
RULE OF THE CHAMBER

Any person wishing to address City Council shall step up to the lectern, state their name and address in an audible tone of voice for the record, and unless further time is granted by the presiding officer, shall limit their address to three (3) minutes. A person may not give up or relinquish all or a portion of their time to the person having the floor or another person in order to extend a person's time limit in addressing the Council.

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

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

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

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

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

**AGENDA - CITY COUNCIL REGULAR MEETING
TUESDAY, SEPTEMBER 8, 2009**

I. CALL TO ORDER.

II. ROLL CALL.

III. INVOCATION/PLEDGE OF ALLEGIANCE.

IV. PRESENTATIONS.

Presentation by John Patterson, Monroe County Convention & Tourism Bureau regarding the 2009 Jazz Festival. *Subject to change.

V. PROCLAMATIONS.

194 September 2009 – Life Insurance Awareness Month

VI. PUBLIC HEARINGS.

182 Public hearing for the purpose of reviewing and hearing comments on the Proposed Ordinance No. 09-011, an Ordinance to Establish public safety, fire and public utility emergency response cost recovery within the City of Monroe. There are no comments on file in writing in the Clerk-Treasurer's Office.

VII. COUNCIL ACTION.

182 Proposed Ordinance No. 09-011, and Ordinance to establish public safety, fire and public utility emergency response cost recovery within the City of Monroe, up for its final reading.

VIII. 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 Special Meeting held on, Monday, August 17, 2009, and the Minutes of the Regular Meeting held on, Monday, August 17, 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.

- 195 Public Utility and Emergency Response Cost Recovery Fee Schedule.
1. Communication from the Fire Chief submitting a proposed resolution to set the fee schedule for Public Utility and Emergency Response Cost Recovery, and recommending that Council approve the resolution as presented to facilitate cost recovery in accordance with Ordinance No. 09-011.
 2. Supporting documents.
 3. Action: Accept, place on file and the resolution be adopted.
- 196 Traffic Committee Minutes and Traffic Control Orders.
1. Communication from the Director of Engineering & Public Services, submitting the minutes of the Traffic Committee meeting held on August 19, 2009, and recommending that council accept and place on file the minutes from the August 19, 2009 Mayor's Traffic Committee meeting, and approve Traffic Control Orders 050-003 and 154-004.
 2. Supporting documents.
 3. Action: Accept, place on file and the recommendation be carried out.
- 197 Home Builders Association Banner Request.
1. Communication from the City Manager's Office, reporting back on a request from the Home Builders Association for permission to display two banners: First banner across Monroe Street from February 1-21, 2010, and the second banner across East Front Street from February 1 – March 1, 2010 announcing the Home Tour and Builders Show, and recommending approval of the request.
 2. Supporting documents.
 3. Action: Accept, place on file and the recommendation be carried out.
- 198 Annual Holiday Parade.
1. Communication from the City Manager's Office, reporting back on a request from the Monroe County Chamber of Commerce for permission to hold the annual Holiday Parade on November 22, 2009 at 3:00 p.m., and to close the affected streets, and recommending that Council approve the request contingent upon items being met as outlined by the administration and that the City manager be granted authority to alter/amend the event due to health and/or safety reasons.
 2. Supporting documents.
 3. Action: Accept, place on file and the recommendation be carried out.
- 199 Women Empowering Women, Inc., Resolution.
1. Communication from the City Manager's Office, submitting a proposed resolution that would officially recognize Women Empowering Women, Inc., as a non-profit organization in the Monroe community in order to apply for a 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.

- 200 Monroe Cooperative Nursery, Inc., Resolution.
1. Communication from the City Manager's Office, submitting a proposed resolution that would officially recognize Monroe Cooperative Nursery, Inc., as a non-profit organization in the Monroe community in order to apply for a 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.
- 201 Huron to Erie Alliance for Real-Time Monitoring and Information, (HEART-MI) Resolution.
1. Communication from the Director of Water & Wastewater Utilities, submitting a proposed resolution that would accept a membership, adopt bylaws and designate representatives between the City of Monroe and Frenchtown Township for the Monroe-Frenchtown Joint Raw Water Partnership to be part of the HEART-MI alliance, and recommending that Council approve the attached resolution for the Monroe Frenchtown Joint Raw Water Partnership to become a member of the HEART-MI alliance and provide the respective funding contribution after all equipment has been installed and is operational in an effort to avoid losing the equipment grant funding and maintain the real-time network, and further recommending that the Finance Director be approved to amend the fiscal year 2009-2010 Water Intake budget to appropriate the necessary funding to become a member of the HEART-MI alliance.
 2. Supporting documents.
 3. Action: Accept, place on file and the resolution be adopted.
- 202 City Policies and Procedures.
1. Communication from the Director of Human Resources, submitting three (3) new policies addressing Political Activity, Compensation, and Accident/Injury Reporting, and recommending that Council approve the attached Policies and direct City administration to proceed with implementation.
 2. Supporting documents.
 3. Action: Accept, place on file and the recommendation be carried out.
- 203 Clarifier No. 1 Launder Replacement Project Bids.
1. Communication from the Director of Water & Wastewater Utilities, reporting back on bids received for the Clarifier No. 1 Launder Replacement project as part of a budgeted fiscal year 2009-2010 Capital Improvement Program project, and recommending that a purchase order in the amount of \$33,200.00 be awarded to Midwestern Fabricators, LLC out of Salt Lake City, UT for the Clarifier No. 1 Launder Replacement project as part of a budgeted fiscal year 2009-2010 Capital Improvement Program project in accordance with the bid specifications.
 2. Supporting documents.
 3. Action: Accept, place on file and the recommendation be adopted.
- 204 Augusta Drive and Riviera Drive Resurfacing–Change Order to 2009 Curb Replacement and Resurfacing Program.
1. Communication from the Director of Engineering & Public Services, submitting a request for a change order to the 2009 Curb Replacement and Resurfacing Program, and recommending

that Council award a change Order to the 2009 Curb Replacement and Resurfacing Program to C&D Hughes, Inc., for the resurfacing of Augusta Drive (South Custer to Riviera) and Riviera Drive (west end to concrete section near Grace) in the amount of \$92,234.42, and that a total of \$102,000 be encumbered to include a 10% project contingency, 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.

205 Port of Monroe – Approval to sell property at 14 E. First Street.

1. Communication from the City Manager's Office, submitting a proposed resolution that would grant approval to the Port of Monroe to sell or convey property that it owns, and recommending that Council approve the attached resolution which will formally grant the Port of Monroe permission to sell the property that it owns at 14 E. First Street.
2. Supporting documents.
3. Action: Accept, place on file and the resolution be adopted.

206 Parking Ticket Administration.

1. Communication from the Clerk-Treasurer, submitting a three (3) year parking ticket program agreement with Complus Data Innovations, Inc., and recommending that Council approve the attached contract and that the Clerk-Treasurer be authorized to sign the agreement on behalf of the City of Monroe.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

207 2009 Water Main Projects – Consultant Inspection Contract Extension.

1. Communication from the Director of Engineering & Public Services, reporting back on the consultant inspection contracts for inspection services on 2009 construction projects, and recommending that Council award an additional contract to Dietrich, Bailey, and Associates for "as needed" services up to \$40,000, and award an additional contract to David Arthur Consultants, Inc., for "as needed" services up to \$30,000.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

208 Waterloo Dam Sluice Gate Emergency Repairs.

1. Communication from the Director of Engineering & Public Services, reporting back on quotes received to replace two lift bar mechanisms for the Waterloo Dam Sluice Gates, and recommending that Council formally authorize the above expenditure in the amount of \$6,115.46 for the replacement of the lift bar mechanisms.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

209 Final Paving of Mason Run II Streets – Paving Special Assessment District No. 331 – Resolution 1.

1. Communication from the Director of Engineering & Public Services, submitting Resolution No. 1 in the special assessment process, declaring the paving work to service properties fronting Baptiste Avenue between East Noble Avenue and East Lorain Street, Lapointe Avenue between East Noble Avenue and Elliot Street, McDougal Street between Baptiste Avenue and Mason Run Boulevard, Elliot Street between Baptiste Avenue and Mason Run Boulevard, Mason Run Boulevard between East Noble Avenue and future East Lorain Street, and East Lorain Street between the Mason Run drain and Baptiste Avenue, and recommending that the attached Resolution 1 be adopted, which directs the Engineering Department to prepare plans, specification, and cost estimates for this project.
2. Supporting documents.
3. Action: Accept, place on file and the resolution be adopted.

210 Final Paving of Mason Run II Streets – Paving Special Assessment District No. 331 – Resolution 2.

1. Communication from the Director of Engineering & Public Services, submitting Resolution No. 2 confirming the special assessment process for the paving work to service properties fronting Baptiste Avenue between East Noble Avenue and East Lorain Street, Lapointe Avenue between East Noble Avenue and Elliot Street, McDougal Street between Baptiste Avenue and Mason Run Boulevard, Elliot Street between Baptiste Avenue and Mason Run Boulevard, Mason Run Boulevard between East Noble Avenue and future East Lorain Street, and East Lorain Street between the Mason Run drain and Baptiste Avenue, and recommending that the attached Resolution 2 be adopted and that the public hearing be scheduled for Monday, September 21, 2009 at 7:30 p.m., in the Council Chamber at Monroe City Hall.
2. Supporting documents.
3. Action: Accept, place on file and the resolution be adopted.

IX. MAYOR'S COMMENTS.

X. CITY MANAGER COMMUNICATION.

XI. COUNCIL COMMENTS.

XII. CITIZEN COMMENTS.

XIII. EXECUTIVE CLOSED SESSION TO DISCUSS PENDING LITIGATION.

XIV. ADJOURNMENT.

PROCLAMATION

- WHEREAS,** the vast majority of Americans recognize that life insurance helps safeguard their families' financial security, and nearly 80 percent of U.S. households have some form of life insurance coverage; and
- WHEREAS,** the life insurance industry, which holds \$5 trillion in assets distributed among all segments of the economy, is a primary source of financial and retirement security to more than 75 million American families; and
- WHEREAS,** the life insurance industry paid \$58 billion to beneficiaries in 2007; and
- WHEREAS,** each year life insurance benefits are a tremendous source of financial relief and security to families that are confronted by the death of a loved one; and
- WHEREAS,** despite the peace of mind that life insurance brings to millions of American families, there are still too many Americans who lack adequate life insurance coverage; and
- WHEREAS,** the unfortunate reality today is that 68 million adult Americans have no life insurance, and most of those with coverage have less than experts recommend; and
- WHEREAS,** especially during times like these when so many families are struggling, life insurance coverage is more important than ever because most people have far fewer financial resources on which to rely in the event of a premature death in their family; and
- WHEREAS,** the nonprofit Life and Health Insurance Foundation for Education (LIFE) and a coalition representing hundreds of leading life insurance companies and organizations have designed September 2009 as "Life Insurance Awareness Month," whose goal is to make consumers more aware of their life insurance needs, seek professional advice, and take the actions necessary to achieve financial security for their loved ones.

NOW, THEREFORE, I, Mark G. Worrell, Mayor of the City of Monroe, with the full support of City Council, do hereby proclaim September 2009, as "**LIFE INSURANCE AWARENESS MONTH**" in Monroe, and we urge our citizens to learn more about life insurance and its benefits.

IN WITNESS WHEREOF, We have hereunto set our hands and caused the Seal of the City of Monroe to be affixed this 8th day of September 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: Public Utility and Emergency Response Cost Recovery Fee Schedule

DISCUSSION: The proposed resolution as presented is present for Mayor and Council's review and consideration. This resolution sets the fee schedule for ordinance 09-011, Public Utility and Emergency Response Cost Recovery.

I recommend the Mayor and Council approve this resolution as presented to facilitate cost recovery in accordance with ordinance 09-011.

CITY MANAGER RECOMMENDATION:

- For *JM Brown*
 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, Police, Public Works, Public Utilities

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 R. Mominee, Fire Chief

DATE: 9/1/09

REVIEWED BY: Joseph R. Mominee, Fire Chief

DATE: 9/1/09

COUNCIL MEETING DATE: 9/8/09

RESOLUTION

1 **WHEREAS**, the City of Monroe has adopted Ordinance 09-011 establishing and
2 implementing a program for public safety, fire and public utility emergency response cost recovery
3 within the City of Monroe; and

4 **WHERAS**, City of Monroe Fire Department wishes to establish the fees for such
5 services as listed in Table A attached to this resolution;

6 **NOW, THEREFORE, BE IT RESOLVED**, that the Mayor and Council adopt the
7 schedule of fees listed in Table A attached to this resolution, and:

TABLE A
COST RECOVERY SCHEDULE
City of Monroe Fire Department Billing Rates
 Adopted _____

Level I Response: Minor vehicle accident response Base Fee of \$500.00 plus any patient care will be billed per patient transport

- Minimal involvement of fire department personnel
- Typically requires 60 minutes of time or less on the scene
- Clearing of road hazards

Level II Response: Moderate vehicle accident response Base Fee of \$750.00 plus any patient care will be billed per patient transport

- Minimal involvement of fire department personnel
- Typically requires 60 minutes of time or less on the scene
- Extrication involvement less than 1 hour
- Involves clean up of spills and debris

Level III Response: Public Safety incidents, fire emergency incidents, emergency assistance as defined in City of Monroe Ordinance No. 09-011 as amended including but not limited to structure fires, false alarms, utility line failure, bomb threats, rescue calls, and vehicle accidents that require extended (over 1 hour) extrication, hazardous materials, or any situation requiring fire department personnel:

- Requires response of multiple engine/truck companies or rescue vehicles
- Victim entrapment with heavy rescue and extended extraction operations
- Requires over 1 hour of time on scene
- Removing or mitigating hazardous material incidents
- A working fire

Level III Response Fees

All rates shall be charged at a 2 hour minimum, then per hour

<u>Equipment / Materials</u>	<u>Rate</u>
Fire Department Engine	\$315/hr
Fire Department Ladder/Platform Aerial	\$630/hr
Fire Investigation Vehicle	\$105/hr
Command Vehicle	\$105/hr
Ambulance/Rescue Vehicle	\$160/hr
Utility Vehicle	\$105/hr
Heavy Equipment/Rented	\$ Cost plus 10%
Specialty Equipment	\$ 105/hr
City owned/rented warming/cooling shelters	\$ Cost plus 10%
Materials/Supplies	\$ Cost plus 10%

Extrication	\$250/hr
Mutual Aid Teams	Cost plus 10%

Personnel Utilized At Incident

Fire Fighters	\$ 50/hr
Command Officers	\$ 60/hr
Technician Trained Personnel	\$ 70/hr
Specialist Trained Personnel	\$ 80/hr
Miscellaneous Personnel (other)	Cost plus 10%
Outside Contractors	Cost plus 10%
Personnel/Equipment/Disposal (Towing, Hazardous Material Cleanup, etc.)	Cost plus 10%

False Fire Alarms

Response to false fire alarms (<=2 N/C)	\$ 50 ea for #3 / #4 / year
	\$ 250 ea for >= 5 / year



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Traffic Committee Minutes of August 19, 2009 meeting, Traffic Control Orders

DISCUSSION: The Mayor's Traffic Committee meeting was held on August 19, 2009, and the minutes are attached for your review and approval. There are two (2) traffic control orders for approval at this time as a result of the meeting.

Traffic Control Order 154-004 allows for the temporary closing of Riverview Avenue between Maywood Avenue and Linwood Avenue to all traffic except school buses and adjacent residents for up to an hour before and after school. This was deemed to be the best solution to handling what is expected to be a large increase in parent traffic while trying to avoid mixing with the large number of buses (up to 25) using Riverview Avenue. The original discussion and exhibits that were presented to the Traffic Committee are also attached to this Fact Sheet for your review. Since school begins September 8, and the City Council could not authorize this change permanently until this evening, the Engineering Department issued a temporary traffic control order for this change in accordance with the Motor Vehicle Code.

The second item requiring regulatory action by the City Council is the removal of the "No Turn on Red" signs in all four directions at the intersection of West Elm Avenue and North Roessler Street. These were considered for removal now that Riverside Elementary School is being converted to an early childhood center from an elementary school. Traffic Control Order 050-003 removes these regulations from West Elm Avenue. Curiously, the traffic control order for North Roessler Street never actually allowed for them, so no revision is necessary to correct that administrative oversight.

IT IS RECOMMENDED that the City Council accept and place on file the minutes from the August 19, 2009 Mayor's Traffic Committee meeting, and approve Traffic Control Orders 050-003 and 154-004.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: N/A

REASON FOR DEADLINE:

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N/A

INITIATED BY: Department of Engineering and Public Services

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: Engineering Department, Department of Public Services, Police Department, traveling public, adjacent 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

Other Funds

Budget Approval: _____

FACT SHEET PREPARED BY: Patrick M. Lewis, P.E., Dir. of Engineering and Public Services **DATE:** 08/21/09

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: September 8, 2009



CITY OF MONROE
MAYOR'S TRAFFIC COMMITTEE MINUTES
August 19, 2009

Meeting was called to order by Mayor Worrell on Wednesday, August 19, 2009 at 5:05 P.M. in the City Council Chambers.

Members Present: Mayor Worrell, Councilman Clark (arrived at 5:10), Chief Michrina (arrived at 5:15), James Crammond, Scott Davidson, Suzanne Gartz, Michael Miletti

Members Excused: Councilman Beneteau, Anthony Webb

Clerk / Staff: Patrick Lewis, Director of Engineering and Public Services

Citizens Commenting: Arnold Bredschneider, 402 East Front Street
Julie Everly, Principal Cantrick / Hollywood Schools
Christine Butler, Assistant Superintendent, Monroe Public Schools
Dennis Polczynski, 712 Toledo Avenue
Alan Copperstone, Facilities Manager, Mercy Memorial Hospital

1. Report back on the request from citizen Corey Morgan to consider a residential parking district for East Front Street between Wadsworth and Murray Streets.

Motion: It was moved by Michael Miletti and supported by Suzanne Gartz to take no further action on this matter.

Action: The motion passed unanimously.

2. Request from Duffey Towing to repeal the "No Right Turn" sign on Telegraph Road at Stone Street.

Motion: It was moved by Michael Miletti and supported by Chief Michrina to refer this issue to a survey of adjacent residents.

Action: The motion passed unanimously.

3. Request from the Monroe Public Schools for Traffic Control changes around Cantrick and Hollywood Elementary Schools.

Motion: It was moved by Chief Michrina and supported by Councilman Clark to accept the recommendation to close Riverview Avenue between Maywood Avenue and Linwood Avenue temporarily prior to school start and school ending on school days only, and that the regulations specifically exempt adjacent residents of Riverview Avenue and school buses.

Action: The motion passed unanimously.

4. Request from Mercy Memorial Hospital to install a marked crosswalk at the intersection of North Macomb Street and Lemerand Street, and to consider an all-way stop at this intersection as well.

Motion: It was moved by Michael Milette and supported by Suzanne Gartz to refer this issue back to the Engineering Department for further traffic counts and other relevant information.

Action: The motion passed unanimously.

5. Request from citizen Dennis Polczynski to consider modifications to the City's Truck Route ordinance.

Motion: It was moved by Michael Milette and supported by James Crammond to refer this item to staff.

Action: The motion passed unanimously.

6. Request from the Engineering Department to repeal school-related traffic control items on Lincoln Avenue.

Action: Due to concerns raised over what user may occupy the Christiency School building, this item was referred back to staff to consult with the Monroe Public Schools prior to taking any action.

7. Request from Mayor Worrell to review the angled parking configuration on East First Street between Monroe and Washington Streets.

Motion: It was moved by Michael Milette and supported by Councilman Clark to convert the south side of East First Street between Monroe Street and Washington Street to parallel parking. The motion was withdrawn due to concerns that the Downtown Development Authority should be consulted before taking action.

8. Request from the Engineering Department to repeal the "No Turn on Red" restrictions in all directions at the intersection of West Elm Avenue and North Roessler Street.

Motion: It was moved by Suzanne Gartz and supported by Michael Milette to remove the "No Turn on Red" restrictions in all four directions.

Action: The motion passed unanimously.

9. Action: The Mayor declared that there was no further business and the meeting was adjourned at 6:35 P.M.



CITY OF MONROE
TRAFFIC CONTROL ORDER

ORDER NO. 050-003

EFFECTIVE DATE: September 2009

When official traffic control signs conforming to the mandate of this order shall have been erected.

The following regulations shall apply to West Elm Avenue:

Parking

1. "No Parking" from North Telegraph Road to North Monroe Street, both sides.

Intersection Control

2. Traffic control signals with a special left turn phase for traffic turning from eastbound Elm Avenue onto northbound Custer Drive, and pedestrian signals in all directions shall be placed at the intersection of West Elm Avenue and Custer Drive.
3. Traffic signals with pedestrian signals shall be placed at the intersection of West Elm Avenue and North Roessler Street.
4. Traffic signals with pedestrian signals shall be placed at the intersection of West Elm Avenue and North Monroe Street.
5. ~~Right turns on red shall be prohibited in both directions at the intersection of West Elm Avenue and North Roessler Street.~~

Roadway Geometry

5. West Elm Avenue shall be a three-lane street from North Telegraph Road to just west of Lavender Street, with the center lane restricted to left turns only.
6. A special "Left Turn Only" lane shall be provided at North Monroe Street.
7. A special "Left Turn Only" lane shall be provided at the entrance to St. Mary's Academy.
8. A special "Left Turn Only" lane shall be provided at Godfroy Avenue.
9. A pedestrian crosswalk shall be provided in front of St. Mary's Catholic Church, at a location 110 feet west of North Monroe Street.

The following Traffic Control Orders shall hereby be rescinded: 050-002

City Traffic Engineer

City Clerk-Treasurer

Date

Date



CITY OF MONROE
TRAFFIC CONTROL ORDER

ORDER NO. 154-004

EFFECTIVE DATE: September 2009

When official traffic control signs conforming to the mandate of this order shall have been erected.

The following regulations shall apply to Riverview Avenue:

Parking

1. "No Parking" from East Elm Avenue to Maywood Avenue, and from Linwood Avenue to Cole Road, east side.
2. "No Parking" from a location 50 feet south of the south curb line of East Lorain Street to a location 50 feet north of the north curb line of East Lorain Street, west side.
3. "No Stopping, Standing, or Parking" from Maywood Avenue to Linwood Avenue, east side.
4. "Bus Parking Only" from the north edge of the driveway of Hollywood Elementary School to a location 175 feet north of the north edge of the driveway of Hollywood Elementary School, west side.
5. Permitted parking, with no time limitations, in all other areas, west side.

Intersection Control

6. Riverview Avenue shall STOP at East Elm Avenue.
7. Riverview Avenue shall STOP at East Noble Avenue.
8. Riverview Avenue shall STOP at Maywood Avenue.
9. Riverview Avenue shall STOP at Cole Road.
10. ***"Do Not Enter Except for Adjacent Riverview Residents and School Buses" between Maywood Avenue and Linwood Avenue, school days. This provision to be effective when temporary traffic control devices are placed in the roadway by school and / or City personnel, for up to one hour before and 15 minutes after the commencement of the school day, and for up to one hour before and 15 minutes after the completion of the school day. Regulations shall be conveyed to the public by way of temporary signs in roadway, permanent signage along roadway, or combination of both.***

The following Traffic Control Orders shall hereby be rescinded: 154-003

City Traffic Engineer

City Clerk-Treasurer

Date

Date

Agenda Item #3: Request from the Monroe Public Schools for Traffic Control changes around Cantrick and Hollywood Elementary Schools

In July, Sgt. Mohrbach and I met with representatives from the Monroe Public Schools to discuss major changes in traffic and bus circulation relating to the re-opening of Cantrick as an elementary school. Obviously, the change from the historical use of Cantrick as a junior high school to an elementary school, particularly covering such a large service area without benefit of busing, has the potential to greatly increase parent drop-offs in the area. Our understanding is that the Cantrick / Hollywood campus will house a total of approximately 1100 students in grades K-6. With no busing being provided to most students residing north of the river, it is likely that a large number of parents will find it desirable to drop off and pick up their children each day, and provisions need to be made for proper traffic flow around the area. This is especially important as some parents may be dropping off children at both schools in succession.

The Engineering Department has prepared Exhibit A, which is a map showing Monroe Public Schools' preferred pattern for parent drop-offs. Obviously, parents dropping off only in one spot would need to utilize only part of the pattern as appropriate. Exhibit B illustrates the bus pattern that would be used, including a new bus turnout that should be completed by the first day of school on September 8. It appears that if parents were allowed to mix private vehicles with the large number of buses (still over 20 each day even with the large number of walking students), there would be a great deal of confusion and safety concerns on Riverview Avenue as parents jockey for position in front of the school, particularly at pick-up time. Further complicating matters along Riverview is the strong likelihood of an older sibling attending Cantrick crossing back and forth to retrieve a younger sibling attending Hollywood before proceeding to their destination. Sgt. Mohrbach and I both felt that the schools' plan for parent traffic and bus traffic was the most appropriate pattern possible given the site constraints.

Though the 10 properties fronting Riverview Avenue across the street from Cantrick have not yet been approached, it is felt that the simplest way to control ALL parent traffic during school hours would be to temporarily close Riverview Avenue between Maywood and Linwood for 30-45 minutes prior to school start and from 30 minutes or so to 15 minutes after school dismissal in the afternoon. This pattern is in use on East Fifth Street near Monroe Middle School, and was used to prohibit traffic from entering southbound at Lincoln Avenue when Christiancy Elementary was still operating. This street closure obviously could not be enforced against the fronting residents, but would provide a clear way to ticket any parents that chose to enter this area illegally. While Riverview Avenue carries roughly 1,700 vehicles per day, a 2-block detour to Maple is not overly cumbersome for this short time. Most adjacent residents would likely alter their patterns to avoid the area anyway and utilize Macomb or Maple, depending on their original destination and origin. Exhibit C shows the proposed locations of the closures, which could be as simple as the "Do Not Enter" signs mounted on tires that were used in the other locations.

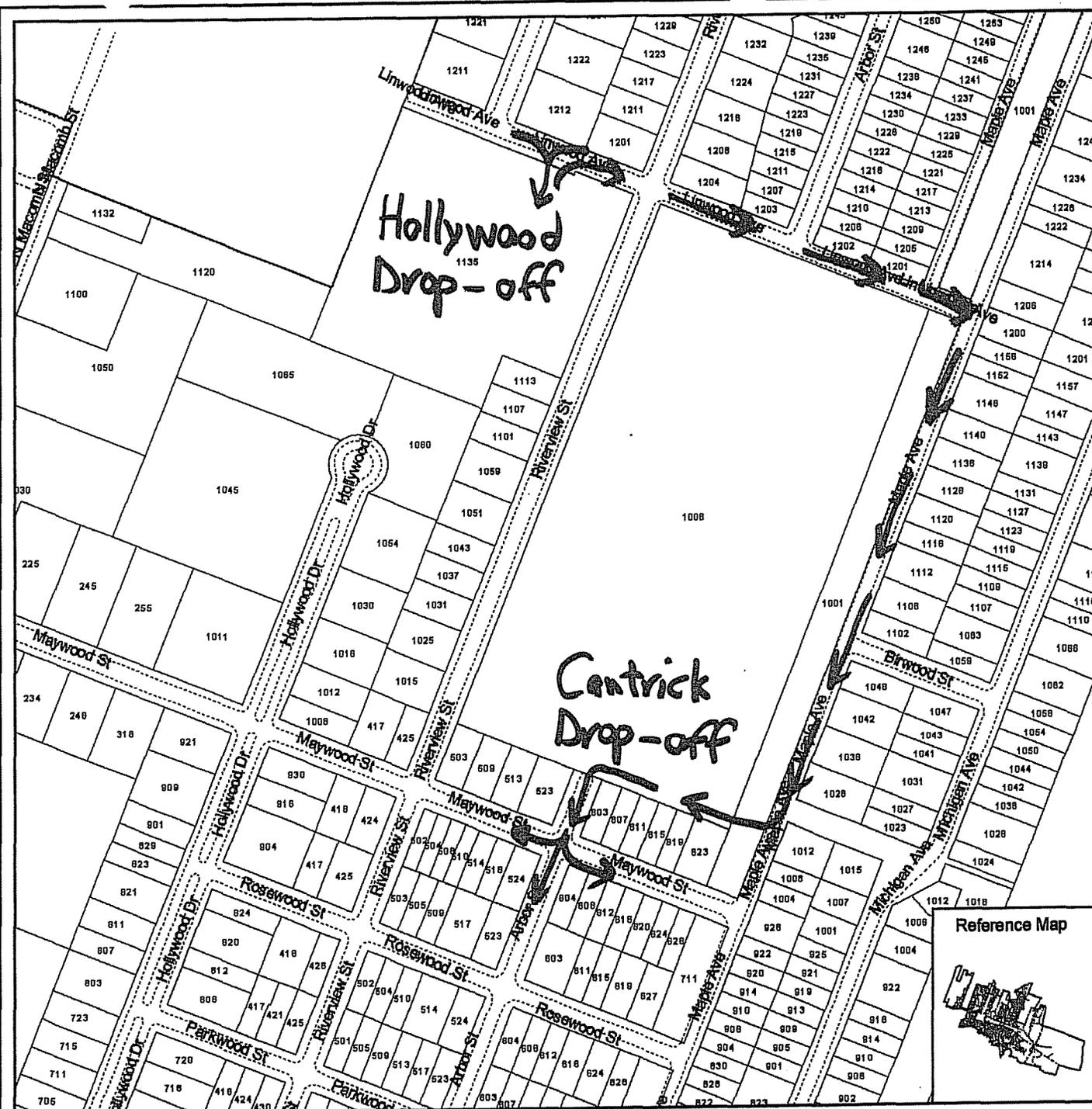
It is recommended that Riverview be temporarily closed as described above on school days. It should be noted that since the City Council will not meet to affirm this until September 8, the Engineering Department will issue a temporary order if passed.



MAP LEGEND:

- EDGE OF PAVEMENT
- CITY LIMITS
- PARCELS

Exhibit A



Reference Map



Map Scale: 1 inch = 300 feet
 Map Date: 8/12/2009
 Data Date: July 21, 2009



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

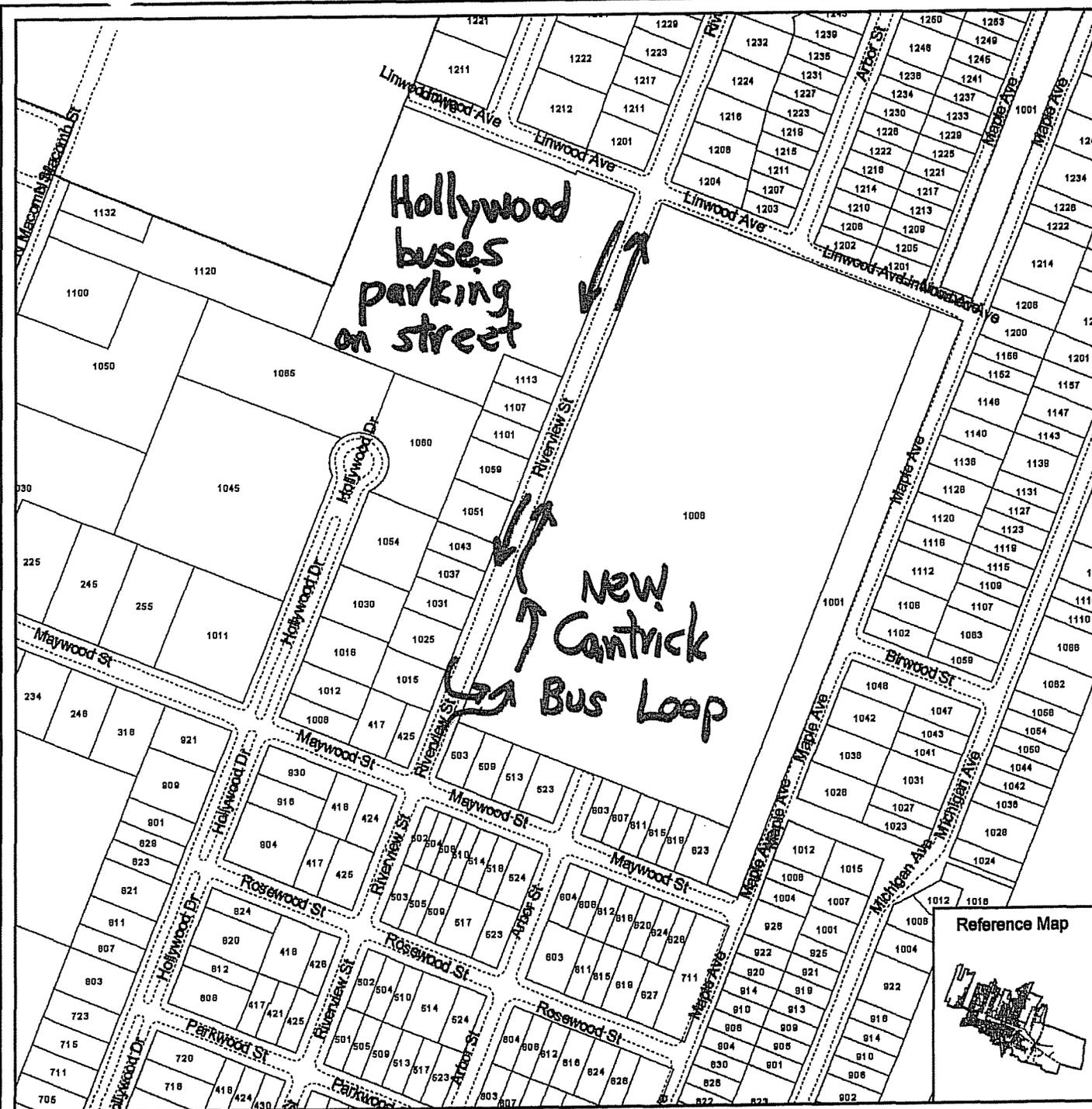
Disclaimer:
 DISCLAIMER: This map is neither a legally recorded map nor a survey and is not intended to be used as one. The user acknowledges that the City shall not be liable for any damages, and expressly waives all claims, and agrees to defend, indemnify, and hold harmless the City from any and all 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.



MAP LEGEND:

- EDGE OF PAVEMENT
- CITY LIMITS
- PARCELS

Exhibit B



Reference Map



Map Scale: 1 inch = 300 feet
 Map Date: 8/12/2009
 Data Date: July 21, 2009



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

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.

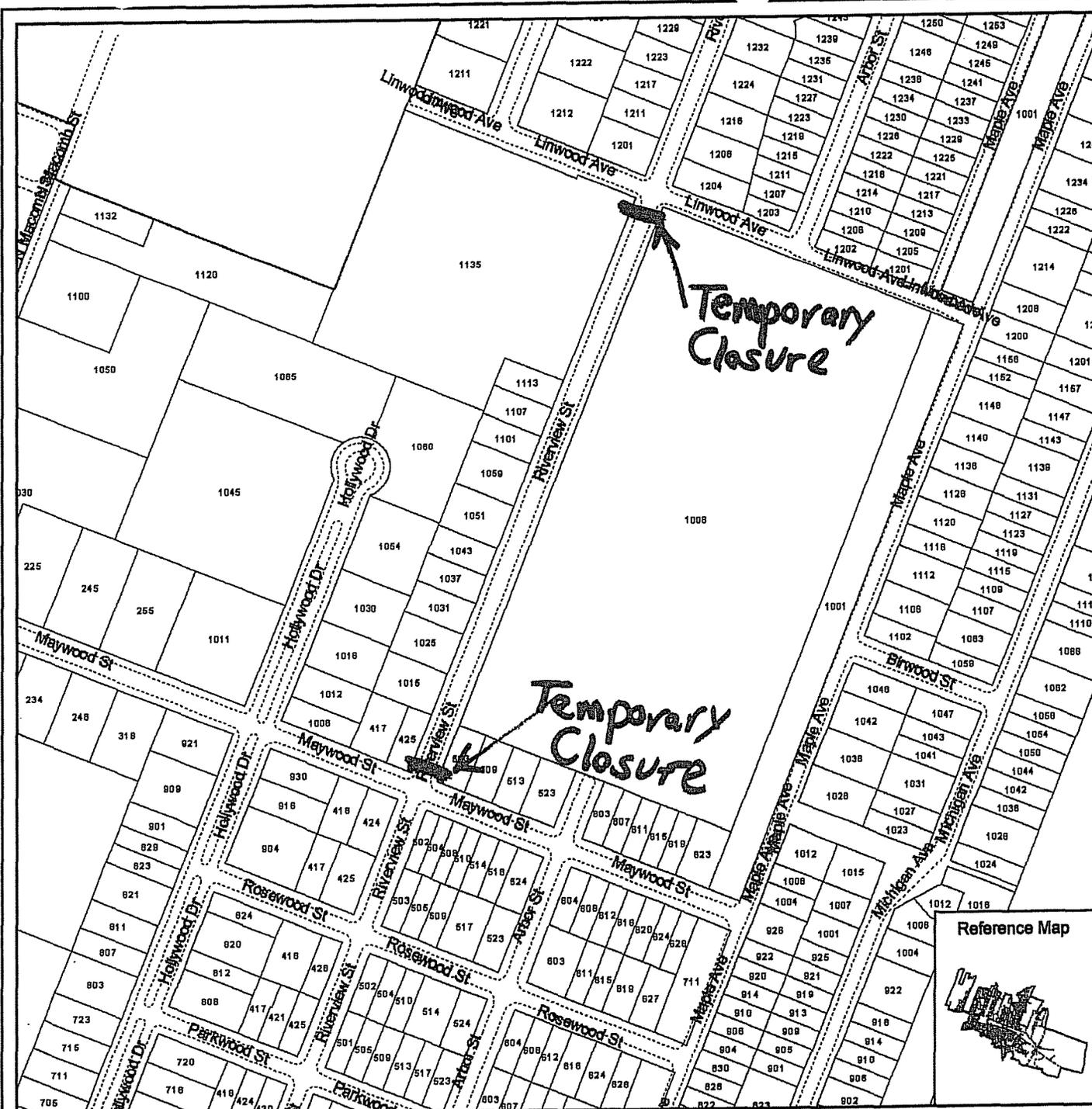


City of Monroe
CivicSight Map

MAP LEGEND:

- EDGE OF PAVEMENT
- CITY LIMITS
- PARCELS

Exhibit
C



Reference Map



Map Scale: 1 Inch = 300 feet
 Map Date: 8/12/2009
 Data Date: July 21, 2009



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 COUNCIL AGENDA FACT SHEET

RELATING TO: REQUEST FROM THE HOME BUILDERS ASSOCIATION FOR PERMISSION TO DISPLAY TWO BANNERS: FIRST BANNER ACROSS MONROE STREET FROM FEBRUARY 1 – 21, 2010, AND THE SECOND BANNER ACROSS EAST FRONT STREET FROM FEBRUARY 1 – MARCH 1, 2010

DISCUSSION: The City received a request from the Home Builders Association for permission to display two banners as follows: the first banner will be displayed across Monroe Street from February 1 – 21, 2010, and the second banner across E. Front Street from February 1 – March 1, 2010 announcing the Home Tour and Builders Show.

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
- 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			
<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>	<u>Account Number</u>	<u>Amount</u>
			\$
			\$
			\$
			\$
			\$
	<u>Other Funds</u>		\$
			\$
			\$
			\$
Budget Approval: _____			

FACT SHEET PREPARED BY: City Manager's Office **DATE:** 8/25/09

REVIEWED BY: **DATE:**

COUNCIL MEETING DATE: 9/08/09



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: REQUEST FROM THE MONROE COUNTY CHAMBER OF COMMERCE TO HOLD THE ANNUAL HOLIDAY PARADE

DISCUSSION: The City received a request from the Monroe County Chamber of Commerce for permission to hold the annual Holiday Parade on November 22, 2009 at 3:00 p.m. Specifically the request is to close the affected streets along the parade route (the corner of Jones Avenue/Monroe Street, Monroe Street between Jones Avenue and Elm Avenue and W. Front Street from Monroe Street to the Laurel-Finzel parking lot, where the parade will disband).

The request was reviewed by the administrative staff and there were no objections to the request subject to insurance requirements being met and a parade permit.

After City Council approval, advance notification will be sent to MDOT.

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

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE:

REASON FOR DEADLINE:

STAFF RECOMMENDATION:

For

Against

REASON AGAINST:

INITIATED BY: City Manager's Office

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

FINANCES

COST AND REVENUE PROJECTIONS:

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

SOURCE OF FUNDS:

City

Account Number

Amount

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

Other Funds

Budget Approval: _____

FACT SHEET PREPARED BY: City Manager's Office

DATE: 8/25/09

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: 9/08/09

Monroe County
CHAMBER OF COMMERCE



Leading Businesses. Leading Communities.™

August 11, 2009

Mayor Mark Worrell
City of Monroe
120 East First Street
Monroe, MI 48161

Dear Honorable Mayor Worrell and City Council Members:

The Monroe County Chamber of Commerce requests permission to hold our annual Holiday Parade on Sunday, November 22, 2009, at 3:00 p.m.

The proposed parade route: Begins at the corner of Jones Avenue and Monroe Street, proceeds North on Monroe Street to Front Street, heads west on Front Street and will disband in the Laurer Finzel Parking Lot (turn off West Front Street before K of C Hall).

We are requesting that traffic be stopped at the appropriate time (to be determined by City Police) on Monroe Street between Jones Avenue and Elm Avenue for the purpose of organizing the parade in that area. The parade will begin promptly at 3:00 p.m. and end by 4:30 p.m.

Santa will be going from the parade to the Monroe Bank & Trust Lobby at 10 Washington Street to visit with the children.

Thank you for your consideration in this matter. We appreciate your support and exceptional cooperation which allows us to host this annual community event. We request that trash containers on Washington, Front and First Streets be emptied before the parade if full.

If more information is needed please contact JoAnn Nisley, Event Coordinator at The Chamber at (734) 384-3366 ext 3.

Sincerely,

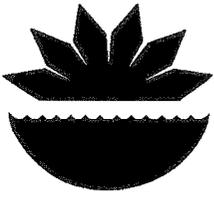

Bonnie Tomkinson
Parade Chairperson

RECEIVED

AUG 13 2009

MAYOR'S OFFICE

s:parade/2009/city parade request



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: PROPOSED RESOLUTION TO RECOGNIZE WOMEN EMPOWERING WOMEN, INC. AS A NON-PROFIT ORGANIZATION

DISCUSSION: Women Empowering Women, Inc. 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
- [Handwritten signature]*

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: _____

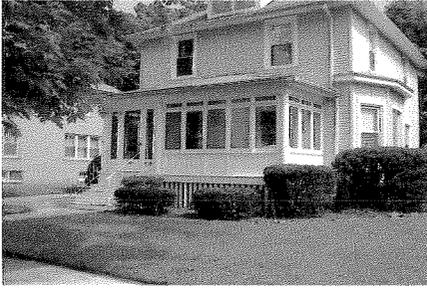
FACT SHEET PREPARED BY: City Manager's Office

DATE: 8/26/09

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: 9/08/09



Paula's House

POB 2002
Monroe, MI 48161
Paula L. Whitman, Psy. D.
Executive Director
734-777-9625

Governed by: Women Empowering Women, Inc. 501©3

August 18, 2009

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

Dear Mayor and City Council Members,

Women Empowering Women, Inc. is a 501©3 charitable organization located in the City of Monroe and we are respectfully asking for your help in meeting the requirements of the State regarding certain fundraising.

Specifically, item #6 on the attached list of qualifications provided by the State of Michigan requiring a resolution passed by the local government stating Women Empowering Women, Inc. is a recognized nonprofit organization. Also, attached is a blank form containing the appropriate language and format for that purpose.

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

The following documents are attached:

1. Civic Organization Qualification list
2. Local Governing Body Resolution form
3. IRS Tax Exempt letter
4. State of Michigan Charitable Solicitation License (pending)

Respectfully,

Paula L. Whitman, Psy.D.
Executive Director of Paula's House

RECEIVED

AUG 19 2009

MAYOR'S OFFICE

RESOLUTION

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

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

BE IT FURTHER RESOLVED, that a certified copy of this Resolution be provided to Women Empowering Women, Inc. so that they may file with the Michigan Bureau of State Lottery.



Charitable Gaming Division
 Box 30023, Lansing, MI 48909
 OVERNIGHT DELIVERY:
 101 E. Hillsdale, Lansing MI 48933
 (517) 335-5780
 www.michigan.gov/cg

LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES
 (Required by MCL.432.103(K)(ii))

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

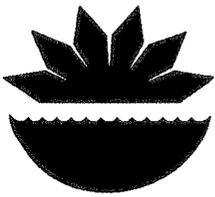
meeting held on _____
DATE

SIGNED: _____
TOWNSHIP, CITY, OR VILLAGE CLERK

PRINTED NAME AND TITLE

ADDRESS

COMPLETION: Required.
 PENALTY: Possible denial of application.



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: PROPOSED RESOLUTION TO RECOGNIZE MONROE COOPERATIVE NURSERY, INC. AS A NON-PROFIT ORGANIZATION

DISCUSSION: Monroe Cooperative Nursery, Inc. 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 *[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 \$

SOURCE OF FUNDS:

City

Account Number

Amount

\$

\$

\$

\$

\$

Other Funds

\$

\$

\$

\$

Budget Approval: _____

FACT SHEET PREPARED BY: City Manager's Office

DATE: 9/01/09

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: 9/08/09

August 26, 2009

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

To Whom It May Concern:

The Monroe Cooperative Preschool is interested in obtaining a Charitable Gaming License for use at Sharkie's Poker House to raise funds to support our preschool. We have included our Articles of Incorporation, By Laws and a letter from the IRS stating our 501(c) (3) status to answer any questions you may have. We are asking you to complete the resolution to recognize us as a non-profit organization operating in our community. Thank you for your time and I look forward to joining you at your September 21, 2009 meeting.

Very Truly Yours,



Dana Brown
Vice President of the Board
Monroe Cooperative Preschool

RECEIVED

AUG 27 2009

MAYOR'S OFFICE

RESOLUTION

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

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

BE IT FURTHER RESOLVED, that a certified copy of this Resolution be provided to Monroe Cooperative Nursery, Inc. so that they may file with the Michigan Bureau of State Lottery.



Charitable Gaming Division
 Box 30023, Lansing, MI 48909
 OVERNIGHT DELIVERY:
 101 E. Hillsdale, Lansing MI 48933
 (517) 335-5780
 www.michigan.gov/cg

LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES
 (Required by MCL.432.103(K)(ii))

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(R6/09)



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: HURON TO ERIE ALLIANCE FOR REAL-TIME MONITORING AND INFORMATION (HEART-MI)
RESOLUTION

DISCUSSION: The Huron to Erie Alliance for Real-Time Monitoring and Information (HEART-MI) is a real-time drinking water protection network used as a water quality monitoring system. An estimated 3 million residents of southeast Michigan rely on the St. Clair River, Lake St. Clair and Detroit River as their source of drinking water. At the same time, a large number of chemical refining and manufacturing facilities located along the waterway use fresh water for transportation and industry. Over 700 chemical spills along the St. Clair-Detroit River corridor have been documented since 1986. HEART-MI is an alliance that provides an early detection system that warns of drinking water contamination from chemical spills and other threats to public health. Once implemented, this network will be the most sophisticated real-time monitoring system in the United States.

The project was initiated by the Macomb / St. Clair Inter-County Watershed Management Advisory Group between the USEPA, MDEQ, Macomb County, St. Clair County and the local water treatment plants. Pollutants in the raw water intakes will be identified in real-time so that water plant operators will automatically be notified about the presence and identity of the water contaminants so as to ensure faster implementation of actions to protect the public from exposure to spills.

The cost of the total HEART-MI project exceeds \$2.5 million and is initially funded by the USEPA, US Homeland Security, the State of Michigan, Macomb County, St. Clair County, and local water treatment plants. The Monroe-Frenchtown Joint Raw Water Partnership (raw water pumping facility) is scheduled to be granted \$92,000 worth of equipment installed as part of the HEART-MI alliance. Real-time source drinking water data of pollutants (if detected) will be available via early warning detection to both the City of Monroe and Frenchtown Township water treatment plants so they can alter treatment to protect the public from exposure to spills and other contaminants. The entire network will include 13 monitoring locations (see attached map) with the following pollutants monitored via the internet through a secure intranet: hydrocarbons (gasoline, diesel fuel, lubricating oils, etc), organic compounds (benzene, xylene, vinyl chloride, total organic carbon, etc), physical properties (pH, turbidity, chlorophyll, temperature, dissolved solids, etc). Both the City of Monroe and Frenchtown Water Treatment Plants will have access to the secure intranet to observe readings and be alerted to pollutants detected within the real-time network.

For the Monroe-Frenchtown Joint Raw Water Partnership to be part of the HEART-MI alliance, the attached joint resolution must be approved by both the City of Monroe and Frenchtown Township to accept the membership, adopt the bylaws, and designate representatives. Note that the partnership can back out of the alliance at anytime in accordance with the bylaws. Capital funding is provided as mentioned above, however continued operating funding after September 30, 2009 will not be provided from the USEPA, US Homeland Security, the State of Michigan. The alliance is being forced to provide for a self-sustained funding source in order to maintain the system and equipment of the HEART-MI alliance. In order to accomplish that, each water treatment plant will be required to contribute funding based on the finished water pumped into their respective water systems. For the Monroe-Frenchtown Joint Raw Water Partnership, the annual cost for 2010 will be \$15,818.00 where the City of Monroe Water Fund portion will be \$12,181.00 and Frenchtown's portion will be \$3,637.00. For the City of Monroe water customers served, the cost for the security measure to avoid pollutants being drawn into our drinking water source is \$0.25 per person per year.

IT IS RECOMMENDED that the City Council approve the attached resolution for the Monroe-Frenchtown Joint Raw Water Partnership to become a member of the HEART-MI alliance and provide the respective funding contribution after all equipment has been installed and is operational in an effort to avoid losing the equipment grant funding and maintain the real-time network.

IT IS FURTHER RECOMMENDED to approve the Finance Director to amend the fiscal year 2009-2010 Water Intake budget to appropriate the necessary funding to become a member of the HEART-MI alliance.

CITY MANAGER RECOMMENDATION:

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

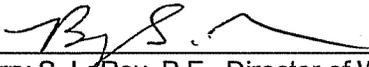
APPROVAL DEADLINE: September 30, 2009

REASON FOR DEADLINE: Monitoring equipment installation and alliance deadline.

STAFF RECOMMENDATION: For Against

REASON AGAINST: N/A

INITIATED BY:


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

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: Water Department, Water Customers, Frenchtown Township
Water Customers, Monroe-Frenchtown Joint Raw Water Partnership

FINANCES

COST AND REVENUE PROJECTIONS:

Cost of Total Project	\$15,818.00
Cost of This Project Approval	\$15,818.00
Related Annual Operating Cost	\$ N/A
Increased Revenue Expected/Year	\$ N/A

SOURCE OF FUNDS:

<u>City</u>	<u>Account Number</u>	<u>Amount</u>
Membership & Dues	59940521 958000	\$15,818.00
<u>Other Funds</u>		

Budget Approval: _____

FACT SHEET PREPARED BY: Barry S. LaRoy, P.E., Director of Water & Wastewater Utilities **DATE:** August 24, 2009

REVIEWED BY: _____ **DATE:** _____

COUNCIL MEETING DATE: September 8, 2009

RESOLUTION

Resolution in Acceptance of Membership, Adoption of Bylaws, and Designation of a Representative

WHEREAS, municipalities that operate water intakes on the Huron to Erie corridor seek to establish the Huron to Erie Alliance for Real-Time Monitoring and Information (HEART-MI) under the Michigan Watershed Alliance statute (Part 312, Act 451 of 1994, Natural Resources and Environmental Protection Act, as amended by Public Act 517 of 2004) to continue the water quality monitoring and real-time sharing of resulting information that was begun under the auspices of the Huron to Erie Drinking Water Protection Network (DWPN).

WHEREAS, the costs of operating the DWPN have previously been supported by grant funds from multiple sources that are no longer available.

WHEREAS, a collaborative process including municipal and county representatives resulted in a consensus recommendation that the thirteen municipalities that operate the intakes should financially support continuing water quality monitoring and real-time sharing of water quality information.

WHEREAS, the City of Monroe and Frenchtown Charter Township co-own a Raw Water Pumping facility known as the Monroe-Frenchtown Joint Raw Water Partnership which is one of the municipal facilities that operates a water intake in the Huron to Erie corridor and operates monitoring equipment either at the intake or at the water treatment plant that relies on that water intake.

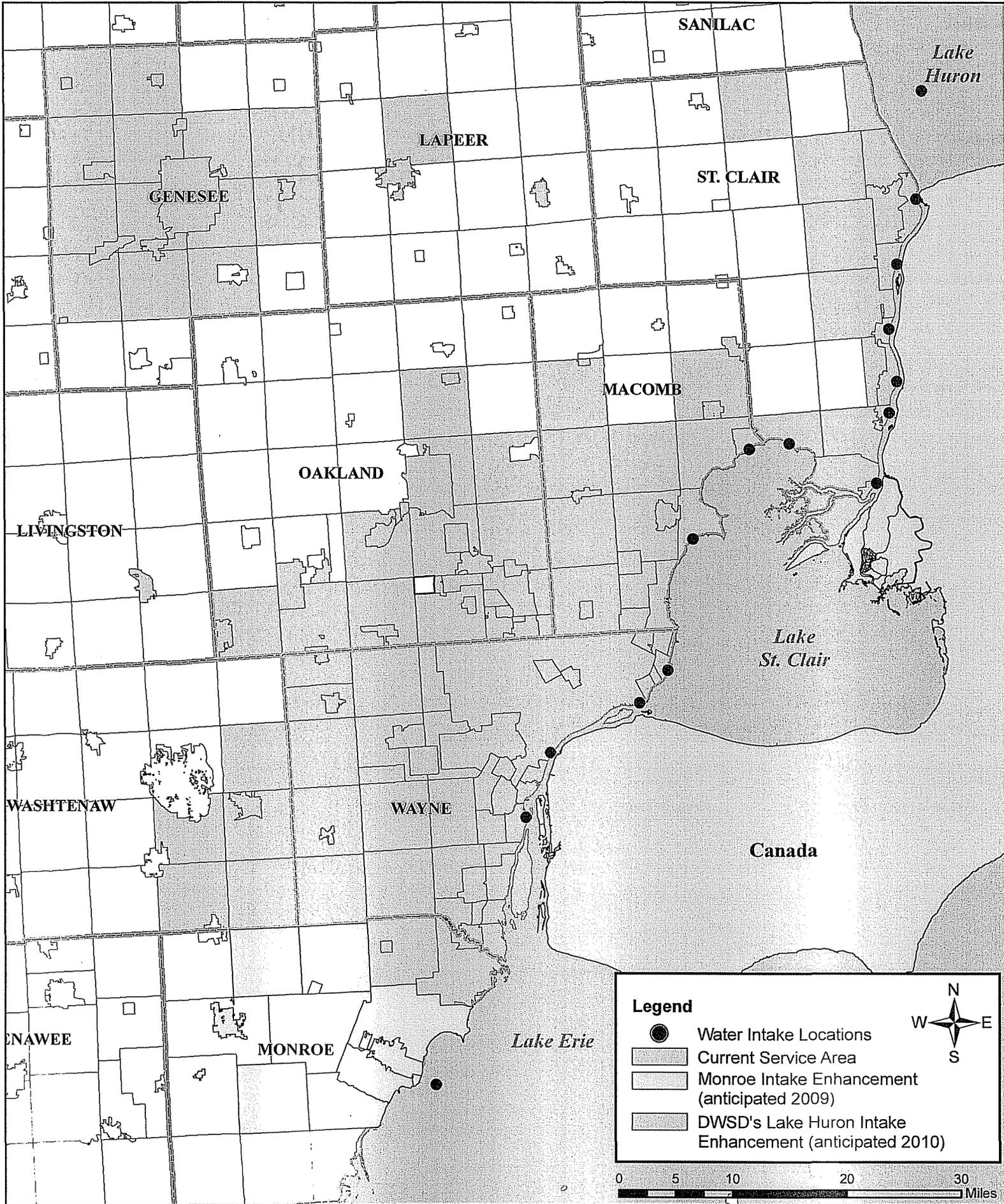
WHEREAS, constituents in these municipalities recognize the public benefit provided by the water quality monitoring and real-time information sharing that has occurred under the DWPN, and fully support the continued water quality monitoring and real-time information sharing proposed under the Alliance.

THEREFORE BE IT RESOLVED that the City of Monroe and Frenchtown Charter Township formally adopts bylaws for, and accepts membership in the HEART-MI.

FURTHER BE IT RESOLVED that consistent with the terms of the HEART-MI bylaws, the City of Monroe and Frenchtown Charter Township formally appoints the City of Monroe Director of Water as their designated representative to the HEART-MI and the Frenchtown Charter Township Director of Water as the alternate representative, and authorize the City of Monroe Director of Water to designate additional persons to represent the Monroe-Frenchtown Joint Raw Water Partnership, if needed, as an alternate to assure voting representation.

FINALLY BE IT RESOLVED that the continuing membership of Monroe-Frenchtown Joint Raw Water Partnership will be evidenced by authorization and payment of its voluntary assessment on an annual basis to the HEART-MI.

Huron to Erie Corridor Drinking Water Protection Network Service Area



**Huron to Erie Alliance for Real-time
Monitoring and Information:**
A Recommended Framework for Governance and Funding

August 5, 2009

Prepared for
Macomb County Health Department
Mt. Clemens, Michigan

Prepared by
Public Sector Consultants
Lansing, Michigan
www.psinc.com

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Executive Summary

BRIEF BACKGROUND

The Huron to Erie Real-time Drinking Water Protection Network (DWPN) is a water quality monitoring system that was established to provide early detection of drinking water contamination from chemical spills and other threats to public health. The system currently includes 13 monitoring locations, a data management and alarm notification system, and a data archive website; the system analyzes approximately 112,000 samples per quarter. The current service area for the DWPN covers approximately three million residents. A proposed expansion of the system includes installation of monitoring equipment at the Fort Gratiot intake and at the Monroe/Frenchtown Township intake.

The grant and local match funds that were available to install and operate this system will expire in September 2009. In order to continue the operation of the monitoring network, the Macomb County Health Department (MCHD) engaged Public Sector Consultants to convene two committees of stakeholders—a technical committee and an oversight committee—to develop recommendations for a regional governance structure and funding mechanism that will continue to operate the DWPN.

RECOMMENDATIONS

The stakeholder committees assisted PSC staff in developing recommendations for the governance, budget, and funding allocation for the project.

Governance

1. The governance structure should be formed under the Watershed Alliance statute, Part 312, of Act 451 of 1994, Natural Resources and Environmental Protection Act, as amended by Public Act 517 of 2004.
2. The name of the new governance structure should be the Huron to Erie Alliance for Real-Time Monitoring and Information (HEART-MI).
3. A viable entity responsible for HEART-MI operations must not be unduly influenced by any one particular county or city and should be administered primarily by scientific and technical professionals committed to water quality; this is essential to successfully securing funding for the HEART-MI.
4. The membership of HEART-MI should be made up of the municipalities that operate intakes supporting connected water treatment plants on the American side of the Huron to Erie corridor.
5. The governance structure for HEART-MI should consist of trustees appointed by the member municipalities.

Budget and Funding Allocation

6. The year one operating budget provided in Appendix A should be adopted by the new governance structure.
7. The budget provides for a hired executive director and administrative staff; stakeholders concluded that the individual member communities would likely prefer not to allocate staff time, but seek results from a hired manager.

8. This budget includes an allocation to procure, install, operate, and maintain monitoring equipment at the Fort Gratiot intake in Lake Huron, and an allocation to operate and maintain equipment installed at the Monroe/Frenchtown Township intake. The customers of the Fort Gratiot and Monroe/Frenchtown Township intakes are included in the distribution of the costs to operate the DWPN.
9. The recommended operating budget does not include full catch-up funding for equipment replacement. The board of the new governance structure must provide for funding an equipment replacement reserve, either by amending this budget in year one (FY 2010) or adjusting the budget in future years. Equipment is expected to have a six-year useful life, meaning that replacements are expected in 2013; in 2010 equipment will have been in place for three years. Inclusion of the previous two years of replacement funding would increase this line item by an additional \$550,000.
10. Funds for support of the HEART-MI should be apportioned among member communities in accordance with the equation on page 11 and the table attached in Appendix B.
11. Counties served by the HEART-MI should adopt the model resolution attached in Appendix C to demonstrate support for participation of the Detroit Water and Sewerage Department in the HEART-MI.

Operations

12. The model bylaws attached in Appendix D should be adopted by member municipalities that comprise the HEART-MI. These bylaws represent the stakeholders' consensus on the operation of the HEART-MI.
13. The model resolution for membership in the HEART-MI attached in Appendix E should be adopted by member communities.

Background

An estimated three million residents of southeast Michigan rely on the St. Clair River, Lake St. Clair, and Detroit River (called the Huron to Erie corridor) as their source of drinking water. At the same time, a large number of chemical refining and manufacturing facilities located along the waterway use fresh water for transportation and industry. In order to allow both uses of the water to continue and protect the public health and environment, a network of monitoring equipment was installed in the Huron to Erie corridor, known as the Huron to Erie Drinking Water Protection Network (DWPN).

The Huron to Erie DWPN is a water quality monitoring system that was established to provide early detection of drinking water contamination from chemical spills and other threats to public health. The system currently includes 13 monitoring locations, a data management and alarm notification system, and a data archive website; the system analyzes approximately 112,000 samples per quarter. A proposed expansion of the system includes installation of monitoring equipment at the Fort Gratiot intake and at the Monroe/Frenchtown Township intake.

The DWPN was initiated in 2004 with federal and state grants and local funding totaling approximately \$3.5 million. The project has been funded by the U.S. Environmental Protection Agency, the U.S. Department of Homeland Security, the State of Michigan, Macomb County, St. Clair County, and the participating municipalities. Funding was secured through the efforts of U.S. Representative Candice Miller, State Representative Daniel Acciavatti, the Michigan Department of Environmental Quality, Macomb County, St. Clair County, and the municipalities that operate the participating drinking water treatment plants. Two counties and a nearly a dozen local municipalities have made significant direct investments to develop and operate the DWPN in the Huron to Erie corridor.

MONITORING EQUIPMENT

Monitoring equipment has been installed at water treatment plants in Algonac, Detroit, East China Township, Grosse Pointe Farms, Ira Township, Marine City, Marysville, Mt. Clemens, New Baltimore, Port Huron, St. Clair, and Wyandotte. In addition, monitoring equipment will be installed at the Fort Gratiot and Monroe water treatment plants. Monitoring equipment includes the following devices:

- Gas chromatograph/mass spectrometers
- Total organic carbon analyzers
- Fluorometers
- Multiparameter probes

Twenty-nine specific chemicals, two broad-based parameters, and an additional seven water quality characteristics are monitored to allow for the detection of:

- Hydrocarbons: gasoline, diesel fuel, lubricating oils, etc.
- Organic compounds: benzene, xylene, vinyl chloride, total organic carbon, etc.
- Physical properties: pH, turbidity, chlorophyll, temperature, dissolved solids, etc.

DATA MANAGEMENT AND INFORMATION SHARING

The DWPN monitoring equipment permits fully automatic sampling and analysis of water samples every 15–30 minutes, transmission of the sampling results to a server accessible in real time to water treatment plant operators and regulatory authorities, automatic alarms or notifications when the sampling results exceed established values, and timely archiving of all data at a publicly accessible website/database known as the Regional Water Quality Information Management System (RWQIMS).

The purpose of the RWQIMS is to provide the public with free convenient, Web-based access to a central repository of water quality information for southeast Michigan. The data is accessible at this website: www.rwqims.com. The website compiles between 10,000 and 20,000 records daily and is currently the repository for 5,610,067 water quality records.¹

¹ As of June 23, 2009.

Purpose of this Project

In September 2008 the Blue Ribbon Commission on Lake St. Clair issued a report that noted, “[C]ounty and local governmental agencies within the watershed should establish an organization to oversee, fund, direct, and expand, as necessary, the network currently operating.” Macomb County has stated that it is imperative that the equitable, politically feasible, and sustainable governance structure and funding methodology envisioned and recommended by the Blue Ribbon Commission be defined, pursued, and realized by September 30, 2009, when existing funding support for the DWPN will be exhausted.

To that end, Public Sector Consultants (PSC) was retained by Macomb County to work with stakeholders to develop and institutionalize a governance structure and funding plan for the future operation of the DWPN.

The goals of this project are to:

- select a Michigan statute under which a regional governance could be created for the purpose of operating the DWPN;
- determine the optimal structure of the regional governance body in terms of membership, executive authority, voting rights, etc.;
- select an administrative model for daily operations of the DWPN, including a line-item budget for staffing and operational costs;
- determine an equitable financing model to support continued operations of the DWPN;
- convene representatives from the recommended governance body membership, present the recommended plan for governance and funding, including model agreement language, and secure or attempt to secure commitments for specific steps toward implementation; and
- provide support to the Macomb County Health Department and the recommended governance body members after the members have been convened.

Process

In order to select a governance structure and develop a funding mechanism that had the highest likelihood of implementation, PSC invited stakeholders to participate in the process of developing recommendations. The stakeholders were grouped into two committees: a technical committee made up of treatment plant operators, technical consultants who currently work on the project, and local government representatives; and an oversight committee comprising elected or appointed officials from the city and county governments. Some members participated in both committees to assure continuity of purpose between the two groups.

Technical Committee

The following stakeholders participated in the technical committee:

- Eric Barnowski, Ira Township
- John Bona, Environmental Consulting & Technology
- Charlie Bristol, Bristol Technical Services Inc.
- Greg Brown, St. Clair County Health Department
- Annette DeMaria, Environmental Consulting & Technology
- Rose Ellison, U.S. Environmental Protection Agency-Great Lakes National Program Office
- Kurt Heise, Wayne County Department of Environment
- Scott Homminga, Grosse Pointe Farms Water Treatment Plant
- Brock Howard, Michigan Department of Environmental Quality, Water Bureau
- Barry LaRoy, Monroe Water Treatment Plant
- Stephen Lichota, Macomb County Health Department
- Doug Martz, Chair, Macomb County Water Quality Board
- Cheryl Porter, Detroit Water & Sewerage Department
- Gary White, Macomb County Health Department

The technical committee was convened at the offices of the Macomb County Health Department (MCHD) on March 31, 2009, and on May 12, 2009. The role of the technical committee was to outline the daily operations of the DWPN to ensure that the selected governance structure and funding mechanism would continue to support optimal operation of the system. The technical committee also made recommendations to the oversight committee on an administrative model, a governance structure, a year one operating budget, and a method of allocating funds among participating municipalities.

Oversight Committee

The following stakeholders participated in the oversight committee:

- Cheryl Collins, for Robert Wiley, St. Clair County Drain Commissioner
- Steve Gold, for Tom Kalkofen, Macomb County Health Department and for Paul Gielegem, Chairman, Macomb County Board of Commissioners (Ex-Officio representation)

- Kurt Heise, Director, Wayne County Department of Environment
- John McCulloch, Water Resources Commissioner, Oakland County
- Cheryl Porter, for Pam Turner, Detroit Water and Sewerage Department
- Bill Westrick, Board of Water Commissioners, Detroit Water & Sewerage Department

Stakeholders invited to participate in the oversight committee were selected because of their organization's significant direct investments to develop the DWPN thus far and their ability to ensure broad-based support for a regional governance framework.

The committee convened by conference call on February 27, 2009, April 15, 2009, and by a meeting at the offices of the Macomb County Health Department on June 3, 2009. The committee reviewed suggestions from the technical committee and made recommendations on the following issues:

- Guiding principles for a DWPN governance framework
- Criteria for participation in a governance framework
- A cost sharing formula and equitable funding plan
- An operation budget for year one
- Model resolutions to secure regional municipalities' support and participation

Recommendations

GOVERNANCE

PSC staff presented Michigan statutes under which a potential governance structure could be adopted to accommodate the ongoing operation of the DWPN:

- Municipal Sewage and Water Supply Systems, P.A. 233 of 1955, MCL 124.281 et seq.
- Watershed Alliances, Part 312, of Act 451 of 1994, Natural Resources and Environmental Protection Act, as amended by Public Act 517 of 2004.

A brief explanation of each is provided below.

Municipal Sewage and Water Supply Systems, P.A. 233 of 1955, MCL 124.281 et seq.

Under this statute, municipalities can jointly establish an authority which then contracts with individual municipalities to provide specific facilities or services. Once the Authority is established, its activities are limited to those related to owning and operating a water distribution system or wastewater disposal system, including storm sewers or any aspect thereof. Contracting municipalities use a variety of mechanisms to pay for the facilities or services they receive from the Authority, including property taxes, special assessments, and user fees/rates. The statute authorized new authorities to be created by adoption of articles of incorporation by member municipalities. The statute also provides for the adoption of bylaws to govern the operations and administration of the authority.

The following authorities have been established under this statute:

- Saginaw Area Storm Water Authority
- Ypsilanti Community Utilities Authority
- North Kent Sewer Authority

Watershed Alliances Part 312, of Act 451 of 1994, Natural Resources and Environmental Protection Act, as amended by Public Act 517 of 2004

This statute allows local governments to form watershed alliances for the following purposes:

- Preparation of watershed management plans and other required documents as part of state or federal requirements to obtain water discharge permits or grant funding
- Monitoring, sampling, and analyses of data necessary to manage the watershed, including, but not limited to, surface water quality, water quantity and flows, ecosystem health, recreational use, and the publication of results
- Conducting public surveys, preparing and distributing informational and educational materials, and organizing activities involving the public
- Designing and implementing projects and conducting activities to protect or enhance water quality and related beneficial uses, or manage flows to protect or reduce damage to riparian property and aquatic habitat

- Designing and implementing other actions consistent with watershed management plans adopted by a watershed alliance, or required to protect public health, and maintain and restore beneficial public uses of the surface water resources of the watershed

Since this statute was created in 2005, the following organizations have been established under this statute:

- The Alliance of Rouge Communities
- Upper Grand River Watershed Alliance

Interagency agreements

In addition to the statutes listed above, intergovernmental agreements made by contract (a memorandum of agreement) among participating communities may serve a purpose in this process.

As an interim arrangement in 2003, 38 cities, townships, and villages and three counties within the Rouge River watershed formed a partnership to address their storm water permit requirements. These communities operated an assembly between 2003 and 2005 under a memorandum of agreement establishing the Rouge River Watershed Assembly of Local Governments. The model of the assembly used by the Rouge communities serves as a good template for bridge governance while the member communities work to adopt bylaws and formalize the new authority under either P.A. 233 or P.A. 451.

Discussion

Both the technical and oversight committees discussed the relative advantages and disadvantages of both statutes. The committees reviewed the different requirements for membership, governance, and funding.

Both statutes are flexible in their membership and governance provisions; the key difference between the statutes revolves around the funding authority. P.A. 233 binds member communities and obligates them to continue funding the project once they join and contracts are in place. Part 312 provides for a voluntary funding mechanism where member communities' legislative bodies must approve funding contributions to the alliance each year. The group discussed the advantages and disadvantages of these two funding mechanisms and determined that the alliance model was a better selection. The primary reason for the stakeholders' selection was the concern that local governments may be less likely to commit to an authority that obligates future funds, and the paramount concern of this project is to get all the local governments to continue to participate. The stakeholders recognized that this forfeits a higher level of certainty regarding future fund acquisition from participating communities in return for a higher level of confidence that communities will participate.

Recommendations

The committees recommend:

1. The governance structure should be formed under the Watershed Alliance statute, Part 312, of Act 451 of 1994, Natural Resources and Environmental Protection Act, as amended by Public Act 517 of 2004
2. The name of the new governance structure should be the Huron to Erie Alliance for Real-Time Monitoring and Information (HEART-MI).
3. A viable entity responsible for HEART-MI operations must not be unduly influenced by any one particular county or city and should be administered primarily by scientific and technical professionals committed to water quality; this is essential to successfully securing funding for the HEART-MI.
4. The membership of HEART-MI should be made up of the municipalities that operate intakes supporting connected water treatment plants on the American side of the Huron to Erie corridor.
5. The governance structure for HEART-MI should consist of trustees appointed by the member municipalities.

BUDGET

PSC staff presented a draft budget for the year one operation of the HEART-MI for the stakeholders to review. Both committees reviewed and revised the budget at their meetings. The resulting recommended budget for the first year of HEART-MI operation indicates that \$1,068,050 will be required to operate and maintain the network. The recommended budget is attached in Appendix A.

For purposes of discussion, the committees adopted a working figure of approximately \$1 million per year. The committees recognized that this number would be subject to inflation. The technical committee anticipated that the exact budget numbers would be refined by the members of the new governance structure, but concluded that the budget recommended is appropriate to continue operation of the monitoring network.

Recommendations

6. The year one operating budget provided in Appendix A should be adopted by the new governance structure.
7. The budget provides for a hired executive director and administrative staff; stakeholders concluded that the individual member communities would likely prefer not to allocate staff time, but seek results from a hired manager.
8. This budget includes an allocation to procure, install, operate, and maintain monitoring equipment at the Fort Gratiot intake in Lake Huron, and an allocation to operate and maintain equipment installed at the Monroe/Frenchtown Township intake. The customers of the Fort Gratiot and Monroe/Frenchtown Township intakes are included in the distribution of the costs to operate the DWPN.
9. The recommended operating budget does not include full catch-up funding for equipment replacement. The board of the new governance structure must provide for funding an equipment replacement reserve, either by amending this budget in year one (FY 2010) or adjusting the budget in future years. Equipment is expected to have

a six-year useful life, meaning that replacements are expected in 2013; in 2010 equipment will have been in place for three years. Inclusion of the previous two years of replacement funding would increase this line item by an additional \$550,000.

FUNDING ALLOCATION AMONG PARTICIPATING MEMBERS

PSC staff asked stakeholders to discuss the potential allocation of costs to operate the HEART-MI. Stakeholders concluded it was unlikely that counties in the service area would make direct payments (e.g., general fund) into an entity that operates the HEART-MI.

PSC staff asked stakeholders to discuss potential scenarios for allocating costs among participating communities that might be feasible. Options suggested included apportioning costs by volume of water used; flat fee per capita; or pro-rated allocation calculated by population or area served by the HEART-MI.

The group discussed the challenges related to getting city councils and boards of commissioners to approve rate increases in order to support the HEART-MI. It was suggested that a counties or communities served by the HEART-MI could convey support for the HEART-MI directly to the Detroit City Council in the form of adopted resolutions in order to demonstrate the broad-based political support for the HEART-MI. A model resolution demonstrating support for the Detroit Water and Sewerage Department's participation in the HEART-MI is attached in Appendix C.

The oversight committee decided it would be most equitable to apportion costs among communities based on the finished water produced at each facility. Based on these data, the average annual cost per million gallons of finished water would be \$4.62 and the average annual cost per end user would be \$0.33. This estimate does not include commercial or industrial users of water from the treatment plants, and therefore the actual costs per end user may be lower. The stakeholders agreed that charges based on finished water production should be set using a five-year rolling average of finished water production at each treatment facility to ensure that the funding source for HEART-MI operations is less subject to short-term fluctuations in usage.

Stakeholders agreed that the costs of the HEART-MI should be allocated among member communities in the following manner:

Every treatment plant pays at least \$5,000 to become part of the governance organization regardless of whether application of the funding formula below results in an assessment of less than \$5,000. A treatment plant will be assessed an amount based on the following formula [(plant's finished water five year average in millions of gallons)/total finished water in the system in millions of gallons]*(annual operating budget)]. Where application of this formula results in an assessment equal to or greater than \$5,000, the \$5,000 minimum will be included in the total assessment. Where application of this formula results in an assessment less than \$5,000, the plant will pay the minimum \$5,000 and the difference between the assessed amount and \$5,000 will proportionally reduce the assessments on any plants that pay more than \$5,000.

Recommendation

10. Funds for support of the HEART-MI should be apportioned among member communities in accordance with the equation above and the table attached in Appendix B.
11. Counties served by the HEART-MI should adopt the model resolution attached in Appendix C to demonstrate support for participation of the Detroit Water and Sewerage Department in the HEART-MI.

HEART-MI OPERATIONS

The group also discussed key elements of bylaws for the HEART-MI. The model bylaws developed by PSC staff and the stakeholder groups are attached in Appendix D. Key discussions related to crucial sections of the bylaws are included below.

A model resolution for adoption of the bylaws by participating communities and appointment of a HEART-MI representative is attached as Appendix E.

Membership and Voting Apportionment

Stakeholders determined that the initial membership of the HEART-MI should be the communities that operate intakes supplying treatment plants in the system. Management of the HEART-MI will be accomplished through a Board of Trustees. In order to maintain the focus of the HEART-MI activities on water quality monitoring and to facilitate the goal of improving communication among operators, the technical committee suggested that trustees should be the intake/treatment plant operators or a designee with similar science background and water treatment responsibility from each of the participating communities.

Votes on the board will be apportioned in the following manner:

- Each trustee will exercise at least one vote.
- Each trustee representing a municipality that operates more than one treatment plant will exercise an additional vote for each additional plant.
- Each trustee representing a municipality that operates one or more GC mass spectrometers provided or maintained by the alliance or its predecessors at its plant(s) will exercise an additional vote for each GC mass spectrometer.
- All trustees, when voting, must cast all their votes, and must cast them all for the same side of the issue being voted on.

Stakeholders agreed that other communities and nonprofit entities may be allowed to join the HEART-MI as affiliate members, but would not acquire voting rights. The only exception to this rule would occur if a community owned and operated an intake in the Huron to Erie corridor and installed monitoring equipment. If such a community sought to join the alliance, it would require approval by a simple majority of the members; if approved, this additional member would be granted votes according to the apportionment outlined above.

Purpose of the HEART-MI

The group agreed on narrowly defining the alliance's purpose as follows:

- To provide drinking water protection services to all people served by the monitoring network
- To operate, maintain, and improve the monitoring network infrastructure, including both hardware and software, which has been installed
- To provide timely and free public access to water quality data produced by the monitoring network and by other water quality monitoring efforts in southeast Michigan
- To promote improved public understanding of issues related to source water quality in the Huron to Erie corridor and in the communities served by the monitoring network
- To facilitate communication and data sharing with Canadian intake and treatment plant operators on water quality issues

Property Ownership and Disposition upon Dissolution

Stakeholders agreed that all equipment that has been installed in the DWPN to date should become the assets of the Alliance. Upon dissolution of the Alliance, the community that has been operating the equipment will have the first right of refusal. If the community does not want to continue operating the equipment, it will be removed and will become the property of the Michigan Department of Environmental Quality if originally provided by the MDEQ or of the Macomb County Health Department if originally provided by MCHD.

It is important to note that MDEQ staff is obligated to continue to monitor both the location and use of equipment that it has installed in the past.

Recommendations

12. The model bylaws attached in Appendix D should be adopted by communities that comprise the HEART-MI. These bylaws represent the stakeholders' consensus on the operation of the HEART-MI.
13. The model resolution for membership in the HEART-MI attached in Appendix E should be adopted by member communities.

Conclusions

The formation of the HEART-MI to continue monitoring water quality in the Huron to Erie corridor is essential to maintain the significant investment that has already been made. The HEART-MI will also facilitate continual improvement in the ability of water treatment plant operators, regulators, and the public to protect the public health and environment while developing an increased understanding of water quality in the rivers and lakes that provide drinking water for over three million people in Michigan.

The stakeholders who participated in the committees that developed these recommendations were optimistic about the ability of these municipalities to work together to maintain this monitoring network and invest cooperatively in their communities' future public health protection.

Intergovernmental cooperation can pose challenges, especially in times of declining local budgets. Nevertheless, it is important for the public and the decision makers who rely on the Huron to Erie corridor for drinking water to put forth considerable effort to cooperate in an effort to maintain and improve the water resources that sustain three million people.

Appendix A:

HEART-MI FY 2010 Operating Budget

Item	Amount	Notes
1.0 Staff		
1.1 Executive Director	\$60,000	
1.2 Administrative Secretary	25,000	
1.3 Fringes	29,750	Assumes fringes @ 35% of salaries
Total Staff	\$114,750	
2.0 Office Operations		
2.1 Office space rental	\$50,000	2,500 ft ² @ \$20.00; includes utilities
2.2 Office equipment	6,000	Includes computers
2.3 Office supplies	2,000	Includes computer supplies
2.4 Phone/data/Internet	3,000	
2.5 Printing	5,500	
2.6 Postage	800	
2.7 Commission travel & meetings	6,000	Includes Commissioner travel, per diems, refreshments, etc.
2.8 Staff travel & meetings	8,000	Includes staff auto mileage, travel for state/regional/national conferences & meetings
2.9 Misc. & contingencies	12,000	
Total Office Operations	\$93,300	
3.0 Monitoring Equipment & Supplies		
3.1 Monitoring equipment replacement*	\$275,000	Assumes 6-year useful life of \$1,650,000 equipment total
3.2 Monitoring equipment supplies & repair parts	210,000	Assumes \$35,000/year per major site (5), plus \$4,500/year per minor site (6), plus \$15,000/year for moderate sites (3), plus \$5,000 microtox and TOC preventive maintenance contract
3.3 Fort Gratiot intake	35,000	Additional equipment (multiparameter probe only), install and maintenance
Total Monitoring Equipment & Supplies	\$520,000	
4.0 Contractual Services		
4.1 Equipment, operation, and maintenance	\$230,000	1.5 FTE for O & M labor plus oversight
4.2 Data/website manager	30,000	Hosts and manages password-protected website and data archive for the operators
4.3 Other contractors	50,000	Includes legal and accountant services, biologist, chemist, toxicological services, risk communication services, etc.
4.4 Public access to data	30,000	Hosts and manages publicly accessible website and data archive for all Network activities and data
Total Contractual Services	\$340,000	
GRAND TOTAL	\$1,068,050	FY 2010 annual total excluding two-year catch-up funding for equipment replacement

*This year one (FY 2010) operating budget does not include catch-up funding for equipment replacement. Equipment is expected to have a six-year useful life, meaning that replacements are expected in 2013; in 2010 it will have been in place for three years. Inclusion of the previous two years of replacement funding would increase this line item by an additional \$550,000.

Appendix B:

HEART-MI FY 2010 Funding Allocation \$5,000 Minimum Contribution

System name	5-year average (MG) 2003-2007	Percentage of system total	Population served (2008)	Charge based on percentage of system pumpage	Additional charge to reach \$5,000 minimum contribution	Cost per operator
Algonac	423.41	0.00183	4,613	\$1,955	\$3,045	\$5,000
City of Detroit	218,374.74	0.94420	3,000,000	1,008,454	-22,371	986,082
Grosse Pointe Farms	1,098.68	0.00475	15,434	5,074	-112	4,962
Ira Township	223.28	0.00097	7,340	1,031	3,969	5,000
Marine City	240.83	0.00104	6,500	1,112	3,888	5,000
Marysville	775.01	0.00335	9,684	3,579	1,421	5,000
Monroe	3,503.10	0.01515	66,033	16,177	-359	15,818
City of Mount Clemens	999.23	0.00432	17,000	4,614	386	5,000
City of New Baltimore	413.05	0.00179	12,000	1,907	3,093	5,000
Port Huron	2,846.90	0.01231	54,000	13,147	-292	12,855
St. Clair	365.41	0.00158	5,700	1,687	3,313	5,000
St. Clair Water and Sewer Authority	171.06	0.00074	5,975	790	4,210	5,000
Wyandotte	1,845.28	0.00798	57,000	8,521	-189	8,333
Totals	231,279.98		3,261,279	\$1,068,048*	—	\$1,068,050
Year one annual operating budget	\$1,068,050					
Operation cost per millions of gallons (MG)	\$4.617995768					
Average annual operation cost per end user	\$0.327494213					

* Total charge based on percentage of system pumpage appears slightly less than total year one operating budget due to rounding.

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Appendix C:

*Resolution in Support of Membership of the Detroit Water
and Sewerage Department (DWSD) in the Huron to Erie
Alliance for Real-Time Monitoring and Information
(HEART-MI)*

NOTE: The following is a *model* resolution. The essential elements are contained in the “resolved” paragraph, which expresses support for membership of the Detroit Water and Sewerage Department in the Huron to Erie Alliance for Real-Time Monitoring and Information (HEART-MI).

WHEREAS, municipalities that operate water intakes on the Huron to Erie corridor seek to establish the Huron to Erie Alliance for Real-Time Monitoring and Information (HEART-MI) under the Michigan Watershed Alliance statute (Part 312, Act 451 of 1994, Natural Resources and Environmental Protection Act, as amended by Public Act 517 of 2004) to continue the water quality monitoring and real-time sharing of resulting information that was begun under the auspices of the Huron to Erie Drinking Water Protection Network (DWPN).

WHEREAS, the costs of operating the (DWPN) have previously been supported by grant funds from multiple sources that are no longer available.

WHEREAS, a collaborative process including municipal and county representatives resulted in a consensus recommendation that the thirteen municipalities that operate the intakes should financially support continuing water quality monitoring and real-time sharing of water quality information.

WHEREAS, the Detroit Water and Sewerage Department (DWSD) is a significant partner in the proposed Alliance to the extent that the Alliance will not be able to support the water quality monitoring and real-time information sharing without the participation of the DWSD.

WHEREAS, the DWSD will be forced to pass the costs of participation in the Alliance along to its customers.

WHEREAS, DWSD customers comprise this county’s constituency.

WHEREAS, constituents in this county recognize the value provided by the water quality monitoring and real-time information sharing that has occurred under the DWPN, and fully support the continued water quality monitoring and real-time information sharing proposed under the Alliance.

THEREFORE BE IT RESOLVED that the County of _____ formally supports participation of the DWSD in the HEART-MI.

Adopted, (DATE), 2009

(Certifying Official and Title)

10/10/2014

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Appendix D:

Model Bylaws, Huron to Erie Alliance for Real-Time Monitoring and Information

These bylaws are adopted by the incorporating municipal corporations for the purpose of creating an Alliance under the provisions of:

- Watershed Alliances Part 312, Act 451 of 1994, Natural Resources and Environmental Protection Act, as amended by Public Act 517 of 2004

ARTICLE I: NAME

The name of the Alliance is the **Huron to Erie Alliance for Real-Time Monitoring and Information (HEART-MI)**, referred to hereafter as the Alliance. The registered office of the Alliance shall be located as designated by the Alliance Board of Trustees (Board).

ARTICLE II: CONSTITUENT MUNICIPALITIES

The municipal corporations creating this Alliance are as follows in order from upstream to downstream intake location:

- Port Huron
- Marysville
- St. Clair
- The St. Clair Water and Sewer Authority (East China Township)
- Marine City
- Algonac
- Ira Township
- New Baltimore
- Mt. Clemens
- Grosse Pointe Farms
- Detroit Water and Sewerage Department
- Wyandotte, and
- Monroe,

all of which are hereby designated as the Incorporating Member Municipalities. The Incorporating Municipalities, together with new members that are admitted under Article XIX, shall constitute the “Member Municipalities”.

ARTICLE III: PURPOSE

The Alliance’s purpose is narrowly defined by the following points:

- To provide drinking water protection services to all people served by the network of drinking water intakes and treatment plants operated by the Member Municipalities.

- To operate, maintain, and improve the monitoring network infrastructure, including both hardware and software, that has been installed.
- To provide timely and free public access to water quality data produced by the monitoring network and by other water quality monitoring efforts in southeast Michigan.
- To promote improved public understanding of issues related to source water quality in the Huron to Erie corridor and in the communities served by the monitoring network.
- To facilitate communication and data sharing with Canadian intake and treatment plant operators on water quality issues.

ARTICLE IV: POWERS

The Alliance shall be a body corporate with power to sue or to be sued in any court of this state. The Alliance, through action of its governing Board, consistent with the purposes identified in the governing statute and its bylaws, may do one or more of the following:

- Employ personnel to coordinate and implement actions
- Enter into agreements or contracts with public or private entities to coordinate or implement actions
- Assess and collect fees from members with approval of the governing bodies of the members
- Solicit grants, gifts, and contributions from federal, state, regional, or local public agencies and from private sources
- Expend funds provided by members, or through grants, gifts, and contributions
- Represent members of the watershed alliance before other bodies considering issues affecting water quality or flow management issues within the designated watershed, including obtaining local, state, or federal permits or authorizations that may be required to carry out activities as may be authorized by its members

ARTICLE V: GEOGRAPHIC BOUNDARIES

The Alliance shall be defined by the service area of end users that rely on source water from the Huron to Erie corridor and its related watershed for drinking water. The northernmost boundary will be defined by the service area of the Fort Gratiot intake in Lake Huron. The southernmost boundary will be defined by the service area of the Monroe intake in Lake Erie.

ARTICLE VI: TERM OF EXISTENCE

The Alliance shall continue in existence perpetually or until dissolved by a vote of three quarters (3/4) of the total votes held by Member Municipalities or by law. In no way will dissolution resolve outstanding obligations of the Alliance and its member municipalities.

ARTICLE VII: FISCAL YEAR

The Alliance shall adopt a fiscal year consistent with the calendar year, beginning January 1 and ending December 31.

ARTICLE VIII: BOARD MEMBERSHIP, TERM OF OFFICE, AND VOTING APPORTIONMENT

A. Board membership

Primary Members

Primary member municipalities, under Article II or Article XIX shall designate a representative (a Trustee), and an alternate, to represent each municipality. The Trustees will constitute the Alliance's governing Board. Trustees will exercise voting rights according to Article VIII C below.

Associate Members

Associate members may consist of a representative, or designated alternate, of a local public school district, public college or university, or any other local or regional public agency that has water management responsibilities, and whose governing body voluntarily adopts these bylaws by resolution and contributes nominal dues, the amount of which shall be determined annually by the Board. Associate members shall not have voting rights.

B. Term of Office

Primary member municipalities shall appoint Trustees for a two-year term. Initial terms shall be staggered according to the following schedule:

- Detroit Water & Sewerage, Ira Township, Marine City, Mt. Clemens, Monroe, Port Huron, and St. Clair shall appoint Trustees for an initial one-year term, and shall appoint Trustees for a two-year term for each term thereafter.
- Algonac, Grosse Pointe Farms, Marysville, New Baltimore, the St. Clair Water and Sewer Authority, and Wyandotte shall appoint Trustees to an initial two-year term, and shall appoint Trustees for a two-year terms for each term thereafter.

C. Voting

Votes on the Board will be apportioned in the following manner:

- Each Trustee representing a municipality will exercise a vote for each treatment plant it operates that relies upon an intake at which Alliance monitoring equipment is installed.
- Each Trustee representing a municipality that operates one or more gas chromatography (GC) mass spectrometers provided or maintained by the Alliance or its predecessors at its plant(s) will exercise an additional vote for each GC mass spectrometer.
- All Trustees, whenever voting, must cast all their votes, and must cast them all for the same side of the issue being voted on.

ARTICLE IX: VACANCY OF BOARD TRUSTEE

In the event of a vacancy on the Board, the governing body of the member municipality, under Article II or Article XIX, that appointed the Trustee or alternate Trustee whose position has become vacant shall fill the vacancy for the unexpired term.

ARTICLE X: BOARD MEETINGS AND BYLAWS

A. Regular and Special Meetings

The Board shall have regular meetings at least twice each calendar year at a designated time and location established by the Trustees. Special meetings may be called by the Chair throughout the year upon at least 24 hour notice to all Trustees. All official actions of the Board including the election of officers, adoption of budgets, assessment of costs to members, and all other matters not specifically delegated to the elected officers, committees, or executive director shall be made by the full Board at a regular meeting or at a special meeting, consistent with the voting procedures outlined in Article II-B.

B. Quorum

At least a majority of the Trustees shall be required to be present at the meeting (in person or via teleconference or Web conference) to constitute a quorum. The Board shall act by motion, resolution, or consent to action. For the passage of any resolution or establishment of any contract an affirmative vote of a simple majority of the votes of the Trustees present shall be required, unless otherwise specified herein.

C. Rules

The Board shall have the right from time to time to adopt and amend rules governing the Board's procedure. The rules shall not conflict with the terms of any statute or with the governing Bylaws adopted by the member municipalities. The Board shall keep a journal of its proceedings, which shall be signed by the Secretary. All votes shall be recorded as "Yeas" and "Nays," except that where the vote is unanimous, it shall only be necessary to so state. Each Trustee in attendance shall be required to vote upon all matters unless the Trustee shall be disqualified therefrom.

D. Conflict of Interest

No Trustee may vote upon any matter in which the Trustee has a personal interest. No Trustee shall have a financial interest in any contract with the Alliance. Each Trustee shall execute a disclosure at least annually which sets forth all known conflicts on which the Trustee may be called upon to vote as a member of the Board.

ARTICLE XI: DUTIES OF OFFICERS, INDEMNIFICATION, TERM OF OFFICE, ANNUAL BUDGET, COMMITTEES, BANKING

A. Officers

The Board shall elect for a two-year term, from among its members, a Chair, Vice-Chair, Secretary and Treasurer. Officers shall be elected to two-year terms at a

regularly scheduled Alliance meeting through a formal action as described under the bylaws. The elected Vice-Chair, or the elected Treasurer in the event the Vice-Chair is not available, shall assume the duties of the Chair if the Chair is unavailable. Newly elected officers will assume their duties at the conclusion of business of the meeting at which those officers were elected.

Initial appointments shall vary to establish staggered terms among the officers. The Chair and Treasurer will be elected for an initial two-year term, and for a two-year term thereafter. The Vice-Chair will be elected for an initial one-year term, and for a two-year term thereafter.

In the event of a vacancy in an officer of the Board, the office shall be filled by the Board for the unexpired term selecting an existing Trustee on the Board. In case of the temporary absence or disability of any officer, the Board may appoint a Trustee temporarily to act in the officer's place except that in the event of the temporary absence or disability of the Chairman, the Vice-Chairman shall so act and in the temporary absence or disability of both the Chairman and the Vice-Chairman, the Treasurer shall so act.

B. Indemnification

To the extent permitted by law, the Alliance through its governing Board may hold any Trustee, officer, committee chair, executive director, agent, or employee and their respective designees harmless from personal liability for claims made or civil actions commenced against the officer, committee chair, executive director, agent, employee, or designee; when acting in good faith within the scope of his/her authority; while discharging his/her official duties on behalf of the Alliance; for acts in or not opposed to the best interest of the Alliance; or on account of liability of the Alliance; only if their actions do not amount to gross negligence and are not contrary to the law. The Alliance, pursuant to bylaw or resolution of its board, may obligate itself in advance to hold persons harmless.

The Alliance through its governing Board may purchase and maintain insurance on behalf of any Trustee, officer, committee chair, executive director, agent, or employee and their designees against any liability asserted against the person and incurred by the person in any capacity or arising out of the status of the person as an officer, committee chair, executive director, agent, or employee of the Alliance.

The amount of fees and costs which the Alliance through its governing Board shall pay on the behalf of any officer, committee chair, executive director, agent, employee, or designee's defense shall be limited to and shall not exceed insurance limits of the policy, if any, covering the claim or action.

The decision to defend and represent any Trustee, officer, committee chair, executive director, agent, employee, or designee will be made at the sole discretion of the Alliance through its governing Board; acting on advice from its legal counsel as to whether said Trustee, officer, committee chair, executive director, agent, employee, or designee was acting within the scope of his/her authority and was discharging

his/her official duties on behalf of the Alliance; and whether the acts were in, or not opposed, to the best interest of the Alliance.

C. Budget

The Board shall, prior to the first Monday of November of each year, prepare, adopt, and file with the governing bodies of the member municipalities, an annual budget for the next fiscal year covering the proposed expenditures to be made for the organization and operation of the Alliance. The formula that is used for the apportionment of operational costs shall be reviewed annually by the Board. The annual budget shall set forth the necessary funds assessed upon each Member Municipality for the next fiscal year. Assessments will be due from the Member Municipalities during the calendar year for which the budget was prepared.

For the first year, the 2010 fiscal year budget is provided Appendix A.

Modifications to the budget may be adopted at any regularly scheduled Alliance meeting, provided, however, that assessments, once established for any member, shall not be increased during the calendar year for which they were established. Notwithstanding this provision restricting mid-year adjustments to assessments, members may voluntarily agree to unilaterally increase their payments for special services provided by the Alliance.

D. Committees

The Board may, by resolution passed by a simple majority, appoint committees of one or more Trustees, as specified by the Board in the resolution making such appointments. The Board may designate one or more Trustees as alternate members of a committee who may replace an absent or disqualified member at a meeting of a committee.

E. Banking

All monies of the Alliance shall be deposited in a bank or banks to be designated by the Board, and all checks or other forms of withdrawals therefrom in any amount shall be signed by two officers of the Board as shall be designated in the Bylaws or by resolution of the Board.

All deposits of the Alliance shall be made to accounts that are fully insured by the Federal Deposit Insurance Corporation (FDIC). Any interest accrued or earned on deposits shall be the property of the Alliance.

ARTICLE XII: POWER TO ACQUIRE PROPERTY

The Alliance through its governing Board shall have power to acquire property necessary for its purpose by purchase, construction, lease, gift, or devise. It may hold, manage, control, sell, exchange, or lease such property. This section refers to personal property only and does not grant the power to acquire and hold real property to this Alliance.

All equipment that has been previously installed in the monitoring network shall become the assets of the Alliance upon incorporation. Upon dissolution of the Alliance, the

community in whose water treatment plant the equipment has been operating will have the first right of refusal to own and operate the equipment. If the community does not want to own and continue operating the equipment, the equipment will be removed and will become the property of the MDEQ if it was originally provided by the MDEQ or of the Macomb County Health Department (MCHD) if originally provided by the Macomb County Health Department. Continued ownership and operation includes the continuing obligation to provide the monitoring data for public use.

The Alliance and member communities are obligated to inform the MDEQ and MCHD staff of the location and use of the equipment originally installed by those respective organizations.

ARTICLE XIII: POWER TO EXECUTE CONTRACTS

The Alliance through its governing Board may individually, or jointly with member municipalities, enter into contracts, providing for the acquisition, installation, improvement, extension, operation, and financing of property necessary to carry out its purposes. The Alliance through its governing Board may, subject to the prior approval of a simple majority the Trustees, enter into contracts with any Member or Nonmember Municipality for services that relate to the purposes of this Alliance. The contract shall provide for reasonable charges or rates for such service furnished. No contract shall be for a period exceeding two years. All contracts shall be subject to appropriation by the Board in subsequent years.

ARTICLE XIV: SOURCE OF FUNDING

The Alliance through its governing Board may secure funds as provided by statute: by assessing and collecting fees from members with the approval of the governing bodies of the members; and by soliciting grants, gifts, and contributions from federal, state, regional, and local public agencies and from private sources.

Membership in this Alliance carries the responsibility of funding the Alliance's operations. To maintain good standing, members are obligated to contribute an annual fee as determined annually by the Board. The proposed fee allocation for the first year, fiscal year 2010, is provided in Appendix B. Members' contributions will be fixed by the Board annually during the budget process.

The Alliance may carry a fund balance forward from fiscal year to fiscal year. Revenues acquired through earned interest on fund balances shall be the property of the Alliance.

ARTICLE XV: HIRING OFFICERS AND EMPLOYEES

The Board shall have power to secure all necessary services or to hire all necessary employees to carry out the functions of the Alliance and to fix the compensation for such services or employees.

ARTICLE XVI: ANNUAL AUDIT

The Board shall cause an annual audit to be made of its financial transactions by an independent certified public accountant and shall furnish at least five copies thereof to each Member Municipality.

ARTICLE XVII: EFFECTIVE DATE OF ALLIANCE

The Alliance shall become effective when these bylaws have been deemed to be adopted by resolution of the governing body of the Detroit Water and Sewerage Department and two thirds (2/3) or eight (8) of the remaining governing bodies referenced in Article II.

ARTICLE XVIII: AMENDMENT

The effective date of subsequent amendments to these bylaws shall be the date of adoption by resolution of three quarters (3/4) the governing bodies of the member municipalities referenced in Article II and Article XIX.

ARTICLE XIX: NEW MEMBER MUNICIPALITIES

Any municipal corporation that owns and operates an intake in the Huron to Erie corridor and installs monitoring equipment may be permitted to become a voting member of the Alliance by resolution of the Board and approval by a simple majority of the votes of all the then member Trustees.

ARTICLE XX: WITHDRAWAL

A Member Municipality may withdraw from the Alliance at any time by filing with the Chair or Secretary of the Board a resolution of withdrawal approved by a majority of the members of its legislative body. However, such municipality will not be relieved of any contractual obligations assumed by the municipality as the result of its membership in the Alliance, including but not limited to its assessment for the current calendar year. Member Municipalities will not be issued a refund of dues if they withdraw before the end of a calendar year.

Appendix E:

*Resolution in Acceptance of Membership, Adoption of
Bylaws, and Designation of a Representative*

NOTE: The following is a *model* resolution. The essential elements are contained in the “resolved” paragraphs, which adopt the bylaws and designate the representative and alternate.

WHEREAS, municipalities that operate water intakes on the Huron to Erie corridor seek to establish the Huron to Erie Alliance for Real-Time Monitoring and Information (HEART-MI) under the Michigan Watershed Alliance statute (Part 312, Act 451 of 1994, Natural Resources and Environmental Protection Act, as amended by Public Act 517 of 2004) to continue the water quality monitoring and real-time sharing of resulting information that was begun under the auspices of the Huron to Erie Drinking Water Protection Network (DWPN).

WHEREAS, the costs of operating the DWPN have previously been supported by grant funds from multiple sources that are no longer available.

WHEREAS, a collaborative process including municipal and county representatives resulted in a consensus recommendation that the thirteen municipalities that operate the intakes should financially support continuing water quality monitoring and real-time sharing of water quality information.

WHEREAS, *(Insert Public Entity's Name)* is one of the municipalities that operates a water intake in the Huron to Erie corridor and operates monitoring equipment either at the intake or at the water treatment plant that relies on that water intake.

WHEREAS, constituents in this municipality recognize the public benefit provided by the water quality monitoring and real-time information sharing that has occurred under the DWPN, and fully support the continued water quality monitoring and real-time information sharing proposed under the Alliance.

THEREFORE BE IT RESOLVED that the *(Insert Name of Public Entity's Governing Body)* formally adopts bylaws for, and accepts membership in the HEART-MI.

FURTHER BE IT RESOLVED that consistent with the terms of the HEART-MI bylaws, the *(Insert Name of Public Entity's Governing Body)* formally appoints *(Insert Name or Title of Representative)* as its designated representative to the HEART-MI and *(Insert Name or Title of Alternate)* as the alternate representative, and authorizes *(Insert Name or Title of Person with Authority to Appoint)* to designate additional persons to represent the *(Insert Public Entity's Name)*, if needed, as an alternate to assure voting representation.

FINALLY BE IT RESOLVED that the continuing membership of *(Insert Public Entity's Name)* will be evidenced by payment of its voluntary assessment on an annual basis to the HEART-MI.

Adopted *(DATE)*, 2009

Certifying Official and Title



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: CITY POLICIES AND PROCEDURES

DISCUSSION: Among one of the City's goals and objectives is to develop and write formal policies and procedures in an effort to provide fair and consistent staff guidance and treatment. Attached please find three (3) new policies addressing Political Activity, Compensation, and Accident/Injury Reporting.

After review and input from the Appointed Staff and Counsel, I am recommending that the Mayor and City Council approve the attached Policies and direct City administration to proceed with implementation.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: September 8, 2009

REASON FOR DEADLINE:

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N/A

INITIATED BY: Peggy A. Howard, Human Resources Director

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

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: Peggy A. Howard, Human Resources Director

DATE: 8/26/09

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: 9/08/09



Section Name: Employee Relations Effective Date: September 8, 2009
Section Number: 400 Date of Revision:
Policy Number: 006
Page 1 of 2

Subject: Accident/Injury Reporting

1. Purpose. The purpose of this policy is to establish a uniform reporting system for accidents and injuries.

2. Statement of Policy.

2.1 All work-related accidents will be reported on the “Accident or Injury Form” available from the Human Resources Department.

2.2 All work-related accidents will be reported to the employee’s direct supervisor who will sign the “Accident or Injury Form” and forward same to the Human Resources Department within **one** (1) day.

2.3 Serious accidents/injuries requiring more than first aid will be reported **immediately** to the employee’s Department Head who will report the incident to the Human Resources Department.

2.4 Employees sustaining injuries in the performance of their official duties on behalf of the City will be required to secure required medical attention during working hours on the day of the injury by a doctor designated by the City. The employee will be compensated for the necessary time lost during the regular scheduled work day.

If the injury is such that the employee is permitted to return to work, the employee shall return during his regular shift and complete the normal work day. In the event the injury is such that the employee is required to make additional medical visits during the employee's scheduled work hours, the employee will be compensated for the necessary time lost during the regular schedule of work on that day.

2.5 The Department Head will report fatalities or lost time accidents requiring hospitalization immediately to the Human Resources Department. The Human Resources Department will report fatalities immediately to the State Department of Labor. Lost time accidents will be reported by the

Human Resources Department in the annual report to the Michigan Department of Occupational Safety and Health. The Human Resources Department will maintain a MIOSHA form “log of Occupational Injuries and Illnesses” for this purpose. The MIOSHA “Summary of Occupational Injuries and Illnesses” will be posted from February 1st to March 1st of each year in a central location at each City facility.

- 2.6 Copies of accident/injury reports will be distributed to the Human Resources Director and the Safety Committee.
 - 2.7 The Human Resources Director or designee will prepare and report all accident/injury claims for worker’s compensation to the City’s insurance carrier.
 - 2.8 All accident/injury reports and documents shall be kept on file in the Human Resources Department for a minimum of five (5) years from the end of the calendar year to which the reports and documents related.
 - 2.9 Employees, who deliberately fail to immediately report any accident, damage, or injury sustained by the employee during work hours or any time, will be subject to discipline up to and including discharge.
 - 2.10 Employees, who deliberately fail to observe safety rules and regulations or engaging in horseplay and/or practical jokes that result in bodily injury or property damage will be subject to discipline up to and including discharge.
- 3. Definitions. None
 - 4. Application. This policy shall apply to all departments of the City of Monroe.
 - 5. Responsibility. The Human Resources Director will have the responsibility for overseeing and implementing this policy.
 - 6. Administrative Procedures. None.
 - 7. Legislative History of Authority for Creation or Revision.

Adopted pursuant to action of the Monroe City Council, dated September 8, 2009.

Revised pursuant to action of the Monroe City Council, dated_____.



Section Name: Employee Relations Effective Date: September 8, 2009
Section Number: 400 Date of Revision:
Policy Number: 005
Page: 1 of 2

Subject: Compensation

1. Purpose. The purpose of this policy is to provide procedures for compensating all non-union employees of the City of Monroe.
2. Statement of Policy.
 - 2.1 Employees will be paid every other Thursday unless the pay day falls on a holiday. In such event, employees will be paid on the day preceding the holiday. One week of wages is withheld to provide the necessary time to prepare the payroll. Employees will be paid by regular payroll check or, with the employee's authorization, by direct deposit. The employee shall also be provided an itemized statement of earnings and all deductions made for any purpose.
 - 2.2 All employees shall be compensated that amount specified for their classification as established by the City.
 - 2.3 Longevity Payments. Employees hired on or after July 1, 2009, shall not be eligible for longevity pay.

Regular full-time employees hired prior to July 1, 2009, shall be eligible for longevity pay based upon the number of years of continuous service the employee has worked for the City as a regular full-time employee. Eligible employees on the City's payroll as of December 1 shall be entitled to longevity pay in the amount of \$50.00 for each full year of continuous full-time service the employee has completed as of December 1 of each year. Longevity pay shall be made in the month of December of each year.

Employees shall not be entitled to any longevity pay if their employment with the City terminates for any reason other than retirement or death prior to December 1 of any calendar year. An employee who retires or dies prior to December 1 shall be entitled to prorated longevity benefits for his last year of service if all other requirements are met. Longevity pay is based upon the number of weeks between the preceding December

1 and the employee's date of retirement or death. Time on layoff shall not apply toward longevity.

3. Definitions. None
4. Application. This policy applies to all non-union employees and appointed officials of the City of Monroe.
5. Responsibility. The City Manager and the Human Resources Director shall have the responsibility for overseeing and implementing this policy.
6. Administrative Procedure. None.
7. Legislative History of Authority for Creation or Revision.

Adopted pursuant to action of the Monroe City Council, dated September 8, 2009.

Revised pursuant to action of the Monroe City Council, dated _____.



Section Name: Employee Relations Effective Date: September 8, 2009
Section Number: 400 Date of Revision:
Policy Number: 004
Page: 1 of 4

Subject: Political Activities

1. Purpose. The purpose of this policy is to prohibit employees from engaging in any political activity using City property or facilities and/or during the employee's work hours.

2. Statement of Policy. The City encourages employees to exercise their constitutional right to participate in the political process. However, political and campaign activities can be disruptive and are not permitted during work hours. State campaign laws prohibit the unauthorized and inappropriate use of public property and assets for certain political activities. In the interest of maintaining a productive and tension-free work environment, the City has adopted the following policy restricting political and campaign-related activities in the workplace. Employees may be subject to disciplinary action, up to and including termination, for violating this policy.

2.1 Prohibited Employee Activities

Employees are not permitted to participate in any political activity that interferes with or disrupts the workplace in any manner. Without the City's express written approval, it is a violation of City policy for any employee to:

- a) Use work time or City resources and property to accomplish goals that are politically motivated or to assist any person, political candidate, organization, political action committee, or ballot question committee in efforts to influence the nomination or election of a candidate, or for the qualification, passage, or defeat of a ballot question.

- b) Solicit or encourage monetary contributions, signatures, or other support for a political party, campaign, candidate, or political belief during work hours or on City property, unless expressly authorized by State or Federal law.

- c) Use City facilities, including but not limited to, break or eating areas, bulletin boards, conference rooms, or offices, for any political or campaign activity, or political fundraising activity.

- d) Utilize the City's property, City funds, or City-issued property, including but not limited to facilities, City-owned vehicles, telephones (both cellular and desk phones), pagers, personal digital assistants and other electronic devices, computers, printers and scanners, facsimile machines, e-mail systems, on-line bulletin boards, cameras and other recording devices, mail service or voicemail, photocopiers, postage, paper, envelopes, or other office supplies, for any political or campaign activity.
- e) Display political material (e.g., literature, badges, signs, or other material advertising or promoting a political cause, party, or candidate).
- f) Use the City's name, marks, seal, and images or affiliation in connection with any political or campaign activity, at any time.
- g) Participate in volunteer political activities, including campaigns for individual candidates and ballot questions, while fulfilling employment obligations to the City. This prohibition applies regardless as to whether the employee engages in the volunteer political activities on the property of the City.
- h) Use his or her official authority as a City employee or position within the City, either directly or indirectly, to affect the nomination or election of any political candidate, to affect the voting or political affiliation of any other employee of the City, or to cause any other employee of the City to make a contribution in support of, or in opposition to, any political candidate, organization, political action committee, or ballot question.

2.2 Political Coercion, Harassment and Retaliation

The City respects each employee's political beliefs and preferences. It is against City policy for anyone to behave in a threatening, harassing, or discriminatory manner toward any other employee with respect to his or her political beliefs or activities. The City does not permit its managers to coerce employees into supporting or opposing any political candidate, party, or belief. It is a violation of this policy for any manager to retaliate, threaten to retaliate, or take any adverse action against an employee for his/her support or opposition to any political campaign or party affiliation.

2.3 Employees Running for Public Office

Employees who decide to run for public office are expected to keep politics separate from employment, and must not allow political involvement to interfere with work performance. The City strictly prohibits employees who are seeking public office from using the City's name in association with any political or campaign activity without the City's express written permission. Employees

wishing to run for public office should notify their supervisor and the City Manager in writing of their intentions, specifying the position and venue in which they are seeking election. Employees elected to a full-time office are encouraged to either resign or request a leave of absence without pay. The City does not guarantee that employees will be reinstated to their previous position or any other position upon return from a leave of absence for political service. Employees elected to public office must inform the City Manager, in writing, of the existence of any potential or actual conflict of interest affecting the employee's duties of the City, and must cooperate to the extent practicable to resolve such conflicts to the City's satisfaction.

2.4 Use of City Name, Marks, Seal, and Images in Political Campaigns.

- (a) The City absolutely prohibits all political candidates, whether employed by the City or not, from using its trademarks, service marks, and seal in political campaigns. This prohibition includes marks and images that are confusingly similar to the City's marks or seal, or that evokes or is intended to be associated with the City in the public's mind. This policy applies to all marks owned or used by the City, and its affiliates.
- (b) The City is a non-partisan entity and does not endorse candidates for any political office. All candidates for political office, whether employed by the City or not, are prohibited from using the name or image of the City in a manner that implies or suggests endorsement by the City.
- (c) The prohibition described in section (a) also applies to pictures of City facilities and events in which any marks appear.
- (d) A candidate for City Council may use the name of the City only to identify the office and discuss issues relating to the campaign.
- (e) The name of the City may also be used in other campaigns when used in the context of discussing issues relevant to the campaign.

- 3. Definitions. The term "contribution" is defined to mean a payment, gift, subscription, assessment, expenditure, contract, payment for services, dues, advance, forbearance, loan, or donation of money or anything of ascertainable monetary value, or a transfer of anything of ascertainable monetary value to a person, made for the purpose of influencing the nomination or election of a candidate, or for the qualification, passage, or defeat of a ballot question. For purposes of this policy, "contribution" also included volunteer political activities and incidental costs.
- 4. Application. This policy shall apply to all employees of the City of Monroe.
- 5. Responsibility. The Human Resources Director and/or designee will be responsible for implementing and overseeing this policy.

6. Administrative Procedure. None.

7. Legislative History of Authority for Creation or Revision.

Adopted pursuant to action of the Monroe City Council, dated September 8, 2009.

Revised pursuant to action of the Monroe City Council, dated _____.



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: REPORT BACK ON BIDS RECEIVED FOR CLARIFIER NO. 1 LAUNDER REPLACEMENT PROJECT – WATER DEPARTMENT

DISCUSSION: Four (4) bids were received and opened on August 28, 2009 for the Clarifier No. 1 Launder Replacement project as part of a budgeted fiscal year 2009-2010 Capital Improvement Program project. The bidder meeting all bid specifications is from Midwestern Fabricators, LLC out of Salt Lake City, UT for \$33,200.00. Attached is bid tabulation for reference.

The existing steel launders in Clarifier No. 1 have been in place since 1948 and are in need of replacement. The structural integrity of Clarifier No. 1 will be maintained with replacing the existing steel launders with corrosion-resistant FRP composite launders. The replacement launders will also maintain the plant treatment train flow characteristics while reducing overall maintenance costs. The new FRP launders are expected to last at least 50 years where the expected payback period will be in 7~10 years. Due to the amount of specialty work involved with removing the existing launders and retrofitting / installing the new FRP launders, a separate bid will be held for that work at a later date. This delay is necessary due to the long lead time related in manufacturing and shipping the FRP launders.

IT IS RECOMMENDED that a purchase order in the amount of \$33,200.00 be awarded to Midwestern Fabricators, LLC out of Salt Lake City, UT for the Clarifier No. 1 Launder Replacement project as part of a budgeted fiscal year 2009-2010 Capital Improvement Program project in accordance with the bid specifications.

CITY MANAGER RECOMMENDATION:

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

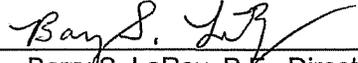
APPROVAL DEADLINE: November 26, 2009

REASON FOR DEADLINE: Bid is good for ninety (90) days.

STAFF RECOMMENDATION: For Against

REASON AGAINST: N/A

INITIATED BY:



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

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: Water Department

FINANCES

COST AND REVENUE PROJECTIONS:

Cost of Total Project	\$ 70,000.00
Cost of This Project Approval	\$ 33,200.00
Related Annual Operating Cost	\$ N/A
Increased Revenue Expected/Year	\$ N/A

SOURCE OF FUNDS:

City
Water System

Account Number
59140537 975000 10W05

Amount
\$ 33,200.00

Other Funds

Budget Approval: _____

FACT SHEET PREPARED BY: Barry S. LaRoy, P.E., Director of Water & Wastewater Utilities **DATE:** August 31, 2009

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: September 8, 2009

BIDS RECEIVED LIST (DIRECT MAIL) FOR CLARIFIER #1 LAUNDER
REPLACEMENT AT THE WATER TREATMENT PLANT. BID REQUESTS
MAILED 08/13/09. BIDS DUE FRIDAY, AUGUST 28, 2009.

	<u>BID AMOUNT</u>
MFG WATER TREATMENT PRODUCTS 55 FOURTH AVENUE UNION CITY PA 16438-0458 ATTN: MIKE SJOSTROM	NO BID
INFILCO DEGREMONT INC 8007 DISCOVERY DRIVE RICHMOND VA 23229 ATTN: SALES DIVISION	\$ 95,500.00 (BID BOND)
FIBERGLASS FABRICATORS INC 964 DOUGLAS PIKE SMITHFIELD RI 02917 ATTN: SALES DIVISION	NO BID
AIR DESIGN <u>PMCCOY@AIRDESIGN.COM</u> ATTN: PETE MCCOY <i>SOUTHFIELD, MI 48033</i>	\$ 55,490.00 (CASHIER'S CHECK)
MONROE PLUMBING & HEATING 506 COOPER ST MONROE MI 48161	\$ 89,750.00 (BID BOND)
MIDWESTERN FABRICATORS LLC 1235 S PIONEER RD <i>SALT LAKE CITY, UT 84104</i>	\$ 33,200.00 (CHECK) ←



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: 2009 CURB REPLACEMENT AND RESURFACING PROGRAM – CHANGE ORDER FOR AUGUSTA DRIVE AND RIVIERA DRIVE RESURFACING

DISCUSSION: On August 17, the City Council awarded a contract for the 2009 Curb Replacement and Resurfacing Program to C & D Hughes Inc, of Charlotte, Michigan. Their low bid of \$369,950.16 was significantly under the Engineer's Estimate, such that approximately \$105,000 was left in the project budget after contingencies were set aside for the baseline program, which included curb replacement and resurfacing on Donnalee Drive from Richards Drive to Lorain Street and Lavender Street from Elm Avenue to Lorain Street. While the available funding is not sufficient to undertake another large project, the Engineering Department has examined its list of "poor" streets and is recommending two smaller projects that can be undertaken quickly. Also, since the available time of the entire Engineering staff is effectively fully accounted for through at least the end of October, projects need to be selected that require minimal design. As a result, the Engineering Department is recommending that the bituminous (asphalt) sections of both Riviera Drive and Augusta Drive be resurfaced, including some minor spot curb and drive approach replacement. Since the Engineering Department cannot locate the original construction plans for either project and their cross section appears to consist of only a few inches of asphalt surface, we are also including a 4-inch stone base in the costs in case additional base work is needed.

Given that the projects are relatively simple and we have already assumed substantial pavement base work, a 10% contingency is appropriate instead of the more typical 15%. Since no real design is necessary, engineering costs have been assumed at 5% instead of the usual 15%. Payment for the unit prices that were bid in the original contract will be paid according to the contract price, unique items (Traffic Control and Site Restoration) were quoted by the Contractor and we feel they are reasonable. The tabulation for each project is attached for your review. Work on these new divisions will be completed by the October 31, 2009 completion date as will the original project divisions.

IT IS RECOMMENDED that the City Council award a Change Order to the 2009 Curb Replacement and Resurfacing Program to C & D Hughes, Inc. for the resurfacing of Augusta Drive (South Custer to Riviera) and Riviera Drive (west end to concrete section near Grace) in the amount of \$92,234.42, and that a total of \$102,000 be encumbered to include a 10% project contingency. **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: Contractor would like to schedule personnel to meet required schedule as soon as possible.

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, adjacent residents and property owners, traveling public

FINANCES

COST AND REVENUE PROJECTIONS:

Cost of Total Project	\$102,000*
Cost of This Project Approval	\$102,000*
Related Annual Operating Cost	\$ N/A
Increased Revenue Expected/Year	\$ N/A

*Includes 10% contingency.

<u>SOURCE OF FUNDS:</u>	<u>City</u>	<u>Account Number</u>	<u>Amount</u>
	Augusta Drive Resurfacing	New project code TBD by Finance	\$65,000.00*
	Riviera Drive Resurfacing	New project code TBD by Finance	\$37,000.00*
	<u>Other Funds</u>		

*Funds to be transferred from surplus funding in Donnalee Drive (\$56,000 available) and Lavender Street (\$50,210 available) projects as directed by the Finance Director.

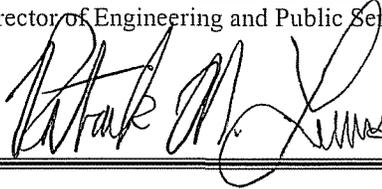
Budget Approval: _____

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

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: September 8, 2009

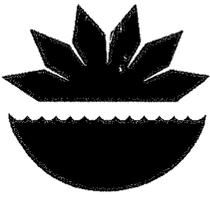


AUGUSTA DR. - S. CUSTER TO RIVIERA

AUGUSTA DR. - S. CUSTER TO RIVIERA					
NO.	DESCRIPTION	UNITS	NO. OF UNITS	UNIT PRICE	TOTAL
1	COLD MILL PAVEMENT	SYD	2088.9	\$ 2.00	\$ 4,177.78
2	R & D PAVEMENT & APPROACH	SYD	170.6	\$ 10.00	\$ 1,705.56
3	R & D SPOT CURB	LFT	462.0	\$ 6.00	\$ 2,772.00
4	FURNISH & INSTALL 21A STONE	TONS	300.0	\$ 30.00	\$ 9,000.00
5	F & I CASTING	EA	2.0	\$ 500.00	\$ 1,000.00
6	ADJUST, CLEAN & PLASTER STRUCTURE	EA	2.0	\$ 550.00	\$ 1,100.00
7	F & I 6" CONC. PAVE.	SYD	170.6	\$ 25.20	\$ 4,298.00
8	F & I MDOT 13A LEVELING COUSRE	TONS	230.0	\$ 59.00	\$ 13,570.00
9	F & I MDOT 36A WEARING COUSRE	TONS	230.0	\$ 61.50	\$ 14,145.00
10	F & I SPOT CURB	LFT	462.0	\$ 9.25	\$ 4,273.50
11	TRAFFIC CONTROL	LS	1.0	\$ 1,000.00	\$ 1,000.00
12	SITE RESTORATION	LS	1.0	\$ 2,000.00	\$ 2,000.00
				CONSTRUCTION COST	\$ 59,041.83
				CONSTRUCTION COST	\$ 59,041.83
				CONTINGENCIES (10%)	\$ 5,904.18
				ENGINEERING (5%)	\$ 2,952.09
				PROJECT TOTAL COST	\$ 67,898.11

RIVIERA DR. - DEAD END TO GRACE DR.

RIVIERA DR. - DEAD END TO GRACE DR.					
NO.	DESCRIPTION	UNITS	NO. OF UNITS	UNIT PRICE	TOTAL
1	COLD MILL PAVEMENT	SYD	1275.0	\$ 2.00	\$ 2,550.00
2	R & D PAVEMENT & APPROACH	SYD	32.9	\$ 10.00	\$ 328.89
3	R & D SPOT CURB	LFT	215.0	\$ 6.00	\$ 1,290.00
4	F & I CASTING	EA	1.0	\$ 500.00	\$ 500.00
5	ADJUST, CLEAN & PLASTER STRUCTURE	EA	1.0	\$ 550.00	\$ 550.00
6	FURNISH & INSTALL MDOT 21A STONE	TONS	175.0	\$ 30.00	\$ 5,250.00
7	F & I 6" CONC. PAVE.	SYD	32.9	\$ 25.20	\$ 828.80
8	F & I MDOT 13A LEVELING COUSRE	TONS	140.3	\$ 59.00	\$ 8,277.70
9	F & I MDOT 36A WEARING COUSRE	TONS	140.3	\$ 61.50	\$ 8,628.45
10	F & I SPOT CURB	LFT	215.0	\$ 9.25	\$ 1,988.75
11	TRAFFIC CONTROL	LS	1.0	\$ 1,000.00	\$ 1,000.00
12	SITE RESTORATION	LS	1.0	\$ 2,000.00	\$ 2,000.00
				CONSTRUCTION COST	\$ 33,192.59
				CONSTRUCTION COST	\$ 33,192.59
				CONTINGENCIES (10%)	\$ 3,319.26
				ENGINEERING (5%)	\$ 1,659.63
				PROJECT TOTAL COST	\$ 38,171.48



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Resolution granting Port of Monroe approval to sell Port owned property at 14 E. First St., Monroe, MI

DISCUSSION: The Port of Monroe owns a parcel of property at 14 E. First St. (aka, former United Furniture location), which the Port Board has determined is no longer needed by the Port. Provisions of Michigan Public Act 234 of 1925 requires that the Port obtain approval of the City before it sells or conveys property that it owns. Attached you will find a copy of the resolution passed by the Port Board, by which it determines that the property is no longer needed by the Port and a copy of the property legal description. Also attached is a proposed resolution that if supported by a 2/3 majority or more of the Council, will grant permission to the Port of Monroe to sell and convey ownership of the property located at 14 E First St.

I am respectfully recommending that the Mayor and Council approve the attached resolution, which will formally grant the Port of Monroe permission to sell the property that it owns at 14 E. First St.

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: Port of Monroe

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: Port of Monroe, Economic and Downtown Development/Redevelopment

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
			\$
			\$
			\$
			\$
			\$
	<u>Other Funds</u>		\$
			\$
			\$
			\$

Budget Approval: _____

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

DATE: Sept. 1, 2009

REVIEWED BY:

DATE:

COUNCIL MEETING DATE:

PORT OF MONROE

RESOLUTION DECLARING THAT A CERTAIN PARCEL OF LAND IS NO LONGER NEEDED BY THE PORT

Minutes of a Regular Meeting of the Monroe Port Commission, County of Monroe, Michigan (the "Port") held on the 19th day of August 2009 at 7:00 o'clock p.m., prevailing Eastern Time.

Present: Thomas A. Krzyston, Chairman; Dale H. Brose, Vice Chairman; Kenyon Calender, Secretary; and Larry C. Miller and Thomas Myers, Commissioners.

Absent: None

The following Preamble and Resolution was offered by Vice Chairman Brose and supported by Commissioner Miller:

Whereas the Monroe Port Commission is the owner of a certain parcel of land located within the City of Monroe commonly known as 14 E. First Street, Monroe, MI 48161, (legal description attached hereto as Exhibit A); and

Whereas the parcel of land is no longer needed by the Port; and

Whereas the Monroe Port Commission was organized by a vote of the citizens of the City of Monroe in 1932 under Public Act 234 of 1925; and

Whereas Act 234 authorizes the Monroe Port Commission to acquire and sell property; subject to the following:

MCL 120.23 Sale of property; approval

Sec 23. Each port commission shall have power to sell and convey any property in anywise acquired and owned by the port district whenever the port commission of such district shall have by resolution declared such property to be no longer needed for the purpose of the port district; Provided, That the power herein granted to the commission shall not be exercised without first obtaining the approval therefor by a 2/3 vote of the members elect of the board of supervisors of the county or counties in which such property is located.

And;

Whereas Act 234 provides that when the port district is coterminous with a city, the governing body and local officers of said city substitute for the elected county governing body and officers, as follows:

MCL 120.34a Port districts coterminous with cities and townships; powers of local governing bodies.

Sec 34a. In construing this act, port districts coterminous with a city or township shall follow the same procedure, as near as may be, substituting the local governing body and

local officers where applicable for the board of supervisors and county officials, shall enjoy the same powers and be subject to the same conditions as set forth for county port districts, and port districts coterminous with 2 or more cities or townships shall in the same manner follow the same procedure, as near as may be, shall enjoy the same powers and be subject to the same conditions as set forth for port districts coterminous with 2 or more counties.

NOW THEREFORE BE IT RESOLVED that the Monroe Port Commission does hereby declare that the parcel of land described in attached Exhibit A is no longer needed by the Port and should be sold for any purpose permitted by the City of Monroe Zoning Ordinance and related land use and building regulations.

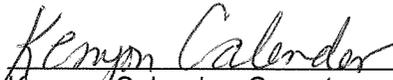
BE IT FURTHER RESOLVED that the Monroe Port Commission hereby requests approval from the Monroe City Council for the authority to sell the parcel of land in accordance with such terms and conditions as may be determined reasonable by the Monroe Port Commission.

Voting Yes: Thomas A. Krzyston, Chairman; Dale H. Brose, Vice Chairman; Kenyon Calender, Secretary; and Larry C. Miller, Commissioner.

Voting No: None

Abstaining: Thomas Myers, Commissioner.

Resolution Declared Adopted by the Monroe Port Commission Secretary on August 19, 2009.



Kenyon Calender, Secretary

Attest:



Thomas A. Krzyston, Chairman

STATE OF MICHIGAN)
COUNTY OF MONROE) ss.

On Aug. 19, 2009, the foregoing instrument was acknowledged before me by Kenyon Calender, Secretary, and Thomas A. Krzyston, Chairman.



Kimberly F. Schaefer, Notary Public
Monroe County, Michigan
My Commission Expires: 12-13-2011

LEGAL DESCRIPTION
EXHIBIT A

File Number: 05033293

Property ID Number: 29-00085-000

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

Lot 4 and North four and a half feet of Lot 5, Old Village Plat, East of Monroe Street, according to the plat thereof, as recorded in Liber 2 of Plats, Page 3, Monroe County Register of Deeds Office, EXCEPTING the North 68.7 feet of the West 111 feet of Lot 4 and the South 31.3 feet of the West 111 feet of Lot 4 and North 4 1/2 feet of the West 111 feet of Lot 5 of the Old Village Plat, East of Monroe Street, according to the plat thereof, as recorded in Liber 2 of Plats, Page 3, Monroe County Register of Deeds Office.

Commonly known as: 14 E. First Street

1 **WHEREAS**, the Monroe Port Commission is the owner of a certain parcel of land located within the
2 City of Monroe commonly known as 14 E. First Street, Monroe, MI 48161. (Legal description attached
3 hereto as Exhibit A); and

4 **WHEREAS**, the Monroe Port Commission has the power to sell and convey such parcel of land
5 whenever the Monroe Port Commission declares by resolution that such land is no longer needed by the
6 Port; and

7 **WHEREAS**, the Monroe Port Commission has made such a declaration and has expressed its
8 desire to sell the parcel of land for any purpose permitted by the City of Monroe Zoning Ordinance and
9 related land use and building regulations; and

10 **WHEREAS**, the Monroe Port Commission has requested the approval of the Monroe City Council
11 for the sale of such parcel of land; and

12 **WHEREAS**, the Monroe City Council must consent to give such approval by a 2/3 vote of the
13 members elect of the Monroe City Council.

14 **NOW, THEREFORE, BE IT RESOLVED:** The Monroe City Council does hereby approve and give
15 its consent to the Monroe Port Commission for the sale of the parcel of land described in the attached
16 Exhibit A in accordance with such terms and conditions as may be determined reasonable by the Monroe
17 Port Commission.



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Parking Ticket Administration

DISCUSSION: In January of this year Council approved a parking ticket contract with TekCollect to administer the city's parking ticket program. Due to complications implementing the adopted contract, I used a provision of the contract to cancel the contract. Therefore, negotiations began with our current provider Complus Data Innovations, Inc., for a new contract. Between the police department and me, we have negotiated a new three (3) year agreement with Complus. We have made improvements in the contract maintaining the present costs and the new contract will provide for the use and maintenance of three (3) handheld ticket devices at no increased cost to the city.

RECOMMENDATION: The attached contract be approved by City Council and the Clerk/Treasurer be authorized to sign the agreement on behalf of the City of Monroe.

CITY MANAGER RECOMMENDATION:

- [Handwritten Signature]*
- X 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: Clerk/Treasurer Charles D. Evans

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: City Clerk/Treasurer, Police

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
	Other Funds		\$ N/A
			\$ N/A
			\$ N/A
			\$ N/A

Budget Approval: _____

FACT SHEET PREPARED BY: Charles D. Evans, Clerk/Treasurer

DATE: 9/02/2009

REVIEWED BY:



DATE:

COUNCIL MEETING DATE: Tuesday, September 8, 2009

AGREEMENT BY AND BETWEEN
THE CITY OF MONROE, MICHIGAN (CLIENT)
AND
COMPLUS DATA INNOVATIONS, INC. (COMPLUS)

DATED: SEPTEMBER 1, 2009

This Agreement (the "Agreement") is made and entered into this ____ day of _____, 200__ by and between Complus Data Innovations, Inc (COMPLUS), with offices at 560 White Plains Road, Tarrytown, New York 10591 and the City of Monroe, Michigan (CLIENT), with offices at 120 East First Street, Monroe, Michigan 48161 for the processing of parking tickets using the **FastTrack™** Parking Ticket Management System (**FastTrack™**). The Terms and Conditions are as follows:

1. COMPLUS will provide all equipment listed on Schedule I, attached to this Agreement. CLIENT will promptly acknowledge, on the form attached as Exhibit A, receipt of all such equipment and that such equipment is in good working order. This equipment is for the sole purpose of providing access to **FastTrack™**. The CLIENT acknowledges that this equipment is the property of COMPLUS and agrees to exercise reasonable care of said equipment while in its possession. Any handhelds that become lost or stolen will be the sole responsibility of the CLIENT and will be billed to the CLIENT at the cost of \$4,500.00 per unit.
2. COMPLUS will be responsible for the maintenance, repairs, and replacement of said equipment resulting from normal use. As stated in the manufacturer's specifications for the Casio® IT-3000, the handheld unit is designed to take a 1.2 meter drop onto a concrete floor. Repairs, which in the reasonable opinion of COMPLUS are required as a result of neglect or misuse of the equipment (including without limitation a repair arising from or in connection with software other than software provided by COMPLUS and/or use of the equipment for other than **FastTrack™** use) shall be made at the sole expense of the CLIENT. All expenses related to the repair or replacement of equipment which is required as the result of neglect or misuse will be billed to CLIENT. This includes, but is not limited to, the actual cost of the repair or replacement of said equipment, along with shipping expenses, travel expenses if required, and labor costs. Travel expenses, if required, must be pre-approved by CLIENT before repairs will be scheduled.
3. Repairs to equipment and/or reinstallation and/or modification of software which are required as a result of changes or modifications made by the CLIENT, shall be made at the sole expense of the CLIENT. This includes, but is not limited to the actual cost of the repair or replacement of said equipment, along with shipping expenses, travel expenses if required, and labor costs. These costs and expenses must be pre-approved by the CLIENT and conform to CLIENT'S billing practices.

4. Additional services requested by the client that are not described in this Agreement must be submitted in writing by the CLIENT. COMPLUS will prepare a statement of work along with a detailed cost estimate to be approved in writing by the client prior to the implementation of said changes or additions. This includes, but is not limited to, requests for additional equipment, installation of additional sessions, CLIENT requested software modifications and/or relocation of equipment.
5. COMPLUS will provide remote access to its computer via a web-based application that utilizes Citrix technology. Access time will be 22 hours per day, seven days a week. The System will be unavailable due to daily maintenance—from midnight until 2:00 a.m. Eastern Time. COMPLUS will not be responsible for any downtime arising in connection with the internet service provider, Utilities Company and/or the CLIENTS' internal network.
6. COMPLUS will provide CLIENT with access to the computer software needed to process all ticket information. COMPLUS agrees to maintain **FastTrack**[™] and revise the software, as required, to conform to all federal, state and local laws and regulations. COMPLUS certifies that in addition to nightly tape backups, their data center is mirrored off-site for Disaster Recovery Purposes.
7. COMPLUS will furnish the CLIENT with digital copies of various reports and mailings including the following:
 - Year-to-Date Disposition of Tickets, monthly
 - DELINQUENT NOTICES for Outstanding Tickets for the State of Michigan and Out-of-State Residents, every six to eight weeks
 - FINAL DELINQUENT NOTICES
 - Officer and PEO Performance Reports, monthly
 - Audit Reports
 - Daily and Monthly Cash/Dismissal Reports
 - Year-to-Date Active Scofflaw Report
8. As requested by the CLIENT, COMPLUS will prepare all Delinquent Notices and Notice of Violations for outstanding tickets issued to vehicles bearing State of Michigan plates and Out-of-State plates (to the extent allowed by each State's DMV) to the last known registered owners(s). CLIENT will be responsible for postage of said notices. COMPLUS shall prepare and CLIENT shall approve any and all language contained in the notices that will be sent on behalf of CLIENT under this Agreement. State agency approval will also be obtained where applicable. Such notices shall comply with state rules and regulations.
9. Throughout the term of this Agreement, COMPLUS agrees to provide on-site training for **FastTrack**[™]. COMPLUS will provide reference manuals describing the features and operations of **FastTrack**[™]. COMPLUS shall provide updates to the system as they become available. Throughout the term of this Agreement, assistance will be available from field supervisors and by telephone at no charge to the CLIENT during the hours of 8:30 AM to 6:00 PM ET, Monday through Friday (with the exception of all state and nationally recognized holidays). The CLIENT will also be provided with an after-hours and weekend phone number for emergency technical support.

10. The CLIENT agrees to the following fee schedule for the use of **FastTrack**™. Invoices will be submitted on a monthly basis, payable within thirty (30) days upon receipt.

FEE SCHEDULE:

- 14.0% of all State of Michigan Parking Ticket Collections.
- 14.0% of all Out-of-State Parking Ticket Collections (includes Out-of-State DMV Fees for Registration Information Searches).

COMPLUS' program allows internet-based access to **FastTrack**™ for the purpose of allowing the CLIENT's violators to view and pay their parking tickets online via credit cards.

COMPLUS has developed and programmed the website and is solely responsible for its functionality, and to make any and all necessary changes to ensure it conforms to all federal, local and State of Michigan laws and rules and regulations, as well as any and all banking rules and regulations that pertain to all forms of credit card payment, including VISA, MASTERCARD, and Discover. In the event that any such change is material, COMPLUS may change the fee schedule upon no less than thirty (30) days written notice to CLIENT, and CLIENT may terminate the credit card payment provisions of this Agreement if CLIENT notifies COMPLUS in writing prior to the effective date of such fee schedule change of its election to so terminate such provisions (which termination will be effective on such effective date).

COMPLUS will be the credit card merchant for these transactions and the CLIENT will only be responsible for the following:

- a. To allow chargebacks to be withdrawn from the account in the event a cardholder requests to have the transaction reversed according to credit card rules, regulations and timetables, and to allow for the chargeback fee to also be withdrawn from the account under the same rules, regulations and timetables. For chargeback transactions, any tickets that were paid for said transactions will be reinstated in **FastTrack**™ and become subject to further collection efforts.

COMPLUS will send the funds from this account on a weekly basis for the transactions processed during the preceding seven days to the CLIENT.

11. The Term and Conditions of the Agreement will remain in effect for a period of THREE (3) years from the date (the "Effective Date") on which COMPLUS signs this Agreement. On the third anniversary of the Effective Date, and on each anniversary date thereafter, this Agreement will automatically renew for a one-year period upon the same terms and conditions. If either the CLIENT or COMPLUS does not wish for any such renewal, it must notify the other party in writing of its intention not to renew no later than ninety (90) days prior to any such anniversary date, in which case this Agreement shall terminate on such anniversary date. In the event of termination, CLIENT will return to COMPLUS within 10 days of the termination of the Agreement all handhelds and other equipment, peripherals,

manuals and all other materials provided to CLIENT, all of which shall be returned to COMPLUS in good working order. In the event of termination, and providing that there are no outstanding invoices and the CLIENT has returned all equipment in good working order, the CLIENT would be provided with a computer file at no cost.

12. Each of COMPLUS and CLIENT agrees to comply with state and federal regulations regarding the confidentiality of information. Each of COMPLUS and CLIENT further agrees that the information provided by the CLIENT and/or the DMV, including the names and addresses and associated information of persons and entities that have received tickets, shall remain confidential and shall not be sold or shared with any other non-party, company or entity for any purpose, including but not limited to marketing, sales, solicitations, collection agencies and/or credit bureaus.
13. COMPLUS is an independent contractor, and neither COMPLUS nor its staff shall be deemed to be employed by the CLIENT.
14. This Agreement and the rights and obligations of the parties and their successors and assigns hereunder shall be interpreted, construed, and enforced in accordance with the laws of the State of Michigan without regard to its choice and/or conflict of laws provisions. Any legal action resulting from, arising under, out of or in connection with, directly or indirectly, this Agreement shall be commenced exclusively in the Circuit Court, State of Michigan, County of Monroe or the U.S. District Court for the Eastern District of Michigan. All parties to this Agreement hereby submit themselves to the jurisdiction of any such court, and agree that service of process on them in any such action, suit or proceeding may be effected by the means by which notices are to be given under this Agreement. In the event of litigation by a party hereto to enforce its rights hereunder, the prevailing party shall be entitled to recover its reasonable attorney's fees, costs and disbursements.
15. All notices, requests, demands and other communications required or permitted hereunder shall be in writing and shall be deemed to have been duly given if delivered by hand or mailed, express, certified or registered mail, return receipt requested, with postage prepaid, or sent priority next day delivery by a nationally recognized overnight courier service that regularly maintains records of items picked up and delivered to the parties at the addresses first set forth above or to such other person or address as a party shall notify the other in writing. Notices delivered personally shall be deemed communicated as of the date of actual receipt, mailed notices shall be deemed communicated as of the date three (3) business days after mailing, and notices sent by courier shall be deemed communicated as of the date two (2) business days after pick-up.
16. CLIENT is a tax exempt entity under the rules of the Internal Revenue Service and will provide COMPLUS with a copy of its tax exempt status upon request.
17. Any claim that can be brought by the CLIENT under or relating to this Agreement must be brought within one year of the action or omission underlying such claim.
18. This instrument contains the entire agreement between the parties as to subject matter herein and supersedes all prior agreements whether oral or written between the parties

hereto. This Agreement may be modified only by a written instrument signed by the parties.

19. This Agreement may be executed in counterparts each of which shall be deemed an original and all of which taken together shall constitute one and the same agreement. Delivery of an executed counterpart of this Agreement by facsimile shall be equally as effective as delivery of a manually executed counterpart of this Agreement.

The signing of the enclosed copy and returning to COMPLUS will indicate the CLIENT'S acceptance of this Agreement, and the Terms and Conditions contained therein.

Accepted by:

COMPLUS DATA INNOVATIONS, INC.

THE CITY OF MONROE, MICHIGAN

Name:

Name:

Title:

Title:

Date:

Date:

SCHEDULE I
TO THE
AGREEMENT BY AND BETWEEN
THE CITY OF MONROE, MICHIGAN (CLIENT)
AND
COMPLUS DATA INNOVATIONS, INC. (COMPLUS)

DATED: SEPTEMBER 1, 2009

The following equipment has been provided to the CLIENT for the sole purpose of providing access to ***FastTrack***[™].

- Three (3) Casio® IT-3000 Handheld Ticket Writers including all necessary hardware peripherals
- Five (5) Software licenses to COMPLUS' ***FastTrack***[™] System

EXHIBIT A
TO THE
AGREEMENT BY AND BETWEEN
THE CITY OF MONROE, MICHIGAN (CLIENT)
AND
COMPLUS DATA INNOVATIONS, INC. (COMPLUS)

DATED: SEPTEMBER 1, 2009

The City of Monroe, Michigan [CLIENT] hereby acknowledges receipt of all equipment listed on Schedule 1, and that such equipment is in good working order.

Dated: _____

THE CITY OF MONROE, MICHIGAN

By: _____

Name:

Title:



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: 2009 WATER MAIN PROJECTS – CONSULTANT INSPECTION CONTRACT EXTENSION

DISCUSSION: At the March 16, 2009 City Council meeting, four (4) consultant contracts were awarded for inspection services on 2009 construction projects. The City-wide Operational Assessment in 2007 report identified inspection of construction projects as a particular area where it was felt that the City could utilize the private sector to assist with spikes in workload, particularly during the Summer months. Thus far in 2009, this utilization has been absolutely necessary, though we are using our full-time personnel to manage all of our contracts, perform all surveying activities, and perform some inspection as time allows. We have generally tried to keep personnel from one firm assigned to one contract through completion for consistency purposes and based on their particular skill sets, and all have been performing well.

Through the billings for July services, only \$12,012.50 remains on Dietrich, Bailey, and Associates' contract, and there is no money remaining on David Arthur Consultants' contract (and their August billing totaling \$8,200.51 has recently been received). We plan to continue utilizing both firms to inspect remaining work on the projects to which they have been assigned, and continue their involvement with the same contractors. As a result, the Engineering Department is recommending authorizing additional funds to these two firms to continue their involvement with the same contractors. We plan to keep Dietrich, Bailey, and Associates' representative inspecting on the remainder of the 2009 City-Funded Water Main Program and the Almyra Sanitary Sewer Replacement project, both of which are projects where C & D Hughes is the contractor. Likewise, we plan to keep David Arthur Consultants' representative inspecting the 2008/09 Water Main rehabilitation program, which should be completed by mid-October.

Since it is difficult to predict the exact level of involvement on each project, the Finance Director should be given the authorization to appropriate the funds as necessary between the accounts listed based on the actual costs incurred, provided the budget.

IT IS RECOMMENDED that the City Council award an additional contract to Dietrich, Bailey, and Associates for "as needed" services up to \$40,000, and award an additional contract to David Arthur Consultants, Inc. for "as needed" services up to \$30,000 in accordance with the financial detail on the next page.

CITY MANAGER RECOMMENDATION:

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



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: WATERLOO DAM SLUICE GATE EMERGENCY REPAIRS

DISCUSSION: The City of Monroe Engineering Department is required by the Michigan Department of Environmental Quality (MDEQ) to inspect the Waterloo Dam every four years, with 2009 being a required year. As a result, the Public Services Department usually takes this occasion to exercise the two 12-foot-wide sluice gates that control the dam flows, as opening of these is necessary to draw down the pond to allow the top of the dam to become exposed for a short period of time. Unfortunately, this year, it was found that the gate controlling flow into the fish ladder was completely inoperable, as were the mechanisms that control the lift bar for the large sluice gates. We were eventually able to open the gates through brute physical force, but had to actually take apart the fish ladder gate and disassemble the sluice gate mechanisms. In addition, several vertical panels on the fish ladder were corroded through, and had to be replaced.

Much of this work was fortunately able to be done internally, including minor materials purchases for repairs to the fish ladder panels. However, rebuilding each of the two mechanisms for the lift bar was estimated to cost over \$2,000. Since these are nearly 30 years old, it was determined that it was more appropriate at this time to replace them, at a cost of \$3,010 each, or \$6,020 total. Including shipping costs, the total cost comes to \$6,115.46. Cone Drive Operations, Inc. from Traverse City, Michigan was the original manufacturer, and was considered a sole source in this case.

Since the quote was not received until the day of the last Council meeting, the City Manager authorized the expenditure on an emergency basis to avoid an additional 3-week delay in ordering the needed parts. Funding was appropriated from the DPS General Operations Contractual Services account. It is therefore requested that the City Council endorse and confirm this expenditure "after the fact", as the parts have already been ordered, and are expected to be installed within the next week.

IT IS RECOMMENDED that the City Council formally authorize the above expenditure in the amount of \$6,115.46 for the replacement of two lift bar mechanisms for the Waterloo Dam sluice gates.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: As soon as possible

REASON FOR DEADLINE: Work has already been authorized on an emergency repair basis.

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 and Public Services Department, residents adjacent to the River Raisin in the vicinity of the Waterloo Dam

FINANCES

COST AND REVENUE PROJECTIONS:

Cost of Total Project	\$6,115.46
Cost of This Project Approval	\$6,115.46
Related Annual Operating Cost	\$ N/A
Increased Revenue Expected/Year	\$ N/A

SOURCE OF FUNDS:

	Account Number	Amount
City		
DPS Operations Contractual	101-60.441-818.020	\$6,115.46
<u>Other Funds</u>		

Budget Approval: _____

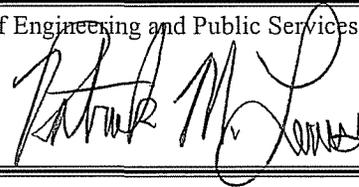
FACT SHEET PREPARED BY: Patrick M. Lewis, P.E., Director of Engineering and Public Services

DATE: 09/02/09

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: September 8, 2009





CITY COUNCIL AGENDA FACT SHEET

RELATING TO: FINAL PAVING OF MASON RUN II STREETS – PAVING SPECIAL ASSESSMENT DISTRICT NUMBER 331
– SPECIAL ASSESSMENT RESOLUTION NUMBER 1

DISCUSSION: The Mason Run Development was begun in the late 1990s as part of a Brownfield Redevelopment project, and in general, this project has been successful in establishing a traditional neighborhood keeping with the historic character of the City of Monroe. The overall development area is roughly bounded by Elm Avenue on the south, East Lorain Street extended on the north, the Norfolk Southern railroad on the east, and the homes on the east side of Michigan Avenue on the west. The developer, Creative Land Design Inc. (CLD), is the development arm of Crosswinds Communities, a firm that has done substantial “traditional neighborhood” design throughout the state. Like most other residential projects within Michigan, work has stopped on outstanding infrastructure and home-building due to the extremely poor economy, and the portions of the site lying north of Noble Avenue have been left in a state of limbo, where some homes have been constructed and are occupied but the final 1-1/2-inch lift of asphalt has not been placed on the streets. Further, two other roadway projects that were intended to be completed have not yet been, including the extension of East Lorain Street across the Mason Run Drain, and raising Noble Avenue by roughly a foot to work around existing DTE underground electrical vaults.

Due to its unique characteristics, the Mason Run project was not platted like most subdivisions within the City, but is a site condominium development. However, unlike most site condominium projects, the streets are intended to be accepted as public streets by the City of Monroe when completed. For purposes of long-term management, the site has been divided into two (2) condominium phases in that the entire Mason Run project south of Noble Avenue is a part of “Mason Run I” and the area north of Noble is a part of “Mason Run II”. The “Mason Run I” association is under resident control as the lots (excepting those in the areas where utilities and streets have not yet been installed) have all been sold by the developer, and these streets were completed and accepted by the City in 2005. Sadly, “Mason Run II” is essentially non-functioning according to numerous residents of the development, as the developer still has control of the association, but has not been collecting dues nor providing services in well over a year. The Department of Public Services cannot safely plow these unfinished roadways with our standard under-body plow trucks (and plowing of private roadways is against City policy), and this caused considerable inconvenience to the residents during Winter 2008-09.

As it appears that the developer is making no progress in completing the roadway paving, the Department of Engineering and Public Services feels that it is imperative to arrange for final paving of all of the private roadways so that they can be accepted into the public system by December 2009 and safely plowed this Winter. The City is presently pursuing other means to compel the developer to complete other unfinished improvements, but at this time we feel the only practical way to complete the final paving expeditiously is through implementation of a Paving Special Assessment District. In keeping with past practices, the cost to complete all paving work plus a 15% contingency factor and 10% engineering costs has been divided between the parcels on a frontage basis. Also in keeping with past practice, “corner” lots receive a 50% discount on each frontage up to a total frontage of 150 feet. The final paving of all streets in this area has been included in the same district, and includes Mason Run Boulevard and Baptiste Avenue north of Noble Avenue, East Lorain Street from Mason Run Drain to Baptiste Avenue, and all of Elliot Street, LaPointe Avenue, and McDougall Street. The City of Monroe will be assuming all frontage costs for the parcel lying north of Elliot Street, between Baptiste Avenue and Mason Run Boulevard, and all of Elliot Park (between Elliot, McDougal, Baptiste, and Lapointe), plus the other 50% share of the corner lots.

Since this is classified as a City-Council initiated project, any action would have to be by a 5-2 vote of City Council. Since the only work involved is the final lift of paving and the City has unit pricing for the paving work through its 2009 Resurfacing Program, no further actual activity is required by the Engineering Department until confirmation of the district. Resolution 1 directs the Engineering Department to prepare plans, specifications, and cost estimates for this project, and while these have been essentially completed, passage of this resolution is a Charter requirement nonetheless. Resolution 2 is also being placed on this same agenda for approval, and it is hoped that with the required public hearings, confirmation of the district could occur by mid-October at the latest.

IT IS RECOMMENDED that the attached Resolution 1 be adopted, which directs the Engineering Department to prepare plans, specifications, and cost estimates for this project.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: As soon as possible

REASON FOR DEADLINE: Final paving should occur by November 15, and at least two more City Council meetings are necessary to proceed to confirmation.

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 and Public Services Department, adjacent property owners and residents

FINANCES

COST AND REVENUE PROJECTIONS:	Cost of Total Project	\$71,400*
	Cost of This Project Approval	\$N/A
	Related Annual Operating Cost	\$N/A
	Increased Revenue Expected/Year	\$N/A

*Estimated cost includes 1-1/2" of paving, plus 15% contingencies and 10% engineering inspection costs.

SOURCE OF FUNDS:	<u>City</u>	<u>Account Number</u>	<u>Amount</u>
	TBD	TBD	\$71,400
	<u>Other Funds</u>		

Budget Approval: _____

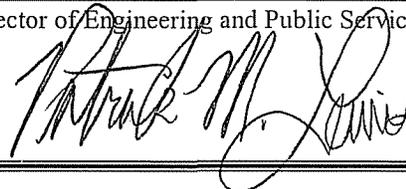
FACT SHEET PREPARED BY: Patrick M. Lewis, P.E., Director of Engineering and Public Services

DATE: 09/02/09

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: September 8, 2009



RESOLUTION NUMBER 1

RESOLVED that it is the intention of this Council, as a necessary public improvement, to perform final paving work to service properties fronting Baptiste Avenue between East Noble Avenue and East Lorain Street, Lapointe Avenue between East Noble Avenue and Elliot Street, McDougal Street between Baptiste Avenue and Mason Run Boulevard, Elliot Street between Baptiste Avenue and Mason Run Boulevard, Mason Run Boulevard between East Noble Avenue and future East Lorain Street, and East Lorain Street between the Mason Run Drain and Baptiste Avenue; that the City shall pay One Dollar (\$1.00) plus any additional amount that the Council deems proper of cost thereof, the remaining cost to be levied according to the benefits upon the property benefited thereby; and that the City Engineer is hereby instructed to prepare and file with the City Clerk-Treasurer map, plan, profile, specifications, and estimate of the cost of said improvement, upon which a map he shall delimit for the Council the district to be included in the special assessment for said improvement, which shall include such property as shall be benefited by said improvement.



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: FINAL PAVING OF MASON RUN II STREETS – PAVING SPECIAL ASSESSMENT DISTRICT NUMBER 331
– SPECIAL ASSESSMENT RESOLUTION NUMBER 2

DISCUSSION: Earlier on this City Council agenda, Resolution 1, directing the Engineering Department to prepare plans, specifications, and cost estimates for this project, was presented for your approval. The discussion on that earlier Fact Sheet provides the background for the necessity of this project, and since the plans, specifications, and cost estimates have already been determined (as this has been a long-planned project), no further action is necessary before proceeding to Resolution 2.

As mentioned in the earlier Fact Sheet, in keeping with past practices, the cost to complete all paving work plus a 15% contingency factor and 10% engineering costs has been divided between the parcels on a frontage basis. Also in keeping with past practice, “corner” lots receive a 50% discount on each frontage up to a total frontage of 150 feet. The final paving of all streets in this area has been included in the same district, and includes Mason Run Boulevard and Baptiste Avenue north of Noble Avenue, East Lorain Street from Mason Run Drain to Baptiste Avenue, and all of Elliot Street, LaPointe Avenue, and McDougall Street. The City of Monroe will be assuming all frontage costs for the parcel lying north of Elliot Street, between Baptiste Avenue and Mason Run Boulevard, and all of Elliot Park (between Elliot, McDougal, Baptiste, and Lapointe), plus the other 50% share of the corner lots. Since this is classified as a City-Council initiated project, any action would have to be by a 5-2 vote of City Council.

The next step in this process is Resolution 2, which is attached for your approval. This resolution delineates the estimated costs and their distribution between parcels within the district, and sets the date for the public hearing on the necessity of the project. Also attached is a map showing the district boundaries, and a 2-page spreadsheet detailing the proposed assessment for each parcel. The assessments range from a low of \$533.08 to a high of \$1,360.31 for the residential parcels, all of which can be spread over 10 years if desired. The City itself would be liable for \$15,522.85 of the cost, given that we retain substantial frontage for the parcel north of Elliot Street, west of Mason Run Boulevard, and east of Baptiste Avenue, as well as Elliot Park. Since the City plans to add this project as a Change Order to our 2009 Curb Replacement and Resurfacing Program, the estimated costs will not change through potential confirmation of this district, as the quantity pricing is known.

IT IS RECOMMENDED that the attached Resolution 2 be adopted, and that the public hearing be scheduled for Monday, September 21, 2009 at 7:30 P.M. in the Council Chambers at Monroe City Hall.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: As soon as possible

REASON FOR DEADLINE: Final paving should occur by November 15, and at least two more City Council meetings are necessary to proceed to confirmation.

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 and Public Services Department, adjacent property owners and residents

FINANCES

COST AND REVENUE PROJECTIONS:	Cost of Total Project	\$71,400*
	Cost of This Project Approval	\$N/A
	Related Annual Operating Cost	\$N/A
	Increased Revenue Expected/Year	\$N/A

*Estimated cost includes 1-1/2" of paving, plus 15% contingencies and 10% engineering inspection costs.

SOURCE OF FUNDS:	<u>City</u>	<u>Account Number</u>	<u>Amount</u>
	TBD	TBD	\$71,400
	<u>Other Funds</u>		

Budget Approval: _____

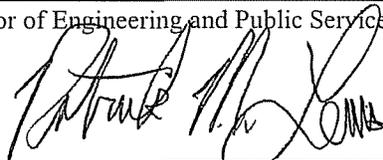
FACT SHEET PREPARED BY: Patrick M. Lewis, P.E., Director of Engineering and Public Services

DATE: 09/02/09

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: September 8, 2009



RESOLUTION NO. 2

WHEREAS, the plat, plan, diagram, grade and specifications to perform final paving work to service properties fronting Baptiste Avenue between East Noble Avenue and East Lorain Street, Lapointe Avenue between East Noble Avenue and Elliot Street, McDougal Street between Baptiste Avenue and Mason Run Boulevard, Elliot Street between Baptiste Avenue and Mason Run Boulevard, Mason Run Boulevard between East Noble Avenue and future East Lorain Street, and East Lorain Street between the Mason Run Drain and Baptiste Avenue, together with a map of the assessment district, therefore, are now on file with City Clerk-Treasurer for public inspection and examination, which district is described as follows:

Commencing at the southeast corner of Lot 96, Assessor's Plat of Winkworth Plat, according to the plat thereof, as recorded in Liber 6 of Plats, Page 66, Monroe County Records, thence S. 67° 26' 16" E. 90.00 feet along the northerly right-of-way of East Noble Avenue to the Point of Beginning;

Thence N. 22° 22' 29" E. 830.18 feet;

Thence S. 67° 37' 31" E., 822.91 feet;

Thence, S. 60° 09' 57" E., 80.11 feet;

Thence, S. 32° 07' 06" W., 30.64 feet;

Thence S. 67° 37' 31" E., 136.98 feet;

Thence, S. 32° 07' 06" W., 804.18 feet;

Thence, N. 67° 26' 16" W., 898.05 feet to the Point of Beginning;

Therefore, be it,

RESOLVED, that the Council accept the estimated cost of such improvement at \$71,400.00 as reported by the City Engineer; that the estimated period of usefulness of the improvement will not be less than fifteen (15) years; and that the City of Monroe out of its Capital Improvement Fund or

other fund as later deemed appropriate prior to district confirmation, pay \$15,522.86 of the cost thereof, and be it further

RESOLVED, that on Monday, September 21, 2009 at 7:30 P.M., Local Time, at the Council Chambers of Monroe City Hall, the Council shall hear comments regarding the proposed improvements, plans, specifications, amount to be paid by said City, and also review and hear comments regarding the special assessment district above delimited; and that the City Clerk-Treasurer is directed to give notice of such hearing in the manner provided by the Charter, and be it further

RESOLVED, that there be raised by special assessment upon the land and premises within the above described alley paving district, being Paving Special Assessment District Number 331, the sum of \$55,877.15, and that the City of Monroe, out of its Capital Improvement Fund or other fund as later deemed appropriate, pay \$15,522.86, and be it further

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

Mason Run II Final Street Paving - Paving Special Assessment District 331

Proposed assessable costs - based on frontage of all roadways within district

Note: "Corner lots" are entitled to 1/2 discount of both (or all) frontages up to a total of 150 feet on every roadway frontage per City resolution

Note: Parcel 59-01788-501 is a general common element (Noble Park) and its frontage must be distributed among the 61 condominium units, not assessed separately

Note: City Parcels do not receive corner lot discount, all frontage listed as P.O. share for these.

Parcel ID 59-01788-XXX	Property Address	Owner Name	Owner Property Address	Primary Frontage	Side Yard Frontage	Share of Common*	City Share Frontage	P.O. Share Frontage	P.O. Projected Assessment
501	401 Baptiste	General common element	*Common element, must be divided 1/61 to each lot						
13	431 Baptiste	Washington, Allen R	431 Baptiste Avenue, Monroe, MI 48162	54.35	0.00	5.09	0.00	59.44	\$790.38
14	437 Baptiste	Wright, Garland B.	437 Baptiste Avenue, Monroe, MI 48162	48.02	0.00	5.09	0.00	53.11	\$706.21
15	443 Baptiste	Miller, Christian A & Jennifer A	443 Baptiste Avenue, Monroe, MI 48162	48.00	0.00	5.09	0.00	53.09	\$705.95
16	449 Baptiste	Zimmerman, Robert & Renee	449 Baptiste Avenue, Monroe, MI 48162	43.00	0.00	5.09	0.00	48.09	\$639.46
17	455 Baptiste	Wille, James M. & Carey Leigh	455 Baptiste Avenue, Monroe, MI 48162	49.00	0.00	5.09	0.00	54.09	\$719.24
18	459 Baptiste	Zavela, Corey N & Lori L	459 Baptiste Avenue, Monroe, MI 48162	49.00	0.00	5.09	0.00	54.09	\$719.24
19	463 Baptiste	Bux, Dennis M	463 Baptiste Avenue, Monroe, MI 48162	43.00	0.00	5.09	0.00	48.09	\$639.46
20	467 Baptiste	Mortgage Guaranty Insurance	270 E. Kilboun Ave., Milwaukee, WI 53202-3199	43.00	0.00	5.09	0.00	48.09	\$639.46
21	471 Baptiste	St. Bernard, Nicholas M	471 Baptiste Avenue, Monroe, MI 48162	43.00	0.00	5.09	0.00	48.09	\$639.46
22	475 Baptiste	Lochner, Jason A & Jennifer L	475 Baptiste Avenue, Monroe, MI 48162	54.00	130.00	5.09	92.00	97.09	\$1,291.03
12	402 Baptiste	Faulkner, Sondra D	402 Baptiste Avenue, Monroe, MI 48162	71.43	0.00	5.09	35.72	40.80	\$542.59
11	406 Baptiste	Lowenstein, Lisa	406 Baptiste Avenue, Monroe, MI 48162	50.00	0.00	5.09	0.00	55.09	\$732.54
10	410 Baptiste	Smith, Howard E & Theresa A	410 Baptiste Avenue, Monroe, MI 48162	50.00	0.00	5.09	0.00	55.09	\$732.54
9	414 Baptiste	Garner, Marty L & Andrea L	414 Baptiste Avenue, Monroe, MI 48162	42.07	0.00	5.09	0.00	47.16	\$627.09
500	444 Baptiste	City of Monroe - Elliot Park	120 East First Street, Monroe, MI 48161	111.18	431.18		0.00	542.36	\$7,211.98
8	902 McDougal	Gapuz, Raphl & Angela L	902 McDougal Street, Monroe, MI 48162	123.95	44.50	5.09	84.23	89.31	\$1,187.64
7	906 McDougal	Aicher, Todd S & Torrie M	906 McDougal Street, Monroe, MI 48162	35.00	0.00	5.09	0.00	40.09	\$533.08
6	910 McDougal	Thompson, Debra S	910 McDougal Street, Monroe, MI 48162	35.00	0.00	5.09	0.00	40.09	\$533.08
5	914 McDougal	Renwick, Thomas L Jr. & Nicole M	914 McDougal Street, Monroe, MI 48162	50.00	110.00	5.09	80.00	85.09	\$1,131.46
1	401 Lapointe	Mancini, Dino A & Sally	401 Lapointe Avenue, Monroe, MI 48162	70.15	0.00	5.09	35.08	40.16	\$534.08
2	405 Lapointe	Fritz, Brian David & Andrea	405 Lapointe Avenue, Monroe, MI 48162	40.00	0.00	5.09	0.00	45.09	\$599.57
3	409 Lapointe	Carpenter, Jeffrey G & Heather M	409 Lapointe Avenue, Monroe, MI 48162	40.00	0.00	5.09	0.00	45.09	\$599.57
4	413 Lapointe	Rickard, Kenneth L & Kimberly D	413 Lapointe Avenue, Monroe, MI 48162	48.00	0.00	5.09	0.00	53.09	\$705.95
23	402 Lapointe	Creative Land Design, Inc.	41050 Vincenti Court, Novi, MI 48375	70.52	0.00	5.09	35.26	40.35	\$536.54
24	406 Lapointe	Creative Land Design, Inc.	41050 Vincenti Court, Novi, MI 48375	40.00	0.00	5.09	0.00	45.09	\$599.57
25	410 Lapointe	Creative Land Design, Inc.	41050 Vincenti Court, Novi, MI 48375	40.00	0.00	5.09	0.00	45.09	\$599.57
26	414 Lapointe	Umfress, Andrea L	414 Lapointe Avenue, Monroe, MI 48162	40.00	0.00	5.09	0.00	45.09	\$599.57
27	418 Lapointe	Deutsche Bank National Trust Co.	10801 6th St., Suite 130, Rancho Cucamonga, CA 91730	35.00	0.00	5.09	0.00	40.09	\$533.08
28	422 Lapointe	Ibershoff, James G & Evelyn J	422 Lapointe Avenue, Monroe, MI 48162	35.00	0.00	5.09	0.00	40.09	\$533.08
29	426 Lapointe	Woolf, Charles F & Debra A	426 Lapointe Avenue, Monroe, MI 48162	35.00	0.00	5.09	0.00	40.09	\$533.08
30	430 Lapointe	Lavanway, Jon L & Anita O	430 Lapointe Avenue, Monroe, MI 48162	35.00	0.00	5.09	0.00	40.09	\$533.08
31	434 Lapointe	Creative Land Design, Inc.	41050 Vincenti Court, Novi, MI 48375	35.00	0.00	5.09	0.00	40.09	\$533.08
32	438 Lapointe	Creative Land Design, Inc.	41050 Vincenti Court, Novi, MI 48375	35.00	0.00	5.09	0.00	40.09	\$533.08
33	442 Lapointe	Creative Land Design, Inc.	41050 Vincenti Court, Novi, MI 48375	35.00	0.00	5.09	0.00	40.09	\$533.08
34	446 Lapointe	Seely, Russell G & Lisa M	446 Lapointe Avenue, Monroe, MI 48162	50.00	122.00	5.09	86.00	91.09	\$1,211.25
35	938 Elliot	Medlin, Janell	938 Elliot Street, Monroe, MI 48162	35.00	0.00	5.09	0.00	40.09	\$533.08
36	942 Elliot	Creative Land Design, Inc.	41050 Vincenti Court, Novi, MI 48375	35.00	0.00	5.09	0.00	40.09	\$533.08
37	946 Elliot	Creative Land Design, Inc.	41050 Vincenti Court, Novi, MI 48375	35.00	0.00	5.09	0.00	40.09	\$533.08
38	950 Elliot	Hugher, Thomas G & Debra A	950 Elliot Street, Monroe, MI 48162	80.21	114.21	5.09	97.21	102.30	\$1,360.31
46	401 Mason Run	Creative Land Design, Inc.	41050 Vincenti Court, Novi, MI 48375	71.30	0.00	5.09	35.65	40.74	\$541.72
45	407 Mason Run	Creative Land Design, Inc.	41050 Vincenti Court, Novi, MI 48375	35.03	0.00	5.09	0.00	40.12	\$533.48
44	411 Mason Run	Creative Land Design, Inc.	41050 Vincenti Court, Novi, MI 48375	35.07	0.00	5.09	0.00	40.16	\$534.01
43	415 Mason Run	Hall, Willie R & Darleen L	415 Mason Run Blvd., Monroe, MI 48162	50.21	0.00	5.09	0.00	55.30	\$735.33
42	419 Mason Run	Creative Land Design, Inc.	41050 Vincenti Court, Novi, MI 48375	49.38	0.00	5.09	0.00	54.47	\$724.30
41	425 Mason Run	Palmer, Jeremiah T & Renee M	309 Donnalee Drive, Monroe, MI 48162	35.41	0.00	5.09	0.00	40.50	\$538.53

Paving Special Assessment District 331

Proposed Cost Breakdown

Prepared by Patrick M. Lewis, P.E., Director of Engineering and Public Services

Mason Run II Final Street Paving - Paving Special Assessment District 331

Proposed assessable costs - based on frontage of all roadways within district

Note: "Corner lots" are entitled to 1/2 discount of both (or all) frontages up to a total of 150 feet on every roadway frontage per City resolution

Note: Parcel 59-01788-501 is a general common element (Noble Park) and its frontage must be distributed among the 61 condominium units, not assessed separately

Note: City Parcels do not receive corner lot discount, all frontage listed as P.O. share for these.

Parcel ID 59-01788-XXX	Property Address	Owner Name	Owner Property Address	Primary Frontage	Side Yard Frontage	Share of Common*	City Share Frontage	P.O. Share Frontage	P.O. Projected Assessment
40	429 Mason Run	Creative Land Design, Inc.	41050 Vincenti Court, Novi, MI 48375	35.55	0.00	5.09	0.00	40.64	\$540.39
39	433 Mason Run	Creative Land Design, Inc.	41050 Vincenti Court, Novi, MI 48375	51.07	0.00	5.09	0.00	56.16	\$746.77
47	402 Mason Run	Creative Land Design, Inc.	41050 Vincenti Court, Novi, MI 48375	87.73	0.00	5.09	43.87	48.95	\$650.96
48	408 Mason Run	Creative Land Design, Inc.	41050 Vincenti Court, Novi, MI 48375	50.00	0.00	5.09	0.00	55.09	\$732.54
49	414 Mason Run	Creative Land Design, Inc.	41050 Vincenti Court, Novi, MI 48375	60.00	0.00	5.09	0.00	65.09	\$865.51
50	420 Mason Run	Creative Land Design, Inc.	41050 Vincenti Court, Novi, MI 48375	55.00	0.00	5.09	0.00	60.09	\$799.03
51	426 Mason Run	Chase Home Finance, LLC	3415 Vision Drive, Columbus, OH 43129-6009	45.00	0.00	5.09	0.00	50.09	\$666.05
52	432 Mason Run	Creative Land Design, Inc.	41050 Vincenti Court, Novi, MI 48375	45.00	0.00	5.09	0.00	50.09	\$666.05
53	438 Mason Run	Creative Land Design, Inc.	41050 Vincenti Court, Novi, MI 48375	55.00	0.00	5.09	0.00	60.09	\$799.03
54	444 Mason Run	Creative Land Design, Inc.	41050 Vincenti Court, Novi, MI 48375	55.00	0.00	5.09	0.00	60.09	\$799.03
55	450 Mason Run	O'Grady, Michael & Christina	450 Mason Run Blvd., Monroe, MI 48162	45.00	0.00	5.09	0.00	50.09	\$666.05
56	456 Mason Run	Creative Land Design, Inc.	41050 Vincenti Court, Novi, MI 48375	60.00	0.00	5.09	0.00	65.09	\$865.51
57	462 Mason Run	Creative Land Design, Inc.	41050 Vincenti Court, Novi, MI 48375	58.00	0.00	5.09	0.00	63.09	\$838.92
58	468 Mason Run	Creative Land Design, Inc.	41050 Vincenti Court, Novi, MI 48375	50.00	0.00	5.09	0.00	55.09	\$732.54
59	474 Mason Run	Creative Land Design, Inc.	41050 Vincenti Court, Novi, MI 48375	45.00	0.00	5.09	0.00	50.09	\$666.05
60	480 Mason Run	Creative Land Design, Inc.	41050 Vincenti Court, Novi, MI 48375	43.00	0.00	5.09	0.00	48.09	\$639.46
61	486 Mason Run	Trevino, Francisco & Andrea L	486 Mason Run Blvd., Monroe, MI 48162	50.00	0.00	5.09	0.00	55.09	\$732.54
905	E. Noble - Vacant	City of Monroe	120 East First Street, Monroe, MI 48161	544.17	484.35		0.00	1028.52	\$13,676.64
Project Totals				3622.80	1436.24	310.43	625.00	4744.47	\$63,089.12

Total Frontage on all streets being paved	5369.47
Projected Assessable Cost (w/eng. & Contingencies)	\$71,400
Assessable Cost per front foot	\$13.30

Total Cost to Non-City Property Owners	\$55,877.15
City Property Share Costs	\$7,211.98
City Corner Lot Share Costs	\$8,310.88
Total Project Costs	\$71,400.00