
RULE OF THE CHAMBER

Any person wishing to address City Council shall step up to the lectern, state their name and address in an audible tone of voice for the record, and unless further time is granted by the presiding officer, shall limit their address to three (3) minutes.

A person may not give up or relinquish all or a portion of their time to the person having the floor or another person in order to extend a person's time limit in addressing the Council.

Any person who does not wish to address Council from the lectern, may print their name, address and comment/question which he/she would like brought before Council on a card provided by the Clerk/Treasurer and return the card to the Clerk/Treasurer before the meeting begins. The Clerk/Treasurer will address the presiding officer at the start of Citizen Comments on the Agenda, notifying him of the card comment, and read the card into the record for response.

Those who want to use audio and image recording equipment in Council Chambers that requires a monopod, tripod or other auxiliary equipment for the audio and image devices shall notify the City Clerk before the meeting begins. Arrangements will be made to accommodate the request in a manner that minimizes the possibility of disrupting the meeting. No additional illuminating lights may be used in Council Chambers unless a majority of City Council members consent. Additionally, cell phones and pagers should be set to vibrate or silent mode when inside Council Chambers.

Should any person fail or refuse to comply with any Rules of the Chamber, after being informed of such noncompliance by the presiding officer, such a person may be deemed by the presiding officer to have committed a breach of the peace by disrupting the public meeting, and the presiding officer may then order such person excluded from the public meeting under Section 3 (6) of Open Meetings Act, Act 267 of 1976.

You will notice a numbering system under each heading. There is significance to these numbers. Each agenda item is numbered consecutively beginning in January and continues through December of each calendar year.

The City of Monroe will provide necessary reasonable auxiliary aids and services to individuals with disabilities at the meeting/hearing upon one week's notice to the City Clerk/Treasurer. Individuals with disabilities requiring auxiliary aids or services should contact the City of Monroe by writing or calling: City of Monroe, City Clerk/Treasurer, 120 E. First St., Monroe, MI 48161, (734) 384-9136. The City of Monroe website address is www.monroemi.gov.

**AGENDA - CITY COUNCIL REGULAR MEETING
MONDAY, JUNE 16, 2008
AMENDED**

I. CALL TO ORDER.

II. ROLL CALL.

III. INVOCATION/PLEDGE OF ALLEGIANCE.

IV. PRESENTATIONS.

Presentation by Vince Rossi and the Monroe High School Varsity Softball Team.

Presentation by Doug Redding regarding the Sensory Garden at Veteran's Park.

Presentation by Mark Buis, Gabriel Roeder Smith & Company of the Retiree Health Care Plan Actuarial Valuation Report.

Staff presentation regarding an update on the City's budget and financial projections.

V. PUBLIC HEARINGS.

140 Public hearing to hear public comments on Ordinance No. 08-008, an Ordinance to amend Section 692.07 of Chapter 692, Weeds, Trees and Refuse. There are no comments on file in writing in the Clerk-Treasurer's Office

141 Public hearing for the purpose of review and hearing comments on an application for an Obsolete Property Rehabilitation Tax Exemption Certificate pursuant to Public Act 146 of 2000, as amended, from Mr. Scott Goocher for his property located at 206 South Monroe Street. There are no comments on file in writing in the Clerk-Treasurer's Office.

VI. COUNCIL ACTION.

140 Proposed Ordinance No. 08-008, an Ordinance to amend Section 692.07 of Chapter 692, Weeds, Trees and Refuse of the Codified Ordinance of Monroe, MI, up for its final reading.

165 Proposed Ordinance No. 08-009, an Ordinance to amend Chapter 296, Municipal Employees' Retirement System adding the following Sections 296.11(e) and (f).

Proposed Ordinance No. 08-009, up for its first reading and recommending that the public hearing be set for Monday, July 7, 2008.

166 Proposed Ordinance No. 08-010, an Ordinance to amend Chapter 296, Municipal Employees' Retirement System to revise Section 296.48(b)(2)A, Hybrid Pension retirement window.

Proposed Ordinance No. 08-010, up for its first reading and recommending that the public hearing be set for Monday, July 7, 2008.

VII. CONSENT AGENDA. (All items listed under the Consent Agenda are considered to be routine by Mayor and Council and will be approved by one motion, unless a Council member or citizen requests that an item be removed and acted on as a separate agenda item)

A. Approval of the Minutes of the Regular Meeting held on Monday, June 2, 2008, the Minutes of the Special Meeting held on Monday, June 2, 2008, the Minutes of the Special Meeting held on Thursday, June 5, 2008, the Minutes of the Work Session held on Monday, June 9, 2008 and the Minutes of the Special Meeting held on Monday, June 9, 2008.

B. Approval of payments to vendors in the amount of \$_____.
Action: Bills be allowed and warrants drawn on the various accounts for their payment.

142 Water Treatment Plant 2008-2009 Chemical Requirements Bids.

1. Communication from the Director of Water and Wastewater Utilities, reporting back on bids received for the Water Treatment Plant Fiscal Year 2008 – 2009 Chemical Requirements, and recommending that the Liquid Oxygen contract amendment be executed, that the Mayor and City Clerk-Treasurer be authorized to sign the contract on behalf of the city and that purchase orders be awarded to the following vendors for the durations and estimated chemical requirements at the Water Treatment Plant based on the bid unit prices: Liquid Aluminum Sulfate to General Chemical Co. for 3 months for a total cost of \$32,832.00; Zinc Orthophosphate to Carus Chemical Co for 1 year for a total cost of \$49,200.00; Fluoride to Alexander Chemical Co. for 1 year for a total cost of \$42,395.00; Sodium Hypochlorite to JCI Jones Chemicals, Inc. for 1 year for a total cost of \$60,909.01; Liquid Oxygen to Air Liquid Industrial for 1 year for a total cost of \$29,482.00.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

- 143 Wastewater Treatment Plant 2008-2009 Chemical/Sludge Disposal Requirements Bid.
1. Communication from the Director of Water and Wastewater, reporting back on bids received for the Wastewater Treatment Plant Fiscal Year 2008-2009 Chemical/Sludge Disposal Requirements, and recommending that purchase orders be awarded to the following vendors for the estimated chemical/sludge disposal requirements at the Wastewater Treatment Plant based on the bid unit prices: Liquid Ferric Chloride to PVS Technologies, Inc. for a total cost of \$12,625.00; Catonic Polymer to Polydine, Inc. for a total cost of \$52,250.00; Lime Fine Material to Carmeuse Lime Sales Corp. for a total cost of \$5,971.05; and WW Sludge Disposal to S & L Fertilizer for a total cost of \$322,930.00.
 2. Supporting documents.
 3. Action: Accept, place on file and the recommendation be carried out.
- 144 Insertion Valve Installation Bids.
1. Communication from the Director of Water and Wastewater, reporting back on bids received for an Insertion Valve Installation within the Water Distribution System on North Roessler Street, and recommending that a purchase order in the amount of \$7,450.00 be issued to A-1 Specialty Services of Milan, MI in accordance with the bid specifications.
 2. Supporting documents.
 3. Action: Accept, place on file and the recommendation be carried out.
- 145 Monroe Family YMCA Banner Request.
1. Communication from the City Manager's Office, reporting back on a request from the Monroe Family YMCA for permission to display a banner across Monroe Street from March 3 – 31, 2009, announcing their annual campaign, and recommending that the request be approved.
 2. Supporting documents.
 3. Action: Accept, place on file and the recommendation be carried out.
- 146 First Presbyterian Church Picnic Request.
1. Communication from the City Manager's Office, reporting back on a request from the First Presbyterian Church for permission to close Washington Street between First and Second Streets on August 17, 2008 from 8:00 a.m. to 3:00 p.m. for their annual picnic, and recommending that Council approve the request contingent upon items being met as outlined by the administration, subject to no additional overtime or other costs to the city, and that the City Manager be granted the authority to alter/amend the event due to health and/or safety reasons.
 2. Supporting documents.
 3. Action: Accept, place on file and the resolution be adopted.
- 147 Scottwood Avenue Block Party.
1. Communication from the City Manager's Office, reporting back on a request from Susan Rothenberger and Jennifer Pirlot on behalf of the residents of Scottwood Avenue for permission to hold their annual block party on July 12, 2008 and to close the 500 block of Scottwood Avenue from 4:00 p.m. to 10:00 p.m., and recommending that Council approve

the request contingent upon items being met as outlined by the administration, subject to no additional overtime or other costs to the city, and that the City Manager be granted the authority to alter/amend the event due to health and/or safety reasons.

2. Supporting documents.
3. Action: Accept, place on file and that the recommendation be carried out.

148 St. Joseph Church Festival.

1. Communication from the City Manager's Office, reporting back on a request from St. Joseph Church for permission to close Kentucky Avenue between Second and Third Streets from 12 noon on Saturday, September 6 to 5:00 p.m. on Sunday, September 7, 2008 for their annual festival, and recommending that Council approve the request contingent upon items being met as outlined by the administration, subject to the condition that the City incur no overtime costs or be reimbursed for overtime costs if incurred, and that the City Manager be granted the authority to alter/amend the event due to health and/or safety reasons.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

149 Gabby's Ladder Annual Picnic.

1. Communication from the City Manager's Office, reporting back on a request from Gabby's Ladder for permission to use Munson Park's pavilion #3 on Tuesday, August 5, 2008 from 4:00 p.m. to 7:00 p.m. for their annual picnic and that the fees be waived or reduced, and recommending that Council approved the request contingent upon items being met as outlined by the administration, and that the City Manager be granted the authority to alter/amend the event due to health and/or safety reasons.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

150 River Raisin Independence Festival.

1. Communication from the City Manager's Office, reporting back on a request from the Monroe County Convention & Tourism Bureau for permission to hold the annual River Raisin Independence Festival on July 2, 2008, to install a temporary stage at the intersection of Washington and East Front Street for the purpose of holding a pops concert by the Toledo Symphony and to close the affected streets from 2:00 p.m. until approximately midnight, and recommending that Council approve the request contingent upon items being met as outlined by the administration, subject to the condition that the City incur no overtime costs or be reimbursed for overtime costs if incurred, and that the City Manager be granted the authority to alter/amend the event due to health and/or safety reasons.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

141 Obsolete Property Rehabilitation Certificate Application – 206 South Monroe Street.

1. Communication from the Director of Engineering and Planning, submitting an application for Obsolete Property Rehabilitation Tax Exemption from Trail Crew, LLC for improvements proposed to be made at 206 South Monroe Street, and recommending that Council approve

the request in accordance with the recommendation of the EDRC, in the form of the attached resolution and authorize staff to forward the application to the State Tax Commission for their review and action, following a public hearing at its June 16, 2008 meeting.

2. Supporting documents.
3. Action: Accept, place on file and the resolution be adopted.

151 Special Assessment Resolution Number 2 – Installation of New Public Storm Sewer Relief Outlet – St. Mary's Gardens Subdivision.

1. Communication from the Director of Engineering and Planning, submitting a proposed resolution for the installation of a new public storm sewer relief outlet to alleviate drainage problems between Roessler Street and John L Drive, and recommending that the attached Resolution 2 be adopted and that a public hearing be scheduled for July 7, 2008 at 7:30 p.m. in the City Council Chambers.
2. Supporting documents.
3. Action: Accept, place on file and the resolution be adopted.

152 Special Assessment Resolution Number 2 – Installation of New Water Main – East Eighth Street between Washington and Custer.

1. Communication from the Director of Engineering and Planning, submitting a proposed resolution for the installation of a new public water main on East Eighth Street between Washington and Custer, and recommending that the attached Resolution 2 be adopted and that the public hearing be scheduled for July 7, 2008 at 7:30 p.m. in the City Council Chambers.
2. Supporting documents.
3. Action: Accept, place on file and the resolution be adopted.

153 Computerized Maintenance Management Software (CMMS) Purchase.

1. Communication from the Director of Finance, reporting back on proposals received for the purchase of Computerized Maintenance Management Software (CMMS), and recommending that a purchase order be issued to Cartegraph Systems, Inc. in the amount of \$40,550, that the annual support contract be approved, and that the Mayor and Council authorize the City Manager to sign the contract after approval by the City Attorney.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

154 Ltc. Matt Louis Urban Monument.

1. Communication from the Director of Public Services, reporting back on a request from Wayne Blank on behalf of the American Legion Post 40 of Monroe for permission to erect a monument at Veteran's Park in honor of Ltc. Matt Louis Urban, and recommending that the request be approved, that the City Manager or his designee be authorized to negotiate an agreement with the requestor for installation, landscaping and perpetual care of the monument, that any required permits be obtained and that any City permit fees be waived.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

155 Handicap Accessible Ramp Fees.

1. Communication from the Building Official, reporting back on a request from the Monroe County Commission on Aging to waive the permit fees for handicap accessible ramps, and recommending that Council accept the proposed resolution approving a fee schedule of \$123.00 for all Handicap Accessible ramps.
2. Supporting documents.
3. Action: Accept, place on file and the resolution be adopted.

156 Police Officers Ratification for Retirement Incentive.

1. Communication from the Human Resources Director, submitting a Police Officers Ratification for Retirement Incentive Agreement for police officers who are presently eligible to retire and have not submitted an application for retirement prior to June 7, 2008 for a one-time only lump-sum severance allowance of \$13,250, and recommending that the agreement be approved.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

157 Replacement Parking Meters and Associated Equipment Purchase.

1. Communication from the Police Department, submitting a request to purchase 100 Eagle CK (Standard Eagle) Electronic Duncan Parking Meters as a continuation of the meter replacement program which began last year, and recommending that Duncan be considered a sole source vendor for this equipment for a cost of \$135.00/meter, \$1.65/dome and for a total cost of \$15,365.00/software and training.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

158 Vehicle Equipment Changeover.

1. Communication from the Police Department, reporting back on bids received to transfer police equipment from 4 old vehicles to the replacements, and recommending that Code 5 Emergency Vehicle Outfitters be contracted to perform the 2008 vehicle changeovers for a price \$8,050.00.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

159 Replacement of Thirteen Patrol Vehicle Notebook Computers.

1. Communication from the Police Department, submitting a request to replace thirteen notebook computers used in patrol vehicles, and recommending that the purchase be made from Advanced Wireless Telecom for a total cost of \$81,098.90, a \$1,481.56 savings over the state bid contract price.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

160 Appointment of City Attorney

1. Communication from the City Manager's Office, submitting a proposal for legal services from Ready Sullivan and Ready, and recommending that council appoint Thomas Ready as City Attorney for the term of July 1, 2008 to June 30, 2010.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

161 Michigan Avenue Bridge Analysis

1. Communication from the Director of Engineering and Planning Department, submitting a proposal for Michigan Avenue Bridge Analysis and Preliminary Design services, and recommending that the City award a contract for design services to the Mannik and Smith Group, in the amount of \$33,605.00, and that the Director of Engineering and Planning be authorized to execute the agreement on behalf of the City, and further recommending that the Finance Director be authorized to make a budget transfer as necessary from unallocated fund balances in the Major Street Fund, Local Street Fund and/or General Fund in the amount of \$215,000, to cover both the above contract amount, and the expected construction costs of the project.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

162 Recreation Management Website Software

1. Communication from the Director of Finance, submitting a request to enter into an agreement with Active Network for recreation management software, and recommending that council approve the City Manager to enter into an agreement with Active Network pending review and approval of the contract by the City Attorney.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

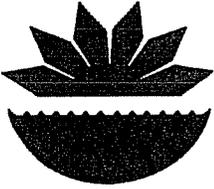
163 Fire and EMS Billing

1. Communication from the Fire Department, submitting a request for renewal of the billing contract services with Accumed Billing for EMS and recommending we agree to the new contract.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

164 Employment Agreement

1. Communication from the Director of Human Resources, submitting an employment agreement with Scott H. Davidson, to re-employ Mr. Davidson on a contractual basis as Coordinator of Public Services commencing June 23, 2008 and shall continue for an indeterminate period of time and recommending that the agreement be approved..
2. Supporting documents.
3. Action: accept, place on file and the recommendation be carried out.

- VIII. MAYOR'S COMMENTS.
- IX. CITY MANAGER COMMUNICATION.
- X. COUNCIL COMMENTS.
- XI. CITIZEN COMMENTS.
- XII. ADJOURNMENT.



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Obsolete Property Rehabilitation Certificate Application – 206 S. Monroe Street

DISCUSSION:

On May 29, 2008 the City Clerk/Treasurer received an Application for Obsolete Property Rehabilitation Tax Exemption from Trail Crew, LLC for improvements proposed to be made at 206 South Monroe Street. This application was a revised version of an application received on February 22, 2008. As is indicated on the application, the request is for an Obsolete Property Rehabilitation Tax Exemption for \$183,700 in property improvements for a period of twelve (12) years.

On March 6, 2008, the Economic Development Review Committee (EDRC) met to review and made a recommendation on the original application. Following discussion on the request, the EDRC moved to recommend that City Council consider a twelve (12) year abatement on the property improvements as requested, with the requirement that windows which were receiving a façade grant be removed from the list of rehabilitation items. (Please see attached Draft EDRC meeting minutes.) The wording of the motion was such that it allowed Trail Crew, LLC to resubmit the application with the required changes.

On June 5, 2008, Planning distributed notice of the Public Hearing to the affected Taxing Jurisdictions, the City Assessor, the City Clerk/Treasurer and the applicant. A general public hearing notice was also published in the June 5th edition of the *Monroe Evening News*.

It is recommended that the City Council approve the request in accordance with the recommendation of the EDRC, in the form of the attached resolution and authorize staff to forward the application to the State Tax Commission for their review and action, following a public hearing, at its June 16, 2008 meeting.

CITY MANAGER RECOMMENDATION:

- For
- For, with revisions or conditions
- Against
- No Action Taken/Recommended

APPROVAL DEADLINE: N/A

REASON FOR DEADLINE: N/A

STAFF RECOMMENDATION: For Against

REASON AGAINST: N/A

INITIATED BY: Trail Crew, LLC (Scott Goocher) - applicant

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: Planning, Assessor, EDRC

FINANCES

COST AND REVENUE PROJECTIONS:

Cost of Total Project	\$ N/A
Cost of This Project Approval	\$ N/A
Related Annual Operating Cost	\$ N/A
Increased Revenue Expected/Year	\$ N/A

<u>SOURCE OF FUNDS:</u>	<u>City</u>	Account Number	Amount
			\$ N/A
	<u>Other Funds</u>		\$ N/A
			\$ N/A
			\$ N/A
			\$ N/A

Budget Approval: _____

FACT SHEET PREPARED BY: Matt Wallace, Planner

DATE: 6-10-08

REVIEWED BY: Patrick M. Lewis, P.E., Director of Engineering & Planning

DATE: 6-10-08

COUNCIL MEETING DATE: June 16, 2008



1
2
3 **RESOLUTION #08-XXX**

4 WHEREAS, an application for Obsolete Property Rehabilitation Exemption
5 Certificate, pursuant to Act No. 146 of the Public Acts of 2000, as amended, was filed by
6 Trail Crew, LLC for the property located at 206 South Monroe Street, Monroe, Michigan,
7 within a designated Obsolete Property Rehabilitation District more particularly described
8 in Exhibit A, on May 29, 2008; and

9 WHEREAS, the application was reviewed and recommended for approval by the
10 City of Monroe Economic Development Review Committee, a Public Hearing was set
11 and held on June 16, 2008 for property owners, taxpayers, the City Assessor, the
12 applicant and representatives of the affected taxing units on the granting of an Obsolete
13 Property Rehabilitation Exemption Certificate for Trail Crew, LLC and no objections
14 were filed; and

15
16 WHEREAS, the City of Monroe is designated a Qualified Governmental Unit as
17 listed in Act No. 146 of the Public Acts of 2000; and

18
19 WHEREAS, an Obsolete Property Rehabilitation District was legally established
20 on March 5, 2001, after a Public Hearing was conducted on the same date; and

21
22 WHEREAS, the taxable value of the property proposed to be exempt plus the
23 aggregate taxable value of property already exempt under P.A. 146 of 2000 and under
24 P.A. 198 of 1974 exceeds 5% of the total taxable value of the unit; and

25
26 WHEREAS, if 5% of the total taxable value of the unit is exceeded, it will not
27 substantially impede the operation of the City of Monroe or impair the financial
28 soundness of an affected taxing unit; and

29
30 WHEREAS, the applicant is not delinquent in any taxes related to the facility; and

31
32 WHEREAS, the application is for obsolete property as defined in section 2(h) of
33 Public Act 146 of 2000; and

34
35 WHEREAS, commencement of rehabilitation did not occur before the
36 establishment of the Obsolete Property Rehabilitation District; and

37
38 WHEREAS, the application relates to a rehabilitation program that when
39 completed constitutes a rehabilitated facility with the meaning of Public Act 146 of 2000
40 and it is situated within an Obsolete Property Rehabilitation District established in a
41 Qualified Local Governmental Unit eligible under Public Act 146 of 2000 to establish
42 such a district; and

43
44 WHEREAS, all of the items described under "Instructions" (a) through (f) of the
45 Application for Obsolete Property Rehabilitation Exemption Certificate have been
46 provided to the Qualified Unit of Government by the applicant; and

47
48 WHEREAS, completion of the rehabilitated facility is calculated to, and will at
49 the time of issuance of the certificate have the reasonable likelihood to, increase
50 commercial activity, retain employment and revitalize an urban area; and
51

52 WHEREAS, the rehabilitation includes improvements aggregating 10% or more
53 of the true cash value of the property at commencement of the rehabilitation as provided
54 by section 2(1) of Public Act 146 of 2000.
55

56 NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of
57 Monroe hereby approves the application of Trail Crew, LLC, dated May 29, 2008 for an
58 Obsolete Property Rehabilitation Exemption Certificate for property located at 206 South
59 Monroe Street, Monroe, Michigan and more particularly described in Exhibit A, which is
60 attached hereto and made a part hereof, for the sum of one hundred eighty-three seven
61 hundred (\$183,700) dollars for a period of twelve (12) years and subject to the following
62 conditions:
63

- 64 1. That Trail Crew, LLC shall invest a sum not less than one hundred eighty-
65 three thousand seven hundred (\$183,700) dollars for certain property
66 improvements to be located at 206 South Monroe Street, which is more
67 particularly identified in its Application for Obsolete Property Rehabilitation
68 Exemption Certificate dated May 29, 2008;
69
- 70 2. That it is understood by and between the parties that the City of Monroe shall
71 withdraw the abatement if Trail Crew, LLC fails to complete the
72 improvements at the specified location; and
73

74 **BE IT FURTHER RESOLVED**, that the City of Monroe hereby states being
75 fully advised that the granting of this Obsolete Property Rehabilitation Exemption
76 Certificate to Trail Crew, LLC for the property located at 206 South Monroe Street,
77 Monroe, Michigan, and more particularly described in Exhibit A, shall not have the effect
78 of substantially impeding the operation of the City of Monroe or impairing the financial
79 soundness of a taxing unit which levies ad valorem taxes in the City of Monroe.
80

81 **EXHIBIT A**

82 (Please see attachment)

Application for Obsolete Property Rehabilitation Exemption Certificate

This form is issued as provided by P.A. 146 of 2000, as amended. This application should be filed after the district is established. This project will not receive tax benefits until approved by the State Tax Commission. Applications received after October 31 may not be acted upon in the current year. This application is subject to audit by the State Tax Commission.

INSTRUCTIONS: File the original and two copies of this form and the required attachments with the clerk of the local government unit. (The State Tax Commission requires two copies of the Application and attachments. The original is retained by the clerk.) Please see State Tax Commission Bulletin 9 of 2000 for more information about the Obsolete Property Rehabilitation Exemption. The following must be provided to the local government unit as attachments to this application: (a) General description of the obsolete facility (year built, original use, most recent use, number of stories, square footage); (b) General description of the proposed use of the rehabilitated facility, (c) Description of the general nature and extent of the rehabilitation to be undertaken, (d) A descriptive list of the fixed building equipment that will be a part of the rehabilitated facility, (e) A time schedule for undertaking and completing the rehabilitation of the facility, (f) A statement of the economic advantages expected from the exemption. Rehabilitation may commence after establishment of district.

Applicant (Company) Name (applicant must be the OWNER of the facility) Trail Crew, LLC		
Company Mailing address (No. and street, P.O. Box, City, State, ZIP code) 30517 Mapleview Lane, Flat Rock, Michigan 48134		
Location of obsolete facility (No. and street, City, State, ZIP Code) 206 South Monroe Street, Monroe, Michigan 48161		
City, Township, Village (indicate which) City of Monroe	County Monroe	
Date of Commencement of Rehabilitation (mm/dd/yyyy) 12/20/2007	Planned date of Completion of Rehabilitation (mm/dd/yyyy) 8/1/2008	School District where facility is located (include school code) Monroe - 58010
Estimated Cost of Rehabilitation \$183,700.00	Number of years exemption requested 12 (Twelve)	Attach Legal description of Obsolete Property on separate sheet
Expected project likelihood (check all that apply):		
<input checked="" type="checkbox"/> Increase Commercial activity	<input checked="" type="checkbox"/> Retain employment	<input checked="" type="checkbox"/> Revitalize urban areas
<input type="checkbox"/> Create employment	<input type="checkbox"/> Prevent a loss of employment	<input type="checkbox"/> Increase number of residents in the community in which the facility is situated
Indicate the number of jobs to be retained or created as a result of rehabilitating the facility, including expected construction employment <u>4</u>		
Each year, the State Treasurer may approve 25 additional reductions of half the school operating and state education taxes for a period not to exceed six years. Check the following box if you wish to be considered for this exclusion. <input checked="" type="checkbox"/>		

APPLICANT'S CERTIFICATION

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 of the information is truly descriptive of the property for which this application is being submitted. Further, the undersigned is aware that, if any statement or information provided is untrue, the exemption provided by P.A. 146 of 2000 may be in jeopardy.

The applicant certifies that this application relates to a rehabilitation program that, when completed, constitutes a rehabilitated facility, as defined by P.A. 146 of 2000, as amended, and that the rehabilitation of the facility would not be undertaken without the applicant's receipt of the exemption certificate.

It is further certified that the undersigned is familiar with the provisions of P.A. 146 of 2000, as amended, 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 Obsolete Property Rehabilitation Exemption Certificate by the State Tax Commission.

Name of Company Officer (no authorized agents) Scott Goocher, Manager	Telephone Number (734) 242-1400	Fax Number (734) 242-1557
Mailing Address 30517 Mapleview Lane, Flat Rock, Michigan 48134	Email Address jacksbike@hotmail.com	
Signature of Company Officer (no authorized agents) <i>Scott Goocher 5-28-08</i>	Title Manager	

LOCAL GOVERNMENT UNIT CLERK CERTIFICATION

Clerk must also complete Parts 1, 2 and 4 on Page 2. Part 3 to be completed by the assessor.

Signature	Date application received
-----------	---------------------------

FOR STATE TAX COMMISSION USE

Application Number	Date Received	LUCI Code
--------------------	---------------	-----------

RECEIVED
 CHARLES D. EVANS
 MAY 29 4 20 PM '08

LOCAL GOVERNMENT ACTION

This section is to be completed by the clerk of the local governing unit before submitting the application to the State Tax Commission. Include a copy of the resolution which approves the application. All sections must be completed in order to process.

PART 1: ACTION TAKEN

Action Date: _____		
<input type="checkbox"/> Exemption Approved for _____ Years, ending December 30, _____ (not to exceed 12 years)		
<input type="checkbox"/> Denied		
Date District Established	LUCI Code	School Code

PART 2: RESOLUTIONS (the following statements must be included in resolutions approving)

<p>A statement that the local unit is a Qualified Local Governmental Unit.</p> <p>A statement that the Obsolete Property Rehabilitation District was legally established including the date established and the date of hearing as provided by section 3 of P.A. 146 of 2000.</p> <p>A statement indicating whether the taxable value of the property proposed to be exempt plus the aggregate taxable value of property already exempt under P.A. 146 of 2000 and under P.A. 198 of 1974 (IFT's) exceeds 5% of the total taxable value of the unit.</p> <p>A statement of the factors, criteria and objectives, if any, necessary for extending the exemption, when the certificate is for less than 12 years.</p> <p>A statement that the application was approved at a public hearing as provided by section 4(2) of P.A. 146 of 2000 including the date of the hearing.</p> <p>A statement that the applicant is not delinquent in any taxes related to the facility.</p> <p>If it exceeds 5% (see above), a statement that exceeding 5% will not have the effect of substantially impeding the operation of the Qualified Local Governmental Unit or of impairing the financial soundness of an affected taxing unit.</p> <p>A statement that all of the items described under "Instructions" (a) through (f) of the Application for Obsolete Property Rehabilitation Exemption Certificate have been provided to the Qualified Local Governmental Unit by the applicant.</p>	<p>A statement that the application is for obsolete property as defined in section 2(h) of Public Act 146 of 2000.</p> <p>A statement that the commencement of the rehabilitation of the facility did not occur before the establishment of the Obsolete Property Rehabilitation District.</p> <p>A statement that the application relates to a rehabilitation program that when completed constitutes a rehabilitated facility within the meaning of P.A. 146 of 2000 and that is situated within an Obsolete Property Rehabilitation District established in a Qualified Local Governmental Unit eligible under P.A. 146 of 2000 to establish such a district.</p> <p>A statement that completion of the rehabilitated facility is calculated to, and will at the time of issuance of the certificate, have the reasonable likelihood to, increase commercial activity, create employment, retain employment, prevent a loss of employment, revitalize urban areas, or increase the number of residents in the community in which the facility is situated. The statement should indicate which of these the rehabilitation is likely to result in.</p> <p>A statement that the rehabilitation includes improvements aggregating 10% or more of the true cash value of the property at commencement of the rehabilitation as provided by section 2(l) of P.A. 146 of 2000.</p> <p>A statement of the period of time authorized by the Qualified Local Governmental Unit for completion of the rehabilitation.</p>
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PART 3: ASSESSOR RECOMMENDATIONS

Taxable Value and State Equalized Value of Obsolete Property, as provided in P.A. 146 of 2000, as amended, Section 6(2)c...taxable value of the obsolete property, separately stated for real and personal property, for the tax year immediately preceding the effective date of the certificate (December 31st of the year approved by the STC)...

	Taxable Value	State Equalized Value (SEV)
Land	35,850	35,850
Building(s)	44,300	44,300
Name of Local Government Body	Date of Action on application	
<i>City of Monroe</i>		

PART 4: CLERK CERTIFICATION

The undersigned clerk certifies that, to the best of his/her knowledge, no information contained herein or in the attachments hereto is false in any way. Further, the undersigned is aware that if any information provided is untrue, the exemption provided by P.A. 146 of 2000 may be in jeopardy.

Name of Clerk	Clerk Signature	Date
Clerk's Mailing Address	City	State
	ZIP Code	
	Telephone Number	Fax Number
	Email Address	

Mail completed application and attachments to: State Tax Commission
 Michigan Department of Treasury
 P.O. Box 30471
 Lansing, Michigan 48909-7971

If you have any questions, call (517) 373-3272.

For guaranteed receipt by the State Tax Commission, it is recommended that applications and attachments are sent by certified mail.

PROPERTY INFORMATION

Legal Description

Land situated in the City of Monroe, Monroe County, Michigan and more particularly described as follows:

East 101 feet of Lot 6, Old Village Plan, West of Monroe Street

Property Address

206 South Monroe Street, Monroe, Michigan

Tax ID Number

58-55-29-00180-000

ATTACHMENT A
GENERAL DESCRIPTION OF THE OBSOLETE FACILITY

The subject property is located at 206 South Monroe Street, in the southern part of Downtown Monroe. Vehicle access is off of South Monroe and West Second streets to the north of the building. The subject parcel's size is rectangular and measured at 100 feet by 101 feet. The main entrance to the building is on the east from South Monroe Street.

The building was originally constructed in 1928 as the office/service structure for a local nursery until 1962. At that time, the property was converted for use as multiple-tenant professional offices, and maintained such use through 2006. During 2007 tenant occupancies were reduced, and by the July 2007 the structure was vacant.

The structure is an excellent example of early 20th century architecture and looks much like what it appeared originally. Constructed of brick, it features a number of decorative exterior elements. Only cosmetic changes have been made to the front façade, and it retains its original material and design characteristics.

The building layout of approximately 3,400 square feet contains two (2) floors – a basement and first level. A number of interior alterations were undertaken for and during the building's office use. Major changes include demising of the interior area to offices and the workroom space to storage space. The basement level has been used exclusively for office and entertainment, uses and most recently storage.

Although overall being structurally sound, the building shows deterioration of interior wall sections and exterior brick at selected locations, as well as non-standard interior door and corridor clearances and widths. Windows are of single-pane type and energy inefficient. Heating, ventilation, and air conditioning systems are obsolete and energy inefficient. Building access and lavatories are not accessibility-compliant. Based on these factors, it is apparent that these areas would be in violation of the present Michigan Building and International Fire codes.

ATTACHMENT B
GENERAL DESCRIPTION OF THE PROPOSED USE OF THE
REHABILITATED FACILITY

Trail Crew, LLC will rehabilitate the structure for use as a commercial retail property whose use is permitted by-right within the downtown area, as indicated by the City of Monroe Zoning Regulations.

Floor plans under final preparation by the applicant show the future layout to be designed as retail space, dressing rooms, inventory, and business office operations, all comprising approximately 3,000 square feet. Building interior and access shall be reconstructed to meet accessibility guidelines. Additional investments shall be made on parking, signage, and land improvements.

ATTACHMENT C
DESCRIPTION OF THE REHABILITATION TO BE UNDERTAKEN

<i>Exterior</i>	
Roofing	\$3,500
Stone Repair	4,600
Windows/Doors	22,700
ADA Improvements	38,500
Site Improvements	28,500
<i>Exterior Subtotal</i>	<i>\$97,800</i>
<i>Interior</i>	
Demolition/Cleanup	\$2,400
Carpentry	5,000
Drywall & Plaster	7,000
HVAC	19,500
Plumbing Alterations	5,000
Electrical Alterations	29,000
Insulation	4,400
Flooring	3,600
Painting	6,000
Fixed Equipment	<u>4,000</u>
<i>Interior Subtotal</i>	<i>\$85,900</i>
Total Cost Estimate	\$183,700

ATTACHMENT D
TIME SCHEDULE FOR UNDERTAKING AND COMPLETING THE
REHABILITATION OF THE FACILITY

Project Commencement: December 20, 2007

Anticipated Project Completion: August 1, 2008

ATTACHMENT E
STATEMENT OF THE ECONOMIC BENEFITS EXPECTED

The following benefits will accrue as a result of granting the requested exemption:

1. Retention of four (4) full-time equivalent jobs.
2. Increased household incomes from temporary and permanent job creation.
3. Expansion of economic influence for the Downtown/Central Business District within the Monroe Trade Area.
4. Satisfaction of specific goals and objectives found within the City of Monroe's Master and Downtown plans.
5. Provision of opportunity for increasing disposable income expenditures in the Monroe trade area.

**Economic Development Review Committee
Meeting Minutes
Thursday, March 6, 2008
1st Floor Lounge
Monroe City Hall**

1. Roll Call

- Present: Ed Paisley, Councilperson (Mayor pro tem)
Brian Beneteau, Councilperson
George Brown, City Manager
Tom Ready, City Attorney
Sam Guich, City Assessor
Patrick Lewis, Director of Engineering & Planning
- Absent: Pam Stanley, Director of Economic Development
- Staff: Matt Wallace, Planner
- Guests: Scott Goocher, Jack's Bike Shop

2. Consent Agenda

Mr. Ready moved to accept the consent agenda as presented.

Mr. Lewis seconded the motion.

Motion Carried Unanimously

3. New Business

A. Application for OPR Exemption Certificate at 206 S. Monroe, Jack's Bicycle Shop

After Mr. Goocher explained the rehabilitation taking place at 206 S. Monroe, discussion of the proposed extension took place with Mr. Lewis asking whether the exemption was allowable and Mr. Beneteau inquiring about the appropriate length.

Mr. Beneteau moved that, having found the property to have met all the requirements put forth, the Committee submit a resolution to City Council in support of the requested twelve (12) year OPR Exemption Certificate for the property at 206 S. Monroe Street, owned by Mr. Goocher.

Mr. Guich seconded the motion.

Motion carried unanimously (Ready abstained)

After it was explained Mr. Goocher was applying for a façade grant for the cost of replacing the building's windows, that portion of the rehabilitation work was removed from the OPR Exemption Certificate application and a new motion was made by Mr. Beneteau.

Mr. Paisley seconded the motion.

Motion carried unanimously with Mr. Ready abstaining.

4. Old Business

Mr. Brown brought up the idea of revisiting the consideration of guidelines to help the Economic Development Review Committee determine an appropriate procedure for determining the length of future IFT and OPT exemptions. The body agreed to review a prior draft attempting to establish such guidelines.

5. Adjournment

Mr. Ready moved to adjourn the meeting.

Mr. Lewis seconded the motion.

Motion Carried Unanimously

March 10, 2008/mew

RESOLUTION

R2001-013

WHEREAS, Monroe Downtown Development Authority has requested establishment of an Obsolete Property Rehabilitation District under Act 146 of 2000; and

WHEREAS, due notice has been given in writing as well as publication, to the property owners with the proposed district; and

WHEREAS, a public meeting was set and held at the City Council Chambers, Monroe City Hall, 120 E. First Street, Monroe, Michigan, March 5, 2001, at 7:30 P.M. for the property owners, residents/taxpayers of the City of Monroe, and the City Assessor, and representatives of the affected taxing units;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Monroe hereby establishes an Obsolete Property Rehabilitation District, the legal description as taken from the City Tax Rolls as follows:

Commencing at the intersection of the west right-of-way line of North Monroe Street and the north right-of-way line of West Elm Avenue; thence **NORTHERLY** along the west right-of-way line of North Monroe Street to the south right-of-way line of West Willow Street; thence **WESTERLY** along said right-of-way line to the southerly extension of the east property line of parcel 69-00493-000; thence **NORTHERLY** across West Willow Street along said property line extension to the north right-of-way line of West Willow Street, along the east property line of parcels 69-00493-00 and 69-00499-000 to the south right-of-way line of West Vine Street, and across West Vine Street along the northerly extension of the east property line of parcel 69-00499-000 to the north right-of-way line of West Vine Street; thence **EASTERLY** along said right-of-way line to the east property line of parcel 69-00506-000; thence **NORTHERLY** along the east property line of parcels 69-00506-00 and 69-00513-000 to the south right-of-way line of West Noble Avenue; thence **EASTERLY** along said right-of-way line to the east right-of-way line of North Monroe Street; thence **SOUTHERLY** along said right-of-way line to the south right-of-way line of East Vine Street; thence **EASTERLY** along said right-of-way line to the west property line of parcel 69-00051-000; thence **SOUTHERLY** along the west property line of parcels 69-00051-000 and 69-000052-000 to the north right-of-way line of East Willow Street; thence **SOUTHERLY** across East Willow Street along the southerly extension of the west property line of parcel 69-000052-000 to the south right-of-way line of East Willow Street; thence **WESTERLY** along said right-of-way line to the east right-of-way line of North Monroe Street; thence **SOUTHERLY** along said right-of-way line to the south property line of parcel 69-01317-000; thence **EASTERLY** along the south property line of parcel 69-01317-000; to the east property line of parcel 69-01316-000; thence **SOUTHERLY** along the east property line of parcels 69-01316-000, 69-01315-000, 69-01314-000, and 69-01311-000 to the north property line of parcel 69-01310-000; thence **EASTERLY** along the north property line of parcel 69-01310-000 to the east property line of parcel 69-01310-000; thence **SOUTHERLY** along the east property line of parcel 69-01310-000 to the south property line of parcel 69-01310-000; thence **WESTERLY** along the south property line of 69-01310-000 to the east property line of parcel 69-01309-000; thence **SOUTHERLY** along the east property line of parcels 69-01309-000, 69-01308-000, and 69-01307-000 to the north right-of-way line of East Elm Avenue; thence **EASTERLY** along said right-of-way line to the northerly extension of the east property line of parcel 69-01305-000; thence **SOUTHERLY** along said property line extension, across East Elm Avenue, and along the east property line of parcel 69-01305-000 to the north property line of parcel 69-01304-000; thence **EASTERLY** along the north property line of parcel 69-01304-000 to the east property line of parcel 69-01304-000; thence

SOUTHERLY along the east property line of parcel 69-01304-000 to the north bank of the River Raisin; thence EASTERLY along said bank to the east property line of parcel 69-01512-000; thence NORTHERLY along the east property line of parcel 69-01512-000 to the south property line of parcel 69-01511-000; thence EASTERLY along the south property line of parcel 69-01511-000 to the east property line of parcel 69-01511-000; thence NORTHERLY along the east property line of parcel 69-01511-000 to the south right-of-way line of East Elm Avenue; thence EASTERLY along said right-of-way line to the east property line of parcel 59-01846-000; thence SOUTHERLY along the east property line of parcel 59-01846-000 to the north bank of the River Raisin; thence EASTERLY along said bank to the northerly extension of the east property line of parcel 39-00160-000; thence SOUTHERLY along said property line extension, across the River Raisin, along the east property line of parcel 39-00160-000 to the north right-of-way line of East Front Street, and across East Front Street along the southerly extension of the east property line of parcel 39-00160-000 to the south right-of-way line of East Front Street; thence WESTERLY along said right-of-way line to the east right-of-way line of Scott Street; thence SOUTHERLY along said right-of-way line to the easterly extension of the north property line of parcel 39-00330-000; thence WESTERLY across Scott Street along the easterly extension of the north property line of parcel 39-00330-000 to right-of-way line of Scott Street; thence NORTHERLY along said right-of-way line to the south right-of-way line of East Front Street; thence WESTERLY along said right-of-way line to the west property line of parcel 39-00332-000; thence SOUTHERLY along the west property line of parcels 39-00332-000 and 39-00331-000 to the north property line of parcel 39-00330-000; thence WESTERLY along the north property line of parcel 39-00330-000 to the east property line of parcel 39-00242-000; thence SOUTHERLY along the east property line of parcel 39-0242-000 to the south property line of parcel 39-00242-000; thence WESTERLY along the south property line of parcel 39-0242-000 to the east property line of parcel 39-00243-001; thence NORTHERLY along the east property line of parcel 39-00243-001 to the north property line of parcel 39-00243-001; thence WESTERLY along the north property line of parcel 39-00243-001 to the east right-of-way line of South Macomb Street; thence SOUTHERLY along said right-of-way line to the north property line of parcel 39-00244-000; thence EASTERLY along the north property line of parcel 39-00244-000 to the east property line of parcel 39-00244-000; thence SOUTHERLY along the east property line of parcels 39-00244-000, 39-00245-000, and 39-00246-000 to the north property line of parcel 39-00247-000; thence EASTERLY along the north property line parcel of 39-00247-000 to the west property line of parcel 39-00327-000; thence SOUTHERLY along the west property line of parcels 39-00327-000, 39-00326-000, and 39-00325-000 to the north property line of parcel 39-00253-000; thence EASTERLY along the north property line of parcel 39-00253-000 to the west right-of-way line of Scott Street; thence SOUTHERLY along said right-of-way line across East First Street to the north property line of parcel 39-00323-000; thence WESTERLY along the north property line of parcel 39-00323-000 to the east property line of parcel 39-00261-000 thence NORTHERLY along the east property line of parcel 39-00261-000 to the south property line of parcel 39-00259-000; thence WESTERLY along the south property line of parcel 39-00259-000 to the east right-of-way line of South Macomb Street; thence SOUTHERLY along said right-of-way line to the north right-of-way line of East Second Street; thence WESTERLY along said right-of-way line to the north right-of-way line across South Macomb Street to the east right-of-way line of Washington Street; thence SOUTHERLY along said right-of-way line across East Second Street to the south right-of-way line of East Third Street; thence WESTERLY along said right-of-way line across Washington Street to the west property line of parcel 29-00137-000; thence SOUTHERLY along the west property line of parcels 29-00137-000, 29-00136-000, and 29-00135-000 to the northerly extension of the west property line of parcel 29-00134-000; thence SOUTHERLY along said property line extension, across East Fourth Street along the west property line of parcels 29-00134-000, 29-00133-000, 29-00132-000 and 29-00131-000 to the

north right-of-way line of East Fifth Street, and across East Fifth Street along the southerly extension of the west property line of parcel 39-00131-000 to the south right-of-way line of East Fifth Street; thence WESTERLY along said right-of-way line to the east right-of-way line of South Monroe Street; thence SOUTHERLY along said right-of-way line to the south right-of-way line of East Sixth Street; thence EASTERLY along said right-of-way line to the west property line of parcel 29-00122-000; thence SOUTHERLY along the west property line of parcels 29-00122-000, 29-00121-000, 29-00120-000, 29-00119-000, and 29-00117-000 to the north right-of-way line of East Seventh Street; thence SOUTHERLY across East Seventh Street along the southerly extension of the west property line of parcel 29-00117-000 to the south right-of-way line of East Seventh Street; thence WESTERLY along said right-of-way line to the east right-of-way line to South Monroe Street; thence SOUTHERLY along said right-of-way line to the north property line of parcel 29-00460-000; thence EASTERLY along the north property line of parcel 29-00460-000 to the east property line of parcel 29-00460-000; thence SOUTHERLY along the east property line of parcels 29-00460-000 and 29-00461-000 to the north property line of parcel 29-00463-000; thence WESTERLY along the north property line of parcel 29-00463-000 to the east right-of-way line of South Monroe Street; thence SOUTHERLY along said right-of-way line to the south property line of parcel 29-00463-000; thence EASTERLY along the south property line of parcel 29-00463-000 to the east property line of parcel 29-00464-000; thence SOUTHERLY along the east property line of parcels 29-00464-000 and 29-00465-000 to the north property line of parcel 29-00467-000; thence EASTERLY along the north property line of parcel 29-00467-000 to the east property line of parcel 29-00467-000; thence SOUTHERLY along the east property line of parcels 29-00467-000, 29-00468-000, and 29-00512-000 to the north property line of parcel 29-00522-000; thence EASTERLY along the north property line of parcel 29-00522-000 to the east property line of parcel 29-00522-000; thence generally SOUTHERLY, WESTERLY, and SOUTHERLY along the east property line of parcels 29-00522-000 and 29-00521-000 to the north property line of parcel 29-00521-000; thence EASTERLY along the north property line of parcel 29-00521-000 to the west right-of-way line of Washington Street; thence SOUTHERLY along said right-of-way line to the north property line of 29-00517-000; thence generally WESTERLY, NORTHERLY, and WESTERLY along the north property line of parcel 29-00517-000 to the east property line of parcel 29-00519-000; thence SOUTHERLY along the east property line of parcel 29-00519-000 to the north right-of-way line of Jones Avenue; thence SOUTHERLY across Jones Avenue along the southerly extension of the east property line of parcel 29-00519-000 to the south right-of-way line of Jones Avenue; thence EASTERLY along said right-of-way to the west property line of parcel 39-00615-000; thence SOUTHERLY along the west property line of parcel 39-00615-000 to the south property line of parcel 39-00615-000; thence EASTERLY along the south property line of parcel 39-00615-000 to the east property line of parcel 39-00615-000; thence NORTHERLY along the east property line of parcel 39-00615-000 to the south right-of-way line of Jones Avenue; thence EASTERLY along the south right-of-way line of Jones Avenue to the east property line of parcel 39-00612-000; thence SOUTHERLY along the east property line of parcel 39-00612-000 to the south property line of parcel 39-00610-000; thence EASTERLY along the south property line of parcel 39-00610-000 to the City line; thence SOUTHERLY along the City line to the southeast corner of parcel 29-00511-000; thence generally WESTERLY, NORTHERLY, and WESTERLY along the City line to the east right-of-way line of South Monroe Street; thence generally NORTHERLY, WESTERLY, and NORTHERLY along the City line on the center line of South Monroe Street to the easterly extension of the south property line of parcel 29-00484-000; thence WESTERLY along said property line extension, across South Monroe Street, and along the south property line of parcel 29-00484-000 to the west property line of parcel 29-00484-000; thence NORTHERLY along the west property line of parcels 29-00484-000, 29-00485-000, 29-00487-000, and 29-00488-000 to the south right-of-way line of West Eighth

Street; thence NORTHERLY across West Eighth Street along the northerly extension of the west property line of parcel 29-00488-000 to the west property line of parcel 29-00050-000; thence NORTHERLY along the west property line of parcel 29-00050-000 to the south property line of parcel 29-00049-000; thence EASTERLY along the south property line of parcel 29-00049-000 to the west right-of-way line of South Monroe Street; thence NORTHERLY along said right-of-way line to the south property line of parcel 29-0047-000; thence NORTHERLY along the west property line of parcels 29-0047-000 and 29-00046-000 to the south property line of parcel 29-00045-000; thence EASTERLY along the south property line of parcel 29-00045-000 to the west right-of-way line of South Monroe Street; thence NORTHERLY along said right-of-way line to the south right-of-way line of West Seventh Street; thence WESTERLY along said right-of-way line to the southerly extension of the west property line of parcel 29-00197-000; thence NORTHERLY along said property line extension, across West Seventh Street, and along the west property line of parcels 29-00197-000 and 29-00196-000 to the southerly extension of parcel 29-00195-000; thence NORTHERLY along said property line extension, across West Sixth Street, and along the west property line of parcels 29-00195-000, 29-00194-000, 29-00193-000, and 29-00192-000 to the south right-of-way line of West Fifth Street; thence WESTERLY along said right-of-way line to the east right-of-way line of Cass Street; thence NORTHERLY along said right-of-way line across West Fifth Street to the north property line of parcel 29-00190-000; thence EASTERLY along the north property line of parcel 29-00190-000 to the east property line of parcel 29-00215-000; thence NORTHERLY along the east property line of parcel 29-00215-000 to the south right-of-way of West Fourth Street; thence NORTHERLY across West Fourth Street along the northerly extension of the east property line of parcel 29-00215-000 to the north right-of-way line of West Fourth Street; thence EASTERLY along said right-of-way line to the west property line of parcel 29-00189-000; thence NORTHERLY along the west property line of parcel 29-00189-000 to the south property line of 29-00187-000; thence EASTERLY along the south property line of 29-00187-000 to the west right-of-way line of South Monroe Street; thence NORTHERLY along said right-of-way line to the south right-of-way line of West Third Street; thence WESTERLY along said right-of-way line to the southerly extension of the west property line of parcel 29-00184-000; thence NORTHERLY along said property line extension across West Third Street along the west property line of parcels 29-00184-000, 29-00183-000, 29-00182-000, and 29-00181-000 to the south right-of-way line of West Second Street; thence NORTHERLY across West Second Street along the northerly extension of the west property line of parcel 29-00181-000 to the north right-of-way line of West Second Street; thence WESTERLY along said right-of-way line to the west right-of-way line of Cass Street; thence NORTHERLY along said right-of-way line to the north property line of parcel 29-00254-000; thence generally WESTERLY, SOUTHERLY, and WESTERLY along the north property line of parcel 29-00254-000 to the west property line of parcel 29-00254-000; thence SOUTHERLY along the west property line of parcels 29-00254-000 and 29-00255-000 to the north property line of parcel 29-00258-000; thence EASTERLY along the north property line of parcel 29-00258-000 to the west property line of parcel 29-00257-000; thence SOUTHERLY along the west property line of parcel 29-00257-000 to the north right-of-way line of West Second Street; thence WESTERLY along said right-of-way line to the west right-of-way line of Harrison Street; thence NORTHERLY along said right-of-way line to the north property line of parcel 29-00330-000; thence WESTERLY along the north property line of parcels 29-00330-000, 29-00331-000, and 29-00332-000 to the west property line of 29-00332-000; thence SOUTHERLY along the west property line of parcel 29-00332-000 to the north right-of-way line of West Second Street; thence WESTERLY along said right-of-way line of Smith Street; thence SOUTHERLY along said right-of-way line to the north property line of parcel 29-00404-028; thence WESTERLY along the north property line of parcel 29-00404-028 to the west property line of parcel 29-00404-028; thence SOUTHERLY along the west property line of parcel 29-00404-028 to the south property line of parcel 29-

00404-029; thence WESTERLY along the south property line of parcel 29-00404-029 to the west property line of parcel 29-00404-029; thence NORTHERLY along the west property line of parcel 29-00404-029 to the south property line of parcel 29-00404-031; thence generally SOUTHWESTERLY along the south property line of parcel 29-00404-031 to the east right-of-way line of Hubble Street; thence NORTHERLY, WESTERLY, and SOUTHERLY along the northern terminus of Hubble Street to the north property line of parcel 29-00060-001; thence generally SOUTHWESTERLY along the north property line of 29-00060-001 to the east property line of parcel 29-00404-039; thence NORTHERLY along the east property line of parcels 29-00404-039, 29-00494-038, and 29-00404-037 to the north property line of parcel 29-00404-37; thence WESTERLY along the north line of parcel 29-00404-037 to the east right-of-way line of Adams Street; thence NORTHERLY along said right-of-way line to the south right-of-way line of West Front Street; thence generally NORTHEASTERLY along said right-of-way line to the southerly extension of the west property line of parcel 29-00452-000; thence NORTHERLY along said property line extension, across West Front Street, and along the west property line of parcel 29-00452-000 to the south bank of the River Raisin; thence EASTERLY along said bank to the southerly extension of the west property line of St. Mary's Parking Lot; thence NORTHERLY along said property line extension, across the River Raisin, and along the west property line of St. Mary's Parking Lot to the south right-of-way line of West Elm Avenue; thence NORTHERLY across West Elm Avenue along the northerly extension of the west property line of St. Mary's Parking Lot to the north right-of-way line of West Elm Avenue; thence EASTERLY along said right-of-way line to the west right-of-way line of North Monroe Street to the point of beginning.

Motion by: Councilman Worrell
Supported by: Councilwoman Hall
Ayes: 7 Nays: 0

RESOLUTION DECLARED ADOPTED

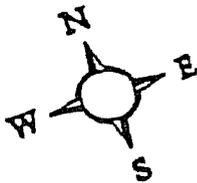
I, Charles D. Evans, City Clerk-Treasurer of the City of Monroe, County of Monroe, State of Michigan, do hereby certify that the foregoing is an exact copy of a Resolution adopted by the City Council of said City, at a regular meeting thereof held on the 5th Day of March 2001.



A handwritten signature in black ink, appearing to read "Charles D. Evans", is written over a horizontal line.

Charles D. Evans
City Clerk-Treasurer

DDA BOUNDARY





CITY COUNCIL AGENDA FACT SHEET

RELATING TO: REPORT BACK ON BIDS RECEIVED FOR THE WATER TREATMENT PLANT FISCAL YEAR 2008 – 2009 CHEMICAL REQUIREMENTS

DISCUSSION: Bids were received on June 6, 2008 for Liquid Aluminum Sulfate (Alum-Coagulant), Zinc Orthophosphate (Corrosion Inhibitor), Hydrofluosilic Acid 23% (Fluoride), and Liquid Oxygen for use at the Monroe Water Treatment Plant. The low bidder for the Liquid Oxygen requires a contract amendment be executed to our current agreement for the year 1 quoted price. The Liquid Oxygen contract amendment includes a delivery charge. Based on the anticipated number of deliveries, Air Liquide is still the overall low bidder. On June 8, 2006, bids were received for Sodium Hypochlorite (Chlorine) where prices were quoted for three (3) years. Attached is a letter from the vendor agreeing to extend the contract for one additional year (July 1, 2008 through June 30, 2009) per the bid specifications while holding their current terms and prices. We recommend accepting the contract extension from the Sodium Hypochlorite vendor based on current market pricing. We have received chemicals from all vendors in the past and are confident that they will continue to perform satisfactorily.

Attached please find bid tabulations for the four chemical bids received indicating the associated unit prices for the various timeframes during the fiscal year. Due to the market volatility with metals, Alum was bid with two shorter contract time frames (3 and 6 months). This was completed in an effort to anticipate the market fluctuations with this type of chemical, getting the best price possible, and the fact that the Water Plant staff is proposing to change coagulants once the MDEQ approves this request so as to save money in chemical and wastewater costs while still providing the same water treatment result. An alternative coagulant to replace Alum will need to be bid later in the 2008 to finish the fiscal year. The Zinc Orthophosphate was bid with different chemical ratios in an effort to save money while still providing the same water treatment result.

The bids for Alum (3 month), Zinc Orthophosphate (1:3, 1 year), and Fluoride are 55.5%, 37.6%, and 73.8% over the anticipated budgets and/or unit prices, respectively. During the budgeting process, the costs are estimated based on vendor input, current market pricing, and historical pricing. We have contacted these vendors to investigate the significant increases, where it was noted that the market prices are extremely volatile and the increases are needed due to the increase in operating cost to produce the chemicals along with increased material and fuel costs to deliver the chemicals. It should be noted that since fiscal year 2004-2005 the chemical budget has risen 193% predominantly due to these conditions where the Water Department is proposing to try different approved chemicals to save treatment costs while maintaining the highest possible water quality at the least possible cost to our customers.

With the bid prices received and projecting for the chemicals needed for the entire fiscal year the total cost will be \$257,709.00 (59140537 752000) for the Water Plant and \$17,109.01 (59940521 752000) for the Raw Water Partnership. The total cost for the Water Plant exceeds the approved budget amount (\$219,610.00) by \$38,099.00. The Raw Water Partnership approved chemical budget amount has adequate funding. It is recommended that the approved Water Plant chemical budget (59140537 752000) be amended to \$257,709.00 and appropriate the additional funds from Water Fund Reserves to provide for the entire fiscal year chemical requirements.

IT IS RECOMMENDED that the Liquid Oxygen contract amendment be executed and for the Mayor and City Clerk-Treasurer be authorized to sign the contract on behalf of the City of Monroe and that purchase orders be awarded to the following vendors for the durations and estimated chemical requirements at the Water Treatment Plant based on the bid unit prices:

CHEMICAL	VENDOR	DURATION	UNIT PRICE	AMOUNT	DELIVERY FEES	COST
Liquid Aluminum Sulfate*	General Chemical Co.	3 Months	\$342.00/Ton	96Tons+/-	None	\$32,832.00
Zinc Orthophosphate (1:3)	Carus Chemical Co.	1 Year	\$1200.00/Ton	41Tons+/-	None	\$49,200.00
Fluoride	Alexander Chem., Co.	1 Year	\$695.00/Ton	61 Tons+/-	None	\$42,395.00
Sodium Hypochlorite	JCI Jones Chem., Inc.	1 Year	\$0.73/gal	83,437 Gals+/-	None	\$60,909.01
Liquid Oxygen	Air Liquide Industrial	1 Year	\$105.29286/ton	280 Tons+/-	\$4,200.00	\$29,482.00
*Remaining 9 months will need to be bid with new chemical					TOTAL	\$214,818.01

CITY MANAGER RECOMMENDATION:

- For
- For, with revisions or conditions
- Against
- No Action Taken/Recommended

APPROVAL DEADLINE: July 6, 2008

REASON FOR DEADLINE: Bid is good for thirty (30) days.

STAFF RECOMMENDATION: For Against

REASON AGAINST: N/A

INITIATED BY:



Barry S. LaRoy, P.E., Director of Water & Wastewater Utilities

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: Water Department, Water Customers

FINANCES

COST AND REVENUE PROJECTIONS:

Cost of Total Project	\$ 274,818.00
Cost of This Project Approval	\$ 214,818.01
Related Annual Operating Cost	\$ N/A
Increased Revenue Expected/Year	\$ N/A

SOURCE OF FUNDS:

City	Account Number	Amount
Water Plant Chemicals	59140537 752000	\$ 219,610.00
Transfer In From	59100000 395000	\$ 38,099.00
Water Fund Reserves		
TOTAL Water Plant Chemicals		\$ 257,709.00
Raw Wtr Prtnr Chemicals	59940521 752000	\$ 17,109.01
<u>Other Funds</u>		
Transfer from Water	59100000 395000	<\$38,099.00>
Fund Reserves		

Budget Approval: _____

FACT SHEET PREPARED BY: Barry S. LaRoy, P.E., Director of Water & Wastewater Utilities **DATE:** June 11, 2008

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: June 16, 2008

BIDS RECEIVED LIST FOR LIQUID ALUMINUM SULFATE FOR THE WATER
DEPARTMENT ON FRIDAY, JUNE 6, 2008.

GENERAL CHEMICAL CORP
90 E HALSEY RD
PO BOX 393
PARSIPPANY NJ 07054-0393
ATTN: KIM A BOYER

3 MONTHS: \$342/TON
6 MONTHS: \$367/TON
(BID BOND)

JCI JONES CHEMICALS INC
18000 PAYNE ST
PO BOX 2208
RIVERVIEW MI 48192
ATTN: KENNETH GILBERT

NO BID RECEIVED

PVS NOLWOOD CHEMICALS INC
10900 HARPER AVE
DETROIT MI 48213
ATTN: DEB NIEMAN

NO BID RECEIVED

UNIVAR USA
30450 TRACY RD
WALBRIDGE OH 43465-9775

NO BID RECEIVED

USALCO
1120 MIDDLE RIVER RD
BALTIMORE MD 21220
ATTN: JANICE HAMILTON

3 MONTH: \$418/TON
6 MONTH: \$418/TON
(BID BOND)

BIDS RECEIVED ON FRIDAY, JUNE 6, 2008 FOR ZINC ORTHOPHOSPHATE
CORROSION INHIBITOR FOR THE WATER DEPARTMENT.

CARUS CHEMICAL CO
315 FIFTH ST
PERU IL 61354
ATTN: ROBERT GLAZE

7/1/08 – 12/31/08 1:1 \$740/TON
1:3 \$1020/TON
7/1/08 – 6/30/09 1:1 \$840/TON
1:3 \$1200/TON
(BID BOND RECEIVED)

SHANNON CHEMICALS
PO BOX 376
MALVERN PA 19355
ATTN: DANIEL FLYNN

7/1/08 – 12/31/08 1:1 \$794.94/TON
1:3 \$1684.00/TON
7/1/08 – 6/30/09 1:1 \$974.00/TON
1:3 \$1934.00/TON
(OFFICIAL CHECK RECEIVED)

ASHLAND CHEMICAL CO
1401 WHITEHALL ST
MIDLAND MI 48642
ATTN: DAVID IACOVONI

NO BID RECEIVED

CALCIQUEST INC
181 WOODLAWN AVE
BELMONT NC 28012
ATTN: CRAIG PRINCIPI

NO BID RECEIVED

CHEMPOINT.COM
411 108TH AVE NE
SUITE 1050
BELLEVUE WA 98004
ATTN: TAM TRUONG

NO BID RECEIVED

BIDS RECEIVED FOR HYDROFLUOSILICIC ACID FOR THE WATER
DEPARTMENT ON FRIDAY, JUNE 6, 2008.

LCD LTD
PO BOX 49000
JACKSONVILLE BEACH FL 32240-9000
ATTN: BETTY KENDALL-JONES VP

NO BID RECEIVED

JCI JONES CHEMICALS INC
18000 PAYNE ST
PO BOX 2208
RIVERVIEW MI 48192
ATTN: DONALD SKIDMORE

NO BID RECEIVED

SOLVAY FLUORIDES LLC
3333 RICHMOND AVE
HOUSTON TX 77098
ATTN: MARK E LOONEY

NO BID RECEIVED

ALEXANDER CHEMICAL CORP
2525 CABOT DR SUITE 201
LISLE IL 60532-3628
ATTN: GILLMAN J LEAVITT PRESIDENT

\$695/TON
(BID BOND)

PVS NOLWOOD CHEMICALS INC
10900 HARPER AVE
DETROIT MI 48213
ATTN: DEB NIEMAN

\$708/TON
(BID BOND)



May 14, 2008

CO Monroe Water
Attn: Chris
915 E Front
Monroe, Mi 48161

SUBJECT: CONTRACT EXTENSION

Per your request, we are pleased to extend your contract under the same terms and conditions for Sodium Hypochlorite for ONE ADDITIONAL YEAR, 07/01/08 thru 6/30/09, at your current price of \$0.73/gal.

Thank you for your business, we are pleased to continue doing business with you.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kenneth Gilbert', written over a horizontal line.

Kenneth Gilbert
Branch Manager

BIDS RECEIVED FOR LIQUID OXYGEN FOR THE WATER DEPARTMENT ON
FRIDAY, JUNE 6, 2008.

BOC GASES
173 PARKLAND PLAZA
SUITE B
ANN ARBOR MI 48103

NO BID RECEIVED

PRAXAIR INC
PO BOX 29006
300 GREAT LAKES AVE
ECORSE MI 48229-0006

YR 1: \$30,420.00
YR 2: NO BID
YR 3: NO BID
(BID BIND RECEIVED)

AIR LIQUIDE
5220 EAST AVE
COUNTRYSIDE IL 60525-3133

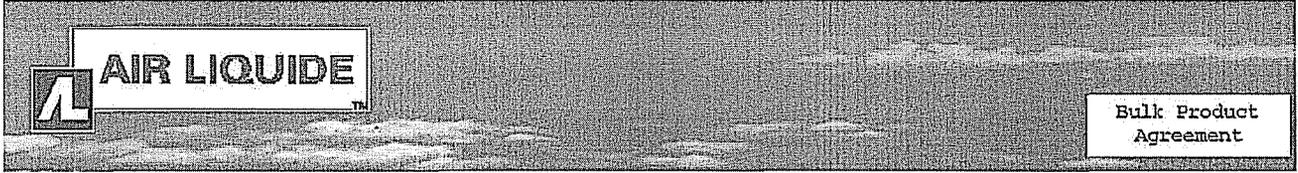
YR 1: \$25,282.00
YR 2: \$27,162.00
YR 3: \$29,034.00
(BID BOND RECEIVED)

AGA GAS INC
989 JAMES L HART PKWY
YPSILANTI MI 48197

NO BID RECEIVED

BAKER'S GAS
905 N DIXIE HWY
MONROE MI 48162

YR 1: \$31,772.00
YR 2: \$33,462.00
YR 3: \$34,814.00
(OFFICIAL CHECK RECEIVED)



AMENDMENT NUMBER 4

THIS AMENDMENT NO. 4 (the "Amendment") to the Bulk Product Agreement dated February 14, 2005 (the "Agreement") is effective as of the 6th day of June, 2008, by and between Air Liquide Industrial U. S. LP. ("Supplier") and City of Monroe, MI ("Customer").

Supplier and Customer agree as follows: The Agreement is amended as follows:

Section	Amendment
1. Exclusive Supply Agreement	Product Price for Liquid Oxygen shall be \$0.3740 / CCF (7/1/08 - 6/30/09)
2. Term	The Term of this Agreement shall be extended through June 30, 2009.
3. Payment	"10th" shall be replaced with "30th"
Exhibit 1	Delivery Charge is \$150 / Delivery (includes Hazmat)
	Delivery Charge does not apply for deliveries under 200,000 SCF

All other terms of the Agreement will remain in full force and effect, and the Parties will remain obligated there under. All Capitalized terms used herein are not otherwise defined or redefined herein will have the meanings assigned to them in the Agreement, and all terms defined and redefined will be given the meanings set out herein for all purposes in the Agreement.

City of Monroe, MI
Customer

AIR LIQUIDE INDUSTRIAL U.S. LP
Supplier

By: _____

By: _____

Name: _____

Name: Scott Johnson

Title: _____

Title: Region Manager

Date: _____

Date: _____

Submitted for Supplier by Amy Mertz, Inside Sales



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: REPORT BACK ON BIDS RECEIVED FOR THE WASTEWATER TREATMENT PLANT FISCAL YEAR 2008 – 2009 CHEMICAL / SLUDGE DISPOSAL REQUIREMENTS

DISCUSSION: One bid was received and opened on June 6, 2008 for Liquid Ferric Chloride to be used at the Monroe Wastewater Treatment Plant. Previous bids were received on June 19, 2006 and September 11, 2006, for Cationic Polymer, Lime Fine Material, and Disposal of Wastewater Sludge (attached). Prices were quoted firm for three (3) years with a price increase in each year for Lime Fine Material only. The bid for Disposal of Wastewater Sludge includes a bid cost per ton and documented landfill trip ticket fees.

Two other chemicals used at the Wastewater Treatment Plant include Liquid Chlorine and Sodium Bisulfite. Since the Wastewater Treatment Plant primarily uses ultraviolet to disinfect the wastewater effluent, Liquid Chlorine is only used as a backup system. Currently, the Wastewater Treatment Plant has an adequate supply of Liquid Chlorine for the upcoming fiscal year where the system is scheduled to be replaced as an approved Capital Improvement Program project. The project is scheduled to occur later in 2008 where an Accutab chlorine system is proposed which will not require Liquid Chlorine, only chlorine tablets. When the current Liquid Chlorine backup system or proposed Accutab chlorine system are used, Sodium Bisulfite must be used as part of the treatment process such that the Wastewater Plant currently has adequate inventory supplies for the fiscal year. If additional inventory of Liquid Chlorine, Accutab tablets, or Sodium Bisulfite need to be replenished during the fiscal year, the Wastewater Plant will obtain bids / quotes to make the purchase as required in the purchasing ordinance. It is anticipated that these chemicals will be used sparingly.

We have received chemicals from all vendors in the past and are confident that they will perform satisfactorily. Attached please find bid tabulations for all chemical bids received indicating the associated unit price for the fiscal year.

IT IS RECOMMENDED that the purchase orders be awarded to the following vendors for the estimated chemical / sludge disposal requirements at the Wastewater Treatment Plant based on the bid unit prices:

CHEMICAL	VENDOR	UNIT PRICE	AMOUNT	ADDT'L FEES	COST
Liquid Ferric Chloride	PVS Technologies, Inc.	\$505.00/Ton	25Tons+/-	None	\$12,625.00
Cationic Polymer	Polydine, Inc.	\$0.095/lb	550,000 lbs+/-	None	\$52,250.00
Lime Fine Material	Carmeuse Lime Sales Corp.	\$132.69/Ton	45 Tons+/-	None	\$5,971.05
WW Sludge Disposal	S & L Fertilizer	\$12.80/ton	10,700 Tons+/-	\$185,970.00*	<u>\$322,930.00</u>
*Landfill Trip Ticket Fees				TOTAL	\$393,776.05

CITY MANAGER RECOMMENDATION:

For
 For, with revisions or conditions
 Against
 No Action Taken/Recommended

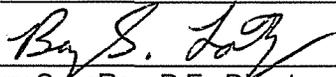
APPROVAL DEADLINE: July 6, 2008

REASON FOR DEADLINE: Bid is good for thirty (30) days.

STAFF RECOMMENDATION: For Against

REASON AGAINST: N/A

INITIATED BY:


Barry S. LaRoy, P.E., Director of Water & Wastewater Utilities

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: Wastewater Department, Wastewater Customers

FINANCES

COST AND REVENUE PROJECTIONS:

Cost of Total Project	\$ 396,526.00
Cost of This Project Approval	\$ 393,776.05
Related Annual Operating Cost	\$ N/A
Increased Revenue Expected/Year	\$ N/A

SOURCE OF FUNDS:

City	Account Number	Amount
Ferric Chloride	59075527 752000	\$ 12,625.00
Cationic Polymer	59075527 752005	\$ 52,250.00
Line Fine Material	59075527 752010	\$ 5,971.05
WW Sludge Disposal	59075527 818050	\$ 322,930.00
TOTAL		\$ 393,776.05
<u>Other Funds</u>		

Budget Approval: _____

FACT SHEET PREPARED BY: Barry S. LaRoy, P.E., Director of Water & Wastewater Utilities **DATE:** June 9, 2008

REVIEWED BY: _____ **DATE:** _____

COUNCIL MEETING DATE: June 16, 2008

BIDS RECEIVED ON FRIDAY, JUNE 6, 2008 FOR LIQUID FERRIC CHLORIDE AT THE WASTEWATER PLANT.

PVS TECHNOLOGIES INC
10900 HARPER AVE
DETROIT MI 48213

1ST YR - \$12,625.00
2ND YR - \$13,875.00
3RD YR - NO BID
(BID BOND)

ALEXANDER CHEMICAL CORP
2525 CABOT DR SUITE 201
LISLE IL 60532-3628
ATTN: GILLMAN J LEAVITT, PRESIDENT

NO BID RECEIVED

KEMIRA WATER SOLUTIONS INC
3760 CANAL ST
E CHICAGO IN 46312

NO BID RECEIVED

Bids opened on Monday, June 19, 2006 for LIME FINE MATERIAL for use by
the Monroe Wastewater Treatment Plant.

(Approx. 150 Tons Annually)

City of Monroe, MI

<u>NO.</u>	<u>BIDDER</u>	<u>PRICE/TON</u>	<u>TOTAL ANNUAL COST</u>
1.	CARMEUSE LIME SALES CORP. Pittsburgh, PA	119.54 126.33 \$ 132.69	17,931.(7/06-6/07) 18,949.50(7/07-6/08) \$ 19,903.50(7/08-6/09)
2.		\$ _____	\$ _____
3.		\$ _____	\$ _____
4.		\$ _____	\$ _____
5.		\$ _____	\$ _____
6.		\$ _____	\$ _____
7.		\$ _____	\$ _____

Bids opened on Monday, September 11, 2006 for DISPOSAL OF WASTEWATER SLUDGE for the Wastewater Treatment Plant.

<u>NO.</u>	<u>BIDDER</u>	<u>DISPOSAL METHOD I</u> <u>PRICE/Ton</u>	<u>DISPOSAL METHOD II</u> <u>PRICE/Ton</u>
1.	<u>S & L FERTILIZER CO. INC.</u> <u>Toledo, OH</u>	<u>\$ 12,80</u>	<u>\$ 26.50 \$ 12.80</u>
2.	<u>SYNAGRO CENTRAL, LLC</u> <u>Baltimore, MD</u>	<u>\$ 26.00</u>	<u>\$ 51.50 \$ 28.50</u>
3.	<u>_____</u> <u>_____</u>	<u>\$ _____</u>	<u>\$ _____ \$ _____</u>
4.	<u>_____</u> <u>_____</u>	<u>\$ _____</u>	<u>\$ _____ \$ _____</u>
5.	<u>_____</u> <u>_____</u>	<u>\$ _____</u>	<u>\$ _____ \$ _____</u>
6.	<u>_____</u> <u>_____</u>	<u>\$ _____</u>	<u>\$ _____ \$ _____</u>



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: REPORT BACK ON BIDS FOR INSERTION VALVE INSTALLATION

DISCUSSION: The Water Department received and opened two (2) bids for an Insertion Valve Installation within the Water Distribution System on North Roessler Street. The low bidder meeting all bid specifications is A-1 Specialty Services of Milan, MI for \$7,450.00. Attached is bid tabulation for reference. As part of the approved Capital Improvements Program (CIP) Water System Improvements project, a 12 inch valve located on North Roessler Street must be installed under live conditions in an effort to maintain water flow and pressure to the northwest portion of the City so that the 2008 Water Main Rehabilitation contractor can complete water main, valve, and fire hydrant rehabilitations / replacements as part of that project. The Water Department will perform all removals and replacements where the contractor will only install the new valve in accordance with the bid specifications. Adequate funding has been provided in the CIP.

IT IS RECOMMENDED that a purchase order in the amount of \$7,450.00 for an Insertion Valve Installation within the Water Distribution System on North Roessler Street be issued to A-1 Specialty Services of Milan, MI in accordance with the bid specifications.

CITY MANAGER RECOMMENDATION:

- For
- For, with revisions or conditions
- Against
- No Action Taken/Recommended

APPROVAL DEADLINE: July 9, 2008

REASON FOR DEADLINE: Bid is good for thirty (30) days.

STAFF RECOMMENDATION: For Against

REASON AGAINST: N/A

INITIATED BY:



Barry S. LaRoy, P.E., Director of Water & Wastewater Utilities

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: Water Department, Water Customers

FINANCES

COST AND REVENUE PROJECTIONS:

Cost of Total Project	\$ 7,450.00
Cost of This Project Approval	\$ 7,450.00
Related Annual Operating Cost	\$ N/A
Increased Revenue Expected/Year	\$ N/A

SOURCE OF FUNDS:

<u>City</u>	<u>Account Number</u>	<u>Amount</u>
General Contract SVCs	59140538 818020 08W12	\$ 7,450.00
<u>Other Funds</u>		

Budget Approval: _____

FACT SHEET PREPARED BY: Barry S. LaRoy, P.E., Director of Water & Wastewater Utilities **DATE:** June 9, 2008

REVIEWED BY: _____ **DATE:** _____

COUNCIL MEETING DATE: June 16, 2008

BIDS RECEIVED FOR INSERTION VALVE INSTALLATION FOR THE WATER
DEPARTMENT ON MONDAY, JUNE 9, 2008.

A-1 SPECIALTY SERVICES

\$7,450.00
(CASHIER'S CHECK)

CITY SERVICES INC

\$7,600.00
(BID BOND)



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: REQUEST FROM THE MONROE FAMILY YMCA FOR PERMISSION TO DISPLAY A BANNER ACROSS MONROE STREET FROM MARCH 3 – 31, 2009, ANNOUNCING THEIR ANNUAL CAMPAIGN

DISCUSSION: The City received a request from the Monroe Family YMCA for permission to display a banner across Monroe Street from March 3 – 31, 2009, announcing their annual campaign.

The request has been sent to the various departments for their review and there were no objections. After Council approval, advance notification will be sent to MDOT.

Therefore, the City Manager recommends approval of the request.

CITY MANAGER RECOMMENDATION:

- For
- For, with revisions or conditions
- Against
- No Action Taken/Recommended

APPROVAL DEADLINE:

REASON FOR DEADLINE:

STAFF RECOMMENDATION:

For

Against

REASON AGAINST:

INITIATED BY:

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED:

FINANCES

COST AND REVENUE PROJECTIONS:

Cost of Total Project	\$
Cost of This Project Approval	\$
Related Annual Operating Cost	\$
Increased Revenue Expected/Year	\$

SOURCE OF FUNDS:

City

Account Number

Amount

\$
\$
\$
\$
\$
\$

Other Funds

\$
\$
\$
\$

Budget Approval: _____

FACT SHEET PREPARED BY: City Manager's Office

DATE: 6/09/08

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: 6/16/08



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: FIRST PRESBYTERIAN CHURCH PICNIC

DISCUSSION: The City received a request from the First Presbyterian Church for permission to close Washington Street between First and Second Streets on August 17, 2008 from 8:00 a.m. – 3:00 p.m. for their annual picnic.

The request was reviewed by the administrative staff and there were no objections to the request. Emergency vehicle access shall be maintained.

Therefore, it is recommended, that City Council approve the request contingent upon items being met as outlined by the administration, **subject to no additional overtime or other costs to the city**, and that the City Manager be granted authority to alter/amend the event due to health and/or safety reasons.

CITY MANAGER RECOMMENDATION:

- For
- For, with revisions or conditions
- Against
- No Action Taken/Recommended

APPROVAL DEADLINE: N/A

REASON FOR DEADLINE: N/A

STAFF RECOMMENDATION: For Against

REASON AGAINST: N/A

INITIATED BY:

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: Fire, DPS, Police, Finance, and Building

FINANCES

COST AND REVENUE PROJECTIONS:	Cost of Total Project	\$ N/A
	Cost of This Project Approval	\$ N/A
	Related Annual Operating Cost	\$ N/A
	Increased Revenue Expected/Year	\$ N/A

SOURCE OF FUNDS:	<u>City</u>	Account Number	Amount
			\$ N/A
	<u>Other Funds</u>		\$ N/A
			\$ N/A
			\$ N/A
			\$ N/A

Budget Approval: _____

FACT SHEET PREPARED BY: City Manager's Office

DATE: 6/09/08

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: 6/16/08



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: SCOTTWOOD AVENUE BLOCK PARTY

DISCUSSION:

The City received a request from Susan Rothenberger and Jennifer Pirlot on behalf of the residents of Scottwood Avenue for permission to hold their annual block party on July 12, 2008. Specifically the request is to close the 500 block of Scottwood Avenue from 4:00 p.m. – 10:00 p.m. for their annual picnic.

The request was reviewed by the administrative staff and there were no objections to the request subject to emergency vehicle access being maintained.

The Police Department does not foresee any traffic issues as long as D.P.S. provides barricades to prevent motor vehicle traffic within the requested area. The Afternoon Shift Commanders will be made aware of the event so their shifts can make periodic checks.

Therefore, it is recommended, that City Council approve the request contingent upon items being met as outlined by the administration, **subject to no additional overtime or other costs to the city**, and that the City Manager be granted authority to alter/amend the event due to health and/or safety reasons.

CITY MANAGER RECOMMENDATION:

- For
- For, with revisions or conditions
- Against
- No Action Taken/Recommended

APPROVAL DEADLINE:

REASON FOR DEADLINE:

STAFF RECOMMENDATION:

For

Against

REASON AGAINST:

INITIATED BY: City Manager's Office

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: D.P.S., Police, Attorney, Engineering, Fire, Finance, Building and Manager

FINANCES

COST AND REVENUE PROJECTIONS:

Cost of Total Project	\$
Cost of This Project Approval	\$
Related Annual Operating Cost	\$
Increased Revenue Expected/Year	\$

SOURCE OF FUNDS:

City

Account Number

Amount

\$
\$
\$
\$
\$
\$
\$
\$
\$

Other Funds

Budget Approval: _____

FACT SHEET PREPARED BY: City Manager's Office

DATE: 6/9/08

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: 6/16/08



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: ST. JOSEPH CHURCH FESTIVAL

DISCUSSION: The City received a request from St. Joseph Church for permission to close streets for their annual festival on September 6-7, 2008. Specifically the request is to close Kentucky Avenue between Second and Third Streets from 12 noon on Saturday, September 6 to 5:00 p.m. on Sunday, September 7th.

The annual festival is a family-type event and will feature games for children, bingo, Bocci Ball tournament, and a spaghetti dinner.

The request was reviewed by the administrative staff and there were no objections to the request subject to emergency vehicle access being maintained, inspection of tents prior to event opening by the Fire Department (contact FD for inspection), and that insurance requirements are met.

Therefore, it is recommended, that City Council approve the request contingent upon items being met as outlined by the administration, **subject to the condition that the City incur no overtime costs or be reimbursed for overtime costs if incurred**, and that the City Manager be granted authority to alter/amend the event due to health and/or safety reasons.

CITY MANAGER RECOMMENDATION:

- For
- For, with revisions or conditions
- Against
- No Action Taken/Recommended

APPROVAL DEADLINE: N/A

REASON FOR DEADLINE: N/A

STAFF RECOMMENDATION: For Against

REASON AGAINST: N/A

INITIATED BY:

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: Fire, DPS, Police, Finance, and Building

FINANCES

COST AND REVENUE PROJECTIONS:	Cost of Total Project	\$ N/A
	Cost of This Project Approval	\$ N/A
	Related Annual Operating Cost	\$ N/A
	Increased Revenue Expected/Year	\$ N/A

SOURCE OF FUNDS:	<u>City</u>	Account Number	Amount
			\$ N/A
	<u>Other Funds</u>		\$ N/A
			\$ N/A
			\$ N/A
			\$ N/A

Budget Approval: _____

FACT SHEET PREPARED BY: City Manager's Office

DATE: 6/9/08

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: 6/16/08



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: GABBY'S LADDER ANNUAL PICNIC

DISCUSSION: The City received a request from Gabby's Ladder for permission to use Munson Park's pavilion, number 3, on August 5, 2008 for their annual picnic. Specifically the request is to use the #3 pavilion at Munson Park on Tuesday, August 5th from 4:00 p.m. to 7:00 p.m. for their annual picnic and that the fees are waived or reduced.

The request was sent to the administrative staff for their review. Due to the nature of this request we do not foresee any problems. The Recreation Department requests that a representative of Gabby's Ladder fill out a park use permit to have with them on the date of the event.

Therefore, it is recommended that City Council approve the request contingent upon items being met as outlined by the administration, and that the City Manager be granted authority to alter/amend the event due to health and/or safety reasons.

CITY MANAGER RECOMMENDATION:

- For
- For, with revisions or conditions
- Against
- No Action Taken/Recommended

APPROVAL DEADLINE: N/A

REASON FOR DEADLINE: N/A

STAFF RECOMMENDATION: For Against

REASON AGAINST: N/A

INITIATED BY:

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: DPS, Fire, Police, Finance, and Recreation

FINANCES

COST AND REVENUE PROJECTIONS:

Cost of Total Project	\$ N/A
Cost of This Project Approval	\$ N/A
Related Annual Operating Cost	\$ N/A
Increased Revenue Expected/Year	\$ N/A

<u>SOURCE OF FUNDS:</u>	<u>City</u>	<u>Account Number</u>	<u>Amount</u>
			\$ N/A
	<u>Other Funds</u>		\$ N/A
			\$ N/A
			\$ N/A
			\$ N/A

Budget Approval: _____

FACT SHEET PREPARED BY: City Manager's Office

DATE: 6/10/08

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: 6/16/08



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: RIVER RAISIN INDEPENDENCE FESTIVAL

DISCUSSION: The City received a request from the Monroe County Convention & Tourism Bureau for permission to hold the Annual River Raisin Independence Festival on July 2, 2008. Specifically the request is install a temporary stage at the intersection of Washington and East Front Street for the purpose of holding a pops concert by the Toledo Symphony and to close the affected streets from 2:00 p.m. till approximately midnight.

The streets requested for closure are East Front Street between S. Monroe Street and S. Macomb Street and Washington Street north of E. First Street to E. Front Street.

The request has been sent to city staff for their review and a meeting was held prior to receipt of the letter of request.

The proposed event is similar to the hoe down concert held last year and we anticipate no problems with this event contingent upon compliance with the City's noise ordinance, insurance requirements being met, emergency vehicle access being maintained.

Therefore, it is recommended, that City Council approve the request contingent upon items being met as outlined by the administration, **subject to the condition that the City incur no overtime costs or be reimbursed for overtime costs if incurred**, and that the City Manager be granted authority to alter/amend the event due to health and/or safety reasons.

CITY MANAGER RECOMMENDATION:

- For
- For, with revisions or conditions
- Against
- No Action Taken/Recommended

APPROVAL DEADLINE: N/A

REASON FOR DEADLINE: N/A

STAFF RECOMMENDATION: For Against

REASON AGAINST: N/A

INITIATED BY:

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: DPS, Police, Finance, Recreation, and Manager

FINANCES

COST AND REVENUE PROJECTIONS:

Cost of Total Project	\$ N/A
Cost of This Project Approval	\$ N/A
Related Annual Operating Cost	\$ N/A
Increased Revenue Expected/Year	\$ N/A

<u>SOURCE OF FUNDS:</u>	<u>City</u>	<u>Account Number</u>	<u>Amount</u>
			\$ N/A
	<u>Other Funds</u>		\$ N/A
			\$ N/A
			\$ N/A
			\$ N/A

Budget Approval: _____

FACT SHEET PREPARED BY: City Manager's Office

DATE: 6/10/08

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: 6/16/08



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: INSTALLATION OF NEW PUBLIC STORM SEWER RELIEF OUTLET – ST. MARY’S GARDENS
SUBDIVISION – SPECIAL ASSESSMENT RESOLUTION NUMBER 2

DISCUSSION: The Engineering Department received a petition on November 29, 2007 “to begin the steps necessary to alleviate the drainage problems between Roessler St. and John L Drive.” As you are likely aware from the previous public meetings that have been held, there is a private drainage system that is failing at the rear of homes located in the block bounded by Calgary Drive on the north, North Roessler Street on the east, and John L Drive on the west and south. Various investigations by City Engineering and Public Services staff have been somewhat inconclusive as to the exact point or points along this system that may be causing this failure, however, since the line appears to be only a 6” clay tile, it is apparent that it is also undersized for this purpose, as there are up to 29 homes that may use this for surface drainage and sump pump connections. This line is believed to flow from a location behind 1318 John L and 1323 North Roessler, southward down the rear lot lines in an easement to John L Drive, where it outlets into a 15” storm sewer that eventually connects to Mason Run Drain via a 15” storm sewer on Roessler Street.

During periods of heavy rains, especially during cold weather months when the ground is frozen, the north (dead) end of the private line will back up through the catch basin, and flood adjacent homes, even over 18 inches in depth in some places. It is unclear exactly how far south this ponded water occurs on a regular basis, but property owners at 1318 and 1330 John L, 1368 Calgary, and 1323 North Roessler have all reported problems in the past. It should be noted that if this subdivision were built by today’s standards, there would have been provisions made for public rear yard storm drainage to each property, to alleviate precisely this issue.

At previous meetings in 2007, a few options were presented to solve these issues. Either the entire private system could be replaced, or a relief line could be installed that would eliminate problems at the north end, but would not necessary prevent problems farther south on the line, where there appear to be no problems at present. As a result, persons representing five (5) properties affected have submitted a petition to this effect, which was accepted by the City Council by the passage of Resolution 1, directing the Engineering Department to prepare plans and specifications, on December 17, 2007. While it does not specifically state the proposed remedy, based on the fact that all five properties lie at the site of the present flooding, the intent appears to be the construction of the relief sewer alone. The petition is not on the City’s standard form, which requires all persons listed as property owners to sign, and two (2) of the five (5) properties are represented by only one of the persons named on the title. Strictly speaking, this is less than a majority of what is believed to be the seven (7) affected properties, so any action would have to be by 5-2 vote of City Council, but it appears that a majority of property owners do indeed support this project. Also attached for your reference is a map, illustrating the proposed project area.

As is typical within the Special Assessment process, an informational meeting was held with the property owners on June 9, 2008 (sign-in sheet attached). The Engineering Department presented its proposed design for the relief sewer, which will include assessments for the seven (7) properties that are likely affected by, and / or whose back yards are contributing the greatest amount of runoff into the flooded area. As there were no objections to the project concept raised at the meeting, the Engineering Department feels that it is now appropriate to continue along the Special Assessment process. The next step is the passage of Resolution 2, which delineates the costs involved, and sets July 7, 2008 as the date of the Public Hearing on the necessity of the project. One objection letter has been received, which will be presented at the public hearing. Typically, Special Assessment projects are not bid until after the passage of Resolution 3 (determination of public necessity), which may be placed on the agenda for July 7 as well. Since the City already has a qualified sanitary sewer contractor employed on other projects that has been performing excellently, we will likely recommend that this project be added as a change order to that contract if the quoted unit prices are reasonable, thus the bidding process will be decreased in time substantially. A copy of the outline from the Informational Meeting and a cost estimate of the project have been attached for your reference. It should be noted that the proposed assessments would be distributed equally between the seven properties, at an estimated cost of \$3,101 per property.

IT IS RECOMMENDED that the attached Resolution 2 be adopted, and that the public hearing be scheduled for July 7, 2008 at 7:30 P.M. in the City Council Chambers.

CITY MANAGER RECOMMENDATION:

- For
- For, with revisions or conditions
- Against
- No Action Taken/Recommended

APPROVAL DEADLINE: As soon as possible

REASON FOR DEADLINE: Is a public, health, safety, and welfare issue to affected home owners, Special Assessment process will take at least two more months to proceed to construction.

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N/A

INITIATED BY: Department of Engineering and Planning

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: City Council, Engineering Department, Public Services Department, adjacent property owners and residents

FINANCES

COST AND REVENUE PROJECTIONS:	Cost of Total Project	\$26,045.00*
	Cost of This Project Approval	\$N/A
	Related Annual Operating Cost	\$N/A
	Increased Revenue Expected/Year	\$N/A

*Exact costs to be determined by bidding process.

SOURCE OF FUNDS:	City	Account Number	Amount
	<u>Other Funds</u>		

Budget Approval: _____

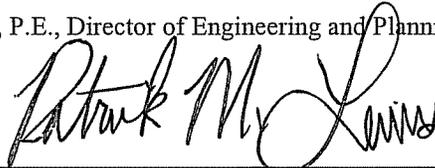
FACT SHEET PREPARED BY: Patrick M. Lewis, P.E., Director of Engineering and Planning

DATE: 06/10/08

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: June 16, 2008



RESOLUTION NUMBER 2

WHEREAS, the plat, plan, diagram, grade, and specifications for the installation of a storm sewer of adequate size to service the rear yards and sump pump lines of the properties located at 1316 John L Drive, 1318 John L Drive, 1330 John L Drive, 1338 Calgary Drive, 1368 Calgary Drive, 1323 North Roessler Street, and 1335 North Roessler Street, together with a map of the assessment district, are now on file with the City Clerk-Treasurer for public inspection and examination, which district is described to include the entirety of all properties described above, as they are configured as of June 16, 2008,

Therefore, be it

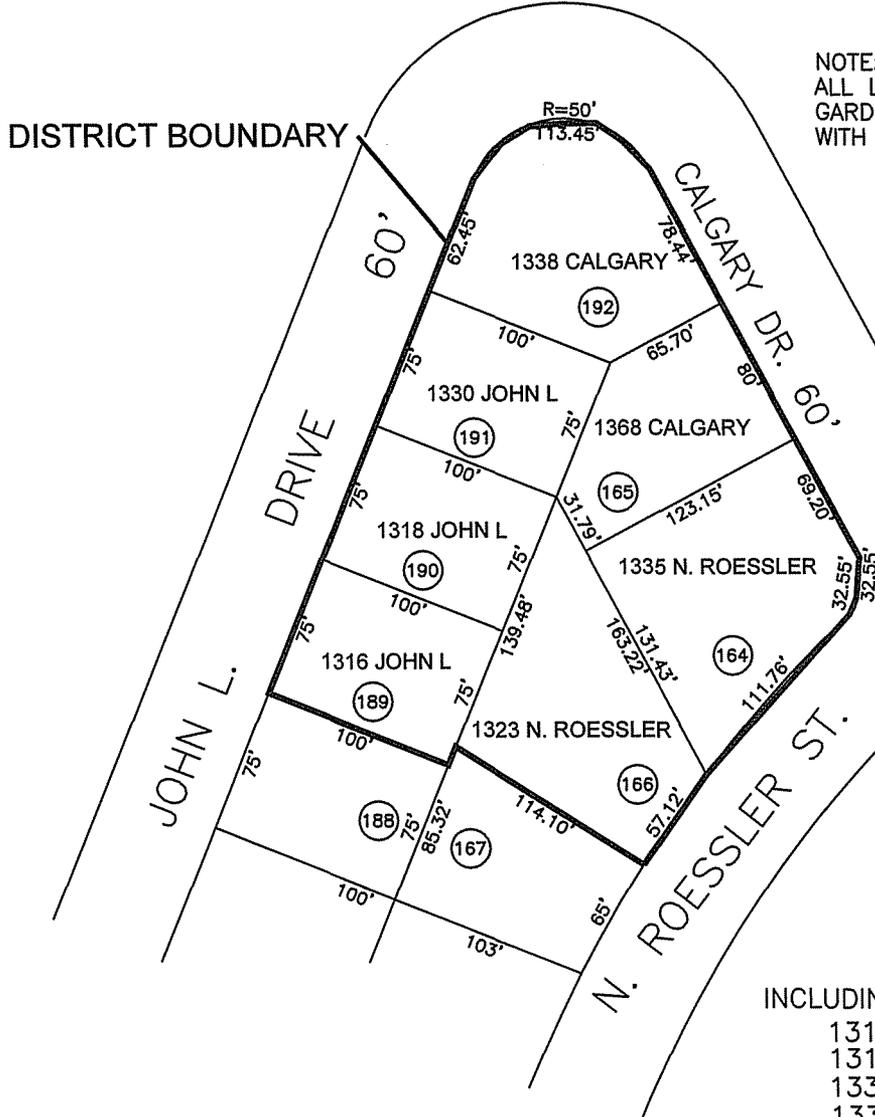
RESOLVED, that the Council accept the estimated cost of such improvement at \$26,044.56 as reported by the City Engineer; that the estimated period of usefulness of the improvement will not be less than fifteen (15) years; and that the City of Monroe, out of its General Capital Improvements Fund, pay \$4,340.76 of the cost, thereof, and be it further

RESOLVED, that on Monday, July 7, 2008, at 7:30 p.m., local time, at the Council Chamber, the Council hear objections to the proposed improvement, plans, specifications, amount to be paid by said City, and also review and hear objections to the special assessment district above delimited; and that the City Clerk-Treasurer is directed to give notice of such hearing in the manner provided by the Charter, and be it further

RESOLVED, that there be raised by special assessment upon the land and premises within the above described special assessment storm sewer district, being Sewer Special Assessment District No. 230 for the installation of a storm sewer of adequate size to service the rear yards and sump pump lines of the properties located at 1316 John L Drive, 1318 John L Drive, 1330 John L Drive, 1338 Calgary Drive, 1368 Calgary Drive, 1323 North Roessler Street, and 1335 North Roessler Street, together with a map of the assessment, the sum of \$21,703.80 and that the City of Monroe, out of its Wastewater Department Capital Improvement Fund, pay the sum of \$4,340.76 and be it further

RESOLVED, that upon the adoption of the district and the estimate by this Council, that the City Clerk-Treasurer report the aforesaid special assessment to the City Assessor of said City, who shall make a special assessment roll, and levy as a special assessment therein upon each lot or parcel of land so reported to him, and against the persons chargeable therewith, if known, the whole amount of all charges so directed, as aforesaid, to be levied upon each of such lots or premises respectively, and when complete he shall report the assessment to the Council; that such special assessment shall be made and levied according to benefits received, and that he shall assess upon each lot or parcel of land such relative proportion of the whole sum to be levied, as shall be proportionate to the estimated benefit resulting to such lot or parcel of land from the improvement.

STORM SEWER SPECIAL ASSESSMENT DISTRICT NO. 230



NOTE:
ALL LOTS IN ST. MARY'S
GARDENS SUBDIVISION START
WITH 69-544-(LOT NUMBER)

INCLUDING THE FOLLOWING PROPERTIES:

- 1316 JOHN L DRIVE
- 1318 JOHN L DRIVE
- 1330 JOHN L DRIVE
- 1338 CALGARY DRIVE
- 1368 CALGARY DRIVE
- 1323 NORTH ROESSLER STREET
- 1335 NORTH ROESSLER STREET

REVISIONS		
NO.	DRAWN BY:	DATE:
DWG. OF RECORD		
DATE: _____		

CITY OF MONROE, MICHIGAN
ENGINEERING DEPARTMENT
STORM SEWER S.A.D. #230
ST. MARY'S GARDENS SUBDIVISION
NEW PUBLIC STORM SEWER

SCALE: 1"=100'
DATE: JUNE, 2008

FILE NO. A-
SHEET NO. 1 OF 1

APPROVED: _____
CITY ENGINEER

PUBLIC INFORMATIONAL MEETING OUTLINE

St. Mary's Gardens Rear Yard Storm relief Project

3:00 P.M.

Monday, June 9, 2008

- **Introduction / Sign-in / Meeting Overview**

- **Project Background / Conception**

- December 2006 / January 2007, heavy rains again revealed flooding issues, primarily behind homes off Calgary and north end of John L / North Roessler
- Have had various informational meetings on this topic throughout 2007
- 5 property owners petitioned to have some action taken to alleviate this issue.

- **Assessment Procedure**

- Resolution #1 passed December 17, 2007
- Engineering prepares plans
- Informational Meeting held June 9, 2008
- Resolution #2 – To be placed on City Council agenda for June 16, 2008
- Public Hearing on necessity of the project – July 7, 2008
- Resolution #3 (declaration of necessity) – tentatively set for July 7, 2008
- Advertise for bids or solicit quote from present underground contractor
- Resolution #4 – August 4, 2008 (tentative)
- Public Hearing on distribution of assessable costs – August 18, 2008 (tentative)
- Resolution #5 – August 18, 2008 (tentative)
- Construction – September / October 2008

- **Proposed Design**

- Outlet pipe is 15" on Roessler Street, so we would match this size as a maximum
- Using concrete pipe, but could consider PVC as well. We will solicit prices for both.
- No new connections to pipe, but adjacent home-owners could tap in the future.
- Physically leaving pipe separate from existing private line, but rim of new catch basin will be lower than existing, so once backup reaches over existing rim, water will flow through short swale to new structure with only a few inches visible on ground. This is being done for liability purposes.
- Special Assessment benefit based on assumption that each property contributes roughly equal share to rear yard flooding issue.

- **Estimated Costs (thought to be estimated high due to uncertainty of pipe pricing)**

Total	\$26,045
City (1/6 share – typical for sanitary sewers)	\$ 4,341
Property Owners (remaining)	\$21,704 (\$3,101 per property)

- Concrete pipe assumed to be \$50 per foot, but we do not have very good recent history, MDOT prices running \$30-\$40 depending on project type.
- Assessments can be spread over 10 years, with interest set at about 1% over the rate available for the City to borrow funds.

- **Questions and Answers**

St. Mary's Gardens Rear Yard Storm Relief Project

INFORMATIONAL MEETING

Monday, June 9, 2008 at 3:00 P.M.

First Floor Conference Room

NAME	ADDRESS	CITY/STATE/ZIP	PHONE/FAX
Patricia Keyno	1368 Calgary	Monroe	
Lillian Keyno	" "		
Hay Jenkins	1330 John 'L' Dr.	Monroe	243-5272
Tom Rosenberger	1323 N. Roessler	Monroe	2422696
Patrick Lewis	120 East First Street	Monroe	384-9124
Mary Conner	530 Louander	Monroe	241-3710
ERIC STRAUB	120 E. 1st St.	Monroe	384-9128

ST. MARY'S GARDENS STORM RELIEF

ST. MARY'S GARDENS STORM RELIEF				ENGINEER'S ESTIMATE	
ITEM NO.	DESCRIPTION	NO. OF UNITS	UNITS	UNIT PRICE	COST
1	R&D EXST'G. PAVEMENT & APPROACH	20.2	SYD	\$ 13.00	\$ 262.60
2	R&D CURB & GUTTER	6.0	LFT	\$ 10.00	\$ 60.00
3	R&D SIDEWALK	4.4	SYD	\$ 12.00	\$ 53.28
4	F&I 4' DIA. STORM MANHOLE & CASTING	1.0	EA	\$ 2,250.00	\$ 2,250.00
5	F&I 15" RCP STORM SEWER	211.0	LFT	\$ 50.00	\$ 10,550.00
6	F&I F-4 CURB & GUTTER	6.0	LFT	\$ 25.00	\$ 150.00
7	F&I 4" CONCRETE SIDEWALK	40.0	SFT	\$ 3.25	\$ 130.00
8	F&I CONTROL DENSITY BACKFILL	14.0	CYD	\$ 80.00	\$ 1,120.00
9	F&I 6" CONCRETE BASE PAVEMENT	4.7	SYD	\$ 32.00	\$ 150.40
10	F&I 6" CONCRETE APPROACH	11.5	SYD	\$ 32.00	\$ 368.00
11	RE-INSTALL EXISTING FENCE MATERIAL	154.0	LFT	\$ 10.00	\$ 1,540.00
12	F&I MDOT 13A OR 13C BIT. PAVEMENT PATCH	2.0	TONS	\$ 200.00	\$ 400.00
13	TRAFFIC CONTROL	1.0	LS	\$ 1,500.00	\$ 1,500.00
14	SITE RESTORATION	1.0	LS	\$ 1,500.00	\$ 1,500.00
				CONSTRUCTION COST	\$ 20,034.28
				CONSTRUCTION COST	\$ 20,034.28
				CONTINGENCIES	\$ 3,005.14
				ENGINEERING (15%)	\$ 3,005.14
				PROJECT TOTAL	\$ 26,044.56

We the undersigned wish to petition the City of Monroe to begin the steps necessary to alleviate the drainage problems between Roessler St. and John "L" Dr.

Name, Address, City, Phone.

- 1) Gary Jenkins 1330 John L Dr.
Monroe, Mich 734-243-5272
- 2) William Raymo 1368 Calgary Dr.
Monroe Mich, 242 0227
- 3) Donna Johnson 1316 John L Dr.
- 4) Susan Rosenburg 242-2696
1323 N. Roessler St. Monroe, Mi
- 5) Thue Ruml 242-2696
1323 N. ROESSLER ST MONROE, MICH 48162
- 6) Virginia Leticia
1318 John L Drive Monroe, Mi. 241-0038
- 7) Tony Jones
1318 John L Dr Monroe MI. 241-0038
- 8) _____
- 9) _____
- 10) _____



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: INSTALLATION OF NEW PUBLIC WATER MAIN – EAST EIGHTH STREET BETWEEN WASHINGTON AND CUSTER – SPECIAL ASSESSMENT RESOLUTION NUMBER 2

DISCUSSION: As a part of the City's continual analysis of its water system, the Water and Engineering Departments have identified one link in the system where six (6) existing homes, in addition to one developable vacant lot, have access only to an existing 2-inch diameter shared water service. As a line of this size is not capable of providing adequate fire protection, and is not typically capable of providing peak service demands to the adjacent residents, this line has been planned to be replaced with a new 8" water main in conjunction with the reconstruction of the street pavement and the replacement of the existing sanitary sewer main, both of which have been funded in the 2008-09 Capital Improvements Program.

The City Charter provides for the installation of public water mains at the discretion of the City Council and provides for recovery of most of the cost by a Special Assessment against the benefiting properties. Historically, the cost of fire hydrants and one-fifth of the remaining project costs have been borne by the Water Fund, and in this case we have also included an additional amount to cover the cost to loop this new main to Custer Street as well. This mechanism was most recently employed for replacement of a 2" service line on Sackett Avenue with a new 8" main in 2004.

The proposed plans and cost estimate for the water main replacement have been completed, and the public informational meeting was held on Tuesday, June 10, 2008. The outline of the meeting and sign-in sheet have been attached with this fact sheet, and the meeting was attended by property owners representing four out of the seven properties liable for an assessment. A map of the proposed district has been attached with this fact sheet, as well as the cost estimates presented at the meeting. The proposed district will be assessed on a Residential Equivalent Unit (REU) basis, and this is broken down on the attached estimates as well.

The next step in this project is the passage of Resolution 2, which delineates the costs involved, and sets July 7, 2008 as the date of the Public Hearing on the necessity of the project. Typically, Special Assessment projects are not bid until after the passage of Resolution 3 (determination of public necessity), which may be placed on the agenda for July 7 as well. It appears that the most advantageous procurement method for this overall project will be to solicit quotes from the three underground utility contractors currently employed on City projects (Schumaker Brothers, E.R. Zeiler, and Anderzack-Pitzen), and to award the paving work to the 2008 Concrete Paving Program contractor, thus the bidding process will be decreased in time substantially and we will be certain that we can meet the project time and quality standards. Since this project was not petitioned by the property owners, it is classified as a City-Council initiated project, any action would have to be by 5-2 vote of City Council.

IT IS RECOMMENDED that the attached Resolution 2 be adopted, and that the public hearing be scheduled for July 7, 2008 at 7:30 P.M. in the City Council Chambers.

CITY MANAGER RECOMMENDATION:

- For
- For, with revisions or conditions
- Against
- No Action Taken/Recommended

APPROVAL DEADLINE: As soon as possible

REASON FOR DEADLINE: In order to complete all water main, sanitary sewer, and paving work within 2008, the Special Assessment District needs to be finally confirmed sometime in August.

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N/A

INITIATED BY: Department of Engineering and Planning

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: City Council, Engineering Department, Water Department, Fire Department, adjacent property owners and residents

FINANCES

COST AND REVENUE PROJECTIONS:

Cost of Total Project	\$121,512.95*
Cost of This Project Approval	\$N/A
Related Annual Operating Cost	\$N/A
Increased Revenue Expected/Year	\$N/A

*Project cannot be finally approved until Resolution 5 is passed.

<u>SOURCE OF FUNDS:</u>	<u>City</u>	<u>Account Number</u>	<u>Amount</u>
	<u>Other Funds</u>		

Budget Approval: _____

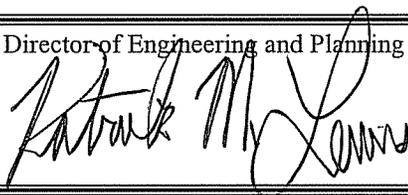
FACT SHEET PREPARED BY: Patrick M. Lewis, P.E., Director of Engineering and Planning

DATE: 06/11/08

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: June 16, 2008



RESOLUTION NUMBER 2

WHEREAS, the plat, plan, diagram, grade, and specifications for the installation of a water main on East Eighth Street between Washington Street and Custer Street, together with a map of the assessment district, therefore, are now on file with the City Clerk-Treasurer for public inspection and examination, which district is described as follows:

Commencing at the southeast corner of lot 8 of Guettler Plat,
thence, North 58° 00'00" West 184.50 feet;
thence, North 32° 00'00" East 110.00 feet;
thence, South 58° 00'00" East 12.00 feet;
thence, North 32° 00'00" East 152.00 feet;
thence, South 58° 00'00" East 203.40 feet;
thence, South 32° 00'00" West 152.00 feet;
thence, North 58° 00'00" West 30.90 feet;
thence, South 32° 00'00" West 110.00 feet to the Point of Beginning.

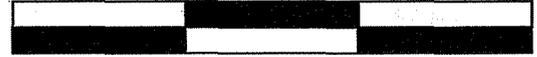
THEREFORE, BE IT RESOLVED, that the Council accept the estimated cost of such improvement at \$121,512.95 as reported by the City Engineer; that the estimated period of usefulness of the improvement will not be less than fifteen (15) years; and that the City of Monroe Water Department shall pay \$41,850.09 of the costs, which represents additional costs necessary for looping of the proposed new main to another main to the east, the fire hydrant installation costs, and the one-fifth (1/5) share of the assessable project work; and

BE IT FURTHER RESOLVED, that on Monday, July 7, 2008 at 7:30 P.M. Local Time, at the Council Chambers, the Council will hear comments on the proposed improvement, plans, specifications, amount to be paid by the City and also review and hear objections to the special assessment above delimited; and

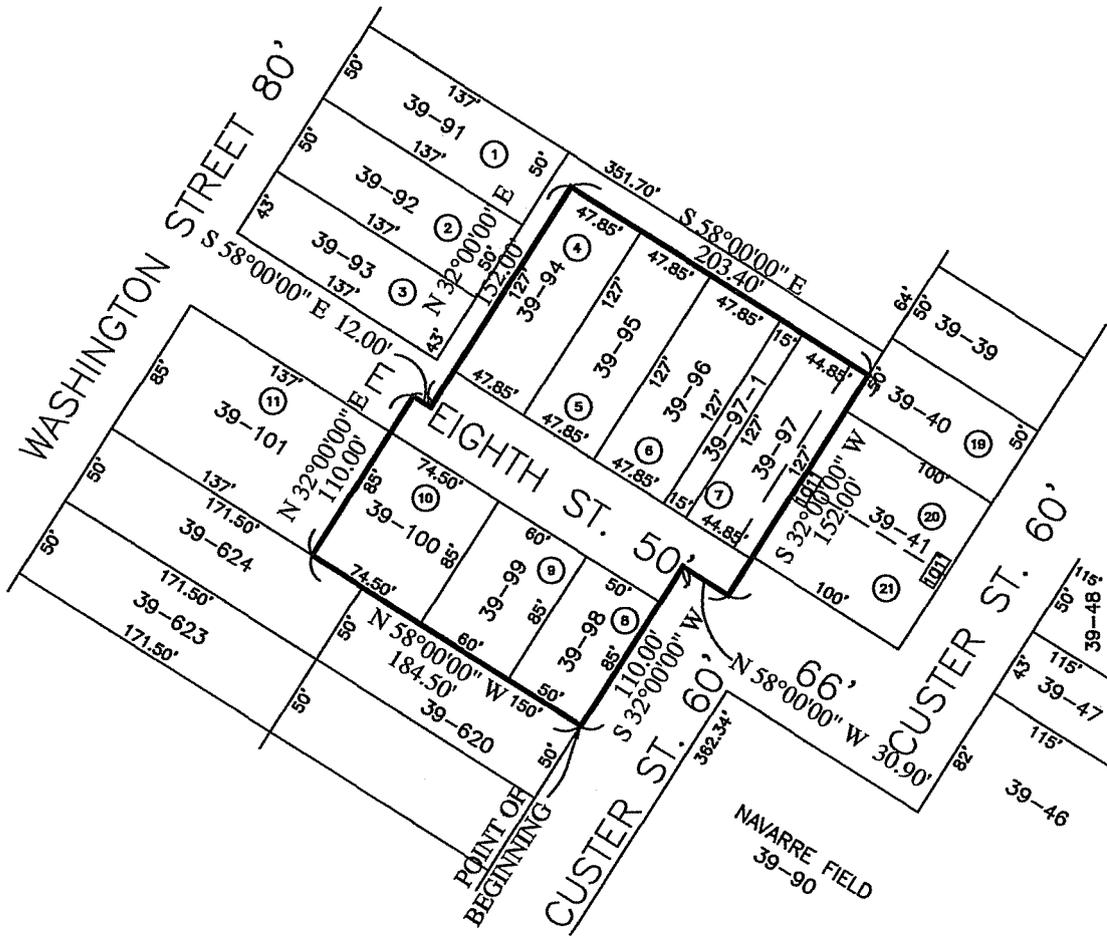
BE IT FURTHER RESOLVED, that there be raised by special assessment upon the land and premises within the above described Special Assessment District No. 128 for the installation of a water main on East Eighth Street between Washington Street and Custer Street, the sum of \$79,662.86; and

BE IT FURTHER RESOLVED, that upon the adoption of the district and the estimate by this Council, that the City Clerk-Treasurer report the aforesaid special assessment to the City Assessor of said City, who shall make a special assessment roll, and levy as a special assessment therein upon each lot or parcel of land so reported to him, and against the persons chargeable therewith, if known, the whole amount of all charges so directed, as aforesaid, to be levied upon each of such lots or premises respectively; and when complete, he shall report the assessment to this Council; that such special assessment shall be made and levied according to the benefits revised, and that he shall assess upon each lot or parcel of land such relative proportion of the whole sum to be levied, as shall be proportionate to the estimated benefit resulting to such lot or parcel of land from the improvement.

Commencing at the southeast corner of lot 8 of Guettler Plat;
 Thence N 58°00'00" W 184.50 feet;
 Thence N 32°00'00" E 110.0 feet;
 Thence S 58°00'00" E 12.00 feet;
 Thence N 32°00'00" E 152.00 feet;
 Thence S 58°00'00" E 203.40 feet;
 Thence S 32°00' 00" W 152.00 feet;
 Thence N 58°00'00" W 30.90 feet;
 Thence S 32°00'00" W 110.00 feet; to the Point Of Beginning.



SCALE 1" = 100'



REVISIONS		
NO.	DRAWN BY:	DATE:

DWG. OF RECORD
 DATE: _____

CITY OF MONROE, MICHIGAN
 ENGINEERING DEPARTMENT
 EAST EIGHTH WATERMAIN
 WASHINGTON TO CUSTER ST.
 S.A.D. # 128

SCALE: 1"=100'
 DATE: JUNE, 2008

FILE NO. A-*
 SHEET NO. 1 OF 1

APPROVED: _____
 CITY ENGINEER

PUBLIC INFORMATIONAL MEETING OUTLINE
East Eighth Street New Public Water Main – Washington to Custer

3:00 P.M.

Tuesday, June 10, 2008

- **Introduction / Sign-in / Meeting Overview**

- **Project Background / Conception**
 - City has slowly been replacing shared water service lines (2" and smaller) with 8" diameter mains providing adequate fire flow.
 - Current configuration is a shared 2" service tied into main on Washington Street only.
 - Recommended by Water Department to improve fire flow and pressure
 - By City Ordinance, any new mains are installed by Special Assessment District
 - City also replacing sanitary sewer and reconstructing pavement, both at City cost.

- **Assessment Procedure**
 - Resolution #1 passed January 22, 2008
 - Engineering prepares plans
 - Informational Meeting held June 10, 2008
 - Resolution #2 – To be placed on City Council agenda for June 16, 2008
 - Public Hearing on necessity of the project – July 7, 2008
 - Resolution #3 (declaration of necessity) – tentatively set for July 7, 2008
 - Advertise for bids or solicit quote from present underground contractors
 - Resolution #4 – August 4, 2008 (tentative)
 - Public Hearing on distribution of assessable costs – August 18, 2008 (tentative)
 - Resolution #5 – August 18, 2008 (tentative)
 - Construction – September / October 2008

- **Proposed Design**
 - New ductile iron 8" main will be connected at both Washington Street and extended to new main on Custer Street for looping purposes, mostly will be placed in street.
 - All lead services to be replaced at City cost, galvanized at 50/50, copper will be reconnected only.
 - New fire hydrant to be installed at City cost.
 - New main east of Custer Street south leg will be also City cost, as it is necessary for looping the main.
 - Special Assessment benefit proposed by Residential Equivalent (RE), one property has 4 units, so total of 7 properties representing 10 RE units to be assessed.

- **Estimated Costs**

Total	\$121,513
City Looping and Hydrant Costs	\$ 21,934
City (1/5 share of remaining – ordinance)	\$ 19,916
Property Owners (remaining)	\$ 79,663 (\$7,966 per RE)

 - Assessments can be spread over 10 years, with interest set at about 1% over the rate available for the City to borrow funds.
 - Home-owners over 65 years are eligible through State program to defer until property is transferred or sold.

- **Questions and Answers**

2008 WATERMAIN PROGRAM
E. 8TH ST.

E. 8th ST. WATERMAIN TOTAL PROJECT COST					
	DESCRIPTION	UNITS	NO. OF UNITS	UNIT PRICE	TOTAL
1	R & D PAVEMENT & APPROACH	SYD	216.1	\$ 13.00	\$ 2,809.30
2	R & D SPOT CURB	LFT	46.0	\$ 12.00	\$ 552.00
3	R & D SIDEWALK	SFT	82.3	\$ 2.00	\$ 164.60
4	R & D EXST'G VALVE BOX	EA	1.0	\$ 500.00	\$ 500.00
5	R & D EXST'G 8" DIA. W.M.	LFT	5.0	\$ 15.00	\$ 75.00
6	R & D EXST'G ROCK	CYD	50.0	\$ 175.00	\$ 8,750.00
6	CUT & CAP EXST'G 2" W.M.	EA	1.0	\$ 500.00	\$ 500.00
7	CUT & CAP EXST'G 8" W.M.	EA	1.0	\$ 500.00	\$ 500.00
8	F & I 8" D.I. CL 52 POLYWRAPPED WATER MAIN	LFT	485.0	\$ 55.00	\$ 26,675.00
9	F & I 8" GATE VALVE & BOX	EA	1.0	\$ 1,500.00	\$ 1,500.00
10	F & I STANDARD SETTING HYD BRANCH, COMPLETE	EA	1.0	\$ 3,000.00	\$ 3,000.00
11	F & I 8"X8"X6" D.I. TEE	EA	1.0	\$ 500.00	\$ 500.00
12	F & I 8"X8"X8" D.I. TEE	EA	1.0	\$ 500.00	\$ 500.00
13	F & I 8" 45° D.I. BEND AND THRUST BLOCK	EA	2.0	\$ 350.00	\$ 700.00
14	F & I 8" D.I. SOLID SLEEVE	EA	1.0	\$ 350.00	\$ 350.00
15	F & I 8" A.C. TO D.I. ADAPTOR	EA	2.0	\$ 500.00	\$ 1,000.00
16	RECONNECT WATER SERVICE SHORT SIDE, COMPLETE	EA	2.0	\$ 600.00	\$ 1,200.00
17	RECONNECT WATER SERVICE LONG SIDE, COMPLETE	EA	4.0	\$ 600.00	\$ 2,400.00
18	REPLACE WATER SERVICE SHORT SIDE, COMPLETE	EA	1.0	\$ 800.00	\$ 800.00
19	F & I 2" TEMP. BLOWOFF	EA	1.0	\$ 600.00	\$ 600.00
20	F & I 1" CHLORINATING TAP	EA	1.0	\$ 600.00	\$ 600.00
21	F & I 6" CONC. PAVE.	SYD	20.8	\$ 32.00	\$ 665.60
22	F & I SPOT CURB	LFT	46.0	\$ 35.00	\$ 1,610.00
23	F & I 36A BIT. HAND PATCH	TONS	12.1	\$ 200.00	\$ 2,420.00
24	F & I CONTROL DENSITY BACKFILL	CYD	320.0	\$ 80.00	\$ 25,600.00
25	MAINTAIN WATERMAIN TRENCH - DIV. A	LS	1.0	\$ 5,000.00	\$ 5,000.00
26	TRAFFIC CONTROL - DIV. A	LS	1.0	\$ 2,000.00	\$ 2,000.00
27	SITE RESTORATION - DIV A	LS	1.0	\$ 2,500.00	\$ 2,500.00
				CONSTRUCTION COST	\$ 93,471.50
				CONSTRUCTION COST	\$ 93,471.50
				CONTINGENCIES (15%)	\$ 14,020.73
				ENGINEERING (15%)	\$ 14,020.73
				PROJECT TOTAL COST	\$ 121,512.95

2008 WATERMAIN PROGRAM
E. 8TH ST.

E. 8th ST. WATERMAIN - CITY NON SAD AREA					
	DESCRIPTION	UNITS	NO. OF UNITS	UNIT PRICE	TOTAL
1	R & D PAVEMENT & APPROACH	SYD	18.7	\$ 13.00	\$ 243.10
2	R & D SPOT CURB	LFT	13.0	\$ 12.00	\$ 156.00
3	R & D SIDEWALK	SFT	0.0	\$ 2.00	\$ -
4	R & D EXST'G VALVE BOX	EA	0.0	\$ 500.00	\$ -
5	R & D EXST'G 8" DIA. W.M.	LFT	0.0	\$ 15.00	\$ -
6	R & D EXST'G ROCK	CYD	10.5	\$ 175.00	\$ 1,837.50
6	CUT & CAP EXST'G 2" W.M.	EA	0.0	\$ 500.00	\$ -
7	CUT & CAP EXST'G 8" W.M.	EA	0.0	\$ 500.00	\$ -
8	F & I 8" D.I. CL 52 POLYWRAPPED WATER MAIN	LFT	101.2	\$ 55.00	\$ 5,566.00
9	F & I 8" GATE VALVE & BOX	EA	0.0	\$ 1,500.00	\$ -
10	F & I STANDARD SETTING HYD BRANCH, COMPLETE	EA	1.0	\$ 3,000.00	\$ 3,000.00
11	F & I 8"X8"X6" D.I. TEE	EA	1.0	\$ 500.00	\$ 500.00
12	F & I 8"X8"X8" D.I. TEE	EA	0.0	\$ 500.00	\$ -
13	F & I 8" 45° D.I. BEND AND THRUST BLOCK	EA	0.0	\$ 350.00	\$ -
14	F & I 8" D.I. SOLID SLEEVE	EA	1.0	\$ 350.00	\$ 350.00
15	F & I 8" A.C. TO D.I. ADAPTOR	EA	0.0	\$ 500.00	\$ -
16	RECONNECT WATER SERVICE SHORT SIDE, COMPLETE	EA	0.0	\$ 600.00	\$ -
17	RECONNECT WATER SERVICE LONG SIDE, COMPLETE	EA	0.0	\$ 600.00	\$ -
18	REPLACE WATER SERVICE SHORT SIDE, COMPLETE	EA	0.0	\$ 800.00	\$ -
19	F & I 2" TEMP. BLOWOFF	EA	0.0	\$ 600.00	\$ -
20	F & I 1" CHLORINATING TAP	EA	0.0	\$ 600.00	\$ -
21	F & I 6" CONC. PAVE.	SYD	0.0	\$ 32.00	\$ -
22	F & I SPOT CURB	LFT	0.0	\$ 35.00	\$ -
23	F & I 36A BIT. HAND PATCH	TONS	3.8	\$ 200.00	\$ 760.00
24	F & I CONTROL DENSITY BACKFILL	CYD	32.0	\$ 80.00	\$ 2,560.00
25	MAINTAIN WATERMAIN TRENCH - DIV. A	LS	0.2	\$ 5,000.00	\$ 1,000.00
26	TRAFFIC CONTROL - DIV. A	LS	0.2	\$ 2,000.00	\$ 400.00
27	SITE RESTORATION - DIV A	LS	0.2	\$ 2,500.00	\$ 500.00
				CONSTRUCTION COST	\$ 16,872.60
				CONTINGENCIES (15%)	\$ 2,530.89
				ENGINEERING (15%)	\$ 2,530.89
				PROJECT TOTAL COST	\$ 21,934.38

2008 WATERMAIN PROGRAM
E. 8TH ST.

E. 8th ST. WATERMAIN - SAD COST					
	DESCRIPTION	UNITS	NO. OF UNITS	UNIT PRICE	TOTAL
1	R & D PAVEMENT & APPROACH	SYD	197.4	\$ 13.00	\$ 2,566.20
2	R & D SPOT CURB	LFT	33.0	\$ 12.00	\$ 396.00
3	R & D SIDEWALK	SFT	82.3	\$ 2.00	\$ 164.60
4	R & D EXST'G VALVE BOX	EA	1.0	\$ 500.00	\$ 500.00
5	R & D EXST'G 8" DIA. W.M.	LFT	5.0	\$ 15.00	\$ 75.00
6	R & D EXST'G ROCK	CYD	39.5	\$ 175.00	\$ 6,912.50
6	CUT & CAP EXST'G 2" W.M.	EA	1.0	\$ 500.00	\$ 500.00
7	CUT & CAP EXST'G 8" W.M.	EA	1.0	\$ 500.00	\$ 500.00
8	F & I 8" D.I. CL 52 POLYWRAPPED WATER MAIN	LFT	383.8	\$ 55.00	\$ 21,109.00
9	F & I 8" GATE VALVE & BOX	EA	1.0	\$ 1,500.00	\$ 1,500.00
10	F & I STANDARD SETTING HYD BRANCH, COMPLETE	EA	0.0	\$ 3,000.00	\$ -
11	F & I 8"X8"X6" D.I. TEE	EA	0.0	\$ 500.00	\$ -
12	F & I 8"X8"X8" D.I. TEE	EA	1.0	\$ 500.00	\$ 500.00
13	F & I 8" 45° D.I. BEND AND THRUST BLOCK	EA	2.0	\$ 350.00	\$ 700.00
14	F & I 8" D.I. SOLID SLEEVE	EA	0.0	\$ 350.00	\$ -
15	F & I 8" A.C. TO D.I. ADAPTOR	EA	2.0	\$ 500.00	\$ 1,000.00
16	RECONNECT WATER SERVICE SHORT SIDE, COMPLETE	EA	2.0	\$ 600.00	\$ 1,200.00
17	RECONNECT WATER SERVICE LONG SIDE, COMPLETE	EA	4.0	\$ 600.00	\$ 2,400.00
18	REPLACE WATER SERVICE SHORT SIDE, COMPLETE	EA	1.0	\$ 800.00	\$ 800.00
19	F & I 2" TEMP. BLOWOFF	EA	1.0	\$ 600.00	\$ 600.00
20	F & I 1" CHLORINATING TAP	EA	1.0	\$ 600.00	\$ 600.00
21	F & I 6" CONC. PAVE.	SYD	20.8	\$ 32.00	\$ 665.60
22	F & I SPOT CURB	LFT	46.0	\$ 35.00	\$ 1,610.00
23	F & I 36A BIT. HAND PATCH	TONS	8.3	\$ 200.00	\$ 1,660.00
24	F & I CONTROL DENSITY BACKFILL	CYD	288.0	\$ 80.00	\$ 23,040.00
25	MAINTAIN WATERMAIN TRENCH - DIV. A	LS	0.8	\$ 5,000.00	\$ 4,000.00
26	TRAFFIC CONTROL - DIV. A	LS	0.8	\$ 2,000.00	\$ 1,600.00
27	SITE RESTORATION - DIV A	LS	0.8	\$ 2,500.00	\$ 2,000.00
				CONSTRUCTION COST	\$ 76,598.90
				CONTINGENCIES (15%)	\$ 11,489.84
				ENGINEERING (15%)	\$ 11,489.84
				PROJECT TOTAL COST	\$ 99,578.57
				P.O. CONSTRUCTION COST	\$ 79,662.86
				CITY CONSTRUCTION COST	\$ 19,915.71

WATERMAIN SPEICAL ASSESSMENT DISTRICT
EAST 8th St.

PARCEL ID	PROPERTY ADDRESS	OWNER NAME	OWNER MAILING ADDRESS	ONWER CITY , STATE, ZIP	REU'S	ASSESSMENT
39-94	115 E. 8th St.	BRIAN SEXTON	4753 SOUTHPOINTE PKWY	MONROE, MI 48161	1	\$7,966.29
39-100	116 E. 8th St.	PETER & MARY BEAUVAIS	116 E. 8th St.	MONROE, MI 48161	1	\$7,966.29
39-95	117 E. 8th St.	BRIAN SEXTON	4753 SOUTHPOINTE PKWY	MONROE, MI 48161	4	\$31,865.14
39-96	121 E. 8th St.	DAIVD & MARIE MCLAUGHLIN	121 E. 8th St.	MONROE, MI 48161	1	\$7,966.29
39-99	122 E. 8th St.	VICTOR & JULIANNE SIECH	122 E. 8th St.	MONROE, MI 48161	1	\$7,966.29
39-98	128 E. 8th St.	JOHN & MARIA PELLIKKA	128 E. 8th St.	MONROE, MI 48161	1	\$7,966.29
39-97	131 E. 8th St.	B'NAI ISRAEL TEMPLE C/O REBECCA SACKS	1358 HOLLYWOOD DR.	MONROE, MI 48162	1	\$7,966.29
TOTAL FOR ALL PARCELS					10	\$79,662.86
COST PER RESIDENTIAL EQUIVALENT UNIT (REU) = \$7,966.29						

East Eighth Street New Public Water Main Installation
 Washington Street to Custer Street
 INFORMATIONAL MEETING

Tuesday, June 10, 2008 at 3:00 P.M.

First Floor Conference Room

NAME	ADDRESS	CITY/STATE/ZIP	PHONE/FAX
Marla Pellikka	128 E 8th St	Monroe	241-2293
Peter C. Beauvais	116 East Eighth St	Monroe	241-8602
Mary J. Beauvais	116 East Eighth	Monroe	241-8602
Katie Beauvais	749 Washington Street	Monroe, 48101	241-6245
Tom Morris	759 WASHINGTON	MONROE 48161	241-3075
Stephen Andrade	601 WASHINGTON	Monroe 48161	242-3793
Debbie Hamble	801 Washington	Monroe 48161	242-3793
Barry Bailey	120 E. First St	" "	384-9122
BRAD SMITH	120 E. 1ST ST	" "	384-9167
JULIANNE SIECH	122 E. 8TH ST.	" "	241-1241



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Computerized Maintenance Management Software (CMMS) Purchase

DISCUSSION: The Water Department included funding in its 2008 budget for a CMMS system. The use of that type of software was also recommended in the operational assessment for the Department of Public Services and the Wastewater Department. Those departments, plus the Finance, IT, Engineering, and Building Departments, have met over the last year to discuss the software and a request for proposal process was ultimately completed in December 2007. Three proposals were received and two of the proposals were selected for further review and demonstration to the group of departments by the vendors. The vendor that was selected also submitted the low cost proposal. The vendor selected is Cartegraph. The cost of the proposal submitted was \$38,550. There may be some additional cost to be charged hourly for conversion of data in systems currently utilized. This cost will be charged at \$100 per hour. The first year of maintenance and support of the software is included in the purchase price. Subsequent years will be subject to an annual contract that will cost \$7,450.

The CMMS system will provide work order management, asset management, inventory management, fleet management and maintenance, integration with GIS, and capital asset management/costing/depreciating/etc. The system will be set up to manage and track our labor and equipment costs related to street maintenance, capital projects, and special events. It may also serve as a payroll timekeeping system in the future.

It is recommended that the Mayor and City Council approve the City Manager to sign a contract with Cartegraph Systems, Inc. for the purchase of Computerized Maintenance Management Software after approval of the contract by the City Attorney. It is recommended that a purchase order be approved in the amount of \$40,550 and that the annual support contract be approved.

CITY MANAGER RECOMMENDATION:

- For
- For, with revisions or conditions
- Against
- No Action Taken/Recommended

APPROVAL DEADLINE: N/A

REASON FOR DEADLINE: N/A

STAFF RECOMMENDATION: For Against

REASON AGAINST: N/A

INITIATED BY: Edward Sell, Finance Director

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: Various – see fact sheet description

FINANCES

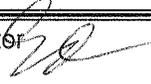
COST AND REVENUE PROJECTIONS:

Cost of Total Project	\$ 40,550
Cost of This Project Approval	\$ 40,550
Related Annual Operating Cost	\$ 7,450
Increased Revenue Expected/Year	\$ N/A

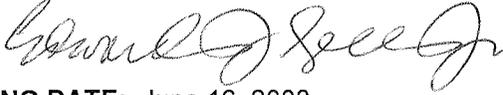
SOURCE OF FUNDS:

<u>City</u>	<u>Account Number</u>	<u>Amount</u>
Water Fund	591-40.538-977.000	\$ 18,000
General Fund/Finance	101-30.223-977.000	\$ 6,900
Wastewater Fund	590-75.521-818.020	\$ 8,000
Information Systems Fund	636-30.915-977.000-06C09	\$ 4,200
Stores & Equipment Fund	641-60.521-977.000	\$ 3,450
<u>Other Funds</u>		\$ N/A
		\$ N/A
		\$ N/A
		\$ N/A

Budget Approval: 

FACT SHEET PREPARED BY: Edward Sell, Finance Director 

DATE: 6/10/08

REVIEWED BY: 

DATE: 6/10/08

COUNCIL MEETING DATE: June 16, 2008

Software Requirements

General Requirements

- 1) **The software will need to be secured through the use of usernames and passwords specific to each user. Software utilizing a Windows logon pass-through are preferred.**

CartêGraph utilizes Windows Active Directory or Authentication for system logon and provides a means of accommodating user security needs in the CartêGraph applications by using security at the database level and through the Navigator application environment. Security can be established at two levels: Data Security at the database level, and Command Security at the application level. By coordinating CartêGraph Navigator with database users and roles, database and CartêGraph administrators can control functional use of the software.

Organizations generally choose to implement security within the CartêGraph database and application for the purpose of isolating functionally, what a group of users may be able to accomplish within the application. Examples would be:

1. Remove the capability of a user to alter the values available in a CartêGraph lookup library.
2. Prevent users from opening an application page such as the Labor page in *WORKdirector*.

In the first example, application users would be restricted to SELECT permissions only to the lookup table itself. This type of permission is performed at the database table level. In the second example, Roles would be restricted as to what pages in the application members can access. This type of security is done within the CartêGraph Administrator page settings. Both examples utilize ROLES within the database.

CartêGraph mainly operates with the RDBMS database applications: MS SQL Server (Express, Standard and Enterprise editions), Oracle 9i and 10g; and also MS Access (Jet).

Users and the database roles are created using the appropriate RDBMS or operating system tools. Each individual who has access to the CartêGraph system is a 'user.' Organizing users according to roles makes it easier to manage a secure database since the permissions are assigned to the role, not user-by-user. Users have certain access rights or 'permissions' to perform tasks in the database. These are assigned by the role.

- 2) **The software should have the ability to limit a user to an "inquiry only" status.**
The Users and Roles area in the Administrator page of the software can be used to add security to the database to include a User Role with read-only rights that permit filtering and reporting from the database, but prohibit the user from adding, editing or deleting information from the database.
- 3) **All informational data elements tracked must be maintained in an integrated database to allow efficient data sharing and customized report writing.**
CartêGraph modules are integrated to share common data elements through a relational database management system to reduce data redundancy and to maintain high data integrity in your system. CartêGraph contains a robust Report Writer - Active Reports from Data Dynamics - that can be used to create canned or custom reports. CartêGraph also contains a Report Wizard for the quick and easy creation of ad hoc reports. CartêGraph also provides the option of using a 3rd party report writer, like Crystal Reports.
- 4) **The software should have the ability to interface with the Microsoft Office Suite (Word, Excel, Access, and Power Point) for downloading and uploading of information for unique data manipulation purposes.**
CartêGraph's Import/Export Format Builder, which supports ASCII fixed width and delimited formats with file extensions of .asc, .tab, .txt and .csv, can be used to upload or download data. CartêGraph reports can also be saved in a Microsoft Excel (.xls) format or .rtf or .txt file format that can be opened in MS Word. CartêGraph also has the ability to launch an MS Outlook email from within the CartêGraph Navigator interface.
- 5) **On line help features should be available to users.**
CartêGraph's online Help offers a wealth of information, including tutorials on building reports, filters, and forms; exercises for building maps; and guidelines for system setup and customization.

- 6) **The software proposed must be proven through experience at other sites.**
CartêGraph's first software application was created in 1994 and since has 4,502 software licenses installed in the United States and worldwide with active maintenance agreements and an additional 600 licenses that are not covered by a maintenance agreement. See also "Proposal Forms - Vendor Reference Information" later in this document.
- 7) **Periodic ongoing software maintenance and software releases must be provided.**
CartêGraph provides ongoing maintenance and upgrade releases as part of an Annual Maintenance Agreement. For more information, see the sections entitled "Technical Support Services," "Software Updates/Upgrades" and "Software Release History" later in this document.
- 8) **The software must be capable of running efficiently on current hardware.**
CartêGraph does not see any issues with the general hardware descriptions provided in the RFP.
- 9) **The software must be accompanied by sufficient documentation to enable comprehensive understanding of its internal structure and operating procedures.**
The *Jump Start* manual takes users step by step through the installation of the software. Additional information in the form of White Papers can also be found on the Resource CD that is shipped with the software or in the software's online Help files. CartêGraph also has .pdf files of the database schema for each application.
- 10) **The software must provide for the ability of the system administrator to lock all users out of the program.**
This function can be performed at the network or database level.
- 11) **The software should have the ability to print reports to a digital imaging system. The city currently uses LaserFiche.**
CartêGraph reports can be printed to any device/driver associated with the workstation running the CartêGraph report.
- 12) **The software must operate on a server-based operating system.**
CartêGraph can be configured in a client-server environment using a Windows Server operating system or can be configured in a stand-alone environment using a standard Windows OS.
- 13) **The software should support bar code scanning and have the ability to print OCR and bar codes.**
CartêGraph can be configured to work with standard bar code technology and can print bar codes if the bar code font is loaded in the Windows Font directory. CartêGraph has not and is not aware of OCR integration with our applications, but if the OCR technology is ODBC/OLE-compliant, then integration should be possible.
- 14) **Applications within the software that have financial related applications must be able to report costs based on the City's financial software account number structure.**
CartêGraph can be configured to assign and track financial account numbers with line-item costs or broader cost centers.

Work Orders

- 1) **The software will need to include a work order system.**
CartêGraph's *WORKdirector* is a multi-faceted application that provides the ability to document and track Requests for Work, generate Work Orders and associate labor, equipment, materials and vendor/contractor information for tracking and Activity-Based Costing. *WORKdirector* also permits you to manage your resources related to labor, equipment, materials and vendor/contractors in an organized and efficient manner.
- 2) **The work order system needs to have the ability to schedule work orders for future completion.**
All Work Orders may be scheduled for completion or follow up as necessary. Work Orders may stay open and amended as desired. Work Orders can be scheduled for future completion and can be configured to automatically reschedule upon completion.
- 3) **The work order system needs to be able to generate an invoice based on costs incurred related to a specific**

work order. The invoice information should be able to be exported to a data file for import into the City's Equalizer Miscellaneous Receivables program for final invoicing to the customer. The intent is to create a custom import. Please provide a file layout for the export from the work order system.

CartêGraph can create a Work Order Invoice report template that can be tailored to include the information and formatted layout desired by the City to meet invoicing needs. A corresponding Import/Export Routine can be created and saved to permit the periodic export of invoice data for importation into Equalizer. CartêGraph's Import/Export Builder supports ASCII fixed width and delimited formats with file extensions of .asc, .tab, .txt and .csv and can be configured by the user for tailoring the layout or order of information.

- 4) **The work order system must be able to track labor, equipment, and material costs related to each work order.**

CartêGraph's *WORKdirector* module allows multiple resources (labor/equipment/materials/ vendors) to be assigned, tracked and reported for individual Work Orders. Assigned resources with usage information and applicable rates will allow you to do Activity-Based Costing of your maintenance activities. When you associate labor/equipment/materials to a Work Order, the respective labor/equipment/material records will have their respective Log tables updated to reflect usage for the individual labor/equipment/material.

- 5) **A work order must be able to be generated from a customer request via telephone or via an on line application.**

CartêGraph can be configured to accept customer requests submitted via an online application. CartêGraph has performed custom Internet Service Request integration for clients that have functioned in a variety of manners based on the clients business process needs.

- 6) **The work order system must allow for the notification of a new work order via e-mail to multiple users.** CartêGraph has the ability to embed email functionality to route work order information to one or more users.

- 7) **The work order system must include a broad based reporting systems for management monitoring of the status of open work orders.**

CartêGraph contains a robust Report Writer - Active Reports from Data Dynamics - that can be used to create canned or custom reports. CartêGraph also contains a Report Wizard for the quick and easy creation of ad hoc reports. CartêGraph also provides the option of using a 3rd party report writer, like Crystal Reports. CartêGraph contains canned reports for monitoring Work Order Status. Canned report templates can be modified to meet end-user needs or new report templates can be created to monitor Work Order Status.

- 8) **The work order system must include an automatic e-mail notification to specified users of work orders that have not been completed in a specified period of time.**

CartêGraph has the ability to embed email functionality to route work order information to one or more users.

Asset Management

- 1) **The software will need to include an asset management system.**

CartêGraph's *viewSERIES* applications allow you to inventory all assets, both field infrastructure and fleet related, to include Identification, Feature, Inspection/Condition Assessment, Maintenance History Log, GASB 34 Financial Summary, and Location information related to each asset with direct ties in to the Work Request/Work Order module in *WORKdirector* and GIS. CartêGraph's *viewSERIES* applications include *STORMview*, *SEWERview*, *WATERview*, *PAVEMENTview* Plus, *SIGNview*, *SIGNALview*, *MARKINGview*, *LIGHTview*, *BRIDGEview* and the asset management development module, *VERSAtools*, which allows you to create a custom asset application using standard CartêGraph software architecture that integrates with *WORKdirector* and GIS.

- 2) **The asset management system must allow for the tracking and scheduling of maintenance on city owned assets.**

Each asset record in the CartêGraph *viewSERIES* applications suite contains an Event log that is used for past, current and future maintenance needs related to the asset. These events can be tracked, filtered and reported on. The Event logs in the *viewSERIES* applications also bi-directionally integrate with the Work Order functions of the Work Management module, *WORKdirector*.

- 3) **Costs of the tasks performed related to each asset must be able to be tracked.**
Maintenance costs related to each asset can be tracked in the Event log form for each asset record. Cost can be generated as part of a Work Order record and associated to an asset records Event log through the bi-directional integration between CartêGraph's Work and Asset Management modules. Selecting and associating an asset record ID from a Work Order record will automatically make the association to the asset records Event log and will automatically update the Event log with the Work Order task information and cost.
- 4) **A work order must be able to be generated from the asset management system.**
CartêGraph permits Work Orders to be created independent of or in association with a specific asset record(s). Work Orders can be created from the asset records Event log form or in the Work Order section of the *WORKdirector* module.

Inventory Management

- 1) **The software will need to include an inventory management system.**
The Materials page in *WORKdirector* allows for the ongoing tracking of stock inventory, including quantity on hand, reorder points, vendor information, and flow of stock through inventory.
- 2) **The software must be able to track the cost of inventory under multiple inventory costing methods.**
WORKdirector provides four inventory costing methods: First-in, First-out (FIFO), Last-in, First-out (LIFO), Least Expensive and Most Expensive.
- 3) **Inventory used in the work order or asset management systems must update the inventory management system.**
Inventory materials assigned/associated with a Work Order automatically update the inventory records usage log and Quantity on Hand as well as assigning the material inventory cost to the Work Order. Materials can be assigned to a Work Order from the Work Order or Material record. Material inventories can also be adjusted independently of a Work Order record while maintaining accurate Quantity on Hand numbers.
- 4) **The inventory management system should include automatic notification when inventory hits a reorder point.**
When a stock material quantity on hand falls to or below the reorder point a notification report is attached to an e-mail that the user can send to the purchasing department or the materials manager. On Order and Stock Item transactions are taken into account before the report is run.

GIS Integration

- 1) **The City would like to integrate the CMMS with its GIS.**
CartêGraph has two product lines that permit integration with GIS. The *MAPdirector* product line has a map viewer stand-alone application that permits common CAD and GIS files to be opened and viewed as basemaps, while the CartêGraph asset and work data is projected overtop the basemaps. *MAPdirector* also has an extension to ESRI's ArcGIS applications that permits CartêGraph data to be viewed in ArcGIS.

CartêGraph's other GIS product line, *GEODATAconnect/GISdirector*, provides tighter, bi-directional read-write integration with ESRI's ArcGIS applications ArcView, ArcEditor and ArcInfo.

CartêGraph also has business partners that can provide customized GIS integration, especially into 3rd party non-ESRI GIS applications.
- 2) **The city currently uses CivicSight, which is an ESRI-based GIS utilizing shape files.**
CartêGraph's *MAPdirector* and *GEODATAconnect/GISdirector* products provide integration with ESRI shapefiles. CartêGraph is a certified ESRI Business and Development Partner.
- 3) **The proposal should include a description of how the CMMS software can integrate with the City's GIS.**
Before proceeding with integrating the CMMS with the City's GIS, CartêGraph will conduct a Needs Assessment

to determine the level of integration required along with the optimal work flow to meet the needs of the City.

Option 1: Linking the CMMS directly to the shapefiles maintained by ArcGIS 9.2 using *GEODATAconnect*, providing a bi-directional read-write ability. As users add/edit/delete information from the GIS or CMMS interface, the updates will be reflected in the other corresponding system. The City will then publish the shapefiles out of ArcGIS 9.2 and into CivicSight on a periodic basis similar to how it is done today.

Option 2: Link the CMMS assets to their corresponding shapefile assets in GIS using a common record ID along with CartêGraph's *MAPdirector* for ArcGIS and ArcView's link command. This does not provide bi-directional read-write functions but does allow you to view CartêGraph data on the GIS as well as to create ESRI data tables with CartêGraph data. This method will require additional workflow steps to maintain and publish the information through ESRI into CivicSight Capital Asset

Historical Costing and Depreciating

1) **The software will need to include an optional capital asset accounting system.**

CartêGraph's asset management applications contain data entry forms that allow you to establish capital infrastructure inventory costs for each asset component. Each individual asset record contains a Financial Summary form specifically for GASB.34 capital expenditure and depreciation tracking. Both the GASB.34 Depreciation and Modified Approach are supported.

2) **The software must be able to track historical costs related to capital assets and record, calculate, and track depreciation.**

CartêGraph's asset management applications allow you to track historical costs including capitalized costs. Capitalized costs can be used to maintain up-to-date depreciation schedules. CartêGraph contains a special GASB.34 Report Writer specifically for reporting on capital asset depreciation schedules.

3) **The software must allow for tracking of capital assets in compliance with generally accepted accounting principles.**

CartêGraph is not a Fixed Asset General Journal nor is it a General Ledger application. CartêGraph does allow for the calculation of depreciation using straight-line depreciation; a Generally Accepted Accounting Principle (GAAP). CartêGraph does support both the GASB.34 Depreciation and Modified approach which are both GAAP compliant!

4) **Data from the current capital asset software will need to be converted.**

CartêGraph provides Data Conversion Services that can include the conversion of existing data from the current capital asset software.

Fleet Management and Maintenance

1) **The software will need to include a fleet management and maintenance system.**

CartêGraph is including with this proposal our Fleet Management extension to *WORKdirector*, providing automated equipment Preventative Maintenance scheduling functionality connected to Work Order functionality.

2) **Data from the city's current fleet management software, JetFleet, will need to be converted.**

CartêGraph provides Data Conversion Services. Data Conversion provides a pathway to convert existing electronic data into CartêGraph database formats. This process eliminates the need for manual re-entry of existing data. A CartêGraph Database Specialist will create a field map document, which will point the existing fields of data to their respective fields in CartêGraph software. CartêGraph will then make known to the client the level of effort (hours) and cost to convert the data. CartêGraph will also make known any data normalization issues or data clean up required or recommended before conversion to ensure data integrity. The client will then give CartêGraph Notice to Proceed with the conversion. The client verifies the field map before the conversion begins. At the end of this conversion process, you are provided with a populated database.

3) **The software should be able to integrate with or import data from the Pacific Pride Fleet fueling system.**

CartêGraph will create an automated import routine to periodically import fueling data provided by the Pacific Pride Fleet fueling system. CartêGraph has created several import routines for GasBoy and Phoenix/PetroVend

fueling systems for our clients.

- 4) **The software must be able to track labor and material costs related to maintenance of individual vehicles.** CartêGraph's *WORKdirector* Fleet extension provides Work Order functionality that integrates with the individual equipment record Maintenance Logs that will permit the City to track Activity Based Cost per vehicle, including labor, equipment, material and/or contracted services related to maintaining a vehicle.



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Request from Wayne Blank on behalf of the American Legion Post 40 of Monroe for permission to erect a monument at Veteran's Park in honor Ltc. Matt Louis Urban.

DISCUSSION: This request has been circulated and reviewed by the affected City Departments. There are no objections to the installation of the monument in the revised location, west of the "War On Terror" monument.

It is recommended that the request be approved and that the City Manager or his designee be authorized to negotiate an agreement with the requestor for installation, landscaping and perpetual care of the monument and that any required permits be obtained and that any City permit fees be waived.

CITY MANAGER RECOMMENDATION:

- For
- For, with revisions or conditions
- Against
- No Action Taken/Recommended

APPROVAL DEADLINE: N/A

REASON FOR DEADLINE: N/A

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N/A

INITIATED BY: Department of Public Services

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: Public Services and Parks

FINANCES

COST AND REVENUE PROJECTIONS:	Cost of Total Project	\$ N/A
	Cost of This Project Approval	\$ N/A
	Related Annual Operating Cost	\$ N/A
	Increased Revenue Expected/Year	\$ N/A

SOURCE OF FUNDS:	<u>City</u>	Account Number	Amount
			\$ N/A
	<u>Other Funds</u>		\$ N/A
			\$ N/A
			\$ N/A
			\$ N/A

Budget Approval: _____

FACT SHEET PREPARED BY: Scott Davidson, Director of Public Services

DATE: 6/11/08

REVIEWED BY: George Brown, City Manager

DATE: 6/11/08

COUNCIL MEETING DATE: June 16, 2008



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Permit Fee for Handicap Accessible Ramps.

DISCUSSION: The City received a request to waive the permit fees for handicap accessible ramps from the Monroe County Commission on Aging.

The request was reviewed by the Building Official and it was recommended that the City charge the minimum fee of \$123.00 for all Handicap Accessible ramps since this has been a common request from other non-profit organizations.

Therefore, it is recommended, that the Mayor and City Council approve the fee schedule as proposed via the enclosed resolution.

CITY MANAGER RECOMMENDATION:

- For
- For, with revisions or conditions
- Against
- No Action Taken/Recommended

APPROVAL DEADLINE: N/A

REASON FOR DEADLINE: N/A

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N/A

INITIATED BY: Department of Building and Zoning

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: Building and Zoning

FINANCES

COST AND REVENUE PROJECTIONS:

Cost of Total Project	\$ N/A
Cost of This Project Approval	\$ N/A
Related Annual Operating Cost	\$ N/A
Increased Revenue Expected/Year	\$ N/A

<u>SOURCE OF FUNDS:</u>	<u>City</u>	<u>Account Number</u>	<u>Amount</u>
			\$ N/A
	<u>Other Funds</u>		\$ N/A
			\$ N/A
			\$ N/A
			\$ N/A

Budget Approval: _____

FACT SHEET PREPARED BY: Joseph A Lehmann Building Official

DATE: 6/10/08

REVIEWED BY: Joseph A Lehmann Building Official

COUNCIL MEETING DATE: June 16, 2008

Schedule E

City of Monroe

PERMIT AND INSPECTION FEE SCHEDULE

1. Zoning Compliance Permit	\$ 100.00
2. Temporary Use/Sales/Buildings: Seasonal or Special Events.	\$ 150.00 for first week plus \$ 20.00 each week after.
3. Sidewalk Café Permit	\$ 100.00 for first year. \$ 50.00 for each year after.
4. Fence Permits Building Permit Required for Fences over 6 ft.	\$ 75.00
5. Sign Permits	
Sandwich Board	\$ 75.00
Banner	\$ 25.00 wk (maximum 4 weeks)
(All other signs not listed will be charged the same as a building permit.)	
6. Construction Board of Appeals Meeting	\$ 400.00 per appeal
7. Construction Bonds	
New Single Family Home	\$ 500.00
Pools	\$ 250.00
All Others	\$ 500.00
8. Vacant/Unsecured Building Inspection	\$ 200.00
9. Liquor License Inspection	\$ 100.00
10. Handicap Accessible Ramps	\$ 123.00

RESOLUTION

1 **WHEREAS**, the City of Monroe has adopted Ordinance 06-020, the Planning and
2 Zoning Code and Ordinance 04-018, which adopted the Michigan Building Codes; and

3 **WHEREAS**, these Ordinances authorize the Building Official to establish fees for
4 permits required under the various codes; and

5 **WHEREAS**, Mayor and Council adopted Resolution R07-039 which established
6 the fees as follows:

7 Schedule A – Building Permit Fees

8 Schedule B – Mechanical Permit Fees

9 Schedule C – Plumbing Permit Fees

10 Schedule D – Electrical Permit Fees

11 Schedule E – Miscellaneous Building Code and Planning and Zoning Code Fees

12 and;

13 **WHEREAS**, the Building Official has determined that Schedule E –
14 Miscellaneous Building Code and Planning and Zoning Code Fees requires
15 amendment; and

16 **WHEREAS**, the amended Schedule E – Miscellaneous Building Code and
17 Planning and Zoning Code Fees is attached and made a part of this Resolution;

18 **NOW, THEREFORE, BE IT RESOLVED**, that this Mayor and Council adopts the
19 amended Schedule E – Miscellaneous Building Code and Planning and Zoning Code
20 Fees. All other fee schedules adopted in Resolution R07-039 remain in full force and
21 effect.



Monroe County Commission on Aging

29 Washington Street, (Stoner-Kemmerling Building) Monroe, MI 48161

Telephone: 734.240.7363 * 734.240.7364 * Toll Free: 1.888.354.5500 ext. 7364 * Fax 734.240.7360

E-Mail: terri_hamad@monroemi.org * vicki_terrasi@monroemi.org * tammy_quigley@monroemi.org

Visit Our Website: www.co.monroe.mi.us

Terri L. Hamad, Director
Vicky L. Terrasi, Assistant
Tammy L. Quigley, Clerk

Martin Kaufman
Chairman

Noel Dentner
Vice-Chairman

Aleta Jackson
Secretary

Bruce Freimark

Nancy Hamman

Paul Simonton

John Sledge

Gerald Stone

Loyd Sype

May 22, 2008

Mayor Mark Worrell
Monroe City Council
120 E. First Street
Monroe, MI 48161

Dear Mayor Worrell and Council Members,

I am writing to request special consideration from the City of Monroe to allow senior homeowners the ability to pull their own permits for installation of temporary ramps and a waiver on permit fees charged for installation.

Currently, Monroe County Commission on Aging funds a temporary ramp program for seniors that is administered by Monroe County Opportunity Program. These ramps are fabricated by American Welding and are made from aluminum, which allows them to be easily transported and reused when the senior no longer needs it. The JAWS Crew, under the administration and supervision of Paul Simonton, assists American Welding with installation at the senior's home to help keep our costs to the program down and provide a positive work experience for his clients. We are requesting your assistance to allow us to continue the program in this manner.

We currently have a client in the City who is in need of a temporary aluminum ramp. The homeowner has attempted to pull the permit, but has been unable to do so. The Monroe County Commission on Aging is respectfully requesting a waiver from the City of Monroe to allow this homeowner and potential future senior homeowners needing ramps to pull permits for installation. We also respectfully request a waiver of the permit fees for installation of these ramps to allow us to use the funding to install additional senior ramps that are greatly needed in our County.

I welcome the opportunity to discuss this program further. I may be reached at 734-240-7358.

Thank you in advance for your consideration.

Sincerely,
Terri L. Hamad, *MASWLLPC*
Terri L. Hamad, Director

RECEIVED

MAY 22 2008

MAYOR'S OFFICE

124

Memo



To: George Brown City Manager
From: Joe Lehmann Building Official
Date: 5/29/2008
Re: Permits for temporary ramps.

A handwritten signature in black ink, appearing to read "Joe", is positioned to the right of the "From:" line.

George, per our conversation this morning concerning the installation of temporary ramps, I do not have a problem with the homeowners pulling the permits for these projects because these are pre-manufactured products and the only thing the jaws crew is doing is assembling and installing them. I still feel that we cannot waive the fees for these projects due to the fact that we have many non profit organizations that do special projects in the City of Monroe and we would not be able to waive all their fees. I have looked at our fee schedule and feel that we could cover our costs by only charging the minimum permit (\$75.00) and review (\$48.75) fee for a total of \$123.75. The fees would cover the costs for review of the site plan, two inspections and administrative cost.



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: POLICE OFFICERS RATIFICATION FOR RETIREMENT INCENTIVE

DISCUSSION: The City of Monroe and the Police Officers Association of Michigan, representing the police officers, have reached a tentative agreement regarding a one-time only retirement incentive. Police Officers who are presently eligible to retire, but who have not submitted an application for retirement prior to June 7, 2008, will receive a one-time only lump-sum severance allowance of \$13,250, as an incentive to retire under the City of Monroe's Retirement System between June 15, 2008, and June 30, 2008, subject to the terms outlined in the attached Agreement.

CITY MANAGER RECOMMENDATION:

- For
- For, with revisions or conditions
- Against
- No Action Taken/Recommended

APPROVAL DEADLINE: N/A

REASON FOR DEADLINE: N/A

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N/A

INITIATED BY: Peggy A. Howard, Human Resources Director

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: Police Department

FINANCES

<u>COST AND REVENUE PROJECTIONS:</u>	Cost of Total Project	\$ N/A
	Cost of This Project Approval	\$ N/A
	Related Annual Operating Cost	\$ N/A
	Increased Revenue Expected/Year	\$ N/A

<u>SOURCE OF FUNDS:</u>	<u>City</u>	<u>Account Number</u>	<u>Amount</u>
			\$ N/A
	<u>Other Funds</u>		\$ N/A
			\$ N/A
			\$ N/A
			\$ N/A

Budget Approval: _____

FACT SHEET PREPARED BY: Peggy A. Howard, Human Resources Director

DATE: 6/11/08

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: 6/16/08

AGREEMENT

The City of Monroe (hereinafter referred to as the "Employer") and the Police Officers Association of Michigan (hereinafter referred to as the "Association") hereby agree that the Employer shall provide all sworn police officers and corporals below the rank of sergeant (hereinafter referred to as "police officers") who are presently eligible to retire, but who have not submitted an application for retirement prior to June 7, 2008, a one-time only lump-sum severance allowance as an incentive to retire under the City of Monroe Employees' Retirement System between June 15, 2008, and June 30, 2008, subject to the following terms and conditions:

1. Police officers, who are presently eligible to retire under the City of Monroe Employees' Retirement System, must submit an irrevocable application for retirement under said System between June 7, 2008, and June 22, 2008, requesting to retire effective on a date between June 15, 2008, and June 30, 2008.
2. Eligible police officer's who retire under the City of Monroe Employees' Retirement System on or before June 30, 2008, as herein provided, shall be paid by the Employer a one-time only lump-sum severance allowance in the amount of \$13,250, less required state and federal payroll withholdings. Notwithstanding any other contract, agreement, past practice, understanding, or provision of the City of Monroe Employees' Retirement System to the contrary, said allowance shall not to be added to any eligible police officer's base pay or final average compensation for pension purposes.
3. Eligible police officers who retire pursuant to the terms of this Agreement shall forfeit all seniority rights and all other rights of continued employment and reemployment with the Employer.

It is hereby expressly agreed between the Employer and the Association that the one-time only lump-sum severance allowance referenced herein is provided for the sole purpose of encouraging eligible police officers to immediately submit their application for retirement and retire under the City of Monroe Employees' Retirement System, between June 15, 2008, and June 30, 2008, thereby avoiding the necessity of at least some layoffs, and for no other purpose. The lump-sum severance allowance herein provided shall not be, nor shall it be regarded, in any respect, as part of any eligible employee's earned or accrued annual wages or compensation (either past, present, or future), or as retroactive or prospective wages or compensation to which any eligible employee is entitled based upon his or her average, normal, regular or customary hours of work on duty or as to furlough, leaves or leave days, or vacations, nor wages or compensation on account of the hazards or character of the eligible employees work on duty, nor on account of any changes of titles or classifications.

IN WITNESS WHEREOF, the parties hereto, upon ratification of this Agreement by the membership of the Association and the City Council for the City of Monroe, Michigan, have caused this Agreement to be executed by their representatives, duly authorized, as of the dates indicated.

CITY OF MONROE

POLICE OFFICERS ASSOCIATION OF MICHIGAN

George A. Brown, City Manager

Bryan P. Gee, Local President

Peggy A. Howard, Human Resources
Director

Scott __ Atkinson, Business Representative

Dated: _____

Dated: _____



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: The purchase of replacement parking meters and associated equipment.

DISCUSSION: The police department requests to purchase 100 Eagle CK (Standard Eagle) Electronic Duncan Parking Meters as a continuation of the meter replacement program which began last year. The individual cost of each meter is \$135.00. The police department has already purchased 133 of these meters. The meters being replaced are almost twenty years old and are beyond their life expectancy. Repairing the mechanical meters is cost prohibitive, and they are no longer being manufactured. The electronic meters are user friendly, and allow us to easily adjust parking rates and hours. The digital meters purchased last year are working well, and complaints of jammed meters and meters not giving the correct time have drastically reduced. The purchase of 100 clear domes for each meter is also requested as the existing domes are scratched & faded, making it difficult to see the actual meter time. The cost for each dome is \$1.65

In addition, the police department requests the purchase of auditing software to include a handheld computer that downloads data from parking meters and permits the tracking of coins from their deposit in the meter to their deposit in the bank. This type of auditing is not possible with mechanical meters. This software will allow accurate tracking of meter use and give the police department the ability to set parking rates and hours at the meter. The cost for this software, the handheld unit, and associated training is \$1500.00.

The Police Department requests that Duncan be considered a sole source vendor for this equipment. There are two major parking meter vendors, Duncan and POM. The department tested meters from both manufacturers last year and concluded that the Duncan products best fit the city's needs. It is also necessary to stay with Duncan to ensure consistency between the meters and allow for use of the auditing software. This order will replace all of the remaining mechanical meters as well as provide the police department with seven spare mechanisms. The spares can be used when a meter has to be sent back for repair eliminating lost revenue while awaiting the repair.

This purchase will result in increased revenue as the new meters will be set to include the meter fee increase put in place last year. The amount of the revenue increase is difficult to predict due to possible changes in parking patterns caused by the new rates.

CITY MANAGER RECOMMENDATION:

- For
- For, with revisions or conditions
- Against
- No Action Taken/Recommended

APPROVAL DEADLINE: N/A

REASON FOR DEADLINE: N/A

STAFF RECOMMENDATION: For Against

REASON AGAINST: N/A

INITIATED BY: MONROE PD

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED:

FINANCES

COST AND REVENUE PROJECTIONS:

Cost of Total Project	\$ 15,365.00
Cost of This Project Approval	\$ N/A
Related Annual Operating Cost	\$ N/A
Increased Revenue Expected/Year	\$ N/A

SOURCE OF FUNDS:

City

Account Number

Amount

Parking Enforcement Equipment

231-50.315-977.000

\$ N/A

\$ 15,365.00

\$ N/A

\$ N/A

\$ N/A

Other Funds

\$ N/A

\$ N/A

\$ N/A

\$ N/A

Budget Approval: _____

FACT SHEET PREPARED BY: Sgt. Thomas J. Mohrbach, MPD

DATE: 06/08/08

REVIEWED BY: John Michrina, Chief of Police

DATE: 06/10/08

COUNCIL MEETING DATE:



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Vehicle Equipment Changeover

DISCUSSION: The Police Department is replacing four vehicles this year and need to have the police equipment transferred from the old vehicles to the replacements. The vehicles receiving the equipment will be two Ford Crown Victorias, one Ford Explorer, and one Ford Taurus. Bids requests were requested from four previous changeover bidders with the following results:

Code 5 Emergency Vehicle Outfitters

28601 Hildebrandt
Romulus, MI 48174 \$8,050.00

Jim's Towing

1012 Franklin Dr.
Monroe, MI 48161 Did not return a bid.

Herkimer Radio Service

2708 N. Telegraph Rd.
Monroe, MI 48162 \$8,256.00 ** Did not submit a Bid Bond Check

Cruisers Corporation

988 Rickett Rd
Brighton, MI 48116 Did not return a bid.

The department requests that Code 5 Emergency Vehicle Outfitters be contracted to perform the 2008 vehicle changeovers for a price \$8,050.00.

CITY MANAGER RECOMMENDATION:

- For
- For, with revisions or conditions
- Against
- No Action Taken/Recommended

APPROVAL DEADLINE: N/A

REASON FOR DEADLINE: N/A

STAFF RECOMMENDATION: For Against

REASON AGAINST: N/A

INITIATED BY: Police Department

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED:

FINANCES

COST AND REVENUE PROJECTIONS:

Cost of Total Project	\$ 8,050.00
Cost of This Project Approval	\$ N/A
Related Annual Operating Cost	\$ N/A
Increased Revenue Expected/Year	\$ N/A

<u>SOURCE OF FUNDS:</u>	City	Account Number	Amount
	General Fund, Police Dept. - Vehicles	101-50.301-981.000	\$ 8,050.00
			\$ N/A
	<u>Other Funds</u>		\$ N/A
			\$ N/A
			\$ N/A
			\$ N/A

Budget Approval: _____

FACT SHEET PREPARED BY: Lt. Charles Abel, Monroe Police Department

DATE: June 2, 2008

REVIEWED BY: John Michrina, Chief of Police

DATE: June 2, 2008

COUNCIL MEETING DATE: June 16, 2008



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: The replacement of thirteen notebook computers used in patrol vehicles.

DISCUSSION: The Police Department's notebook computers and their associated connective equipment, "break-out box" and docking station are aging and need to be replaced. The notebook computers to be replaced were purchased in 2001. Purchasing this equipment will not only replace computers that are wearing out, but several important improvements are also incorporated into the new systems. The wireless communications equipment for our current computers is trunk mounted. This has led to numerous connectivity problems. The new computers will have the wireless connection built into the computers. The current computers also connect through separate "breakout boxes". These boxes have proven to be an unreliable method of connection. The design of the new computers and docking stations eliminate the need for breakout boxes. This purchase will replace all the in-car computers but two, which are newer and still serviceable.

Electronic Data Systems, EDS currently has the State Bid for this equipment (Contract, #071b4200147). Advanced Wireless Telecom, however, is offering the needed equipment at a \$1,481.56 savings over the contract price. This price is offered through Monroe County purchase agreement #08-7313.

The department requests the purchase of the following computers and related equipment from Advanced Wireless Telecom:

The equipment being requested is as follows:

Quantity		Advanced Wireless Telecom
15	Docking Stations	\$854.67
15	Pedestal	\$352.89
15	Tube Stiffener	<u>\$ 42.50</u>
	SUB-TOTAL	\$18,750.90
13	Panasonic CF-30FCS80AM	<u>\$62,348.00</u>
	SUB-TOTAL	\$62,348.00
	TOTAL COST	\$81,098.90

CITY MANAGER RECOMMENDATION:

- For
 For, with revisions or conditions
 Against
 No Action Taken/Recommended

APPROVAL DEADLINE: N/A

REASON FOR DEADLINE: N/A

STAFF RECOMMENDATION: For

REASON AGAINST: N/A

INITIATED BY: Police Department

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: Police

FINANCES

COST AND REVENUE PROJECTIONS:

Cost of Total Project	\$ 81,098.90
Cost of This Project Approval	\$ N/A
Related Annual Operating Cost	\$ N/A
Increased Revenue Expected/Year	\$ N/A

SOURCE OF FUNDS:

City	Account Number	Amount
General Fund, Police Dept. – Operating Equipment	101-50.301-977.000	\$ 35,445.90
General Fund, Police Dept LCC – Operating Equipment	101-50.330.977.000	\$ 7,243.00
CLEMIS Grant	273-50.301.977.000	\$ 10,232.00
Capital Improvement Projects	401-95.301.977.000	\$ 28,178.00
		\$ N/A
		\$ N/A
		\$ N/A
<u>Other Funds</u>		\$ N/A
		\$ N/A
		\$ N/A
		\$ N/A

Budget Approval: _____

FACT SHEET PREPARED BY: Lt. Charles Abel, Police Department

DATE: 06-02-08

REVIEWED BY: John Michrina, Chief of Police

DATE: 06-02-08

COUNCIL MEETING DATE: 06/16/2008



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Appointment of City Attorney

DISCUSSION: The two year appointment of the City Attorney expires on June 30, 2008. Section 47 of the City Charter prescribes that that Council shall appoint “one (1) City Attorney, for a term of two (2) years.”

The City-wide Operational Study recommended that “the City should evaluate potential cost savings associated with the elimination of the City Attorney’s office.” This recommendation was in relation to the City’s in-house attorney’s office. A subsequent follow-up letter from the Operations Study consultant recommended that the City seek proposals from private firms to provide a basis for determining whether out-sourcing general legal services could provide cost reductions. In consultation with Mayor Worrell, it was determined that because of the long-term, positive professional relationship that the City and Attorney Thomas Ready have maintained, it would be in the City’s best interest to seek a single-source proposal from him. In addition to many years of previous service as Monroe City Attorney, Mr. Ready was selected and appointed as City Attorney in 2006, after the City solicited and analyzed proposals from eleven other legal firms and attorneys.

City Finance Director Ed Sell developed legal services activity and case load data from sources including the Operations Study, in-house attorney staff, and Mr. Ready’s office and court records. Mr. Sell included this data in a request to Mr. Ready to provide a proposal for providing all of the City’s routine, general legal services and to continue his service as the appointed City Attorney. Attached you will find a copy of the information provided to Mr. Ready as a basis for providing a legal services proposal to the City.

Mr. Ready’s proposal is attached. An analysis of this service proposal indicates that the proposal offers services inclusive of all legal services currently provided by Mr. Ready and by the in-house Attorney’s office which includes prosecution of ordinance violations, traffic infractions and DUI incidents, among others. The in-house Attorney’s office currently provides Freedom of Information Act administration and liaison services with our liability insurance carrier for claims made. Those duties will be assumed by other administrative departments. An analysis of the budget implications of the proposal indicates that the City would experience at least a \$75,000 reduction of General Fund outlays over the fiscal year if the City Council adopts this proposal. A financial analysis prepared by Finance Director Ed Sell is attached.

By charter the Mayor and City Council have sole discretion regarding whom they appoint to be City Attorney. However, weighing factors such as the City’s current fiscal challenges, Mr. Ready’s long and capable service and experience with the City, and the scope of services proposed to be provided, I recommend that the Mayor and Council strongly consider accepting Mr. Ready’s legal services proposal and appointing him as City Attorney for the term of July 1, 2008 to June 30, 2010.

CITY MANAGER RECOMMENDATION:

- For
- For, with revisions or conditions
- Against
- No Action Taken/Recommended

APPROVAL DEADLINE: June 30, 2008

REASON FOR DEADLINE: City Attorney appointment expires on June 30, 2008

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N/A

INITIATED BY: City Manager

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: All

FINANCES

COST AND REVENUE PROJECTIONS:		
	Cost of Total Project	\$ N/A
	Cost of This Project Approval	\$ N/A
	Related Annual Operating Cost	\$ N/A
	Increased Revenue Expected/Year	\$ N/A

SOURCE OF FUNDS:	<u>City</u>	Account Number	Amount
			\$ N/A
	<u>Other Funds</u>		\$ N/A
			\$ N/A
			\$ N/A
			\$ N/A

Budget Approval: _____

FACT SHEET PREPARED BY: George A. Brown, City Manager

DATE: June 11, 2008

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: June 16, 2008



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: MICHIGAN AVENUE BRIDGE ANALYSIS AND PRELIMINARY DESIGN – CONSULTANT SELECTION

DISCUSSION: On Monday, April 14, the Engineering and Public Services Department was notified by a citizen complaint about a hole in the pavement on Michigan Avenue over Mason Run Drain. Upon investigation, it was determined that the hole was approximately 12 inches in diameter, and protruded all the way through the deck, and in addition, the bottom of the bridge deck under the westernmost five feet in roadway width was found to be severely deteriorated as well, with approximately half of the thickness of the bridge deck gone and the bottom layer of reinforcing steel essentially hanging from the abutments. As a result, the roadway was reduced to one lane of traffic the same day, as the remaining portions of the bridge deck were inspected, sounded, and found to be structurally adequate for vehicular traffic. This opinion was shared by the Engineering Department and the consulting firm inspecting the bridge. Unfortunately, on Monday, June 2, it is believed from citizen observations that a garbage truck passed over the eastern half of the deck, collapsing the eastern third of the deck shortly thereafter. The failure mode appears to be of pull-out of the reinforcing steel due to inadequate overlap of the abutment wall, and obviously has resulted in the full closure of the bridge to all traffic. There were no injuries reported, and to the knowledge of the Engineering Department, no reports of any vehicle damage have been filed with the Monroe Police Department.

This structure is officially classified as a culvert, since it is less than 20 feet in span (actual span length is 14 feet), though it consists of a concrete slab deck that bears on concrete abutments. The structure was constructed in 1932, and the deck thickness is 8-1/2 inches at the curb lines and slightly more than 11 inches at the roadway centerline. Since the span length is less than 20 feet, the City is not required to inspect this structure on a two-year cycle as we are with other bridges. No formal inspection reports have been found on file, but passive inspections are done occasionally in conjunction with other maintenance activities on the drain itself by both the Engineering and Public Services Departments. It is unknown how long the advanced deterioration on the bottom of the deck has been present, but the accelerated deterioration that has been found in just the last two months suggests that this situation has occurred very quickly and would not have been likely to have been found in earlier inspections.

At the April 21 City Council meeting, a contract was awarded for an analysis of the condition of the structure, and to provide conceptual design for replacement structures including cost estimates, to the Mannik and Smith Group. The Mannik and Smith Group, based in Frenchtown Township, completed the most recent bridge replacement design for the City of Monroe, the Elm Avenue bridge over Mason Run, in 1998, and has a number of bridge design professionals on their staff. They returned with a report dated June 4, on various options for replacement, which is attached to this fact sheet. The report details four (4) different options, ranging from replacement of the deck only, to complete replacement of the entire structure with a 3-sided or 4-sided box culvert. All options will require review through the Michigan Department of Environmental Quality (MDEQ), which will unfortunately require both additional design costs in the form of hydraulic analysis and additional time for permit processing.

It is the opinion of the Engineering Department that, although options have been presented for projects that would allow for the salvaging of the existing abutments and slope protection, that is not a prudent alternative at this point. As the entire structure is 76 years old, portions of the abutments may be especially prone to quick deterioration and are unlikely to last for a sufficient time to fully depreciate the costs that would be expended by placing a new bridge deck on them which would have to again be replaced. The fact that the deck failed so quickly without much warning is a cause for great concern that the abutments could do likewise at any time, thus it is recommended that the entire bridge substructure (abutments and slope protection) as well as the deck be completely replaced (Options 3a or 3b). It should be noted that all alternatives include a 25% contingency factor, as projects of this type tend to have a fairly high degree of uncertainty. The Mannik and Smith Group has prepared a proposal for design services (attached), and based on their performance, we would recommend that their involvement be continued on this project.

IT IS RECOMMENDED that the City award a contract for design services to the Mannik and Smith Group, in the amount of \$33,605.00, and that the Director of Engineering and Planning be authorized to execute the agreement on behalf of the City. **IT IS FURTHER RECOMMENDED** that the Finance Director be authorized to make a budget transfer as necessary from unallocated fund balances in the Major Street Fund, Local Street Fund and / or General Fund in the amount of \$215,000, to cover both the above contract amount, and the expected construction costs of the project.

CITY MANAGER RECOMMENDATION:

- For
- For, with revisions or conditions
- Against
- No Action Taken/Recommended

APPROVAL DEADLINE: As soon as possible

REASON FOR DEADLINE: Safety of traveling public dictates replacement of this structure during 2008.

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N/A

INITIATED BY: Department of Engineering and Planning

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: City Council, Engineering Department, adjacent property owners and residents, traveling public

FINANCES

COST AND REVENUE PROJECTIONS:

Cost of Total Project	\$215,000
Cost of This Project Approval	\$33,605.00*
Related Annual Operating Cost	\$ N/A
Increased Revenue Expected/Year	\$ N/A

<u>SOURCE OF FUNDS:</u>	<u>City</u>	<u>Account Number</u>	<u>Amount</u>
	Local Street Bridge Maintenance	203-60.473-818.020	\$33,605.00*

*To be transferred from Major Street, Local Street and / or General Fund balances as determined by the Finance Director.

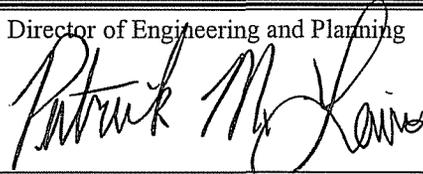
Other Funds

Budget Approval: _____

FACT SHEET PREPARED BY: Patrick M. Lewis, P.E., Director of Engineering and Planning

DATE: 06/11/08

REVIEWED BY:



DATE:

COUNCIL MEETING DATE: June 16, 2008

June 11, 2008

Mr. Patrick M. Lewis, PE, City Engineer
City of Monroe
120 East First Street
Monroe, Michigan 48161



**RE: REQUEST FOR PROPOSAL
DESIGN, SURVEY AND GEOTECHNICAL SERVICES
BRIDGE REPLACEMENT FOR MICHIGAN AVENUE OVER MASON RUN DRAIN**

Dear Mr. Lewis:

The Mannik & Smith Group, Inc. (MSG) is pleased to submit our proposal for design services for the above referenced project. Our proposal includes fees for engineering design, surveying and a geotechnical investigation of the above referenced site. This effort is needed to develop construction plans for replacement of the existing structure.

Our understanding of this project is that the existing bridge carrying Michigan Avenue over Mason Run Drain within the City of Monroe is partially collapsed is to be completely replaced. We anticipate that the replacement structure will most likely be a 4-sided box culvert in lieu of a complete bridge design with abutments and a superstructure. Wingwalls will be provided as necessary to retain the approach roadway embankment. Shallow foundations consisting of cast-in-place strip or spread footings are anticipated for substructure support. We anticipate using the current AASHTO LRFD Bridge Design Specifications, 2008 Interim Revisions. The design loading for the structure will be AASHTO HL93. The project design and plan development will be governed using AASHTO, MDOT and City of Monroe standards and specifications.

The existing bridge is currently closed. Therefore, no staged construction will be necessary.

The proposed approach roadway will consist of a minimum of 2-13 foot lanes face of curb to face of curb (match existing) and 2-6 foot sidewalks. A decorative railing will be specified that is approved for use for vehicular impact. MSG will work with The City of Monroe to develop Aesthetic features for the railings to be utilized.

Following notice to proceed, MSG will conduct a kick-off meeting, preferably on site, with your office to review project requirements. All aspects of our proposed work will be reviewed. Any additional tasks to be completed by MSG will be discussed.

A topographic survey will be performed, and include all topographic survey necessary to complete the project from approximately 50 feet south of the bridge to 50 feet north of the bridge. The width of the survey will be approximately 25 feet beyond the limits of the right-of-way as shown on the existing plans obtained from your office. Vertical and horizontal control will be established. Vertical datum will be based on NAVD 88 (or as preferred by your office). A best-fit horizontal alignment will be established based on the location of the existing centerline of the roadway. Three-point references will be used to witness control points. If monuments exist that can be used for centerline control, and are readily attainable, these points will be used to establish the roadway centerline in lieu of a best-fit

horizontal alignment. Existing bridge features, roadway widths, ditches, utilities, driveways, and other pertinent topographic features will be obtained.

It is our understanding that the drainage area upstream of this crossing is greater than 2 square miles. A hydraulic analysis and an MDEQ/USACE Joint Permit will be required. Therefore, a hydraulic survey of the channel will be performed. A total of 10 channel cross sections are anticipated at the following locations:

- 3 sections downstream of the bridge
- At each face of the existing structure
- One at the downstream face of the pedestrian structure
- At each face of the structure crossing Maple Blvd.
- 2 sections upstream of the Maple Blvd. Crossing

The width of the cross sections will be approximately 300 feet each way of the centerline of the channel where practical. The cross sections will be used to develop a model that will analyze the existing and proposed hydraulic conditions. The model will be developed using HEC-RAS software and will extend from downstream of Michigan Avenue to upstream of Maple Blvd. The purpose of the model will be to determine harmful interference created by any changes to the existing structure's geometric features. A proposed opening area will be determined, and an appropriate structure size will be chosen for the crossing.

The hydraulic information will also be used to complete an MDEQ/USACE Joint Permit Application. The permit application, along with a hydraulic report will be submitted to the MDEQ for review and approval. We will work with the MDEQ to expedite the process due to the unanticipated closing of the bridge to the public.

A geotechnical feasibility investigation will be performed to assist in the structure and approach design. Two (2) borings will be performed. One boring will be located on each side of the drain near the reference lines of the proposed structure. We are anticipating that hard pan and/or rock is fairly shallow and the borings will not be excessively deep (greater than 20 feet). If unsuitable soils are encountered during drilling The City of Monroe will be notified immediately.

MSG will prepare a Geotechnical Feasibility Investigation Report to document the study. The Geotechnical Feasibility Investigation Report will include:

- Introduction and general project description;
- Description of activities and findings associated with technical data review;
- Description of geotechnical investigation procedures;
- Computer generated boring logs with soil stratification and field test results;
- Laboratory test results;
- Site water levels observed during and after drilling;
- A plan view of the area investigated showing approximate boring locations and elevation;
- Allowable bearing capacities
- Rock core data and RQD values

A set of construction plans will be developed and will include all information necessary to remove and replace the existing Michigan Avenue structure, remove the existing pedestrian structure, and all associated approach work. The following plan sheets will be produced:

- Title Sheet
- Typical Section Sheet
- General Summary
- Plan and Profile

- General Plan of Structure
- Culvert Detail Sheets
- Channel Cross Sections
- Reinforcing Schedule and Bridge Estimated Quantities

In addition to the plan sheets we will also submit a cost estimate created using MERL estimating software as well as all special provisions required to complete the construction.

We anticipate two submittals to the City of Monroe for review and comment. The first review is anticipated to be at approximately 25% plan completion. A second review will be made at approximately 90% plan completion. Final deliverables will be made following completion of the project plans.

For scheduling purposes we are anticipating a notice to proceed by Mid June 2008. We anticipate that the project will be completed and ready for bidding and award in September of 2008 subject to agency review.

Fees

Our fee schedule (cost not to exceed basis) for the proposed work is as follows:

Engineering Services:	\$ 25,280.00
Topographic Survey & Processing:	\$ 5,025.00
Geotechnical Investigation:	\$ 3,300.00
Total fee:	\$ 33,605.00

A breakdown of man-hours for design and survey is attached for your review. Geotechnical man-hours are not shown in the schedule.

Items Not Included In Scope

From our meeting with your office on June 10, 2008 requesting engineering services, MSG has developed this proposal. In order to clearly identify areas of work that are not currently included with this proposal, we have created the following list of tasks that MSG does not anticipate performing at this time.

1. Structure Rehabilitation – MSG is assuming that the existing will be completely removed and replaced with new. Additional Analysis of the existing bridge will not be performed.
2. Additional Traffic Data – All traffic data required will be provided to MSG by The City of Monroe.
3. Right Of Way Plans – Right Of Way acquisition, easements, research or drawings for any required ROW or easements are not included with this proposal.
4. Staged Construction Plans – MSG assumes that the crossing will be closed during construction.
5. Scour Analysis
6. Project Bidding
7. Construction Management & Support Services
8. Environmental Considerations

MSG is a very diverse company capable of performing all of the above tasks. However, in order to reduce as much cost to The City of Monroe as possible we have listed the above items to reduce any vagueness in proposed scope.

Assumptions Regarding Proposal Development

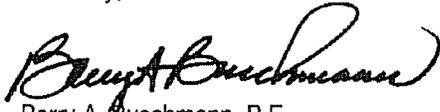
Following is a list of assumptions made to develop this proposal:

1. Assume that at pre-cast box culvert or 3-sided culvert will be utilized for structure replacement.
2. Project site is readily accessible by truck-mounted boring equipment.
3. Hard Pan less than 20 feet deep.

Our final deliverable will include complete structure and approach roadway plans ready for bidding on Mylar media, an engineering cost estimate for construction, and all frequently used and unique special provisions.

Should you have any questions regarding this proposal, please do not hesitate to contact Barry Buschmann or Christopher Zangara at (734) 289-2200. We appreciate the opportunity to submit a proposal for this work and look forward to working with the City of Monroe on this project.

Sincerely,



Barry A. Buschmann, P.E.
Senior Vice President



Christopher M. Zangara, P.E.
Bridge Design Engineer/Project Manager

AGREEMENT FOR SERVICES

By execution of this Agreement, the Client authorizes The Mannik & Smith Group, Inc. to provide the services described within the proposal designated below according to the attached Terms and Conditions.

No terms or conditions other than those stated within the attached, and no agreement or understanding oral or written, in any way purporting to modify these terms and conditions whether contained in Client's purchase order or elsewhere, shall be binding on MSG and its subcontractors unless hereafter made in writing and signed by an authorized representative of MSG. All proposals, negotiations, and representations, if any, made prior to, and referenced hereto, are merged herein.

APPROVAL AND ACCEPTANCE

The Mannik & Smith Group, Inc is hereby directed and authorized to proceed with the services for the designated project in accordance with the provisions of this Agreement.

Proposal Date: June 11, 2008

Proposal Number: PR080522

CITY OF MONROE

THE MANNIK & SMITH GROUP, INC.

Signature



Signature

Name (Printed)

Barry A. Buschmann, PE

Name (Printed)

Title

Senior Vice President

Title

Date

June 11, 2008

Date

The Mannik & Smith Group, Inc.
Standard Terms & Conditions

Services The Mannik & Smith Group, Inc. (MSG) will perform services for the Project as set forth in the MSG proposal and in accordance with these Terms & Conditions. MSG has developed the Project scope of service, schedule, and compensation based on available information and various assumptions. The Client acknowledges that adjustments to the schedule and compensation may be necessary based on the actual circumstances encountered by MSG in performing their services.

Additional Services The Client and MSG acknowledge that additional services may be necessary for the Project to address issues that may not be known at Project initiation or that may be required to address circumstances that were not foreseen. In that event, MSG shall notify the Client of the need for additional services and the Client shall pay for such additional services in an amount and manner as the parties may subsequently agree.

Project Requirements The Client shall confirm the objectives, requirements, constraints, and criteria for the Project at its inception. If the Client has established design standards, they shall be furnished to MSG at Project inception. MSG will review the Client design standards and may recommend alternate standards considering the standard of care provision.

Period of Service MSG shall perform the services for the Project in a timely manner consistent with sound professional practice. MSG will strive to perform its services according to the Project schedule set forth in the MSG proposal. The services of each task shall be considered complete when deliverables for the task have been presented to the Client. MSG shall be entitled to an extension of time and compensation adjustment for any delay beyond MSG control.

Compensation In consideration of the services performed by MSG, the Client shall pay MSG in the manner set forth in the MSG proposal. The parties acknowledge that terms of compensation are based on an orderly and continuous progress of the Project. Compensation shall be equitably adjusted for delays or extensions of time beyond the control of MSG.

Where total project compensation has been separately identified for various Tasks/Work Orders, MSG may adjust the amounts allocated between Tasks or Work Orders as the work progresses so long as the total compensation amount for the project is not exceeded.

Payment Definitions The following definitions shall apply to methods of payment:

Cost Plus is defined as the individual's base salary plus actual overhead plus professional fee. Overhead shall include customary and statutory benefits, administrative expense, and non-project operating costs.

Lump Sum is defined as a fixed price amount for the scope of services described.

Standard Rates is defined as individual time multiplied by standard billing rates for that individual.

Subcontracted Services are defined as Project related services provided by other parties to MSG.

Reimbursable Expenses are defined as actual expenses incurred in connection with the Project.

Payment Terms MSG shall submit monthly invoices for services performed and Client shall pay the full invoice amount within 30 days of the invoice date. Invoices will be considered correct if not questioned in writing within 10 days of the invoice date. In the event of a disputed or contested billing, only that portion so contested may be withheld from payment, and the undisputed portion will be paid. No interest will accrue on any contested portion of the billing until mutually resolved. Client will exercise reasonableness in contesting any billing or portion thereof. MSG shall be entitled to a 1.5% per month administrative charge in the event of payment delay. Client payment to MSG is not contingent on arrangement of project financing. Invoice payment delayed beyond 60 days shall give MSG the right to suspend services until payments are current. Non-payment beyond 70 days shall be just cause for termination by MSG.

Assignment Neither party shall assign its rights, interests or obligations under the Project without the express written consent of the other party.

Authorized Representatives The officer assigned to the Project by MSG is the only authorized representative to make decisions or commitments on behalf of MSG. The Client shall designate a representative with similar authority.

Buried Utilities Where applicable to the Project, MSG will conduct research and prepare a plan indicating the locations of underground improvements intended for subsurface penetration with respect to assumed locations of underground improvements. Such services by MSG will be performed in manner consistent with ordinary standard of care. Client recognizes that the research may not identify all underground improvements and that the information of which MSG relies may contain errors or may not be complete. The Client agrees to waive all claims and causes of action against MSG for damages to underground improvements resulting from subsurface penetration locations established by MSG, except for damages caused by the sole negligence or willful misconduct of MSG.

Compliance with Laws MSG shall perform its services consistent with sound professional practice and endeavor to incorporate laws, regulations, codes, and standards applicable at the time the work is performed. In the event that standards of practice change during the Project, MSG shall be entitled to additional compensation where additional services are needed to conform to the standard of practice.

Confidentiality MSG will hold in confidence any information about the Client's operations which would normally be considered confidential. Such obligation shall not hold with respect to:

- a. Information which is in the public domain or which enters public domain in the future through no fault of MSG.
- b. Information known to MSG prior to disclosure by the Client or information disclosed to MSG at any time by a third party.
- c. Information which is released from its confidential status by the Client.

- d. Where disclosure is required by court order or governmental directive, provided that prior written notice is given the other party.

The Client agrees that the technical methods, techniques and pricing information contained in any proposal submitted by MSG pertaining to this project or agreement or any addendum thereto, are to be considered confidential and proprietary, and shall not be released or otherwise made available to any third party without the express written consent of MSG.

Consequential Damages Neither the Client nor MSG shall be liable to the other for any consequential damages regardless of the nature or fault.

Cost Opinions MSG shall prepare cost opinions for the Project based on historical information that represents the judgment of a qualified professional. The Client and MSG acknowledge that actual costs may vary from the cost opinions prepared and that MSG offers no guarantee related to the Project cost.

Defects in Service The Client shall promptly report to MSG any defects or suspected defects in service. The Client further agrees to impose a similar notification requirement on all contractors in its Client/Contractor agreement and shall require all subcontracts at any level to contain a like provision. Failure by the Client and Client's contractors and subcontractors to notify MSG shall relieve MSG of the costs of remedying the defects above the sum such remedy would have cost had prompt notification been given when such defects were first discovered.

Dispute Resolution In the event of a dispute between MSG and Client arising out of or related to this Agreement, the aggrieved party shall notify the other party of the dispute within a reasonable time after such dispute arises. If the parties cannot thereafter resolve the dispute, each party shall nominate a senior officer of its management to meet to resolve the dispute by direct negotiation or mediation.

Should such negotiation or mediation fail to resolve the dispute, either party may pursue resolution by arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association; provided, however, in the event the parties are unable to reach agreement to arbitrate

under terms reasonably acceptable to both parties, either party may pursue resolution in any court having jurisdiction.

During the pendency of any dispute, the parties shall continue diligently to fulfill their respective obligations hereunder.

Environmental Matters The Client warrants they have disclosed all potential hazardous materials that may be encountered on the Project. In the event unknown hazardous materials are encountered, MSG shall be entitled to additional compensation for appropriate actions to protect the health and safety of its personnel, and for additional services required to comply with applicable laws. The Client shall indemnify MSG from any claim related to hazardous materials encountered on the Project except for those events caused by negligent acts of MSG.

Governing Law The terms of agreement shall be governed by the laws of the state where the services are performed provided that nothing contained herein shall be interpreted in such a manner as to render it unenforceable under the laws of the state in which the Project resides.

Indemnification MSG shall indemnify the Client from any reasonable damages caused solely by the negligent act, error, or omission of MSG in the performance of services under the Project. If such damage results in part by the negligence of another party, MSG shall be liable only to the extent of their proportional negligence.

Independent Consultant MSG shall serve as an independent consultant for services provided under this agreement. MSG shall retain control over the means and methods used in performing their services and may retain subconsultants to perform certain services as determined by MSG.

Information from Other Parties The Client and MSG acknowledge that MSG will rely on information furnished by other parties in performing its services under the Project. MSG shall not be liable for any damages that may be incurred by the Client in the use of third party information.

Insurance MSG will maintain the following insurance and coverage limits during the period of service. Upon

request, the Client will be named as an additional insured on the Commercial General Liability and Automobile Liability policies.

- Worker's Compensation	As required by applicable state statute
- Commercial General Liability	\$1,000,000 per occurrence (bodily injury including death & property damage) \$2,000,000 aggregate
- Automobile Liability	\$2,000,000 combined single limit for bodily injury and property damage
- Professional Liability	\$2,000,000 each claim and in the aggregate

The Client shall make arrangements for Builder's Risk, Protective Liability, Pollution Prevention, and other specific insurance coverage warranted for the Project in amounts appropriate to the Project value and risks. MSG shall be a named insured on those policies where MSG may be at risk. The Client shall obtain the counsel of others in setting insurance limits for construction contracts.

Legal Expense In the event that either party takes legal action against the other that is not prosecuted, is dismissed, or if the decision is rendered for the other party, the party taking legal action agrees to pay the other their attorney fees, court costs, and defense expenses within 30 days of the court action.

Lien Rights MSG may file a lien against the Client's property in the event that the Client does not make payment within the time prescribed in this agreement. The Client agrees that services by MSG are considered property improvements and the Client waives the right to any legal defense to the contrary.

Limitation of Liability In recognition of the relative risks and benefits of the project to both the Client and MSG, the Client agrees to the fullest extent permitted by law, to limit the liability of MSG for any and all damages or claim expenses arising out of this agreement, from any and all causes, to \$50,000 or the fee realized by MSG for the Project, whichever is greater.

Ownership of Documents Documents prepared by MSG for the Project are instruments of services and

shall remain the property of MSG. Record documents of service shall be based on the printed copy. If specified in the MSG proposal, MSG will furnish documents electronically; however, the client releases MSG from any liability that may result from documents used in this form. MSG shall be defended and indemnified for reuse of documents for any purpose other than those intended under the Project.

Permits and Approvals MSG will assist the Client in preparing applications and supporting documents for the Client to secure permits and approvals from agencies having jurisdiction over the Project. The Client agrees to pay all application and review fees.

Safety MSG shall be responsible solely for the safety precautions or programs of its employees and no other party. In no event will MSG be responsible for construction methods, means, techniques or sequences of construction, which are solely the responsibility of the Contractor.

Site Access The Client shall obtain all necessary approvals for MSG to access the Project site(s).

Severability Any provision of these terms later held to violate any law shall be deemed void and all remaining provisions shall continue in force. In such event, the Client and MSG will work in good faith to replace an invalid provision with one that is valid with as close to the original meaning as possible.

Standard of Care Services provided by MSG will be performed with the care and skill ordinarily exercised by members of the same profession practicing under similar circumstances. The standard of care shall exclusively be judged as of the time the services are rendered and not according to later standards.

Survival All provisions of these terms that allocate responsibility or liability between the Client and MSG shall survive the completion or termination of services for the Project.

Suspension of Work The Client may suspend services performed by MSG with cause upon fourteen (14) days written notice. MSG shall submit an invoice for services performed up to the effective date of the work suspension and the Client shall pay MSG all outstanding invoices within fourteen (14) days. MSG

shall be entitled to renegotiate the Project schedule and the compensation terms for the Project.

Termination The Client or MSG may terminate services on the Project upon seven (7) days written notice in the event of substantial failure by the other party to fulfill its obligations of the terms hereunder. MSG shall submit an invoice for services performed up to the effective date of termination and the Client shall pay MSG all outstanding invoices within fourteen (14) days.

Third Party Claims The Client will compensate MSG for services performed in defense of any third party claim unless the claim resulted from the negligent act, error or omission of MSG.

Waiver of Rights The failure of either party to enforce any provision of these terms and conditions shall not constitute a waiver of such provision nor diminish the right of either party to the remedies of such provision.

Revised January 2007

Proposed Person Hours by Task For MSG Employees

CONTROL SECTION:

JOB NUMBER:		Date								
PR080522		6/11/2008								
TASK DESCRIPTION NUMBER	PRINCIPAL	ENGINEER V	ENGINEER IV	ENGINEER III	TECHNICIAN IV	TECHNICIAN III	SURVEYOR III	SURVEY CREW (2-MAN)	ADMIN II	HOURS FOR TASK
PHASE 30 - SURVEY										
Task 752 - Field Survey:										
Establish Control							1	3		4
Structure Survey								4		4
Roadway Topo								4		4
Cross Sections (10)								6		6
Riparian Owner 1st floor elevations								2		2
Culverts / Bridges Upstream and downstream survey (3)								2		2
Bench Loop Survey Control								2		2
										0
										0
Task xx - Office Survey:										
Office Survey, Supervision, Field Notes							4			4
Task xx - Processing:										
Process Base Map (Kim)						12				12
Develop Surface Model, alignments, profiles, Cross sections						4				4
										0
										0
PHASE 50- DESIGN / PLANS / SPECIFICATIONS										
Task 125 - Meetings:										
Internal Kick-Off Meeting			1	1			1	1		5
Client Kick-Off Meeting	1		1							2
Field Investigation (CMZ)			1							1
										0
										0
Task 348 - Drainage Design										
Obtain discharge estimate from MDEQ (Over 2 Square miles)			2							2
HEC-RAS Modeling (CMZ)			24							24
Hydraulic Report			8						6	14
Roadway Drainage				4						4
										0
Task 696 - Roadway Design										
Pavement Design				2			3			5
Utilities				4			6			10
Signing				2			4			6
										0
										0
Task 256 - Bridge/Culvert Design										
Box Sizing / Design (Structural)			1	4						5
Wingwall Design			4	16						20
Apron Design			2	4						6
Railing Design				4						4
										0

Task 596 - Plan Development										0
Title Sheet						2				0
Typical Sections			4			2				2
General Summary						4				6
Plan & Profile						12				4
General Plan of Structure				16						12
Culvert Details (2 sheets)		6		28						16
Channel Cross Sections						12				34
Reinforcing Schedule / Estimated Quantities Sheet				24						12
MERL Cost Estimate		2		4						24
Submit Plans (Copies / Corresp / Collate) 2 Submittals		2		8				6		6
										16
										0
Task 588 - Permitting										0
MDEQ Joint Permit				20						0
Sketches						16				20
										16
										0
										0
Task 150 - QA / QC Activities										0
Overall Review (SP)		6								0
Bridge Detail Review (CMZ)			6							6
										6
										0
										0
										0
TOTAL HOURS PER CLASSIFICATION:	1	6	60	145	16	62	6	24	12	332

332
Vertical
Column Total

COMPREHENSIVE STUDY REPORT

Michigan Avenue Bridge over Mason Run Drain



PREPARED FOR:



MR. PATRICK M. LEWIS, PE
CITY OF MONROE
120 E. FIRST STREET
MONROE, MICHIGAN 48161

JUNE 4, 2008

June 4, 2008

Mr. Patrick M. Lewis, PE
City of Monroe
120 East First Street
Monroe, Michigan 48161

**RE: MICHIGAN AVENUE BRIDGE OVER
MASON RUN DRAIN
CITY OF MONROE**

Dear Mr. Lewis:

The Mannik & Smith group, Inc. (MSG) has completed the comprehensive study of the Michigan Avenue Bridge over Mason Run Drain within the City of Monroe. Our study included field review and investigation, preliminary analysis of existing and proposed structure elements, development of three (3) concepts for rehabilitation, details for the rehabilitation concepts, cost estimates, and a report of our findings conclusions and recommendations.

We appreciate the opportunity to work with the City of Monroe and look forward to continuing this work with development of design plans to rehabilitate this structure.

Following your review of the study we would like to meet with the City to review the concepts and our recommendations.

Please contact us at (734) 289-2200 if you have any questions or concerns.

Sincerely,


Barry A. Buschmann, PE
Senior Vice President

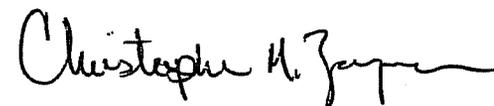

Christopher M. Zangara, PE
Project Manager / Design Engineer

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2.0 REHABILITATION OPTIONS.....	2
3.0 ESTIMATES	5
4.0 CONCLUSION & RECOMMENDATIONS	5

APPENDICES

- Appendix A Exhibits
- Appendix B MERL Estimates
- Appendix C Project Photos

1.0 FIELD INVESTIGATIONS

The Mannik & Smith Group, Inc. (MSG) performed an in-depth inspection of the existing bridge carrying Michigan Avenue over the Mason Run Drain on May 12, 2008 and May 29, 2008. The inspections included obtaining information with regard to the existing roadway structure, and separate pedestrian structure west of the bridge. Measurements for both structures were obtained to verify existing plan data obtained from your office. Deterioration of the structures was noted as well as characteristics of the existing channel through both structures.

The existing bridge carrying Michigan Avenue over Mason Run Drain is approximately 76 years old, and as of June 2nd, 2008 is closed to thru traffic due to a partial collapse of the existing concrete deck. Photos of the collapsed portion of the deck provided by the City of Monroe reveal that the failure mode may have been a punching shear failure from a heavy vehicle crossing the bridge.

From our field review and review of existing plan documents we found that the geometry of the roadway bridge measured in the field matched that of the plans provided. The span length of the bridge was measured at 14'-2" face to face of abutment walls while the plans shown 14.0'. The deck and sidewalk geometry was consistent with the plans at 2-13 foot lanes toe to toe of curb, and a 6' sidewalk on the east side of the bridge. The deck is generally in poor condition. The most obvious area of deterioration of the deck was a hole approximately 16"x16" within the deck located on the west side (southbound lane) of the deck. The bottom surface of the deck below the hole has heavy spalled concrete areas with exposed reinforcing. The east end of the deck underside included heavy deterioration of the deck with spalled concrete and exposed reinforcing (rusting). The concrete on the deck underside near the roadway centerline was noted as being in fair condition. The abutment walls in general were sound, and in fair to good condition with some cracks and deteriorated concrete near the ends of the walls. Wet concrete was noted at the top of the south abutment wall. The channel through the structure consists of a concrete lined spillway, and is in fair condition. The existing concrete spillway is cracked and deteriorated along both the north and south sides of the channel. Debris from the deck has fallen into the channel and is piling up creating an obstruction for conveyance of flow. The approach roadway surface on the south side of the bridge consists of concrete and is in poor condition with the concrete heaving, and cracked. The approach roadway on the north side of the bridge consists of asphalt and is in fair condition. The sidewalk on the bridge is in good condition.

Several roadway storm drains were noted at each quadrant of the roadway bridge. There is also a ductile iron pipe exposed and hanging along the west side of the bridge. This pipe may be a protective sleeve for a 2" or 4" gas line shown on the existing plan sheets.

The pedestrian structure is a through truss and overall is in good condition. Several vertical elements and top chord of the truss along the west side at the south end of the pedestrian bridge has been damaged. The deck surface of the pedestrian bridge is wood planking in fair condition. From our field review and review of the existing plans the pedestrian bridge is founded on concrete abutments placed behind the concrete spillway.

2.0 REHABILITATION OPTIONS

Following the field investigation and review of the existing plan information MSG began development of 3 options for rehabilitation. The three options chosen for this study are not the only options available. However, they do provide a broad range of items to be considered during this process of selecting an option for rehabilitation.

Option 1: Remove and replace existing concrete deck: This concept includes the full removal and replacement of the existing concrete deck, and rehabilitation of the abutment walls to accommodate the new deck. The deteriorated concrete spillway areas would be rehablitated. The existing pedestrian bridge would remain with rehabilitation for straightening the damaged steel.

The new superstructure would consist of an 11" thick reinforced concrete slab. The new slab has been designed using standard HS20 design live loading, and appropriate dead loads from the structure. The deterioration of the existing abutment wall would be removed by saw cutting the existing concrete, salvaging all usable reinforcing steel, and adding additional steel as required. The tops of the new abutment walls would be re-constructed to accommodate the new deck with a 2% minimum cross slope.

A preliminary analysis of the existing concrete abutment walls has been performed to determine the existing capacity that can be provided. For an analysis we have assumed that the concrete has a compressive stress of $f'_c = 3500\text{psi}$ and the reinforcing steel has a tensile strength of $f_y = 60,000\text{psi}$. Both faces of wall were assumed to have 1" of deteriorated concrete and therefore was ignored in the analysis. From our preliminary analysis, based on a 1-foot design width of wall, the maximum factored load applied to the wall will develop a compressive stress of 0.414ksi at the extreme compressive face (exposed face) of the wall. The estimated allowable compressive stress in the concrete is 1.40ksi. The factored moment was calculated and compared to the nominal moment capacity provided by the concrete and reinforcing steel ($\frac{1}{2} \Phi$ bars @ 12" c/c spacing). The maximum factored moment was calculated as 5.15 ft kips. The nominal moment capacity was computed as 7.04 ft kips. Therefore, the existing wall will provide sufficient compressive and flexural capacity for the assumed proposed loading conditions. The estimated shear force and capacity were also checked and found to be adequate for the proposed loading condition.

During our review of the existing plans and from our field investigation measurements the bottoms of the existing footings appear to be higher than the flow line or channel bottom. Standard practice for structures adjacent to waterways is to place the bottoms of the existing footings below the flow line a minimum of 4' to prevent failure of the structure due to scour. However, this structure may be sitting on hard pan or close to the top of rock. In addition, the concrete spillway provides protection from any scouring that may occur.

Footing pressures were estimated to be 4.50KSF for the proposed condition. Geotechnical information will be obtained during the design phase, and allowable footing pressures can be determined. If the existing footing widths will not provide the required capacity, the footings

can be widened so that the load applied to the soil can be spread to a larger area. The cost to provide extended footing has not been included with the cost estimates.

Option 2: Remove and replace existing concrete deck, extend west side of structure to accommodate a new sidewalk, remove the existing pedestrian bridge.

This option would be the same as option 1, except that the abutment walls on the west side of the structure would be extended to accommodate a new 6' sidewalk. The existing pedestrian structure would be removed, and the sidewalk approaches to the bridge would be re-aligned to match into the new sidewalk.

As stated in option 1 above, the bottom of footings should be placed a minimum of 4 feet below the flow line. Since new footing will be constructed for this option current standards should be adhered to as much as possible. Therefore, in order to meet current standards the extended portion of the abutment walls would be constructed so that the bottoms of the proposed footings would be a minimum of 4 feet below the flow line. If rock is encountered then the footing will be keyed into the rock to a depth that would be determined based on the condition of the rock. A portion of the concrete spillway will probably be removed and replaced during construction of the abutment wall extensions and would be replaced.

The new footing widths would be designed to accommodate the proposed loading on the existing soil strata.

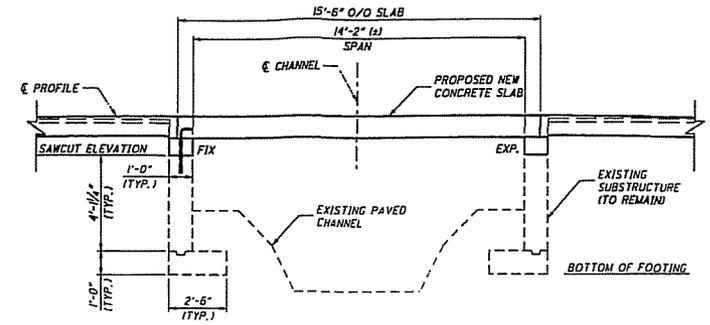
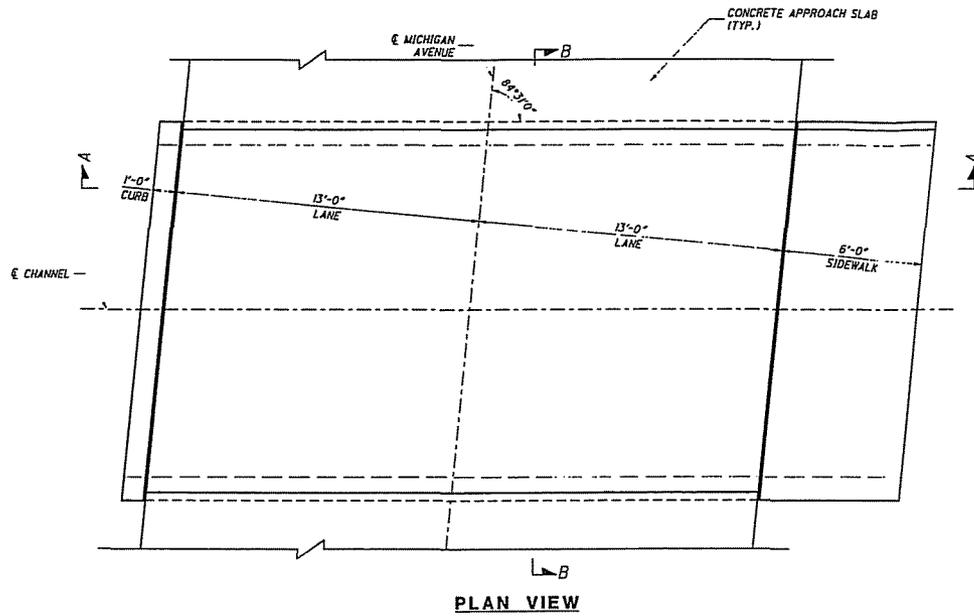
Option 3: Complete removal and replacement of the existing structure. This option includes the complete removal of the existing roadway and pedestrian structures. Because the span of the structure is relatively short (14 feet +/-) we are recommending that the most optimal replacement structure would be a 3-sided slab culvert or a 4-sided box culvert. Both types of new structure will be sized to provide adequate structural and hydraulic capacity. For this study we have estimated the size of each of the structures to be as follows:

3-Sided Culvert: 15' Span x 10' Rise

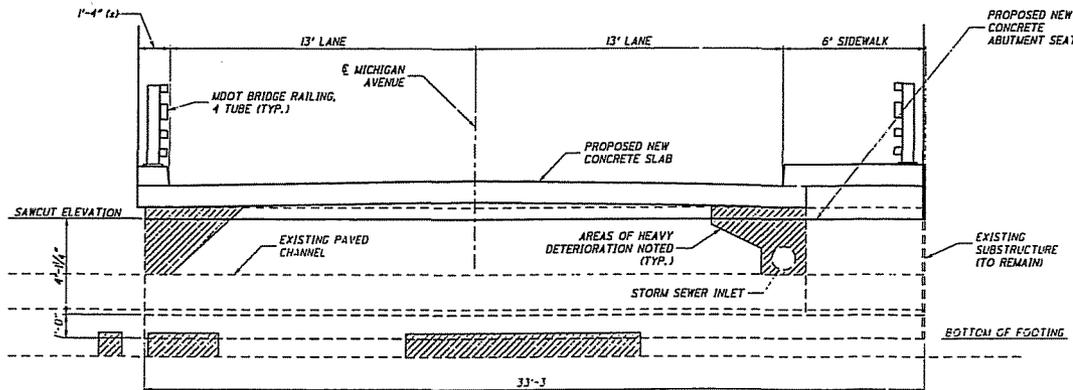
4-Sided Box Culvert: 15' Span x 8' Rise

The final sizes will be developed during the design phase of the project.

Use of a 3-sided structure will require the installation of footing to a minimum depth of 4 feet below the channel bottom. The 4-sided box culvert invert elevations will be placed a minimum of 6 inches below the flow line to accommodate fishery concerns of the MDEQ. Both structures will provide 2-13' lanes at a minimum, 2-6' sidewalks, and railings or fencing as preferred by your office. The concrete spillway on the upstream side of the structure reconstructed to match into the new structure.



SECTION B-B

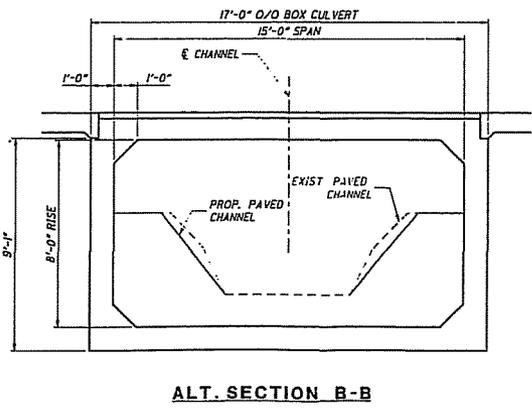
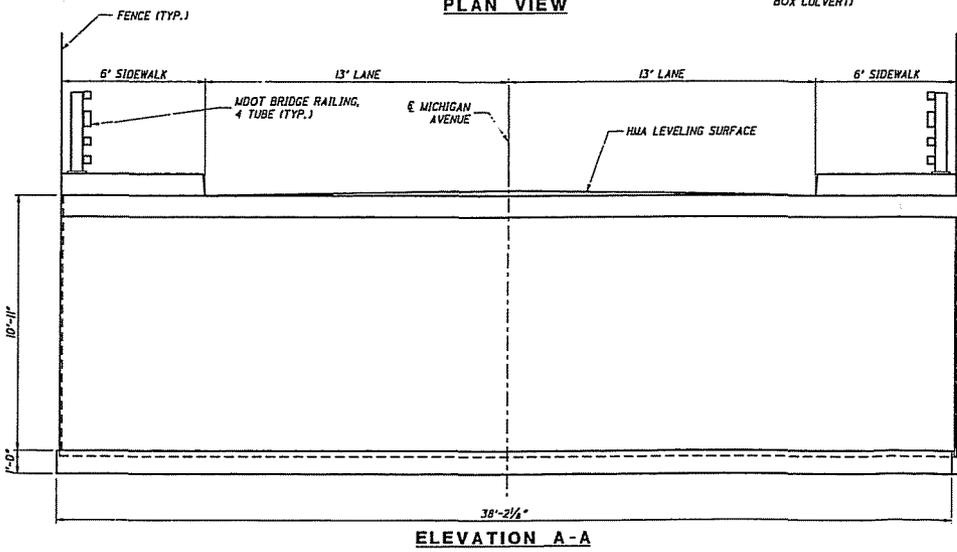
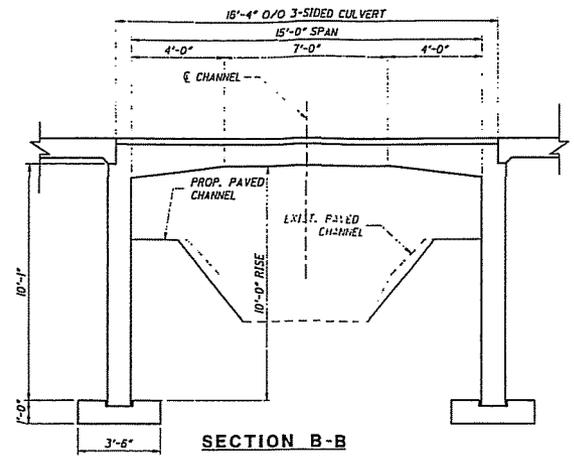
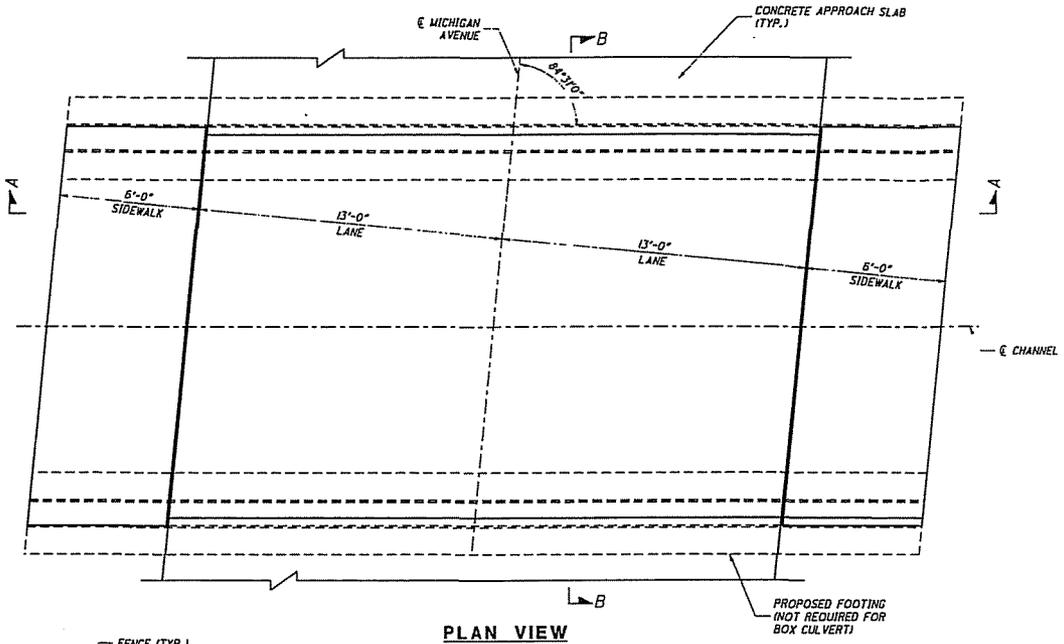


ELEVATION A-A
 (NORTH ABUTMENT WALL SHOWN, SOUTH ABUTMENT WALL SIMILAR)
 (DIMENSIONS SHOWN PERP. TO CENTERLINE)

NOTES:
 1. EXISTING PEDESTRIAN BRIDGE TO REMAIN.

6/4/2008

S:\Projects\Projects K-D\Michigan Ave\CAD\Michigan Ave.dwg



NOTES:

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 6/1/2008

3.0 ESTIMATES

A cost estimates for each has been developed using MERL software. A summary of costs for the all the options is shown below:

Option 1: Remove and replace existing concrete deck.

Option 2: Remove and replace existing concrete deck. Extend west side of bridge. Remove pedestrian bridge.

Option 3a: Remove entire structure. Replace with 3-sided culvert.

Option 3b: Remove entire structure. Replace with concrete box culvert.

	<u>OPTION 1</u>	<u>OPTION 2</u>	<u>OPTION 3a</u>	<u>OPTION 3b</u>
Structure & Approach Rehabilitation:	\$54,215	\$63,464	\$144,695	\$141,638
Contingency (25%):	\$13,554	\$15,866	\$36,174	\$35,410
Total:	\$67,769	\$79,330	\$180,869	\$177,048

A contingency of 25% has been added to the cost to account for any unforeseen changes in the scope of the work. The above estimates do not include engineering design, permitting or construction management costs.

A copy of the MERL estimates with unit cost has been included with this report for your review.

4.0 CONCLUSIONS & RECOMMENDATIONS

Based on review of the existing structure condition and our preliminary analysis at an absolute minimum the existing deck must be replaced. The existing pedestrian bridge can be rehabilitated, and re-used. Option 1 is an attractive option if cost for replacement exceeds available funds. Option 2 would eliminate the pedestrian structure and consolidate the structures thereby elimination of a portion of future maintenance costs for two structures. Option 3 provides the City of Monroe with a new structure designed to meet current design standards. The new structure would be designed to convey the appropriate discharge as required by the MDEQ and will provide a long lasting solution for the City of Monroe. This structure is approximately 76 years old with portions of the deck not functioning as designed and it is desired to consolidate both structures into one structure, replacement of both structures will cost more up front, but provide a long lasting solution for the City of Monroe. A completely new structure will be designed according to current AASHTO standards

Based on very recent interaction with the MDEQ on other projects we feel strongly that an MDEQ permit will be required for all three options. However, varying amounts of information will be required to be submitted on the application, with Option 1 requiring the least amount of information and Option 3 requiring additional information. Permitting requirements should also be considering during review of rehabilitation options being considered.

The Mannik & Smith Group, Inc.

Engineer's Opinion of Costs

Project Number: MONR0002

Project Engineer: Christopher Zangara

Estimate Number: 1

Date Created: 5/28/2008

Project Type: Bridge Rehabilitation

Fed/State #:

Location: Michigan Avenue

Fed Item:

Control Section:

Description: Michigan Avenue Bridge Rehabilitation

Line	Pay Item	Description	Quantity	Units	Unit Price	Total
0001	1000001	Mobilization, Max. _____	1.00	LS	\$4,900.00	\$4,900.00
0002	2040011	Pavt, Rem	60.00	Syd	\$5.00	\$300.00
0003	2040021	Structures, Rem Portions Deck, Abut. Walls	1.00	LS	\$2,000.00	\$2,000.00
0004	2060002	Backfill, Structure, CIP	13.00	Cyd	\$30.00	\$390.00
0005	2060010	Excavation, Fdn	22.00	Cyd	\$10.00	\$220.00
0006	3020020	Aggregate Base, 8 inch	58.00	Syd	\$10.00	\$580.00
0007	5020141	HMA, 36A, 2 inch Repair Areas	47.00	Syd	\$20.00	\$940.00
0008	7060010	Substructure Conc	2.00	Cyd	\$400.00	\$800.00
0009	7060020	Superstructure Conc Incl Approach Slabs	34.00	Cyd	\$250.00	\$8,500.00
0010	7060022	Superstructure Conc, Form, Finish, and Cure	1.00	LS	\$2,500.00	\$2,500.00
0011	7060032	False Decking	530.00	Sft	\$2.00	\$1,060.00
0012	7060035	Reinforcement, Steel, Epoxy Coated	3,740.00	Lb	\$2.00	\$7,480.00
0013	7060040	Water Repellent Treatment, Penetrating	28.00	Syd	\$20.00	\$560.00
0014	7100001	Joint Waterproofing	198.00	Sft	\$5.00	\$990.00
0015	7110010	Bridge Railing, 4 Tube	33.00	Ft	\$200.00	\$6,600.00
0016	7120007	Hand Chipping, Other Than Deck	54.00	Cft	\$40.00	\$2,160.00
0017	7120016	Patching Mortar or Conc	54.00	Cft	\$90.00	\$4,860.00
0018	7120034	Adhesive Anchoring of Vertical Bar, 3/4 inch	132.00	Ea	\$15.00	\$1,980.00
0019	7130008	Structural Steel, Retrofit, Furn, Fab, and Erect Rehab of Ped Bridge	400.00	Lb	\$12.00	\$4,800.00
0020	8020035	Curb and Gutter, Conc, Det F1	40.00	Ft	\$12.00	\$480.00
0021	8030002	Sidewalk, Conc, 4 inch	200.00	Sft	\$2.50	\$500.00
0022	8080013	Fence, Chain Link, 72 inch	33.00	Ft	\$15.00	\$495.00
0023	8120050	Minor Traf Devices	1.00	LS	\$1,000.00	\$1,000.00

Line	Pay Item	Description	Quantity	Units	Unit Price	Total
0024	8160027	Mulch Blanket	45.00	Syd	\$1.00	\$45.00
0025	8160038	Seeding, Mixture TGM	50.00	Lb	\$1.50	\$75.00
Estimate Total: \$54,215.00						

The Mannik & Smith Group, Inc.
Engineer's Opinion of Costs

Project Number: MONR0002
Estimate Number: 2
Project Type: Bridge Rehabilitation
Location: Michigan Avenue

Project Engineer: Christopher Zangara
Date Created: 5/28/2008
Fed/State #:
Fed Item:
Control Section:

Description: Michigan Avenue Bridge Rehabilitation

Line	Pay Item	Description	Quantity	Units	Unit Price	Total
0001	1000001	Mobilization, Max. ____	1.00	LS	\$6,300.00	\$6,300.00
0002	2040011	Pavt, Rem	60.00	Syd	\$5.00	\$300.00
0003	2040021	Structures, Rem Portions Deck, Abut Walls, Ped Bridge, Slopes	1.00	LS	\$8,000.00	\$8,000.00
0004	2060002	Backfill, Structure, CIP	55.00	Cyd	\$20.00	\$1,100.00
0005	2060010	Excavation, Fdn	53.00	Cyd	\$10.00	\$530.00
0006	3020020	Aggregate Base, 8 inch	58.00	Syd	\$10.00	\$580.00
0007	4020720	Sewer, CI II, 12 inch, Tr Det A	16.00	Ft	\$25.00	\$400.00
0008	4040033	Underdrain, Fdn, 6 inch	16.00	Ft	\$15.00	\$240.00
0009	4040093	Underdrain Outlet, 6 inch	24.00	Ft	\$12.00	\$288.00
0010	4040113	Underdrain, Outlet Ending, 6 inch	2.00	Ea	\$114.00	\$228.00
0011	5020141	HMA, 36A, 2 inch Repair Areas	47.00	Syd	\$20.00	\$940.00
0012	7060010	Substructure Conc	6.00	Cyd	\$400.00	\$2,400.00
0013	7060020	Superstructure Conc Incl Approach Slabs	39.00	Cyd	\$250.00	\$9,750.00
0014	7060022	Superstructure Conc, Form, Finish, and Cure	1.00	LS	\$2,500.00	\$2,500.00
0015	7060032	False Decking	530.00	Sft	\$2.00	\$1,060.00
0016	7060035	Reinforcement, Steel, Epoxy Coated	4,510.00	Lb	\$2.00	\$9,020.00
0017	7060040	Water Repellent Treatment, Penetrating	32.00	Syd	\$12.00	\$384.00
0018	7100001	Joint Waterproofing	229.00	Sft	\$5.00	\$1,145.00
0019	7110010	Bridge Railing, 4 Tube	33.00	Ft	\$200.00	\$6,600.00
0020	7120007	Hand Chipping, Other Than Deck	54.00	Cft	\$40.00	\$2,160.00
0021	7120016	Patching Mortar or Conc	54.00	Cft	\$90.00	\$4,860.00
0022	7120034	Adhesive Anchoring of Vertical Bar, 3/4 inch	132.00	Ea	\$12.00	\$1,584.00
0023	8020035	Curb and Gutter, Conc, Det F1	40.00	Ft	\$12.00	\$480.00

Line	Pay Item	Description	Quantity	Units	Unit Price	Total
0024	8030002	Sidewalk, Conc, 4 inch	200.00	Sft	\$2.50	\$500.00
0025	8080013	Fence, Chain Link, 72 inch	33.00	Ft	\$15.00	\$495.00
0026	8120050	Minor Traf Devices	1.00	LS	\$1,000.00	\$1,000.00
0027	8140015	Paved Ditch, Conc	10.00	Syd	\$50.00	\$500.00
0028	8160027	Mulch Blanket	45.00	Syd	\$1.00	\$45.00
0029	8160038	Seeding, Mixture TGM	50.00	Lb	\$1.50	\$75.00

Estimate Total: \$63,464.00

The Mannik & Smith Group, Inc.

Engineer's Opinion of Costs

Project Number: MONR0002

Project Engineer: Christopher Zangara

Estimate Number: 3

Date Created: 5/28/2008

Project Type: Bridge Rehabilitation

Fed/State #:

Location: Michigan Avenue

Fed Item:

Control Section:

Description: Michigan Avenue Bridge Rehabilitation

Line	Pay Item	Description	Quantity	Units	Unit Price	Total
0001	1000001	Mobilization, Max. ____	1.00	LS	\$14,000.00	\$14,000.00
0002	2040011	Pavt, Rem	60.00	Syd	\$5.00	\$300.00
0003	2040020	Structures, Rem Bridge, Ped Bridge, Slopes	1.00	LS	\$12,000.00	\$12,000.00
0004	2060002	Backfill, Structure, CIP	371.00	Cyd	\$20.00	\$7,420.00
0005	2060010	Excavation, Fdn	431.00	Cyd	\$9.00	\$3,879.00
0006	3020020	Aggregate Base, 8 inch	58.00	Syd	\$10.00	\$580.00
0007	4017001	_ Culv, Precast Three Sided or Arch, 15 foot by 10 foot	40.00	Ft	\$1,800.00	\$72,000.00
0008	4020720	Sewer, Cl II, 12 inch, Tr Det A	32.00	Ft	\$25.00	\$800.00
0009	4040033	Underdrain, Fdn, 6 inch	80.00	Ft	\$15.00	\$1,200.00
0010	4040093	Underdrain Outlet, 6 inch	48.00	Ft	\$12.00	\$576.00
0011	4040113	Underdrain, Outlet Ending, 6 inch	4.00	Ea	\$114.00	\$456.00
0012	5020141	HMA, 36A, 2 inch Deck & Repair Areas	96.00	Syd	\$20.00	\$1,920.00
0013	7060010	Substructure Conc	10.00	Cyd	\$400.00	\$4,000.00
0014	7060020	Superstructure Conc Approach Slabs and sidewalks	24.00	Cyd	\$250.00	\$6,000.00
0015	7060022	Superstructure Conc, Form, Finish, and Cure	1.00	LS	\$1,200.00	\$1,200.00
0016	7060032	False Decking	530.00	Sft	\$2.00	\$1,060.00
0017	7060035	Reinforcement, Steel, Epoxy Coated	1,870.00	Lb	\$2.00	\$3,740.00
0018	7060040	Water Repellent Treatment, Penetrating	32.00	Syd	\$12.00	\$384.00
0019	7100001	Joint Waterproofing	229.00	Sft	\$5.00	\$1,145.00
0020	7110010	Bridge Railing, 4 Tube	33.00	Ft	\$200.00	\$6,600.00
0021	7117001	_ Bridge Railing, Guardrail Type	32.00	Ft	\$35.00	\$1,120.00
0022	8080013	Fence, Chain Link, 72 inch	33.00	Ft	\$15.00	\$495.00
0023	8120050	Minor Traf Devices	1.00	LS	\$1,000.00	\$1,000.00

Line	Pay Item	Description	Quantity	Units	Unit Price	Total
0024	8140015	Paved Ditch, Conc	54.00	Syd	\$50.00	\$2,700.00
0025	8160027	Mulch Blanket	45.00	Syd	\$1.00	\$45.00
0026	8160038	Seeding, Mixture TGM	50.00	Lb	\$1.50	\$75.00
Estimate Total:						\$144,695.00

The Mannik & Smith Group, Inc.

Engineer's Opinion of Costs

Project Number: MONR0002

Estimate Number: 4

Project Type: Bridge Rehabilitation

Location: Michigan Avenue

Project Engineer: Christopher Zangara

Date Created: 5/28/2008

Fed/State #:

Fed Item:

Control Section:

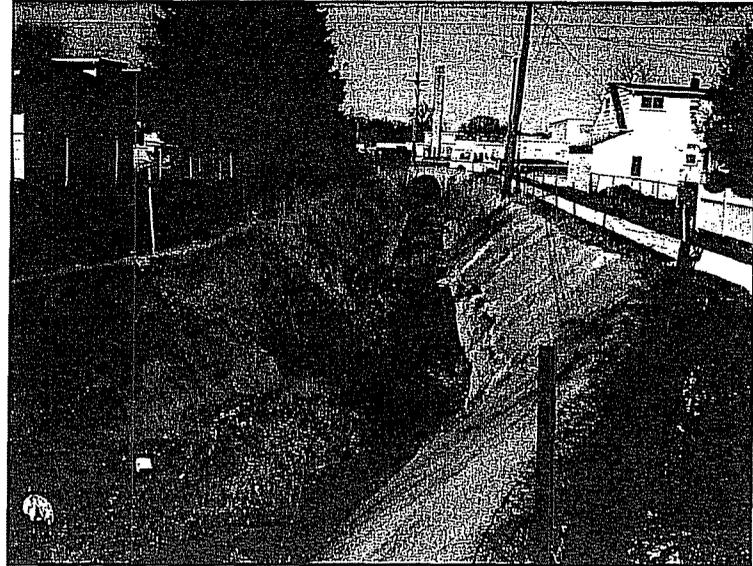
Description: Michigan Avenue Bridge Rehabilitation

Line	Pay Item	Description	Quantity	Units	Unit Price	Total
0001	1000001	Mobilization, Max. ____	1.00	LS	\$14,000.00	\$14,000.00
0002	2040011	Pavt, Rem	60.00	Syd	\$5.00	\$300.00
0003	2040020	Structures, Rem Bridge, Ped Bridge, Slopes	1.00	LS	\$12,000.00	\$12,000.00
0004	2060002	Backfill, Structure, CIP	371.00	Cyd	\$20.00	\$7,420.00
0005	2060010	Excavation, Fdn	431.00	Cyd	\$9.00	\$3,879.00
0006	3020020	Aggregate Base, 8 inch	58.00	Syd	\$10.00	\$580.00
0007	4010885	Culv Bedding, Box Culv	23.00	Cyd	\$41.00	\$943.00
0008	4017001	_ Culv, Precast Conc Box, 15 foot by 8 foot	40.00	Ft	\$1,800.00	\$72,000.00
0009	4020720	Sewer, Cl II, 12 inch, Tr Det A	32.00	Ft	\$25.00	\$800.00
0010	4040033	Underdrain, Fdn, 6 inch	80.00	Ft	\$15.00	\$1,200.00
0011	4040093	Underdrain Outlet, 6 inch	48.00	Ft	\$12.00	\$576.00
0012	4040113	Underdrain, Outlet Ending, 6 inch	4.00	Ea	\$114.00	\$456.00
0013	5020141	HMA, 36A, 2 inch Deck and Repair areas	96.00	Syd	\$20.00	\$1,920.00
0014	7060020	Superstructure Conc Approach Slabs & Sidewalks	24.00	Cyd	\$250.00	\$6,000.00
0015	7060022	Superstructure Conc, Form, Finish, and Cure	1.00	LS	\$1,200.00	\$1,200.00
0016	7060032	False Decking	530.00	Sft	\$2.00	\$1,060.00
0017	7060035	Reinforcement, Steel, Epoxy Coated	1,870.00	Lb	\$2.00	\$3,740.00
0018	7060040	Water Repellent Treatment, Penetrating	32.00	Syd	\$12.00	\$384.00
0019	7100001	Joint Waterproofing	229.00	Sft	\$5.00	\$1,145.00
0020	7110010	Bridge Railing, 4 Tube	33.00	Ft	\$200.00	\$6,600.00
0021	7117001	_ Bridge Railing, Guardrail Type	32.00	Ft	\$35.00	\$1,120.00
0022	8080013	Fence, Chain Link, 72 inch	33.00	Ft	\$15.00	\$495.00
0023	8120050	Minor Traf Devices	1.00	LS	\$1,000.00	\$1,000.00

Line	Pay Item	Description	Quantity	Units	Unit Price	Total
0024	8140015	Paved Ditch, Conc	54.00	Syd	\$50.00	\$2,700.00
0025	8160027	Mulch Blanket	45.00	Syd	\$1.00	\$45.00
0026	8160038	Seeding, Mixture TGM	50.00	Lb	\$1.50	\$75.00
Estimate Total:						\$141,638.00



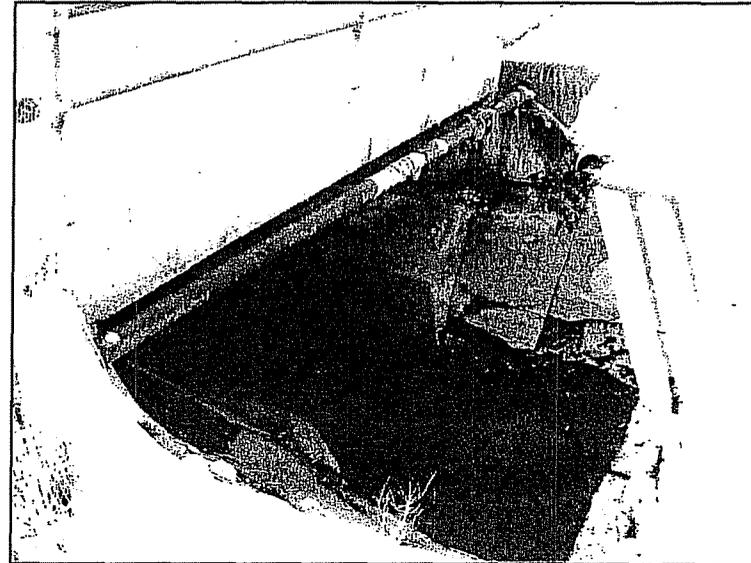
Hole in southbound lane of deck



Concrete spillway upstream of bridge



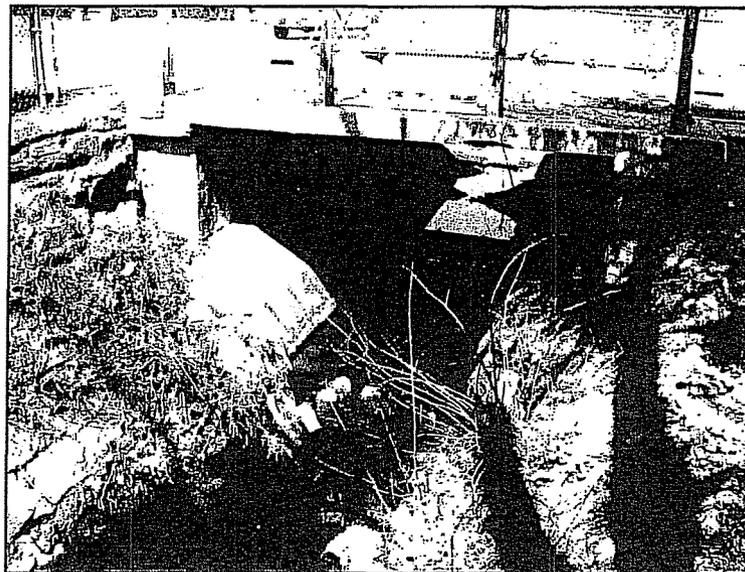
Concrete spillway thru pedestrian bridge and roadway bridge



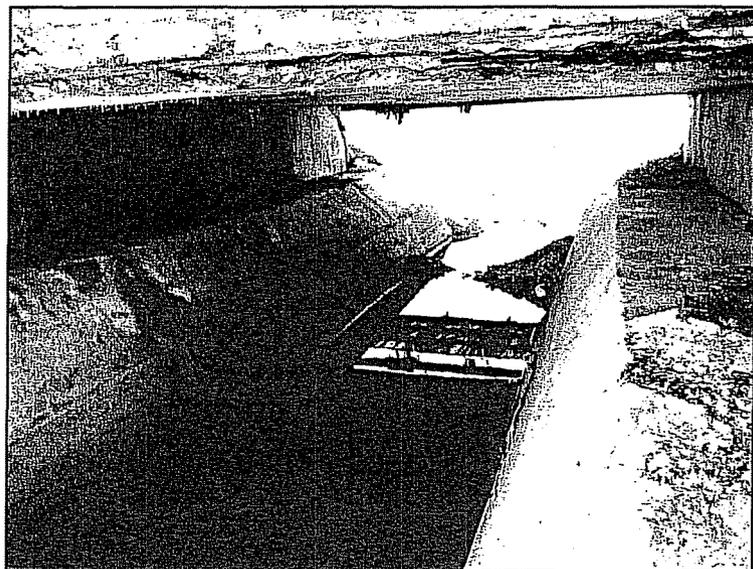
West end of bridge



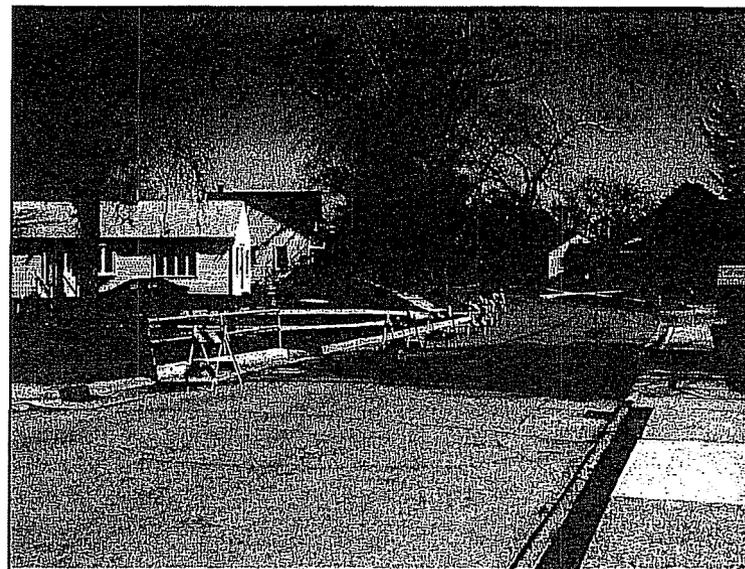
Channel downstream of bridge



East end of bridge



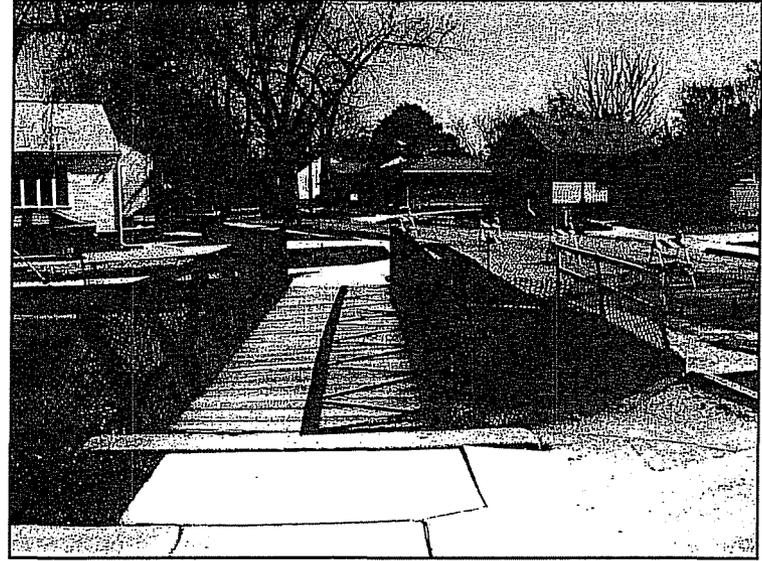
Concrete slope protection thru bridge



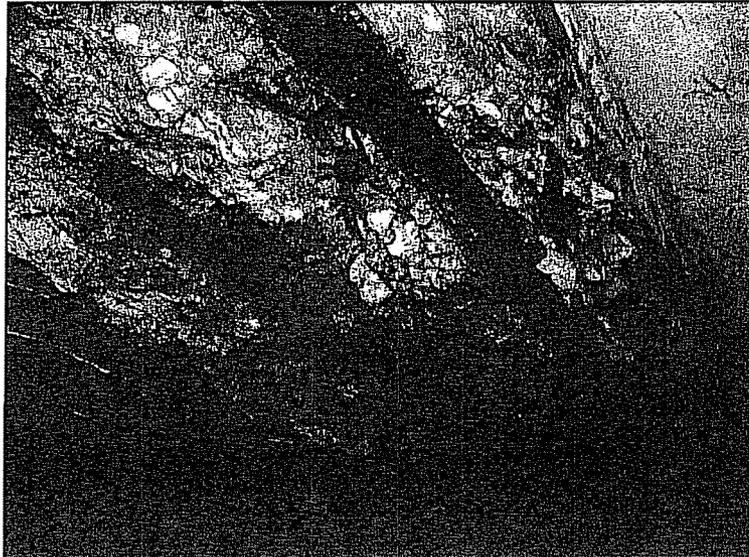
Roadway surface looking north



Roadway surface looking south



Pedestrian bridge looking north.



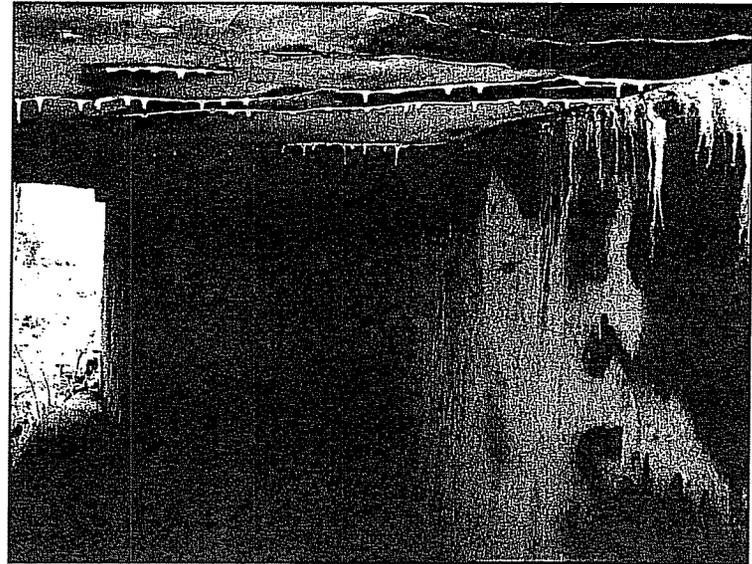
Deteriorated deck underside east edge of roadway



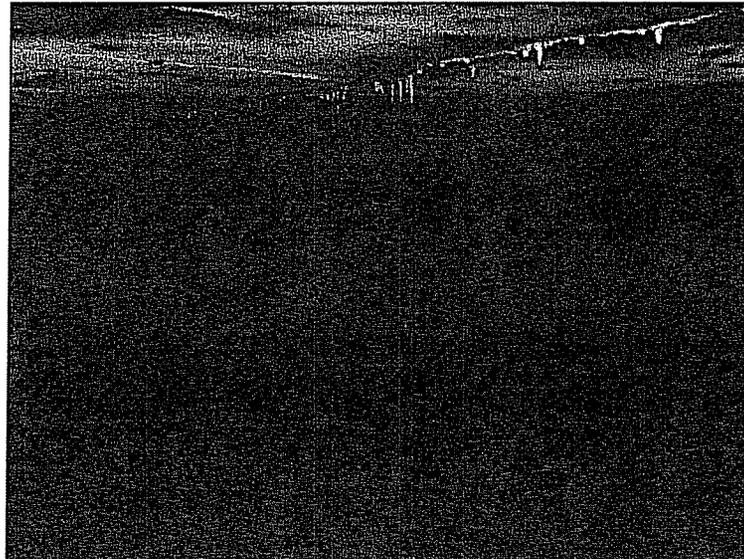
North abutment wall and concrete spillway



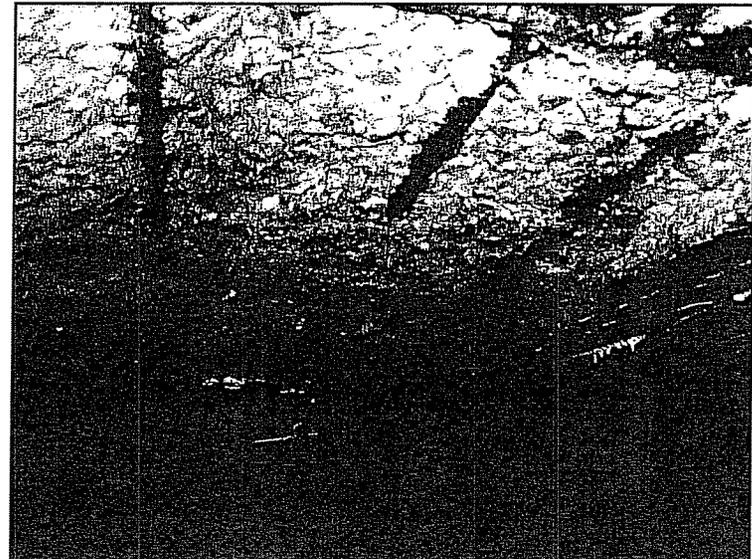
North abutment wall at east end of bridge below sidewalk



Cracked concrete on South abutment near east end



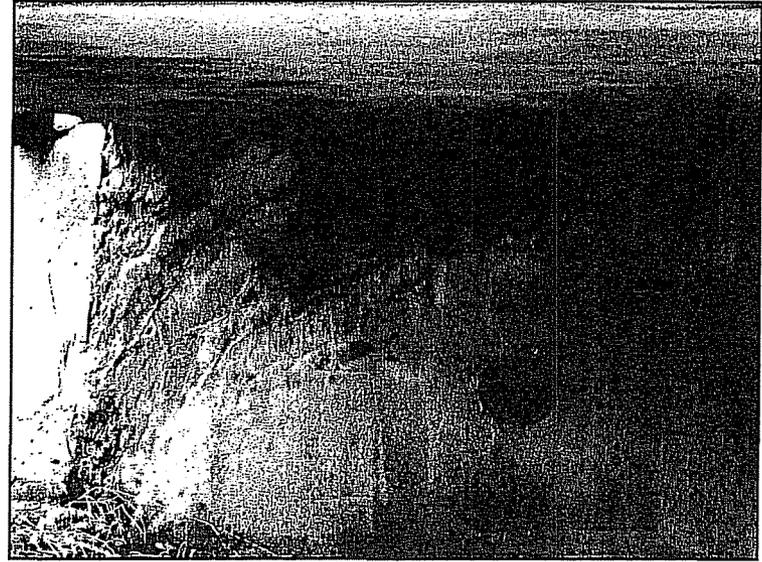
Heavy cracking on north abutment near drain inlet



Deteriorated concrete and reinforcing steel on underside below southbound lane



Deteriorated and undermined spillway adjacent to north abutment wall

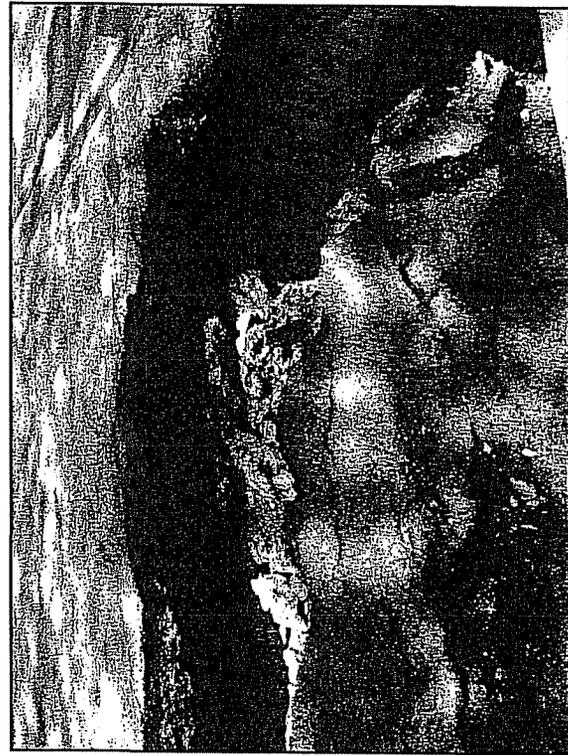
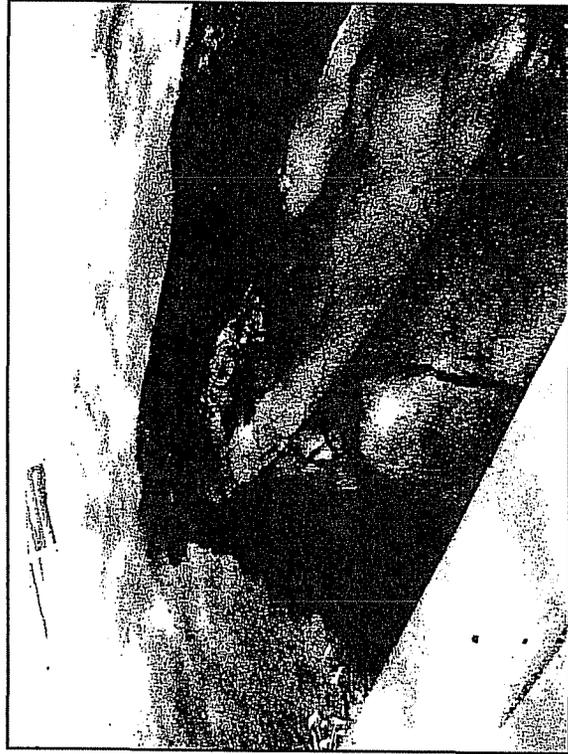
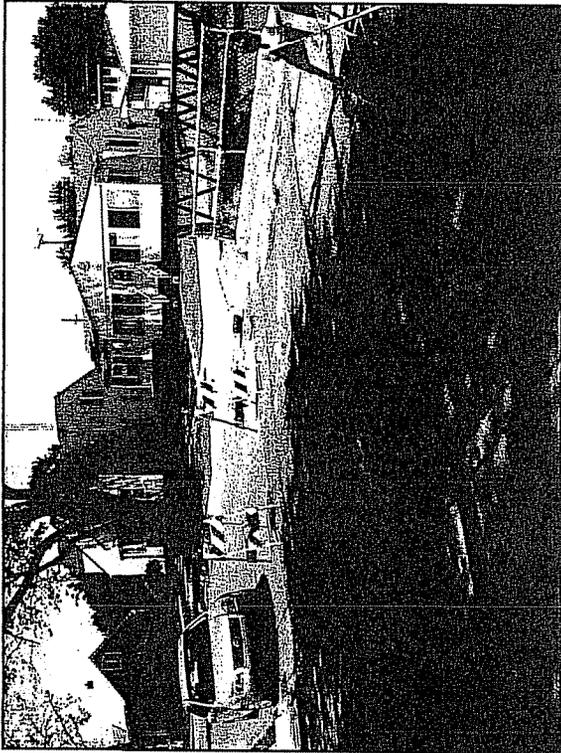


Spalled cracked concrete on north abutment wall at west end of bridge



Spalled/cracked concrete on south abutment wall at west end of bridge.

Collapsed Deck June 2, 2008





CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Recreation Management Website Software

DISCUSSION: The 2007 Capital Improvement Program included funding for a recreation management hardware and software project. The purpose of this project is to enhance the City of Monroe website by adding an online interface to the primary services provided by the City of Monroe Recreation Department and at the same time utilize technology to streamline internal operations.

The vendor, Active Network of San Diego, California, will provide a service to the City of Monroe that will allow patrons to view and register to participate in upcoming special events, register for individual and team sports, and register for the use of ball fields and park pavilions as well as other resources. The service will also provide restricted access to team leaders, coaches, and participants to provide team rosters and contact information, schedule information, and scores and team ranking. All online financial transactions, each utilizing credit or debit cards, will take place between the user and Active Network exclusively.

The recreation management software will be hosted by Active Network and accessed via the Internet allowing for future flexibility. The Recreation Department will use the management interface of the package to input and record all necessary individual and team information essentially allowing the office to run on the Active Network software and therefore greatly reducing duplication and redundancy. This service compliments the reduction in staff in the Recreation Department implemented per the Operational Assessment.

Pricing for the service is based on training plus transaction costs with the training costs being a one-time \$6,000 fee. Transaction costs range from 1.5% of the transaction to approximately 8% with the higher costs inclusive of any credit card and convenience fees. The City anticipates passing a portion of the costs associated with online transactions to the participant and absorbing the remainder of the costs, adjusting program rates as necessary.

The service does require a minimum annual transaction fee amount of \$3,000 however, based on historical revenues, it is unlikely that the City would be required to pay even a portion of that amount.

It is recommended that the Mayor and City Council approve the City Manager to enter into an agreement with Active Network for recreation management software pending review and approval of the contract by the City Attorney. The up front training cost is \$6,000, with a minimum annual fee of \$3,000.

CITY MANAGER RECOMMENDATION:

- For *[Signature]*
- For, with revisions or conditions
- Against
- No Action Taken/Recommended

APPROVAL DEADLINE: 08/14/2008

REASON FOR DEADLINE: Quote Expiration

STAFF RECOMMENDATION: For Against

REASON AGAINST: N/A

INITIATED BY: Recreation Department/Department of Information Technology

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED:

FINANCES

COST AND REVENUE PROJECTIONS:

Cost of Total Project	\$ 6,000
Reserve	\$ 3,000
Cost of This Project Approval	\$ N/A
Related Annual Operating Cost	\$ N/A
Increased Revenue Expected/Year	\$ N/A

SOURCE OF FUNDS:

<u>City</u>	<u>Account Number</u>	<u>Amount</u>
CIP Budget	401-95.756-818.020-07C15	\$ 6,000
Recreation Budget/Fees	Transaction Fees	\$3,000-\$10,000
		\$ N/A
		\$ N/A
		\$ N/A
<u>Other Funds</u>		\$ N/A
		\$ N/A
		\$ N/A
		\$ N/A

Budget Approval: _____



FACT SHEET PREPARED BY: Cory J. Solomon

DATE: June 11, 2008

REVIEWED BY: _____

DATE: 6-12-08

COUNCIL MEETING DATE: June 16, 2008



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Fire and EMS Billing

DISCUSSION:

Our billing contract services for EMS has been up for renewal, and during the past few months the discussions have included adding a few services fees in addition to those already authorized. By consolidating the company that collects these fees we can recognize a 1% reduction from what we are currently paying. For instance on \$500,000 in collections we would realize a \$5,000.00 savings with this new contract.

The Finance Director has reviewed this and suggested we agree to the new contract with Accumed Billing.

CITY MANAGER RECOMMENDATION:

- For
- For, with revisions or conditions
- Against
- No Action Taken/Recommended

APPROVAL DEADLINE: N/A

REASON FOR DEADLINE: N/A

STAFF RECOMMENDATION: For Against

REASON AGAINST: N/A

INITIATED BY: Captain Marvin Hicks

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED:

FINANCES

COST AND REVENUE PROJECTIONS:

Cost of Total Project	\$ N/A
Cost of This Project Approval	\$ N/A
Related Annual Operating Cost	\$ N/A
Increased Revenue Expected/Year	\$ N/A

<u>SOURCE OF FUNDS:</u>	<u>City</u>	<u>Account Number</u>	<u>Amount</u>
			\$ N/A
	<u>Other Funds</u>		\$ N/A
			\$ N/A
			\$ N/A
			\$ N/A

Budget Approval: _____

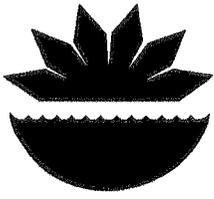
FACT SHEET PREPARED BY: Marvin Hicks

DATE: June 12, 2008

REVIEWED BY: Chief William Bert

DATE:

COUNCIL MEETING DATE:



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Employment Agreement – Scott H. Davidson

DISCUSSION: It is requested to enter into an agreement to re-employ Mr. Scott Davidson on a contractual basis following his retirement on June 20, 2008. Please refer to the attached Employment Agreement and, in particular, Section 6 (a), Employee Benefits. Under this Section, Mr. Davidson will continue to receive all of his retirement benefits, including retiree health care, following his retirement. In addition, he will receive \$40.00 per hour for services rendered to the City beginning June 23, 2008. However, he will not receive additional pension credits or any other standard employee benefits (i.e. vacation, holiday, sick, personal or any other insurance benefits.)

Mr. Davidson has over 29 years experience with the City of Monroe, having served as the Director of Public Services for more than half of that time. As you are aware, the City has been under-going a large-scale reorganization, and one of the key components is the hiring of a Community Development Director position to oversee the Building, Planning, and Recreation Department functions. In addition, the Engineering Department and Public Services Departments are to be administratively joined under the current Engineering Department Director, Patrick Lewis. However, at the present time Mr. Lewis is still responsible for the Planning Department activities as well, and this responsibility, compounded with the present lack of depth due to vacancies in key positions in Engineering and Public Services supervision, make it imperative to continue Mr. Davidson's employment to assist with the Public Services Department transition. Additionally, the next 6-month time frame will require preparation of the 2008-2013 refuse contract, as well as more comprehensive specifications for a 5-year grass maintenance contract, both of which will require a good deal of time and experience to properly complete.

The Director of Engineering has reviewed the attached contract to utilize the knowledge and expertise of Mr. Davidson, and is agreeable to proceeding in the fashion described therein. Mr. Davidson will serve in the capacity as Coordinator of Public Services and will report to the Director of Engineering and Public Services, directly handling day-to-day operations as necessary until new supervisory staff is appropriately trained in their responsibilities, and an appropriate staffing level for both the Engineering and Public Services Departments is established.

IT IS RECOMMENDED that the attached agreement be approved, and that the Director of Human Resources be authorized to execute it on behalf of the City of Monroe.

CITY MANAGER RECOMMENDATION:

- For *[Signature]*
 For, with revisions or conditions
 Against
 No Action Taken/Recommended

APPROVAL DEADLINE: N/A

REASON FOR DEADLINE: N/A

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N/A

INITIATED BY: Peggy A. Howard, Director of Human Resources

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: Department of Public Services, Engineering Department

FINANCES

COST AND REVENUE PROJECTIONS:	Cost of Total Project	\$ N/A
	Cost of This Project Approval	\$ N/A
	Related Annual Operating Cost	\$ N/A
	Increased Revenue Expected/Year	\$ N/A

SOURCE OF FUNDS:	City	Account Number	Amount
			\$ N/A
	<u>Other Funds</u>		\$ N/A
			\$ N/A
			\$ N/A
			\$ N/A

Budget Approval: _____

FACT SHEET PREPARED BY: Peggy A. Howard, Director of Human Resources

DATE: 6/16/08

REVIEWED BY: George Brown, City Manager

DATE:

COUNCIL MEETING DATE: 6/16/08

EMPLOYMENT AGREEMENT

THIS AGREEMENT is made effective the 23rd day of June, 2008, between the City of Monroe, a Municipal Corporation of the State of Michigan, hereinafter referred to as "City," and Scott H. Davidson, hereinafter referred to as "Employee."

1. **Employment.** The City hereby employs and the Employee hereby accepts employment as Coordinator of Public Services, upon and subject to the terms and conditions herein set forth. This Agreement shall commence June 23, 2008, and shall continue for an indeterminate period of time until said Agreement is terminated by either party as provided in Section 7 below or by mutual agreement of the parties.

2. **Duties and Responsibilities.** The Employee will serve in the capacity of Coordinator of Public Service under the direct supervision of the Director of Engineering and Public Services. As Coordinator of Public Services, Employee shall direct a staff of Crew Supervisors, Job Leaders, Medium/Heavy Equipment Operators, Maintenance Workers, and Mechanics in the Department of Public Services for the efficient maintenance/repair of streets, drainage and sewer systems, and the City Forestry, Electrical, Motor Pool and Airport operations or other duties as may be assigned.

Employee shall perform his duties under this Agreement faithfully, diligently, and to the best of his abilities. Employee shall observe and comply with the rules, regulations, policies and directives of the City respecting the performance of the Employee's duties, as is consistent with City ordinances and the laws of the State of Michigan.

3. **Compensation.** For all services rendered by Employee under this Agreement, the City hereby agrees to pay Employee the sum of \$40.00 per hour, less required state and federal withholdings. Such payments shall be made in accordance with the City's regular bi-weekly payroll cycle.

4. **Hours of Work.** Employee will be required to typically work up to seven and one-half (7 1/2) hours a day, Monday through Friday. Any additional hours must be pre-approved by the City Manager.

5. **Residency.** The Employee shall establish his residency within twenty (20) miles of the City within one year of the date of his employment and maintain residency within that distance during the term of his employment with the City.

6. **Employee Benefits.**
 - (a) The Employee and the City agree that for purposes of all services rendered under this Agreement, Employee shall not be entitled to membership in the City Employees' Retirement System pursuant to §296.07 (b)(1) of the Codified Ordinances of the City of Monroe. Further, consistent with Section 296.14(b) of the Codified Ordinances of the City of Monroe, the Employee's retirement

benefits shall not be suspended during the period of his employment with the City under this Agreement.

- (b) The City will pay or reimburse Employee for reasonable, pre-approved professional development and training activities, re-certification fees and expenses, mileage (per IRS regulations), and other travel expenses incurred by Employee in carrying out his duties under this Agreement. Employee must submit an expense report detailing all such pre-approved expenses.
- (c) Employee shall be entitled to coverage under the Michigan Worker's Disability Act in accordance with its provisions.
- (d) Except as otherwise expressly provided herein, the Employee shall not be entitled to medical, hospitalization, surgical, dental, life insurance, sick leave, vacation leave, personal leave or any other benefits from the City.

7. **Termination.** The Employee shall serve at the pleasure of the City and either party may terminate the employment relationship at any time, for any reason, with or without cause. For purposes of this provision, the term "cause" shall mean any of the following events: mutual consent of the parties; death of Employee; incapacity of Employee; conviction of a felony; any intentional act, omission of duty or conduct by Employee which has or may reasonably be expected to bring discredit or injury to the reputation of the City; willful misconduct; or any failure by Employee to comply with the established rules, regulations and policies of the City in rendering the services contracted for herein.

- (a) **Voluntary Termination by Employee.** Employee may voluntarily terminate his employment under this Agreement at any time upon the giving of thirty (30) days' advance notice to the City. Such termination shall take effect on the last day of such thirty (30) day period, or sooner, at the City's discretion, in which case Employee will be paid for the balance of the notice period so long as the Employee's termination by the City was without cause as herein defined.
- (b) **Termination without Cause by City.** In the event Employee is terminated by the City without cause, the City agrees to give Employee thirty (30) days' advance notice. Such termination shall take effect on the last day of such thirty (30) day period, or sooner, at the City's discretion, in which case Employee will be paid for the balance of the notice period.
- (c) **Termination for Cause by City.** If the City terminates Employee's employment for cause as above defined, Employee shall not be entitled to thirty (30) days notice or pay as above provided. All rights and entitlements of Employee under this Agreement shall cease as of the effective date of such termination.

8. **Headings.** The headings of the Sections of this Agreement are for convenience only and shall not control or affect the meaning or construction of any of the provisions of this Agreement.

9. **Notices.** Any notice required or permitted to be given under this Agreement shall be deemed properly given if in writing and hand-delivered to Employee or sent to Employee by certified mail at the address appearing in the records of the City, or hand-delivered to the City's Human Resources Director, or sent to the City's Human Resources Director by certified mail.
10. **Entire Agreement.** This Agreement contains the entire agreement and understanding by and between the City and Employee with respect to the employment of the Employee, and no representations, promises, contracts or understandings, written or oral, not contained herein, shall be of any force or effect. No change or modification of this Agreement shall be valid or binding unless it is in writing and signed by the party intending to be bound.
11. **Waiver of Breach.** No waiver of any provisions of this Agreement shall be valid unless it is in writing and signed by the party against whom the waiver is sought to be enforced. No valid waiver of any provision of this Agreement, at any time, shall be deemed a waiver of any other provision of this Agreement at such time or at any other time.
12. **Invalidity.** If any provision of this Agreement is deemed by a court of competent jurisdiction to be invalid or unenforceable as written, such provision shall be reformed by the court to such extent as is necessary to make the provision enforceable. Any provision which cannot be so reformed shall be deemed severable and shall not affect the validity and enforceability of any other provision.
13. **Assignment.** This Agreement and any of Employee's rights hereunder may not be assigned, transferred, or pledged by Employee, in whole or in part.
14. **Governing Law.** In view of the fact that the City is a municipal corporation of the State of Michigan, it is understood and agreed that the construction and interpretation of this Agreement shall, at all times and in all respects, be governed by the laws of the State of Michigan.

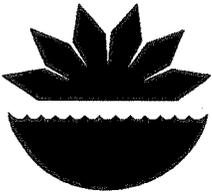
IN WITNESS WHEREOF, the parties hereto have executed this Agreement upon this ___ day of _____, 2008.

EMPLOYEE

CITY OF MONROE, MICHIGAN

Scott H. Davidson

By: _____
Peggy A. Howard, Human Resources
Director



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Ordinance No. 08-009, an Ordinance to amend Chapter 296, Municipal Employees' Retirement System adding the following Sections 296.11(e) and (f)

DISCUSSION: The current Fire Chief and the current Police Chief and Deputy Police Chief accepted their appointments under terms that included their continued participation in the Fire Fighter and Police Command Officer unions' pension benefit programs, respectively. While reviewing an inquiry from City Administration on another matter, the City Pension Board Attorney determined that the City could not provide the unions' pension benefit to the appointed, non-union Chiefs and Deputy Chief, unless the City's Pension Ordinance is amended to provide for that benefit. To correct this issue the attached Pension Ordinance amendment was drafted by Tom Ready, City Attorney in consultation with the pension attorney.

It is recommended that Ordinance No. 08-009, an Ordinance to amend Chapter 296, Municipal Employees' Retirement System adding the following Sections 296.11(e) and (f), be placed on the floor for its first reading on June 16, 2008, and that the public hearing, second reading and anticipated passage of the Ordinance be scheduled for July 7, 2008.

CITY MANAGER RECOMMENDATION:

- For
 For, with revisions or conditions
 Against
 No Action Taken/Recommended

APPROVAL DEADLINE: N/A

REASON FOR DEADLINE: N/A

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N/A

INITIATED BY: City Manager

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: Fire Chiefs, Police Chiefs and Deputy Police Chiefs

FINANCES

COST AND REVENUE PROJECTIONS:	Cost of Total Project	\$ No additional
	Cost of This Project Approval	\$ N/A
	Related Annual Operating Cost	\$ N/A
	Increased Revenue Expected/Year	\$ N/A

SOURCE OF FUNDS:	City	Account Number	Amount
			\$ N/A
	<u>Other Funds</u>		\$ N/A
			\$ N/A
			\$ N/A
			\$ N/A

Budget Approval: _____

FACT SHEET PREPARED BY: George A. Brown, City Manager

DATE: June 11, 2008

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: June 16, 2008



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Ordinance No. 08-010, an Ordinance to amend Chapter 296, Municipal Employees' Retirement System to revise Section 296.48(b)(2)A, Hybrid Pension retirement window

DISCUSSION: The City Operations Study recommended that the in-house attorney's operations be evaluated to determine, among other things, if contracting for services with a private firm would provide cost savings to the City. A proposal was requested of and submitted by long-time City Attorney, Thomas Ready of Ready, Sullivan and Ready to provide those services. The proposal submitted indicates that the City would realize significant cost reductions if Thomas Ready is engaged to provide all routine legal services for the City. Consideration for accepting that proposal is an item that is on the June 16, 2008 City Council meeting agenda. If the Council accepts the proposal from Mr. Ready, the services of the current in-house attorney will no longer be required.

The in-house attorney has been an appointed City Official for approximately fifteen (15) years. Among other benefits, the appointee is covered by the City's Hybrid Pension Plan. The Hybrid Pension Plan includes a provision for a participant to elect to take an early retirement from the City at age 55 if he/she has fifteen years of service. The in-house attorney meets the minimum service requirement but is about 22 months short of the required age.

City Administration commissioned the attached supplemental actuarial evaluation from Gabriel, Roeder, Smith and Company, to determine the potential extra costs that might be incurred by the City if an amendment was made to the Pension Ordinance that would apply for a short "window" of time to those qualifying members of the Hybrid Pension plan who elect to retire. The proposed provision of that amendment is: "For Non-Union employees covered under the hybrid retirement plan that have at least 15 years of service by July 1, 2008, allow them to retire under the early retirement provisions of the hybrid plan, regardless of age." Two current appointed City officials would qualify for this amended plan, including the in-house attorney. If both appointees elect to retire under the amended plan, the extra costs that might be incurred by the City to pay for this benefit is estimated by the Actuary to be \$6,239 lump sum or if paid over five (5) years would be of \$1,368 each year.

Currently employees and appointed officials who retire from active service with the City, under the City's pension plans are also eligible to receive retiree health care benefits. The estimated additional costs (i.e. retirement within the proposed window vs. at age 55) that would be incurred by the City for providing health care benefits are \$22,805, if the attorney elects to retire during the window.

The appointees who wish to take advantage of the proposed retirement window would need to make their decision to retire between July 8 and July 16, 2008 and would need to retire between July 17 and August 2, 2008.

Enactment of the proposed retirement window for non-union, appointed officials would provide an opportunity for those eligible to separate from service with the City while maintaining some level of vested retirement benefits. The plan also promotes the City's interest by helping to better insure a smoother transition for outsourcing some services and the economies this provides for taxpayer funded services.

Therefore, it is recommended that Ordinance No. 08-010, an Ordinance to amend Chapter 296, Municipal Employees' Retirement System to revise Section 296.48(b)(2)A, be placed on the floor for its first reading on June 16, 2008, and that the public hearing, second reading and anticipated passage of the Ordinance be scheduled for July 7, 2008.

CITY MANAGER RECOMMENDATION:

- For
- For, with revisions or conditions
- Against
- No Action Taken/Recommended

APPROVAL DEADLINE: July 7, 2008

REASON FOR DEADLINE: Legal services transition

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N/A

INITIATED BY: City Manager

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: In-house Attorney, City Assessor

FINANCES

COST AND REVENUE PROJECTIONS:	Cost of Total Project	\$ No additional
	Cost of This Project Approval	\$ N/A
	Related Annual Operating Cost	\$ N/A
	Increased Revenue Expected/Year	\$ N/A

SOURCE OF FUNDS:	City	Account Number	Amount
			\$ N/A
	<u>Other Funds</u>		\$ N/A
			\$ N/A
			\$ N/A
			\$ N/A

Budget Approval: _____

FACT SHEET PREPARED BY: George A. Brown, City Manager

DATE: June 13, 2008

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: June 16, 2008 and July 7, 2008