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## RULE OF THE CHAMBER

Any person wishing to address the Council shall step up to the podium, state their name and address in an audible tone of voice for the record, and unless further time is granted by the Council, 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 podium, 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.

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

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

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## AGENDA - CITY COUNCIL SPECIAL MEETING MONDAY, NOVEMBER 16, 2009

6:30 P.M.

- I. CALL TO ORDER.
- II. ROLL CALL.
- III. CITY COUNCIL CLOSED SESSION REGARDING PROPERTY ACQUISITION.
- IV. ADJOURNMENT.

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**RULE OF THE CHAMBER**

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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.

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**AGENDA - CITY COUNCIL REGULAR MEETING  
MONDAY, NOVEMBER 16, 2009**

**I. CALL TO ORDER.**

**II. ROLL CALL.**

**III. INVOCATION/PLEDGE OF ALLEGIANCE.**

**IV. COUNCIL ACTION**

- 269 Communication from the Interim Director of Planning & Recreation, submitting Proposed Ordinance No. 09-013, an ordinance to amend § 720-19, Enforcement and § 720-20, Municipal Civil Infractions of Chapter 720, Zoning, of the Code of the City of Monroe.

Proposed Ordinance No. 09-013, up for its first reading and recommend that the public hearing and second reading be set for Monday, December 7, 2009.

**V. 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, Monday, November 2, 2009, the Minutes of the Regular Meeting held on, Monday, November 2, 2009, and the Minutes of the Special Meeting held on, Thursday, November 5, 2009.

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

270 City Policies and Procedures.

1. Communication from the Director of Human Resources, submitting a policy for all non-union employees and appointed officials addressing leaves of absence, and recommending that Council approve Policy Number 012 and direct City administration to proceed with implementation.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

- 271 Monroe County Convention & Tourism Bureau – 2010 Events Request.
1. Communication from the City Managers Office, reporting back on a request from the Monroe County Convention & Tourism Bureau to approve dates for their upcoming events in 2010, and recommending that Council approve only the dates of the events with full approval of the events, being subject to timely submission of event planning details, staff reviews, street closure action by Council and approvals of city financial and logistical support.
  2. Supporting documents.
  3. Action: Accept, place on file and the recommendation be carried out.
- 272 Appointments – Proposed Resolution.
1. Communication from the Mayor’s Office, submitting a proposed resolution for appointments to various board, commissions and committees, and recommending that the resolution be adopted.
  2. Supporting documents.
  3. Action: Accept, place on file and the resolution be adopted.
- 273 River Raisin Battlefield Property Acquisition.
1. Communication from the Interim Director of Planning & Recreation, reporting back on an application for the acquisition of a 3.52 acre wooded parcel on the northwest corner of Detroit and Elm Avenues, and recommending that Council authorize the Port of Monroe to enter into negotiations with the Monroe County Historical society for the property located on the northwest corner of the intersection at Detroit and Elm avenues, further described as Parcel ID #59-01892-004, and further authorize the Port of Monroe to expend the grant funds necessary to acquire the property on behalf of the city, and that the purchase price should reflect the value of the land and reimbursement for fees and costs incurred by the Monroe County Historical society to acquire the parcel.
  2. Supporting documents.
  3. Action: Accept, place on file and the recommendation be carried out.
- 274 City Policies and Procedures.
1. Communication from the Human Resource Director, submitting a policy for all non-union employees and appointed officials addressing employee safety, and recommending that Council approve Policy Number 014 and direct City administration to proceed with implementation.
  2. Supporting documents.
  3. Action: Accept, place on file and recommendation be carried out.

**VI. MAYOR’S COMMENTS.**

**VII. CITY MANAGER COMMUNICATION.**

**VIII. COUNCIL COMMENTS.**

**IX. CITIZEN COMMENTS.**

**X. ADJOURNMENT.**



# CITY COUNCIL AGENDA FACT SHEET

**RELATING TO:** Proposed Zoning Code Text Amendment – Ordinance #09-013

**DISCUSSION:** The Building Department has requested an amendment to the Zoning Code pertaining to the enforcement of code violations. The proposed amendment will serve to streamline the enforcement process and to facilitate enforcement by city staff. Under the proposed amendment, whoever is responsible for a code violation shall be subject to a civil fine and the fee schedule for violations is expressed directly in the code.

First time violators are subject to a \$100 fine. A second violation will be \$250 and a third or subsequent violation will be \$500. The period of time for counting violations as a repeat offense shall be two years from the first violation. This is a change from the previous language, which required that a notice of the violation be posted and then gave the offending party ten (10) days to remedy the violation.

The Citizens Planning Commission reviewed the proposed Ordinance #09-013 at its November 4, 2009 regular meeting, supported the proposed amendment, and is recommending approval by City Council. THEREFORE, IT IS RECOMMENDED that City Council accept this amendment to the Zoning Code and establish Monday, December 7, 2009, for the final reading and public hearing date on Ordinance #09-013.

**CITY MANAGER RECOMMENDATION:**

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

**APPROVAL DEADLINE:** November 16, 2009

**REASON FOR DEADLINE:** N/A

**STAFF RECOMMENDATION:**           X For                    Against

**REASON AGAINST:** N/A

**INITIATED BY:** Department of Planning and Engineering

**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

Other Funds

Community Development Block Grant

\$N/A

Budget Approval: \_\_\_\_\_

**FACT SHEET PREPARED BY:** Matt Wallace, City Planner

**DATE:** 11.10.09

**REVIEWED BY:** Jeffrey Green, AICP, Interim Director

**DATE:** 11.10.09

**COUNCIL MEETING DATE:** November 16, 2009

**ORDINANCE NO 09-013**

1 An Ordinance to amend § 720-19, Enforcement and § 720-20, Municipal Civil  
2 Infractions, of Chapter 720, Zoning, of the Code of the City of Monroe.

3 **THE CITY OF MONROE ORDAINS.**

4 SECTION 1. AMENDMENT

5 A) § 720-19 shall be amended to read as follows:

6 **§ 720-19 Enforcement.**

7 ~~A. Violations.~~

8 ~~(1) A.~~ Violations as nuisances. A building erected, altered, moved, razed or converted,  
9 or any other use of land or premises carried on, in violation of any provision of  
10 this chapter is hereby declared to be unlawful and a nuisance per se.

11 ~~(2) Reporting of complaints and violations. Any person who wishes to register a~~  
12 ~~complaint or identify possible violations of this chapter shall submit a report to~~  
13 ~~the Zoning Administrator using administrative procedures established by the~~  
14 ~~Building Department.~~

15 ~~(3) B.~~ Violations and penalties classified as municipal civil infractions. Every person  
16 who violates, disobeys, omits, neglects or refuses to comply with the provisions  
17 of this chapter, any permit, license or exception granted hereunder, or any lawful  
18 order of the Zoning Administrator, the Citizens Planning Commission, the Zoning  
19 Board of Appeals or Council issued in pursuance of this chapter shall be guilty of  
20 a municipal civil infraction.

21 ~~B. Enforcement procedure.~~

22 ~~(1) When a violation is initially determined by the Zoning Administrator, he or she~~  
23 ~~shall have the responsibility to issue a notice to the owner(s), as listed on the most~~  
24 ~~recent City Assessment Roll, and to the occupant(s) by delivery of the notice to~~

25 ~~the structure or by posting of the notice upon the lot or parcel upon which the~~  
26 ~~zoning violation has occurred. This notice shall, at least, include the following~~  
27 ~~information pertinent to the violation:~~

28 ~~(a) The date and location of each violation observed by the Zoning Administrator;~~

29 ~~(b) The names and addresses of the owners and occupants;~~

30 ~~(c) Specific sections of this chapter which have been violated; and~~

31 ~~(d) The length of time allowed before further prosecution of the violation(s).~~

32 ~~(Unless the violation constitutes a clear and present danger to the health or~~  
33 ~~safety of the public, the length of time allowed shall not be less than 10 days,~~  
34 ~~in which case the violation may be prosecuted either civilly or criminally~~  
35 ~~without notice.)~~

36 ~~(2) The notice required by Subsection B(1) hereof may be personally served upon an~~  
37 ~~individual or upon an officer, director or resident agent of a corporation or may be~~  
38 ~~served by sending a copy of the notice by registered mail with return receipt~~  
39 ~~executed by the person being served. In the event that the appropriate person is~~  
40 ~~not served after reasonable inquiry or attempts, the notice shall be effective upon~~  
41 ~~the posting of the notice in a reasonably conspicuous place upon the property.~~

42 ~~(3) Upon a violation of this chapter and upon the giving of appropriate notice, the~~  
43 ~~violation may be enjoined, abated, remedied, corrected, removed or prosecuted as~~  
44 ~~follows: the Zoning Administrator may issue a zoning ordinance violation~~  
45 ~~appearance ticket in accordance with Act No. 366 of the Public Acts of 1984,~~  
46 ~~being MCLA §§ 764.9c and 764.9f and MSA § 28.868(3) and (6), as amended, to~~  
47 ~~an owner, tenant or occupant.<sup>2</sup>~~

48 B) § 720-20 shall be amended to read as follows:

49 **§ 720-20 Municipal civil infractions.**

- 50 A. Whoever is responsible for a municipal civil infraction, as set forth in § 720-19A(3),  
51 shall be subject to the payment of a civil fine in an amount set by ordinance of  
52 Council, accordance with the following schedule
- 53 (1) First violation within a two-year period: \$100.  
54 (2) Second violation within a two-year period: \$250.  
55 (3) Third or subsequent violation within a two-year period: \$500.
- 56 B. The two-year period referenced in Subsection A shall be determined as of the date of  
57 the first violation. For illustrative purposes only: if the first violation occurs on July 1,  
58 1999, the two-year period shall be from July 1, 1999, to June 30, 2001.
- 59 C. Each day that a violation exists, occurs or continues constitutes a separate offense and  
60 shall be subject to the penalties or sanctions provided herein as a separate offense.
- 61 D. Whoever violates this chapter shall also be subject to such additional sanctions,  
62 remedies, and judicial orders as are authorized and provided for under Michigan law.

63 SECTION 2. SAVINGS CLAUSE.

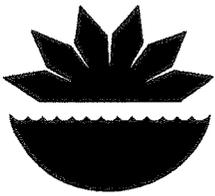
64 All proceedings pending and all rights and liabilities existing, acquired or incurred under  
65 § 720-19 and § 720-20 of the Code of the City of Monroe, at the time this ordinance takes effect  
66 are saved and may be consummated according to the law in force when they are/were  
67 commenced.

68 SECTION 3. SEVERABILITY.

69 The various parts, portions, sections and clauses of this Ordinance are hereby declared to  
70 be severable. If any part, sentence, paragraph, section, phrase or clause is adjudged  
71 unconstitutional or invalid by a court of competent jurisdiction, the remainder of the Ordinance  
72 shall not be affected thereby.

73 SECTION 4. EFFECTIVE DATE.

74 This Ordinance shall become effective 20 days after its passage and publication.



# CITY COUNCIL AGENDA FACT SHEET

**RELATING TO:** CITY POLICIES AND PROCEDURES

**DISCUSSION:** The purpose of the following policy is to establish procedures to effectively communicate the City's expectations for non-union employees and Appointed Officials who request leaves of absences.

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

**CITY MANAGER RECOMMENDATION:**

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

**APPROVAL DEADLINE:** November 16, 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

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

Budget Approval: \_\_\_\_\_

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

**DATE:** 11/09/09

**REVIEWED BY:**

**DATE:**

**COUNCIL MEETING DATE:** 11/16/09



Section Name: Employee Relations  
Section Number: 400  
Policy Number: 012  
Page: 1 of 6

Effective Date: November 16, 2009  
Date of Revision:

Subject: Leaves of Absence

1. Purpose: The purpose of this policy is to establish procedures for regular full-time non-union employees and Appointed Officials who request leaves of absences.

2. Statement of Policy:

2.1 Sick Leave.

(a) Regular full-time employees are entitled to seven and one-half (7.5) hours of paid sick leave per month after one month of employment. In order to be eligible for sick leave credit, an employee must be on the payroll for at least ten (10) work days during the month for which it is earned. All paid leave days, except sick leave days, shall be considered as days worked for accumulation of sick leave credits. Each eligible employee will be allowed to accrue sick time up to a maximum of seven hundred and fifty (750) hours. Any time in excess of this amount shall be forfeited.

(b) As used in this Section, the term "sick leave" refers to the absence of the employee due to sickness or non-occupational illness or injury to such an extent that he/she is unable to perform his/her scheduled.

A regular employee shall be allowed one (1) day's regular pay for each work day off due to legitimate illness or injury until the employee's sick leave credits are exhausted. The Employer may require a physician's certificate showing that the time off was due to actual non-occupational illness or injury and that such illness or injury was disabling to the extent that the employee could not perform regular work duties.

(c) If the employee so elects, after all accrued sick leave is used, vacation leave may be used upon approval of the Department Head.

(d) Each employee is required to notify his/her supervisor or his/her designee no later than fifteen (15) minutes prior to the start of the shift if he/she will be absent or tardy, except for extreme cases of emergency and under circumstances beyond his/her control.

(e) An employee who has exhausted his/her accrued sick leave benefits but is unable to return to work due to a continuing illness or injury will be eligible for up to twenty-six (26) weeks indemnity pay. Indemnity pay will be calculated at forty-percent (40%) of the employee's base pay with a minimum of One Hundred Fifty Dollars (\$150.00) per week. In order to be eligible for this benefit, the individual must be a regular full-time employee with one (1) year of service.

(f) In January of each calendar year, employees shall receive a sick bonus payment for one-half (½) of the unused portion of sick leave earned the preceding calendar year. The remaining one-half shall be credited to the employee's sick leave bank. The sick leave bonus payment shall be determined by using the employee's rate of pay as of December 31. In no event shall the amount of the bonus be for more than forty-five (45) hours pay. In order to be eligible for this payment, the individual must be a full-time regular employee with a minimum of six (6) months of service as of December 31. When an employee terminates his/her employment, is discharged, retires or dies, the employee (or his/her estate) shall be entitled to a pro-rated sick leave bonus for all unused days during his/her last calendar year of employment up to the date of termination. Such payment shall be made payable to the employee or his/her estate at the employee's current rate of pay at the time of termination, discharge, retirement, or death.

2.2 Long Term Disability Benefits. The City shall provide and maintain group long-term disability benefits for full-time employees commencing on the employee's 90th day of regular employment. Benefits shall begin on the employee's 181st calendar day or the number of accumulated sick leave days (whichever is greater) of disability and shall be in an amount equal to 67% of the employee's regular monthly earnings, up to a maximum benefit of \$1,600 per month. The maximum benefit period shall be two (2) years.

Disability benefits are subject to reduction by any of the following other income benefits for which the employee may be eligible:

- Workers' Compensation Disability Benefits.
- Pension Disability Benefits.
- Disability Benefits under any "no-fault" automobile reparation insurance law.
- Indemnity pay.

To qualify for long-term disability benefits as described above, each employee must individually enroll and make proper application for such benefits at the Human Resources Department.

Except as otherwise provided in the City's Policies and Procedures, an employee's long-term disability benefits plan shall terminate on the date that the employee retires, is terminated, is laid off, the disability benefits plan terminates, or the employee goes on an unpaid leave of absence.

The benefits hereinabove provided shall be subject in all respects to the terms, conditions, exclusions, limitations and other provisions of the group insurance policy between the City and its carrier.

2.3 Personal Leave. Regular full-time non-union employees are eligible for five (5) personal leave days off, with pay, each calendar year. Appointed officials are eligible for unlimited personal leave subject to approval by the City Manager. **Effective January 1, 2010, regular, Appointed Officials who have completed one (1) year of service shall be entitled to five (5) personal days off, with pay, each calendar year.** (Employees who have completed one (1) year of service after January 1 shall receive prorated personal days during the first year of eligibility.) The City Manager may approve additional personal leave for Appointed Officials in consideration for hours worked well in excess of normal work hours. Any unused personal leave shall be forfeited at the end of the calendar year.

Regular full-time employees with six (6) months or more of service may also be granted an unpaid personal leave of absence for compelling reasons. Personal leaves may be approved by the Department Head and the City Manager for an initial period of up to thirty (30) days. Extensions may be approved for a maximum period of an additional thirty (30) days at the discretion of the Department Head and City Manager. Applications for personal leave shall be filed in writing with the Department Head and the Human Resources Director and shall provide a detailed explanation of the reason for the leave. Where possible, leave requests must be submitted not less than thirty (30) days prior to the desired commencement date of the leave, or any extensions of the leave. In all events, applications must be received prior to the commencement of a leave or the expiration of the original leave. Employees granted a personal leave shall be subject to the following provisions:

- (a) The employee may be required to submit to a physical and/or mental examination at the conclusion of the leave.
- (c) The employee must keep the Department Head informed of any change in status or any change in the conditions which caused the request for the leave.
- (d) The employee must not engage in any gainful employment during such a leave.
- (e) Vacation time, holiday pay, sick leave, longevity pay, length of service credit for retirement or compensation purposes, and other employee benefits shall not accumulate or be paid during a leave of absence, except that all City paid insurance's will be paid for a maximum of thirty (30) calendar days. The employee's benefit status shall be frozen as of the date the leave commences and those benefits shall be reinstated upon the employee's return to work following termination of the leave. However, employees desiring to continue their health care benefits, dental and/or life

insurance coverage may do so at their own expense if the leave is granted for a period exceeding thirty (30) days. Time spent on personal leave shall not be included in an employee's length of service for pay grade increases.

2.4 Military Leave. Employees who enter the armed forces of the United States while employed by the City shall be given all benefits accorded them by applicable state and federal law.

2.5 Bereavement Leave. An employee may be granted a bereavement leave of absence, with pay, for a death in the immediate family.

The maximum duration of such bereavement leave shall be thirty-seven and one-half (37.5) hours for the death of the employee's spouse, child, or stepchild; twenty-two and one-half (22.5) hours for the death of the employee's parent, brother, sister, stepparent, father-in-law, mother-in-law, grandparent or grandchild; seven and one-half (7.5) hours for the death of the spouse's grandparent or spouse's brother or sister.

Should a death in his immediate family occur while an employee is on a scheduled vacation leave, he shall be eligible to receive these benefits provided he notifies the Employer prior to the date of the funeral.

2.6 Jury Duty Leave. If an employee is summoned and reports for jury duty, such employee shall be granted time off without loss of pay or benefits. Any jury duty fee received by the employee shall be submitted to the City.

2.7 Court Leave. An employee subpoenaed as a witness to testify in connection with any matters arising out of his employment shall be granted time off for such testimony without loss of pay or benefits status. Any witness fees received by the employee resulting from this leave shall be submitted to the City.

2.8 Emergency Leave. Effective October 19, 2009, non-union employees and Appointed Officials will no longer be eligible for emergency leave pay.

2.9. Duty Disability Leave. Regular full-time non-union employees and Appointed Officials who have completed one (1) year of service shall be eligible for duty disability. The terms and conditions governing such leaves shall as follows.

A "duty disability leave" shall mean a leave required as a result of the regular full-time employee incurring an illness or injury while in the employ of the Employer that is compensable under the Michigan Workers' Disability Compensation Act ("MWDCA").

In order to be eligible for duty disability leave, an employee shall immediately report any illness or injury to his/her immediate supervisor and take such first-aid treatment as may be recommended, or waive such first-aid in writing.

Regular full-time employees on duty disability leave shall accrue all fringe benefits in the same manner as other employees for the first twelve (12) months

on duty disability leave. Benefits will not be accrued or continued after the first twelve (12) months. Employees may elect to continue insurance coverage at their own expense on an individual basis after twelve (12) months, subject to the provisions of the respective insurance contracts and, if applicable, COBRA. The Human Resources Department will establish the policy for the collection of employee payments.

All regular full-time employees who are unable to work as a result of an illness or injury sustained in the course of employment with the Employer shall continue to receive their regular pay for the working days falling within the first seven (7) calendar days of disability. Employee's sick leave will not be charged for this time. (Note: After fourteen (14) days continuous absence, MWDCa will reimburse the employee at the standard workers' compensation rate for the first week's absence previously paid by the Employer. The employee shall immediately reimburse the Employer upon receipt of such payment.)

After seven (7) calendar days, payment shall be governed by the regulations of the MWDCa. In addition, for the first twelve (12) months of duty disability leave, an employee shall be paid bi-weekly the difference between the payment received under the MWDCa and his normal bi-weekly pay. Thereafter, if the employee has sufficient accrued sick leave, he/she will be paid bi-weekly the difference between the payment received under the MWDCa and his normal bi-weekly pay. Such supplemental payment shall not exceed the employee's accrued sick leave benefits.

A regular full-time employee who is continuing to work and being treated for a duty disability injury may be treated for such injury during regular working hours and will be compensated at his/her regular rate of pay. He/she shall report promptly to work once the appointment is completed.

If the Employer offers "favored work" to an individual on duty disability which the employee is capable of performing, the employee shall report as directed or forfeit all supplemental compensation and sick leave benefits provided by the Employer under this Section and such other benefits as may be terminated in accordance with the provisions of the MWDCa.

3. Definitions: None.
4. Application: This policy shall apply to all full time non-union employees and Appointed Officials of the City of Monroe, unless modified by an employment agreement and/or the written terms of appointment.
5. Responsibility: The Human Resources Director will have the responsibility of implementing and overseeing this policy.
6. Administrative Procedure: None.

7. Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe City Council, dated November 16, 2009.



# CITY COUNCIL AGENDA FACT SHEET

**RELATING TO: REQEUST FROM THE MONROE COUNTY CONVENTION & TOURISM BUREAU TO RESERVE DATES IN 2010 FOR UPCOMING EVENTS / FESTIVALS**

**DISCUSSION:** The City received a request from the Monroe County Convention & Tourism Bureau for permission to hold several special events in 2010. (See attached communication for list of special events.)

The requested dates were reviewed by the administrative staff and there were no objections to the requested dates subject to the requestor filling out the proper paperwork (temporary use/special event application and/or park permit) for each event so staff can review items needed by city staff. Requests for City services or facilities are to be made on an application specific to the purpose **at least 60 days prior to the event, whenever possible.**

If a specific location/park facility is desired for any of the events (excluding the Jazz Festival), the MCCTB will need to supply more detailed information to hold a park/facility for the other proposed event(s).

The City Manager recommends that Council **approve only the dates of the events** with full approval of the events, being subject to timely submission of event planning details, staff reviews, street closure action by Council and approvals of city financial and logistical support.

**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:** Building, Parks & Rec., D.P.S., Police, Attorney, Engineering, Fire, Community Development 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:** 11/10/09

**REVIEWED BY:**

**DATE:**

**COUNCIL MEETING DATE:** 11/16/09



# 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 recommended,** 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

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

Budget Approval: \_\_\_\_\_

**FACT SHEET PREPARED BY:** Mayor's Office

**DATE:** 10/30/09

**REVIEWED BY:** Mark G. Worrell

**DATE:**

**COUNCIL MEETING DATE:** 11/16/09

## **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, November 16, 2009

### **RECREATION ADVISORY BOARD**

Mary Minney

fill an unexpired term to June 30, 2012



# CITY COUNCIL AGENDA FACT SHEET

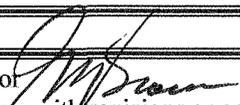
**RELATING TO:** River Raisin Battlefield Property Acquisition

**DISCUSSION:** On October 5, 2009, City Council took action to accept \$350,000 in grant funding from the National Park Service for the acquisition, planning, design, and restoration of lands associated with the River Raisin Battlefield. Recently, a 3.52 acre wooded parcel located on the northwest corner of the intersection at Detroit and Elm Avenues and considered integral to development of the battlefield site became available.

The Monroe County Historical Society (MCHS) held a purchase agreement for the corner parcel for several years until the owner, TLR Investments, Inc., made the decision to not renew that option. Given the importance of the site and to avoid the potential for the property to be sold and developed in a way that would be incompatible with the battlefield as a national park, the MCHS exercised its option and purchased the parcel. The Society engaged the services of Legacy Environmental Inc. and American Real Estate Appraisal to evaluate and appraise the site and now holds a deed in escrow and is prepared to offer the subject parcel to the City of Monroe.

Given the importance of the property to the overall development of the park site, the Department of Planning & Recreation recommends that City Council authorize the Port of Monroe to enter into negotiations with the Monroe County Historical Society for the property located on the northwest corner of the intersection at Detroit and Elm Avenues, further described as Parcel #59-01892-004. The Port of Monroe is further authorized to expend the grant funds necessary to acquire the property on behalf of the city. The purchase price should reflect the value of the land and reimbursement for fees and costs incurred by the Monroe County Historical Society to acquire the parcel.

**CITY MANAGER RECOMMENDATION:**

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

**APPROVAL DEADLINE:** November 16, 2009

**REASON FOR DEADLINE:** Request from the Monroe County Historical Society

**STAFF RECOMMENDATION:**  For  Against

**REASON AGAINST:** N/A

**INITIATED BY:** City Manager's Office, the Department of Planning & Recreation, and the Monroe County Historical Society

**PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED:** The River Raisin Battlefield National Park

## FINANCES

**COST AND REVENUE PROJECTIONS:**

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

**SOURCE OF FUNDS:**

City

Account Number

Amount

National Park Service River Raisin

\$

National Battlefield Park Grant

\$

\$

\$

\$

Other Funds

\$N/A

\$

\$

\$

Budget Approval: \_\_\_\_\_

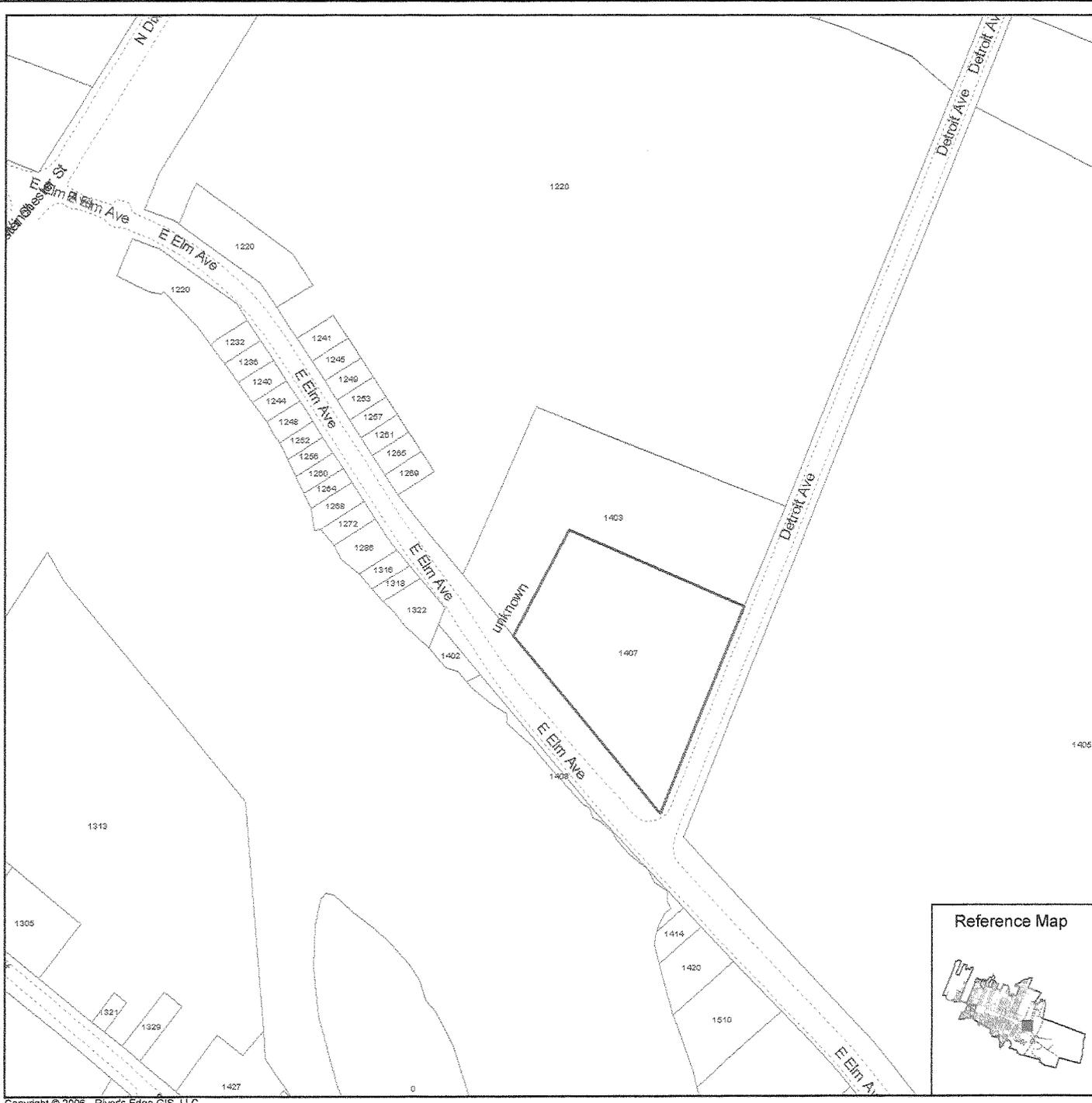
**FACT SHEET PREPARED BY:** Jeffrey Green, AICP

**DATE:** 11.12.09

**REVIEWED BY:** George Brown, City Manager

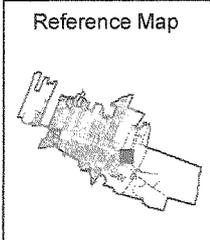
**DATE:** 11.12.09

**COUNCIL MEETING DATE:** November 16, 2009



City of Monroe  
CivicSight Map

- MAP LEGEND:**
- EDGE OF PAVEMENT
  - CITY LIMITS
  - PARCELS



Map Scale: 1 inch = 320 feet  
 Map Date: 11/10/2009  
 Data Date: October 22, 2009  
 Sources: City of Monroe, River's Edge GIS, LLC.



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



# CITY COUNCIL AGENDA FACT SHEET

**RELATING TO:** CITY POLICIES AND PROCEDURES

**DISCUSSION:** The purpose of the following policy is to establish safety compliance and procedures in an effort to provide a work environment as free as practicable from recognized hazards for all employees of the City of Monroe.

After review and input from the City's Safety Committee, I am recommending that the Mayor and City Council approve the attached policy and direct City administration to proceed with implementation.

**CITY MANAGER RECOMMENDATION:**

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





Section Name: Employee Relations                      Effective Date: November 16, 2009  
Section Number: 400    Date of Revision:  
Policy Number: 014  
Page: 1 of 3  
  
Subject: Employee Safety

1. Purpose. The purpose of this policy is to provide a work environment as free as practicable from recognized hazards. Employees are expected to comply with all safety and health requirements whether established by the Employer or by federal, state, or local law.

2. Statement of Policy.

2.1 The Safety Committee oversees the Employer's safety policies and procedures. The Safety Committee's responsibilities include:

- (a) Monitoring compliance with Employer safety rules and regulations and the applicable safety and health standards established as a result of the Occupational Safety and Health Act (OSHA) and any other applicable federal, state, or local employee safety laws or regulations;
- (b) Developing and implementing written safety plans or programs as needed;
- (c) Investigating, correcting, and reducing recognized unsafe and unhealthful working conditions or potential hazards;
- (d) Conducting periodic safety and health inspections of all work areas, machinery, equipment, and any recognized potentially hazardous City facilities;
- (e) Representing the Employer during investigations conducted by the Occupational Safety and Health Administration (OSHA), by any other federal, state, or local safety and health personnel, or by insurance underwriting representatives;
- (f) Organizing the safety training and retraining of employees;
- (g) Monitoring compliance with the various requirements established by any law or by the Employer's insurance carrier relating to record keeping and the retention of records;
- (h) Conducting fire drills;
- (i) Oversee evacuation plans;

- (j) Review all accidents, hazardous incidents, and fires involving City employees, or which occur on the Employer's premises, and preparing the required reports;
- (k) Posting notices required by law or by the Employer's insurance carrier; and
- (l) Evaluating the effectiveness of the Employer's safety program.

2.2 Supervisors are responsible for ensuring the employees under their supervision understand and comply with all Employer safety rules, regulations, and procedures. Supervisor's safety responsibility include:

- (a) Being familiar with all safety and health procedures relevant to the operations under their supervision.
- (b) Inspecting their work areas periodically;
- (c) Training their employees in safety matters or arranging for safety training where appropriate.
- (d) Identifying conditions that are recognized in the City as being unsafe; and
- (e) Reporting accidents and injuries to the Human Resources Department immediately and ensuring that any injured employee is referred to appropriate medical care.

2.3 Employees should report to the supervisor all observed safety and health violations, potentially unsafe conditions, and any accidents resulting in injury to employees or customers.

2.4 Employees are encouraged to submit suggestions to the Safety Committee concerning safety and health matters.

2.5 The Employer will provide special clothing or equipment when special clothing or equipment is required by the collective bargaining agreement, by law or by City policy. Employees are responsible for the proper use and maintenance of the clothing and equipment.

2.6 Supervisors should provide information about the availability of employee exposure or medical records to employees who are exposed to known toxic substances and recognized harmful physical agents at the time they are first hired and at least annually after that.

2.7 Violations of the Employer's safety rules, regulations, or procedures will result in disciplinary action, up to and including termination.

3. Definitions. None

4. Application. None

5. Responsibility. The Human Resources Director and the Safety Committee shall have the responsibility for overseeing implementing this policy.

6. Administrative Procedure. None.

7. Legislative History of Authority for Creation or Revision.

Adopted pursuant to action of the Monroe City Council, dated November 16, 2009.

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