
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, SEPTEMBER 20, 2010**

I. CALL TO ORDER.

II. ROLL CALL.

III. INVOCATION/PLEDGE OF ALLEGIANCE.

IV. PROCLAMATION.

206 October 31, 2010 – Halloween Night Trick-or-Treat.

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 City Council Meeting held on Tuesday, September 7, 2010, the Minutes of the Work Session held on Tuesday, September 7, 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.

207 Request to Obtain Water Main Easement at 1770 West Seventh Street (Vacant Parcel).

1. Communication from the Director of Water & Wastewater Utilities, submitting a proposed water main easement agreement between the owner at 1770 W. Seventh Street and the City of Monroe, and a request for easement fees of \$6,000 to acquire the easement, and recommending that the Council approve the attached agreement, easement fees be paid to acquire said easement and that the Mayor and City Clerk-Treasurer execute the agreement on behalf of the City of Monroe in an effort to loop the water system in accordance with the 2006 Water System Reliability Study.

2. Supporting documents.

3. Action: Accept, place on file and the recommendation be carried out.

208 Annual Holiday Parade.

1. Communication from the City Manager's Office, reporting back on a request from the Monroe County Chamber of Commerce for permission to hold the annual Holiday Parade on November 21, 2010 at 2:00 p.m., and to close the affected streets along the parade route and recommending that

Council approve the request contingent upon items being met as outlined by the administration, subject to insurance requirements being met, a parade permit, and that the City Manager be granted authority to alter/amend the event due to health and/or safety reasons.

2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

209 Home Builders Association Banner Request.

1. Communication from the City Manager's Office, reporting back on a request from the Home Builders Association for permission to display two banners as follows: the first will be displayed across Monroe Street from February 21 – March 1, 2011, and the second banner across W. First Street from February 1 – March 1, 2011 announcing the Home Tour and Builders Show, and recommending approval of the request.
2. Supporting documents.
3. Action: Accept, place on file and recommendation be carried out.

210 Monroe County Convention & Tourism Bureau – 2011 Events Request.

1. Communication from the City Manager's Office, reporting back on a request from the Monroe County Convention & Tourism Bureau for permission to hold several special event dates in 2011, and recommending that Council approve only the dates of the events with full approval of the events, being subject to policy, 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.

211 Appointments – Resolution.

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

212 City Policies and Procedures – Vehicle Fleet Safety.

1. Communication from the Director of Human Resources, submitting a revised policy to the City vehicles as well as personal vehicles, and recommending that Council approve the attached policy and direct City administration to proceed with implementation.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

213 Sanitary Sewer System Cleaning & Video Inspection Services Bids.

1. Communication from the Director of Water & Wastewater Utilities, reporting back on bids received for Sanitary Sewer System Cleaning and Video Inspection Services, and recommending that a purchase order be awarded to Robinson Pipe Cleaning Company out of Pittsburgh, PA for Sanitary Sewer System Cleaning and Video Inspection Services in the amount of \$87,568.80 in accordance with the bid specifications.
2. Supporting documents.
3. Action: Accept, place on file and the recommendation be carried out.

- 214 Lease Agreement of the Water Department House at 6369 Point Aux Peaux Road.
1. Communication from the Director of Water & Wastewater Utilities, submitting a lease agreement between the City of Monroe and William Anderson for the Water Department House at 6369 Pointe Aux Peaux Road, Newport, MI, and recommending that the City of Monroe lease the house at 6369 Point Aux Peaux Road to William Anderson and that the Mayor and City Clerk-Treasurer be authorized to sign the attached lease on behalf of the City of Monroe.
 2. Supporting documents.
 3. Action: Accept, place on file and the recommendation be carried out.
- 215 Butterfly Valves, Ductile Iron Pipe and Appurtenances Purchase for the Head House Valve Replacement Project Bids.
1. Communication from the Director of Water & Wastewater Utilities, reporting back on bids received for the purchase of Butterfly Valves, Ductile Iron Pipe, and Appurtenances as part of the Head House Valve Replacement project, and recommending that Council award a purchase order for the purchase of Butterfly Valves, Ductile Iron Pipe, and Appurtenances as part of the Head House Valve Replacement project in accordance with the project specifications to HD Supply Waterworks out of Canton, MI in the amount of \$34,893.00.
 2. Supporting documents.
 3. Action: Accept, place on file and recommendation be carried out.
- 216 Conveyance of Port Property to the United States of America.
1. Communication from the Interim Director of Planning & Recreation, submitting a resolution approving the conveyance of certain land as requested by the Port of Monroe, and recommending that Council adopt the resolution attached and authorize the Port of Monroe to transfer ownership of the property described in Exhibit A and depicted in Exhibit B to the United States of America for incorporation into the River Raisin National battlefield Park. The official conveyance will be at a date and time mutually agreed upon by the City of Monroe, the Port of Monroe, and the National Park Service, as representative of the United States of America.
 2. Supporting documents.
 3. Action: Accept, place on file and the resolution be adopted.
- 217 Monroe High School Homecoming Parade.
1. Communication from the City Manager's Office, reporting back on a request from Monroe High School for permission to hold their annual Homecoming Parade on October 8, 2010 at 5:00 p.m., and to close the affected streets, and additionally for a police escort, and recommending that Council **approve the request to conduct the parade**, contingent upon items being met as outlined by the administration, subject to insurance requirements being met, a parade permit, **with street closures to be determined by the City Manager** 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.

- VI. MAYOR'S COMMENTS.
- VII. CITY MANAGER COMMUNICATION.
- VIII. COUNCIL COMMENTS.
- IX. CITIZEN COMMENTS.
- X. ADJOURNMENT.

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

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

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

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

NOW, THEREFORE, I, Robert E. Clark, Mayor of the City of Monroe, with the support of City Council, do hereby proclaim the night of Sunday, October 31, 2010, between the hours of 6:30 p.m. and 8:00 p.m., as Halloween Trick-or-Treat night.

IN WITNESS WHEREOF, We have hereunto set our hands and caused the Seal of the City of Monroe to be affixed this 20th day of September 2010.

Council Members:

Robert E. Clark, Mayor

Jeffery A. Hensley, Precinct 1

Edward F. Paisley, Precinct 2

Christopher M. Bica, Precinct 3

Jeremy J. Molenda, Precinct 4

Mary V. Conner, Precinct 5

Brian P. Beneteau, Precinct 6



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: REQUEST TO OBTAIN WATER MAIN EASEMENT AT 1770 WEST SEVENTH STREET (VACANT PARCEL) - WATER DEPARTMENT

DISCUSSION: Attached please find a proposed water main easement agreement between the owner at 1770 West Seventh Street (vacant parcel) and the City of Monroe. The easement agreement is on standard City of Monroe forms. As you may recall, as part of the Phase 3 Water System Improvements project, it was recommended in the 2006 Water System Reliability Study to replace the 6" water main on Wolverine Avenue with an 8" water main and to loop the water main to the W. Seventh Street 12" water main. The easement is routed across a vacant parcel on West Seventh Street and allows the ability to loop the new 8" water main on Wolverine Avenue to the 12" water main on W. Seventh Street. Looping water mains improves the water distribution system's reliability and ability to provide an alternative means to provide water to the service area along with assisting with the growing demands on flow and pressure while improving water quality. The water main on Wolverine Avenue is severely tuberculated resulting in numerous rusty water complaints, has lower fire flow capacity, and has had several breaks and failures.

An amount of \$6,000.00 is required to acquire the easement, which is in line with the current assessed value of the vacant parcel. The easement is considered a real estate acquisition where the City Charter (C-63) requires that two-thirds vote of City Council is required (5 votes). The attached agreement has been reviewed by Tom Ready, City Attorney, such that he is familiar with the provisions. The agreement has been reviewed, approved, and will be executed by the grantors upon City execution.

IT IS RECOMMENDED that the attached agreement be approved, easement fees be paid to acquire said easement and that the Mayor and City Clerk/Treasurer execute the agreement on behalf of the City of Monroe in an effort to loop the water system in accordance with the 2006 Water System Reliability Study.

CITY MANAGER RECOMMENDATION:

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

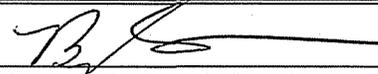
APPROVAL DEADLINE: ASAP

REASON FOR DEADLINE: Construction project is out for bid and looping cannot occur without easement execution.

STAFF RECOMMENDATION: For Against

REASON AGAINST: N/A

INITIATED BY:



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

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: Water Department, City of Monroe, Monroe Charter Township

FINANCES

| | | |
|--------------------------------------|---------------------------------|---------------|
| COST AND REVENUE PROJECTIONS: | Cost of Total Project | \$ 320,000.00 |
| | Cost of This Project Approval | \$ 6,000.00 |
| | Related Annual Operating Cost | \$ N/A |
| | Increased Revenue Expected/Year | \$ N/A |

| | | | |
|-------------------------|--------------------|-----------------------|---------------|
| SOURCE OF FUNDS: | <u>City</u> | <u>Account Number</u> | <u>Amount</u> |
| | Water System | 59140538 972000 11W01 | \$ 6,000.00 |
| | <u>Other Funds</u> | | \$ |

Budget Approval: _____

FACT SHEET PREPARED BY: Barry S. LaRoy, P.E., Director of Water & Wastewater Utilities **DATE:** September 9, 2010

REVIEWED BY: _____ **DATE:** _____

COUNCIL MEETING DATE: September 20, 2010

WATER MAIN EASEMENT

This indenture, made this _____ day of _____, 20____, by and between Sargon Shlimon (owner) and Angel Shlimon (his wife) party of the first part, and the CITY OF MONROE, a municipal corporation of the State of Michigan, party of the second part.

WITNESSETH:

For and in consideration of the sum of Six Thousand Dollars (\$6,000.00), the receipt of which is hereby acknowledged and confessed, party of the first part does by these presents grant, bargain, sell, release and confirm unto the said party of the second part and its successors and assigns, an easement in, under, through and across that certain real estate situated in the Monroe Township, County of Monroe, State of Michigan, more particularly described as:

See Exhibit "A" attached hereto and made a part hereof.

In perpetuity for the purposes of constructing, repairing and maintaining a water main and appurtenances thereto with full right in the party of the second part, its successors and assigns, to go on the premises at any time for the purposes of constructing, repairing or maintaining said water main.

Party of the first part, for itself, its successors and assigns, covenants and agrees that no landscaping, berm, lightpole, building or other permanent structure will be erected upon or over the land covered by this Easement.

IT IS AGREED by and between the parties hereto that the party of the second part shall be granted the right of ingress and egress and reasonable use of the land on and adjacent to the above described Easement to be used in the construction, maintenance, and repair of said water main; and any subsequent repairs thereto, fences, and grounds disturbed or removed by second party shall be restored by second party in a workmanlike manner and the premises left in as satisfactory condition as previously, taking into consideration the type of work being performed.

IT IS FURTHER AGREED, that party of the second part will not be required to replace or repair

any paved parking area, driveway or sidewalk removed or damaged because of construction, maintenance, and repair of said water main.

IN WITNESS WHEREOF, the parties have hereto set their hands and seal, this day and year first above written.

GRANTOR:

By: _____ Signature _____ Sargon Shlimon, owner Print Name & Title

By: _____ Signature _____ Angel Shlimon, his wife Print Name & Title

STATE OF MICHIGAN)
) S.S.
COUNTY OF _____)

On this ____ day of _____, 20____, before me, a Notary Public, personally appeared _____ known to me to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged that he/she/they executed the same for the purpose therein contained.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal.

Public Notary
Print Signature

County, Michigan
My Commission Expires (Place Stamp):

CITY OF MONROE

By: _____
Robert E. Clark, Mayor

By: _____
Charles D. Evans, Clerk-Treasurer

STATE OF MICHIGAN)
) S.S.
COUNTY OF MONROE)

On this ____ day of _____, 20____, before me, a Notary Public, personally appeared
Robert E. Clark and Charles D. Evans (Print Grantee)
known to me to be the person(s) whose name(s) is/are subscribed to the within instrument and
acknowledged that he/she/they executed the same for the purpose therein contained.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal.

(Print) Notary Public

_____ County, Michigan

My Commission Expires:

Drafted By: Barry S. LaRoy, P.E., Director of Water & Wastewater Utilities, City of Monroe, Water
Department, 120 East First Street, Monroe MI, 48161

Return To: City of Monroe, Clerk's Office, 120 East First Street, Monroe MI, 48161

EXHIBIT A

Description of a 15.00 foot wide easement situated in Private Claim 635, Monroe Township, T6S, R8E, Monroe County, Michigan being described as follows:

Commencing at a 5/8 inch iron rod found at the intersection of the northerly right of way line of Seventh Street and the westerly right of way line of Telegraph Road (US 24); Thence South 85 degrees 44 minutes 22 seconds West a distance of 1560.02 feet, along said northerly right of way line of Seventh Street to the POINT OF BEGINNING;

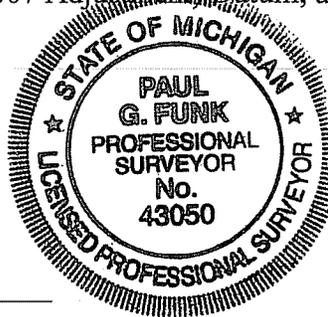
Thence continuing South 85 degrees 44 minutes 22 seconds West a distance of 15.00 feet along the northerly right of way line of said Seventh Street;
Thence North 04 degrees 15 minutes 38 seconds West a distance of 100.00 feet;
Thence North 85 degrees 44 minutes 22 seconds East a distance of 23.04 feet, along the southerly line of South Custer Heights Subdivision, as recorded in Liber 5 of Plats, Page 46, Monroe County Records;
Thence South 28 degrees 34 minutes 47 seconds West a distance of 14.82 feet;
Thence South 04 degrees 15 minutes 38 seconds East a distance of 87.55 feet to the northerly right of way line of said Seventh Street to the POINT OF BEGINNING.

The above described area is contained within Monroe County Tax Parcel 5812 020 063 40 and contains 1,550 Sq. Ft. of land, more or less.

This description was prepared by The Mannik & Smith Group, on July 30, 2009 from a survey of the premises.

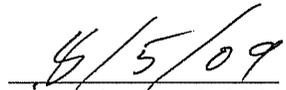
Grantor claims title by Liber 2155, Page 787, Monroe County Recorder's Office.

The basis of bearings are relative to grid north of the Michigan State Plane Coordinates, South Zone (2113), NAD 83 (2007 Adjustment) Datum, as established by G.P.S. observations in May of 2009.

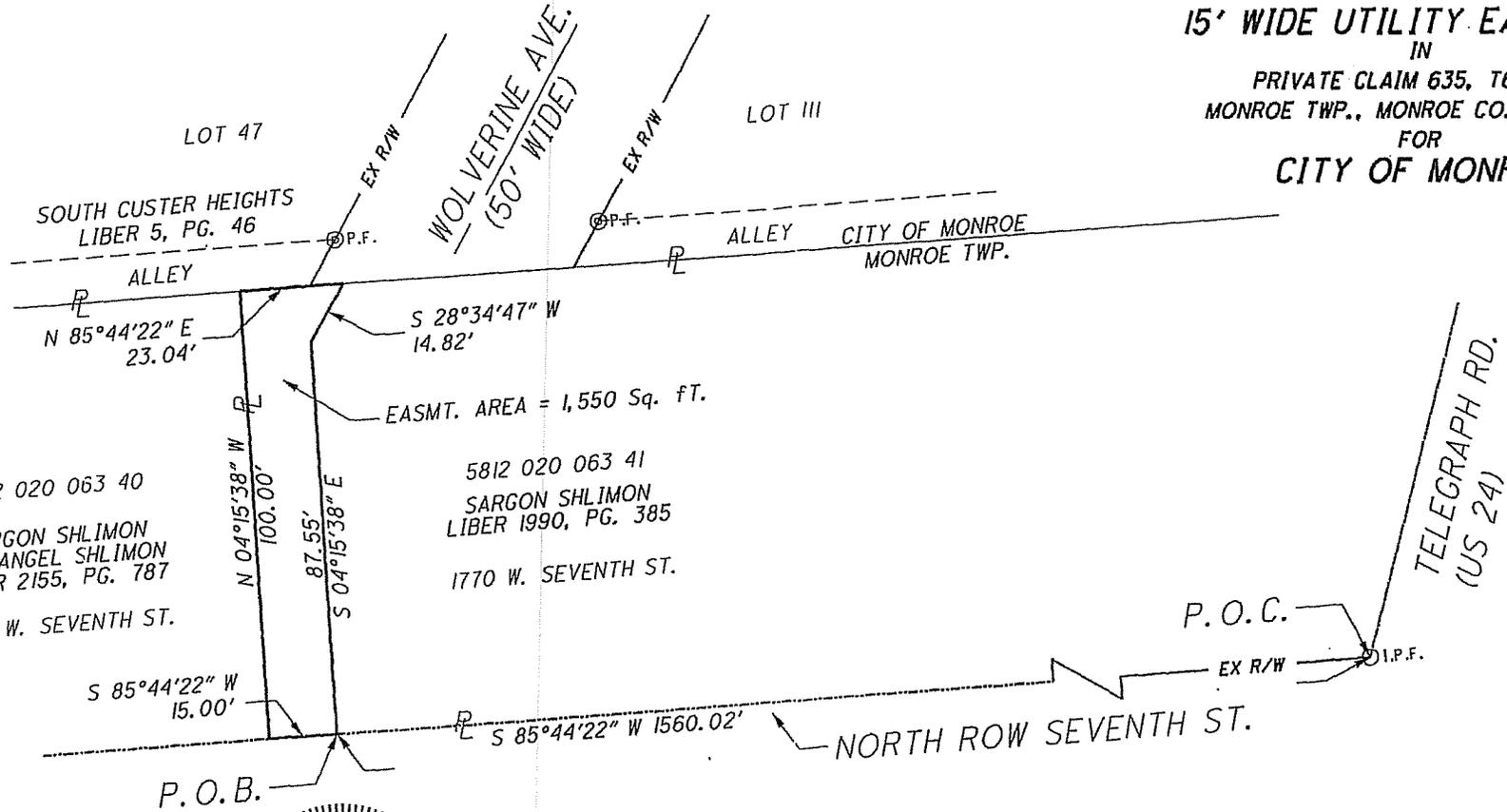



Paul G. Funk, P.S.

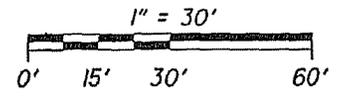
Licensed Professional Surveyor #43050
The Mannik and Smith Group, Inc.
2365 Haggerty Road South
Canton, MI 48188


Date: August 5, 2009

**15' WIDE UTILITY EASEMENT
IN
PRIVATE CLAIM 635, T6S, R8E
MONROE TWP., MONROE CO., MICHIGAN
FOR
CITY OF MONROE**



TELEGRAPH RD.
(US 24)

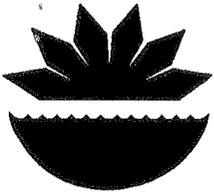


The Mannik & Smith
Group, Inc.
2155 Haggerty Rd., South
Custer, Michigan 48083
Tel 47340 397-3100
Fax 47340 397-3101
Civil Engineering, Surveying and Environmental Consulting



Paul G. Funk
PAUL G. FUNK, P.S.
LICENSED PROFESSIONAL SURVEYOR
MICHIGAN LICENSE NO. 43050
DATE: JULY 10, 2009
JOB NUMBER: MONR0011
REVISED: AUGUST 5, 2009

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CITY COUNCIL AGENDA FACT SHEET

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

DISCUSSION: The City received a request from the Monroe County Chamber of Commerce for permission to hold the annual Holiday Parade on November 21, 2010 at 2:00 p.m. Specifically the request is to close the affected streets along the parade route (the corner of Jones Avenue/Monroe Street, Monroe Street between Jones Avenue and Elm Avenue and W. Front Street from Monroe Street to the Laurel-Finzel parking lot, where the parade will disband). **Please note that the parade will begin promptly at 2:00 p.m. and end by 3:30 p.m. (Start time is one hour earlier than previous years.)**

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

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

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

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE:

REASON FOR DEADLINE:

STAFF RECOMMENDATION: For Against

REASON AGAINST:

INITIATED BY: City Manager's Office

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

FINANCES

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

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

Budget Approval: _____

FACT SHEET PREPARED BY: City Manager's Office

DATE: 9/13/10

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: 9/20/10

**Monroe County
CHAMBER OF COMMERCE**



Leading Businesses. Leading Communities.™

August 25, 2010

Mayor Robert Clark
City of Monroe
120 East First Street
Monroe, MI 48161

Dear Honorable Mayor Clark and City Council Members:

The Monroe County Chamber of Commerce requests permission to hold our annual Holiday Parade on Sunday, November 21, 2010, at 2:00 p.m.

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

We are requesting that traffic be stopped at the appropriate time (to be determined by City Police) on Monroe Street between Jones Avenue and Elm Avenue for the purpose of organizing the parade in that area. The parade will begin promptly at 2:00 p.m. and end by 3:30 p.m.

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

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

If more information is needed please contact JoAnn Nisley, Event Coordinator at The Chamber at (734) 384-3366 X3 .

Sincerely,


Bonnie Tomkinson
Parade Chairperson

RECEIVED

AUG 26 2010

CITY MANAGER'S OFFICE

s:parade/2010/city parade request

Memorandum

To: Thomas C. Moore III, Chief of Police
From: Lt. Gregory N. Morgel
CC: file
Date: August 27, 2010
Re: **Staff Study - Holiday Parade 2010**

The annual Holiday Parade is scheduled for Sunday, November 21, 2010 at 2:00 pm. This start time is an hour earlier than the usual start. The parade is an annual event and is normally well organized. Last year's parade consisted of 59 units and approximately the same amount are expected to participate this year. The parade normally is approximately one hour in duration. The parade route is the usual route. It will begin at Jones Avenue, then travel northbound on South Monroe Street, to westbound on West Front Street, and head to the Laurer-Finzel parking lot where the parade units will disband.

The Event Coordinator, JoAnn Nisley, advised that there is no after parade activities planned this year, except for Santa Claus being available at the Monroe Bank & Trust lobby downtown. This will not require any police coverage.

The approximate cost incurred by Monroe Police Department for parade coverage should be close to \$1100.00. Last year's event cost \$1041.87 to staff. Thirteen officers were involved in last year's parade. This amount will vary somewhat due to different pay scales and not yet knowing which grade of officers will be assigned to it.

I will coordinate with DPS concerning barricades and with the Monroe County Sheriff's Office for traffic assistance, as well as the Engineering Department concerning the temporary closure of State Route "M-125."

As always, I am available for any questions, comments, or concerns you may have.

EVENT COORDINATOR: JoAnn Nisley 384-3366 extension 3

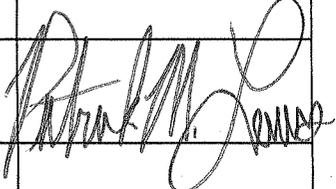
CITY OF MONROE INTERDEPARTMENT ACTIVITY FORM

ADMINISTRATIVE ACTIVITY: Request from the Monroe County Chamber of Commerce for permission to hold the annual Holiday Parade on November 21, 2010 at 2:00 p.m., and to close the affected streets (PLEASE NOTE START TIME IS ONE HOUR EARLIER)

INITIATING DEPARTMENT: City Manager's Office

DATE: 8/26/10 **SUSPENSE:** A.S.A.P.

DEPARTMENT ROUTING:

| DEPARTMENT | ACTIVITY REQUIRED | DATE RECEIVED | DATE TRANSMITTED | DEPARTMENT SIGNATURE |
|-----------------------------|--------------------|---------------|------------------|--|
| J. Green Cc: L. LaPointe | Review and Comment | | | |
| B. LaRoy | Review and Comment | | | |
| P. Lewis | Review and Comment | 08/26/10 | 09/13/10 |  |
| J. Mominee | Review and Comment | | | |
| T. Moore | Review and Comment | | | |
| E. Sell | Review and Comment | | | |
| G. Brown | Review / Approve | | | |

SUMMARY:

No objections, Public Services staff will staff as in the past, will be on hand to move barricades as needed. Approximate cost of staffing is 2-person crew for approximately 4 hours total, varies depending on specific personnel used but range of \$500 to \$600.



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: REQUEST FROM THE HOME BUILDERS ASSOCIATION FOR PERMISSION TO DISPLAY TWO BANNERS: FIRST BANNER ACROSS MONROE STREET FROM FEBRUARY 21 – MARCH 1, 2011, AND THE SECOND BANNER ACROSS WEST FIRST STREET FROM FEBRUARY 1 – MARCH 1, 2011

DISCUSSION: The City received a request from the Home Builders Association for permission to display two banners as follows: the first banner will be displayed across Monroe Street from February 21 – March 1, 2011, and the second banner across W. First Street from February 1 – March 1, 2011 announcing the Home Tour and Builders Show.

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

Manager: The City Manager recommends approval of the request.

CITY MANAGER RECOMMENDATION:

- For *[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 | \$ |

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

Budget Approval: _____

FACT SHEET PREPARED BY: City Manager's Office

DATE: 9/13/10

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: 9/20/10



CITY OF MONROE, MICHIGAN BANNER APPLICATION

Name of Applicant Pam Barker
 Name of Organization Home Builders Assoc of Monroe
 Applicant's Affiliation with Organization Exec. Officer
 Applicant's Home Address 7084 Bluebush
 Mailing Address (if different) _____
 Day Phone 734-587-881 Evening Phone Same

Type of Banner *o Overhead Banner (\$150)*

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

_____ E. Front St. Dates Requested Feb. 21, 2011 - March 1, 2011
 _____ W. First St.
 _____ Monroe St.

Type of Banner *o Vertical Pole Banner (\$25/banner)*

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

No. of Banners: _____ Monroe St. (42) Spring (March-May)
 _____ Elm Ave. (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 Pam Barker Date 9-2-10



CITY OF MONROE, MICHIGAN BANNER APPLICATION

Name of Applicant Pam Barker
 Name of Organization Home Builders Assoc. of Monroe
 Applicant's Affiliation with Organization Exec. Officer
 Applicant's Home Address 7084 Bluebush
 Mailing Address (if different) _____
 Day Phone 734-587-8511 Evening Phone Same

Type of Banner *o Overhead Banner (\$150)*

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

_____ E. Front St. Dates Requested Feb. 1, 2011 - March 1, 2011
 W. First St.
 _____ Monroe St.

Type of Banner *o Vertical Pole Banner (\$25/banner)*

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

No. of Banners: _____ Monroe St. (42) Spring (March-May)
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Applicant Pam Barker Date 9-2-10

Banner sketches for H.B.A.
Home Show + Home Tour

One sided banners / for one way streets

| | |
|--|---------------------|
| Home Builders Association of Monroe Home Tour | |
| Tickets @ Monroe Bank & Trust and Monroe Evening News | |
| Home Builders Association of Monroe Home & Lifestyle Show | |
| (date) | Monroe Evening News |

Double sided / can be used on Monroe Street

Monroe Street Banner

| | | | | | |
|---------------|---------------------------|---------------------------|---------------------|---------------------|---------------------|
| HBA OF MONROE | HOME BUILDERS SHOW | HOME BUILDERS SHOW | MONROE EVENING NEWS | MONROE EVENING NEWS | MONROE EVENING NEWS |
|---------------|---------------------------|---------------------------|---------------------|---------------------|---------------------|

| | | | | | | |
|---------------|------------------|------------------|---------------------|---------------------|---------------------|---------------------|
| HBA OF MONROE | HOME TOUR | HOME TOUR | MONROE BANK & TRUST | MONROE EVENING NEWS | MONROE EVENING NEWS | MONROE EVENING NEWS |
|---------------|------------------|------------------|---------------------|---------------------|---------------------|---------------------|

faxed to: 734
384-9108
City of Monroe

243-2187



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: REQEUST FROM THE MONROE COUNTY CONVENTION & TOURISM BUREAU TO RESERVE DATES IN 2011 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 2011. (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 applicant 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 policy, 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 *JM Swann*
- 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

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

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

Budget Approval: _____

FACT SHEET PREPARED BY: City Manager's Office

DATE: 9/13/10

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: 9/20/10

The Honorable Robert Clark, Mayor
George Brown, City Manager
City Council Members
Department Heads & Staff
City of Monroe
Sent Via Fax: 734.243.8683

August 23, 2010

Dear Mayor, City Council & Mr. Brown,

The Monroe County Convention & Tourism Bureau would like to request the following dates, with permission to hold the following events in the City of Monroe, downtown Monroe and St. Mary's Park, for the Calendar Year 2010:

February 25 – 27, 2011 – The 5th Anniversary River Raisin Ice Harvest Festival

July 3-4, 2011 – The 13th Annual River Raisin Independence Festival & 5th Annual Freedom Walk

August 12 – 14, 2011 – The 10th Anniversary River Raisin Jazz Festival

September 3, 2011 – The 5th Anniversary River Raisin Labor Day Bar-B-Q Festival & Labor Walk

October 3 – 9, 2011 – The 13th Annual Custer Week Celebration & Custer Run

October 22, 2011 – The 8th Annual River Raisin Halloween Festival

Thank you for your consideration and support of the Monroe County Convention & Tourism Bureau and our line-up of quality community events in our city! In the interest of our community I remain

Sincerely yours,



John Patterson
President/CEO

RECEIVED

AUG 25 2010

MAYOR'S OFFICE



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: 9/13/10

REVIEWED BY: Robert E. Clark, Mayor

DATE:

COUNCIL MEETING DATE: 9/20/10

R E S O L U T I O N

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

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

THEREFORE BE IT RESOLVED that the following people are hereby appointed to the office and the term hereinafter indicated, September 20, 2010:

LAKE ERIE TRANSPORTATION COMMISSION

| | |
|--------------|----------------------------|
| Joseph Lybik | 2 yr term to June 30, 2012 |
| Susan Iott | 2 yr term to June 30, 2012 |



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: CITY POLICIES AND PROCEDURES - VEHICLE FLEET SAFETY

DISCUSSION: The purpose of the following revised policy is to ensure the safety of those individuals who drive City vehicles, as well as personal vehicles, and to provide guidance on their proper use when used for City business. For your review, I have also included the City's previous policy dated June 7, 2001.

After review and input from the Appointed Official's, as well as 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

APPROVAL DEADLINE: None

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: ALL EMPLOYEES OF THE CITY OF MONROE

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 |
| | <u>Other Funds</u> | | \$ N/A |
| | | | \$ N/A |
| | | | \$ N/A |
| | | | \$ N/A |

Budget Approval: _____

FACT SHEET PREPARED BY: Peggy A. Howard, Human Resources Director *P. Howard* **DATE:** 9/14/10

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: 9/20/10

Section Name: Employee Relations
Section Number: 400
Policy Number: 020
Page: 1 of 5

Effective Date: September 20, 2010
Date of Revision:

Subject: Vehicle Fleet Safety Policy

1. Purpose. The City of Monroe places the highest value on the safety and health of its employees and the well being of its citizenry. This policy sets the standards for managing and operating City fleet vehicles, as well as personal vehicles, when used for "City business".

2. Statement of Policy.

The City of Monroe has full authority to determine who shall drive a vehicle, to establish vehicle operator standards, and to revoke the right to drive for failure to meet the standards. This policy defines the minimum standards for all employees. Nothing herein shall limit individual departments from setting higher standards that may be needed to meet their particular needs.

3. Definitions.

City Vehicle: Any owned, leased or rented passenger car, pick-up, truck, trailer or other similar type vehicle in or by which a person or property is or may be transported or drawn on public highways or roads. This definition includes personal vehicles when operated on "City business".

Preventable: Any incident in which the operator failed to take reasonable action to avoid such an occurrence.

Non-preventable: An incident where the operator exercised all reasonable means to avoid the incident.

Vehicle Accident: Any event where a City vehicle, other vehicle or property is damaged during the operation or as a result of the operation of the City vehicle.

Driver: An individual who is authorized to use a city vehicle as a part of their job duties.

Operation: The process of driving, operating or maneuvering a vehicle in a forward, backward, or sideward motion.

4. Application. This policy applies to all employees of the City of Monroe who has reason to operate a City vehicle or who operate personal vehicles on employer-related business or who are required to drive as a necessary part of their job responsibilities.

5. Responsibility. The City's Vehicle Fleet Safety Policy depends on the participation and cooperation of employees at all levels of the organization. The specific responsibilities of the employees are identified below.

Department Heads – Department Heads or their designees shall:

- Ensure that all employees are informed of this policy.
- Ensure the safe maintenance and operation of all City vehicles.

- Ensure that all vehicle operators are trained in the safe operation of all assigned motor vehicles.
- Enforce City-wide and departmental vehicle operating standards and procedures.
- Ensure that all assigned vehicles are inspected as prescribed by the administration and any applicable State or Federal requirements.
- Ensure that thorough and timely accident investigations are conducted and reported.
- Identify all employees who operate a vehicle on the job.
- Ensure that any individual departmental policies that define how unsafe vehicle operators will be disciplined are consistent with the overall intent of this policy.

Note : Any supervisor who fails to report the information outlined herein will be subject to appropriate disciplinary action.

Employees – All vehicle operators shall:

- Safely operate their assigned City vehicles.
- Maintain a valid driver's license (correct license/endorsement for the type of vehicle(s) driven as part of job duties.)
- Advise the supervisor immediately of the loss of a valid driver's license by suspension, revocation, or expiration. Failure to comply may result in discipline up to and including dismissal.
- Perform safety checks on vehicles at the beginning of each work-shift as described in departmental policies.
- Promptly report to a supervisor any vehicle safety defect found during inspection. Failure to report safety defects found during inspection may result in discipline up to and including employee dismissal.
- Properly use furnished seat belts and/or other vehicle safety restraints.
- Avoid using cellular telephones and other electronic devices while driving or at times when such use might be distracting to the user or otherwise cause a dangerous situation. Employees compelled to use cellular telephones while driving are required to use a "hands-free" apparatus or safely pull to the side of the road and stop to conduct a phone call. Employees are expected to follow applicable state or federal laws or regulations regarding the use of cell phones or electronic devices at all times.
- Avoid using tobacco products while in any city vehicle.

Human Resources Department – The Human Resources Department shall:

- In cooperation with other departments, ensure that all employees who operate vehicles have a valid driver's license for the vehicle types driven.
- Report driving record activity to the City's Safety Committee and the employee's supervisor for review and policy compliance.
- Provide consultation and training to the departments as needed.

6. Administrative Procedures:

General

- All individuals who operate City vehicles or operate personal vehicles on employer-related basis and who receive payment related to vehicle expenses, and/or are required to drive as a necessary part of their job must possess and maintain a valid driver's license.

- Individuals who drive City vehicles or are required to drive, as a necessary part of their job must notify their immediate supervisor if they receive a ticket/citation that affects and/or restricts their right to operate a motor vehicle. Such notification must take place immediately upon reporting for work after receipt of the citation.
- Individuals are prohibited from operating a City vehicle or personal vehicle on business when their driving ability has been impaired for any reason, including but not limited to the ingestion of drugs, medication, or alcoholic beverages; physical impairment or restrictions; or other situations/conditions within the individual's control. Any illegal use of controlled substances is strictly prohibited.
- All employees shall use seatbelts or other safety restraints provided whenever they are operating or riding in a vehicle.
- Only those employees who are determined to be safe operators will be allowed to drive a vehicle on behalf of the City.
- All federal, state, and local laws or DOT Motor Carrier Safety Regulations must be obeyed.

Vehicle Use

- Use of City vehicles shall be for official City business only. Use of City vehicles at conventions, conferences and training programs shall be considered official City business.
- Department Heads will specify, by position title, which employee may take City vehicles home, and specify the reasons for approval. A copy of all approvals will be provided to the Finance Director and the City Manager.
- Employees who live outside the city limits are prohibited from taking City vehicles home, unless specifically approved by the City Manager.
- Employees who operate their own vehicles on City business will be reimbursed at the established IRS mileage rate.
- The Human Resources Director will request that the Secretary of State conduct driving record review of all employees who operate City vehicles or personal vehicles on City business.
- City vehicles should not be utilized to transport non-employees who are not on City business.

Corrective Action, Including Discipline

The City's Safety Committee is responsible for reviewing accidents and the City's overall driver safety record to determine if there should be changes in policy or procedure; or if other corrective action (such as training, equipment changes, etc.), should be implemented to enhance the safe operation of the City's vehicles, and/or personal vehicles on City business. The Committee shall meet as often as practicable or as incidents and accidents occur. However, the review should be conducted shortly after the facts of an accident are known. If litigation resulting from the accident occurs or is anticipated, the timing of the review should be discussed with legal counsel to insure the review does not prejudice the litigation.

The goal of corrective action is to ensure that employees who are entrusted with the operation of vehicles are safe drivers. Awareness and knowledge through training are the keys to safe driving. Whenever possible, training should be a first step in a

corrective action program. Discipline may also be an appropriate form of corrective action.

An unacceptable motor vehicle driving record is one indication that an employee may not be a safe driver. The Human Resources Director will identify employees who develop unacceptable driving records and will be responsible in notifying the City's Safety Committee and the appropriate department. Departments are encouraged to immediately enroll these employees in a driver's training program, at the employee's cost, or consult with the Human Resources Department about other appropriate training opportunities, and monitor the employee's driving performance.

Accidents involving stationary objects are the most frequent and preventable type of vehicular accident. Preventable accidents involving stationary objects may result in disciplinary action up to and including dismissal. Involvement in a preventable accident shall be considered unsatisfactory job performance, which may result in disciplinary action up to and including dismissal. Employees who are charged with traffic violations resulting from the use of their cellular phone or electronic devices while driving will be solely responsible for all liabilities that result from such actions.

Failure to comply with any part of this policy shall be considered unsatisfactory job performance, which may result in disciplinary action.

Applicant Screening Guide

Conviction of law violations or civil infractions may serve as a basis for disqualification. The applicant's total record will be evaluated; the applicant must have at least two years of documented driving experience. The pattern of law violations, the seriousness, the surrounding circumstances, and the number and recency of violations will be considered. For example, multiple convictions for the same offense can be disqualifying, as they indicate a pattern of inadequate responsibility and disregard for law and order, which may affect safety. Likewise, traffic misdemeanors which do not carry points (e.g. improper plates, expired plates) or civil infractions may indicate an inability to follow rules and disregard for the law.

For purposes of determining disqualifying violations, the City shall consider only those offenses followed by a conviction (forfeited bond, jailed, fined, or ordered to attend traffic school). For purposes of establishing time frames for disqualification, the City shall use the date of the actual violation. Here are suggested disqualifying guidelines:

The circumstances noted below will be cause for automatic disqualification:

1. Conviction of a driving-related felony.
2. Loss of driving privilege through suspension or revocation of license due to an unsatisfactory driving record as defined by the Michigan Department of State.

Exception: Applications from those who maintain a driving record free of license suspension or revocation and moving violation conviction(s) or civil infraction determination(s) in the five years previous to making application to the City will be accepted.

3. An at-fault accident resulting in a fatality (an at-fault accident is defined as one in which the applicant has been fined, sued, and received an adverse judgment, applicant's insurance company settled for damages to other party, or applicant settled out of court or otherwise was determined to be liable).

In the five years prior to application, the following circumstances will be cause for automatic disqualification:

4. Accumulated more than six points on the driving record.
5. Convicted of any alcohol/drug related offense.
6. Convicted of driving while license was suspended or revoked.

In the year prior to application, the following circumstances will be cause for automatic disqualification:

7. Accumulated more than three points on the driving record.

7. Legislative History of Authority for Creation or Revision:

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

Memo

Date: June 8, 2001

To: Department Heads

From: Robert A. Hamilton, City Manager



Re: City Vehicle Policy

Attached is the new "Policy on the Use of City Vehicles and Use of Personal Vehicles for City Business." Please ensure that this new policy is distributed to your employees. The policy requires action on your part. Please ensure you provide information as required.

If you have any questions, please call me.

RAH/pw

Attachment

cc: Mayor & Council

**CITY OF MONROE'S POLICY ON THE USE OF
CITY VEHICLES AND USE OF PERSONAL VEHICLES FOR CITY BUSINESS**

Because the use and operation of City vehicles, and the use of personal vehicles for City business necessarily creates concerns about potential injury, liability and public perception a policy governing vehicle use is necessary. The following policies apply to all employees who operate City vehicles, or who operate their own personal vehicles for City business.

- Use of City vehicles shall be for official City business only. Use of City vehicles at conventions, conferences and training programs shall be considered official City business.
- Department Heads will specify, by position title, which employees may take City vehicles home and specify the reasons for approval. A copy of all approvals will be provided to the Finance Director and City Manager.
- Employees who live outside the city limits are prohibited from taking City vehicles home, unless specifically approved by the City Manager.
- Employees who operate their own vehicles on City business will be reimbursed at the established IRS mileage rate.
- The Personnel Director will request that the Secretary of State conduct an annual driving record review of all employees who operate City vehicles or personal vehicles on City business.
- City vehicles should not be utilized to transport non-employees who are not on City business.
- Any employee who operates any City vehicle who receives a traffic citation which by itself, or by way of accumulation with prior citations, results in the employee having six (6) or more points on his/her driving record, or who receives a citation involving alcohol or controlled substances, must immediately report the violation(s) to the City Manager and Department Head.
- Any employee who operates any City vehicle who receives a suspension or revocation of their driver's license must immediately report the loss to the City Manager and Department Head.

Failure to comply with any part of this policy will be sufficient grounds for disciplinary action, which may include written reprimand, disciplinary layoff or discharge.



Robert A. Hamilton

June 7, 2001
Date



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: REPORT BACK ON BIDS FOR SANITARY SEWER SYSTEM CLEANING & VIDEO INSPECTION SERVICES – WASTEWATER DEPARTMENT

DISCUSSION: The Wastewater Department received eight (8) bids for Sanitary Sewer System Cleaning and Video Inspection Services. The low bidder meeting all bid specifications is Robinson Pipe Cleaning Company out of Pittsburgh, PA for \$ 87,568.80. Attached is bid tabulation for reference.

As required by the Monroe Metropolitan Wastewater Treatment Plant (MMWTP) National Pollutant Discharge Elimination System (NPDES) permit and the Michigan Department of Natural Resources and Environment (MDNRE), a Sewer System Evaluation Survey (SSES) on the entire sanitary sewer collection system has been underway since March 2010. The SSES includes flow monitoring, smoke testing, manhole inspection and video cleaning/inspection of the sanitary sewer collection system. A limited SSES was completed on a few small areas of the collection system in 2009 as required by the MDNRE; however the MDNRE then required that the remaining part of the system must be completed in order to determine the long-term cost-effective size/type wet-weather facility and improvements needed at the MMWTP and in the collection system. Our current NPDES permit has a schedule of compliance (attached) to complete the SSES so as to provide a wet-weather facility / plan report by April 2011. The current NPDES permit allows discharging from the MMWTP Wet Weather Clarifiers (wet-weather bypassing) only until November 2015. The schedule of compliance placed into the MMWTP NPDES permit requires a wet-weather facility and the necessary collection system improvements be constructed per the wet-weather facility plan/report to be submitted by April 2011.

Overall, a total of approximately 144,700 lineal feet of sanitary sewer is scheduled to be cleaned and video inspected as part of the SSES. Wastewater staff can only complete 88,200 lineal feet by the end of November 2010 such that assistance is required for the remaining 56,500 lineal feet. A completion date of November 2010 is required so as to have adequate time to finalize the overall wet-weather facility / plan report by April 2011. The low bidder has completed similar work on prior projects in Michigan such that we are confident they will perform satisfactorily.

The SSES is associated with the overall Wastewater System - Phase II Improvements. All costs associated with the improvements can be reimbursed via a State Revolving Fund Loan in a future project; however they must first be fronted by the City of Monroe Wastewater Fund. Adequate funding has been budgeted for this fiscal year 2010-2011 Capital Improvement Program project.

IT IS RECOMMENDED that a purchase order be awarded to Robinson Pipe Cleaning Company out of Pittsburgh, PA for Sanitary Sewer System Cleaning and Video Inspection Services in the amount of \$ 87,568.80 in accordance with the bid specifications.

CITY MANAGER RECOMMENDATION:

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

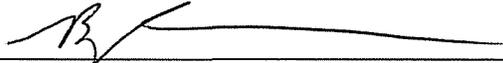
APPROVAL DEADLINE: ASAP

REASON FOR DEADLINE: Complete cleaning and video inspection by the end of November 2010 so as to submit the overall wet-weather facility / plan report by April 2011.

STAFF RECOMMENDATION: For Against

REASON AGAINST: N/A

INITIATED BY:


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

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: Wastewater Department, Wastewater Customers

FINANCES

COST AND REVENUE PROJECTIONS:

| | |
|---------------------------------|-----------------|
| Cost of Total Project | \$12,000,000.00 |
| Cost of This Project Approval | \$ 87,568.80 |
| 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> |
|---------------------------|-----------------------|---------------|
| General Contract Services | 59075527 818020 09Z03 | \$ 87,568.80 |
| <u>Other Funds</u> | | |

Budget Approval: _____

FACT SHEET PREPARED BY: Barry S. LaRoy, P.E., Director of Water & Wastewater Utilities **DATE:** September 13, 2010

REVIEWED BY: _____ **DATE:** _____

COUNCIL MEETING DATE: September 20, 2010

BIDS RECEIVED FOR SANITARY SEWER SYSTEM CLEANING & VIDEO
INSPECTION FOR THE WASTEWATER DEPARTMENT. BID REQUESTS MAILED
9/02/10. BIDS DUE MONDAY, SEPTEMBER 13, 2010.

| | <u>BID AMOUNT</u> |
|---|--------------------------------|
| GREAT LAKES SERVICE & SUPPLIES INC 5520 SCHOOL RD PETERSBURG MI 49270 | NO BID |
| DOETSCH ENVIRONMENTAL SERVICES INC 21221 MULLIN WARREN MI 48089 | \$169,488.00 (CASHIER'S CH) |
| ROBINSON PIPE CLEANING COMPANY 2656 IDLEWOOD RD PITTSBURGH PA 15021 | \$ 87,568.80 ← (BID BOND) |
| ADS ENVIRONMENTAL SERVICES 4940 RESEARCH DR HUNTSVILLE AL 35805 | NO BID |
| LAKE COUNTY SEWER CO 32900 LAKELAND BLVD WILLOWICK OH 44095 | \$118,650.00 (BID BOND) |
| UNITED SURVEY 25145 BROADWAY AVE CLEVELAND OH 44146 | NO BID |
| YOUNGS ENVIRONMENTAL G-5305 N DORT HWY FLINT MI 48505 | \$139,555.00 (BID BOND) |
| DOWNUNDER MUNICIPAL SVCS 5787 STADIUM DR KALAMAZOO MI 49009 | \$103,089.43 (CASHIER'S CH) |
| INLAND WATERS POLLUTION CONTROL 4086 MICHIGAN AVE DETROIT MI 48210 | \$116,662.25 (BID BOND) |
| HIGH PRESSURE SEWER CLNG LLC 914 KINGSBURY ST MAUMEE OH 43537 | \$ 96,043.20 (CASHIER'S CH) |
| METRO ENVIRONMENTAL SVCS 1025 METRO DR PO BOX 725 WALLED LAKE MI 48390 | \$111,862.08 (CASHIER'S CH) |

PART I

Section B. Schedule of Compliance

1. Collection System and Treatment Facility Work Plan

The permittee shall comply with the following schedule. All submittals shall be to the Department.

- a. On or before April 1, 2011, the permittee shall submit an approvable wet-weather facilities plan/report.
- b. On or before September 1, 2012, the permittee shall submit a complete Part 41 application, plans, and specifications for the treatment facility and collection system upgrades.
- c. On or before September 30, 2015, the permittee shall complete construction of said upgrades.
- d. On or before November 30, 2015, the permittee shall cease all wet-weather bypasses up to Michigan's remedial design standard.

2. Electrical Upgrades

The permittee shall comply with the following schedule. All submittals shall be to the Department.

- a. On or before September 1, 2010, the permittee shall submit a complete Part 41 application, plans, and specifications for the electrical upgrades needed at the wastewater treatment plant in order to meet the United States Environmental Protection Agency's reliability guidelines.
- b. On or before September 1, 2013, the permittee shall complete the electrical upgrades.



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: LEASE AGREEMENT OF THE WATER DEPARTMENT HOUSE AT 6369 POINTE AUX PEAX ROAD

DISCUSSION: The Water Department owns a house at 6369 Pointe Aux Peaux Road adjacent to the Raw Water Pump Station. The house and the raw water station were built in 1949 where the house was originally built for an operator to live and operate the raw water pump station. Currently, the raw water pump station is operated remotely from the Monroe & Frenchtown Water Treatment Plants and has not required a full time pump station operator for many years; however, it has been past practice of the Water Department to lease the house. In the past, the house has been leased to City and Frenchtown Township water plant employees, not the general public.

William Anderson, a Frenchtown Township Water Treatment Plant Operator, has leased this home for the past five years and has requested to rent the house for an additional three (3) years. We are confident Mr. Anderson will continue to be a fine renter based on his renting history. Mr. Anderson has been a Water Plant Operator at the Frenchtown Water Plant since 1999 and has a commendable employee record with the Frenchtown Water System. The lease agreement requires and outlines the security deposit, liability insurance, monthly rent amount, lease duration, and identifies the tenant.

The lease agreement was reviewed by the City Attorney and as recommended in 2008 the agreement insurance requirements were increased. A Rental House Inspection was completed by the City of Monroe Building Department in August 2010, due to Frenchtown Charter Township not having a program. Some deficiencies were found such that all have been corrected to ensure and maintain a safe facility. Attached is the Rental House Inspection certification.

As requested in 2008, below is a summary of the annual revenue and expenses for the house/property to verify the rent charged is adequate to cover expenses. The rent revenue covers the expenses and is slightly lower than market value. In exchange for the slightly lower rent, the tenant does mow the grass & picks up leaves around the rental house and pump station, provides assistance on Raw Water Pump Station related issues, performs minor repairs in and on the house, and helps keep an eye on the pump station. It is recognized that these intangibles are a benefit to the Raw Water Partnership and the tenant, especially at this time of potential terrorist activity. Therefore, it is recommended to charge a monthly rent of \$500 for the additional benefits and security of having a renter at that location. Below is a breakdown of revenue and estimated expenses:

| | | |
|--|-----------------------|---------------|
| Annual Revenue: | Rent Collected | \$6000 |
| Annual Expenses: | | |
| Property and Liability Insurance | | \$250 |
| Frenchtown Charter Township Taxes | | \$1780 |
| Building & Equipment Maintenance (estimated) | | \$700 |
| Depreciation (fully depreciated) | | \$0 |
| Total Estimated Annual Expenses | | \$2730 |

IT IS RECOMMENDED that the City of Monroe lease the house at 6369 Pointe Aux Peaux Road to William Anderson and that the Mayor and City Clerk-Treasurer be authorized to sign the attached lease on behalf of the City of Monroe.

CITY MANAGER RECOMMENDATION:

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

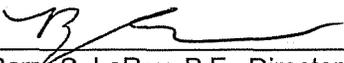
APPROVAL DEADLINE: October 30, 2010

REASON FOR DEADLINE: Current lease expires on October 30, 2010.

STAFF RECOMMENDATION: For Against

REASON AGAINST: N/A

INITIATED BY:


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

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: City of Monroe Water System, Frenchtown Water System, Raw Water Partnership, Water Customers

FINANCES

| | | |
|--------------------------------------|---------------------------------|-------------|
| COST AND REVENUE PROJECTIONS: | Cost of Total Project | \$ N/A |
| | Cost of This Project Approval | \$ N/A |
| | Related Annual Operating Cost | \$ 2,730.00 |
| | Increased Revenue Expected/Year | \$ 6,000.00 |

| SOURCE OF FUNDS: | City | Account Number | Amount |
|-------------------------|----------------------------|--------------------|-------------|
| | Property Taxes (2010-11) | 591-40.521-955.005 | \$ 1,780.00 |
| | Building Main. (2010-11) | 591-40.521-931.000 | \$ 700.00 |
| | Rental-Buildings (2010-11) | 591-81.400-667.015 | \$ 6,000.00 |
| | <u>Other Funds</u> | | |

Budget Approval: _____

FACT SHEET PREPARED BY: Barry S. LaRoy, P.E., Director of Water & Wastewater Utilities **DATE:** September 10, 2010

REVIEWED BY: _____ **DATE:** _____

COUNCIL MEETING DATE: September 20, 2010

LEASE

This lease being entered on the 1st day of November, 2010, between the City of Monroe, a municipal corporation (Landlord) and William A. Anderson (Tenant).

Landlord and Tenant agree as follows:

1. Leased Premises: Landlord leases to Tenant, and Tenant hires from Landlord the premises commonly described as 6369 Pte. Aux Peaux Road, Newport, Michigan 48166.
2. Term: This lease begins on November 1, 2010 and ends at midnight on October 31, 2013 (3-year lease).
3. Rent: During the term of this lease, Tenant will pay rent as stated:
 - (a) The sum of Five Hundred Dollars (\$500.00) per month, payable in advance on or as close to the first day of each calendar month for the period November 1, 2010 to October 31, 2013.
 - (b) Payment will be made to the Landlord at 120 E. First Street, Monroe, Michigan.
4. Utilities: Tenant will be responsible for and will promptly pay all utility bills. Tenant agrees to maintain an active telephone service during the term of this Lease.
5. Use of Premises: The premises will be used only as a single-family residence and for no other purpose.
6. Assignment and Subletting: Tenant will not assign Lease in whole or in part or sublet all or any portion of the premises.
7. Condition of Premises:
 - (a) Tenant accepts the premises in their existing condition and acknowledges that the premises are in good order and repair.
 - (b) Tenant will maintain the premises in a clean and sanitary condition. Tenant will be responsible for grass cutting, leaf and snow removal at the premises and for grass cutting and leaf removal at the water pumping station. Landlord will furnish a lawn mower and weed trimmer. Landlord will maintain said equipment, as needed. Tenant shall furnish fuel for said equipment.
 - (c) Tenant will surrender the premises at the termination of this lease in as good a condition as when received, ordinary wear and tear expected. Tenant will not paint, or otherwise redecorate the premises or make any alterations to the premises without prior written consent of Landlord. Tenant will not actively abuse the premises.

(d) Tenant will be responsible for any damage caused to the premises by Tenant, by Tenant's family members, guests, or pets, and will promptly report to Landlord any damage caused to or discovered in the premises. Landlord, upon discovery of damage to the premises or notice of damage caused to the premises, may (1) direct the Tenant to make such repairs, at the Tenant's expense, as are necessary to restore the premises to their original condition, or (2) make such repairs as are necessary to restore the premises to their original condition, and tenant will reimburse Landlord for the cost of such repairs. This subparagraph does not relate to any facilities connected with the water pumping station.

(e) Tenant may make repairs to premises and be reimbursed on mutually agreed items. All said repairs must first be inspected and approved prior to completing said repair and re-inspected once completed for reimbursement.

8. Right to Enter Premises: Landlord, or Landlord's agent, has the right to enter the premises at reasonable times and upon reasonable notice to inspect the premises, show the premises to prospective tenants or purchasers, or make repairs. In an emergency, Landlord may enter the premises without notice for any purpose reasonably connected with the emergency.
9. Indemnification: Landlord will not be liable for any damage or injury occurring on or about the premises to Tenant, Tenant's family or guests, or to any personal property that may be on the premises, except in the case of Landlord's failure to perform, or negligent performance of, a duty imposed by law. Tenant will protect, indemnify, and hold Landlord harmless from and against any loss, costs, expense, damage, or liability arising out of any accident or other occurrence on the premises causing injury to any person or property except in the case of Landlord's failure to perform, or negligent performance of, a duty imposed by law.

Tenant shall keep and maintain liability insurance with an insurer acceptable to the Landlord with single limits of no less than \$1,000,000.

This provision does not relate to any facilities connected with the water pumping station.

10. Default: If a default occurs, Landlord may terminate this lease and regain possession of the premises in accordance with applicable law. Recovery of the premises by Landlord will not relieve tenant of any obligation under this Lease.
11. Termination: It is mutually agreed that this Lease may be terminated by either party on thirty (30) days written notice to the other.
12. Holding Over: Any holding over after the expiration of the term on this lease, without written consent of Landlord, will be a month-to-month tenancy and will be governed by all applicable terms of this Lease.
13. Security Deposit: A security deposit in the amount of Five Hundred Dollars (\$500.00) is required of the tenant for the terms of this lease. The security deposit will be

refunded upon final inspection and approval of the house condition and proof that all bills related to the house have been paid.

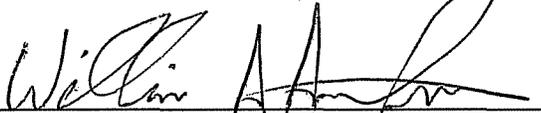
14. Fire or Destruction: If the premises become wholly untenable through damage or destruction by fire, flood, or other natural causes not occasioned by the negligence of the Tenant, this Lease shall be void; if partially untenable, the Landlord shall repair the same in a reasonable time and manner. The obligation of the tenant to pay monthly rent shall continue during the repair period provided said repair period does not exceed forty (40) days.
15. Severability: If any part of this Lease is held invalid, the remainder will remain in full force and effect.
16. Notices: Any notice which with party may or is required to give under this Lease may be delivered personally or sent by first-class mail.
17. Truth in Renting:

NOTICE: MICHIGAN LAW ESTABLISHES RIGHTS AND OBLIGATIONS FOR PARTIES TO RENTAL AGREEMENTS. THIS AGREEMENT IS REQUIRED TO COMPLY WITH THE TRUTH IN RENTING ACT. IF YOU HAVE A QUESTION ABOUT THE INTERPRETATION OR LEGALITY OF A PROVISION OF THIS AGREEMENT, YOU MAY WANT TO SEEK ASSISTANCE FROM A LAWYER OR OTHER QUALIFIED PERSON.

CITY OF MONROE

By: _____
Robert E. Clark, Mayor

By: _____
Charles D. Evans, Clerk-Treasurer



William A. Anderson, Tenant

COMMENCEMENT AND TERMINATION INVENTORY CHECKLIST FORM (NOT INSPECTED)

“YOU SHOULD COMPLETE THIS CHECKLIST NOTING THE CONDITION OF THE RENTAL PROPERTY AND RETURN IT TO THE LANDLORD WITHIN 7 DAYS AFTER OBTAINING POSSESSION OF THE RENTAL UNIT. YOU ARE ALSO ENTITLED TO REQUEST AND RECEIVE A COPY OF THE LAST TERMINATION INVENTORY CHECKLIST WHICH SHOWS WHAT CLAIMS WERE CHARGEABLE TO THE LAST PRIOR TENANTS.”

| | BEGINNING CONDITION | ENDING CONDITION |
|-------------------------|----------------------------|-------------------------|
| LIVING ROOM | | |
| DOOR (INCLUDING LOCKS): | GOOD | |
| WINDOWS: | GOOD | |
| CARPET OR FLOOR: | REPL 2010/11 | |
| WALLS: | GOOD | |
| CEILING: | GOOD | |
| LIGHTS & SWITCHES: | GOOD | |
| OTHER: FIREPLACE | GOOD | |
| DINING ROOM: | GOOD | |
| HALLWAY | | |
| FLOOR: | GOOD, REPLCRPT 2010/11 | |
| WALLS: | GOOD | |
| CEILING: | GOOD, MINOR CRACKS | |
| OTHER: CABINETS/CLOSET | GOOD | |
| KITCHEN | | |
| WINDOWS: | GOOD | |
| FLOOR: | GOOD | |
| WALLS: | GOOD | |
| CEILING: | GOOD | |
| LIGHTS & SWITCHES: | GOOD | |
| STOVE: | N/A | |
| REFRIGERATOR: | N/A | |
| SINK: | GOOD | |
| COUNTER: | GOOD, END CAP OFF | |
| CABINETS: | GOOD | |
| OTHER: | GOOD | |

---CONTINUED---

BEGINNING CONDITION

ENDING CONDITION

BEDROOM

FRONT BACK

DOOR: GOOD REPL 2011/12

WINDOWS: GOOD GOOD

CARPET OR FLOOR: BACK REPL 2011/ FRONT REM BY BILL

WALLS: BILL TO PAINT GOOD

CEILING: GOOD GOOD

LIGHTS & SWITCHES: GOOD GOOD

CLOSET: GOOD GOOD

BATHROOM

DOOR: GOOD

WINDOW: GOOD

FLOOR: FAIR-REPL 2011/12

WALLS: GOOD

CEILING: GOOD

SINK: FAIR-REPL 2011/12

TUB AND/OR SHOWER: GOOD

TOILET: FAIR-REPL 2011/12

CABINET, SHELVES, CLOSET: BILL TO PAINT

TOWEL BARS: FAIR-REPL 2011/12

LIGHTS & SWITCHES: FAIR-REPL 2011/12

MISCELLANEOUS

GARAGE GOOD

EXTERIOR CUT TREES/LIMBS, PAINT/
CAULK STORM WINDOWS,
PORTIONS OF SOFFIT, TRIM
& GARAGE SIDE DOOR

HOT WATER HEATER GOOD

FURNACE GOOD, REPAIRED 2010

ROOFING/DNSTS/EAVES GOOD, NEW 2009

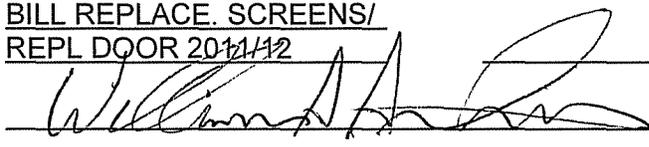
SIDING GOOD

BRICK GOOD

CHIMNEY GOOD

PORCH: BILL REPLACE. SCREENS/
REPL DOOR 2011/12

SIGNATURE OF TENANTS



ADDRESS OF UNIT

6369 PTE. AUX PEAUX, NEWPORT, MICHIGAN 48166

SIGNATURE OF LANDLORD

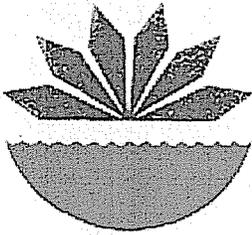
LANDLORDS ADDRESS

120 E. FIRST ST., MONROE, MI 48161

LANDLORD'S PHONE NO.

(734) 384-9122

DATE



Monroe
RENTAL HOUSING
CERTIFICATE OF COMPLIANCE

Property Address

120 E FIRST ST

Inspection Date

09/13/2010

Owner's Name

CITY OF MONROE (CITY HALL

Inspected by

David Tubbs

Owner's Address

120 E FIRST ST

Certificate #

CR102080

Owner's Contact Phone

Apt # / Address 1.1

6369

Note: This certificate expires on 08/31/2013

Failure to maintain a current certificate of compliance will result in the property being vacated. If you have any questions please contact the Building Department at (734)384-9186.

Rental Certificate | CR102080

Property Information

39-00225-000 120 E FIRST ST **Subdivision:**
MONROE, MI. 48161 **Lot:** **Block:**

Name Information

Owner: CITY OF MONROE (CITY HALL) **Phone:**
Occupant: 6369 POINTE AUX PEAUX ROAD **Phone:**
Resp Party: CITY OF MONROE (CITY HALL) **Phone:**

Certificate Information

Description: POINTE AUX PEAUX ROAD **Since:** 08/05/2010
Bldg/Ref#: 6369 **Applied:** 08/05/2010
Buildings: 1 **Issued:** 09/13/2010
Bill Units: 1 **Expires:** 08/31/2013
Complex: Single Family
Billing Class:

Fee Information

Rental Inspection Inspection | David Tubbs

Status: Completed **Result:** Violation(s)
Scheduled: 08/19/2010 03:00 pm **Completed:** 08/19/10 03:30 pm

Violation(s)/Deficiencies
=====

- Corrected
1. Install GFCI protection in kitchen and bathroom.
2. Repair faucet on bathroom lavatory.
3. Terminate or remove old dryer circuit.
4. Install s-type fuses in fuse panel.

Inspection Comments
=====

Scheduling Comment
BARRY WILL GO WITH YOU - CITY OWNED PROPERTY

Rental re-inspection Inspection | David Tubbs

Status: Completed **Result:** Complied
Scheduled: 09/13/2010 11:30 am **Completed:**



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: REPORT BACK ON BIDS RECEIVED FOR BUTTERFLY VALVES, DUCTILE IRON PIPE, AND APPURTENANCES PURCHASE FOR THE HEAD HOUSE VALVE REPLACEMENT PROJECT – WATER DEPARTMENT

DISCUSSION: The Water Department received four (4) bids for the purchase of Butterfly Valves, Ductile Iron Pipe, and Appurtenances as part of the Head House Valve Replacement project (bid tabulation attached). The low bidder meeting all bid specifications is HD Supply Waterworks out of Canton, MI for \$34,893.00. The two low apparent bidders do not meet the bid specifications.

Several existing valves are inoperable within the Head House Pump Room of the Water Treatment Plant and are in need of replacement. Replacing the valves will aid in the ability to isolate pumps for maintenance or emergencies.

Project specifications were developed by Water Plant staff such that the valve replacement work will be completed by plant staff. Adequate funding has been budgeted for this fiscal year 2010-2011 Capital Improvement Program project.

IT IS RECOMMENDED that the City Council award a purchase order for the purchase of Butterfly Valves, Ductile Iron Pipe, and Appurtenances as part of the Head House Valve Replacement project in accordance with the project specifications to HD Supply Waterworks out of Canton, MI in the amount of \$34,893.00.

CITY MANAGER RECOMMENDATION:

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

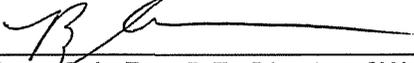
APPROVAL DEADLINE:, ASAP

REASON FOR DEADLINE: Complete project within FY 2010-11 so as to utilize new valves.

STAFF RECOMMENDATION: For Against

REASON AGAINST: N/A

INITIATED BY:


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

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: Water Department

FINANCES

COST AND REVENUE PROJECTIONS:

| | |
|---------------------------------|--------------|
| Cost of Total Project | \$ 45,000.00 |
| Cost of This Project Approval | \$ 34,893.00 |
| Related Annual Operating Cost | \$ N/A |
| Increased Revenue Expected/Year | \$ N/A |

SOURCE OF FUNDS:

| <u>City</u> | <u>Account Number</u> | <u>Amount</u> |
|---------------------|--------------------------|---------------|
| Operating Equipment | 591-40.537-977.000 11W04 | \$ 34,893.00 |
| <u>Other Funds</u> | | |

Budget Approval: _____

FACT SHEET PREPARED BY: Barry S. LaRoy, P.E., Director of Water & Wastewater Utilities **DATE:** September 13, 2010

REVIEWED BY: _____ **DATE:** _____

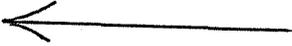
COUNCIL MEETING DATE: September 20, 2010

**BIDS RECEIVED FOR BUTTERFLY VALVE & DUCTILE IRON PURCHASE
FOR THE WATER DEPARTMENT. BID REQUESTS MAILED 09/03/10. BIDS
DUE MONDAY, SEPTEMBER 13, 2010.**

| | <u>BID AMOUNT</u> | |
|---|----------------------------------|--------------------------------|
| PERRYSBURG PIPE & SUPPLY 26900 ECKEL RD PERRYSBURG OH 43551 | NO BID | |
| ETNA SUPPLY CO 529-32 ND ST SE GRAND RAPIDS MI 49548 | NO BID | |
| KUHLMAN CORP 1845 INDIAN WOOD CIRCLE MAUMEE OH 43537 | \$35,375.00 (BID BOND) | |
| SLC METER SERVICE 10375 DIXIE HIGHWAY DAVISBURG MI 48350 | NO BID | |
| KENNEDY INDUSTRIES INC PO BOX 809 MILFORD MI 48381 | \$29,395.00 (CASHIER'S CHECK) | <i>DOES NOT MEET SPECS</i> |
| JGM VALVE 1155 WELCH RD, SUITE D COMMERCE MI 48390 | NO BID | |
| THE MACOMB GROUP 32567 SCHOOLCRAFT LIVONIA MI 48150 | NO BID | |
| MOTOR CITY PIPE 12389 SCHAEFER HWY DETROIT MI 48227 | \$26,750.00 (NO BID BOND) | <i>DOES NOT MEET SPECS</i> |
| VALVE RESOURCE SPECIALISTS INC PO BOX 252 DEARBORN MI 48121 | NO BID | |
| JETT PUMP & VALVE 4770 PONTIAC LAKE RD WATERFORD MI 48328 | NO BID | |

**HD SUPPLY WATER WORKS
4901 DEWITT RD
CANTON MI 48188**

**\$34,893.00
(BID BOND)**





CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Conveyance of Port Property to the United States of America

DISCUSSION:

On March 29, 2009, President Barack Obama signed legislation enabling the establishment of the River Raisin National Battlefield Park. This legislation was the culmination of over twenty years of joint efforts by the City of Monroe, Monroe County and the Monroe County Historical Society to preserve a historically significant battlefield from the War of 1812.

In April of this year, the Monroe City Council adopted a resolution asking the County of Monroe and the Monroe County Historical Society to transfer ownership of specific properties under their control and associated with the River Raisin Battlefield. The National Park Service indicated their desire to receive a single parcel when conveyed rather than six individual properties owned by different entities, so the resolution also designated the Port of Monroe as the entity that would accept and hold properties from the City, the County, and the Historical Society, and be responsible for preparing the lands for transfer to the United States of America.

The Port of Monroe has completed its work having combined the multiple properties into a single parcel, as well as completing all legal requirements necessary for conveyance, and is therefore seeking approval from the Monroe City Council to convey the parcel to the United States of America. Therefore, the City Manager's Office and the Department of Planning & Recreation is recommending that the City Council adopt the resolution attached and authorize the Port of Monroe to transfer ownership of the property described in Exhibit A and depicted in Exhibit B to the United States of America for incorporation into the River Raisin National Battlefield Park. The official conveyance will be at a date and time mutually agreed upon by the City of Monroe, the Port of Monroe, and the National Park Service, as representative of the United States of America.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: September 20, 2010

REASON FOR DEADLINE: N/A

STAFF RECOMMENDATION: For Against

REASON AGAINST: N/A

INITIATED BY: City Manager's Office, Port of Monroe, Department of Planning & Recreation

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: Port of Monroe, City of Monroe, Planning Office

FINANCES

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

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

Budget Approval: _____

FACT SHEET PREPARED BY: Jeffrey Green, AICP

DATE: 9.15.10

REVIEWED BY: George Brown

DATE: 9.15.10

COUNCIL MEETING DATE: September 20, 2010

1 MONROE CITY COUNCIL
2 RESOLUTION APPROVING THE CONVEYANCE OF CERTAIN LAND AS
3 REQUESTED BY THE PORT OF MONROE
4

5 WHEREAS, the Port of Monroe owns or is expected to own in fee all of
6 the land described in the attached Exhibit A and depicted in the attached Exhibit
7 B (collectively referred to hereinafter as the "Property"); and

8 WHEREAS, the Port of Monroe has the power to convey the Property
9 whenever it declares by resolution that the Property is no longer needed for the
10 purpose of the port district; and

11 WHEREAS, the Port of Monroe has made such a declaration and has
12 expressed its desire to convey all or a portion of the Property, now owned or
13 hereafter acquired, to The United States of America for the establishment of the
14 River Raisin National Battlefield Park under the care and control of the National
15 Park Service as more fully set forth in the resolution adopted by the Monroe Port
16 Commission; and

17 WHEREAS, the Port of Monroe has requested the approval of the Monroe
18 City Council for the conveyance of such Property; and

19 WHEREAS, the Monroe City Council must consent to give such approval
20 by a 2/3 vote of the members elect of the Monroe City Council; and

21 NOW, THEREFORE, BE IT RESOLVED:

- 22 1. The Monroe City Council does hereby give its approval to the Port of Monroe
23 for the conveyance of all or any portion of the Property, now owned or
24 hereafter acquired, to The United States of America for the establishment of

25 the River Raisin National Battlefield Park under the care and control of the
26 National Park Service.

27 2. All resolutions and parts of resolutions insofar as they conflict with the
28 provisions of this resolution shall be and the same hereby are rescinded.

PORT OF MONROE

RESOLUTION
REQUESTING AUTHORITY TO CONVEY
CERTAIN LAND TO THE UNITED STATES OF AMERICA
FOR THE RIVER RAISIN NATIONAL BATTLEFIELD PARK

Minutes of a Regular Meeting of the Port of Monroe, Monroe County, Michigan (the "Port") held on the 15th day of September 2010 at 11:00 o'clock a.m., prevailing Eastern Time.

Present: Thomas A. Krzyston, Dale H. Brose, Kenyon Calender, Lisa Leachman and Thomas Myers

Absent: None

Excused: None

The following Preamble and Resolution was offered by Vice Chairman Brose and supported by Commissioner Myers.

WHEREAS, the Port of Monroe owns or is expected to own in fee all of the land described in attached Exhibit A and depicted in attached Exhibit B ("Property") prior to the end of 2010; and

WHEREAS, it has long been the expressed intention of the City of Monroe and the Port of Monroe and others to assemble and convey the Property for no monetary consideration to The United States of America for the establishment of the River Raisin National Battlefield Park under the care and control of the National Park Service; and

WHEREAS, PA 234 of 1925 authorizes the Port of Monroe to convey its real property subsequent to obtaining the approval of 2/3^{rds} of the members of the Monroe City Council.

NOW THEREFORE BE IT RESOLVED:

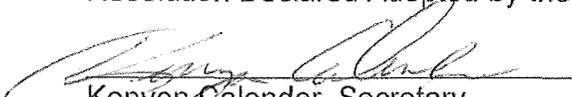
1. The Monroe Port Commission does hereby declare that the Property, now owned or hereafter acquired, is no longer needed for the purpose of the port district and may be conveyed for no monetary consideration to The United States of America for the purpose of establishing the River Raisin National Battlefield Park under the care and control of the National Park Service.
2. The Port of Monroe hereby requests approval from the Monroe City Council for the conveyance of all or any portion of the Property now owned or hereafter

acquired by The Port of Monroe to the United States of America, for no monetary consideration, for the purpose of establishing the River Raisin National Battlefield Park under the care and control of the National Park Service.

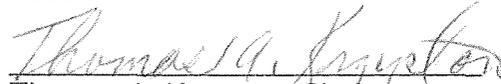
Voting Yes: Thomas A. Krzyston, Dale H. Brose, Kenyon Calender,
Lisa Leachman and Thomas Myers

Voting No: NONE

Resolution Declared Adopted by the Port of Monroe Secretary on September 15, 2010.


Kenyon Calender, Secretary

Attest:


Thomas A. Krzyston, Chairman

STATE OF MICHIGAN)
COUNTY OF MONROE) ss.

On September 15, 2010, the foregoing instrument was acknowledged before me by Kenyon Calender, Secretary, and Thomas A. Krzyston, Chairman.


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

EXHIBIT A

A PARCEL OF LAND SITUATED IN THE CITY OF MONROE, MONROE COUNTY, MICHIGAN, BEING A PART OF PRIVATE CLAIMS 64, 81, 96, 214 AND 236 DESCRIBED AS:

COMMENCING AT THE INTERSECTION OF THE NORTHERLY RIGHT-OF-WAY LINE OF ELM AVENUE AND THE WESTERLY RIGHT-OF-WAY LINE OF DETROIT AVENUE, ALSO BEING THE POINT OF BEGINNING AND MONUMENTED BY A FOUND 5/8" IRON ROD; THENCE ALONG THE NORTHERLY RIGHT-OF-WAY LINE OF ELM AVENUE THE FOLLOWING THREE (3) COURSES: (1) NORTH 42 DEGREES 30 MINUTES 50 SECONDS WEST, 93.71 FEET TO A SET 1/2" IRON ROD WITH CAP NUMBER 50457 AND (2) NORTH 39 DEGREES 39 MINUTES 03 SECONDS WEST, 722.92 FEET TO A FOUND 1/2" IRON ROD AND (3) NORTH 32 DEGREES 33 MINUTES 04 SECONDS WEST, 79.60 FEET TO A FOUND PINCHED PIPE; THENCE NORTH 57 DEGREES 26 MINUTES 32 SECONDS EAST, 92.00 FEET TO A SET 1/2" IRON ROD WITH CAP NUMBER 50457; THENCE NORTH 32 DEGREES 33 MINUTES 04 SECONDS WEST, 399.30 FEET TO A FOUND 3/4" IRON ROD; THENCE SOUTH 57 DEGREES 26 MINUTES 32 SECONDS WEST, 92.00 FEET TO A FOUND PINCHED PIPE ON THE NORTHERLY RIGHT-OF-WAY LINE OF ELM AVENUE, THENCE ALONG THE NORTHERLY RIGHT-OF-WAY LINE OF ELM AVENUE THE FOLLOWING THREE (3) COURSES: (1) NORTH 32 DEGREES 33 MINUTES 04 SECONDS WEST, 146.09 FEET TO A FOUND 3/4" IRON ROD AND (2) NORTH 53 DEGREES 45 MINUTES 29 SECONDS WEST, 226.06 FEET TO A SET 2 1/2" MAG NAIL AND (3) NORTH 69 DEGREES 27 MINUTES 00 SECONDS WEST, 69.98 FEET TO A SET 1/2" IRON ROD WITH CAP NUMBER 50457 ON THE EASTERLY RIGHT-OF-WAY LINE OF THE GRAND TRUNK WESTERN RAILROAD (CANADIAN NATIONAL); THENCE ALONG THE EASTERLY RIGHT-OF-WAY LINE OF SAID GRAND TRUNK WESTERN RAILROAD (CANADIAN NATIONAL) THE FOLLOWING FIVE (5) COURSES: (1) NORTH 21 DEGREES 24 MINUTES 05 SECONDS EAST, 84.34 FEET TO A FOUND 1" DIAMETER PIPE AND (2) NORTH 31 DEGREES 54 MINUTES 43 SECONDS EAST, 567.33 FEET TO A POINT OF CURVATURE AND A FOUND PINCHED PIPE AND (3) ALONG A CURVE TO THE RIGHT 107.17 FEET, SAID CURVE HAVING A CENTRAL ANGLE OF 10 DEGREES 43 MINUTES 01 SECONDS, RADIUS OF 572.96 FEET, AND A CHORD BEARING AND DISTANCE OF NORTH 37 DEGREES 16 MINUTES 14 SECONDS EAST, 107.01 FEET TO A POINT OF REVERSE CURVATURE AND A FOUND 1/2" PIPE WITH CAP NUMBER 19474 AND (4) ALONG A CURVE TO THE LEFT 107.17 FEET, SAID CURVE HAVING A CENTRAL ANGLE OF 10 DEGREES 43 MINUTES 01 SECONDS, RADIUS OF 572.96 FEET, AND A CHORD BEARING AND DISTANCE OF NORTH 37 DEGREES 16 MINUTES 14 SECONDS EAST, 107.01 FEET TO A SET 1/2" IRON ROD WITH CAP NUMBER 50457 AND (5) NORTH 31 DEGREES 54 MINUTES 43 SECONDS EAST, 67.75 FEET TO FOUND 1/2" BENT IRON ROD ON THE NORTH LINE OF A DRAINAGE EASEMENT FOR THE MASON RUN DRAIN, AS RECORDED IN LIBER 3126, PAGE 428, MONROE COUNTY RECORDS; THENCE ALONG THE NORTH LINE OF SAID DRAINAGE EASEMENT FOR THE MASON RUN DRAIN THE FOLLOWING TWO (2) COURSES: (1) SOUTH 62 DEGREES 44 MINUTES 45 SECONDS EAST, 368.79 FEET TO A FOUND 1/2" IRON ROD WITH AN ILLEGIBLE CAP NUMBER AND (2) SOUTH 78 DEGREES 44 MINUTES 45 SECONDS EAST, 438.81 FEET TO A SET 1/2" IRON ROD WITH CAP NUMBER 50457 ON THE WESTERLY LINE OF "HARBOR VIEW SUBDIVISION", AS RECORDED IN LIBER 6 OF PLATS, PAGE 39; THENCE ALONG SAID WESTERLY LINE OF "HARBOR VIEW SUBDIVISION" SOUTH 21 DEGREES 42 MINUTES 11 SECONDS WEST, 72.45 FEET TO A FOUND 1/2" PIPE WITH CAP NUMBER 19474, SAID POINT BEING ON THE SOUTHERLY LINE OF "HARBOR VIEW SUBDIVISION"; THENCE ALONG SAID SOUTHERLY LINE OF "HARBOR VIEW SUBDIVISION" THE FOLLOWING THREE (3) COURSES: (1) SOUTH 72 DEGREES 17 MINUTES 49 SECONDS EAST, 279.18 FEET TO A SET 1/2" IRON ROD WITH CAP NUMBER 50457 AND (2) SOUTH 68 DEGREES 25 MINUTES 49 SECONDS EAST, 159.34 FEET TO A SET 1/2" IRON ROD WITH CAP NUMBER 50457 AND (3) SOUTH 49 DEGREES 28 MINUTES 49 SECONDS EAST, 111.93 FEET TO A SET 1/2" IRON ROD WITH CAP NUMBER 50457 ON THE WESTERLY RIGHT-OF-WAY LINE OF DETROIT AVENUE; THENCE ALONG THE WESTERLY RIGHT-OF-WAY LINE OF DETROIT AVENUE THE FOLLOWING THREE (3) COURSES: (1) SOUTH 21 DEGREES 36 MINUTES 13 SECONDS WEST, 962.83 FEET TO A FOUND 1/2" PIPE ROD WITH CAP NO. 19474 AND (2) SOUTH 21 DEGREES 36 MINUTES 13 SECONDS WEST, 234.92 FEET TO A FOUND 1/2" PIPE WITH CAP NO. 19474 AND (3) SOUTH 21 DEGREES 36 MINUTES 13 SECONDS WEST, 480.77 FEET TO A FOUND 5/8" IRON ROD, SAID POINT BEING THE POINT OF BEGINNING. CONTAINING 42.18 ACRES, MORE OR LESS. SUBJECT TO ANY EASEMENTS, RESTRICTIONS OR RIGHTS-OF-WAY, RECORDED OR OTHERWISE.



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: REQUEST FROM MONROE HIGH SCHOOL FOR PERMISSION TO HOLD THEIR ANNUAL HOMECOMING PARADE ON OCTOBER 8, 2010

DISCUSSION: The City received a request from Monroe High School for permission to hold their annual Homecoming Parade on October 8, 2010 at 5:00 p.m. Specifically the request is to close the affected streets (Monroe Street from Fifth Street to W. Front Street at the Knights of Columbus Hall where the parade will disband) and additionally for a police escort.

The request is currently being reviewed by the administrative staff. The City did not receive the letter in time to conduct a thorough review. Therefore, a meeting has been scheduled with staff and school officials to come up with a revised parade route that would be safer as well as one that would not require as many officers to staff, thereby saving the city and/or school money.

Therefore, it is recommended, that City Council **approve the request to conduct the parade**, contingent upon items being met as outlined by the administration, subject to insurance requirements being met, a parade permit, **with street closures to be determined by the City Manager** and that the City Manager be granted authority to alter/amend the event due to health and/or safety reasons.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE:

REASON FOR DEADLINE:

STAFF RECOMMENDATION: For Against

REASON AGAINST:

INITIATED BY: City Manager's Office

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

FINANCES

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

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

Budget Approval: _____

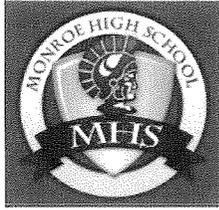
FACT SHEET PREPARED BY: City Manager's Office

DATE: 9/16/10

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: 9/20/10



Monroe Public Schools

MONROE HIGH SCHOOL
901 Herr Road
Monroe, MI 48161

September 16, 2010

To whom it may concern:

Monroe High School Senior Class would like to request permission to conduct the Monroe High School Home Coming Parade on Friday, October 8, 2010. The parade will begin at 5:00 pm. We would like the parade route to run from Monroe Middle School, North on Monroe St. and West on Front St. to the Knights of Columbus Hall.

Thank you,

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

RECEIVED

SEP 16 2010

MAYOR'S OFFICE

NOTICE OF NONDISCRIMINATION

It is the policy of the Monroe Public Schools not to discriminate on the basis of race, color, national origin, gender, age, disability, religion, height, weight or marital status in its programs, services, employment, or any other activities. For information contact the office of the Superintendent of Schools, 1275 N. Macomb Street, Monroe, MI 48162, 734-265-3010.