
RULE OF THE CHAMBER

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

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

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

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

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

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

The City of Monroe will provide necessary reasonable auxiliary aids and services to individuals with disabilities at the meeting/hearing upon one weeks' notice to the City Clerk/Treasurer. Individuals with disabilities requiring auxiliary aids or services should contact the City of Monroe by writing or calling: City of Monroe, City Clerk/Treasurer, and 120 E. First St., Monroe, MI 48161, (734) 384-9138. The City of Monroe website address is www.monroemi.gov.

AGENDA - CITY COUNCIL SPECIAL MEETING MONDAY, MARCH 7, 2010 6:00 P.M.

- I. CALL TO ORDER.**
- II. ROLL CALL.**
- III. CITY COUNCIL QUARTERLY CLOSED EXECUTIVE SESSION TO DISCUSS PENDING LITIGATION AND COLLECTIVE BARGAINING.**
- IV. ADJOURNMENT.**

ORULE OF THE CHAMBER

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**AGENDA - CITY COUNCIL REGULAR MEETING
MONDAY, MARCH 7, 2011
7:30 P.M.**

I. CALL TO ORDER.

II. ROLL CALL.

III. INVOCATION/PLEDGE OF ALLEGIANCE.

IV. PRESENTATION.

Presentation by Fire Chief Joseph Mominee – Life Saving Award to Captain Toth and Firefighter Whittaker and Citizen Recognition Award to Anthony Pope and Richard Morgan.

V. PUBLIC HEARINGS.

14 Public hearing for the purpose of reviewing and hearing comments on the proposed Ordinance No. 11-001, an Ordinance to amend several sections of Chapter 374, Hawkers, Peddlers and Transient Merchants, of the Code of the City of Monroe. There are no comments on file in writing in the Clerk-Treasurer's Office.

VI. COUNCIL ACTION.

14 Proposed Ordinance No. 11-001, an Ordinance to amend several sections of Chapter 374, Hawkers, Peddlers and Transient Merchants, of the Code of the City of Monroe up for its final reading.

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

A. Approval of the Minutes of the Regular Council Meeting held on Tuesday, February 22, 2011.

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

25 Monroe County Emergency Medical Authority – Resolution to Re-join.

1. Communication from the Fire Chief, submitting a proposed resolution to re-join the Monroe County Emergency Medical Authority, and recommending that the City of Monroe re-join the Monroe County Emergency Medical Authority.

2. Supporting documents.
 3. Action: Accept, place on file and the resolution be adopted.
- 26 Annual Earth Day Activities Street Closure and Banner Request.
1. Communication from the City Manager's Office, submitting a request from Mary Conner on behalf of The Earth Day 2011 Committee for permission to close East First Street between Monroe and Macomb Street and Washington Street between East Second and East Front Streets on April 30, 2011 from 10:00 a.m. – 2:00 p.m. for Earth Day activities, and to display a banner across Monroe Street from April 16 – 30, 2011 announcing Earth Day on April 30th.
 2. Supporting documents.
 3. Action: Accept, place on file and the recommendation be carried out.
- 27 Transfer Ownership of an escrowed 2010 Class C Licensed Business.
1. Communication from the City Manager's Office, reporting back on a request from Pizza Hut of America, Inc., (A Delaware Corporation) to transfer ownership of an escrowed 2010 Class C license business located at 403 N. Telegraph, Monroe MI from Midland Food Services, L.L.C. to Pizza Hut of America, Inc. and to transfer the status from Class C to Tavern License, and recommending that Council approve this request.
 2. Supporting documents.
 3. Action: Accept, place on file and the recommendation be carried out.
- 28 Council Chambers Video Equipment Bids.
1. Communication from the Finance Director, reporting back on bids received for the Council Chambers Video Equipment, and recommending that Council approve the award of video equipment bid to the following companies at a total purchase price of \$14,229.28: Roscor Corp. - \$8,554.92, Aprisa Technology, LLC - \$800.36, Thalner Electronic Labs, Inc. - \$3,040.00, and B&H Photo-Video Pro Audio - \$1,834.00.
 2. Supporting documents.
 3. Action: Accept, place on file and the recommendation be carried out.
- 29 Kentucky Avenue Storm Sewer Repairs Change Order Award.
1. Communication from the Director of Engineering & Public Services, submitting a Change Order to the Kentucky Avenue Storm Sewer Repairs, and recommending that Council increase the previous authorization for repairs to the storm sewer on Kentucky Avenue, to C & D Hughes, Inc., from the original \$15,000 to 30,000, and further recommending that the Director of Engineering & Public Services be authorized to execute a change order to this effect if necessary on behalf of the City of Monroe.
 2. Supporting documents.
 3. Action: Accept, place on file and the recommendation be carried out.
- 30 City Policies and Procedures – Policy No. 22 – Non-Discrimination and Harassment Policy.
1. Communication from the Director of Human Resources, submitting a revised policy to assist and provide a more detailed statement of the Non-Discrimination & Harassment Policy, and recommending

that Council approve the attached revised Non-Discrimination & Harassment policy and direct City administration to proceed with implementation and dissemination.

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

31 City Policies and Procedures – Policy No. 23 – Personnel Records.

1. Communication from the Director of Human Resources, submitting a policy to provide consistent procedures in accordance with existing laws and collective bargaining procedures regarding the maintenance, access, security and retention of employees' records or files, 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.

32 City Policies and Procedures – Policy No. 24 – Workplace Violence Policy.

1. Communication from the Director of Human Resources, submitting a revised policy to provide clearer guidelines to deal with intimidation, harassment, or other threats of (or actual) violence, 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.

33 Appointments.

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

VIII. MAYOR'S COMMENTS.

IX. CITY MANAGER COMMUNICATION.

X. COUNCIL COMMENTS.

XI. CITIZEN COMMENTS

XII. ADJOURNMENT.



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: A resolution to re-join the Monroe County Emergency Medical Authority

DISCUSSION: The City of Monroe was a participant of the Monroe County Emergency Medical Authority from its inception until around July 2000 when the City of Monroe withdrew. The Monroe Fire Department started ambulance transport operations in September 2000 and was the reason for the withdrawal. In July 2010, the Monroe Fire Department discontinued ambulance transport operations and by agreement, turned all ambulance transport over to a private provider, Monroe Community Ambulance (MCA). In consideration that the Monroe Fire Department is no longer in the ambulance transport business and transport operations have been contracted with MCA, it would be appropriate to re-join the Monroe County Emergency Medical Authority.

I recommend the City of Monroe re-join the Monroe County Emergency Medical Authority.

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: Joseph R. Mominee, Fire Chief

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: 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

<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: Joseph R. Mominee

REVIEWED BY: Joseph R. Mominee, Fire Chief

DATE: 2/24/11

COUNCIL MEETING DATE: March 7, 2011

RESOLUTION

1 **BE IT RESOLVED**, that the City of Monroe, elects to become a part of the Monroe
2 County Emergency Medical Authority which has been established pursuant to the
3 provisions of Act 57 of the Public Acts of 1988 being MCL 124.601 et seq. The City
4 Manager is authorized to apply to the Monroe County Emergency Medical Authority and
5 to request that the Articles of Incorporation of the Monroe County Emergency Medical
6 Authority be amended so as to reflect that the City of Monroe has become a part of the
7 existing Authority pursuant to provisions of MCL 124.603 (1)



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: REQUEST FROM THE EARTH DAY COMMITTEE FOR PERMISSION TO HOLD THE ANNUAL EARTH DAY ACTIVITIES ON APRIL 30, 2011, CLOSE THE AFFECTED STREETS, AND TO DISPLAY A BANNER ACROSS MONROE STREET

DISCUSSION: The City received a request from Mary Conner on behalf of The Earth Day 2011 Committee for permission to close the affected streets and to display a banner announcing Earth Day on April 30th. Specifically the request is to close East First Street between Monroe and Macomb Street and Washington Street between East Second and East Front Streets on April 30, 2011 from 10:00 a.m. – 2:00 p.m. for *Earth Day* activities and to display a banner across Monroe Street from April 16 – 30, 2011.

The request was reviewed by the administrative staff and there were no objections to the request subject to emergency vehicle access being maintained, certificate of insurance naming the city as an additional insured, and the **temporary relocation of Lake Erie Transit’s bus stop to the east side of S. Macomb Street between E. First Street and the alley and E. First Street (south side) between S. Macomb and Scott Streets.**

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

The Police Department does not foresee any traffic issues as long as D.P.S. provides barricades to prevent motor vehicle traffic within the requested area and the **temporary relocation of Lake Erie Transit’s bus stop.** The Day Shift Commanders will be made aware of the event so their shifts can make periodic checks.

It is also suggested that the Earth Day Committee contact the County Purchasing Department to reserve the pavilion.

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

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE:

REASON FOR DEADLINE:

STAFF RECOMMENDATION:

For

Against

REASON AGAINST:

INITIATED BY: Council Member Conner

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: DDA, Water, DPS, Police, Fire, Finance, Manager

FINANCES

COST AND REVENUE PROJECTIONS:

Cost of Total Project \$

Cost of This Project Approval \$

Related Annual Operating Cost \$

Increased Revenue Expected/Year \$

SOURCE OF FUNDS:

City

Account Number

Amount

\$

\$

\$

\$

\$

Other Funds

\$

\$

\$

\$

Budget Approval: _____

FACT SHEET PREPARED BY: City Manager's Office

DATE: 2/28/11

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: 3/7/11

Weaver, Patricia

From: Conner, Mary
Sent: Thursday, February 17, 2011 11:04 AM
To: Weaver, Patricia
Subject: Earth Day

City of Monroe Council
February 17, 2011

The Earth Day celebration will take place on April 30 in Loranger Square from 10am until 2pm.

We will need the following Streets closed:

First Street from Monroe St to Macomb St Washington St from Second St to Front St

Thank you-

Mary Conner
Steering Committee for Earth-day 2011



CITY OF MONROE, MICHIGAN BANNER APPLICATION

Name of Applicant MARY V. CONNER
Name of Organization MONROE COUNTY EARTH DAY
Applicant's Affiliation with Organization STEERING COMMITTEE
Applicant's Home Address 2353 S. Custer Rd, MONROE 48161
Mailing Address (if different) SAME
Day Phone 731-1333 Evening Phone 384-3277

Type of Banner Overhead Banner (\$150)

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

2 E. Front St. Dates Requested 04-16-11 / 04-30-11
3 W. First St.
1 Monroe St.

Type of Banner 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. Same as last year

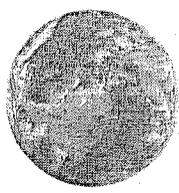
On behalf of the organization listed above, I, as applicant, hereby acknowledge receipt of the Banner Policy of the City of Monroe.

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.

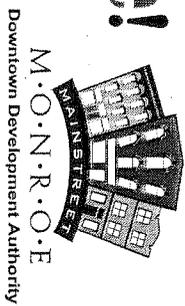
Applicant Mary V. Conner Date 02-14-11

2009



LIVE GREEN: CELEBRATE EARTH DAY! CELEBRATE MONROE!

VISIT [WWW.MYCOVILLE.COM/MONROE](http://www.mycoville.com/monroe)



EARTH EXPO 2011

APRIL 30TH 10AM – 2 PM

LORANGER SQUARE – DOWNTOWN MONROE

CELEBRATE EARTH DAY DISCOVER YOUR COMMUNITY LEARN ABOUT LIVING GREEN

SAVE THE DATE!

EVENT ACTIVITIES

- Free Entertainment by Chris Linn, America's Magical Funnyman
- Activities for Youth and Adults
- Educational Demonstrations and Displays
- Free Food and Refreshments
- Green School Awards Ceremony
- Tour Lake Erie Transit's Hybrid Bus

Do you have a green message to share?

Call 734-240-7909 to register for your FREE exhibit space!

Deadline to Register – April 1, 2011

ESSAY CONTEST FOR MONROE COUNTY HIGH SCHOOL JUNIORS AND SENIORS!
MONETARY PRIZES AWARDED!

VISIT – WWW.CO.MONROE.MI.US/RECYCLING FOR DETAILS!



Weaver, Patricia

From: Jamie_Dean@monroemi.org
Sent: Monday, February 28, 2011 12:14 PM
To:

Subject: Save the Date - Monroe County Earth Day Expo 2011
Attachments: Essay guidelines.docx; SAVE THE DATE-2011.pptx

Please excuse cross postings and feel free to share with others.

**SAVE THE DATE - MONROE COUNTY EARTH DAY EXPO 2011
APRIL 30 - 10am - 2pm
LORANGER SQUARE, DOWNTOWN MONROE**

Free entertainment, refreshments, activities and educational displays. See attached flier for more information!

Do you have a green message to share - email me by April 1st for your free exhibit space!

Do you know a Monroe County High School junior or senior? Encourage them to participate in the Earth Day Essay Contest. Monetary prizes awarded to the top three essays and their supporting teacher. Essays are due March 24th! See attached form for more information.

Hope to see you there!

Jamie R. Dean, B.S., M.S.Ed.
Recycling and Green Energy Division Director
Monroe County Health Department
2353 South Custer Rd.
Monroe, MI 48161
Phone: (734)240-7909
Fax: (734)240-7948



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: REQUEST TO TRANSFER OWNERSHIP OF AN ESCROWED 2010 CLASS C LICENSED BUSINESS LOCATED AT 403 N. TELEGRAPH, MONROE, MI FROM MIDLAND FOOD SERVICES, L.L.C. TO PIZZA HUT OF AMERICA, INC. AND REQUEST TO TRANSFER STATUS FROM CLASS C TO TAVERN LICENSE

DISCUSSION: The City received an application from Pizza Hut of America, Inc. (A Delaware Corporation) to transfer ownership of an Escrowed 2010 Class C licensed business located at 403 N. Telegraph, Monroe, Mi from Midland Food Services, L.L.C. to Pizza Hut of America, Inc. and further requesting to transfer the status from Class C to Tavern License.

The request was reviewed by the administrative staff and there were no objections. Inspections were conducted by the Police, Fire and Building Departments and there were no code violations or objections.

Therefore, it is recommended, that City Council approve this request.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE:

REASON FOR DEADLINE:

STAFF RECOMMENDATION: For Against

REASON AGAINST:

INITIATED BY:

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: Fire, Clerk, Police, Attorney, Finance, Community Development, Building and City Manager

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: 3/1/11

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: 3/7/11



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

FOR MLCC USE ONLY

Request ID # 577392

Business ID # 225385

LOCAL APPROVAL NOTICE

[Authorized by MCL 436.1501]

February 15, 2011

TO: MONROE CITY COUNCIL
 ATTN: CLERK
 120 E. FIRST STREET
 MONROE, MI 48161-9986

RECEIVED
 CHARLES D. EVANS
 FEB 22 11 12 AM '11

APPLICANT: PIZZA HUT OF AMERICA, INC. (A DELAWARE CORPORATION)

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

CONTACT: TERRANCE P. CONLIN, ATTORNEY, DeLOOF, HOPPER, DEVER & WRIGHT, PLLC,
 301 N. MAIN, SUITE #250, ANN ARBOR, MI 48104 (734) 994-1295B, ext 35 (734) 929-9798 (fax)
 email: tpc@dhdwlaw.com

STOCKHOLDER: PIZZA HUT INC., 14841 DALLAS PKWY, DALLAS, TX 75254

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

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

If you have any questions, please contact the On-Premises Section of the Licensing Division as (517) 636-4634.

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

RECEIVED

FEB 22 2011

MAYOR'S OFFICE

RESOLUTION

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

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

The following resolution was offered:

Moved by _____ and supported by _____

That the request to TRANSFER OWNERSHIP ESCROWED 2010 CLASS C LICENSED BUSINESS, LOCATED AT 403 N. TELEGRAPH, MONROE, MI 48161, MONROE COUNTY, FROM MIDLAND FOOD SERVICES, L.L.C. TO PIZZA HUT OF AMERICA, INC. (A DELAWARE CORPORATION) & REQUEST TO TRANSFER STATUS FROM CLASS C LICENSE TO TAVERN LICENSE

be considered for _____
(Approval or Disapproval)

APPROVAL

DISAPPROVAL

Yeas: _____

Yeas: _____

Nays: _____

Nays: _____

Absent: _____

Absent: _____

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

_____ for issuance
(Recommended or Not Recommended)

State of Michigan _____)

County of _____)

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

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

meeting held on _____
(Date)

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

SEAL

(Mailing address of Township, City or Village)



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Council Chambers Video Equipment Bid Award

DISCUSSION: Bids were requested on various pieces of video equipment to replace and upgrade the equipment already in use in the Council Chambers. The purpose of the equipment is to replace non-functioning equipment, modernize and upgrade other equipment, and provide some additional functionality that isn't currently available. In addition, the reception received by viewers of the City Council meetings should be improved. The bids were due on Monday, February 28, 2011. The bid tabulation is attached. The equipment specifications were developed with the assistance of Bill LaVoy of MPACT. The equipment recommended to be purchased includes the following:

Sony EV1-D100 Camera – initially will replace a semi-functional audience camera that cannot be adjusted while determining whether the other one can be repaired.

Roland Video Mixer – replaces the video mixer that MPACT has been loaning the City since the last one failed last year. It adds more inputs and allows direct scan converter input from the projector, as well as separate monitor inputs.

D&M AM/FM Tuner – allows audio from Dream 97.5 to be used in the background of the Bulletin Board when the antenna at city hall is installed.

Mackie Audio Mixer – replaces the dual channel Radio Shack mixer with an 8 channel mixer.

UltraNEXUS Basic – Records, stores, plays all programming on the Monroe city channel including JPEG images of the bulletin board. It is remotely accessible and allows for automatic playback of any digital video files recorded into the system. Also allows for video internet streaming.

Sony Multi-Function DVD Recorder – Allows for immediate recording onto a DVD.

FOR-A Multi-Viewer – Allows multiple inputs to be seen on one screen.

JVC Monitor – Displays multiple monitor images.

It is recommended that the bid award be split among four vendors to achieve the lowest purchase price. The installation of the equipment will be done by Bill LaVoy. Funding for the purchase is available through the franchise fees paid to the City that are set aside for the maintenance of the video equipment and cable channel.

It is recommended that the Mayor and City Council approve the award of the video equipment bid to the following companies at a total purchase price of \$14,229.28:

Roscor Corp. - \$8,554.92
Aprisa Technology, LLC - \$800.36
Thalner Electronic Labs, Inc. - \$3,040.00
B&H Photo-Video Pro Audio - \$1,834.00

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: Edward Sell, Finance Director

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: City Council

FINANCES

COST AND REVENUE PROJECTIONS:

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

SOURCE OF FUNDS:

City

Account Number

Amount

\$ N/A

\$ N/A

\$ N/A

\$ N/A

\$ N/A

Other Funds

\$ N/A

Expendable Trust Fund – 720-95.665-818.020-02X11

\$ 14,229.28

\$ N/A

\$ N/A

Budget Approval: 

FACT SHEET PREPARED BY: Edward Sell, Finance Director 

DATE: 3/2/2011

REVIEWED BY: 

DATE: 3-2-11

COUNCIL MEETING DATE: March 7, 2011



CITY OF MONROE

Department of Finance

MEMORANDUM

DATE: March 1, 2011

TO: Edward J. Sell, Finance Director

FROM: Daniel Malotky, Accountant

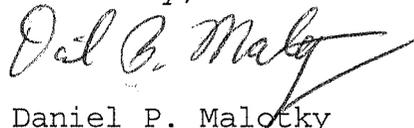
RE: Bids for COUNCIL CHAMBERS VIDEO EQUIPMENT

Ed,

Eleven responses were opened Monday, February 28th for the purchase of new video equipment for the council chambers. A detailed bid tabulation sheet is attached.

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

Sincerely,


Daniel P. Malotky
Accountant

Cc: File

CITY OF MONROE - COUNCIL CHAMBERS VIDEO EQUIPMENT
BIDS DUE: February 28, 2011

Item	Roscor Corp.	Business Services	AVI-SPL	Aprisa Technology, LLC	Pro-Video Systems Inc.	Thainer Electronic Labs, Inc.	Computer Design & Service
Sony EVI-D100	797.44	859.98	795.00	822.98	830.00	830.00	838.95
Roland Systems LVS-800	3,187.80	4,099.98	3,348.00	3,398.00	3,132.00	3,040.00	3,984.75
D&M Professional ST7001P	324.79	NO BID	345.00	312.18	336.00	340.00	419.99
Mackie 802 VLZ3	164.91	220.98	175.00	178.28	177.00	187.00	198.24
Leightronix UltraNEXUS Basic	7,471.26	10,899.98	11,794.00	9,586.00	10,273.00	NO BID	9,763.95
Sony VRDMC10	290.24	280.98	289.00	264.18	308.00	295.00	282.45
FOR-A MV-40F	859.04	1,069.98	902.00	1,024.88	837.00	850.00	1,044.75
JVC GD-171U Monitor (equiv)	543.20	539.98	575.00	488.18	540.00	550.00	510.05
Required Option *	746.75	-	-	-	-	-	-
Shipping/Handling	172.00	INCL	INCL	INCL	INCL	INCL	INCL

* Leightronix LGX-1TBR-D

Vendors may bid on any combination of items. A bid on each item is not required. The City of Monroe will reserve the right to award bids to any combination of vendors that provides the greatest economic benefit to the City. The City will provide all installation services. Prices bid must include all shipping costs and any other fees.

Terms of payment will be net 30 upon receipt and acceptance of the equipment by the City of Monroe.

SONY EVI-D100
Pan/Tilt/Zoom Color Video Videoconferencing Camera – Standard Definition 4x3 (Black)

\$ _____

Roland Systems Group LVS-800
Professional 8-Channel Video Mixer with DSK

\$ _____

D&M Professional ST7001P
AM/FM Tuner w/RS232

\$ _____

Mackie 802 VLZ3
8 channel Compact Recording/SR Mixer

\$ _____

Leightronix UltraNEXUS Basic
Network-Managed Video System Controller and Digital Video Server

\$ _____

Sony VRDMC10
DVDirect Multi-Function DVD Recorder

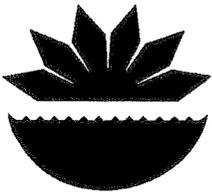
\$ _____

FOR-A MV-40F
2 x 2 Quad Analog Composite Multi Viewer with Full Picture Display

\$ _____

JVC GD-171U Monitor (or Equivalent)

\$ _____



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: KENTUCKY AVENUE STORM SEWER REPAIRS CHANGE ORDER AWARD

DISCUSSION: On February 7, the City Council awarded a Change Order to C & D Hughes, Inc. for "time and material" repairs to the existing storm sewer that serves Kentucky Avenue between Franklin Street and East Front Street. This change order was added to the 2010-11 Water Main Program Group 2 contract, since they are working concurrently with the water main installation along the same roadway, and was awarded for up to \$15,000, as necessary to complete repairs to this deep storm sewer. This work was identified over a year ago, and had manifested itself in the development of a sinkhole, exposing roughly 8-10 feet of damaged pipe in the right-of-way of Kentucky Avenue east of the roadway and south of East Front Street.

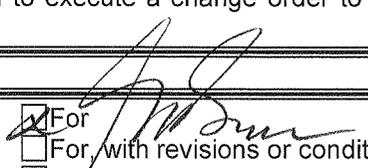
Work commenced immediately after Council award, but unfortunately the condition of the pipe was found to be considerably worse than expected, and over a much longer distance that originally revealed by the sinkhole. Attached to this fact sheet are two photos giving a partial representation of the pipe condition, which varies substantially. The Public Services vactor crew has been attempting to clean and televise the pipe, but has been unable to completely do so due to its poor condition. While this 12" clay storm sewer pipe still passes water, it is very prone to collapse and clogging during heavy flow conditions. There is no way to tell how long it can remain in reliable service, though fortunately we believe that only one set of catch basins on Kentucky are served by this storm sewer, which then outlets to the River immediately east of the Water Filtration Plant, so any impacts of a catastrophic failure of the pipe should be limited to street flooding. The pipe was originally the drainage system for the Michigan Southern Railroad that ran diagonally from southwest to northeast, joining with the current Norfolk Southern rail line to cross the River, and the City took it over in the 1980s and used it to provide drainage when Kentucky Avenue was paved.

We are still reviewing and analyzing multiple options to remediate this situation at minimum cost, but at the very least, we believe that replacement of over 100 feet of pipe and construction of a new manhole will be required. Roughly \$4,000 of the original authorization has been spent to date. Hopefully, portions of the collapsed pipe sections can be retrofit by pushing a smaller diameter pipe through the inside to avoid full replacement under Front Street, but its condition appears to be too poor for conventional pipe lining. In addition, portions of the pipe section lie under Kentucky Avenue, so some pavement replacement will be necessary in any event. While the Engineering Department typically prefers to have a project of this nature fully scoped before asking for additional funding authorization, waiting an additional two (2) weeks until the next Council meeting will yield some additional inefficiencies, as the contractor will no longer be working in the area. We will solicit fixed pricing where possible for the known pay items, as opposed to the pure "time and material" basis from the original authorization. As before, funding for this work will come from the 2007-08 Capital Improvements Program funding for storm sewer repairs, which was allocated for just this type of situation. While these extensive repairs may seem excessive for a relatively minor storm sewer, the only other options for re-routing the storm drainage from Kentucky Avenue would involve hundreds of feet of new construction including under the adjacent railroad, or an extremely shallow installation, also hundreds of feet to the south to First Street. Unfortunately, making repairs to the existing system appears to be the most reasonable option at this point.

IT IS RECOMMENDED that the City Council increase the previous authorization for repairs to the storm sewer on Kentucky Avenue, to C & D Hughes, Inc. from the original \$15,000 to \$30,000. **IT IS FURTHER RECOMMENDED** that the Director of Engineering and Public Services be authorized to execute a change order to this effect if necessary on behalf of the City of Monroe.

CITY MANAGER RECOMMENDATION:

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



APPROVAL DEADLINE: March 7, 2011

REASON FOR DEADLINE: Contractor will only be in the vicinity for 1-2 weeks.

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N/A

INITIATED BY: Department of Engineering and Public Services

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: City Council, Engineering and Public Services Department

FINANCES

COST AND REVENUE PROJECTIONS:

Cost of Total Project	\$30,000
Cost of This Project Approval	\$15,000
Related Annual Operating Cost	\$N/A
Increased Revenue Expected/Year	\$N/A

SOURCE OF FUNDS:

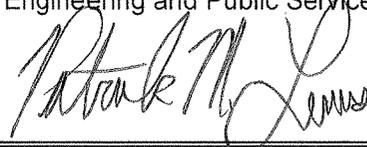
<u>City</u>	<u>Account Number</u>	<u>Amount</u>
Storm Sewer Replacement	401-95.449-818.020 07C10	\$15,000

Other Funds

Budget Approval: 

FACT SHEET PREPARED BY: Patrick M. Lewis, P.E., Director of Engineering and Public Services **DATE:** 03/02/11

REVIEWED BY:



DATE:

COUNCIL MEETING DATE: March 7, 2011



Photo 1: Condition of storm sewer from existing open hole south of Front Street – facing northward



Photo 2: Condition of storm sewer from inside of pipe (jet and vactor equipment visible)



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: NON-DISCRIMINATION & HARASSMENT POLICY

DISCUSSION: The purpose of this revised policy is to assist and provide a more detailed statement of policy for the City of Monroe in meeting its responsibilities and obligations in employment and state and federal non-discrimination and equal opportunity laws and to provide clearer guidelines for management and employees on expected standards.

I have also included a copy of the City's previous Non-Discrimination and Harassment Policy which had been previously adopted by City Council on February 16, 1999.

After review and input from the City's Safety Committee, the Appointed Staff, as well as Legal Counsel, I respectfully request that the Mayor and City Council approve the attached revised Non-Discrimination & Harassment Policy and direct City administration to proceed with implementation and dissemination.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: March 7, 2011

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 departments, employees, visitors, clients/customers, vendors, contractors and all others who do business with 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:** 3/2/11

REVIEWED BY: _____ **DATE:** _____

COUNCIL MEETING DATE: 3/7/11

Section Name: Employee Relations Effective Date: 2/16/99
Section Number: 400 Date of Revision: 3/07/11
Policy Number: 22
Page: 1 of 4

Subject: Non-Discrimination and Harassment

1. Purpose: The purpose of this policy is to communicate the City of Monroe's approach to addressing harassment and discrimination and to establish a "zero tolerance" policy for such behavior.

2. Statement of Policy:

2.1 It is the policy of the City that acts of harassment or discrimination in the workplace will not be tolerated on the basis of sex or gender of any employee by or against any of its supervisors, employees, clients/customers, vendors, contractors, visitors, or the representatives of other businesses with whom you interact as part of your job. This zero tolerance also applies to harassment or discrimination on the basis of age, sex, gender, race, color, religion, national origin, height, weight, marital status, veteran status, sexual orientation, disability, genetic information, or any other characteristic protected by law.

2.2 The City shall undertake such action(s) as may be necessary to ensure employees and the work environment is free from harassment and discrimination in any form.

2.3 All Appointed Officials shall make all reasonable efforts to ensure his or her workplace/department is free of harassment and discrimination at all times.

3. Definitions:

3.1 Harassment. Unwelcome behavior that is severe, persistent and/or pervasive, and has the intent or effect of interfering with a person's work performance or creates an intimidating or offensive work environment.

3.2 Discriminatory Harassment. Harassment that is based on an individual's or group's age, sex, gender, race, color, religion, national origin, height, weight, marital status, veteran status, sexual orientation, disability, genetic information, or any other characteristic protected by law.

3.3 Sexual Harassment. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature when:

- (a) Submission to such conduct is made either explicitly or implicitly as a term or condition of employment;
- (b) Submission to or rejection of such conduct by an individual is used as a basis for employment decisions; such as discharge, promotion, transfer, work assignment, etc.; or
- (c) Such conduct or communication has the purpose or effect of substantially interfering with an individual's work performance or creates an intimidating, hostile or offensive work environment.

3.4 Prohibited Conduct. Includes, but is not limited to the following actions:

- (a) Making derogatory comments, insults, suggestive remarks or jokes based on a person's sex;
- (b) Commenting about an employee's physical appearance;
- (c) Conversation about your own or someone else's sex life;
- (d) Display of photographs, cartoons or drawings that would be offensive to a reasonable person;
- (e) Conduct which when viewed by a reasonable person would have the purpose or effect of degrading or creating an intimidating, hostile or offensive work environment;
- (f) Propositions or requests for sexual favors;
- (g) Physical contact which is sexual in nature;
- (h) Sending sexually explicit e-mail or voice mail, and other verbal or physical conduct of a sexual nature;
- (i) Stating or implying that deficient job performance is attributable to a person's age, sex, race, color, religion, national origin, height, weight, marital status, veteran status, sexual orientation, disability, or any other characteristic protected by law.
- (j) Displaying sexually graphic magazines, calendars, or posters.

3.5 Consenting Relationships. Consenting relationships do not, in and of themselves, constitute harassment. However, such relationships may have the potential to become harassment, where one person is in a position of power or authority over the other (e.g. supervisor with subordinate).

4. Application: This policy shall apply to all employees, elected officials, officers, supervisors, clients/customers, vendors, contractors, visitors, and others doing business with the City of Monroe.
5. Responsibility: The Human Resources Director and Appointed Officials shall have the responsibility for overseeing and implementing this policy.
6. Administrative Procedures:

6.1 Complaint.

- (a) Each employee has the responsibility and obligation to report any act(s) of harassment and discrimination. Any employee who believes he or she has been the subject of any harassment or discrimination should report the incident immediately to their supervisor. The employee's supervisor shall then immediately notify the next level supervisor and the Human Resources Director about the complaint.
- (b) In those cases where the immediate supervisor is alleged to have participated in the prohibited activity; condoned the activity; failed to report the incident; or if the employee is uncomfortable discussing the complaint with the supervisor, the employee may at his or her own choosing by-pass the immediate supervisor and discuss or submit a written complaint directly to the Human Resources Director.

6.2 Investigation.

- (a) The Human Resources Director, in consultation with the person receiving the complaint, shall promptly investigate the employee's complaint. The investigation shall include interviews with the complaining employee, the person accused of harassment and/or discrimination, and any potential witnesses. All complaints will be investigated in as discreet and confidential a manner as possible. No individual will be adversely affected in employment with the City as a result of bringing a good faith complaint of any harassment or discrimination.
- (b) In determining whether the alleged conduct constitutes harassment or discrimination, the totality of the circumstances, the nature of the discrimination or harassment and the context in which the alleged incident(s) occurred will be investigated. The nature and scope of the investigation will be determined on a case-by-case basis depending on the allegations made and the totality of the circumstances. The City may employ outside legal counsel to

conduct the investigation if warranted. The results of an investigation and whether corrective action is taken thereon will be communicated to the complaining employee and the person accused.

6.3 Action. If harassment or discrimination is found to have occurred, disciplinary action up to and including discharge shall be taken against the offending party.

7. Legislative History of Authority for Creation or Revision.

Adopted pursuant to action of the Monroe City Council dated 2/16/99.

Revised pursuant to action of the Monroe City Council dated 3/07/11.

CITY OF MONROE

POLICY PROHIBITING DISCRIMINATION AND HARASSMENT IN THE WORK PLACE

It continues to be the policy of the City of Monroe that all applicants and employees of the city shall not be discriminated against or harassed on the basis of age, sex, race, color, religion, national origin, height, weight, marital status, veteran status, or disability. The City is an equal opportunity employer, and employment selection and all other employment decisions are made without regard to age, sex, race, color, religion, national origin, height, weight, marital status, veteran status, disability, or any other reason prohibited by law.

The City will not tolerate unlawful discrimination or harassment by or against any of its elected officials, employees, officers, directors, vendors, contractors and others doing business with the City. Unlawful harassment includes any unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct relating to any individual's sex, race, color, creed, national origin, age, religion, height, weight, marital status, veteran status, or disability when:

1. Submission to the conduct is made either an explicit or implicit condition of employment;
2. Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee; or
3. The harassment substantially interferes with an employee's work performance; creates an intimidating, hostile, offensive or abusive work environment; or otherwise adversely affects an individual's employment opportunities.

Unlawful sexual harassment is not limited to sexual assaults, physical assaults, sexual advances and requests for sexual favors. It also includes sexual innuendo or suggestive comments, verbal abuse of a sexual nature, sexually explicit or degrading references to another person, graphic commentaries, suggestive or insulting sounds, leering, staring, whistling, obscene gestures, the display of sexually suggestive objects or pictures, and unnecessary or unwanted physical contact, including touching, pinching, and brushing the body.

In addition to the prohibition of sexual discrimination and harassment, it is the City's policy to provide a work environment free of discrimination and harassment based on age, race, color, religion, national origin, height, weight, marital status, veteran status, and disability. Examples of harassment include, but are not limited to, disparaging remarks about a person's age, race, color, religion, national origin, height, weight, marital status, veteran status, or disability; physical contact or threats of physical harm; and the use of degrading words, nicknames, pictures, symbols, stories, jokes, etc.

Harassment of any kind may take different forms including, but not limited to:

Verbal: Innuendos, suggestive comments, graphic commentaries, jokes, etc...

Non-verbal: Suggestive or insulting sounds, leering, whistling, obscene gestures, etc...

Written: Letters, notes, memos, e-mail, suggestive objects, pictures, calendars, and any other inappropriate objects that can be seen.

Physical: Unwanted physical conduct, including hitting, pushing, blocking someone's way, inappropriate touching, pinching, brushing the body, etc...

Any person who believes he or she has suffered discrimination or harassment shall report the incident(s) to the Director of Human Resources or to the City Manager.

The City guarantees that any person reporting incident(s) of discrimination or harassment or participating in an investigation of discrimination or harassment will not suffer any form of retaliation. Any person responsible for any retaliatory conduct shall be subject to disciplinary action, up to and including discharge.

In determining whether the alleged conduct constitutes discrimination or harassment, the totality of the circumstances, the nature of the discrimination or harassment and the context in which the alleged incident(s) occurred will be investigated. The City has the responsibility of investigating and resolving complaints of discrimination and harassment. The investigation will be conducted in as confidential a manner as possible. The nature and scope of the investigation will be determined on a case-by-case basis depending on the allegations made and the totality of the circumstances. The City may employ outside legal counsel to conduct the investigation if warranted. The results of an investigation and whether corrective action is taken thereon will be communicated to the complaining employee and the person accused. If the investigation determines that discrimination or harassment occurred, or that behaviors occurred or are occurring which could lead to discrimination or harassment, corrective action will be taken.

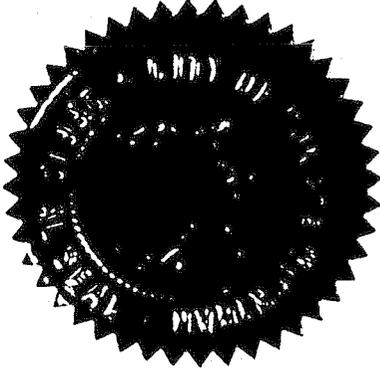
The City considers discrimination or harassment on the basis of age, sex, race, color, religion, national origin, height, weight, marital status, veteran status, or disability to be a major offense which may result in disciplinary action, up to and including discharge, against the offender, regardless of the offender's position with the City.

Any questions about this policy or potential discrimination or harassment should be brought to the attention of the Director of Human Resources or City Manager.

Motion by: Councilman Worrell
Supported by: Councilwoman Edwards
Ayes: 7 Nays: 0

POLICY DECLARED ADOPTED

I, Charles D. Evans, City Clerk-Treasurer of the City of Monroe, County of Monroe, State of Michigan, do hereby certify that the attached is an exact copy of the Personnel Policy for Non-Represented Employees/Discrimination and Harassment adopted by the City Council of said City, at a regular meeting thereof held on the 16th Day of February 1999.



A handwritten signature in cursive script, appearing to read 'Charles D. Evans', written over a horizontal line.

Charles D. Evans
City Clerk-Treasurer



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: CITY POLICIES AND PROCEDURES – PERSONNEL RECORDS

DISCUSSION: The City's Human Resources Office maintains a central file of personnel records which contain relevant information with respect to each employee of the City of Monroe. The purpose of the following policy is to provide consistent procedures in accordance with existing laws and collective bargaining procedures regarding the maintenance, access, security and retention of employees' records or files.

After review and input from the City's Appointed Officials, **IT IS MY RECOMMENDATION** 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: 3/07/11

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:	<u>City</u>	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:** 3/2/11

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: 3/7/11

Section Name: Employee Relations Effective Date: March 7, 2011
Section Number: 400 Date of Revision:
Policy Number: 23
Page 1 of 4

Subject: Personnel Records

1. Purpose. The purpose of this policy is to provide consistent procedures in accordance with existing laws and collective bargaining procedures regarding the maintenance, access, security and retention of employees' records or files and general files.
2. Statement of Policy. It is the policy of the City of Monroe to construct and maintain a record or file on each employee to document employment related decisions, benefit choices, and comply with government record keeping requirements.
3. Definitions.
 - (a) "**Personnel Record**": means a record managed and maintained by the Human Resources Department that identifies the employee to the extent that the record is used or has been used, or may affect or be used relative to that employee's qualifications for employment, promotion, transfer, additional compensation, or disciplinary action.
 - (b) "**Medical Records**": any documents pertaining to the medical history, diagnosis, prognosis, or medical condition of an employee, including physical examinations, medical leaves, workers' compensation claims and drug and alcohol testing.
 - (c) "**Immigration (I-9) Forms**": a U.S. Citizenship and Immigration Services form used by an employer to verify an employee's identity and to establish that the worker is eligible to accept employment in the United States.
 - (d) "**Bullard-Plawecki Employee Right-to-Know Act**": an Act to permit employees to review personnel records; to provide criteria for the review; to prescribe the information which may be contained in personnel records; and to provide penalties.
4. Application. This policy shall apply to all employees of the City of Monroe.
5. Responsibility. The Human Resources Director is responsible for the administration of this policy.
6. Administrative Procedures.

- 6.1 The Human Resources Department shall be the official keeper of all employee records.
- 6.2 The official personnel file of all employees shall be maintained in a securely locked centralized location as designed by the Human Resources Director. Whenever possible the personnel file shall contain the original copy. All data such as disciplinary actions, initial and final warnings, suspensions and all personnel actions, shall be maintained in the employee's record located in the Human Resources Department.
- 6.3 Appointed Officials may have certain file materials on each employee so long as they comply with the provisions contained in this policy regarding access, security and controls, and is approved by the Human Resources Director.
- 6.4 Upon termination of any employee, all files or a copy of all files held by the individual department shall be submitted to the Human Resources Department.
- 6.5 Any employee seen removing original documents from his/her file or that of another employee's file without proper authorization shall be subject to strict disciplinary action, up to and including discharge.
- 6.6 An employee's file may be reviewed, by written request only, consistent with The Bullard-Plawecki Employee Right-to-Know Act, Public Act No. 397 of 1978. Employees wishing to rebut or challenge information in their personnel file may submit a written statement to the Human Resources Director explaining the employee's position. Reasonable accommodations will be made so employees may obtain a necessary copy of their personnel file. Employees interested in reviewing their personnel record may do so by making an appointment with the Human Resources Department. A representative of Human Resources shall be present during on-the-spot review of any employee's personnel file. There will be no exceptions to this rule.
- 6.7 Requests for information from employee files received from other departments and inquiries from outside the City, including requests for references of former employees, must be directed to the Human Resources Director.
- 6.8 Human Resources shall maintain medical records in a separate file in compliance with the Americans with Disabilities Act (ADA).
- 6.9 Completed I-9 forms shall be maintained in a separate file.

6.91 Any of the following changes in an employee's status must be immediately reported to the Human Resources Department.

- (a) Name, address, or telephone number.
- (b) Marital Status.
- (c) Dependent's name, birthdate and their relationship to you.
- (d) Citizenship status.
- (e) Benefit plan beneficiary designations.
- (f) Person(s) to be notified in case of emergency.
- (g) Formal education, courses completed and other training or professional skills acquired.
- (h) Physical or other limitations which require an accommodation in order for the employee to perform the essential duties of his/her job or which could result in a direct threat to the employee or to others.

6.92 Access to Personnel Files

- A. Access to personnel files shall be limited to the following:
- 1. Employees responsible for maintaining such files under the control of the Human Resources Director.
 - 2. A City employee accessing his/her own file (subject to The Bullard-Plawecki Act.)
 - 3. Any former employee may review his/her file, if the file is still maintained, subject to presentation of proper identification and written request, consistent with The Bullard-Plawecki Act.
 - 4. Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information. This decision will be made at the discretion of the City Attorney or the Human Resources Director in response to the employee's request, a valid subpoena, or valid court order and only to the extent permitted by law.
 - 5. Supervisors in the employee's direct chain of command.
 - 6. A manager or supervisor considering the hire of a former employee or the promotion, transfer, accommodation, or other personnel actions of a current employee may be granted access to the file, or limited parts of it in accordance with anti-discrimination laws.

7. Requests authorized by the Human Resources Director or FOIA Coordinator.
8. No access shall be provided to personnel files or records which contain disciplinary action by non-employees without providing notice required by The Bullard-Plawecki Act.

B. All files or records may be reviewed in accordance with The Bullard-Plawecki Employee Right-to-Know Act and the Freedom of Information Act. Employees, upon written request to the Human Resources Department, may periodically review their file, generally not more than two (2) times per year as provided. Employer records will not be divulged to a third party without written notice to the employee.

6.93 Telephone Inquiries. Information will be verified by the Human Resources Department via telephone but will be limited to the following:

- Date of hire and date of separation.
- Most recent job title.
- Job Description/job duties.
- Salary.

No other information will be released, including performance rating.

Medical Files.

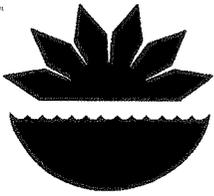
- (a) Access. Access to the medical files is restricted to the Human Resources Department.
- (b) Release of Information. Medical information will be released only upon written authorization of the employee or upon proper request from persons or agencies who have legal right to the information.

7. Legislative History of Authority for Creation or Revision

Adopted pursuant to action of the Monroe City Council, dated March 7, 2011.

Revised pursuant to action of the Monroe City Council, dated

_____.



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: CITY POLICIES AND PROCEDURES - WORKPLACE VIOLENCE POLICY

DISCUSSION: The purpose of the following revised policy is to provide clearer guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on City premises; to ensure a safe workplace; and help reduce the risk of violence. For your review, I have included a copy of the City's previous Workplace Violence Policy dated November 25, 1997.

After review and input from the City's Safety Committee, Appointed Officials, and Legal Counsel, **IT IS MY RECOMMENDATION** that the Mayor and City Council approve the attached policy and direct City administration to proceed with implementation.

CITY MANAGER RECOMMENDATION:

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

Section Name: Employee Relations
Section Number: 400
Policy Number: 24
Page: 1 of 4

Effective Date: 11/25/97
Date of Revision: 3/07/11

Subject: Workplace Violence Policy

1. Purpose: The City of Monroe is committed to preventing workplace violence and maintaining a safe work environment. Given the increasing violence in society in general, the City of Monroe has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

2. Statement of Policy:
 - 2.1 The City will not tolerate threats, threatening behavior, or acts of violence against employees, visitors, guests, or other individuals by anyone on the City's property. This includes physical attacks, verbal or physical threats, destruction of property, harassment, intimidation, or abusive language.

 - 2.2 The City supports the prevention of workplace violence. Prevention efforts include, but are not limited to, informing employees of this policy, instructing employees regarding the dangers of workplace violence, communicating the sanctions imposed for violating this policy and providing a reporting procedure to report incidents of violence without fear of reprisal.

 - 2.3 It is a violation of this policy to engage in any act of workplace violence, except for law enforcement personnel, as authorized by law, and within the confines of applicable Law Enforcement agency policies.

 - 2.4 No employee or third party, excluding law enforcement personnel, is permitted to bring any dangerous weapon into the workplace, or onto the City's property, or within City vehicles or to have a weapon in their possession at any time during work hours, except as may be otherwise specifically permitted by law.

 - 2.5 Any person who, in the opinion of the immediate supervisor, poses a threat to himself or others shall be removed from the premises and shall remain off the City's premises pending the outcome of an investigation. The City's Crisis Management Team identified in this policy will immediately review such removal of any employee.

 - 2.6 The City will initiate an appropriate response, which may include, but is not limited to, reassignment of job duties, suspension or termination of

employment, suspension and/or termination of any business relationship, and/or criminal prosecution of the person or persons involved.

3. Definitions:

3.1 Workplace Violence includes, but is not limited to, harassment, intimidation, abusive language, physical or verbal threats, physical attack or property damage.

3.2 Threat is an expression or other indication of intent to cause physical or mental harm. An expression constitutes a threat without regard as to whether the party communicating the threat has the present ability to carry it out and without regard as to whether the expression is contingent, conditional or future.

3.3 Physical Attack is unwanted or hostile physical contact, such as hitting, fighting, pushing, shoving, biting, spitting, and throwing objects.

3.4 Property Damage is intentional damage to property, which includes property owned by the City, employees, visitors or vendors.

4. Application: This policy shall apply to all employees and third parties as referenced in this policy of the City of Monroe.

5. Responsibility: The City Manager and/or his/her designee shall be responsible for implementing and overseeing this policy.

6. Administrative Procedure:

6.1 Employees will be given a copy of this policy along with an explanation of how it is to be implemented, such as how to report incidents of violence, what to do if the employee is threatened and/or if an incident of violence actually takes place. This policy will be reviewed with new employees during orientation.

6.2 Employees are expected to assist the general public and fellow employees in a courteous manner, but not subject themselves to abusive conduct if confronted. If a person becomes angry or abusive, the employee should courteously attempt to calm the person down. If that does not work, the employee shall ask a supervisor to intervene.

6.3 If an employee feels that he/she or another person is threatened, and in danger of imminent bodily harm, the employee should attempt to leave the scene, if it can be done safely. If the supervisor is not aware of the situation, the employee must notify the supervisor as soon as it can be

done safely. If the situation warrants, the appropriate Law Enforcement agency must be notified.

- 6.4 Each incident of violent behavior, whether committed by another employee or an external individual, must be reported to the Department Head and the Human Resources Department. The Department Head and the Human Resources Department will assess and investigate the incident and determine the appropriate action to be taken. The Human Resources Department must be informed of all reported incidents of workplace violence.
- 6.5 In critical incidents, in which serious threat or injury occurs, emergency responders, such as Public Safety (Police/Fire) and/or Ambulance personnel must be notified immediately. As necessitated by the seriousness of the incident, the City Manager and the Human Resources Director may assemble a Crisis Management Team to establish the protocol to be followed in the aftermath of a violent incident.
- 6.6 The Crisis Management Team may consist of the City Manager, the Human Resources Director, the Chief of Police, Legal Counsel, and others as deemed necessary. The Crisis Management Team is responsible for the following:
 - evaluating potential violence problems
 - assessing an employee's fitness for duty (through medical and/or mental health professionals)
 - establishing a plan for the protection of co-workers and other potential targets
 - coordinating with victims, families, other employees, media, and law enforcement personnel
 - referring victims for appropriate assistance, including counseling

Where the Crisis Management Team cannot be promptly convened as required the City Manager and the Human Resources Director may act for the committee. Their actions will be reported to the full committee as soon as practical.

- 6.7 In the workplace, an employee witnessing violence directed against another or him/herself shall call a supervisor or 911, depending on the situation. The employee should also observe the situation and attempt to

get information, such as the name and description of the perpetrator, but only if it can be done without endangering the employee or others.

- 6.8 Disciplinary action may result if the employee having knowledge of a suspected violent act fails to report the episode.
- 6.9 All employees who apply for or obtain a protective or restraining order which lists the City's property or City's facilities as being protected areas must provide this information to the Department Head. The Department Head must report this information to the Monroe City Police.
- 6.91 The City and its employees shall cooperate fully with police and other law enforcement officials in the investigation and prosecution of violent acts.
- 6.92 The City understands the sensitivity and confidentiality of the information requested, and recognizes and will respect the privacy of the reporting employee(s) to the extent authorized by law.
- 6.93 All employees should openly communicate with each other to be aware of any unusual activity that may identify the potential for or actual occurrence of workplace violence.
- 6.94 Recommendations for improved safety often come from suggestions from employees. These suggestions are encouraged and may be submitted to your Department Head or directly to the Human Resources Department.

7. Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe City Council, November 25, 1997.

Revised pursuant to action of the Monroe City Council, dated March 7, 2011.



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Appointments

DISCUSSION: The attached Resolution recommends appointment 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: 3/3/11

REVIEWED BY: Robert E. Clark, Mayor

DATE:

COUNCIL MEETING DATE: 3/7/11

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 person is hereby appointed to the office and the term hereinafter indicated, March 7, 2011

LOCAL OFFICERS COMPENSATION COMMISSION

Dyan Smith	Fill expired term to October 1, 2011
Doug Kuras	Fill vacant expired term to October 1, 2014
Michelle Dugan	Fill expired term to October 1, 2015
Melinda Torbett	Fill expired term to October 1, 2017

ZONING BOARD OF APPEALS

William Kipf	3 year term to January 13, 2014
Sandra L. May	3 year term to January 13, 2014
David A. Smith	3 year term to January 13, 2014
Michael Bosanac (Alternate)	3 year term to January 13, 2013*
Betty Dickerson (Alternate)	3 year term to January 13, 2013*

*terms were up for reappointment in 2010