
RULE OF THE CHAMBER

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

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

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

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

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

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

**AGENDA - CITY COUNCIL REGULAR MEETING
TUESDAY, JANUARY 19, 2010**

- I. CALL TO ORDER.**
- II. ROLL CALL.**
- III. INVOCATION/PLEDGE OF ALLEGIANCE**
- IV. CONSENT AGENDA.** (All items listed under the Consent Agenda are considered to be routine by Mayor and Council and will be approved by one motion, unless a Council member or citizen requests that an item be removed and acted on as a separate agenda item)
 - A. Approval of the Minutes of the Regular Meeting held on Monday, January 4, 2010, the Minutes of Special Meeting held on January 11, 2010 and the Minutes of the Joint Work Session held on Monday, January 11, 2010.
 - B. Approval of payments to vendors in the amount of \$_____.
Action: Bills be allowed and warrants drawn on the various accounts for their payment.
 - 3 Establishment of a Mayor Pro Tem Resolution.
 - 1. Communication from the Mayor's Office, submitting a proposed resolution to designate City Council Member Jeremy J. Molenda to serve as Mayor Pro Tem during the Mayor's absence, and recommending that Council adopt the proposed resolution.
 - 2. Supporting documents.
 - 3. Action: Accept, place on file and the resolution be adopted.
 - 4 Custer Street Water Main – Consultant Inspection Contract Extension.
 - 1. Communication from the Director of Engineering & Public Services, submitting a contract extension for the Custer Street Water Main Consultant Inspection contract, and recommending that Council award an additional contract to David Arthur Consultants, Inc., for inspection services on the Custer Street Water Main project up to \$10,000, and that the Director of Engineering & Public Services be authorized to execute any necessary documents on behalf of the City of Monroe.
 - 2. Supporting documents.
 - 3. Action: Accept, place on file and the recommendation be carried out.

- 5 City Policies and Procedures – Retirement Benefits.
 1. Communication from the Director of Human Resources, submitting a policy to designate the retirement benefits that are made available for all regular full-time non-union employees and Appointed and Elected Officials of the City of Monroe, and recommending that Council approve the attached policy and direct City administration to proceed with the implementation.
 2. Supporting documents.
 3. Action: Accept, place on file and the recommendation be carried out.

- 6 Chief of Police Retiree Healthcare Benefit.
 1. Communication from the Director of Human Resources, reporting back on the clarification and confirmation of the healthcare benefit pertaining to Chief Michrina's appointment as Chief of Police, and recommending that Council approve confirmation that Chief Michrina will be eligible to receive the same retirement healthcare benefit that is in place for Monroe Police Command Officers at the time he elects to retire.
 2. Supporting documents.
 3. Action: Accept, place on file and the recommendation be carried out.

- 7 AT&T Above-Ground Utility Structure – Request for Permit Approval – Location #27.
 1. Communication from the Director of Engineering & Public Services, submitting a request for approval of AT&T Above Ground Utility Structure Location #27, in the east terrace of Adams Street approximately 200 feet south of West Third Street, and recommending that the cabinet at location #27 be approved contingent on no objections from the reviewing departments, and that the Engineering Department be authorized to issue a right-of-way permit for the work, subject to minor relocation for any conflicting utilities.
 2. Supporting documents.
 3. Action: Accept, place on file and the recommendation be carried out.

- 8 St. Michael's We Care Banner Request.
 1. Communication from the City Manager's Office, reporting back on a request from St. Michael's We Care for permission to display a banner across West First Street from February 1-22, 2010, announcing the annual telethon, and recommending that the request be approved.
 2. Supporting documents.
 3. Action: Accept, place on file and the recommendation be carried out.

- 9 United Way of Monroe County Banner Request.
 1. Communication from the City Manager's Office, reporting back on a request from the United Way of Monroe County for permission to display a banner across Monroe Street from October 11 – November 8, 2010, announcing their annual campaign, and recommending that the request be approved.
 2. Supporting documents.
 3. Action: Accept, place on file and the recommendation be carried out.

- 10 Transfer Stock in a 2009 Class C Licensed Business with Dance-Entertainment Permit.
 1. Communication from the City Manager's Office, reporting back on the previously approved request from Fresca, Inc. for stock in a 2009 Class C licensed business with Dance-Entertainment Permit

located at 391 N. Telegraph Road, Monroe, MI, and submitting a second request to approve the amended resolution that now includes the applicants name, Fresca, Inc, and recommending that Council approve the amended request.

2. Supporting documents.
3. Action: Accept, place on file and the resolution be adopted.

11 Commemoration of the Battles of the River Raisin Annual Request.

1. Communication from the City Manager's Office, submitting a request from the Friends of the River Raisin Battlefield for permission to hold the annual Commemoration of the Battles of the River Raisin on January 23, 2010, and recommending that Council approve the request contingent upon items being met as outlined by the administration, subject to costs recovery & fee waivers in accordance with City Council adopted policy, insurance requirements being met, 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.

12 Appointments – Proposed Resolution.

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

13 North Dixie Highway Resurfacing – Contract Approval.

1. Communication from the Director of Engineering & Public Services, submitting a funding contract for the resurfacing of North Dixie Highway, and recommending that the attached funding contract in the amount of \$6,000 with the Monroe County Road Commission be approved, and that the Mayor and Clerk-Treasurer be authorized to execute it on behalf of the City, and further recommending that a purchase order in the amount of \$4,000 be issued to the Mannik and Smith Group to cover design engineering costs incurred as a part of this project, and further recommending that the Finance Director be authorized to advance funding from the Major Street Fund Balance if necessary to fulfill our obligations under these agreements prior to the start of the new fiscal year on July 1, 2010, should the project schedule require.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

V . MAYOR'S COMMENTS.

VI. CITY MANAGER COMMUNICATION.

VII COUNCIL COMMENTS.

VIII CITIZEN COMMENTS

IX. ADJOURNMENT.



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: RESOLUTION SUPPORTING THE ESTABLISHMENT OF A MAYOR PRO TEM

DISCUSSION: The Mayor by virtue of that office is requested to attend functions as a representative of the City. On occasion, due to scheduling difficulties attendance at functions may be impractical so a representative is needed to fill in at these functions.

The proposed resolution designates City Council Member Jeremy J. Molenda to serve as Mayor Pro Tem during the Mayor's absence.

It is recommended that Council adopt the proposed Resolution.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE:

REASON FOR DEADLINE:

STAFF RECOMMENDATION:

For

Against

REASON AGAINST:

INITIATED BY:

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED:

FINANCES

COST AND REVENUE PROJECTIONS:

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

SOURCE OF FUNDS:

City

Account Number

Amount

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

Other Funds

Budget Approval: _____

FACT SHEET PREPARED BY: Mayor's Office

DATE: 1/12/10

REVIEWED BY: Robert E. Clark

DATE:

COUNCIL MEETING DATE: 1/19/10

RESOLUTION

BE IT RESOLVED, that in accordance with Charter Section 311, City Council Member Jeremy J. Molenda is appointed to preside, and exercise the powers and duties of the Mayor, at any such time as the Mayor is absent or unable to serve. Council Member Molenda is designated Mayor Pro Tem through January 1, 2012.



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: CUSTER STREET WATER MAIN – CONSULTANT INSPECTION CONTRACT EXTENSION

DISCUSSION: At the March 16, 2009 City Council meeting, four (4) consultant contracts were awarded for inspection services on 2009 (and potentially later) construction projects. The City-wide Operational Assessment in 2007 report identified inspection of construction projects as a particular area where it was felt that the City could utilize the private sector to assist with spikes in workload, particularly during the Summer months. In 2009 and continuing into 2010, this utilization has been absolutely necessary, though we are using our full-time personnel to manage all of our contracts, perform all surveying activities, and perform some inspection as time allows. We have generally tried to keep personnel from one firm assigned to one contract through completion for consistency purposes and based on their particular skill sets, and all have been performing well.

David Arthur Consultants of Dundee was generally assigned to the 2008 and 2009 Water Main Rehabilitation Programs, where existing in-place mains were cleaned and lined, whereas the other consultants were assigned to the conventional “open cut” construction. Obviously, due to freezing concerns on the above-ground “bypass” piping, work on this contract ceased in mid-November. As a result, the Engineering Department re-assigned the inspector(s) from David Arthur Consultants to the Custer Street Water Main replacement, which was funded through the City’s general obligation water bonds originally in 2008. This work is now complete except for pavement and driveway restoration, which must occur in the Spring.

The original professional services award amount for 2008-09 funded work has been reached on the contract for David Arthur Consultants, so we will need to extend their award to cover the costs of inspection activities incurred on the Custer Street project. The bill for services for the time period 11/30/09 to 12/28/09 in the amount of \$5,327.13 has been attached. The firm was given verbal authorization to proceed by the Director of Engineering and Public Services, as it was believed that inspection services would not exceed \$5,000, the threshold for Council action. However, due to the contractor’s slightly longer than expected schedule and weather conditions, this amount was exceeded slightly. It is believed that this invoice covers most of the services rendered, but it is anticipated that some minor costs will still be incurred for inspection report processing, punch list preparation, and miscellaneous clerical tasks. David Arthur Consultants has served the City well throughout 2009, and we would recommend continuing our relationship with them in this fashion in 2010 as well, as was anticipated by the original March 2009 award. At this point, we are unsure as to whether or not we may also need to utilize their services for inspection of the final pavement and driveway items, so we are recommending that additional funds also be awarded to provide for some additional work in the Spring under this same project.

IT IS RECOMMENDED that the City Council award an additional contract to David Arthur Consultants, Inc. for inspection services on the Custer Street Water Main project up to \$10,000, and that the Director of Engineering and Public Services be authorized to execute any necessary documents 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: Services were rendered as directed, consultant has submitted invoice for payment.

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N/A

INITIATED BY: Department of Engineering and Public Services

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

FINANCES

COST AND REVENUE PROJECTIONS:

Cost of Total Project	\$10,000
Cost of This Project Approval	\$10,000*
Related Annual Operating Cost	\$ N/A
Increased Revenue Expected/Year	\$ N/A

*Custer Street Project only.

SOURCE OF FUNDS:

<u>City</u>	<u>Account Number</u>	<u>Amount</u>
Water Dist. Improvements	591-40.538-818.020 08W12	\$ 10,000.00

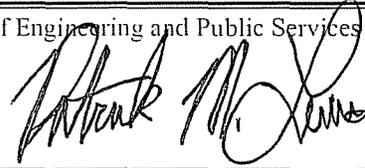
Other Funds

Budget Approval: _____

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

DATE: 01/12/10

REVIEWED BY:



DATE:

COUNCIL MEETING DATE: January 19, 2010

DAVID ARTHUR CONSULTANTS, INC110 MAIN STREET
DUNDEE, MI 48131**INVOICE**

Invoice Number: 9774

Invoice Date: 12/29/09

Page: 1

Voice: 734-823-5080

Fax: 734-823-5085

Bill To:CITY OF MONROE
ATTN: P.A. LEWIS, P.E.
120 EAST FIRST STREET
MONROE, MI 48161

Total Invoice 5,327.13

Job ID: MON00106

Customer PO	Payment Terms	Customer ID	Due Date
2009	Net 10 Days	MON015	1/8/10

Description	Amount
ENGINEER INSPECTION - CITY OF MONROE PROJECT: CUSTER STREET - PER ATTACHED DETAIL 11/30/09 - 12/28/09	5,327.13

Check/Credit Memo No:

Total Invoice Amount	5,327.13
Payment/Credit Applied	
TOTAL	5,327.13

PLEASE RETURN TOP PORTION OF INVOICE WITH YOUR REMITTANCE.

Late charge of 2.0% per month applied to all past due accounts.

David Arthur Consultants, Inc., 110 Main Street, Dundee, MI 48131 734-823-5080 * Fax: 734-823-5085

Tickets Recorded By
For the Period From 11/30/09 to 12/28/09

Ticket Date	Item ID	Ticket Description for Invoicing	Unit Duration	Rate	Billing Amount
12/7/09	INSP - CTY M	CITY OF MONROE - WATERLINE INSPECTION - CUSTER STREET	8.00	55.00	440.00
		Overtime		71.50	0.00
12/8/09	INSP - CTY M	CITY OF MONROE - WATERLINE INSPECTION - CUSTER STREET	7.50	55.00	412.50
		Overtime		71.50	0.00
12/9/09	INSP - CTY M	CITY OF MONROE - WATERLINE INSPECTION - CUSTER STREET	8.00	55.00	440.00
		Overtime		71.50	0.00
12/10/09	INSP - CTY M	CITY OF MONROE - WATERLINE INSPECTION - CUSTER STREET	8.00	55.00	440.00
		Overtime		71.50	0.00
12/11/09	INSP - CTY M	CITY OF MONROE - WATERLINE INSPECTION - CUSTER STREET	6.75	55.00	371.25
		Overtime		71.50	0.00
12/14/09	INSP - CTY M	CITY OF MONROE - WATERMAIN INSPECTION - CUSTER STREET	7.25	55.00	398.75
		Overtime		71.50	0.00
12/15/09	INSP - CTY M	CITY OF MONROE - WATERMAIN INSPECTION - CUSTER STREET	6.75	55.00	371.25
		Overtime		71.50	0.00
12/16/09	INSP - CTY M	CITY OF MONROE - WATERMAIN INSPECTION - CUSTER STREET	8.00	55.00	440.00
		Overtime	1.25	71.50	89.38
12/17/09	INSP - CTY M	CITY OF MONROE - WATERMAIN INSPECTION - CUSTER STREET	8.00	55.00	440.00
		Overtime	1.00	71.50	71.50
12/18/09	INSP - CTY M	CITY OF MONROE - WATERMAIN INSPECTION - CUSTER STREET	7.75	55.00	426.25
		Overtime		71.50	0.00
12/21/09	INSP - CTY M	CITY OF MONROE - WATERMAIN INSPECTION - CUSTER STREET	8.00	55.00	440.00
		Overtime		71.50	0.00
12/22/09	INSP - CTY M	CITY OF MONROE - WATERMAIN INSPECTION - CUSTER STREET	7.75	55.00	426.25
		Overtime		71.50	0.00
12/28/09	INSP - CTY M	CITY OF MONROE - WATERMAIN INSPECTION - CUSTER STREET		55.00	0.00
		Overtime		71.50	0.00
12/14/09	CLERICAL	CLERICAL -PROCESS PAPERWORK	0.75	30.00	22.50
12/21/09	CLERICAL	CLERICAL -PROCESS PAPERWORK	1.00	30.00	30.00
12/23/09	CLERICAL	CLERICAL -PROCESS PAPERWORK	1.25	30.00	37.50
12/28/09	CLERICAL	CLERICAL -PROCESS PAPERWORK	1.00	30.00	30.00
TOTALS			98.00		5,327.13



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: CITY POLICIES AND PROCEDURES

DISCUSSION: The purpose of the following policy is to designate the retirement benefits that are made available for all regular full-time non-union employees and Appointed and Elected Officials of the City of Monroe.

After review and input from Administration, 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: January 18, 2010
Section Number: 400 Date of Revision:
Policy Number: 017
Page: 1 of 3

Subject: Retirement Benefits

1. Purpose: The purpose of this policy is to designate the retirement benefits that will be made available for all regular full-time non-union employees, Appointed and Elected Officials of the City of Monroe.
2. Statement of Policy: The City shall provide all regular full-time non-union employees, Appointed and Elected Officials the retirement benefits as set forth in the Monroe City Employees' Retirement System Ordinance.

2.1 Retirement Plan.

(a) Employees Hired On or Before December 31, 1997

Subject to the terms and conditions provided herein, the City agrees to maintain the City of Monroe Employees' Defined Benefit Retirement Plan now in effect for all employees covered by this policy who were hired on or before December 31, 1997, and are present participants in the Plan.

Employees in the Defined Benefit Plan shall contribute two percent (2%) of their total earnings to the Plan.

An employee participating in this Plan will be eligible for retirement upon attaining age 55 or older with 15 or more years of credited service, age 60 or older with 10 or more years of credited service or age 65 or older with 5 or more years of credited service.

The monthly benefit formula for employees in this Plan who elect to retire shall be 2.2% percent of the employee's final average compensation multiplied by his/her years of credited service. Final average compensation shall be the highest three (3) years of the employee's compensation during the last 10 years of his/her employment.

An employee participating in this Plan will also receive, effective after one (1) year of retirement, a two percent (2%) fixed cost-of-living adjustment, non-compounded. Such COLA adjustment shall be calculated by using the employee's original retirement benefit on each anniversary date of his/her retirement.

An employee participating in this Plan will also have the opportunity to apply for "Early Retirement." Early retirement shall be available when an

employee reaches age 50 or older and is vested in the Plan. Upon opting for early retirement the employee will have the option of receiving a benefit equal to the actuarial equivalent of the accrued normal retirement benefit. The benefit is determined by calculating the accrued straight life benefit payable at age 60 and applying the early commencement factor reflected in the table provided below. The employee may elect to receive this amount as a straight life benefit or as any of the standard optional forms provided under the Plan.

<u>Age as of an Employee's Last Birthday</u>	<u>Factor</u>
60	1.00
59	0.90
58	0.82
57	0.74
56	0.68
55	0.62
54	0.56
53	0.51
52	0.47
51	0.43
50	0.40

Employees who are eligible to elect to retire early may also choose a "Special Option" which pays the formula benefit up to age 62 and a reduced amount the rest their life. The Special Option does not provide any survivor benefits and cannot be elected in conjunction with any other option.

Once the member has made his/her election and receives a benefit, the election cannot be changed.

2.2 Employees Hired On or After January 1, 1998

Subject to the terms and conditions herein provided, all employees covered by this policy who were hired on or after January 1, 1998, shall be provided the Hybrid (DB/DC) retirement benefits as provided in the City of Monroe's Ordinance No. 97-007 and in effect as of the date of this Agreement. The employees in the Hybrid (DB/DC) Plan shall contribute two percent (2%) of payroll to the Plan.

In accordance with the provisions of said Ordinance, an individual will be eligible for normal retirement upon attaining age 60 or older with 10 or more years of credited service, or age 62 or older with 3 or more years of credited service. The monthly benefit formula applicable to said retirement is one and one-half percent (1.5%) of the employee's final average monthly

compensation multiplied by his years of credited service. Final average compensation shall be the highest three (3) years of the employee's compensation during the last 10 years of his/her employment.

An employee participating in this Plan will also receive, effective after one (1) year of retirement, a two percent (2%) cost-of-living adjustment, non-compounded. The redetermined benefit amount shall be the original monthly amount payable at retirement increased by 2% or the percentage increase in the CPI, whichever is lower. The term "CPI" means the consumer price index, United States Department of Labor/Bureau of Labor Statistics, Urban Wage Earners and Clerical Workers (CPI-W), All Cities, All Items, 1982- 84 = 100, as announced, calculated and implemented by the Social Security Administration each December for the following year. Such COLA adjustment shall be calculated by using the employee's original retirement benefit on each anniversary date of his/her retirement.

3. Definitions: None.
4. Application: This policy shall apply to all full-time non-union employees, Appointed and Elected 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 shall be responsible for implementing and overseeing this policy.
6. Administrative Procedure: None
7. Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe City Council dated January 18, 2010.

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



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Chief of Police retiree healthcare benefit

DISCUSSION: Recently Police Chief John Michrina has requested documented clarification regarding the retiree healthcare benefit he is qualified to receive should he choose to retire when eligible. After review of the documents pertaining to Chief Michrina's appointment as Chief of Police, the City Attorney has determined that clarification and confirmation of the healthcare benefit by the City Council is advisable.

Chief Michrina was promoted from Deputy Chief of Police to Chief of Police on September 11, 2001. The letter of appointment (attached) specifies the effective date and the beginning salary but it does not break out or specify the employee benefits he was/is to receive, such as allowances, leave time, pension, retiree healthcare, etc. However, the letter of appointment he received on January 26, 1999 (attached), when he was appointed to the position of Deputy Chief of Police did specify various employee benefits. While the 1999 appointment letter did not specifically mention the retiree healthcare benefit it does state: "All other benefits currently in place and not specifically referred to will remain." Prior to his promotion to Deputy Chief of Police, John Michrina was a Lieutenant and therefore the benefits "currently in place" at that time were those included in the Police Command Unit collective bargaining agreement. Neither the Chief nor Deputy Chief positions are represented by the police collective bargaining unions. However it has been standard practice in Monroe and in many other cities to allow these types of non-represented appointed positions to continue to be included police bargaining unit retirement plans. This is often the case for fire department top management appointees as well.

In developing the recommendation below I have considered the following factors:

1. The September 11, 2001 letter of appointment to Chief is mute regarding maintenance of or changes to the benefits he was receiving at that time,
2. The January 26, 1999 letter of appointment to Deputy Chief seems to indicate an intention by the same appointing official to continue the practice of providing police union retirement benefits to non-union police management appointees.

Therefore, I am respectfully recommending that the Mayor and City Council approve confirmation that Chief Michrina will be eligible to receive the same retirement healthcare benefit that is in place for Monroe Police Command Officers at the time he elects to retire.

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: George A. Brown, City Manager

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: Police Department

FINANCES

COST AND REVENUE PROJECTIONS:

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

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

Budget Approval: _____

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

DATE: January 7, 2010

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: January 19, 2010



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: AT & T Above-Ground Utility Structure – Request for Permit Approval – Location #27

DISCUSSION: As per the City's policy on above-ground utility cabinets, the Engineering and Public Services Department has reviewed the location of a proposed above-ground cabinet from AT & T. Location #27 is in the east terrace of Adams Street approximately 200 feet south of West Third Street. This site has been reviewed with respect to the location criteria set forth in the City's policy on location of these structures. In accordance with this policy, the proposed drawings have been submitted to the relevant City departments for review, and this review is currently pending. The City's original Utility Placement Policy has been attached for information, and this policy was adopted by the City Council in December 2006.

The existing cabinet does meet our requirements, as it is located in the side yard of the adjacent dwelling. Further, the residential side yard is already screened from the cabinet by a wooden privacy fence, so this seems an appropriate location for its placement. The proposed location meets the intent of the policy.

IT IS RECOMMENDED that the cabinet at location #27 be approved contingent on no objections from the reviewing departments, and that the Engineering Department be authorized to issue a right-of-way permit for the work, subject to minor relocation for any conflicting utilities.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: As soon as possible

REASON FOR DEADLINE: Engineering Department permit issuance depends on Council approval of cabinet location.

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N/A

INITIATED BY: Department of Engineering and Public Services

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: City Council, Engineering Department, adjacent property owners, telecommunications users at large.

FINANCES

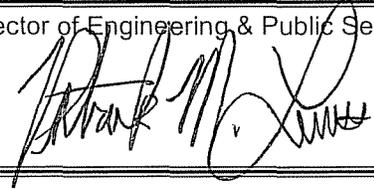
COST AND REVENUE PROJECTIONS:	Cost of Total Project	\$N/A
	Cost of This Project Approval	\$N/A
	Related Annual Operating Cost	\$ N/A
	Increased Revenue Expected/Year	\$ N/A

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

Budget Approval: _____

FACT SHEET PREPARED BY: Patrick M. Lewis, P.E., Director of Engineering & Public Services **DATE:** 01/12/10

REVIEWED BY:



DATE:

COUNCIL MEETING DATE: January 19, 2010

City of Monroe
Utility Cabinet Placement Policy in Public Rights of Way
Approved by City Council - December 18, 2006

Location Criteria:

Whenever possible, ground-mounted cabinets should be placed in commercial or industrial areas prior to consideration in residentially zoned or used districts. Cabinets shall not be placed in commercial or industrial areas in such a fashion as to block visibility of business signs or any other identifying features. Public facilities, including City-owned facilities, should also be considered whenever possible. All above-ground utility cabinets that cannot be placed in commercial and industrial areas must be placed in alleys, rear yards, or side yards. Cabinets may not be placed within the extension of any clear vision zone as defined by the City of Monroe Zoning Ordinance. In all cases, the City of Monroe reserves the right to request that a cabinet be moved a reasonable distance to allow placement in a location that most closely matches the intent of the above criteria. The City of Monroe also shall reserve the right to request alternate locations along streets that the Water Department identifies as a corridor for relocation of an existing main outside of the pavement area, based on the 2006 Fire Flow study.

In no case shall the overall footprint of any cabinet, pad, or associated permanent fixtures occupy more than ten percent (10%) of the available right-of-way width of any particular street, in order to accommodate the needs of all public utilities.

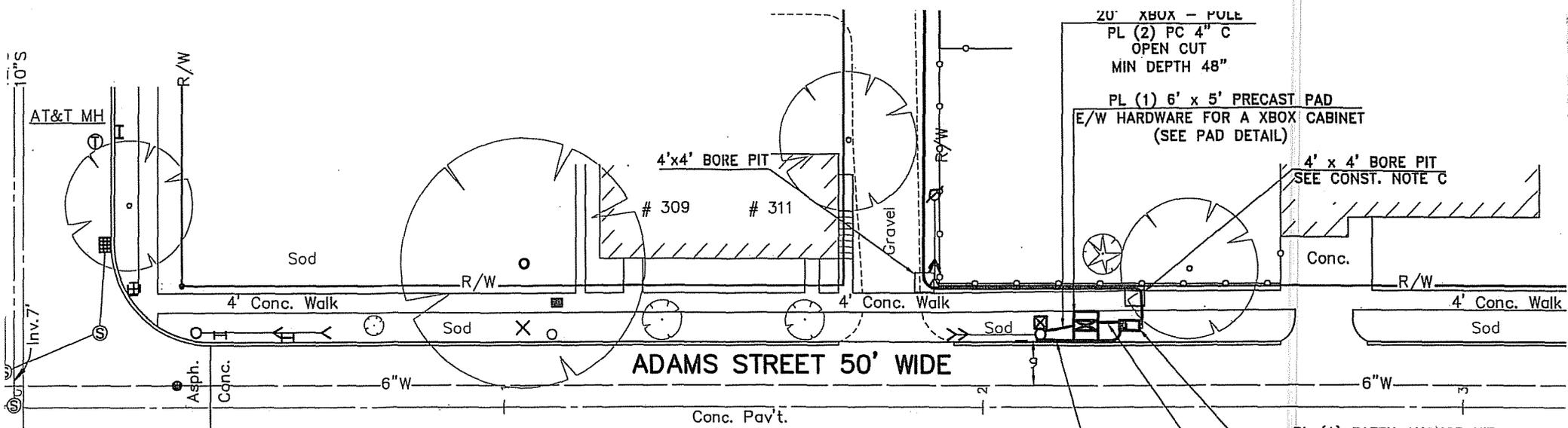
Landscaping and Color Standards:

Cabinets shall be painted a beige, camouflage green, or similar color and / or shall be screened with acceptable landscaping meeting the requirements of the City of Monroe Zoning Ordinance, except for the front access. This landscaping shall be maintained in perpetuity by the requesting agency. Where available, existing City trees may be used to fulfill a portion of the landscaping requirements.

Review Process:

Permit requests should be routed to the City of Monroe Engineering Department, on the typical right-of-way permit form. The following procedure will then be implemented:

1. The Engineering Department will review permit to ensure that the placement of the cabinet itself and any associated hardware is consistent with the location criteria listed above.
2. The Engineering Department will then forward the plans to the Planning Department, who will follow the procedures of an administrative site plan review as set forth in the City of Monroe Zoning Code. The plans will be routed to, at a minimum, the Water, Wastewater, Police, Fire, and Building Departments, as well as the Historic Preservation Office for sites that may be adjacent to a designated historic district. This process may take up to three (3) weeks.
3. Upon review, the comments will be forwarded to the City Council for approval at the next available meeting. Regular City Council meetings are held on the First and Third Monday of each month. The City Council reserves the right to forward it to any other review bodies they deem necessary prior to approval.
4. Once approved by the City Council, the Engineering Department shall review the permit for utility conflicts and technical requirements. Once acceptable, the permit shall be approved by the City Engineer. If the City Council determines that the permit shall be denied, reasons for denial shall be stated, and will be conveyed to the requesting party by the City Engineer.



20' XBOX - POLE
 PL (2) PC 4" C
 OPEN CUT
 MIN DEPTH 48"

PL (1) 6' x 5' PRECAST PAD
 E/W HARDWARE FOR A XBOX CABINET
 (SEE PAD DETAIL)

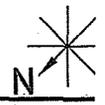
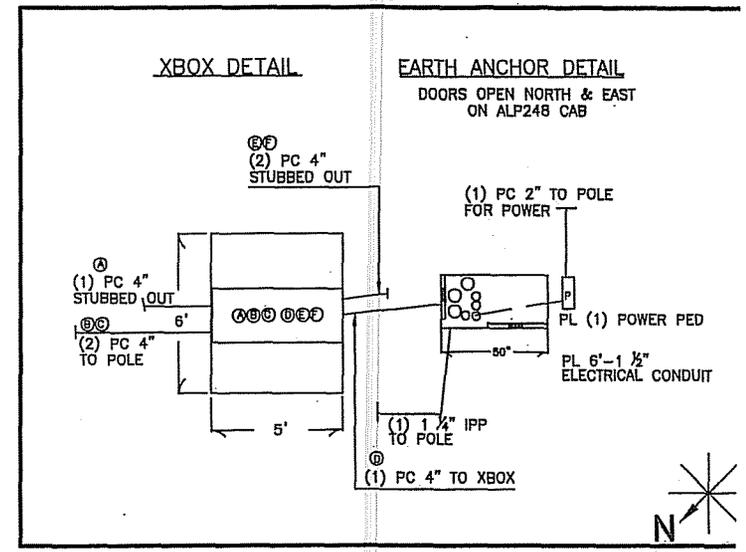
4'x4' BORE PIT
 # 309 # 311

4' x 4' BORE PIT
 SEE CONST. NOTE C

20' ALP248-POLE
 PL (1) PC 1 1/4" HDPE IPP
 OPEN CUT
 MIN DEPTH 48"

PL (1) EARTH ANCHOR KIT
 E/W HARDWARE FOR (1) ALP248 CABINET
 315 ADAMS
 (SEE DETAIL)

8' ALP248 - XBOX
 PL (1) PC 4" C
 OPEN CUT
 MIN DEPTH 48"





CITY COUNCIL AGENDA FACT SHEET

RELATING TO: REQUEST FROM ST. MICHAEL'S WE CARE FOR PERMISSION TO DISPLAY A BANNER ACROSS WEST FIRST STREET FROM FEBRUARY 1 - 22, 2010

DISCUSSION: The City received a request from St. Michael's We Care for permission to display a banner. Specifically the request is to display a banner across West First Street from Feb. 1 - 22, 2010 announcing the annual telethon.

The request has been sent to the various departments for their review and there were no objections. After Council approval, advance notification will be sent to MDOT.

Manager: The City Manager recommends approval of the request.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE:

REASON FOR DEADLINE:

STAFF RECOMMENDATION:

For

Against

REASON AGAINST:

INITIATED BY:

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED:

FINANCES

COST AND REVENUE PROJECTIONS:

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

SOURCE OF FUNDS:

City

Account Number

Amount

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

Other Funds

Budget Approval: _____

FACT SHEET PREPARED BY: City Manager's Office

DATE: 1/12/10

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: 1/19/10



CITY OF MONROE, MICHIGAN BANNER APPLICATION

Name of Applicant Priscilla Hutra
Name of Organization St Michael's We Care
Applicant's Affiliation with Organization Vice President
Applicant's Home Address 3070 N. Custer Rd Day Phone 242-0153
Monroe, Mi 48162
Mailing Address (if different) _____ Evening Phone _____

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

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

_____ E. Front St. Dates Requested Feb 1, 2010 - 22, 2010
 W. First St. (new location)
_____ Monroe St. near First St.

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

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

No. of Banners: _____ Monroe St. (42) Spring (March-May)
_____ Elm St. (8) Summer (June-Aug.)
_____ First St. (8) Fall (Sept.-Nov.)
_____ Macomb St. (8) Winter (Dec.-Feb.)

Company Fabricating Banners: _____

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

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

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

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

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

Applicant Amelia Butler

Date 12-14-09

St Michael's We Care Tethron
La-2-By Center
February 20, 2010



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: REQUEST FROM THE UNITED WAY OF MONROE COUNTY FOR PERMISSION TO DISPLAY A BANNER ACROSS MONROE STREET FROM OCTOBER 11 – NOVEMBER 3, 2010

DISCUSSION:

The City received a request from the United Way of Monroe County for permission to display a banner. Specifically the request is to display a banner across Monroe Street from October 11 – November 8, 2010, announcing their annual campaign.

The request was reviewed by the administration and there were no objections. After Council approval, advance notification will be sent to MDOT.

The staff therefore, recommends that the request be approved.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE:

REASON FOR DEADLINE:

STAFF RECOMMENDATION:

For

Against

REASON AGAINST:

INITIATED BY: City Manager's Office

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: D.P.S./Engineering, 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: _____

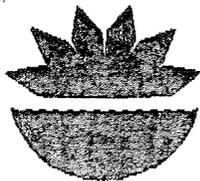
FACT SHEET PREPARED BY: City Manager's Office

DATE: 12/29/08

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: 1/05/08



CITY OF MONROE, MICHIGAN BANNER APPLICATION

Name of Applicant Connie L. Carroll
 Name of Organization United Way of Monroe County
 Applicant's Affiliation with Organization Executive Director
 Applicant's Home Address 26217 Edgewater Blvd. Day Phone 734-242-1331
Monroe MI 48162
 Mailing Address (if different) 216 N. Monroe St. Evening Phone 734-289-4126
Monroe MI 48162

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

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

3 E. Front St. Dates Requested October 11 - NOV. 8, 2010
2 W. First St. (new location)
1 Monroe St. near First St.

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

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

No. of Banners: asdf Monroe St. (42) Spring (March-May)
Elm St. (8) Summer (June-Aug.)
First St. (8) Fall (Sept.-Nov.)
Macomb St. (8) Winter (Dec.-Feb.)

Company Fabricating Banners: _____

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

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

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

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

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

Applicant Conrad Small

Date 12-18-09

<p>UNITED WAY OF MONROE COUNTY</p>	<p>ANNUAL CAMPAIGN</p>	<p><i>Thank You Lad-Boy</i></p>
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UNITED WAY



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: AMENDED REQUEST FROM FRESCA, INC. TO TRANSFER STOCK IN A 2009 CLASS C-LICENSED BUSINESS WITH DANCE-ENTERTAINMENT PERMIT LOCATED AT 391 N. TELEGRAPH, MONROE, MI 48162

DISCUSSION: The City approved a request from Fresca, Inc. that the request in stock in a 2009 Class C licensed business with Dance-Entertainment Permit located at 391 N. Telegraph, Monroe, MI by dropping Vincenzo Cangialosi as stockholder through transfer of 38.5 shares of stock to existing stock holder, Anthony J. Perna and 294.83 shares of stock to new stockholder, Anthony Sacco; and by dropping Antonio Cangialosi, Jr. as stockholder through transfer of 666 2/3 shares of stock to Anthony Sacco (Step 1) at its December 7, 2009 council meeting.

After receiving the adopted resolution from the City, the Michigan Liquor Control Commission sent the city a **second** request to approve the amended resolution that now includes the applicants name, Fresca, Inc.

Therefore, it is recommended, that City Council approve the amended request.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE:

REASON FOR DEADLINE:

STAFF RECOMMENDATION: For Against

REASON AGAINST:

INITIATED BY:

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED:

FINANCES

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

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

Budget Approval: _____

FACT SHEET PREPARED BY: City Manager's Office

DATE: 1/12/10

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: 1/19/10



Michigan Department of Labor & Economic Growth
MICHIGAN LIQUOR CONTROL COMMISSION (MLCC)
 7150 Harris Drive, P.O. Box 30005
 Lansing, Michigan 48909-7505

FOR MLCC USE ONLY	
Request ID #	<u>512046</u> 528048
Business ID #	<u>221680</u> 138682

* diff
* corrections made per Sue @ LCC
pm

LOCAL APPROVAL NOTICE
 [Authorized by MCL 436.1501]

December 22, 2009

TO: City Of Monroe
 120 East First Street
 Monroe, MI 48161-9986

***AMENDED TO INCLUDE APPLICANTS NAME AS IT WAS SENT OUT BY ERROR WITHOUT THE APPLICANTS NAME. WE APOLOGIZE FOR THE INCONVENIENCE**

APPLICANT: Fresca, Inc.

Home Address and Telephone No. or Contact Address and Telephone No.:

Anthony Sacco, 10 E. Front Street, Monroe, MI 48161

RECEIVED
 CHARLES D. EVANS
 DEC 28 10 18 AM '09

The MLCC cannot consider the approval of an application for a new or transfer of an on-premises license without the approval of the local legislative body pursuant to the provisions of MCL 436.1501 of the Liquor Control Code of 1998. For your information, local legislative body approval is also required for DANCE, ENTERTAINMENT, DANCE-ENTERTAINMENT AND TOPLESS ACTIVITY PERMITS AND FOR OFFICIAL PERMITS FOR EXTENDED HOURS FOR DANCE AND/OR ENTERTAINMENT pursuant to the provisions of MCL 436.1916 of the Liquor Control Code of 1998.

For your convenience a resolution form is enclosed that includes a description of the licensing application requiring consideration of the local legislative body. The clerk should complete the resolution certifying that your decision of approval or disapproval of the application was made at an official meeting. **Please return the completed resolution to the MLCC as soon as possible.**

If you have any questions, please contact the On-Premises Section of the Licensing Division at (517) 636-0127.

517 313
PLEASE COMPLETE ENCLOSED RESOLUTION AND RETURN TO THE LIQUOR CONTROL COMMISSION AT ABOVE ADDRESS

tmb

RECEIVED

DEC 28 2009

MAYOR'S OFFICE

RESOLUTION

At a _____ meeting of the _____
(Regular or Special) (Township Board, City or Village Council)

called to order by _____ on _____ at _____ P.M.

The following resolution was offered:

Moved by _____ and supported by _____

That the request made by FRESCA INC. TO TRANSFER STOCK IN 2009 CLASS C LICENSED BUSINESS WITH DANCE-ENTERTAINMENT PERMIT LOCATED AT 391 N. TELEGRAPH, MONROE, MI 48162, MONROE COUNTY, BY DROPPING VINCENZO CANGIALOSI AS STOCKHOLDER THROUGH TRANSFER OF 38.5 SHARES OF STOCK TO EXISTING STOCKHOLDER, ANTHONY J. PERNA AND 294.83 SHARES OF STOCK TO NEW STOCKHOLDER ANTHONY SACCO AND BY DROPPING ANTONIO CANGIALOSI, JR AS STOCKHOLDER THROUGH TRANSFER OF 666 2/3 SHARES OF STOCK TO ANTHONY SACCO (STEP 1)

be considered for _____
(Approval or Disapproval)

APPROVAL

DISAPPROVAL

Yeas: _____

Yeas: _____

Nays: _____

Nays: _____

Absent: _____

Absent: _____

It is the consensus of this legislative body that the application be:

_____ for issuance
(Recommended or Not Recommended)

State of Michigan _____)

County of _____)

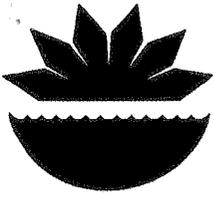
I hereby certify that the foregoing is a true and complete copy of a resolution offered and

adopted by the _____ at a _____
(Township Board, City or Village Council) (Regular or Special)

meeting held on _____
(Date)

(Signed) _____
(Township, City or Village Clerk)

SEAL



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: REQUEST FROM THE FRIENDS OF THE RIVER RAISIN BATTLEFIELD TO HOLD THE ANNUAL COMMEMORATION OF THE BATTLES OF THE RIVER RAISIN ON JANUARY 23, 2010

DISCUSSION:

The City received a request from the Friends of the River Raisin Battlefield for permission to hold the annual Commemoration of the Battles of the River Raisin on January 23, 2010. Specifically the request is to: 1. Use the field on the corner of Dixie Highway and Elm for a military tactical demonstration between 9:00 a.m. and 11:00 a.m., 2. march up to eighty (80) 1812 military personnel from the Battlefield Museum to the tactical area and back to the Museum, 3. allow additional parking on Detroit Avenue and Elm Avenue, and 4. Clear away any snow from the sidewalks and parking lot at the Museum by 9:00 a.m.

The request has been sent to the administrative staff for their review and report back. We do not anticipate any problems with the requested items at this time.

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

Therefore, it is recommended, that City Council approve the request contingent upon items being met as outlined by the administration, subject to costs recovery & fee waivers in accordance with City Council adopted policy, insurance requirements being met, 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, Building 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: 1/12/10

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: 1/19/10

Kenneth Howard
403 Golfview Way
Monroe, Mi 48162

George Brown
City Manager
City of Monroe

Dear Mr. Brown,

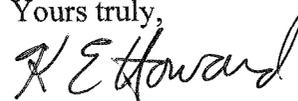
The Friends of the River Raisin Battlefield are holding the annual Commemoration of the Battles of the River Raisin on January 23, 2010. Our planned program for this year is to have registration for the event start at 9:00 AM followed by a military tactical demonstration at 10:00^{AM}. The Commemorative ceremonies will start at 11:30^{AM}. To accommodate this program and the number of reenactors and public in attendance we are asking City of Monroe to:

1. Allow the use the of field on the corner of Dixie Highway and Elm, just south of the Monroe Sports Center, for a military tactical demonstration between 9:30^{AM} and 11:00AM
2. March up to eighty 1812 military personnel from the Battlefield Museum to the tactical area and back to the Battlefield on Elm Street
3. Allow additional parking on Detroit Avenue and Elm Street.
4. Clear away any snow from the sidewalks and parking lot of the Battlefield Museum by 9:00 AM

This support for this culturally important event would be greatly appreciated by the Friends and the many local and out-of-town visitors and reenactors.

If you need any other information please contact me at 734-682-3423.

Yours truly,



Kenneth E. Howard
President, Friends of the
River Raisin Battlefield

RECEIVED

JAN 13 2010

MAYOR'S OFFICE

197TH ANNIVERSARY OF THE BATTLE OF THE RIVER RAISIN
ORDER OF CEREMONIES for JANUARY 23, 2010

08:30-09:00	<u>Volunteer set-up:</u> snow removal*, donuts & coffee prep - Mark, Scott, Shawna Parking by Chuck Mahone*, Bill Saul*
09:00-11:00	<u>Participant Registration at River Raisin Battlefield Visitor Center:</u> Rusty Davis & staff issue uniforms to scouts & ROTC, also guns Matt light warming fires*, Jeanne & Floreine register participants
09:45-10:00	<u>Officers Call on porch:</u> Ken, Ralph, Craig, Pat, unit commanders set Am & Brit commanders*
10:00-13:00	<u>River Raisin Battlefield Visitor Center opens to Public</u> Kitchen crew sets up at church
10:00-11:00	<u>Tactical Demonstration:</u> (use of site & route of march)*
10:00-10:10	Assembly & Safety Inspection of troops Scott drum*, Ralph & Pat inspect & give safety rules
10:10-10:15	Greetings & Roll Call of participating units - John G. & Ken H. greet & thank
10:25-10:35	March* to Tactical Demonstration Area at Monroe Multi-Sports Center*
10:35-11:00	Tactical Demo - Geoff & Mark* narrate - ROTC, scouts do crowd control*
11:00-11:15	Return to Visitor Center Distribute flags, wreath & stand - Mark, Scott, Shawna*
11:30-12:00	<u>Flag Raising & Wreath Laying in front of Visitor Center:</u>
11:30-11:35	Greetings to Public & Recognition of Groups- Floreine, John G. & Ken H. Have re-enactment units step forward or cheer as read name - audience claps Identify Frfb, Hist Soc., Daughters 1812, Soc. 1812, Steering Com., FCHSM, etc.
11:35-11:40	Dedication to Pat Griem - John G.*
11:40-11:50	Flag Raising & Presentation of Flags - Matt* or John G.
11:50-11:55	Presentation by Helen Warner of the DAR & Daughters of the War of 1812
11:55-12:00	Wreath Laying by John & Lynn Reaume - directed by John G. or Ken H.
12:00-12:30	<u>Salute to the Dead:</u>
12:00-12:10	March to the 17 th U.S. Infantry Campsite
12:10-12:20	Salute & Feu de Joie-command by Am & Brit commanders*, narrate by Ken H.
12:20-12:21	Taps & Moment of Silence- David & John G.
12:21-12:30	Thanks, invitations & instructions, photo ops - Ken H., Bill S. & Dave G.
12:30-13:00	<u>Battlefield Guided Walking Tour</u> by Geoff Hoerauf
13:00-14:30	<u>Break for Participants' Lunch at St. Paul's Methodist Church</u>
13:00-15:00	Kitchen crew serve & cleanup
14:00-14:30	Ralph, John G., set up for speakers at museum
14:30-17:00	<u>Presentations at Monroe County Historical Museum:</u>
14:30-15:30	"River Raisin Battlefield" by Dr. G. Michael Pratt of Heidelberg University Introduce by Laurel*
15:45-17:00	"Battle of Brownstown" by Gerald Wykes of Marshlands Museum Introduce by Matt*
17:00- 20:00	<u>Participant Miniature Wargame & Afterglow at Monroe County Historical Museum</u>
17:00-17:20	Museum closes to Public, wine & leftover setup by Kitchen crew
17:00-17:20	Game setup by Ralph, John G., Mark

*these items or persons have not been confirmed



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

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

Budget Approval: _____

FACT SHEET PREPARED BY: Mayor's Office

DATE: 1/13/10

REVIEWED BY: Robert E. Clark, Mayor

DATE:

COUNCIL MEETING DATE: 1/19/10

RESOLUTION

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, January 19, 2010

CITIZEN PLANNING COMMISSION

Kenneth Miller	3 year term to January 14, 2013
Kelvin McGhee	fill an unexpired term to January 9, 2012
Andrew Smith	3 year term to January 14, 2013
Kathy Powers	fill an unexpired term to January 10, 2011
Suzanne Wetzel	3 year term to January 14, 2013
Edward Paisley, Council Liaison	

COMMISSION ON ENVIRONMENT AND WATER QUALITY

Mary V. Conner, Council Liaison

ECONOMIC DEVELOPMENT REVIEW COMMITTEE

Brian Beneteau (Representative)	2 year term to January 9, 2012
Edward Paisley (Alternate)	2 year term to January 9, 2012
Robert E. Clark, Mayor	

LEGISLATIVE CONTACT PERSON

Robert E. Clark	1 year term to January 10, 2011
Edward Paisley (Alternate)	1 year term to January 10, 2011

METROPOLITAN WATER POLLUTION CONTROL BOARD

Robert E. Clark	1 year term to January 10, 2011
George Brown	1 year term to January 10, 2011
Mary V. Conner, Alternate	1 year term to January 10, 2011

MONROE HISTORIC DISTRICT COMMISSION

Evans Bentley	3 year term to January 14, 2013
David Moran	3 year term to January 14, 2013
Jeffery Hensley, Council Liaison	

MONROE TRAFFIC COMMITTEE

Michael Milletti	2 year term to January 9, 2012
James Crammond	2 year term to January 9, 2012
Anthony Webb	2 year term to January 9, 2012
John Michrina	2 year term to January 9, 2012
Scott Davidson	2 year term to January 9, 2012
Brian Beneteau	2 year term to January 9, 2012
Robert E. Clark	2 year term to January 9, 2012
Jeffery Hensley	2 year term to January 9, 2012
Dennis Polczynski	2 year term to January 9, 2012

RECREATION ADVISORY COMMISSION

Christopher Bica	2 year term to January 9, 2012
------------------	--------------------------------

RECREATION SYSTEMS PLAN STEERING COMMITTEE

Jeremy J. Molenda, Council Liaison

ZONING BOARD OF APPEALS

Sue Iott	3 year term to January 14, 2013
Ryan Lingar	3 year term to January 14, 2013
Brian Beneteau	2 year term to January 9, 2012

DOWNTOWN DEVELOPMENT AUTHORITY

Robert E. Clark, Mayor

BROWNFIELD REDEVELOPMENT AUTHORITY

Robert E. Clark	2 year term to January 9, 2012
Thomas Krzyston	3 year term to January 14, 2013

EMPLOYEES RETIREMENT SYSTEM BOARD OF TRUSTEES

Edward Paisley	2 year term to January 9, 2012
Robert E. Clark, Mayor	

MONROE HOUSING COMMISSION

Bonnie Finzel-Doster	5 year term to January 12, 2015
Betty Dickerson	5 year term to January 12, 2015
Mary V. Conner, Council Liaison	

MONROE PORT COMMISSION

Christopher Bica 2 year term to January 9, 2012

INTERGOVERNMENTAL RELATIONS COMMITTEE

Robert E. Clark
Brian Beneteau
Jeremy Molenda

ARTHUR LESOW COMMUNITY CENTER BOARD OF DIRECTORS

Christopher Bica, Council Liaison

PERSONNEL COMMITTEE

Robert E. Clark
Jeremy J. Molenda
Jeffery Hensley

HEALTH CARE COMMITTEE

Brian Beneteau
Robert E. Clark
Christopher Bica

MONROE PUBLIC ACCESS CABLE TELEVISION

Edward Paisley 2 year term to January 9, 2012
Edward Sell (Alternate) 2 year term to January 9, 2012

UNITED WAY OF MONROE COUNTY

Mary V. Conner 2 year term to January 9, 2012

MONROE COUNTY INDUSTRIAL DEVELOPMENT CORPORATION

Robert E. Clark fill an unexpired term to March 2010

SOUTHEASTERN MICHIGAN COUNCIL OF GOVERNMENTS

Edward Paisley (Delegate) 2 year term to January 9, 2012
Patrick Lewis (Alternate) 2 year term to January 9, 2012

MONROE COUNTY SOLID WASTE COMMITTEE

Robert E. Clark (Representative)

ARTS AND CULTURAL AD HOC COMMITTEE

Robert E. Clark



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: NORTH DIXIE HIGHWAY RESURFACING – ROAD COMMISSION CONSTRUCTION MANAGEMENT CONTRACT APPROVAL

DISCUSSION: The City of Monroe annually receives a share of Federal dollars specifically dedicated for use on our busiest roadways, known as Federal-Aid routes. The Michigan Department of Transportation (MDOT) is the administering agency for these funds, and typically the projects are designed locally, and bid through the MDOT bid letting system. For the state fiscal year that runs from October 1, 2009 through September 30, 2010, the City has approximately \$405,000 in Federal obligational authority, and must provide at least a 20% local match for all projects. The Engineering Department has recommended that four (4) different projects be undertaken with these funds in 2010, and all are being routed through the Capital Improvements Program (CIP) process at the present time. However, due to the long lead time necessary for programming through the MDOT system, designs for these must often be completed prior to City Council funding approval of the CIP, and therefore we typically request design funding a year in advance.

One project that was not contemplated last year is the resurfacing of a short portion of North Dixie Highway from approximately 300 feet southwest of Ternes Drive to the end of the City’s section of roadway 251 feet northeast of Ternes Drive. The Monroe County Road Commission and Frenchtown Township have previously partnered to obtain an Economic Development grant that, when coupled with funds through the American Recovery and Reinvestment Act (ARRA), also known as the Federal stimulus program, will resurface North Dixie Highway from the City line to Hurd Road. The opportunity has arisen as a result of that larger project to add a short section of the City’s portion of North Dixie Highway to the project, to address some heavy cracking and rutting on both sides of the intersection of Ternes Drive. The Engineering Department feels that this is an excellent opportunity to address this issue, and to partner with the Monroe County Road Commission to manage the project, as they are planning to do for the Frenchtown Township portion as well. By avoiding duplication of traffic control (specifically due to the proximity of the I-75 ramps), mobilization, and other overhead costs by constructing our portion of the project now rather than at a later date, it is highly likely that the City will save several thousand dollars by combining this project with the Road Commission section at this time. It is expected that construction would not likely commence until late Spring.

Project design was completed by The Mannik and Smith Group, and the project should be ready to bid shortly. As the Monroe County Road Commission does for its typical projects in townships, they require that the City enter into a funding contract, whereby the City agrees to pay their construction management costs, typically estimated at 10% of the construction costs. In this case, the construction costs are estimated at \$61,000, with \$48,800 coming from Federal funds and \$12,200 constituting the City’s required local match. Therefore, the Road Commission is requesting that we commit up to \$6,000 to cover their costs for construction management and inspection. Further, the Mannik and Smith Group performed design activities for both the City and Frenchtown Township portions of the project, and have estimated our share of the design costs at \$4,000. We feel that both sums are appropriate and in the normal range for a project of this type. The City of Monroe will have little to no other involvement in the project other than programming activities. It should be further noted that the attached agreement may need to be modified slightly, as the City signature lines should reflect the person signing rather than the more generic “Supervisor” line normally used for township projects. Also note that on page one under “Payor”, the City of Monroe costs are listed as \$18,200, and this includes the \$12,200 local construction share, and the \$6,000 Road Commission contract.

There will be one more required City Council action item for this project, as MDOT will also require that the City enter into a funding contract to allow us to utilize Federal funds. This will be forwarded to the City once the project has been placed in their bid letting schedule.

IT IS RECOMMENDED that the attached funding contract in the amount of \$6,000 with the Monroe County Road Commission be approved, and that the Mayor and Clerk-Treasurer be authorized to execute it on behalf of the City. **IT IS FURTHER RECOMMENDED** that a purchase order in the amount of \$4,000 be issued to The Mannik and Smith Group to cover design engineering costs incurred as a part of this project. **IT IS FURTHER RECOMMENDED** that the Finance Director be authorized to advance funding from the Major Street Fund Balance if necessary to fulfill our obligations under these agreements prior to the start of the new fiscal year on July 1, 2010, should the project schedule require.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: As soon as possible

REASON FOR DEADLINE: The Monroe County Road Commission would like to finalize all of its funding agreements before bidding this project.

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, traveling public at large

FINANCES

COST AND REVENUE PROJECTIONS:	Cost of Total Project	\$71,000*
	Cost of This Project Approval	\$10,000**
	Related Annual Operating Cost	\$ N/A
	Increased Revenue Expected/Year	\$ N/A

*Includes the \$61,000 in construction costs, which will be approved by subsequent City Council action with MDOT contract.

**Includes \$6,000 to Monroe County Road Commission for construction management, and \$4,000 to The Mannik and Smith Group for design.

SOURCE OF FUNDS:	<u>City</u>	<u>Account Number</u>	<u>Amount</u>
	N. Dixie Highway Resurfacing	TBD following CIP adoption	
	<u>Other Funds</u>		

Budget Approval: _____

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

DATE: 01/13/10

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: January 19, 2010

