
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 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, FEBRUARY 2, 2009
6:30 P.M.**

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

RULE OF THE CHAMBER

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**AGENDA - CITY COUNCIL REGULAR MEETING
MONDAY, FEBRUARY 2, 2009**

I. CALL TO ORDER.

II. ROLL CALL.

III. INVOCATION/PLEDGE OF ALLEGIANCE.

IV. PROCLAMATION.

17 February 9, 2009 as Monroe/Lenawee County AFL-CIO Central Labor Council Day.

V. COUNCIL ACTION.

16 Tabled at the January 20, 2009 meeting.

Communication from the Director of Engineering and Public Services, reporting back on the purchase of flowers to be used to form the traditional block "MONROE" arrangement at Memorial Park for the 2009 season, and recommending that a purchase order be issued as detailed above to North Monroe Greenhouse for a total amount of \$5,350.32 and that the Director of Engineering and Public Services be authorized to process it on behalf of the City of Monroe. It was moved by Councilman Clark and seconded by Councilman Molenda that item 16 be tabled until the next regular council meeting scheduled February 2, 2009.

18 Communication from the Director of Planning & Recreation, submitting Proposed Ordinance No. 09-001, an Ordinance to amend the City of Monroe's Planning/Zoning Code and Official Zoning Map.

Proposed Ordinance No. 09-001, up for its first reading and recommending that the public hearing and second reading be set for Tuesday, February 17, 2009.

VI. 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 Tuesday, January 20, 2009.

B. Approval of payments to vendors in the amount of \$_____.

Action: Bills be allowed and warrants drawn on the various accounts for their payment.

- 19 Proposed Land Division – 3200 E. Elm Avenue.
1. Communication from the Director of Planning & Recreation, submitting a Land Division Request to divide the property located at 3200 E. Elm Avenue, and recommending that the proposed land division be approved with the contingencies noted in the Citizens Planning Commission motion (minus immediate rezoning), and that the issues identified by the consultant in his review (and noted above) be addressed to the satisfaction of the City Council.
 2. Supporting documents.
 3. Action: Accept, place on file and the recommendation be carried out.
- 20 FEMA Grant purchase of 6 Sperian SCBA.
1. Communication from the Fire Chief, reporting back on the FEMA Assistance to Firefighters Grant Program in the amount of \$56,700, with a 10% City match of \$5,670, and recommending that the City of Monroe purchase 6 Sperian SCBA's from Douglas Safety Systems, LLC, the regional distributor for Sperian, to maintain consistency, uniformity, quality and safety.
 2. Supporting documents.
 3. Action: Accept, place on file and the recommendation be carried out.
- 21 Monroe County Community College Banner Request.
1. Communication from the City Managers Office, reporting back on a request from the Monroe County Community College for permission to display a banner across Monroe Street from April 1 – 30, 2009 announcing the Big Read, and recommend that the request be approved.
 2. Supporting documents.
 3. Action: Accept, place on file and the recommendation be carried out.
- 22 Request of a New SDM License – 643 Telegraph Road, LLC.
1. Communication from the City Managers Office, reporting back on a request from Kelly Allen, attorney for 643 Telegraph Road, for a new SDM licensed business at 643 Telegraph Road, Monroe, Michigan and recommending that Council approve this request contingent upon all building code deficiencies being met as outlined by the administration and that the City Manager be authorized to approve the request after final inspection by the Building Department has occurred.
 2. Supporting documents.
 3. Action: Accept, place on file and the recommendation be carried out.
- 23 Monroe Alano Club Resolution.
1. Communication from the City Managers Office, submitting a proposed resolution that would officially recognize The Monroe Alano Club as a non-profit organization in the Monroe Community in order to apply for a charitable gaming license from the State of Michigan Lottery Division and recommending that the resolution be adopted.
 2. Supporting documents.
 3. Action: Accept, place on file and the resolution be adopted.
- 24 Michigan Avenue Bridge Replacement – Change Order.
1. Communication from the Director of Engineering and Public Services, submitting a Change Order to ensure sufficient funding for the Michigan Avenue Bridge Replacement project, and recommending that Council award a change order for Engineering Services for the

reconstruction of the Michigan Avenue Bridge over Mason Run Drain to The Mannik and Smith Group in the amount of \$7,500, and that the Director of Engineering and Public Services be authorized to execute any relevant contracts or agreements on behalf of the City.

2. Supporting documents.
 3. Action: Accept, place on file and the recommendation be carried out.
25. Employee Dental Insurance – Change of Carriers.
1. Communication from the Director of Human Resources, recommending the change of Dental Insurance Carriers from the Blue Cross-Blue Shield Dental Program to Delta Dental, and that council authorize the Human Resources Department to implement that change.
 2. Supporting documents.
 3. Action: Accept, place on file and the recommendation be carried out.
26. Elimination of Retirement Sick Leave Bonus for Non-Bargained Employees.
1. Communication from the City Managers Office, reporting back cost-containment programs for the non-bargained employee group in a continued effort to help lower costs, and recommending that Council approve the elimination of the retirement sick leave bonus payment effective December 31, 2008, for the non-bargained for employee group, and further recommending the Council approve the attached Resolution to eliminate the Retirement Sick Leave Bonus Payment.
 2. Supporting documents.
 3. Action: Accept, place on file and the resolution be adopted.
27. Patrol Officers Ratification.
1. Communication from the Human Resources Department, submitting the tentative agreement between the City of Monroe and the Police Officers Association of Michigan, and recommending that council formally approve the POAM/Patrol Officers 2008-2011 Collective Bargaining Agreement.
 2. Supporting documents.
 3. Action: Accept, place on file and the recommendation be carried out.
28. 2009 Water Main Rehabilitation Program.
1. Communication from the Director of Engineering and Public Services, reporting back on the Labor Harmony Resolution waiver and recommending that the City's Labor Harmony Requirements be waived for the 2009 Water Main Rehabilitation Program, and that the Director of Engineering and Public Services be authorized to prepare the contract documents with a requirement for Davis-Bacon Act compliance instead.
 2. Supporting documents.
 3. Action: Accept, place on file and the recommendation be carried out.

VII. MAYOR'S COMMENTS.

VIII. CITY MANAGER COMMUNICATION.

IX. COUNCIL COMMENTS.

X. CITIZENS COMMENTS

XI. ADJOURNMENT.

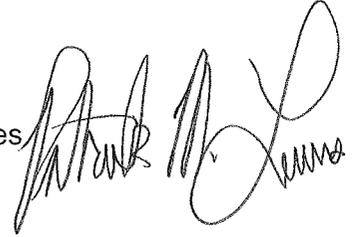
MEMORANDUM

TO: Honorable Mayor and City Council
George Brown, City Manager

FROM: Patrick M. Lewis, Director of Engineering and Public Services

DATE: January 29, 2009

SUBJECT: Update to Agenda Item #16 – Memorial Place Flowers



Agenda Item #16, Memorial Place Flower Purchase, was postponed by the City Council by a unanimous vote until the February 2 City Council meeting. At the meeting, the general consensus was that additional information was being requested from the Engineering and Public Services Department, relative to additional options that may be available at a potentially lower cost. Since the meeting, I am also pleased to report that the Mayor was able to secure a \$1,000 commitment for 2009 from the Downtown Development Authority board for 2009 for this project, and they pledged to fund half of the total in future years.

As instructed, the Public Services Department contacted North Monroe Greenhouse to determine if they would continue to maintain the City's stock of Alternanthera (note the mis-spelling on the earlier Fact Sheet) plants until they can be planted in May. Grudgingly, they seemed to agree to the two-week delay in commitment from the City, and indicated that they would also provide another recommendation for a different type of plant that could achieve similar results, potentially at less cost. As of this morning (January 29), it has not been received. For comparison purposes, Scott Davidson has also contacted Four Star Greenhouse, a large commercial greenhouse in Carleton, to determine whether they could provide the Alternanthera as well, and if they had any further suggestions for alternates. They indicated that they would have to charge \$6,800 for a similar display, and they were unable to determine a suitable alternate that would provide the same results, other than to reduce costs, we could utilize fewer plants in the outline.

One alternate that has been discussed but was not suggested by either of the vendors was some type of boxwood shrubs, or similar low-level year-round bushes. While this potentially could work, we are somewhat concerned about the fact that these would need to be maintained year-round, and in fact would cost substantially more in maintenance costs, even if some savings could be realized in the initial purchase. No cost estimates have been obtained to date. Lastly, as I have mentioned previously, at a price of between \$10,000 and \$12,000, the entire floral display could be replicated in stamped, colored concrete, which would require very little maintenance, but would not carry on the same level of tradition and could be an attraction to bicyclists and skateboarders.

As noted before, in addition to the purchase price of \$5,350.32 for the Alternanthera plants, the costs for which are budgeted for fiscal year 2008-09 in DPS Operating Supplies (101-60.441-750.000), typically \$5,000 can be expected in planting costs by the Forestry Crew, as it will typically take a crew of three (3) to four (4) people a few days to complete planting, plus periodic maintenance throughout the year. These costs are not necessarily broken out separately, but are considered part of the City's Forestry budget.

Whether or not Council approves the Alternanthera purchase for 2009, we will plan to prepare formal Requests for Proposals, solicit them widely, and present to Council in Summer or Fall 2009.



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: MEMORIAL PLACE FLOWER PURCHASE FOR 2009 SEASON

DISCUSSION: At the May 12, 2008 City Council meeting, the Public Service Department was authorized to purchase 216 flats of red and green Aleranthera flowers in the amount of \$5,350.32. These have been used to form the entire block "MONROE" sign that is visible to traffic on South Monroe Street north of Seventh Street from May through October, and are cultivated every year from the previous year's plantings. We have worked with North Monroe Greenhouse for this in the past, and while there may be other vendors that potentially could provide these plants, they have cultivated our plantings from year to year on our behalf, and we have been very satisfied with their service. Should the City cease re-cultivating these plants from year to year, it will be considerably more expensive should the City again change its mind, as re-cultivation of an entirely new set of flowers would be necessary.

At the May 12 Council meeting, there were substantial concerns raised about the cost of this particular type of flower, and as a result, in October a work session was held to seek Council preferences for this work for the 2009 season. While no specific direction was given to the Public Services Department, there was a general sense that the Department should explore other alternatives to save money in this area, including soliciting a broad set of proposals from other potential vendors, garden clubs, etc., for both alternative planting patterns, and even hard-scaping some or all of the sign area. While we have begun this in a generic sense, unfortunately we have not yet come to any conclusions as to our preferred alternative, and have not been able to find a flower type that is definitely cheaper that would provide the same result as the City has become accustomed to at this location. We have recently been informed by North Monroe Greenhouse that, due to concerns about the overall level of work for their employees, we must make a decision to continue cultivating these plants within the next week and commit to funding them, or they may be financially unable to provide sufficient manpower to continue until May.

The Department of Public Services apologizes that we have not been able to put a high enough priority on this particular work direction from Council to come to a firm conclusion at this time on the best long-term solution for this location. It appears that at this time, unless the City Council is certain that we do not want to continue with this present floral pattern for the upcoming year, the only reliable alternative is to continue for one more season with the previous planting type. North Monroe Greenhouse has agreed to hold their price from last year for the 2009 season.

IT IS RECOMMENDED that a purchase order be issued as detailed above to North Monroe Greenhouse in the amount of \$5,350.32, and that the Director of Engineering and Public Services be authorized to process it on behalf of the City of Monroe.

CITY MANAGER RECOMMENDATION:

For *J. M. Dawson*
 For, with revisions or conditions
 Against
 No Action Taken/Recommended

APPROVAL DEADLINE: As soon as possible

REASON FOR DEADLINE: North Monroe Greenhouse requires a commitment within one week.

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N/A

INITIATED BY: Department of Engineering and Public Services

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: City Council, Public Services Department

FINANCES

COST AND REVENUE PROJECTIONS:

Cost of Total Project	\$5,350.32
Cost of This Project Approval	\$5,350.32
Related Annual Operating Cost	\$ N/A
Increased Revenue Expected/Year	\$ N/A

SOURCE OF FUNDS:

	City	Account Number	Amount
	Operating Supplies	101-60.441-750.000	\$5,350.32
	<u>Other Funds</u>		

Budget Approval: _____

FACT SHEET PREPARED BY: Patrick M. Lewis, P.E., Director of Engineering and Public Services **DATE:** 01/15/09

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: January 20, 2009



PROCLAMATION

- WHEREAS,** the Monroe/Lenawee County AFL-CIO Central Labor Council is celebrating their 50th anniversary on February 9, 2009, and
- WHEREAS,** Labor in Monroe County has played an integral role in the history of the national labor movement for over 100 years; and
- WHEREAS,** the Newton Steel strike in 1937 was a pivotal point in Monroe's local and labor history and has been referred to as Monroe's second battle on the banks of the River Raisin; and
- WHEREAS,** on February 9, 1959 the national AFL-CIO granted a charter to the Monroe County AFL-CIO Central Labor Council; and
- WHEREAS,** the CIO (Congress of Industrial Organizations) unionized paper workers in the Monroe mills by the early 1940's and their presence made it possible for other unions – auto workers, utility workers, and ultimately steel workers; and
- WHEREAS,** the presence of organized labor in the City of Monroe and the greater Monroe County community influenced politics, society and the economy; and
- WHEREAS,** one of the founding delegates, John VanSlambrouck, later went on to become Mayor for the City of Monroe; and
- WHEREAS,** the organized labor movement improved the quality of life we all enjoy today and the Newton Steel strike highlighted those 1937 workers conviction to build a better standard of living, ensure job stability, and a better America. And, because of the members of Monroe/Lenawee County AFL-CIO Central Labor Council our community has been a better place to live and work; and
- WHEREAS,** this Mayor and City Council are extremely proud and honored to share in this celebration.

NOW, THEREFORE, I, Mark G. Worrell, Mayor of the City of Monroe, with the full support of City Council, do hereby proclaim February 9, 2009, as **"MONROE/LENAWEE COUNTY AFL-CIO CENTRAL LABOR COUNCIL DAY"** in Monroe, and we hereby extend to Monroe/Lenawee County AFL-CIO Central Labor Council our heartiest congratulations and best wishes on their 50th anniversary.

IN WITNESS WHEREOF, we have hereunto set our hands and caused the Seal of the City of Monroe to be affixed this 2nd day of February 2009.

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 09-001 - Amendment to the City of Monroe's Planning/Zoning Code and Official Zoning Map

DISCUSSION: Action was taken by City Council at its October 6, 2008, meeting to approve the proposed rezoning of 11 Scott Street, 15 Scott Street, 308 E. Front Street, and 320 E. Front Street; and to change the official zoning map to reflect the same. As noted in the fact sheet at that time, the rezoning was to correct an error made on the zoning map that incorrectly identified the above parcels as I-1, Light Industrial. 11 Scott Street, 15 Scott Street, and 308 E. Front Street were approved for rezoning from I-1, Light Industrial, to R-2, Two-Family Residential; and 320 E. Front Street from I-1, Light Industrial, to C-1, Local Commercial.

In order to implement the rezoning and necessary changes to the official zoning map, the Department of Planning and Recreation is submitting proposed Ordinance 09-001 for its first reading; and requesting that Tuesday, February 17, 2009, be established as the second reading and public hearing date.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: February 2, 2009

REASON FOR DEADLINE: To finalize rezoning

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N/A

INITIATED BY: Department of Planning & Recreation, Assessor's Office

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: City Council, Citizen Planning Commission

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: Jeffrey Green, AICP

DATE: 1.27.09

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

DATE: 1.27.09

COUNCIL MEETING DATE: 2.2.09

ORDINANCE 09-001

1 An Ordinance to amend Part Twelve, Planning and Zoning Code, Section 1263.02,
2 Zoning Map, of the Codified Ordinances of Monroe, Michigan, to rezone specific properties
3 located at 11 Scott Street, 308 E. Front Street and 15 Scott Street from I-1, Light Industrial, to R-
4 2, Two-Family Residential, and 320 E. Front Street from I-1, Light Industrial, to C-1, Local
5 Commercial.

6 THE CITY OF MONROE ORDAINS:

7 SECTION 1: ORDINANCE AMENDMENTS; PROPERTY DESCRIPTIONS

8 A. The following described properties located at 11 Scott Street (Parcel #39-00469-
9 000), 308 E. Front Street (Parcel #39-00469-001) and 15 Scott Street (Parcel #39-00469-002) are
10 hereby rezoned from I-1, Light Industrial, to R-2, Two-Family Residential:

11 Parcel #39-00469-000

12 WADSWORTH AND NAVARRE PLAT PT OF LOT 135 COMM AT NW COR
13 135; TH S 66D 09M 24S E 66.35 FT; TH S 24D 18M 36S W 22.45 FT; TH S
14 58D 38M 24S E 4.42 FT; TH S 41D 51M 11S E 2.06 FT; TH S 56D 58M 24S E
15 3.82 FT; TH S 33D 08M 36S W 36 FT; TH N 57D 21M 24S W 76.40 FT; TH N
16 32D 38M 36S E 50.03 FT TO POB

17 Parcel #39-00469-001

18 WADSWORTH AND NAVARRE PLAT PT OF LOT 135 COMM 66.35 FT S
19 66D 09M 24S E FR NW COR LOT 135; TH S 24D 18M 36S W 22.45 FT; TH S
20 58D 38M 24S E 4.42 FT; TH S 41D 51M 11S E 2.06 FT; TH S 56D 58M 24S E
21 3.82 FT; TH S 33D 08M 36S W 36 FT; TH S 57D 21M 24S E 23.60 FT; TH N
22 32D 38M 36S E 65.51 FT; TH N 66D 09M 24S W 34.84 FT TO POB

23 Parcel #39-00469-002
24 WADSWORTH & NAVARRE PLAT S 21.75 FT OF LOT 135 AND N 19 FT
25 OF LOT 168

26 B. The following described property located at 320 E. Front Street (Parcel # 39-
27 0469-003) is hereby rezoned from I-1, Light Industrial, to C-1, Local Commercial:

28 Parcel #39-00469-003
29 WADSWORTH AND NAVARRE PLAT LOTS 136; 137; 138; 139; 164; 165;
30 166 & 167

31 SECTION 2: SEVERABILITY

32 If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason
33 declared to be unconstitutional by a court of competent jurisdiction, such decision shall not affect
34 the validity of the remaining portion of this Ordinance.

35 SECTION 3: EFFECTIVE DATE

36 This Ordinance shall be in full force and effect twenty (20) days after final passage and
37 publication.



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Proposed Land Division – 3200 E. Elm Avenue

DISCUSSION: An application to divide the property located at 3200 E. Elm Avenue was submitted to the Citizens Planning Commission (CPC) in October 2008 by Automotive Components Holdings, LLC (ACH). The site is the current ACH property, formerly owned by Visteon and Ford Motor Company. The proposed division would create two parcels; one containing 281.69, the other 241.69 acres. The property is currently zoned I-2, General Industrial District, which is the heaviest industrial classification within the city.

At the November 5, 2008, CPC meeting and public hearing, the applicant's representatives indicated that the smaller parcel (241.69 acres) is intended for donation to an as yet unidentified entity that would preserve and protect the natural wetland features predominant at the site. Due to the sensitive nature of the on-going negotiations, ACH was unable to share information at that time regarding the potential donee.

In reviewing the proposed request, the staff analysis noted that "as a result of the proposed land division, the smaller parcel will not have direct access to a public or private road right-of-way as required by Section 1269.17 [of the Planning/Zoning Code]. The applicant must either provide a means of access to the parcel or obtain a variance from this standard." The report also noted that based upon the site plan submitted there appear to be drives and/or structures that overlap the proposed property division lines. As buildings and structures are not permitted on parcels without a principal building, any such structures remaining on the parcel proposed for donation must be removed. Additionally, overlapping drives could either be removed or easements drawn-up that would address and cover property line issues.

The Planning Commission passed a motion recommending that the requested land division be approved with the following contingencies: 1) The zoning of the easterly portion be re-zoned from I-2, General Industrial District, to PROS, Public Recreation and Open Space District, at the time of the land division; 2) Access be established in the legal description of the resulting parcels; and 3) The City Assessor and City Attorney be consulted on the land division documents before they are signed and/or recorded (there were specific concerns regarding Sections 1270.12 (a), (b), and (c) of the Planning/Zoning Code (see attached).

Regarding the proposed rezoning noted in the motion above, the CPC's consultant had recommended that rezoning the parcel [from I-2 to PROS] be considered at some future point based upon the intent of the request, which was to preserve its sensitive natural features. The Department of Planning & Recreation concurs with the consultant's assessment and would strongly recommend that rezoning be investigated only after the land division is completed.

Therefore, the Department of Planning & Recreation recommends that the proposed land division be approved with the contingencies noted in the Citizens Planning Commission motion (minus immediate rezoning), and that the issues identified by the consultant in his review (and noted above) be addressed to the satisfaction of the City Council.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: February 2, 2009

REASON FOR DEADLINE: To facilitate further negotiations between ACH and donee

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N/A

INITIATED BY: The Department of Planning & Recreation

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: City Council, Citizen Planning Commission, Department of Planning & Recreation, Assessor's Office, residents

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: Jeffrey Green, AICP

DATE: 1.27.09

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

DATE: 1.27.09

COUNCIL MEETING DATE: 2.2.09



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: FY 2008 Assistance to Firefighters Grant, FEMA grant number EMW-2008-FO-03274, the purchase of 6 Sperian self contained breathing apparatus (SCBA)

DISCUSSION: The Monroe Fire Department was awarded a FEMA Assistance to Firefighters Grant for \$56,700.00 with a 10% City match of \$5670.00. \$31,500.00 of this money has been mandated by FEMA to purchase 6 new SCBA's. We have researched all available products and have determined that Sperian SCBA's are the choice of this Department. Sperian is the parent company of Survivair brand which is the SCBA presently used by the Monroe Fire Department. Uniformity in SCBA's is important for the safety of the Firefighters that use them. The cost of each unit \$4,945.00, plus shipping, for a total of \$29,908.76.

I recommend the City of Monroe purchase 6 Sperian SCBA's from Douglas Safety Systems, LLC to maintain consistency, uniformity, quality and safety. Douglas is the regional distributor for Sperian.

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: Joseph R. Mominee, Fire Chief

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: Fire Department

FINANCES

COST AND REVENUE PROJECTIONS:

Cost of Total Project	\$ 29,908.76
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>
FY 2008 FEMA Grant Funds	101-55.336-977.000		\$ 24,238.76
FY 2009 Funds	101-55.336-977.000		\$ 5670.00
			\$ N/A
			\$ N/A
			\$ N/A
	<u>Other Funds</u>		\$ N/A
			\$ N/A
			\$ N/A
			\$ N/A

Budget Approval: _____

FACT SHEET PREPARED BY: Capt. Mike DeSloover

REVIEWED BY: Joseph R. Mominee, Fire Chief

DATE: 1/13/09

COUNCIL MEETING DATE: February 2, 2009



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: REQUEST FROM THE MONROE COUNTY COMMUNITY COLLEGE FOR PERMISSION TO DISPLAY A BANNER ACROSS MONROE STREET FROM APRIL 1 – 30, 2009, ANNOUNCING THE BIG READ

DISCUSSION: The City received a request from the Monroe County Community College for permission to display a banner across Monroe Street from April 1 – 30, 2009, announcing the Big Read.

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.

Manager: The City Manager recommends approval of the request.

CITY MANAGER RECOMMENDATION:

- For *[Signature]*
- 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	\$

<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: City Manager's Office

DATE: 1/26/09

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: 2/02/09



CITY OF MONROE, MICHIGAN BANNER APPLICATION

Name of Applicant Suzanne Wetzel
 Name of Organization Monroe County Community College
 Applicant's Affiliation with Organization Director of Institutional Advancement
 Applicant's Home Address 310 Payson Ave, Monroe Day Phone (734) 384-4206
MI 48162
 Mailing Address (if different) 1555 S. Raisinville Rd. Evening Phone (734) 457-3830
Monroe, MI 48161

Type of Banner Overhead Banner (\$50) Vertical Pole Banner (\$25/banner)

Overhead Banner Locations: (List as 1 for first choice, 2 for second...)

- 3 E. Front St. Dates Requested April 1st - 30th, 2009
- 2 **W. First St. (new location)**
- 1 Monroe St. near First St.

****4/25/08 – W. Front Street location is broken and no requests will be taken until the pole has been repaired.**

Vertical Pole Banner Locations: (List the total number of banners to be displayed and choice of placement location.)

- | | | |
|-----------------------|-----------------|--|
| No. of Banners: _____ | Monroe St. (42) | <input checked="" type="checkbox"/> Spring (March-May) |
| _____ | Elm St. (8) | <input checked="" type="checkbox"/> Summer (June-Aug.) |
| _____ | First St. (8) | <input checked="" type="checkbox"/> Fall (Sept.-Nov.) |
| _____ | Macomb St. (8) | <input checked="" type="checkbox"/> Winter (Dec.-Feb.) |

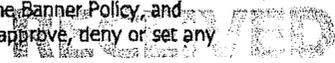
Company Fabricating Banners: Flag Sales & Repair

Please provide a sketch complete with banner specifications and message to be displayed for City Council Review. Applications will be accepted up to eleven (11) months in advance and no later than four (4) weeks prior to proposed installation date.

On behalf of the organization listed above, I, as applicant, hereby acknowledge receipt of the Banner Policy of the City of Monroe.

Applicant covenants and agrees to hold harmless from, indemnify and defend the City, its agents, officers and employees against all suits, demands, claims, judgments, liens, cost of repair or replacement of any damaged poles or electrical equipment, costs, attorney fees and expenses which may arise out of, result from or be caused by Applicant's banner installation.

Applicant covenants and agrees to strictly comply with all terms and conditions of the Banner Policy, and further understands and agrees that the City Council, in its sole and absolute discretion, may approve, deny or set any

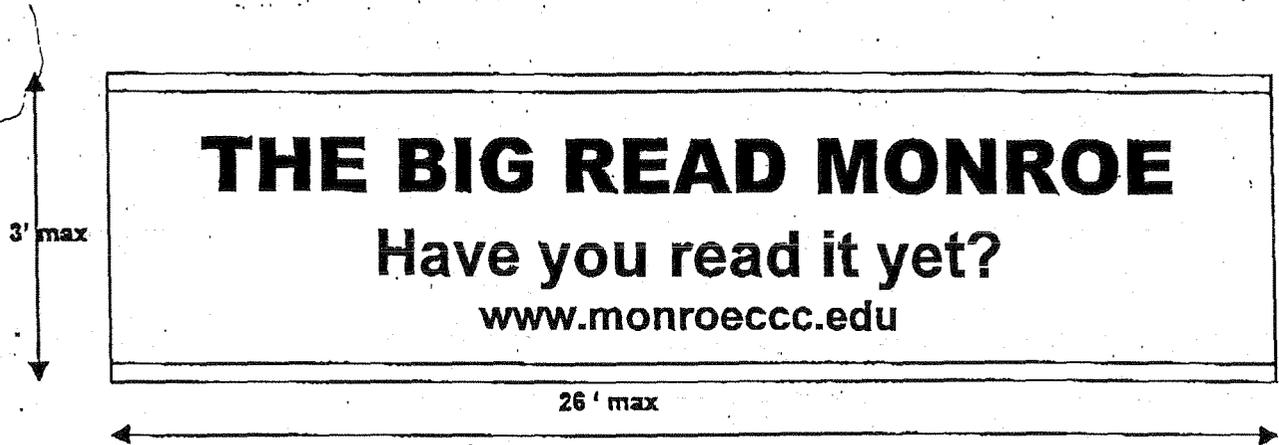


JAN 21 2009

MAYOR'S OFFICE

Attachment D

**CITY OF MONROE
OVERHEAD BANNER SPECIFICATIONS**



Banners shall have a top and bottom hem with grommets spaced not more than 5' on center. Grommets shall have a minimum 1/2" ID hole.

All unlettered areas shall be of a netting type material

Corners of banners shall be reinforced

Banners must be lettered on **both** sides for placement on Monroe St.

Banners shall be delivered to 222 Jones Ave. three (3) business days prior to scheduled installation date.

Banners must be picked up within one (1) week of being taken down



CITY OF MONROE, MICHIGAN BANNER APPLICATION

Name of Applicant Suzanne Wetzel
 Name of Organization Monroe County Community College
 Applicant's Affiliation with Organization Director of Institutional Advancement
 Applicant's Home Address 310 Payson Ave, Monroe Day Phone (734) 384-4206
MI 48162
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| _____ | Macomb St. (8) | <input checked="" type="checkbox"/> Winter (Dec.-Feb.) |

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RECEIVED

JAN 21 2009

MAYOR'S OFFICE

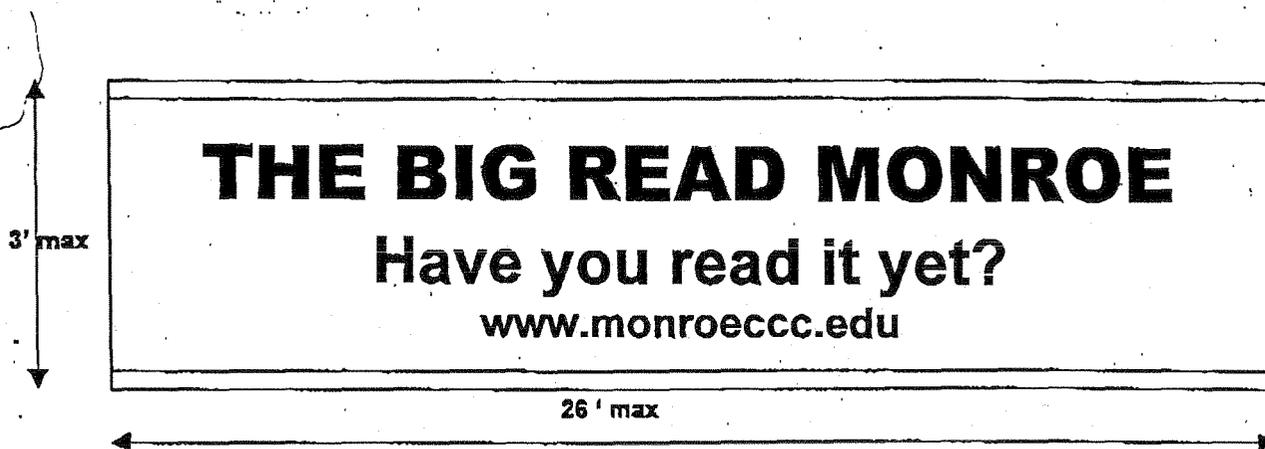
conditions or limitations on any banner(s) which may be approved, or may at any time alter, amend, modify, rescind or revoke any approval, all without recourse or remedy by the Applicant, or liability of the City.

Applicant *Stephanne Weibel*

Date 1/20/09

Attachment D

**CITY OF MONROE
OVERHEAD BANNER SPECIFICATIONS**



Banners shall have a top and bottom hem with grommets spaced not more than 5' on center. Grommets shall have a minimum 1/2" ID hole.

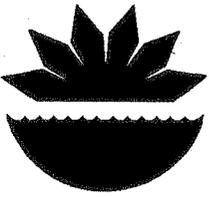
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Banners must be picked up within one (1) week of being taken down



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: REQUEST FROM 643 TELEGRAPH, LLC, FOR A NEW SDM LICENSE TO BE LOCATED AT 643 TELEGRAPH, MONORE, MI

DISCUSSION: The City received a request from Kelly Allen, attorney for 643 Telegraph Rd., for a new SDM licensed business at 643 Telegraph Road, Monroe, MI.

The request was reviewed by the administrative staff and there several items that are outstanding related to compliance with building codes (see attached list from Building Official).

Therefore, it is recommended, that City Council approve this request contingent upon all building code deficiencies being met as outlined by the administration and that the City Manager be authorized to approve the request after a final inspection by the Building Department has occurred.

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: 1/27/09

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: 2/02/09



Michigan Department of Labor & Economic Growth
MICHIGAN LIQUOR CONTROL COMMISSION (MLCC)

7150 Harris Drive, P.O. Box 30005
Lansing, Michigan 48909-7505

LOCAL GOVERNMENT 15-DAY NOTICE

[Authorized by R 436.1105 (2d) and (3)]

JAN 13 10 32 AM '09
RECEIVED
CHARLES D. VANS

January 8, 2009

MONROE CITY HALL
C/O CLERK
120 E FIRST STREET
MONROE MI 48161

Request ID #: 486253

The Michigan Liquor Control Commission has received an application from, 643 TELEGRAPH, LLC, REQUEST NEW SDM LICENSE TO BE LOCATED AT 643 TELEGRAPH, MONROE, MI 48162, MONROE CITY, IN MONROE COUNTY.

Home address and telephone number: **CONTACT**

KELLY A. ALLEN (ATTY) 39533 WOODWARD SUITE 210 BLOOMFIELD HILLS, MI 48304 (248) 540-7400

Specially Designated Merchant (SDM) licenses permit the sale of beer and wine for consumption off the premises only. Specially Designated Distributor (SDD) licenses permit the sale of alcoholic liquor, other than beer and wine under 21 per cent alcohol by volume, for consumption off the premises only.

For your information, part of the investigation of the application is conducted by the local law enforcement agency and investigative forms will be released to them either in person or by mail.

Although local governing body approval is not required by the Michigan Liquor Control Code, Rules and Related Laws for off-premise licenses, the local governing body, or its designee, may notify the Commission at the above address within 15 days of receipt of this letter if the applicant location will not be in compliance with all appropriate state and local building, plumbing, zoning, fire, sanitation and health laws and ordinances, or if the applicant is considered ineligible due to other factors.

All conditions of non-compliance must be outlined in detail, indicating the applicable laws and ordinances. A copy of the law and/or ordinance may be submitted with the notification.

If you have any questions, contact the appropriate unit (On Premises, Off Premises or Manufacturers & Wholesalers) at (517) 322-1400.

rc

The following issues need to be inspected and approved prior to approval.

Building

Roof

1. Need Flashing along parapet.
2. Roof insulation is not fastened correctly.
3. Roof material is not installed correctly.
4. Cooling unit is not installed correctly on roof.
5. Overflow drains are not installed at correct height.

Doors and windows

1. Need to be installed correctly.
2. Need to be flashed correctly.
3. Need to be sealed.
4. Need to be mortared in.
5. The door double door in the middle was installed without a permit and is installed incorrectly. Does not fit in opening.

Concrete

1. Front sidewalk exceeds max. Slope of $\frac{1}{4}$ " per ft. for landing and accessible route.
2. North ramp is crumbling.
3. South ramp needs to comply with accessible route requirements.
4. Need landings at rear doors.

Masonry

1. Need to repair all mortar joints.
2. Need to install expansion joints at correct locations and need to be sealed correctly.

Other

1. Interior partition wall was install without permits, needs to be removed.
2. South unit has not been approved for occupancy.

Electrical

1. Electrical installed in interior walls not permitted and not inspected. Must have a licensed contractor get permit and perform any work done on the site.
2. If wiring on interior walls is removed, the extension cords must also be removed.

Plumbing

1. Install asse temp-valve on east restroom sink, and trap covers on both restroom sinks.
2. Drinking fountain has been removed, install replacement.

CITY OF MONROE INTERDEPARTMENT ACTIVITY FORM

ADMINISTRATIVE ACTIVITY: Request from 643 Telegraph, LLC (Citigo Mini Mart ?) for a new SDM license to be located at 643 Telegraph, Monroe, MI 48162

INITIATING DEPARTMENT: City Manager's Office

RECEIVED

DATE: 1/13/09

SUSPENSE: A.S.A.P.

JAN 14 2009

DEPARTMENT ROUTING:

BUILDING DEPARTMENT
City of Monroe Mich

DEPARTMENT	ACTIVITY REQUIRED	DATE RECEIVED	DATE TRANSMITTED	DEPARTMENT SIGNATURE
C. Evans	Review and Comment			
J. Michrina	Review and Comment			
J. Mominee	Review and Comment			
✓ J. Lehmann	Review and Comment	1/14/09	1/20/09	See Attached Comments. JAL <i>Jan 14</i>
P. Lewis	Review and Comment			
T. Ready	Review and Comment			
E. Sell	Review and Comment			
G. Brown	Review and Comment			

SUMMARY:

RECEIVED

JAN 13 2009

CITY OF MONROE
ASSESSORS OFFICE



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: PROPOSED RESOLUTION TO RECOGNIZE THE MONROE ALANO CLUB AS A NON-PROFIT ORGANIZATION

DISCUSSION: The Monroe Alano Club has requested that they be officially recognized as a non-profit organization in the Monroe community. The Resolution of official recognition is necessary in order to apply for a charitable gaming license from the State of Michigan Lottery Division.

The proposed Resolution is presented for your review and approval.

It is recommended that the Resolution be adopted.

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: 1/27/09

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: 2/02/09

RESOLUTION

WHEREAS, the Monroe Alano Club has determined that it may be necessary or appropriate to conduct raffles or similar fund-raising activities as part of its future fundraising efforts in order to continue its service to the Monroe community; and

WHEREAS, the Michigan Bureau of State Lottery requires organizations seeking licenses or registering for future licensing to be recognized by resolution adopted by the city in which the organization conducts its principal activities as a "local civic organization"; and

WHEREAS, the Monroe Alano Club has requested that the City Council of the City of Monroe pursuant to regulations of the Michigan Bureau of State Lottery formally recognize the Monroe Alano Club as a nonprofit organization operating in the community for the purpose of obtaining gaming licenses issued by the Michigan Lottery.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Monroe hereby formally recognizes the Monroe Alano Club as a nonprofit organization operating in the community for the purpose of obtaining gaming licenses issued by the Michigan Bureau of State Lottery.

BE IT FURTHER RESOLVED, that a certified copy of this Resolution be provided to the Monroe Alano Club so that it may file with the Michigan Bureau of State Lottery.

**The Monroe Alano Club
148 North Monroe Street
Monroe, Michigan 48162**

Mayor Mark G Worrell
City Council Members
City of Monroe
120 E First St
Monroe, MI 48161

January 22, 2008

Dear Mayor, City Council Members:

We are a 501(c)(3) public charitable organization located in the City of Monroe, and we are respectfully asking for your help to meet the requirements of the State regarding certain fundraising activities.

Specifically, item #6 on the attached list of qualifications provided by fax from the State, requires a resolution passed by the local government stating that we are a recognized nonprofit organization. Also attached is blank form containing the appropriate language and format for that purpose, also provided by the State.

We hope you will provide a comparable document to help assist us raise the funds necessary to continue our charitable activities within our community.

The following documents are attached:

- Civic Organization Qualification list
- Local Governing Body Resolution form
- IRS Tax Exempt Letter
- State of Michigan Charitable Solicitation License

Thank you for your consideration.

The Monroe Alano Club Inc.



Ronnie Reece, Chairman

RECEIVED

JAN 23 2009

MAYOR'S OFFICE

1-22-09

Date

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date:

OCT 14 2008

MONROE ALANO CLUB INC
148 N MONROE ST
MONROE, MI 48162

Employer Identification Number:
38-2939290
DLN:
17053120014008
Contact Person:
JACOB A MCDONALD ID# 31649
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
509(a)(2)
Form 990 Required:
Yes
Effective Date of Exemption:
July 14, 2008
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 947 (DO/CG)

EFFECTIVE DATE
December 02, 2008



LICENSE #
MICS 40981

MONROE ALANO CLUB INC
148 N MONROE ST
MONROE, MI 48162

CHARITABLE SOLICITATION LICENSE
of
Monroe Alano Club Inc

EXPIRATION DATE: July 31, 2009

1. **Your next application to renew this license is due no later than July 01, 2009.** This is 30 days prior to the expiration date shown above. Please calendar the date now. Forms are available on the Attorney General's web site at: www.michigan.gov/ag or may be requested by contacting the Charitable Trust Section at (517) 373-1152.
2. **Extensions** of the license may be requested if required information will not be available prior to the renewal application due date. A written request for an extension must be received on or before the above expiration date of the license.
3. **Throughout the year**, notify us within 30 days of changes in the following:
 - Name or address
 - Board of directors
 - Resident agent
 - Methods of soliciting donations
 - Fiscal year end
 - Purposes
 - Amendments to the bylaws or constitution of the organization
 - Amendments to your articles of incorporation, submitting copies of amendments assumed names or name changes that show evidence of proper filing with the appropriate state agency
 - If any other state has prohibited solicitation activity by your organization
4. Any **contracts** you enter into with professional fund raisers must be submitted to our office within 10 days of execution.



Charitable Gaming Division
Box 30023, Lansing, MI 48909
OVERNIGHT DELIVERY:
101 E. Hillsdale, Lansing MI 48933
(517) 335-6780
www.michigan.gov/cg

LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES
(Required by MCL 432.103(9))

At a _____ meeting of the _____
REGULAR OR SPECIAL TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD

called to order by _____ on _____
DATE

at _____ a.m./p.m. the following resolution was offered:
TIME

Moved by _____ and supported by _____

that the request from _____ of _____
NAME OF ORGANIZATION CITY

county of _____, asking that they be recognized as a
COUNTY NAME

nonprofit organization operating in the community for the purpose of obtaining charitable

gaming licenses, be considered for _____
APPROVAL/DISAPPROVAL

APPROVAL	DISAPPROVAL
Yeas: _____	Yeas: _____
Nays: _____	Nays: _____
Absent: _____	Absent: _____

I hereby certify that the foregoing is a true and complete copy of a resolution offered and

adopted by the _____ at a _____
TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD REGULAR OR SPECIAL

meeting held on _____
DATE

SIGNED: _____
TOWNSHIP, CITY, OR VILLAGE CLERK

PRINTED NAME AND TITLE

ADDRESS

COMPLETION: Required.
PENALTY: Possible denial of application.
BSL-CG-1153(R10/06)



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: MICHIGAN AVENUE BRIDGE REPLACEMENT – CONSULTANT SERVICES FOR INSPECTION – CHANGE ORDER

DISCUSSION: The City Council awarded a contract for the replacement of the bridge carrying Michigan Avenue over Mason Run Drain on November 3, 2008. The contractor, DeAngelis Landscape, has been working as weather allows, and is still attempting to have the roadway opened by the completion date of February 28. In addition, due to the Engineering staff's nearly full-time involvement in design and bid package preparation for the massive 2009 water main projects, and now the preliminary work for our potential Federal stimulus infrastructure projects, the City has hired The Mannik and Smith Group of Frenchtown Township for construction inspection services on this project, which includes also structural shop drawing review. This contract was awarded for \$15,000 at the December 1, 2008 City Council meeting, and represented 7.5% of the project construction costs. The November 3, 2008 project award included an encumbrance of \$225,000 for DeAngelis Landscape, which included a 15% contingency. The base contractual cost was \$194,950. Thus, the \$225,000 contractual encumbrance plus \$15,000 for engineering represented the total budgeted funding of \$240,000 for the project at that time.

The project has been proceeding fairly well, though the timing and type of snow and ice events has substantially slowed construction relative to our expectations for a "normal" Winter construction schedule. The footings for the arch culvert are now set, and since the underground work is largely complete, the exposure to a large unknown contingency cost from this point forward has been minimized. The one major issue that has arisen is that a water main in the area passes very close to the culvert footing, and should be relocated. We have authorized a change order for this work since it is within the Council-authorized project contingency, and the Water Department will be paying for the materials that will be installed by the contractor. The expected total cost of this work is approximately \$15,000, and while it was authorized by the Council through the Bridge contract award, the Water fund will be reimbursing the project upon completion.

We have been also monitoring the engineering budget for the work as well. Mannik and Smith has been performing satisfactorily on this project as they have on previous projects in a similar capacity. Unfortunately, there were a number of shop drawing review issues beyond their control that required substantially more time than expected to review and approve, and the Engineering Department authorized them to perform additional survey layout work that was not originally contemplated. As a result, there is concern that the project budget of \$15,000 will be exceeded sometime in the next few weeks. While the Engineering Department theoretically could inspect this project, given the time constraints on the staff for the Water department projects, it is imperative that all staff continue with their present work activities. In any event, the costs should be funded by the project, rather than simply not being charged to the Local Street Fund. The current billable rate for the contract inspector is \$57.46, which is very close to the rate of \$51.53 that we would be paying in force labor charges (this rate includes fringe benefits and overhead) if it were done in-house. It is recommended that to ensure sufficient funding, \$7,500 in additional consulting inspection be authorized for the remainder of the project. Since it is apparent that the full contingency is unlikely to be used, this funding is available by reducing the encumbrance to the contractual side of the project.

IT IS RECOMMENDED that the City Council award a change order for Engineering Services for the reconstruction of the Michigan Avenue bridge over Mason Run Drain to The Mannik and Smith Group in the amount of \$7,500, and that the Director of Engineering and Public Services be authorized to execute any relevant contracts or agreements on behalf of the City.

CITY MANAGER RECOMMENDATION:

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



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Changing Dental Carriers

DISCUSSION :

As a result of numerous service problems with the administration of our dental program with Blue Cross-Blue Shield along with a recommendation from our insurance broker, Mr. James Stengle/Brooks Insurance, a determination has been made to transfer the City's dental program to another provider. This group transfer will not affect the current benefit package employee's and/or retiree's now enjoy and will not add any additional costs to the City. In addition, Delta Dental has a much larger provider network and does not "balance-bill" employees. We also anticipate that employee's will save on any out-of-pocket expenses.

With the exception of the Command Officers, all Union representatives are in agreement to transfer the dental program from Blue Cross-Blue Shield to Delta Dental, retroactive back to January 1, 2009.

It is therefore my recommendation that City Council authorize the Human Resources Department to help with the implementation of the new program with Brooks Insurance Agency and Delta Dental of Michigan. Attached please find the Delta Dental Agreement.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: January 1, 2009

REASON FOR DEADLINE:

STAFF RECOMMENDATION: For Against

REASON AGAINST: N/A

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

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: All active employee and retirees

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: Peggy A. Howard, Director of Human Resources

DATE: Jan. 27, 2009

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: February 2, 2009



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Elimination of Retirement Sick-Leave Bonus payment for Non-Bargained Employees

DISCUSSION: Among one of our cost-containment reviews was to examine the City's benefit programs for the non-bargained for employee group and identify what type of changes could be implemented in a continued effort to help lower costs. Among those benefits reviewed and identified for elimination is the "retirement sick-leave bonus payment". Under this program the City annually sets aside an amount of money equivalent to one-half of employees' unused, annual sick leave. Most City employees earn up to 12 sick days each year. As an example, an employee who never uses a sick day and retires with 25 years of service would have had the equivalent of 6 days of pay set-aside each year and that accumulated amount would be paid to the employee as a "bonus" at the time of their retirement. The elimination of this program will bring this employee group, which includes confidential administrative assistants and department heads, in line with the terms recently negotiated with the Police Patrol bargaining unit and the terms implemented with the COMEA I bargaining unit. As proposed, employees will be paid (cash-out) for those amounts that have been accumulated and set-aside prior to January 1, 2008. This action will eliminate the need to fund the future financial outlays necessary to fund these accruals, by an amount equivalent about 2% to 2.3% of the payroll of effected employees. Attached please find a Resolution to eliminate the Retirement Sick Leave Bonus Payment non-bargained employees.

Therefore, I am respectfully recommending that the Mayor and City Council approve the attached resolution that will eliminate the retirement sick leave bonus payment for non-bargained employees and department heads, effective December 31, 2008, and authorize the payment to effected employees and department heads of all amounts accumulated prior to that date.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: February 2, 2009

REASON FOR DEADLINE: N/A

STAFF RECOMMENDATION: For Against

REASON AGAINST: N/A

INITIATED BY: George A. Brown, City Manager

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: George A. Brown

DATE: 1/27/09

REVIEWED BY: George A. Brown, City Manager

COUNCIL MEETING DATE: 2/02/09

**RESOLUTION TO ELIMINATE THE
RETIREMENT SICK LEAVE BONUS PAYMENT
FOR NON-BARGAINED FOR EMPLOYEES**

Whereas, the non-bargained for employees of the City of Monroe working in various departments; and

Whereas, it is well-known that the economic outlook for the country, the state, and the City of Monroe, in particular, is negative and that the City has been in continuous struggles with these economic issues; and

Whereas, in an effort to help reduce fringe benefit costs;

NOW, THEREFORE, BE IT RESOLVED:

1. Non-bargained for employees shall no longer be eligible to earn a retirement bonus payment based upon the accumulation of earned unused sick leave after December 31, 2008.
2. In recognition of the elimination of future retirement bonus payments, the City, within ninety (90) calendar days after Council approval, shall make to each non-bargained for employee a lump-sum payment equal to 75% of the amount paid to the employee as a sick leave bonus from the commencement of his employment with the City through January, 2008, plus a pro-rated payment equal to one-half (1/2) of the unused portion of sick leave earned by the employee during the period 1/01/08 through 10/31/08. The remaining 25% of said amount shall be paid in August 2009.
3. This payment shall not be included in the calculation of an employee's final average compensation and retirement benefits under the City of Monroe Employees' Retirement System.



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: PATROL OFFICERS/RATIFICATION

DISCUSSION: The City of Monroe and the Police Officers Association of Michigan (representing the patrol officers) have reached a tentative agreement.

Based on a favorable ratification vote by the Association on Monday, January 26, 2008, I wish to recommend that City Council approve the POAM/Patrol Officers 2008 - 2011 Collective Bargaining Agreement.

The highlights of the tentative agreement (which will be incorporated in the final draft of the contract) along with a financial analysis is attached.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: 2/02/09

REASON FOR DEADLINE: Expiration of the Collective Bargaining Agreement

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N/A

INITIATED BY: Peggy A. Howard, Human Resources Director

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: Patrol Officers

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> Amount	Account	Number
			\$ 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: 1/22/09

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: 2/02/09

HIGHLIGHTS OF THE TENTATIVE AGREEMENT
BETWEEN THE CITY OF MONROE
AND THE POAM (PATROL OFFICERS)

The new collective bargaining agreement has been restructured to enhance clarity and eliminate obsolete provisions, but otherwise incorporates most of the provisions of the former agreement between the City and the POLC (former bargaining agent of the Police Officers). Highlights of the major changes from the former agreement are as follows:

1. Duration. Three Years, 7/01/08 through 6/30/11.
2. Association Security. A "save harmless" provision has been added to protect the City from any potential liability arising from the enforcement of the Agreements requirement that employees pay dues or service fees or be terminated.
3. Grievance Procedure. The Step Four meeting with the City Manager has been deleted. If the grievance is not resolved at the Third Step with the Human Resources Director, the Union may appeal to Arbitration.
4. Discipline and Discharge. Under the new Agreement the Employer will not be required to expunge disciplinary actions from an employee's file. All discipline incurred within two years of a current incident may now be considered in the imposition of discipline (under the former agreement, written reprimands were required to be expunged from the employee's file after one (1) year).
5. Seniority. This provision gives employees the right to bump back into the bargaining unit within six (6) months of their transfer or promotion to a position outside the bargaining unit. New language has also been included to describe the circumstances in which an employee may lose their seniority rights (e.g., the employee's absence from work for more than three work days without notification, falsification of information on his/her employment application, layoff for more than one year, etc).
6. Compensation.

Wages: 2008 - 0% Base Wage Adjustment
2009 - 0% Base Wage Adjustment
2010 - 2% Base Wage Adjustment

Gun Proficiency Allowance: The gun proficiency allowance will increase from \$600 to \$850 per year, effective 1/01/09 (Command Officers currently receive \$850).

Longevity: Employees who are hired on or after July 1, 2008, shall not be eligible for longevity pay.

7. Hours of Work and Overtime: A \$500.00 on-call bonus payment previously paid to Detectives has been extended to include the Detective/Youth Bureau (1 employee).
8. Appointments, Bid Assignments and Promotions. OMNI Detectives will now be assigned for three years, with one year extensions. The School Resource Officer will now be given one year appointments. A new evaluation process has been established for promotion to the rank of Sergeant (Testing: 70%, Written = 40%, Oral = 30%; Experience and Education = 20%; Chief's Assessment = 10%)
9. Retirement Bonus Payments. Effective 12/31/08, employees will no longer be eligible to earn a retirement bonus payment based upon sick leave bonuses received throughout their careers with the City. Amounts earned through 12/31/08 will be paid within 90 days of ratification.
10. Health, Dental, Life and General Liability Benefits.

Employees hired prior to 7/01/08 shall have his/her choice of coverage under one of the following plans:

- PPO1 Plan (current plan), w/\$250 preventative services per member per year and \$5/\$12 co-pay (mail order \$3 co-pay);
- PPO1 Plan (Option 1), w/\$500 preventative services per member per year and \$10/\$20/\$30 Rx co-pay (mail order \$20/\$40/\$60);
- PPO6 Plan (Base Plan-Option 2), w/\$500 preventative services per member per year and \$10/\$20/\$30 Rx co-pay (mail order \$20/\$40/\$60); or
- Flexible Blue PPO-3 High Deductible Health Care Plan (Option 3), with a Health Savings Account (HSA), \$2,000 individual/\$4,000 family in-network deductible and a \$4,000 individual, \$8,000 family out-of-network deductible.

The City will make an annual contribution to the HSA in the amount of \$1,500 for employee coverage and \$3,000 for employee and spouse, employee and child(ren), and family coverage. Employee contributions shall be made on a bi-weekly basis, through automatic payroll withholdings.

Employees shall pay the difference between the illustrated premium cost of the plan selected and the PPO6 (Base Plan - Option 2).

The illustrated premium costs for the above plans are subject to

adjustment each calendar year.

Employees hired on or after 7/01/08 will not have a choice of plans. Those employees who desire health care benefits will be provided the Flexible Blue PPO-3 High Deductible Health Care Plan (Option 3), with a Health Savings Account (HSA), as described above.

Spousal Coverage Limitations - If an employee's spouse works for an employer (other than the City of Monroe) who provides medical coverage, the spouse shall be required to take medical coverage through his/her own employer so long as the spouse's monthly contribution to the premium does not exceed one-third (1/3) of the total premium cost of employee only coverage. In such circumstance, the City of Monroe will provide only secondary coverage. If the spouse's required contribution will exceed one-third (1/3) of the total cost of employee only coverage, the spouse will not be required to participate in his/her employer's plan. In that event, the City will provide primary coverage.

Health Care Waiver Incentives. An employee who waives all health care benefits will receive a cash payment of \$1,000 per year. Employees who waive coverage for their spouse and dependent children will receive a cash payment of \$750 per year. Employees who waive coverage for only his/her spouse will receive a cash payment of \$500 per year.

11. Retirement.

Employees hired on or after July 1, 2008, who later retire from the City's Retirement Ordinance System shall receive a pension multiplier of 2.5% and a 2% COLA (employees hired before 7/1/08 currently receive a multiplier of 2.65% and a 3% COLA).

Effective July 1, 2009, final average compensation for employees hired on or before 7/01/2008 will include the value of up to six (6) unused sick days per year paid to the retiring employee in his/her last 3 years of employment. Employees hired after 7/01/2008 will not have these six (6) sick days included in their final average compensation (Command Officers and Firefighters currently have this benefit; COMEA I and Teamsters have a similar benefit).

Retiree Health Care. **Employees who were hired before 7/01/08** will be provided the same health care benefits in retirement that the City provides its active employees until the retiree becomes eligible for Medicare; provided, however, for that period preceding the retiree and his/her spouse becoming eligible for Medicare, the City's contribution, in combination with any state or federal subsidy, will not be less than the amount it contributed to the illustrated premium cost of coverage under the City's Base Health Care Plan at the time of the retiree's retirement.

For each year of service (up to a maximum of 25 years service) the City will pay 4% of the cost of coverage under its Base Health Care Plan. The retiree will be required to pay the remaining portion of all costs, if any, of the Health Care Plan selected.

Employees hired on or after 7/01/08 are excluded from retiree health care coverage. In lieu of such benefits, employees shall participate in the City's Retirement Health Savings Plan (RHS). Employees shall contribute 3% of the average annualized base wages of all full-time employees of the City, which amount shall be calculated based upon the wages paid on June 30th of each year. The employee's contribution shall be paid through automatic payroll deduction. The City will contribute an equal amount to the RHS plan.

12. Education Reimbursement. Department Head's must obtain funding for the reimbursement before making a positive recommendation. Employees seeking education reimbursement may be reimbursed only for courses of study which the City determines are directly related to the employee's present job or which enhance the employee's potential for promotion within the City. Employees who terminate their employment within two (2) years after reimbursement, are required to re-pay all costs.
13. Drug Testing. A process for drug testing employees has been incorporated in the new Agreement. This process is similar to the former Agreement with the Command Officers.

PLEASE REFER TO THE ATTACHED PRO-FORMA OUTLINING THE PROJECTED COST OF THE PROPOSED AGREEMENT.

**Financial Impact Analysis
POAM Patrol Officers Settlement
January 11, 2009**

Base Wages (Current): (28 Employees)	1,500,934.00	
Fringe Benefits (Current):	<u>1,209,258.00</u>	80.57% *
Total Wage and Fringe Benefit Cost (Current):	<u><u>2,710,192.00</u></u>	

* - 22.91% Retiree Health Care, 25.56% Pension

**Analysis of Changes Made to Contract:
Note: All costs include associated fringe
benefit cost changes**

1	Wages (0%, 0%, 2%) 3 Year Contract
2	Eliminate Longevity - New Hires
3	Increase Gun Proficiency
4	Youth Bureau On Call Bonus (\$500/year)
5	Decrease Pension Multiplier from 2.65 to 2.5 and reduce COLA to 2% for new hires.
6	Allow retirees to add the value of the last 3 sick pay bonuses paid to them to their final average compensation (up to 18 sick days)
7	Eliminate Retiree Health Care Defined Benefit Plan for New Hires and replace it with a Retirement Health Savings Plan (3% employee contribution/3% employer contribution)
8	Full Mirroring of current defined benefit retiree health care plan - no change to current contract
9	Eliminate Retirement Termination Bonus equivalent to sick pay bonuses paid during employees career
10	Health Care Plan Change

Year of Contract			Long Term	Footnotes
1	2	3		
-	-	47,054.00		W
-	-	-	13,094.00	**/A
5,287.00	10,573.00	10,573.00		
-	755.00	755.00		
-	-	-	(68,299.00)	A
			15,761.00	A
-	-	-	(314,711.00)	X/A
-	-	-	-	Y
-	(26,377.00)	(26,377.00)		
(12,387.00)	(37,161.00)	(37,161.00)		

Total Cost/(Savings)	<u>(7,100.00)</u>	<u>(52,210.00)</u>	<u>(5,156.00)</u>
	-0.26%	-1.93%	-0.19%

W - WAGE COST ALONE IS \$30,450

X - ULTIMATE BUDGET REDUCTION IF ALL EMPLOYEES WERE ON RETIREE HEALTH SAVINGS PLAN. REDUCES CURRENT CONTRIBUTION RATE OF 22.91% TO 3%.

Y - BENEFIT CURRENTLY IN PLACE

A - LONG TERM COST/(SAVINGS) REPORTED ON ANNUAL BASIS

** - CURRENT AMOUNT BUDGETED FOR LONGEVITY



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: 2009 WATER MAIN REHABILITATION PROGRAM – REQUEST FOR EXEMPTION FROM LABOR HARMONY REQUIREMENTS PRIOR TO BIDDING

DISCUSSION: As you are aware, the City of Monroe is programming a large number of water main projects through the State's Drinking Water Revolving Fund (DWRf) Program, and we will be taking advantage of this low-interest loan funding. This year's program consists of full replacements of mains in twelve (12) different geographic locations, and relining of mains in five (5) different geographic locations. We intend to bid one contract for the replacement work, and one contract for the rehabilitation work, and both must be submitted in their final form for Michigan Department of Environmental Quality (MDEQ) review no later than February 20. With the assistance of a consulting firm, we are nearing completion of all project work.

On all capital infrastructure contracts over \$50,000, the City has been including a Labor Harmony provision since 2004, when the City Council accepted this policy by resolution. This provision (attached with this fact sheet) requires that successful bidders provide either evidence that they are a Union contractor, or that they are able to secure a Project Labor Agreement for the project specifically. We intend to require this provision for the replacement contract, as there is no shortage of qualified contractors that can meet its provisions. However, given our experience during the bidding for the rehabilitation contract in 2008, it appears that it is very difficult to secure a contractor that can meet all facets of this requirement. Of the three (3) bidders for this type of work in 2008, only one was able to even meet a part of this requirement, and in fact this issue delayed the commencement of the contract by nearly three (3) months, which resulted in nearly 70% of the work now being deferred into 2009. The eventual successful bidder, Insituform Technologies, was still only signatory to the Operators Union, and this became the subject of much debate regarding job classifications and their placement within the appropriate union. We are happy to report that these issues have been resolved to the satisfaction of all parties, and the contractor has performed satisfactorily to date.

The Engineering and Water Departments are both concerned about inserting these same Labor Harmony requirements in the 2009 Water Main Rehabilitation Program contract for bidding. Besides the delays associated with last year's contract, we are also concerned with the potential lack of bidders for this year's contract. As the pipe relining process is specialty-type work, it is likely that the pool of potential bidders is quite small, and if last year's results are any indication, there may only be one bidder that could meet our normal requirements, which does not ensure adequate competition for such a large contract. We are recommending replacing this requirement with the Davis-Bacon Act Federal wage rates, which is a commonly-accepted labor standard. While the DWRf program does not presently have any specific Labor requirements, they are considering implementing compliance with the Davis-Bacon Act, particularly if any Federal Infrastructure stimulus money is funneled into the program. Further, all Federal-Aid roadway and Community Development Block Grant (CDBG) projects in the City presently must be bid with Davis-Bacon Wage Rates as well.

The 2004 Labor Harmony resolution allows the Council to waive the provisions if bids received are unacceptably high, and a very strong case can be made that it is likely that competition will be severely restricted with these standards included in the bid, which will indeed result in unacceptably high bids, or no basis of comparison to determine if this is the case or not.

IT IS RECOMMENDED that the City's Labor Harmony Requirements be waived for the 2009 Water Main Rehabilitation Program, and that the Director of Engineering and Public Services be authorized to prepare the contract documents with a requirement for Davis-Bacon Act compliance instead.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: As soon as possible.

REASON FOR DEADLINE: Contract documents must be submitted to the MDEQ by February 20, 2009

STAFF RECOMMENDATION: For Against

REASON AGAINST: N/A

INITIATED BY: Engineering and Public Services Department

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

Other Funds

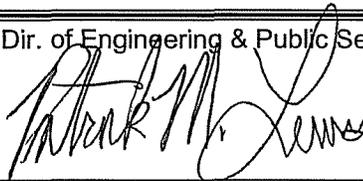
Budget Approval: _____

FACT SHEET PREPARED BY: Patrick M. Lewis, P.E., Dir. of Engineering & Public Services **DATE:** January 27, 2009

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: February 2, 2009



DIVISION J

LABOR STANDARDS – REVISED 11/18/04

1. POLICY:

It is the policy of the City of Monroe to encourage the employment of Local Labor and the use of Local Materials on City-awarded construction contracts whenever possible.

2. LABOR HARMONY:

All contract bid projects involving the construction, alteration, repair and improvement of City owned buildings and facilities, or the construction and reconstruction of streets, sidewalks, water mains, sanitary sewers, and storm sewers, in which the cost is anticipated to exceed a total bid amount of \$50,000 shall include such terms as to promote harmonious relations among all skilled tradespersons and laborers employed on the project. These terms shall include a requirement, that the successful bidder certify that he or she is able to furnish skilled tradespersons and laborers who are able to work in harmony with all other contractors who are employed upon the project, and enter into a Project Labor Agreement (PLA) with the Greater Detroit Building and Construction Trades Council, AFL-CIO, and its affiliated unions, or the local trade union practicing jurisdiction over the area, for the development and construction of the project.

This policy applies to those projects which the tradespersons and laborers work in the classifications and at the rates for Commercial Construction as defined by the Michigan State Government Department of Consumer and Industry Services Bureau of Safety & Regulation Wage and Hour Division.

Prior to the award of the Contract, the apparent successful bidder and subcontractor(s), if any, and any other bidder so requested, will within seven days after the day of the bid opening submit to the City a copy of the PLA with the Greater Detroit Building and Construction Trades Council, AFL-CIO, and its affiliated unions, or the local trade union practicing jurisdiction over the area. If the City after due investigation has reasonable objection to such document or the bidder declines to provide the PLA, the Contract shall not be awarded to such bidder. Declining to provide the PLA will constitute grounds for sacrificing his bid security.

Monitoring of the provisions of this section with respect to compliance of the Contractor with the Project Labor Agreement, wage rates, and any other appropriate provisions shall rest with the union with jurisdiction over the trade involved.

3. WAIVER:

If the City makes a good faith effort at soliciting bids but received none, or if all bids received are unacceptably high, the City Council may waive the provisions of this resolution.