
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.

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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 weeks' 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, and 120 E. First St., Monroe, MI 48161, (734) 384-9136. The City of Monroe website address is www.monroemi.gov.

**AGENDA - CITY COUNCIL SPECIAL MEETING
MONDAY, OCTOBER 6, 2008
6:30 P.M.
REVISED**

- I. CALL TO ORDER.**
- II. ROLL CALL.**
- III. INVOCATION/PLEDGE OF ALLEGIANCE.**
- IV. CITY COUNCIL CLOSED SESSION REGARDING COLLECTIVE BARGAINING.**
- V. CITY ATTORNEY LEGAL OPINION**
- VI. ADJOURNMENT.**

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AGENDA - CITY COUNCIL SPECIAL MEETING MONDAY, OCTOBER 6, 2008 7:30 P.M.

I. CALL TO ORDER.

II. ROLL CALL.

III. INVOCATION/PLEDGE OF ALLEGIANCE.

IV. PRESENTATION.

Presentation by State Representative Kate Ebli.

V. PROCLAMATIONS.

246 October 2008 United Way of Monroe County.

VI. COUNCIL ACTION.

241 Tabled at the September 15, 2008 meeting.

Communication from the Director of Water & Wastewater Utilities, submitting the lease agreement of the Water Department house at 6369 Pointe Aux Peaux Road, and recommending that the City lease the house at 6369 Pointe Aux Peaux Road to William Anderson and that the Mayor and City Clerk-Treasurer be authorized to sign the attached lease on behalf of the City of Monroe. It was moved by Councilman Beneteau and seconded by Councilwoman Conner that item 241 be tabled until the next regular council meeting scheduled October 6, 2008.

247 Communication from the Building Official, submitting Proposed Ordinance No. 08-014, an Ordinance to repeal Chapter 1426 of the Codified Ordinances of the City of Monroe being the Uniform Code for the Abatement of Dangerous Buildings.

Proposed Ordinance No. 08-014, up for its first reading and recommending that the public hearing be set for October 20, 2008.

248 Communication from the Director of Engineering and Public Services, submitting Proposed Ordinance 08-015, an Ordinance to amend Section 1020.04, removal of snow, ice, filth and dirt from sidewalks.

Proposed Ordinance No. 08-015, up for its first reading and recommending that the public hearing be set for October 20, 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)

249 Replacement Police Patrol Vehicle #5019

1. Communication from the Police Department, reporting back on a bid for the replacement of Police Patrol Vehicle #5019 and recommending that the bid be awarded to Signature Ford out of Owasso, MI, for the amount of \$21,182.00 for a 2008 Ford Crown Victoria Police Interceptor.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

250 Proposed Rezoning CPC Case #RZ 08-003.

1. Communication from the Interim Director of Planning and Recreation, reporting back on the zoning of the referenced properties, 11 Scott Street, 15 Scott Street, 308 Scott Street, and 320 E. Front Street, Case #RZ 08-003, concurring with the findings of the Department of Planning & Recreation on September 3, 2008, it is recommended that 11 Scott Street (Parcel #39-00469-000), 15 Scott Street (Parcel #39-00469-003) and 308 E. Front Street (39-00469-001) be rezoned to R-2; Two-Family Residential; and that 320 E. Front Street (39-00469-003) be rezoned to C-1, Local Commercial; and that the official zoning map be amended to reflect the zoning changes made.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

251. Addition of 10% interest to Unpaid Special Assessment.

1. Communication from the City Clerk-Treasurer, submitting a proposed resolution authorizing the addition of 10% interest to all delinquent special assessments and then be reassessed and added onto the winter tax bill, and recommending that the resolution be adopted.
2. Supporting documents.
3. Action: Accept, place on file and the resolution be adopted.

252. Collection of Delinquent Summer Taxes and Other Delinquent Charges.

1. Communication from the City Clerk-Treasurer, submitting a proposed resolution authorizing the addition of a 5% penalty to all delinquent taxes and charges, and then be collected on the winter tax bill, and recommending that the resolution be adopted.
2. Supporting documents.
3. Action: Accept, place on file and the resolution be adopted.

253. Land Division 1272 E. Third Street (49-01394-000).

1. Communication from the Interim Director of Planning and Recreation, submitting a proposed request from Habitat for Humanity of Monroe County for the land division of 1272 E. Third Street into two parcels and recommending that Council approve the land division.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

254. Land Division 900 Ternes Drive (59—01909-028).
1. Communication from the Interim Director of Planning and Recreation, submitting a proposed request from Persiconi and Persiconi, LLC, for land division of 900 Ternes Drive (59-01909-033) & (59-01909-028), CPC Case #S 08-003, into two parcels and recommending that Council approve the land division.
 2. Supporting documents.
 3. Action: Accept, place on file and the recommendation be carried out.
255. Sanitary Manhole Reconstruction Change Order.
1. Communication from the Director of Engineering and Public Services, submitting a change order to add several manhole reconstruction projects to the 2007/2008 Sanitary Sewer Program and recommending that Council award a Change Order to the North Telegraph Road Sanitary Pump Station project to Triangle Excavating in the amount of \$11,250 for the replacement of a sanitary sewer manhole near LaPlaisance and Dunbar Roads, and further recommending that the City Engineer be authorized to sign the change order on behalf of the City of Monroe.
 2. Supporting documents.
 3. Action: Accept, place on file and the recommendation be carried out.
256. 2009 Drinking Water Revolving Fund
1. Communication from the Director of Engineering and Public Services, submitting a project proposal for a large-scale main replacement and rehabilitation program and recommending that Council award a contract to The Mannik and Smith Group for surveying and design services up to \$208,000 according to the attached proposal and further recommending that the City Engineer be authorized to sign the contract on behalf of the City of Monroe.
 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.

PROCLAMATION

WHEREAS, the United Way of Monroe County has been assisting local residents since 1926; and

WHEREAS, the annual campaign of the United Way begins mid-September and runs thru the end of October; and

WHEREAS, the United Way of Monroe County generates and allocates funds to about 50 area agencies that supply residents with emergency and basic needs, health care and research, senior citizen services, day care, youth development and recreation, substance and physical abuse help, counseling and advocacy, and specialized transportation; and

WHEREAS, this year’s campaign theme will be “**LIVE UNITED**”; and

WHEREAS, campaign chairman Matthew Hehl and vice chairman Paul Assenmacher will be assisted by over 100 volunteers from community leaders, as well as hundreds of individuals and corporate volunteers, to raise the necessary funds to help the United Way meet its 2008 goal.

NOW, THEREFORE, I, Mark G. Worrell, Mayor of the City of Monroe, with the full support of City Council, do hereby proclaim the month of October 2008, as “**UNITED WAY OF MONROE COUNTY MONTH**” in Monroe, and we take this opportunity to extend our appreciation to all of the volunteers and agencies involved in this campaign for their caring and dedication for their community and we urge the citizens of Monroe to contribute to this worthwhile cause to the best of their ability.

IN WITNESS WHEREOF, We have hereunto set our hands and caused the Seal of the City of Monroe to be affixed this 6th day of October 2008.

Mark G. Worrell, Mayor

Council Members:

Robert E. Clark, Precinct 1

Edward F. Paisley, Precinct 2

Kelvin McGhee, Precinct 3

Jeremy J. Molenda, Precinct 4

Mary V. Conner, Precinct 5

Brian P. Beneteau, Precinct 6



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Proposed Ordinance 08-014: An Ordinance to repeal Chapter 1426 of the Codified Ordinances of the City of Monroe being the Uniform Code for the Abatement of Dangerous Buildings.

DISCUSSION: The Uniform Code for the Abatement of Dangerous Buildings was adopted to address Dangerous buildings when the City of Monroe was using the Uniform Building Code. The City of Monroe since has adopted the Michigan Building Codes and the International Property Maintenance Code to address property maintenance and dangerous buildings.

This ordinance is to remove an ordinance that is no longer in use by the Building Department.

IT IS RECOMMENDED that this ordinance is placed on the agenda for its first reading on Monday, October 6, 2008, with a second reading and public hearing to be set for Monday, October 20, 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: Building Department

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: Code enforcement personnel

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/Zoning Director

DATE: 10/2/08

REVIEWED BY: Joseph A. Lehmann Building/Zoning Director

DATE: 10/2/08

COUNCIL MEETING DATE: Monday October 6, 2008

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CITY OF MONROE

ORDINANCE NO. 08-014

An Ordinance to repeal Chapter 1426 of the Codified Ordinances of the City of Monroe being the Uniform Code for the Abatement of Dangerous Buildings.

THE CITY OF MONROE ORDAINS:

SECTION 1. Chapter 1426 of the Codified Ordinances of the City of Monroe, which adopted the Uniform Code for the Abatement of Dangerous Buildings is hereby repealed.

SECTION 2. This ordinance shall be effective twenty (20) days after its passage in publication.

Date

Charles Evans, Clerk/Treasurer
City of Monroe

Date

Mark G. Worrell, Mayor

City of Monroe



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: ORDINANCE 08-015: AN ORDINANCE TO AMEND SECTION 1020.04, REMOVAL OF SNOW, ICE, FILTH, AND DIRT FROM SIDEWALKS

DISCUSSION: Each year, the Engineering Department is responsible for logging complaints and facilitating the removal of snow from public sidewalks within the City limits, in accordance with Ordinance 1020.04. Currently, property owners are required to remove snow within 24 hours after 8:00 A.M. on the day following a snowfall, and the Engineering Department must provide notice to the affected property owners prior to removal. If snow and ice are not removed within 24 hours of notice, the Engineering Department refers the property to the Public Services Department for removal, which has historically been done internally.

Due to the high number of foreclosures resulting in numerous bank-owned properties that are difficult to provide appropriate direct notice, and the additional time that must be expended by City staff notifying property owners of what seems to be their commonly-accepted duty, the Engineering and Public Services Department would like to amend the ordinance at this time. In the same fashion as was employed in the amendment of Section 692, dealing with weeds and grasses, notice will be given only once during the winter season, in October, through publication in a newspaper of general circulation. We are likely to contract ordinance-related snow removal on private walks to an outside party this season in order to perform the work in a more timely fashion, similar to what was undertaken in 2008 on high weeds and grasses mowing.

IT IS RECOMMENDED that Ordinance 08-015, an Ordinance to amend Section 1020.04, be placed on the floor for its first reading on October 6, 2008, and that the public hearing on the ordinance be scheduled for October 20, 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

1 CITY OF MONROE

2 ORDINANCE NO. 08-015

3 1020.4 REMOVAL OF SNOW, ICE, FILTH AND DIRT FROM SIDEWALKS.

- 4 (a) Snow Removal: Duty of Property Owner and Occupant. The owner or
5 occupant of each and every lot or subdivision thereof, or of any piece or
6 or parcel of land in front of or adjacent to which a sidewalk shall have
7 been or may hereafter be constructed, shall clear off and remove all
8 accumulations of snow and ice from such sidewalk, as such snow or ice
9 shall accumulate, by 8:00 a.m. on the day following the snowfall.
- 10 (b) Removal by City; Collection of Costs. Upon the failure of the owner or
11 occupant to remove or cause to be removed such snow or ice from
12 sidewalk within 24 hours after 8:00 a.m. on the day following the snowfall
13 the City of Monroe may cause the same to be removed from the sidewalk.
- 14 (c) Assessment of Costs. The Head of the Department of Public Services
15 shall keep an accurate account of the expenses incurred with respect to
16 each parcel of land in carrying out the provisions of chapter and shall
17 make a sworn statement of such account and present the same to the City
18 Treasurer. The City Treasurer shall prepare and send an invoice to the
19 last known owner, as reflected by the current tax roll, for the cost of
20 such work in accordance with the statement of the Head of the
21 Department of Public Services. The City Treasurer shall add 10% to the
22 cost reflected to cover the cost of supervision and billing. In the event that
23 the invoice is not paid forthwith, the cost shall be charged against the
24 premises, reported to the assessor, and levied by him/her as a special
25 tax or assessment upon the premises. The special assessment shall be
26 subject to review, after proper notice is given as in all other cases of

27 special assessment provided the City Charter. When the tax is confirmed,
28 it shall be a lien upon the premises and the same shall collected in the
29 same manner as other City Taxes. The City may also file suit against the
30 owner and/or occupant of the premises and collect the same as a personal
31 obligation.

32 (d) Published Notice. The City Manager shall cause to be published in a
33 newspaper of general circulation of the City of Monroe a notice of the
34 provisions and requirements of this ordinance annually during the month
35 of October.

Date

Charles Evans, Clerk/Treasurer
City of Monroe

Date

Mark G. Worrell, Mayor
City of Monroe



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Replacement Police Patrol Vehicle # 5019.

DISCUSSION: The Police Department's will need to replace the following vehicle:

Patrol Vehicle #5019 is a 2004 Dodge Intrepid. The vehicle has only 46,000 miles in part because we have had difficulty keeping the car on the road due to various mechanical problems. The car is currently in need of extensive repairs totaling over \$7,000.00. These repairs include a new transmission, front and rear struts, brakes, tires, battery, head gaskets, weather-stripping, and other minor items. Mechanics from DPS recommend this vehicle not be returned to service.

Signature Ford out of Owosso, MI holds the Macomb County bid, (bid#23-05, 2008MY) and is extending their prior pricing of @21,182.00 for a 2008 Ford Crown Victoria Police Interceptor.

CITY MANAGER RECOMMENDATION:

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

Memorandum

To: John Michrina, Chief of Police

From: Lt. Charles Abel

CC: file

Date: 09-19-2008

Re: New Vehicle Purchase

Chief,

I would like to provide additional information on the reasons behind replacing patrol vehicle 5019, a 2004 Dodge Intrepid. This vehicle has 46,428 miles on it. There are a number of issues with this vehicle that have caused it to be the least used vehicle. The service record is dismal. Recently we had the vehicle taken to Monroe Dodge for a cost estimate to make it road worthy. Their estimate for repairs comes to a total of over \$7,316.75 and they still remark that the steering and suspension will need to be inspected before they can call the repairs complete.

After this estimate was obtained, the vehicle was taken to our DPS mechanics. A review of their work order indicates a minimum of \$760.00 in repairs and labor. The DPS mechanics also indicate that the transmission will need to be replaced from an outside source; however they could not provide an estimate. The DPS estimate also does not address the oil leak as indicated by Monroe Dodge's estimate. The DPS estimate does not include the cost of tire replacement, battery replacement, weather stripping, front struts, wheel alignment, and brake rotors. The DPS repair order does not address the suspension and steering issues as did the Monroe Dodge estimate. The additional cost for the repairs not listed by the DPS mechanics total over \$6,700.00. The DPS mechanics did state that they do not recommend that this vehicle be repaired. The history of this vehicle and the mechanic's experience indicate that repairing patrol vehicle 5019 would not be in the best interest of the department. They state that it may be road worthy for a day or two, but that they would not guarantee it for the next week.

We still have time to obtain a 2008 Crown Victoria Police Interceptor from Signature Ford, who currently holds the Macomb County bid #23-05, 2008MY.



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Proposed rezoning of 11 Scott Street, 15 Scott Street, 308 E. Front Street, and 320 E. Front Street. CPC Case #RZ 08-003.

DISCUSSION: Several months ago, a question arose regarding the zoning of one of the above referenced properties. After review by the department, it was apparent that an error had occurred at some point in the recent past, whereby the zoning of several parcels on the official zoning map had been changed.

Researching the issue back several years, it appears that 11 Scott Street, 15 Scott Street, and 308 Scott Street were rezoned from R-2, Two-Family Residential, to I-1, Light Industrial; and 320 E. Front Street (The Sawyer House) was rezoned from C-1, Local Commercial, to I-1, Light Industrial.

The Citizens Planning Commission (CPC) heard Case # RZ 08-003 on September 3, 2008. Concurring with the findings of the Department of Planning & Recreation, the CPC is recommending that 11 Scott Street (Parcel #39-00469-000), 15 Scott Street (Parcel #39-00469-002), and 308 E. Front Street (Parcel #39-0469-001) be rezoned to R-2, Two-Family Residential; and that 320 E. Front Street (Parcel #39-00469-003) be rezoned to C-1, Local Commercial; and that the official zoning map be amended to reflect the zoning changes made. The proposed zoning is consistent with the Future Land Use map found in the city's Comprehensive Plan.

A copy of the Citizens Planning Commission staff report and is attached for review.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: October 6, 2008

REASON FOR DEADLINE: To finalize recommendation by CPC and to correct official zoning map

STAFF RECOMMENDATION: For Against

REASON AGAINST: N/A

INITIATED BY: Citizens Planning Commission

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: Department of Planning & Recreation, Assessing, Building, and residents.

FINANCES

COST AND REVENUE PROJECTIONS:		
	Cost of Total Project	\$ N/A
	Cost of This Project Approval	\$ N/A
	Related Annual Operating Cost	\$0
	Increased Revenue Expected/Year	\$0

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

Budget Approval: _____

FACT SHEET PREPARED BY: Jeffrey Green, AICP

DATE: 10.01.08

REVIEWED BY: Jeffrey Green, AICP, Interim Director, Department of Planning & Recreation

DATE: 10.01.08

COUNCIL MEETING DATE: 10.06.08

Citizens Planning Commission

Staff Report

Date: August 29, 2008

Meeting Date: September 3, 2008

Case: RZ 08-003

Site Locations: 11 Scott Street, 15 Scott Street, 308 E. Front Street, and 320 E. Front Street

Parcels: 39-00469-000, 39-00469-002, 39-00469-001, and 39-00469-003, respectively

Applicant: The Department of Planning & Recreation / Citizens Planning Commission

REQUEST

The Department of Planning & Recreation is requesting that 11 Scott Street (39-00469-000), 15 Scott Street (39-00469-002), 308 E. First Street (39-00469-001) be rezoned from I-1, Light Industrial to R-2, Two-Family Residential; and that 320 E. Front Street (39-00469-003) be rezoned from I-1, Light Industrial, to C-1, Local Commercial; and that the official zoning map be amended to reflect the same.

EXISTING LAND USE

The subject parcels are on the southeast corner of the intersection at E. Front and Scott Streets, fronting on both. 11 Scott Street is currently vacant; however, it was operated until recently as Bevel's Hair Salon. 320 E. Front Street is a city-owned facility providing meeting, banquet, and reception facilities for both public and private gatherings. 15 Scott Street and 308 E. Front Street are residential uses.

Land uses in the surrounding area include retail/commercial shops, churches, residential, public, and office space.

CURRENT ZONING

The subject parcels are currently zoned I-1, Light Industrial. However, an inquiry by the owners of 11 Scott Street regarding their property's zoning led to the

CPC Case #RZ 08-003

Project: 11 Scott St, 15 Scott St, 308 E. Front St, and 320 E. Front St

discovery that the zoning of all of the referenced parcels had been changed at some point between 2002 and 2005. That change was in error.

NOTE: The 2002 Zoning Map shows the parcels zoned as C-1, Local Commercial, and R-2, Two-Family. The 2005 Zoning Map shows all of the properties with an I-1, Light Industrial, zoning.

FUTURE LAND USE

The Future Land Use Map found in the City of Monroe's Comprehensive Plan identifies 11 Scott Street, 15 Scott Street, and 308 E. Front Street as *Moderate Density* and the Sawyer House (320 E. Front Street) as *Public/Institutional*.

DEPARTMENT REVIEWS / REVIEW CRITERIA

The Department of Planning & Recreation, along with the departments of Building, Engineering, Fire, Police, DPS, Wastewater, and Water and Utilities, has reviewed this request in accordance with Chapter 1274 of the Planning & Zoning Code. Furthermore, Section 1274.06 of the Code identifies the criteria for an amendment to the Official Zoning Map, which is as follows:

Section 1274.06, Findings of Fact Required.

- (a) In reviewing any petition for a zoning amendment, the Citizens Planning Commission shall identify and evaluate all factors relevant to the petition, and shall report its findings in full, along with its recommendations for disposition of the petition, to the City Council within sixty (60) days of the filing date of the petition.
- (b) The facts to be considered by the Citizens Planning Commission shall include, but not be limited to, the following:

- 1. Whether the requested zoning change is justified by a change in conditions since the original Ordinance was adopted or by an error in the original Ordinance.

As identified above, the Future Land Use Map depicts a use that is more consistent with the proposed rezoning than with the current zoning of I-2, Light Industrial.

- 2. The precedents, and the possible effects of such precedents, which might likely result from approval or denial of the petition.

There would be no precedents resulting from the rezoning, which is being pursued to correct an error. The current I-1, Light Industrial, zoning appears to have been a scrivener's error.

CPC Case #RZ 08-003

Project: 11 Scott St, 15 Scott St, 308 E. Front St, and 320 E. Front St

3. The ability of the City or other government agencies to provide any services, facilities, and/or programs that might be required if the amendment petition were approved.

This rezoning petition will not change current usages and therefore will not place any additional burdens on the City or other governmental agencies' abilities to provide services, facilities, and/or programs to this parcel.

4. Effect of approval of the amendment petition on the adopted developmental policies of the City and other governmental units.

There should be no effect upon developmental policies.

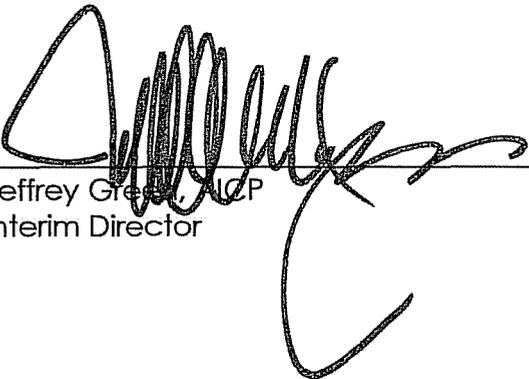
5. All findings of fact shall be made a part of the public records of the meetings of the Citizens Planning Commission and City Council. An amendment shall not be approved unless these and other identified facts be affirmatively resolved in terms of the general health, safety, welfare, comfort and convenience of the citizens of the City, or of other civil divisions, where applicable.

The rezoning is being proposed to correct an error in the official zoning map of the City. The Department of Planning & Recreation along with other responding departments have no issues or objections to the proposal.

RECOMMENDATION

Based upon this analysis and review, the Department of Planning & Recreation recommends that the Citizens Planning Commission approve the rezoning request found under Case #RZ 08-003 and forward the recommendation to City Council for final action.

Submitted: 29 August 2008



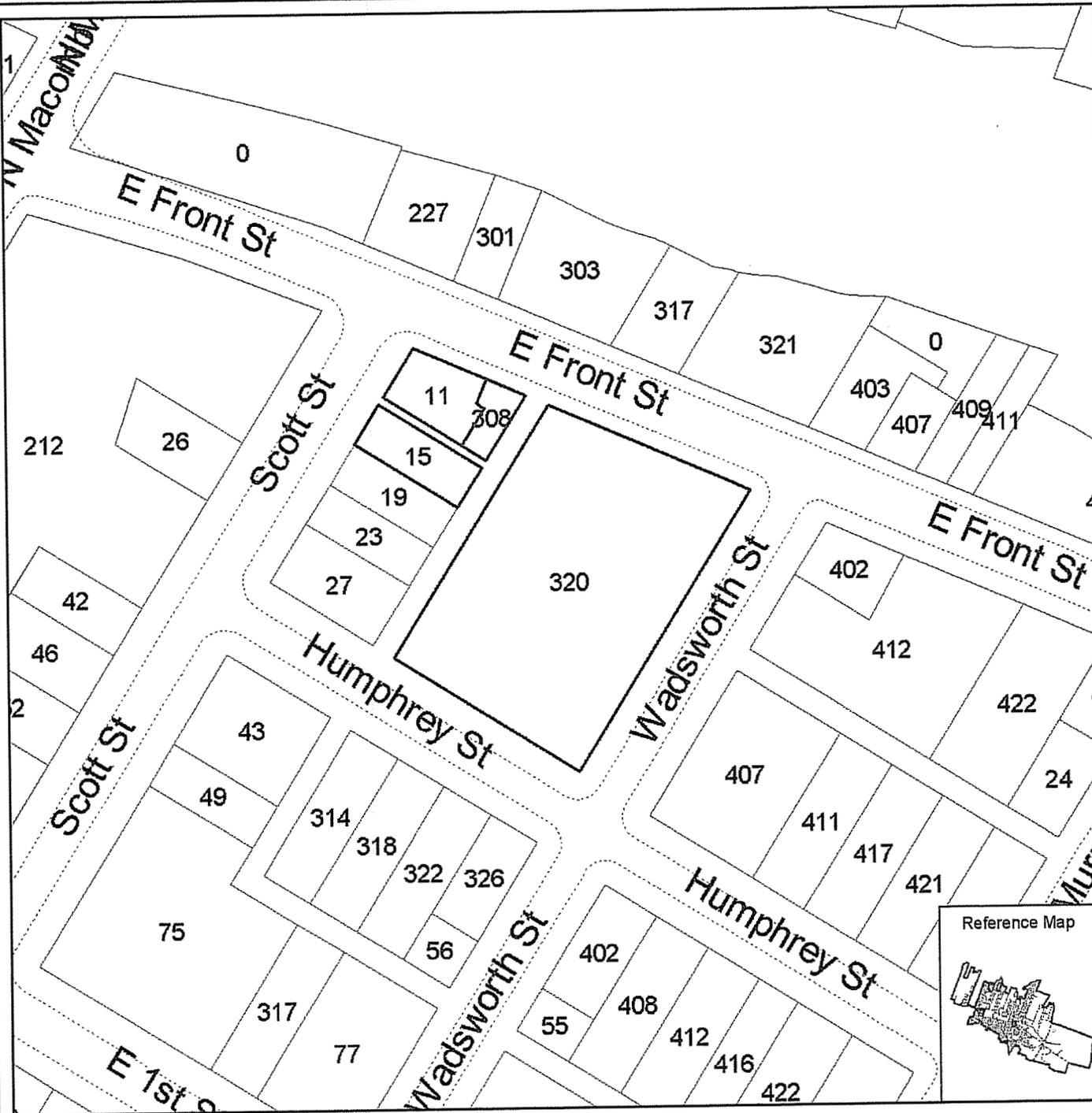
Jeffrey Green, AICP
Interim Director



City of Monroe
CivicSight Map

MAP LEGEND:

- EDGE OF PAVEMENT
- CITY LIMITS
- PARCELS



Map Scale: 1 inch = 124 feet
 Map Date: 8/19/2008
 Data Date: June 30, 2008



Sources: City of Monroe, River's Edge GIS, LLC.

Disclaimer:
 DISCLAIMER: This map is neither a legally recorded map nor a survey and is not intended to be used as one. The user acknowledges that the City shall not be liable for any damages, and expressly waives all claims, and agrees to defend, indemnify, and hold harmless the City from any and all claims brought by the User, its employees or agents, or third parties which arise out of the User's access or use of data provided.



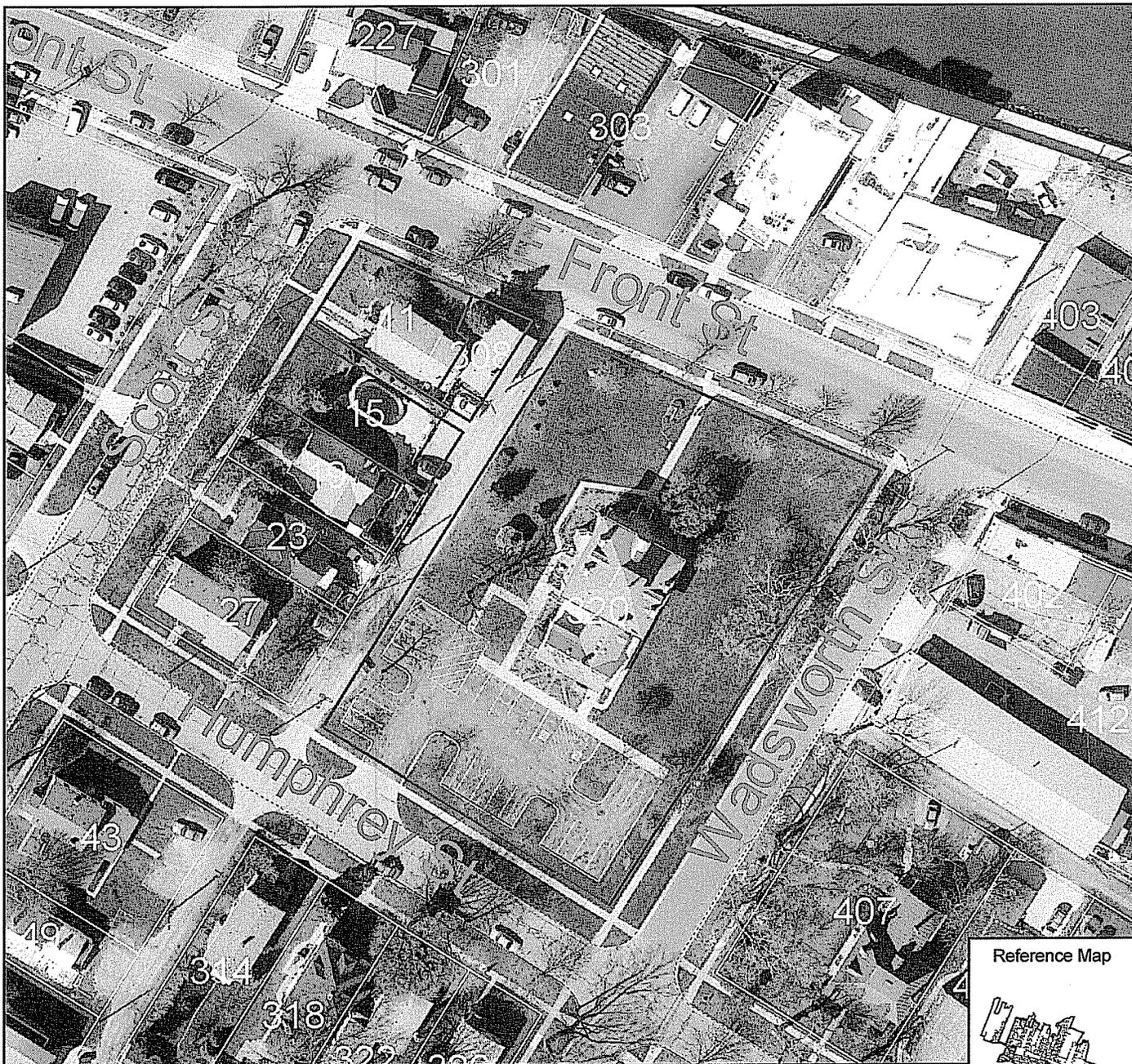
City of Monroe CivicSight Map

PARCEL INFORMATION:

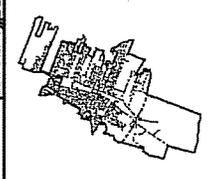
PIN - 39-00469-000
Owner Info:
Name 1 - BEVILLE, RANDY & CATHY
Name 2 -
Owner Address - 5090 E DUNBAR
Owner CSZ - MONROE, MI 48161
Site Address - 11 SCOTT ST

MAP LEGEND:

- EDGE OF PAVEMENT
- CITY LIMITS
- PARCELS
- MONROE_20 ORTHO (Image)



Reference Map



Map Scale: 1 inch = 83 feet
Map Date: 8/29/2008
Data Date: June 30, 2008
Sources: City of Monroe, River's Edge GIS, LLC.



Legal Description: WADSWORTH AND NAVARRE PLAT PT OF LOT 135 COMM AT NW COR 135; TH S 66D 09M 24S E 66.35 FT; TH S 24D 18M 36S W 22.45 FT; TH S 58D 38M 24S E 4.42 FT; TH S 41D 51M 11S E 2.06 FT; TH S 56D 58M 24S E 3.82 FT; TH S 33D 08M 36S W 36 FT; TH N 57D 21M 24S W 76.40 F

Disclaimer:
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CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Addition of 10% interest on unpaid special assessments and other assessments and then be reassessed and placed on the tax roll.

DISCUSSION: Section 181 of the City Charter requires 10% interest be added to all delinquent taxes and delinquent special assessments and other assessments and then be reassessed and added onto the winter tax bill. The attached resolution authorizes same.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: N/A

REASON FOR DEADLINE:

STAFF RECOMMENDATION: For Against

REASON AGAINST:

INITIATED BY: City Treasurer' Office

Charles D. Evans, City Clerk/Treasurer

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED:

FINANCES

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

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

Budget Approval: _____

FACT SHEET PREPARED BY: C. Evans

DATE: 10/06/08

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: October 6, 2008

RESOLUTION

TO ADD 10% INTEREST TO SPECIAL ASSESSMENTS;

REASSESS AND PLACE ON THE WINTER

TAX ROLL

WHEREAS, special assessments levied against various parcels have been returned to the Clerk/Treasurer unpaid, and

WHEREAS, Section 181 of the City Charter requires that these unpaid assessments have ten – (10) per cent interest added and be reassessed and then collected in all respects as other taxes, and

NOW THEREFORE BE IT RESOLVED that all unpaid special assessments be assessed ten- (10) per cent interest and the total amounts including interest be added to the winter tax bills, due and payable December 1, 2008.

Dated: October 6, 2008



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Collection of Delinquent Summer Taxes, Delinquent Special Assessments and other Assessments.

DISCUSSION: Section 148 of the City Charter requires a 5% penalty be added to all delinquent taxes and assessments and then be rolled onto the winter tax bill. The attached resolution authorizes same.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: N/A

REASON FOR DEADLINE:

STAFF RECOMMENDATION:

For

Against

REASON AGAINST:

INITIATED BY: City Treasurer' Office

Charles D. Evans, City Clerk/Treasurer

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	\$

<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: C. Evans

DATE: 10/06/08

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: October 6, 2008

R E S O L U T I O N

**TO LEVY A FIVE (5) PERCENT PENALTY ONTO
UNPAID SUMMER PROPERTY TAXES,
AND OTHER CHARGES ASSESSED
WITH THE SUMMER TAXES**

WHEREAS, unpaid city summer property taxes, both real and personal, have become delinquent, and

WHEREAS, other charges levied on the summer tax bills are unpaid, and are therefore delinquent, and

WHEREAS, Section 148 of the City Charter requires Council to direct that a five-(5) per cent penalty be assessed to all delinquent taxes.

NOW THEREFORE BE IT RESOLVED that all delinquent property taxes and other charges levied on the summer tax bills be assessed a five-(5) per cent penalty and the total amounts be collected with the winter tax bills, due and payable December 1, 2008.

Dated: October 6, 2008



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Land Division / Reconfiguration Request for 1272 E. Third Street, Parcel #49-01394-000. Citizens Planning Commission Case #S 08-002. Applicant: Habitat for Humanity of Monroe County.

DISCUSSION: Habitat for Humanity of Monroe County initiated a request for a land division of Parcel #49-01394-000. The request proposes dividing 1272 E. Third Street (#49-01394-000), which is 100 feet by 143 feet, into two parcels. Parcel #1 (west parcel), which is vacant and will front on Almyra Street, will be 75 feet by 100 feet. Parcel #2 (east parcel), which is also vacant, will be approximately 68 feet by 100 feet. Therefore, this division proposes taking a vacant lot on East Third and splitting it into two conforming lots fronting on Almyra Street.

On September 3, 2008, the Planning Department presented its analysis of the request to the Citizens Planning Commission (see attached) and recommended approval. Following presentation of the staff analysis, comments by the applicant, and a public hearing, the Planning Commission voted to approve the request and forward its recommendation to City Council.

IT IS THEREFORE RECOMMENDED by the Citizens Planning Commission in concurrence with the Planning Office that City Council approve the land division.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: October 6, 2008

REASON FOR DEADLINE: Allow for development of the resulting parcels

STAFF RECOMMENDATION: For Against

REASON AGAINST: N/A

INITIATED BY: Applicant

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: Planning, Building, Assessing

FINANCES

COST AND REVENUE PROJECTIONS:	Cost of Total Project	\$ N/A
	Cost of This Project Approval	\$ N/A
	Related Annual Operating Cost	\$0
	Increased Revenue Expected/Year	\$0

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

Budget Approval: _____

FACT SHEET PREPARED BY: Matt Wallace, Planner I 

DATE: October 1, 2008

REVIEWED BY: Jeffrey Green, AICP, Director of Planning and Recreation 

DATE: October 1, 2008

COUNCIL MEETING DATE: October 6, 2008

Citizens Planning Commission

Staff Report

Date: August 29, 2008

Case: S 08-002
Request for Land Division

Site Location: 1272 E. Third Street

Parcel: #49-01394-000

Applicant: Habitat for Humanity of Monroe County
840 LaPlaisance Road
Monroe, Michigan 48161

REQUEST

The applicant is requesting a land division which will consist of splitting parcel #49-01394-000, commonly known as 1272 East Third Street, into two parcels.

The application proposes splitting the property currently known as 1272 East Third Street into two parcels which will front Almyra Street. A boundary survey and a legal description for each of the parcels was prepared by The Mannik & Smith Group Inc. and is attached with this report.

EXISTING LAND USE

The parcel is currently vacant and is approximately 100 feet wide and 143 deep.

Land uses in the surrounding area are primarily residential homes or vacant lots. There is land zoned Industrial located with a block of the property to the west.

CURRENT ZONING

The subject parcels, as well as the surrounding area, are within an R-1C, Single-Family Residential District.

FUTURE LAND USE

The City of Monroe Comprehensive Plan and Future Land Use Map identify the subject parcel and the adjacent properties as *Moderate Density Residential*.

DEPARTMENT REVIEWS / REVIEW CRITERIA

Planning along with Assessing, Building, Engineering, Fire, Fire, Police, Public Services, Water & Utilities, and Wastewater have reviewed this request and raised no objections or issues with the request.

Section 1263.23, *Schedule of Area, Height, Width and Setback Regulations* identifies the following minimum lot standards for the R-1C, Single-Family Residential Zoning District:

- Minimum width of 50 feet;
- Minimum square footage of 6,000 square feet;
- Front setback of 25 feet;
- One side yard setback of 4 feet (minimum);
- Total of two side yard setbacks of 13 feet;
- Rear yard setback of 35 feet; and
- Maximum lot coverage of 30%

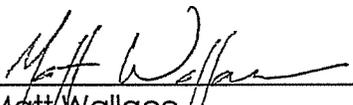
The dimensions of the proposed parcels suggest these requirements could be met fairly easily.

RECOMMENDATION

As a result of these findings, the Planning Department recommends that the Citizens Planning Commission approves splitting the subject parcel into two (2) parcels with the dimensions described.

The Commission's recommendation will be forwarded on to City Council for a decision on the project's final approval.

Submitted: 29 August 2008



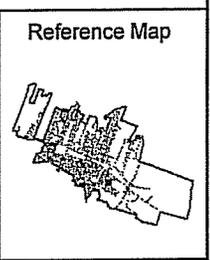
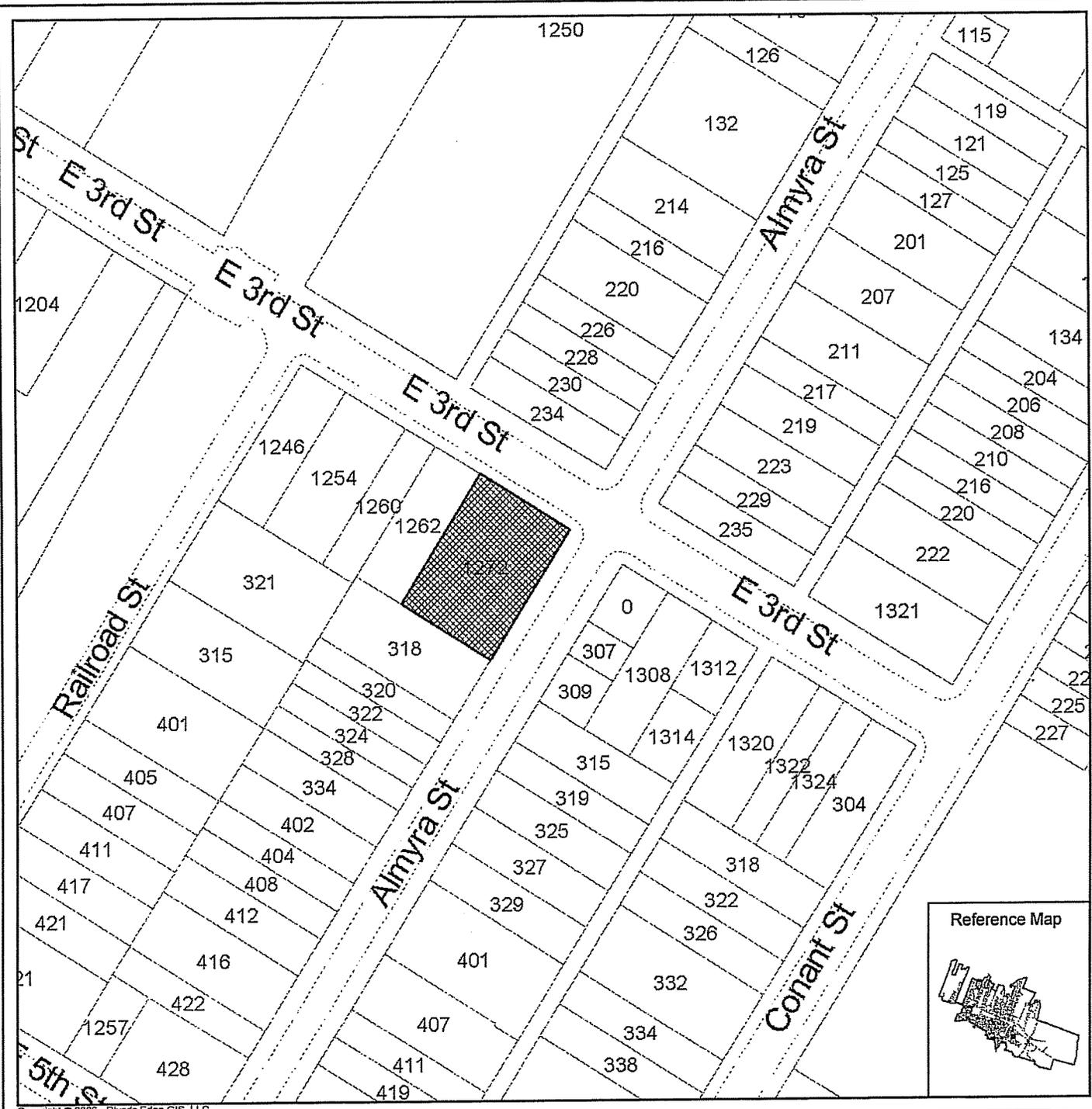
Matt Wallace
Planner I



City of Monroe CivicSight Map

MAP LEGEND:

- EDGE OF PAVEMENT
- CITY LIMITS
- PARCELS



Map Scale: 1 inch = 139 feet
 Map Date: 8/29/2008
 Data Date: June 30, 2008
 Sources: City of Monroe, River's Edge GIS, LLC.



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City of Monroe
CivicSight Map

MAP LEGEND:

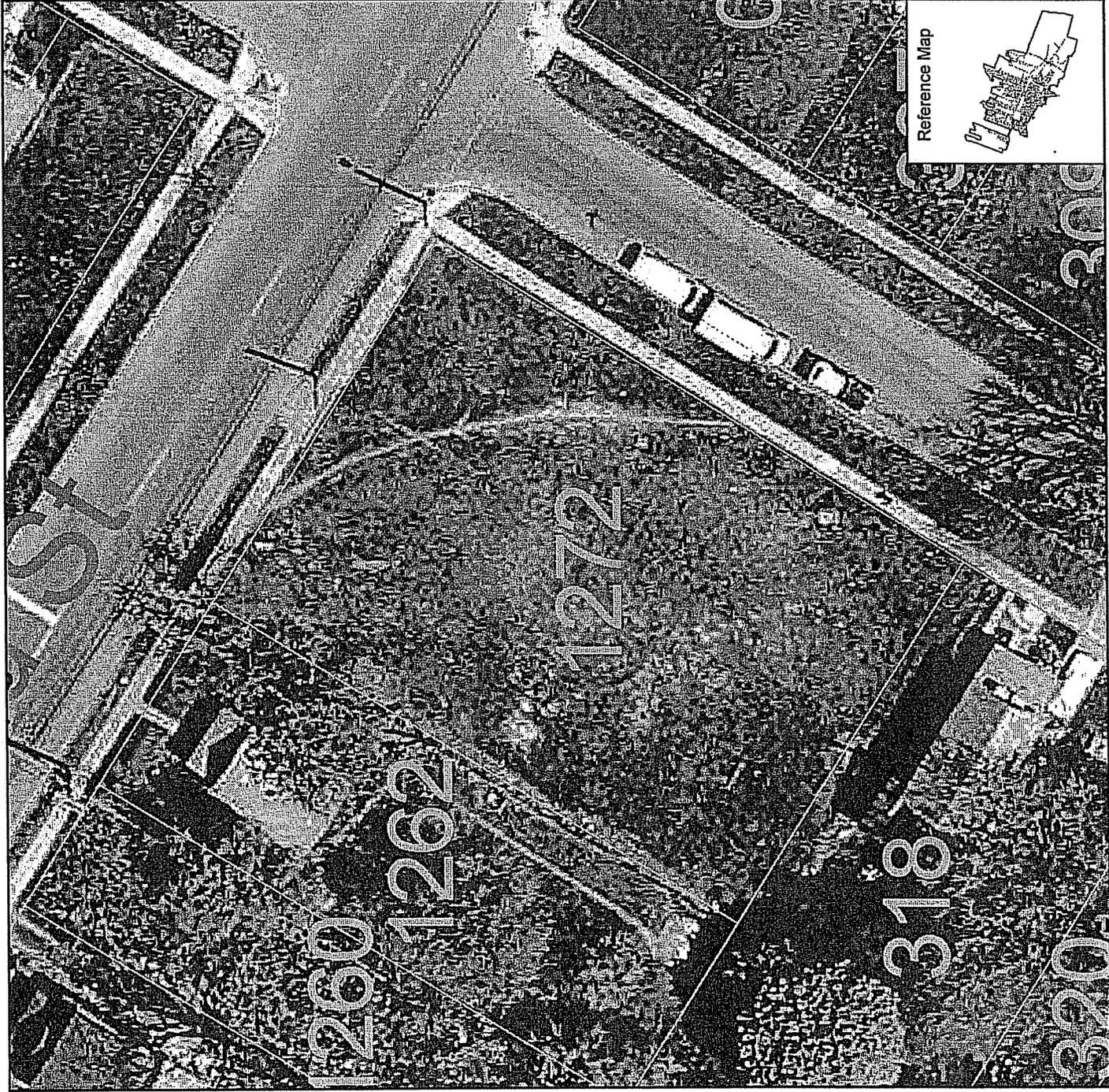
- EDGE OF PAVEMENT
 - CITY LIMITS
 - PARCELS
- MONROE_COUNTY_2005 (Image)



Map Scale: 1 inch = 35 feet
Map Date: 8/29/2008
Data Date: June 30, 2008

Sources: City of Monroe, River's Edge GIS, LLC.

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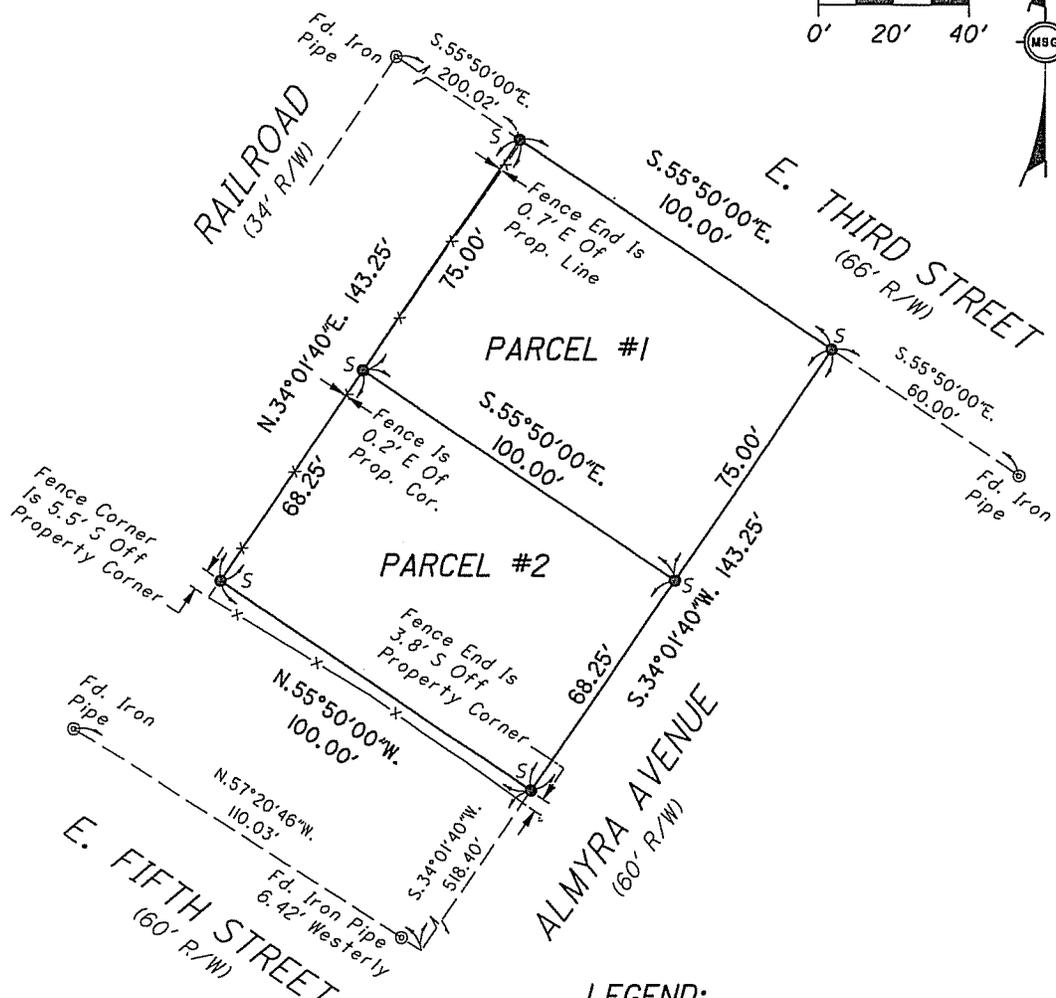
Reference Map



CERTIFIED BOUNDARY SURVEY

For
HABITAT FOR HUMANITY
 A part of Private Claim 166,
 City of Monroe
 Monroe County, Michigan

GRAPHIC SCALE



LEGEND:

- Set Capped 5/8" Iron Rebar
- ⊙ Found Monumentation, As Indicated
- (M) Measured
- (R) Record

—x— Fence

Basis Of Bearing: S. 55°50'E. Along The
 Northerly Line Of E. Third St. As recorded
 in Geo. W. Burkharts Plat.

We Herby Certify That We Have Surveyed The
 Above-Described Land And Have Either Found
 And/Or Set Irons As Shown. That The Means,
 Methods And Materials Comply With Current
 Survey Standards.



Paul G. Funk
PAUL G. FUNK, P.S.
 LICENSED PROFESSIONAL SURVEYOR
 MICHIGAN LICENSE NO. 43050
 DATE: MARCH 19, 2008
 JOB NUMBER: H1450001

The Mannik & Smith
 Group, Inc.
 1771 N. Dixie Highway
 Monroe, Michigan 48162
 Tel 17341 289-2200
 Fax 17341 289-2345
 Civil Engineering, Surveying and Environmental Consulting

W:\Projects\Projects F-J\H1450001\CAD\Survey\h1450001_L_s\01_M_IF.dgn 4/14/2008 9:12:38 AM

CERTIFIED BOUNDARY SURVEY

For
HABITAT FOR HUMANITY
A part of Private Claim 166,
City of Monroe
Monroe County, Michigan

LEGAL DESCRIPTION:

PARCEL 1:

Part of Private Claim 166

Beginning at the intersection of the South line of East Third Street (66 feet wide) and the West line of Almyra Avenue (60 feet wide);

Thence S.34°01'40" W. 75.00 feet along the west line of said Almyra Avenue;

Thence N.55°50'00" W. 100.00 feet;

Thence N.34°01'40" E. 75.00 feet to the South right-of-way line of said East Third Street (66 feet wide);

Thence along said South right-of-way line S.55°50'00" E. 100.00 feet to the point of beginning. Being Part of Private Claim #166, City of Monroe, Monroe County Michigan.

Containing 0.17 acre, more or less. Subject to easements, reservations and restrictions of record, if any.

PARCEL 2:

Part of Private Claim 166

Commencing at the intersection of the South line of East Third Street (66 feet wide) and the west line of Almyra Avenue (60 feet wide); Thence S.34°01'40" W. 75.00 feet along the west line of said Almyra Avenue to the Point of Beginning;

Thence continuing S.34°01'40" W. 68.25 feet along the west line of said Almyra Avenue;

Thence N.55°50'00" W. 100.00 feet;

Thence N.34°01'40" E. 68.25 feet;

Thence S.55°50'00" E. 100.00 feet to the point of beginning. Being Part of Private

Claim #166, City of Monroe, Monroe County Michigan. Containing 0.16 acre, more or less. Subject to easements, reservations and restrictions of record, if any.

W:\Projects\Projects F-J\H1450001\CAD\Survey\H1450001_L_Sv01_M_JF.dgn 4/14/2008 9:31:15 AM



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Land Division / Reconfiguration Request for 900 Ternes Drive, Parcels #59-01909-033 and #59-01909-028. Citizens Planning Commission Case #S 08-003. Applicant: Tim Krueger.

DISCUSSION: Mr. Tim Krueger, on behalf of Persiconi and Persiconi, LLC, initiated a request for a land division / reconfiguration of Parcels #59-01909-033 and #59-01909-028. The request proposes dividing 900 Ternes Drive (#59-01909-028), which is 7.77 acres, into two parcels. Parcel #1 (north parcel) which fronts on Ternes Drive and will remain a vacant, developable lot, will be 5.61 acres and have 295 feet of frontage on Ternes Drive and extend back to I-75. A narrow (60 feet wide) leg extending south behind 800 Ternes Drive will remain part of this parcel due to easement issues. Parcel #2 (south parcel), which will provide for the expansion of the industrial building where Fluid Equipment Development Company (FEDCO) operates, will be approximately 2.16 acres. This will be parcel #59-01909-033. It will be located behind 800 Ternes Drive. This arrangement is detailed in the included survey drawing. This division allows for the expansion of FEDCO, makes use of the property that had been behind 800 Ternes Drive and doesn't detract from the appeal of 900 Ternes Drive.

On September 3, 2008, the Planning Department presented its analysis of the request to the Citizens Planning Commission (see attached) and recommended approval. Following presentation of the staff analysis, comments by the applicant, and a public hearing, the Planning Commission voted unanimously to approve the request and forward its recommendation to City Council.

IT IS THEREFORE RECOMMENDED by the Citizens Planning Commission in concurrence with the Planning Office that City Council approve this land division.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: October 6, 2008

REASON FOR DEADLINE: Allows for development of parcel #59-01909-032.

STAFF RECOMMENDATION: For Against

REASON AGAINST: N/A

INITIATED BY: Applicant

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: Planning, Building, Assessing

FINANCES

COST AND REVENUE PROJECTIONS:	Cost of Total Project	\$ N/A
	Cost of This Project Approval	\$ N/A
	Related Annual Operating Cost	\$0
	Increased Revenue Expected/Year	\$0

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

Budget Approval: _____

FACT SHEET PREPARED BY: Matt Wallace, Planner I 

DATE: October 1, 2008

REVIEWED BY: Jeffrey Green, AICP, Director of Planning and Recreation 

DATE: October 1, 2008

COUNCIL MEETING DATE: October 6, 2008

Citizens Planning Commission

Staff Report

Date: September 3, 2008
Case: S 08-003
Request for Land Division / Reconfiguration
Site Location: 800 Ternes Drive
Parcels: #59-01909-028 and #59-01909-032
Applicant: Fluid Equipment Development Company (FEDCO)
800 Ternes Drive
Monroe, Michigan 48162

REQUEST

The applicant is requesting a land division based upon a reconfiguration of parcels #59-01909-032 and #59-01909-028, commonly known as 800 and 900 Ternes Drive.

The application proposes splitting approximately 2.16 acres from the property commonly described as 900 Ternes Drive, which is situated behind the property currently described as 800 Ternes Drive, and combining it with the 2.49 acres that make up the 800 Ternes Drive property. The result will be two adjacent parcels which have Ternes Drive frontage and extend back to Interstate 75. A boundary survey and a legal description for each of the parcels was prepared by Associated Engineers and Surveyors, Inc. and is attached with this report.

EXISTING LAND USE

FEDCO has an operating business on the property described as 800 Ternes Drive and the property designated as 900 Ternes Drive is currently vacant. The property at 800 Ternes Drive was split from the original parent parcel, 59-1909-28, in 2005 to create the parcel known as 59-1909-32 and allow the construction of the FEDCO property. This split allowed a certain amount of vacant space behind the FEDCO property, and FEDCO now needs this same vacant property in order to complete an expansion of their business.

Land use in the surrounding area is industrial as it is located in the Samuel J. Mignano Industrial Park, formerly known as the Ternes Industrial Park.

CPC Case #S 08-003
FEDCO/800 Ternes Drive

CURRENT ZONING

The subject parcels, as well as the surrounding area, are within an I-2, General Industrial District.

FUTURE LAND USE

The City of Monroe Comprehensive Plan and Future Land Use Map identify the subject parcel and the adjacent properties as *Light Industrial*.

DEPARTMENT REVIEWS / REVIEW CRITERIA

Planning along with Assessing, Building, Engineering, Fire, Fire, Police, Public Services, Water & Utilities, and Wastewater have reviewed this request and have found the following:

The Water and Utilities Department asked that the city be allowed access to the parcel being split from the 900 Ternes Drive property so utilities can serve the split.

The Wasterwater Department noted that the parcel being split from the 900 Ternes will be land locked from the public sewer line.

Neither of these comments are expected to raise issues since the parcel being split from the 900 Ternes Drive property will effectively be combined with the parcel (#59-1909-32) commonly known as 800 Ternes Drive.

The other reviewing departments had no comments related to the proposed land reconfiguration.

RECOMMENDATION

As a result of these findings, the Planning Department recommends that the Citizens Planning Commission approves splitting parcel #59-01909-028 as described in the application.

The Commission's recommendation will then be forwarded on to City Council, who will consider the proposed land division for final approval.

Submitted: 29 August 2008


Matt Wallace
Planner I



Legal Description: PART OF PCS 80; 82; & 87 MONROE COUNTY; MICHIGAN COMM AT INT OF ROSE ST WITH TERNES DR; TH S 65D 08M 13S E ALG SE'LY ROW TERNES DR TH N24D 51M 47S E 262 FT TO POB; ;TH N 24D 51M 47S E 287.60 FT; TH S 65D 08M 13S E 774.50 FT TO ROW I-75; TH S 16D 50M 35S W

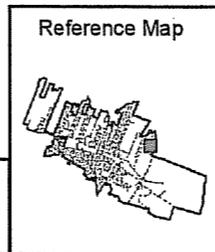
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City of Monroe
CivicSight Map

PARCEL INFORMATION:
 PIN - 59-01909-028
 Owner Info:
 Name 1 - PERSICONI & PERSICONI, LLC
 Name 2 - GIDI DEVELOPMENTS LIMITED
 Owner Address - 26205 DOXTATOR
 Owner CSZ - DEARBORN, MI 48127
 Site Address - 900 TERNES DR V

MAP LEGEND:
 / EDGE OF PAVEMENT
 □ CITY LIMITS
 □ PARCELS



Map Scale: 1 inch = 288 feet
 Map Date: 8/14/2008
 Data Date: June 30, 2008



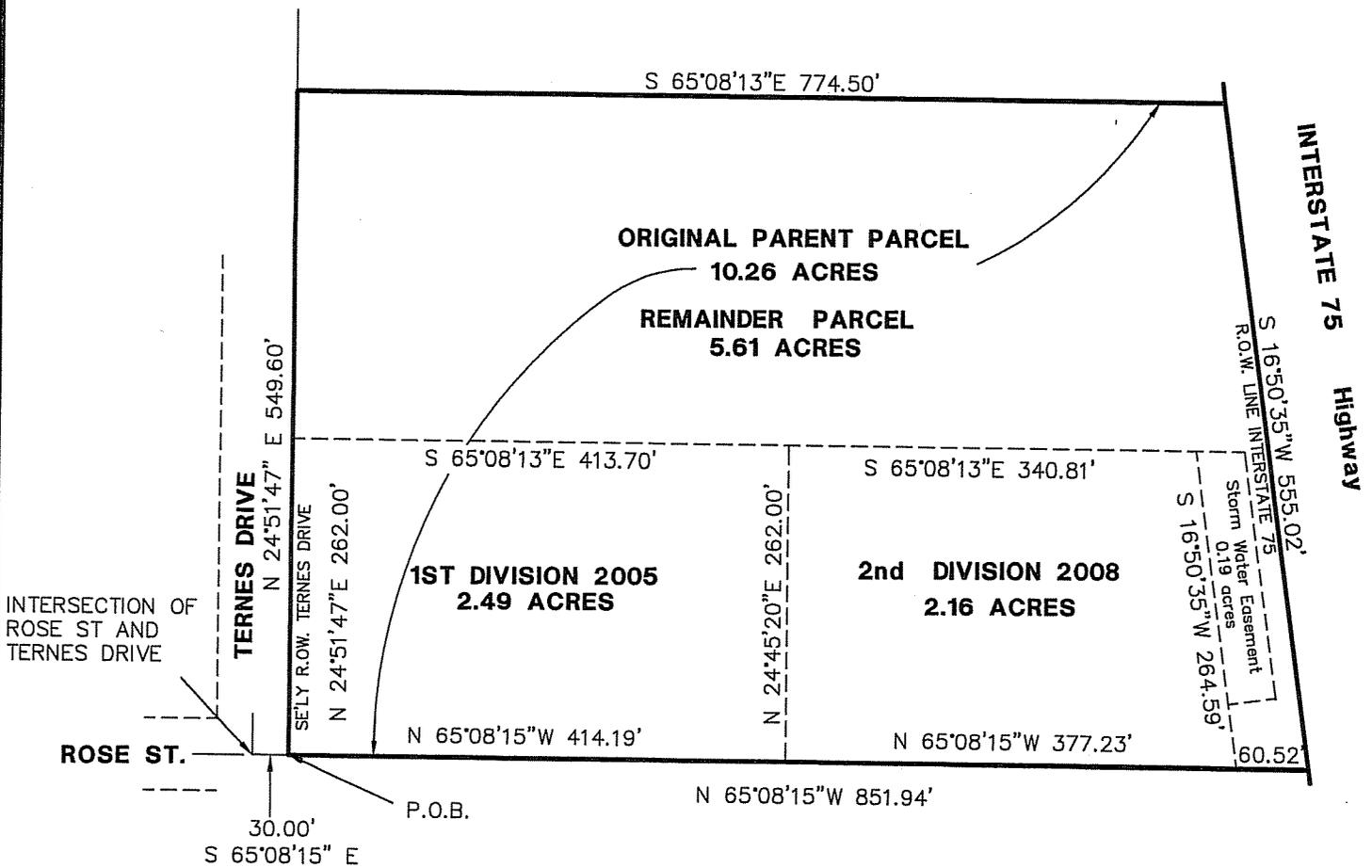
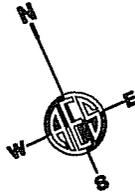
Sources: City of Monroe, River's Edge GIS, LLC.

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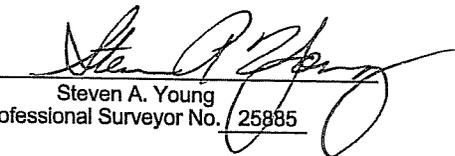
SKETCH OF DESCRIPTION

Part of Private Claim 80 and 87
 City of Monroe, Monroe County, Michigan
 Original Parent Parcel

A parcel of land being part of Private Claim 80 and 87, City of Monroe, Monroe County, Michigan described as follows: Commencing at the intersection of Rose Street and Ternes Drive; thence S 65° 08' 13" E along the Southeasterly extension of Rose Street 30.00 feet to the Southeasterly right of way line of Ternes Drive and the point of beginning; thence N 24° 51' 47" E 549.60 feet along the Southeasterly right of way line of Ternes Drive; thence S 65° 08' 13" E 774.50 feet to the right of way of Interstate 75; thence S 16° 50' 35" W 555.02 feet along said Interstate 75 right of way line; thence N 65° 08' 15" W 851.94 feet to the point of beginning. Containing 10.26 acres.

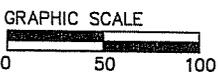


FOR: Fluid Equip Develop. Co.
 Krueger Development
 DATE: July 25, 2008
 SCALE: 1 inch = 150 feet
 JOB No.: 080311

By 
 Steven A. Young
 Professional Surveyor No. 25885

ASSOCIATED ENGINEERS & SURVEYORS, INC.
 Civil Engineers - Land Surveyors
 237 N. Main St., Adrian, MI 49221
 Telephone: (517) 263-4515

Drawn By	Checked By
SY	SY



SKETCH OF DESCRIPTION

Part of Private Claim's 80 and 87
City of Monroe, Monroe County, Michigan

First Parcel Division 2005

A parcel of land being part of Private Claim 80 and 87, City of Monroe, Monroe County, Michigan described as follows: commencing at the intersection of Rose Street with Ternes Drive; thence S 65° 08' 13" E along the Southeasterly extension of Rose Street 30.00 feet to the Southeasterly right of way of Ternes Drive and the point of beginning; thence N 24° 51' 47" E 262.00 feet along the Southeasterly right of way of said Ternes Drive; thence S 65° 08' 13" E 413.70 feet; thence S 24° 45' 20" W 262.00 feet; thence N 65° 08' 15" W 414.19 feet to the point of beginning. Containing 2.49 acres or 108,454 square feet.

2ND DIVISION OF PROPERTY 2008

A parcel of land being part of Private Claim 80 and 87, City of Monroe, Monroe County, Michigan described as follows: commencing at the intersection of Rose Street with Ternes Drive; thence S 65° 08' 15" E along the Southeasterly extension of Rose Street 444.19 feet to the point of beginning; thence N 24° 45' 20" E 262.00 feet; thence S 65° 08' 15" E 340.81 feet; thence S 16° 50' 35" W 264.59 feet; thence N 65° 08' 15" W 377.23 feet to the point of beginning. Containing 2.16 acres.

Together with a storm water easement being a part of Private Claim 80 and 87, City of Monroe, Monroe County, Michigan described as commencing at the intersection of Rose Street with Ternes Drive; thence S 65° 08' 15" E 821.42 feet; thence N 16° 50' 35" E 54.36 feet to the point of beginning; thence N 16° 50' 35" E 210.23 feet; thence S 65° 08' 15" E 40.40 feet; thence S 16° 50' 35" W 204.59 feet; thence N 73° 09' 25" W 40.00 feet to the point of beginning. Said Easement Area containing 0.19 acres.

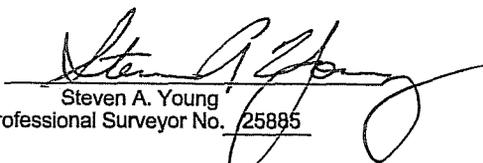
Remainder Parcel 2008

A parcel of land being part of Private Claim 80 and 87, City of Monroe, Monroe County, Michigan described as follows: Commencing at the intersection of Rose Street and Ternes Drive; thence S 65° 08' 13" E along the Southeasterly extension of Rose Street 30.00 feet to the Southeasterly right of way line of Ternes Drive; thence N 24° 51' 47" E 262.00 feet along the Southeasterly right of way line of Ternes Drive to the point of beginning; thence N 24° 51' 47" E 287.60 feet continuing along the Southeasterly right of way line of Ternes Drive; thence S 65° 08' 13" E 774.50 feet to the right of way of Interstate 75; thence S 16° 50' 35" W 555.02 feet along said Interstate 75 right of way line; thence N 65° 08' 15" W 60.52 feet; thence N 16° 50' 35" E 264.59 feet; thence N 65° 08' 15" W 754.51 feet to the point of beginning. Containing 5.61 acres.



FOR: Fluid Equip Develop. Co.
Krueger Development
DATE: July 24, 2008
SCALE: 1 inch = 150 feet
JOB No.: 080311

By


Steven A. Young
Professional Surveyor No. 25885

ASSOCIATED ENGINEERS & SURVEYORS, INC.
Civil Engineers - Land Surveyors
237 N. Main St., Adrian, MI 49221
Telephone: (517) 263-4515

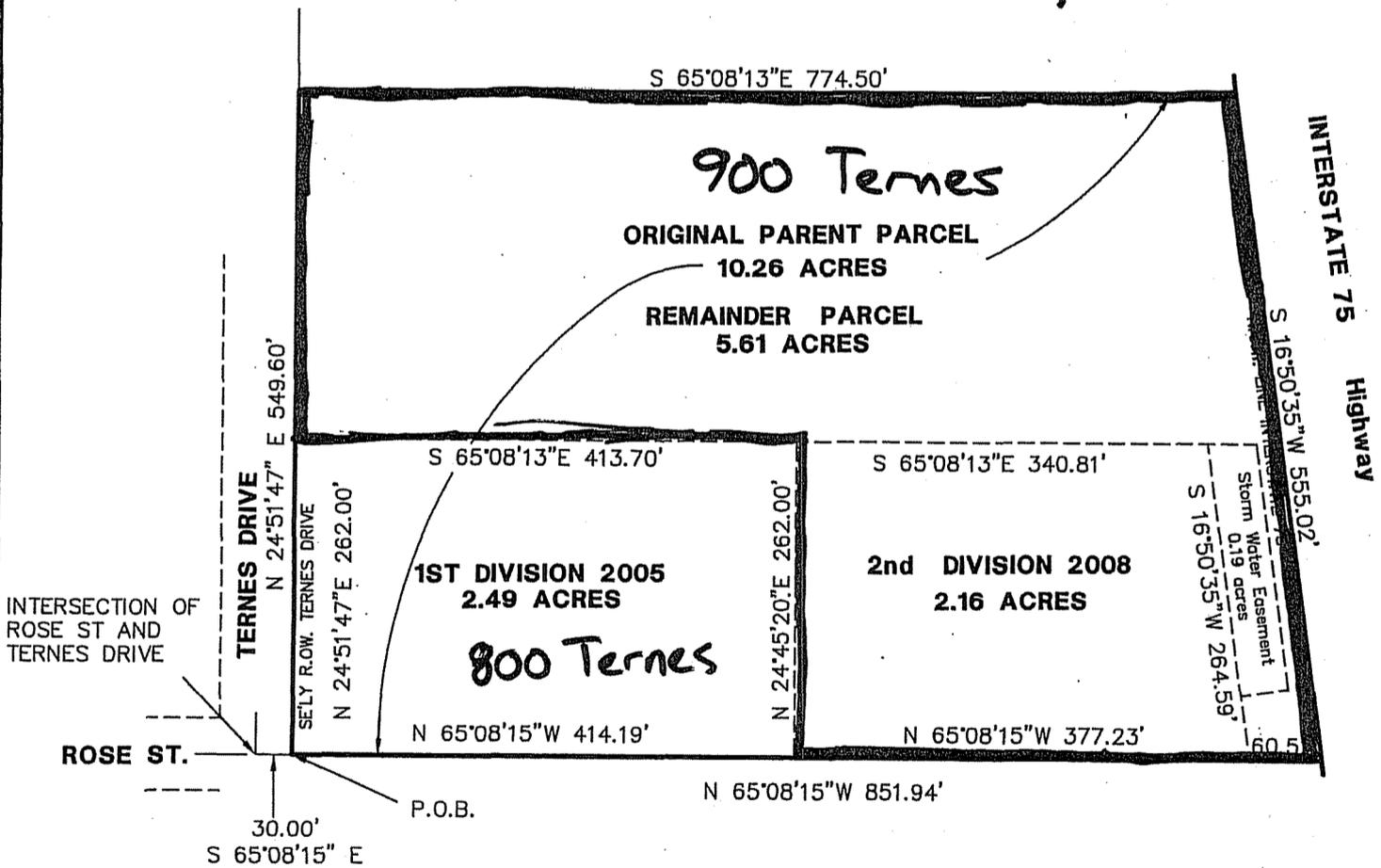
SKETCH OF DESCRIPTION

Part of Private Claim 80 and 87
 City of Monroe, Monroe County, Michigan
 Original Parent Parcel

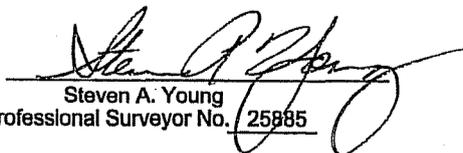
A parcel of land being part of Private Claim 80 and 87, City of Monroe, Monroe County, Michigan described as follows: Commencing at the intersection of Rose Street and Ternes Drive; thence S 65° 08' 13" E along the Southeasterly extension of Rose Street 30.00 feet to the Southeasterly right of way line of Ternes Drive and the point of beginning; thence N 24° 51' 47" E 549.60 feet along the Southeasterly right of way line of Ternes Drive; thence S 65° 08' 13" E 774.50 feet to the right of way of Interstate 75; thence S 16° 50' 35" W 555.02 feet along said Interstate 75 right of way line; thence N 65° 08' 15" W 851.94 feet to the point of beginning. Containing 10.26 acres.



CURRENT ARRANGEMENT

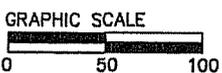


FOR: Fluid Equip Develop. Co.
 Krueger Development
 DATE: July 25, 2008
 SCALE: 1 Inch = 150 feet
 JOB No.: 080311

By 
 Steven A. Young
 Professional Surveyor No. 25885

ASSOCIATED ENGINEERS & SURVEYORS, INC.
 Civil Engineers - Land Surveyors
 237 N. Main St., Adrian, MI 49221
 Telephone: (517) 263-4515

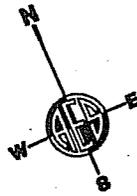
Drawn By	Checked By
SY	SY



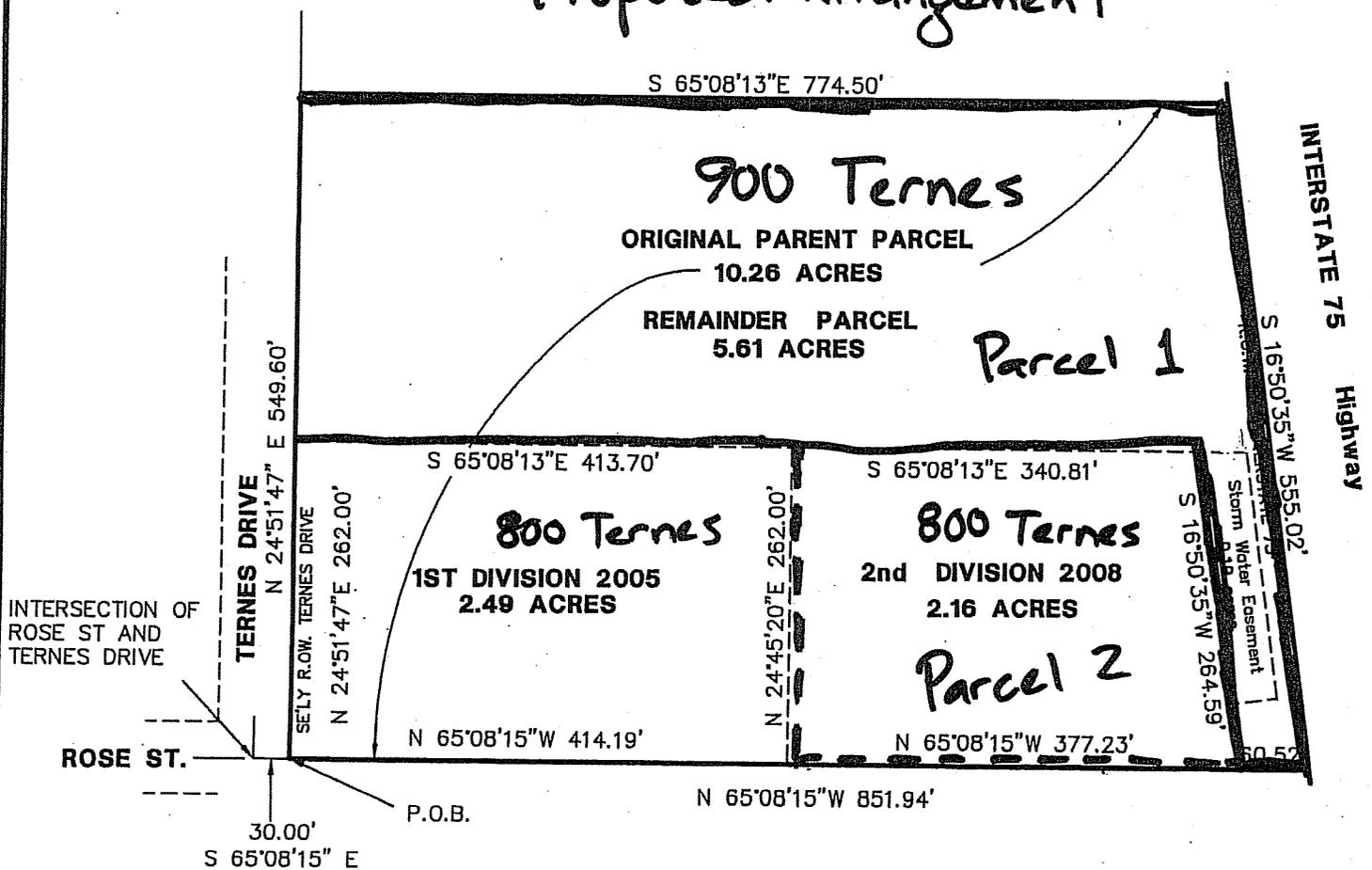
SKETCH OF DESCRIPTION

Part of Private Claim 80 and 87
 City of Monroe, Monroe County, Michigan
 Original Parent Parcel

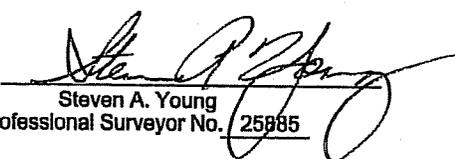
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Proposed Arrangement

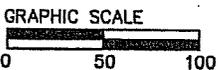


FOR: Fluid Equip Develop. Co.
 Krueger Development
 DATE: July 25, 2008
 SCALE: 1 Inch = 150 feet
 JOB No.: 080311

By 
 Steven A. Young
 Professional Surveyor No. 25885

ASSOCIATED ENGINEERS & SURVEYORS, INC.
 Civil Engineers - Land Surveyors

237 N. Main St., Adrian, MI 49221
 Telephone: (517) 263-4515



Drawn By	Checked By
SY	SY



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: SANITARY MANHOLE RECONSTRUCTION AT LAPLAISANCE ROAD AND DUNBAR ROAD – CHANGE ORDER

DISCUSSION: On March 17, 2008, the City Council awarded a contract for the rehabilitation of the North Telegraph Road Sanitary Pump Station, located north of Fredericks Drive, to Triangle Excavating of Lake Orion in the amount of \$119,067. Work has not yet begun due to equipment delivery issues beyond their control; however, they expect to begin work shortly.

The Wastewater Department has identified a large-diameter manhole that is in need of replacement near the intersection of LaPlaisance and Dunbar Roads. Earlier this year, the Engineering Department has recommended that several manhole reconstruction projects along the River be added to the 2007 / 2008 Sanitary Sewer Program, as is typically done under the base sanitary sewer program contract when unforeseen needs arise. While that project contractor, Schumaker Brothers Construction of Ida, has performed well, they are already under contract for two more of these River manholes, as well as the Saint Mary's Gardens storm sewer project and completion of the Veterans' Park Bank Stabilization, all of which must be completed during this construction season. Therefore, we have solicited a quote from Triangle Excavating to perform this work, which they are qualified to do.

Triangle Excavating has returned with a quote of \$11,250 for all work, which we believe to be reasonable. Given the small project cost and short required time frame, there is no advantage to competitively bidding this project.

IT IS RECOMMENDED that the City Council award a Change Order to the North Telegraph Road Sanitary Pump Station project to Triangle Excavating in the amount of \$11,250 for the replacement of a sanitary sewer manhole near LaPlaisance and Dunbar Roads. **IT IS FURTHER RECOMMENDED** that the City Engineer be authorized to sign the change order on behalf of the City of Monroe.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: As soon as possible

REASON FOR DEADLINE: We would like to complete this work during this construction season.

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N/A

INITIATED BY: Department of Engineering and Public Services

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: City Council, Engineering Department, Wastewater Department

FINANCES

COST AND REVENUE PROJECTIONS:	Cost of Total Project	\$11,250
	Cost of This Project Approval	\$11,250
	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>
	Sanitary Sewer Rehabilitation	590-75.529-973.000 02Z05	\$11,250

Other Funds

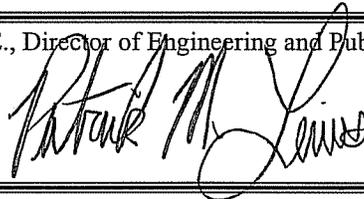
Budget Approval: _____

FACT SHEET PREPARED BY: Patrick M. Lewis, P.E., Director of Engineering and Public Services **DATE:** 10/02/08

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: October 6, 2008





CITY COUNCIL AGENDA FACT SHEET

RELATING TO: 2009 DRINKING WATER REVOLVING FUND (DWRP) – CONSULTANT SURVEY AND DESIGN AWARD RECOMMENDATION

DISCUSSION: As you know, the Water Department has been embarking upon a large-scale main replacement and rehabilitation program, and this process started in 2008 with the issuance of general obligation bonds for the replacement of 2.4 miles of water main, and rehabilitation (cleaning and lining) of another 2.6 miles, some of which has already been completed. 2008 was intended to be the first of a three-year program through the State of Michigan’s Drinking Water Revolving Fund (DWRP) program, where low-interest bonds (roughly 2.5%) are obtained through the State. The City of Monroe barely missed the cutoff for funding in 2008, but has been informed that we are likely to be funded for 2009. As a result, we will need to accelerate the design schedule such that all draft plans and specifications are ready for presentation to the State no later than February 20, 2009.

Since the 2009 replacement schedule includes roughly 3 miles of main replacement requiring full-blown topographic survey and design, the Engineering Department has been attempting to complete as much work as possible in advance, particularly survey work. The survey crew has been working on collecting data on overtime since Spring 2008 while still attempting to perform typical work activities on 2008 projects, and has in fact completed approximately 50% of the work. However, the loss of both the Project Engineer position and CAD Operator / Inspector position, both vacant by attrition and not refilled, and an unusually high project loading, largely due to 2008 Water Main work, has limited the Department’s ability to respond to a huge project such as this even with unrestricted overtime authorized. At this point, we have no choice but to turn over the remaining survey and the vast majority of 2009 water main replacement project design to a consulting firm for completion. The Engineering Department still plans to prepare plans for the rehabilitation portion of the work, as well as preparing all of the contract documents and bid package once plans have been prepared by the consultant. In addition, the Engineering Department will complete work on four (4) project divisions where roadway work is expected to follow in 2010, so as to save eventual duplication of work in these areas.

Since outside consulting assistance was employed on a portion of the 2008 Water Main Program design, we have been able to test several firms for their capabilities. While all four (4) firms employed during 2008 completed their work satisfactorily, the Mannik and Smith Group has the greatest capability to perform this large amount of work within their local office. The Mannik and Smith Group, based in Frenchtown Township, also employs key City retirees that are familiar with our standards and have good working relationships with Engineering and Water Department staff. Donald A. Link, P.E., will likely be the project manager for the overall project, and was the Director of Engineering for the City from 1981 through 2004. Steven Petty, former Engineering Supervisor with the City through 2001, will be coordinating the project plans production as he did for the design of West Fourth Street in 2008. In addition to these individuals, there are a variety of other staff engineers and technicians that has performed well in the past for the City of Monroe. As such, we are recommending that they be awarded this design contract, and we are confident in their abilities to complete all work on time and in a highly professional manner.

Attached to this fact sheet please find the project proposal, including a list of billable rates for each classification of employee. Due to the City’s need for a short turnaround for this proposal in order to present it for City Council approval, a complete breakdown of hours per employee has not yet been completed. However, it is estimated that roughly 2,000 hours of project work will be needed in total between October and mid-February 2009. Even assuming no leave time for a 4-month time period, 2,000 hours would represent 3.5 Engineering Department staff positions, fully one-half of our seven-person staff, including the Departmental Secretary and Director which would not be available under normal circumstances for project work. Obviously, internal work of this magnitude is not an option at this point, given that the entire staff is consumed with 2008 construction through mid-November. The proposal is set up as a “time and material” contract, with a total fee not to exceed \$208,000 and charges based on the employee rate schedule.

IT IS RECOMMENDED that the City Council award a contract to The Mannik and Smith Group for surveying and design services up to \$208,000 according to the attached proposal. **IT IS FURTHER RECOMMENDED** that the City Engineer be authorized to sign the contract on behalf of the City of Monroe.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: As soon as possible

REASON FOR DEADLINE: Only four months remain in design schedule for DWRF Loan program.

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N/A

INITIATED BY: Department of Engineering and Public Services

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: City Council, Engineering Department, Water Department, residents and property owners within project areas.

FINANCES

COST AND REVENUE PROJECTIONS:	Cost of Total Project	\$4,000,000*
	Cost of This Project Approval	\$208,000
	Related Annual Operating Cost	\$ N/A
	Increased Revenue Expected/Year	\$ N/A

*Estimated cost of replacement portion of the 2009 DWRF Program.

SOURCE OF FUNDS:	<u>City</u>	<u>Account Number</u>	<u>Amount</u>
	Water System Upgrades	591-40.538-818.020 08W12	\$208,000.00**

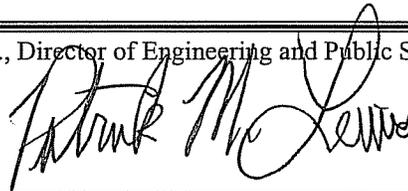
**Sufficient funds for 2009 activities are available within the 2008 project account from General Obligation bond sale proceeds, these funds can either be charged to this account or transferred to 09W08 project code.

Other Funds

Budget Approval: _____

FACT SHEET PREPARED BY: Patrick M. Lewis, P.E., Director of Engineering and Public Services **DATE:** 10/02/08

REVIEWED BY:



DATE:

COUNCIL MEETING DATE: October 6, 2008

October 1, 2008

Mr. Patrick Lewis, PE
Director of Engineering & Planning
City of Monroe
120 East First Street
Monroe, Michigan 48161

Re: Michigan Development of Environmental Quality
DWRF Project – Project Number 722701
Water Main Replacement

Dear Mr. Lewis:

Thank you for the opportunity to meet with you on Wednesday, October 1, 2008 to discuss your request to have The Mannik & Smith Group, Inc. (MSG) provide survey and design services for the City of Monroe for the above referenced project. We have had a chance to review the project parameters and discuss the project with Barry LaRoy and yourself. We have reviewed the MDEQ Milestone Schedule and MSG is prepared to assign sufficient personnel to the project to meet all of the milestones. The following are included as referenced above:

- ◆ DWRF Loan Watermain Project Area – Year 2 – MSG Projects
- ◆ MDEQ Milestone Schedule

In accordance with "City of Monroe Engineering Department Water Main Instructions to Consultants General Requirements", we are herewith submitting the following documents:

- ◆ Standard Agreement document including Terms and Conditions and Cost Not to Exceed
- ◆ MSG Employee Fee Schedule
- ◆ MSG Scope of Services

Our fee is based upon the City providing MSG with centerline alignments, completed survey material, title sheet, general specifications and general form of contract. MSG will include design and quantities prepared by the City for four (4) waterline replacement projects in the final project plans and City staff will coordinate the bidding process.

Please contact this office should you have any questions.

Sincerely,



Barry A. Busonmann, PE
Senior Vice President

c: Mr. Barry LaRoy, PE, Director of Water & Utilities

PR080882.RAH.LTR.CITY.001

Mannik & Smith
The Group, Inc.

1771 N. Dixie Hwy.
Monroe, Michigan 48162
Ph. 734-289-2200 F. 734-289-2345

**AGREEMENT FOR
PROFESSIONAL SERVICES**

MSG Proposal No.: **PR080882**

CLIENT: City of Monroe

CLIENT CONTACT: Patrick M. Lewis, PE

ADDRESS: 120 E. First Street

CITY: Monroe STATE: MI ZIP: 48161

PHONE NO.: 734-384-9126 FAX NO: 734-384-9108

PROJECT NAME: City of Monroe DWRP Project - Year 2

SCOPE OF WORK FOR MSG:

The City of Monroe requested MSG to provide professional engineering services as specified in a meeting held on October 1, 2008. The MSG Scope of Services for this Agreement shall be in accordance with the attached Scope of Service document.

FEE SCHEDULE:

TIME AND MATERIALS (NOT TO EXCEED) LUMP SUM

PROJECT AMOUNT \$ 208,000.00
RETAINER \$ 0.00 (TO BE APPLIED TO FINAL INVOICE)

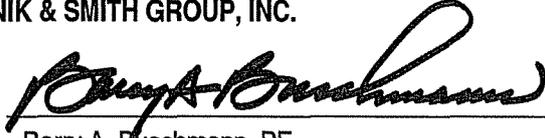
SCHEDULE:

This work will be completed according to the following schedule:
MSG will meet the MDEQ Project Milestone Schedule (attached).

By execution of this Agreement, the Client authorizes The Mannik & Smith Group, Inc. to provide the services described above 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.

THE MANNIK & SMITH GROUP, INC.

CLIENT: City of Monroe

SIGNED: 
PRINTED: Barry A. Buschmann, PE
TITLE: Senior Vice President
DATE: October 1, 2008

SIGNED: _____
PRINTED: _____
TITLE: _____
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 Scope of Service 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.

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.

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.

Insurance MSG will maintain General Liability, Professional Liability, Automobile Liability and Workers Compensation Insurance during the period of service.

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 MSG's total liability to the Client or anyone making claims through the Client, 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 Client. 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.

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.

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.

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.

Termination The Client or MSG may terminate services of this Agreement upon sixty (60) days written notice. 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.

Revised January 2007

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.



Fee Schedule
Effective January 1, 2008

EMPLOYEE CLASSIFICATION	BILLABLE RATE (\$ PER HOUR)
Administrative Assistant I	42.00
Administrative Assistant II	50.00
Cultural Resource Specialist I	57.00
Cultural Resource Specialist II	69.00
Cultural Resource Specialist III	79.00
Cultural Resource Specialist IV	95.00
Cultural Resource Specialist V	105.00
Cultural Resource Specialist VI	116.00
Engineer I	76.00
Engineer II	84.00
Engineer III	95.00
Engineer IV	105.00
Engineer V	116.00
Engineer VI	127.00
Environmental Scientist I	57.00
Environmental Scientist II	69.00
Environmental Scientist III	79.00
Environmental Scientist IV	95.00
Environmental Scientist V	105.00
Environmental Scientist VI	116.00
Landscape Architect II	71.00
Landscape Architect V	116.00
Landscape Architect / Architect VI	127.00
Planner V	116.00
Principal	127.00
Real Estate Specialist II	57.00
Real Estate Specialist III	69.00
Real Estate Specialist IV	95.00
Real Estate Specialist V	116.00
Surveyor I	85.00
Surveyor II	97.00
Surveyor III	112.00
Technician I	41.00
Technician II	49.00
Technician III	59.00
Technician IV	68.00
Technician V	85.00
Technician VI	112.00
Survey Crew (2 man or 1 man w/GPS or Robotic)	135.00
Survey Crew (2 man w/GPS or Robotic)	169.00

The above rates represent all of The Mannik & Smith Group, Inc. direct salary costs; overhead and profit. These rates are subject to periodic adjustment for merit and cost of living increases after one year from the date of the original contract signature. The time charged for services performed will be according to the actual number of hours worked. Travel time shall be considered as work time.

Travel and subsistence expenses, long distance telephone calls, materials and supplies, other direct costs, and out-of-pocket expenses will be charged at cost. For use of automobiles, the existing approved IRS mileage rate will be charged.

SCOPE OF SERVICES

- Provide Engineering services to complete plans and specifications for the City of Monroe', DWRP Loan Water Main Project –year 2.
- Provide complete survey, process, and clean up, in City of Monroe format, of the following water main projects:
 - ◆ Sheridan, Macomb to W. End- 487 lft
 - ◆ Tremont, Elm to Vine- 926 lft
 - ◆ E. Vine, Monroe to Tremont- 699 lft
 - ◆ W. Willow, Godfroy to East of St. Mary's- 323 lft
 - ◆ Borgress, Willow to Vine- 305 lft
 - ◆ W. Vine, Borgress to West of St. Mary's- 855 lft
 - ◆ Humphrey, Scott to Jerome- 1509 lft
- Using City electronic survey information provided by the City Engineering Department, download, process and clean up the plans to the City of Monroe plan format the following water main projects:
 - ◆ East Noble, Macomb to Riverview- 1156 lft
 - ◆ Lincoln, Elm to Noble- 1284 lft
 - ◆ Union, 5th to Front- 720 lft
 - ◆ W. Sixth, Union to E. of Hubble, 1418 lft
 - ◆ E. Fourth, Jerome to Kentucky, 1136 lft
 - ◆ E. Second, Jerome to Winchester, 1573 lft
 - ◆ Eastchester, 6th to 3rd- 1098 lft
- Using as-built information, both electronic and hard copy, to be supplied by the Engineering Department, check the existing as-built plan information against collected survey data and correct plans as necessary.
- Propose routing for all water main projects listed in Sections 2 & 3 above.
- The plan and profile sheets shall provide:
 - ◆ 22" X 34" sheet size
 - ◆ One inch to twenty foot horizontal and one inch to two foot vertical scale.
 - ◆ Auto Cad format
 - ◆ Similar format to the Fourth Street water main project delivered to the City earlier this year.
 - ◆ Routing of the water mains shall be in the terrace or under the sidewalks where possible. At a minimum the main must be located 3 feet back of any curb and 3 feet from utility poles and other franchise utilities. A 10 foot horizontal separation must be maintained between the water main and the sanitary sewer and storm sewer if possible. The separation between the water main and storm sewer may be reduced to as little as three feet under special conditions.
 - ◆ Call out on the plan section all fittings on the water main, including size and type of fitting, station of the fitting and the distance right or left of the street pavement centerline.
 - ◆ Call out on the profile all fittings on the water main, including size and type of fitting, station, distance right or left of street pavement centerline. Provide pipe slope and grades where possible.
 - ◆ Pavement and/or sidewalk removals will be shown by cross hatch.
 - ◆ Water Main trench details for street crossings will be noted on the plan sheet.
 - ◆ Pay quantities will be shown on each page and in a general quantity sheet by project (Divisions).
 - ◆ Restrained joints will be called out in the profile where required.

- ◆ The size, pipe material and lengths of each water main section between each fitting will be called out in the profile.
- ◆ Water main pipe deflections to the route under or over existing utilities will be shown in the profile including the minimum clearance dimension (18").
- ◆ The City will need to provide bench mark information for MSG use and inclusion on the plans.
- ◆ Water services will be shown on the plan view after the City Water Department has field staked and marked the services.
- ◆ The plans will indicate the water services to be replaced from the new main to the curb stop utilizing City Water Department standards.
- ◆ The plans will indicate where the existing water main will be abandoned in place and where the main will need to be cut and plugged to accomplish the abandonment. All existing fire hydrants, valve boxes and valve manholes on the existing main to be abandoned in place will be called out to be removed with appropriate details shown on the plans.
- ◆ Existing water mains shall be left in service until testing is satisfactorily completed, and all services are tied over to the new main.
- ◆ The City of Monroe will prepare the Title sheet. Each sheet prepared by the consultant will contain the City title block with a separate block for MSG to sign and seal.
- ◆ Final plan set will include:

1. Title Sheet prepared by the City
2. Quantity Sheet prepared by MSG
3. Special notes Sheet(s) prepared by MSG
4. Plan & Profile Sheets prepared by MSG
5. Detail Sheet(s) prepared by MSG
6. Plan & Profile Sheets for four other City designed projects
7. City Standard Detail Sheets (consisting of two plan sheets)
8. No Traffic Control sheets (to be covered in division K under Special Provision)
9. No soil Erosion and Sedimentation Control Sheet (to be covered in division K under Special Provision)

- Provide phasing plans for construction. These will be in written form to be included in the special provisions.
- Provide final cost estimate prior to bidding.
- The City of Monroe's contract documents and standard specifications will be used. MSG will provide special provisions for inclusion by the City Engineering Department in their bid documents.
- Preliminary design plans will be provided 2-10-2009 for review by the City of Monroe. Draft plans and specifications will be submitted to MDEQ by 2-20-2009.
- The City of Monroe will handle all contact and submittals to the MDEQ as outlined in the MDEQ Project Milestone Schedule attached.
- The MSG will furnish final design plans in ACAD 2004 electronic format. Final cost estimates will be furnished in MS EXCEL format and special provisions will be furnished in WS Word format. One hard copy on bond paper of each of the preceding items will also be furnished.

The Mannik & Smith Group, Inc. will perform this work on a time and material basis with a not-to-exceed maximum cost. The billing rates to be charged are included on the attached document titled Mannik & Smith Fee Schedule Effective January 1, 2008. The Mannik & Smith Group, Inc. cost not-to-exceed figure does not include any consideration of inspection or construction management. It is anticipated that MSG. will be authorized to proceed with this work after the City Council meeting scheduled for October 6, 2008. The dates included in this scope of services are based on a start date of October 7, 2008.

**Michigan Department of Environmental Quality (MDEQ)
 Drinking Water Revolving Fund (DWRf) Project Milestone Schedule
 for 4th Quarter Financing in Fiscal Year
 Anticipated Loan Closing on September 21, 2009**

Applicant Name: City of Monroe
 Project Number: 7227-01
 Project Description: Water Main Replacement, Rehabilitation

<u>Milestone</u>	<u>By No Later Than</u>
Submittal of Draft User Charge System and Legal Documents	3-13-09
MDEQ Comments on Draft User Charge System and Legal Documents	4-03-09
Submittal of Final User Charge System and Legal Documents	5-15-09
MDEQ Approval of User Charge System and Legal Documents	6-19-09
Submittal of Draft Plans & Specifications	2-20-09
MDEQ Comments on Draft Plans & Specifications	4-03-09
Submittal of Final Plans & Specifications	5-08-09
Issuance of Construction Permit	6-12-09
MDEQ Approval of Plans & Specifications	6-19-09
Submittal of DWRf Application Part I	5-28-09
Submittal of DWRf Application Part II	6-19-09
Submittal of DWRf Application Part III (including Resolution of Tentative Contract Award)	8-07-09
Publication of Bid Advertisement	6-22-09
Opening of Bids	7-22-09
Resolution of Tentative Contract Award by Governing Body	8-07-09
MDEQ Order of Approval*	*8-28-09

*contingent upon the availability of DWRf funds

As the authorized representative for this project, I understand that failure to adhere to this schedule may result in the deferral of MDEQ action on this project until a subsequent fiscal year.

Accepted on _____

By: _____
 Applicant's Authorized Representative

Accepted on _____

By: _____
 Project Manager
 Revolving Loan and Operator Certification Section
 Environmental Science and Services Division

Approved on _____

By: _____
 Chief, Revolving Loan and Operator Certification Section
 Environmental Science and Services Division