 11, 2017

From: M. Jeannie Fields 
Director of Special Projects

Date for Council Consideration: July 17, 2017

ACTION REQUESTED: Consider approval of an offer to purchase (Case # LD 17-02) one (1) vacant parcel of land in the RM District (Restricted Multiple Dwelling District – Low Rise) located on the east side of Harrison between Beech Ave and Carlyse Ave and is legally described as Lot 1060 DEARBORN ACRES SUB NO. 2 T2S R9E L33 P79 WCR (Property ID #44-009-02-1060-000) in the amount of \$250.00 to JRH & Sons LLC (Haneef Sabree).

Current Action X Emergency Future

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

Mayor's Approval

BACKGROUND INFORMATION

JRH & Sons LLC (Haneef Sabree) made application to purchase one (1) vacant parcel of land in the RM District (Restricted Multiple Dwelling District – Low Rise) located on the east side of Harrison between Beech Ave and Carlyse Ave and is legally described as Lot 1060 DEARBORN ACRES SUB NO. 2 T2S R9E L33 P79 WCR (Property ID #44-009-02-1060-000). The property is situated at the near middle of the block closer to Carlyse Ave (see attached maps). The proposed use for the parcel is varied (see attached note from applicant). The applicant owns Lot 61. The city owns several parcels connected to Lot 60. Additional lots are Land Bank (County and State) and privately owned. An ownership map is attached.

SCOPE OF SERVICES

Preparation and execution of a purchase agreement, quit claim deed and 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 RM Multiple Dwelling District – Low Rise and is located adjacent to a parcel owned by the applicant. The property is 35 ft. x 111 ft. This parcel is not a "buildable" parcel. Per the Zoning Ordinance, the agricultural use is not permitted in the district if it is under five (5) acres (§155.041 (B)(2)). This current provision is restrictive for most urban gardens. This provision will be further explored with the Planning Commission.

PROJECT OR IMPROVEMENT TASK

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 \$100.00 for the parcel and is offering the total purchase price of \$250.00.

RESOLUTION

Authorization is hereby given for the sale of one (1) vacant parcel of land in the RM District (Restricted Multiple Dwelling District – Low Rise) located on the east side of Harrison between Beech Ave and Carlisle Ave and is legally described as Lot 1060 DEARBORN ACRES SUB NO. 2 T2S R9E L33 P79 WCR (Property ID #44-009-02-1060-000) in the amount of \$250.00 to JRH & Sons LLC (Haneef Sabree) subject to the following conditions:

Complete closing on the property within thirty (30) days by paying the balance of the price of the sale (\$150.00), paying the cost of recording the deed (\$18.00), 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 2,27.17
Date Received 2.27.17
Case # 17-02

CITY OF INKSTER
APPLICATION TO PURCHASE CITY-OWNED PROPERTY

APPLICANT INFORMATION (Please Print Clearly)

Applicant's Name JRH & Sons LLC (Haneef Sabree)

Applicant's Address Inkster MI 48141

Applicant's Phone Number: _____

Proposed Owner's Name (as indicated on deed): JRH & Sons LLC

PROPERTY INFORMATION -- Purchase Offer \$ 250,00

Property Location: on West side of HARRISON Street/Avenue

Between CARLYSLE Street/Avenue and BEECH Street/Avenue

Tax ID, Legal Description, and Address if Structure 44009021060000

25N 1060 LOT 1060 Dearborn Acres Sub NO 2 R9E L33
P79 WCR

Parcel Size: 36x116 (Width) 36 X (Length) 116 Current Zoning Other
4048

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

Summary of Proposed Use: Agricultural use
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.

Haneef Sabree
Applicant's Signature

02.23.17
Date

JRH & Sons, LLC
Broker's Name

Good morning,

Below I have outlined with detail, the purpose of acquiring lot 1060 and the adjoining lots:

objective: community based

short-term

- farmer's market
- business expos: community of entrepreneurs have a platform for displaying their talents and creations via selling products which generate revenue for the community and city
- neighborhood garden (provides produce, enhancing solidarity among residents and supports the beautification of the city)

long-term

*production of a physical structure, multi-purpose building, which could be used for:

- working space (mobile offices)
- life skill development (primarily for the youth but not limited to them solely)
- marketing/job training
- citizen activities/enrichment: chess club, vocational training, debate teams, etc.
- workshops: i.e. computer and technology based

* The plan is to purchase all adjacent lots extending south of lot 1061, up to the lot owned by Harrison's Collision.

* In addition, efforts have been enacted to purchase lot 1062 as well (owned by the state of Michigan)

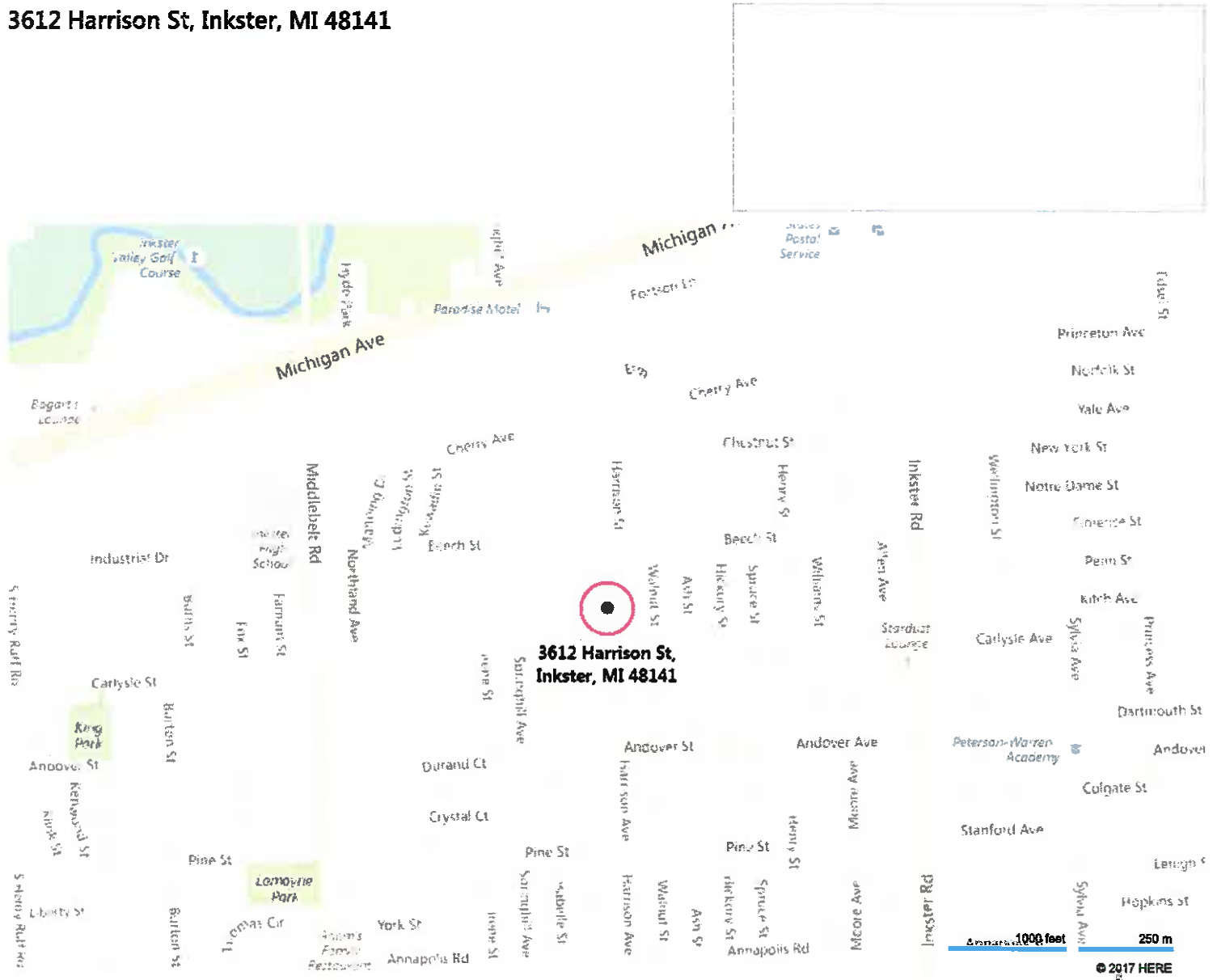
Please let me know if you have further concerns and/or questions.

thank you,

~~Mr. Haneef Sabree~~
jrhandsonslc.dudaone.com
313.695.4686

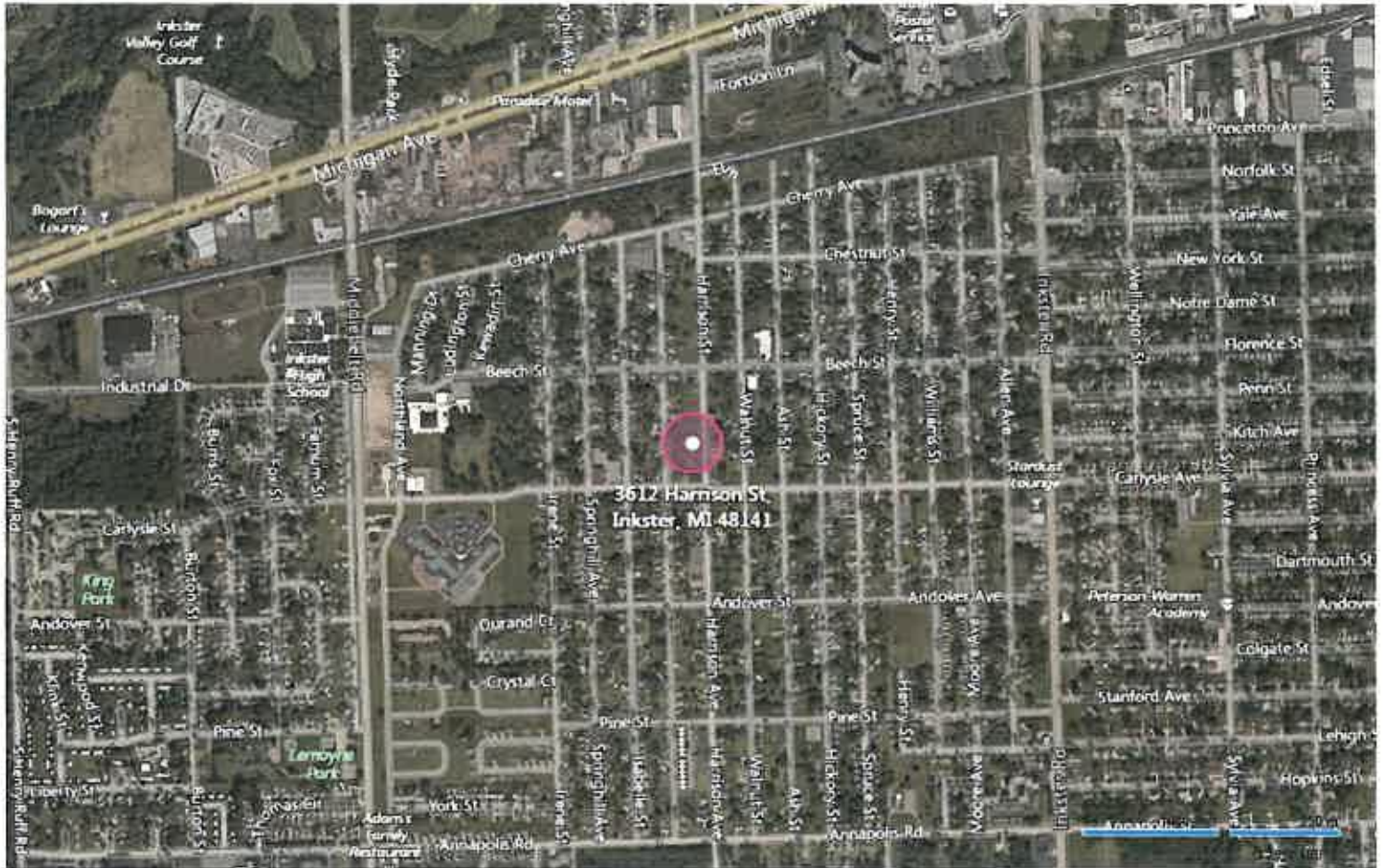


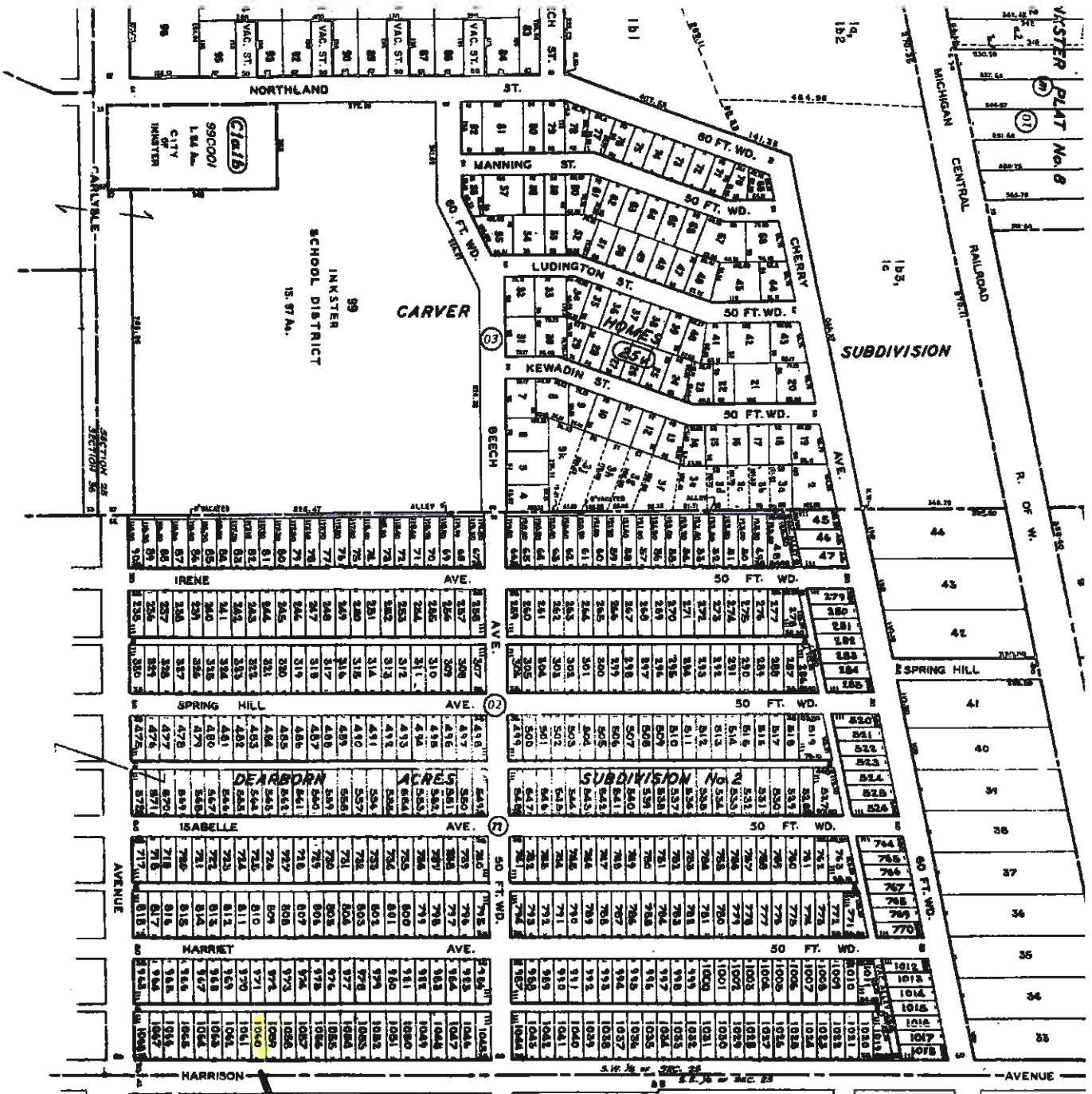
3612 Harrison St, Inkster, MI 48141





3612 Harrison St, Inkster, MI 48141





S.W. 1/4 SECTION 25
 CITY OF INKSTER
 T. 2 S. R. 9 E.
 WAYNE COUNTY, MICHIGAN

SCALE: 1 INCH = 250 FEET
 DEPARTMENT of MANAGEMENT and BUDGET
 ASSESSMENT and EQUALIZATION DIVISION
 © 2005 COUNTY OF WAYNE, STATE OF MICHIGAN

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ZONING MAP

City of Inkster, Michigan

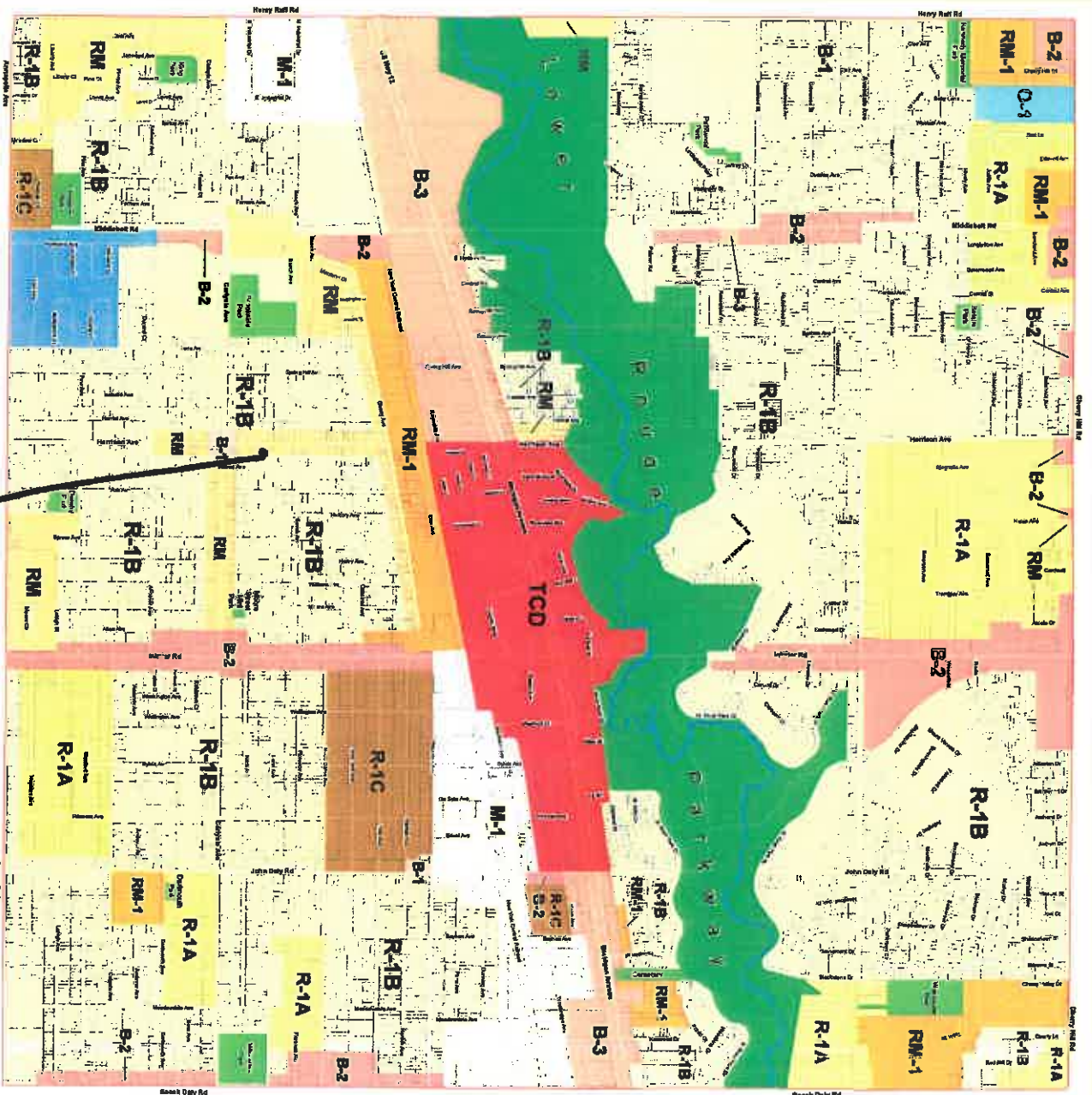
Districts

- R-1A One Family Residential District
- R-1B One Family Residential District
- R-1C One Family Residential District
- RM Restricted Multiple Dwelling District (Low Rise)
- RM-1 Multiple Family Residential District (Low Rise)
- O-1 Office District
- B-1 Local Business District
- B-2 Thoroughfare Mixed-Use District
- B-3 General Business District
- M-1 Light Industrial District
- TCD Town Center District
- Planned Unit Development (PUD)
- Parks and Open Space
- Rouge River Parkway

THIS ZONING MAP IS THE PROPERTY OF THE CITY OF INKSTER, MICHIGAN. IT IS TO BE KEPT IN THE OFFICE OF THE CITY CLERK. NO PART OF THIS MAP IS TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF THE CITY OF INKSTER, MICHIGAN.



CITY OF INKSTER, MICHIGAN
WADE TRIM
 City Clerk
 734-466-0700
 www.inkstermi.gov



VALENT HARRISON



15

10

CITY OWNED

LAND BANK, COUNTY

PRIVATE
LAND BANK, STATE

APPLICANT
LAND BANK, STATE

PRIVATE

S.W. 1/4 SECTION 25
CITY OF INKSTER
T. 2 S. R. 9 E.
WAYNE COUNTY, MICHIGAN

SCALE: 1" = 60' - 0" FEET

DEPARTMENT OF MANAGEMENT AND BUDGET
ASSESSMENT AND EQUALIZATION DIVISION

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REQUEST FOR COUNCIL ACTION

To: Byron Nolen, Mayor

Date: July 12, 2017

From: Felicia Rutledge, City Clerk

Date for Council Consideration: July 17, 2017

ACTION REQUESTED: Consider approving the request for street closure of Stollman Street between Shadowlawn and John Daly Streets on July 29, 2017 for a Block Party from 3:00 p.m. until 10:00 p.m.
(Jessica McGrath)

Current Action ☒ Emergency ☐ Future ☐

Funds Budgeted: If Yes ☐ Account # ☐ No ☐ N/A ☒

Mayor's Approval ☐

BACKGROUND INFORMATION

The request is to seek permission to close Stollman Street between Shadowlawn and John Daly Streets on July 29, 2017 from 3:00 p.m. until 10:00 p.m. for a Block Party. A signed petition by neighbors has been included. All appropriate sign offs from the city have been obtained.

SCOPE OF SERVICES

N/A

JUSTIFICATION

N/A

PROJECT OR IMPROVEMENT TASKS

N/A

COSTS

N/A

PROJECT TIME TABLE

July 29, 2017 3:00 p.m. until 10:00 p.m.

RESOLUTION

Authorization is hereby given for a Street closure on Stollman Street between Shadowlawn and John Daly Streets for a Block Party on July 29, 2017 from 3:00 p.m. until 10:00 p.m. (Jessica McGrath)

Resolved by ☐

Seconded by ☐

Yes:

No:

Absent:

CITY OF INKSTER

STREET CLOSURE/BLOCK PARTY REQUEST

APPLICANT:

NAME Jessica mcgrath TELEPHONE 734-756-4658
ADDRESS 26462 Stollman E-MAIL mcgrathjessica@aol.com

REQUEST:

STREET TO BE CLOSED: Stollman CROSS STREETS Shaddlawn John Daly
DATE(S) TO BE CLOSED July 28TH July 29
EVENT HOURS: 3:00 AM/PM TO 10:00 AM/PM (EVENTS MUST CONCLUDE BY 10PM)
TYPE OF EVENT Block Party

Applicant assumes all responsibility for the return of all required barricades/cones used for this event. The barricades/cones are to be returned in the same condition as received on the business day following the event.

Furthermore, the undersigned will be liable for the replacement costs of the barricades/cones in the event of loss or damage. The replacement cost is \$20.00 (Twenty Dollars) per item. If the matter is adjudicated in court, attorney fees and court costs will be assessed.

The barricades/cones may be obtained at the Department of Public Service -- 26900 Princeton St. -- between the hours of 10:00 a.m. and 3:00 p.m. Call to make arrangements: 313-563-9773

APPLICANT SIGNATURE Jessica mcgrath DATE 6-27-17

OFFICIAL USE ONLY

REQUIRED APPROVALS:

POLICE _____ FIRE _____ DPS _____ BLDG _____

REQUIRED EQUIPMENT:

BARRICADES _____ CONES _____ OTHER _____

CITY COUNCIL APPROVAL:

DATE APPROVED _____ RESOLUTION NUMBER _____

CITY CLERK SIGNATURE _____ DATE _____

Block Party

Stollman
734-756-4683 p - 10p

Friday July

29TH

July 29

Kimber Burgerstock
Javon Hunt

~~Ferrace Newson~~

~~James Reddardine~~

~~W. Montgomery~~

~~Sam Nikke~~

Christina Morton

and a

Shawn Miller

Wayne Davis

Wanda Fizer

Mrs. Mann

Jacqueline Hyle

J. B. V.

Renee Berger

Doni Pank

CITY OF INKSTER

STREET CLOSURE/BLOCK PARTY REQUEST

APPLICANT:

NAME Jessica McGrath TELEPHONE 734-756-4658

ADDRESS 26462 Stollman E-MAIL mcgrathjessica@aol.com

REQUEST:

STREET TO BE CLOSED Stollman CROSS STREETS Shaddlain John Daly

DATE(S) TO BE CLOSED July 28TH July 29

EVENT HOURS: 3:00 AM TO 10:00 AM (EVENTS MUST CONCLUDE BY 10PM)

TYPE OF EVENT Block Party

Applicant assumes all responsibility for the return of all required barricades/cones used for this event. The barricades/cones are to be returned in the same condition as received on the business day following the event.

Furthermore, the undersigned will be liable for the replacement costs of the barricades/cones in the event of loss or damage. The replacement cost is \$20.00 (Twenty Dollars) per item. If the matter is adjudicated in court, attorney fees and court costs will be assessed.

The barricades/cones may be obtained at the Department of Public Service -- 26900 Princeton St. -- between the hours of 10:00 a.m. and 3:00 p.m. Call to make arrangements: 313-563-9773

APPLICANT SIGNATURE Jessica McGrath DATE 6-27-17

OFFICIAL USE ONLY

REQUIRED APPROVALS:

POLICE _____ FIRE _____ DPS _____ BLDG ✓ 7/10/17

REQUIRED EQUIPMENT:

BARRICADES _____ CONES _____ OTHER _____

CITY COUNCIL APPROVAL:

DATE APPROVED _____ RESOLUTION NUMBER _____

CITY CLERK SIGNATURE _____ DATE _____

CITY OF INKSTER

STREET CLOSURE/BLOCK PARTY REQUEST

APPLICANT:

Jessica McGrath 734-756-4658
NAME TELEPHONE

26462 Stollman mcgrathjessica@aol.com
ADDRESS E-MAIL

REQUEST:

STREET TO BE CLOSED Stollman CROSS STREETS Shardlow John Daly

DATE(S) TO BE CLOSED July 29th July 29

EVENT HOURS: 3:00 AM TO 10:00 PM (EVENTS MUST CONCLUDE BY 10PM)

TYPE OF EVENT Block Party

Applicant assumes all responsibility for the return of all required barricades/cones used for this event. The barricades/cones are to be returned in the same condition as received on the business day following the event.

Furthermore, the undersigned will be liable for the replacement costs of the barricades/cones in the event of loss or damage. The replacement cost is \$20.00 (Twenty Dollars) per item. If the matter is adjudicated in court, attorney fees and court costs will be assessed.

The barricades/cones may be obtained at the Department of Public Service - 26900 Princeton St. - between the hours of 10:00 a.m. and 3:00 p.m. Call to make arrangements: 313-563-9773

APPLICANT SIGNATURE Jessica McGrath DATE 6-27-17

OFFICIAL USE ONLY

REQUIRED APPROVALS:

POLICE P FIRE _____ DPS _____ BLDG _____

REQUIRED EQUIPMENT:

BARRICADES P CONES P OTHER _____

CITY COUNCIL APPROVAL:

DATE APPROVED _____ RESOLUTION NUMBER _____

CITY CLERK SIGNATURE _____ DATE _____

CITY OF INKSTER

STREET CLOSURE/BLOCK PARTY REQUEST

APPLICANT:

NAME Jessica McGrath TELEPHONE 734-756-4658

ADDRESS 26462 Stollman E-MAIL mcgrathjessica@aol.com

REQUEST:

STREET TO BE CLOSED: Stollman CROSS STREETS Shaddlain John Daly

DATE(S) TO BE CLOSED July 28th July 29

EVENT HOURS: 3:00 AM PM TO 10:00 AM PM (EVENTS MUST CONCLUDE BY 10PM)

TYPE OF EVENT Block Party

Applicant assumes all responsibility for the return of all required barricades/cones used for this event. The barricades/cones are to be returned in the same condition as received on the business day following the event.

Furthermore, the undersigned will be liable for the replacement costs of the barricades/cones in the event of loss or damage. The replacement cost is \$20.00 (Twenty Dollars) per item. If the matter is adjudicated in court, attorney fees and court costs will be assessed.

The barricades/cones may be obtained at the Department of Public Service -- 26900 Princeton St. -- between the hours of 10:00 a.m. and 3:00 p.m. Call to make arrangements: 313-563-9773

APPLICANT SIGNATURE Jessica McGrath DATE 6-27-17

OFFICIAL USE ONLY

REQUIRED APPROVALS:

POLICE _____ FIRE PP DPS _____ BLDG _____

REQUIRED EQUIPMENT:

BARRICADES _____ CONES _____ OTHER _____

CITY COUNCIL APPROVAL:

DATE APPROVED _____ RESOLUTION NUMBER _____

CITY CLERK SIGNATURE _____ DATE _____

CITY OF INKSTER

STREET CLOSURE/BLOCK PARTY REQUEST

APPLICANT:	
NAME <u>Jessica McGrath</u>	TELEPHONE <u>734-756-4658</u>
ADDRESS <u>26462 Stollman</u>	E-MAIL <u>mcgrathjessica25a@gmail.com</u>

REQUEST:	
STREET TO BE CLOSED: <u>Stollman</u>	CROSS STREETS <u>Shardlow John Only</u>
DATE(S) TO BE CLOSED: <u>July 28th</u>	<u>July 29</u>
EVENT HOURS: <u>3:00 AM</u> TO <u>10:00 AM</u> (EVENTS MUST CONCLUDE BY 10PM)	
TYPE OF EVENT <u>Block Party</u>	

Applicant assumes all responsibility for the return of all required barricades/cones used for this event. The barricades/cones are to be returned in the same condition as received on the business day following the event.

Furthermore, the undersigned will be liable for the replacement costs of the barricades/cones in the event of loss or damage. The replacement cost is \$20.00 (Twenty Dollars) per item. If the matter is adjudicated in court, attorney fees and court costs will be assessed.

The barricades/cones may be obtained at the Department of Public Service – 26900 Princeton St. – between the hours of 10:00 a.m. and 3:00 p.m. Call to make arrangements: 313-563-9773

APPLICANT SIGNATURE Jessica McGrath DATE 6-27-17

OFFICIAL USE ONLY	
REQUIRED APPROVALS:	
POLICE _____	FIRE _____
DPS <u>BB</u>	BLDG _____
REQUIRED EQUIPMENT:	
BARRICADES _____	CONES _____
OTHER _____	
CITY COUNCIL APPROVAL:	
DATE APPROVED _____	RESOLUTION NUMBER _____
CITY CLERK SIGNATURE _____	DATE _____

REQUEST FOR COUNCIL ACTION

To: Byron H. Nolen, Mayor

Date: July 12, 2017

From: M. Jeannie Fields *mfj*
Director of Special Projects

Date for Council Consideration: July 17, 2017

ACTION REQUESTED: Consider purchase of 25910 Michigan Ave (Tax ID # 44-019-01-2129-000) and 4437 Inkster Road (Tax ID # 44-025-02-1435-000) from the Wayne County Treasurer's 2017 First Right of Refusal Program for Tax Foreclosed Property in the amount of \$24,977.34 and \$11,581.79 respectively.

Current Action X Emergency _____ Future _____

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

Mayor's Approval _____

BACKGROUND INFORMATION

On an annual basis, the Wayne County Treasurer's Office makes tax foreclosed properties available to communities under the First Right of Refusal Program prior to going to an auction. Communities can purchase the properties for the amount of taxes owed on the property. Legal descriptions are as follows:

- 1) 25910 Michigan: LOTS 2129 TO 2134 INCL ALSO N ½ ADJ VAC ALLEY AND S ½ ADJ VAC ALLEY ALSO LOT 2142 ALSO N ½ ADJ VAC ALLEY ALSO ADJ URBAN ST 56 FT WD WESTWOOD HILLS SUB NO. 4 T1S R10E L60 P48 WCR (Property ID #44-019-01-2129-000)
- 2) 4437 Inkster Road: LOTS 1435 TO 1439 INCL WATSONIA PARK SUB NO. 2 T2S R10E L55 P9 WCR (Property ID #44-025-02-1435-000).

Pictures of the properties and associated maps are attached.

SCOPE OF SERVICES

The city will request these properties under the FROR program no later than July 28, 2017. Following receipt of the deeds, payment will be made.

JUSTIFICATION

It is important to control properties on our major thoroughfares, especially Michigan Ave, so that we may be better positioned to recruit and provide opportunities for development in these locations. The purchase price may be paid with administrative fees from the Inkster Neighborhood Stabilization Program (INSP). Each property identified in the INSP will provide a \$1,000 administrative fee.

PROJECT OR IMPROVEMENT TASK

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

COST

The total cost for both properties is \$36,559.13 (25910 Michigan Ave = \$24,977.34 and 4437 Inkster Road = \$11,581.79).

RESOLUTION

Authorization is hereby given for the purchase of 25910 Michigan Ave (Tax ID # 44-019-01-2129-000) and 4437 Inkster Road (Tax ID # 44-025-02-1435-000) from the Wayne County Treasurer's 2017 First Right of Refusal Program for Tax Foreclosed Property in the amount of \$24,977.34 and \$11,581.79 respectively.

Resolved by _____

Seconded by _____

Yes:

No:

Absent:

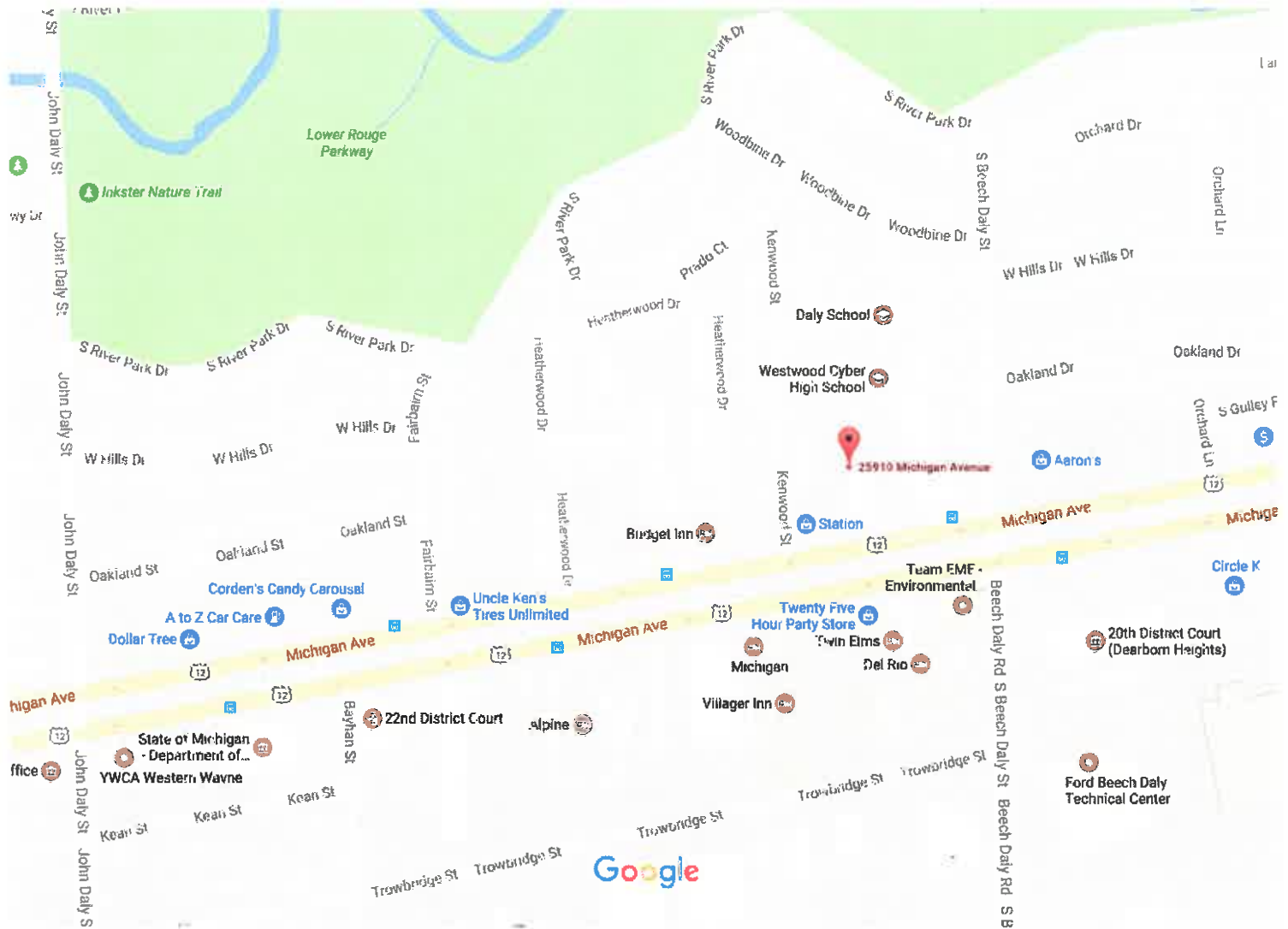
Sale No.	Description	Offer Price
P 5640	44-016-02-0255-000 244 BILTMORE INKSTER 19K255 LOT 255 BILTMORE SITES SUB NO. 2 T2S R10E L73 P13, 14 WCR	\$5,094.02
P 5641	44-016-02-0362-000 26576 STOLLMAN INKSTER 19K362 LOT 362 BILTMORE SITES SUB NO. 2 T2S R10E L73 P13, 14 WCR	\$8,086.57
P 5642	44-017-01-0228-000 860 JOHN DALY INKSTER 19F228 LOT 228 CHERRY HILL MANOR T2S R10E L71 P73 WCR	\$3,635.42
P 5643	44-018-01-0584-000 1272 RIVER PARK INKSTER 19B584 LOT 584 WESTWOOD HILL SUB NO. 1 T2S R10E L55 P13 WCR	\$4,639.58
P 5644	44-018-01-0702-002 1446 CRESCENT ST INKSTER 19B702B 19B703A LOT 702 EXCEPT THE N 5.0 FT THEREOF ALSO THE N 15.0 FT OF LOT 703 WESTWOOD HILL SUB NO. 1 T2S R10E L55 P13 WCR	\$5,399.30
P 5645	44-018-02-0755-000 26790 RIVER PARK INKSTER 19C755 LOT 755 WESTWOOD HILLS SUB NO. 2 T2S R10E L55 P38 WCR	\$4,011.56
P 5646	44-018-02-0806-002 26413 SUNNINGDALE INKSTER 19C806B 807A W 10.0 FT OF LOT 806 ALSO LOT 807 EXCEPT THE W 5.0 FT THEREOF WESTWOOD HILLS SUB NO. 2 T2S R10E L55 P38 WCR	\$2,655.54
P 5647	44-018-02-0901-000 1030 JOHN DALY INKSTER 19C901 902A LOT 901 ALSO THE S 1/2 OF LOT 902 WESTWOOD HILLS SUB NO. 2 T2S R10E L55 P38 WCR	\$2,424.78
P 5648	44-019-01-2129-000 25910 MICHIGAN AVENUE INKSTER 30B2129 TO 2134 2142 LOTS 2129 TO 2134 INCL ALSO N 1/2 ADJ VAC ALLEY AND S 1/2 ADJ VAC ALLEY ALSO LOT 2142 ALSO N 1/2 ADJ VAC ALLEY ALSO ADJ URBAN ST 56FT WD WESTWOOD HILLS SUB NO. 4 T1S R10E L60 P48 WCR	\$24,977.34
P 5649	44-019-01-2169-002 1620 KENWOOD INKSTER 19E2169B 2170A S 30 FT OF LOT 2169 AND THE N 20 FT OF LOT 2170 WESTWOOD HILLS SUB NO. 4 T1S R10E L60 P48 WCR	\$4,840.60
P 5650	44-020-02-0041-000 26654 KEAN INKSTER 30D41 LOT 41 WESTWOOD SUB OF J. W. DALY FARM T2S R10E L41 P19 WCR	\$1,735.37
P 5651	44-020-02-0135-000 0 JOHN DALY INKSTER 30D135 LOT 135 WESTWOOD SUB OF J. W. DALY FARM T2S R10E L41 P19 WCR	\$657.32
P 5652	44-020-02-0165-000 26511 TROWBRIDGE INKSTER 30D165 LOT 165 WESTWOOD SUB OF J. W. DALY FARM T2S R10E L41 P19 WCR	\$3,222.15

The Legal Description and Tax Identifier specify the Property.

The street address is provided as additional information and is not guaranteed to be accurate by the Treasurer. Revised 7/5/2017



Google Maps 25910 Michigan Ave



Map data ©2017 Google United States 200 ft



25910 Michigan Ave

Inkster, MI 48141

Sale No.	Description	Offer Price
P 5708	44-024-03-0338-000 26200 STANFORD INKSTER 31C338 LOT 338 ALSO S 1/2 ADJ VAC A4LEY LUKASZEWICZ DEARBORN SUB NO. 1 T2S R10E L58 P98 WCR	\$2,646.38
P 5709	44-024-03-0340-000 26158 STANFORD INKSTER 31C340 LOT 340 ALSO S 1/2 ADJ VAC ALLEY LUKASZEWICZ DEARBORN SUB NO. 1 T2S R10E L58 P98 WCR	\$3,404.60
P 5710	44-024-04-0044-000 26225 DARTMOUTH INKSTER 31Q44 LOT 44 MIKAB SUB T2S R10E L79 P42 WCR	\$1,743.49
P 5711	44-025-01-0019-000 26853 CARLYSLE INKSTER 31E19 20 LOTS 19 AND 20 ALSO N 1/2 OF ADJ VAC ALLEY ALSO ADJ VAC S 25 FT OF CARLYSLE AVE GREATER DEARBORN SUB T2S R10E L55 P62 WCR	\$4,660.12
P 5712	44-025-01-0031-000 26749 CARLYSLE INKSTER 31E31 32 33A LOTS 31 AND 32 ALSO W 2 FT OF LOT 33 ALSO N 1/2 OF ADJ VAC ALSO ADJ VAC S 25 FT OF CARLYSLE AVE GREATER DEARBORN SUB T2S R10E L55 P62 WCR	\$5,256.64
P 5713	44-025-01-0109-002 26839 ROSS INKSTER 31E109B 110A E 12 FT OF LOT 109 AND THE W 28 FT OF LOT 110 ALSO N 1/2 OF ADJ VAC ALLEY GREATER DEARBORN SUB T2S R10E L55 P62 WCR	\$1,288.39
P 5714	44-025-01-0116-002 26715 ROSS INKSTER 31E116B 117A E 23 FT OF LOT 116 AND THE W 18 FT OF LOT 117 ALSO N 1/2 OF ADJ VAC ALLEY GREATER DEARBORN SUB T2S R10E L55 P62 WCR	\$2,288.81
P 5715	44-025-01-0159-002 26904 DARTMOUTH INKSTER 31E159B 160 161A W 2 FT OF LOT 159 ALSO LOT 160 AND THE E 3 FT OF LOT 161 ALSO S 1/2 OF ADJ VAC ALLEY GREATER DEARBORN SUB T2S R10E L55 P62 WCR	\$4,656.34
P 5716	44-025-01-0190-002 26715 DARTMOUTH INKSTER 31E190B 191A E 11 FT OF LOT 190 AND THE W 31 FT OF LOT 191 ALSO N 1/2 ADJ VAC ALLEY GREATER DEARBORN SUB T2S R10E L55 P62 WCR	\$1,403.80
P 5717	44-025-01-0262-002 26733 ANDOVER INKSTER 31E262B 263A E 30 FT OF LOT 262 AND THE W 10 FT OF LOT 263 ALSO THE N 1/2 OF ADJ VAC ALLEY GREATER DEARBORN SUB T2S R10E L55 P62 WCR	\$2,741.51
P 5718	44-025-02-1435-000 4437 INKSTER RD INKSTER 31F1435 TO 1439 LOTS 1435 TO 1439 INCL WATSONIA PARK SUB NO. 2 T2S R10E L55 P9 WCR	\$11,581.79
P 5719	44-025-02-1618-000 26757 COLGATE INKSTER 31F1618 LOT 1618 ALSO N 1/2 ADJ VAC ALLEY WATSONIA PARK SUB NO. 2 T2S R10E L55 P9 WCR	\$2,448.52
P 5720	44-025-02-2020-000 0 JOHN DALY INKSTER 31F2020 2021 2022 LOTS 2020 TO 2022 INCL ALSO W 1/2 ADJ VAC ALLEY WATSONIA PARK SUB NO. 2 T2S R10E L55 P9 WCR	\$1,010.81

The Legal Description and Tax Identifier specify the Property.

The street address is provided as additional information and is not guaranteed to be accurate by the Treasurer. Revised 7/5/2017

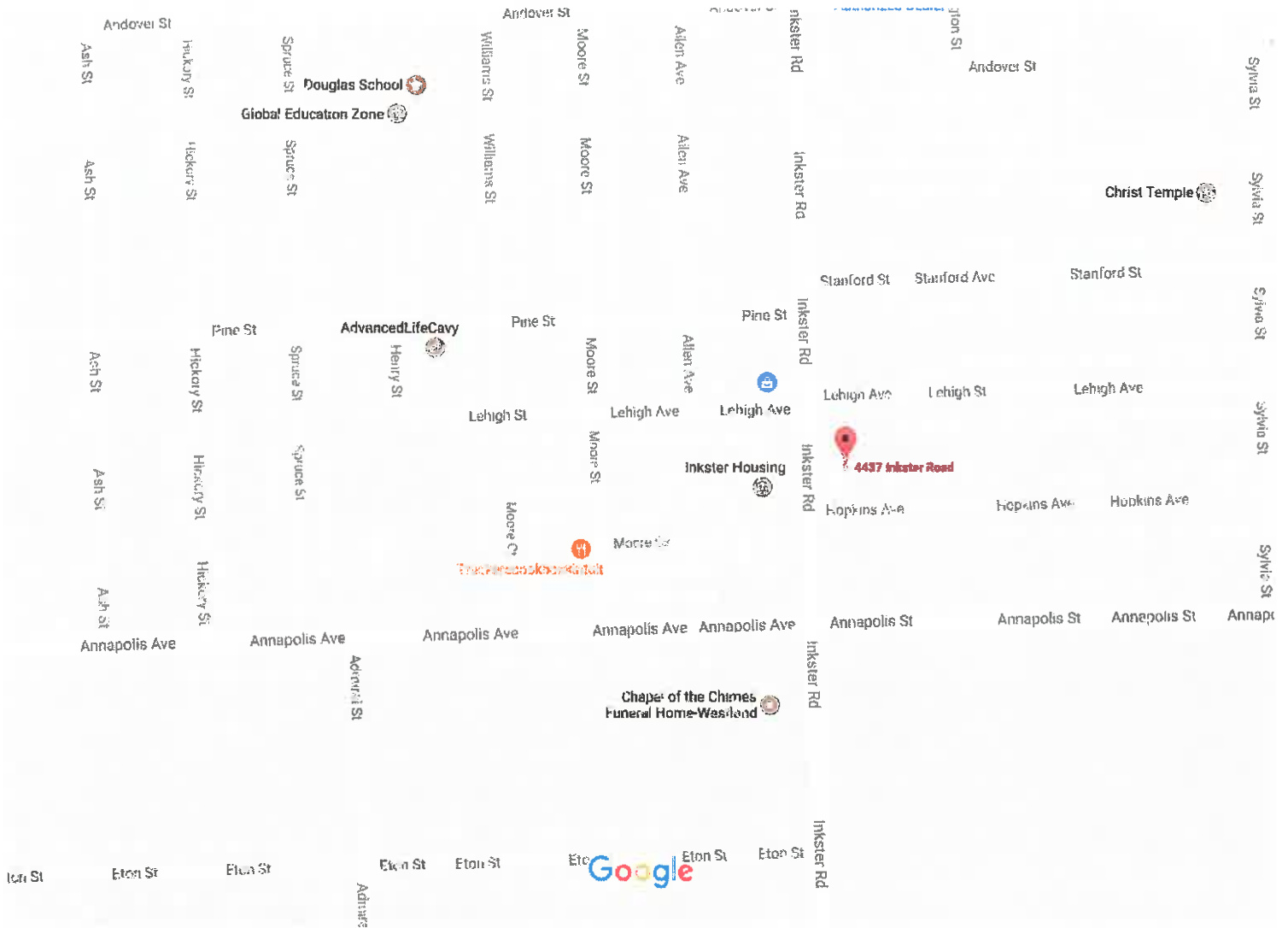


44 025 02 1435 000

4437 INKSTER RD

05-15-15

Google Maps 4437 Inkster Rd



Map data ©2017 Google United States 200 ft



4437 Inkster Rd
Inkster, MI 48141

REQUEST FOR COUNCIL ACTION

To: Byron H. Nolen, Mayor

Date: July 12, 2017

From: M. Jeannie Fields *mgf*
Director of Special Projects

Date for Council Consideration: July 17, 2017

ACTION REQUESTED: Consider approval to purchase (Case # LD 17-09) 26641 New York which is located on the south side of New York between Princess and John Daly and is legally described as LOT 482 ALSO N ½ ADJ VAC ALLEY WESTWOOD SUB OF VAN ALSTINE FARM T2S R10E L29 P 29, 30 WCR (Property ID #44-022-01-0482-000) and 27120 New York which is located on the north south side of New York between Wellington and Sylvia and is legally described as LOT 540 ALSO S ½ ADJ VAC ALLEY WESTWOOD SUB OF VAN ALSTINE FARM T2S R10E L40 P29, 30 WCR (Property ID #44-022-01-0540-000) from the Wayne County Treasurer's 2017 First Right of Refusal Program for Tax Foreclosed Property in the amount of \$2,688.73 and \$2,578.37 respectively and sell the properties to Platinum Real Estate Holdings, LLC in the total amount of \$7,267.10.

Current Action	X	Emergency	Future
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Funds Budgeted: If Yes	Account #	No	N/A	X
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Mayor's Approval _____

BACKGROUND INFORMATION

Platinum Real Estate Holdings LLC (Anthony Rea) has made a request to purchase two properties identified below under the Wayne County Treasurer's 2017 First Right of Refusal (FROR) Program for Tax Foreclosed Property. The request is attached.

- 1) 26641 New York which is located on the south side of New York between Princess and John Daly and is legally described as LOT 482 ALSO N ½ ADJ VAC ALLEY WESTWOOD SUB OF VAN ALSTINE FARM T2S R10E L29 P 29, 30 WCR (Property ID #44-022-01-0482-000) and
- 2) 27120 New York which is located on the north south side of New York between Wellington and Sylvia and is legally described as LOT 540 ALSO S ½ ADJ VAC ALLEY WESTWOOD SUB OF VAN ALSTINE FARM T2S R10E L40 P29, 30 WCR (Property ID #44-022-01-0540-000).

Platinum Real Estate Holdings LLC made efforts to purchase the property via an escrow closing with the title company but the final taxes were not paid and the property was lost. Platinum began work on the property prior to the final closing as identified in the request. Pictures are also attached. Due to the amount of work performed on the property, the company has made a request for the city to purchase the property under the FROR and sell it to them.

Pictures of the properties and associated maps are attached. Both properties are being purchased as investment property.

SCOPE OF SERVICES

The city will request these properties under the FROR program no later than July 28, 2017. Following receipt of the deeds from the Wayne County Treasurer's office, the following will

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

JUSTIFICATION

Both properties are located in the R-1C zoning district (One Family Residential). The applicant has agreed to pay the cost of the property (back taxes identified) and an administrative fee of \$1,000.00 per property which is in-line with the Inkster Neighborhood Stabilization Program (INSP). The intended use for the properties is an authorized use.

PROJECT OR IMPROVEMENT TASK

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 will pay \$2,688.73 for 26641 New York and \$2,578.37 for 27120 New York and a \$1,000 administrative fee for each property for a total payment of \$7,267.10.

RESOLUTION

Authorization is hereby given for the purchase (Case # LD 17-09) of 26641 New York which is located on the south side of New York between Princess and John Daly and is legally described as LOT 482 ALSO N ½ ADJ VAC ALLEY WESTWOOD SUB OF VAN ALSTINE FARM T2S R10E L29 P 29, 30 WCR (Property ID #44-022-01-0482-000) and 27120 New York which is located on the north south side of New York between Wellington and Sylvia and is legally described as LOT 540 ALSO S ½ ADJ VAC ALLEY WESTWOOD SUB OF VAN ALSTINE FARM T2S R10E L40 P29, 30 WCR (Property ID #44-022-01-0540-000) from the Wayne County Treasurer's 2017 First Right of Refusal Program for Tax Foreclosed Property in the amount of \$2,688.73 and \$2,578.37 respectively and sell the properties to Platinum Real Estate Holdings, LLC in the total amount of \$7,267.10 subject to the following conditions:

- Complete closing on the properties within 30 days after receipt of property ownership from the County by paying the price of (\$7,267.10.00), paying the cost of recording each deed (total = \$36.00/\$18 per deed), entering into a purchase agreement, and executing property transfer affidavits.
- Obtain a Certificate of Occupancy/Compliance prior to moving someone into the property.

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

Resolved by _____

Seconded by _____

Yes:

No:

Absent:

From: Anthony Rea
To: Peggy Jordan
Sent: July 11, 2017 at 12:25 PM
Subject: Re: 27120 and 26441 New York

To the City of Inkster Council,

Please accept my request to purchase the properties at 27120 New York Inkster and 26641 New York Inkster. Please accept my purchase under the FROR option.

The properties are currently under construction as we speak. Both homes at this point in time have been completely gutted. New roofs, new siding and new drywall is currently going in. Everything will be completely new as will tile, cabinets and mechanical etc. With the finished product we will also include landscaping to bring a wow factor to the properties.

Our company continues to put forth effort to revitalize the residential homes in the city of Inkster. Please consider my offer as already have the homes half way under way!

Platinum Real Estate Holdings, LLC
28724 Plymouth Rd
Livonia, MI 48150

Anthony Rea
Office: 734-469-4694

Cell: 248-808-8150
E-Fax: 734-943-6003
www.prehllc.com

Confidentiality Notice:

This E-mail (including attachments) is covered by the Electronic Communications Privacy Act, 18 U.S.C. §§ 2510-2521, is confidential and legally privileged. If you are not the intended recipient, you are hereby notified that any retention, dissemination, distribution, or copying of this communication is strictly prohibited. Please reply to the sender that you have received the message in error; then delete it. Neither the sender nor his or her employer makes any warranties as to the completeness or accuracy of any of the information contained herein or that this message or any of its attachments are free of viruses.

Jeannie Fields

From: Pam Ewald <PEwald@rftitle.com>
Sent: Tuesday, July 11, 2017 11:35 AM
To: Jeannie Fields
Cc: Anthony Rea
Subject: 27120 and 26441 New York
Attachments: Cashier Check.pdf; Tax Statement for 27120 and 26441 New york.pdf; IMG_0629.jpg; IMG_0630.jpg; IMG_0631.jpg; IMG_0632.jpg; IMG_0633.jpg; IMG_0634.jpg; IMG_0635.jpg; IMG_0636.jpg; IMG_0637.jpg; image1.jpg; image3.jpg; image2.jpg

Good Morning Jeannie,

The above mentioned properties were sent to our title company for title reports. In our search we missed the 2014 and 2015 Delinquent taxes. Therefore they were not paid. We then went to the county to get a bill on Friday, July 7th and noticed it was not a bill but for information purposes only. On Monday, July 10th we attempted to pay the bill with a cashier's check. We were told that we would have to wait until August first. That's where you come in. We made a mistake by not paying these taxes on time. Part of this was because of the holiday. I have attached the bill and cashier's check that show the dates of this attempt.

Also attached is the work that has been started.

Please let me know if I can do anything else to help get this property closed out.

Thanks you for your time.

~ FUNDS FOR CLOSING EXCEEDING \$30,000.00 MUST BE WIRED ~

Pamela Ewald
President of Business Development
17199 North Laurel Park Dr. • Suite #100 • Livonia, MI 48152
Cell: (734) 787-5916 • Main: (734) 432-0100 • Fax: (734) 432-0102
pewald@rftitle.com • www.rftitle.com



Sale No.	Description	Offer Price
P 5653	44-020-02-0232-000 26240 DUNNING INKSTER 30D232 LOT 232 WESTWOOD SUB OF J. W. DALY FARM T2S R10E L41 P19 WCR	\$1,511.49
P 5654	44-020-02-0332-000 0 PLUM INKSTER 30D332 LOT 332 ALSO N 1/2 ADJ VAC ALLEY WESTWOOD SUB OF J. W. DALY FARM T2S R10E L41 P19 WCR	\$1,249.81
P 5655	44-020-02-0363-000 26516 PRINCETON INKSTER 30D363 LOT 363 WESTWOOD SUB OF J. W. DALY FARM T2S R10E L41 P19 WCR	\$674.06
P 5656	44-020-02-0364-000 26516 PRINCETON INKSTER 30D364 LOT 364 WESTWOOD SUB OF J. W. DALY FARM T2S R10E L41 P19 WCR	\$3,447.09
P 5657	44-021-01-0118-000 27229 PHIPPS INKSTER 30E118 LOT 118 ASSESSORS INKSTER PLAT NO. 4 T2S R10E L64 P66 WCR	\$3,888.69
P 5658	44-022-01-0023-001 2925 INKSTER RD INKSTER 30J23A E 98 FT OF LOT 23 WESTWOOD SUB OF VAN ALSTINE FARM T2S R10E L40 P29, 30 WCR	\$1,791.04
P 5659	44-022-01-0029-001 3015 INKSTER RD INKSTER 30J29A 30A E 98FT OF LOTS 29 AND 30 WESTWOOD SUB OF VAN ALSTINE FARM T2S R10E L40 P29, 30 WCR	\$86,032.83
P 5660	44-022-01-0123-000 26813 KITCH INKSTER 30J123 LOT 123 ALSO N 1/2 ADJ VAC ALLEY WESTWOOD SUB OF VAN ALSTINE FARM T2S R10E L40 P29, 30 WCR	\$3,715.85
P 5661	44-022-01-0127-000 26861 KITCH INKSTER 30J127 LOT 127 ALSO N 1/2 ADJ VAC ALLEY WESTWOOD SUB OF VAN ALSTINE FARM T2S R10E L40 P29, 30 WCR	\$3,321.59
P 5662	44-022-01-0128-000 26873 KITCH INKSTER 30J128 LOT 128 ALSO N 1/2 ADJ VAC ALLEY WESTWOOD SUB OF VAN ALSTINE FARM T2S R10E L40 P29, 30 WCR	\$3,135.22
P 5663	44-022-01-0208-000 26669 PENN INKSTER 30J208 LOT 208 ALSO N 1/2 ADJ VAC ALLEY WESTWOOD SUB OF VAN ALSTINE FARM T2S R10E L40 P29, 30 WCR	\$2,657.79
P 5664	44-022-01-0430-000 27233 NOTRE DAME INKSTER 30J430 LOT 430 ALSO N 1/2 ADJ VAC ALLEY WESTWOOD SUB OF VAN ALSTINE FARM T2S R10E L40 P29, 30 WCR	\$3,588.13
P 5665	44-022-01-0451-000 27064 NOTRE DAME INKSTER 30J451 LOT 451 ALSO S 1/2 ADJ VAC ALLEY WESTWOOD SUB OF VAN ALSTINE FARM T2S R10E L40 P29, 30 WCR	\$2,573.42
P 5666	44-022-01-0482-000 26641 NEW YORK INKSTER 30J482 LOT 482 ALSO N 1/2 ADJ VAC ALLEY WESTWOOD SUB OF VAN ALSTINE FARM T2S R10E L40 P29, 30 WCR	\$2,688.73

The Legal Description and Tax Identifier specify the Property.

The street address is provided as additional information and is not guaranteed to be accurate by the Treasurer. Revised 7/5/2017

Sale No.	Description	Offer Price
P 5667	44-022-01-0511-000 27101 NEW YORK INKSTER	\$2,220.38
	30J511 LOT 511 ALSO N 1/2 ADJ VAC ALLEY WESTWOOD SUB OF VAN ALSTINE FARM T2S R10E L40 P29, 30 WCR	
P 5668	44-022-01-0540-000 27120 NEW YORK ST INKSTER	\$2,578.37
	30J540 LOT 540 ALSO S 1/2 ADJ VAC ALLEY WESTWOOD SUB OF VAN ALSTINE FARM T2S R10E L40 P29, 30 WCR	
P 5669	44-022-01-0564-000 26740 NEW YORK INKSTER	\$1,855.02
	30J564 LOT 564 ALSO S 1/2 ADJ VAC ALLEY WESTWOOD SUB OF VAN ALSTINE FARM T2S R10E L40 P29, 30 WCR	
P 5670	44-022-01-0651-000 26836 YALE INKSTER	\$2,359.65
	30J651 LOT 651 ALSO S 1/2 ADJ VAC ALLEY WESTWOOD SUB OF VAN ALSTINE FARM T2S R10E L40 P29, 30 WCR	
P 5671	44-022-01-0664-000 26632 YALE INKSTER	\$6,556.03
	30J664 LOT 664 ALSO W 1/2 ADJ VAC ALLEY WESTWOOD SUB OF VAN ALSTINE FARM T2S R10E L40 P29, 30 WCR	
P 5672	44-022-01-0697-000 27121 NORFOLK INKSTER	\$1,746.07
	30J697 LOT 697 ALSO N 1/2 ADJ VAC ALLEY WESTWOOD SUB OF VAN ALSTINE FARM T2S R10E L40 P29, 30 WCR	
P 5673	44-022-01-0706-000 0 NORFOLK INKSTER	\$707.66
	30J706 LOT 706 ALSO N 1/2 ADJ VAC ALLEY WESTWOOD SUB OF VAN ALSTINE FARM T2S R10E L40 P29, 30 WCR	
P 5674	44-022-01-0728-000 27052 NORFOLK INKSTER	\$1,592.14
	30J728 LOT 728 ALSO S 1/2 ADJ VAC ALLEY WESTWOOD SUB OF VAN ALSTINE FARM T2S R10E L40 P29, 30 WCR	
P 5675	44-022-01-0739-000 26870 NORFOLK INKSTER	\$2,784.51
	30J739 LOT 739 ALSO S 1/2 ADJ VAC ALLEY WESTWOOD SUB OF VAN ALSTINE FARM T2S R10E L40 P29, 30 WCR	
P 5676	44-023-01-0259-001 26419 CARLYSLE INKSTER	\$1,529.20
	PROPERTY EXEMPT FROM AD VALOREM TAXES AND ASSESSED PURSUANT TO PA 261 OF 2003 EXPIRING 12/31/2011. 31D259A E 70 FT OF LOT 259 ROBT M. GRINDLEYS SUB NO. 10 OF LITTLE FARMS T2S R10E L39 P70 WCR	
P 5677	44-023-01-0259-002 0 CARLYSLE INKSTER	\$791.61
	PROPERTY EXEMPT FROM AD VALOREM TAXES AND ASSESSED PURSUANT TO PA 261 OF 2003 EXPIRING 12/31/2011. 31D259B W 35 FT OF LOT 259 ROBT M. GRINDLEYS SUB NO. 10 OF LITTLE FARMS T2S R10E L39 P70 WCR	
P 5678	44-023-01-0260-300 0 CARLYSLE INKSTER	\$1,189.62
	03D260 LOT 260 ROBT M. GRINDLEYS SUB NO. 10 OF LITTLE FARMS T2S R10E L39 P70 WCR	
P 5679	44-023-02-0168-000 26111 NEW YORK INKSTER	\$3,845.62
	30M168 169 LOTS 168 AND 169 ASSESSORS INKSTER PLAT NO. 6 T2S R10E L65 P47 WCR	

The Legal Description and Tax Identifier specify the Property.

The street address is provided as additional information and is not guaranteed to be accurate by the Treasurer. Revised 7/5/2017



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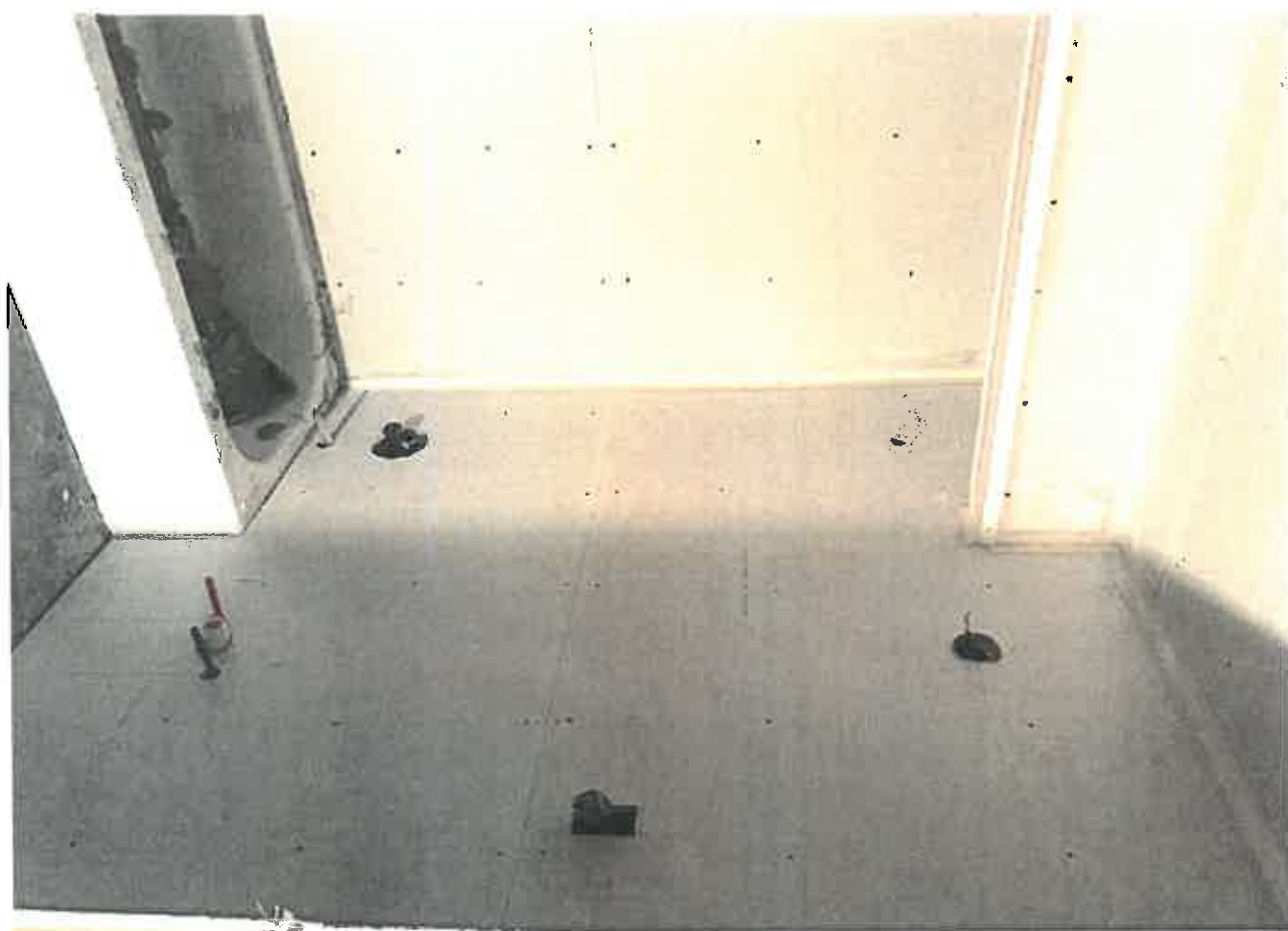
26641 NEW YORK

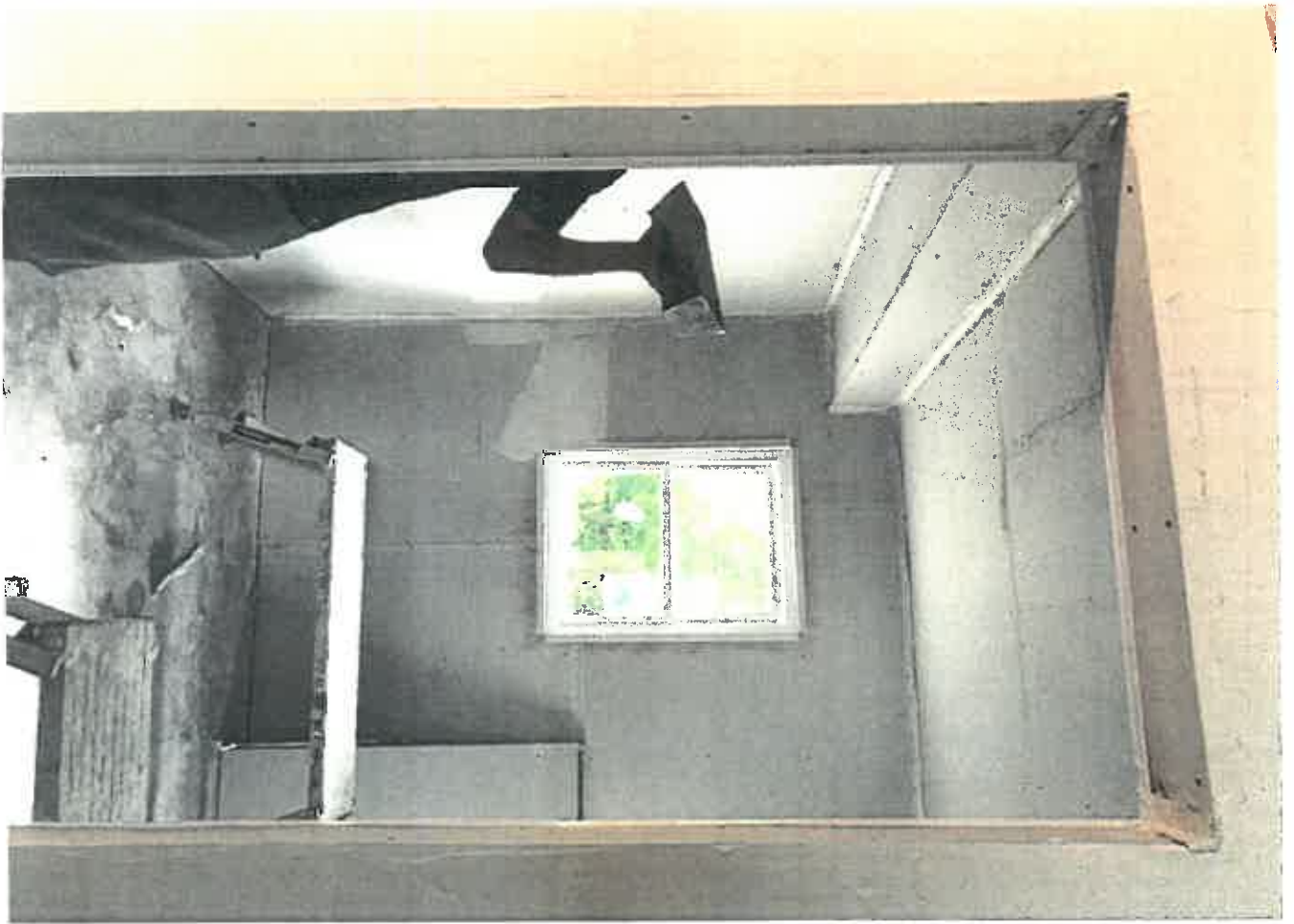
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26641 New York





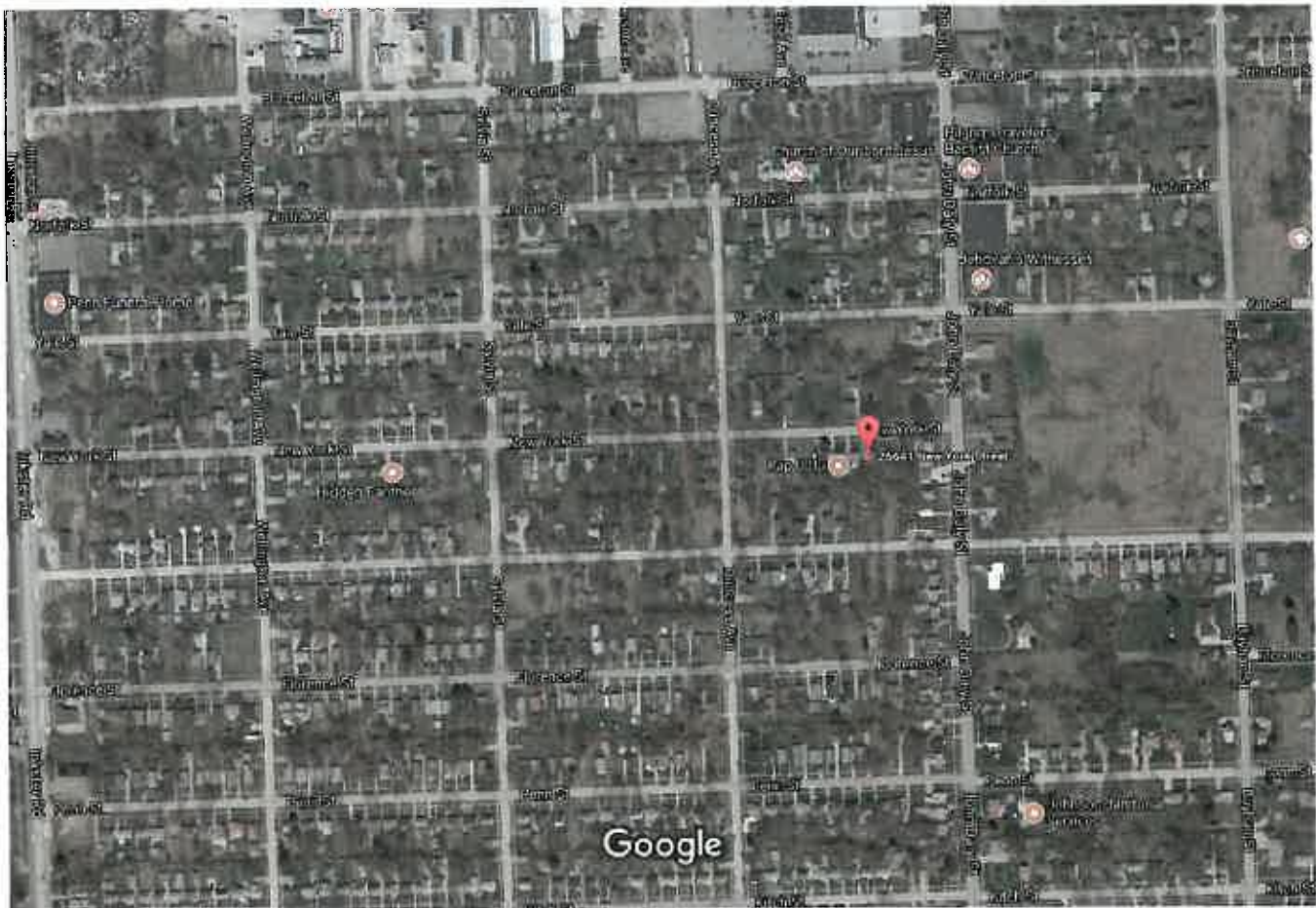


Google Maps 26641 New York St



26641 New York St
Inkster, MI 48141

Google Maps 26641 New York St



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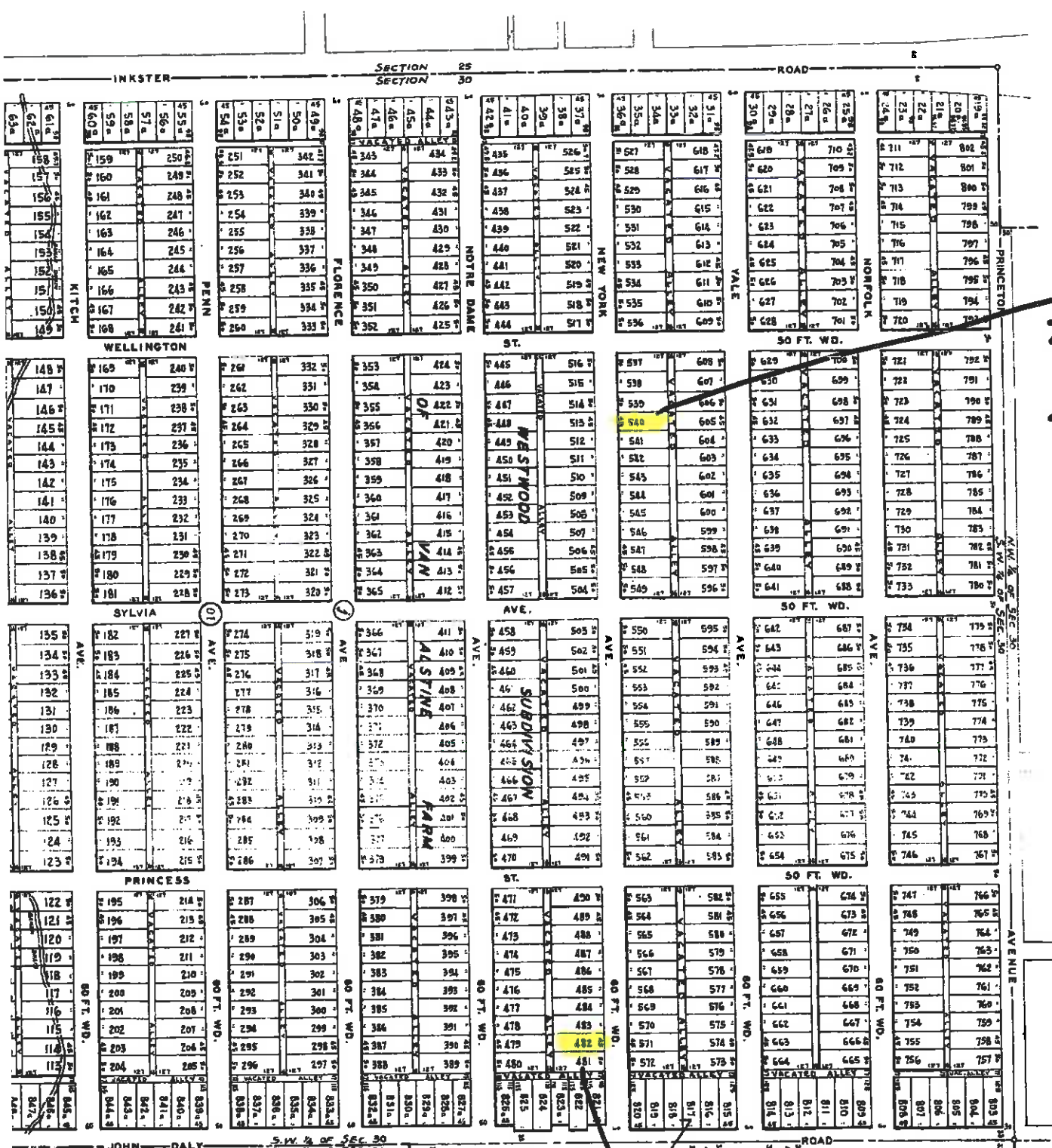
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26641 New York St
Inkster, MI 48141

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27120 NEW YORK

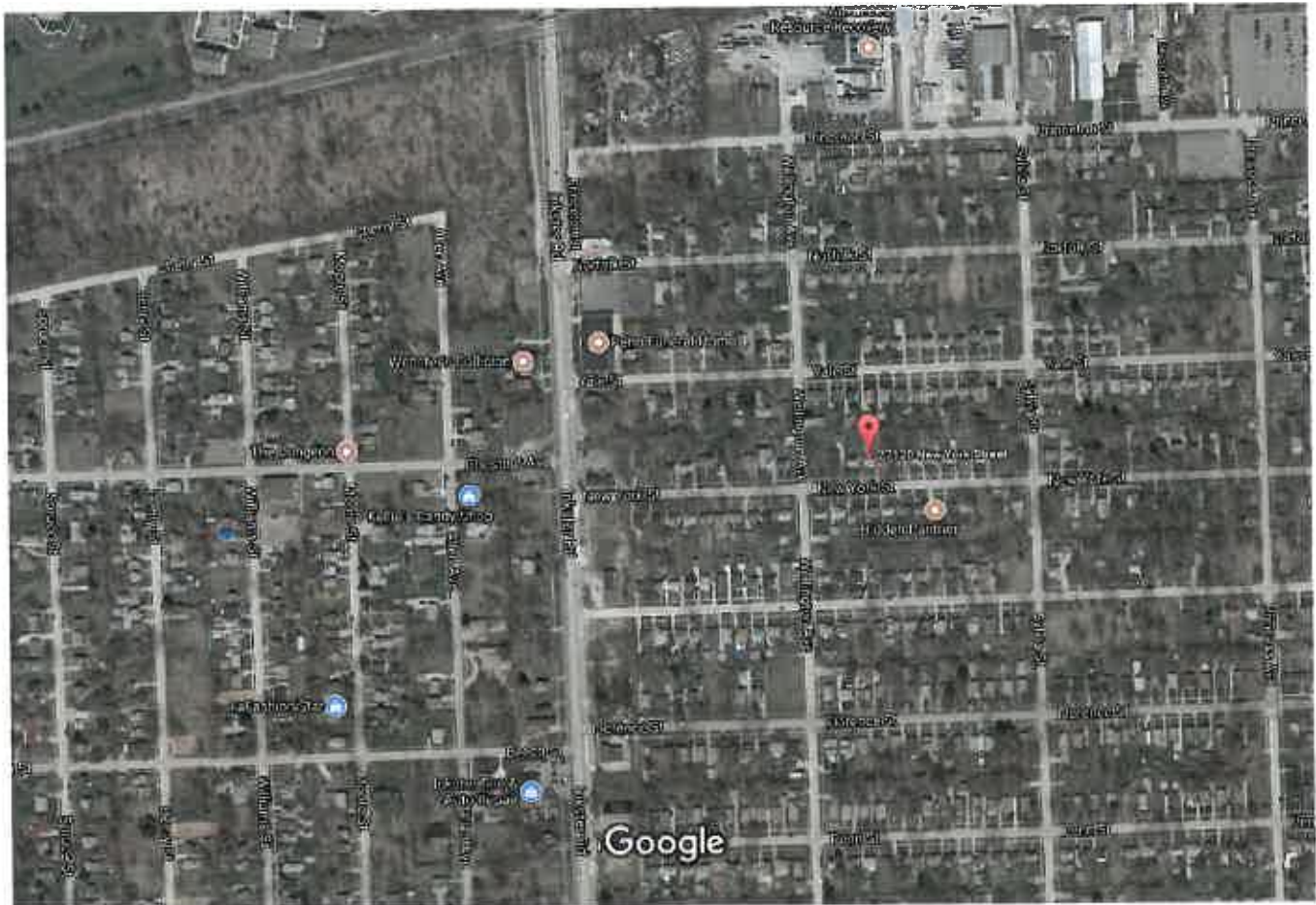


Google Maps 27120 New York St



27120 New York St
Inkster, MI 48141

Google Maps 27120 New York St



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100 m



27120 New York St
Inkster, MI 48141

REQUEST FOR COUNCIL ACTION

To: Byron Nolen, Mayor

Date: July 12, 2017

From: Darin Carrington, Treasurer

Date for Council's Consideration: July 17, 2017

ACTION REQUESTED: Adoption of Purchasing Policy

Current Action _____ Emergency _____ Future X

Funds Budgeted: If Yes _____ Account # _____ No _____

Mayor's Approval _____

BACKGROUND:

This Purchasing Policy is being proposed to update the rules and procedures related to the City's purchasing of goods and services.

SCOPE OF SERVICES:

N/A

JUSTIFICATION:

The proposed policy sets forth clear rules and procedures which will help the City effectively handle the purchasing of goods and services needed for the City's operations. The rules and procedures contained in the proposed policy will help ensure that all purchasing is handled in a legal and transparent manner. Additionally, this policy will help ensure that the proper system of checks and balances are in place to guard against any abuse of City funds related to the purchasing process.

PROJECT IMPROVEMENTS:

N/A

COSTS:

N/A

PROJECTED TIME TABLE:

N/A

RESOLUTION:

Authorization and approval is hereby given for the City of Inkster to adopt the proposed Purchasing Policy and for the Administration to fully implement the provisions of the policy into the City's day-to-day activities.

Resolved by _____

Seconded by _____

Yes:

No:

**City of Inkster
Purchasing Policy
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I. POLICY

The City of Inkster (the "City") will engage in purchasing activities that are fair and equitable, and which provide the maximum purchasing value for public funds. The City will implement procedures designed to maintain a procurement system of quality and integrity. The provisions of this policy shall conform to the City's charter and applicable code, laws and regulations.

II. STATUTORY REFERENCES

The City Council may establish such rules and regulations regarding the business concerns of the City as the Council considers necessary and proper. See: MCL 46.11(m); Act 156 of 1851, as amended.

III. PROCEDURE

A. Operational Guidelines

1. It is the intent of this Policy to maximize the purchasing power and value of public funds through procurement policy that maintains a system of quality and integrity and promotes efficiency, effectiveness and equity in public purchasing. It is the goal of this Policy to recognize the obligation to the taxpayers to maximize the purchasing power of public funds to gain the best value for our residents. The City will comply with all applicable federal and state laws concerning public purchasing.
2. Application
 - a. This Policy applies to the procurement of supplies, goods, equipment, services, and construction entered into by City and its constituent departments and agencies, after the effective date of this Policy. It shall apply to every expenditure of public funds by City irrespective of the source of the funds. When the procurement involves the expenditure of federal or state assistance or contract funds, the procurement shall be conducted in accordance with any applicable federal or state laws and regulations. Nothing in this Policy shall prevent any public agency from complying with the terms and conditions of any grant, gift, or bequest that is otherwise consistent with law.
3. Administration
 - a. This Policy shall be administered by the Mayor, City Treasurer or other employees of the City as directed by the Mayor.
4. Sales Tax Exemption
 - a. The City shall not be charged or pay sales tax. The City of Inkster, as a Michigan Municipal Corporation, is exempt from sales tax as provided in Act 167 of Public Acts of 1933. MCL 205.54(7); MSA 7.525(4)(7), and the Michigan Sales and Use Tax

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Rule, 1979 MAC Rule 205.79, provide that sales to the United States government, the State of Michigan, and their political subdivisions, departments and institutions are not taxable when ordered on a Purchase Order and paid for by warrant on government funds. In the alternative, the government may claim exemption at the time of purchase by providing the seller with a signed statement to the effect that the purchaser is a governmental entity.

- b. The issuance of a Purchase Order or a Michigan Sales Tax Exemption Certificate does not, by itself, mandate the seller to exempt the sale. Therefore, all departments, divisions, and Elected Officials shall utilize the City's Purchase Order and accounts payable system to the fullest extent possible when purchasing and paying for tangible personal property while still adhering to the other provisions within this Purchasing Policy.

5. Emergency Purchases

- a. Whenever there is an imminent threat to the public health, safety or welfare of the **City** or its citizens, or in situations where there are some extenuating circumstances, the Mayor may authorize the award of a contract, utilizing competition as may be practical and reasonable under the circumstances, for the emergency purchase of supplies, materials, equipment, services or construction.

6. Cooperative Purchasing

- a. The **City** may join in cooperative purchasing arrangements with other government units. The **City** may accept extended government pricing with appropriate documentation, if it is determined to be cost-effective and in the **City's** best interest.

7. Gratuities, Personal Benefits, and Kickbacks

- a. It shall be a violation of this Policy for any person to offer, give or agree to give any **City** employee, or for any **City** employee to solicit, demand, accept or agree to accept from another person, a gratuity, personal benefit, or kickback in connection with any purchasing or contracting decision.

8. Failure to Follow Policy

- a. The **City** shall not be responsible for the costs of goods and services ordered or purchased by any **City** official or employee that are not obtained in accordance with this policy. Contracts negotiated outside of this policy will be considered invalid and non-binding.

B. Standards For Procurement

1. Procurement Procedures:

City of Inkster
Purchasing Policy
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- a. The procurement procedure to be used is determined by the dollar amount of the procurement. Contracts or purchases shall not be artificially divided to circumvent the purchasing procedures in this policy. An aggregate of regular, reoccurring purchases shall be determined on an annual basis; (for example: gasoline, paper products, cleaning supplies, ammunition, etc.). Grant funded procurements will follow all grant procurement requirements and guidelines.
 - b. A cost analysis is required for all procurement actions. This entails verification of the proposed cost data and evaluation of the specific elements of costs and profits, including comparison with the agency's prior independent cost or price estimate.
2. Purchases less than \$1,000:
- a. Purchases in this dollar amount are made by the department head. A minimum of three quotes for goods and services shall be acquired. The vendor's price quote may be verbal, written or electronic. Vendor selection and pricing should be reviewed annually for adequate and reasonable competition.
3. Purchases from \$1,000.00 to \$10,000:
- a. Such purchases or contracts shall be by competition and require the solicitation of a minimum of three (3) price quotations. The quotes should be obtained in writing, and must be *included when requesting a purchase order*. Award shall be made to the qualified vendor offering the best value in the opinion of the City's Purchasing representative.
 - b. This provision shall not apply to purchases or contracts where quotations are impractical. Such purchases or contracts shall contain appropriate documentation.
4. Purchases \$10,000.00 and above:
- a. Formal competition required. Purchases or contracts estimated to exceed \$10,000 shall require formal competition as deemed appropriate, which may include competitive sealed bids, requests for proposals, quality-based selection, negotiated purchases, etc.
 - b. Awards shall be made to the offer or determined to be best qualified based on the evaluation factors set forth and negotiation of fair and reasonable compensation, with the approval of the Purchasing Division.
5. Non-Budgeted Purchases
- a. The City Council shall review and authorize any purchase that is not approved in the City's Adopted Budget or Amendments and in an amount that is Five Thousand Dollars (\$5,000) or greater.

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Purchasing Policy
Page | 4**

C. Competitive Sealed Bidding

1. Conditions for Use

- a. All procurement contracts of the **City** shall be awarded by competitive sealed bidding, except as otherwise provided in this Policy.

2. Invitation for Bids

- a. An invitation for bids shall be issued and shall include specifications, and all contractual terms and conditions applicable to the procurement.

3. Public Notice

- a. Public notice of the invitation for bids shall be given a reasonable time prior to the bid submission date set forth therein. Such notice may include publication in a newspaper of general circulation and/or online media for a reasonable time as determined by the Purchasing Division prior to the bid opening. The public notice shall state the place, date and time of bid opening, and shall be in a format approved by the Purchasing Division.

4. Bid Opening

- a. Bids shall be opened publicly in the presence of one or more witnesses following the deadline set for the submission of bids at the time and place designated in the invitation for bids. The amount of each bid, and such other relevant information as the Purchasing Division deems appropriate, together with the name of each bidder shall be recorded. The record and each bid shall be open to public inspection in accordance with Act 442 of the Public Acts of 1976, MCL 15.231 et seq.

5. Bid Acceptance and Bid Evaluation

- a. Bids shall be evaluated based on the requirements set forth in the invitation for bids, which may include criteria to determine acceptability such as inspection, testing, quality, workmanship, experience, delivery, warranty, and suitability for a particular purpose. Bids which do not comply with all criteria set forth in the invitation to bid may be subject to disqualification.

6. Correction or Withdrawal of Bids; Cancellation of Awards

- a. Correction or withdrawal of inadvertently erroneous bids before or after bid opening, or cancellation of awards or contracts based on such bid mistakes, may be permitted in the sole discretion of the **City**. Mistakes discovered before bid opening may be modified or withdrawn by written notice received in the office designated in the invitation for bids, prior to the time set for bid opening. After bid opening, corrections in bids shall be permitted only to the extent that the bidder can show by clear and convincing evidence, as determined by the Purchasing Division, that a mistake of a nonjudgmental character was made.

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Purchasing Policy
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7. Award

- a. The contract shall be awarded by appropriate notice to the responsible and responsive bidder whose bid meets the requirements and response selection criteria set forth in the invitation for bids. Nothing in the award process shall prevent the Purchasing Division from acting in the City's best interest when making the bid award, including awarding the bid to other than the low bidder, using a best value based selection process. No contract or purchase order shall knowingly be entered into with any company or business which is in bankruptcy or receivership. In the event the bid for a project exceeds available funds, the Purchasing Division is authorized to negotiate an adjustment of the bid price when time or economic considerations preclude re-solicitation of work of a reduced scope, in order to bring the bid within the amount of available funds.

D. Request for Proposal (RFP)

1. Conditions for Use

- a. When the Purchasing Division determines that the use of competitive sealed bidding is either not practicable or not advantageous to the City, a contract may be entered into by use of competitive sealed requests for proposals (RFP).

2. Request for Proposal

- a. Proposals shall be solicited through a (RFP).

3. Public Notice

- a. Adequate public notice of the (RFP) shall be given in the same manner as provided in Section 2.2(3), (Competitive Sealed Bidding, Public Notice).

4. Receipt of Proposals

- a. No proposal shall be handled so as to permit disclosure of the identity of an offeror or the content of any proposal to competing offerors until the time for the public opening of bids or proposals or if a public opening is not to be conducted, until the deadline for submission of bids or proposals has expired. A register of proposals shall be prepared containing the name of each offeror, the number of modifications received, if any, and a description sufficient to identify the item offered.

5. Evaluation Factors

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Purchasing Policy
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- a. The request for proposal may state the relative importance of price and other evaluation and selection criteria, and may include specific criteria detailing a best value based method of determining and selecting the best bid.

6. Responsible Offerors and Revisions of Proposals

- a. As provided in the (RFP), discussions may be conducted with responsible offerors to assure understanding of, and conformance to, the solicitation requirements. Responsible offers shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals and such revisions may be permitted after submissions and prior to award for the purpose of obtaining best and final offers. In conducting discussions, there shall be no disclosure of the identity of competing offerors or of any information derived from proposals submitted by competing offerors.

7. Award

- a. Award shall be made to the responsible offeror whose proposal is determined to be the most advantageous to the City, as determined by the Purchasing Division, taking into consideration price and the evaluation criteria set forth in the request for proposals.

E. Request for Qualifications (RFQ)

1. When it is considered impractical to initially prepare a purchase description to support an award based on price, and/or where the capability of the prospective proposers or bidders are uncertain, a request for qualifications (RFQ) may be issued. Once the prospective bidders/offerors have submitted their responses to the RFQ and have been determined to be technically acceptable and qualified to perform, then an invitation to bid or RFP may be issued to the qualified bidders/offerors.

F. Sole Source Procurement

1. Sole source purchases are defined as those in which “only one vendor possesses the unique and singularly available capability to meet the requirements set. Such as technical qualifications, ability to deliver at a particular time, services from a public utility or in a situation where a particular supplier or person is identified as the only qualified source available.
2. Sole source purchases may also result because of compatibility with existing equipment or systems, the product or service is patented, copyrighted or has other proprietary information or trade secrets retained by the owner.
3. A contract may be awarded, without competition, when the Purchasing Division determines, in writing, after conducting a good faith review of available sources, that there is only one appropriate source, and/or, when it is in the best interest of the City to choose the one appropriate source, for the required supply, equipment, service, or

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construction item. The Purchasing Division, or the soliciting agency/department, where delegated by the Fiscal Services Director, shall conduct negotiations, as appropriate, as to price, delivery, and terms.

G. Emergency Procurements

1. Notwithstanding any other provisions of this Policy, as provided for under the **City** Emergency Services Resolution the Fiscal Services Director may make, or authorize others to make emergency procurements of supplies, services, or construction items, as directed by the Mayor, when there exists a threat to public health, safety, or welfare, or where it is in the **City's** best interest to do so, provided that such emergency procurements shall be made with such competition as is practicable under the circumstances, and shall be documented in writing.

H. Cancellation of Bids or Requests for Proposals

1. A bid or a request for proposal, or other solicitation, may be cancelled, or any or all bids or proposals may be rejected in whole or in part, as may be specified in the solicitation, when it is in the best interest of the **City**, as determined by the Purchasing Division. Each solicitation issued by the **City** shall state that the solicitation may be cancelled and that any bid or proposal may be rejected in whole or in part when it is in the best interest of the **City**.

I. Rejection of all Bids or Offerors; Responsibility of Bidders or Offerors

1. It shall be within the discretion of the Purchasing Division not to award a contract to a bidder or offeror for any reason, including a determination that the party is not a responsible bidder or offeror.

J. Bid, Payment, and Performance Bonds on Contracts

1. To protect the **City's** interests, bid surety, payment bonds, or performance bonds or other security may be required for contracts in conformance with State law, as determined by the Purchasing Division. Any such requirements shall be set forth in the solicitation. Bid or performance bonds shall not be used as a substitute for a determination of a bidder or offeror's responsibility. Financial statements or performance bonds may be required from any company, if deemed appropriate by the Fiscal Services Director.

K. Types of Contracts

1. General Authority. Subject to the limitations of this Section, the "City Contracting Policy," and/or subject to approval by the City Council any type of contract which is appropriate to the procurement and which will promote the best interest of the City may be used. A cost reimbursement contract may be used only when a determination is made that such contract is likely to be less costly to the City than any other type, or it is not practicable to obtain the supply, equipment, service, or construction item required except under such a contract.

City of Inkster
Purchasing Policy
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2. Multi-Term Contracts:

- a. **Specified Period.** Unless otherwise provided by law, a contract may be entered into for any period of time deemed to be in the best interests of the **City**. Payment and performance obligations shall be subject to the availability and appropriation of funds.
- b. **Determination Prior to Use.** Prior to the utilization of a multi-term contract, it shall be determined:
 - 1). that needs of the **City** and the contract price are reasonably firm and continuing; and,
 - 2). that such a contract will serve the best interests of the **City** by encouraging effective competition or otherwise promoting economies in **City** procurement.
- c. Payment and performance obligations for succeeding period shall be subject to the availability and appropriation of funds as set forth in the annual budget.

L. Contract Clauses and Their Administration

- 1. **Contract Clauses.** All **City** contracts shall include provisions necessary to define the responsibilities and rights of the parties to the contract. The Fiscal Services Director, pursuant to the **City** Contracting Policy, may issue clauses appropriate for particular contracts, addressing among others, the following subjects:
 - a. the unilateral right of the **City** to order, in writing, changes in the work within the scope of the contract;
 - b. the unilateral right of the **City** to order, in writing, the temporary stoppage of the work or delaying performance that does not alter the scope of the contract;
 - c. variations occurring between estimated quantities of work in the contract and actual quantities;
 - d. defective pricing;
 - e. liquidated damages;
 - f. specified excuses for delay or nonperformance;
 - g. termination of the contract for default;
 - h. termination of the contract in whole or in part for the convenience of the **City**;
 - i. suspension of work on a project;

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Purchasing Policy
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- j. site conditions differing from those indicated in the contract, or ordinarily encountered, except that differing site conditions need not be included in a contract:
 - 1). when the contract is negotiated;
 - 2). when the contractor provides the site or design; or
 - 3). when the parties have otherwise agreed with respect to the risk of differing site conditions.
 - k. warranty clauses, including warranty of fitness for a particular purpose;
 - l. failure to meet contracted-for performance objectives.
2. Price Adjustments. Adjustments in price resulting from the use of contract clauses required by Subsection (1) of this Section shall be computed by one or more of the following ways:
- a. by agreement on a fixed price adjustment before commencement of the pertinent performance or as soon thereafter as practicable;
 - b. by unit prices specified in the contract or subsequently agreed upon;
 - c. by the cost attributable to the events or situations under such clauses with adjustment of profit or fee, all as specified in the contract or subsequently agreed upon;
 - d. in such other manner as the contracting parties may mutually agree; or
 - e. in the absence of agreement by the parties, by a unilateral determination by the **City** of the costs attributable to the events or situations under such clauses with adjustment of profit or fee as computed by the **City**, as accounted for in accordance with generally accepted accounting principles and subject to the provisions of Article VI (Appeals and Remedies).
3. Standard Clauses and Their Modification. Pursuant to the **City** contracting policy, the Fiscal Services Director may establish standard contract clauses for use in **City** contracts. If the Fiscal Services Director establishes any standard clauses addressing the subjects set forth in Subsection (1) of this Section, such clauses may be varied provided that the circumstances justify such variations.

M. Contract Administration

- 1. The assigned **City** oversight agency shall provide assessments to the Purchasing Division and shall oversee contract administration to ensure that a contractor is performing in accordance with the solicitation and proposal under which the contract was awarded, and according to the terms and conditions of the contract.

N. Right to Inspect Place of Business, etc.

1. The **City** may inspect the place of business or work site of a contractor or subcontractor at any time, if such inspection is pertinent to the performance of any contract awarded or to be awarded by the **City**.

O. Right to Audit Records

1. Audit of Cost or Pricing Data

- a. The **City** may audit the books and records of any contractor that has submitted cost or pricing data as a part of its bid or proposal, for three (3) years from the date of final payment under the contract.

2. Contract Records to Be Maintained

- a. The **City** shall be entitled to audit the books and records of a contractor or a subcontractor at any time under any contract or subcontract, other than a firm fixed-price contract, to the extent that such books, documents, papers, and records are pertinent to the performance of such contract or subcontract. Such books and records shall be maintained by the contractor for a period of three (3) years from the date of final payment under the prime contract and by the subcontractor for a period of three (3) years, or longer if required, from the date of final payment under the subcontract.

P. Reporting of Anti-competitive Practices

1. When for any reason collusion or other anti-competitive practices are suspected among any bidders or offerors, the Fiscal Services Director shall give notice of the relevant facts to the GOVERNMENT Corporation Counsel.

Q. City Procurement Records

1. Bid File

- a. All determinations and other written records pertaining to solicitation and award of a contract done by Purchasing shall be maintained by the Purchasing Division in a bid file.

2. Retention of Procurement Records

- a. All procurement records shall be retained and disposed of by the **City** in accordance with the appropriate Records Retention Schedules.

R. Specifications

1. Maximum Practicable Competition

City of Inkster
Purchasing Policy
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- a. Specifications shall be written so as to promote overall economy for the purposes intended and to encourage competition in satisfying the **[GOVERNMENT]**'s needs, while still providing a fair opportunity to all qualified vendors. The policy enunciated in this Section applies to all specifications prepared by **City** staff or prepared by others on the **City's** behalf.

S. "Brand Name or Equal" Specification

1. "Brand name or equal" specifications may be used when the Purchasing Division determines that use of a "brand name or equal" specifications is in the **City's** best interest.
2. The Purchasing Division shall seek to identify sources from which the designated brand name item or items may be obtained and shall solicit such sources to achieve whatever degree of price competition is practicable. If only one source can supply the requirement, the procurement shall be made under Section 2.5 (Sole Source Procurement).

T. Nondiscrimination

1. Every contract or purchase order issued by the **City** shall be entered into under provisions which require the contractor, subcontractor or vendor not to discriminate against any employee or applicant for employment because of his/her race, religion, sex, color, national origin, height, weight, handicap or marital status.

U. Procurement of Construction Services

1. Responsibility for Selection of Methods of Construction Contracting Management

- a. The Fiscal Services Director shall have discretion to select the method of construction contracting management for a particular project. In determining which method to use, the Fiscal Services Director shall consult with the appropriate **City** officials; consider the **City's** requirements, its resources, the project type and scope, and the potential contractor's capabilities.

2. Bid Security

a. Requirement for Bid Security

- 1). Bid security may be required for competitive sealed bidding, for construction contracts when the price is estimated to exceed \$50,000. Bid security shall be a bond provided by a surety company authorized to do business in the State of Michigan, or the equivalent in cash, or otherwise supplied in a form satisfactory to the **City**. Nothing herein shall prevent the requirement of such bonds on construction contracts under \$50,000 when the circumstances warrant.

City of Inkster
Purchasing Policy
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- 2). Amount of Bid Security. Bid security shall be in an amount equal to at least 5% of the amount of the bid.
- 3). Rejection of Bids for Noncompliance with Bid Security Requirements. When the invitation for bids requires security, the bid may be rejected for non-compliance.
- 4). Withdrawal of Bids. If the bidder is permitted to withdraw the bid before award as provided in Section 2.2(6) (Competitive Sealed Bidding; Correction or Withdrawal of Bids, Cancellation of Awards), no action shall be taken against the bidder or the bid security.

3. Contract Performance and Payment Bonds.

a. Bond Amounts: When Required

- 1). When a construction contract is awarded the following bonds or security may be required and shall become binding on the parties upon the execution of the contract:
- 2). A performance bond satisfactory to the **City**, executed by a surety company authorized to do business in the State of Michigan, or otherwise secured in a manner satisfactory to the **City**, in an amount equal to 100% of the price specified in the contract; and
- 3). A payment bond satisfactory to the **City**, executed by a surety company authorized to do business in the State of Michigan, or otherwise secured in a manner satisfactory to the **City**, for the protection of all persons supplying labor and material to the contractor or its subcontractors for the performance of the work provided for in the contract. The bonds shall be an amount equal to 100% of the price specified in the contract.

b. Authority to Require Additional Bonds

- 1). Nothing in this Section shall be construed to limit the authority of the **City** to require a performance bond or other security in addition to those bonds, or in circumstances other than specified in Subsection (1) of this Section.

c. Actions on Payment Bonds

- 1). Where and When Brought. Unless otherwise required by law, every action instituted upon a payment bond shall be brought in a court of competent jurisdiction within **City**.

4. Fiscal Responsibility

- a. Every contract modification, change order, or contract price adjustment which exceeds the authorized contract amount, plus contingency of the total contract

amount under a construction contract with the **City**, shall be subject to the applicable **City** policies.

IV. SUSPENSIONS

1. Authority to Suspend

- a. The Fiscal Services Director, upon consultation with Corporation Counsel, is authorized to *suspend vendors whose performance of **City** contracts and purchase orders has been materially deficient. Suspension shall include non-consideration of bids or quotes submitted and cancellation of awards, and other procedures to prevent the suspended vendor from receiving **City** business.* The suspension shall be for a period of not more than three years. The guidelines for making a suspension include, but are not limited to any one or more of the following:
 - 1). conviction of a person for commission of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance of such contract or subcontract, or pending, unresolved charges thereof;
 - 2). conviction of a person under state or federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating a lack of business integrity or business honesty which seriously and directly affects responsibility as a **City** contractor, or pending, unresolved charges thereof;
 - 3). conviction of a person under state or federal statutes arising out of the submission of bids or proposals, or pending, unresolved charges thereof;
 - 4). A vendor may be removed from bidding by the Purchasing Division if the vendor has failed to provide goods or services satisfactory in accordance with bid specifications and/or terms of the contract. It shall be the joint responsibility of the Purchasing Division and the user department to document any acts of noncompliance or unsatisfactory performance on the part of the vendor. A vendor may be removed from bidding for a maximum of two (2) years
 - 5). any other cause the Fiscal Services Director determines to be so serious and compelling as to affect responsibility as a **City** contractor, including suspension or termination by another governmental entity for any cause substantially similar to those listed in this Section; and
 - 6). violation of the standards set forth in Article VII (Ethics in Public Purchasing/Contracting).

2. Notice to Suspend

- a. The Fiscal Services Director shall issue a written notice to suspend.

3. Finality of Decision

- a. A notice under Section 5.2 (Notice to Suspend) shall be final and conclusive.

W. Ethics in Public Purchasing/Contracting

1. Criminal Penalties

- a. To the extent that violations of the ethical standards of conduct set forth in this Policy constitute violations of federal statutes or Michigan law, they shall be punishable as those statutes provide therein. Such penalties shall be in addition to the civil and administrative sanctions set forth in this Policy.

2. Employee's Duty to Abide by City Policies

- a. **City** employees shall abide by existing **City** policies including, but not limited to, policies regarding conflict of interest, gratuities or "kickbacks" and confidential information.

3. Overriding the Provisions of the Policy

- a. Under no circumstance shall **City** employees manipulate the circumstances of a purchase transaction to override the provisions of this policy. For example, a proposed or actual purchase for 26,000 may not be split into separate transactions of lesser amounts to avoid soliciting sealed bids.

4. Conflicts of Interest

a. City Council

- 1). No member of the City Council, individually or through a business in which he or she is an owner, partner or has a financial interest other than as an employee, will be allowed to bid or perform as a contractor or sub-contractor on any **City** construction project.

b. Professional Service Contracts with Former City Employees

- 2). To avoid the potential for conflict of interest, or any appearance thereof, the **City** requires that all requests for entering into professional service contracts with former GOVERNMENT employees be approved by the City Council

c. Vendor/City Employee Relationships

- 3). To avoid any real or perceived conflict of interest, all proposals or contracts for professional services should, to the extent possible, identify any relative of the contractor or his/her employees who are presently employed by the **City**.

**City of Inkster
Purchasing Policy
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d. Contracts with City Employees

- 1). Current employees are prohibited from doing business with the City.

REQUEST FOR COUNCIL ACTION

To: Byron Nolen, Mayor

Date: July 12, 2017

From: Darin Carrington, Treasurer

Date for Council's Consideration: July 17, 2017

ACTION REQUESTED: Adoption of Cash Management Policy

Current Action _____ Emergency _____ Future X

Funds Budgeted: If Yes _____ Account # _____ No _____

Mayor's Approval _____

BACKGROUND:

This Cash Management Policy is being proposed to update the rules and procedures related to the City's handling of its funds. The areas covered by this policy include bank account management, cash and check handling, accounting and bank reconciliations, on-line banking and petty cash.

SCOPE OF SERVICES:

N/A

JUSTIFICATION:

The proposed policy sets forth clear rules and procedures which will help the City effectively operate its Treasury and Cash Management functions. The rules and procedures contained in the proposed policy will help ensure that cash management is handled in a transparent and consistent manner. Additionally, this policy will help ensure that the proper system of checks and balances are in place to guard against misappropriation or misuse of City funds.

PROJECT IMPROVEMENTS:

N/A

COSTS:

N/A

PROJECTED TIME TABLE:

N/A

RESOLUTION:

Authorization and approval is hereby given for the City of Inkster to adopt the proposed Cash Management Policy and for the Administration to fully implement the provisions of the policy into the City's day-to-day activities.

Resolved by _____

Seconded by _____

Yes:

City of Inkster
Policies and Procedures
Cash Management

This policy was developed to set forth the regulations and procedures regarding all cash management activities of **the City of Inkster**, including:

- Bank Account Management
- Cash and Check Handling (Receipting)
 - Central
 - Off-site
 - Lockbox
- Cash Accounting and Bank Reconciliations
 - Cash Accounting
 - Bank Reconciliations
- On-line Banking
 - Administration/Authorization
 - Electronic Payments
 - Account Transfers
- Petty Cash

Policies covering the authorization of payments are documented in a separate policies and procedures document.

Bank Account Management

All bank accounts must be in the name of **the City of Inkster** and established using the **City of Inkster's** EIN. The opening of new bank accounts and appointment of signors must be initiated by the **Treasurer** and approved by the **Mayor**. Should a new bank account be required, the requesting department must contact the **Treasurer**.

Requests to close bank accounts must also be initiated by the **Treasurer** and approved by the **Mayor**.

All general purpose cash of **the City of Inkster** is deposited into the general pool. Restricted funds are maintained in a segregated pool and are not available for use for general **fund** operations, this is done via accounting records. Any funds not needed immediately for operations are invested in accordance with the **City of Inkster's** Investment Policy.

Cash, Credit and Check Handling (Receipting)

Central

- All cash received at city hall is processed by the cashiers in the **Treasurer's Office**.

City of Inkster
Policies and Procedures
Cash Management

- All receipts must be processed using the **BSA software**.
- Photo identification must be presented by the payee in order to accept payment by check. The cashier shall verify that the name and address on the identification match that on the on the check. If they do not match, the check cannot be accepted.
- Checks are endorsed by the cashier when received.
- A receipt must be issued for each transaction
- Daily, all cashiers shall balance their cash drawers to the cash receipting system.
- The supervisor shall review the cashiers' reconciliations and prepare the deposit at the end of the day.
- Deposits shall be made at least twice a week and will be accompanied by a police escort.
- Credit Cards can be made at City Hall, and photo identification must be shown by the payee when using a credit card.

Off-site

- All cash is to be secured at all times either in a locked drawer, cabinet, safe or vault. Locations that have a cash register with a cash drawer are to ensure that the cash is never left unattended.
- Photo identification must be presented by the payee in order to accept payment by check, or credit card. The cashier shall verify that the name and address on the identification match that on the on the check. If they do not match, the check cannot be accepted.
- Checks shall be restrictively endorsed as soon as they are received.
- Daily, all cashiers shall balance their cash drawers to the cash receipting system.
- All offsite receipts are to be processed in the City of Inkster's BSA accounting system. Receipts are not mailed to customers when paid by mail.
- Cash drawers/boxes shall maintain a minimal amount in order to make change. This amount varies based on the operation. The drawers shall balance to this amount at the end of the day.
- To the extent practical, cash and checks collected at offsite locations shall be sent to the Treasurer's office (or directly to the bank if so instructed) for deposit at least twice a week.
 - If the amount of money collected each day at a given off-site location is insignificant, then weekly deposit is acceptable. If cash is not deposited daily, all cash and checks shall be secured in a locked vault/safe until they are forwarded to either the Treasurer's Office or the bank for deposit.
- Deposits shall be transported in a locked or sealed money bag or tamper proof envelope. If the deposit exceeds \$ 2,500.00, then the depositor, must drop off the deposit and the deposit paperwork at the Treasurer's Office at City Hall.

City of Inkster
Policies and Procedures
Cash Management

- Vault/safe combinations and key locations (if applicable) shall be changed as soon as possible if a person with access to either no longer works in that location.
- Periodic audits of cash receipts at remote locations will be performed.

Lockbox

N/A

Cash Accounting and Bank Reconciliations

Cash Accounting

The accounting and reconciling of cash activity is performed daily. The “daily work” has two main categories, 1) Recording of daily transactions 2) Reconciliation of the daily activity and the cash pools.

Recording of Daily Transactions

- a. The banks are “polled” each day. – Polling consists of receiving an electronic file from each bank of the previous day’s activity.
- b. The electronic files are uploaded to **the BSA software**.
 - i. Receipts/Bank credits – certain recurring receipts are coded in **BSA software** to automatically post. Items that are not set up to auto post appear on a Daily Exception Report. Cash Accounting Staff identifies and manually inputs the accounting for the exception items. They identify the accounting treatment either based on knowledge of the transactions, as many of these items are recurring or by research.
 - ii. Withdrawals/Bank debits – all debits (with the exception of returned items) are supported by documentation which consists either of one of the following; Check/ACH Disbursement Authorization Form, Offline Wire Requests, Interpool Transfer Request, Trustee Disbursement Memos, and other support as deemed appropriate. The accounting treatment is indicated on the respective form and input into **BSA software** by Cash Accounting staff.

2) Reconciliation of Activity

After all transactions have been verified and entered (step 1b), Cash Accounting staff must perform the following procedures:

- Confirm that the ending daily balances in **BSA software** agree with the bank balances reported at the bank.
- Confirm that all cash deposits prepared and sent to the bank by **the Treasurer’s office** appear on the daily polling report.

City of Inkster
Policies and Procedures
Cash Management

- Confirm that the all debit entries that were processed for the day agree with the transactions that were processed through the banks.
- Confirm that all debit transactions on the polling report are supported with the appropriate form as indicated in step 1bii above.
- Confirm that activity within the pools is in balance.

Upon completion of the above reconciling routine, an extraction file is produces and forwarded to accounting for posting to the general ledger. Balancing and uploads are to be completed within two days of the work date.

Bank Reconciliations

Monthly, all bank accounts are reconciled between the bank accounts and the **BSA software**. Reconciliations are to be prepared by staff and reviewed and approved by the supervisor of cash accounting

The Reconciliations are to be completed by the 10th of each month and reviewed and approved by end of each month. Any unusual differences should be researched and corrected as soon as possible.

On-line Banking

The Treasurer and Mayor will have access to On-line banking for the City of Inkster. Any changes to the online users must be requested by the Treasurer's office and approved by the Mayor. The Treasurer and Mayor are the Electronic Transaction Officers (ETOs). Other City employees may be designated as ETOs at the request of the Treasurer and approval by the Mayor. Only the ETOs are responsible for initiating and/or approving and releasing electronic payments and making electronic transfers. The City's financial consultant or other financial advisor may have access to read only rights to online banking.

Administration

Electronic Payments

Wire transfers (wires) are electronic movements of money that take place the same day they are approved for payment. ACH (Automated Clearing House) payments are electronic movements of money that clear the day after the approval for payment. Only the ETOs are responsible for initiating and/or approving and releasing wire transfers (wires), and Automated Clearing Hours (ACH). The Treasurer can not perform any electronic transactions without the written approval of the Mayor.

- All disbursements of funds using an electronic transfer shall be conducted by the **Treasurer's Office**. All disbursements require supporting documentation detailing the goods or services

City of Inkster
Policies and Procedures
Cash Management

purchased, the date of the purchase, the departments and activities serviced by the payments, the department head authorizing the purchase or contract authorizing the purchase.

- All electronic funds transfers must be entered through the general ledger and reviewed and approved by **Treasurer**, with the exception of transfers between accounts for funding purposes.
- All invoices being paid via electronic transfer shall be approved by the normal accounts payable review process.
- The following payments are not processed through accounts payable and do not follow the accounts payable review process:
 - Payroll
 - Federal and State withholdings
 - Investments, including payment of deferred compensation amounts to the appropriate institution
 - Other exceptions as defined by the **Treasurer**.
 - Transfers between cash pools

When the above payments are made to outside entities, an must be prepared by the requestor and signed by the Mayor. For transfers of funds between cash pools accounts, an **Interpool Cash Transfer Request Form** must be prepared by the Treasurer and signed by the Mayor. These completed forms, along with supporting documentation will be forwarded to the **Treasurer's Office** for processing.

- No vendors shall be allowed to automatically withdraw funds from the **City of Inkster's** accounts without approval of the Mayor.
- The payment will be entered into the online banking system by one individual and reviewed and approved by another individual.
- Support for the transfer will remain on file at the **Treasurer's** office subject to the document retention policy of the City of Inkster.

Account transfers

There are generally three reasons for account transfers 1) purchasing or maturing of investments (bonds, CDs), 2) transfers of cash between pools, 3) transfers from savings accounts to disbursing accounts to cover cash flow needs.

Transfers of cash from one between bank accounts at one bank can be made by a single ETO. Transfers of cash between banks will require a wire and will require two ETOs. It is the responsibility of the **Treasurer** to determine the type of transfer warranted.

City of Inkster
Policies and Procedures
Cash Management

Transfers required for the purchase or maturity of investments are supported by applicable paperwork (trade tickets, copies of CDs, daily polling report for deposits from maturities, etc.) and the print out of the confirmation of the online transfer/wire.

Transfers of cash between pools are supported by an "Interpool Transfer Request Form", signed by an authorized person and supported by the print out of the confirmation of the online transfer/wire.

Transfers from savings accounts to disbursing accounts (or vice versa) to cover cash flow needs should be supported by the print out of the confirmation of the online transfer/wire with "Funding Transfer" noted on the support.

Each transfer is entered into the **City of Inkster's BSA accounting system** and forwarded to cash accounting for input, if necessary, into the cash accounting system.

Petty Cash

Upon request, the **Treasurer** authorizes cash advances to certain departments to establish Petty Cash Funds for incidental purchases of services and supply items which meet all of the following general criteria:

1. The item is considered essential to the operation of the requesting department.
2. The supply item is not carried in the Stockroom.
3. The item does not require prior written approval of an authority other than the requesting department.
4. The item is allowable under **City of Inkster's** policies.
5. Other forms of payment are not possible.
6. Coffee and food item purchases, if related to training and/or public consumption.

Expenses Disallowed

1. Cash loans to employees or making change for employees.
2. Purchasing items at a reduced rate or resale to employees.
3. Cashing of paychecks, personal checks, government checks, travelers checks or money orders.
4. Expenses such as: gifts, flowers, greeting cards, coffee, parking not related to county business, food items such as snacks, donuts, beverages, and lunches.
5. Travel expense reimbursements.
6. Travel advances.
7. Payment for items that are to be purchased through the purchasing system.
8. Payments to independent contractors, consultants, awards, etc., to non-city of Inkster employees. These should be processed through the Accounts payables payment process.
9. Payments to employees for services, awards, bonuses, etc.

City of Inkster
Policies and Procedures
Cash Management

When requesting the establishment of a Petty Cash Fund or an increase in an existing Petty Cash Fund, the initiating department must complete a "Request for Petty Cash Fund" form. The initiating department must complete a voucher for the amount requested to establish or increase a Petty Cash Fund. The completed form and voucher must be submitted to the **Treasurer** for approval.

If the **Treasurer** approves the request, a copy of the approved request and the voucher will be forwarded to **Accounts Payable**, where the voucher will be reviewed to ensure necessary approvals have been received. **Accounts Payable** will process the payment and deliver a petty cash check to the Petty-Cash custodian, designated by requesting department. It will be the custodian's responsibility to cash the check, monitor the use of and replenish the cash.

If the department needs to change the custodian appointment for any reason (reassignment, termination, etc.) written acknowledgement needs to be provided to the **Treasurer** within five business days. At that time, the new custodian must provide written verification of the condition of the fund to the department head and the **Treasurer**.

Security

Petty cash must be kept in vaults or locked files restricted to the custodian and the alternate custodian. Cash boxes with locks for additional security are also recommended. The **Treasurer** and **Mayor** will have access to the safe key and safe combinations. The **Treasurer** and **Mayor** can designate other employees to have access to the safe and key combinations.

Use of Petty Cash

Payments for services and supplies must be supported by a petty cash voucher along with an original receipt or invoice.

Replenishments

Replenishment of petty cash funds must be obtained by means of a voucher. The replenishment vouchers must summarize the Petty Cash Vouchers paid since the last replenishment, and include the original receipts or invoices for those transactions. The replenishment vouchers must be complete in all details (i.e., department, payee, fund, activity, line item, description and authorized signature). If the **Treasurer** determines that inappropriate payments were made, petty cash privileges may be revoked. Otherwise the **Treasurer** will sign the voucher and forward it to **Accounts Payable** for payment.

Annual Review of Petty Cash

Department heads shall review the status of their petty cash annually. If it is determined that the department has no further need for its cash advance or a part thereof, the unneeded cash advance should be returned to the **Treasurer**.

City of Inkster
Policies and Procedures
Cash Management

Petty Cash Audits

Petty cash may be audited (unannounced) at random times throughout the year. Any department found to be in violation of this policy may lose its petty cash privileges.

Loss of Petty Cash Advances

When a loss or shortage of petty cash is discovered due to theft or other causes, the department head will immediately notify the CFO, and confirm the notice with a written communication providing details of the loss or shortage, as known.

REQUEST FOR COUNCIL ACTION

To: Byron H. Nolen, Mayor

Date: July 12, 2017

From: M. Jeannie Fields *hgf*
Director of Special Projects

Date for Council Consideration: July 17, 2017

ACTION REQUESTED: Consider acceptance of 511 Magnolia which is located on the east side of Magnolia between Emerson and Somerset and is legally described as LOT 48 STEINHAUERS ACRE FARMS SUB NO. 1 T2S R9E L47 P47 WCR (Property ID #44-003-05-0048-000) for demolition under the Community Development Block Grant (CDBG) Program.

Current Action X Emergency Future

Funds Budgeted: If Yes X Account # 241-728-529-016 No N/A

Mayor's Approval _____

BACKGROUND INFORMATION

Mr. James Patrick Hicks owns the property located at 511 Magnolia. The property has extensive fire damage (picture attached). Mr. Hicks does not have the finances to demolish the property and he does not have insurance to cover the demolition. Mr. Hicks contacted the city to make a request to deed the property to the city for demolition (attached). Representatives from fire, code enforcement and the building dept. have verified that the structure is blighted and an eyesore and needs to be demolished.

A title search was done on the property and there are no liens (search attached). There is no water bill due on the site but a current tax bill is now due in the amount of \$717.65.

SCOPE OF SERVICES

After payment of taxes, quit claim deed the property to the city for demolition.

JUSTIFICATION

Eliminate blighted structures within our neighborhoods to improve the quality of life of residents and assist in increasing housing values by eliminating neighborhood eyesores and creating a safe environment.

PROJECT OR IMPROVEMENT TASK

Improve and promote the image of Inkster.

COST

There is no cost to the city for the property. The cost for the demolition would be paid by the CDBG program.

RESOLUTION

Authorization is hereby given to accept 511 Magnolia which is located on the east side of Magnolia between Emerson and Somerset and is legally described as LOT 48 STEINHAUERS ACRE FARMS SUB NO. 1 T2S R9E L47 P47 WCR (Property ID #44-003-05-0048-000) for

demolition under the Community Development Block Grant (CDBG) Program subject to the following conditions:

- Payment of any owed balances (such as taxes).
- Execute Quit Claim Deed and property transfer affidavit.

Resolved by _____

Seconded by _____

Yes:

No:

Absent:



04-23-2015









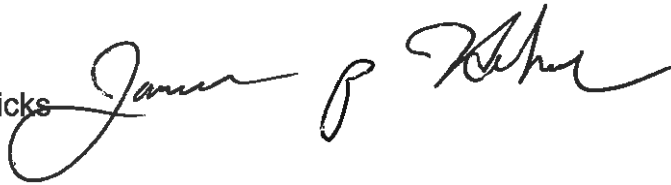


June 20, 2017

I, James Patrick Hicks, would like to deed my property located at 511 Magnolia Dr. (Tax ID # 44 003 05 0048 000), Inkster, Michigan to the City of Inkster to be demolished.

The property has had extensive fire damage and I am unable to demolish it. I do not want this property to continue to be blight in the community.

James Patrick Hicks

A handwritten signature in black ink, appearing to read "James P. Hicks", written over the printed name.



TITLE SEARCH REPORT

Case No.: VT2017-4677

Effective Date: **April 18, 2017 at 8:00 a.m.**

Title to the estate or interest in the Land at the Effective Date vested in:

Nancy J. Hicks and James Patrick Hicks, as their interest may appear

The Land referred to in this report is described as follows:

Land in the City of Inkster, County of Wayne, State of Michigan:

Lot 48, STEINHAUERS ACRE FARMS SUBDIVISION NO. 1, as recorded in Liber 47, Page 47 of Plats, Wayne County Records.

COMMONLY KNOWN AS: 511 Magnolia Dr., Inkster, MI 48141

Tax I.D. No.: 44-003-05-0048-000

EXAMINER'S OBSERVATION

- 1. Did not do name checks on any names in the chain of title.**
- 2. Warranty Deed from Samuel H. Flowers and Robert Juan Flowers, his wife to Jackie D. Hicks and Nancy J. Hicks, his wife, dated July 29, 1970 and recorded August 7, 1970 in Liber 17430, Page 699, Wayne County Records.**
- 3. Quit Claim Deed from Jackie Dean Hicks, a/k/a Jackie D. Hicks, an unmarried man to James Patrick Hicks, an unmarried man, dated June 27, 2005 and recorded November 22, 2005 in Liber 43962, Page 195, Wayne County Records.**
- 4. No outstanding recorded mortgages/liens found of record.**
- 5. PAYMENT OF TAXES:**

Tax Item No: 44-003-05-0048-000

2016 County/Winter Taxes are PAID in the amount of \$348.51, which includes Solid Waste Disposal in the amount of \$81.10.

2016 City/Summer Taxes are PAID in the amount of \$1,146.25, which includes Solid Waste in the amount of \$81.10.

NOTE: 2017 City/Summer is DUE and payable as of July 1, 2017. The amount of said tax is currently unavailable.

"This is only a title search indicating the Deeds, open liens and other encumbrances in regards to the title of this property. This report is not for title insurance purposes which required further extensive research. If this search turns into a transaction, please notify us and we will upgrade this report into a title insurance commitment"



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Fax: (313) 486-0101

www.vtclosings.com

22174 Michigan Ave.

Dearborn, MI 48124

511 MAGNOLIA Inkster, MI 48141 (Property Address)

Parcel Number: 44 003 05 0048 000 Account Number: 3095900



Item 1 of 3

2 Images / 1 Sketch

Customer Name: OCCUPANT

Summary Information

> Residential Building Summary

Year Built: 1924 Bedrooms: 0
 Full Baths: 1 Half Baths: 0
 Sq. Feet: 999 Acres: 0.766

> Assessed Value: \$11,700 | Taxable Value: \$11,412

> Property Tax information found

> Utility Billing information found

Customer Information

Name
Address

 OCCUPANT
 511 MAGNOLIA
 Inkster, MI 48141

Parcel Number
Account Number

 44 003 05 0048 000
 3095900
Amount DueTotal Amount Due **\$0.00**[Pay Now](#)

Current Bill

[Click here for a printer friendly version](#)

Amount Due Due Date	\$0.00 07/27/2017	Bill From Bill To	06/01/2017 06/30/2017		
Billing Item	Previous Amount	Current Amount	Penalties & Interest	Balance	
CITY DEBT SERVICE	\$0.00	\$0.00	\$0.00	\$0.00	
COURT ORDERED CREDIT	\$0.00	\$0.00	\$0.00	\$0.00	
FIXED CHARGE QTRLY	\$0.00	\$0.00	\$0.00	\$0.00	
RATE ADJ FY 2012	\$0.00	\$0.00	\$0.00	\$0.00	
Sewer	\$0.00	\$0.00	\$0.00	\$0.00	
Water	\$0.00	\$0.00	\$0.00	\$0.00	
	\$0.00	\$0.00	\$0.00	\$0.00	

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511 MAGNOLIA Inkster, MI 48141 (Property Address)

Parcel Number: 44 003 05 0048 000 Account Number: 3095900



Item 1 of 3

2 Images / 1 Sketch

Customer Name: OCCUPANT

Summary Information

> Residential Building Summary

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Full Baths: 1 Half Baths: 0
Sq. Feet: 999 Acres: 0.766

> Assessed Value: \$11,700 | Taxable Value: \$11,412

> Property Tax Information found

> Utility Billing Information found

Owner and Taxpayer Information

Owner

HICKS, JAMES P
511 MAGNOLIA
INKSTER, MI 48141

Taxpayer

SEE OWNER INFORMATION

Amount DueCurrent Taxes: **\$717.65**[Pay Now](#)

Legal Description

24E48 LOT 48 STEINHAUERS ACRE FARMS SUB NO. 1 T2S R9E L47 P47 WCR

Recalculate amounts using a different Payment Date

You can change your anticipated payment date in order to recalculate amounts due as of the specified date for this property.

Enter a Payment Date [Recalculate](#)

Tax History

****Note:** On March 1 at 12:00 AM, local taxes become ineligible for payment at the local unit.

Year	Season	Total Amount	Total Paid	Last Paid	Total Due	
2017	Summer	\$717.65	\$0.00		\$717.65	Pay Now
2016	Winter	\$348.51	\$348.51	12/07/2016	\$0.00	
2016	Summer	\$1,146.25	\$1,146.25	08/22/2016	\$0.00	
2015	Winter	\$305.65	\$305.65	01/13/2016	\$0.00	
2015	Summer	\$1,138.86	\$1,138.86	08/05/2015	\$0.00	
2014	Winter	\$332.85	\$0.00		\$332.85	** Read Note Above
2014	Summer	\$1,235.05	\$0.00		\$1,235.05	** Read Note Above
2013	Winter	\$443.43	\$443.43	12/19/2013	\$0.00	
2013	Summer	\$1,118.49	\$1,118.49	08/22/2013	\$0.00	
2012	Winter	\$574.67	\$574.67	01/11/2013	\$0.00	
2012	Summer	\$1,257.92	\$1,257.92	07/20/2012	\$0.00	
2011	Winter	\$551.90	\$551.90	01/26/2012	\$0.00	
2011	Summer	\$1,528.66	\$1,528.66	08/19/2011	\$0.00	
2010	Winter	\$569.56	\$569.56	02/11/2011	\$0.00	
2010	Summer	\$1,538.48	\$1,538.48	08/23/2010	\$0.00	
2009	Winter	\$535.03	\$535.03	01/04/2010	\$0.00	
2009	Summer	\$1,643.08	\$1,643.08	08/21/2009	\$0.00	
2008	Winter	\$572.01	\$572.01	01/21/2009	\$0.00	
2008	Summer	\$1,743.12	\$1,743.12	08/29/2008	\$0.00	
2007	Winter	\$647.26	\$647.26	02/20/2008	\$0.00	
2007	Summer	\$1,938.65	\$1,938.65	08/31/2007	\$0.00	
2006	Winter	\$616.82	\$616.82	02/21/2007	\$0.00	
2006	Summer	\$1,774.63	\$1,774.63	07/20/2006	\$0.00	

2005	Winter	\$362.99	\$362.99	02/07/2006	\$0.00
2005	Summer	\$919.03	\$919.03	07/18/2005	\$0.00

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Property & Tax Information

Municipality	Parcel ID	Property Type
44 - INKSTER	44003050048000	REAL
Property Address		
511 MAGNOLIA, INKSTER MI 48141		
Taxpayer(s)		
HICKS, JAMES P		

ADDITIONAL TAXES OR ADJUSTMENTS MAY BE DUE FOR THE CURRENT YEAR.

PROPERTY TAX INFORMATION IS VALID AS OF BUSINESS DAY 7/11/2017.

PER OUR RECORDS THERE ARE NO OUTSTANDING DELINQUENT TAXES FOR THIS

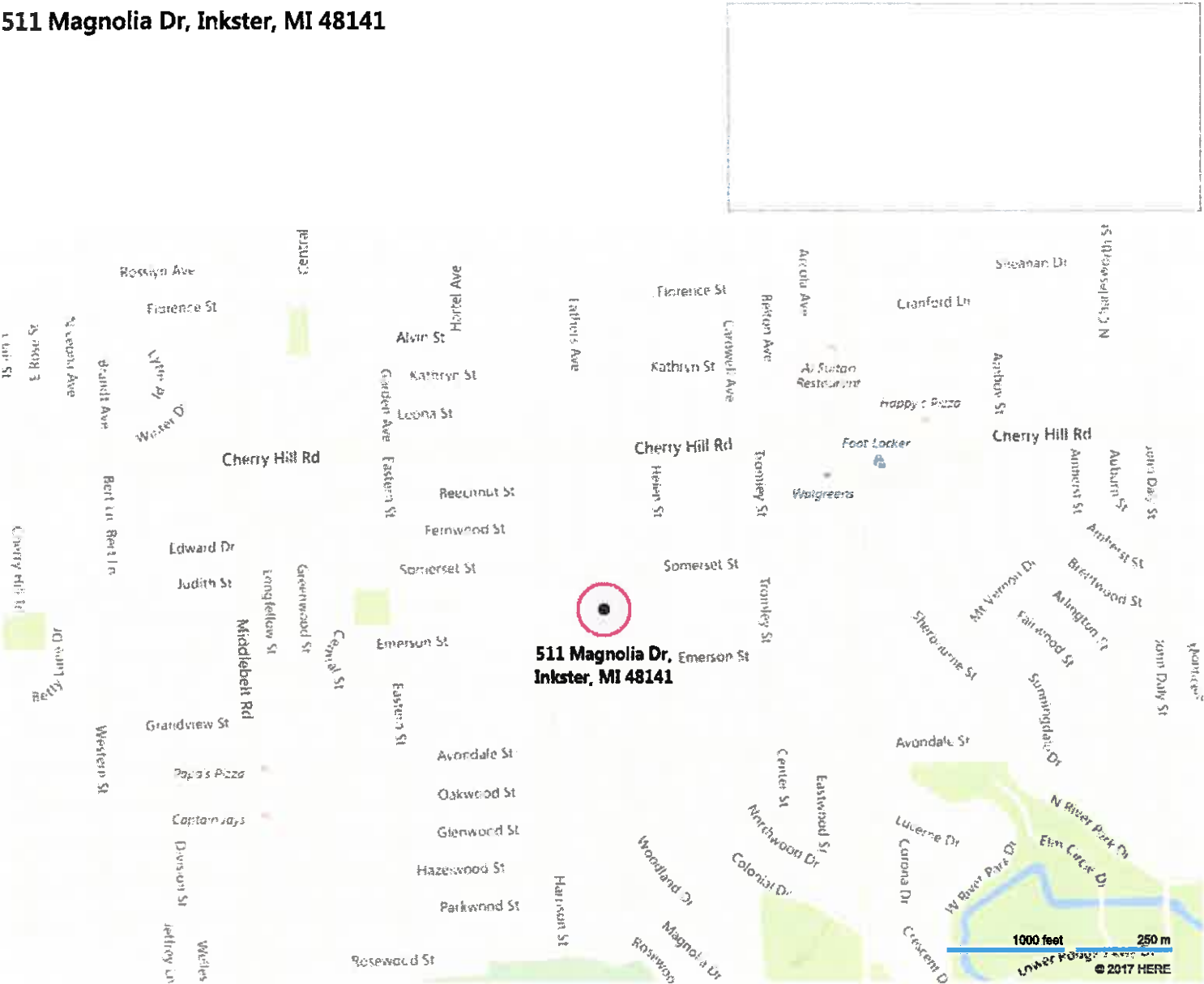
PARCEL. CERTIFIED FUNDS REQUIRED FOR FORFEITURE YEARS.

[<< Go Back](#)[<< New Search](#)[Definitions](#)

[Click Here to Receive a Receipt for Paid Taxes](#)

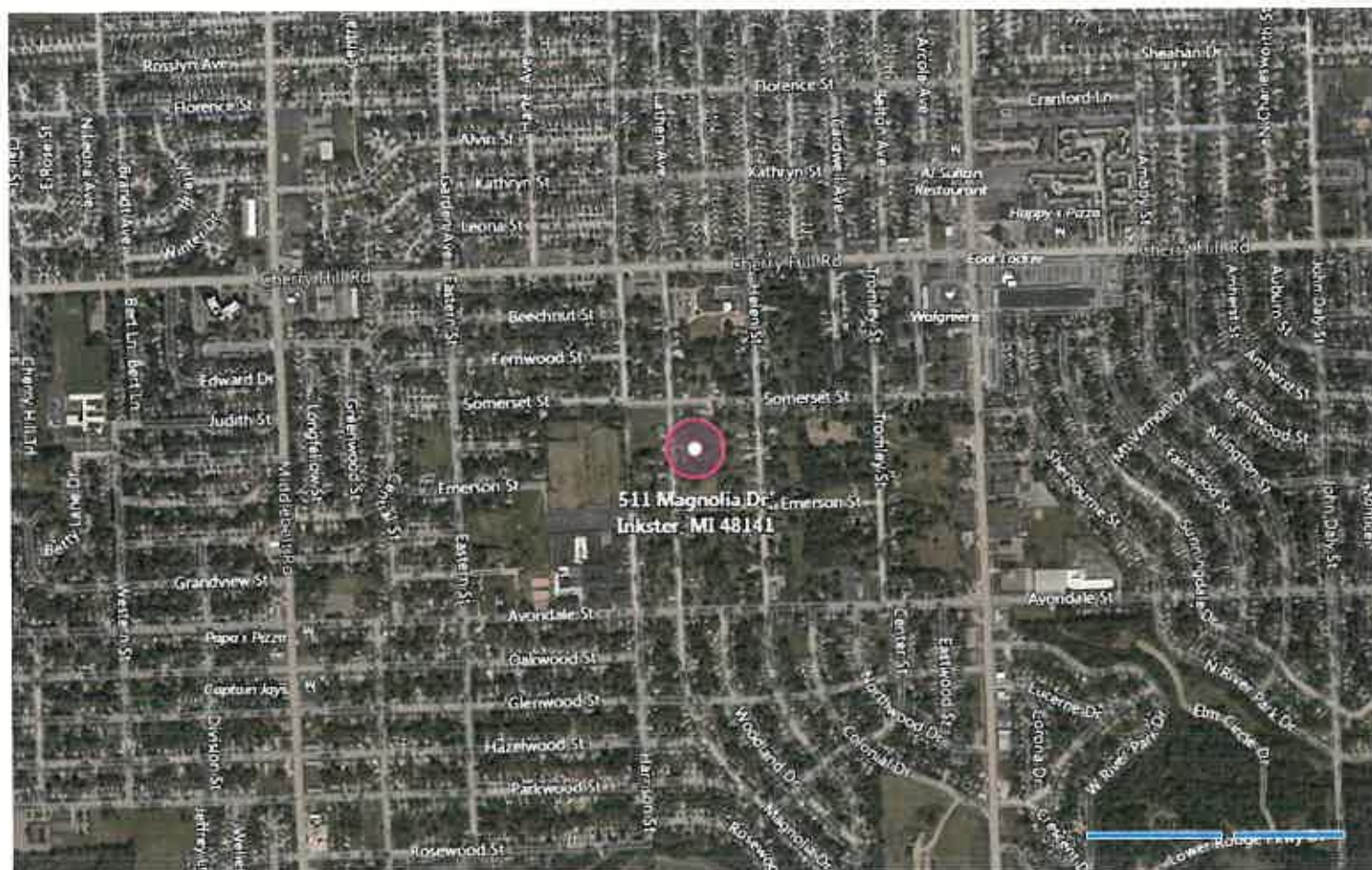


511 Magnolia Dr, Inkster, MI 48141





511 Magnolia Dr, Inkster, MI 48141



REQUEST FOR COUNCIL ACTION

To: Byron Nolen, Mayor

Date: July 12, 2017

From: Darin Carrington, Treasurer

Date for Council's Consideration: July 17, 2017

ACTION REQUESTED: Consideration and approval to renew the city liability insurance that includes; general liability for city vehicles, city buildings and equipment.

Current Action X Emergency Future

Funds Budgeted: If Yes Account # No N/A

Treasurer's Approval

BACKGROUND:

The City maintains various insurance coverages to provide protection for liability, damage and other unforeseen incidents. This includes insurance for general liability, City vehicles, City buildings and equipment. Due in part to past insurance claims and other factors, the City's coverages have a pretty high deductible. This results in the City having to effectively "self-insure" for a number of incidents that may occur. In these situations, the City's deductible is higher than the costs of repairs, liability, etc. So the City will pay out of pocket for costs tied to such incidents.

SCOPE OF SERVICES:

JUSTIFICATION:

The City will maintain these insurance coverages in the proposed policies. The City's recent history of claims and incidents have made it so that the City is only able to obtain insurance with certain terms. These terms, particularly the high deductibles, are not the types of terms the City would prefer. However, the proposed policies, limit the City's risk in case of catastrophic or extremely high judgments and settlements.

PROJECT IMPROVEMENTS:

COSTS:

PROJECTED TIME TABLE:

Renewal is by August 1, 2017.

RESOLUTION:

Authorization is hereby given renew the city liability insurance that includes; general liability for city vehicles, city buildings and equipment.

Resolved by

Seconded by

Yes:

No:
Absent:

City of Inkster

Premium Summary

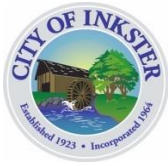
The estimated program cost for the options are outlined in the following table:

LINE OF COVERAGE	CARRIER	EXPIRING PROGRAM		PROPOSED PROGRAM	
		EXPIRING COST	ESTIMATED COST	EXPIRING COST	ESTIMATED COST
Property	Zurich American Insurance Company (Zurich Insurance Group Ltd)	\$78,404.00	\$78,404.00	\$78,404.00	\$78,404.00
		\$78,404.00	\$0.00	\$0.00	\$0.00
Equipment Breakdown	Hartford Steam Boiler Inspection & Insurance Co. (Hartford Steam Boiler Group)	\$5,334.00	\$5,334.00	\$5,334.00	\$5,334.00
		\$5,334.00	\$0.00	\$0.00	\$0.00
Package	Gemini Insurance Company (W. R. Berkeley Group)	\$238,750.00	\$225,000.00	\$225,000.00	\$225,000.00
		\$238,750.00	\$5,250.00	\$5,250.00	\$5,250.00
Automobile Physical Damage	Allied World Surplus Lines Insurance Company	\$33,503.00	\$38,482.00	\$38,482.00	\$38,482.00
		\$33,503.00	\$962.05	\$962.05	\$962.05
		-	\$39,444.05	\$39,444.05	\$39,444.05
		-	\$986.05	\$986.05	\$986.05
Total Estimated Program Cost		\$355,991.00	\$348,182.05	\$348,182.05	\$348,182.05

Quote from Allied World Surplus Lines Insurance Company is valid until 8/1/2017
 Quote from Hartford Steam Boiler Inspection & Insurance Co. (Hartford Steam Boiler Group) is valid until 8/1/2017
 Quote from Zurich American Insurance Company (Zurich Insurance Group Ltd) is valid until 8/1/2017
 Quote from Gemini Insurance Company (W. R. Berkeley Group) is valid until 8/1/2017

Gallagher is responsible for the placement of the following lines of coverage:
 Property
 Equipment Breakdown
 Package
 Automobile Physical Damage

It is understood that any other type of exposure/coverage is either self-insured or placed by another brokerage firm other than Gallagher. If you need help in placing other lines of coverage or covering other types of exposures, please contact your Gallagher representative.



INKSTER CITY COUNCIL

July 17, 2017

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

Mayor – Byron Nolen

Mayor Pro Tem – Timothy Williams, District I

Council Members:

Clarence Oden, Jr., District II

Sandra K. Watley., District III

Steven Chisholm, District IV

Kim Howard, District V

Connie R. Mitchell, District VI

FELICIA RUTLEDGE
CITY CLERK

BYRON NOLEN
MAYOR

TREASURER
DARIN CARRINGTON

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
 - A. Agenda Discussion
 - B. Laserfiche; Records Management Presentation – Mike Likeden
 - C. Taxes on Land – Pastor Knighton
 - D. Lawrence Tech Interns – Willie Cooper
 - E. City Liability Insurance Discussion
3. Public Participation (limit to 3 minutes)
4. 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).
5. Adjournment

July 17, 2017

Regular City Council Agenda – 7:00 PM

1. Call Meeting to Order

- A. Pledge of Allegiance
- B. Roll Call

2. Approval of Agenda

3. Presentations/Discussion

- A. Gulfstream Gardens – Danny Victor
- B. Proclamation for Michigan Community Health Workers – Byron Nolen, Mayor

4. Public Hearing

5. Consent Agenda

- A. July 3, 2017 Regular City Council Meeting Minutes.

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6. Boards and Commissions

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

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7. Previous Business

- A. Table of appointing Winston Wade to the Downtown Development District Commission.
(***Remove from the Table***)

8. Ordinance(s)

- A. First Reading(s)

- B. Second Reading(s)

- 1. A ***second*** reading and ***approval*** to amend the existing ordinance to adopt by reference the Water Supply Cross Connection Rules of the Michigan Department of Environmental Quality, being R325.11401 to R325.11407 of the Michigan Administrative Code. The proposed amended ordinance will add provisions to require the installation and testing of backflow assemblies, and to establish penalties for violations of the ordinance.

Pg. 15

2. A **second** reading and **approval** to amend the Medical Marijuana Business License to include; Additional licenses in three categories: Transportation of Medical Marijuana Distribution of Medical Marijuana and Testing of Medical Marijuana. **Pg. 19**

9. New Business

- A. Discussion/Action: (Jeannie Fields) Consider approval of the acquisition of properties under the Wayne County Treasurer's 2017 First Right of Refusal and transfer of the properties along with one (1) city-owned property to selected developers to participate in the Inkster Neighborhood Stabilization Program (INSP). **Pg. 32**
- B. Discussion/Action: (Felicia Rutledge) Consideration of a Special Event for the Commission on Aging; Senior Picnic on August 4, 2017 from 11:30 a.m. until 2:30 p.m. in Wheatley Park. **Pg. 35**
- C. Discussion/Action: (Jeannie Fields) Authorize staff to continue future contracts with Able Demolition, Blue Star, Inc, DMC Consultants, Inc, Homrich, McMillian Group, Inc, and VanAssche Construction LLC to provide asbestos and hazardous abatement and demolition services for up to two (2) years upon a successful bid award. **Pg. 49**
- D. Discussion/Action: (Jeannie Fields) Consider approval of an offer to purchase (Case # LD 17-02) one (1) vacant parcel of land in the RM District (Restricted Multiple Dwelling District – Low Rise) located on the east side of Harrison between Beech Ave and Carlyle Ave and is legally described as Lot 1060 DEARBORN ACRES SUB NO. 2 T2S R9E L33 P79 WCR (Property ID #44-009-02-1060-000) in the amount of \$250.00 to JRH & Sons LLC (Haneef Sabree). **Pg. 52**
- E. Discussion/Action: (Felicia Rutledge) Consider Street Closure on Stollman between Shadowlawn and John Daly on July 29, 2017 from 3:00 p.m. until 10:00 p.m. (Jessica McGrath) **Pg. 62**
- F. Discussion/Action: (Jeannie Fields) Consider purchase of 25910 Michigan Ave Consider purchase of 25910 Michigan Ave (Tax ID # 44-019-01-2129-000) and 4437 Inkster Road (Tax ID # 44-025-02-1435-000) from the Wayne County Treasurer's 2017 First Right of Refusal Program for Tax Foreclosed Property in the amount of \$24,977.34 and \$11,581.79 respectively. **Pg. 70**
- G. Discussion/Action: (Jeannie Fields) Consider approval to purchase (Case # LD 17-09) 26641 New York which is located on the south side of New York between Princess and John Daly and is legally described as LOT 482 ALSO N ½ ADJ VAC ALLEY WESTWOOD SUB OF VAN ALSTINE FARM T2S R10E L29 P 29, 30 WCR (Property ID #44-022-01-0482-000) and 27120 New York which is located on the north south side of New York between Wellington and Sylvia and is legally described as LOT 540 ALSO S ½ ADJ VAC ALLEY WESTWOOD SUB OF VAN ALSTINE FARM T2S R10E L40 P29, 30 WCR (Property ID #44-022-01-0540-000)

from the Wayne County Treasurer's 2017 First Right of Refusal Program for Tax Foreclosed Property in the amount of \$2,688.73 and \$2,578.37 respectively and sell the properties to Platinum Real Estate Holdings, LLC in the total amount of \$7,267.10.

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H. Discussion/Action: (Darin Carrington) Consideration and approval of a new Purchasing Policy.

Pg. 97

I. Discussion/Action: (Darin Carrington) Consideration and approval of a Cash Management Policy.

Pg.111

J. Discussion/Action: (Jeannie Fields) Consider acceptance of 511 Magnolia which is located on the east side of Magnolia between Emerson and Somerset and is legally described as LOT 48 STEINHAUERS ACRE FARMS SUB NO. 1 T2S R9E L47 P47 WCR (Property ID #44-003-05-0048-000) for demolition under the Community Development Block Grant (CDBG) Program.

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K. Discussion/Action (Darin Carrington) Consideration and approval to renew the city liability insurance that includes; general liability for city vehicles, city buildings and equipment.

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10. Public Participation (limit to 3 minutes)

11. City Clerk

12. City Treasurer

13. Mayor and Council Communication

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