

**CITY OF MENOMINEE, MICHIGAN
MENOMINEE CITY COUNCIL
AGENDA FOR MONDAY, MAY 15, 2023
HELD AT CITY HALL - 2511 10th STREET – 6 p.m.**

A) CALL THE MEETING TO ORDER.

B) PLEDGE OF ALLEGIANCE TO THE FLAG.

C) ROLL CALL.

D) APPROVAL OF MEETING AGENDA.

E) MINUTES OF PREVIOUS MEETINGS.

- 1) Regular Council Meeting of April 17, 2023.
- 2) Special Council Meeting of May 3, 2023.

F) COMMUNICATIONS.

- 1) Council Member Nutter on the 4th of July Fireworks.

G) PUBLIC HEARINGS.

H) PUBLIC COMMENT.

- 1) This public comment session is intended for statements, not debate, limited to three minutes per person *on agenda items only*. Please be prepared to state your name and address before speaking.

I) REPORTS OF OFFICERS.

- 1) City Manager's report.

J) REPORTS OF BOARDS, COMMISSIONS, AND STANDING COMMITTEES.

- 1) The Finance Committee regarding the RFP for Cleaning Services for the City Hall Complex.
- 2) The Water and Wastewater Utility Board regarding the RFP for the replacement of Grit Door.

K) ADJOURN TO CLOSED SESSION.

- 1) Marijuana.

L) RETURN TO OPEN SESSION.

M) MISCELLANEOUS.

N) MOTIONS AND RESOLUTIONS.

- 1) Resolution 2023-006 Amending the Master Schedule of Fees and Charges.
- 2) Resolution 2023-007 Transfer of an Industrial Facilities Exemption Certificate.

O) PUBLIC COMMENT.

- 1) This public comment session is *not limited to agenda items*. It is intended for statements, not debate, limited to three minutes per person. Please be prepared to state your name and address before speaking.

P) ADJOURN.

Requests from individuals with disabilities who need special accommodations to participate in this meeting or hearing should be made to the City Clerk's Office at 1-906-863-2656 with as much advanced notice prior to the meeting as possible.

The City of Menominee is an Equal Opportunity Provider and Employer



**CITY OF MENOMINEE, MICHIGAN
REGULAR COUNCIL PROCEEDINGS
APRIL 17, 2023**

A regular meeting of the Menominee City Council, City of Menominee, County of Menominee, State of Michigan, was held on Monday April 17, 2023 in the Municipal Complex Council Chambers.

The Honorable Jean Stegeman called the meeting to order at 6:00 p.m. and led the pledge of allegiance to the flag.

PRESENT: Council Members DeDamos, Dulak, Jones, Klitzke, Marineau, Nutter, Plemel, Robinson and Mayor Stegeman

ABSENT: None

PRESENT: 9 ABSENT: 0

A motion was made by Council Member Jones and seconded by Council Member Nutter to approve the agenda for the meeting dated April 14, 2023. This motion was carried unanimously.

A motion was made by Council Member Jones and seconded by Council Member Klitzke to approve the minutes of the regular meeting of March 20, 2023 as presented. This motion was carried unanimously.

PUBLIC COMMENT:

Mayor Stegeman opened the public comment session that was called for the purpose of hearing citizen comments on agenda items only.

No comments were heard.

A motion was made by Council Member DeDamos and seconded by Council Member Plemel to close public comment. This motion was carried unanimously.

REPORTS OF OFFICERS:

Mayor Stegeman submitted, for confirmation, the appointment of Marianne Mannisto, replacing Steve Gromala, to the Board of Appeals with her term to expire October 15, 2024, and reappointed Brian Nutter to the Planning Commission with his term to expire October 7, 2025.

A motion was made by Council Member Jones and seconded by Council Member Robinson to confirm the reappointments. This motion was carried unanimously.

The City Manager gave his report.

**CITY OF MENOMINEE, MICHIGAN
SPECIAL COUNCIL PROCEEDINGS
MAY 3, 2023**

A special meeting of the Menominee City Council, City of Menominee, County of Menominee, State of Michigan, was held Wednesday, May 3, 2023 in the Municipal Complex Council Chambers.

The Honorable Jean Stegeman called the meeting to order at 5:00 p.m. and led the pledge of allegiance to the flag.

PRESENT: Council Members: DeDamos, Dulak, Jones, Marineau, Nutter, Plemel, Robinson and Mayor Stegeman

ABSENT: Council Member Klitzke

PRESENT: 8 ABSENT: 1

A motion was made by Council Member Robinson and seconded by Council Member Nutter to excuse Council Member Klitzke from the meeting. This motion was carried unanimously.

Mayor Stegeman opened the special meeting called for the purpose of considering the following agenda:

- A) Call the meeting to order.
- B) Pledge of allegiance to the flag.
- C) Roll call.
- D) Approval of meeting agenda.
- E) Public Comment.
- F) Communications.
- G) Adjourn to Closed Session.
- H) Return to Open Session.
- I) Motions and Resolutions.
- J) Public Comment.
- K) Adjourn.

A motion was made by Council Member Jones and seconded by Council Member Marineau to approve the agenda for the meeting dated May 1, 2023. This motion was carried unanimously.

PUBLIC COMMENT:

Mayor Stegeman opened the public comment session that was called for the purpose of hearing citizen comments on agenda items only.

Comments were heard from Casey Hoffman, 1st Street

A motion was made by Council Member Jones and seconded by Council Member Dulak to close public comment. This motion was carried unanimously.

A motion was made by Council Member Jones and seconded by Council Member Nutter to adjourn to closed session. This motion was carried unanimously.

A motion was made by Council Member DeDamos and seconded by Council Member Nutter to return to open session.

COMMITTEE REPORT:

At a May 10, 2023 meeting, the Finance Committee discussed the need to extend the Janitor's Closet contract for cleaning services for the City Hall Complex and the committee recommends to City Council that Council accept the RFP in the amount of \$2, 370.00 per month and that the City Manager be authorized to execute the associated paperwork.

FINANCE COMMITTEE

MOTION BY: _____ SECOND BY: _____

ADOPT

	DEDAMOS	DULAK	JONES	KLITZKE	MARINEAU	NUTTER	PLEMEL	ROBINSON	STEGEMAN
AYES									
NAYS									



City of Menominee
Council Committee
Agenda Item

TITLE: Cleaning Services City Hall Complex

Requesting Agency: Administration

Meeting Date: May 15, 2023

Contact: Brett Botbyl

Public Hearing: NA

Phone: 863-5568

Advertising Date: NA

Council District: Citywide

Attachments: 1) RFP

PURPOSE:

Request the approval of the RFP from Janitor's Closet to renew their contract for Cleaning Services for the City Hall Complex.

BACKGROUND:

The current cleaning contract is held by The Janitors Closet is set to expire in May 2023.

BUDGET IMPACT:

To be included in the annual budget process.

COMMITTEE RECOMMENDATION / ACTION:

The City Manager respectfully requests that the Finance Committee approve the RFP to extend the Janitor's Closet contract for Cleaning Services for the City Hall Complex.

STAFF RECOMMENDATION / ACTION REQUESTED:

At a May 10, 2023 meeting, The Finance Committee recommends to City Council that Council accept the RFP from Janitor's Closet for the City Hall Complex cleaning services in the amount of \$2, 370.00 per month and that the City Manager be authorized to execute the associated paperwork.

Agenda Item: _____

Professional Janitorial Service Proposal

Prepared for:

City of Menominee 2023-2025

**2511 10th Street
Menominee , MI 49858**

Submitted By:

Janitor's Closet, LLC
2720 Woleske Rd, PO. BOX 482
Marinette, WI 54143
Lisa Ebsch
715-732-1500
lisa@janitorsclosetwi.com



JANITOR'S CLOSET
2720 WOLESKE ROAD • MARINETTE, WI • 715-732-1500

April 04, 2023

Janitor's Closet, LLC
2720 Woleske Rd, PO. BOX 482
Marinette, WI 54143



April 04, 2023

City Clerk
City of Menominee 2023-2025
2511 10th Street
Menominee, MI 49858

City Clerk

Subject: Janitorial Service Proposal - City of Menominee 2023-2025, 2511 10th Street, Menominee , MI 49858

Thank you for allowing The Janitor's Closet to prepare a professional cleaning service proposal for your consideration.

Before we start... All of our cleaners are thoroughly trained on how to perform each cleaning task, as well as on important safety issues. Our goal is to clean each customer's facility professionally and safely.

I believe we have developed a good relationship and provide a quality service to your organization. We have shown strong management and direction to you, the customer, and our staff . We will continue to hold all customers and staff in high esteem as Our reputation depends on it.

A systematic approach to keep your building looking good! At The Janitor's Closet, we offer strong management and quality control to plan for, and not lose track of, the many necessary cleaning details.

We look forward to the opportunity of continuing to be a trusted and valued partner in improving and maintaining the appearance of your building. Please call if you have any questions, or need additional information as you review our proposal.

Sincerely,

Lisa Ebsch

Janitor's Closet, LLC

City of Menominee 2023-2025
Professional Janitorial Service Proposal

General

Janitor's Closet, LLC agrees to provide all labor, supervision, material, and equipment necessary to assure performance of specified cleaning service for the customer. This shall include all services described in the written specifications attached. Janitor's Closet, LLC agrees to furnish such cleaning service for a period of 2 years, the date yet to be agreed upon.

Compensation

2023-2025- 5 days per week Professional Cleaning Service Program: \$2,370.00/month or \$28440.00 annually

Special Services

Carpet cleaning is available - Price quoted upon request.

Waxable hard surface floors can be stripped and refinished or scrubbed and re-waxed - Price quoted upon request.

Exterior windows can be cleaned - Price quoted upon request.

Service Schedule

Cleaning service operations described in this comprehensive program will be performed 5 days per week.

The cleaning crew will observe holidays observed by the customer. Janitor's Closet, LLC is prepared to adapt this work schedule to coincide with the needs and requests of the customer provided that such requests do not alter the cost of operations.

Invoicing

All invoicing will be itemized according to monthly work or for special tasks. Invoicing will be on the 1st of each month. Payment policy is net 30 days.

Supervision

Adequate personnel and supervision will be furnished to ensure quality service.

Supplies

The customer will furnish all consumable products inclusive of but not limited to: toilet tissue, towels, trash liners and hand soap. If desired, Janitor's Closet, LLC can provide these products and invoice them separately.

Janitor's Closet, LLC will furnish all cleaning supplies inclusive of but not limited to: cleaning agents, disinfectants, etc.

Equipment

Janitor's Closet, LLC will furnish and maintain all necessary cleaning equipment inclusive of but not limited to: floor machines, buffers, carpet extractor, vacuums, maid carts, mop buckets, wringers, mops and brooms. The customer agrees to provide a secure space for storage of this equipment, as may be necessary.

Janitor's Closet, LLC will comply with current OSHA regulations and proven procedures pertaining to all work performed at the customer's location.

Insurance

Janitor's Closet, LLC will furnish all forms of insurance required by law and shall maintain the same in force.

- Comprehensive General Liability
- Property Damage
- Workers' Compensation

Employee Status

Personnel supplied by Janitor's Closet, LLC are deemed employees of Janitor's Closet, LLC and will not for any purpose be considered employees or agents of the customer.

Equal Opportunity Employer

Janitor's Closet, LLC is an equal opportunity employer. All necessary employment forms will be maintained by our office as required by law.

Our Philosophy

Janitor's Closet, LLC is committed to providing quality janitorial services that deliver the highest levels of customer satisfaction. We partner with our customer to find the best value in the service and products we provide and use.

Term

The term of this agreement shall be for a period of one (1) year and shall automatically renew for additional one (1) year period on the anniversary date of this agreement.

Cancellation

In the event that this Agreement proves unsatisfactory, a 30-day written notice by either party may terminate it.

If client terminates without 30 day written notice, client will be billed for the entire month's services. The Contractor may cancel at anytime due to lack of payment.

Agreement

This Agreement ("this Agreement") is made and entered into as of _____, 20____, by and between Janitor's Closet, LLC, with its principal place of business located at 2720 Woleske Rd, PO. BOX 482, Marinette, WI 54143 and City of Menominee 2023-2025 with its principal place of business located at 2511 10th Street, Menominee , MI 49858.

NOW, THEREFORE, in consideration of the mutual promises and benefits to be derived by the parties they mutually agree to the terms and conditions as outlined above in this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement effective as of the date and year first written above.

Janitor's Closet, LLC

City of Menominee 2023-2025

Signature: _____

Signature: _____

Name: _____

Name: _____

Date: _____

Date: _____

Title: _____

Title: _____

City of Menominee 2023-2025

Job Specifications

Entrances

<u>Task Description</u>	<u>Service Days</u>
Detail Dust - High And Low Areas	Monthly
Spot Clean All Walls, Light Switches And Doors	2 days/wk.
Dust Mop Hard Surface Floors	5 days/wk.
Damp Mop Hard Surface Floors- Use Appropriate Cleaner	5 days/wk.
Clean Both Sides Of Door Glass And Wipe Frames	1 day/wk.
Spot Clean Entrance Glass	5 days/wk.
Vacuum Walk-Off Mats	5 days/wk.

Lobbies

<u>Task Description</u>	<u>Service Days</u>
Dust All Horizontal Surfaces Within Normal Reach	4 days/wk.
Detail Dust - High And Low Areas	Monthly
Spot Clean All Walls, Light Switches And Doors	2 days/wk.
Damp Wipe Horizontal Surfaces-Use Appropriate Cleaner	1 day/wk.
Vacuum Or Brush Upholstered Furniture	Monthly
Clean And Sanitize Telephones	1 day/wk.
Empty And Remove Trash, Replace Liner If Needed	5 days/wk.
Dust Mop Hard Surface Floors	5 days/wk.
Spot Mop Stains And Spills Using Appropriate Cleaner	4 days/wk.
Damp Mop Hard Surface Floors- Use Appropriate Cleaner	1 day/wk.
Vacuum Walk-Off Mats	5 days/wk.

Conference Rooms

<u>Task Description</u>	<u>Service Days</u>
Dust All Horizontal Surfaces Within Normal Reach	4 days/wk.
Detail Dust - High And Low Areas	Monthly
Spot Clean All Walls, Light Switches And Doors	2 days/wk.
Damp Wipe Horizontal Surfaces-Use Appropriate Cleaner	1 day/wk.
Vacuum Or Brush Upholstered Furniture	Monthly
Clean And Sanitize Telephones	1 day/wk.
Arrange Furniture	5 days/wk.
Empty And Remove Trash, Replace Liner If Needed	5 days/wk.
Spot Vacuum All Carpet	4 days/wk.

Spot Clean Carpet, i.e. Spills	1 day/wk.
Detail Vacuum All Carpet	1 day/wk.
Detail Vacuum - Corners And Edges	Monthly

Offices

<u>Task Description</u>	<u>Service Days</u>
Detail Dust - High And Low Areas	Monthly
Spot Clean All Walls, Light Switches And Doors	2 days/wk.
Damp Wipe Horizontal Surfaces-Use Appropriate Cleaner	1 day/wk.
Vacuum Or Brush Upholstered Furniture	Monthly
Clean And Sanitize Telephones	1 day/wk.
Empty And Remove Trash, Replace Liner If Needed	5 days/wk.
Spot Vacuum All Carpet	4 days/wk.
Spot Clean Carpet, i.e. Spills	1 day/wk.
Detail Vacuum All Carpet	1 day/wk.
Detail Vacuum - Corners And Edges	Monthly
Dust Mop Hard Surface Floors	5 days/wk.
Spot Mop Stains And Spills Using Appropriate Cleaner	4 days/wk.
Damp Mop Hard Surface Floors- Use Appropriate Cleaner	1 day/wk.

Hallways

<u>Task Description</u>	<u>Service Days</u>
Detail Dust - High And Low Areas	Monthly
Spot Clean All Walls, Light Switches And Doors	2 days/wk.
Spot Vacuum All Carpet	4 days/wk.
Spot Clean Carpet, i.e. Spills	1 day/wk.
Detail Vacuum All Carpet	1 day/wk.
Detail Vacuum - Corners And Edges	Monthly
Dust Mop Hard Surface Floors	5 days/wk.
Spot Mop Stains And Spills Using Appropriate Cleaner	4 days/wk.
Damp Mop Hard Surface Floors- Use Appropriate Cleaner	1 day/wk.
Spot clean windows and window sills	2 days/wk.
Clean And Polish Drinking Fountains	5 days/wk.

Restrooms

<u>Task Description</u>	<u>Service Days</u>
Empty Trash, Refill Supply Dispensers, Clean And Disinfect Restroom Fixtures, Clean Mirrors, Counters, Partitions And Chrome, Sweep And Mop Floor Using Appropriate Cleaner	5 days/wk.

Lunchrooms

Task Description**Service Days**

Detail Dust - High And Low Areas	Monthly
Spot Clean Vending Machines, Walls And Light Switches	5 days/wk.
Arrange Furniture	5 days/wk.
Spot Vacuum All Carpet	4 days/wk.
Spot Clean Carpet, i.e. Spills	1 day/wk.
Detail Vacuum All Carpet	1 day/wk.
Detail Vacuum - Corners And Edges	Monthly
Damp Wipe All Lunchroom Tables	5 days/wk.
Damp Wipe Eating Area Chairs	5 days/wk.
Damp Wipe Countertops Using Appropriate Cleaner	5 days/wk.
Clean Sinks Using Appropriate Cleaner	5 days/wk.
Clean Coffee Machine/Station	5 days/wk.
Vacuum Walk-Off Mats	5 days/wk.
Damp Clean Interior And Exterior Of Microwave	5 days/wk.
Empty And Remove Trash	5 days/wk.
Clean Refrigerator, Empty Contents If Requested	Monthly

Utility Rooms

Task Description**Service Days**

Detail Dust - High And Low Areas	Monthly
Spot Clean All Walls, Light Switches And Doors	1 day/wk.
Spot Vacuum All Carpet	3 days/wk.
Empty And Remove Trash	5 days/wk.

Other Requirements

Task Description**Service Days**

Site Supervision	5 days/wk.
Gather Supplies And Equipment For Shift	5 days/wk.
Clean And Arrange Janitor Closet	5 days/wk.
Prepare For The Next Day	5 days/wk.
Turn Off Lights - Per Instructions	5 days/wk.
Shut And Lock Doors, Set Alarm - Per Instructions	5 days/wk.

Janitor's Closet, LLC

proudly offers...

Background Checks

Tired of Worrying if Cleaners Have Been Checked-out BEFORE They Check-in?

Well, if your current cleaning company does NOT have a rigid set of screening procedures to follow BEFORE hiring anyone to clean your office - **you may be right to be worried!**

For example...

- Does your cleaning service have specific hiring procedures **which MUST be followed**, to identify the very best candidates, or does it seem more like, if someone shows up - *they're hired?!*
- Does your current cleaning service insist on **IN-DEPTH** interviews to uncover important factors to help identify the best potential employees?
- Does your current cleaning service give more than *lip-service* when it comes to **vetting** applications and **performing** appropriate background checks?



Well, We Do - and Here's Our Commitment:

We follow a careful 3-step HR screening approach for applicants, including:

1) in-depth interviews 2) detailed vetting of applications 3) appropriate background checks

Better cleaning starts by finding the best people

Enjoy this checklist of IMMEDIATE benefits:



RELIEF! the days of worrying who the *virtual strangers* are wandering aimlessly in your office are OVER - because we do the important work of checking out each applicant before they get hired, before they arrive to your office!

DELIGHT! Our job is to slow down - and carefully find, hire and train reliable applicants who will take pride in working hard to consistently delight you and your staff.

Janitor's Closet, LLC

proudly offers...

Uniformed Cleaning Personnel

Want to Instantly Know 'Who's Who' in YOUR Office?

Have you personally experienced ANY of the following?

- *embarrassed*, having to shuffle VIP's around to avoid running into cleaners whose appearance is inappropriate?
- *confused* by an endless stream of new hires, often looking unprofessional, giving you no clue whether they're 'with the cleaning service' - or not?
- *frustrated* by constant questions from concerned office staff - asking WHO the people in the building were last night?

It doesn't have to be that way. Here's our commitment:



Our Cleaners & Managers Wear Professional Uniform Shirts

That's right, our staff will be easy to identify and project an image of professionalism. We'll be proud to have them report to your home or office - and you'll be proud to have them there.

Is Wearing a Uniform Important? Absolutely.

Enjoy this list of IMMEDIATE benefits:



ALL ABOARD - and accounted for. On a ship, it's important to know everyone who needs to be onboard – is, and no one else. Same thing goes for your office. With our identifiable uniform shirts, it's easy to confirm who is 'onboard' at your building - every night.

NO MORE nervously wondering. Give your employees peace-of-mind; replacing questions with answers. They want to know 'who's who', and with us - they'll will. They'll feel better and safer; knowing they can talk to a cleaning person - with confidence.

LOOK Sharp, BE Sharp! What we wear projects our attitude toward our work, and ours says, 'We care about looking professional'.

Janitor's Closet, LLC

proudly offers...

Strong Front-Line Supervision

Are Your Current Cleaners Being Supervised by Strong, Front-Line Supervisors?

Have YOU personally experienced ANY of the following?

- **'Trash & Dash'**, half-hearted cleaning from bored employees who haven't seen a supervisor - in months?
- **'Not My Job!'** attitude from cleaners, roaming hallways - with little guidance or support?
- **'Forced to Steer'** visitors past poorly cleaned areas and still worry – how the restrooms will look during breaks?
- **'Forced to Call'** the cleaning service to point-out issues because - there's no cleaning supervisor to spot them?



Well, there is an answer, and here's our commitment:

We Assign Each of Our Cleaners to a Strong Front-Line Supervisor,
who 1) directs the work 2) supports the staff and 3) guarantees you're cleaned properly

The truth is - getting and keeping a building clean is as much about supervision as it is about cleaning. That's why we implemented and follow an active-management approach, because...



Better Supervision Equals Better Cleaning

You'll LOVE the IMMEDIATE benefits from our focus on supervision:

Ahhh, the sweet sound of overhearing a supervisor's 'pre-game pep talk' with the cleaning staff, discussing the work plan for the night.

\$\$\$... a cleaner, more productive office; you'll notice your office looks better - because better supervision equals better cleaning... which helps make employees happier and more productive.

Janitor's Closet, LLC

proudly offers...

Same-Day Service Response Plan

"Does Your Current Cleaning Service Follow a Specific Plan for How They Respond to a Customer Request – and How Quickly?"

That's really the TEST:

Does your current cleaning company follow a **Specific Response PROCEDURE** – spelling out how they will 'record, schedule, staff and complete' your requests?



Does your current service have a **Specific Response TIME Commitment** - so you can relax, knowing the work will be done right - and on time?

Probably not...*but they should*, and with us – you can. Here's why:

We Record Your Service Request, Prepare an Effective Service Response and Communicate Our Service Plan to YOU ...on The Same Day!

That's right, start enjoying the peace of mind of KNOWING the extra cleaning you've asked for will be: 1) done right and 2) on time.

With our team, we review each service request and create an effective work plan, including the schedule and staff needed to complete it.

Enjoy these IMMEDIATE benefits:

1. **YOU'LL NOTICE** - you'll quickly see what you need done - IS DONE, and not at the last minute, but in plenty of time for you to relax in advance of the VIP's coming.
2. **VIP's WILL NOTICE** – important visitors are people too – and everyone appreciates when they see a lobby - that's orderly, a conference room - that's clean and especially a restroom - that's immaculate.



Janitor's Closet, LLC

proudly offers...

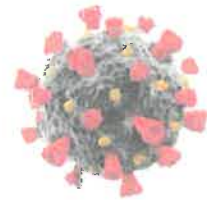
COVID-19 Disinfecting

Want a Cleaner, Healthier, Safer Workplace? We're READY to Help!

Things have changed. There are new health challenges – and what you need from your cleaning service has changed too.

You need someone educated, trained and equipped to tackle these new challenges; to create a cleaner, healthier, safer place to work.

Good news! Our team is trained and equipped on best methods for effectively disinfecting using EPA approved products for SARS-CoV-2, the virus that causes COVID-19 and the right equipment to get the job done - safely and professionally. *Here's the thing...*



Disinfecting is More Than Just Spraying a Chemical... and Walking Away

That's why we follow EPA and CDC guidelines along with manufacturer's directions for product use.

There are important procedures for effectively disinfecting, *such as*:

Disinfecting: High touch surfaces will be thoroughly cleaned using a detergent-based cleaner and microfiber cloth. When dry, an EPA disinfectant approved for SARS- CoV-2 will be used according to manufacturer's directions including PPE, application, dwell time and ventilation.

We're trained and equipped to properly and safely disinfect your workplace

Let us help you meet today's new challenges. Call now, so we can carefully explain our complete disinfecting process and answer any questions you have.



You care about your people, value the work they perform, and the important contribution they make every day to your company's success.

Taking proactive steps, like professional disinfecting, can create a cleaner, healthier, safer environment, and is appreciated by everyone - staff, customers, and visitors too.



City of Menominee
City Council
Agenda Item

TITLE: Grit Room Door Replacement

Requesting Agency: Wastewater Department

Meeting Date: May 15, 2023

Contact: Mike Thorsen

Public Hearing: NA

Phone: 906-630-1016

Advertising Date: NA

Council District: City Wide

Attachments:

PURPOSE:

Request that the Water and Wastewater Utility Board approve the selection of Great Lakes Overhead Door Inc. as the low (only) bidder and award them the Grit Room Door replacement project.

BACKGROUND:

As part of the FY 2022-2023 CIP budget, the Board and Council approved the replacement of the Grit Room Door. It is a Rolling 12' X12' Steel Door that has deteriorated to the point of needing replacement. The Request for Proposal was posted, and two companies were sent the proposal. The Overhead Door Company of Appleton responded back that they will not be bidding on this project. Great Lakes Overhead Door Inc. provided a bid of \$7,200.00. Great Lakes Overhead Door Inc. is from Menominee, and they replaced the door fifteen years ago. They have also been servicing our doors.

BUDGET IMPACT:

This item has a budget of \$7,000 which the City Council approved with the Capital Improvement Plan for FY 2022-2023. The purchase agreement is for \$7,200.00 and will be encumbered from the FY 2022-2023 Wastewater CIP budget in the Account 590-536.000-970.000.

COMMITTEE RECOMMENDATION / ACTION:

STAFF RECOMMENDATION / ACTION REQUESTED:

The Wastewater Department recommends that the Water and Wastewater Utility Board approve the award of the purchase agreement to Great Lakes Overhead Door Inc. and recommend it to City Council.

Agenda Item: _____



Great Lakes Overhead Door Inc.

Bob Deddo

4217 13th Street • Menominee, MI 49858
Telephone MI: (906)864-1999 • WI: (715)582-3939

Customer Order No.	#12596	Phone	906-630-1016	Date	4-16-83
Name	Wastewater Treatment Plant				
Address	1301 5th ave - Menominee, WI				
QTY.	DESCRIPTION				
	Sales and Installation of 1				
	10'x12' CHI Model 6001 Rolling				
	Steel Door with hand drive				
	Chain hoist.				
	Interior mount to steel frame				
22	Galvanized Steel Curtain				
	Sealed Rolling assembly				
	Galvanized Hood				
	Family Seals and Wood Saddle				
	Guards 3/16 Steel				
	Door meets or exceeds all specs				
	provided by Customer.				
	Take down and Removal of				
	existing material.				
	Material \$5685.00 Freight \$415.00 Tax				
	Labor \$1100.00				
	TOTAL \$	7541.00			
COMMERCIAL / RESIDENTIAL: Payment due on completion.					

Great Lakes Overhead Door Inc.

Bob Deddo

4217 13th Street • Menominee, MI 49858
 Telephone MI: (906)864-1999 • WI: (715)582-3939

Customer Order No.	#12587	Phone	906-630-1616	Date	4/14/23
Name	Wastewater Treatment Plant				
Address	1301 5 th Ave. Menominee				
QTY.	DESCRIPTION				
	Sales and Installation of 1-12' x 12' CHI Model 6221 Rolling Steel Door				
	Right Hand Drive, Chain Hoist				
	Interior Mounted to Steel Jamb				
	22 Ga Galvanized Steel Curtain with Reinforced Bottom Bar and Floor Seal				
	Sealed Bearing assembly				
	Galvanized Hood				
	Jamb Seals and Hood Baffle				
	Guides 3/16 steel				
	Door Meets or Exceeds all Specs provide by Customer				
	Take Down and Removal of Existing Material				
	Material	\$5,685.00			
	Freight	\$415.00			
	Tax	\$341.00			
	Labor	\$1,100.00			
	Total	\$7,541.00			
1	year warranty on Parts and labor.				
		TOTAL \$ 7,541.00			
COMMERCIAL / RESIDENTIAL: Payment due on completion.					

THANK YOU

Great Lakes Overhead Door

4217 13TH ST Menominee, MI

906-864-1999

Robert Deddo

References

Mark Peterson, Menominee Deputy Fire Chief 906-863-5512

Mike Folgert, Peshigo Fire Chief 715-582-4380

Menominee Police Department 906-863-5568

Warren Howard, City of Marinette, Water Utility 715-732-5192

Menominee Waste Water Treatment Plant ,Mike, 906-630-1016

We originally installed the existing door about 15 years ago.

BOARD RECOMMENDATION:

At a May 11, 2023 meeting, the Water and Wastewater Utility Board discussed the need for a rate increase of 6% for Wastewater and 12% for Water and they recommend to City Council that Council approve Resolution No. 2023-006.

WATER AND WASTEWATER UTILITY BOARD

MOTION BY: _____ SECOND BY: _____

	DeDAMOS	DULAK	JONES	KLITZKE	MARINEAU	NUTTER	ROBINSON	PLEMEL	STEGEMAN
AYES									
NAYS									



City of Menominee
City Council
Agenda Item

TITLE: WATER/WASTEWATER RATE INCREASE

Requesting Agency:	Water/Wastewater Department	Meeting Date:	May 15, 2023
Contact:	Mike Thorsen	Public Hearing:	
Phone:	906-630-1016	Advertising Date:	
		Council District:	City Wide
Attachments:	1. Proposed rates, revenue generated, and average user rate increase. 2. Estimated cost for lead service line removal.		

PURPOSE:

Request that the Water and Wastewater Utility Board approve the proposed meter and commodity rate increase of 6% for Wastewater and 12% for Water.

BACKGROUND:

Inflation has greatly impacted operational costs at both the Water and Wastewater facilities. To keep pace with inflation, a 6% rate increase is proposed for both entities. For Water, we are also proposing an additional 6% rate increase for a total of 12%. The additional 6% will be utilized to partially fund the EGLE mandate of replacing all lead service lines. This unfunded mandate began in 2021, and it will continue for up to 20 years until all lead service lines are replaced. We are in the process of inspecting and inventorying all service lines. From the records we currently have examined and developed, we are estimating over 1000 lead services lines will need to be replaced either on the city side, homeowner side or both. And at the current service line replacement costs, we are estimating over 5 million dollars total or approximately \$300,000 per year will be needed to comply with this mandate. To generate the additional \$300,000 in revenue, an additional 18% increase in the water rates will be required. We are proposing the 18% increase be divided equally over the next three budget years (6% per year). To comply with the replacement mandate of at least 5% of the lead services per year, we are currently replacing lead service lines under the SRF project. The amount of lead service lines replaced during this project shall keep us in compliance with the mandate until 2025 at which time the additional rate increases will be utilized for funding.

A resident that uses a quarterly average of 12 units (8,976 gallons) of Water and Wastewater, will have a 9% increase in their total quarterly bill or an increase of \$16.26 per quarter (\$5.42 per month).

Agenda Item: _____

BUDGET IMPACT:

A 6% increase in the Wastewater rates will generate approximately \$106,000 in additional revenue.
A 12% increase in Water rates will generate approximately \$220,000 in additional revenue.

COMMITTEE RECOMMENDATION / ACTION:**STAFF RECOMMENDATION/ ACTION REQUESTED:**

The Water/Wastewater Department recommends that the Water and Wastewater Utility Board approve the rate increase of 6% for Wastewater and 12% for Water and recommend the rate increase to City Council.

Agenda Item: _____

**A RESOLUTION NUMBER 2023-006 OF THE COUNCIL OF
CITY OF MENOMINEE, MICHIGAN
AMENDING THE MASTER SCHEDULE OF FEES AND
CHARGES.**

WHEREAS, the Michigan Constitution provides local governments with the power and authority to adopt resolutions and ordinances relating to its municipal concerns, property, and government, subject to the Constitution and law;

WHEREAS, the City of Menominee is a Michigan Home Rule City, and is permitted by the Michigan Home Rule Cities Act to provide in its charter for the exercise of municipal powers for the management and control of municipal property and for the administration of the municipal government;

WHEREAS, Section 2.11 of the Charter of the City of Menominee establishes that the City of Menominee may legislate by resolution those matters pertaining to the internal affairs of the Council;

WHEREAS, various ordinances in the 2013 City of Menominee ordinance codification, effective March 1, 2013, require fees and other charges to be established by resolution of the Council;

WHEREAS, the purpose of this Resolution is to amend the "Schedule of Fees and Charges";

NOW, THEREFORE, be it resolved by the Council of the City of Menominee as follows:

Fee Schedule Water Utility

Cross Connection Fine:			\$100.00	
Fire Protection (per Sprinkler Head):			\$0.64	<u>\$0.75</u>
Turn-On:			\$30.00	
Turn-Off:			\$30.00	
After Hours Service Calls:			\$25.00	<u>\$50.00</u>
2" or smaller Service Line Install:			\$1,000.00	
Broken Meter Replacement			\$140.00	<u>\$200.00</u>
Lawn Meters Installation			\$140.00	<u>\$200.00</u>
Hydrant Rental			\$0.00	<u>\$50.00</u>
Meter Charge:		<u>Outside City</u>		<u>Inside City</u>	
5/8"		\$118.77	<u>\$133.02</u>	\$59.39	<u>\$66.52</u>
3/4"		N/A		\$59.39	<u>\$66.52</u>
1"		N/A		\$148.44	<u>\$166.25</u>
1-1/2"		N/A		\$296.90	<u>\$332.53</u>
2"		N/A		\$475.02	<u>\$532.02</u>
3"		N/A		\$890.68	<u>\$997.56</u>
4"		N/A		\$1,484.48	<u>\$1,662.62</u>
Commodity Charge:					
Per 100 cubic feet		\$5.03	<u>\$5.63</u>	\$2.51	<u>\$2.81</u>
Temporary Water Service:					
Meter Charge:				<u>Inside City</u>	
5/8"			\$59.39	<u>\$66.52</u>
3/4"			\$59.39	<u>\$66.52</u>
1"			\$148.44	<u>\$166.25</u>
1-1/2"			\$296.90	<u>\$332.53</u>
2"			\$475.02	<u>\$532.02</u>
3"			\$890.68	<u>\$997.56</u>
4"			\$1,484.48	<u>\$1,662.62</u>
Commodity Charge:					
0-50,000 gpd			\$2.51	<u>\$2.81</u>
50,001-100,000 gpd			\$2.27	<u>\$2.54</u>
100,001-200,000 gpd			\$1.93	<u>\$2.16</u>
200,001-500,000 gpd			\$1.54	<u>\$1.72</u>
500,001-1,000,000 gpd			\$1.16	<u>\$1.30</u>
Over 1,000,000 gpd			\$.81	<u>\$.91</u>

Fee Schedule Wastewater Utility

Sewer:

Permit fee	\$15.00	<u>\$30.00</u>
Security Deposit for connecting to City Sewer (refunded after sewer connection inspected by City)		\$200.00

Meter Charge:

	<u>Outside City</u>		<u>Inside City</u>	
5/8"	\$107.17	<u>\$113.60</u>	—\$53.59	<u>\$56.81</u>
3/4"	N/A		—\$53.59	<u>\$56.81</u>
1"	N/A		—\$133.99	<u>\$142.03</u>
1-1/2"	N/A		—\$267.98	<u>\$284.06</u>
2"	N/A		—\$428.76	<u>\$454.49</u>
3"	N/A		—\$803.90	<u>\$852.13</u>
4"	N/A		\$1,339.84	<u>\$1,420.23</u>

Commodity Charge:

Per 100 cubic feet	\$6.40	<u>\$6.78</u>	\$3.20	<u>\$3.39</u>
--------------------	-------------------	---------------	-------------------	---------------

Temporary Wastewater Service:

Meter Charge:

5/8"	\$53.59	<u>\$56.81</u>
3/4"	\$53.59	<u>\$56.81</u>
1"	\$133.99	<u>\$142.03</u>
1-1/2"	\$267.98	<u>\$284.06</u>
2"	\$428.76	<u>\$454.49</u>
3"	\$803.90	<u>\$852.13</u>
4"	\$1,339.84	<u>\$1,420.23</u>

Commodity Charge:

0-50,000 gpd	\$3.10	<u>\$3.29</u>
50,001-100,000 gpd	\$2.79	<u>\$2.96</u>
100,001-200,000 gpd	\$2.38	<u>\$2.52</u>
200,001-500,000 gpd	\$1.90	<u>\$2.01</u>
500,001-1,000,000 gpd	\$1.43	<u>\$1.52</u>
Over 1,000,000 gpd	\$1.01	<u>\$1.07</u>

Private Wastewater Charge (per Quarter):	\$53.59	<u>\$56.81</u>
Industrial BOD Excess of 200 milligrams:1995985 per lb.
Industrial suspended solids in Excess of 250 milligrams per liter:1994699 per lb.

WATER CHARGES		
Meter Size	Quarterly Meter Charge	
	Current	New - % Increase
		12.0%
5/8"	\$59.39	\$66.52
5/8" - outside city	\$118.77	\$133.02
3/4"	\$59.39	\$66.52
1"	\$148.44	\$166.25
1 1/2"	\$296.90	\$332.53
2"	\$475.02	\$532.02
3"	\$890.68	\$997.56
4"	\$1,484.48	\$1,662.62
Location	Quarterly Commodity Charge	
	Current	New
		12%
Inside City per 100 CF	\$2.51	\$2.81
Outside City per 100 CF	\$5.03	\$5.63

WASTEWATER CHARGES		
Meter Size	Quarterly Meter Charge	
	Current	New - % Increase
		6.0%
5/8"	\$53.59	\$56.81
5/8" - outside city	\$107.17	\$113.60
3/4"	\$53.59	\$56.81
1"	\$133.99	\$142.03
1 1/2"	\$267.98	\$284.06
2"	\$428.76	\$454.49
3"	\$803.90	\$852.13
4"	\$1,339.84	\$1,420.23
Location	Quarterly Commodity Charge	
	Current	Proposed
		6%
Inside City per 100 CF	\$3.20	\$3.39
Outside City per 100 CF	\$6.40	\$6.78

QUANTITY OF LEAD SERVICES AND ESTIMATED REPLACEMENT/REMOVAL COSTS

Last Updated: May 08 2023

<u>Water Service Type</u>	<u>Quantity</u>	<u>Estimated Quantity</u>	<u>Estimated Cost</u>	<u>Total Cost</u>
No Lead	2331	3111	\$0.00	\$0.00
No Lead but replace homeowner service	292	292	\$3,000.00	\$876,000.00
No lead but unknown on homeowner service	918	138	\$3,000.00	\$414,000.00
Lead but don't replace homeowner service	85	85	\$5,000.00	\$425,000.00
Lead, replace entire service	78	78	\$8,000.00	\$624,000.00
Lead but unknown on homeowner service	50	50	\$8,000.00	\$400,000.00
Lead, need to cut off at main	15	15	\$3,000.00	\$45,000.00
Probably lead but don't replace homeowner service	126	126	\$5,000.00	\$630,000.00
Probably lead, replace entire service	113	113	\$8,000.00	\$904,000.00
Probably lead but unknown on homeowner service	98	98	\$8,000.00	\$784,000.00
Probably lead, need to cut off at main	34	34	\$3,000.00	\$102,000.00
Total Services	4140	4140		
Estimated # of Services to Replace/Remove		1029		
Est. # of Services to Replace/Remove Yearly (5% per yr for 20 yrs)		57		
Total Cost				\$5,204,000.00

Note: 15% of the Quantity was used to figure out the estimated quantity for "No lead but unknown on homeowner service"
Currently, we have about 18% of the homes we inspected are galvanized but these are mostly in areas of the proposed infrastructure improvement projects thus older mains.

Note: Estimated cost is based on all costs associated as being completed individually not during a road project. If completed during a road project, the costs will be substantially less.

TRANSFERING AN IFE CERTIFICATE

Minutes of a regular meeting of the Council of the City of Menominee, held on May 15th, 2023, at City Hall), in Menominee), at 6:00 p.m.

PRESENT:

ABSENT:

The following preamble and resolution were offered by

And supported by

Resolution 2023-007 Approving Transfer of Industrial
Facilities Exemption Certificate 2013-024 For Market Development LLC

WHEREAS, pursuant to P.A. 198 of 1974, M.C.L. 207.551 et seq., after a duly noticed public hearing held on January 20, 1975, this Council by resolution established Industrial Development District No 1; and

WHEREAS, the City of Menominee approved an application from FF 4800 LLC requesting an Industrial Facilities Exemption Certificate 2013-024 for a new industrial facility investment located at 1230 48th Avenue; and

WHEREAS, Market Development LLC has filed an application for a transfer of Industrial Facilities Exemption Certificate 2013-024 with respect to a 5,188 square foot office addition & 39,625 square foot freezer warehouse of a New Facility located within the Industrial Development District No 1; and

WHEREAS, the applicant, the Assessor, and a representative of the affected taxing units were given written notice of the transfer application and were offered an opportunity to be heard on said application; and

WHEREAS, Market Development LLC has substantially met all the requirements under Public Act 198 of 1974 for the transfer of Industrial Facilities Exemption Certificate 2013-024; and

WHEREAS, the aggregate SEV of real and personal property exempt from ad valorem taxes within the City of Menominee, after granting this certificate, will not exceed 5% of an amount equal to the sum of the SEV of the unit, plus the SEV of personal and real property thus exempted; and

NOW, THEREFORE, BE IT RESOLVED BY the City Council of the City of Menominee that:

1. The City Council finds and determines that the granting of the transfer of an Industrial Facilities Exemption Certificate considered together with the aggregate amount of certificates previously granted and currently in force under Act No. 198 of the Public Acts of 1974 and Act No. 255 of the Public Acts of 1978, **shall not have the effect of substantially impeding the operation of City of Menominee, or impairing the financial soundness of a taxing unit which levies ad valorem property taxes in the City of Menominee.**

2. The application from Market Development LLC for a transfer of Industrial Facilities Exemption Certificate 2013-024, with respect to a New Facility on the following described parcel of real property situated within the Industrial Development District No 1 to wit: SEC 22 T32N R27W CITY OF MENOMINEE PART OF THE SE1/4 OF THE SE1/4 & THE SW1/4 OF SE1/4: LOTS 1 & 2 CERTIFIED SURVEY 453. be and the same is hereby approved.

3. The Industrial Facilities Exemption Certificate when issued shall remain in force for the remaining years approved under Industrial Facilities Exemption certificate 2013-024 with an end date of (12/30/2025).

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the City Council of City of Menominee, County of Menominee, Michigan, at a regular meeting held on May 15, 2023.

Clerk's Signature

R 3/27/23

Application for Industrial Facilities Tax Exemption Certificate

Issued under authority of Public Act 198 of 1974, as amended. Filing is mandatory.

INSTRUCTIONS: File the completed application and the required attachments with the clerk of the local government unit. If you have any questions regarding the completion of this form, call 517-335-7491.

To be completed by Clerk of Local Government Unit	
Signature of Clerk <i>Kottler & Bryson</i>	Date Received by Local Unit 3/27/2023
STC Use Only	
Application Number	Date Received by STC

APPLICANT INFORMATION

All boxes must be completed.

1a. Company Name (Applicant must be the occupant/operator of the facility) Market Development LLC		1b. Standard Industrial Classification (SIC) Code - Sec. 2(10) (4 or 6 Digit Code) 4222	
1c. Facility Address (City, State, ZIP Code) (real and/or personal property location) 1230 48th Avenue		1d. City/Township/Village (indicate which) City of Menominee	1e. County Menominee
2. Type of Approval Requested <input type="checkbox"/> New (Sec. 2(5)) <input type="checkbox"/> Speculative Building (Sec. 3(8)) <input type="checkbox"/> Research and Development (Sec. 2(10)) <input checked="" type="checkbox"/> Transfer <input type="checkbox"/> Rehabilitation (Sec. 3(6)) <input type="checkbox"/> Increase/Amendment		3a. School District where facility is located Menominee Area Public Schools	3b. School Code 55100
4. Amount of years requested for exemption (1-12 Years) Remainder of 12 years from initial abatement			

5. Per section 5, the application shall contain or be accompanied by a general description of the facility and a general description of the proposed use of the facility, the general nature and extent of the restoration, replacement, or construction to be undertaken, a descriptive list of the equipment that will be part of the facility. Attach additional page(s) if more room is needed.

FROM THE 2012 ORIGINAL APPLICATION: This facility serves grocery items to independent grocers in Wisconsin, Michigan and Illinois with a 250,000 square foot warehouse in Menominee, Michigan. This application is for the construction of a 5,188 S/F office and 39,625 S/F of freezer/cooler space.

NOTE: The real estate and personal property were purchased by Market Development, LLC on December 12, 2022.

6a. Cost of land and building improvements (excluding cost of land) * Attach list of improvements and associated costs. * Also attach a copy of building permit if project has already begun.	1,821,870.00 Real Property Costs
6b. Cost of machinery, equipment, furniture and fixtures * Attach itemized listing with month, day and year of beginning of installation, plus total	Personal Property Costs
6c. Total Project Costs * Round Costs to Nearest Dollar	1,821,870.00 Total of Real & Personal Costs

7. Indicate the time schedule for start and finish of construction and equipment installation. Projects must be completed within a two year period of the effective date of the certificate unless otherwise approved by the STC.

	Begin Date (M/D/Y)	End Date (M/D/Y)	
Real Property Improvements	06/01/2012	04/30/2013	<input type="checkbox"/> Owned <input type="checkbox"/> Leased
Personal Property Improvements			<input type="checkbox"/> Owned <input type="checkbox"/> Leased

8. Are State Education Taxes reduced or abated by the Michigan Economic Development Corporation (MEDC)? If yes, applicant must attach a signed MEDC Letter of Commitment to receive this exemption. ☐ Yes ☒ No

9. No. of existing jobs at this facility that will be retained as a result of this project. 10. No. of new jobs at this facility expected to create within 2 years of completion.

11. Rehabilitation applications only: Complete a, b and c of this section. You must attach the assessor's statement of SEV for the entire plant rehabilitation district and obsolescence statement for property. The Taxable Value (TV) data below must be as of December 31 of the year prior to the rehabilitation.

a. TV of Real Property (excluding land)
b. TV of Personal Property (excluding inventory)
c. Total TV


12a. Check the type of District the facility is located in:
☒ Industrial Development District ☐ Plant Rehabilitation District

12b. Date district was established by local government unit (contact local unit)
01/20/1975
12c. Is this application for a speculative building (Sec. 3(8))?
☐ Yes ☒ No

APPLICANT CERTIFICATION - complete all boxes.

The undersigned, authorized officer of the company making this application certifies that, to the best of his/her knowledge, no information contained herein or in the attachments hereto is false in any way and that all are truly descriptive of the industrial property for which this application is being submitted.

It is further certified that the undersigned is familiar with the provisions of P.A. 198 of 1974, as amended, being Sections 207.551 to 207.572, inclusive, of the Michigan Compiled Laws; and to the best of his/her knowledge and belief, (s)he has complied or will be able to comply with all of the requirements thereof which are prerequisite to the approval of the application by the local unit of government and the issuance of an Industrial Facilities Exemption Certificate by the State Tax Commission.

13a. Preparer Name Kenneth W. Vermeulen	13b. Telephone Number (616) 649-1952	13c. Fax Number (616) 649-1899	13d. E-mail Address kvermeulen@honigman.com
14a. Name of Contact Person Dan Merrill, Manager-RE	14b. Telephone Number (616) 878-8851	14c. Fax Number none	14d. E-mail Address dan.merrill@spartannash.com
▶ 15a. Name of Company Officer (No Authorized Agents) William Jacobs, Treasurer			
15b. Signature of Company Officer (No Authorized Agents) 		15c. Fax Number none	15d. Date
▶ 15e. Mailing Address (Street, City, State, ZIP Code) P.O. Box 8700, 850 76th St SW, Grand Rapids, MI 49518		15f. Telephone Number (616) 878-2042	15g. E-mail Address bill.jacobs@spartannash.com

LOCAL GOVERNMENT ACTION & CERTIFICATION - complete all boxes.

This section must be completed by the clerk of the local governing unit before submitting application to the State Tax Commission. Check items on file at the Local Unit and those included with the submittal.

▶ 16. Action taken by local government unit <input type="checkbox"/> Abatement Approved for _____ Yrs Real (1-12), _____ Yrs Pers (1-12) After Completion <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Denied (Include Resolution Denying)		16b. The State Tax Commission Requires the following documents be filed for an administratively complete application: Check or Indicate N/A if Not Applicable <input type="checkbox"/> 1. Original Application plus attachments, and one complete copy <input type="checkbox"/> 2. Resolution establishing district <input type="checkbox"/> 3. Resolution approving/denying application. <input type="checkbox"/> 4. Letter of Agreement (Signed by local unit and applicant) <input type="checkbox"/> 5. Affidavit of Fees (Signed by local unit and applicant) <input type="checkbox"/> 6. Building Permit for real improvements if project has already begun <input type="checkbox"/> 7. Equipment List with dates of beginning of installation <input type="checkbox"/> 8. Form 3222 (if applicable) <input type="checkbox"/> 9. Speculative building resolution and affidavits (if applicable)
16a. Documents Required to be on file with the Local Unit Check or Indicate N/A if Not Applicable <input type="checkbox"/> 1. Notice to the public prior to hearing establishing a district. <input type="checkbox"/> 2. Notice to taxing authorities of opportunity for a hearing. <input type="checkbox"/> 3. List of taxing authorities notified for district and application action. <input type="checkbox"/> 4. Lease Agreement showing applicants tax liability.		
16c. School Code		
17. Name of Local Government Body		▶ 18. Date of Resolution Approving/Denying this Application

Attached hereto is an original application and all documents listed in 16b. I also certify that all documents listed in 16a are on file at the local unit for inspection at any time, and that any leases show sufficient tax liability.

19a. Signature of Clerk	19b. Name of Clerk	19c. E-mail Address
19d. Clerk's Mailing Address (Street, City, State, ZIP Code)		
19e. Telephone Number	19f. Fax Number	

State Tax Commission Rule Number 57: Complete applications approved by the local unit and received by the State Tax Commission by October 31 each year will be acted upon by December 31. Applications received after October 31 may be acted upon in the following year.

For faster service, email the completed application and additional required documentation to PTE@michigan.gov.

An additional submission option is to mail the completed application and required documents to:

Michigan Department of Treasury
State Tax Commission
PO Box 30471
Lansing, MI 48909

STC USE ONLY				
▶ LUCI Code	▶ Begin Date Real	▶ Begin Date Personal	▶ End Date Real	▶ End Date Personal

Instruction for Completing Form 1012, Industrial Facilities Tax Exemption (IFT) Application

The completed original application form 1012 and all required attachments, **MUST** be filed with the clerk of the local unit of government where the facility is or will be located. Complete applications must be received by the State Tax Commission by October 31 to ensure processing and certification for the following tax year. Applications received after the October 31 deadline will be processed as expeditiously as possible.

Please note that attachments listed on the application in number 16a are to be retained by the local unit of government, and attachments listed in number 16b are to be included with the application when forwarding to the State Tax Commission (STC).

(Before commencement of a project the local unit of government must establish a district, or the applicant must request in writing a district be established, in order to qualify for an IFT abatement. Applications and attachments must be received by the local unit of government **within six months of commencement of project.**)

The following information is required on separate documents attached to form 1012 by the applicant and provided to the local unit of government (city, township or village). (Providing an accurate school district where the facility is located is vital.)

1. Legal description of the real property on which the facility is or will be located. Also provide property identification number if available.
2. Personal Property Requirements: Complete list of new machinery, equipment, furniture and fixtures which will be used in the facility. The list should include description, **beginning date of installation** or expected installation by **month/day/year**, and costs or expected costs (see sample). Detail listing of machinery and equipment **must match amount shown** on question 6b of the application. Personal property applications must have attached a certified statement/affidavit as proof of the beginning date of installation (see sample).
3. Real Property Requirements: Proof of date the construction started (groundbreaking). Applicant must include one of the following if the project has already begun; building permit, footings inspection report, or certified statement/affidavit from contractor indicating exact date of commencement.
4. Complete copy of lease agreement as executed, if applicable, verifying lessee (applicant) has direct ad

valorem real and/or personal property tax liability.

The applicant must have real and/or personal property tax liability to qualify for an IFT abatement on leased property. If applying for a real property tax exemption on leased property, the lease must run the full length of time the abatement is granted by the local unit of government. Tax liability for leased property should be determined before sending to the STC.

The following information is required of the local unit of government: [Please note that only items 2, 4, 5, 6, & 7 below are forwarded to the State Tax Commission with the application, along with items 2 & 3 from above. The original is required by the STC. The remaining items are to be retained at the local unit of government for future reference. **(The local unit must verify that the school district listed on all IFT applications is correct.)**]

1. A copy of the notice to the general public and the certified notice to the property owners concerning the establishment of the district.
2. **Certified copy of the resolution establishing the Industrial Development District (IDD) or Plant Rehabilitation District (PRD), which includes a legal description of the district (see sample). If the district was not established prior to the commencement of construction, the local unit shall include a certified copy or date stamped copy of the written request to establish the district.**
3. Copy of the notice and the certified letters to the taxing authorities regarding the hearing to approve the application.
4. **Certified copy of the resolution approving the application. The resolution must include the number of years the local unit is granting the abatement and the statement "the granting of the Industrial Facilities Exemption Certificate shall not have the effect of substantially impeding the operation of (governmental unit), or impairing the financial soundness of a taxing unit which levies ad valorem property taxes in (governmental unit – see sample).**
5. **Letter of Agreement (signed by the local unit of government and the applicant per P.A. 334 of 1993 (see sample)).**
6. **Affidavit of Fees (signed by the local unit of government and the applicant), (Bulletin 3, January 16, 1998). This statement may be**

incorporated into the Letter of Agreement (see sample).

7. Treasury Form 3222 (if applicable - *Fiscal Statement for Tax Abatement Request.*)

The following information is required for rehabilitation applications in addition to the above requirements:

1. A listing of existing machinery, equipment, furniture and fixtures which will be replaced or renovated. This listing should include description, beginning date of installation or expected installation by month/day/year, and costs or expected costs.
2. A rehabilitation application must include a statement from the Assessor showing the taxable valuation of the plant rehabilitation district, separately stated for real property (EXCLUDING LAND) and personal property. Attach a statement from the assessor indicating the obsolescence of the property being rehabilitated.

The following information is required for speculative building applications in addition to the above requirements:

1. A certified copy of the resolution to establish a speculative building.
2. A statement of non-occupancy from the owner and the assessor.

Please refer to the following Web site for P.A. 198 of 1974: www.legislature.mi.gov/. For more information and Frequently Asked Questions, visit www.michigan.gov/propertytaxexemptions.

NOTICE OF PUBLIC HEARING
APPLICATION FOR INDUSTRIAL FACILITIES EXEMPTION CERTIFICATE

NOTICE IS HEREBY GIVEN, that a public hearing will be held by the Menominee City Council on Monday, May 15th, 2023 at 6 p.m. in the Municipal Complex Council Chambers, 2511 10th Street, Menominee, MI 49858 for an Industrial Facilities Exemption under the provisions of Act 198 of the Public Acts of 1974, for certain real property located at 1230 48th Avenue within the City and legally described as:

SEC 22 T32N R27W CITY OF MENOMINEE PART OF THE SE1/4 OF THE SE1/4 & THE SW1/4 OF SE1/4: LOTS 1 & 2 CERTIFIED SURVEY 453.

The purpose of the hearing is to afford the opportunity for the applicant being Market Development LLC, the assessor, and a representative of the affected taxing unit to be heard regarding the transfer of the IFT Certificate 2013-024 to Market Development. Interested persons may attend and be heard.

Following the public hearing, the Council may consider a resolution to maintain the Industrial Facilities Exemption.

BY: CITY OF MENOMINEE, MICHIGAN
Kathleen A. Brofka
City Clerk/ Treasurer

Requests from individuals with disabilities who need special accommodations to participate in this meeting or hearing should be made to the City Clerk's Office at 1-906-863-2656 with as much advanced notice prior to the meeting as possible.
--

The City of Menominee is an Equal Opportunity Provider and Employer



PUBLISH-EAGLE-HERALD
LEGAL ADVERTISEMENT
ONE INSERTION-WEDNESDAY MAY 3, 2023
PLEASE PROVIDE AN AFFIDAVIT OF PUBLICATION
BILL TO GENERAL FUND



City of Menominee

City Hall ▪ 2511 10th Street ▪ Menominee, MI 49858-1995

Phone (906) 863-2656 ▪ FAX (906) 863-3266

April 28, 2023

William Jacobs
PO Box 8700
850 76th St SW
Grand Rapids, MI 49518

The Menominee City Council held a public hearing to establish an Industrial Development District pursuant to 1974 P.A., MCLA Section 207.551, M.S.A. 7.800(5) as amended. On January 5, 1976 the Council adopted a resolution establishing Industrial Development District.

An application has now been filed by Market Development LLC for an Industrial Facilities Exemption Certificate under the provisions of 1974 P.A. 198, Section 5(1): WHEREAS, 1974 P.A. 198, Section 5(2) provides that before acting upon an application for an Industrial Facilities Exemption Certificate, the City Council shall afford the applicant, the assessor, and a representative of the affected taxing units an opportunity for a hearing.

Therefore, at the meeting on April 17, 2023 a time for a public hearing was adopted. The hearing will be held on May 15, 2023 at 6 p.m. or as soon thereafter as may be heard.

Enclosed you will find a copy of the application for an Industrial Facilities Tax Exemption Certificate for said company.

Sincerely,
CITY OF MENOMINEE

Kathleen A. Brofka
City Clerk/Treasurer

/sb
Enclosure

The City of Menominee is an Equal Opportunity Provider and Employer





City of Menominee

City Hall • 2511 10th Street • Menominee, MI 49858-1995

Phone (906) 863-2656 • FAX (906) 863-3266

April 28, 2023

County Treasurer
Menominee County Courthouse
839 10th Avenue
Menominee, MI 49858

The Menominee City Council held a public hearing to establish an Industrial Development District pursuant to 1974 P.A., MCLA Section 207.551, M.S.A. 7.800(5) as amended. On January 5, 1976 the Council adopted a resolution establishing Industrial Development District.

An application has now been filed by Market Development LLC for an Industrial Facilities Exemption Certificate under the provisions of 1974 P.A. 198, Section 5(1): WHEREAS, 1974 P.A. 198, Section 5(2) provides that before acting upon an application for an Industrial Facilities Exemption Certificate, the City Council shall afford the applicant, the assessor, and a representative of the affected taxing units an opportunity for a hearing.

Therefore, at the meeting on April 17, 2023 a time for a public hearing was adopted. The hearing will be held on May 15, 2023 at 6 p.m. or as soon thereafter as may be heard.

Enclosed you will find a copy of the application for an Industrial Facilities Tax Exemption Certificate for said company.

Sincerely,
CITY OF MENOMINEE

Kathleen A. Brofka
City Clerk/Treasurer

/sb
Enclosure

The City of Menominee is an Equal Opportunity Provider and Employer





City of Menominee

City Hall • 2511 10th Street • Menominee, MI 49858-1995

Phone (906) 863-2656 • FAX (906) 863-3266

April 28, 2023

Superintendent
Menominee County ISD
1201 41st Avenue
Menominee, MI 49858

The Menominee City Council held a public hearing to establish an Industrial Development District pursuant to 1974 P.A., MCLA Section 207.551, M.S.A. 7.800(5) as amended. On January 5, 1976 the Council adopted a resolution establishing Industrial Development District.

An application has now been filed by Market Development LLC for an Industrial Facilities Exemption Certificate under the provisions of 1974 P.A. 198, Section 5(1): WHEREAS, 1974 P.A. 198, Section 5(2) provides that before acting upon an application for an Industrial Facilities Exemption Certificate, the City Council shall afford the applicant, the assessor, and a representative of the affected taxing units an opportunity for a hearing.

Therefore, at the meeting on April 17, 2023 a time for a public hearing was adopted. The hearing will be held on May 15, 2023 at 6 p.m. or as soon thereafter as may be heard.

Enclosed you will find a copy of the application for an Industrial Facilities Tax Exemption Certificate for said company.

Sincerely,
CITY OF MENOMINEE

Kathleen A. Brofka
City Clerk/Treasurer

/sb
Enclosure

The City of Menominee is an Equal Opportunity Provider and Employer





City of Menominee

City Hall ▪ 2511 10th Street ▪ Menominee, MI 49858-1995

Phone (906) 863-2656 ▪ FAX (906) 863-3266

April 28, 2023

Superintendent
Menominee Area Public Schools
1230 13th Street
Menominee, MI 49858

The Menominee City Council held a public hearing to establish an Industrial Development District pursuant to 1974 P.A., MCLA Section 207.551, M.S.A. 7.800(5) as amended. On January 5, 1976 the Council adopted a resolution establishing Industrial Development District.

An application has now been filed by Market Development LLC for an Industrial Facilities Exemption Certificate under the provisions of 1974 P.A. 198, Section 5(1): WHEREAS, 1974 P.A. 198, Section 5(2) provides that before acting upon an application for an Industrial Facilities Exemption Certificate, the City Council shall afford the applicant, the assessor, and a representative of the affected taxing units an opportunity for a hearing.

Therefore, at the meeting on April 17, 2023 a time for a public hearing was adopted. The hearing will be held on May 15, 2023 at 6 p.m. or as soon thereafter as may be heard.

Enclosed you will find a copy of the application for an Industrial Facilities Tax Exemption Certificate for said company.

Sincerely,
CITY OF MENOMINEE

Kathleen A. Brofka
City Clerk/Treasurer

/sb
Enclosure

The City of Menominee is an Equal Opportunity Provider and Employer





City of Menominee

City Hall ▪ 2511 10th Street ▪ Menominee, MI 49858-1995

Phone (906) 863-2656 ▪ FAX (906) 863-3266

April 28, 2023

Nicole Linder, City Assessor
City of Menominee
2511 10th Street
Menominee, MI 49858

The Menominee City Council held a public hearing to establish an Industrial Development District pursuant to 1974 P.A., MCLA Section 207.551, M.S.A. 7.800(5) as amended. On January 5, 1976 the Council adopted a resolution establishing Industrial Development District.

An application has now been filed by Market Development LLC for an Industrial Facilities Exemption Certificate under the provisions of 1974 P.A. 198, Section 5(1): WHEREAS, 1974 P.A. 198, Section 5(2) provides that before acting upon an application for an Industrial Facilities Exemption Certificate, the City Council shall afford the applicant, the assessor, and a representative of the affected taxing units an opportunity for a hearing.

Therefore, at the meeting on April 17, 2023 a time for a public hearing was adopted. The hearing will be held on May 15, 2023 at 6 p.m. or as soon thereafter as may be heard.

Enclosed you will find a copy of the application for an Industrial Facilities Tax Exemption Certificate for said company.

Sincerely,
CITY OF MENOMINEE

Kathleen A. Brofka
City Clerk/Treasurer

/sb
Enclosure

The City of Menominee is an Equal Opportunity Provider and Employer





May 11, 2023

Via Electronic Mail and Federal Express

Mr. Brett Botbyl, City Manager
City of Menominee
2511 10th Street
Menominee, MI 49858

Re: Transfer of PA 198 Industrial Facilities Tax Abatement – Certificate # 2013-024
Address: 1230 48th Avenue, Menominee, Michigan
Initial Applicant/Transferor: FF4800 LLC
Proposed Transfer: Market Development LLC

Dear Mr. Botbyl:

As you are aware, on December 12, 2022, SpartanNash (or its affiliates, including Market Development LLC) acquired the assets of Great Lakes Foods, including the acquisition of Great Lakes Foods' distribution facility in Menominee, which was owned by an affiliate, FF 4800 LLC). Market Development LLC has requested a transfer of the Industrial Facilities Tax Abatement (granted to FF 4800 LLC in 2012 with respect to an approximately 45,000 sf office and freezer/cooler expansion) to Market Development, the current owner of the Menominee distribution center. At the April 17, 2023 City Council Meeting, it became apparent that Great Lakes Foods (like other IFT recipients) had not been submitting annual employment reports as described in the Abatement Contract between FF 4800 LLC and the City of Menominee (the "IFT Agreement"). This letter is intended to provide that missing information.

At the time of the original IFT application, Great Lakes Foods reported 97 existing jobs, and 20 new jobs that were expected to be created within two years of completion of the proposed expansion. Although exact employment has fluctuated slightly over time, the original employment growth expectation has been achieved. Our understanding is that the actual project costs were consistent with the approximately \$1.8 million estimated in the original application.

While Market Development was not provided all of Great Lakes Foods historical employment records, we were provided records back to 2018. Since that time, Great Lakes Foods Menominee Distribution Center employed the following number of FTEs.

2018	113
2019	126
2020	131
2021	122
2022	128

City of Menominee Assessor

May 11, 2023

Page 2

SpartanNash acquired Great Lakes Foods with the specific intention of growing that business, and expanding the distribution center's operations and employment. SpartanNash's plan for the Menominee facility is to increase sales by securing new customers which will meaningfully increase business by spring of 2024. With the anticipated increase in sales comes a need to grow our workforce. To get the best talent, we have increased the starting wage of warehouse associates by \$3.00 per hour since our purchase of Great Lakes in December of 2022. Outside the need for labor within our four walls there will be an ancillary benefit to local third-party vendors and businesses as our needs for their specialized resources increase. To honor our commitment to the community we are continuing the annual \$20,000 scholarship fund to Menominee High School students. Two graduating students are being awarded \$10,000 scholarships on May 10th. As you can see SpartanNash is excited about being a part of the community, the business growth potential, and has a plan to recruit additional employees. We thank you for your consideration of this IFT Transfer request. We look forward to a developing a long and mutually beneficial relationship with the City of Menominee.

Very truly yours,



William Jacobs

Enc.

Cc: Dan Merrill
Ken Vermeulen