
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
MONDAY, FEBRUARY 1, 2010**

I. CALL TO ORDER.

II. ROLL CALL.

III. INVOCATION/PLEDGE OF ALLEGIANCE

IV. PRESENTATIONS.

Presentation by Canlan Ice Representatives regarding the Monroe Multi-Sports Complex.

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 Regular Meeting held on Tuesday, January 19, 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.

15 2010 Sanitary Sewer Rehabilitation Program – Consultant Inspection Contract.

1. Communication from the Director of Engineering & Public Services, reporting back on the 2010 Sanitary Sewer Rehabilitation Program consultant contracts awarded for inspection services and recommending that Council award a contract to David Arthur Consultants, Inc for inspection services on the 2010 Sanitary Sewer Rehabilitation Program project up to \$30,000, 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.

16 AT&T Above-Ground Utility Structure – Request for Permit Approval – location #28.

1. Communication from the Director of Engineering & Public Services, submitting a request for approval of an AT & T Above-Ground Utility Structure Location #28, located in the west terrace of South Roessler Street approximately 125 feet south of West Front Street, and recommending that

the cabinet at location #28 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.

17 Traffic Committee Meeting.

1. Communication from the Director of Engineering & Public Services, submitting the minutes of the Traffic Committee meeting held on January 27, 2010, and recommending that the City Council accept and place on file the Minutes from the January 27, 2010 Mayors Traffic Committee meeting, and approve Traffic Control Orders 108-003, 235-002, and 313-001.
2. Supporting documents.
3. Action: Accept, place on file and the 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: 2010 SANITARY SEWER REHABILITATION PROGRAM – CONSULTANT INSPECTION CONTRACT

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 and will not commence again until at least April. 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 contract was extended at the January 19, 2010 City Council meeting, and will include some future work that is expected to commence in April when concrete replacement can occur.

The City Council awarded the 2010 Sanitary Sewer Rehabilitation Program on December 7, 2009, and the contract was given to Insituform Technologies in the amount of \$832,924.56, since the low bidder was unable to demonstrate that their product met our specifications. The pre-construction meeting has been held, and the contractor has indicated that they intend to start work on February 1, and continue for 10-12 weeks. Since the City is already employing a representative from the other three (3) consulting firms awarded contracts at the March 16, 2009 City Council meeting on the open cut water main contracts that are currently underway, we would like to utilize David Arthur Consultants to inspect this project, as it is likely that completion of this project will occur at approximately the same time as the start-up for the water main rehabilitation contract. In such a fashion, as through most of 2009, all firms will be represented on the City's current projects.

IT IS RECOMMENDED that the City Council award a contract to David Arthur Consultants, Inc. for inspection services on the 2010 Sanitary Sewer Rehabilitation Program project up to \$30,000, 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: Project contractor intends to commence work the week of February 1, and the Engineering Department is unable to staff this project without deferring design work for projects that must be built this year.

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, Wastewater Department, residents and property owners within project areas.

FINANCES

COST AND REVENUE PROJECTIONS:	Cost of Total Project	\$930,000*
	Cost of This Project Approval	\$30,000
	Related Annual Operating Cost	\$ N/A
	Increased Revenue Expected/Year	\$ N/A

*Includes \$900,000 in contractual amount plus contingency awarded at the December 7, 2009 City Council meeting.

SOURCE OF FUNDS:	City	Account Number	Amount
	Sanitary Sewer Rehabilitation	590-75.529-973.000 02Z05	\$ 30,000.00

Other Funds

Budget Approval: _____

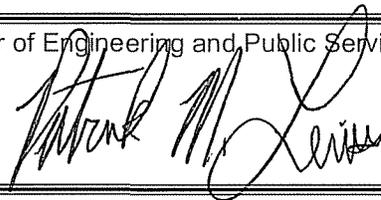
FACT SHEET PREPARED BY: Patrick M. Lewis, P.E., Director of Engineering and Public Services

DATE: 01/26/10

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: February 1, 2010





CITY COUNCIL AGENDA FACT SHEET

RELATING TO: AT & T Above-Ground Utility Structure – Request for Permit Approval – Location #28

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 #28 is in the west terrace of South Roessler Street approximately 125 feet south of West Front 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 proposed cabinet location does not strictly meet the requirements of the policy, but it does meet the general intent. The cabinet is adjacent to the Townes on Front Street development, which has town homes fronting both West Front Street and South Roessler Street, but the location appears to be at least 45 degrees away from the direct field of vision of the nearest town home. Further, the permit application requires concurrence from the Home Owner's Association since it contemplates work on private property, so it is assumed that any objections can also be raised at that point. It appears that the proposed location meets the general intent of the policy.

IT IS RECOMMENDED that the cabinet at location #28 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

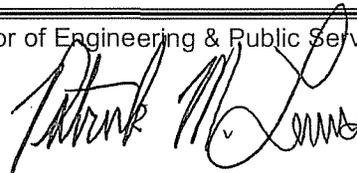
COST AND REVENUE PROJECTIONS:	Cost of Total Project	\$N/A
	Cost of This Project Approval	\$N/A
	Related Annual Operating Cost	\$ N/A
	Increased Revenue Expected/Year	\$ N/A

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:** 01/26/10

REVIEWED BY:



DATE:

COUNCIL MEETING DATE: February 1, 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.



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Traffic Committee Minutes of January 27, 2010 meeting and Traffic Control Orders

DISCUSSION: The Mayor's Traffic Committee meeting was held on January 27, 2010, and the minutes are attached for your review and approval. There are three (3) traffic control orders for approval at this time as a result of the meeting.

Traffic Control Orders 108-003 (East Lorain Street) and 235-002 (McDougal Street) regulate "no parking" areas on two streets within the Mason Run 2 condominiums where residents surveys indicated that parking on one side was the preferred option. Baptiste Avenue, LaPointe Avenue, and Elliot Street will retain parking on both sides, and Mason Run Boulevard will retain parking on the right hand side of both the northbound and southbound roadways, all as a result of these resident surveys. With the passage of these orders, all traffic and parking regulations have now been established for these roadways that were accepted into the City's public street system in November 2009.

Traffic Control Order 313-001 establishes a 15-mile-per hour speed limit along the newly-paved north-south roadway through Munson Park, as it is felt that speed control is now necessary due to the improved roadway surface. The Michigan Vehicle Code allows for municipalities to reduce speed limits within public parks (though not on public streets), so it was felt that a lower limit was appropriate for this location.

IT IS RECOMMENDED that the City Council accept and place on file the minutes from the January 27, 2010 Mayor's Traffic Committee meeting, and approve Traffic Control Orders 108-003, 235-002, and 313-001.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: N/A

REASON FOR DEADLINE:

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N/A

INITIATED BY: Department of Engineering and Public Services

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

FINANCES

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

SOURCE OF FUNDS:	City	Account Number	Amount
	Other Funds		

Budget Approval: _____

FACT SHEET PREPARED BY: Patrick M. Lewis, P.E., Dir. of Engineering and Public Services **DATE:** 01/28/10

REVIEWED BY:



DATE:

COUNCIL MEETING DATE: February 1, 2010

CITY OF MONROE
MAYOR'S TRAFFIC COMMITTEE MINUTES
January 27, 2010

Meeting was called to order by Councilman Beneteau on Wednesday, January 27, 2010 at 5:00 P.M. in the City Council Chambers.

Members Present: Councilman Beneteau, Chief Michrina, James Crammond, Scott Davidson, Michael Milette, Anthony Webb

Members Excused: Mayor Clark, Councilman Hensley

Members Absent: Dennis Polczynski

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

Citizens Commenting:None present

1. Request from the Engineering Department to establish parking regulations for streets in the Mason Run II condominium development.

Motion: It was moved by Chief Michrina and supported by Michael Milette to accept the recommendation of the Engineering Department to adopt Traffic Control Orders 108-003 and 235-002.

Action: The motion passed unanimously.

2. Request from the Police Department to post "No Left Turn" signs on westbound Front Street and Third and Union Streets.

Motion: It was moved by Chief Michrina and supported by Michael Milette to table this item until Mayor Clark and Councilman Hensley are in attendance.

Action: The motion passed unanimously.

3. Request from citizen Gary Cuthbert of 146 Donnalee Drive to limit parking to one side of Donnalee Drive.

Action: The Engineering Department had determined that the existing traffic control already provided for parking on one side (east side) only, and the Committee chose to take no action on this matter and defer to the Public Services Department to install the required signage that was previously removed.

4. Request from the Engineering and Police Departments to review parking regulations on Arbor Avenue north of East Lorain Street.

Motion: It was moved by Chief Michrina and supported by Anthony Webb to survey the affected residents on the section of Arbor between East Lorain Street and the pavement change north of East Lorain Street to determine their preferences before taking action.

Action: The motion passed unanimously.

5. Request from the Police Department to post a speed limit on the newly-paved Munson Park Access Road.

Motion: It was moved by Chief Michrina and supported by Scott Davidson to post the north-south paved access road through Munson Park with a speed limit of 15 miles per hour.

Action: The motion passed unanimously.

6. Motion: It was moved by Michael Milette and supported by Chief Michrina to adjourn the meeting.

Action: The motion passed unanimously and the meeting was adjourned at 5:15 P.M.



CITY OF MONROE
TRAFFIC CONTROL ORDER

ORDER NO. 108-003

EFFECTIVE DATE: February 2010

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

The following regulations shall apply to East Lorain Street:

Parking

1. "No Parking" from North Monroe Street to Maple Avenue, north side.
2. ***"No Parking" from the Mason Run Drain to Baptiste Avenue, north side.***
3. Permitted parking, with no time limitations, in all other areas, both sides.

Intersection Control

4. East Lorain Street shall STOP at North Monroe Street.
5. East Lorain Street shall STOP at North Macomb Street.
6. East Lorain Street shall STOP at Hollywood Drive.
7. East Lorain Street shall STOP at Riverview Avenue.
8. East Lorain Street shall STOP at Arbor Avenue.
9. Westbound East Lorain Street shall STOP at Maple Boulevard (northbound roadway) and shall Yield at Maple Avenue (southbound roadway). "Divided highway" signs shall be placed under the stop sign.
10. Eastbound East Lorain Street shall STOP at Maple Avenue (southbound roadway) and shall Yield at Maple Boulevard (northbound roadway). "Divided highway" signs shall be placed under the stop sign.
11. East Lorain Street shall STOP at Michigan Avenue.

The following Traffic Control Orders shall hereby be rescinded: 108-002

City Traffic Engineer

City Clerk-Treasurer

Date

Date



CITY OF MONROE
TRAFFIC CONTROL ORDER

ORDER NO. 235-002

EFFECTIVE DATE: February 2010

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

The following regulations shall apply to McDougal Street:

Parking

1. Permitted parking, with no time limitations, from Baptiste Avenue to Lapointe Avenue, **north side** ~~both sides~~.
2. **"No Parking"** from Baptiste Avenue to LaPointe Avenue, south side.

Intersection Control

3. McDougal Street shall STOP at Baptiste Avenue.
4. McDougal Street shall STOP at Lapointe Avenue.

The following Traffic Control Orders shall hereby be rescinded: 235-001

City Traffic Engineer

City Clerk-Treasurer

Date

Date



CITY OF MONROE
TRAFFIC CONTROL ORDER

ORDER NO. 313-001

EFFECTIVE DATE: February 2010

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

The following regulations shall apply to Munson Park:

Traffic

1. The paved north-south roadway running between North Custer Road and the soccer fields to the north shall have a posted speed limit of 15 miles per hour for its entire length.

The following Traffic Control Orders are hereby rescinded: _____

City Traffic Engineer

City Clerk-Treasurer

Date

Date