

# PONTIAC CITY COUNCIL

**Kermit Williams, District 7**  
**President**  
**Randy Carter, District 4**  
**President Pro Tem**



**Patrice Waterman, District 1**  
**Don Woodward, District 2**  
**Mary Pietila, District 3**  
**Gloria Miller, District 5**  
**Dr. Doris Taylor Burks, District 6**

*It is this Council's mission "To serve the citizens of Pontiac by committing to help provide an enhanced quality of life for its residents, fostering the vision of a family-friendly community that is a great place to live, work and play."*

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Garland S. Doyle, M.P.A.  
Interim City Clerk

## STUDY SESSION

**December 18, 2018**

**6:00 P.M.**

**62<sup>nd</sup> Session of the 10<sup>th</sup> Council**

**Call to order**

**Roll Call**

**Authorization to Excuse Councilmembers**

**Amendments to and Approval of the Agenda**

**Approval of the Minutes**

1. Meeting of December 11, 2018

**Public Hearing**

2. Removal of Parcel 14-34-201-012 Commonly Known as 1200 Auburn Avenue from the Tax Increment Finance Authority District Boundaries.

**Public Comment**

**Agenda Items for Consideration**

**Ordinances**

**Planning**

3. Resolution to approve the Planning Commission's Recommendation for the Zoning Text Amendment of the City of Pontiac Zoning Ordinance to include Medical Marihuana Facilities within the City of Pontiac.

**City Council President Pro-Tem Carter**

4. Proposed Ordinance to Amend the City of Pontiac Zoning Ordinance to Include Uses of Medical Marihuana Facilities in Designated Overlay Districts.

## **Resolutions**

### **City Council**

5. Resolution to adopt the City Council 2019 Meeting Schedule.

### **Mayor's Office**

6. Resolution to Approve Revised Federal Poverty Guidelines for 2019 and the City of Pontiac Board of Review Instructions for Applicants Requesting Consideration of Hardship Exemption.
7. Resolution to Request Authorization to Purchase Vehicle for Youth Recreation.

### **Community and Economic Development**

8. Resolution Requesting the Oakland County Brownfield Redevelopment Authority to Review 1200 Auburn Avenue (Peninsula Plastics-Project Growth).
9. Resolution Concurring with the Provisions of a Brownfield Plan Adopted by the Oakland County Brownfield Redevelopment Authority for 1200 Auburn Avenue (Peninsula Plastics-Project Growth).
10. Resolution to Authorize Mayor to Enter into a Contract for General Yard Services with Oakland Livingston Human Service Agency at a Cost of \$75,000 (The Contractor will be paid with Community Development Block Grant Funds.).
11. Resolution to Object to the Transfer of the Remaining Parcels from the Oakland County Treasurer's Auction 2018 with the Exception of Parcel Number 14-32-131-009 adjacent to Rotary Park.

### **Department of Public Works**

12. Resolution to Authorize Mayor to Enter into an as Needed Contract with Pipeline Management for Storm Sewer Maintenance and Repair for One Year, with Three Year Optional Extensions.

## **Departmental Correspondence**

### **Community and Economic Development**

13. Community Development Block Grant (CDBG) Fund Allocation for Program Year 2019 Correction.

## **Adjournment**

# MINUTES

December 11, 2018

**Official Proceedings  
Pontiac City Council  
61<sup>st</sup> Session of the Tenth Council**

A Formal Meeting of the City Council of Pontiac, Michigan was called to order in City Hall, Tuesday December 11, 2018 at 6:00 p.m. by Council President Kermit Williams.

Call to Order at 6:00 p.m.

Invocation by Pastor Matlock

Pledge of Allegiance

Roll Call

Members Present: Carter, Miller, Pietila, Taylor-Burks, Waterman and Williams.

Members Absent: Woodward.

Mayor Waterman was present.

Clerk announced a quorum.

18-473        **Excuse Councilperson Don Woodward for personal reasons.** Moved by Councilperson Waterman and second by Councilperson Taylor-Burks.

Ayes: Miller, Pietila, Taylor-Burks, Waterman, Williams and Carter

No: None

**Motion Carried.**

18-474        **Approval of the agenda with amendments to table item #5 (resolution request to City Attorney to draft an Ordinance that reinstates the position of Legislative Auditor) indefinitely.** Moved by Councilperson Pietila and second by Councilperson Taylor-Burks.

Ayes: Pietila, Taylor-Burks, Waterman, Williams, Carter and Miller

No: None

**Motion Carried.**

18-475        **Approve minutes of December 4, 2018.** Moved by Councilperson Pietila and second by Councilperson Taylor-Burks.

Ayes: Taylor-Burks, Waterman, Williams, Carter, Miller and Pietila



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No: None  
**Motion Carried.**

Subcommittee Report – Law/50<sup>th</sup> District Subcommittee Report

Special Presentation – Mickie Marie Howard

Recognition of Elected Officials – Councilman DeVonte Sherard, City of Ecorse

No Agenda Address

18-476        **Resolution for compensation for the Pontiac City Council's Professional  
parliamentarian Eleanor A. Siewert.** Moved by Councilperson Waterman and second by Councilperson  
Taylor-Burks.

WHEREAS, on December 4, 2018, the Pontiac City Council amended the 10th Council's Rules and Procedures that removed the City Attorney as parliamentarian and appointed a Professional Registered Parliamentarian with the National Association of Parliamentarians effective January 1, 2019; and,

WHEREAS, the Pontiac City Council appointed Eleanor A. Siewert as the Pontiac City Council's Parliamentarian; and,

WHEREAS, provision 3.115 of the Pontiac City Charter provides that the Council may, within appropriations provided in the budget, appoint staff or contract for services. Staff or persons engaged pursuant to contract serve at the pleasure of the Council; and

WHEREAS, the Pontiac City Council has money in the budget to hire additional staff or contract for services; and,

WHEREAS, Eleanor A. Siewert shall be paid on a per diem basis and compensated \$75.00/hour for attending Council meetings, \$150.00/hour for any training workshops, \$75.00/ hour for consultation regarding parliamentary procedure and preparation and \$50.00/hour for study of meeting materials; and,

WHEREAS, the Pontiac City Council will not obtain worker's compensation on behalf of the Parliamentarian, withhold FICA or make FICA payments, make state or federal unemployment compensation contributions nor is Eleanor A. Siewert eligible to participate in any employee pension, health, vacation pay, sick pay or other fringe benefit plan of the City of Pontiac; and,

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WHEREAS, Eleanor A. Siewert shall submit an invoice for services rendered on the first Monday of every month.

NOW, THEREFORE BE IT RESOLVED that the Pontiac City Council upon receipt of invoices received hereby authorizes payments to be made to Eleanor A. Siewert for Professional Parliamentary services rendered to the Pontiac City Council.

Ayes: Waterman, Williams, Carter, Miller and Taylor-Burks

No: Pietila

**Resolution Passed.**

18-477 **Resolution for Mickie Marie Howard.** Moved by Councilperson Waterman and second by Councilperson Taylor-Burks.

WHEREAS, It is the sense of this legislative body to pay proper tribute to individuals of remarkable character and whose lives have been dedicated to uplifting, inspiring and empowering the community; and;

WHEREAS, it is feelings of the deepest regret that the Pontiac City Council mourns the passing of Mickie Marie Howard, a giving and loyal member of this community; and,

WHEREAS, Mickie Marie Howard was born on August 12, 1955 in Pontiac, Michigan to the union of Bennie Jr. and Alberta H. Franklin; and,

WHEREAS, Mickie Marie Howard was a beautiful rare gem whose radiance could be seen by all and whose worth, was immeasurable; and,

WHEREAS, Mickie Marie Howard was multi-talented and graciously wore many hats; and,

WHEREAS, Mickie Marie Howard was an entrepreneur who owned and operated a tax preparation business, a salon and fashion boutique, she was a philanthropist, a community activist, a prestigious and proud member of the UAW Local 653, she served as the chairperson of the Civil Rights Committee and was a member of the Coalition of Black Trade Unions (CBTV); and,

WHEREAS, Mickie Marie Howard retired from General Motors where she was a committed and devoted employee for 33 years; and,

WHEREAS, Mickie Marie Howard embarked on yet another career with the City of Pontiac in 2015, where she served as the incredible, Senior Centers Director extraordinaire; and,

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WHEREAS, Mickie Marie Howard accepted Christ as her Lord and Savior at an early age and was a fourth generation, steadfast and unwavering member of Welcome Missionary Baptist Church where she served in Audio/Visual, Black History Ministry, Pastor's Care Ministry, Pastor's Outreach and the Civic Committee Ministry.

NOW, THEREFORE BE IT RESOLVED, that the Members of the Pontiac City Council and members of this great community will greatly miss Mickie Marie Howard, as her life was a portrait of service, a legacy that will long endure the passage of time and will remain as a comforting memory to all those whose lives she touched; we give our sincerest condolences to the family and friends of Mickie Marie Howard.

Ayes: Williams, Carter, Miller, Pietila, Taylor-Burks and Waterman

No: None

**Resolution Passed.**

18-478      **Resolution to authorize Mayor to sign Oakland County Sheriff's Office 2019-2021 Law Enforcement Agreement with the City of Pontiac.** Moved by Councilperson Taylor-Burks and second by Councilperson Waterman.

Whereas, the Municipality is authorized to provide Law Enforcement Services within the Municipality; and

Whereas, the O.C.S.O. is authorized to provide Law Enforcement Services within Oakland County, but absent an agreement such as this, has only a limited responsibility to provide Law Enforcement Services within the Municipality; and

Whereas, the O.C.S.O. and the Municipality may enter into an agreement where the O.C.S.O. would provide additional Law Enforcement Services within the Municipality; and

Whereas, the Municipality desires to contract with the O.C.S.O. for such additional Law Enforcement Services; and

Whereas, the O.C.S.O. is agreeable to providing additional Law Enforcement Services within the Municipality under the terms and conditions of this Agreement;

NOW, THEREFORE, it is resolved that the City Council authorize the Mayor to sign the Oakland County S2019-2021 Law Enforcement Services Agreement.

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Ayes: Carter, Miller, Pietila, Taylor-Burks, Waterman and Williams

No: None

**Resolution Passed.**

Council President Kermit Williams turned the meeting over to President Pro-Tem Randy Carter and left the meeting at 6:15 p.m.

18-479      **Resolution to authorize Mayor to sign 2017 Local Road Improvement Match Fund Cost Participation Agreement for the Resurfacing of university Drive and Mill Street.** Moved by Councilperson Waterman and second by Councilperson Taylor-Burks.

WHEREAS, the BOARD has established the Pilot Local Road Improvement Matching Fund Program, hereinafter the PROGRAM, for the purposes of improving economic development in Oakland County cities and villages. The terms and policies of the PROGRAM are contained in Attachment A The BOARD intends the PROGRAM to assist its municipalities by offering limited funds, from state statutory revenue sharing funds, for specific, targeted road maintenance and/or improvement projects on roadways under the jurisdiction of cities and villages; and

WHEREAS, the BOARD shall participate in a city or village road project in an amount not exceeding 50% of the cost of the road improvement, hereinafter referred to as the PROJECT, and also not exceeding the Preliminary Distribution Formula as it relates to the COMMUNITY, (Attachment B); and

WHEREAS, the COMMUNITY has identified the PROJECT as the Resurfacing of University Drive and Mill Street, as more fully described in Attachment C, attached hereto, and made a part hereof, which improvements involve roads under the jurisdiction of and within the COMMUNITY and are not under the jurisdiction of the Road Commission for Oakland County or state trunk lines; and

WHEREAS, the COMMUNITY has acknowledged and agreed to the BOARD's policies regarding the PROGRAM, Attachment A, and further acknowledges and agrees that the PROJECT's purpose is to encourage and assist businesses to locate and expand within Oakland County and shall submit a report to the BOARD identifying the effect of the PROJECT on businesses in the COMMUNITY at the completion of the PROJECT. In addition, the COMMUNITY acknowledges that the program is meant to supplement and not replace funding for existing road programs or projects; and

WHEREAS, the COMMUNITY has acknowledged and agreed that the PROGRAM is expressly established as a pilot program and there is no guarantee that the PROGRAM will be continued from year to year. The COMMUNITY further acknowledges and agrees that if the PROJECT is a multi-year road improvement project, the maximum number of years for the PROJECT funding is three (3) years. The

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BOARD anticipates that most PROJECTS funded under the PROGRAM will be completed by the end of calendar year 2018. There is no obligation on behalf of the BOARD to fund either the PROJECT or the PROGRAM in the future; and

WHEREAS the COMMUNITY has acknowledged and agreed that the COMMUNITY shall assume any and all responsibilities and liabilities arising out of the administration of the PROJECT and that Oakland County shares no such responsibilities in administering the PROJECT; and

WHEREAS, the estimated total cost of the PROJECT is \$300,000; and

WHEREAS, said PROJECT involves certain designated and approved Local Road Improvement Matching Funds in the amount of \$84,753, which amount shall be paid to the COMMUNITY by the BOARD; and

WHEREAS, the BOARD and the COMMUNITY have reached a mutual understanding regarding the cost sharing of the PROJECT and wish to commit that understanding to writing in this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants set forth herein and in conformity with applicable law and BOARD resolution(s), it is hereby agreed between the COMMUNITY and the BOARD that:

1. The BOARD approves of the PROJECT, and in reliance upon the acknowledgements of the COMMUNITY, finds that the PROJECT meets the purpose of the PROGRAM.
2. The BOARD approves of a total funding amount under the PROGRAM for the PROJECT in an amount not to exceed \$84,753. The COMMUNITY shall submit an invoice to the COUNTY in the amount of \$84,753, addressed to Lynn Sonkiss, Manager of Fiscal Services, Executive Office Building, 2100 Pontiac Lake Road, Building 41 West, Waterford, MI 48328, upon execution of this Agreement. Upon receipt of said invoice, the BOARD shall pay the COMMUNITY the sum of \$84,753 from funds available in the PROGRAM.

Ayes: Carter, Miller, Pietila, Taylor-Burks, Waterman

No: None

**Resolution Passed.**

18-480      **Resolution to authorize Mayor to sign 2018 Local Road Improvement Match Fund Cost Participation Agreement for the Resurfacing of Mill Street from Huron (M59) to Water Street.** Moved by Councilperson Waterman and second by Councilperson Taylor-Burks.

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WHEREAS, the BOARD has established the Pilot Local Road Improvement Matching Fund Program, hereinafter the PROGRAM, for the purposes of improving economic development in Oakland County cities and villages. The terms and policies of the PROGRAM are contained in Attachment A. The BOARD intends the PROGRAM to assist its municipalities by offering limited funds, from state statutory revenue sharing funds, for specific, targeted road maintenance and/or improvement projects on roadways under the jurisdiction of cities and villages; and

WHEREAS, the BOARD shall participate in a city or village road project in an amount not exceeding 50% of the cost of the road improvement, hereinafter referred to as the PROJECT, and also not exceeding the Preliminary Distribution Formula as it relates to the COMMUNITY, (Attachment B); and

WHEREAS, the COMMUNITY has identified the PROJECT as the Resurfacing of Mill Street from Huron (M-59) to Water Street, as more fully described in Attachment C, attached hereto, and made a part hereof, which improvements involve roads under the jurisdiction of and within the COMMUNITY and are not under the jurisdiction of the Road Commission for Oakland County or state trunk lines; and

WHEREAS, the COMMUNITY has acknowledged and agreed to the BOARD's policies regarding the PROGRAM, Attachment A, and further acknowledge and agree that the PROJECT'S purpose is to encourage and assist businesses to locate and expand within Oakland County and shall submit a report to the BOARD identifying the effect of the PROJECT on businesses in the COMMUNITY at the completion of the PROJECT. In addition, the COMMUNITY acknowledges that the program is meant to supplement and not replace funding for existing road programs or projects; and

WHEREAS, the COMMUNITY has acknowledged and agreed that the PROGRAM is expressly established as a pilot program and there is no guarantee that the PROGRAM will be continued from year to year. The COMMUNITY further acknowledges and agrees that if the PROJECT is a multi-year road improvement project, the maximum number of years for the PROJECT funding is two (2) years. The BOARD anticipates that most PROJECTS funded under the PROGRAM will be completed by the end of calendar year 2019. There is no obligation on behalf of the BOARD to fund either the PROJECT or the PROGRAM in the future; and

WHEREAS the COMMUNITY has acknowledged and agreed that, the COMMUNITY shall assume any and all responsibilities and liabilities arising out of the administration of the PROJECT and that Oakland County shares no such responsibilities in administering the PROJECT; and

WHEREAS, the estimated total cost of the PROJECT is \$313,046.18; and

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WHEREAS, said PROJECT involves certain designated and approved Local Road Improvement Matching Funds in the amount of \$133,215, which amount shall be paid to the COMMUNITY by the BOARD; and

WHEREAS, the BOARD and the COMMUNITY have reached a mutual understanding regarding the cost sharing of the PROJECT and wish to commit that understanding to writing in this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants set forth herein and in conformity with applicable law and BOARD resolution(s), it is hereby agreed between the COMMUNITY and the BOARD that:

1. The BOARD approves of the PROJECT, and in reliance upon the acknowledgements of the COMMUNITY, finds that the PROJECT meets the purpose of the PROGRAM.
2. The BOARD approves of a total funding amount under the PROGRAM for the PROJECT in an amount not to exceed \$133,215. The COMMUNITY shall submit an invoice upon execution of this Agreement to the COUNTY in the amount of \$133,215.

- a. The invoice shall be sent to:

Lynn Sonkiss, Manager of Fiscal Services Executive Office Building  
2100 Pontiac Lake Road, Building 41 West Waterford, MI 48328

3. Upon receipt of said invoice, the BOARD shall pay the COMMUNITY the sum of \$133,215 from funds available in the PROGRAM.

Ayes: Miller, Pietila, Taylor-Burks, Waterman and Carter

No: None

**Resolution Passed.**

18-481 **Resolution to approve the Community Development Block Grant Fund Allocation for Program Year 2019.** Moved by Councilperson Waterman and second by Councilperson Pietila.

WHEREAS the City Council has received the Community Development Department recommendations for projects for the CDBG PY 2019; and

WHEREAS the Community Development Department has recommended that the 2019 CDBG funding allocation of \$802,368, be allocated as follows:

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- \$673,593.58 for the Demolition and Clearance program for the demolition of residential and commercial structures;
- \$100,000 for Sidewalk Repairs throughout the City of Pontiac;
- \$50,000 for Public Services General - House Keeping to assist Senior Citizens to “age in place” and continue an independent lifestyle;
- \$3,774.42 for Pontiac Youth Services; and

WHEREAS the City Council held a public hearing on the proposed allocations for PY 2018 on December 4, 2018.

NOW BE IT THEREFORE RESOLVED that the Pontiac City Council approve the submission of the CDBG PY 2019 application with the proposed allocations to the Oakland County Community and Home Improvement Division.

Ayes: Pietila, Taylor-Burks, Waterman, Carter and Miller

No: None

**Resolution Passed.**

18-482      **Ordinance to Decriminalize Certain Forms of Possession of Marihuana and Prohibit all Forms of recreational Marihuana Establishments within the City of Pontiac and Add Sections to Chapter 86 of the City of Pontiac Code of Ordinances.** Moved by Councilperson Waterman and second by Councilperson Taylor-Burks.

**CITY OF PONTIAC  
ORDINANCE NO. 2360**

**AN ORDINANCE TO DECRIMINALIZE CERTAIN FORMS OF POSSESSION OF MARIHUANA AND PROHIBIT ALL FORMS OF RECREATIONAL MARIHUANA ESTABLISHMENTS WITHIN IN THE CITY OF PONTIAC AND ADD SECTIONS TO CHAPTER 86 OF THE CITY OF PONTIAC CODE OF ORDINANCES.**

**THE CITY OF PONTIAC ORDAINS:**

Chapter 86 shall be amended to read as follows:



#### **DIVISION 4. CONTROLLED SUBSTANCES**

##### **86-116 Use and possession of marijuana prohibited.**

(a) No person shall knowingly or intentionally use marijuana or have marijuana in his possession except that:

(1) persons 21 years of age or older may possess, purchase, transport or process 2.5 ounces or less of marihuana, except that not more than 15 grams of marihuana may be in the form of marihuana concentrate and possess marihuana accessories in accordance with the Michigan Regulation and Taxation of Marihuana Act or in compliance with the Michigan Medical Marihuana Act.

(2) within the person's residence, he/she may possess, store, and process not more than 10 ounces of marihuana and any marihuana produced by marihuana plants cultivated on the premises, and may cultivate not more than 12 marihuana plants for personal use, provided that not more than 12 marihuana plants are possessed, cultivated or processed on the premises at once in accordance with the Michigan regulation and Taxation of Marihuana Act or in compliance with the Michigan Medical Marihuana Act.

(3) persons may transport marihuana through the City by a person operating pursuant to a medical marihuana facilities license.

(4) persons 21 years of age or older may assist another person who is 21 years of age or older in any of the permitted acts in the Michigan Regulation and Taxation of Marihuana Act.

(5) persons may give away or otherwise transfer without remuneration up to 2.5 ounces of marihuana except that not more than 15 grams of marihuana may be in the form of concentrate to a person 21 years of age or older.

(6) persons may operate in compliance with a license issued by the State of Michigan and the City under the Medical Marihuana Facilities Licensing Act and City ordinances for such facilities.

(b) As used in this section, "marijuana" shall mean all parts of the genus *cannabis sativa* L., whether growing or not; the seeds thereof; the resin extracted from any part of the plant; and every compound, manufacture, salt, derivative, mixture or preparation of the plant, its seeds or resin, including marihuana concentrate and marihuana infused products.

Such term does not include the mature stalks of the plant; fiber produced from the stalks; oil or cake made from the seeds of the plant; any other compound, manufacture, salt, derivative, mixture or preparation of the mature stalks, except the resin extracted from those stalks, fiber, oil or cake; or the sterilized seed of the plant which is incapable of germination, industrial hemp or any other ingredient combined with marihuana to prepare topical or oral administrations, food, drink or other products.

**86-117 Controlled substance paraphernalia.**

(a) *Definition.* As used in this section “*marihuana accessories*” and “*drug paraphernalia*” means any equipment, product, material, or combination of equipment, products, or materials, which is specifically designed for use in planting; propagating; cultivating; growing; harvesting; manufacturing; compounding; converting; producing; processing; preparing; testing; analyzing; packaging; repackaging; storing; containing; concealing; injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance; including, but not limited to, all of the following:

- (1) An isomerization device specifically designed for use in increasing the potency of any species of plant which plant is a controlled substance.
- (2) Testing equipment specifically designed for use in identifying or in analyzing the strength, effectiveness, or purity of a controlled substance.
- (3) A weight scale or balance specifically designed for use in weighing or measuring a controlled substance.
- (4) A diluent or adulterant, including, but not limited to, quinine hydrochloride, mannitol, mannite, dextrose, and lactose, specifically designed for use with a controlled substance.
- (5) A separation gin or sifter specifically designed for use in removing twigs and seeds from, or in otherwise cleaning or refining, marihuana.
- (6) An object specifically designed for use in ingesting, inhaling, or otherwise introducing marihuana, cocaine, hashish, or hashish oil into the human body.
- (7) A kit specifically designed for use in planting, propagating, cultivating, growing, or harvesting any species of plant which is a controlled substance or from which a controlled substance can be derived.
- (8) A kit specifically designed for use in manufacturing, compounding, converting, producing, processing, or preparing controlled substances.

(9) A device, commonly known as a cocaine kit that is specifically designed for use in ingesting, inhaling, or otherwise introducing controlled substances into the human body, and which consists of at least a razor blade and a mirror.

(10) A device, commonly known as a bullet that is specifically designed to deliver a measured amount of controlled substances to the user.

(11) A device, commonly known as a snorter that is specifically designed to carry a small amount of controlled substances to the user's nose.

(12) A device, commonly known as an automotive safe that is specifically designed to carry and conceal a controlled substance in an automobile, including, but not limited to, a can used for brake fluid, oil, or carburetor cleaner, which contains a compartment for carrying and concealing controlled substances.

(13) A spoon, with or without a chain attached, that has a small diameter bowl and that is specifically designed for use in ingesting, inhaling, or otherwise introducing controlled substances into the human body.

(b) Indicia of marihuana accessories and drug paraphernalia. In determining whether an object is a marihuana accessory or drug paraphernalia, in addition to all other logically relevant factors, all of the following shall be considered:

(1) Statements by an owner or by anyone in control of the object concerning the use of the object.

(2) Prior convictions, if any, of an owner, or of anyone in control of the object, under any state or federal law relating to any controlled substance.

(3) The proximity of the object to a controlled substance or a violation of this division.

(4) The existence of any residue of a controlled substance on the object.

(5) Direct or circumstantial evidence of the intent of an owner, or of anyone in control of the object, to deliver the object to a person to whom he knows intends to use the object in violation of this division. The innocence of an owner or of anyone in control of the object, as to the violation of this division shall not prevent a finding that the object is intended for use or specifically designed for use as drug paraphernalia.

- (6) Instructions, oral or written, provided with the object concerning the use of the object.
- (7) Descriptive materials accompanying the object, which explain or depict the use of the object.
- (8) National and local advertising concerning the use of the object.
- (9) The manner in which the object is displayed for sale.
- (10) The existence and scope of legitimate uses for the object.
- (11) Expert testimony concerning the use or uses of the object.
- (12) Whether the owner, or anyone in control of the object, is a legitimate supplier of similar objects to the community, such as a licensed distributor or dealer of tobacco products.
- (13) Direct or circumstantial evidence of the ratio of sales by the owner of the object to the total sales of the business enterprise.

(C) Possess, use, delivery, manufacture, sale, offer for sale, notice in writing before arrest, compliance with notice as defense; penalty.

(1) No person shall use marihuana accessories and drug paraphernalia to plant, propagate, cultivate, grow, harvest, manufacture, compound, convert, produce, process, prepare, test, analyze, pack, repack, store, contain, conceal, inject, ingest, inhale, or otherwise introduce into the human body a controlled substance, except as specifically permitted in the Michigan Regulation and Taxation of Marihuana Act or the Michigan Medical Marihuana Act.

(2) No person shall possess, deliver, or manufacture marihuana accessories or drug paraphernalia knowing that the marihuana accessories or drug paraphernalia may be used to plant, propagate, cultivate, grow, harvest, manufacture, compound, convert, produce, process, prepare, test, analyze, pack, repack, store, contain, conceal, inject, ingest, inhale, or otherwise introduce into the human body a controlled substance, except as specifically permitted in the Michigan Regulation and Taxation of Marihuana Act or the Michigan Medical Marihuana Act.

(3) Subject to subsection (4), a person shall not sell or offer for sale marihuana accessories or drug paraphernalia, knowing that the marihuana accessories or drug paraphernalia will be used to plant, propagate, cultivate, grow, harvest, manufacture, compound, convert, produce, process, prepare, test, analyze, pack, repack, store, contain, conceal, inject, ingest, inhale, or otherwise introduce into the human body a controlled substance, except as specifically permitted in the Michigan Regulation and Taxation of Marihuana Act or the Michigan Medical Marihuana Act.

- (4) Before a person is arrested for violation of subsection (3), the city attorney or the sheriff's department shall notify the person in writing, not less than two business days before the person is to be arrested that the person is in possession of specific, defined material that has been determined by the city attorney or the sheriff's department to be marihuana accessories or drug paraphernalia. The notice also shall request that the person refrain from selling or offering for sale the material and shall state that if the person complies with the notice, no arrest will be made for a violation of subsection (3).
- (5) If a person complies with a notice sent under subsection (4), the compliance is a complete defense for the person against a prosecution under section 86-116, as long as the compliance continues.
- (d) Civil forfeiture. Any marihuana accessories or drug paraphernalia used, sold, possessed with intent to use or sell, or manufactured with intent to sell in violation of this section shall be seized and forfeited to the city in accordance with applicable state law.
- (e) Exceptions. This section does not apply to any of the following:
- (1) An object sold or offered for sale to a person licensed under article 15 or under the occupational code, Act No. 299 of the Public Acts of 1980, being sections 339.101 to 339.2721 if the Michigan Compiled Laws, or any intern, trainee, apprentice, or assistant in a profession licensed under article 15 or under Act No. 299 of the Public Acts of 1980 for use in that profession.
- (2) An object sold or offered for sale to any hospital, sanitarium, clinical laboratory, or other health care institution including a penal, correctional, or juvenile detention facility for use in that institution.
- (3) An object sold or offered for sale to a dealer in medical, dental, surgical, or pharmaceutical supplies.
- (4) Equipment, a product, or material which may be used in the preparation or smoking of tobacco or smoking herbs other than a controlled substance.
- (5) A blender, bowl, container, spoon, or mixing device not specifically designed for a use in ingesting, inhaling, or otherwise introducing controlled substances into the human body.
- (6) A hypodermic syringe or needle sold or offered for sale for the purpose of injecting or otherwise treating livestock or other animals.
- (7) An object sold, offered for sale, or given away by a state or local governmental agency or by a person specifically authorized by a state or local governmental agency to prevent the transmission of infectious agents.

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#### 86-118 Marihuana Establishments

As permitted in section 6.1 of the Michigan Regulation and Taxation of Marihuana Act, the City hereby completely prohibits any marihuana establishments as defined in the Michigan Regulation and Taxation of Marihuana Act from locating within the boundaries of the City.

#### 86-119 Penalties

Any violations of this Division shall be punishable by:

- (a) for the first violation, a civil infraction punishable by a fine of not more than \$500.00 and forfeiture of the marihuana;
- (b) for a second violation, a civil infraction punishable by a fine of not more than \$1,000.00 and forfeiture of the marihuana; and
- (c) for a third and subsequent violation, a misdemeanor punishable by a fine of not more than \$2,000.00 and forfeiture of the marihuana.

Ayes: Taylor-Burks, Waterman, Carter, Miller and Pietila

No: None

**Ordinance Passed.**

Councilwoman Patrice Waterman left the meeting.

Eight (8) individuals addressed the body during public comment.

Mayor Deirdre Waterman, Interim Clerk Garland Doyle, Councilwoman Mary Pietila, Councilwoman Doris Taylor-Burks, Councilwoman Gloria Miller and President Pro-Tem Randy Carter made closing comments.

Council President Pro Tem Randy Carter adjourned the meeting at 7:11p.m.

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GARLAND S. DOYLE  
INTERIM CITY CLERK

# **PUBLIC HEARING**

# Memorandum

To: Honorable Mayor, Council President and City Council Members

From: Rachel Loughrin, Economic Development Director

Thru: Jane Bais-DiSessa, Deputy Mayor

Date: November 08, 2018

Re: Schedule a public hearing for the Amendment of Tax Increment Finance Authority (TIFA) district boundaries (legal descriptions) 14-34-201-012

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The City of Pontiac has received a request from Peninsula Plastics to establish a brownfield on parcel 14-34-201-012, commonly known as 1200 Auburn Road. The parcels are part of an existing TIFA district and must be removed from the district or the development plan must be amended to allow for the Brownfield TIF tax capture.

Peninsula Plastics is investing 16,000,000 million in the extensive renovation of the former Hebel Distribution building and surrounding property for reuse in its corporate expansion. Because of their expansion, Peninsula Plastics will hire no less than 25 Pontiac residents and projected hiring stands at 40 new full-time positions within the next five years.

The process to remove a parcel from a TIFA district or development plan is the same as creating a TIFA district, and governed by MCL 125.1803. First, the City Council must set a date for a public hearing with notice published twice in the newspaper of general circulation not less than 20 days and not more than 40 days before the date of the hearing. In addition, notice must be mailed to the property taxpayer of record in the affected area, and the notice of the hearing must be mailed by certified mail to the governing body of each taxing jurisdiction levying taxes that would be subject to capture if the amendment were approved. The notice shall state the date, time, and place of the hearing, and shall describe the boundaries of the proposed district. At the hearing, a citizen, taxpayer, or the property owner of the City has the right to be heard about this matter. After the hearing, if the City Council intends to proceed with the amendment, the City Council shall adopt, by majority vote of its members a resolution designation the boundaries as amended. Such resolution is subject to the veto process established by the city charter. Upon final approval, the resolution is to be filed with the secretary of state and published at least once in a publication of general circulation.



I have attached a map of the subject parcel and a copy of the Peninsula Plastics Brownfield Plan.

If Council concurs, please pass the following resolution:

*Whereas, the City of Pontiac has received a request to establish a brownfield district within the existing TIFA district; and,*

*Whereas, in order for the brownfield district to be established, the parcel must either be removed from the TIFA district or the district must be removed from the TIFA development plan: and,*

*Whereas, because the current parcel's taxable value is significantly below the base value of the parcel, removal from the TIFA district is most desirable; and,*

*Therefore, be it resolved that the Pontiac City Council shall hold a public hearing during its regular scheduled City Council meeting at 6:00 P.M. on Tuesday, December 18, 2018 in Pontiac City Hall, City Council Chambers, 47450 Woodward Ave., for the purpose of receiving public comment on the proposal to amend the Tax Increment Finance Authority for parcel 14-34-201-012*

# 1200 Auburn Avenue



Disclaimer: The information provided herewith has been compiled from recorded deeds, plats, tax maps, surveys and other public records. It is not a legally recorded map or survey and is not intended to be used as one. Users should consult the information sources mentioned above when questions arise. FEMA Floodplain data may not always be present on the map.



**L. Brooks Patterson**  
Oakland County Executive

Date Created: 11/1/2018



**OAKLAND COUNTY  
BROWNFIELD REDEVELOPMENT AUTHORITY**

**BROWNFIELD PLAN**

**PENINSULA PLASTICS – PROJECT GROWTH  
LOCATED AT 1200 AUBURN AVENUE  
PONTIAC, OAKLAND COUNTY, MICHIGAN**

**October 23, 2018**

Approved by BRA:

Approved by Board of Commissioners:

**Prepared on Behalf of:**

**Peninsula Holdings II, LLC**  
2800 Auburn Court  
Auburn Hills, Michigan 48326  
Contact Person: Mr. Ryan Victory  
Telephone: (248) 761-3454

**Prepared By:**

**PM Environmental, Inc.**  
4080 West Eleven Mile Road  
Berkley, Michigan 48072  
Contact Person: Ginny Dougherty  
Telephone: (248) 414-1436





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## APPENDICIES

Appendix A	Legal Description
Appendix B	Property Location Boundary
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Appendix D	Documentation of Eligibility

## TABLES

Table 1: Estimated Costs of Eligible Activities
Table 2: Tax Increment Revenue Capture Estimates
Table 3: Tax Increment Revenue Reimbursement Estimates

## **PROJECT SUMMARY**

Project Name:	Project Growth - Peninsula Plastics
Project Location:	The property is located at 1200 Auburn Avenue in Township three north (T.3N), Range ten east (R.10E), Section 34, Pontiac, Oakland County Michigan 48342, as more specifically described in Appendix A (the "Property").
Type of Eligible Property:	The property is classified as a "site" as defined under Part 213 of P.A. 451, as amended and the rules promulgated thereunder.
Eligible Activities:	Pre-Approved Activities, Department Specific Activities, Demolition, Asbestos and Lead Activities, and Preparation and Implementation of a Brownfield Plan and Act 381 Work Plan.
Developer Reimbursable Costs:	\$349,157 (includes eligible activities and 15% contingency)
LBRF Capture:	\$42,363
Years to Complete Reimbursement :	11 Years from date of Plan approval
Estimated Capital Investment (Real Property):	Approximately \$0 million (including Acquisition, Hard and Soft Costs)
<b>Project Overview:</b>	<p>The proposed redevelopment entails the renovation and rehabilitation of the existing warehouse/distribution building to expand the operations of Peninsula Plastics into the City of Pontiac. This includes the removal of the underground storage tanks (USTs) and demolition of the pump island canopy, as well as improvements to the exterior paved surface. In addition, the current warehouse/distribution building will undergo significant renovations including the relocation and upgrade of existing electrical utilities to meet modern demands, removal of obsolete fire suppression equipment and installation of special equipment and piping to meet the demands of the production floor, and upgrades and installation of new lighting, flooring, and other fixtures throughout the remainder of the building. Demolition activities are anticipated to begin in the fall of 2018 with renovations continuing into winter as operations are expanded into the building.</p>

## **I. INTRODUCTION AND PURPOSE**

In order to promote the revitalization of environmentally distressed, historic, functionally obsolete and blighted areas within the boundaries of Oakland County ("the County"), the County has established the Oakland County Brownfield Redevelopment Authority (OCBRA) the "Authority" pursuant to the Brownfield Redevelopment Financing Act, Michigan Public Act 381 of 1996, as amended ("Act 381").

The purpose of this Brownfield Plan (the "Plan") is to promote the redevelopment of and investment in the eligible "Brownfield" Property within the County and to facilitate financing of eligible activities at the Brownfield Property. Inclusion of Brownfield Property within any Plan in the County will facilitate financing of eligible activities at eligible properties, and will provide tax incentives to eligible taxpayers willing to invest in revitalization of eligible sites, commonly referred to as "Brownfields." By facilitating redevelopment of the Brownfield Property, this Plan is intended to promote economic growth for the benefit of the residents of the County and all taxing units located within and benefited by the Authority.

The identification or designation of a developer or proposed use for the Brownfield Property that is subject to this Plan shall not be integral to the effectiveness or validity of this Plan. This Plan is intended to apply to the eligible property identified in this Plan and, to identify and authorize the eligible activities to be funded. Any change in the proposed developer or proposed use of the eligible property shall not necessitate an amendment to this Plan, affect the application of this Plan to the eligible property, or impair the rights available to the Authority under this Plan.

This Plan is intended to be a living document, which may be modified or amended in accordance with and as necessary to achieve the purposes of Act 381. The applicable sections of Act 381 are noted throughout the Plan for reference purposes.

This Brownfield Plan contains information required by Section 13(2) of Act 381, as amended

## **II. GENERAL PROVISIONS**

### **A. Description of the Eligible Property (Section 13 (2)(h)) and Project**

The Eligible Property consists of one (1) legal parcel totaling approximately 13.31 acres with a street address of 1200 Auburn Avenue in Pontiac, Oakland County, Michigan. The parcel and all tangible personal property located thereon will comprise the eligible property and is referred to herein as the "Property."

<b>Parcel ID Number</b>	<b>Address</b>	<b>City</b>	<b>Approx. Acreage</b>	<b>Eligibility</b>	<b>Current Zoning</b>
64-14-34-201-012*	1200 Auburn Avenue	Pontiac	13.31	"Site"	C-3

\*Includes taxes attributable to both Ad Valorem property taxes and a Special Act Tax Parcel.

Peninsula Holdings II, LLC ("Peninsula Holdings") a development entity of Peninsula Plastics Company, Inc., ("Peninsula Plastics") or any affiliate, or such other developer as approved by the Authority, are collectively the project developer ("Developer").

Peninsula Plastics is an Oakland County based custom-engineered industrial thermoforming company that was founded in 1980. They began with the initial goal of becoming a world-class



manufacturer of custom packaging and a dunnage supplier for the automotive industry. Since then, Peninsula Plastic's capabilities have expanded to twin sheet thermoforming, 5-axis CNC & robot trimming, and die cutting with expansion to other industries such as textile, retail, aerospace, military, and more. In addition, Peninsula Plastics is expanding their export sales to other countries including Canada, Mexico, Brazil, and Chile. Peninsula Plastics has become a full service leader with expertise in the designing, development, and tooling of the parts that are made in-house. Peninsula Plastics provides a wide range of jobs, from skilled and semi-skilled positions to advanced manufacturing and engineering. The proposed project outlined within this Plan is part of Peninsula Plastic's continued efforts to invest and further expand within Oakland County and the City of Pontiac.

The parcel is currently zoned C-3: Corridor Commercial. The Property is commercially developed with a 97,116 square foot vacant warehouse and distribution building and a maintenance building in an area characterized by commercial and warehouse uses.

Standard and other historic sources document the Property remained as undeveloped land from 1937 until 1956. By 1967, numerous dirt roads were present over the majority of the Property that extend onto the western adjoining property. From 1972 to 1983, the dirt roads were less prevalent, and the current distribution warehouse structures were constructed in 1980. The southern building appears to have been used as a vehicle maintenance garage. A tractor trailer washing area is located in the northern portion of the building while the remaining southern portion is a high-bay garage area. An active gasoline filling station is present to the east of the southern building with four dispensers connected to four Underground Storage Tanks (USTs) located near the pump island. The Property has been vacant since October 2017.

The Property's legal description is included in Appendix A. A property location map is included in Appendix B.

The proposed redevelopment entails the renovation and rehabilitation of the existing warehouse/distribution building to expand the operations of Peninsula Plastics within the City of Pontiac. The building will be used for engineering and design office space, manufacturing of molded plastic products, tooling, and warehousing. The rehabilitation includes the removal of the USTs and demolition of the pump island canopy, as well as improvements to the exterior paved surface. In addition, the current warehouse/distribution building will undergo significant renovations including the relocation and upgrade of existing electrical utilities to meet modern demands, removal of obsolete fire suppression equipment and installation of special equipment and piping to meet the demands of the production floor, and upgrades and installation of new lighting, flooring, and other fixtures throughout the remainder of the building.

Demolition activities are anticipated to begin in the fall of 2018 with renovations continuing into winter as operations are expanded into the building.

The Developer anticipates making a significant initial investment at the site including, approximately \$6,500,000 in acquisition costs, \$1,500,000 in real property improvements and \$6,450,000 in new equipment. In addition, the company would be relocating approximately \$2,000,000 (*acquisition cost*) of machinery and equipment to the site. Peninsula Plastics has the goal of creating an additional 40 full time jobs over the next five years with average wages around \$45,000. This is in addition to the construction and other ancillary jobs that the project may generate. The City of Pontiac has used an estimate of 80 ancillary jobs being created. As a part of its commitment to the City of Pontiac, the company anticipates hiring 25 Pontiac residents over the next three years. Thereafter it will continue its commitment to hiring and retaining

Pontiac residents pursuant to a development agreement with the City of Pontiac. It also hopes to establish certain internships for the Pontiac residents to develop its workforce.

Preliminary site plans are included in Appendix C.

**B. Basis of Eligibility (Section 13 (2)(h) and Section 2(o))**

The Property is considered "Eligible Property" as defined by Act 381, Section 2 because: (a) it was previously utilized or is currently utilized for a commercial purpose; and, (b) the parcel comprising the Property classified as a "site" as defined under Part 213 of P.A. 451, as amended and the rules promulgated thereunder.

A total of nine soil borings (GB-1 through GB-9) were advanced at the Property by Atwell on April 10, 1998 to a maximum depth of 21 feet below ground surface (bgs). One soil boring (GB-1) was advanced in the UST basin and the remaining eight soil borings (GB-2 through GB-10) were advanced around the UST basin to define the extent of the contamination. No photoionization detector (PID) readings were observed during the subsurface investigation. Atwell submitted a total of 18 soil and 8 groundwater samples for laboratory analysis of benzene, toluene, ethylbenzene, and xylenes (collectively referred to as BTEX), polynuclear aromatic hydrocarbons (PNAs), and lead. Soil analytical results did not identify concentrations of target analytes above the Part 213 RBSLs. Groundwater analytical results identified concentrations of benzene and methyl-tertiary-butyl-ether (MTBE) in samples W-1, W-2, and W-9 above the Part 213 Residential and Nonresidential DW RBSLs. Atwell advanced four additional borings (GB-10 thru GB-13) on May 5, 1998 to define the extent of the groundwater contamination. Atwell submitted three groundwater samples (W-11 thru W-13) for analysis of BTEX and MTBE. Groundwater analytical results did not identify concentrations of BTEX and MTBE above laboratory method detection limits (MDLs). Therefore, based on the analytical results, the 1998 release (C-0217-98) was granted closure from the MDEQ on June 17, 1998.

On May 21, 2018, G2 conducted a Phase II ESA at the Property to assess the Recognized Environmental Conditions (RECs) identified in Testing Engineers and Consultants (TEC's) April 2018 Phase I ESA, which consisted of the advancement of 12 soil borings (G2-1 through G2-12), the installation of two temporary monitoring wells (G2-4W and G2-8W), the installation of two temporary soil gas wells for methane screening, and the collection of 10 soil samples and two groundwater samples for laboratory analysis of volatile organic compounds (VOCs), PNAs, polychlorinated biphenyls (PCBs) and Michigan Ten Metals (arsenic, barium, cadmium, chromium, copper, lead, mercury, selenium, silver, zinc, or some combination thereof). The review of analytical results indicated that fluoranthene, phenanthrene, and pyrene were detected in soil sample G2-5 (6-7') and fluoranthene and phenanthrene were detected in soil sample G2-7 (6-7'). However, PNA constituent concentrations detected in soil were well below the MDEQ Part 201 Generic Residential Cleanup Criteria. No other PNA constituents were detected above their respective MDLs in any of the remaining soil samples submitted for laboratory analysis.

In terms of metals in soil, the review of analytical results indicated that various metals were detected in each of the soil samples submitted for analysis. However, none of the metals detected were noted to exceed their respective MDEQ Part 201 Generic Residential Cleanup Criterion.

In terms of VOCs in groundwater, the review of analytical results indicated that only 1,1-Dichloroethane was detected in groundwater sample G2-8W. However, the concentration of 1,1-



Dichloroethane detected was well below the MDEQ Part 201 Generic Residential Criterion. No other VOCs were detected above their respective MDLs in any of the groundwater samples submitted for laboratory analysis.

Based on the presence of concentrations of PNAs identified in G2's soil sample analyzed from G2-5 (6.0-7.0 feet bgs) above laboratory MDLs, a confirmed release (C-0095-18) was reported on June 12, 2018.

On June 20, 2018, PM completed a scope of work at the Property that consisted of the advancement of two soil borings (SB-1 and SB-2), the installation of two temporary monitoring wells (TMW-1 and TMW-2), the installation of six temporary soil gas sampling points (SG-1, SG-2, SG-4, SG-5, SG-6, and SG-7), and the collection of two groundwater samples and six soil gas samples for laboratory analysis of methane. No concentrations of methane were detected in the soils gas samples or either of the groundwater samples analyzed from the Property above laboratory MDLs.

No concentrations of target analytes were identified in soil and groundwater samples analyzed from the Property in 2018 above the Part 213 RBSLs; however, the Property is an open leaking underground storage tank (LUST) site based on PNA concentrations above laboratory MDLs. Therefore, the Property is a "site" in accordance with Part 213 of P.A. 451, as amended, and the rules promulgated thereunder.

Additional documentation and description of the property's "Site" status is provided in Appendix D.

### **C. Summary of Eligible Activities and Description of Costs (Sec. 13 (2)(a-b))**

Tax Increment Financing revenues will be used to reimburse the costs of "eligible activities" (as defined by Section 2 of Act 381) as permitted under the Brownfield Redevelopment Financing Act that include: Pre-Approved Activities, Asbestos Containing Materials (ACM) Survey, Department Specific Activities, Demolition, Asbestos and Lead Activities, and Preparation and Implementation of a Brownfield Plan and Act 381 Work Plan.

A complete itemization of these activities and associated expenses is included in Table 1.

The following eligible activities and budgeted costs are intended as part of the development of the property and are to be financed solely by the developer. All activities are intended to be "Eligible Activities" under the Brownfield Redevelopment Financing Act. The Authority is not responsible for any cost of eligible activities and will incur no debt.

1. Pre-Approved Activities include a Phase I Environmental Site Assessment (ESA), Phase II ESAs and Hazardous Materials Survey required as part of the pre-purchase due diligence conducted on the property at a total cost of \$29,625
2. Department Specific Activities include Industrial Cleaning and oversight/sampling/reporting by an environmental professional at a total estimated cost of \$28,000.

3. Demolition Activities includes building demolition activities, disposal of non-reusable and non-recyclable building elements, removal of abandoned utilities, removal of the USTs and canopy, and fill, compaction, and rough grading where improvements were located at an estimated cost of \$194,419.
4. Asbestos Activities includes asbestos containing materials (ACM) abatement, oversight, air monitoring and associated reporting at an estimated cost of \$25,000.
5. Preparation and Implementation of the Brownfield Plan and Act 381 Work Plan and associated activities (e.g. meetings with BRA, review by County Attorney etc.) at a cost of approximately \$35,000.
6. A 15% contingency of \$37,113 is established to address unanticipated environmental and/or other conditions that may be discovered through the implementation of site activities. This excludes the cost of Baseline Environmental Assessment Activities and preparation of the Brownfield Plan and Act 381 Work Plan.

All activities are intended to be "Eligible Activities" under the Brownfield Redevelopment Financing Act. The total estimated cost of Eligible Activities subject to reimbursement from tax increment revenues is \$312,044 with a potential \$37,113 contingency, resulting in a total cost of \$349,157. Therefore the total cost for reimbursement to the applicant is a not-to-exceed amount of \$349,157 (including contingency), unless the Plan is amended and approved by the OCBRA and the Oakland County Board of Commissioners.

**D. Estimate of Captured Taxable Value and Tax Increment Revenues (Sec. 13 (2)(c))**

Incremental taxes on real property included in the redevelopment project will be captured under this Plan to reimburse eligible activity expenses. The base taxable value of the Property shall be determined by the use of the 2018 tax year tax values, which is \$1,276,080, related to the Ad Valorem tax parcel ID 64-14-34-201-012, and \$0, related to the Special Act Tax Parcel to be created. Tax increment revenue capture will begin when tax increment is generated by redevelopment of the Property, which is expected to begin in 2019 or when full redevelopment is completed whichever occurs first.

The taxable value for the Ad Valorem parcel in 2019 is estimated, based on certain aggressive estimates, to reach up to \$417,444. An annual increase in taxable value of 1% on the Ad Valorem parcel has been used, for modeling purposes only, in the calculation of future tax increments in this Plan.

The estimated 2019 taxable value of the Ad Valorem parcel, at \$417,444 (and subject to an estimated 1% annual increase), is less than the base taxable value of \$1,276,080. Any annual negative increment will be passed over and does not create any benefit or loss to the available Brownfield TIF capture. Rather, the taxable value of the Ad Valorem parcel (\$417,444), in this instance, will preserve tax revenues for the taxing jurisdictions.

The taxable value for the Special Act Tax Parcel in 2019 is estimated, based on certain aggressive estimates, to reach as high as \$914,310. This value will remain constant throughout the duration of the PA 198 Plant Rehabilitation Industrial Facilities Tax Exemption.

Tables 2 uses the estimates stated above to detail the potential capture of tax increment revenues for each year of the Plan from the eligible property.



Prior to reimbursement of tax increment revenue to the Developer, payment of Brownfield Redevelopment Authority Administrative fees will occur first.

The OCBRA has established a Local Brownfield Revolving Fund (LBRF). Capture for the LBRF is included in this plan for two (2) years following developer reimbursement, currently estimated at \$42,363. Local Brownfield Revolving Fund (LBRF) capture will occur at the end of the Plan as shown in Table 3. The funds deposited into the LBRF as part of this Plan will be used in accordance with the requirements of Act 381, as amended.

**E. Method of Brownfield Plan Financing and Description of Advances by the Municipality (Sec. 13 (2)(d))**

Eligible activities will be financed by Peninsula Holdings II, LLC. The Developer will be reimbursed for eligible costs as described in Section C and outlined in Table 1. Costs for Eligible Activities funded by Peninsula Holdings II, LLC will be repaid under the Michigan Brownfield Redevelopment Financing Program (Michigan Public Act 381, as amended) with incremental taxes generated by future development of the property. The estimated amount of tax increment revenue capture that will be used to reimburse the Developer and Brownfield Redevelopment Authority is \$446,520. This includes developer reimbursement, Brownfield Redevelopment Authority Administrative fees, and LBRF deposits.

No advances will be made by the OCBRA for this project. All reimbursements authorized under this Plan shall be governed by the Reimbursement Agreement.

**F. Maximum Amount of Note or Bonded Indebtedness (Sec. 13 (2)(e))**

No note or bonded indebtedness will be incurred by any local unit of government for this project.

**G. Duration of Brownfield Plan (Sec. 13 (2)(f))**

In no event shall the duration of the Plan exceed 35 years following the date of the resolution approving the Plan, nor shall the duration of the tax capture exceed the lesser of the period authorized under subsection (4) and (5) of Section 13 of Act 381 or 30 years. Further, in no event shall the beginning date of the capture of tax increment revenues be later than five years after the date of the resolution approving the Plan. The Property will become part of this Plan on the date this Plan is approved by the Oakland County Board of Commissioners.

**H. Estimated Impact of Tax Increment Financing on Revenues of Taxing Jurisdictions (Sec. 13 (2)(g))**

Taxes will continue to be generated to taxing jurisdictions on local and school captured millages at the taxable value of the Ad Valorem parcel (\$417,444), subject to an estimated 1% increase annually, throughout the duration of this Plan totaling approximately \$268,830.

Non-capturable millages; including the zoo authority and art institute, will see an immediate increase in new tax revenue following redevelopment and will provide new tax revenue of approximately \$588 throughout the duration of this Plan.

A summary of the impact to taxing jurisdictions for the life of the Plan is summarized below, which assumes taxes are captured throughout the duration of the Plan as estimated in Table 2.

<b>Capturable Millages</b>	<b>Rate</b>	<b>Amount Captured</b>	<b>Taxes Preserved for Taxing Unit</b>
State Education Tax (SET)	6.0000	\$36,786	\$28,971
School Operating Tax	18.0000	\$110,359	\$86,913
<b>Subtotal</b>	<b>24.0000</b>	<b>\$147,145</b>	<b>\$115,884</b>
County Operating	4.0400	\$40,632	\$19,507
OIS Allocated	0.1950	\$1,961	\$942
OIS Voted	3.0863	\$31,040	\$14,902
OCC Voted	1.5431	\$15,520	\$7,451
City Operating	11.2691	\$113,338	\$54,413
Cap Imp	1.4085	\$14,166	\$6,801
Sanitation	2.8171	\$28,333	\$13,602
Youth Center	1.4994	\$15,080	\$7,240
Library	0.9996	\$10,053	\$4,827
Seniors Services	0.4998	\$5,027	\$2,413
County Pk & Rec	0.2349	\$2,362	\$1,134
HCMA	0.2129	\$2,141	\$1,028
Sinking Fund	2.5700	\$28,865	\$13,858
OCPTA	1.000	\$10,057	\$4,829
<b>Subtotal</b>	<b>31.6757</b>	<b>\$318,576</b>	<b>\$152,946</b>
<b>Total Capturable Millages</b>	<b>55.6757</b>	<b>\$465,720</b>	<b>\$268,830</b>

For a complete breakdown of the captured millages and developer reimbursement please see Table 2.

**I. Legal Description, Property Map, Statement of Qualifying Characteristics and Personal Property (Sec. 13 (2)(h))**

The legal description of the Property included in this Plan is attached in Appendix A.

Property location map are included in Appendix B.

Documentation of characteristics that qualify the property as eligible property is provided in Appendix D.

**J. Displacement/Relocation of Individuals on Eligible Property (Sec. 13 (2)(i-l))**

No displacement of residents or families is expected as part of this project.

**K. Other Material that the Authority or Governing Body Considers Pertinent (Sec. 13 (2)(m))**

The Brownfield Redevelopment Authority and the County Commission as the Governing Body, in accordance with the Act, may amend this Plan in order to fund additional eligible activities associated with the Project described herein.

DRAFT

# Attachment A

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Legal Description:

T3N, R10E, SEC 34 ASSESSOR'S PLAT NO 141 PART OF LOT 1 BEG AT PT DIST S 88-03-50 W 365 FT FROM NE LOT COR, TH S 02-18-40 E 589.79 FT, TH S 88-03-50 W 30 FT, TH S 02-18-40 E 160.79 FT, TH N 88-03-50 E 395 FT, TH S 02-18-40 E 144.42 FT, TH S 70-32-35 W 876.52 FT, TH N 01-56-10 W 1158.87 FT, TH N 88-03-50 E 465 FT TO BEG 11-23-06 FR 011

DRAFT

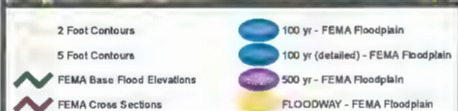
## Attachment B

DRAFT





# 1200 Auburn Pontiac



Disclaimer: The information provided herewith has been compiled from recorded deeds, plats, tax maps, surveys and other public records. It is not a legally recorded map or survey and is not intended to be used as one. Users should consult the information sources mentioned above when questions arise. FEMA Floodplain data may not always be present on the map.



**L. Brooks Patterson**  
Oakland County Executive

Date Created: 6/1/2018



**NORTH**  
1 inch = 400 feet

# Attachment C

DRAFT









## Attachment D





Environmental & Engineering Services Nationwide



ENVIRONMENTAL SERVICES

BUILDING ARCHITECTURE  
ENGINEERING & SCIENCE

INDUSTRIAL HYGIENE SERVICES

BROWNFIELDS & ECONOMIC  
INCENTIVES CONSULTING

## BASELINE ENVIRONMENTAL ASSESSMENT

1200 Auburn Avenue | Pontiac, Michigan  
PM Project Number 01-9923-0-0001

*Prepared for:*

**Peninsula Plastics**  
2800 Auburn Court  
Auburn Hills, Michigan 48326

*Prepared by:*

**PM Environmental, Inc.**  
4080 West Eleven Mile Road  
Berkley, Michigan 48072

Know Your Risk.  
Take Control.  
Work with the Experts

[www.pmenv.com](http://www.pmenv.com)

July 13, 2018

District Supervisor  
Michigan Department of Environmental Quality  
Southeastern Michigan District Office  
27700 Donald Court  
Warren, Michigan 48092

**RE: Baseline Environmental Assessment of the Commercial Property  
Located at 1200 Auburn Avenue, Pontiac, Michigan  
Parcel ID: (64) 14-34-201-012  
PM Environmental, Inc. Project No. 01-9923-0-0001**

Dear District Supervisor:

Enclosed is a copy of the Baseline Environmental Assessment (BEA) prepared for the above referenced subject property in accordance Section 21323a(1)(b)(i) of Part 213, of the Natural Resources and Environmental Protection Act (NREPA), P.A. 451 of 1994, as amended.

If you have any questions regarding the information in this report, please contact us at 800.313.2966.

Sincerely,  
**PM ENVIRONMENTAL, INC.**



Aaron Snow  
Staff Scientist



Jennifer L. Ritchie, C.P.G.  
Regional Site Investigation Manager

Enclosure



**Corporate Headquarters**  
Lansing, Michigan  
3340 Ranger Road, Lansing, MI 48906  
f: 877.884.6775  
t: 517.321.3331

**Michigan Locations**  
Berkley      Bay City  
Grand Rapids      Detroit  
Chesterfield      Lansing

July 13, 2018

Mr. Ryan Victory  
Peninsula Plastics  
2800 Auburn Court  
Auburn Hills, Michigan 48326

**RE: Baseline Environmental Assessment of the Commercial Property  
Located at 1200 Auburn Avenue, Pontiac, Michigan  
Parcel ID: (64) 14-34-201-012  
PM Environmental, Inc. Project No. 01-9923-0-0001**

Dear Mr. Victory:

Enclosed is a copy of the Baseline Environmental Assessment (BEA) prepared for the above referenced subject property in accordance Section 21323a(1)(b)(i) of Part 213, of the Natural Resources and Environmental Protection Act (NREPA), P.A. 451 of 1994, as amended.

**THIS BASELINE ENVIRONMENTAL ASSESSMENT WAS PREPARED FOR THE EXCLUSIVE USE OF PENINSULA PLASTICS COMPANY, INC., PENINSULA HOLDINGS II, LLC, COMERICA BANK, THE U.S. SMALL BUSINESS ADMINISTRATION, AND OAKLAND COUNTY, EACH OF WHOM MAY RELY ON THE REPORT'S CONTENTS.**

If you have any questions regarding the information in this report, please contact our office at 800.313.2966.

Sincerely,  
**PM ENVIRONMENTAL, INC.**

Aaron Snow  
Staff Scientist

Jennifer L. Ritchie, C.P.G.  
Regional Site Investigation Manager

Enclosure



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## **APPENDICES**

- Appendix A: Phase I ESA, April 16, 2018, TEC  
Appendix B: Analytical Tables and Figures from LUST Closure Report (May 29, 1998, Atwell)  
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Appendix D: Soil Boring/Temporary Monitoring Well/Soil Gas Logs (Atwell, May 1998, G2, May 2018 and PM, June 2018)  
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Appendix G: Professional Qualification Statements

## **1.0 INTRODUCTION AND DISCUSSION**

PM has completed a Baseline Environmental Assessment (BEA) of the commercial property (Parcel ID: (64) 14-34-201-012) located at 1200 Auburn Avenue, Pontiac, Oakland County, Michigan 48067 (hereafter referred to as the "subject property") in accordance Section 21323a(1)(b)(i) of Part 213, of the Natural Resources and Environmental Protection Act (NREPA), P.A. 451 of 1994, as amended.

The subject property consists of one parcel totaling approximately 13.31 acres, and is located on the south side of Auburn Avenue, west of South Opdyke Road in Pontiac, Michigan (Figure 1). The subject property is developed with one single-story distribution warehouse structure totaling 97,116 square feet located in the northern portion of the subject property and one single-story vehicle maintenance building totaling 8,100 square feet located in the central-southern portion of the subject property (Figure 2). An active underground storage tank (UST) system and filling station is present east of the vehicle maintenance building and includes four dispensers and four USTs, consisting of one 12,000-gallon gasoline UST, one 12,000-gallon diesel UST, one 6,000-gallon diesel UST, and one 1,000-gallon used oil UST. The developed portion of the subject property is completely fenced in without any access points to the southern and southeastern portions. The remainder of the property primarily consists of concrete and asphalt paved parking areas and driveways.

Review of standard and historical sources documented that the subject property was developed with the current subject buildings in 1980. The subject buildings have been unoccupied since October 2017. Prior to being unoccupied, a previous tenant utilized the subject property as a beer and beverage distribution facility.

The subject property is an open Leaking Underground Storage Tank (LUST) site with one confirmed release that was reported on March 1, 1998 (C-0217-98) that was closed on June 17, 1998, and one open release (C-0095-18) that was reported on June 12, 2018.

### **1.1 Owner/Operator Information**

Peninsula Holdings II, LLC, 2800 Auburn Court, Auburn Hills, Michigan 48326, intends to purchase the subject property on or before July 31, 2018.

### **1.2 Intended Use of the Subject Property**

Peninsula Holdings II, LLC will utilize the subject property for commercial purposes. Chemical use and storage greater than household quantities is not anticipated.

### **1.3 Summary of All Appropriate Inquiry Phase I Environmental Assessment**

PM reviewed a Phase I Environmental Site Assessment (ESA) dated April 16, 2018, which was completed for the subject property by Testing Engineers & Consultants, Inc. (TEC) in conformance with the scope and limitations of ASTM Practice E1527-13 (i.e., the 'ASTM Standard'). A copy of TEC's June 2018 Phase I ESA, including photographs of the subject property, is included in Appendix A. TEC identified recognized environmental conditions (RECs) associated with the 1) current UST system and closed LUST, 2) service operations since 1980 and associated 1,000-gallon used oil UST and trench drains, and 3) southeastern adjoining property, identified as 141 South Opdyke Road, with contamination associated with former landfilling.



### **1.3.1 Phase I ESA Exceptions or Deletions**

During the completion of the April 2018 Phase I ESA, there were no exceptions or deletions from the Federal All Appropriate Inquiry Rule under 40 CFR 312, or the ASTM Standard. To the best of PM's knowledge, no special terms or conditions applied to the preparation of the Phase I ESA.

### **1.3.2 Phase I ESA Data Gaps**

TEC did not identify any significant data gaps during the completion of the April 2018 Phase I ESA.

## **1.4 Summary of Previous Site Investigations**

PM reviewed the following previous environmental reports for the subject property. Relevant analytical tables and figures from the previous site investigations are included within Appendices B and C of this report.

<b>Name of Report</b>	<b>Date of Report</b>	<b>Company that Prepared Report</b>
LUST Closure Report	May 29, 1998	Atwell-Hicks, Inc. (Atwell)
Phase II ESA	June 5, 2018	G2 Consulting Group, LLC (G2)

The subject property is an open LUST site with one confirmed release that was reported on March 11, 1998 (C-0217-98) that was closed on June 17, 1998, and one open release (C-0095-18) that was reported on June 12, 2018. Atwell's 1998 LUST Closure Report documented that the 1998 release (C-0217-98) was likely the result of surface spillage and/or UST overfilling, and not from a leak in the UST system.

A total of nine borings (GB-1 through GB-10) were advanced at the subject property by Atwell on April 10, 1998 to a maximum depth of 21 feet below ground surface (bgs). One soil boring (GB-1) was advanced in the UST basin and the remaining eight soil borings (GB-2 through GB-10) were advanced around the UST basin to define the extent of the contamination. No photoionization detector (PID) readings were observed during the subsurface investigation. Atwell submitted a total of 18 soil and 8 groundwater samples for laboratory analysis of benzene, toluene, ethylbenzene, and xylenes (collectively referred to as BTEX), polynuclear aromatic hydrocarbons (PNAs), and lead. Soil analytical results did not identify concentrations of target analytes above the Part 213 RBLs. Groundwater analytical results identified concentrations of benzene and methyl-tertiary-butyl-ether (MTBE) in samples W-1, W-2, and W-9 above the Part 213 Residential and Nonresidential DW RBSLs. Atwell advanced four additional borings (GB-10 thru GB-13) on May 5, 1998 to define the extent of the groundwater contamination. Atwell submitted three groundwater samples (W-11 thru W-13) for analysis of BTEX and MTBE. Groundwater analytical results did not identify concentrations of BTEX and MTBE above laboratory method detection limits (MDLs). Therefore, based on the analytical results, the 1998 release (C-0217-98) was granted closure from the MDEQ on June 17, 1998. Atwell's 1998 sampling locations and analytical results are summarized in Tables 1 through 4 and in Figure 3, which are included within this report in Appendix B.

On May 21, 2018, G2 conducted a Phase II ESA at the subject to assess the RECs identified in TEC's April 2018 Phase I ESA, which consisted of the advancement of 12 soil borings (G2-1 through G2-12), the installation of two temporary monitoring wells (G2-4W and G2-8W), the installation of two temporary soil gas wells for methane screening, and the collection of 10 soil



samples and two groundwater samples for laboratory analysis of volatile organic compounds (VOCs), polynuclear aromatic hydrocarbons (PNAs), polychlorinated biphenyls (PCBs) and Michigan Ten Metals (arsenic, barium, cadmium, chromium, copper, lead, mercury, selenium, silver, zinc, or some combination thereof). G2's sampling locations are depicted on G2's Figure 3 and the soil and groundwater analytical results and methane screening results are summarized on G2's Tables 1, 2, and 3, all of which are included within this report in Appendix C.

Based on the presence of concentrations of PNAs identified in G2's soil sample analyzed from G2-5 (6.0-7.0 feet bgs) above laboratory MDLs, a confirmed release (C-0095-18) was reported on June 12, 2018.

The analytical results from G2's May 2018 Phase II ESA are summarized in Sections 2.1 and 2.2 below.

No mobile or migrating light non-aqueous phase liquid (LNAPL) was identified during any of the sampling events completed at the subject property.

### **1.5 Summary of Current Site Investigation**

Prior to the commencement of field activities, MISSDIG, a utility locating service, was contacted to locate utilities on or adjacent to the subject property. Utilities were marked by the respective utility companies where they entered or were located adjacent to the subject property.

On June 20, 2018, PM completed a scope of work at the subject property that consisted of the advancement of two soil borings (SB-1 and SB-2), the installation of two temporary monitoring wells (TMW-1 and TMW-2), the installation of six temporary soil gas sampling points (SG-1, SG-2, SG-4, SG-5, SG-6, and SG-7), and the collection of two groundwater samples and six soil gas samples for laboratory analysis. The groundwater and soil gas samples were submitted to Brighton Analytical, LLC (Brighton) for laboratory analysis of methane. The soil boring/temporary monitoring well/soil gas locations are depicted on Figures 3 and 4.

The table below summarizes PM's Phase II ESA activities including total boring depth, objective of the soil borings, and sample justification:

**Description of Soil Boring/Temporary Monitoring Well/Soil Gas Locations**

Location Total Depth (feet bgs)	Sample/Screen Interval Depth [DTW] (feet bgs)	Analysis	Objectives	Sample Selection (justification)
SB/TMW/SG-1 (25.0)	<b>Groundwater:</b> 16.98-21.98 [18.76]	Methane	Replicate previous sample location identified as G2-7 to further assess potential flammability and explosivity concern	<b>Soil:</b> Based on the absence of impact, a soil sample was not collected. <b>Groundwater:</b> Sampled.
	<b>Soil Gas:</b> 3.5			



Location Total Depth (feet bgs)	Sample/Screen Interval Depth [DTW] (feet bgs)	Analysis	Objectives	Sample Selection (justification)
SB/TMW/SG-2 (20.0)	<b>Groundwater:</b> 3.24-8.24 [2.13]	Methane	Replicate previous sample location identified as G2-6 to further assess potential flammability and explosivity concern	<b>Soil:</b> Based on the absence of impact, a soil sample was not collected. <b>Groundwater:</b> Sampled.
	<b>Soil Gas:</b> 1.5			
SG-4 (Sub-Slab)	<b>Soil Gas:</b> Sub-Slab	Methane	Further assess potential flammability and explosivity concerns within the northern subject building	<b>Soil Gas:</b> Sampled
SG-5 (Sub-Slab)	<b>Soil Gas:</b> Sub-Slab	Methane	Further assess potential flammability and explosivity concerns within the northern subject building	<b>Soil Gas:</b> Sampled
SG-6 (Sub-Slab)	<b>Soil Gas:</b> Sub-Slab	Methane	Further assess potential flammability and explosivity concerns within the southern subject building	<b>Soil Gas:</b> Sampled
SG-7 (Sub-Slab)	<b>Soil Gas:</b> Sub-Slab	Methane	Further assess potential flammability and explosivity concerns within the southern subject building	<b>Soil Gas:</b> Sampled

bgs – below ground surface

DTW – depth to water

### 1.5.1 Subsurface Investigations Techniques and QA/QC Procedures

The soil borings were advanced to the desired depth using a hand auger equipped with a stainless steel bucket and/or a Geoprobe® model 6712DT drill rig. Soil sampling was performed for soil classification, verification of subsurface geologic conditions, and for investigating the potential and/or extent of soil and/or groundwater contamination at the subject property. Soil samples were generally collected on a continuous basis using a stainless steel bucket in the case of the hand auger or a 5-foot long macro-core sampler in the case of the Geoprobe® drill rig.

During drilling operations, the drilling equipment was cleaned to minimize the possibility of cross contamination. These procedures included cleaning equipment with a phosphate free solution (i.e., Alkanox®) and rinsing with distilled water after each sample collection. Drilling and sampling equipment was also cleaned in this manner prior to initiating field activities. Soil collected from 1-foot sample intervals was screened using a PID to determine if VOCs were present. Soil from specific depths was placed in plastic bags and allowed to volatilize. The headspace within each bag was then monitored with the PID. The PID is able to detect trace levels of organic compounds in the air space within the plastic bag.

Temporary monitoring wells were installed at both soil boring locations (TMW-1 and TMW-2) for groundwater sample collection. At each location, a new well assembly, consisting of a 5-foot 0.010-inch slot, schedule 40, poly-vinyl chloride (PVC) screen and PVC casing was lowered into the borehole to intersect the water table. After the screens for the wells were set to the desired



depth, an artificial sand pack or natural sands were allowed to collapse around the well screens. Groundwater samples were also collected from existing monitoring wells outlined above. The groundwater samples were collected with care taken to avoid the potential for cross contamination between the samples and to prevent loss of volatiles to the atmosphere. The groundwater samples for laboratory analyses were transferred directly from the low-flow pump discharge line into appropriately labeled sample containers with Teflon lined lids. Purge water was maintained separate and returned to the well.

The groundwater samples were placed in appropriately labeled containers with Teflon® lined lids and placed in an ice packed cooler and transported under chain of custody procedures for laboratory analysis within applicable holding times.

The soil gas sampling was completed based on the guidelines established by the American Society for Testing and Materials (ASTM) in the Standard Practice for Vapor Encroachment Screening on Property Involved in Real Estate Transactions Designation E 2600-10 (ASTM Standard Practice E 2600-10) and May 2013 MDEQ Guidance Document for the Vapor Intrusion Pathway, which included the quality assurance/quality control (QA/QC) procedures outlined below.

Prior to the collection each soil gas sample the sampling apparatus was determined to be leak free utilizing an isolation chamber which encompassed tubing and associated connections as well as the sampling point. The chamber was charged with helium prior to purging the sampling point of a maximum of three volumes. A helium detector was then applied to the sampling line to ensure no leaks had occurred. Tedlar bags were used to collect soil gas samples for laboratory analysis of methane.

Upon completion of the investigation the soil borings were abandoned by removing the temporary monitoring well/soil gas materials from the borehole, placing the soil cuttings back into the borehole, filling the void with bentonite chips, hydrating the chips, resurfacing and returning the area to its pre-drilling condition.

## **1.6 Geology and Hydrogeology**

Based on review of Atwell's April and May 1998, G2's May 2018, and PM's June 2018 soil boring/temporary monitoring well/soil gas logs, the soil stratigraphy at the subject property generally consists of sand to depths between 1.0 and 6.0 feet bgs, underlain by clay with intermittent sand intervals to a depth of at least 25.0 feet bgs, the maximum depth explored.

Groundwater was encountered in 19 of the 27 soil borings advanced on the subject property at depths ranging between 0.25 and 12.0 feet bgs. Groundwater flow in the area of the subject property is expected to be to the north-northeast, toward the Clinton River.

The soil boring/temporary monitoring well/soil gas logs from Atwell's April and May 1998 site investigation, G2's May 2018 Phase II ESA and PM's June 2018 site investigation are included in Appendix D, which contain site specific geology, PID readings, and sample/well screening intervals.



## **2.0 LOCATION OF CONTAMINATED MEDIA ON THE SUBJECT PROPERTY**

The analytical results for the soil and groundwater samples collected from the subject property during the previous and current site investigations were compared with the MDEQ Cleanup Criteria Requirements for Response Activity (R299.1 – R299.5), December 30, 2013 in accordance with Section 21323a(1)(b)(i) using the applicable RBSLs. The soil and groundwater analytical results were also compared to the MDEQ Media Specific Volatilization to Indoor Air Recommended Interim Action Screening Levels (RIASLs, dated August 2017). The soil gas analytical results were compared to the soil gas action levels for methane.

PM's June 2018 groundwater and soil gas analytical results are summarized in Tables 1 and 2, and on Figures 3 and 4. The relevant analytical tables from the previous site investigations are included in Appendices B and C.

Appendix E includes the laboratory analytical reports and associated chain of custody documentation from G2's May 2018 Phase II ESA and PM's May 2018 site investigation. The laboratory analytical reports from Atwell's April and May 1998 site investigations were not provided to PM for review, however, the analytical reports are likely on file with the MDEQ Southeastern District Office in Warren, Michigan within the May 1998 LUST Closure Report.

### **2.1 May 2018 Soil Analytical Results (G2)**

G2's May 2018 soil analytical results are summarized in G2's Tables 1 and 2 included in Appendix C.

No concentrations of VOCs were detected in any of the soil samples analyzed from the subject property above the laboratory MDLs.

Concentrations of various PNAs were detected in the soil samples analyzed from G2-5 (6.0-7.0 feet bgs) and G2-7 (6.0-7.0 feet bgs) above laboratory MDLs, but below the most restrictive Part 213 Residential RBSLs.

No concentrations of PCBs were detected in any of the select soil samples analyzed from the subject property above the laboratory MDLs.

No concentrations of metals were detected in any of the select soil samples analyzed from the subject property above laboratory MDLs, the Statewide Default Background Levels (SDBLs) for soils in Michigan, and/or the most restrictive Part 213 Residential RBSLs.

### **2.2 May 2018 Groundwater Analytical Results (G2)**

G2's May 2018 groundwater analytical results are summarized in G2's Table 3 included in Appendix C.

A concentration of 1,1-dichloroethane was detected in the groundwater sample analyzed from G2-8W above laboratory MDLs, but below the most restrictive Part 213 Residential RBSLs and RIASLs. No concentrations of other VOCs were detected in either of the groundwater samples analyzed from the subject property above laboratory MDLs.

No concentrations of PNAs were detected in either of the groundwater samples analyzed from the subject property above laboratory MDLs.



No concentrations of cadmium, chromium, and lead were detected in the groundwater sample analyzed from G2-8W above laboratory MDLs.

No mobile or migrating LNAPL was identified during PM's May 2018 site investigation activities.

### **2.3 June 2018 Groundwater Analytical Results (PM)**

PM's June 2018 groundwater analytical results are summarized in Table 1 and on Figure 3.

No concentrations of methane were detected in either of the groundwater samples analyzed from the subject property above laboratory MDLs.

No mobile or migrating LNAPL was identified during PM's June 2018 site investigation activities.

### **2.4 June 2018 Soil Gas Analytical Results (PM)**

PM's June 2018 soil gas analytical results are summarized in Table 2 and on Figure 4.

No concentrations of methane were detected in any of the soil gas samples analyzed from the subject property above laboratory MDLs.

### **2.4 Subject Property "Site" Status**

No concentrations of target analytes were identified in soil and groundwater samples analyzed from the subject property in 2018 above the Part 213 RBSLs; however, the subject property is an open LUST site based on PNA concentrations above laboratory MDLs. Therefore, the subject property is a "site" in accordance with Part 213 of P.A. 451, as amended, and the rules promulgated thereunder.

## **3.0 PROPERTY INFORMATION**

### **3.1 Legal Description of Subject Property**

A copy of assessing information with the legal description for the subject property is included in Appendix F.

### **3.2 Survey Map of Subject Property**

A map of the subject property that depicts the property/parcel boundaries is included as Figure 2.

### **3.3 Subject Location and Analytical Summary Maps**

Figures 3 and 4 provide scaled maps of the site features and the soil boring/temporary monitoring well/soil gas locations with the June 2018 analytical results. The relevant analytical figures from the previous site investigations are included in Appendices B and C.

### **3.4 Subject Property Location Map**

Figure 1 provides a scaled area map depicting the subject property location in relation to the surrounding area. Figure 2 provides a scaled map of the subject property with site features.



### **3.5 Subject Property Address**

As indicated in Section 1.0, the subject property (Parcel ID (64) 14-34-201-012) is located at 1200 Auburn Avenue, Pontiac, Oakland County, Michigan 48342 (Figure 1).

### **3.6 Subject Spatial Data**

As depicted in Figure 1, the subject property is located in Township three North (T.3N), Range 10 east (R.10E), Section 34, northeast quarter, northeast quarter-quarter in Pontiac, Oakland County, Michigan.

According to the MDEQ Groundwater Mapping Project Website, the center of the subject property is located at latitude 42.6336 north and a longitude of -83.2521 west.

## **4.0 "SITE" STATUS OF SUBJECT PROPERTY**

As indicated in Section 2.4 based upon the open LUST status, the subject property is classified as a "site" as defined under Part 213 of P.A. 451, as amended and the rules promulgated thereunder.

### **4.1 Summary Data Tables**

The analytical results for the soil and groundwater samples collected from the subject property during the previous and current site investigations were compared with the MDEQ Cleanup Criteria Requirements for Response Activity (R299.1 – R299.5), December 30, 2013 in accordance with Section 21323a(1)(b)(i) using the applicable RBSLs. The soil and groundwater, analytical results were also compared to the MDEQ Media Specific Volatilization to Indoor Air Recommended Interim Action Screening Levels (RIASLs, dated August 2017). The soil gas analytical results were compared to the soil gas action levels for methane.

PM's June 2018 groundwater and soil gas analytical results are summarized in Tables 1 and 2. The relevant analytical tables from the previous site investigations are included in Appendices B and C, including Atwell's Tables 1 through 4 and Figures 2 and 3, and G2's Tables 1, 2, and 3, and Figures 2 and 3.

### **4.2 Laboratory Reports and Chain of Custody Documentation**

Appendix E includes the laboratory analytical reports and associated chain of custody documentation from G2's May 2018 Phase II ESA and PM's June 2018 site investigation. The laboratory analytical reports from Atwell's April and May 1998 site investigations were not provided to PM for review, however, the analytical reports are likely on file with the MDEQ Southeastern District Office in Warren, Michigan within the May 1998 LUST Closure Report.

## **5.0 IDENTIFICATION OF BEA AUTHOR**

This BEA was conducted on July 13, 2018, by Mr. Aaron Snow, Staff Scientist, and reviewed by Ms. Jennifer Ritchie, CPG, Regional Manager, PM Environmental, Inc., which is within 45 days of purchase. Qualification statements are provided as Appendix G.

We declare that, to the best of our professional knowledge and belief, we meet the definition of *Environmental Professional* as defined in §312.10 of 40 CFR 312 and we have the specific qualifications based on education, training, and experience to assess a property of the nature,



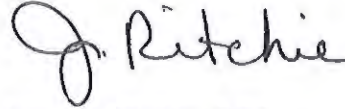
history, and setting of the subject property. We have developed and performed the all appropriate inquires in conformance with the standards and practices set forth in 40 CFR Part 312.

**Report Prepared By:**



Aaron Snow  
Staff Scientist

**Report Reviewed By:**



Jennifer Ritchie, CPG  
Regional Manager

**6.0 AAI REPORT OR ASTM PHASE I ESA**

As indicated in Section 1.3, PM reviewed a Phase I ESA dated April 16, 2018, which was completed for the subject property located at 1200 Auburn Avenue, Pontiac, Oakland County, Michigan 48067 by TEC in conformance with the scope and limitations of ASTM Practice E1527-13 (i.e., the 'ASTM Standard'). A copy of TEC's April 2018 Phase I ESA, including photographs of the subject property, is included in Appendix A.

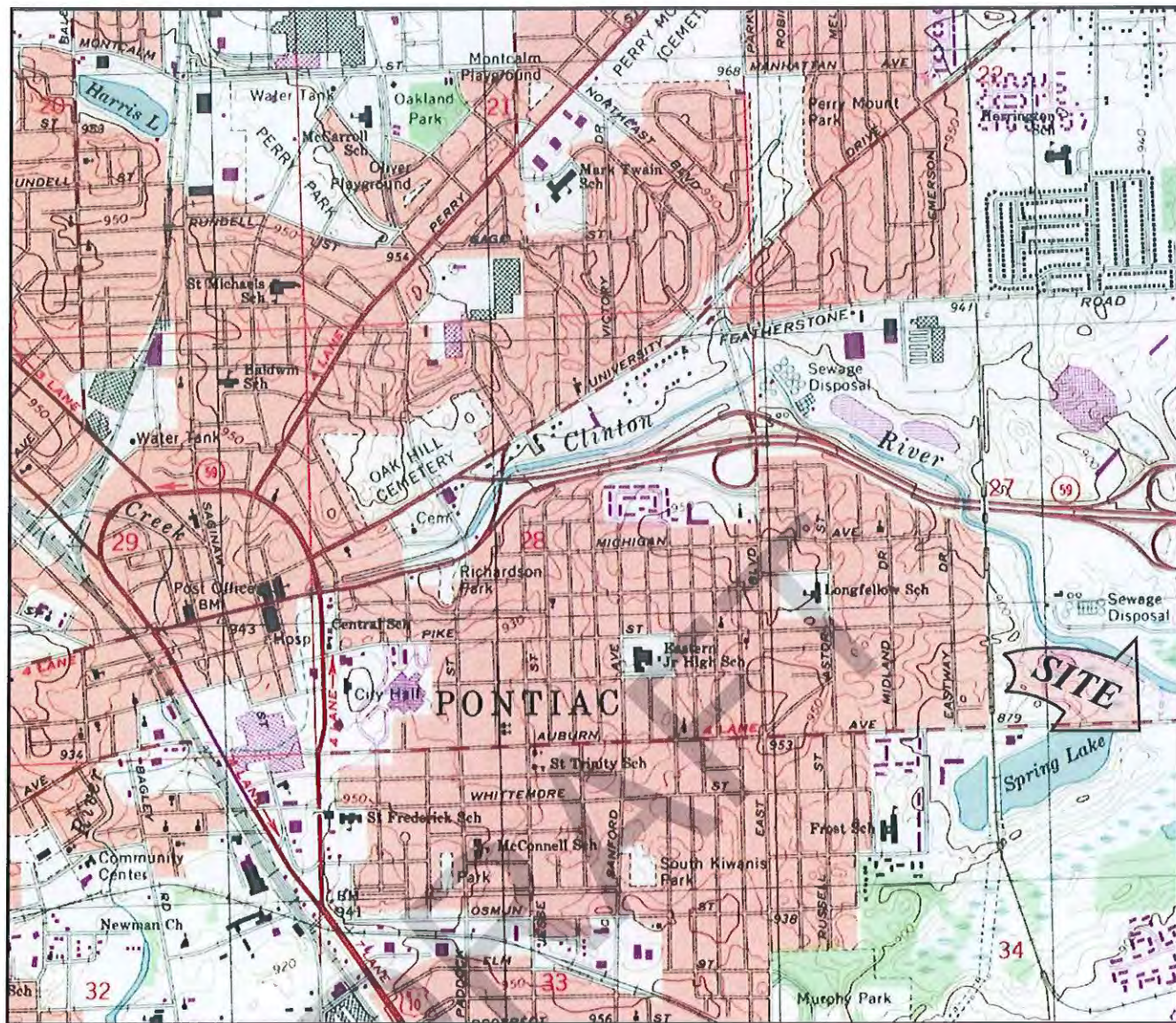
**7.0 REFERENCES**

- Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process, ASTM, ASTM Designation E 1527-13;
- MDEQ Operational Memorandum No. 1 "Part 201 Cleanup Criteria and Part 213 Risk-based Screening Levels," Revised December 30, 2013;
- MDEQ Operational Memorandum No. 2 "Sampling and Analysis," October 22, 2004, Revised July 5, 2007;
- May 2013 MDEQ Guidance Document for the Vapor Intrusion Pathway with the exception of the rescinded tables in June 2017;
- MDEQ-RRD Peer Review Draft Operational Memorandum No. 4, Attachment 5 Methane, February 2005
- MDEQ RIASLs for Vapor Intrusion, August 2017;
- MDEQ Baseline Environmental Assessment Submittal Form EQP 4025 (September 2015);
- LUST Closure Report, May 29, 1998, Atwell;
- Phase I ESA, April 16, 2018, TEC; and
- Phase II ESA, June 5, 2018, G2.

Figures

DRAFT





## OAKLAND COUNTY

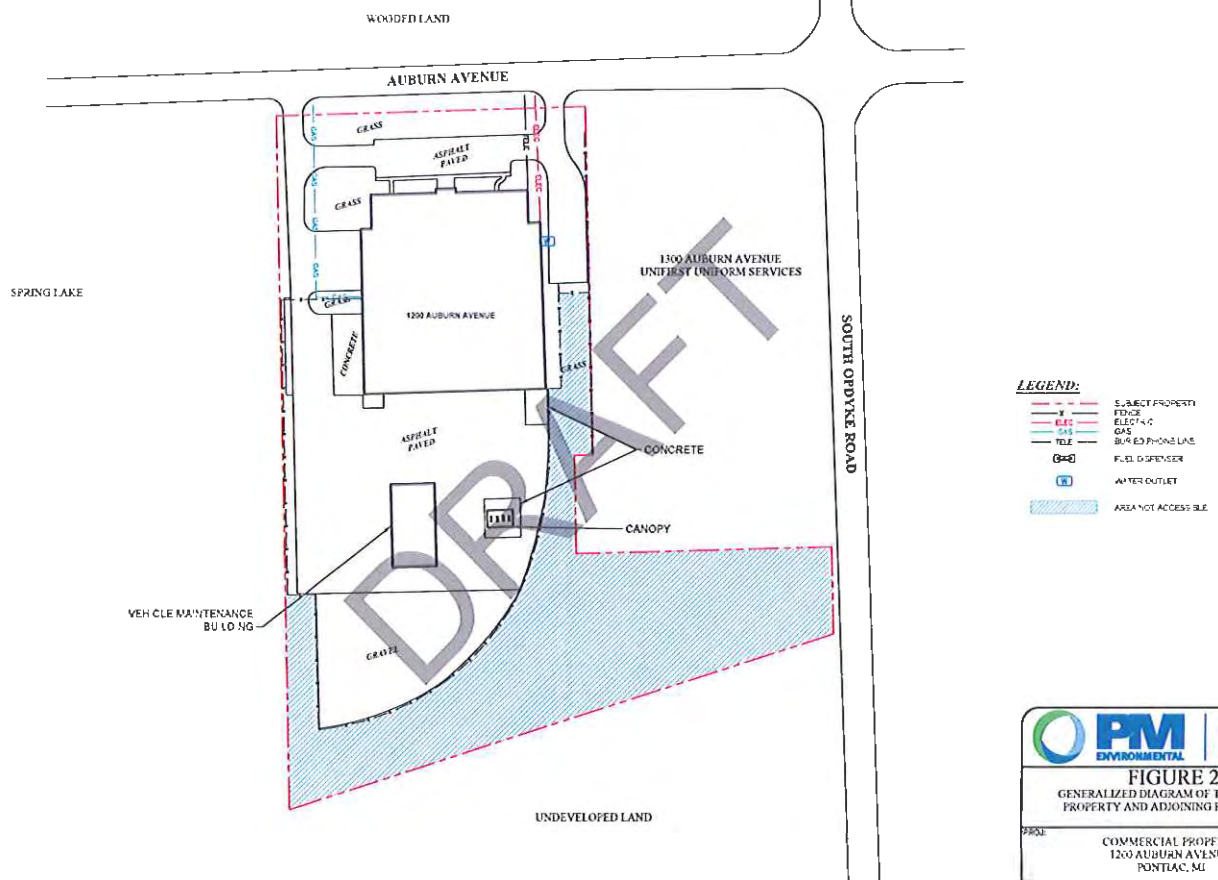


MICHIGAN QUADRANGLE LOCATION

FIGURE 1  
PROPERTY VICINITY MAP  
USGS, 7.5 MINUTE SERIES  
PONTIAC NORTH, MI QUADRANGLE, 1997.







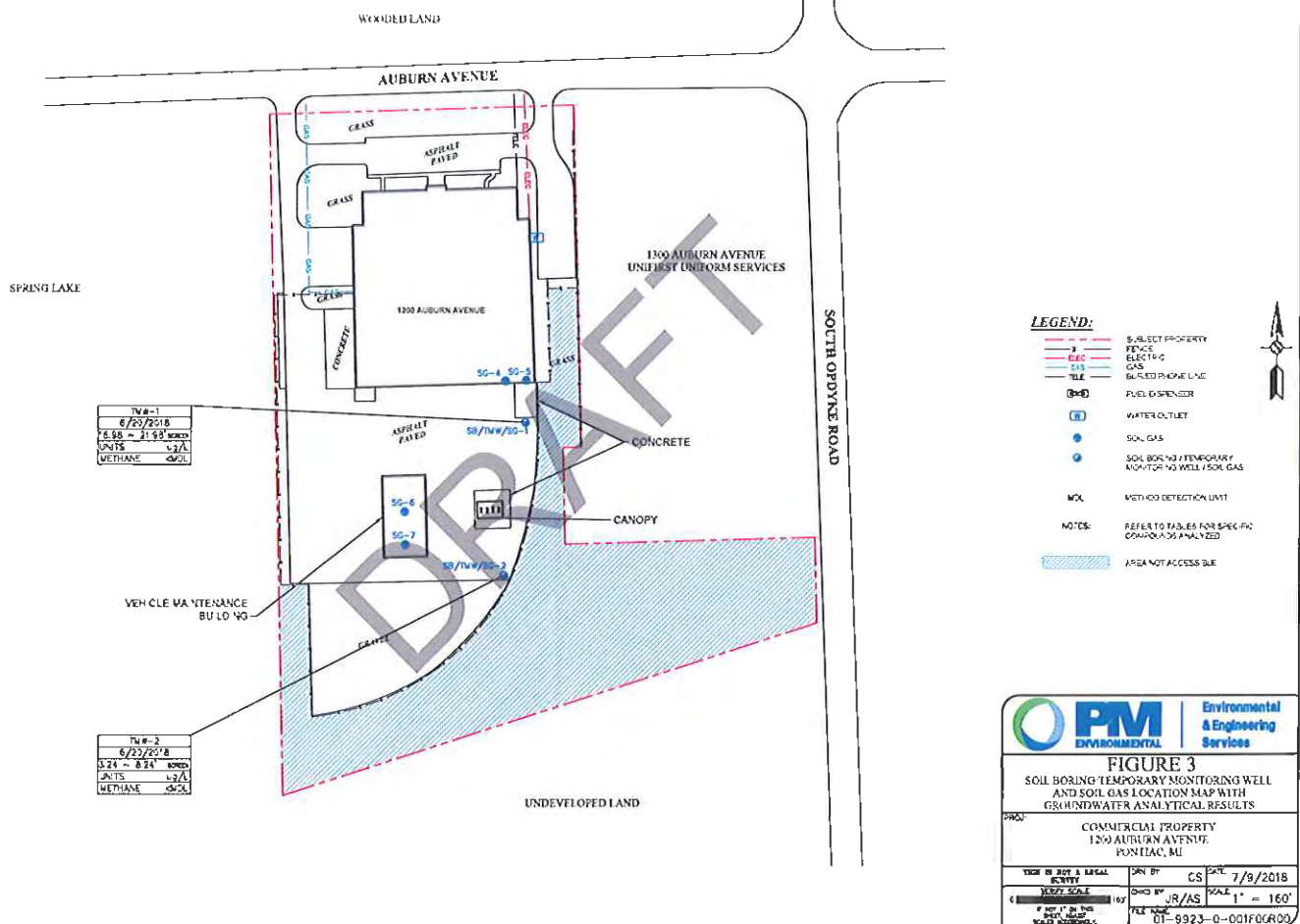
**PM** Environmental & Engineering Services

**FIGURE 2**  
GENERALIZED DIAGRAM OF THE SUBJECT PROPERTY AND ADJOINING PROPERTIES

PROJECT: COMMERCIAL PROPERTY  
1200 AUBURN AVENUE  
PONTIAC, MI

THIS IS NOT A LEGAL SURVEY	DATE: 7/9/2018
SCALE: 1" = 160'	FILE NO: 01-9923-0-001F00R00







**TABLE 1**  
**SUMMARY OF GROUNDWATER ANALYTICAL RESULTS: METHANE**  
**1200 AUBURN AVENUE, PONTIAC, MICHIGAN**  
**PM PROJECT # 01-9923-0-0001**

METHANE (µg/L)				Methane
Chemical Abstract Service Number (CAS#)				Various
Sample ID	Sample Date	Screen Depth (bgs)	Depth to Groundwater (bgs)	Methane
TMW-1	06/29/13	16.99-21.69	13.76	<2
TMW-2	06/29/13	3.24-8.24	2.13	<2
Cleanup Criteria Requirements for Response Activity (R 299.1 - R 299.5) Generic Groundwater Cleanup Criteria Table 1: Residential and Non-Residential Part 201 Generic Cleanup Criteria and Screening Levels/Part 213 Risk-Based Screening Levels, December 30, 2013 MDEQ Media-Specific Volatilization to Indoor Air Interim Action Screening Levels, August 2017 MDHHS Recommended Action and Trigger Levels for Vapor Intrusion Sites, March 9, 2017				
Residential/Nonresidential (µg/L)				
Residential Drinking Water (Res DW)				ID
Residential Health Based Drinking Water Values				NL
Nonresidential Drinking Water (Nonres DW)				ID
Nonresidential Health Based Drinking Water Values				NL
Groundwater Surface Water Interface (GSI)				NL
Residential Groundwater Volatilization to Indoor Air Inhalation (Res GVI) <sup>1</sup>				(K)
Nonresidential Groundwater Volatilization to Indoor Air Inhalation (Nonres GVI) <sup>1</sup>				(K)
Volatilization to Indoor Air Screening Levels (µg/L)				
Residential Shallow Groundwater RIASL				NL
Nonresidential Shallow Groundwater RIASL				NL
Residential Groundwater RIASL				NL
Residential Groundwater TSRIASL				NL
Nonresidential Groundwater RIASL				NL
Nonresidential Groundwater RIASL <sub>12</sub>				NL
Nonresidential Groundwater TSRIASL <sub>12</sub>				NL
Water Solubility				NL
Flammability and Explosivity Screening Level				10,000 (AA)

Applicable Criteria/BSLs Exceeded

**BOLD** Value Exceeds Applicable Criteria

bgs Below Ground Surface (bgs)

<MDL Not detected at levels above the laboratory Method Detection Limit (MDL) or Minimum Quantitative Level (MQL)

<sup>1</sup> Tier 1 GVI Criteria based on 3 meter (or greater) groundwater depth

NA Not Applicable

NL Not Listed

NLI Not Likely to Leach

NLV Not Likely to Volatilize

ID Insufficient Data

RIASL Recommended Interim Action Screening Levels

TSRIASL Time Sensitive Recommended Interim Action Screening Levels

RIASL<sub>12</sub> Nonresidential Recommended Interim Action Screening Levels appropriate for exposures less than 12 hours

TSRIASL<sub>12</sub> Time Sensitive Recommended Interim Action Screening Levels appropriate for exposures less than 12 hours for structures not formerly residential homes

TABLE 2  
SUMMARY OF SOIL GAS ANALYTICAL RESULTS: METHANE  
1200 AUBURN AVENUE, PONTIAC, MI  
PM PROJECT # 01-9923-0-0001

METHANE (PPMV)			Methane
Chemical Abstract Service Number (CAS#)			74828
Sample ID	Sample Date	Sample Depth (feet bgs)	METHANE
SG-1	6/20/2018	3.5	<8
SG-2	6/20/2018	1.5	<8
SG-4	6/20/2018	Sub-Slab	<8
SG-5	6/20/2018	Sub-Slab	<8
SG-6	6/20/2018	Sub-Slab	<8
SG-7	6/20/2018	Sub-Slab	<8
MDEQ-RRD Peer Review Draft Operational Memorandum No. 4, Attachment 6 Methane, February 2005			
Soil Gas Criteria (SGC)			
Soil Gas Action Level - Distinguishable above background			1,000 - 5,000
Soil Gas Action Level - Indicative of significant migration*			5,000-12,500
Soil Gas Action Level - Above MDEQ-RRD recommended limit requiring mitigation*			> 12,500
Lower Explosive Limit (LEL)			50,000
Upper Explosive Limit (UEL)			150,000

  Criteria Exceeded  
**BOLD** Value Exceeds Applicable Criteria  
 bgs Below Grade Surface (feet)  
 ppmv Parts Per Million/Volume  
 \* Calculation for methane criteria applied to the remaining compounds to develop criteria  
 Recommended limit = 25% x LEL  
 Lower bound of migration value = 10% x LEL

DRAFT

## Tables



**PM**  
ENVIRONMENTAL

Environmental  
& Engineering  
Services



Table 1: Eligible Activities Cost Estimates			
Item/Activity	Total Request	MSF Act 381 Eligible Activities	MDEQ Act 381 Eligible Activities
<b>Pre-Approved Activities</b>			
Phase I ESA	\$ 2,200		\$ 2,200
Phase II ESA/BEA/DDCC	\$ 22,050		\$ 22,050
Hazardous Materials Survey	\$ 5,375		\$ 5,375
<b>Pre-Approved Activities Sub-Total</b>	<b>\$ 29,625</b>	<b>\$ -</b>	<b>\$ 29,625</b>
<b>Department Specific Activities</b>			
Oversight, Sampling and Reporting by Environmental Professional	\$ 10,000		\$ 10,000
Industrial cleaning	\$ 18,000		\$ 18,000
<b>Department Specific Activities Sub-Total</b>	<b>\$ 28,000</b>	<b>\$ -</b>	<b>\$ 28,000</b>
<b>Demolition</b>			
Building Demolition Activities	\$ 120,419	\$ 120,419	
Disposal of Non-Reusable/Non-Recyclable Building Elements	\$ 8,000	\$ 8,000	
Removal of Abandoned Utilities	\$ 5,000	\$ 5,000	
Fill, Compaction & Rough Grading to Balance Site Where Improvements Were Located	\$ 7,000	\$ 7,000	
Removal of the USTs and Canopy	\$ 54,000	\$ 54,000	
<b>Demolition Sub-Total</b>	<b>\$ 194,419</b>	<b>\$ 194,419</b>	<b>\$ -</b>
<b>Asbestos and Lead Activities</b>			
Asbestos Abatement, Oversight, Air Monitoring and Reporting	\$ 25,000	\$ 25,000	
<b>Asbestos and Lead Activities Sub-Total</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ -</b>
<b>Preparation of Brownfield Plan and Act 381 Workplan</b>			
Preparation of a Brownfield Plan and Act 381 Work Plan	\$ 30,000	\$ 15,000	\$ 15,000
Implementation of the Brownfield Plan	\$ 5,000	\$ 2,500	\$ 2,500
<b>Brownfield Plan and Act 381 Work plan Sub-Total</b>	<b>\$ 35,000</b>	<b>\$ 17,500</b>	<b>\$ 17,500</b>
<b>Eligible Activities Sub-Total</b>	<b>\$ 312,044</b>	<b>\$ 236,919</b>	<b>\$ 75,125</b>
15% Contingency*	\$ 37,113	\$ 32,913	\$ 4,200
<b>Developer Eligible Reimbursement Total</b>	<b>\$ 349,157</b>	<b>\$ 269,832</b>	<b>\$ 79,325</b>

\*15% Contingency excludes preparation of Brownfield Plan/381 Work Plan and Pre-Approved Activities



**Tax Increment Revenue Capture Estimates - Table 2**  
**1200 Auburn, Pontiac,**  
**Oakland County, Michigan**  
**October 23, 2018**

Estimated Taxable Value (TV) Increase Rate: 1% per year														TOTAL
Plan Year	0	1	2	3	4	5	6	7	8	9	10	11		
Calendar Year	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029		
Special Act Tax Parcel Base Value	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Special Act Tax Parcel Estimated New TV	\$ 914,310	\$ 914,310	\$ 914,310	\$ 914,310	\$ 914,310	\$ 914,310	\$ 914,310	\$ 914,310	\$ 914,310	\$ 914,310	\$ 914,310	\$ 914,310		
Incremental Difference (New TV - Base TV)	\$ 914,310	\$ 914,310	\$ 914,310	\$ 914,310	\$ 914,310	\$ 914,310	\$ 914,310	\$ 914,310	\$ 914,310	\$ 914,310	\$ 914,310	\$ 914,310		
Ad Valorem Parcel Base Value	\$ 1,276,080	\$ 1,276,080	\$ 1,276,080	\$ 1,276,080	\$ 1,276,080	\$ 1,276,080	\$ 1,276,080	\$ 1,276,080	\$ 1,276,080	\$ 1,276,080	\$ 1,276,080	\$ 1,276,080		
Ad Valorem Parcel Estimated New TV	\$ 417,444	\$ 421,618	\$ 425,835	\$ 430,093	\$ 434,394	\$ 438,738	\$ 443,125	\$ 447,556	\$ 452,032	\$ 456,552	\$ 461,118	\$ 465,731		
Incremental Difference (New TV - Base TV)*	\$ (858,636)	\$ (854,462)	\$ (850,245)	\$ (845,987)	\$ (841,686)	\$ (837,342)	\$ (832,955)	\$ (828,524)	\$ (824,048)	\$ (819,526)	\$ (814,961)	\$ (810,350)		
Available Incremental Difference	\$ 914,310	\$ 914,310	\$ 914,310	\$ 914,310	\$ 914,310	\$ 914,310	\$ 914,310	\$ 914,310	\$ 914,310	\$ 914,310	\$ 914,310	\$ 914,310		
School Capture***														
Mileage Rate														
State Education Tax (SET)	6.0000	\$ 5,486	\$ 5,486	\$ 5,486	\$ 5,486	\$ 5,486	\$ 5,486	\$ 5,486	\$ 5,486	\$ 5,486	\$ 5,486	\$ 5,486	\$ 60,344	
School Operating Tax	18.0000	\$ 16,458	\$ 16,458	\$ 16,458	\$ 16,458	\$ 16,458	\$ 16,458	\$ 16,458	\$ 16,458	\$ 16,458	\$ 16,458	\$ 16,458	\$ 181,033	
School Total	24.0000	\$ 21,943	\$ 21,943	\$ 21,943	\$ 21,943	\$ 21,943	\$ 21,943	\$ 21,943	\$ 21,943	\$ 21,943	\$ 21,943	\$ 21,943	\$ 241,378	
Local Capture***														
Mileage Rate														
County Operating	4.0000	\$ 3,694	\$ 3,694	\$ 3,694	\$ 3,694	\$ 3,694	\$ 3,694	\$ 3,694	\$ 3,694	\$ 3,694	\$ 3,694	\$ 3,694	\$ 40,632	
Dis Allocated	0.1550	\$ 178	\$ 178	\$ 178	\$ 178	\$ 178	\$ 178	\$ 178	\$ 178	\$ 178	\$ 178	\$ 178	\$ 1,961	
Dis Voted	3.0863	\$ 2,822	\$ 2,822	\$ 2,822	\$ 2,822	\$ 2,822	\$ 2,822	\$ 2,822	\$ 2,822	\$ 2,822	\$ 2,822	\$ 2,822	\$ 31,040	
OCC Voted	1.5431	\$ 1,411	\$ 1,411	\$ 1,411	\$ 1,411	\$ 1,411	\$ 1,411	\$ 1,411	\$ 1,411	\$ 1,411	\$ 1,411	\$ 1,411	\$ 15,520	
City Operating	11.2591	\$ 10,303	\$ 10,303	\$ 10,303	\$ 10,303	\$ 10,303	\$ 10,303	\$ 10,303	\$ 10,303	\$ 10,303	\$ 10,303	\$ 10,303	\$ 113,338	
Cap Imp	1.4055	\$ 1,288	\$ 1,288	\$ 1,288	\$ 1,288	\$ 1,288	\$ 1,288	\$ 1,288	\$ 1,288	\$ 1,288	\$ 1,288	\$ 1,288	\$ 14,166	
Sanitation	2.8171	\$ 2,576	\$ 2,576	\$ 2,576	\$ 2,576	\$ 2,576	\$ 2,576	\$ 2,576	\$ 2,576	\$ 2,576	\$ 2,576	\$ 2,576	\$ 28,333	
Youth Center	1.4994	\$ 1,371	\$ 1,371	\$ 1,371	\$ 1,371	\$ 1,371	\$ 1,371	\$ 1,371	\$ 1,371	\$ 1,371	\$ 1,371	\$ 1,371	\$ 15,080	
Library	0.9996	\$ 914	\$ 914	\$ 914	\$ 914	\$ 914	\$ 914	\$ 914	\$ 914	\$ 914	\$ 914	\$ 914	\$ 10,053	
Seniors Services	0.4998	\$ 457	\$ 457	\$ 457	\$ 457	\$ 457	\$ 457	\$ 457	\$ 457	\$ 457	\$ 457	\$ 457	\$ 5,022	
County Pk & Rec	0.2349	\$ 215	\$ 215	\$ 215	\$ 215	\$ 215	\$ 215	\$ 215	\$ 215	\$ 215	\$ 215	\$ 215	\$ 2,362	
HCMA	0.2129	\$ 195	\$ 195	\$ 195	\$ 195	\$ 195	\$ 195	\$ 195	\$ 195	\$ 195	\$ 195	\$ 195	\$ 2,141	
Sinking Fund	2.8700	\$ 2,624	\$ 2,624	\$ 2,624	\$ 2,624	\$ 2,624	\$ 2,624	\$ 2,624	\$ 2,624	\$ 2,624	\$ 2,624	\$ 2,624	\$ 28,865	
OCPTA	1.0000	\$ 914	\$ 914	\$ 914	\$ 914	\$ 914	\$ 914	\$ 914	\$ 914	\$ 914	\$ 914	\$ 914	\$ 10,057	
Local Total	31.6757	\$ 28,961	\$ 28,961	\$ 28,961	\$ 28,961	\$ 28,961	\$ 28,961	\$ 28,961	\$ 28,961	\$ 28,961	\$ 28,961	\$ 28,961	\$ 318,576	
Non-Capturable Millages***														
Mileage Rate														
Zoo Authority (County)	0.0982	\$ 90	\$ 90	\$ 90	\$ 90	\$ 90	\$ 90	\$ 90	\$ 90	\$ 90	\$ 90	\$ 90	\$ 988	
Art Institute (County)	0.1945	\$ 178	\$ 178	\$ 178	\$ 178	\$ 178	\$ 178	\$ 178	\$ 178	\$ 178	\$ 178	\$ 178	\$ 1,956	
MESSA Judgment**	0.6000	\$ 549	\$ 549	\$ 549	\$ 549	\$ 549	\$ 549	\$ 549	\$ 549	\$ 549	\$ 549	\$ 549	\$ 6,057	
Total Non-Capturable Taxes	0.8927	\$ 817	\$ 817	\$ 817	\$ 817	\$ 817	\$ 817	\$ 817	\$ 817	\$ 817	\$ 817	\$ 817	\$ 8,999	
Total Capturable Millages	55.6757	\$ 50,905	\$ 50,905	\$ 50,905	\$ 50,905	\$ 50,905	\$ 50,905	\$ 50,905	\$ 50,905	\$ 50,905	\$ 50,905	\$ 50,905	\$ 568,975	
Total Tax Increment Revenue (TIR) Available for Capture		\$ 50,905	\$ 50,905	\$ 50,905	\$ 50,905	\$ 50,905	\$ 50,905	\$ 50,905	\$ 50,905	\$ 50,905	\$ 50,905	\$ 50,905	\$ 568,975	

\*The negative increment during the first 12 years is "passed-over" and does not create any benefit or loss to the available capture

\*\*MESSA Judgment is anticipated to expire after 2022

\*\*\*Taxes are representative of what is generated by the Special Act Tax Parcel taxable value only

Tax Incremental Revenue Reimbursement Estimates - Table 3

3200 Auburn, Pontiac,  
Oakland County, Michigan  
October 23, 2018

Developer Maximum Reimbursement	Total Proportionality	School & Local Taxes	Local-Only Taxes	Total
State	43.11%	\$ 127,944	\$ -	\$ 127,944
Local	56.89%	\$ 221,213	\$ -	\$ 221,213
<b>TOTAL</b>				
DEQ	22.72%	\$ 79,325	\$ -	\$ 79,325
MSF	77.28%	\$ 269,832	\$ -	\$ 269,832

Estimated Total  
Years of Plan: 11

## Estimated Capture

Administrative Fees	\$ 55,000
State Revolving Fund	\$ 19,201
LBRF	\$ 42,353

	1	2	3	4	5	6	7	8	9	10	11	TOTAL
Total State Incremental Revenue	\$ 21,943	\$ 21,943	\$ 21,943	\$ 21,943	\$ 21,943	\$ 21,943	\$ 21,943	\$ 21,943	\$ 21,943	\$ 21,943	\$ 21,943	\$ 241,378
State Brownfield Revolving Fund (50% of SET)	\$ 2,743	\$ 2,743	\$ 2,743	\$ 2,743	\$ 2,743	\$ 2,743	\$ 2,743	\$ 2,743	\$ 2,743	\$ 2,743	\$ 2,743	\$ 19,201
State TIR Available for Reimbursement	\$ 19,201	\$ 19,201	\$ 19,201	\$ 19,201	\$ 19,201	\$ 19,201	\$ 19,201	\$ 19,201	\$ 19,201	\$ 19,201	\$ 19,201	\$ 222,177
Total Local Incremental Revenue	\$ 28,961	\$ 28,961	\$ 28,961	\$ 28,961	\$ 28,961	\$ 28,961	\$ 28,961	\$ 28,961	\$ 28,961	\$ 28,961	\$ 28,961	\$ 318,576
BRA Administrative Fee (\$5,000/year)	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 55,000
Local TIR Available for Reimbursement	\$ 23,961	\$ 23,961	\$ 23,961	\$ 23,961	\$ 23,961	\$ 23,961	\$ 23,961	\$ 23,961	\$ 23,961	\$ 23,961	\$ 23,961	\$ 263,576
Total State & Local TIR Available	\$ 43,162	\$ 43,162	\$ 43,162	\$ 43,162	\$ 43,162	\$ 43,162	\$ 43,162	\$ 43,162	\$ 43,162	\$ 43,162	\$ 43,162	\$ 536,658
<b>DEVELOPER</b>												
Beginning Balance												
DEVELOPER Reimbursement Balance	\$ 349,157	\$ 305,995	\$ 262,832	\$ 219,671	\$ 176,509	\$ 133,347	\$ 90,185	\$ 53,483	\$ 29,522	\$ 5,560	\$ 0	\$ -
<b>IFT Abatement</b>												
MSF Non-Environmental Costs	\$ 269,832	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
State Tax Reimbursement	\$ 14,838	\$ 14,838	\$ 16,297	\$ 19,201	\$ 19,201	\$ 19,201	\$ 12,741					\$ 116,316
Local Tax Reimbursement	\$ 18,518	\$ 18,518	\$ 18,518	\$ 18,518	\$ 18,518	\$ 18,518	\$ 18,518	\$ 18,518	\$ 5,375			\$ 153,516
Total MSF Reimbursement Balance	\$ 236,476	\$ 203,120	\$ 168,305	\$ 130,587	\$ 92,859	\$ 55,151	\$ 23,893	\$ 5,375	\$ -	\$ -	\$ -	\$ -
MDEQ Environmental Costs	\$ 79,325											\$ -
State Tax Reimbursement	\$ 4,362	\$ 4,362	\$ 2,904									\$ 11,628
Local Tax Reimbursement	\$ 5,444	\$ 5,444	\$ 5,444	\$ 5,444	\$ 5,444	\$ 5,444	\$ 5,444	\$ 5,444	\$ 18,586	\$ 5,560		\$ 67,697
Total Local Reimbursement Balance	\$ 69,519	\$ 59,713	\$ 51,356	\$ 45,922	\$ 40,478	\$ 35,034	\$ 29,590	\$ 24,147	\$ 5,560	\$ -	\$ -	\$ -
Total Annual Developer Reimbursement	\$ 43,162	\$ 43,162	\$ 43,162	\$ 43,162	\$ 43,162	\$ 43,162	\$ 36,702	\$ 23,961	\$ 23,961	\$ 5,560	\$ -	\$ 349,157
<b>LOCAL BROWNFIELD REVOLVING FUND</b>												
LBRF Deposits *	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,401	\$ 23,961	\$ 42,363
State Tax Capture	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Local Tax Capture	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,401	\$ 23,961	\$ 42,363
Total LBRF Capture	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,401	\$ 23,961	\$ 42,363

\* Up to five years of capture for LBRF Deposits after eligible activities are reimbursed. May be taken from DEQ & Local TIR only.

**OAKLAND COUNTY  
BROWNFIELD REDEVELOPMENT AUTHORITY**

**BROWNFIELD PLAN**

**PENINSULA PLASTICS – PROJECT GROWTH  
LOCATED AT 1200 AUBURN AVENUE  
PONTIAC, OAKLAND COUNTY, MICHIGAN**

**October 23, 2018**

Approved by BRA:

Approved by Board of Commissioners:

**Prepared on Behalf of:**

**Peninsula Holdings II, LLC**  
2800 Auburn Court  
Auburn Hills, Michigan 48326  
Contact Person: Mr. Ryan Victory  
Telephone: (248) 761-3454

**Prepared By:**

**PM Environmental, Inc.**  
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Berkley, Michigan 48072  
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## APPENDICIES

Appendix A	Legal Description
Appendix B	Property Location Boundary
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Appendix D	Documentation of Eligibility

## TABLES

Table 1: Estimated Costs of Eligible Activities
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Table 3: Tax Increment Revenue Reimbursement Estimates

## **PROJECT SUMMARY**

Project Name:	Project Growth - Peninsula Plastics
Project Location:	The property is located at 1200 Auburn Avenue in Township three north (T.3N), Range ten east (R.10E), Section 34, Pontiac, Oakland County Michigan 48342, as more specifically described in Appendix A (the "Property").
Type of Eligible Property:	The property is classified as a "site" as defined under Part 213 of P.A. 451, as amended and the rules promulgated thereunder.
Eligible Activities:	Pre-Approved Activities, Department Specific Activities, Demolition, Asbestos and Lead Activities, and Preparation and Implementation of a Brownfield Plan and Act 381 Work Plan.
Developer Reimbursable Costs:	\$349,157 (includes eligible activities and 15% contingency)
LBRF Capture:	\$42,363
Years to Complete Reimbursement :	11 Years from date of Plan approval
Estimated Capital Investment (Real Property):	Approximately \$8 million (including Acquisition, Hard and Soft Costs)

**Project Overview:** The proposed redevelopment entails the renovation and rehabilitation of the existing warehouse/distribution building to expand the operations of Peninsula Plastics into the City of Pontiac. This includes the removal of the underground storage tanks (USTs) and demolition of the pump island canopy, as well as improvements to the exterior paved surface. In addition, the current warehouse/distribution building will undergo significant renovations including the relocation and upgrade of existing electrical utilities to meet modern demands, removal of obsolete fire suppression equipment and installation of special equipment and piping to meet the demands of the production floor, and upgrades and installation of new lighting, flooring, and other fixtures throughout the remainder of the building. Demolition activities are anticipated to begin in the fall of 2018 with renovations continuing into winter as operations are expanded into the building.



## **I. INTRODUCTION AND PURPOSE**

In order to promote the revitalization of environmentally distressed, historic, functionally obsolete and blighted areas within the boundaries of Oakland County ("the County"), the County has established the Oakland County Brownfield Redevelopment Authority (OCBRA) the "Authority" pursuant to the Brownfield Redevelopment Financing Act, Michigan Public Act 381 of 1996, as amended ("Act 381").

The purpose of this Brownfield Plan (the "Plan") is to promote the redevelopment of and investment in the eligible "Brownfield" Property within the County and to facilitate financing of eligible activities at the Brownfield Property. Inclusion of Brownfield Property within any Plan in the County will facilitate financing of eligible activities at eligible properties, and will provide tax incentives to eligible taxpayers willing to invest in revitalization of eligible sites, commonly referred to as "Brownfields." By facilitating redevelopment of the Brownfield Property, this Plan is intended to promote economic growth for the benefit of the residents of the County and all taxing units located within and benefited by the Authority.

The identification or designation of a developer or proposed use for the Brownfield Property that is subject to this Plan shall not be integral to the effectiveness or validity of this Plan. This Plan is intended to apply to the eligible property identified in this Plan and, to identify and authorize the eligible activities to be funded. Any change in the proposed developer or proposed use of the eligible property shall not necessitate an amendment to this Plan, affect the application of this Plan to the eligible property, or impair the rights available to the Authority under this Plan.

This Plan is intended to be a living document, which may be modified or amended in accordance with and as necessary to achieve the purposes of Act 381. The applicable sections of Act 381 are noted throughout the Plan for reference purposes.

This Brownfield Plan contains information required by Section 13(2) of Act 381, as amended

## **II. GENERAL PROVISIONS**

### **A. Description of the Eligible Property (Section 13 (2)(h)) and Project**

The Eligible Property consists of one (1) legal parcel totaling approximately 13.31 acres with a street address of 1200 Auburn Avenue in Pontiac, Oakland County, Michigan. The parcel and all tangible personal property located thereon will comprise the eligible property and is referred to herein as the "Property."

<b>Parcel ID Number</b>	<b>Address</b>	<b>City</b>	<b>Approx. Acreage</b>	<b>Eligibility</b>	<b>Current Zoning</b>
64-14-34-201-012*	1200 Auburn Avenue	Pontiac	13.31	"Site"	C-3

\*Includes taxes attributable to both Ad Valorem property taxes and a Special Act Tax Parcel.

Peninsula Holdings II, LLC ("Peninsula Holdings") a development entity of Peninsula Plastics Company, Inc., ("Peninsula Plastics") or any affiliate, or such other developer as approved by the Authority, are collectively the project developer ("Developer").

Peninsula Plastics is an Oakland County based custom-engineered industrial thermoforming company that was founded in 1980. They began with the initial goal of becoming a world-class



manufacturer of custom packaging and a dunnage supplier for the automotive industry. Since then, Peninsula Plastic's capabilities have expanded to twin sheet thermoforming, 5-axis CNC & robot trimming, and die cutting with expansion to other industries such as textile, retail, aerospace, military, and more. In addition, Peninsula Plastics is expanding their export sales to other countries including Canada, Mexico, Brazil, and Chile. Peninsula Plastics has become a full service leader with expertise in the designing, development, and tooling of the parts that are made in-house. Peninsula Plastics provides a wide range of jobs, from skilled and semi-skilled positions to advanced manufacturing and engineering. The proposed project outlined within this Plan is part of Peninsula Plastic's continued efforts to invest and further expand within Oakland County and the City of Pontiac.

The parcel is currently zoned C-3: Corridor Commercial. The Property is commercially developed with a 97,116 square foot vacant warehouse and distribution building and a maintenance building in an area characterized by commercial and warehouse uses.

Standard and other historic sources document the Property remained as undeveloped land from 1937 until 1956. By 1967, numerous dirt roads were present over the majority of the Property that extend onto the western adjoining property. From 1972 to 1983, the dirt roads were less prevalent, and the current distribution warehouse structures were constructed in 1980. The southern building appears to have been used as a vehicle maintenance garage. A tractor trailer washing area is located in the northern portion of the building while the remaining southern portion is a high-bay garage area. An active gasoline filling station is present to the east of the southern building with four dispensers connected to four Underground Storage Tanks (USTs) located near the pump island. The Property has been vacant since October 2017.

The Property's legal description is included in Appendix A. A property location map is included in Appendix B.

The proposed redevelopment entails the renovation and rehabilitation of the existing warehouse/distribution building to expand the operations of Peninsula Plastics within the City of Pontiac. The building will be used for engineering and design office space, manufacturing of molded plastic products, tooling, and warehousing. The rehabilitation includes the removal of the USTs and demolition of the pump island canopy, as well as improvements to the exterior paved surface. In addition, the current warehouse/distribution building will undergo significant renovations including the relocation and upgrade of existing electrical utilities to meet modern demands, removal of obsolete fire suppression equipment and installation of special equipment and piping to meet the demands of the production floor, and upgrades and installation of new lighting, flooring, and other fixtures throughout the remainder of the building.

Demolition activities are anticipated to begin in the fall of 2018 with renovations continuing into winter as operations are expanded into the building.

The Developer anticipates making a significant initial investment at the site including, approximately \$6,500,000 in acquisition costs, \$1,500,000 in real property improvements and \$6,450,000 in new equipment. In addition, the company would be relocating approximately \$2,000,000 (*acquisition cost*) of machinery and equipment to the site. Peninsula Plastics has the goal of creating an additional 40 full time jobs over the next five years with average wages around \$45,000. This is in addition to the construction and other ancillary jobs that the project may generate. The City of Pontiac has used an estimate of 80 ancillary jobs being created. As a part of its commitment to the City of Pontiac, the company anticipates hiring 25 Pontiac residents over the next three years. Thereafter it will continue its commitment to hiring and retaining



Pontiac residents pursuant to a development agreement with the City of Pontiac. It also hopes to establish certain internships for the Pontiac residents to develop its workforce.

Preliminary site plans are included in Appendix C.

**B. Basis of Eligibility (Section 13 (2)(h) and Section 2(o))**

The Property is considered "Eligible Property" as defined by Act 381, Section 2 because: (a) it was previously utilized or is currently utilized for a commercial purpose; and, (b) the parcel comprising the Property classified as a "site" as defined under Part 213 of P.A. 451, as amended and the rules promulgated thereunder.

A total of nine soil borings (GB-1 through GB-9) were advanced at the Property by Atwell on April 10, 1998 to a maximum depth of 21 feet below ground surface (bgs). One soil boring (GB-1) was advanced in the UST basin and the remaining eight soil borings (GB-2 through GB-10) were advanced around the UST basin to define the extent of the contamination. No photoionization detector (PID) readings were observed during the subsurface investigation. Atwell submitted a total of 18 soil and 8 groundwater samples for laboratory analysis of benzene, toluene, ethylbenzene, and xylenes (collectively referred to as BTEX), polynuclear aromatic hydrocarbons (PNAs), and lead. Soil analytical results did not identify concentrations of target analytes above the Part 213 RBSLs. Groundwater analytical results identified concentrations of benzene and methyl-tertiary-butyl-ether (MTBE) in samples W-1, W-2, and W-9 above the Part 213 Residential and Nonresidential DW RBSLs. Atwell advanced four additional borings (GB-10 thru GB-13) on May 5, 1998 to define the extent of the groundwater contamination. Atwell submitted three groundwater samples (W-11 thru W-13) for analysis of BTEX and MTBE. Groundwater analytical results did not identify concentrations of BTEX and MTBE above laboratory method detection limits (MDLs). Therefore, based on the analytical results, the 1998 release (C-0217-98) was granted closure from the MDEQ on June 17, 1998.

On May 21, 2018, G2 conducted a Phase II ESA at the Property to assess the Recognized Environmental Conditions (RECs) identified in Testing Engineers and Consultants (TEC's) April 2018 Phase I ESA, which consisted of the advancement of 12 soil borings (G2-1 through G2-12), the installation of two temporary monitoring wells (G2-4W and G2-8W), the installation of two temporary soil gas wells for methane screening, and the collection of 10 soil samples and two groundwater samples for laboratory analysis of volatile organic compounds (VOCs), PNAs, polychlorinated biphenyls (PCBs) and Michigan Ten Metals (arsenic, barium, cadmium, chromium, copper, lead, mercury, selenium, silver, zinc, or some combination thereof). The review of analytical results indicated that fluoranthene, phenanthrene, and pyrene were detected in soil sample G2-5 (6-7') and fluoranthene and phenanthrene were detected in soil sample G2-7 (6-7'). However, PNA constituent concentrations detected in soil were well below the MDEQ Part 201 Generic Residential Cleanup Criteria. No other PNA constituents were detected above their respective MDLs in any of the remaining soil samples submitted for laboratory analysis.

In terms of metals in soil, the review of analytical results indicated that various metals were detected in each of the soil samples submitted for analysis. However, none of the metals detected were noted to exceed their respective MDEQ Part 201 Generic Residential Cleanup Criterion.

In terms of VOCs in groundwater, the review of analytical results indicated that only 1,1-Dichloroethane was detected in groundwater sample G2-8W. However, the concentration of 1,1-



Dichloroethane detected was well below the MDEQ Part 201 Generic Residential Criterion. No other VOCs were detected above their respective MDLs in any of the groundwater samples submitted for laboratory analysis.

Based on the presence of concentrations of PNAs identified in G2's soil sample analyzed from G2-5 (6.0-7.0 feet bgs) above laboratory MDLs, a confirmed release (C-0095-18) was reported on June 12, 2018.

On June 20, 2018, PM completed a scope of work at the Property that consisted of the advancement of two soil borings (SB-1 and SB-2), the installation of two temporary monitoring wells (TMW-1 and TMW-2), the installation of six temporary soil gas sampling points (SG-1, SG-2, SG-4, SG-5, SG-6, and SG-7), and the collection of two groundwater samples and six soil gas samples for laboratory analysis of methane. No concentrations of methane were detected in the soils gas samples or either of the groundwater samples analyzed from the Property above laboratory MDLs.

No concentrations of target analytes were identified in soil and groundwater samples analyzed from the Property in 2018 above the Part 213 RBSLs; however, the Property is an open leaking underground storage tank (LUST) site based on PNA concentrations above laboratory MDLs. Therefore, the Property is a "site" in accordance with Part 213 of P.A. 451, as amended, and the rules promulgated thereunder.

Additional documentation and description of the property's "Site" status is provided in Appendix D.

### **C. Summary of Eligible Activities and Description of Costs (Sec. 13 (2)(a-b))**

Tax Increment Financing revenues will be used to reimburse the costs of "eligible activities" (as defined by Section 2 of Act 381) as permitted under the Brownfield Redevelopment Financing Act that include: Pre-Approved Activities, Asbestos Containing Materials (ACM) Survey, Department Specific Activities, Demolition, Asbestos and Lead Activities, and Preparation and Implementation of a Brownfield Plan and Act 381 Work Plan.

A complete itemization of these activities and associated expenses is included in Table 1.

The following eligible activities and budgeted costs are intended as part of the development of the property and are to be financed solely by the developer. All activities are intended to be "Eligible Activities" under the Brownfield Redevelopment Financing Act. The Authority is not responsible for any cost of eligible activities and will incur no debt.

1. Pre-Approved Activities include a Phase I Environmental Site Assessment (ESA), Phase II ESAs and Hazardous Materials Survey required as part of the pre-purchase due diligence conducted on the property at a total cost of \$29,625
2. Department Specific Activities include Industrial Cleaning and oversight/sampling/reporting by an environmental professional at a total estimated cost of \$28,000.



3. Demolition Activities includes building demolition activities, disposal of non-reusable and non-recyclable building elements, removal of abandoned utilities, removal of the USTs and canopy, and fill, compaction, and rough grading where improvements were located at an estimated cost of \$194,419.
4. Asbestos Activities includes asbestos containing materials (ACM) abatement, oversight, air monitoring and associated reporting at an estimated cost of \$25,000.
5. Preparation and Implementation of the Brownfield Plan and Act 381 Work Plan and associated activities (e.g. meetings with BRA, review by County Attorney etc.) at a cost of approximately \$35,000.
6. A 15% contingency of \$37,113 is established to address unanticipated environmental and/or other conditions that may be discovered through the implementation of site activities. This excludes the cost of Baseline Environmental Assessment Activities and preparation of the Brownfield Plan and Act 381 Work Plan.

All activities are intended to be "Eligible Activities" under the Brownfield Redevelopment Financing Act. The total estimated cost of Eligible Activities subject to reimbursement from tax increment revenues is \$312,044 with a potential \$37,113 contingency, resulting in a total cost of \$349,157. Therefore the total cost for reimbursement to the applicant is a not-to-exceed amount of \$349,157 (including contingency), unless the Plan is amended and approved by the OCBRA and the Oakland County Board of Commissioners.

**D. Estimate of Captured Taxable Value and Tax Increment Revenues (Sec. 13 (2)(c))**

Incremental taxes on real property included in the redevelopment project will be captured under this Plan to reimburse eligible activity expenses. The base taxable value of the Property shall be determined by the use of the 2018 tax year tax values, which is \$1,276,080, related to the Ad Valorem tax parcel ID 64-14-34-201-012, and \$0, related to the Special Act Tax Parcel to be created. Tax increment revenue capture will begin when tax increment is generated by redevelopment of the Property, which is expected to begin in 2019 or when full redevelopment is completed whichever occurs first.

The taxable value for the Ad Valorem parcel in 2019 is estimated, based on certain aggressive estimates, to reach up to \$417,444. An annual increase in taxable value of 1% on the Ad Valorem parcel has been used, for modeling purposes only, in the calculation of future tax increments in this Plan.

The estimated 2019 taxable value of the Ad Valorem parcel, at \$417,444 (and subject to an estimated 1% annual increase), is less than the base taxable value of \$1,276,080. Any annual negative increment will be passed over and does not create any benefit or loss to the available Brownfield TIF capture. Rather, the taxable value of the Ad Valorem parcel (\$417,444), in this instance, will preserve tax revenues for the taxing jurisdictions.

The taxable value for the Special Act Tax Parcel in 2019 is estimated, based on certain aggressive estimates, to reach as high as \$914,310. This value will remain constant throughout the duration of the PA 198 Plant Rehabilitation Industrial Facilities Tax Exemption.

Tables 2 uses the estimates stated above to detail the potential capture of tax increment revenues for each year of the Plan from the eligible property.



Prior to reimbursement of tax increment revenue to the Developer, payment of Brownfield Redevelopment Authority Administrative fees will occur first.

The OCBRA has established a Local Brownfield Revolving Fund (LBRF). Capture for the LBRF is included in this plan for two (2) years following developer reimbursement, currently estimated at \$42,363. Local Brownfield Revolving Fund (LBRF) capture will occur at the end of the Plan as shown in Table 3. The funds deposited into the LBRF as part of this Plan will be used in accordance with the requirements of Act 381, as amended.

**E. Method of Brownfield Plan Financing and Description of Advances by the Municipality (Sec. 13 (2)(d))**

Eligible activities will be financed by Peninsula Holdings II, LLC. The Developer will be reimbursed for eligible costs as described in Section C and outlined in Table 1. Costs for Eligible Activities funded by Peninsula Holdings II, LLC will be repaid under the Michigan Brownfield Redevelopment Financing Program (Michigan Public Act 381, as amended) with incremental taxes generated by future development of the property. The estimated amount of tax increment revenue capture that will be used to reimburse the Developer and Brownfield Redevelopment Authority is \$446,520. This includes developer reimbursement, Brownfield Redevelopment Authority Administrative fees, and LBRF deposits.

No advances will be made by the OCBRA for this project. All reimbursements authorized under this Plan shall be governed by the Reimbursement Agreement.

**F. Maximum Amount of Note or Bonded Indebtedness (Sec. 13 (2)(e))**

No note or bonded indebtedness will be incurred by any local unit of government for this project.

**G. Duration of Brownfield Plan (Sec. 13 (2)(f))**

In no event shall the duration of the Plan exceed 35 years following the date of the resolution approving the Plan, nor shall the duration of the tax capture exceed the lesser of the period authorized under subsection (4) and (5) of Section 13 of Act 381 or 30 years. Further, in no event shall the beginning date of the capture of tax increment revenues be later than five years after the date of the resolution approving the Plan. The Property will become part of this Plan on the date this Plan is approved by the Oakland County Board of Commissioners.

**H. Estimated Impact of Tax Increment Financing on Revenues of Taxing Jurisdictions (Sec. 13 (2)(g))**

Taxes will continue to be generated to taxing jurisdictions on local and school captured millages at the taxable value of the Ad Valorem parcel (\$417,444), subject to an estimated 1% increase annually, throughout the duration of this Plan totaling approximately \$268,830.

Non-capturable millages; including the zoo authority and art institute, will see an immediate increase in new tax revenue following redevelopment and will provide new tax revenue of approximately \$588 throughout the duration of this Plan.



A summary of the impact to taxing jurisdictions for the life of the Plan is summarized below, which assumes taxes are captured throughout the duration of the Plan as estimated in Table 2.

<b>Capturable Millages</b>	<b>Rate</b>	<b>Amount Captured</b>	<b>Taxes Preserved for Taxing Unit</b>
State Education Tax (SET)	6.0000	\$36,786	\$28,971
School Operating Tax	18.0000	\$110,359	\$86,913
<b>Subtotal</b>	<b>24.0000</b>	<b>\$147,145</b>	<b>\$115,884</b>
County Operating	4.0400	\$40,632	\$19,507
OIS Allocated	0.1950	\$1,961	\$942
OIS Voted	3.0863	\$31,040	\$14,902
OCC Voted	1.5431	\$15,520	\$7,451
City Operating	11.2691	\$113,338	\$54,413
Cap Imp	1.4085	\$14,166	\$6,801
Sanitation	2.8171	\$28,333	\$13,602
Youth Center	1.4994	\$15,080	\$7,240
Library	0.9996	\$10,053	\$4,827
Seniors Services	0.4998	\$5,027	\$2,413
County Pk & Rec	0.2349	\$2,362	\$1,134
HCMA	0.2129	\$2,141	\$1,028
Sinking Fund	2.8700	\$28,865	\$13,858
OCPTA	1.000	\$10,057	\$4,829
<b>Subtotal</b>	<b>31.6757</b>	<b>\$318,576</b>	<b>\$152,946</b>
<b>Total Capturable Millages</b>	<b>55.6757</b>	<b>\$465,720</b>	<b>\$268,830</b>

For a complete breakdown of the captured millages and developer reimbursement please see Table 2.

**I. Legal Description, Property Map, Statement of Qualifying Characteristics and Personal Property (Sec. 13 (2)(h))**

The legal description of the Property included in this Plan is attached in Appendix A.

Property location map are included in Appendix B.

Documentation of characteristics that qualify the property as eligible property is provided in Appendix D.

**J. Displacement/Relocation of Individuals on Eligible Property (Sec. 13 (2)(i-l))**

No displacement of residents or families is expected as part of this project.



**K. Other Material that the Authority or Governing Body Considers Pertinent (Sec. 13 (2)(m))**

The Brownfield Redevelopment Authority and the County Commission as the Governing Body, in accordance with the Act, may amend this Plan in order to fund additional eligible activities associated with the Project described herein.

DRAFT

Attachment A

DRAFT



**PM**  
**ENVIRONMENTAL**  
Risk Well Managed

Legal Description:

T3N, R10E, SEC 34 ASSESSOR'S PLAT NO 141 PART OF LOT 1 BEG AT PT DIST S 88-03-50 W 365 FT FROM NE LOT COR, TH S 02-18-40 E 589.79 FT, TH S 88-03-50 W 30 FT, TH S 02-18-40 E 160.79 FT, TH N 88-03-50 E 395 FT, TH S 02-18-40 E 144.42 FT, TH S 70-32-35 W 876.52 FT, TH N 01-56-10 W 1158.87 FT, TH N 88-03-50 E 465 FT TO BEG 11-23-06 FR 011

DRAFT



## Attachment B

DRAFT





# 1200 Auburn Pontiac



Disclaimer: The information provided herewith has been compiled from recorded deeds, plats, tax maps, surveys and other public records. It is not a legally recorded map or survey and is not intended to be used as one. Users should consult the information sources mentioned above when questions arise. FEMA Floodplain data may not always be present on the map.



L. Brooks Patterson  
Oakland County Executive

Date Created: 6/1/2018





Attachment C

DRAFT



**PM**  
**ENVIRONMENTAL**  
Risk Well Managed







# Attachment D

DRAFT







Environmental & Engineering Services Nationwide



ENVIRONMENTAL SERVICES

BUILDING ARCHITECTURE,  
ENGINEERING & SCIENCE

INDUSTRIAL HYGIENE SERVICES

BROWNFIELDS & ECONOMIC  
INCENTIVES CONSULTING

## BASELINE ENVIRONMENTAL ASSESSMENT

1200 Auburn Avenue | Pontiac, Michigan  
PM Project Number 01-9923-0-0001

*Prepared for:*

**Peninsula Plastics**  
2800 Auburn Court  
Auburn Hills, Michigan 48326

*Prepared by:*

**PM Environmental, Inc.**  
4080 West Eleven Mile Road  
Berkley, Michigan 48072

Know Your Risk.  
Take Control.  
Work with the Experts.

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**Corporate Headquarters**  
Lansing, Michigan  
3340 Ranger Road, Lansing, MI 48906  
f: 877.884.6775  
t: 517.321.3331

**Michigan Locations**  
Berkley      Bay City  
Grand Rapids      Detroit  
Chesterfield      Lansing

July 13, 2018

District Supervisor  
Michigan Department of Environmental Quality  
Southeastern Michigan District Office  
27700 Donald Court  
Warren, Michigan 48092

**RE: Baseline Environmental Assessment of the Commercial Property  
Located at 1200 Auburn Avenue, Pontiac, Michigan  
Parcel ID: (64) 14-34-201-012  
PM Environmental, Inc. Project No. 01-9923-0-0001**

Dear District Supervisor:

Enclosed is a copy of the Baseline Environmental Assessment (BEA) prepared for the above referenced subject property in accordance Section 21323a(1)(b)(i) of Part 213, of the Natural Resources and Environmental Protection Act (NREPA), P.A. 451 of 1994, as amended.

If you have any questions regarding the information in this report, please contact us at 800.313.2966.

Sincerely,  
**PM ENVIRONMENTAL, INC.**

Aaron Snow  
Staff Scientist

Jennifer L. Ritchie, C.P.G.  
Regional Site Investigation Manager

Enclosure





**Corporate Headquarters**  
Lansing, Michigan  
3340 Ranger Road, Lansing, MI 48906  
f: 877.884.6775  
t: 517.321.3331

**Michigan Locations**  
Berkley      Bay City  
Grand Rapids      Detroit  
Chesterfield      Lansing

July 13, 2018

Mr. Ryan Victory  
Peninsula Plastics  
2800 Auburn Court  
Auburn Hills, Michigan 48326

**RE: Baseline Environmental Assessment of the Commercial Property  
Located at 1200 Auburn Avenue, Pontiac, Michigan  
Parcel ID: (64) 14-34-201-012  
PM Environmental, Inc. Project No. 01-9923-0-0001**

Dear Mr. Victory:

Enclosed is a copy of the Baseline Environmental Assessment (BEA) prepared for the above referenced subject property in accordance Section 21323a(1)(b)(i) of Part 213, of the Natural Resources and Environmental Protection Act (NREPA), P.A. 451 of 1994, as amended.

**THIS BASELINE ENVIRONMENTAL ASSESSMENT WAS PREPARED FOR THE EXCLUSIVE USE OF PENINSULA PLASTICS COMPANY, INC., PENINSULA HOLDINGS II, LLC, COMERICA BANK, THE U.S. SMALL BUSINESS ADMINISTRATION, AND OAKLAND COUNTY, EACH OF WHOM MAY RELY ON THE REPORT'S CONTENTS.**

If you have any questions regarding the information in this report, please contact our office at 800.313.2966.

Sincerely,  
**PM ENVIRONMENTAL, INC.**

Aaron Snow  
Staff Scientist

Jennifer L. Ritchie, C.P.G.  
Regional Site Investigation Manager

Enclosure



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- Appendix A: Phase I ESA, April 16, 2018, TEC  
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## **1.0 INTRODUCTION AND DISCUSSION**

PM has completed a Baseline Environmental Assessment (BEA) of the commercial property (Parcel ID: (64) 14-34-201-012) located at 1200 Auburn Avenue, Pontiac, Oakland County, Michigan 48067 (hereafter referred to as the "subject property") in accordance Section 21323a(1)(b)(i) of Part 213, of the Natural Resources and Environmental Protection Act (NREPA), P.A. 451 of 1994, as amended.

The subject property consists of one parcel totaling approximately 13.31 acres, and is located on the south side of Auburn Avenue, west of South Opdyke Road in Pontiac, Michigan (Figure 1). The subject property is developed with one single-story distribution warehouse structure totaling 97,116 square feet located in the northern portion of the subject property and one single-story vehicle maintenance building totaling 8,100 square feet located in the central-southern portion of the subject property (Figure 2). An active underground storage tank (UST) system and filling station is present east of the vehicle maintenance building and includes four dispensers and four USTs, consisting of one 12,000-gallon gasoline UST, one 12,000-gallon diesel UST, one 6,000-gallon diesel UST, and one 1,000-gallon used oil UST. The developed portion of the subject property is completely fenced in without any access points to the southern and southeastern portions. The remainder of the property primarily consists of concrete and asphalt paved parking areas and driveways.

Review of standard and historical sources documented that the subject property was developed with the current subject buildings in 1980. The subject buildings have been unoccupied since October 2017. Prior to being unoccupied, a previous tenant utilized the subject property as a beer and beverage distribution facility.

The subject property is an open Leaking Underground Storage Tank (LUST) site with one confirmed release that was reported on March 11, 1998 (C-0217-98) that was closed on June 17, 1998, and one open release (C-0095-18) that was reported on June 12, 2018.

### **1.1 Owner/Operator Information**

Peninsula Holdings II, LLC, 2800 Auburn Court, Auburn Hills, Michigan 48326, intends to purchase the subject property on or before July 31, 2018.

### **1.2 Intended Use of the Subject Property**

Peninsula Holdings II, LLC will utilize the subject property for commercial purposes. Chemical use and storage greater than household quantities is not anticipated.

### **1.3 Summary of All Appropriate Inquiry Phase I Environmental Assessment**

PM reviewed a Phase I Environmental Site Assessment (ESA) dated April 16, 2018, which was completed for the subject property by Testing Engineers & Consultants, Inc. (TEC) in conformance with the scope and limitations of ASTM Practice E1527-13 (i.e., the 'ASTM Standard'). A copy of TEC's June 2018 Phase I ESA, including photographs of the subject property, is included in Appendix A. TEC identified recognized environmental conditions (RECs) associated with the 1) current UST system and closed LUST, 2) service operations since 1980 and associated 1,000-gallon used oil UST and trench drains, and 3) southeastern adjoining property, identified as 141 South Opdyke Road, with contamination associated with former landfilling.



### **1.3.1 Phase I ESA Exceptions or Deletions**

During the completion of the April 2018 Phase I ESA, there were no exceptions or deletions from the Federal All Appropriate Inquiry Rule under 40 CFR 312, or the ASTM Standard. To the best of PM's knowledge, no special terms or conditions applied to the preparation of the Phase I ESA.

### **1.3.2 Phase I ESA Data Gaps**

TEC did not identify any significant data gaps during the completion of the April 2018 Phase I ESA.

## **1.4 Summary of Previous Site Investigations**

PM reviewed the following previous environmental reports for the subject property. Relevant analytical tables and figures from the previous site investigations are included within Appendices B and C of this report.

<b>Name of Report</b>	<b>Date of Report</b>	<b>Company that Prepared Report</b>
LUST Closure Report	May 29, 1998	Atwell-Hicks, Inc. (Atwell)
Phase II ESA	June 5, 2018	G2 Consulting Group, LLC (G2)

The subject property is an open LUST site with one confirmed release that was reported on March 11, 1998 (C-0217-98) that was closed on June 17, 1998, and one open release (C-0095-18) that was reported on June 12, 2018. Atwell's 1998 LUST Closure Report documented that the 1998 release (C-0217-98) was likely the result of surface spillage and/or UST overfilling, and not from a leak in the UST system.

A total of nine borings (GB-1 through GB-10) were advanced at the subject property by Atwell on April 10, 1998 to a maximum depth of 21 feet below ground surface (bgs). One soil boring (GB-1) was advanced in the UST basin and the remaining eight soil borings (GB-2 through GB-10) were advanced around the UST basin to define the extent of the contamination. No photoionization detector (PID) readings were observed during the subsurface investigation. Atwell submitted a total of 18 soil and 8 groundwater samples for laboratory analysis of benzene, toluene, ethylbenzene, and xylenes (collectively referred to as BTEX), polynuclear aromatic hydrocarbons (PNAs), and lead. Soil analytical results did not identify concentrations of target analytes above the Part 213 RBLs. Groundwater analytical results identified concentrations of benzene and methyl-tertiary-butyl-ether (MTBE) in samples W-1, W-2, and W-9 above the Part 213 Residential and Nonresidential DW RBSLs. Atwell advanced four additional borings (GB-10 thru GB-13) on May 5, 1998 to define the extent of the groundwater contamination. Atwell submitted three groundwater samples (W-11 thru W-13) for analysis of BTEX and MTBE. Groundwater analytical results did not identify concentrations of BTEX and MTBE above laboratory method detection limits (MDLs). Therefore, based on the analytical results, the 1998 release (C-0217-98) was granted closure from the MDEQ on June 17, 1998. Atwell's 1998 sampling locations and analytical results are summarized in Tables 1 through 4 and in Figure 3, which are included within this report in Appendix B.

On May 21, 2018, G2 conducted a Phase II ESA at the subject to assess the RECs identified in TEC's April 2018 Phase I ESA, which consisted of the advancement of 12 soil borings (G2-1 through G2-12), the installation of two temporary monitoring wells (G2-4W and G2-8W), the installation of two temporary soil gas wells for methane screening, and the collection of 10 soil



samples and two groundwater samples for laboratory analysis of volatile organic compounds (VOCs), polynuclear aromatic hydrocarbons (PNAs), polychlorinated biphenyls (PCBs) and Michigan Ten Metals (arsenic, barium, cadmium, chromium, copper, lead, mercury, selenium, silver, zinc, or some combination thereof. G2's sampling locations are depicted on G2's Figure 3 and the soil and groundwater analytical results and methane screening results are summarized on G2's Tables 1, 2, and 3, all of which are included within this report in Appendix C.

Based on the presence of concentrations of PNAs identified in G2's soil sample analyzed from G2-5 (6.0-7.0 feet bgs) above laboratory MDLs, a confirmed release (C-0095-18) was reported on June 12, 2018.

The analytical results from G2's May 2018 Phase II ESA are summarized in Sections 2.1 and 2.2 below.

No mobile or migrating light non-aqueous phase liquid (LNAPL) was identified during any of the sampling events completed at the subject property.

### **1.5 Summary of Current Site Investigation**

Prior to the commencement of field activities, MISSDIG, a utility locating service, was contacted to locate utilities on or adjacent to the subject property. Utilities were marked by the respective utility companies where they entered or were located adjacent to the subject property.

On June 20, 2018, PM completed a scope of work at the subject property that consisted of the advancement of two soil borings (SB-1 and SB-2), the installation of two temporary monitoring wells (TMW-1 and TMW-2), the installation of six temporary soil gas sampling points (SG-1, SG-2, SG-4, SG-5, SG-6, and SG-7), and the collection of two groundwater samples and six soil gas samples for laboratory analysis. The groundwater and soil gas samples were submitted to Brighton Analytical, LLC (Brighton) for laboratory analysis of methane. The soil boring/temporary monitoring well/soil gas locations are depicted on Figures 3 and 4.

The table below summarizes PM's Phase II ESA activities including total boring depth, objective of the soil borings, and sample justification:

**Description of Soil Boring/Temporary Monitoring Well/Soil Gas Locations**

Location Total Depth (feet bgs)	Sample/Screen Interval Depth [DTW] (feet bgs)	Analysis	Objectives	Sample Selection (justification)
SB/TMW/SG-1 (25.0)	<b>Groundwater:</b> 16.98-21.98 [18.76]	Methane	Replicate previous sample location identified as G2-7 to further assess potential flammability and explosivity concern	<b>Soil:</b> Based on the absence of impact, a soil sample was not collected. <b>Groundwater:</b> Sampled.
	<b>Soil Gas:</b> 3.5			



Location Total Depth (feet bgs)	Sample/Screen Interval Depth [DTW] (feet bgs)	Analysis	Objectives	Sample Selection (justification)
SB/TMW/SG-2 (20.0)	<b>Groundwater:</b> 3.24-8.24 [2.13]	Methane	Replicate previous sample location identified as G2-6 to further assess potential flammability and explosivity concern	<b>Soil:</b> Based on the absence of impact, a soil sample was not collected. <b>Groundwater:</b> Sampled.
	<b>Soil Gas:</b> 1.5			
SG-4 (Sub-Slab)	<b>Soil Gas:</b> Sub-Slab	Methane	Further assess potential flammability and explosivity concerns within the northern subject building	<b>Soil Gas:</b> Sampled
SG-5 (Sub-Slab)	<b>Soil Gas:</b> Sub-Slab	Methane	Further assess potential flammability and explosivity concerns within the northern subject building	<b>Soil Gas:</b> Sampled
SG-6 (Sub-Slab)	<b>Soil Gas:</b> Sub-Slab	Methane	Further assess potential flammability and explosivity concerns within the southern subject building	<b>Soil Gas:</b> Sampled
SG-7 (Sub-Slab)	<b>Soil Gas:</b> Sub-Slab	Methane	Further assess potential flammability and explosivity concerns within the southern subject building	<b>Soil Gas:</b> Sampled

bgs – below ground surface

DTW – depth to water

### 1.5.1 Subsurface Investigations Techniques and QA/QC Procedures

The soil borings were advanced to the desired depth using a hand auger equipped with a stainless steel bucket and/or a Geoprobe® model 6712DT drill rig. Soil sampling was performed for soil classification, verification of subsurface geologic conditions, and for investigating the potential and/or extent of soil and/or groundwater contamination at the subject property. Soil samples were generally collected on a continuous basis using a stainless steel bucket in the case of the hand auger or a 5-foot long macro-core sampler in the case of the Geoprobe® drill rig.

During drilling operations, the drilling equipment was cleaned to minimize the possibility of cross contamination. These procedures included cleaning equipment with a phosphate free solution (i.e., Alkanox®) and rinsing with distilled water after each sample collection. Drilling and sampling equipment was also cleaned in this manner prior to initiating field activities. Soil collected from 1-foot sample intervals was screened using a PID to determine if VOCs were present. Soil from specific depths was placed in plastic bags and allowed to volatilize. The headspace within each bag was then monitored with the PID. The PID is able to detect trace levels of organic compounds in the air space within the plastic bag.

Temporary monitoring wells were installed at both soil boring locations (TMW-1 and TMW-2) for groundwater sample collection. At each location, a new well assembly, consisting of a 5-foot 0.010-inch slot, schedule 40, poly-vinyl chloride (PVC) screen and PVC casing was lowered into the borehole to intersect the water table. After the screens for the wells were set to the desired



depth, an artificial sand pack or natural sands were allowed to collapse around the well screens. Groundwater samples were also collected from existing monitoring wells outlined above. The groundwater samples were collected with care taken to avoid the potential for cross contamination between the samples and to prevent loss of volatiles to the atmosphere. The groundwater samples for laboratory analyses were transferred directly from the low-flow pump discharge line into appropriately labeled sample containers with Teflon lined lids. Purge water was maintained separate and returned to the well.

The groundwater samples were placed in appropriately labeled containers with Teflon® lined lids and placed in an ice packed cooler and transported under chain of custody procedures for laboratory analysis within applicable holding times.

The soil gas sampling was completed based on the guidelines established by the American Society for Testing and Materials (ASTM) in the Standard Practice for Vapor Encroachment Screening on Property Involved in Real Estate Transactions Designation E 2600-10 (ASTM Standard Practice E 2600-10) and May 2013 MDEQ Guidance Document for the Vapor Intrusion Pathway, which included the quality assurance/quality control (QA/QC) procedures outlined below.

Prior to the collection each soil gas sample the sampling apparatus was determined to be leak free utilizing an isolation chamber which encompassed tubing and associated connections as well as the sampling point. The chamber was charged with helium prior to purging the sampling point of a maximum of three volumes. A helium detector was then applied to the sampling line to ensure no leaks had occurred. Tedlar bags were used to collect soil gas samples for laboratory analysis of methane.

Upon completion of the investigation the soil borings were abandoned by removing the temporary monitoring well/soil gas materials from the borehole, placing the soil cuttings back into the borehole, filling the void with bentonite chips, hydrating the chips, resurfacing and returning the area to its pre-drilling condition.

## **1.6 Geology and Hydrogeology**

Based on review of Atwell's April and May 1998, G2's May 2018, and PM's June 2018 soil boring/temporary monitoring well/soil gas logs, the soil stratigraphy at the subject property generally consists of sand to depths between 1.0 and 6.0 feet bgs, underlain by clay with intermittent sand intervals to a depth of at least 25.0 feet bgs, the maximum depth explored.

Groundwater was encountered in 19 of the 27 soil borings advanced on the subject property at depths ranging between 0.25 and 12.0 feet bgs. Groundwater flow in the area of the subject property is expected to be to the north-northeast, toward the Clinton River.

The soil boring/temporary monitoring well/soil gas logs from Atwell's April and May 1998 site investigation, G2's May 2018 Phase II ESA and PM's June 2018 site investigation are included in Appendix D, which contain site specific geology, PID readings, and sample/well screening intervals.



## **2.0 LOCATION OF CONTAMINATED MEDIA ON THE SUBJECT PROPERTY**

The analytical results for the soil and groundwater samples collected from the subject property during the previous and current site investigations were compared with the MDEQ Cleanup Criteria Requirements for Response Activity (R299.1 – R299.5), December 30, 2013 in accordance with Section 21323a(1)(b)(i) using the applicable RBSLs. The soil and groundwater analytical results were also compared to the MDEQ Media Specific Volatilization to Indoor Air Recommended Interim Action Screening Levels (RIASLs, dated August 2017). The soil gas analytical results were compared to the soil gas action levels for methane.

PM's June 2018 groundwater and soil gas analytical results are summarized in Tables 1 and 2, and on Figures 3 and 4. The relevant analytical tables from the previous site investigations are included in Appendices B and C.

Appendix E includes the laboratory analytical reports and associated chain of custody documentation from G2's May 2018 Phase II ESA and PM's May 2018 site investigation. The laboratory analytical reports from Atwell's April and May 1998 site investigations were not provided to PM for review, however, the analytical reports are likely on file with the MDEQ Southeastern District Office in Warren, Michigan within the May 1998 LUST Closure Report.

### **2.1 May 2018 Soil Analytical Results (G2)**

G2's May 2018 soil analytical results are summarized in G2's Tables 1 and 2 included in Appendix C.

No concentrations of VOCs were detected in any of the soil samples analyzed from the subject property above the laboratory MDLs.

Concentrations of various PNAs were detected in the soil samples analyzed from G2-5 (6.0-7.0 feet bgs) and G2-7 (6.0-7.0 feet bgs) above laboratory MDLs, but below the most restrictive Part 213 Residential RBSLs.

No concentrations of PCBs were detected in any of the select soil samples analyzed from the subject property above the laboratory MDLs.

No concentrations of metals were detected in any of the select soil samples analyzed from the subject property above laboratory MDLs, the Statewide Default Background Levels (SDBLs) for soils in Michigan, and/or the most restrictive Part 213 Residential RBSLs.

### **2.2 May 2018 Groundwater Analytical Results (G2)**

G2's May 2018 groundwater analytical results are summarized in G2's Table 3 included in Appendix C.

A concentration of 1,1-dichloroethane was detected in the groundwater sample analyzed from G2-8W above laboratory MDLs, but below the most restrictive Part 213 Residential RBSLs and RIASLs. No concentrations of other VOCs were detected in either of the groundwater samples analyzed from the subject property above laboratory MDLs.

No concentrations of PNAs were detected in either of the groundwater samples analyzed from the subject property above laboratory MDLs.



No concentrations of cadmium, chromium, and lead were detected in the groundwater sample analyzed from G2-8W above laboratory MDLs.

No mobile or migrating LNAPL was identified during PM's May 2018 site investigation activities.

### **2.3 June 2018 Groundwater Analytical Results (PM)**

PM's June 2018 groundwater analytical results are summarized in Table 1 and on Figure 3.

No concentrations of methane were detected in either of the groundwater samples analyzed from the subject property above laboratory MDLs.

No mobile or migrating LNAPL was identified during PM's June 2018 site investigation activities.

### **2.4 June 2018 Soil Gas Analytical Results (PM)**

PM's June 2018 soil gas analytical results are summarized in Table 2 and on Figure 4.

No concentrations of methane were detected in any of the soil gas samples analyzed from the subject property above laboratory MDLs.

### **2.4 Subject Property "Site" Status**

No concentrations of target analytes were identified in soil and groundwater samples analyzed from the subject property in 2018 above the Part 213 RBSLs; however, the subject property is an open LUST site based on PNA concentrations above laboratory MDLs. Therefore, the subject property is a "site" in accordance with Part 213 of P.A. 451, as amended, and the rules promulgated thereunder.

## **3.0 PROPERTY INFORMATION**

### **3.1 Legal Description of Subject Property**

A copy of assessing information with the legal description for the subject property is included in Appendix F.

### **3.2 Survey Map of Subject Property**

A map of the subject property that depicts the property/parcel boundaries is included as Figure 2.

### **3.3 Subject Location and Analytical Summary Maps**

Figures 3 and 4 provide scaled maps of the site features and the soil boring/temporary monitoring well/soil gas locations with the June 2018 analytical results. The relevant analytical figures from the previous site investigations are included in Appendices B and C.

### **3.4 Subject Property Location Map**

Figure 1 provides a scaled area map depicting the subject property location in relation to the surrounding area. Figure 2 provides a scaled map of the subject property with site features.



### **3.5 Subject Property Address**

As indicated in Section 1.0, the subject property (Parcel ID (64) 14-34-201-012) is located at 1200 Auburn Avenue, Pontiac, Oakland County, Michigan 48342 (Figure 1).

### **3.6 Subject Spatial Data**

As depicted in Figure 1, the subject property is located in Township three North (T.3N), Range 10 east (R.10E), Section 34, northeast quarter, northeast quarter-quarter in Pontiac, Oakland County, Michigan.

According to the MDEQ Groundwater Mapping Project Website, the center of the subject property is located at latitude 42.6336 north and a longitude of -83.2521 west.

## **4.0 "SITE" STATUS OF SUBJECT PROPERTY**

As indicated in Section 2.4 based upon the open LUST status, the subject property is classified as a "site" as defined under Part 213 of P.A. 451, as amended and the rules promulgated thereunder.

### **4.1 Summary Data Tables**

The analytical results for the soil and groundwater samples collected from the subject property during the previous and current site investigations were compared with the MDEQ Cleanup Criteria Requirements for Response Activity (R299.1 – R299.5), December 30, 2013 in accordance with Section 21323a(1)(b)(i) using the applicable RBSLs. The soil and groundwater, analytical results were also compared to the MDEQ Media Specific Volatilization to Indoor Air Recommended Interim Action Screening Levels (RIASLs, dated August 2017). The soil gas analytical results were compared to the soil gas action levels for methane.

PM's June 2018 groundwater and soil gas analytical results are summarized in Tables 1 and 2. The relevant analytical tables from the previous site investigations are included in Appendices B and C, including Atwell's Tables 1 through 4 and Figures 2 and 3, and G2's Tables 1, 2, and 3, and Figures 2 and 3.

### **4.2 Laboratory Reports and Chain of Custody Documentation**

Appendix E includes the laboratory analytical reports and associated chain of custody documentation from G2's May 2018 Phase II ESA and PM's June 2018 site investigation. The laboratory analytical reports from Atwell's April and May 1998 site investigations were not provided to PM for review, however, the analytical reports are likely on file with the MDEQ Southeastern District Office in Warren, Michigan within the May 1998 LUST Closure Report.

## **5.0 IDENTIFICATION OF BEA AUTHOR**

This BEA was conducted on July 13, 2018, by Mr. Aaron Snow, Staff Scientist, and reviewed by Ms. Jennifer Ritchie, CPG, Regional Manager, PM Environmental, Inc., which is within 45 days of purchase. Qualification statements are provided as Appendix G.

We declare that, to the best of our professional knowledge and belief, we meet the definition of *Environmental Professional* as defined in §312.10 of 40 CFR 312 and we have the specific qualifications based on education, training, and experience to assess a property of the nature,



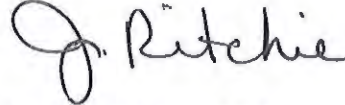
history, and setting of the subject property. We have developed and performed the all appropriate inquires in conformance with the standards and practices set forth in 40 CFR Part 312.

**Report Prepared By:**



Aaron Snow  
Staff Scientist

**Report Reviewed By:**



Jennifer Ritchie, CPG  
Regional Manager

**6.0 AAI REPORT OR ASTM PHASE I ESA**

As indicated in Section 1.3, PM reviewed a Phase I ESA dated April 16, 2018, which was completed for the subject property located at 1200 Auburn Avenue, Pontiac, Oakland County, Michigan 48067 by TEC in conformance with the scope and limitations of ASTM Practice E1527-13 (i.e., the 'ASTM Standard'). A copy of TEC's April 2018 Phase I ESA, including photographs of the subject property, is included in Appendix A.

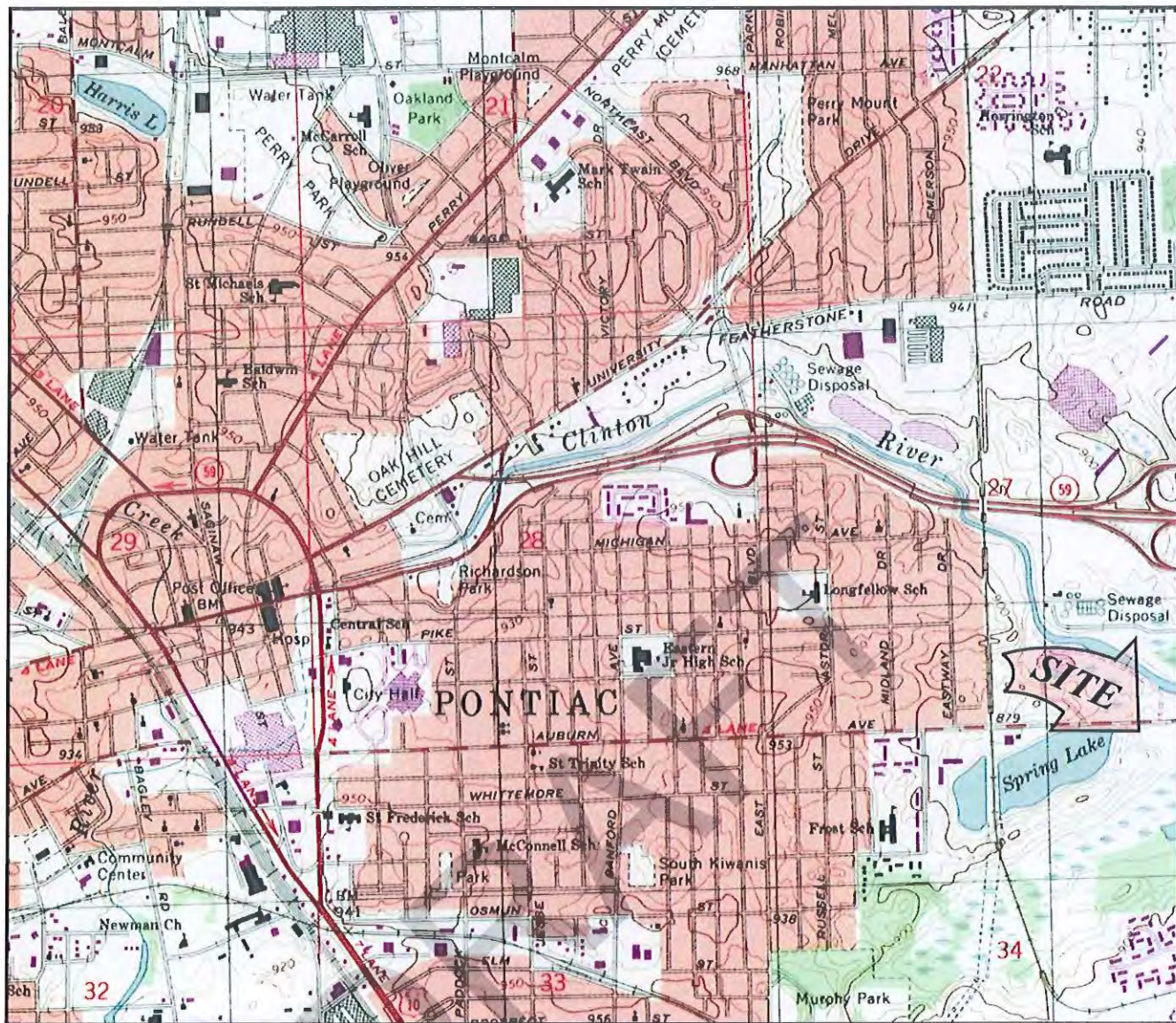
**7.0 REFERENCES**

- Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process, ASTM, ASTM Designation E 1527-13;
- MDEQ Operational Memorandum No. 1 "Part 201 Cleanup Criteria and Part 213 Risk-based Screening Levels," Revised December 30, 2013;
- MDEQ Operational Memorandum No. 2 "Sampling and Analysis," October 22, 2004, Revised July 5, 2007;
- May 2013 MDEQ Guidance Document for the Vapor Intrusion Pathway with the exception of the rescinded tables in June 2017;
- MDEQ-RRD Peer Review Draft Operational Memorandum No. 4, Attachment 5 Methane, February 2005
- MDEQ RIASLs for Vapor Intrusion, August 2017;
- MDEQ Baseline Environmental Assessment Submittal Form EQP 4025 (September 2015);
- LUST Closure Report, May 29, 1998, Atwell;
- Phase I ESA, April 16, 2018, TEC; and
- Phase II ESA, June 5, 2018, G2.

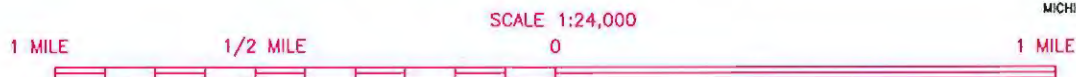
Figures

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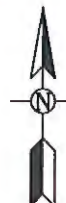


## OAKLAND COUNTY

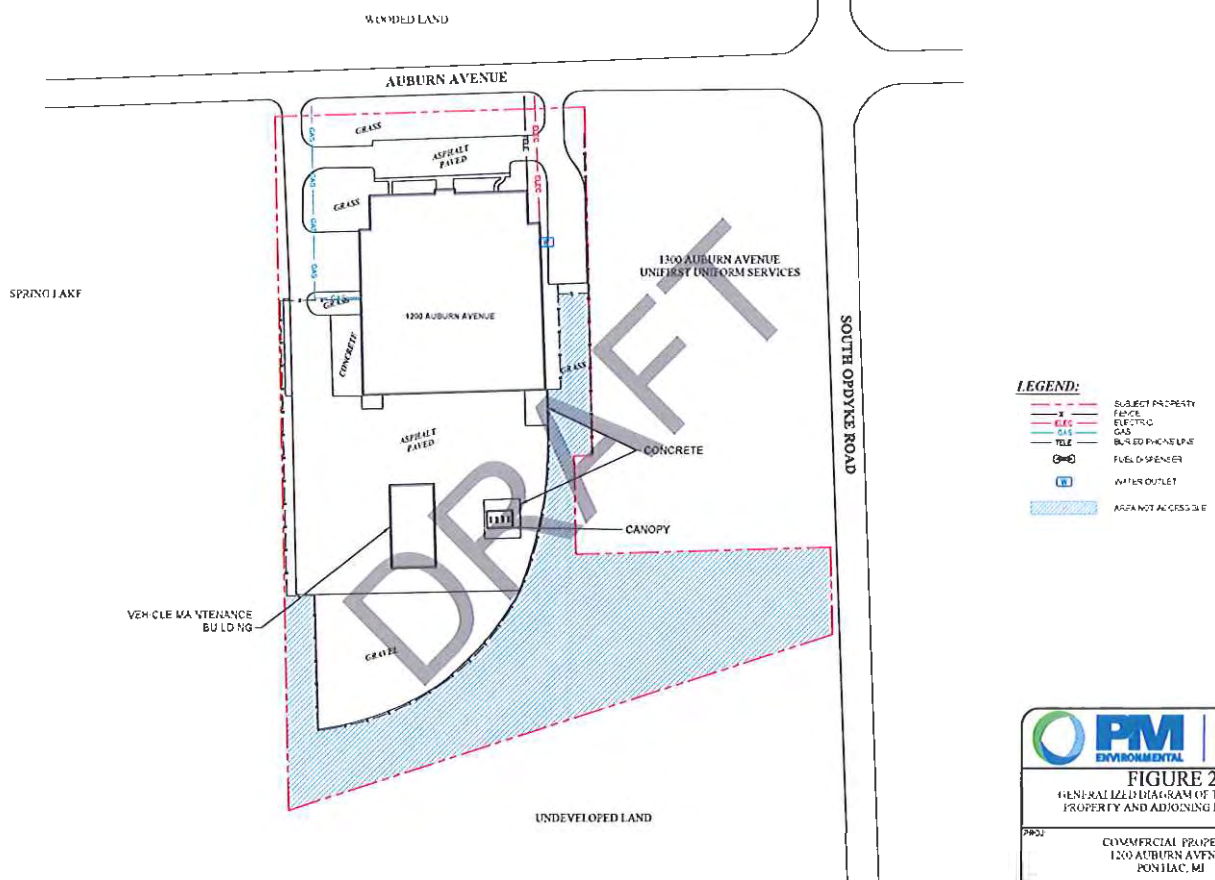


MICHIGAN QUADRANGLE LOCATION

FIGURE 1  
PROPERTY VICINITY MAP  
USGS, 7.5 MINUTE SERIES  
PONTIAC NORTH, MI QUADRANGLE, 1997.





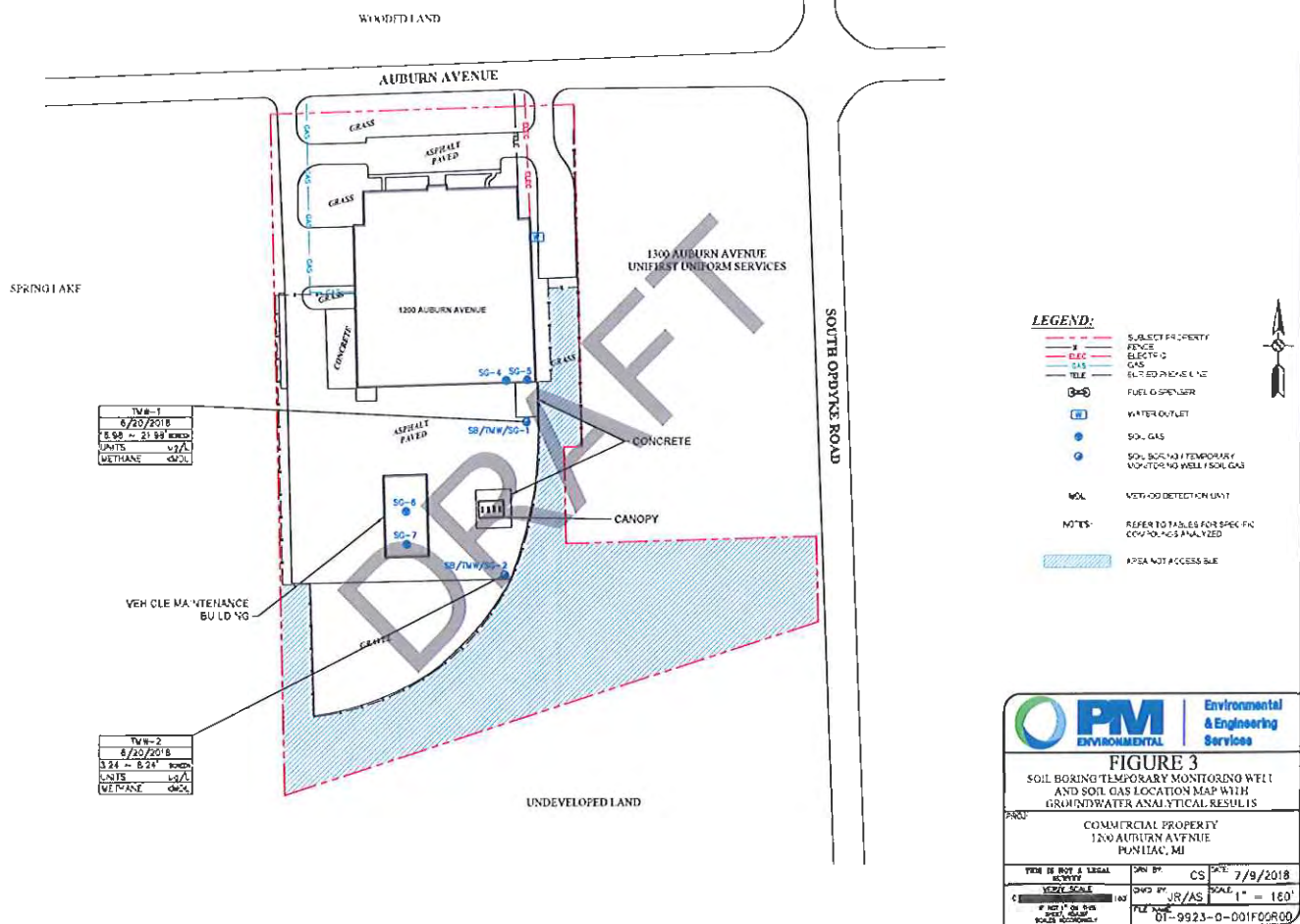


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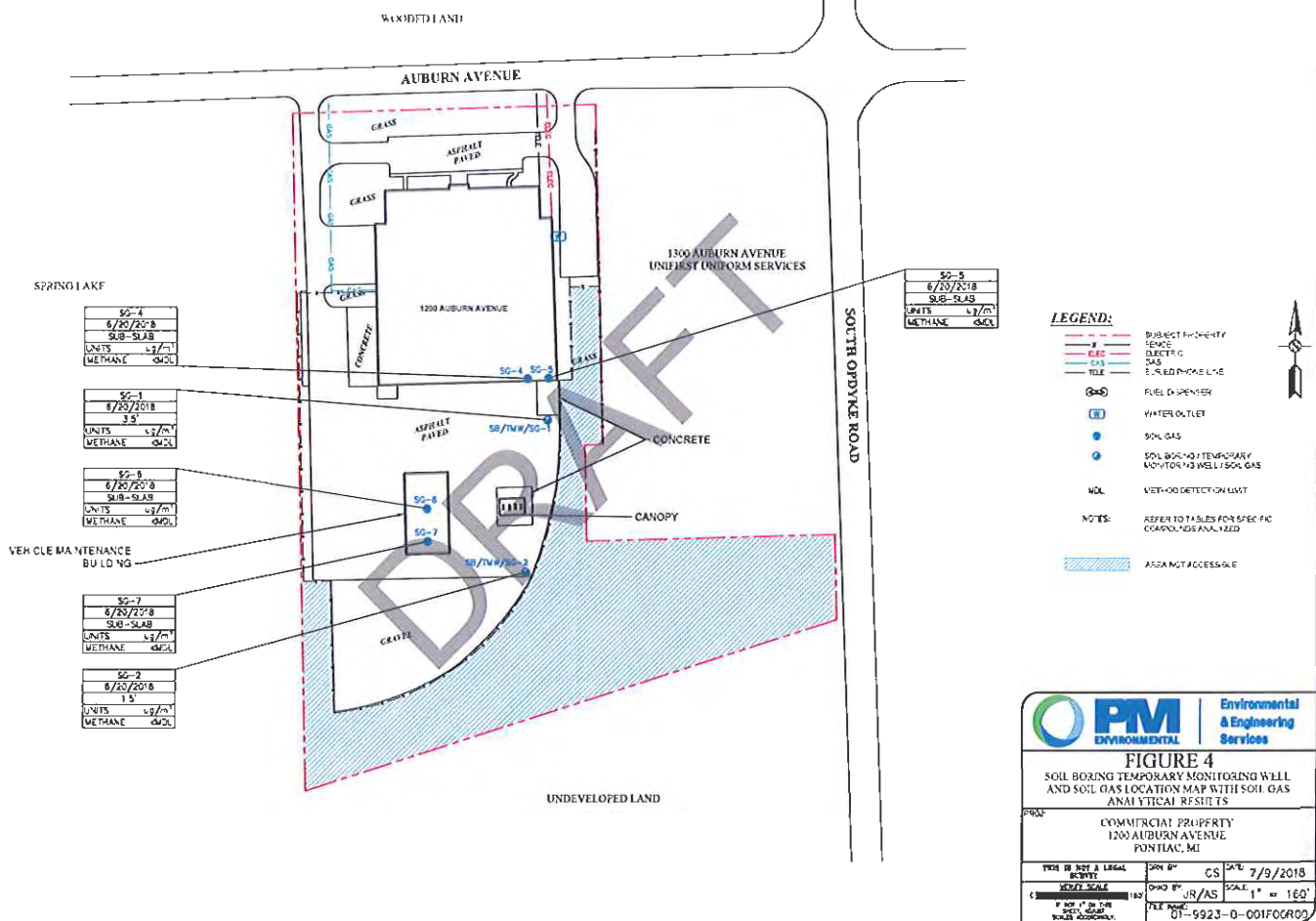
**FIGURE 2**  
GENERALIZED DIAGRAM OF THE SUBJECT PROPERTY AND ADJOINING PROPERTIES

PROJECT: COMMERCIAL PROPERTY  
1200 AUBURN AVENUE  
PONTIAC, MI

THIS IS NOT A LEGAL SURVEY	DATE: 7/9/2018
SCALE: 1" = 160'	SCALE: 1" = 160'
FILE NAME: 01-9923-0-001F00R00	







**TABLE 1**  
**SUMMARY OF GROUNDWATER ANALYTICAL RESULTS: METHANE**  
**1200 AUBURN AVENUE, PONTIAC, MICHIGAN**  
**PM PROJECT # 01-9923-0-0001**

METHANE (pp/L)				Methane
Chemical Abstract Service Number (CAS#)				Various
Sample ID	Sample Date	Screen Depth (bgs)	Depth to Groundwater (bgs)	Methane
TMW-1	06/25/15	16.65-21.50	15.76	<2
TMW-2	06/25/15	3.24-5.24	2.13	<2
Cleanup Criteria Requirements for Response Activity (R 299.1 + R 299.50) Generic Groundwater Cleanup Criteria Table 1: Residential and Non-Residential Part 201 Generic Cleanup Criteria and Screening Levels Part 213 Risk-Based Screening Levels, December 30, 2013 MDEQ Media-Specific Volatilization to Indoor Air Interim Action Screening Levels, August 2017 MDEQ Recommended Action and Trigger Levels for Vapor Intrusion Sites, March 8, 2017				
Residential/Nonresidential (pp/L)				
Residential Drinking Water (Res DW)				ID
Residential Health Based Drinking Water Values				NL
Nonresidential Drinking Water (Nonres DW)				ID
Nonresidential Health Based Drinking Water Values				NL
Groundwater Surface Water Interface (GSI)				NL
Residential Groundwater Volatilization to Indoor Air Inhalation (Res GVII) <sup>1</sup>				(K)
Nonresidential Groundwater Volatilization to Indoor Air Inhalation (Nonres GVII) <sup>1</sup>				(K)
Volatilization to Indoor Air Screening Levels (pp/L)				
Residential Shallow Groundwater RIASL				NL
Nonresidential Shallow Groundwater RIASL				NL
Residential Groundwater RIASL				NL
Residential Groundwater TSRIASL				NL
Nonresidential Groundwater RIASL				NL
Nonresidential Groundwater RIASL <sub>12</sub>				NL
Nonresidential Groundwater TSRIASL <sub>12</sub>				NL
Water Solubility				NL
Flammability and Explosivity Screening Level				10,000 (AA)

Applicable Criteria (RBSL) Exceeded  
 BOLO Value Exceeds Applicable Criteria  
 bgs Below Ground Surface (feet)  
 <MDL Not detected at levels above the laboratory Method Detection Limit (MDL) or Minimum Quantitative Level (MQCL)  
 1 Tier 1 GVII Criteria based on 3 meter (or greater) groundwater depth  
 NA Not Applicable  
 NL Not Listed  
 NLL Not Likely to Leach  
 NLV Not Likely to Volatilize  
 ID Insufficient Data  
 RIASL Recommended Interim Action Screening Levels  
 TSRIASL Time Sensitive Recommended Interim Action Screening Levels  
 RIASL<sub>12</sub> Nonresidential Recommended Interim Action Screening Levels appropriate for exposures less than 12 hours  
 TSRIASL<sub>12</sub> Time Sensitive Recommended Interim Action Screening Levels appropriate for exposures less than 12 hours for structures not formerly residential homes

TABLE 2  
SUMMARY OF SOIL GAS ANALYTICAL RESULTS: METHANE  
1200 AUBURN AVENUE, PONTIAC, MI  
PM PROJECT # 01-9923-0-0001

METHANE (PPMV)			Methane
Chemical Abstract Service Number (CAS#)			74828
Sample ID	Sample Date	Sample Depth (feet bgs)	METHANE
SG-1	6/20/2018	3.5	<8
SG-2	6/20/2018	1.5	<8
SG-4	6/20/2018	Sub-Slab	<8
SG-5	6/20/2018	Sub-Slab	<8
SG-6	6/20/2018	Sub-Slab	<8
SG-7	6/20/2018	Sub-Slab	<8
MDEQ-RRD Peer Review Draft Operational Memorandum No. 4, Attachment 6 Methane, February 2005			
Soil Gas Criteria (SGC)			
Soil Gas Action Level - Distinguishable above background			1,000 - 5,000
Soil Gas Action Level - Indicative of significant migration*			5,000-12,500
Soil Gas Action Level - Above MDEQ-RRD recommended limit requiring mitigation*			> 12,500
Lower Explosive Limit (LEL)			50,000
Upper Explosive Limit (UEL)			150,000



Criteria Exceeded

**BOLD** Value Exceeds Applicable Criteria

bgs Below Grade Surface (feet)

ppmv Parts Per Million/Volume

\* Calculation for methane criteria applied to the remaining compounds to develop criteria

Recommended limit = 25% x LEL

Lower bound of migration value = 10% x LEL



## Tables

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**PM**  
ENVIRONMENTAL

Environmental  
& Engineering  
Services

Table 1: Eligible Activities Cost Estimates				
Item/Activity	Total Request	MSF Act 381 Eligible Activities	MDEQ Act 381 Eligible Activities	
Pre-Approved Activities				
Phase I ESA	\$ 2,200		\$	2,200
Phase II ESA/BEA/DDCC	\$ 22,050		\$	22,050
Hazardous Materials Survey	\$ 5,375		\$	5,375
Pre-Approved Activities Sub-Total	\$ 29,625	\$ -	\$	29,625
Department Specific Activities				
Oversight, Sampling and Reporting by Environmental Professional	\$ 10,000		\$	10,000
Industrial cleaning	\$ 18,000		\$	18,000
Department Specific Activities Sub-Total	\$ 28,000	\$ -	\$	28,000
Demolition				
Building Demolition Activities	\$ 120,419	\$ 120,419		
Disposal of Non-Reusable/Non-Recyclable Building Elements	\$ 8,000	\$ 8,000		
Removal of Abandoned Utilities	\$ 5,000	\$ 5,000		
Fill, Compaction & Rough Grading to Balance Site Where Improvements Were Located	\$ 7,000	\$ 7,000		
Removal of the USTs and Canopy	\$ 54,000	\$ 54,000		
Demolition Sub-Total	\$ 194,419	\$ 194,419	\$	-
Asbestos and Lead Activities				
Asbestos Abatement, Oversight, Air Monitoring and Reporting	\$ 25,000	\$ 25,000		
Asbestos and Lead Activities Sub-Total	\$ 25,000	\$ 25,000	\$	-
Preparation of Brownfield Plan and Act 381 Workplan				
Preparation of a Brownfield Plan and Act 381 Work Plan	\$ 30,000	\$ 15,000	\$	15,000
Implementation of the Brownfield Plan	\$ 5,000	\$ 2,500	\$	2,500
Brownfield Plan and Act 381 Work plan Sub-Total	\$ 35,000	\$ 17,500	\$	17,500
Eligible Activities Sub-Total	\$ 312,044	\$ 236,919	\$	75,125
15% Contingency*	\$ 37,113	\$ 32,913	\$	4,200
Developer Eligible Reimbursement Total	\$ 349,157	\$ 269,832	\$	79,325

\*15% Contingency excludes preparation of Brownfield Plan/381 Work Plan and Pre-Approved Activities

Tax Increment Revenue Capture Estimates - Table 2

1200 Auburn, Pontiac,  
Oakland County, Michigan  
October 23, 2018

Estimated Taxable Value (TV) Increase Rate: 1% per year													TOTAL
Plan Year	0	1	2	3	4	5	6	7	8	9	10	11	
Calendar Year	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	
Special Act Tax Parcel Base Value	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Special Act Tax Parcel Estimated New TV	\$ 914,310	\$ 914,310	\$ 914,310	\$ 914,310	\$ 914,310	\$ 914,310	\$ 914,310	\$ 914,310	\$ 914,310	\$ 914,310	\$ 914,310	\$ 914,310	\$ 914,310
Incremental Difference (New TV - Base TV)	\$ 914,310	\$ 914,310	\$ 914,310	\$ 914,310	\$ 914,310	\$ 914,310	\$ 914,310	\$ 914,310	\$ 914,310	\$ 914,310	\$ 914,310	\$ 914,310	\$ 914,310
Ad Valorem Parcel Base Value	\$ 1,276,080	\$ 1,276,080	\$ 1,276,080	\$ 1,276,080	\$ 1,276,080	\$ 1,276,080	\$ 1,276,080	\$ 1,276,080	\$ 1,276,080	\$ 1,276,080	\$ 1,276,080	\$ 1,276,080	\$ 1,276,080
Ad Valorem Parcel Estimated New TV	\$ 417,444	\$ 421,618	\$ 425,835	\$ 430,093	\$ 434,394	\$ 438,738	\$ 443,125	\$ 447,556	\$ 452,032	\$ 456,552	\$ 461,118	\$ 465,733	\$ 461,118
Incremental Difference (New TV - Base TV)*	\$ (858,636)	\$ (854,462)	\$ (850,245)	\$ (845,987)	\$ (841,686)	\$ (837,342)	\$ (832,955)	\$ (828,524)	\$ (824,048)	\$ (819,528)	\$ (814,964)	\$ (810,351)	\$ (814,964)
Available Incremental Difference	\$ 914,310	\$ 914,310	\$ 914,310	\$ 914,310	\$ 914,310	\$ 914,310	\$ 914,310	\$ 914,310	\$ 914,310	\$ 914,310	\$ 914,310	\$ 914,310	\$ 914,310
<b>School Capture***</b>													
Millage Rate													
State Education Tax (SET)	6.0000	\$ 5,486	\$ 5,486	\$ 5,486	\$ 5,486	\$ 5,486	\$ 5,486	\$ 5,486	\$ 5,486	\$ 5,486	\$ 5,486	\$ 5,486	\$ 60,344
School Operating Tax	18.0000	\$ 16,458	\$ 16,458	\$ 16,458	\$ 16,458	\$ 16,458	\$ 16,458	\$ 16,458	\$ 16,458	\$ 16,458	\$ 16,458	\$ 16,458	\$ 181,033
School Total	24.0000	\$ 21,943	\$ 21,943	\$ 21,943	\$ 21,943	\$ 21,943	\$ 21,943	\$ 21,943	\$ 21,943	\$ 21,943	\$ 21,943	\$ 21,943	\$ 241,378
<b>Local Capture***</b>													
Millage Rate													
County Operating	4.0400	\$ 3,694	\$ 3,694	\$ 3,694	\$ 3,694	\$ 3,694	\$ 3,694	\$ 3,694	\$ 3,694	\$ 3,694	\$ 3,694	\$ 3,694	\$ 40,632
O/S Affected	0.1950	\$ 178	\$ 178	\$ 178	\$ 178	\$ 178	\$ 178	\$ 178	\$ 178	\$ 178	\$ 178	\$ 178	\$ 1,961
O/S Voted	3.0863	\$ 2,822	\$ 2,822	\$ 2,822	\$ 2,822	\$ 2,822	\$ 2,822	\$ 2,822	\$ 2,822	\$ 2,822	\$ 2,822	\$ 2,822	\$ 31,040
OCC Voted	1.5491	\$ 1,411	\$ 1,411	\$ 1,411	\$ 1,411	\$ 1,411	\$ 1,411	\$ 1,411	\$ 1,411	\$ 1,411	\$ 1,411	\$ 1,411	\$ 15,520
City Operating	11.2891	\$ 10,303	\$ 10,303	\$ 10,303	\$ 10,303	\$ 10,303	\$ 10,303	\$ 10,303	\$ 10,303	\$ 10,303	\$ 10,303	\$ 10,303	\$ 113,338
Cap Imp	1.4085	\$ 1,288	\$ 1,288	\$ 1,288	\$ 1,288	\$ 1,288	\$ 1,288	\$ 1,288	\$ 1,288	\$ 1,288	\$ 1,288	\$ 1,288	\$ 14,166
Sanitation	2.8171	\$ 2,576	\$ 2,576	\$ 2,576	\$ 2,576	\$ 2,576	\$ 2,576	\$ 2,576	\$ 2,576	\$ 2,576	\$ 2,576	\$ 2,576	\$ 28,333
Youth Center	1.4594	\$ 1,371	\$ 1,371	\$ 1,371	\$ 1,371	\$ 1,371	\$ 1,371	\$ 1,371	\$ 1,371	\$ 1,371	\$ 1,371	\$ 1,371	\$ 15,080
Library	0.9996	\$ 914	\$ 914	\$ 914	\$ 914	\$ 914	\$ 914	\$ 914	\$ 914	\$ 914	\$ 914	\$ 914	\$ 10,053
Seniors Services	0.4998	\$ 457	\$ 457	\$ 457	\$ 457	\$ 457	\$ 457	\$ 457	\$ 457	\$ 457	\$ 457	\$ 457	\$ 5,027
County Pk & Rec	0.2349	\$ 215	\$ 215	\$ 215	\$ 215	\$ 215	\$ 215	\$ 215	\$ 215	\$ 215	\$ 215	\$ 215	\$ 2,362
HOMA	0.2129	\$ 195	\$ 195	\$ 195	\$ 195	\$ 195	\$ 195	\$ 195	\$ 195	\$ 195	\$ 195	\$ 195	\$ 2,141
Sinking Fund	2.8700	\$ 2,624	\$ 2,624	\$ 2,624	\$ 2,624	\$ 2,624	\$ 2,624	\$ 2,624	\$ 2,624	\$ 2,624	\$ 2,624	\$ 2,624	\$ 28,865
OCPA	1.0000	\$ 914	\$ 914	\$ 914	\$ 914	\$ 914	\$ 914	\$ 914	\$ 914	\$ 914	\$ 914	\$ 914	\$ 10,057
Local Total	31.4757	\$ 28,961	\$ 28,961	\$ 28,961	\$ 28,961	\$ 28,961	\$ 28,961	\$ 28,961	\$ 28,961	\$ 28,961	\$ 28,961	\$ 28,961	\$ 318,576
<b>Non-Capturable Millages***</b>													
Millage Rate													
Zoo Authority (County)	0.0982	\$ 90	\$ 90	\$ 90	\$ 90	\$ 90	\$ 90	\$ 90	\$ 90	\$ 90	\$ 90	\$ 90	\$ 988
Art Institute (County)	0.1945	\$ 178	\$ 178	\$ 178	\$ 178	\$ 178	\$ 178	\$ 178	\$ 178	\$ 178	\$ 178	\$ 178	\$ 1,915
MESA Judgment**	0.4000	\$ 366	\$ 366	\$ 366	\$ 366	\$ 366	\$ 366	\$ 366	\$ 366	\$ 366	\$ 366	\$ 366	\$ 4,033
Total Non-Capturable Taxes	0.6927	\$ 633	\$ 633	\$ 633	\$ 633	\$ 633	\$ 633	\$ 633	\$ 633	\$ 633	\$ 633	\$ 633	\$ 6,936
Total Capturable Millages	55.6757												
<b>Total Tax Increment Revenue (TIR) Available for Capture</b>													
		\$ 50,905	\$ 50,905	\$ 50,905	\$ 50,905	\$ 50,905	\$ 50,905	\$ 50,905	\$ 50,905	\$ 50,905	\$ 50,905	\$ 50,905	\$ 50,905

\*The negative increment during the first 12 years is "passed-over" and does not create any benefits or loss to the available capture

\*\*MESA Judgment is anticipated to expire after 2022

\*\*\*Taxes are representative of what is generated by the Special Act Tax Parcel taxable value only



**Tax Incremental Revenue Reimbursement Estimates - Table 3**  
1200 Auburn, Pontiac,  
Oakland County, Michigan  
October 23, 2018

Developer Maximum Reimbursement	Total Proportionality	School & Local Taxes	Local-Only Taxes	Total
State	43.11%	\$ 127,944	\$ -	\$ 127,944
Local	56.89%	\$ 221,213	\$ -	\$ 221,213
<b>TOTAL</b>				
DEQ	22.72%	\$ 79,325	\$ -	\$ 79,325
MSF	77.28%	\$ 269,832	\$ -	\$ 269,832

**Estimated Total  
Years of Plan: 11**

Estimated Capture	
Administrative Fees	\$ 55,000
State Revolving Fund	\$ 19,201
LBRF	\$ 42,363

	1	2	3	4	5	6	7	8	9	10	11	TOTAL
	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	
Total State Incremental Revenue	\$ 21,943	\$ 21,943	\$ 21,943	\$ 21,943	\$ 21,943	\$ 21,943	\$ 21,943	\$ 21,943	\$ 21,943	\$ 21,943	\$ 21,943	\$ 241,378
State Brownfield Revolving Fund (50% of SET)	\$ 2,743	\$ 2,743	\$ 2,743	\$ 2,743	\$ 2,743	\$ 2,743	\$ 2,743	\$ 2,743	\$ 2,743	\$ 2,743	\$ 2,743	\$ 19,201
State TIR Available for Reimbursement	\$ 19,201	\$ 19,201	\$ 19,201	\$ 19,201	\$ 19,201	\$ 19,201	\$ 19,201	\$ 19,201	\$ 19,201	\$ 19,201	\$ 19,201	\$ 222,177
Total Local Incremental Revenue	\$ 28,961	\$ 28,961	\$ 28,961	\$ 28,961	\$ 28,961	\$ 28,961	\$ 28,961	\$ 28,961	\$ 28,961	\$ 28,961	\$ 28,961	\$ 318,576
BRA Administrative Fee (\$5,000/year)	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 55,000
Local TIR Available for Reimbursement	\$ 23,961	\$ 23,961	\$ 23,961	\$ 23,961	\$ 23,961	\$ 23,961	\$ 23,961	\$ 23,961	\$ 23,961	\$ 23,961	\$ 23,961	\$ 263,576
<b>Total State &amp; Local TIR Available</b>	<b>\$ 43,162</b>	<b>\$ 43,162</b>	<b>\$ 43,162</b>	<b>\$ 43,162</b>	<b>\$ 43,162</b>	<b>\$ 43,162</b>	<b>\$ 43,162</b>	<b>\$ 45,905</b>	<b>\$ 45,905</b>	<b>\$ 45,905</b>	<b>\$ 45,905</b>	<b>\$ 536,658</b>
<b>DEVELOPER</b>	Beginning Balance											
DEVELOPER Reimbursement Balance	\$ 349,157	\$ 305,995	\$ 262,833	\$ 219,671	\$ 176,509	\$ 133,347	\$ 90,185	\$ 53,483	\$ 29,522	\$ 5,560	\$ 0	\$ -
<b>IFT Abatement</b>												
MSF Non-Environmental Costs	\$ 269,832	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
State Tax Reimbursement	\$ 14,838	\$ 14,838	\$ 16,297	\$ 19,201	\$ 19,201	\$ 19,201	\$ 12,741					\$ 116,316
Local Tax Reimbursement	\$ 18,518	\$ 18,518	\$ 18,518	\$ 18,518	\$ 18,518	\$ 18,518	\$ 18,518	\$ 18,518	\$ 5,375			\$ 153,516
<b>Total MSF Reimbursement Balance</b>	<b>\$ 236,476</b>	<b>\$ 203,120</b>	<b>\$ 168,305</b>	<b>\$ 130,587</b>	<b>\$ 92,869</b>	<b>\$ 55,151</b>	<b>\$ 23,893</b>	<b>\$ 5,375</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
MDEQ Environmental Costs	\$ 79,325											\$ -
State Tax Reimbursement	\$ 4,362	\$ 4,362	\$ 2,904									\$ 11,628
Local Tax Reimbursement	\$ 5,444	\$ 5,444	\$ 5,444	\$ 5,444	\$ 5,444	\$ 5,444	\$ 5,444	\$ 5,444	\$ 18,586	\$ 5,560		\$ 67,697
<b>Total Local Reimbursement Balance</b>	<b>\$ 69,519</b>	<b>\$ 59,713</b>	<b>\$ 51,366</b>	<b>\$ 45,922</b>	<b>\$ 40,478</b>	<b>\$ 35,034</b>	<b>\$ 29,590</b>	<b>\$ 24,147</b>	<b>\$ 5,560</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Annual Developer Reimbursement</b>	<b>\$ 43,162</b>	<b>\$ 43,162</b>	<b>\$ 43,162</b>	<b>\$ 43,162</b>	<b>\$ 43,162</b>	<b>\$ 43,162</b>	<b>\$ 36,702</b>	<b>\$ 23,961</b>	<b>\$ 23,961</b>	<b>\$ 5,560</b>	<b>\$ -</b>	<b>\$ 349,157</b>
<b>LOCAL BROWNFIELD REVOLVING FUND</b>												
LBRF Deposits *	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,401	\$ 23,961	\$ 42,363
State Tax Capture	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Local Tax Capture	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,401	\$ 23,961	\$ 42,363
<b>Total LBRF Capture</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 18,401</b>	<b>\$ 23,961</b>	<b>\$ 42,363</b>

\* Up to five years of capture for LBRF Deposits after eligible activities are reimbursed. May be taken from DEQ & Local TIR only.

# ORDINANCE

3



**CITY OF PONTIAC**  
**Department of Building Safety**  
**PLANNING DIVISION**

47450 Woodward Ave | Pontiac Michigan 48342  
T: 248.758.2800 | F: 248.758.3750

*Mayor Deirdre Waterman*

**TO: HONORABLE MAYOR, COUNCIL PRESIDENT AND CITY COUNCIL**

**FROM: VERN GUSTAFSSON – PLANNING MANAGER**  
**THROUGH THE OFFICE OF DEPUTY MAYOR, JANE BAIS-DESESSA**

**SUBJECT: CITY COUNCIL RESOLUTION TO AMEND PONTIAC ZONING ORDINANCE**  
**TO INCLUDE MEDICAL MARIHUANA FACILITIES**

**DATE: DECEMBER 12, 2018**

As you know, on October 29, 2018 the Pontiac Planning Commission held a Zoning Text Amendment Public Hearing to include Medical Marihuana facilities in the City of Pontiac. Following the Public Hearing the Commission recommended City Council to approve the Zoning Text Amendment. Per the Pontiac Zoning Ordinance, the City Council can approve, deny or refer the Zoning Text Amendment back to the Planning Commission for further consideration [see attached Resolution].

As proposed, the Medical Marihuana Overlay District [MMOD] are applied over one or more previously established zoning districts, and establish additional or stricter regulations for properties, in addition to those of the underlying zoning districts. The MMOD is an effective regulatory tool and meets our overarching philosophy of “What’s best for Pontiac” and meets our objectives to... Start Here | Work Here | Grow Here.

**COMMUNITY ECONOMIC BENEFIT**

The economic benefit from these new medical marihuana businesses will generate, increased revenue to the City through medical marihuana application fees and excise, sales, income and property taxes. These revenues could fund City services for the betterment of the entire community. Medical marihuana facilities would open the doors to new businesses, jobs, and opportunities and spur development/redevelopment opportunities in areas in need of revitalization and investment.

Additionally when we studied the City’s Tax Increment Finance Authority [TIFA] Development Areas we identified significant economic benefit to locate medical marihuana facilities within the TIFA 3 Development Area to increase revenues to pay down outstanding debt.



## **ZONING ORDINANCE TEXT AMENDMENT**

The proposed Zoning Ordinance Text Amendment would establish a MMOD along a section of Cesar Chavez and Walton Boulevard corridor. Medical marihuana facilities would be located in the C-3 Corridor Commercial, M-1 Light Manufacturing, and/or M-2 Heavy Manufacturing zoning districts within the MMOD. The proximity of the licensed, approved medical marihuana facilities by the state of Michigan and the City of Pontiac will have to be more than 1,000 feet from a public or private school, and more than 500 feet from a commercial childcare center, a public park with playground equipment, and a tax exempt religious institution.

### **Intent and Purpose**

Amend the Zoning Ordinance to allow medical marihuana facilities that have been granted a license from the state of Michigan and City of Pontiac to operate in the City pursuant to the Medical Marihuana Facilities Licensing Act, Act No. 281 of the Public Acts of 2016; to provide standards and procedures to permit and regulate medical marihuana facilities; and to impose conditions for the operating of medical marihuana facilities [see attached Zoning Ordinance Text Amendment].

The purpose of this Zoning Ordinance Text Amendment is to serve and protect the health, safety and welfare of the general public and establish a set of rules and regulations which are fair and equitable for those interested in establishing a medical marihuana facility.

### **Medical Marihuana Overlay District [MMOD]**

The proposed text amendment would establish a MMOD along portions of Cesar Chavez [MDOT state trunkline] and Walton Boulevard [Major Road]. The Cesar Chavez Overlay District would extend approximately one mile from the west side of West Boulevard to Montcalm Street. The Walton Boulevard Overlay District extends approximately two miles from west of Telegraph Road east to Fuller Street. The MMOD would allow up to a total of twenty [20] approved, licensed Provisioning Centers with no limit on the number of licensed Growers, Processors, Secure Transporters, and Safety Compliance Facilities [see attached MMOD Overlay District Map].

The City would allow approved Medical Marihuana facilities to operate within the Overlay Districts on properties zoned C-3 Corridor Commercial, M-1 Light Manufacturing, and M-2 Heavy Manufacturing zoning with property frontage on Walton Boulevard, Cesar Chavez and also on; Pershing Ave, Durant Ave, Inglewood Ave, and Ojista Ave within the Cesar Chavez Overlay District. All medical marihuana uses will require a Special Exception permit and Site Plan Approval for the Pontiac Planning Commission.

## **IS CESAR CHAVEZ AND WALTON BOULEVARD A GOOD LOCATION FOR A MMOD?**

YES...based on the following rationale:

- Spur Economic Development & Generate Revenue to pay down City Debt [TIFA 3]
- Select Corridors/Areas that needs new Private & Public Investment.
- Significant number of properties to develop/redevelop Medical Marihuana facilities.
- Minimal impact to Residential Neighborhoods.
- Easy Access for Patients to locate Provisioning Centers with Convenient Parking.
- Locate Medical Marihuana facilities near the edges of the City.
- Corridors/Areas served by utilities with sufficient capacity.
- Police and Fire quick access & minimal response time.

## Resolution

*Whereas*, Following Pontiac approval of Proposal 1: City of Pontiac Medical Marihuana Facilities Ordinance in August 2018 and following the recount certification on September 12, 2018; the City prepared a Zoning Text Amendment of City of Pontiac Zoning Ordinance to include uses of Medical Marihuana Facilities within the City of Pontiac; and

*Whereas*, In accordance with the procedures outlined in the Zoning Ordinance, Sections 6.802 as it relates to Zoning Text Amendments, the request has undergone the required; Technical Review, Public Hearing, and Planning Commission Recommendation; and

*Whereas*, On October 29, 2018, a Public Hearing was held, and in consideration of public opinion, the Planning Commission conditionally approved the Zoning Text Amendment request to amend the City of Pontiac Zoning Ordinance to include uses of medical marihuana facilities within the City of Pontiac; and

*Now Therefore, Be It Resolved*, That the Pontiac City Council approve, deny or refer the Zoning Text Amendment back to the Planning Commission for further consideration for the Medical Marihuana facilities Zoning Text Amendment in the City of Pontiac.

CITY OF PONTIAC  
ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE TO AMEND THE CITY OF PONTIAC ZONING ORDINANCE TO INCLUDE USES OF MEDICAL MARIHUANA FACILITIES IN DESIGNATED OVERLAY DISTRICTS.**

**THE CITY OF PONTIAC ORDAINS:**

**Article 2 Chapters 1 and 2 Section 2.101 Table 1 and Section 2.203 Table 2 Zoning Districts is amended to add:**

Abbreviation	General Zoning Districts	Abbreviation	Special Purpose Zoning Districts
To Remain The Same	To Remain The Same	--	--
		--	--
		MMOD	Medical Marihuana Overlay District

**Amend Article 2 | Chapter 2 – Section 2.203 Table 2 (Uses Permitted By District)**

Commercial, Office, and Service Uses											
	Residential Districts			Commercial Districts					Industrial Districts		
	R-1	R-2	R-3	C-0	C-1	C-2	C-3	C-4	M-1	M-2	IP-1
Medical Marihuana Grower									O	O	
Medical Marihuana Processor									O	O	
Medical Marihuana Provisioning Centers							O		O	O	
Medical Marihuana Safety Compliance Facility							O		O	O	
Medical Marihuana Secure Transporter							O		O	O	



Article 2 Chapter 5 - Development Standards for Specific Uses is amended to add Sections 2.544, 2.545, 2.546, 2.547, and 2.548 as follows:

**Section 2.544 - Medical Marihuana Grower Facilities**

Grower means a commercial entity that cultivates, dries, trims, or cures and packages marihuana for sale to a processor or provisioning center. As used in this ordinance, grower shall include Class A growers, Class B growers, and Class C growers.

1. Class A grower means a grower license to grow not more than 500 marihuana plants.
2. Class B grower means a grower licensed to grow not more than 1,000 marihuana plants.
3. Class C grower means a grower licensed to grow not more than 1,500 marihuana plants.

**A. General Provisions**

1. Consumption, smoking, and inhalation of marihuana and/or alcohol shall be prohibited on the premises of a Medical Marihuana Grower Facility, and a sign shall be posted on the premises of each facility indicating that consumption is prohibited on the premises;
2. The premises shall be open for inspection and/or investigation at any time by City investigators during the stated hours of operation and as such other times as anyone is present on the premises
3. All activity related to the Medical Marihuana growing shall be done indoors;
4. Any Medical Marihuana Grower Facility shall maintain a log book and/or database identifying by date the amount of Medical Marihuana and the number of Medical Marihuana plants on the premises which shall not exceed the amount permitted under the Grower License issued by the State of Michigan. This log shall be available to law enforcement personnel to confirm that the Medical Marihuana Grower does not have more Medical Marihuana than authorized at the location and shall not be used to disclose more information than is reasonably necessary to verify the lawful amount of Medical Marihuana at the Facility;
5. The Medical Marihuana Grower Facility shall comply at all times and in all circumstances with the MMMA, MMFLA, and the general rules of the department of licensing and regulatory affairs, as they may be amended from time to time.

**B. Security**

1. Medical Marihuana Grower Facility shall continuously monitor the entire premises on which they are operated with surveillance systems that include security cameras that operate 24- hours a day, 7-days a week. The video recordings shall be maintained in a secure, off-site location for a period of 30 days, and must be coordinated with the O.C. Sherriff Department;
2. Any usable Medical Marihuana remaining on the premises of a Medical Marihuana Grower while the Medical Marihuana Facility is not in operation shall be secured in a safe permanently affixed to the premises;

3. All Medical Marihuana shall be contained within the building in an enclosed, locked Facility in accordance with the MMMA and MMFLA, as amended;

**C. Space Separation**

1. Unless permitted by the MMMA, public or non-public areas of the Medical Marihuana Grower Facility must be separated from restricted or non-public areas of the Grower Facility by a permanent barrier.
2. Unless permitted by the MMMA, no Medical Marihuana is permitted to be stored or displayed in an area accessible to the general public;

**D. Nuisance Prohibited**

1. Medical Marihuana Grower Facilities shall be free from infestation by insects, rodents, birds, or vermin or any kind;
2. Medical Marihuana Grower Facilities shall produce no products other than useable Medical Marihuana intended for human consumption; and
3. No Medical Marihuana Grower shall be operated in a manner creating noise, dust, vibration, glare, fumes, or odors detectable to normal senses beyond the boundaries of the property on which the Medical Marihuana Grower is operated.

**E. Licensing**

1. The license required by this chapter shall be prominently displayed on the premises of a Medical Marihuana Grower Facility

**F. Disposal Of Waste**

1. Disposal of Medical Marihuana shall be accomplished in a manner that prevents its acquisition by any person who may not lawfully possess it and otherwise in conformance with State law
2. Litter and waste shall be properly removed and the operating systems for waste disposal are maintained in an adequate manner as approved by the City so that they do not constitute a source of contamination in areas where medical marihuana is exposed;
3. That portion of the structure where the storage of any chemicals such as herbicides, pesticides, and fertilizers shall be subject to inspection and approval by the local Fire Department to ensure compliance with the Michigan Fire Protection Code.

**G. Signage**

1. It shall be prohibited to display any signs that are inconsistent with local laws or regulations or State law
2. It shall be prohibited to use advertising material that is misleading, deceptive, or false, or that is designed to appeal to minors or in violation of LARA regulations
3. It shall be prohibited to use the symbol or image of a marihuana leaf in any exterior building signage
4. No licensed Medical Marihuana Grower shall place or maintain, or cause to be placed or maintained, an advertisement of medical marihuana in any form or through any medium:

- Within one thousand feet of the real property comprising a public or private elementary, vocational or secondary school.
- Within one hundred feet of a public or private youth center, public swimming pool or a church or other structure in which religious services are conducted.

#### **H. Co-Location**

1. There shall be no other accessory uses permitted within the same facility other than those associated with a Processor and Provisioning Center.

#### **I. Building Design**

1. Floors, walls and ceilings shall be constructed in such a manner that they may adequately cleaned and kept clean and in good repair;
2. Any buildings, fixtures and other facilities shall be maintained in a sanitary condition;
3. All necessary building, electrical plumbing and mechanical permits shall be obtained for any portion of the structure in which electrical wiring, lighting and/or watering devices that support the cultivation, growing or harvesting of marihuana are located.



## Section 2.545 - Medical Marihuana Processor

Processor means a commercial entity that purchases marihuana from a grower and that extracts resin from the marihuana or creates a Marihuana-infused product for sale and transfer in packaged form to a Provisioning Center.

### A. General Provisions

1. The Processor shall comply at all times and in all circumstances with the MMA, MMFLA, and the general rules of the department of licensing and regulatory affairs, as they may be amended from time to time;
2. Consumption, smoking, and inhalation of marihuana and/or alcohol shall be prohibited on the premises of Medical Marihuana Processor, and a sign shall be posted on the premises of each Medical Marihuana Processor indicating that consumption is prohibited on the premises;
3. The premises shall be open for inspection and/or investigation at any time by City investigators during the stated hours of operation and as such other times as anyone is present on the premises;
4. Any Processor Facility shall maintain a log book and/or database identifying by date the amount of Medical Marihuana and the number of Medical Marihuana plants on the premises which shall not exceed the amount permitted under the Processor license issued by the State of Michigan. This log shall be available to law enforcement personnel to confirm that the Processor does not have more Medical Marihuana than authorized at the location and shall not be used to disclose more information than is reasonably necessary to verify the lawful amount of Medical Marihuana at the Facility;
5. Processor Facilities shall produce no products other than useable Medical Marihuana intended for human consumption.

### B. Security

1. Medical Marihuana Processor Facility shall continuously monitor the entire premises on which they are operated with surveillance systems that include security cameras that operate 24- hours a day, 7-days a week. The video recordings shall be maintained in a secure, off-site location for a period of 30 days, and must be coordinated with the O.C. Sherriff Department;
2. Any usable Medical Marihuana remaining on the premises of a Medical Marihuana Processor while the Medical Marihuana Facility is not in operation shall be secured in a safe permanently affixed to the premises;
3. All Medical Marihuana shall be contained within the building in an enclosed, locked Facility in accordance with the MMMA and MMFLA, as amended.

### C. Space Separation

1. Unless permitted by the MMMA, public or non-public areas of the Medical Marihuana Processor Facility must be separated from restricted or non-public areas of the Processor Facility by a permanent barrier.
2. Unless permitted by the MMMA, no Medical Marihuana is permitted to be stored or displayed in an area accessible to the general public.

**D. Nuisance Prohibited**

1. Processor Facilities shall be free from infestation by insects, rodents, birds, or vermin or any kind;
2. No Medical Marihuana Processor shall be operated in a manner creating noise, dust, vibration, glare, fumes, or odors detectable to normal senses beyond the boundaries of the property on which the Medical Marihuana Processor is operated.

**E. Licensing**

1. The license required by this chapter shall be prominently displayed on the premises of a Medical Marihuana Processor Facility;

**F. Disposal Of Waste**

1. Disposal of Medical Marihuana shall be accomplished in a manner that prevents its acquisition by any person who may not lawfully possess it and otherwise in conformance with State law.
2. Litter and waste shall be properly removed and the operating systems for waste disposal are maintained in an adequate manner as approved by the City so that they do not constitute a source of contamination in areas where medical marihuana is exposed.

**G. Signage**

1. It shall be prohibited to display any signs that are inconsistent with local laws or regulations or State law;
2. It shall be prohibited to use advertising material that is misleading, deceptive, or false, or that is designed to appeal to minors or in violation of LARA regulations
3. It shall be prohibited to use the symbol or image of a marihuana leaf in any exterior building signage;
4. No licensed Medical Marihuana Processor shall place or maintain, or cause to be placed or maintained, an advertisement of medical marihuana in any form or through any medium:
  - Within one thousand feet of the real property comprising a public or private elementary, vocational or secondary school
  - Within one hundred feet of a public or private youth center, public swimming pool or a church or other structure in which religious services are conducted.

**H. Co-Location**

1. There shall be no other accessory uses permitted within the same Facility other than those associated with a Grower and Provisioning Center;
2. The dispensing of Medical Marihuana at the Processor Facility shall be prohibited.

I. Building Design

1. Floors, walls and ceilings shall be constructed in such a manner that they may adequately cleaned and kept clean and in good repair;
2. Any buildings, fixtures and other facilities shall be maintained in a sanitary condition.

DRAFT



## Section 2.546 - Medical Marihuana Provisioning Center

Provisioning Center means a commercial entity that purchases marihuana from a grower or Processor and sells, supplies, or provides marihuana to registered qualifying patients, directly or through the patients' registered primary caregivers. Provisioning Center includes any commercial property where marihuana is sold at retail 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 through the department's marihuana registration process in accordance with the MMMA is not a Provisioning Center for purposes of this ordinance.

### A. General Provisions

1. Medical marihuana Provisioning Centers shall be closed for business, and no sale or other distribution of marihuana in any form shall occur upon the premises between the hours of 10:00 p.m. and 7:00 a.m.
2. Consumption, smoking, and inhalation of marihuana and/or alcohol shall be prohibited on the premises of a Medical Marihuana Provisioning Center, and a sign shall be posted on the premises of each Medical Marihuana Provisioning Center indicating that consumption is prohibited on the premises;
3. The premises shall be open for inspection and/or investigation at any time by City investigators during the stated hours of operation and as such other times as anyone is present on the premises.

### B. Security

1. Medical Marihuana Provisioning Centers shall continuously monitor the entire premises on which they are operated with surveillance systems that include security cameras that operate 24- hours a day, 7-days a week. The video recordings shall be maintained in a secure, off-site location for a period of 30 days, and must be coordinated with the O.C. Sheriff Department;
2. Any usable Medical Marihuana remaining on the premises of a Medical Marihuana Provisioning Center while the Medical Marihuana Provisioning Center is not in operation shall be secured in a safe permanently affixed to the premises.

### C. Space Separation

1. Unless permitted by the MMMA, public or non-public areas of the Medical Marihuana Provisioning Center must be separated from restricted or non-public areas of the Provisioning Center by a permanent barrier.
2. Unless permitted by the MMMA, no Medical Marihuana is permitted to be stored or displayed in an area accessible to the general public;
3. Medical Marihuana may be displayed in a sales area only if permitted by the MMMA.

### D. Drive-through

1. Drive-through windows on the premises of a Medical Marihuana Provisioning Center shall not be permitted.

**E. Nuisance Prohibited**

1. No Medical Marihuana Provisioning Center shall be operated in a manner creating noise, dust, vibration, glare, fumes, or odors detectable to normal senses beyond the boundaries of the property on which the Medical Marihuana Provisioning Center is operated.

**F. Licensing**

1. The license required by this chapter shall be prominently displayed on the premises of a Medical Marihuana Provisioning Center;
2. All registered patients must present both their Michigan Medical Marihuana patient/caregiver ID card and Michigan state ID prior to entering restricted/limited areas or nonpublic areas of the Medical Marihuana Provisioning Center.

**G. Disposal Of Waste**

Disposal of Medical Marihuana shall be accomplished in a manner that prevents its acquisition by any person who may not lawfully possess it and otherwise in conformance with State law.

**H. Signage**

1. It shall be prohibited to display any signs that are inconsistent with local laws or regulations or State law
2. It shall be prohibited to use advertising material that is misleading, deceptive, or false, or that is designed to appeal to minors or in violation of LARA regulations;
3. It shall be prohibited to use the symbol or image of a marihuana leaf in any exterior building signage;
4. No licensed Medical Marihuana Provisioning Center shall place or maintain, or cause to be placed or maintained, an advertisement of medical marihuana in any form or through any medium:
  - Within one thousand feet of the real property comprising a public or private elementary, vocational or secondary school;
  - Within one hundred feet of a public or private youth center, public swimming pool or a church or other structure in which religious services are conducted.

**I. Co-Location**

1. There shall be no other accessory uses permitted within the same Facility other than those associated with a Grower and Processor.

## Section 2.547 - Medical Marihuana Safety Compliance Facilities

Safety compliance facility means a commercial entity that receives marihuana from a medical marihuana facility or registered primary caregiver, tests it for contaminants and for tetrahydrocannabinol and other cannabinoids, returns the test results, and may return the marihuana to a medical marihuana facility.

### A. General Provisions

1. Consumption, smoking, and inhalation of marihuana and/or alcohol shall be prohibited on the premises of a Medical Marihuana Safety Compliance Facility, and a sign shall be posted on the premises of each Medical Marihuana Safety Compliance Facility indicating that consumption is prohibited on the premises;
2. The premises shall be open for inspection and/or investigation at any time by City investigators during the stated hours of operation and as such other times as anyone is present on the premises;
3. Any Safety Compliance Facility shall maintain a log book and/or database identifying by date the amount of Medical Marihuana on the premises and from which particular source. The Facility shall maintain the confidentiality of qualifying patients in compliance with the Michigan Medical Marihuana Act, as amended.

### B. Security

1. Medical Marihuana Safety Compliance Facility shall continuously monitor the entire premises on which they are operated with surveillance systems that include security cameras that operate 24 hours a day, 7-days a week. The video recordings shall be maintained in a secure, off-site location for a period of 30 days, and must be coordinated with the O.C. Sherriff Department;
2. Any usable Medical Marihuana remaining on the premises of a Medical Marihuana Safety Compliance while the Medical Marihuana Safety Compliance Facility is not in operation shall be secured in a safe permanently affixed to the premises;
3. All Medical Marihuana shall be contained within the building in an enclosed, locked Facility in accordance with the MMMA and MMFLA, as amended.

### C. Space Separation

1. Unless permitted by the MMMA, public or non-public areas of the Medical Marihuana Safety Compliance Facility must be separated from restricted or non-public areas of the Safety Compliance Facility by a permanent barrier.
2. Unless permitted by the MMMA, no Medical Marihuana is permitted to be stored or displayed in an area accessible to the general public.

### D. Nuisance Prohibited

1. No Medical Marihuana Safety Compliance shall be operated in a manner creating noise, dust, vibration, glare, fumes, or odors detectable to normal senses beyond the boundaries of the property on which the Medical Marihuana Safety Compliance is operated.



**E. Licensing**

1. The license required by this chapter shall be prominently displayed on the premises of a Medical Marihuana Safety Compliance;
2. All registered patients must present both their Michigan Medical Marihuana patient/caregiver ID card and Michigan state ID prior to entering restricted/limited areas or nonpublic areas of the Medical Marihuana Safety Compliance.

**F. Disposal Of Waste**

1. Disposal of Medical Marihuana shall be accomplished in a manner that prevents its acquisition by any person who may not lawfully possess it and otherwise in conformance with State law;
2. Litter and waste shall be properly removed and the operating systems for waste disposal are maintained in an adequate manner as approved by the City so that they do not constitute a source of contamination in areas where Medical Marihuana is exposed.

**G. Signage**

1. It shall be prohibited to display any signs that are inconsistent with local laws or regulations or State law;
2. It shall be prohibited to use advertising material that is misleading, deceptive, or false, or that is designed to appeal to minors or in violation of LARA regulations;
3. It shall be prohibited to use the symbol or image of a marihuana leaf in any exterior building signage;
4. No licensed Medical Marihuana Safety Compliance shall place or maintain, or cause to be placed or maintained, an advertisement of medical marihuana in any form or through any medium:
  1. Within one thousand feet of the real property comprising a public or private elementary, vocational or secondary school
  2. Within one hundred feet of a public or private youth center, public swimming pool or a church or other structure in which religious services are conducted.

**H. Building Design**

1. Floors, walls and ceilings shall be constructed in such a manner that they may adequately cleaned and kept clean and in good repair;
2. Any buildings, fixtures and other facilities shall be maintained in a sanitary condition.

## Section 2.548 - Medical Marihuana Secure Transporter

Secure Transporter means a commercial entity located in this state that stores marihuana and transports marihuana between medical marihuana facilities for a fee. A Secure Transporter shall comply at all times with the Michigan Medical Marihuana Act, the Medical Marihuana Facilities Licensing Act, the Marihuana Tracking Act and the general rules of the Department of Licensing and Regulatory Affairs.

### A. General Provisions

1. Consumption and or use of marihuana shall be prohibited at a facility of a Secure Transporter;
2. A vehicle used by a Secure Transporter is subject to administrative inspection by a law enforcement officer at any point during the transportation of medical marihuana to determine compliance with all state and local laws, rules, regulations and ordinances;
3. A Secure Transporter licensee and each stakeholder shall not have an interest in a Growing, Processor, Provisioning Center, or Safety Compliance Facility and shall not be a registered qualifying patient or a registered primary caregiver.
4. A Secure Transporter shall enter all transactions, current inventory, and other information as required by the state into the statewide monitoring system as required by law.

### B. Secure Storage

1. Storage of medical marihuana by a Secure Transporter shall comply with the following:
  - The storage facility shall not be used for any other commercial purpose.
  - The storage facility shall not be open or accessible to the general public.
  - The storage facility shall be maintained and operated so as to comply with all state and local rules, regulations and ordinance.
2. All marihuana stored within the facility shall be stored within enclosed locked facilities in accordance with the MMMA as amended.

### C. Sanitation

1. All persons working in direct contact with marihuana being stored by a Secure Transporter shall conform to hygienic practices while on duty, including but not limited to:
  - Maintaining adequate personal cleanliness;
  - Washing hands thoroughly in adequate hand washing areas before starting work and at any other time when the hands may have become soiled or contaminated;
  - Refrain from having direct contact with marihuana if the person has or may have an illness, open lesion, including boils, sores or infected wounds, or any other abnormal source of microbial contamination, until the condition is corrected.

#### D. Disposal of Waste

1. Disposal of medical marihuana shall be accomplished in a manner that prevents its acquisition by any person who may not lawfully possess it and otherwise in conformance with State law;
2. Litter and waste shall be properly removed and the operating systems for waste disposal are maintained in an adequate manner as approved by the City so that they do not constitute a source of contamination in areas where medical marihuana is exposed.

#### E. Transport Driver

1. A Secure Transporter shall comply with all of the following:
  - Each driver transporting marihuana must have a chauffeur's license issued by the state;
  - Each employee who has custody of marihuana or money that is related to a marihuana transaction shall not have been convicted of or released from incarceration for a felony under the laws of this state, any other state, or the United States within the past five (5) years;
  - Each vehicle shall be operated with a two person crew with at least one individual remaining with the vehicle at all times during the transportation of marihuana.
2. A route plan and manifest shall be entered into the statewide monitoring system, and a copy shall be carried in the transporting vehicle and presented to a law enforcement officer upon request;
3. The medical marihuana shall be transported by one or more sealed containers and not be accessible while in transit;
4. A secure transporting vehicle shall not bear markings or other indication that it is carrying medical marihuana or a marihuana infused product.

#### F. Signage

1. It shall be prohibited to display any signs that are inconsistent with local laws or regulations or State law;
2. It shall be prohibited to use advertising material that is misleading, deceptive, or false, or that is designed to appeal to minors or in violation of LARA regulations;
3. It shall be prohibited to use the symbol or image of a marihuana leaf in any exterior building signage;
4. No licensed Medical Marihuana Secure Transport shall place or maintain, or cause to be placed or maintained, an advertisement of medical marihuana in any form or through any medium:
  - Within one thousand feet of the real property comprising a public or private elementary, vocational or secondary school;
  - Within one hundred feet of a public or private youth center, public swimming pool or a church or other structure in which religious services are conducted.



**Article 3- Special Purposes – Zoning District is amended to add Chapter 11 as follows:**

**Chapter 11 - Medical Marihuana Overlay District**

**Section 3.1101 Intent**

The purpose of the Medical Marihuana Overlay District (MMOD) is to provide for the placement of Medical Marihuana related uses as authorized pursuant to State regulations with a goal of minimizing potential adverse impacts on adjacent property owners, neighborhoods, and the City.

**Section 3.1102 Medical Marihuana Overlay District Permitted Uses**

The following uses are permitted in the Medical Marihuana Overlay District, provided the development also meets the Design & Building Standards set forth in Section 3.1109 and Article 2 Chapter 5 Development Standards for Specific Uses:

1. *Provisioning Center*
2. *Safety Compliance Facility*
3. *Secure Transporter*
4. *Grower*
5. *Processor*

**Section 3.1103 Medical Marihuana Overlay District Permitted Accessory Uses**

1. Off-Street Parking, Loading and Unloading as required per Section 4.307
2. Any use that is not incidental to the permitted principal use.

**Section 3.1104 Uses Requiring Planning Commission Special Exception Permit**

All permitted uses of the Medical Marihuana Overlay District are subject to Planning Commission approval, the Standards for Approval of Section 6.303 for Special Exception Permits, and the Use Standards of the Zoning Ordinance for those specific uses.

**Section 3.1105 Licensing**

All operators of medical marihuana facilities must acquire a State of Michigan & City of Pontiac License.

**Section 3.1106 Medical Marihuana Overlay District Location Description**

The Medical Marihuana uses permitted in the Medical Marihuana Overlay District must meet the following requirements.

- A. Maintain frontage along Walton Blvd, starting from the west side of Telegraph Rd. to Fuller Street.
- B. Maintain frontage along Cesar Chavez, starting from the west side of West Blvd in the City of Pontiac to northern side of W. Montcalm St. Also including;
  1. Pershing Ave;

2. Durant Ave;
  3. Inglewood Ave;
  4. Ojista Ave.
- C. The uses permitted in the Medical Marihuana Overlay District are restricted to the following designated lots. Additional included parcels are referenced above and highlighted in the official Pontiac Medical Marihuana Overlay District Map as amended and maintained by the City Clerk.

**Designated MMOD Lots –SUBJECT TO SECTION 3.1107 BUFFER RESTRICTIONS**

Cesar Chavez Lots of Assessors Subs

Dixie Highway Sub Lots 1-27, Lots 38-63, Lot 84, Lots 103-128, & Lots 141-147;  
Dixieland Sub Lots 1-34;  
O F Beier Sub Lots 1-5;  
Assessor's Plat No 3. Part of Lot 1, Lot 3, Lot 4;  
Assessor's Plat No 5. Lots 1-6, Lots 37-38;  
Assessor's Plat No 94. Lots 2;  
Assessor's Plat No 101. Lots 1-8, & lot 23;  
Baldwin Dixie Hills Lots 243-248.

Walton Blvd Lots of Assessors Subs

Assessor's Replat of Assessor's Plat No. 100 Lots 1, & Lots 10-12;  
Shattuck Farms – Lots 96-97;  
Malkim Farms Sub Lot 1 & Lots 8-14;  
Dupoint Heights Sub Lot 1, Lots 471-502, Lots 634-635, Lots 793-806;  
Marimont Sub Lots 23-61;  
Greenwood Estates Sub Lot 1, Lots 29-46, & lots 57-83;  
Haines Wilson Pontiac Telegraph-Road Sub Lots 212-236, Lot 339, Lot 394.

**Section 3.1107 MMOD Buffer Distance Restrictions**

- A. The proximity of the proposed medical marihuana facility shall be not less than;
1. 1,000 feet from an operational public or private school
  2. 500 feet from an operational commercial childcare organization (non-home occupation) that is licensed or registered with the State of Michigan Department of Health and Human Services or its successor agency, a public park with playground equipment.
  3. 500 feet from a religious institution that is defined as tax exempt by the Oakland County Assessor.
- B. Such distance between the school, childcare center, public park, or religious institution and the contemplated location shall be measured along the centerline of the street or streets of address between two fixed points on the centerline determined by projecting straight lines, at right angles to the centerline, from the primary point of ingress to the school, childcare center, or religious institution, or from the playground equipment in a public park, and from the primary point of ingress to the medical marihuana facility along the centerline to the primary site entrance driveway.

#### **Section 3.1108 Co-Location**

- A. Consistent with the MMFLA and rules promulgated by the department, any combination of Growers, Provisioning Centers, and Processers may operate as separate medical marihuana facilities at the same physical location;
- B. A maximum of two medical marihuana facilities with state operating licenses may co-locate on a single parcel;
- C. No two medical marihuana facilities of the same type may be located on the same parcel;
- D. Medical Marihuana Provisioning Center, consistent with the MMFLA, any combination of Grower, Processing, and Provisioning Centers may operate as separate medical marihuana facilities in the physical location. Provided that the Provisioning Center is incidental to the principal use and that the total amount of internal floor areas of the structure devoted to the Provisioning Center does not exceed 10% of the floor area of the total establishment.

#### **Section 3.1109**

##### **Building Design, Area, Height, Bulk, & Placement**

- A. Building and design improvements must comply with the underlying zoning requirements and the Specific Uses Development Standards outlined in Article 2 Chapter 5 this Zoning Ordinance.
- B. If the provisions of the MMOD are silent on building and design requirements, the requirements of the underlying district shall apply.
- C. If the building and design requirements of the MMOD conflict with the requirements of the underlying district, then the building and design requirements of the MMOD shall supersede the underlying district regulations.

#### **Section 3.1110**

##### **Review Authority & Establishment**

- A. The Planning Commission shall be the Special Exception and Site Plan Review Authority for the permitted medical marihuana uses in the Medical Marihuana Overlay District;
- B. A Special Exception Permit for medical marihuana uses require Public Notice of 500 ft. from the proposed medical marihuana Facility;
- C. All permitted medical marihuana uses must be in accordance with the Uses Development Standards outlined in Chapter 2 the Zoning Ordinance;
- D. Within the MMOD all requirements of the underlying districts remain in effect, except where these regulations provide an alternative to such requirements.



Article 7 – Definitions is amended to add Chapter 2, and Chapter 3 as follows:

## Article 7 – Definitions | Chapter 2

### Section 7.202 Commercial, Office, and Service Uses

- A. *Provisioning Center* means a commercial entity that purchases marihuana from a grower or processor and sells, supplies, or provides marihuana to registered qualifying patients, directly or through the patients' registered primary caregivers. Provisioning center includes any commercial property where marihuana is sold at retail 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 through the department's marihuana registration process in accordance with the MMMA is not a provisioning center for purposes of this ordinance.
- B. *Safety Compliance Facility* means a commercial entity that receives marihuana from a medical marihuana facility or registered primary caregiver, tests it for contaminants and for tetrahydrocannabinol and other cannabinoids, returns the test results, and may return the marihuana to the medical marihuana facility.
- C. *Secure Transporter* means a commercial entity located in this state that stores marihuana and transports marihuana between medical marihuana facilities for a fee.

### Section 7.203 Industrial Uses

- A. *Grower* means a commercial entity that cultivates, dries, trims, or cures and packages marihuana for sale to a processor or provisioning center. As used in this ordinance, grower shall include Class A growers, Class B growers, and Class C growers.
- Class A grower means a grower license to grow not more than 500 marihuana plants.
  - Class B grower means a grower licensed to grow not more than 1,000 marihuana plants.
  - Class C grower means a grower licensed to grow not more than 1,500 plants.
- B. *Processor* means a commercial entity that purchases marihuana from a grower and that extracts resin from the marihuana or creates a Marihuana-infused product for sale and transfer in packaged form to a provisioning center.

## Article 7 – Definitions | Chapter 3

### Section 7.301 General Definitions

- A. Medical Marihuana Facility means a location at which a grower, processor, Provisioning center, secure transporter, or safety compliance facility is licensed to operate under the MMFLA.
- B. MMFLA means the Medical Marihuana Facilities Licensing Act, Act No. 281 of the Public Acts of 2016, being sections 333.27101 to 333.27801 of the Michigan Compiled Laws.
- C. MMMA means the Michigan Medical Marihuana Act, Initiated Law 1 of 2008, being sections 333.26421 to 333.26430 of the Michigan Compiled Laws.

DRAFT

Pursuant to Pontiac City Charter Provision 3.112(e), this is an EMERGENCY ORDINANCE to regulate the proliferation of medical marihuana facilities within the City of Pontiac and thereby ensure the health and safety of its residents, and shall be given immediate effect.

ADOPTED, APPROVED AND PASSED by the City Council of the City of Pontiac this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Deirdre Waterman, Mayor

\_\_\_\_\_  
Garland Doyle, Interim City Clerk

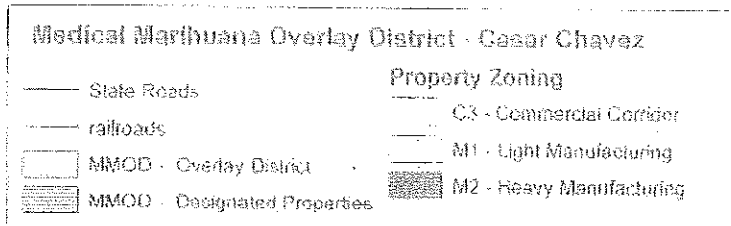
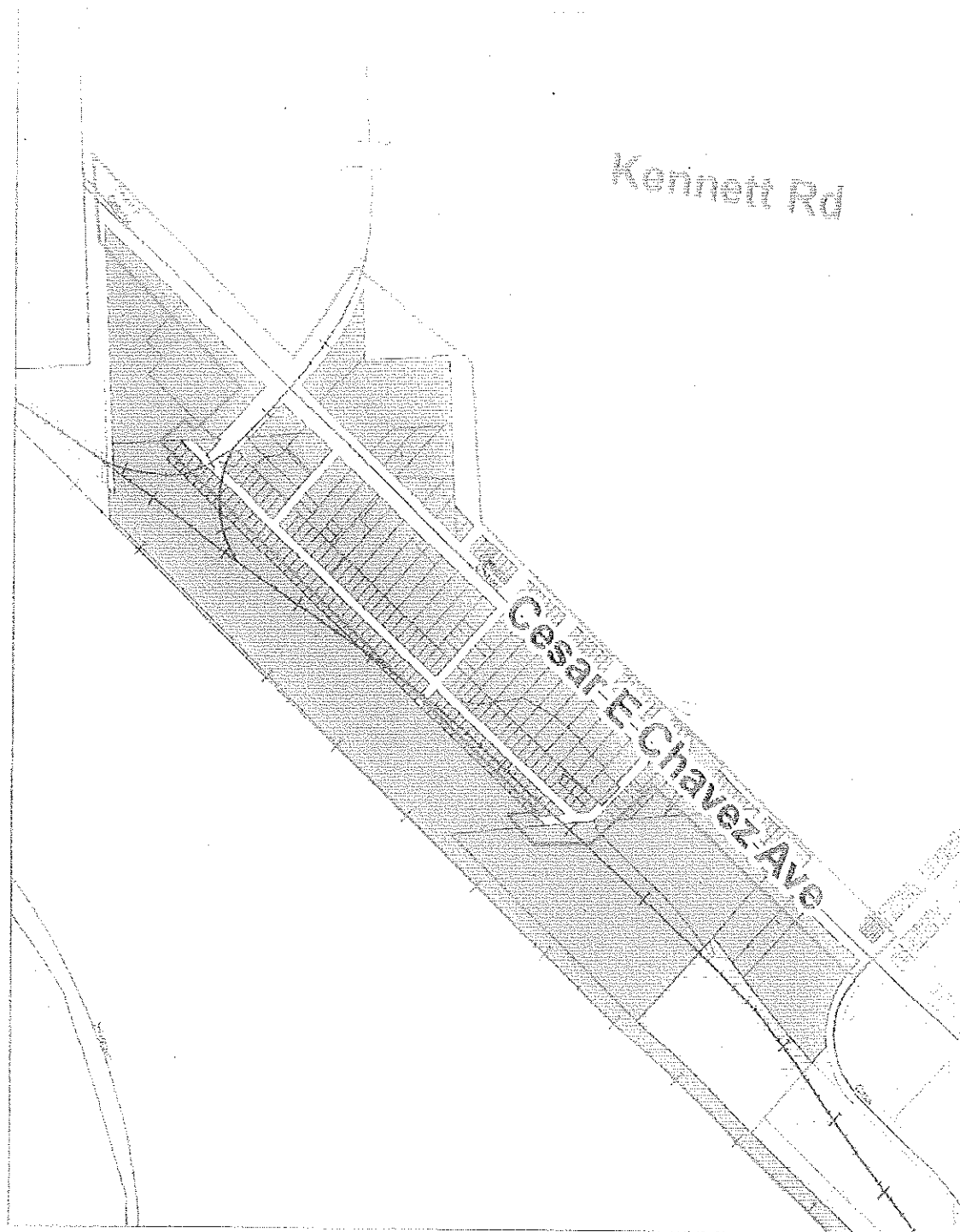
I hereby certify that the foregoing is a true copy of the Ordinance as passed by the City Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Garland Doyle, Interim City Clerk

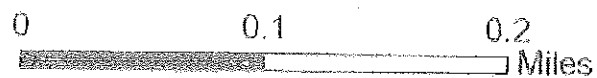
I further certify that the foregoing was published in a newspaper of general circulation in the City of Pontiac in a manner consistent with the Charter of the City of Pontiac.

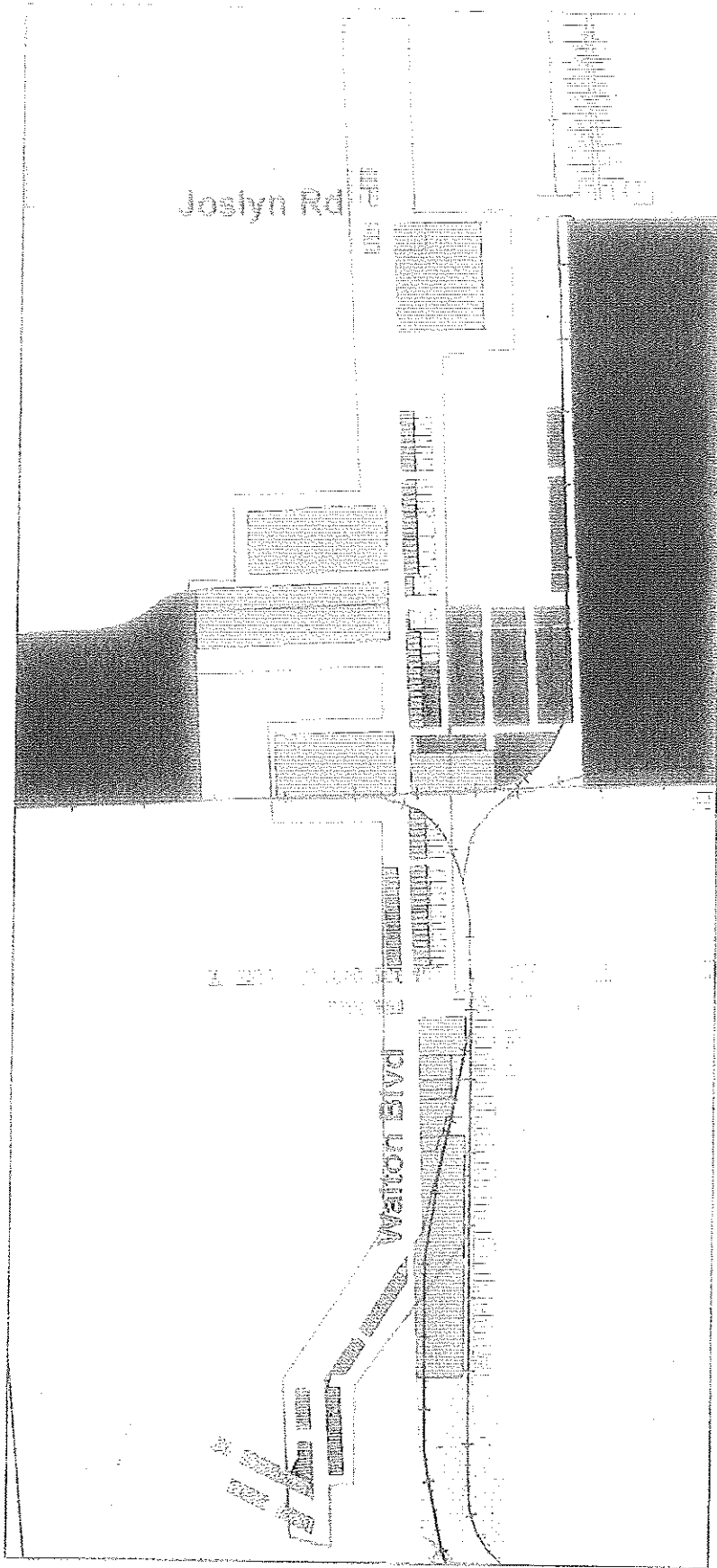
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Garland Doyle, Interim City Clerk





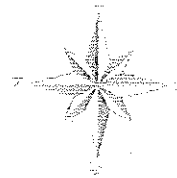
OCTOBER 2018





**Medical Marihuana Overlay District - Walton Blvd**

State Roads	Property Zoning
railroads	C3 - Commercial Corridor
MMOD - Overlay District	M1 - Light Manufacturing
MMOD - Designated Properties	M2 - Heavy Manufacturing



OCTOBER 2018



# ORDINANCE

4



**CITY OF PONTIAC**  
**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE TO AMEND THE CITY OF PONTIAC ZONING ORDINANCE TO INCLUDE USES OF MEDICAL MARIHUANA FACILITIES IN DESIGNATED OVERLAY DISTRICTS.**

**THE CITY OF PONTIAC ORDAINS:**

Article 2 Chapters 1 and 2 Section 2.101 Table 1 and Section 2.203 Table 2 Zoning Districts is amended to added:

Abbreviation	General Zoning Districts	Abbreviation	Special Purpose Zoning Districts
To Remain The Same	To Remain The Same	--	--
		--	--
		MMOD	Medical Marihuana Overlay Districts

Amend Article 2 | Chapter 2 – Section 2.203 Table 2 (Uses Permitted By District)

Commercial, Office, and Service Uses											
	Residential Districts			Commercial Districts					Industrial Districts		
	R-1	R-2	R-3	C-0	C-1	C-2	C-3	C-4	M-1	M-2	IP-1
Medical Marihuana Grower									■	■	■
Medical Marihuana Processor									■	■	■
Medical Marihuana Provisioning Center						■	■		■	■	■
Medical Marihuana Safety Compliance Facility						■	■		■	■	■
Medical Marihuana Secure Transporter						■	■		■	■	■

■ Principal Permitted Uses

Article 2 Chapter 5 – Development Standards for Specific Uses is amended to add Sections 2.544, 2.545, 2.546, 2.547, and 2.548 as follows:

**Section 2.544 – Medical Marihuana Grower Facilities**

Grower means a commercial entity that cultivates, dries, trims, or cures and packages marihuana for sale to a Processor or Provisioning Center. As used in this ordinance, Grower shall include Class A Growers, Class B Growers, and Class C Growers.

1. Class A Grower means a grower licensed to grow not more than 500 marihuana plants.
2. Class B Grower means a grower licensed to grow not more than 1,000 marihuana plants.
3. Class C Grower means a grower licensed to grow not more than 1,500 marihuana plants.

**A. General Provisions**

1. Consumption, smoking, and inhalation of marihuana and/or alcohol shall be prohibited on the premises of Medical Marihuana Grower Facility, and a sign shall be posted on the premises of each facility indicating that consumption is prohibited on the premises.
2. The premises shall be open for inspection and/or investigation at any time by City Investigators during the stated hours of operation and as such other times as anyone is present on the premises.
3. All activity related to the Medical Marihuana growing shall be done indoors.
4. Any Medical Marihuana Grower Facility shall maintain a log book and/or database identifying by date the amount of Medical Marihuana and the number of Medical Marihuana plants on the premises which shall not exceed the amount permitted under the Grower license issued by the State of Michigan. This log shall be available to law enforcement personnel to confirm that the Medical Marihuana Grower does not have more Medical Marihuana than authorized at the location and shall not be used to disclose more information than is reasonably necessary to verify the lawful amount of Medical Marihuana at the Facility.
5. The Medical Marihuana Grower Facility shall always comply and in all circumstances with the MMMA, MMFLA, and the general rules of department of licensing and regulatory affairs, as they may be amended from time to time.

**B. Security**

1. Medical Marihuana Grower Facility shall continuously monitor the entire premises on which they are operated with surveillance systems that include security cameras that operate 24-hours a day, 7-days a week. The video recordings shall be maintained in a secure, off-site location for a period of 30 days, and must be coordinated with the O.C. Sherriff Department.
2. Any usable Medical Marihuana remaining on the premises of a Medical Marihuana Grower while the Medical Marihuana Facility is not in operation shall be secured in a safe permanently affixed to the premises.
3. All Medical Marihuana shall be contained within the building in an enclosed, locked Facility in accordance with the MMMA and MMFLA, as amended.

**C. Space Separation**

1. Unless permitted by the MMMA, public or non-public areas of the Medical Marihuana Grower Facility must be separated from restricted or non-public areas of the Grower Facility by a permanent barrier.
2. Unless permitted by the MMMA, no Medical Marihuana is permitted to be stored or displayed in an area accessible to the general public.

**D. Nuisance Prohibited**

1. Medical Marihuana Grower Facilities shall be free from infestation by insects, rodents, birds, or vermin or any kind.
2. Medical Marihuana Grower Facilities shall produce no products other than useable Medical Marihuana intended for human consumption.
3. No Medical Marihuana Grower shall be operated in a manner creating noise, dust, vibration, glare, fumes, or odors detectable to normal senses beyond the boundaries of the property on which the Medical Marihuana Grower is operated.

**E. Licensing**

1. The license required by this chapter shall be prominently displayed on the premises of a Medical Marihuana Grower Facility.

**F. Disposal of Waste**

1. Disposal of Medical Marihuana shall be accomplished in a manner that prevent silt acquisition by any person who may not lawfully possess it and otherwise in conformance with State law.
2. Litter and waste shall be properly removed and the operating systems for waste disposal are maintained in an adequate manner as approved by the City so that they do not constitute a source of contamination in areas where Medical Marihuana is exposed.
3. That portion of the structure where the storage of any chemicals such as herbicides, pesticides, and fertilizers shall be subject to inspection and approval by the local Fire Department to ensure compliance with the Michigan Fire Protection Code.

**G. Signage**

1. It shall be prohibited to display any signs that are inconsistent with local laws of regulations or State law.
2. It shall be prohibited to use advertising material that is misleading, deceptive, or false, or that is designed to appeal to minors or in violation of LARA regulations.
3. It shall be prohibited to use the symbol or image of a marihuana leaf in any exterior building signage.
4. No licensed Medical Marihuana Grower shall place or maintain, or cause to be placed or maintained, an advertisement of medical marihuana in any form or through any medium:
  - i. Within one thousand feet of the real property comprising a public or private elementary, vocational, or secondary school; and
  - ii. Within one hundred feet of a public or private youth center, public swimming pool or a church or other structure in which religious services are conducted.

**H. Co-Location**



1. There shall be no other accessory uses permitted within the same facility other than those associated with a Processor and Provisioning Center.

**I. Building Design**

1. Floors, walls, and ceilings shall be constructed in such a manner that they may adequately cleaned and kept clean and in good repair.
2. Any buildings, fixtures, and other facilities shall be maintained in a sanitary condition.
3. All necessary building, electrical, plumbing, and mechanical permits shall be obtained for any portion of the structure in which electrical wiring, lighting and/or watering devices that support the cultivation, growing or harvesting of marihuana are located.

**Section 2.545 – Medical Marihuana Processor**

Processor means a commercial entity that purchases marihuana from a grower and that extracts resin from the marihuana or creates a Marihuana-infused product for sale and transfer in package form to a Provisioning Center.

**A. General Provisions**

1. The Processor shall comply at all times and in all circumstances with the MMMA, MMFLA, and the general rules of the department of licensing and regulatory affairs, as they may be amended from time to time.
2. Consumption, smoking, and inhalation of marihuana and/or alcohol shall be prohibited on the premises of Medical Marihuana Processor, and a sign shall be posted on the premises of each Medical Marihuana Processor indicating that consumption is prohibited on the premises.
3. The premises shall be open for inspection and/or investigation at any time by City investigators during the stated hours of operation and as such other times as anyone is present on the premises.
4. Any Processor Facility shall maintain a log book and/or database identifying by date the amount of Medical Marihuana and the number of Medical Marihuana plants on the premises which shall not exceed the amount permitted under the Processor license issued by the State of Michigan. This log shall be available to law enforcement personnel to confirm that the Processor does not have more Medical Marihuana than authorized at the location and shall not be used to disclose more information than is reasonably necessary to verify the lawful amount of Medical Marihuana at the Facility.
5. Processor Facilities shall produce no products other than useable Medical Marihuana Intended for human consumption.

**B. Security**

1. Medical Marihuana Processor Facility shall continuously monitor the entire premises on which they are operated with surveillance systems that include security cameras that operate 24-hours a day, 7-days a week. The video recordings shall be maintained in a secure, off-site location for a period of 30 days, and must be coordinated with the O.C. Sherriff Department.

2. Any usable Medical Marihuana remaining on the premises of a Medical Marihuana Processor while the Medical Marihuana Facility is not in operation shall be secured in a safe permanently affixed to the premises.
3. All Medical Marihuana shall be contained within the building in an enclosed, locked Facility in accordance with the MMMA and MMFLA, as amended.

**C. Space Separation**

1. Unless permitted by the MMMA, public or non-public areas of the Medical Marihuana Processor Facility must be separated from restricted or non-public areas of the Processor Facility by a permanent barrier.
2. Unless permitted by the MMMA, no Medical Marihuana is permitted to be stored or displayed in an area accessible to the general public.

**D. Nuisance Prohibited**

1. Processor Facilities shall be free from infestation by insects, rodents, birds, or vermin or any kind.
2. No Medical Marihuana Processor shall be operated in a manner creating noise, dust, vibration, glare, fumes, or odors detectable to normal senses beyond the boundaries of the property on which the Medical Marihuana Processor is operated.

**E. Licensing**

1. The license required by this chapter shall be prominently displayed on the premises of a Medical Marihuana Processor Facility.

**F. Disposal of Waste**

1. Disposal of Medical Marihuana shall be accomplished in a manner that prevents its acquisition by any person who may not lawfully possess it and otherwise in conformance with State law.
2. Litter and waste shall be properly removed and the operating systems for waste disposal are maintained in an adequate manner as approved by the City so that they do not constitute a source of contamination in areas where Medical Marihuana is exposed.

**G. Signage**

1. It shall be prohibited to display any signs that are inconsistent with local laws of regulations or State law.
2. It shall be prohibited to use advertising material that is misleading, deceptive, or false, or that is designed to appeal to minors or in violation of LARA regulations.
3. It shall be prohibited to use the symbol or image of a marihuana leaf in any exterior building signage.
4. No licensed Medical Marihuana Processor shall place or maintain, or cause to be placed or maintained, an advertisement of medical marihuana in any form or through any medium:
  - i. Within one thousand feet of the real property comprising a public or private elementary, vocational, or secondary school; and
  - ii. Within one hundred feet of a public or private youth center, public swimming pool or a church or other structure in which religious services are conducted.

**H. Co-Location**

1. There shall be no other accessory uses permitted within the same facility other than those associated with a Grower and Provisioning Center.
2. The dispensing of Medical Marihuana at the Processor Facility shall be prohibited.

**I. Building Design**

1. Floors, walls, and ceilings shall be constructed in such a manner that they may adequately cleaned and kept clean and in good repair.
2. Any buildings, fixtures, and other facilities shall be maintained in a sanitary condition.

**Section 2.546 – Medical Marihuana Provisioning Center**

Provisioning Center means a commercial entity that purchases marihuana from a Grower or Processor and sells, supplies, or provides marihuana to registered qualifying patients, directly or through the patients' registered primary caregivers. Provisioning Centers includes any commercial property where marihuana is sold at retail 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 through the department's marihuana registration process in accordance with the MMMA is not a Provisioning Center for purposes of this ordinance.

**A. General Provisions**

1. Medical Marihuana Provisioning Centers shall be closed for business, and no sale or other distribution of marihuana in any form shall occur upon the premises between the hours of 10:00 p.m. and 7:00 a.m.
2. Consumption, smoking, and inhalation of marihuana and/or alcohol shall be prohibited on the premises of a Medical Marihuana Provisioning Center, and a sign shall be posted on the premises of each Medical Marihuana Provisioning Center indicating that consumption is prohibited on the premises.
3. The premises shall be open for inspection and/or investigation at any time by City investigators during the stated hours of operation and as such other times as anyone is present on the premises.

**B. Security**

1. Medical Marihuana Provisioning Centers shall continuously monitor the entire premises on which they are operated with surveillance systems that include security cameras that operate 24-hours a day, 7-days a week. The video recordings shall be maintained in a secure, off-site location for a period of 30 days, and must be coordinated with the O.C. Sherriff Department.
2. Any usable Medical Marihuana remaining on the premises of a Medical Marihuana Provisioning Center while the Medical Marihuana Provisioning Center is not in operation shall be secured in a safe permanently affixed to the premises.

**C. Space Separation**

1. Unless permitted by the MMMA, public or non-public areas of the Medical Marihuana Provisioning Center must be separated from restricted or non-public areas of the Provisioning Center by a permanent barrier.

2. Unless permitted by the MMMA, no Medical Marihuana is permitted to be stored or displayed in an area accessible to the general public.
  3. Medical Marihuana may be displayed in a sales area only if permitted by the MMMA.
- D. Drive-through**
1. Drive-through windows on the premises of a Medical Marihuana Provisioning Center shall be permitted.
- E. Nuisance Prohibited**
1. No Medical Marihuana Provisioning Center shall be operated in a manner creating noise, dust, vibration, glare, fumes, or odors detectable to normal senses beyond the boundaries of the property on which the Medical Marihuana Provisioning Center is operated.
- F. Licensing**
1. The license required by this chapter shall be prominently displayed on the premises of a Medical Marihuana Provisioning Centers.
  2. All registered patients must present both their Michigan Medical Marihuana patient/caregiver ID card and Michigan state ID prior to entering restricted/limited areas or non-public areas of the Medical Marihuana Provisioning Center.
- G. Disposal of Waste**
1. Disposal of Medical Marihuana shall be accomplished in a manner that prevents its acquisition by any person who may not lawfully possess it and otherwise in conformance with State law.
- H. Signage**
1. It shall be prohibited to display any signs that are inconsistent with local laws of regulations or State law.
  2. It shall be prohibited to use advertising material that is misleading, deceptive, or false, or that is designed to appeal to minors or in violation of LARA regulations.
  3. It shall be prohibited to use the symbol or image of a marihuana leaf in any exterior building signage.
  4. No licensed Medical Marihuana Provisioning Center shall place or maintain, or cause to be placed or maintained, an advertisement of medical marihuana in any form or through any medium:
    - i. Within one thousand feet of the real property comprising a public or private elementary, vocational, or secondary school; and
    - ii. Within one hundred feet of a public or private youth center, public swimming pool or a church or other structure in which religious services are conducted.
- I. Co-Location**
1. There shall be no other accessory uses permitted within the same Facility other than those associated with a Grower and Processor.

#### **Section 2.547 – Medical Marihuana Safety Compliance Facility**

Safety Compliance Facility means a commercial entity that receives marihuana from a medical marihuana facility or registered primary caregiver, tests it for contaminants and for tetrahydrocannabinol and other cannabinoids, returns the test results, and may return the marihuana to a Medical Marihuana Facility.



**A. General Provisions**

1. Consumption, smoking, and inhalation of marihuana and/or alcohol shall be prohibited on the premises of a Medical Marihuana Safety Compliance Facility, and a sign shall be posted on the premises of each Medical Marihuana Safety Compliance Facility indicating that consumption is prohibited on the premises.
2. The premises shall be open for inspection and/or investigation at any time by City investigators during the stated hours of operation and as such other times as anyone is present on the premises.
3. Any Medical Marihuana Safety Compliance Facility shall maintain a log book and/or a database identifying by date the amount of Medical Marihuana on the premises and form which particular source. The Facility shall maintain the confidentiality of qualifying patients in compliance with the MMMA, as amended.

**B. Security**

1. Medical Marihuana Safety Compliance Facility shall continuously monitor the entire premises on which they are operated with surveillance systems that include security cameras that operate 24-hours a day, 7-days a week. The video recordings shall be maintained in a secure, off-site location for a period of 30 days, and must be coordinated with the O.C. Sherriff Department.
2. Any usable Medical Marihuana remaining on the premises of a Medical Marihuana Safety Compliance Facility while the Medical Marihuana Safety Compliance Facility is not in operation shall be secured in a safe permanently affixed to the premises.
3. All Medical Marihuana shall be contained within the building in an enclosed, locked Facility in accordance with the MMMA and MMFLA, as amended.

**C. Space Separation**

1. Unless permitted by the MMMA, public or non-public areas of the Medical Marihuana Safety Compliance Facility must be separated from restricted or non-public areas of the Safety Compliance Facility by a permanent barrier.
2. Unless permitted by the MMMA, no Medical Marihuana is permitted to be stored or displayed in an area accessible to the general public.

**D. Nuisance Prohibited**

1. No Medical Marihuana Safety Compliance Facility shall be operated in a manner creating noise, dust, vibration, glare, fumes, or odors detectable to normal senses beyond the boundaries of the property on which the Medical Marihuana Safety Compliance Facility is operated.

**E. Licensing**

1. The license required by this chapter shall be prominently displayed on the premises of a Medical Marihuana Safety Compliance Facility.
2. All registered patients must present both their Michigan Medical Marihuana patient/caregiver ID card and Michigan state ID prior to entering restricted/limited areas or non-public areas of the Medical Marihuana Safety Compliance Facility.

**F. Disposal of Waste**

1. Disposal of Medical Marihuana shall be accomplished in a manner that prevents its acquisition by any person who may not lawfully possess it and otherwise in conformance with State law.
2. Litter and waste shall be properly removed and the operating systems for waste disposal are maintained in an adequate manner as approved by the city so that they do not constitute a source of contamination in areas where Medical Marihuana is exposed.

**G. Signage**

1. It shall be prohibited to display any signs that are inconsistent with local laws of regulations or State law.
2. It shall be prohibited to use advertising material that is misleading, deceptive, or false, or that is designed to appeal to minors or in violation of LARA regulations.
3. It shall be prohibited to use the symbol or image of a marihuana leaf in any exterior building signage.
4. No licensed Medical Marihuana Safety Compliance Facility shall place or maintain, or cause to be placed or maintained, an advertisement of medical marihuana in any form or through any medium:
  - i. Within one thousand feet of the real property comprising a public or private elementary, vocational, or secondary school; and
  - ii. Within one hundred feet of a public or private youth center, public swimming pool or a church or other structure in which religious services are conducted.

**H. Building Design**

1. Floors, walls and ceilings shall be constructed in such a manner that they may adequately cleaned and kept clean and in good repair.
2. Any buildings, fixtures and other facilities shall be maintained in a sanitary condition.

**Section 2.548 – Medical Marihuana Secure Transporter**

Secure Transporter means a commercial entity located in this state stores marihuana and transports marihuana between medical marihuana facilities for a fee. A Secure Transporter shall comply at all times with the MMMA, MMFLA, MTA, and the general rules of the Department of Licensing and Regulatory Affairs.

**A. General Provisions**

1. Consumption and/or use of marihuana shall be prohibited at a facility of a Secure Transporter.
2. A vehicle used by a Secure Transporter is subject to administrative inspection by a law enforcement officer at any point during the transportation of medical marihuana to determine compliance with all state and local laws, rules, regulations and ordinances.
3. A Secure Transporter licensee and each stakeholder shall not have an interest in a Grower, Processor, Provisioning Center, or Safety Compliance Facility, and shall not be registered qualifying patient or a registered primary caregiver.
4. A Secure Transporter shall enter all transactions, current inventory, and other information as required by the state into the statewide monitoring system as required by law.

**B. Secure Storage**

1. Storage of medical marihuana by a Secure Transporter shall comply with the following:
  - i. The storage facility shall not be used for any other commercial purpose.
  - ii. The store facility shall not be open or accessible in the general public.
  - iii. The storage facility shall be maintained and operated so as to comply with all state and local rules, regulations and ordinances.
2. All marihuana stored within the facility shall be stored within enclosed, locked facilities in accordance with the MMMA, as amended.

**C. Sanitation**

1. All persons working in direct contact with marihuana being stored by a Secure Transporter shall conform to hygienic practices while on duty, including but not limited to:
  - i. Maintaining adequate personal cleanliness.
  - ii. Washing hands thoroughly in adequate hand washing areas before starting work and at any other time when the hands may have become soiled or contaminated.
  - iii. Refrain from having direct contact with marihuana if the person has or may have an illness, open lesion, including boils, sores, or infected wounds, or any other abnormal source of microbial contamination, until the condition is corrected.

**D. Disposal of Waste**

1. Disposal of medical marihuana shall be accomplished in a manner that prevents its acquisition by a person who may not lawfully possess it and otherwise in conformance with State law.
2. Litter and waste shall be properly removed and the operating systems for waste disposal are maintained in an adequate manner as approved by the City so that they do not constitute a source of contamination in areas where medical marihuana is exposed.

**E. Transport Driver**

1. A Secure Transporter shall comply with all of the following:
  - i. Each driver transporting marihuana must have a chauffeur's license issued by the state.
  - ii. Each employee who has custody of marihuana or money that is related to a marihuana transaction shall not have been convicted of or released from incarceration for a felony under the laws of this state, any other state, or the United States within the past five (5) years.
  - iii. Each vehicle shall always be operated with a two-person crew with at least one individual remaining with the vehicle during the transportation of marihuana.
2. A route plan and manifest shall be entered into the statewide monitoring system, and a copy shall be carried in the transporting vehicle and presented to a law enforcement office upon request.
3. The medical marihuana shall be transported by one or more sealed containers and not be accessible while in transit.
4. A secure transporter vehicle shall not bear markings or other indication that it is carrying medical marihuana or a marihuana infused product.

**F. Signage**

1. It shall be prohibited to display any signs that are inconsistent with local laws of regulations or State law.
2. It shall be prohibited to use advertising material that is misleading, deceptive, or false, or that is designed to appeal to minors or in violation of LARA regulations.
3. It shall be prohibited to use the symbol or image of a marihuana leaf in any exterior building signage.
4. No licensed Medical Marihuana Secure Transporter shall place or maintain, or cause to be placed or maintained, an advertisement of medical marihuana in any form or through any medium:
  - i. Within one thousand feet of the real property comprising a public or private elementary, vocational, or secondary school; and
  - ii. Within one hundred feet of a public or private youth center, public swimming pool or a church or other structure in which religious services are conducted.



**Article 3 – Special Purposes – Zoning District is amended to add Chapter 11 as follows:**

**Chapter 11 – Medical Marihuana Overlay District**

**Section 3.1101 – Intent**

The purpose of the Medical Marihuana Overlay District (MMOD) is to provide for the placement of Medical Marihuana related uses as authorized pursuant to State regulations with a goal of minimizing potential adverse impacts on adjacent property owners, neighborhoods, and the City.

**Section 3.1102 – Medical Marihuana Overlay District Principal Permitted Uses**

The following are principal permitted uses in the Medical Marihuana Overlay District, provided the development also meets the Design & Building Standards set forth in Section 3.1109 and Article 2 Chapter 5 Development Standards for Specific Uses:

1. Provisioning Center;
2. Safety Compliance Facility;
3. Secure Transporter;
4. Grower; and
5. Processor.

**Section 3.1103 – Medical Marihuana Overlay District Permitted Accessory Uses**

1. Off-Street Parking, Loading and Unloading as required per Section 4.307; and
2. Any use that is not incidental to the permitted principal use.

**Section 3.1104 – Medical Marihuana Overlay District Principal Permitted Uses Requiring Site Plan Review**

All principal permitted uses of the MMOD are subject to Site Plan Review set forth in Article 6, Chapter 2, Section 6.202.

**Section 3.1105 – Licensing**

All operators of medical marihuana facilities must a State of Michigan & City of Pontiac License.

**Section 3.1106 – MMOD Location Description**

The Medical Marihuana uses permitted in the MMOD must meet the following requirements:

- A. All properties along Walton Blvd and streets north of Walton Blvd between the west side of Telegraph Road to Joslyn Avenue including those contained within Overlay Map 1 for this MMOD.
- B. Maintain frontage along Cesar Chavez, starting from the west side of West Blvd in the City of Pontiac to northern side of W. Montcalm St., also including:
  1. Pershing Ave;
  2. Durant Ave;
  3. Inglewood Ave; and
  4. Ojista Ave.

See Overlay 2 for this MMOD.

- C. All properties within C-2 Downtown zoned district.
- D. All M-1 Light Manufacturing zoned properties north of Collier Road. All medical marihuana uses permitted in this MMOD excluding Medical Marihuana Provisioning Center.

#### **Section 3.1107 – MMOD Buffer Distance Restrictions**

- A. The proximity of the proposed medical marihuana facility shall not be less than:
  - 1. 1,000 feet from an operational public or private school;
  - 2. 500 feet from an operational commercial childcare organization (non-home occupation) that is licensed or registered with the State of Michigan Department of Health and Human Services or its successor agency; a public park with playground equipment;
  - 3. 500 feet from a religious institution that is defined as tax exempted by the Oakland County Assessor; and
  - 4. Applicable only for properties located in a C-3 Commercial zoned district:
    - i. 200 feet from a residentially-zoned property. Notwithstanding anything contained within Section 3.1107.B to the contrary, such distance between a residentially-zoned property and the contemplated location shall be measured from property line to property line.
- B. Such distance between the school, childcare center, public park, or religious institution, and the contemplated location shall be measured along the centerline of the street or streets of address between two fixed points on the centerline determined by projecting straight lines at right angles to the centerline from the primary point of ingress to the school, childcare center, or religious institution, or from the playground equipment in a public park, and from the primary point of ingress to the medical marihuana facility along the centerline to the primary site entrance driveway.

#### **Section 3.1108 – Co-Location**

- A. Consistent with the MMFLA and rules promulgated by the department, any combination of Growers, Provisioning Centers, and Processors may operate as separate medical marihuana facilities at the same physical location;
- B. A maximum of two medical marihuana facilities with state operating licenses may co-locate on a single parcel;
- C. No two medical marihuana facilities of the same type may be located on the same parcel;
- D. Medical Marihuana Provisioning Center, consistent with the MMFLA, any combination of Grower, Processor, and Provisioning Centers may operate as separate medical marihuana facilities in the physical location. Provided that the Provisioning Center is incidental to the principal use and that the total amount of internal floor areas of the structure locate to the Provisioning Center does not exceed 10% of the floor area of the total establishment.

#### **Section 3.1109 – Building Design, Area, Height, Bulk, and Placement**

- A. Building and design improvements must comply with the underlying zoning requirements and the Specific Uses Development Standards outlined in Article 2, Chapter 5 of this Zoning Ordinance.
- B. If the provisions of the MMOD are silent on building and design requirements, the requirements of the underlying district shall apply.
- C. If the building and design requirements of the MMOD conflict with the requirements of the underlying district, then the building and design requirements of the MMOD shall supersede the underlying district regulations.

**Section 3.1110 – Review Authority and Establishment**

- A. The Planning Commission shall be the Special Exception and Site Plan Review Authority for the permitted medical marihuana uses in the MMOD;
- B. A Special Exception Permit for medical marihuana uses require Public Notice of 500 feet from the proposed medical marihuana facility;
- C. All permitted medical marihuana uses must be in accordance with the Uses Development Standards outlined in Chapter 2 of the Zoning Ordinance;
- D. Within the MMOD all requirements of the underlying districts remain in effect, except where these regulations provide an alternative to such requirements.

Article 7 – Definitions is amended to add Chapter 2, and Chapter 3 as follows:

Article 7 – Definitions | Chapter 2

Section 7.202 Commercial, Office, and Service Uses

- A. *Provisioning Center* means a commercial entity that purchases marihuana from a Grower or Processor, and sells, supplies, or provides marihuana to registered qualifying patients, directly or through the patients' registered primary caregivers. Provisioning Centers includes any commercial property where marihuana is sold at retail to registered, qualifying patients or registered primary caregivers.
  - a. A noncommercial location used by a primary caregiver to assist a qualifying patient connected to the caregiver through the department's marihuana registration process in accordance with the MMMA is not a provisioning center for purposes of this ordinance.
- B. *Safety Compliance Facility* means a commercial entity that receives marihuana from a medical marihuana facility or registered primary caregiver, tests it for contaminants and for tetrahydrocannabinol and other cannabinoids, returns the test results, and may return the marihuana to the medical marihuana facility.
- C. *Secure Transporter* means a commercial entity located in this state that stores marihuana and transports marihuana between medical marihuana facilities for a fee.

Section 7.203 – Industrial Uses

- A. *Grower* means a commercial entity that cultivates, dries, trims, or cures, and packages marihuana for sale to a Processor or Provisioning Center. As used in this ordinance, Grower shall include Class A Growers, Class B Growers, and Class C Growers.
  - a. *Class A Grower* means a grower license to grow not more than 500 marihuana plants.
  - b. *Class B Grower* means a grower license to grow not more than 1,000 marihuana plants.
  - c. *Class C Grower* means a grower license to grow not more than 1,500 marihuana plants.
- B. *Processor* means commercial entity that purchases marihuana from a grower and that extracts resin from the marihuana or creates a Marihuana-infused product for sale and transfer in package form to a Provisioning Center.
- C. *Provisioning Center* means a commercial entity that purchases marihuana from a Grower or Processor, and sells, supplies, or provides marihuana to registered qualifying patients, directly or through the patients' registered primary caregivers. Provisioning Centers includes any commercial property where marihuana is sold at retail to registered, qualifying patients or registered primary caregivers.
  - a. A noncommercial location used by a primary caregiver to assist a qualifying patient connected to the caregiver through the department's marihuana registration process in accordance with the MMMA is not a provisioning center for purposes of this ordinance.
- D. *Safety Compliance Facility* means a commercial entity that receives marihuana from a medical marihuana facility or registered primary caregiver, tests it for contaminants and for tetrahydrocannabinol and other cannabinoids, returns the test results, and may return the marihuana to the medical marihuana facility.



- E. *Secure Transporter* means a commercial entity located in this state that stores marihuana and transports marihuana between medical marihuana facilities for a fee.

#### Article 7 – Definitions | Chapter 3

##### Section 7.301 – General Definitions

- A. *Medical Marihuana Facility* means a location at which a Grower, Processor, Provisioning Center, Secure Transporter, or Safety Compliance Facility is licensed to operate under the MMFLA.
- B. *MMFLA* means the Medical Marihuana Facilities Licensing Act, Act No. 281 of the Public Acts of 2016, being Sections 333.27101 to 333.27801 of the Michigan Compiled Laws.
- C. *MMMA* means the Michigan Medical Marihuana Act, Initiated Law 1 of 2008, being Sections 333.26421 to 333.26430 of the Michigan Compiled Laws.

Pursuant to Pontiac City Charter Provision 3.112(e), this is an EMERGENCY ORDINANCE to regulate the proliferation of medical marihuana facilities within the City of Pontiac and thereby ensure the health and safety of its residents, and shall be given immediate effect.

ADOPTED, APPROVED AND PASSED by the City Council of the City of Pontiac this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

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Deirdre Waterman, Mayor

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Garland Doyle, Interim City Clerk

I hereby certify that the foregoing is a true copy of the Ordinance as passed by the City Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2018.

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Garland Doyle, Interim City Clerk

I further certify that the foregoing was published in a newspaper of general circulation in the City of Pontiac in a manner consistent with the Charter of the City of Pontiac.

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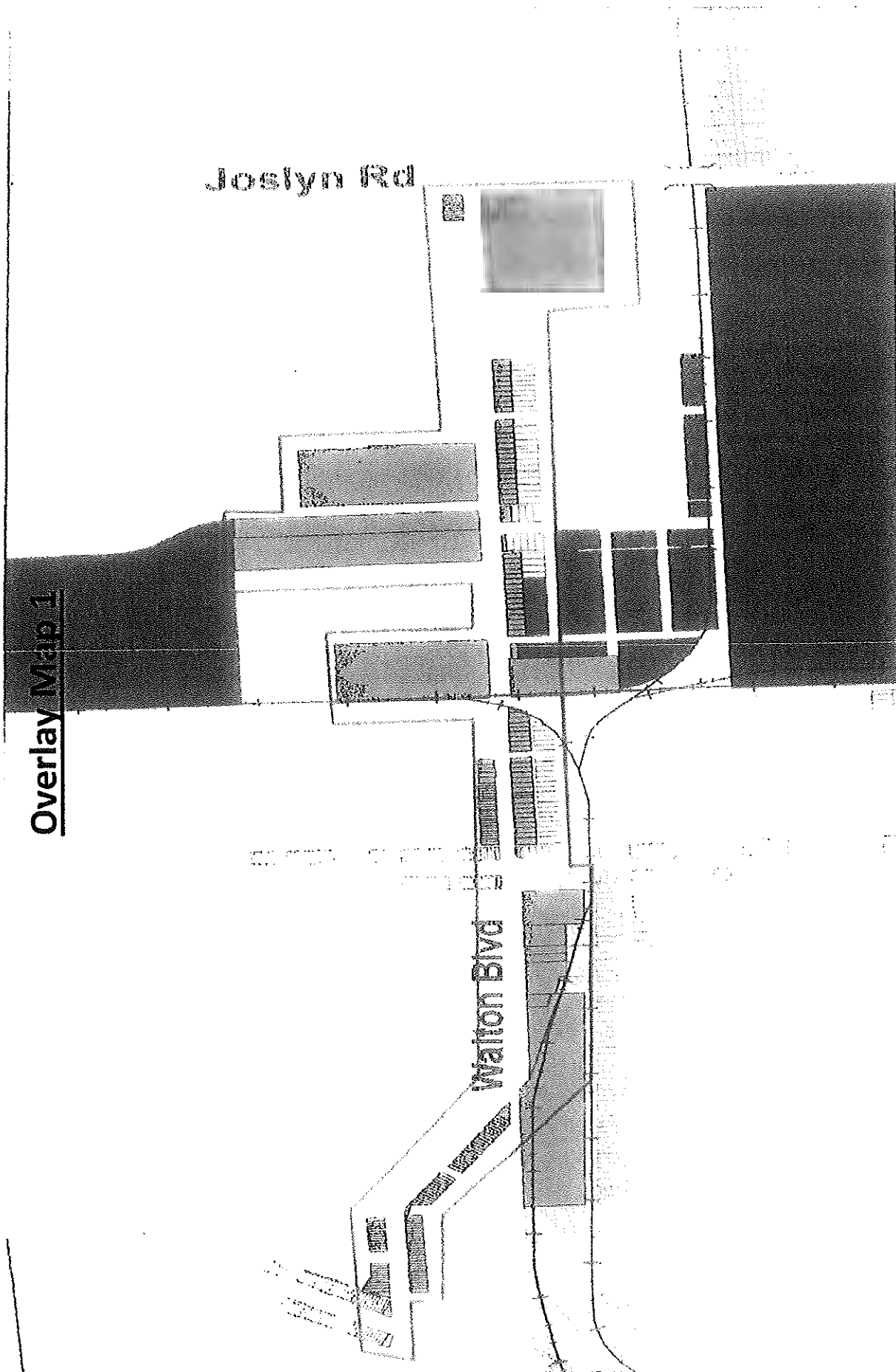
Garland Doyle, Interim City Clerk

Overlay Map 1

Joslyn Rd

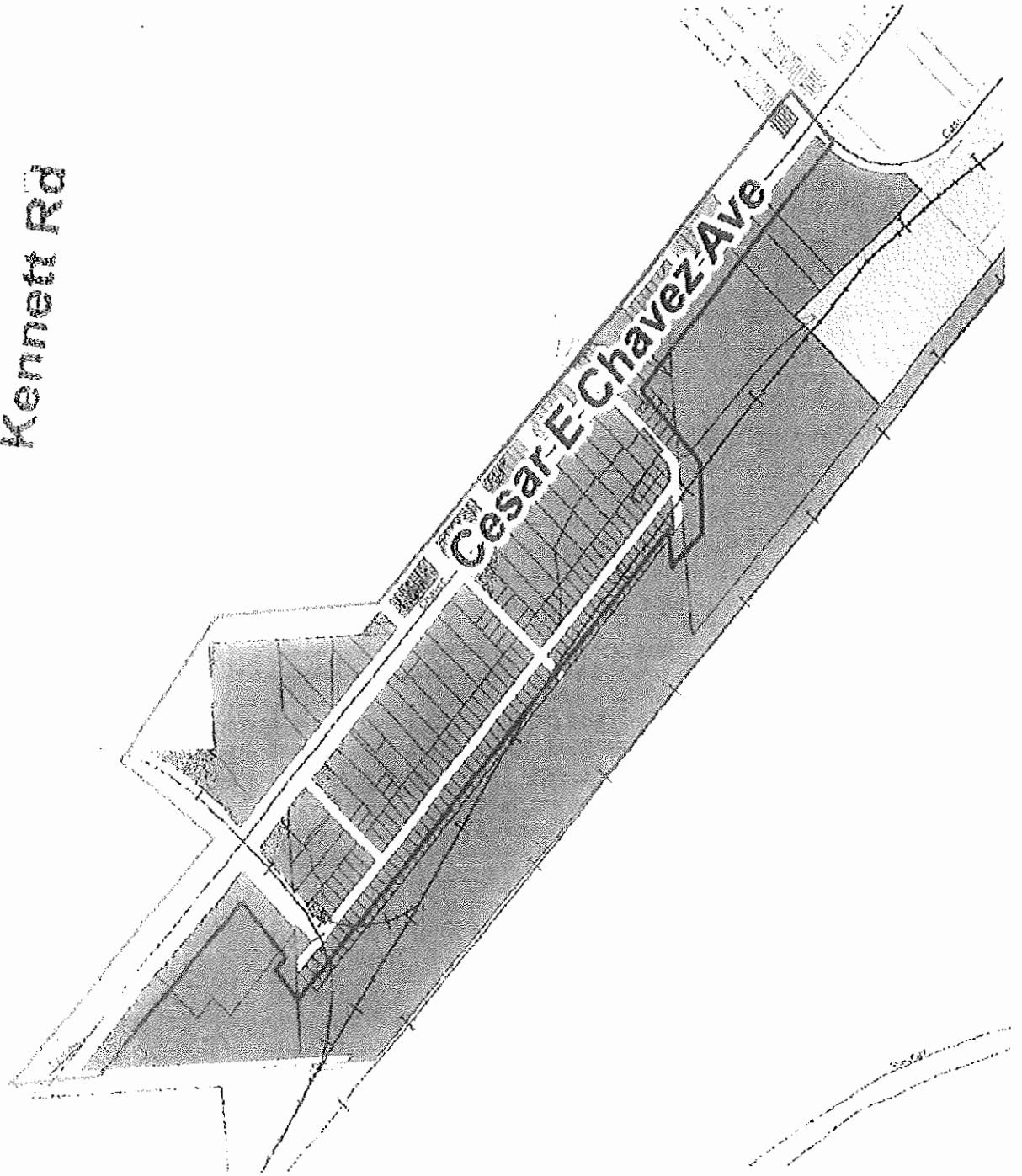
Walton Blvd

Walton Highway



**Overlay Map 2**

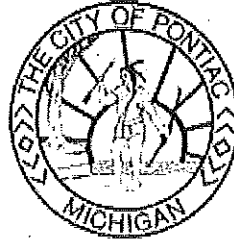
Kennett Rd





# RESOLUTION

**#5**



The Pontiac City Council

Announces

**THE SCHEDULE OF MEETINGS OF THE PONTIAC CITY COUNCIL**

To comply with the Michigan Open Meeting Act (MCL 15.265)

The Pontiac City Council will hold its regular meeting on Tuesday evenings at 6:00 p.m. in the Council Chambers of City Hall 477 Ave Pontiac, Michigan 48342 unless otherwise noted.

Internet website where meetings are posted [www.pontiac.mi.us](http://www.pontiac.mi.us)

**The dates are as follows:**

Thursday, January 3, 2019 Noon Study Session  
Tuesday, January 8, 2019 6:00 p.m. Formal Meeting  
Tuesday, January 15, 2019 6:00 p.m. Study Session  
Tuesday, January 22, 2019 Noon p.m. Formal Meeting  
Tuesday, January 29, 2019 6:00 p.m. Study Session  
Tuesday, February 5, 2019 6:00 p.m. Formal Meeting  
Tuesday, February 12, 2019 6:00 p.m. Study Session  
Tuesday, February 19, 2019 Noon Formal Meeting  
Tuesday, February 26, 2019 6:00 p.m. Study Session  
Tuesday, March 5, 2019 6:00 p.m. Formal Meeting  
Tuesday, March 12, 2019 6:00 p.m. Study Session  
Tuesday, March 19, 2019 6:00 p.m. Formal Meeting  
Tuesday, March 26, 2019 6:00 p.m. Study Session  
Tuesday, April 2, 2019 6:00 p.m. Formal Meeting  
Tuesday, April 9, 2019 6:00 p.m. Study Session  
Tuesday, April 16, 2019 Noon Formal Meeting  
Tuesday, April 23, 2019 6:00 p.m. Study Session  
Tuesday, April 30, 2019 6:00 p.m. Formal Meeting

Tuesday, May 7, 2018 6:00 p.m. Study Session  
Tuesday, May 14, 2019 6:00 p.m. Formal Meeting  
Tuesday, May 21, 2019 6:00 p.m. Study Session  
Tuesday, May 28, 2019 6:00 p.m. Formal Meeting  
Tuesday, June 4, 2019 6:00 p.m. Study Session  
Tuesday, June 11, 2019 6:00 p.m. Formal Meeting  
Tuesday, June 18, 2019 6:00 p.m. Study Session  
Tuesday, June 25, 2019 6:00 p.m. Formal Meeting  
Tuesday, July 2, 2019 Noon Study Session  
Tuesday, July 9, 2019 6:00 p.m. Formal Meeting  
Tuesday, July 16, 2019 6:00 p.m. Study Session  
Tuesday, July 23, 2019 6:00 p.m. Formal Meeting  
Tuesday, July 30, 2019 6:00 p.m. Study Session  
Tuesday, August 6, 2019 6:00 p.m. Formal Meeting  
Tuesday, August 13, 2019 6:00 p.m. Study Session  
Tuesday, August 20, 2019 6:00 p.m. Formal Meeting  
Tuesday, August 27, 2019 6:00 Study Session  
Tuesday, September 3, 2019 6:00 p.m. Formal Meeting  
Tuesday, September 10, 2019 6:00 p.m. Study Session  
Tuesday, September 17, 2019 6:00 p.m. Formal Meeting  
Tuesday, September 24, 2019 6:00 p.m. Study Session  
Tuesday, October 1, 2019 6:00 p.m. Formal Meeting  
Tuesday, October 8, 2019 6:00 p.m. Study Session  
Tuesday, October 15, 2019 6:00 p.m. Formal Meeting  
Tuesday, October 22, 2019 6:00 p.m. Study Session  
Tuesday, October 29, 2019 6:00 p.m. Formal Meeting  
Tuesday, November 5, 2019 6:00 p.m. Study Session  
Tuesday, November 12, 2019 6:00 p.m. Formal Session  
Tuesday, November 19, 2019 6:00 p.m. Study Session  
Tuesday, November 26, 2019 Noon Formal Session  
Tuesday, December 3, 2019 6:00 p.m. Study Session  
Tuesday, December 10, 2019 6:00 p.m. Formal Meeting  
Tuesday, December 17, 2019 6:00 p.m. Study Session  
Tuesday, December 23, 2019 Noon Formal Meeting  
Tuesday, December 30, 2019 Noon Study Session

**City of Pontiac 47450 Woodward Avenue Pontiac, Michigan 48342 248-758-3200**

## Pontiac City Council Resolution



WHEREAS, the Pontiac City Council will hold its regular meeting on Tuesday evenings at 6:00 p.m. in the Council Chambers of City Hall 47450 Woodward Ave. Pontiac, Michigan 48342 unless otherwise noted on the 2019 Schedule of Meetings of the Pontiac City Council.

NOW THEREFORE BE IT RESOLVED, that the Pontiac City Council adopts the scheduling of their meetings for 2019.



# RESOLUTION

#6



# CITY OF PONTIAC

## OFFICIAL MEMORANDUM

*Executive Branch*

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**TO:** Honorable City Council President and City Council Members

**FROM:** Jane Bais DiSessa, Deputy Mayor

**CC:** Mayor Waterman, Anthony Chubb, City Attorney; and Rose Wilson, Deputy Treasurer

**DATE:** December 13, 2018

**RE:** Resolution to approve the revised Federal Poverty Guidelines for 2019 and the City of Pontiac Board of Review Instructions for Applicants requesting Hardship Exemption consideration.

On an annual basis, the General Property Tax Act requires the governing body to adopt guidelines for the Board of Review to follow when considering applications for hardship exemptions. Homeowners granted hardship exemptions by the Board of Review are not required to pay 100% of the property taxes assessed against their homestead property in 2019.

Please note that special assessments and the sanitation fee cannot be waived, or reduced. Applicants must meet the standards established by an income level test and an asset level test. The proposed guidelines identify the federal poverty guidelines for the income level test and establish a threshold that varies depending on the family size. For example, a family of four has a threshold of \$25,100 in 2019 (based on the 2019 Federal Poverty Guidelines). A copy of the Federal Poverty Guidelines for 2019 is attached for your information.

At this time, the City Council is requested to adopt the following resolution:

*WHEREAS, In accordance with State of Michigan Act No. 390, Public Acts of 1994, approved December 29, 1994, General Property "Section 211. 7u (4). The governing assessing unit shall determine and make public the policy and guidelines the uses for the granting of exemptions the guidelines shall include but not specific income and asset levels of the household income and assets;" and,*

*WHEREAS, The Pontiac City Council approved said Hardship Exemption Guidelines for 2018; and,*

*WHEREAS, said Hardship Guidelines should be amended annually to reflect the new Federal Poverty Guidelines,*

*NOW, THEREFORE, BE IT RESOLVED That the Pontiac City Council hereby approves the attached revised Federal Poverty guidelines for the 2019 and the City of Pontiac Board of Review Instructions for Applicants requesting Hardship Exemption consideration. .*

ATTACHMENT



# City of Pontiac, Michigan

## Department of Finance

*Mayor Deirdre Waterman*

JANUARY 2019

TO: PROPERTY OWNERS APPLYING FOR HARDSHIP EXEMPTION (FINANCIAL)  
FROM THE CITY OF PONTIAC BOARD OF REVIEW

The Board of Review for the City of Pontiac has adopted uniform guidelines for determining poverty exemptions. Taxpayers whose income falls below a determined level may apply for a reduced assessment, based on income, assets and family size. The goal of this procedure is to adopt consistent standards for granting tax relief based on hardship. Please note: This application may reduce the taxable value of your property; however, it does not affect the homestead exemption affidavits, which reduces the tax rate. (Property taxes – taxable value x tax rate / 1,000).

Attached is a schedule, which outlines the eligibility guidelines as established by the Pontiac City Council. Please note that the State of Michigan Homestead Property Tax Credit and all pertinent income and expense data shall be used in the determination of eligibility. Attached is the Economic Hardship Exemption application form.

When the application is returned to the Treasurer's Office at City Hall or the Oakland County Equalization Office, 250 Elizabeth Lake Road in Pontiac, you shall also submit completed copies of your Federal and State Income Tax Returns, the General Homestead Property Tax Claim Form, MI-1040 CR-4, and the Senior Citizen Homestead Property Tax Form, MI-1040 CR-1.

It is not necessary for you to appear in person before the Board of Review. The Oakland County Equalization Office will submit your application to the Board for their consideration.

In order to provide time to review this application, it must be returned to the Treasurer's Office at City Hall or the Oakland County Equalization Office **ON OR BEFORE MARCH 1<sup>ST</sup>, JULY 1<sup>ST</sup>, OR DECEMBER 1<sup>ST</sup>, 2019**. Please also note: You may only submit (on one of the days listed above) one application per year.

If you have any questions or need assistance, please contact the Oakland County Equalization Office at (248) 858-0776.

CITY OF PONTIAC  
HARDSHIP EXEMPTION GUIDELINES

For Applicants requesting consideration for Property Tax Hardship Exemptions.

- 1) Applicant(s) shall obtain the hardship application form from the City of Pontiac Treasurer's Office or the Oakland County Equalization Department. Handicapped or disabled applicants may call the Assessor's Office to make necessary arrangements for assistance.
- 2) Applicant(s) must own and occupy the property as a homestead
  - a. Must produce a driver's license or other acceptable method of identification and determination of address.
  - b. Must produce a deed, land contract or other evidence of ownership.
- 3) Applicant(s) must complete the application form in its entirety and return to this office. Any application form submitted to the Board of Review which has not been filled out in its entirety shall be denied by the Board of Review. Appeals of said denial shall be made to the Michigan Tax Tribunal.
- 4) Applicant(s) and other personal residing in the homestead must submit copies of current year's (City will make copies if necessary) of the following:
  - a. Federal Income Tax Return – 1040, 1040A or 1040EZ
  - b. Michigan Income Tax Form MI-1040, MI-1040A or MI-1040EZ
  - c. Senior Citizens Homestead Property Tax Form MI-1040CR-1
  - d. General Homestead Property Tax Claim MI-1040CR-4
  - e. ADC Annual Budget letter
  - f. Benefit Statement (pension, retirement or Social Security)
  - g. Social Security Card (any persons 18 years of age or under)
- 5) A hardship exemption shall not be granted to any applicant who has not owned and occupied the homestead for a minimum of three (3) years prior to the date of application.
- 6) A hardship exemption shall not be granted to any applicant who owns salable property other than their own homestead no matter where located.
- 7) A hardship exemption shall not be granted to any applicant whose assets exceed \$100,000. An applicant's homestead shall be excluded from consideration as an asset.
- 8) Applicant(s) shall not be eligible for consideration if they do not meet the Income Limitation Guidelines adopted by the City of Pontiac:



Size of Family Unit	Poverty Guidelines
1	\$12,140
2	\$16,460
3	\$20,780
4	\$25,100
5	\$29,420
6	\$33,740
7	\$38,060
8	\$42,380
For each additional person, add	\$4,320

NOTE: IF YOU EXPECT UNUSUAL PERSONAL OR FAMILY EXPENSES WHICH WILL AFFECT YOUR INCOME, THE BOARD OF REVIEW MAY CONSIDER ADJUSTMENTS TO YOUR INCOME LEVEL.

- 9) The MAXIMUM allowed reduction for hardship exemption shall be 50% of the net property taxes due after the State Homestead Credit applied based on Taxable Value of the homestead for the tax year.
- 10) All hardship exemptions shall be granted for the current tax year only.
- 11) Applications may be reviewed and acted upon by the Board of Review without applicant(s) being present. However, the Board may request that any or all applicants be physically present to respond to any questions the Board of Review or Assessor may have. This means that an applicant may be called to appear on short notice.
- 12) Applicant(s) should be prepared to answer questions regarding their financial affairs, health, the status of people living in their home, etc.
- 13) Pursuant to state law, applicant(s) may apply for Hardship Exemption to only one (1) session of the Board of Review (March, July **OR** December) and any appeal of the Board's decision shall be made to the Michigan Tax Tribunal.
- 14) The Board of Review shall have the authority to grant an exemption to applicant(s) who do not meet the residency requirement of the exemption guidelines of the City of Pontiac if they are paraplegic, quadriplegic, hemiplegics, or totally and permanently disabled AND have owned and occupied the property in the City of Pontiac prior to becoming handicapped or permanently disabled.

**CITY OF PONTIAC  
47450 WOODWARD  
PONTIAC, MI 48342**

**REQUIRED DOCUMENTS**

Hardship Exemption applicants shall submit **COPIES** of the documents listed below in order to be considered for eligibility. Please attach these **COPIES** to your application.

1.     WARRANTY DEED  
       *or* LAND CONTRACT  
       *or* QUIT CLAIM DEED
2.     HOMEOWNER'S INSURANCE POLICY
3.     CURRENT FEDERAL INCOME TAX
4.     CURRENT MICHIGAN INCOME TAX
5.     GENERAL HOMESTEAD PROPERTY TAX MI-1040 CR *or* SENIOR CITIZEN  
       HOMESTEAD PROPERTY TAX
6.     **INCOME OF ALL PERSONS LIVING IN THE HOME:**  
       ADC BUDGET LETTER  
       PENSION BENEFITS  
       SOCIAL SECURITY STATEMENT  
       ALIMONY, CHILD SUPPORT  
       FIP, DHS, DISABILITY, & WORKERS' COMPENSATION  
       OTHER INCOME  
       W-2 (WAGES UNDER \$5,000)
7.     EMPLOYER'S NAME, ADDRESS
8.     DRIVER'S LICENSE
9.     SOCIAL SECURITY CARD (all persons living in the home).

# RESOLUTION

**#7**



# CITY OF PONTIAC

## OFFICIAL MEMORANDUM

*Executive Branch*

---

**TO:** Honorable Council President and City Council Members

**FROM:** Jane Bais-DiSessa, Deputy Mayor

**CC:** Mayor Waterman and John Balint, DPW Director

**DATE:** Decembver 13, 2018

**RE:** Request to Purchase of Youth Recreation Vehicle.

Due to our growing Youth programs, a transportation vehicle is a vital asset and a necessity for the transportion of staff, program participants and equipment. As such, it is respectfully requested that the City Council reconsider this request and authorize Administration and resubmit a revised request as shown below:

<u>Item</u>	<u>Description</u>	<u>Quantity</u>	<u>Total</u>
1	2018 Chevrolet – CG 23406 Express – 2500 2WD (options include)	1	\$24,792.00

Please note that the above vehicle price is no longer valid and will require that it be re-submitted in order to receive 2019 figures from MiDeal.

Funding for these vehicle and equipment will be carried-over from the FY 2017-18 budget.

Based upon the above and attached information, it is the recommendation of the Executive Staff to purchase the listed vehicle and equipment utilizing the MiDeal pricing from the low bid vendors.

WHEREAS, The City of Pontiac has reviewed pricing provided by Oakland County MiDeal and determined the vehicles required to perform upcoming work, and;

WHEREAS, City staff has reviewed the vehicle and equipment and determined the listed items to be adequate for the upcoming work, and;

NOW, THEREFORE,  
BE IT RESOLVED, The Pontiac City Council authorizes the Mayor to purchase the listed vehicle as requested and that it be resubmitted to MiDeal for best available pricing. .

Your attention to this request is appreciated.

JBD



# Chevrolet Express

<b>MODEL:</b> 2018 CHEVROLET CG 23406 EXPRESS			
<b>2600.2WD</b>			
<b>Body Style:</b> Express Passenger 135" Wheelbase		<b>Name:</b>	Benger Chevrolet
<small>NOTE: Model should include STANDARD PACKAGING, unless otherwise indicated below.</small>		<b>Address 1:</b>	2625 28th Street SE
		<b>Address 2:</b>	Grand Rapids MI 49512
		<b>Contact:</b>	Bob Evans
		<b>Telephone:</b>	616-949-6200
<b>Standard Package</b>	<b>12 Passenger Seating</b>	<b>MINUS</b>	<b>COST</b>
	Equipment Group Base 1LS		
MY1	Automatic Transmission		
LV1	4.3L V-6		
	Air Standard		
	Vinyl Interior		
B38	Rubber Floor		
GVWR	8,000		
<b>PLUS TITLE FEE</b>			
<b>MINUS TOTAL</b>		\$	
<b>STANDARD COST SUBTOTAL</b>			\$ 23,169.00
<b>POSSIBLE OPTIONS:</b>			
C68	Air Conditioning, Rear		\$ 789.00
BA3	Console, deluxe with swing-out storage bin		\$ 10.00
ZQ3	Convenience Package, Tilt-Wheel and (K34) cruise control		\$ 380.00
K34	Cruise Control		INC
C49	Defogger, rear-window electric		\$ 190.00
B31	Floor Covering, Black rubberized-vinyl, front only		N/C
B30	Floor Covering, full-floor color		\$ 169.00
C36	Heater, rear auxiliary		\$ 280.00
TR9	Lighting, auxiliary with reading and underhood lights		\$ 75.00
DRJ	Mirror, inside rearview, includes Rear Vision Camera display		STD
UEO	OnStar, delete		N/C
VV4	OnStar with 4G LTE		N/C
UVC	Rear Vision Camera, display integrated into rearview mirror (Included with (DRJ))		STD
ATG	Remote Keyless Entry with 2 transmitters and remote panic button		\$ 160.00
BTV	Remote Vehicle Starter System (req. ATG) remote keyless entry		\$ 279.00
R8J	Windows, power, delete	\$ (80.00)	
DE5	Mirrors, outside heated power-adjustable, black, manual-folding		\$ 109.00
DEB	Mirrors, outside heated power-adjustable, black, manual-folding with single pane glass		\$ 105.00
UD7	Rear Park Assist		\$ 275.00
KG4	Alternator, 145 amps		\$ 68.00
KW6	Alternator, 220 amps		\$ 139.00
TP2	Battery, isolated 2nd		\$ 140.00
UA1	Battery, heavy-duty 770 cold-cranking amps		\$ 63.00
	Batteries, dual heavy-duty 770 cold-cranking amps		
G80	Differential, heavy-duty locking rear		\$ 297.00
L98	Engine, Vortec 6.0L V8 SFI Flexfuel		\$ 896.00
R9Y	Fleet Free Maintenance Credit	\$ (67.00)	
Z82	Trailer equipment, heavy-duty		\$ 257.00
UY7	Trailer wiring, 7-pin sealed connector		\$ 71.00
<b>TOTAL OPTIONS</b>			
		<b>TOTAL COST</b>	\$ 29,792
<b>AUTHORIZED NAME:</b> (print) Robert Evans			
<b>AUTHORIZED SIGNATURE:</b>		<b>DATE:</b> 10/10/2017	

# RESOLUTION

**#8**



**Resolution Requesting the Oakland County Brownfield Redevelopment Authority to Review the  
1200 Auburn Avenue**

WHEREAS the City of Pontiac has a Brownfield project known as 1200 Auburn Avenue that it would like to have reviewed and processed by the Oakland County Brownfield Redevelopment Authority;

WHEREAS the City of Pontiac has a Brownfield Authority but desires to have the Oakland County Brownfield Redevelopment Authority handle the 1200 Auburn Avenue;

WHEREAS the Oakland County Brownfield Redevelopment Authority was created by Oakland County pursuant to MCL 125.2651 et seq. to assist jurisdictions like the City of Pontiac;

WHEREAS the Oakland County Brownfield Redevelopment Authority is prepared to assist the City of Pontiac by reviewing the proposed 1200 Auburn Avenue, provided that the City of Pontiac acknowledges certain rights that the Oakland County Brownfield Redevelopment Authority has, to wit:

- OCBRA intends to collect an administrative fee of \$5,000.00 per year for the length of the Brownfield plan; and

WHEREAS the City of Pontiac will have the opportunity to provide public comment on any Brownfield plan (including the amount of the administrative fee to be collected) before it is finally adopted by the OCBRA and/or the Oakland County Board of Commissioners;

NOW BE IT THEREFORE RESOLVED that the City of Pontiac requests that the OCBRA undertake review of the 1200 Auburn Avenue.

# RESOLUTION

#9





STATE OF MICHIGAN

COUNTY OF OAKLAND

CITY OF PONTIAC

**RESOLUTION CONCURRING WITH THE PROVISIONS OF  
A BROWNFIELD PLAN ADOPTED BY THE OAKLAND COUNTY  
BROWNFIELD REDEVELOPMENT AUTHORITY FOR THE  
1200 AUBURN AVENUE**

**RECITATIONS:**

*WHEREAS*, the Oakland County Board of Commissioners, pursuant to and in accordance with the provisions of the Brownfield Redevelopment Financing Act, being Act 381 of the Public Acts of the State of Michigan of 1996, as amended (the "Act"), have established a Brownfield Redevelopment Authority and Board (OCBRA) to facilitate the clean-up and redevelopment of Brownfields within Oakland County's communities; and

*WHEREAS*, the property located at 1200 Auburn Avenue (Property), a site in the City of Pontiac is an environmental hazard, a "facility" under state statute; and

*WHEREAS*, a Brownfield clean-up and redevelopment plan (the "Plan") has been prepared to restore the environmental and economic viability to this parcel which the OCBRA has reviewed and approved; and

*WHEREAS*, pursuant to OCBRA by-laws, a local committee has been appointed, participated in discussions regarding the proposed plan and project, reviewed the plan, and recommends its approval; and

*WHEREAS*, the OCBRA, pursuant to and in accordance with Section 13 of the Act, shall consider recommending that the Oakland County Board of Commissioners approve the Brownfield Plan to be carried out within the City of Pontiac, relating to the redevelopment of 1200 Auburn Avenue; and

*WHEREAS*, the City has reviewed the Plan, and have been provided a reasonable opportunity to express their views and recommendations regarding the Plan in accordance with Sections 13(13) of the Act; and

***NOW THEREFORE BE IT RESOLVED THAT***, the City of Pontiac hereby concurs with the provisions of the Plan including approval of the Plan by the Oakland County Board of Commissioners and implementation of the Plan by the Oakland County Brownfield Redevelopment Authority.

***BE IT FURTHER RESOLVED THAT*** should any section, clause or phrase of this Resolution be declared by the courts to be invalid, the same shall not affect the validity of this Resolution as a whole nor any part thereof other than the part so declared to be invalid.

***BE IT FURTHER RESOLVED THAT*** all resolutions or parts of resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

AYES:

NAYS:

ABSTENTIONS:

ABSENT:

---

**CERTIFICATION**

It is hereby certified that the foregoing Resolution is a true and accurate copy of the Resolution adopted by the City Council of the City of Pontiac at a meeting duly called and held on the \_\_\_\_ day of December, 2018.

CITY of PONTIAC

By: \_\_\_\_\_  
Garland Doyle, INTERIM CLERK

# **RESOLUTION**

**#10**

# Memorandum

To: Honorable Mayor, Council President and City Council Members

From: Michelle L. McKenzie, Purchasing Agent

Through: Jane Bais-DiSessa, Deputy Mayor

Date: December 13, 2018

Re: General Yard Services for Senior Citizens

---

The City advertised for bids for General Yard Services for Senior Citizens. The proposals were accepted on December 06, 2018 at 2:00 pm in the office of the City Clerk and publically opened at that time.

The City received one (1) bid proposal.

The one (1) responsive, qualified bid for the General Yard Services for Senior Citizens was:

- Oakland Livingston Human Service Agency (OLHSA) \$ 75,000.00

The bids was tabulated and checked. Based on the review, OLHSA is the lowest responsible bidder. The bid amount is \$ 75,000.00. The City of Pontiac has been allocated Federal funds through the Community Development Block Grant (CDBG). Those funds will be used to pay for General Yard Services for Senior Citizens.

The offices of OLHSA are located in Pontiac. OLHSA as the administrator of these services subcontracts the yard and plowing services. One of the vendors they sub contract is Phoenix Lawn Service, based in the City of Pontiac. OLHSA is currently providing these services to the City of Oak Park, the City of Ferndale and the Village of Holly.

As such, based upon the above and attached information it is the recommendation of the Purchasing Agent that the City authorizes the Mayor or Deputy Mayor to enter into a contract with the above-mentioned vendor Oakland Livingston Human Service Agency (OLHSA)

*WHEREAS, the City of Pontiac advertised and received responses to a request for bids for General Yard Services for Senior Citizens on December 06, 2018 and publically opened bids; and,*

*WHEREAS, a bid tabulation was prepared and reviewed by the Purchasing Agent of the City, and,*

*WHEREAS, the most responsible and qualified bidder is being recommended for the contract; and,*

*WHEREAS, the contract will be granted to Oakland Livingston Human Service Agency (OLHSA). The amount of \$ 75,000.00 is the total bid for all work performed, by the contractor, under this agreement and will be funded by CDBG dollars;*

*NOW, THEREFORE, BE IT RESOLVED that the Pontiac City Council authorize the Mayor or Deputy Mayor to enter into a contract with; Oakland Livingston Human Service Agency (OLHSA) for General Yard Services for Senior Citizens in the amount of \$ 75,000.00 as budgeted with CDBG funds.*



## REFERRAL/RECOMMENDATION FORM

DATE: December 13, 2018

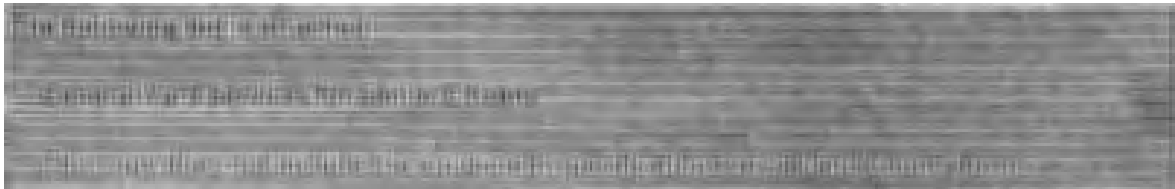
TO: Jane Bais-DiSessa, Deputy Mayor

FROM: Michelle L. McKenzie, Purchasing Agent

THE ATTACHED DOCUMENTS ARE BEING REFERRED FOR THE FOLLOWING REASONS:

☐ City Council ☒ Bid Approval ☐ Budget Approval ☐ Cancelled ☐ Other

Bid Analysis and Recommendation for \_\_\_\_\_



You Recommendations of a bidder are to be located in the space provided in the "Remarks" section on the next page of this form. Do not submit your recommendation on any other.

RFP: General Yard Services for Senior Citizens

REMARKS: After a competitive process and a public bid opening, it is recommended

that Oakland Livingston Human service Agency be awarded the General Yard

Services for Senior Citizens bid.

Your recommendation is to be based on the bid specification and content of bid. If the lowest bidder or bidders do not meet the specifications then list the major deviations for each.

Rejections must be based on actual exceptions to specifications, or on other details included in the bid documents.

Legal questions or concerns should be included in the analysis. If necessary, the Purchasing Division may request a legal opinion.

Recommendations for bids over \$10,000.00 must be approved by the Finance Director, the Purchasing Agent or an approved person as noted on the "City of Pontiac Authorized Signature Record."

Contractor has met the requirements of the Request For Proposal Bid Documents.
Project to be paid for with CDBG funds administered by Oakland County.
The above named firm has also provided references of the companies where they have performed similar work.
They have the experience and equipment necessary to perform the duties of the RFP.
I have included my advertising list and listing of vendors notified on MITN.
I have included a bid tabulation showing all the bidders and their prices.

Signature of Purchasing Agent:

Michelle A McKenzie  
 Date: 12/13/18

Approved by:

Signature of Deputy Mayor:

J. Boy  
 Date: 12/13/18

☒ LARA ☒ CORPS ☒ SAM ☒ Income Tax ☒ Property Info ☒ City A/P ☒ SBA

☒ MITN Profile ☒ Website ☒ Bid Tab ☒ Vendor List ☒ RFP ☒ Addendum

*none issued*



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Bureau of Professional Licensing / Corporations, Securities & Commercial Licensing Bureau

## VERIFY A LICENSE/REGISTRATION

Name	DBA Name	License Type	License Nbr	Address	Status	Enforcement Action
------	----------	--------------	-------------	---------	--------	--------------------

There were no records found matching the search criteria

[Back](#)[New Search](#)

**Attention Mobile Device Users: Not all mobile devices are compatible with all functions of this website.**

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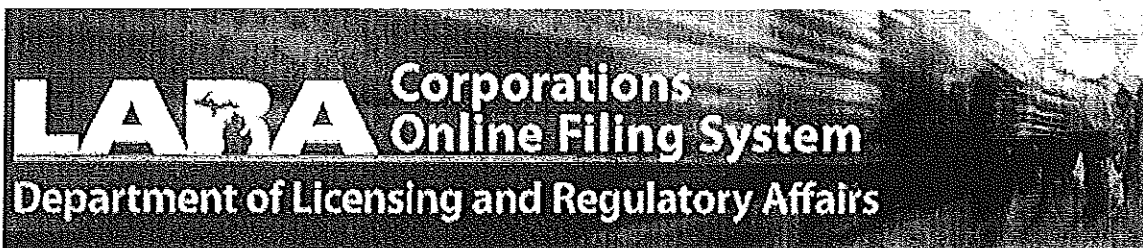
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**ID Number: 800878839**

Re

**Summary for: OAKLAND LIVINGSTON HUMAN SERVICE AGENCY**

**The name of the DOMESTIC NONPROFIT CORPORATION: OAKLAND LIVINGST**

**The name was changed from: OAKLAND COUNTY COMMISSION ON ECONOMIC on**

**Entity type: DOMESTIC NONPROFIT CORPORATION**

**Identification Number: 800878839 Old ID Number: 851020**

**Date of Incorporation in Michigan: 10/19/1964**

**Purpose:**

**Term: Perpetual**

**Most Recent Annual Report: 2017**

**Most Recent Annual Rep**

**The name and address of the Resident Agent:**

**Resident Agent Name: SUSAN HARDING**

**Street Address: 196 CESAR E. CHAVEZ**

**Apt/Suite/Other:**

**City: PONTIAC**

**State: MI**

**Registered Office Mailing address:**

CORPS 1/2



P.O. Box or Street Address: 196 CESAR E CHAVEZ  
Apt/Suite/Other:  
City: PONTIAC State: MI

**Act Formed Under:** 327-1931 Michigan General Corporation Act

The corporation is formed on a Directorship basis.

**Written Consent**

[View Assumed Names for this Business Entity](#)

**View filings for this business entity:**

ALL FILINGS  
ANNUAL REPORT/ANNUAL STATEMENTS  
ARTICLES OF INCORPORATION  
ARTICLES OF INCORPORATION  
RESTATED ARTICLES OF INCORPORATION  
RESTATED ARTICLES OF INCORPORATION

[View filings](#)

**Comments or notes associated with this business entity:**

[LARA FOIA Process](#) [Transparency](#) [Office of Regulatory Reinvention](#) [State Web Sites](#)

[Michigan.gov Home](#) [ADA](#) [Michigan News](#) [Policies](#)

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CORP 2/2



A NEW WAY TO SIGN IN - If you already have a SAM account, use your **SAM email** for login.gov.

▶ [Log In](#)

[Login.gov FAQs](#)

- ⚠ **ALERT** - June 11, 2018: Entities registering in SAM must submit a notarized letter appointing their authorized Entity Administrator. Read our updated FAQs to learn more about changes to the notarized letter review process and other system improvements.
- ⚠ **ALERT** - There may be a delay in data updates between the Small Business Administration (SBA) and SAM. If you notice any issues with your entity's SBA status or trouble on the SBA Supplemental page, please contact the Federal Service Desk.

Entity Dashboard	OAKLAND LIVINGSTON HUMAN SERVICE AGENCY DUNS: 088746458 CAGE Code: 8A1B4 Status: Active Expiration Date: 07/25/2019 Purpose of Registration: Federal Assistance Awards Only	196 CESAR E CHAVEZ AVE PONTIAC, MI, 48342-1094 , UNITED STATES
<hr/>		
› <a href="#">Entity Overview</a>	Entity Overview	
<hr/>		
› <a href="#">Entity Registration</a>		
› <a href="#">Core Data</a>		
› <a href="#">Assertions</a>		
› <a href="#">Reps &amp; Certs</a>		
› <a href="#">POCs</a>		
› <a href="#">Exclusions</a>		
› <a href="#">Active Exclusions</a>		
› <a href="#">Inactive Exclusions</a>		
› <a href="#">Excluded Family Members</a>		
<hr/>		
<a href="#">RETURN TO SEARCH</a>		

**Entity Registration Summary****Name:** OAKLAND LIVINGSTON HUMAN SERVICE AGENCY**Business Type:** Business or Organization**Last Updated By:** Brad Michaud**Registration Status:** Active**Activation Date:** 07/25/2018**Expiration Date:** 07/25/2019**Exclusion Summary****Active Exclusion Records?** No

IBM-P-20181206-1708

WWW6

<a href="#">Search Records</a>	<a href="#">Disclaimers</a>	<a href="#">FAPIS.gov</a>
<a href="#">Data Access</a>	<a href="#">Accessibility</a>	<a href="#">GSA.gov/LAE</a>
<a href="#">Check Status</a>	<a href="#">Privacy Policy</a>	<a href="#">GSA.gov</a>
<a href="#">About</a>		<a href="#">USA.gov</a>
<a href="#">Help</a>		

This is a U.S. General Services Administration Federal Government computer system that is "FOR OFFICIAL USE ONLY." This system is subject to monitoring. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.

**Michelle McKenzie**

---

**From:** Michelle McKenzie  
**Sent:** Thursday, December 13, 2018 1:58 PM  
**To:** Ryan Grisdale  
**Subject:** Please check an agency for compliance

**Importance:** High

Ryan,

Please check Oakland Livingston Human Service Agency for income tax compliance.

TAX ID# 38 1785665

196 Cesar E Chavez  
Pontiac, MI 48342

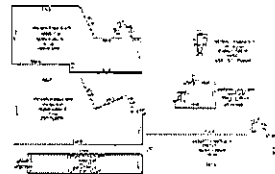
Thank you,

Income  
TAX 1/1



**196 CESAR E CHAVEZ AVE** PONTIAC, MI 48342-1094 (Property Address)

Parcel Number: 64-14-29-205-005



Item 1 of 2 0 Images / 2 Sketches

**Property Owner: OLHSA BUILDING LLC****Summary Information**

- > Commercial/Industrial Building Summary
  - Yr Built: 1930
  - # of Buildings: 7
  - Total Sq.Ft.: 211,851
- > Property Tax information found

- > Assessed Value: \$25,360 | Taxable Value: \$25,360
- > 30 Building Department records found

**Owner Information**

OLHSA BUILDING LLC  
 1455 S LAPEER RD STE 208  
 LAKE ORION, MI 48360-1468

**Amount Due**

Property Total **\$562.00**  
[Pay Now](#)

**Projects**

Project Number	Filed As	Status	Number of Items	
JPF100029	PLAN FILE	In Progress: 5 Item(s) Pending	12	<a href="#">View</a>

1

Displaying items 1 - 1 of 1

**Permits**

To request an inspection or pay on a record, click View

Permit Type	Permit Number	Associated Project	Status	Date Issued	Last Inspection	Amount Due	
Building	PB090759	JPF100029	FINALED	12/11/2009	8/26/2010	\$0.00	<a href="#">View</a>
Building	PB101660		CLOSED	2/12/2010	2/16/2010	\$0.00	<a href="#">View</a>
Building	PB102213		FINALED	10/21/2010	2/8/2012	\$0.00	<a href="#">View</a>
Building	PB130127		CLOSED	4/8/2013		\$0.00	<a href="#">View</a>

Prop Info  
1/5

Permit Type	Permit Number	Associated Project	Status	Date Issued	Last Inspection	Amount Due	
Electrical	PE090597		FINALED	12/21/2009	3/23/2010	\$0.00	<a href="#">View</a>
Electrical	PE100614		FINALED	2/12/2010	8/19/2010	\$0.00	<a href="#">View</a>
Electrical	PE100634		FINALED	2/9/2010	7/13/2010	\$0.00	<a href="#">View</a>
Electrical	PE100665		FINALED	3/26/2010	1/6/2012	\$0.00	<a href="#">View</a>
Electrical	PE100867		CLOSED	11/8/2010	2/13/2013	\$0.00	<a href="#">View</a>
Fire	PF100028		FINALED	3/31/2010	4/12/2010	\$0.00	<a href="#">View</a>

1 2 3

Displaying items 1 - 10 of 28

[Apply for a Permit](#)

## Enforcements

To pay on a record, click View

Enforcement Type	Enforcement Number	Status	Date Filed	Last Inspection	Amount Due	
Enforcement - Complaint - Misc	E101553	RESOLVED	4/21/2010	4/22/2010	\$0.00	<a href="#">View</a>
Enforcement - Storm Water Downspout Disconne	E113869	RESOLVED	10/4/2011	9/25/2012	\$0.00	<a href="#">View</a>

1

Displaying items 1 - 2 of 2

## Attachments

Date Created	Title	Record
No records to display.		

Displaying items 0 - 0 of 0

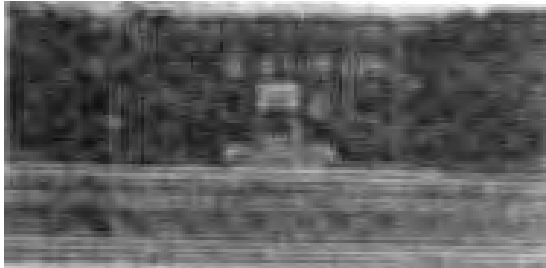
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Prop Info  
2/6

Produkt 3/5

196 Cesar E Chavez Ave - Google Maps

<https://www.google.com/maps/place/196+Cesar+E+Chavez+Ave,+Pontiac,+MI+4834...>



196 Cesar E Chavez Ave  
Pontiac, MI 48342

JPV2+WM Pontiac, Michigan



At this location

Aids Partnership Mi  
STD testing service ·  
196 Cesar E Chavez Ave # A118

MYOI FUND  
Human Resource Consulting ·  
196 Cesar E Chavez Ave

Prop 115  
2/15/18

12/13/2018, 2:02 PM



Oakland Livingston Human Services  
4.1 (65)  
Non-Profit Organization ·  
196 Cesar E Chavez Ave  
Open until 5:00 PM

Olhsa WIC Office  
5.0 (1)  
Hospital · 196 Cesar E Chavez Ave

Pontiac Academy for Excellence -  
Elementary  
3.1 (7)  
Elementary school · 196 Cesar E Chavez Ave

Pontiac Academy for Excellence -  
Middle School  
2.4 (8)  
Middle school · 196 Cesar E Chavez Ave

Scott Brazeau  
Arts organization · 196 Cesar E Chavez Ave

Senior Citizen Department  
Senior citizen center · 196 Cesar E Chavez Ave

Prop Info  
5/5

Vendor  
2002 to  
2007  
AP 1/1

**SBA Search  
Results**[Accessibility Options](#) > [SBA Search Results](#)

the profile's status is Active;  
the profile may have expired in SAM;  
the business is not necessarily registered in SAM (no CAGE code issued yet);  
and randomized by original start time of search: 2018-12-13 02:01:49 PM.

Data validation took 0.01 seconds. The count and search queries took 10.20 seconds and 10.46 seconds, respectively.

No profiles met your search criteria.

<a href="#">View</a>	<a href="#">Name and Trade Name of Firm</a>	<a href="#">Contact</a>	<a href="#">Address and City, State Zip</a>	<a href="#">Capabilities Narrative</a>
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The structure of this page was last updated 02/01/2013, as part of SBSS 8.1.1.

SBA  
4/1



SOLICITATIONS VENDORS TOOLS REPORTS LEGACY SYSTEM

## Oakland Livingston Human Services Agency

Organization Number	631643	Address	196 Cesar E Chavez
County/Region	Oakland County		Pontiac, Michigan, 48343
Registration Date	07/26/2017	Phone	United States
Status	Inactive	Email	248-209-2769
			dawnr@olhsa.org

Org	Working Categories	Contacts	Bids	History	Downloads	Notifications
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### Registration Information

Business Structure	Non-Profit Organization
Business Type	Large
Owner Ethnicity	Not Specified
Number of Employees	251 to 1000
Established Since	1964

W-9



### MITN Purchasing Group

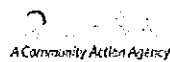
Member Since	07/26/2017	Status	Completed
Last Update Date	07/26/2017 03:32 PM EDT	Last Update By	Dawn Rigg
Membership Level	Basic		

Is your company a registered DBE through the state of Michigan (MDOT)? Yes

BACK TO PRE

MITN 1/1




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[Board of Directors](#)
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# About OLHSA



The Oakland Livingston Human Service Agency (OLHSA) was founded in 1964 as a part of President Lyndon B. Johnson's War on Poverty. OLHSA provides dozens of services to assist families and individuals to succeed.

OLHSA is the largest private nonprofit agency delivering human services to Oakland and Livingston Counties. We welcome those in need with a comprehensive set of services, focusing on meeting the basic needs of senior citizens, persons with disabilities, and people suffering from economic hardship. Our broad range of connected services empowered more than 20,000 clients last year to reach or maintain self-sufficiency. Our services address

specific needs in Oakland and Livingston County communities.

OLHSA staff members strive for excellence, respect others and honor diversity. To accomplish its work, OLHSA partners with other local organizations and belongs to a network of more than 1,000 nonprofit Community Action Agencies doing similar work throughout the country.

## About OLHSA

[Mission Statement, Vision and Values](#)
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## Member of National Community Action Partnership

OLHSA is a part of a national network of Community Action Agencies that has been helping individuals, families and communities for over 50 years. [Click here to learn more.](#)

## OLHSA Outlook Newsletter

Download our latest newsletter, OLHSA Outlook - Fall 2016  
You can also view articles on [OLHSA's blog](#).

## Annual Report

[Download the 2016 Annual Report here.](#)

## Financial Statements

[Audited financial statement for period ended December 31, 2014](#)

[OLHSA 990](#)

[Venture 990](#)

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[Livingston Services](#)  
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[Head Start](#)  
[Women, Infants & Children \(WIC\)](#)  
[Early Head Start](#)  
[Family Resources](#)  
[Oakland County Program Locations](#)

website 1/1

GENERAL YARD SERVICES CONTRACT			Oakland Livingston Human Service Agency (OLHSA)					
Bid Opening 12-6-17 @ 2:00 pm								
Item	Item Description	Quantity	Unit	Price	Amount	Unit	Price	Amount
1	Lawn Mowing, Average Sized Lot	1	EACH	\$ 17.00	\$60,000.00	EACH		
2	Lawn Mowing, Larger or Corner Lot	1	EACH	\$ 34.00		EACH		
3	Snow Removal, Average Sized Lot, 2"-4"	1	EACH	\$ 47.00		EACH		
4	Snow Removal, Average Sized Lot, 4"-8"	1	EACH	\$ 34.00		EACH		
5	Snow Removal, Average Sized Lot, 8" or more	1	EACH	\$ 51.00		EACH		
6	Snow Removal, Larger or Corner Lot, 2" - 4"	1	EACH	\$ 34.00		EACH		
7	Snow Removal, Larger or Corner Lot, 4" - 8"	1	EACH	\$ 68.00		EACH		
8	Snow Removal, Larger or Corner Lot, 8" or more	1	EACH	\$ 102.00		EACH		
9	Yard Clean Up, Average Sized Lot	1	Per Hour	\$ 17.00		Per Hour		
10	Yard Clean Up, Larger or Corner Lot	1	Per Hour	\$ 17.00		Per Hour		
11	Administration Fee (Not to Exceed 20%, based a \$ 75,000 Contract)	1	LSUM	20.00%	\$ 15,000.00	LSUM		

<b>BID TOTAL</b>	<b>\$ 75,000.00</b>	<b>\$</b>
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Witness: Michelle McKenzie  
 Witness: Alexandria Riley  
 Opened: Sheila Grandison



## Matching Supplier List

Created by:

Michelle McKenzie

Created on:

11/26/2018 02:21 PM EST

Solicitation:

General Yard Services - CDBG - General Yard Services - CDBG

Organization	Address	Contact	Email	Phone
A1 Utility Contractor, Inc. Org. Number: 562322	2295 Lone Pine Rd. Gaylord, Michigan, 49735 United States	Troy Lyons	troylyons1@netscape.net	989-324-8581
		Troy Lyons	troylyons1@netscape.net	989-324-8581
Advanced Tree Care Service, Inc. Org. Number: 557036	3103 W Thompson Rd #165 Fenton, Michigan, 48430 United States	John Barry	john@atcs.biz	810-208-0554
		John Barry	john@atcs.biz	810-208-0554
Ahem Contracting, Inc. Org. Number: 601625	25875 New Forest Court Chesterfield, Michigan, 48051 United States	James P Ahem	unknown@no-reply.com	8103430403
AIRPORT LIGHTING EMPLOYEE OWNED, LLC Org. Number: 561922	6320 N State Rd PO Box 210 Luther, Michigan, 49656-0210 United States	DAVID LAWSON	unknown@no-reply.com	517-230-3558
		Kathy Gilson	airportlighting@aol.com	517-230-3558
All State Tree & Lawn, Inc. Org. Number: 557190	4341 Delemere Ct Royal Oak, Michigan, 48073 United States	Perry Stevens	allstatetree@yahoo.com	248-689-5750
		Dana Stevens	allstatetree@yahoo.com	586-883-3414
Alliance Contracting and Design Org. Number: 821261	1201 S. Lincoln St Bay City, Michigan, 48708 United States	Dan Czuba	dan@alliancecontracting.biz	9894502800
AMERICAN CLEANING, LLC Org. Number: 557040	52844 KARON DR MACOMB TWP., Michigan, 48042 United States	Brisida T. Bibashani	americancleaningcompanyllc2016@gmail.com	586-855-4086
		Brisida T. Bibashani	budi42@hotmail.com	586-677-9240
American Dream Landscaping Org. Number: 561874	42948 Colorado Drive Clinton Township, Michigan, 48036 United States	Stacy Coates	americandream_lawn@yahoo.com	586-493-9730
		Stacy Coates	americandream_lawn@yahoo.com	586-277-2400
Anderson Paint Store LLC Org. Number: 767437	18429 West 8 Mile RD Detroit, Michigan, 48033 United States	Marcus W Anderson	andersonpsllc@aol.com	248 747 6345
Anglin Civil Org. Number: 559183	13000 Newburgh Road Livonia, Michigan, 45150 United States	Nick Wineka	nick@anglincivil.com	8106236482 ext. 8106236482
		Doug Anglin II	doug2@anglincivil.com	248-866-7789
		Steve Smith	steve.smith@anglincivil.com	248-397-4200
Arbor Green Property Maintenance Org. Number: 912137	8770 Pontiac Trail South Lyon, Michigan, 48178 United States			

Matching Supplier List: General Yard Services - CDBG - General Yard Services - CDBG

Organization	Address	Contact	Email	Phone
ArcLife Services Org. Number: 567741	205 W. Sheffield Pontiac, Michigan, 48340 United States	Lee Johnson	ddmaintenance@comcast.net	248-408-0831
		Lee Johnson	ddmaintenance@comcast.net	248-408-0831
ARTISTIC LANDSCAPING Org. Number: 560707	4104 CLIPPERT DEARBORN HEIGHTS, Michigan, 48125 United States	RYAN SMITH	RYAN.SMITH48@YAHOO.COM	313-404-5999
		RYAN SMITH	RYAN.SMITH48@YAHOO.COM	313-404-5999
ASHTON CONTRACTING Org. Number: 558707	30443 INDUSTRIAL RD. LIVONIA, Michigan, 48150 United States	KEN SCICLUNA	angrybearlawncare@yahoo.com	734-522-1660
		KEN SCICLUNA	angrybearlawncare@yahoo.com	734-522-1660
ASW Org. Number: 565415	5175 E. Holly Rd. Holly, Michigan, 48442 United States	Anthony Welton	anthony@aswlawn.com	248-634-3366
		Anthony Welton	anthony@aswlawn.com	248-634-3366
Audia Concrete Construction, Inc. Org. Number: 557441	P.O. Box 72 Milford, Michigan, 48381 United States	Ronetta Audia	raudia@audiaconstructioninc.com	248-676-9570
		Ronetta Audia	raudia@audiaconstructioninc.com	248-676-9570
Austin Morgan Companies, LLC Org. Number: 556184	PO Box 1159 Flint, Michigan, 48501 United States	Christie Rasins	Info@austinmorgan.com	810-407-7495
		Christie Rasins	unknown@no-reply.com	810-407-7495
		Randy Rasins	Randy@austinmorgan.com	810-407-7495
AVC Services II Inc. Org. Number: 878078	25600 Henry B. Joy Boulevard Harrison Township, Michigan, 48045 United States	Antonio Cardillo	avcservices@outlook.com	2486485899
B & B Landscaping Org. Number: 556649	5392 Pleasant Hill Dr. Fenton, Michigan, 48430 United States	Kathy Anton	bblandscaping1@yahoo.com	810-632-6061
		Kathy Anton	unknown@no-reply.com	810-632-6061
		Robert Anton	unknown@no-reply.com	810-632-6061
B & J Parking Lot Maintenance, Inc. Org. Number: 556165	12207 Inkster Rd. Taylor, Michigan, 48180 United States	Susan Romas	bandjsweep@gmail.com	734-941-7570
		Susan Romas	unknown@no-reply.com	734-941-7570
Backer Landscaping, Inc. Org. Number: 557011	15251 12 Mile Road Roseville, Michigan, 48066 United States	Carl Melchior	cmelchior@backerlandscaping.com	586-774-0090
		Carl Melchior	cmelchior@backerlandscaping.com	586-774-0090
BETTER PROPERTY MAINTENANCE Org. Number: 838188	233231 INDUSTRIAL PARK DR STE. A FARMINGTON HILLS, Michigan, 48335 United States	JONATHAN L MORAY	ACKER2306@MSN.COM	248-521-6111
Beverly's Janitorial & Maid Services, Inc. Org. Number: 558597	22458 Greenview Road Southfield, Michigan, 48075 United States	Albert Moody, Jr.	bvmood@att.net	248-557-1278
		Albert Moody Jr.	bvmood@att.net	248-557-1278
Bossman Construction CO LLC Org. Number: 561376	6327 W Coldwater Rd Flushing, Michigan, 48433 United States	Matt Goss	unknown@no-reply.com	810-867-4935 ext. 107
		Matt Goss	unknown@no-reply.com	810-867-4935

Matching Supplier List: General Yard Services - CDBG - General Yard Services - CDBG

Organization	Address	Contact	Email	Phone
Branch Tree Service, Inc. Org. Number: 557020	24195 Mound Rd. Warren, Michigan, 48091 United States	George R. Lee	grie@branchtree.com	586-756-7737
		George R Lee	grie@branchtree.com	586-756-7737
		George R Lee	grie@branchtree.com	586-756-7737
Brantley Development Org. Number: 559899	30235 Marshall Court Westland, Michigan, 48186 United States	Stanley Brantley	Brantley_Development@yahoo.com	810-610-0427
		Stanley Brantley	Brantley_Development@yahoo.com	810-610-0427
Breen's Landscape & Supply Center Org. Number: 556891	4495 Highland Rd Waterford, Michigan, 48328 United States	Robert Breen	rob@breenslandscape.com	248-674-1127
		Robert Breen	rob@breenslandscape.com	248-674-1127
Brien's Services, Inc. Org. Number: 558465	815 N. Union Milford, Michigan, 48381 United States	Brien Worrell	brien@briensservices.com	248-685-7276
		Brien Worrell	brien@briensservices.com	248-685-7276
Bright Horizon Services Inc Org. Number: 560739	Po box 48 Eastpointe, Michigan, 48021 United States	Ron Harms	Brighthorizonservices@yahoo.com	586-260-5218
		Ron Harms	Brighthorizonservices@yahoo.com	586-260-5218
BrightView Org. Number: 567747	5100 Dewitt Canton, Michigan, 48188 United States	Mark Beittler	mark.beittler@Brightview.com	248-660-6086 ext. 248
		Mark Beittler	mark.beittler@Brightview.com	248-660-6086 ext. 248
BrightView Landscapes LLC Org. Number: 621393	5100 Dewitt Canton, Michigan, 48188 United States	Mark S Beittler	mark.beittler@brightview.com	734-274-0746
Brooks Striping, Inc. Org. Number: 560140	P O Box 4270 Center Line, Michigan, 48015 United States	Scott Brooks	st-brooks@comcast.net	248-763-3100
		Scott Brooks	st-brooks@comcast.net	248-763-3100
Brooks Tree Service & Forest Products Inc. Org. Number: 563488	Po Box 619 Kingsley, Michigan, 49649 United States	Joseph Brooks	bacosley@aol.com	231-313-9929
		Joseph Brooks	bacosley@aol.com	231-313-9929
Brown Drilling Co., Inc. Org. Number: 954436	7215 E. Highland Road Howell, Michigan, 48843 United States	Gary L. Sunderland	gary@browndrillingco.com	517-546-0600
C And W Associates, Inc. Org. Number: 560552	2727 Second Avenue, Suite 122 Detroit, Michigan, 48201 United States	Margaret Watson	info@sparklejani.com	313-831-1535
		Ilene Robinson	ilene.robinson@sparklejani.com	313-831-1535
		Margaret L. Watson	watsonlorettam@SparkleJani.com	313-831-1535
C-Mark Services, Inc Org. Number: 558721	PO Box 365 Troy, Michigan, 48099 United States	Donald Trivett	cmarkservices@hotmail.com	586-758-0722
		Donald Trivett	cmarkservices@hotmail.com	586-758-0722
Canopy Landscapes Org. Number: 561904	P.O. Box 131174 Ann Arbor, Michigan, 48113 United States	Vern Moore	vern@canopylandscapes.com	734-677-7033
		Gregory Wilson	greg@canopylandscapes.com	734-677-7033



Matching Supplier List: General Yard Services - CDBG - General Yard Services - CDBG

Organization	Address	Contact	Email	Phone
		Vern Moore	vem@canopylandscapes.com	734-677-7033
Carleton Equipment Company Org. Number: 560068	31231 Schoolcraft Road Livonia, Michigan, 48150 United States	Ryan Wurtzel	ryan@carletonequipment.com	734-421-9999
		Ryan Wurtzel	ryan@carletonequipment.com	734-421-9999
		T.R. Cagney	tr@carletonequipment.com	269-207-5072
Chippewa Asphalt Paving Org. Number: 880290	PO Box 515 Clio, Michigan, 48420 United States	Josh Ayotte	Josh@chippewaasphalt.com	810-238-2660
Choice Property Services Org. Number: 568111	P.O. Box 930568 Wixom, Michigan, 48393 United States	Richard Harris	harrisproppres@gmail.com	313-570-5105 ext. 313
		Richard Harris	unknown@no-reply.com	313-570-5105 ext. 313
Clean All LLC Org. Number: 1073886	4222 E MC NICHOLS Detroit, Michigan, 48212 United States	Sunny Sharp	sunny@cleanall.net	313-731-7680
Commercial Grounds Services LLC Org. Number: 562445	PO Box 39854 Redford, Michigan, 48239 United States	Linda Levesque	commercialgrounds@yahoo.com	313-316-6084
		Linda Levesque	unknown@no-reply.com	313-316-6084
Cooper Lawnscape, Inc. Org. Number: 565612	P.O. Box 26152 Fraser, Michigan, 48093 United States	Chad Cooper	Cooperlawns@comcast.net	586-329-9925
		Chad Cooper	Cooperlawns@comcast.net	586-329-9925
Curbo, Inc. Org. Number: 556555	PO Box 70 Swartz Creek, Michigan, 48473 United States	Kirk Cowley	kcowley@curbo2121.com	810-232-2121 ext. 206
		David Wurtz	d.wurtz@curbo2121.com	810-232-2121
		Kirk Cowley	unknown@no-reply.com	810-232-2121
Custom Lawn Care Org. Number: 769518	5289 N Genesee Rd Flint, Michigan, 48506 United States	Elizabeth Sabin	beth@spraymylawn.com	8107363214
D. Macro Contractors, Inc. Org. Number: 945342	5005 E. 14 Mile Rd. Sterling Heights, Michigan, 48310 United States	Michele Bruley	Dmacro@dmacrocontractors.com	5862071732
D.M. Burr Facilities Management, Inc. Org. Number: 559298	4252 Holiday Drive Flint, Michigan, 48507 United States	Hanna Moncrieff	Hannamoncrieff@dm Burr.com	810-233-9114 ext. 215
		John Allen	johnallen@dm Burr.com	810-233-9114 ext. 206
Dalco Services LLC Org. Number: 563508	59187 North Ave. Ray, Michigan, 48096 United States	Zack Williams	zwilliams@dalcoservicesllc.com	586-876-4326
		Zack Williams	zwilliams@dalcoservicesllc.com	586-876-4326
Davey Tree - South Detroit Org. Number: 629913	8250 Ronda Dr Canton, Michigan, 48187 United States	Bob Paris	robert.paris@davey.com	7344598690

Matching Supplier List: General Yard Services - CDBG - General Yard Services - CDBG

Organization	Address	Contact	Email	Phone
DiMambro Construction Org. Number: 1046540	1000 John R. Suite 102 Utica, Michigan, 48083 United States	Alessandro DiMambro	atmdimambroalex@gmail.com	5864050715
District Landscapes Org. Number: 568247	41000 Woodward E. Bldg Ste 350 Bloomfield Hills, Michigan, 48304 United States	Chris Stefanopoulos	bids@districtlandscapes.com	248-936-0066
		Chris Stefanopoulos	unknown@no-reply.com	248-936-0066
		Fiona Brooks	fiona@districtlandscapes.com	248-936-0066
Earth Environments LLC Org. Number: 565143	121 South Main Street Romeo, Michigan, 48065 United States	Jason Arnott	earthenvironments@gmail.com	586-336-1772
		Jason Arnott	earthenvironments@gmail.com	586-336-1772
Econocut, Inc. Org. Number: 560389	PO Box 806145 St. Clair Shores, Michigan, 48080 United States	Jeff Johnson	jeff@econocut.net	586-212-4884
		Gayle Johnson	gjusa222@yahoo.com	734-282-4567
		Jeff Johnson	jeff@econocut.net	586-212-4884
ED'S TWO MEN & A MOWER LAWN SERVICE LLC Org. Number: 561907	po box 132 eastpointe, Michigan, 48021 United States	Edward Jackson	eds2menandamower@yahoo.com	586-329-5226
		Edward Jackson	eds2menandamower@yahoo.com	586-329-5226
Elegant Lawn Care LLC Org. Number: 566836	19821 Elizabeth street Saint Clair Shores, Michigan, 48080 United States	Michael Dewandeler	elegantlawncaarello@yahoo.com	586-822-2000
		Michael Dewandeler	elegantlawncaarello@yahoo.com	586-822-2000
Ellsworth Industries Org. Number: 556415	P.O. Box 5366 Plymouth, Michigan, 48170 United States	Chad Monteith	cmonteith519@comcast.net	313-218-4790
		Chad Monteith	cmonteith519@comcast.net	313-218-4790
Emerald Lawn and Landscaping Org. Number: 1077113	3364 associates dr Burton, Michigan, 48529 United States	Garrett Smith	gssmichigan@gmail.com	8104106332
Energy Group, Inc. Org. Number: 557579	8837 Lyndon St Detroit, Michigan, 48238 United States	Matt Donnellon	mdonnellon@energygroupusa.com	313-491-8411 ext. 1001
		Matt Donnellon	mdonnellon@energygroupusa.com	313-491-8411
English D Construction LLC Org. Number: 833801	15872 Humphrey Street Southgate, Michigan, 48195 United States	LeeAnn Flynn	EnglishDEstimates@gmail.com	7345585620
Environmental Services of North America (ESNA) Org. Number: 989450	PO Box 617 Farmington, Michigan, 48332 United States	Brian Hutchison	bhutchison@esnainc.com	734-441-3133
EnviroSafe, Inc. Org. Number: 559931	1704 Porter St. SW Wyoming, Michigan, 49519 United States	Bob Stoddard	anne@envirosafeipm.com	616-364-1890
		Bob Stoddard	bob@envirosafeipm.com	616-364-1890
Erie Construction, LLC Org. Number: 560730	22051 Commerce Drive Woodhaven, Michigan, 48183 United States	Jody Petit	jpetit@erieconstructionllc.com	734-676-8689
		Jody Petit	jpetit@erieconstructionllc.com	734-676-8689

Matching Supplier List General Yard Services - CDBG - General Yard Services - CDBG

Organization	Address	Contact	Email	Phone
Evergreen Outdoor, Inc. Org. Number: 561331	386 Lucy Rd Howell, Michigan, 48843 United States	Dan Brockway	bids@myoutdoorpro.com	810-923-7070
		Dan Brockway	estimating@sitesolutionsllc.net	810-599-9052
Evergreen Tree & Restoration Inc Org. Number: 839265	21719 Springhill St Romulus, Michigan, 48174 United States	Ashley Ebling	ashley.ebling@evergreentree restoration.com	734-348-7287
Excel Landscaping LLC Org. Number: 561928	38355 Hazel Harrison Township, Michigan, 48045 United States	Nick Holmes	excelland03@hotmail.com	586-524-2519
		Nick Holmes	excelland03@hotmail.com	586-524-2519
F.J. LaFontaine Org. Number: 557401	Post Office Box 1126 Farmington, Michigan, 48332 United States	Robert LaFontaine	Landscape45@sbcglobal.net	248-477-9695
		Robert LaFontaine	unknown@no-reply.com	248-477-9695
fontenot landscape services llc Org. Number: 560042	21161 ridgedale oakpark, Michigan, 48237 United States	corey fontenot	guyr@fontenotlandscape.com	313-220-8464
		corey fontenot	unknown@no-reply.com	313-220-8464
FORD MOTOR LAND DEVELOPMENT Org. Number: 562315	C/O FAIRLANE GROUNDS 15701 SPRINGWELLS DEARBORN, Michigan, 48120 United States	STEPHEN BATTERSBY	elabel@ford.com	313-337-2591
		STEPHEN BATTERSBY	elabel@ford.com	313-337-2591
Forrest Lawn Care Org. Number: 849657	4622 Milton Dr Flint, Michigan, 48507 United States	Forrest M Spitzer, Jr	fsjlawncare@gmail.com	8106188307
Four Seasons Property Maintenance Org. Number: 825235	23321 Madison Dearborn, Michigan, 48124 United States	Gary Rule	pmfourseasons@yahoo.com	3136186932
Frank's Landscaping Org. Number: 721295	po box 398 Dearborn Heights, Michigan, 48127 United States	Jennifer Mathis	michbrick@hotmail.com	3132784855
G's OwnerTrees, Inc. Org. Number: 636780	23596 Stacey Dr. Brownstown, Michigan, 48183 United States	William Gamez	gstreesinc@gmail.com	313-995-0029
Giant Janitorial Service, Inc Org. Number: 557007	18485 Mack Avenue Detroit, Michigan, 48236 United States	Laura Huthwaite	laura@giantjanitorial.com	313-886-7797
		Laura Huthwaite	lhuthwaite@giantjanitorial.com	313-886-7797
		Peter J. Huthwaite	phuthwaite@giantjanitorial.com	313-886-7797
GLC Lawn, Landscaping & Snow removal LLC Org. Number: 567765	26671 Bell rd New Boston, Michigan, 48164 United States	Gino Lucia	unknown@no-reply.com	734-624-6461
		Gino Lucia	unknown@no-reply.com	734-624-6461
Gratiot Landscaping & Home Improvement, LLC Org. Number: 563719	28373 Waverly St Roseville, Michigan, 48066 United States	Wade A Daley	wdaley@gratiotlandscape.com	586-859-7059
		Roberta Dombecke	rdombecke@gratiotlandscape.com	586-859-7059
		Wade Daley	wdaley@gratiotlandscape.com	586-859-7059

Matching Supplier List: General Yard Services - CDBG - General Yard Services - CDBG

Organization	Address	Contact	Email	Phone
Great Lakes Hydroseeding & Landscaping, Inc. Org. Number: 562497	1301 N. Johnson Bay City, Michigan, 48708 United States	Brad Andreski	greatlakeshydroseeding@charter.net	989-894-8050
		Brad Andreski	greatlakeshydroseeding@charter.net	989-894-8050
Great Lakes Landscaping & Construction Inc. Org. Number: 556362	25212 Ryan Rd. Warren, Michigan, 48091 United States	Danial Gomey	melissahahn@greatlakeslandscaping.com	586-756-5347
		Melissa Hahn	unknown@no-reply.com	586-756-5347
Great Pines Landscaping Org. Number: 559638	8461 Chalmers Warren, Michigan, 48089 United States	Christopher Fielder	Gpland2@yahoo.com	586-709-2419
Green Meadows Lawnscape, Inc. Org. Number: 559319	2359 Avon Industrial Drive Rochester Hills, Michigan, 48309 United States	Thomas DeClerck	unknown@no-reply.com	586-254-7775
		Thomas DeClerck	unknown@no-reply.com	586-254-7775
Green Meadows Lawnscape, Inc. Org. Number: 605963	2359 Avon Industrial Drive Rochester Hills, Michigan, 48309 United States	Thomas D DeClerck	greenmeadowslawnscape@yahoo.com	(586)254-7775
Greenscape Org. Number: 561248	P.O. Box 133 Lake, Michigan, 48632 United States	Brian Cataldo	bwcataldo@yahoo.com	989-544-2489
		Brian Cataldo	unknown@no-reply.com	989-544-2489
greg davis landscaping Org. Number: 557411	471 renaud rd. grosse pointe woods, Michigan, 48236 United States	greg davis	gwd1land@aol.com	313-884-1409
		greg davis	unknown@no-reply.com	313-884-1409
Ground Control Org. Number: 848441	20284 Lorne St Taylor, Michigan, 48180 United States	Douglas Nicholl	nicholld@groundcontrolps.com	313-727-9710 ext. 700
GTJ Consulting, LLC Org. Number: 560643	22955 Industrial Drive W Saint Clair Shores, Michigan, 48080 United States	Blake Johnson	blake.johnson@gtjonline.com	586-293-9600 ext. 204
		Blake Johnson	unknown@no-reply.com	586-293-9600
		Brandon Johnson	brandon.johnson@gtjonline.com	586-293-9600
H - D Landscaping, Inc Org. Number: 556805	15035 Carlisle Detroit, Michigan, 48205 United States	Dexter Erves	dexter@h-dlandscaping.com	313-719-7005
		Dexter Erves	Dexter@h-dlandscaping.com	313-719-7005
Henson Ultra Green Org. Number: 565202	29541 W. Eight Mile Rd Livonia, Michigan, 48152 United States	Michelle Snider	michellesnider2015@gmail.com	248-987-6994
		Michelle Snider	unknown@no-reply.com	248-987-6994
I HEART LAWN CARE Org. Number: 567538	23050 Lambrecht Ave Eastpointe, Michigan, 48083 United States	Nichole Home	unknown@no-reply.com	760-405-6214
		Nichole Home	mltn@iheartlawncafe.com	760-405-6214
IME Connections Org. Number: 565276	3881 M-72 East Williamsburg, Michigan, 49690 United States	Michael Vollmer	mjvollmer@imeinc.us	231-929-1474
		Michael Vollmer	mjvollmer@imeinc.us	231-929-1474
J & M Tree Service	4618 Milton Drive	Forrest Spitzer	Forrest@Jmtreeservice85.comcastbiz.net	810-238-3234

Matching Supplier List: General Yard Services - CDBG - General Yard Services - CDBG

Organization	Address	Contact	Email	Phone
Org. Number: 560836	Flint, Michigan, 48507	Forrest Spitzer	unknown@no-reply.com	810-238-3234
J W Turf Inc Org. Number: 563033	29321 Garson Rd Wixom, Michigan, 48393 United States	Eric Cowan	Eric_jwturf@aol.com	248-798-1048
		Eric Cowan	Eric_jwturf@aol.com	248-798-1048
		Scott Wilkinson	scottw.jwturf@gmail.com	734-649-0048
J-Mac Tree & Debris, LLC Org. Number: 564286	29193 Northwestern Highway, Suite 651 Southfield, Michigan, 48034 United States	Jeff Madison	jmacreeanddebris@gmail.com	313-308-5558
		Anthony Magee	exterior_excellence@yahoo.com	313-308-5558
		Jeff Madison	unknown@no-reply.com	313-308-5558
Jordan Landscaping Org. Number: 561398	19415 McNichols, Suite V Detroit, Michigan, 48219 United States	Jamie Jordan	jordanlandscaping@yahoo.com	313-543-9223
		Erica Jordan	jordanlandscaping@yahoo.com	248-773-2622
		Jamie Jordan	jordanlandscaping@yahoo.com	313-543-9223
JR SERVICES GROUP, LLC Org. Number: 560165	2899 E. Big Beaver, Suite 189 Troy, Michigan, 48063 United States	Justin Riberas	bids@jrserv.com	248-379-9830
		Justin Riberas	bids@jrserv.com	248-379-9830
Kappen Tree Service, LLC Org. Number: 712449	2675 Hurds Corner Rd. Cass City, Michigan, 48726 United States	Kyle Kappen	kylek.kts@hotmail.com	(989) 670-7171
Kevin McNamara, LLC Org. Number: 564209	45768 Prairiegrass Ct Belleville, Michigan, 48111 United States	Kevin McNamara	comishmcnamara@gmail.com	313-999-7495
		Kevin McNamara	comishmcnamara@gmail.com	313-999-7495
Kevin's All Season Lawn & Landscaping LLC Org. Number: 561704	2356 S. Schaefer Hwy Detroit, Michigan, 48217 United States	Kevin Williams	Kevin4allseason@att.net	313-294-4545
		Kevin Williams	unknown@no-reply.com	313-294-4545 ext. 5
		Patricia Williams	Kevin4allseason@att.net	313-294-4545 ext. 5
Kevin's Lawn Care & Snow Removal Org. Number: 557056	1347 RANGE RD. St. Clair, Michigan, 48079 United States	Kevin Hutkowski	kevinslawnandsnow@hotmail.com	810-329-3633
		Kevin Hutkowski	kevinslawnandsnow@hotmail.com	810-329-3633
KLM SCAPE & SNOW dba KLM LANDSCAPE Org. Number: 559731	70570 Powell Armada, Michigan, 48005 United States	KIRK KNOBLOCH	KLM@KLMLANDSCAPE.NET	586-752-5562
		KIRK KNOBLOCH	klm@klmlandscape.net	586-752-5562
		LAUREN KNOBLOCH	unknown@no-reply.com	586-752-5562
L.J. Construction, Inc. Org. Number: 846419	5863 South Kingston Road Clifford, Michigan, 48727 United States	Brian Umphrey	ljconstructionmi@gmail.com	989-761-0131
La Construction Corporation Org. Number: 758763	4067 Commerce Drive Flushing, Michigan, 48433 United States	Dennis W Kendall	dennis.kendall.lame@gmail.com	810-659-7565
		Shari C Bramlett	laconstructioncorporation@gmail.com	8106597565



Matching Supplier List: General Yard Services - CDBG - General Yard Services - CDBG

Organization	Address	Contact	Email	Phone
Lake Michigan Excavating, LLC Org. Number: 559153	24075 Summer Lane Flat Rock, Michigan, 48134 United States	Rich Fanti	rfanti@lakemichiganexcavating.com	313-316-8753
		John Marcon	jmarcon@lakemichiganexcavating.com	734-755-9794
Lakner Landscape Org. Number: 567978	P.O. Box 530924 Livonia, Michigan, 48152 United States	Christopher Lakner	Laknerslandscape@aol.com	313-537-1590
		Christopher Lakner	Laknerslandscape@aol.com	313-537-1590
Landscape Services, Inc. Org. Number: 557387	22932 Rasch Clinton Township, Michigan, 48035 United States	Troy Lenk	tlenk@lsimichigan.com	586-741-5296
		Len Cugliari	lcugliari@lsimichigan.com	586-630-2149
		Troy Lenk	unknown@no-reply.com	586-741-5296
Landscape Supply, Inc. Org. Number: 556289	24300 Brest Road Taylor, Michigan, 48180 United States	Stephen Carrier	scarrier@landscapesupplyinc.com	734-946-7000
		Stephen Carrier	scarrier@landscapesupplyinc.com	734-946-7000
Lansing Real Green Lawn Care Org. Number: 708732	5920 s pennsylvania ave Lansing, Michigan, 48911 United States	Kevin R Johnson	Realgreenlawnareinc@gmail.com	517-887-4989
Lawn Sprinklers Sales, Service & Design, Inc. Org. Number: 563865	16343 S US 27 Lansing, Michigan, 48906 United States	John Makara	lawnsprinklersoflansing@yahoo.com	517-485-0657
		John Makara	lawnsprinklersoflansing@yahoo.com	517-485-0657
LGC Global Inc. Org. Number: 900730	7310 Woodward Ave., Suite 500 Detroit, Michigan, 48202 United States	Fred Feliciano	fred.feliciano@lgccorp.com	313-9894141
Logan's LawnCare Org. Number: 564441	P.O. Box 1241 Royal Oak, Michigan, 48068 United States	Eric Laperriere	service@loganslawnare.com	248-259-6730
		Eric Laperriere	service@loganslawnare.com	248-259-6730
LPC Landscape Services LLC. Org. Number: 560022	12851 Northend #2 Oak Park, Michigan, 48237 United States	Cheyane Lyons	seanlpc@yahoo.com	248-336-5901
		Cheyane Lyons	unknown@no-reply.com	248-336-5901
Maj's Services Inc. Org. Number: 558952	9864 E. Grand River Suite 110-179 Brighton, Michigan, 48116 United States	Christopher Maj	Mail@MajsServices.com	517-521-1340
		Christopher Maj	Mail@MajsServices.com	517-521-1340
MARINE CITY NURSERY CO Org. Number: 556589	5304 MARINE CITY HWY CHINA TWP, Michigan, 48054 United States	WARREN SENGHER	ndiellin@marinecitynursery.com	810-765-5533
		Dominic Dietlin	ndietlin@marinecitynursery.com	810-765-5533
		WARREN SENGHER	ndietlin@marinecitynursery.com	810-765-5533
Marinos Landscape Org. Number: 846574	51879 Schoenherr Rd. Shelby Twp., Michigan, 48315 United States	Sam Marino	sam@marinoslandscape.com	5867034521
Matice Landscaping LLC Org. Number: 854751	PO BOX 250716 Franklin, Michigan, 48301 United States	Randy Matice	maticelandscaping@aol.com	24886066245

Matching Supplier List: General Yard Services - CDBG - General Yard Services - CDBG

Organization	Address	Contact	Email	Phone
Matten Landscaping, Lawn and Snow LLC Org. Number: 565897	P.O. Box 180059 Utica, Michigan, 48318 United States	Ronald Matten	Rmatten1@aol.com	586-260-7409
		Ronald Matten	Rmatten1@aol.com	586-260-7409
Mattioli Cement Company Org. Number: 559413	6085 McGuire Fenton, Michigan, 48430 United States	John Mattioli	jtmattioli@charter.net	810-629-3851
		Alfred Mattioli	jtmattioli@charter.net	810-629-3851
		John Mattioli	jtmattioli@charter.net	810-629-3851
MC Grounds Maintenance, LLC Org. Number: 627826	6635 Circle Dr Harrison, Michigan, 48825 United States	Christian Patterson	christian@pattechllc.com	6167800809
McClelland Landscape Inc Org. Number: 560593	668 Rochester rd. Leonard, Michigan, 48367 United States	Denny McClelland	dennis@lawn-snow.com	248-563-5035
MFS, Inc. Org. Number: 566766	PO Box 2638 Riverview, Michigan, 48193 United States	Gary Iverson	garyiverson@gmail.com	734-693-7105
		Gary Iverson	garyiverson@gmail.com	734-693-7105
MGP & Associates LLC Org. Number: 568227	25820 Avondale St Inkster, Michigan, 48141 United States	LEON SMITH	leekyjr@gmail.com	313-445-4570
		LEON SMITH	leekyjr@gmail.com	313-445-4570
Michigan Demolition and Excavation Org. Number: 559262	4788 Cornell Okemos, Michigan, 48864 United States	Brian VanOrder	michigandemolition@comcast.net	517-881-9293
		Brian VanOrder	michigandemolition@comcast.net	517-881-9293
Michigan Exterior Solutions LLC Org. Number: 562498	761 Pine Tree Rd. Lake Orion, Michigan, 48362 United States	David Squires	milawnandland@gmail.com	248-941-9715
		David Squires	milawnandland@gmail.com	248-941-9715
MICHIGAN OUTDOOR SERVICE INC. Org. Number: 560050	103 Wolfe Ln. Ortonville, Michigan, 48462 United States	Scott Wagner	unknown@no-reply.com	248-627-9535
		Joe Perry	unknown@no-reply.com	810-955-3490
		Scott Wagner	unknown@no-reply.com	248-627-9535
Midwest Tree Service Org. Number: 1120379	P.O. Box 60 Belmont, Michigan, 49306 United States	James Meyers	Midwesttree@yahoo.com	616-363-0351
Miller Concrete and Construction Org. Number: 564269	6870 W Kelly RD Lake City, Michigan, 49651 United States	Casey Miller	caseymiller33@yahoo.com	231-510-5093
		Casey Miller	caseymiller33@yahoo.com	231-510-5093
Moneygreen Lawn Maintenance Org. Number: 568116	13660 Fairview Ct Belleville, Michigan, 48111 United States	Brian Steffens	moneygreenlawn@gmail.com	734-252-9602
		Brian Steffens	moneygreenlawn@gmail.com	734-252-9602
MotorCity Detail Org. Number: 1037389	22823 heslip dr novi, Michigan, 48375 United States	Rod Dowdell	office@motorcitydetail.com	2489437179

Matching Supplier List: General Yard Services - CDBG - General Yard Services - CDBG

Organization	Address	Contact	Email	Phone
Mowmentum Landscaping Org. Number: 1136808	5784 limestone TROY, Michigan, 48085 United States	Ryan M Stuber	Mowmentumlandscapingllc@gmail.com	2488251107
Muzzin Brothers, llc Org. Number: 567727	9893 Colwell Allen Park, Michigan, 48101 United States	Nolan Muzzin Nolan Muzzin	Muzzinbrothers@gmail.com Muzzinbrothers@gmail.com	313-313-6290 ext. 899 313-313-6290 ext. 899
MWG Lawn and Snow LLC Org. Number: 564126	911 Kyle Ct. White Lake, Michigan, 48383 United States	Mark Gall Mark Gall	mwglawnandsnow@yahoo.com mwglawnandsnow@yahoo.com	248-361-5790 248-361-5790
National rough mowing Org. Number: 1095993	31485 groesbeck hwy Fraser, Michigan, 48026 United States	Jeff C Tiede	tiedeco@aol.com	3132075920
Natural Community Services Org. Number: 562282	6410 Upper Straits Blvd West Bloomfield, Michigan, 48324 United States	John DeLisle John DeLisle	john@naturalcommunityservices.com unknown@no-reply.com	248-672-7611 248-672-7611
New Beginning Landscape Services Org. Number: 1012746	PO BOX 02792 Detroit, Michigan, 48202 United States	Maurice A Hill	newfocus40@yahoo.com	3134911218
NJD Services LLC, (N.J.DeDecker) Org. Number: 561301	6003 Chicago Rd Warren, Michigan, 48092 United States	Norman DeDecker Andy Grossman Norman DeDecker	ndedecker@njdservices.com andy@njdservices.com ndedecker@njdservices.com	248-850-3364 248-568-4243 586-850-2542
Northeast Michigan Consortium Org. Number: 558929	20709 State StreetP.O. Box 711 Onaway, Michigan, 49765 United States	Tamara Moore	mooret@nemcworks.org	989-733-8540
Northshore Landscaping, Inc Org. Number: 560098	21330 34 Mile Rd Armada, Michigan, 48005 United States	James Murray James Murray	jmnorthshorescapes@att.net unknown@no-reply.com	586-749-7007 586-749-7007
Oakland Livingston Human Svc Agcy- Guardianship Org. Number: 561399	196 Cesar E. Chavez AvenuePO Box 430598 Pontiac, Michigan, 48343-0598 United States	Anne Symons Ronald B. Bomgesser	annes@olhsa.org ronaldb@olhsa.org	248-209-2675 248-209-2602
One Stop Property Maintenance llc Org. Number: 558666	1220 Longfellow Detroit, Michigan, 48204 United States	Ken Lemon Ken Lemon	ospmain@hotmail.com ospmain@hotmail.com	313-957-0070 313-957-0070
Outdoor Expressions Landscaping LLC Org. Number: 561871	6312 Gossard Ave East Lansing, Michigan, 48823 United States	Matt Jones Kenneth Danes Matt Jones	matt@outdoorexpressionslandscaping.com ken@outdoorexpressionslandscaping.com unknown@no-reply.com	517-712-5430 5173337999 517-712-5430
Outdoor Specialty, llc Org. Number: 567347	2822 N Martin Luther King jr blvd Lansing, Michigan, 48906 United States	Brad Christofferson Brad Christofferson	brad@welandscape Lansing.com unknown@no-reply.com	517-886-5296 ext. 517 517-886-5296 ext. 517

Matching Supplier List: General Yard Services - CDBG - General Yard Services - CDBG

Organization	Address	Contact	Email	Phone
Owens Landscaping Org. Number: 556317	2050 N. Marie Street Westland, Michigan, 48185 United States	Chris Rice	owenslandscape@yahoo.com	734-326-9280
		Christopher Rice	unknown@no-reply.com	734-326-9280
Paradigm Shift Enterprises Org. Number: 968369	43000 Nine Mile Road Novi, Michigan, 48375 United States	Eric J Swies	paradigm-shift@att.net	2483450397
Parrott Landscaping Org. Number: 693076	34464 Kelly Rd Clinton Township, Michigan, 48035 United States	Melissa Funk	mmf@parrottilandscaping.com	5866845900
Payne Landscaping, Inc. Org. Number: 695353	7635 E. Davison Detroit, Michigan, 48212 United States	Terry Payne Sr.	paynesland@sbcglobal.net	3138856770 ext. 12
Phoenix Professional Contracting Inc. Org. Number: 618650	29300 9 mile road Farmington Hills, Michigan, 48336 United States	djon stana j	dstanaj@ppcimi.com	2489390334
Porter's Towing of Michigan Org. Number: 944277	595 Carleton-Rockwood Carleton, Michigan, 48117 United States	Roy J Porter	roy@porters-towing.com	734282-8361
Precision Landscaping Services, Inc. Org. Number: 558384	9926 Marine City Hwy Casco, Michigan, 48064 United States	Darin Galas	unknown@no-reply.com	586-725-2508
		Adam Janusch	adam@precisionlandscaping.net	586-725-2508
		Darin Galas	unknown@no-reply.com	586-725-2508
Premier Group Associates Inc Org. Number: 560689	535 Griswold #1420 Detroit, Michigan, 48226 United States	Andrew Housey	subs@pgalc.com	313-963-1700
		Brad Byarski	brad@pgalc.com	313-963-1700
Premier Professional Landscaping Org. Number: 562226	PO Box 151 Sterling Heights, Michigan, 48312 United States	David Taylor	general@preproland.com	313-598-9035
		David Taylor	general@preproland.com	313-598-9035
		LaToya Johnson	general@preproland.com	313-598-9035
Premium Lawn Solutions Org. Number: 568210	745 state circle ann arbor, Michigan, 48108 United States	aj furra	premiumlawnsolutions@gmail.com	734-680-9331
		aj furra	premiumlawnsolutions@gmail.com	734-680-9331
Pride Property Maintenance LLC. Org. Number: 567440	1404 Philomene Lincoln Park, Michigan, 48146 United States	John Taucher	johntaucher@pride-maintenance.com	313-648-8698
		John Taucher	johntaucher@pride-maintenance.com	313-648-8698
Pritula & Sons Org. Number: 565586	28333 Beverly Romulus, Michigan, 48174 United States	William Pritula	pritula_sons@yahoo.com	313-300-0734
		William Pritula	pritula_sons@yahoo.com	313-300-0734
Pro-Soil Site Services, Inc. Org. Number: 795307	3323 N East Street Lansing, Michigan, 48906 United States	Darren Tews	darren.tews@prosoil.us	5172678767

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Organization	Address	Contact	Email	Phone
Progressive Irrigation, Inc. Org. Number: 558579	4280 Matthew Lane White Lake, Michigan, 48383 United States	Jim Simpkins	progressiveirrigation@yahoo.com	248-889-9067
		Jim Simpkins	progressiveirrigation@yahoo.com	248-889-9067
PROS Services, Inc. Org. Number: 556446	P. O. Box 610548 Port Huron, Michigan, 48061 United States	Sales Department	sales@prosenvironmental.com	7346348643
		Joe Migliaccio	unknown@no-reply.com	810-982-7271
R&J Maintenance Org. Number: 560036	1038 Sarena Waterford, Michigan, 48327 United States	Raymond Heidloff	rayjen513@yahoo.com	248-738-3812
		Jennifer Heidloff	rayjen513@yahoo.com	248-738-3812
		Raymond Heidloff	rayjen513@yahoo.com	248-738-3812
R&M Property Services, LLC. Org. Number: 563332	P.O. Box 669 Dearborn Heights, Michigan, 48127 United States	Richelle Motley Geiger	richelle@r-mpropertieservices.com	734-595-3884
		Misty Mills	misty@r-mpropertieservices.com	734-595-3886
		Richelle Motley Geiger	richelle@r-mpropertieservices.com	734-595-3884
R.F.C. LLC. Org. Number: 559494	15040 DUMAY SOUTHGATE, Michigan, 48195 United States	Ron Howe	ron.howe@uslawns.net	734-285-3444
		Ron Howe	ron.howe@uslawns.net	734-285-3444
Reliable Landscaping, Inc. Org. Number: 558085	8285 Lilley Rd. Canton, Michigan, 48187 United States	Tom Gaines	estimating.reliablelandscaping@gmail.com	734-455-3220
		Randy Czajka	estimating.reliablelandscaping@gmail.com	734-455-3220
		Tom Gaines	reliablelandscaping@msn.com	734-455-3220
Rent a Gardener LLC Org. Number: 568304	8960 E 34 (Boon) Rd Bldg B Cadillac, Michigan, 49601 United States	Allison Jackson	allison@rentagardenerllc.com	231-876-9199
		Allison Jackson	allison@rentagardenerllc.com	231-876-9199 ext. 231
RNA FACILITIES MANAGEMENT Org. Number: 732130	717 WEST ELLSWORTH ROAD ANN ARBOR, Michigan, 48108 United States	MUFID FARHA	FARHA@RNAFACILITIESMANAGEMENT.COM	8777627511
Rolar Property Services Inc. Org. Number: 556553	33333 Dequindre Rd, Suite B Troy, Michigan, 48063 United States	Robert Ciepielowski	rec@rolarinc.com	248-589-1800 ext. 204
		David Lawrason	dlawrason@rolarinc.com	248-589-1800 ext. 211
		robert e ciepielowski	rec@rolarinc.com	248-589-1800
S.J. Landscaping inc. Org. Number: 559323	17403 Winthrop Detroit, Michigan, 48235 United States	Steve Miskey	lionslawnboy@yahoo.com	313-836-4307
		Steve Miskey	lionslawnboy@yahoo.com	313-836-4307
Salzburg Landscape Supplies Org. Number: 854698	2610 Salzburg Road Freeland, Michigan, 48623 United States	Daniel Le Toumeau	daneau85@yahoo.com	9894962335
Schafer Construction, Inc Org. Number: 709471	150 N First Street, Suite 100 Brighton, Michigan, 48116 United States	Matt Vetter	mvetter@schaferconstruction.net	2487670512



Matching Supplier List: General Yard Services - CDBG - General Yard Services - CDBG

Organization	Address	Contact	Email	Phone
Serene Surroundings Inc. Org. Number: 568204	350 S. Mill Plymouth, Michigan, 48170 United States	Paul Opdyke	paul@serenesurroundings.com	734-416-9062
		Paul Opdyke	paul@serenesurroundings.com	734-416-9062
Shepherd's Landscape and Tree Service Org. Number: 556988	29705 Linden Farmington Hills, Michigan, 48336 United States	Carl Molitor	info@Shepherds-Land.com	248-356-7000
		Carl Molitor	unknown@no-reply.com	248-356-7000
SHERMAN NURSERY FARMS Org. Number: 556834	2200 MAYER ROAD COLUMBUS, Michigan, 48063 United States	SCOTT SHERMAN	scotts@shermannnurseryfarms.com	810-329-9466
		SCOTT SHERMAN	scotts@shermannnurseryfarms.com	810-329-9466
Sinacola International, Ltd. Org. Number: 774359	511 Olde Towne - P.O. Box 80734 Rochester, Michigan, 48308 United States	David A Sinacola	dsinacola8@gmail.com	2483183855
Smith Lawnsapes, LLC Org. Number: 562504	504 E. Steel St. St. Johns, Michigan, 48879 United States	Bonnie Hettler	mail@smithlawnsapes.com	989-224-9211
		Karla Gurski	mail@smithlawnsapes.com	989-224-9211
		Mark Smith	mark@smithlawnsapes.com	989-224-9211
SNOWDOZERS Org. Number: 562792	4759 BIRNBAUM DRIVE BAY CITY, Michigan, 48706 United States	CHAD WEISS	jlang4@yahoo.com	989-415-4412
		CHAD WEISS	CMWEISS@SVSU.EDU	989-415-4412
Sodmasters Inc. Org. Number: 554402	P.O. Box 510627 Livonia, Michigan, 48154 United States	James Pyda	info_sodmasters@yahoo.com	734-464-8440
		James Pyda	info_sodmasters@yahoo.com	734-464-8440
Specialized Land Services Org. Number: 881451	PO Box 1533 Bay City, Michigan, 48706 United States	Eric Heinz	enc@slslic.info	989-245-5435
Stonewall Enterprises LLC Org. Number: 562206	24361 Greenfield Rd. #304 Southfield, Michigan, 48075 United States	Marcus Carr	stonewallentlc@yahoo.com	248-996-9554
		Marcus Carr	stonewallentlc@yahoo.com	248-996-9554
suburban landscape management inc. Org. Number: 777223	6900 Greeley St. Utica, Michigan, 48317 United States	SALVATORE J MAZZOLA	suburbanscape@sbcglobal.net	5867268873
Summit Landscape & Garden Center Org. Number: 840229	3440 Weatherwax Dr. Jackson, Michigan, 49203 United States	Courtney Bailey	summitgardencenter@gmail.com	5177833355
Superior Lawn Care LLC Org. Number: 566920	4197 Carpenter Road Ypsilanti, Michigan, 48197 United States	Muayad Kasham	kimberly@a2superiorlawn.com	734-545-6466
		Muayad Kasham	kimberly@a2superiorlawn.com	734-545-6466
Superior Scape, Inc. Org. Number: 560354	51989 Schoenherr Shelby Township, Michigan, 48315 United States	Terry Newman	tnewman@superiorscape.com	586-739-9630
		James Babcock	jbabcock@superiorscape.com	586-739-9630
		Terry Newman	unknown@no-reply.com	586-739-9630

Matching Supplier List: General Yard Services - CDBG - General Yard Services - CDBG

Organization	Address	Contact	Email	Phone
SUPREME Heating and Cooling, LLC Org. Number: 557250	14641 E. Warren Ave Detroit, Michigan, 48215 United States	Suzanne Stritzinger	sstritzinger@supremeheating.com	313-885-2400
		Alfred Provenzano	sstritzinger@supremeheating.com	313-885-2400
T-N-T Tree Service Inc. Org. Number: 559493	19836 Savage Rd. Belleville, Michigan, 48111 United States	Thomas Laurell	unknown@no-reply.com	734-753-5800
		Thomas Laurell	unknown@no-reply.com	734-753-5800
TDE Group USA Inc. Org. Number: 563462	24620 West 9 Mile Southfield, Michigan, 48033 United States	Eduardo Conte	Econte@tdegrou.com	519-980-0853
		Eduardo Conte	Econte@tdegrou.com	519-980-0853
Teddy's lawn and landscape Org. Number: 559885	12725 Levan Road Livonia, Michigan, 48150 United States	Brent Teddy	estimating@teddyslandscape.com	734-525-6945
		Brent Teddy	brent@teddyslandscape.com	734-525-6945
		Collin Tidey	ctidey@teddyslandscape.com	734-525-6945
The 53rd Group LLC Org. Number: 564282	1580 Woodcreek Ann Arbor, Michigan, 48104 United States	Rami Al-Zoubi	alzoubi@aicbs.com	734-845-6272
		Rami Al-Zoubi	alzoubi@aicbs.com	734-845-6272
THE DIAMOND FIRM Org. Number: 608295	19115 WEST EIGHT MILE RD DETROIT, Michigan, 48219 United States	CAROLYN ANDERSON	CTAYLOR@THEDIAMONDFIRM.NET	3132466500
The Diamond Firm Inc. Org. Number: 836297	19115 W EIGHT MILE RD DETROIT, Michigan, 48219 United States	Carolyn Anderson	jtaylor@thediamondfirm.net	2489053442
The Maintenance Guy, Inc. Org. Number: 563307	23225 Oakwood Eastpointe, Michigan, 48021 United States	Cardi DeMonaco	cardi@themaintenanceguy.org	586-744-3864
		Cardi DeMonaco	cardi@themaintenanceguy.org	586-744-3864
Thoms Bros. Landscaping, Inc. Org. Number: 559097	P.O. Box 65 Romeo, Michigan, 48065 United States	Steven Thoms	steventhoms@thomsbros.com	866-663-7052
		Steven Thoms	steventhoms@thomsbros.com	866-663-7052
Timberland Inc. Org. Number: 566208	PO Box 486 Walled, Michigan, 48390 United States	Jon Moore	timberlandcrew@gmail.com	248-867-4208
		Jon Moore	unknown@no-reply.com	248-867-4208
Tommy's Lawn Service, Landscaping & Snowplowing Org. Number: 564030	5816 River Rd. East China, Michigan, 48054 United States	Tommy Domoff	tommyslawnservicellc@yahoo.com	810-650-6304
		Tommy Domoff	tommyslawnservicellc@yahoo.com	810-650-6304
Tooles Contracting Group LLC Org. Number: 559818	535 Griswold, Suite 2550 Detroit, Michigan, 48226 United States	Tooles Contracting	estimating@toolesgroup.com	313-221-8500
Total lawn care Org. Number: 567880	12430 farrand rd Otter lake, Michigan, 48464 United States	Ted Parsons	TLCTOTALLAWNCARE@yahoo.com	810-701-7464
		Ted Parsons	unknown@no-reply.com	810-701-7464
Trees & Co.	28 N.Saginaw suite 501	Hector Javier Martinez	quebudin@mac.com	248-730-0166

Matching Supplier List: General Yard Services - CDBG - General Yard Services - CDBG

Organization	Address	Contact	Email	Phone
Org. Number: 565448	Pontiac, Michigan, 48342	Hector Javier Martinez	quebudin@mac.com	248-730-0166
Tri County Equipment Org. Number: 558512	989 West Sanilac Rd. Sandusky, Michigan, 48471 United States	Scott Wadsworth	scottwadsworth@tricountyequipment.net	810-648-2404 ext. 110
		JEFF WIGGINS	JEFFWIGGINS@TRICOUNTYEQUIPMENT.NET	810-664-7301
		Scott Wadsworth	scottwadsworth@tricountyequipment.net	810-648-2404
Tri-Valley Construction, LLC. Org. Number: 562775	7767 Gratiot Road Saginaw, Michigan, 48609 United States	David Gilbert	trivalleyconstructionllc@gmail.com	989-781-2900
		David Gilbert	trivalleyconstructionllc@gmail.com	989-781-2900
Turfgrass Systems, LLC Org. Number: 556854	26276 Farmington Road Farmington Hills, Michigan, 48334 United States	William Wright	TurfgrassLLC@aol.com	248-478-9554
		William Wright	TurfgrassLLC@aol.com	248-478-9554
ULTIMATE LAWN SERVICE LLC. Org. Number: 559343	32727 GREENWOOD DR. CHESTERFIELD, Michigan, 48047 United States	ANGELA SHEKER	ULTIMATELAWNSERVICE@YAHOO.COM	586-716-9559
		john Sheker	ultimatelawnservice@yahoo.com	586-630-6552
Ultra Professional Outdoor Services Org. Number: 558771	2431 Pontiac Road Auburn Hills, Michigan, 48326 United States	Dan DelFoss	ultra@ultraposllc.com	248-373-3669
		Dan DelFoss	unknown@no-reply.com	248-373-3669
Unique Clips Org. Number: 561387	13848 Bernice Warren, Michigan, 48089 United States	Jim Sape	uniqueclips@gmail.com	586-863-8649
		Jim Sape	unknown@no-reply.com	586-863-8649
Unique Maintenance & Services, LLC Org. Number: 560584	6275 Tower Road Plymouth, Michigan, 48170 United States	Catherine Cichon	uniquellc@aol.com	734-389-2400
		Catherine Cichon	uniquellc@aol.com	734-389-2400
United Lawnscape Org. Number: 628170	62170 Van Dyke Washington, Michigan, 48094 United States	Steve Young	stevey@unitedlawnscape.com	586-752-5000
Universal Property Services Org. Number: 566374	1202 Expressway Drive Toledo, Ohio, 43608 United States	Ray Justice	ray@perfectsweep.com	419-467-6796
		Ray Justice	ray@perfectsweep.com	419-467-6796
Vashco Lawn Care LLC Org. Number: 560904	16609 22 Mile Road Macomb, Michigan, 48044 United States	Joe VanAssche III	vashco@sbcglobal.net	586-263-4220
		Joe VanAssche	vashco@sbcglobal.net	586-263-4220
Village Green Org. Number: 557395	1616 tech dr. bay city, Michigan, 48706 United States	robert walsh	vgreen2222@aol.com	989-667-0023
		robert walsh	vgreen2222@aol.com	989-667-0023
Wards Excavating Org. Number: 838406	PO Box St. Louis, Michigan, 48880 United States	Ed A Ward	wardsexcavating@ispmgt.com	517-719-4323
WCI Contractors, Inc.	20210 Conner	Thomas Maliszewski	wcicontractors@msn.com	313-368-2100

Matching Supplier List: General Yard Services - CDBG - General Yard Services - CDBG

Organization	Address	Contact	Email	Phone
Org. Number: 556585	Detroit, Michigan, 48234	Thomas Maliszewski	unknown@no-reply.com	313-368-2100
Weed Eraser, Inc Org. Number: 561671	10040 Cherokee Taylor, Michigan, 48180 United States	Robin Dame	robin@weederaser.com	313-292-7335
		Daniel Greene	danny@weederaser.com	313-292-7335
		Glenwood (Pat) Leigh	weederaser@yahoo.com	313-292-7336
		Robin Dame	robin@weederaser.com	313-292-7335
		Thomas Zabinski	tom@weederaser.com	313-292-7335
WH Canon, Inc. Org. Number: 557043	36700 Northline Road Romulus, Michigan, 48174 United States	Brian McDonald	bmcdonald@whcanon.com	734-941-3900 ext. 237
		Edward Ashcraft	eashcraft@whcanon.com	734-941-3900
		Kim Ennett	kennett@whcanon.com	734-941-3900
Wildtype Org. Number: 557583	900 N. Every Rd. Mason, Michigan, 48854 United States	Bill Schneider	wildtypeplants@gmail.com	517-244-1140
		Bill Schneider	wildtypeplants@gmail.com	517-244-1140
Wonsey Tree Service, Inc Org. Number: 557657	PO BOX 1142 Alma, Michigan, 48801 United States	ronnie wonsey	wonseyts@icloud.com	989-681-3014
		ronnie wonsey	wonseytreeservice@hotmail.com	989-681-3014
World Class Landscaping & Contracting Inc. Org. Number: 559771	P.O. Box 531 Carleton, Michigan, 48117 United States	Chuck Collert	worldclass4520@yahoo.com	734-654-4520
		Chuck Collert	worldclass4520@yahoo.com	734-654-4520
Xpert Lawn Care & Snow Removal Org. Number: 565184	2900 Coolidge Hwy Berkley, Michigan, 48072 United States	Corey Bambrough	xpertlandscaping@yahoo.com	248-721-0794
		Corey Bambrough	xpertlandscaping@yahoo.com	248-721-0794
Yardmaster, inc. Org. Number: 557353	1789 Rock Road Walled Lake, Michigan, 48390 United States	Allen Quille	unknown@no-reply.com	410-370-5479
Yecart Accounting Services, LLC Org. Number: 561375	18657 George Washington Southfield, Michigan, 48075 United States	Tracey Ellis	Traceye@yecartservices.com	313-310-8810
		Ramon Morgan	morgri@sbcglobal.net	313-715-6156
		Tracey Ellis	Traceye@yecartservices.com	313-310-8810
Yukon Construction Org. Number: 954949	1341 S Range Rd St Clair, Michigan, 48079 United States	Jennifer LaDuke	jladuke@yukoncs.com	8108417397
Zuniga Cement Construction Inc. Org. Number: 557436	22500 Ryan Rd Warren, Michigan, 48091 United States	Tomas Zuniga	zunigacement@aol.com	586-754-5900
		Tomas Zuniga	unknown@no-reply.com	586-772-5400







# REQUEST TO SUBMIT BIDS FOR GENERAL – YARD SERVICES FOR THE CITY OF PONTIAC

The City of Pontiac, Michigan (The City) is requesting bids for providing as needed General – Yard Services for Senior Citizens in the City of Pontiac.

Sealed bids will be received at the City of Pontiac Clerk's Office at 47450 Woodward Avenue, 1<sup>st</sup> Floor, Pontiac, MI 48342 plainly marked with "General – Yard Services" until **2:00 p.m. EDT, Thursday, December 06, 2018**, at which time they will be publicly opened. It is the offeror's sole responsibility to ensure that their bid is physically deposited to the Clerk's Office prior to the time and date specified. Late bids will not be opened and will be rejected unopened regardless of the degree of lateness or the reason thereto, including causes beyond the control of the offeror. **(NOTE: Electronic or faxed submissions will not be accepted)**

Bids, including all City-provided forms that shall be completed, and signed as indicated herein, are to be submitted in a sealed envelope plainly marked with the Bids title. Two (2) complete copies/sets of the bid shall be submitted. An original copy so marked, shall be signed with the firm's name and bear its corporate seal or logo and the hand written signature of an officer or employee having authority to bind the company to a contract by his or her signature.

The City of Pontiac reserves the right to accept or reject any or all bids, either in part or in whole to waive any formalities and to accept the bid which it believes to be in the best interest of the City.

All prospective bidders need to send an e-mail response with to [MMcKenzie@pontiac.mi.us](mailto:MMcKenzie@pontiac.mi.us) with the following information Firm name, Project Name, Contact Person, Telephone Number and E-Mail Address.

Any interpretation, correction, or change of this document will be made only by written addendum hereto. Any interpretation, correction, or change made in any other manner will not be binding on the City and proposers shall not rely thereon. All inquiries are to be made in writing to Michelle McKenzie and be received no later than five working days prior to the scheduled opening (these may be hand-delivered, mailed, or faxed to (248) 758-3197 or emailed to [MMcKenzie@pontiac.mi.us](mailto:MMcKenzie@pontiac.mi.us)). A written response, if provided, will be in the form of an addendum to the Bid and will be sent to all document holders on file with the Purchasing Office. Any addendums issued will be located on the Pontiac's website <http://www.pontiac.mi.us/departments/finance/purchasing.php>. Its receipt must be duly acknowledged with any submission. Please refer to the website for any addenda that may be issued. Bidders who submit bids before the deadline are advised to continue to monitor the website for any addenda that may be issued. Bid packages will also be available upon request through the Purchasing Office located at 47450 Woodward Avenue, 2<sup>nd</sup> Floor, Pontiac, MI 48342.

The selected firm shall agree to indemnify, defend, and hold harmless the City of Pontiac, its officers, agents, and employees from and against all claims, losses, costs or damages caused by his acts or those of his agents, or anyone for whom he may be responsible. The City disclaims any responsibility for injury to proposers, their agents, or to others while examining the work site or at any other time.

With regard to General – Yard Services, the successful proposer shall agree to indemnify and hold the City harmless from any and all claims whatsoever arising out of, or occurring during, the performance of the services and occasioned directly or indirectly by its error or omission, negligence, or fault.

Prior to the City's entering into a contract, the successful proposer shall produce evidence satisfactory to the City of insurance coverage in types and amounts defined in Appendix D, and naming the City of Pontiac, Michigan as an additional insured thereon.

All work performed by the contractor and subcontractors shall comply with the pertinent OSHA (as stated above), local, state, and federal government regulations.

The winning bidder cannot be debarred by the federal government.

This is a Federally Funded project. The contractor and subcontractors on this project must comply with HUD contract provisions 24CFR part 85.36(i), Nondiscrimination, Equal Employment Opportunity, Affirmative Action, Section 3 requirements, Anti-Kickback Act, Federal Occupational Safety and Health Act and Department of Labor Standards and Regulations as set forth in the Contract Documents. This municipality is an Equal Opportunity Employer. Businesses owned by women or minorities are strongly encouraged to bid.

**BIDS DUE: Thursday, December 06, 2018 at 2:00 PM EDT**

**NUMBER OF COPIES TO SUBMIT: TWO (2), one original and one copy**

## **I. PURPOSE**

The purpose is to procure and hire a vendor through a request for proposal process to provide General Yard Services including program administration, snow removal, lawn mowing and yard cleanup for Senior Citizens.

The intention of the City is to award the contract for this job to the most qualified applicant whose skill set, past work history, and cost are equal to the task of completing the work in a satisfactory manner in the time period specified by the City. The successful respondent will demonstrate five (5) years of experience in "General Yard Services".

The successful bidder shall be required to supply the necessary labor, supervision, tools & supplies, equipment and insurance. The qualified contractor and subcontractors shall have proper credentials, certifications and licenses required by the City, County, State, and Federal Government to perform the General Yard Services.

## **II. BACKGROUND**

The City of Pontiac has been allocated federal funds through the Community Development Block Grant ("CDBG"). These funds shall be used to provide General Yard Service activities ensuring the City of Pontiac Federal Programs can offer snow removal, yard cleanup and lawn mowing for low-income City of Pontiac Senior Citizens. Due to the nature of this program, the number of Senior Citizens may change throughout the term of the contract. All work to be done on an as-needed basis with no guarantee of any certain quantity. The successful contractor will be provided a separate participant/job list for each service from the City.

## **III. SCOPE OF WORK:**

The following technical specifications and scope of work shall apply to each activity.

### **Technical Specifications:**

Contractor shall leave at each site written notice informing each resident that snow/lawn/cleanup services have been provided. Notice will include resident's address, date and time that services were performed and the name of the contractor.

A daily service log must be kept showing the street name, address, size/rate and description of completed work. This log must be submitted with the corresponding request for payment.

Contractor shall be responsible for operating all equipment in a safe and prudent manner to prevent any injury or damages to persons or property. All vehicles must be compliant with State and County Motor Vehicle laws.

Any license or permits that may be required to perform any of the work or provide any equipment anticipated by this Request for Proposals shall be obtained by, maintained by and at the expense of the Contractor.

The Contractor guarantees the reimbursement, repair or replacement and restoration of any cultivated areas damaged by careless or accidental use of equipment or machinery. Contractor agrees to repair or replace any fences, signs, poles, and/or appurtenances damaged or destroyed by careless or accidental use of equipment or machinery in the performance of the contract.

### Administrative Service:

The City of Pontiac requires yard services be provided to Pontiac Senior Citizens through Community Development Block Grant (CDBG) funding. The administration fee will include the following:

Certification of eligibility of clients requesting services using HUD-CDBG approved eligibility certification forms and getting copies of proof of age. Clients must meet age and current HUD-CDBG Section 8 income requirement standards of very low income by self-declaration.

Payment requests including required supporting documentation will be submitted on a quarterly basis, including the street address of all clients served.

The contract shall be effective for 18 months from the beginning or when funding has been expended, whichever comes first.

Receive and maintain records pertaining to the monies received in accordance with this agreement for a minimum of seven years from the completion of this agreement. Allow the Count of Oakland, the US Department of Housing and Urban Development (HUD), the Comptroller General of the United States and any other of their authorized representative's access to financial records pertaining to Community Development Block Grant Funds ad this agreement for the purpose of audit or examination.

Provide management and personnel to adequately perform the services prescribed by this agreement. The Service Agency will not solicit or apply funds from any other source for the services reimbursed under this agreement.

Be solely responsible for any and all taxes (federal, state and /or local); worker's compensation insurance; disability payments' social security payments; unemployment insurance payments; insurance, and/or any similar type of payments for the Service Agency or any employee thereof; and shall hold the Municipality harmless from any and all such payments.

Contractors are requested to indicate the names of organizations where they have been providing the same type of lawn service and/or snow removal service in the past.

Insurance Requirements: See Appendix D

### Measurement and Payment

The completed work as measured for Administration will be paid for at the contract unit prices. For the following contract items (pay items).

<u>Item Description</u>	<u>Unit</u>
Administration Fee (Not to exceed 20%, based on a \$75,000 Contract)	LUMP SUM/PERCENT

### Snow Removal Service:

The City of Pontiac requires snow removal services be provided to Pontiac Senior Citizens through Community Development Block Grant (CDBG) funding. Snow removal may be by shovel or snow blower. Caution must be demonstrated in the blowing or piling of snow on neighboring homes, vehicles, and structures. Snow removal shall include the City sidewalk, walkway to the home, driveway, and driveway apron to the street. Access to and from the home (including porch), mailbox and garage, and access to and from home dependent on client need (may need removal including walkway to side or back door due to mobility issues) as well.

There are two separate bid items for Snow Removal, they include an "average sized lot" and a "larger or corner lot". Average size residential lawns will be approximately sixty (60) feet by one hundred twenty (120) feet with standard fifty (50) by five (5) foot wide concrete city sidewalks.

All snow removal must take place within 36 hours after the snow has stopped falling. If the snow is not removed within the 36 hours, regardless of the magnitude of the snow event, the management company awarded the CDBG Yard Services will be responsible for the cost of any code ordered snow removal.

All snow removal shall be performed between the hours of 8:00 a.m. and 7:00 p.m., MONDAY through SUNDAY, unless otherwise authorized by the City of Pontiac.

### Measurement and Payment

The completed work as measured for Snow Removal will be paid for at the contract unit prices. For the following contract items (pay items).

<u>Item Description</u>	<u>Unit</u>
Average Sized Lot Snow Removal	EACH
Larger or Corner Lot Snow Removal	EACH



### Lawn Mowing Service

The City of Pontiac requires lawn care services be provided to Pontiac Senior Citizens through Community Development Block Grant (CDBG) funding. Cutting the lawns includes cutting the front grass from curbside up from one side of the property line to the other and cutting the backyard everything within the fence line. Also included is weed whipping for any and all weeds (including between the sidewalk and driveway cracks, all grass or weeds behind garages, ramps and porches, grass strips between property lines and grass strips coming down the middle of the driveway and blowing of grass clippings off of walkways, drives, and flower beds around bushes and alongside of houses. There are two separate bid items for Lawn Mowing, they include an "average sized lot" and a "larger or corner lot". Average size residential lawns will be approximately sixty (60) feet by one hundred twenty (120) feet with standard fifty (50) by five (5) foot wide concrete city sidewalks.

The contractors shall not leave piles of grass clippings on the sidewalk, driveway, or street.

All dog residue will be the responsibility of the resident prior to contractor's arrival.

Upon completion, the property must be left in a neat and orderly condition free of clippings on the driveway and sidewalk.

All lawn mowing shall be performed between the hours of 8:00 a.m. and 7:00 p.m., MONDAY through SUNDAY, unless otherwise authorized by the City of Pontiac.

### Measurement and Payment

The completed work as measured for Lawn Mowing will be paid for at the contract unit prices. For the following contract items (pay items).

<u>Item Description</u>	<u>Unit</u>
Average Sized Lot Lawn Mowing	EACH
Larger or Corner Lot Lawn Mowing	EACH

Unit Prices paid shall be considered full payment for all labor, material and equipment needed to accomplish this work.

### Yard Cleanup

The City of Pontiac requires yard clean up services be provided to Pontiac Senior Citizens through Community Development Block Grant (CDBG) funding. Yard clean ups include the bagging of all leaves on the entire property in approved paper yard waste bags. There are two separate bid items for Yard Clean Up, they include an "average sized lot" and a "larger or corner lot". Average size residential lawns will be approximately sixty (60) feet by one hundred twenty (120) feet with standard fifty (50) by five (5) foot wide concrete city sidewalks.

All yard clean ups shall be performed between the hours of 8:00 a.m. and 7:00 p.m., MONDAY through SUNDAY, unless otherwise authorized by the City of Pontiac.

### Measurement and Payment

The completed work as measured for Snow Removal will be paid for at the contract unit prices. For the following contract items (pay items).

<u>Item Description</u>	<u>Unit</u>
Average Sized Lot Yard Clean Up	EACH
Larger or Corner Lot Yard Clean Up	EACH

#### IV. REQUEST

In addition to the required form "General Yard Services" provided here as Appendix A, all firms or individuals responding to this Bid must submit complete responses to the information requested in this section, and must note any exceptions to any information contained in the Bid. Bids will be evaluated based upon the requested criteria and be awarded to the lowest responsible bidder. Bids should present information in a clear and concise manner, following the format indicated below. Responses to this section shall be typewritten in a font not smaller than 11 point and may be double or single sided on standard 8½ "x 11" paper. There is no limit to pages submitted for complete response to this section:

Statement of Qualifications: Contractor shall supply all company contact information, Current License(s), Staffing, Certifications, Copy of Current Liability Insurance, along with Contractor's qualifications and ability to successfully provide the services requested.

- a) Name, telephone number, address, e-mail, and fax number of the individual designated to receive all official correspondence relating to the project.
- b) Describe the Contractor's qualifications and ability to successfully provide the services requested, including a description of prior experience.
- c) Provide copy of State of Michigan License for the corporation or company and an individual license.
- d) Provide certified copies of Articles of Incorporation or Articles of Organization of the firm (if applicable).
- e) Provide current Good Standing Certificate for the firm (if applicable).
- f) Provide organizational documents for the firm such as bylaws and operating agreement (If applicable),
- g) Provide a list of which staff members will be responsible for the project, include brief resumes and proof of appropriate training and relevant certificates and licenses for each.
- h) Provide a list of board of directors and officers of firm (if applicable).
- i) Provide insurance as required in Appendix "D"
- j) Provide contact names and telephone numbers for at least three (3) individuals, municipalities or companies for which you have contracted similar work in the past year.
- k) Provide a detailed description of any litigation resulting from use of the firm's services.
- l) Provide a statement on the notification time necessary to begin execution of the desired services
- m) Provide bid and performance bond as outlined in section "IX. BONDING REQUIREMENTS"

The City of Pontiac Michigan reserves the right to validate proposer's qualifications, capability to perform, availability, past performance record and to verify that the proposer is current in its obligations to the City.

The City reserves the right to waive any informality in bids, to accept any bid, and to reject any and all bids, should it be deemed in the best interest of the City to do so.

The City reserves the right to request clarification of and/or solicit additional information of any proposer, and/or to negotiate with any proposer regarding any terms of their bid including, but not limited to; the cost and/or scope of services, with the intent to achieve the best bid that shall result in a contract that is deemed by the City to be in the City's best interests. Any such negotiations will use the selected bid as a basis to reach a final agreement, if possible.

The City reserves the right to include in the contract for services other terms and conditions not specifically set forth herein.

## **V. PROPOSED FEE**

Provide a fee for the services requested in the Scope of Services of work in the attached "General Yard Services" in Appendix A.

It is the City's intention to utilize the successful proposer's services as soon as awarded. All services shall be performed according to the Agreement, as well as the submitted bid.

## **VI. AGREEMENT**

The Agreement with the contractor will detail the payment procedures and documentation needed for the General Yard Services rendered. The billing submitted by the contractor must provide a written description of the work completed and include any necessary justification as/if necessary.

Billing will be required to have **ALL** the following listed below after services have been rendered, including but not limited to:

- Vendor Registration Packet (including Ethnic Ownership report, Contractor Certification, and Prime Contractor Agreement) with Oakland County;
- A daily service log must be kept showing the street name, address, size/rate and description of completed work. This log must be submitted with the corresponding request for payment.
- Contractor must retain records for no less than three (3) years after the final payment and all pending matters are closed.
- Access to the financial records pertaining to Community Development Block Grant Funds must be provided to the City of Pontiac Auditors, Oakland County Audit Division and/or Housing and Urban Development (HUD) Auditors.
- Line-Item Invoices; and
- Waiver of Liens for all subcontractors.

**All payments will be made by electronic deposits from Oakland County to the contractor bank account**

#### **VII. ADDITIONAL INFORMATION:**

The funding used for this program comes from the CDBG program, pursuant to the Housing and Community Development Act of 1974, as amended (the "Act"). This federal program has stringent requirements that the City and its Contractor's must adhere to in order to receive monetary reimbursement. Please review the requirements listed below and state in your bid your ability to fulfill these requirements. If you have any questions regarding federal requirements please contact Michelle L. McKenzie at (248) 758-3120. If contractor is not in possession of a Pontiac Business license then contractor shall procure said license once awarded.

- Agree to Section 3 Clause (Appendix "B")
- Debarment-Service provider has not been suspended from federal benefits as listed on [www.epls.gov](http://www.epls.gov)
- Conflict of Interest regulations found in 24CFR 570.611 (Appendix "C")
- The selected service provider will not use funds for lobbying, and will disclose any lobbying activities
- Other Applicable State and Local Laws

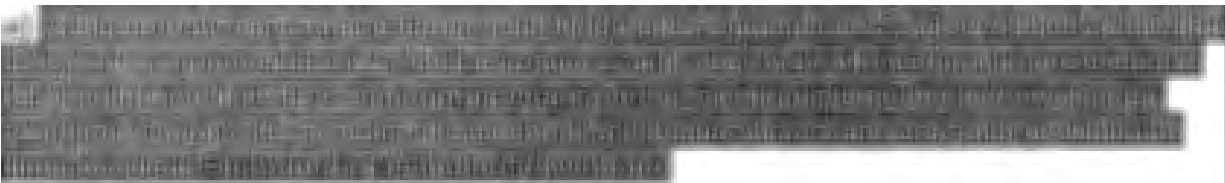
#### **VIII. SUBMISSIONS**

All submissions (and original and one copy) must be hand delivered or mailed in a sealed envelope (**NOTE: Electronic or faxed submissions will not be accepted**) with **"General Yard Services"** clearly marked on the front to by **Thursday, December 06, 2018, at 2:00 P.M. EDT** to the following:

**City of Pontiac Clerk's Office, 47450 Woodward Avenue, 1<sup>st</sup> Floor, Pontiac, MI 48342**

The City of Pontiac reserves the right to accept or reject any or all bids, either in part or in whole to waive any formalities and to accept the Bid.

#### **IX. BONDING REQUIREMENTS**





## **X. INCOME TAXES**

Contractor agrees to contact City of Pontiac Income Tax Division, Audit and Compliance Section, 47450 Woodward, Pontiac, Michigan, 48342, Telephone (248) 758-3043, to establish reporting and withholding obligations under the City of Pontiac Income Tax Ordinance. Contractor will require the same of all subcontractors employing labor under this contract.

Contractor is required to withhold City of Pontiac income tax from wages paid to:

- (1) Pontiac resident employees regardless of where they work for the employer; and
- (2) Nonresident employees for work performed in the City.
- (3) Contractor is also required to file City of Pontiac income tax returns reporting and paying income tax on any net profits earned in the City.

Web page URL: [http://www.pontiac.mi.us/departments/income\\_tax/index.php](http://www.pontiac.mi.us/departments/income_tax/index.php)

Tax forms URL: [http://www.pontiac.mi.us/departments/income\\_tax/tax\\_forms.php](http://www.pontiac.mi.us/departments/income_tax/tax_forms.php)

## APPENDIX A

### City of Pontiac CDBG Program

#### > General Yard Services <

Bidding Contractor:

Company Name: \_\_\_\_\_

Representative: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Office #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Cell#: \_\_\_\_\_ Email: \_\_\_\_\_

License#: \_\_\_\_\_ Date: \_\_\_\_\_

Having carefully examined the qualifications proposal for the proposed work, and being fully informed in regard to the conditions to be met in the prosecution and completion of the work, and having read and examined the Instructions to Respondents, Agreement, Bonds, General Conditions, Plans and Specifications pertaining to this work and agreeing to be bound accordingly, the undersigned proposes to furnish all the materials, labor, and other equipment as necessary in full accordance with and conformity to the plans and specifications for this work now on file in the office of the City's at and for the following named prices, to wit:

**THIS QUALIFICATION PROPOSAL MUST BE SUBMITTED BACK TO THE CITY OF PONTIAC IN ITS ENTIRETY AS PART OF THE "CONTRACTORS" PROPOSAL SUBMISSION. MAKE SURE THAT ALL PAGES ARE COMPLETELY FILLED OUT AND THAT ALL INFORMATION REQUESTED IS COMPLETE. FAILURE TO DO SO MAY BE CAUSE TO REJECT YOUR QUALIFICATION PROPOSAL. IF A PROPOSAL IS NOT BEING SUBMITTED FOR A PARTICULAR AREA OF WORK, PLEASE MAKE A NOTATION IN THE PROPOSAL.**

**PROPOSAL FORM  
FOR  
GENERAL YARD SERVICES CONTRACT**

The undersigned, as Bidder, declares that he has familiarized himself with the location of the proposed work and the conditions under which it must be performed, and agrees that he will contract with the Owner to furnish, at and for the following prices, all materials, labor, equipment and all things necessary to complete the entire work in accordance with the plans, specifications and related documents. Which he understands and accepts as adequate.

GENERAL YARD SERVICES CONTRACT					
Item	Item Description	Quantity	Unit	Price	Amount
1	Lawn Mowing, Average Sized Lot	1	EACH		
2	Lawn Mowing, Larger or Corner Lot	1	EACH		
3	Snow Removal, Average Sized Lot, 2"-4"	1	EACH		
4	Snow Removal, Average Sized Lot, 4"-8"	1	EACH		
5	Snow Removal, Average Sized Lot, 8" or more	1	EACH		
6	Snow Removal, Larger or Corner Lot, 2" - 4"	1	EACH		
7	Snow Removal, Larger or Corner Lot, 4" - 8"	1	EACH		
8	Snow Removal, Larger or Corner Lot, 8" or more	1	EACH		
9	Yard Clean Up, Average Sized Lot	1	Per Hour		
10	Yard Clean Up, Larger or Corner Lot	1	Per Hour		
11	Administration Fee (Not to Exceed 20%, based on a \$ 75,000 Contract)	1	LSUM		

<b>BID TOTAL</b>	<b>\$</b>
------------------	-----------

WRITTEN AS: \_\_\_\_\_

**CITY OF PONTIAC - QUALIFICATIONS PROPOSAL**

I, the undersigned, propose to provide services proposed in this contract as per specifications supplied by the City of Pontiac. No contract is active until a purchase order is issued to the successful respondent.

I further propose to deliver the above-described services for the City of Pontiac in first class operating manner in accordance with all specifications contained herein subject to purchaser's inspection of services performed.

I attest that the proposal includes all information necessary for the City of Pontiac to accept a qualified proposal.

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Representative Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Office # \_\_\_\_\_ Cell # \_\_\_\_\_

FAX# \_\_\_\_\_ Email \_\_\_\_\_

Federal Tax Identification Number: \_\_\_\_\_

Date: \_\_\_\_\_

## APPENDIX B

### Section 3 clause 135.38

All section 3 covered contracts shall include the following clause (referred to as the section 3 clause):

- A. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
- B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.
- C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of traineeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
- D. The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.
- E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.
- F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.
- G. With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3.



**APPENDIX C**  
**CONFLICT OF INTEREST STATEMENT**

**"Code of Standards of Conduct,"**

**24 CFR Part 85.36 (b) (3):**

(Applicable to Community Development Block Grant Expenditures)

(3) Grantees and sub-grantees will maintain a written code of standards of conduct governing the performance of their employees engaged in the award and administration of contracts. No employee, officer or agent of the grantee or sub-grantee shall participate in selection, or in the award or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when:

- (i) The employee, officer or agent,
- (ii) Any member of his immediate family,
- (iii) His or her partner, or
- (iv) An organization which employs, or is about to employ, any of the above, has a financial or other interest in the firm selected for award. The grantee's or subgrantee's officers, employees or agents will neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to subagreements. Grantee and subgrantee's may set minimum rules where the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value. To the extent permitted by State or local law or regulations, such standards of conduct will provide for penalties, sanctions, or other disciplinary actions for violations of such standards by the grantee's and subgrantee's officers, employees, or agents, or by contractors or their agents. The awarding agency may in regulation provide additional prohibitions relative to real, apparent, or potential conflicts of interest.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed name: \_\_\_\_\_

## APPENDIX D

### INSURANCE

#### 1. INSURANCE

The Contractor shall provide to protect the City of Pontiac as outlined below.

#### 2. LIMITS OF INSURANCE (See also Section 1 of the General Conditions)

The contractor, or any of their subcontractors, shall not commence work under this contract until they have obtained the insurance required under this paragraph, and shall keep such insurance in force during the entire life of this contract. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan and acceptable to the City of Pontiac. The requirements below should not be interpreted to limit the liability of the Contractor. All deductibles and SIR's are the responsibility of the Contractor.

- 1) **Workers' Compensation Insurance** The Contractor shall procure and maintain during the life of this contract, Workers' Insurance, including Employers Liability Coverage, in accordance with all applicable statutes of the State of Michigan with a minimum limit of \$500,000 each accident for any employee
- 2) **Commercial General Liability Insurance** The Contractor shall procure and maintain during the life of this contract, Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and aggregate for Personal Injury, Bodily Injury and Property Damage, coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent; (E) Deletion of all Explosion, Collapse and Underground (XCU) Exclusions, if applicable; (F) Per project aggregate.
- 3) **Motor Vehicle Liability** The Contractor shall procure and maintain during the life of this contract Motor Vehicle Liability Insurance, including Michigan No-Fault Coverage, with limits of liability of not less than \$1,000,000 per occurrence combined single limit for Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.
- 4) **Additional Insured:** Commercial General Liability and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating the following shall be Additionally Insured: The City of Pontiac, all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and board members, including employees and volunteers. It is understood and agreed by naming The City of Pontiac as additional insured, coverage afforded is considered to be primary and any other insurance The City of Pontiac may have in effect shall be considered secondary and/or excess.
- 5) **Cancellation Notice:** All policies, as described above, shall include an endorsement stating that it is understood and agreed Thirty (30) days, Ten (10) days for non-payment of premium, Advance Written Notice of Cancellation, Non-Renewal, Reduction, and/or Material Change shall be sent to: Michelle L. McKenzie, City of Pontiac, 47450 Woodward Ave, Pontiac, MI, 48342.
- 6) **Proof of Insurance Coverage:** The Contractor shall provide The City of Pontiac at the time that the contracts are returned by him/her for execution, two (2) copies of Certificates of Insurance as well as the required endorsements.

- 7) **Expiration of Policies:** If any of the above coverage expires during term of this contract, the Contractor shall deliver renewal certificates and/or policies to the City of Pontiac at least ten (10) days prior to the expiration date.

### **3. INDEMNIFICATION CLAUSE**

The Contractor shall indemnify and save harmless the City of Pontiac for and from all claims, demands, payments, suits, actions, recoveries, and judgments; of every name and description, brought or recovered against them or to property received or sustained by any person or persons whomsoever by reason of any action or omission of the said Contractor, his agents, servants, or his Contractors in the performance of said Work, or by or in consequence of any negligence or carelessness in connection with the same or on account of the death of or injuries to persons who shall be engaged in or about the work to be performed under this Contract; and on account of liability or obligation imposed directly or indirectly upon the City of Pontiac by reasons of any law of the State or the United States, now existing or which shall hereafter be enacted, imposing any liability or obligation, or providing for compensation to any person or persons on account of or arising from the death of, or injuries to employees. Said Contractor shall pay, settle, compromise and procure the discharge of any and all such claims and all such losses, damages, expenses, liabilities, and obligations, and shall defend at his own cost and expense any and all claims, demands, suits and actions made or brought against the City of Pontiac, and all Additional Named Assured, for or upon any such claim. In case the said Contractor shall fail, neglect, or refuse to comply with any of the provisions of this paragraph, the City of Pontiac may, in order to protect itself, and all Additional Named Assured, from liability, defend any such claim, demand, suits or action and pay, settle, compromise, and procure the discharge thereof, in which case the said Contractor shall repay the City of Pontiac any and all such loss, damage and expense, including attorney's fees paid, suffered or incurred by the City of Pontiac, and all Additional Named Assured, in so doing. So much of the monies due, or to become due, to said Contractor under this agreement as shall be deemed necessary by the City of Pontiac, shall or may be retained by the City of Pontiac until every and all such claims, demands, suits, actions, recoveries, judgments, liabilities and obligations have been settled and discharged and evidence to that effect furnished the City of Pontiac, or the City of Pontiac may collect the same in whole or in part in any lawful manner from said Contractor. The Contractor shall provide adequate insurance until his work is completed, with a reasonable insurance company which meets with the approval of the City of Pontiac, covering liability to the public for loss resulting from injury to persons or damage to property arising out of or caused by his operations, acts, or omissions, or those of his subcontractors, agents, or employees in procuring work for the City of Pontiac. Such insurance coverage shall be in such amounts as are provided in public liability and property damage section herein, provided, however, that such insurance coverage shall include an endorsement providing that the contractual exclusion shall be removed or in the alternative, contractual insurance shall be afforded. If the former, such endorsement shall contain specific language as follows:

"It is hereby agreed that the contractual exclusion does not apply to the contract entered into between the insured and the City of Pontiac, and each Additional Named Assured as their interest may appear for the project work. Such insurance coverage shall also contain an endorsement guaranteeing that thirty (30) days' notice to the City of Pontiac and each Additional Named Assured, shall be given in writing prior to the cancellation of, or change in any such insurance."

### **4. EXTRAS**

No claim for extra compensation because of either decrease or increase in quantities will be allowed. Contractor and Owner mutually agree that in the event the Contractor is to perform services beyond, or at variance with the Scope and total price of this Contract, such services must be mutually agreed to, in advance, in writing, with agreed upon price included. Accordingly, claims for the payment of

Extra Services must be substantiated by the Contractor with a written order signed by Owner or his authorized agent.

#### **5. EMERGENCY PHONE NUMBERS**

The Contractor must submit Emergency (24 Hours) phone numbers on the company letterhead when submitting contracts.

#### **6. INCLUDED WORK**

All items of work noted on the Plans or in the Specifications that are not specifically noted in the bid, shall be considered as included with the contract and shall be completed at no extra cost to the Owner.

#### **7. SUB-CONTRACTS**

The Contractor shall not execute an Agreement with any Sub-Contractor or sub-subcontractor or permit any Sub-Contractor or sub-subcontractor to perform any work included in this Contract without the prior written consent of Owner.

Certified By: \_\_\_\_\_

Its: \_\_\_\_\_

**APPENDIX E**  
**STANDARD FEDERAL EQUAL EMPLOYMENT OPPORTUNITY**  
**CONSTRUCTION CONTRACT SPECIFICATIONS (EXECUTIVE ORDER 11246)**

- a) The equal opportunity clause published at 41 CFR 60-1.4(a) of this chapter is required to be included in, and is part of, all nonexempt Federal contracts and subcontracts, including construction contracts and subcontracts. The equal opportunity clause published at 41 CFR 60-1.4(b) is required to be included in, and is a part of, all nonexempt federally assisted construction contracts and subcontracts. In addition to the clauses described above, all Federal contracting officers, all applicants and all non-construction contractors, as applicable, shall include the specifications set forth in this section in all Federal and federally assisted construction contracts in excess of \$10,000 to be performed in geographical areas designated by the Director pursuant to Sec. 60-4.6 of this part and in construction subcontracts in excess of \$10,000 necessary in whole or in part to the performance of non-construction Federal contracts and subcontracts covered under the Executive order.

Standard Federal Equal Employment Opportunity Construction Contract Specifications  
(Executive Order 11246)

1 As used in these specifications:

- a. "Covered area" means the geographical area described in the solicitation from which this contract resulted;
- b. "Director" means Director, Office of Federal Contract Compliance Programs, United States Department of Labor, or any person to whom the Director delegates authority;
- c. "Employer identification number" means the Federal Social Security number used on the Employer's Quarterly Federal Tax Return, U.S. Treasury Department Form 941.
- d. "Minority" includes:
- (i) Black (all persons having origins in any of the Black African racial groups not of Hispanic origin);
  - (ii) Hispanic (all persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish Culture or origin, regardless of race);
  - (iii) Asian and Pacific Islander (all persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands); and
  - (iv) American Indian or Alaskan Native (all persons having origins in any of the original peoples of North America and maintaining identifiable tribal affiliations through membership and participation or community identification).

2. Whenever the Contractor, or any Subcontractor at any tier, subcontracts a portion of the work involving any construction trade, it shall physically include in each subcontract in excess of \$10,000 the provisions of these specifications and the Notice which contains the applicable goals for minority and female participation and which is set forth in the solicitations from which this contract resulted.

3. If the Contractor is participating (pursuant to 41 CFR 60-4.5) in a Hometown Plan approved by the U.S. Department of Labor in the covered area either individually or through an association, its affirmative action obligations on all work in the Plan area (including goals and timetables) shall be in accordance with that Plan for those trades which have unions participating in the Plan. Contractors must be able to demonstrate their participation in and compliance with the provisions of any such Hometown Plan. Each Contractor or Subcontractor participating in an approved Plan is individually required to comply with its obligations under the EEO clause, and to make a good faith effort to achieve each goal under the Plan in each trade in which it has employees. The overall good faith



performance by other Contractors or Subcontractors toward a goal in an approved Plan does not excuse any covered Contractor's or Subcontractor's failure to take good faith efforts to achieve the Plan goals and timetables.

4. The Contractor shall implement the specific affirmative action standards provided in paragraphs 7 a through p of these specifications. The goals set forth in the solicitation from which this contract resulted are expressed as percentages of the total hours of employment and training of minority and female utilization the Contractor should reasonably be able to achieve in each construction trade in which it has employees in the covered area. Covered Construction contractors performing construction work in geographical areas where they do not have a Federal or federally assisted construction contract shall apply the minority and female goals established for the geographical area where the work is being performed. Goals are published periodically in the Federal Register in notice form, and such notices may be obtained from any Office of Federal Contract Compliance Programs office or from Federal procurement contracting officers. The Contractor is expected to make substantially uniform progress in meeting its goals in each craft during the period specified.

5. Neither the provisions of any collective bargaining agreement, nor the failure by a union with whom the Contractor has a collective bargaining agreement, to refer either minorities or women shall excuse the Contractor's obligations under these specifications, Executive Order 11246, or the regulations promulgated pursuant thereto.

6. In order for the nonworking training hours of trainees and trainees to be counted in meeting the goals, such trainees and trainees must be employed by the Contractor during the training period, and the Contractor must have made a commitment to employ the trainees and trainees at the completion of their training, subject to the availability of employment opportunities. Trainees must be trained pursuant to training programs approved by the U.S. Department of Labor.

7. The Contractor shall take specific affirmative actions to ensure equal employment opportunity. The evaluation of the Contractor's compliance with these specifications shall be based upon its effort to achieve maximum results from its actions. The Contractor shall document these efforts fully, and shall implement affirmative action steps at least as extensive as the following:

a. Ensure and maintain a working environment free of harassment, intimidation, and coercion at all sites, and in all facilities at which the Contractor's employees are assigned to work. The Contractor, where possible, will assign two or more women to each construction project. The Contractor shall specifically ensure that all foremen, superintendents, and other on-site supervisory personnel are aware of and carry out the Contractor's obligation to maintain such a working environment, with specific attention to minority or female individuals working at such sites or in such facilities.

b. Establish and maintain a current list of minority and female recruitment sources, provide written notification to minority and female recruitment sources and to community organizations when the Contractor or its unions have employment opportunities available, and maintain a record of the organizations' responses.

c. Maintain a current file of the names, addresses and telephone numbers of each minority and female off-the-street applicant and minority or female referral from a union, a recruitment source or community organization and of what action was taken with respect to each such individual. If such individual was sent to the union hiring hall for referral and was not referred back to the Contractor by the union or, if referred, not employed by the Contractor, this shall be documented in the file with the reason therefor, along with whatever additional actions the Contractor may have taken.

d. Provide immediate written notification to the Director when the union or unions with which the Contractor has a collective bargaining agreement has not referred to the Contractor a minority person or woman sent by the Contractor, or when the Contractor has other information that the union referral process has impeded the Contractor's efforts to meet its obligations.

e. Develop on-the-job training opportunities and/or participate in training programs for the area which expressly include minorities and women, including upgrading programs and traineeship and trainee programs relevant to the Contractor's employment needs, especially those programs funded or approved by the Department of Labor. The Contractor shall provide notice of these programs to the sources compiled under 7b above.

f. Disseminate the Contractor's EEO policy by providing notice of the policy to unions and training programs and requesting their cooperation in assisting the Contractor in meeting its EEO obligations; by including it in any policy manual and collective bargaining agreement; by publicizing it in the company newspaper, annual report, etc.; by specific review of the policy with all management personnel and with all minority and female employees at least once a year; and by posting the company EEO policy on bulletin boards accessible to all employees at each location where construction work is performed.

g. Review, at least annually, the company's EEO policy and affirmative action obligations under these specifications with all employees having any responsibility for hiring, assignment, layoff, termination or other employment decisions including specific review of these items with onsite supervisory personnel such as Superintendents, General Foremen, etc., prior to the initiation of construction work at any job site. A written record shall be made and maintained identifying the time and place of these meetings, persons attending, subject matter discussed, and disposition of the subject matter.

h. Disseminate the Contractor's EEO policy externally by including it in any advertising in the news media, specifically including minority and female news media, and providing written notification to and discussing the Contractor's EEO policy with other Contractors and Subcontractors with whom the Contractor does or anticipates doing business.

i. Direct its recruitment efforts, both oral and written, to minority, female and community organizations, to schools with minority and female students and to minority and female recruitment and training organizations serving the Contractor's recruitment area and employment needs. Not later than one month prior to the date for the acceptance of applications for traineeship or other training by any recruitment source, the Contractor shall send written notification to organizations such as the above, describing the openings, screening procedures, and tests to be used in the selection process.

j. Encourage present minority and female employees to recruit other minority persons and women and, where reasonable, provide after school, summer and vacation employment to minority and female youth both on the site and in other areas of a Contractor's work force.

k. Validate all tests and other selection requirements where there is an obligation to do so under 41 CFR Part 60-3.

l. Conduct, at least annually, an inventory and evaluation at least of all minority and female personnel for promotional opportunities and encourage these employees to seek or to prepare for, through appropriate training, etc., such opportunities.

m. Ensure that seniority practices, job classifications, work assignments and other personnel practices, do not have a discriminatory effect by continually monitoring all personnel and employment related activities to ensure that the EEO policy and the Contractor's obligations under these specifications are being carried out.

n. Ensure that all facilities and company activities are nonsegregated except that separate or single-user toilet and necessary changing facilities shall be provided to assure privacy between the sexes.

o. Document and maintain a record of all solicitations of offers for subcontracts from minority and female construction contractors and suppliers, including circulation of solicitations to minority and female contractor associations and other business associations.

p. Conduct a review, at least annually, of all supervisors' adherence to and performance under the Contractor's EEO policies and affirmative action obligations:

8. Contractors are encouraged to participate in voluntary associations which assist in fulfilling one or more of their affirmative action obligations (7a through p). The efforts of a contractor association, joint contractor-union, contractor-community, or other similar group of which the contractor is a member and participant, may be asserted as fulfilling any one or more of its obligations under 7a through p of these Specifications provided that the contractor actively participates in the group, makes every effort to assure that the group has a positive impact on the employment of minorities and women in the industry, ensures that the concrete benefits of the program are reflected in the Contractor's minority and female workforce participation, makes a good faith effort to meet its individual goals and timetables, and can provide access to documentation which demonstrates the effectiveness of actions taken on behalf of the Contractor. The obligation to comply, however, is the Contractor's and failure of such a group to fulfill an obligation shall not be a defense for the Contractor's noncompliance.

9. Where ever possible use minority or women vendors. The Contractor, however, is required to provide equal employment opportunity and to take affirmative action for all minority groups, both male and female, and all women, both minority and non-minority. Consequently, the Contractor may be in violation of the Executive Order if a particular group is employed in a substantially disparate manner (for example, even though the Contractor has achieved its goals for women generally, the Contractor may be in violation of the Executive Order if a specific minority group of women is underutilized).

10. The Contractor shall not enter into any Subcontract with any person or firm debarred from Government contracts pursuant to Executive Order 11246.

11. The Contractor shall carry out such sanctions and penalties for violation of these specifications and of the Equal Opportunity Clause, including suspension, termination and cancellation of existing subcontracts as may be imposed or ordered pursuant to Executive Order 11246, as amended, and its implementing regulations, by the Office of Federal Contract Compliance Programs. Any Contractor who fails to carry out such sanctions and penalties shall be in violation of these specifications and Executive Order 11246, as amended.

12. The Contractor, in fulfilling its obligations under these specifications, shall implement specific affirmative action steps, at least as extensive as those standards prescribed in paragraph 7 of these specifications, so as to achieve maximum results from its efforts to ensure equal employment opportunity. If the Contractor fails to comply with the requirements of the Executive Order, the implementing regulations, or these specifications, the Director shall proceed in accordance with 41 CFR 60-4.8.

13. The Contractor shall designate a responsible official to monitor all employment related activity to ensure that the company EEO policy is being carried out, to submit reports relating to the provisions hereof as may be required by the Government and to keep records. Records shall at least include for each employee the name, address, telephone numbers, construction trade, union affiliation if any, employee identification number when assigned, social security number, race, sex, status (e.g., mechanic, trainee, helper, or laborer), dates of changes in status, hours worked per week in the

indicated trade, rate of pay, and locations at which the work was performed. Records shall be maintained in an easily understandable and retrievable form; however, to the degree that existing records satisfy this requirement, contractors shall not be required to maintain separate records.

14. Nothing herein provided shall be construed as a limitation upon the application of other laws which establish different standards of compliance or upon the application of requirements for the hiring of local or other area residents (e.g., those under the Public Works Employment Act of 1977 and the Community Development Block Grant Program).

- a. The notice set forth in 41 CFR 60-4.2 and the specifications set forth in 41 CFR 60-4.3 replace the New Form for Federal Equal Employment Opportunity Bid Conditions for Federal and Federally Assisted Construction published at 41 FR 32482 and commonly known as the Model Federal EEO Bid Conditions, and the New Form shall not be used after the regulations in 41 CFR Part 60-4 become effective. [43 FR 49254, Oct. 20, 1978; 43 FR 51401, Nov. 3, 1978, as amended at 45 FR 65978, Oct. 3, 1980]



## Financial Services – Purchasing Division

### NOTICE

Thank you for your inquiry regarding the City of Pontiac project listed below:

### General – Yard Services

If your firm plans to bid on this project, please send an e-mail response to [MMcKenzie@pontiac.mi.us](mailto:MMcKenzie@pontiac.mi.us) with the following information:

Firm Name: \_\_\_\_\_

Project Name: \_\_\_\_\_

Firm's Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Postal Address: \_\_\_\_\_

The City of Pontiac Purchasing Division will use this information to communicate with you in the event an addendum or change to this project is issued. If you do not send this information to the City of Pontiac, you will not receive any follow-up notification of any changes to the project.



**Contractor's Certification**  
Community Development Block Grant Program  
Concerning Labor Standards and Prevailing Wage Requirements

TO: Mike Pucher, Supervisor  
Contract Compliance Unit  
Oakland County Community & Home Improvement  
Oakland Pointe, Ste 1900  
250 Elizabeth Lk. Rd.  
Pontiac MI 48341-0414

PROJECT NAME:	PROJECT NUMBER (if any)
---------------	-------------------------

1. The undersigned, having executed a contract with \_\_\_\_\_  
in the amount of \$ \_\_\_\_\_ for the construction of the above-identified project, acknowledges that:

- (a) The Federal Labor Standards Provisions are included in the aforesaid contract.
- (b) Correction of any infractions of the aforesaid conditions, including infractions by any of his subcontractors and any lower tier subcontractors, is his responsibility.

2. He certifies that:

- (a) Neither he nor any firm, partnership or association in which he has substantial interest is designated as an ineligible contractor by the Comptroller General of the United States pursuant to Section 5.6(b) of the Regulations of the Secretary of Labor, Part 5 (29 CFR, Part 5) or pursuant to Section 3(a) of the Davis-Bacon Act as amended (40 U.S.C. 276a-2(a)).
- (b) No part of the aforementioned contract has been or will be subcontracted to any subcontractor if such subcontractor or any firm, corporation, partnership or association in which such subcontractor has a substantial interest is designated as an ineligible contractor pursuant to any of the aforementioned regulatory or statutory provisions.

3. He agrees to obtain and forward to the aforementioned recipient within ten days after the execution of any subcontract, including those executed by his subcontractors and any lower tier subcontractors, a Subcontractor's Certification Concerning Labor Standards and Prevailing Wage Requirements executed by the subcontractors.

4. He certifies that:

(a) Employer's IRS # is: \_\_\_\_\_

(b) Legal name and the business address of the undersigned are: \_\_\_\_\_

(c) The undersigned is (please check one):

<input type="checkbox"/> A Single Proprietorship	<input type="checkbox"/> A Corporation Organized in The State of:
<input type="checkbox"/> A Partnership	<input type="checkbox"/> Other Organization (Describe)

(d) Name, title and address of the owner, partners or officers of the undersigned are:

Name	Title	Address

(e) The names and addresses of all other persons, both natural and corporate, having a substantial interest in the undersigned, and the nature of the interest are (if none, so state):

Name	Address	Nature of Interest

(f) The names, addresses and trade classifications of all other building construction contractors in which the undersigned has a substantial interest are (if none, so state):

Name	Address	Trade Classification

\_\_\_\_\_  
(Name of Contractor)

By \_\_\_\_\_  
(Authorized Signature)

Date \_\_\_\_\_



OAKLAND COUNTY  
COMMUNITY & HOME  
IMPROVEMENT DIVISION

CONTRACTOR  
REGISTRATION  
PACKET

OAKLAND COUNTY COMMUNITY & HOME IMPROVEMENT DIVISION  
OAKLAND POINTE, SUITE 1900  
250 ELIZABETH LAKE ROAD  
PONTIAC MI 48341-0414

In order to process payments from Oakland County, each payee/vendor must be on the Master Vendor List. Please complete and return the attached Vendor Registration form and the Request for Taxpayer Identification Number and Certification (Form W-9) to the following address

**OAKLAND COUNTY COMMUNITY & HOME IMPROVEMENT DIVISION  
OAKLAND POINTE, SUITE 1900  
250 ELIZABETH LAKE ROAD  
PONTIAC MI 48341-0414**

**FAX # (248) 858-5311 or Email: [pucherm@oakgov.com](mailto:pucherm@oakgov.com)**

If you would like your payment(s) made to you electronically, please complete and return the ACH VENDOR REGISTRATION FORM - Electronic Funds Transfer (EFT) on page 4.

### **INSTRUCTIONS**

Please type or print clearly the information on the Registration form.

#### **INCOMPLETE REGISTRATION FORMS WILL BE DISCARDED**

**1. TAX IDENTIFICATION NUMBER:**

This is your nine digit Tax Identification Number. Enter the number that is used when reporting tax earnings as shown on the Request for Taxpayer Identification Number and Certification (Form W-9) included in this packet. This may be your Federal Employer Identification Number (FEIN/TIN), or your social security number (SSN). If you are a sole proprietorship, you should enter your social security number.

**2. BUSINESS/INDIVIDUAL NAME AND ADDRESS:**

Enter your company (or individuals) legal business name and address; payments will be sent to this address, unless otherwise noted (see #3 below).

**3. REMITTANCE ADDRESS:**

Complete only if different from address (see #2 above). Enter the address where you want payments sent.

If more space is needed for any additional information, please attach a separate sheet of paper to the registration form.

**TO BE CONSIDERED AN ACTIVE PAYEE/VENDOR AND TO RECEIVE ANY PAYMENTS DUE, THE FISCAL SERVICES DIVISION MUST RECEIVE A SIGNED AND DATED W-9 FORM. A W-9 FORM IS INCLUDED IN THIS PACKET, OR YOU CAN DOWNLOAD THE FORM VIA THE INTERNET AT [WWW.IRS.GOV](http://WWW.IRS.GOV).**

**IT IS THE SOLE RESPONSIBILITY OF THE PAYEE/VENDOR TO NOTIFY THE FISCAL SERVICES DIVISION OF ANY AND ALL CHANGES TO THIS APPLICATION. A VENDOR CHANGE REQUEST FORM CAN BE OBTAINED BY CALLING (248) 858-5489 OR VIA THE INTERNET AT: <http://www.oakgov.com/mgtbud/fiscal/Pages/vendors.aspx>**



L BROOKS PATTERSON, OAKLAND COUNTY EXECUTIVE

**VENDOR REGISTRATION**

Oakland County Community & Home Improvement Division  
 Oakland Pointe, Suite 1900  
 250 Elizabeth Lake Road  
 Pontiac MI 48341-0414  
 Phone (248) 858-0196, Fax (248) 858-5311  
 Email: pucherm@oakgov.com

**TAX IDENTIFICATION NUMBER:**

(Use Social Security Number If sole proprietor)

TIN SSN

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Please type or print clearly. Complete all sections. Incomplete applications will be discarded.

Business/Individual Name and AddressRemittance Address

Legal Business Name\*

Address\*

City\*

State\*

Zip\*

Phone\*

Fax

Contact\*

Title

E-mail

Address

City

State

Zip

Phone

Fax

Contact

Title

E-mail

**\*REQUIRED FIELDS**

Requesters Name (please print)

Requesters Signature (required)

Date





## ACH VENDOR REGISTRATION FORM Electronic Funds Transfer (EFT)

**THIS PAGE IS OPTIONAL**

**INSTRUCTIONS:** Please type or print clearly. Complete all sections. Incomplete applications will be discarded.

PAYEE/VENDOR INFORMATION					
Name:					
Address:					
Tax Identification Number: (use SSN if individual or sole proprietor)			E-mail Address:*		
		TIN	SSN		
Contact Person Name	Title		Telephone Number:	Fax Number:	
FINANCIAL INSTITUTION INFORMATION					
Name of Financial Institution:					
Nine-Digit Routing Transit Number: You must obtain a correct Routing number from your bank for ACH transactions. This may not be the same as the routing number on your checks.					
Account Number:					
Account Type:			Checking	Savings	

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Printed Name of Signor

\_\_\_\_\_  
Date

\*E-mail Address is required for notification purposes.

**RETURN TO:**

Oakland County Community & Home Improvement Division  
Oakland Pointe, Suite 1900  
250 Elizabeth Lake Road  
Pontiac MI 48341-0414  
FAX # (248) 858-5311 or Email: [pucherm@oakgov.com](mailto:pucherm@oakgov.com)

I authorize Oakland County to deposit funds owed to the above payee/vendor by the County, by direct deposit (electronic funds transfer). Information provided must be for U.S. Financial Institutions only.

I consent to and agree to comply with the National Automated Clearing House Association Rules and Regulations and Oakland County's policy regarding electronic funds transfers as they exist on this date or as subsequently adopted, amended, or repealed. Michigan law governs electronic funds transactions authorized by this agreement in all respects except as otherwise superseded by federal law.

## Request for Taxpayer Identification Number and Certification

Revised 04/2014

Give Form to the  
requester. Do not  
send to the IRS.

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	
	Exemptions (see instructions): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number								
				-				
Employer identification number								
				-				

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below), and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign  
Here

Signature of  
U.S. person ▶

Date ▶

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.  
Future developments. The IRS has created a page on [IRS.gov](http://IRS.gov) for information about Form W-9, at [www.irs.gov/w9](http://www.irs.gov/w9). Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the

withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

**Note.** If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States:

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity,
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust, and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

**Foreign person.** If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Publication 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

**Nonresident alien who becomes a resident alien.** Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Example.** Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS a percentage of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

### Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code* on page 3 and the separate instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships* on page 1.

**What is FATCA reporting?** The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code* on page 3 and the instructions for the Requester of Form W-9 for more information.

## Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

## Penalties

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

## Specific Instructions

### Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

**Sole proprietor.** Enter your individual name as shown on your income tax return on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name/disregarded entity name" line.

**Partnership, C Corporation, or S Corporation.** Enter the entity's name on the "Name" line and any business, trade, or "doing business as (DBA)" name on the "Business name/disregarded entity name" line.

**Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulation section 301.7701-2(c)(2)(iii). Enter the owner's name on the "Name" line. The name of the entity entered on the "Name" line should never be a disregarded entity. The name on the "Name" line must be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on the "Name" line. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on the "Business name/disregarded entity name" line. If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

**Note.** Check the appropriate box for the U.S. federal tax classification of the person whose name is entered on the "Name" line (individual/sole proprietor, Partnership, C Corporation, S Corporation, Trust/estate).

**Limited Liability Company (LLC).** If the person identified on the "Name" line is an LLC, check the "Limited liability company" box only and enter the appropriate code for the U.S. federal tax classification in the space provided. If you are an LLC that is treated as a partnership for U.S. federal tax purposes, enter "P" for partnership. If you are an LLC that has filed a Form 8832 or a Form 2553 to be taxed as a corporation, enter "C" for C corporation or "S" for S corporation, as appropriate. If you are an LLC that is disregarded as an entity separate from its owner under Regulation section 301.7701-3 (except for employment and excise tax), do not check the LLC box unless the owner of the LLC (required to be identified on the "Name" line) is another LLC that is not disregarded for U.S. federal tax purposes. If the LLC is disregarded as an entity separate from its owner, enter the appropriate tax classification of the owner identified on the "Name" line.

**Other entities.** Enter your business name as shown on required U.S. federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name/disregarded entity name" line.

## Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the *Exemptions* box, any code(s) that may apply to you. See *Exempt payee code* and *Exemption from FATCA reporting code* on page 3.

**Exempt payee code.** Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends. Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.

**Note.** If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following codes identify payees that are exempt from backup withholding:

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for ...	THEN the payment is exempt for ...
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt payees 1 through 5 <sup>2</sup>
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

<sup>1</sup> See Form 1099-MISC, Miscellaneous Income, and its instructions.

<sup>2</sup> However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney, and payments for services paid by a federal executive agency.

**Exemption from FATCA reporting code.** The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements.

- A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)
- B—The United States or any of its agencies or instrumentalities
- C—A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities
- D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Reg. section 1.1472-1(c)(1)(i)
- E—A corporation that is a member of the same expanded affiliated group as a corporation described in Reg. section 1.1472-1(c)(1)(i)
- F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

## Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box, if you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

**Note.** See the chart on page 4 for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at [www.ssa.gov](http://www.ssa.gov). You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at [www.irs.gov/businesses](http://www.irs.gov/businesses) and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting [IRS.gov](http://IRS.gov) or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note.** Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

**Caution:** A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

## Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, or 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on the "Name" line must sign. Exempt payees, see *Exempt payee code* earlier.

**Signature requirements.** Complete the certification as indicated in items 1 through 5 below.

1. **Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.

2. **Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. **Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.

4. **Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. **Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

**What Name and Number To Give the Requester**

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
4. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee <sup>3</sup> The actual owner <sup>4</sup>
5. Sole proprietorship or disregarded entity owned by an individual	The owner <sup>5</sup>
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulation section 1.671-4(b)(2)(i)(A))	The grantor <sup>6</sup>
For this type of account:	Give name and EIN of:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulation section 1.671-4(b)(2)(i)(B))	The trust

<sup>1</sup> List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> You must show your individual name and you may also enter your business or "DBA" name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

<sup>4</sup> List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 1.

<sup>6</sup> Note. Grantor also must provide a Form W-9 to trustee of trust.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

**Secure Your Tax Records from Identity Theft**

Identity theft occurs when someone uses your personal information such as your name, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/IDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to [phishing@irs.gov](mailto:phishing@irs.gov). You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: [spam@ftc.gov](mailto:spam@ftc.gov) or contact them at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) or 1-877-IDTHEFT (1-877-438-4338).

Visit [IRS.gov](http://IRS.gov) to learn more about identity theft and how to reduce your risk.

**Privacy Act Notice**

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.



## ETHNIC OWNERSHIP REPORT

Attention general contractor and subcontractors, please respond to the following (print or type). Mark the descriptions below that indicate the sex and racial/ethnic character of the owner(s) and controller(s) of 51 percent or more of your business. If 51 percent or more is not owned and controlled by persons (or person) of any single racial/ethnic category, mark the description that seems the most appropriate.

( ) Female

( ) Male

( ) **White Americans:** persons having origins in any of the original peoples of Europe, North Africa, or the Middle East, but not of Hispanic Origin.

( ) **Black Americans:** persons having origins in any of the black racial groups of Africa, but not of Hispanic origin.

( ) **Native Americans:** persons having origins in any of the original peoples of North America, and who maintain cultural identifications through tribal affiliations or community recognition.

( ) **Hispanic Americans:** persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

( ) **Asian/Pacific Americans:** persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

( ) **Other: Please Specify:** \_\_\_\_\_

Date \_\_\_\_\_

Project \_\_\_\_\_

Business Name \_\_\_\_\_

Representative Name \_\_\_\_\_

Position \_\_\_\_\_

Signature \_\_\_\_\_

Any questions? Call Mike Pucher, Supervisor, Contract Compliance Unit (248) 858-0196

Date \_\_\_\_\_ Municipality \_\_\_\_\_

## Agreement of Prime Contractor

WE HEREBY AGREE, and will require companies awarded subcontracts for this project to agree, to conform to the policy that during the performance of this contract:

1. We will not discriminate against any subcontractor, employee or applicant for employment because of race, creed, color, age, national origin, sex, height, weight, marital status or handicap as provided in Section 3 (A) Act 344, Public Acts of 1965 as amended by Act 349 Public Acts of 1966. We will take affirmative action to insure that applicants are employed, and that employees are treated during employment, without regard to race, creed, color, age, national origin, sex, height, weight, marital status or handicap. This obligation includes, but is not limited to, the following: employment, upgrading, promotion or transfer; recruitment or recruitment advertising, lay-off or termination; rates of pay or other forms of compensation; selection for training, including apprenticeship. We agree to post notices that set forth the provisions of this nondiscrimination clause in conspicuous places, available to employees and applicants for employment, as required and provided by the municipality.
2. We will, in all solicitations or advertisements for employees placed by us or on our behalf, state that all qualified applicants will receive consideration for employment without regard to race, creed, color, age, national origin, sex, height, weight, marital status or handicap.
3. We will send to each labor union or representative or workers with which we have a collective bargaining agreement, or other contract or understanding, a notice, to be provided by the municipality, advising the labor or worker's representative of our commitments under this Contract Compliance Plan and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
4. We will comply with and be bound by: all Ordinance provisions when applicable, Contract Compliance Provisions, and any other provisions included in the Specifications. We shall file, and shall cause each of our subcontractors to file, compliance reports with the municipality within such times and in such forms as the municipality shall prescribe. Compliance reports shall contain such information as that regarding the practices, policies, programs and employment statistics of the prime contractor and each subcontractor.
5. We will permit the municipality, the municipality's auditors, the Oakland County Community Development Division, the Oakland County Auditing Division and/or the U.S. Dept. of Housing and Urban Development access to our books, records and accounts for investigation purposes to ascertain observance of this Contract Compliance Plan.
6. We acknowledge that in the event of noncompliance with the nondiscrimination clauses of this contract, or with any applicable rules, regulations or orders, this contract may be cancelled, terminated, or suspended in whole or in part and that we may be declared ineligible for further municipal contracts in accordance with procedures authorized herein and such other sanctions as may be imposed and remedies involved as provided by ordinance, rule, regulation or as otherwise provided herein or by law.
7. We will include the provisions of paragraphs one through six in every subcontract let under this contract so that these provisions will be binding upon each subcontract, unless otherwise exempted by prior written authorization by the municipality. With respect to any subcontract, we will take such action as the municipality may direct as a means of enforcing such provisions, including sanctions for noncompliance, provided that in the event we are threatened with, or become involved in litigation with a subcontractor or vendor as a result of such direction by the municipality, we may request the municipality to enter into such litigation to protect the interests of the municipality.

\_\_\_\_\_  
General Contractor

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

# OAKLAND COUNTY COMMUNITY & HOME IMPROVEMENT SECTION 3 INCOME CERTIFICATION FORM

Name: _____		Date: _____	
Address: _____			
City & State: _____			
Zip: _____			
Telephone Number: _____	FAX Number: _____	Email Address: _____	

As an employee of \_\_\_\_\_, I certify that my total gross household income last year was not greater than (based on the number of persons in the family) the amount checked below.

Family Size	Section 3 Gross Household Income Limits	CHECK ONE (✓)	
		Household Income Less Than (✓)	Household Income More Than (✓)
1	\$39,100		
2	\$44,700		
3	\$50,300		
4	\$55,850		
5	\$60,350		
6	\$64,800		
7	\$69,300		
8	\$73,750		

PENALTY FOR FALSE OR FRAUDULENT STATEMENT: U.S.C. title 18, Sec. 1001, provides: "Whoever, in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies or makes any false, fictitious or fraudulent statements or representations, or makes or uses any false writing, or document knowing the same to contain any false, fictitious or fraudulent statement or entry, shall be fined not more than \$10,000 or imprisoned not more than five (5) years, or both."

I agree to provide any additional documentation (if requested) that confirms the accuracy of my family size and total household income.

Owner's Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Oakland County Community & Home Improvement Division  
Section 3 Report**

NEW HIRES (includes workers who have worked with the contractor in the recent past but did not continue to work for the contractor since the last job.)

This form is distributed to the General Contractor at the contract signing. The general contractor is also required to provide this form to any subcontractors they hire for this project.

Contractor Name:	
Oakland County CDBG File #:	
Municipality:	
Project Name:	
Contract Amount:	\$
Time on Job:	<b>From:</b> _____ <b>To:</b> _____

Review the information below and check all that apply for this project::

\_\_\_\_\_ We have not hired any new employees.

\_\_\_\_\_ We have hired employees that live within the Metropolitan Statistical Area (MSA) Target Area Vicinity.

\_\_\_\_\_ We have hired employees who meet Section 3 criteria.

We have taken one or more of the following recruitment steps to find MSA Target Area Vicinity residents and residents that meet Section 3 criteria.

\_\_\_\_\_ We have advertised to fill vacancies at the site, where work is taking place, in connection with this project via the following.

- \_\_\_\_\_ Place signs or posters in prominent places within the target area vicinity.
- \_\_\_\_\_ Taken photographs of the above item to document that the above step was carried out
- \_\_\_\_\_ Distribute employment flyers in locations accessible to MSA vicinity residents.
- \_\_\_\_\_ Post employment flyers in various locations within the MSA vicinity areas.
- \_\_\_\_\_ Kept a log of all applicants and indicated the reasons why MSA Target Area Vicinity residents and/or Section 3 residents who applied were not hired.
- \_\_\_\_\_ Requested training on MSA Vicinity Hiring and Section 3 employment requirement

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# RESOLUTION

**#11**





## MEMORANDUM

To: Honorable City Council

From: Rachel Loughrin  
Economic Development Director

Through: Jane Bais-DiSessa  
Deputy Mayor

Meeting: December 13, 2018

Regarding: Oakland County Treasurer's Office – Parcels Offered to Governmental Units List

The Oakland County Treasurer's Office has completed their 2018 Land Sale auctions to recover delinquent property taxes, interest and fees on behalf of the City of Pontiac, and to minimize "chargebacks" when possible.

The County incorporated best practices in residential, commercial and industrial real estate marketing and sales, including a partnership with area REALTORS and financial institutions to connect foreclosed property with families in our neighborhoods.

Now that the sales are completed, Section 211.78m(6) of the General Property Tax Act requires the Treasurer's office to share with us the list of unsold properties in our community. These properties will be deeded to us unless we object in writing by no later than 4:30 p.m. on December 31, 2018.

The Administration has reviewed the list of available properties and has determined that the only property the city should accept at this time is tax parcel number 14-32-131-009 as it is immediately adjacent to Rotary Park and will help to create a more cohesive ownership of the park parcel.



## **Resolution Objecting to the Transfer of Remainder Parcels from the Treasurer's Auction 2018**

WHEREAS the City of Pontiac has reviewed the Parcels Offered to Governmental Units list;

WHEREAS the City of Pontiac does not see the financial advantage of accepting all parcels of land from the County Treasurer sans parcel number 14-32-131-009;

WHEREAS the City of Pontiac objects to accepting all parcels on the offer list except parcel number 14-32-131-009;

NOW BE IT THEREFORE RESOLVED that the City of Pontiac objects to accepting all parcels on the list except for parcel number 14-32-131-009

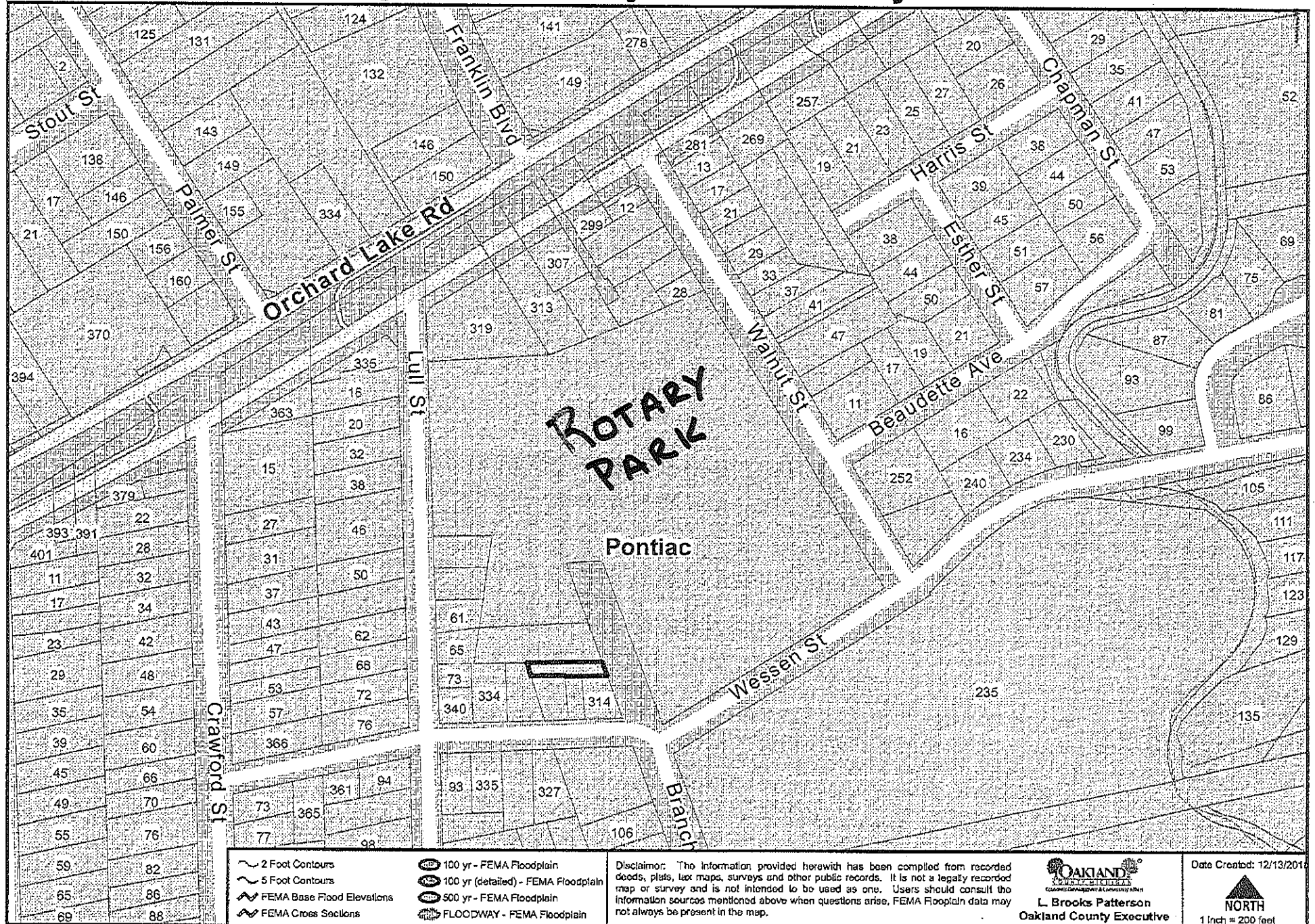
**OAKLAND COUNTY TREASURER'S OFFICE**  
**Parcels Offered to Governmental Units**  
**Land Sale Year 2018 (NOT ASSIGNED)**

Page: 1 of 1  
Date: 11/26/2018

CVT : 64 - City of Pontiac

Sale Number	Parcel ID	Property Address	Governmental Unit
000199	14-16-405-008		Not Assigned
000201	14-17-304-018	195 W FAIRMOUNT AVE PONTIAC MI 48340-2739	Not Assigned
000209	14-19-208-007		Not Assigned
000224	14-20-303-013	91 BLAINE AVE PONTIAC MI 48342-1101	Not Assigned
000227	14-20-309-051	103 SUMMIT ST PONTIAC MI 48342-1167	Not Assigned
000237	14-20-405-002	274 BALDWIN AVE PONTIAC MI 48342-1305	Not Assigned
000238	14-20-405-003		Not Assigned
000244	14-20-406-033	64 VIRGINIA ST PONTIAC MI 48342-1374	Not Assigned
000248	14-20-454-014	57 FOSTER ST PONTIAC MI 48342-1330	Not Assigned
000250	14-20-478-016	48 KEMP ST PONTIAC MI 48342-1442	Not Assigned
000259	14-22-111-004	810 MELROSE AVE PONTIAC MI 48340-3123	Not Assigned
000263	14-22-155-027	691 KENILWORTH AVE PONTIAC MI 48340-3239	Not Assigned
000291	14-28-332-006	72 N PADDOCK ST PONTIAC MI 48342-2621	Not Assigned
000307	14-28-457-028	102 S SHIRLEY AVE PONTIAC MI 48342-2849	Not Assigned
000310	14-29-126-006	100 PINEGROVE AVE PONTIAC MI 48342-1078	Not Assigned
000313	14-29-228-005	116 EDISON ST PONTIAC MI 48342-1417	Not Assigned
000314	14-29-230-009	316 N SAGINAW ST PONTIAC MI 48342-2063	Not Assigned
000318	14-29-353-006	6 GREEN ST PONTIAC MI 48341-1710	Not Assigned
000329	14-30-428-008		Not Assigned
000339	14-32-128-018	16 LULL ST PONTIAC MI 48341-2133	Not Assigned
000342	14-32-131-009		Not Assigned
000363	14-32-479-007	213 HARRISON AVE PONTIAC MI 48341-2439	Not Assigned
000365	14-32-480-019	249 HUGHES AVE PONTIAC MI 48341-2449	Not Assigned
000370	14-33-138-001		Not Assigned
000371	14-33-155-002	144 COTTAGE ST PONTIAC MI 48342-3028	Not Assigned
000375	14-33-209-048	272 S SANFORD ST PONTIAC MI 48342-3149	Not Assigned
000376	14-33-210-009	217 S SANFORD ST PONTIAC MI 48342-3150	Not Assigned
000388	14-33-454-021	335 CENTRAL AVE PONTIAC MI 48341-3207	Not Assigned
000390	14-33-478-027		Not Assigned
000395	19-04-130-010	194 NEBRASKA AVE PONTIAC MI 48341-2846	Not Assigned

# Subject Parcel Adjacent to Rotary Park



# **RESOLUTION**

**#12**



**CITY OF PONTIAC**  
**OFFICIAL MEMORANDUM**  
**DEPARTMENT OF PUBLIC WORKS**

---

**TO:** Jane Bais-DiSessa, Deputy Mayor

**FROM:** John Balint, DPW Director/City Engineer

**DATE:** December 12, 2018

**RE:** Contract with Pipeline Management

The Department of Public Works is in need of a second contractor for storm sewer maintenance and repair. Our current contractor cannot keep up with the current demand for storm sewer cleaning and televising. This work is time sensitive in order to begin design for major and local road projects.

Pipeline Management currently has a MiDeal contract with the Oakland County Water Resources Commissioners Office (WRC). MiDeal allows Michigan Cities, Townships, Villages, Counties, School Districts, Universities and Community Colleges to use State contracts to buy goods and services.

Pipeline Management has a current contract with the WRC through the MiDeal System. The City has met with Pipeline Management and they have agreed to honor the pricing provided to WRC. Based on current need, City would like to enter into a contract with Pipeline Management for as-needed storm sewer maintenance and repairs. Budget for this maintenance work can be found in the Major and Local Street Funds (202,203) under Storm Sewer.

WHEREAS, The City of Pontiac has reviewed pricing provided by Oakland County MiDeal and determined that the current contract between Pipeline Management and WRC would provide the City with needed capacity, and;

WHEREAS, City staff has reviewed the contract documents and met with Pipeline Management, who has agreed to extent current pricing to the City;

NOW, THEREFORE,

BE IT RESOLVED, The Pontiac City Council authorizes the Mayor or Deputy Mayor to enter into an as-needed contract with Pipeline Management for Storm Sewer Maintenance and Repairs for one year, with three years of optional extensions.

JVB  
Attachments

Oakland County Water Resources Commissioner  
Event No. 003987 - Bid Date April 25, 2017  
Labor Rate Payment Schedule

Proposed 2017/18 Prices

Description	Std.	1.5 O.T.	Double
	Rate	Rate	Time Rate
Field Superintendent	78.00	100.00	129.00
Foreman	58.00	77.00	96.00
Operator/Driver	58.00	77.00	96.00
Spot Liner Driver/Operator	78.00	100.00	129.00
Laborer	52.00	69.00	86.00
Professional Engineer	85.00	110.00	135.00

Proposed 2018/19 Prices

Description	Std.	1.5 O.T.	Double
	Rate	Rate	Time Rate
Field Superintendent	79.00	102.00	130.00
Foreman	59.00	78.00	97.00
Operator/Driver	59.00	78.00	97.00
Spot Liner Driver/Operator	79.00	102.00	130.00
Laborer	54.00	71.00	90.00
Professional Engineer	85.00	110.00	135.00

Proposed 2019/20 Prices

Description	Std.	1.5 O.T.	Double
	Rate	Rate	Time Rate
Field Superintendent	80.00	104.00	134.00
Foreman	60.00	80.00	100.00
Operator/Driver	60.00	80.00	100.00
Spot Liner Driver/Operator	80.00	104.00	134.00
Laborer	58.00	73.00	93.00
Professional Engineer	85.00	110.00	135.00

Standard Rates: First 40 Hours per week

1.5 O.T. Rates: Over 40 Hours per week

Double Time Rates: The double time rate for work hours between the hours of 11:00 P.M. and 7:00 A.M., are changed from double time to the one and a half time rate that currently applies to hours worked over 40 per week. The rate for Saturday work from 5:00PM to midnight will be at regular rates unless those hours exceed forty for the week. Sunday and legal holiday rates will remain at double time.

Equipment and one driver per piece will bill one half hour to and from jobsite daily. No travel time will be billed for job labor not specifically driving equipment to or from the worksite.

Payment Terms: Net 30

Oakland County Water Resources Commissioner  
Event No. 003987 - Bid Date April 25, 2017  
Equipment Rate Payment Schedule

Description	Proposed Rates For 3 Year Contract Term				
	Hourly	Daily	Idle	Weekly	Monthly
Jet/Vac Combo Unit- Includes 1- 50' Section of Layflat	125.00		62.50		
T.V. Grout Unit	95.00		47.50		
Off Road CCTV Unit	95.00		47.50		
UV Spot Lint Unit	120.00		60.00		
Supervisors Vehicle	25.00		12.50		
3/4 Ton and Less Support Vehicle	25.00		12.50		
Cargo Van	25.00		12.50		
F450 Stake Truck	25.00		12.50		
Easement Machine w/Trailer		400.00	200.00		
10' Tag Trailer	15.00		7.50		
Mobile Grout Reel		250.00	125.00		
Trailer Mounted Grout Unit	75.00		37.50		
Joint Grouting Packer (8"-10")		100.00			
Joint Grouting Packer (12"-15")		200.00			
Joint Grouting Packer (18"-21")		300.00			
Joint Grouting Packer (24"-32")		350.00			
Lateral Grouting Packer (8"-12")		400.00			
Lateral Grouting Packer (15"-24")		450.00			
Lateral Inspection Equipment From The Main	40.00				
Lateral Cleaning Equipment		200.00			
Reinstatement Cutter		350.00			
Root Cutter - 8"-12" (Carbide Blade)	35.00				
Root Cutter - 15"-24" (Carbide Blade)	35.00				
Root Cutter - 8"-12" (Chain knockers)	10.00				
Root Cutter - 15"-24" (Chain knockers)	10.00				
Confined Space Entry Equipment		200.00			
Traffic Cones		2.50			
Traffic Barrels		4.00			
Traffic Signs		6.00			
Arrow Board		200.00	100.00		
Sewer Plug 8" - 24"		100.00		400.00	1,200.00
Sewer Plug 24" - 36"		150.00		600.00	1,800.00
Lay Flat Discharge Hose - 50 Ft. Sections (for pump or vacuor)		25.00			
Chain Saw		75.00		300.00	900.00
2000-3500 Watt Generator		100.00			
Chipping Hammer		30.00			
Air Compressor - To 175 CFM	25.00		12.50		
Dry suit		200.00			
Sonde Manhole Locator		100.00			
Payment Terms: Net 30					

**Oakland County Water Resources Commissioner**

**Event No. 003987 - Bid Date April 25, 2017**

**Project Specific Materials, Equipment Rentals and Subcontract Payment Schedule**

**MATERIALS**

Description	Proposed Rates		
	2017/18	2018/19	2019/20
Grout	17.00	18.00	19.00
All Project Specific Materials & Supplies Shall Be Invoiced At Cost + 10%			

**SUBCONTRACT**

Description	Proposed Rates		
	2017/18	2018/19	2019/20
All Project Specific Subcontract Costs Shall Be Invoiced At Cost + 10%			

**EQUIPMENT RENTAL**

Description	Proposed Rates		
	2017/18	2018/19	2019/20
All Project Specific Equipment Rentals Shall Be Invoiced At Cost + 10%			

Payment Terms: Net 30



OAKLAND COUNTY EXECUTIVE L. BROOKS PATTERSON

COMPLIANCE OFFICE  
PURCHASING

Pamela Weipert, Compliance Officer  
(248) 858-0997 | weipertp@oakgov.com

**COOPERATIVE PURCHASING PROGRAM**

The Oakland County Purchasing Division has developed an intergovernmental Cooperative Purchasing Program for use by other Michigan governmental entities and school districts for the procurement of goods and/or services from County contracted vendors who have agreed to extend the pricing, terms and conditions of their contracts with Oakland County. There is no cost to the participants or vendors for taking part in this program. The purpose of the program is to obtain lower overall costs for all participants by obtaining increased volumes and purchasing power.

Oakland County requires that participating vendors authorize the use of their contracts with the County in the cooperative purchasing program.

Once authorized, vendors agree to supply goods and/or services at the established County contract prices. All transactions will be conducted between the participating governmental entity and the contracted vendor. Orders will be submitted and invoiced, and payment will be remitted by the authorized units of government on a direct and individual basis in accordance with the pricing and terms of the contract.

Consequently, all vendors that would authorize the use of their awarded contracts are to indicate by checking the appropriate box below, whether THEY WILL accept orders resulting from the Vendor Quotation from authorized municipalities within Oakland County and surrounding counties.

Event Number: 003987

Contract Number: 005099

**BIDDER MUST CHECK ONE BOX BELOW**

☒

We WILL supply commodities and/or services from this contract to Oakland County government entities and school districts

☐

We WILL NOT supply commodities and/or services from this contract to Oakland County government entities and school districts. We will supply to Oakland County Only.

Company Name: Pipeline Management Co Inc

Authorized Signature: Jacob A. Di Puccio Date: 5/26/2017

**DEPARTMENTAL  
CORRESPONDENCE**

**#13**





## DEPARTMENT OF COMMUNITY DEVELOPMENT

### MEMORANDUM

TO: Honorable Mayor and City Council

From: Jane Bais DiSessa, Deputy Mayor and Rachel Loughrin, Economic Development Director

Date: December 6, 2018

RE Allocation Correction: Community Development Block Grant (CDBG) Fund Allocation for Program Year 2019.

For the record, the correct allocation figures for the CDBG fund allocation for Program Year 2019 should be documented as shown below:

- \$648,594.00 Demolition and Clearance program for the demolition of residential and commercial structures
- \$100,000.00 Sidewalk Repairs throughout the City of Pontiac
- \$50,000.00 Public Services General - House Keeping to assist Senior Citizens to "age in place" and continue an independent lifestyle
- \$3,774.00 Pontiac Youth Services.

The only changes made to the figures approved at the City Council meeting held on December 11, 2018 were to the following items: Demolition and Clearance was reduced from \$673,595.58 to \$648,594; and allocated figures could only be allocated using whole numbers.

This matter has been addressed with Ms. Carla Spradlin, Grant Compliance and Program Coordinator for Oakland County, Community and Home Improvement Division.

Respectfully request that this information be received and filed.

Thank you.

JBD