
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) 384-9138. The City of Monroe website address is www.monroemi.gov.

**AGENDA - CITY COUNCIL REGULAR MEETING
MONDAY, JUNE 20, 2011
7:30 P.M.**

I. CALL TO ORDER.

II. ROLL CALL.

III. INVOCATION/PLEDGE OF ALLEGIANCE.

V. PUBLIC HEARINGS.

108 Public hearing to hear public comments on Proposed Ordinance No. 11-006, an Ordinance to adopt the 2009 Edition of the International Fire Code. There are no comments on file in writing in the Clerk-Treasurer's Office.

124 Public hearing to hear public comments on proposed 2012 Wastewater System Wet Weather Improvements Project for the purpose of receiving comments from interested person. There are no comments on file in the Clerk-Treasurer's Office.

V. COUNCIL ACTION.

108 Proposed Ordinance No. 11-006, an Ordinance to adopt the 2009 Edition of the International Fire Code, up for its final reading.

120 Communication from the Director of Economic & Community Development, submitting Proposed Ordinance No. 11-007, an Ordinance to adopt the 2009 Edition of the International Property Maintenance Code.

Proposed Ordinance No. 11-007, up for its first reading and recommending that the public hearing and second reading be set for Tuesday, July 5, 2011.

VI. 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 Special Meeting held on Monday, June 6, 2011 and the minutes of the Regular Meeting held on Monday, June 6, 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.

121 Computer Purchase Approval.

1. Communication from the Finance Director, submitting a quote from Dell in the amount of \$22,726.01 for replacement of twenty-three (23) desktop computers, seven (7) computers at \$1,018.39 per computer and sixteen (16) computers at \$974.83 per computer, and recommending that Council approve the purchase of twenty-three (23) desktop computers from Dell in the amount of \$22,726.01.
2. Supporting documents.
3. Accept, place on file and the recommendation be carried out.

122 Fund Balance Accounting Standard Implementation.

1. Communication from the Finance Director, submitting a proposed resolution committing certain funding sources to their budgeted purposes, and recommending that Council adopt the attached resolution committing certain funding sources to their budgeted purposes.
2. Supporting documents.
3. Accept, place on file and the resolution be adopted.

123 Price Increase for Monroe Multi-Sports Complex, MMSC.

1. Communication from the General Manager of the MMSC, submitting a proposed change to the fees and operating hours for the Monroe Multi-Sports Complex to co-inside with local industry standards, and recommending that Council approve the fee and operating hour changes as listed.
2. Supporting documents.
3. Accept, place on file and the recommendation be carried out.

124 Final Project Plan for the City of Monroe 2012 Wastewater System Improvements.

1. Communication from the Director of Water & Wastewater Utilities, submitting a proposed resolution to adopt a final project plan for wastewater system improvements and designating an authorized project representative, and recommending that Council adopt the proposed Resolution in order to meet the July 1, 2011 MDEQ SRF Loan Final Project Plan submittal deadline.
2. Supporting documents.
3. Accept, place on file and the resolution be adopted.

125 Drinking Water Monitoring Equipment Installation – Consultant Award.

1. Communication from the Director of Water & Wastewater Utilities, submitting a proposal for the installation and start-up of the drinking water monitoring equipment within the Monroe – Frenchtown Raw Water Pumping Facility, and recommending that Council award the attached proposal to Environmental Consulting & Technology, Inc (ECT) in the amount of \$17,000 as detailed above and that the Director of Water & Wastewater Utilities or his designee be authorized to sign the contracts on behalf of the City of Monroe, and further recommending that the Finance Director be authorized to amend the Raw Water Partnership Budget General Contracting account by \$17,000 so as to complete the work.
2. Supporting documents.
3. Accept, place on file and the recommendation be carried out.

126 2011 Curb Replacement and Resurfacing Program Bids.

1. Communication from the Director of Engineering & Public Services, reporting back on bids received for the 2011 Curb Replacement and Resurfacing Program which consists of six (6) locations as follow: Location A, Maple Avenue, Location B, Almyra Avenue, Location C, Riverside Drive, Location D, North Roessler Street, Location E, Winchester and Second Street intersection, and Location F, Monroe Multi-Sports Complex, and recommending that Council award a contract for the 2011 Curb Replacement and Resurfacing Program to C & D Hughes, Inc., in the amount of \$488,254.98, that a total of \$561,500 be encumbered to include a 15% project contingency, and that the Finance Director be authorized to make the necessary transfers, and further recommending that the Mayor and Clerk-Treasurer be authorized to sign the contracts on behalf of the City of Monroe.
2. Supporting documents.
3. Accept, place on file and the recommendation be carried out.

127 Leaf Bag Purchase Bids.

1. Communication from the Director of Engineering & Public Service, reporting back on bids received for the purchase of biodegradable paper compost bags for distribution to City residents for fall leaf collection, and recommending that the award for 72,000 bags be awarded to the Pabco Industries LLC, and that the Director of Engineering & Public Services be authorized to execute a purchase order for the 2011-12 Fiscal Year in the amount of \$22,802.40.
2. Supporting documents.
3. Accept, place on file and the recommendation be carried out.

128 Bulk Rock Salt Bids.

1. Communication from the Director of Engineering & Public Service, reporting back on bids received for the purchase of bulk rock salt for de-icing on our major streets and at intersection approaches on our local street system, and recommending that Council award a contract for up to 1,800 tons of bulk rock salt to The Detroit Salt Co. LLC., in the amount of \$87,282 for the 2011-12 season, and to award the second and third year options at \$49.95 per ton and \$51.44 per ton, respectfully, and further recommending that the Director of Engineering & Public Services be authorized to issue a purchase order for \$87,282 against the Fiscal Year 2011-12 budget.
2. Supporting documents.
3. Accept, place on file and the recommendation be carried out.

129 Trinity Lutheran Church Neighborhood Picnic.

1. Communication from the City Manager's Office, reporting back on a request from Kevin Weilnau on behalf of Trinity Lutheran Church for permission to hold a neighborhood picnic on July 17, 2011, specifically to close E. Fourth Street between Wadsworth and Scott Streets from 9:30 a.m. – 3:00 p.m., and recommending that Council approve the request contingent upon items being met as outlined by the administration, subject to no additional overtime and 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.
2. Supporting documents.
3. Accept, place on file and the recommendation be carried out.

130 Downtown Monroe Business Network – 8th Annual Fine Art Fair.

1. Communication from the City Manager's Office, reporting back on a request from the Downtown Monroe Business Network (DMBN) Fine Arts Fair Committee to hold the 8th Annual Fine Art Fair in conjunction with the 2011 Rive Raisin Jazz Festival on August 13 & 14, 2011, and requesting closure of the affected streets, and that all fees be waived, and recommending that 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 in accordance with City Council adopted policy, and that the City Manager be granted authority to alter/amend the event due to health and/or safety reasons.

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

131 Resolution Authorizing the Acquisition of 1259 East Front Street.

1. Communication from the Director of Economic & Community Development, submitting a proposed resolution authorizing the acquisition of 1259 East Front Street, 49-01460-001, from the Monroe County Treasurer through the tax foreclosure procedure in the General Property Tax Act, for use as expansion of the adjacent Hellenberg Field, a public park, and recommending that Council adopt the resolution which authorizes the acquisition of 1259 from the Monroe County Treasurer through the Tax Foreclosure Procedure in the General Property Tax Act.
2. Supporting documents.
3. Accept, place on file and the recommendation be carried out.

132 Civil Service Commission.

1. Communication from the City Manager's Office, submitting a corrected resolution to a previous appointment by the City to the Monroe Civil Service, and recommending that the corrected resolution be adopted.
2. Supporting documents.
3. Action: Accept, place on file and the resolution be adopted.

VII. MAYOR'S COMMENTS.

VIII. CITY MANAGER COMMUNICATION.

IX. COUNCIL COMMENTS.

X. CITIZEN COMMENTS

XI. ADJOURNMENT.



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Ordinance # 11-007: An Ordinance for Adoption of the International Property Maintenance Code 2009 Edition

DISCUSSION: The International Property Maintenance Code (IPMC) is updated approximately every 3-years, and the revisions must be incorporated in the Code of the City of Monroe. With the adoption of the IPMC (2009), minor amendments are recommended to customize a few of the provisions in the IPMC for the City of Monroe. The attached amendments designate the Building Department and the official in charge of the Building Department as the Code Official with the ability to appoint deputies, add a statement of liability exemption, and reference the penalties in other sections of the City Charter and Code of the City of Monroe. The proposed amendments also clarify the ability of the City to issue civil infractions or misdemeanor violations at the discretion of the Code Official.

The proposed Ordinance is presented for Mayor and Council's review and consideration. This ordinance amends Chapter 525 of the Code of the City of Monroe and adopts the 2009 Edition of the International Property Maintenance Code.

This ordinance is placed on the agenda for its first reading on Monday, June 20, 2011; with a public hearing, second reading and anticipated adoption on Monday, July 5, 2011.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: July 5, 2011

REASON FOR DEADLINE: Keep City Ordinances Current

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N/A

INITIATED BY:

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED:

FINANCES

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

* Potential for increased revenue with issuance of additional civil infractions and the ability to assess fines for misdemeanor offenses.

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

Budget Approval: _____

FACT SHEET PREPARED BY: Dan Swallow, Director of Economic and Community Development **DATE:** 06/14/11

REVIEWED BY: George Brown, City Manager



DATE:

COUNCIL MEETING DATE: June 20, 2011

ORDINANCE NO. 11-007

1 An Ordinance of the City of Monroe to amend Chapter 525, Property Maintenance, of the
2 Code of the City of Monroe by adopting the 2009 edition of the International Property
3 Maintenance Code, regulating and governing the conditions and maintenance of all property,
4 buildings and structures; by providing the standards for supplied utilities and facilities and other
5 physical things and conditions essential to ensure that structures are safe, sanitary and fit for
6 occupation and use; and the condemnation of buildings and structures unfit for human
7 occupancy and use, and the demolition of such existing structures in the City of Monroe;
8 providing for the issuance of permits and collection of fees therefor; repealing all Ordinances
9 and parts of Ordinances in conflict herewith.

10 **THE CITY OF MONROE ORDAINS:**

11 **SECTION 1 AMENDMENT CHAPTER 525, PROPERTY MAINTENANCE, OF THE**
12 **CODE OF THE CITY OF MONROE**

13 Chapter 525 is amended to read as follows:

14 **§ 525-1 ADOPTION OF THE INTERNATIONAL PROPERTY MAINTENANCE**
15 **CODE.**

16 A certain document, a copy which is on file at the office of the Building Official of the
17 City of Monroe, known as the "International Property Maintenance Code," ~~2006~~ 2009 edition, as
18 published by the International Code Council, ~~be~~ and is hereby adopted as the Property
19 Maintenance Code of the City of Monroe, for regulating and governing the conditions and
20 maintenance of all property, buildings, and structures; by providing the standards for supplied
21 utilities, facilities, and other physical things and conditions essential to ensure that structures are
22 safe, sanitary, and fit for occupation and use; and the condemnation of buildings and structures
23 unfit for human occupancy and use, and for the demolition of such existing structures as herein

24 provided; providing of the issuance of permits and collection fees therefor; and each and all
25 regulations, provisions, penalties, conditions, and terms of said Property Maintenance Code on
26 file in the office of the Building Official are hereby referred to, adopted, and made a part hereof,
27 as if fully set out in this ordinance, with the additions, insertions, deletions, changes, if any,
28 prescribed in § 525-2, of this article.

29 **§ 525-2 AMENDMENTS.**

30 The following sections in the International Property Maintenance Code are ~~amended to~~
31 ~~read as follows~~ hereby revised:

32 **Section 101, General**

33 **101.1 Title.** Insert: “City of Monroe”.

34 **Section 102, Applicability**

35 **102.3 Application of other codes.** Repairs, additions, or alterations to a structure,
36 or changes of occupancy, shall be done in accordance with the procedures and
37 provisions of applicable State of Michigan and City of Monroe Codes in effect
38 at such time as they become relevant. In the event of a conflict between any
39 of the provisions of this code and a provision of any other State of Michigan
40 and City of Monroe Codes adopted by the City, the stricter or higher standard
41 shall control.

42 **Section 103, Building Department**

43 **103.1 General.** The Building Department and the Official in charge of the Building
44 Department shall be the Code Official, for purposes of this Code.

45 ~~**103.2 Appointment...** The code official shall be appointed by the chief appointing~~
46 ~~authority of the jurisdiction.~~

47 **103.32 Deputies.** In accordance with the prescribed procedures of this jurisdiction
48 and with the concurrence of the appointing authority, the code official shall
49 have the authority to appoint a deputy(s). Such employees shall have powers
50 as delegated by the code official.

51 **103.43 Liability.** The code official, member of the board of appeals or employee
52 charged with the enforcement of this code, while acting for the jurisdiction, in
53 good faith and without malice in the discharge of the duties required by this
54 code or other pertinent law or ordinance, shall not thereby be rendered liable
55 personally, and is hereby relieved from all personal liability for any damage
56 accruing to persons or property as a result of an act or by reason of an act or
57 omission in the discharge of official duties. Any suit instituted against any
58 officer or employee because of an act performed by that officer or employee
59 in the lawful discharge of duties and under the provisions of this code shall be
60 defended by the legal representative of the jurisdiction until the final
61 termination of the proceedings. The code official or any subordinate shall not
62 be liable for costs in an action, suit or proceeding that is instituted in
63 pursuance of the provisions of this code.

64 **103.64 Fees.** The fees for activities and services performed by the Building
65 dDepartment in carrying out its responsibilities under this code shall be as
66 prescribed from time to time by the Building Official and approved by a
67 resolution of the City Council.

68 **Section 106, Violations**

69 **106.3 Prosecution of violations.** Any person failing to comply with a notice of
70 violation or order served in accordance with Section 107 shall be deemed

71 guilty of a misdemeanor or civil infraction as determined by the Code
72 Official, and the violation shall be deemed a strict liability offense. If the
73 notice of violation is not complied with, the Code Official may institute the
74 appropriate proceeding at law or in equity to restrain, correct or abate such
75 violation, or to require the removal or termination of the unlawful occupancy
76 of the structure in violation of the provision of this code or of the order or
77 direction made pursuant thereto. The expenses of any action taken by the
78 authority having jurisdiction on such premises shall be charged against the
79 real estate upon which the structure is located and the costs shall be assessed
80 against the real estate in the same manner as provided in Section 390 of the
81 City Charter. Any violation as determined by the Code Official shall subject
82 the violator to the penalties as provided in § 1-27 and/or Chapter 85 of the
83 Code of the City of Monroe.

84 **Section 110, Demolition**

85 **110.3 Failure to comply.** If the owner of a premises fails to comply with a
86 demolition order within the time prescribed, the Code Official shall cause the
87 structure to be demolished and removed, either through an available public
88 agency, by contract, or arrangement with private persons, and the cost of
89 such demolition and removal shall be charged against the real estate upon
90 which the structure is located and shall be a lien upon such real estate. The
91 cost shall also be the personal obligation of the property owner which may be
92 collected by the use of any and all appropriate legal remedies.

93 **Section 111, Means of Appeal**

94 Section 111, Means of Appeals is replaced so as to read as:

95 **111.1 Application for appeal.** Any person directly affected by a decision of the
96 code official, the Building Official, or his/her designee, or a notice or order
97 issued under this code shall have the right to appeal to the Construction Board
98 of Appeals ~~Officer~~, provided that a written application for appeal is filed
99 within twenty-one (21) days after the day the decision, notice or order was
100 served. An application for appeal shall be based on a claim that the true intent
101 of this code or the rules legally adopted thereunder have been incorrectly
102 interpreted, the provisions of this code do not fully apply, or the requirements
103 of this code are adequately satisfied by other means, or that the strict
104 application of any requirement of this code would cause an undue hardship.

105 **111.2 Membership of the board.** The membership of the Construction Board of
106 Appeals shall be as set out in ~~Ordinance No. 06-011, being~~ Chapter 22, Article
107 X, Construction Board of Appeals, of the Code of the City of Monroe.

108 **111.3 Procedures.** The procedures of the Construction Board of Appeals shall be as
109 set out in ~~Ordinance No. 06-611, being~~ Chapter 22, Article X, Construction
110 Board of Appeals, of the Code of the City of Monroe ~~and specifically §§ 22-~~
111 ~~43 to 22-46 and § 22-48.~~

112 **111.4 Court Review.** An interested person shall have the right to court review of
113 any decision of the Construction Board of Appeals. Application for such a
114 review shall be made within twenty-one (21) days following the decision of
115 the Construction Board of Appeals.

116 **111.5 Stays of enforcement.** Appeals of notice and order (other than Imminent
117 Danger Notices) shall stay the enforcement of the notice and order until the
118 appeal is heard by the Construction Board of Appeals.

119 **Section 302, Exterior Property Areas.**

120 **302.4 Weeds.** Insert: Eight (8) inches.

121 **Section 304, Exterior Structure.**

122 **304.14 Insert screens.** Delete reference to-date.

123 **Section 602, Heating Facilities.**

124 **602.3 Heat supply.** Delete reference to-date

125 **602.4 Occupiable work spaces.** Delete reference to-date.

126 ~~§ 525-3~~ ~~CONFLICT OF LAWS.~~

127 ~~(a) In the event of a conflict between any of the provisions of the International~~
128 ~~Property Maintenance Code Uniform Housing Code, as adopted in § 525-1, and a provision of~~
129 ~~any local ordinance, resolution, rule or regulation, the local ordinance, resolution, rule or~~
130 ~~regulation shall control.~~

131 ~~(b) In the event of a conflict between any of the provisions of such Code and a~~
132 ~~provision of any State law, rule or regulation, the State law, rule or regulation shall control.~~

133 ~~(c) In the event of a conflict between any of the provisions of such Code and a~~
134 ~~provision of any other technical code adopted by reference by the City, the stricter or higher~~
135 ~~standard shall control.~~

136 ~~1480.99~~ ~~PENALTY.~~

137 ~~A violation of any of the provisions of the International Property Maintenance Code shall~~
138 ~~be deemed a municipal civil infraction, and subject to the payment of a civil fine determined in~~
139 ~~accordance with the following schedule:~~

140 ~~1. First violation within a two-year period: \$100.~~

141 ~~2. Second violation within a two-year period: \$250.~~

142 ~~3. Third or subsequent violation within a two-year period: \$500.~~

143 ~~The two-year period referenced in Subsection (a) shall be determined as of the date of the~~
144 ~~first violation. For illustrative purposes only: if the first violation occurs on July 1, 1999, the two~~
145 ~~year period shall be from July 1, 1999, to June 30, 2001.~~

146 ~~Each day that a violation exists, occurs or continues constitutes a separate offense, and~~
147 ~~shall be subject to the penalties or sanctions provided herein as a separate offense.~~

148 ~~Whoever violates this chapter shall also be subject to such additional sanctions, remedies,~~
149 ~~and judicial orders as are authorized and provided for under Michigan law.~~

150 **SECTION 2 REPEALER**

151 All ordinances or parts of ordinances in conflict herewith are hereby repealed.

152 **SECTION 3 SEVERABILITY**

153 If any section, subsection, sentence, clause or phase of this ordinance is, for any reason,
154 held to be unconstitutional, such decision shall not affect the validity of the remaining portions of
155 this ordinance. The City Council of the City of Monroe hereby declares that it would have
156 passed this ordinance, and each section, subsection, sentence, clause or phase thereof,
157 irrespective of the fact that any one section, subsection, sentence, clause or phase being declared
158 unconstitutional.

159 **SECTION 5. SAVINGS CLAUSE**

160 That nothing in this ordinance or in the Property Maintenance Code hereby adopted shall
161 be construed to affect any suit or proceeding pending in any court, or any right acquired, or any
162 liability incurred, or any cause or causes of action acquired or existing, under any act or
163 ordinance hereby repealed as cited in Section 2 of this ordinance; nor shall any just or legal right
164 or remedy of any character be lost, impaired, or affected by this Ordinance.

165 **SECTION 6 EFFECTIVE DATE**

166 This ordinance shall become effective twenty (20) days after its passage and publication.

ORDINANCE NO. 11-007

1 An Ordinance of the City of Monroe to amend Chapter 525, Property Maintenance, of the
2 Code of the City of Monroe by adopting the 2009 edition of the International Property
3 Maintenance Code, regulating and governing the conditions and maintenance of all property,
4 buildings and structures; by providing the standards for supplied utilities and facilities and other
5 physical things and conditions essential to ensure that structures are safe, sanitary and fit for
6 occupation and use; and the condemnation of buildings and structures unfit for human
7 occupancy and use, and the demolition of such existing structures in the City of Monroe;
8 providing for the issuance of permits and collection of fees therefor; repealing all Ordinances
9 and parts of Ordinances in conflict herewith.

10 **THE CITY OF MONROE ORDAINS:**

11 **SECTION 1 AMENDMENT CHAPTER 525, PROPERTY MAINTENANCE, OF THE**
12 **CODE OF THE CITY OF MONROE**

13 Chapter 525 is amended to read as follows:

14 **§ 525-1 ADOPTION OF THE INTERNATIONAL PROPERTY MAINTENANCE**
15 **CODE.**

16 A certain document, a copy which is on file at the office of the Building Official of the
17 City of Monroe, known as the “International Property Maintenance Code,” ~~2006~~ 2009 edition, as
18 published by the International Code Council, ~~be and~~ is hereby adopted as the Property
19 Maintenance Code of the City of Monroe, for regulating and governing the conditions and
20 maintenance of all property, buildings, and structures; by providing the standards for supplied
21 utilities, facilities, and other physical things and conditions essential to ensure that structures are
22 safe, sanitary, and fit for occupation and use; and the condemnation of buildings and structures
23 unfit for human occupancy and use, and for the demolition of such existing structures as herein

24 provided; providing of the issuance of permits and collection fees therefor; and each and all
25 regulations, provisions, penalties, conditions, and terms of said Property Maintenance Code on
26 file in the office of the Building Official are hereby referred to, adopted, and made a part hereof,
27 as if fully set out in this ordinance, with the additions, insertions, deletions, changes, if any,
28 prescribed in § 525-2, of this article.

29 **§ 525-2 AMENDMENTS.**

30 The following sections in the International Property Maintenance Code are ~~amended to~~
31 ~~read as follows~~ hereby revised:

32 **Section 101, General**

33 **101.1 Title.** Insert: “City of Monroe”.

34 **Section 102, Applicability**

35 **102.3 Application of other codes.** Repairs, additions, or alterations to a structure,
36 or changes of occupancy, shall be done in accordance with the procedures and
37 provisions of applicable State of Michigan and City of Monroe Codes in effect
38 at such time as they become relevant. In the event of a conflict between any
39 of the provisions of this code and a provision of any other State of Michigan
40 and City of Monroe Codes adopted by the City, the stricter or higher standard
41 shall control.

42 **Section 103, Building Department**

43 **103.1 General.** The Building Department and the Official in charge of the Building
44 Department shall be the Code Official, for purposes of this Code.

45 ~~**103.2 Appointment...** The code official shall be appointed by the chief appointing~~
46 ~~authority of the jurisdiction..~~

47 **103.32 Deputies.** In accordance with the prescribed procedures of this jurisdiction
48 and with the concurrence of the appointing authority, the code official shall
49 have the authority to appoint a deputy(s). Such employees shall have powers
50 as delegated by the code official.

51 **103.43 Liability.** The code official, member of the board of appeals or employee
52 charged with the enforcement of this code, while acting for the jurisdiction, in
53 good faith and without malice in the discharge of the duties required by this
54 code or other pertinent law or ordinance, shall not thereby be rendered liable
55 personally, and is hereby relieved from all personal liability for any damage
56 accruing to persons or property as a result of an act or by reason of an act or
57 omission in the discharge of official duties. Any suit instituted against any
58 officer or employee because of an act performed by that officer or employee
59 in the lawful discharge of duties and under the provisions of this code shall be
60 defended by the legal representative of the jurisdiction until the final
61 termination of the proceedings. The code official or any subordinate shall not
62 be liable for costs in an action, suit or proceeding that is instituted in
63 pursuance of the provisions of this code.

64 **103.64 Fees.** The fees for activities and services performed by the Building
65 Department in carrying out its responsibilities under this code shall be as
66 prescribed from time to time by the Building Official and approved by a
67 resolution of the City Council.

68 **Section 106, Violations**

69 **106.3 Prosecution of violations.** Any person failing to comply with a notice of
70 violation or order served in accordance with Section 107 shall be deemed

71 guilty of a misdemeanor or civil infraction as determined by the Code
72 Official, and the violation shall be deemed a strict liability offense. If the
73 notice of violation is not complied with, the Code Official may institute the
74 appropriate proceeding at law or in equity to restrain, correct or abate such
75 violation, or to require the removal or termination of the unlawful occupancy
76 of the structure in violation of the provision of this code or of the order or
77 direction made pursuant thereto. The expenses of any action taken by the
78 authority having jurisdiction on such premises shall be charged against the
79 real estate upon which the structure is located and the costs shall be assessed
80 against the real estate in the same manner as provided in Section 390 of the
81 City Charter. Any violation as determined by the Code Official shall subject
82 the violator to the penalties as provided in § 1-27 and/or Chapter 85 of the
83 Code of the City of Monroe.

84 **Section 110, Demolition**

85 **110.3 Failure to comply.** If the owner of a premises fails to comply with a
86 demolition order within the time prescribed, the Code Official shall cause the
87 structure to be demolished and removed, either through an available public
88 agency, by contract, or arrangement with private persons, and the cost of
89 such demolition and removal shall be charged against the real estate upon
90 which the structure is located and shall be a lien upon such real estate. The
91 cost shall also be the personal obligation of the property owner which may be
92 collected by the use of any and all appropriate legal remedies.

93 **Section 111, Means of Appeal**

94 Section 111, Means of Appeals is replaced so as to read as:

95 **111.1 Application for appeal.** Any person directly affected by a decision of the
96 code official, the Building Official, or his/her designee, or a notice or order
97 issued under this code shall have the right to appeal to the Construction Board
98 of Appeals ~~Officer~~, provided that a written application for appeal is filed
99 within twenty-one (21) days after the day the decision, notice or order was
100 served. An application for appeal shall be based on a claim that the true intent
101 of this code or the rules legally adopted thereunder have been incorrectly
102 interpreted, the provisions of this code do not fully apply, or the requirements
103 of this code are adequately satisfied by other means, or that the strict
104 application of any requirement of this code would cause an undue hardship.

105 **111.2 Membership of the board.** The membership of the Construction Board of
106 Appeals shall be as set out in ~~Ordinance No. 06-011, being~~ Chapter 22, Article
107 X, Construction Board of Appeals, of the Code of the City of Monroe.

108 **111.3 Procedures.** The procedures of the Construction Board of Appeals shall be as
109 set out in ~~Ordinance No. 06-611, being~~ Chapter 22, Article X, Construction
110 Board of Appeals, of the Code of the City of Monroe ~~and specifically §§ 22-~~
111 ~~43 to 22-46 and § 22-48.~~

112 **111.4 Court Review.** An interested person shall have the right to court review of
113 any decision of the Construction Board of Appeals. Application for such a
114 review shall be made within twenty-one (21) days following the decision of
115 the Construction Board of Appeals.

116 **111.5 Stays of enforcement.** Appeals of notice and order (other than Imminent
117 Danger Notices) shall stay the enforcement of the notice and order until the
118 appeal is heard by the Construction Board of Appeals.

119 **Section 302, Exterior Property Areas.**

120 **302.4 Weeds.** Insert: Eight (8) inches.

121 **Section 304, Exterior Structure.**

122 **304.14 Insert screens.** Delete reference to-date.

123 **Section 602, Heating Facilities.**

124 **602.3 Heat supply.** Delete reference to-date

125 **602.4 Occupiable work spaces.** Delete reference to-date.

126 ~~§ 525.3~~ **CONFLICT OF LAWS.**

127 ~~(a) In the event of a conflict between any of the provisions of the International~~
128 ~~Property Maintenance Code Uniform Housing Code, as adopted in § 525.1, and a provision of~~
129 ~~any local ordinance, resolution, rule or regulation, the local ordinance, resolution, rule or~~
130 ~~regulation shall control.~~

131 ~~(b) In the event of a conflict between any of the provisions of such Code and a~~
132 ~~provision of any State law, rule or regulation, the State law, rule or regulation shall control.~~

133 ~~(c) In the event of a conflict between any of the provisions of such Code and a~~
134 ~~provision of any other technical code adopted by reference by the City, the stricter or higher~~
135 ~~standard shall control.~~

136 ~~1480.99~~ **PENALTY.**

137 ~~A violation of any of the provisions of the International Property Maintenance Code shall~~
138 ~~be deemed a municipal civil infraction, and subject to the payment of a civil fine determined in~~
139 ~~accordance with the following schedule:~~

- 140 ~~1. First violation within a two year period: \$100.~~
- 141 ~~2. Second violation within a two year period: \$250.~~
- 142 ~~3. Third or subsequent violation within a two year period: \$500.~~

143 ~~The two year period referenced in Subsection (a) shall be determined as of the date of the~~
144 ~~first violation. For illustrative purposes only: if the first violation occurs on July 1, 1999, the two~~
145 ~~year period shall be from July 1, 1999, to June 30, 2001.~~

146 ~~Each day that a violation exists, occurs or continues constitutes a separate offense, and~~
147 ~~shall be subject to the penalties or sanctions provided herein as a separate offense.~~

148 ~~Whoever violates this chapter shall also be subject to such additional sanctions, remedies,~~
149 ~~and judicial orders as are authorized and provided for under Michigan law.~~

150 **SECTION 2 REPEALER**

151 All ordinances or parts of ordinances in conflict herewith are hereby repealed.

152 **SECTION 3 SEVERABILITY**

153 If any section, subsection, sentence, clause or phase of this ordinance is, for any reason,
154 held to be unconstitutional, such decision shall not affect the validity of the remaining portions of
155 this ordinance. The City Council of the City of Monroe hereby declares that it would have
156 passed this ordinance, and each section, subsection, sentence, clause or phase thereof,
157 irrespective of the fact that any one section, subsection, sentence, clause or phase being declared
158 unconstitutional.

159 **SECTION 5. SAVINGS CLAUSE**

160 That nothing in this ordinance or in the Property Maintenance Code hereby adopted shall
161 be construed to affect any suit or proceeding pending in any court, or any right acquired, or any
162 liability incurred, or any cause or causes of action acquired or existing, under any act or
163 ordinance hereby repealed as cited in Section 2 of this ordinance; nor shall any just or legal right
164 or remedy of any character be lost, impaired, or affected by this Ordinance.

165 **SECTION 6 EFFECTIVE DATE**

166 This ordinance shall become effective twenty (20) days after its passage and publication.



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Computer Purchase Approval

DISCUSSION: The current plan is to replace desktop computers on a four year cycle. This replacement cycle will be evaluated annually based on the status of our computer inventory and the software that drives the specifications that are needed on the computers. Thirty (30) computers were replaced with the upgrade to the newer version of our financial software in 2010. The 2011 Information Systems Fund budget provided for \$30,000 in funding for replacement computers. We have used some of those funds for purchases that had to be made before a bulk purchase could be approved. We have reviewed our inventory of computers and have identified approximately thirty-six (36) that are still in need of replacement. We have approximately \$23,000 remaining towards desktop computer replacements. We are recommending that twenty-three (23) be replaced with this available funding. Additional funds have been budgeted in the 2012 budget for the remaining replacements.

The City has been standardized on Dell computers for a long time for its desktop computers. This standardization has increased the efficiency with which units can be serviced and maintained. The IT Staff of Monroe County, the current support of the City's computers and systems, are certified for Dell hardware and thus gain additional support advantages, direct from Dell, which the average, non-certified, technical support person does not. Total cost of ownership is decreased when a homogeneous PC environment exists.

Governmental pricing from Dell has been received in the amount of \$1,018.39 per computer for seven (7) computers and \$974.83 per computer for sixteen (16) computers. The price difference is related to video capacity for some of the computers. The prices do not include a monitor. Current monitors will continue to be used.

It is recommended that the Mayor and City Council approve the purchase of twenty-three (23) desktop computers from Dell in the amount of \$22,726.01.

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: Police, Fire, Water, Wastewater, Planning, Engineering, IT

FINANCES

COST AND REVENUE PROJECTIONS:

Cost of Total Project	\$ 22,726.01
Cost of This Project Approval	\$ 22,726.01
Related Annual Operating Cost	\$ N/A
Increased Revenue Expected/Year	\$ N/A

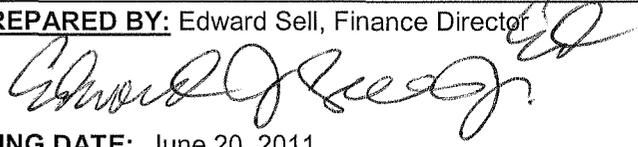
SOURCE OF FUNDS:

<u>City</u>	<u>Account Number</u>	<u>Amount</u>
Capital Projects Fund	636-30.915-977.000	\$ 22,726.01
		\$ N/A
<u>Other Funds</u>		\$ N/A
		\$ N/A
		\$ N/A
		\$ N/A

Budget Approval: _____

FACT SHEET PREPARED BY: Edward Sell, Finance Director

DATE: 06/13/2011

REVIEWED BY: 

DATE: 6-14-11

COUNCIL MEETING DATE: June 20, 2011

DELL**QUOTATION**

QUOTE #: 586258952

Customer #: 9874936

Contract #: 45ABZ

Customer Agreement #: 45ABZ MHEC

Quote Date: 6/1/11

Date: 6/1/11 11:26:47 AM

Customer Name: CITY OF MONROE

TOTAL QUOTE AMOUNT:	\$7,128.73		
Product Subtotal:	\$7,128.73		
Tax:	\$0.00		
Shipping & Handling:	\$0.00		
Shipping Method:	Ground	Total Number of System Groups:	1

GROUP: 1	QUANTITY: 7	SYSTEM PRICE: \$1,018.39	GROUP TOTAL: \$7,128.73
Base Unit:	OptiPlex 790 Small Form Factor 90 PSU (225-0775)		
Processor:	Opti 790,CORE i5 2400 Processor (3.1GHz, 6M) (317-6645)		
Memory:	4GB,Non-ECC,1333MHz DDR3,2X2GB,Dell OptiPlex 990 (317-6987)		
Keyboard:	Dell USB Entry Keyboard, No Hot Keys, English, OptiPlex (331-2024)		
Monitor:	No Monitor Selected, OptiPlex (320-3704)		
Video Card:	512MB AMD RADEONHD 6350 Graphics Dual DVI, LP,Dell OptiPlex 790 Small Form Factor and Desktop (320-2218)		
Hard Drive:	500GB SATA 6.0Gb/s and 16MB Data Burst Cache,Dell OptiPlex 790 (342-2494)		
Operating System:	Windows 7 Professional,SP1,Media, 32-bit, Optiplex, English (421-5580)		
Operating System:	Windows 7 Label, Optiplex, Fixed Precision, Vostro Desktop (330-6228)		
Mouse:	Dell MS111 USB Optical Mouse,OptiPlex and Fixed Precision (330-9458)		
NIC:	Intel Standard Manageability, Dell OptiPlex 790 (331-2680)		
CD-ROM or DVD-ROM Drive:	8X DVD+/-RW,Data Only,Dell OptiPlex 790 Small Form Factor and Ultra Small Form Factor (318-0877)		
CD-ROM or DVD-ROM Drive:	Roxio Creator Starter,No Media,Dell OptiPlex, Latitude and Precision Workstation (421-4539)		
CD-ROM or DVD-ROM Drive:	Cyberlink Power DVD 9.5,No Media, Dell OptiPlex, Latitude and Precision Workstation (421-4370)		
Sound Card:	Heat Sink, Performance/Mainstream, Dell OptiPlex Small Form Factor (331-1198)		
Speakers:	Internal Speaker, OPTiplex 990 (318-0319)		
Cable:	OptiPlex 790 Small Form Factor Up to 90 Percent Efficient Power Supply (331-1977)		
Cable:	Enable Low Power Mode for EUP Compliance,Dell OptiPlex (330-7422)		
Cable:	Dell Data Protection Access,OptiPlex (421-5078)		
Cable:	Regulatory Label,Dell OptiPlex 790 Small Form Factor (331-2696)		
Documentation Diskette:	Power Cord,125V,2M,C13,Dell OptiPlex (330-1711)		
Documentation Diskette:	Documentation,English,Dell OptiPlex (331-2030)		
Bundled Software:	No Productivity Software,Dell OptiPlex,Precision and Latitude (421-3872)		
Factory Installed Software:	Dell Energy Smart Power Management Settings Enabled Optiplex (330-4817)		
Feature	No Resource DVD for Dell Optiplex, Latitude, Precision (313-3673)		
Service:	Basic Hardware Service: Next Business Day Limited Onsite Service After Remote Diagnosis 4 Year Extended (927-1334)		
Service:	Basic Hardware Service: Next Business Day Limited Onsite Service After Remote Diagnosis		

	Initial Year (951-7510)
Service:	Dell Limited Hardware Warranty Plus Service Extended Year(s) (935-2478)
Service:	Dell Limited Hardware Warranty Plus Service Initial Year (929-6637)
Misc:	No Quick Reference Guide,Dell OptiPlex (310-9444)
Misc:	Shipping Material for System,Small Form Factor,Dell OptiPlex 990 (331-1270)

SALES REP:	David Schaffer	PHONE:	512-513-9115
Email Address:	david_schaffer@dell.com	Phone Ext:	513-9115

Please review this quote carefully. If complete and accurate, you may place your order online at www.dell.com/qto (use quote number above). POs and payments should be made to *Dell Marketing L.P.*

If you do not have a separate agreement with Dell that applies to your order, please refer to www.dell.com/terms as follows:

If purchasing for your internal use, your order will be subject to *Dell's Terms and Conditions of Sale-Direct* including Dell's U.S. Return Policy, at www.dell.com/returnpolicy#total. If purchasing for resale, your order will be subject to *Dell's Terms and Condition of Sale for Persons or Entities Purchasing to Resell*, and other terms of Dell's PartnerDirect program at www.dell.com/partner. If your order includes services, visit www.dell.com/servicecontracts for service descriptions and terms.

Quote information is valid for U.S. customers and U.S. addresses only, and is subject to change. Sales tax on products shipped is based on "Ship To" address, and for downloads is based on "Bill To" address. Please indicate any tax-exempt status on your PO, and fax your exemption certificate, with seller listed as *Dell Marketing L.P.*, to Dell's Tax Department at 800-433-9023. Please include your Customer Number.

For certain products shipped to end-users in California, a State Environmental Fee will be applied. For Asset Recovery/Recycling Services, visit www.dell.com/assetrecovery.

DELL**QUOTATION**

QUOTE #: 586437174

Customer #: 9874936

Contract #: 45ABZ

Customer Agreement #: 45ABZ MHEC

Quote Date: 6/2/11

Date: 6/2/11 2:41:02 PM

Customer Name: CITY OF MONROE

TOTAL QUOTE AMOUNT:	\$15,597.28		
Product Subtotal:	\$15,597.28		
Tax:	\$0.00		
Shipping & Handling:	\$0.00		
Shipping Method:	Ground	Total Number of System Groups:	1

GROUP: 1	QUANTITY: 16	SYSTEM PRICE: \$974.83	GROUP TOTAL: \$15,597.28
Base Unit:	OptiPlex 790 Small Form Factor 90 PSU (225-0775)		
Processor:	Opti 790,CORE i5 2400 Processor (3.1GHz, 6M) (317-6645)		
Memory:	4GB,Non-ECC,1333MHz DDR3,2X2GB,Dell OptiPlex 990 (317-6987)		
Keyboard:	Dell USB Entry Keyboard, No Hot Keys, English, OptiPlex (331-2024)		
Monitor:	No Monitor Selected, OptiPlex (320-3704)		
Video Card:	Integrated Video,HD Graphics 2000, Dell Optiplex 790 (320-2520)		
Hard Drive:	500GB SATA 6.0Gb/s and 16MB Data Burst Cache,Dell OptiPlex 790 (342-2494)		
Operating System:	Windows 7 Professional,SP1,Media, 32-bit, Optiplex, English (421-5580)		
Operating System:	Windows 7 Label, Optiplex, Fixed Precision, Vostro Desktop (330-6228)		
Mouse:	Dell MS111 USB Optical Mouse,OptiPlex and Fixed Precision (330-9458)		
NIC:	Intel Standard Manageability, Dell OptiPlex 790 (331-2680)		
CD-ROM or DVD-ROM Drive:	8X DVD+/-RW,Data Only,Dell OptiPlex 790 Small Form Factor and Ultra Small Form Factor (318-0877)		
CD-ROM or DVD-ROM Drive:	Roxio Creator Starter,No Media,Dell OptiPlex, Latitude and Precision Workstation (421-4539)		
CD-ROM or DVD-ROM Drive:	Cyberlink Power DVD 9.5,No Media, Dell OptiPlex, Latitude and Precision Workstation (421-4370)		
Sound Card:	Heat Sink, Performance/Mainstream, Dell OptiPlex Small Form Factor (331-1198)		
Speakers:	Internal Speaker, OPTiplex 990 (318-0319)		
Cable:	OptiPlex 790 Small Form Factor Up to 90 Percent Efficient Power Supply (331-1977)		
Cable:	Enable Low Power Mode for EUP Compliance,Dell OptiPlex (330-7422)		
Cable:	Dell Data Protection Access,OptiPlex (421-5078)		
Cable:	Regulatory Label,Dell OptiPlex 790 Small Form Factor (331-2696)		
Documentation Diskette:	Power Cord,125V,2M,C13,Dell OptiPlex (330-1711)		
Documentation Diskette:	Documentation,English,Dell OptiPlex (331-2030)		
Bundled Software:	No Productivity Software,Dell OptiPlex,Precision and Latitude (421-3872)		
Factory Installed Software:	Dell Energy Smart Power Management Settings Enabled Optiplex (330-4817)		
Feature	No Resource DVD for Dell Optiplex, Latitude, Precision (313-3673)		
Service:	Basic Hardware Service: Next Business Day Limited Onsite Service After Remote Diagnosis 4 Year Extended (927-1334)		
Service:	Basic Hardware Service: Next Business Day Limited Onsite Service After Remote Diagnosis		

	Initial Year (951-7510)
Service:	Dell Limited Hardware Warranty Plus Service Extended Year(s) (935-2478)
Service:	Dell Limited Hardware Warranty Plus Service Initial Year (929-6637)
Misc:	No Quick Reference Guide,Dell OptiPlex (310-9444)
Misc:	Shipping Material for System,Small Form Factor,Dell OptiPlex 990 (331-1270)

SALES REP:	David Schaffer	PHONE:	512-513-9115
Email Address:	david_schaffer@dell.com	Phone Ext:	513-9115

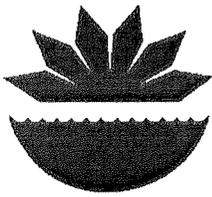
Please review this quote carefully. If complete and accurate, you may place your order online at www.dell.com/qto (use quote number above). POs and payments should be made to *Dell Marketing L.P.*

If you do not have a separate agreement with Dell that applies to your order, please refer to www.dell.com/terms as follows:

If purchasing for your internal use, your order will be subject to *Dell's Terms and Conditions of Sale-Direct* including Dell's U.S. Return Policy, at www.dell.com/returnpolicy#total. If purchasing for resale, your order will be subject to *Dell's Terms and Condition of Sale for Persons or Entities Purchasing to Resell*, and other terms of Dell's PartnerDirect program at www.dell.com/partner. If your order includes services, visit www.dell.com/servicecontracts for service descriptions and terms.

Quote information is valid for U.S. customers and U.S. addresses only, and is subject to change. Sales tax on products shipped is based on "Ship To" address, and for downloads is based on "Bill To" address. Please indicate any tax-exempt status on your PO, and fax your exemption certificate, with seller listed as *Dell Marketing L.P.*, to Dell's Tax Department at 800-433-9023. Please include your Customer Number.

For certain products shipped to end-users in California, a State Environmental Fee will be applied. For Asset Recovery/Recycling Services, visit www.dell.com/assetrecovery.



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Fund Balance Accounting Standard Implementation

DISCUSSION: The Governmental Accounting Standards Board (GASB) approved Statement 54 in 2009. It is titled "Fund Balance Reporting and Governmental Fund Type Definitions." The primary change it makes is to the different classifications of Fund Balance in our financial statements, where funds are reported at the fund level vs. the government wide level.

I have attached copies of three pages from the City's June 30, 2010 financial statements. These pages show the balance sheet for the governmental funds. On these financial statements, we have classified our Fund Balance as either Designated, Reserved, or Unreserved. Those are the primary three categories for classification at that point. The new standard now calls for classification into five different classifications. Those classifications are unspendable, restricted, committed, assigned, and unassigned. Fund Balance that will fall into the unspendable, restricted, and unassigned categories will not require any action by the Mayor and City Council. The City Council will need to take action to designate certain external funding sources as being committed for a specific purpose. The Mayor and City Council will also need to give someone the authority to assign Fund Balance. This is normally the Chief Administrative Officer, in our case, the City Manager.

Under the new standard, special revenue funds are only allowed to be reported as that type of fund if they are used to account for activities that are substantially funded by a specific external revenue source that is restricted or committed to a specific purpose. A majority of our special revenue funds have external sources of funding that restricts the funds to a specific purpose. Those require no action. They will be considered restricted. Others, such as the Parking Fund, Airport Fund, Expendable Trust Fund, and Economic Development Fund will require action by the City Council to commit their funding sources to use to fund their operations as budgeted. Budgets have been adopted that do that, but specific action needs to be taken for the official commitment.

The Parking Fund accounts for Parking Enforcement and Parking Lot Maintenance activities. The fees generated from parking fines and fees fund those activities. The fees need a formal commitment.

The Airport Fund accounts for the operating activities at the Airport. Fees from hangar rental and fuel sales fund the operations of the Airport. Those fees need a formal commitment.

The Expendable Trust Fund is a fund we use to account for donated funds and their use. Most of the donations have restrictions on what they can be used for, but they haven't always been documented. The funds here that won't be considered restricted as a result of a donors instruction will need to be committed to their intended purpose.

The Economic Development Fund was created in 1996. At that time, the Local Development Finance Authority was dissolved and its funds were distributed back to the taxing units from who they were collected. The City's portion was used to establish the Economic Development Fund. The fund was primarily established to help foster economic development projects that might come along within the City. In recent years, the fund has been used to account for various loans, grants, and revolving loans related to various Brownfield projects. The portion of the funds that is related to grants and loans will be considered restricted. The remaining amount needs to be committed to economic development purposes by the City Council.

For budget purposes, the Budget Stabilization Fund has been budgeted as a Special Revenue Fund. Because the funds that established the funds came from internal sources, the funds will be rolled into the General Fund for financial statement reporting purposes and the Fund Balance will be committed to the purposes established for the fund. Since the fund was established by ordinance and pursuant to the state statute that allows budget stabilization funds, no further action will be required by the Mayor and City Council.

The City also has a Capital Project Fund that accounts for various capital improvement program projects. Some of the funds that pay for the capital projects are from grants or loans and that portion of Fund Balance will be considered restricted. The remaining amount is from internal transfers of funds from the General Fund and other City funds. That amount will need to be considered committed to be able to stay in the Capital Project Fund and the Mayor and City Council will need to take action to make this commitment.

Finally, the City has been setting aside funds in the last two budgets to fund the police officers retained under the COPS grant in the fourth year of the grant when there is zero grant funding. The June 30, 2010 financial statements show an amount as designated for that purpose. Under the new standard, this amount will be considered committed and the Mayor and City Council will need to take action to make that commitment official.

Any of the actions taken to make a Fund Balance commitment can be reversed at any time by similar action of the City Council. All of the commitments that you are being asked to make are consistent with what was adopted in the current and next year's budget. I have attached a table showing the Fund Balance status of all of the governmental funds under the new standard.

It is recommended that the Mayor and City Council adopt the attached resolution committing certain funding sources to their budgeted purposes.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: June 30, 2011

REASON FOR DEADLINE: GASB 54 Requirement

STAFF RECOMMENDATION: For Against

REASON AGAINST: N/A

INITIATED BY: Edward Sell, Finance Director

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: N/A

FINANCES

COST AND REVENUE PROJECTIONS:

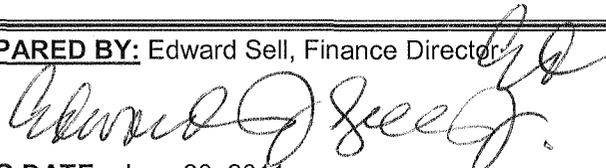
Cost of Total Project	\$ N/A
Cost of This Project Approval	\$ N/A
Related Annual Operating Cost	\$ N/A
Increased Revenue Expected/Year	\$ N/A

<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

Budget Approval: _____

FACT SHEET PREPARED BY: Edward Sell, Finance Director

DATE: June 13, 2011

REVIEWED BY: 

DATE: 6-13-11

COUNCIL MEETING DATE: June 20, 2011

RESOLUTION

WHEREAS, the Governmental Accounting Standards Board (GASB) is the body that creates accounting rules with which the City of Monroe must comply in order for its financial statements to be reported in accordance with generally accepted accounting principles; and

WHEREAS, the GASB has adopted statement 54 titled Fund Balance Reporting and Governmental Fund Type Definitions and the statement will be effective for the City of Monroe's financial statements beginning with the June 30, 2011 fiscal year; and

WHEREAS, GASB statement 54 requires legislative body action to report certain funds as special revenue funds and to report Fund Balance as being committed to a specific purpose; and

WHEREAS, certain funding sources would have to be reported in the General Fund if action isn't taken to commit them to a specific purpose.

NOW, THEREFORE, BE IT RESOLVED, that parking fines and fee revenue are committed to funding parking enforcement and parking lot maintenance and the associated activity will be reported in the Parking Fund.

BE IT FURTHER RESOLVED, that fees received from the operation of the Airport are committed to funding Airport operations and their associated activity will be reported in the Airport Fund; and

BE IT FURTHER RESOLVED, that donations received that are accounted for in the Expendable Trust Fund are committed to the original donation purpose; and

BE IT FURTHER RESOLVED, that funds accounted for in the Economic Development Fund that have not been externally restricted to a specific purpose are committed to funding for future economic development activities; and

BE IT FURTHER RESOLVED, that funds accounted for in the Capital Project Fund that have not been externally restricted to a specific purpose are committed to funding for capital outlay type projects as approved by the City Council; and

BE IT FURTHER RESOLVED, that funds approved in the 2010 and 2011 General Fund budgets for future COPS grant cost funding are committed for that purpose.

Motion: _____

Supported by: _____

Ayes: _____ Nays: _____

RESOLUTION 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 foregoing is an exact copy of a Resolution adopted by the City Council of said City, at a regular meeting thereof held on the 20th day of June 2011.

(SEAL)

Charles D. Evans
City Clerk-Treasurer

City of Monroe, Michigan

Governmental Funds Balance Sheet June 30, 2010

	General Fund	Other Nonmajor Governmental Funds	Total Governmental Funds
Assets			
Cash and investments	\$ 13,057,627	\$ 6,984,595	\$ 20,042,222
Receivables:			
Taxes	1,442,755	193,244	1,635,999
Special assessments	-	168,659	168,659
Customers	167,988	15,295	183,283
Accrued interest	14,237	1,798	16,035
Economic development loans	-	25,000	25,000
Other	130,404	156,672	287,076
Prepaid expenditures and other assets	24,114	72,290	96,404
Due from other governmental units	92,996	598,277	691,273
Due from other funds (Note 6)	50,478	51,303	101,781
Restricted assets	-	2,086,389	2,086,389
Advances to component units (Note 6)	-	1,556,586	1,556,586
Real estate inventories	2,206,830	-	2,206,830
Total assets	\$ 17,187,429	\$ 11,910,108	\$ 29,097,537
Liabilities and Fund Balances			
Liabilities			
Accounts payable	\$ 270,184	\$ 565,911	\$ 836,095
Accrued and other liabilities	362,097	14,093	376,190
Due to other funds (Note 6)	1,001	101,830	102,831
Deferred revenue (Note 4)	12,471,166	4,019,169	16,490,335
Advances from other funds (Note 6)	815,358	-	815,358
Total liabilities	13,919,806	4,701,003	18,620,809
Fund Balances			
Reserved:			
Prepaid expenditures	24,114	-	24,114
Real estate inventories net of related advances	1,391,472	-	1,391,472
Unspent loan proceeds	-	2,086,389	2,086,389
Designated - Future COPS grant costs	72,877	-	72,877
Unreserved, reported in:			
General Fund	1,779,160	-	1,779,160
Special Revenue Funds	-	4,527,789	4,527,789
Debt Service Funds	-	105,704	105,704
Capital Projects Fund	-	489,223	489,223
Total fund balances	3,267,623	7,209,105	10,476,728
Total liabilities and fund balances	\$ 17,187,429	\$ 11,910,108	\$ 29,097,537
Fund Balance - Total Governmental Funds			\$ 10,476,728
Amounts reported for governmental activities in the statement of net assets are different because:			
Capital assets used in governmental activities are not financial resources and are not reported in the funds			69,183,591
Special assessment and property tax receivables are expected to be collected over several years and are not available to pay for current year expenditures			406,049
State revenue-sharing payments received over 60 days after year end are not reported in the funds			312,003
State grant payments received over 60 days after year end are not reported in the funds			302,957
Long-term liabilities are not due and payable in the current period and are not reported in the funds			(11,011,396)
Net retiree healthcare obligations do not present a claim on current financial resources and are not reported as fund liabilities			(2,951,537)
Accrued interest is not recorded in the funds			(57,646)
Internal Service Funds are included as part of governmental activities net of capital, long-term debt, and OPEB obligations			1,286,373
Net assets of governmental activities			\$ 67,947,122

City of Monroe, Michigan

Special Revenue Funds

	Major Streets	Local Streets	Rubbish, Garbage, and Recycling	Parking Meter	Economic Development	Grants
Assets						
Cash and investments	\$ 648,534	\$ 315,415	\$ 1,618,673	\$ 138,646	\$ 645,386	\$ 204,836
Receivables:						
Property taxes	-	-	141,828	-	-	-
Special assessment receivable	5,018	-	-	-	-	-
Customer receivables	-	-	-	-	-	-
Accrued interest	47	-	556	14	265	187
Economic development loans	-	-	-	-	25,000	-
Other	-	-	-	150,295	-	-
Other assets	-	-	-	-	-	-
Due from other governmental units	180,079	52,164	-	-	90,370	67,358
Due from component units	-	-	-	-	1,556,586	-
Due from other funds	-	37,429	-	-	-	-
Restricted assets	-	-	-	-	-	-
Total assets	\$ 833,678	\$ 405,008	\$ 1,761,057	\$ 288,955	\$ 2,317,607	\$ 272,381
Liabilities and Fund Balances						
Liabilities						
Accounts payable	\$ 99,228	\$ 22,593	\$ 89,693	\$ 1,644	\$ 82,779	\$ 832
Accrued and other liabilities	-	-	-	1,962	-	-
Due to component units	-	-	-	-	-	-
Due to other funds	37,429	-	-	7	-	64,352
Deferred revenue	3,020	-	1,288,761	150,295	1,763,479	-
Total liabilities	139,677	22,593	1,378,454	153,908	1,846,258	65,184
Fund Balances						
Reserved for unspent loan proceeds	-	-	-	-	-	-
Unreserved	694,001	382,415	382,603	135,047	471,349	207,197
Total fund balances	694,001	382,415	382,603	135,047	471,349	207,197
Total liabilities and fund balances	\$ 833,678	\$ 405,008	\$ 1,761,057	\$ 288,955	\$ 2,317,607	\$ 272,381

**Other Supplemental Information
Combining Balance Sheet
Nonmajor Governmental Funds
June 30, 2010**

Special Revenue Funds					Debt Service Funds				
Budget Stabilization	Drug Forfeiture	Airport	Building Safety	Expendable Trust	Debt Service	Building Authority	Capital Projects Fund	Total Nonmajor Governmental Funds	
\$ 2,000,000	\$ 102,575	\$ 9,880	\$ 3,120	\$ 98,223	\$ 491,966	\$ 109,852	\$ 597,489	\$ 6,984,595	
-	-	-	-	-	47,574	-	3,842	193,244	
-	-	-	-	-	-	-	163,641	168,659	
-	-	15,295	-	-	-	-	-	15,295	
-	135	-	-	-	18	152	424	1,798	
-	-	-	-	-	-	-	-	25,000	
-	-	-	-	6,377	-	-	-	156,672	
-	-	34,259	-	-	-	-	38,031	72,290	
-	-	-	-	-	-	-	208,306	598,277	
-	-	-	-	-	-	-	-	1,556,586	
-	-	-	7,855	-	-	-	6,019	51,303	
-	-	-	-	-	-	-	2,086,389	2,086,389	
<u>\$ 2,000,000</u>	<u>\$ 102,710</u>	<u>\$ 59,434</u>	<u>\$ 10,975</u>	<u>\$ 104,600</u>	<u>\$ 539,558</u>	<u>\$ 110,004</u>	<u>\$ 3,104,141</u>	<u>\$ 11,910,108</u>	
\$ -	\$ -	\$ 2,826	\$ 1,042	\$ 6,501	\$ 80,020	\$ 4,475	\$ 174,278	\$ 565,911	
-	-	2,240	9,891	-	-	-	-	14,093	
-	-	-	-	-	-	-	-	-	
-	-	-	42	-	-	-	-	101,830	
-	-	-	-	-	459,363	-	354,251	4,019,169	
-	-	5,066	10,975	6,501	539,383	4,475	528,529	4,701,003	
-	-	-	-	-	-	-	2,086,389	2,086,389	
<u>2,000,000</u>	<u>102,710</u>	<u>54,368</u>	<u>-</u>	<u>98,099</u>	<u>175</u>	<u>105,529</u>	<u>489,223</u>	<u>5,122,716</u>	
<u>2,000,000</u>	<u>102,710</u>	<u>54,368</u>	<u>-</u>	<u>98,099</u>	<u>175</u>	<u>105,529</u>	<u>2,575,612</u>	<u>7,209,105</u>	
<u>\$ 2,000,000</u>	<u>\$ 102,710</u>	<u>\$ 59,434</u>	<u>\$ 10,975</u>	<u>\$ 104,600</u>	<u>\$ 539,558</u>	<u>\$ 110,004</u>	<u>\$ 3,104,141</u>	<u>\$ 11,910,108</u>	

GOVERNMENTAL FUNDS	NON-SPENDABLE	RESTRICTED	COMMITTED	ASSIGNED	UNASSIGNED	EXPLANATION
GENERAL FUND	X		X		X	
MAJOR STREET		X				PA51
LOCAL STREET		X				PA51
REFUSE		X				MILLAGE
PARKING			X			COUNCIL ACTION
ECONOMIC DEVELOPMENT		X	X			GRANTS, LOANS, COUNCIL ACTION
BUILDING SAFETY		X				Section 22(1) of Act 230 PA 1972, (MCL 125.1522[1] et al.).
BUDGET STABILIZATION			X			COMMITTED IN GENERAL FUND
DRUG LAW ENFORCEMENT		X				Act 135 PA 1985 (MCL 333.7523).
GRANT FUND		X				GRANT FUNDING
AIRPORT FUND			X			COUNCIL ACTION
EXPENDABLE TRUST FUND		X	X			DONOR INSTRUCTIONS, COUNCIL ACTION
GENERAL DEBT SERVICE FUND		X				MILLAGE LANGUAGE
CAPITAL PROJECT FUND		X	X			GRANTS, LOANS, COUNCIL ACTION

GASB 54 Implementation: Decision Points

Background:

GASB 54 is intended to improve the usefulness of the amount reported in fund balance by providing more structured classification. It moves us from the current standard of reporting 3 main classifications of fund balance (reserved, unreserved-designated, unreserved-undesignated) to 5 new fund balance classifications (nonspendable, restricted, committed, assigned and unassigned).

The statement also clarifies the definition of existing governmental fund types. GASB determined that clarifying certain terms used in fund type definitions would improve consistency on how fund types are reported. This was a limited-scope approach to fund type definitions and is not intended to impose more restrictive interpretations on the use of the various fund types than the current standard. However, research shows that many governments are not following current standards, especially as they relate to special revenue funds, and therefore, we fully anticipate that changes to fund types may result from the implementation of this statement.

The changes to the general fund, debt service fund and capital project fund definitions are minor and, in most cases, will not result in any changes to the fund types utilized. On the contrary, the changes to the special revenue fund definition included additional guidance on when resources should be reported in this fund and is expected in some cases to result in existing special revenue funds no longer meeting the criteria as such.

GASB 54 is required to be implemented for financial statements for periods beginning after June 15, 2010. Fund balance reclassifications made to conform to GASB 54 should be applied retroactively.



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Price Increases for Monroe Multi-Sports Complex

DISCUSSION: The following price increases are recommended to increase to coincide with local industry standards.

Ice Rental:

Last Minute Ice (booked 7 days prior) Currently \$100.00 Proposed Increase: \$150.00 – Stipulation of this ice may only be booked 3 times per year for the same group.

Dry Floor Rental: Currently \$50.00 Proposed Increase: \$80.00

Freestyle: Currently \$5.00 per hour Proposed Increase: \$8.00 per hour
Punch Card: Currently \$140.00 for 40 hours of ice. (Breakdown is \$3.50 per hour)
Proposed: \$120.00 for 20 hours of ice. (Breakdown is \$6.00 per hour)
**Elimination of Monroe Figure Skating Club Discount for Freestyle Punch Card.
Currently Paying \$100.00 per 40 hours of Ice (Breakdown is \$2.50 per hour)

Stick & Puck: Adult Admission Current: \$4.00 Proposed: \$5.00
Child Admission Current: \$2.00 Proposed: \$4.00

Also recommending that the facility is not opened prior to 3:00pm, Monday through Thursday. We will open for school holidays and for any special rentals.

Estimated increase in revenue based on January to May 2011 attendance and rental of \$16,319.00
Estimated decrease in payroll of \$10,000 per year with changing of operating hours.

Total increase to Net Income of : \$26,319.00

Increases to Begin in September, 2011. Elimination of Monroe Figure Skating Club Discount at end of July, 2011.

It is recommended that the Mayor and City Council approve the fee and operating hour changes as listed above.

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:

Louis Lombardo III, General Manager ; Monroe Multi-Sports Complex

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: Figure Skating Ice, Dry Floor Rental

FINANCES

COST AND REVENUE PROJECTIONS:

Cost of Total Project	\$
Cost of This Project Approval	\$
Related Annual Operating Cost	\$
Increased Revenue Expected/Year	\$26,319.00

SOURCE OF FUNDS:

City

Account Number

Amount

MMSC Operating Budget

\$

\$

\$

\$

\$

Other Funds

\$

\$

\$

\$

Budget Approval: _____

FACT SHEET PREPARED BY: Louis Lombardo III, General Manager, Monroe Multi-Sports Complex

DATE: June 6, 2011

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: June 20, 2011



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: FINAL PROJECT PLAN FOR THE CITY OF MONROE 2012 WASTEWATER SYSTEM IMPROVEMENTS

DISCUSSION: URS Corporation, at the request of the City of Monroe, has prepared a Project Plan to submit to the MDEQ State Clean Water Revolving Fund (SRF). Submittal of a Project Plan is a pre-requisite for obtaining and qualifying for a low interest loan to perform upgrades and improvements at the wastewater treatment plant. The overall objectives are to complete infrastructure repairs to reduce future maintenance costs, replace aging electrical equipment for long-term reliability, and construct wet weather facilities to reduce the need for partial treatment of wet weather flows. This plan builds on the Wastewater Treatment Facility Plan recommendations to examine and prioritize all wastewater needs for the next 20 years, and develop a cost-effectiveness solution that will address identified water quality and/or public health problems.

The potential upgrades and improvements being considered include the following:

1. Wet weather diversion, conveyance and retention facilities to minimize blending (partial treatment) of wet weather flows. The plant's wastewater discharge permit requires that the plant discontinue the current practice of flow blending by November 2015.
2. Replacement of doors, windows and damaged liner panels, along with sandblasting and repainting of the Maintenance Building.
3. Replacement of a sludge drainage pad that is no longer functional.
4. Rehabilitation of existing concrete structures including repairing cracks and spalled areas.
5. Replacement of critical electrical equipment (variable frequency drives, motor control centers and panelboards).

The deadline for submittal of the City of Monroe 2012 Wastewater System Improvements final Project Plan to the MDEQ SRF is July 1, 2011. The final project plan submittal requires that a public hearing be held, a verbatim transcript of the hearing provided, a typed list of names and addresses of people attending the hearing, a copy of written comments received during the public comment period, the City's response to the comments received, and a description of changes made to the project as a result of public participation. The attached resolution will need to be passed such that it will become part of the final Project Plan to be submitted to the MDEQ.

The public hearing is scheduled for June 20, 2011 in which a short presentation will be provided as required by the MDEQ SRF loan guidelines. A required 30-day notice of the public hearing for public comment was advertised in the Monroe Evening News May 13, 2011.

IT IS RECOMMENDED that the Monroe City Council adopt the proposed Resolution in order to meet the July 1, 2011 MDEQ SRF Loan Final Project Plan submittal deadline.

CITY MANAGER RECOMMENDATION:

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

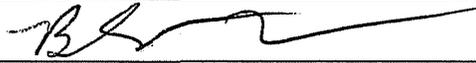
APPROVAL DEADLINE: ASAP

REASON FOR DEADLINE: July 1, 2011 is the deadline for the submittal of the MDEQ SRF Loan Final Project Plan.

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	\$ 17,994,394
	Cost of This Project Approval	\$ 17,994,394
	Related Annual Operating Cost	\$ 0
	Increased Revenue Expected/Year	\$ 0

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

Budget Approval: _____

FACT SHEET PREPARED BY: Barry S. LaRoy, P.E., Director of Water & Wastewater Utilities **DATE:** June 13, 2011

REVIEWED BY: _____ **DATE:** _____

COUNCIL MEETING DATE: June 20, 2011

**A RESOLUTION ADOPTING A FINAL PROJECT PLAN
FOR WASTEWATER SYSTEM IMPROVEMENTS AND
DESIGNATING AN AUTHORIZED PROJECT REPRESENTATIVE**

WHEREAS, the City of Monroe recognizes the need to make improvements to its existing wastewater treatment and collection and system; and

WHEREAS, the City of Monroe authorized URS Corporation to prepare a Project Plan, which recommends the construction of wet weather facilities, Maintenance Building repairs, sludge pad replacement, concrete rehabilitation and electrical equipment replacement and

WHEREAS, said Project Plan was presented at a Public Hearing held on June 20, 2011 and all public comments have been considered and addressed:

NOW THEREFORE BE IT RESOLVED, that the City of Monroe formally adopts said Project Plan and agrees to implement the selected alternatives.

BE IT FURTHER RESOLVED, that the Director of Water and Wastewater Utilities, a position currently held by Barry S. LaRoy, P.E., is designated as the authorized representative for all activities associated with the project referenced above, including the submittal of said Project Plan as the first step in applying to the State of Michigan for revolving fund loan to assist in the implementation of the selected alternative.

Yeas:

Nays

Abstain:

Absent:

I certify that the above Resolution was adopted by _____ on _____.

BY: Charles D. Evans, City Clerk-Treasurer

Name and Title (*please print or type*)

Signature

Date



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: DRINKING WATER MONITORING EQUIPMENT INSTALLATION – CONSULTANT AWARD

DISCUSSION: On September 21, 2009, the Monroe City Council approved a resolution for the City of Monroe to become a member of the Huron to Erie Alliance for Real-Time Monitoring and Information (HEART-MI) after all MDEQ equipment had been installed to avoid losing grant funding from the Department of Homeland Security. As you recall the HEART-MI is a real-time drinking water protection network used as a water quality monitoring system. An estimated 3 million residents of southeast Michigan rely on the St. Clair River, Lake St. Clair, Detroit River, and Lake Erie as their source of drinking water. A large number of chemical refining and manufacturing facilities located along the corridor use the waterway for transportation and industry such that over 700 chemical spills along the waterway have been documented since 1986. HEART-MI is an alliance that provides an early detection system that warns of drinking water contamination from chemical spills and other threats to public health. Several pollutants in our raw water intake lines will be identified in real-time so that water plant operators will automatically be notified about the presence and identity the water contaminants so as to ensure faster implementation of actions to protect the public from exposure to spills.

The overall project has been funded by the USEPA, US Homeland Security, State of Michigan, Macomb County, St. Clair County, and local water treatment plants. Real-time source drinking water data of pollutants (if detected) will be available via early warning detection to both the City of Monroe and Frenchtown Township water treatment plants so they can alter treatment to protect the public from exposure to spills and other contaminants. The entire network will include a total of 14 monitoring locations with the Monroe-Frenchtown Raw Water Pumping Facility being number 14. Currently 13 locations are operational with data available online. The network is considered to be the most sophisticated real-time monitoring system in the United States.

Funding for purchasing the MDEQ equipment and installation within the Monroe - Frenchtown Raw Water Pumping Facility is a grant from the Department of Homeland Security. The Monroe-Frenchtown Raw Water Pumping Facility will have several pieces of equipment installed (\$75,000 worth) which will be owned by the MDEQ. It has been requested by the MDEQ for the equipment installation and training cost (\$17,000) to be granted to the City of Monroe in an effort to expedite completing the project.

Attached is a letter from the MDEQ and proposal from Environmental Consulting & Technology, Inc (ECT). The MDEQ has purchased the equipment and recommends utilizing Environmental Consulting & Technology, Inc (ECT) for the installation and start-up. All work must be completed by July 31, 2011 such that the MDEQ has indicated that it is more effective to provide the installation funds to the City of Monroe to complete the work by the completion date. This would be accomplished by having the City of Monroe invoice the MDEQ as outlined since the state contracting procedures would likely delay the project and risk potentially loss of funding. ECT has installed all 13 monitoring stations in the network and currently maintains several of them. It is anticipated that Water Department staff will receive training from ECT so that staff can maintain the equipment. ECT has worked for the City of Monroe on several other projects, most recently completing an updated action tracking table for the River Raisin Area of Concern which is a Stage II document complete with all tasks necessary for a complete delisting of all Beneficial Use Impairments.

IT IS RECOMMENDED that City Council award the attached proposal to Environmental Consulting & Technology, Inc (ECT) in the amount of \$17,000.00 as detailed above and that the Director of Water & Wastewater Utilities or his designee be authorized to sign the contracts on behalf of the City of Monroe.

IT IS FURTHER RECOMMENDED to authorize the Finance Director to amend the Raw Water Partnership Budget General Contracting account by \$17,000 so as to complete the work.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: ASAP

REASON FOR DEADLINE: The City is required to invoice the MDEQ no later than July 8, 2011 and have the work completed by July 31, 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: Water Department, Water Customers, Frenchtown Township Water Customers, Monroe-Frenchtown Joint Raw Water Partnership

FINANCES

COST AND REVENUE PROJECTIONS:

Cost of Total Project	\$17,000.00
Cost of This Project Approval	\$17,000.00
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>
General Contracting	59940521 818020	\$17,000.00
<u>Other Funds</u>		

Budget Approval: _____

FACT SHEET PREPARED BY: Barry S. LaRoy, P.E., Director of Water & Wastewater Utilities **DATE:** June 13, 2011

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: June 20, 2011



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF ENVIRONMENTAL QUALITY
LANSING



DAN WYANT
DIRECTOR

June 13, 2011

Barry S. LaRoy, P.E.
Director of Water & Wastewater Utilities
120 E. 1st Street
Monroe, MI 48161

Dear Mr. LaRoy, P.E:

SUBJECT: Equipment installation grant

As you are aware, the Department of Homeland Security grant funding through the Department of Environmental Quality (DEQ) included the purchase of analytical equipment to continuously monitor 13 water treatment plant intakes in the Huron to Erie Corridor. Equipment to be installed at the Monroe/Frenchtown Shore Well Building (Raw Water Intake Facility) includes a fluorometer, total organic carbon analyzer, multi-parameter probe and data logger. The DEQ has secured additional funding for the installation and start-up of this monitoring equipment. The estimated cost for this work is based on previous contracts with Engineering Consulting & Technology, Inc. (ECT). The DEQ has utilized and recommends ECT to perform the installation and start-up of the drinking water monitoring equipment at the shore well building since it has installed the other 13 systems and continues to maintain them. Based on your contract with ECT, the cost of the installation and start up will be \$17,000. The DEQ will remit this amount upon receipt of an invoice from the city of Monroe. I have enclosed a sample invoice for your use or modification. We ask that you submit an invoice for the installation cost by July 8, 2011.

Your timely response to this request is appreciated. Should you have any questions please call me.

Sincerely,

Brock Howard, P.E.
Community Drinking Water Unit
Drinking Water and Environmental
Health Section
Department of Environmental Quality
517-335-4101

BH:DLR
Enclosure

cc: Ms. Annette DeMaria, Engineering Consulting & Technology, Inc.
Ms. Carrie Monosmith, DEQ

REMIT PAYMENT TO:

City Address

PAYMENT REQUEST NUMBER _____

BILL TO:

Mr. Brock Howard Michigan Department of Environmental Quality Constitution Hall P.O. Box 30241 Lansing, MI 48909 - 7741

DATE:
VENDOR
VENDOR IDENTIFICATION NUMBER
PROJECT TITLE:
PURCHASE ORDER NUMBER
PROJECT PERIOD:
PERIOD COVERED BY THIS REQUEST:

June 10, 2011
City of Monroe
Real Time Monitoring
1/01/09-07/31/11

PROJECT-TO-DATE EXPENDITURES		
OBJECT CLASS CATEGORIES	AMOUNT	TOTAL
1. PERSONNEL		0.00
2. FRINGE BENEFITS		0.00
3. TRAVEL		0.00
4. EQUIPMENT		0.00
5. SUPPLIES		0.00
6. CONTRACTUAL	17,000.00	17,000.00
7. CONSTRUCTION		0.00
8. OTHER		0.00
9. TOTAL DIRECT COSTS	17,000.00	17,000.00
10. INDIRECT COSTS		0.00
11. AUDIT COSTS		0.00
12. TOTAL PROJECT COSTS	17,000.00	17,000.00
13. PREVIOUSLY BILLED	0.00	0.00
14. AMOUNT DUE	17,000.00	17,000.00



Environmental Consulting & Technology, Inc.

June 10, 2011

Barry LaRoy, P.E.
City of Monroe
120 East First Street
Monroe, MI 48161-2169

RE: Proposal for Installation and Start-up of Drinking Water Monitoring Equipment for the Monroe/Frenchtown Shore Well Building

Dear Mr. LaRoy:

Environmental Consulting & Technology, Inc. (ECT) is submitting this proposal to install and start-up real-time water quality monitoring (RTM) equipment at the Monroe/Frenchtown shore well, which is maintained by the City of Monroe (City). Implementation of these activities will make Monroe and Frenchtown participants in the St. Clair River ~ Lake St. Clair ~ Detroit River Drinking Water Protection Network (Network). As such, they will have access to data management system provided by the Network. ECT has installed and operated the same equipment at 13 other water treatment plants on behalf of the Macomb County Health Department (MCHD) and the State of Michigan. This makes us well qualified to complete the installation and start-up for Monroe.

The RTM equipment, ancillary equipment and supplies have been pre-selected by State of Michigan and are virtually identical to the equipment installed at the other plants. The RTM equipment included in this installation is as follows:

- HACH TOC Analyzer,
- Turner Designs Fluorometer,
- YSI Multi-parameter Probe and
- NexSens Data Logger.

ECT anticipates that this equipment will be delivered to the shore well building by others.

A diagram of the equipment components is provided below.

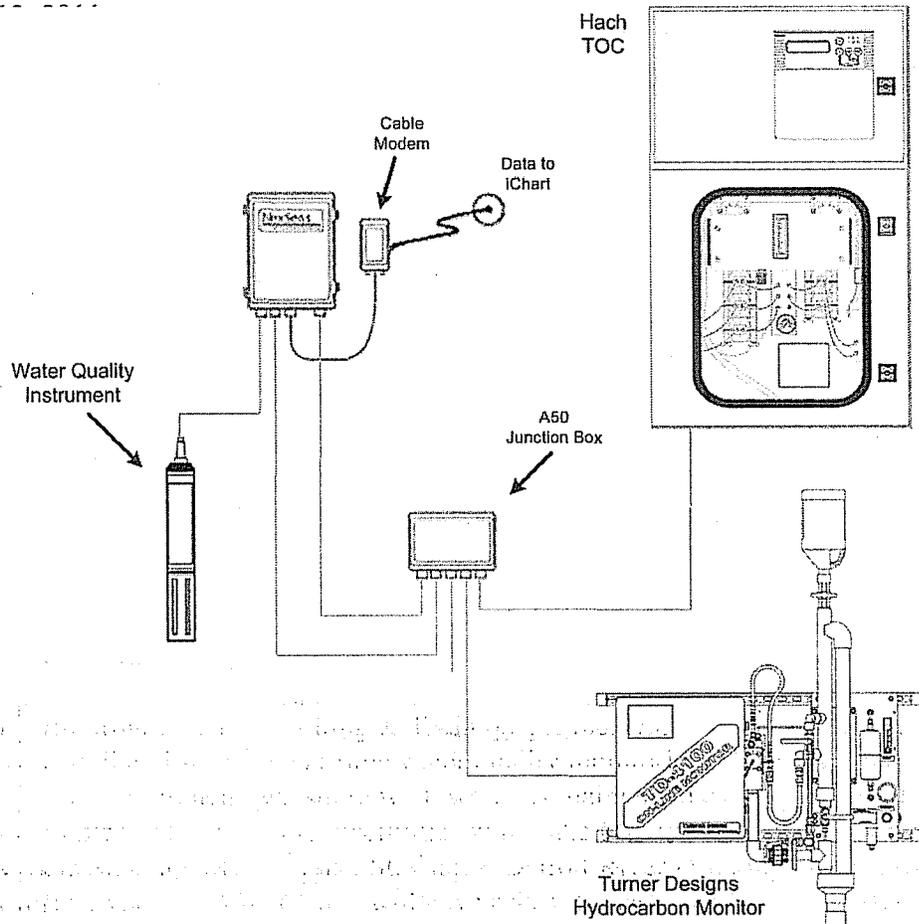
33900 Harper Ave.
Suite 101

Clinton Township, MI
48035

(586) 296-1010
Fax (586) 296-1212

An Equal Opportunity/Affirmative Action Employer

Mr. LaRoy
Jur
Pa;



SCOPE OF WORK

ECT will complete the following items:

- ECT will visit the shore well building to confirm the location for the equipment that was selected during our 2009 visit.
- ECT will mount the instruments on the wall space selected with supplies provided by ECT.
- ECT will provide the City a drawing(s) of the installation with the power supply, raw water, drain, compressed air and Ethernet lines marked, along with valve and coupling locations.
- ECT will connect the Ethernet cable to the data logger, integrate the various instruments by connecting the input and output signals to the data logger, program the data logger with the IP address assigned by the internet provider and work with ECT's data management subcontractor (NexSens) to connect the site to the Network.
- Once the utilities are all provided and hooked up to the instruments, ECT will start-up the instruments and verify that each is operating properly. Electrical signals, water supply, compressed air supply and drain operations will be

confirmed. Any issues with the supplied utilities will be communicated to the City for resolution.

- ECT will supply written standard operating procedures (SOPs) for maintenance of each of the three instruments. These SOPs were previously developed by ECT for the northern water treatment plants. No new SOPs will be developed.
- ECT will provide two days of on-the-job training for up to 2 City personnel to familiarize them with the instruments and with maintenance and calibration procedures.
- ECT will provide remote (telephone) support for a period of 3 months to answer any questions that may arise with the instruments. We will negotiate additional assistance to the City if onsite assistance or additional assistance is required following the 3 months period.

Requirements of the City

The City is responsible for and will supply the following:

- Wall space (approximately 12 x 8 feet) in a climate controlled room;
- Electrical power to each instrument, at least two 20 amp receptacles and a junction box to create two hard wire connections (to be specified on the drawings);
- Raw water piping to each instrument (to be specified on the drawings);
- Drain piping to handle a total flow of 5 gallons/minute (to be specified on the drawings);
- Instrument quality compressed air at a flow rate of at least 15 scf/hr at 10-100 psi (to be specified on the drawings);
- Connect the raw water, electricity, drain and compressed air to each instrument; and
- Supply of a dedicated broadband internet connection (minimum download speed of 768 Kbps) with a static IP address and a router configured to forward two ports to the data logger. In order for the project server to pull the data from the data logger, the DSL or cable connection can not be protected by a firewall (if it is, we can work with the plant's IT staff to gain access). An Ethernet patch cable (CAT5e) must be run from the router to the data logger. Internet service to be supplied by the City.

Note that the Network's data management service is provided by ECT, as long as it is funded by MCHD.

It will take 4 - 6 weeks to complete the installation and training described in the Scope of Work.

Mr. LaRoy
June 13, 2011
Page 4 of 6

ECT's efforts are being offered on a lump sum basis for \$17,000. If this proposal is satisfactory, you can authorize us to proceed by signing the attached terms and conditions and returning a copy to our office.

Should you have any questions or require additional information, please do not hesitate to contact our office at 586-296-1010. ECT appreciates the opportunity to submit this proposal and looks forward to providing the highest quality environmental services.

Sincerely,

ENVIRONMENTAL CONSULTING & TECHNOLOGY, INC.



Annette DeMaria, P.E.

Senior Engineer

N:\Proposals\11 proposals\DWPP Monroe proposal-final.docx

GENERAL CONDITIONS FOR PROFESSIONAL SERVICES
("Agreement")

This Agreement between City of Monroe, 120 East First Street, Monroe, MI, 48161-2169 ("Client") and Environmental Consulting & Technology, Inc., 3701 NW 98th Street, Gainesville, Florida, 32606-5004, with an office at 33900 Harper Ave, Suite 101, Clinton Township, MI 48035 (hereinafter called "ECT"), is effective as of June 13, 2011. The parties agree as follows:

ARTICLE I - Services. ECT agrees to perform for Client the professional services ("Services") described in ECT proposal dated June 10, 2011 ("Proposal"), attached and incorporated herein. Because of the uncertainties inherent in the Services contemplated, time schedules are only estimated schedules and are subject to revision unless otherwise specifically described in the Proposal. As full consideration for the performance of Services, Client shall pay to ECT the compensation provided for in the Proposal.

ARTICLE II - Payment. Unless otherwise stated, payment shall be on a lump sum basis according to the payment schedule below:

Deliverable	Invoice Amount
Completion of equipment installation	\$15,000
Completion of on-the-job training with SOPs	\$2,000
Total	\$17,000

Client shall pay undisputed portions of each progress invoice within thirty (30) days of the date of the invoice. If payment is not maintained on a thirty (30) day current basis, ECT may suspend further performance until payments are current. Client shall notify ECT of any disputed amount within fifteen (15) days from date of the invoice, give reasons for the objection, and promptly pay the undisputed amount. Client shall pay an additional charge of one and one-half percent (1½%) per month or the maximum percentage allowed by law, whichever is the lesser, for any past due amount. In the event of a legal action for invoice amounts not paid, attorneys' fees, court costs, and other related expenses shall be paid to the prevailing party.

ARTICLE III - Professional Responsibility. ECT is obligated to comply with applicable standards of professional care in the performance of the Services. Client recognizes that opinions relating to environmental, geologic, and geotechnical conditions are based on limited data and that actual conditions may vary from those encountered at the times and locations where the data are obtained, despite the use of due professional care.

ARTICLE IV - Responsibility for Others. ECT shall be responsible to Client for ECT Services and the services of ECT subcontractors. ECT shall not be responsible for the acts or omissions of other parties engaged by Client nor for their construction means, methods, techniques, sequences, or procedures, or their health and safety precautions and programs.

ARTICLE V - Risk Allocation. The liability of ECT, its employees, agents and subcontractors (referred to collectively in this Article as "ECT"), for Client's claims of loss, injury, death, damage, or expense, including, without limitation, Client's claims of contribution and indemnification, express or implied, with respect to third party claims relating to services rendered or obligations imposed under this Agreement, including all Work Orders, shall not exceed in the aggregate:

- (1) The total sum of \$100,000 for claims arising out of professional negligence, including errors, omissions, or other professional acts, and including unintentional breach of contract; or
- (2) The total sum of \$1,000,000 for claims arising out of negligence, breach of contract, or other causes for which ECT has any legal liability, other than as limited by (1) above.

ARTICLE VI - Consequential Damages. Neither Party shall be liable to the other for consequential damages, including, without limitation, loss of use or loss of profits, incurred by one another or their

subsidiaries or successors, regardless of whether such damages are caused by breach of contract, willful misconduct, negligent act or omission, or other wrongful act of either of them.

ARTICLE VII - Client Responsibility. Client shall: (1) provide ECT, in writing, all information relating to Client's requirements for the project; (2) correctly identify to ECT, the location of subsurface structures, such as pipes, tanks, cables and utilities; (3) notify ECT of any potential hazardous substances or other health and safety hazard or condition known to Client existing on or near the project site; (4) give ECT prompt written notice of any suspected deficiency in the Services; and (5) with reasonable promptness, provide required approvals and decisions. In the event that ECT is requested by Client or is required by subpoena to produce documents or give testimony in any action or proceeding to which Client is a party and ECT is not a party, Client shall pay ECT for any time and expenses required in connection therewith, including reasonable attorney's fees.

ARTICLE VIII - Force Majeure. An event of "Force Majeure" occurs when an event beyond the control of the Party claiming Force Majeure prevents such Party from fulfilling its obligations. An event of Force Majeure includes, without limitation, acts of God (including floods, hurricanes and other adverse weather), war, riot, civil disorder, acts of terrorism, disease, epidemic, strikes and labor disputes, actions or inactions of government or other authorities, law enforcement actions, curfews, closure of transportation systems or other unusual travel difficulties, or inability to provide a safe working environment for employees.

In the event of Force Majeure, the obligations of ECT to perform the Services shall be suspended for the duration of the event of Force Majeure. In such event, ECT shall be equitably compensated for time expended and expenses incurred during the event of Force Majeure and the schedule shall be extended by a like number of days as the event of Force Majeure. If Services are suspended for thirty (30) days or more, ECT may, in its sole discretion, upon 5 days prior written notice, terminate this Agreement or the affected Work Order, or both. In the case of such termination, in addition to the compensation and time extension set forth above, ECT shall be compensated for all reasonable termination expenses.

ARTICLE IX - No Third Party Rights. This Agreement shall not create any rights or benefits to parties other than Client and ECT. No third party shall have the right to rely on ECT opinions rendered in connection with the Services without ECT written consent and the third party's agreement to be bound to the same conditions and limitations as Client.

THE PARTIES ACKNOWLEDGE that there has been an opportunity to negotiate the terms and conditions of this Agreement and agree to be bound accordingly.

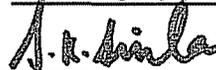
CLIENT

Signature

Typed Name/Title

Date of Signature

ENVIRONMENTAL CONSULTING &
TECHNOLOGY, INC.



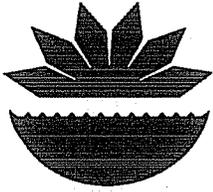
Signature

Vice President

Typed Name/Title

June 13, 2011

Date of Signature



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: 2011 CURB REPLACEMENT AND RESURFACING PROGRAM – REPORT ON BIDS RECEIVED

DISCUSSION: The Engineering Department opened bids for the above project on Monday, June 13, 2011. There were six (6) bidders, and a bid tabulation is attached for your review. This contract consists of six (6) locations as follows:

- Location A: Maple Avenue (southbound side) – full curb replacement and resurfacing – Elm to Scottwood
- Location B: Almyra Avenue – full curb replacement and resurfacing – Third to First
- Location C: Riverside Drive – full curb replacement and resurfacing – from and including Riverside Ct. to Richards Dr.
- Location D: North Roessler Street – spot curb replacement and resurfacing – West Lorain to concrete section
- Location E: Intersection modifications at Winchester Street and East Second Street
- Location F: Monroe Multi-Sports Complex driveway paving off Noble Avenue

Locations A, C, and D are funded through a combination of General Funds and Local Street Funds, Locations B and E are funded through the City's allocation of Community Development Block Grant (CDBG) funds, and Location F is being funded through the Monroe Building Authority, with funds leftover from the original bond issue for construction of the multi-sports complex that can only be used for capital improvements at that site. The intersection modifications at Winchester and East Second represent the last corners on our Federal Consent decree for compliance with the Americans with Disabilities Act (ADA), and unfortunately due to extreme grades, the only way to make three of these compliant is to "bump out" the corners similar to the downtown streetscape projects to lengthen the available horizontal run. Funding for these projects was appropriated in the 2011-12 Capital Improvements Program and will be available starting on July 1.

The low bidder for the work is C & D Hughes, Inc. of Charlotte, Michigan. Their low bid of \$488,254.98 is 5.5% under the Engineer's Estimate of \$516,472.05. In addition to their many water projects, C & D Hughes has been the prime contractor on both the 2009 and 2010 City Resurfacing Programs, the West Third Street Resurfacing project in 2010, and the Elm / Dixie Intersection Modification project in 2010-11. They have historically met the City's Labor Harmony requirements, as do their planned major subcontractors (Barrett Paving for asphalt work, GM & Sons for concrete curb work). The overall contract has a completion date of September 30, and it is likely that work will be completed on time based on C & D Hughes' past performance. Both the 2009 and 2010 resurfacing contracts have now been closed, and we believe C & D Hughes is indeed qualified to complete this work in an expeditious manner.

In addition to the overall bid tabulation, the breakdown of costs by project division has been attached. For the most part, bids for the project locations (including the normal 15% contingencies) are within the budgeted funding for each, though \$17,600 will need to be transferred into the Maple Avenue project, and \$4,900 is required to allow for all work on North Roessler Street. In addition, in order to obtain pricing for usual "field directed" items listed under the "Provisional" heading that are not necessarily assigned to a location, another \$6,200 is needed. Since the scope of the Riverside Drive project was scaled back to no longer include the intersection at Richards Drive (we could not find a good stopping point and that project will likely occur within the next 5 years), there is sufficient funding to transfer from this project to supply funds for the others. None of these funds are technically available until July 1, with the CDBG funds not available until environmental clearance is obtained (likely within the first half of July), but it is highly unlikely that any work could commence before July 1 in any event. Above the needed allocations, there appears to be another \$35,500 available in the budget, but since this is not substantial enough to consider another project, we will likely request a transfer to the Reisig Street concrete reconstruction project that will be bid soon, where the funds can be used to reconstruct an additional block between Eighth and Ninth Streets not originally in that project's project.

IT IS RECOMMENDED that the City Council award a contract for the 2011 Curb Replacement and Resurfacing Program to C & D Hughes, Inc. in the amount of \$488,254.98, that a total of \$561,500 be encumbered to include a 15% project contingency, and that the Finance Director be authorized to make the necessary transfers. **IT IS FURTHER RECOMMENDED** that the Mayor and Clerk-Treasurer be authorized to sign the contracts on behalf of the City of Monroe.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: As soon as possible

REASON FOR DEADLINE: Contract work can commence as soon as the contracts are finalized.

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N/A

INITIATED BY: Department of Engineering and Public Services

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: City Council, Engineering Department, adjacent property owners and residents, traveling public

FINANCES

COST AND REVENUE PROJECTIONS:

Cost of Total Project	\$561,500
Cost of This Project Approval	\$561,500
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>
Maple Avenue Resurfacing	203-60.451-818.020 12L03	\$305,100*
Almyra Avenue Resurfacing	203-60.451-818.020 12L04	\$67,100
Riverside Drive Resurfacing	203-60.451-818.020 12L01	\$52,500**
Riverside Court Resurfacing	203-60.451-818.020 12L02	\$35,500
N. Roessler St. Resurfacing	203-60.451-818.020 12L07	\$27,400***
Winchester / Second Int.	401-95.449-818.020 11C08	\$51,300
Monroe Multi-Sports Drive	450-30.757-818.020 12C01	\$22,600

*Requires a transfer of \$17,600 from account 203-60.451-818.020 12L01.

**Transfer \$17,600 to account 203-60.451-818.020 12L03, \$4,900 to account 203-60.451-818.020 12L07, and transfer \$35,500 for future use to Reisig Street Reconstruction project, account 203-60.451-818.020 12L05. Also, this account includes funding set aside for items designated as provisional in the bid documents.

***Requires a transfer of \$4,900 from account 203-60.451-818.020 12L01.

Other Funds

Budget Approval: _____

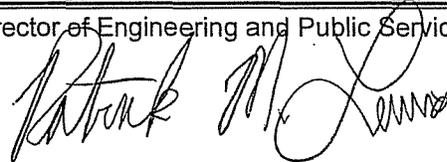
FACT SHEET PREPARED BY: Patrick M. Lewis, P.E., Director of Engineering and Public Services

DATE: 06/14/11

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: June 20, 2011



2011 CURB REPLACEMENT AND RESURFACING BID TABULATION				ENGINEER'S ESTIMATE		1 - C & D HUGHES		2 - BARRETT PAVING		3 - CADILLAC ASPHALT	
ITEM NO.	DESCRIPTION	NO. OF UNITS	UNITS	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST
1	R&D CURB & GUTTER	9494.0	LFT	\$8.00	\$ 75,952.00	\$ 6.00	\$ 56,964.00	\$ 6.00	\$ 56,964.00	\$ 6.00	\$ 56,964.00
2	R&D SIDEWALK	3171.8	SFT	\$1.50	\$ 4,757.70	\$ 1.00	\$ 3,171.80	\$ 1.00	\$ 3,171.80	\$ 1.00	\$ 3,171.80
3	R&D PAVEMENT & APPROACH	1172.7	SYD	\$10.00	\$ 11,727.00	\$ 8.00	\$ 9,381.60	\$ 10.00	\$ 11,727.00	\$ 10.00	\$ 11,727.00
4	SUBGRADE MANIPULATION	1278.8	SYD	\$3.00	\$ 3,836.40	\$ 2.50	\$ 3,197.00	\$ 2.50	\$ 3,197.00	\$ 2.50	\$ 3,197.00
5	EARTH EXCAVATION	115.0	SYD	\$9.00	\$ 1,035.00	\$ 20.00	\$ 2,300.00	\$ 20.00	\$ 2,300.00	\$ 20.00	\$ 2,300.00
6	SUBGRADE UNDERCUTTING	100.0	CYD	\$30.00	\$ 3,000.00	\$ 15.00	\$ 1,500.00	\$ 20.00	\$ 2,000.00	\$ 20.00	\$ 2,000.00
7	COLD MILL PAVEMENT	11248.6	SYD	\$2.00	\$ 22,497.20	\$ 1.50	\$ 16,872.90	\$ 1.25	\$ 14,060.75	\$ 1.75	\$ 19,685.05
8	ADJUST VALVE BOX	3.0	EA	\$300.00	\$ 900.00	\$ 300.00	\$ 900.00	\$ 300.00	\$ 900.00	\$ 300.00	\$ 900.00
9	ADJUST, CLEAN, & PLASTER STRUCTURE	37.0	EA	\$500.00	\$ 18,500.00	\$ 500.00	\$ 18,500.00	\$ 500.00	\$ 18,500.00	\$ 500.00	\$ 18,500.00
10	RECONSTRUCT STRUCTURE	2.0	EA	\$750.00	\$ 1,500.00	\$ 800.00	\$ 1,600.00	\$ 800.00	\$ 1,600.00	\$ 800.00	\$ 1,600.00
11	ABANDON STRUCTURE	3.0	EA	\$500.00	\$ 1,500.00	\$ 400.00	\$ 1,200.00	\$ 400.00	\$ 1,200.00	\$ 400.00	\$ 1,200.00
12	F&I 2' DIA. STRUCTURE	5.0	EA	\$1,500.00	\$ 7,500.00	\$ 1,000.00	\$ 5,000.00	\$ 1,000.00	\$ 5,000.00	\$ 1,000.00	\$ 5,000.00
13	F&I 4' DIA. STRUCTURE	2.0	EA	\$2,250.00	\$ 4,500.00	\$ 2,000.00	\$ 4,000.00	\$ 2,000.00	\$ 4,000.00	\$ 2,000.00	\$ 4,000.00
14	F&I #1040 WATERTIGHT EJ CASTING	2.0	EA	\$550.00	\$ 1,100.00	\$ 500.00	\$ 1,000.00	\$ 500.00	\$ 1,000.00	\$ 500.00	\$ 1,000.00
15	F&I #1040 EJ CASTING	5.0	EA	\$500.00	\$ 2,500.00	\$ 500.00	\$ 2,500.00	\$ 500.00	\$ 2,500.00	\$ 500.00	\$ 2,500.00
16	F&I #7045 EJ CASTING	27.0	EA	\$600.00	\$ 16,200.00	\$ 700.00	\$ 18,900.00	\$ 700.00	\$ 18,900.00	\$ 700.00	\$ 18,900.00
17	F&I #7065 EJ CASTING	1.0	EA	\$600.00	\$ 600.00	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00
18	F&I 12" R.C.P. STORM SEWER	96.0	LFT	\$75.00	\$ 7,200.00	\$ 50.00	\$ 4,800.00	\$ 50.00	\$ 4,800.00	\$ 50.00	\$ 4,800.00
19	TAP EXISTING STRUCTURE	1.0	EA	\$200.00	\$ 200.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
20	F&I 6" CONCRETE PAVEMENT & APPROACH	723.0	SYD	\$30.00	\$ 21,690.00	\$ 30.00	\$ 21,690.00	\$ 27.00	\$ 19,521.00	\$ 27.00	\$ 19,521.00
21	F&I 8" CONCRETE PAVEMENT & APPROACH	68.0	SYD	\$35.00	\$ 2,380.00	\$ 36.00	\$ 2,448.00	\$ 36.00	\$ 2,448.00	\$ 36.00	\$ 2,448.00
22	RECONNECT CURB DRAIN	7.0	EA	\$125.00	\$ 875.00	\$ 200.00	\$ 1,400.00	\$ 200.00	\$ 1,400.00	\$ 200.00	\$ 1,400.00
23	F&I HAND PATCH	20.0	TON	\$100.00	\$ 2,000.00	\$ 150.00	\$ 3,000.00	\$ 195.00	\$ 3,900.00	\$ 250.00	\$ 5,000.00
24	F&I MDOT 13A BIT. PAVE. LEVELING	1247.6	TON	\$60.00	\$ 74,856.00	\$ 59.00	\$ 73,608.40	\$ 59.00	\$ 73,608.40	\$ 72.37	\$ 90,288.81
25	F&I MDOT 36A BIT. PAVE. WEARING	1068.0	TON	\$62.00	\$ 66,216.00	\$ 66.00	\$ 70,488.00	\$ 66.00	\$ 70,488.00	\$ 77.98	\$ 83,282.64
26	F&I 4" CONCRETE ADA RAMP	2261.5	SFT	\$6.50	\$ 14,699.75	\$ 6.00	\$ 13,569.00	\$ 7.00	\$ 15,830.50	\$ 7.00	\$ 15,830.50
27	F&I 6" CONCRETE ADA RAMP	100.0	SFT	\$7.50	\$ 750.00	\$ 7.00	\$ 700.00	\$ 8.00	\$ 800.00	\$ 8.00	\$ 800.00
28	F&I 4" CONCRETE SIDEWALK	2641.1	SFT	\$4.00	\$ 10,564.40	\$ 3.30	\$ 8,715.63	\$ 3.00	\$ 7,923.30	\$ 3.00	\$ 7,923.30
29	F&I MDOT 21A STONE	180.0	TON	\$25.00	\$ 4,500.00	\$ 20.00	\$ 3,600.00	\$ 20.00	\$ 3,600.00	\$ 20.00	\$ 3,600.00
30	F&I CONTROLLED DENSITY BACKFILL	40.0	CYD	\$75.00	\$ 3,000.00	\$ 100.00	\$ 4,000.00	\$ 100.00	\$ 4,000.00	\$ 100.00	\$ 4,000.00
31	F&I SPOT CURB & GUTTER	125.0	LFT	\$20.00	\$ 2,500.00	\$ 25.00	\$ 3,125.00	\$ 15.00	\$ 1,875.00	\$ 15.00	\$ 1,875.00
32	F&I F-4 CURB & GUTTER	9411.3	LFT	\$12.00	\$ 112,935.60	\$ 10.50	\$ 98,818.65	\$ 10.75	\$ 101,171.48	\$ 10.75	\$ 101,171.48
33	TRAFFIC CONTROL - DIVISION A	1.0	LS	\$2,000.00	\$ 2,000.00	\$ 22,000.00	\$ 22,000.00	\$ 8,500.00	\$ 8,500.00	\$ 14,700.00	\$ 14,700.00
34	SITE RESTORATION - DIVISION A	1.0	LS	\$3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
35	TRAFFIC CONTROL - DIVISION B	1.0	LS	\$1,000.00	\$ 1,000.00	\$ 1.00	\$ 1.00	\$ 900.00	\$ 900.00	\$ 1,500.00	\$ 1,500.00
36	SITE RESTORATION - DIVISION B	1.0	LS	\$2,000.00	\$ 2,000.00	\$ 1,000.00	\$ 1,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
37	TRAFFIC CONTROL - DIVISION C	1.0	LS	\$1,000.00	\$ 1,000.00	\$ 1.00	\$ 1.00	\$ 1,150.00	\$ 1,150.00	\$ 1,500.00	\$ 1,500.00
38	SITE RESTORATION - DIVISION C	1.0	LS	\$2,000.00	\$ 2,000.00	\$ 1,000.00	\$ 1,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
39	TRAFFIC CONTROL - DIVISION D	1.0	LS	\$500.00	\$ 500.00	\$ 1.00	\$ 1.00	\$ 1,250.00	\$ 1,250.00	\$ 1,500.00	\$ 1,500.00
40	SITE RESTORATION - DIVISION D	1.0	LS	\$500.00	\$ 500.00	\$ 1,000.00	\$ 1,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
41	TRAFFIC CONTROL - DIVISION E	1.0	LS	\$1,000.00	\$ 1,000.00	\$ 1.00	\$ 1.00	\$ 1,250.00	\$ 1,250.00	\$ 1,500.00	\$ 1,500.00
42	SITE RESTORATION - DIVISION E	1.0	LS	\$500.00	\$ 500.00	\$ 1,000.00	\$ 1,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
43	TRAFFIC CONTROL - DIVISION F	1.0	LS	\$500.00	\$ 500.00	\$ 1.00	\$ 1.00	\$ 150.00	\$ 150.00	\$ 1,500.00	\$ 1,500.00
44	SITE RESTORATION - DIVISION F	1.0	LS	\$500.00	\$ 500.00	\$ 1,000.00	\$ 1,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
			TOTAL		\$ 516,472.05		\$ 488,254.98		\$ 502,886.23		\$ 548,085.58

2011 CURB REPLACEMENT AND RESURFACING - BREAKDOWN OF PAY ITEMS AND COSTS PER LOCATION

ITEM NO.	DESCRIPTION	UNIT PRICE	UNITS	PROJECT COSTS							
				MAPLE AVENUE	ALMYRA AVENUE	RIVERSIDE DRIVE	ROESSLER ST.	WIN. & SECOND	MMSC	PROVIS.	TOTAL ALL LOCATIONS
1	R&D CURB & GUTTER	\$6.00	LFT	\$37,440.00	\$8,760.00	\$8,598.00	\$750.00	\$1,416.00	\$0.00	\$0.00	\$56,964.00
2	R&D SIDEWALK	\$1.00	SFT	\$494.90	\$720.90	\$470.60	\$111.40	\$1,374.00	\$0.00	\$0.00	\$3,171.80
3	R&D PAVEMENT & APPROACH	\$8.00	SYD	\$3,570.40	\$1,683.20	\$1,573.60	\$930.40	\$1,624.00	\$0.00	\$0.00	\$9,381.60
4	SUBGRADE MANIPULATION	\$2.50	SYD	\$0.00	\$0.00	\$0.00	\$170.00	\$0.00	\$3,027.00	\$0.00	\$3,197.00
5	EARTH EXCAVATION	\$20.00	SYD	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$800.00	\$2,300.00
6	SUBGRADE UNDERCUTTING	\$15.00	CYD	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00	\$1,500.00
7	COLD MILL PAVEMENT	\$1.50	SYD	\$9,613.20	\$2,760.00	\$2,692.20	\$1,807.50	\$0.00	\$0.00	\$0.00	\$16,872.90
8	ADJUST VALVE BOX	\$300.00	EA	\$300.00	\$0.00	\$300.00	\$0.00	\$300.00	\$0.00	\$0.00	\$900.00
9	ADJUST, CLEAN, & PLASTER STRUCTURE	\$500.00	EA	\$12,500.00	\$1,000.00	\$3,500.00	\$1,000.00	\$500.00	\$0.00	\$0.00	\$18,500.00
10	RECONSTRUCT STRUCTURE	\$800.00	EA	\$800.00	\$0.00	\$0.00	\$0.00	\$800.00	\$0.00	\$0.00	\$1,600.00
11	ABANDON STRUCTURE	\$400.00	EA	\$0.00	\$0.00	\$0.00	\$400.00	\$400.00	\$0.00	\$400.00	\$1,200.00
12	F&I 2' DIA. STRUCTURE	\$1,000.00	EA	\$0.00	\$0.00	\$1,000.00	\$0.00	\$4,000.00	\$0.00	\$0.00	\$5,000.00
13	F&I 4' DIA. STRUCTURE	\$2,000.00	EA	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	\$4,000.00
14	F&I #1040 WATERTIGHT EJ CASTING	\$500.00	EA	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00
15	F&I #1040 EJ CASTING	\$500.00	EA	\$1,000.00	\$0.00	\$0.00	\$500.00	\$1,000.00	\$0.00	\$0.00	\$2,500.00
16	F&I #7045 EJ CASTING	\$700.00	EA	\$9,800.00	\$1,400.00	\$3,500.00	\$700.00	\$3,500.00	\$0.00	\$0.00	\$18,900.00
17	F&I #7065 EJ CASTING	\$800.00	EA	\$800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$800.00
18	F&I 12" R.C.P. STORM SEWER	\$50.00	LFT	\$0.00	\$0.00	\$1,200.00	\$0.00	\$3,600.00	\$0.00	\$0.00	\$4,800.00
19	TAP EXISTING STRUCTURE	\$500.00	EA	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00
20	F&I 6" CONCRETE PAVEMENT & APPROACH	\$30.00	SYD	\$14,349.00	\$0.00	\$5,901.00	\$1,440.00	\$0.00	\$0.00	\$0.00	\$21,690.00
21	F&I 8" CONCRETE PAVEMENT & APPROACH	\$36.00	SYD	\$0.00	\$0.00	\$0.00	\$2,448.00	\$0.00	\$0.00	\$0.00	\$2,448.00
22	RECONNECT CURB DRAIN	\$200.00	EA	\$1,400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,400.00
23	F&I HAND PATCH	\$150.00	TON	\$0.00	\$0.00	\$0.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00
24	F&I MDOT 13A BIT. PAVE. LEVELING	\$59.00	TON	\$41,595.00	\$11,941.60	\$12,213.00	\$0.00	\$0.00	\$7,858.80	\$0.00	\$73,608.40
25	F&I MDOT 36A BIT. PAVE. WEARING	\$66.00	TON	\$34,894.20	\$10,018.80	\$10,230.00	\$8,751.60	\$0.00	\$6,593.40	\$0.00	\$70,488.00
26	F&I 4" CONCRETE ADA RAMP	\$6.00	SFT	\$1,731.00	\$1,578.00	\$2,823.60	\$668.40	\$6,768.00	\$0.00	\$0.00	\$13,569.00
27	F&I 6" CONCRETE ADA RAMP	\$7.00	SFT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$700.00	\$700.00
28	F&I 4" CONCRETE SIDEWALK	\$3.30	SFT	\$690.36	\$1,511.07	\$0.00	\$0.00	\$6,514.20	\$0.00	\$0.00	\$8,715.63
29	F&I MDOT 21A STONE	\$20.00	TON	\$800.00	\$600.00	\$600.00	\$0.00	\$400.00	\$1,200.00	\$0.00	\$3,600.00
30	F&I CONTROLLED DENSITY BACKFILL	\$100.00	CYD	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$4,000.00
31	F&I SPOT CURB & GUTTER	\$25.00	LFT	\$0.00	\$0.00	\$0.00	\$3,125.00	\$0.00	\$0.00	\$0.00	\$3,125.00
32	F&I F-4 CURB & GUTTER	\$10.50	LFT	\$65,520.00	\$15,330.00	\$15,046.50	\$0.00	\$2,922.15	\$0.00	\$0.00	\$98,818.65
33	TRAFFIC CONTROL - DIVISION A	\$22,000.00	LS	\$22,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22,000.00
34	SITE RESTORATION - DIVISION A	\$3,000.00	LS	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,000.00
35	TRAFFIC CONTROL - DIVISION B	\$1.00	LS	\$0.00	\$1.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.00
36	SITE RESTORATION - DIVISION B	\$1,000.00	LS	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00
37	TRAFFIC CONTROL - DIVISION C	\$1.00	LS	\$0.00	\$0.00	\$1.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.00
38	SITE RESTORATION - DIVISION C	\$1,000.00	LS	\$0.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00
39	TRAFFIC CONTROL - DIVISION D	\$1.00	LS	\$0.00	\$0.00	\$0.00	\$1.00	\$0.00	\$0.00	\$0.00	\$1.00
40	SITE RESTORATION - DIVISION D	\$1,000.00	LS	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
41	TRAFFIC CONTROL - DIVISION E	\$1.00	LS	\$0.00	\$0.00	\$0.00	\$0.00	\$1.00	\$0.00	\$0.00	\$1.00
42	SITE RESTORATION - DIVISION E	\$1,000.00	LS	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$1,000.00
43	TRAFFIC CONTROL - DIVISION F	\$1.00	LS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1.00	\$0.00	\$1.00
44	SITE RESTORATION - DIVISION F	\$1,000.00	LS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00
	ESTIMATED BASE COSTS PER LOW BID			\$265,298.06	\$58,304.57	\$71,149.50	\$23,803.30	\$44,619.35	\$19,680.20	\$5,400.00	\$488,254.98
	ENCUMBERED COSTS INC. 15% CONTIGENCY			\$305,092.77	\$67,050.26	\$81,821.93	\$27,373.80	\$51,312.25	\$22,632.23	\$6,210.00	\$561,493.23
	BUDGETED FUNDING FROM CIP (INCL. CONTIGENCIES)			\$287,500.00	\$84,000.00	\$146,000.00	\$22,500.00	\$60,000.00	\$26,500.00	\$0.00	\$626,500.00



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: LEAF BAG PURCHASE – REPORT ON BIDS RECEIVED

DISCUSSION: The Department of Public Services has solicited bids for the purchase of biodegradable paper compost bags for distribution to City residents for fall leaf collection. As they were in 2009 and 2010, bids were formally let through the Finance Department. While in past years we have solicited bids for bags with the City of Monroe imprint and year, and an alternate bid for bags with no imprint, we have always purchased bags with the imprint. Since the difference in price is typically approximately \$0.003 per bag (or around \$200 for the total order), this year we felt that we would simplify the bidding process by simply soliciting bids and requiring the imprinting.

Four (4) bids were received this year, and the low bidder, as in 2010, is Pabco Industries LLC of Newark, New Jersey. They bid \$0.3167 per bag, which is the same pricing as their low bid from 2010, and for a total bid of 72,000 bags, the overall cost is \$22,802.40. Bid information is attached with this fact sheet for your review.

As in 2010, we will plan to distribute these bags at the Engineering and Public Services counter at City Hall beginning the second Monday in October until supplies last, which is usually around the first week of November (depending on the timing of Election Day, which yielded considerable traffic last year). We found last year that once citizens became accustomed to longer frequenting the DPS facility for this purpose, the ability to have multiple staff serving peak distribution times was quite helpful, and we were able to leave the bags on palettes in the hallway rather than breaking them down, which was necessary at the DPS office and quite time-consuming. Last year we also rented a small storage trailer for 3 weeks, which was placed in the employee lot, and we will likely do the same in 2011.

While the City's refuse contractor collects yard waste from April through early December in other yard waste bags that can be purchased at other times of the year from most retailers and regular cans labeled with yard waste stickers (available for free at City Hall), offering a free supply of the bags during our peak season does assist in the City's efforts to cut down on illicit activities such as citizens raking leaves into the street, which can be difficult to police if done en masse. As before, these would be funded from the Refuse Fund, which is funded through a general millage assessed against all properties, residential and otherwise.

IT IS RECOMMENDED that the award for 72,000 bags be awarded to the Pabco Industries LLC, and that the Director of Engineering and Public Services be authorized to execute a purchase order for the 2011-12 Fiscal Year in the amount of \$22,802.40.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: Within the next two Council meetings

REASON FOR DEADLINE: Bids are generally only good for 30 days.

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N/A

INITIATED BY: Department of Engineering and Public Services

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: Public Service activities in general, impacts on street sweeping and refuse collection, benefit accrues to all City property owners and residents

FINANCES

COST AND REVENUE PROJECTIONS:	Cost of Total Project	\$ 22,802.40
	Cost of This Project Approval	\$ N/A
	Related Annual Operating Cost	\$ N/A
	Increased Revenue Expected/Year	\$ N/A

SOURCE OF FUNDS:	<u>City</u>	<u>Account Number</u>	<u>Amount</u>
	Refuse Fund Oper. Supplies	226-60.529-750.000	\$ 22,802.40*

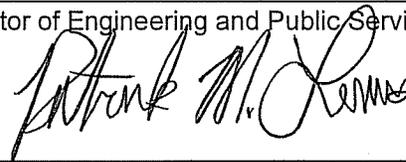
*Costs to be charged against FY 11-12

Other Funds

Budget Approval: _____

FACT SHEET PREPARED BY: Patrick M. Lewis, P.E., Director of Engineering and Public Services **DATE:** 06/14/11

REVIEWED BY:



DATE:

COUNCIL MEETING DATE: June 20, 2011



CITY OF MONROE

Department of Finance

M E M O R A N D U M

DATE: June 13, 2011

TO: Patrick Lewis, Director of Engineering and Public Services

FROM: Dan Malotky, Accountant

RE: Bids for LEAF BAGS

Patrick,

Four responses were opened today for Leaf Bags for the Department of Public Services. The apparent low bid is from Pabco Industries, LLC at \$.3167/bag. A 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: Bill Walters
File



CITY OF MONROE

Department of Finance

MEMORANDUM

DATE: June 13, 2011

TO: Patrick Lewis, Director of Engineering and Public Services

FROM: Dan Malotky, Accountant

RE: Bids for LEAF BAGS

Patrick,

Four responses were opened today for Leaf Bags for the Department of Public Services. The apparent low bid is from Pabco Industries, LLC at \$.3167/bag. A 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: Bill Walters
File

**BIDS RECEIVED LIST FOR LEAF BAGS FOR THE DEPARTMENT
OF PUBLIC SERVICES. BID REQUESTS MAILED 5/24/11. BIDS
DUE MONDAY, JUNE 13, 2011.**

	<u>BID AMOUNT</u>
DANO ENTERPRISES 76 PROGRESS DR STAMFORD CT 06902 ATTN: JOEL EPHRAIM	\$.326/BAG (BID BOND)
ACE-ST PIERRE 1490 STEWART RD MONROE MI 48162	NO BID
AMPAC PACKAGING LLC 12025 TRICON RD CINCINNATI OH 45246 ATTN: MICK LANDIS	NO BID
BEAR PACKAGING & SUPPLY INC 4265 CORPORATE DR MT PLEASANT MI 48858	NO BID
DURO BAG 7600 EMPIRE DR FLORENCE KY 41042	NO BID
ACO 23333 COMMERCE DR FARMINGTON HILLS MI 48333 ATTN: RICH HUNZICKER	NO BID
ROBERT DEGRAER 1555 HOLLYWOOD DR MONROE MI 48162	NO BID
SUN VALLEY FOODS PO BOX 38368 DETROIT MI 48238	\$.4116/BAG (BID CHECK)

BIDS RECEIVED LIST FOR LEAF BAGS FOR THE DEPARTMENT OF PUBLIC SERVICES. BID REQUESTS MAILED 5/24/11. BIDS DUE MONDAY, JUNE 13, 2011.

	<u>BID AMOUNT</u>
DANO ENTERPRISES 76 PROGRESS DR STAMFORD CT 06902 ATTN: JOEL EPHRAIM	\$.326/BAG (BID BOND)
ACE-ST PIERRE 1490 STEWART RD MONROE MI 48162	NO BID
AMPAC PACKAGING LLC 12025 TRICON RD CINCINNATI OH 45246 ATTN: MICK LANDIS	NO BID
BEAR PACKAGING & SUPPLY INC 4265 CORPORATE DR MT PLEASANT MI 48858	NO BID
DURO BAG 7600 EMPIRE DR FLORENCE KY 41042	NO BID
ACO 23333 COMMERCE DR FARMINGTON HILLS MI 48333 ATTN: RICH HUNZICKER	NO BID
ROBERT DEGRAER 1555 HOLLYWOOD DR MONROE MI 48162	NO BID
SUN VALLEY FOODS PO BOX 38368 DETROIT MI 48238	\$.4116/BAG (BID CHECK)

**APPLIED INDUSTRIAL TECHNOLOGIES
6020 BENORE RD
TOLEDO OH 43612-3906**

NO BID

**ELAR INC
1981 S COCHRAN
CHARLOTTE MI 48813**

**\$.389/BAG
(BID CHECK)**

**ATLAS SPECIALTY BAGS
4282 13TH ST
WYANDOTTE MI 48192**

NO BID

**PABCO INDUSTRIES LLC
166 FRELINGHUYSEN AVE
NEWARK NJ 07114-1694**

**\$.3167/BAG
(BID BOND)**

**APPLIED INDUSTRIAL TECHNOLOGIES
6020 BENORE RD
TOLEDO OH 43612-3906**

NO BID

**ELAR INC
1981 S COCHRAN
CHARLOTTE MI 48813**

**\$.389/BAG
(BID CHECK)**

**ATLAS SPECIALTY BAGS
4282 13TH ST
WYANDOTTE MI 48192**

NO BID

**PABCO INDUSTRIES LLC
166 FRELINGHUYSEN AVE
NEWARK NJ 07114-1694**

**\$.3167/BAG
(BID BOND)**

Bid Bond

PROPOSAL FORM

6/8/11

(date)

LEAF BAG PURCHASES

Bids due no later than 3:00 PM (local time) on Monday, June 13, 2011, in the City Clerk's office.

Honorable Mayor and City Council
120 E First St
Monroe MI 48161-2169

Dear Mayor and Council Members,

We, the undersigned, propose to furnish leaf bags in accordance with your attached specifications, at the following price:

Lump Sum Bid Amount: \$ 22,802.40 ($\frac{.3167}{\text{bag}}$) Same as last year.
.3167

A Bid Bond, cashier's check, official check, certified check or money order in the amount equal to five percent (5%) of the total bid amount is enclosed herewith.

We will complete delivery (full shipment) of the leaf bags to 222 Jones Avenue, Monroe MI no earlier than August 22, 2011 and no later than September 23, 2011.

The City reserves the right to reject any or all bids, to waive any informalities and to make award in the best interest of the City. Bids sent through facsimile machines or e-mail are not acceptable.

The contractor agrees to indemnify and hold harmless the City of Monroe, Michigan from any possible liability.

Respectfully submitted,

Name of Bidder: Dabra Industries, Inc

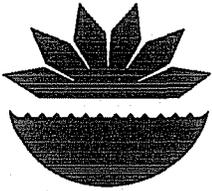
Address: 166 Frelinghuysen Ave
Newark, NJ 07114

Phone: 973-242-2200

Signed By: [Signature]

Title: Bid agent

(Bidder may retain one copy of this form for his/her files.)



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: BULK ROCK SALT – REPORT ON BID OPENING

DISCUSSION: As a part of its Winter maintenance operations, the City of Monroe, like most governmental entities, utilizes rock salt for de-icing on our major streets and at intersection approaches on our local street system. The long-term average usage of salt is approximately 1,800 tons per season, and we have the capability to store approximately half this total amount at one time at our on-site storage facility at 222 Jones Avenue.

For the winters 2006-07 through 2008-09, we were operating under a three-year contract with Morton Salt, and we benefited from pricing as low as \$35 per ton during the last year of the contract, far below what the market price ended up being for 2008 and 2009. As you may be aware, the 2007-08 and 2008-09 winter seasons saw isolated shortages, and supply problems throughout the Midwest, due to harsh conditions and other factors. The City of Monroe was largely isolated from these, as our contract price was fixed and delivery was typically "next day." For the 2009-10 and 2010-11 seasons, the City had bid a one-year contract with options for the second and third years. Given the market fluctuations (though not necessarily shortages) that were still present and reflected in the higher pricing for the second and third years, the City elected to only award the contract for one year both times, and take our chances in future years. The contract amount in 2009-10 was based on a price of \$49.95 per ton, and in 2010-11 was based on a price of \$48.06 per ton, with the award both times being made to The Detroit Salt Company of Detroit, Michigan. While we had not worked with them in the past, we continue to be pleased with their service and the quality of their product.

The Finance Department recently solicited bids again on our behalf for one, two, and three-year options, beginning with the 2011-12 season. There were four (4) bidders, and the bid information is attached for your review. The low bidder for all options was again The Detroit Salt Company, with a one-year price of \$48.49 per ton. If our entire contract amount is purchased, the total price would be \$87,282 for the 2011-12 season. The second year option from them was the lowest price as well at \$49.95 per ton, as was the third year option at \$51.44 per ton. Both the second and third year options, if exercised, would represent a straight 3% increase over the previous year. If awarded, the City would pay \$89,910 for the second year, and \$92,592.

Given that we have had a very good experience with the low bidder the past two years, we certainly recommended working with them again. While it is difficult to project potential salt prices a year or more in advance, a 3% annual increase seems to be a reasonable hedge against diesel fuel spikes, particularly since the price was offered without any sort of fuel surcharge. The vendor has also appeared willing in past years to allow us to exceed our contract amount at the same price if desired, and in such a fashion we could even purchase ahead if we are able to store the excess over a summer. Accordingly, insulating us from excessive risk by awarding a multi-year contract seems appropriate at this time.

IT IS RECOMMENDED that the City Council award a contract for up to 1,800 tons of bulk rock salt to The Detroit Salt Co., LLC. in the amount of \$87,282 for the 2011-12 season, and to award the second and third year options at \$49.95 per ton and \$51.44 per ton, respectfully. **IT IS FURTHER RECOMMENDED** that the Director of Engineering and Public Services be authorized to issue a purchase order for \$87,282 against the Fiscal Year 2011-12 budget.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: As soon as possible

REASON FOR DEADLINE: Bids are only good for 60 days.

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N/A

INITIATED BY: Department of Engineering and Public Services

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: City Council, Public Services Department, traveling public

FINANCES

COST AND REVENUE PROJECTIONS:

Cost of Total Project	\$87,282
Cost of This Project Approval	\$87,282
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>
Repair & Main. Suppl.-S & E	641-60.521-775.000 (2011-12 FY)	\$87,282

Other Funds

Budget Approval: _____

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

DATE: 06/14/11

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: June 20, 2011





CITY OF MONROE

Department of Finance

M E M O R A N D U M

DATE: June 13, 2011

TO: Patrick Lewis, Director of Engineering and Public Services

FROM: Dan Malotky, Accountant

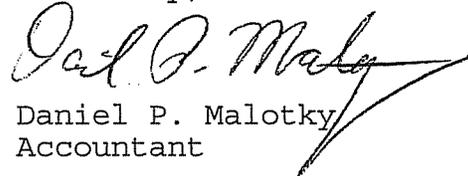
RE: Bids for BULK ROCK SALT

Patrick,

Four responses were opened today for Bulk Rock Salt for the Department of Public Services. The apparent low bids are from The Detroit Salt Co. LLC at \$48.49/ton for year #1 and \$49.95/ton for year #2, and \$51.44/ton for year #3. A 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: Bill Walters
File



CITY OF MONROE

Department of Finance

M E M O R A N D U M

DATE: June 13, 2011

TO: Patrick Lewis, Director of Engineering and Public Services

FROM: Dan Malotky, Accountant

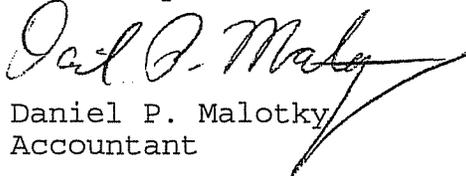
RE: Bids for BULK ROCK SALT

Patrick,

Four responses were opened today for Bulk Rock Salt for the Department of Public Services. The apparent low bids are from The Detroit Salt Co. LLC at \$48.49/ton for year #1 and \$49.95/ton for year #2, and \$51.44/ton for year #3. A 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: Bill Walters
File

**BIDS RECEIVED LIST FOR BULK ROCK SALT FOR THE
DEPARTMENT OF PUBLIC SERVICES. BID REQUESTS MAILED
5/24/11. BIDS DUE MONDAY, JUNE 13, 2011.**

	<u>BID AMOUNT</u>
MORTON SALT COMPANY 123 N WACKER DR CHICAGO IL 60606-1743 ATTN: ANTHONY PATTEN	\$57.90/TN (1ST YR) NO BID (2ND YR) NO BID (3RD YR)
NORTH AMERICAN SALT COMPANY 9900 W 109TH ST SUITE 600 OVERLAND PARK KS 66210 ATTN: G. O. YOUNG, II	\$49.50/TN (1ST YR) \$50.99 (2ND YR) \$52.52 (3RD YR)
SULLIVAN CORPORATION 43252 WOODWARD AVE SUITE 215 BLOOMFIELD HILLS MI 48302	NO BID
DETROIT SALT COMPANY 12841 SANDERS DETROIT MI 48217	\$48.49/TN (1ST YR) \$49.95 (2ND YR) \$51.44 (3RD YR)
AMERICAN ROCK SALT PO BOX 190 MT MORRIS NY 14510	NO BID
CARGILL INC DEICING TECH. BUSINESS UNIT 24950 COUNTRY CLUB BLVD, SUITE 450 N OLMSTED OH 44070	\$52.31/TN (1ST YR) \$54.82 (2ND YR) \$57.45 (3RD YR)

**BIDS RECEIVED LIST FOR BULK ROCK SALT FOR THE
DEPARTMENT OF PUBLIC SERVICES. BID REQUESTS MAILED
5/24/11. BIDS DUE MONDAY, JUNE 13, 2011.**

	<u>BID AMOUNT</u>
MORTON SALT COMPANY 123 N WACKER DR CHICAGO IL 60606-1743 ATTN: ANTHONY PATTEN	\$57.90/TN (1ST YR) NO BID (2ND YR) NO BID (3RD YR)
NORTH AMERICAN SALT COMPANY 9900 W 109TH ST SUITE 600 OVERLAND PARK KS 66210 ATTN: G. O. YOUNG, II	\$49.50/TN (1ST YR) \$50.99 (2ND YR) \$52.52 (3RD YR)
SULLIVAN CORPORATION 43252 WOODWARD AVE SUITE 215 BLOOMFIELD HILLS MI 48302	NO BID
DETROIT SALT COMPANY 12841 SANDERS DETROIT MI 48217	\$48.49/TN (1ST YR) \$49.95 (2ND YR) \$51.44 (3RD YR)
AMERICAN ROCK SALT PO BOX 190 MT MORRIS NY 14510	NO BID
CARGILL INC DEICING TECH. BUSINESS UNIT 24950 COUNTRY CLUB BLVD, SUITE 450 N OLMSTED OH 44070	\$52.31/TN (1ST YR) \$54.82 (2ND YR) \$57.45 (3RD YR)



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: TRINITY LUTHERAN CHURCH NEIGHBORHOOD PICNIC

DISCUSSION: The City received a request from Kevin Weilnau on behalf of Trinity Lutheran Church for permission to hold a neighborhood picnic on July 17, 2011. Specifically the request is to close the East Fourth Street between Wadsworth and Scott Streets from 9:30 a.m. – 3:00 p.m. for the picnic.

The request was reviewed by the administrative staff and there were no objections to the request subject to emergency vehicle access being maintained.

DPS personnel will place and pick up barricades on normal hours, residents 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. The Day Shift Commander will be made aware of the event so their shifts can make periodic checks.

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: City Manager's Office

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: D.P.S., Police, Engineering, Fire, Finance, 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>	Account Number	Amount
			\$
			\$
			\$
			\$
			\$
	<u>Other Funds</u>		\$
			\$
			\$
			\$

Budget Approval: _____

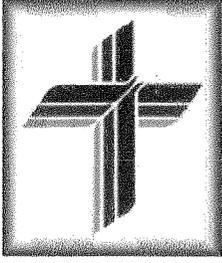
FACT SHEET PREPARED BY: City Manager's Office

DATE: 6/14/11

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: 6/20/11



**Trinity Lutheran
Church & School
LCMS**

Church Office
323 Scott Street
Monroe, Michigan 48161
734-242-2308

School Office
315 Scott Street
Monroe, Michigan 48161
734-241-1160

Fax: 734-241-6293

Rev. Bill Roper
Administrative Interim Pastor

Rev. Carl Demeritt
Associate Interim Pastor

Rev. Bruce Crabtree
Associate Pastor
bcrabtree
@trinitylutheranmonroe.org

Elaine Guyer
Interim Principal
eguyer@
trinitylutheranmonroe.org

City of Monroe
Mr. George Brown, City Manager
120 E 1st Street
Monroe MI 48161

May 27, 2011

Mr. Brown

RE: Proposed street closure

My name is Kevin Weilnau and I am the 2nd Vice President of Evangelism at Trinity Lutheran Church in Monroe. In an effort to foster additional community relationships as we minister to the needs of our neighbors we are planning a neighborhood picnic.

The neighborhood picnic is scheduled for Sunday July 17, 2011. Due to outside activities that may take up a portion of our parking lot we are seeking other parking alternatives.

We are looking for nearby parking lots that would grant us permission to use their lot and transport people to our church. In addition we would ask that 4th Street between Wadsworth and Scott Streets be closed to traffic so we could utilize this area as handicap parking. We would plan to park cars in this area between 9:30am and 3:00pm. If this could be an option please let me know so we can continue with our planning.

Thank you for your consideration in this matter.

Kevin Weilnau
2nd Vice President of Evangelism

RECEIVED

JUN 27 2011

CITY MANAGER'S OFFICE

Memorandum

To: Thomas C. Moore III, Chief of Police
From: Lt. Gregory N. Morgel
cc: Patricia Weaver, Executive Secretary to the Mayor/Manager City of Monroe, file
Date: June 7, 2011
Re: **Staff Study – Trinity Lutheran Church Neighborhood Picnic**

I have reviewed the request submitted by Mr. Kevin Weilnau, the 2nd Vice President of Evangelism at Trinity Lutheran Church, to hold a neighborhood picnic on their church grounds on Sunday, July 17, 2011 from 9:30 am – 3:00 pm. Mr. Weilnau has also requested to have the 300 block of East Fourth Street between Scott Street and Wadsworth Street closed to traffic.

This event should not require any direct police supervision. There should not be any traffic issues as long as DPS provides barricades to prevent motor vehicle traffic on East Fourth Street between Scott Street and Wadsworth Street. Any necessary emergency responses should not be significantly impacted by the closure.

I recommend approval of this event, provided the necessary permits are obtained. I will coordinate with DPS to ensure the proper barricades are in place for the event. I will notify the Day Shift Commander of the event so he can have his squad make periodic checks of the picnic.

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

EVENT CONTACT PERSON:

Kevin Weilnau
323 Scott Street
Monroe, MI 48161
Telephone: 734-242-2308

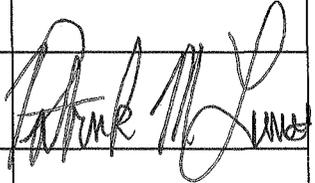
CITY OF MONROE INTERDEPARTMENT ACTIVITY FORM

ADMINISTRATIVE ACTIVITY: Request from Kevin Weilnau on behalf of Trinity Lutheran Church for permission to close Fourth Street between Wadsworth and Scott Streets on July 17, 2011 from 9:30 a.m. – 3:00 pm. for a neighborhood picnic

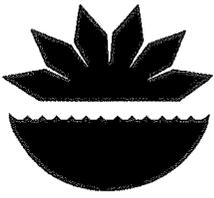
INITIATING DEPARTMENT: City Manager's Office

DATE: 6/7/11 **SUSPENSE:** A.S.A.P.

DEPARTMENT ROUTING:

DEPARTMENT	ACTIVITY REQUIRED	DATE RECEIVED	DATE TRANSMITTED	DEPARTMENT SIGNATURE
B. La Roy	Review and Comment			
✓ P. Lewis	Review and Comment	06/07/11	06/14/11	
J. Mominnee	Review and Comment			
T. Moore	Review and Comment			
E. Sell	Review and Comment			
D. Swallow	Review and Comment			
G. Brown	Review / Approve			
C. Evans	Send letter of confirmation			

SUMMARY: No objections, as long as church will allow residents access to their homes throughout the requested time period. Public Services does not expect any overtime costs, as required barricades can be dropped off in Trinity parking lot on Friday, July 15, set in street by church organizers, removed from street when event is completed, and picked up by Public Services staff on Monday, July 18.



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Downtown Monroe Business Network – 8th Annual Fine Art Fair

DISCUSSION: The City received a request from the Downtown Monroe Business Network (DMBN) Fine Art Fair Committee Member Fountain to hold the 8th Annual Fine Art Fair in conjunction with the 2011 River Raisin Jazz Festival on August 13 & 14, 2011. Specifically the request is for use of utilities, services, personnel from the City, closure of the affected streets, picnic tables, extra trash cans and porta potties, and that all fees are waived.

The streets requested for closure are Washington Street from E. First Street to E. Front Street and on E. First Street from S. Monroe Street to S. Macomb Street. In addition they would like to close the City employee parking lot on the corner of E. First and Scott Streets for vendor parking.

The request was reviewed by the administrative staff and there were no objections to the request subject to insurance requirements being met, inspections for all tents and electrical occur prior to use, emergency vehicle access being maintained, Fire Department guidelines to be followed:: 1. MFD SOG 5017, 2. International Fire Code 2403 & 2404, Tents and Canopies, 3. International Fire Code D103.1 Fire Apparatus Access Road, minimum of 20', and 4. Allow for Fire Dept. inspection prior to event, and that the City Manager be granted authority to alter/amend the event due to health and/or safety reasons, and that a meeting is set up between the City and the DMBN to discuss specific arrangements and accommodations.

It is expected that DPS staff will already be on hand to staff event due to involvement with the River Raisin Jazz Festival. Street closure setup and tear down can occur in conjunction with that event, so minimal additional overtime costs will be incurred.

Last year's event went very smoothly. The police department will again provide an officer to split his time between this event and the jazz event. This split coverage worked out well last year and did not compromise coverage at either location. No officer will be needed for overnight security as the organizers have once again contracted with Robert's Security for this detail. However, a MPD officer should still make periodic checks with the contracted guard – workload permitting. The projected cost (wages only) will be approximately \$260.

This activity is exempt from city cost reimbursement fees because it is a component of the city co-sponsored Jazz Festival identified in the Special Event Fee Waiver Policy. We will ask the DMBN to provide the requested trash service, as we have with the Jazz Festival.

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 in accordance with City Council adopted policy, 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: N/A

REASON FOR DEADLINE: N/A

STAFF RECOMMENDATION: For Against

REASON AGAINST: N/A

INITIATED BY:

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: DPS, Police, Finance, Recreation, and Manager

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: City Manager's Office

DATE: 6/14/11

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: 6/20/11

June 1, 2011

City of Monroe
Mayor and Council

Re: Monroe Fine Art Fair

The Downtown Monroe Business Network is sponsoring the 8th Annual Monroe Fine Art Fair on August 13th and 14th in conjunction with the Jazz Festival. The hours for the fair will be 10:00 -7:00 on Saturday the 13th and 11:00 -6:00 on Sunday the 14th.

We request the closing of East First St. from Monroe St. to Macomb St. and Washington St. from First St. to Front St. We would also request the City parking lot on the corner of Scott and First to be closed for Vendor parking. In the past , the city has provided us assistance with electrical hook-ups, picnic tables, extra trash cans and porta potties, we ask that you be able to provide theses services again. We will have our own security on Saturday evening.

The vendors will set up on the street while fairgoers stroll through the streets.

Insurance will be provided by the Downtown Monroe Business Network's policy.

We would greatly appreciate if you could waive all fees.

Sincerely,



Committee Member
The Monroe Fine Art Fair Committee
P.O. Box 2601
Monroe MI 48161

Note: any questions please contact Jennifer Fountain at 242-9393 or 770-9025

RECEIVED

JUN 27 2011

MAYOR'S OFFICE

**CITY OF MONROE
TEMPORARY USES, SALES, BUILDINGS;
SEASONAL OR SPECIAL EVENTS
APPLICATION**

Name of Applicant (Organization): Downtown Monroe Business Network

Contact Person: Jennifer Fountain Monroe Fine Art Fair

Address: P.O. BOX 2601, Monroe LA 70001

Phone: 734 242-9393 **Fax:** _____
734 770-9025

Dates Requested: _____

Location Requested: City Park Private Property Public Property

PROJECT LOCATION (Address): E. First St. + Washington St

PROPERTY OWNER INFORMATION

Name: City of Monroe

Address: _____

Phone: _____ **Fax:** _____

EVENT DESCRIPTION:

8th Art Fair Aug. 13 + 14th

TYPE OF BUSINESS ON SITE: Vendors selling Art

Application Fee	\$ 150.00
\$20.00 wk	\$
Total Fee	\$

SIGNATURES (I/we hereby apply for a temporary use/special event permit in accordance with Section 12.69.25 of the City of Monroe Zoning Ordinance. The information, plans and materials submitted herewith in support of this application are, to the best of my/our knowledge, true and correct):

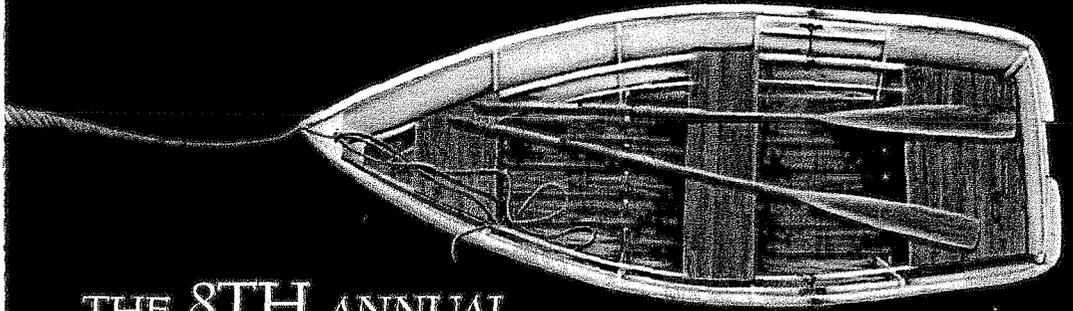
OWNER: _____

DATE: _____

APPLICANT: Jennifer Fountain

DATE: 6/1/11

Artists Wanted



THE 8TH ANNUAL
DOWNTOWN MONROE
FINE ARTS FESTIVAL

THE 8TH ANNUAL DOWNTOWN MONROE FINE ARTS FESTIVAL

Adjacent to the

10th Anniversary River Raisin Jazz Festival.

AUGUST 13-14 2011

Time: Saturday 10-7 Sunday 11-6

Cost: \$100.00 for both days

*Electricity available upon request at no additional charge

*Chairs and tables are available to rent for a small fee

APPLICATION DEADLINE IS JULY 17, 2011

EMAIL: monroefair@gmail.com

WEB: www.monroefineartfair.com

PHONE: 734.242.1472 or 734.242.8308

MAIL US at:

Monroe Fine Art Fair

P.O. Box 2601,

Monroe, MI 48161



Memorandum

To: Thomas C. Moore III, Chief of Police
From: Lt. Gregory N. Morgel
cc: Patricia Weaver, Executive Secretary to the Mayor/Manager City of Monroe, file
Date: June 7, 2011
Re: **Staff Study – 2011 Downtown Monroe Business Network Fine Art Fair**

I have reviewed the request from the Downtown Monroe Business Network to host their 8th annual Fine Art Fair in conjunction with the River Raisin Jazz Festival on Saturday, August 13th & Sunday, August 14th, 2011. The hours are from 10:00 am-7:00 pm Saturday and 11:00 am – 6:00 pm on Sunday.

Last year's event went very smoothly. An officer was not dedicated to the event; rather, an officer split his time between the nearby Jazz Festival and the Art festival. I recommend this split coverage once again this year, as it worked out well and did not compromise coverage at either location. An officer will not be needed for overnight site security as the organizers have once again contracted with Robert's Security for this detail, however a MPD officer should still make periodic checks with the contracted guard, workload permitting.

The same street closures as last year were requested: Washington Street (between East First & East Front Street) and East First Street (between South Monroe Street & South Macomb Street). In addition, the organizers have requested use of the City Employee Lot at East First Street & Scott Street for vendor parking.

The estimated cost (wages only) will be approximately \$260.00. This was figured at having one officer split duties between both festivals (Jazz & Art) from 12:00 pm – 7:00 pm Saturday and from 12:00 pm – 6:00 pm Sunday, as the earlier hours at both festivals is usually very slow.

I recommend approval of this event provided the necessary permits are obtained. I will coordinate with DPS to ensure the proper barricades are in place for the event, as well as notify the affected shift commanders concerning the event, and staff it.

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

Chairperson: Jennifer Fountain - 242-9393 or Cell: 734-770-9025

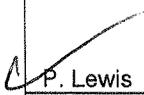
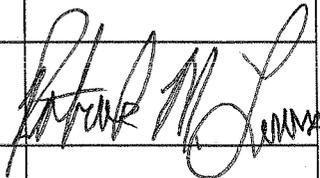
CITY OF MONROE INTERDEPARTMENT ACTIVITY FORM

ADMINISTRATIVE ACTIVITY: Request from Jennifer Fountain on behalf of the Monroe Fine Art Fair Committee for permission to hold the 8th annual Monroe Fine Art Fair on August 13 & 14, 2011 in conjunction with the Jazz Festival (see attached list of requested support items from the city)

INITIATING DEPARTMENT: City Manager's Office

DATE: 6/7/11 **SUSPENSE:** A.S.A.P.

DEPARTMENT ROUTING:

DEPARTMENT	ACTIVITY REQUIRED	DATE RECEIVED	DATE TRANSMITTED	DEPARTMENT SIGNATURE
L. LaPointe Cc: D. Swallow	Review and Comment			
B. LaRoy	Review and Comment			
J. Lehmann	Review and Comment			
 P. Lewis	Review and Comment	06/07/11	06/14/11	
J. Mominee	Review and Comment			
T. Moore	Review and Comment			
E. Sell	Review and Comment			
G. Brown	Review / Approve			
C. Evans	Send Letter of Confirmation			

SUMMARY: No objections to the event, as the request is similar to past years. Due to intensive City staff involvement with the adjacent Jazz Festival, we have not typically calculated overtime costs for this event separately. Public Services staff will assist at time of the event with setup and tear-down of barricades, and with electrical connections and any additional picnic tables required. Additional trash cans will be provided if available, as many of our excess supply is needed at St. Mary's Park. One change this year is that since the City is no longer supplying portable toilets to the Jazz Festival based on an agreement with that event's organizers, we will request that the organizers of this event also arrange for their own portable toilet rental and coordination. We reserve the right to review locations of any portable toilets as well.



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Resolution Authorizing the Acquisition of 1259 East Front Street from the Monroe County Treasurer through the Tax Foreclosure Procedure in the General Property Tax Act

DISCUSSION: The property located at 1259 East Front Street, Property Identification Number 49-01460-001, has been foreclosed upon by the Monroe County Treasurer due to nonpayment of property taxes. The General Property Tax Act, Section 78m (Michigan Compiled Laws 211.78m) grants the City the right to purchase the property for a public purpose by payment of the minimum bid consisting of delinquent property taxes and any costs associated with the foreclosure action. The current minimum bid estimated by the Treasurer's office is \$1,600.00. Acquisition by the City for use as park land will also likely require demolition of the residential structure located on the property. Based on recent bids for demolition of similar structures, the cost to complete this work would be approximately \$8,000.00. Therefore, the total cost for acquisition and preparation of the property for use as park land is estimated at \$9,600.00.

The City has an interest in the property for use as an expansion of the adjacent Hellenberg Field, a public park, preservation of potential historical resources associated with the War of 1812, and elimination of residential structures located in the 100-year floodplain. This property currently constitutes a "cut-out" of the existing park property and creates an inconsistent land use along East Front Street in this location. Acquisition of this property would help create a consistent park frontage along the street and provide views of the River Raisin, which are currently obscured by the existing residential structure (See attached figure). The existing structure is in disrepair and does not significantly contribute as an architectural or historic resource in the community. There is evidence that this property is located on a site where activity occurred during the Battle of the River Raisin in War of 1812. The City of Monroe Comprehensive Plan (2003) identifies this property on the Future Land Use Map as planned Parks/Open Space/Natural Preserves. Acquiring this parcel would thereby assist in implementing the City's Comprehensive Plan. The property is located in the 100-year floodplain and elimination of the structure would contribute to the City's efforts to require that uses vulnerable to floods be protected against flood damage. Therefore, acquisition of this property would add to existing park land, improve the aesthetics of this area of the community, preserve potential historical resources, assist in implementation of the Comprehensive Plan, and eliminate structures in the floodplain.

It is important to note that acquisition of property by the City through the tax foreclosure process must be for an identified "public purpose." If for any reason the City chose to sell the property for a non-public purpose, any excess amount above and beyond the minimum bid, and demolition and maintenance costs would need to be returned to the Monroe County Treasurer. Therefore, the resolution specifically states the public purpose envisioned by the City.

IT IS RECOMMENDED that the City Council approve the resolution, authorizing acquisition of 1259 East Front Street from the Monroe County Treasurer through the Tax Foreclosure Procedure.

CITY MANAGER RECOMMENDATION:

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

APPROVAL DEADLINE: June 20, 2011

REASON FOR DEADLINE: July 1, 2011 deadline for submittal of application to Monroe County Treasurer

STAFF RECOMMENDATION: X For Against

REASON AGAINST: N/A

INITIATED BY: Department of Economic and Community Development

PROGRAMS, DEPARTMENTS, OR GROUPS AFFECTED: Department of Public Services, Recreation Department

FINANCES

COST AND REVENUE PROJECTIONS:	Cost of Total Project	\$ 9,600.00 (est.)
	Cost of This Project Approval	\$ 1,600.00 (est.)
	Related Annual Operating Cost	\$ 450.00 (est.)
	Increased Revenue Expected/Year	\$ 0

SOURCE OF FUNDS:	<u>City</u>	Account Number	Amount
	Capital Improvement Fund	401-95.802-971.000-11C10	\$1,600.00 (est.)
	<u>Other Funds</u>		

Budget Approval: 

FACT SHEET PREPARED BY: Dan Swallow, Director of Economic and Community Development

DATE: 06/14/2011

REVIEWED BY: George Brown, City Manager



DATE:

COUNCIL MEETING DATE: June 20, 2011

**CITY OF MONROE
RESOLUTION**

Authorizing the Acquisition of 1259 East Front Street from the Monroe County Treasurer through the Tax Foreclosure Procedure in the General Property Tax Act

WHEREAS, the property located at 1259 East Front Street, Property Identification Number 49-01460-001, has been foreclosed upon by the Monroe County Treasurer due to nonpayment of property taxes; and

WHEREAS, the General Property Tax Act (MCL 211.78m) grants the City the right to purchase the property for a public purpose by payment of the minimum bid consisting of delinquent property taxes and any costs associated with the foreclosure action; and

WHEREAS, the City has an interest in the property for use as an expansion of the adjacent Hellenberg Field, a public park, preservation of potential historical resources associated with the War of 1812, and elimination of residential structures located in the 100-year floodplain; and

WHEREAS, the City acknowledges the use of the property for the above stated public purposes will likely require demolition of the residential structure currently located on the property; and

WHEREAS, the City of Monroe Comprehensive Plan (2003) identifies this property on the Future Land Use Map as planned for Parks/Open Space/Natural Preserves; and

WHEREAS, use of the property as a public park, preservation of historical resources, and floodplain management constitute a public purpose under the General Property Tax Act.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Monroe hereby authorizes the City Manager and City staff to prepare and execute an application to the Monroe County Treasurer and any other necessary documents to purchase the tax foreclosed property located at 1259 East Front Street, Property Identification Number 49-01460-001, for a public purpose.

BE IT FURTHER RESOLVED, the City Council hereby authorizes the expenditure of funds to pay the minimum bid, not to exceed \$4,999.99, for purchase of the property as required by the General Property Tax Act.

Motion:

Seconded by:

Ayes: Nays: Absent:

I, Charles D. Evans, City Clerk-Treasurer of the City of Monroe, State of Michigan, do hereby certify that the foregoing resolution is an exact copy of a Resolution adopted by the City Council of said City, at a regular meeting thereof held on the ____ day of _____, 2011.

Charles D. Evans
City Clerk-Treasurer

Application to obtain Real Estate for Public Purpose

Pursuant to Michigan Compiled Laws, Section 211.78m

Name, Address, Phone number and Contact Person of Local Unit making application:

City of Monroe
Attn. Dan Swallow
Economic and Community Development
120 East First Street
Monroe, MI 48161
(734) 384-9186

Parcel Information:

Tax ID #: **49-01460-001**

County: **Monroe**

City/Village/Township Name: **Monroe City**

Street address: **1259 East Front Street**

Public Purpose for acquiring this property is (describe in detail):

The City of Monroe plans to use this property for public park space. The property is immediately adjacent to Hellenberg Field, a City owned and maintained park. The property represents a cut-out from the existing park property and is inconsistent the surrounding park use. The City of Monroe Comprehensive Plan (2003) includes this property as a future "Public" land use. Historical records indicate that this property was involved in the Battle of the River Raisin during the War of 1812, and preservation of the property for historical preservation reasons could prove beneficial.

This acquisition **has** **has not** been specifically authorized by resolution of the governing body of the Local Unit. (**Attach minutes and resolution**)

The Local Unit **does** **does not** plan to resell or transfer this property to another person, entity or group.

Entity is:

- Individual(s) A non-profit entity A for Profit entity
 A government Board, Commission, Agency or Department.

Name and address of Purchaser (if known at this time):

Not Applicable- property to be held by the City of Monroe.

If property is being sold or transferred, please state end-users Public Purpose of this property:

Not Applicable- property to be held by the City of Monroe.

Will property be returned to the tax roll?

Yes

No

Applicable regulation Disclosure:

The Foreclosing Governmental Unit (FGU) discloses that MCL 211.78m requires:

- That a sale/transfer under this section must be for a “**Public Purpose**”;
- That if the property is sold or transferred at a profit (as therein defined), that such profit **MUST be returned to the FGU** and deposited in its delinquent tax property sales proceeds account for the year in which the property was purchased by the city, village, township, or county.

The Foreclosing Governmental Unit (FGU) requires, as a condition of this application, that the Local Unit agrees to:

- **Fully indemnify the FGU** and its agents for any and all costs, damages, awards, fees and other matters which may arise from, or as a consequence of, the foreclosure through which the property was obtained, including (but not limited to): title defense actions, environmental remediation, and boundary disputes.
- **Maintain and perpetuate the “Public Purpose” use** of the property.
- **Reconvey the property to the FGU** (at the unilateral option of the FGU, without “profit” as defined in MCL 211.78m) at any time it is no longer used for the specific “public purpose” given herein, unless a suitable alternate “public purpose” has been approved by the FGU.
- **Obtain approval of the FGU for any sale** or transfer of this property not herein disclosed, at any time in the future that it may occur, at least 14 days prior to such event.
- **Provide copies** of all transfer documents and financial settlement statements regarding any sale or transfer, within 30 days of such event, without further request.
- **Compensate the FGU** for any “profit” (as defined in MCL 211.78m) in this same time period if the property is sold or transferred.

These conditions must be agreed to by the Applicant, and will be made covenants/restrictions to such transfer in the conveyance documents.

The Applicant **agrees** **does not agree** to the terms disclosed above, and consents to their inclusion in the documents of conveyance.

Submitted by :

Signature: _____

Name and official capacity:

George Brown City Manager

Application dated : / /

For FGU Use

Received: / / Response: Approved Denied

THE GENERAL PROPERTY TAX ACT (EXCERPT)
Act 206 of 1893

211.78m Granting state right of first refusal; election by state not to purchase property; purchase of property by city, village, township, or county; property sale at auction; notice of time and location; procedure; property not previously sold; disposition of sale proceeds; joint sale by 2 or more county treasurers; deed recording; "minimum bid" defined; cancellation of taxes upon transfer or retention of property; foreclosed property defined as facility.

Sec. 78m. (1) Not later than the first Tuesday in July, immediately succeeding the entry of judgment under section 78k vesting absolute title to tax delinquent property in the foreclosing governmental unit, this state is granted the right of first refusal to purchase property at the greater of the minimum bid or its fair market value by paying that amount to the foreclosing governmental unit if the foreclosing governmental unit is not this state. If this state elects not to purchase the property under its right of first refusal, a city, village, or township may purchase for a public purpose any property located within that city, village, or township set forth in the judgment and subject to sale under this section by payment to the foreclosing governmental unit of the minimum bid. If a city, village, or township does not purchase that property, the county in which that property is located may purchase that property under this section by payment to the foreclosing governmental unit of the minimum bid. If property is purchased by a city, village, township, or county under this subsection, the foreclosing governmental unit shall convey the property to the purchasing city, village, township, or county within 30 days. If property purchased by a city, village, township, or county under this subsection is subsequently sold for an amount in excess of the minimum bid and all costs incurred relating to demolition, renovation, improvements, or infrastructure development, the excess amount shall be returned to the delinquent tax property sales proceeds account for the year in which the property was purchased by the city, village, township, or county or, if this state is the foreclosing governmental unit within a county, to the land reutilization fund created under section 78n. Upon the request of the foreclosing governmental unit, a city, village, township, or county that purchased property under this subsection shall provide to the foreclosing governmental unit without cost information regarding any subsequent sale or transfer of the property. This subsection applies to the purchase of property by this state, a city, village, or township, or a county prior to a sale held under subsection (2).

(2) Subject to subsection (1), beginning on the third Tuesday in July immediately succeeding the entry of the judgment under section 78k vesting absolute title to tax delinquent property in the foreclosing governmental unit and ending on the immediately succeeding first Tuesday in November, the foreclosing governmental unit, or its authorized agent, at the option of the foreclosing governmental unit, shall hold at least 2 property sales at 1 or more convenient locations at which property foreclosed by the judgment entered under section 78k shall be sold by auction sale, which may include an auction sale conducted via an internet website. Notice of the time and location of the sales shall be published not less than 30 days before each sale in a newspaper published and circulated in the county in which the property is located, if there is one. If no newspaper is published in that county, publication shall be made in a newspaper published and circulated in an adjoining county. Each sale shall be completed before the first Tuesday in November immediately succeeding the entry of judgment under section 78k vesting absolute title to the tax delinquent property in the foreclosing governmental unit. Except as provided in subsection (5), property shall be sold to the person bidding the highest amount above the minimum bid. The foreclosing governmental unit may sell parcels individually or may offer 2 or more parcels for sale as a group. The minimum bid for a group of parcels shall equal the sum of the minimum bid for each parcel included in the group. The foreclosing governmental unit may adopt procedures governing the conduct of the sale and may cancel the sale prior to the issuance of a deed under this subsection if authorized under the procedures. The foreclosing governmental unit may require full payment by cash, certified check, or money order at the close of each day's bidding. Not more than 30 days after the date of a sale under this subsection, the foreclosing governmental unit shall convey the property by deed to the person bidding the highest amount above the minimum bid. The deed shall vest fee simple title to the property in the person bidding the highest amount above the minimum bid, unless the foreclosing governmental unit discovers a defect in the foreclosure of the property under sections 78 to 78l. If this state is the foreclosing governmental unit within a county, the department of natural resources shall conduct the sale of property under this subsection and subsections (4) and (5) on behalf of this state.

(3) For sales held under subsection (2), after the conclusion of that sale, and prior to any additional sale held under subsection (2), a city, village, or township may purchase any property not previously sold under subsection (1) or (2) by paying the minimum bid to the foreclosing governmental unit. If a city, village, or

township does not purchase that property, the county in which that property is located may purchase that property under this section by payment to the foreclosing governmental unit of the minimum bid.

(4) If property is purchased by a city, village, township, or county under subsection (3), the foreclosing governmental unit shall convey the property to the purchasing city, village, or township within 30 days.

(5) All property subject to sale under subsection (2) shall be offered for sale at not less than 2 sales conducted as required by subsection (2). The final sale held under subsection (2) shall be held not less than 28 days after the previous sale under subsection (2). At the final sale held under subsection (2), the sale is subject to the requirements of subsection (2), except that the minimum bid shall not be required. However, the foreclosing governmental unit may establish a reasonable opening bid at the sale to recover the cost of the sale of the parcel or parcels.

(6) On or before December 1 immediately succeeding the date of the sale under subsection (5), a list of all property not previously sold by the foreclosing governmental unit under this section shall be transferred to the clerk of the city, village, or township in which the property is located. The city, village, or township may object in writing to the transfer of 1 or more parcels of property set forth on that list. On or before December 30 immediately succeeding the date of the sale under subsection (5), all property not previously sold by the foreclosing governmental unit under this section shall be transferred to the city, village, or township in which the property is located, except those parcels of property to which the city, village, or township has objected. Property located in both a village and a township may be transferred under this subsection only to a village. The city, village, or township may make the property available under the urban homestead act, 1999 PA 127, MCL 125.2701 to 125.2709, or for any other lawful purpose.

(7) If property not previously sold is not transferred to the city, village, or township in which the property is located under subsection (6), the foreclosing governmental unit shall retain possession of that property. If the foreclosing governmental unit retains possession of the property and the foreclosing governmental unit is this state, title to the property shall vest in the land bank fast track authority created under section 15 of the land bank fast track act, 2003 PA 258, MCL 124.765.

(8) A foreclosing governmental unit shall deposit the proceeds from the sale of property under this section into a restricted account designated as the "delinquent tax property sales proceeds for the year ____". The foreclosing governmental unit shall direct the investment of the account. The foreclosing governmental unit shall credit to the account interest and earnings from account investments. Proceeds in that account shall only be used by the foreclosing governmental unit for the following purposes in the following order of priority:

(a) The delinquent tax revolving fund shall be reimbursed for all taxes, interest, and fees on all of the property, whether or not all of the property was sold.

(b) All costs of the sale of property for the year shall be paid.

(c) Any costs of the foreclosure proceedings for the year, including, but not limited to, costs of mailing, publication, personal service, and outside contractors shall be paid.

(d) Any costs for the sale of property or foreclosure proceedings for any prior year that have not been paid or reimbursed from that prior year's delinquent tax property sales proceeds shall be paid.

(e) Any costs incurred by the foreclosing governmental unit in maintaining property foreclosed under section 78k before the sale under this section shall be paid, including costs of any environmental remediation.

(f) If the foreclosing governmental unit is not this state, any of the following:

(i) Any costs for the sale of property or foreclosure proceedings for any subsequent year that are not paid or reimbursed from that subsequent year's delinquent tax property sales proceeds shall be paid from any remaining balance in any prior year's delinquent tax property sales proceeds account.

(ii) Any costs for the defense of title actions.

(iii) Any costs incurred in administering the foreclosure and disposition of property forfeited for delinquent taxes under this act.

(g) If the foreclosing governmental unit is this state, any remaining balance shall be transferred to the land reutilization fund created under section 78n.

(h) In 2008 and each year after 2008, if the foreclosing governmental unit is not this state, not later than June 30 of the second calendar year after foreclosure, the foreclosing governmental unit shall submit a written report to its board of commissioners identifying any remaining balance and any contingent costs of title or other legal claims described in subdivisions (a) through (f). All or a portion of any remaining balance, less any contingent costs of title or other legal claims described in subdivisions (a) through (f), may subsequently be transferred into the general fund of the county by the board of commissioners.

(9) Two or more county treasurers of adjacent counties may elect to hold a joint sale of property as provided in this section. If 2 or more county treasurers elect to hold a joint sale, property may be sold under this section at a location outside of the county in which the property is located. The sale may be conducted by any county treasurer participating in the joint sale. A joint sale held under this subsection may include or be

an auction sale conducted via an internet website.

(10) The foreclosing governmental unit shall record a deed for any property transferred under this section with the county register of deeds. The foreclosing governmental unit may charge a fee in excess of the minimum bid and any sale proceeds for the cost of recording a deed under this subsection.

(11) As used in this section, "minimum bid" is the minimum amount established by the foreclosing governmental unit for which property may be sold under this section. The minimum bid shall include all of the following:

(a) All delinquent taxes, interest, penalties, and fees due on the property. If a city, village, or township purchases the property, the minimum bid shall not include any taxes levied by that city, village, or township and any interest, penalties, or fees due on those taxes.

(b) The expenses of administering the sale, including all preparations for the sale. The foreclosing governmental unit shall estimate the cost of preparing for and administering the annual sale for purposes of prorating the cost for each property included in the sale.

(12) For property transferred to this state under subsection (1), a city, village, or township under subsection (6) or retained by a foreclosing governmental unit under subsection (7), all taxes due on the property as of the December 31 following the transfer or retention of the property are canceled effective on that December 31.

(13) For property sold under this section, transferred to this state under subsection (1), a city, village, or township under subsection (6), or retained by a foreclosing governmental unit under subsection (7), all liens for costs of demolition, safety repairs, debris removal, or sewer or water charges due on the property as of the December 31 immediately succeeding the sale, transfer, or retention of the property are canceled effective on that December 31. This subsection does not apply to liens recorded by the department of environmental quality under this act or the land bank fast track act, 2003 PA 258, MCL 124.751 to 124.774.

(14) If property foreclosed under section 78k and held by or under the control of a foreclosing governmental unit is a facility as defined under section 20101(1)(o) of the natural resources and environmental protection act, 1994 PA 451, MCL 324.20101, prior to the sale or transfer of the property under this section, the property is subject to all of the following:

(a) Upon reasonable written notice from the department of environmental quality, the foreclosing governmental unit shall provide access to the department of environmental quality, its employees, contractors, and any other person expressly authorized by the department of environmental quality to conduct response activities at the foreclosed property. Reasonable written notice under this subdivision may include, but is not limited to, notice by electronic mail or facsimile, if the foreclosing governmental unit consents to notice by electronic mail or facsimile prior to the provision of notice by the department of environmental quality.

(b) If requested by the department of environmental quality to protect public health, safety, and welfare or the environment, the foreclosing governmental unit shall grant an easement for access to conduct response activities on the foreclosed property as authorized under chapter 7 of the natural resources and environmental protection act, 1994 PA 451, MCL 324.20101 to 324.20519.

(c) If requested by the department of environmental quality to protect public health, safety, and welfare or the environment, the foreclosing governmental unit shall place and record deed restrictions on the foreclosed property as authorized under chapter 7 of the natural resources and environmental protection act, 1994 PA 451, MCL 324.20101 to 324.20519.

(d) The department of environmental quality may place an environmental lien on the foreclosed property as authorized under section 20138 of the natural resources and environmental protection act, 1994 PA 451, MCL 324.20138.

(15) If property foreclosed under section 78k and held by or under the control of a foreclosing governmental unit is a facility as defined under section 20101(1)(o) of the natural resources and environmental protection act, 1994 PA 451, MCL 324.20101, prior to the sale or transfer of the property under this section, the department of environmental quality shall request and the foreclosing governmental unit shall transfer the property to the state land bank fast track authority created under section 15 of the land bank fast track act, 2003 PA 258, MCL 124.765, if all of the following apply:

(a) The department of environmental quality determines that conditions at a foreclosed property are an acute threat to the public health, safety, and welfare, to the environment, or to other property.

(b) The department of environmental quality proposes to undertake or is undertaking state-funded response activities at the property.

(c) The department of environmental quality determines that the sale, retention, or transfer of the property other than under this subsection would interfere with response activities by the department of environmental quality.

History: Add. 1999, Act 123, Eff. Oct. 1, 1999;—Am. 2001, Act 99, Imd. Eff. July 30, 2001;—Am. 2003, Act 263, Imd. Eff. Jan. 5,

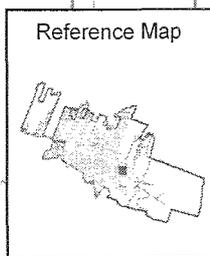
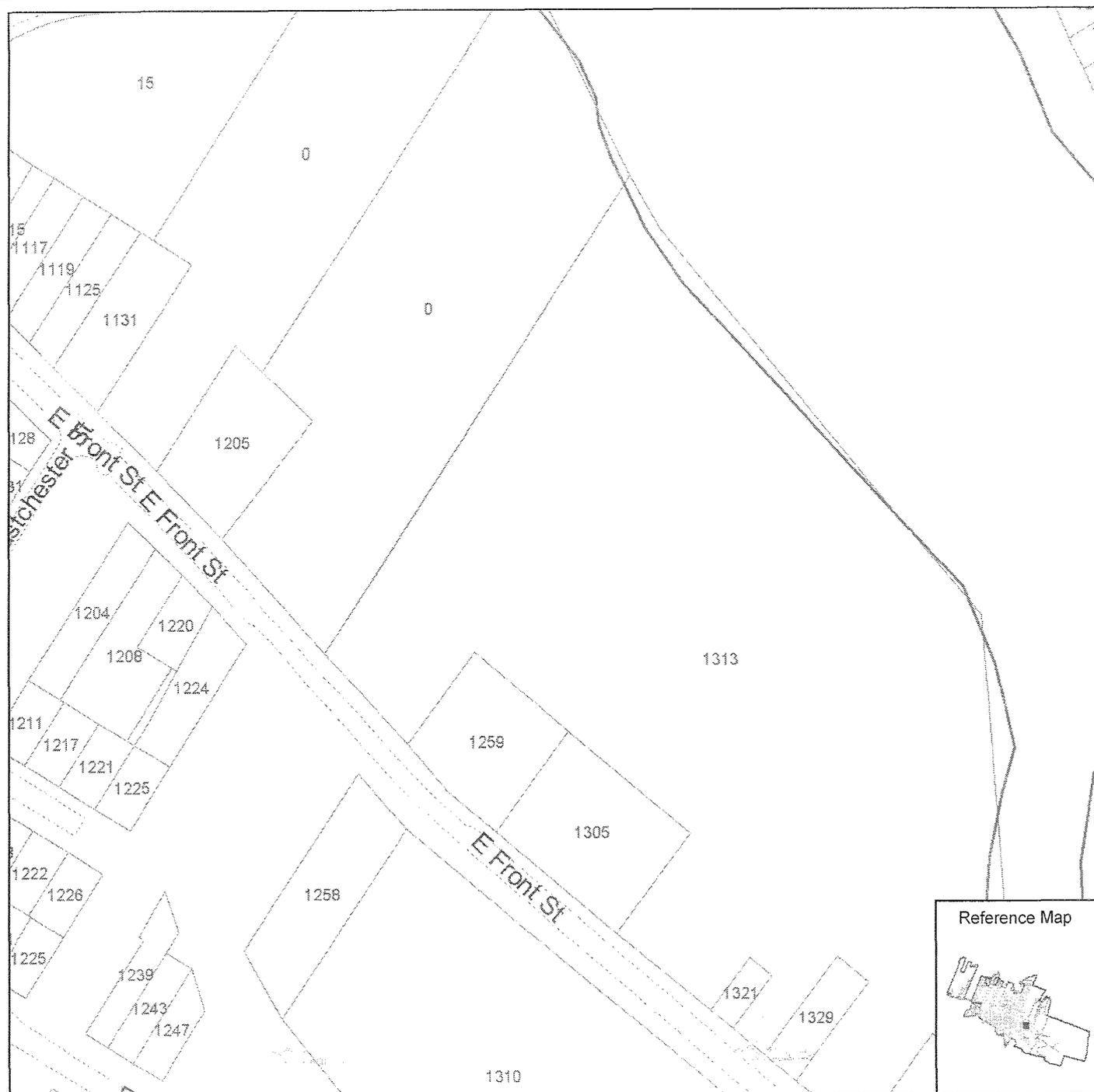


City of Monroe
CivicSight Map

MAP COMMENTS:
1259 E. Front Street

MAP LEGEND:

- WATERCOURSE
- EDGE OF PAVEMENT
- CITY LIMITS
- PARCELS



Map Scale: 1 inch = 181 feet
 Map Date: 6/13/2011
 Data Date: May 13, 2011



Sources: City of Monroe, River's Edge GIS, LLC.

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

**CITY OF MONROE
RESOLUTION**

Authorizing the Acquisition of 1259 East Front Street from the Monroe County Treasurer through the Tax Foreclosure Procedure in the General Property Tax Act

WHEREAS, the property located at 1259 East Front Street, Property Identification Number 49-01460-001, has been foreclosed upon by the Monroe County Treasurer due to nonpayment of property taxes; and

WHEREAS, the General Property Tax Act (MCL 211.78m) grants the City the right to purchase the property for a public purpose by payment of the minimum bid consisting of delinquent property taxes and any costs associated with the foreclosure action; and

WHEREAS, the City has an interest in the property for use as an expansion of the adjacent Hellenberg Field, a public park, preservation of potential historical resources associated with the War of 1812, and elimination of residential structures located in the 100-year floodplain; and

WHEREAS, the City acknowledges the use of the property for the above stated public purposes will likely require demolition of the residential structure currently located on the property; and

WHEREAS, the City of Monroe Comprehensive Plan (2003) identifies this property on the Future Land Use Map as planned for Parks/Open Space/Natural Preserves; and

WHEREAS, use of the property as a public park, preservation of historical resources, and floodplain management constitute a public purpose under the General Property Tax Act.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Monroe hereby authorizes the City Manager and City staff to prepare and execute an application to the Monroe County Treasurer and any other necessary documents to purchase the tax foreclosed property located at 1259 East Front Street, Property Identification Number 49-01460-001, for a public purpose.

BE IT FURTHER RESOLVED, the City Council hereby authorizes the expenditure of funds to pay the minimum bid, not to exceed \$4,999.99, for purchase of the property as required by the General Property Tax Act.

Motion:

Seconded by:

Ayes: Nays: Absent:

I, Charles D. Evans, City Clerk-Treasurer of the City of Monroe, State of Michigan, do hereby certify that the foregoing resolution is an exact copy of a Resolution adopted by the City Council of said City, at a regular meeting thereof held on the ____ day of _____, 2011.

Charles D. Evans
City Clerk-Treasurer



CITY COUNCIL AGENDA FACT SHEET

RELATING TO: Civil Service Commission

DISCUSSION: The corrected Resolution relates to the previous appointment by the City to the Monroe Civil Service Commission.

Therefore, it is recommended, that City Council approve the corrected Resolution related to the appointment of David Thompson to the Civil Service Commission.

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

SOURCE OF FUNDS:

City

Account Number

Amount

\$ N/A
\$ N/A
\$ N/A
\$ N/A
\$ N/A

Other Funds

\$ N/A
\$ N/A
\$ N/A
\$ N/A

Budget Approval: _____

FACT SHEET PREPARED BY: Manager's Office

DATE: 6/16/11

REVIEWED BY:

DATE:

COUNCIL MEETING DATE: 6/20/11

RESOLUTION

BE IT RESOLVED:

The appointment of David Thompson to the Monroe Civil Service Commission by the Mayor and Council of the City of Monroe on January 18, 2011 under MCL 38.502 and Charter Section 326 is confirmed;
and

Mr. Thompson is to serve on the Civil Service Commission with Kenneth E. Beach and Richard W. Turner pending a possible appeal from a Court Ruling in Case No. 11-30426-CZ in the Monroe County Circuit Court.