RULE OF THE CHAMBER

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

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

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

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

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

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

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

AGENDA - CITY COUNCIL REGULAR MEETING
MONDAY, SEPTEMBER 21, 2009

I. CALL TO ORDER.

II. ROLL CALL.

III. INVOCATION/PLEDGE OF ALLEGIANCE.

IV. PRESENTATIONS.

Presentation by Becky Mullins on behalf of the Monroe Art League's 1812 River Raisin Battlefield and Bicentennial Art Contest.

Presentation by Sandie Pierce and Judy Laberdee, Parolee Supervisor for Monroe with MPRI, Michigan Prisoner ReEntry Initiative.

Presentation by Mayor Mark G. Worrell, former Mayor Milton Knabush and Arden Westover regarding an historic perspective.

V. PROCLAMATIONS.

212 October 31, 2009 – Halloween Night Trick-or-Treat

VI. PUBLIC HEARINGS.

210 Public hearing for the purpose of reviewing and hearing comments on the special assessment roll for S.A.D. #331, 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. There are no comments on file in writing in the Clerk-Treasurer's Office.

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

A. Approval of the Minutes of the Work Session held on, Tuesday, September 8, 2009, and the Minutes of the Regular Meeting held on, Tuesday, September 8, 2009.

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

213 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 the membership, adopt the bylaws and designate representatives, and recommending that Council approve the attached resolution for the City of Monroe to become a member or the HEART-MI alliance and provide the respective funding contribution as described after all equipment has been installed and is operational in an effort to avoid losing the equipment grant funding and to maintain the real-time network, and further recommending 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.
2. Supporting documents.
3. Action: Accept, place on file and the resolution be adopted.

214 West Lorain Street Water Main Replacement-Change Order.

1. Communication from the Director of Engineering & Public Services, submitting a Change Order to the West Lorain Street Water Main Replacement project and recommending that a Change Order in the amount of $104,974.54 be issued to C & D Hughes for the West Lorain Street water main replacement project, and that a total of $121,000 be encumbered to include a 15% contingency, and further recommending that the Director of Engineering & Public Services be authorized to execute the change order on behalf of the City.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

215 City of Monroe Fire Stations Building Maintenance & Renovation Bids.

1. Communication from the Director of Engineering & Public Services, reporting back on bids received for building maintenance and renovations for the Central Fire Station and the West Side Fire Station, and recommending that Council award a contract for Items 1, and 6 to Phoenix Contractors, Inc., in the amount of $36,000, that Council award a contract for Item 4 to Sieb Plumbing & Heating, Inc., in the amount of $9,950.00, Council award a contract for Item 5 to Staelgraeve-Turner Electric, Inc, in the amount of $12,000 and that a total of $61,000 be encumbered to include a total of 5% contingency for the overall project, and further recommending that the Mayor and Clerk-Treasurer be authorized to sign to contracts on behalf of the City of Monroe.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

216 Magnetic Flow Meter Purchase.

1. Communication from the Director of Water & Wastewater Utilities submitting a request to purchase one 30-inch AVV Magnetic Flow Meter, (model MFF761VE118A008ER05), and recommending that a purchase order in the amount of $17,375.00 be issued to Midwestern Municipal Instrumentation, Inc., in accordance with their quote dated 9-14-09.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

217 Suicide Vigil in Loranger Square.

1. Communication from the City Manager's Office, reporting back on a request from the United Way of Monroe County, Inc., on behalf of the Suicide Prevention Committee for permission to close East First Street on September 22, 2009 between Monroe Street and Washington Street from 5:30 p.m. – 7:00 p.m. for their annual vigil, and recommending that Council approve the request contingent upon items being met as outlined by the administration, subject to no additional overtime or other costs to the city, and that the City Manger 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.

218 Appointments.

1. Communication from the City Manager's Office, submitting a proposed resolution for appointments to various boards, commissions and committees, and recommending that the resolution be adopted.
2. Supporting documents.
3. Action: Accept, place on file and the resolution be adopted.

219 St. Mary's Catholic Central High School Homecoming Parade.

1. Communication from the City Manager's Office, reporting back on a request from St. Mary's Catholic Central High School for permission to hold their annual Homecoming Parade on October 2, 2009 at 5:30 p.m., and to close the affected streets, and recommending that Council approve the request with the amended route, contingent upon items being met as outlined by the administration, subject to insurance requirements being met, a parade permit, 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.

220 Monroe High School Homecoming Parade.

1. Communication from the City Manager's Office, reporting back on a request from Monroe High School for permission to hold their annual Homecoming Parade on October 2, 2009 at 5:00 p.m., and to close the affected streets, and additionally for a police escort, and recommending that Council approve the request with the amended route, contingent upon items being met as outlined by the administration, subject to insurance requirements

being met, a parade permit, and 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.

221 Memorial Place Floral Display Recommendations – 2010 Season.

1. Communication from the Director of Engineering & Public Services, reporting back on bids received for the purchase and installation of the tropical red and green Alternanthea plants utilized in the block "MONROE" sign at Memorial Place, and recommending that a purchase order be issued to North Monroe Greenhouse for an annual amount of $4,800.00, and that the Director of Engineering & Public Services be authorized to process it on behalf of the City of Monroe each year from 2010-12.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be adopted.

222 City Policies and Procedures.

1. Communication from the Director of Human Resources, submitting a revised Computer/Electronic Communication Policy, and recommending that Council approve the attached Computer/Electronic Communications Policy #007 and direct City administration to proceed with implementation.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

223 Bulk Rock Salt Bids.

1. Communication from the Director of Engineering & Public Services, reporting back on bids received for bulk rock salt for de-icing major streets and intersection approaches, and recommending that Council award a contract for up to 1,800 tons of bulk rock salt to The Detroit Salt Co., LLC., in the amount of $89,910 for the 2009-10 season, and further recommending that the Director of Engineering & Public Services be authorized to issue a purchase order for the above amount.
2. Supporting documents.
3. Action: Accept, place on file and the resolution be adopted.

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

1. Communication from the Director of Engineering & Public Services, submitting Resolution No. 2, Revised to correct several errors in the compilation of the assessment district boundaries, and the ownership details of some of the parcels of the special assessment district which includes Mason Run Boulevard and Baptiste avenue north of Noble Avenue, East of Lorain Street from Mason Run Drain to Baptiste Avenue, and all of Elliot Street, LaPointe Avenue, and McDougall Street, and recommending that the attached amended Resolution 2 be adopted, and that a new public hearing be scheduled with all of the correct property owners directly notified, for Monday, October 5, 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 recommendation be carried out.

VII. MAYOR'S COMMENTS.

IX. CITY MANAGER COMMUNICATION.

X. COUNCIL COMMENTS.

XI. CITIZEN COMMENTS.

XII. ADJOURNMENT.

P R O C L A M A T I O N

WHEREAS, Halloween is known as a time for merrymaking for children in particular, when they dress in varying costumes as princesses, action heroes, ghosts, and witches; and

WHEREAS, the City Council sets aside October 31st , for the merry-makers to enjoy themselves in their festive and eerie costumes for the purpose of Trick-or-Treat; and

WHEREAS, it is for the safety and welfare of our children and the citizenry at large that the time be limited.

NOW, THEREFORE, I, Mark G. Worrell, Mayor of the City of Monroe, with the support of City Council, do hereby proclaim the night of Saturday, October 31, 2009, between the hours of 6:30 p.m. and 8:00 p.m., as Halloween Trick-or-Treat night.

IN WITNESS WHEREOF, We have hereunto set our hands and caused the Seal of the City of Monroe to be affixed this 21st 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: 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, Detroit River, and Lake Erie 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. 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 Raw Water Pumping Facility is scheduled to be granted $92,000 worth of equipment installed and training as part of becoming a member 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 a total of 14 monitoring locations (see attached map) where 13 locations are currently operational with data available online. The network is considered to be the most sophisticated real-time monitoring system in the United States. The following pollutants will be monitored with the equipment installed 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.

Frenchtown Charter Township has declined to become a member of HEART-MI at this time. They agree to the equipment being installed and to pay their share of the costs via the Monroe-Frenchtown Joint Raw Water Partnership if the City of Monroe becomes a member of the HEART-MI alliance (see attached letter). The attached resolution must be approved by the City of Monroe to: accept the membership, adopt the bylaws, and designate representatives. Note that the City can back out of the alliance at anytime in accordance with the attached 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, and the State of Michigan. The alliance is being forced to be formed and provide for self-sustained funding in order to maintain the existing system and equipment of the HEART-MI alliance. In order to accomplish this task each member will be required to contribute funding based on the finished water pumped into their respective water systems. Based on the request from Frenchtown, the City of Monroe and Frenchtown Charter Township 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 City of Monroe to become a member of the HEART-MI alliance and provide the respective funding contribution as described after all equipment has been installed and is operational in an effort to avoid losing the equipment grant funding and to 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 membership 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:

City	Account Number	Amount
Membership & Dues	59940521 958000	$15,818.00
Other Funds		

Budget Approval: _____

FACT SHEET PREPARED BY: Barry S. LaRoy, P.E., Director of Water & Wastewater Utilities **DATE:** September 11, 2009

REVIEWED BY: **DATE:**

COUNCIL MEETING DATE: September 21, 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 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 City of Monroe 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 formally appoints the City of Monroe Director of Water as its designated representative to the HEART-MI and the City of Monroe Water Treatment Plant Superintendent as the alternate representative, and authorize the City of Monroe Director of Water to designate additional persons to represent the City of Monroe, if needed, as an alternate to assure voting representation.

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

Frenchtown Water Department

5300 N. Dixie Highway, Newport, MI 48166
Rich Weirich – Water Utility Director 734-289-1015
Randy Kendall – Distribution Supervisor 734-289-1015

September 9, 2009

Mr. Barry LaRoy, P.E.
Director of Water & Wastewater Utilities
City of Monroe

RE: Huron to Erie Alliance for Real Time Monitoring & Information
Frenchtown Charter Township's Position

Barry,

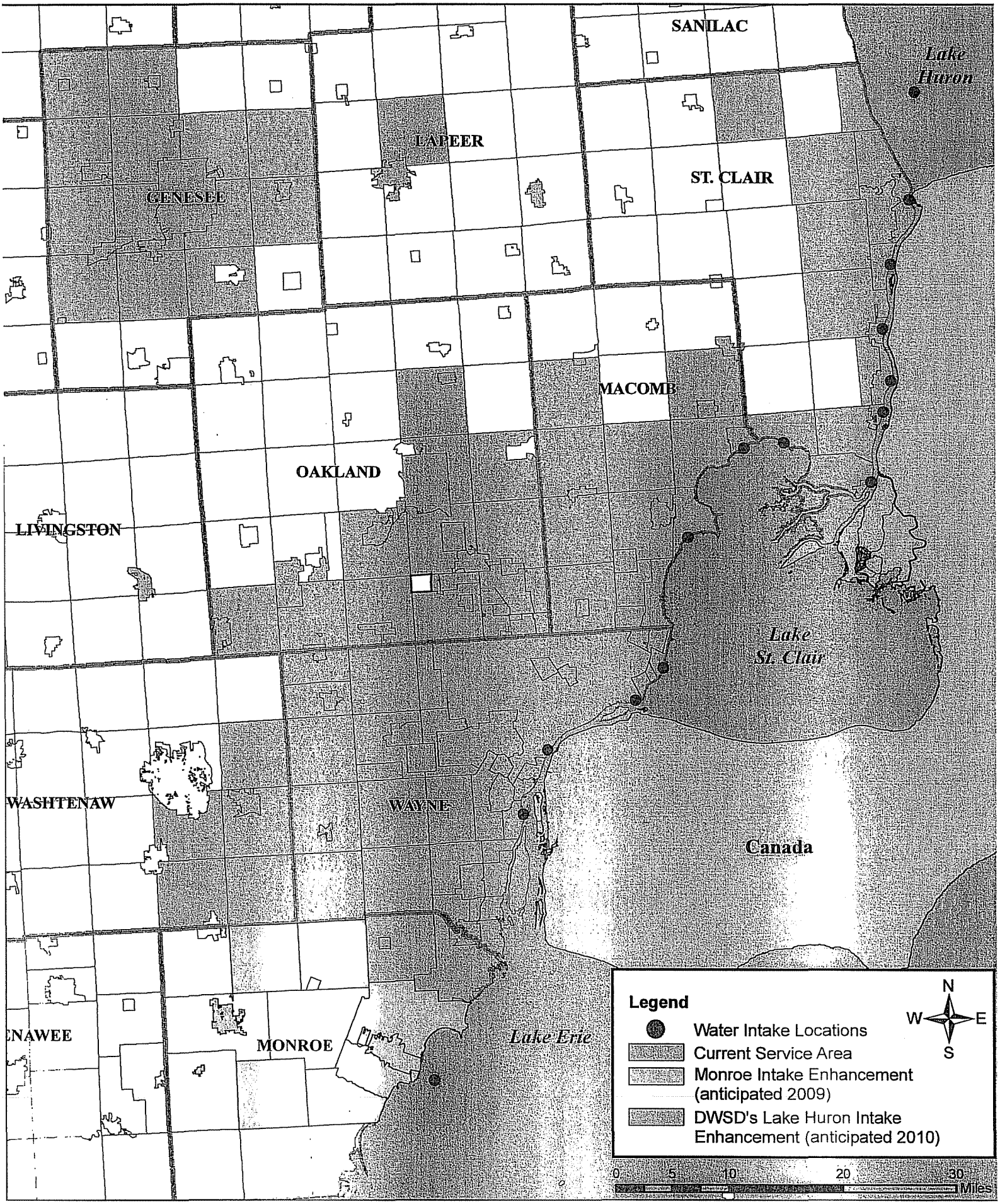
I am writing to advise you that the Frenchtown Charter Township Board considered the request to become a member of the Huron to Erie Alliance for Real Time Monitoring (HEART-MI) at its regular meeting on September 8th, 2009. At that time, the Board determined that it would not adopt the resolution or bylaws as proposed and would decline to become a member of HEART-MI or to obligate itself under the agreement or the bylaws but would agree to the installation of the equipment as proposed at the intake under the Joint Raw Water Partnership, if the City of Monroe desires to adopt the resolution and become an Alliance member. Further, if the City does determine to proceed, Frenchtown Charter Township will contribute the proposed share of the annual membership fee through monthly reimbursement at a total yearly cost not to exceed $3637.00 for the 2010 calendar year as proposed. The Frenchtown Charter Township Board will thereafter consider continued authorization and payment of the voluntary assessment on an annual basis.

I hope this clarifies the Board's action. If you have any questions or comments at all though please feel free to call.

Thank you,

Rich Weirich
Frenchtown Charter Township
Water Utility Director

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

Contents

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 Gieleghem, 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

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 ft² @ $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.

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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)

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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: WEST LORAIN STREET WATER MAIN REPLACEMENT – CHANGE ORDER AWARD

DISCUSSION: The City is in the second year of an extremely aggressive water main replacement program, and at the end of this 3-year program the city will have replaced or rehabilitated nearly 15 miles of water main. The City awarded a contract for some projects that were from the first year's general obligation bonding in 2008, and the remaining projects, including some that had already been funded from other capital improvements program allocations, were packaged for bidding and awarded in April 2009. This contract, entitled the "2009 City-Funded Water Main Program" included water main replacement in six (6) geographic locations, and was awarded to C & D Hughes of Charlotte, Michigan in the amount of $889,628.46. With the subsequent addition of the water main replacement on Lavender Street (awarded by the City Council on July 6) and one other change order for minor items, their contract now stands at $1,163,062.72. All work divisions from this contract have been essentially completed except work on Lavender Street, which should be completed in the next two (2) weeks. In addition, they were also the low bidder on two of the three groups of the 2009 water main replacement contract that is being funded through the State of Michigan's Drinking Water Revolving Fund (DWRF) program, and is expected to commence in the next month.

The 2009 City-Funded Water Main Program contract includes provisions for adding divisions as a Change Order at the same bid unit prices, with a quotation provided only for the new items unique to that particular geographic location. The last water main project that was intended to be completed during 2009 is the replacement of the water main on West Lorain Street between Telegraph Road and Huber Drive, and this project is now ready to be commenced. As it appears most advantageous to offer this final un-awarded division, which we have labeled Division R of the contract, to C & D Hughes rather than bidding this small project separately, we have prepared a tabulation of the items where bid prices already exist, and have received a quotation for the unique items (starred and in bold print). As you may remember, the 2009 Water Main Program overall low bid was 20% below the Engineer's Estimate, so we feel these prices are excellent to begin with, and the quote for the unique items is reasonable. The tabulated construction cost is expected to be $104,974.54, and there is adequate funding budgeted for this work.

IT IS RECOMMENDED that a Change Order in the amount of $104,974.54 be issued to C & D Hughes for the West Lorain Street water main replacement project, and that a total of $121,000 be encumbered to include a 15% contingency. **IT IS FURTHER RECOMMENDED** that the Director of Engineering and Public Services be authorized to execute the change order on behalf of the City.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: As soon as possible

REASON FOR DEADLINE: Contractor will be available to commence work activities within a few weeks.

STAFF RECOMMENDATION: X For ☐ Against

REASON AGAINST: N/A

INITIATED BY: Department of Engineering and Public Services

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

FINANCES

COST AND REVENUE PROJECTIONS:

Cost of Total Project	$121,000*
Cost of This Project Approval	$121,000*
Related Annual Operating Cost	$N/A
Increased Revenue Expected/Year	$N/A

*Includes 15% contingency

SOURCE OF FUNDS:

City	Account Number	Amount
West Lorain Street Water Main	591-40.538-972.000 09W04	$121,000*
Other Funds		

*Includes 15% contingency

Budget Approval: _____

FACT SHEET PREPARED BY: Patrick M. Lewis, P.E., Director of Engineering and Public Services **DATE:** 09/14/09

REVIEWED BY: **DATE:**

COUNCIL MEETING DATE: September 21, 2009

LORAIN WATERMAIN				C & D HUGHES, INC.	
ITEM NO.	DESCRIPTION	NO. OF UNITS	UNITS	UNIT PRICE	COST
2	R&D EXST'G. PAVEMENT	98.3	SYD	$ 3.00	$ 294.90
3	R&D SPOT C&G	48.0	LFT	$ 5.00	$ 240.00
4	R&D SIDEWALK	125.6	SFT	$ 0.50	$ 62.80
6	R&S EXST'G. VALVE BOX	3.0	EA	$ 100.00	$ 300.00
7	R&S EXST'G. HYD.	1.0	EA	$ 200.00	$ 200.00
9	R&D EXST'G. 6" WATERMAIN	650.1	LFT	$ 1.00	$ 650.10
27	F&I 8" D.I. CL 52 POLYWRAPPED WATER MAIN	39.2	LFT	$ 59.60	$ 2,336.32
28	F&I 12" D.I. CL 52 POLYWRAPPED WATER MAIN	156.4	LFT	$ 60.00	$ 9,384.00
29	F&I 8" GATE VALVE & BOX	5.0	EA	$ 1,400.00	$ 7,000.00
31	F&I STANDARD SETTING HYD BRANCH COMPLETE	1.0	EA	$ 3,100.00	$ 3,100.00
32	F&I 8"X8"X6" D.I. TEE	1.0	EA	$ 1,200.00	$ 1,200.00
37	F&I 8" 22 1/2 D.I. BEND	4.0	EA	$ 300.00	$ 1,200.00
39	F&I 6" D.I. SOLID SLEEVE	2.0	EA	$ 3,400.00	$ 6,800.00
40	F&I 8" D.I. SOLID SLEEVE	1.0	EA	$ 3,500.00	$ 3,500.00
42	F&I 8"X6" D.I. REDUCER	2.0	EA	$ 400.00	$ 800.00
50	F&I 2" BLOWOFF	2.0	EA	$ 150.00	$ 300.00
51	F&I 1" CHLORINATING TAP	2.0	EA	$ 150.00	$ 300.00
54	F & I 4" ADA CONCRETE SIDEWALK	102.8	SFT	$ 6.00	$ 616.80
55	F & I 6" CONC. PAVE.	72.4	SYD	$ 29.00	$ 2,099.60
58	F&I SPOT C&G	48.0	LFT	$ 20.00	$ 960.00
59	F & I 36A BIT. HAND PATCH	5.7	TON	$ 95.00	$ 541.50
62	F&I CONTROL DENSITY BACKFILL	55.8	CYD	$ 80.00	$ 4,464.00
*	F&I 12"X8"X12"X8" D.I. CROSS	1.0	EA	$ 5,000.00	$ 5,000.00
*	F&I 12"X12"X12" D.I. TEE	2.0	EA	$ 4,500.00	$ 9,000.00
*	F&I 12" GATE VALVE & BOX	2.0	EA	$ 2,500.00	$ 5,000.00
*	F&I 12" C-900 PVC WATERMAIN	493.7	LFT	$ 59.60	$ 29,424.52
*	F&I 12"X8" D.I. REDUCER	3.0	EA	$ 800.00	$ 2,400.00
*	MAINTENANCE OF WATER MAIN TRENCH	1.0	LS	$ 2,000.00	$ 2,000.00
*	TRAFFIC CONTROL	1.0	LS	$ 3,000.00	$ 3,000.00
*	SITE RESTORATION	1.0	LS	$ 2,800.00	$ 2,800.00
		CONSTRUCTION COST TOTAL			$ 104,974.54
		CONTINGENCIES (15%)			$ 15,746.18
		ENGINEERING (15%)			$ 15,746.18
		PROJECT TOTAL COST			$ 136,466.90

CITY COUNCIL
AGENDA FACT SHEET

RELATING TO: BUILDING MAINTENANCE & RENOVATIONS – CITY OF MONROE FIRE STATIONS – REPORT ON BID OPENING

DISCUSSION: As a part of the 2009-10 Capital Improvements Program, the City Council funded $25,000 for fire-proofing of the steel support columns in the Central Fire Station, and $35,000 for the replacement of the roof over the apparatus room at the West Side Fire Station. In addition, there is some leftover funding from previous Fire Department Capital Improvements projects that can be used for these and other improvements. It is felt that due to concerns over the ability to retrofit the structural columns with fire-proofing foam and the ability of this foam to guard against water penetration, that a sprinkler system should be considered instead. In addition to these two (2) funded projects, the Fire Chief identified four (4) other projects that should be considered. These are the replacement of the HVAC unit and the replacement of the flat roof system over the Central Fire Station office area, the removal of the archway at the West Side Fire Station, and hard-wiring of new smoke detectors in the Central Fire Station. Due to the technical nature of design for most of these elements, James J. Jacobs Architects of Monroe was awarded a contract for design and some construction review assistance at the July 6, 2009 City Council meeting in an amount not to exceed $19,178.00. As it does with most capital projects, the Engineering Department has been assisting in the development of the design, preparation of the contract documentation, coordination of the bidding process, and will do so with contract administration throughout construction.

Bids were opened for this project on Monday, September 14, and there were three (3) bidders. Due to the nature of the work, bidders had been advised that the City would reserve the right to award the project by individual line items, or the lowest overall bidder as deemed in the best interest of the City. A bid tabulation has been attached for your review. Bid items 1, 3, 4, 5, and 9 represent five of the six project needs identified by the Fire Chief, whereas it was determined during project development that the roof repair at the West Side Station was the lowest priority and would likely exceed the available budget, so it was omitted. Item 2 represents a provisional item that may be paid if any roof deck replacement is necessary, and items 6 and 7 are alternates that could be used to further prevent deterioration of the Central Station office roof by minimizing sliding snow and ice from the higher roof above. Item 8 was intended to take advantage of work over the office by replacing the door and window framing on the south face of the building, but is not absolutely necessary at this time. Lastly, Item 10 is intended to be an alternate to Item 9, in case the City decided to demolish the archway at the West Side Station instead of repairing it.

The Engineering Department is somewhat surprised at the lack of bidders for this project, as only one general contractor submitted a bid on most of the items, along with two local bidders for their respective trade items. The project was advertised for a full three (3) weeks in all of the standard statewide trade publications commonly used and was direct mailed to a number of known bidders. Nonetheless, since the budgeted funding appears to be inadequate to award many of the projects at this time, it is recommended that the City move forward with those that can be funded at this time. The project was bid with Labor Harmony requirements, but since we will not be awarding any single contract for more than $50,000, they will not apply, though it is believed that both contractors to which we are recommending award would meet the requirements if necessary. Based on the priorities set forth by the Fire Chief and the ability to fit the work items into the available budget, we are recommending that Item 4 be awarded to Sieb Plumbing & Heating, Inc., Item 5 be awarded to Staelgrave-Turner Electric, Inc., and Items 1 and 6 be awarded to Phoenix Contractors, Inc., along with some contingency based on Item 2 in the case of roof deck replacement. We have worked with all three firms in the recent past, and all have performed work satisfactorily. The recommendation of Jacobs Architects is attached for your review as well, and the Engineering and Public Service Department generally agrees with their evaluation of the bids, as well as the necessity of providing additional funding in the near future for the other items that are not being recommend for award at this time.

IT IS RECOMMENDED that the City Council award a contract for Items 1 and 6 to Phoenix Contractors, Inc. in the amount of $36,000.00, that the City Council award a contract for Item 4 to Sieb Plumbing & Heating, Inc. in the amount of $9,950.00, that the City Council award a contract for Item 5 to Staelgrave-Turner Electric, Inc. in the amount of $12,200 and that a total of $61,000 be encumbered to include a total of 5% contingency for the overall project. **IT IS FURTHER RECOMMENDED** that the Mayor and Clerk-Treasurer be authorized to sign the contracts 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: Project completion date is November 15, HVAC unit needs to be replaced before Winter

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, Fire Department

FINANCES

COST AND REVENUE PROJECTIONS:

Cost of Total Project	$80,178*
Cost of This Project Approval	$61,000
Related Annual Operating Cost	$ N/A
Increased Revenue Expected/Year	$ N/A

*Includes $19,178 in architectural services awarded at July 6, 2009 City Council meeting, which covers design for some future projects as well as those awarded under this contract.

SOURCE OF FUNDS:

City	Account Number	Amount
Fire Station Insulation	401-95.336-818.020 10C05	$15,822.00
W. Side Fire Station Roof Repair	401-95.336-818.020 10C06	$25,000.00
Fire Headquarters Improvements	401-95.336-975.000 02C29	$ 4,960.00
Ambulance Cot Replacement	401-95.336-977.000 08C08	$10,100.00
SCBA Compressor	401-95.336-977.000 09C08	$ 876.00
Utility Chief Vehicle	401-95.336-981.000 09C09	$ 1,242.00
Fire Dept. Operating Equipment	101-55.336-977.000	$ 3,000.00

Other Funds

Note: Finance Director may choose to transfer these funds into a new project account for this project if desired.

Budget Approval: _____

FACT SHEET PREPARED BY: Patrick M. Lewis, P.E., Director of Engineering and Public Services **DATE:** 09/17/09

REVIEWED BY: **DATE:**

COUNCIL MEETING DATE: September 21, 2009

BUILDING MAINTENANCE AND RENOVATIONS - CITY OF MONROE FIRE STATIONS - BID TABULATION

BUILDING MAINTENANCE & RENOVATIONS - CITY OF MONROE FIRE STATIONS				PHOENIX CONTRACTORS, INC.	SIEB PLUMBING & HEATING, INC.	STAELGRAEVE TURNER ELECTRIC, INC.
ITEM NO.	DESCRIPTION	UNITS	NO. OF UNITS	LUMP SUM BID AMOUNT	LUMP SUM BID AMOUNT	LUMP SUM BID AMOUNT
1	BASE BID - RUBBER ROOFING SYSTEM	LS	1.0	**$ 31,000.00**	$ -	$ -
2	BASE BID -METAL DECK REPL. (PROVISIONAL)	SFT	1.0	$ 15.00	$ -	$ -
3	BASE BID - FIRE SUPRESSION SYSTEM	LS	1.0	$ 41,000.00	$ -	$ -
4	BASE BID - NEW FURNACE / CONDENSING UNIT	LS	1.0	$ 26,000.00	**$ 9,950.00**	$ -
5	BASE BID - NEW HARD-WIRED SMOKE DETECTORS	LS	1.0	$ -	$ -	$ 12,200.00
6	ALT. 1 - NEW ICE AND SNOW GUARDS ON EXISTING ROOF	LS	1.0	**$ 5,000.00**	$ -	$ -
7	ALT. 2 - NEW HEATING CABLE AT S END OF EXIST. ROOF	LS	1.0	$ -	$ -	$ 3,400.00
8	ALT. 3- NEW ANODIZED ALUMINUM FRAMING SYSTEM	LS	1.0	$ 39,000.00	$ -	$ -
9	BASE BID - WEST SIDE STATION ARCH REPAIR	LS	1.0	**$ 8,500.00**	$ -	$ -
10	BASE BID - WEST SIDE STATION ARCH DEMOLITION	LS	1.0	$ 12,900.00	$ -	$ -
Recommended awards highlighted in bold print.		**Total rec. awards**		**$ 54,450.00**		

Prepared by Patrick M. Lewis, P.E. 9/15/2009

JAMES S. JACOBS ARCHITECTS, PLLC
25 WASHINGTON STREET • MONROE, MICHIGAN 48161 • (734) 241-7933

September 16, 2009

Patrick M. Lewis, P.E.
Director of Engineering and Public Services
City of Monroe
120 East First Street
Monroe, Michigan 48161

Re: Bid Recommendation for Central and West Side Fire Station Building Improvements.

Dear Pat,

Based on our conversation after bid opening and review of the bids submitted, we offer the following recommendation on award of contract. We are assuming the funds available are approximately sixty thousand dollars.

It is our opinion that the immediate project need is the HVAC rooftop replacement project. This can be a stand-alone project and it is our opinion that this work should be awarded to the low bidder Sieb Plumbing and Heating for their bid sum of nine thousand nine hundred and fifty ($9,950.00) dollars.

The next item of importance is the roof replacement at the Central Fire Station. Upon review of the bid it is our recommendation that the low bidder, Phoenix Construction, be awarded this work for the bid sum of thirty one thousand ($31,000.00) dollars. And that the allowance of fifteen ($15/sf) dollars per square foot for roof deck replacement is accepted.

The remaining bid items for Central Station, I would consider "optional" but necessary. Our recommendations are as follows;

Fire Suppression System – This bid appears to be on the high side and if accepted will push you beyond your budget constraints. We suggest rebidding this portion of work later when additional funding is available. Another option would be to sit down with the low bidder and investigate any possibilities of value engineering to find possible cost savings and/or alternatives.

Hard-Wired Smoke Detectors – We recommend acceptance of the low bid for this work from Staelgraeve Turner Electric for twelve thousand two hundred ($12,200.00) dollars.

Ice/Snow Guards – We recommend acceptance of the low bid for this work from Phoenix Construction for five thousand ($5,000.00) dollars. We also recommend, prior to acceptance, we sit down with them to investigate any value engineering alternatives that might reduce the price.

Heat Cable and Power – We recommend not accepting this bid at this time due to budget constraints.

Aluminum Framing System – We recommend acceptance of the low bid for this work from Phoenix Construction for thirty nine thousand ($39,000.00) dollars if additional funding is available. Completing this work later could add as much as twenty-five percent or more to the cost of the project. These windows and doors are in great need of replacement and, if not replaced as part of this project, should be placed on a needs list for the immediate future.

For the work at the West Side Fire Station, we recommend repair of the brick arch in lieu of removal purely from an economic standpoint. We are also recommending that this work be completed immediately as this work relates to a safety complaint and to prevent further building damage. The problem, however, is that all the available funds appear to be used by the also necessary projects at the Central Station as described above. It is therefore our recommendation that this work be completed as a maintenance project by City staff rather than award to the low bidder.

In this short time, since the receipt of bids, we have not been able to identify why there was a shortage of bidders. That said, if funding was available for all the identified projects, we are comfortable recommending acceptance of all the low bidders as qualified to perform the work outlined.

Please let me know if you need additional information. And thank you again for the opportunity to be of service to the City.

Sincerely,
JAMES S. JACOBS ARCHITECTS, PLLC

James S. Jacobs, AIA

CITY COUNCIL
AGENDA FACT SHEET

RELATING TO: MAGNETIC FLOW METER PURCHASE – WATER DEPARTMENT

DISCUSSION: The Water Department requests to purchase one 30-inch ABB Magnetic Flow Meter (model MFF761VE118A008ER05) from Midwestern Municipal Instrumentation Inc. Attached are a quote from Midwestern Municipal Instrumentation Inc (dated 9-14-09) and a letter from ABB Inc (dated 9-11-09), manufacturer of ABB Magnetic Flow Meters, indicating Midwestern Municipal Instrumentation Inc as being the ABB sole source provider for the municipal industry in lower Michigan. The quoted price from Midwestern Municipal Instrumentation Inc and letter from ABB Inc are current. The Water Department requests that Midwestern Municipal Instrumentation Inc be considered the sole source provider to sell this product and for this purchase to be made without bids.

The water treatment plant has replaced several obsolete and unreliable flow meters where replacement parts are not readily accessible within the water plant treatment process with ABB flow meters. ABB flow meters are considered the most reliable, precise, and are widely used in both the water and wastewater industries.

The existing flow meter (installed in 1987) is an ultrasonic flow meter that records the amount of water pumped into the water system. Per the manufacturer, the meter is no longer serviceable or repairable; however the meter accuracy must be verified annually per the MDEQ. The new flow meter will be used to replace the existing flow meter which is located in the West High Service station at the Water Treatment Plant. One 30-inch ABB Magnetic Flow meter (model MFF761VE118A008ER05) is required for the replacement. Based on the quote the cost for the equipment and freight is $16,225.00. Start-up includes programming and training and will be needed for one day, where the total purchase cost will be $17,375.00. This meter replacement is a Capital Improvement Program project where adequate funding has been budgeted. The award will allow for purchasing of the flow meter so that the old meter can be replaced with the new meter by Water Department staff.

IT IS RECOMMENDED that a purchase order in the amount of $17,375.00 be issued to Midwestern Municipal Instrumentation Inc for providing one 30-inch ABB Magnetic Flow meter (model MFF761VE118A008ER05) in accordance with their quote dated 9-14-09.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: December 13, 2009

REASON FOR DEADLINE: Maintain accuracy of water pumped into the water system, quote 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	$ 19,315.00
Cost of This Project Approval	$ 17,375.00
Related Annual Operating Cost	$ N/A
Increased Revenue Expected/Year	$ N/A

SOURCE OF FUNDS:

City	Account Number	Amount
Operating Equipment	59140537 977000 06W09	$ 17,375.00
Other Funds		

Budget Approval: _____

FACT SHEET PREPARED BY: Barry S. LaRoy, P.E., Director of Water & Wastewater Utilities **DATE:** September 14, 2009

REVIEWED BY: **DATE:**

COUNCIL MEETING DATE: September 21, 2009

Midwest
Municipal
Instrumentation Inc.

Representing: ABB

QUOTATION

Customer: Christopher Knight

Reference: Monroe 30 Inch Magmeter Quote
Bid date:
Date: 9/14/09 Rev1

Attention: City of Monroe

We are pleased to offer our proposal for furnishing and delivering ABB equipment for the above referenced project. Equipment is specifically listed in the attached "Proposed Equipment List." Items required, but not listed, are to be furnished by others. **Please make PO to Midwest Municipal Inst.**

Freight Included/ Tax Exempt

Quantity	Model	Unit Cost
1	MFF761VE118A008ER05	$16,225.00
	Liner Material: Elastomer NSF-61 Approved	
	Size: 30-Inch	
	Flange Rating: AWWA Class D	
	Electrode Material: 316 Stainless Steel	
	Flange Material: Carbon Steel	
	Enclosure Classification: **NEMA 4/IP68 capable of**	
	Permanent Submergence in 15 feet of water	
	Signal Converter: Remote mounted with 50 Feet of Cable	
1	(MFE4ER140311D)	**INCLUDED**
	Signal Output: 4-20 ma / Scaled Pulse/**HART**	
	Power Requirements: 120 Vac 50/60 Hz	
	Indicator/Totalizer: 2x16 Character LCD lighted display	
2	316 SS Grounding Rings	**INCLUDED**
	SST TAGING / Certified Calibration 3 Point	
1	8 Point Calibration & Calmaster Fingerprint	INCLUDED
	Delivery 10 to 12 weeks	

Optional

X	**Start Up includes programming and Training Per Day.**	$1,150.00
	* Does not include conduit runs or Installation.	

Prepared by: Richard W. Mommers/James L.
4391 Bonnymede Court
Jackson, MI 49201
Telephone: 517-764-4736
Fax: 517-764-4739
Cell: 419-322-6771
E-mail: rmommersmmi@msn.com

Per ABB Terms & Conditions
Validity of Proposal: 90 Days
FOB: Factory
Payment Terms: 100% Net 30 Days from shipment
Taxes: Excluded and are the responsibility of the Buyer
Installation and all on-site services: Not Included

September 11, 2009

Mr. Christopher Knight
City of Monroe-Superintendant
christopherknight@monroemi.gov
734-241-3920

Dear Mr. Knight:

Midwest Municipal Instrumentation is ABB's sole source provider for the municipal industry in Lower Michigan.

1. Questions, inquiries and purchase orders should be sent to:
   ABB Inc.
   C/O Mr. Curtis Brzyski
   Midwest Municipal Instrumentation Inc.
   4391 Bonnymede Court
   Jackson, MI 49201-2392

   (P): 517-764-4736
   (F): 517-764-4739

2. Payment should be sent to:
   ABB Inc.
   PO Box 7777-W1170
   Philadelphia, PA 19175

3. Federal I.D. Tax Number is 36-3100018

Any other questions or concerns should be directed to Dave Benson or Tom Figlik at the following locations:

Dave Benson
Director Municipal Sales
ABB Inc.
Instrumentation
P.O. Box 123
Londonderry, OH 45647
(P): 740-703-8310
(F): 740-887-5339

Tom Figlik
Regional Manager
ABB Inc.
Instrumentation
579 Executive Campus Drive
Westerville, OH 43082
(P): 614-818-6435
(F): 860-298-3697

Very truly yours,

James L. Mommers, Manager
Customer Support (MMI)

Julies Baker, Manager
Customer Support (ABB)

cc: David Benson
Tom Figlik
Curtis Brzyski

CITY COUNCIL
AGENDA FACT SHEET

RELATING TO: SUICIDE VIGIL IN LORANGER SQUARE

DISCUSSION:

The City received a request from Rusty Davis, United Way of Monroe County, Inc. Program Manager, on behalf of the Suicide Prevention Committee, for permission to close East First Street on September 22, 2009. Specifically the request is to close East First Street between Monroe Street and Washington Street from 5:30 p.m. – 7:00 p.m. for their annual vigil.

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

DPS personnel will place and pick up barricades on normal hours, residents can place in street.

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

It is also suggested that the United Way of Monroe County contact the County Purchasing Department to reserve the pavilion.

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

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE:

REASON FOR DEADLINE:

STAFF RECOMMENDATION: ☐For ☐Against

REASON AGAINST:

INITIATED BY: City Manager's Office

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: D.P.S., Police, Engineering, Fire, Finance, 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:** 9/14/09

REVIEWED BY: **DATE:**

COUNCIL MEETING DATE: 9/21/09

216 North Monroe Street
Monroe, MI 48162

Phone: 734-242-1331
Fax: 734-242-3378

www.monroeuw.org

United Way
United Way of Monroe County

9-10-2008
George Brown, City Manager
120 E. First Street,
Monroe, MI 48161

Dear George,

I am writing on behalf of the Suicide Prevention Committee, a sub-committee of the Human Services Collaborative Network.

We are planning a Suicide Vigil in Loranger Square for September 22rd from 5:30 pm until 7 pm. This is the fifth year we have conducted this vigil and it is a very sobering commemoration. Surviving family members, support staff and other supportive community members attend.

We usually have an opening musical presentation, two or three presentations by families of suicide, information about services and available help in the community followed by a closing musical piece and candle lighting. Our attendance is usually around 100 people.

We are requesting the closure of First Street between Monroe Street and Washington Street during our Vigil.

Please let us know if you have any questions. Your favorable consideration is appreciated. If you have questions, I can be reached at 734-242-1331.

Rusty Davis,

Program Manager,
United Way of Monroe County, Inc.

LIVE UNITED United Way

CITY COUNCIL
AGENDA FACT SHEET

RELATING TO: **Appointments**

DISCUSSION: The attached Resolution recommends appointments to various City Boards and Commissions whose terms have expired and/or where there is a vacancy.

Therefore, it is recommenced, that City Council approve the proposed Resolution making appointments to various City Boards and Commissions.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: N/A

REASON FOR DEADLINE: N/A

STAFF RECOMMENDATION: ☒ For ☐ Against

REASON AGAINST: N/A

INITIATED BY:

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: City Operations

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

Budget Approval: _____

FACT SHEET PREPARED BY: Mayor's Office **DATE:** 9/15/09

REVIEWED BY: Mark G. Worrell **DATE:**

COUNCIL MEETING DATE: 9/21/09

R E S O L U T I O N

WHEREAS, there are terms on various Boards, Commissions, and Committees which have vacancies; and

WHEREAS, a diligent effort has been made to fill these appointments;

THEREFORE BE IT RESOLVED that the following people are hereby appointed to the office and the term hereinafter indicated, September 21, 2009.

MONROE PORT COMMISSION

Lisa Leachman	3 year term to June 30, 2012

CONSTRUCTION BOARD OF APPEALS

George O'Dell	fill an unexpired term to January 9, 2012

ZONING BOARD OF APPEALS

George O'Dell	fill an unexpired term to January 9, 2012
Ryan Lingar	fill an unexpired term to January 11, 2010

CITY COUNCIL
AGENDA FACT SHEET

RELATING TO: **REQUEST FROM ST. MARY CATHOLIC CENTRAL HIGH SCHOOL FOR PERMISSION TO HOLD THEIR ANNUAL HOMECOMING PARADE ON OCTOBER 2, 2009**

DISCUSSION: The City received a request from St. Mary Catholic Central High School for permission to hold their annual Homecoming Parade on October 2, 2009 at 5:30 p.m. Specifically the request is to use Monroe Street from Noble Avenue to Jones Street as well as Jones Street from Monroe Street to Navarre Field from 5:30 p.m. to 7:00 p.m.

The request was reviewed by the administrative staff and there were safety concerns from the Police Department to close a main street during rush hour for a few spectators. It was determined by staff that a new route would be proposed to both high schools this year that would be safer and more cost efficient.

A meeting was conducted with staff and school officials to come up with a revised parade route that would be safer as well as one that would not require as many officers to staff, thereby saving the city and/or school money. **The new route proposed by the Police Department will close the affected streets (assemble at rear of school on Willow Street. Proceed east on Willow, to south on Macomb, to west on Third, to south on Washington to east on Jones Avenue to Navarre Field.)**

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

Therefore, it is recommended, that City Council approve this request **with the amended route,** contingent upon items being met as outlined by the administration, subject to insurance requirements being met, a parade permit, 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:** 9/16/09

REVIEWED BY: **DATE:**

COUNCIL MEETING DATE: 9/21/09

St. Mary Catholic Central High School

A Tradition of Excellence in Education and Faith

July 30, 2009

Dear Mayor Worrell and City Officials,

As you know, Saint Mary Catholic Central High School has a tradition of holding a Homecoming parade, which runs from the SMCC parking lot to Navarre Field. This year, we would like to continue these festivities, but to do so we need your assistance.

We would like to request the use of Monroe Street from Noble Avenue to Jones Street as well as Jones Street from Monroe Street to Navarre Field from 5:30 p.m. to 7:00 p.m. The parade will leave the SMCC parking lot on Willow Street promptly at 5:45 p.m. on Friday, October 2, 2009.

Your agreement to this proposal will be greatly appreciated. Full cooperation will be given by both the students and the faculty of SMCC to ensure a safe and enjoyable parade. Thank you for your time. If you have any questions or concerns, please contact me at 241-0663 extension 223.

Sincerely,

Denise Wiederhold

Mrs. Denise Wiederhold
Student Council Moderator
Language Department Chair
French Teacher

108 West Elm Avenue
Monroe, Michigan 48162
734.241.7622 / Fax 734.241.9042
www.smccmonroe.com

CITY COUNCIL
AGENDA FACT SHEET

RELATING TO: **REQUEST FROM MONROE HIGH SCHOOL FOR PERMISSION TO HOLD THEIR ANNUAL HOMECOMING PARADE ON OCTOBER 2, 2009**

DISCUSSION: The City received a request from Monroe High School for permission to hold their annual Homecoming Parade on October 2, 2009 at 5:00 p.m. Specifically the request is to close the affected streets (Monroe Street from Fifth Street to W. Front Street at the U.S. Post Office where the parade will disband) and additionally for a police escort.

The request was reviewed by the administrative staff and there were safety concerns from the Police Department to close a main street during rush hour for a few spectators. It was determined by staff that a new route would be proposed to both high schools this year that would be safer and more cost efficient.

A meeting was conducted with staff and school officials to come up with a revised parade route that would be safer as well as one that would not require as many officers to staff, thereby saving the city and/or school money. **The new route proposed by the Police Department will close the affected streets (assemble at St. Mary's Parking Lot then proceed west on Elm to Riverside School's parking lot where it will disband.)** This new route should be a lot safer than the previous route as it is off a five lane primary state roadway and contained wholly to a local roadway.

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

Therefore, it is recommended, that City Council approve this request **with the amended route,** contingent upon items being met as outlined by the administration, subject to insurance requirements being met, a parade permit, 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:** 9/16/09

REVIEWED BY: **DATE:**

COUNCIL MEETING DATE: 9/21/09

Monroe Public Schools

MONROE HIGH SCHOOL
901 Herr Road
Monroe, MI 48161

September 16, 2009

To whom it may concern:

I would like to request permission to conduct the Monroe High School Home Coming Parade on Friday, October 2, 2009. The parade will begin at 5:00. Our parade route will be from St. Mary's park to Riverside elementary school. Please confirm this information with the Assistant Principal's office at Monroe High School.

Thank you,

Montyne Barbee

Montyne Barbee
Assistant Principal
Monroe High School
734-265-3460
Barbee@monroe.k12.mi.us

CITY COUNCIL
AGENDA FACT SHEET

RELATING TO: MEMORIAL PLACE FLORAL DISPLAY RECOMMENDATION – 2010 SEASON

DISCUSSION: The Department of Public Services has historically been responsible for the purchase and installation of the tropical red and green Alternanthea plants utilized in the block "MONROE" sign that is visible to traffic on South Monroe Street from late May through early October. These plants, which are highly sensitive to frost, are cultivated from the previous year's plantings, and have been supplied in the past by North Monroe Greenhouse of Frenchtown Township. On January 20 of this year, they were ordered for 2009 at a cost of $5,350.32, an amount that includes some additional plants in case of damage. Labor costs for Public Services personnel to install, remove, and maintain this display typically approximate $4,000 to $5,000 each year. At previous meetings and work sessions, the City Council and citizens have expressed concern that other alternatives have not been adequately explored. As a result, the attached Request for Proposals (RFP) for the 2010 installation was sent to over 35 potential vendors, and advertised in the Monroe Evening News more than three (3) weeks prior to the due date of September 10. Proposals were received from four (4) vendors, some of whom offered variations on a general theme. The full content of these proposals are attached for your review. Proposals were received from North Monroe Greenhouse, Four Star Greenhouse of Carleton, Thomas L. Bilan of Monroe, and F.G. Angelo and Sons of Monroe. They are summarized below:

1. North Monroe Greenhouse – presented three options as follows: 1) replace the entire display with red and green brick pavers in the same pattern at a cost of $8,450; 2) replace the lettering and inner diamonds with brick pavers with red annuals around the outside perimeter for $7,500 (cost to replace annuals each year not specified) and; 3) continue to provide the same plantings, though at a reduced price of $4,800 annually for a 3-year commitment. There is some concern that options #1 and #2 will require some resetting each year, as the proposal does not specifically call out any subbase preparation, but option #3 is certainly satisfactory on its face, and represents the base line condition.

2. Four Star Greenhouse – presented five options utilizing a variety of different color schemes, all plantings, ranging in cost from $8,016 to $13,596. Most of the options have one type of planting as a perennial, and the other as either a "tender perennial" or an annual. It should be noted that Four Star provided different options of size of plants (the 18-count Elle trays cost less in total to fill the entire area but will require most planting and maintenance by City staff). The use of perennials could potentially decrease annual costs, but if the "tender perennials" or annuals must be replaced each year, half of the cost of each option will be required in future years as well, and there will not likely be any savings. Four Star staff have also offered their services to the City should the Council desire a work session or further information on their proposal or to simply provide horticultural advice as a community service.

3. Thomas L. Bilan – presented one option to replace the entire display with modular brick pavers, for a total cost of $34,690.50. This proposal seems to differ substantially from the brick paver option presented by North Monroe Greenhouse, in that Mr. Bilan's proposal excavates existing soil as necessary to provide a suitable base not susceptible to frost heaving, hence some of the pricing difference. This proposal is acceptable and is likely to be a very attractive option, but is unlikely to offer any annual savings.

4. F.G. Angelo and Sons – presented four different options for a stamped concrete display, ranging in price from $12,635 to $14,285. The only maintenance that appears to be required is sealing every 2-3 years. If it is desired to replace the floral display with a truly low-maintenance option, this appears to be the most cost-effective proposal, as its annual cost, assuming a 20-year life span, would be less than $1,000 per year.

If the City Council desires additional information or a work session on this topic, the Public Services Department is willing to arrange this. However, at this time, unless the City Council has a strong desire to proceed in a different direction, the proposal from North Monroe Greenhouse for the present floral arrangement ($4,800 per year for 3 years) is acceptable and actually results in a decrease in costs from 2009 due to the multi-year commitment. Further, the Downtown Development Authority (DDA) will be solicited again to contribute to the costs, but for now costs have been allocated against the DPS Operating Supplies account.

IT IS RECOMMENDED that a purchase order be issued to North Monroe Greenhouse for an annual amount of $4,800.00, and that the Director of Engineering and Public Services be authorized to process it on behalf of the City of Monroe each year from 2010-12.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: As soon as possible

REASON FOR DEADLINE: DPS staff will likely need to remove plantings to avoid frost within the next few weeks, and if these need to be cultivated, a commitment should be made prior to expending funds on greenhouse activities.

STAFF RECOMMENDATION: X For ☐ Against

REASON AGAINST: N/A

INITIATED BY: Department of Engineering and Public Services

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: City Council, Public Services Department, citizens of and visitors to Monroe

FINANCES

COST AND REVENUE PROJECTIONS:

Cost of Total Project	$4,800.00*
Cost of This Project Approval	$4,800.00*
Related Annual Operating Cost	$5,000.00**
Increased Revenue Expected/Year	$ N/A

*Annual purchase price for 2010 through 2012
**Additional estimated cost to maintain plantings by DPS staff, absorbed in general operating costs

SOURCE OF FUNDS:

City	Account Number	Amount
Operating Supplies	101-60.441-750.000	$4,800.00

Other Funds

Budget Approval: _____

FACT SHEET PREPARED BY: Patrick M. Lewis, P.E., Director of Engineering and Public Services **DATE:** 09/16/09

REVIEWED BY: **DATE:**

COUNCIL MEETING DATE: September 21, 2009

CITY OF MONROE
REQUEST FOR PROPOSALS
MEMORIAL PLACE DISPLAY SUPPLY / INSTALLATION

1. Location / Description / Background

The City of Monroe maintains a cemetery / memorial park at the northwest corner of South Monroe Street and West Seventh Street, commonly known as Memorial Place. One of the most prominent features of this park is, at present, a large floral display that during the Summer months spells out the word "MONROE". This display is contained within a curbed planter box, and has a sprinkler system available for watering. The display is placed on a hill, angled so that it is visible to passing pedestrian and vehicular traffic on Monroe Street. Total inside dimensions of the planter box area are approximately 16 feet, 4 inches tall, and 37 feet, 2 inches wide, for a total area of approximately 607 square feet of landscaping.

The present configuration is shown in a sketch included with this Request For Proposals (RFP), and in a photograph included as well. This configuration contains approximately 7,500 total plants, which are roughly 50% red and 50% green Alternanthera plants. These are typically maintained to a 4-6 inch height, and require pruning approximately every 3 weeks during the season. The City of Monroe Forestry Division installs and removes the plants each year, and performs all required maintenance between planting (usually in late May) and removal (usually in early October). For many years, the previous years' plants were used to cultivate plantings for the next year, and this cultivation has been performed each year in the recent past by North Monroe Greenhouse of Frenchtown Township.

Our experience with these plants and the service provided in the past has been satisfactory. However, concerns over not only the annual costs of cultivating these plants, but the ongoing maintenance required of the Forestry Staff have been the subject of much public discussion in the last year. As a result, the City Council has directed the Department of Public Services to solicit proposals for supply of these plants, supply of alternative plants, and a variety of other alternative landscape and hardscape designs that might accomplish a similar effect.

2. Proposal Types Solicited:

While the City of Monroe welcomes general suggestions as to alternative design types, the purpose of this RFP is to obtain specific purchase and installation costs, an estimate of maintenance costs that will be necessary from City forces, and other relevant data. It is intended that proposals will be submitted from professional landscaping companies, greenhouses, concrete and brick paver contractors, and other entities that can at least supply and / or install, as appropriate, the items for which they are submitting a proposal. Submission of a proposal will constitute a commitment to actually complete the work being presented to the City of Monroe, beginning with the 2010 season (or sooner for a predominantly hardscape design) and continuing in future years if appropriate.

3. Proposal Contents:

Due to the wide variety of potential options that could be submitted for this project, there is no specific number of pages or template that must be submitted in order for the City of Monroe to consider proposals. As stated before, the following is a non-exhaustive list of different project types that may be considered for this project. For each of the general types of installation methods below, vendors should consider submitting the listed information to provide the City with a firm basis for making a decision as to the appropriate project type. **Vendors should be encouraged to submit multiple proposals for a variety of different project types to allow the City the broadest possible range of options.**

A: Installation of same type of plantings:

- Specify if existing plants can be used, or if new plants will be needed to supplement existing plants to ensure adequate supply.
- Indicate total number of plants to be supplied, including numbers that are to be used for spare plantings (roughly 10% of base installation should be supplied).
- Specify a total price to supply the City, at any time between May 3-31, plantings suitable for immediate installation by City forces.
- Specify a date in 2009 when the City will need to make a formal commitment to ensure adequate growth in time for 2010 planting.
- Indicate any other terms and conditions that will be required of the City (percentage of payment up front, if any, whether delivery to 222 Jones Avenue is included, etc.)

B: Installation of alternate plantings of a seasonal nature:

- All items specified under "A" above, as appropriate.
- Specify the type, size, color, and relative hardiness of alternate plants.
- Indicate if plant / flower type is readily available during the season, if this is the case, than spare plants will not be required.
- Estimate weeding / pruning or similar schedule, including frequency and estimated number of person-hours on each cycle for typical installations of this size. This will be needed to compare the City's recurring maintenance costs to the present installation type.
- Provide sketch indicating the layout of the various types and colors of seasonal plants.

C: Replacement of plantings with year-round shrubbery:

- All items specified under "A" and "B" as appropriate.
- Indicate whether or not any specific unique "winter" maintenance is required for permanent installations.
- Provide sketch indicating the layout of the various types of shrubbery and other plants.

D: Replacement of plantings with brick pavers, stamped concrete, landscape stones, etc:

- Provide sketch showing layout of permanent installation, including colors, textures, joint layout, etc.
- Provide alternative treatments that can be used to prevent usage of structure by skateboarders, roller blades, and the like, as this is expected to be a problem with any hardscape type applications.
- Describe any annual maintenance that must be performed to keep the installation in good order.
- Provide lump sum or square foot cost for complete installation of hardscape option(s), and include any specifications that are necessary to convey required information to the City of Monroe. If any concrete is used, it should be minimum 3000 pounds per square inch compressive strength, between 5-8% air-entrained.

E: Combination of above project types:

- All of the relevant information contained in "A" through D" above, as appropriate. One such example of an alternative project could be a hardscaped border with plantings spelling out the lettering, or similar scheme.
- Cost of each option, either or a square foot or lump sum basis. Where a combination is used, supply cost for the installation of the planting elements, assuming their installation by City of Monroe forces, and provide all costs including installation of any permanent hardscaping elements.

4. Proposal Submission:
At least one (1) original submittal is due by 3:45 P.M. on Thursday, September 10, 2009, and this submittal can be provided by hard copy, fax, or email as desired by the due date and time. The proposals will be reviewed by the Department of Public Services staff and City Manager prior to placement for approval on the agenda of the City Council, likely at the September 21, 2009 meeting. It is possible that a recommendation to award a single option will not specifically be made by City staff, but a range of options may instead be presented to the City Council. City Council will have the right to award any option as they deem in the best interest of the City of Monroe.

Proposal should be submitted to:
William Walters
Superintendent of Public Services
City of Monroe
222 Jones Avenue
Monroe, MI 48161
734-241-6800 (leave message)
william.walters@monroemi.gov

All prices shall be quoted in U.S. dollars. Where appropriate, or if any uncertainty exists, quote estimated costs or a range of costs. Unless respondents specifically note otherwise, any and all quoted prices will be considered firm through June 30, 2010.

Vendors should understand that, for seasonal supply and installation proposals, the City may renegotiate or re-bid work, as appropriate, for future years beyond the 2010 planting season, and vendors will not be bound by pricing beyond this time frame.

5. Selection Process / Award:
Selection of a project type shall be made by the City Council, potentially guided by staff recommendation prepared for their review. Award will be made by the City Council in the best interest of the City of Monroe, and may be modified upon mutual consent prior to or after award.

NORTH MONROE GREENHOUSES

(ADEM HOLDINGS, LLC)
1818 N. MONROE STREET
MONROE, MI 48162
PH --734-241-4565 FAX 734-241-3084

Name: CITY OF MONROE
222 JONES AVE.
MONROE, MI 48161
241-6800
ATTN: WILLIAM WALTERS

LANDSCAPE JOB QUOTE FOR

CITY OF MONROE OPTION # 1

1 INSTALL COLORED BRICK PAVERS FOR MONROE SIGNAGE

A MONROE SPELLED IN RED BRICK PAVER
B GREEN BORDER OFF PICTURE WILL BE DONE IN GREEN BRICK PAVER
C RED OUTSIDE BORDER DONE IN RED BRICK PAVER

TOTAL $8,450.00

SIGNATURE

Tony Zubkoff

North Monroe Greenhouses
COMPLETE LANDSCAPE SERVICE
Residential • Commercial
Tree Removal • Trimming • Sod
Floral & Garden Center
Firewood • Sprinkler Systems

25 Years Experience
1818 N. Monroe St.
Monroe, MI 48162

Ed Zubkoff
Chief Operations Manager
office (734) 241-4565
mobile (734) 693-9226
email edznmg@yahoo.com

NORTH MONROE GREENHOUSES

(ADEM HOLDINGS, LLC)
1818 N. MONROE STREET
MONROE, MI 48162
PH --734-241-4565 FAX 734-241-3084

Name	CITY OF MONROE
	222 JONES AVE.
	MONROE, MI 48161
	241-6800
ATTN:	WILLIAM WALTERS

LANDSCAPE JOB QUOTE FOR

CITY OF MONROE **OPTION # 2**

1 INSTALL COLORED BRICK PAVERS FOR MONROE SIGNAGE

A MONROE SPELLED IN RED BRICK PAVER
B GREEN BORDER OFF PICTURE WILL BE DONE IN GREEN BRICK PAVER
C RED OUTSIDE BORDER DONE IN A SPRING ANNUAL TO PREVENT ANY SKATEBOARDERS FROM ACTIVITY

TOTAL $7,500.00

SIGNATURE

Tony Zubkoff

NORTH MONROE GREENHOUSES

(ADEM HOLDINGS, LLC)
1818 N. MONROE STREET
MONROE, MI 48162
PH --734-241-4565 FAX 734-241-3084

Name	CITY OF MONROE
	222 JONES AVE.
	MONROE, MI 48161
	241-6800
ATTN:	WILLIAM WALTERS

LANDSCAPE JOB QUOTE FOR

CITY OF MONROE **OPTION # 3**

1	WILL CONTINUE WITH PLANTINGS IN THE PAST AND LOWER PRICING TO $ 4800.00 PER SEASON THIS PRICE WILL BE LOCKED IN FOR A THREE YEAR CONTRACT WITH NO PRICE INCREASE	
	TOTAL	$4,800.00

SIGNATURE

Tony Zubkoff

Four Star Greenhouse Inc.
1015 Indian Trails Road, Carleton, MI 48117
Phone: (734) 654-6420 Fax: (734) 654-2795
Web: www.pwfourstar.com Email: jantonelli@pwfourstar.com

Dear Bill,

Here is the information you had requested from us. We appreciate the opportunity to provide you with this quote.
As discussed we would be happy to help in any way we can in an advisory capacity.

I have also enclosed is the Landscape catalog which is a new initiative for Proven Winners. This initiative is designed to help you promote Proven Winner products in landscapes.
There are a couple of things I would like to point out to you:

1. Product is show by color as opposed to by genera.
2. Plants are then in order of height shortest to tallest
3. The last page has a Plant estimating chart to help the landscaper purchase the correct amount

I hope you find this catalog a helpful tool. If you would like more please give me a call at our office and I would be happy to send you as many as you need. I would also appreciate any feed back you may have.

Thanks,

John Antonelli
Key Account Representative
Four Star Greenhouse
734-654-6420

Four Star Greenhouse Inc.
1015 Indian Trails Road, Carleton, MI 48117
Phone: (734) 654-6420 Fax: (734) 654-2795
Web: www.pwfourstar.com Email: mail@pwfourstar.com

PROVEN WINNERS®

September 10, 2009

William Walters
Superintendent of Public Services
City of Monroe
222 Jones Avenue
Monroe, MI 48161
william.walters@monroemi.gov

RE: Memorial Place Display Supply / Installation

Installation of alternate plantings of a seasonal nature

Chocolate Truffles (Ajuga)
Dark foliage deepens in cooler temperatures; 3-6 inches tall; zone 4 (perennial – does not need to be replaced every season)

Silver Cascade (Artemisia)
Thick growth and soft, silvery foliage; 4-8 inches tall; zone 5 (tender perennial – may not need to be replaced every season)

These plants can be easily controlled and shaped with just a couple of hours of maintenance a month. The height is easily controlled with a lawn mower setting of 4" or higher.

607 sqft planted on 4" centers = 6009 plants (10% margin) – half each variety

Option #1	334 18-count Elle trays	$24.00/tray	$ 8,016.00
Option #2	752 quart trays (8 per tray)	$25.50/tray	$19,176.00

Order must be placed on or before December 1, 2009.
20% deposit is required at time of ordering. Delivery is included.

Chocolate Truffles Ajuga

Silver Cascade Artemisia

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Installation of alternate plantings of a seasonal nature

Chocolate Truffles (Ajuga)

Dark foliage deepens in cooler temperatures; 3-6 inches tall; zone 4 (perennial – does not need to be replaced every season)

Solaire (Bidens)

Bright yellow flowers; 8-12" inches tall; zone 9 (annual – will need to be replaced every season)

These plants can be easily controlled and shaped with several hours of maintenance a month.

607 sqft planted on 4" centers = 6009 plants (10% margin)

Bidens	167 18-count Elle trays	$24.00/tray	$ 4,008.00
Ajuga	376 quart trays (8 per tray)	$25.50/tray	$ 9,588.00
		Total	$13,596.00

Order must be placed on or before December 1, 2009.
20% deposit is required at time of ordering. Delivery is included.

Chocolate Truffles Ajuga

Solaire Yellow Bidens

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william.walters@monroemi.gov

RE: Memorial Place Display Supply / Installation

Installation of alternate plantings of a seasonal nature

Chocolate Truffles (Ajuga)

Dark foliage deepens in cooler temperatures; 3-6 inches tall; zone 4 (perennial – does not need to be replaced every season)

Lemon Coral (Sedum)

Chartreuse foliage; 3-8" inches tall; zone 7 (tender perennial – may need to be replaced every season)

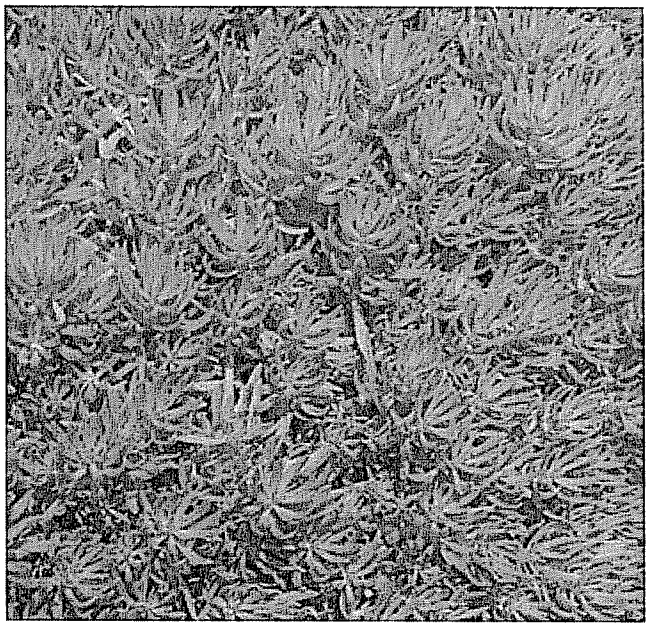
These plants can be easily controlled and shaped with just a couple of hours of maintenance a month. The height is easily controlled with a lawn mower setting of 4" or higher.

607 sqft planted on 4" centers = 6009 plants (10% margin) – half each variety

Option #1	334 18-count Elle trays	$24.00/tray	$ 8,016.00
Option #2	752 quart trays (8 per tray)	$25.50/tray	$19,176.00

Order must be placed on or before December 1, 2009.
20% deposit is required at time of ordering. Delivery is included.

Chocolate Truffles Ajuga



Lemon Coral Sedum

Four Star Greenhouse Inc.
1015 Indian Trails Road, Carleton, MI 48117
Phone: (734) 654-6420 Fax: (734) 654-2795
Web: www.pwfourstar.com Email: mail@pwfourstar.com

PROVEN WINNERS®

September 10, 2009

William Walters
Superintendent of Public Services
City of Monroe
222 Jones Avenue
Monroe, MI 48161
william.walters@monroemi.gov

RE: Memorial Place Display Supply / Installation

Installation of alternate plantings of a seasonal nature

Zinfandel (Oxalis)
Dark foliage; 6-10" inches tall; zone 9 (annual – will need to be replaced every season)

Solaire (Bidens)
Bright yellow flowers; 8-12" inches tall; zone 9 (annual – will need to be replaced every season)

These plants can be easily controlled and shaped with several hours of maintenance a month.

607 sqft planted on 4" centers = 6009 plants (10% margin) – half each variety

Option #1	334 18-count Elle trays	$24.00/tray	$ 8,016.00
Option #2	752 4.5 inch trays (8 per tray)	$19.25/tray	$ 14,476.00

Order must be placed on or before December 1, 2009.
20% deposit is required at time of ordering. Delivery is included.

Zinfandel Oxalis

Solaire Yellow Bidens

Four Star Greenhouse Inc.
1015 Indian Trails Road, Carleton, MI 48117
Phone: (734) 654-6420 Fax: (734) 654-2795
Web: www.pwfourstar.com Email: mail@pwfourstar.com

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September 10, 2009

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Monroe, MI 48161
william.walters@monroemi.gov

RE: Memorial Place Display Supply / Installation

Installation of alternate plantings of a seasonal nature

Lemon Coral (Sedum)

Chartreuse foliage; 3-8 inches tall; zone 7 (tender perennial – may need to be replaced every season)

Supertunia Mini Purple (Petunia)

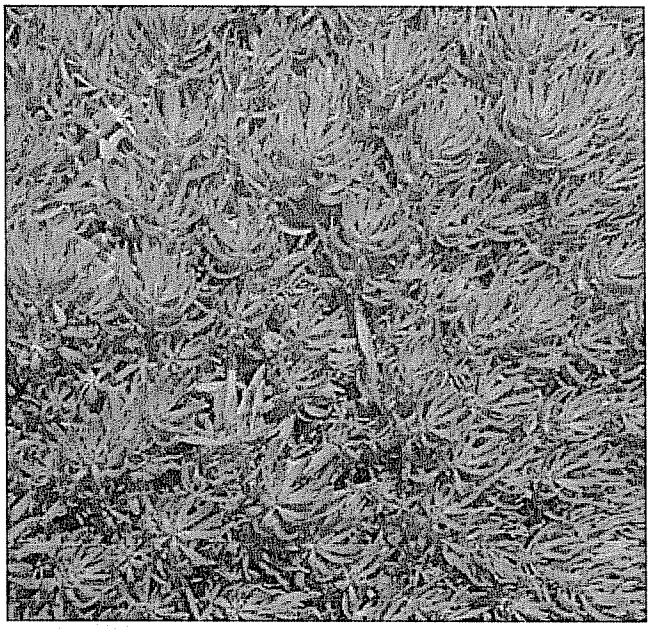
4-8 inches tall; zone 10 (annual – will need to be replaced every season)

The growth of the Supertunia can be easily controlled with applications of a PGR (plant growth regulator). This will require staff with a 3B Commercial Pesticide Applicator license.

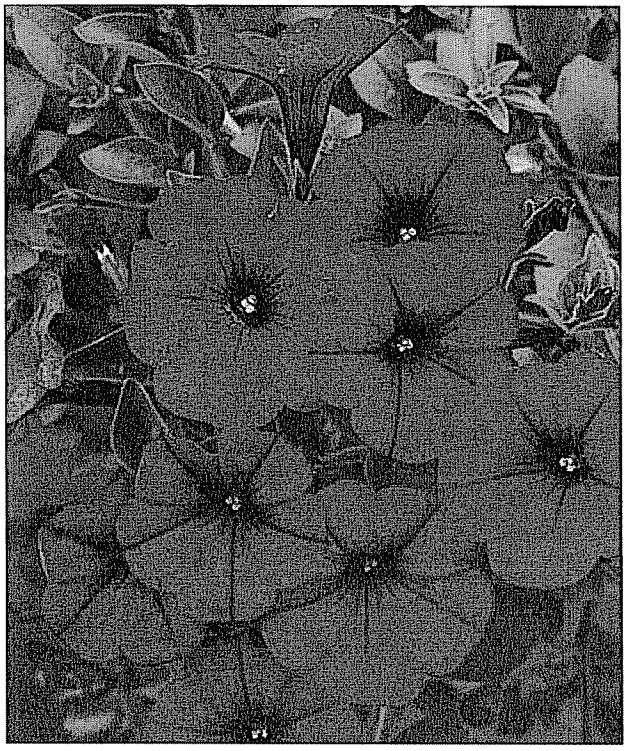
607 sqft planted on 4" centers = 6009 plants (10% margin)

Sedum	376 quart trays (8 per tray)	$25.50/tray	$ 9,588.00
Supertunia	167 18-count Elle trays	$24.00/tray	$ 4,008.00
		Total	$13,596.00

Order must be placed on or before December 1, 2009.
20% deposit is required at time of ordering. Delivery is included.



Lemon Coral Sedum



Supertunia Mini Purple

Thomas L. Bilan

124 Tremont St
Monroe, MI 48162
Phone 734-242-9731

We carry $1,000,000 of Liability Insurance

To:
William Walters
Superintendent of Public Services
City of Monroe
222 Jones Ave
Monroe, MI 48161

Quotation # 5117
Date: September 9, 2009
Job Site: Monroe Memorial Grounds
Planting Area
S Monroe St

Description: **Area Measuring 37'2"x16'4" Using Brick Pavers**	Unit	Total
A. Royal Plum Modular Pavers B. Spring Green Satin Finish		
To match existing layout of sign with similar dimensions in lettering size and colors		
Green area and border colors to match existing layout.		
We will: Remove existing dirt, Replace with Stone Base-Compacted to Grade. Pavers to		
match existing curb height. Material to be stored at city property on Jones Ave. All		
excavated material to be delivered to Jones Ave location. City to cash advance or		
prepay material delivered to Jones Ave. All barricades to be furnished by City of Monroe.		
Marking of utilities on street & memorial grounds to be done by City of Monroe & Miss Dig		
before excavation. Any architectural drawing for drainage, electrical or water furnished by		
City of Monroe. Inspection to be done by City of Monroe DPS officials.		
*All colors of brick pavers to be approved by City Officials & DPS from samples furnished		
Cooperation & coordination with DPS essential to safe & speedy completion of project		
Material	Total	$20,780.00
Labor	Total	#13,910.50
Material &Labor	Total	$34,690.50

Quotation valid for 30 days. Prepared by Thomas Bilan

This is a quotation on the goods named, subject to the conditions noted below:

These prices are for conditions which we have seen. Anything under the concrete/dirt that we have not seen and causing additional work will be subject to an added charge.

To accept this quotation, sign here and return:

F.G.Angelo & Sons
612 Kaye [redacted]
Monroe, MI 48161
(734) 241-4735
www.fgangeloandsons.com

Estimate

Date	Estimate No.
9/8/2009	208

William Walters
Superintendent of Public Services
City of Monroe
222 Jones Avenue
Monroe, MI 48161

Project

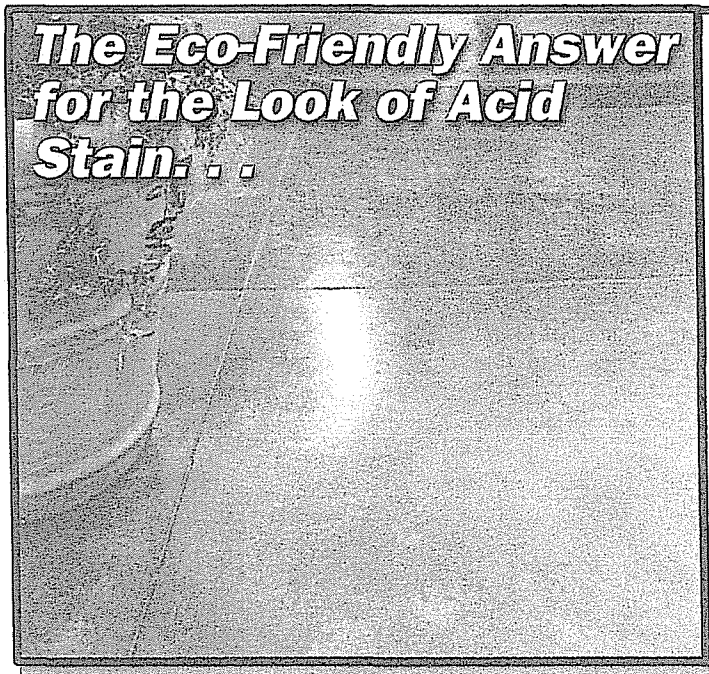
Description	Total
Labor, Materials, and Equipment	
- Excavate existing dirt and install 6" stone base.	
- Concrete to be 6 sk, 5-8% air entrained with fibermesh.	
- Reinforce with # 3 re-rod 24" o.c.	
- Clear sealer by Increte applied upon finishing.	
- Maintenance required- Wash with cleaner-degreaser and apply new coat of sealer every 2-3 years.	
- Refer to color chart as colors on drawings are not exact	
- Box around "Monroe" can be raised 3 1/2" to deter skate boarding.	
- Stains are from Increte Systems Stone Essence collection.	
- Increte systems high solid clear seal to be used on all concrete.	
- Exposed aggregate, stains, and stamped concrete can be seen by visiting out location at 612 Kaye Lani Dr.	
#1	14,285.00
#2	13,500.00
#3	13,500.00
#4	12,635.00

Thomas M. Angelo

INCRETE SYSTEMS

STONE ESSENCE

CONCENTRATED TRANSPARENT STAIN



The Eco-Friendly Answer for the Look of Acid Stain. . .

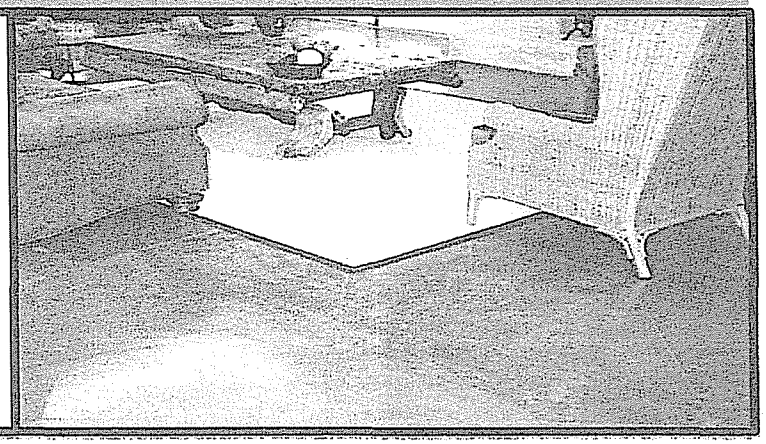
Transform Plain Gray Concrete Into Deeply Rich Colored Surfaces

- Variegated Finish
- 20 Standard Colors
- Won't Peel, Chip, Crack, or Fade
- Perfect for Interior and Exterior Use
- Ideal "touch-up" for acid stained surface
- Environmentally Friendly, Odorless

. . .Ideal for Exterior and Interior Use!

Stone Essence Concentrated Concrete Stain is Ideal for:

- Patios
- Pool Decks
- Walkways
- Garages
- Driveways
- Basements



INCRETE SYSTEMS

Decorative ConcreteTechnology

INCRETE SYSTEMS STONE ESSENCE

CONCENTRATED TRANSPARENT STAIN

NOTE: Colors represented are reproductions and may vary from actual colors

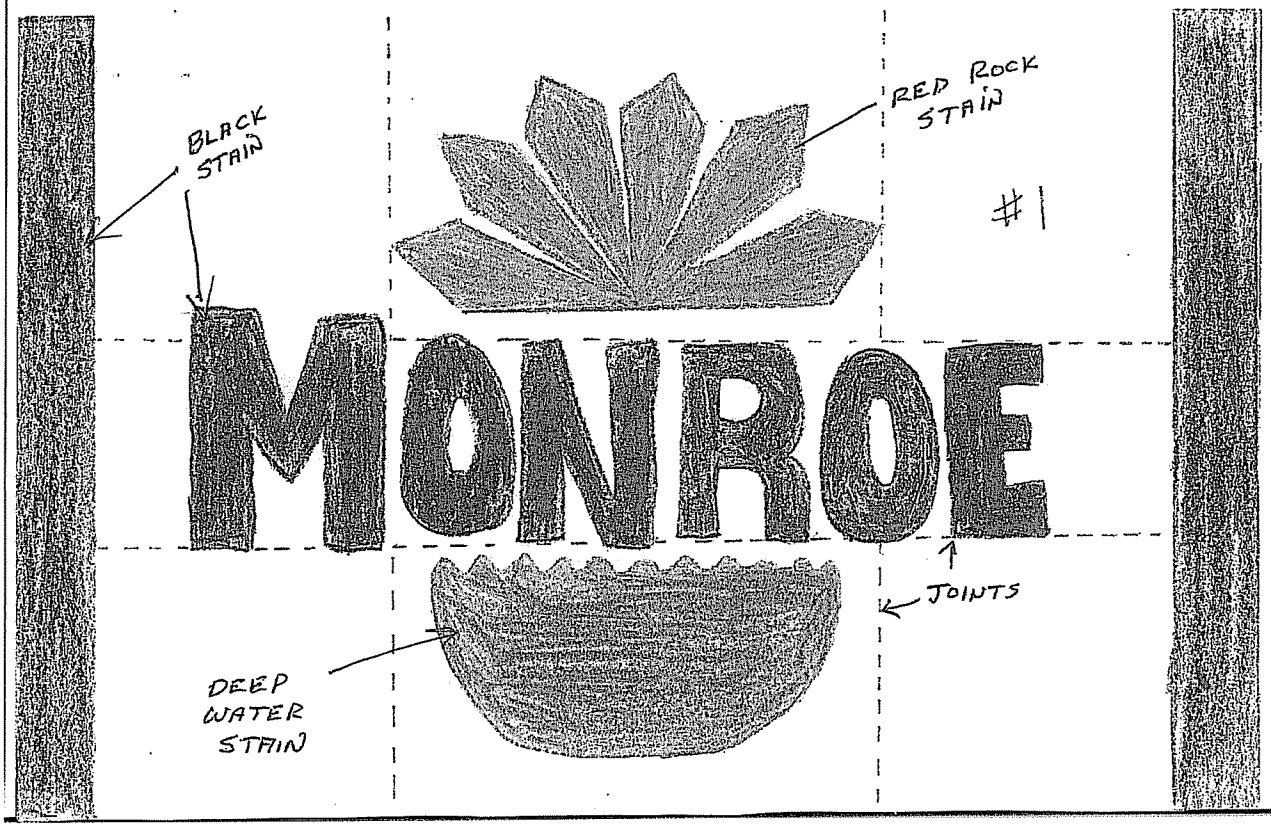
Red Rock	Spanish Tile	Terra Cotta	Fired Brick
Rust Brown	Spanish Gold	Mission Tan	Bronze
Walnut	Wet Sand	Timber	Faded Fern
Dense Foliage	Weathered Copper	Lime Green	Turquoise
Storm Gray	Deep Water	Rich Earth	Black

Your One-Stop-Shop for Decorative Concrete! INCRETE SYSTEMS Chemicals - Tools - Training - Systems

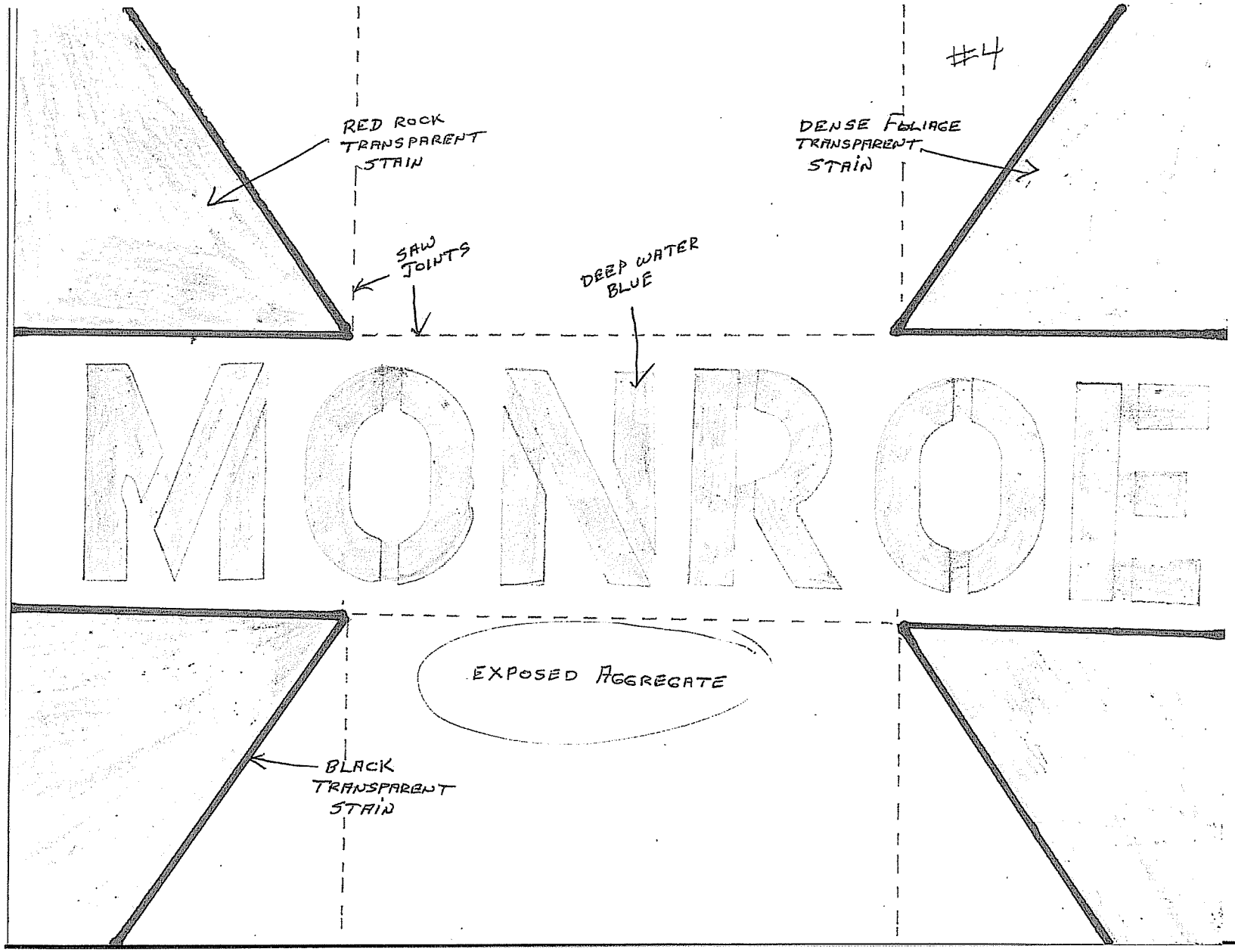
INCRETE SYSTEMS
Decorative Concrete Technology

1611 Gunn Hwy.
Odessa, FL 33556
813.886.8811
800.752.4626
www.increte.com

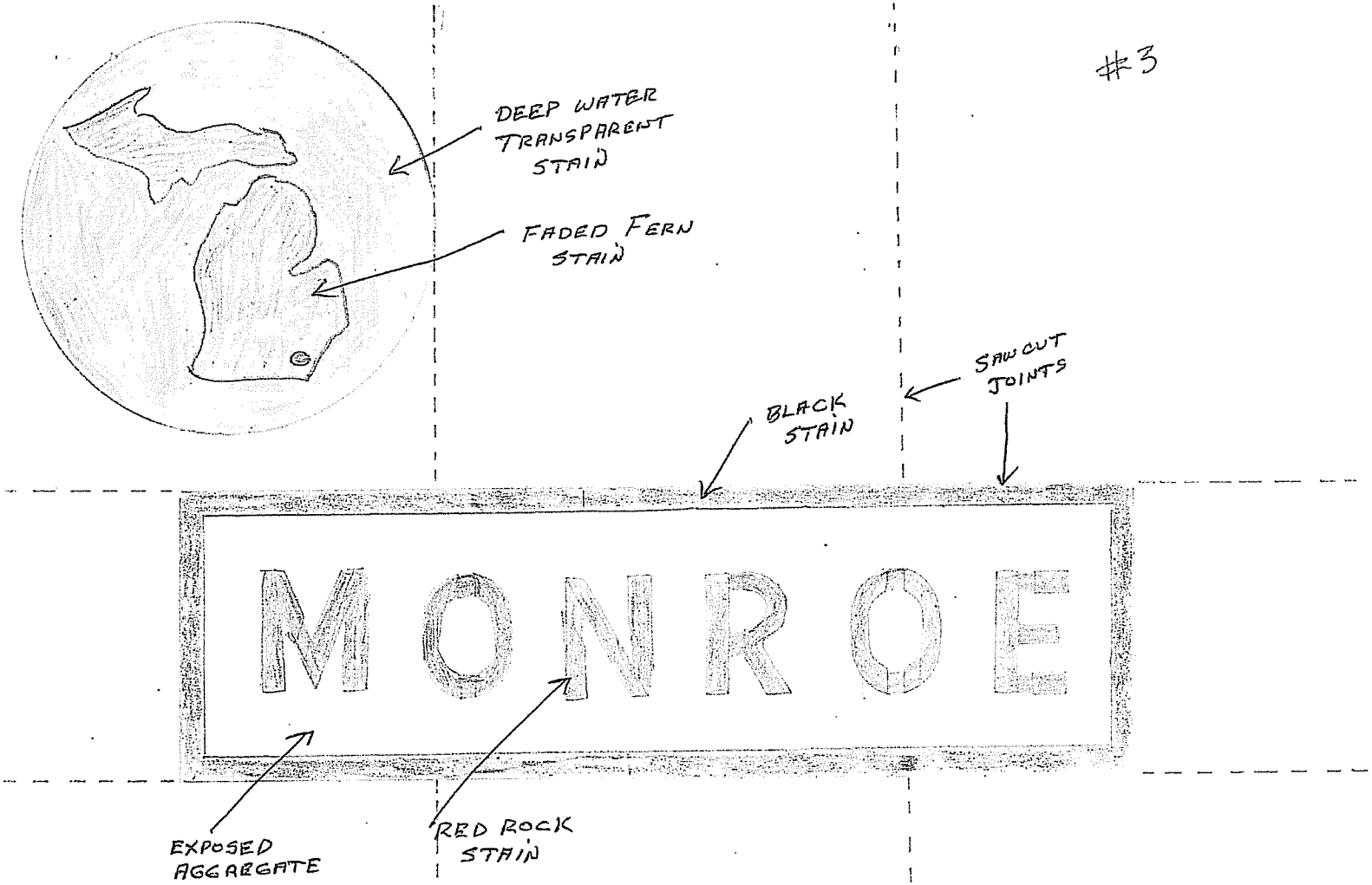
Local Distributor:

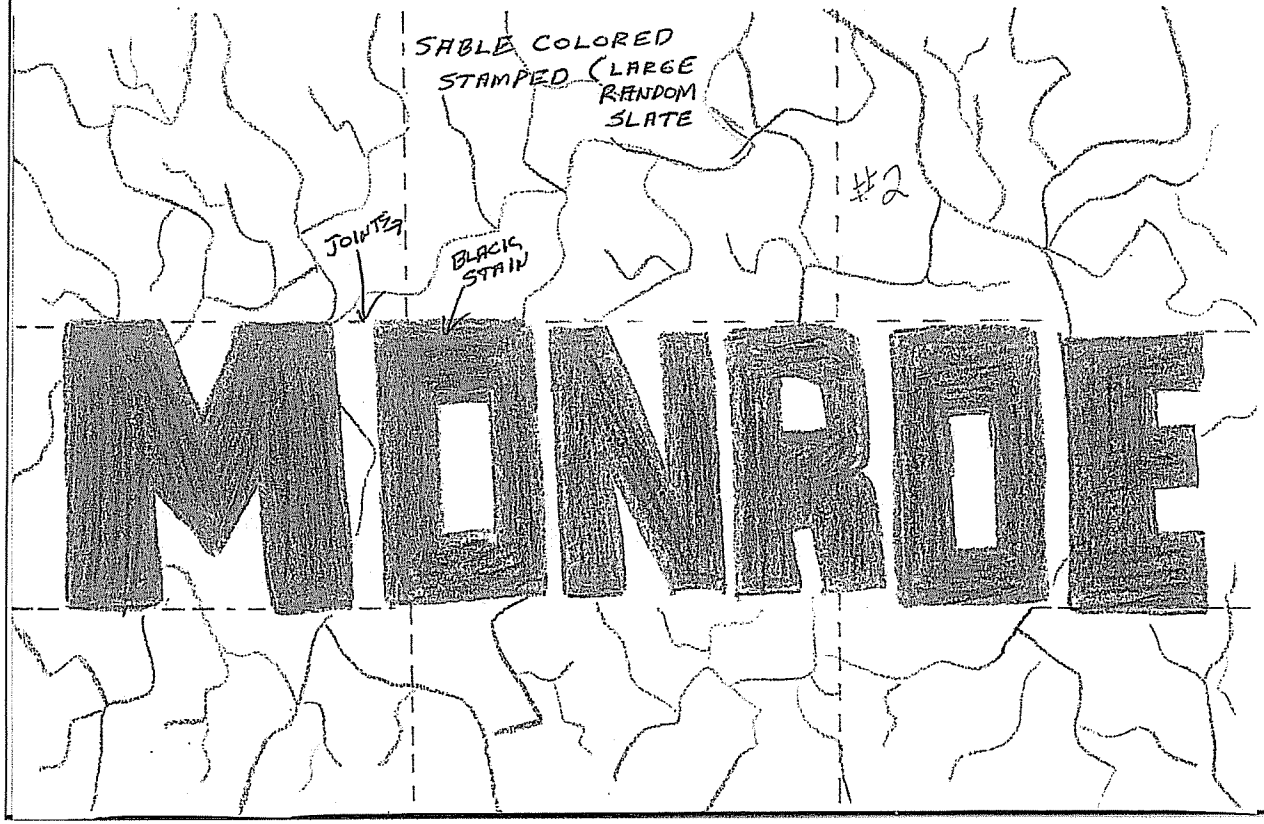

BLACK STAIN
RED ROCK STAIN
#1
MONROE
JOINTS
DEEP WATER STAIN

#4


RED ROCK TRANSPARENT STAIN
DENSE FOLIAGE TRANSPARENT STAIN
SAW JOINTS
DEEP WATER BLUE
MONROE
EXPOSED AGGREGATE
BLACK TRANSPARENT STAIN

#3


DEEP WATER TRANSPARENT STAIN
FADED FERN STAIN
SAW CUT JOINTS
BLACK STAIN
MONROE
EXPOSED AGGARGATE
RED ROCK STAIN


SABLE COLORED
STAMPED (LARGE
RANDOM
SLATE
#2
JOINTS
BLACK
STAIN
MONROE

CITY COUNCIL
AGENDA FACT SHEET

RELATING TO: CITY POLICIES AND PROCEDURES

DISCUSSION: In a continued effort to update and develop formal policies, attached please find a revised Computer/Electronic Communication Policy.

After review and input from the Appointed Staff, I would like to recommend that the Mayor and City Council approve the attached Computer/Electronic Communications Policy #007 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 21, 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:	City	Account Number	Amount
			$ N/A
			$ N/A
			$ N/A
			$ N/A
			$ N/A
	Other Funds		$ N/A
			$ N/A
			$ N/A
			$ N/A

Budget Approval: _____

FACT SHEET PREPARED BY: Peggy A. Howard, Human Resources Director **DATE: 9/16/09**

REVIEWED BY: **DATE:**

COUNCIL MEETING DATE: 9/21/09

Section Name:	Employee Relations	Effective Date: October 7, 2003
Section Number:	400	Revised: September 21, 2009
Policy Number:	007	
Page:	1 of 6	

Subject: Computer/Electronic Communications/Voice Mail

1. Purpose: The purpose of this policy is to establish boundaries to govern the use of the information systems (including but not limited to the computers, cellular devices, PDAs, servers, Internet access, network infrastructure, and storage devices, e.g. CD ROM's, DVD's, and USB's), electronic communications and voice mail systems in conducting the day-to-day business of the City.

2. Statement of Policy:

2.1 Permissible Use. The City's Systems are provided to users to conduct City business. City's Systems are to be used for work related purposes. Users shall comply with all policies, rules and regulations of the City. De minimis personal use is permitted, subject to the policies, rules and regulations of the City and the individual department in which the user works. Abuse of this privilege may result in suspension or termination of all access to or use of the City's Systems at the City's sole discretion. It may also result in disciplinary action, up to and including termination of employment, at the discretion of the City.

2.2 Monitoring and Access. Subject to the requirements and limitations of applicable law and the provisions of this policy as herein provided, the City reserves and intends to exercise the right, at its sole discretion, to access, read, monitor, disclose, and use the City's Systems and the contents of the communications, information, or data sent or received over the City's Systems, including, but not limited to, electronic communications deleted by the user that are retrievable from the City's Systems or a receiving or sending e-mail system. Electronic communications, information, and data should be treated as confidential by all users and accessed only by the intended recipient or when authorized in advance by the intended recipient, or as provided below:

> Except as otherwise expressly permitted in this policy, no user or other person (including a member of the County's Information Technology Department) shall access the electronic information of any City employee (other than the City Manager or designee), unless advance written

approval of the City Manager or designee is obtained. In the case of the City Manager, advance written approval of the Mayor shall be required.

Approvals provided pursuant to this policy shall be for a maximum of seven (7) calendar days or as specified in the writing approving said access, whichever is lesser. Periods exceeding seven (7) calendar days shall require a new authorization, which authorization shall also not exceed seven (7) calendar days.

2.3 Access Information and Passcodes. All individual pass codes to the City's Systems must be provided to the County of Monroe's Director of Information Technology upon request.

2.4 Confidentiality. Users should be aware that e-mail messages composed or received through the use of the City's Systems may, depending on their content, be subject to Freedom of Information Act requests and other disclosure. Users do not have a personal privacy right in electronic communications, voice mail, or any other part of the City's Systems, and therefore should have no expectation of privacy or confidentiality. Users must therefore exercise special care in all electronic and/or voice mail communications, and use of the City's Systems.

2.5 Prohibited Uses. Certain uses of the City's Systems are not allowed. Except where otherwise expressly permitted by this policy**,** or as may be required for the discharge of appropriate law enforcement functions under applicable state, federal or local law, the following uses are prohibited:

1. Reading, accessing, using, copying or transmitting electronic content (including but not limited to e-mail, instant messaging, blogs, RSS feeds, etc.), or otherwise using the City's Systems, for any purpose which violates federal, state, or local laws.

2. Misrepresenting one's identity to compose or intercept messages.

3. Revealing access information, internal Internet Protocol (IP) address(es) or password(s) to another person, unless approved by the County's Director of the Information Technology Department, in writing.

4. Using City's Systems for commercial purposes other than City business.

5. Reading, accessing, using, copying or transmitting electronic offensive or malicious messages, which include, but are not limited to, messages containing profanity, sexually explicit content, race, natural origin or gender specific comments, threats or harassment.

6. Using City's Systems for religious, union or political purposes.

7. Using the City's Systems system for gambling, betting pools or investment clubs.

8. Loading software (including but not limited to software containing games, screen savers, development tools, shareware, freeware, commercial programs, Internet downloads, upgrades or files) on the City's Systems without approval of the County's Information Technology Department and the user's supervisor.

9. Loading/installing data storage mediums (including but not limited to disks, diskettes, memory-based devices, etc.) containing data or program components before such mediums have been virus scanned by the County's Information Technology Department or designee.

10. Adding to or removing equipment from any City electronic device without approval from the user's supervisor and the County's Information Technology Department.

11. Downloading files from Internet locations (including but not limited to World Wide Web, FTP On Demand, Wiki and telnet sites) without the approval of the Director of Information Technology and virus scanning by the County's Information Technology Department.

12. Personal use of City cellular or mobile phones other than on a de minimis basis is strictly prohibited.

2.6 Violation of Policy. User's who misuse the City's Systems, or knowingly allow others to do so, are subject to disciplinary action, up to and including termination of employment and/or possible legal action at the discretion of the City. Furthermore, the City of Monroe reserves the right to suspend or terminate any person's use and/or access to City's Systems at its sole discretion.

2.7 User Acknowledgment/Agreement. All users shall execute a copy of the attached "Acknowledgment of the City of Monroe's Computer/Electronic Communications and Voice Mail Policy," a copy of which shall be placed in each person's official personnel file.

All employees of the County's Information Technology Department shall, as a condition of employment, also execute the "Agreement Regarding Access And Dissemination Of Electronic Information," a copy of which shall be placed in each person's official personnel file.

3. Definitions: The term "user" and "users" as used in this document shall refer to all persons who are permitted to use the City's information systems, electronic communications and voice mail systems. "City's Systems" shall be defined as the City's information systems (including**,** but not limited to**,** the computers, cellular devices, PDAs,

servers, Internet access, network infrastructure**,** and storage devices, e.g. CD ROM's, DVD's, and USB's), electronic communications and voice mail systems.

4. Applications: This policy shall apply to all employees and appointed officials of the City of Monroe.

5. Responsibility: The City Manager and/or his designee shall be responsible for implementing and overseeing 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 October 7, 2003.

   Revised pursuant to action of the Monroe City Council, dated September 21, 2009.

ACKNOWLEDGMENT OF THE CITY OF MONROE'S
COMPUTER/ELECTRONIC COMMUNICATIONS AND VOICE MAIL POLICY

I understand that the City's information systems (including but not limited to the computers, cellular devices, PDAs, servers, Internet access, network infrastructure), electronic communications and voice mail systems (collectively referred to as "the City's Systems") are the City's property and are to be used for the City's business. I also understand that personal use of the City's Systems (other than as permitted by City policy) is strictly prohibited. I further understand that misuse of the City's Systems, or knowingly allowing others to do so, may result in the suspension or termination of my use and/or access to the City's Systems, and may result in disciplinary action, up to and including my discharge, and/or possible legal action.

I understand that the City reserves the right to access, monitor, review, use, and disclose information obtained through the City's Systems at any time, with or without advance notice to me and with or without my consent.

I agree to abide by the terms of the City's Computer/Electronic Communications and Voice Mail Policy, a copy of which has been provided to me.

I confirm that I have read this acknowledgment and have had an opportunity to ask questions about it.

_____
Name (Printed)

_____
Signature

_____
Date

AGREEMENT REGARDING ACCESS AND DISSEMINATION OF ELECTRONIC INFORMATION

This AGREEMENT REGARDING ACCESS AND DISSEMINATION OF ELECTRONIC INFORMATION (the "Agreement") is made between the City of Monroe (the "City") and the undersigned employee.

In consideration of my employment with the County, I hereby agree as follows:

1. For purposes of this agreement, "the City's Systems" shall be defined as the City's information systems (including but not limited to the computers, cellular devices, PDAs, servers, Internet access, network infrastructure, and storage devices, e.g. CD ROM's, DVD's and USB's), electronic communications and voice mail systems. "Electronic Information" shall be defined as all electronic communications content including voice mail.

2. As a member of the County's Information Technology Department, I understand and agree that I owe a special duty to the City to preserve the confidentiality of the City's electronic information. Accordingly, I agree not to access the electronic information of any user of the City's Systems for any purpose not directly related to and necessary for the performance of the duties of my position with the City. I further agree not to read, copy, disseminate, discuss or otherwise disclose (including but not limited to permitting others to access, read, copy, disseminate, or otherwise disclose) the contents of any user's electronic information except as required by the functional duties of my position or by law. Should the duties of my position necessitate that I, or others under my direction access such information I will do so (or permit others to do so) only when authorized in writing and in advance by the intended recipient, or as provided below.

   2.1 I understand and agree that if the duties of my position require me to access or permit another person to access the electronic information of any City employee (other than the City Manager or designee), I must first obtain the advance written approval of the City Manager. In the case of the City Manager, advance written approval of the Mayor shall be required.

   I understand that the foregoing approvals shall be for a maximum of seven (7) calendar days or as specified in the writing approving said access, whichever is lesser. Periods exceeding seven (7) calendar days shall require a new authorization, which authorization shall also not exceed seven (7) calendar days.

3. I understand and agree that any violation of this Agreement may result in disciplinary action, up to and including discharge, and/or possible legal action.

_____ _____

Name of Employee Date

_____ _____

George A. Brown Date
City Manager

CITY COUNCIL
AGENDA FACT SHEET

RELATING TO: BULK ROCK SALT – REPORT ON BID OPENING

DISCUSSION: As a part of its Winter maintenance operations, the City of Monroe, like most governmental entities, utilizes rock salt for de-icing on our major streets and at intersection approaches on our local street system. The long-term average usage of salt is approximately 1,800 tons per season, and we have the capability to store approximately half this total amount at one time at our on-site storage facility at 222 Jones Avenue.

For the past three winters, we have been operating under a three-year contract with Morton Salt, and we have benefited from pricing as low as $35 per ton last year, far below what the market price ended up being for 2008 and 2009. As you may be aware, the 2007-08 and 2008-09 winter seasons saw isolated shortages, and supply problems throughout the Midwest, due to harsh conditions and other factors. The City of Monroe was largely isolated from these, as our contract price was fixed and delivery was typically "next day." Obviously, as our favorable contract drew to a close in June 2009, we purchased as much salt as could be stored on-site, so we are starting this season with approximately 1,000 tons of supply.

The Finance Department recently solicited bids on our behalf for one, two, and three-year options. There were two (2) bidders, and the bid information is attached for your review. The low bidder for all options was The Detroit Salt Company of Detroit, MI, with a one-year price of $49.95 per ton. If our entire contract amount is purchased, the total price would be $89,910 for the 2009-10 season. Morton Salt, the second bidder, listed a price of $51.04 per ton. It should be noted that Detroit Salt Company specifically included an addendum of terms to their bid, indicating that they will not honor their pricing above 1,800 tons, whereas Morton Salt did verbally commit after their bid submission to providing additional tons above the bid amount at the same price. Morton Salt submitted a bid bond as instructed, but Detroit Salt Company did not, though our bid terms allow the City the right to award in our best interest in any event.

We have not worked with The Detroit Salt Company in the past, but their supplied references all indicated favorable product and delivery performance, though most of their contracts were for tonnage far exceeding our own. The Managing Director of the Monroe County Road Commission also indicated that their performance was satisfactory in the years that they were the supplier for their bid as well. Obviously, as a relatively small purchaser, our primary concern is that we are able to secure adequate quantities during the peak season, and at this point there is nothing to indicate that this would not be the case with either vendor. Our proximity to stockpiles within 30 miles is also an advantage as well.

Given the tremendous fluctuation in the market recently, it seems as likely we could lose by locking in an artificially high 3-year price as we could come out ahead in the next 3 years, and at this point we do not have any clear indications where the best advantage would lie. Given that we would be switching suppliers this year, it seems prudent to award only a one-year contract as this time and re-bid next year, rather than committing ourselves to a long-term contract at this point.

IT IS RECOMMENDED that the City Council award a contract for up to 1,800 tons of bulk rock salt to The Detroit Salt Co., LLC. in the amount of $89,910 for the 2009-10 season. **IT IS FURTHER RECOMMENDED** that the Director of Engineering and Public Services be authorized to issue a purchase order for the above amount.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: As soon as possible

REASON FOR DEADLINE: Bids are only good for 60 days.

STAFF RECOMMENDATION: X For ☐Against

REASON AGAINST: N/A

INITIATED BY: Department of Engineering and Public Services

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

FINANCES

COST AND REVENUE PROJECTIONS:

Cost of Total Project	$89,910
Cost of This Project Approval	$89,910
Related Annual Operating Cost	$ N/A
Increased Revenue Expected/Year	$ N/A

SOURCE OF FUNDS:

City	Account Number	Amount
Repair & Main. Suppl. – S & E	641-60.521-775.000	$89,910

Other Funds

Budget Approval: _____

FACT SHEET PREPARED BY: Patrick M. Lewis, P.E., Director of Engineering and Public Services **DATE:** 09/17/09

REVIEWED BY: **DATE:**

COUNCIL MEETING DATE: September 21, 2009

CITY OF MONROE

Department of Finance

M E M O R A N D U M

DATE: September 14, 2009

TO: Patrick Lewis, Director of Engineering and Public Services

FROM: Dan Malotky, Accountant

RE: Bids for BULK ROCK SALT

Patrick,

Two responses were opened today for Bulk Rock Salt for the Department of Public Services. The apparent low bid is from The Detroit Salt Co. LLC (no bid bond included) at $49.95/ton for year #1, $52.45/ton for year #2, and $54.95/ton for year #3. A bid tabulation sheet is attached.

Review all the bids for compliance with your specifications. Make your written recommendation to the City Manager using the shared file "Council Agenda Items". Thank you.

Sincerely,

Daniel P. Malotky
Accountant

Cc: Bill Walters
File

120 EAST FIRST STREET, MONROE, MICHIGAN 48161-2169 / (734) 243-0700 FAX: (734) 243-8683

BIDS RECEIVED LIST (DIRECT MAIL) FOR BULK ROCK SALT FOR THE DEPARTMENT OF PUBLIC SERVICES. BID REQUESTS MAILED 8/21/09. BIDS RECEIVED MONDAY, SEPTEMBER 14, 2009.

	BID AMOUNT/TON
MORTON SALT COMPANY 123 N WACKER DR CHICAGO IL 60606-1743 ATTN: ANTHONY PATTEN	1ST YR: $51.04 2ND YR: $55.04 3RD YR: $59.04 (BID BOND)
NORTH AMERICAN SALT COMPANY 9900 W 109TH ST SUITE 600 OVERLAND PARK KS 66210 ATTN: G. O. YOUNG, II	NO BID
SULLIVAN CORPORATION 43252 WOODWARD AVE SUITE 215 BLOOMFIELD HILLS MI 48302	NO BID
DETROIT SALT COMPANY 12841 SANDERS DETROIT MI 48217	1ST YR: $49.95 2ND YR: $52.45 3RD YR: $54.95 (NO BID BOND)

PROPOSAL FORM 09/11/09

(date)

BULK ROCK SALT

Bids due no later than 3:00 PM (local time) on Monday, September 14, 2009, in the City Clerk's office.
Honorable Mayor and City Council
120 E First St
Monroe MI 48161-2169

Dear Mayor and Council Members,

We, the undersigned, propose to furnish the City of Monroe, Michigan with anti-caking BULK ROCK SALT (cc or #1 grade) for highway ice melting at the price(s) shown below, F.O.B. Monroe MI, in accordance with current State of Michigan Department of Transportation Specifications. It is agreed that the bid prices contained herewith are firm for a minimum period of sixty (60) days from the date of bid opening, and once awarded, the pricing will be valid for subsequent years.

QTY	DESCRIPTION	CONTRACT YEAR	BID PRICE/TON
1,800	First Year	07/01/09 – 06/30/10	$ 49.95
TONS	Second Year Option	07/01/10 – 06/30/11	$ 52.45
(+ or -)	Third Year Option	07/01/11 – 06/30/12	$ 54.95

Depot location nearest to Monroe, MI: Detroit, MI

DELIVERY TIME : 3-5 days Price firm for _____ days TERMS : Net 30

Inasmuch as the City of Monroe is exempt from all Federal Excise Tax and Michigan State Sales Tax, these items are not included in the above prices.

The City reserves the right to reject any or all bids, to modify planned quantities, to waive any informalities and to make award in the best interest of the City of Monroe. A Bid Bond, cashier's check, official check, certified check or money order in the amount of 5% of the total first year bid (1,800 tons), payable to the City of Monroe is enclosed.

Respectfully submitted,

Name of Bidder: The Detroit Salt Co. LLC

Address: 12841 Sanders Street

Detroit MI 48217

Phone: 313.841.5144

Signed By: E. Mag

Title: Vice President

(Bidder may retain one copy of this form for his/her files.)

City Monroe, Michigan

ADDENDUM OF ADDITIONAL TERMS TO BID

This Addendum supplements and is part of the Bid of The Detroit Salt Company, L.L.C. ("Bidder"') to supply bulk rock salt to Monroe (the "City") to confirm the following supplementary or revised terms the Bid:

1. Bidder's quantity commitment is limited to 100% of the Estimated Quantity stated in the INVITATION TO BID. In general, delivery of any quantity in excess of the Estimated Quantity will be subject to availability (in light of other commitments of the Bidder) and will be at the then applicable price for "spot purchases" of rock salt.

2. Following each delivery, the Bidder will issue its Invoice for the salt delivered. Each Invoice will he payable in full within 30 days after the date of the issuance of that Invoice; any amount of the Invoice not paid when due will bear interest from its due date to the date of payment at the rate of 15% per annum; and if my amount due under an Invoice is not paid within 45 days after its due date, then the Bidder will have the right to suspend any further deliveries to that Delivery Location until that Invoice is paid in full.

PROPOSAL FORM September 9, 2009
(date)

BULK ROCK SALT

Bids due no later than 3:00 PM (local time) on Monday, September 14, 2009, in the City Clerk's office.
Honorable Mayor and City Council
120 E First St
Monroe MI 48161-2169

Dear Mayor and Council Members,

We, the undersigned, propose to furnish the City of Monroe, Michigan with anti-caking BULK ROCK SALT (cc or #1 grade) for highway ice melting at the price(s) shown below, F.O.B. Monroe MI, in accordance with current State of Michigan Department of Transportation Specifications. It is agreed that the bid prices contained herewith are firm for a minimum period of sixty (60) days from the date of bid opening, and once awarded, the pricing will be valid for subsequent years.

QTY	DESCRIPTION	CONTRACT YEAR	BID PRICE/TON
1,800	First Year	07/01/09 – 06/30/10	$ 51.04
TONS	Second Year Option	07/01/10 – 06/30/11	$ 55.04
(+ or -)	Third Year Option	07/01/11 – 06/30/12	$ 59.04

Depot location nearest to Monroe, MI: Detroit, MI

DELIVERY TIME : 1-5 days Price firm for ** days TERMS : Net 30 Days

Inasmuch as the City of Monroe is exempt from all Federal Excise Tax and Michigan State Sales Tax, these items are not included in the above prices.

The City reserves the right to reject any or all bids, to modify planned quantities, to waive any informalities and to make award in the best interest of the City of Monroe. A Bid Bond, cashier's check, official check, certified check or money order in the amount of 5% of the total first year bid (1,800 tons), payable to the City of Monroe is enclosed.

Respectfully submitted,

Name of Bidder: **Morton Salt**
Address: **Ice Control Marketing Dept.**
123 N. Wacker Dr.
Chicago, IL 60606-1743

Phone: For ordering: 888/800-1323

Signed By: Anthony T. Patton
Anthony T. Patton

Title: **Manager Highway Ice Control**

(Bidder may retain one copy of this form for his/her files.)

Prices quoted herein are firm:
1st year - thru 6/30/2010
2nd year - thru 6/20/2011
3rd year - thru 6/30/2012

ALL PRICES QUOTED HEREIN ARE SUBJECT TO ACCEPTANCE WITHIN 60 DAYS AND SHALL BE DEEMED AUTOMATICALLY TO HAVE BEEN WITHDRAWN IF, BY THE END OF THAT PERIOD, NO AWARD HAS BEEN MADE.

STATE OF **ILLINOIS**
COUNTY OF **COOK**

On this 9th day of September, 20 09, before me personally appeared LaTasha A. Jackson, known to me to be the Attorney-in-Fact of Safeco Insurance Co. of America & General Ins.Co.of America, the corporation that executed the within instrument, and acknowledged to me that such corporation executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal, at my office In the aforesaid county, the day and year in this certificate first written above.

OFFICIAL SEAL
CAROLYN M. CARTER
NOTARY PUBLIC - STATE OF ILLINOIS
MY COMMISSION EXPIRES AUG. 01, 2013

Carolyn M. Carter
(Notary Public)

SAFECO

SAFECO Insurance Company
PO Box 34526
Seattle, WA 98124-1526

BID BOND

KNOW ALL BY THESE PRESENTS, That we, Morton International, Inc. Morton Salt Division

123 N. Wacker Drive, Chicago, IL 60606-1743 (An Indiana Corporation)

of _____ (hereinafter called the Principal),

as Principal, and SAFECO INSURANCE COMPANY OF AMERICA

(hereinafter called the Surety), as Surety are held and firmly bound unto City of Monroe, MI

(hereinafter called the Obligee) in the penal sum of Four thousand, six hundred dollars and no cents

Dollars ($ 4,600.00)

for the payment of which the Principal and the Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, That WHEREAS, the Principal has submitted or is about to submit a proposal to the Obligee on a contract for Furnishing Salt

NOW, THEREFORE, If the said Contract be timely awarded to the Principal and the Principal shall, within such time as may be specified, enter into the Contract in writing, and give bond, if bond is required, with surety acceptable to the Obligee for the faithful performance of the said Contract, then this obligation shall be void; otherwise to remain in full force and effect.

Signed and sealed this 9th day of September, 2009.

Evelyn Andrusar
Witness

Morton International, Inc.
Morton Salt Division (Seal)
Principal

Matthew T. Patter
MANAGER HIGHWAY ICE CONTROL Title

Kaye C. Harris
Witness

SAFECO INSURANCE COMPANY OF AMERICA

By LaTasha A. Jackson
LaTasha A. Jackson Attorney-in-Fact

Safeco Insurance Company of America
General Insurance Company of America
1001 4th Avenue
Suite 1700
Seattle, WA 98154

POWER OF ATTORNEY

No. 7580

KNOW ALL BY THESE PRESENTS:

That **SAFECO INSURANCE COMPANY OF AMERICA** and **GENERAL INSURANCE COMPANY OF AMERICA,** each a Washington corporation, does each hereby appoint

**********EVELYN ANDERSON; TOM BUTLER; CAROLYN M. CARTER; JANICE CHANDLER; KAYE HARRIS; LATASHA A. JACKSON; DON KRASNY; ANTHONY PATTON; Chicago, Illinois**********

its true and lawful attorney(s)-in-fact, with full authority to execute on its behalf fidelity and surety bonds or undertakings and other documents of a similar character issued in the course of its business, and to bind the respective company thereby.

IN WITNESS WHEREOF, SAFECO INSURANCE COMPANY OF AMERICA and GENERAL INSURANCE COMPANY OF AMERICA have each executed and attested these presents

this 30th day of January, 2009.

Dexter R. Legg — T A Mikolajewski

Dexter R. Legg, Secretary — **Timothy A. Mikolajewski, Vice President**

CERTIFICATE

Extract from the By-Laws of **SAFECO INSURANCE COMPANY OF AMERICA** and of **GENERAL INSURANCE COMPANY OF AMERICA:**

"Article V, Section 13. - FIDELITY AND SURETY BONDS ... the President, any Vice President, the Secretary, and any Assistant Vice President appointed for that purpose by the officer in charge of surety operations, shall each have authority to appoint individuals as attorneys-in-fact or under other appropriate titles with authority to execute on behalf of the company fidelity and surety bonds and other documents of similar character issued by the company in the course of its business... On any instrument making or evidencing such appointment, the signatures may be affixed by facsimile. On any instrument conferring such authority or on any bond or undertaking of the company, the seal, or a facsimile thereof, may be impressed or affixed or in any other manner reproduced; provided, however, that the seal shall not be necessary to the validity of any such instrument or undertaking."

Extract from a Resolution of the Board of Directors of **SAFECO INSURANCE COMPANY OF AMERICA** and of **GENERAL INSURANCE COMPANY OF AMERICA** adopted July 28, 1970.

"On any certificate executed by the Secretary or an assistant secretary of the Company setting out,
(i) The provisions of Article V, Section 13 of the By-Laws, and
(ii) A copy of the power-of-attorney appointment, executed pursuant thereto, and
(iii) Certifying that said power-of-attorney appointment is in full force and effect,
the signature of the certifying officer may be by facsimile, and the seal of the Company may be a facsimile thereof."

I, Dexter R. Legg, Secretary of **SAFECO INSURANCE COMPANY OF AMERICA** and of **GENERAL INSURANCE COMPANY OF AMERICA,** do hereby certify that the foregoing extracts of the By-Laws and of a Resolution of the Board of Directors of these corporations, and of a Power of Attorney issued pursuant thereto, are true and correct, and that both the By-Laws, the Resolution and the Power of Attorney are still in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the facsimile seal of said corporation

this 9th day of September, 2009.

SAFECO INSURANCE COMPANY OF AMERICA CORPORATE SEAL 1953 STATE OF WASHINGTON

GENERAL INSURANCE COMPANY OF AMERICA CORPORATE SEAL 1923 State of Washington

Dexter R. Legg

Dexter R. Legg, Secretary

CITY OF MONROE

Department of Finance

August 21, 2009

Ladies and/or gentlemen,

The City Clerk of Monroe, Michigan will receive sealed proposals until 3:00 p.m. (local time), on Monday, September 14, 2009, for BULK ROCK SALT for use by the Department of Public Services, per specifications attached.

Please complete and return one copy of the enclosed Proposal Forms and submit it in a sealed envelope. Please mark on the front of the envelope "BULK ROCK SALT bid – due 9/14/09" and address it to Charles D. Evans, City Clerk, 120 East First Street, Monroe, Michigan 48161-2169. Failure to properly identify your envelope may result in rejection of your bid. Bids sent through facsimile machines or e-mail are not acceptable.

A Bid Bond, cashier's check, official check, certified check or money order in an amount equal to five percent (5%) of your first year's total bid amount must accompany your bid. Make checks payable to the City of Monroe. Please submit with your quotation any specifications available for the material to be supplied. Direct any questions to Mr. Bill Walters at (734) 241-6800.

The City reserves the right to reject any or all bids, to purchase all or any part of the listed material from any one bidder, to waive any informalities, to modify quantities and to make award in the best interest of the City. If you wish a copy of the bid tabulations, please furnish a stamped, self-addressed envelope.

Sincerely,

Daniel Malotky
Accountant

Encl.

120 EAST FIRST STREET, MONROE, MICHIGAN 48161-2169 / (734) 243-0700 FAX: (734) 243-8683

Product Data Sheet

Bulk Northern Safe-T-Salt® Halite
Ojibway, Ontario, Canada

PDS 213.2
7/04

Description

Bulk Northern Safe-T-Salt® halite at Ojibway, Ontario is direct-mined production of rock salt (mineral Sodium Chloride). The salt is mined from an underground strata by blasting with explosives, followed by crushing and screening. Safe-T-Salt® halite is selected from a medium screening to comply with ASTM and ASSHTO specifications for deicing salt.

Bulk Safe-T-Salt® halite is treated with a mixture of Yellow Prussiate of Soda (YPS, sodium ferrocynanide) and Prussian Blue (PB, ferric ferrocyanide). YPS is water soluble and may leach from the salt when exposed to rain or high humidity, but it imparts immediate protection against caking and freezing. PB is water insoluble, resisting leaching and providing long term protection against caking and freezing.

Crushed Northern rock salt particles are multifaceted and somewhat irregular in shape. Most particles are translucent to white in appearance while some are extremely dark in color due to the presence of quartz, shale, and traces of metallic oxides and sulfides and various hydrocarbon impurities. The Prussian Blue additive contributes a distinct blue color.

Chemical Properties

Bulk Northern Safe-T-Salt® halite contains in excess of 20 elemental impurities, but routine standard salt analysis measures only calcium, magnesium, sulfate and water insolubles.Water insolubles consist of anhydrite (anhydrous calcium sulfate), dolomite ($CaMg(CO_3)_2$), silica and various iron and heavy metal oxides and sulfides. Potassium Chloride is present at levels of 200 - 300 ppm and hydrocarbons at less than 50 ppm. Ammonia (<10 ppm) and nitrates (<50 ppm) are contributed by explosives.

Chemical analysis, moisture-free basis is:

	Typical	Range
[1]Sodium Chloride (%)	97.5	>96
Calcium & Magnesium as Calcium Sulfate (%)	2.2	<3.5
[2]Moisture (%)	0.3	<1.5
Water Insolubles (%)	0.3	<0.5
Sodium and Ferric Ferrocyanide (ppm)	50	39 - 60

[1] By difference of impurities, moisture free basis (ASTM procedure), includes potassium chloride
[2] At the mine

Physical Properties

Screen analysis and bulk density will vary with production shipped through distribution centers and stockpiles as a result of particle attrition and segregation in bulk handling. Pour (loose) bulk density at the mine is about 1217 kg/m^3 (76 lbs/ft^3).

Sieve Analysis[1]

U.S.S. Mesh	Opening Millimeters**	% Retained*		Cumulative % Passing	
		Typical	Range	Typical	Range
1/2-in.	12.5	0	0	100	100
3/8-in.	9.5	4	<5	96	>95
4	4.75	34	23-65	62	30-74
8	2.36	30	16-36	32	14-47
30	0.6	24	10-33	8	<15
Pan	-	8	<15	-	-

[1] At mine.
** On individual screens*
*** 10 millimeters (mm) per centimeter; 25.4 millemeters per inch*

Other Mines

See PDS 213.1 (Fairport OH), 213.3 (Pugwash NS) and 213.4 (Iles De La Madeleine QC) and those for Southern Rock (203) and Solar Salt (304).

Bulk Terminals

Calumet IL; Detroit MI; Muskegon MI; Duluth MN; Green Bay WI; Milwaukee WI; Saginaw MI

Commodity Code

4678

MORTON SALT
123 North Wacker Drive, Chicago, IL 60606-1743 www.mortonsalt.com

Ice Control

MORTON SALT

A Rohm and Haas Company

123 N. Wacker Drive • Chicago, IL 60606-1743

CITY OF MONROE
CHARLES D. EVANS, CITY CLERK
120 EAST FIRST STREET
MONROE, MI 48161-2169

BULK ROCK SALT BID – DUE 9/14/09
OPENING DATE: 9/14/09 @ 3:00 PM

NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES

BUSINESS REPLY MAIL
First Class Permit No. 1157 Chicago, Illinois

Postage will be paid by addressee

Morton International, Inc.
Morton Salt
Ice Control Marketing
123 N. Wacker Dr.
Chicago, IL 60606-1743

BID RESULTS I/C
CITY OF MONROE, MI
ATTN: L. JACKSON

CITY COUNCIL
AGENDA FACT SHEET

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

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. The association for "Mason Run II", which includes the lots north of Noble Avenue, 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 and can be 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.

A public hearing has been scheduled for this City Council meeting, but prior to this date, it has been found that there were several errors in the compilation of the assessment district boundaries, and in the ownership details of some of the parcels. **As a result, the next step in this process will be to approve an amended version of Resolution 2**, which was originally approved on September 8, and **to schedule a new public hearing with all of the correct property owners directly notified.** Attached is a map showing the amended district boundaries, and a 2-page spreadsheet detailing the proposed assessments for each parcel, all of which have been revised. The assessments range from a low of $685.60 to a high of $1,493.24 for the residential parcels, all of which can be spread over 10 years if desired. The increase in assessments from the previous version is due to a recent court case that requires "common elements" such as Noble Park and the large vacant parcels adjacent to Elliot Street and north of Lorain Street to be spread equally among the condominium units rather than assessed separately. The City of Monroe will be assuming all frontage costs for Elliot Park (between Elliot, McDougal, Baptiste, and Lapointe), plus the other 50% share of the corner lots (including corner frontage of common elements). 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. This is classified as a City-Council initiated project, so any action would have to be by a 5-2 vote of City Council for this project to continue.

IT IS RECOMMENDED that the attached **amended** Resolution 2 be adopted.

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:

City	Account Number	Amount
TBD	TBD	$71,400

Other Funds

Budget Approval: _____

FACT SHEET PREPARED BY: Patrick M. Lewis, P.E., Director of Engineering and Public Services **DATE:** 09/17/09

REVIEWED BY: **DATE:**

COUNCIL MEETING DATE: September 21, 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. 1053.99 feet;

Thence S. 67° 41' 39" E., 130.00 feet;

Thence S. 22° 22' 29" W. 223.96 feet;

Thence S. 67° 37' 31" E., 692.91 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

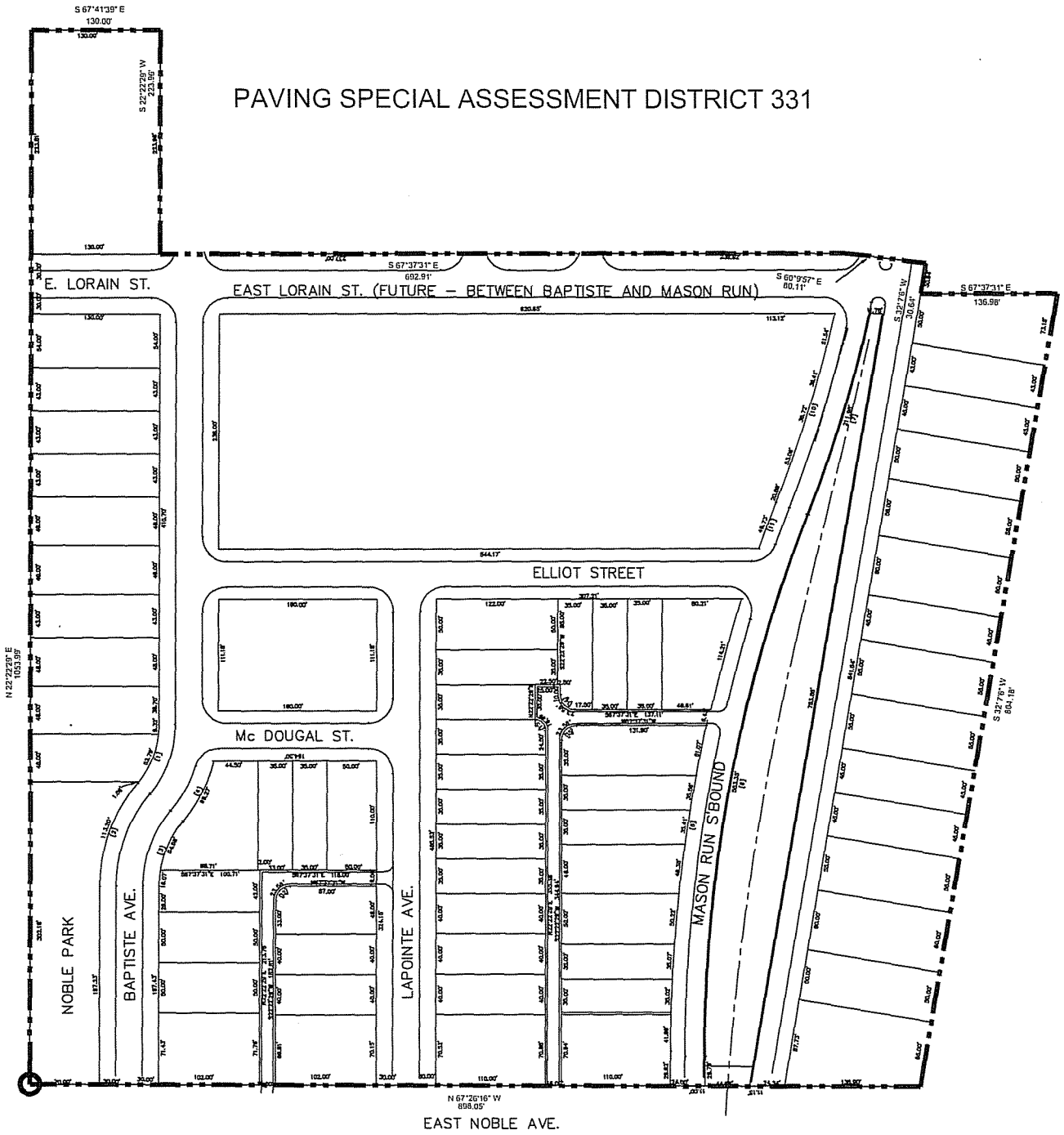
be less than fifteen (15) years; and that the City of Monroe out of its Capital Improvement Fund or other fund as later deemed appropriate prior to district confirmation, pay $20,125.24 of the cost thereof, and be it further

RESOLVED, that on Monday, October 5, 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 $51,274.76, and that the City of Monroe, out of its Capital Improvement Fund or other fund as later deemed appropriate, pay $20,125.24, 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.

PAVING SPECIAL ASSESSMENT DISTRICT 331



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: Parcels 59-01788-501, -903, and -905 are general common elements and their frontage must be distributed among the 62 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*	Total Frontage	City Share Frontage	P.O. Share Frontage	P.O. Projected Assessment
501	401 Baptiste	General common element	*Common element, must be divded 1/62 to each lot							
13	431 Baptiste	Washington, Allen R	431 Baptiste Avenue, Monroe, MI 48162	54.35	0.00	17.81	72.16	0.00	72.16	$936.81
14	437 Baptiste	Wright, Garland B.	437 Baptiste Avenue, Monroe, MI 48162	48.02	0.00	17.81	65.83	0.00	65.83	$854.63
15	443 Baptiste	Miller, Christian A & Jennifer A	443 Baptiste Avenue, Monroe, MI 48162	48.00	0.00	17.81	65.81	0.00	65.81	$854.37
16	449 Baptiste	Zimmerman, Robert & Renee	449 Baptiste Avenue, Monroe, MI 48162	43.00	0.00	17.81	60.81	0.00	60.81	$789.46
17	455 Baptiste	Wille, James M. & Carey Leigh	455 Baptiste Avenue, Monroe, MI 48162	49.00	0.00	17.81	66.81	0.00	66.81	$867.36
18	459 Baptiste	Zavela, Corey N & Lori L	459 Baptiste Avenue, Monroe, MI 48162	49.00	0.00	17.81	66.81	0.00	66.81	$867.36
19	463 Baptiste	Bux, Dennis M	463 Baptiste Avenue, Monroe, MI 48162	43.00	0.00	17.81	60.81	0.00	60.81	$789.46
20	467 Baptiste	Scott, David & Kathryn	467 Baptiste Avenue, Monroe, MI 48162	43.00	0.00	17.81	60.81	0.00	60.81	$789.46
21	471 Baptiste	St. Bernard, Nicholas M	471 Baptiste Avenue, Monroe, MI 48162	43.00	0.00	17.81	60.81	0.00	60.81	$789.46
22	475 Baptiste	Country Wide Home Loans	7105 Corporate Dr. #PTX B-32, Plano, TX 75024	54.00	130.00	17.81	201.81	92.00	109.81	$1,425.60
12	402 Baptiste	Blank St. Real Estate Investors	1200 17th st. STE 860 Denver, CO 80202	71.43	0.00	17.81	89.24	35.72	53.52	$694.82
11	406 Baptiste	Lowenstein, Lisa	406 Baptiste Avenue, Monroe, MI 48162	50.00	0.00	17.81	67.81	0.00	67.81	$880.34
10	410 Baptiste	Smith, Howard E & Theresa A	410 Baptiste Avenue, Monroe, MI 48162	50.00	0.00	17.81	67.81	0.00	67.81	$880.34
9	414 Baptiste	Garner, Marty L & Andrea L	414 Baptiste Avenue, Monroe, MI 48162	42.07	0.00	17.81	59.88	0.00	59.88	$777.39
500	444 Baptiste	City of Monroe - Elliot Park	120 East First Street, Monroe, MI 48161	111.18	431.18	17.81	560.17	0.00	560.17	$7,272.37
8	902 McDougal	Gapuz, Raplh & Angela L	902 McDougal Street, Monroe, MI 48162	123.95	44.50	17.81	186.26	84.23	102.03	$1,324.60
7	906 McDougal	Aicher, Todd S & Torrie M	906 McDougal Street, Monroe, MI 48162	35.00	0.00	17.81	52.81	0.00	52.81	$685.60
6	910 McDougal	Thompson, Debra S	910 McDougal Street, Monroe, MI 48162	35.00	0.00	17.81	52.81	0.00	52.81	$685.60
5	914 McDougal	Renwick, Thomas L Jr. & Nicole M	914 McDougal Street, Monroe, MI 48162	50.00	110.00	17.81	177.81	80.00	97.81	$1,269.81
1	401 Lapointe	Mancini, Dino A & Sally	401 Lapointe Avenue, Monroe, MI 48162	70.15	0.00	17.81	87.96	35.08	52.88	$686.51
2	405 Lapointe	Fritz, Brian David & Andrea	405 Lapointe Avenue, Monroe, MI 48162	40.00	0.00	17.81	57.81	0.00	57.81	$750.51
3	409 Lapointe	Carpenter, Jeffrey G & Heather M	409 Lapointe Avenue, Monroe, MI 48162	40.00	0.00	17.81	57.81	0.00	57.81	$750.51
4	413 Lapointe	Rickard, Kenneth L & Kimberly D	413 Lapointe Avenue, Monroe, MI 48162	48.00	0.00	17.81	65.81	0.00	65.81	$854.37
23	402 Lapointe	Creative Land Design, Inc.	41050 Vincenti Court, Novi, MI 48375	70.52	0.00	17.81	88.33	35.26	53.07	$688.98
24	406 Lapointe	Creative Land Design, Inc.	41050 Vincenti Court, Novi, MI 48375	40.00	0.00	17.81	57.81	0.00	57.81	$750.51
25	410 Lapointe	Creative Land Design, Inc.	41050 Vincenti Court, Novi, MI 48375	40.00	0.00	17.81	57.81	0.00	57.81	$750.51
26	414 Lapointe	Umfress, Andrea L	414 Lapointe Avenue, Monroe, MI 48162	40.00	0.00	17.81	57.81	0.00	57.81	$750.51
27	418 Lapointe	Brent Huber	336 Baptiste Avenue, Monroe, MI 48162	35.00	0.00	17.81	52.81	0.00	52.81	$685.60
28	422 Lapointe	Ibershoff, James G & Evelyn J	422 Lapointe Avenue, Monroe, MI 48162	35.00	0.00	17.81	52.81	0.00	52.81	$685.60
29	426 Lapointe	Woolf, Charles F & Debra A	426 Lapointe Avenue, Monroe, MI 48162	35.00	0.00	17.81	52.81	0.00	52.81	$685.60
30	430 Lapointe	Lavanway, Jon L & Anita O	430 Lapointe Avenue, Monroe, MI 48162	35.00	0.00	17.81	52.81	0.00	52.81	$685.60
31	434 Lapointe	Creative Land Design, Inc.	41050 Vincenti Court, Novi, MI 48375	35.00	0.00	17.81	52.81	0.00	52.81	$685.60
32	438 Lapointe	Creative Land Design, Inc.	41050 Vincenti Court, Novi, MI 48375	35.00	0.00	17.81	52.81	0.00	52.81	$685.60
33	442 Lapointe	Creative Land Design, Inc.	41050 Vincenti Court, Novi, MI 48375	35.00	0.00	17.81	52.81	0.00	52.81	$685.60
34	446 Lapointe	Seely, Russell G & Lisa M	446 Lapointe Avenue, Monroe, MI 48162	50.00	122.00	17.81	189.81	86.00	103.81	$1,347.71
35	938 Elliot	Medlin, Janell	938 Elliot Street, Monroe, MI 48162	35.00	0.00	17.81	52.81	0.00	52.81	$685.60
36	942 Elliot	Creative Land Design, Inc.	41050 Vincenti Court, Novi, MI 48375	35.00	0.00	17.81	52.81	0.00	52.81	$685.60
37	946 Elliot	Creative Land Design, Inc.	41050 Vincenti Court, Novi, MI 48375	35.00	0.00	17.81	52.81	0.00	52.81	$685.60
38	950 Elliot	Hugher, Thomas G & Debra A	950 Elliot Street, Monroe, MI 48162	80.21	114.21	17.81	212.23	97.21	115.02	$1,493.24
46	401 Mason Run	Creative Land Design, Inc.	41050 Vincenti Court, Novi, MI 48375	71.30	0.00	17.81	89.11	35.65	53.46	$694.04
45	407 Mason Run	Creative Land Design, Inc.	41050 Vincenti Court, Novi, MI 48375	35.03	0.00	17.81	52.84	0.00	52.84	$685.99
44	411 Mason Run	Creative Land Design, Inc.	41050 Vincenti Court, Novi, MI 48375	35.07	0.00	17.81	52.88	0.00	52.88	$686.51
43	415 Mason Run	Hall, Willie R & Darleen L	415 Mason Run Blvd., Monroe, MI 48162	50.21	0.00	17.81	68.02	0.00	68.02	$883.07
42	419 Mason Run	Creative Land Design, Inc.	41050 Vincenti Court, Novi, MI 48375	49.38	0.00	17.81	67.19	0.00	67.19	$872.29
41	425 Mason Run	Palmer, Jeremiah T & Renee M	425 Mason Run Blvd., Monroe, MI 48162	35.41	0.00	17.81	53.22	0.00	53.22	$690.93
40	429 Mason Run	Creative Land Design, Inc.	41050 Vincenti Court, Novi, MI 48375	35.55	0.00	17.81	53.36	0.00	53.36	$692.74
39	433 Mason Run	Creative Land Design, Inc.	41050 Vincenti Court, Novi, MI 48375	51.07	0.00	17.81	68.88	0.00	68.88	$894.23
47	402 Mason Run	Creative Land Design, Inc.	41050 Vincenti Court, Novi, MI 48375	87.73	0.00	17.81	105.54	43.87	61.67	$800.63

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

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

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Parcel ID 59-01788-XXX	Property Address	Owner Name	Owner Property Address	Primary Frontage	Side Yard Frontage	Share of Common*	Total Frontage	City Share Frontage	P.O. Share Frontage	P.O. Projected Assessment
48	408 Mason Run	Creative Land Design, Inc.	41050 Vincenti Court, Novi, MI 48375	50.00	0.00	17.81	67.81	0.00	67.81	$880.34
49	414 Mason Run	Creative Land Design, Inc.	41050 Vincenti Court, Novi, MI 48375	60.00	0.00	17.81	77.81	0.00	77.81	$1,010.16
50	420 Mason Run	Creative Land Design, Inc.	41050 Vincenti Court, Novi, MI 48375	55.00	0.00	17.81	72.81	0.00	72.81	$945.25
51	426 Mason Run	Stephanie Gessner	426 Mason Run Blvd., Monroe, MI 48162	45.00	0.00	17.81	62.81	0.00	62.81	$815.43
52	432 Mason Run	Creative Land Design, Inc.	41050 Vincenti Court, Novi, MI 48375	45.00	0.00	17.81	62.81	0.00	62.81	$815.43
53	438 Mason Run	Creative Land Design, Inc.	41050 Vincenti Court, Novi, MI 48375	55.00	0.00	17.81	72.81	0.00	72.81	$945.25
54	444 Mason Run	Creative Land Design, Inc.	41050 Vincenti Court, Novi, MI 48375	55.00	0.00	17.81	72.81	0.00	72.81	$945.25
55	450 Mason Run	O'Grady, Michael & Christina	450 Mason Run Blvd., Monroe, MI 48162	45.00	0.00	17.81	62.81	0.00	62.81	$815.43
56	456 Mason Run	Creative Land Design, Inc.	41050 Vincenti Court, Novi, MI 48375	60.00	0.00	17.81	77.81	0.00	77.81	$1,010.16
57	462 Mason Run	Creative Land Design, Inc.	41050 Vincenti Court, Novi, MI 48375	58.00	0.00	17.81	75.81	0.00	75.81	$984.20
58	468 Mason Run	Creative Land Design, Inc.	41050 Vincenti Court, Novi, MI 48375	50.00	0.00	17.81	67.81	0.00	67.81	$880.34
59	474 Mason Run	Creative Land Design, Inc.	41050 Vincenti Court, Novi, MI 48375	45.00	0.00	17.81	62.81	0.00	62.81	$815.43
60	480 Mason Run	Creative Land Design, Inc.	41050 Vincenti Court, Novi, MI 48375	43.00	0.00	17.81	60.81	0.00	60.81	$789.46
61	486 Mason Run	U.S. Bank National Association	155 N. Lake Ave., Pasadena, CA 91101	50.00	0.00	17.81	67.81	0.00	67.81	$880.34
905	E. Noble - Vacant	General common element	*Common element, must be divded 1/62 to each lot							
903	E. Noble - Vacant	General common element	*Common element, must be divded 1/62 to each lot							
			Project Totals	3078.63	951.89	1103.95	5134.74	625.02	4509.72	$58,547.13

Assessable Frontage less corner lot of common	5134.74
Corner Lot Share of Common Elements)	365.00
Total Assessable Frontage	5499.74
Projected Assessable Cost (w/eng. & Contingencies)	$71,400
Assessable Cost per front foot	**$12.9824**

Note: City corner lot share not accounted for in above table

Property Owner Costs (Less Elliot Park)	$51,274.76
City Costs (Elliot Park)	$7,272.37
City Costs (Corner Frontage of Condominium Units)	$8,114.28
City Costs (Corner Frontage of Common Elements)	$4,738.59
Total Project Costs	**$71,400.00**